



**PROJECT SMART**  
**Naturgy Supplier Manual**



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- ② BUSINESS NETWORK SUPPLIER
- ③ HOW TO ACCESS BUSINESS NETWORK SUPPLIER
- ④ HOW TO REGISTER FOR NATURGY
- ⑤ HOW TO ESTABLISH THE BUSINESS RELATIONSHIP IN BUSINESS NETWORK
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  - 7.2** ORDER CONFIRMATION
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# 01

## INTRODUCTION

**This supplier handbook provides the information necessary for the supplier to:**

- Know what Business Network is
- Register and access your Business Network supplier account. In addition to establishing the commercial relationship with Naturgy
- Answering tenders
- Manage transactions (access to orders, confirmation of orders, creation of ship notices, creation of invoices, view payment statuses, etc.)
- Contact Business Network Customer Service



# 02

## BUSINESS NETWORK SUPPLIER

**The Business Network** (formerly called the Ariba Network) is a host service that connects suppliers with purchasing organizations, allowing them to transact over the Internet.

Suppliers receive orders and can create and submit order confirmations, shipping notices, and invoices through this portal.

There are two types of accounts for vendors: the standard account and the business account



## Standard Account

It is an agile and simple method that allows you to receive orders, confirm them and reflect them on invoices. It also allows for tender management.

With this type of account, suppliers will be able to receive purchase orders at the email address associated with their standard account and will be able to process an unlimited number of documents with their customers without paying any fees.

### FREE OF CHARGE FOR THE SUPPLIER

- There are no document-related fees or transaction limits
- Receive and respond to purchase orders with electronic documents (e.g., Order Confirmations, Dispatch Notices, Service Entry Sheets, or Invoices)
- Check Document Status Updates
- Manage catalogs

### CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information and documents
- Receive real-time notifications from shoppers via email and mobile app push notifications



App Store



Google Play





## Enterprise Account

The enterprise account provides everything the standard account offers, plus ways to grow and strengthen your business through the Business Network. With the enterprise account, you can transform your operations with full ERP integration, leading to automated workflows, faster sales and fulfillment cycles, and fewer errors. Additional advantages include:

- Unlimited RFP responses through SAP Business Discovery
- Supply Chain Collaboration
- Enterprise accounts are usage-based paid accounts

### ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority Support, Training and Training Courses
- File invoices
- Sales & Transaction Reports
- Offer Generation Capabilities

### IDEAL FOR

- Suppliers who have more experience with e-commerce
- Looking to grow or strengthen their business on SAP Business Network
- They have specific buyer needs that aren't supported by the Standard account, such as payment functionality



## From standard account to enterprise account

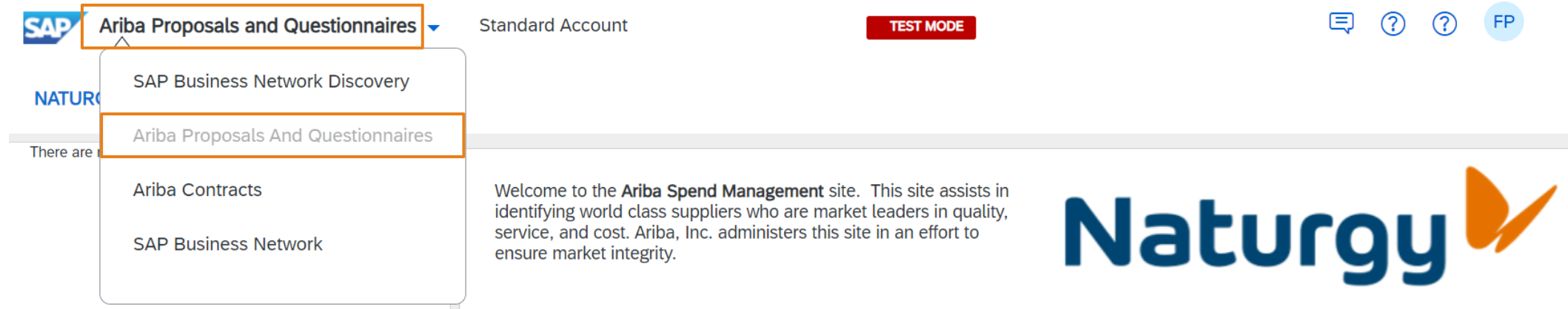
To switch from a standard account to a enterprise account, you can do so from your standard account:

The screenshot shows the SAP Business Network interface. At the top, the user is logged in as a 'Standard Account' and has a 'TEST MODE' badge. A 'Get enterprise account' button is highlighted with an orange box. Below this, a navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. The main content area features a banner with the text 'Upgrade today to unlock your full potential on SAP Business Network.' Below the banner is a comparison table between 'Standard account' and 'Enterprise account (Upgrade)'. The 'Standard account' is free, while the 'Enterprise account' has fees that may apply. A blue 'Upgrade' button is located under the 'Enterprise account' column. Below the comparison table are sections for 'Network Basics' and 'Support Services', each with a list of features and their availability in each account type. The background of the interface includes images of a man playing a trumpet and a woman smiling.

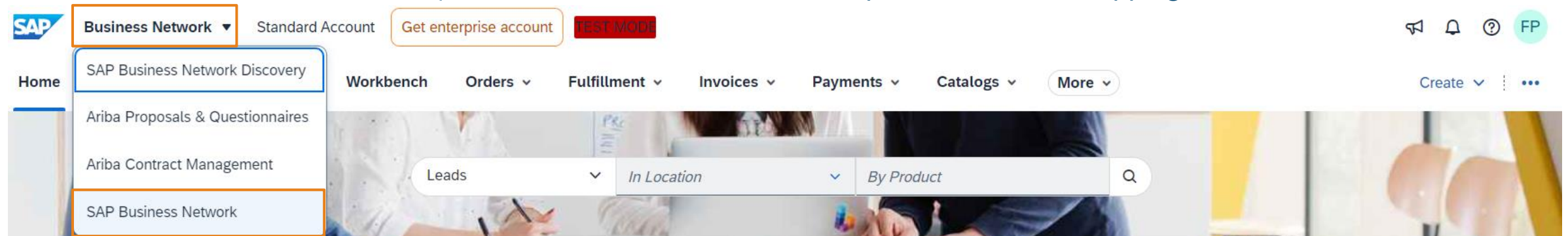
	Standard account Your account Free	Enterprise account (Upgrade) Fees may apply <a href="#">Upgrade</a>
<b>Network Basics</b>		
Send and receive documents on the network with unlimited customer relationships, including POs and invoices	✓	✓
Access to web platform and supplier mobile app	✓	✓
Attract customers with your profile and review, search, and respond to new leads for free	✓	✓
Advanced trading partner insights with all KPIs and benchmarks	Limited KPIs	✓
<b>Support Services</b>		
24/5 support via chat and phone; onboarding guidance		✓

## Within your account you will be able to see

- **Ariba Proposals and Questionnaires:** In this tab you will find the documents related to the registration questionnaire and



- **Business Network:** On this tab you will find documents related to purchase orders, shipping notices, invoices, and



**Note:** Later sections of this manual indicate the actions that can be performed on each tab.

# 03

## HOW TO ACCESS BUSINESS NETWORK SUPPLIER

# HOW TO REGISTER FOR NATURGY



## Supplier has a Business Network account



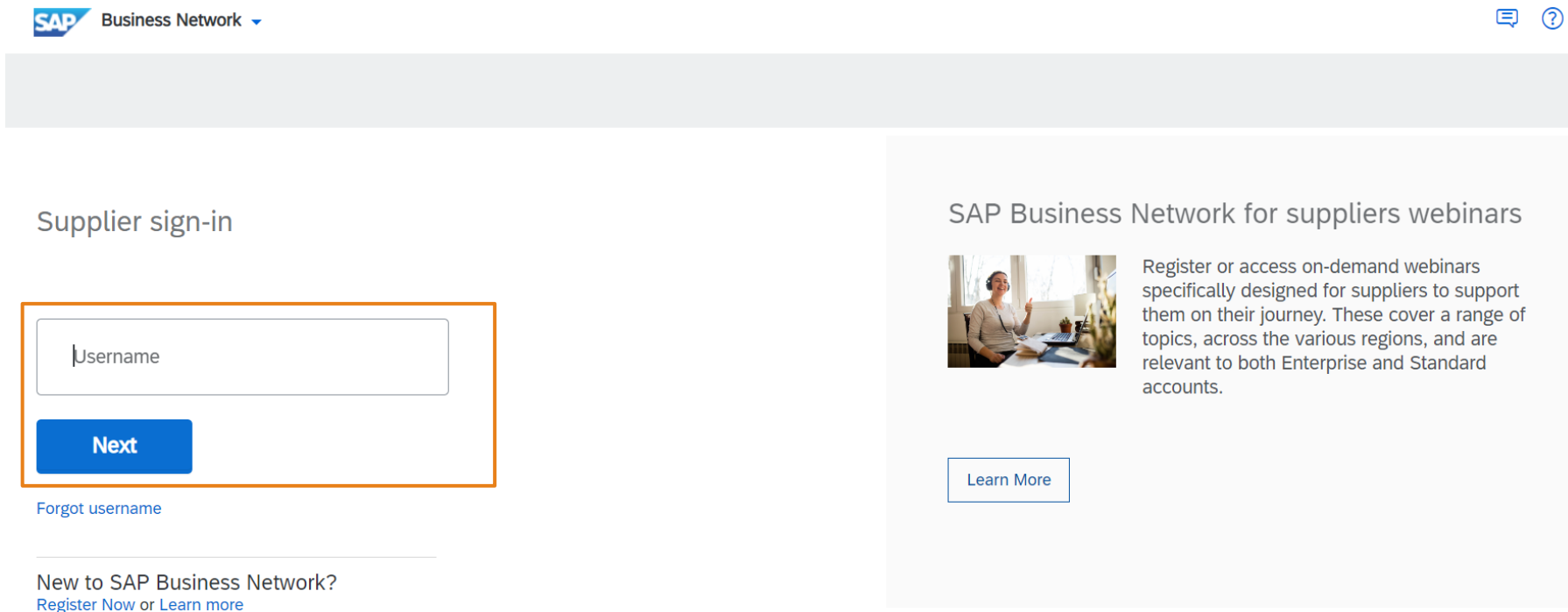
### Steps:

1. Click on the link in the email received from Naturgy or access it directly from the url <https://service.ariba.com/>
2. Click "Login"
3. Enter your username and password
4. Fill out the registration questionnaire and click on "Submit Full Response"
5. Your status will become "Registered"



## To access your vendor Business Network account:

- Click on this link: <https://service.ariba.com/>
- If you already have an account, enter your username

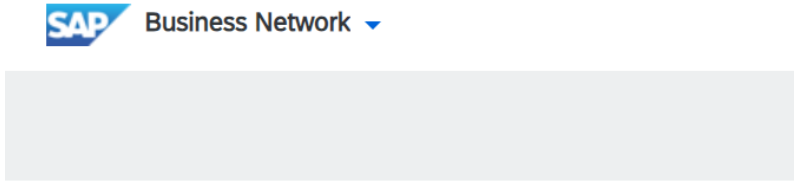


The screenshot shows the SAP Business Network supplier sign-in interface. At the top, there is a navigation bar with the SAP logo and 'Business Network' text, along with chat and help icons. Below this is a grey header bar. The main content area is titled 'Supplier sign-in' and features a text input field for the username, which is highlighted with an orange border. Below the input field is a blue 'Next' button. A link for 'Forgot username' is located below the button. At the bottom of the sign-in section, there is a link for 'New to SAP Business Network?' with sub-links for 'Register Now' and 'Learn more'. To the right of the sign-in section is a promotional banner for 'SAP Business Network for suppliers webinars'. The banner includes a photo of a woman in a headset, a text description of the webinars, and a 'Learn More' button. At the bottom of the banner, there are four blue dots indicating a carousel.



# ACCESS BUSINESS NETWORK SUPPLIER

NOTE: In case you don't remember your username, you can click on "Forgot username" to recover it:



## Supplier sign-in

**Next**


[Forgot username](#)

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)



## To access your vendor Business Network account:

- Next, enter your password

 Business Network ▾

### Supplier sign-in



Password

Sign in

[Forgot password](#)

New to SAP Business Network?

[Register Now](#) or [Learn more](#)

### SAP Business Network for suppliers



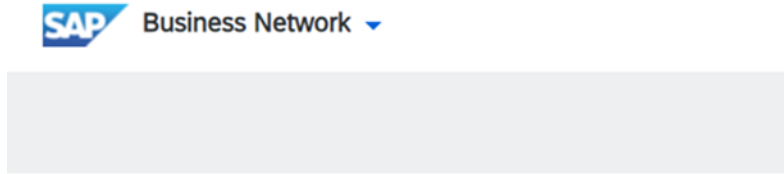
Register or access on-demand v...  
specifically designed for supplie...  
them on their journey. These co...  
topics, across the various region...  
relevant to both Enterprise and...  
accounts.

[Learn More](#)





NOTE: In case you do not remember your username or password, you can click on "Forgot your password" to recover it:



## Supplier sign-in



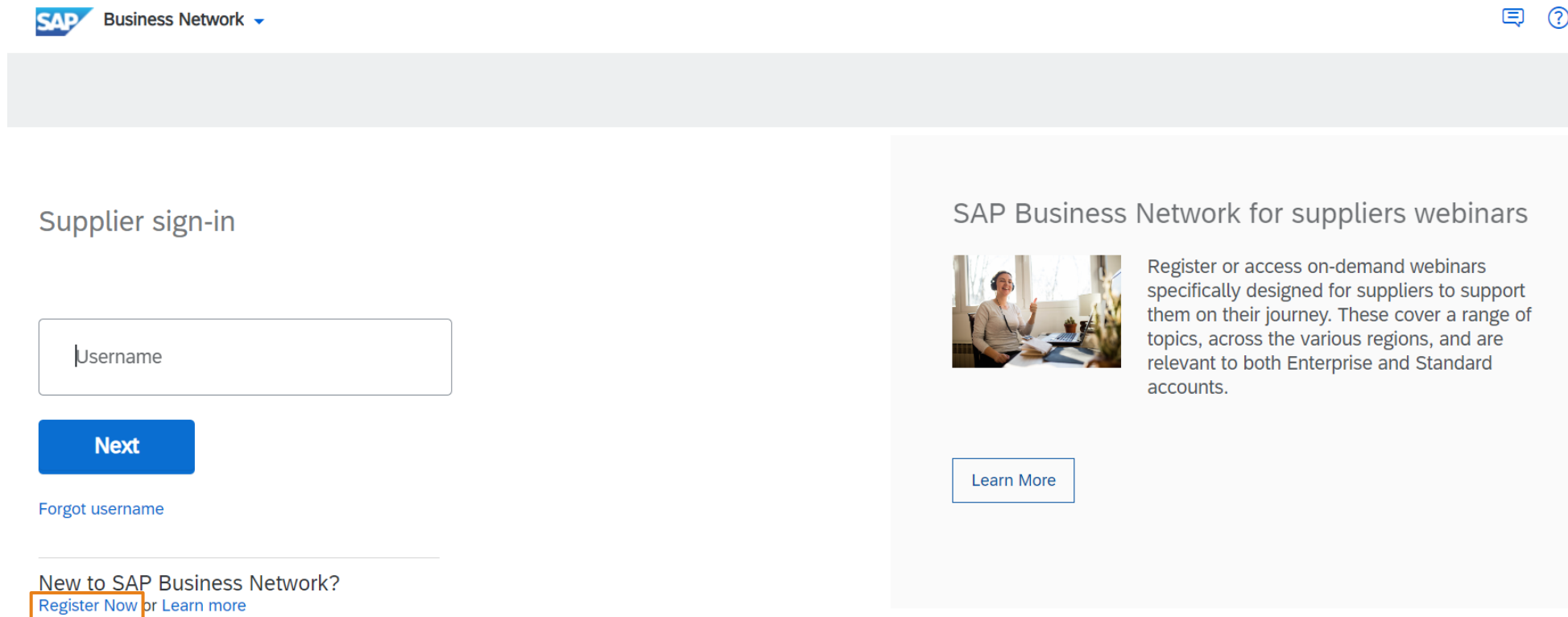
Sign in

Forgot password

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)



If you don't have an account, you can create one by clicking on "Register now" or you can wait to receive a transaction or invitation from Naturgy:



The screenshot shows the SAP Business Network supplier sign-in interface. At the top left, there is a 'SAP Business Network' header with a dropdown arrow. To the right are chat and help icons. The main content area is divided into two sections. The left section, titled 'Supplier sign-in', features a text input field for 'Username', a blue 'Next' button, and a link for 'Forgot username'. Below this is a horizontal line followed by the text 'New to SAP Business Network?' and two links: 'Register Now' (highlighted with an orange border) and 'Learn more'. The right section, titled 'SAP Business Network for suppliers webinars', includes a photo of a woman in a headset, a descriptive paragraph about on-demand webinars, and a 'Learn More' button. At the bottom of the right section are four blue dots, with the first one filled.



# 04

## HOW TO REGISTER FOR NATURGY

# HOW TO REGISTER FOR NATURGY

## Naturgy flows related to supplier management

Flows implemented by Naturgy : **Supplier Management Processes**



Naturgy sends registration invitation via SAP Business Network

The supplier registers or accesses their SAP Business Network account. Review and complete the Naturgy registration form and submit it.

Naturgy initiates the qualification of the supplier by indicating region and subfamilies. Send the supplier to accept the qualification.

The supplier accesses its SAP Business Network account. Review region and subfamilies and accept.

Achilles-Repro determines the level of risk and requests information from the supplier.

Supplier completes the requested qualification information and submits.

