

E-Invoicing Guide for Supplier

February 2025

Agenda

1 Standard Invoice Collaboration

2 Credit Memo

3 Payment Remittance Status

4 Support & Appendix

5 Change History



Introduction

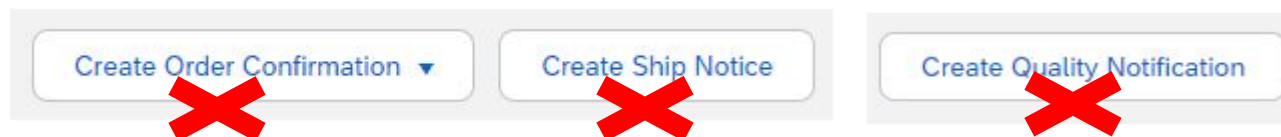
- The central component is the SAP Business Network (SBN) that provides:
 - A **real time insight** into the same shared information for both Buyer and Supplier.
 - **Error avoidance** by making sure that requested, delivered and invoiced match up.
 - Enablement of **automatic synchronization** with Supplier's and Buyer's back-end systems.
- 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
- **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***)
- Electronic Invoice Collaboration for Supplier in SBN is currently applicable only **the Orders placed from SGRE US, CA and UK**
- **Note:** Invoice creation button maybe visible for Orders from other countries but Supplier is not able to create invoice. If supplier tried to submit an invoice, supplier would receive an error described in # 6

Key considerations for Supplier prior Invoice Submission !!

- This below data required to maintain in Supplier account. it is mandatory to prevent your invoice from being rejected and to ensure it is processed without delay.
 - **Supplier Company VAT ID / TAX ID** is configured in <company profile -> Additional Address->Create
 - **Payment Remittance** is configured in <Supplier Profile -> Setting -> Settlement>
 - Supplier can configure multiple Remittance. The Remittance will appear in Invoice Creation screen
 - Supplier can find the **Step-by-Step guide how to configure Remittance Address and Company VAT ID/TAX ID** in Supplier portal: [SGRE Configure Remittance Address and Company VAT ID/TAX ID.](#)
 - **Supplier Company VAT ID is Mandatory** field for Supplier Country located within Europe
 - **Supplier Company TAX ID is Mandatory** field for Supplier Country located in APAC, LATAM and India. This field is optional for Supplier country in US/CA
- **Invoice Creation screen:**
 - SGRE Customer VAT ID filled while creating an invoice and it's mandatory for Supplier country located 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

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.
- **For VAT% 0 – the Exempt Type (VAT Exempt or Zero-rated exempt) and Exempt reason in Description field must be provided by Supplier, and the exempt reason is provided by SGRE in slide # 18**
- 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.



General considerations for Supplier (2/2)

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

Create Invoice


! There must be at least one item.

▼ Invoice Header

Summary

Purchase Order: 4500395741

Invoice #: * UATNonVATNoGR-2

Invoice Date: * 12 Jul 2024 

Subtotal: 0.00 EUR

Total Tax: 0.00 EUR

Amount Due: 0.00 EUR

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 45XXX.pdf

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

B Example **45XXX.pdf** that is visible inside SAP Business Network Order Detail

Siemens Gamesa Renewable Energy Limited

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	Payment Terms:	
Send invoices to:	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

SIEMENS Gamesa
RENEWABLE ENERGY

From: Customer
Siemens Gamesa Renewable Energy Limited

Phone:
Fax:

Payment Terms ⓘ
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
Requester: 1046892
C Customer VAT/Tax ID: GB324778185
Party Additional ID: 4000000652
Purchase Ship Header:
View Less

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

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

- For Orders number starting with 30* :

A

SGRE Customer VAT ID can find in 30XXXX.pdf that Supplier received via E-mail

B

****Supplier must copy Customer VAT/TAX ID from 30XXXX.pdf and paste in Customer VAT ID manually**

A

Example 30XXXX.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,			

B

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, System will not allow you to create, and below you can see the error message

The screenshot displays the 'Create Invoice' button, which is highlighted with a black border. Below the buttons, a red error message is visible: '! Siemens Gamesa Renewable Energy - TEST does not accept electronic invoices based on the country of destination.' The interface also shows tabs for 'Order Detail' and 'Order History', and a section for contact information for Siemens Gamesa Renewable Energy.

