



ARIBA NETWORK GUIDE FOR ENGINEERING SUPPLIERS OF PROJECTS MANAGED BY CEPSA ENGINEERING AREA

September 2021

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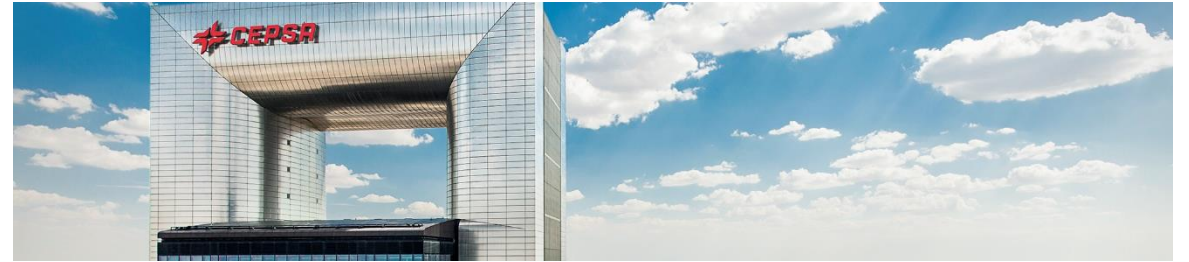
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Shipment Notification

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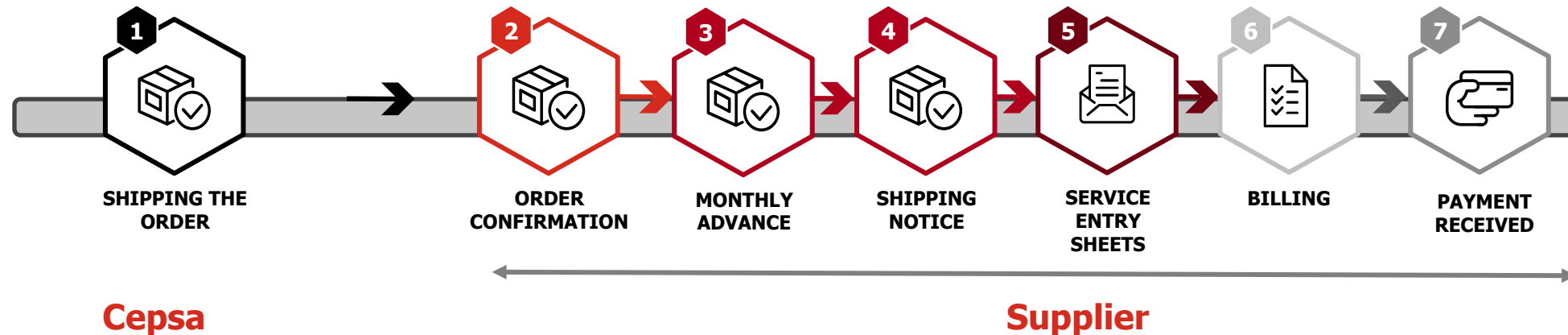
Service Entry Sheet. Construction progress report.



1. INTRODUCTION

Within the process of digitizing and modernizing CEPSA's relationship with our suppliers, we have implemented a new engineering purchasing management model, with which we transfer our business relationship associated with this type of purchasing to the SAP Ariba platform

In this way, when CEPSA sends you a purchase order, you will receive it by email and, from there, you will be able to access the platform, from where you must carry out the following management processes: confirm the order, send monthly information on the progress of the order, generate service entry sheets where the forecast of future payments is included, create invoices and view the charges.



The general processes are described in the supplier manual available at the following [link](#) where you can find all the information to carry out each of them.

