

Supplier Guideline: Supplier Profile Configure Remittance Address and Company VAT ID/Tax ID in Supplier Portal

February 2024

Agenda

1 Introduction

2 Configure Remittance Address

3 Configure VAT/TAX ID

4 Change History

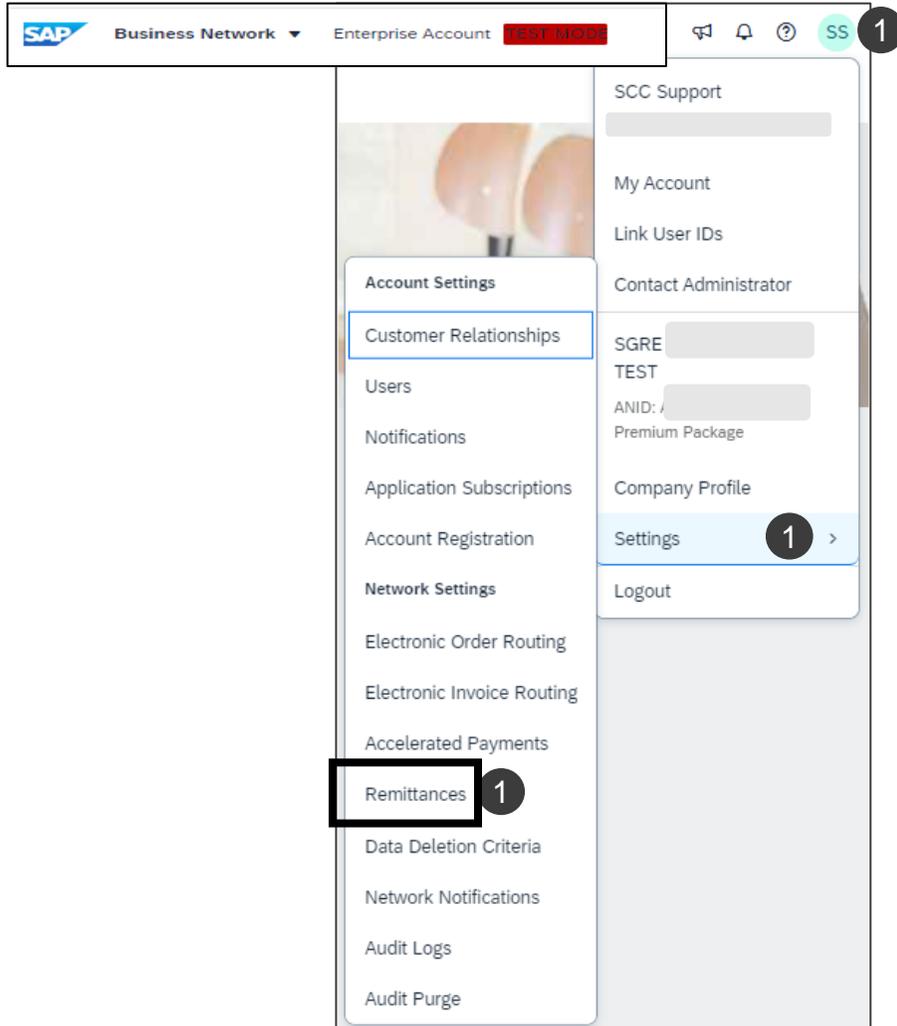


Key Considerations !!

