





Indirect Materials and Services - Supplier training

Givaudan

A vertical image on the left side of the slide showing a field of white and purple flowers, possibly poppies, under warm, golden sunlight. The flowers are in various stages of bloom, and the background is a soft-focus field of similar flowers.

Agenda

1. [Login to SAP Business Network](#)
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Abbreviations used

Givaudan

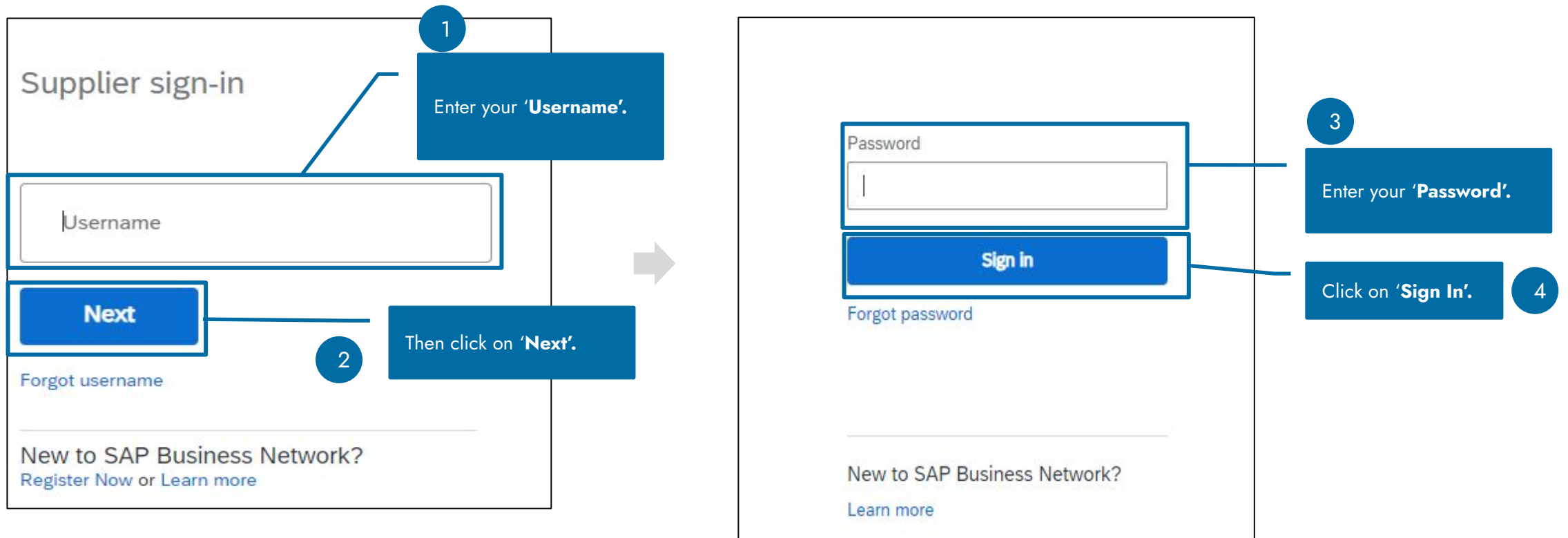
Abbreviations used

Short form	Full form/Meaning
SBN	SAP Business Network
PR	Purchase Requisition/ Request
PO	Purchase Order
OC	Order Confirmation
ASN	Advanced Shipping Notice
GR	Goods Receipt
SES	Service Entry Sheet
RFQ	Request for Quotation

Login to SAP Business Network

SAP Business Network portal login

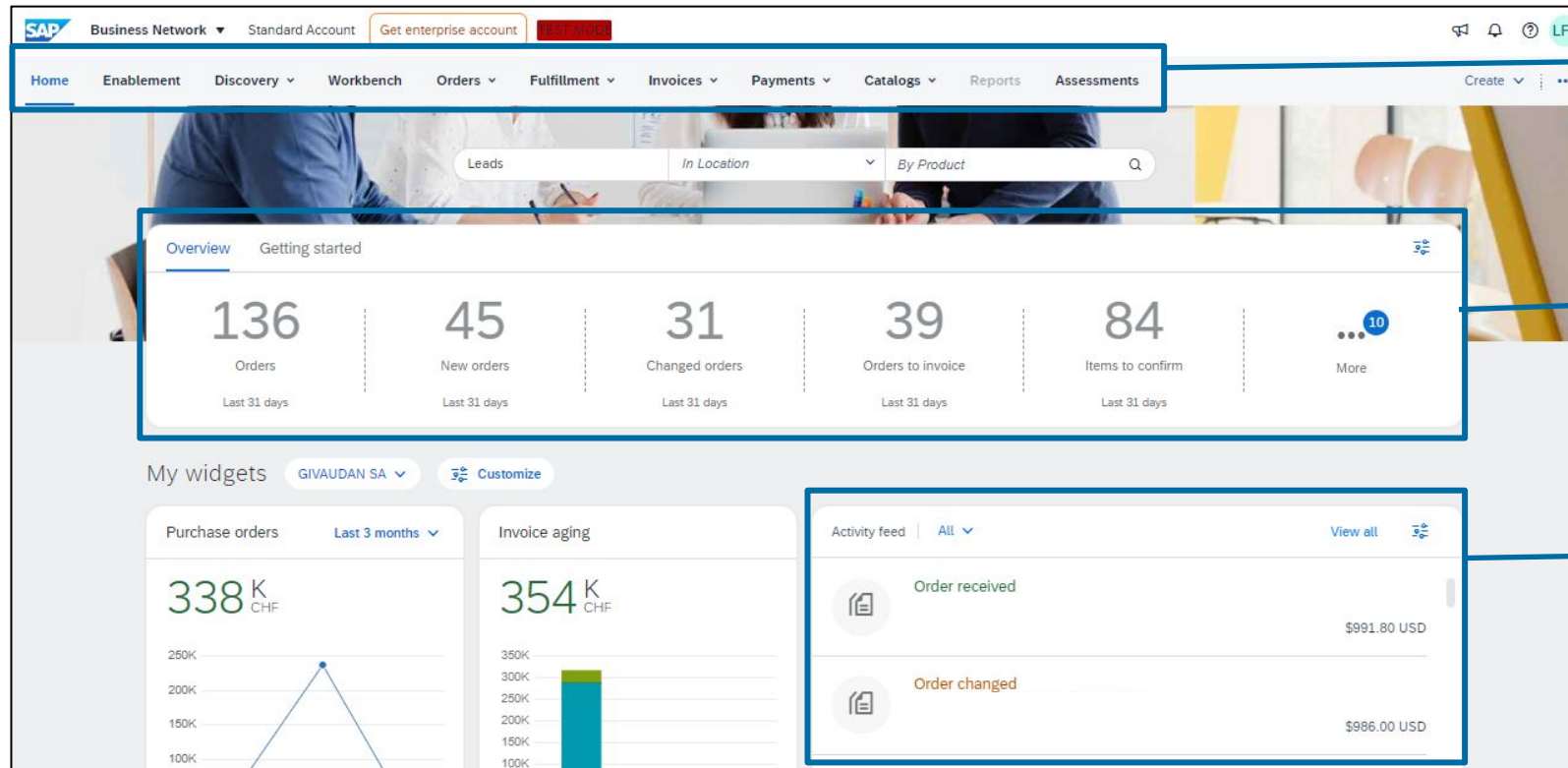
- You can view and manage all buyer orders in one place—no more emails or spreadsheets.
- Login here: <https://supplier.ariba.com>



SAP Business Network portal – Dashboard

After login, the **Home Dashboard** provides an overview of:

- New and Changed POs.
- Items to Confirm or Ship.
- Invoices and Payments.
- PO and Invoice Aging widgets.



Tab selections for different business documents.

