E-Invoicing Guide for Supplier

June 2024

Procurement Functional Excellence

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Agenda

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Introduction

o   The central component is the SAP Business Network (SBN) that provides:

   ▪   A **real time insight** into the same shared information for both Buyer and Supplier.

   ▪   **Error avoidance** by making sure that requested, delivered and invoiced match up.

   ▪   Enablement of **automatic synchronization** with Supplier's and Buyer's back-end systems.

o   Electronic Invoice Collaboration aims at streamlining the Buyer – Supplier interaction for Invoicing process with following functionalities:

   1.   Invoice creation against **Orders by Supplier in** SAP Business Network Supplier Portal

   2.   Credit Memo against Invoice

   3.   Payment Remittance Status

o   **Orders** that visible for Supplier in SBN are consist of Standard Direct Material Purchase Order (**Order number start with 45*)** and Scheduling Agreement Release (**SAR Order number start with 55*)** and Indirect Material Purchase Order (**Order number start with 30*)**

o   Electronic Invoice Collaboration for Supplier in SBN is **<u>allowed to Invoice only the Orders placed</u>** from SGRE US, CA and UK

o   **Note:** **Invoice creation button maybe visible for Orders from other countries but Supplier is not able to create invoice. You will see the error as described in slide p.8)**

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Key considerations for Supplier prior Invoice Submission **!!**

- **This information is mandatory to prevent your invoice from being rejected and to ensure it is processed without delay**
  - Please ensure that **Supplier Company VAT ID / TAX ID** is configured in <**company profile -> Additional Address->Create**
    - ✓ **Supplier Company VAT ID is Mandatory** to maintain for **Supplier Country within Europe**
    - ✓ **Supplier Company TAX ID is Mandatory** to maintain for **Supplier Country from APAC, LATAM**, India and it's optional for Supplier country in US/CA
  - Please ensure **Payment Remittance** is configured in <**Supplier Profile -> Setting -> Settlement**>
    - ✓ Supplier can configure multiple Remittance. The Remittance will appear in Invoice Creation screen
  - Please ensure **SGRE Customer VAT ID** filled while creating an invoice
    - ✓ **SGRE Customer VAT ID is Mandatory Supplier Country within Europe.**
    - ✓ **For APAC, LATAM and IN is required** if this field is visible on Order.PDF that supplier received via email.

      Note: how to find SGRE VAT ID, Please follow instruction described in slide # p.7& p.8

- **Step by Step Guideline to configure Remittance Address and Company VAT ID/TAX ID in Supplier Portal** : SGRE Configure Remittance Address and Company VAT ID/TAX ID.

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General considerations for Supplier 1/2

- Invoice number is a **mandatory** field to be entered at the header level.

- Any Invoice issue/Invoice pending approval, please reach out to your AP contact counterpart.

- Supplier can attach document (e.g. pdf, excel) on the invoice (header and item level) and total size (size from header+ line item) should not exceed 100MB.

- Invoice backdate is allowed up to 14 days

- Orders number starting with 45*/55*, Supplier can create an Invoice against a Good Receipt (GR) reference Orders number only. If there

    - is a single GR then it will get automatically picked-up while Invoice creation.

    - are multiple GRs then system will prompt supplier to select the GR/s they would like to Invoice.

- Debit Note is not in scope in this E-Invoicing functionality

- For **Purchase Order** number starting with **30*,** Supplier may see **Create Order Confirmation and Create Ship Notice or**

  Create Quality Notification -> There is No action required from Supplier prior Create Invoice. Please Don't create it.

