



PROJECT **SMART** Naturgy Supplier Manual

Naturgy Procurement



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01

INTRODUCTION

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

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



BUSINESS NETWORK SUPPLIER



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



BUSINESS NETWORK SUPPLIER



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

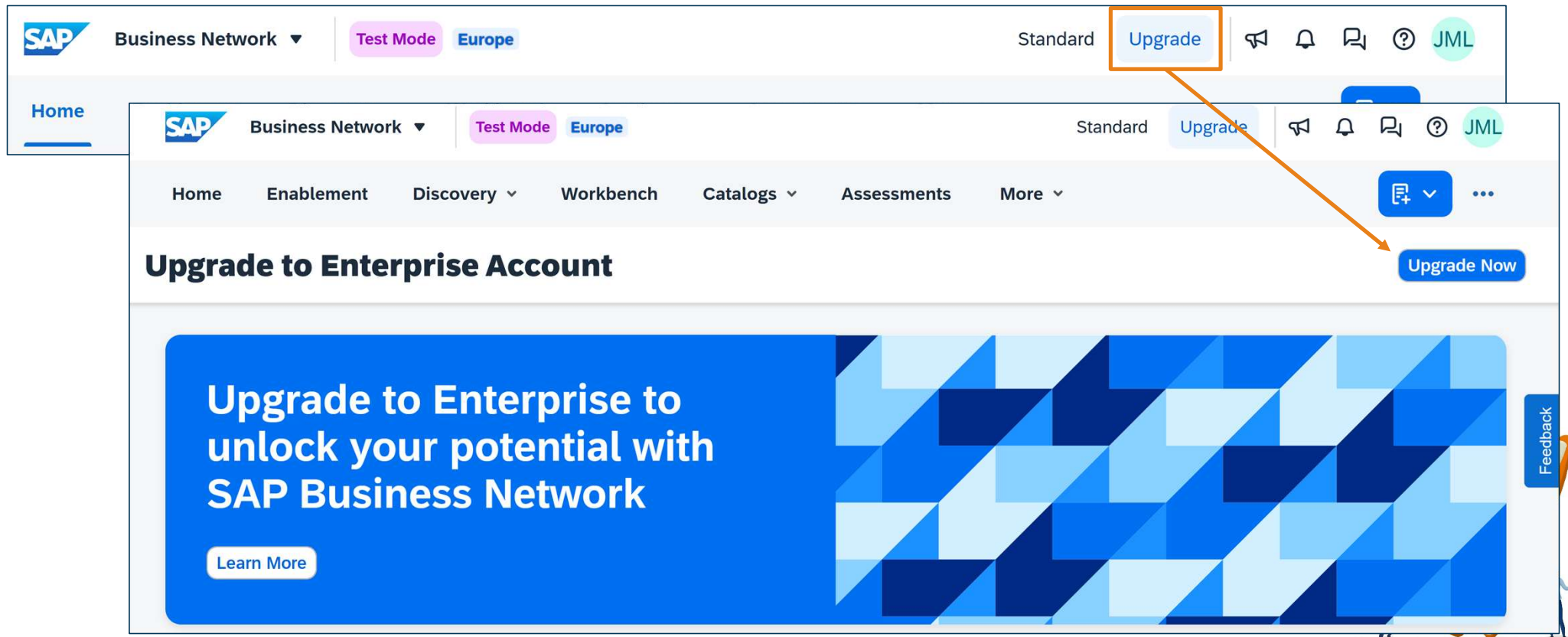
IDEAL FOR

- 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 displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Test Mode', and 'Europe'. On the right side of the navigation bar, the account type is shown as 'Standard', with an 'Upgrade' button highlighted by an orange box. An orange arrow points from this 'Upgrade' button to a 'Upgrade Now' button located in the main content area. Below the navigation bar, a menu contains 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', 'Assessments', and 'More'. The main content area features a large blue banner with the text 'Upgrade to Enterprise to unlock your potential with SAP Business Network' and a 'Learn More' button. A 'Feedback' button is visible on the right side of the banner.

BUSINESS NETWORK SUPPLIER



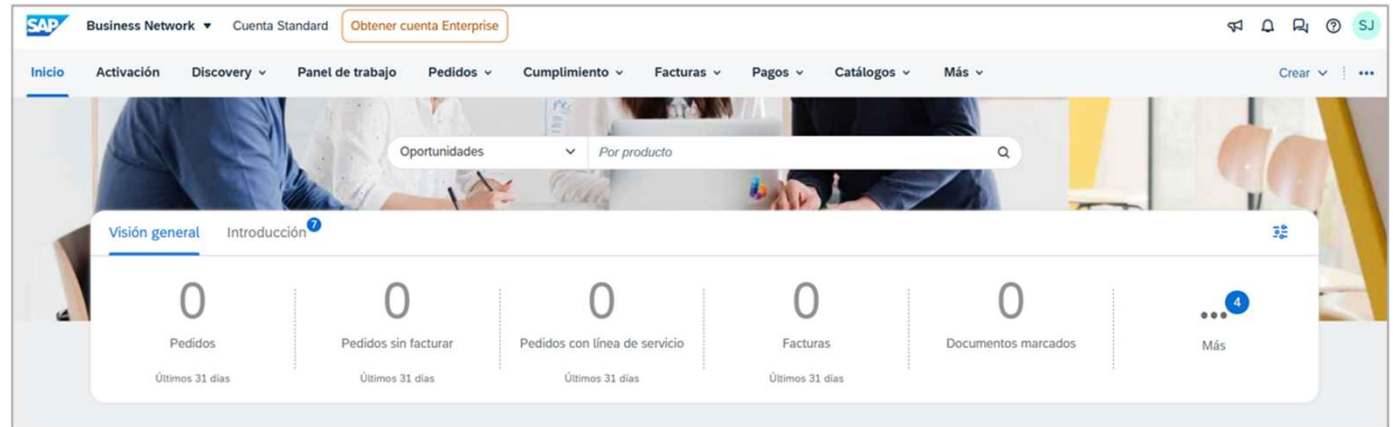
NextGen

SAP is making a technological update to the SAP Business Network by incorporating a new user interface called "NextGen", aligned with the new standard SAP experiences and focused on offering a more modern, intuitive and simplified navigation.

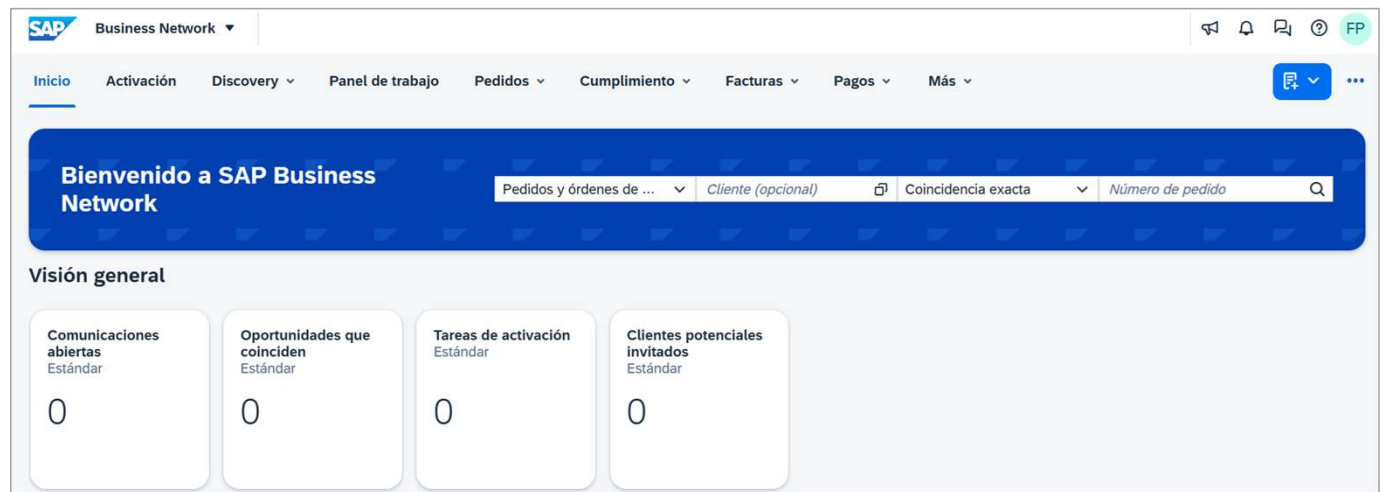
For suppliers, this shift is primarily visual, as processes and functionalities remain essentially the same.

SAP will progressively migrate suppliers to this new interface.

Classic Interface



NextGen Interface



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"



ACCESS BUSINESS NETWORK SUPPLIER



To access your vendor Business Network account:

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

A screenshot of the SAP Business Network supplier sign-in page. At the top left, there is a "SAP Business Network" header with a dropdown arrow. To the right are icons for chat and help. The main content area is divided into two sections. On the left, under the heading "Supplier sign-in", there is a form with a "Username" input field and a blue "Next" button. Below the form is a link for "Forgot username". On the right, under the heading "Discover our new webinar hub", there is a small image of a group of people, a paragraph of text, and a "Learn More" button. At the bottom left of the screenshot, there is a link for "New to SAP Business Network? Register Now or Learn more".



ACCESS BUSINESS NETWORK SUPPLIER



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

SAP Business Network ▼

Supplier sign-in

Username

Next

[Forgot username](#)

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

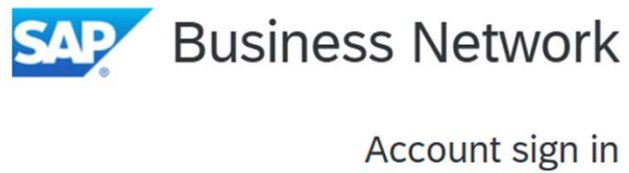


ACCESS BUSINESS NETWORK SUPPLIER



To access your vendor Business Network account:

- Next, enter your password

A screenshot of the password input section of the SAP Business Network login page. It shows a back arrow icon at the top left, a text label "Password" above a white input field, and a blue "Sign in" button below the field. The entire input area is enclosed in an orange rectangular border. Below the button is a blue link that says "Forgot password".

New to SAP Business Network?
[Register Now](#) or [learn more](#)
[Explore Leads](#)



ACCESS BUSINESS NETWORK SUPPLIER



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

< test-test_supplier@avvale.com.es

Password

Sign in

[Forgot password](#)



ACCESS BUSINESS NETWORK SUPPLIER



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:

Supplier sign-in

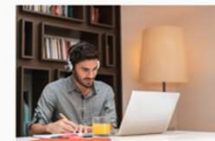
Next

[Forgot username](#)

New to SAP Business Network?

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

Get ready for a new experience and user interface



SAP Business Network now runs on SAP Business Technology Platform, giving you an upgraded user interface and a stronger platform to help you grow and connect with more potential customers.

Learn More



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.

