SABIC FANAR+ eShop

INSTRUCTION TO CREATE ORDERS

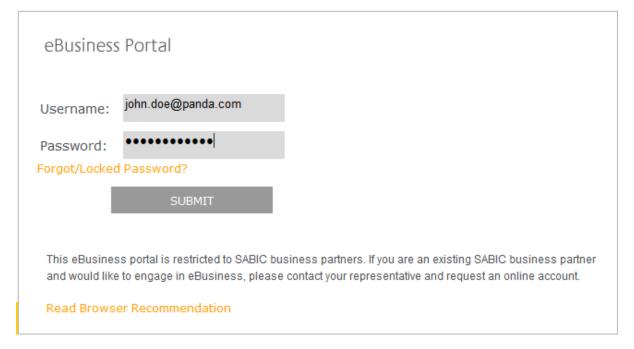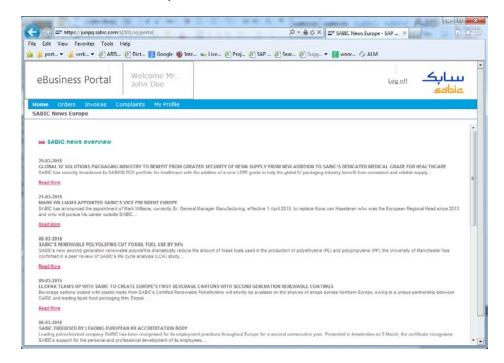DATE: MAY, 2015
LANGUAGE: ENGLISH

CHEMISTRY THAT MATTERS™

Create order in the eShop

To create an order in the shop 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

Click submit to enter the portal
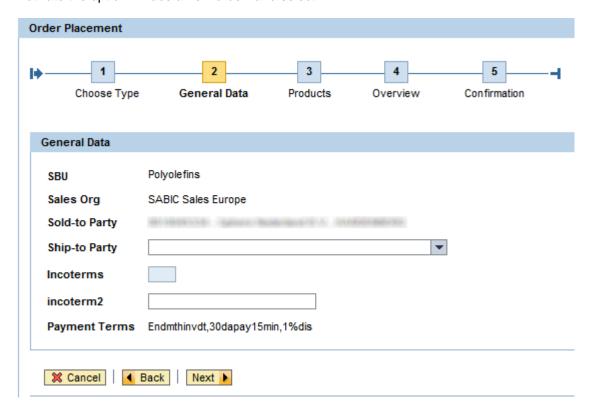

SABIC eShop

You have two options to create an order:
1. Create a new order by supplying all the details
2. Create a new order by copying from an already existing order

Create an order by supplying all the details

To create such an order:

Click on the menu tab Orders and then New Order

Activate the option: "Place a new order" and select: Next ▶.

Order Placement

1	2	3	4	5
Choose Type	General Data	Products	Overview	Confirmation

General Data

SBU	Polyolefins
Sales Org	SABIC Sales Europe
Sold-to Party	
Ship-to Party	
Incoterms	
incoterm2	
Payment Terms	Endmthinvdt,30dapay15min,1%dis

✖ Cancel | ◀ Back | Next ▶

Select the Ship-to Party as your delivery address:

The appropriate incoterms will be displayed automatically

Select **Next ▶** to continue to the next screen

In the next screen you supply the:

- Purchase Order reference;
- Products in the appropriate packaging;
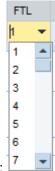- Number of FTL[1]'s for that product / packaging;

The steps to order for instance 5 truckloads on several days are:
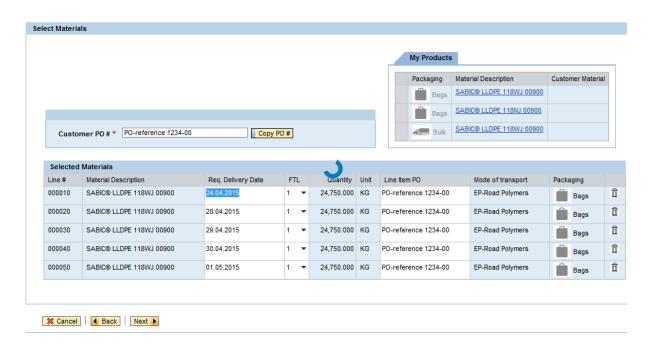
1. You select the material / packaging you want to order from the table "My Products". by clicking on the appropriate line you add the material to the order;

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[1] Full Truck Load

2. You select the number of FTL's by using the dropdown list for selection:

3. Use the button: **Split** to split the FTL's into separate line items with one FTL per line. During this operation it will also duplicate the noted requested delivery date;

4. Fill in the requested delivery dates per line item by clicking on the appropriate ⊞ field. It comes up when you click on the "Req. Delivery Date" field;

5. By clicking on the button: **Copy PO #** you copy the Purchase number reference in the text field next to it to every line item. Later if required you can change the PO reference on every line item individually;

6. If needed you can remove lines items from the order by clicking the appropriate button: 🗑

7. If you want to add FTL's you can do so selecting the same material / packaging from the "My Products" list;

8. You can also add different materials / packaging to the order provided that all materials in the order come from the same plant. You can do so by selecting the material to be added in the "My Products" list. If you have questions about this please contact your SABIC contact.