Workbench Tiles

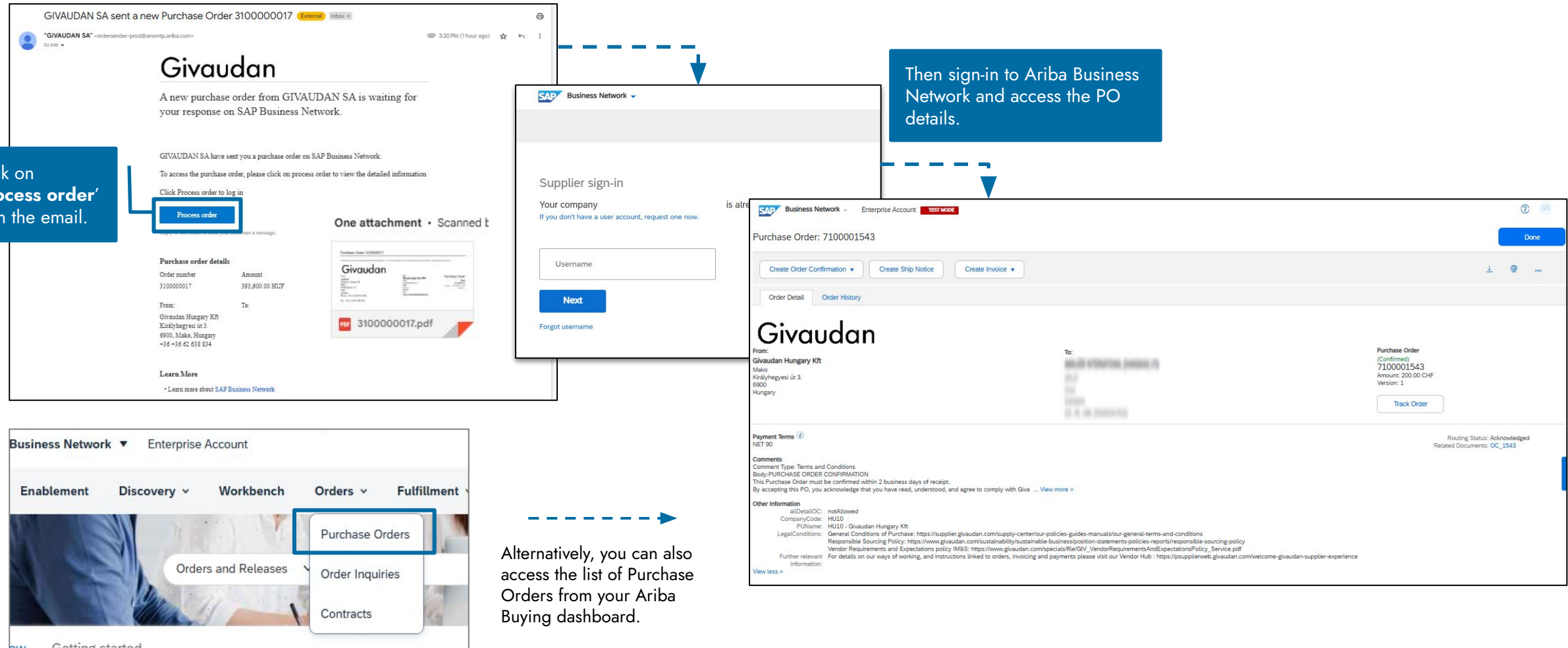
'Activity Feed' shows real-time document inflow: Purchase Orders, Invoice Status.

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Purchase Order transmission to supplier

Purchase Order transmission to supplier

Suppliers registered on the SAP Ariba Business Network receive POs directly through the network. Once the PO is transmitted, you will receive an email notification with the PO PDF attachment.



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Search PO in the SAP Business Network

- You can also search all your POs from Givaudan which are accessible under the Workbench tab, with tiles such as **Orders**, **New Orders**, and **Changed Orders**.
- By default, the first tile is selected to display the PO list.

Click on 'Workbench' Tab.

1

Assessments

Workbench

136 Orders Last 31 days

45 New orders Last 31 days

31 Changed orders Last 31 days

'Orders' Tile – Displays Total PO.
'New Orders' Tile – Displays PO received with New Status version.
'Changed Orders' Tile – Displays PO received with revised version.

Orders (136)

> Edit filter

'Edit Filter' expands search options with specific filter criteria.

Resend Failed Orders

2

Click here to manage predefined columns in the display list.

3

Click on the PO number to view the PO.

The section lists POs based on applied search filters.

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4502808191		\$991.8 USD	Jun 7, 2024	New	...
4502852228		\$986 USD	Jun 7, 2024	Received	...
4502808188	GIVAUDAN SA	\$986 USD	Jun 7, 2024	Received	...

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Order confirmation process

Order confirmation

After receiving a Purchase Order, you can take the following actions:

Order Confirmation options

Full Order Confirmation:



Confirm the entire quantity with the original need-by date or within 7 day of tolerance.

Partial Order Confirmation:



Confirm only part of the quantity with the original need-by date or within 7 day of tolerance.

Split Order Confirmation:



Confirm order with split quantities across multiple delivery dates.



Note -

1. Givaudan do not allow suppliers to reject orders, nor partially or fully.
2. In case of any other discrepancies on the Purchase order, **you should reach out to the Givaudan buyer offline** and ask to change the PO with the new volumes or dates, then you must confirm through SAP Business Network on the new PO version.
3. If you are expecting a new order version to reflect the new delivery dates informed in the full or partial confirmation provided via SAP Business Network, **you should reach out to the Givaudan buyer offline.**

Order confirmation

Full confirmation

Givaudan

Order confirmation (Full confirmation)

You can create an Order Confirmation from the Purchase Order (PO) by accessing the SAP Business network:

1. From the email notification.
 2. By signing-in into the **SAP Business Network** and searching for the PO manually.
- Follow the below step after you have accessed the PO.

1

Click on 'Create Order Confirmation'.

2

Then click on 'Confirm Entire Order'.

Purchase Order: 7100000826

Done

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

Purchase Order (New)
7100000826
Amount: 90.00 HUF
Version: 1

Track Order

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: **Purchase Order Confirmation**
This Purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The information (required quantity, delivery date, pricing conditions, your product refere ... [View more](#) »

Other Information
CompanyCode: HU10
PUName: HU10 - Givaudan Hungary Kft

Routing Status: Sent

Purchase Order view within SAP Business Network.

Givaudan

Order confirmation (Full confirmation)

In a full order confirmation, you must confirm the order with no changes, keeping the **delivery date**, **quantity**, and **price** the same.

1

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC_826

Associated Purchase Order #: 7100000826

Customer: GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 26 Mar 2025

Est. Delivery Date: 31 Mar 2025

Comments:

Mandatory fields:

Confirmation number: You can assign it as your reference within the platform.

Estimated Shipping and Delivery dates.

Attachments

Choose File No file chosen

Add Attachment

You can include attachments here.

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	Material	1 (EA)	31 Mar 2025 IST	90.00 HUF	90.00 HUF	0.00 HUF

Item001

Current Order Status:

1 Confirmed As Is (Estimated Shipment Date: 26 Mar 2025; Estimated Delivery Date: 31 Mar 2025 IST / 30 Mar 2025 Buyer time)

Exit

Next

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

3 Review and submit the order confirmation.

Confirmation Update

Confirmation #: OC_826

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	Material	1 (EA)	31 Mar 2025 IST	90.00 HUF	90.00 HUF	0.00 HUF

Item001

Current Order Status:

1 Confirmed As Is (Estimated Shipment Date: 26 Mar 2025; Estimated Delivery Date: 31 Mar 2025 IST / 30 Mar 2025 Buyer time)

Previous

Submit

Exit



After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Order confirmation

Partial confirmation

Order confirmation (Partial confirmation)

You can create a partial order confirmation with an under delivered quantity from the Purchase Order (PO) by accessing from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

1

Click on 'Create Order Confirmation'.

2

Then select 'Update Line Items'.

Purchase Order: 7100001531

Done

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

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From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: [redacted]

Purchase Order (New)
7100001531
Amount: 4,000.00 CHF
Version: 1

Track Order

Payment Terms: NET 90

Comments
Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days of receipt.
By accepting this PO, you acknowledge that you have read, understood, and agree to comply with Giva ... View more »

Other Information
allDetailOC: notAllowed
CompanyCode: HUI0
PUName: HUI0 - Givaudan Hungary Kft
LegalConditions: General Conditions of Purchase: <https://supplier.givaudan.com/supply-center/our-policies-guides-manuals/our-general-terms-and-conditions>
Responsible Sourcing Policy: <https://www.givaudan.com/sustainability/sustainable-business/position-statements-policies-reports/responsible-sourcing-policy>
Vendor Requirements and Expectations policy IM&S: https://www.givaudan.com/specials/file/GIV_VendorRequirementsAndExpectationsPolicy_Service.pdf
Further relevant information: For details on our ways of working, and instructions linked to orders, invoicing and payments please visit our Vendor Hub : <https://psupplierweb.givaudan.com/welcome-givaudan-supplier-experience>

View less »

Routing Status: Sent

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Order confirmation (Partial confirmation)

1

1 Update Item Status

2 Review Confirmation

Confirming PO

Order Confirmation Header

Confirmation #:

OC_1552

Associated Purchase Order #:

7100001552

Customer:

GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

Line Items

Type	Qty (Unit)	Need By	Unit Price	Subtotal
Material	100 (EA)	12 May 2025 IST	45.00 HUF	4,500.00 HUF

PAC drum

Current Order Status

☒ 100 Unconfirmed

Confirm:

65

Backorder:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

Confirm All

Details

Exit

Next

Scroll down

Confirmation number: You can assign it as your reference within the platform.