Task manager:

NATURGY

SUPPLIER

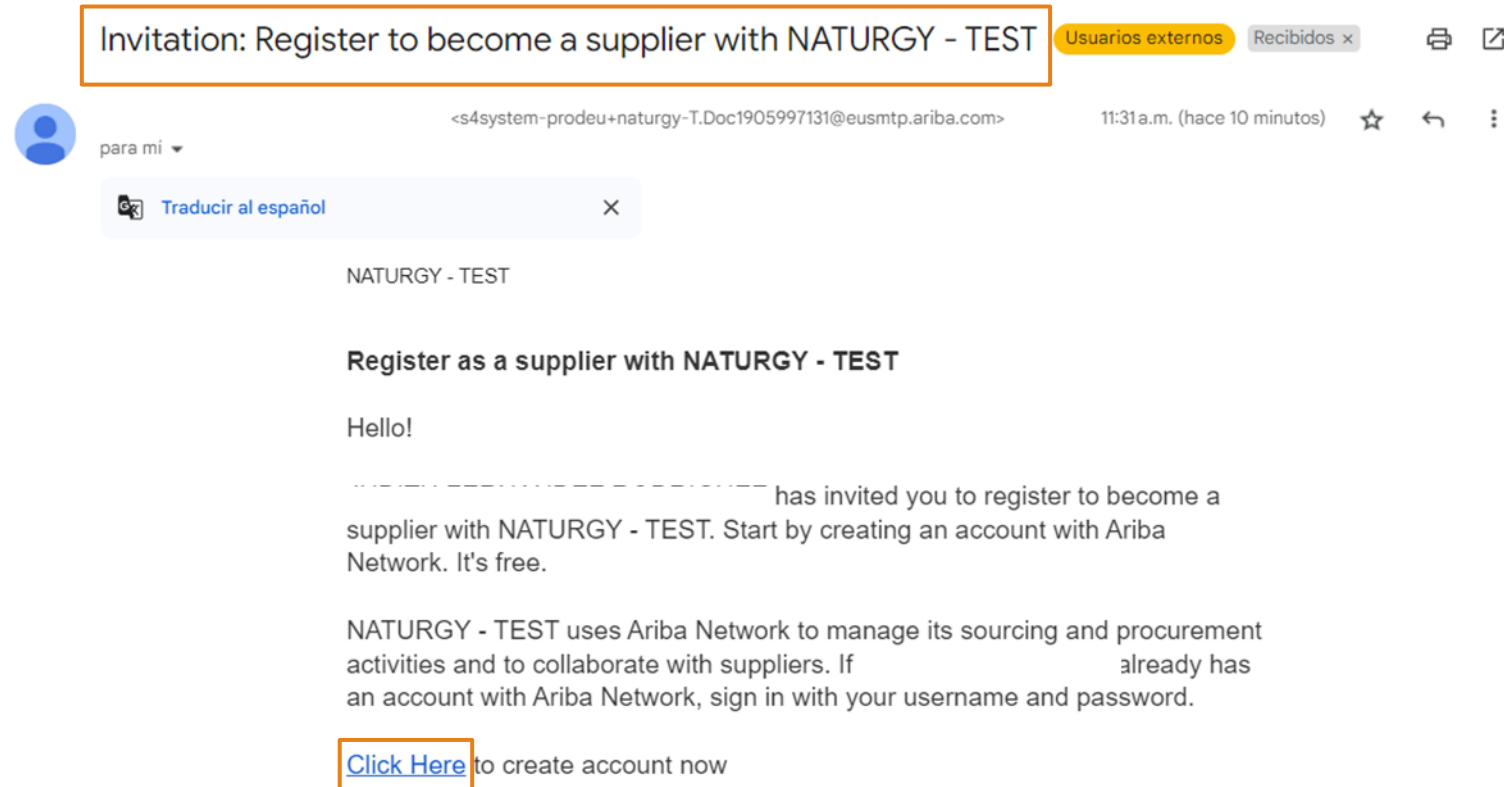
ACCHILLES-REPRO



# HOW TO REGISTER FOR NATURGY



If you have received an email such as the one shown below, in which Naturgy has sent you an invitation, you can also access your account:



You can access the invitation through this email. Depending on whether you are already registered with the Business Network or not, the steps to follow are different. Here's how to proceed in both cases.

**Note:** Registration is only done once.



## Supplier does not have a Business Network account



### Steps:

1. Click on the link in the email received from Naturgy
2. Click "Sign up"
3. Fill in the required data (\*)
4. Click on "Create an account and continue"
5. Fill out the registration questionnaire and click "Submit Full Response"
6. Your status will become "Registered"



## Supplier does not have a Business Network account

Clicking on "Click Here" will open the screen shown below and you will be able to register by clicking on "Sign up":

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **NATURGY - TEST** on SAP Ariba.

NATURGY - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by **NATURGY - TEST**. [Sign up](#)

Already have an account? [Log in](#)

### About SAP Business Network

The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

**Note:** If you already have an account, you can click "Sign In" to access your account.



## Supplier does not have a Business Network account

### Account Creation:

Welcome, Francisco P

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **NATURGY - TEST** on SAP Ariba.

NATURGY - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by NATURGY - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

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## Supplier does not have a Business Network account

Account Creation: Fill in the required fields and click "Create account and continue"

**Create account** **Create account and continue** Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by NATURGY - TEST.

### Company information

\

\* Indicates a required field

Company Name:\* ENGLISH SUPPLIER

Country/Region:\* Mexico [MEX]

Address:\* Av. del Sol

Line 2

Municipality:\* Ciudad de México

Postal Code:\* 00810

City:\* Ciudad de México

State:\* Ciudad de México [MX-CMX]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

### User account information

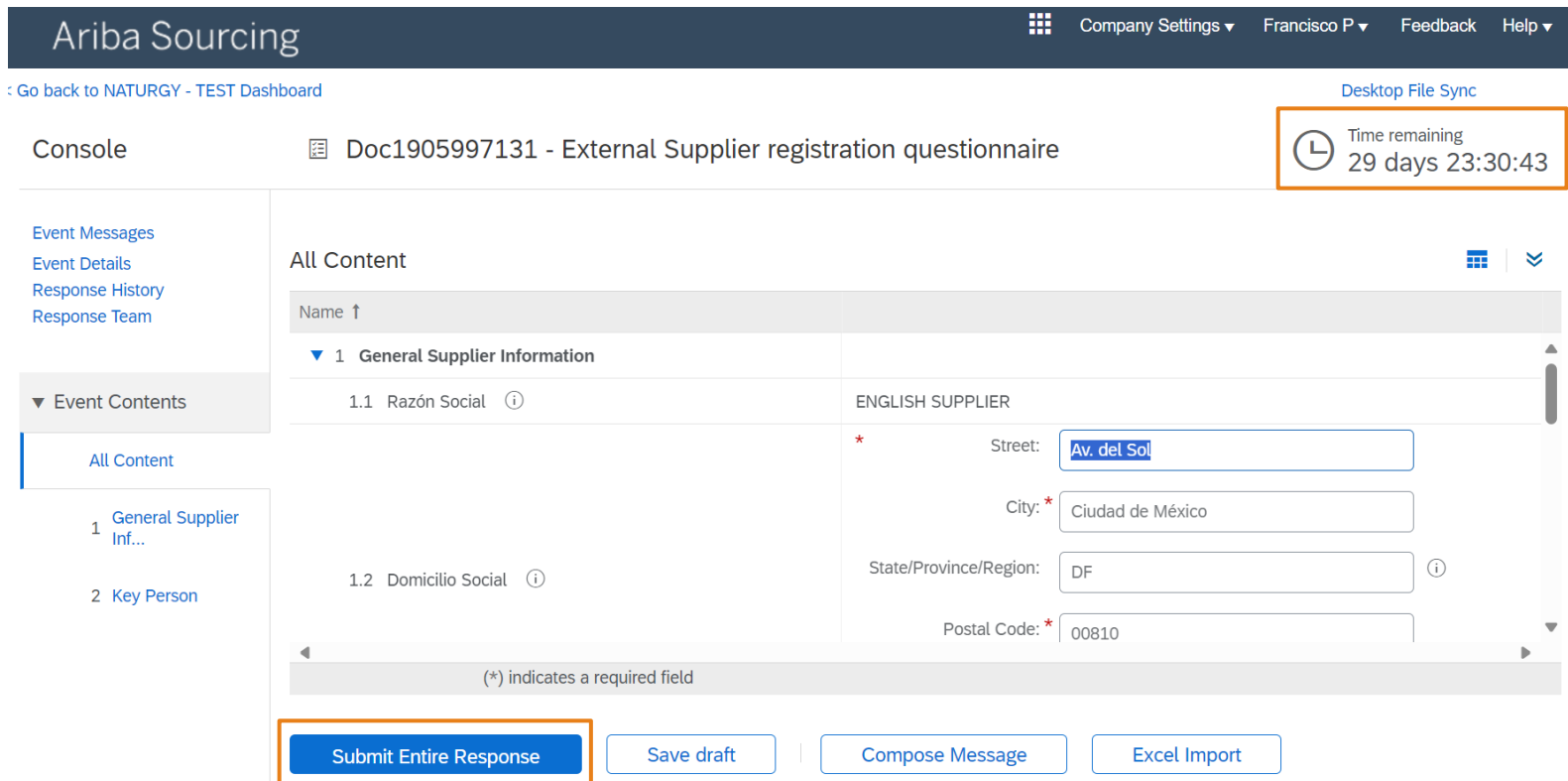
**Note:** Account creation is only done once.



## Supplier does not have a Business Network account

Once the account has been created, you must register for Naturgy by completing the external registration questionnaire that will appear below:

Once completed, click Submit Entire Response.



The screenshot shows the Ariba Sourcing interface for an external registration questionnaire. The header includes 'Ariba Sourcing' and navigation links for 'Company Settings', 'Francisco P', 'Feedback', and 'Help'. A 'Go back to NATURGY - TEST Dashboard' link is visible. The main content area is titled 'Doc1905997131 - External Supplier registration questionnaire' and features a 'Time remaining' timer showing 29 days 23:30:43. The questionnaire is divided into sections: '1 General Supplier Information' and '2 Key Person'. Under '1 General Supplier Information', there are two sub-sections: '1.1 Razón Social' and '1.2 Domicilio Social'. The '1.2 Domicilio Social' section contains a form with the following fields: 'Street' (Av. del Sol), 'City' (Ciudad de México), 'State/Province/Region' (DF), and 'Postal Code' (00810). A 'Submit Entire Response' button is highlighted with an orange box. Other buttons include 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the form states: '(\*) indicates a required field'.

**Note:** The "Time Remaining" section indicates the deadline for responding.



## Supplier does not have a Business Network account

**IMPORTANT:** Please note that the email address you provide in this questionnaire will be the one in which you will receive any notification related to transactions from Naturgy.

Example:

Name ↑	
1.6 Apartado de Correos ⓘ	<input type="text"/>
1.7 Teléfono ⓘ	<input type="text"/>
1.8 E-Mail ⓘ	<input type="text"/>
1.9 Página web (URL) ⓘ	<input type="text"/>
	Street: <input type="text"/>
	City: <input type="text"/>

(\*) indicates a required field



## Supplier does not have a Business Network account

Once the reply has been sent, it will be registered with Naturgy.

SAP Ariba Proposals and Questionnaires Standard Account TEST MODE

NATURGY - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
<a href="#">External Supplier registration questionnaire</a>	Doc1905997131	4/13/2024 12:31 PM	Registered

Francisco P

My Account

Link User IDs

Contact Administrator

ANID: AN11199549515-T

Company Profile

Settings >

Logout



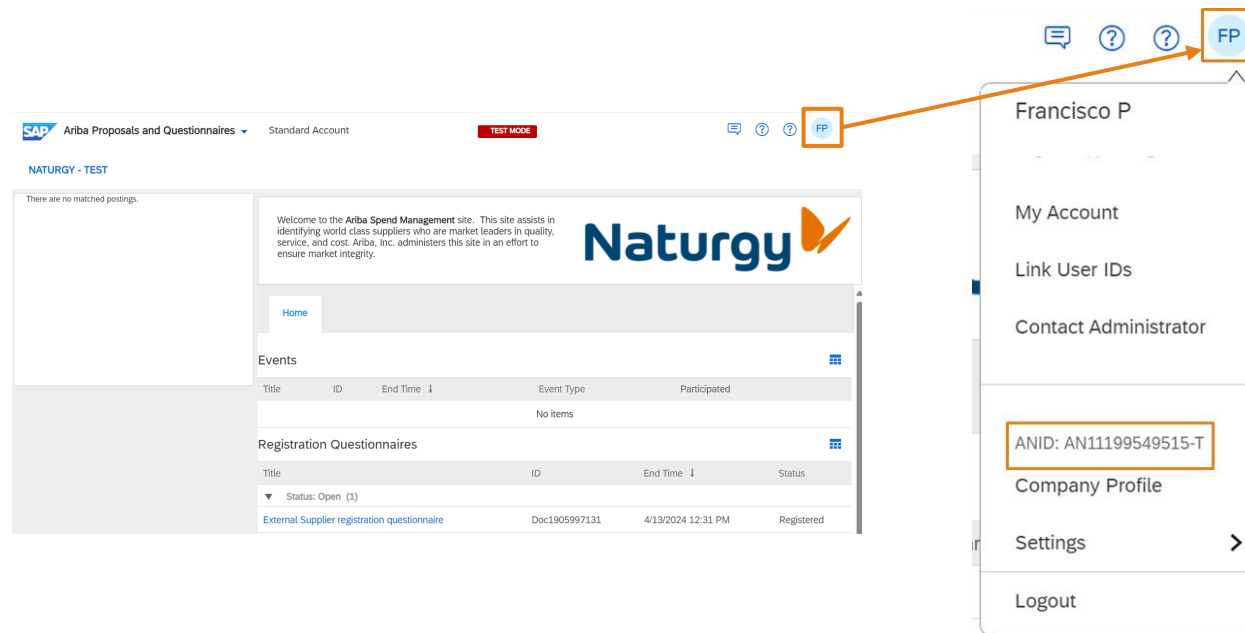
# HOW TO REGISTER FOR NATURGY



## Within your account you will be able to see

- **ANID:** This is the company's account number in the Ariba system, i.e. it is the number provided by Ariba when it is registered.

Once you are logged in to your SAP Ariba account, the ANID number of your account will appear if you click on your initials in the upper right corner of the application. It is also visible at the bottom of each page, to the right of your company name.



The ANID number acts as the company's account number in the Ariba system. It is used for a variety of tasks, including for example:

- Help Ariba customer support locate your account.
- Establish business relationships with buyers.



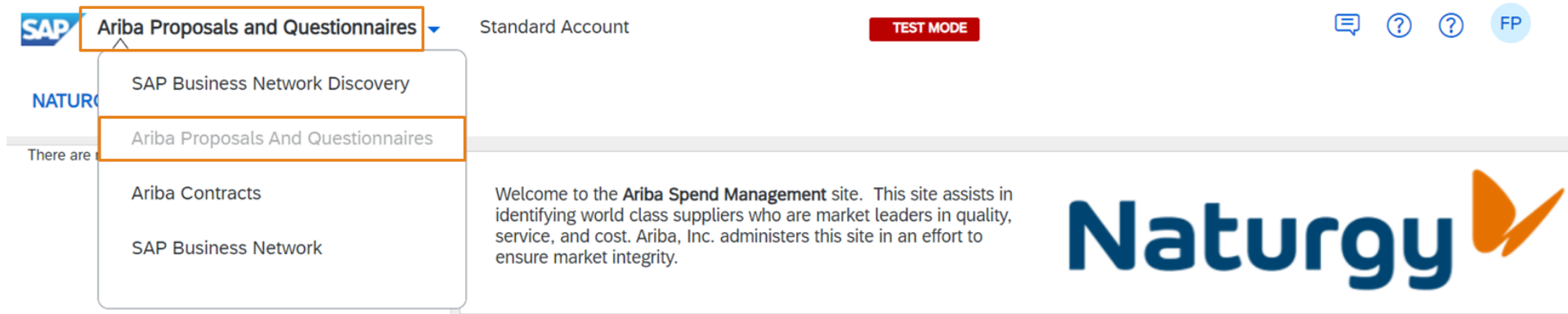
# HOW TO REGISTER FOR NATURGY



## Within your account you will be able to see

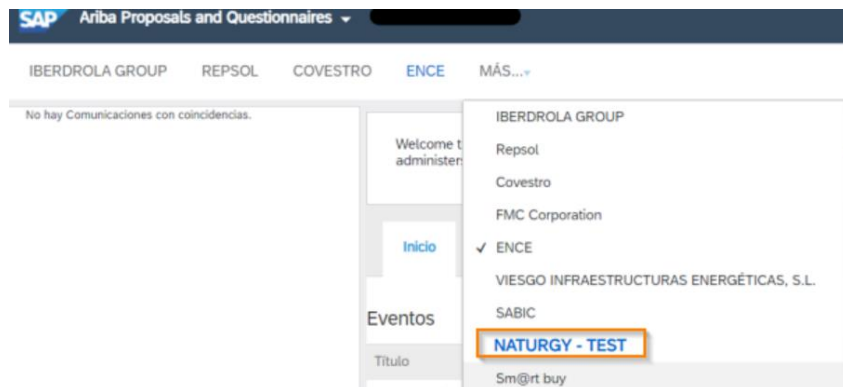
Once registered, for the **sub-family acceptance process**, proceed as follows:

Go to the top left, in the Proposals and Questionnaires section



When accessing this section, you must select the company Naturgy.


**Note:** If you are registered with several clients, click on the "MORE" option and all your clients will be displayed.



# HOW TO REGISTER FOR NATURGY

## Within your account you will be able to see



In the Qualification Questionnaires section, you will be able to view the categories that were assigned to you and you must click on "Ext - Supplier Qualification " in order to accept them.

Qualification Questionnaires 

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Ext - Supplier Qualification	Doc1906241965	4/13/2024 2:25 PM	Cables and conductors 261... <a href="#">View more</a>	MEX Mexico	Qualification Started


**Note:** If you have more than one subfamily assigned to you, you must enter one by one and accept it.

When accessing the subfamily, it throws them the window as shown in the image, they just have to click on "Submit Entire Response"

Console  Doc1906241965 - Ext - Supplier Qualification  Time remaining 29 days 23:55:34

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content 

Name ↑

▼ 1 Homologation

1.1 **This message is just to remember you will be contacted by Achilles-Repro to continue with the Qualification process.**

(\*) indicates a required field

1 Homologation

**Submit Entire Response** Save draft Compose Message Excel Import

**Note:** If you access the Ariba Network portal, it does not allow you to view any subfamilies. Please follow the steps on the following pages.



# HOW TO REGISTER FOR NATURGY

**Note:** If you access the Ariba Network portal, it does not allow you to view any subfamilies. Please follow these steps.

