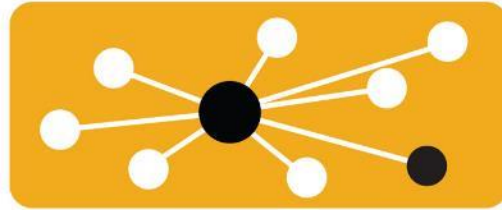
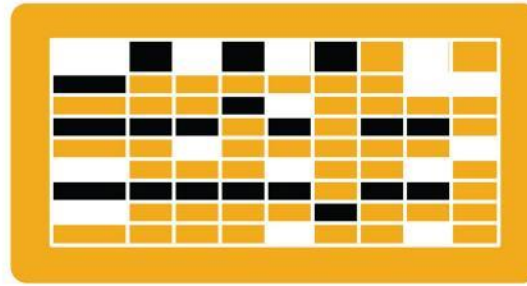




# Ariba® Network Supplier Guide



SAP Ariba 

FOR STANDARD ACCOUNT SUPPLIERS

Get Started 

# Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Infineon.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

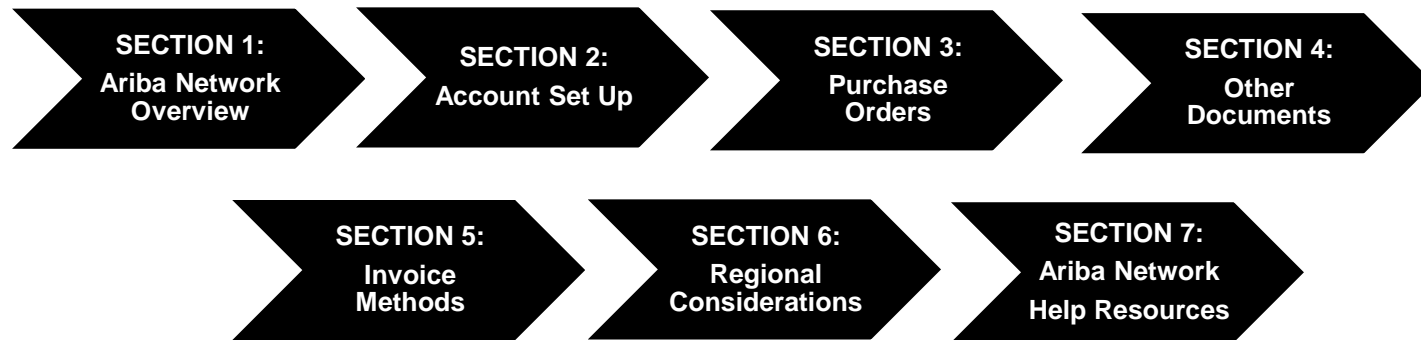
If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



# HOME – Table of Contents

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# SECTION 1: Ariba Network Overview

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Supported Documents

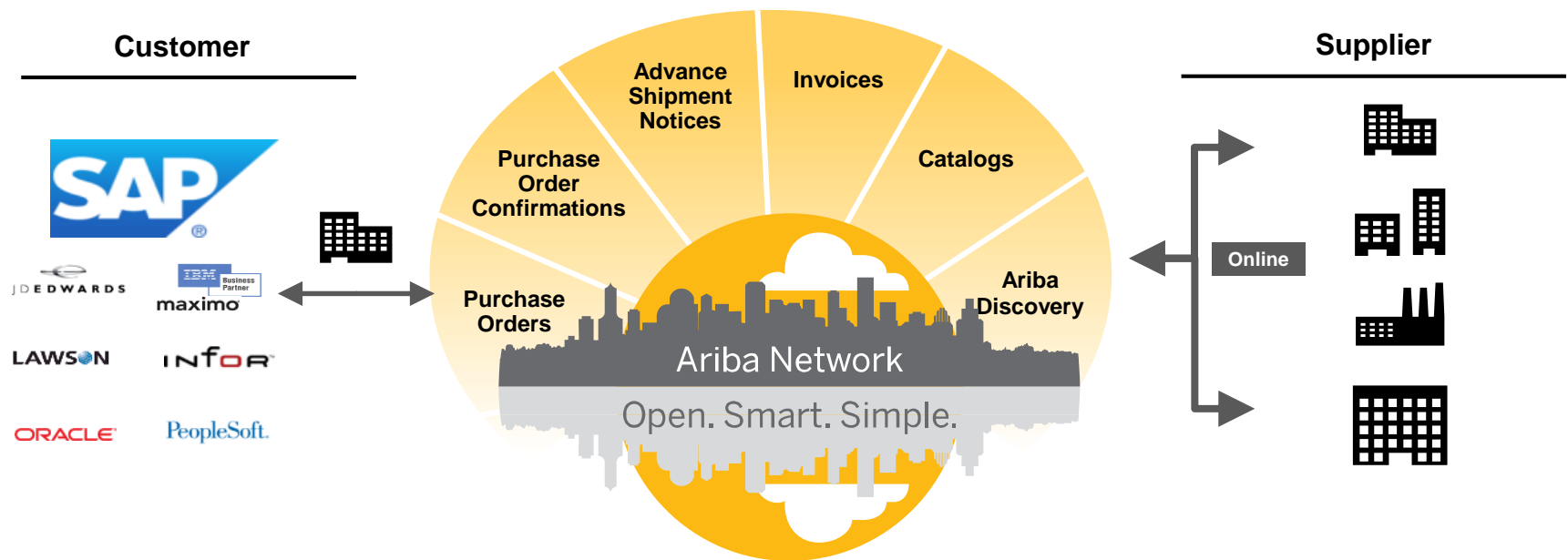
Not Supported Documents

Infineon Legal entities in scope



# What is Ariba Network?

Infineon has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



**2+ million** Trading Partners  
**\$850B** In Annual Commerce  
**>60%** Global 2000 use the Network

**65+ million** Annual Invoices  
**190** Countries  
**60+ million** Annual Purchase Orders

# Review Infineon Specifications

## Supported Documents

---

### Infineon project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Shipping data** is accepted at the line item level of the invoice.

### Supported

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Advance Shipment Notices**  
Apply against PO when items are shipped, Order Confirmation is required for Advance Shipment Notice creation
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network or if no PO exists
- **Service Invoices**  
Invoices that require service line item details
- **Credit Invoices/Credit Memos**  
Item level credits; price/quantity adjustments

# Review Infineon Specifications

## Not Supported Documents

---

- **Contract Invoices**

Apply against contracts; not accepted by Infineon

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Infineon

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Infineon will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the Ariba Network

- **Paper Invoices**

Infineon requires invoices to be submitted electronically through the Ariba Network; Infineon will no longer accept paper invoices

- **Header Level Credit Memos**

The Header Level Credit Memo feature is not supported by Infineon

# Infineon legal entities in scope



Documents in scope in Ariba Network for Infineon Sites - Supplier is free to decide to use integration or PO-Flip transmission method

Status: 22.01.2020

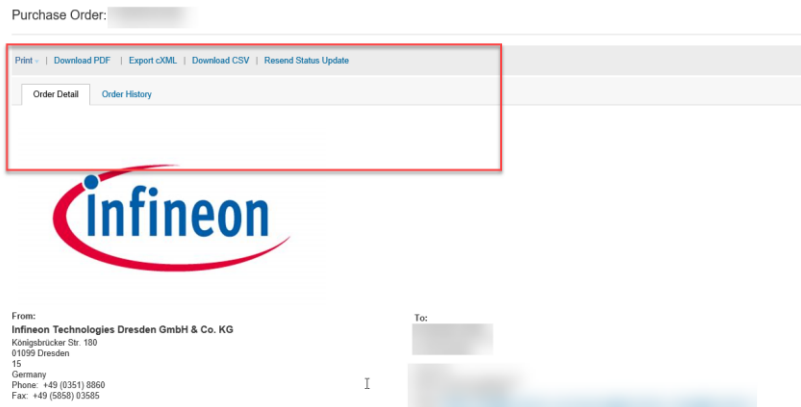
Region	Infineon Sites	Bill To (for E-Invoice)	For all POs		For specific POs only						Service Entry Sheet	Comment
			Invoice		Purchase Order		Order Confirmation		Advance Ship Notice			
			In scope	Requirement level	In scope	Requirement level	In scope	Requirement level	In scope	Requirement level		
EMEA	Infineon Technologies AG	Infineon Technologies AG Am Campeon 1-15 85579 Neubiberg Germany	<b>Before Oct. 2020</b>									
			Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
			<b>After Oct. 2020</b>									
			Yes	Mandatory	Yes (1)	Mandatory (1)	Yes (1)	Mandatory (1)	Yes (1)	Optional (1)	No	(1) Only for POs with PO numbers in range 45200XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
APAC	Infineon Technologies Asia Pacific Pte Ltd	Infineon Technologies Asia Pacific Pte Ltd 8 Kallang Sector, Infineon Singapore 349282 Singapore	Yes	Mandatory	Yes (1)	Mandatory (1)	Yes (1)	Mandatory (1)	Yes (1)	Optional (1)	No	(1) Only for POs with PO numbers in range 45200XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
APAC	PT Infineon Technologies Batam	N/A	No	N/A	Yes (1)	Mandatory (1)	Yes (1)	Mandatory (1)	Yes (1)	Optional (1)	No	(1) Only for POs with PO numbers in range 45200XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
EMEA	Infineon Technologies AG - Standort Warstein	Infineon Technologies AG - Standort Warstein Am Campeon 1-15 85579 Neubiberg Germany	Yes	Mandatory	Yes (2)	Optional (2)	Yes (2)	Optional (2)	Yes (2)	Optional (2)	No	(2) Only for catalog POs with PO numbers in range 75300XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
EMEA	Infineon Technologies Cégled kft	Infineon Technologies Cégled kft Ipartelepi ut 3 2700 Cégled Hungary	Yes	Mandatory	Yes (2)	Optional (2)	Yes (2)	Optional (2)	Yes (2)	Optional (2)	No	(2) Only for catalog POs with PO numbers in range 75300XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
EMEA	Infineon Technologies Dresden GmbH & Co. KG	Infineon Technologies Dresden GmbH & Co. KG Koenigsbruecker Str. 180 D-01099 Dresden Germany	Yes	Mandatory	Yes (3)	Optional (3)	Yes (3)	Optional (3)	Yes (3)	Optional (3)	No	(3) Only for catalog POs with PO numbers in range 75200XXXXXX should have OC & ASN sent back by supplier. Other POs are legacy POs and don't need OC & ASN.
EMEA	Infineon Technologies Austria AG	Infineon Technologies Austria AG AFC 1 Siemensstrasse 2 A-9500 Villach Austria	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
EMEA	Infineon Technologies IT Services GmbH	Infineon Technologies IT Services GmbH AFC 1 Siemensstrasse 2 A-9500 Villach Austria	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
NA	Infineon Technologies Americas Corp.	Infineon Technologies Americas Corp. 640 N. McCarthy Blvd. Milpitas 95035 California US	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
APAC	Infineon Technologies (Kulim) Sdn. Bhd.	Infineon Technologies (Kulim) Sdn. Bhd. Multi Purpose Building, Jalan Merak 75350 Melaka Malaysia	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
APAC	Infineon Technologies (Advanced Logic) Sdn. Bhd.	Infineon Technologies (Advanced Logic) Sdn. Bhd. Multi Purpose Building, Jalan Merak 75350 Melaka Malaysia	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
APAC	Infineon Technologies (Malaysia) Sdn. Bhd.	Infineon Technologies (Malaysia) Sdn. Bhd. Multi Purpose Building, Jalan Merak 75350 Melaka Malaysia	Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	



# How to distinguish real Purchase Order from copy of Purchase Order in Ariba Network?

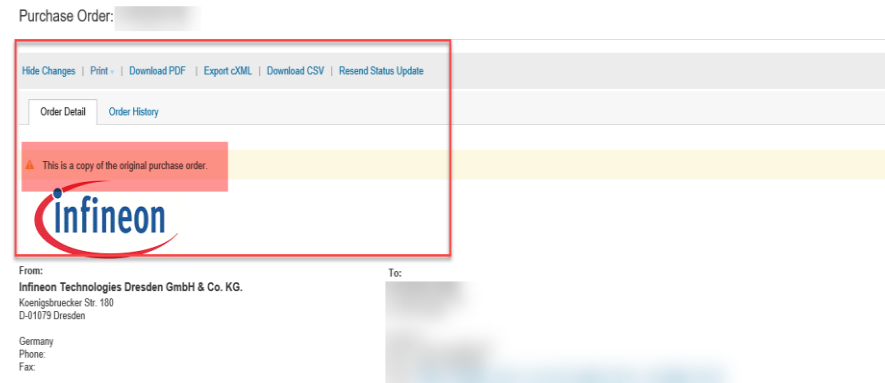
## Example of REAL Purchase Order (POs with PO numbers 45200XXXXXX)

Documents to be created against this type of PO are Order Confirmation, Advance Ship Notice & Invoices.



## Example of COPY of Purchase Order

Documents to be created against this type of PO are Invoices only.



# SAP Ariba Can Help You...



## **Collaborate immediately with all trading partners**

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



## **Turn paper into efficient electronic transactions**

- 75% faster deal closure
- 75% order processing productivity gains via cXML with Enterprise Accounts
- 80% increase in order accuracy through PunchOut with Enterprise Accounts



## **Catch errors and correct them – before they even happen**

- 64% reduction in manual intervention



## **Track invoice and payment status online in real time and accelerate receivables**

- 62% decrease in late payments
- 68% improvement in reconciling payments

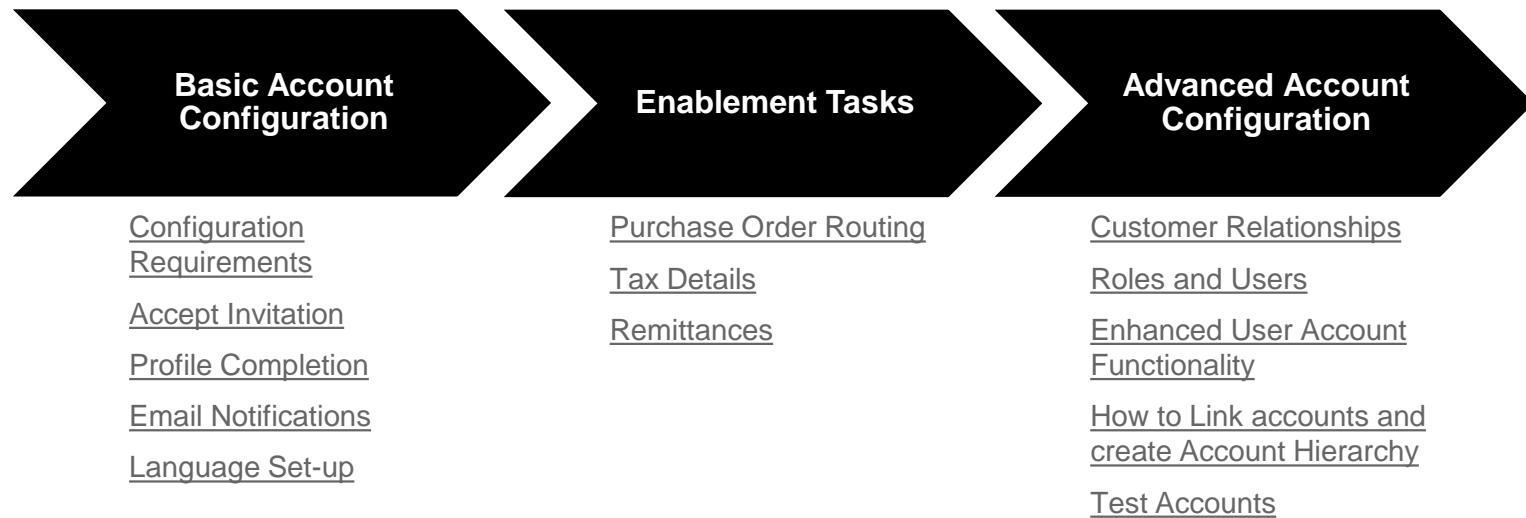


## **See opportunities you're missing and have the ability to trade globally**

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

## SECTION 2: Set Up Your Account

---



# Infineon Specific Account Configuration

- **VAT ID / TAX ID / GST ID\*** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID. **GST\* is applicable for Singapore and Malaysia (for more details on GST ID please check the Regional Considerations)**
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in User Account Navigator > My Account > Preferences.
- **Test Account Creation (optional)** – To create a test account, select your name in top right corner and choose "Switch to Test ID."



# How to start transacting with Standard Account?


---




# Receive Interactive Email Order from Customer

Click the **Process Order** button in the PO notification (interactive email)

Mo 24.08.2020 16:37

 "Infineon Technologies AG [redacted]" <ordersender-prod@ansmtp.ariba.com>  
Infineon Technologies AG - TEST sent a new Purchase Order 4520015478


To  Ariba Infineon Support

 If there are problems with how this message is displayed, click here to view it in a web browser.

---

Infineon Technologies AG - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:**  
Infineon Technologies AG  
Am Campeon 1-15  
85579 Neubiberg

Purchase Order  
(New)  
4520015478  
Amount: 375.00 EUR


# Sign Up for Standard Account

Select the **Sign up** option to create a new standard account  
-OR- use your existing standard account by clicking on **Log in**


Join **your customer** on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



**Strengthen relationships**  
Collaborate with your customer on the same secure network.



**Connect faster**  
Exchange documents electronically and streamline communications.



**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

# Configure Account, Accept Terms of Use, and Register

## 1 Review your Company information

### Company information

\* Indicates a required field

Company Name:

Country:  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

City:

Postal Code:

State:

## 2 Enter your User account information

### User account information

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email:

## 3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Please note that after your Light Account is registered, future POs will be sent to your designated user account email

# Transact with customer using standard account

- 1 Click on **Create Order Confirmation**, **Create Ship Notice**, or **Create Invoice** to get started.
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side).

Purchase Order: 0170102\_MEG\_PO1 Done

1 2

Create Order Confirmation  Create Ship Notice  Create Invoice

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**From:**  
Customer  
BuyerA USA  
Jebenstrasse 7  
10623 Berlin

**To:**  
Test supplier SMO 01-TEST  
Radlicka 14  
150 00 Prague

**Purchase Order**  
(New)  
0170102\_MEG\_PO1  
Amount: \$400.00 USD

Po invoice

Results for Po invoice

- About PO-based invoices
- How to create a PO-based invoice
- How do I add a new customer?
- How do I add an attachment to my invoice?

# Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

**Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network user interface. At the top, a dark blue navigation bar contains 'Company Settings', a user profile for 'John Doe', and a 'Help Center' link. A dropdown menu for 'Company Settings' is open, listing 'SMO Supplier 1' (ANID: AN010, Standard Package), 'Company Profile' (highlighted in orange), 'Service Subscriptions', and 'Account S...'. An arrow points from the 'Company Profile' option to the main form.

The main form is titled 'Company Profile' and features a 'Save' button and a 'Close' button. It has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is active, showing a 'Public Profile Completeness' meter at 35%. Below the meter is a list of fields to be completed: 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. The 'Share Your Public Profile' section includes a link to 'get your Ariba badge' and a 'Find us on Ariba Network' button. The 'View Public Profile' and 'Profile Visibility Settings' buttons are also visible.

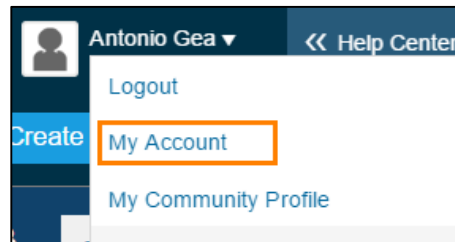
The 'Address' section contains the following fields:
 

- Address 1: \* 21 Jump Street
- Address 2: \*
- Address 3: \*
- City: \* Cleveland
- State: \* Ohio
- Zip: \* 44114
- Country: \* United States [USA]

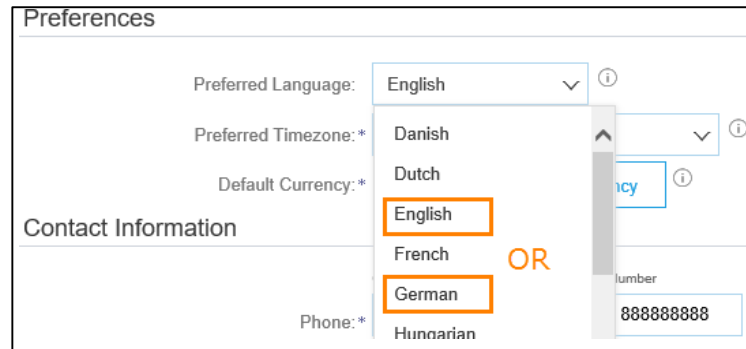
# Language Set-up

The **language** of the user interface of your supplier account depends on the set-up of your web browser. The **language of the PDF invoice** that Infineon Technologies will receive from you depends on the selected preferred language, chosen by the account administrator of your supplier account. This set-up can easily be changed.

1. Click on the **User Name** on the top right hand corner and then on **My Account**

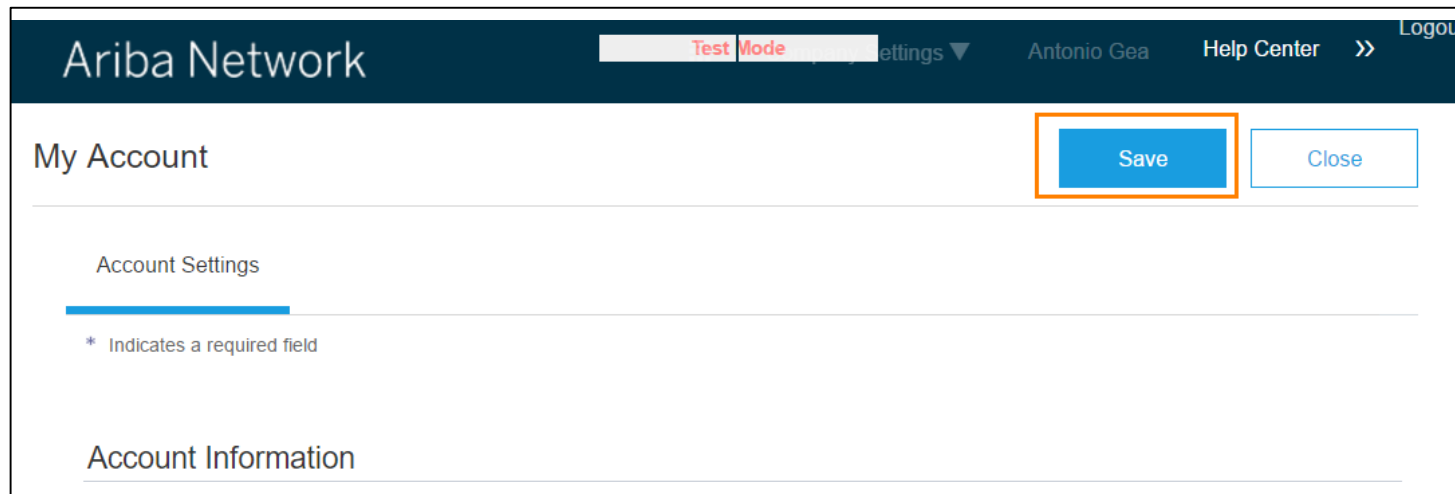


2. In **Preferences** of the account please select English or German. Please, note, if you invoice non-German entity of Infineon, preferred language has to be set to English



# Language Set-up

- Remember to click the **Save** button after you select the language



Please pay attention to the **language set-up** mainly when you start invoicing additional Infineon Cost Centers in different countries. The invoices will be processed by a different team and the invoice needs to arrive in a language which they can understand for reconciliation purposes.

