Ariba® Network Supplier Guide

FOR STANDARD ACCOUNT SUPPLIERS

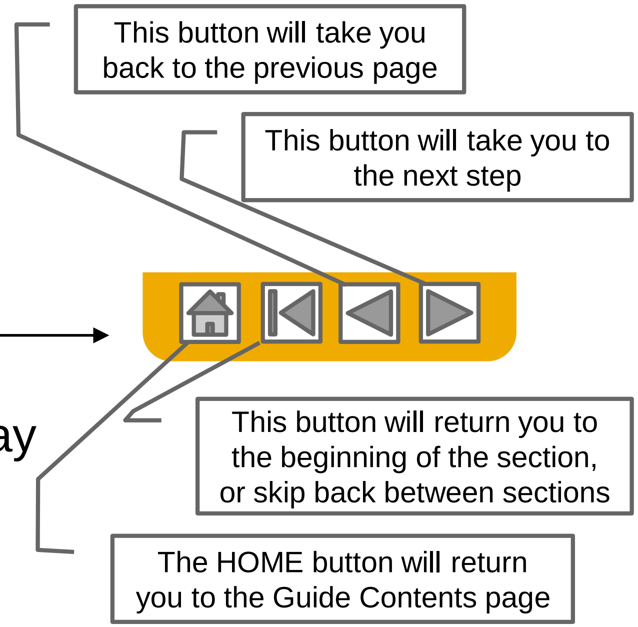
Get Started

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



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.

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SECTION 1: Ariba Network Overview

- What is Ariba Network?
- Infineon Project Scope
- Supplier Value

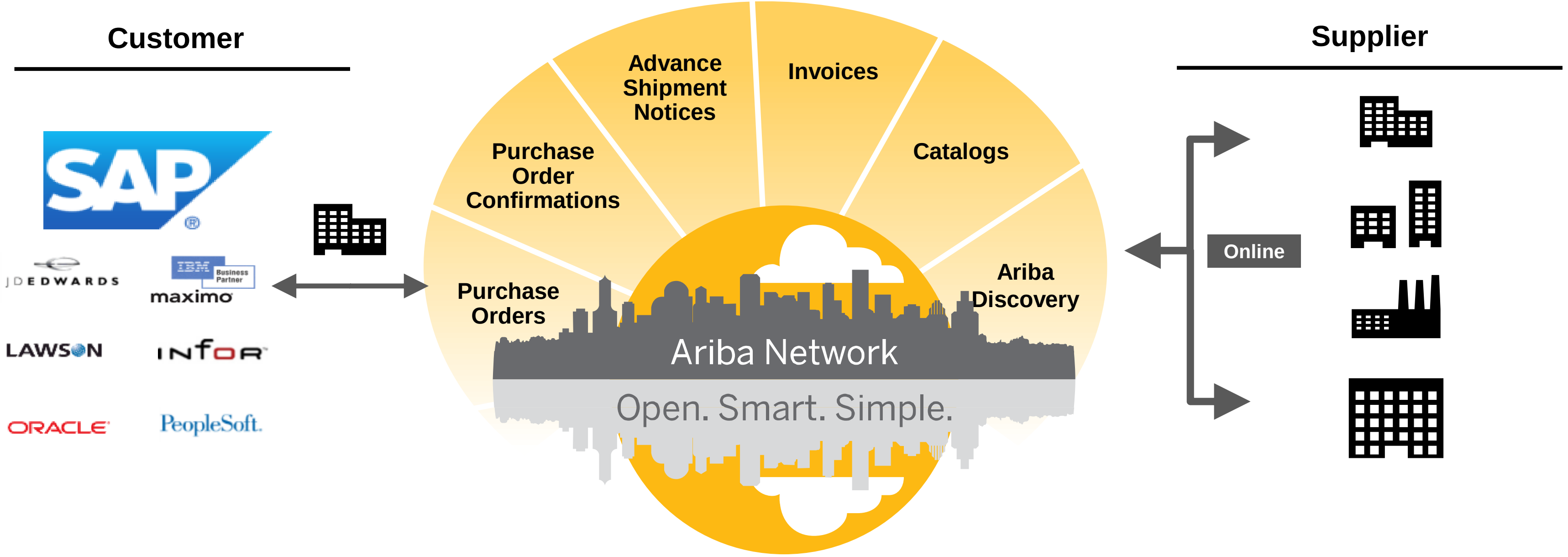
Supported Documents

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

			For all POs		For specific POs only							
			Invoice		Purchase Order		Order Confirmation		Advance Ship Notice		Service Entry Sheet	
Region	**Infineon Sites**	**Bill To (for E-invoice)**	**In scope**	**Requirement level**	**In scope**	**Requirement level**	**In scope**	**Requirement level**	**In scope**	**Requirement level**	**In scope**	**Comment**
EMEA	Infineon Technologies AG	Infineon Technologies AG Am Campeon 1-15 85579 Neubiberg Germany	**Before Oct. 2020**									(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.
			Yes	Mandatory	No	N/A	No	N/A	No	N/A	No	
			After Oct. 2020									
			Yes	Mandatory	Yes (1)	Mandatory (1)	Yes (1)	Mandatory (1)	Yes (1)	Optional (1)	No	
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	

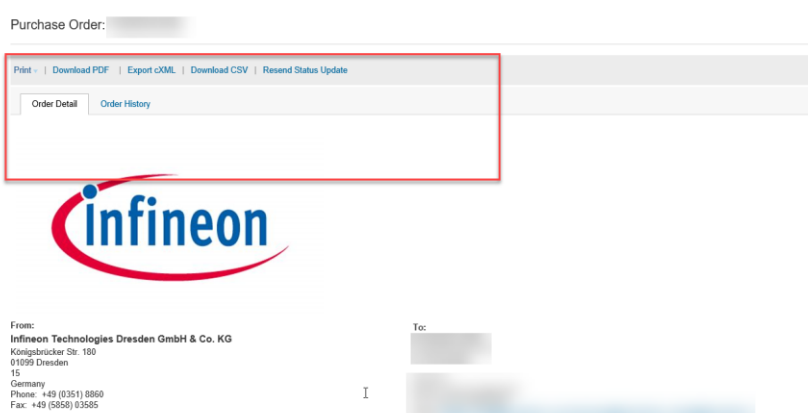
How to distinguish real Purchase Order from copy of Purchase Order in Ariba Network?

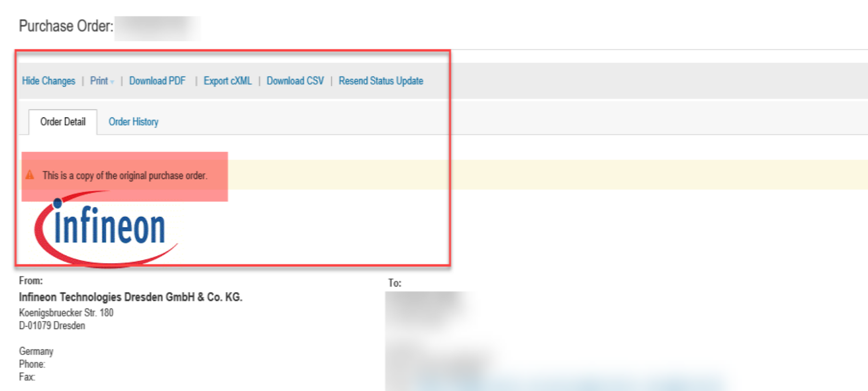
Example of REAL Purchase Order (POs with PO numbers 45200XXXXXX)

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

Basic Account Configuration

- Configuration Requirements
- Accept Invitation
- Profile Completion
- Email Notifications
- Language Set-up

Enablement Tasks

- Purchase Order Routing
- Tax Details
- Remittances

Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- How to Link accounts and create Account Hierarchy
- Test Accounts

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 from your customer
Show me how

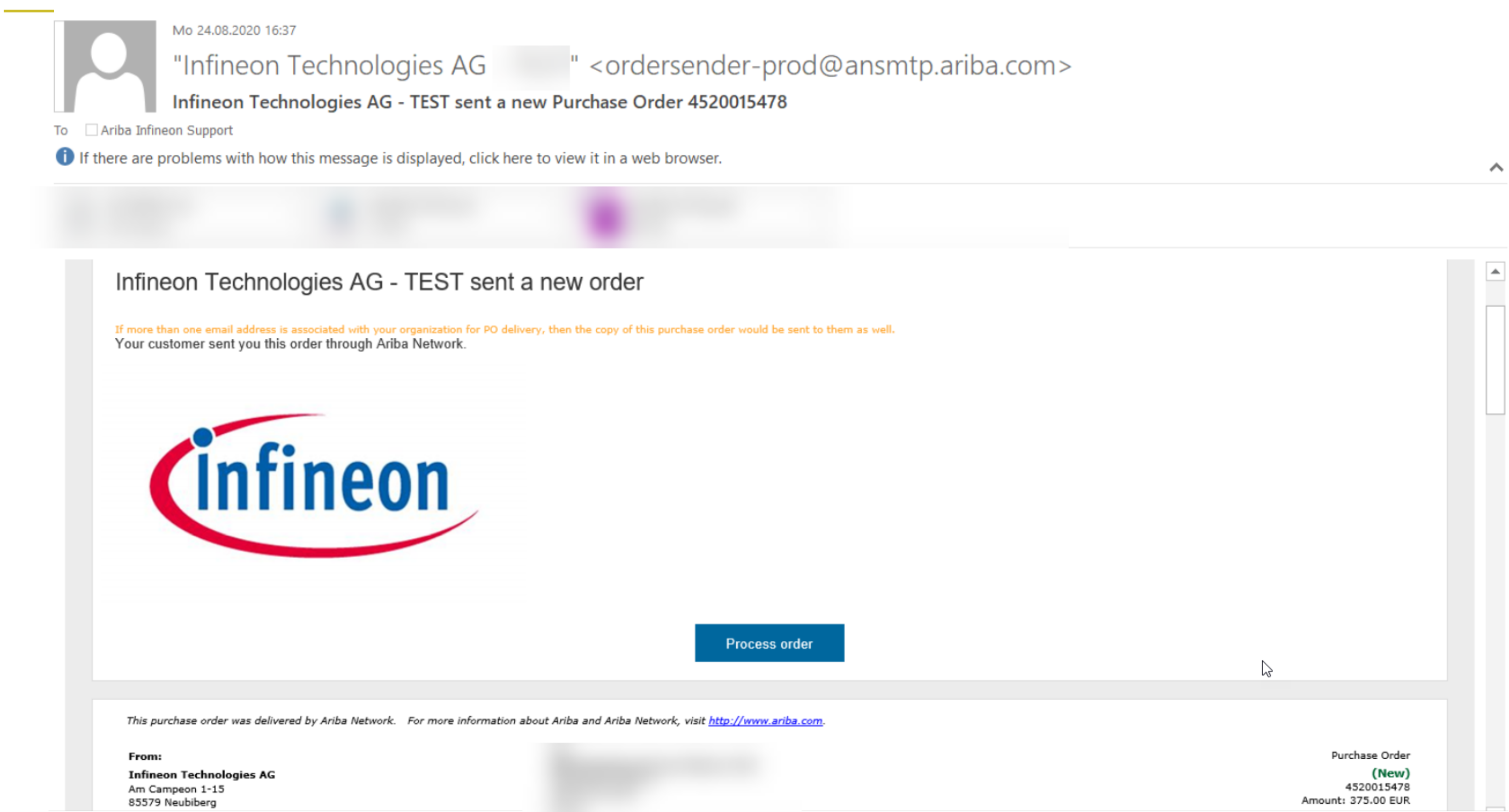
Sign up for standard account
Show me how

Configure account, accept terms of use, and register
Show me how

Transact with customer using standard account
Show me how

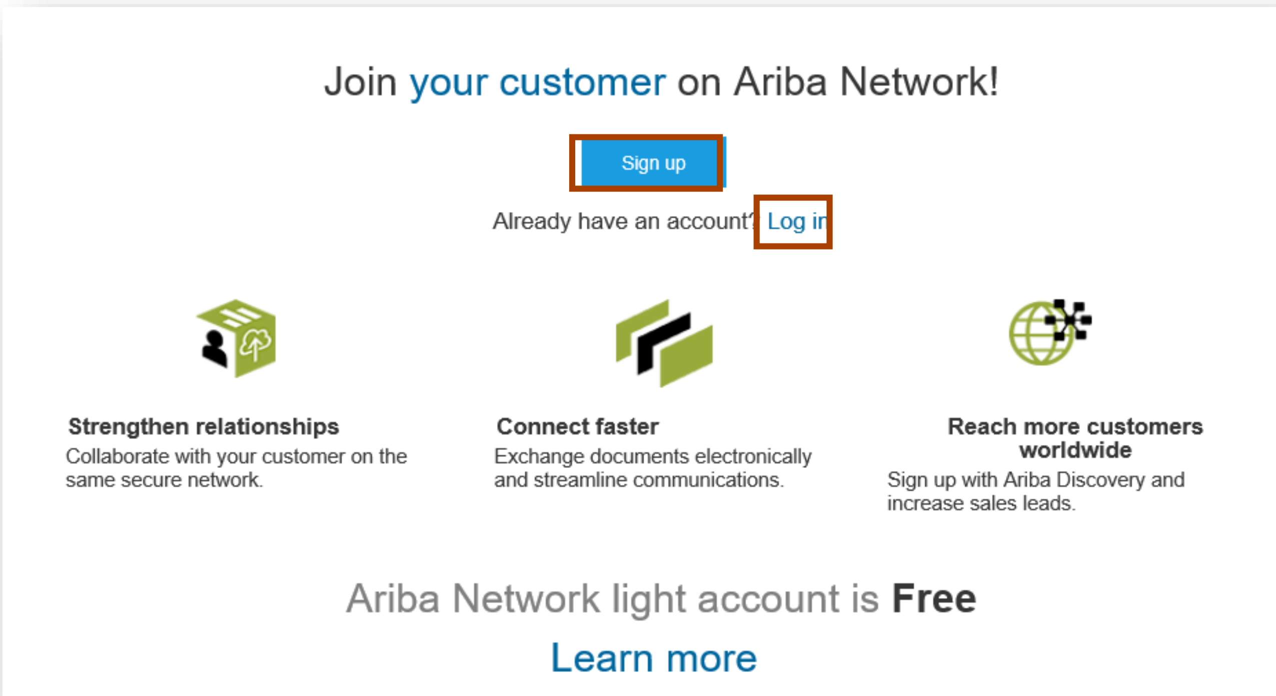
Receive Interactive Email Order from Customer

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

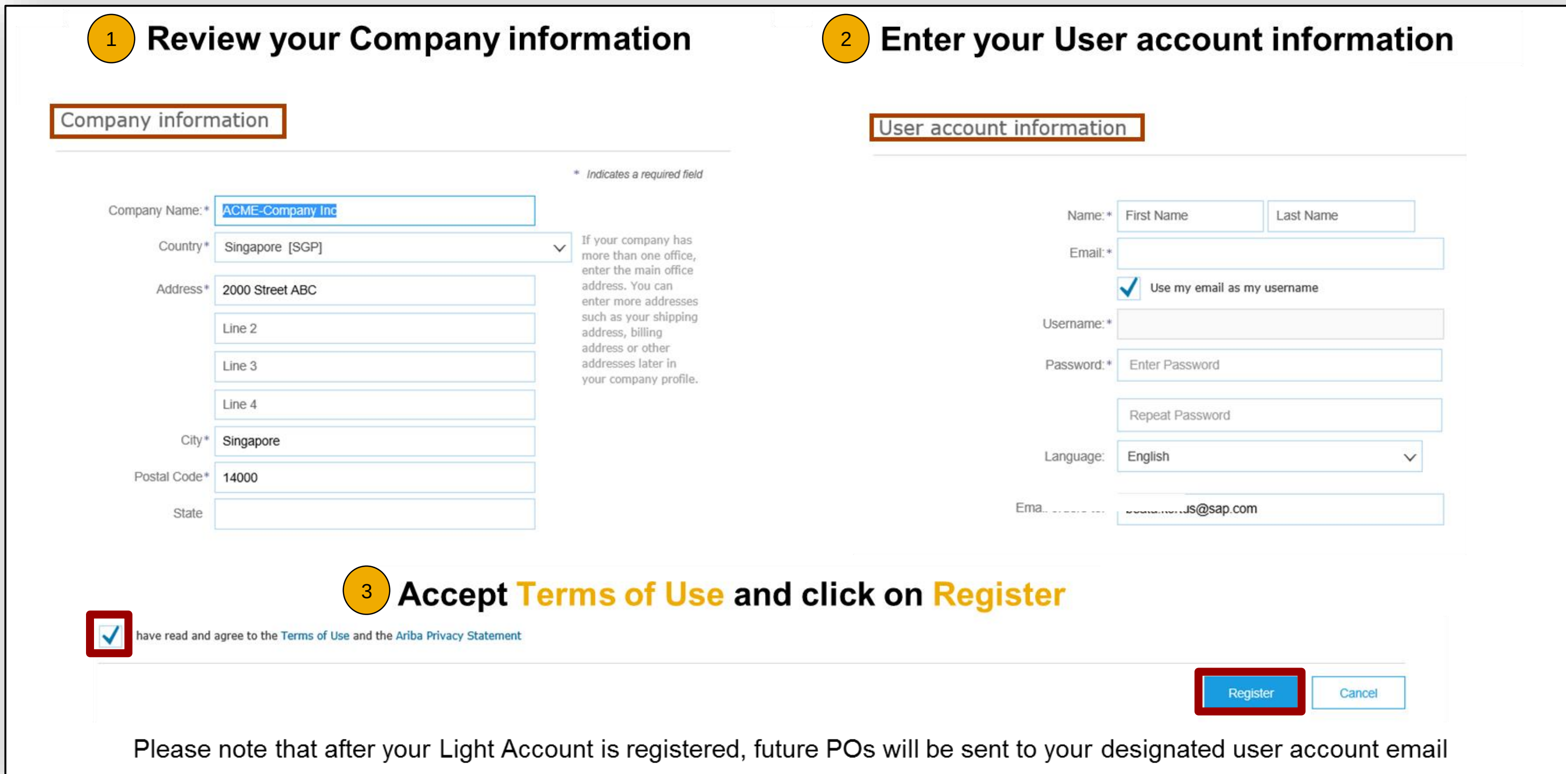


Sign Up for Standard Account

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



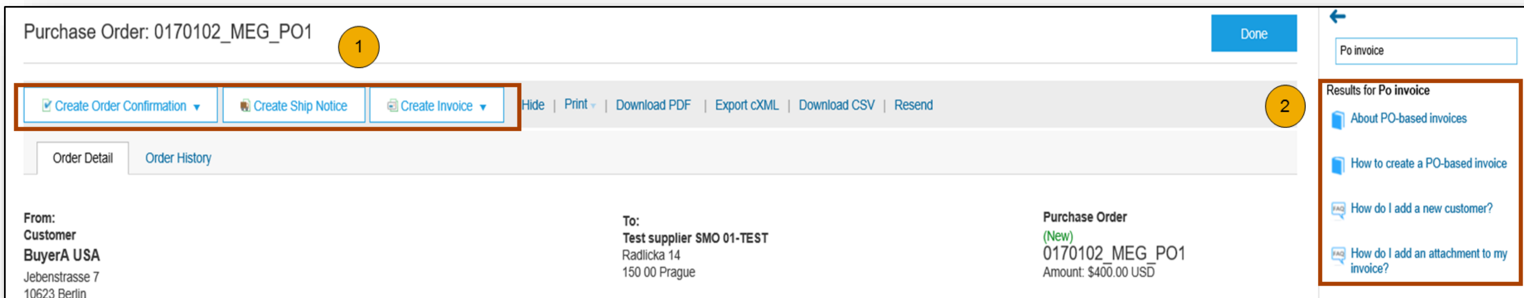
Configure Account, Accept Terms of Use, and Register



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).**



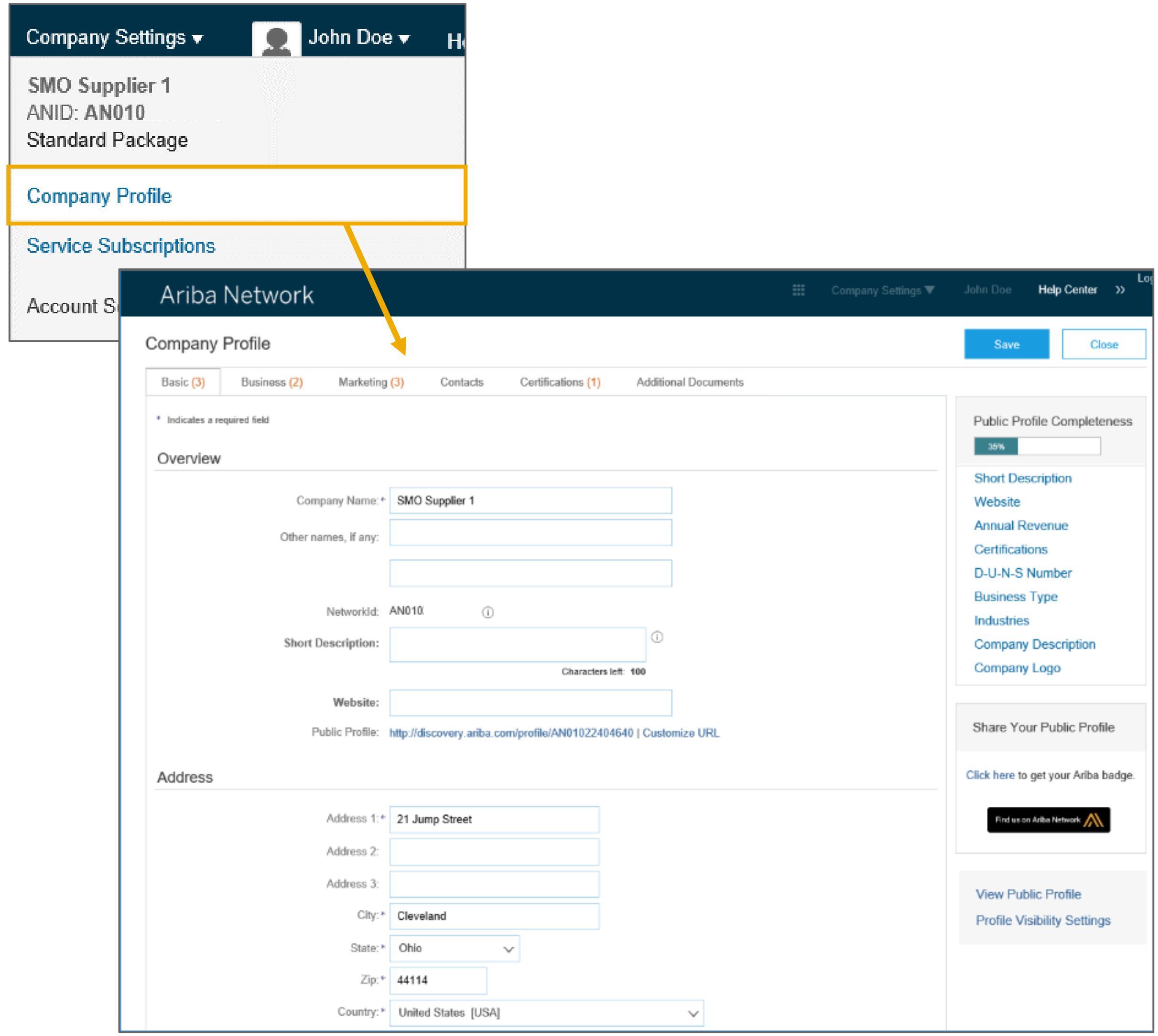
Complete Your Profile

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.

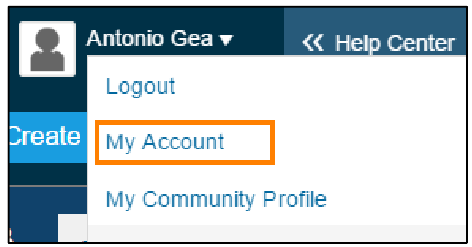


Language Set-up

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.

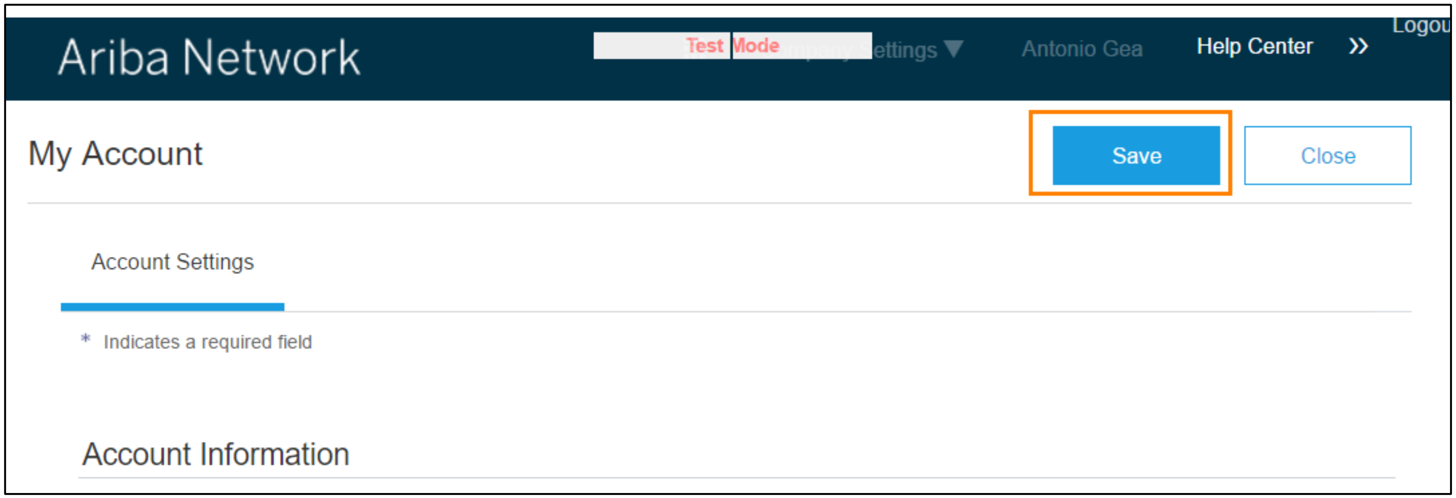
1. Click on the **User Name** on the top right hand corner and then on **My Account**



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

3. 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.

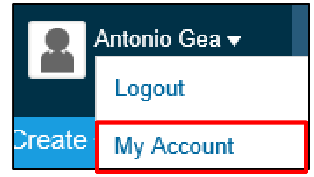
Currency Set-up

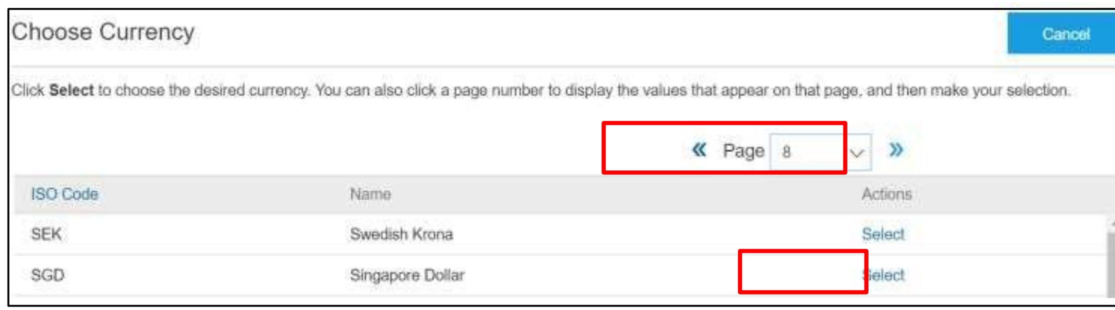
The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you can specify in your User Account.

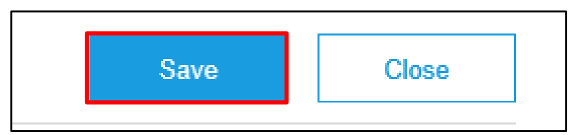
1. Select the **My Account** option from the **Administrator** drop-down menu. The **My Account** page is displayed.
2. Scroll down to the **Preferences** section. Click the **Select Currency** button.
3. You can utilize the page number field to
find your currency.
4. Click **Save**.

***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.*



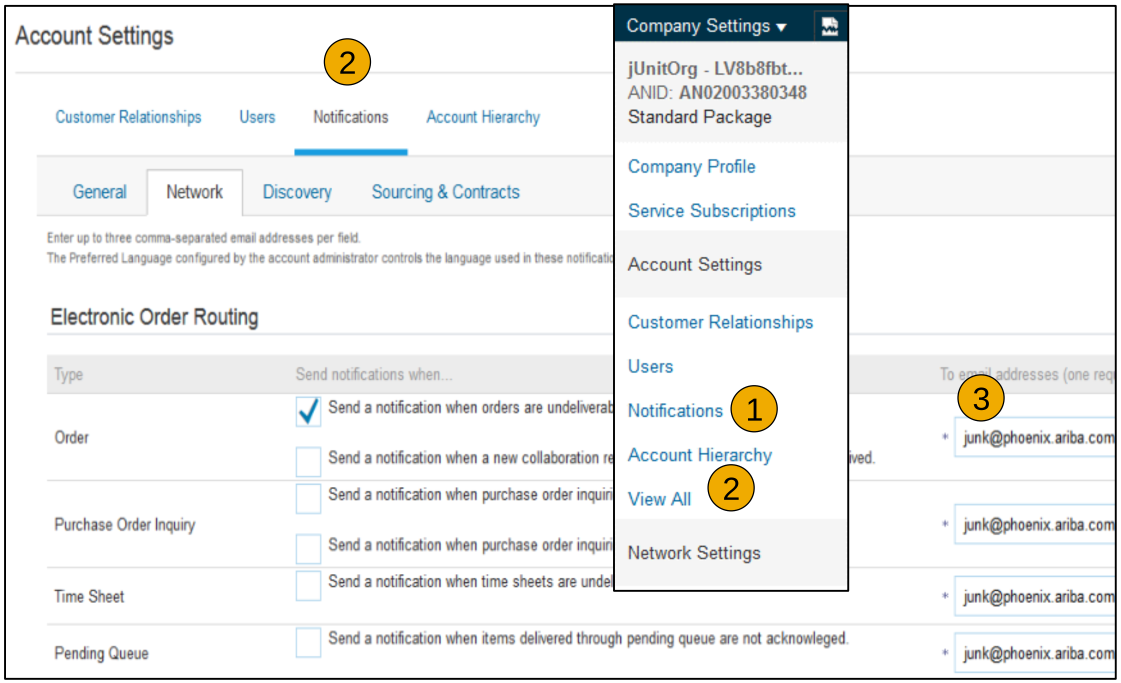




Configure Your Email Notifications

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.

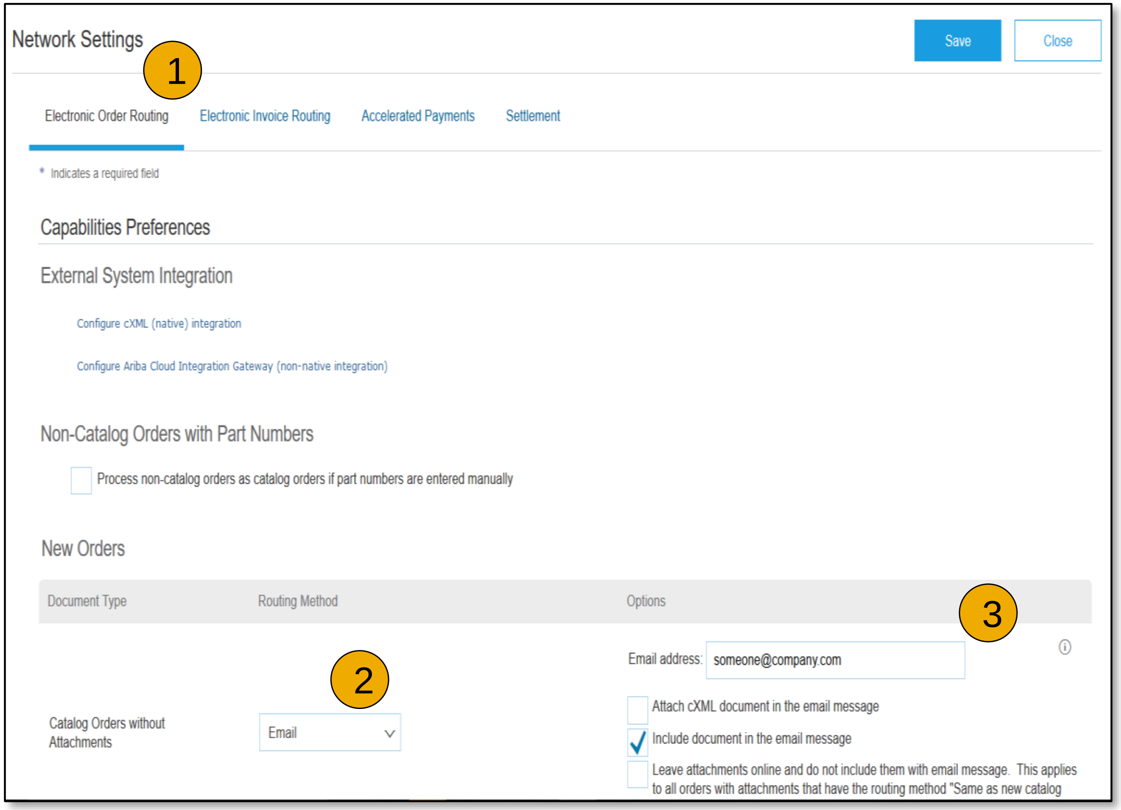


Note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature:
Out of office, OOTO, On vacation, on holiday, out of town, away from the office,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

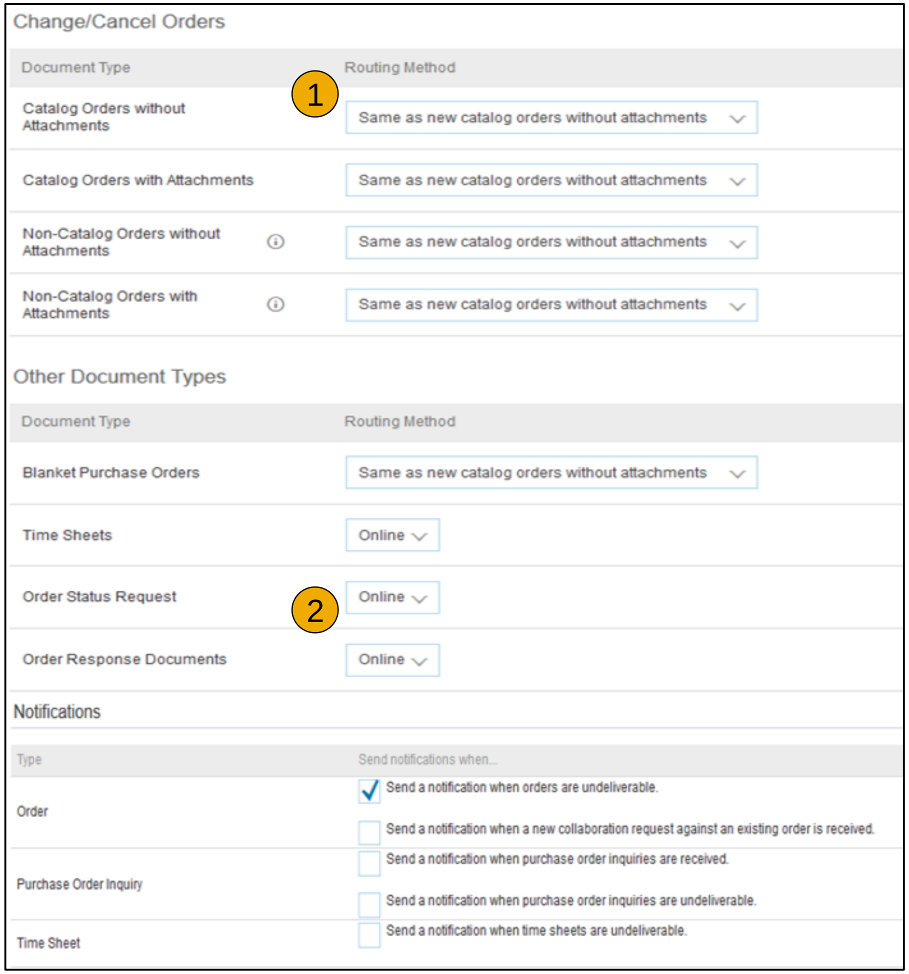


Out of Office	***Out of Town***
OOTO	***Away from the office until***
On Vacation	***Out of the country***
On Holiday	***At an off site meeting***

Select Electronic Order Routing Method

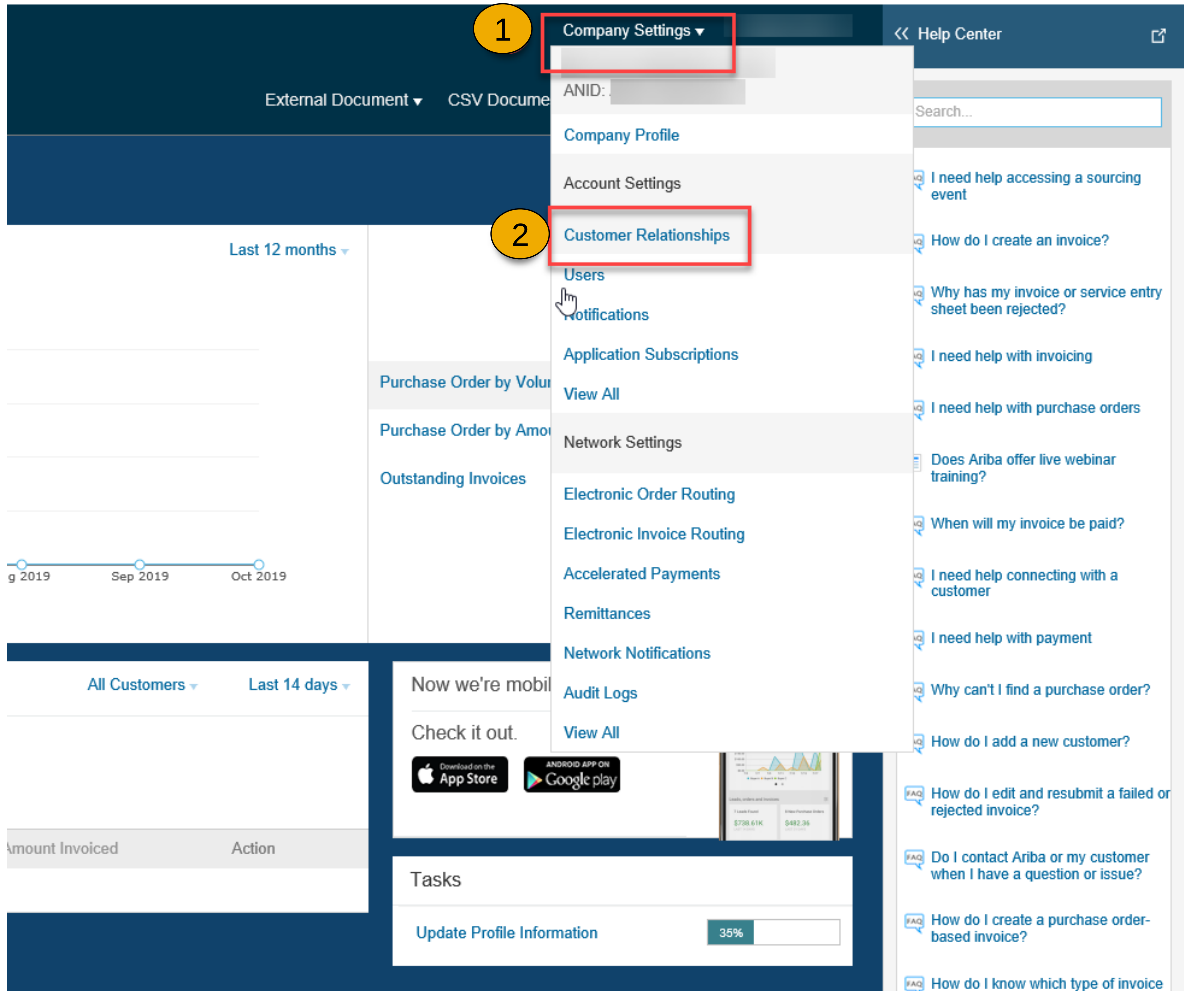
Notifications

1. **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.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



How to create Customer Specific Document Routing? 1/2

1) Please click on Company Settings -> Customer Relationships



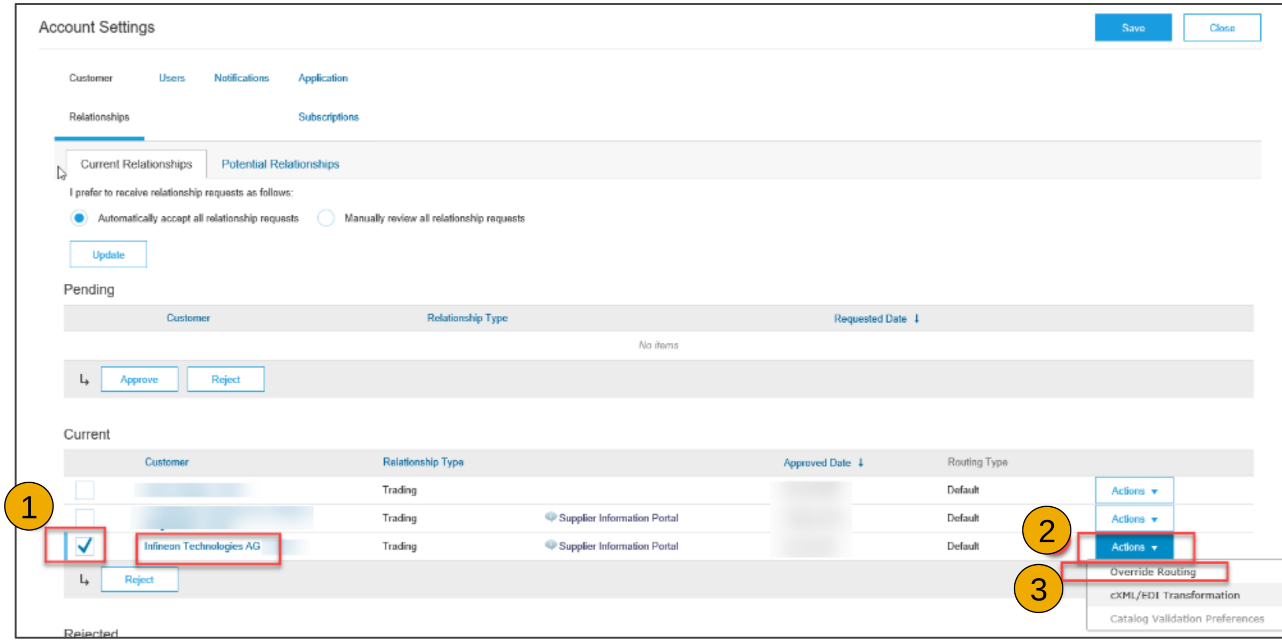
How to create Customer Specific Document Routing? 2/2

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”.