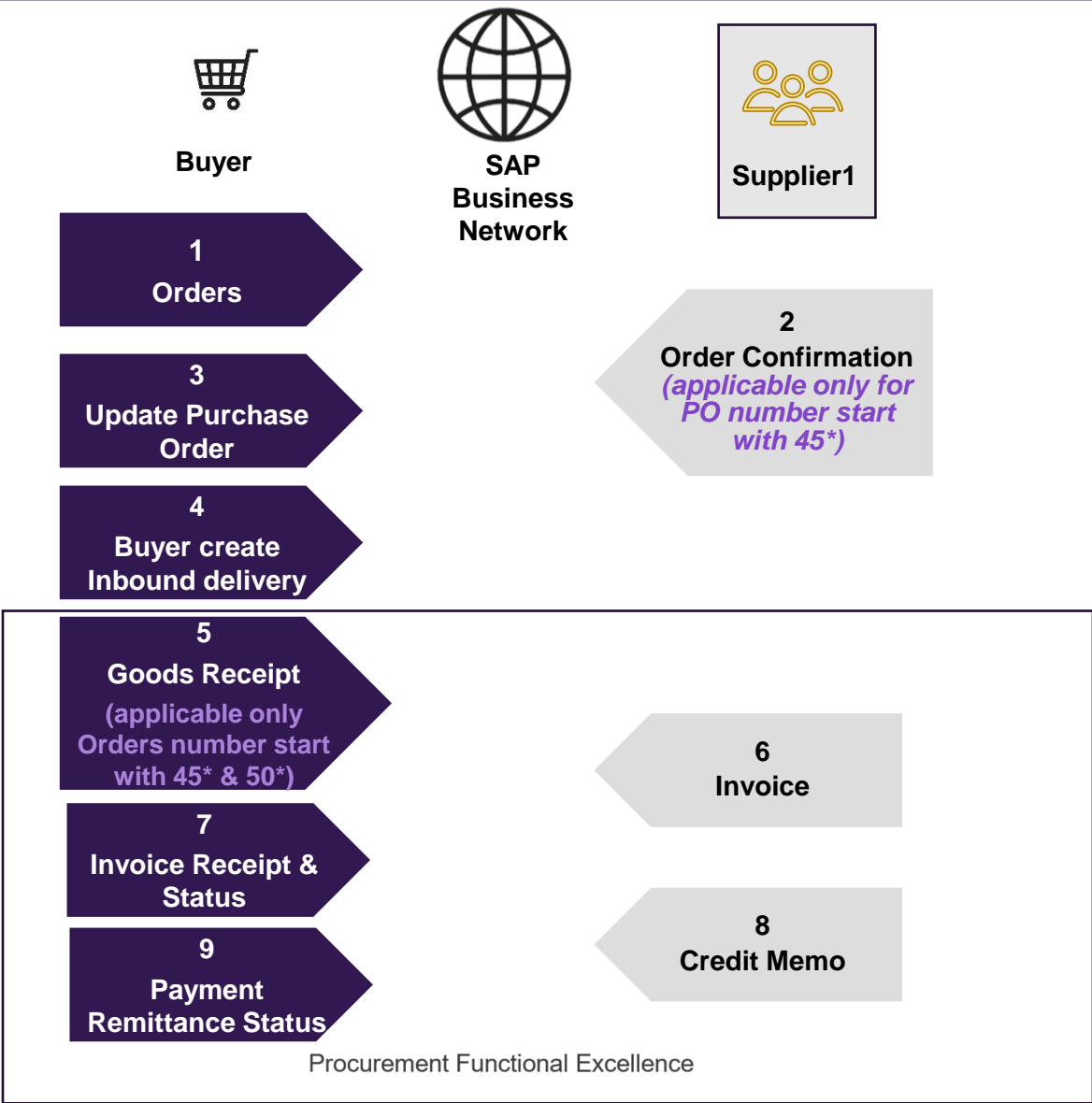
! Siemens Gamesa Renewable Energy - TEST does not accept electronic invoices based on the country of destination.

SIEMENS Gamesa
RENEWABLE ENERGY

From:
Customer
Siemens Gamesa Renewable Energy A/S
Borupvej 16
7330 Brande
Denmark
Phone:
Fax:

To:
SGRE DK 4000001228 - TEST
Address, 1
2970 Hørsholm
Denmark
Phone:
Fax:
Email: sgre_scc_support@siemensgamesa.com

Invoice Collaboration Process Flow Diagram



Invoice Collaboration Portal Interaction

02 Invoice

- Key Consideration prio Invoice creation
- 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)

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.