In your email you will have received a direct link for the acceptance of subfamilies with the Subject: "Action needed: Fill out qualification questionnaire to become a qualified supplier with NATURGY" from the mailbox [s4systemprodeu+naturgy.Doc1552019985@eusmtp.ariba.com](mailto:s4systemprodeu+naturgy.Doc1552019985@eusmtp.ariba.com)

In this email, you must go to the hyperlink "CLICK HERE" and it will redirect you to the assigned subfamily. As shown in the image below:

NATURGY - TEST

**Qualification questionnaire to become a qualified supplier with NATURGY - TEST**

Hello!

Now that \_\_\_\_\_ is registered as a supplier with NATURGY - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Cables and conductors in

[Click Here](#) to fill out the questionnaire

When accessing the subfamily, it throws them the window as shown in the image, they just have to click on "Send full response"

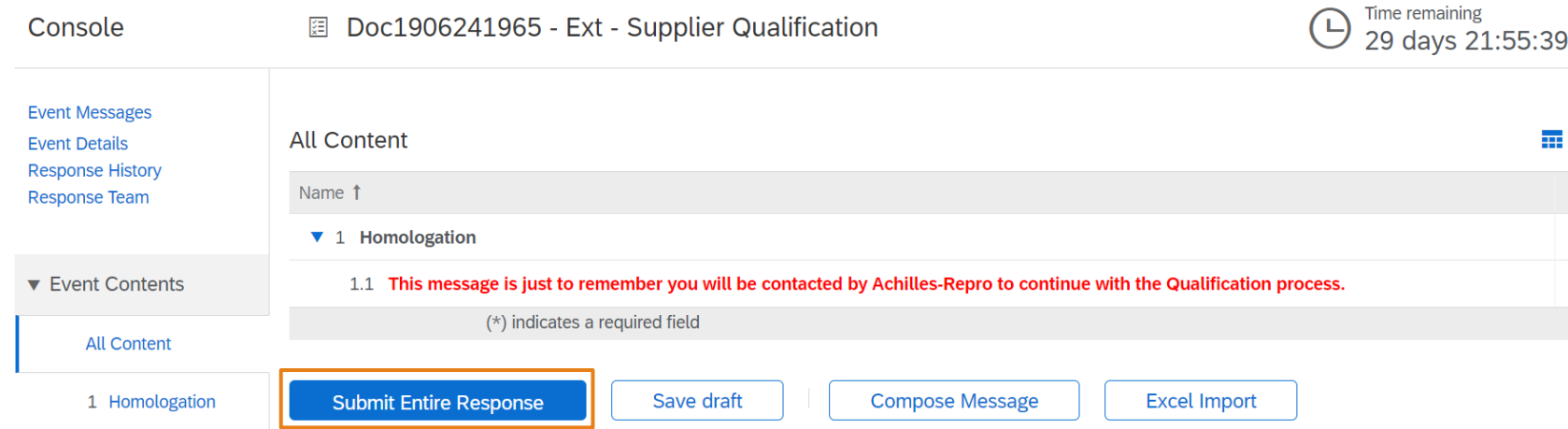




# HOW TO REGISTER FOR NATURGY

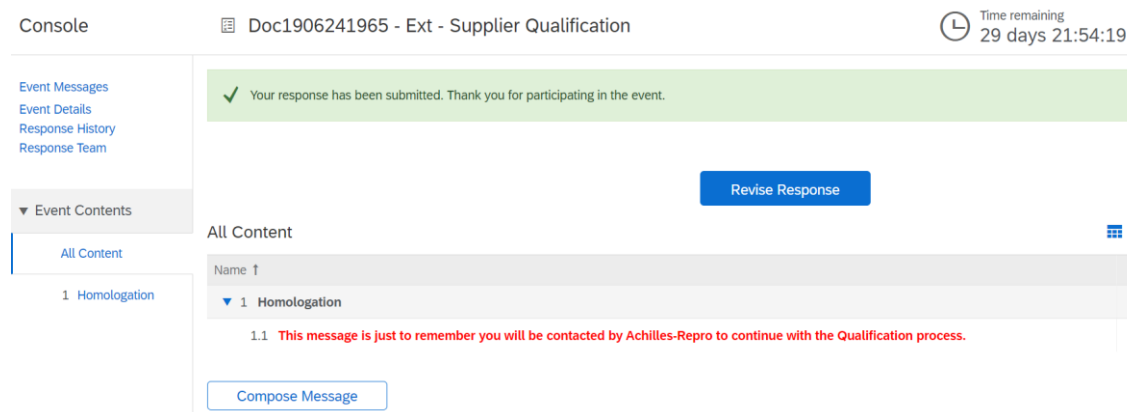
## Within your account you will be able to see

When accessing the subfamily, it throws them the window as shown in the image, they just have to click on "Submit Entire



The screenshot shows a web interface for a supplier qualification process. At the top, there is a console area with the document ID 'Doc1906241965 - Ext - Supplier Qualification' and a timer showing 'Time remaining 29 days 21:55:39'. On the left, a navigation menu includes 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The 'Event Contents' section is expanded to show 'All Content' and '1 Homologation'. The 'All Content' section contains a message: '1.1 This message is just to remember you will be contacted by Achilles-Repro to continue with the Qualification process.' Below this message, there is a note: '(\*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response' (highlighted with an orange border), 'Save draft', 'Compose Message', and 'Excel Import'.

Once the subfamily is accepted, it shows the following message in green:



The screenshot shows the same web interface as above, but with a green confirmation message at the top: 'Your response has been submitted. Thank you for participating in the event.' Below this message is a 'Revise Response' button. The rest of the interface, including the navigation menu and the 'All Content' section, remains the same.

**Note:** Please check your inbox or spam if you have been assigned more subfamilies, as you must accept them one by one, following the steps explained above.



# 05

## HOW TO ESTABLISH THE BUSINESS RELATIONSHIP IN BUSINESS NETWORK

## Establish a trading relationship

There are two ways to establish a trading relationship:

- Establish a trading relationship by Code (**only for Financial Suppliers that operate with Direct Invoice without orders**).
- From the receipt of an order.

In the next slides of this section, we'll look at each of the ways.



## Establish Trading Relationship by Code

There are three ways to establish a trading relationship:

- **Establish a Trading relationship by Code** (only for Financial Suppliers that operate with Direct Invoice without orders).
- From the receipt of an order.



# HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER

## Establish Trading Relationship by Code

Establish a Trading relationship by Code (only for Financial Suppliers that operate with Direct Invoice without orders).

By way of summary:

- The Supplier creates/accesses its Business Network account.
- Using a code provided by Naturgy you can make a Direct Invoice.
- The invoice is left as "Unassigned", from Naturgy this invoice must be accepted in Ariba establishes the relationship and links it with the Supplier ID/BP of S4.

The following pages show the process in detail:

**Note:** To be made once with the first invoice made in Ariba for Naturgy.

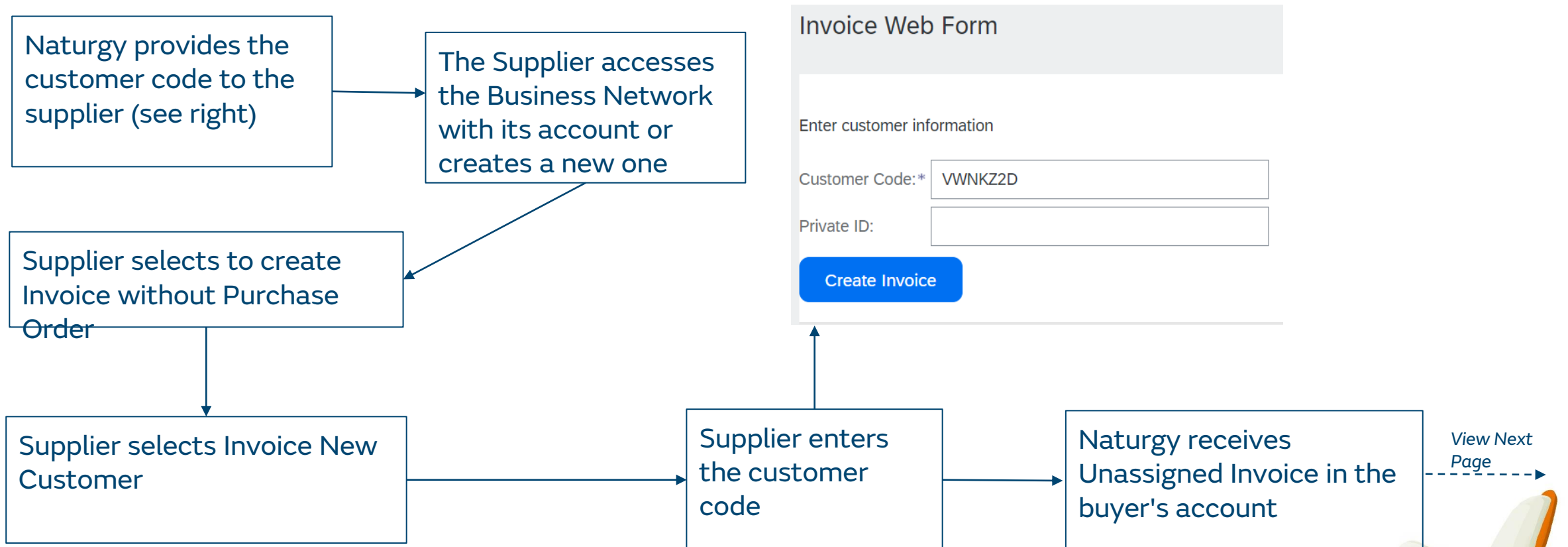
*csc\_atencionterceros@naturgy.com will provide you with this code so that you can create the invoice without an Order. After accepting the first invoice, the supplier does not need to enter this code in successive invoices.*



# HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER

## Establish Trading Relationship by Code

Establish a Trading relationship by Code (**only for Financial Suppliers that operate with Direct Invoice without orders**).



**Note:** To be made once with the first invoice made in Ariba for Naturgy.

csc\_atencionterceros@naturgy.com will provide you with this code so that you can create the invoice without an Order. After accepting the first invoice, the supplier does not need to enter this code in successive invoices.



# HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER

## Establish Trading Relationship by Code

Establish a Trading relationship by Code (**only for Financial Suppliers that operate with Direct Invoice without orders**).

Invoice Web Form

Enter customer information

Customer Code:\*

Private ID:

[Create Invoice](#)

Approve Supplier

Supplier Name : ENGLISH SUPPLIER [View Detail](#)

Av. del Sol  
Ciudad de México  
Supplier Address : 00810 Ciudad de México  
Ciudad de México  
Mexico

System ID :

Private ID :\*

[Approve Supplier](#) [Reject Invoice](#)



**Note:** To be made once with the first invoice made in Ariba for Naturgy.

*csc\_atencionterceros@naturgy.com will provide you with this code so that you can create the invoice without an Order. After accepting the first invoice, the supplier does not need to enter this code in successive invoices.*



## Establish a Trading relationship

There are two ways to establish a trading relationship:

- Establish a Trading relationship by Code (only for Financial Suppliers that operate with Direct Invoice without orders).
- **From the receipt of an order.**





# HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER

## Establish a trading relationship by receiving an order

From Naturgy, you will receive a notification with an order. By clicking on “Process order” you will access your account (or you can create one if you do not have one) and you will automatically accept the trading relationship with Naturgy.

NATURGY - TEST sent a new Purchase Order



"NATURGY - TEST" <ordersender-prod@ansmtp.ariba.com> [Unsubscribe](#)  
to me ▾



NATURGY - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer NATURGY - TEST

Process order

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

From:

To:

Purchase Order  
(New)

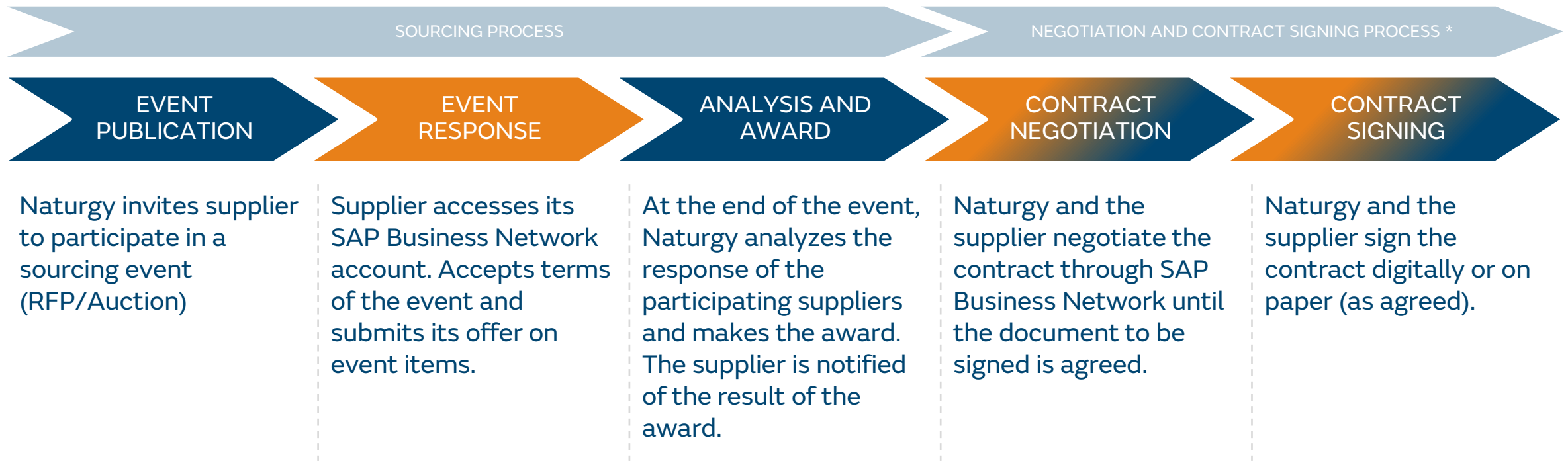


# 06

## HOW TO RESPOND TO TENDERS

## Naturgy flows related to tenders

Flows implemented by Naturgy : **Processes from sourcing to contract**

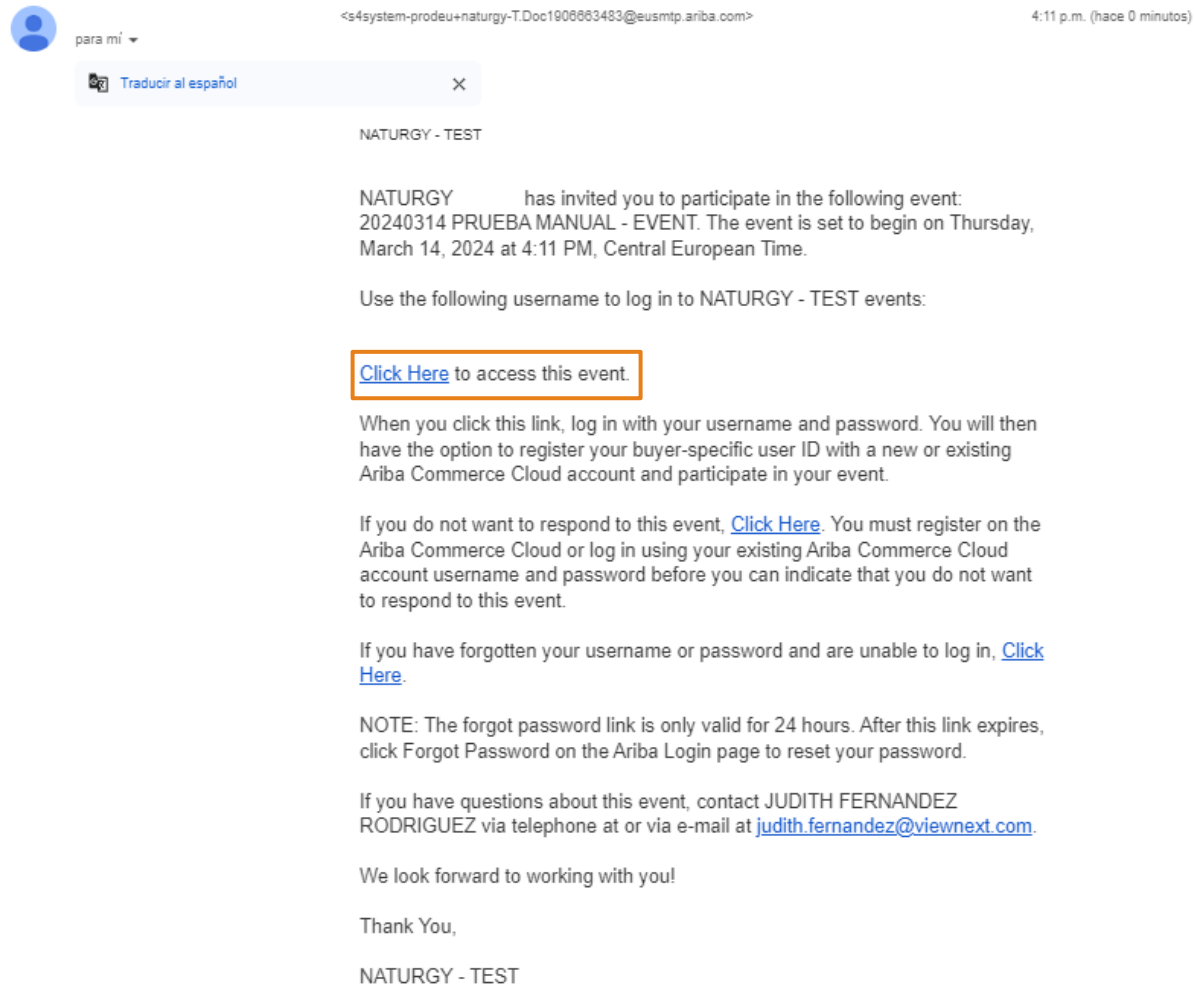


Responsible for the task:



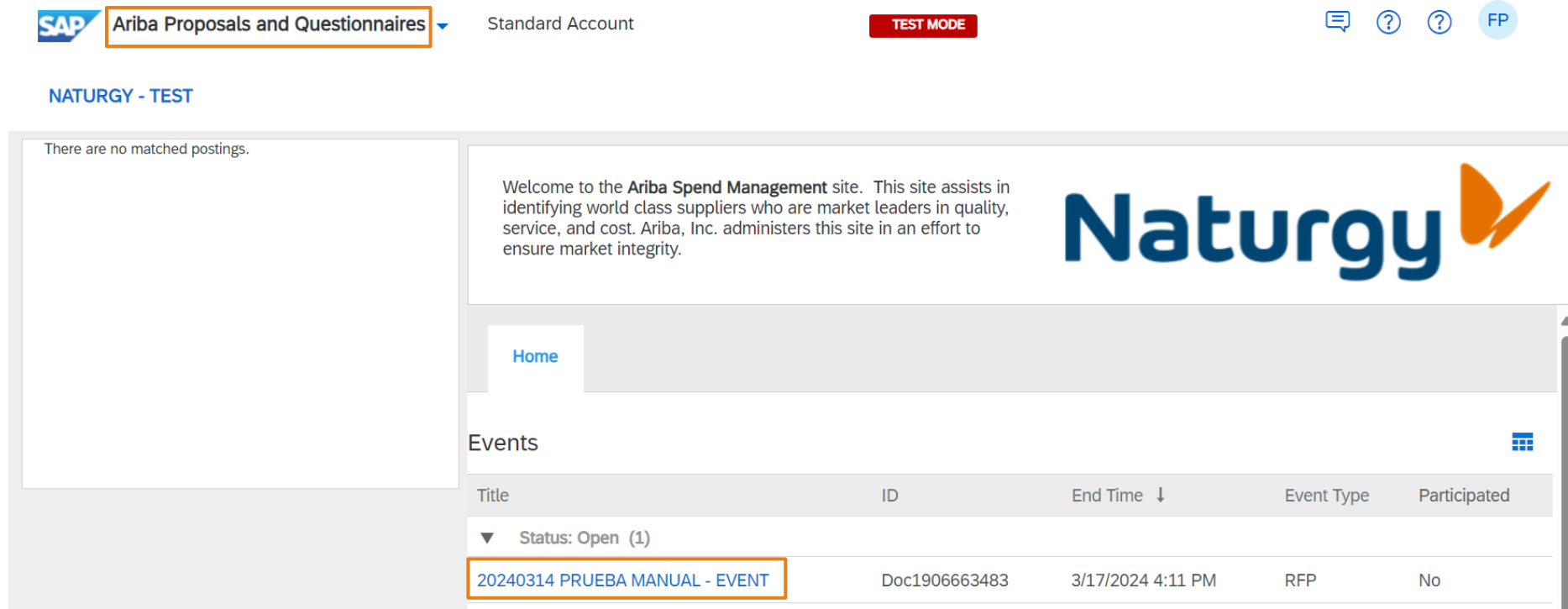
## From your Business Network account

When Naturgy invites you to a tender, you will receive a notification of this type:



## From your Business Network account

If you log in to your account, you will be able to see the following:



The screenshot shows the SAP Ariba Spend Management interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and a 'Standard Account' label. A red 'TEST MODE' button is also visible. On the right side of the navigation bar, there are icons for chat, help, and a user profile labeled 'FP'. Below the navigation bar, the page title is 'NATURGY - TEST'. The main content area is divided into two sections. The left section contains the text 'There are no matched postings.' The right section contains a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below the welcome message is the Naturgy logo. Underneath the logo is a 'Home' button. The 'Events' section is displayed below, featuring a table with the following columns: Title, ID, End Time ↓, Event Type, and Participated. A dropdown menu for 'Status: Open (1)' is visible above the table. The table contains one row with the following data: Title: 20240314 PRUEBA MANUAL - EVENT, ID: Doc1906663483, End Time: 3/17/2024 4:11 PM, Event Type: RFP, and Participated: No.

Title	ID	End Time ↓	Event Type	Participated
20240314 PRUEBA MANUAL - EVENT	Doc1906663483	3/17/2024 4:11 PM	RFP	No



## From your Business Network account

If you access the event you will be able to see the details of it:

Event Details Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT Time remaining 2 days 23:50:14

[Event Messages](#)  
[Download Tutorials](#)  
[Response Team](#)

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Submit Response

[Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

### Event Overview and Timing Rules

Owner:	Description:
Event Type: RFP	Currency: Mexican Peso
	Commodity: Lubricants 151200000
	Regions: MEX Mexico
Publish time: 3/14/2024 4:11 PM	
Due date: 3/17/2024 4:11 PM	

Project Owner Actions

**Note:** The "Time Remaining" section indicates the deadline for responding.



## From your Business Network account

Review and accept the prerequisites to be able to participate and click “Ok”:

- 1. Review Event Details
- 2. Review and Accept Prerequisites**
- 3. Submit Response

Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

I accept the terms of this agreement.

I do not accept the terms of this agreement.

### Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

### Prerequisites

Name ↑	
The following link contains the Naturgy General Terms and Conditions:: <a href="https://www.naturgy.com/en/about-us-naturgy/the-group/our-suppliers/">https://www.naturgy.com/en/about-us-naturgy/the-group/our-suppliers/</a>	Yes ▾
3.2 SPECIFIC Terms and Conditions	* Yes ▾
3.3 Letter of invitation	* <a href="#">PDF TEST.pdf</a> ▾ Update file Delete file
3.4 In the previous points of this section you will find a list of Naturgy's terms and conditions applicable to this process. All quotations submitted during this project must comply with these terms and conditions. Do you accept these terms and conditions?	* Yes ▾

(\*) indicates a required field



## From your Business Network account

Subsequently, in the message that will appear on the screen, click on "Ok":

Prerequisites Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might be questions that you must answer before you can submit your response unless you have responded to them. You must accept the modified envelope bidding event agreement.

Would you like to accept the Bidder Agreement?

I accept the terms of this agreement

I do not accept the terms of this agreement

Modified Envelope Bidding Event Agreement

The buyer has configured this event to allow rejected envelopes to be retrieved and opened while the event remains in Pending Selection status. I accept the terms of this agreement. \*

✔ Submit this response?


Click OK to submit.







## From your Business Network account

Once the prerequisites have been accepted, you will be able to select the lots:

Event Details  Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT 🕒 Time remaining  
2 days 23:40:32

[Download Content](#) [Review Prerequisites](#) **Select Lots** [Print Event Information](#)

Introduction (Section 1 of 6) [Next](#) »  

Name ↑

- ▼ 1 Introduction
  - ▼ 1.1 Company Information
    - 1.1.1 About us


We are a Group that is engaged in the generation, distribution and marketing of energy and services, working to ensure the well-being of people, the progress of companies and society and the sustainability of the planet.
    - 1.1.2 What do we do?

We operate in regulated and deregulated gas and electricity markets, with a growing contribution from international activity, mainly in the following areas:

      - Gas and electricity distribution

» Next Section: [Event information](#)

Event Overview and Timing Rules

Owner:		Description:
Event Type: RFP		Currency: Mexican Peso
		Commodity: Lubricants 151200000



## From your Business Network account

If you don't want to bid, you can indicate the reason why you don't want to bid:

Select Lots Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT [Cancel](#)

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 [More](#)

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

[Select Lots/Line Items](#) [Select Using Excel](#)

### Lots Available for Bidding ☰

<input type="checkbox"/>	Name	Reason for not bidding
<input type="checkbox"/>	6.2 ITEM 1	(no value) <span>▼</span>

[Confirm Selected Lots/Line Items](#) [Cancel](#)

(no value)

We don't carry a compatible part/material

We don't supply at the requested quantity

Discontinued Item

We are at full capacity currently

Missing/Lack of information provided



## From your Business Network account

If you want to bid, select the lots/items online and click on the "Confirm Selected Lots/Line Items" button

Select Lots

Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT

Cancel

### ▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. 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 [More](#)

Select Lots/Line Items

Select Using Excel

### Lots Available for Bidding



<input checked="" type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	6.2 ITEM 1	

↳ [Confirm Selected Lots/Line Items](#)



## From your Business Network account

Add the appropriate information:

For example, in this case, the price and the technical offer

Console Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT Time remaining 2 days 22:47:51

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

- All Content
- 1 Introduction
- 2 Event information

Your response to the prerequisites has been submitted.

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Technical offer <span>Less... -</span>				
Add to this section the "Technical Offer" which will be evaluated separately from the Economic Offer. Avoid including in this file any kind of reference to your company name or to the prices of the products/services.				
5.1 Technical offer	* PDF TEST.pdf <span>Update file Delete file</span>			
▼ 6 Price				
6.2 ITEM 1	* \$1,000.00	MXN 5,000 each		

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import



## From your Business Network account

Once all the necessary data has been entered, click on “Submit Entire Response” so that the information reaches Naturgy:

Console Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT Time remaining 2 days 22:47:51

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

Your response to the prerequisites has been submitted.

Name ↑	Price	Quantity	Extended Price	Total Cost
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Technical offer <span>Less... -</span>				
Add to this section the "Technical Offer" which will be evaluated separately from the Economic Offer. Avoid including in this file any kind of reference to your company name or to the prices of the products/services.				
5.1 Technical offer	* PDF TEST.pdf		Update file	Delete file
▼ 6 Price				
6.2 ITEM 1	* \$1,000.00	MXN 5,000 each		

(\*) indicates a required field

**Submit Entire Response** | Update Totals | Save draft | Compose Message | Excel Import



## From your Business Network account

Click "OK" to submit the response:

Console Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT Time remaining 2 days 22:45:00

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

All Content

Name ↑

2.5 **Supplier training**

Suppliers can access the SAP Ariba training guides by clicking on the Help Centre link in the top right corner of the screen. The three training guides take less than an hour to complete.

▼ 3 **Terms and Conditions**

3.1 GENERAL terms and conditions

The following link contains the Naturgy General Terms and Conditions::

Yes

Quantity Extended Price Total Cost

Submit this response?  
Click OK to submit.

OK Cancel




## From your Business Network account

The reply has been sent to Naturgy:

Console

 Doc1906663483 - 20240314 PRUEBA MANUAL - EVENT

 Time remaining  
2 days 22:44:17

- [Event Messages](#)
- [Response History](#)
- [Response Team](#)

▼ Checklist

1. [Review Event Details](#)
2. [Review and Accept Prerequisites](#)
3. [Select Lots/Line Items](#)
4. [Submit Response](#)

▼ Event Contents

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

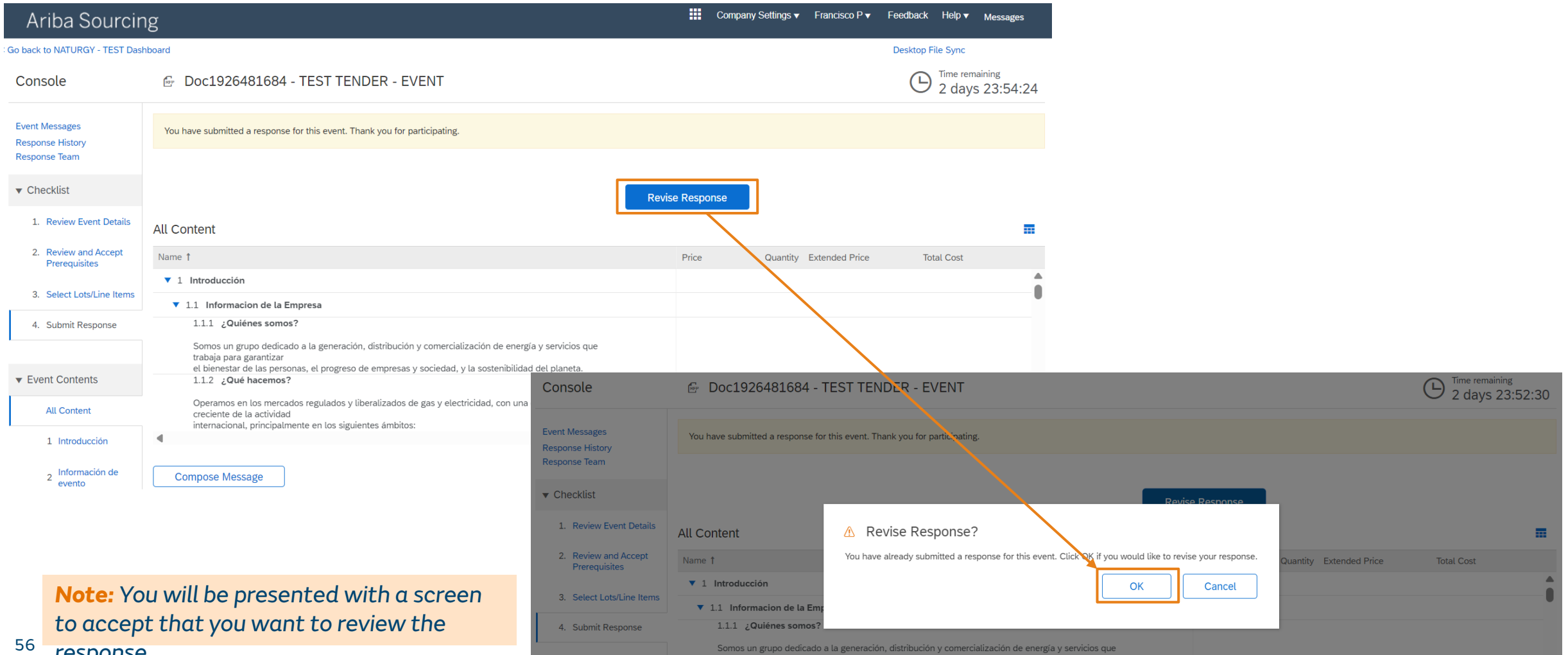
All Content 

Name ↑	Price	Quantity	Extended Price	Total Cost
2.4 <b>Team contact information during the event</b>  Purchasing contact: For the Bid Consultation process, the main contact point				
2.5 <b>Supplier training</b>  Suppliers can access the SAP Ariba Sourcing training guides by clicking on the Help Centre link in the top right corner of the screen. The three training guides take less than an hour to complete.				
▼ 3 <b>Terms and Conditions</b>				
3.1 GENERAL terms and conditions				



## From your Business Network account

If you want to review the response sent to Naturgy, you can do so by clicking on "Revise Response":



The screenshot displays the Ariba Sourcing interface for a tender event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Francisco P', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a 'Go back to NATURGY - TEST Dashboard' link and a 'Desktop File Sync' option. The main content area shows a message: 'You have submitted a response for this event. Thank you for participating.' Below this message is a table titled 'All Content' with columns for Name, Price, Quantity, Extended Price, and Total Cost. The table content includes sections for '1 Introducción' and '1.1 Información de la Empresa', with sub-sections '1.1.1 ¿Quiénes somos?' and '1.1.2 ¿Qué hacemos?'. A 'Compose Message' button is visible at the bottom left of the table. A blue 'Revise Response' button is highlighted with an orange box. An orange arrow points from this button to a confirmation dialog box that appears over the table. The dialog box contains the text: '⚠️ Revise Response? You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog box has 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by an orange box.

**Note:** You will be presented with a screen to accept that you want to review the response.



## From your Business Network account

You will be able to review your answer:

Console

Doc1926481684 - TEST TENDER - EVENT

Time remaining  
2 days 23:49:39

- Event Messages
- Response History
- Response Team
- ▼ Checklist
  - 1. Review Event Details
  - 2. Review and Accept Prerequisites
  - 3. Select Lots/Line Items
  - 4. Submit Response
- ▼ Event Contents
  - All Content

### All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
<ul style="list-style-type: none"> <li>▼ 4 Requisitos específicos del proyecto                             <ul style="list-style-type: none"> <li>4.2 Datos técnicos de los Artículos/Servicios solicitados</li> </ul> </li> <li>▼ 5 Oferta Técnica <span style="float: right;">More... +</span> <ul style="list-style-type: none"> <li>5.1 Oferta técnica</li> </ul> </li> <li>▼ 6 Precios                             <ul style="list-style-type: none"> <li>6.2 PRUEBA <span style="float: right;">More... +</span></li> </ul> </li> </ul>				
	PDF TEST.pdf			
	* PDF TEST.pdf <span style="float: right;">Update file Delete file</span>			
			\$1,500,000.00 MXN	\$1,500,000.00 MXN
	* <input type="text" value="\$100,000.00"/> MXN	10 one	\$1,500,000.00 MXN <span style="float: right;">Fx</span>	

(\*) indicates a required field

- Submit Entire Response
- Update Totals
- Reload Last Bid
- Save draft
- Compose Message
- Excel Import

**Note:** If you are within the deadline (see time remaining), you can modify your answer and using the buttons, you can send the change to Naturgy. **IMPORTANT:** Once the deadline has expired, it is not possible to make modifications.