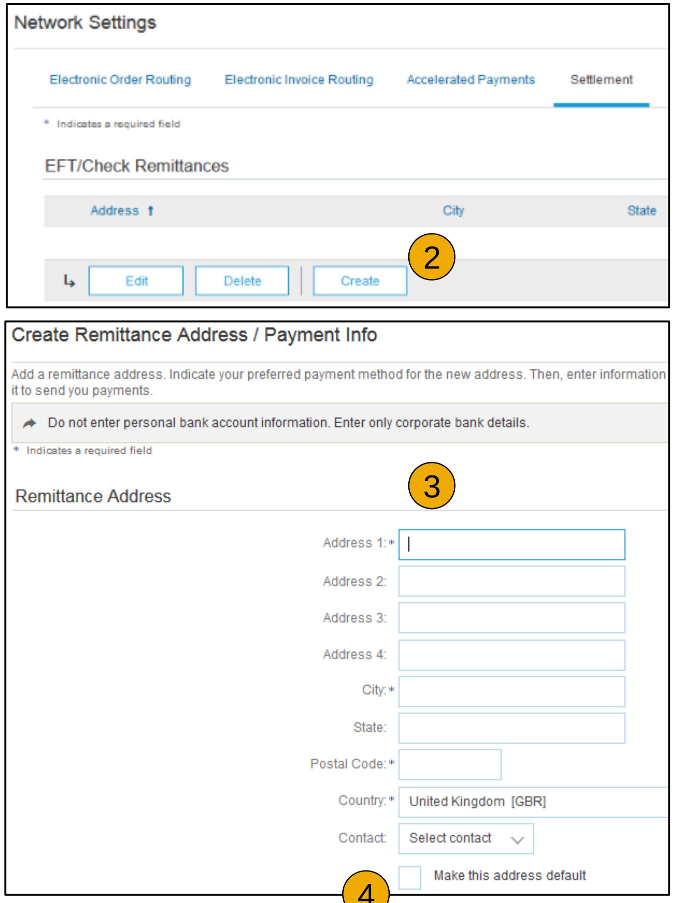
4) Configure the settings based on your preference and don’t forget to “Submit” your choices at the end.

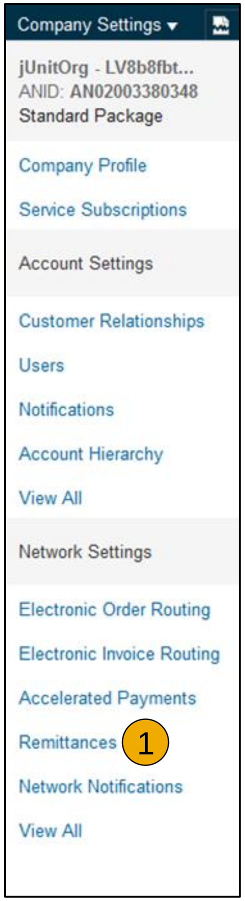


Configure Your Remittance Information

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.

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





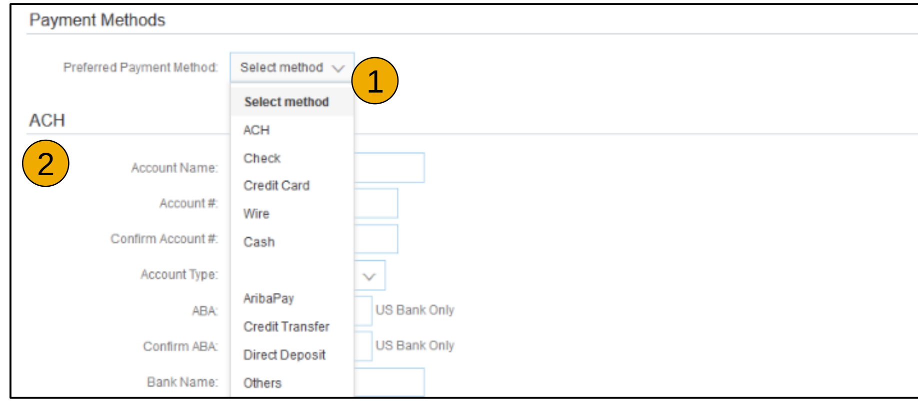
Configure Your Remittance Information

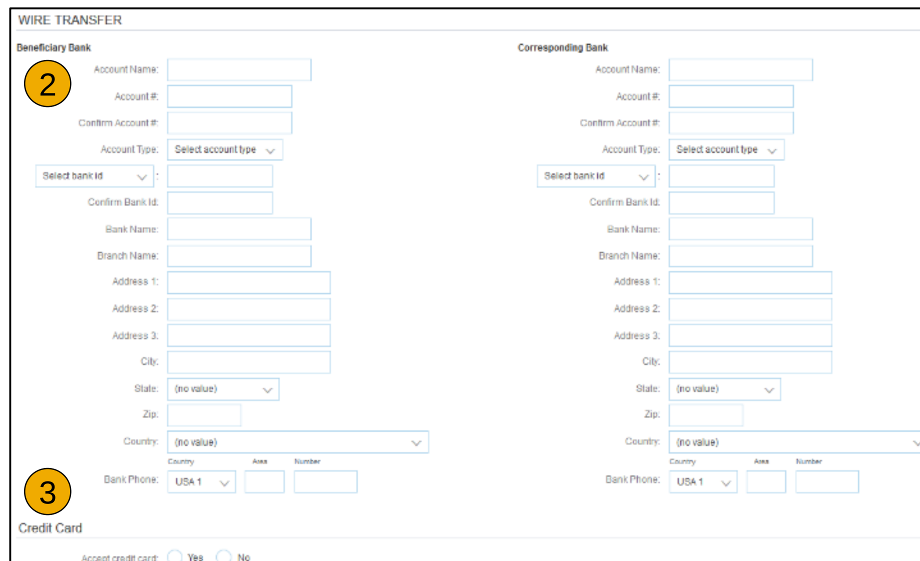
Payment Methods

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.

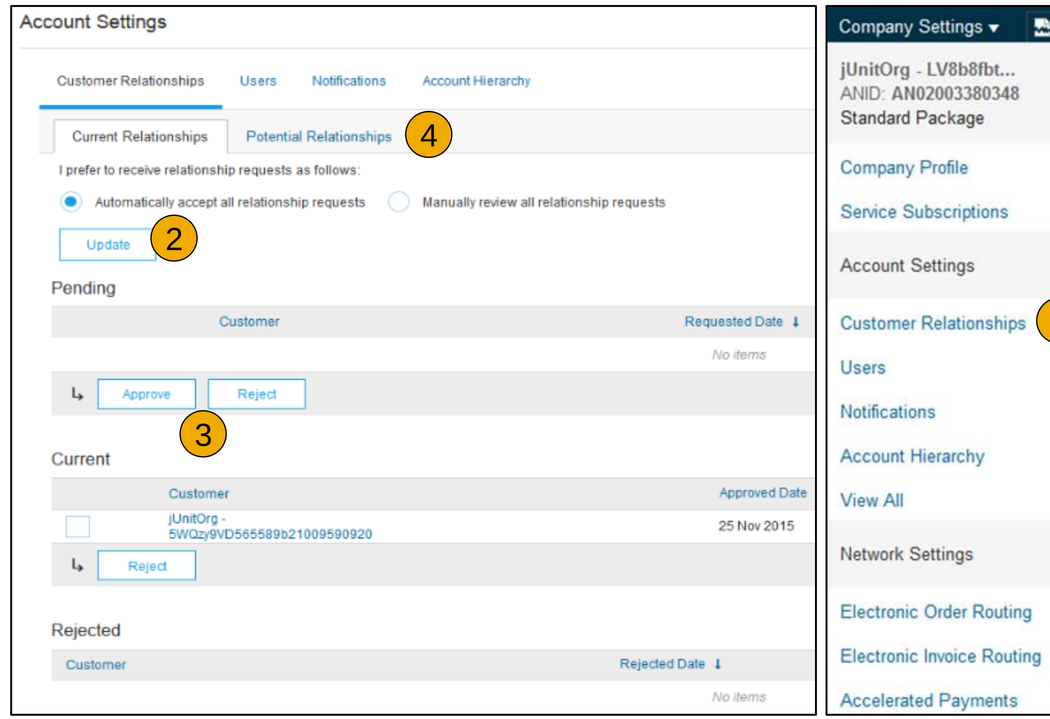




Review Your Relationships

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.



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

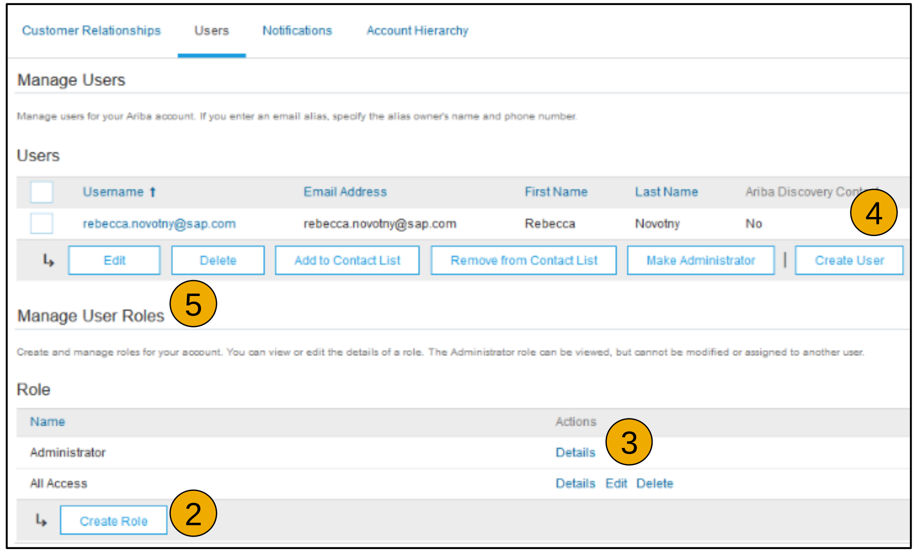
User

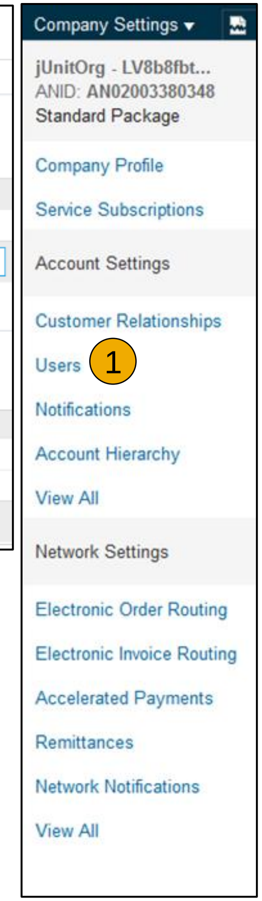
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user’s actual job responsibilities
- Can access all or only specific customers assigned by Administrator

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.



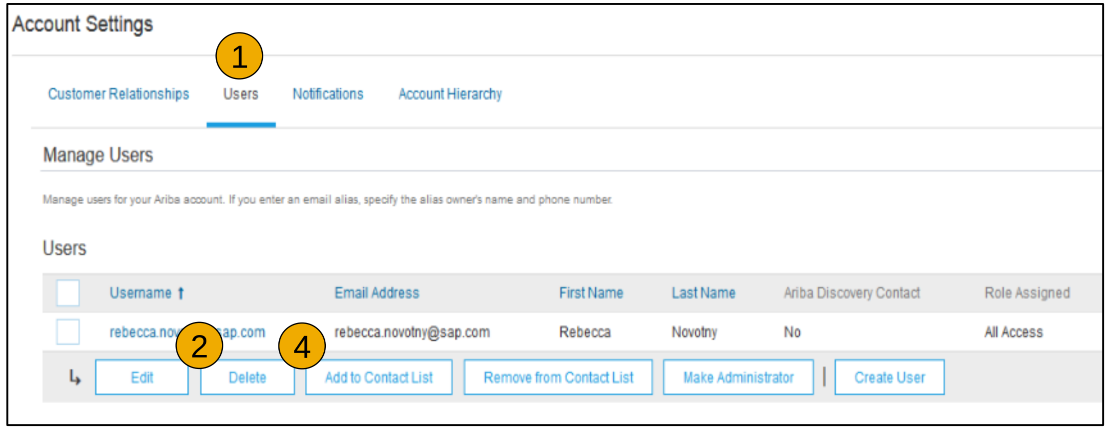


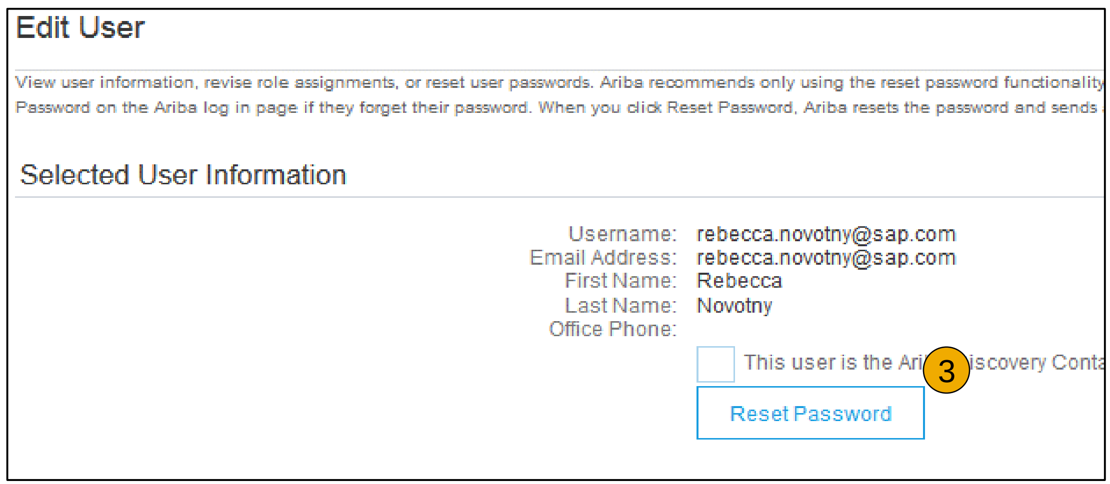
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

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

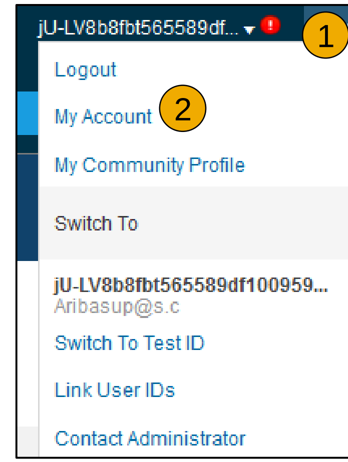


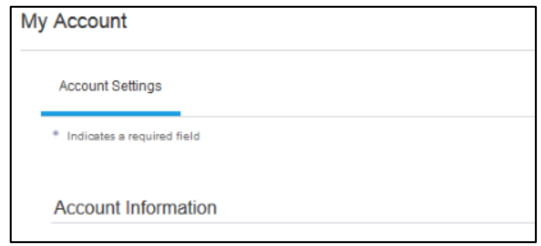


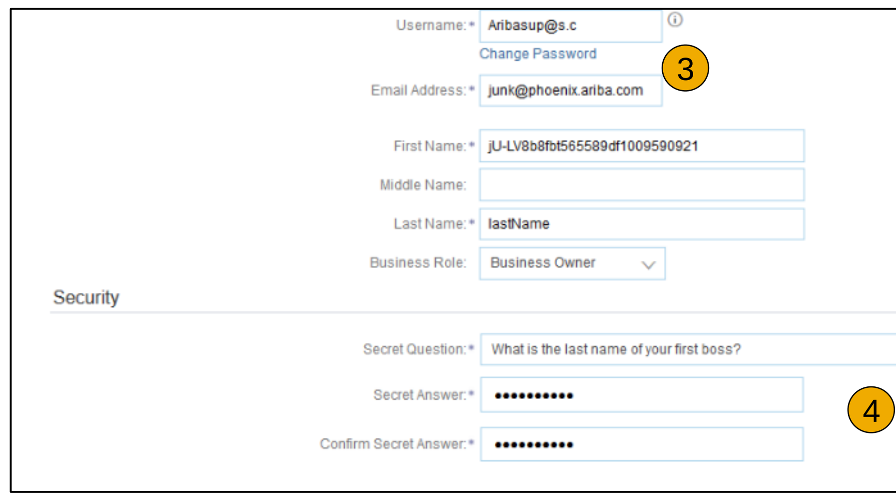
Enhanced User Account Functionality

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.



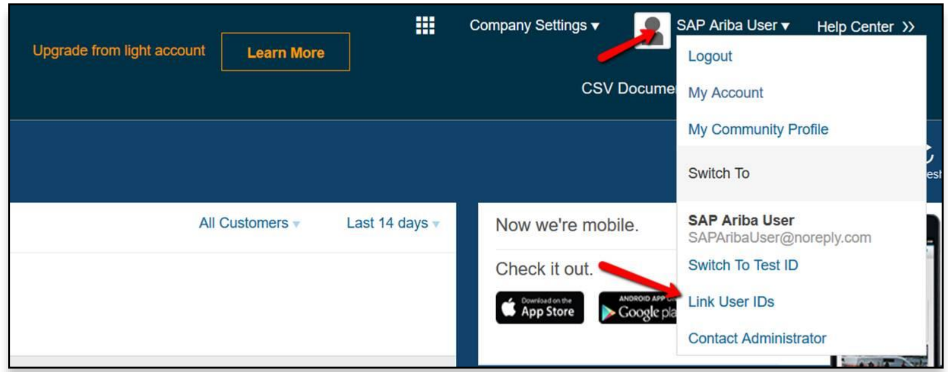




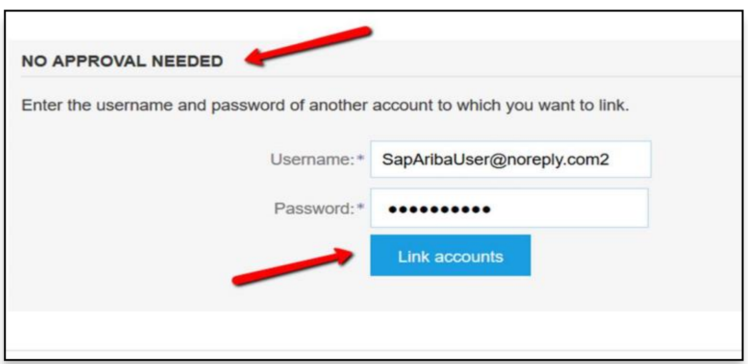
Link Standard Account & Enterprise Account User IDs - Optional

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

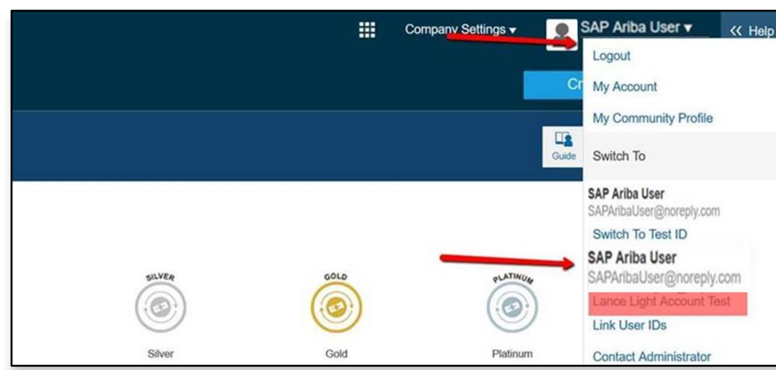
Once a User ID is linked it cannot be unlinked



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:

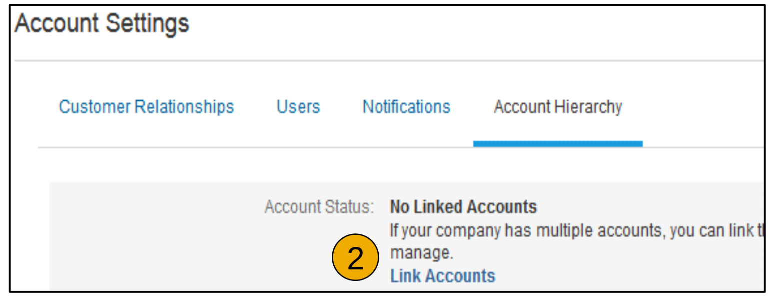
- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

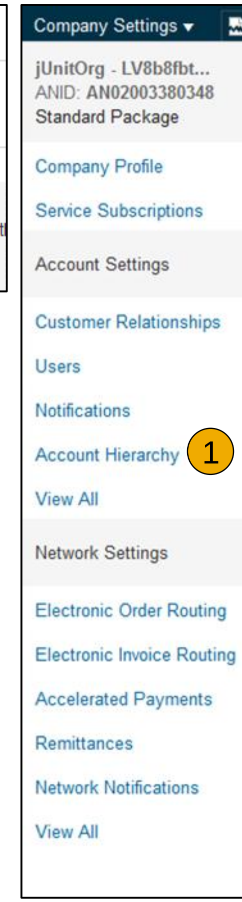
The administrator of the Parent account cannot take following actions:

- 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.

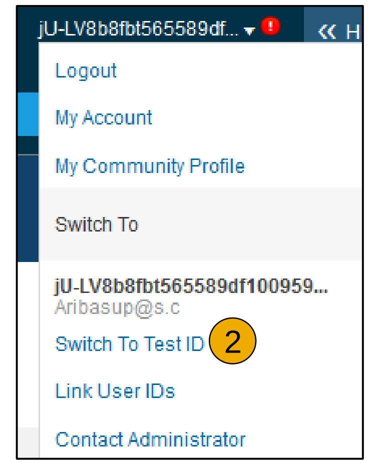


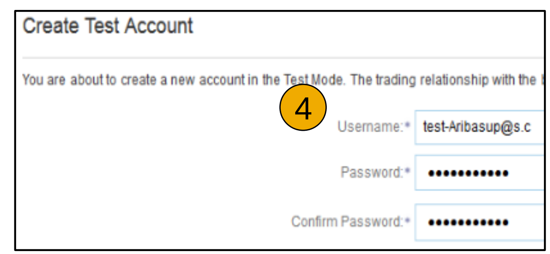


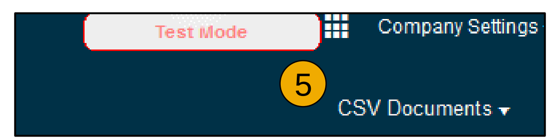
Set Up a Test Account

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).







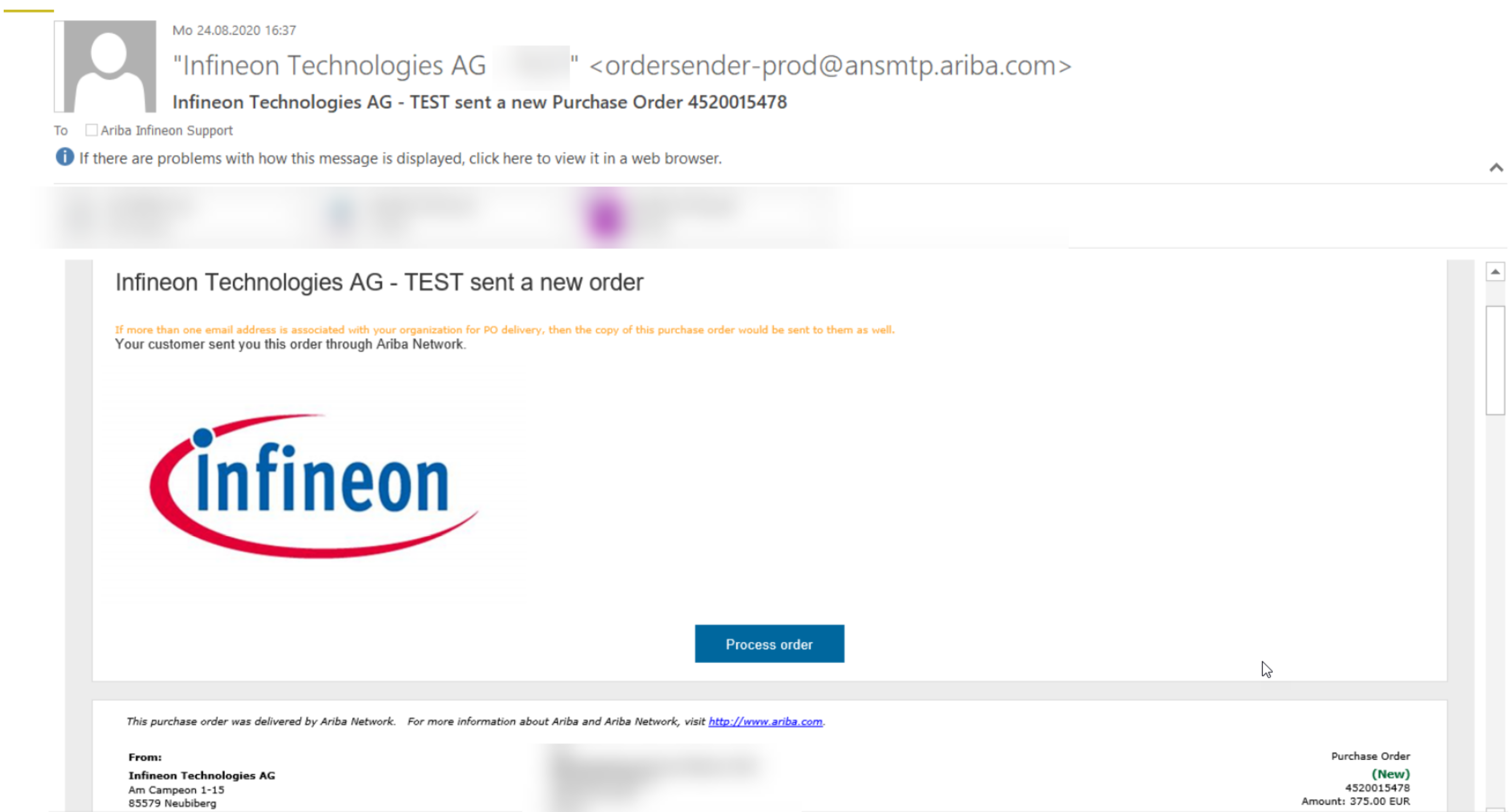
SECTION 3: Purchase Order Management

How to Access Purchase Orders

How to Resend Purchase Order

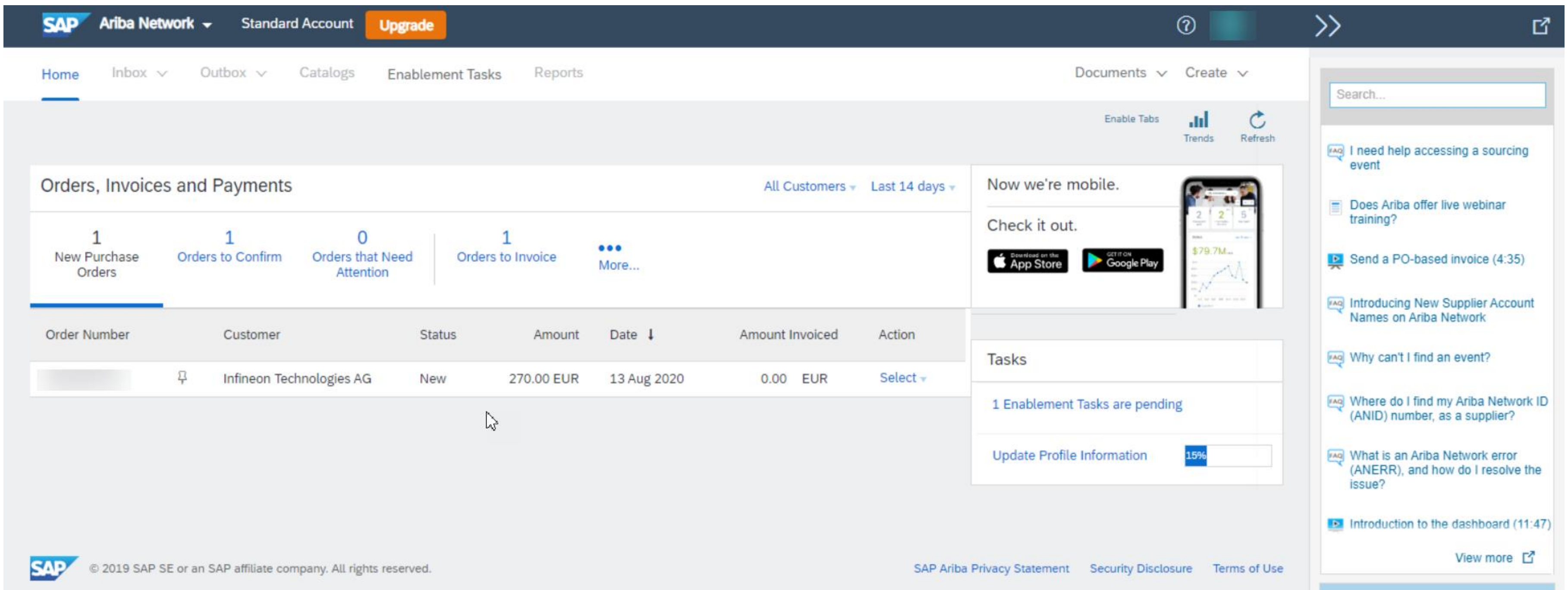
Receive Interactive Email Order from Customer

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



Ariba Network – Standard Account Interface

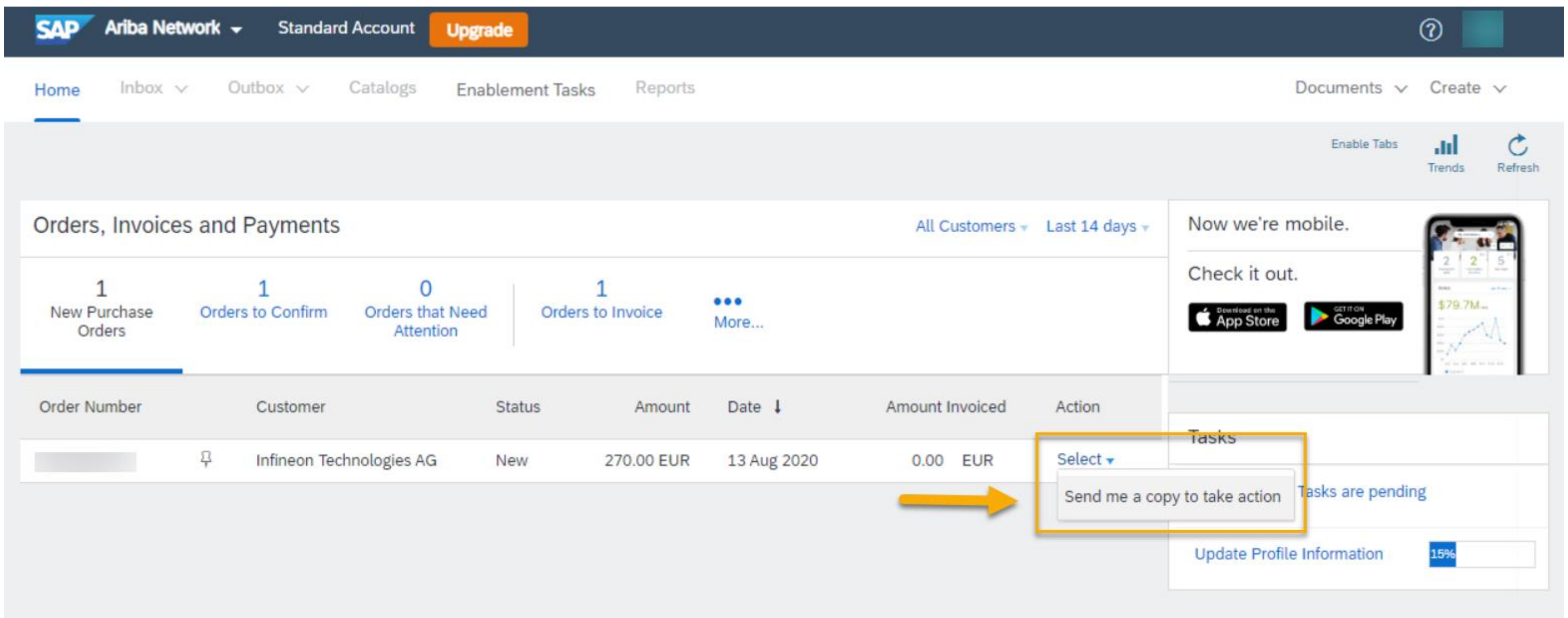
Once you finish the account configuration and click on “Registered”, you will see the following interface:



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)

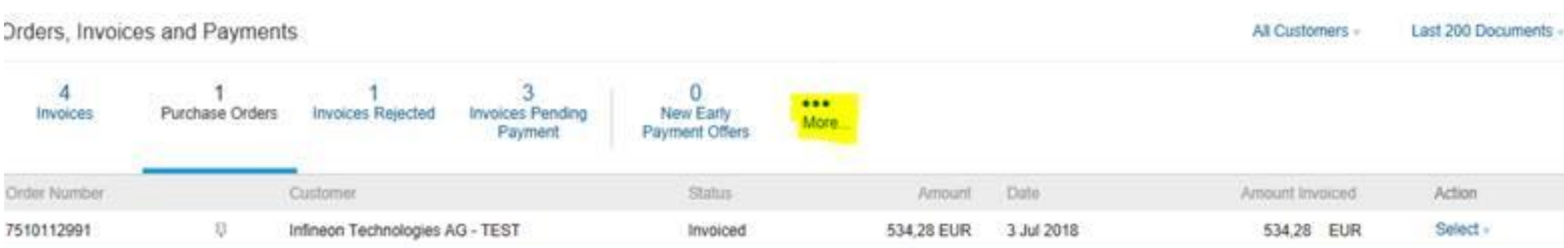


How to resend Purchase Order 1/3

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".

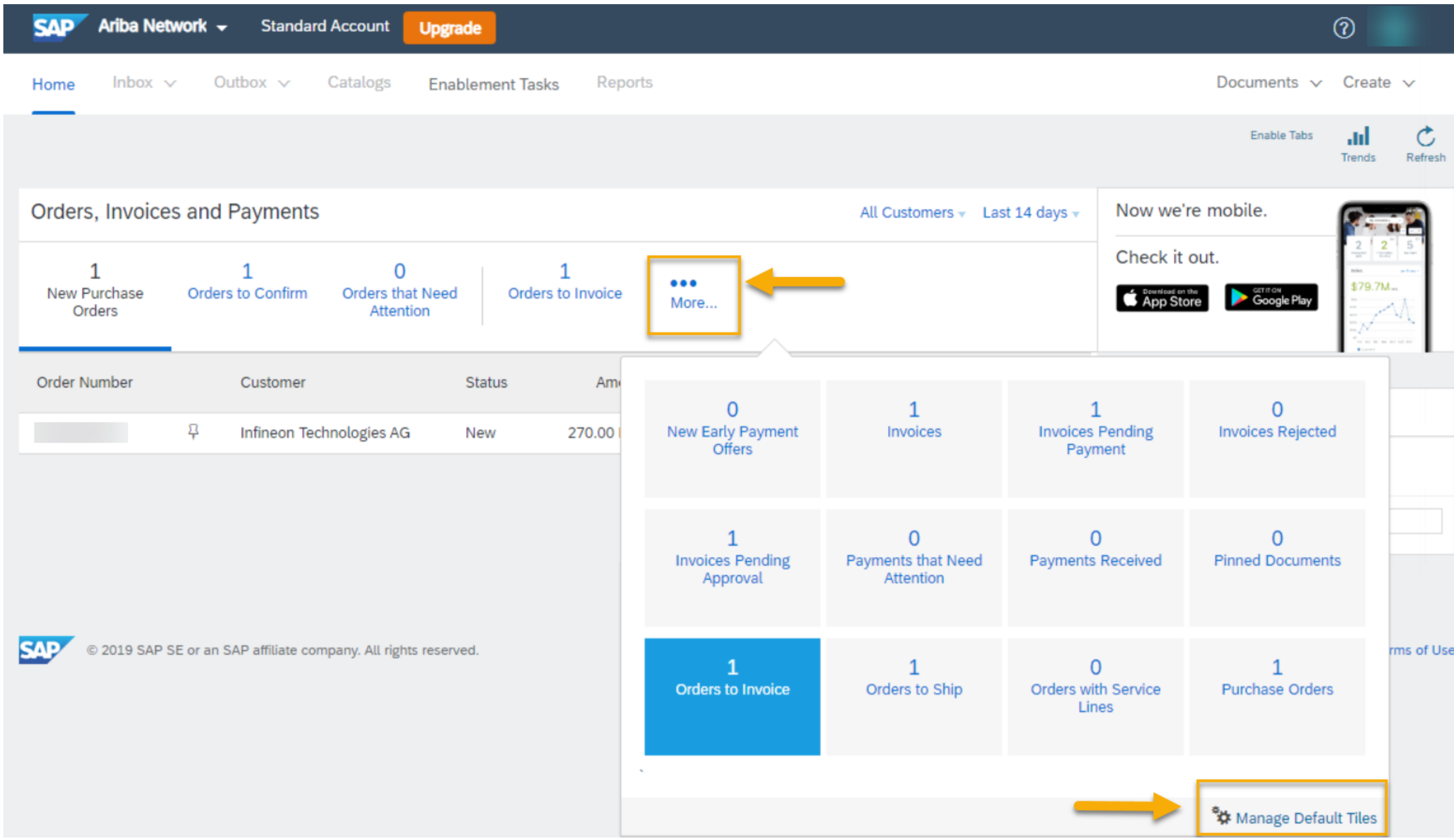
In case you don't have the tile "Purchase Orders" in your Dashboard, kindly do the following steps:

•Click on "More"



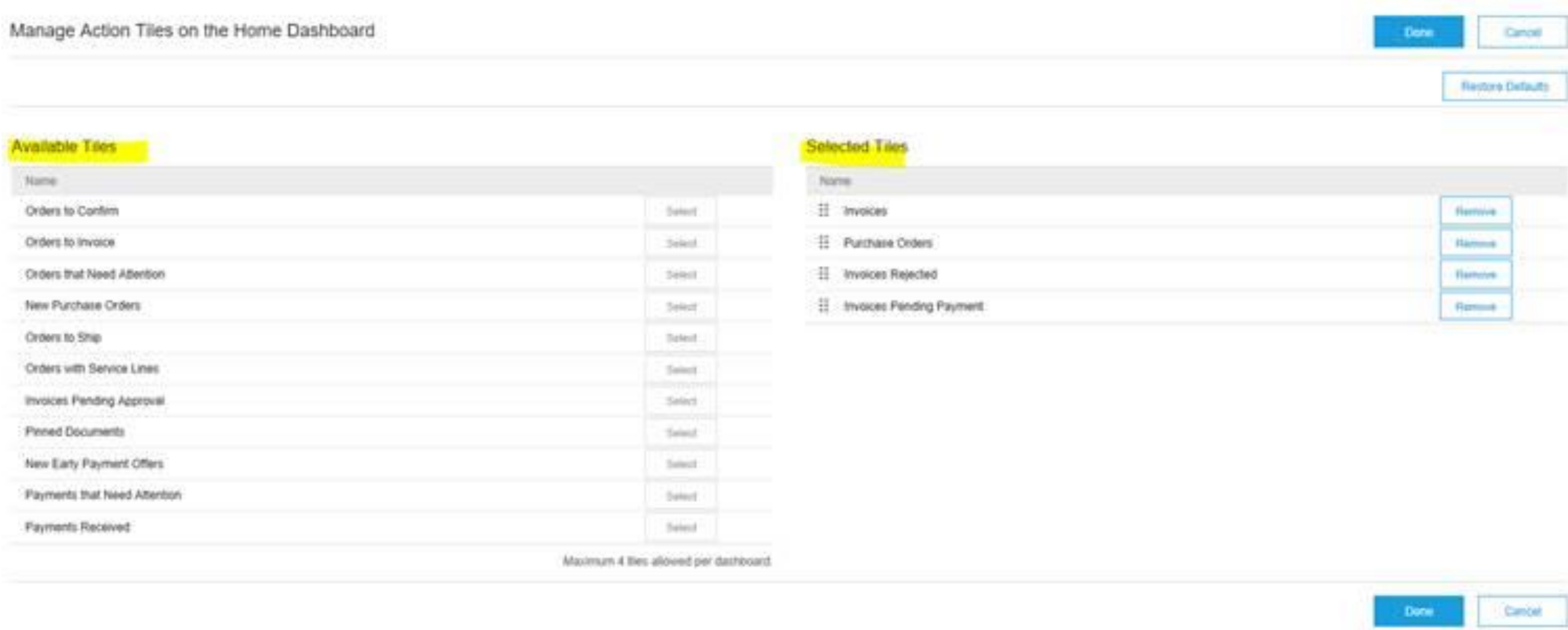
How to resend Purchase Order 2/3

•Click on "Manage Default Tiles"



How to resend Purchase Order 3/3

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



SECTION 4: Other Documents

Order Confirmations (OC)

- Confirm Entire Order
- Reject Entire Order
- Update Line Items

Advanced Ship Notices (ASN)

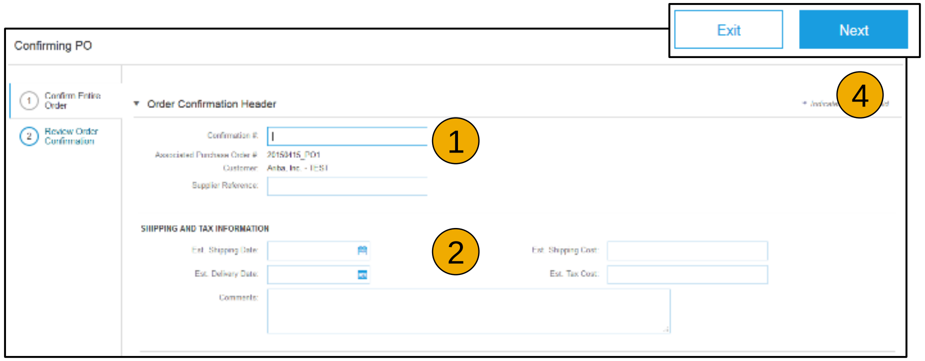
- Create Ship Notice
- Delivery Terms and Transportation Details
- Details
- Submit Ship Notice and Status

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.

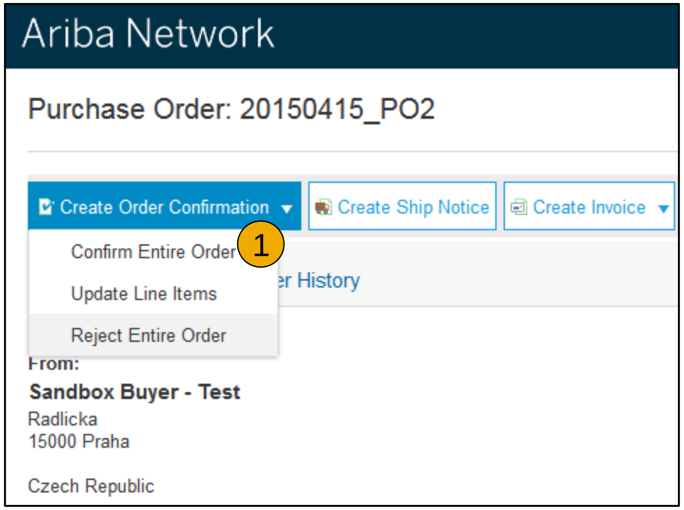
Trouble With Your OC?