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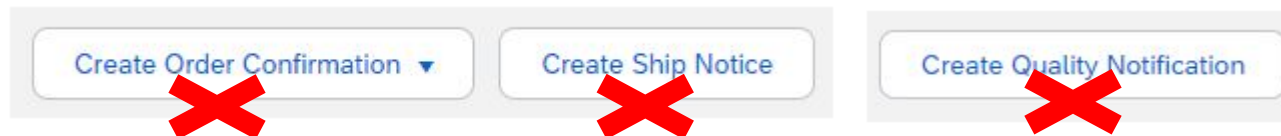
General considerations for Supplier (2/2)

- If order has fully invoiced (amonut to invoice = 0), supplier is not able to create invoice against the order. See example error message

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Key considerations for Supplier – SGRE Customer VAT ID Visibility (1/2)

- For **Orders number starting with 45* and 55*:**

- **SGRE Customer VAT ID can find in Order Detail or Order.pdf**

  (A) **(B)**

(C) *Customer VAT/Tax ID will be populated into invoice creation screen automatically*

(B) Example Order.pdf that is visible inside SAP Business Network Order Detail

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Changed Purchase Order: 4500395467
Creation Date: Jul 4, 2024
Printing Date/Version: Jul 4. 2024 /1
Contact:

Vendor Code:		VAT:		Your Reference:

Please use our Purchase Order Number and Item Reference in all invoices, packages, freight notes, and correspondence. Without Purchase Order Number and Item Reference data handling/payment of any invoices is not possible

Remarks:

Invoice Address
Send invoices to:

Payment Terms:
75 days, payable once per mon
Currency: EUR

(C) Customer VAT/Tax ID : GB324778185

Purchase Order: 4500395467

(A)
Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼

Example Order Detail in SAP Business Network

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From:
Customer

Phone:
Fax:

Payment Terms *i*
0.000% 75
75 days, payable once per month

Contract Number
4600000396

Contact Information
Supplier Address

Other Information
Company Code: 441T
Purchase Group: ABA
Purchase Organization: FB01

(C) Requester: 1046892
Customer VAT/Tax ID: GB324778185
Party Additional ID: 4000000652

View less »

Attachments
📎 4500395467.pdf (application/pdf; charset=UTF-8)

(B)

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Key considerations for Supplier – SGRE Customer VAT ID Visibility (2/2)

- For **Orders number starting with 30* :** Ⓐ

    SGRE Customer VAT ID can find in <u>Order.pdf that Supplier received via E-mail</u>

    Ⓑ

    **Supplier have to copy Customer VAT/TAX ID from Order.pdf and paste in Customer VAT ID manually
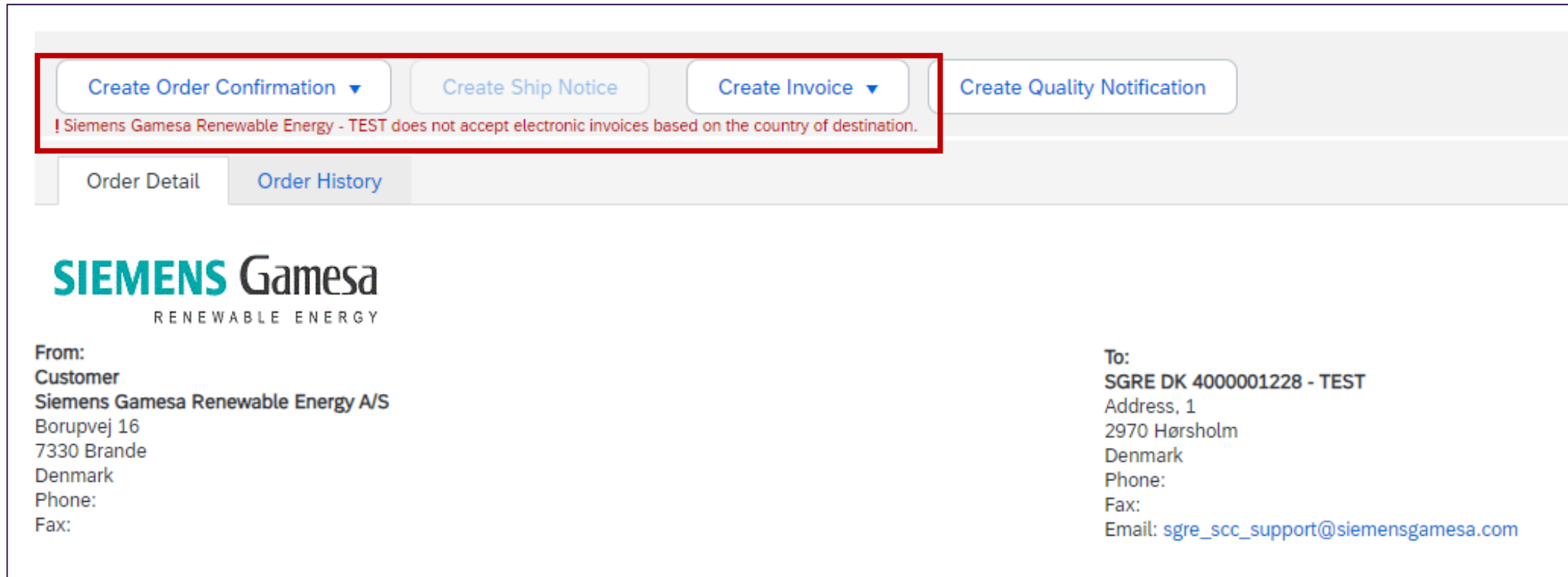
Ⓐ *Example Order.pdf that **supplier received via E-mail***