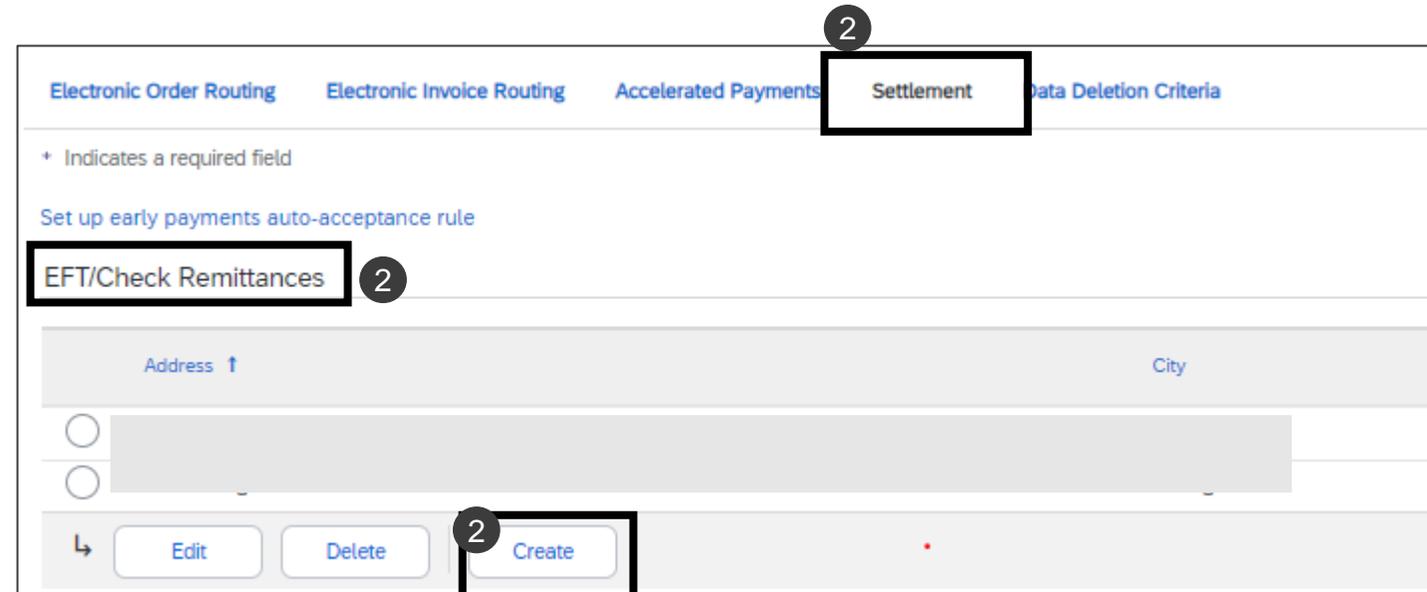
- Supplier able to flip PO to Invoice from Ariba Supplier Portal and submit it to SGRE without any rejection by configure the supplier profile accordingly.
- These **2 key inputs below** are required supplier to configure in Supplier Profile prior creating and submitting Invoice to SGRE. It's mandatory to prevent your invoice from being rejected and to ensure it is processed without delay.
 1. **Configure Remittance Address**: Supplier should maintain Bank Remittance Information that you would like to be paid for this invoice and Supplier can maintain multiple remittance and choose the remittance while creating an invoice. Then Remittance bank data will be presented on the invoice and invoice pdf (invoice automatic generated from Ariba) which required by SGRE
 - Supplier can create multiple Remittance Address (in case supplier have multiple bank data). It will appear as a drop-down list in Invoice Creation and supplier can select bank remittance accordingly during invoice creation
 2. **Configure Supplier VAT ID/TAX ID**: Supplier **MUST** Maintain data in company profile - > Additional Address by following below point. **See guideline in slide p.8 – p. 9**
 - **Supplier VAT ID – Mandatory for Supplier Country in Europe**
 - **Supplier TAX ID – Mandatory for Supplier Country in APAC, LATAM, IN and optional for Supplier Country in US & Canada**
- Supplier can follow **Step by Step guideline how to configure the profile in the slide (p. 4 - p.9)**

1. Configure Remittance Address

1 Go to your **profile (top right)** and select **Setting** → **Remittance**



2 Go to tab **Settlement**
EFT/Check Remittance
Select **Create** to update remittance or Edit to adjust existing one.



1. Create Remittance Address (1/2)

- 3 Update Remittance Address. * is mandatory field
- 4 Check 'Make this address default'. Supplier should mark default remittance address. If supplier have multiple remittance address maintained. When creating an invoice the default will always selected but supplier can change to desire remittance address from the lists that have been maintained.