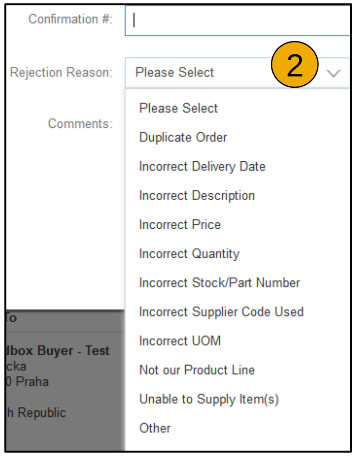
Create Order Confirmation

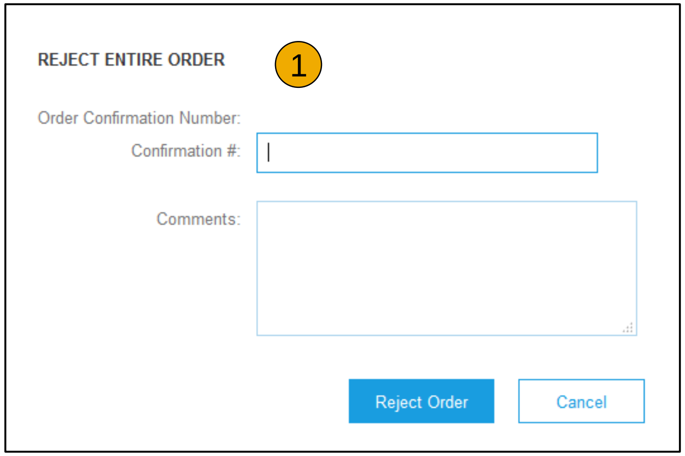
Reject Entire Order

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)





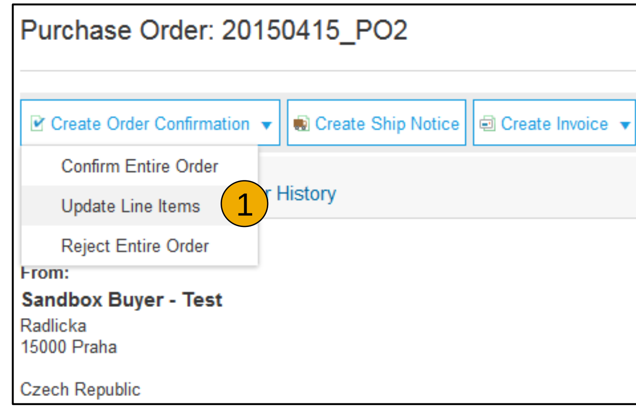


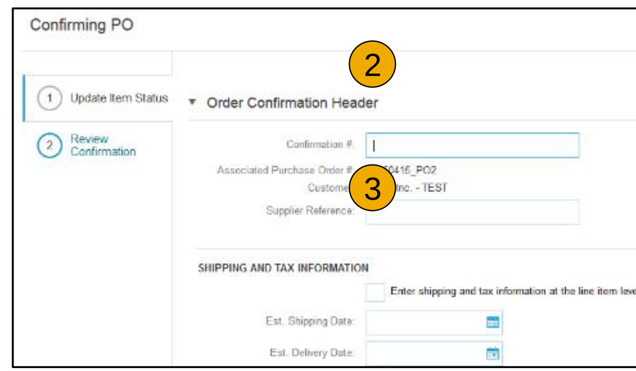
Create Order Confirmation

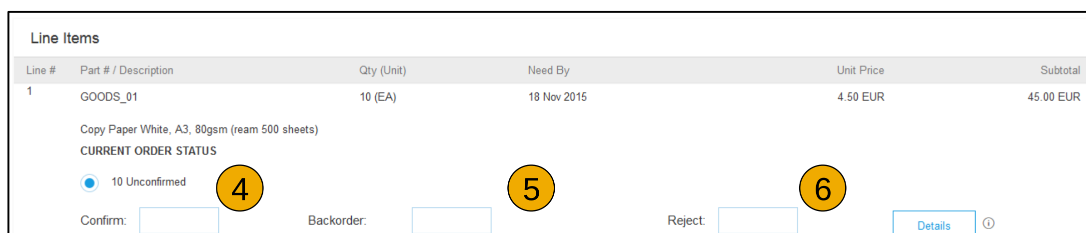
Update Line Items

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.







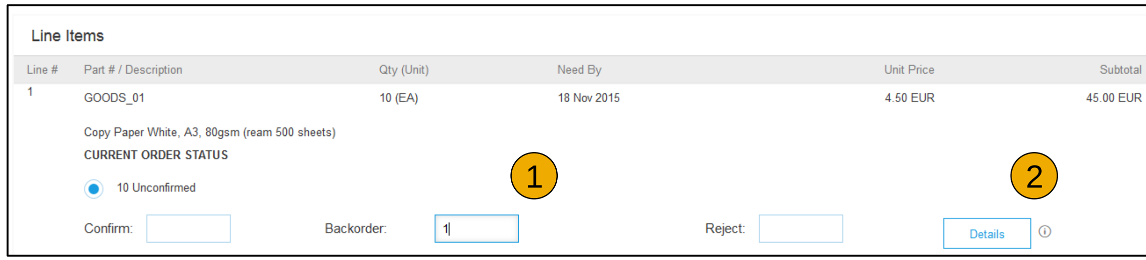
Confirm Order

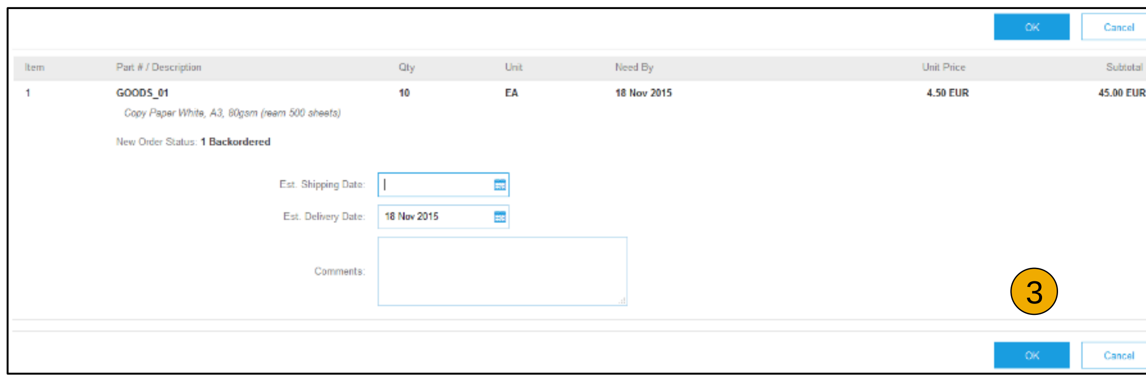
Update Line Items - Backorder

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.

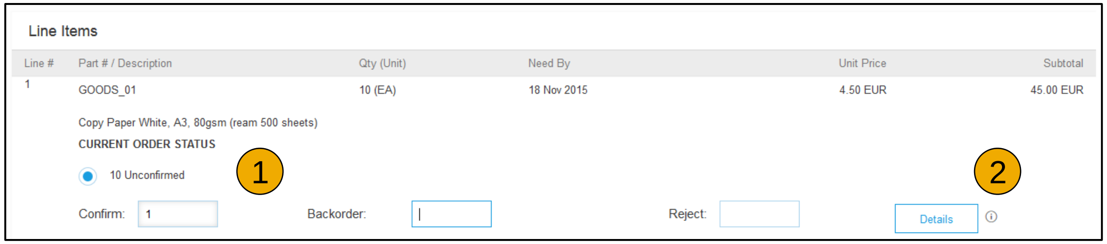


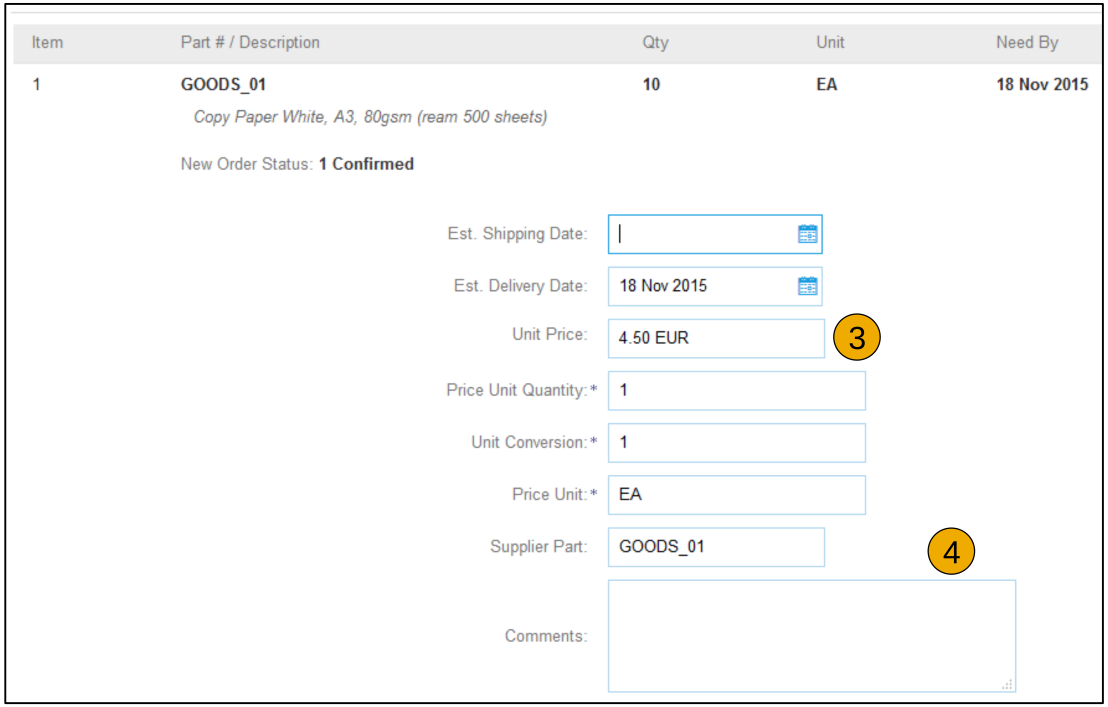


Confirm Order

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.

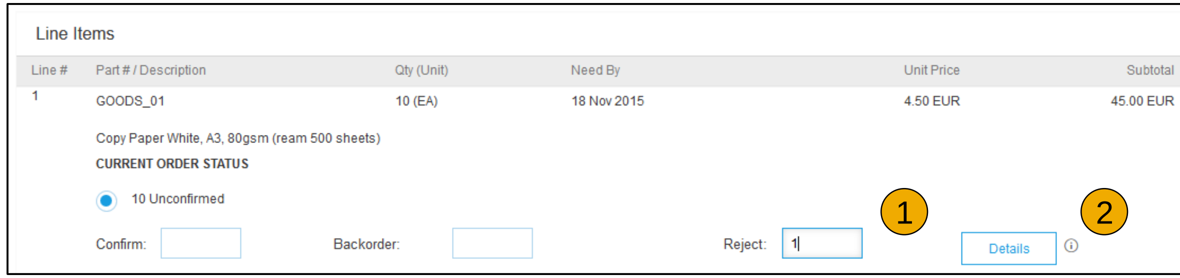


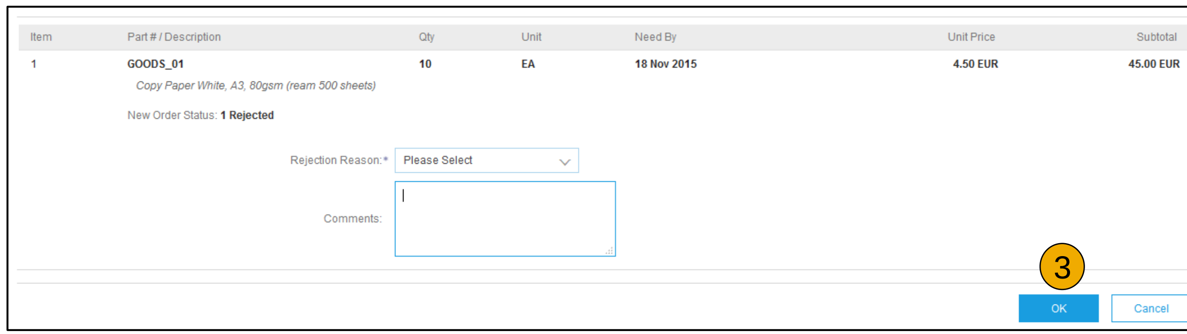


Confirm Order

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.

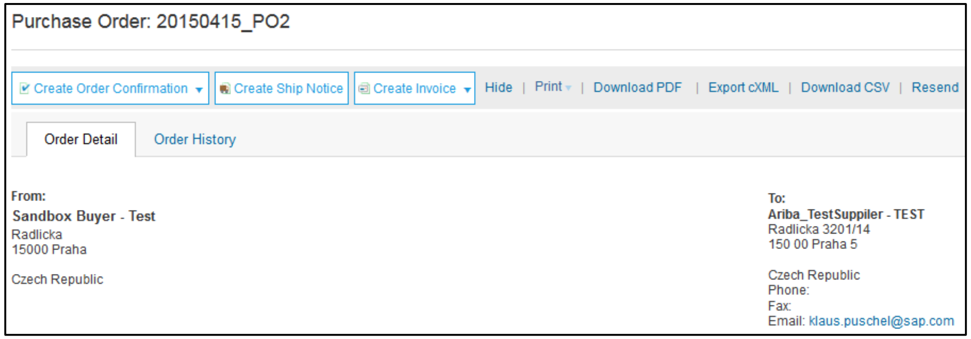


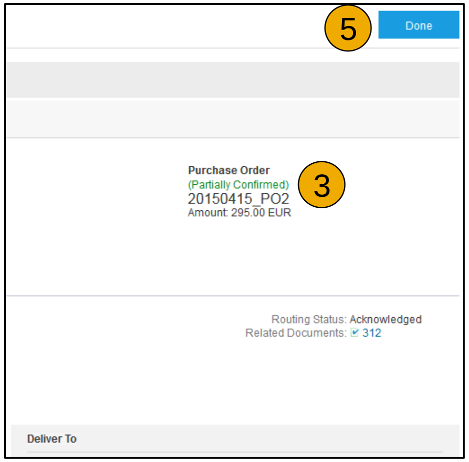


Confirm Order

Update Line Items

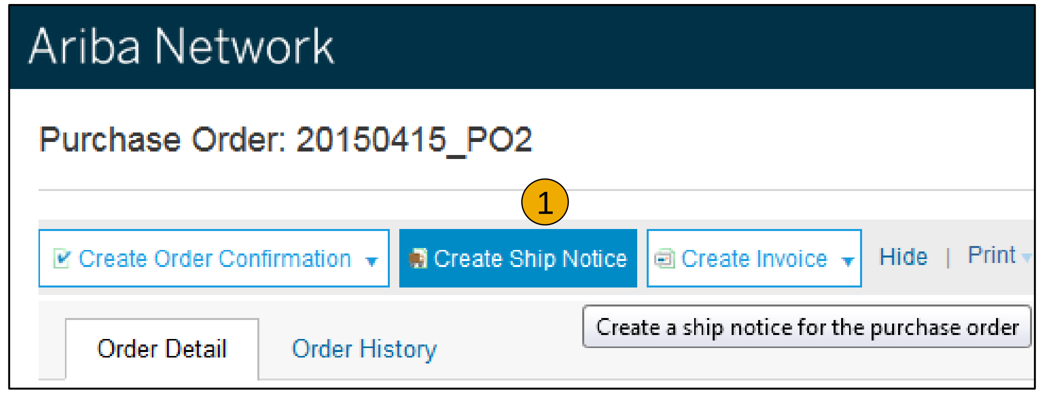
1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Infineon.
3. **The Order Status will display** as Partially Confirmed if items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

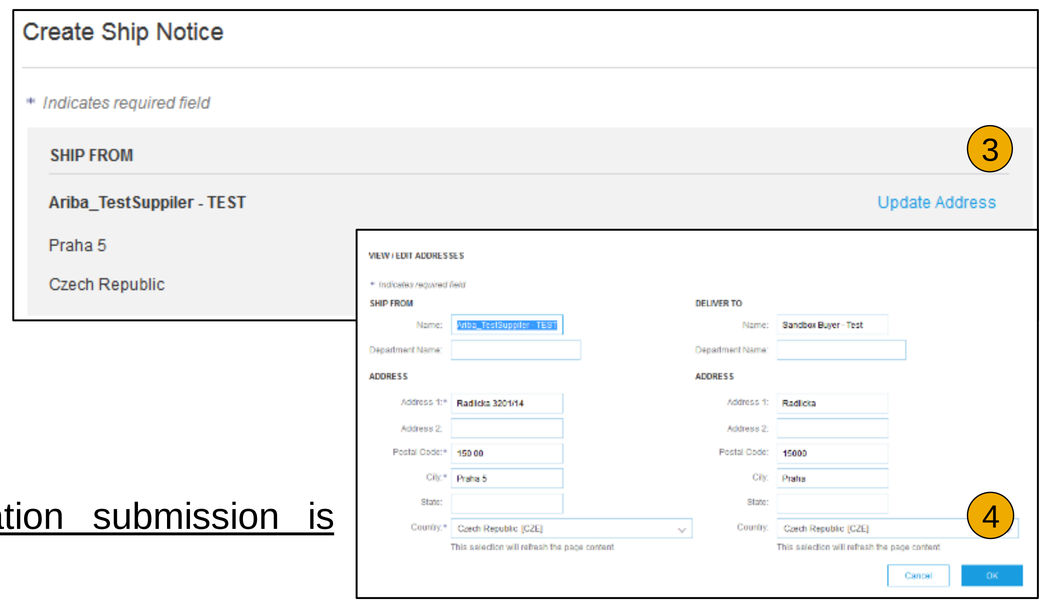




Create Ship Notice

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.

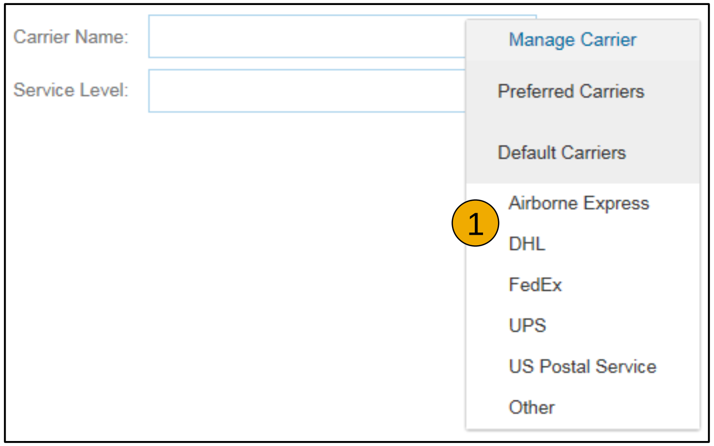


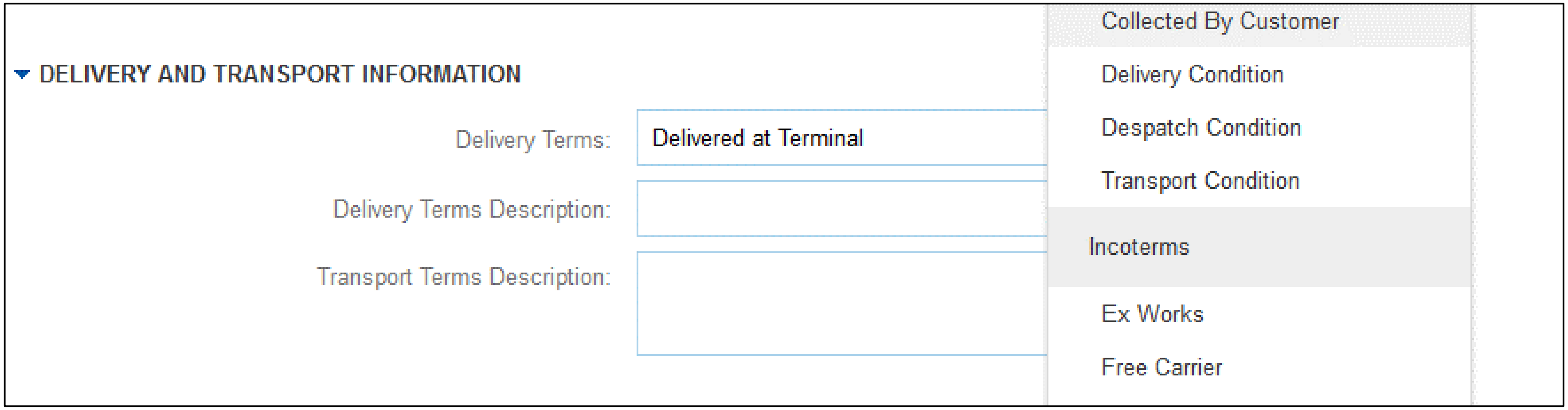


<u>Please be reminded that Order Confirmation submission is required for Ship notice creation.</u>

Create Ship Notice
Delivery Terms and Transportation Details

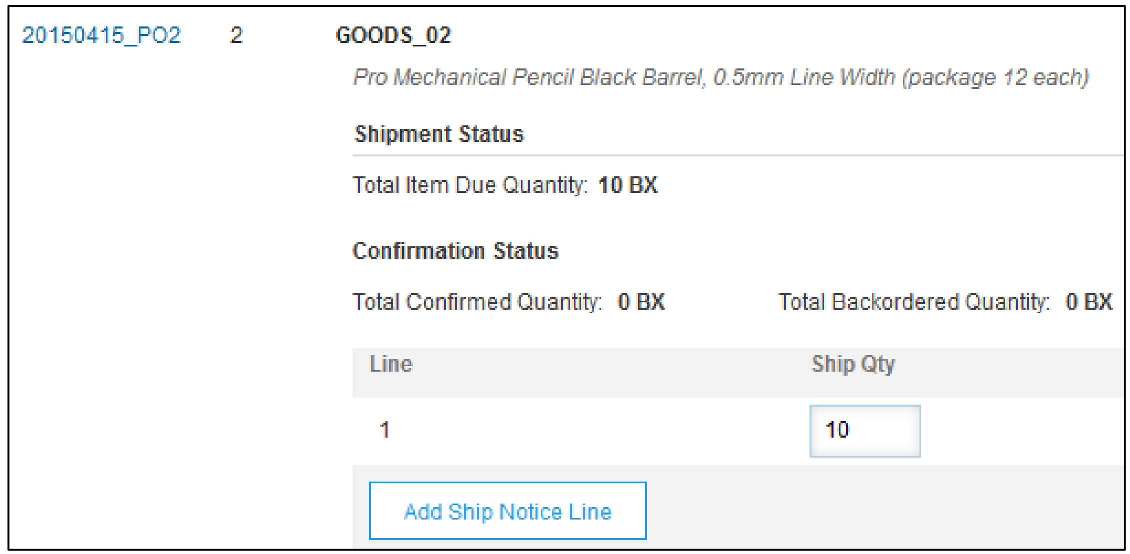
1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

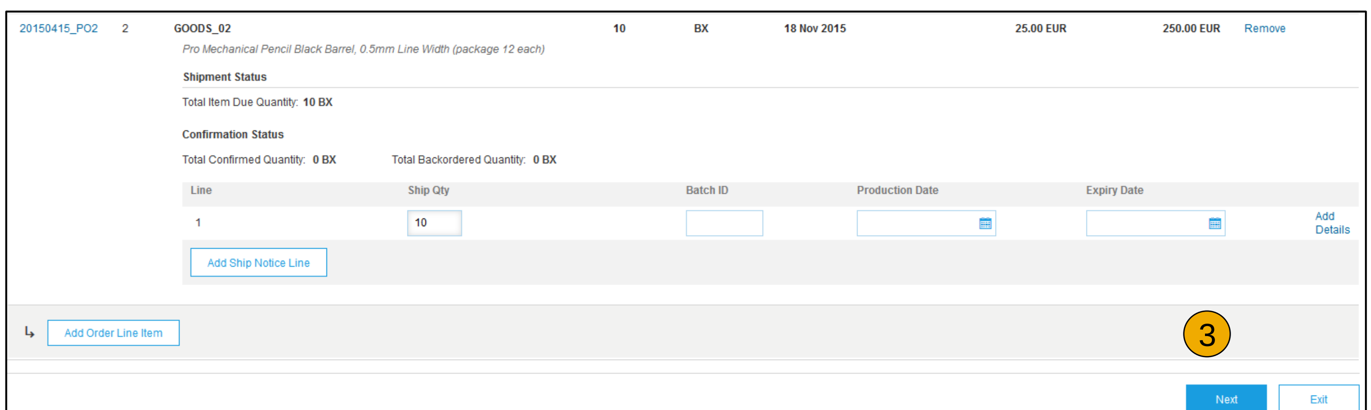




Create Ship Notice
Details

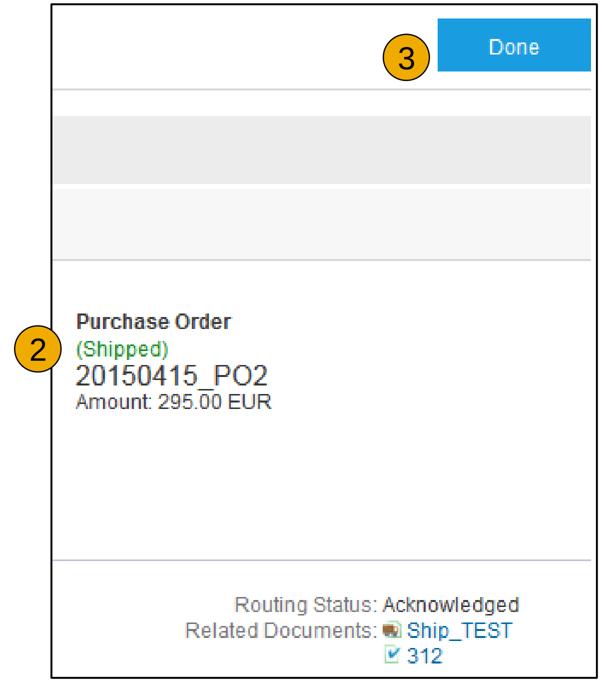
1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
3. **Click Next** to proceed to review your Ship Notice.





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

Invoice Information

- Invoice process flow
- Infineon Invoice Rules

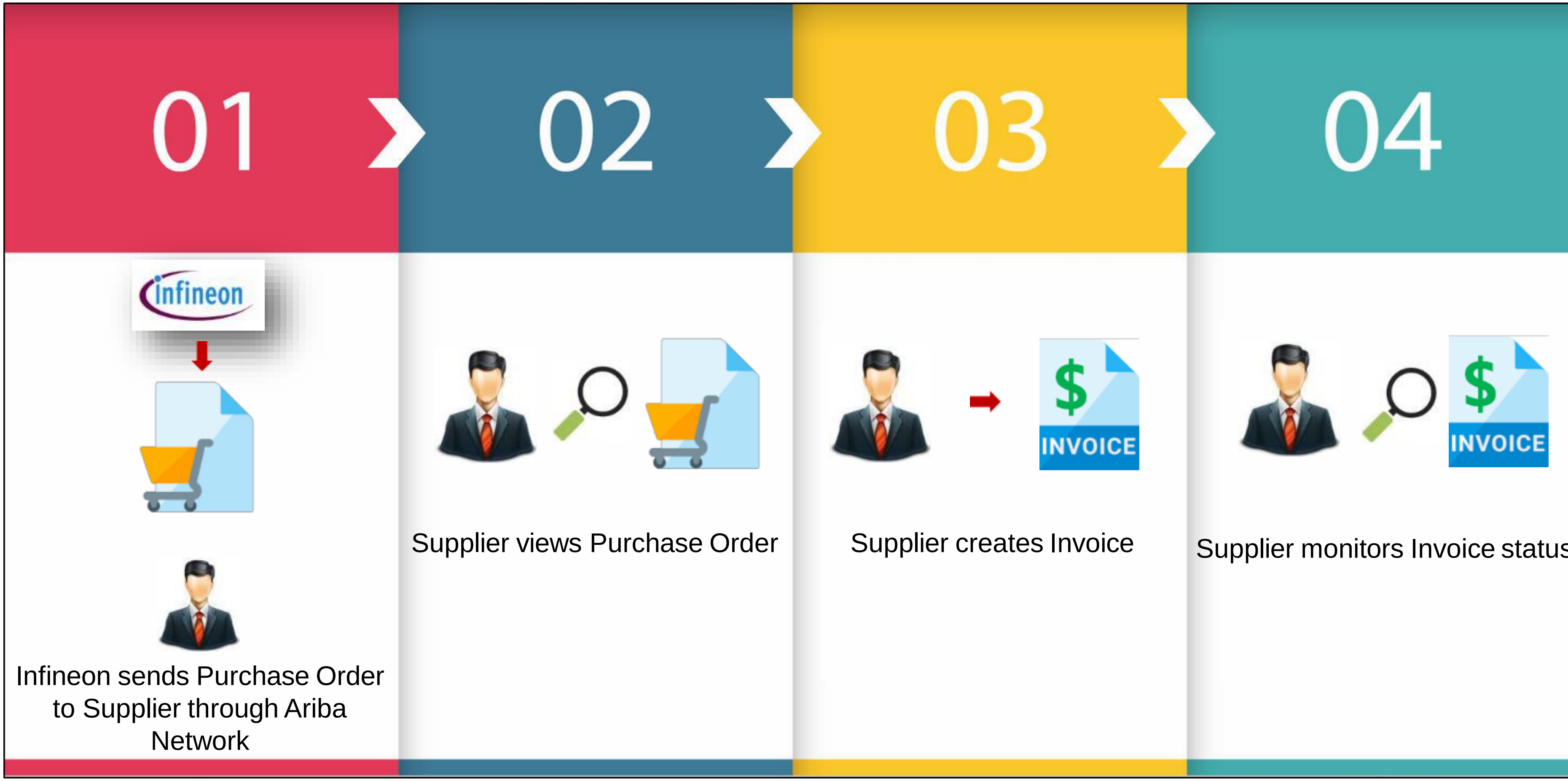
Invoice Methods EMEA

- Creation of PO Invoice
- Creation Non-PO Invoices
- Creation of Service Invoice
- Creation Credit Memos
- Modifying Invoices
- Invoice Status, Search and
- Packaging Costs

Invoice Methods APAC

- Creation PO Flip
- Creation Non-PO Invoices
- Creation of Service Invoice
- Creation Credit Memos
- Invoice management – Copy Invoice
- Modifying Invoices
- Invoice Status, Search and

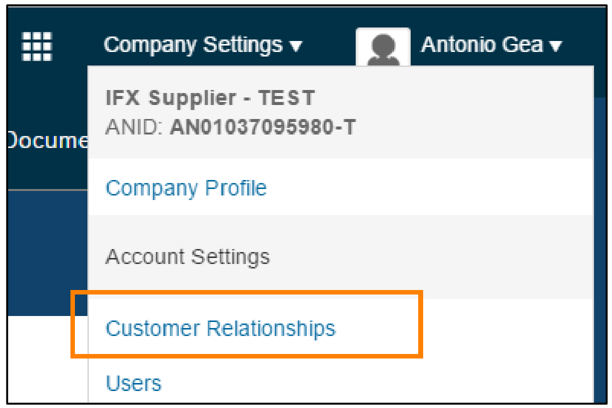
Invoicing process flow



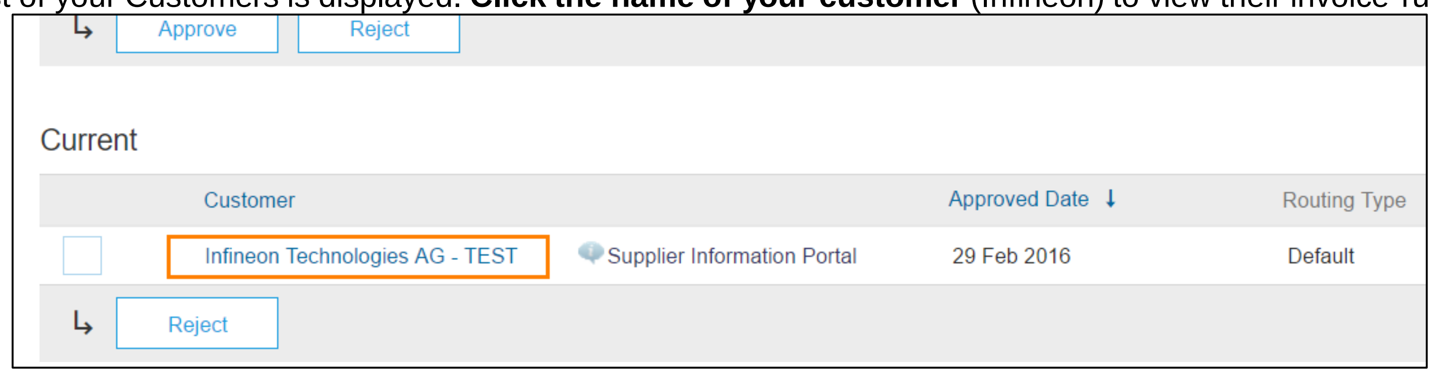
Infineon Invoice Rules

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.

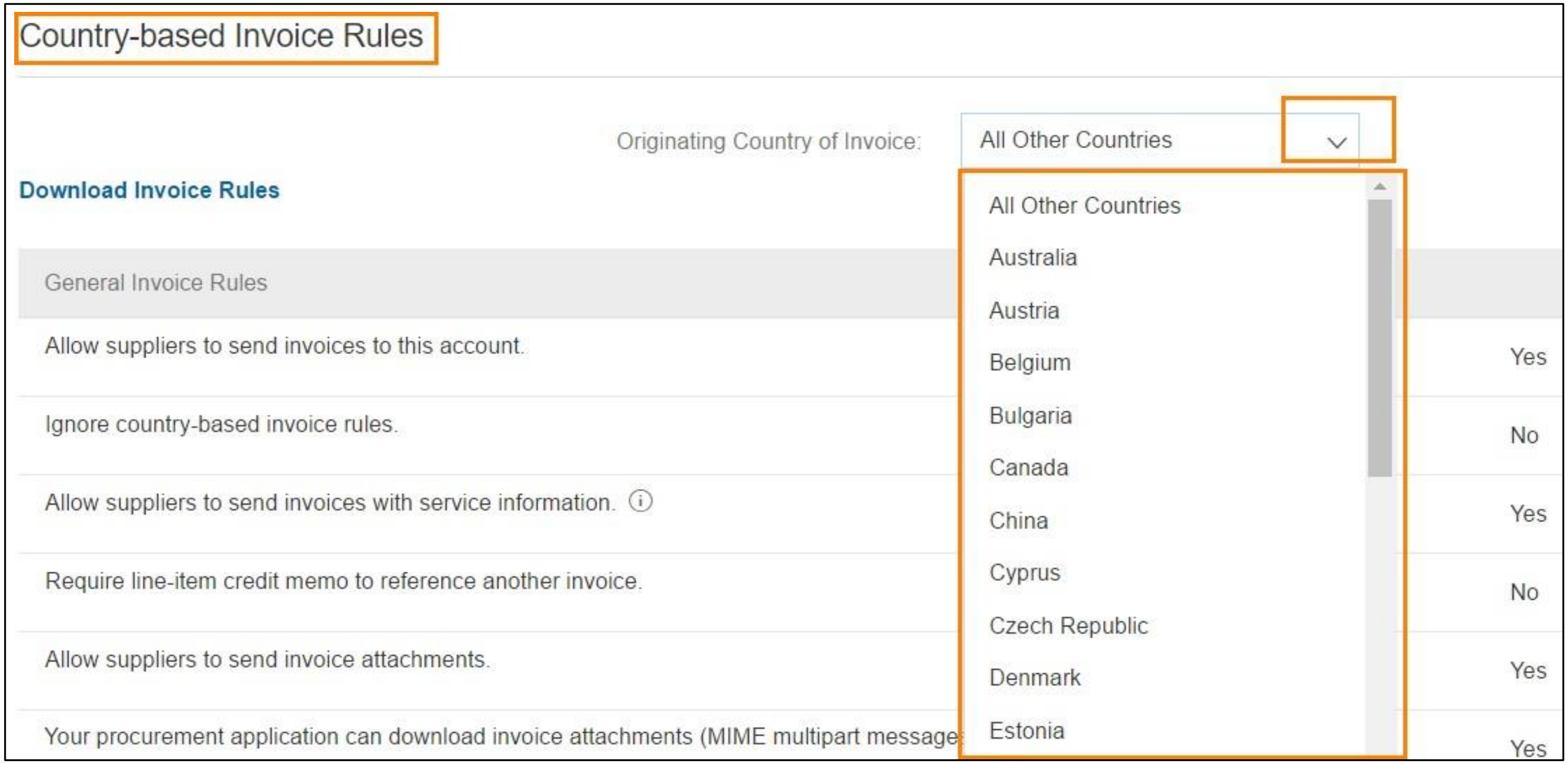


4. Scroll down to the Invoice Rules section and view the invoice rules.

Infineon Invoice Rules

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

5. 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

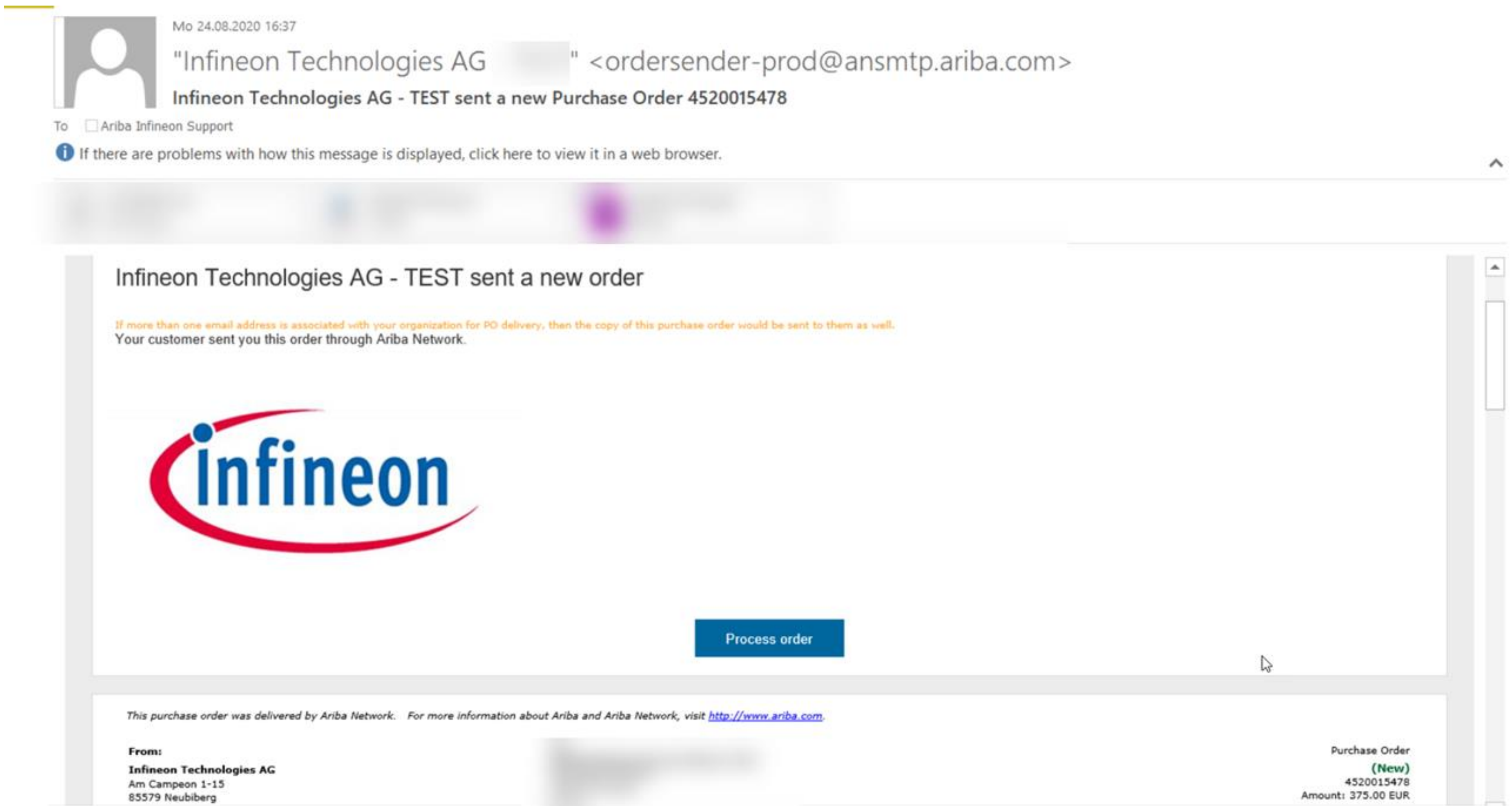


6. Click **Done** when finished.

Starting Invoice Process

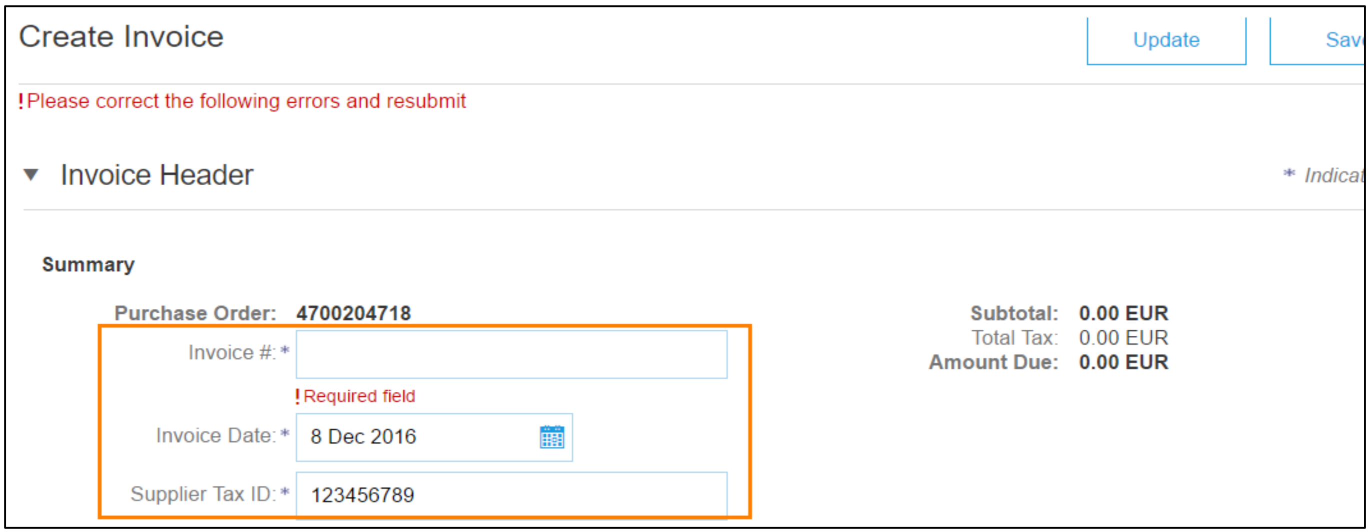
You`lll receive interactive email through which you can access the Purchase Order.