**NOTE:** In case your invoice was rejected because of the incorrect language, change the language set-up of your account and click on Edit & Re-submit button on the failed invoice. You can submit the invoice again without doing additional changes to the content of the invoice.



# Currency Set-up

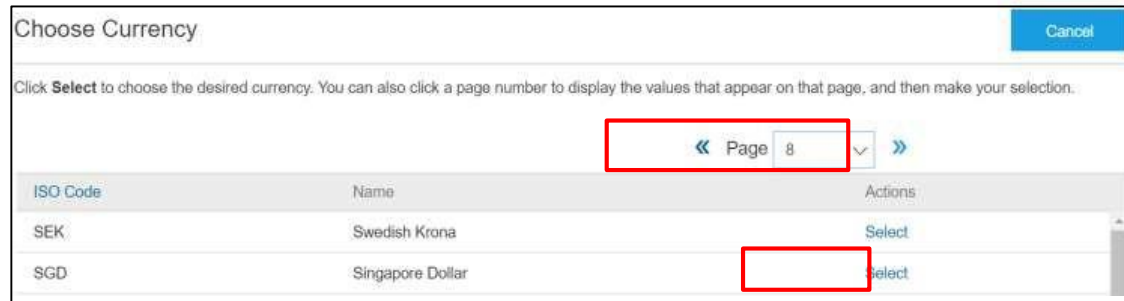
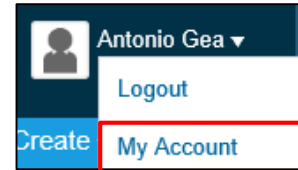
The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you can specify in your User Account.

1. Select the **My Account** option from the **Administrator** drop-down menu. The **My Account** page is displayed.
2. Scroll down to the **Preferences** section. Click the **Select Currency** button.
3. You can utilize the page number field to find your currency.
4. Click **Save**.



**Note:** By default the currency of the PO will be populated to the invoice.

**For Example:** You have set your currency to SGD, but your PO is in USD when you create a PO-Flip invoice, the invoice amounts will be displayed in USD and also be converted to SGD as per the conversion rate you enter.



# Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 5 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot shows the 'Account Settings' page. A dropdown menu is open from the top right, showing the path: Company Settings > Notifications (1) > View All (2). The 'Network' tab is selected under the 'Notifications' section. Below, the 'Electronic Order Routing' table is shown with columns for 'Type' and 'Send notifications when...'. The 'Order' row has a checked checkbox for 'Send a notification when orders are undelivered'. The 'To email addresses' field is visible on the right, containing 'junk@phoenix.ariba.com' (3).

**Note:** If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature:

*Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting.*

When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.

# Set the Purchase Order Routing Notification

1. **Click** on the Tasks link to configure your account.
2. If you are using the online portal, **choose** one of the following routing methods:
  - **Online (Default):** Orders are received within your AN account, but not forwarded further.
  - **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
3. **Configure** e-mail notifications.
4. **Ensure** that your Email address belongs to a distribution list:
  - **Without automatic replies**
  - **If any automatic replies, please include the key words in yellow box**
6. Choose whether you would prefer the documents to stay on Ariba Network or be attached to the notification in PDF and/or cXML format.

**Out of Office**  
**OOTO**  
**On Vacation**  
**On Holiday**

**Out of Town**  
**Away from the office until**  
**Out of the country**  
**At an off site meeting**

# Select Electronic Order Routing Method

## Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments <span style="float: right;">1</span>	Same as new catalog orders without attachments ▾
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments ▾
Time Sheets	Online ▾
Order Status Request <span style="float: right;">2</span>	Online ▾
Order Response Documents	Online ▾
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# How to create Customer Specific Document Routing? 1/2

- 1) Please click on Company Settings -> Customer Relationships

The screenshot displays the SAP S/4HANA user interface. At the top, there is a navigation bar with 'Company Settings' highlighted by a red box and a yellow circle labeled '1'. Below it, a dropdown menu is open, showing 'Customer Relationships' highlighted by another red box and a yellow circle labeled '2'. The main content area shows a dashboard with various charts and tables. On the right side, there is a 'Help Center' section with a search bar and a list of help articles. At the bottom, there is a 'Tasks' section with a progress bar for 'Update Profile Information' at 35%.

# How to create Customer Specific Document Routing? 2/2

2) Pick Infineon from the list of Current relationships -> tick the box next to Infineon`s name -> click on Actions -> Override Routing.

This step will override the default routing set up in the Electronic Order Routing, and allow you to create customer specific routing.

3) Pick “Customize routing preferences” and click “OK”.

4) Configure the settings based on your preference and don’t forget to “Submit” your choices at the end.

Account Settings

Customer Users Notifications Application

Relationships Subscriptions

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Pending

Customer	Relationship Type	Requested Date ↓
No items		

Approve Reject

Current

Customer	Relationship Type	Approved Date ↓	Routing Type
<input type="checkbox"/>	Trading		Default
<input checked="" type="checkbox"/>	Trading	Supplier Information Portal	Default
<input checked="" type="checkbox"/>	Trading	Supplier Information Portal	Default

Reject

Actions

- Override Routing
- cXML/EDI Transformation
- Catalog Validation Preferences

Override Default Routing

Select the document routing for this customer

Use the default routing preferences specified in the Configuration section.

Customize routing preferences.

OK Cancel

OK Cancel

# Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs. Banks details are compulsory information for Infineon, please select the **Include Bank Account Information in invoices** checkbox in order to display bank account information automatically on your invoices.

The screenshot displays the SAP S/4HANA interface for configuring remittance information. It is divided into three main sections:

- Company Settings (Right Panel):** Shows the 'Company Settings' dropdown menu with 'Remittances' highlighted by a yellow circle with the number 1.
- Network Settings (Top Middle Panel):** Shows the 'Settlement' tab under 'EFT/Check Remittances'. The 'Create' button is highlighted with a yellow circle and the number 2.
- Create Remittance Address / Payment Info (Bottom Middle Panel):** Shows the form for adding a remittance address. Required fields (marked with an asterisk) include Address 1, City, State, Postal Code, and Country. The 'Make this address default' checkbox is highlighted with a yellow circle and the number 4. A yellow circle with the number 3 is placed above the form fields.

**NOTE:** The remittance ID is not a field used by Infineon so you can leave it blank

# Configure Your Remittance Information

## Payment Methods

- 1. Select Preferred Payment Method** from a drop-down box: Check, Credit card or Wire.
- 2. Complete** the details for ACH or Wire transfers. Make sure you select the appropriate Remittance address when invoicing. According to SEPA regulations the IBAN/SWIFT code information is mandatory for transactions within European countries.
- 3. Select** if you do or do not accept credit cards and click OK when finished.

**Note:** This does not change the method of payment from your customer, unless specified.

**Note:** If you issue invoices in different currencies please make sure you create a Remittance address as per each currency you use. Associate each currency with the related bank details.



# Review Your Relationships

## Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

### Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships **4**

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

[Update](#) **2**

**Pending**

Customer	Requested Date
No items	

[Approve](#) [Reject](#) **3**

**Current**

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

[Reject](#)

**Rejected**

Customer	Rejected Date
No items	

### Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#) **1**

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

# Set Up User Accounts

## Roles and Permission Details

---

### Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

### User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

The screenshot shows the SAP Ariba 'Manage Users' interface. The 'Users' tab is selected in the top navigation bar. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and 'Role'.

- 1:** Points to the 'Users' tab in the top navigation bar.
- 2:** Points to the 'Create Role' button in the 'Manage User Roles' section.
- 3:** Points to the 'Details' link for the 'Administrator' role in the 'Role' section.
- 4:** Points to the 'Create User' button in the 'Manage Users' section.
- 5:** Points to the 'Create Role' button in the 'Manage User Roles' section.

The 'Manage Users' section contains a table with the following data:

Username	Email Address	First Name	Last Name	Ariba Discovery Comp	
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

The 'Manage User Roles' section contains a table with the following data:

Name	Actions
Administrator	Details
All Access	Details Edit Delete

The 'Role' section contains a table with the following data:

Name	Actions
Administrator	Details
All Access	Details Edit Delete

The right-hand sidebar shows the 'Company Settings' menu with the following items:

- Company Settings
- jUnitOrg - LV8b8ft... ANID: AN02003380348 Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users **1**
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- View All

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

Username: rebecca.novotny@sap.com  
 Email Address: rebecca.novotny@sap.com  
 First Name: Rebecca  
 Last Name: Novotny  
 Office Phone:

This user is the Ariba Discovery Contact

# Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

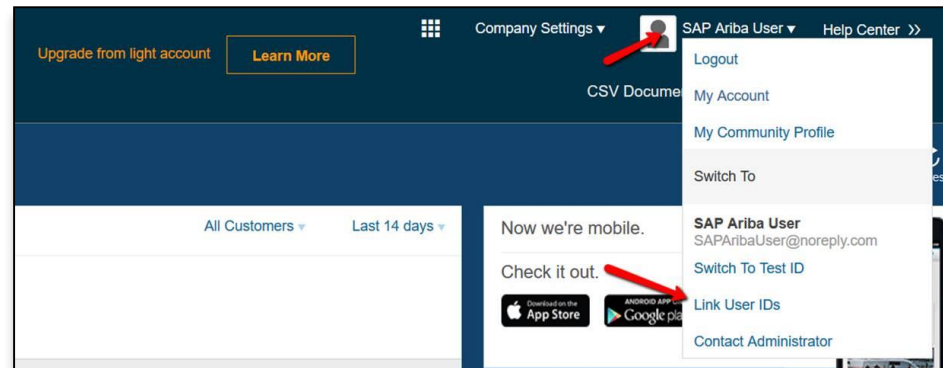
**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot illustrates the user account management interface. At the top right, a dropdown menu (1) is open, showing options: Logout, My Account (2), My Community Profile, Switch To, and a list of user accounts including 'jU-LV8b8f565589df100959...' with 'Aribasup@s.c' as the email. Below this, the 'My Account' section is visible, with 'Account Settings' selected. The main form contains fields for Username (\* Aribasup@s.c), Email Address (\* junk@phoenix.ariba.com), First Name (\* jU-LV8b8f565589df1009590921), Middle Name, Last Name (\* lastName), and Business Role (Business Owner). A 'Change Password' link (3) is also present. The 'Security' section includes a Secret Question (\* What is the last name of your first boss?), Secret Answer (\*), and Confirm Secret Answer (\*). A 'Contact Administrator' link (4) is located at the bottom right of the form.

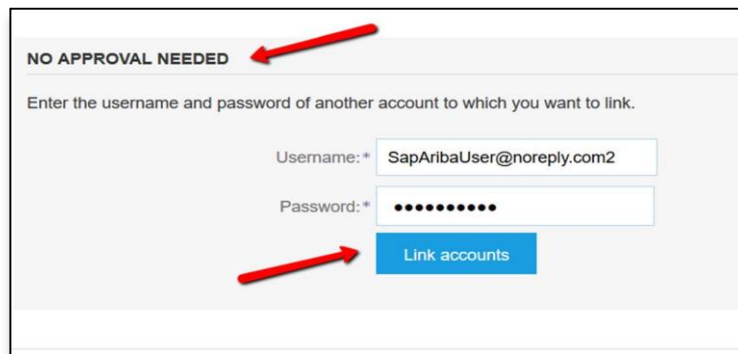
# Link Standard Account & Enterprise Account User IDs - Optional

- 1 From your light account dashboard, click your name to the right of Company Settings and click on **Link User IDs** from the menu.

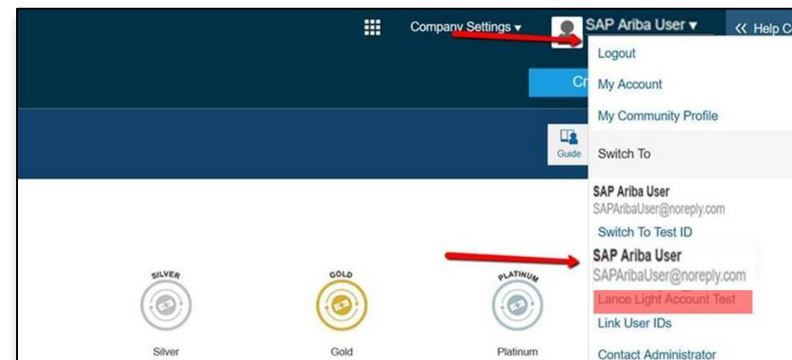
**Once a User ID is linked it cannot be unlinked**



- 2 Under **No Approval Needed** enter the credentials for the full-use account to be linked and click **Link Accounts**



- 3 You can then switch between the linked User IDs by clicking your name and the account you would like to access



# Link Accounts Via an Account Hierarchy

---

## Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page either log in as an Administrator or send a request through an online form as a Not Administrator.
5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

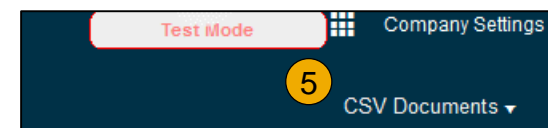
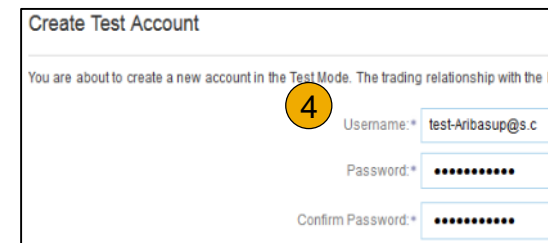
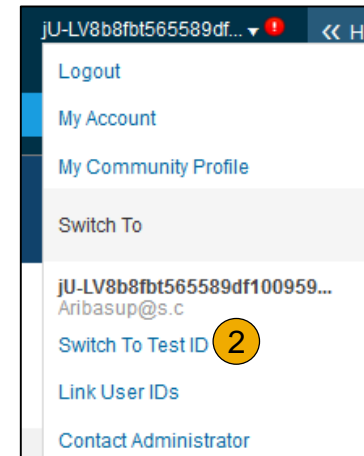
The screenshot displays the SAP Account Settings interface. On the right, the 'Company Settings' sidebar is visible, with 'Account Hierarchy' highlighted and marked with a yellow circle containing the number '1'. The main content area shows the 'Account Settings' page with tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Account Hierarchy' tab is active, showing 'Account Status: No Linked Accounts' and a 'Link Accounts' button, which is also marked with a yellow circle containing the number '2'.



# Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
  - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



## SECTION 3: Purchase Order Management

---



**How to Access Purchase Orders**




[How to Resend Purchase Order](#)


# Receive Interactive Email Order from Customer

Click the **Process Order** button in the PO notification (interactive email)

Mo 24.08.2020 16:37

 "Infineon Technologies AG [redacted]" <ordersender-prod@ansmtp.ariba.com>  
Infineon Technologies AG - TEST sent a new Purchase Order 4520015478


To  Ariba Infineon Support

 If there are problems with how this message is displayed, click here to view it in a web browser.

---

Infineon Technologies AG - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:**  
Infineon Technologies AG  
Am Campeon 1-15  
85579 Neubiberg

Purchase Order  
(New)  
4520015478  
Amount: 375.00 EUR

# Ariba Network – Standard Account Interface

Once you finish the account configuration and click on “Registered”, you will see the following interface:

**Orders, Invoices and Payments** All Customers ▾ Last 14 days ▾

1 New Purchase Orders
1 Orders to Confirm
0 Orders that Need Attention
1 Orders to Invoice
More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
[Redacted]	Infinon Technologies AG	New	270.00 EUR	13 Aug 2020	0.00 EUR	Select ▾

**Tasks**

- 1 Enablement Tasks are pending
- Update Profile Information 15%

**FAQ**

- I need help accessing a sourcing event
- Does Ariba offer live webinar training?
- Send a PO-based invoice (4:35)
- Introducing New Supplier Account Names on Ariba Network
- Why can't I find an event?
- Where do I find my Ariba Network ID (ANID) number, as a supplier?
- What is an Ariba Network error (ANERR), and how do I resolve the issue?
- Introduction to the dashboard (11:47)

View more [↗](#)

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# Ariba Network – Standard Account Interface

## Please follow these steps:

- Click on “Select”
- Send me a copy to take action -> Resend
- You will receive a new Interactive Email Order (please refer to next page)

The screenshot displays the SAP Ariba Network Standard Account interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The main content area is titled 'Orders, Invoices and Payments' and shows a summary of order counts: 1 New Purchase Order, 1 Order to Confirm, 0 Orders that Need Attention, and 1 Order to Invoice. A table below this summary lists order details. The table has columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The first row shows an order for Infineon Technologies AG with a status of 'New', an amount of 270.00 EUR, and a date of 13 Aug 2020. The 'Action' column for this row has a dropdown menu open, showing options 'Select' and 'Send me a copy to take action'. An orange arrow points to the 'Send me a copy to take action' option. On the right side of the interface, there is a 'Now we're mobile.' banner with app store links and a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
	Infineon Technologies AG	New	270.00 EUR	13 Aug 2020	0.00 EUR	Select Send me a copy to take action

# How to resend Purchase Order 1/3

The PO is already available in your Ariba Network Account. Please make sure to filter by "last 200 documents" and not by time, e.g. "last 14 days".

Orders, Invoices and Payments All Customers - Last 200 Documents -

4 Invoices | **1 Purchase Orders** | 1 Invoices Rejected | 3 Invoices Pending Payment | 0 New Early Payment Offers | ... More

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7510112991	Infinion Technologies AG - TEST	Invoiced	534,28 EUR	3 Jul 2018	534,28 EUR	Select -

In case you don't have the tile "Purchase Orders" in your Dashboard, kindly do the following steps:

- Click on "More"

Orders, Invoices and Payments All Customers - Last 200 Documents -

4 Invoices | Purchase Orders | 1 Invoices Rejected | 3 Invoices Pending Payment | 0 New Early Payment Offers | **... More**

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7510112991	Infinion Technologies AG - TEST	Invoiced	534,28 EUR	3 Jul 2018	534,28 EUR	Select -

# How to resend Purchase Order 2/3

- Click on "Manage Default Tiles"

SAP Ariba Network Standard Account Upgrade

Home Inbox Outbox Catalogs Enablement Tasks Reports Documents Create

Enable Tabs Trends Refresh

Orders, Invoices and Payments All Customers Last 14 days

Now we're mobile. Check it out. Download on the App Store GET IT ON Google Play

1 New Purchase Orders 1 Orders to Confirm 0 Orders that Need Attention 1 Orders to Invoice

More...

Order Number	Customer	Status	Amount
	Infineon Technologies AG	New	270.00

0 New Early Payment Offers 1 Invoices 1 Invoices Pending Payment 0 Invoices Rejected

1 Invoices Pending Approval 0 Payments that Need Attention 0 Payments Received 0 Pinned Documents

1 Orders to Invoice 1 Orders to Ship 0 Orders with Service Lines 1 Purchase Orders

Manage Default Tiles

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# How to resend Purchase Order 3/3

- Add up to 4 tiles in your "Selected Tiles" and make sure that "Purchase Orders" are included.

Manage Action Tiles on the Home Dashboard Done Cancel

[Restore Defaults](#)

**Available Tiles**

Name	
Orders to Confirm	Select
Orders to Invoice	Select
Orders that Need Attention	Select
New Purchase Orders	Select
Orders to Ship	Select
Orders with Service Lines	Select
Invoices Pending Approval	Select
Pinned Documents	Select
New Early Payment Offers	Select
Payments that Need Attention	Select
Payments Received	Select

**Selected Tiles**

Name	
Invoices	Remove
Purchase Orders	Remove
Invoices Rejected	Remove
Invoices Pending Payment	Remove

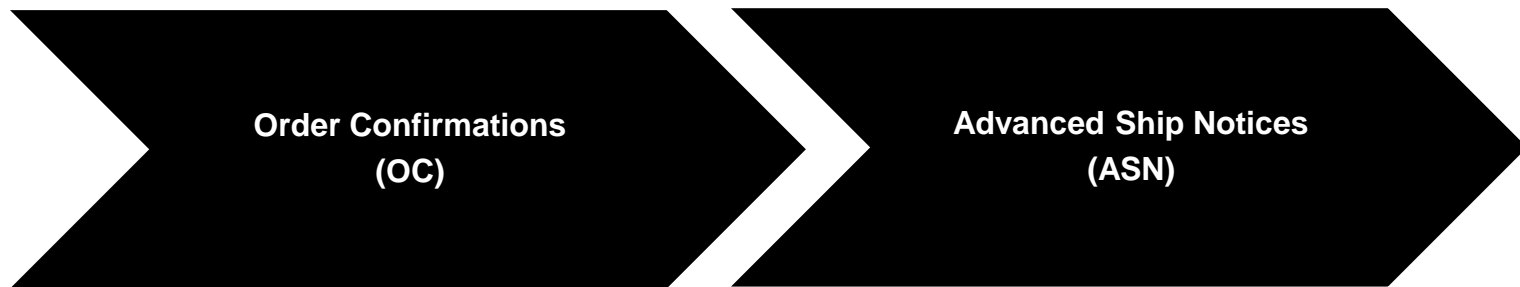
Maximum 4 tiles allowed per dashboard

Done Cancel



## SECTION 4: Other Documents

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**Order Confirmations  
(OC)**

[Confirm Entire Order](#)

[Reject Entire Order](#)

[Update Line Items](#)

**Advanced Ship Notices  
(ASN)**

[Create Ship Notice](#)

[Delivery Terms and  
Transportation Details](#)

[Details](#)

[Submit Ship Notice and  
Status](#)

# Create Order Confirmation

## Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click Next** when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Infineon.**

Once the order confirmation is submitted, the Order Status will display as Confirmed.

Order Confirmation may be rejected by Infineon in case need-by-date is not Matching PO delivery date.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Trouble With Your OC?

