PSD SES UPLOAD TOOL
EXXONMOBIL SES DATA ENTRY AND ARIBA SUBMISSION PROCESS
SUPPLIER USER GUIDE

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Computer Requirements

The following details the computer requirements to install the PSD SES Upload Tool:

- Internet connection
- Windows 98 or newer
- Microsoft Office XP Professional
- Available hard disk space of at least 15 MB

NOTE: Monitor resolution must be 1024 x 768 to view complete tab pages.

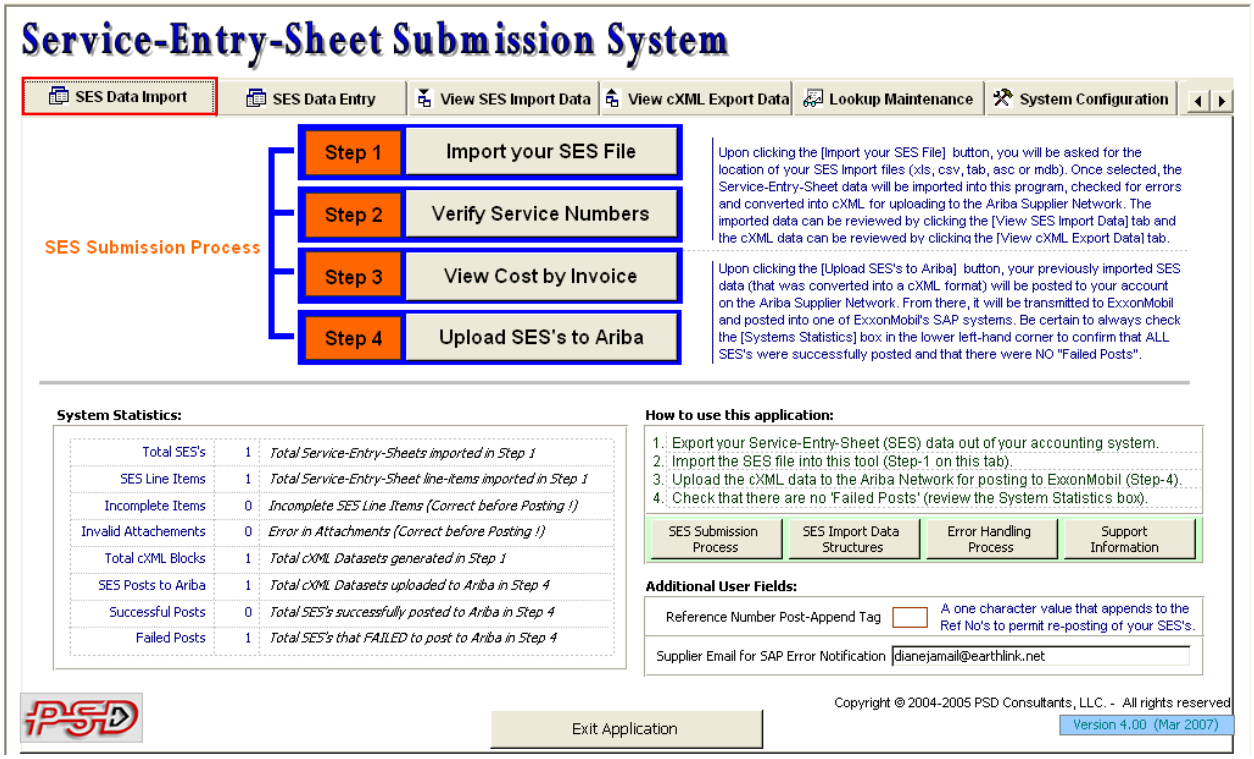
PSD SES Upload Tool Tab Page Quick References

The following screen shots provide a quick reference for each tab page associated with the PSD SES Upload Tool.

SES File Import Tab Page

Refer to the following graphic for an **SES File Import** tab page quick reference:

> NOTE: Mouse-over individual buttons, fields, and table rows for a brief description.

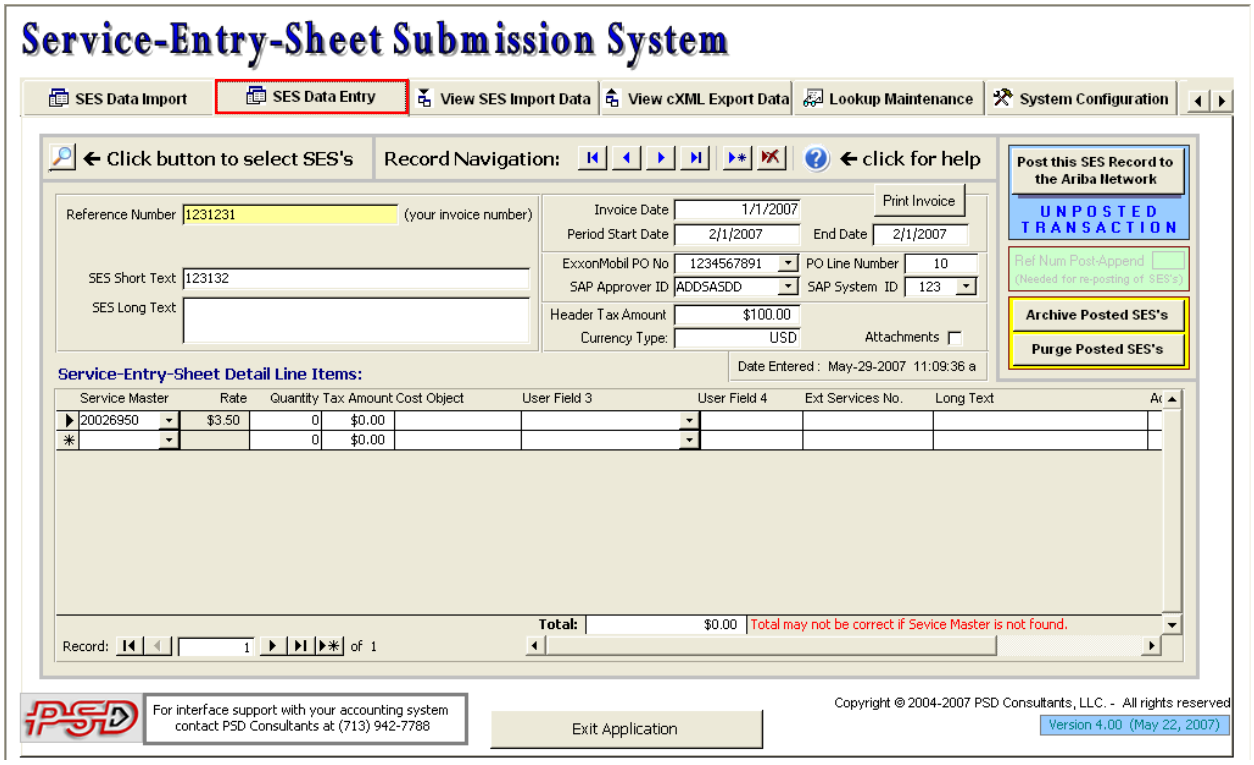


SES Data Entry Tab Page

Refer to the following graphic for an **SES Data Entry** tab page quick reference:

NOTE: Mouse-over individual buttons, fields, and scroll bars for a brief description.

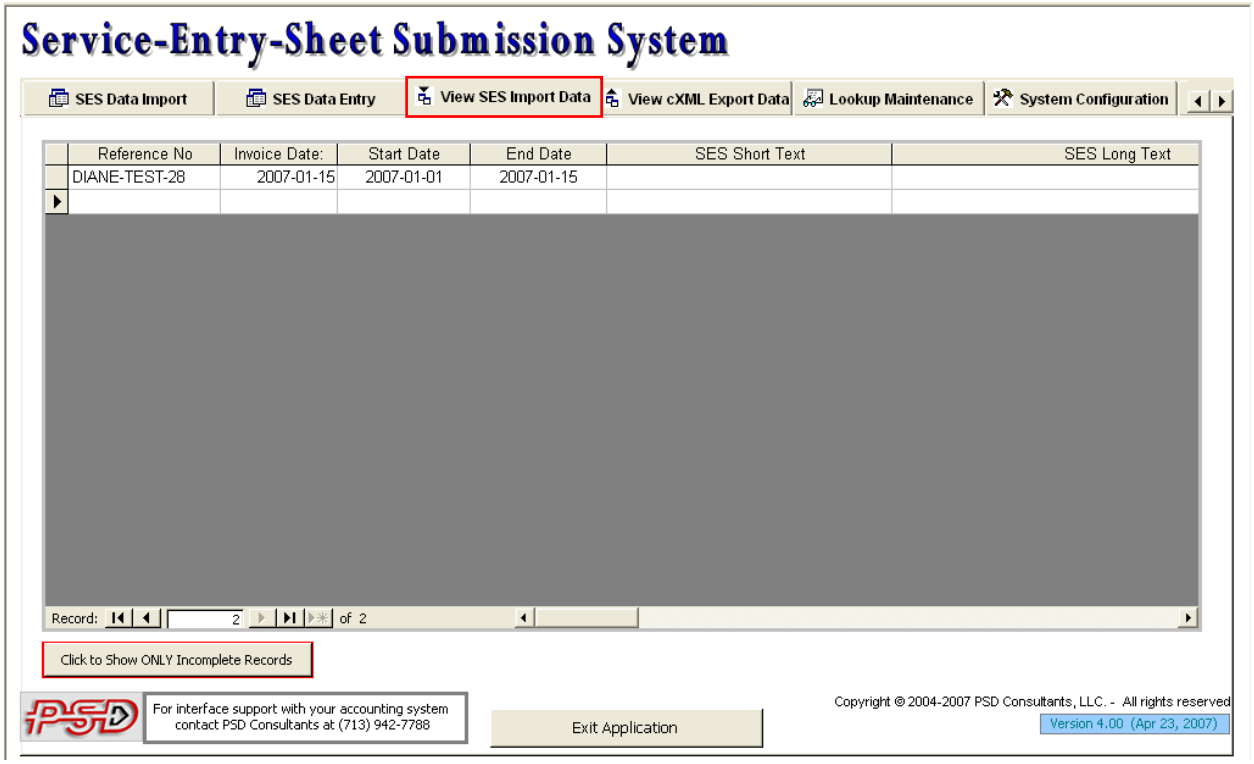
The following hyperlink provides detailed information pertaining to the **SES Data Entry** tab page: SES Data Entry Tab Page Details



View SES Import Data Tab Page

Refer to the following graphic for a **View SES Import Data** tab page quick reference:

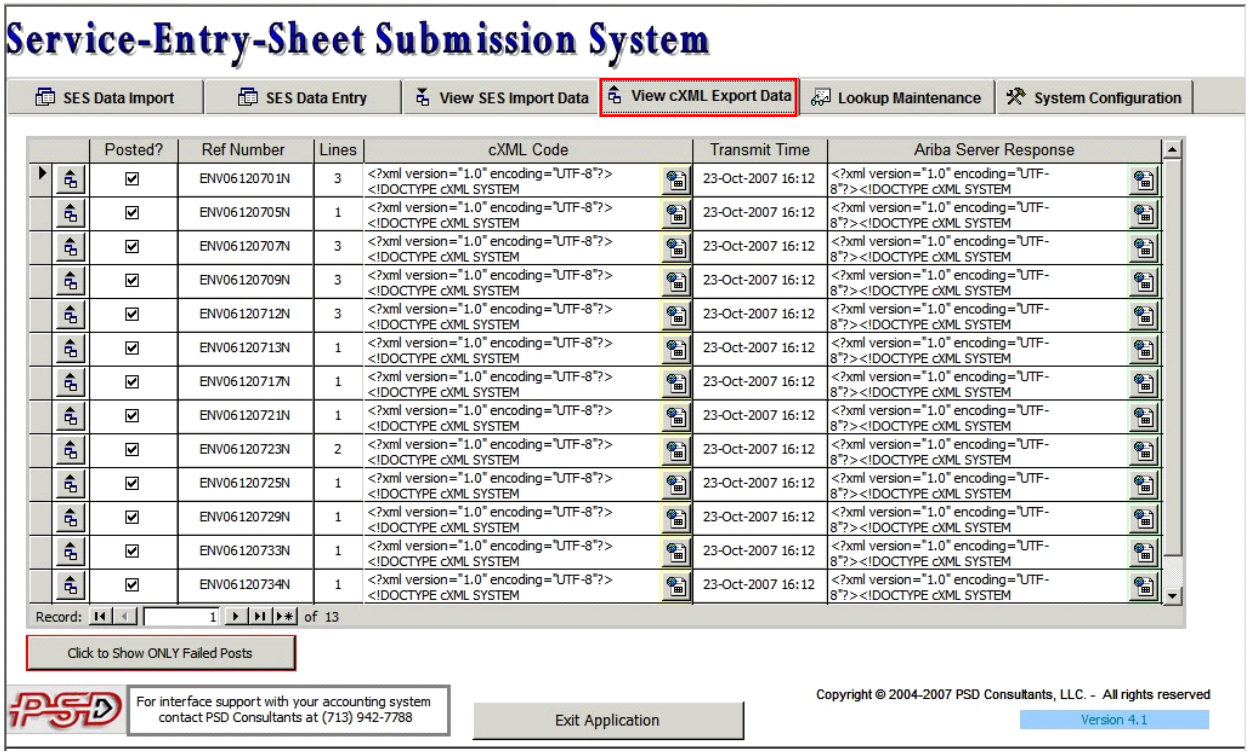
NOTE: Mouse-over individual buttons for a brief description.



View cXML Export Data Tab Page

Refer to the following graphic for a **View cXML Export Data** tab page quick reference:

NOTE: Mouse-over individual buttons for a brief description.

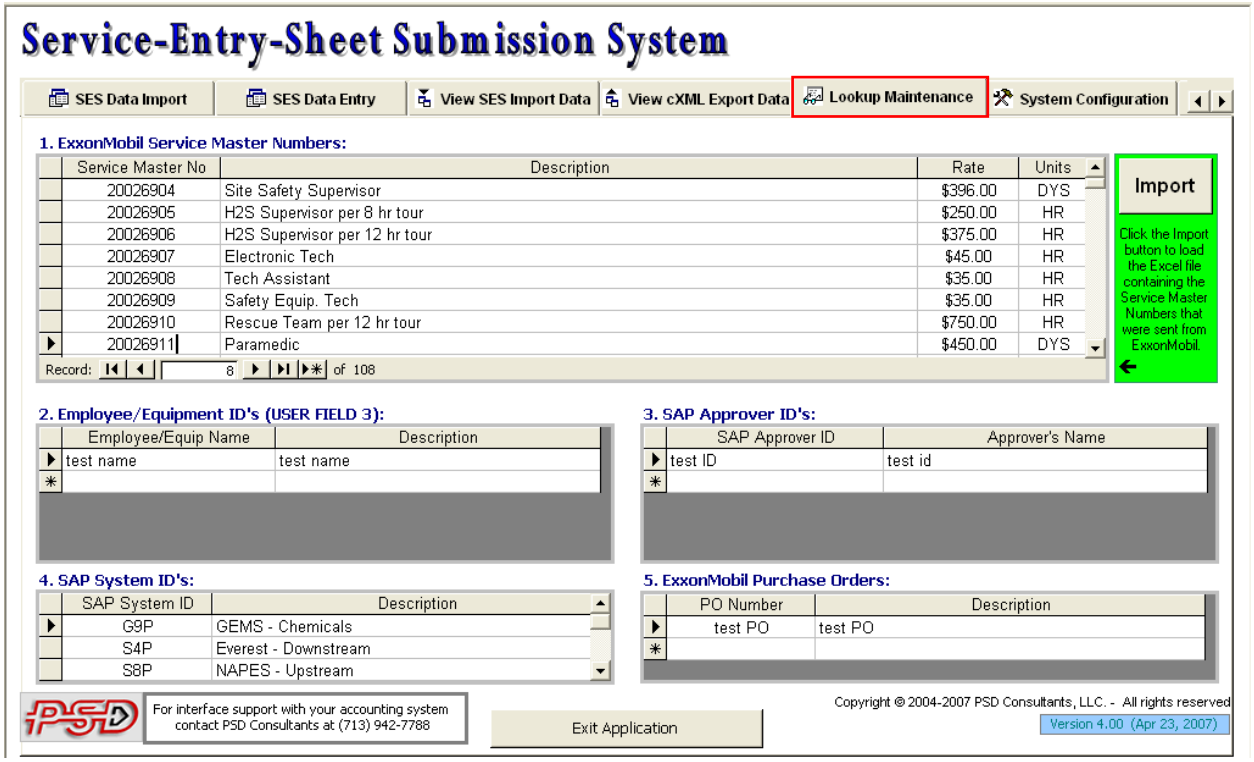


Lookup Maintenance Tab Page

Refer to the following graphic for a **Lookup Maintenance** tab page quick reference:

NOTE: Mouse-over individual blue headings for a brief description.

The following hyperlink also provides additional information pertaining to the **Lookup Maintenance** tab page: Using the Lookup Maintenance Tab Page

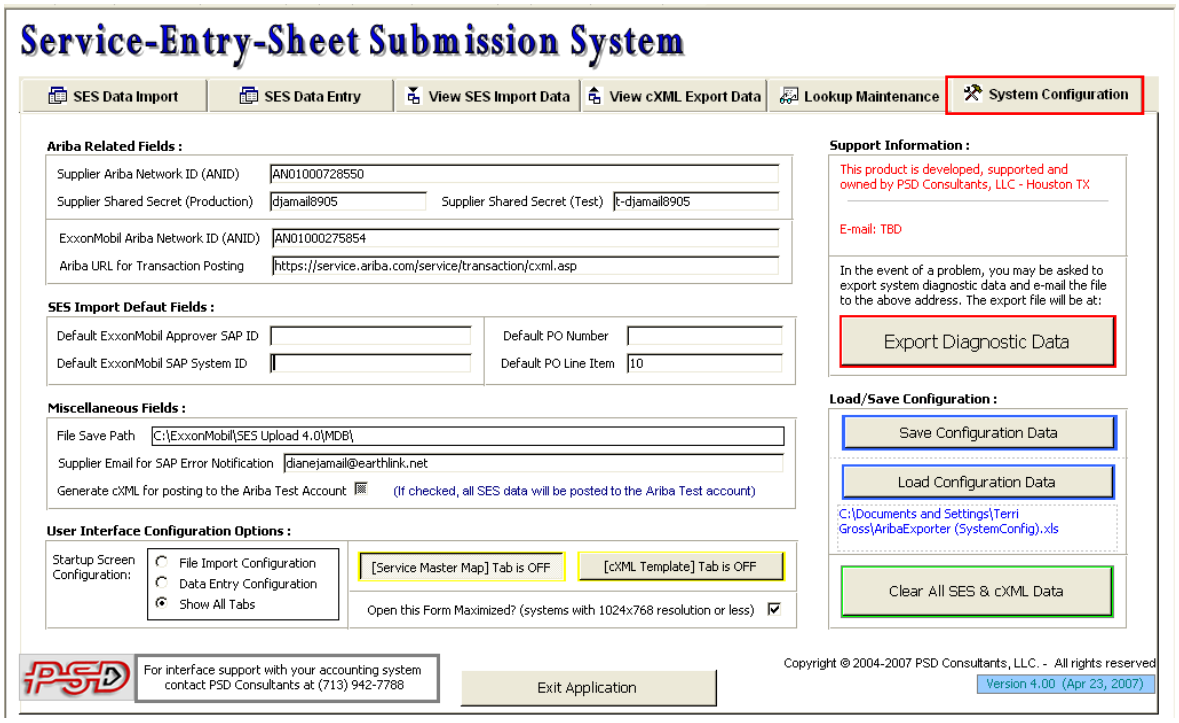


System Configuration Tab Page

Refer to the following graphic for a **System Configuration** tab page quick reference:

NOTE: Mouse-over individual headings, fields, and buttons for a brief description.