## From your Business Network account

If you wish to exit this screen and access the main dashboard of your account without making any changes, you can do so by clicking on “Go back to NATURGY Dashboard”:

Ariba Sourcing
Company Settings ▾ Francisco P ▾ Feedback Help ▾ Messages

< Go back to NATURGY - TEST Dashboard
Desktop File Sync

Console
Doc1926481684 - TEST TENDER - EVENT
⌚ Time remaining  
2 days 23:47:37

Event Messages

Response History

Response Team

---

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

---

▼ Event Contents

All Content

---

1 Introducción

### All Content ☰

Name ↑	Price	Quantity	Extended Price	Total Cost
<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">✓</span> </div>				
<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">▼</span> <span>4 Requisitos específicos del proyecto</span> </div>				
4.2 Datos técnicos de los Articulos/Servicios solicitados	<div style="display: flex; align-items: center; justify-content: center;"> <span style="color: blue; font-size: 0.8em;">PDF TEST.pdf</span> <span style="font-size: 0.8em;">▼</span> </div>			
<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">▼</span> <span>5 Oferta Técnica</span> <span style="margin-left: 10px; font-size: 0.8em;">More... +</span> </div>				
5.1 Oferta técnica	<div style="display: flex; align-items: center; justify-content: center;"> <span style="color: red; font-size: 0.8em;">*</span> <span style="color: blue; font-size: 0.8em;">PDF TEST.pdf</span> <span style="font-size: 0.8em;">▼</span> <span style="font-size: 0.8em; margin-left: 5px;">Update file</span> <span style="font-size: 0.8em; margin-left: 5px;">Delete file</span> </div>			
<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">▼</span> <span>6 Precios</span> </div>				
6.2 PRUEBA <span style="color: blue; font-size: 0.8em;">▼</span>	<div style="display: flex; align-items: center; justify-content: center;"> <span style="color: red; font-size: 0.8em;">*</span> <div style="border: 1px solid #ccc; padding: 2px; margin: 0 5px;">\$100,000.00</div> <span style="font-size: 0.8em; margin: 0 5px;">MXN</span> <span style="font-size: 0.8em; margin: 0 5px;">10 one</span> <span style="font-size: 0.8em; margin: 0 5px;">\$1,500,000.00 MXN</span> <span style="font-size: 0.8em; margin: 0 5px;">Fx</span> <span style="color: green; font-weight: bold; font-size: 0.8em;">✓</span> </div>			
(*) indicates a required field				

Submit Entire Response
Update Totals
Reload Last Bid
Save draft
Compose Message
Excel Import



## From your Business Network account


On the main screen, you'll be able to see the event that tells you that you've participated:

SAP Ariba Proposals and Questionnaires Standard Account TEST MODE ? ? ? FP

NATURGY - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Home

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Abierto (1)				
TEST TENDER - EVENT	Doc1926481684	3/31/2024 11:22 AM	RFP	Yes
▼ Status: Finalizado (13)				
20240325 CONCURSO C-CS MX RNNI TST EVENTO	Doc1922767371	3/26/2024 10:00 AM	RFP	Yes
20240326 CONCURSO C-CC MX RNNI TST EVENTO	Doc1922790414	3/26/2024 9:57 AM	RFP	Yes
20240325 ADJ.DIRECTA C-PA MX RNNI TST EVENTO	Doc1921862836	3/25/2024 4:08 PM	RFP	Yes
20240325 ADJ.DIRECTA C-PC MX RNNI TST EVENTO	Doc1921650628	3/25/2024 2:06 PM	RFP	Yes



## From your Business Network account

Naturgy will review the information provided and, if applicable, will be the awarded supplier. In the event that you are the awarded supplier, you will be informed and you will be able to see it in your account within the event:

**Ariba Sourcing** Company Settings Francisco P Feedback Help Messages

[Go back to NATURGY - TEST Dashboard](#) Desktop File Sync

Event Details Doc1926481684 - TEST TENDER - EVENT Finalizado

[Download Content](#) [Review Prerequisites](#) [Print Event Information](#) [Review Bidding](#) [Download Bid Change Report](#) [View Awards](#) [Download Award Summary Report](#)

### Introducción

(Section 1 of 6) [Next](#) ☰ ☰

Name ↑
▼ 1 Introducción
▼ 1.1 Información de la Empresa
1.1.1 ¿Quiénes somos?
Somos un grupo dedicado a la generación, distribución y comercialización de energía y servicios que trabaja para garantizar el bienestar de las personas, el progreso de empresas y sociedad, y la sostenibilidad del planeta.
1.1.2 ¿Qué hacemos?
Operamos en los mercados regulados y liberalizados de gas y electricidad, con una contribución creciente de la actividad internacional, principalmente en los siguientes ámbitos:

[Next Section: Información de evento](#)

### Event Overview and Timing Rules

Owner: JUDITH FERNANDEZ RODRIGUEZ ⓘ	Description:
Event Type: RFP	Currency: Mexican Peso
	Commodity: Printed and folder for stock 141118000
	Regions: MEX Mexico

Publish time: 3/28/2024 10:22 AM  
Due date: 3/28/2024 10:42 AM

### Project Owner Actions



# 07

## MANAGE TRANSACTIONS

## Naturgy flows related to supplier management

Flows implemented by Naturgy : **Procurement processes**



Naturgy sends a purchase/release order through SAP Business Network. Supplier is notified.

The supplier accesses its SAP Business Network account. Review the order and send an Order Confirmation.

Supplier sends a Partial/Total Ship Notice through SAP Business Network to notify Naturgy of shipment and delivery date.

Naturgy confirms receipt of goods sent by the supplier. The supplier receives the receipt document through SAP Business Network.

The supplier sends a partial/full invoice through SAP Business Network.

Naturgy verifies the invoice and sends a notification of payment through SAP Business Network.

Responsible for the task:

NATURGY

SUPPLIER



# 07

## MANAGE TRANSACTIONS

### 7.1 ORDER ACCESS IN YOUR BUSINESS NETWORK ACCOUNT

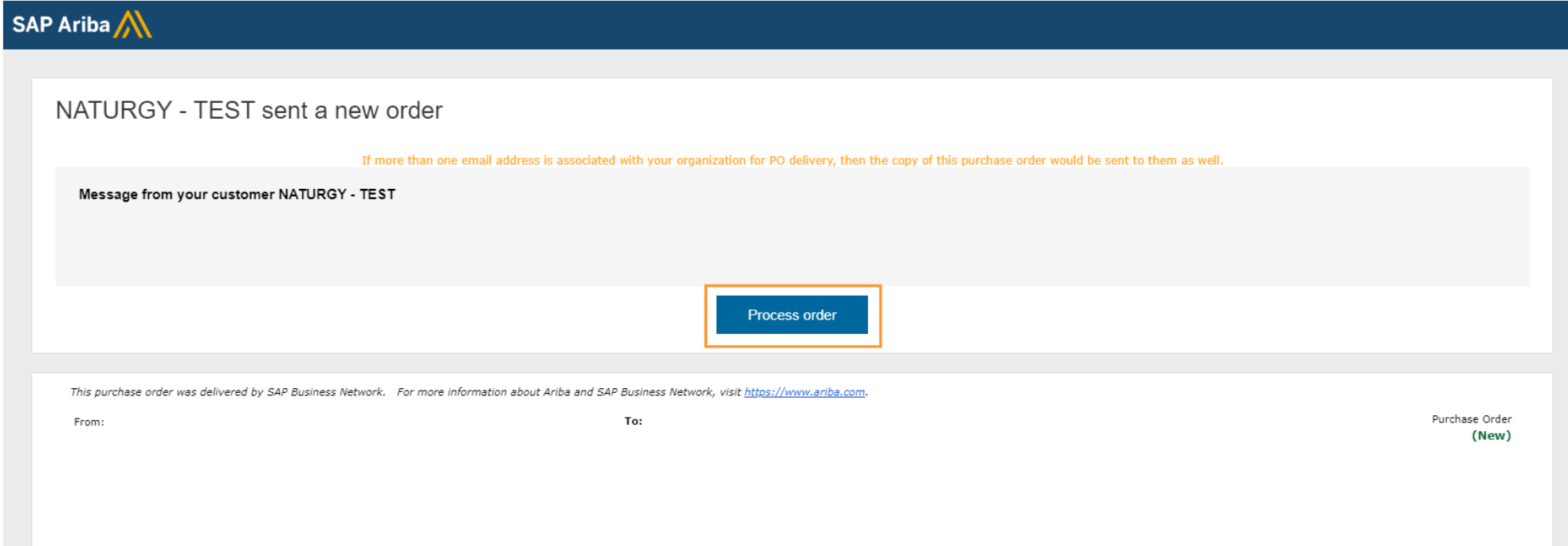
## Access to the order in your Business Network account

You will receive an order-related notification from which you can access your account:

NATURGY - TEST sent a new Purchase Order



"NATURGY - TEST" <ordersender-prod@ansmtp.ariba.com> [Unsubscribe](#)  
to me ▾



**Note:** If you don't receive notifications, you can review your email notification settings. For more information: [Review how to set up email notifications for purchase orders and invoices](#)





## Access to the order in your Business Network account

Once logged into your account, you will be able to access the order.

- If you have logged in via the order email, you will access it directly.

Here's how a purchase order is formatted in the vendor portal:

**1** Purchase Order: 480000789

**2** Order Detail

**3** Purchase Order (New) 480000789  
Amount: \$5,000,000.00 MXN  
Version: 1

**4** From: Customer SISTEMAS DE ADMINISTRACION Y SERVICIOS, Av. Marina Nacional-60 piso 6, 11410 Miguel Hidalgo, Ciudad de Mexico, Mexico. Phone: +52 (0) +52(55) 5279-2400. Fax: [redacted]

To: 20240219 PROVEEDOR TST MX, Paseo de la Reforma, Ciudad de Mexico, 00810 Ciudad de Mexico, Ciudad de Mexico, Mexico. Phone: [redacted], Fax: [redacted], Email: francisco.pluma@avvale.com

**5** Routing Status: Sent  
External Reference: [redacted] (ZNC1)  
Effective Date: 13 Mar 2024  
Expiration Date: 31 Dec 9999

**6** Ship All Items To: Gas Natural México, Calz. Del Valle 105 Ote, Col. Del Valle, 66220 San Pedro Garza García, Nuevo León, Mexico. Ship To Code: 13M1, Phone: +52 (0) (81)53-0100, Location Code: 13M1

Bill To: SISTEMAS DE ADMINISTRACION Y SERVICIOS, Av. Marina Nacional-60 piso 6, 11410 Miguel Hidalgo, Ciudad de Mexico, Mexico. Phone: +52 (0) +52(55) 5279-2400, Fax: [redacted], Buyer ID: 0013

**7** Qty (Unit): 100,000 (C62)

**8** Subtotal: \$5,000,000.00 MXN

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
10	1		Material		100,000 (C62)	15 Mar 2024	\$50,000.00 MXN	\$5,000,000.00 MXN



## Access to the order in your Business Network account

1. Purchase Order number
2. Order Details Tab
3. Order status (NOTE: order status may vary depending on when it is viewed)
4. Buyer's Address
5. Order Routing Status
6. Dispatch of items, invoice to, deliver to
7. Quantity
8. Subtotal

The screenshot displays the SAP Business Network interface for a purchase order. The order number 480000789 is highlighted with a red box and a '1' callout. The 'Order Detail' tab is selected with a '2' callout. The 'From' customer information is highlighted with a '4' callout, and the 'To' supplier information is highlighted with a '3' callout. The 'Routing Status: Sent' is highlighted with a '5' callout. The 'Ship All Items To' and 'Deliver To' information is highlighted with a '6' callout. The 'Qty (UoM)' field is highlighted with a '7' callout, and the 'Subtotal' field is highlighted with an '8' callout.

**Note:** The Details link to the right of each line item allows the details of the line item to be displayed.



## Access to the order in your Business Network account

SAP Business Network - Standard Account TEST MODE

Purchase Order: 4800000789 Done

Order Detail Order History

Purchase Order: 4800000789  
Order Status: New  
Submitted On: 13 Mar 2024 1:00:00 PM GMT+01:00

From Customer: NATURGY - TEST  
Routing Status: Sent

History

4	Status	Comments	3	2	Changed By	1	Date and Time
		The order was queued.			PropogationProcessor-109558032		15 Mar 2024 10:18:53 AM
		Order belonging to 20240219 PROVEEDOR TST MX-TEST is now routed to the account AN11197823835-T.			PropogationProcessor-109558032		15 Mar 2024 10:18:53 AM
	Sent	Email order was sent to francisco.piuma@avvale.com.			OrderDispatcher - Email		15 Mar 2024 10:18:56 AM
		Email order was sent to francisco.piuma@avvale.com.			ANPODispatcher-109543017		15 Mar 2024 10:18:56 AM

5

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
10	1	PRUEBA	100,000 (C62)	15 Mar 2024	\$50,000.00 MXN	\$5,000,000.00 MXN

Status  
100,000 Unconfirmed

Control Keys  
Order Confirmation: not allowed  
Ship Notice: not allowed  
Invoice: is not ERS  
Invoice Verification Type: goods receipt

Sub-total: \$5,000,000.00 MXN

1. Date and Time
2. Order modified by
3. Order Comments
4. Order Status



## Access to the order in your Business Network account

### 4. Order Status

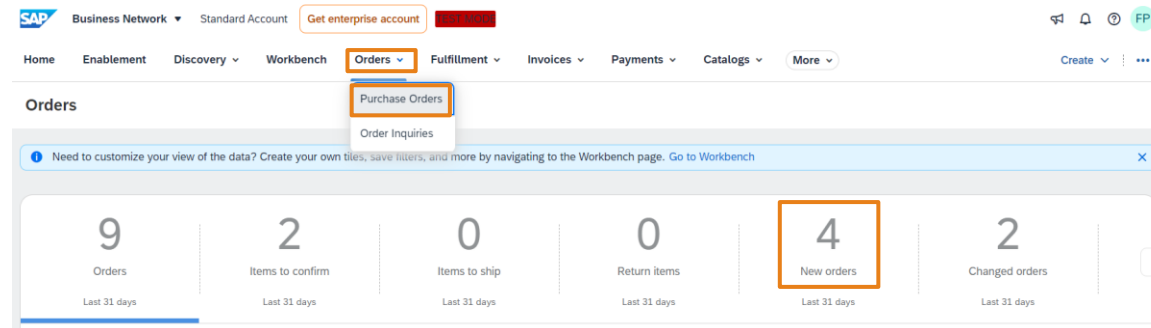
States	
<b>New</b>	When the supplier has received the order
<b>Confirmed (or Partially Confirmed, if you had made a partial confirmation)</b>	When the order confirmation is not made
<b>Shipped (or Partially shipped, if you have made a partial delivery)</b>	When the Shipment Notice is Made
<b>Received (or Partially Received)</b>	When Naturgy has carried out the goods receipt
<b>Returned</b>	When goods are taken out from Naturgy
<b>Invoiced</b>	When the invoice has been issued
<b>Paid</b>	When the payment has been made
<b>Modified</b>	When the order has been modified from Naturgy
<b>Canceled</b>	When the order has been cancelled from Naturgy
<b>Rejected</b>	When the order has been rejected by the supplier

### 5. History of online articles

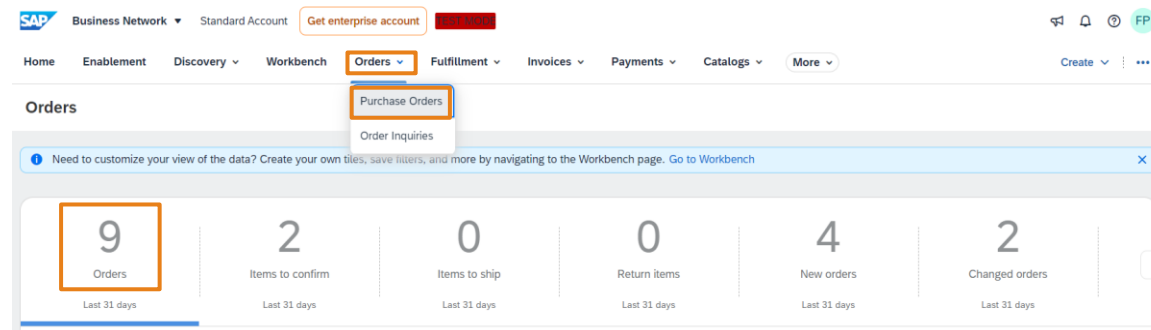


## Access to the order in your Business Network account

- If you are logged in by entering your username and password, you can access the order using the navigation menu:
  - If the order is new, it will appear in the following menu:



- If the order has already been processed, you can view it here:



**Note:** Whether you are searching through the New Orders menu or from Orders, the system provides you with the option to apply filters to your search for ease.



## Access to the order in your Business Network account

Apply filters to your search for ease:

The screenshot displays a dashboard with the following statistics for the last 31 days:

- Orders: 9
- Items to confirm: 2
- Items to ship: 0
- Return items: 0
- New orders: 4
- Changed orders: 2
- Orders to invoice: 1

Below the statistics, there is a section for "Orders (9)" with an "Edit filter" button and a "Last 31 days" filter. The filter section includes:

- Customers: Select or type selections
- Order numbers: Type selection, with radio buttons for "Partial match" (selected) and "Exact match"
- Creation date: Last 31 days
- Order status: Include, with a "Select or type" dropdown

Buttons for "Show more", "Apply", and "Reset" are present. There is also a "Resend Failed Orders" link and a "Print" icon.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005734	NATURGY - TEST	\$10000000 MXN	Mar 27, 2024	Partially Received		...

Once you have found your order, you will be able to access it.

**Note:** The order can be viewed in the same way by accessing the order notification email received in your email as by accessing it from the menu of your Business Network account.



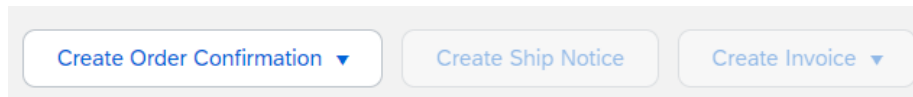
# 07

## MANAGE TRANSACTIONS

### 7.2 ORDER CONFIRMATION

## Access to the order in your Business Network account

When you access the order, the system will allow you to confirm it:



Example of a Purchase Order confirmation:

Click on "Create Order Confirmation" and select "Confirm Entire Order":

Purchase Order: 4800000789 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order  
Update Line Items  
Reject Entire Order

Download Copy More

<p><b>From:</b> Customer SISTEMAS DE ADMINISTRACION Y SERVICIOS, Av. Marina Nacional-60 piso 6 11410 Miguel Hidalgo Ciudad de Mexico Mexico Phone: +52 (0) +52(55) 5279-2400 Fax:</p>	<p><b>To:</b> 20240219 PROVEEDOR TST MX Paseo de la Reforma Ciudad de México 00810 Ciudad de México Ciudad de México Mexico Phone: Fax: Email: <a href="mailto:francisco.piuma@avvale.com">francisco.piuma@avvale.com</a></p>	<p><b>Purchase Order</b> (New) 4800000789 Amount: \$5,000,000.00 MXN Version: 1</p> <p style="text-align: center;">Track Order</p>
---	---	--

Enter the confirmation number and fill in at least the required fields.

**Note:** Required fields are indicated with an asterisk (\*).





## Access to the order in your Business Network account

Confirming PO Exit Next

1 Confirm Entire Order  
2 Review Order Confirmation

▼ Order Confirmation Header \* Indicates required field

Confirmation #: CONF1  
Associated Purchase Order #: 4800000789  
Customer: NATURGY - TEST  
Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:   
Est. Shipping Cost:   
Est. Delivery Date:\* 28 Mar 2024  
Est. Tax Cost:   
Comments:

⚠️ NATURGY - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Click "Next" to continue:

Confirming PO Previous Submit Exit

1 Confirm Entire Order  
2 Review Order Confirmation

Confirmation Update

Confirmation #: CONF1  
Supplier Reference:  
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	PRUEBA	Material	100.000 (C62)	15 Mar 2024	\$50,000.00 MXN	\$5,000,000.00 MXN

Current Order Status:  
**100.000 Confirmed With New Date** (Estimated Delivery Date: 28 Mar 2024)

Previous Submit Exit

Check that the data is OK and click on "Submit" to send the order confirmation to Naturgy.