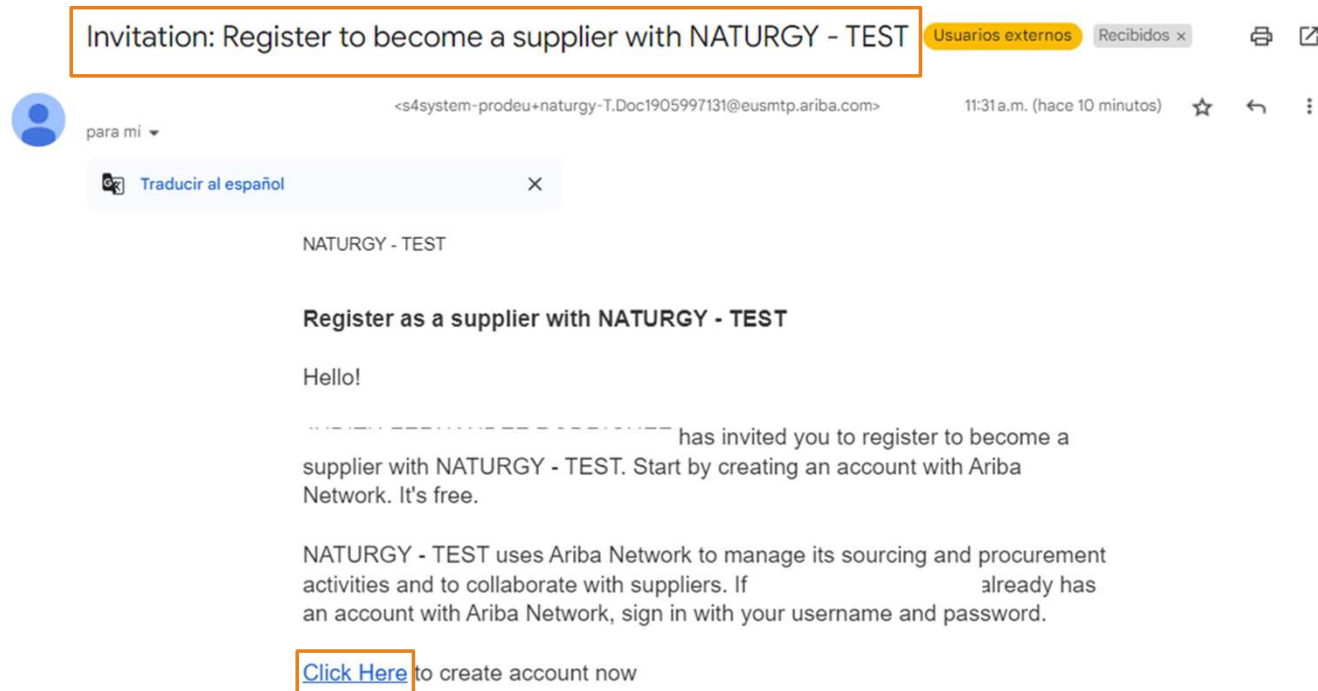
Task manager:



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.



HOW TO REGISTER FOR NATURGY



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 new account"
5. Fill out the registration questionnaire and click "Submit Full Response"
6. Your status will become "Registered"



HOW TO REGISTER FOR NATURGY



Supplier does not have a Business Network account

Clicking on "Click Here" will open the screen shown below and you can register by clicking on "Create New Account":

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[About this invitation](#) [Learn More](#)



Connect with NATURGY - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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



HOW TO REGISTER FOR NATURGY



Supplier does not have a Business Network account

Account Creation:

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
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[About this invitation](#) [Learn More](#)



Connect with NATURGY - TEST on SAP Business Network to collaborate.

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[Create new account](#) ⓘ



HOW TO REGISTER FOR NATURGY



Supplier does not have a Business Network account

Account Creation:

Benefits of a business relationship on SAP Business Network

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- 2. Enhance visibility**
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Get discovered by new customers and unlock new business opportunities

[About this invitation](#) [Learn More](#)



Connect with NATURGY - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information you entered. Please review.

[Review Accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ



HOW TO REGISTER FOR NATURGY



Supplier does not have a Business Network account

Account Creation: Select the data center where you prefer your data to be stored

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

- USA: Quincy, WA
- Netherlands: Amsterdam
- Saudi Arabia: Dammam

Next

Note: Account creation is only done once.



HOW TO REGISTER FOR NATURGY



Supplier does not have a Business Network account

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

User Name: *

administrator@globalsolutions.com

Password: *

Repeat Password: *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot



Create account

Note: Account creation is only done once.



HOW TO REGISTER FOR NATURGY



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. To do this, open the registration form that you will see on the screen.

Proposals and Contracts

[View Matched Leads \(0\)](#) [Customer requested fields](#)


Customers (1)

 Q ↕

NATURGY - TEST >

^ ★

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.



[Proposals and Questionnaires](#) [Contracts](#)

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
External Supplier registration questionnaire	Doc3173472208	7/12/2026 2:57 PM	Invited

Qualification Questionnaires



HOW TO REGISTER FOR NATURGY



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.

Ariba Sourcing

Company Settings Francisco P Feedback Help

Go back to NATURGY - TEST Dashboard Desktop File Sync

Console Doc1905997131 - External Supplier registration questionnaire Time remaining 29 days 23:30:43

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...
2 Key Person

All Content

1.1 Razón Social ⓘ ENGLISH SUPPLIER

Street: Av. del Sol

City: * Ciudad de México

State/Province/Region: DF ⓘ

Postal Code: * 00810

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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



HOW TO REGISTER FOR NATURGY



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



HOW TO REGISTER FOR NATURGY



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)			
External Supplier registration questionnaire	Doc1905997131	4/13/2024 12:31 PM	Registered

Francisco P

- My Account
- Link User IDs
- Contact Administrator
- ANID: AN11199549515-T
- Company Profile
- Settings >
- Logout



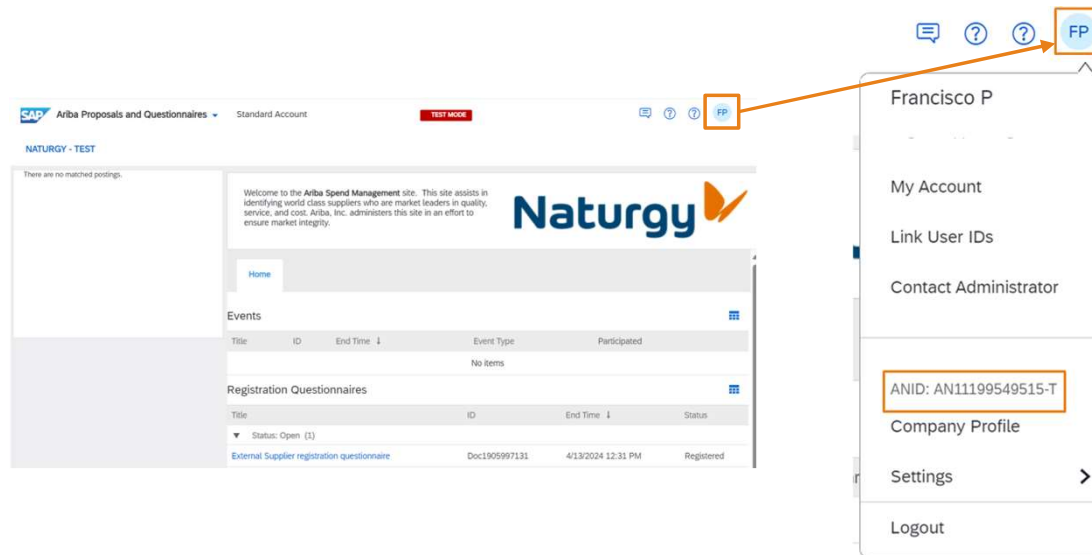
HOW TO REGISTER FOR NATURGY



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.



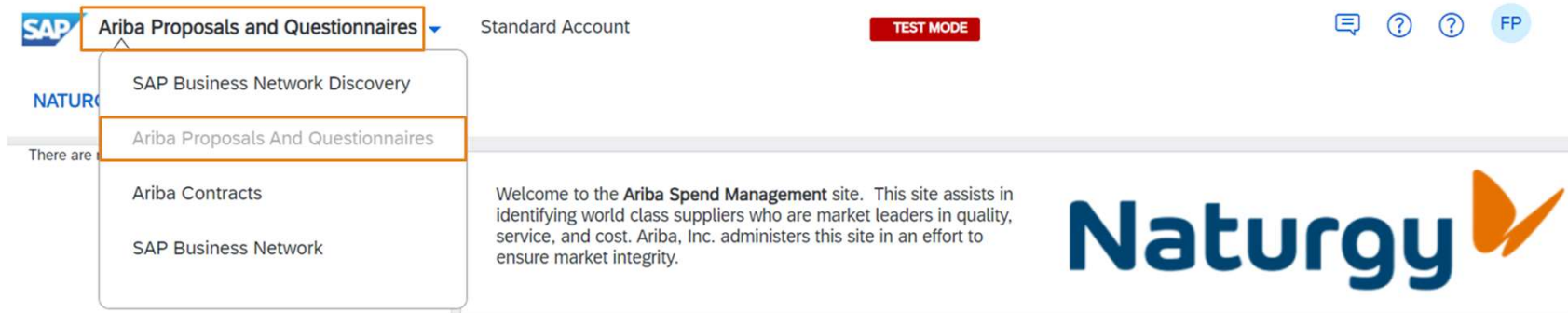
HOW TO REGISTER FOR NATURGY



Sub-family acceptance – Classic interface

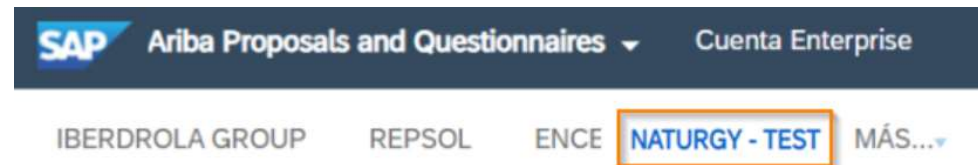
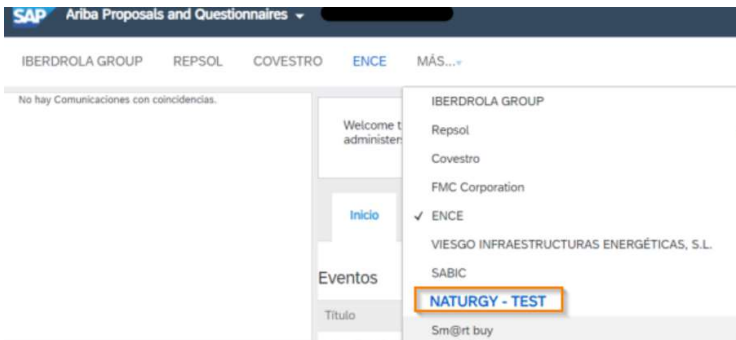
Once registered, for the **sub-family acceptance process**, proceed as follows:

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 – Classic interface


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... more	View	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
- 1 Homologation

All Content

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

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

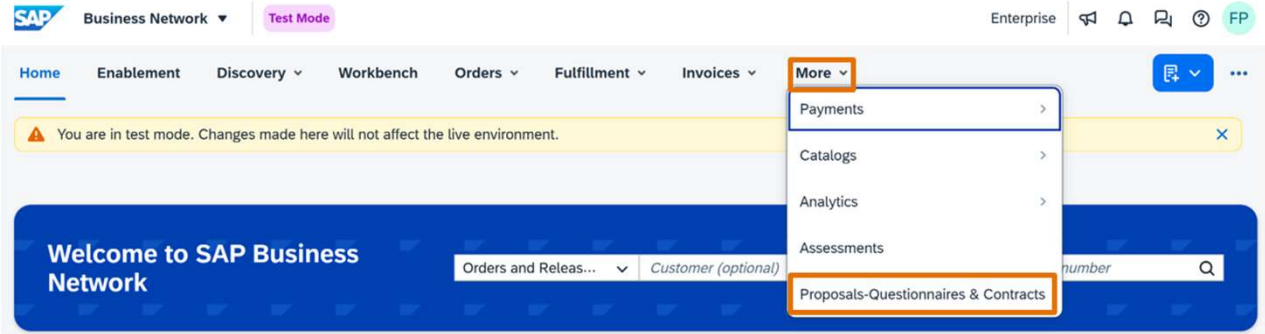
Note: If you access the Ariba Network portal, it does not allow you to view any subfamilies. Please follow the steps on the following pages.