The following hyperlink also provides additional information pertaining to the **System Configuration** tab page: **System Configuration** tab page

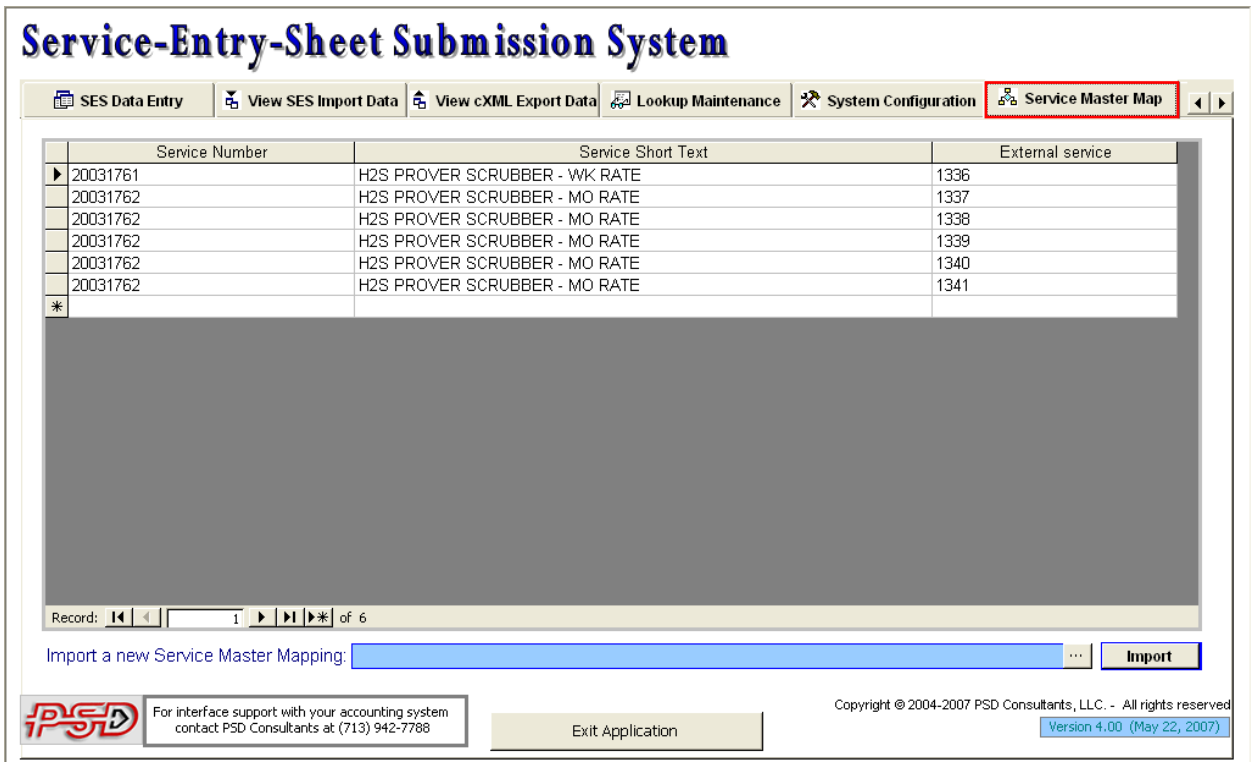


Service Master Map Tab Page

Refer to the following graphic for a **Service Master Map** tab page quick reference:

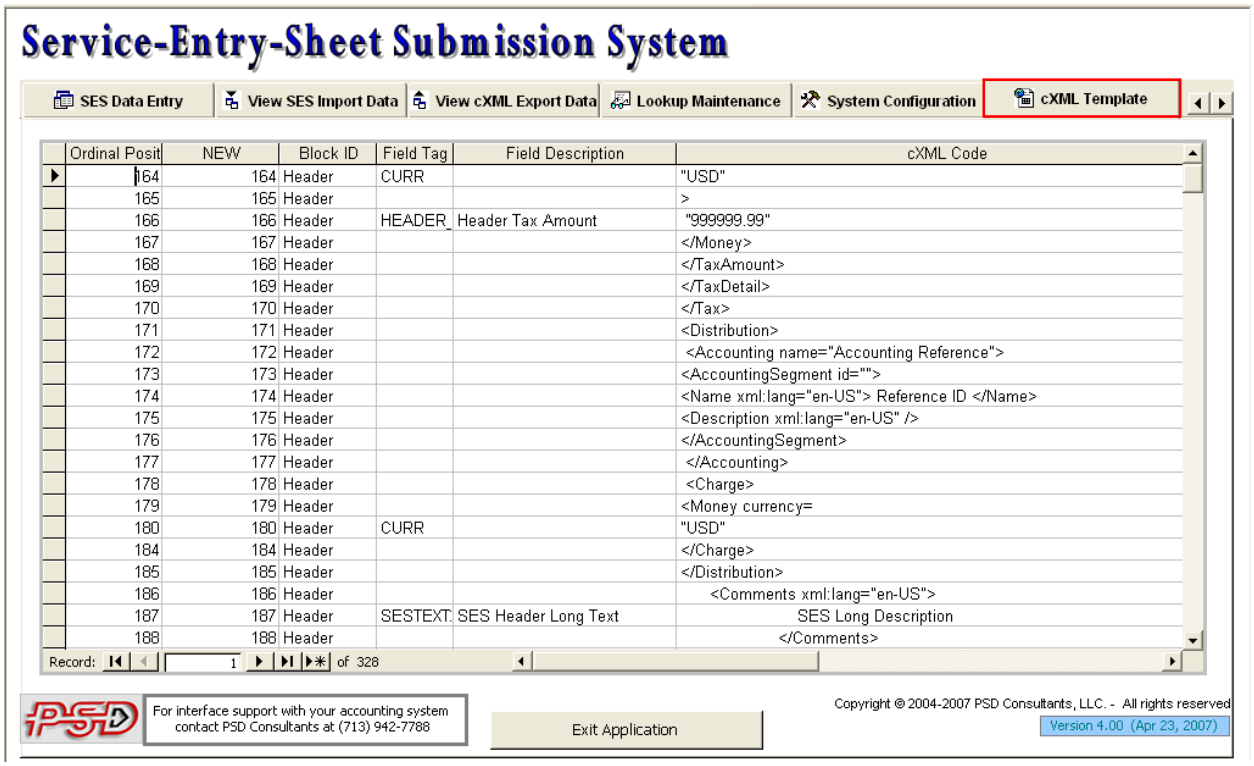
> NOTE: Mouse-over the blue field and the two accompanying buttons at the bottom of the tab page for a brief description.

The following hyperlink also provides detailed information pertaining to the **Service Master Map** tab page: Service Master Map Tab Page



cXML Template Tab Page

Refer to the following graphic for a **cXML Template** tab page quick reference:



Upgrading the PSD SES Upload Tool Software

To upgrade the **PSD SES Upload Tool** software, complete the steps associated with the following hyperlink: **Upgrading the PSD SES Upload Tool**

Setting the System Configuration Tab Page Defaults

The following table details the System Configuration tab page defaults:

System Configuration Tab Page Defaults

Category	Topic	Associated Details
Setting Ariba-Related Fields		• Ariba-Related fields allow a Supplier to post an invoice (service-entry-sheet 'SES') to Ariba using the PSD SES Upload Tool. • This field information is provided by ExxonMobil.
	Supplier Ariba Network ID (ANID)	The Supplier Ariba Network ID (ANID) is issued by Ariba during the signup process. NOTE: New Supplier documentation also contains information pertaining to the Supplier Ariba Network ID (ANID). NOTE: If the Supplier Ariba Network ID (ANID) is revised in Ariba, the same revision must be made on the System Configuration tab page.
	Supplier Shared Secret (Production)	The Supplier Shared Secret (Production) is created by a Supplier and it is used for the login process in the production environment. NOTE: New Supplier documentation also contains information pertaining to the Supplier Shared Secret (Production). NOTE: If the Supplier Shared Secret (Production) is revised in Ariba, the same revision must be made on the System Configuration tab page.
	Supplier Shared Secret (Test)	The Supplier Shared Secret (Test) is created by a Supplier and it is used for the login process in the testing environment. NOTE: New Supplier documentation also contains information pertaining to the Supplier Shared Secret (Test). NOTE: If the Supplier Shared Secret (Test) is revised in Ariba, the same revision must be made on the System Configuration tab page.
	ExxonMobil Ariba Network ID (ANID)	The ExxonMobil Ariba Network ID (ANID) is an ExxonMobil account number that identifies an SES submission that is made using the PSD SES Upload Tool and directed to the Ariba ExxonMobil account.
	Ariba URL for Transaction Posting	The Ariba URL for Transaction Posting field displays the Ariba portal address. This address may NOT be revised unless instructed to do so by ExxonMobil.

System Configuration Tab Page Defaults (Continued)

Category	Topic	Associated Details
Setting SES Import Default Fields		• SES Import Default fields automatically populate the corresponding field of an SES if a Supplier does not specify a value. • This field information is provided by ExxonMobil. File Import Configuration • The PSD SES Upload Tool uses default values to populate blank entries in required fields. • Default values are not used if required fields have data from an import file. Data Entry Configuration • Defaults are not required; however, they may be used even if a Supplier has multiple blanket purchase orders and Approvers. • Defaults can be set for a purchase order and an Approver with the highest transaction volume to save time during data entry. • Values can be manually typed to override default values when preparing an SES.
	Default ExxonMobil Approver SAP ID	A Default ExxonMobil Approver SAP ID is an identification number that is used by an Approver to process an SES.
	Default ExxonMobil SAP System ID	A Default ExxonMobil SAP System ID is the description of an SAP system for an appropriate business.
	Default PO Number	A Default PO Number is a default that may be set for a purchase order for frequently used information.
	Default PO Line Item Number	A Default PO Line Item Number is a purchase order line item number that is required to post an SES to Ariba. NOTE: Use a purchase order line number of 10 unless instructed by ExxonMobil to use another number.

System Configuration Tab Page Defaults (Continued)

Category	Topic	Associated Details
Setting Miscellaneous Fields		Miscellaneous fields are defined by a Supplier.
	File Save Path Field	File Import Configuration Enter the file path and the folder name to use to import new files. Data Entry Configuration Enter the file path and the folder name to use to store archived files.
	Supplier E-Mail for SAP Error Messages Field	• Enter an e-mail address to receive error messages and status reports from SAP. • This e-mail address can be changed at any time by simply typing the new address over the old address. • A single e-mail address can be used for all SES Upload Tool installations at a Supplier location or a different e-mail address can be used for each installation. NOTE: If multiple users are submitting an SES, each user must enter a correct e-mail address to receive an SAP error message. File Import Configuration An e-mail address can be changed by simply typing the new address over the old address on either the System Configuration tab page or the SES File Import tab page.
	Generate cXML for Posting to the Ariba Test Account Check Box	The Generate cXML for Posting to the Ariba Test Account check box is used for the following: • Troubleshoot Ariba posting issues • Test system configuration prior to submitting an SES Click the following hyperlink for additional information pertaining to testing the system configuration: Testing the system configuration NOTE: Check this box only when instructed by Technical Support.

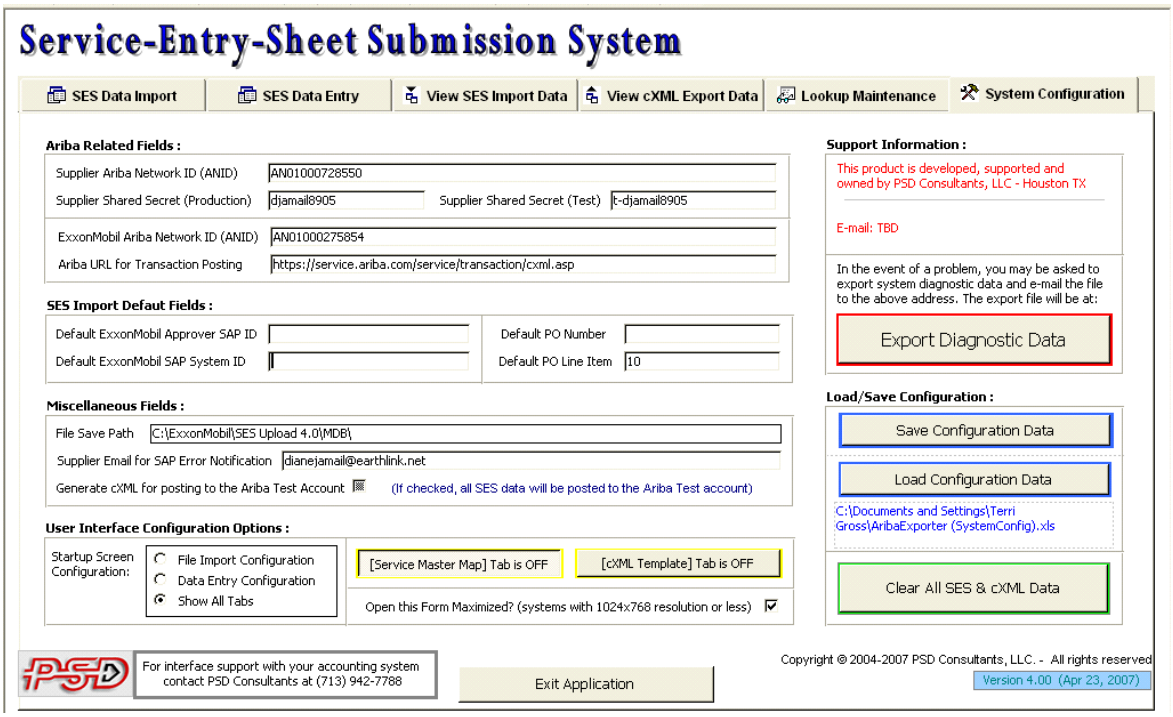
System Configuration Tab Page Defaults (Continued)

Category	Topic	Associated Details
Setting User Interface Configuration Options		The **User Interface Configuration Options** allow a Supplier to choose a method to create and post an SES using the PSD SES Upload Tool. Select from the following Startup Screen Configurations: • File Import Configuration • Data Entry Configuration • Show All Tabs NOTE: When installing a new version of the PSD SES Upload Tool or performing an upgrade, select the configuration being used prior to installing a new version or performing an upgrade.
	File Import Configuration	• Tabs associated with file import display. • Using the SES File Import tab page, data is imported into the PSD SES Upload Tool from a Supplier internal system or data is typed into a spreadsheet using a template provided by Technical Support.
	Data Entry Configuration	• Tabs associated with data entry display. • Using the SES Data Entry tab page, data is manually entered into the PSD SES Upload Tool. • The **Lookup Maintenance** tab page is available to create a customized dropdown list for frequently used information and to maximize efficiency and reduce errors when creating an SES. Click the following hyperlink for information pertaining to using the **Lookup Maintenance** tab page: Using the Lookup Maintenance Tab Page
	Service Master Map Tab Button	• This button allows a Supplier to keep a detailed conversion table to map Supplier Service Master Numbers to ExxonMobil Service Master Numbers. A Supplier Service Master Number is a Supplier-assigned number for a service. An ExxonMobil Service Master Number is a required unique number that identifies an SES billing item. • Click the Service Master Map Tab button to the **On** position to make it available when using both the File Import configuration and the Data Entry configuration. • This button acts as an On and Off toggle. The default for this button is **Off**. Click the following hyperlink for detailed information pertaining to using the **Service Master Map** tab page: Using the Service Master Map Tab Page

System Configuration Tab Page Defaults (Continued)

Category	Topic	Associated Details
Setting User Interface Configuration Options (Continued)	cXML Template Tab Button	• This button allows a Supplier to view the invoice data conversion process to cXML format in preparation to upload an SES to Ariba. • Click the cXML Template Tab button to the On position to make it available when using both the File Import configuration and the Data Entry configuration. • This button acts as an On and Off toggle. The default for this button is On.
	Open This Form Maximized Check Box	The Open This Form Maximized check box is used to display the entire Service-Entry-Sheet Submission System tab page. NOTE: This check box is required if monitor resolution is less than 1024 x 768.

Refer to the following graphic as a **System Configuration** tab page quick reference:



Using the System Configuration Tab Page Action Buttons

The following table details using the **System Configuration** tab page action buttons:

System Configuration Tab Page Action Buttons

Category	Topic	Associated Details
Using System Configuration Tab Page Action Buttons		The System Configuration tab page action buttons perform specific actions pertaining to the System Configuration tab page.
	Export Diagnostic Data Button	• The Export Diagnostic Data button is used for Supplier SES upload issues. • If ExxonMobil requests a sample file to detect possible upload issues, a Supplier clicks the Export Diagnostic Data button to generate a file, which the Supplier sends to ExxonMobil by e-mail.
	Save Configuration Data Button	The Save Configuration Data button is used for the following: • PSD SES Upload Tool upgrade Click the following hyperlink for information pertaining to upgrading the PSD SES Upload Tool: Upgrading the PSD SES Upload Tool • Revisions to the System Configuration tab page or the Lookup Maintenance tab page
	Load Configuration Data Button	• The Load Configuration Data button is used to restore the previous saved configuration. • This button is also used to upgrade the PSD SES Upload Tool or to reinstall the software. Click the following hyperlink for information pertaining to upgrading the SES Upload Tool: Upgrading the PSD SES Upload Tool
	Clear All SES & cXML Data Button	The Clear All SES & cXML Data button is used to purge the following: • All SESs from system • SESs entered in error • SESs found in PSD SES Upload Tool after initial setup • SESs entered during diagnostic testing prior to entering actual SESs for submission to Ariba • Archived SESs from the SES Data Entry tab page NOTE: The Archive Posted SESs command button on the SES Data Entry tab page is used to archive SESs to Excel prior to purging archived SESs.

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SES Data Entry

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SES Data Entry Overview

A Supplier who is not equipped to export a file from an internal system to upload an SES to Ariba has the option to use the **SES Data Entry** tab page and type information into an ExxonMobil-provided data entry form using Microsoft Access to create an SES.