## Access to the order in your Business Network account

After the order confirmation is created, the order status becomes: Confirmed.

In addition, you will be able to see in related documents, the confirmation document:

Purchase Order: 4800000789

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Order Detail

Order History

**From:**  
Customer  
SISTEMAS DE ADMINISTRACION Y SERVICIOS,  
Av. Marina Nacional-60 piso 6  
11410 Miguel Hidalgo  
Ciudad de Mexico  
Mexico  
Phone: +52 ( ) +52(55) 5279-2400  
Fax:

**To:**  
20240219 PROVEEDOR TST MX  
Paseo de la Reforma  
Ciudad de México  
00810 Ciudad de México  
Ciudad de México  
Mexico  
Phone:  
Fax:  
Email: francisco.piuma@avvale.com

**Purchase Order**  
(Confirmed)  
4800000789  
Amount: \$5,000,000.00 MXN  
Version: 1

Track Order

### Payment Terms

60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

### Contact Information

**Supplier Address**  
20240219 PROVEEDOR TST MX  
Paseo de la Reforma  
00810 Ciudad de México

Routing Status: Acknowledged  
External Document Type: Pedido Norma Compras (ZNC1)  
Effective Date: 13 Mar 2024  
Expiration Date: 31 Dec 9999  
Related Documents: CONF1



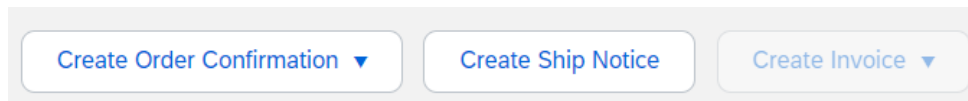
# 07

## MANAGE TRANSACTIONS

### 7.3 CREATION OF THE SHIPMENT NOTICE

## Access to the order in your Business Network account

After placing the order confirmation, the button to create a shipping notification will be enabled:

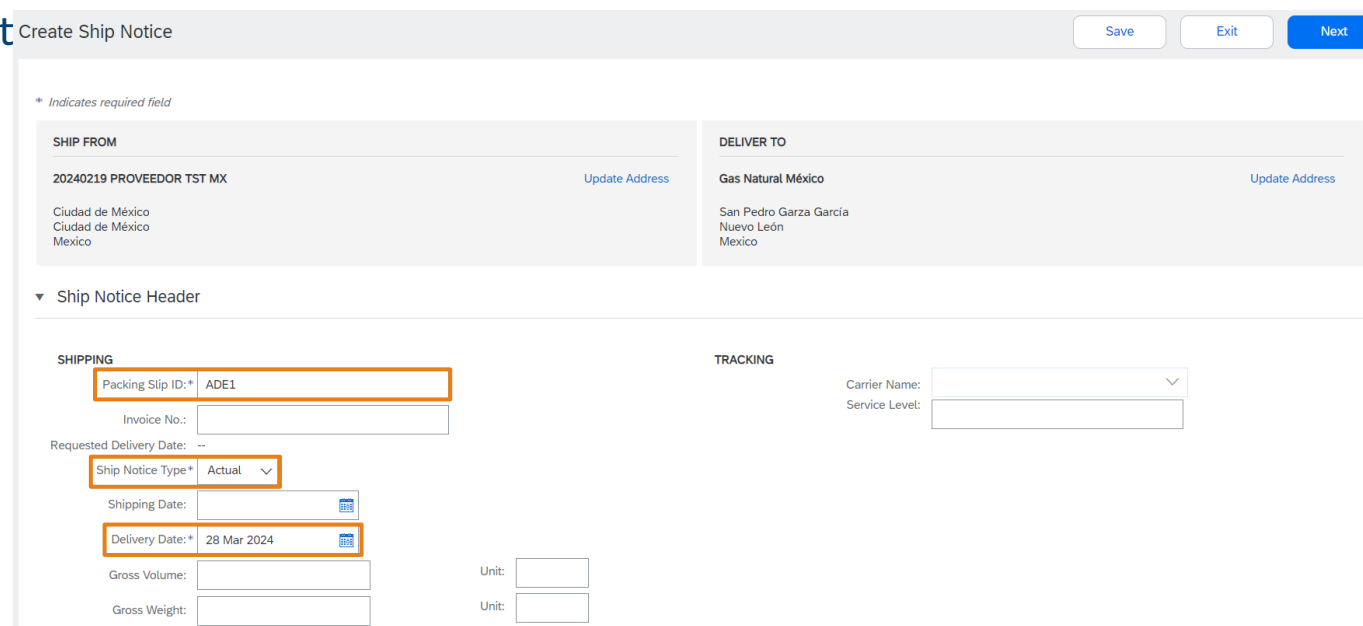


Click on "Create Ship Notice":

Type the shipment number in the "Packing Slip ID" field and fill in at least the required fields.

If you wish, you can add attachment

Also indicate the shipping quantity.



**Note:** Required fields are indicated with an asterisk (\*).



## Access to the order in your Business Network account

Once you have filled in the fields, click "Next".

Check that the data is correct and click "Submit" to create the Shipment Notice:

Create Ship Notice Previous Save Submit Exit

Confirm and submit this document.

<b>SHIP FROM</b>	<b>DELIVER TO</b>
20240219 PROVEEDOR TST MX	Gas Natural México
Paseo de la Reforma 00810 Ciudad de México Ciudad de México Mexico	Calz. Del Valle 105 Ote Col. Del Valle 66220 San Pedro Garza García Nuevo León Mexico

Ship Notice Header

<b>SHIPPING</b>	<b>TRACKING</b>
Packing Slip ID: ADE1	Tracking information not provided.
Invoice No.: ADE1	
Requested Delivery Date: --	
Ship Notice Type: Actual	
Actual Shipping Date: --	
Actual Delivery Date: 28 Mar 2024 12:00:00 PM	
Gross Volume: --	
Gross Weight: --	



## Access to the order in your Business Network account

After the dispatch notification is created, the order status becomes: Shipped or Partially Shipped (depending on the case).

In addition, you will be able to see in related documents, the shipping documents:

Purchase Order: 4800000789

Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾



Order Detail Order History

**From:**  
Customer  
SISTEMAS DE ADMINISTRACION Y SERVICIOS,  
Av. Marina Nacional-60 piso 6  
11410 Miguel Hidalgo  
Ciudad de Mexico  
Mexico  
Phone: +52 () +52(55) 5279-2400  
Fax:

**To:**  
20240219 PROVEEDOR TST MX  
Paseo de la Reforma  
Ciudad de México  
00810 Ciudad de México  
Ciudad de México  
Mexico  
Phone:  
Fax:  
Email: francisco.piama@avvale.com

**Purchase Order**  
(Shipped)  
4800000789  
Amount: \$5,000,000.00 MXN  
Version: 1

Track Order

**Payment Terms** ⓘ  
60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

**Contact Information**  
**Supplier Address**  
20240219 PROVEEDOR TST MX  
Paseo de la Reforma  
00810 Ciudad de México

Routing Status: Acknowledged  
External Document Type: Pedido Norma Compras (ZNC1)  
Effective Date: 13 Mar 2024  
Expiration Date: 31 Dec 9999  
Related Documents: ADE1  
CONF1



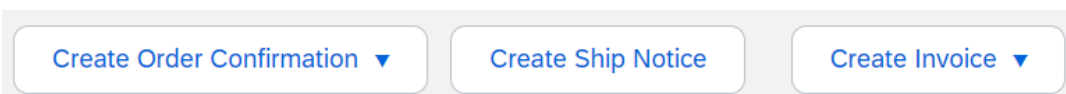
# 07

## MANAGE TRANSACTIONS

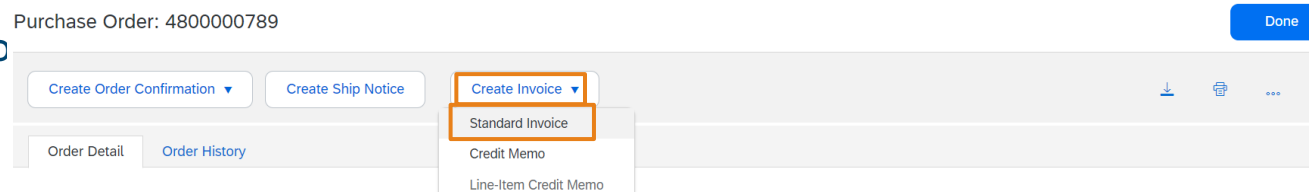
### 7.4 INVOICE CREATION AND CREDIT MEMO

## Order invoice

In order to be able to make the **invoice**, Naturgy has to receive the goods. From that moment on, the supplier can proceed to create the invoice:



Click on "Create Invoice" and select "Standard Invo



Enter the invoice number and fill in at least the required fields.

**Create Invoice** [Update] [Save] [Exit] [Next]

▼ Invoice Header \* Indicates required field [Add to Header ▼]

**Summary**

Purchase Order: 4800000789      Subtotal: \$5,000,000.00 MXN  
Invoice #:\* [ ]      Total Tax: \$0.00 MXN      View/Edit Addresses  
Invoice Date:\* 28 Mar 2024 [ ]      Amount Due: \$5,000,000.00 MXN

Service Description: [ ]

Remit To: 20240219 PROVEEDOR TST MX

Bill To: Ciudad de México  
Ciudad de México  
Mexico  
SISTEMAS DE ADMINISTRACION Y SERVICIOS,  
Miguel Hidalgo  
Ciudad de Mexico  
Mexico

[Feedback]

**Note:** It is important to note that both Naturgy and the suppliers themselves will be able to make Delivery Notes





# MANAGE TRANSACTIONS – This page only applies to transactions in Mexico



## Order invoice

Make sure the tax is defined at the header level and the category is "0% USO MX"

It is mandatory to attach the XML validated by the supplier's PAC. Click "Add to Header" and select "Attachment"

Click "Choose File", select the document on your computer and click "Add Attachment" to be added to the invoice.

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* 0% USO MX TST

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

### \*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Name
<input type="checkbox"/> 713_FACT1.xml

↳ Delete



## Order invoice

Once you have filled in the details, click on "Next":

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Mexico. The document's destination country is:Mexico.

In the invoice summary that will appear in the system, check that all the information is OK and if so, click "Submit". If not, correct the data.

Once you have clicked on "Submit" the system will create and send the invoice. The status of the order will be: Invoiced.

In addition, you will be able to see in related documents, the invoice:

Purchase Order: 4800000736 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

<b>From:</b> Customer UNION FENOSA MEXICO S.A. DE C.V. CALLE JAIME BALMES 8 703 11410 LOS MORALES POLANCO Ciudad de Mexico Mexico Phone: +52 () +52(55)52792400 Fax:	<b>To:</b> TST INTEGR MX RNNI 1 Paseo de la Reform Distrito Federal 00810 Distrito Federal Ciudad de México Mexico Phone: Fax: Email:	<b>Purchase Order</b> <b>(Invoiced)</b> 4800000736 Amount: \$100,000.00 MXN Version: 1 <span>Track Order</span>
--	--	--

**Payment Terms**  
60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

**Contact Information**  
Supplier Address  
TST INTEGR MX RNNI 1  
Paseo de la Reform  
00810 Distrito Federal

Routing Status: Acknowledged  
External Document Type: Pedido Norma Compras (ZNC1)  
Related Documents: FAC\_4800000736  
More(3) »



# MANAGE TRANSACTIONS



## Credit Memo

To make a **credit** on demand, the steps to be carried out are as follows:

Search for the order you want to process using the search engine or via the "Orders" tab:

The screenshot displays the 'Orders' management interface. At the top, a dashboard shows 21 orders in the last 31 days, with other metrics at 0. Below this, a search filter for 'Order numbers' is set to '4800000736' with 'Exact match' selected. The main section shows 'Purchase Order: 4800000736' with options to 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing 'From' and 'To' information, a 'Track Order' button, and 'Payment Terms'. The 'Related Documents' section shows the document type 'Pedido Norma Compras (ZNC1)' and a link to view more documents.

Orders (21)

Customers: Select or type selections

Order numbers: 4800000736 (Type selection)

Partial match / Exact match

Purchase Order: 4800000736

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Customer UNION FENOSA MEXICO S.A. DE C.V. CALLE JAIME BALMES 8 703 11410 LOS MORALES POLANCO Ciudad de Mexico Mexico Phone: +52 () +52(55)52792400 Fax:

To: TST INTEGR MX RNNI 1 Paseo de la Reform Distrito Federal 00810 Distrito Federal Ciudad de México Mexico Phone: Fax: Email:

Purchase Order (Invoiced) 4800000736 Amount: \$100,000.00 MXN Version: 1 Track Order

Payment Terms 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

Contact Information Supplier Address TST INTEGR MX RNNI 1 Paseo de la Reform 00810 Distrito Federal

Routing Status: Acknowledged External Document Type: Pedido Norma Compras (ZNC1) Related Documents: FAC\_4800000736 More(3) »

On the "Order Details" tab, verify that the order is invoiced and that the invoice is available in the "Related Documents" section:

## Credit Memo

Click on the invoice you want to make the credit memo:

Purchase Order: 480000736 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Download](#) [Print](#) [More](#)

[Order Detail](#) [Order History](#)

**From:**  
Customer  
UNION FENOSA MEXICO S.A. DE C.V.  
CALLE JAIME BALMES 8 703  
11410 LOS MORALES POLANCO  
Ciudad de Mexico  
Mexico  
Phone: +52 ( ) +52(55)52792400  
Fax:

**To:**  
TST INTEGR MX RNNI 1  
Paseo de la Reform  
Distrito Federal  
00810 Distrito Federal  
Ciudad de México  
Mexico  
Phone:  
Fax:  
Email:

**Purchase Order**  
(Invoiced)  
480000736  
Amount: \$100,000.00 MXN  
Version: 1

[Track Order](#)

**Payment Terms** ⓘ  
60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

**Contact Information**  
Supplier Address

Routing Status: Acknowledged  
External Document Type: Pedido Norma Compras (ZNC1)  
Related Documents: [FAC\\_480000736](#)  
[More\(3\) »](#)

Click on "Create Line-Item Credit Memo":

Invoice: FAC\_480000736 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice Attachment(s)

<b>Status</b>		<b>Subtotal:</b>	<b>\$1,000.00 MXN</b>
Invoice:	Sent	<b>Total Tax:</b>	<b>\$0.00 MXN</b>
Routing:	Acknowledged	<b>Amount Due:</b>	<b>\$1,000.00 MXN</b>
Invoice Number:	FAC_480000736		
Invoice Date:	Thursday 25 Jan 2024 10:44 AM GMT+01:00		
Original Purchase Order:	480000736		
Receipt:	5000015959		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		



## Credit Memo

In the form for creating the subscription, indicate at least the required fields:

### Create Line-Item Credit Memo

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

**Credit Memo Type**  
You are creating a Credit Memo with Quantity Adjustment

---

▼ **Invoice Header** \* Indicates required field [Add to Header ▼](#)

---

**Summary**

Credit Memo #:* ABO_4800000736	Subtotal: \$-1,000.00 MXN	<a href="#">View/Edit Addresses</a>
Credit Memo Date:* 28 Mar 2024	Total Tax: \$0.00 MXN	
	Amount Due: \$-1,000.00 MXN	

Original Invoice No: FAC\_4800000736  
Original Invoice Date: 25 Jan 2024  
Remit To: TST INTEGR MX RNNI 1

Distrito Federal  
Ciudad de México  
Mexico  
Bill To: UNION FENOSA MEXICO S.A. DE C.V.

**Note:** The original invoice number is reflected by default.

**Note:** Required fields are indicated with an asterisk (\*).



## Credit Memo

The credit memo will be filled in with the same details as the original invoice.

Tax ⓘ

Header level tax ⓘ     Line level tax ⓘ

Category:\* USO MX TST

Location:

Description:

Regime:

Taxable Amount:	\$-1,000.00 MXN
Tax Rate Type:	
Rate(%):	0
Tax Amount:	\$0.00 MXN

Remove

**Note:** It is recommended to check the "Taxes at the header level" section within the "Taxes" section.

Verify that the "Supplier VAT/Tax ID" and "Customer VAT/Tax ID" fields are indicated by default:

Supplier VAT

Supplier VAT/Tax ID:\* FERM890624DR4

Customer VAT

Customer VAT/Tax ID:\* UFM030725D36

Comment

Reason for Credit Memo:\* Returning



# MANAGE TRANSACTIONS - This page only applies to transactions in Mexico

## Credit Memo

Include a comment in the "Reason for Credit Memo" field

Comment

Reason for Credit Memo:\* Returning

Default Credit Memo Comment Text:

It is mandatory to attach the XML validated by the supplier's file. Click "Add to Header" and select "Attachment":

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment**

Click "Choose File", select the document on your computer and click "Add Attachment" to be added to the compost.

**\*Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Name
<input type="checkbox"/> 713_FACT1.xml

↳ Delete



## Credit Memo

Verify that the information on the subscription lines is correct and click on "Next":

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

Insert Line Item Options

Tax Category: 0% USO MX TST  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Artículo Test		-1.0	EA	\$1,000 MXN	-\$1,000.00 MXN

Receipt Details Receipt Line #: 1

Pricing Details

Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

Additional Fields employeeNumber:

Classification Domain: ERPCommodityCode Code: 781415000 [Remove](#)

Line Item Actions

Review all information and, if correct, click "Submit"





## Credit Memo

Review all the information and, if correct, click "Submit":

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Mexico. The document's destination country is: Mexico.