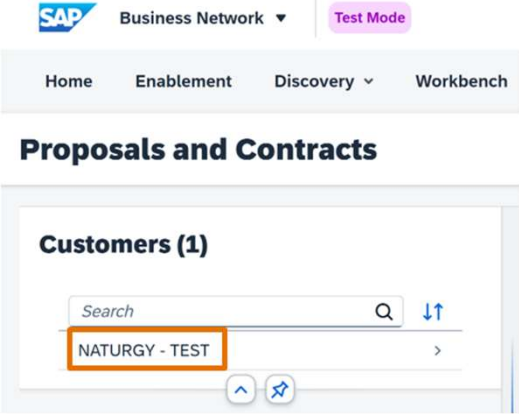
HOW TO REGISTER FOR NATURGY

Sub-family acceptance – NextGen interface

Once registered, for the **sub-family acceptance process**, proceed as follows:
Go to the More tab, and select the Proposals-Questionnaires & Contracts option.



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




HOW TO REGISTER FOR NATURGY



Within your account you will be able to see – NextGen interface


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... more	View	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

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 "Submit entire 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 the 'Supplier Qualification' window for document 'Doc1906241965'. The left sidebar contains 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below this is a section for 'Event Contents' with a sub-section for 'All Content'. The main area displays 'All Content' with a table header 'Name ↑' and a dropdown for '1 Homologation'. A red message reads: '1.1 This message is just to remember you will be contacted by Achilles-Repro to continue with the Qualification process.' Below the message is a note: '(*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response' (highlighted with an orange box), 'Save draft', 'Compose Message', and 'Excel Import'. A clock icon in the top right shows 'Time remaining: 29 days 21:55:39'.

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

This screenshot shows the same 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 the message is a blue 'Revise Response' button. The rest of the interface, including the 'Submit Entire Response' button, remains visible.

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

HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Establish a trading relationship

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 and that feature the Classic Ariba Interface**).
- Request the establishment of a trading relationship with Naturgy (**only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface**).
- From the receipt of an order.

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



HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



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 and that feature the Classic Ariba Interface).
- Request the establishment of a trading relationship with Naturgy (only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface).
- From the receipt of an order.

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



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 and that feature the Classic Ariba Interface).

If the user interface used is the classic one, as a summary the steps to follow are:

- 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.

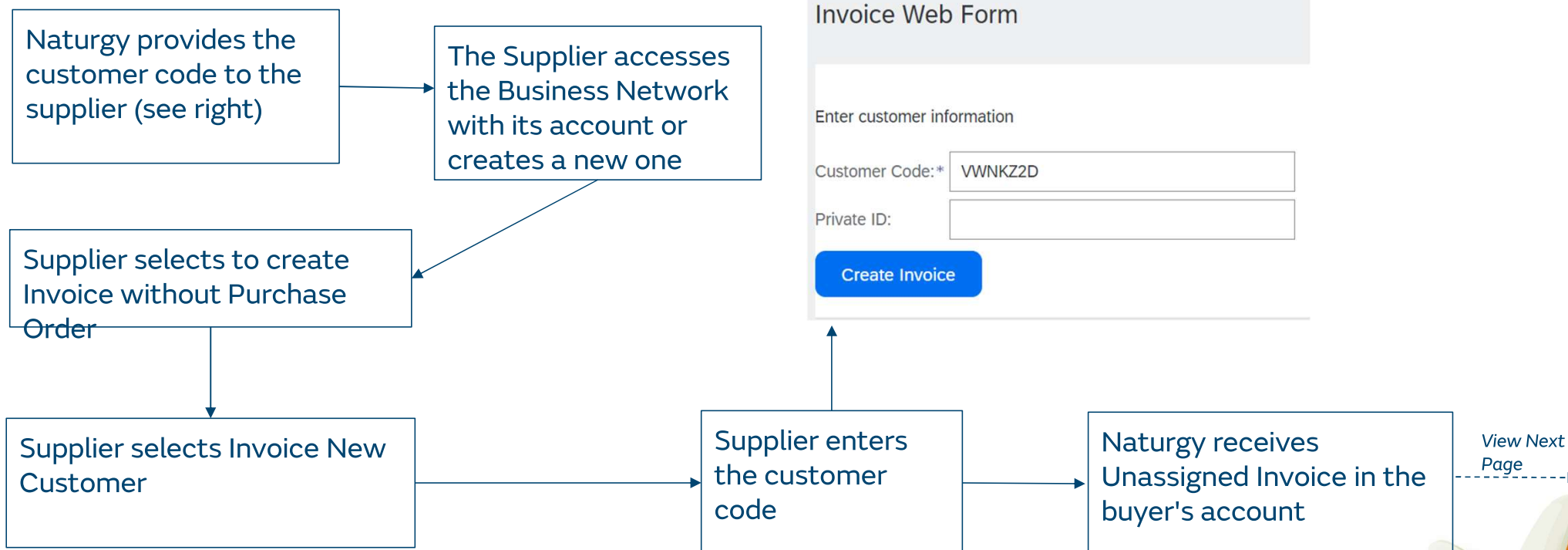


HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Establish Trading Relationship by Code

Establish a Trading relationship by Code (**only for Financial Suppliers that operate with Direct Invoice without orders and that feature the Classic Ariba Interface**).



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 and that feature the Classic Ariba Interface**).

Invoice Web Form

Enter customer information

Customer Code:* VWNKZ2D

Private ID:

Create Invoice

Approve Supplier

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

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

System ID : S2ACLNT300

Private ID :* 00034567

Approve Supplier Reject Invoice

See previous page

Vendor enters the customer code

Naturgy receives Unassigned Invoice in the buyer's account

Naturgy introduces Supplier's S4 code and approves

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



Request the establishment of a trading relationship with Naturgy

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 and that feature the Classic Ariba Interface).
- **Request the establishment of a trading relationship with Naturgy** (only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface).
- From the receipt of an order.

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



HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Request the establishment of a trading relationship with Naturgy

Request the establishment of a trading relationship with Naturgy (**only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface**).

If the user interface used is NextGen, as a summary the steps to follow are:

- The Supplier creates/accesses its Business Network account.
- Check if you have enabled Non-PO Invoice.
- Share the data for linking to Naturgy.
- Confirmation from Naturgy of the established link.

The following pages show the process in detail:



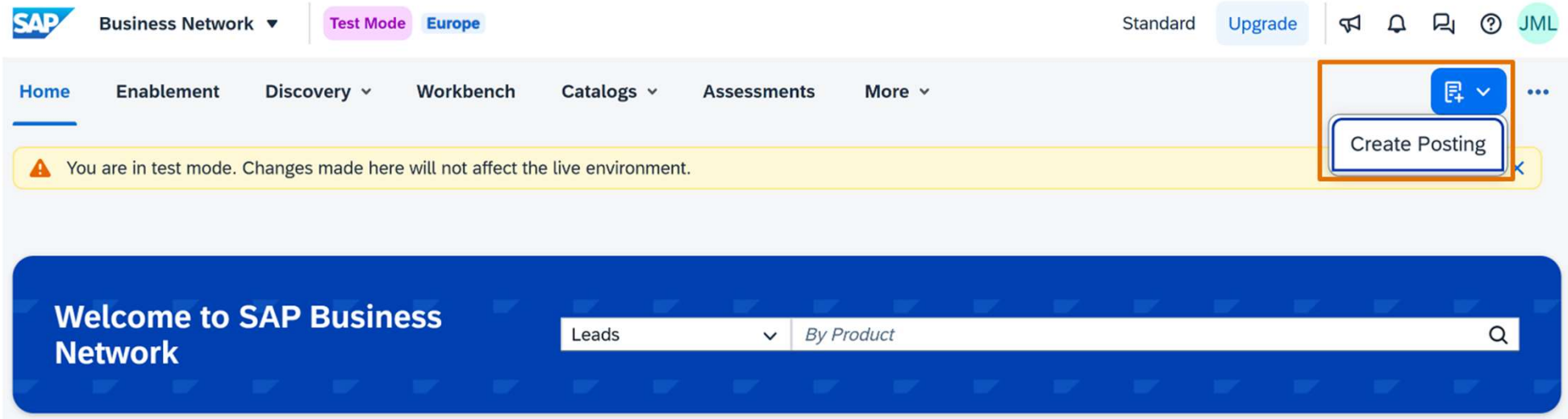
HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Request the establishment of a trading relationship with Naturgy

Request the establishment of a trading relationship with Naturgy (only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface).

Once you have created/accessed your Business Network account, click on the blue button at the top right and check if you have the option to create Non-PO invoices available. If the option is not available, it means that you are using the NextGen Interface.



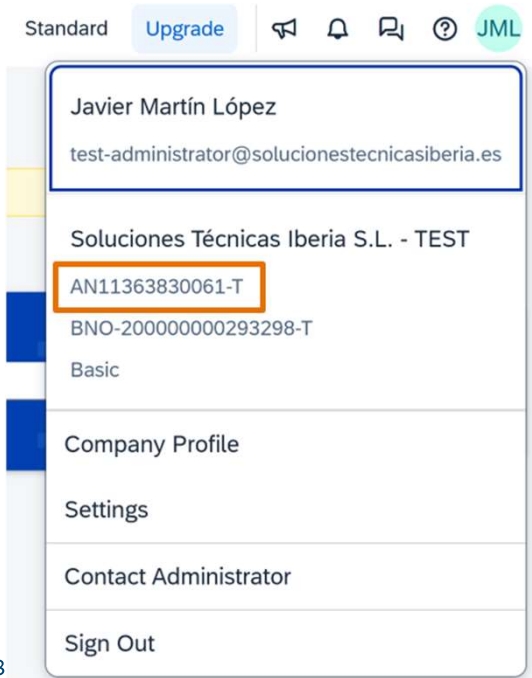
HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Request the establishment of a trading relationship with Naturgy

Request the establishment of a trading relationship with Naturgy (only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface).

Check your Ariba Network ID by clicking Account Settings in the top right. Share the ID with the indication of the company you need to invoice to your Naturgy contact.



Your contact will manage the linking internally. Once this has been done, you will be notified and you will be able to start operating with Naturgy through SAP Business Network.



HOW TO ESTABLISH THE TRADING RELATIONSHIP IN BUSINESS NETWORK SUPPLIER



Establish a trading relationship by receiving an order

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 and that feature the Classic Ariba Interface).
- Request the establishment of a trading relationship with Naturgy (only for Financial Suppliers that operate with Direct Invoice without orders and that feature the NextGen Ariba Interface).
- **From the receipt of an order.**

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



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



The screenshot shows the SAP Ariba interface. At the top left is the SAP Ariba logo. The main header reads "NATURGY - TEST sent a new order". Below this is a note: "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." A large grey box contains the text "Message from your customer NATURGY - TEST". A blue button labeled "Process order" is highlighted with an orange border. At the bottom, there is a section for purchase order details, including "From:", "To:", and "Purchase Order (New)". A small note at the bottom left says: "This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>."