1. INTRODUCTION

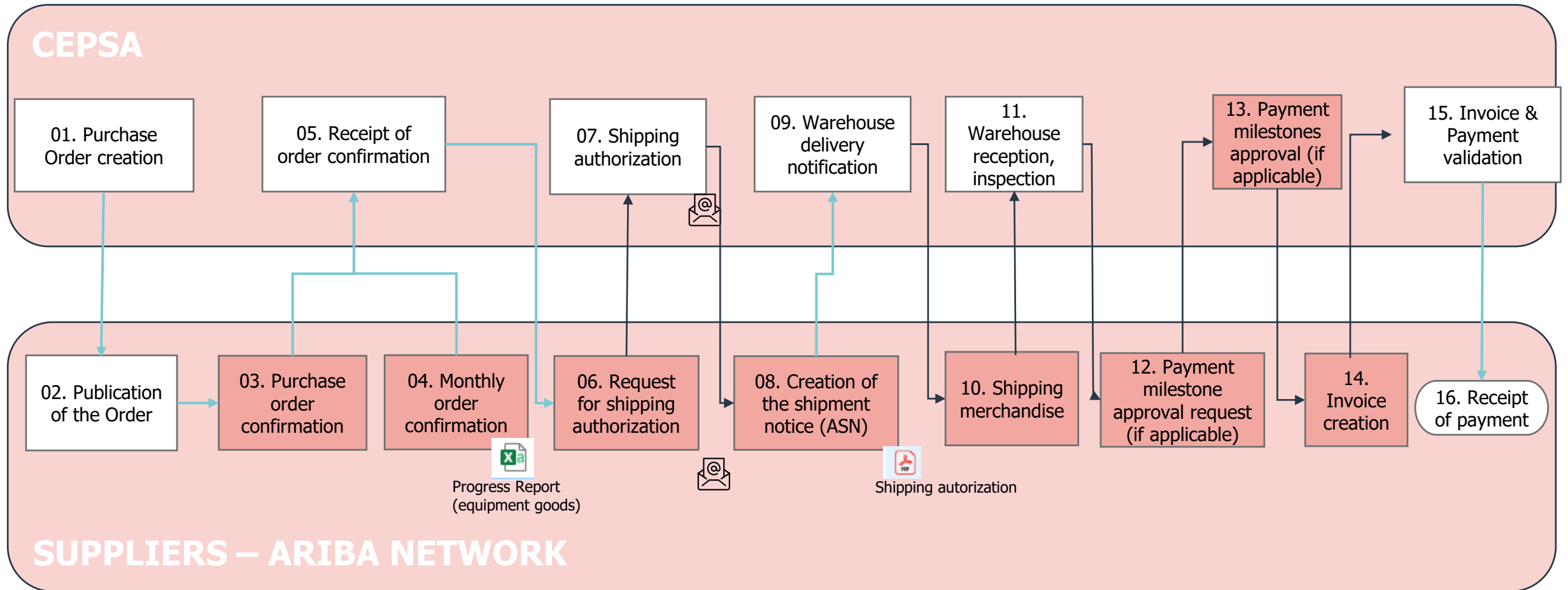
The purpose of this document is to describe the particularities of purchases related to Cepsa's Engineering Department.

The following processes are explained in detail:

1. Order process for materials and equipment.
2. Service order process

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.1. Process Overview



2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.2. Process overview (1/3)

Each of the steps in the purchase order process for materials and equipment is described below.

1. **Creation of the order.** Orders generated by Cepsa will be published on the ARIBA Network platform.
2. **Publication of the order.** All the orders that Cepsa issues will reach the Ariba Network. You will receive an email with the notification of the receipt of the order from where you must access by clicking on "process order" to view and manage the order on the Ariba Network platform. If you do not have an account, it will be necessary for you to subscribe on the platform.

If Cepsa subsequently carries out an update on the order, a new notification will arrive with the modification of the order..

3. **Order confirmation.** Upon receiving an order, it must be confirmed to Cepsa indicating both the availability of the quantity for the requested delivery date and the dates of the payment milestones if applicable. Enabled options:
 - **Complete confirmation of the order.**
 - **Reject the entire order.**
 - **Update articles online:** partially confirm the order, that is, only some of the articles and/or services of the order. In case of changing dates or quantities, CEPSA reserves the right to cancel the order or position. It is possible to modify the delivery dates.
 - Partially reject the order, that is, some of the articles and/or services of the order (**Update articles online**).