Enter the Estimated Shipping and Delivery dates.

Confirm a partial quantity and add the remaining quantity as backorder.

From here, you can see the details of the line item, and also enter confirmations per line item.

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Order confirmation (Partial confirmation)

You can then submit the **Order Confirmation** after reviewing and confirming the details.

2

1 Update Item Status

2 Review Confirmation

SAP Business Network Enterprise Account

Confirming PO

Confirmation #: OC_1567
Supplier Reference:
Attachments:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	100 (EA) ⓘ	12 May 2025 IST 12 May 2025 Buyer time	45.00 HUF	4,500.00 HUF

PAC drum

Current Order Status:

65 Confirmed With New Date (Estimated Delivery Date: 14 May 2025 [IST](#) / 14 May 2025 [Buyer time](#))
35 Unconfirmed

Previous

Submit

Exit

The confirmed quantities with their respective delivery dates.

After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

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Order confirmation

Full confirmation: delivery date not the same as need by date

Order confirmation

Full confirmation: delivery date not the same as need-by date

You can create a full **order confirmation** with a revised **delivery date** from the Purchase Order (PO) by accessing from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

You click on 'Create Order Confirmation'.

Then select 'Update Line Items'.

Purchase Order: 7100000826

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Confirm Entire Order

Update Line Items

Reject Entire Order

From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: [Redacted]

Purchase Order (New)
7100000826
Amount: 90.00 HUF
Version: 1

Track Order

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: "Purchase Order Confirmation"
This Purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The information (required quantity, delivery date, pricing conditions, your product refere ... [View more](#)

Other Information
CompanyCode: HU10
PUName: HU10 - Givaudan Hungary Kft

Routing Status: Sent

Givaudan

Order confirmation

Full confirmation: delivery date not the same as need-by date

Create a full **order confirmation** with a revised **delivery date** different from the original need-by date.

1

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

Exit Next

Order Confirmation Header

Confirmation #: OC_826

Associated Purchase Order #: 7100000826

Customer: GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 26 Mar 2025

Est. Delivery Date: 31 Mar 2025

Comments:

Attachments

No Items

Confirmation number: You can assign it as your reference within the platform.

Enter the Estimated Shipping and Delivery dates.

2

After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Confirming PO

Previous Submit Exit

Confirmation Update

Confirmation #: OV_803

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	20 (EA)	20 May 2025 IST	30.00 HUF	600.00 HUF

test full conf diff date

Current Order Status:

20 Confirmed With New Date (Estimated Shipment Date: 6 May 2025; Estimated Delivery Date: 23 May 2025 IST / 22 May 2025 Buyer time)

Submit Exit

At the line item level you will find the **confirmed 'Estimated Delivery Date'**.

Order confirmation

Split confirmation

Order confirmation

Split confirmation

You can split the order confirmation against the Purchase Order by confirming multiple delivery dates and quantity. To do so from the Purchase Order (PO), access the same from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 7100000826. The interface is titled 'Purchase Order: 7100000826' and includes a 'Done' button in the top right corner. Below the title, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a blue box and a red circle labeled '1'. Below this button, there is a dropdown menu with three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Update Line Items' option is highlighted with a blue box and a red circle labeled '2'. The interface also displays the 'From' and 'To' addresses, the 'Purchase Order' details (New, 7100000826, Amount: 90.00 HUF, Version: 1), and the 'Track Order' button. The 'Payment Terms' are listed as 'NET 60'. The 'Comments' section shows a comment type of 'Terms and Conditions' and a body text stating 'This Purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The information (required quantity, delivery date, pricing conditions, your product refere ... View more »'. The 'Other Information' section shows the 'CompanyCode' as 'HU10' and the 'PUName' as 'HU10 - Givaudan Hungary Kft'.

Click on 'Create Order Confirmation'.

Then select 'Update Line Items'.

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From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: **Givaudan Hungary Kft**
Mako
Királyhegyesi út 3.
6900
Hungary

Purchase Order (New)
7100000826
Amount: 90.00 HUF
Version: 1

Track Order

Payment Terms
NET 60

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: **Purchase Order Confirmation**
This Purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The information (required quantity, delivery date, pricing conditions, your product refere ... View more »

Other Information
CompanyCode: HU10
PUName: HU10 - Givaudan Hungary Kft

Givaudan

Order confirmation

Split confirmation

1

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	10 (EA) ⓘ	9 May 2025 CEST 9 May 2025 Buyer time	200.00 CHF	2,000.00 CHF

Item needed

Current Order Status

☐ 3 Confirmed With New Date (Estimated Delivery Date: 13 May 2025 CEST / 13 May 2025 Buyer time)

☒ 7 Confirmed With New Date (Estimated Delivery Date: 15 May 2025 CEST / 15 May 2025 Buyer time)

Confirm:

Enter the accepted quantity.

Order:

Details ⓘ

By clicking here, you can confirm each line.

2

Not Available	Material	10 (EA) ⓘ	16 May 2025 CEST 16 May 2025 Buyer time	200.00 CHF	2,000.00 CHF
---------------	----------	-----------	--	------------	--------------

Item 2

Current Order Status

☒ 10 Confirmed As Is (Estimated Delivery Date: 16 May 2025 - defaulted from Requested Delivery Date in order)

Confirm:

Backorder:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

Confirm All ⓘ

Once done, you can 'Confirm All'.

Order confirmation

Split confirmation

Submit the Order Confirmation after reviewing and finalising the details.

2

Confirming PO

1 Update Item Status

2 Review Confirmation

Confirmation #: conf1531

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	10 (EA) ⓘ	9 May 2025 <a>CEST 9 May 2025 <a>Buyer time	200.00 CHF	2,000.00 CHF
<div>Item needed</div> <div>Current Order Status:</div> <div>3 Confirmed With New Date (Estimated Delivery Date: 13 May 2025 <a>CEST / 13 May 2025 <a>Buyer time)</div> <div>7 Confirmed With New Date (Estimated Delivery Date: 15 May 2025 <a>CEST / 15 May 2025 <a>Buyer time)</div>						
2	Not Available	Material	10 (EA) ⓘ	16 May 2025 <a>CEST 16 May 2025 <a>Buyer time	200.00 CHF	2,000.00 CHF
<div>item 2</div> <div>Current Order Status:</div> <div>10 Confirmed As Is (Estimated Delivery Date: 16 May 2025 - defaulted from Requested Delivery Date in order)</div>						

Previous

Submit

Exit

'Submit' the confirmation by clicking here.

Confirmation status is visible here.

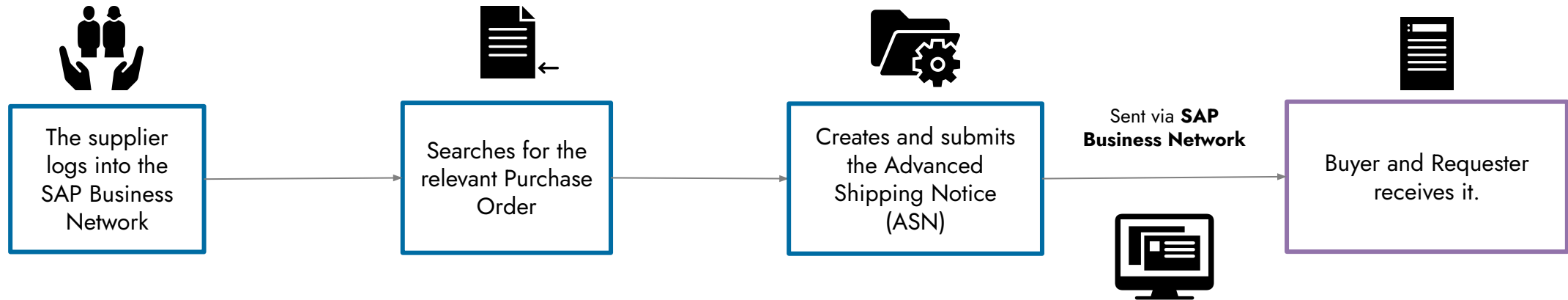
'Confirmed' quantity is visible here.