Siemens Gamesa Renewable Energy Limited

Purchase Order No:	3000137079
Creation Date:	Jun 24, 2024
Printing Date/Version:	Jul 4, 2024 /1
Contact:	

Vendor Code:	**VAT:**	**Your Reference:** ARIBA_P2P

Please use our Purchase Order Number and Item Reference in all invoices, packages, freight notes, and correspondence. Without Purchase Order Number and Item Reference data handling/payment of any invoices is not possible

Remarks:
Header Text : UAT6-NnVATNOGR-1

Invoice Address	**Payment Terms:**
	90 days, payable once per mon
	Currency: EUR
	Ⓑ **Customer VAT/Tax ID :** GB324778185

Blade Factory,

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Key considerations for Supplier – Invoice creation to other SGRE rather than US, UK and Canada

- **Create Invoice visible for Orders from country out of Invoice scope:**

  - **If Supplier try to create invoice to others SGRE, <u>System will not allow </u>you to create, and below you can see the error message**

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Invoice Collaboration Process Flow Diagram

Buyer

SAP Business Network

Supplier1

1
Orders

2
Order Confirmation
(applicable only for PO number start with 45)*

3
Update Purchase Order

4
Buyer create Inbound delivery

5
Goods Receipt
(applicable only Orders number start with 45* & 50*)

6
Invoice

7
Invoice Receipt & Status

8
Credit Memo

9
Payment Remittance Status

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Invoice Collaboration Portal Interaction

02 Invoice

- General Considerations
- Search, Identify and Invoice the PO (Supplier Portal)
- Create and Submit Invoice
- Invoice Content
- View Invoice Status

03 Credit Memo

- Create and Submit Credit Memo
- View Credit Memo Status

04 Payment Remittance

- View Payment Remittance (Supplier Portal)

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Search, Identify and Create Invoice to PO (1/7)

- The Supplier can view the POs in his Workbench tab as well as Orders Tab

- Based on configurations, the supplier is only allowed to invoice the POs where Good Receipts is available

- Once PO is partially/fully received, the supplier can use Standard Invoice option from either

  A Actions dropdown available on Orders tile on Workbench page

  OR

  B **Supplier should see the Create Invoice button and Click Create Invoice dropdown available** on an individual PO to create and submit an Invoice.

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Create and Submit Invoice – Invoice Header (2/7)

1 **Invoice number is a mandatory** field to be entered at the header level.
- Suppliers can enter an **alphanumeric Invoice number up to 16 characters long.**
- **Alphabet with UPPER case only** and **these 2 special characters (_ -) are only allowed.**

2 **Remit To: Remittance bank information** will be visible here once Supplier maintained Remittance Bank data

Create and Submit Invoice – Invoice Header (3/7)

