



# ALMIRALL SUPPLIER GUIDE

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## 1. Why Ariba Network

To become an Almirall supplier to be able to participate to a sourcing event or provide your services or raise an invoice you will follow our verification process in our eportal, a cloud-base procurement platform (provided by SAP Ariba).

**You only need a standard Ariba account to work with Almirall.**

## 2. My supplier account: Create and Configure

### 2.1. To take ownership of my Ariba account

All our suppliers will receive the questionnaire by email once an Almirall's employee request it. The supplier will access to eportal after being registered in Ariba Network with the company account.

**You will receive an invitation email from Almirall to submit a supplier registration that collect general supplier information (supplier name, address, VAT, activity, financial and tax documents, code of conduct acceptance ...). You can have a look at the steps of the registration process in the video below.**



View minute: 03:29 - 04:32 of the first video: Start of the process from the notification email.



View minute 04:32 - 05:10 of the tutorial video N°1: Registration process if you already have an SAP Ariba account.



View minute 05:10 - 07:45 of the tutorial video N°1: Registration process if you do not have an SAP Ariba account.

## 2.2. Notifications

Once you have an Ariba account you can access the main page, from this page you can access to the notification's options. This allows you to control sales transaction notifications.

For example, you can use this section to add or change the email address at which you will receive notification of the purchase order.



View minute 5:22 – 08:06 of the tutorial video N° 2.

## 2.3. Roles & users

In Ariba, you can allow other users to log in to the supplier's account based on the actions they perform within Ariba. To do this, you must create roles and assign permissions that allow them to perform their functions.

For example, you can view the RFP's, update the company data, etc.



View minute 08:06-10:35 of the tutorial video N°2.

## 2.4. To locate my purchase order and creator

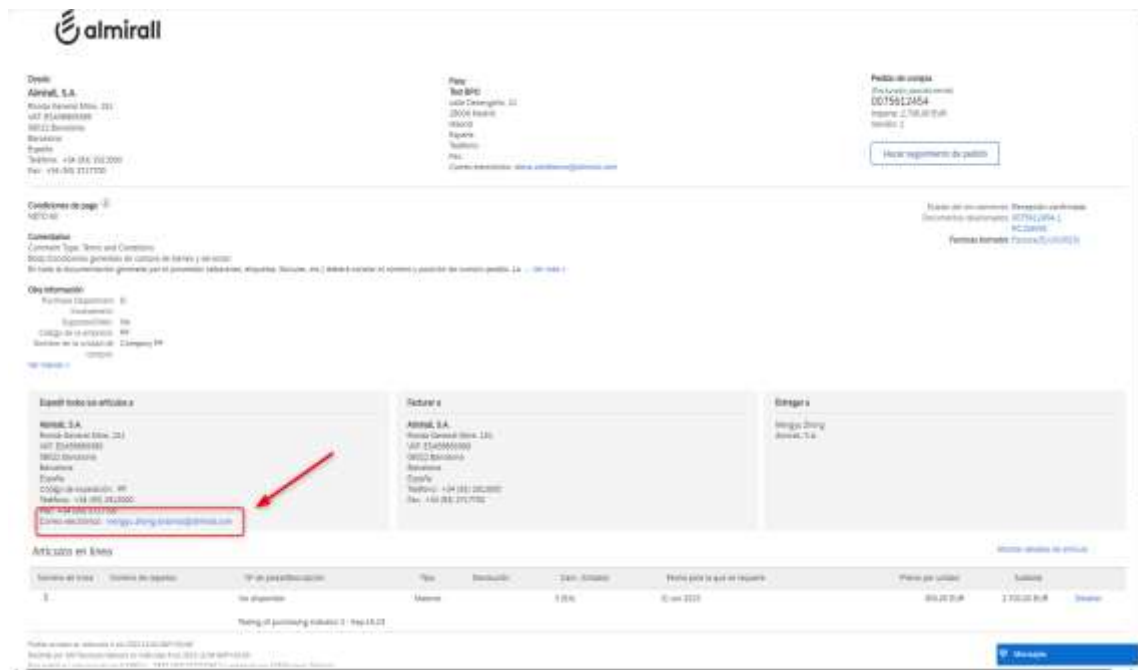
To find a purchase order in Ariba, follow the instructions from minute 00:48 -4:21 of the tutorial video N° 3. The type of communication is determined during the registration process that the vendor chooses for their account:

- **Standard account: email**
- **Enterprise account:** through Ariba Network

**Remember: You only need a standard Ariba account to work with Almirall**



If you need to know who created the order, at the bottom of the order you will find the email address of the internal Almirall user responsible for placing the order.

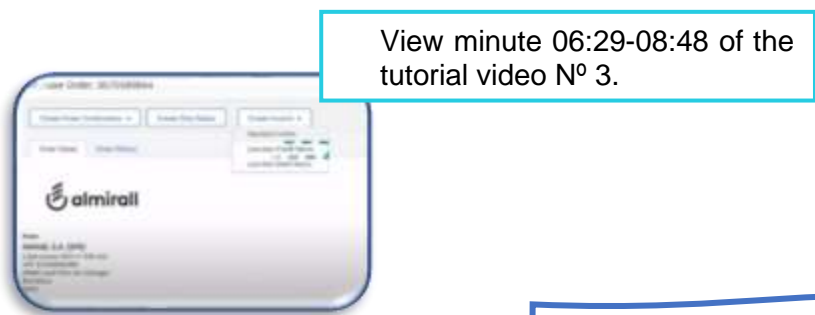


### 3. Invoices

Almirall receives the supplier invoices through Ariba platform, which allows our suppliers to send invoices securely and efficiently.