06

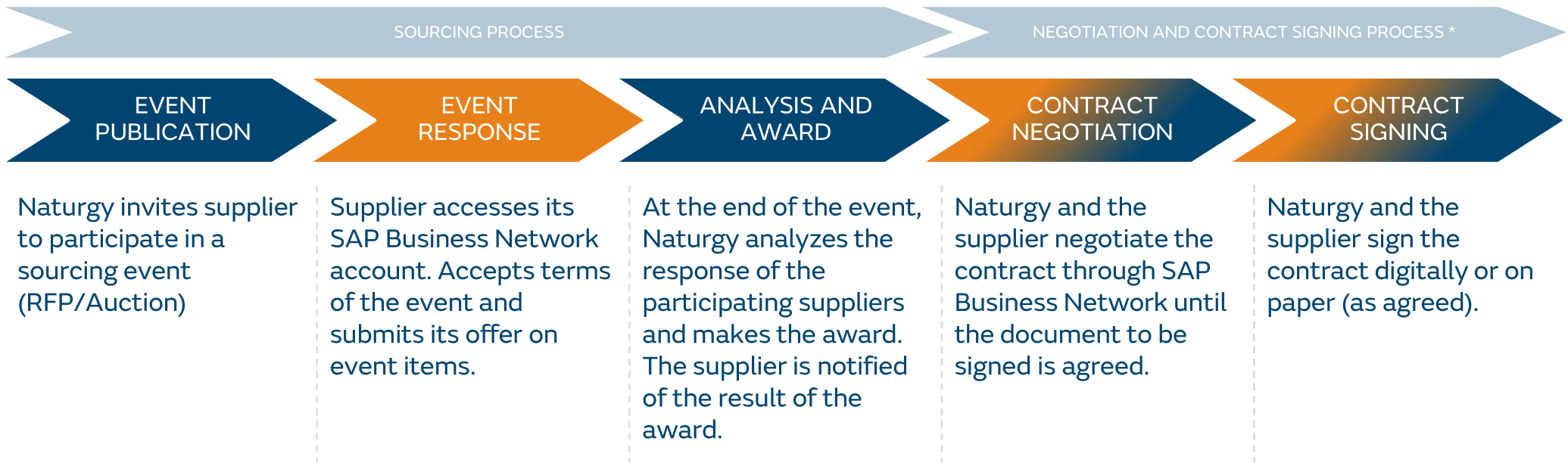
HOW TO RESPOND TO TENDERS

HOW TO RESPOND TO TENDERS



Naturgy flows related to tenders

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



Responsible for the task:



52 **Note*:** When awarding an event, Naturgy may require the supplier to negotiate and sign a contract.

HOW TO RESPOND TO TENDERS



From your Business Network account

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

para mí ▾ <s4system-prodeu+naturgy-T.Doc1906683483@eusmtp.ariba.com> 4:11 p.m. (hace 0 minutos)

Traducir al español X

NATURGY - TEST

NATURGY has invited you to participate in the following event:
20240314 PRUEBA MANUAL - EVENT. The event is set to begin on Thursday,
March 14, 2024 at 4:11 PM, Central European Time.

Use the following username to log in to NATURGY - TEST events:

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact JUDITH FERNANDEZ RODRIGUEZ via telephone at or via e-mail at judith.fernandez@viewnext.com.

We look forward to working with you!

Thank You,

NATURGY - TEST

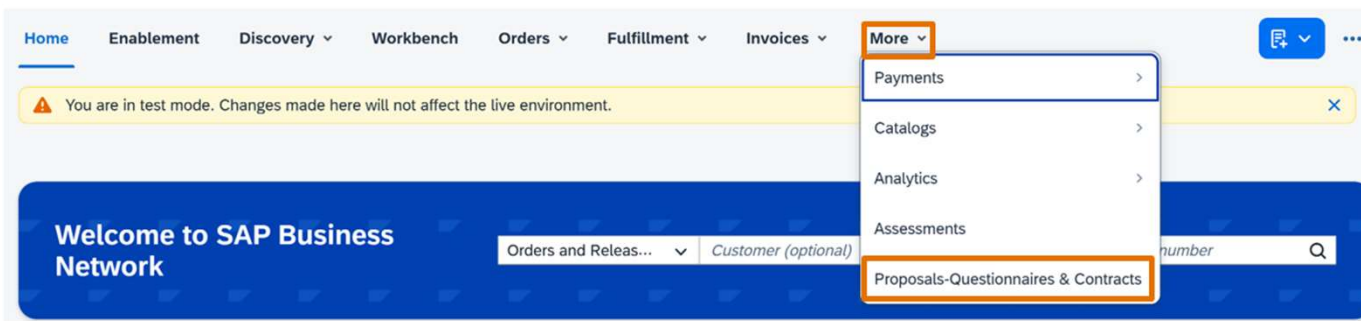


HOW TO RESPOND TO TENDERS

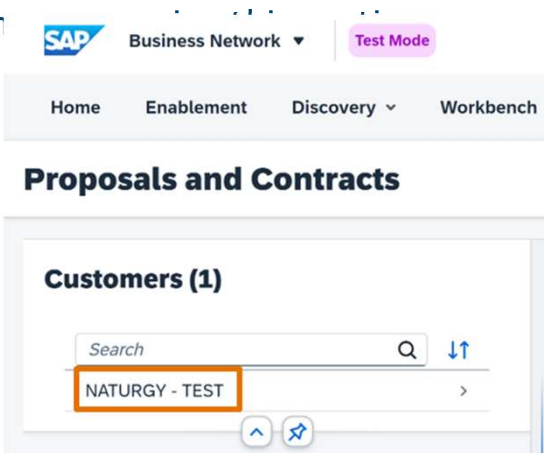


From your Business Network account

To view the RFX/auctions to which you are invited, go to the More tab, and select the Proposals-Questionnaires & Contracts option



When you click on the 'Proposals-Questionnaires & Contracts' option, you will be taken to the 'Proposals and Contracts' page. Just select the company Naturgy.



HOW TO RESPOND TO TENDERS



From your Business Network account

By clicking on the name of the RFX/Auction you will be able to view it and participate:

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Test Mode' buttons. Below this is a menu with options like 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'More'. The main content area is titled 'Proposals and Contracts' and includes a 'View Matched Leads (0)' button and 'Customer requested fields'. On the left, there is a 'Customers (1)' sidebar with a search bar containing 'NATURGY - TEST'. The main content area features a welcome message and the Naturgy logo. Below this, there are tabs for 'Proposals and Questionnaires' and 'Contracts'. A table lists proposals with columns for name, document ID, date, type, and status. The 'Licitación' entry is highlighted with an orange box.

Status: Completed (2)					
TST2 1GB_EVENT	Doc3037439523	3/24/2026 4:59 PM	RFP	Yes	
TST1 1GB_EVENT	Doc3026999873	3/18/2026 12:01 PM	RFP	Yes	
Status: Open (1)					
Licitación	Doc3116945735	6/16/2026 2:04 PM	RFP	No	



HOW TO RESPOND TO TENDERS



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.



HOW TO RESPOND TO TENDERS



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::	Yes ▾
https://www.naturgy.com/en/about-us-naturgy/the-group/our-suppliers/	
3.2 SPECIFIC Terms and Conditions	* Yes ▾
3.3 Letter of invitation	* PDF TEST.pdf ▾ 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

OK Cancel



HOW TO RESPOND TO TENDERS



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 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.



HOW TO RESPOND TO TENDERS



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



HOW TO RESPOND TO TENDERS



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

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

- (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

Cancel



HOW TO RESPOND TO TENDERS



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**



HOW TO RESPOND TO TENDERS



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

Your response to the prerequisites has been submitted.

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

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Technical offer	Less... -			
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



HOW TO RESPOND TO TENDERS



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

Your response to the prerequisites has been submitted.

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

Name ↑	Price	Quantity	Extended Price	Total Cost
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Technical offer	Less... -			
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



HOW TO RESPOND TO TENDERS



From your Business Network account

Click "OK" to submit the response:

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

Your response to the prerequisites has been submitted.

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 ↑	Quantity	Extended Price	Total Cost
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		

✔ Submit this response?

Click OK to submit.



HOW TO RESPOND TO TENDERS



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 Team contact information during the event				
Purchasing contact: For the Bid Consultation process, the main contact point				
2.5 Supplier training				
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 Terms and Conditions				
3.1 GENERAL terms and conditions				



HOW TO RESPOND TO TENDERS



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' button. The main content area shows a 'Console' for 'Doc1926481684 - TEST TENDER - EVENT' with a 'Time remaining' of 2 days 23:54:24. A yellow message box states: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button highlighted with a red box. The 'All Content' section shows a table with columns: Name, Price, Quantity, Extended Price, and Total Cost. The table content includes: '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.), and '1.1.2 ¿Qué hacemos?' (Operamos en los mercados regulados y liberalizados de gas y electricidad, con una creciente de la actividad internacional, principalmente en los siguientes ámbitos:). A 'Compose Message' button is visible below the content. An inset screenshot shows the same interface with a 'Revise Response' button highlighted and a confirmation dialog box overlaid. The dialog box asks 'Revise Response?' and contains the text: '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 a red box. An orange arrow points from the 'Revise Response' button in the main screenshot to the 'OK' button in the dialog box.

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

HOW TO RESPOND TO TENDERS



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

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 4 Requisitos específicos del proyecto				
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Oferta Técnica	More... +			
5.1 Oferta técnica	* PDF TEST.pdf			
			Update file	Delete file
▼ 6 Precios			\$1,500,000.00 MXN	\$1,500,000.00 MXN
6.2 PRUEBA	More... +			
	* \$100,000.00	MXN 10 one	\$1,500,000.00 MXN	Fx

(*) 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.



HOW TO RESPOND TO TENDERS



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
▼ 4 Requisitos específicos del proyecto				
4.2 Datos técnicos de los Artículos/Servicios solicitados	PDF TEST.pdf			
▼ 5 Oferta Técnica More... +				
5.1 Oferta técnica	* PDF TEST.pdf			Update file Delete file
▼ 6 Precios			\$1,500,000.00 MXN	\$1,500,000.00 MXN
6.2 PRUEBA More... +	* \$100,000.00	MXN 10 one	\$1,500,000.00 MXN	Fx

(*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Reload Last Bid](#) [Save draft](#) [Compose Message](#) [Excel Import](#)



HOW TO RESPOND TO TENDERS



From your Business Network account

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

Proposals and Contracts

[View Matched Leads \(0\)](#)

Customer requested fields

Customers (1)

NATURGY - TEST >

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.

