

SABIC FANAR+ eShop

INSTRUCTION TO MANAGE INVOICES

DATE: MAY, 2015

LANGUAGE: ENGLISH

Monitor / change orders in the SABIC eShop

For monitoring the status of your orders in our shop and maybe adjust them you login to the shop using the account username and password supplied by your SABIC contact.

The URL for the SABIC web shop is: <https://ebusiness.sabic.com/irj/portal>

eBusiness Portal

Username:

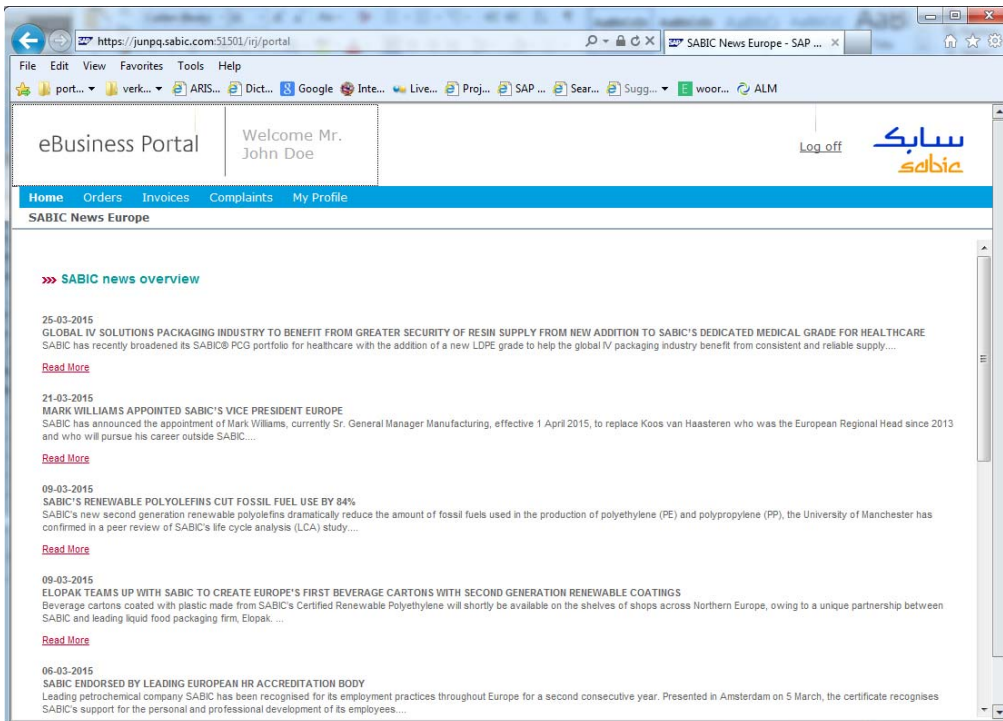
Password:

[Forgot/Locked Password?](#)

This eBusiness portal is restricted to SABIC business partners. If you are an existing SABIC business partner and would like to engage in eBusiness, please contact your representative and request an online account.

[Read Browser Recommendation](#)

Click submit to enter the portal



For monitoring invoices you select “Open Invoices” from the menu: “Invoices”.
In the next screen you find a list of open invoices currently stated to you.

Open Invoices | Invoices History

Select Sold-To:

Filter By

Payer: Ship-To: SBU: [Display](#) [Download Invoices](#)

Period:

Open Invoices

Download								
Payer	Payer Name	Invoice	Invoice Date	Due Date	Days Overdue	Doc Amt (Doc Curr.)	Currency	Status
00000000	Sabic Technical Toolbills	94310885	29.03.2015	06.04.2015	16	30.075,00	EUR	Over Due
00000000	Sabic Technical Toolbills	94311844	22.04.2015	21.06.2015	-60	758,40	EUR	Not Due
00000000	Sabic Technical Toolbills	94311824	21.04.2015	20.06.2015	-59	39.890,82	EUR	Not Due
00000000	Sabic Technical Toolbills	94311568	14.04.2015	14.06.2015	-53	30.261,33	EUR	Not Due
00000000	Sabic Technical Toolbills	94311584	14.04.2015	14.06.2015	-53	30.541,50	EUR	Not Due
00000000	Sabic Technical Toolbills	94311284	07.04.2015	14.06.2015	-53	25.075,00	EUR	Not Due
00000000	Sabic Technical Toolbills	94311154	02.04.2015	14.06.2015	-53	28.825,00	EUR	Not Due
00000000	Sabic Technical Toolbills	94311156	02.04.2015	14.06.2015	-53	28.825,00	EUR	Not Due
00000000	Sabic Technical Toolbills	94311162	02.04.2015	14.06.2015	-53	300,00	EUR	Not Due
00000000	Sabic Technical Toolbills	94311165	02.04.2015	14.06.2015	-53	442.641,94	EUR	Not Due

In this screen you have several filtering options:

- You can filter by payer. Do so by selecting the payer in the appropriate drop down list.

Filter By

Payer: Shi

Period:


Open Invoices

Download

- You can filter by ship to. Do so by selecting the ship to in the appropriate drop down list.


Ship-To: SBL

- You can filter by period by selecting the current month or all open invoices. Do so by selecting the period in the appropriate drop down list.

Period: Current month 

Invoices Current month


All open Invoices (Last 1 year)


After you have selected one or more filter criterion or criteria activate this new filter should automatically redraw the screen. If needed you can click on  **Display** to speed up this process.

You can download the list of invoices by clicking:  **Download Invoices**

You can find individual invoices by entering its number in the field just below the header of the invoice number column:




Invoice

 **94310885**


By clicking on the  you zoom into the invoice:


Sold-To: 99020009

Invoice0099020009


Payer: 99020009	Total Amount :: 48.000,00	 E-Invoicing
Payer Name: Welding Plant s.r.l.	Status: Not Due	 Signature
Invoice: 99020009	Baseline Date: 01.04.2015	 Verification Report
Invoice Date: 01.04.2015	Due Date: 15.06.2015	
Doc. Currency: EUR	Days Overdue: -54	

Invoice Details

 **Back**

Material	Product Name	Delivery Quantity	Unit of Measure	Price	Amount	Sabic Delivery	Sales Order	Sale order Item	Customer PO Reference
22006874	PP 511A 161	24.000,000	KG	2,00	48.000,00	86073223	 1208939	000010	


In this screen you can:

- see the invoice details
- In case you have eInvoicing you can download the three relevant files:
 - o The eInvoice PDF document
 - o The electronic signature file
 - o The verification report stating that the invoice PDF file is authentic and is not altered since it has been created
- Zoom into the related sales order by clicking on the sales order number
- Go back to the list of open invoices by clicking on the  **Back**

Invoices History

With the option Invoices History you can retrieve a list of cleared invoices that have been issued to you in past. In the resulting list:

- You can filter by SABIC SBU by selection in the dropdown list:



SBU: 



SABIC SBU

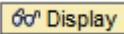
SABIC SBU

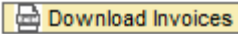
SABIC SBU


- You can filter on Issue- and Due date period:

Issue Date:  

Due Date:  




The defined filter should be effective immediately after the screen has redrawn. If the change has issues please click the button: 

You can also download the list of invoices into an excel file by clicking the button: 


By clicking on the  you zoom into the invoice:


Sold-To:

Invoice0099020009

Payer: <input type="text" value="SABIC SBU"/>	Total Amount :: 48.000,00	 E-Invoicing
Payer Name: <input type="text" value="SABIC SBU"/>	Status: Not Due	 Signature
Invoice: 99020009	Baseline Date: 01.04.2015	 Verification Report
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