3 **Supplier VAT/TAX ID:** Data will be visible here once Supplier maintained in Supplier profile>Company Profile->Additional Address->Create additional Address
- **Supplier VAT ID Mandatory field for Supplier Country within Europe,**
- **Supplier TAX ID Madatory for Supplier Country in APAC, LATAM and India. And it's optional for Supplier country in US/CA**

4 **Customer VAT ID:** Data will be visible automatically for Orders number start with 45* & 50*. Orders number start with 30* Supplier have to copy this information from PO PDF attachment that Supplier received via email once Orders released from SGRE to Supplier.
- **Customer VAT ID Mandatory field for Country in Europe and some Supplier Country in APAC, LATAM and India.**
- **It optional for Supplier country is in US/CA**

5 **Tax Exchange Rate: Ariba refer the tax exchange rate from Bloomberg. Supplier can**

Payment Term

Discount or Penalty Term(days): 30   Percentage(%): 0.000
30 days net from document date

Additional Fields

Supplier Account ID #:	
Customer Reference:	
Supplier Reference:	
Payment Note:	

Service Start Date:
Service End Date:

Supplier: **SGRE DK 4000001228 - TEST**
Hørsholm
Denmark

Customer: **Siemens Gamesa Renewable Energy Limited**
Hull
United Kingdom
Email:

View/Edit Addresses

Bill From: **SGRE DK 4000001228 - TEST**
Hørsholm
Denmark

View/Edit Addresses

☐ Tax paid through a Tax Representative

3 **Supplier VAT**
Supplier VAT/Tax ID:* DK1234567
Supplier Commercial Identifier:
Supplier Commercial Credentials:

4 **Customer VAT**
Customer VAT/Tax ID: GB1234567

5 **Tax Exchange Rate**
Exchange Rate from Euro* to British Pound : 0.8471

Important Field

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Create and Submit Invoice – Invoice Header Attachment (4/7)

6 **Invoice Header**: **Supplier can attach document (e.g. excel, pdf).** Please note total file size (header + line item) cannot exceed 100MB.

6.1 **Go to Add to Header menu** and click dropdown arrow then **choose Attachment.**

6.2 **Click Choose file** and select file that Supplier would like to attach

6.3 Click **Add Attachment**

6.4 Attachment file is visible in the attachment list with size detail.

6.5 **Delete**: Supplier can delete the file after attached by select file and click delete. File will be deleted.

Create and Submit Invoice – Invoice Line-Item (5/7)

7 <u>It is necessary for a supplier</u> to enter tax details at the line- item level.
- Using **Tax Category check-box and drop-down**, on top-of-the-line items, supplier can add required tax details to respective items. Then click **Add to included lines** and **add tax amount & Rate (%)** if any. Then **Next**

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# Create and Submit Invoice – line-item attachment (6/7)

8 Add Attachment on Item level: **Supplier can attach document (e.g. excel, pdf).** Please note total file size (header + line item) cannot exceed 100MB.