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

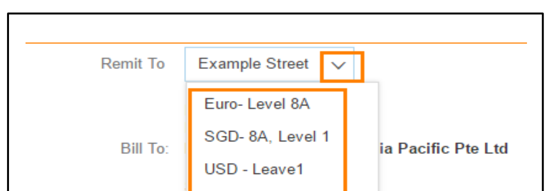


PO Flip Invoice - Header

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

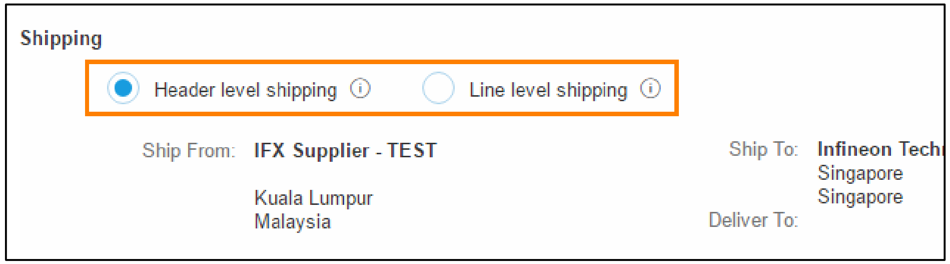


2. Select **Remit-To** address from the drop down box. In case the supplier has different bank accounts for different currencies, the remit to should **match the invoice currency**. This is the Remit To you have in your system. To configure **Remit To** follow instructions on page Configure Settlement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



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.



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

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?

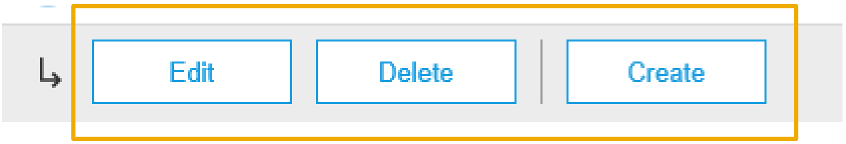
- ✓ **Sold To**: Bill to from Purchase Order is copied to Sold to in Invoices
- ✓ **Bill From**: Supplier account (Admin Account top right corner > My account > section Contact information)
- ✓ **Bill To**: coming from PO, can be edited only when creating non-PO invoice
- ✓ **Ship To**: coming from PO, 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.

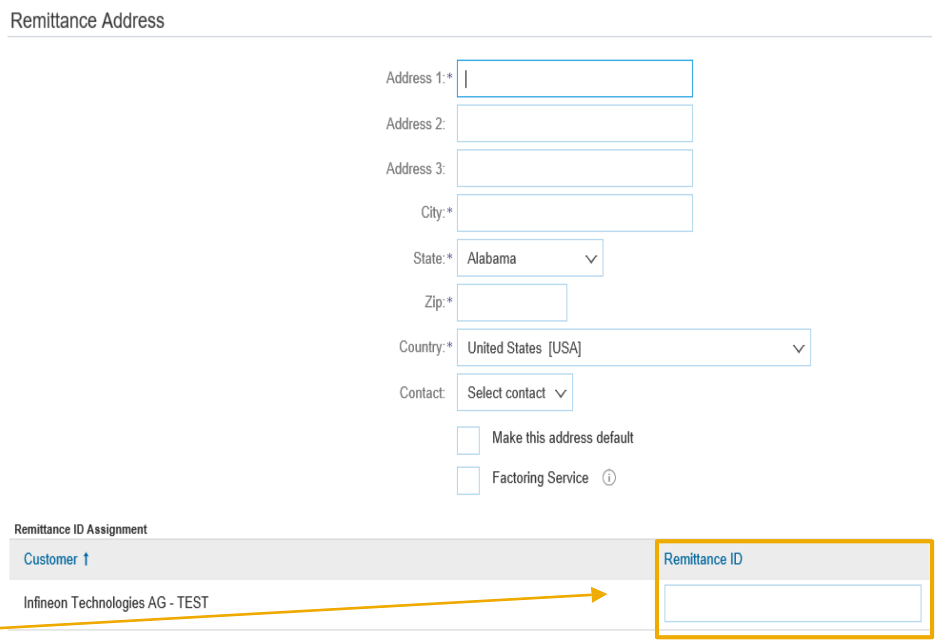
*VAT ID is required information by Infineon Technologies AG.

Remittances

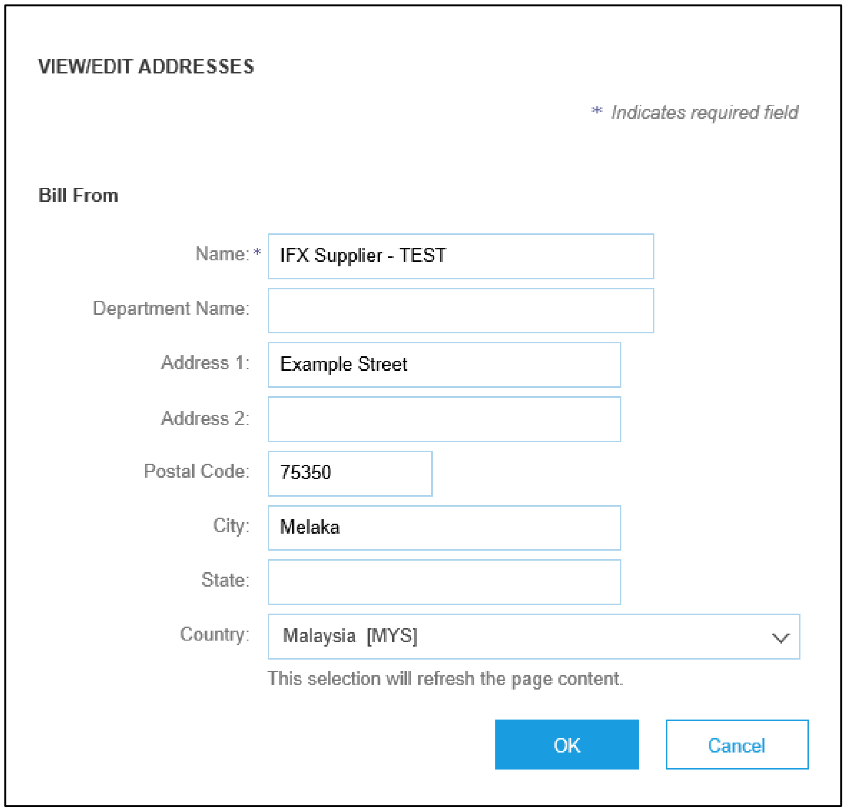
Click **CREATE** to create new company remittance information, or **EDIT**, if you need to change existing information



- 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



PO Flip Invoice – Bill From address on Header level



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

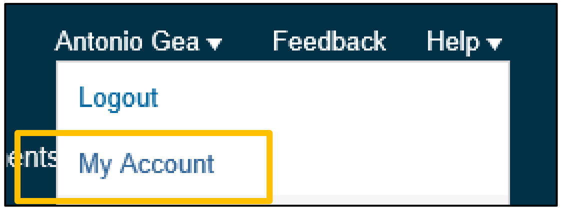
To change the address while creating invoice, please look for “Bill From” in the invoice being created and on the right side there is a “view/edit address” button to be clicked.

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

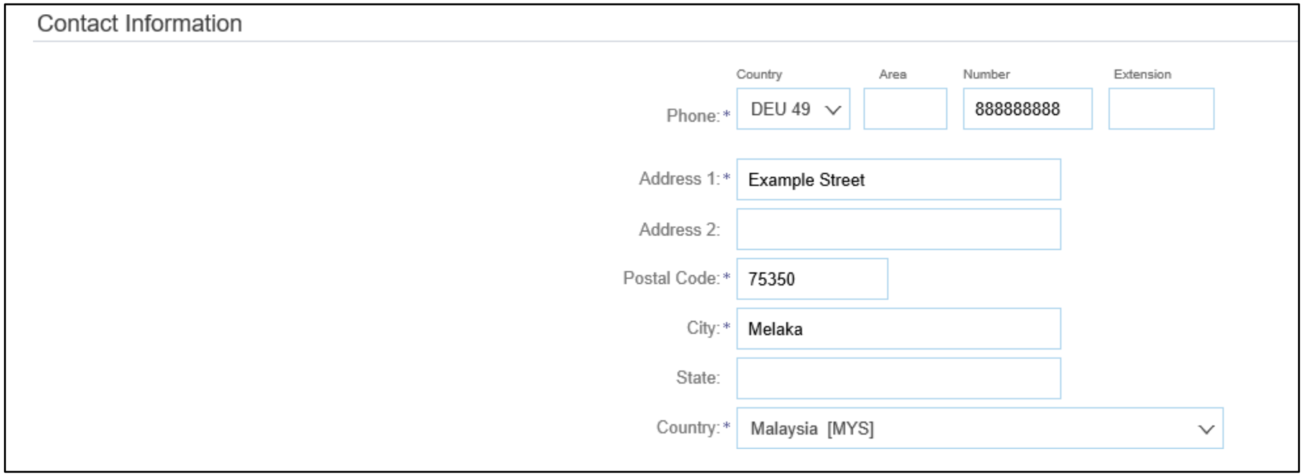
Once adjusted, please click “ok”.

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

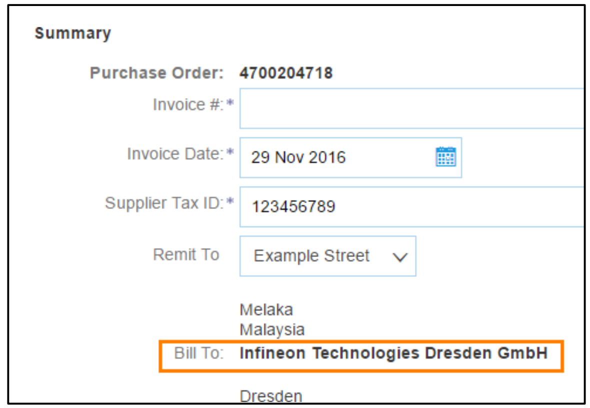


Afterwards, scroll down to "Contact information" and update the address. This address will be reflected in the Bill From Address when invoicing.

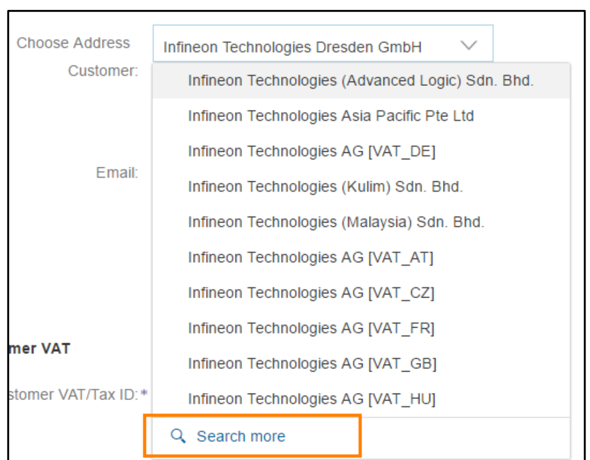


PO Flip Invoice – Sold to address on Header level

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



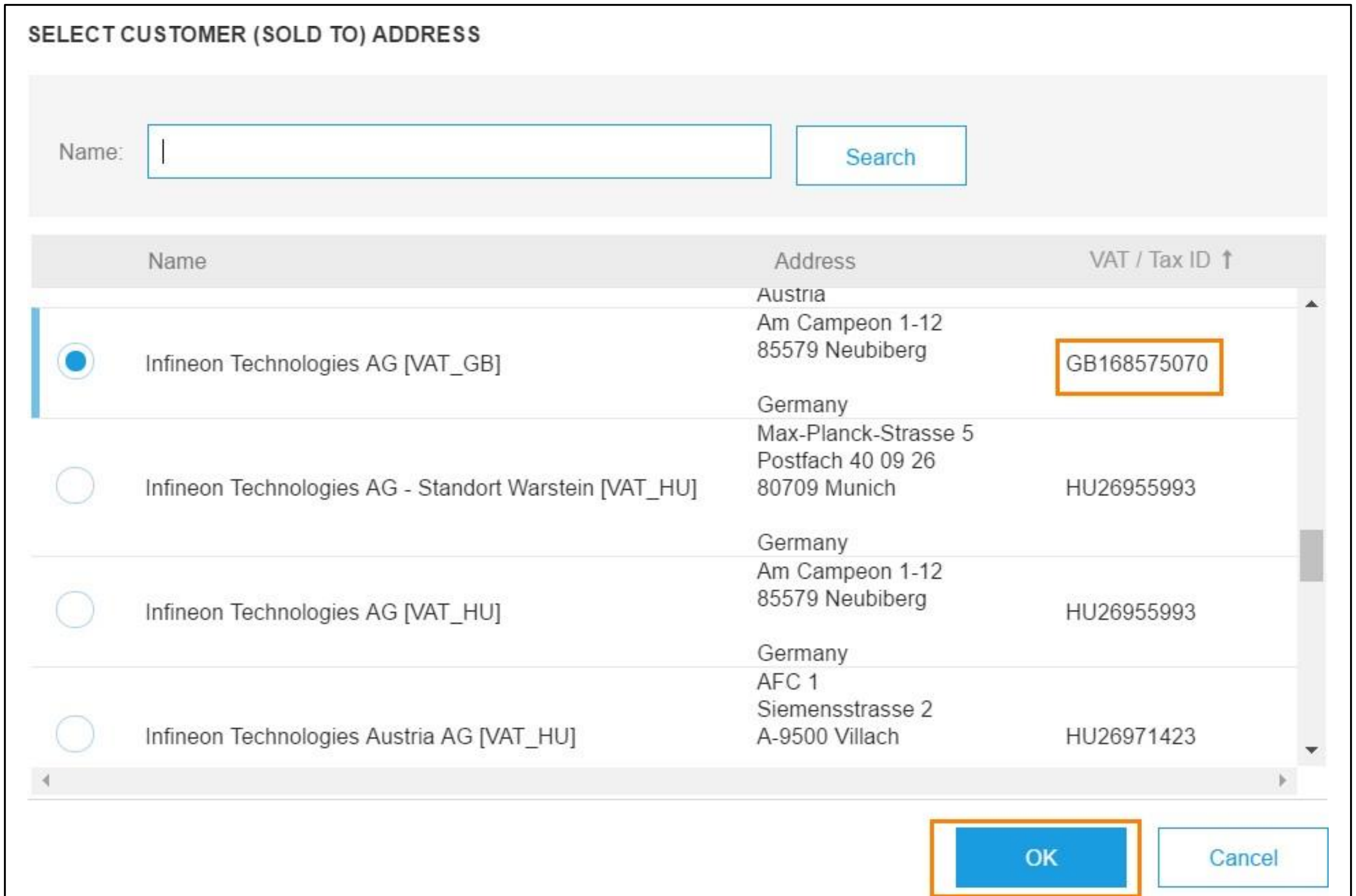
2. Please search the correct customer, based on the Infineon VAT / GST / Sales Tax ID you need to use. This is the Infineon's VAT ID you have in your system.



PO Flip Invoice – Sold to address on Header level

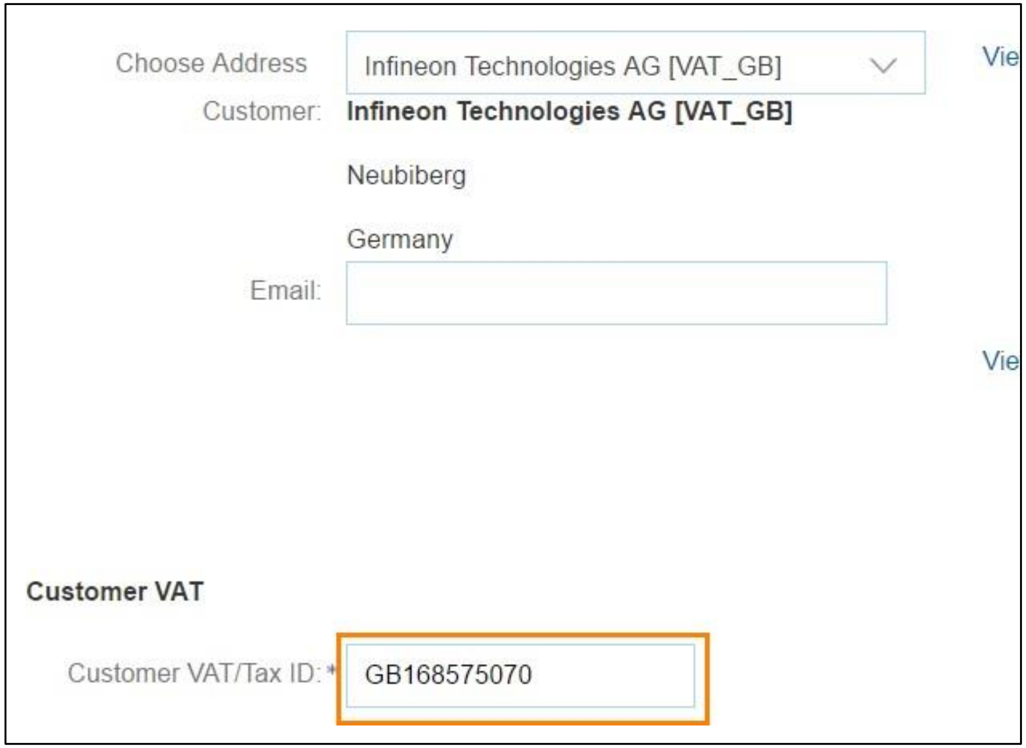
Example:

3. 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**



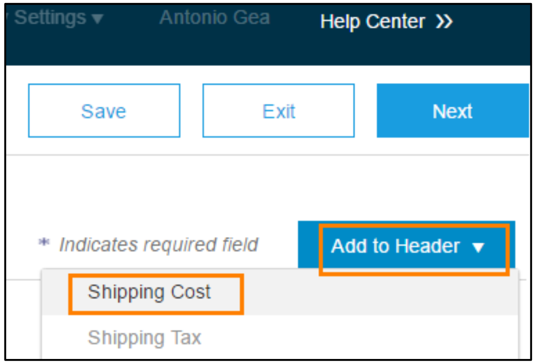
PO Flip Invoice – Sold to address on Header level

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



PO Flip Invoice – Shipping costs on header level

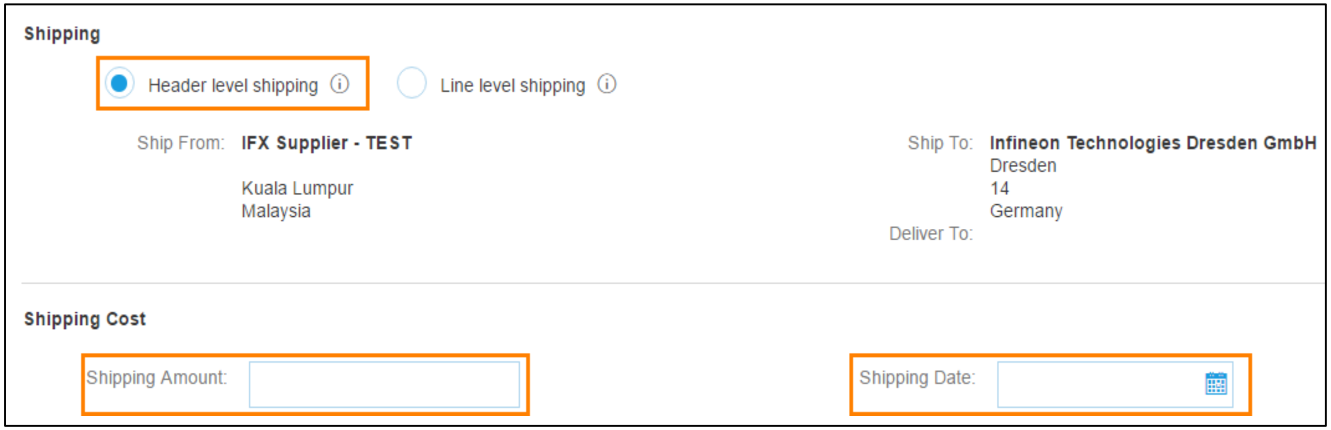
1. After selecting header level shipping you will need to add the **shipping costs** to the header through the radio button **Add to Header.** Select **Shipping costs** in the drop down menu.



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

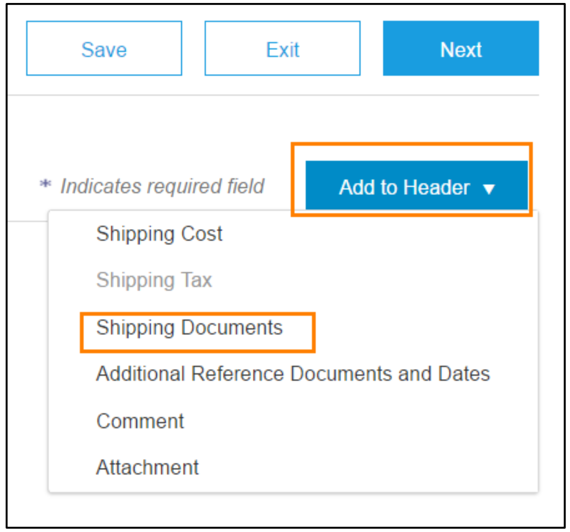
2. The screen will refresh and the shipping costs will be added under the shipping field in the header section

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.**

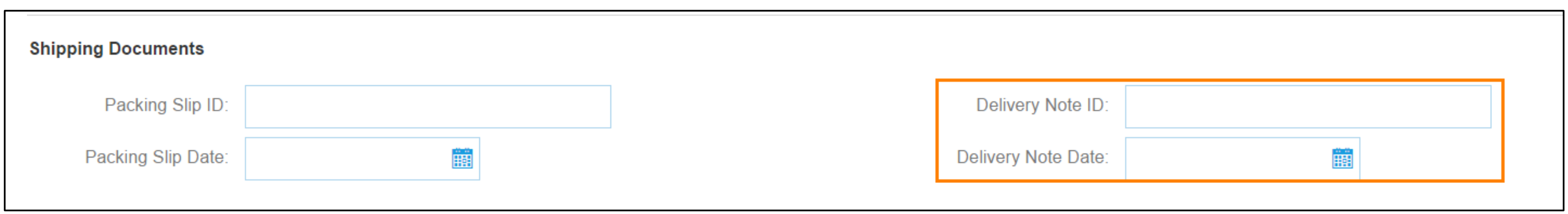


PO Flip Invoice – Shipping costs on header level

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

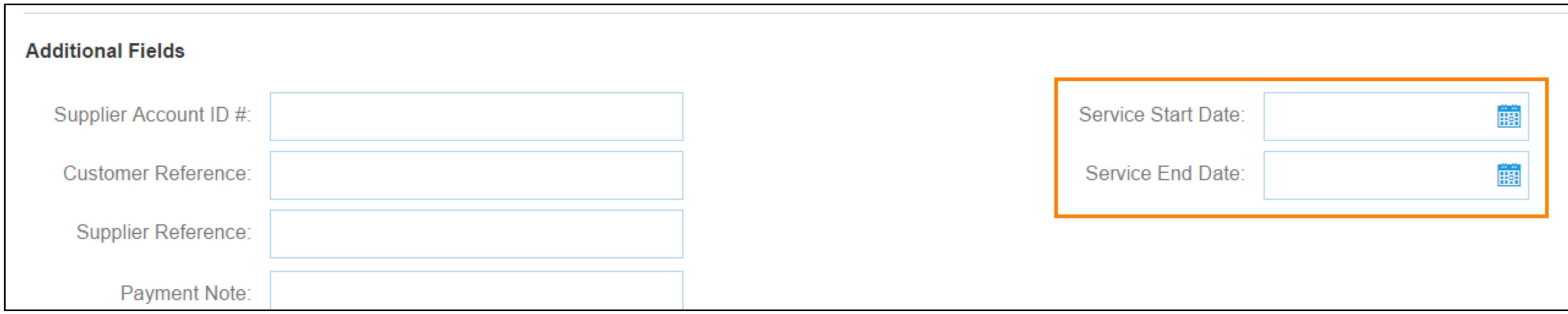


4. A new section appears in the Header of the invoice – **Shipping Documents.** Fill in Delivery Note number and date



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.

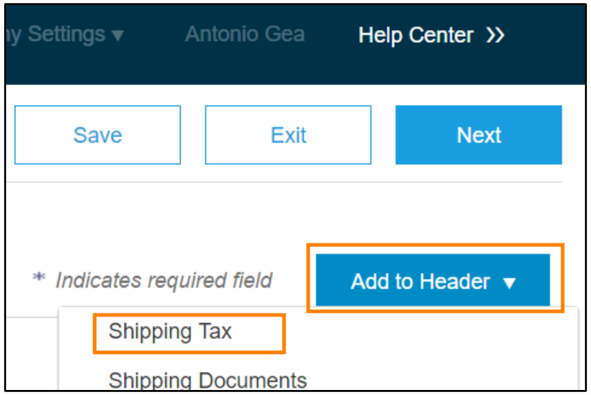


Note: Providing service period is a VAT requirement. For services in Europe service period must be shown

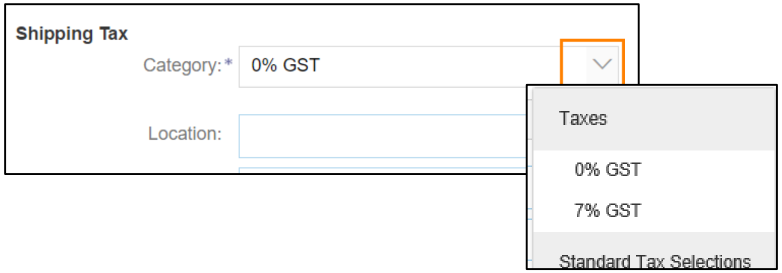
PO Flip Invoice – Shipping tax on header level

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



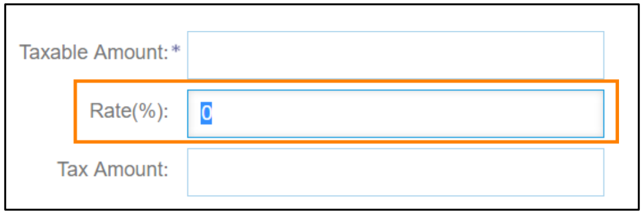
2. Select prepopulated taxes in the **category dropdown menu**



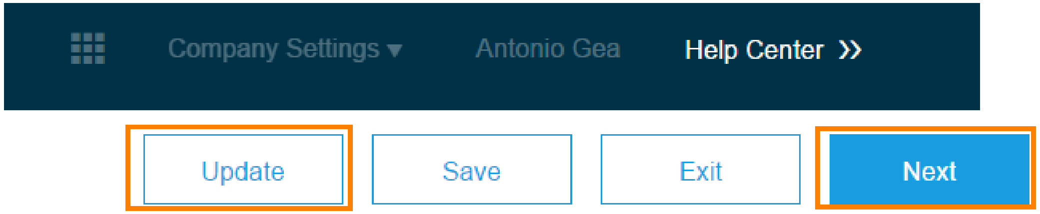
To configure Tax Menu, follow instructions on page PO Flip Invoice – Configure Tax Menu

PO Flip Invoice – Shipping tax on header level

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

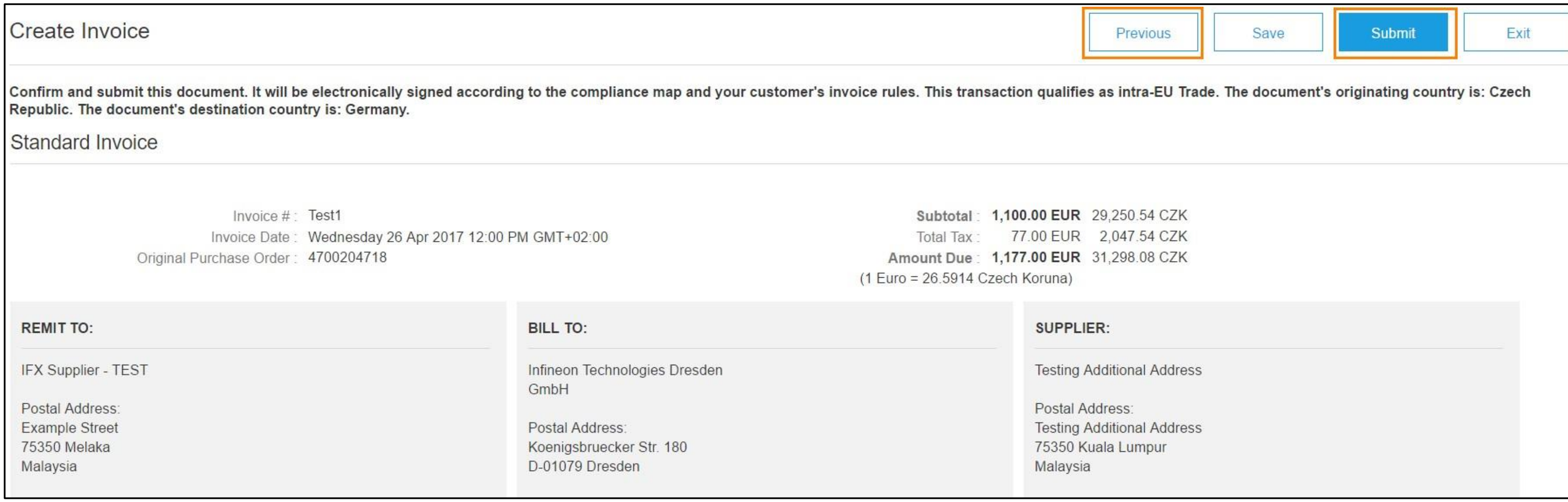


4. Hit **Update** or **Next** to have reflected Shipping Cost and Shipping Tax information you entered.



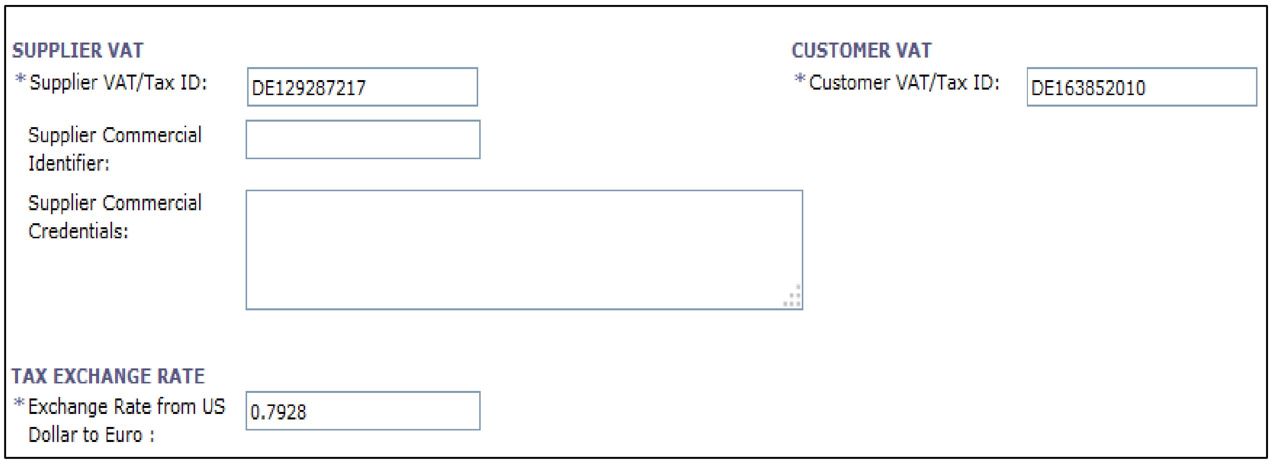
PO Flip Invoice – Shipping tax on header level

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.

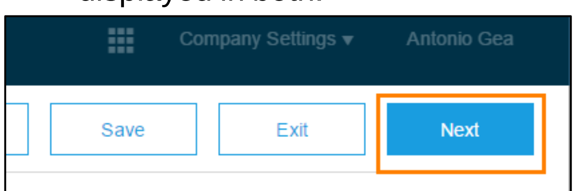


PO Flip Invoice – Exchange rate

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.



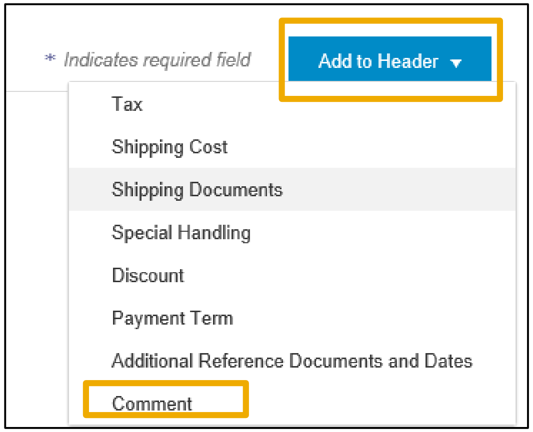
1. Click on Next to review the invoice summary in the control screen before submitting the invoice. The total tax and exchange rate are displayed in both.



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.

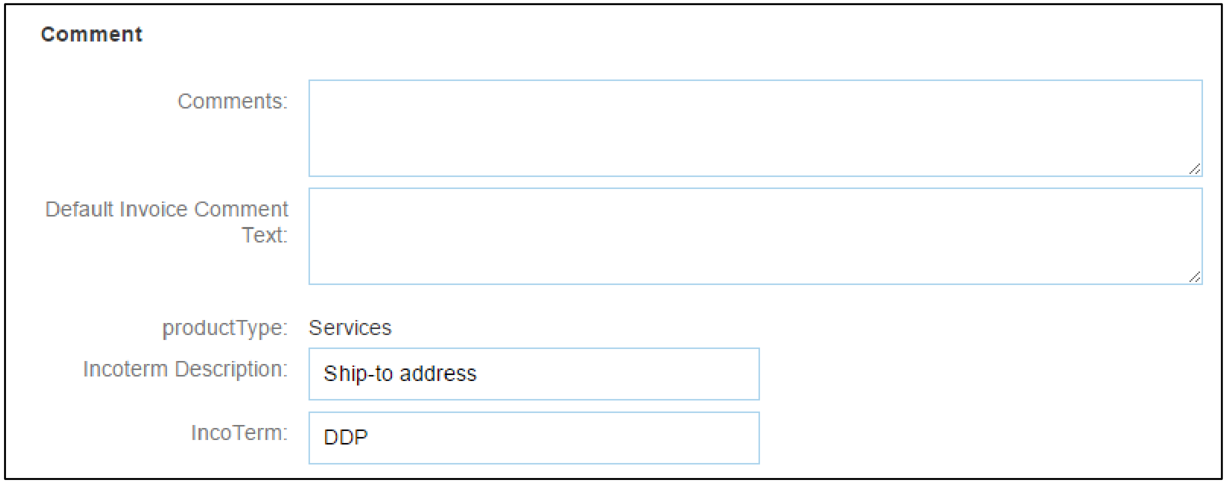
PO Flip Invoice – Comment at Header level

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.

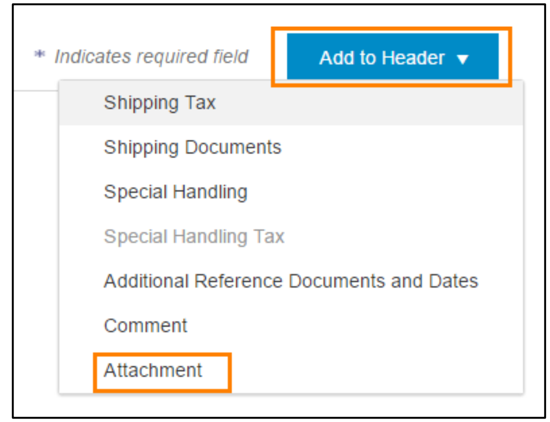
Note: In case the default invoice comment text it has not been set up please write the contact details, along with e-mail address to the person responsible for the invoicing in the Comments field. Comment field can also serve to inform of any additional points: generic comment, tax comment, delivery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



PO Flip Invoice – Attachment at Header level

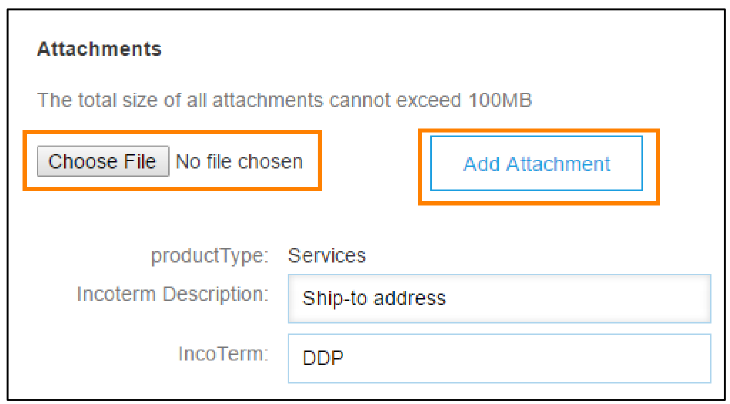
1. Click on the button **Add to Header** and select **Comment** in the drop down list to add the comment section to your header

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.

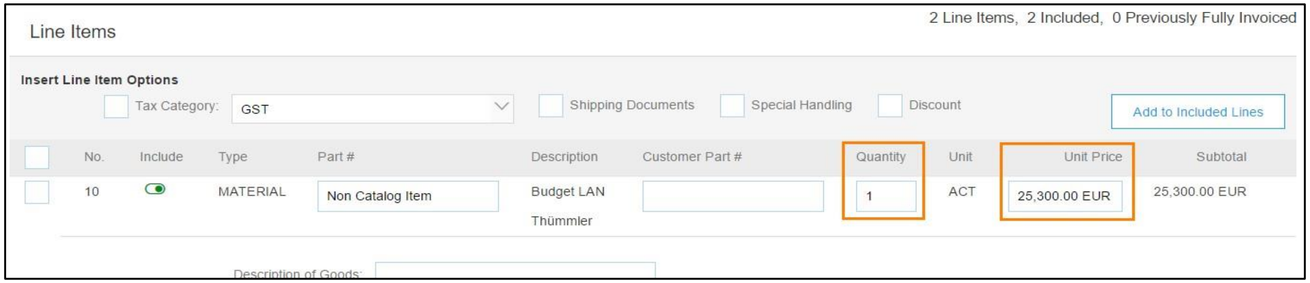
Note: **: Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: time sheet).**

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

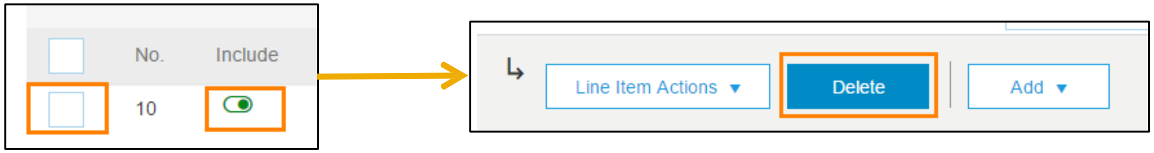
PO Flip Invoice – Line Items

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.

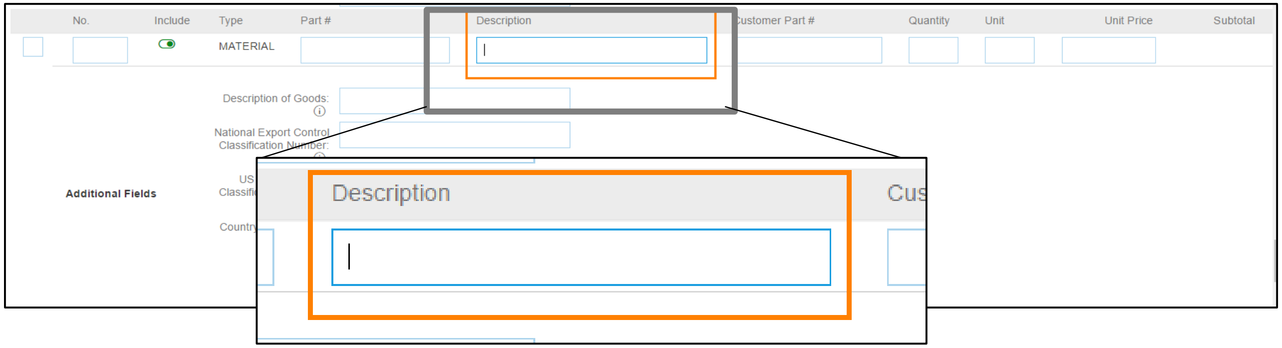


2. If line item is not invoiced, click the line item's **Green check mark** to exclude it from the invoice OR click the check box on the left of the item and click **Delete** to remove the line item from the invoice. You can bill for that deleted line item later generating another partial invoice (invoice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

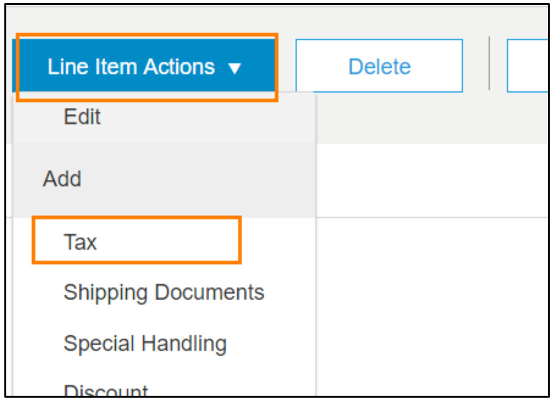


The description must be clear, rather detailed and easily verifiable in order to check what has been supplied. It is a tax and legal requirement. This is the line item description you have in your system.

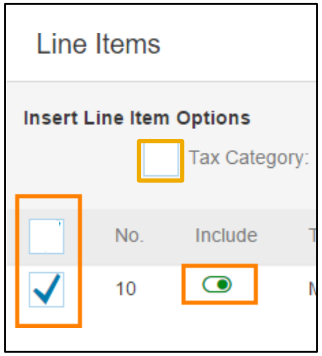
Note: Item Description field is a legal and tax requirement by Infineon. Make sure the description is self-explanatory and same as on your local ERP system. Provide the same detailed description as you used to do on your paper invoices.

PO Flip Invoice – Line Item Tax

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



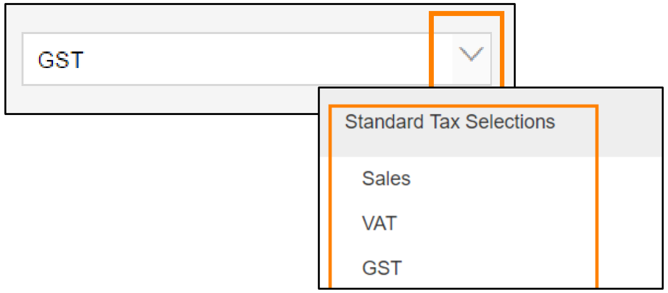
2. Select the line item to which tax is to be applied using **the Line Item** # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.



