

## Important information

### Contracts - Ariba only

All contracts for Direct materials are created and maintained via Ariba Contract Management. Only the following exceptions exist:

- Monthly Oils contracts
- Subcontracting contracts (re-pack of finished goods)
- Source lists of Print Group contracts
- Scale pricing / future pricing in contracts
- Rebate agreements

These exceptions require contract maintenance directly in S4H.

### Indirect PO's - Ariba

All Purchase Orders for Indirect goods and services are created and approved in Ariba Buying. The only exception is Codified Spare Parts, where PO's are generated in S4H. All PO's for non-codified materials and services are created in Ariba Buying.

### Direct PO's - S4H only

All PO's for Direct Materials and (Semi-)Finished Goods are created in S4H. All purchase orders for codified spare parts are also created in S4H.

### Important note:

Ariba PO's for Indirect Goods & Services are replicated into S4H for invoice matching purposes. Any changes to these PO's, as well as all GR's on them, need to be done in Ariba only.

### Which purchasing organization codes and company codes should I use?

KTW and HGB need to be separated from all other SUs because they do not have Euro as base currency. Purchasing Org.

- For 3PM and Repack must use 3701
- For all other direct material, use:
  - Katowice = 2602
  - Helsingborg = 1902
  - All other European SU's = YUF1

See all purchasing organizations and company codes [here](#).

### Company Codes

- 3701 – Used for all 3PM and Repack Materials
- 3701 – Can be used for direct materials for all factories with the exception of:
  - CC 2602 – Katowice
  - CC 1902 – Helsingborg

See all company codes [here](#).

### Do we need to set up approval in SAP for coded 'one-off' procurement?

All purchases of Direct materials in S4 must be based on a contract in the system. Due to this contract, PO creation does not need approval. Once the PO is generated, it is sent to supplier by email.

Purchases in S4 without linking to a contract are only supported for codified spare parts. These orders require one-step approval and once PO is generated; it needs to be released in S4. Afterwards PO will be sent to supplier by email.

## Indirect Goods & Services

- 1. I want to create a purchase requisition for Indirect Goods & Services**
  - a. I am an authorized requisitioner in Ariba Buying => create and submit the requisition
  - b. I don't have access to Ariba Buying:
    - i. I am a frequent (> 1 x per week) requestor of Goods & Services from external suppliers: raise request to be registered as an Ariba Buying user/requestor.
    - ii. I only occasionally need Goods & Services from an external supplier: check on this [list](#) who are Ariba Buying requestors who can request and order Goods or Services on your behalf.
  
- 2. I am creating a Purchase Requisition in Ariba Buying, but I can't find my supplier:** *(This only applies if there is a valid contract with the vendor. Otherwise the requisitioner should raise a free text PO without a vendor)*
  - a. Search for the supplier in the Ariba Buying - Supplier Information field. Check if an alternative spelling or abbreviation has been used in the Vendor Master.
  - b. Raise a Service Now request [here](#). *The Vendor Master Data team will either extend the vendor to your company code and purchasing organization code or they will create the vendor in S4H so it will be replicated to Ariba Buying.*
  
- 3. I am creating a Purchase Requisition in Ariba Buying, but I am not clear on how to complete it:**
  - a. Please find training materials [here](#).
  
- 4. I have created and submitted my Purchase Requisition in Ariba Buying but there is something wrong:**
  - a. Please find training materials [here](#).
  - b. If you believe the process or system is not working as it should, please raise a Service Now request [here](#).
  
- 5. My supplier calls saying his payment is overdue and that he will momentarily stop the supply until the situation has been resolved.**
  - a. Urgently raise a ticket via ([P2P.Helpdesk@upfield.com](mailto:P2P.Helpdesk@upfield.com)) so this incident is registered and processed. In case of urgency please escalate this with the procurement excellence team ([sjors-van.aert@upfield.com](mailto:sjors-van.aert@upfield.com); [joao.pereira2@upfield.com](mailto:joao.pereira2@upfield.com); [alexandra.kollmann@upfield.global](mailto:alexandra.kollmann@upfield.global);) with the incident ticket number.
  - b. You can have a payment made urgently to a supplier via Down Payment Processing. You can find the training materials [here](#).