8.1 Select line Item that you would like to attach the document. Scroll down to Line-Item Actions -> **Attachment**
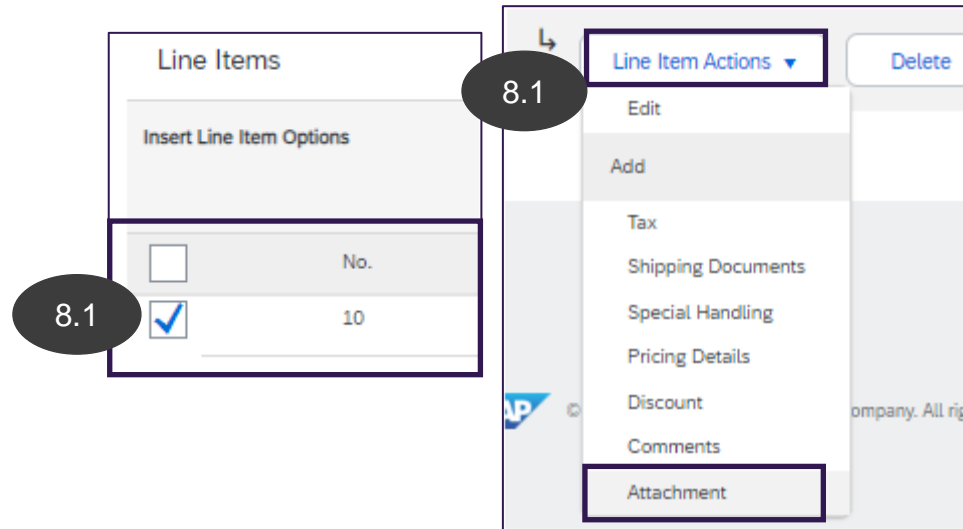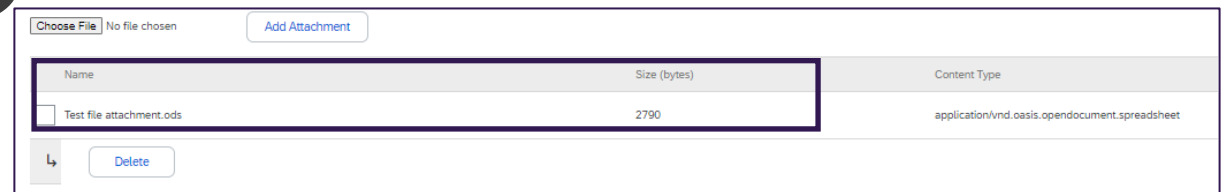
8.2 Attachment section is visible

Click Choose file that supplier would like to attach
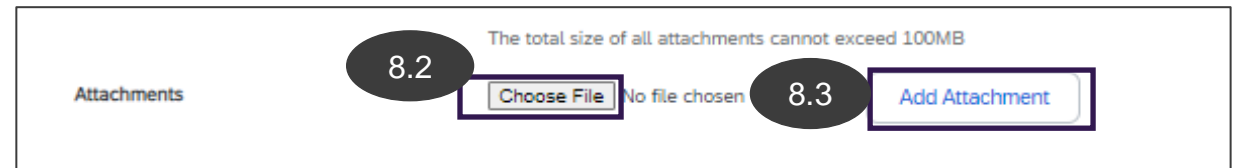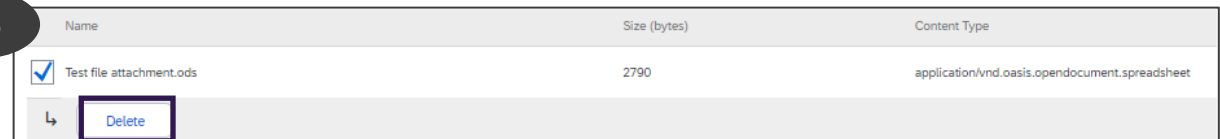

8.3 Click **Add Attachment**, attachment file is visible in the attachment list with size detail.

8.4 Attachment file is visible in the attachment list with size detail.

8.5 **Delete:** Supplier can delete the file after attached by select file and click delete. File will be deleted.

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Create and Submit Invoice – Invoice Summary (7/7)

9 **Supplier can review the entered Invoice details on this page**

9.2 If Payment Remittance Data configured, **Wire payment to bank**

9.1 **If Supplier VAT/Tax ID configured and , Customer VAT/TAX ID filled in the invoice creation. Data will be visible here.**

9.3 click on **Submit** to proceed with Invoice submission.

Important Field

If Important Fields missing, please go back to previous page to update necessary input.

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Key considerations for Supplier

- Supplier **will be able to create a Line-Item Credit Memo against an Invoice document only.**

  - In case, supplier tries to use Line-Item Credit Memo option from PO document, they will not be able to proceed further.

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Create and Submit (Line Item) Credit Memo (1/2)

1 To post the line-item credit memo, supplier shall open the concerned invoice document and click on to the create line-item credit memo.

2 System will automatically populate the Credit Memo details based on the Invoice. Credit Memo number and Reason for Credit Memo is mandatory.

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Create and Submit (Line Item) Credit Memo (2/2)

3 Once Line-Item Credit Memo details are filled by Supplier, they can click on Submit button and review the entered information on next page.