An SES consists of the following:

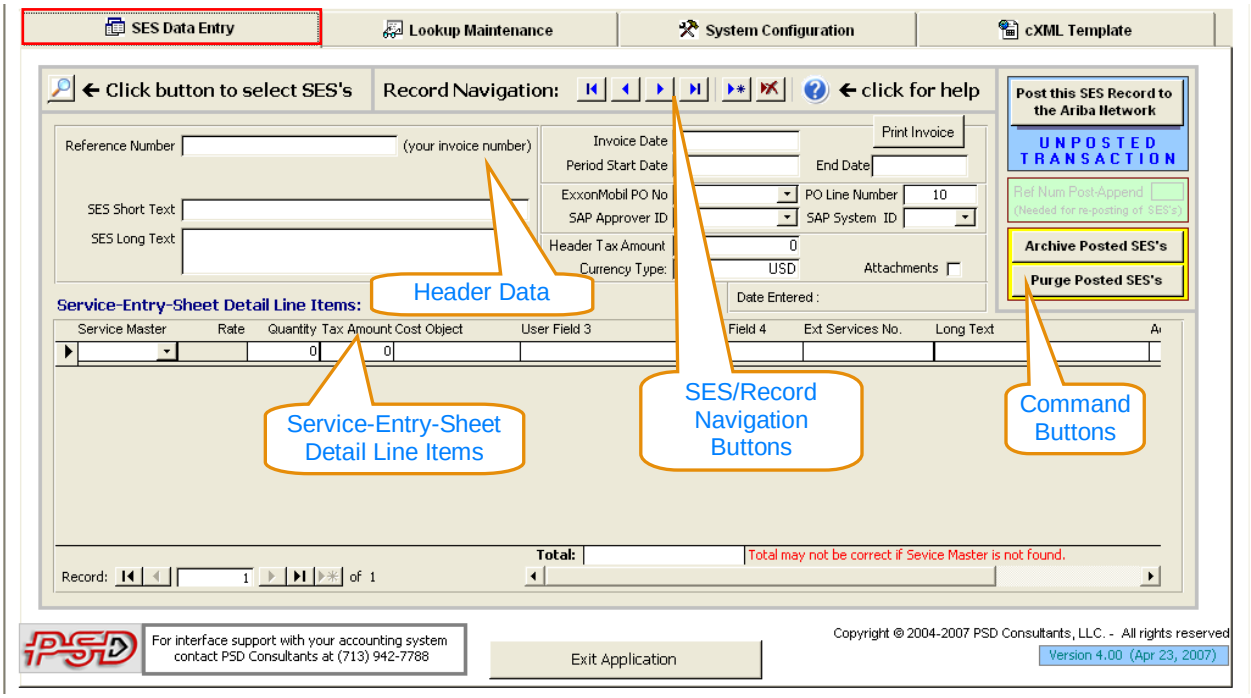
- Header Data
- Detail Line Item Data

The **SES Data Entry** tab page performs the following:

- Checks for errors on all required fields
- Archives SES data and automatically saves partially completed data until a Supplier posts an SES to Ariba

Refer to the following graphic for an overview of the **SES Data Entry** tab page, which contains the following sections:

- SES/Record Navigation Buttons
- Header Data
- Service-Entry-Sheet Detail Line Items
- Command Buttons



SES Data Entry
Tab Page Details

Click the following hyperlink for detailed information pertaining to setting defaults when using the Data Entry Configuration: Setting Data Entry Configuration Defaults

The following table details the SES Data Entry tab page:

SES Data Entry Tab Page Details

Category	Topic	Associated Details
Header Data Fields		The **Header Data** fields are used to manually create an SES.
	Reference Number	A Reference Number is a unique Supplier job or invoice number that is required to post an SES to Ariba.
	SES Short Text	• The **SES Short Text** is information that provides a short description of an SES. • This information is required to post an SES to Ariba.
	SES Long Text	The **SES Long Text** provides a longer description of an SES if needed.
	Invoice Date	• The **Invoice Date** is the date that an SES is created. • This information is required to post an SES to Ariba. NOTE: The **Invoice Date** field defaults to the current date.
	Period Start Date and Period End Date	The **Period Start Date** and the **Period End Date** require a mmddyyyy format without dashes or forward slashes; e.g., 06012005 = 06-01-2005 or 06/01/2005. NOTE: Date fields are required fields that are used by an Approver to process an SES and to ensure that the correct pricing from an SAP contract is used. Technical Support also uses this information to resolve issues.
	ExxonMobil PO No.	• The ExxonMobil PO No. is a purchase order number that identifies an SES. • This number is required to post an SES to Ariba. • This number is available by clicking the **ExxonMobil PO No.** dropdown arrow. NOTE: A default for a purchase order number may be set on the **System Configuration** tab page for frequently used information. If another entry is needed, manually override a default. Click the following hyperlink for additional information pertaining to the **ExxonMobil PO No** field: Using the Lookup Maintenance Tab Page

SES Data Entry Tab Page Details (Continued)

Category	Topic	Associated Details
Header Data Fields (Continued)	SAP Approver ID	• The SAP Approver ID is an identification number that is used by an Approver to process an SES. • This number is required to post an SES to Ariba. • This number is available by clicking the SAP Approver ID dropdown arrow. NOTE: A default for an SAP Approver ID may be set on the System Configuration tab for frequently used information. If another entry is needed, manually override a default. Click the following hyperlink for additional information pertaining to the SAP Approver ID field: Using the Lookup Maintenance Tab Page
	Header Tax Amount	The Header Tax Amount is the total tax amount that a Supplier bills ExxonMobil for an entire Reference Number.
	Currency Type	The Currency Type field defaults to U.S. Dollars, which is USD.
	PO Line Item Number	• Use a purchase order line item number of 10 unless instructed by ExxonMobil to use another number. • This number is required to post an SES to Ariba.
	SAP System ID	• The SAP System ID field describes an SAP system for an appropriate business. • This number is required to post an SES to Ariba. NOTE: A default for an SAP System ID may be set on the System Configuration tab page for frequently used information. Click the following hyperlink for additional information pertaining to the SAP System ID field: Using the Lookup Maintenance Tab Page
	Attachments Check Box	A Supplier checks the Attachments check box to signify that a supporting document is attached for an invoice to submit to ExxonMobil. NOTE: Only 1 attachment is allowed per invoice. Attachments are accepted in the following file formats: • BMP • DOC • GIF • JPG • PDF NOTE: If a Supplier is required to submit an attachment with all SES submissions, the Attachments check box displays with a check mark.

SES Data Entry Tab Page Details (Continued)

Category	Topic	Associated Details
Service-Entry-Sheet Detail Line Item Fields		The **Service-Entry-Sheet Detail Line Item** fields are individual line items that are used to manually create an SES.
	Service Master Number	A Service Master Number is a required unique number that identifies an SES billing item. Click the following hyperlink for additional information pertaining to the **Service Master Number** field: Using the Lookup Maintenance Tab Page
	Quantity	The **Quantity** field is the quantity associated with a Service Master Number unit of measure.
	Tax Amount	The **Tax Amount** is the tax associated with a Service Master Number.
	Cost Object	A **cost object** is a charge code associated with a Service Master Number.
	User Field 3	The information for this optional freeform text field is determined by the associated business line. Click the following hyperlink for additional information pertaining to the **User Field 3** field: Using the Lookup Maintenance Tab Page
	User Field 4	The information for this optional freeform text field is determined by the associated business line.
	External Services No.	The information for this optional freeform text field is determined by the associated business line.
	Long Text	The Long Text field is an optional freeform text field. This information is specific to a line item and it is determined by the associated business line.
	Additional Text 1	The information for this optional freeform text field is determined by the associated business line.
	Additional Text 2	The information for this optional freeform text field is determined by the associated business line.

Using the SES Data Entry Tab Page to Create an SES

To create an SES using the SES Data Entry tab page, complete the following steps or refer to the following hyperlink: Using the SES Data Entry Tab Page to Create an SES

> NOTE: The following steps assume that a Supplier selected the Data Entry Configuration radio button on the System Configuration tab page.

1. Click the **SES Data Entry** tab.

   The **SES Data Entry** tab page opens.

> NOTE: Use the Tab key to move from field to field on the SES Data Entry tab page.

2. Verify that all previous SESs are posted to Ariba.
3. Verify that all unposted SESs are complete before posting to Ariba.
4. Click the **Add SES** button on the SES/Record Navigation Button Bar on the **SES Data Entry** tab page to archive the previous SES and clear the tab page to start a new SES.
5. Refer to the previous table entitled **SES Data Entry Tab Page** to complete the following **Header Data** fields.
   a. Reference Number
   b. SES Short Text
   c. SES Long Text
   d. Invoice Date
   e. Period Start Date and Period End Date
   f. ExxonMobil PO No
   g. SAP Approver ID
   h. Header Tax Amount
   i. Currency Type
   j. PO Line Number
   k. SAP System ID
6. Select a **Service Master Number** by clicking the **Service Master** dropdown arrow in the **Service-Entry-Sheet Detail Line Items** section and selecting the appropriate number by referring to the associated description list.

7. Complete the remaining fields on the **Service-Entry-Sheet Detail Line Items** row.

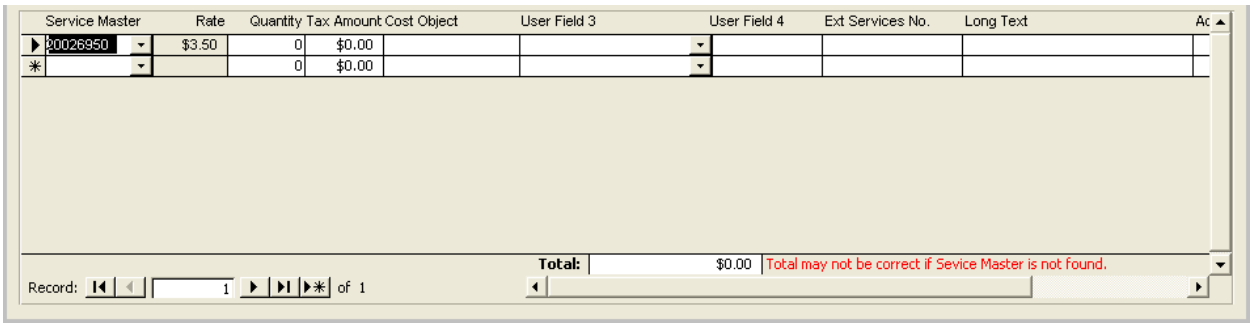
> NOTE: When entering Line Item data, do not skip rows.

When **Line Item** data is complete, the last row **Quantity** column displays zero (0) and the remaining fields on the row are blank.

> NOTE: Rows scroll off the SES Data Entry tab page when an SES contains more than ten line items. Simply use the scroll bars to the right and below the Line Items to move up, down, left, or right as necessary to view items or use the SES/Record Navigation buttons at the bottom of the SES Data Entry tab page.

The following graphic displays the scroll bars and the SES/Record Navigation buttons to use to view SES information as it scrolls off the **SES Data Entry** tab page:

> NOTE: Mouse-over the individual scroll bars and buttons for a brief description of each scroll bar and button.



Using the SES/Record Navigation Buttons

The following graphic displays the **SES/Record Navigation Button Bar**:

NOTE: Mouse-over the individual SES/Record Navigation buttons for a brief description of each button.

The following table provides a description of the **SES/Record Navigation buttons**:

Click...	Displays
	Entire SES List
	First SES
	Previous SES
	Next SES
	Last SES

The following table provides details pertaining to the **SES/Record Navigation Button Bar**:

Using the SES/Record Navigation Buttons

Category	Topic	Associated Details
Locating previous and unposted SESs	SES/Record Navigation Buttons	To locate an SES, use the SES/Record Navigation buttons: • First SES/Record Navigation Button The First SES/Record Navigation button displays the oldest SES in an SES list. • Previous SES/Record Navigation Button The Previous SES/Record Navigation button displays previous SESs with the most recent SES displaying first.

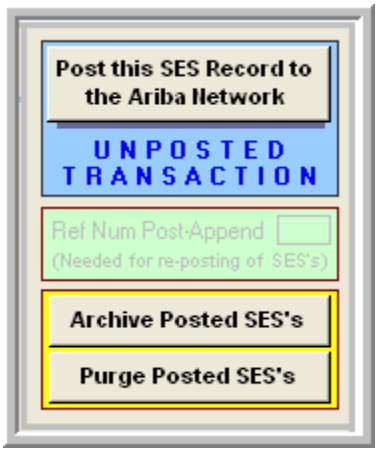
Using the SES/Record Navigation Buttons (Continued)

Category	Topic	Associated Details
Locating previous and unposted SESs (Continued)	SES/Record Navigation Buttons (Continued)	To locate an SES, use the SES/Record Navigation buttons (Continued): • Next SES/Record Navigation Button The Next SES/Record Navigation button displays the next SES in an SES list. • Last SES/Record Navigation Button The Last SES/Record Navigation button displays the most recent SES in an SES list. NOTE: Each SES that is posted to Ariba displays red on the top of the Command Button Panel.
Reviewing an entire SES list	Magnifying Glass Button	To review an entire SES list, click the Magnifying Glass button. This action displays an entire SES list in descending order, which displays the most recent SES first.
Creating a new SES	Add SES Button	After posting an SES to Ariba, click the Add SES button to start a new SES.
Removing an SES from submission	Delete SES Button	• To remove an SES from submission, click the Delete SES button. • A Supplier uses this function when it is discovered that an SES is a duplicate or contains errors. NOTE: If SES data is missing, leave the SES as incomplete to complete and post to Ariba at a later time.

Using the Command Buttons

The following graphic displays the **SES Data Entry** tab page **Command Button Panel**:

NOTE: Mouse-over the individual buttons for a brief description of each button.



The following table details using the **SES Data Entry** tab page **command buttons**:

Using the Command Buttons

Category	Topic	Associated Details
Determining the status of an SES	Command Button Panel Top Portion	To determine if an SES is posted to Ariba, refer to the top portion of the **Command Button Panel**. • Red Command Button Panel Top Portion – SES is posted to Ariba NOTE: The posting date and the time display when an SES posts to Ariba. • **Blue** Command Button Panel Top Portion – SES is not posted to Ariba NOTE: This area also displays blue when a new, unposted SES is created.
Command Buttons	**Post This SES to Ariba** Command Button	• The area around the **Post This SES to Ariba** command button displays blue when a new, unposted SES is created. • After proofing and correcting an SES, click this button to post an SES. NOTE: Typing in the field of a posted SES permanently changes that field in the SES archives.

Using the Command Buttons (Continued)

Category	Topic	Associated Details
Command Buttons (Continued)	Repost This SES to Ariba Command Button	• The area around the **Repost This SES to Ariba** command button displays red. • This button is used to resubmit an SES that is rejected by the ExxonMobil SAP system. Click the following hyperlink for details regarding resubmitting a rejected SES: Resubmitting a Rejected SES NOTE: This process is used only when a Supplier is notified by the ExxonMobil SAP system that an SES did not post. It is a Supplier's responsibility to verify with ExxonMobil that an SES was not accepted by ExxonMobil prior to resubmitting to avoid a payment delay.
	Ref Num Post-Append Command Button	Use the **Ref Num Post-Append** command button **only** after receiving an error message from the ExxonMobil SAP system. An error message includes the following information: • Supplier Reference Number • ExxonMobil Purchase Order Number • SAP System ID • Error Description An SES can be rejected by the ExxonMobil SAP system for internal reasons; e.g., the purchase order value is exceeded. Although Ariba has a control that prevents submission of a duplicate SES, the **Ref Num Post-Append** command button can create a duplicate SES, especially when used to correct data entry errors, which can delay a Supplier payment. NOTE: The post-append tag **cannot** correct a Supplier SES error if it is accepted by the ExxonMobil SAP system. If an SES contains a billing error, contact ExxonMobil for correction instructions. When an SES is rejected and the issue is resolved with ExxonMobil, a Supplier can resubmit an SES.

Using the Command Buttons (Continued)

Category	Topic	Associated Details
Command Buttons (Continued)	**Archive Posted SESs** Command Button	• The Archive Posted SESs command button creates an Excel file of each SES entered and posted since the last purge. • This button also creates a permanent Excel file of archived SESs and automatically saves it to a location set on the **System Configuration** tab page with a file name of SES Export (yyyy-mm-dd).xls, with the date being the creation date. The file location and the name may be modified as needed. NOTE: If exporting to Excel and adding or correcting information, click the **Archive Posted SESs** command button again to save updated information. NOTE: It is recommended that a Supplier archive all posted SESs on a quarterly or a yearly basis.
	Purge Posted SESs Command Button	• The **Purge Posted SESs** command button purges SESs after they are archived to Excel. • This button can also be used if archived SESs are becoming difficult to sort. NOTE: It is recommended that a Supplier purge archived SESs on a quarterly or a yearly basis.

Testing the System Configuration Prior to Submitting an SES

Click the following hyperlink for detailed information pertaining to testing the System Configuration prior to submitting an SES: Testing the System Configuration Prior to Submitting an SES

OR

Click the following hyperlink to view a flow map that details how to test the System Configuration prior to submitting an SES: Testing the System Configuration Prior to Submitting an SES

Resubmitting a Rejected SES

To resubmit a rejected SES, complete the following steps or refer to the following hyperlink: Resubmitting a Rejected SES

1. Use the SES/Record Navigation buttons to determine the SES to resubmit.
2. Confirm the SES by comparing the Reference Number and the posting date and the time.
3. Modify the SES as necessary.
4. Use the **Ref Num Post-Append command** button to type a single uppercase alphabetical character post-append tag.

   NOTE: The Ref Num Post-Append command button uses a single uppercase alphabetical character post-append tag that adds a blank in place 17 of the Supplier Reference Number, which acts as a suffix to the Reference Number and makes it unique to Ariba, so Ariba does not reject it as a duplicate SES.

5. Click the **Repost This SES to Ariba** command button to resubmit the SES.

   NOTE: The post-append tag cannot correct a Supplier SES error if it is accepted by the ExxonMobil SAP system. If an SES contains a billing error, contact ExxonMobil for correction instructions.

6. If the SES is accepted by the ExxonMobil SAP system, it is returned with the original Supplier Reference Number to match the payment receipt.

Reposting an SES

To repost an SES, complete the following steps:

1. Use the SES/Record Navigation buttons to determine the SES to resubmit.
2. Confirm the SES by comparing the Reference Number and the posting date and the time.
3. Modify the SES as necessary.
4. Use the **Ref Num Post-Append command** button to type a single uppercase alphabetical character post-append tag.

> NOTE: The Ref Num Post-Append command button uses a single uppercase alphabetical character post-append tag that adds a blank in place 17 of the Supplier Reference Number, which acts as a suffix to the Reference Number and makes it unique to Ariba, so Ariba does not reject it as a duplicate SES.

5. Click the **Repost This SES to the Ariba Network** button to resubmit the SES.

> NOTE: The post-append tag cannot correct a Supplier SES error if it is accepted by the ExxonMobil SAP system. If an SES contains a billing error, contact ExxonMobil for correction instructions.