In the case of payment milestones, the expected date of its fulfillment should also be confirmed.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.2. Process overview (2/3)

4. **Monthly confirmation.** Confirmation of the order must be made monthly, adjusting the expected dates if necessary and including the payment milestones forecast. Confirmation reminders will be issued from Cepsa via email in case there are unconfirmed positions of an order in the period just as it is indicated in point 2.3.

In the case of capital goods, it will be necessary to attach the Progress Report template, in which will be indicated specific fields referring to the capital goods (classification, serial number, model ...) and the progress of design, manufacture and tests (expected inspection date,% Engineering,% suborders, etc). The filled template must be attached in .CSV format. The details of the process are indicated in point 2.4.

5. **Receipt of order confirmation.** Cepsa will receive confirmation notifications and will take the corresponding actions in the event of discrepancies with respect to the original order, contacting the supplier if necessary.
6. **Request for authorization of shipment.** Before sending the goods, the supplier will request authorization from the technician responsible for the order to be able to proceed with the shipment via email (as indicated in the CEPESA ESP-0200-22 specification) attaching the authorization request template.
7. **Grant of authorization.** If everything is correct, the technician in charge of the order will send the authorization of the shipment via email. You should not go to the following points if you do not have this authorization.
8. **Shipment Notice Generation.** On the eve of shipping, the supplier will send a shipment notice with the amounts approved in the shipping authorization and in which will inform, among others, of the carrier, volume of the package, ... PDF copy of the shipping authorization should be attached for reference. The details of the process are indicated in point 2.5.
9. **Notification of the shipment notice to the warehouse.** Entering the shipping notice will allow the warehouse to plan the reception and manage it more efficiently.
10. **Physical shipment of the goods.** Finally, the supplier will carry out the physical shipment of the goods.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.2. Process overview (3/3)

11. **Warehouse reception and inspection.** Upon receipt, Cepsa will inspect the goods and compare them with the corresponding shipping authorization. The shipment of any good will not be authorized without the approval of the corresponding shipment authorization. Once confirmed, the quantities shipped will be available for billing according to the payment conditions.
12. **Payment milestone approval request (if applicable).** In the case of capital goods that are managed by payment milestones, approval of their achievement must be requested in order to invoice it. This point will be managed as a Service Entry Sheet as indicated in section 2.5.
13. **Payment milestone billing approval.** Cepsa will confirm the fulfillment of the milestone for its billing.
14. **Creation of the invoice.** The supplier will register the invoice through the platform. Billing will only be possible when Cepsa registers the reception in the system and in the case of payment milestones, the corresponding approval has been made.
15. **Invoice and payment validation.** Cepsa will validate the invoice and proceed to payment according to the payment conditions agreed with the supplier.
16. **Receipt of payment.** From the ARIBA NETWORK platform, the provider will be able to monitor the status of the invoice and the issuance of the payment by Cepsa.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Sending reminder(Step 4)

In the case of capital goods, a Monthly confirmation must be made, that is, it must be confirmed or updated the expected delivery date and the quantity delivered on that date. The dates corresponding to the expected payment milestones will also need to be confirmed. Cepsa will send a monthly remainder email indicating the orders with pending confirmations. In the case of an order with several positions, all positions must be confirmed.