Workbench

7
New orders
Last 31 days

54
Orders
Last 31 days

46
Invoices pending approval
Last 31 days

16
Approved invoices pending payment
Last 31 days

24
Orders to invoice
Last 31 days

Orders (54)
Edit filter | Save filter | Last 31 days

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500012721	Siemens Gamesa Renewable Energy - TEST	\$80.00 CAD	Jul 1, 2022	Partially Invoiced	\$22.00 CAD	...
4500012239	Siemens Gamesa Renewable Energy - TEST	\$2,230.00 CAD	Jun 30, 2022	Partially Invoiced		...
4500012691	Siemens Gamesa Renewable Energy - TEST	\$12.00 CAD	Jun 29, 2022	Invoiced		...
4500012662	Siemens Gamesa Renewable Energy - TEST	\$2,000.00 CAD	Jun 29, 2022	Partially Received		...
5500001950FOR	Siemens Gamesa Renewable Energy - TEST	\$25.00 CAD	Jun 25, 2022	Partially Invoiced		...
5500002036FOR	Siemens Gamesa Renewable Energy - TEST	\$5.00 CAD	Jun 25, 2022	Partially		...

Confirm entire order

Update line items

Reject entire order

Create ship notice

Create service sheet

Standard Invoice

SAP Business Network

Purchase Order: 4500012239

Create Order Confirmation

Create Ship Notice

Create Invoice

Create Quality Notification

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Create and Submit Invoice – Invoice Header

(2/7)

1

Supplier open selected order (PO/Scheduling agreement) then click Create invoice then select **Standard Invoice** menu

SAP Business Network

Purchase Order: 4500012239

Create Order Confirmation

Create Ship Notice

1

Create Invoice

Standard Invoice

Create Quality Notification

Order Detail

Order History

Line-Item Credit Memo

Line-Item Debit Memo

- 2
- 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.**
- 3
- Remit To: Remittance bank information will be visible here once Supplier maintained Remittance Bank data

Create Invoice

UpdateSaveExitNext

Invoice Header

* Indicates required fieldAdd to Header

Summary

2

Invoice Order: 4500012239

Invoice #: INV-TEST

Invoice Date: 3 Jul 2024

3

Invoice Description:

Remit To: USD HOLMENS KANAL 2-12

KØBENHAVN K
Denmark
Bill To: Siemens Gamesa Renewable Energy Limited
Hull
United Kingdom

Subtotal: 0.00 EUR
Total Tax: 0.00 EUR
Amount Due: 0.00 EUR

View/Edit Addresses

Shipping

Header level shippingLine level shipping

Ship From: SGR DK 4000001228 - TEST
Hørsholm
Denmark

Ship To: Siemens Gamesa Renewable Energy Lim
Hull
East Riding of York
United Kingdom
Deliver To:

View/Edit Addresses

Important field

Feedback

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 Mandatory** field 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

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:

Supplier:

SGRE DK 4000001228 - TEST

Hørsholm

Denmark

Bill From:

SGRE DK 4000001228 - TEST

Hørsholm

Denmark

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:* DK1234567

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Tax Exchange Rate

Exchange Rate from Euro* to British Pound : 0.8471

Service Start Date:

Service End Date:

Customer:

Siemens Gamesa Renewable Energy Limited

Hull

United Kingdom

Email:

Customer VAT

Customer VAT/Tax ID: GB1234567

View/Edit Addresses

View/Edit Addresses

5

Tax Exchange Rate: Ariba refer the tax exchange rate from Bloomberg.

3

Supplier VAT

Supplier VAT/Tax ID:* DK1234567

4

Customer VAT

Customer VAT/Tax ID: GB1234567

5

Tax Exchange Rate

Exchange Rate from Euro* to British Pound : 0.8471

★ Important Field

Create and Submit Invoice - Invoice Header Attachment

(4/4)

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.

Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field Add to Header ▼

Shipping Cost
Special Handling
Discount
Additional Reference Documents and Dates
Attachment

Summary

Purchase Order: 450003840001

Invoice #: INV-007

Invoice Date: 7 Feb 2024

Service Description:

Supplier Tax ID: 1233456789

Subtotal: 103,400.00 EUR
Total Tax: 0.00 EUR
Amount Due: 103,400.00 EUR

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.