Using the Lookup Maintenance Tab Page

The **Lookup Maintenance** tab page provides a Supplier the opportunity to create a customized dropdown list for frequently used information for the following **SES Data Entry** tab page fields:

- Service Master
- Employee/Equipment ID (User Field 3)
- SAP Approver ID
- SAP System ID
- ExxonMobil PO No

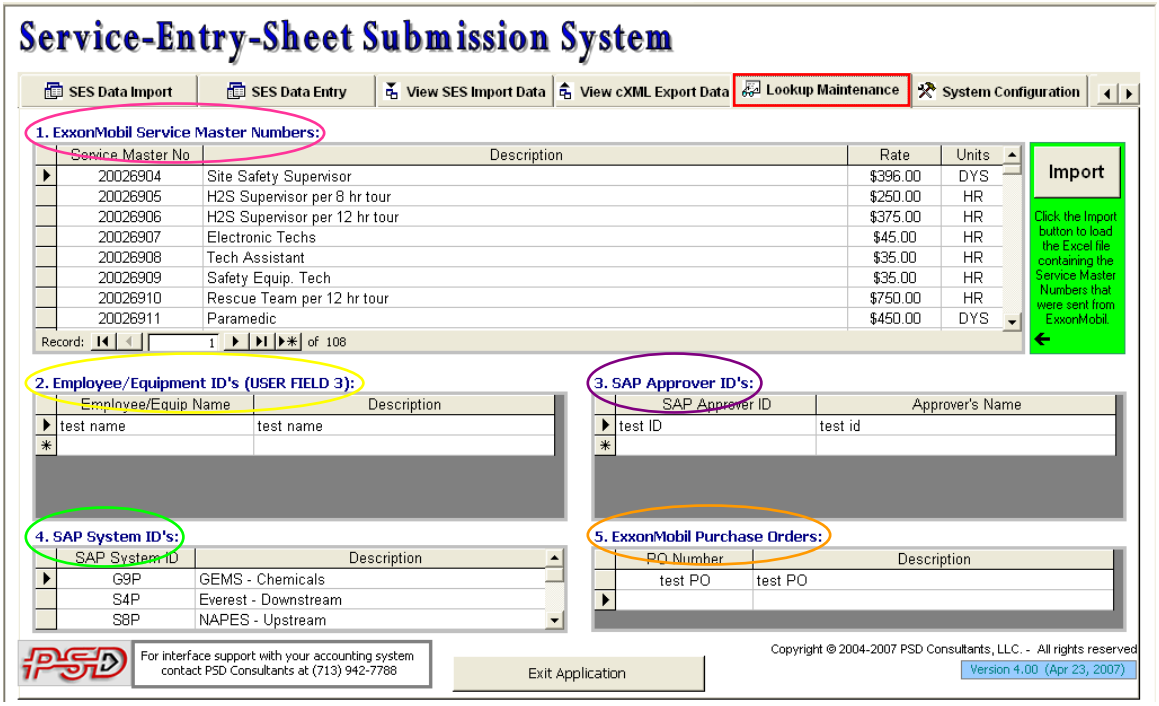
The **Lookup Maintenance** tab page is ideal to maximize efficiency and reduce errors when creating an SES.

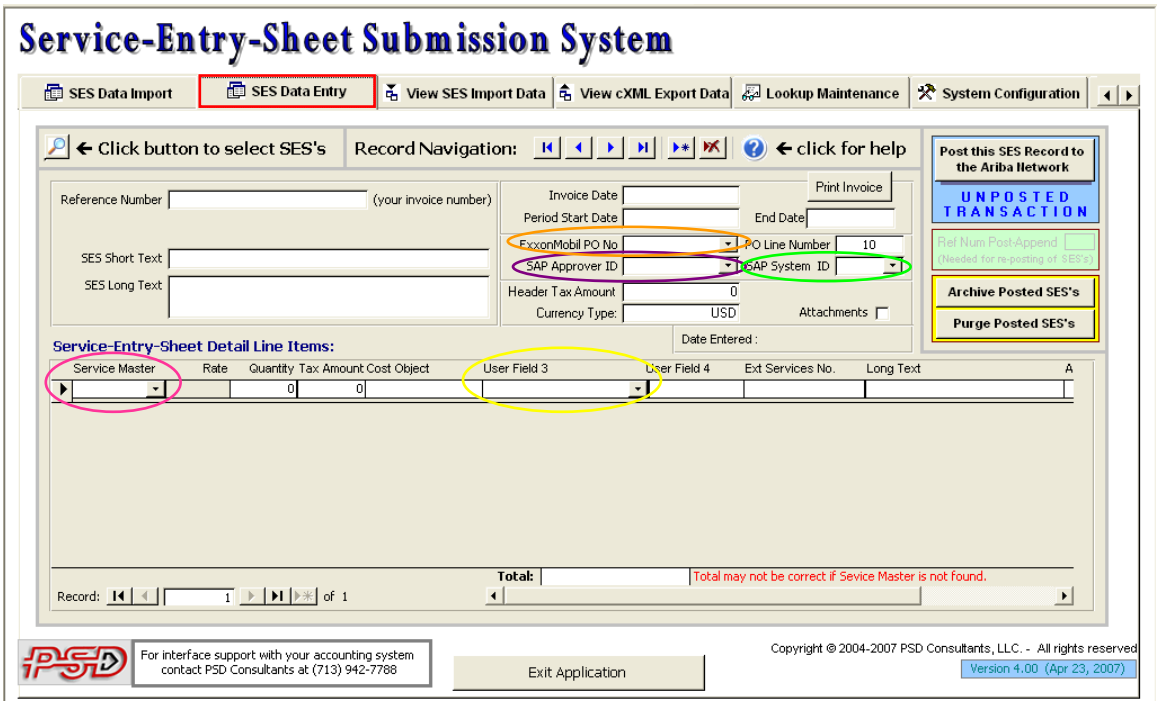
The following table details the **Lookup Maintenance** tab page fields:

Using the Lookup Maintenance Tab Page

Lookup Maintenance Tab Page Field Name	Associated Details
ExxonMobil Service Master Numbers	Populates the SES Data Entry tab page **Service Master** dropdown list An **ExxonMobil Service Master Number** is a required unique number that identifies an SES billing item.
Employee/Equipment IDs (User Field 3)	Populates the SES Data Entry tab page **User Field 3** dropdown list An **Employee/Equipment ID** consists of the name and the long text description pertaining to an employee and/or equipment.
SAP Approver IDs	Populates the SES Data Entry tab page **SAP Approver ID** dropdown list An **SAP Approver ID** is an identification number that is used by an Approver to process an SES.
SAP System IDs	Populates the SES Data Entry tab page **SAP System ID** dropdown list An **SAP System ID** is the description of an SAP system for an appropriate business.
ExxonMobil Purchase Orders	Populates the SES Data Entry tab page **ExxonMobil PO No** dropdown list An **ExxonMobil Purchase Order** is a purchase order number that identifies an SES.

Use the following graphics and the associated color-coded identifiers to determine which **SES Data Entry** tab page fields are populated by the **Lookup Maintenance** tab page fields:





The following **SES Data Entry** tab page fields are populated manually:

- Cost Object
- User Field 4
- External Services No.
- Long Text
- Additional Text 1
- Additional Text 2

Creating a Customized Dropdown List

To create a customized dropdown list, complete the following steps:

1. Click the **Lookup Maintenance** tab.

   The **Lookup Maintenance** tab page opens.

2. Type the required information in the appropriate **Lookup Maintenance** tab page field.
3. Click the **System Configuration** tab.

   The **System Configuration** tab page opens.

4. Click the **Save Configuration Data** button to save the current configuration and create a dropdown list.
5. Click the **SES Data Entry** tab.

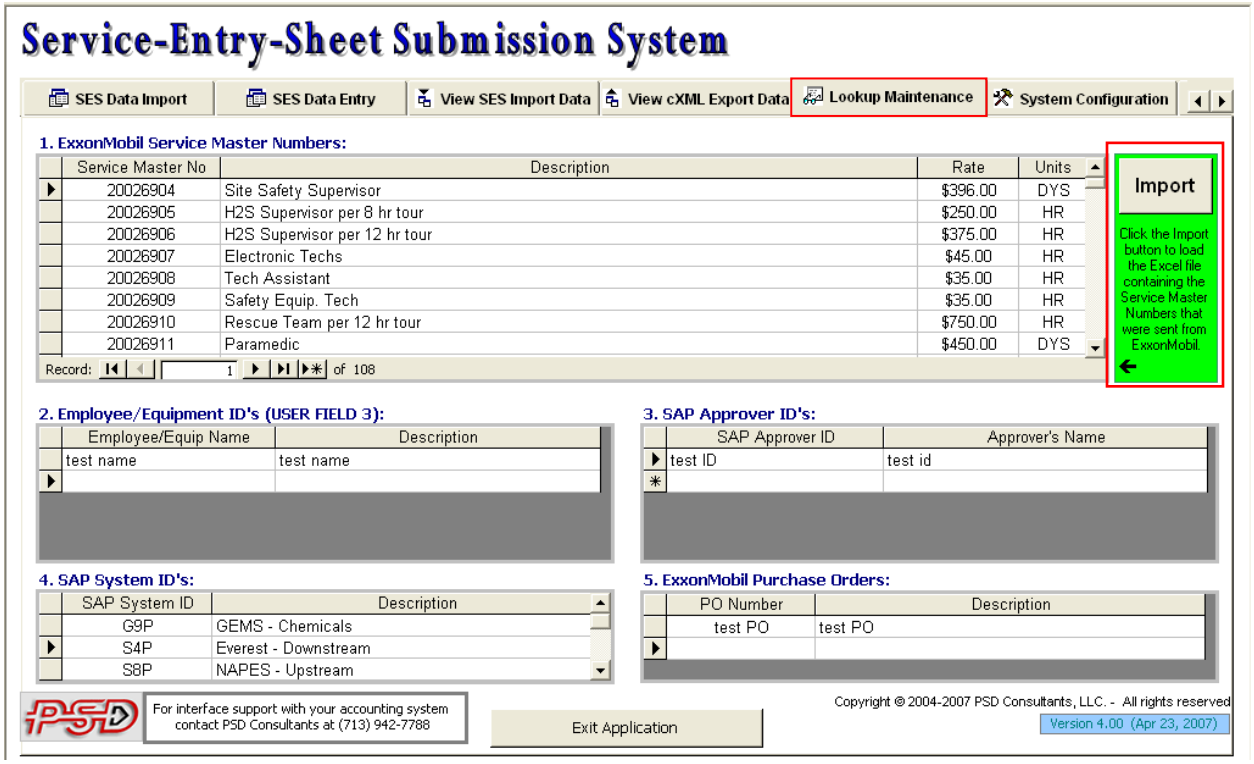
   The **SES Data Entry** tab page opens.

6. Click the associated dropdown arrow to view the created dropdown list to make a selection when creating an SES.

NOTE: Revisions and additions can be made anytime.

Importing an ExxonMobil Excel File

An alternative to populate the **SES Data Entry** tab page **Service Master** dropdown list is to import the Excel file provided by ExxonMobil. To import this file, click the **Import** button on the **Lookup Maintenance** tab page as shown in the following graphic:



NOTE: Importing an Excel file replaces existing Service Master Numbers.

To add additional **Service Master Numbers** to this list, type the appropriate information at the end of the Excel file. New Service Master Numbers can also be added to the Excel master file, then the file can be reimported.

This Excel worksheet can also be created manually by using current ExxonMobil contract information.

Verifying an SES Submission to the Ariba Web Site

The following hyperlink provides detailed information pertaining to verifying an SES submission to the Ariba Web site: Verifying an SES Submission to the Ariba Web Site

PSD SES UPLOAD TOOL
EXXONMOBIL SES DATA ENTRY AND ARIBA SUBMISSION PROCESS
SUPPLIER USER GUIDE

ExxonMobil

SES File Import

3

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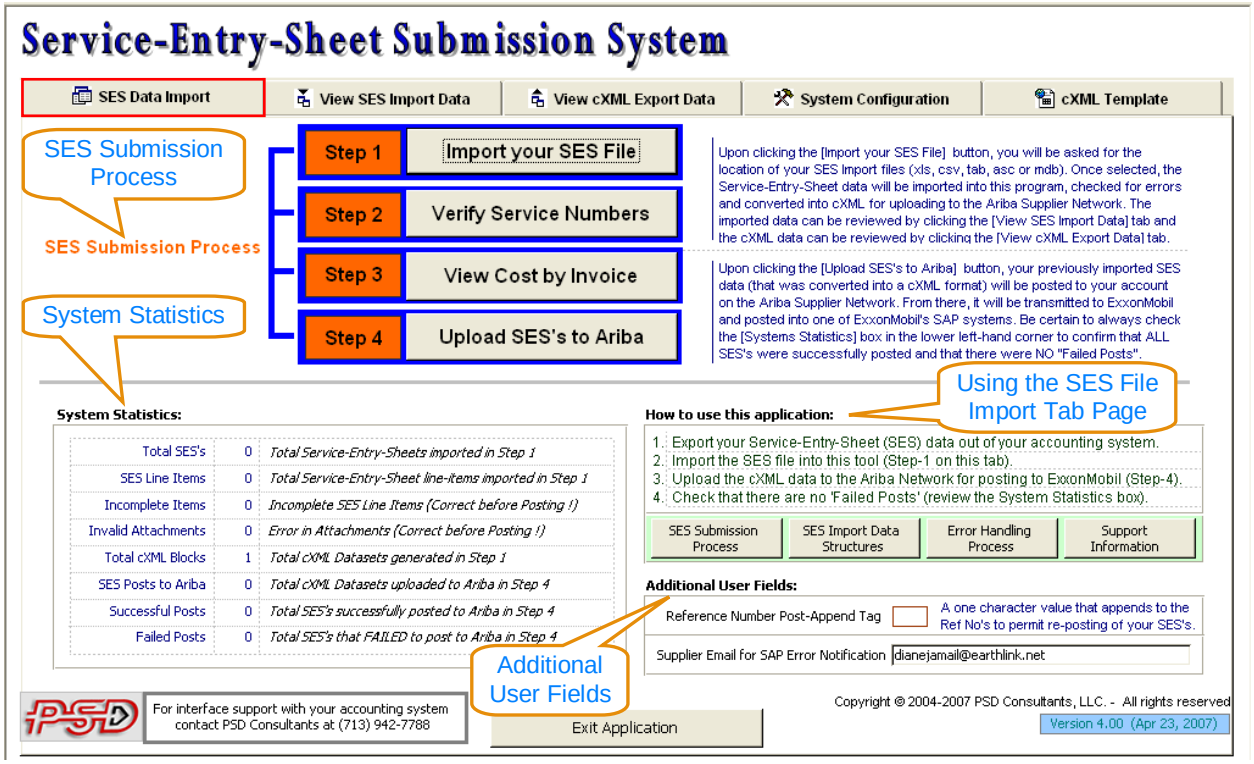
SES File Import Overview

A Supplier has the option to use the **SES File Import** tab page and export a file from an internal system to upload an SES to Ariba instead of using the **SES Data Entry** tab page.

This process converts the Supplier export file into cXML format in preparation to upload it to Ariba.

Refer to the following graphic for an overview of the **SES File Import** tab page, which contains the following sections:

- SES Submission Process
- System Statistics
- Using the **SES File Import** Tab Page
- Additional User Fields



File Import
Tab Page Details

The following table details the **SES File Import** tab page:

SES File Import Tab Page

Category	Topic	Associated Details
SES Submission Process		• Used to post an SES to Ariba using the file import configuration. • Steps 1 and 4 are required to complete this process and steps 2 and 3 are optional.
	Step 1 – Import SES	The Import SES button imports file data into the PSD SES Upload Tool in the location specified in the File Save Path field on the **System Configuration** tab page, then checks it for errors and converts it to cXML format to upload to Ariba.
	Step 2 – Verify Service Numbers	• The Verify Service Numbers button compiles all Service Master Numbers associated with an imported file and determines if each number is included on the Lookup Maintenance tab page list. An **ExxonMobil Service Master Number** is a required unique number that identifies an SES billing item. • This button displays Service Master Numbers that are **not** on the **Lookup Maintenance** tab page list. • If the Service Master Numbers associated with the imported file match the **Lookup Maintenance** tab page list, the **Verify Service Numbers** window displays blank.
	Step 3 – View Cost by Invoice	The View Cost by Invoice button retrieves the associated rate for Service Master Numbers on the **Lookup Maintenance** tab page list and generates a printable invoice copy for Supplier files.
	Step 4 – Upload SESs to Ariba	The Upload SESs to Ariba button performs the final step to post an SES to Ariba.
System Statistics		• Displays information pertaining to import data • The **System Statistics** section displays **Incomplete Items** if required fields are incomplete because these fields are required to post an SES to Ariba. • If a Supplier is required to submit an attachment with all SES submissions and an attachment is not included, the **System Statistics** section displays **Invalid Attachments**.
	Total SESs	Total SESs displays the number of SESs converted to cXML format to post to Ariba.
	SES Line Items	SES Line Items displays the number of SES Line Items converted to cXML format to post to Ariba.

SES File Import Tab Page (Continued)

Category	Topic	Associated Details
System Statistics (Continued)	Incomplete Items	Incomplete Items displays the number of incomplete SES Line Items that were generated during a post to Ariba.
	Invalid Attachments	• Invalid Attachments displays the number of invoices that have an attachment error for invoices that are being submitted to ExxonMobil. • Attachments must be included before reposting an invoice. NOTE: Only 1 attachment is allowed per invoice. Attachments are accepted in the following file formats: • BMP • DOC • GIF • JPG • PDF
	Total cXML Blocks	Total cXML Blocks displays the number of cXML datasets that were generated during a post to Ariba.
	SES Posts to Ariba	SES Posts to Ariba displays the number of cXML datasets that were posted to Ariba.
	Successful Posts	Successful Posts displays the number of SESs successfully posted to Ariba.
	Failed Posts	Failed Posts displays the number of SESs that failed to post to Ariba.
Using the SES File Import Tab Page		Provides an overview of the Ariba upload process
	SES Submission Process Button	The SES Submission Process button provides a flow map of the ExxonMobil SES submission process.
	SES File Import Data Structure Button	The SES File Import Data Structure button provides a structure table that displays file content in table form.
	Error Handling Process Button	The Error Handling Process button provides a flow map of SES errors and the report process.
	Support Information Button	The Support Information button provides support contact information for the PSD SES Upload Tool.