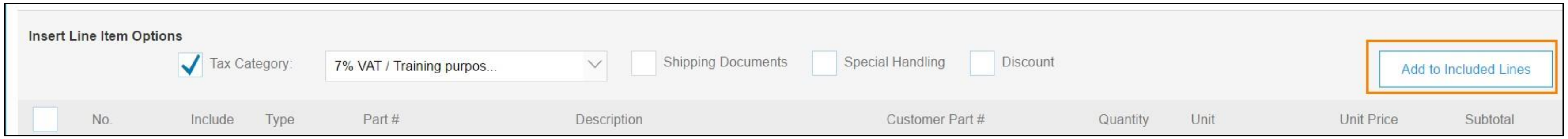
PO Flip Invoice – Line Item Tax

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

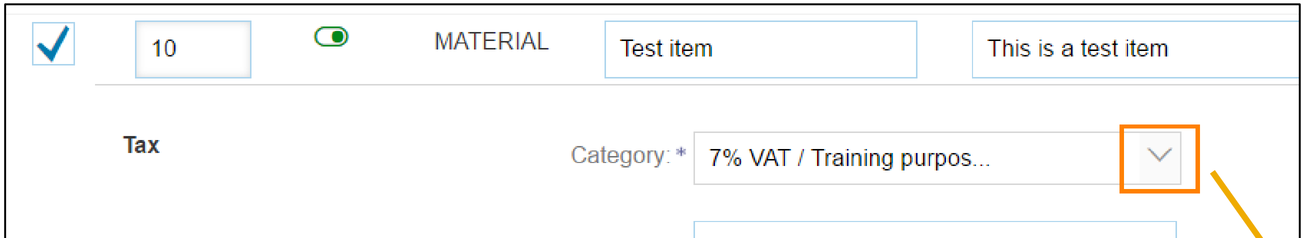


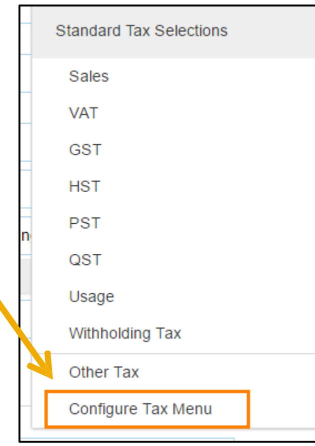
4. Click **Add to Included Lines.**



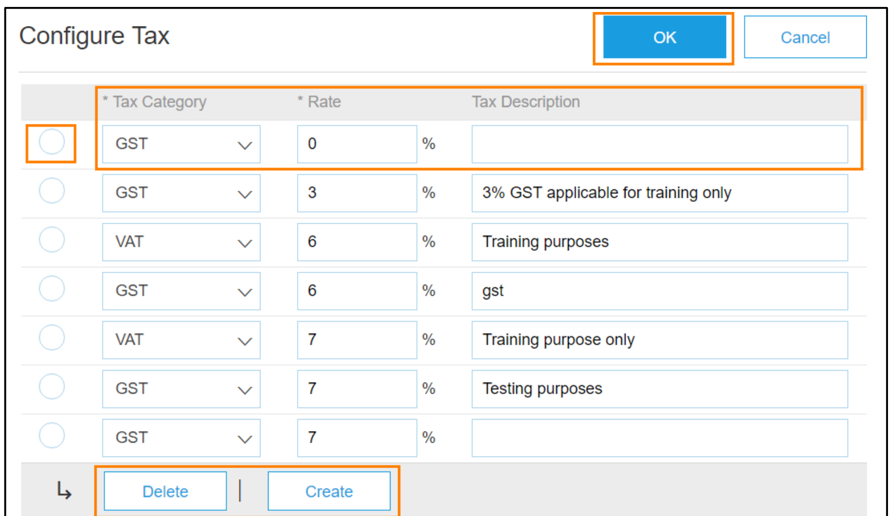
PO Flip Invoice – Configure Tax Menu

1. 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





2. 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**.)



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

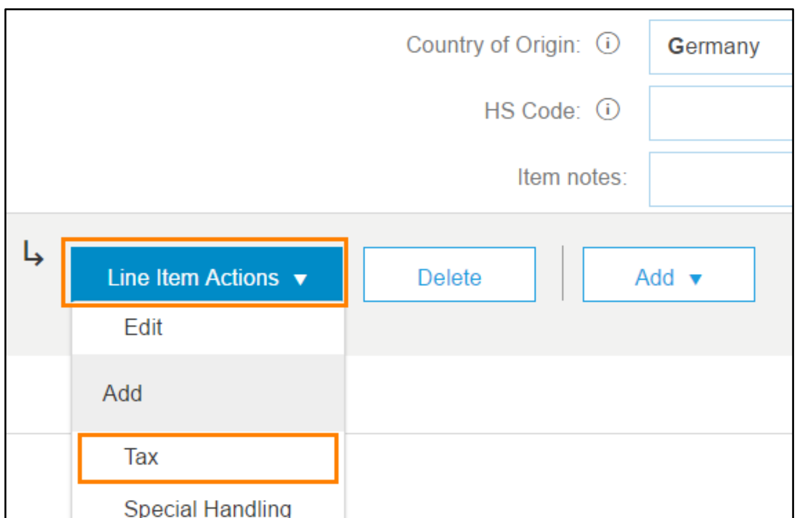
Note 2: Suppliers who submit invoices in Ariba Network can indicate through the tax invoice entry field Exempt Detail if a zero percent VAT rate is zero-rated or exempt. Zero-rated goods or services are taxable, but the tax rate is zero. Exempt goods and services are exempt from taxation.

PO Flip Invoice – Different Line Item Tax

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

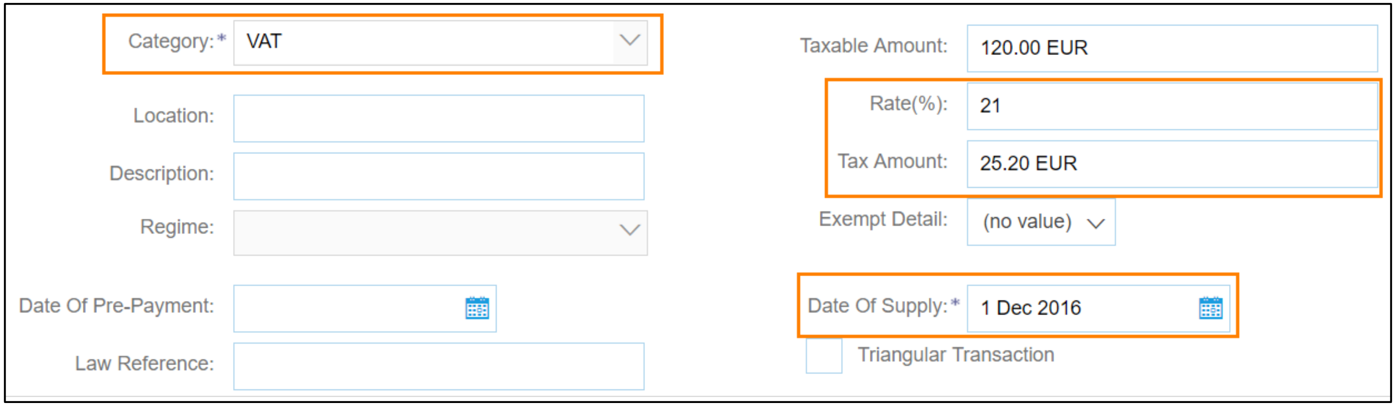
1. **Select desired line item** by ticking the box next to it.

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

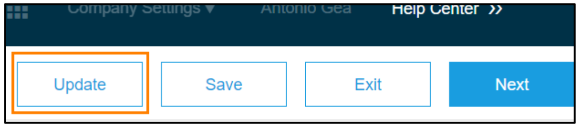


PO Flip Invoice – Different Line Item Tax

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.



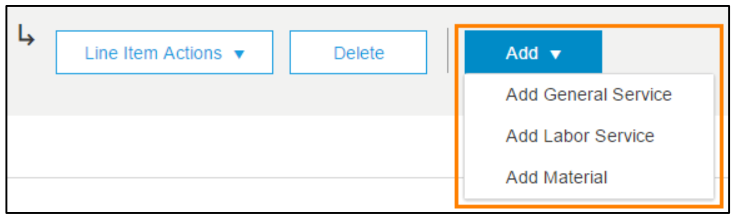
4. Click **Update**.



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

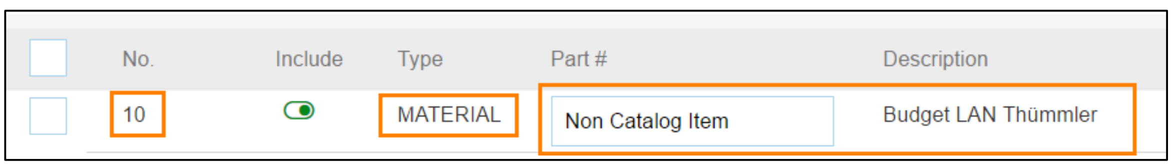
To apply different Tax on certain amounts of the same Line item you need to create a new line item first in order to apply different Tax on it.

1. 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.

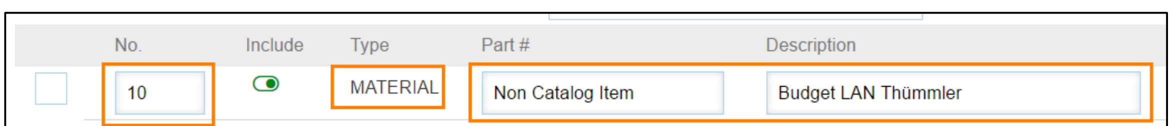


2. Fill in the line item details and make sure the **line item number is aligned with the original line item number in the PO and description must be identical**.

Original line item – line number, type, and description



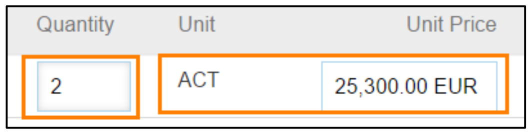
Additional line item – line number, type, and description



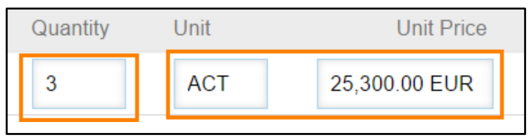
PO Flip Invoice – Different Tax rates on the same Line item

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



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



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

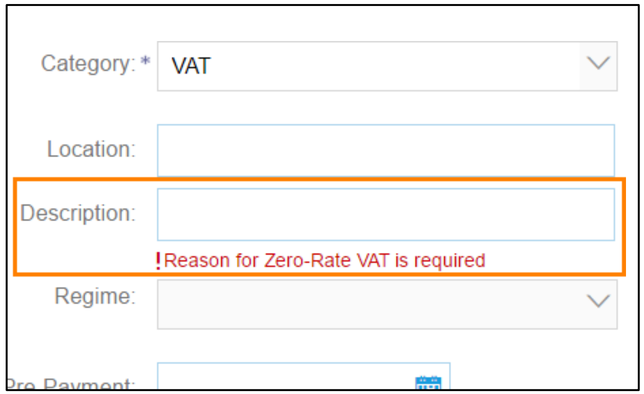
- The line item number on added line is aligned with the original line item number of the PO.
- Quantity from the original line is divided into the original and newly added line.
- Different tax applied for the original line item and newly added (additional) line item.

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

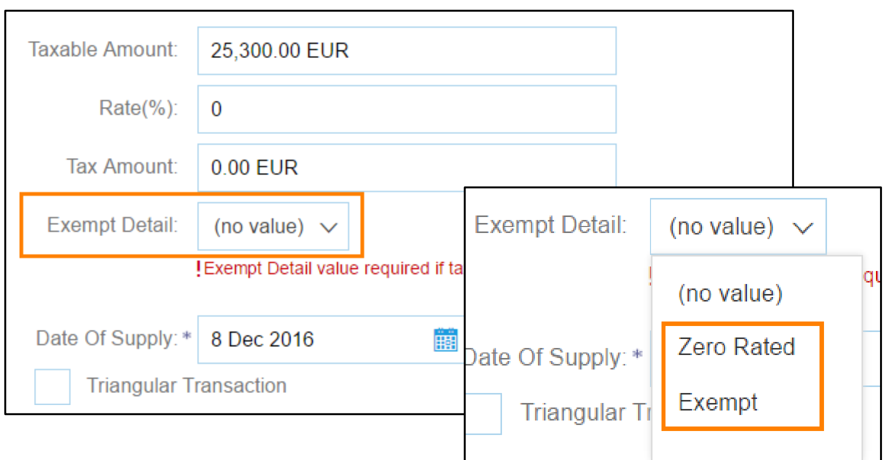
To apply 0 % tax you have to provide the **Description** and select the **Exempt Detail**:

Note: Does not apply to USA

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



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



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”

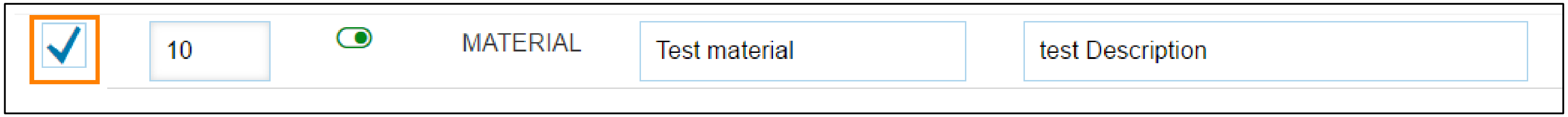
Note: Please mention the Customs code /HS Code and a Clear description of the delivered and charged good/metal.
European Community transactions:
- “Intracommunity delivery” (Goods)
- “Reverse Charge” (Services)

Note: **Does not apply to USA**

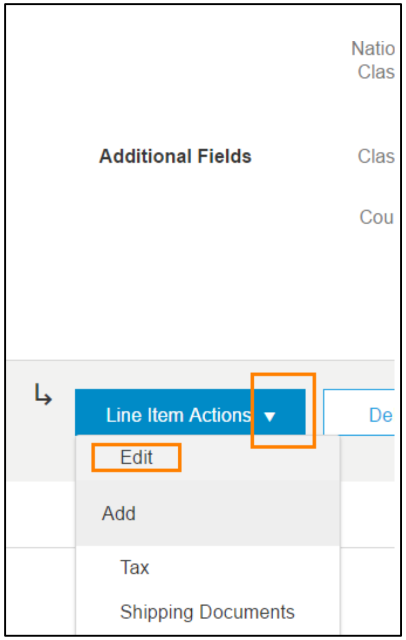
PO Flip Invoice – Line item - Auxiliary Part Number

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:

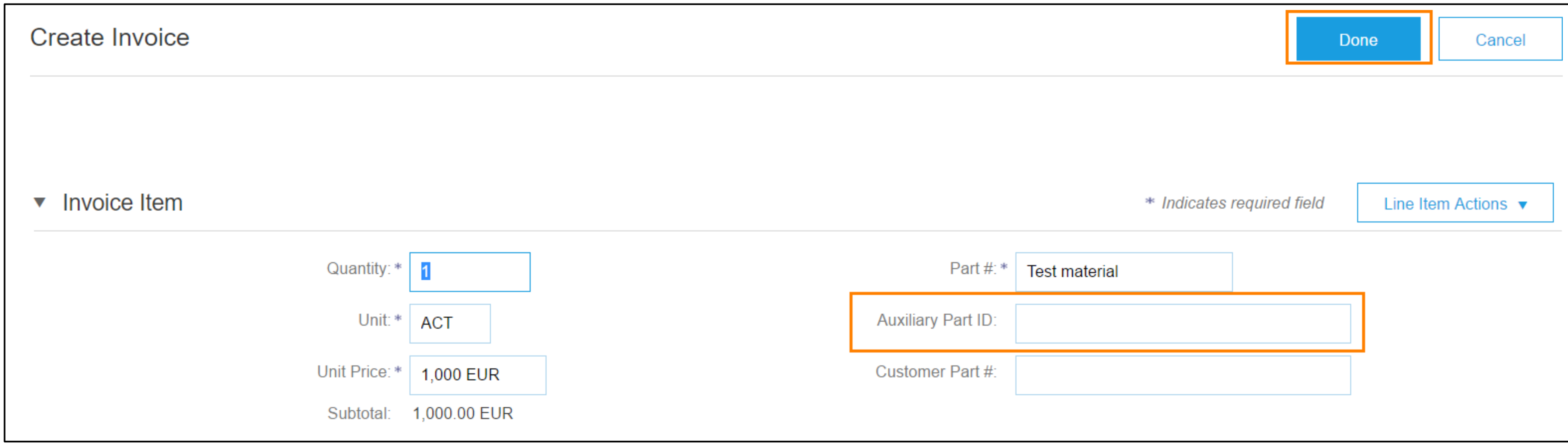


2. Go to **Line item actions**, select **Edit**:



PO Flip Invoice – Line item - Auxiliary Part Number

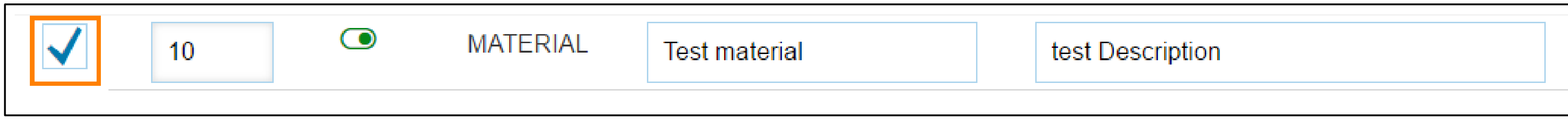
3. A new page will load where you can add the **Auxiliary Part ID** number needed in the specific field. Once added, click Done to return to the Invoice creation page.



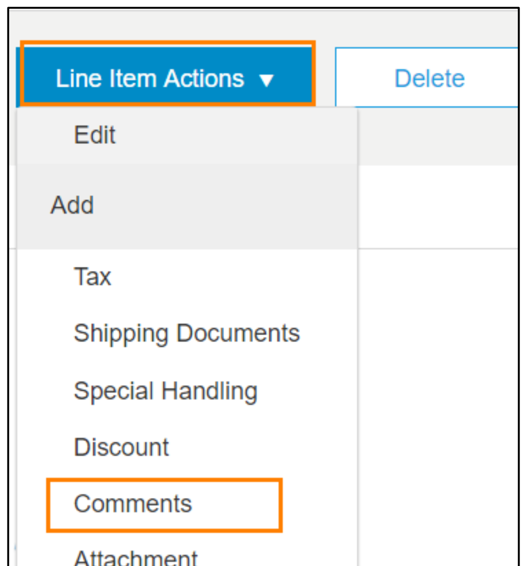
Note: It is the supplier's responsibility to check and confirm the information in this field before submitting the invoice.

PO Flip Invoice – Line Item Comments

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

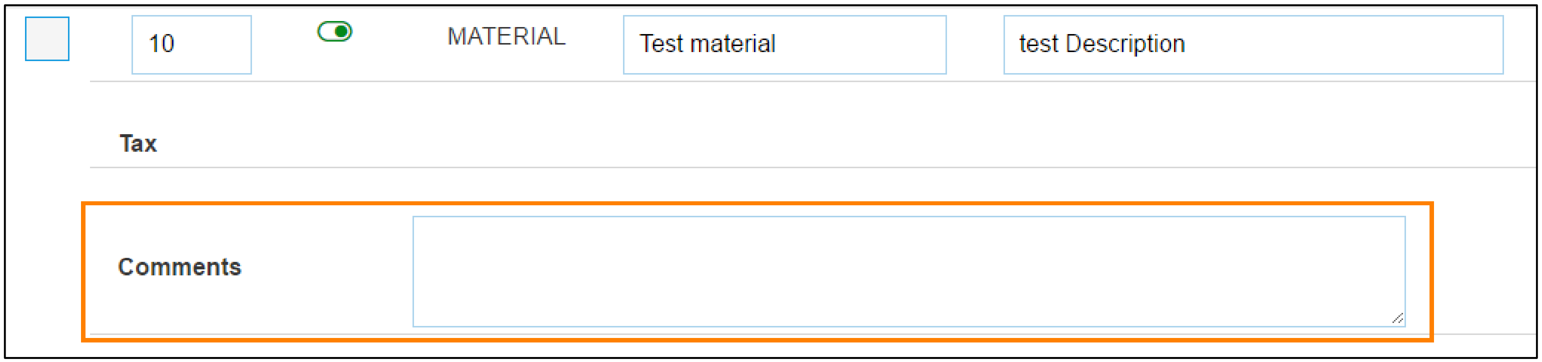


2. Click at **Line Item Actions >**Add **> Comments**



PO Flip Invoice – Line Item Comments

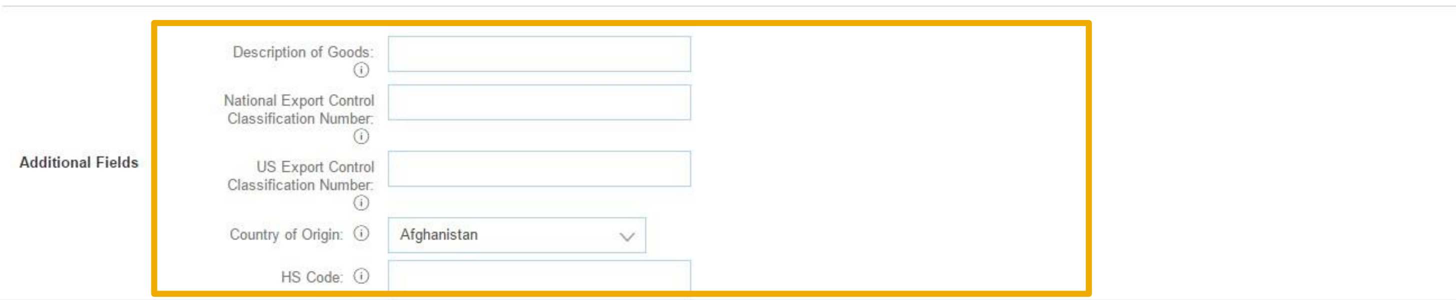
3. Upon refresh, the Comments field will display. Enter applicable **Comments** in this field.



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.**



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.

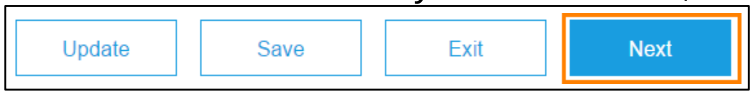
Legal Basis: Art. 22 (10) of the EU-DU-Regulation, EAR §758.3 (c). Please note that provision of the relevant export control data is independent from any data transfer process. It is included e.g. in the General Terms and Conditions (GTC) of Infineon Technologies (IV, 6) and

Infineon can reject invoices with missing export control data.

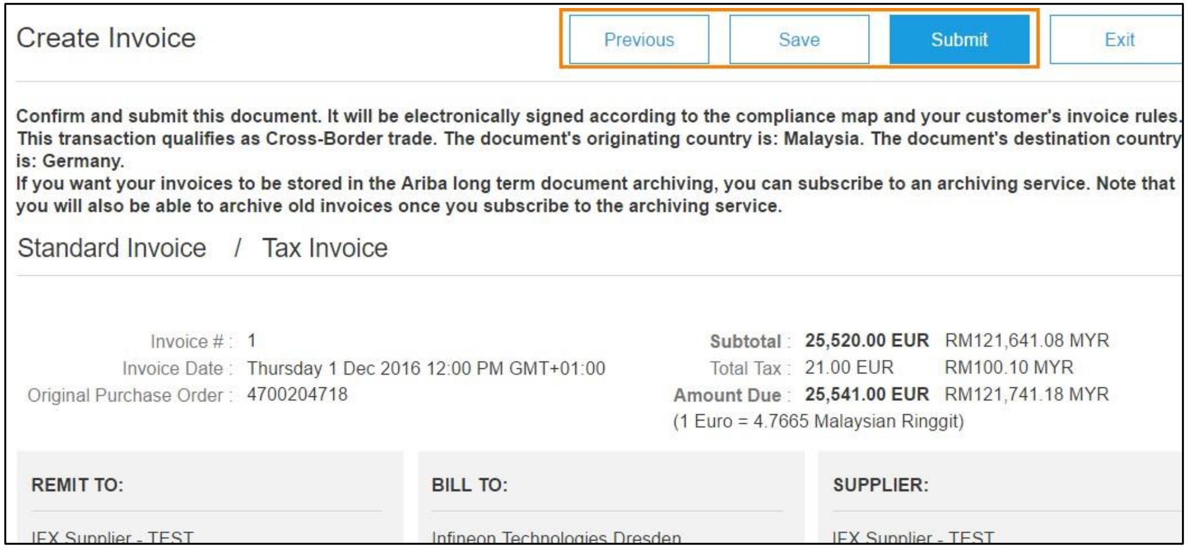
Description Of Goods	Description of Goods
ExportControlNumber	National Export Control Classification Number
USExportControlNumber	US Export Control Classification Number
CountryOfOrigin	Country of Origin
HS Code	HS Code
Delivery Note	Delivery Note please - leave empty unless instructed otherwise by Infineon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

PO Flip Invoice – Review, Save, Submit

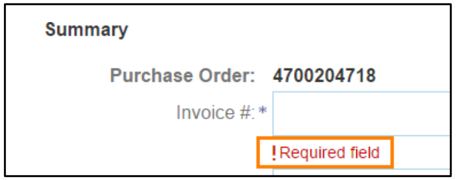
1. Once invoice is ready for submission, click on **Next** at the bottom of the page.



2. 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.



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



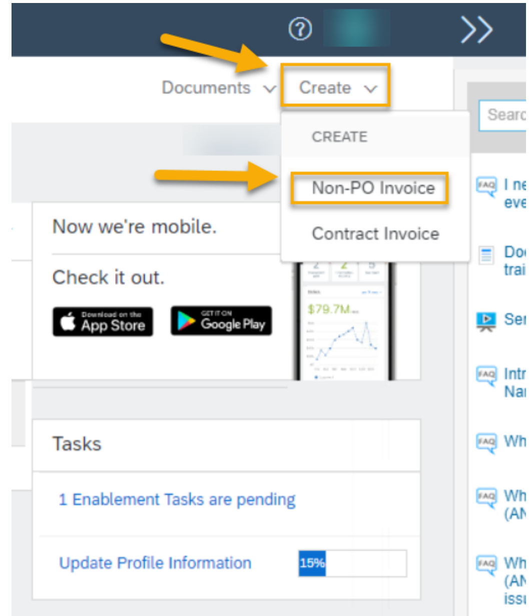
PO Flip Invoice – Important Points to Note

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.

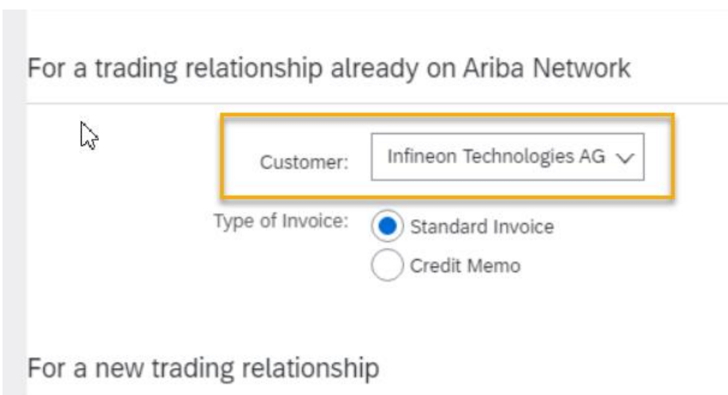
Non PO Invoice

To create an invoice without a PO:

1. Select **Non-PO Invoice** under **Create** on the navigation menu.



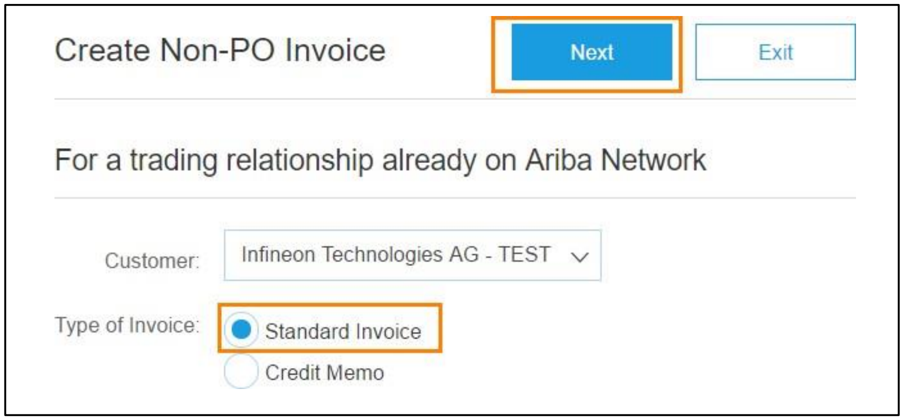
2. Select Infineon from the Customer dropdown list



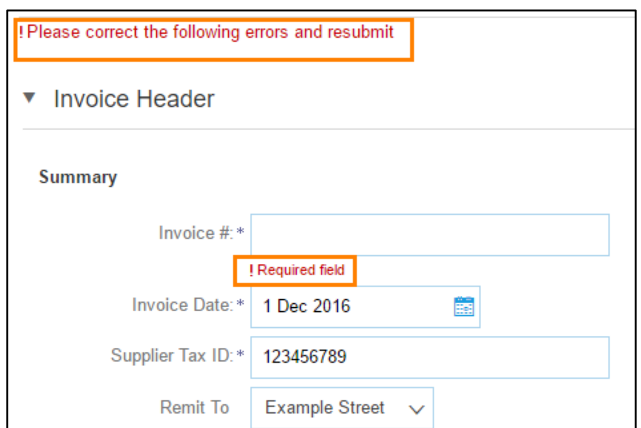
Note: Make sure to choose the right Infineon entity to have the correct VAT / GST / Sales Tax ID entered

Non PO Invoice

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



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



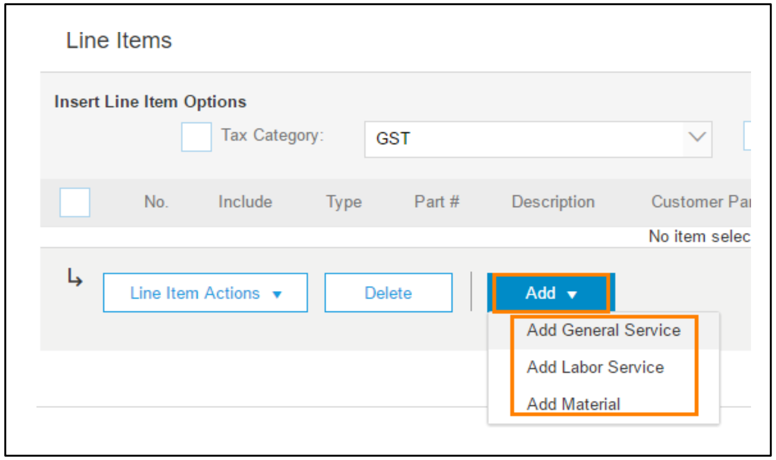
Non PO Invoice

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.

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.

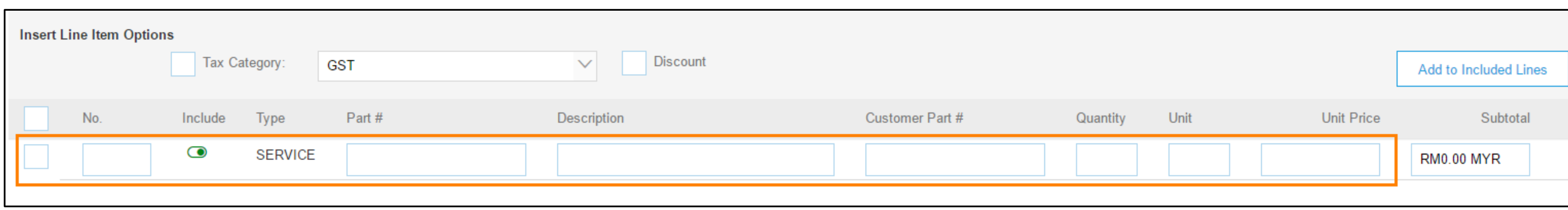
Non PO Invoice

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



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.

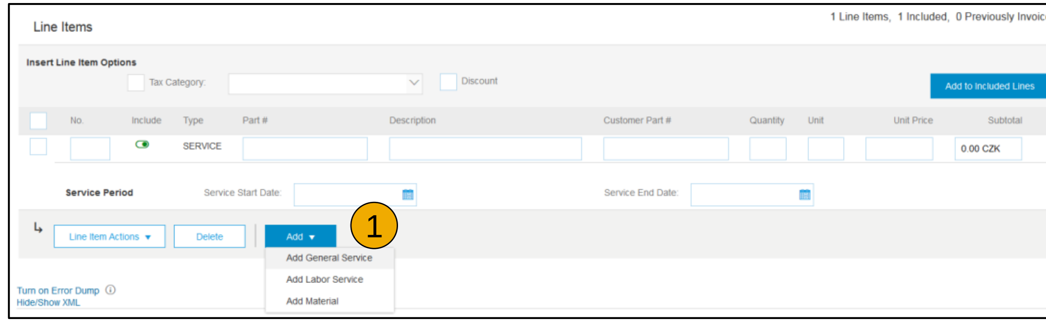


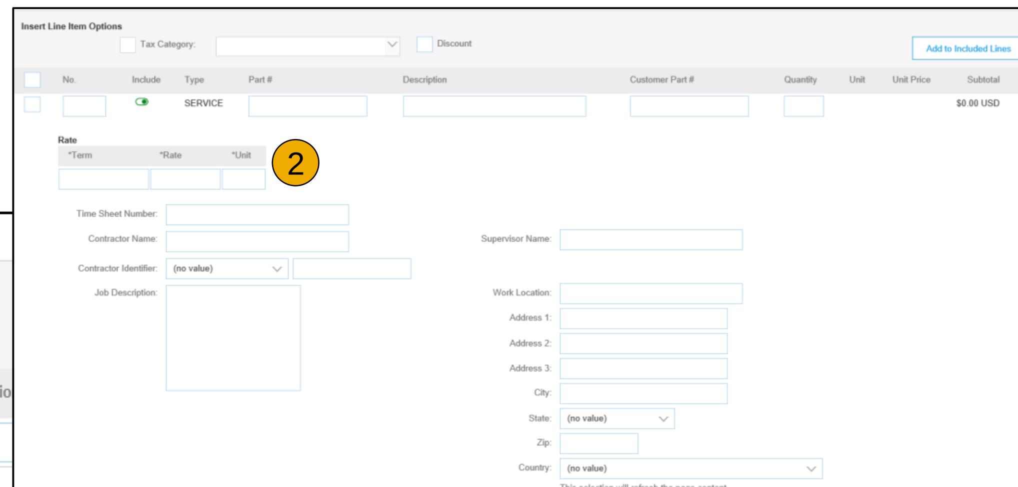
3. Click **Next** to continue. Then review by clicking on **Previous**, **Save** or **Submit** as PO-Flip Invoice**.**

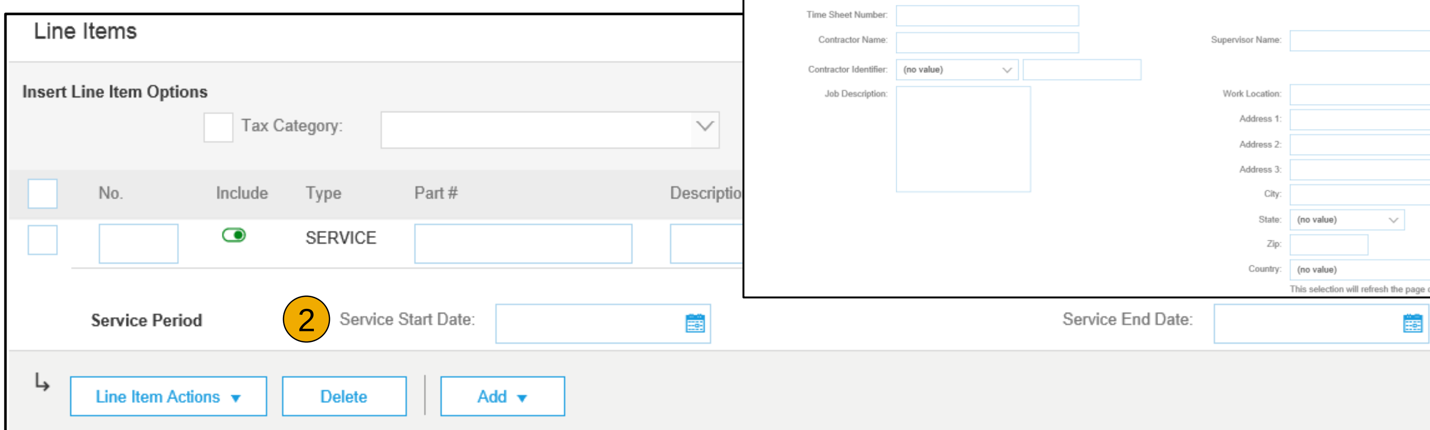
Invoice For Services

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.



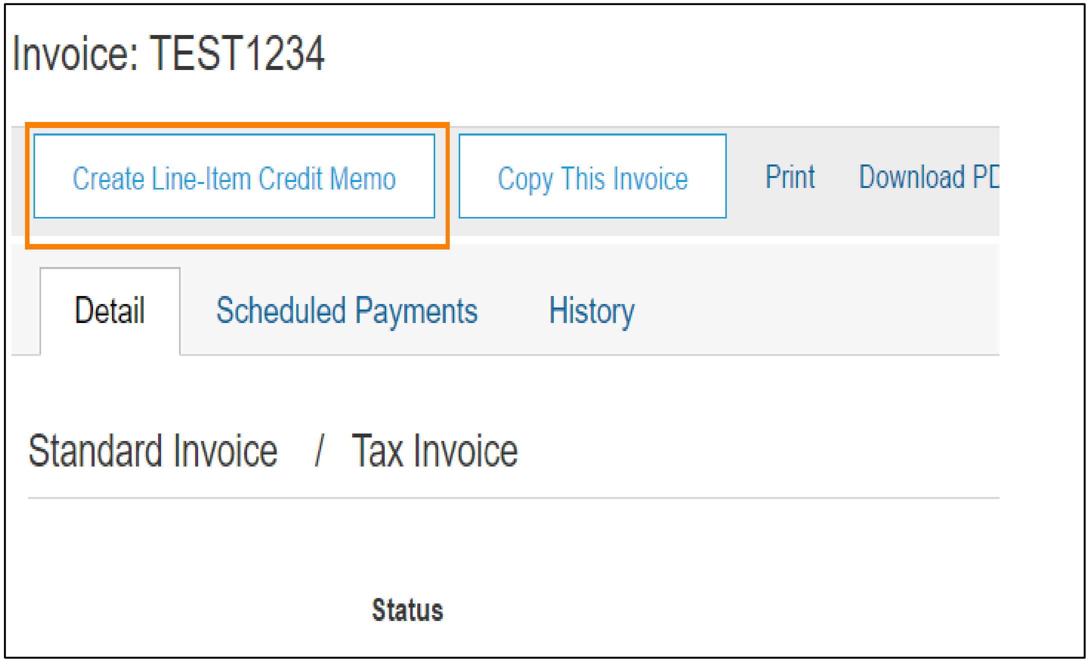




Credit Memo / Negative Invoice

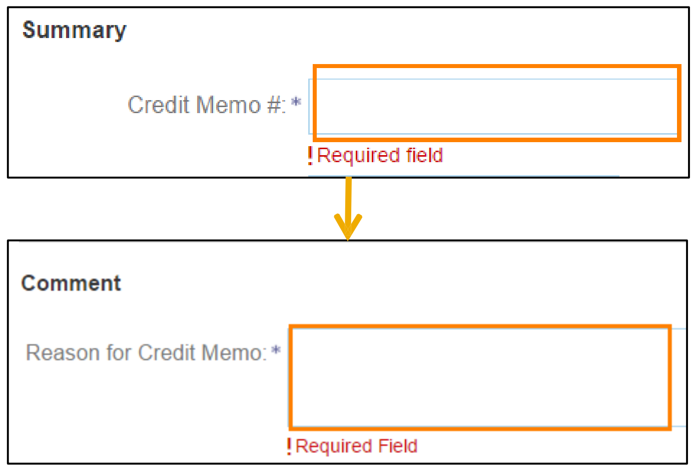
To create a credit memo against an Invoice:

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



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.



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

1. 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.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	10		MATERIAL	Non Catalog Item	Connector Set for TRIOTECH HAST Chamber		-1	PCE	2,190.0000 EUR	-2,190.00 EUR

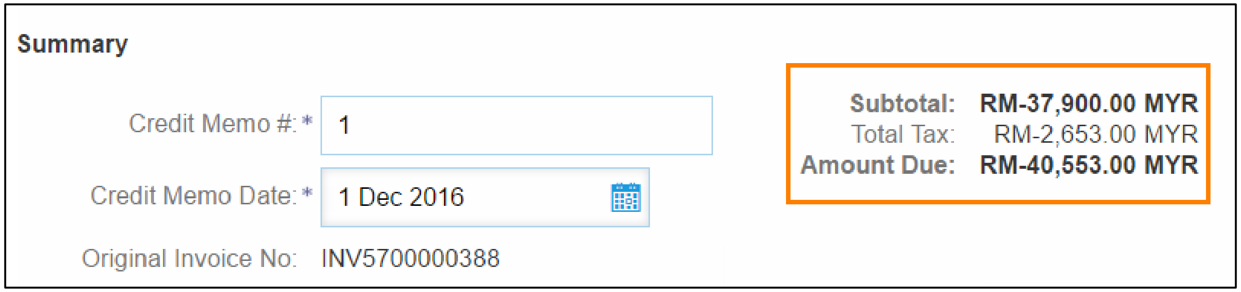
2. On the Invoice **Line Items** section, enter the **quantity** for which the line item needs to be credited. Update any needed data in the **Shipping** and **Tax** sections

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.



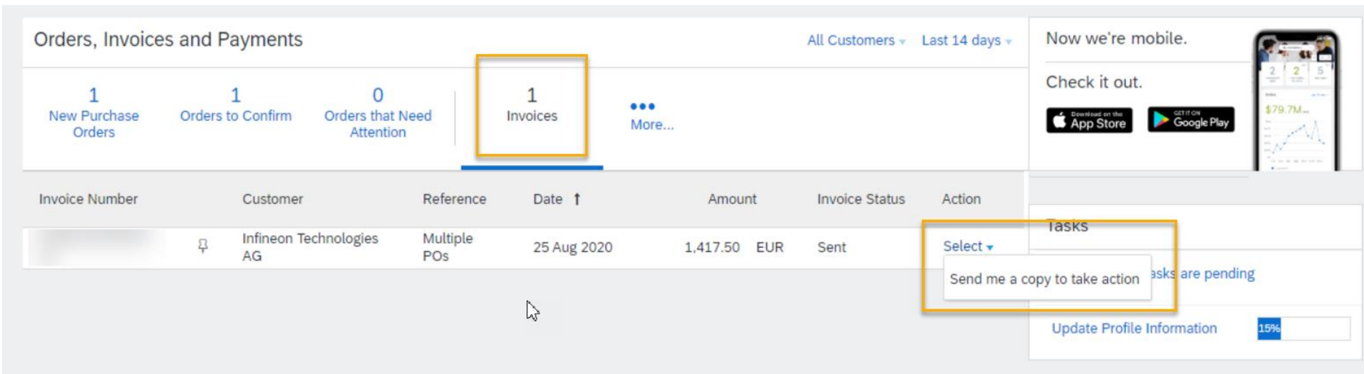
Note: You can create other types of Credit Memos using the same principle of entering negative amounts.