Line-Item Credit Memo

(Original Invoice No: FAC\_4800000736)

Credit Memo Number: <b>ABO_4800000737</b>	Subtotal: <b>\$-1,000.00 MXN</b>
Credit Memo Date: Thursday 28 Mar 2024 4:05 PM GMT+01:00	Total Tax: <b>\$0.00 MXN</b>
Original Invoice Number: FAC_4800000736	Amount Due: <b>\$-1,000.00 MXN</b>
Original Invoice Date: Thursday 25 Jan 2024 10:44 AM GMT+01:00	
Original Purchase Order: 4800000736	
Receipt: 5000015959	

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
TST INTEGR MX RNNI 1	UNION FENOSA MEXICO S.A. DE C.V.	TST INTEGR MX RNNI 1
Postal Address: Paseo de la Reform Distrito Federal 00810 Distrito Federal Ciudad de México Mexico	Postal Address: CALLE JAIME BALMES 8 703 11410 LOS MORALES POLANCO Ciudad de Mexico Mexico Address ID: 0868  Phone : +52 ( ) +52(55)52792400	Postal Address: Paseo de la Reform Distrito Federal 00810 Distrito Federal Ciudad de México Mexico

Once you have clicked on "Submit" the system will create and send the credit. You will be able to see in related documents, the invoice:

Purchase Order: 4800000736 Done

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

<b>From:</b> Customer UNION FENOSA MEXICO S.A. DE C.V. CALLE JAIME BALMES 8 703 11410 LOS MORALES POLANCO Distrito Federal Ciudad de Mexico Mexico Phone: +52 ( ) +52(55)52792400 Fax:	<b>To:</b> TST INTEGR MX RNNI 1 Paseo de la Reform Distrito Federal 00810 Distrito Federal Ciudad de México Mexico Phone: Fax: Email: judith.fernandez@viewnext.com	<b>Purchase Order</b> (Received) 4800000736 Amount: \$100,000.00 MXN Version: 1 <span>Track Order</span>
---	--	---

**Payment Terms**  
60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25 60 d. s/cond.gral.comp. P.10/25

**Contact Information**  
Supplier Address  
TST INTEGR MX RNNI 1  
Paseo de la Reform  
00810 Distrito Federal

Routing Status: Acknowledged  
External Document Type: Pedido Norma Compras (ZNC1)  
Related Documents: ABO\_4800000736  
FAC\_4800000736  
More(3) »

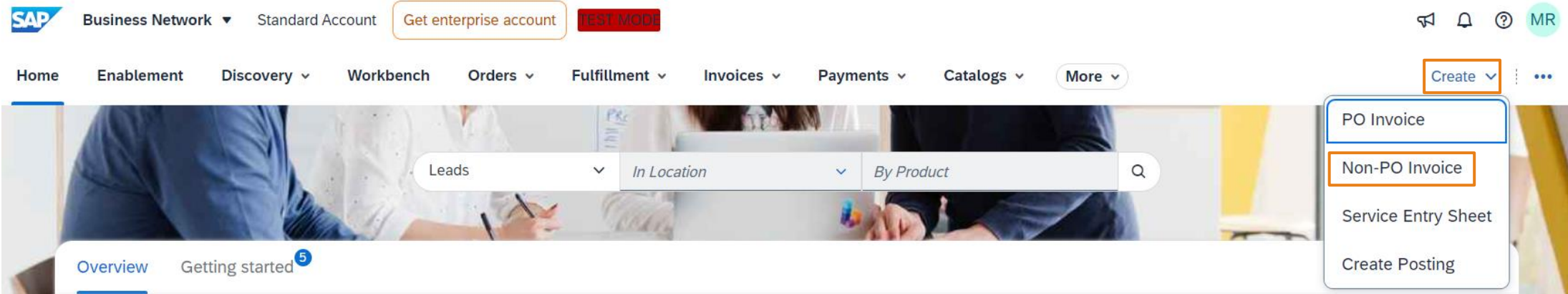
# 07

## MANAGE TRANSACTIONS

### 7.5 CREATING INVOICES AND DIRECT INVOICE CREDITS

## Direct invoice

To create a **direct invoice** (invoice without purchase order), click:



The Naturgy customer will be selected for you

By default, select Standard Invoice

To continue:

Create Non-PO Invoice Next Exit

For a trading relationship already on SAP Business Network

Customer:

Type of Invoice:  Standard Invoice  Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non-PO invoice, [More Invoice New Customer](#) (Requires Customer Code)

## Direct invoice

Enter the invoice number and fill in at least the required fields.

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

Summary

Invoice #: * INV2	Subtotal: \$0.00 MXN	<a href="#">View/Edit Addresses</a>
Invoice Date: * 28 Mar 2024	Total Tax: \$0.00 MXN	
Service Description:	Amount Due: \$0.00 MXN	

Remit To: TST INTEGR MX RNNI 1

Distrito Federal  
Ciudad de México  
Mexico

Choose Address: NATURGYUAT ▼

Bill To: NATURGY

MADRID  
Madrid  
Spain

**IMPORTANT:** In direct invoices you must inform the license plate number.

### Supplier VAT

Supplier VAT/Tax ID: \* FERM890624DR4

### Customer VAT

Customer VAT/Tax ID: \* SAS9803017T8

### Tax Exchange Rate

Exchange Rate from \* Mexican New Peso to Euro : 0,0559

customerOrderNo:

employeeNumber: 00001246

**Note:** Required fields are indicated with an asterisk (\*).



# MANAGE TRANSACTIONS – This page only applies to transactions in Mexico



## Order invoice

Make sure the tax is defined at the header level and the tax category is "0% USO MX"

It is mandatory to attach the XML validated by the supplier's PAC. Click "Add to Header" and select "Attachment"

Click "Choose File", select the document on your computer and click "Add Attachment" to be added to the invoice.

Tax ⓘ

Header level tax ⓘ    Line level tax ⓘ

Category:\* 0% USO MX TST

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

### \*Attachments

The total size of all attachments cannot exceed 100MB

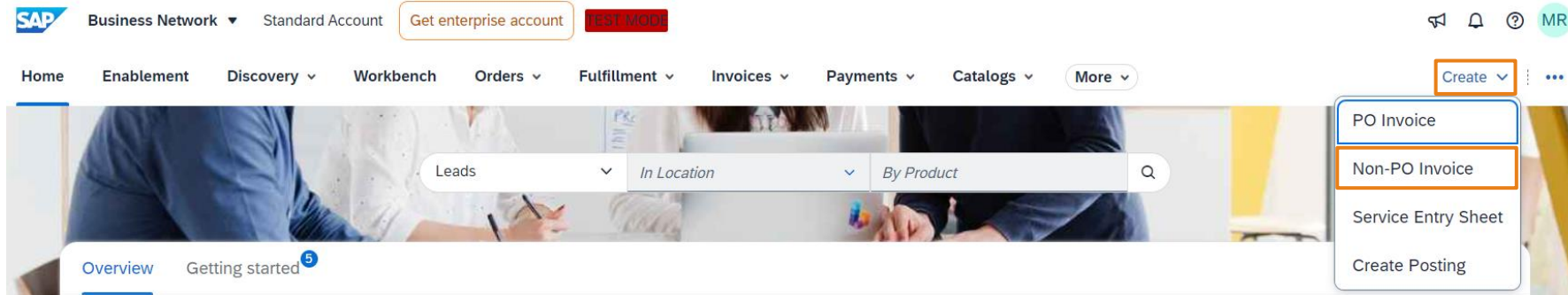
Choose File No file chosen   Add Attachment

Name
<input type="checkbox"/> 713_FACT1.xml
↳ <a href="#">Delete</a>



## Direct credit memo

To create a **direct credit memo**, click "Create" and select "Non-PO Invoice":



Select the customer and the invoice type option "Credit Memo". Subsequently, click on "Next":

Create Non-PO Invoice Next Exit

For a trading relationship already on SAP Business Network

Customer:

Type of Invoice:  Standard Invoice  Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non-PO invoice, [More Invoice New Customer](#) (Requires Customer Code)



## Direct credit memo

In the header information, you must fill in the mandatory data "Credit Memo Number" and "Credit Memo Date". In addition, you must upload the license plate number in the "Supplier Reference" field. This field does not have any validation, so it is important to indicate the correct license plate number so that it can be processed without any errors

Create Credit Memo Next Exit

Header Information

Information Only. No action is required from the customer. *\* Indicates required field*

Credit Memo Number: \*

Credit Memo Date: \*

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Next, you'll need to choose the address in the drop-down menu where they appear. All the companies of the Naturgy group:

Address

Remit To: You have not configured remittance addresses. Add them on the Settlement page in the Configuration area.

Name: TST INTEGR MX RNNI 1

Address: Paseo de la Reform  
Distrito Federal  
00810 Distrito Federal  
Ciudad de México  
Mexico

Remittance ID:

Account Receivable ID:

Tax paid through a Tax Representative

Supplier VAT/Tax ID: \*

Bill To:

Choose Address:

Name: NATURGY

Department Name: AVDA. DE SAN LUIS-77  
15212 MADRID  
Madrid  
Spain

Customer VAT/Tax ID: \*



## Direct credit memo

You will also have to choose the address of the issuer and recipient of the invoice by filling in the mandatory data:

Issued By:

Name: \* TST INTEGR MX RNNI 1

Department Name:

Email Address:

Address 1: \* Paseo de la Reform

Address 2:

Municipality: Distrito Federal

Postal Code: \* 00810

City: \* Distrito Federal

State: \* Ciudad de México [MX-CMX] ▾

Country/Region: \* Mexico [MEX] ▾

This selection will refresh the page content

Invoice Recipient:

Choose Address: 0868-UNION FENOSA MEXICO S.A. DE ... ▾

Name: \* 0868-UNION FENOSA MEXICO S.A. DE C.V

Department Name:

Email Address: dummy@dummy.com

Address 1: \* CALLE JAIME BALMES 8 703

Address 2:

Municipality:

Postal Code: \* 11410

City: \* LOS MORALES POLANCO

State: \* Ciudad de México [MX-CMX] ▾

Country/Region: \* Mexico [MEX] ▾

This selection will refresh the page content





## Direct credit memo

You must add the amount to be paid in the "Adjustment in Subtotal" field. This amount must be negative. Then click "Next".

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)



## Direct credit memo

You must add the amount to be paid in the "Adjustment in Subtotal" field. This amount must be negative. Additionally you must click on "Create Tax" you must select "0% USO MX" and add the XML validated by the PAC of the supplier.

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax Create Tax ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
<input type="text" value="USO MX TST"/>	0 %	<input type="text" value="\$-1,000.00 M&gt;"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="USO MX TST"/>				

Mexican New Peso to Euro Exchange Rate: \*

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen



## Direct credit memo

Lastly, check the steps and click "Submit"

Create Credit Memo Previous **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 Cross-Border trade. The document's originating country is:Mexico. The document's destination country is:Spain.

Credit Memo

Credit Memo Number: CREDITMEMO1  
Credit Memo Date: Thursday 28 Mar 2024 4:57 PM GMT+01:00

Subtotal: **\$-1,000.00 MXN**  
Total Tax: \$0.00 MXN 0.00 EUR  
Amount Due: **\$-1,000.00 MXN**  
(1 Mexican New Peso = 0.0559 Euro)

<b>CUSTOMER:</b> 0868-UNION FENOSA MEXICO S.A. DE C.V. Postal Address: CALLE JAIME BALMES 8 703 11410 LOS MORALES POLANCO Ciudad de México Mexico Address ID: 0868 Email: dummy@dummy.com	<b>BILL FROM:</b> TST INTEGR MX RNNI 1 Postal Address: Paseo de la Reform 00810 Distrito Federal Ciudad de México Mexico	<b>REMIT TO:</b> TST INTEGR MX RNNI 1 Postal Address: Paseo de la Reform 00810 Distrito Federal Ciudad de México Mexico
<b>SUPPLIER:</b> TST INTEGR MX RNNI 1 Postal Address: Paseo de la Reform 00810 Distrito Federal Ciudad de México Mexico Email:	<b>BILL TO:</b> NATURGY Postal Address: AVDA. DE SAN LUIS-77 15212 MADRID Madrid Spain Address ID: NATURGYUAT	

The subscription will be created

SAP Business Network Standard Account TEST MODE ? MR

Invoice CREDITMEMO1 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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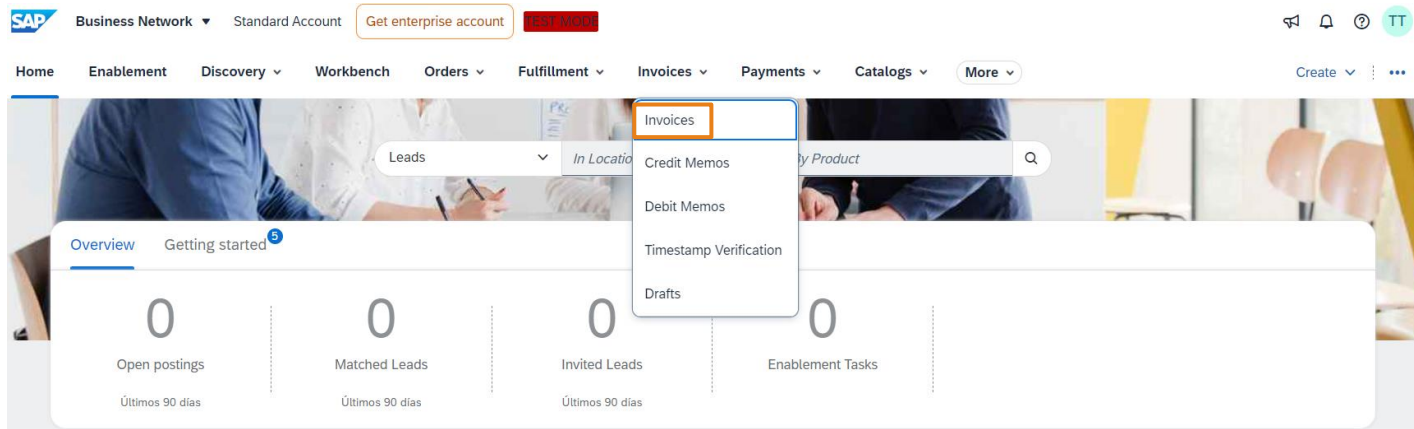
# 07

## MANAGE TRANSACTIONS

### 7.6 CORRECTION OF REJECTED INVOICES

## Rejected invoice

To view the **rejected invoices** (invoices with and without order), go to:



Then click on the tile "rejected invoices". Doing so will display the list of rejected invoices.

**Invoices**

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to...

49 Invoices Last 31 days	<b>36</b> Rejected invoices Last 31 days	0 Overdue invoices - Not approved Last 31 days
--------------------------------	--	--

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address
Fac34_480000710	NATURGY - TEST	4800000710	Jan 10, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...
FAC1_480000712	NATURGY - TEST	4800000712	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...
FAC1_480000711	NATURGY - TEST	4800000711	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...
FAC3_480000711	NATURGY - TEST	4800000711	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...
FAC2_480000711	NATURGY - TEST	4800000711	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...
FAC2_480000712	NATURGY - TEST	4800000712	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected	Grupo de Instrumentacion y Medicion, Iztacalco, CD...



## Rejected invoice

Click on the invoice number to open it and see the reason for rejection.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
<a href="#">Fac34_4800000710</a>	NATURGY - TEST	<a href="#">4800000710</a>	Jan 10, 2024	\$1500000 MXN	Acknowledged	Rejected
<a href="#">FAC1_4800000712</a>	NATURGY - TEST	<a href="#">4800000712</a>	Jan 9, 2024	\$1500000 MXN	Acknowledged	Rejected

Below, in "Details" you can see the reasons why the invoice was rejected.

Invoice: [Fac34\\_4800000710](#)

Done

[Edit](#)
[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

### Rejected Invoice:

#### Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from NATURGY - TEST: Success

#### DOC-1:

INV-54: Comments from NATURGY - TEST: VF0003 Datos Fiscales - CFDI40102: El resultado de la digestión debe ser igual al resultado de la descripción del sello.

INV-54: Comments from NATURGY - TEST: VF0015 Sello Digital del Emisor - Validación de Sello Digital: Sello Inválido

INV-54: Comments from NATURGY - TEST: VF0017 Timbre Fiscal Digital - Validación del Sello del Timbre Fiscal Digital: Sello Inválido

INV-55: The invoice status has been successfully updated to Rejected by NATURGY - TEST.

VF0003 Datos Fiscales - CFDI40102: El resultado de la digestión debe ser igual al resultado de la descripción del sello.

VF0015 Sello Digital del Emisor - Validación de Sello Digital: Sello Inválido

VF0017 Timbre Fiscal Digital - Validación del Sello del Timbre Fiscal Digital: Sello Inválido

[Edit & Resubmit](#)

Click "Edit & Resubmit" to correct the invoice and resend.



# 07

## MANAGE TRANSACTIONS

### 7.7 DISPLAY OF PAYMENT STATUS

## Payment Status

To view the payment, click on

The screenshot shows the SAP Business Network interface. The 'Payments' dropdown menu is open, highlighting 'Scheduled Payments'. The dashboard below shows invoice statistics for the last 31 days:

Category	Count
Invoices	49
Rejected invoices	36
Overdue invoices - Not approved	0
Overdue invoices - Approved	0
Invoices pending approval	0
Approved invoices pending payment	0

The invoices issued with your payment proposal will appear below :

The screenshot shows the 'Scheduled payments (1)' filter interface. The filters are set to 'Last 90 days' and 'Partial match'. The results table below shows one invoice with a payment proposal highlighted:

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status
FAC18_4800000710	3324000011202400100 13S2A	NATURGY - TEST	Other	Feb 25, 2024		0	\$1740000 MXN	On Hold





## Payment Status

If you access the payment proposal, you can see the details :

**Scheduled payment:** 332400001120240010013S2A

Done

**i** Your customer placed this scheduled payment on hold. Your customer may require an additional approval, or correction invoice to resolve a problem.