SES File Import Tab Page (Continued)

Category	Topic	Associated Details
Additional User Fields		• Post-append tag acts as a suffix to a Reference Number so Ariba does not reject an SES as a duplicate • E-mail address allows a Supplier to receive error messages and status reports from SAP
	Reference Number Post-Append Tag Field	Use the Reference Number Post-Append Tag field only after receiving an error message from the ExxonMobil SAP system. An error message includes the following information: • Supplier Reference Number • ExxonMobil Purchase Order Number • SAP System ID • Error Description An SES can be rejected by the ExxonMobil SAP system for internal reasons; e.g., the purchase order value is exceeded. Although Ariba has a control that prevents submission of a duplicate SES, the Reference Number Post-Append Tag field can create a duplicate SES, which can delay a Supplier payment. NOTE: The post-append tag cannot correct a Supplier SES error if it is accepted by the ExxonMobil SAP system. If an SES contains a billing error, contact ExxonMobil for correction instructions. When an SES is rejected and the issue is resolved with ExxonMobil, a Supplier can resubmit an SES.
	Supplier E-Mail for SAP Error Messages Field	• Enter an e-mail address to receive error messages and status reports from SAP. • This e-mail address can be changed by simply typing the new address over the old address on either the System Configuration tab page or the SES File Import tab page. • A single e-mail address can be used for all PSD SES Upload Tool installations at a Supplier location or a different e-mail address can be used for each installation. NOTE: If multiple users are submitting an SES, each user must enter a correct e-mail address to receive an SAP error message.

Using the SES File Import Tab Page to Create an SES

To create an SES using the **SES File Import** tab page, complete the following steps or refer to the following hyperlink: Using the SES File Import Tab Page to Create an SES

> NOTE: The following steps assume that a Supplier selected the **File Import Configuration** radio button on the **System Configuration** tab page.

1. Click the **SES File Import** tab.

   The **SES File Import** tab page opens.

2. In the **SES Submission Process** section, click the **Import SES** button.

   The **File Open** window opens.

3. Browse to select an appropriate file to export.

   The following table provides a description of the supported file types:

File Type	Description
CSV – Comma Delimited ASCII	Comma separated values
Tab-Delimited ASCII	Fields separated by tabs
Fixed-Field ASCII	All columns are a fixed width
XLS	Excel spreadsheet
MDB	Access data table that is contained in an Access database file

4. Select the appropriate file to export.
5. Click the **Open** button.

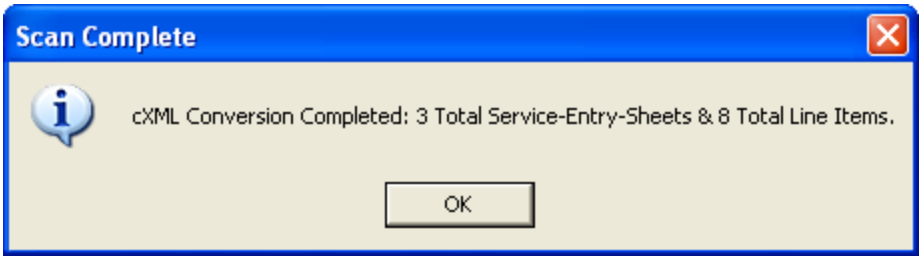
   The export file data imports into the PSD SES Upload Tool in the location specified in the **File Save Path** field on the **System Configuration** tab page, then it is checked for errors and converted to cXML format to upload to Ariba.

One of the following windows opens as shown in the following graphics:

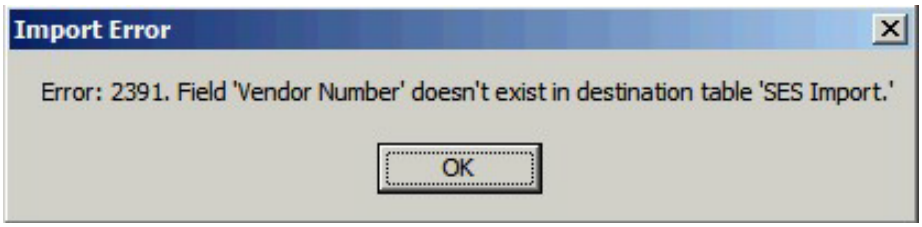
- Scan Complete
- Import Error
- Import Failed

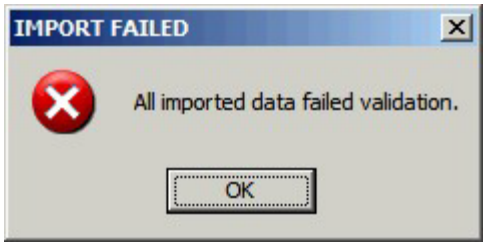
The **Scan Complete** window displays the following information:

- Selected file was successfully converted to cXML
- Total SESs imported
- Total Line Items imported



The **Import Error** window or the **Import Failed** window displays an appropriate error message if a Supplier selects an incorrect file to export or if an error occurs during the cXML conversion process as shown in the following graphics:





6. Click the **OK** button.

   The **System Statistics** section displays information pertaining to the import data as shown in the following graphic:

System Statistics:

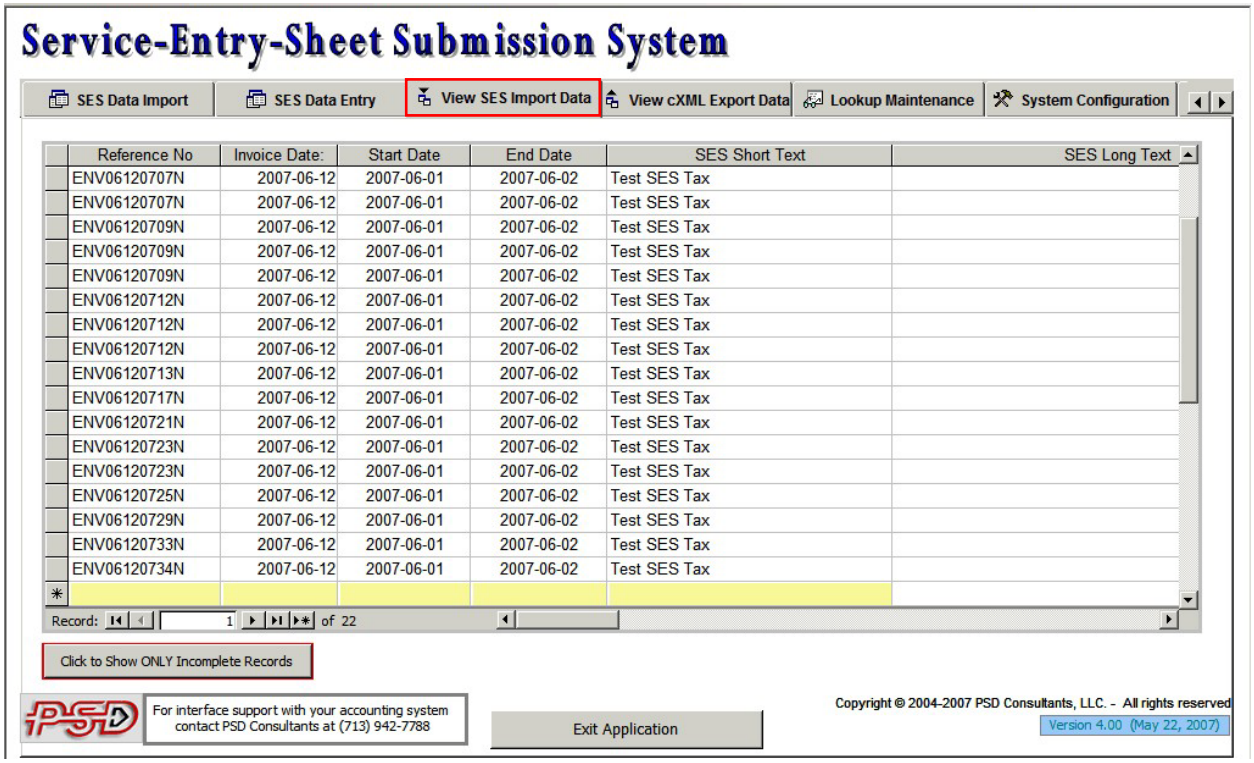
Total SES's	8	*Total Service-Entry-Sheets imported in Step 1*
SES Line Items	25	*Total Service-Entry-Sheet line-items imported in Step 1*
Incomplete Items	0	*Incomplete SES Line Items (Correct before Posting !)*
Invalid Attachments	5	*Error in Attachments (Correct before Posting !)*
Total cXML Blocks	3	*Total cXML Datasets generated in Step 1*
SES Posts to Ariba	0	*Total cXML Datasets uploaded to Ariba in Step 4*
Successful Posts	0	*Total SES's successfully posted to Ariba in Step 4*
Failed Posts	0	*Total SES's that FAILED to post to Ariba in Step 4*

NOTE: If a Supplier is required to submit an attachment with all SES submissions and an attachment is not included, the System Statistics section displays Invalid Attachments as shown in the previous graphic.

a. If the **Import Error** window or the **Import Failed** window opens and displays an error message and the **System Statistics** section displays **Incomplete Items** or the **Total SESs** and the **SES Line Items** do not match the expected total, click the **View SES Import Data** tab to view the **View SES Import Data** tab page and use the **SES/Record Navigation** buttons and the scroll bars to compare SES information as shown in the following graphic:

NOTE: The System Statistics section displays Incomplete Items if required fields are incomplete because these fields are required to post an SES to Ariba.

NOTE: Mouse-over the individual scroll bars and buttons for a brief description of each scroll bar and button.



b. Click the **Click to Show ONLY Incomplete SESs** button.

   This button only displays SESs that contain errors.

NOTE: This button acts as a toggle, with the default position being Click to Show ONLY Incomplete SESs, which only displays incomplete SESs. Click the button one time to toggle and reveal the Click to Show All SESs position and display all SESs.

NOTE: The View SES Import Data tab page displays import data; the View cXML Export Data tab page displays cXML data.

c. Complete steps 1 through 6 again to convert the file to cXML format in preparation to upload it to Ariba.

OR

Type the correct information in the incomplete fields on the **View SES Import Data** tab page, then click the **SES File Import** tab to open the **SES File Import** tab page and convert the file to cXML format in preparation to upload it to Ariba.

NOTE: It is recommended that a Supplier correct the appropriate export file to save certain information and to prevent future issues, then complete steps 1 through 6 again to convert the file to cXML format in preparation to upload it to Ariba.

If the conversion process is successful, continue with the following steps:

7. As an optional step, click the **Verify Service Numbers** button.

   The **Service Numbers Not Found** window opens.

   a. If the **Service Numbers Not Found** window contains Service Master Numbers, determine if the numbers are correct.

      The following list details when a Service Master Number appears in the **Service Numbers Not Found** window:

      - Supplier is using a new Service Master Number that is not in the ExxonMobil SAP system
      - Service Master Number was typed incorrectly

      If a new Service Master Number is added to a Supplier agreement, ExxonMobil can provide a Supplier with an updated Service Master Number list to upload into the PSD SES Upload Tool.

   b. If a Supplier determines that the Service Master Numbers are correct, contact ExxonMobil to verify the numbers.

   c. If ExxonMobil determines that the Service Master Numbers are incorrect, complete steps 1 through 6 again to convert the file to cXML format in preparation to upload it to Ariba.

8. As an additional option, click the **View Cost by Invoice** button.

   The **View Cost by Invoice** window opens.

   If the cost is not what a Supplier expects, complete steps 1 through 6 again to convert the file to cXML format in preparation to upload it to Ariba.

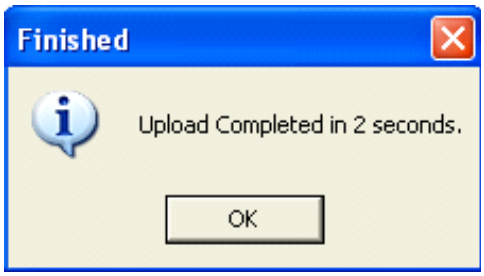
   The following list provides examples of why the **View Cost by Invoice** window does not match an expected total:

   - Supplier is billing for a prior rate period
   - Service Master Number is missing from the **Lookup Maintenance** tab page
   - Service Master Number was typed incorrectly

   If the cost is correct, continue with the following steps.

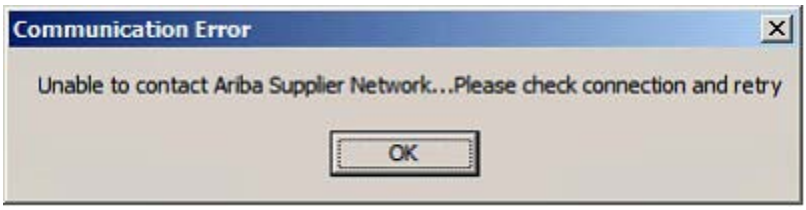
9. Click the **Upload SESs to Ariba** button.

   This button uploads the converted cXML file to Ariba, then the **Finished** window opens and displays the amount of time for the upload as shown in the following graphic:



OR

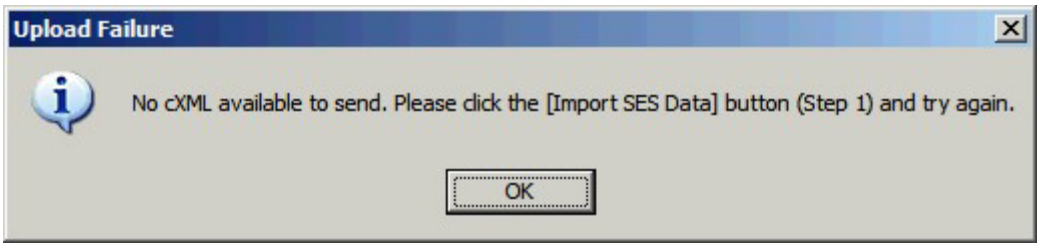
The **Communication Error** window opens and displays an appropriate error message as shown in the following graphic:



Click the **Upload SESs to Ariba** button again to upload the file.

OR

The **Upload Failure** window opens and displays an appropriate error message as shown in the following graphic:



Complete steps 6a through 9.

If the upload process is successful, continue with the following steps:

10. Review the **System Statistics** section to determine if **Failed Posts** display.

    For each SES that did not post to Ariba, determine if corrections are needed, make appropriate corrections, and repost only SESs that did not post by completing the following steps:

    a. Create a new export file that contains **only** failed SESs.

    b. Make necessary corrections to the new export file.

c. In the **Additional User Fields** section on the **SES File Import** tab page, type an appropriate uppercase alphabetical character to complete the **Reference Number Post-Append Tag** field.

NOTE: The Reference Number Post-Append Tag field uses a single uppercase alphabetical character post-append tag that adds a blank in place 17 of the Supplier Reference Number, which acts as a suffix to the Reference Number and makes it unique to Ariba, so Ariba does not reject it as a duplicate SES.

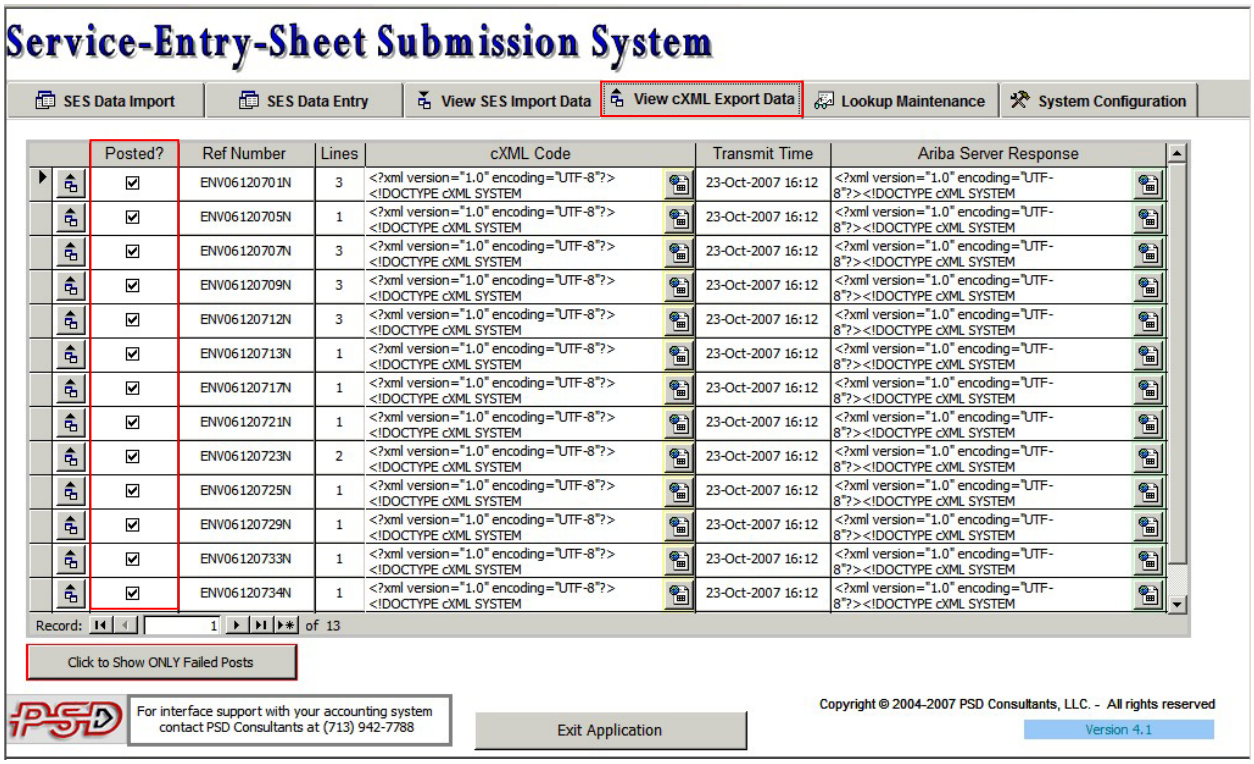
d. Complete steps 2 through 9.

If the import, the conversion, and the upload processes are successful, continue with the following steps.