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

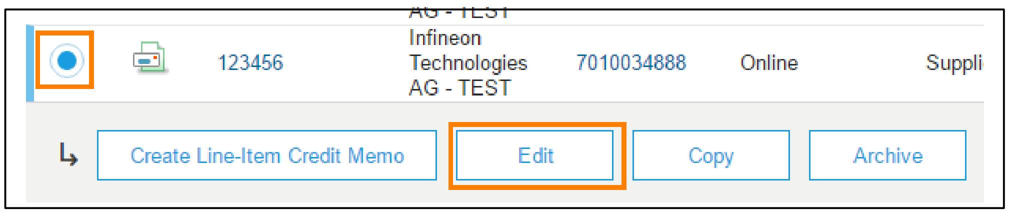
5. Click **Submit** to send your credit invoice to Infineon

Edit and Resubmit Failed or Rejected Invoices

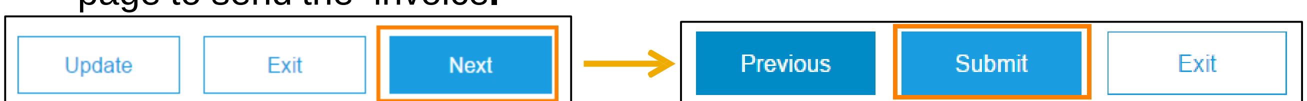
In order to edit and resubmit failed or rejected invoices, please go to your account and resend the invoice to you from the tiles and open the invoice via interactive email received.



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



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

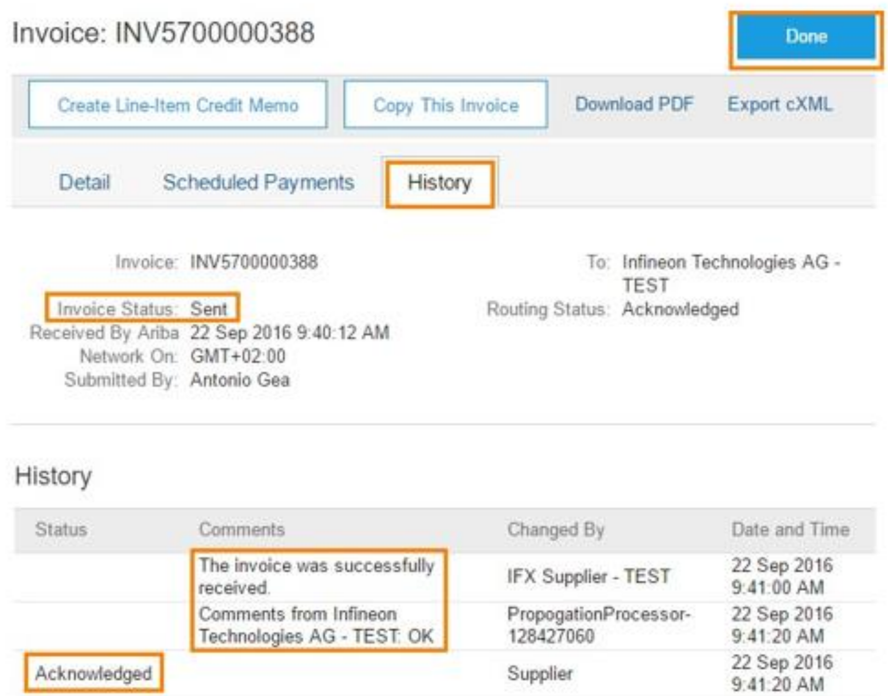
1. Access any invoice from the interactive email purchase order.

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)

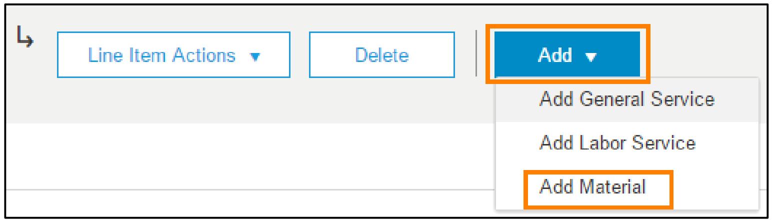
- When you are done reviewing the history, click **Done.**



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.):

SECTION 5: Invoice Methods APAC

Invoice Information

Invoice Methods APAC

Invoice process flow

Infineon Invoice Rules

Creation of PO Invoice

Creation Non-PO Invoices

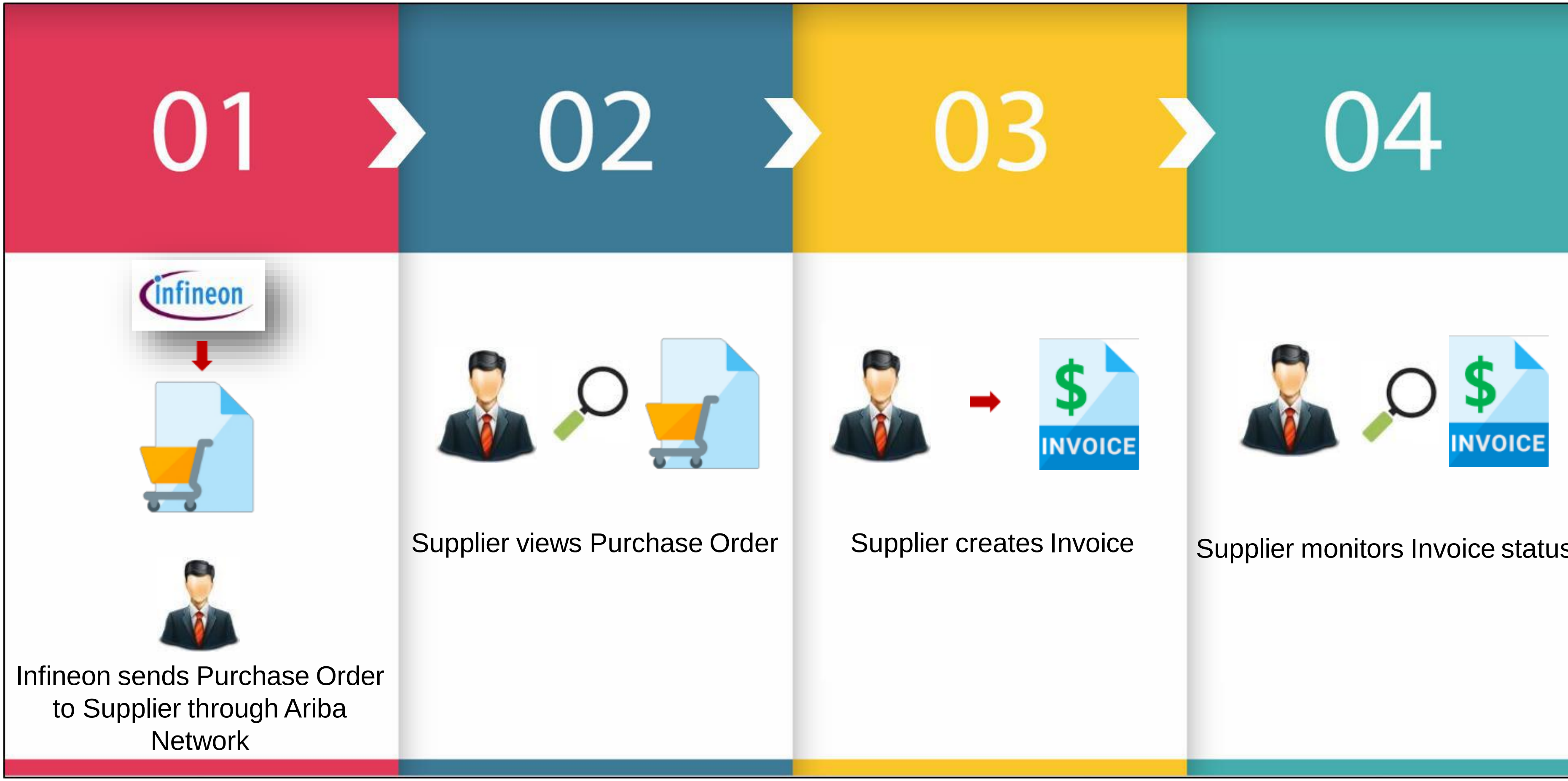
Creation of Service Invoice

Creation Credit Memos

Modifying Invoices

Invoice Status, Search

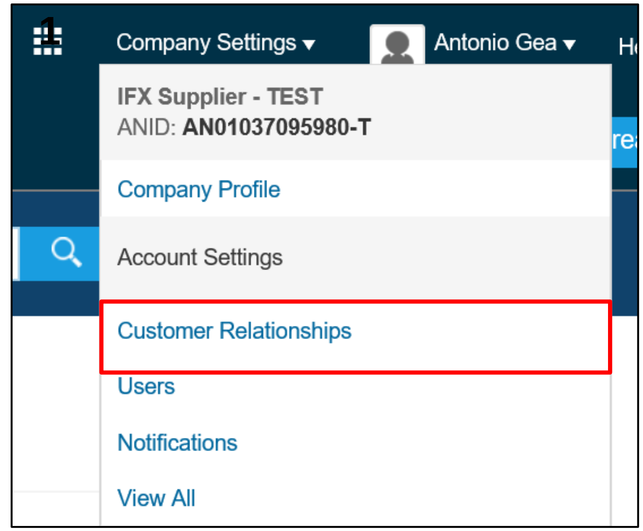
Invoicing process flow

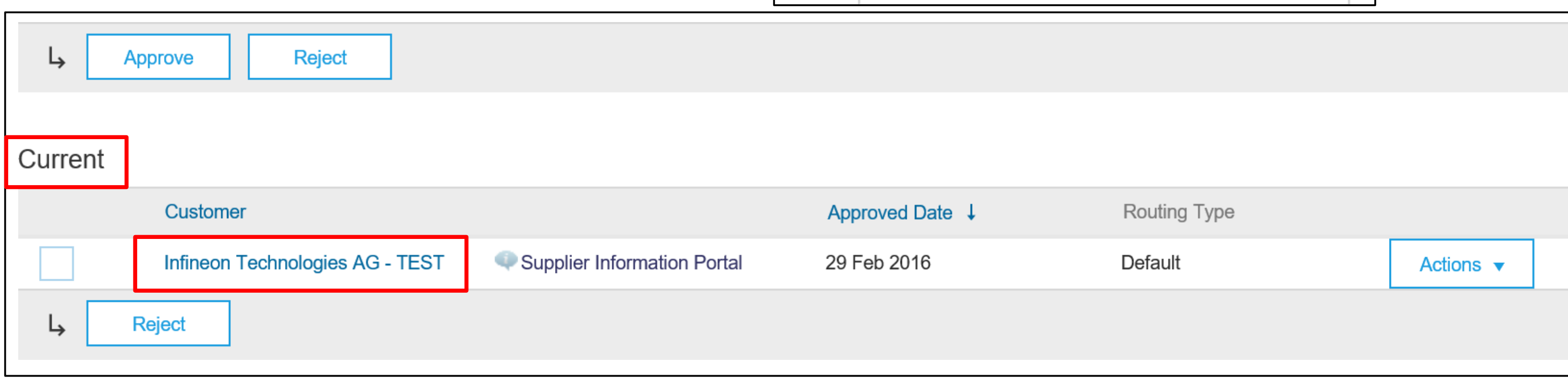


Infineon Invoice Rules

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.





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.

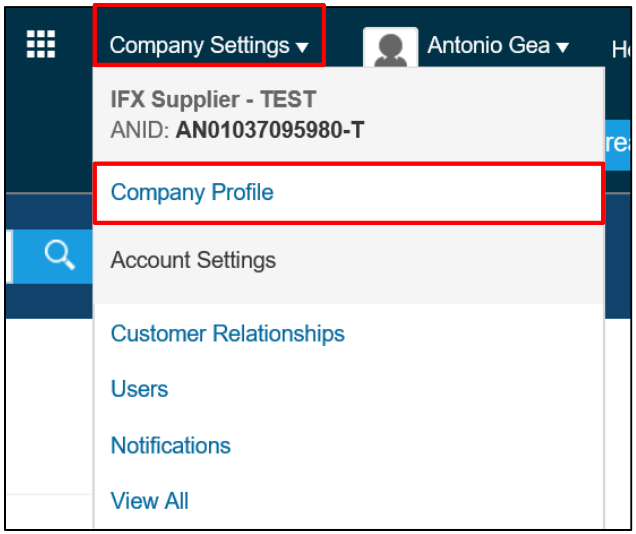
Infineon Invoice Rules for GST

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

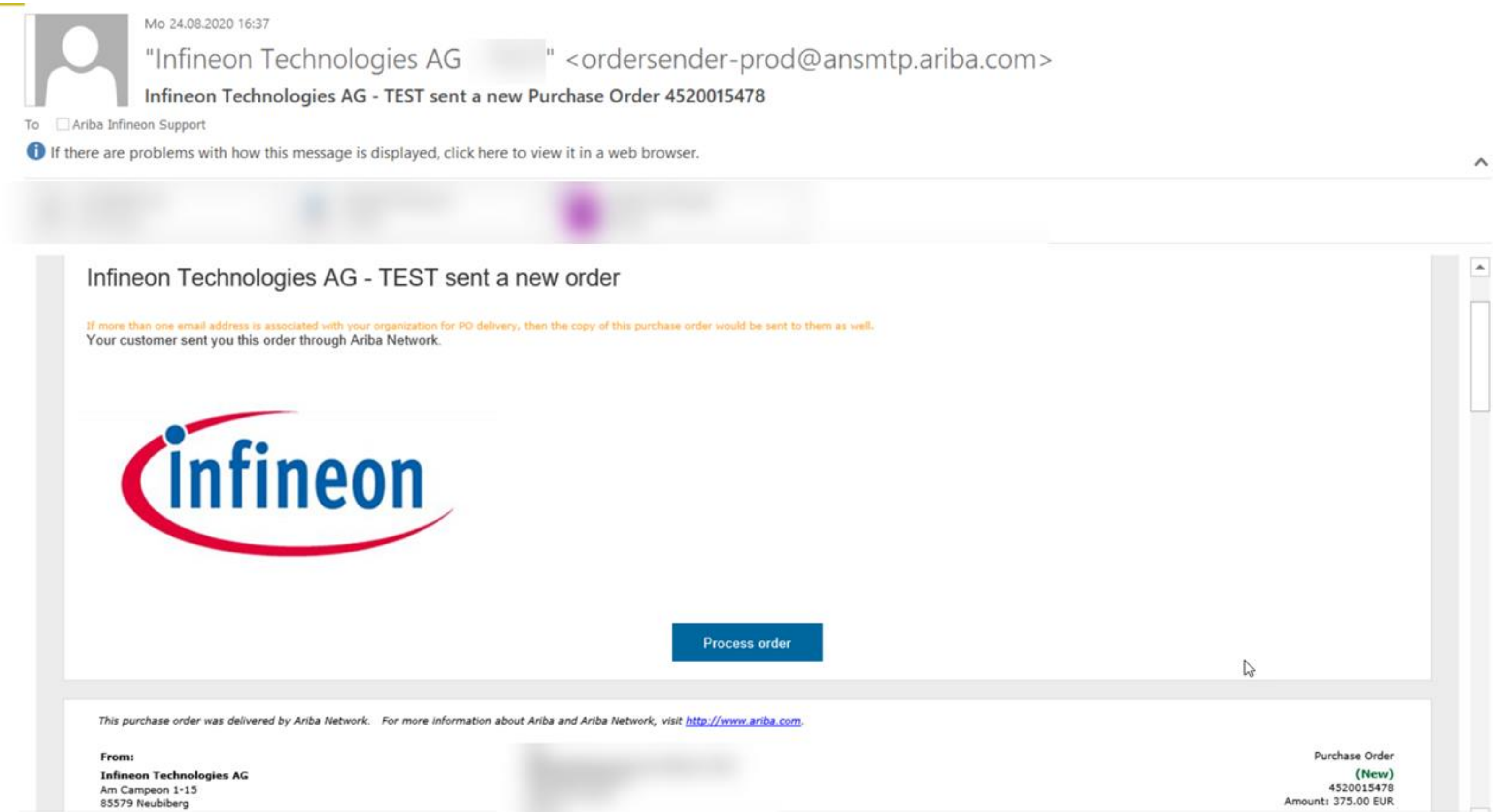
The e-invoice submitted through Ariba Network is the legal and bidding document, invoice issued on the supplier's system is no longer considered.

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

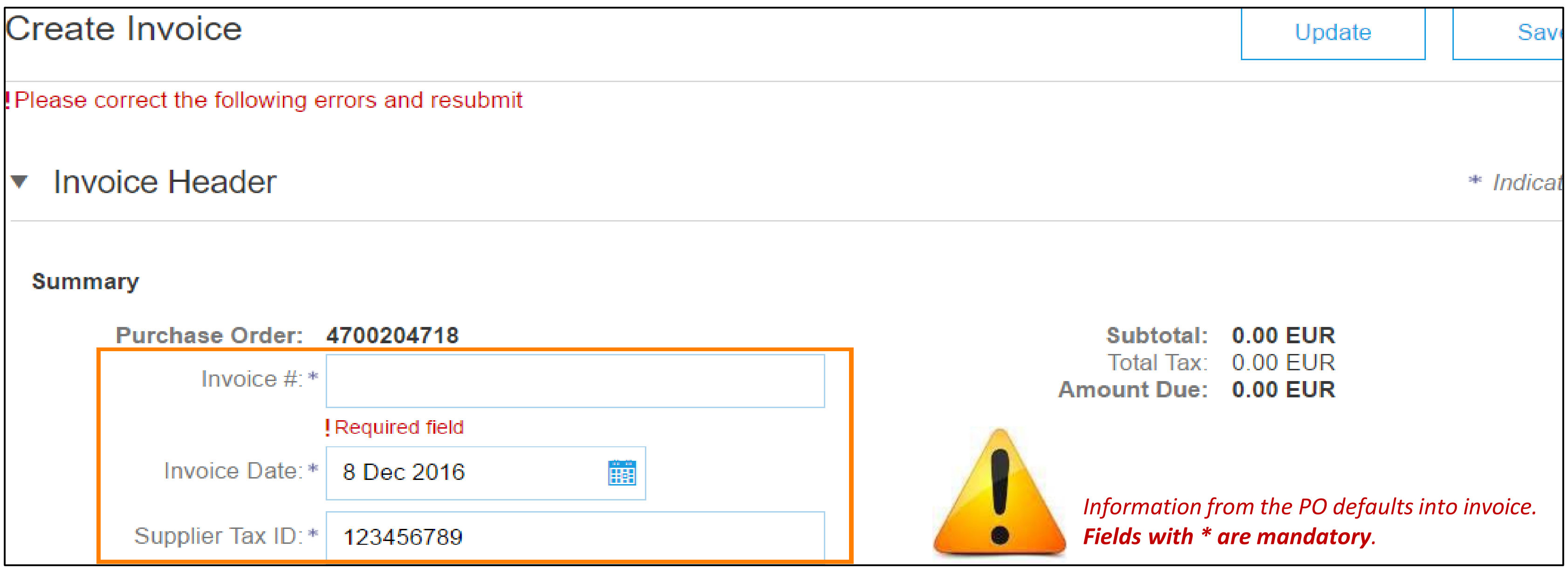
You will receive an interactive email through which you can access the Purchase Order.

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



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.



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

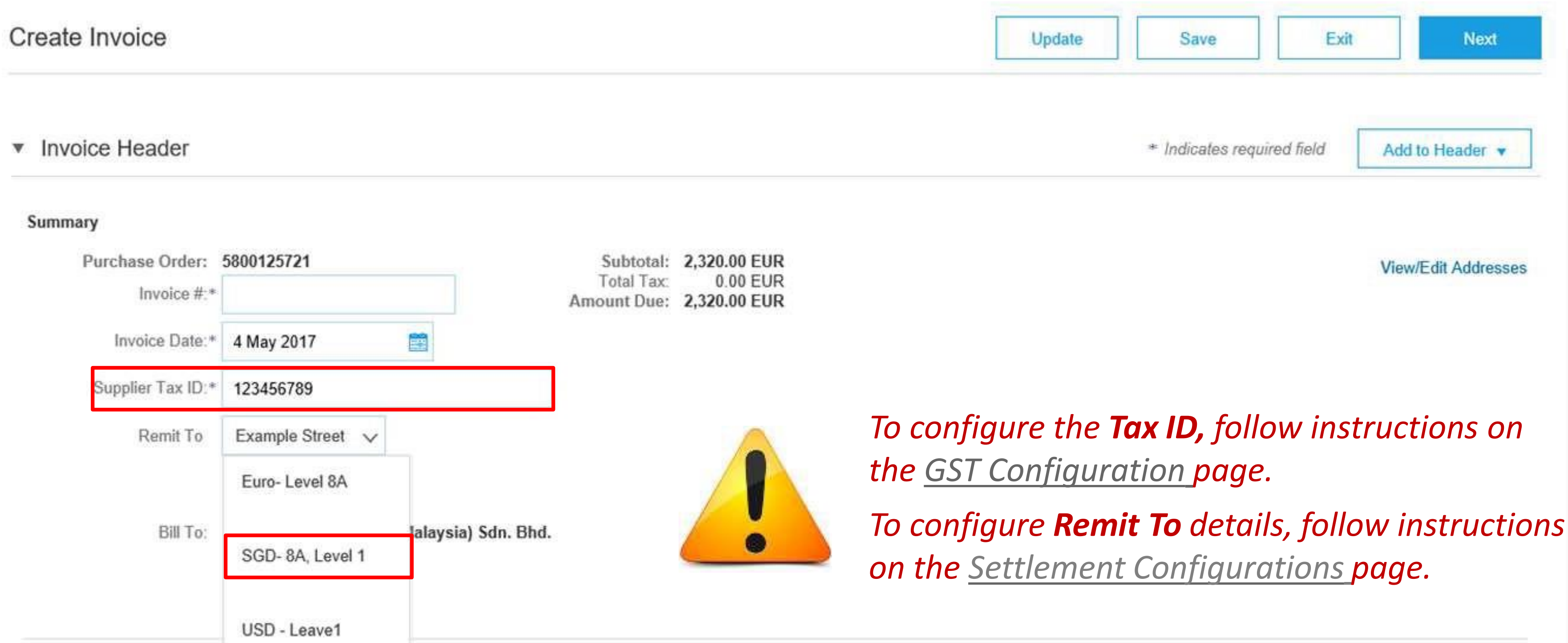
You can backdate your invoice for a maximum of 5 days from today's date.

In case you need to backdate for more than 5 days, please contact e-invoice@infineon.com

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.



*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.

PO-Flip Invoice – Shipping Cost at Header Level

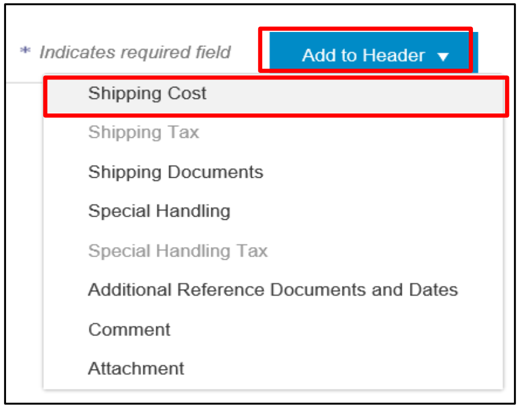
Shipping Cost:

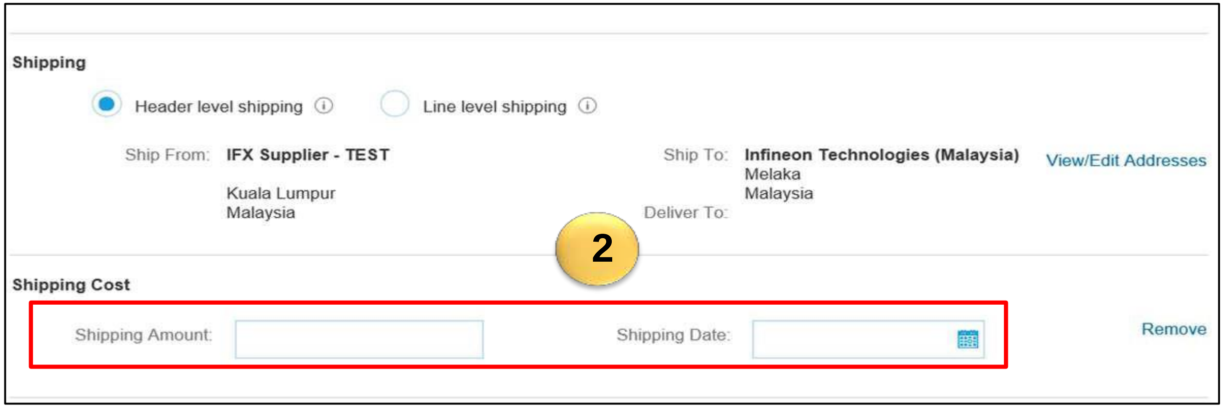
If you want to add shipping costs to your invoice:

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.



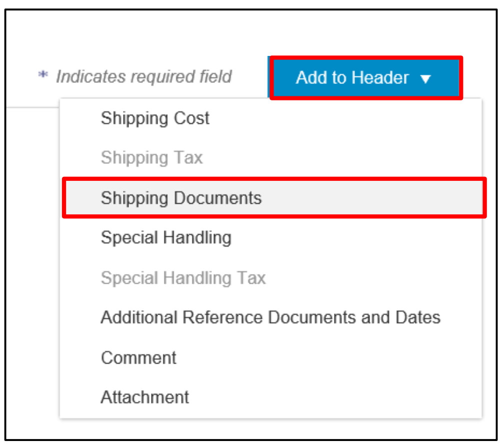


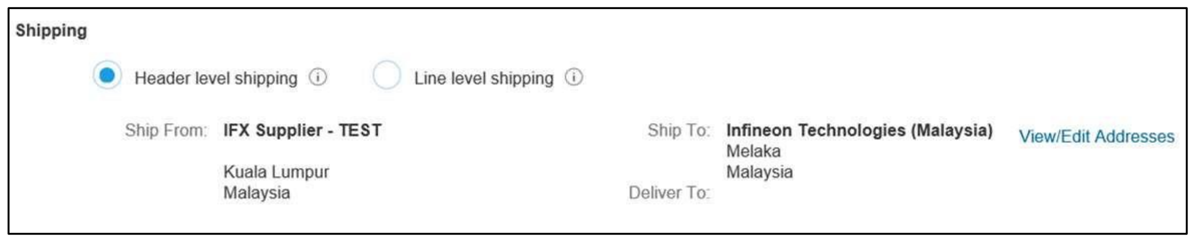
PO-Flip Invoice - Shipping Documents at Header Level

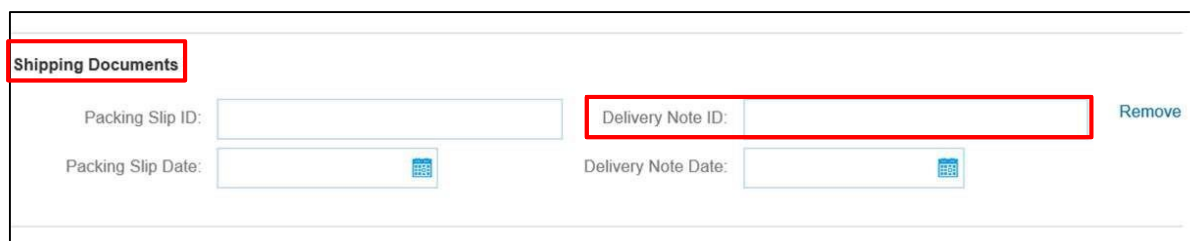
Shipping Documents

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.



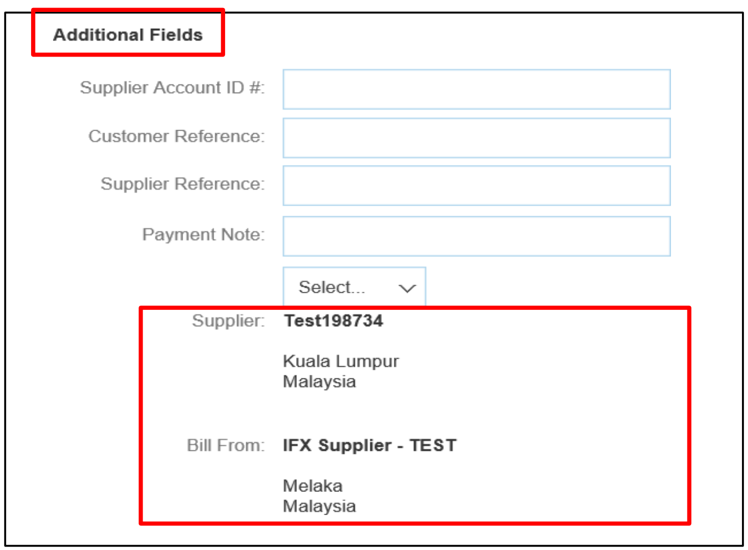


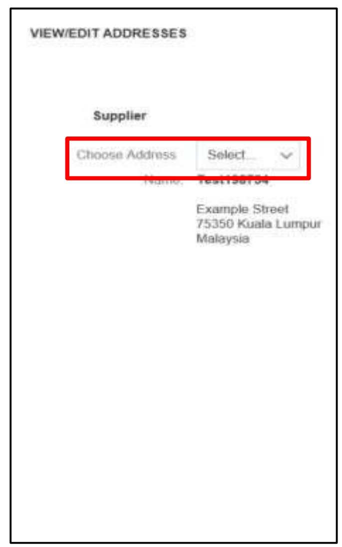


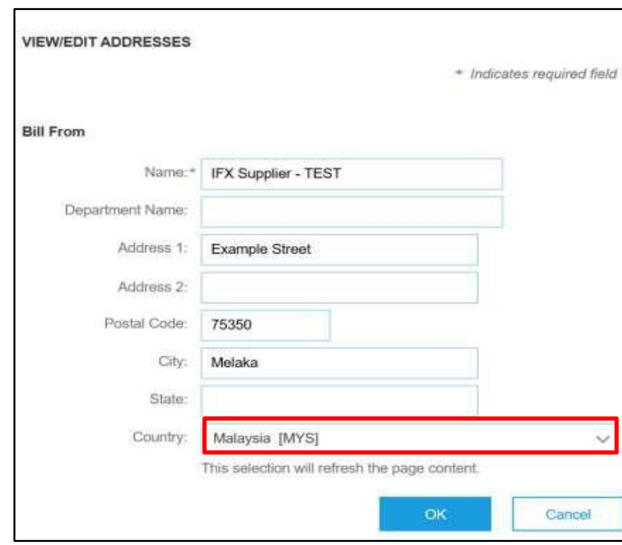
PO-Flip Invoice - Additional Fields on Header Level

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.





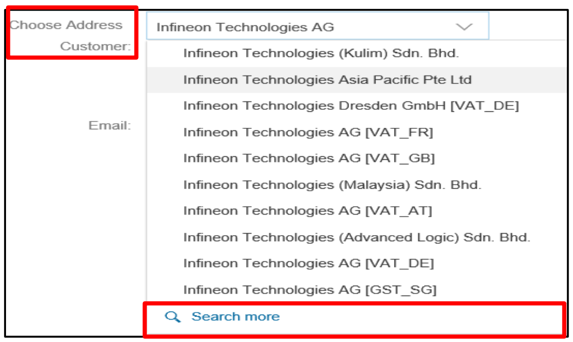


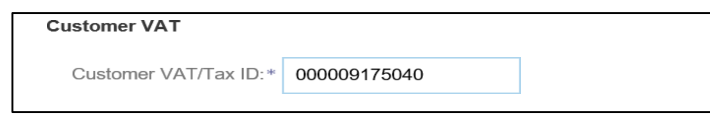
PO-Flip Invoice – Additional Fields:
Customer (Sold To) Address

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



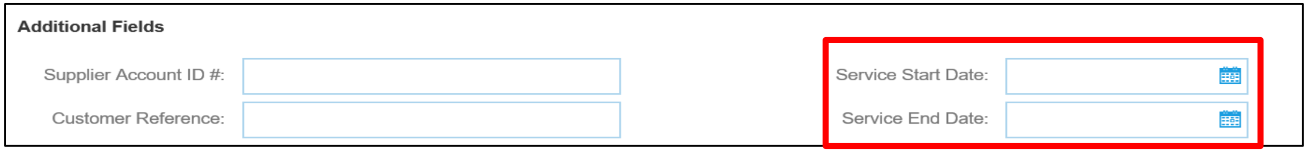


__Note__: If you do not know the Customer GST ID/correct Address, please contact Infineon: e-invoice@infineon.com

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

PO-Flip Invoice – Additional Fields: Service Period

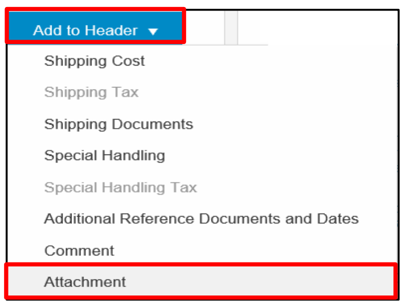
If you have performed a service to the customer and are invoicing for that service, you must provide 'Service Start Date' and 'Service End Date'. This is the service period you have in your system. These fields are available in Additional Fields of the invoice header.

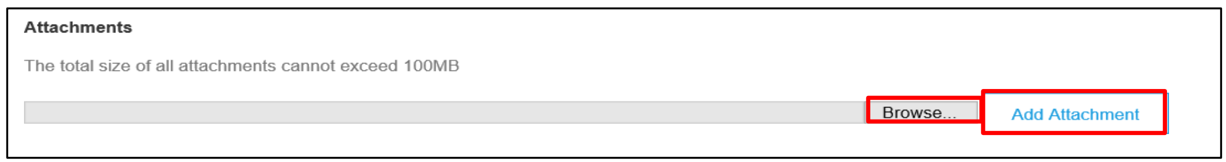


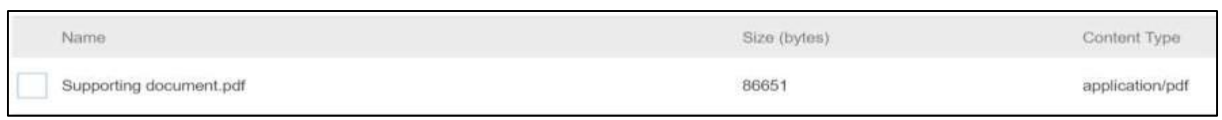
PO-Flip Invoice – Attachment at Header Level

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.







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.

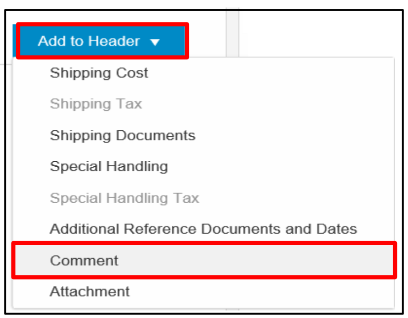
Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: delivery note, scan copy of paper invoice, consignment, time sheet etc.)

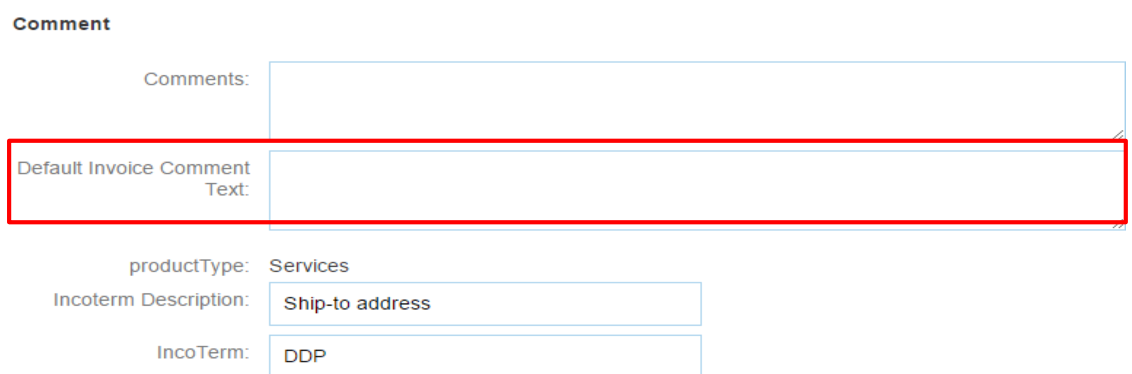
PO-Flip Invoice – Comment at Header Level

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..





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 :	16.6586
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

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

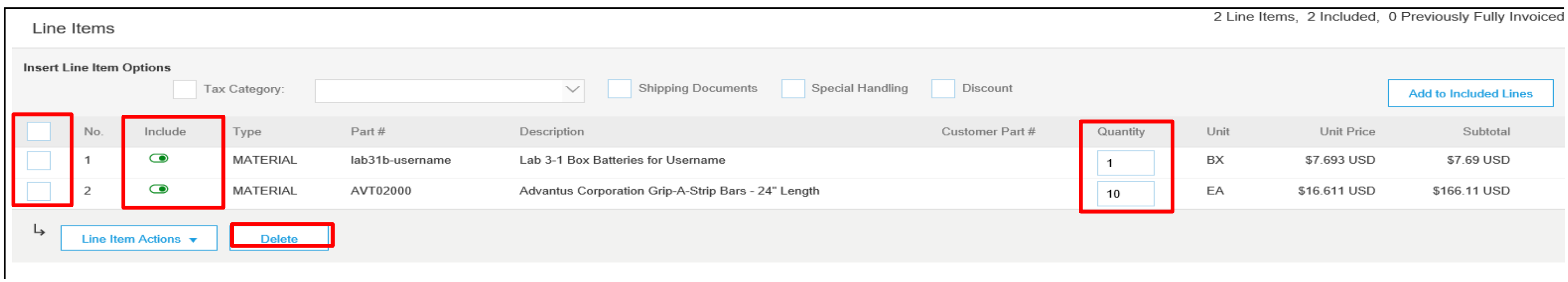
Line Item Actions ▾ | Delete

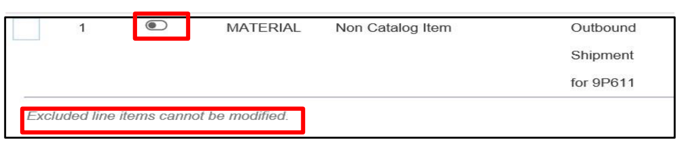
PO-Flip Invoice – Line Items: Partial Invoicing

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.





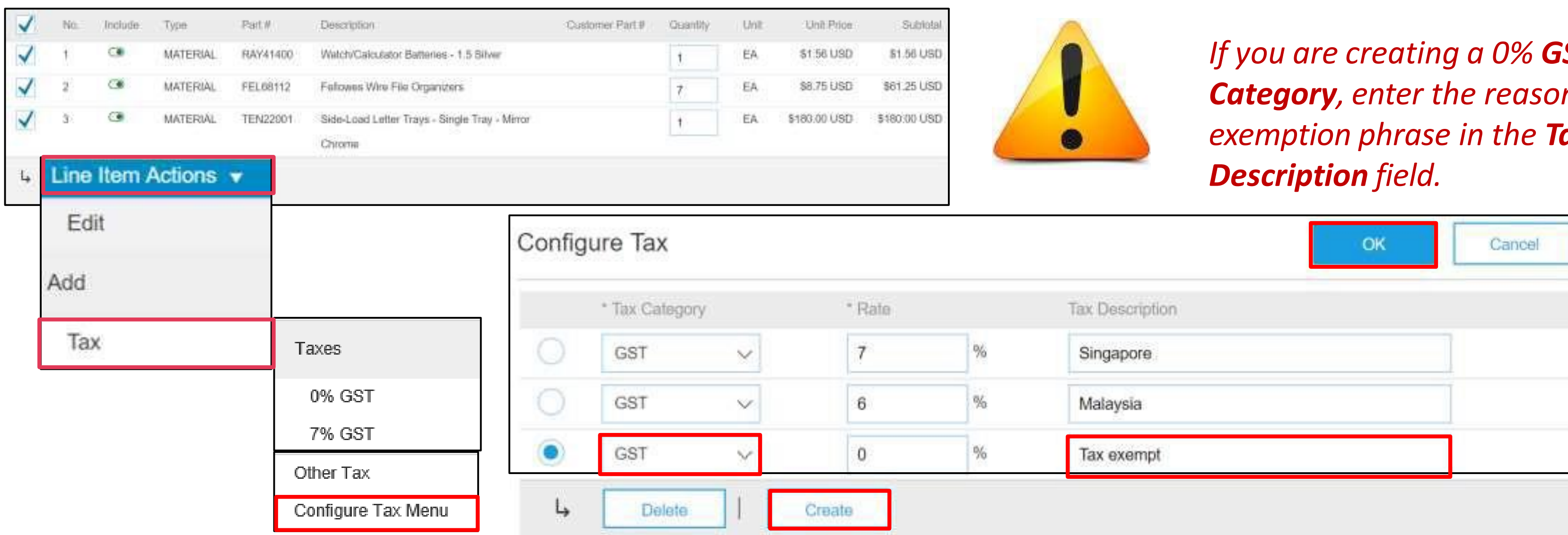
After the line item is excluded, it turns to grey and the subtotal amount will be displayed as 0.

*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.

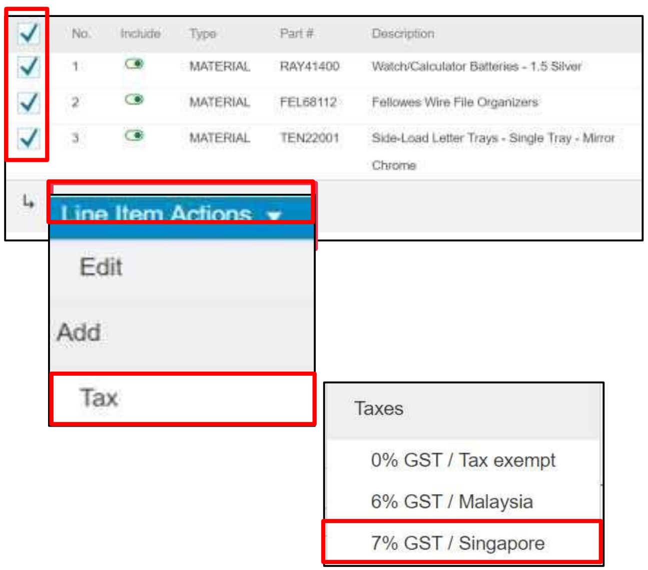


*If you are creating a 0% **GST Tax Category**, enter the reason or exemption phrase in the **Tax Description** field.*

PO-Flip Invoice – Line Item Tax: Adding Tax

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

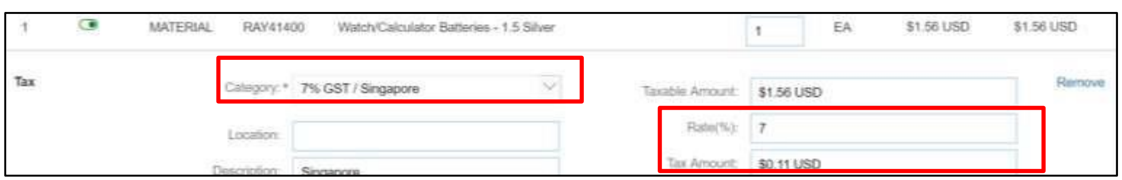
1. To add the tax category section, select the check box at the line Item header to select multiple line items at a time.
2. Select **Tax** from the **Line Item Actions**.
3. Select the tax category from the **Category** drop-down menu.
4. The **Rate(%)** and the **Tax Amount** will be auto-populated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



*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.*

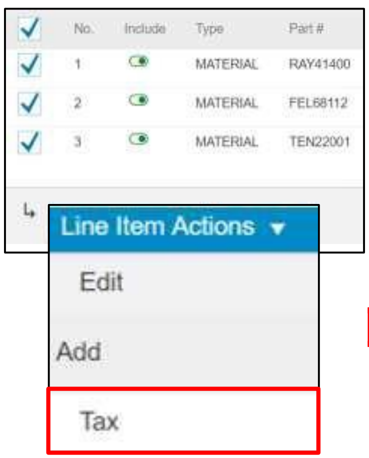


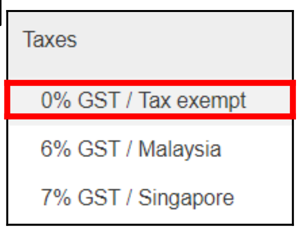
PO-Flip Invoice – Tax Exempt and Zero-rated Tax

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**.