6.2

6.3

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

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

6.5

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> Test file attachment.ods	2790	application/vnd.oasis.opendocument.spreadsheet
<input type="checkbox"/>		

Delete

Choose File

No file chosen

Add Attachment

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> Test file attachment.ods	2790	application/vnd.oasis.opendocument.spreadsheet

Delete

Create and Submit Invoice - Invoice Line-Item: Standard Tax Rate or VAT % non-Zero (1/2)

- 1
- It is necessary for a supplier to enter tax details at the line- item level. Select the line item that supplier want to create an invoice.
- 1.1
- Select Tax Category check-box and select standard tax in the drop-down. Below selected VAT, after selected tax will be visible in Category field.
Note: Supplier can configure standard Tax selections., see how to configure in slide # 20
- 1.2
- Then click Add to included lines
- 1.3
- Add Rate (%) then click
- 1.4
- Updates. Then Taxable Amount will calculate automatically according to Rate%
- 1.5
- Then click Next, supplier will see Invoice summary with tax category details in slide # 17

Line Items

1.1

Insert Line Item Options

1

☒

No.

1

Include

☒

Type

MATERIAL

Category *

VAT

Standard Tax Selections

Sales

VAT

GST

HST

PST

GST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Special Handling

☐ Discount

Description

TEST mapping

Customer Part #

Quantity

100

Unit

EA

Unit Price

300.00 EUR

Subtotal

30,000.00 EUR

1.2

Add to Included Lines

1.3

Taxable Amount:

30,000.00 EUR

Rate(%):

20

Tax Amount:

6,000.00 EUR

Exempt Detail:

(no value)

Date Of Supply:

22 Jan 2025

☐ Triangular Transaction

Delivery Note ID:

Delivery Note Line #:

Delivery Note Date:

21 Jan 2025

1.4

Update

1.5

Next

Line Item Actions

Delete

Create and Submit Invoice - Invoice Line-Item: Standard Tax Rate or VAT % non-Zero

(2/2)

- 2
- Invoice Summary: Supplier can Tax category and rate after filled in previous step.
Supplier can click Submit to proceed invoice submission step

Original Purchase Order: 3000227000

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available TEST mapping	100 (EA) ↻	300.00 EUR	30.000.00 EUR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: custom
Classification code: QUA

SHIPPING DOCUMENTS:
Delivery Note Date: 21 Jan 2025

2

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	20%		30.000.00 EUR	6.000.00 EUR				

Date of Supply Tuesday 21 Jan 2025 12:00 AM GMT+01:00

2

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	20%		30.000.00 EUR	6.000.00 EUR (£5,098.20 GBP)				

Date of Supply Tuesday 21 Jan 2025 12:00 AM GMT+01:00

Invoice Summary

Subtotal: 30.000.00 EUR
Total Tax: 6.000.00 EUR £5,098.20 GBP
Amount Due: 36.000.00 EUR
(1 Euro = 0.79167 British Pound)

2

Previous

Save

Submit

Exit

Create and Submit Invoice – Invoice Line-Item: VAT Rate % Zero

(1/3)

- For VAT rate % Zero, Supplier must select Exempt type (VAT Exempt or Zero Rate Exempt) and provide the Exempt Reason in Description field
- **Supplier** should use the Exempt Reason below that provided by SGRE to fill in while creating an invoice

Exempt type	Exempt Reason
VAT Exempt	VAT exempt - Financial
	VAT exempt- Insurance
	VAT exempt - Training
	VAT exempt - Services
Zero Rate Exempt	Zero rated - Intra-community supply of goods
	Zero rated - Export of goods

If missing exempt type and exempt reason in description field, system will not allow supplier to submit invoice (see error message below)

Category: VAT

Location:

Description:

Reason for Zero Rate VAT is required

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 800.00 EUR

Rate(%): 0

Tax Amount: 0.00 EUR

Exempt Detail: (no value)

Date Of Supply: 8 Jan 2025

☐ Triangular Transaction

- For more information to use the Zero-rated exempt:
- Zero rate exempt applies to Intra-EU supplies of goods to other EU countries and exports of goods to third (non-EU) countries

Create and Submit Invoice – Invoice Line-Item: VAT Rate % Zero

(2/3)