Estimado **SERVICIOS TÉCNICOS Y ESPECIALIDADES, S.A SETEC**
Hemos detectado que los siguientes pedidos de CEPESA contienen posiciones sin confirmar en el periodo actual.
Proveedor: **0000005384**

Pedido	PEP	Nº Necesidad	Fecha última confirmación
7080094596	17Q8LA91A	100-006	19.05.2021
7080094610	17Q8LA91A	100-016	26.05.2021
7080094611	17Q8LA91A	100-017	25.05.2021
7080094615	17Q8LA91A	100-020	26.05.2021
7080094616	17Q8LA91A	100-021	26.05.2021
7080094618	17Q8LA91A	100-023	25.05.2021
7080094619	17Q8LA91A	100-030	27.05.2021

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Progress Report (Step 4)

For the orders of equipment, materials and instruments, the corresponding Progress Report must be attached in the monthly confirmation. This report must be delivered fully completed. In case of not filling any of the fields, the reason for it must be indicated in the "Comments" field.

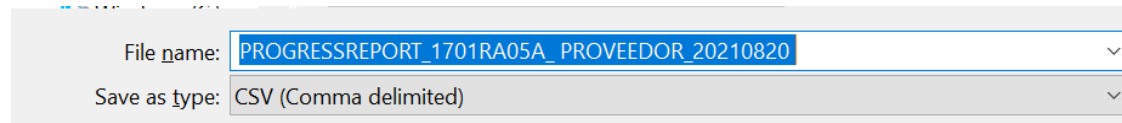
This file must be named PROGRESSREPORT_ (project code) _ (SUPPLIER) _ YYYYMMDD (DATE where YYYY Year, MM Month, DD Day),

Example PROGRESSREPORT_1701RA05A_ EMERSON_20210925

The file name must not exceed 45 characters

The template structure is in the following [link](#).

Once the information is completed, **the document must be saved in .CSV (comma separated value) format and attached to the Ariba Network confirmation in the header information.** Below are the steps to follow.



The image shows a file save dialog box with two fields. The first field is labeled "File name:" and contains the text "PROGRESSREPORT_1701RA05A_PROVEEDOR_20210820". The second field is labeled "Save as type:" and contains the text "CSV (Comma delimited)". Both fields have a small downward arrow icon on the right side, indicating they are dropdown menus.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Progress Report (Step 4)

- 1 Complete the information on the template. The information to enter in the progress report is indicated below.
In case of making partial deliveries, record one line for each delivery

DATE	Document date (DD/MM/YYYY format)
P.O. No.	Cepsa Order Number
POS (**)	Cepsa Order position
DISCIPLINE	Select from the list enabled in the template
TYPE OF EQUIPMENT	Select from the list enabled in the template
EQUIPMENT SERIAL No.	Equipment serial number
MODEL	Equipment model
MANUFACTURER	Original manufacturer of the equipment (do not reference distributor name)
AMOUNT	Quantity corresponding to the indicated delivery date
UD	Unit of measurement with the order coding
EXPECTED INSPECTION DATE	Expected inspection date (DD/MM/YYYY format)
EXPECTED DELIVERY AT SITE DATE	Expected delivery date at Cepsa facilities (DD/MM/YYYY format)
ENGINEERING [%]	Percentage of progress in Engineering (use reference indicated in the template)
SUB-ORDERS [%]	Percentage of progress in suborders (use reference indicated in the template)
FABRICATION [%]	Percentage of progress in manufacturing (use reference indicated in the template)
TESTS & DELIVERY [%]	Percentage of progress in tests (use reference indicated in the template)
OVERALL PROGRESS [%]	Percentage of overall progress (automatically calculated)
Comments	Comments

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Progress Report (Step 4)

It is important to emphasize that the file format must be correct for its internal processing in CEPESA. Thus, we would appreciate your attention to the following points:

1. The file must be in csv format and the title must not exceed 45 characters, with the following format PROGRESSREPORT_ (project code) _ (SUPPLIER) _YYYYMMDD. If it is necessary to shorten it, it would be essential that it contains PROGRESSREPORT at the beginning
2. The structure of the file is correct. The structure of the file should not be modified in relation to the cells.
3. That the order and the positions are correct
4. That the quantity of the position does not exceed the quantity of the order with the defined tolerances.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Progress Report (Step 4)