# Create Order Confirmation

## Reject Entire Order

- 1. From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
- 2. Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Status will be explained later in the presentation)

Ariba Network

Purchase Order: 20150415\_PO2

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

**REJECT ENTIRE ORDER**

Order Confirmation Number:

Confirmation #: |

Comments:

# Create Order Confirmation

## Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415\_PO2

Create Order Confirmation
  Create Ship Notice
  Create Invoice

Confirm Entire Order  
 Update Line Items **1**  
 Reject Entire Order

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirming PO

**2**

Update Item Status  Order Confirmation Header

Review Confirmation

Confirmation #:   
 Associated Purchase Order #: 20150415\_PO2  
 Customer: Inc. - TEST **3**  
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:   
 Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **4**

Confirm:  **5**
 Backorder: 
 Reject:  **6**

# Confirm Order

## Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:

[Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

# Confirm Order

## Update Line Items - Price Change

- 1. Enter** the quantity in the Confirm data entry field.
- 2. Click** Details to enter the details regarding the price change.
- 3. Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
- 4. Update** the Description as needed and click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm:  Backorder:  Reject:  **2** [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01	10	EA	18 Nov 2015

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:  **3**

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:  **4**

Comments:

# Confirm Order

## Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  1

2 [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason: \*

Comments:

3 [OK](#) [Cancel](#)

# Confirm Order

## Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Infineon.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.

Purchase Order: 20150415\_PO2

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 Hide | 
 Print | 
 Download PDF | 
 Export cXML | 
 Download CSV | 
 Resend

Order Detail | Order History

**From:**  
 Sandbox Buyer - Test  
 Radlicka  
 15000 Praha  
 Czech Republic

**To:**  
 Ariba\_TestSupplier - TEST  
 Radlicka 3201/14  
 150 00 Praha 5  
 Czech Republic  
 Phone:  
 Fax:  
 Email: klaus.puschel@sap.com

5 Done

Purchase Order  
 (Partially Confirmed)  
 20150415\_PO2  
 Amount: 295.00 EUR

3

Routing Status: Acknowledged  
Related Documents: 312

Deliver To



# Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain (CSC) is enabled.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Please be reminded that Order Confirmation submission is required for Ship notice creation.

# Create Ship Notice

## Delivery Terms and Transportation Details

- 1. Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1** Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier

# Create Ship Notice

## Details

- 1. Scroll down** to view line item information and update the quantity shipped for each line item.
- 2. Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
- 3. Click Next** to proceed to review your Ship Notice.

20150415\_PO2 2 GOODS\_02  
*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
 Total Item Due Quantity: 10 BX

**Confirmation Status**  
 Total Confirmed Quantity: 0 BX      Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

[Add Ship Notice Line](#)

20150415\_PO2 2 GOODS\_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR [Remove](#)

*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
 Total Item Due Quantity: 10 BX

**Confirmation Status**  
 Total Confirmed Quantity: 0 BX      Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>

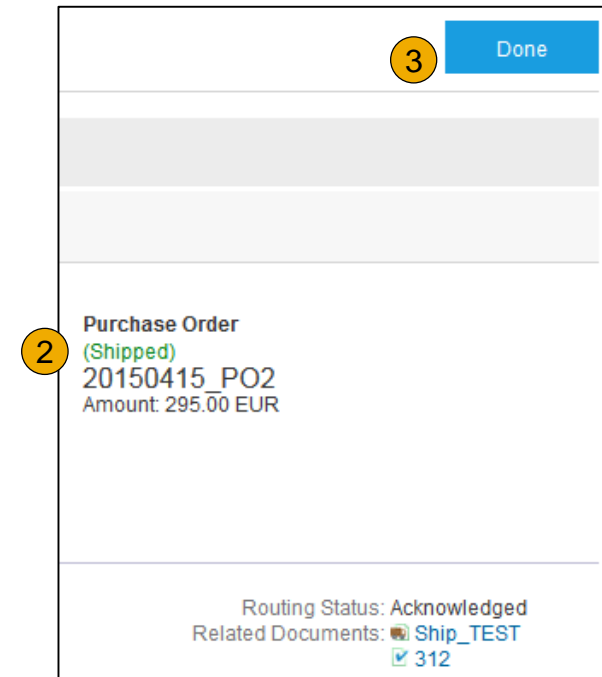
[Add Ship Notice Line](#)

[Add Order Line Item](#) 3

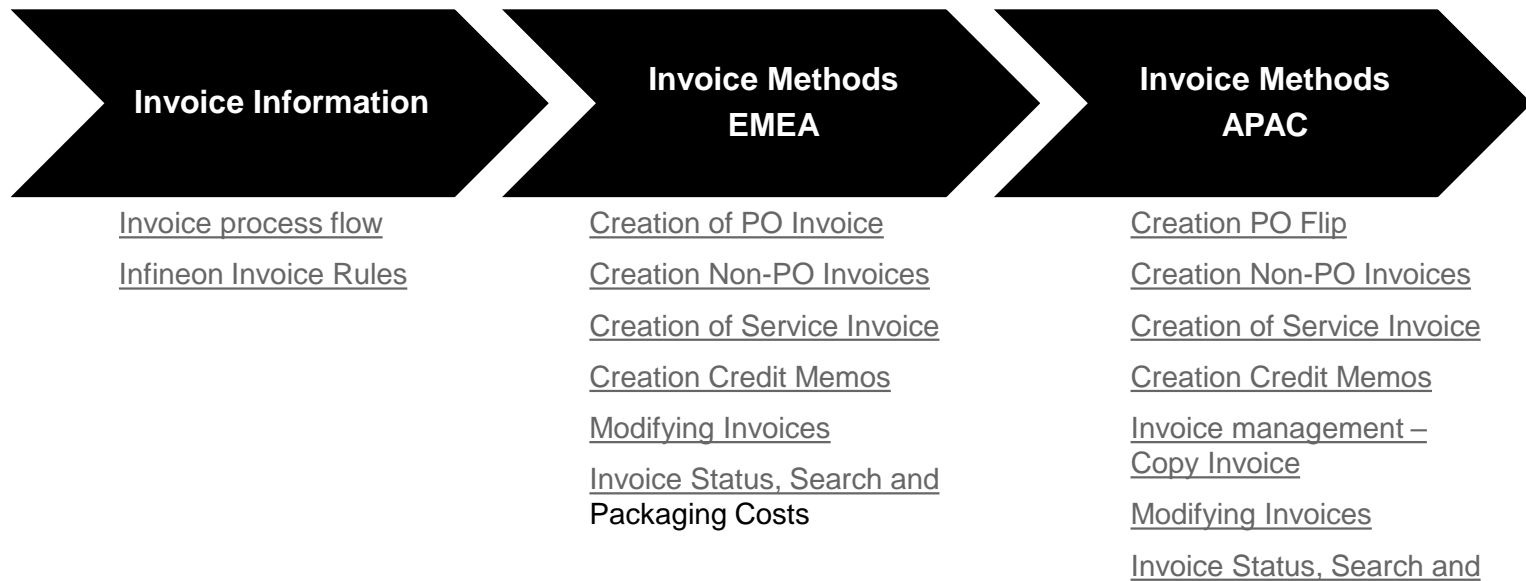
[Next](#) [Exit](#)

# Submit Ship Notice

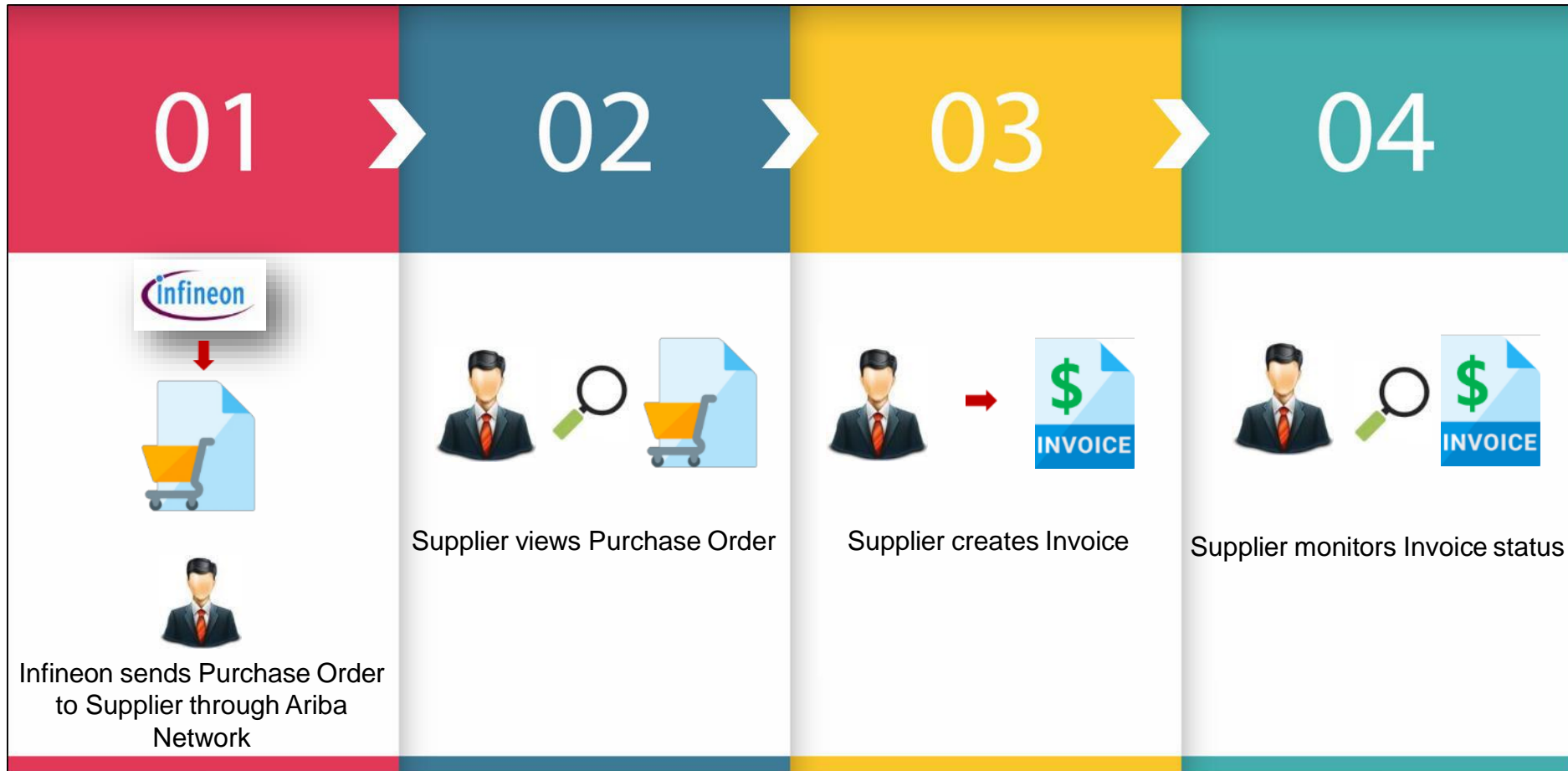
1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Infineon. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped.
3. **Click Done** to return to the Home page.



# SECTION 5: Invoice Methods



# Invoicing process flow

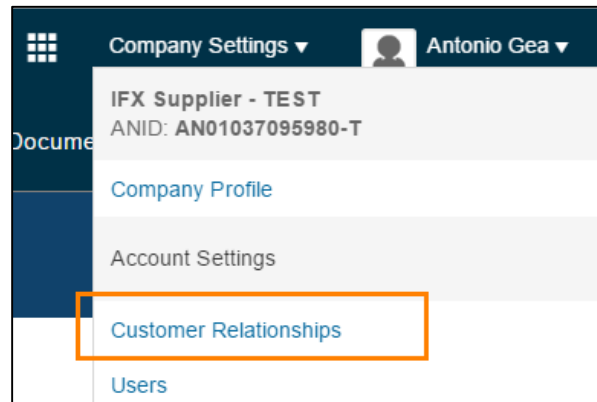




# Infineon Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account.
2. Click on the **Administration Navigator** on the top right hand corner and then on **Customer Relationships** under Account Settings.



3. A list of your Customers is displayed. **Click the name of your customer** (Infineon) to view their invoice rules.

Customer	Approved Date ↓	Routing Type
<input type="checkbox"/> <span style="border: 1px solid orange; padding: 2px;">Infineon Technologies AG - TEST</span> <span>Supplier Information Portal</span>	29 Feb 2016	Default

4. Scroll down to the Invoice Rules section and view the invoice rules.




# Infineon Invoice Rules


These rules determine what you can enter when you create invoices.

- If Infineon enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu

**Country-based Invoice Rules**

Originating Country of Invoice: All Other Countries 

[Download Invoice Rules](#)

General Invoice Rules	
Allow suppliers to send invoices to this account.	
Ignore country-based invoice rules.	
Allow suppliers to send invoices with service information. 	
Require line-item credit memo to reference another invoice.	
Allow suppliers to send invoice attachments.	
Your procurement application can download invoice attachments (MIME multipart message)	

All Other Countries	
Australia	
Austria	
Belgium	Yes
Bulgaria	No
Canada	
China	Yes
Cyprus	No
Czech Republic	
Denmark	Yes
Estonia	Yes

- Click **Done** when finished.





# Starting Invoice Process

You'll receive interactive email through which you can access the Purchase Order.

Open the Purchase Order from the interactive email and click on the **Create Invoice** button and then choose **Standard Invoice**.

Mo 24.08.2020 16:37

"Infineon Technologies AG [redacted]" <ordersender-prod@ansmtp.ariba.com>  
Infineon Technologies AG - TEST sent a new Purchase Order 4520015478


To  Ariba Infineon Support

**i** If there are problems with how this message is displayed, click here to view it in a web browser.

---

Infineon Technologies AG - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:**  
Infineon Technologies AG  
Am Campeon 1-15  
85579 Neubiberg

Purchase Order  
(New)  
4520015478  
Amount: 375.00 EUR



# PO Flip Invoice - Header

1. Enter an Invoice # which is your unique and sequential number of invoice identification. This is the invoice number you have in your system.

The Invoice Date will auto-populate "today's" date. This date is the invoice date entered on your system. You're allowed to send a backdated invoice. You should enter correct invoice date as in your system. Invoices with incorrect Invoice # or Invoice Date will be rejected. In case of any issues, please contact [e-invoice@infineon.com](mailto:e-invoice@infineon.com)

Create Invoice
Update | Save

!Please correct the following errors and resubmit

▼ Invoice Header \* Indica

**Summary**

Purchase Order: 4700204718

Invoice #: \*

!Required field

Invoice Date: \* 8 Dec 2016

Supplier Tax ID: \* 123456789

Subtotal: 0.00 EUR

Total Tax: 0.00 EUR

Amount Due: 0.00 EUR

2. Select **Remit-To** address from the drop down box. In case the supplier has different bank accounts for different currencies, the remit to should **match the invoice currency**. This is the Remit To you have in your system. To configure **Remit To** follow instructions on page [Configure Settlement](#) or go to Account Configuration Guide on [Supplier Information Portal](#)

Remit To: Example Street

Bill To: Euro- Level 8A  
SGD- 8A, Level 1  
USD - Leave1

ia Pacific Pte Ltd



## PO Flip Invoice - Header

3. **Shipping at Header level** will create one field for details for all items on the invoice together. **Line level shipping** will allow to enter different shipping details for each line item on the invoice.

**Shipping**

Header level shipping ⓘ
  Line level shipping ⓘ

Ship From: **IFX Supplier - TEST**  
 Kuala Lumpur  
 Malaysia

Ship To: **Infineon Tech**  
 Singapore  
 Singapore

Deliver To:

4. Ship From address can be edited by clicking on **View/Edit** Addresses. This address has to match the Ship From address in your system

Ship From: **IFX Supplier - TEST**  
 Kuala Lumpur  
 Malaysia

Ship To: **Infineon Technologies**  
 Singapore  
 Singapore

Deliver To:

[View/Edit Addresses](#)

**Note:** Default Ship To address on header level is set for Infineon Technologies AG, Neubiberg, Germany. Change it if necessary.



# PO Flip Invoice – Invoice Addresses

## For invoice compliance, Infineon Technologies requires following addresses in their invoices:

- ✓ Sold To
- ✓ Bill From
- ✓ Ship To
- ✓ Ship From
- ✓ Remit To

## Where does the information come from?

- ✓ **Sold To:** Bill to from Purchase Order is copied to Sold to in Invoices
- ✓ **Bill From:** Supplier account (Admin Account top right corner > My account > section Contact information)
- ✓ **Bill To:** coming from PO, can be edited only when creating non-PO invoice
- ✓ **Ship To:** coming from PO, can be edited by supplier while creating invoice. For non-PO invoice: main address from Infineon`s buyer account is pre-populated, but can be edited by supplier when creating invoice.
- ✓ (Deliver to: part of ship to address)
- ✓ **Ship From:** coming from person`s account who is creating invoice (from My Profile), please change when creating invoice – if required
- ✓ **Remit to:** Defined by supplier in supplier account (Company Settings -> Remittances > EFT/Check Remittances section)
- ✓ **Supplier address:** if supplier is registered in different countries -> supplier can create additional company addresses (in Company Settings) and when creating invoice one can choose from dropdown

Country rules applicability: based on VAT ID\* first; if not filled out -> from supplier country from Company Settings.

\*VAT ID is required information by Infineon Technologies AG.





# Remittances

Click **CREATE** to create new company remittance information, or **EDIT**, if you need to change existing information

## Network Settings

Electronic Order Routing    Electronic Invoice Routing    Accelerated Payments    **Settlement**

\* Indicates a required field

EFT/Check Remittances

↳ **Edit**    **Delete**    **Create**

- In the **COMPANY SETTINGS -> EFT/CHECK REMITTANCES** section, complete all required fields marked by an asterisk
- Select one of your Remittance Addresses as a default if you have more than one
- If you send invoices in different currencies, please make sure you create separate remittance address for each currency
- If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.
- **NOTE:** The remittance ID is not a field used by Infineon so you can leave it blank

## Remittance Address

Address 1:\*

Address 2:

Address 3:

City:\*

State:\* Alabama

Zip:\*

Country:\* United States [USA]

Contact: Select contact

Make this address default

Factoring Service ⓘ

## Remittance ID Assignment

Customer ↑

Infineon Technologies AG - TEST

Remittance ID



# PO Flip Invoice – Bill From address on Header level

Bill From: IFX Supplier - TEST  
Melaka  
Malaysia

Email:

[View/Edit Addresses](#)

**VIEW/EDIT ADDRESSES**

*\* Indicates required field*

**Bill From**

Name: \*

Department Name:

Address 1:

Address 2:

Postal Code:

City:

State:

Country:

This selection will refresh the page content.

Bill From specifies the place from where invoice is generated. Note that the Bill From address specified can be different from the supplier's address registered with tax authority and also from the supplier's (from contact role in invoice) address on the invoice

To change the address while creating invoice, please look for "Bill From" in the invoice being created and on the right side there is a "view/edit address" button to be clicked.

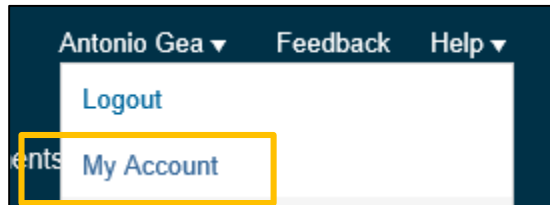
Once done, address field for editing will open and you can adjust the address.

Once adjusted, please click "ok".



# PO Flip Invoice – Setting up Bill From address in profile

If you want to set up Bill from address being used for all invoices, please click on your name and then “My Account” from main dashboard



Afterwards, scroll down to “Contact information” and update the address. This address will be reflected in the Bill From Address when invoicing.

### Contact Information

	Country	Area	Number	Extension
Phone:*	DEU 49 ▾	<input type="text"/>	888888888	<input type="text"/>
Address 1:*	<input type="text" value="Example Street"/>			
Address 2:	<input type="text"/>			
Postal Code:*	<input type="text" value="75350"/>			
City:*	<input type="text" value="Melaka"/>			
State:	<input type="text"/>			
Country:*	Malaysia [MYS] ▾			



# PO Flip Invoice – Sold to address on Header level

1. Make sure to choose a “Sold To” (Customer) according to the “**Bill To**” address.

**Summary**

Purchase Order: 4700204718

Invoice #: \*

Invoice Date: \* 29 Nov 2016

Supplier Tax ID: \* 123456789

Remit To Example Street

Melaka  
Malaysia

Bill To: Infineon Technologies Dresden GmbH

Dresden

2. Please search the correct customer, based on the Infineon VAT / GST / Sales Tax ID you need to use. This is the Infineon's VAT ID you have in your system.

Choose Address Infineon Technologies Dresden GmbH

Customer: Infineon Technologies (Advanced Logic) Sdn. Bhd.

Email: Infineon Technologies Asia Pacific Pte Ltd

Infineon Technologies AG [VAT\_DE]

Infineon Technologies (Kulim) Sdn. Bhd.

Infineon Technologies (Malaysia) Sdn. Bhd.

Infineon Technologies AG [VAT\_AT]

Infineon Technologies AG [VAT\_CZ]

Infineon Technologies AG [VAT\_FR]

Infineon Technologies AG [VAT\_GB]

Customer VAT/Tax ID: \* Infineon Technologies AG [VAT\_HU]

Search more





# PO Flip Invoice – Sold to address on Header level

Example:

- When having an invoice for Infineon Technologies AG in Great Britain, you need to choose only a Customer available in the list for **Infineon Technologies AG with the right VAT ID** and click **OK**

SELECT CUSTOMER (SOLD TO) ADDRESS

Name:

Name	Address	VAT / Tax ID ↑
<input checked="" type="radio"/> Infineon Technologies AG [VAT_GB]	Austria Am Campeon 1-12 85579 Neubiberg	GB168575070
<input type="radio"/> Infineon Technologies AG - Standort Warstein [VAT_HU]	Germany Max-Planck-Strasse 5 Postfach 40 09 26 80709 Munich	HU26955993
<input type="radio"/> Infineon Technologies AG [VAT_HU]	Germany Am Campeon 1-12 85579 Neubiberg	HU26955993
<input type="radio"/> Infineon Technologies Austria AG [VAT_HU]	Germany AFC 1 Siemensstrasse 2 A-9500 Villach	HU26971423



# PO Flip Invoice – Sold to address on Header level

You will now see VAT of Infineon Technologies AG in Great Britain on your invoice:

Choose Address  Vie

Customer: **Infineon Technologies AG [VAT\_GB]**

Neubiberg

Germany

Email:

Vie

**Customer VAT**

Customer VAT/Tax ID: \*





# PO Flip Invoice – Shipping costs on header level

1. After selecting header level shipping you will need to add the **shipping costs** to the header through the radio button **Add to Header**. Select **Shipping costs** in the drop down menu.