Expected settlement date	Total invoice amount	Status	Early payment status	Total settlement amount
Feb 25, 2024	\$1,740,000.00 MXN	On Hold	Not Eligible	\$1,740,000.00 MXN

[Details](#) [Payment timeline and history](#) [History](#)

### Payment details

Customer	Invoice	Scheduled payment	Invoice amount	Settlement amount
NATURGY - TEST	FAC18_4800000710	332400001120240010013S2A	\$1,740,000.00 MXN	\$1,740,000.00 MXN

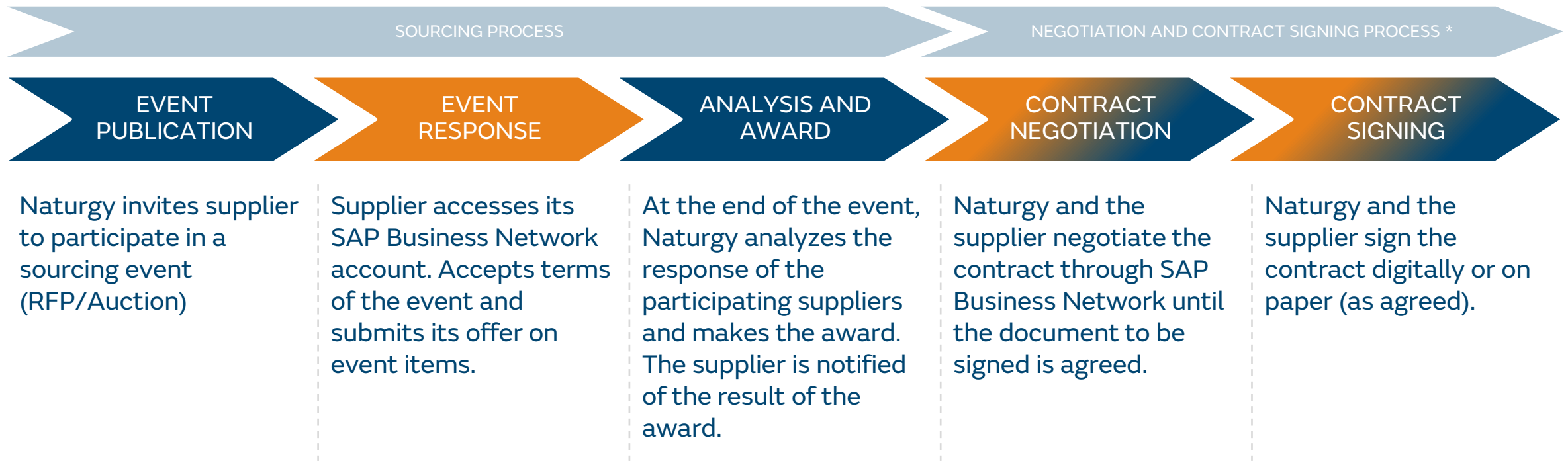


# 08

## NEGOTIATION AND SIGNING OF CONTRACTS

## Naturgy flows related to tenders

Flows implemented by Naturgy : **Processes from sourcing to contract**



Responsible for the task:



## CONTRACT NEGOTIATION

You will receive a notification of this type:

CW30366 - TST CONTRACT: Negotiate Contract Usuarios externos Recibidos x

Ariba Administrator <no-reply@eusmtp.ariba.com> para mi 12:24 p.m. (hace 1 minuto) ☆ ↶ ⋮

Traducir al español ×

NATURGY - TEST

CW30366 - TST CONTRACT: Negotiate Contract

**Task title:** Negotiate Contract

**Task description:** Send drafted agreement to supplier for review and updates

**The following notes might also be helpful to you:**  
Please review the contract

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

This email originated from the Ariba system used by NATURGY - TEST and was originally sent to:

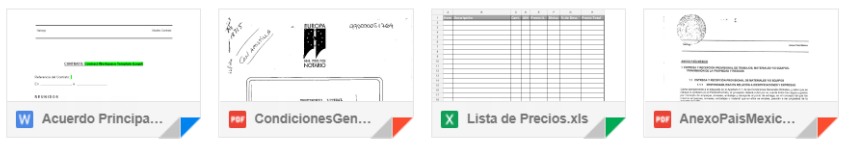
System Reference: [Click Here](#) to access the system.

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

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by SAP Ariba

4 archivos adjuntos • Analizado por Gmail



To access the system you can click on the link "Click here" and review the documents associated with the task.

Documents can be downloaded from the system or from the email itself (attachments).



## CONTRACT NEGOTIATION

In the system, the task is displayed as follows:

You can download the files by clicking on the arrows on the side of each file.

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

TST CONTRACT / Negotiate Contract

TSK1930779811 Negotiate Contract

Round 1: Awaiting Response(s) ⓘ

Send drafted agreement to supplier for review and updates

**JUDITH FERNANDEZ RODRIGUEZ**

Please review the contract

Contract Documents (Read Only)

CondicionesGeneralesGlobal  
es-2019conapostilla-ES,4

AnexoPaisMexico-2019

Acuerdo Principal

Lista de Precios

Action

Download

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

Accept Proposal ⓘ



## CONTRACT NEGOTIATION

Once the documents have been reviewed and downloaded, you can either "Create Counter Proposal" or "Accept Proposal"

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

TST CONTRACT / Negotiate Contract

TSK1930779811 Negotiate Contract

Round 1: Awaiting Response(s) ⓘ

Send drafted agreement to supplier for review and updates

**JUDITH FERNANDEZ RODRIGUEZ**

Please review the contract

Contract Documents (Read Only)

CondicionesGeneralesGlobal  
es-2019conapostilla-ES,4 ▾

AnexoPaisMexico-2019 ▾

Acuerdo Principal ▾

Lista de Precios ▾

Action

Download

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal ⓘ

Accept Proposal ⓘ



## CONTRACT NEGOTIATION

Create a counterproposal:

This option is chosen when you disagree with the content of the documents related to the negotiation and want to make a new proposal.

TSK1930779811 Negotiate Contract Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates

**JUDITH FERNANDEZ RODRIGUEZ**  
Please review the contract

- Contract Documents (Read Only)
  - CondicionesGeneralesGlobal es-2019conapostilla-ES,4
  - AnexoPaisMexico-2019
  - Acuerdo Principal
  - Lista de Precios

Action  
Download

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

**Create Counter Proposal** **Accept Proposal**

**Counter Proposal** OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a document already [More](#)

1 Message:

Access Control:

Document **Attach Revised Document**

- Contract Documents
  - CondicionesGeneralesGlobales-2019conapostilla-ES,4
  - AnexoPaisMexico-2019
  - Acuerdo Principal

**Additional Attachments**

Delete Add attachment No items

2 Choose File | No file chosen | Or drop file here

3



# CONTRACT NEGOTIATION

Create a counterproposal:

1. Write a message
2. Attach the documents with the new proposal
3. You can add additional attachments if you wish

Click "OK" to submit the counterproposal.

Counter Proposal OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a document already [More](#)

1 Message:

Access Control:

Document Attach Revised Document

<input type="checkbox"/> Contract Documents	<input type="text" value="Choose File"/> No file chosen Or drop file here
<input type="checkbox"/> CondicionesGeneralesGlobales-2019conapostilla-ES,4	<input type="text" value="Choose File"/> No file chosen Or drop file here
<input type="checkbox"/> AnexoPaisMexico-2019	<input type="text" value="Choose File"/> No file chosen Or drop file here
<input type="checkbox"/> Acuerdo Principal	<input type="text" value="Choose File"/> No file chosen Or drop file here

Additional Attachments No items

Delete Add attachment 3





## CONTRACT NEGOTIATION

Accept proposal:

You choose this option when you agree with the content of the documents related to the negotiation.

TSK1930779811 Negotiate Contract Round 1: Awaiting Response(s)

Send drafted agreement to supplier for review and updates

**JUDITH FERNANDEZ RODRIGUEZ**  
Please review the contract

Contract Documents (Read Only)

- CondicionesGeneralesGlobal es-2019conapostilla-ES,4
- AnexoPaisMexico-2019
- Acuerdo Principal
- Lista de Precios

Action  
Download

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

Create Counter Proposal

**Accept Proposal**

**Proposal Accepted** OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a [More](#)

**1** Message:

Access Control:

**Additional Attachments**

No items

Delete **Add attachment** **2**

# CONTRACT NEGOTIATION

Create a counterproposal:

1. Write a message
2. You can add additional attachments if you wish

Click "OK" to submit the counterproposal.

Proposal Accepted

OK

Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a [More](#)

1

Message:

Proposal Accepted

Access Control:  ⓘ

Additional Attachments

No items

Delete

Add attachment

2



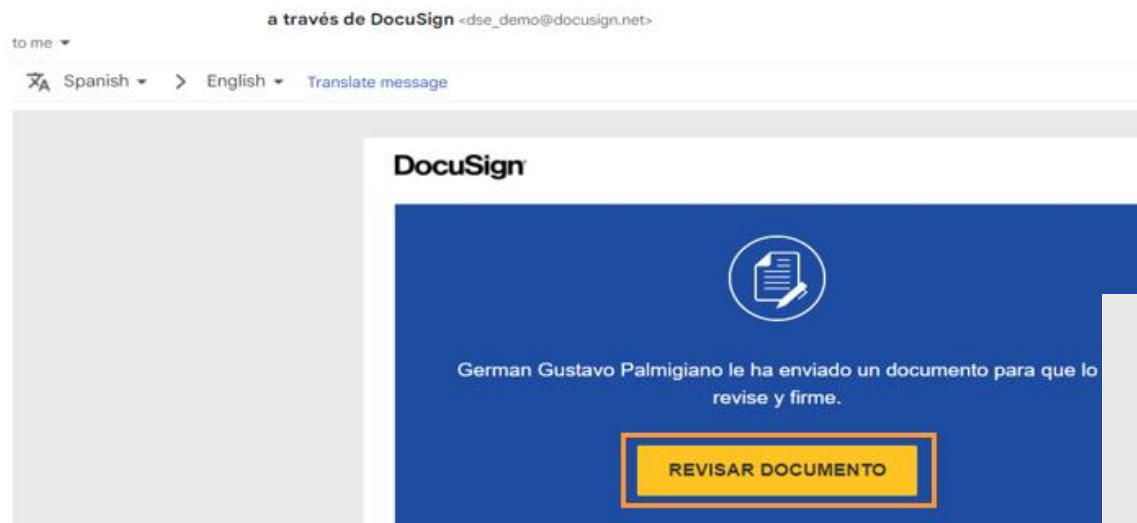
# CONTRACT SIGNING

The contract can be signed manually or by electronic signature through DocuSign.

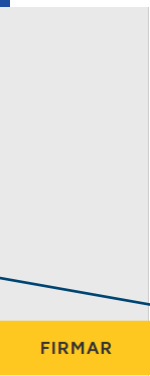
The buyer will notify you of the method chosen for the signature:

- Manually: You will need to sign the paper contract and return it scanned to the buyer.
- By electronic signature (DocuSign):

You will receive a notification like the following:



Click "Review Document" to sign it.



Y para que conste, se firma el Contrato por vía electrónica, en el lugar y fecha indicados al principio.

Los firmantes deberán firmar individualmente la cabecera del Contrato y cada uno de los archivos asociados.

Y para que conste, se suscribe el Contrato por duplicado y a un solo efecto, redactado a dos caras en todas sus hojas, en el lugar y fecha indicados al principio.

Por .....

Por .....



D. ....

D. ....

# 09

## CONTACT BUSINESS NETWORK CUSTOMER SERVICE

## From your Business Network account

To contact the Business Network support team, you can do so from your own account by clicking on:

The screenshot shows the SAP Business Network user interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. Below this is a secondary navigation bar with links for 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. The main content area displays a dashboard with three cards: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. Below the dashboard is a 'My widgets' section with a 'Customize' button and four widget cards: 'Company profile' (35% Completed), 'Shipment tracking' (with a 'Track' button), 'My leads' (with a 'Search leads' link), and 'Download app' (with Google Play and App Store logos). A 'Help Topics' side menu is open on the right, showing a search bar and a list of topics including 'Documentation', 'Support', 'What's new in Standard acco...', 'What is SAP Business Netwo...', 'Introducing the new SAP Busines...', 'Finding orders, invoices, and ...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', 'How do I create an invoice?', 'My leads widget', 'Download app widget', and 'Company profile widget'. An orange arrow points from the user profile icon 'JB' in the top right to the 'Help Topics' menu.

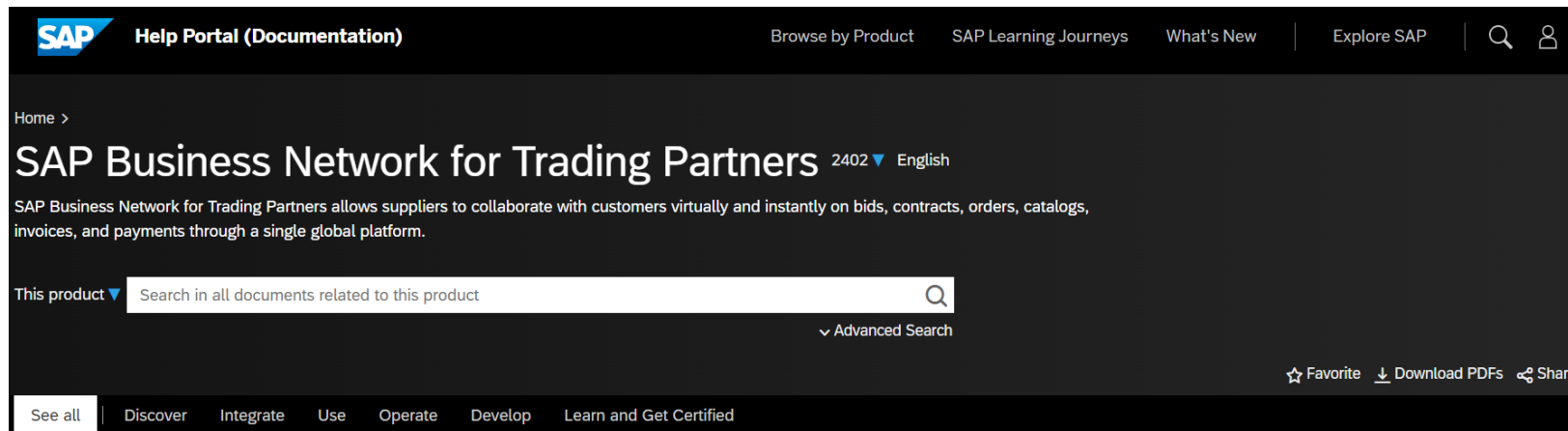
A side menu w



## From your Business Network account

From the side menu you will have access to documentation, support and frequently asked questions that can help you solve your doubts.

- If you click on "Documentation", the system will redirect you to the following page: where you can learn more about Business Network.



The screenshot shows the SAP Help Portal interface. At the top, there is a navigation bar with the SAP logo and the text "Help Portal (Documentation)". To the right of the logo are links for "Browse by Product", "SAP Learning Journeys", "What's New", and "Explore SAP". There are also search and user profile icons. Below the navigation bar, the main heading is "SAP Business Network for Trading Partners" with a language selector set to "English". A brief description follows: "SAP Business Network for Trading Partners allows suppliers to collaborate with customers virtually and instantly on bids, contracts, orders, catalogs, invoices, and payments through a single global platform." Below this is a search bar with the placeholder text "Search in all documents related to this product" and a search icon. To the right of the search bar is a link for "Advanced Search". At the bottom of the page, there is a navigation menu with the following items: "See all", "Discover", "Integrate", "Use", "Operate", "Develop", and "Learn and Get Certified".

### Discover

#### What's New

##### [What's New in SAP Business Network for Trading Partners](#)

Describes new or changed features for SAP Business Network for Trading Partners.

##### [Release Navigator for Spend Management and Business Network](#)

Packages essential release content from multiple areas of SAP into one location. Value maps provide customers self-paced learnings, expert-led live sessions, collaborative forums, and access to SAP experts.

#### Related Spend Management Products

##### [SAP Ariba](#)

SAP Ariba provides e-procurement, sourcing, and supply chain cloud solutions.

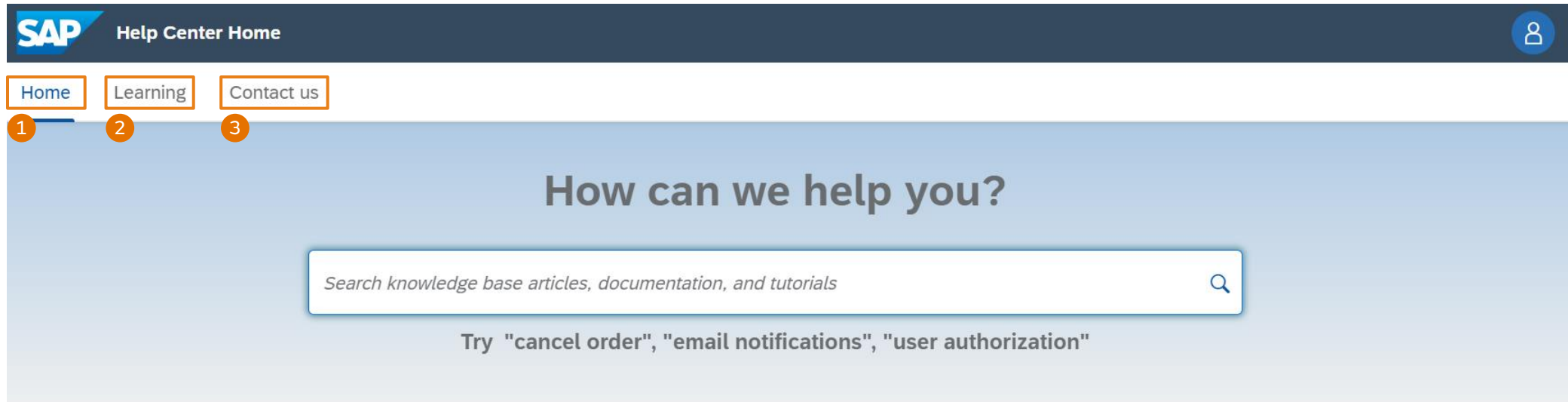
##### [Supplier Management](#)

Solutions to manage supplier information, lifecycle,



## From your Business Network account

- If you click on “Support”, a new window will open:



1. The **Home** tab is displayed by default. You can search for reference material and frequently asked questions through this page.
2. Click the **Learning** tab to search for product documents and tutorials.
3. Click the **Contact Us** tab for help with specific issues.



# 10

**CONTACT NATURGY**



## Contact and support with Naturgy

For company/business related questions :

[canalproveedor.ariba@naturgy.com](mailto:canalproveedor.ariba@naturgy.com)

### **Ariba Network support after deployment :**

SAP Ariba Global Customer Support: Use the Help Center within your account or : [Portal de Información del Proveedor](#)

For questions related to payments, delivery notes and invoices :

[csc\\_atencionterceros@naturgy.com](mailto:csc_atencionterceros@naturgy.com)





## Gracias

Esta presentación es propiedad de Naturgy Energy Group, S.A. Tanto su contenido como su diseño están destinados al uso exclusivo de su personal.

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