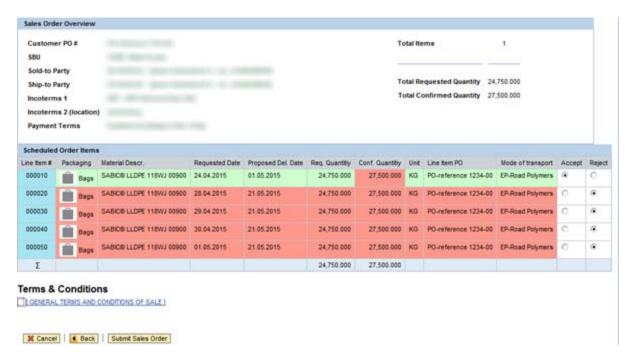By clicking on the button: [Next ▶] you go to the next page. For your materials/packaging the system calculates if we can meet the requested delivery dates. If not the system will propose an alternative date per order line. The system also calculates the rounded quantity for one FTL.

In the next screen you can indicate if you accept the proposed delivery date if different to requested.

Sales Order Overview

Customer PO #	
SBU	
Sold-to Party	
Ship-to Party	
Incoterms 1	
Incoterms 2 (location)	
Payment Terms	

Total Items	5
Total Requested Quantity	123,750.000
Total Confirmed Quantity	137,500.000

Scheduled Order Items

Line item #	Packaging	Material Descr.	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Line item PO	Mode of transport	Accept	Reject
000010	Bags	SABIC® LLDPE 118WJ 00900	24.04.2015	01.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
000020	Bags	SABIC® LLDPE 118WJ 00900	28.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
000030	Bags	SABIC® LLDPE 118WJ 00900	29.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
000040	Bags	SABIC® LLDPE 118WJ 00900	30.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
000050	Bags	SABIC® LLDPE 118WJ 00900	01.05.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
Σ					123,750.000	137,500.000					

Terms & Conditions

☐ [GENERAL TERMS AND CONDITIONS OF SALE]

[✖ Cancel] | [◀ Back] | [Submit Sales Order]

If you reject the proposed date you still can save the order and you will be contacted by our sales staff to discuss alternatives.

Sales Order Overview

Customer PO #	
SBU	
Sold-to Party	
Ship-to Party	
Incoterms 1	
Incoterms 2 (location)	
Payment Terms	

Total Items	1
Total Requested Quantity	24,750.000
Total Confirmed Quantity	27,500.000

Scheduled Order Items

Line item #	Packaging	Material Descr.	Requested Date	Proposed Del. Date	Req. Quantity	Conf. Quantity	Unit	Line item PO	Mode of transport	Accept	Reject
000010	Bags	SABIC® LLDPE 118WJ 00900	24.04.2015	01.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	●	○
000020	Bags	SABIC® LLDPE 118WJ 00900	28.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	○	●
000030	Bags	SABIC® LLDPE 118WJ 00900	29.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	○	●
000040	Bags	SABIC® LLDPE 118WJ 00900	30.04.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	○	●
000050	Bags	SABIC® LLDPE 118WJ 00900	01.05.2015	21.05.2015	24,750.000	27,500.000	KG	PO-reference 1234-00	EP-Road Polymers	○	●
Σ					24,750.000	27,500.000					

Terms & Conditions

☐ [GENERAL TERMS AND CONDITIONS OF SALE]

[✖ Cancel] | [◀ Back] | [Submit Sales Order]

SABIC eShop

Before placing the order you are requested to accept our General Terms and Conditions of Sale. You can do this by activating the appropriate check box: ☑ [GENERAL TERMS AND CONDITIONS OF SALE]

By clicking the button: [Submit Sales Order] you can submit you order to SABIC.

In the next screen you will see the SABIC sales Order number:

A print of the request is available on this page as well please do not regard this as an order confirmation as that will be communicated to you via regular channels.

Creating an order by copying from the old order

In the screen where you can select the order type you select the option: "Copy from Old". In the field: [1209724] Please enter an old order # you enter the original order you want to copy the data from. By selecting [Next ▶] you proceed to the next step.