The screenshot shows the SAP interface with a dark blue header containing 'Settings', 'Antonio Gea', and 'Help Center'. Below the header are three buttons: 'Save', 'Exit', and 'Next'. A dropdown menu is open, showing 'Add to Header' with a downward arrow. The dropdown menu is open, showing 'Shipping Cost' selected and 'Shipping Tax' below it. A note '\* Indicates required field' is visible to the left of the dropdown.

**Note:** Shipping costs currency have to match the purchase order currency!

2. The screen will refresh and the shipping costs will be added under the shipping field in the header section. Click the **Header level shipping** radio button to add shipping costs to the invoice. **Line level shipping costs are not allowed!** Add **shipping amount** and put in a **shipping date**. **This information has to be the same as in your system.**

The screenshot shows the 'Shipping' section of the SAP interface. It features two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below the radio buttons, the 'Ship From' field is populated with 'IFX Supplier - TEST' and 'Kuala Lumpur Malaysia'. The 'Ship To' field is populated with 'Infineon Technologies Dresden GmbH', 'Dresden', '14', and 'Germany'. The 'Deliver To' field is empty. Below the shipping information, the 'Shipping Cost' section contains two input fields: 'Shipping Amount' and 'Shipping Date' (with a calendar icon).



# PO Flip Invoice – Shipping costs on header level

3. If you would like to add Delivery Note ID, click on the radio button **Add to Header** and select **Shipping Documents** from the dropdown menu

The screenshot shows a software interface with three buttons at the top: 'Save', 'Exit', and 'Next'. Below them is a dropdown menu labeled 'Add to Header' with a downward arrow. A note '\* Indicates required field' is positioned to the left of the dropdown. The dropdown menu is open, showing a list of options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Shipping Documents' option is highlighted with an orange border.

4. A new section appears in the Header of the invoice – **Shipping Documents**. Fill in Delivery Note number and date

The screenshot shows a section titled 'Shipping Documents' with four input fields. On the left, there are 'Packing Slip ID:' and 'Packing Slip Date:' fields. On the right, there are 'Delivery Note ID:' and 'Delivery Note Date:' fields. The 'Delivery Note ID:' and 'Delivery Note Date:' fields are highlighted with an orange border. Each date field includes a small calendar icon.



# PO Flip Invoice – Service period

1. If you have performed a service to the customer and are invoicing for that service, you must provide **Service Start Date** and **Service End Date**. This is the service period you have in your system. These fields are available in **Additional Fields** of the invoice header.

Additional Fields	
Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/>
Supplier Reference:	<input type="text"/>
Payment Note:	<input type="text"/>
Service Start Date:	<input type="text"/>
Service End Date:	<input type="text"/>

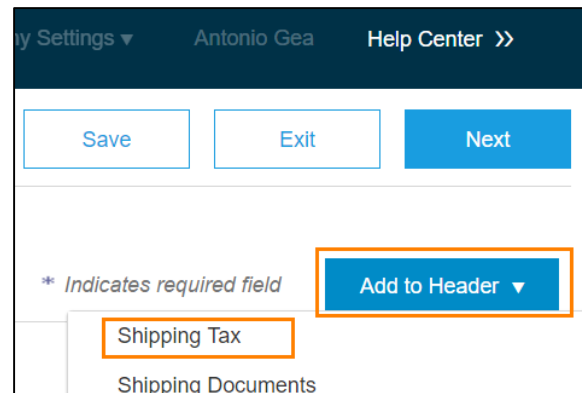
**Note:** Providing service period is a VAT requirement. For services in Europe service period must be shown



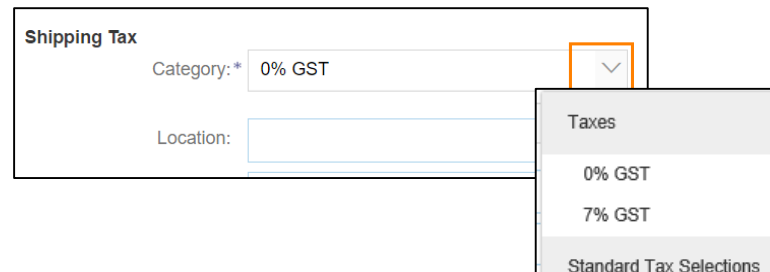
# PO Flip Invoice – Shipping tax on header level

If you want to add shipping tax to the shipping costs you should

1. Click the **Add to Header** button and select **Shipping tax**. The screen will refresh and the **shipping tax** section will be added under the shipping costs field in the header section



2. Select prepopulated taxes in the **category dropdown menu**



To configure Tax Menu, follow instructions on page [PO Flip Invoice – Configure Tax Menu](#)



# PO Flip Invoice – Shipping tax on header level

3. You can also add desired **shipping tax rate** in Rate(%) field.

Taxable Amount: \*

Rate(%):

Tax Amount:

4. Hit **Update** or **Next** to have reflected Shipping Cost and Shipping Tax information you entered.

Company Settings ▾ Antonio Gea Help Center >>

Update Save Exit Next



# PO Flip Invoice – Shipping tax on header level

5. If you hit **Update** the system will tell you if there are any errors that need to be corrected. Otherwise, there will be no errors shown. If you hit **Next**, the system will take you to a review page where you can check all the information on the invoice, including the amounts reflected from adding Shipping costs and Tax. Then you can choose to **Submit** the invoice or to go back to **Previous** page and make any changes.

Create Invoice

Previous
Save
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as intra-EU Trade. The document's originating country is: Czech Republic. The document's destination country is: Germany.

Standard Invoice

Invoice # : Test1  
 Invoice Date : Wednesday 26 Apr 2017 12:00 PM GMT+02:00  
 Original Purchase Order : 4700204718

**Subtotal** : 1,100.00 EUR 29,250.54 CZK  
 Total Tax : 77.00 EUR 2,047.54 CZK  
**Amount Due** : 1,177.00 EUR 31,298.08 CZK  
 (1 Euro = 26.5914 Czech Koruna)

REMIT TO:	BILL TO:	SUPPLIER:
IFX Supplier - TEST  Postal Address: Example Street 75350 Melaka Malaysia	Infineon Technologies Dresden GmbH  Postal Address: Koenigsbruecker Str. 180 D-01079 Dresden	Testing Additional Address  Postal Address: Testing Additional Address 75350 Kuala Lumpur Malaysia





# PO Flip Invoice – Exchange rate

**Ariba Network** validates if invoice currency differs from the Ship To country currency. If different, it requires a **Tax Exchange rate** to present the amounts in both currencies.

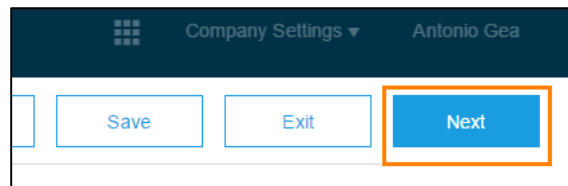
The **Tax Exchange Rate** is the latest exchange rate fed to Ariba Network by Bloomberg (information is fed daily). Ariba Network does not look at the invoice date.

This **Tax Exchange Rate** is the one used in your system, please check if it is correct.

<b>SUPPLIER VAT</b>		<b>CUSTOMER VAT</b>	
*Supplier VAT/Tax ID:	<input type="text" value="DE129287217"/>	*Customer VAT/Tax ID:	<input type="text" value="DE163852010"/>
Supplier Commercial Identifier:	<input type="text"/>		
Supplier Commercial Credentials:	<input type="text"/>		
<b>TAX EXCHANGE RATE</b>			
*Exchange Rate from US Dollar to Euro :	<input type="text" value="0.7928"/>		



1. Click on Next to review the invoice summary in the control screen before submitting the invoice. The total tax and exchange rate are displayed in both.



2. Click on Next to review the invoice summary in the control screen before submitting the invoice. The total tax and exchange rate are displayed in both.





# PO Flip Invoice – Comment at Header level

1. Click on the button **Add to Header** and select **Comment** in the drop down list to add the comment section to your header

2. If you configured the default comment in your **Company settings** - **Electronic Invoice Routing** section, it will be automatically displayed in the **Default Invoice Comment** field.

**Note:** In case the default invoice comment text it has not been set up please write the contact details, along with e-mail address to the person responsible for the invoicing in the Comments field. Comment field can also serve to inform of any additional points: generic comment, tax comment, delivery conditions. This field can also serve to inform of delivery note ID or service period.



# PO Flip Invoice – Attachment at Header level

1. Click on the button **Add to Header** and select **Comment** in the drop down list to add the comment section to your header

**Note:** Please only attach documents to your invoices if you are not able to insert the information on the “Comments” section

2. Scroll down to the **Attachments** section and click on **Choose File** button to search for PDF document you wish to attach to your invoice and click the **Add Attachment** button to confirm.

**Note:** Please include the same attachment as you used to send together with paper invoices. Attachments can be service sheets, delivery notes, etc. Maximum size 100MB.





# PO Flip Invoice – Attachment at Header level

---

## Attachment file size should not exceed 100 MB

- To reduce the size of the attachment reduce the quality or change the document into the black & white.
- ZIP file attachment is not allowed – use the following attachment formats: PDF, TIF, TXT
- **There can be only one attachment per invoice.** Add all your documents into one sole attachment.

**Note :** Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: time sheet).

**Scroll down to the Line items section of the invoice to select the line items being invoiced.**



# PO Flip Invoice – Line Items

**Line Items** section shows the line items from the Purchase Order.

1. Review or update **Quantity** for each line item you are invoicing. **Quantity** and **Unit Price** must match the quantity and price you have in your system.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

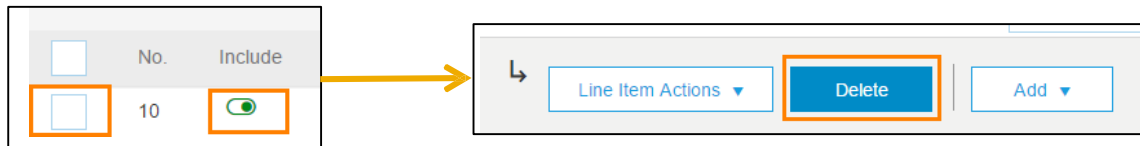
**Insert Line Item Options**

Tax Category: GST  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Budget LAN Thümmler		1	ACT	25,300.00 EUR	25,300.00 EUR

Description of Goods:

2. If line item is not invoiced, click the line item's **Green check mark** to exclude it from the invoice OR click the check box on the left of the item and click **Delete** to remove the line item from the invoice. You can bill for that deleted line item later generating another partial invoice (invoice that bills only for some items in a Purchase Order).





# PO Flip Invoice – Line Item Description

The **description** of line item is taken from the PO, however it is supplier's responsibility to assure it is compliant and self-explanatory.

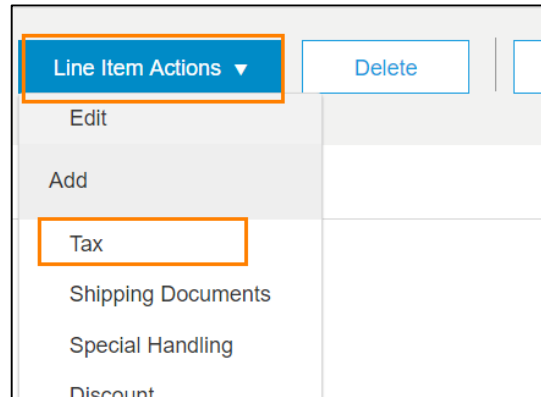
The screenshot shows a SAP PO Flip Invoice line item description form. The 'Description' field is highlighted with an orange box. A callout box shows a magnified view of the 'Description' field, also highlighted with an orange box. The form includes fields for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. Below the main form, there are additional fields for Description of Goods, National Export Control Classification Number, US Classification, and Country.

The description must be clear, rather detailed and easily verifiable in order to check what has been supplied. It is a tax and legal requirement. This is the line item description you have in your system.

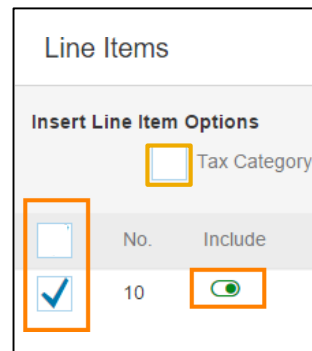
**Note:** Item Description field is a legal and tax requirement by Infineon. Make sure the description is self-explanatory and same as on your local ERP system. Provide the same detailed description as you used to do on your paper invoices.

# PO Flip Invoice – Line Item Tax

1. Line Item Tax is located in the Line Items section of the invoice.



2. Select the line item to which tax is to be applied using **the Line Item #** checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.





# PO Flip Invoice – Line Item Tax

3. Check **Tax Category** and use the drop down to select from the displayed options.

- Choose one of the Tax Categories available in the dropdown menu:
  - **Sales** – sales tax, commonly used in the USA
  - **VAT** – Value Added Tax, commonly used in Europe
  - **GST** – Goods and Services Tax, commonly used in Asia – Singapore and Malaysia

4. Click **Add to Included Lines**.

Insert Line Item Options

Tax Category: 7% VAT / Training purpos...  Shipping Documents  Special Handling  Discount

[Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>									





# PO Flip Invoice – Configure Tax Menu

- To configure additional tax options click **Configure Tax Menu** under the **Tax Category** drop down. Configure Tax page will load where you can create new tax categories as needed

The screenshot shows the 'Configure Tax' page with the following details:

- Checkmark icon, value '10', toggle switch, 'MATERIAL', 'Test item', and 'This is a test item'.
- 'Tax' label and 'Category: \* 7% VAT / Training purpos...' dropdown menu.
- 'Standard Tax Selections' list: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and **Configure Tax Menu** (highlighted with an orange box).

- To create a new tax category simply click on **Create** and populate Tax Category from drop down menu and populate Tax Category from drop down menu, (To delete undesired tax, click on the radio button next to it and click **Delete**.)

The 'Configure Tax' dialog box contains the following table:

	* Tax Category	* Rate	Tax Description
<input type="radio"/>	GST	0 %	
<input type="radio"/>	GST	3 %	3% GST applicable for training only
<input type="radio"/>	VAT	6 %	Training purposes
<input type="radio"/>	GST	6 %	gst
<input type="radio"/>	VAT	7 %	Training purpose only
<input type="radio"/>	GST	7 %	Testing purposes
<input type="radio"/>	GST	7 %	

Buttons: **Delete** | **Create**

**Note 1:** You can use these newly created tax categories for the invoice you are creating now and for future invoices.

**Note 2:** Suppliers who submit invoices in Ariba Network can indicate through the tax invoice entry field Exempt Detail if a zero percent VAT rate is zero-rated or exempt. Zero-rated goods or services are taxable, but the tax rate is zero. Exempt goods and services are exempt from taxation.



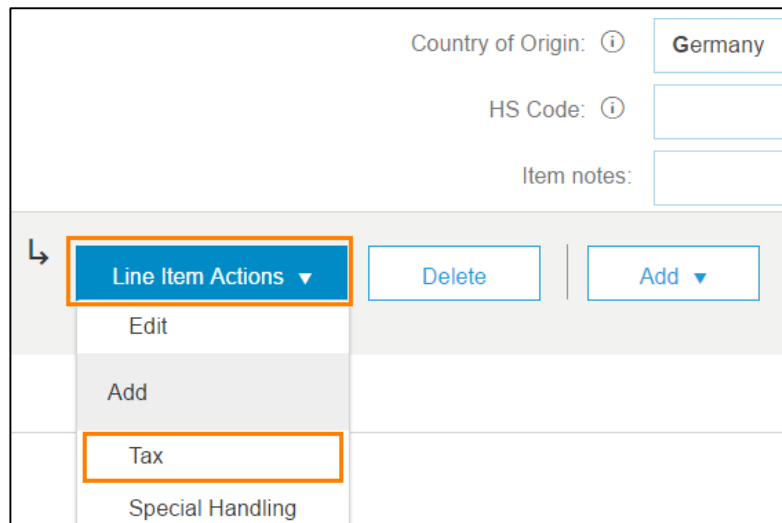
# PO Flip Invoice – Different Line Item Tax

Line items can be selected and taxed at a different desired rate.

1. **Select desired line item** by ticking the box next to it.



2. Click **Line Item Actions** > Add > **Tax**. Upon refresh, the Tax fields will display for each selected line item.





# PO Flip Invoice – Different Line Item Tax

3. Within each line item, select **Category**, then either populate the **Rate(%)** or **Tax Amount**. When selecting **VAT** category, please note that **Date of Supply** is a **mandatory** field. Confirm if the supply date is correct and according to the delivery details in supplier's system.

Category: * VAT	Taxable Amount: 120.00 EUR
Location:	Rate(%): 21
Description:	Tax Amount: 25.20 EUR
Regime:	Exempt Detail: (no value)
Date Of Pre-Payment:	Date Of Supply: * 1 Dec 2016
Law Reference:	<input type="checkbox"/> Triangular Transaction

4. Click **Update**.

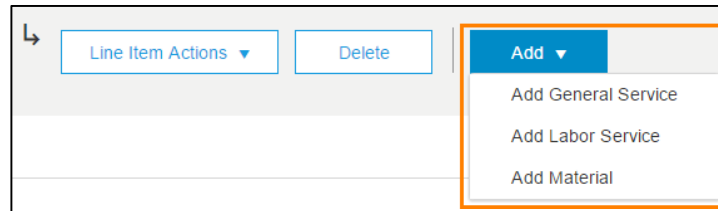
Company Settings	Antonio Gea	Help Center	
Update	Save	Exit	Next



# PO Flip Invoice – Different Tax rates on the same Line item

To apply different Tax on certain amounts of the same Line item you need to create a new line item first in order to apply different Tax on it.

- To create an **additional line item** in the invoice, click on **Add** at the bottom of the screen and select corresponding type of line item. The type has to match your original line item's type (if it is Material, select Material). Additional new empty line item will be displayed.



- Fill in the line item details and make sure the **line item number is aligned with the original line item number in the PO and description must be identical.**

Original line item – line number, type, and description

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Budget LAN Thümmeler

Additional line item – line number, type, and description

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Budget LAN Thümmeler



# PO Flip Invoice – Different Tax rates on the same Line item

3. Make sure you divide the **quantity** in the original and new added line item but **do not change the Unit of Measure (UoM) and Unit Price**

Original line item – quantity (divided with additional line item, total ordered quantity is 5), UoM, and Unit Price

Quantity	Unit	Unit Price
2	ACT	25,300.00 EUR

Additional line item – quantity (divided with original line item, total ordered quantity is 5), UoM, and Unit Price

Quantity	Unit	Unit Price
3	ACT	25,300.00 EUR

**Now original line item and additional line item can be taxed at different tax rates following instructions on page [PO Flip Invoice – Different Line Item Tax](#)**



# PO Flip Invoice – Different Tax rates on the same Line item

---

## Summary

- The line item number on added line is aligned with the original line item number of the PO.
- Quantity from the original line is divided into the original and newly added line.
- Different tax applied for the original line item and newly added (additional) line item.



# PO Flip Invoice – 0% Tax option (Does not apply to USA Suppliers)

To apply 0 % tax you have to provide the **Description** and select the **Exempt Detail**:

1. To apply 0 % tax you have to provide the **Description**:

**Note: Does not apply to USA**

A screenshot of a SAP VAT configuration form. The 'Category' dropdown is set to 'VAT'. The 'Description' field is highlighted with an orange border and contains the text '!Reason for Zero-Rate VAT is required'. The 'Regime' dropdown is also visible.

2. Select one of the Exempt Detail options from the drop down box (Zero Rated or Exempt)

A screenshot of a SAP tax calculation form. The 'Taxable Amount' is 25,300.00 EUR, 'Rate(%)' is 0, and 'Tax Amount' is 0.00 EUR. The 'Exempt Detail' dropdown is highlighted with an orange border and shows a list of options: '(no value)', 'Zero Rated', and 'Exempt'. The 'Date Of Supply' is 8 Dec 2016. A red error message below the dropdown reads '!Exempt Detail value required if ta...'. The 'Triangular Transaction' checkbox is unchecked.

# PO Flip Invoice – 0% Tax option (Does not apply to USA Suppliers)

Exempt detail descriptions for:

Local supplies in Germany of certain precious metal and base metal listed in the Annex 4 of the German VAT Code:

- “Reverse Charge §13b (2) no.11 UStG – Metal”
- “Reverse Charge §13b (2) no.9 UStG – Gold”

*Note: Please mention the Customs code /HS Code and a Clear description of the delivered and charged good/metal.*

European Community transactions:

- “Intracommunity delivery” (Goods)
- “Reverse Charge” (Services)

**Note: Does not apply to USA**





# PO Flip Invoice – Line item - Auxiliary Part Number

The **auxiliary part number** provides additional identification for a product or service. An example of this would be a color code for a specific product or the location of the item.

1. To add the **Auxiliary Part ID**, in cases it is desired, select the item:

<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	MATERIAL	Test material	test Description
-------------------------------------	----	--------------------------	----------	---------------	------------------

2. Go to **Line item actions**, select **Edit**:

		Natio
		Clas
<b>Additional Fields</b>		Clas
		Cou
↳	Line Item Actions ▾	De
	Edit	
	Add	
	Tax	
	Shipping Documents	



# PO Flip Invoice – Line item - Auxiliary Part Number

3. A new page will load where you can add the **Auxiliary Part ID** number needed in the specific field. Once added, click Done to return to the Invoice creation page.

Create Invoice

---

▼ Invoice Item \* Indicates required field

Quantity: *	<input type="text" value="1"/>	Part #: *	<input type="text" value="Test material"/>
Unit: *	<input type="text" value="ACT"/>	Auxiliary Part ID:	<input type="text"/>
Unit Price: *	<input type="text" value="1,000 EUR"/>	Customer Part #:	<input type="text"/>
Subtotal:	1,000.00 EUR		

**Note:** It is the supplier's responsibility to check and confirm the information in this field before submitting the invoice.



# PO Flip Invoice – Line Item Comments

1. To add comments at the line items select **Line Item**:

<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	MATERIAL	Test material	test Description
-------------------------------------	----	--------------------------	----------	---------------	------------------

2. Click at **Line Item Actions >Add > Comments**

<b>Line Item Actions</b> ▼	Delete
Edit	
Add	
Tax	
Shipping Documents	
Special Handling	
Discount	
<b>Comments</b>	
Attachment	



# PO Flip Invoice – Line Item Comments

3. Upon refresh, the Comments field will display. Enter applicable **Comments** in this field.

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Test material	test Description
Tax					
Comments					

For instance, you can use the line item Comments field to enter the Delivery note number information if needed or any additional information populated from the PO, with more description details, quotation number, etc.