2. **It is necessary for a supplier** to enter tax details at the line- item level. Select the line item that supplier want to create an invoice.
 - 2.1 **Select Tax Category check-box and Select VAT from drop-down list.** After selected, tax will be visible in Category field. Then click **2.2 Add to included lines**
 - 2.3 **Add Rate (%) = 0. System will show error message.**
 - 2.4 **Supplier select the Exempt Detail (Exempt or Zero Rated) from drop-down list.**
 - 2.5 **Supplier must fill in Exempt Reason in Description field by using provided exempt reason on slide#18.**
 - 2.6 **Then click **Next**, supplier will the Exempt detail + Reason from Description (see summary on slide#20)**

2.6 Then click **Next**, supplier will the Exempt detail + Reason from Description (see summary on slide#20)

2.2 Add to Included Lines

2.1

2

2.5

2.3

2.4

2.6

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Create and Submit Invoice – Invoice Line-Item: VAT Rate % Zero

(3/3)

3

Invoice Summary: **Supplier can view the exempt type and exempt in the invoice summary screen.**
Then supplier can submit invoice without error.

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available Test adhoc address	1 / (EA)	50.00 EUR	50.00 EUR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: custom
Classification code: QUA

SHIPPING DOCUMENTS:

Delivery Note Date: 20 Feb 2025

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		50.00 EUR	0.00 EUR		VAT exempt - Services		Exempt

Date of Supply Friday 28 Feb 2025 12:00 AM GMT+01:00

Subtotal: 50.00 EUR
Tax: 0.00 EUR

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		50.00 EUR	0.00 EUR (0.00 DKK)		VAT exempt - Services		Exempt

Date of Supply Friday 28 Feb 2025 12:00 AM GMT+01:00

Invoice Summary

Subtotal: 50.00 EUR
Total Tax: 0.00 EUR 0.00 DKK
Amount Due: 50.00 EUR
(1 Euro = 7.4566 Danish Krone)

Previous

Save

Submit

Exit

Create and Submit Invoice – Line-Item Configure Tax Menu

(1/1)

4 Supplier can configure Standard Tax Selections in the drop-down menu then Configure Tax Menu

4.1 Supplier can select Create menu.

4.2 Supplier add Tax category from dropdown then add rate (%) and Tax Description. Then click OK

4.3 Supplier can see the new added Tax category in the drop-down list. Once selected, the Rate (%) field will populate 20% automatically.

The screenshot shows the 'Line Items' form with a table containing one item. The 'Tax' column has a dropdown menu open, showing a list of 'Standard Tax Selections' including Sales, VAT, GST, HST, PST, QST, Usage, and Withholding Tax. The 'Configure Tax Menu' option is highlighted at the bottom of the list. A circled '4' is placed over the dropdown menu.

The screenshot shows the 'Line Items' form with a table containing one item. The 'Tax' column has a dropdown menu open, showing a list of 'Standard Tax Selections' including Sales, VAT, GST, HST, PST, QST, Usage, and Withholding Tax. The '20% VAT / VAT 20%' option is selected. A circled '4.3' is placed over the dropdown menu.

The screenshot shows the 'Configure Tax' form with a 'Create' button highlighted. A circled '4.1' is placed over the button.

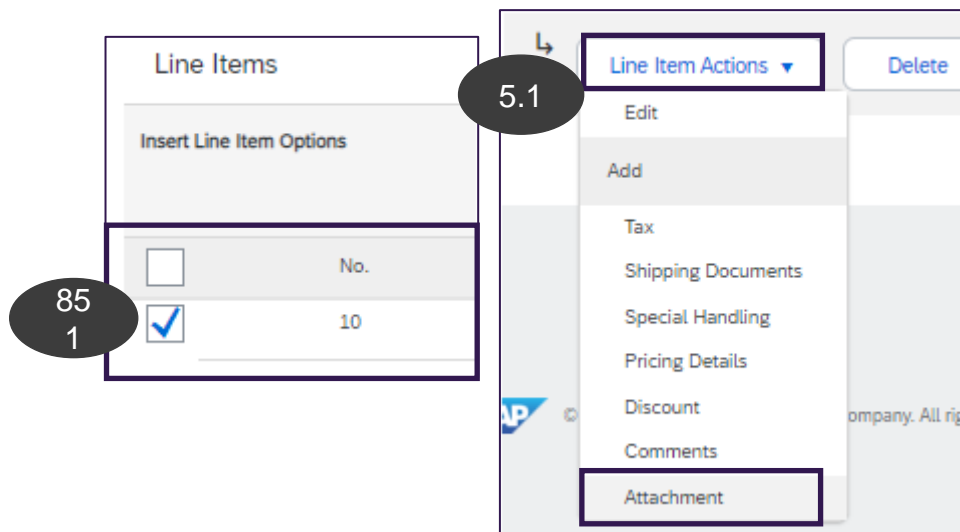
The screenshot shows the 'Configure Tax' form with the 'VAT' category selected, the rate set to 20%, and the 'OK' button highlighted. A circled '4.2' is placed over the 'OK' button.