After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

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Advanced shipping notice creation

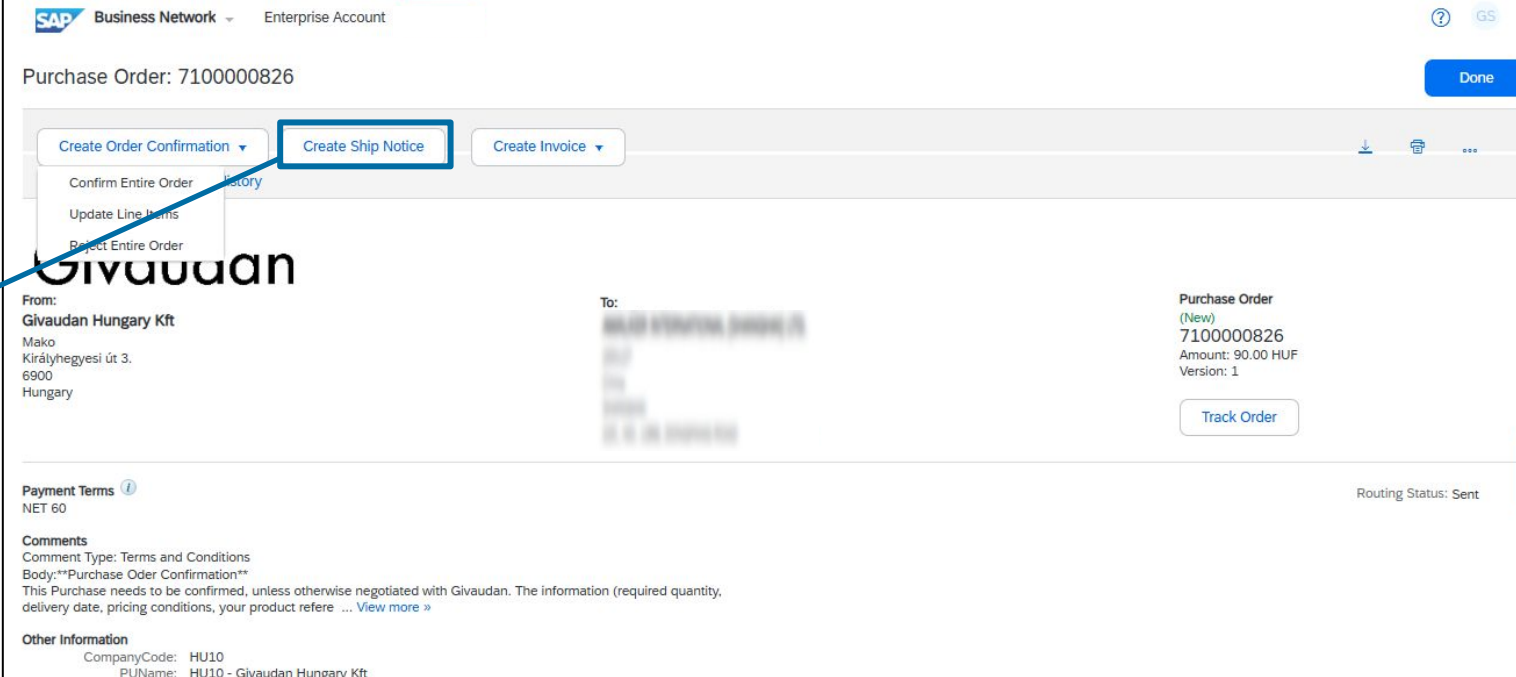
Advanced Shipping Notice (ASN) creation



Advanced shipping notice creation

You can create an Advanced shipping notice (**ASN**) by navigating to the **PO** via the steps discussed earlier in Order Confirmation section.

Click on 'Create Ship Notice'.



The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 7100000826. The interface includes a top navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. A 'Done' button is located in the top right corner. Below the PO number, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red box), and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The main content area shows the 'From' and 'To' addresses. The 'From' address is for Givaudan Hungary Kft, located at Mako, Királyhegyesi út 3, 6900 Hungary. The 'To' address is for the buyer. The 'Purchase Order' details are shown on the right, including the PO number 7100000826, amount 90.00 HUF, and version 1. A 'Track Order' button is also present. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Comments' (Purchase Order Confirmation), and 'Other Information' (CompanyCode: HU10, PUName: HU10 - Givaudan Hungary Kft).

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Shipping details at header level

Fill the necessary shipping details here.

(Optional) Enter details like
'Carrier Name', 'Service Level',
Gross Volume/ Weight.

Advanced shipping notice creation

Line-level field details

Additional Fields

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
7100000826	1	Not Available		1	EA	31 Mar 2025		90.00 HUF	90.00 HUF	0.00 HUF	Remove

Shipment Status

Total Item Due Quantity: 1 EA

Confirmation Status

Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

Line level details are pre-filled from the PO.

(Optional) Enter 'Country of Origin', 'Production Date', 'Expiry Date', 'Supplier Batch ID'.

Mandatorily enter the shipping quantity.

Click on 'Next'.

Advanced shipping notice creation

Submitting the Advanced shipping notice

Introduction to PO Flip

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Introduction to PO Flip



What is PO Flip?

- A PO Flip converts a PO into an invoice, enabling you to generate invoices directly.

Benefits of PO Flip on SAP Business Network (SBN)

- **Less manual entry** — saves time and reduces errors.
- **More accuracy** — ensures invoice matches PO exactly.

Prerequisites

- You must be registered and connected to the buyer on SAP Network.
- You must provide required invoice details as per buyer and system requirements.

PO Flip – Material PO

Create and Submit Invoice

- Click on the **PO number** to review the Purchase Order.
- Click **Invoice** ☐ Click **Standard Invoice**.

Purchase Order: 7100001387

Create Order Confirmation

Create Ship Notice

Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail

Order History

Givaudan

From:

Givaudan Hungary Kft

Mako

Királyhegyesi út 3.

6900

Hungary

To:

Purchase Order

(New)

7100001387

Amount: 90,000.00 HUF

Version: 1

Payment Terms

NET 90

Comments

Comment Type: Terms and Conditions

Body: PURCHASE ORDER CONFIRMATION

This Purchase Order must be confirmed within 2 business days of receipt.

By accepting this PO, you acknowledge that you have read, understood, and agree to comply with Giva ... View more >

Ship All Items To

Bill To

Deliver To

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material				900.00 HUF	90,000.00 HUF	Details
		Item01							

Order submitted on: Monday 14 Apr 2025 5:30 PM GMT+02:00

Received by SAP Business Network on: Monday 14 Apr 2025 5:30 PM GMT+02:00

This Purchase Order was sent by GIVAUDAN SA-AN1119729210-T and delivered by SAP Business Network.

Sub-total: 90,000.00 HUF

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Create and Submit Invoice

▼ Invoice Header

Summary

Purchase Order: 7100001387

Invoice #: *

Invoice Date: * 15 Apr 2025

Service Description:

Supplier Tax ID: * 10650400-2-09

Remit To: Supplier name

Subtotal: 90,000 HUF
Total Tax: 0 HUF
Total Amount without Tax: 90,000 HUF
Amount Due: 90,000 HUF

1 Provide details here.

2 Click the dropdown if multiple remittance IDs are set up; otherwise, it won't appear.

- Fields with a red asterisk are mandatory, depending on invoice type and local requirements.

3 Fill your commercial information.

Supplier VAT

Supplier VAT/Tax ID: * XXX

Supplier Commercial Identifier: XXX

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * XXX

Supplier Legal Form: *

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item01		100	EA	900 HUF	90,000 HUF

Tax

Line Item Actions Delete Reset Tax from PO Add

- Supplier details (Tax ID, VAT ID, etc.) are set up once in SAP BN and are then defaulted on PO Flip.
- All PO items are transferred to the invoice for editing before submission.

4 Edit item level details if needed.

Create and Submit Invoice

Adding Tax to Invoice

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT

Taxes

0% VAT

5% VAT

13.5% VAT

18% VAT

27% VAT

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	100	EA	900 HUF	90,000 HUF

1

Line Actions

Delete

Reset Tax from PO

Add

1

Select the Line Item.