## PO Flip Invoice – Line Item Additional Fields

These fields are used to submit, among others, further details on the applicable export control classification numbers. The mentioned fields can be found on invoice **Line Item level – additional information section**.

Additional Fields

Description of Goods:	<input type="text"/>
National Export Control Classification Number:	<input type="text"/>
US Export Control Classification Number:	<input type="text"/>
Country of Origin:	<input type="text" value="Afghanistan"/>
HS Code:	<input type="text"/>

By maintaining this additional information you enable Infineon to comply with national and international requirements without the necessity to provide this information on a case by case basis.

**Legal Basis: Art. 22 (10) of the EU-DU-Regulation, EAR §758.3 (c).** Please note that provision of the relevant export control data is independent from any data transfer process. It is included e.g. in the General Terms and Conditions (GTC) of Infineon Technologies (IV, 6) and **Infineon can reject invoices with missing export control data.**

Description Of Goods	Description of Goods
ExportControlNumber	National Export Control Classification Number
USExportControlNumber	US Export Control Classification Number
CountryOfOrigin	Country of Origin
HS Code	HS Code
Delivery Note	Delivery Note please - leave empty unless instructed otherwise by Infineon
DeliveryNoteID	Delivery Note ID - use this field to present the delivery notenumber



# PO Flip Invoice – Review, Save, Submit

- Once invoice is ready for submission, click on **Next** at the bottom of the page.



- Review your invoice for accuracy at Review page displayed. Scroll down the page to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to Infineon.

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's originating country is: Malaysia. The document's destination country is: Germany.  
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 / Tax Invoice

Invoice #: 1	Subtotal: 25,520.00 EUR RM121,641.08 MYR
Invoice Date: Thursday 1 Dec 2016 12:00 PM GMT+01:00	Total Tax: 21.00 EUR RM100.10 MYR
Original Purchase Order: 4700204718	Amount Due: 25,541.00 EUR RM121,741.18 MYR (1 Euro = 4.7665 Malaysian Ringgit)

REMIT TO: IEX Supplier - TEST	BILL TO: Infineon Technologies Dresden	SUPPLIER: IEX Supplier - TEST
----------------------------------	---	----------------------------------

**NOTE:** In case of any errors, you will get a notification in red where information should be corrected.

Summary

Purchase Order: 4700204718

Invoice #: \*

! Required field



# PO Flip Invoice – Important Points to Note

## MATERIAL PO-FLIP INVOICES

Ensure the information for the **Line Item Description**, **Part Number** and **Quantity** fields is populated correctly.

## SERVICE PO-FLIP INVOICES

The **Line Item Type** will always show **Material** (along with the **Part Number**) even for Service Invoices. However, suppliers can use the same **Material Type**, edit the **Part Number**, and enter the service information. This will not be a cause for Invoice Rejection by Infineon.

Ensure that the **Service Start Date** and **Service End Date** are entered in the line item section, or in the **Service Period** field in the **Additional Fields** section, along with any service/contract reference numbers.

## BLANKET PO-FLIP INVOICES

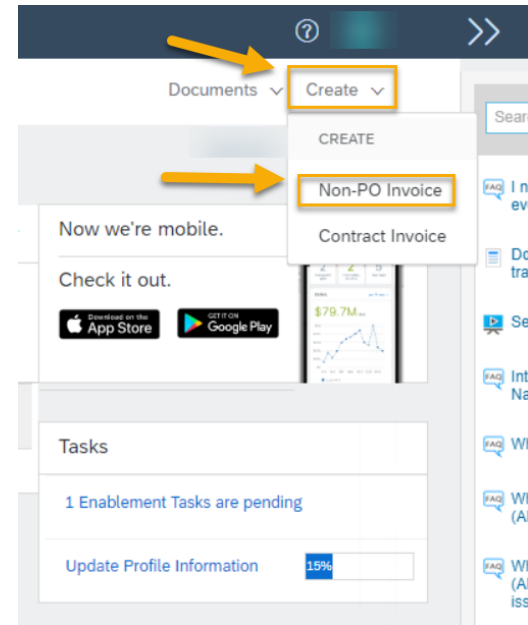
Quantity needs to be adjusted to match the original invoice for the period. Partial invoicing is permitted, and the sub-total will be re-calculated accordingly. Unit Price cannot be changed.



# Non PO Invoice

To create an invoice without a PO:

1. Select **Non-PO Invoice** under **Create** on the navigation menu.
2. Select Infineon from the Customer dropdown list



For a trading relationship already on Ariba Network

Customer: Infineon Technologies AG ▼

Type of Invoice:  Standard Invoice  
 Credit Memo

For a new trading relationship

**Note:** Make sure to choose the right Infineon entity to have the correct VAT / GST / Sales Tax ID entered





# Non PO Invoice

3. Select **Standard Invoice** then click **Next**

Create Non-PO Invoice

Next Exit

For a trading relationship already on Ariba Network

Customer: Infineon Technologies AG - TEST

Type of Invoice:  Standard Invoice  Credit Memo

4. Complete all required fields marked with an asterisk (\*). Please, complete all the steps as shown in the PO Flip Invoice – Header

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice #: \*  ! Required field

Invoice Date: \* 1 Dec 2016

Supplier Tax ID: \* 123456789

Remit To Example Street



## Non PO Invoice

5. Complete Order Information Field. At least Customer Order # has to be filled out. Your customer has to generate a code for you to use it as a **Customer Order #** on your non-PO invoice. If your customer disables the rule you are not required to enter info in **Order Information** section.

Order Information

Customer Order #:	<input type="text"/>	Contract Number:	<input type="text"/>
Sales Order #:	<input type="text"/>	Sales Order Date:	<input type="text" value=""/>

6. **Choose Customer's Address** following instructions on page *PO Flip Invoice – Sold to address at Header level* and add a customer **Email** address to have the document properly routed to the right approver.

Choose Address	<input type="text" value="No value"/>	<a href="#">View/Edit Addresses</a>
Customer:		
Email:	<input type="text"/>	<a href="#">View/Edit Addresses</a>



# Non PO Invoice

1. In order to add items to your Non-PO invoice, in the Line Items section click on **Add** and select appropriate item type.

Line Items

Insert Line Item Options

Tax Category: GST

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #
No item selected						

Line Item Actions

- Add General Service
- Add Labor Service
- Add Material

2. A new line will appear with empty fields for your invoice item. Fields have to be filled with the same information as in supplier's system. Add **Tax** and **Shipping** as appropriate.

Use PO-Flip invoice instructions as a guidance on how to fill line item information.

Insert Line Item Options

Tax Category: GST  Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input checked="" type="checkbox"/>	SERVICE							RM0.00 MYR

3. Click **Next** to continue. Then review by clicking on **Previous**, **Save** or **Submit** as PO-Flip Invoice.



# Invoice For Services

## Add Service Lines to Invoices

1. Select the **Add** dropdown menu and select **Add General Service** OR **Add Labor Service**.
2. Enter details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period

Service Start Date:

Service End Date:

Line Item Actions: Line Item Actions Delete Add

Turn on Error Dump  [Hide/Show XML](#)

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period

Service Start Date:

Service End Date:

Line Item Actions: Line Item Actions Delete Add

Turn on Error Dump  [Hide/Show XML](#)

**1**

- Add General Service
- Add Labor Service
- Add Material

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 USD

Rate

\*Term \*Rate \*Unit **2**

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.



# Credit Memo / Negative Invoice

To create a credit memo against an Invoice:

1. Open the Purchase order from the Interactive email and click on **Create Line-Item Credit Memo**.

Invoice: TEST1234

Create Line-Item Credit Memo Copy This Invoice Print Download PDF

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Status



## Credit Memo / Negative Invoice

3. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisk are filled in.

**Summary**

Credit Memo #: \*

! Required field

↓

**Comment**

Reason for Credit Memo: \*

! Required Field

**NOTE:** Please ensure that Credit Memo # is the same as in your ERP system

4. Click **Next** once done to review the Credit Memo.

5. Click **Submit**.



# Line Item Credit Memo

- In order to **exclude** certain invoice lines from the credit memo and have a **line item credit memo**, click on green **'Include'** radio button of the line items to be excluded.

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="radio"/>	MATERIAL	Non Catalog Item	Connector Set for TRIOTECH HAST Chamber		-1	PCE	2,190.0000 EUR	-2,190.00 EUR

- On the Invoice **Line Items** section, enter the **quantity** for which the line item needs to be credited. Update any needed data in the **Shipping** and **Tax** sections

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Monthly maintenance		-11	C62	RM500.00 MYR	RM-5,500.00 MYR

**NOTE:** Enter a **negative** Quantity to issue the credit



# Line Item Credit Memo

3. Review your credit invoice. Ensure that the total **Amount Due** reflects the total credit in a **negative** amount.

**Summary**

Credit Memo #: \* 1

Credit Memo Date: \* 1 Dec 2016 

Original Invoice No: INV5700000388

<b>Subtotal:</b>	<b>RM-37,900.00 MYR</b>
<b>Total Tax:</b>	<b>RM-2,653.00 MYR</b>
<b>Amount Due:</b>	<b>RM-40,553.00 MYR</b>

**Note:** You can create other types of Credit Memos using the same principle of entering negative amounts.

4. Click **Next** to review your Credit invoice

5. Click **Submit** to send your credit invoice to Infineon





# Edit and Resubmit Failed or Rejected Invoices

In order to edit and resubmit failed or rejected invoices, please go to your account and resend the invoice to you from the tiles and open the invoice via interactive email received.

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

Now we're mobile. Check it out. Download on the App Store GET IT ON Google Play

1 New Purchase Orders | 1 Orders to Confirm | 0 Orders that Need Attention | **1 Invoices** More...

Invoice Number	Customer	Reference	Date ↑	Amount	Invoice Status	Action
	Infineon Technologies AG	Multiple POs	25 Aug 2020	1,417.50 EUR	Sent	<input type="radio"/> Select ▾ <input type="radio"/> Send me a copy to take action tasks tasks are pending

Update Profile Information 19%

2. Select the radio button for the failed or rejected invoice you want to resubmit, and click **Edit**.

AG - TEST  
Infineon Technologies AG - TEST

123456 7010034888 Online Suppli

3. Make necessary changes for the invoice to be accepted. Click on **Next** and **Submit** on the Review page to send the invoice.



# Check Invoice Status

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check document status in main page, where you can see last 200 documents. However, you`d need to resend document to you so that you can open it, again via Interactive email.

## ROUTING STATUS

Reflects the status of the transmission of the invoice to Infineon via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Infineon invoicing rules. Infineon will not receive this invoice
- **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 the customer
- **Acknowledged** – Infineon invoicing application has acknowledged the receipt of the invoice

## INVOICE STATUS

Reflects the status of Infineon's action on the Invoice.

- **Sent** – The invoice is sent to the Infineon but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Infineon approved the invoice cancellation
- **Paid** – Infineon paid the invoice or is in the process of issuing payment. This status applies only if Infineon uses invoices to trigger payment
- **Approved** – Infineon has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Infineon has rejected the invoice or the invoice failed validation by Ariba Network. If Infineon accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice



# Check Invoice History

1. Access any invoice from the interactive email purchase order.
  2. Click on the **History** tab to view status details and invoice history.
    - History and status comments for the invoice are displayed.
    - Transaction history can be used in problem determination for failed or rejected transactions.
- (see next page)
- When you are done reviewing the history, click **Done**.

Invoice: INV5700000388 Done

Create Line-Item Credit Memo
Copy This Invoice
Download PDF
Export cXML

Detail
Scheduled Payments
History

---

Invoice: INV5700000388 To: Infineon Technologies AG - TEST

Invoice Status: Sent Routing Status: Acknowledged

Received By: Ariba 22 Sep 2016 9:40:12 AM  
 Network On: GMT+02:00  
 Submitted By: Antonio Gea

---

### History

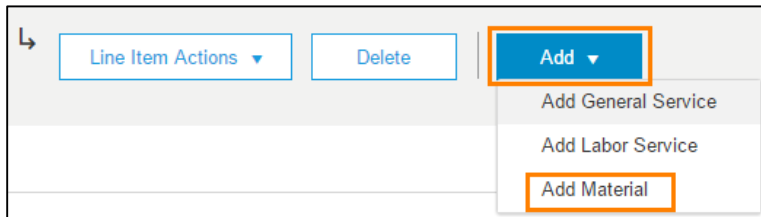
Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	IFX Supplier - TEST	22 Sep 2016 9:41:00 AM
	Comments from Infineon Technologies AG - TEST: OK	PropogationProcessor-128427060	22 Sep 2016 9:41:20 AM
Acknowledged		Supplier	22 Sep 2016 9:41:20 AM



# Packaging Costs

To add packaging costs to the invoice: add as additional Line Item as "Material":

1. Click on **Add** at the bottom of the screen and select **Add Material**. Additional new empty line item will be displayed.

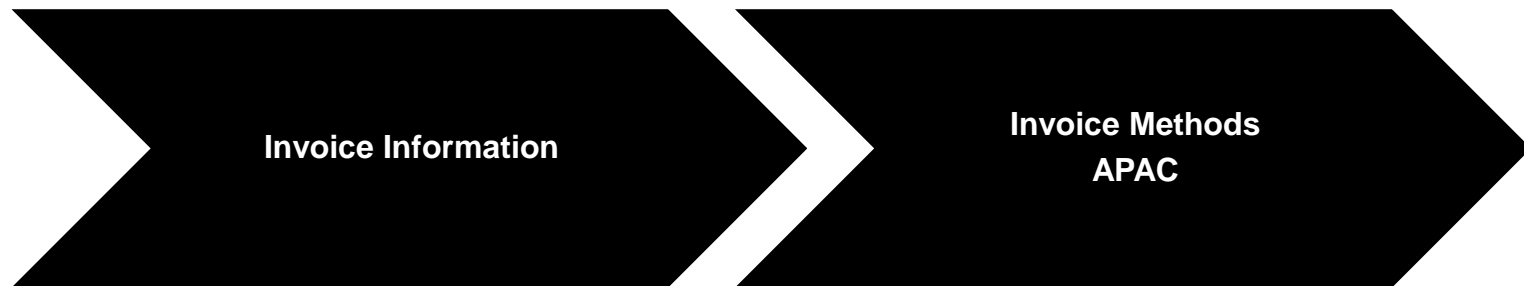


2. Fill in Line item number and all other necessary information, as for the rest of the line items already on the invoice (tax, tax description, etc.):

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input checked="" type="checkbox"/>	MATERIAL							

## SECTION 5: Invoice Methods APAC

---



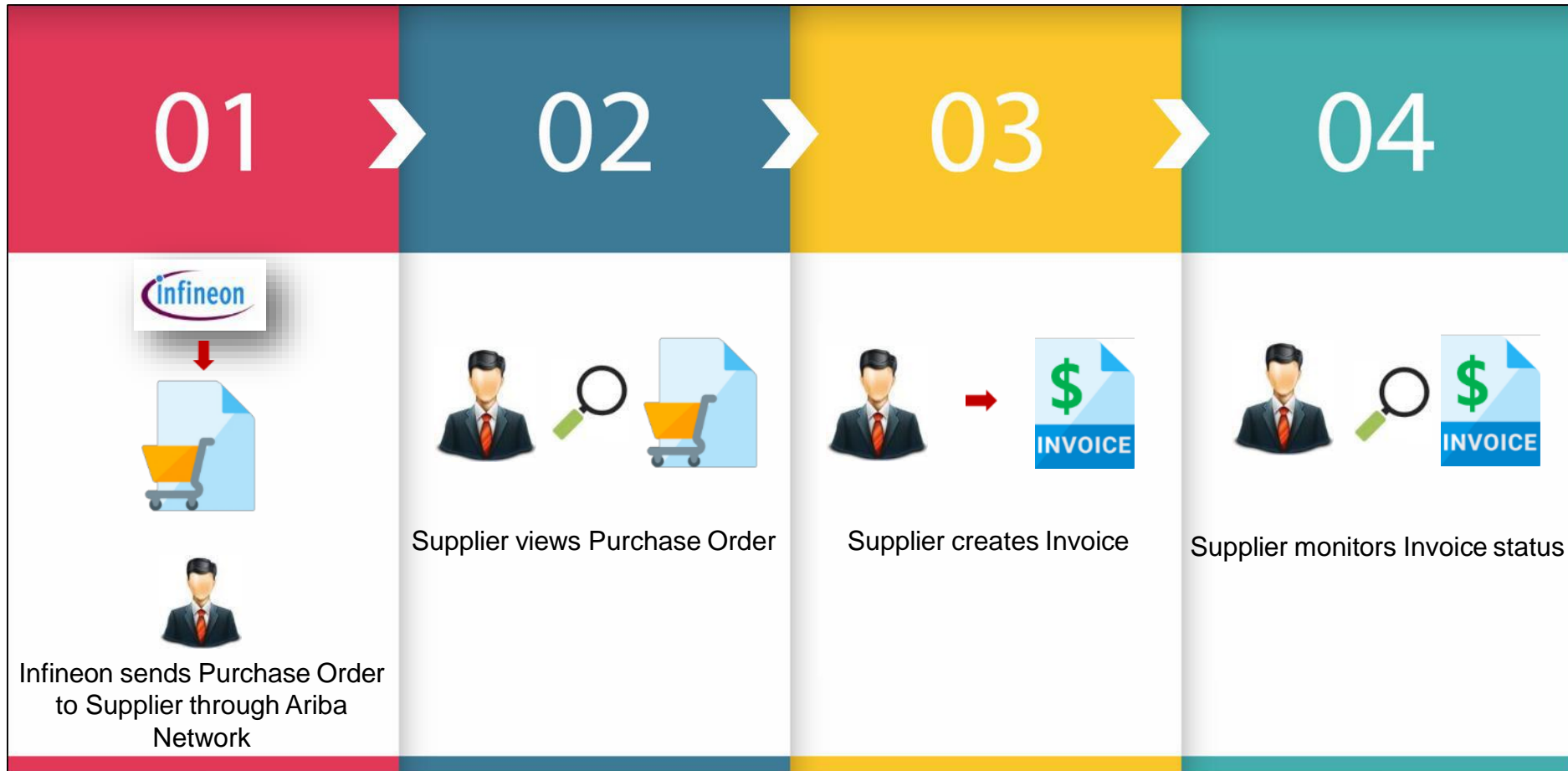
**Invoice Information**

[Invoice process flow](#)  
[Infineon Invoice Rules](#)

**Invoice Methods  
APAC**

[Creation of PO Invoice](#)  
[Creation Non-PO Invoices](#)  
[Creation of Service Invoice](#)  
[Creation Credit Memos](#)  
[Modifying Invoices](#)  
Invoice [Status](#), Search

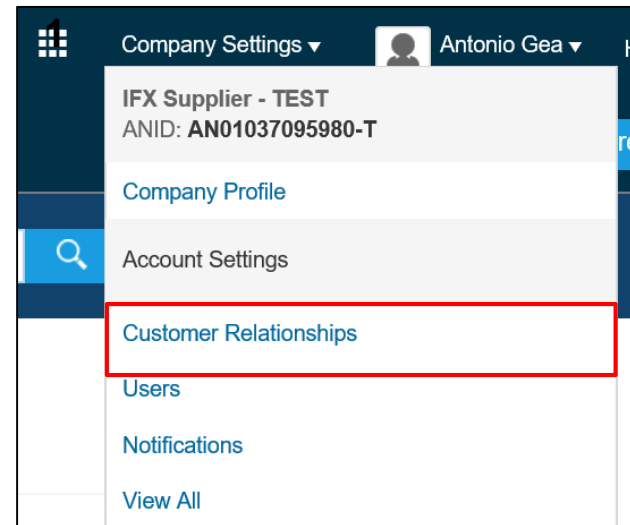
# Invoicing process flow



# Infineon Invoice Rules

These rules determine what you can enter when you create invoices.

1. Click **Company Settings** drop-down menu on the top right hand corner of the **Home** page.
2. Select the **Customer Relationships** option. The **Account Settings** page is displayed.
3. Scroll down to the **Current** section and select the name of your customer (Infineon) to view their invoice rules.



Customer		Approved Date ↓	Routing Type
<input type="checkbox"/>	Infineon Technologies AG - TEST	Supplier Information Portal	29 Feb 2016
<input type="checkbox"/>			

Buttons: Approve, Reject (top); Reject (bottom)



# Infineon Invoice Rules

4. The **Customer Details** page will be displayed. Scroll down to the **General Invoice Rules** section to view the invoice rules.
5. If Infineon has enabled country-based invoice rules then you will be able to select your country from the **Originating Country of Invoice** drop-down menu.
6. Click **Done** when finished.

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	No
Allow suppliers to send invoices with service information. ⓘ	Yes
Require line-item credit memo to reference another invoice.	No
Allow suppliers to send invoice attachments.	Yes
Your procurement application can download invoice attachments (MIME multipart message	Yes

Originating Country of Invoice:	All Other Countries
	<b>All Other Countries</b> Australia Austria Belgium Bulgaria Canada

Done



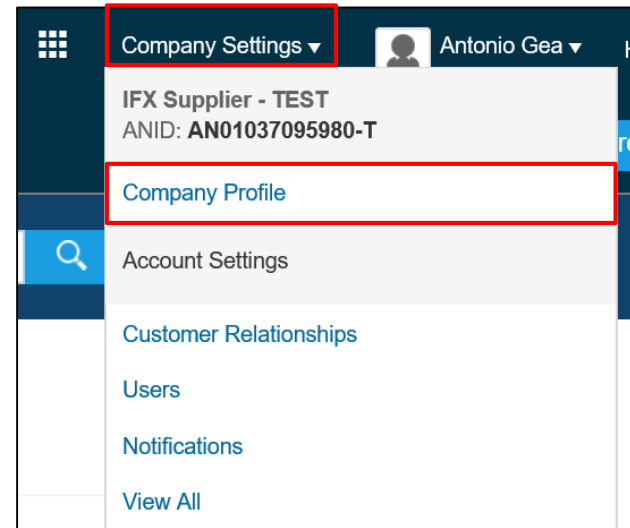
# Infineon Invoice Rules for GST

## GST

Infineon requires all suppliers to update the GST number before submitting invoices.

To configure GST ID to display by default on invoices:

1. Click **Company Settings** drop-down menu on the top right hand corner of the **Home** page.
2. Select the **Company Profile** option. The **Company Profile** page is displayed.



*GST is applicable for Singapore and Malaysia please see Regional Considerations*

## Points to Remember

*The e-invoice submitted through Ariba Network is the legal and bidding document, invoice issued on the supplier's system is no longer considered.*

*Supplier should always have in Ariba Network the same invoice information they have in their invoicing system/paper invoices. e.g. same invoice number or reference number and the exact number of invoices/credit notes according to their accounting system description of the billed items including quantity and the unit price, and Service period of the charging)*



# Starting Invoice Process

You will receive an interactive email through which you can access the Purchase Order.