- 2 Record in .CSV format
- 3 Attach to Ariba network confirmation at header level

a. In the confirmation, press the button Choose File

▼ Order Confirmation Header

Confirmation #: 7080094705_1
Associated Purchase Order #: 7080094705
Customer: Grupo Cepsa -T
Supplier Reference:

Shipping and Tax Information

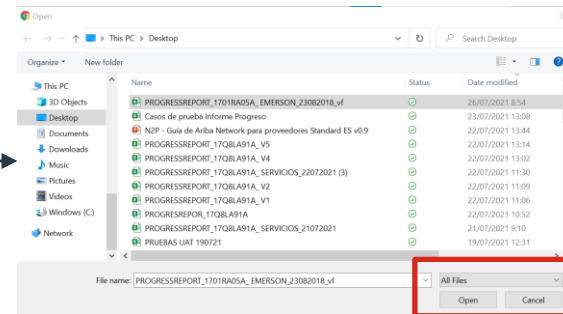
Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: * Est. Tax Cost:
Comments:

Attachments

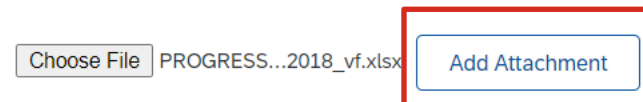
Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB



b. Select the document and press Open



c. Finally select "add attachment"

The total size of all attachments cannot exceed 100MB

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.3. Monthly confirmation. Progress Report (Step 4)

4 The attached file will be displayed in the attachments section

Attachments

Name	Size (bytes)	Content Type
<input type="checkbox"/> PROGRESREPOR_17Q8LA91A_SUPPLIER_20210903.csv	1167	application/vnd.ms-excel

L

No file chosen

The total size of all attachments cannot exceed 100MB

5 Finally, after having adjusted the delivery dates in the confirmation positions, send the confirmation

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.4 Creating notice Expedition. Attach the shipping authorization (Step 8)

When generating the dispatch notice, in addition to completing the fields corresponding to the shipment, you must attach the shipping authorization confirmed by Cepsa:

▼ Ship Notice Header

SHIPPING	TRACKING
<p>Packing Slip ID: * ASN7080094705_1 Delivery note</p> <p>Invoice No.: <input type="text"/></p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: Select</p> <p>Shipping Date: 30 Jul 2021 Date of departure from the facilities</p> <p>Delivery Date: * 18 Aug 2021 Delivery date to Cepsa</p> <p>Gross Volume: <input type="text"/> Unit: <input type="text"/></p> <p>Gross Weight: <input type="text"/> Unit: <input type="text"/></p>	<p>Carrier Name: Other Carrier information</p> <p>Transporte España</p> <p>Tracking No.: ES19347 Package ID</p> <p>Tracking Date: <input type="text"/></p> <p>Shipping Method: Select</p> <p>Service Level: <input type="text"/></p>

ATTACHMENTS		
Name	Size (bytes)	Content Type
<input type="checkbox"/> RN-zzz-zz-yyyy-aac-nnn_Autorización de envío.docx	61172	application/vnd.openxmlformats-officedocument.wordprocessingml.document

L

[Sample document](#)

If it is necessary to communicate the shipment tracking numbers to Cepsa, this will be the method for informing them.

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.4 Creating notice Expedition. Attach the shipping authorization (Step 8)

Packing Details

Description: Palet Indicate the number of packages, and shape of the package

Description Code:

Level Code:

Type Code:

Identifier Code:

Container Serial Code:

Container Serial Reference:

Dimensions

Length: Unit:

Width: Unit:

Height: Unit:

Weight: 7 Indicate weight and volume of the package Unit: KG

Volume: 6,5 Unit: L

Quantities

Ordered Quantity: 10.000 Unit: EA ⓘ

Dispatch Quantity: Unit:

Free Goods Quantity: Unit:

Individual Asset ID:

Internal Package ID:

Tracking ID:

Shipping Mark:

Gross Volume: Unit:

Gross Weight: Unit:

Unit Gross Weight: Unit:

Weight: Unit:

Height: Unit:

Quantity Variance Note:

2. MATERIALS AND EQUIPMENT ORDER PROCESS

2.5. Billing Milestones (1/2)

In the cases of orders that are going to be handled by billing milestones, orders with positions of Materials and Services will be published. These orders will be shown with a position referring to the physical supply of the capital good, and as many lines of service as billing milestones the order has

Ship All Items To		Bill To		Deliver To	
FABRICA DE PUENTE MAYORGA Puente Mayorga s/n 11360 San Roque Cádiz Spain Ship To Code: Q200 Location Code: Q200		CEPSA QUIMICA, S.A. Paseo De La Castellana-259 A 28046 MADRID Madrid Spain Phone: + () 91 337 60 00 Fax: + () 91 337 14 78 Buyer ID: 00Q8			

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
00010	1		000000001000114444	Material		1.000 (EA) ⓘ	25 Sep 2021			Details
TANQUES										
▶ 00020	1			Service			25 Sep 2021		10,000.00 EUR	Details
10% aceptación pedido incl.aval										
▶ 00030	1			Service			25 Sep 2021		10,000.00 EUR	Details
10% aprob. de las listas de repuestos										
▶ 00040	1			Service			25 Sep 2021		35,000.00 EUR	Details
35% recepción de materiales y aval										
▶ 00050	1			Service			25 Sep 2021		40,000.00 EUR	Details
40% entrega equipos según Incoterms										
▶ 00060	1			Service			25 Sep 2021		5,000.00 EUR	Details
5% aprobación de la documentación final										

Order submitted on: Friday 3 Sep 2021 12:00 PM GMT+02:00	Service Sheet Required.
Received by Ariba Network on: Friday 3 Sep 2021 10:33 AM GMT+02:00	
This Purchase Order was sent by Grupo Cepsa -T AN01481338262-T and delivered by Ariba Network	

Sub-total: 100,000.00 EUR

Equipment

Billing Milestones

2. MATERIALS AND EQUIPMENT ORDER PROCESS

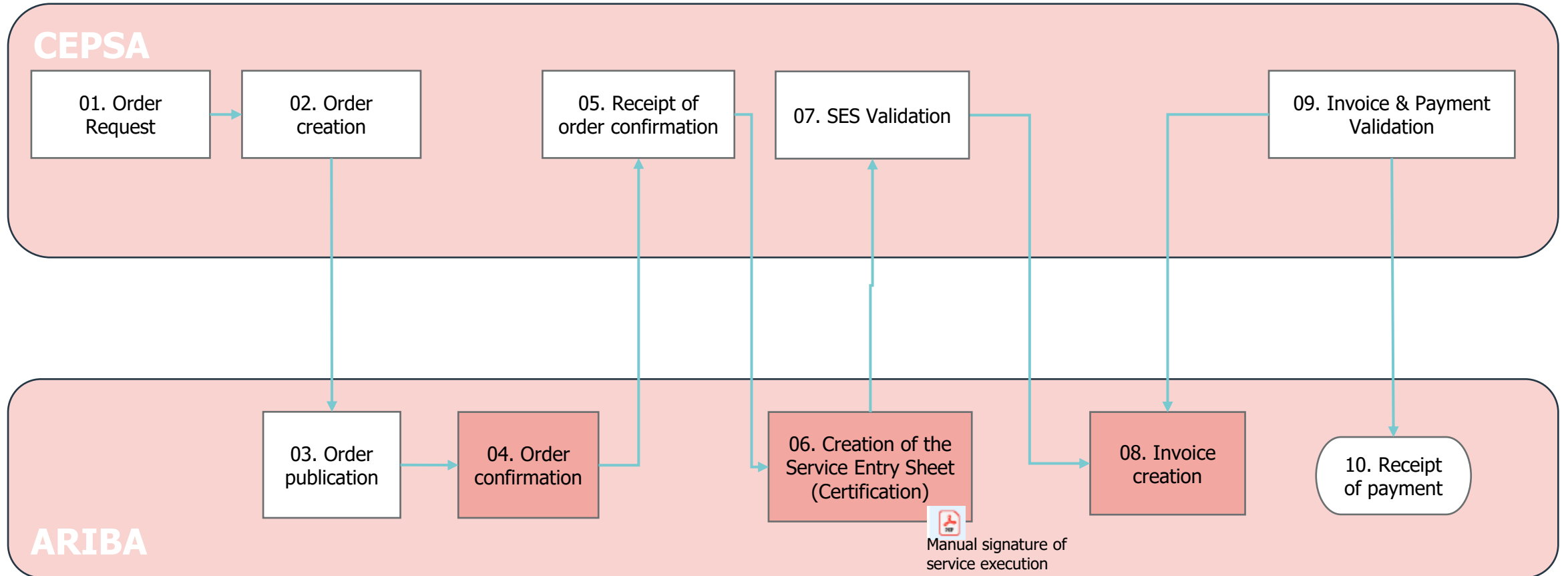
2.5. Billing Milestones (2/2)