Create and Submit Invoice – Line-Item attachment

(1/1)

5 Supplier able to attach document on Item level: **Supplier can follow below step to attach the document (e.g. excel, pdf).** Please note total file size (header + line item) cannot exceed 100MB.

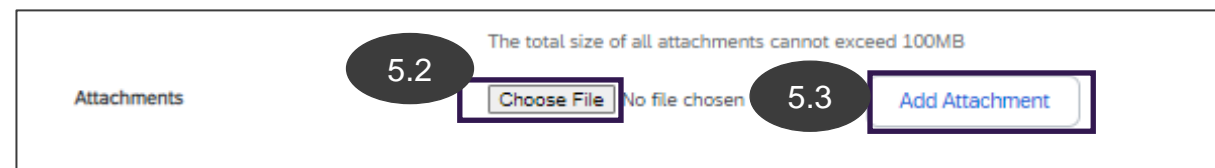
5.1 Select line Item that you would like to attach the document.
Scroll down to Line-Item Actions -> **Attachment**



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

5.2 Attachment section is visible

Click **Choose file** that supplier would like to attach

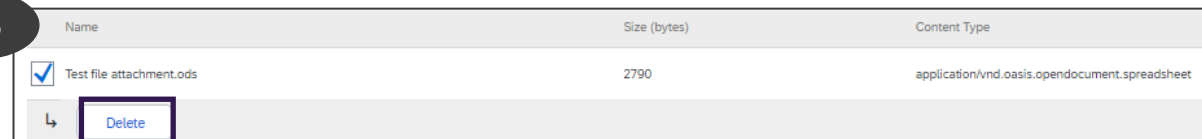


5.3 Click **Add Attachment**, attachment file is visible in the attachment list with size detail.

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



5.5



Create and Submit Invoice – Invoice Summary

(1/2)

- 6
- Supplier can review the entered Invoice details on this page
- 6.1
- If Supplier VAT/Tax ID configured and , Customer VAT/TAX ID filled in the invoice creation. Data will be visible here.

- 6.2
- If Payment Remittance Data configured, Wire payment to bank

SAP Business Network

Enterprise Account TEST MODE

← Back to classic view

GP

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada. If you want your invoices to be stored in the Ariba 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: INV-12512
Invoice Date: Saturday 18 Jun 2022 5:01 PM GMT+05:30
Original Purchase Order: 4500012512

Subtotal: \$12.00 CAD
Total Tax: \$0.00 CAD
Amount Due: \$12.00 CAD

REMIT TO:
INV Enterprise ARBSCC - TEST

Postal Address:
Ontario

BILL TO:
Siemens Gamesa Renewable Energy Limited

Postal Address:

SUPPLIER:
INV Enterprise ARBSCC - TEST

Postal Address:

BILL FROM:
INV Enterprise ARBSCC - TEST

CUSTOMER:
Siemens Gamesa Renewable Energy Limited

Postal Address:

WIRE PAYMENT TO BANK:
Name1
Account Name: TESTBank
Account Type: Checking
Account ID: 0122345
SWIFT Code: XXXXXX
IBAN ID: XXXXXXXXXXXX

6.1

ADDITIONAL INFORMATION:
Payment Method: Wire
Supplier VAT/Tax ID: XXXXXXXX
Customer VAT/Tax ID: YYYYYYYY

6.2

If data is not showing, please go back to previous page and update the necessary required data prior submit invoice.

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RENEWABLE ENERGY

Create and Submit Invoice – Invoice Summary

(2/2)

6.3 Supplier can review the line-item invoice summary details (e.g. Exempt type, exempt reason, exchange rate etc.)

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

6.5 After submitted, supplier will see this message

Invoice INV-12512 has been submitted.