- 5 SGRE required supplier Select 'Include Bank Information on the invoices'
- 6 Remittance ID: Input your Bank Key

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

Remittance Address

Address 1:* TEST

Address 2:

Address 3:

City:* TEST1

State:* Alabama [US-AL]

Zip:* 00005

Country/Region:* United States [USA]

Contact: Select contact

* 4 Make this address default

Factoring Service (i)

Remittance ID Assignment

Customer ↑

* 5 Siemens Gamesa Renewable Energy - TEST

* 6 Remittance ID

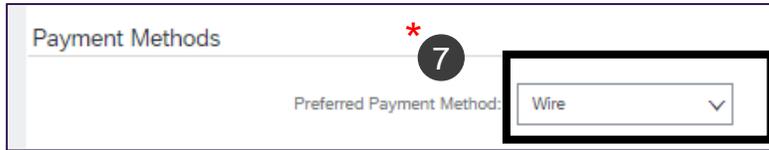
Include Bank Account Information in invoices.

YYYY

* : Must maintain

1. Create Remittance Address (2/2)

7 Payment Method: **Always select 'Wire'**



A screenshot of a 'Payment Methods' dropdown menu. The text 'Preferred Payment Method:' is followed by a dropdown menu where 'Wire' is selected. A red asterisk and the number '7' are placed above the dropdown menu.

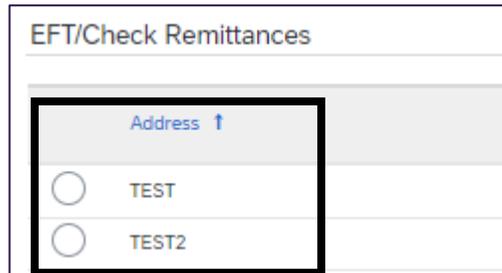
9 After update all information then Click **OK**



A screenshot of two buttons: a blue 'OK' button and a grey 'Cancel' button.

10 Then it will return back **Network Settings/Settlement** screen and the Remittance address that you have created will be visible in EFT/Check Remittances.

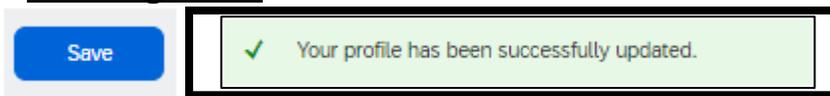
Note: (Supplier able to create **multiple remittance address. You can repeat creation step.** Supplier can choose remittance address in the invoice creation screen when create an invoice (see example on slide p.7)



A screenshot of the 'EFT/Check Remittances' screen. It shows a list of remittance addresses with a header 'Address ↑'. Two addresses are listed: 'TEST' and 'TEST2', each with a radio button next to it.