4 Upon clicking the Submit button, then Credit Memo will get posted.

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View Invoice Status Update on Supplier Portal

After successful Invoice posting in our backend system and Invoice Status gets updated to Approved on SAP Business Network.

	Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount		Routing Status ⓘ	Invoice Status ⓘ
○	Standard Invoice	INV-12519	Siemens Gamesa Renewable Energy - TEST Siemens	4500012519	Online	Supplier	Supplier	No	Order	20 Jun 2022	$30.00	CAD	Acknowledged	Approved

Invoice Status changed to Rejected once invoice is rejected

▶ Search Filters

Invoices (100+)

Page 1

	Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount		Routing Status ⓘ	Invoice Status ⓘ
○	Standard Invoice	INV-12519-1	Siemens Gamesa Renewable Energy - TEST	4500012519	Online	Supplier	Supplier	No	Order	20 Jun 2022	$30.00	CAD	Acknowledged	**Rejected**

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View Payment Remittance

1 Supplier able to view the Payment Remittance on Supplier portal, click on the Remittances option under the Payments drop-down.
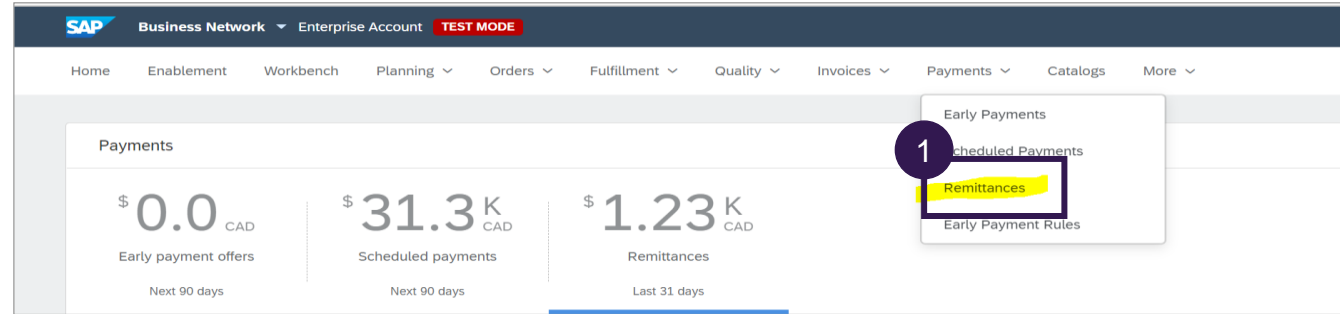
- Supplier can find the list of Remittances and relevant details from here.

- In case Remittance Cancellation, Supplier can see status is updated as "Canceled".