6.5

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

6.3

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available Test adhoc address	1 / (EA)	50.00 EUR	50.00 EUR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: custom
Classification code: QUA

SHIPPING DOCUMENTS:
Delivery Note Date: 20 Feb 2025

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		50.00 EUR	0.00 EUR		VAT exempt - Services		Exempt

Date of Supply Friday 28 Feb 2025 12:00 AM GMT+01:00

Subtotal: 50.00 EUR
Tax: 0.00 EUR

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	0%		50.00 EUR	0.00 EUR (0.00 DKK)		VAT exempt - Services		Exempt

Date of Supply Friday 28 Feb 2025 12:00 AM GMT+01:00

Invoice Summary

6.4

Subtotal: 50.00 EUR
Total Tax: 0.00 EUR 0.00 DKK
Amount Due: 50.00 EUR
(Euro = 7.4586 Danish Krone)

Submit

Previous

Save

Exit

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.

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.

Invoice: INV-12522

Done

1

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Approved

Routing: Acknowledged

Invoice Number: INV-12522

Invoice Date: Tuesday 21 Jun 2022 7:56 PM GMT+05:30

Original Purchase Order: 4500012522

Submission Method: Online

Origin: Supplier

Source Document: Order

Subtotal:

\$300.00 CAD

Total Tax:

\$0.00 CAD

Amount Due:

\$300.00 CAD

REMIT TO:

INV Enterprise ARBSCC - TEST

Postal Address:

Ontario

Ontario ON L8A 0A0

Canada

BILL TO:

Siemens Gamesa Renewable Energy Limited

Postal Address:

1577 North Service Rd E (4th Floor)

Oakville ON L6H 0H6

Canada

Address ID: 421T

SUPPLIER:

INV Enterprise ARBSCC - TEST

Postal Address:

Ontario

Ontario ON L8A 0A0

Canada

2

Comment

Reason for Credit Memo:* Testing

! Required field

Default Credit Memo Comment Text:

Add to Header

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.

SAP Business Network Enterprise Account **TEST MODE** [Back to classic view](#)

Create Line-Item Credit Memo [Previous](#) **Submit** [Save](#) [Exit](#)

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada.
If you want your invoices to be stored in the Ariba 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.

Line-Item Credit Memo

(Original Invoice No: INV-12522)

Credit Memo Number: CRD-12522	Subtotal: \$-300.00 CAD
Credit Memo Date: Tuesday 21 Jun 2022 8:18 PM GMT+05:30	Total Tax: \$0.00 CAD
Original Invoice Number: INV-12522	Amount Due: \$-300.00 CAD
Original Invoice Date: Tuesday 21 Jun 2022 7:56 PM GMT+05:30	
Original Purchase Order: 4500012522	

REMIT TO: INV Enterprise ARBSCC - TEST Postal Address: Ontario Ontario ON L8A 0A0 Canada	BILL TO: Siemens Gamesa Renewable Energy Limited Postal Address: 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T	SUPPLIER: INV Enterprise ARBSCC - TEST Postal Address: Ontario Ontario ON L8A 0A0 Canada
--	---	--

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

SAP Business Network Enterprise Account **TEST MODE**

4 Invoice CRD-12522 has been submitted.


- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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.

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	Siemens Gamesa Renewable Energy - TEST	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

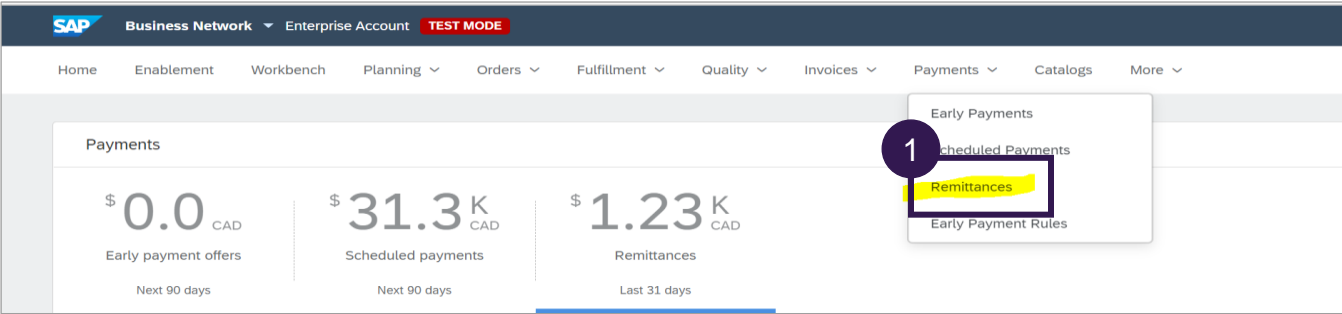
Invoices (100+)