Open the Purchase Order from the interactive email and click on the **Create Invoice** button and then choose **Standard Invoice**.

Mo 24.08.2020 16:37

"Infineon Technologies AG [redacted]" <ordersender-prod@ansmtp.ariba.com>  
Infineon Technologies AG - TEST sent a new Purchase Order 4520015478

To  Ariba Infineon Support

If there are problems with how this message is displayed, click here to view it in a web browser.

---

Infineon Technologies AG - TEST sent a new order

*If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.*  
Your customer sent you this order through Ariba Network.

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

**From:**  
Infineon Technologies AG  
Am Campeon 1-15  
85579 Neubiberg

Purchase Order  
(New)  
4520015478  
Amount: 375.00 EUR

# PO-Flip Invoice – Invoice reference number

4. Enter an **Invoice #** which is your unique and sequential number of invoice identification. This is the invoice number you have in your system
5. The **Invoice Date** will auto-populate to today's date. This date is the invoice date entered on your system.

Create Invoice
Update
Save

! Please correct the following errors and resubmit

▼ Invoice Header
\* Indicat

**Summary**

Purchase Order: 4700204718

Invoice #: \*

! Required field

Invoice Date: \* 8 Dec 2016

Supplier Tax ID: \* 123456789

Subtotal: 0.00 EUR

Total Tax: 0.00 EUR

Amount Due: 0.00 EUR

Information from the PO defaults into invoice.  
Fields with \* are mandatory.

You can backdate your invoice for a maximum of 5 days from today's date.

In case you need to backdate for more than 5 days, please contact [e-invoice@infineon.com](mailto:e-invoice@infineon.com)

# PO-Flip Invoice – Supplier Tax ID

6. The **Supplier Tax ID** field is auto-populated if configured in the account.
7. Select the address from the **Remit To** drop-down menu. This is the **Remit To** address you have in your system. In case you have different bank accounts for different currencies, select the 'remit to' that matches the invoice currency.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

## Summary

Purchase Order: 5800125721

Subtotal: 2,320.00 EUR  
 Total Tax: 0.00 EUR  
 Amount Due: 2,320.00 EUR

View/Edit Addresses

Invoice #:

Invoice Date: 4 May 2017

Supplier Tax ID: 123456789

Remit To: Example Street ▼

Euro- Level 8A

Bill To: (malaysia) Sdn. Bhd.

SGD- 8A, Level 1

USD - Leave1



To configure the **Tax ID**, follow instructions on the [GST Configuration page](#).

To configure **Remit To** details, follow instructions on the [Settlement Configurations page](#).



# PO-Flip Invoice - Header Level Shipping

## Shipping Address

1. Shipping at the header level will create one section for all items on the invoice instead of separate sections. Line level shipping will allow to enter different shipping details for each line item on the invoice.
2. The **Ship From address** can be edited by clicking **View/Edit Addresses**. This address has to match the **Ship From address** on your system.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **IFX Supplier - TEST**  
Kuala Lumpur  
Malaysia

Ship To: **Infineon Technologies (Malaysia)**  
Melaka  
Malaysia

Deliver To:

[View/Edit Addresses](#)

# PO-Flip Invoice – Shipping Cost at Header Level

## Shipping Cost:

If you want to add shipping costs to your invoice:

1. Click **Add to Header** on the top right hand side of the screen, select **Shipping Cost**. The page will refresh and the shipping costs will be added under the shipping field in the header section.
2. Enter the shipping amount and shipping date. (This information has to be the same as in your system).



- a) *Line level shipping costs are not allowed.*
- b) *Shipping costs currency have to match the purchase order currency.*

\* Indicates required field

**Add to Header** ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

**Shipping**

Header level shipping ⓘ
  Line level shipping ⓘ

Ship From: **IFX Supplier - TEST**  
 Kuala Lumpur  
 Malaysia

Ship To: **Infineon Technologies (Malaysia)** [View/Edit Addresses](#)  
 Melaka  
 Malaysia

Deliver To:

**2**

**Shipping Cost**

Shipping Amount: 
 Shipping Date: 
Remove

# PO-Flip Invoice - Shipping Documents at Header Level

## Shipping Documents

To add a Delivery note/Delivery Order number to your invoice:

1. Click **Add to Header**, select **Shipping Documents**. The page will refresh and the shipping costs will be added under the shipping field in the header section.
2. In the **Shipping Documents** sections, enter the Delivery note/Delivery Order number in the **Delivery Note ID** field.

\* Indicates required field

**Add to Header** ▼

- Shipping Cost
- Shipping Tax
- Shipping Documents**
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

**Shipping**

Header level shipping ⓘ
  Line level shipping ⓘ

Ship From: **IFX Supplier - TEST**  
 Kuala Lumpur  
 Malaysia

Ship To: **Infineon Technologies (Malaysia)** [View/Edit Addresses](#)  
 Melaka  
 Malaysia

Deliver To:

**Shipping Documents**

Packing Slip ID: 
 Delivery Note ID:  [Remove](#)

Packing Slip Date:  
 Delivery Note Date:





# PO-Flip Invoice - Additional Fields on Header Level

Ensure that the **Supplier Address** and **Bill From Address** are correct.

1. Click the **View/Edit Addresses** button in the **Additional Fields** section.
2. The **View/Edit Addresses** dialog box is displayed. Make the necessary changes here.
3. Click **OK** once done. The changes will be updated.

[View/Edit Addresses](#)

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Select...

Supplier: **Test198734**  
Kuala Lumpur  
Malaysia

Bill From: **IFX Supplier - TEST**  
Melaka  
Malaysia

VIEW/EDIT ADDRESSES

Supplier

Choose Address

Name: **Test198734**

Example Street  
75350 Kuala Lumpur  
Malaysia

VIEW/EDIT ADDRESSES

\* Indicates required field

Bill From

Name:

Department Name:

Address 1:

Address 2:

Postal Code:

City:

State:

Country:

This selection will refresh the page content.



# PO-Flip Invoice – Additional Fields: Customer (Sold To) Address

Update the **Customer (Sold To) Address** in the Additional Fields section.

Ensure you select/search the correct customer address, based on the Infineon GST ID you need to use. This is the Infineon's GST ID you have in your system. Once you select correct address, the Customer GST ID will be

Additional Fields

Name:  Search

Choose Address Customer: Infineon Technologies AG

Email:

- Infineon Technologies (Kulim) Sdn. Bhd.
- Infineon Technologies Asia Pacific Pte Ltd
- Infineon Technologies Dresden GmbH [VAT\_DE]
- Infineon Technologies AG [VAT\_FR]
- Infineon Technologies AG [VAT\_GB]
- Infineon Technologies (Malaysia) Sdn. Bhd.
- Infineon Technologies AG [VAT\_AT]
- Infineon Technologies (Advanced Logic) Sdn. Bhd.
- Infineon Technologies AG [VAT\_DE]
- Infineon Technologies AG [GST\_SG]

Search more

Name	Address	VAT / Tax ID ↑
<input type="radio"/> Infineon Technologies (Malaysia) Sdn. Bhd.	Multi Purpose Building Jalan Merak 75350 Melaka Malaysia	000009175040

OK Cancel

Choose Address: Infineon Technologies (Malaysia) Sdn. Bhd. ▾

Customer: Infineon Technologies (Malaysia) Sdn. Bhd.

Melaka  
Malaysia

Email:

Customer VAT

Customer VAT/Tax ID: \*



**Note:** If you do not know the Customer GST ID/correct Address, please contact Infineon: [e-invoice@infineon.com](mailto:e-invoice@infineon.com)

Ensure that the Customer (Sold to) Address matches with the Customer **'Bill To'** Address



# PO-Flip Invoice – Additional Fields: Service Period

If you have performed a service to the customer and are invoicing for that service, you must provide 'Service Start Date' and 'Service End Date'. This is the service period you have in your system. These fields are available in Additional Fields of the invoice header.

Additional Fields	
Supplier Account ID #: <input type="text"/>	Service Start Date: <input type="text"/>
Customer Reference: <input type="text"/>	Service End Date: <input type="text"/>

# PO-Flip Invoice – Attachment at Header Level

To add attachments to the header:

1. Click the **Add to Header** drop-down menu and select the **Attachment** option.
2. Scroll down to the **Attachments** section and click the **Browse** button to search for the PDF document you wish to attach to your invoice.
3. Click the **Add Attachment** button to confirm.
4. The attached document will be displayed in the **Attachments** section.

**Add to Header** ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment**

**Attachments**

The total size of all attachments cannot exceed 100MB

**Browse...** **Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> Supporting document.pdf	86651	application/pdf



*Please include the same attachment as you used to send together with paper invoices.*

## PO-Flip Invoice – Attachment at Header Level (Contd.)

Attachment file size should not exceed **100 MB**.

To reduce the size of the attachment reduce the quality or change the document into the black & white.

ZIP file attachment is not allowed – use the following attachment formats:  
**PDF, TIF, TXT**

There can be only **one** attachment per invoice.

To add multiple attachments, kindly consolidate into one sole attachment.

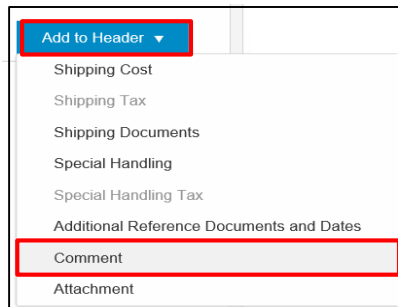


*Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: delivery note, scan copy of paper invoice, consignment, time sheet etc.)*

# PO-Flip Invoice – Comment at Header Level

To add comments to the header:

1. Click the **Add to Header** drop-down menu and select the **Comment** option.
  2. Enter the comments in the **Default Invoice Comment Text** field. If you configured the default comment in the **Electronic Invoice Routing** section of the **Network Settings** page, it will be automatically displayed in the same field
- Comment field can also serve to inform of any additional points: generic comment, tax comment, delivery conditions. This field can also serve to inform of delivery note ID or service period..



**Comment**

Comments:

**Default Invoice Comment Text:**

productType: Services

IncoTerm Description:

IncoTerm:



*In case the default invoice comment text it has not been set up please write the contact details, along with e-mail address to the person responsible for the invoicing in the **Comments** field.*



## PO-Flip Invoice – Exchange Rate

Ariba Network validates if the invoice currency differs from the **Ship To** country currency. If it is different, it will display a tax exchange rate to present the amounts in both currencies. The tax exchange rate is the latest exchange rate fed to the Ariba Network by Bloomberg (information is updated daily).

Ariba Network does not look at the invoice date. This tax exchange rate should match the tax rate of the day you created invoice in your system/paper invoice, therefore please check if it is correct.



### Tax Exchange Rate

Exchange Rate from\*  
Singapore Dollar to  
Czech Koruna :

productType: Services

Incoterm Description: Inc2010

IncoTerm: FCA

**Subtotal: \$65,000.00 SGD** 1,082,809.00 CZK  
**Total Tax: \$3,900.00 SGD** 64,968.54 CZK  
**Amount Due: \$68,900.00 SGD** 1,147,777.54 CZK  
 (1 Singapore Dollar = 16.6586 Czech Koruna)



*After clicking **Next**, please review the invoice summary in the control screen before submitting the invoice. The total tax and exchange rate are displayed in both currencies.*



# PO-Flip Invoice – Line Items

**Line Items** section displays the line items from the PO.

Ensure the **Line Item Description, Part #, Unit Price, Subtotal** matches with your original invoice.

This is a legal and tax requirement by Infineon.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	lab31b-username	Lab 3-1 Box Batteries for Username		1	BX	\$7.693 USD	\$7.69 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	AVT02000	Advantus Corporation Grip-A-Strip Bars - 24" Length		10	EA	\$16.611 USD	\$166.11 USD

↳ [Line Item Actions](#) [Delete](#)





# PO-Flip Invoice – Line Items: Partial Invoicing

**Scenario A:** 1. **Quantity** can be adjusted to match the original invoice. The **Unit Price** **CANNOT** be changed.

**Scenario B:** 2. If line item needs to be excluded, select the line item's toggle button, to exclude it from the invoice.

OR 3. Click the check box on the left of the item and click **Delete** to remove the line item from the invoice.

The excluded or deleted line items can be invoiced later by generating another partial invoice.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	lab31b-username	Lab 3-1 Box Batteries for Username		1	BX	\$7.693 USD	\$7.69 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	AVT02000	Advantus Corporation Grip-A-Strip Bars - 24" Length		10	EA	\$16.611 USD	\$166.11 USD

Line Item Actions

<input type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	Non Catalog Item	Outbound Shipment for 9P611
<b>Excluded line items cannot be modified.</b>					

*After the line item is excluded, it turns to grey and the subtotal amount will be displayed as 0.*



*If the **Unit Price** displayed is incorrect, please contact your partner within the Infineon Purchasing department.*

# PO-Flip Invoice – Line Item Tax: Configure Tax Menu

Infineon requires all suppliers to enter tax at the line item level. You can configure your Tax percentage as a one-time activity so it easy for you to add tax rates to your line items.

1. In the **Line Item Actions** (at the bottom of the screen), click **Tax**.
2. Select **Configure Tax Menu** from the **Tax Category** drop-down menu. The **Configure Tax** page will be displayed, where you can create new tax categories as needed.
3. To create a new tax category, click **Create** and select the **Tax Category** from the drop-down menu. Enter the **Rate** and **Tax Description**. Click **OK** to save the setting.

✓	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
✓	1		MATERIAL	RAY41400	Watch/Calculator Batteries - 1.5 Silver		1	EA	\$1.56 USD	\$1.56 USD
✓	2		MATERIAL	FEL08112	Fellowes Wire File Organizers		7	EA	\$8.75 USD	\$61.25 USD
✓	3		MATERIAL	TEN22001	Side-Load Letter Trays - Single Tray - Mirror Chrome		1	EA	\$180.00 USD	\$180.00 USD



*If you are creating a 0% **GST Tax Category**, enter the reason or exemption phrase in the **Tax Description** field.*

**Line Item Actions** ▾

- Edit
- Add
- Tax**

Taxes

- 0% GST
- 7% GST
- Other Tax
- Configure Tax Menu**

**Configure Tax** OK Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> GST	7 %	Singapore
<input type="radio"/> GST	6 %	Malaysia
<input checked="" type="radio"/> <b>GST</b>	0 %	<b>Tax exempt</b>

Delete | **Create**

# PO-Flip Invoice – Line Item Tax: Adding Tax

Infinion requires all suppliers to enter tax at the line item level.

1. To add the tax category section, select the check box at the line item header to select multiple line items at a time.
2. Select **Tax** from the **Line Item Actions**.
3. Select the tax category from the **Category** drop-down menu.
4. The **Rate(%)** and the **Tax Amount** will be auto-populated under each line item.

No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	RAY41400	Watch/Calculator Batteries - 1.5 Silver
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	FEL68112	Fellowes Wire File Organizers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	TEN22001	Side-Load Letter Trays - Single Tray - Mirror Chrome

Line Item Actions
Edit
Add
<b>Tax</b>

Taxes
0% GST / Tax exempt
6% GST / Malaysia
<b>7% GST / Singapore</b>



*Adding **Line Item Tax** is a mandatory step. You will not be able to submit the invoice if this step is missed.*

*Ensure you are selecting the correct **Tax percentage** as per your paper/original invoice.*

*You can view the total tax amounts of all line items in the **Tax Summary** section while **Invoice Review** page.*

1	MATERIAL	RAY41400	Watch/Calculator Batteries - 1.5 Silver	1	EA	\$1.56 USD	\$1.56 USD
<b>Tax</b>		Category: * 7% GST / Singapore		Taxable Amount: \$1.56 USD		Remove	
		Location:		Rate(%): 7			
		Description:		Tax Amount: \$0.11 USD			

# PO-Flip Invoice – Tax Exempt and Zero-rated Tax

Suppliers who submit invoices in Ariba Network can indicate through the tax invoice entry field Exempt Detail if a zero percent GST rate is zero-rated or exempt. Zero-rated goods or services are taxable, but the tax rate is zero.

Exempt goods and services are exempt from taxation.

1. To add the tax category section, select the check box at the line Item header to select multiple line items at a time.
2. Select **Tax** from the **Line Item Actions**.
3. Select **0% GST / Tax Exempt** option from the **Category** drop-down menu.
4. The **Rate(%)** and the **Tax Amount** will be auto-populated as **0**.

<input checked="" type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	RAY41400
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	FEL68112
<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	TEN22001



*Even if tax is not applicable in your original invoice, it is still mandatory to enter a 0% tax category to each line-item with a proper description of Tax Exempt/Zero-rated Tax.*

Line Item Actions ▾

Edit

Add

**Tax**

Taxes

**0% GST / Tax exempt**

6% GST / Malaysia

7% GST / Singapore

Tax

Category: \* 0% GST / Tax exempt

Location:

Description: Tax exempt

Taxable Amount: \$61.25 USD

Rate(%): 0

Tax Amount: \$0.00 USD

Remove

# PO-Flip Invoice – Adding Comment at Line item Level

Line item comments are specific to a line item. For instance, you can use the line item comments field to enter the Delivery note number information if needed or any additional information populated from the PO, with more description details, quotation number, etc.

To add comments to a specific line item:

1. Select **Add > Comments** from the **Line Item Actions** drop-down menu. The page will be refreshed and the **Comments** field will be displayed.
2. Enter appropriate comments in the **Comments** field.

✓	No.	Include	Type	Part#
✓	1	☑	MATERIAL	RAY41400
✓	2	☑	MATERIAL	FEL66112
✓	3	☑	MATERIAL	TEN22001

Line Item Actions ▼
Edit
Add
Tax
Comments

3	MATERIAL	TEN22001	Side-Load Letter Trays - Single Tray - Mirror Chrome	1	EA	\$180.00 USD	\$180.00 USD
---	----------	----------	---	---	----	--------------	--------------

<b>Tax</b>	Category: * 0% GST / Tax exempt	Taxable Amount: \$180.00 USD	Remove
	Location:	Rate(%): 0	
	Description: Tax exempt	Tax Amount: \$0.00 USD	
	Regime:		

<b>Comments</b>	This item is shipped to overseas, hence no tax applicable	Remove
-----------------	---	--------



# PO-Flip Invoice – Review, Save and Submit

1. Once invoice is ready for submission, click on **Next** at the bottom of the page. If there are any errors, you will get a notification in red where information should be corrected. Review your invoice for accuracy on the Review page. Scroll down the page to view the line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Infineon. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Previous Save Submit Exit

# PO Flip Invoice – Important Points to Note

## MATERIAL PO-FLIP INVOICES

Ensure the information for the **Line Item Description**, **Part Number** and **Quantity** fields is populated correctly.

## SERVICE PO-FLIP INVOICES

The **Line Item Type** will always show **Material** (along with the **Part Number**) even for Service Invoices. However, suppliers can use the same **Material Type**, edit the **Part Number**, and enter the service information. This will not be a cause for Invoice Rejection by Infineon.

## BLANKET PO-FLIP INVOICES

Ensure that the **Service Start Date** and **Service End Date** are entered in the line item section, or in the **Service Period** field in the **Additional Fields** section, along with any service/contract reference numbers. Quantity needs to be adjusted to match the original invoice for the period. Partial invoicing is permitted, and the sub-total will be re-calculated accordingly. Unit Price cannot be changed.

# PO Flip Invoice - Invoice Addresses

**For invoice compliance, Infineon Technologies requires following addresses in their invoices:**

- ✓ Sold To
- ✓ Bill From
- ✓ Ship To
- ✓ Ship From
- ✓ Remit To



## **Where does the information come from?**

- ✓ **Sold To:** Bill to from Purchase Order is copied to Sold to in Invoices
- ✓ **Bill From:** Supplier account (Admin Account top right corner > My account > section Contact information)
- ✓ **Bill To:** coming from PO, can be edited only when creating non-PO invoice
- ✓ **Ship To:** coming from PO, can be edited by supplier while creating invoice. For non-PO invoice: main address from Infineon's buyer account is pre-populated, but can be edited by supplier when creating invoice.
- ✓ (Deliver to: part of ship to address)
- ✓ **Ship From:** coming from person's account who is creating invoice (from My Profile), please change when creating invoice – if required
- ✓ **Remit to:** Defined by supplier in supplier account (Company Settings -> Remittances > EFT/Check Remittances section)
- ✓ **Supplier address:** if supplier is registered in different countries -> supplier can create additional company addresses (in Company Settings) and when creating invoice one can choose from dropdown

Country rules applicability: based on VAT ID\* first; if not filled out -> from supplier country from CompanySettings.

\*VAT ID is required information by Infineon Technologies AG.





# Remittances

Click **CREATE** to create new company remittance information, or **EDIT**, if you need to change existing information

Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payment   **Settlement**

\* Indicates a required field

EFT/Check Remittances

- In the **COMPANY SETTINGS -> EFT/CHECK REMITTANCES** section, complete all required fields marked by an asterisk
- Select one of your Remittance Addresses as a default if you have more than one
- If you send invoices in different currencies, please make sure you create separate remittance address for each currency
- If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.
- **NOTE:** The remittance ID is not a field used by Infineon so you can leave it blank

↳ **Edit**   **Delete**   **Create**

Remittance Address

Address 1:\*

Address 2:

Address 3:

City:\*

State: Alabama

Zip:\*

Country: United States [USA]

Contact: Select contact

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer 1

Infineon Technologies AG - TEST

**Remittance ID**

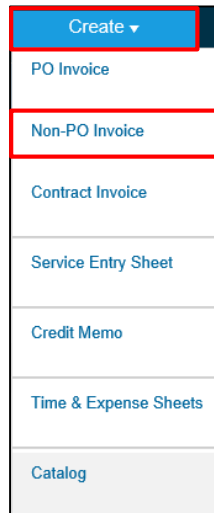




# Non-PO Invoice

To create an invoice without a PO:

1. Click the **Create** drop-down menu on the **Home** page, and select the **Non-PO invoice** option.
2. Select **Infineon** from the **Customer** drop-down menu.
3. Select the **Standard Invoice** radio button.
4. Click **Next**.



Customer: Infineon Technologies AG - TEST (dropdown menu)

Type of Invoice:  Standard Invoice  Credit Memo

Next (blue button) Exit (white button)



# Non-PO Invoice – Header

To create an invoice without a PO:

1. Enter an **Invoice #** which is your unique and sequential number of invoice identification. This is the invoice number you have in your system
2. The Invoice Date will auto-populate to today's (current day's) date.
3. The **Supplier Tax ID** field is auto-populated if configured in the account. [To configure Tax ID follow instructions on page GST configuration](#)
4. Enter the **Remit To** address by selecting the address from the **Remit To** drop-down menu. OR by clicking the **View/Edit Addresses** link. In case the supplier has different bank accounts for different currencies, the remit to should match the invoice currency. This is the **Remit To** address that will reflect in your system.