The procedure in this case will be similar taking into account the following considerations:

1. Confirmation. The confirmation of the orders will be made in the same way as in the orders of materials indicating the acceptance of the date and amount of each milestone.
2. In the monthly confirmation, all the dates of each of the milestones must be confirmed as is done with the rest of the positions.
3. Authorization and delivery notice. The authorization and the delivery notice will be linked to the position of the material, which will be the one received in the warehouse.
4. Billing. To be able to bill each milestone:
 1. The supplier will make the entry of the service sheet corresponding to the milestone reached. Eg In the previous example, to invoice the first milestone (10% acceptance of the order), the supplier must make a service entry sheet in ARIBA
 2. Cepsa will validate that the corresponding milestone can be invoiced.
 3. The supplier will be able to create the invoice for the milestone confirmed by Cepsa.

3. SERVICE ORDER PROCESS

3.1. Process overview



ARIBA

CEPSA

3. SERVICE ORDER PROCESS

3.2. Process description (1/2)

Each of the steps in ordering services is described below..

1. **Creation of the order request.** The request is generated so that once accepted, the order can be made.
2. **Creation of the order.** Orders generated by Cepsa will be published on the ARIBA Network platform.
3. **Receipt of the order.** All the orders that Cepsa issues will reach the Ariba Network. You will receive an email with the notification of the receipt of the order from where you must access by clicking on "process order" to be able to view and manage the order on the Ariba Network platform. If you do not have an account, it will be necessary for you to subscribe on the platform.

If Cepsa subsequently carries out an update on the order, a new notification will arrive with the modification of the order.

4. **Order confirmation.** Upon receiving an order, you must confirm to Cepsa that you have correctly received the order and indicate the availability of the quantity for the requested delivery date. Enabled options :
 - **Confirm complete order.**
 - **Reject the entire order.**
 - **Update items online:** partially confirm the order, that is, only some of the goods and/or services of the order. In case of changing dates or quantities, CEPSPA reserves the right to cancel the order or position
 - Partially reject the order, that is, some of the articles and/or services of the order (**Update articles online**).

3. SERVICE ORDER PROCESS

3.2. Process description (2/2)

5. **Receipt of order confirmation.** It is received on Ariba Network that the order has been confirmed.
6. **Creation of the Service Entry Sheet (Certification).** Once the service is performed, the provider will enter the Service Entry Sheet through the Ariba Network. In said SES you will attach the Sheet with the signature of the service performance.
In the case of partial payments, they must also attach the construction progress forecast (see detail in point .3).
7. **Validation of the Service Entry Sheet.** Cepsa will validate the certification of the service, enabling it for billing. The result of said validation (acceptance / rejection) will be displayed from the Ariba Network.
8. **Creation of the invoice.** The provider will register the invoice through the platform. Billing will only be possible when Cepsa has received it in the system.
9. **Invoice and payment validation.** Cepsa will validate the invoice and proceed to payment according to the payment conditions agreed with the supplier.
10. **Receipt of payment.** From the ARIBA NETWORK platform, the provider will be able to monitor the status of the invoice and the issuance of the payment by Cepsa.

