

Legal Entity Change Ariba Frequently Asked Questions

I have received a replacement Ariba Purchase Order, what documents do I need to send through Ariba?

For any new Purchase Orders (POs) you receive, you will need to resend Order Confirmations and Advance Shipment Notifications (ASN). Any Service Entry Sheets (SES) or Invoices created after the cutover date will need to be sent through Ariba against the new PO. If you are enabled on ERS, Invoices will remain on ERS and not go through Ariba.

We have current Purchase Orders open right now. Are they going to be moved over to Ariba as well?

Yes, any PO with open quantity that has not been received against the previous legal entity will have a replacement PO created within Ariba. Order Confirmations, Advanced Ship Notifications, Service Entry Sheets, and Invoices will need to be created within Ariba for the replacement PO.

I am already registered for Ariba, do I need to register again?

No, you are already registered with Ariba for a relationship with Dow.

I received a changed order. Do I have to confirm the entire order again or just the changed items?

Yes, you must confirm all the items again.

I submitted my SES incorrectly. How do I fix it?

If you submit your SES incorrectly and it has been approved, please [Contact Procure to Pay | Suppliers | Dow Corporate](#) via this link to have your PO cancelled and resubmitted. If you submit your SES incorrectly and it has not been approved, you can contact your SES approver and ask them to reject the SES, which will allow you to go back to the SES and edit the details. However, if you accidentally submit an SES lower than the amount you want to invoice, you can create an additional SES and submit the two together on the invoice to get the correct total. This will prevent a new PO from being sent.

Do I have to provide my Business Type and Commercial Identifier on invoices?

If you are a supplier in EMEA, you must provide your business entity type on your invoice such as Inc., Ltd. S.A., S.A.S., or other. This is placed in the Business Entity Type field. You must also provide your commercial identifier, which is the registration number of the supplier company as entered in the commercial register on the invoice. This is to be placed in the Supplier Commercial Identifier field.