To configure **Remit To** details follow instructions on the Settlement Configurations page.

## Create Invoice

▼ Invoice Header

Summary

Invoice #:\*

Invoice Date:\* 4 Jul 2017

Supplier Tax ID:

Remit To  ▼

Sunnyvale, CA  
United States

Bill To:



# Non-PO Invoice – Header-level Shipping

5. **SHIPPING ADDRESS** - Shipping at Header level will create one field for details for all items on the invoice together. Line level shipping will allow to enter different shipping details for each line item on the invoice. Ship From address can be edited by clicking on **View/Edit Addresses**.

6. This address has to match the **Ship From** address in your system.

Shipping

Header level shipping ⓘ
  Line level shipping ⓘ

Ship From: Ariba Education SUPPLIER TEST  
 Sunnyvale, CA  
 United States

Ship To: Ariba Education Buyer TEST  
 Sunnyvale, CA  
 United States

Deliver To:

[View/Edit Addresses](#)

VIEW/EDIT ADDRESSES \* Indicates required field

**Ship From**

Name: Ariba Education SUPPLIER TEST

Department Name:

Address 1: 807 11th Avenue

Address 2:

Address 3:

City: Sunnyvale

State: California ▾

Zip: 94089

Country: United States [USA] ▾  
This selection will refresh the page content.

**Ship To**

Name: Ariba Education Buyer TEST

Department Name:

Address 1: 1314 Chesapeake Terrace

Address 2:

Address 3:

City: Sunnyvale

State: California ▾

Zip: 94089

Country: United States [USA] ▾  
This selection will refresh the page content.

Deliver To:



# Non-PO Invoice – Shipping Documents

To add a **Delivery note/Delivery Order** number to your invoice:

7. Select **Shipping Documents** from the **Add to Header** drop-down menu. The screen will refresh and the **Shipping Documents** section will be added under the **Shipping** section.
8. Enter the delivery note ID in the **Delivery Note ID** field.

**Add to Header** ▾ [Send a PO-based](#)

- Tax
- Shipping Cost
- Shipping Documents**
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **IFX Supplier - TEST**  
Kuala Lumpur  
Malaysia

Ship To: **Infineon Technologies (Malaysia)** [View/Edit Addresses](#)  
Melaka  
Malaysia

Deliver To:

**Shipping Documents**

Packing Slip ID:

Packing Slip Date:

Delivery Note ID:

Delivery Note Date:



# Non-PO Invoice – Shipping Costs

If shipping cost is applicable to you, you can add this section from the Add to Header

9. Select **Shipping Costs** from the **Add to Header** drop-down menu. The screen will refresh and the shipping costs will be added under the shipping field in the header section.
10. Select the **Header level shipping** radio button to add shipping costs to the invoice. Line level shipping costs are not allowed!

The screenshot shows a dropdown menu titled 'Add to Header' with the following options: Tax, Shipping Cost (highlighted with a red box), Shipping Documents, Special Handling, Discount, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment.



*Shipping costs currency has to match the purchase order currency.*

The screenshot shows the 'Shipping' section of an invoice. It includes two radio buttons: 'Header level shipping' (selected and highlighted with a red box) and 'Line level shipping'. Below the radio buttons, the 'Ship From' and 'Ship To' information is displayed. The 'Shipping Cost' section is highlighted with a red box and contains a 'Shipping Amount' input field and a 'Shipping Date' input field with a calendar icon. A 'Remove' button is located at the bottom right of the 'Shipping Cost' section.



# Non-PO Invoice - Additional Fields on Header Level

Ensure that the **Supplier Address** and **Bill From Address** are correct.

1. Click the **View/Edit Addresses** link on the **Additional Fields** section.
2. The **View/Edit Addresses** dialog box is displayed. Make the necessary changes here.
3. Click **OK** once done. The changes will be updated.

**Additional Fields** [View/Edit Addresses](#)

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Test198734**  
Kuala Lumpur  
Malaysia

Bill From: **IFX Supplier - TEST**  
Melaka  
Malaysia

VIEW/EDIT ADDRESSES

VIEW/EDIT ADDRESSES \* Indicates required field

**Supplier**

Choose Address

Name: **Test198734**  
Example Street  
75350 Kuala Lumpur  
Malaysia

**Bill From**

Name: \*

Department Name:

Address 1:

Address 2:

Postal Code:

City:

State:

Country:

This selection will refresh the page content.



# Non-PO Invoice – Additional Fields: Customer (Sold To) Address

1. Update the **Customer (Sold To) Address** in the Additional Fields section. Ensure you select/search the correct customer address, based on the Infineon GST ID you need to use. This is the Infineon's GST ID you have in your system.
2. Once you select correct address, the Customer GST ID will be populated.
3. Add a customer Email address in the Email ID to have the document properly routed to the right approver.

**Additional Fields**

Choose Address: Infineon Technologies AG

Customer: Infineon Technologies (Kulim) Sdn. Bhd.  
Infineon Technologies Asia Pacific Pte Ltd  
Infineon Technologies Dresden GmbH [VAT\_DE]  
Infineon Technologies AG [VAT\_FR]  
Infineon Technologies AG [VAT\_GB]  
Infineon Technologies (Malaysia) Sdn. Bhd.  
Infineon Technologies AG [VAT\_AT]  
Infineon Technologies (Advanced Logic) Sdn. Bhd.  
Infineon Technologies AG [VAT\_DE]  
Infineon Technologies AG [GST\_SG]

Email:

Search more

SELECT CUSTOMER (SOLD TO) ADDRESS

Name:

Name	Address	VAT / Tax ID
<input type="radio"/>	Infineon Technologies (Malaysia) Sdn. Bhd.	000009175040

Choose Address: Infineon Technologies (Malaysia) Sdn. Bhd.

Customer: Infineon Technologies (Malaysia) Sdn. Bhd.

Melaka  
Malaysia

Email:

**Customer VAT**

Customer VAT/Tax ID:\*



*If you do not know the Customer GST ID/correct Address, please contact Infineon: [e-invoice@infineon.com](mailto:e-invoice@infineon.com)*



*Ensure that the Customer (Sold to) Address matches with the Customer **Bill To** Address*





## Non-PO Invoice – Additional Fields: Service Period

If you have performed a service to the customer and are invoicing for that service, you must provide 'Service Start Date' and 'Service End Date'. This is the service period you have in your system. These fields are available in Additional Fields of the invoice header.

Additional Fields	
Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/>
Service Start Date:	<input type="text"/> 
Service End Date:	<input type="text"/> 



# Non-PO Invoice – Attachment at Header Level

To add attachments to the header:

1. Click the **Add to Header** drop-down menu and select the **Attachment** option.
2. Scroll down to the **Attachments** section and click the **Browse** button to search for the PDF document you wish to attach to your invoice.
3. Click the **Add Attachment** button to confirm.
4. The attached document will be displayed in the **Attachments** section.

**Add to Header** ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment**

**Attachments**

The total size of all attachments cannot exceed 100MB

Name	Size (bytes)	Content Type
<input type="checkbox"/> Supporting document.pdf	86651	application/pdf



*Please include the same attachment as you used to send together with paper invoices.*

## Non-PO Invoice – Attachment at Header Level (Contd.)

Attachment file size should not exceed **100 MB**.

To reduce the size of the attachment reduce the quality or change the document into the black & white.

ZIP file attachment is not allowed – use the following attachment formats: **PDF, TIF, TXT**

There can be only **one** attachment per invoice.

To add multiple attachments, kindly consolidate into one sole attachment.



*Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: delivery note, scan copy of paper invoice, consignment, time sheet etc.)*



# Non-PO Invoice – Comment at Header Level

To add comments to the header:

1. Click the **Add to Header** drop-down menu and select the **Comment** option.
2. Enter the comments in the in the **Default Invoice Comment Text** field. If you configured the default comment in the **Electronic Invoice Routing** section of the **Network Settings** page, it will be automatically displayed in the same field.

Add to Header ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment**
- Attachment

**Comment**

Comments:

**Default Invoice Comment Text:**

productType: Services

Incoterm Description:

IncoTerm:



*In case the default invoice comment text it has not been set up please write the contact details, along with e-mail address to the person responsible for the invoicing in the **Comments** field.*

## Non-PO Invoice – Attachment at Header level

Attachment file size should not exceed **100 MB**.

To reduce the size of the attachment reduce the quality or change the document into the black & white.

ZIP file attachment is not allowed – use the following attachment formats: PDF, TIF, TXT

There can be only one attachment per invoice. Add all your documents into one sole attachment.



*Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: time sheet).*



# Non-PO Invoice – Line Items

1. In order to add items to your Non-PO invoice, in the **Line Items** section click **Add** and select appropriate item type.
2. A new line will appear with empty fields for your invoice item. Fields have to be filled with the same information as in supplier's system.
3. Click **Update** for the **Subtotal** to calculate. Repeat steps 1-3 to add more line items.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Line Item Actions ▾</div> <div>Delete</div> <div style="border: 2px solid red; padding: 2px;">Add ▾</div> </div> <div style="margin-top: 5px;"> <ul style="list-style-type: none"> <li>Add General Service</li> <li>Add Labor Service</li> <li>Add Material</li> </ul> </div>										



*-Add General Services/Labor Services to invoice for service items.*

*-Add Material to invoice for material items.*

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
1	<input checked="" type="checkbox"/>	MATERIAL	1234	Infineon Training		10	C62	10.32		
					! Required Field		! Required field		! Required field	

Update

Save

Exit

Next

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1234	Infineon Training		10	C62	\$10.32 SGD	\$103.20 SGD



## Non-PO Invoice – Line Item Description

It is supplier's responsibility to assure it is compliant and self-explanatory.

The description must be clear, rather detailed and easily verifiable in order to check what has been supplied. It is a tax and legal requirement. This is the line item description you have in your system.

**Description** field is a legal and tax requirement by Infineon. Make sure the description is self-explanatory and same as on your local ERP system. Provide the same detailed description as you used to do on your paper invoices.

	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1234	Infineon Training

# Non-PO Invoice – Line Item Tax: Configure Tax Menu

Infinion requires all suppliers to enter tax at the line item level. You can configure your Tax percentage as a one-time activity so it easy for you to add tax rates to your line items.

1. In the **Line Item Actions** (at the bottom of the screen), click **Tax**.
2. Select **Configure Tax Menu** from the **Tax Category** drop-down menu. The **Configure Tax** page will be displayed, where you can create new tax categories as needed.
3. To create a new tax category, click **Create** and select the **Tax Category** from the **Tax Category** drop-down menu.
4. Enter the **Rate** and **Tax Description**.
5. Click **OK** to save the setting.

No.	Include	Type	Part #	Description
1	<input checked="" type="checkbox"/>	MATERIAL	RAY41400	Watch/Calculator Battery
2	<input checked="" type="checkbox"/>	MATERIAL	FEL08112	Fellowes Wire File Orga
3	<input checked="" type="checkbox"/>	MATERIAL	TEN22001	Side-Load Letter Trays
				Chrome

Line Item Actions ▾

Edit

Add

Tax

Taxes
0% GST
7% GST
Other Tax
Configure Tax Menu



*If you are creating a 0% GST tax category, enter the reason or exemption phrase in the **Tax Description** field.*

Configure Tax
OK
Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> GST	7 %	Singapore
<input type="radio"/> GST	6 %	Malaysia
<input checked="" type="radio"/> GST	0 %	Tax exempt

↳ Delete
Create



# Non-PO Invoice – Line Item Tax: Adding Tax

Infinite requires all suppliers to enter tax at the line item level.

1. To add the tax category section, select the check box at the line item header to select multiple line items at a time.
2. Select **Tax** from the **Line Item Actions**.
3. Select the tax category from the **Category** drop-down menu.
4. The **Rate(%)** and the **Tax Amount** will be auto-populated under each line item. To add 0% tax, follow the same steps (1 & 2) and select **0% GST / Tax exempt** rate.

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	RAY41400	Watch/Calculator Batteries - 1.5 Silver
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	FEL68112	Fellowes Wire File Organizers
<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	TEN22001	Side-Load Letter Trays - Single Tray - Mirror Chrome

**Line Item Actions** ▾

Edit

Add

**Tax**

Taxes

0% GST / Tax exempt

6% GST / Malaysia

**7% GST / Singapore**

No.	Type	Part #	Description	EA	Unit Price	Total Price
1	MATERIAL	RAY41400	Watch/Calculator Batteries - 1.5 Silver	EA	\$1.56 USD	\$1.56 USD

<b>Tax</b>	Category: * 7% GST / Singapore	Taxable Amount: \$1.56 USD	Remove
	Location:	Rate(%): 7	
	Description: Singapore	Tax Amount: \$0.11 USD	



*Even if Tax is not applicable in your original invoice, it is still*

*mandatory to enter a 0% tax category to each line-item*

No.	Type	Part #	Description	EA	Unit Price	Total Price
2	MATERIAL	FEL68112	Fellowes Wire File Organizers	EA	\$8.75 USD	\$81.25 USD

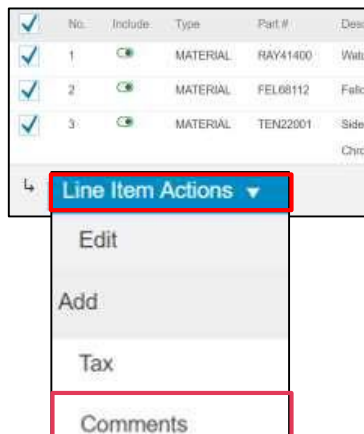
<b>Tax</b>	Category: * 0% GST / Tax exempt	Taxable Amount: \$81.25 USD	Remove
	Location:	Rate(%): 0	
	Description: Tax exempt	Tax Amount: \$0.00 USD	

# Non-PO Invoice – Adding Comment at Line item Level

Line item comments are specific to a line item. For instance, you can use the line item Comments field to enter the Delivery note number information if needed or any additional information populated from the PO, with more description details, quotation number, etc.

To add comments to a specific line item:

1. Select **Add > Comments** from the **Line Item Actions** drop-down menu. The page will be refreshed and the **Comments** field will be displayed.
2. Enter appropriate comments in the **Comments** field.



A screenshot of a line item details form. The line item is '3' with quantity '1', unit 'EA', and value '\$180.00 USD'. The description is 'Side-Load Letter Trays - Single Tray - Mirror Chrome'. The 'Tax' section shows 'Category: 0% GST / Tax exempt', 'Taxable Amount: \$180.00 USD', 'Rate(%): 0', and 'Tax Amount: \$0.00 USD'. Below the tax section is a 'Comments' field with the text 'This item is shipped to overseas, hence no tax applicable' and a 'Remove' button. The 'Comments' field and its text are highlighted with a red box.



# Non-PO Invoice – Review, Save and Submit

1. Once invoice is ready for submission, click on **Next** at the bottom of the page. If there are any errors, you will get a notification in red where information should be corrected. Review your invoice for accuracy on the **Review** page. Scroll down the page to view the line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Infineon. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice # \*

**1 Required field**

Invoice Date \* 1 Dec 2016

Supplier Tax ID \* 123456789

Remit To Example Street

Create Invoice Previous Save Submit Exit

Confirm and submit this document.

Standard Invoice

Invoice # : 348434	Subtotal :	\$8.50 USD
Invoice Date : Wednesday 5 Jul 2017 8:36 PM GMT+05:30	Total Tax :	\$0.00 USD

# Consignment Invoice



When creating Non-PO invoices for consignments, Infineon requires you to attach the consignment billing report as a supporting document and provide a consignment number to be updated in the **Comments** field.



# Invoice For Services

## Add Service Lines to Invoices

- Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
- Enter details for General or Labor Service.** General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period

Service Start Date:

Service End Date:

Line Item Actions:

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period

Service Start Date:

Service End Date:

Line Item Actions:

Turn on Error Dump

Line Items

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 USD

Rate

\*Term \*Rate \*Unit

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.



# Credit Memo/Negative Invoice

To create a credit memo against an Invoice:

1. Open the Purchase order from the Interactive email and click on **Create Line-Item Credit Memo**.

Invoice: TEST1234

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice

Status

# Credit Memo/Negative Invoice – Line Item level

1. Click the button on the Invoice screen for Create Line-Item Credit Memo.
2. Complete Credit Memo information. Make sure that all required fields marked with \* are filled in.
3. Reason for Credit Memo has to be clear and self-explanatory.



Create Line-Item Credit Memo

▼ Invoice Header

Summary

Credit Memo #:	*	
Credit Memo Date:	*	28 Mar 2017

Original Invoice No: Kat AR530 Non-PO demo pg 64 3.20  
Original Invoice Date: 21 Mar 2017

Comment

Reason for Credit Memo:

Default Credit Memo

Comment Text:

Business ID:

**Note:**

*Please ensure that Credit Memo # is the same as in your ERP system*



## Credit Memo/Negative Invoice – Line item level

- On the Invoice Line Items section, enter the quantity (in negative) for which the line item needs to be credited. Note: All amounts like the Sub-total, Taxable amount and Tax amount will be in negative.
- In order to exclude certain invoice lines from the credit memo and have a line item credit memo, click on green 'Include' radio button of the line items to be excluded.
- Review your credit invoice. Ensure that the total Amount Due reflects the total credit in a negative amount. Click Next to review your Credit invoice and then Submit to send your credit invoice to Infineon.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="radio"/>	MATERIAL	1234	awesome stuff	91283	-20	ea	\$100.00 USD	\$-2,000.00 USD

<b>Tax</b>	Category:*	3% GST	Remove
	Location:		Rate(%)
	Description:		Tax Amount:
			\$-2,000.00 USD
			3
			\$-60.00 USD

Credit Memo Summary

Subtotal:	\$-2,000.00 USD
Total Tax:	\$-60.00 USD
Total Gross Amount:	\$-2,060.00 USD
Total Net Amount:	\$-2,060.00 USD
<b>Amount Due:</b>	<b>\$-2,060.00 USD</b>



# Edit and Resubmit Failed or Rejected Invoices

In order to edit and resubmit failed or rejected invoices, please go to your account and resend the invoice to you from the tiles and open the invoice via interactive email received.

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

Now we're mobile. Check it out. Download on the App Store GET IT ON Google Play

Invoice Number	Customer	Reference	Date ↑	Amount	Invoice Status	Action
	Infineon Technologies AG	Multiple POs	25 Aug 2020	1,417.50 EUR	Sent	Select ▾ Send me a copy to take action

tasks  
tasks are pending  
Update Profile Information 19%

- Select the radio button for the failed or rejected invoice you want to resubmit, and click **Edit**.

AG - TEST  
Infineon Technologies AG - TEST

123456 7010034888 Online Suppli

Create Line-Item Credit Memo Edit Copy Archive

- Make necessary changes for the invoice to be accepted. Click on **Next** and **Submit** on the Review page to send the invoice.

Update Exit Next Previous Submit Exit



# Edit and Resubmit Rejected Invoice for GST Registered Suppliers with own attachments

Once invoice gets rejected and you want to resubmit invoice, please be careful to:

1. In case you are adding your own attachment, please **remove** the auto-generated PDF copy of invoice created by SAP Ariba before resubmission
2. This is applicable for all GST registered suppliers
3. Click the **Edit & Resubmit** button to make necessary corrections for the invoice to be accepted.
4. Click **Next** and then **Submit** on the **Review** page to send the invoice.

## Attachments

The total size of all attachments cannot exceed 99MB

Browse

Name	Size (bytes)	Content Type
<input type="checkbox"/> TEST.pdf	17130	application/pdf
<input type="checkbox"/> an_signed_pdf_GLO242test01_supplier.pdf	134001	application/pdf

an\_signed\_pdf\_GLO242test01\_supplier.pdf



# Check Invoice Status

If you have configured your Invoice Notifications as instructed earlier in this presentation, you will receive emails regarding the invoice status. You can also check invoice status from the **Outbox**.

## ROUTING STATUS

Reflects the status of the transmission of the invoice to Infineon via the Ariba Network.

**Obsoleted** – You canceled the invoice

**Failed** – Invoice failed Infineon invoicing rules. Infineon will not receive this invoice

**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 the customer

**Acknowledged** – Infineon invoicing application has acknowledged the receipt of the invoice

## INVOICE STATUS

Reflects the status of Infineon's action on the Invoice

**Sent** – The invoice is sent to the Infineon but they have not yet verified the invoice against purchase orders and receipts

**Cancelled** – Infineon approved the invoice cancellation

**Paid** – Infineon paid the invoice or is in the process of issuing payment. This status applies only if Infineon uses invoices to trigger payment

**Approved** – Infineon has verified the invoice against the purchase orders or contracts and receipts and approved it for payment

**Rejected** – Infineon has rejected the invoice or the invoice failed validation by Ariba Network. If Infineon accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)

**Failed** – Ariba Network experienced a problem routing the invoice



# Check Invoice History

1. Access any invoice from the interactive email purchase order.
2. Click on the **History** tab to view status details and invoice history.
  - History and status comments for the invoice are displayed.
  - Transaction history can be used in problem determination for failed or rejected transactions.

(see next page)

- When you are done reviewing the history, click **Done**.

Invoice: INV5700000388

Done

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

History

Invoice: INV5700000388

To: Infineon Technologies AG - TEST

Invoice Status: Sent

Routing Status: Acknowledged

Received By: Aniba 22 Sep 2016 9:40:12 AM

Network On: GMT+02:00

Submitted By: Antonio Gea

## History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	IFX Supplier - TEST	22 Sep 2016 9:41:00 AM
	Comments from Infineon Technologies AG - TEST: OK	PropogationProcessor-128427060	22 Sep 2016 9:41:20 AM
Acknowledged		Supplier	22 Sep 2016 9:41:20 AM



# Check Invoice History (Contd.)

3. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions. After reviewing the history, click **Done**.