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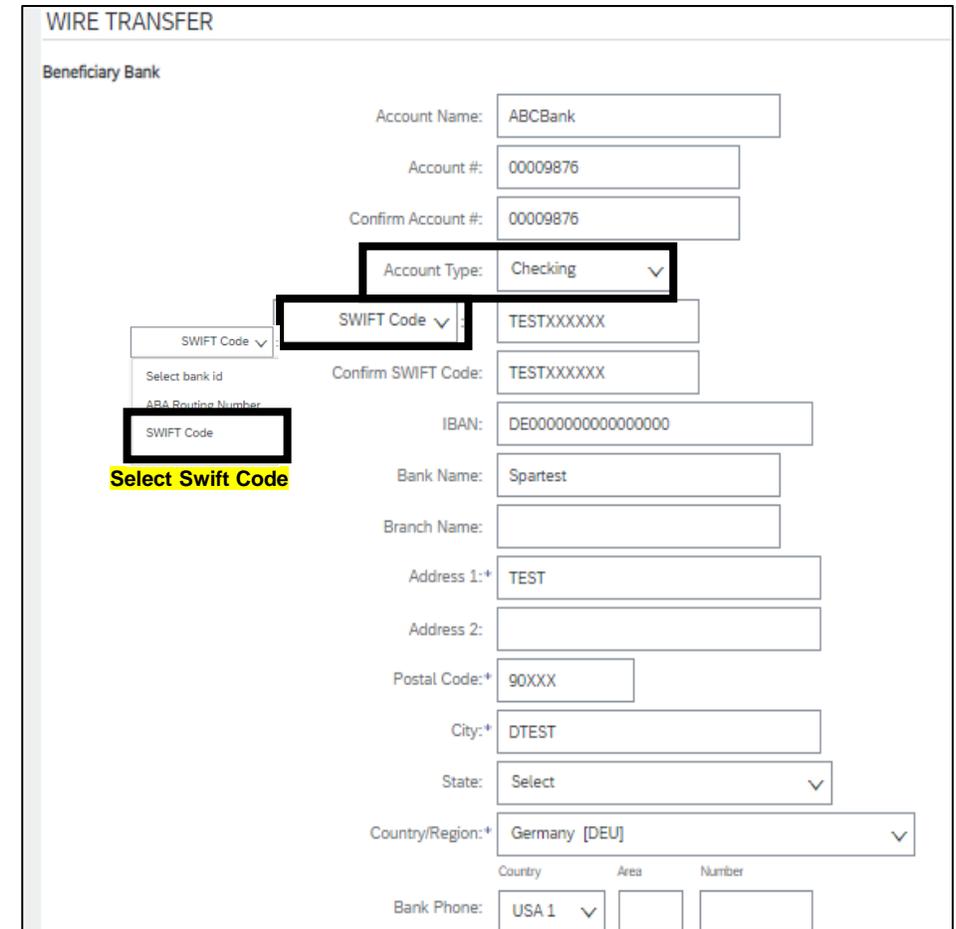
Click **SAVE (top right)** then you will see the message that **your profile has been updated successfully as show in the green message box**



A screenshot showing a blue 'Save' button on the left and a green message box on the right that says 'Your profile has been successfully updated.' with a green checkmark icon.

** : Mandatory (required input)*

8 Scroll down to **WIRE TRANSFER** and Input all information required. **Account type = Checking, Select Swift Code always. Input Swift code, IBAN, Bank Name, Bank Account, Account Name, Branch name (if any), Country and Bank Address**



A screenshot of the 'WIRE TRANSFER' form. The form is titled 'WIRE TRANSFER' and 'Beneficiary Bank'. It contains several input fields: Account Name (ABCBank), Account # (00009876), Confirm Account # (00009876), Account Type (Checking), SWIFT Code (TESTXXXXX), Confirm SWIFT Code (TESTXXXXX), IBAN (DE0000000000000000), Bank Name (Spartest), Branch Name, Address 1 (TEST), Address 2, Postal Code (90XXX), City (DTEST), State (Select), Country/Region (Germany [DEU]), and Bank Phone (USA 1). There are also dropdown menus for SWIFT Code and Bank Phone. A yellow box highlights the SWIFT Code dropdown with the text 'Select Swift Code'.

1. Create Invoice – in case Single o Multiple Remittance created

- 1 In case you have created Multiple Remittance, In Invoice creation screen -> Invoice header-> Remit to: drop down list of Remittance that you have created
- Remit to is always select the default remittance address.
- Supplier can choose the remittance address relevant to invoice to be paid

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4500384501

Invoice #: * INV0000129

Invoice Date: * 14 Feb 2024 

Service Description:

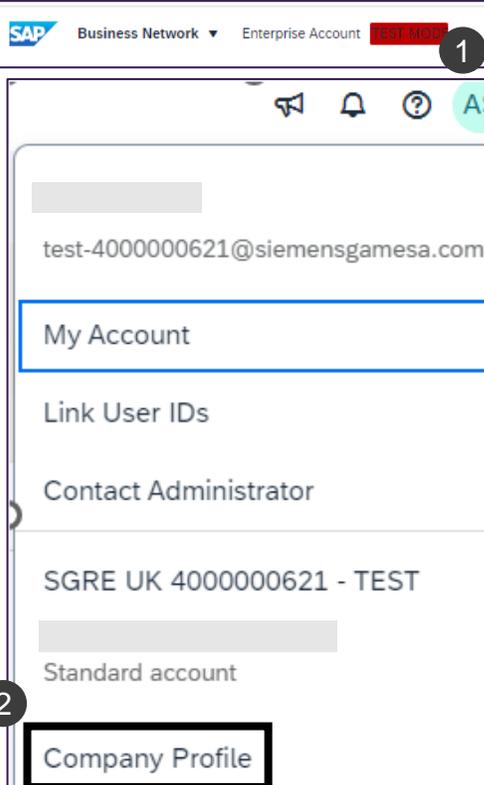
Supplier Tax ID: 1233456789

Remit To: TEST2 

- TEST
- TEST2

2. Configure Supplier VAT ID / TAX ID

1 Go to user Profile (top right corner) -> **Company Profile** -> **Additional Address** -> Select **CREATE**



1

2

3

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7

Company Profile

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address
No items				

3

4

4

4

5

4

5

4

5

6

7

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID
SGRE UK 4000000621 - TEST		123456789	

Additional Information

✓ Your profile has been successfully updated.

Additional Addresses | Business | Customer Requested | Additional Documents

Additional Company Addresses

7

VAT ID is Mandatory to maintain for Supplier Country in Europe

OR

Tax ID is Mandatory to maintain for Supplier Country in APAC, LATAM, IN and it's optional for Supplier in US & CA

Then click **Save** you will see data below.

And Click **SAVE** again and ensure you see the green highlight visible (means updated data is saved properly)

supplier company who has VAT ID and SGRE require this input from supplier and it should visible on the invoice

Invoice Creation Screen

After **maintained Company VAT or Tax ID** – Supplier can see the data populated automatically in Supplier

- 1 VAT/Tax ID field in the Invoice creation screen

▼ Invoice Header

Summary

Purchase Order: [REDACTED]

Invoice #:+ [REDACTED] TESTREM

Invoice Date:+ [REDACTED] 

Service Description: [REDACTED]

Supplier Tax ID: [REDACTED]

Remit To RMB ▼

1

Supplier VAT

Supplier VAT/Tax ID: 123456789

Add to Header ▼



Invoice Screen

- 1 Supplier can view the Invoice and VAT/TAX ID and Remittance data, if maintained properly, data will show on the invoice accordingly.

Create Invoice Previous Save Submit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TESTREM	Subtotal: 9,400.00 EUR
Invoice Date: Friday 15 Mar 2024 12:37 PM GMT+01:00	Total Tax: 1,786.00 EUR
Original Purchase Order: 4500387340	Amount Due: 11,186.00 EUR

REMIT TO:

SGRE DI - TEST

Postal Address:
TEST2
01234 Citytest

Germany

Remit To ID: BANK KEY

Tax ID of Supplier: 1233456789

BILL TO:

Siemens Gamesa Renewable Energy A/S

Postal Address:

SUPPLIER:

SGRE DI - TEST

Germany

BILL FROM:

SGRE DI - TEST

Germany

CUSTOMER:

Siemens Gamesa Renewable Energy A/S

Postal Address:

Address ID: SB01

WIRE PAYMENT TO BANK:

Name1

Account Name: TESTBank
Account Type: Checking
Account ID: 0122345
SWIFT Code: XXXXXX
IBAN ID: XXXXXXXXXXXX

1

ADDITIONAL INFORMATION:

Payment Method: Wire

Supplier VAT/Tax ID: 123456789

Customer VAT/Tax ID: GB324778185

Change History

Change Log	Slide#	Change log
Change how to maintain Supplier Company VAT/Tax ID	#3, #8 - #10	July 2024