3. SERVICE ORDER PROCESS

3.3. Creation of Service Entry Sheets (Certification). Certifications Forecast

When creating the Service Entry Sheet (SES) to notify Cepsa of the total or partial performance of the services that are the object of the order, in the case of services with partial certifications, the Certification Forecast Report must be attached with the forecast of the certifications to be met in the following periods until the payment of 100% of the order.

In addition to the usual information, attach the file as an attachment.

[Template](#)

Summary

Purchase Order: 7080094682

Service Sheet #: * 7080094682_50 **SES ID**

Service Sheet Date: * 30 Jul 2021

Service Description: **SES Description**

SES Start and End Date

Subtotal: 19,750.00 EUR

Service Start Date: * 22 Jul 2021

Service End Date: * 30 Jul 2021

Copy the service start and end dates to the service line items

You can copy the dates at the position level

Additional Fields

Supplier Reference:

From: SERVICIOS TÉCNICOS Y-TEST
calle Diamante, 1 - D
28021 Madrid
Madrid
Spain

Field Contractor:

Name:

Email:

Phone: USA 1

To: CEPESA QUIMICA, S.A.
Paseo De La Castellana-259 A
28046 MADRID
Madrid
Spain

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1

Attach the Cetification Forecast Report template for the corresponding period

3. SERVICE ORDER PROCESS

3.3. Creation of Service Entry Sheets (Certification). Certifications Forecast

- Format of the file to attach in the SES: .csv
- File name: CEP_SA_PREVCERT_(ORDER)_(POSITION)_YYYYMM
Ex. CEP_SA_PREVCERT_70107001717_0010_202108
- Number of characters in the file name: 45
- Fields to complete in the file
- You will have to attach a file for each position of the order and you will have to complete a line for each pending certification that you foresee that you are going to carry out, indicating your forecast of the amount to be invoiced in each billing.

Current Certification	Number_MM_YYYY (id number, month and year) corresponding to the certification that is being registered
Order Number	Cepsa's Order number
Order Position number	Cepsa's order position
Beginning of Validity	Beginning of validity of the order (Format DD/MM/YYYY)
End of Validity	End of order validity (Format DD/MM/YYYY)
Certification	Certification number sent for that position
Period	Period corresponding to the forecast (MM.YYYY)
Amount	Amount expected to be certified
Currency	Currency in which the amount is expressed, which must coincide with that of the order

Certification Forecast Report Example

A	B	C	D
	Current certification	4_06/2021	
	Order number	7080094682	
	Order position number	50	
	Beginning of Validity	02/06/2021	
	End of validity	30/01/2022	
Certification	Period	Amount	Currency
7	01/07/2021	5000	EUR
8	01/08/2021	3000	EUR
9	01/09/2021	2000	EUR
10	01/10/2021	2500	EUR
11	01/11/2021	1500	EUR
12	01/12/2021	3000	EUR
13	01/01/2022	2760	EUR

3. SERVICE ORDER PROCESS

3.3. Creation of Service Entry Sheets (Certification). Certifications Forecast

It is important to emphasize that the file format must be correct for its internal processing in CEPESA. Thus, we would appreciate your attention to the following points:

1. The file must be in csv format, the title must not exceed 45 characters, with the following format CEPESA_PREVCERT_70107001717_0010_202108. If it is necessary to shorten it, it would be essential that it contain CEPESA_PREVCERT at the beginning.
2. The structure of the file is correct. The structure of the file should not be modified in relation to the cells.
3. That the order and position are correct and are within the validity period (the latter in the case of services)
4. That the amount of the order position is equal to the amount pending certification plus what is already certified.
5. The currency must be the same as the order currency.