2

Click the tax dropdown to view available taxes.

3

Select the applicable rate.

4

Then click here to include lines.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 0% VAT

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item01		100	EA	900 HUF	90,000 HUF

Tax

Category: 0% VAT

Location:

Description:

Reason for Zero-Rate VAT is required

Pre-Payment:

Law Reference:

Taxable Amount: 90,000 HUF

Rate(%): 0

Tax Amount: 0 HUF

Exempt Detail:

(no value)

(no value)

Zero Rated

Exempt

Remove

Free text field to capture the Reason for Zero-Rate VAT.

1

Select from dropdown if Zero Rated or Exempt.

For zero taxes, add exempt reason.

Create and Submit Invoice

Additional Charges at Header level

Subtotal: 3,000.00 CHF
Total Tax: 0.00 CHF
Total Amount without Tax: 3,000.00 CHF
Amount Due: 3,000.00 CHF

* Indicates required field

Add to Header ▾

Shipping Documents

Charge

Additional Reference Do

Comment

Attachment

Click here.

1

Click on **Charge** to add additional cost.

2

Allowances and Charges

Service Code: ▾
* Required field

Start Date:

Charge: ▾

3

Click to see the available 'Charge' to select from the dropdown.

4

Select the value from dropdown.

5

Add Tax
Remove

Click here.

- Select Calculation Type -
Amount
Rate (%)

Specify tax for additional charges on the invoice.

Allowances and Charges

Service Code: * Bank Charge ▾

Start Date:

Charge: Amount ▾

40 CHF

6

Enter the charge value based on its type.

Tax

Category: * 27% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxes

0% VAT
5% VAT
13.5% VAT
18% VAT
27% VAT

7

Select the applicable tax from the dropdown list.

End Date:

Taxable Amount: 40.00 CHF

Tax Rate Type:

Date Of Supply: * 15 Apr 2025

☐ Triangular Transaction

Add Tax
Remove

Givaudan

Create and Submit Invoice

Additional Charges at Line-item level

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

1 Select the **Line**.

Insert Line Item Options

☒ Tax Code ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

2 Then click on **Line item Actions**.

3 Select **'Charge'**.

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Pricing Details
- Charge**
- Comments
- Attachment

Update Save Exit Next

Privacy Statement Security Disclosure Terms of Use

Add item-level charges following the same steps as header-level charges.

Withholding Tax for Spain

-
- The screenshot shows the 'Line Items' screen in SAP S/4HANA. The interface includes a header with '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The main area is divided into several sections:
- Line Items Table:** Contains columns for No., Include, Type, Part #, Description, and Tax. A line item with No. 1, Type MATERIAL, and Tax 21% VAT is highlighted.
 - Insert Line Item Options:** A dropdown menu is open, showing '21% VAT' as the selected option. Other options include '0% VAT', '4% VAT', '10% VAT', and '21% VAT'.
 - Taxes Section:** A dropdown menu is open, showing '21% VAT' as the selected option. Other options include '0% VAT', '4% VAT', '10% VAT', and '21% VAT'.
 - Quantity and Unit:** The quantity is 1 and the unit is EA.
 - Unit Price and Subtotal:** The unit price is 3,111.00 EUR and the subtotal is 3,111.00 EUR.
 - Buttons:** 'Add to Included Lines' and 'Remove' buttons are visible.
- Annotations and callouts explain the steps:
- Select the line item.** (Points to the line item in the table)
 - Click the dropdown to view available tax options.** (Points to the 'Tax' dropdown)
 - Select the applicable withholding tax.** (Points to the '21% VAT' option in the dropdown)
 - Click here.** (Points to the 'Add to Included Lines' button)
- Below the screenshot, a summary table shows the 'Taxable Amount' and 'Tax Amount' for the selected line item:
- | Field | Value |
|----------------|--------------|
| Taxable Amount | 3,111.00 EUR |
| Tax Rate type | -7 |
| Tax Amount | -217.77 EUR |
- Additional notes at the bottom of the slide:
- Some countries tax only 50% of the base amount.
 - You must adjust the taxable amount accordingly.

Create and Submit Invoice

Attachments

- Invoice attachment is optional and becomes essential for Pro-forma invoices.
- PO flips for foreign invoices with non EU members are treated as Pro-forma invoices.
- They must attach the original invoice and mark it accordingly.

The screenshot illustrates the steps to add an attachment to an invoice header in SAP Business Network. The interface is divided into two main sections: the top section for invoice details and the bottom section for attachments.

Top Section (Invoice Details):

- Subtotal:** 3,000.00 CHF
- Total Tax:** 0.00 CHF
- Total Amount without Tax:** 3,000.00 CHF
- Amount Due:** 3,000.00 CHF

Attachments Section (Top):

- A dropdown menu is open, showing options: Shipping Documents, Charge, Additional Reference Documents and Notes, Comment, and Attachment.
- The **Attachment** option is selected.

Bottom Section (Attachments List):

- The **Attachments** section appears on the screen.
- The **Choose File** button is clicked.
- The **Add Attachment** button is clicked.
- The attachment list shows a file named **Receipt_30Mar2025_125251.pdf** with a size of 21430 bytes.
- The **Assign as original invoice** checkbox is checked.

Annotations and Steps:

- Click on 'Add to Header'.
- Then select 'Attachment'.
- Then choose the file.
- And 'Add Attachment'.
- Assign the attachment as original invoice.

Attachment is added.

Create and Submit Invoice

Completion

Insert Line Item Options

☒ Tax Category: 27% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

Tax

Category: 27% VAT Taxable Amount: 3,000.00 CHF Rate(%): 27 Tax Amount: 810.00 CHF Exempt Detail: (no value) Remove

Location: Description: Regime: Date Of Pre-Payment: Date Of Supply: 15 Apr 2025 Triangular Transaction

Line Item Actions Delete Reset Tax from PO Add

Update Save Exit **Next**

Once done, click 'Next'.

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Hungary. The document's destination country is: Hungary. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV1364 Invoice Date: Tuesday 15 Apr 2025 1:02 PM GMT+02:00 Original Purchase Order: 7100001364

Subtotal: 3,000.00 CHF 1,329,303 HUF Total Tax: 810.00 CHF 358,912 HUF Total Amount without Tax: 3,000.00 CHF 1,329,303 HUF Amount Due: 3,810.00 CHF 1,688,214 HUF (1 Swiss Franc = 443.1007 Hungarian Forint)

Review and 'Submit' the invoice.

PO Flip — Service PO with SES created by Givaudan requester

Create and Submit Service Invoice

- Click on the Purchase Order to review it.
- Invoices can only be submitted for approved Service Entry Sheets.
- PO status must be **‘Serviced’** or **‘Partially Serviced’**.

1

Click on ‘Create Invoice’.

2

Click on ‘Standard Invoice’.

Purchase Order Status - Serviced.

Purchase Order: 7100001261

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

Givaudan

From: Givaudan Hungary Kft
Makó
Könyveshegyi út 3.
6000 Hungary

To:

XXXXXXXXXX

Payment Terms
NET 90

Comments
Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days of receipt.
By accepting this PO, you acknowledge that you have read, understood, and agree to comply with Giva ... View more »

Line-Item Credit Memo

Line-Item Debit Memo

Purchase Order (Service)
7100001261
Amount: 10,000.00 HUF
Version: 1

Routing Status: Sent
Related Documents: 7100001261

Ship All Items To

Bill To

Deliver To

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Unit Price	Subtotal	
00010	1	XXX	Service	40,925.00 HUF	40,925.00 HUF	Details
00010.10		XXX	Service	40,925.00 HUF	40,925.00 HUF	Details

Order submitted on: Monday 14 Apr 2025 2:00 PM GMT+02:00
Received by SAP Business Network on: Monday 14 Apr 2025 6:48 PM GMT+02:00
This Purchase Order was sent by GIVAUDAN SA AN1119729210-T and delivered by SAP Business Network.