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

View Payment Remittance

- 1 Supplier able to view the Payment Remittance on Supplier portal, click on the Remittances option under the Payments drop-down.



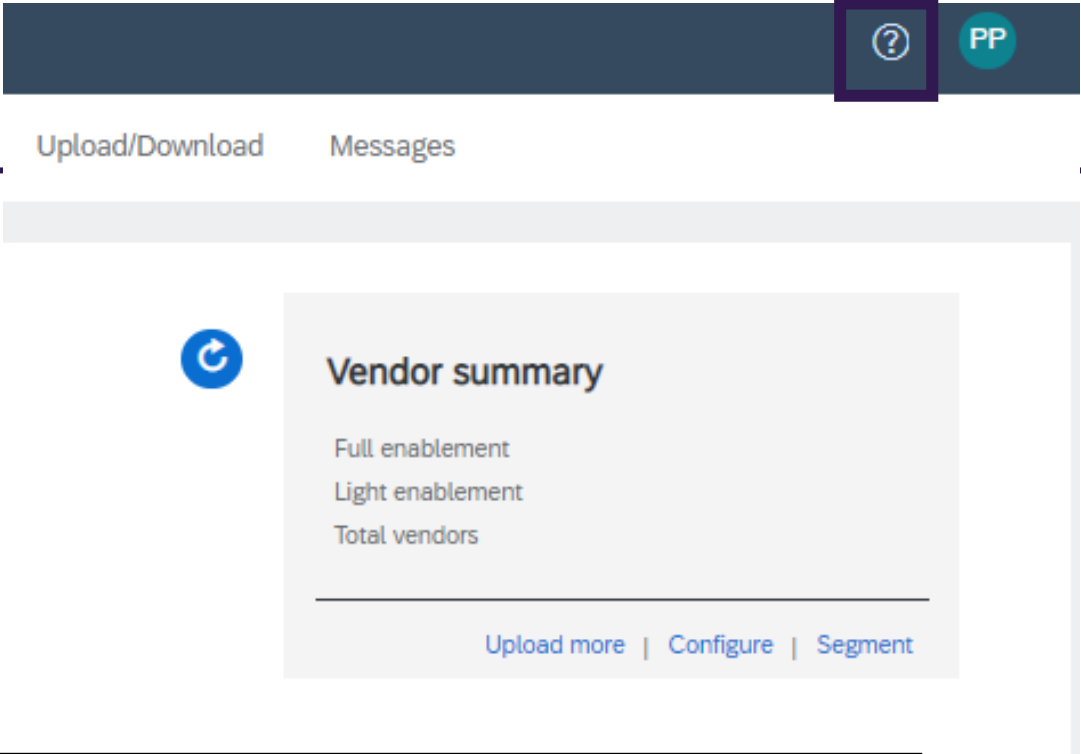
- Supplier can find the list of Remittances and relevant details from here.

Remittances (3)							
> Edit filter Last 31 days							
Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount
Z.20220620.2000000027	Siemens Gamesa Renewable Energy - TEST	Jun 20, 2022		Other	2000000027	\$30.00 CAD	\$0.00 CAD

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

Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing
Jun 20, 2022		Other	2000000027	\$30.00 CAD	\$0.00 CAD	\$0.00 CAD	\$30.00 CAD	Canceled	Sent

Types of Support Available



Type of Support(Specify	Description
Help Centre	<p>Enter from your Buyer account:</p> <ol style="list-style-type: none">1. Learning Center<ul style="list-style-type: none">• Training documentation• User Community2. Support Center<ul style="list-style-type: none">• 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

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

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 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

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
Update Key consideration related to VAT Exempt Zero rate and exempt reason	# 5	February 2025
Add VAT VAT Exempt Zero rate and exempt reason	# 16 - 20	February 2025