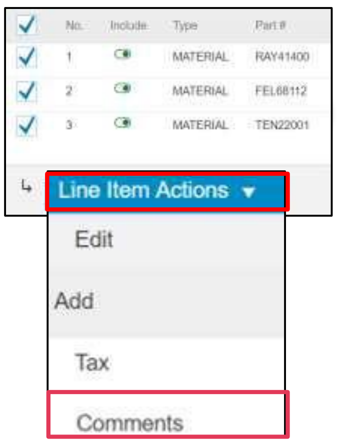
Even if tax is not applicable in your original invoice, it is still mandatory to enter a 0% tax category to each line-item with a proper description of Tax Exempt/Zero-rated Tax.

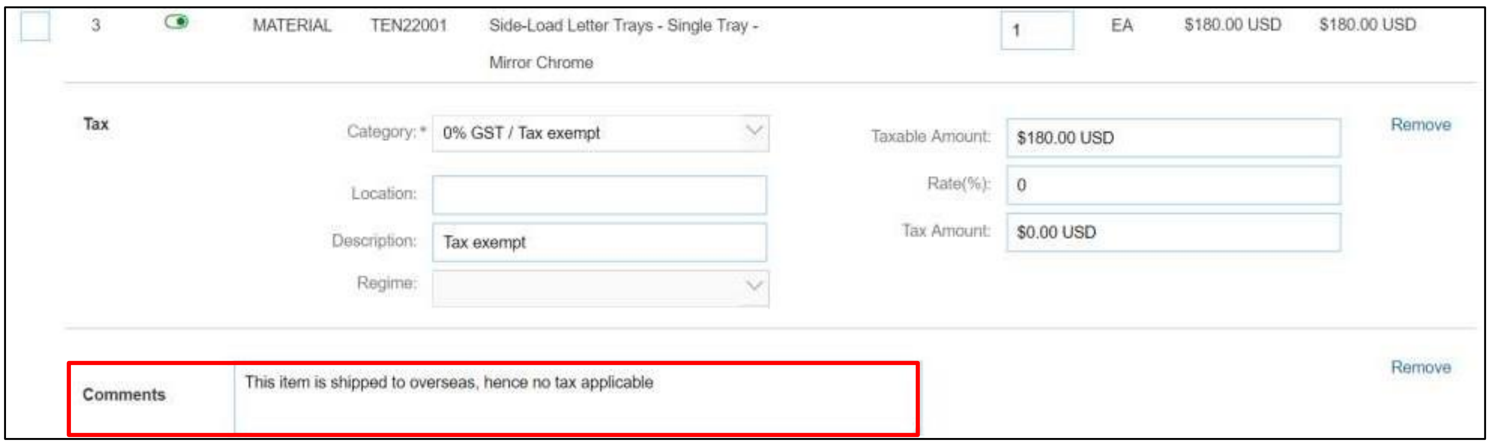
PO-Flip Invoice – Adding Comment at Line item Level

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:

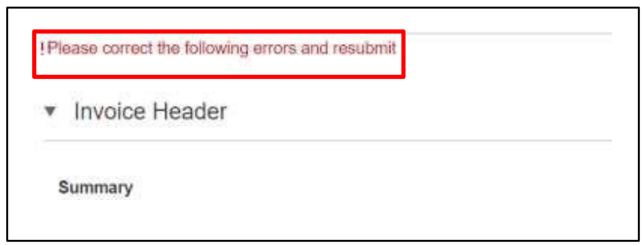
1. Select **Add** > **Comments** from the **Line Item Actions** drop-down menu. The page will be refreshed and the **Comments** field will be displayed.
2. Enter appropriate comments in the **Comments** field.





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.



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?

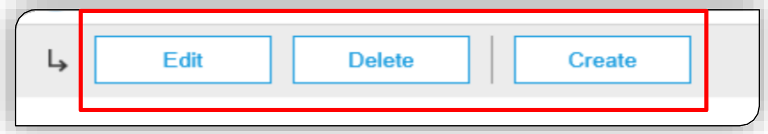
- ✓ **Sold To:** Bill to from Purchase Order is copied to Sold to in Invoices
- ✓ **Bill From**: Supplier account (Admin Account top right corner > My account > section Contact information)
- ✓ **Bill To**: coming from PO, can be edited only when creating non-PO invoice
- ✓ **Ship To**: coming from PO, 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 Company Settings.

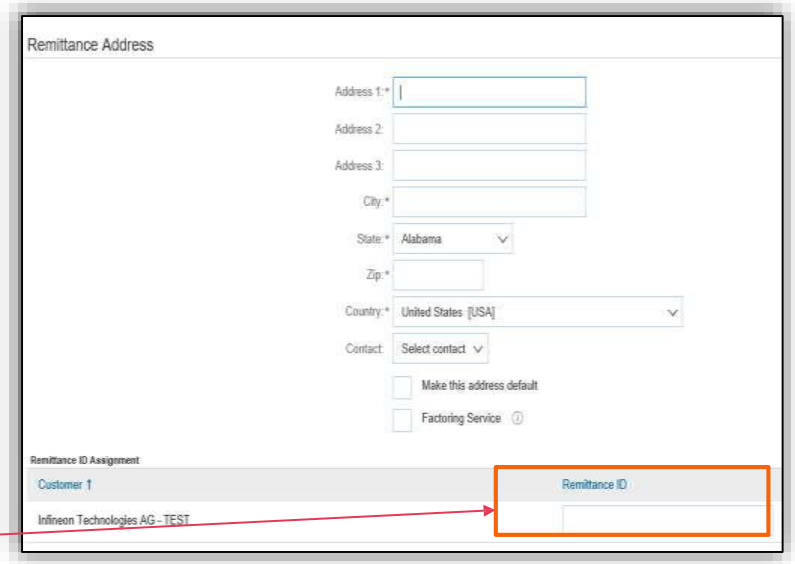
*VAT ID is required information by Infineon Technologies AG.

Remittances

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



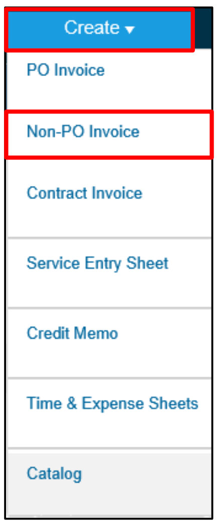
- In the **COMPANY SETTINGS** -> **EFT/CHECK REMITTANCES** section, complete all required fields marked by an asterisk
- Select one of your Remittance Addresses as a default if you have more than one
- If you send invoices in different currencies, please make sure you create separate remittance address 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

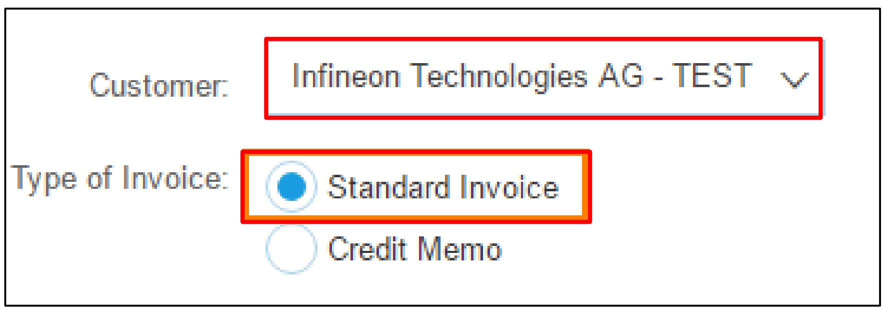


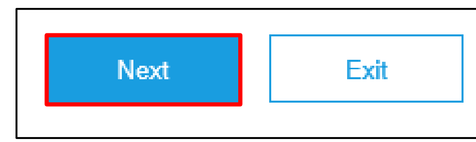
Non-PO Invoice

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**.





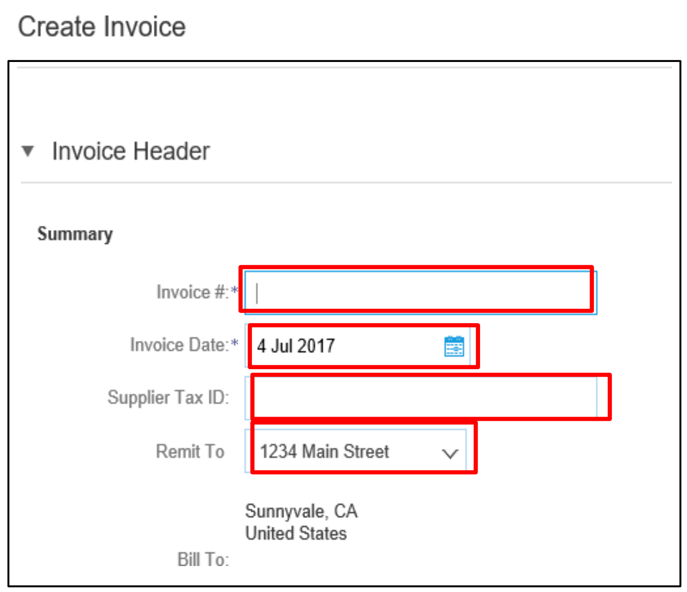


Non-PO Invoice – Header

To create an invoice without a PO:

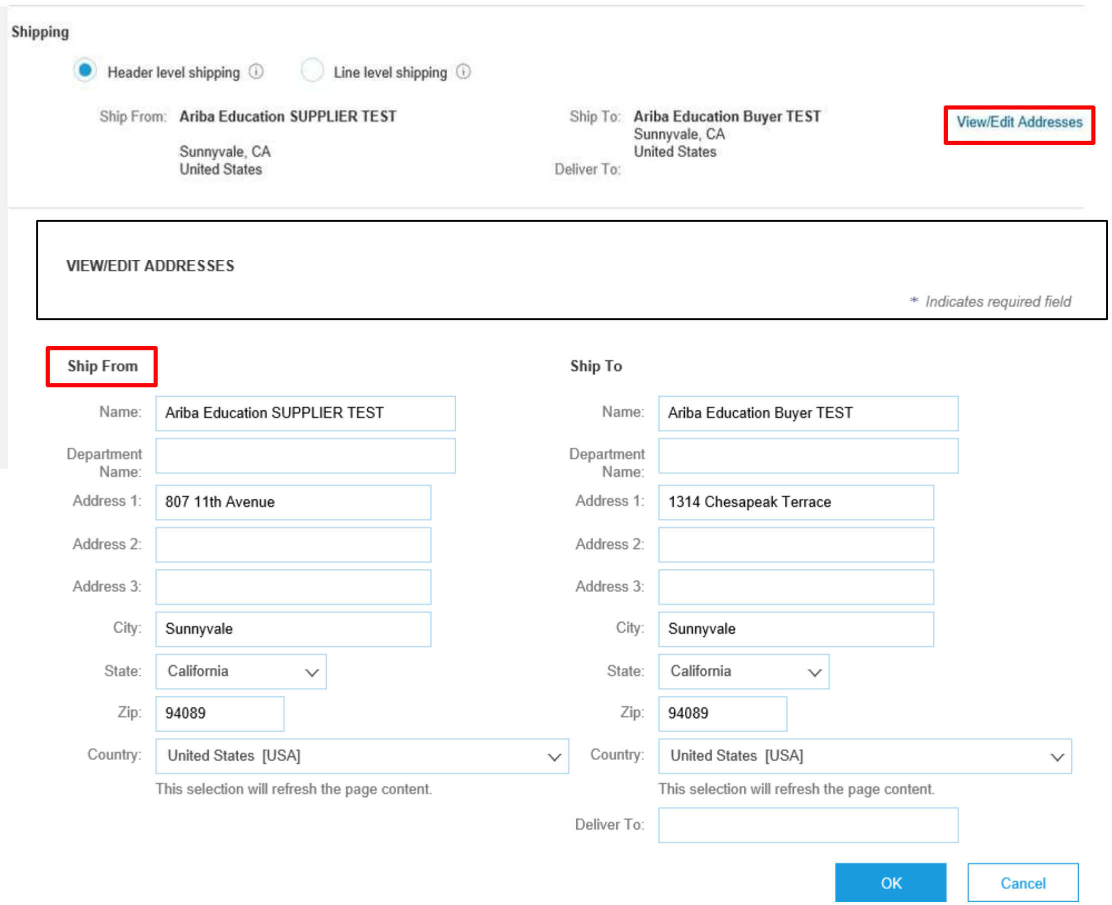
1. Enter an **Invoice #** which is your unique and sequential number of invoice identification. This is the invoice number you have in your system
2. The Invoice Date will auto-populate to today's (current day's) date.
3. The **Supplier Tax ID** field is auto-populated if configured in the account. To 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.



Non-PO Invoice – Header-level Shipping

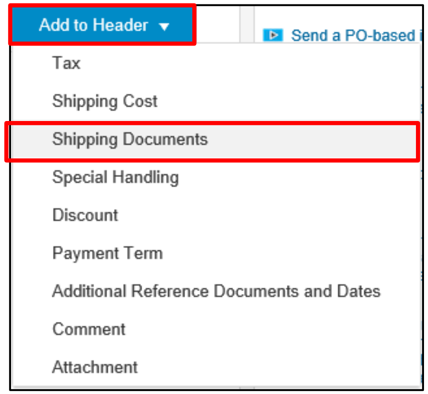
5. **SHIPPING ADDRESS -** Shipping at Header level will create one field for details for all items on the invoice together. Line level shipping will allow to enter different shipping details for each line item on the invoice. Ship From address can be edited by clicking on **View/Edit Addresses**.
6.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

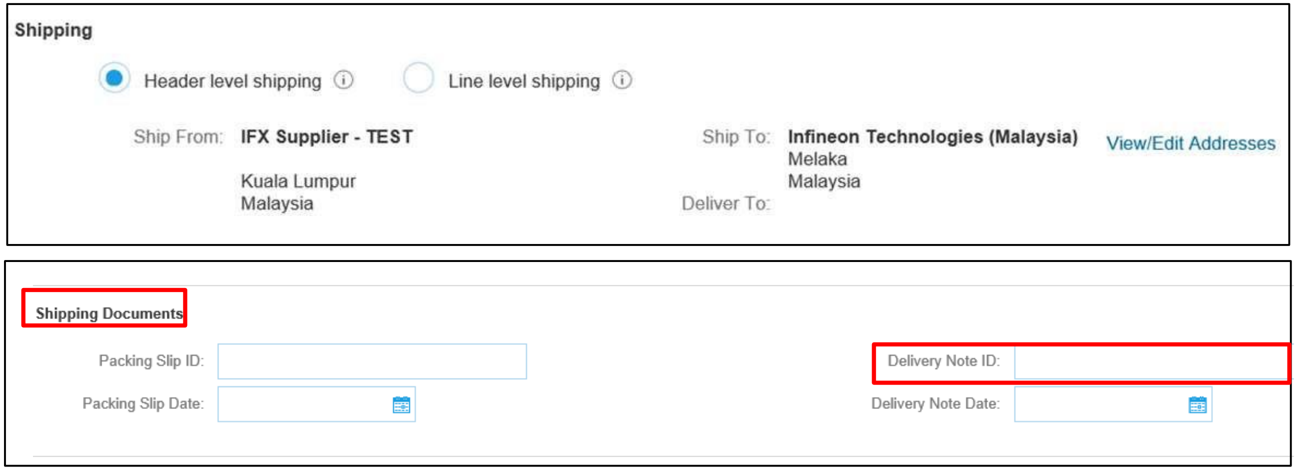


Non-PO Invoice – Shipping Documents

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.

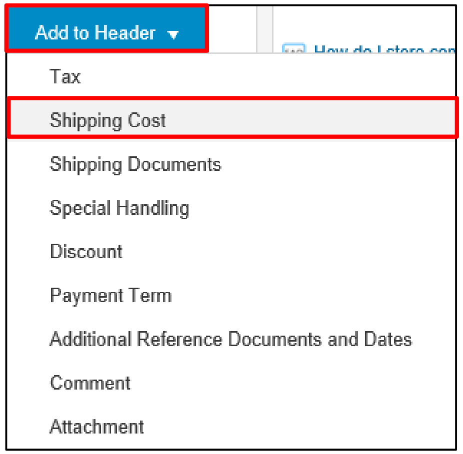




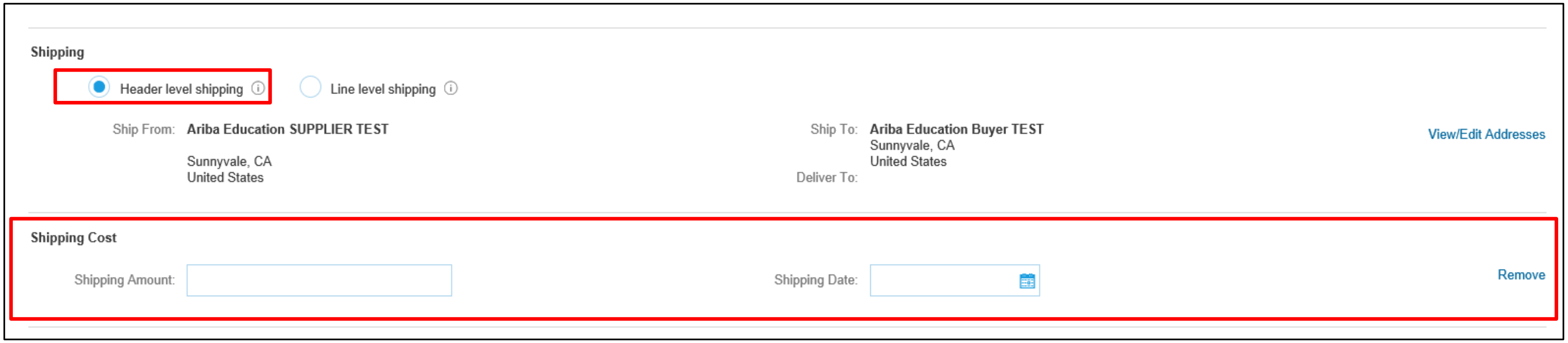
Non-PO Invoice – Shipping Costs

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!



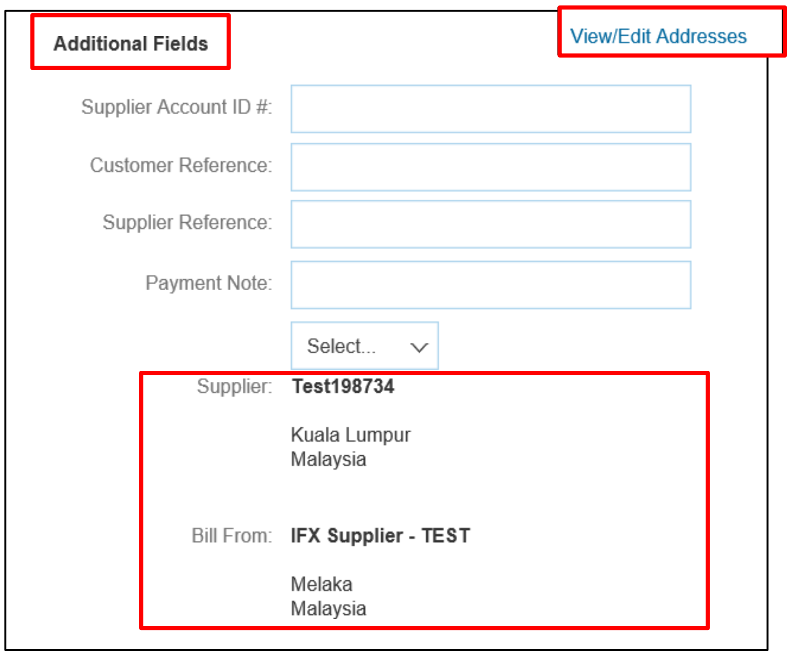
Shipping costs currency has to match the purchase order currency.

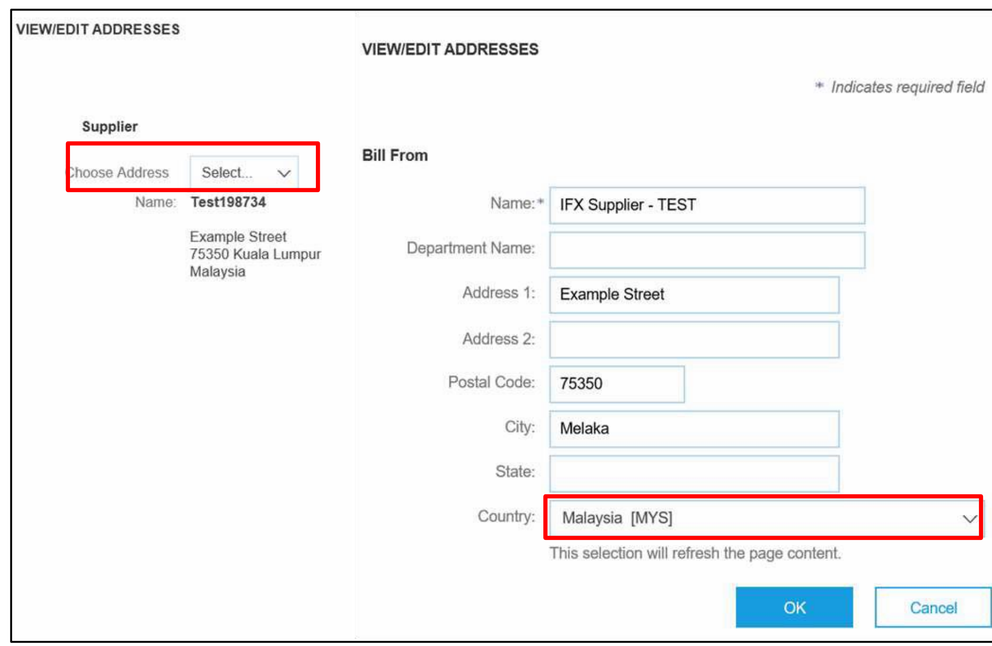


Non-PO Invoice - Additional Fields on Header Level

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

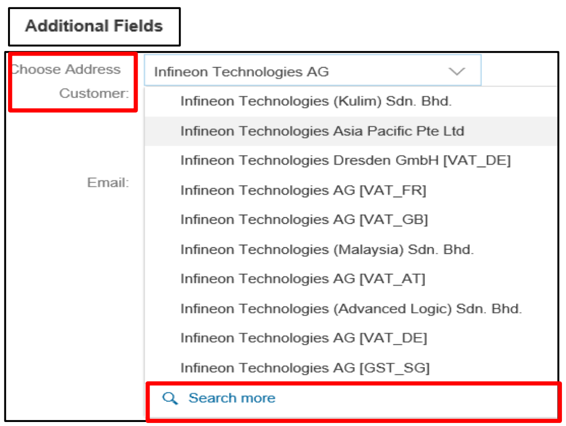
1. Click the **View/Edit Addresses** link on the **Additional Fields** section.
2. The **View/Edit Addresses** dialog box is displayed. Make the necessary changes here.
3. Click **OK** once done. The changes will be updated.





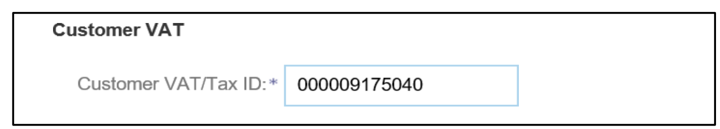
Non-PO Invoice – Additional Fields: Customer (Sold To) Address

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.



If you do not know the Customer GST ID/correct Address, please contact Infineon: 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

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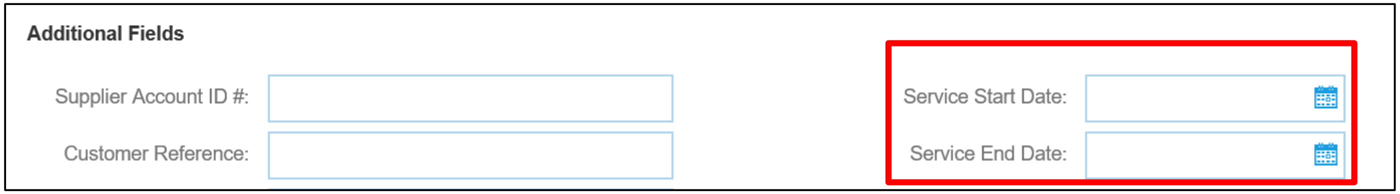

Non-PO Invoice – Attachment at Header Level

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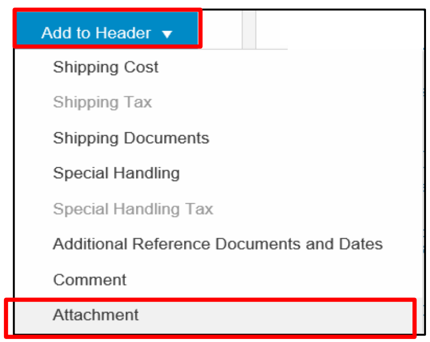

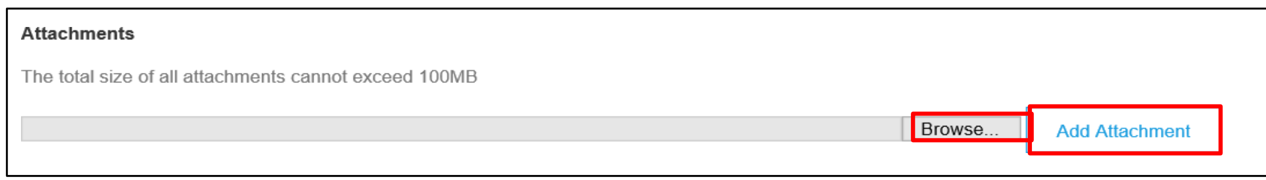

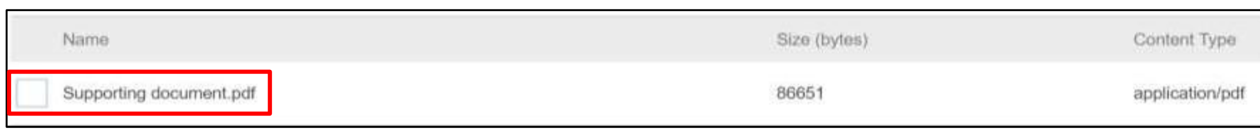

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Non-PO Invoice – Attachment at Header Level (Contd.)

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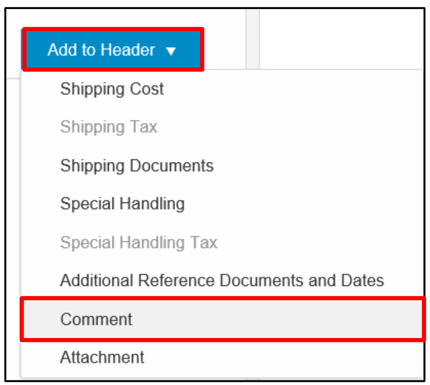
To add multiple attachments, kindly consolidate into one sole attachment.

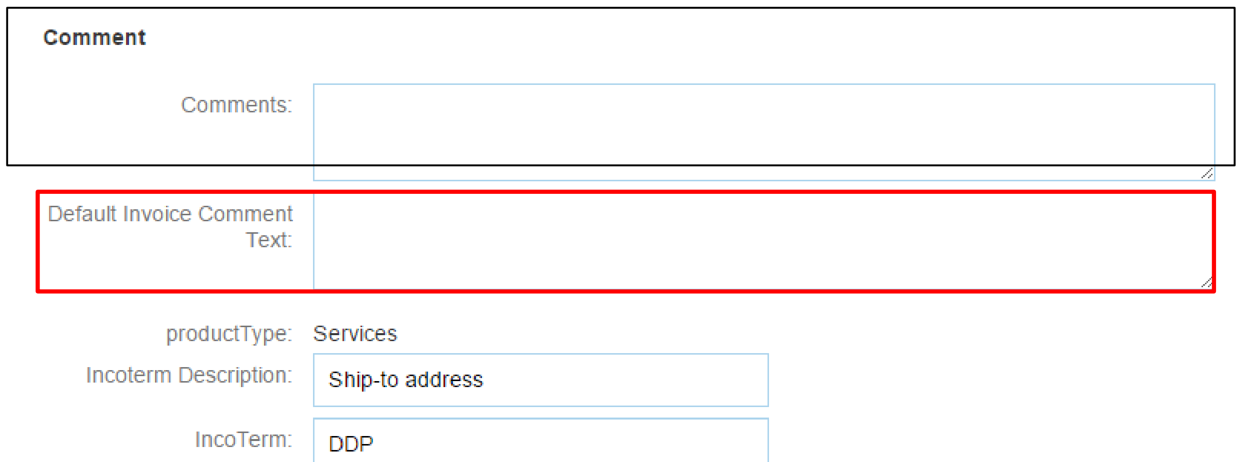
Kindly keep attaching the same documents to the electronic invoices as you have done before for the paper invoices (ex: delivery note, scan copy of paper invoice, consignment, time sheet etc.)

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.





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.

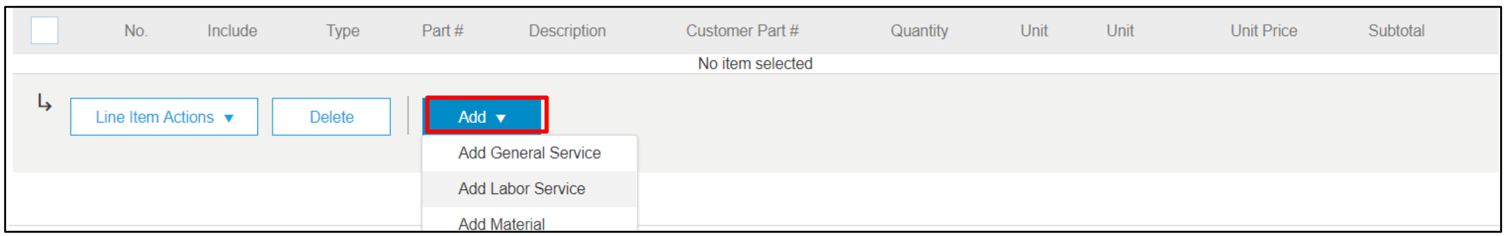
ZIP file attachment is not allowed – use the following attachment formats: PDF, TIF, TXT

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).

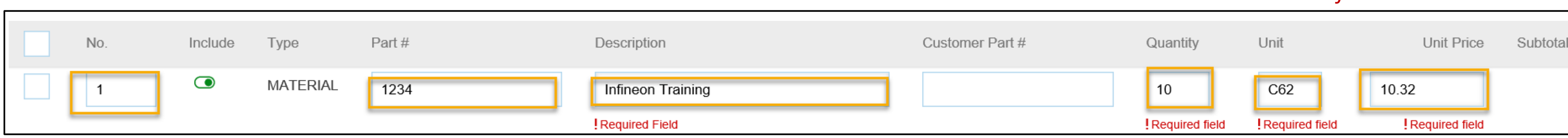
Non-PO Invoice – Line Items

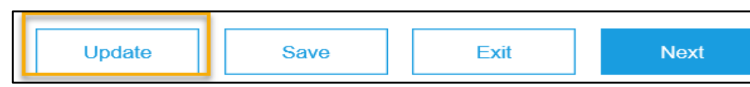
1. In order to add items to your Non-PO invoice, in the **Line Items** section click **Add** and select appropriate item type.
2. A new line will appear with empty fields for your invoice item. Fields have to be filled with the same information as in supplier's system.
3. Click **Update** for the **Subtotal**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

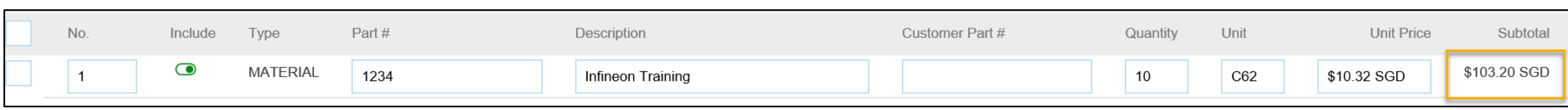


-Add General Services/Labor Services to invoice for service items.

-Add Material to invoice for material items.





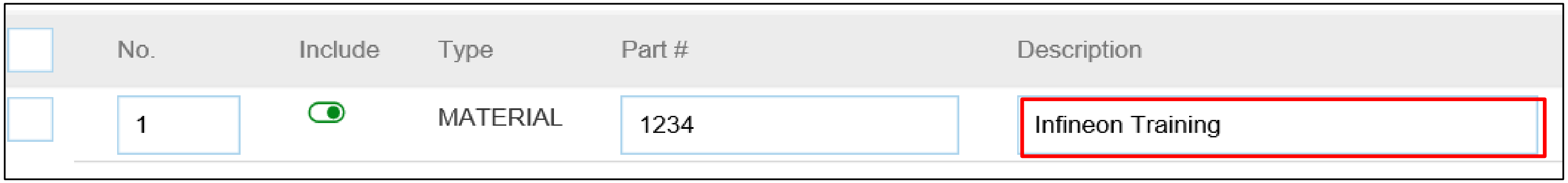


Non-PO Invoice – Line Item Description

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.

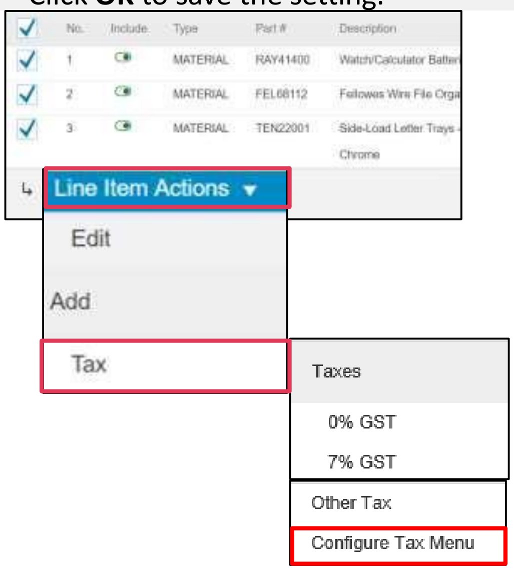
Description field is a legal and tax requirement by Infineon. Make sure the description is self-explanatory and same as on your local ERP system. Provide the same detailed description as you used to do on your paper invoices.



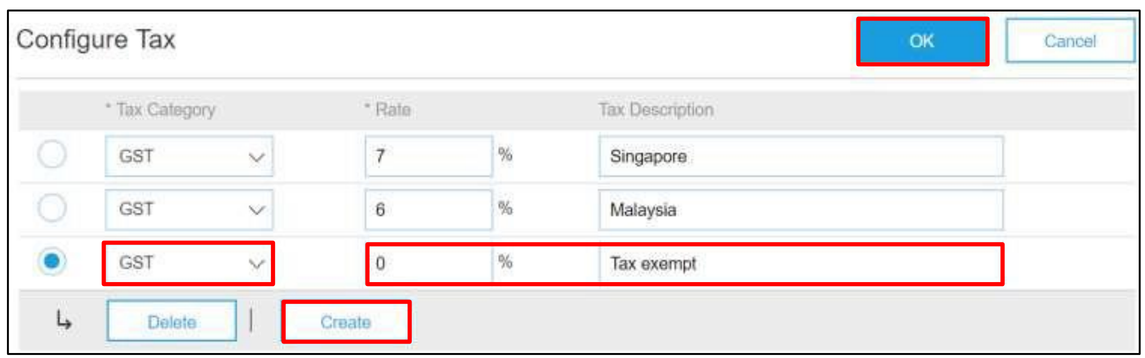
Non-PO Invoice – Line Item Tax: Configure Tax Menu

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 **Tax Category** drop-down menu.
4. Enter the **Rate** and **Tax Description**.
5. Click **OK** to save the setting.



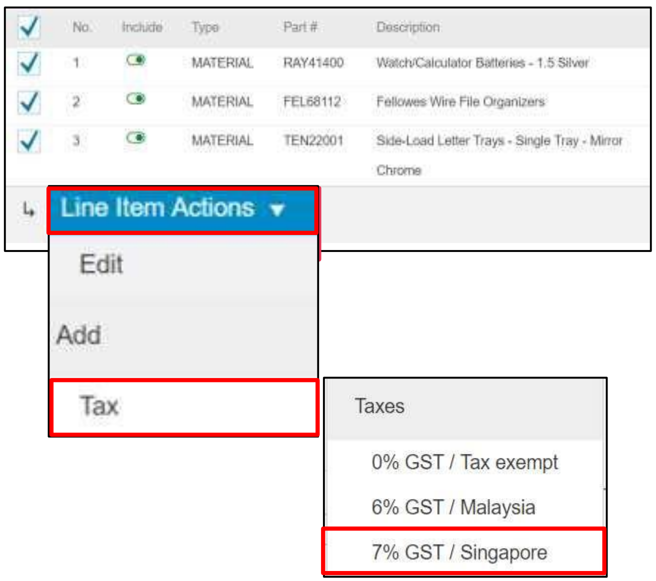
*If you are creating a **0% GST** tax category, enter the reason or exemption phrase in the **Tax Description** field.*

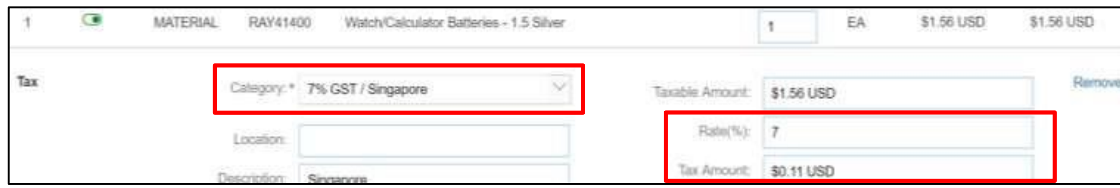


Non-PO Invoice – Line Item Tax: Adding Tax

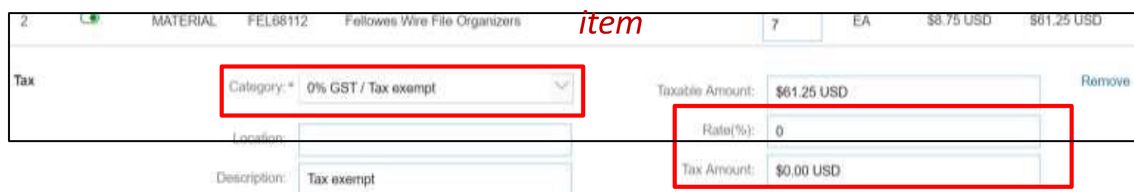
Infineon requires all suppliers to enter tax at the line item level.

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.





Even if Tax is not applicable in your original invoice, it is still mandatory to enter a 0% tax category to each line-item

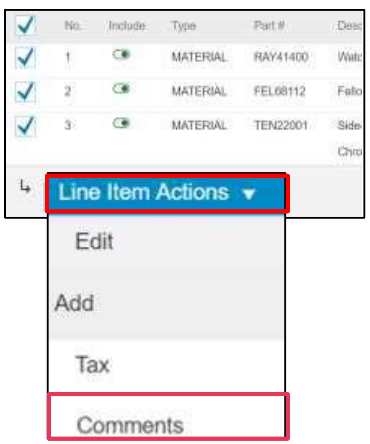


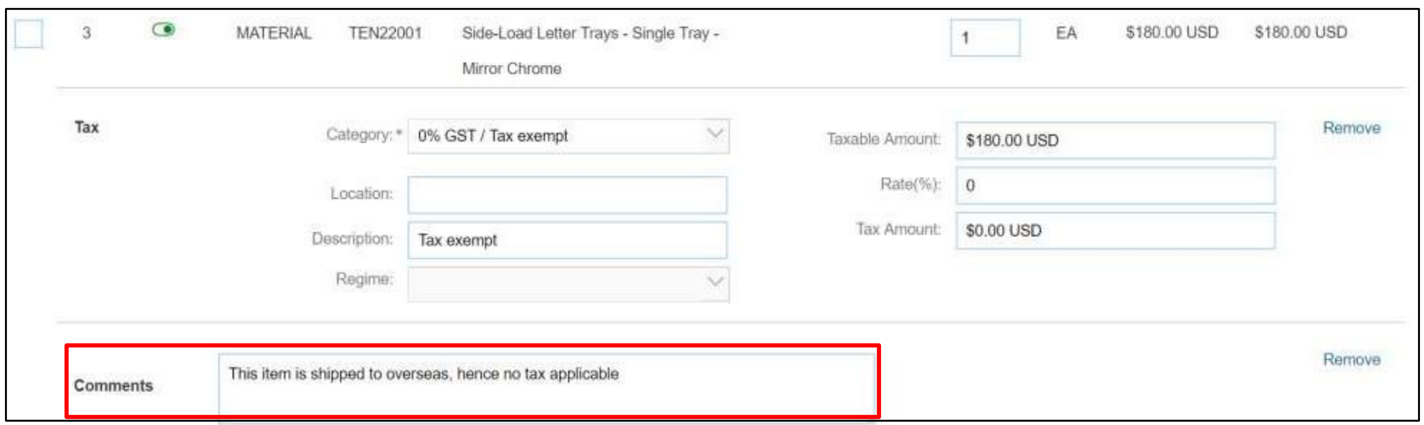
Non-PO Invoice – Adding Comment at Line item Level

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.





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.