Naturgy

[Proposals and Questionnaires](#) [Contracts](#)

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (2)				
TST2 1GB_EVENT	Doc3037439523	3/24/2026 4:59 PM	RFP	Yes
TST1 1GB_EVENT	Doc3026999873	3/18/2026 12:01 PM	RFP	Yes
▼ Status: Open (1)				
Licitación	Doc3116945735	6/16/2026 2:04 PM	RFP	Yes

Feedback



HOW TO RESPOND TO TENDERS



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

Event Messages
Response History
Download Tutorials
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
- 2 Información de evento
- 3 Términos y Condiciones

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

HOW TO REGISTER FOR NATURGY



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

MANAGE TRANSACTIONS



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 ▾ ☆ 😊 ↶ ⋮

SAP Ariba

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: Purchase Order (New)
To:

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](#)



MANAGE TRANSACTIONS



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:

The screenshot shows a purchase order interface with the following details:

- 1** Order ID: 4900001450 (Purchase Order)
- 2** Details menu
- 3** Routing Status: Sent
- 4** General information:
 - From:** Name: NATURGY CLIENTES EMPRESAS, S.A.U.; Address: Avenida de América-38, MADRID, Madrid 28028, Spain
 - To:** Name: Test_Supplier - TEST; Address: 1 Plaça de la Vila de Gràcia, Barcelona, 08012, ESP
 - General:** Supplier Order Number: -
 - External Document:** External Document Type: ZARB; Description: Pedido Cat. Ariba
- 5** Shipping information:
 - Ship To:** Name: NATURGY IBERIA, S.A.; Address: AVDA. DE AMERICA 38, MADRID, Madrid 28028, Spain; Deliver To: Juan Gonzalez 99988777; Ship To Code: FA01
 - Ship From:** Supplier: -; Address: -; Ship From Code: -; Email: -; Phone: -
 - Incoterms:** Code: -; Description: -; Location Name: -
 - Shipping Dates:** Requested Delivery: -; Earliest Delivery: -; Latest Delivery: -; Goods Pick Up Date: -
- 6** Billing information:
 - Bill To:** Customer: NATURGY CLIENTES EMPRESAS, S.A.U.; Address: Avenida de América-38, MADRID, Madrid 28028, Spain; Deliver To: -; Email: -; Phone: +34 93 402 51 00; Fax: +34 93 402 93 08
 - Sell To:** Customer: NATURGY CLIENTES EMPRESAS, S.A.U.; Address: Avenida de América-38, MADRID, Madrid 28028, Spain; Deliver To: -; Email: -; Phone: +34 93 402 51 00; Fax: +34 93 402 93 08
 - Payment Terms:** -
- 7** Line Items (1):

Line	Type	Category
10	Material	
- 8** Subtotal: 15,000.00 EUR



MANAGE TRANSACTIONS



Access to the order in your Business Network account

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

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

1 4900001450 Purchase Order New

Name: NATURGY CLIENTES EMPRESAS, S.A.U. Version 1 Date Submitted Jun 12, 2026, 12:23:26 PM Order Total 15,000.00 EUR
 Phone: +34 93 402 51 00
 Email: -

2 Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

4 **From** **To** **General** **External Document**

Name: NATURGY CLIENTES EMPRESAS, S.A.U. Name: Test_Supplier - TEST Supplier Order Number: - External Document Type: ZARB
 Address: Avenida de América-38 MADRID, Madrid 28028 Spain Address: 1 Plaça de la Vila de Gràcia Barcelona, 08012 ESP Routing Status: **3** Sent Description: Pedido Cat. Ariba

5 **Ship To** **Ship From** **Incoterms** **Shipping Dates**

Name: NATURGY IBERIA, S.A. Supplier: - Code: - Requested Delivery: -
 Address: AVDA. DE AMERICA 38 MADRID, Madrid 28028 Spain Address: - Description: - Earliest Delivery: -
 Deliver To: Juan Gonzalez 99988777 Ship From Code: - Location Name: - Latest Delivery: -
 Ship To Code: FA01 Email: - Goods Pick Up Date: -
 Phone: +34 93 402 51 00 Phone: -

6 **Bill To** **Sell To** **Payment Terms**

Customer: NATURGY CLIENTES EMPRESAS, S.A.U. Website: - Customer: NATURGY CLIENTES EMPRESAS, S.A.U. -
 Address: Avenida de América-38 MADRID, Madrid 28028 Spain Buyer ID: 0132 Address: Avenida de América-38 MADRID, Madrid 28028 Spain Explanation: -
 Deliver To: - Supplier ID: - Deliver To: -
 Email: - Payment Card Number: - Email: -
 Phone: +34 93 402 51 00 Expiration Date: - Phone: +34 93 402 51 00
 Fax: +34 93 402 93 08 Card Name: - Fax: +34 93 402 93 08

7 **Line Items (1)**

Line	Type	Category	Details
10	Material		

Description: (BOX)Lyeco Budget Red A4 Project ... Indicators: - Supplier Part Number: - Customer Part Number: - Requested Delivery Date: Jun 12, 2026
 Requested Shipment Date: - Number of Schedule Lines: 1 Return: - Revision Level: - Customer Location: FA01
7 Quantity: 150 EA **8** Subtotal: 15,000.00 EUR Tax: - Shipping Total: -



MANAGE TRANSACTIONS



Access to the order in your Business Network account

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

4900001450 New
 Purchase Order

Create Resend Hide Download Compare Versions Send Message

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

Order History (6)

1	2	3	4
Comments	Changed By	Changed At	Status
		Jun 12, 2026, 12:23:24 PM	UNCONFIRMED
		Jun 12, 2026, 12:23:24 PM	Queued
The document has been received by SAP Business Network.	SAP Business Network	Jun 12, 2026, 12:23:24 PM	Received
The document has been processed.	SAP Business Network	Jun 12, 2026, 12:23:26 PM	Processed
Routing document with routing method:Email	System - SAP Business Network	Jun 12, 2026, 12:23:31 PM	Sent
The document has been delivered via Email to recipients successfully: francisco.piuma@avvale.com.	System - SAP Business Network	Jun 12, 2026, 12:23:34 PM	Sent



MANAGE TRANSACTIONS



Access to the order in your Business Network account

4. Order Status

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

5. History of online articles

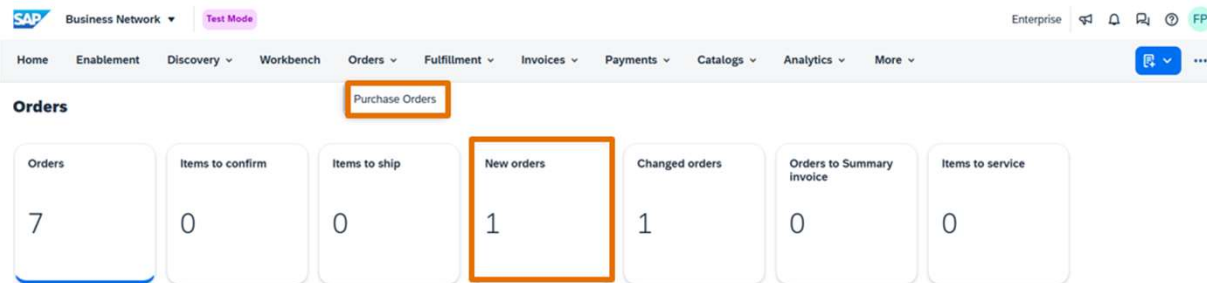


MANAGE TRANSACTIONS

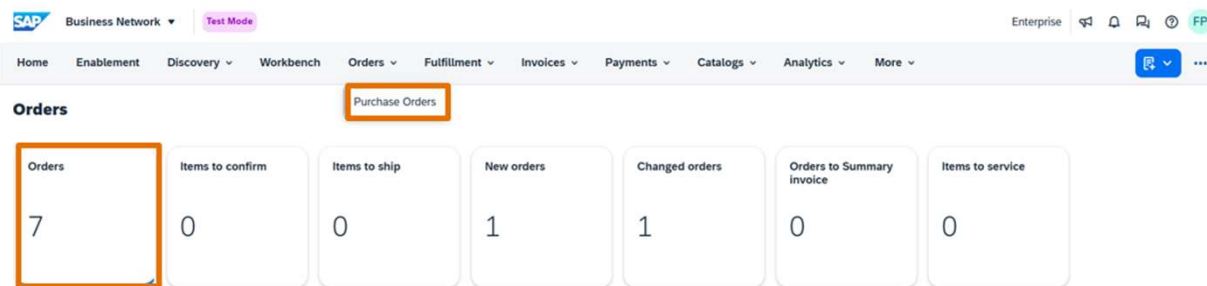


Access to the order in your Business Network account

- 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.



MANAGE TRANSACTIONS



Access to the order in your Business Network account

Apply filters to your search for ease:

Orders

Orders	Items to confirm	Items to ship	New orders	Changed orders	Orders to Summary invoice	Items to service
1	0	0	1	1	0	0

Customers:	Order Number:	Creation Date:	Company Code:	Purchasing Organization Code:	Customer Location:	Purchasing Group Codes:
<input type="text"/>	<input type="text"/>	Yesterday (Jun 8, 2026)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Routing Status:	Amount:	Currency:	Order Type:	Order Status:	Order with Service Lines:	Order with Inquiries:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Not Selected)	(Not Selected)
Shipping Network:	Multi Tier:	Hidden:				
<input type="text"/>	(Not Selected)	=No				
						Go Clear Adapt Filters (2)

Order Number	Customer	Multi Tier	Amount	Currency	Creation Date	Pin
<input type="checkbox"/> 4900001449	NATURGY - TEST		15,000.00	EUR	Jun 8, 2026, 5:47:55 PM	<input type="checkbox"/>

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.



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MANAGE TRANSACTIONS

7.2 ORDER CONFIRMATION

MANAGE TRANSACTIONS



Order Confirmation



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

Example of a Purchase Order confirmation:

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

4900001449 New Create Resend Hide Download Compare Versions Send Message Share

Purchase Order

 Name: NATURGY CLIENTES EMPRESAS, S.A.U. **Version** **Date Submitted** **Order Total**
Phone: +34 () 93 402 51 00 1  Jun 8, 2026, 5:47: Invoice 000.00 EUR
Email: - Credit Memo

[Details](#) | [Industry Specific](#) | [Line Items](#) | [Tax](#) | [Additional Amounts](#) | [Summary](#) | [Comments](#) | [Attachments](#) | [Inquiries](#) | [Order History](#)



MANAGE TRANSACTIONS



Order Confirmation

Select the "Confirm entire order" option and click "Continue"

4900001449 New
Purchase Order

Name: NATURGY CLIENTES EMPRESAS, S.A.U.
Phone: +34 () 93 402 51 00
Email: -

Version 1

Order Total 5,000.00 EUR

Create Order Confirmation

- Confirm entire order
- Reject entire order
- Confirm with information update in line

Continue Cancel

Details | Industry Specific | Line Items | Tax | Additional | Attachments | Inquiries | Order History

Details
General

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



MANAGE TRANSACTIONS



Order Confirmation

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

New Order Confirmation

Detail Line Items Attachments Comments

Detail

Order Confirmation Number: * OC-4900001449	Estimated Shipping Date e.g. Dec 31, 2026, 11:59:58 PM	Purchase Order: 4900001449	Customer Name: NATURGY - TEST
Supplier Reference: 	Estimated Tax Cost Estimated Tax Cost EUR	Purchase Order Version: 1 (latest)	Customer Phone: 633496451
Estimated Delivery Date * Jun 12, 2026, 12:00:00 AM	Estimated Shipping Cost Estimated Shippi... EUR		Customer Email: lsanchezfu@naturgy.com

Draft updated **Create** Save & Close Discard Draft

Feedback

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



Order Confirmation

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

4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message

Name: NATURGY CLIENTES EMPRESAS, S.A.U. Version Date Submitted Order Total **Status**
Phone: +34 () 93 402 51 00 1 Jun 8, 2026, 5:47:55 PM 15,000.00 EUR Confirmed
Email: -

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

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

4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

Related Documents (1)

Document Number	Date and Time	Type
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation



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MANAGE TRANSACTIONS

7.3 CREATION OF THE SHIPMENT NOTICE

MANAGE TRANSACTIONS




Ship Notice

After confirming the purchase order, the supplier will be able to send the Ship Notice:

Click on "Create" and select "Ship Notice":

4900001449
Purchase Order

Name: NATURGY CLIENTES EMPRESAS, S.A.U.
Phone: +34 () 93 402 51 00
Email: –



Version	Date Submitted	Order Total	Status
1	Jun 8, 2026, 5:47	000.00 EUR	Confirmed

Create **Resend** **Hide** **Download** **Compare Versions** **Send Message**

- Order Confirmation
- Ship Notice**
- Invoice
- Credit Memo

Details | **Industry Specific** | **Line Items** | **Tax** | **Additional Amounts** | **Summary** | **Comments** | **Attachments** | **Inquiries** | **Order History**



MANAGE TRANSACTIONS



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 attachments.