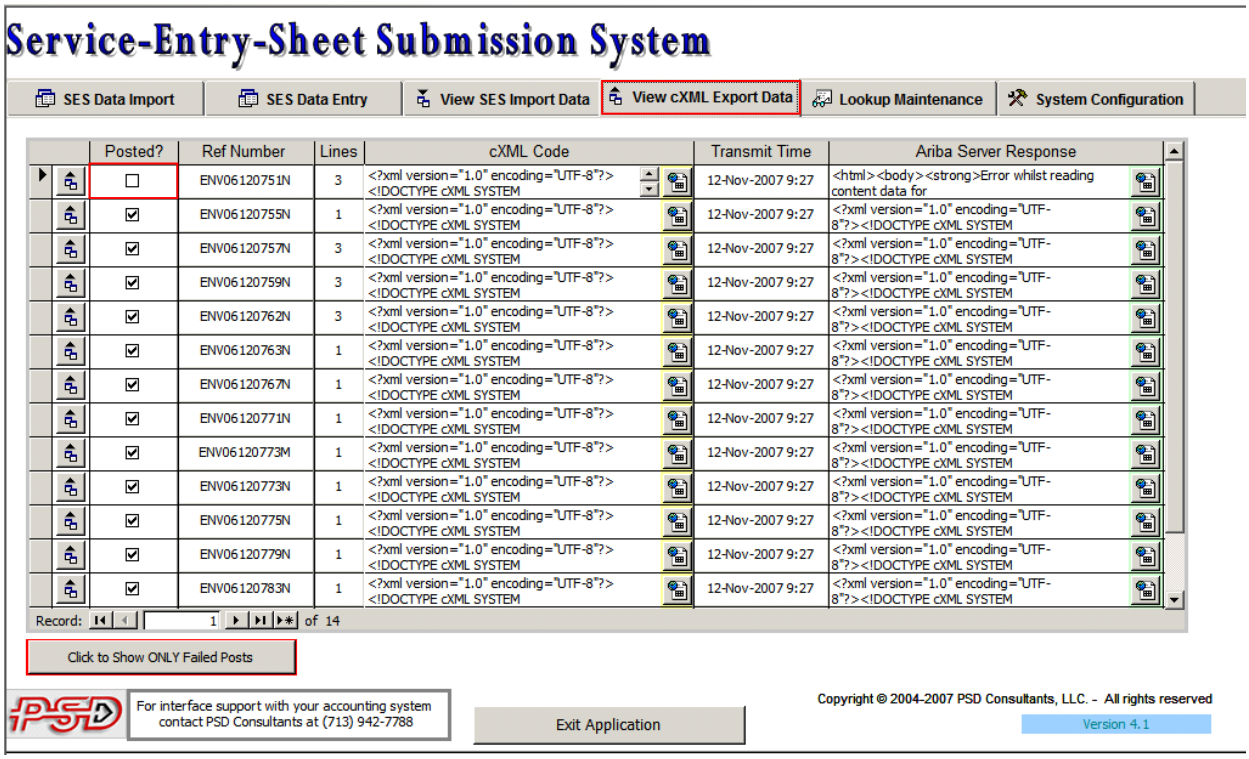
11. Click the **View cXML Export Data** tab.

The **View cXML Export Data** tab page opens and displays the cXML data for each SES represented.

If **Failed Posts** totals zero, the **Posted?** column displays a check mark in the associated check box for each SES that posted to Ariba as shown in the following graphic:



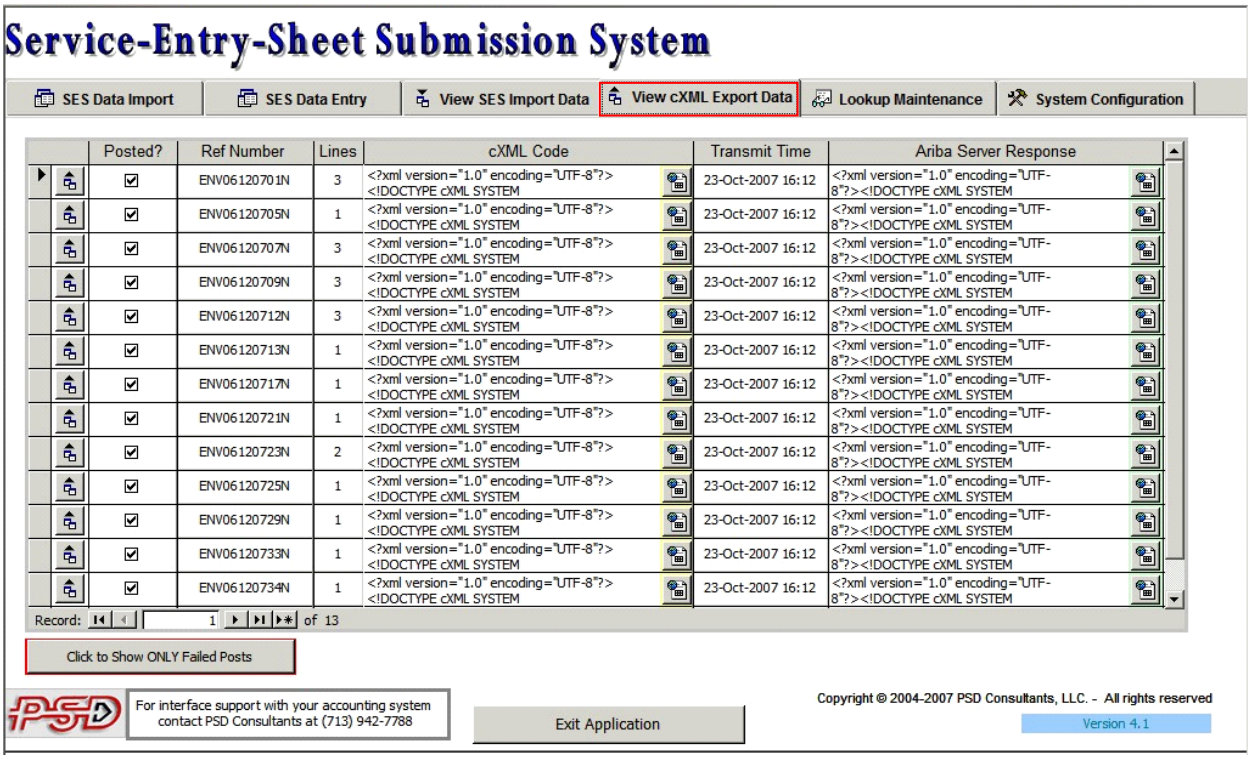
If the **System Statistics** section displays **Failed Posts**, the **Posted?** column displays an empty check box for each SES that failed to post to Ariba as shown in the following graphic:



a. Click the **Click to Show ONLY Failed Posts** button as shown in the following graphic.

This button only displays SESs that failed to post to Ariba.

NOTE: This button acts as a toggle, with the default position being Click to Show ONLY Failed Posts, which only displays SESs that failed to post to Ariba. Click the button one time to toggle and reveal the Click to Show All SESs position and display all SESs.



b. To repost an SES that failed to post to Ariba, click the **Repost This SES** button associated with the selected SES to repost as shown in the previous graphic.

NOTE: Do NOT repost an SES that posted to Ariba successfully!

12. Click the **Exit Application** button when SES posting is complete as shown in the following graphic.

Testing the System Configuration Prior to Submitting an SES

Click the following hyperlink for detailed information pertaining to testing the System Configuration prior to submitting an SES: Testing the System Configuration Prior to Submitting an SES

OR

Click the following hyperlink to view a flow map that details how to test the System Configuration prior to submitting an SES: Testing the System Configuration Prior to Submitting an SES

Resubmitting a Rejected SES

To resubmit a rejected SES, complete steps 10 through 12 associated with the section entitled **Using the SES File Import Tab Page to Create an SES** or refer to the following hyperlink: Using the SES File Import Tab Page to Create an SES

Verifying an SES Submission to the Ariba Web Site

The following hyperlink provides detailed information pertaining to verifying an SES submission to the Ariba Web site: Verifying an SES Submission to the Ariba Web Site

PSD SES UPLOAD TOOL
EXXONMOBIL SES DATA ENTRY AND ARIBA SUBMISSION PROCESS
SUPPLIER USER GUIDE

ExxonMobil

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Appendix 1: Testing the System Configuration Prior to Submitting an SES

To test the System Configuration prior to submitting an SES, complete the following steps or refer to the following hyperlink: Testing the System Configuration Prior to Submitting an SES

1. Click the **System Configuration** tab.

   The **System Configuration** tab page opens.

2. Click either the **File Import Configuration** or the **Data Entry Configuration** radio button to select a method to create an SES.

   The appropriate tabs display.

3. Click the **Generate cXML for Posting to the Ariba Test Account** check box.

   A check mark appears in the check box.

4. Click the **Save Configuration Data** button.

   All SES entries post to the Ariba and the ExxonMobil test environments until the **Generate cXML for Posting to the Ariba Test Account** check box is unchecked.

   A sample spreadsheet file is provided by ExxonMobil for test purposes.

5. Select the appropriate SES submission method and complete the associated steps:

   File Import Configuration

   a. Click the **SES File Import** tab

      The **SES File Import** tab page opens.

   b. Click the following hyperlink to view SES submission instructions either as numbered steps or as a flow map: Using the **SES File Import** Tab Page to Create an SES

   Data Entry Configuration

   a. Click the **SES Data Entry** tab

      The **SES Data Entry** tab page opens.

   b. Click the following hyperlink to view SES submission instructions either as numbered steps or as a flow map: Using the **SES Data Entry** Tab Page to Create an SES

6. When testing is complete, click the **System Configuration** tab.

   The **System Configuration** tab page opens.

7. Click the **Generate cXML for Posting to the Ariba Test Account** check box.

   The check box clears.

   NOTE: This check box is also used to confirm that a posting error is related to an SES rather than the setup configuration.

8. Click the **Save Configuration Data** button.

   All SES entries post to the Ariba and the ExxonMobil production environments.

9. Click the **Clear All SES & cXML Data** button to remove test SESs from the system.

Appendix 2: Using the Service Master Map Tab Page

The **Service Master Map** tab page allows a Supplier to keep a detailed conversion table to map Supplier Service Master Numbers to ExxonMobil Service Master Numbers.

To use the **Service Master Map** tab page, complete the following steps:

1. Click the **System Configuration** tab.

   The **System Configuration** tab page opens.

2. Click the **Service Master Map Tab** button to the **On** position.

   Click the following hyperlink for additional information pertaining to the **Service Master Map Tab** button: Service Master Map Tab Button

   > NOTE: This button acts as an On and Off toggle, with the default position being Off.

   The **Service Master Map Tab** appears.

3. Click the **Service Master Map** tab.

   The **Service Master Map** tab page opens.

   Click the following hyperlink for additional information pertaining to the **Service Master Map** tab page: Service Master Map Tab Page

4. Locate the folder and the Excel file name that contain the appropriate Service Master mapping information, then type the folder and the file name in the blue **Import a New Service Master Mapping** field.

   OR

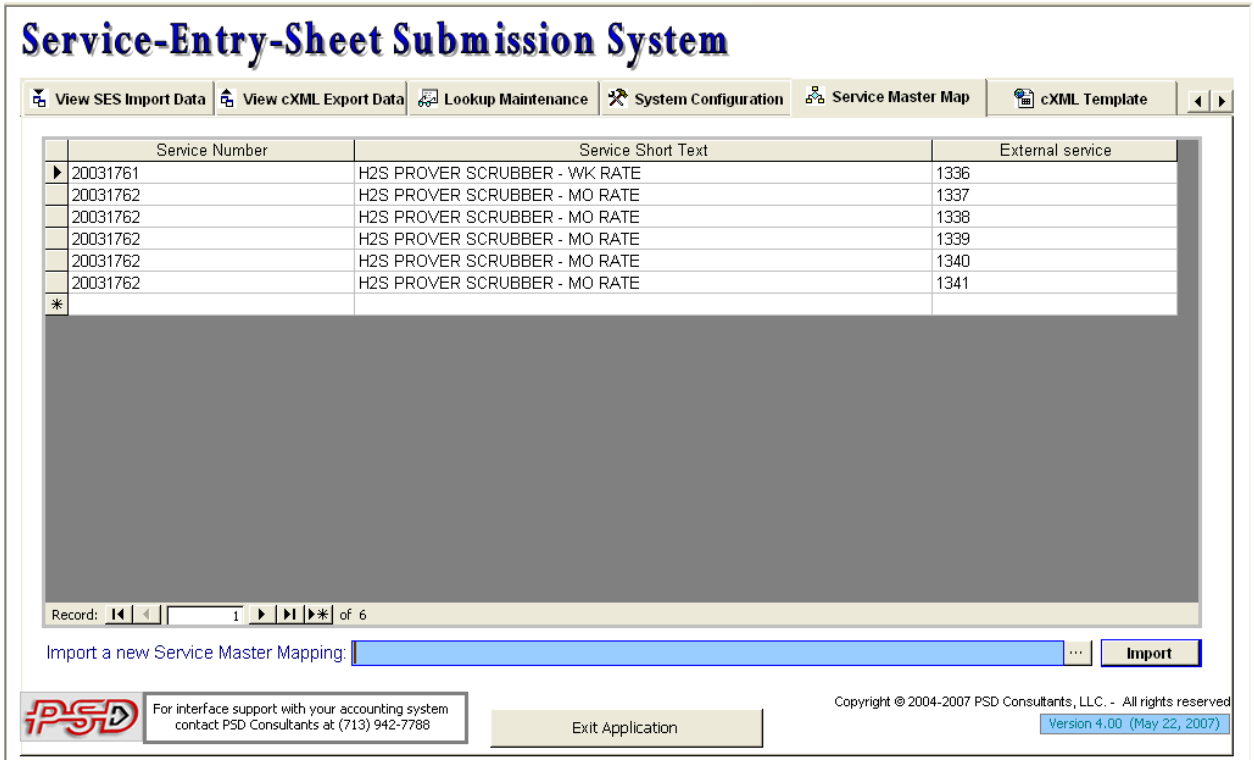
   Click the **File Open** button to search for the folder and the Excel file name that contain the appropriate Service Master mapping information.

   > NOTE: A Supplier can use either a self-created Excel file or a file that is created and provided by ExxonMobil.

5. Click the **Import** button .

   The appropriate mapping information appears on the **Service Master Map** tab page.

> NOTE: Mouse-over the blue field and the two accompanying buttons at the bottom of the tab page for a brief description.



Appendix 3: Receiving Error Messages and Status Reports

The following table provides details pertaining to receiving error messages and status reports:

Receiving Error Messages and Status Reports

Category	Topic	Associated Details
Receiving Error Messages		**Data Entry Configuration** • If a required SES field is blank or incompatible data is entered, the ExxonMobil SAP system issues an error message. • When receiving an error message, a Supplier corrects an SES and continues with data entry. If an SES cannot be corrected when receiving an error message, manually delete an entry by clicking **Edit** on the Menu Bar, then clicking **Undo Current Field/Record**. Click the **Previous SES/Record Navigation** button on the SES/Record Navigation Button Bar on the **SES Data Entry** tab page to return to a previous SES or click the **Add SES** button to reenter an SES. **File Import Configuration** An error message from the ExxonMobil SAP system includes the following information: • Supplier Reference Number • ExxonMobil Purchase Order Number • SAP System ID • Error Description

Receiving Error Messages and Status Reports (Continued)

Category	Topic	Associated Details
Receiving Status Reports		When an SES posts to Ariba, a Supplier receives the following Status Report e-mails: • All Service-Entry-Sheets Report • Unaccepted Service-Entry-Sheets Report • Invoiced Service-Entry-Sheets Report
	All Service-Entry-Sheets Report	The **All Service-Entry-Sheets Report** notifies a Supplier that the previous day SESs posted.
	Unaccepted Service-Entry-Sheets Report	The **Unaccepted Service-Entry-Sheets Report** notifies a Supplier that an SES is pending review by an Approver. NOTE: This report should **not** be confused with an error message. NOTE: An SES on the **Unaccepted Service-Entry-Sheets Report** may **not** be resubmitted using the Ref Num Post-Append command button because this action may create a duplicate SES, which can delay a Supplier payment.
	Invoiced Service-Entry-Sheets Report	The **Invoiced Service-Entry-Sheets Report** notifies a Supplier that an SES is approved and removed from the **Unaccepted Service-Entry-Sheets Report**. This report also displays 60 days of the following Supplier information: • Approved Supplier invoices • Projected payment dates • Check numbers • Check dates • Payment amounts NOTE: If an SES is removed from the **Unaccepted Service-Entry-Sheets Report** but it is not included on the **Invoiced Service-Entry-Sheets Report**, contact ExxonMobil.

Appendix 4: Verifying an SES Submission to the Ariba Web Site

A Supplier is encouraged to go to the Ariba Web site and log onto the company account to confirm that all SES submissions posted successfully.

It is recommended that a Supplier perform this task at least one time each day that posting takes place.

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Using the SES Data Entry Tab Page to Create an SES

This flow map assumes that a Supplier selected the Data Entry Configuration radio button on the System Configuration tab page.

Use the Tab key to move from field to field on the Data Entry tab page.

The **SES Data Entry** tab page opens.

Supplier Clicks the SES Data Entry Tab

Are All Previous SESs Posted to Ariba?

Yes

Are All Unposted SESs Complete?

Yes

Supplier Clicks Add SES Button to Archive Previous SES and Clear Tab Page to Start New SES

No

Supplier Completes All Unposted SESs and Posts to Ariba

No

Supplier Posts All Previous SESs to Ariba

The **Add Record** button is on the SES/Record Navigation Button Bar on the Data Entry tab page.

Supplier Refers to the Chapter 2 Table Entitled *SES Data Entry Tab Page Details* to Complete the Following Header Data Fields:

- **Reference Number**
- **SES Short Text**
- **SES Long Text**
- **Invoice Date**
- **Period Start Date and Period End Date**
- **ExxonMobil PO No**
- **SAP Approver ID**
- **Header Tax Amount**
- **Currency Type**
- **PO Line Number**
- **SAP System ID**

Supplier Selects a Service Master Number

Select a **Service Master Number** by clicking the **Service Master** dropdown arrow in the **Service-Entry-Sheet Detail Line Items** section and selecting the appropriate number by referring to the associated description list.

Supplier Completes the Remaining Fields on the Service-Entry-Sheet Detail Line Items Row

When entering **Line Item Data**, do not skip rows.