Invoice: IV1704-0100

Done

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

History

Invoice: IV1704-0100  
 Invoice Status: Sent  
 Received By Ariba Network On: 27 Apr 2017 12:10:43 PM GMT+05:30  
 Submitted By: Antonio Gea

To: Infineon Technologies AG - TEST  
 Routing Status: Acknowledged

## History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	IFX Supplier - TEST	27 Apr 2017 12:11:28 PM
	This document has been digitally signed.	LegalizationDispatcher-128528066	27 Apr 2017 12:11:45 PM
	This document has been digitally verified.	LegalizationDispatcher-128528066	27 Apr 2017 12:11:47 PM
	Comments from Infineon Technologies AG - TEST: OK	PropogationProcessor-128562067	27 Apr 2017 12:12:03 PM
Acknowledged		Supplier	27 Apr 2017 12:12:03 PM



# Regional Considerations

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Singapore and  
Malaysia

[GST ID for Singaporean  
Invoices](#)

[SSI ID for Malaysian  
Invoices](#)

# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Required change on supplier`s Ariba Network Account

- Singaporean invoices require specific labels and fields on invoices
- Singaporean Infineon Suppliers must update their profiles in Ariba Network with their GST IDs and associated registered addresses (see next slides)
- Suppliers can create invoices with information relevant for GST regulations
  - Example: Tax Invoice Number, GST IDs, Type of Supply, different types of GSTs (standard, out of scope, exempt)
- Ariba Network will label the invoices as “Tax Invoice” or “Standard Invoices” depending on the GST registration status of suppliers and the taxes on invoices
- These documents will be digitally signed
- Ariba Network will attach the PDFs with the electronic invoice. This will be sent to the buyer’s system
- **Please follow the steps in next slides to set up your GST IDs correctly, to prevent from failing of invoices to Infineon as soon as possible. There are 2 separate setting options:**
  - Either you do have your primary address in Singapore (slides 198-200)
  - Either you do not have your primary address in Singapore (slides 201-202)

# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Label changes for Singaporean invoices (1/3)

**Profile changes for GST registered Suppliers with primarily Company address in Singapore**

1) Login to Ariba Network using the Account Administrator User and Password (only the Account Administrator can perform the changes below)

2) Go To Company Settings

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The main content area displays 'Orders, Invoices and Payments' with a summary of 1 New Purchase Order, 1 Order to Confirm, 0 Orders that Need Attention, and 1 Invoice. A table below shows a single invoice for Infineon Technologies AG with a status of 'New', amount of 270.00 EUR, and date of 13 Aug 2020. On the right side, a user profile dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'Standard account', 'Company Profile' (highlighted with a yellow box), 'Service Subscriptions', 'Settings', and 'Logout'. A yellow arrow points to the 'Company Profile' option.



# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Label changes for Singaporean invoices (2/3)

#### 3) Go to the Business tab and fill out the GST information in Business Tab

Company Profile Save Close

Basic (3) **Business (2)** Marketing (2) Contacts Certifications Additional Documents

\* Indicates a required field

Public Profile Completeness: 50%  
Short Description

**Tax Information**

**Business Information**

Year Founded:   
Number of Employees:   
Annual Revenue:   
Stock Symbol:

**Financial Information**

Supplier Legal Form:   
Penalty Information:   
Discount Information:   
D-U-N-S® Number:  -  -   
Global Location Number:

**Tax Information**

Tax Classification: (no value)  
Taxation Type: (no value)  
Tax ID:  Do not enter dashes  
State Tax ID:  Do not enter dashes  
Regional Tax ID:  Do not enter dashes  
Vat ID:   
 VAT Registered

**Supplier GST Registration Number:**

VAT Registration Document: <No document>  
[Upload](#)

Tax Clearance  
Tax Clearance Number:

Tax Clearance Document: <No document>  
[Upload](#)

Tax Clearance Expiry Date:

# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Label changes for Singaporean invoices (3/3)

4) Scroll to the Tax Information Section -> Fill out Supplier GST Registration Number and press “Save”

**Tax Information**

Tax Classification: (no value) ▾

Taxation Type: (no value) ▾

Tax ID:  ⓘ Do not enter dashes

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

Vat ID:

VAT Registered

**Supplier GST Registration Number: ⓘ 123456789**

VAT Registration Document: <No document>  
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>  
[Upload](#)

Tax Clearance Expiry Date:  ⓘ

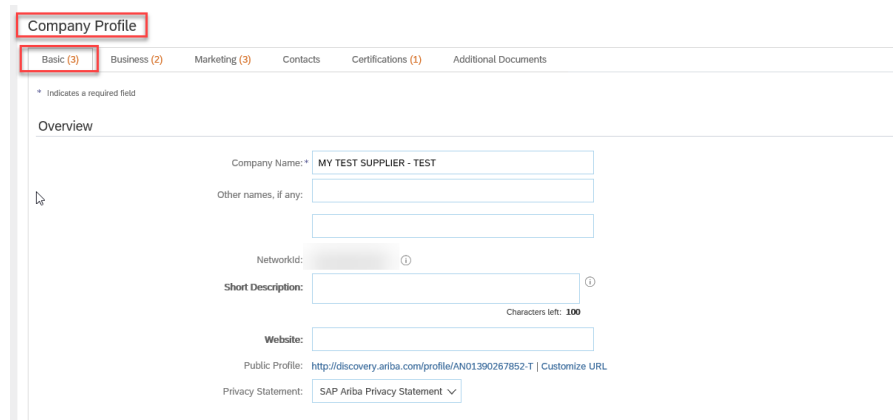
# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Label changes for Singaporean invoices (1/2)

### Profile changes for GST registered Suppliers with primarily Company address outside of Singapore

1) Go to Basic Tab in Company Profile and edit the additional address that was previously created for setting up the GST Profile. Pick the Singaporean Address and press Edit



Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name: \* MY TEST SUPPLIER - TEST

Other names, if any:

NetworkId:

Short Description: MY TEST SUPPLIER - TEST Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01390267852-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement

# GST Changes for Singaporean Suppliers

## Singaporean Invoices sent to Infineon Technologies

### Label changes for Singaporean invoices (2/2)

1&2) Configure the Singaporean Address, make sure the country, city and Address Name is filled out.

3) Tick the box to set up Legal profile

4) If you are GST registered, please tick “Yes”

5) Fill out your GST Registration number

6) Click “Save”

Configure Supplier Addresses Served by This Account 6

\* Indicates a required field

Address Name

1

Address ID:

VAT ID:

Tax ID:

Address

2

3  Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

4  Yes  No

5

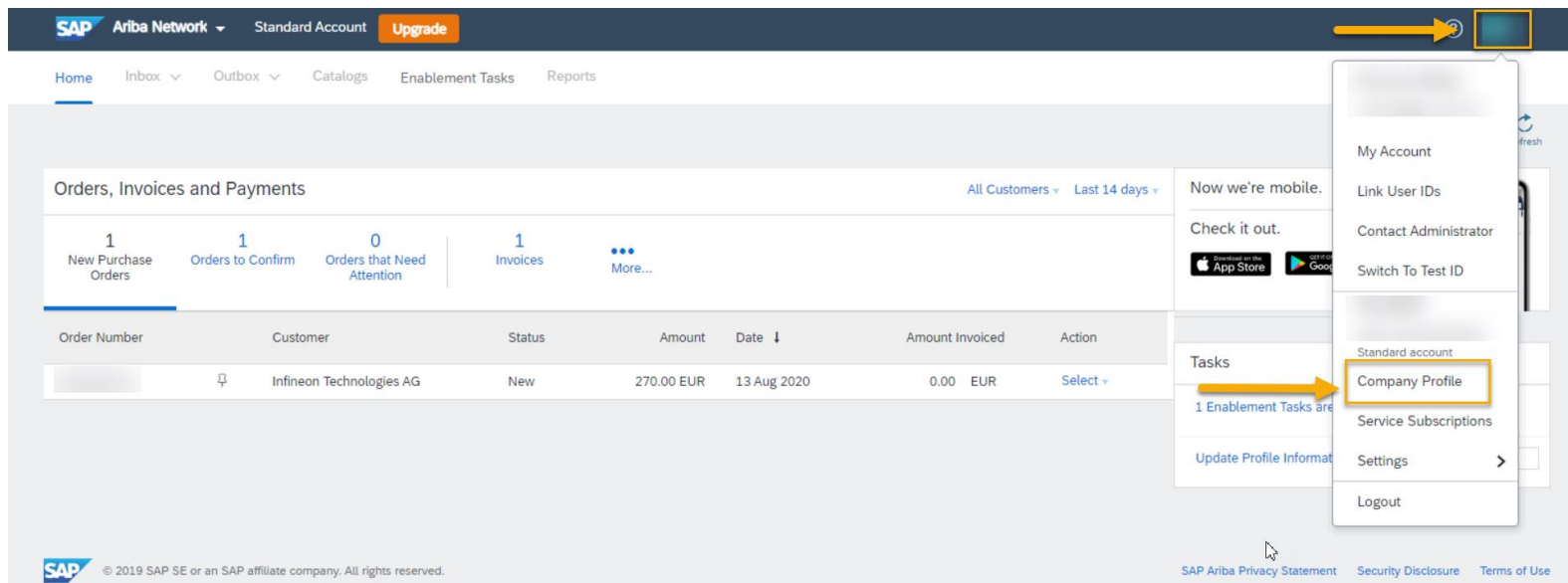
# SST ID Set-up for Malaysian Suppliers

## Label changes for Malaysian invoices

### Profile changes for SST registered Suppliers (1/3)

1) Login to Ariba Network using the Account Administrator User and Password (only the Account Administrator can perform the changes below)

2) Go To Company Profile



# SST ID Changes for Malaysian Suppliers

## Malaysian Invoices sent to Infineon Technologies

### Label changes for Malaysian invoices (2/3)

3) In the Basic tab of your Company Profile, set-up a separate Additional Company Address for Malaysia -> when editing the company details, please fill out the SST ID information. Don't forget to "Save" your settings.

In case you already have Malaysian address in Additional Company addresses, please click edit and update it to include SST ID. Then click on "Save" to save the updates. The format for SST ID is a 15-character alphanumeric value. For example, 'MYS-YYMM-XXXXXXXXX'

**Supplier Profile changes :** In the Additional Company Address section, add Malaysian address and SST ID

**Ariba Network** Company Settings Search Log Help Center

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name:

Address ID:

SST ID:

Tax ID:

Address

Address 1:

Address 2:

Postal Code:

City:

State:

Country:

Save Close

# SST ID Changes for Malaysian Suppliers

## Malaysian Invoices sent to Infineon Technologies

### Label changes for Malaysian invoices (3/3)

4) When editing your invoice the following screen will appear:

Additional Malaysia Specific Information

Supplier SST ID: MYS-0719-12345678	Customer VAT ID/Tax ID: MYS-0612-87654321
------------------------------------	---

5 - After submitting the invoice, the e-invoice should show the following information:

ADDITIONAL INFORMATION:  
Supplier SST ID: MYS-0719-12345678  
Customer SST ID: MYS-0612-87654321

# Ariba Network Help Resources

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## Customer Support

[How to contact customer support](#)

[Issue with logging in?](#)

[Standard Account Guidelines and Videos](#)

## Supplier Information Portal

## Additional Resources

[How to upgrade to Enterprise Account](#)



# How to contact customer support – Standard Account

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- **Login into your Account**
- **On the right Side is Help Center**
  - Type a question directly in the field and search the answers or
  - Click to view more to access the Customer Support
  - New Window appears with option to search for more details about your issue
  - If the answers offered are not suitable, scroll down and options on how to contact customer support appear
  - There are two options: Email contact or Webinar registration, select which one you prefer
  - For email – fill out all required fields and submit the request
  - For webinar – new page appears where you can select from available topics

# How to contact customer support – Standard Account

The screenshot displays the Ariba Network user interface. The main content area shows a table titled "Orders, Invoices and Payments" with columns for Document #, Document Type, Customer, Status, and Amount. The table is currently empty, showing "No Items".

On the right side, there is a "Help Center" sidebar. At the top of this sidebar is a search bar, which is highlighted with a red box and a red circle containing the number "1". Below the search bar is a list of help topics, including "I need help accessing a sourcing event", "Training sessions with live Q&A", "Why can't I find an event?", "Where do I find my Ariba Network ID (ANID) numbers?", "What is an Ariba Network error (ANERR), and how do I resolve the issue?", "How do I create documents against purchase orders from my customer?", "Why does a pending task on my Enablement Tasks tab not go away?", "How do I accept a customer's trading relationship request / invitation?", "How do I participate in my buyer's event using an email invitation?", "How to configure your user account information and company settings", "What browser versions are certified for SAP Ariba cloud solutions?", "Register for a light account and send an order confirmation (4.10)", "How do I invoice a purchase order if I lose the email notification?", and "Remittance address, payment method, and bank field descriptions".

At the bottom of the sidebar, there is a "Support" button, which is also highlighted with a red box and a red circle containing the number "2".

# How to contact customer support – Standard Account

Ariba Exchange User Community  Logout

Search...

[Home](#) | [Learning](#) | [Support](#)

## Support Center

I need help with  Start

**1**

Examples:

- Confirming an order
- Editing a rejected invoice
- Sending a credit memo

**2**

### Common Troubleshooting Tags

- Event participation
- My account settings
- Payment and bank details
- Create invoices
- Marketing profile
- Remittance addresses
- Light accounts**
- Supplier account login
- Account navigation
- Review company profile
- Registered light account email
- Proposals
- Company profile
- View home dashboard
- Company account settings

**trust.ariba.com**

Information and latest notifications about product issues and planned downtime.

[Check status](#)

# How to contact customer support – Standard Account

With your subscription to an Ariba Network Light Account, you can access our Help Center for FAQs, recorded demos, articles, and other information to help you use your account.


Need contact information or details about how to configure your account and transact with a specific customer?

[Access Customer Relationships and the Supplier Information Portal](#)

[Upgrade to a full-use account in order to receive additional support.](#)

Need to report a technical issue?

 [Get help by email](#)

 [Attend a live webinar](#)

# How to contact customer support - Email

Report a technical issue to SAP Ariba Customer Support

With your subscription to an Ariba Network Light Account, please use our Help Center for FAQs, recorded demos, articles, and other information. You need to upgrade to a full-use account to receive additional support. If you need to report a technical issue, please provide more information in the form below and we will contact you.

**1** Problem Description

Short Description: \*

Problem Type: \*

Details: \*

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1:

PO/Invoice Number:

**2** Contact Information

First Name: \*

Last Name: \*

User ID:

Company: \*

Email: \*

Phone: Country: \*

Country Code: ###  Area Code:  Number: \*  Extension:

Ariba Network ID: \*

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

I agree

\* Required Fields

# How to contact customer support – Standard Account – Webinars

The screenshot displays the SAP Ariba Success Sessions interface. At the top left is the SAP Ariba logo, and at the top right is the SAP logo. The main heading is "Success Sessions" in orange, with the subtitle "Presented By: SAP Ariba Customer Support" below it. A navigation link "Click Here for Categories" is visible on the left. The page features a grid of six session cards, each with a title, a description, an icon, and the text "On Demand".

Session Title	Description	Icon	Availability
Sesiones de la réussite Comment s'inscrire sur SAP Ariba Sourcing	Comment s'inscrire sur SAP Ariba Sourcing	Group of people	On Demand
Supplier Success Sessions Using the Help Center	Using the Help Center	Magnifying glass	On Demand
Sesiones de éxito de proveedores Registro de Ariba Network	Registro de Ariba Network	Lightbulb and people	On Demand
Supplier Success Sessions Completing a Supplier Profile Questionnaire (SPQ)	Completing a Supplier Profile Questionnaire (SPQ)	Checklist	On Demand
Supplier Success Sessions Starting Registration	Starting Registration	Person with checkmark	On Demand
Supplier Success Sessions Catalog Creation	Catalog Creation	Books	On Demand

# Standard Account Help Center

## Welcome to your SAP Ariba Network Standard Account



As a new standard account user, it's important to know how to utilize the services of SAP Ariba Customer Support. You can use the Help Center for FAQ's, tutorials, and demos for help with using your account. Below are some articles and links it is suggested you review to start working with your customer on SAP Ariba.

Login to your account at <https://supplier.ariba.com>.

<p><a href="#">Video tutorials</a></p>	<p><a href="#">Register</a></p>	<p><a href="#">Upgrade</a></p>	<p><a href="#">Configure account</a></p>
<p><a href="#">Process order</a></p>	<p><a href="#">Invoice</a></p>	<p><a href="#">Lost PO email</a></p>	<p><a href="#">Find order</a></p>
<p><a href="#">Payment</a></p>	<p><a href="#">Rejected invoice</a></p>	<p><a href="#">Contact your buyer</a></p>	<p><a href="#">Add new customer</a></p>

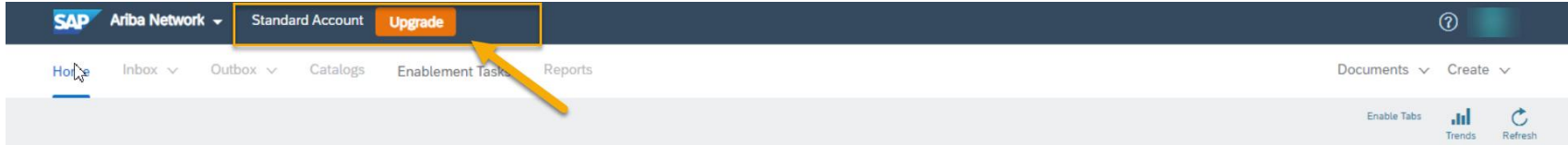
[https://support.ariba.com/Item/view/183459\\_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1](https://support.ariba.com/Item/view/183459_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1)

# Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .



# Home Page – Upgrade to Realize the Full Value of Ariba Network



[Close](#)

## Upgrade to realize the full value of Ariba Network

	LIGHT ACCOUNT	FULL-USE ACCOUNT
	Your current account	<a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
<ul style="list-style-type: none"> <li> Orders and invoices</li> <li> Catalogs</li> <li> Integration</li> <li> Legal Archive</li> <li> Reporting</li> <li> Support</li> <li> Fees</li> </ul>	<ul style="list-style-type: none"> <li>Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> <li>Publish catalogs that detail your products and services</li> <li>Integrate with your backend systems through CXML, EDI or CSV</li> <li>Access to long-term invoice archiving (regional restrictions apply)</li> <li>Get reports to track transactions and sales activities</li> <li>Help Center, phone, chat, and web form</li> </ul>
	Help Center	
	Free	Based on usage
<b>SELLING</b>		
<ul style="list-style-type: none"> <li> Ariba Discovery</li> <li> Sourcing, Contract Management</li> </ul>	<ul style="list-style-type: none"> <li>Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a></li> <li>Attract potential customers with your profile and get invited to auctions and other events.</li> </ul>	

By the way, you can use these with any account.

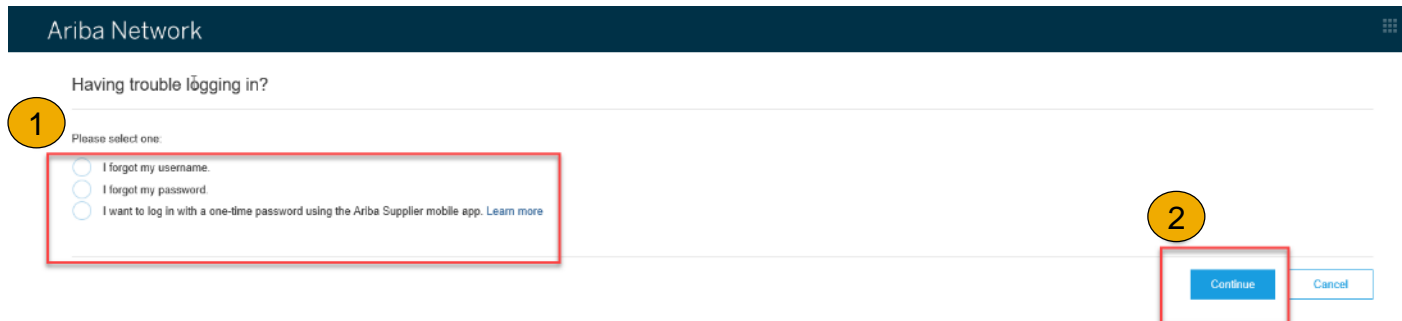
[Learn more](#) about all the features of Ariba Network.

# What to do if there are issues with logging in 1/2

1) When accessing [supplier.ariba.com](http://supplier.ariba.com) please click on “Having trouble logging in?” button.



2) Please select whether you have issues with forgotten password or username and click on Continue.



# What to do if there are issues with logging in 2/2

3) If you have forgotten your password -> system will ask you to provide email address that is connected to your account.

Ariba Network

Forgot Password

Enter your email address. You will receive an email message with further instructions on how to reset your password.

1 Email Address:

2

Help Center

Search...

- Why did the link in the password reset email expire?
- Where is my password reset email?
- Ariba Supplier Mobile App - One-time Password (Replay) 3 mins
- How do I reset my password as a...

4) If you have forgotten your username -> system will ask you to provide email address that is connected to your account.

Ariba Network

Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.

1 Email Address:

2

Help Center

Search...

- What browser versions are certified for SAP Ariba cloud solutions?
- Why did the link in the password reset email expire?
- What are some registration tips for Ariba Network Suppliers?
- How do I participate in my buyer's event using an email invitation?

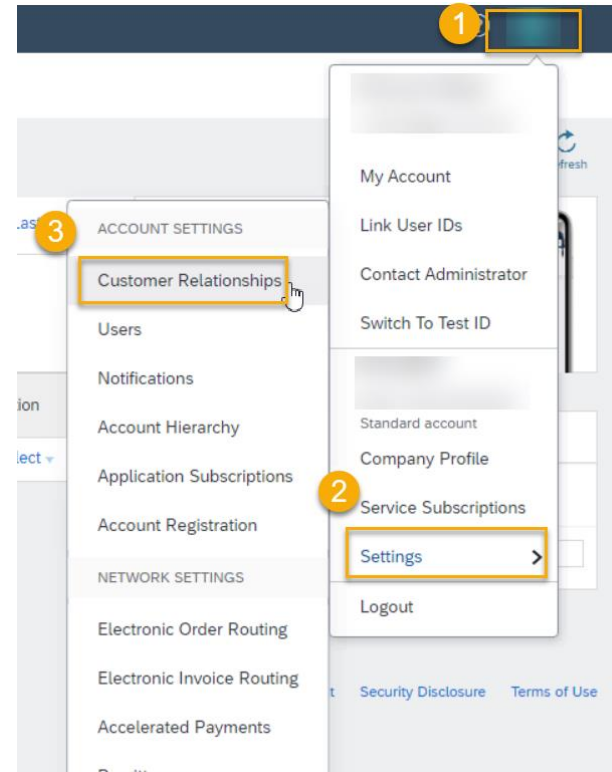
5) The email address specified will receive an email that should be used to reset the password or inform of username.

6) If you have any further issues after these steps are taken, please contact Customer Support.

# Training & Resources

## Infineon Supplier Information Portal

- 1. Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
- 2. Select** the buyer name to view transactional rules:  
The Customer Invoice Rules determine what you can enter when you create invoices.
- 3. Select** Supplier Information Portal to view documents provided by your buyer.



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Infineon Technologies AG	AN01008912882	Trading			Default	Actions ▾

Reject

**Thank you for joining the  
Ariba Network!**