Service Sheet Required

Sub-total: 40,925.00 HUF
Total Serviced: 40,925.00 HUF
Total Invoiced: 40,925.00 HUF

Line Items

Insert Line Item Options

Tax Category: 0% VAT

Discount

Add to Included Lines

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	Not Available		Complex Service		1	AU	10,000 HUF	10,000 HUF
	<input checked="" type="checkbox"/>	SERVICE		Service Packaged					

Service Period

Service Start Date: 9 Apr 2025

Service End Date: 10 Apr 2025

Tax

Comments

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	<input checked="" type="checkbox"/>	SERVICE		service package number 2, with items UoM		1	EA	6,000 HUF	6,000 HUF

Service Sheet Details

Service Sheet #: 7100001261

Service Line No.: 2

Service Period

Service Start Date: 9 Apr 2025

Service End Date: 11 Apr 2025

Tax

Comments

Givaudan

- Invoices can only be created for approved Service Entry Sheets.
- Complete adding details to the required fields (marked with a red asterisk).
- The invoice creation and submission process is the same as for Material PO.

Credit Memo on SAP BN

Create and Submit Credit Memo

Click the PO number to review the Purchase Order.

Purchase Order: 7100001387

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

Givaudan

From:

Givaudan Hungary Kft

Mako

Királyhegyesi út 3.

6900

Hungary

To:

Purchase Order

(New)

7100001387

Amount: 90,000.00 HUF

Version: 1

Track Order

Payment Terms

NET 90

Comments

Comment Type: Terms and Conditions

Body: PURCHASE ORDER CONFIRMATION

This Purchase Order must be confirmed within 2 business d

By accepting this PO, you acknowledge that you have read

Click on 'Create Invoice'.

1

Then select 'Line-item Credit Memo'.

2

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status	
INV341	GIVAUDAN SA	7100001341	Online	Supplier	No	Order	10 Apr 2025	3,175.00	CHF	Acknowledged	Sent

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Click on 'Create Line-item Credit Memo'.

4

Select the Invoice against which credit memo needs to be created.

3

Givaudan

Create and Submit Credit Memo

Quantity Adjustment

1 Select 'Quantity Adjustment'.

2 Fill unique reference.

3 Provide the reason for the memo.

4 Quantity must be **negative** for adjustment.

5 Then **Submit**.

Invoice data flips into the credit memo screen.

Credit Memo Type
☒ Quantity Adjustment ☐ Price Adjustment

Invoice Header

Summary

Credit Memo #*:

Credit Memo Date*: 15 Apr 2025

Original Invoice No: INV341

Original Invoice Date: 10 Apr 2025

Supplier Tax ID*: xxx

Remit To: Supplier name

Bill To:

Subtotal: -2,500.00 CHF
Total Tax: -675.00 CHF
Total Amount without Tax: -2,500.00 CHF
Amount Due: -3,175.00 CHF

Comment

Reason for Credit Memo*:

Default Credit Memo Comment Text:

Insert Line Item Options

☐ Tax Category: 0% VAT ☐ S

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		-10	EA	-2,500.00 CHF

Tax

Category*: VAT

Location:

Description: Input tax domestic 27% HU

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -2,500.00 CHF
Rate(%): 27
Tax Amount: -675.00 CHF
Exempt Detail: (no value)

Date Of Supply*: 10 Apr 2025

☐ Triangular Transaction

Line Item Actions:

Next

Create and Submit Credit Memo

Price Adjustment

Create Line-Item Credit Memo

Credit Memo Type

☐ Quantity Adjustment ☒ Price Adjustment

1 Select 'Price Adjustment'.

Invoice Header

Summary

Credit Memo #*:

Credit Memo Date*: 16 Apr 2025

Original Invoice No: TST30

Original Invoice Date: 9 Apr 2025

Supplier Tax ID*: xxx

Remit To: Supplier name

Bill To:

Subtotal: 0.00 CHF
Total Tax: 0.00 CHF
Amount without Tax: 0.00 CHF
Amount Due: 0.00 CHF

2 Fill unique reference.

Comment

Reason for Credit Memo*:

Comment Text:

3 Provide the reason for the memo here.

No.	Include	Type	Part #	Description	Unit	Unit Price	Decrease in Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	HRDASDJ	EZE-31 Item 2	EA	22.00 CHF	0 CHF	0.00

4 Price must be negative for adjustment.

5 Click here to submit.

Next

Invoice data flips into the credit memo screen.

Givaudan

Debit Memo on SAP BN

Create and submit Debit Memo

Click the PO number to review the Purchase Order.

Create Order Confirmation

Create Ship Notice

Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail

Order History

Givaudan

From:
Givaudan Hungary Kft
Mako
Kisalyhegyesi ut 3.
6900
Hungary

Payment Terms

NET 60

Comments

Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days.
By accepting this PO, you acknowledge that you have read and agree to the terms and conditions of the purchase order.

Other Information

Company Code: HU10
PU Name: HU10 - Givaudan Hungary Kft
Legal Conditions: General Conditions of Purchase
Responsible Sourcing Policy: h
Vendor Requirements and Expectations
Further relevant information: For details on our ways of working, please visit our website.

Purchase Order: 7100001146

Done

Go to 'Create Invoice'.

1

Then select 'Line-item Debit Memo'.

2

Purchase Order
(+ Invoices)
7100001146
Amount: 3,754.00 CHF
Version: 2 (Previous Version)
Track Order

Routing Status: Acknowledged
Related Documents: TST30
RC1117
CONF-EZE-31

Line-Item Memo

Done

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TST30	GIVAUDAN SA	7100001146	Online	Supplier	No	Order	9 Apr 2025	4,767.58 CHF	Acknowledged	Sent

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Then click on 'Create Line-item Debit Memo'.

4

Select the Invoice against which **debit memo** needs to be created.

3

Givaudan

Create and submit Debit Memo

Price Adjustment

Create Line-Item Debit Memo

Debit Memo Type

You are creating a Debit Memo with Price Adjustment

Invoice Header

Summary

Debit Memo #:

*

Debit Memo Date:

*

16 Apr 2025

Original Invoice No:

TST30

Original Invoice Date:

9 Apr 2025

Supplier Tax ID:

*

xxx

Remit To

Supplier name

Bill To:

Subtotal:

0.00 CHF

Total Tax:

0.00 CHF

Total Amount without Tax:

0.00 CHF

Amount Due:

0.00 CHF

Invoice data flips into the debit memo screen.

No.

2

Include

Type

MATERIAL

Part #

HRDASDJ

Description

EZE-31 Item 2

Customer Part #

Quantity

7

Unit

EA

Unit Price

22.00 CHF

Increase in Unit Price

0 CHF

Subtotal

0.00 CHF

Tax

Category:

VAT

Location:

Description:

Input tax domestic 27% HU

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

0.00 CHF

Rate(%):

27

Tax Amount:

0.00 CHF

Exempt Detail:

(no value)

Date Of Supply:

*

9 Apr 2025

Triangular Transaction

Line Item Actions

Delete

Submit

Next

1
Fill the unique **Debit Memo reference.**

2
Price must be **positive for adjustment.**

3
Submit

PO Flip — Service PO with Auto SES

What is Auto SES



What is auto SES from invoice?

- Auto SES creates a Service Entry Sheet (SES) from an invoice triggered via SAP Business Network (SBN) for service orders.

How auto SES from invoice works:

- Supplier submits service PO invoice via SAP Business Network.
- Auto SES is created.
- SES is sent for approval to Givaudan.

Benefits

- Eliminates manual SES creation.
- Accelerates invoice processing.
- Ensures invoice accuracy.

Givaudan

Create and submit Invoice for Auto SES

You can view the Purchase Order from SAP Business Network.

Purchase Order: 7100001396

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

Givaudan

From:
Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To:
[blurred]
[blurred]
[blurred]
[blurred]
[blurred]

Click on 'Create Invoice'.

Then select 'Standard Invoice'.

1

2

Create Invoice

Invoice Header

Summary

Purchase Order: 7100001396

Invoice #: *

Invoice Date: ⓘ 16 Apr 2025

Service Description:

Final Service Sheet:

Supplier Tax ID: * xxx

Remit To Supplier name

Subtotal: 0.

Total Tax: 0.

Total Amount without Tax: 0.

Amount Due: 0.

Provide Invoice reference.

Givaudan

Create and submit Invoice for Auto SES

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Service Start Date: *

Service End Date: *

Provide all the details here.

Line Items

1 Line Items, 1 Included, 0 Previously Fully In

Insert Line Item Options

☐ Tax Category:

0% VAT

☐ Discount

Add to Included Line

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Complex Service					
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	Not Available	Service Packaged		1	AU	10,000 HUF	10,000 HUF

Add/Update

Add General Service

Add Labor Service

Add Material

Click here to add unplanned items.

Select 'Add General Service'.

Enter required data, click 'Next', then 'Submit'.