Types of Support Available
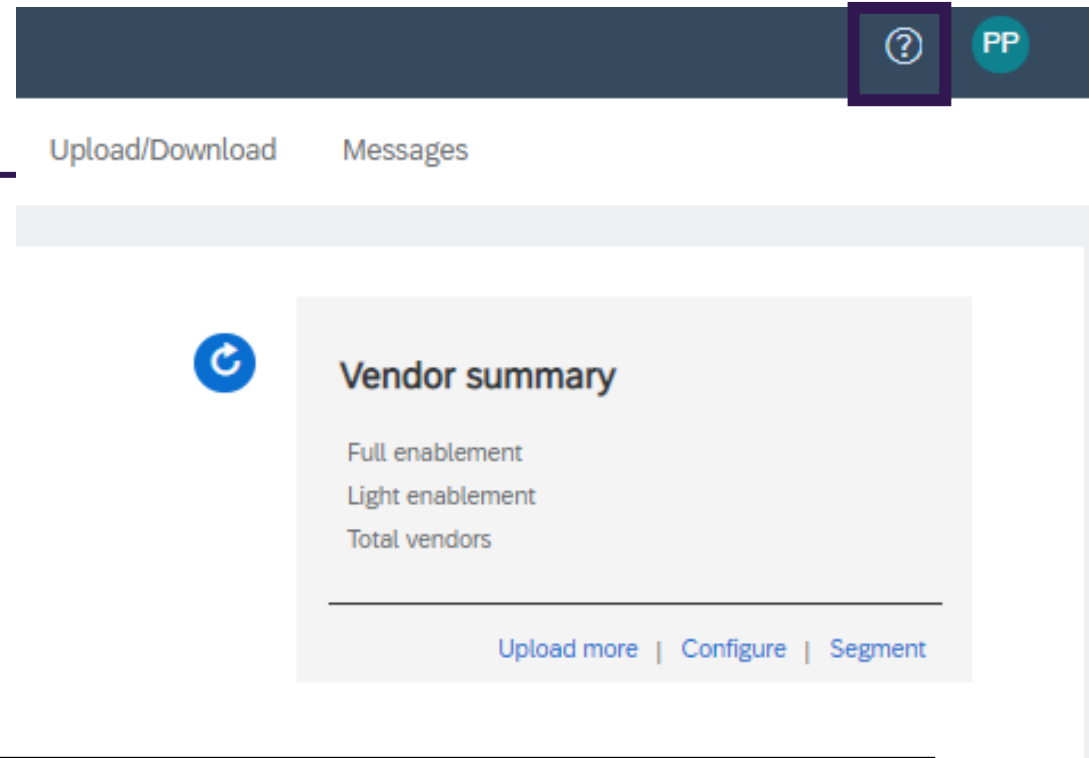
Type of Support(Specify	Description

Help Centre	Enter from your Buyer account:
	1. Learning Center
	    • Training documentation
	    • User Community
	2. Support Center
	    • Get help by email (Choose from the drop-down list of problem type – Supply Chain Collaboration)
	    • Get help by live chat
	    • Request a phone call
	    • Attend a live webinar

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Invoice Statuses

Status Level	Definition
Sent	You received the invoice, but have not yet approved or rejected it.
Approved	You matched all amounts in the invoice against amounts in an order or a contract or are in the process of issuing payment.
Paid	You paid the invoice. This status applies only if you use invoices to trigger payment.
Rejected	You rejected the invoice or the invoice failed validation by Ariba Network.
Failed	Ariba Network experienced a problem routing the invoice.

Invoice status is displayed on invoice list and Detail pages.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
CRD-12522	Siemens Gamesa Renewable Energy - TEST	4500012522	Jun 21, 2022	$-300.00 CAD	Acknowledged	Sent
INV-12522	Siemens Gamesa Renewable Energy - TEST	4500012522	Jun 21, 2022	$300.00 CAD	Acknowledged	Approved
INV-12519-1	Siemens Gamesa Renewable Energy - TEST	4500012519	Jun 20, 2022	$30.00 CAD	Acknowledged	Rejected

Invoice: INV-12522

Create Line-Item Credit Memo   Copy This Invoice   Print

Detail   Scheduled Payments   Remittance   History

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INV-12522

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Invoice Routing Status

Routing status DOES NOT REFLECT the status of the Invoice processing. This is only related to document routing on the Network.

Status Level	Definition
Queued	Ariba Network received the invoice but has not processed it.
Sent	Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by you.
Acknowledged	Your application has acknowledged the receipt of the invoice.

Invoice: INV-12522

| Create Line-Item Credit Memo | Copy This Invoice | Print |

| Detail | Scheduled Payments | Remittance | History |

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INV-12522

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
CRD-12522	Siemens Gamesa Renewable Energy - TEST	4500012522	Jun 21, 2022	$-300.00 CAD	Acknowledged	Sent
INV-12522	Siemens Gamesa Renewable Energy - TEST	4500012522	Jun 21, 2022	$300.00 CAD	Acknowledged	Approved
INV-12519-1	Siemens Gamesa Renewable Energy - TEST	4500012519	Jun 20, 2022	$30.00 CAD	Acknowledged	Rejected

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Change History

Change Log	Slide#	Change log
Create new invoice process guideline, Key consideration for Suppliers	#3-17	July 2024
Add Attachment on Invoice header	#9	March 2024
Add Attachment on Invoice line item	#11	March 2024

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