In the meantime the system copies data from the order you've selected:
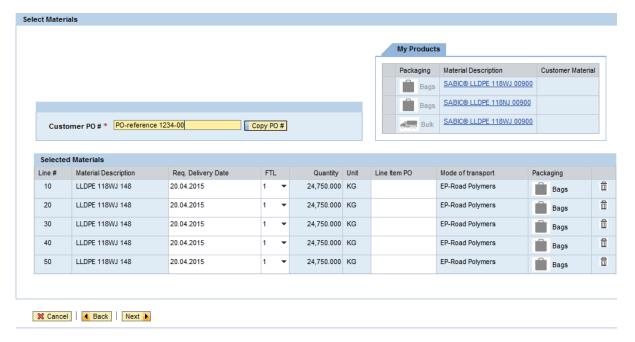
- Partners (sold to, ship to, payer, bill to)
- incoterms
- Materials / packaging
- Purchase Reference number on header level

In the next screen the system displays the general data of the order:

Order Placement

	1	2	3	4	5	
	Choose Type	General Data	Products	Overview	Confirmation	

General Data

SBU	Polyolefins
Sales Org	SABIC Sales Europe
Sold-to Party	
Ship-to Party	
Incoterms	DDP-Delivered Duty Paid
incoterm2	
Payment Terms	Endmthinvdt,30dapay15min,1%dis

✖ Cancel | **◀ Back** | **Next ▶**

By selecting **Next ▶** you proceed to the next step:

Select Materials

My Products

Packaging	Material Description	Customer Material
Bags	SABIC® LLDPE 118WJ 00900	
Bags	SABIC® LLDPE 118NJ 00900	
Bulk	SABIC® LLDPE 118WJ 00900	

Customer PO # * PO-reference 1234-00   [Copy PO #]

Selected Materials

Line #	Material Description	Req. Delivery Date	FTL	Quantity	Unit	Line Item PO	Mode of transport	Packaging	
10	LLDPE 118WJ 148	20.04.2015	1 ▼	24,750.000	KG		EP-Road Polymers	Bags	🗑
20	LLDPE 118WJ 148	20.04.2015	1 ▼	24,750.000	KG		EP-Road Polymers	Bags	🗑
30	LLDPE 118WJ 148	20.04.2015	1 ▼	24,750.000	KG		EP-Road Polymers	Bags	🗑
40	LLDPE 118WJ 148	20.04.2015	1 ▼	24,750.000	KG		EP-Road Polymers	Bags	🗑
50	LLDPE 118WJ 148	20.04.2015	1 ▼	24,750.000	KG		EP-Road Polymers	Bags	🗑

✖ Cancel | **◀ Back** | **Next ▶**

From then on you can create the order as if you've entered all the appropriate data yourself. When later on submitting the order you create a new order in our system and you will be presented with the appropriate sales order number.
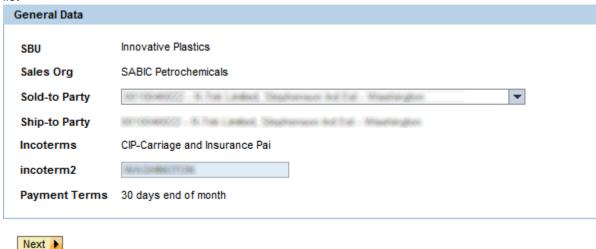
Create consignment order

In case you have a consignment arrangement with SABIC you can create a consignment fill up order in the eShop
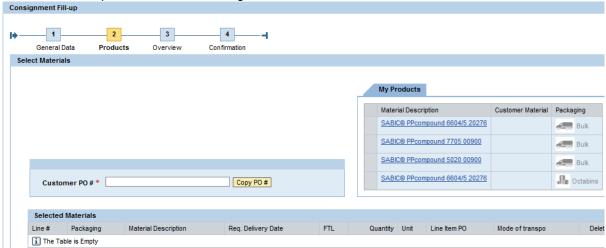
Do so by selecting the option "Consignment Fill-up" in the top menu "Orders".

- If you're able to order for more than one sold to party you select the appropriate one in the 1st stage in the drop down list
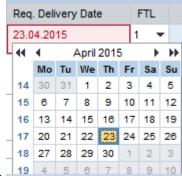
- Click to proceed to the next stage

- Add the materials to your order by selecting it from the My Products list;

- Enter your PO reference number in the appropriate text box and copy it to line-items. You can also enter a PO reference number on individual line-items;
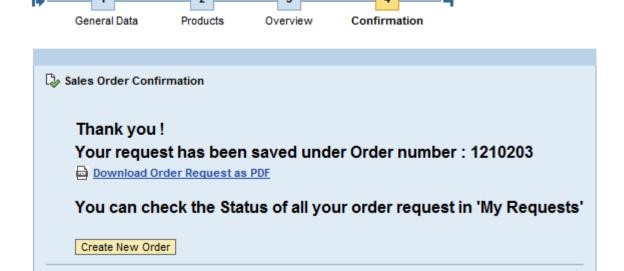

- Select a requested delivery date by entering it on line-item level:

- Proceed with to the next screen;

- In case the lead time cannot be met line item is reported in red and the system proposes an alternative. Please indicate if you accept or reject the proposal. If you reject you can still save the order and you will be contacted by our sales staff to arrange an alternative. To save the order please first accept the General Terms and Conditions of Sales by checking the appropriate box:

- You submit the order to SABIC by clicking the button: ;

- You will be presented with the SABIC Sales Order number in the next screen:

- You can download the request in PDF format. Please do not regard this as an order confirmation as this will be sent to you via regular channels.