Provide mandatory data.

Insert Line Item Options

☐ Tax Category:

0% VAT

☐ Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Complex Service					
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	Not Available	Service Packaged		1	AU	10000 HUF	10,000 HUF

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE		Additional service		1	AU	2000	0 HUF

Givaudan

Invoice and Auto SES status on SAP BN

Invoice: INV1384

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Invoice: Pending Approval

Invoice Status shows 'Pending Approval'.

Subtotal: 12,000 HUF
Total Tax: 3,240 HUF
Amount without Tax: 12,000 HUF
Amount Due: 15,240 HUF

Invoice Number: INV1384
Invoice Date: Wednesday 16 Apr 2025 1:21 PM GMT+02:00
Original Purchase Order: 7100001384
Origin: Supplier

SERVICE PERIOD
Start Date : 16 Apr 2025
End Date : 23 Apr 2025

- After submission, SES is auto-generated from the invoice and sent for approval.
- Invoice stays on hold until approval in SAP BN.

Auto SES generated and sent.

From: Givaudan International (Hungary) LTD
To: Givaudan International (Hungary) LTD
Bill To: Givaudan International (Hungary) LTD
Remit To: Givaudan Hungary Test - TEST
Comments: DEBRECEN, IVR INTERNATIONAL KFT, SIMON LASZLO 4, 4034 Hungary

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1		Service	Not Available Complex Service					
1		Service	Not Available Service Packaged	Planned			10,000.00 HUF	10,000.00 HUF
2		Service	Additional service	Unplanned Adhoc			2,000.00 HUF	2,000.00 HUF

Planned and unplanned service lines.

Service Entry Summary
Subtotal: 12,000.00 HUF 12,000.00 HUF

Givaudan

Invoice and Auto SES status on SAP BN

Invoice: INV1384

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: INV1384

Invoice Date: Wednesday 16 Apr 2025

Original Purchase Order: 7100001384

Submission Method: Online

Origin: Supplier

Source Document: Order

SERVICE PERIOD

Start Date : 16 Apr 2025

End Date : 23 Apr 2025

Subtotal: 12,000 HUF

Total Tax: 3,240 HUF

Total Amount without Tax: 12,000 HUF

Amount Due: 15,240 HUF

After the SES is approved (by Givaudan requester), the invoice is now successfully routed and sent to Givaudan. The PO also moves to required invoiced/partially invoiced status on your side.

SES is generated and sent for approval while the invoice stays on hold until the SES is approved.

Service Sheet (Invoiced)

INV1384-SS-1

Date: 16 Apr 2025

Final Service Sheet: No

Purchase Order: 7100001384

ERP SES ID: 1003619419

Subtotal: 12,000.00 HUF

Service Start Date: 16 Apr 2025

Service End Date: 23 Apr 2025

From

Bill From

Bill To

Givaudan Hungary Kft

Mako

Királyhegyesi út 3.

6900

Hungary

Address ID: HU10

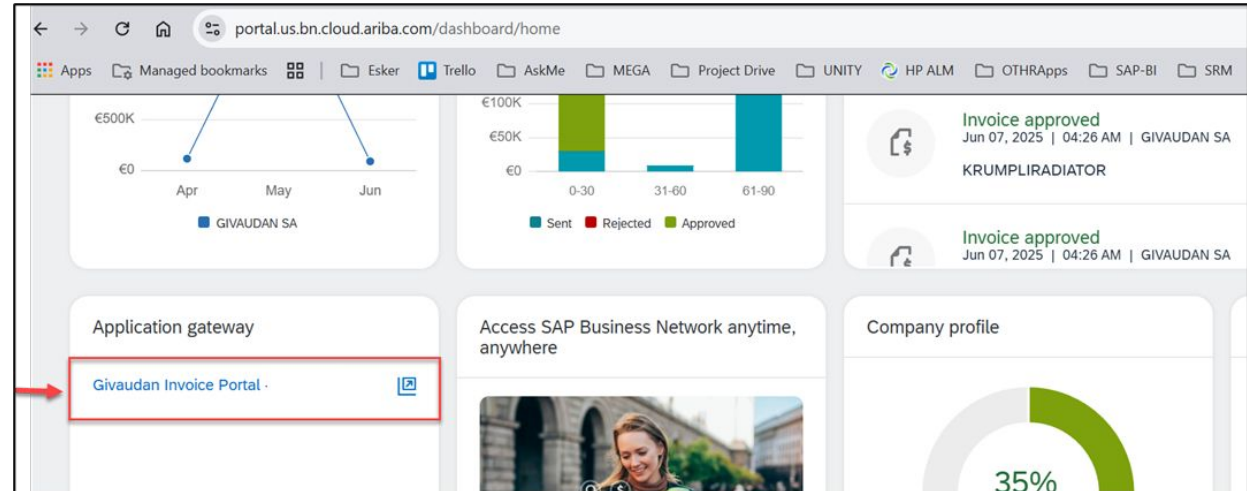
Auto SES status updated to 'Invoiced'.

Givaudan vendor invoice portal

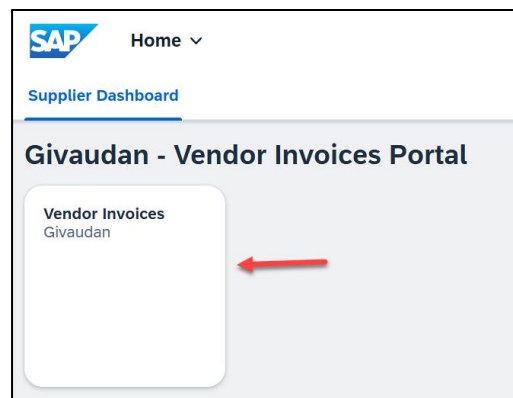
How to access the portal

In this portal, you can access the status of your transactional documents — such as invoices, credit notes, and debit notes — that you have submitted to Givaudan via the Ariba Network or other Givaudan invoicing channels.

From the Ariba Business Network homepage, go to the application gateway section and select '**Givaudan Invoice Portal**'



Go to the '**Vendor Invoices Givaudan**' tile



Givaudan

How to navigate (1/2)

< **SAP** Vendor Invoices ▾

Standard ▾

Enter the range of invoice number and/or invoice dates

Ariba ID: AN1

Invoice Number:

Invoice Date:

The **drop-down button** on the right side of **Invoice Number** and **Invoice Date** fields allows the user to define multiple values for record selection.

Define Conditions: Invoice Number

	Value
contains ▾	
Include	
contains	
starts with	
ends with	
Exclude	
does not contain	
does not start with	
does not end with	

Invoice Date:

Single Dates

Date

Today

Yesterday

Tomorrow

Date Ranges

From / To

From

To

Year to Date

Date to Year

How to navigate (2/2)

From the displayed list, you can filter or sort the items by clicking on each column header.

Givaudan Entity	Invoice Number	Givaudan PO	Invoice Date	Due Date	Amount	Currency	Status	Payment Date	Payment Block	SCF Indicator
HU10 - Givaudan Hungary Kft	INV1536	7100001636	May 13, 2025	Aug 11, 2025	2,794.00	EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1611	7100001611	May 7, 2025	Aug 5, 2025	3,175.00	CHF	Under Review			
HU10 - Givaudan Hungary Kft	INV1641	7100001641	May 14, 2025	Aug 12, 2025	1,397.00	EUR	Under Review			
HU10 - Givaudan Hungary Kft	INV1642	7100001642	May 14, 2025	Aug 12, 2025	6,350.00	EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1642-1	7100001642	May 14, 2025	Aug 12, 2025	31,750.00	EUR	✗ Open		Block for payment	
HU10 - Givaudan Hungary Kft	INV164212	7100001642	May 22, 2025	Aug 20, 2025	5,080.00	EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1872	7100001872	May 23, 2025	Aug 21, 2025	2,540.00	EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1872-1	7100001872	May 23, 2025	Aug 21, 2025	25,400.00	EUR	✓ Paid	Jun 3, 2025		

- A. **Givaudan Entity:** This refers to the Givaudan legal entity that received your invoice, credit note, or debit note.
- B. **Invoice Number:** This is the number shown on your invoice, credit note, or debit note.
- C. **Givaudan PO:** This is the Givaudan purchase order number that you used to invoice Givaudan.
- D. **Status:** This indicates the current status of your invoice.
 - a. **Paid** – Your invoice has already been paid. You may refer to the Payment Date column to see when Givaudan made the payment.
 - b. **Under review** – Givaudan has started processing your invoice, but it is not yet fully processed and is undergoing further investigation.
 - c. **Open** – Your invoice has been processed and may or may not yet be ready for payment processing by Givaudan.
- E. **Payment Block:** If the value "Block for payment" appears in this column, it means the invoice has been fully processed by Givaudan's Accounts Payable team but is currently blocked from payment, pending the outcome of further investigation.
- F. **SCF Indicator:** A value of "SCF" in this column indicates that the invoice has been selected for Givaudan's Supply Chain Financing programme.