#### 3.1. Submit invoices.

Once the Good Receipt is created, the supplier will be able to create an invoice.



**Note: You will only be able to create an invoice once the GOOD RECEIPT is created by Almirall.**

### 3.2. Submit a credit note memo.

In case you need to cancel your invoice please submit a credit note and resubmit the invoice accordingly if needed. Use these few simple steps, from minute 08:48 – 09:49 of the tutorial video N° 03.



### 3.3. Add attachments to your invoice.

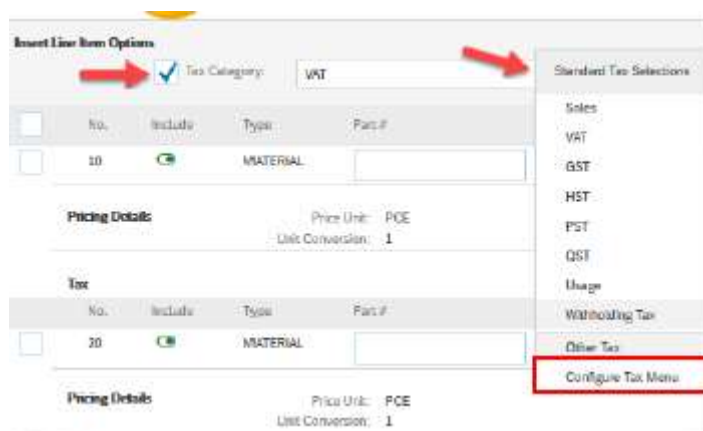
Certain Almirall approvers require PDF attachment with additional information to approve your invoice. Please follow these steps, from minute 06:54 – 07:14 of the tutorial video N° 03.



### 3.4. Configure a tax menu.

When creating an invoice, you can set up different tax rates in the Tax Category Menu. Please follow these steps:

- During the invoice creation, open the Tax Category Drop Down Menu and choose Configure Tax Menu.
- Click on Create, then insert the Rate and click on OK. For EU countries always keep the Tax Category type as VAT. For non-EU, use local tax category.



- Open Tax Category Drop Down Menu and choose the Tax you want to use, then click on Add to included lines.

- You can also choose multiple Tax rates and adjust the amount for each of them. Once adjusted, click on Update and Next to continue to invoice summary.

* Tax Category	* Rate	Tax Description
VAT	10 %	VAT 10%
VAT	0 %	VAT 0%

Nr.	Include	Type	Part #	0% VAT / VAT 0%	10% VAT / VAT 10%	Standard Tax Selections	Item Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL						10	PCE	10.00 EUR	100.00 EUR

### 3.5. To create a partial invoice with quantity 1

When creating partial invoice, the field QUANTITY needs to be adjusted. If the Quantity is 1, it needs to be adjusted to the proportion you want to invoice. View minute 07:32-08:10 of the tutorial video N° 3.



*How to calculate the correct quantity percentage?*

Net amount you want to invoice.	/	Divide by the unit price.	=	You will get the quantity proportion to insert in quantity field.
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## 3.6. Payment and invoice status: AP team

The AP team will oversee any doubts or problems related to the billing process.

<b>Company</b>	<b>Contact email of Accounts Payable Department</b>	<b>Email to send invoices</b>
Almirall SA	iap.esp@almirall.com	noreply.invoices@almirall.com
Industrias Farmaceuticas Almirall SA		
Ranke Quimica SA		
Laboratorios Almirall SL		
Laboratorios Tecnobio SA		
Almirall Spzoo	finance.poland@almirall.com	finance.poland@almirall.com
Almirall SAS	iap.france@almirall.com	iap.france@almirall.com
Almirall Aps	invoice.nordic@almirall.com	invoice.nordic@almirall.com
Almirall Hermal GmbH	iap.hermal@almirall.com	invoices.hermal@almirall.com
Almirall AG	IAPswitzerland@almirall.com	invoicingch@catimatge.com
Almirall NV	iap.belgium@almirall.com	iap.belgium@almirall.com
Almirall BV	iap.netherlands@almirall.com	iap.netherlands@almirall.com
Almirall GmbH	iap.uk@almirall.com	iap.uk@almirall.com
Almirall International BV	iap.netherlands@almirall.com	iap.netherlands@almirall.com
Almirall LTD	iap.uk@almirall.com	iap.uk@almirall.com
Polichem SA	iap.polichem@almirall.com	iap.polichem@almirall.com
Polichem Srl	iap.polichem@almirall.com	iap.polichem@almirall.com
Poligroup Srl	iap.polichem@almirall.com	iap.polichem@almirall.com
Almirall Productos Farmacéuticos Lda	finance.pt@almirall.com	finance.pt@almirall.com
Almirall LLC	accountspayable@almirall.com	invoicingus@catimatge.com



#### 4. Help and Support.

You can raise a ticket to Ariba customer support by clicking on? the right corner of your homepage in your Ariba account and choosing **SUPPORT**.

A video of the instructions is attached to this document- **Product Support - Procurement: Request a Call and Phone Support Enhancements (ondemand.com)**