Also indicate the shipping quantity.

Ship Notice

▼

Details | ▾ Line Items Additional Information | ▾

Shipping Details

Requested Delivery Date: -	Shipping Date: <input type="text" value="e.g. Dec 31, 2026"/>	Gross Weight: <input type="text"/>	Width: <input type="text"/>
Packing Slip ID: * <input type="text" value="ASN_4900001449"/>	Delivery Date: * <input type="text" value="Jun 12, 2026"/>	Length: <input type="text"/>	Height: <input type="text"/>
Ship Notice Type: * <input type="text" value="Planned"/> ▾	Gross Volume: <input type="text"/>		

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



MANAGE TRANSACTIONS



Ship Notice

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

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

ASN_4900001449

Ship Notice

Name: Test_Supplier - TEST

Creation Date: -

Phone: -

Delivery Date: Jun 12, 2026

Email: francisco.piuma@avvale.com

Shipping Date: -



Details | v

Line Items

Additional Information | v

Details

Settings

- General
- Shipping Details
- Tracking Details
- Delivery Details
- Transport Details

Submit Edit



MANAGE TRANSACTIONS



Ship Notice

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

4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message

Name: NATURGY CLIENTES EMPRESAS, S.A.U.
Phone: +34 () 93 402 51 00
Email: -

Version	Date Submitted	Order Total	Status
1	Jun 8, 2026, 5:47:55 PM	15,000.00 EUR	Shipped

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

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

4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

Related Documents (2)

Document Number	Date and Time	Type
ASN_4900001449	Jun 9, 2026, 6:10:40 PM	Advanced Shipping Notice
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation



07

MANAGE TRANSACTIONS

7.4 INVOICE CREATION AND CREDIT MEMO

MANAGE TRANSACTIONS



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" and select "Invoice":

4900001449

Purchase Order



Name: NATURGY CLIENTES EMPRESAS, S.A.U.
Phone: –
Email: –

[Create](#) [Resend](#) [Hide](#) [Download](#) [Compare Versions](#) [Send Message](#) [Share](#)

Version	Date	Order Total	Status
1 ↗	May 2:06:48 PM	1,000.00 MXN	Received ↗

- Order Confirmation
- Ship Notice
- Invoice**
- Credit Memo

- [Details](#) | [Industry Specific](#) | [Line Items](#) | [Tax](#) | [Additional Amounts](#) | [Summary](#) | [Comments](#) | [Attachments](#) | [Inquiries](#) | [Order History](#)

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



MANAGE TRANSACTIONS



Order invoice

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

New Invoice

↑ ↻

[Details](#) | [Tax Rules](#) | [Tax ID Details](#) | [Line Items](#) | [Tax](#) | [Additional Amount Options](#) | [Additional Information](#) | [Attachments](#) | [Summary](#)

Details

Details

Invoice Number: *	Invoice Date:	Service Start Date:	Service End Date:
<input type="text" value="FAC05"/>	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text" value="Jun 11, 2026, 1:53:21 PM"/> 📅	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text" value="e.g. Dec 31, 2026, 11:59:58 PM"/> 📅	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text" value="e.g. Dec 31, 2026, 11:59:58 PM"/> 📅

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



MANAGE TRANSACTIONS



Order invoice

The tax is defined at the header level in the "Tax Rules" section.

New Invoice

Details | **Tax Rules** | Tax ID Details

Tax Rules

Add Header level Tax
 Add line level Tax

In the "Tax" section, click "Add Tax Item". In the "Tax Category" drop-down, select "0% USO MX".

New Invoice

Details | Tax Rules | Tax ID Details | **Tax** | Additional Amount Options | Additional Information | Attachments | Summary

Tax (1) **Add Tax Item** Delete

<input type="checkbox"/> Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
<input type="checkbox"/> 0% USO MX	0.000 %	IVA Sop. No Sujeto Criterio C...	1,000.00 MXN	0.00 MXN




Order invoice

It is mandatory to attach the XML validated by the supplier's PAC. To do this, go to the "Attachments" section and click on "Upload".

New Invoice

Details | v Tax Rules Tax ID Details Line Items Tax Additional Amount Options Additional Information | v **Attachments** Summary

Attachments Search [Q] **Upload** Delete [G]

<input type="checkbox"/> Attachment	Scan Status	File Size(Byte)	Media Type
 There are no entries yet When there are, you'll see them here.			



MANAGE TRANSACTIONS



Order invoice

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

New Invoice

Details | v Tax Rules Tax ID Details Line Items Tax Additional Amount Options Additional Information | v Attachments Summary

Details

Details

Invoice Number: * Invoice Date: Service Start Date: Service End Date:

Main Details

Draft updated **Next** Save & Close Discard Draft

Feedback



MANAGE TRANSACTIONS



Order invoice

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.

New Invoice Edit Delete ↻ ↓

[Details](#) | [Tax Rules](#) | [Tax ID Details](#) | [Line Items](#) | [Tax](#) | [Additional Amount Options](#) | [Additional Information](#) | [Attachments](#) | [Summary](#)


Details

Details

Invoice Number: FAC05	Invoice Date: Jun 11, 2026, 1:53:21 PM	Service Start Date: -	Service End Date: -
--------------------------	---	--------------------------	------------------------

Main Details

Submit



MANAGE TRANSACTIONS




Order invoice

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


4900001449
Purchase Order

Create ▾ Resend Hide Download ▾ Compare Versions Send Message 📄 ▾

 Name: NATURGY CLIENTES EMPRESAS, S.A.U. Version Date Submitted Order Total **Status**
Phone: +34 93 402 51 00 1 📄 Jun 8, 2026, 5:47:55 PM 1,000.00 MXN Invoiced 📄
Email: -

Details ▾ Industry Specific ▾ Line Items Tax Additional Amounts ▾ Summary Comments Attachments Inquiries ▾ Order History

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

 **4900001449**
Purchase Order

Create ▾ Resend Hide Download ▾ Compare Versions Send Message 📄 ▾

Details ▾ Industry Specific ▾ Line Items Tax Additional Amounts ▾ Summary Comments Attachments Inquiries ▾ Order History

Related Documents (4) Search 🔍 📄 ⚙️ 📄 ▾

Document Number	Date and Time	Type
FAC05	Jun 11, 2026, 2:05:31 PM	Invoice
5000083324	Jun 10, 2026, 4:49:30 PM	Goods Receipt
ASN_4900001449	Jun 9, 2026, 6:10:40 PM	Advanced Shipping Notice
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation



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 shows the SAP Business Network interface. At the top left, there is the SAP logo, 'Business Network' with a dropdown arrow, and a 'Test Mode' button. On the top right, there is 'Enterprise' text and several icons (megaphone, bell, speech bubble, question mark, and a green circle with 'FP'). Below this is a navigation bar with tabs: 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'More'. The 'Orders' tab is highlighted with an orange box. Below the navigation bar is a yellow notification bar with a warning icon and the text 'You are in test mode. Changes made here will not affect the'. Below the notification bar is a blue banner with the text 'Welcome to SAP Business Network'. To the right of the banner is a search bar with a dropdown menu showing 'Orders and Releas...', a search input field containing 'Customer (optional)', a search type dropdown set to 'Exact match', and another search input field containing 'Order number'. The search bar is also highlighted with an orange box.



MANAGE TRANSACTIONS

Credit Memo

Verify that the order is invoiced and that the invoice is available under "Related Documents".



4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message |

Name: NATURGY CLIENTES EMPRESAS, S.A.U. Version Date Submitted Order Total **Status**
Phone: +34 93 402 51 00 1 Jun 8, 2026, 5:47:55 PM 1,000.00 MXN Invoiced

Email: --

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

4900001449
Purchase Order

Create | Resend | Hide | Download | Compare Versions | Send Message |

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

Related Documents (4) Search

Document Number	Date and Time	Type
FAC05	Jun 11, 2026, 2:05:31 PM	Invoice
5000083324	Jun 10, 2026, 4:49:30 PM	Goods Receipt
ASN_4900001449	Jun 9, 2026, 6:10:40 PM	Advanced Shipping Notice
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation



MANAGE TRANSACTIONS



Credit Memo

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

4900001449 Purchase Order Create Resend Hide Download Compare Versions Send Message

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

Related Documents (4)

Document Number	Date and Time	Type
FAC05	Jun 11, 2026, 2:05:31 PM	Invoice
5000083324	Jun 10, 2026, 4:49:30 PM	Goods Receipt
ASN_4900001449	Jun 9, 2026, 6:10:40 PM	Advanced Shipping Notice
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation

Click on "Create Line-Item Credit Memo":

FAC05 Copy This Invoice Export cXML Cancel **Create Line-Item Credit Memo**

	Test_Supplier - TEST	Invoice Date	Invoice Total	Status
		Jun 11, 2026	1,000.00 MXN	Sent

Details | Line Items | Summary | Additional Information | Digital Signature | Document History



Credit Memo

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


New Line-Item Credit Memo

↑ ☆

Details | ▾ Tax Rules Tax ID Details Line Items Tax Additional Amount Options Additional Information | ▾ Attachments Summary

Details

Details

Document Number: * Document Date: 

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.

New Line-Item Credit Memo

Details | v Tax Rules Tax ID Details Line Items **Tax** Additional Amount Options Additional Information | v Attachments Summary

Tax (1) [Add Tax Item](#) [Delete](#)

<input type="checkbox"/> Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
<input type="checkbox"/> 0% USO MX	0.000 %		-1,000.00 MXN	0.00 MXN

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:

New Line-Item Credit Memo

Details | v **Tax Rules** Tax ID Details Line Items Tax Additional Amount Options Additional Information | v Attachments Summary

Tax ID Details

Supplier VAT/Tax Id Details	Customer VAT/Tax Id Details
Supplier VAT/Tax ID: <input type="text" value="COM891612EE9"/>	Customer VAT/Tax ID: <input type="text" value="UFM031725D37"/>
Tax paid through Representative: <input type="checkbox"/>	



MANAGE TRANSACTIONS



Credit Memo

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

New Line-Item Credit Memo

- Details | v
- Tax Rules
- Tax ID Details
- Line Items
- Tax
- Additional Amount Options
- Additional Information | v**
- Attachments
- Summary

Comments

Reason for Credit Memo:

Test

Default Credit Memo Comment:





Credit Memo

It is mandatory to attach the XML validated by the supplier's PAC and the PDF of the credit memo. To do this, go to the "Attachments" section and click on "Upload".