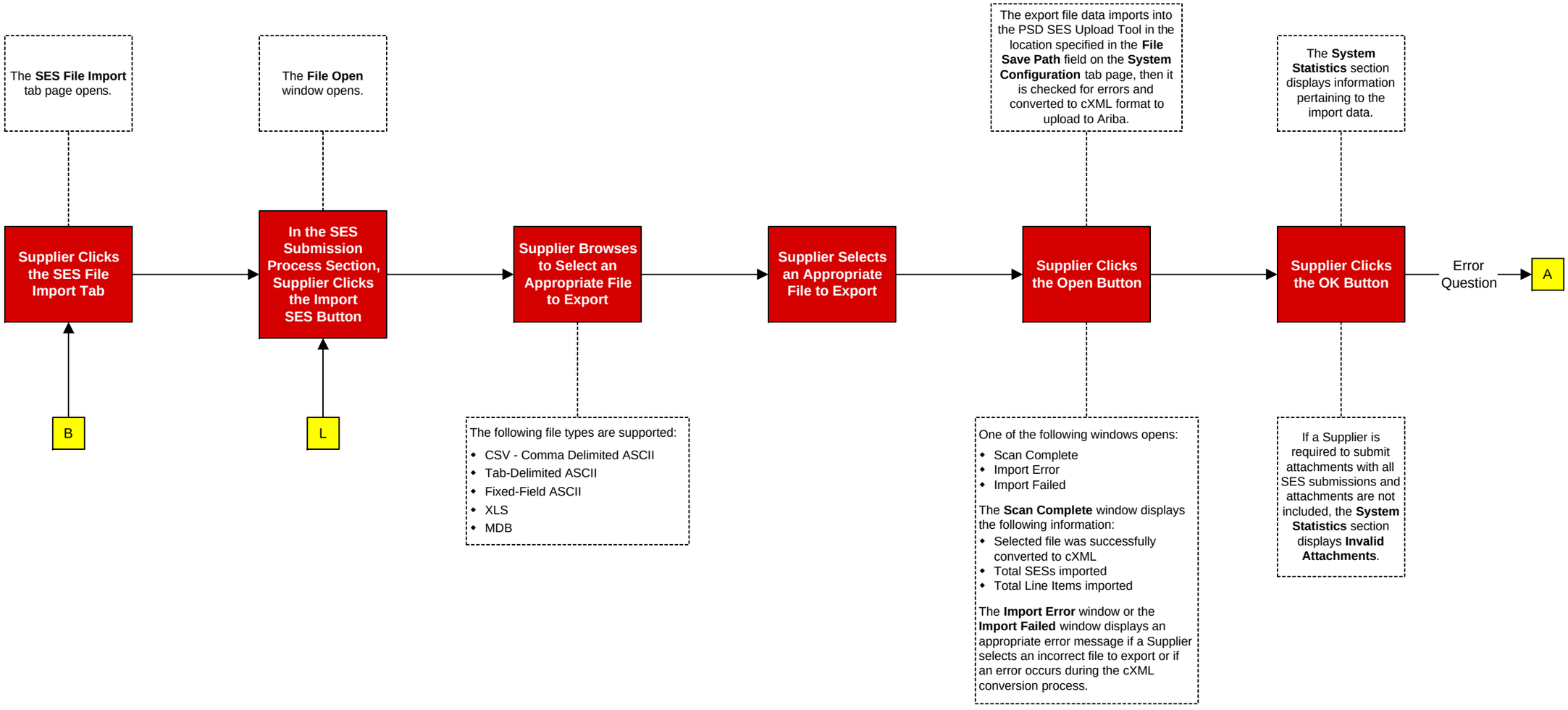
When **Line Item Data** is complete, the last row **Quantity** column displays zero (0) and the remaining fields on the row are blank.

Rows scroll off the data entry area when an SES contains more than ten line items. Simply use the scroll bars to the right and below the Line Items to move up, down, left, or right as necessary to view items or use the SES/Record Navigation buttons at the bottom of the SES Data Entry tab page.

Using the SES File Import Tab Page to Create an SES

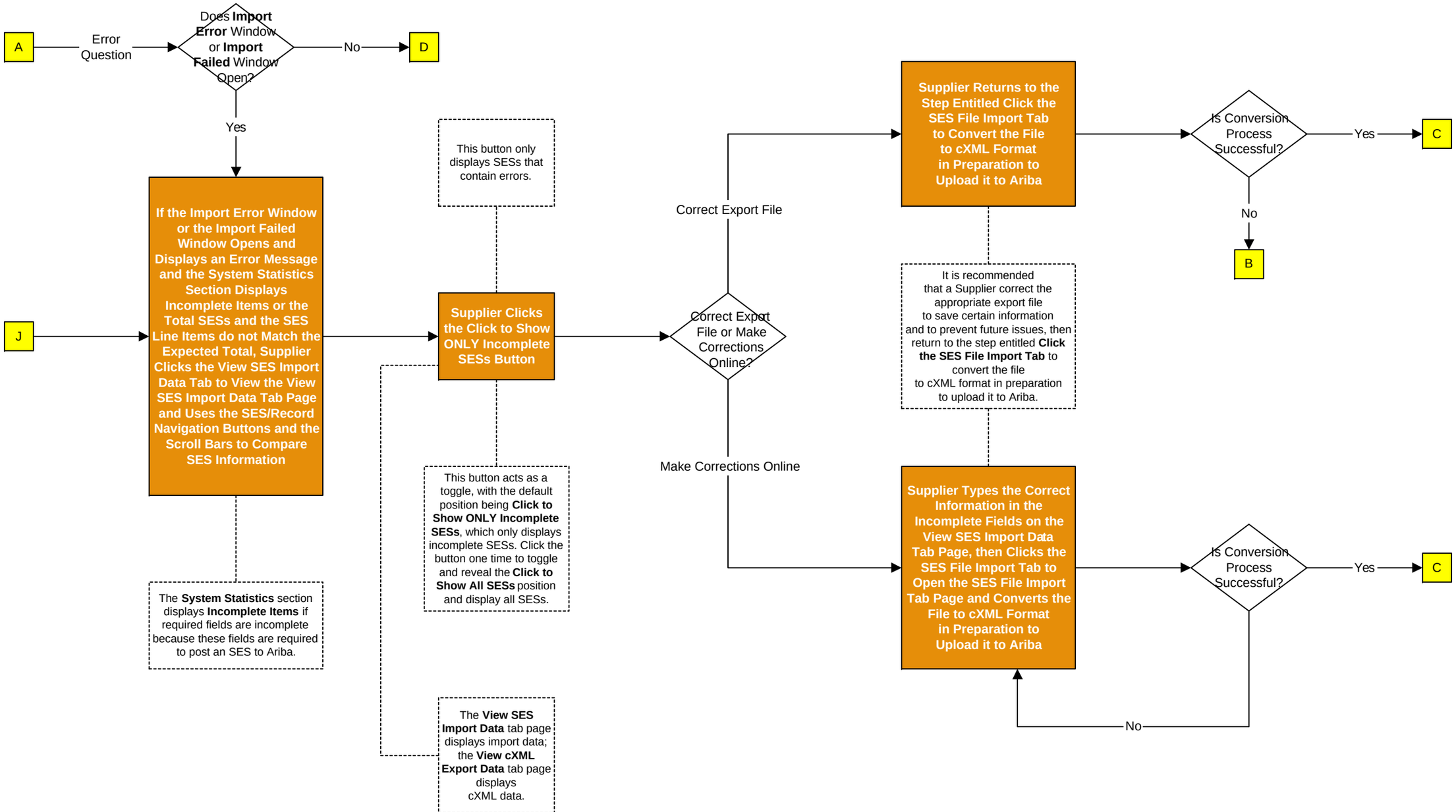
This flow map assumes that a Supplier selected the File Import Configuration radio button on the System Configuration tab page.

Normal Flow



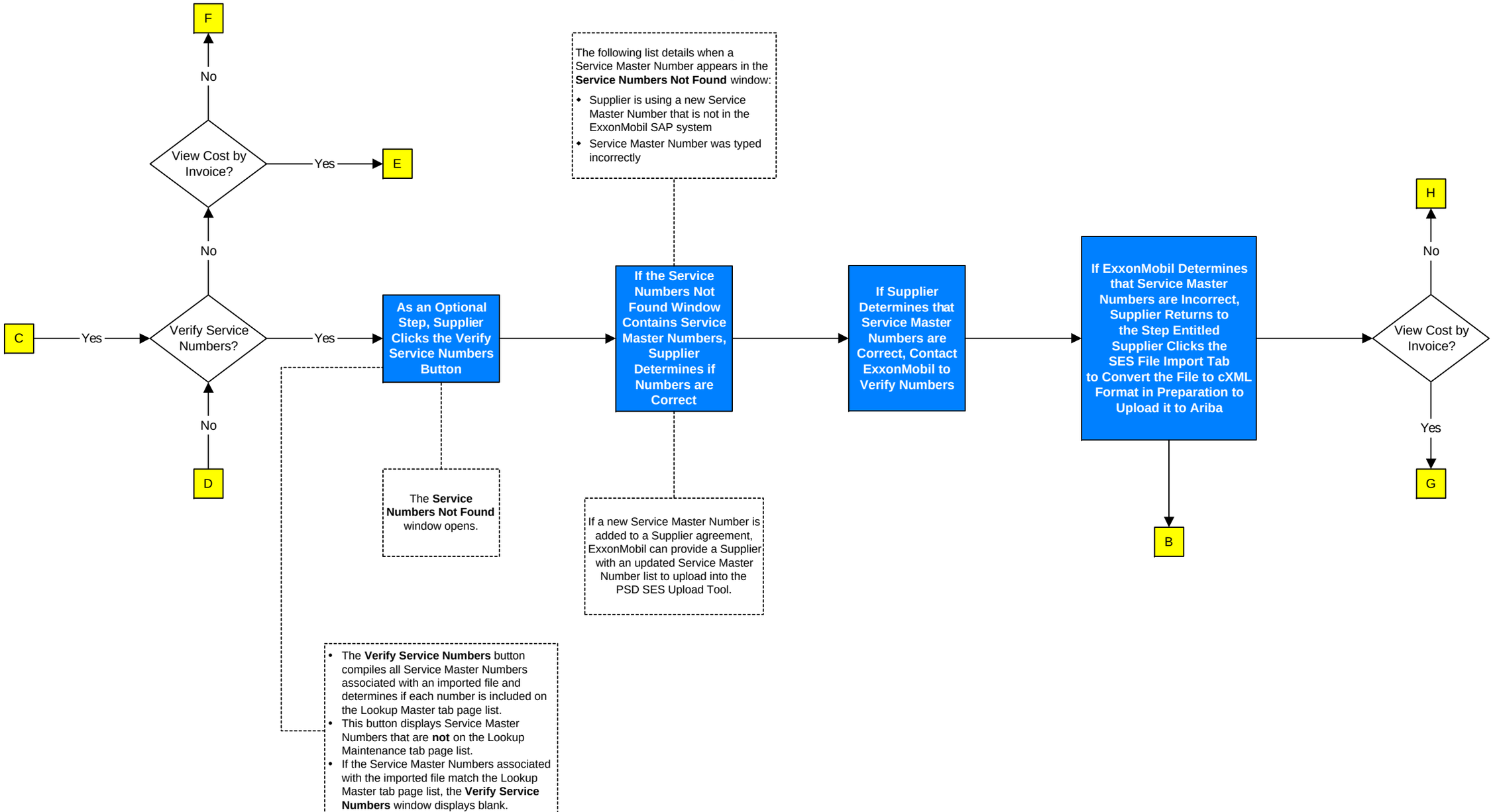
Using the SES File Import Tab Page to Create an SES

Error

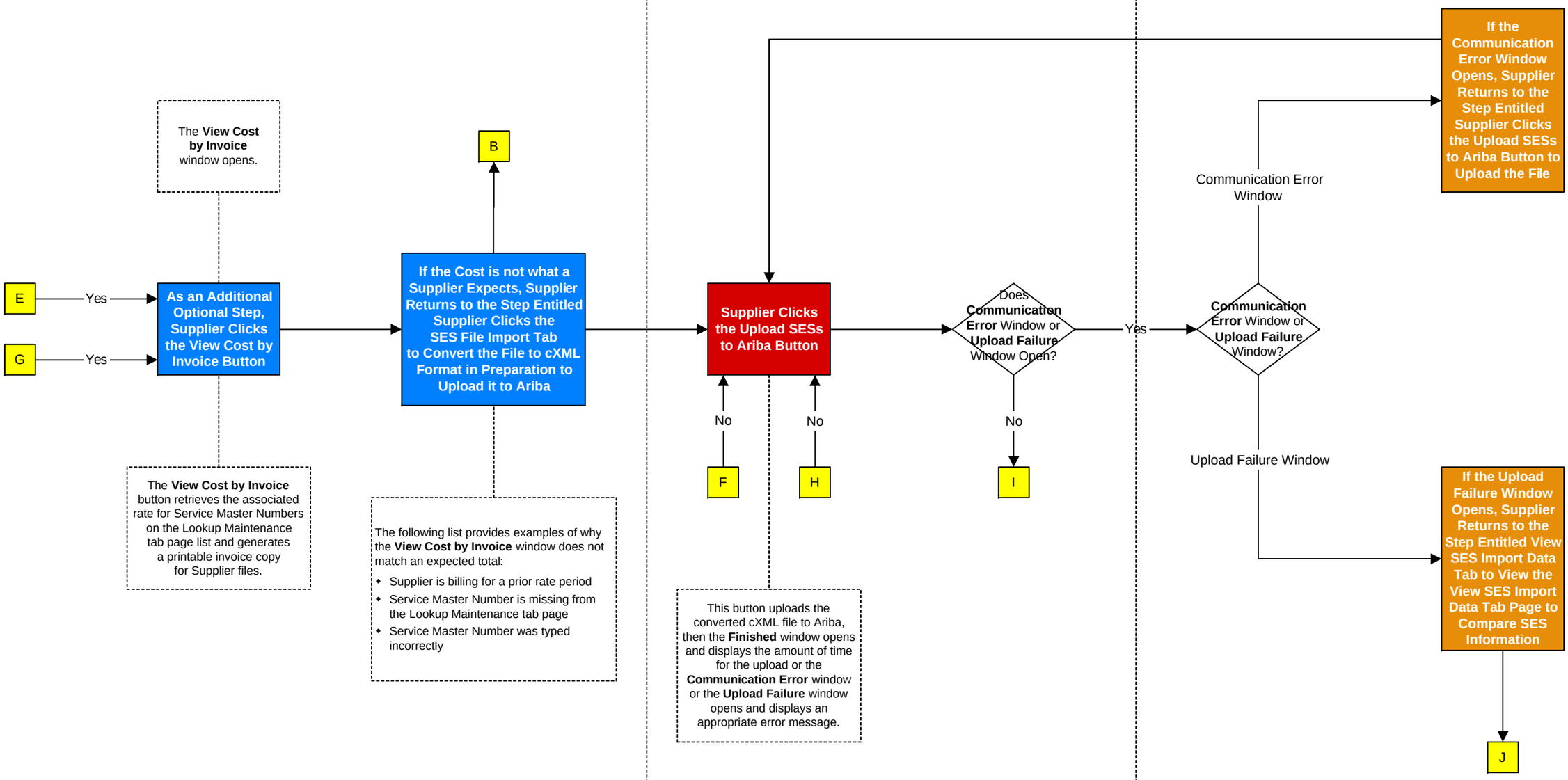


Using the SES File Import Tab Page to Create an SES

Optional

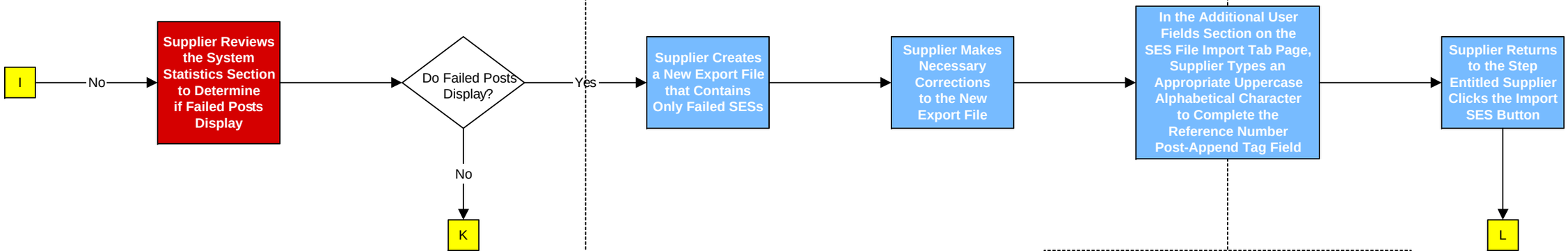


Using the SES File Import Tab Page to Create an SES



Using the SES File Import Tab Page to Create an SES

Normal Flow (Continued)



Failed Posts

The **Reference Number Post-Append Tag** field uses a single uppercase alphabetical character post-append tag that adds a blank in place 17 of the Supplier Reference Number, which acts as a suffix to the Reference Number and makes it unique to Ariba, so Ariba does not reject it as a duplicate SES.

Use the **Reference Number Post-Append Tag** field only after receiving an error message from the ExxonMobil SAP system.

This error message includes the following information:

- Supplier Reference Number
- ExxonMobil Purchase Order Number
- SAP System ID
- Error Description

An SES can be rejected by the ExxonMobil SAP system for internal reasons; e.g., the purchase order value is exceeded.

Although Ariba has a control that prevents submission of a duplicate SES, the **Reference Number Post-Append Tag** field can create a duplicate SES, which can delay a Supplier payment.

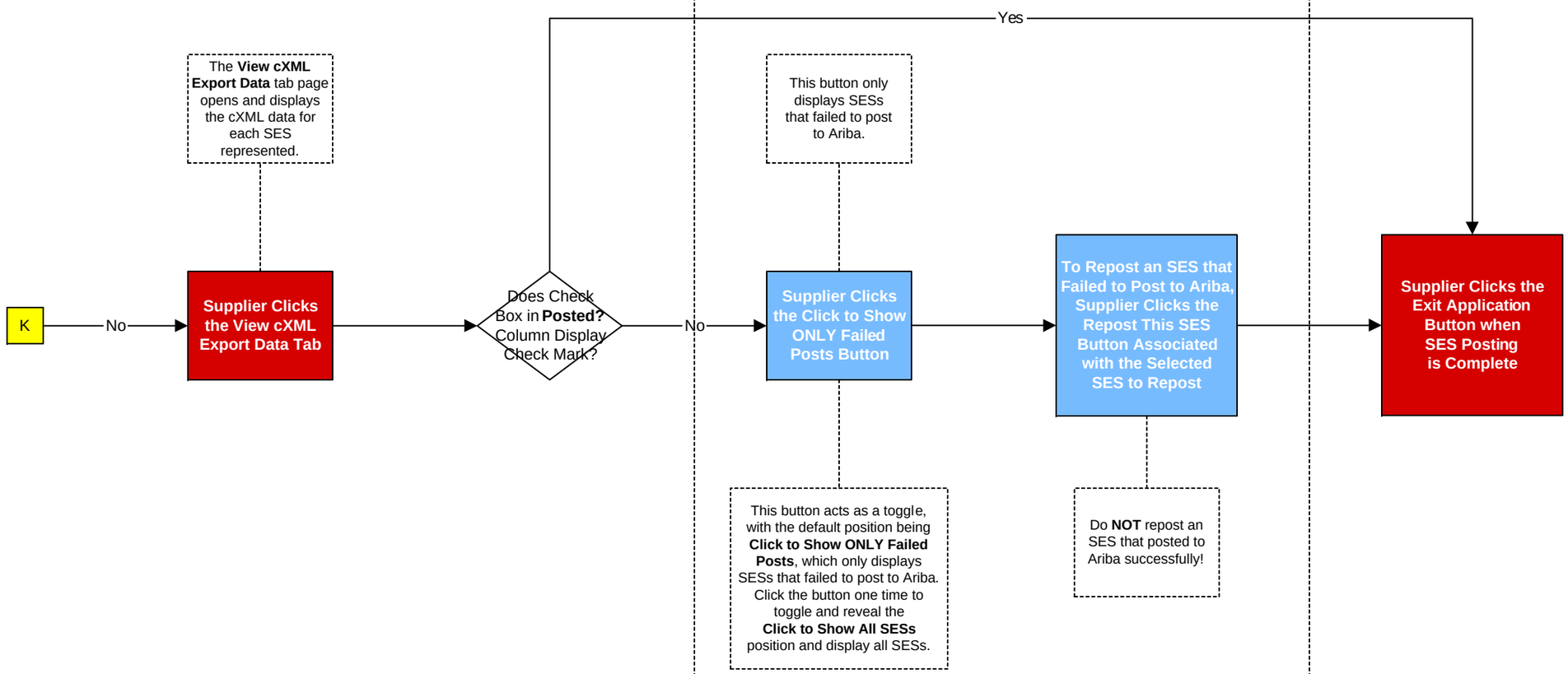
When an SES is rejected and the issue is resolved with ExxonMobil, a Supplier can resubmit an SES.