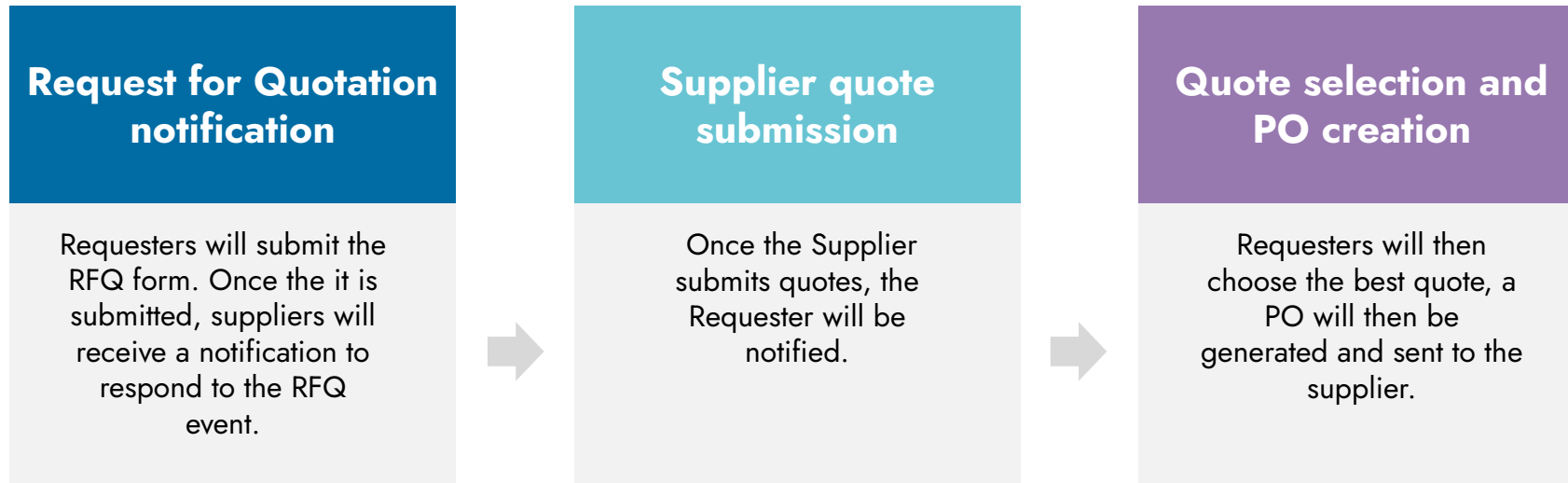
Givaudan

Responding to a tactical sourcing event

Tactical sourcing details



Tactical sourcing enables suppliers to participate in sourcing events which have been initiated by Givaudan for a specific buying need.

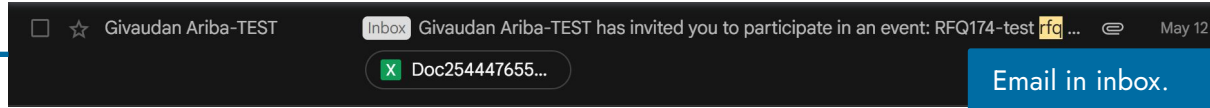


Givaudan

Tactical sourcing

Receive email about the sourcing event

Once the RFQ form is submitted successfully by the requester, you will receive an email to respond to sourcing event.



Givaudan Ariba-TEST

RFQ174-test rfq 001

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
 - Download the attached Excel file.
 - For all the line items that you want to bid for,
 - Set the 'Intent to Respond' attribute to "Yes".
 - Enter all the required details.
 - To attach a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - Click Email response to open the reply message.
 - Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click See event.

1 members of your organization are invited to participate in this event:

- Supplier name

For any questions, contact noreply@ariba.com

[Email response](#) [Decline](#) [See event](#)

By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by Givaudan Ariba-TEST for the

You will get all the instructions in email for submitting the quote.

Scroll down

Access the event by clicking on here.

Event ends Monday, May 19, 2025 at 11:59 PM, India Standard Time

Bidding start date	Monday, May 12, 2025 at 5:43 PM, India Standard Time
Region	Spain
Currency	EUR
Description	test rfq 001

You are receiving this email because your customer, Givaudan Ariba-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Givaudan Ariba-TEST.

Givaudan Ariba-TEST sourcing site, Event Doc2544476552: RFQ174-test rfq 001, Realm: Givaudan-T, Message ID: MSG318799556, [Click Here](#). Givaudan Ariba-TEST has sent you this email using the SAP Ariba system as a sales contact for your company. To opt-out of receiving this type of email from Givaudan Ariba-TEST or to identify an alternate representative, please contact noreply@ariba.com

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

You need to submit the quote before the sourcing event ends. Else it will be considered that you have not participated in the event.

Givaudan

Tactical sourcing

Review the event page

After clicking on ‘**See event**’ option in RFQ email, you will be directed to the SAP Ariba website. You need to login with your credentials here. If you are not registered on SAP Ariba, then you need to complete one-time registration process. You can then review the event details and participate if you wish.

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Use your credentials here.

Do you want to be seen by the world?

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Learn More

Ariba Sourcing

Go back to Givaudan Ariba-TEST Dashboard

Company Settings GIVTESTES SUPPLIER Feedback Help Messages

Desktop File Sync

Time remaining 7 days 01:10:49

Event Details

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You must decide whether to participate in this event.

Click here to participate.

Intend to Participate

Decline to Participate

Print Event Information

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

All Content

Name ↑	Total Cost
▼ 1 Terms	€0.00 EUR
1.1 Payment Terms	Buyer-specified payment terms.
1.2 Comments	
1.3 If required, attach a supporting file to your response	
1.4 Ship To	Pla d'en Battle, s/n Sant Celoni (Barcelona), 08 08470 Spain
1.5 Cost Item Terms	€0.00 EUR

Event Overview and Timing Rules

Owner: ES Requester 01

Event Type: RFP

Publish time: 5/22/2025 8:32 PM

Response start date: 5/22/2025 8:36 PM

Due date: 5/29/2025 11:59 PM

Currency: European Union Euro

Commodity: OFS Printing and typesetting 41090000

Regions: ESP Spain

You can also view all the event information without participating in the sourcing event.

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Tactical sourcing

Choosing line items for providing quote

[Go back to Givaudan Ariba-TEST Dashboard](#)

Desktop File Sync

Select Lots

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Cancel

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

☐

Name

☐

2.1 Get quote from preferred suppliers

Request for quotes

☐

2.2 Get quote from preferred suppliers

Request for quotes

Confirm Selected Lots/Line Items

Click here to proceed.

Cancel

You can select individual line item from the RFQ against which you want to respond and provide a quote.

Tactical sourcing

Add line item details and submit the sourcing event

Go back to Givaudan Ariba-TEST Dashboard

Console

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Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

All Content

Name: 1

Price

► 1 Terms

▼ 2 Items

2.1 Get quote from preferred suppliers ▼

Request for quotes

2.2 Get quote from preferred suppliers ▼

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

To submit the quote, add the price and other important information like lead time, shipping cost for each of the line item.

Less... -

*

EUR

Line Number: 1

Supplier Part Id:

Supplier Part Auxiliary Id:

Manufacturer Part Id:

Manufacturer Name:

URL:

Lead Time:

Tax: EUR all units

Tax Description:

Shipping Terms:

Shipping Cost: EUR all units

Comment:

If required, attach a supporting file to your response

Attach a file

ShipTo: Sant Celoni (Barcelona) Spain

Item Description: test RFQ

More... +

You can add any quote related attachments here.

Successful event submission popup message

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✓

Your response has been submitted. Thank you for participating in the event.

Revise Response

If you need to make any changes after submitting the response, you can click here and make the changes.

Once all the information is added, you can submit response by clicking here.

Click here to expand the next line item and add the necessary details including price, lead time etc.

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Thank you



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