New Line-Item Credit Memo

Details | v Tax Rules Tax ID Details Line Items Tax Additional Amount Options Additional Information | v **Attachments** Summary

Attachments 

<input type="checkbox"/> Attachment	Scan Status	File Size(Byte)	Media Type
 There are no entries yet When there are, you'll see them here.			



MANAGE TRANSACTIONS



Credit Memo

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

New Line-Item Credit Memo

Details | Tax Rules | Tax ID Details | **Line Items** | Tax | Additional Amount Options | Additional Information | Attachments | Summary

Line Items (1) [Delete](#) [↑](#) [↓](#)

<input type="checkbox"/>	Line	Type	Part Number	Description	Unit Price	Quantity Adjustment (Unit)	Subtotal
<input type="checkbox"/>	10	Material		(BOX)Lyreco Budget Re...	100.00 MXN	-10.000 EA	-1,000.00 MXN >





Credit Memo

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

New Line-Item Credit Memo

[Edit](#) [Delete](#) [Share](#) 

[Details](#) |  [Tax Rules](#) [Tax ID Details](#) [Line Items](#) [Tax](#) [Additional Amount Options](#) [Additional Information](#) |  [Attachments](#) [Summary](#)

Tax ID Details

Supplier VAT/Tax Id Details

Supplier VAT/Tax ID:
COM891612EE9

Tax paid through Representative:
No

Customer VAT/Tax Id Details

Customer VAT/Tax ID:
UFM031725D37

Feedback

[Submit](#)



Credit Memo

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:

Document Number	Date and Time	Type
CM02	Jun 11, 2026, 4:05:31 PM	Line-Item Credit Memo
FAC05	Jun 11, 2026, 2:05:31 PM	Invoice
5000083324	Jun 10, 2026, 4:49:30 PM	Goods Receipt
ASN_4900001449	Jun 9, 2026, 6:10:40 PM	Advanced Shipping Notice
OC-4900001449	Jun 9, 2026, 5:20:39 PM	Order Confirmation



07

MANAGE TRANSACTIONS

7.5 CREATING INVOICES AND DIRECT INVOICE CREDITS

MANAGE TRANSACTIONS



Direct invoice

To create a **direct invoice** (Non-PO Invoice), click:

The screenshot shows the SAP Business Network interface. At the top left, there is the SAP logo, 'Business Network', and a 'Test Mode' button. On the right, there are notification icons and a user profile icon labeled 'FP'. The main navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. A yellow warning banner states: 'You are in test mode. Changes made here will not affect the live environment.' Below this is a blue banner with the text 'Welcome to SAP Business Network'. A search bar contains 'Orders and Releases', 'Customer (optional)', and 'Exact match'. The 'Invoices' menu is open, showing a dropdown with the following options: 'Create PO Invoice', 'Create Non-PO Invoice' (highlighted with an orange box), 'Create Contract Invoice', 'Create Service Sheet', and 'Create Posting'.



Direct invoice

The Naturgy customer will be selected for you. By default, select Standard Invoice to continue:

Create Non-PO Invoice

1. Customer

Select Customer: *

NATURGY - TEST

Type of Invoice: *

Standard

Credit Memo

Feedback

Next

Cancel



MANAGE TRANSACTIONS



Direct invoice

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

New Invoice

- Details | v
- Tax Rules
- Tax ID Details
- Line Items
- Tax
- Additional Amount Options
- Additional Information | v
- Attachments
- Summary

Details

Details

Invoice Number: *

FAC02

Invoice Date:

Jun 10, 2026, 3:48:41 PM



Service Start Date:

e.g. Dec 31, 2026, 11:59:58 PM



Service End Date:

e.g. Dec 31, 2026, 11:59:58 PM



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



MANAGE TRANSACTIONS



Direct invoice

The tax is defined at the header level in the "Tax Rules" section.

New Invoice

Details | **Tax Rules** | Tax ID Details

Tax Rules

Add Header Level Tax
 Add line level Tax

In the "Tax" section, click "Add Tax Item". In the "Tax Category" drop-down, select "0% USO MX".

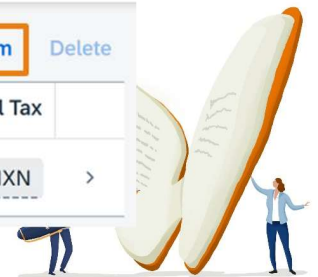
New Invoice

Details | Tax Rules | Tax ID Details | **Tax** | Additional Amount Options | Additional Information | Attachments | Summary

Tax (1)

Search **Add Tax Item** Delete

<input type="checkbox"/> Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
<input type="checkbox"/> 0% USO MX	0.000 %	IVA Sop. No Sujeto Criterio C...	1,000.00 MXN	0.00 MXN





Direct invoice

It is mandatory to attach the XML validated by the supplier's PAC. To do this, go to the "Attachments" section and click on "Upload".

New Invoice

Details | v Tax Rules Tax ID Details Line Items Tax Additional Amount Options Additional Information | v **Attachments** Summary

Attachments Search **Upload** Delete 

<input type="checkbox"/> Attachment	Scan Status	File Size(Byte)	Media Type
 There are no entries yet When there are, you'll see them here.			



MANAGE TRANSACTIONS



Direct credit memo

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

The screenshot shows the SAP Business Network interface. At the top left, there is the SAP logo, 'Business Network', and a 'Test Mode' button. On the right, there are icons for 'Enterprise', a search icon, a notification bell, a chat icon, a help icon, and a user profile icon labeled 'FP'. Below the top bar is a navigation menu with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. A yellow warning banner states: 'You are in test mode. Changes made here will not affect the live environment.' Below this is a blue banner with the text 'Welcome to SAP Business Network'. In the center, there is a search bar with 'Orders and Releases' selected, 'Customer (optional)' as a filter, and 'Exact match' as a search type. On the right side, a 'Create' button (represented by a plus sign in a square) is highlighted with an orange box. A dropdown menu is open from this button, listing the following options: 'Create PO Invoice', 'Create Non-PO Invoice' (highlighted with an orange box), 'Create Contract Invoice', 'Create Service Sheet', and 'Create Posting'.



Direct credit memo

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

Create Non-PO Invoice

1. Customer

Select Customer: *

NATURGY - TEST ▾

Type of Invoice: *

Standard

Credit Memo

Next Cancel

Feedback



MANAGE TRANSACTIONS



Direct credit memo

In the header information, you must fill in the mandatory data "Document Number" and "Document Date".

New Header Credit Memo

Navigation tabs: **Details** | v, Tax ID Details, AdjustmentOptions, Tax, Additional Information | v, Attachments, Summary. Includes up and share icons.

Details

Details

Document Number: *

CM_01

Document Date:

Jun 10, 2026, 4:04:53 PM



Direct credit memo

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 later in S4 HANA. Next, you'll need to choose the address in the drop-down menu where they appear all the companies of

New Header Credit Memo

▼

[Details](#) | ▼ [Tax ID Details](#) [AdjustmentOptions](#) [Tax](#) [Additional Information](#) | ▼ [Attachments](#) [Summary](#)

Main Details

Supplier	Customer	Reference Details
Supplier: <input type="text" value="Test_Supplier - TEST"/>	Customer: <input type="text" value="0793 - FUERZA Y ENERGIA BII"/>	Address Name: <input style="border: 2px solid orange;" type="text" value="0793 - FUERZA Y ENERGIA BII"/>
Supplier Reference: <input style="border: 2px solid orange;" type="text" value="44136350"/>	Customer Reference: <input type="text"/>	Source Document: Non-PO
Department: <input type="text"/>	Department: <input type="text"/>	Address: HORACIO 1750 LOS MORALES POLANCO Ciudad de México 11510 Mexico

Draft updated [Next](#) [Save & Close](#) [Discard Draft](#)



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:

New Header Credit Memo

- Details | v
- Tax ID Details
- AdjustmentOptions
- Tax
- Additional Information | v
- Attachments
- Summary

Billing Details

Remit to

Supplier:

Creditor Reference: ⓘ

Tax ID Of Supplier:

QR Reference *: ⓘ

Remit To ID:

Address Name: v

Account Receivable ID:

Address: 1 Plaça de la Vila de Gràcia
Barcelona 08012
Spain
[View/Edit Address](#)

Additional Remittance Information:

Bill from

Supplier:

Address: 1 Plaça de la Vila de Gràcia
Barcelona 08012
Spain
[View/Edit Address](#)

Department:

Bill to

Customer:

Address Name: v

Address: CL POL. IND. PINEDA 4
Sevilla 41012
Spain
[View/Edit Address](#)

Department:

Address ID:

Draft updated [Next](#) [Save & Close](#) [Discard Draft](#)

Feedback



Direct credit memo

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

New Header Credit Memo

- Details | ▾
- Tax ID Details
- AdjustmentOptions**
- Tax
- Additional Information | ▾
- Attachments
- Summary

AdjustmentOptions

Adjustments in Subtotal:

-1,000.00

MXN

Adjust Charges:

Adjust Shipping Cost:

Adjust Special Handling:



MANAGE TRANSACTIONS



Direct credit memo

In the "Tax" section, click "Add Tax Item". In the "Tax Category" drop-down, select "0% USO MX".

New Header Credit Memo

Details | v Tax ID Details AdjustmentOptions **Tax** Additional Information | v Attachments Summary

Tax (1) Search [Add Tax Item](#) Delete

<input type="checkbox"/> Tax Category	Tax Rate	Description	Taxable Amount		Total Tax	
<input type="checkbox"/> 0% USO MX v	0.000 %	IVA Sop. No Sujeto Criterio C...	-46.9828946	MXN	0.00	MXN >





Direct credit memo

It is mandatory to attach the XML validated by the supplier's PAC. To do this, go to the "Attachments" section and click on "Upload".

New Header Credit Memo

Details | v Tax ID Details AdjustmentOptions Tax Additional Information | v **Attachments** Summary

Attachments 

<input type="checkbox"/> Attachment	Scan Status	File Size(Byte)	Media Type
 There are no entries yet When there are, you'll see them here.			



MANAGE TRANSACTIONS



Direct credit memo

Lastly, check the steps and click "Submit"

New Credit Memo

Edit Delete

Detalles | Tax ID Details **AdjustmentOptions** Tax Additional Amount Options Additional Information | Attachments Summary

AdjustmentOptions

Adjustments in Subtotal: -100,00 MXN	Adjust Charges: No	Adjust Shipping Cost: No	Adjust Special Handling: No
---	-----------------------	-----------------------------	--------------------------------

Submit

Feedback



07

MANAGE TRANSACTIONS

7.6 CORRECTION OF REJECTED INVOICES

MANAGE TRANSACTIONS



Rejected invoice

To view the **rejected invoices**, go to:

The screenshot shows the SAP Business Network interface. At the top left, the SAP logo is followed by 'Business Network' and a 'Test Mode' indicator. On the right, there are navigation icons for 'Enterprise', a megaphone, a bell, a speech bubble, a question mark, and a user profile 'FP'. The main navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'More'. The 'Invoices' menu is highlighted with an orange box, and its dropdown menu is open, showing 'Invoices' and 'Drafts', with 'Invoices' also highlighted in orange. A yellow warning banner reads: 'You are in test mode. Changes made here will not affect the live environment.' Below the navigation bar is a blue banner with the text 'Welcome to SAP Business Network'. To the right of this banner is a search bar with filters: 'Orders and Releas...', 'Customer (optional)', 'Exact match', and 'Order number'.