Using the SES File Import Tab Page to Create an SES

Normal Flow (Continued)

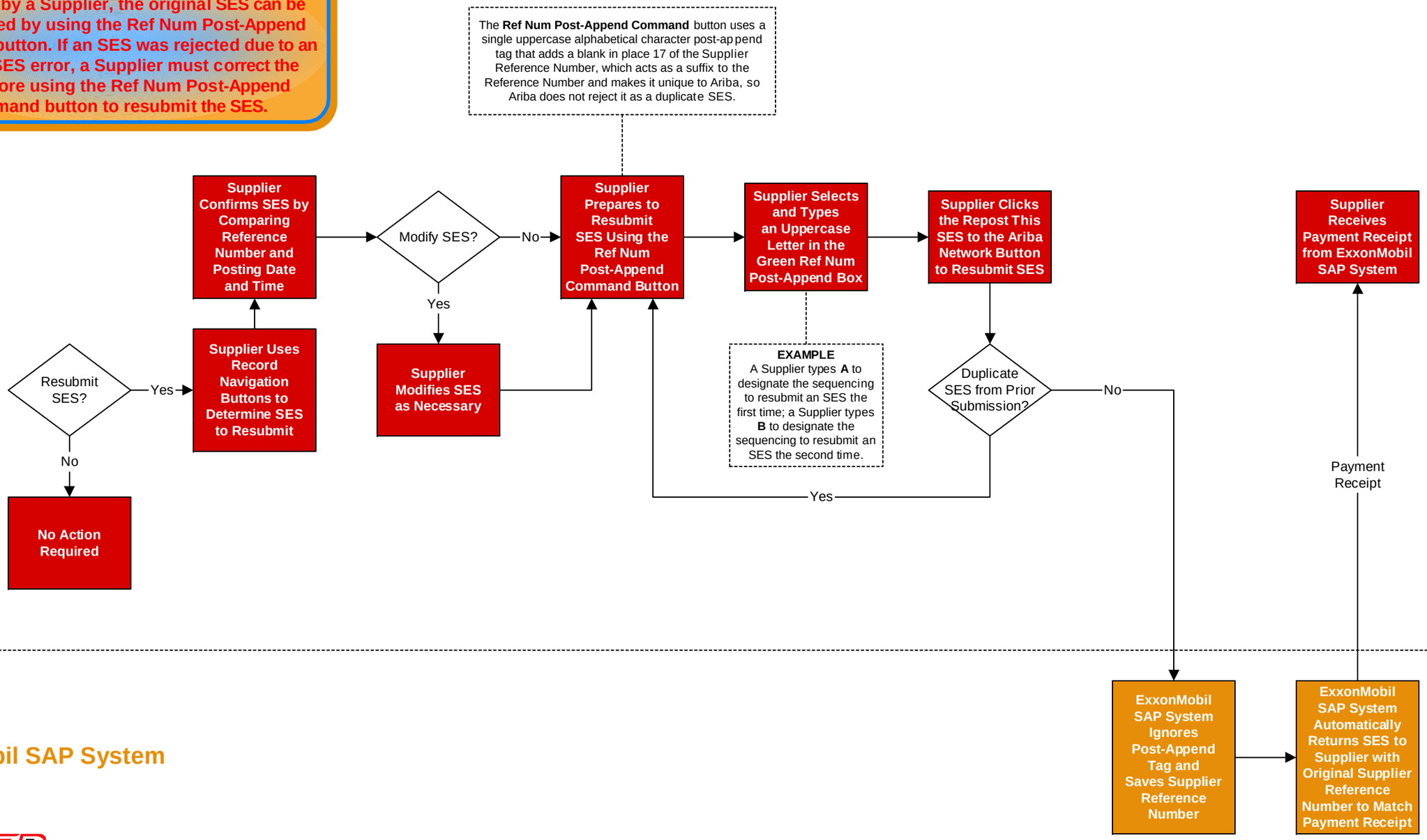
Failed Posts (Continued)

Normal Flow (Continued)

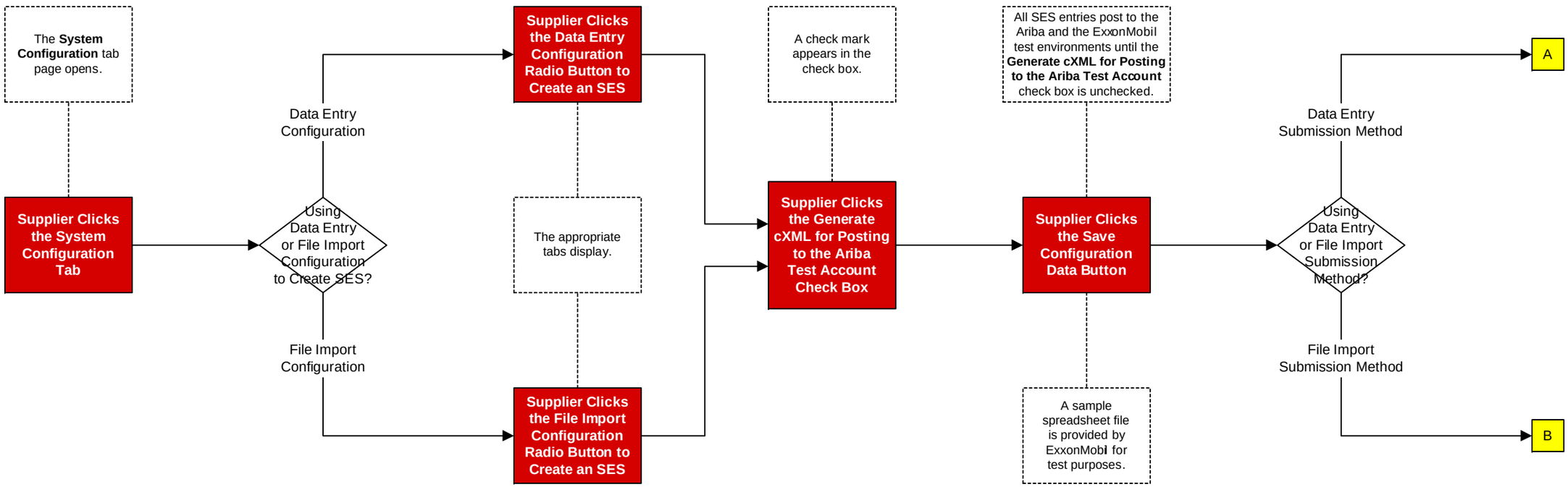


Resubmitting a Rejected SES – Data Entry Configuration

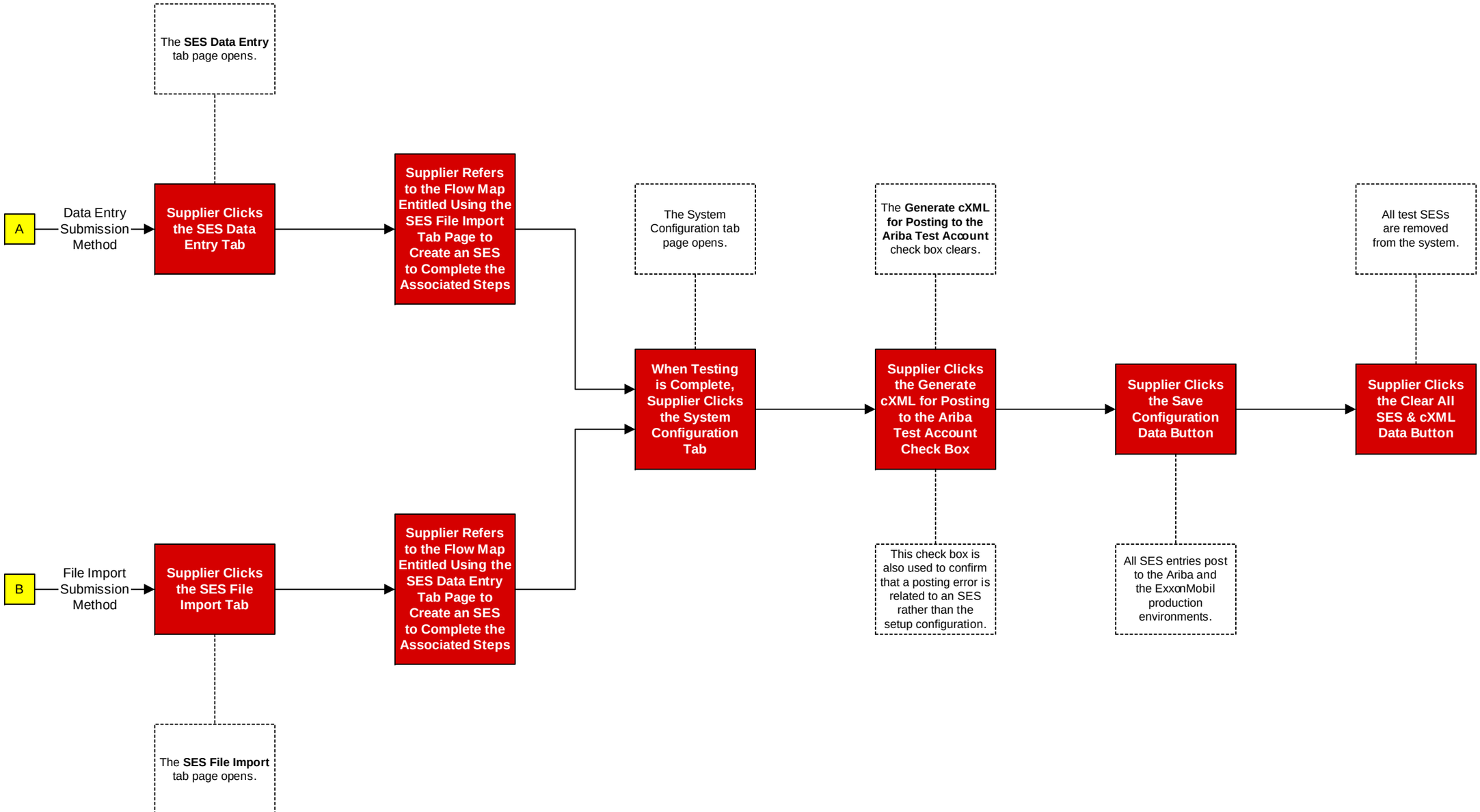
If an SES is rejected due to an SAP error that was corrected by a Supplier, the original SES can be resubmitted by using the Ref Num Post-Append Command button. If an SES was rejected due to an original SES error, a Supplier must correct the SES before using the Ref Num Post-Append Command button to resubmit the SES.



Testing the System Configuration Prior to Submitting an SES



Testing the System Configuration Prior to Submitting an SES



Upgrading the PSD SES Upload Tool

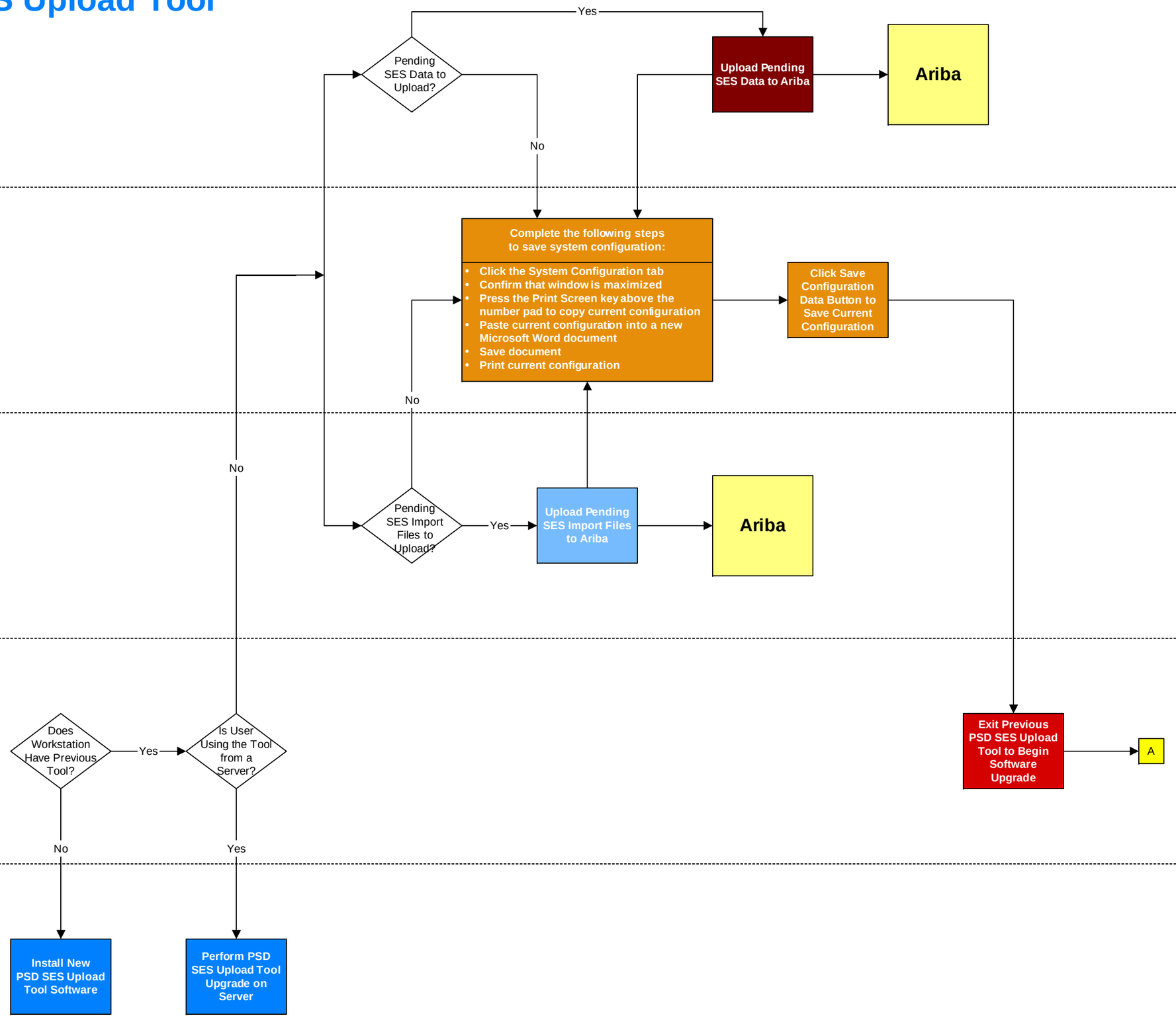
Previous SES Data Entry

System Configuration Tab

Previous SES File Import

Previous PSD SES Upload Tool

New PSD SES Upload Tool

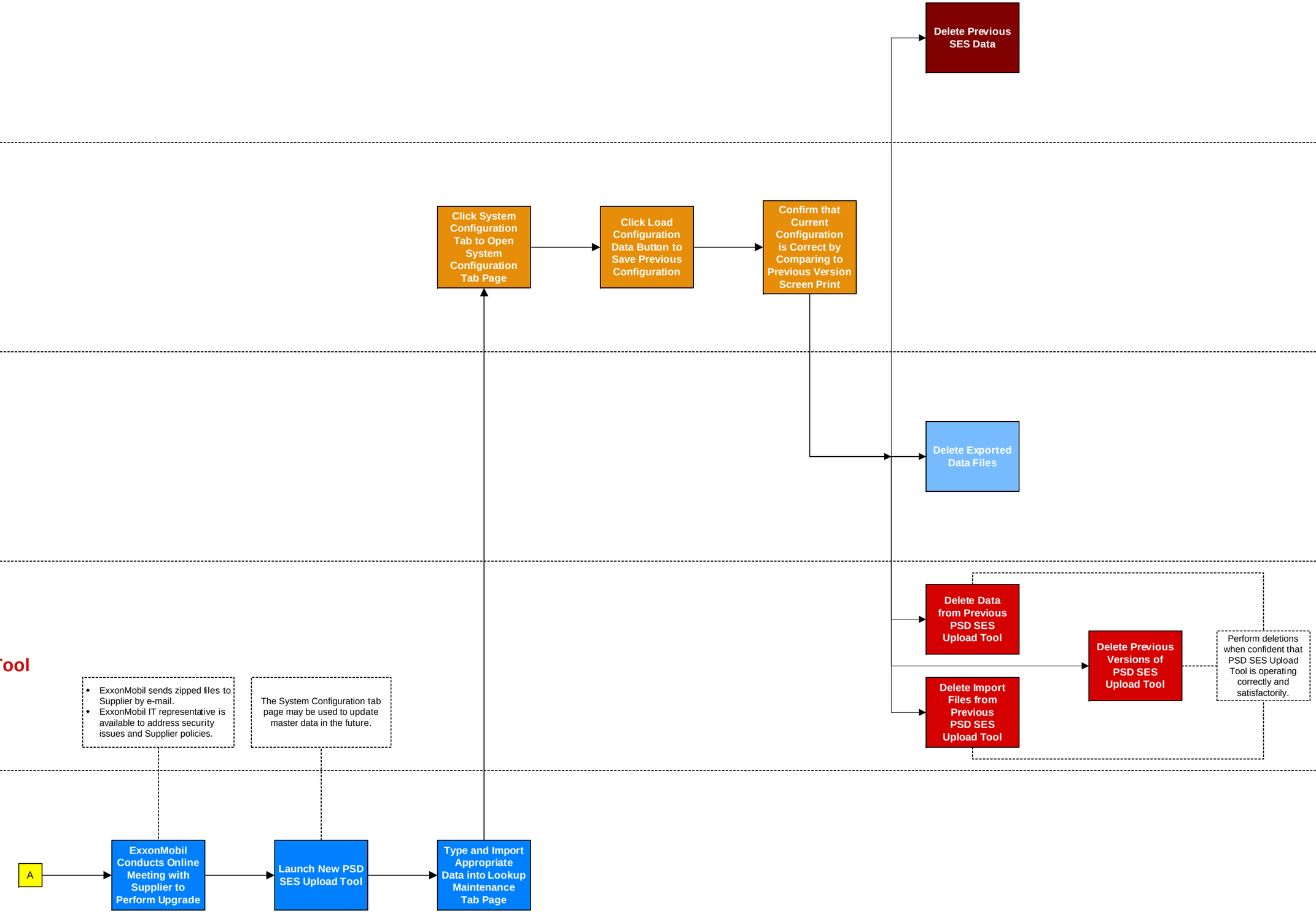


Upgrading the PSD SES Upload Tool

Previous SES Data Entry

System Configuration Tab

Previous SES File Import

Previous PSD SES Upload Tool

New PSD SES Upload Tool