MANAGE TRANSACTIONS



Rejected invoice

Then select the "Rejected" status under Invoice status and click "Go" to run the filter.

Invoices

Invoices 4	Orders to Summary invoice 0
---------------	--------------------------------

Customers: <input type="text"/>	Invoice Number: <input type="text"/>	External invoice number: <input type="text"/>	Invoiced date: Today -30 / +0 Days	Self Billing: (Not Selected)	Payment net due date: <input type="text"/>
Invoice type: <input type="text"/>	Invoice status: Rejected x	Status change date: <input type="text"/>	Routing Status: <input type="text"/>	From country: <input type="text"/>	To country: <input type="text"/>
Amount: <input type="text"/>	Currency: <input type="text"/>	Submitted By: <input type="text"/>			

[Go](#) [Clear](#) [Adapt Filters \(2\)](#)



MANAGE TRANSACTIONS



Rejected invoice

Click the arrow on the right on the invoice line to open it and see the reason for the rejection.

Invoice (1)								
Supplier	Customer	Invoice Number	Invoiced date					
Test_Supplier - TEST	NATURGY - TEST	FAC03	May 19, 2026, 12:13:54 PM					

Below you can see the reasons why the invoice was declined.

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

FAC03

[Edit & Resubmit](#) [Copy This Invoice](#) [Export cXML](#)

Invoice has been rejected
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.

	Test_Supplier - TEST	Invoice Date	Invoice Total	Status
		May 19, 2026	605.00 EUR	Rejected



07

MANAGE TRANSACTIONS

7.7 DISPLAY OF PAYMENT STATUS

MANAGE TRANSACTIONS



Payment Status

To view the payment, click on:

The screenshot shows the SAP Business Network interface. At the top left, there is a 'SAP Business Network' header with a 'Test Mode' indicator. On the right, there are navigation icons for 'Enterprise', a search icon, a notification bell, a chat icon, a help icon, and a user profile icon labeled 'FP'. Below the header is a main navigation bar with tabs for 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. The 'Payments' tab is highlighted with an orange box, and its dropdown menu is open, showing 'Scheduled Payments' (also highlighted with an orange box) and 'Remittances'. A yellow warning banner below the navigation bar states: 'You are in test mode. Changes made here will not affect the live environment.' Below the banner is a blue 'Welcome to SAP Business Network' banner. To the right of the welcome banner is a search bar with the following filters: 'Orders and Releases', 'Customer (optional)', 'Exact match', and 'Order number'.



MANAGE TRANSACTIONS



Payment Status

The invoices issued with your payment proposal will appear below :

Payments

[View Early Payments Offers](#)

Scheduled payments

1

Remittances

0

Customers: Invoice Number: Payment Proposal ID: Payment Date Range: Method: Status: Amount:

[Go](#) [Clear](#) [Adapt Filters \(1\)](#)

Scheduled Payments (1)

Payment Proposal ID	Amount Due	Scheduled Payment Date	Settlement Date	Remaining Days	Customer
332600000020260010132S2A	275.88 EUR	Jul 10, 2026, 12:39:28 PM		30	NATURGY - TEST



Payment Status

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

332600000020260010132S2A

[Download CXML](#)



From

From: NATURGY - TEST
PAYER: NATURGY CLIENTES EMPRESAS

To

To: Test_Supplier - TEST
PAYEE: MISDUS SA

Status
Scheduled

Expected Settlement Date
Jul 10, 2026, 12:39:28 PM

Total Settlement Amount
275.88 EUR



[Details](#) | [Payment Timeline](#) | [History](#)

Details

Payment Details

Invoice Details

Invoice Number:
FAC01

Invoice Date:
May 12, 2026, 12:39:28 PM

Payment Details

Payment Method:
Other



08

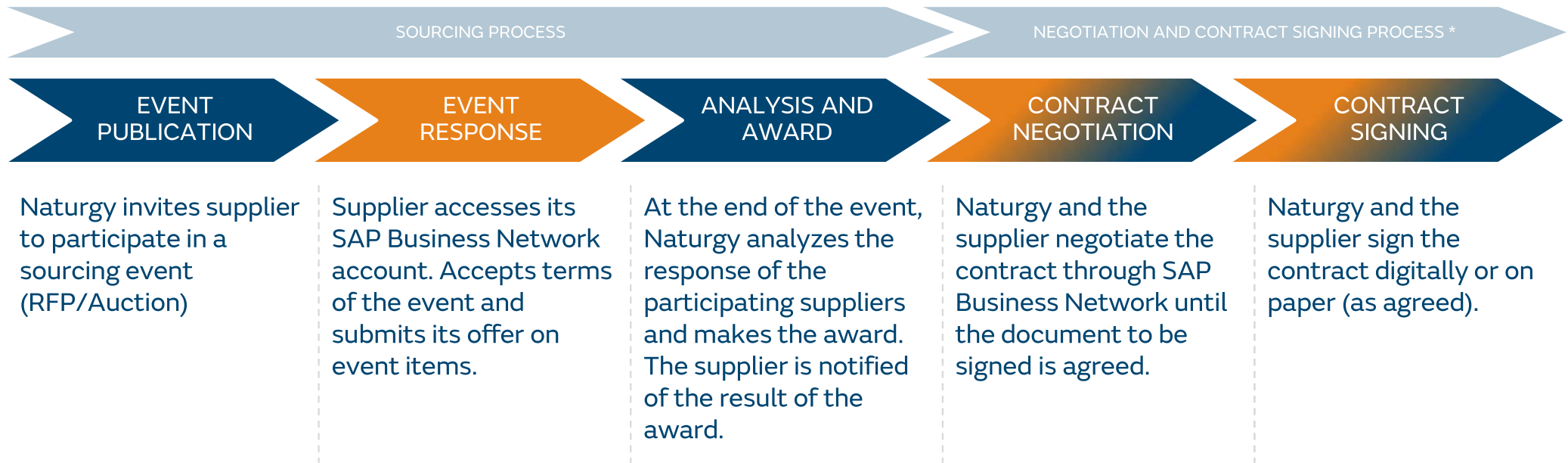
NEGOTIATION AND SIGNING OF CONTRACTS

HOW TO RESPOND TO TENDERS



Naturgy flows related to tenders

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



Responsible for the task:



133 **Note*:** When awarding an event, Naturgy may require the supplier to negotiate and sign a contract.

CONTRACT NEGOTIATION



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 mí

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:

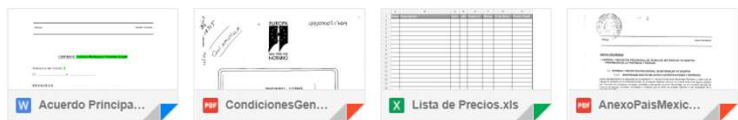
System Reference: [Click Here](#) to access the system.

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



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)

CondicionesGeneralesGlobales-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



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)

📄 CondicionesGeneralesGlobales-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



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)
 - CondicionesGeneralesGlobales-2019conapostilla-ES,4
 - AnexoPaisMexico-2019
 - Acuerdo Principal
 - Lista de Precios

Create Counter Proposal ⓘ

Accept Proposal ⓘ

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.

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

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

Attach Revised Document

- No file chosen
Or drop file here
- No file chosen
Or drop file here
- No file chosen
Or drop file here
- No file chosen
Or drop file here

Additional Attachments

No items

Delete **Add attachment** ⓘ



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

Document	Attachment
Contract Documents	
CondicionesGeneralesGlobales-2019conapostilla-ES,4	2 <input type="text" value="Choose File"/> No file chosen Or drop file here
AnexoPaisMexico-2019	<input type="text" value="Choose File"/> No file chosen Or drop file here
Acuerdo Principal	<input type="text" value="Choose File"/> No file chosen Or drop file here
	<input type="text" value="Choose File"/> No file chosen Or drop file here

Additional Attachments

No items

Delete Add attachment **3**



CONTRACT NEGOTIATION



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](#)

Message: **1**

Proposal Accepted

Access Control: 2

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.

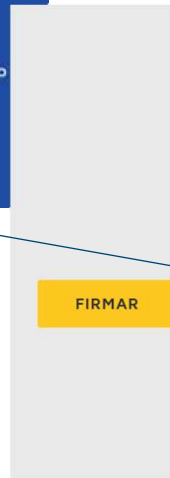
The buyer will notify you of the method chosen for the signature:

- 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

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:

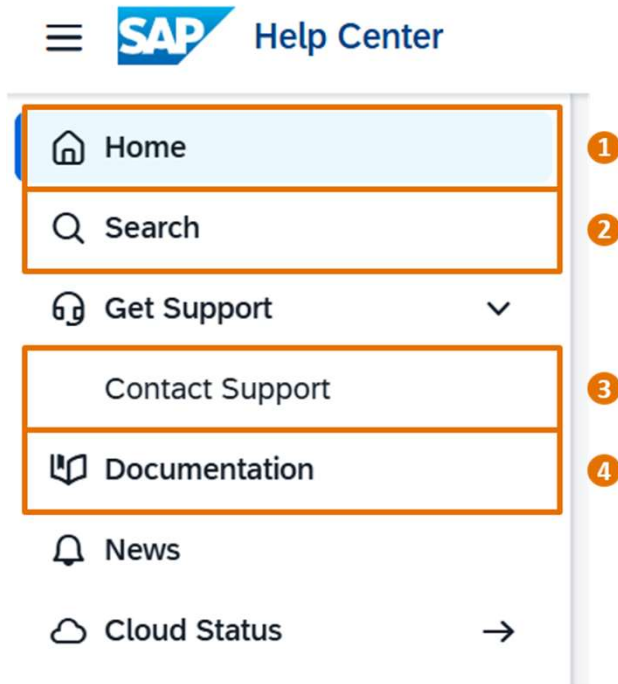
The screenshot shows the SAP Business Network user interface. At the top left is the SAP logo, followed by 'Business Network' with a dropdown arrow and a 'Test Mode' button. On the top right, there is an 'Enterprise' label and several utility icons: a megaphone, a bell, a chat bubble, a question mark icon (highlighted with an orange box), and a profile icon labeled 'FP'. Below this is a navigation menu with items: Home, Enablement, Discovery (with a dropdown arrow), Workbench, Orders (with a dropdown arrow), Fulfillment (with a dropdown arrow), Invoices (with a dropdown arrow), and More (with a dropdown arrow). To the right of the navigation menu are a blue button with a document icon and a dropdown arrow, and a three-dot menu icon. A yellow warning banner below the navigation menu reads: 'You are in test mode. Changes made here will not affect the live environment.' Below the banner is a large blue banner with the text 'Welcome to SAP Business Network'. To the right of this text is a search bar containing the text 'Orders and Releas...' with a dropdown arrow, 'Customer (optional)' with a lock icon, 'Exact match' with a dropdown arrow, and 'Order number' with a search icon.



CONTACT BUSINESS NETWORK CUSTOMER SERVICE



From your Business Network account



1. The **Home** tab is displayed by default. You can search for reference material and FAQs through this page.
2. Click the **Search** tab to search for product documents and tutorials.
3. Click the **Contact Support** tab for help with specific issues.
4. Click **Documentation** to navigate SAP Business Network documentation, version updates, tutorials, and other resources.



10

CONTACT NATURGY

CONTACT NATURGY



Contact and support with Naturgy

For company/business related questions :

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





Gracias

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