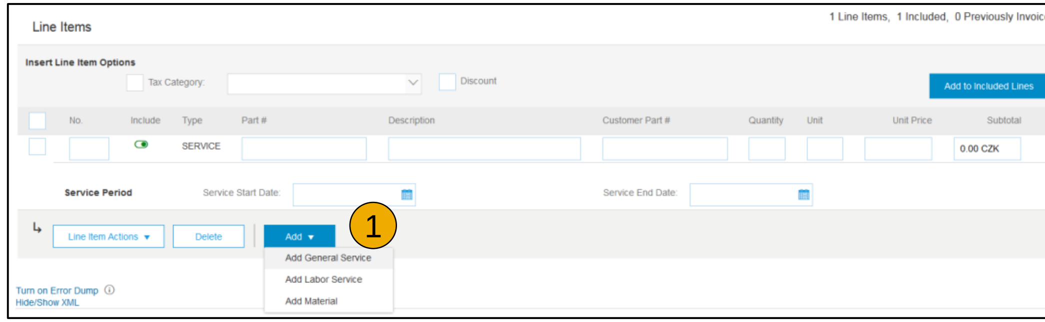
Consignment Invoice

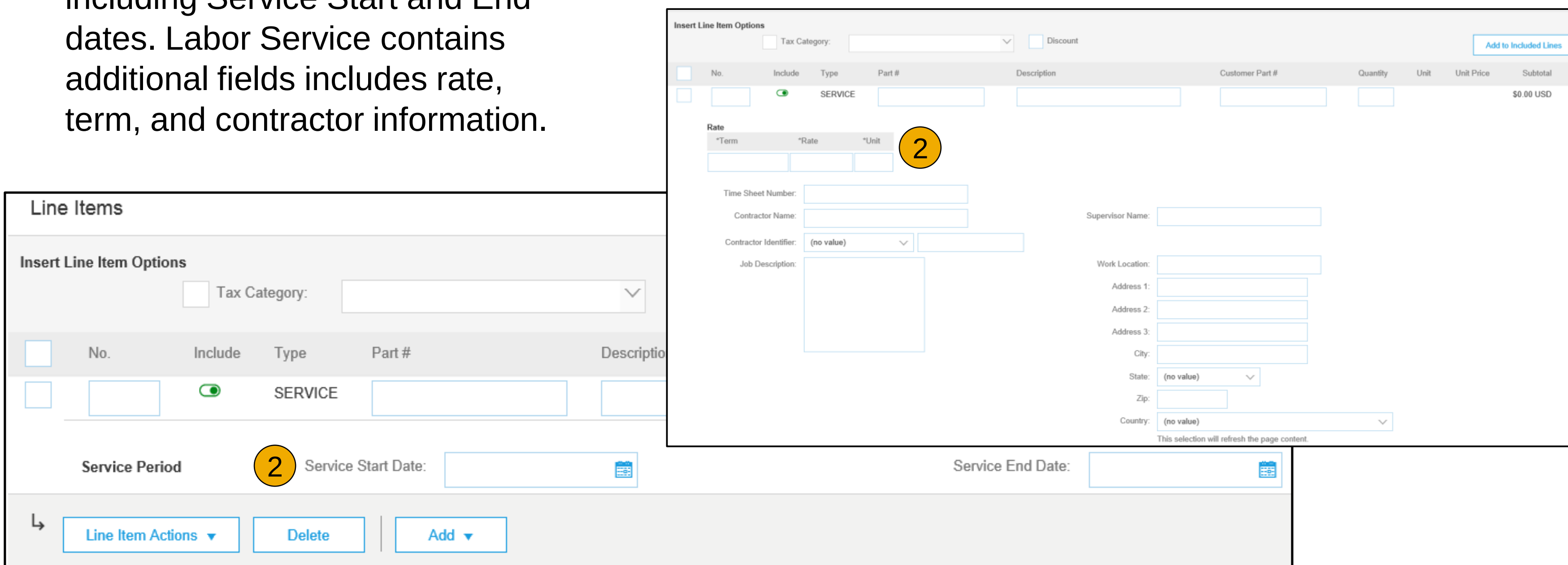
When creating Non-PO invoices for consignments, Infineon requires you to attach the consignment billing report as a supporting document and provide a consignment number to be updated in the **Comments** field.

Invoice For Services

Add Service Lines to Invoices

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.

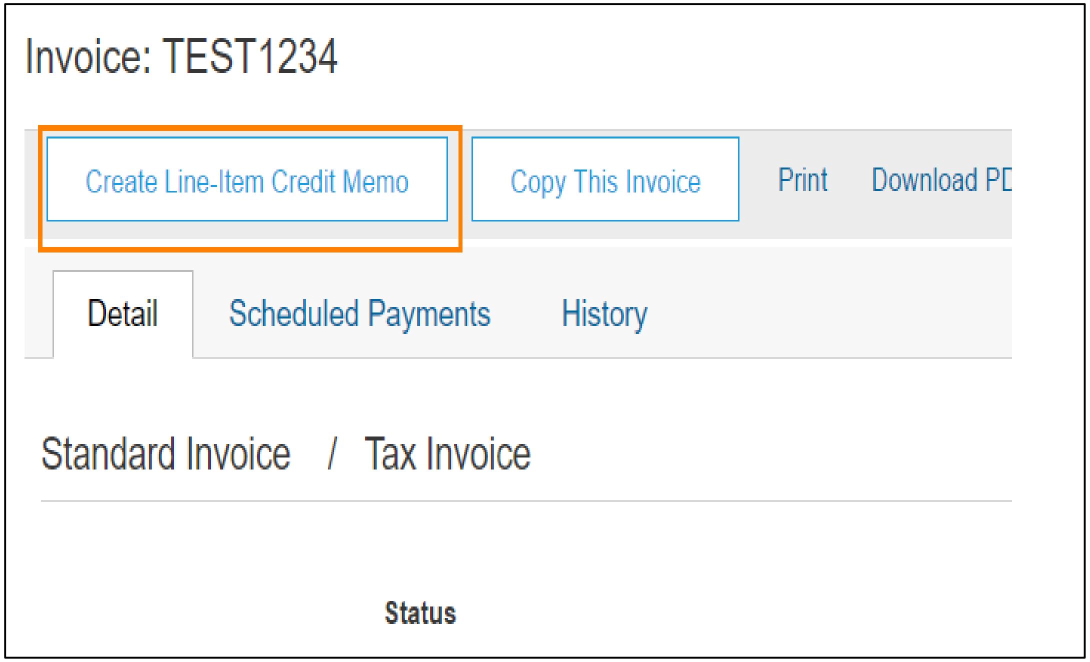




Credit Memo/Negative Invoice

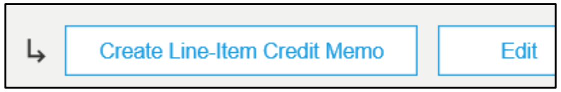
To create a credit memo against an Invoice:

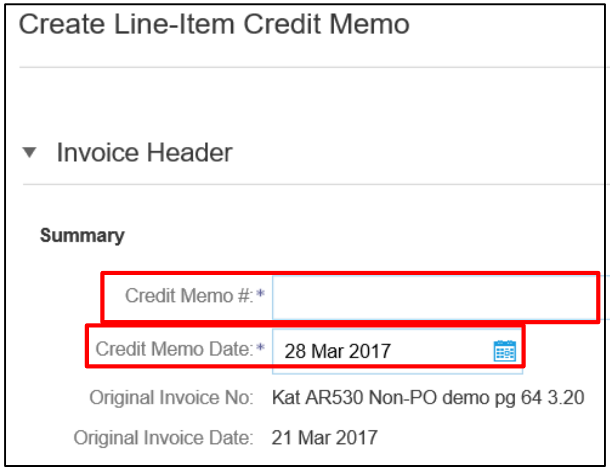
1. Open the Purchase order from the Interactive email and click on **Create Line-Item Credit Memo.**

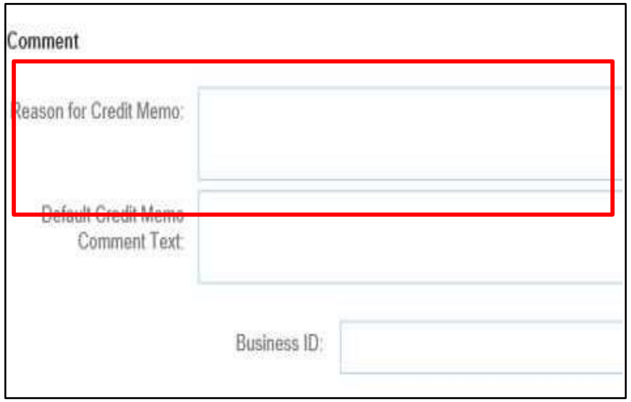


Credit Memo/Negative Invoice – Line Item level

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.







Note:

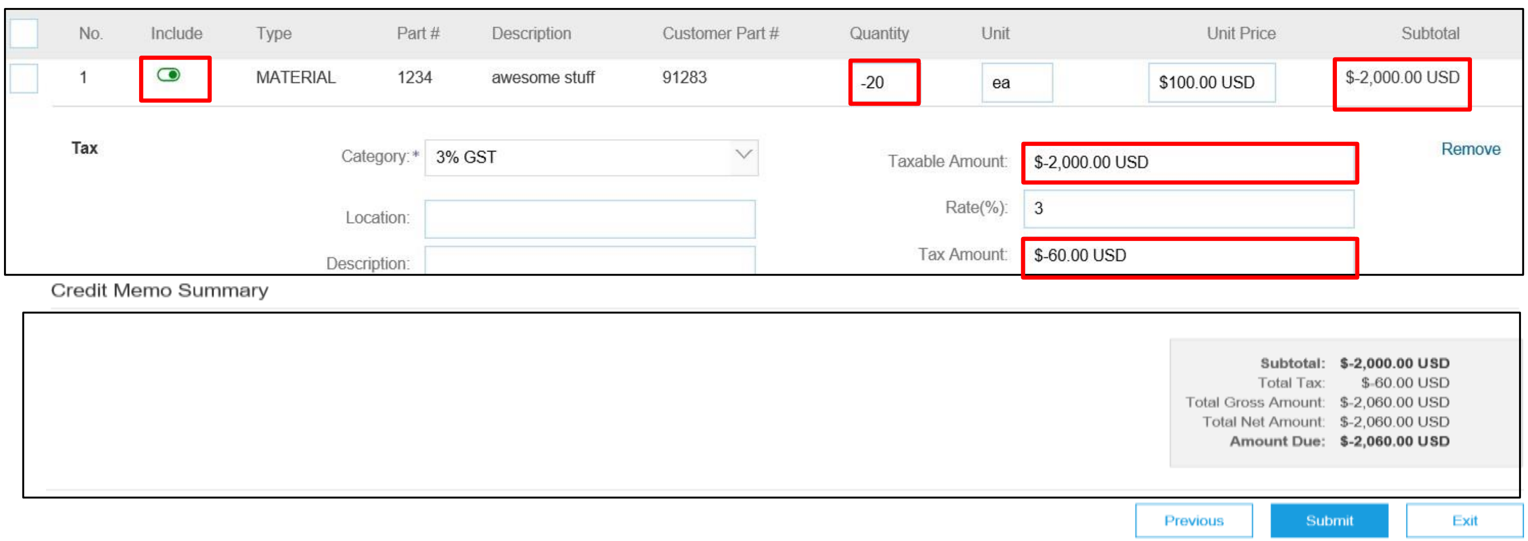
Please ensure that Credit Memo # is the same as in your ERP system

Credit Memo/Negative Invoice – Line item level

5. 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.

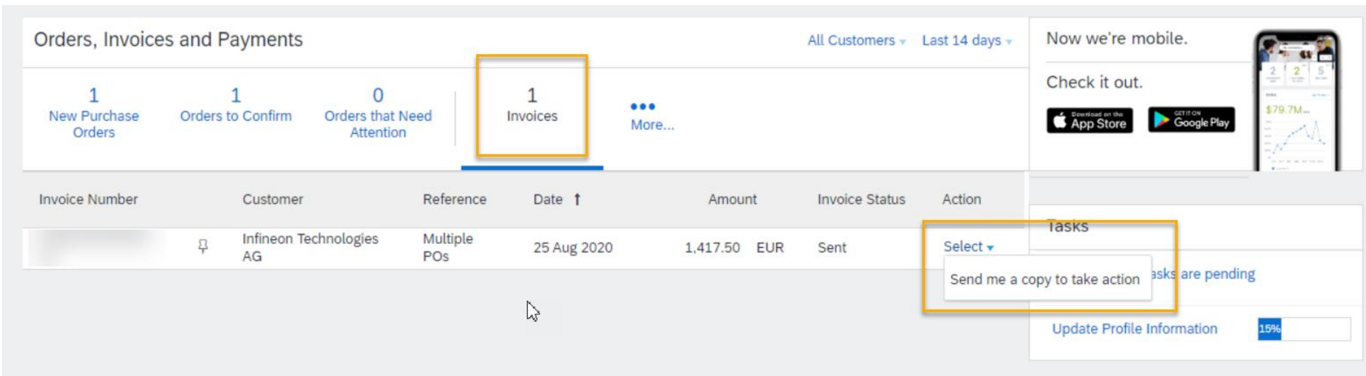
6. In order to exclude certain invoice lines from the credit memo and have a line item credit memo, click on green 'Include' radio button of the line items to be excluded.

7. 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.

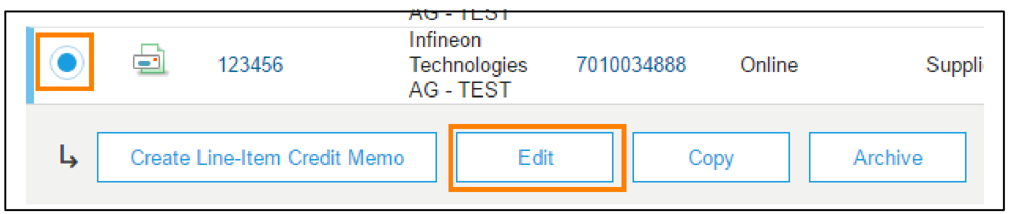


Edit and Resubmit Failed or Rejected Invoices

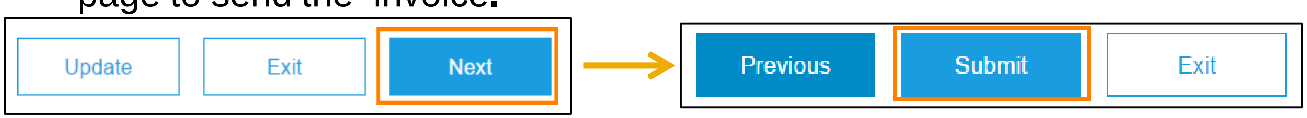
In order to edit and resubmit failed or rejected invoices, please go to your account and resend the invoice to you from the tiles and open the invoice via interactive email received.



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



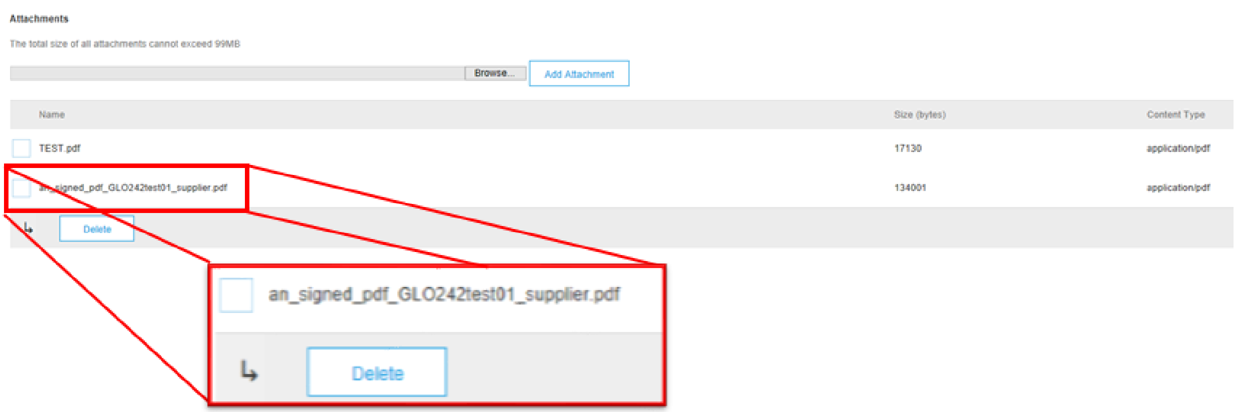
3. Make necessary changes for the invoice to be accepted. Click on **Next** and **Submit** on the Review page to send the invoice**.**

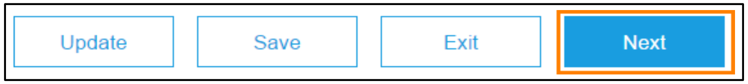


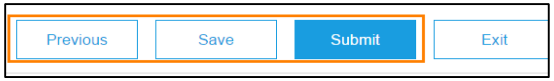
Edit and Resubmit Rejected Invoice for GST Registered Suppliers with own attachments

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.







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 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

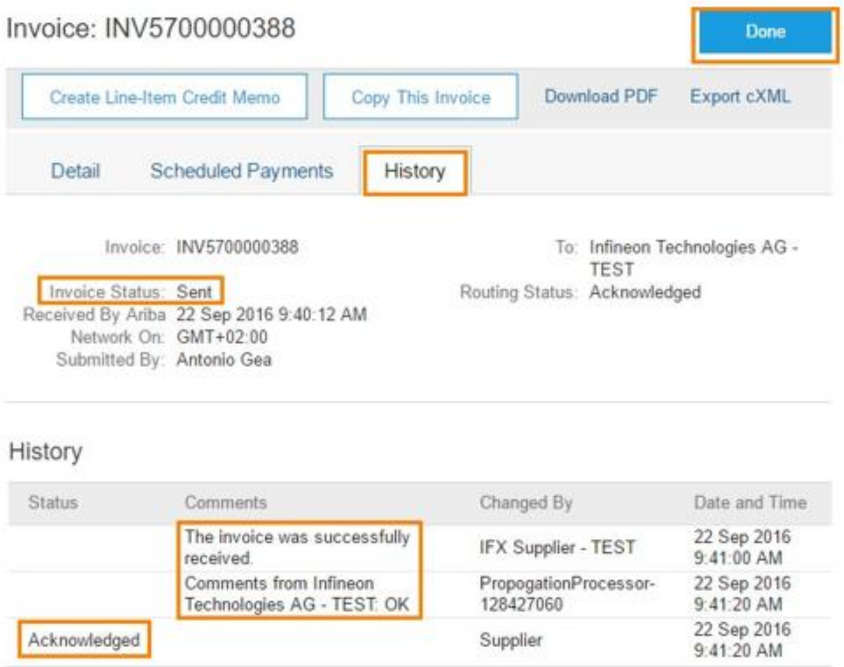
1. Access any invoice from the interactive email purchase order.

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.

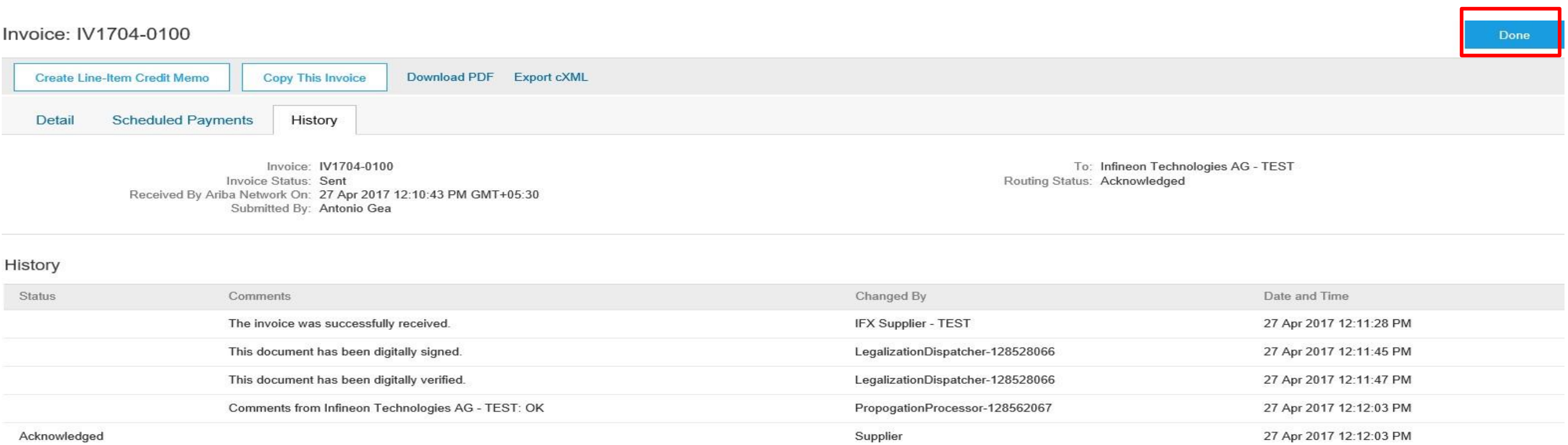
(see next page)

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



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**.



Regional Considerations

Singapore and Malaysia

GST ID for Singaporean Invoices

SSI ID for Malaysian Invoices

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)

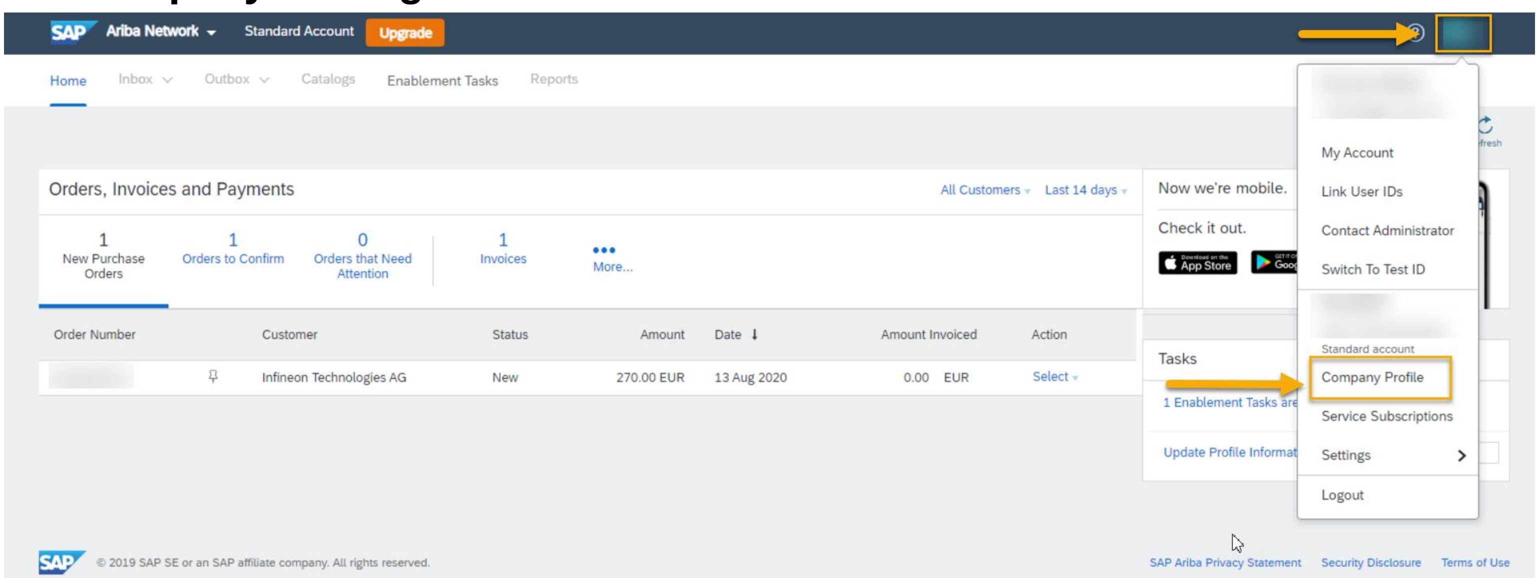
Singaporean Invoices sent to Infineon Technologies

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)

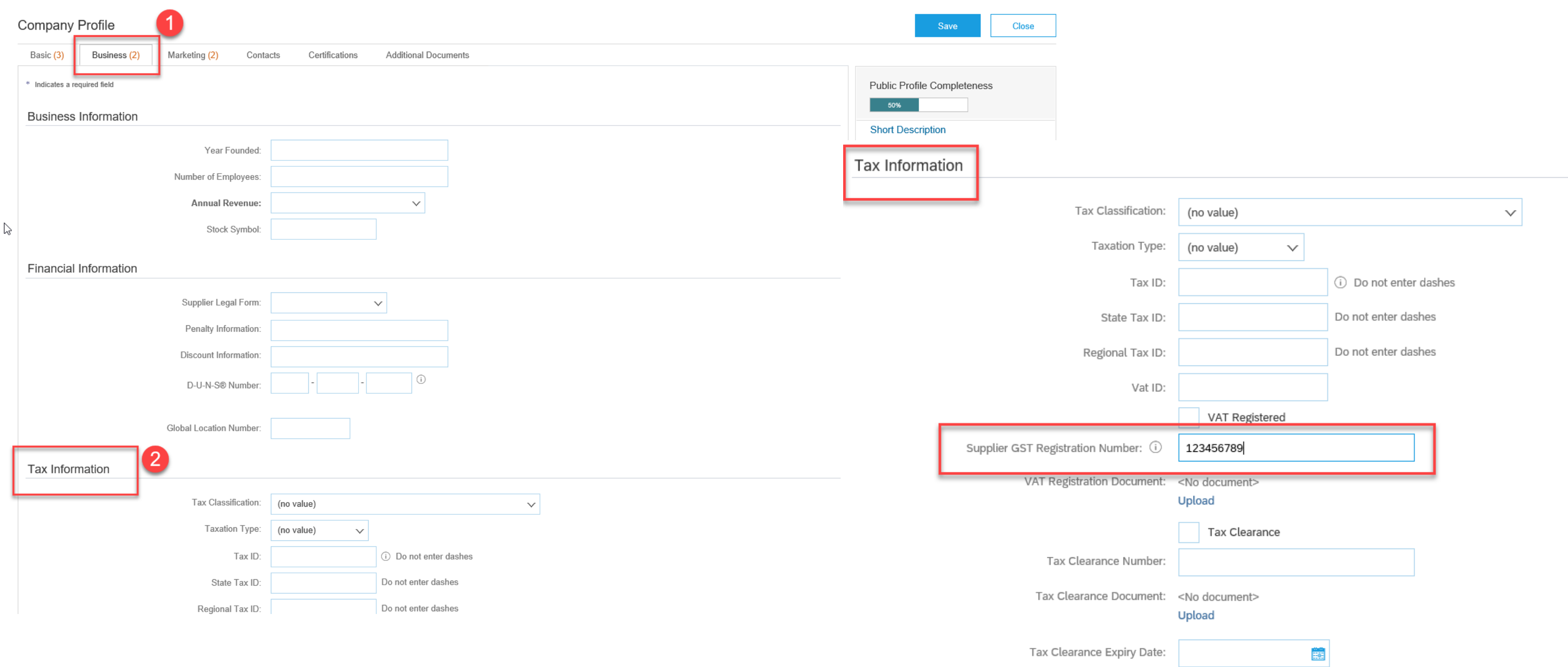
2) Go To Company Settings



Singaporean Invoices sent to Infineon Technologies

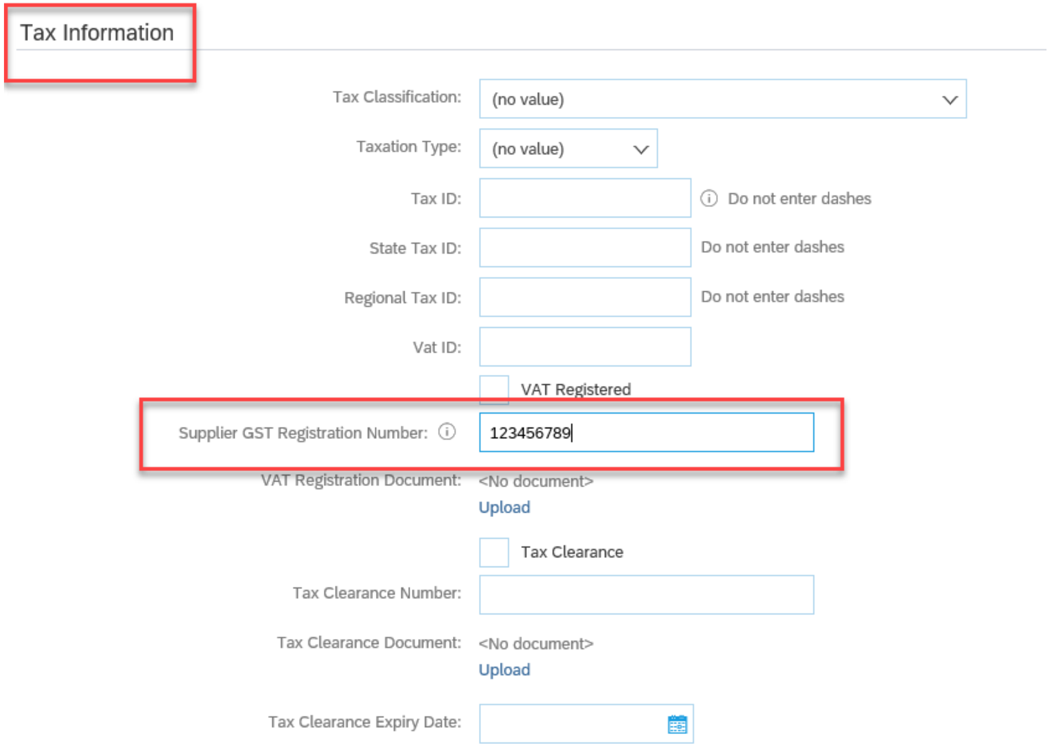
Label changes for Singaporean invoices (2/3)

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



Label changes for Singaporean invoices (3/3)

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



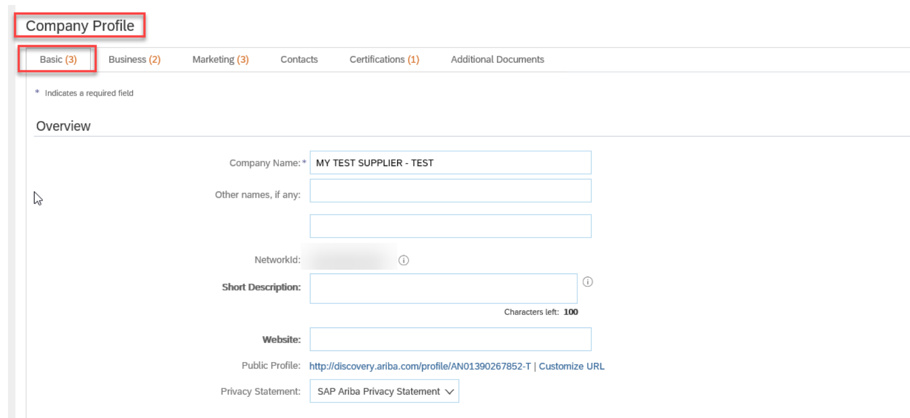
GST Changes for Singaporean Suppliers

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

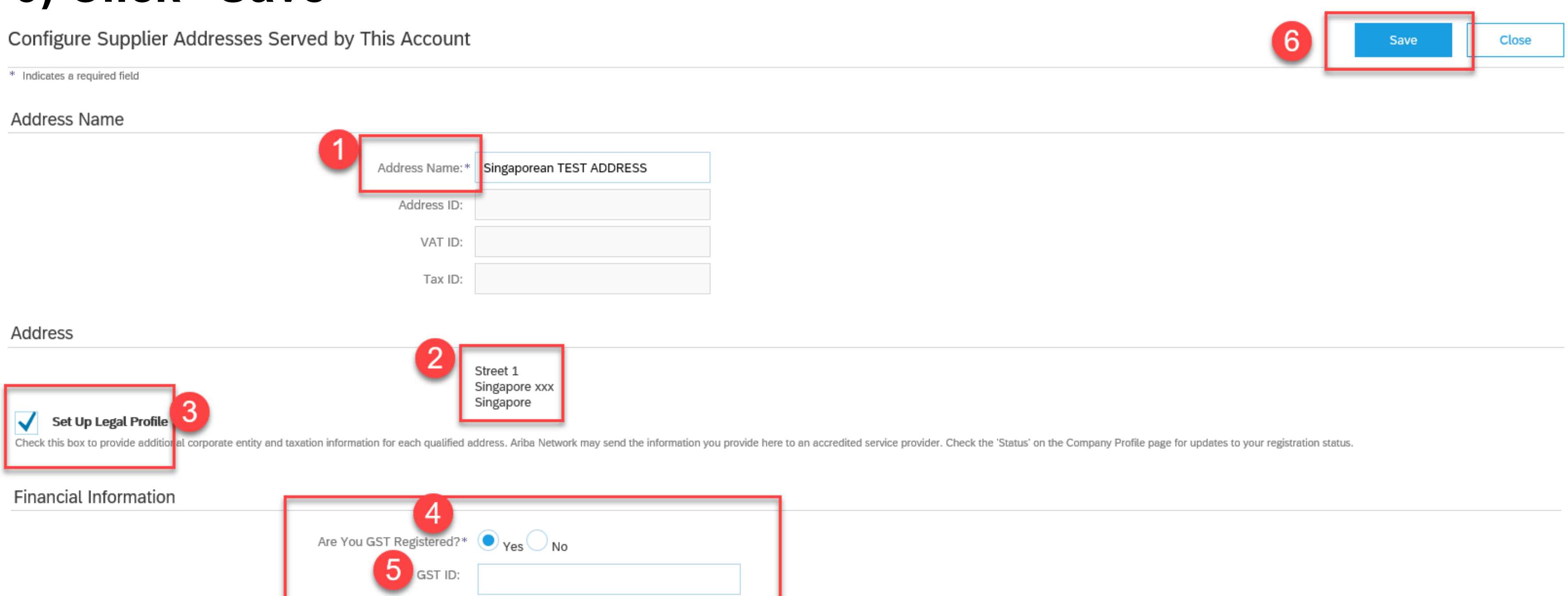


GST Changes for Singaporean Suppliers

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"

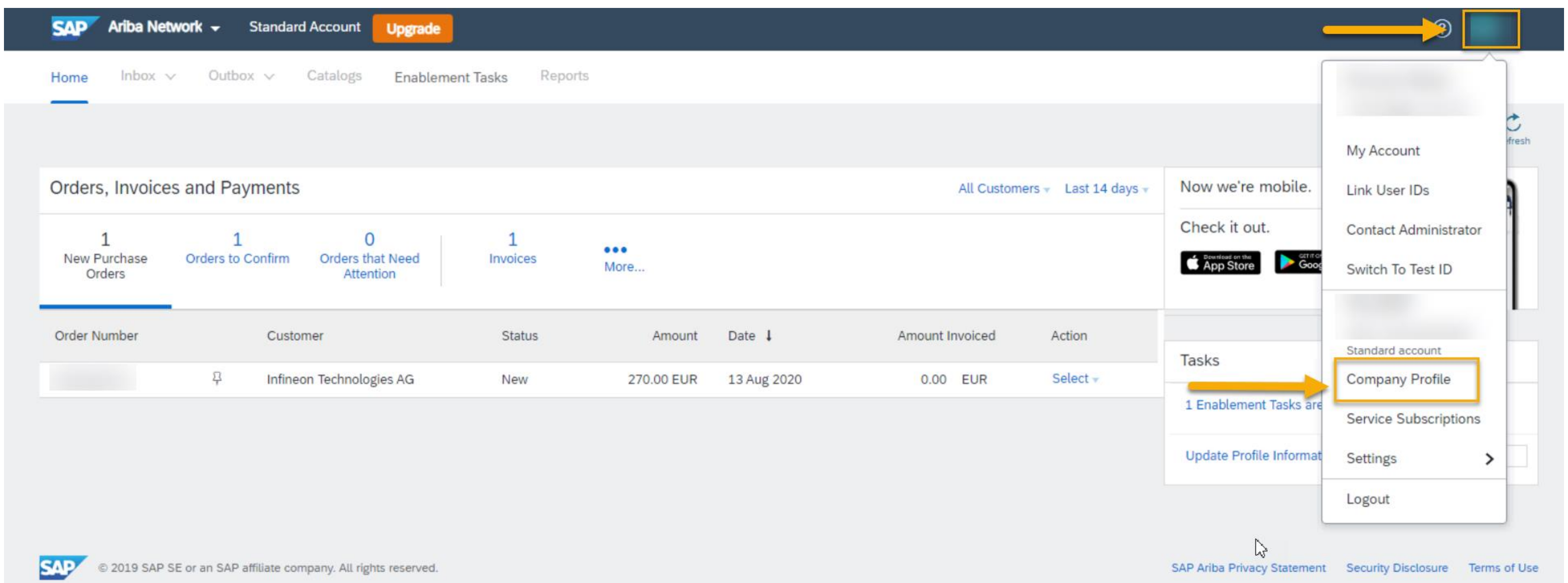


SST ID Set-up for Malaysian Suppliers
Label changes for Malaysian invoices

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



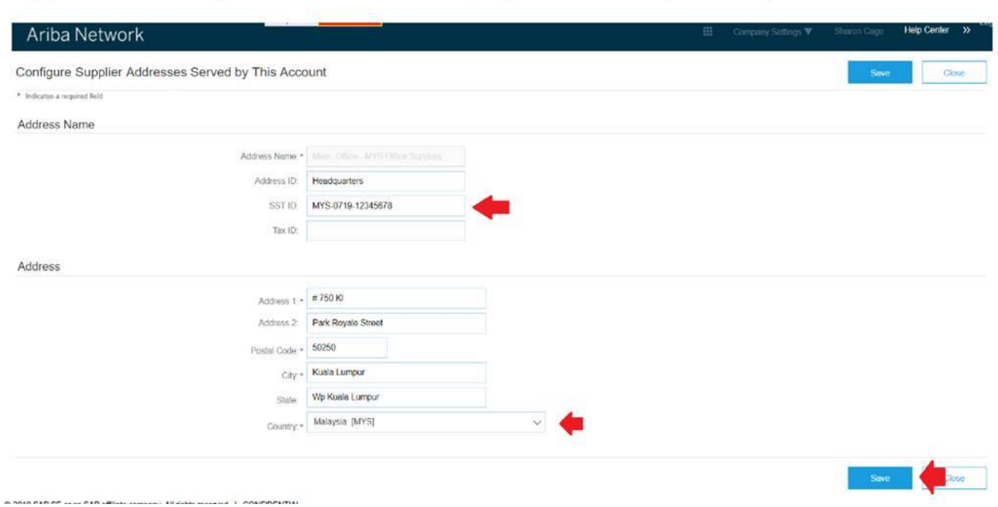
Malaysian Invoices sent to Infineon Technologies

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-XXXXXXXX'

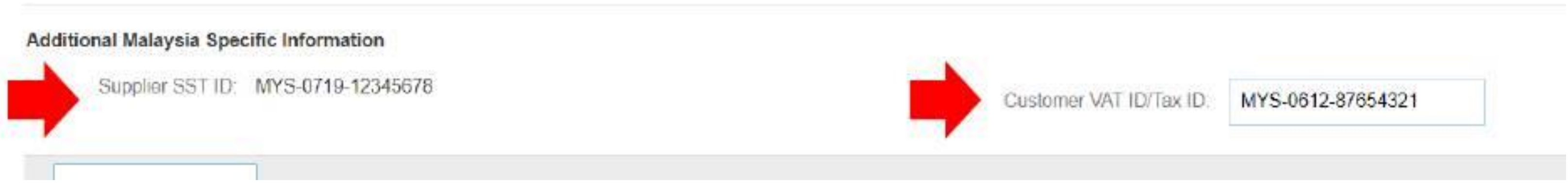
Supplier Profile changes : In the Additional Company Address section, add Malaysian address and SST ID



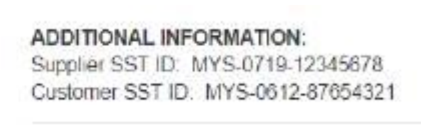
Malaysian Invoices sent to Infineon Technologies

Label changes for Malaysian invoices (3/3)

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



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



Ariba Network Help Resources

Customer Support

Supplier Information Portal

Additional Resources

[How to contact customer support]

[Issue with logging in?]

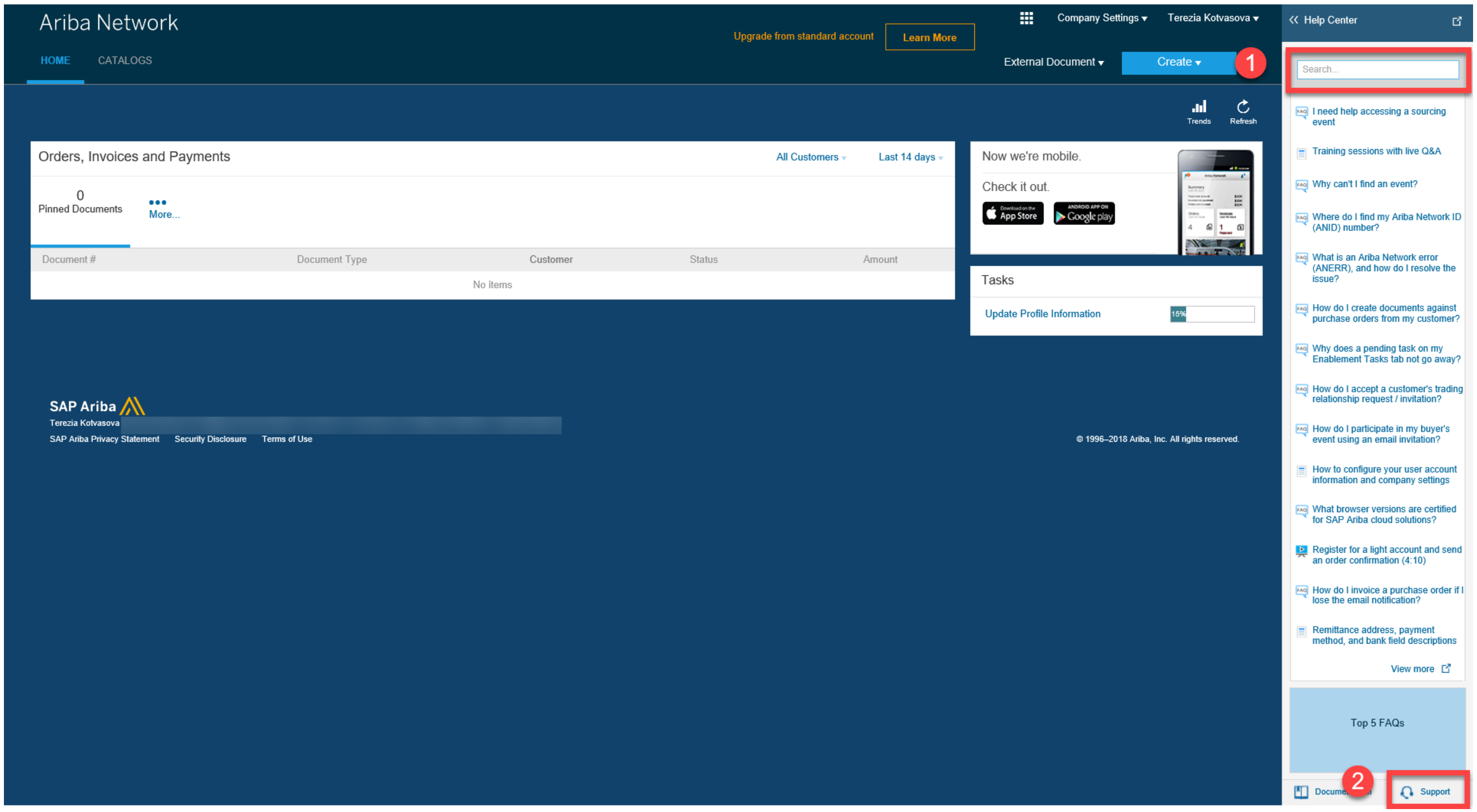
[Standard Account Guidelines and Videos]

[How to upgrade to Enterprise Account]

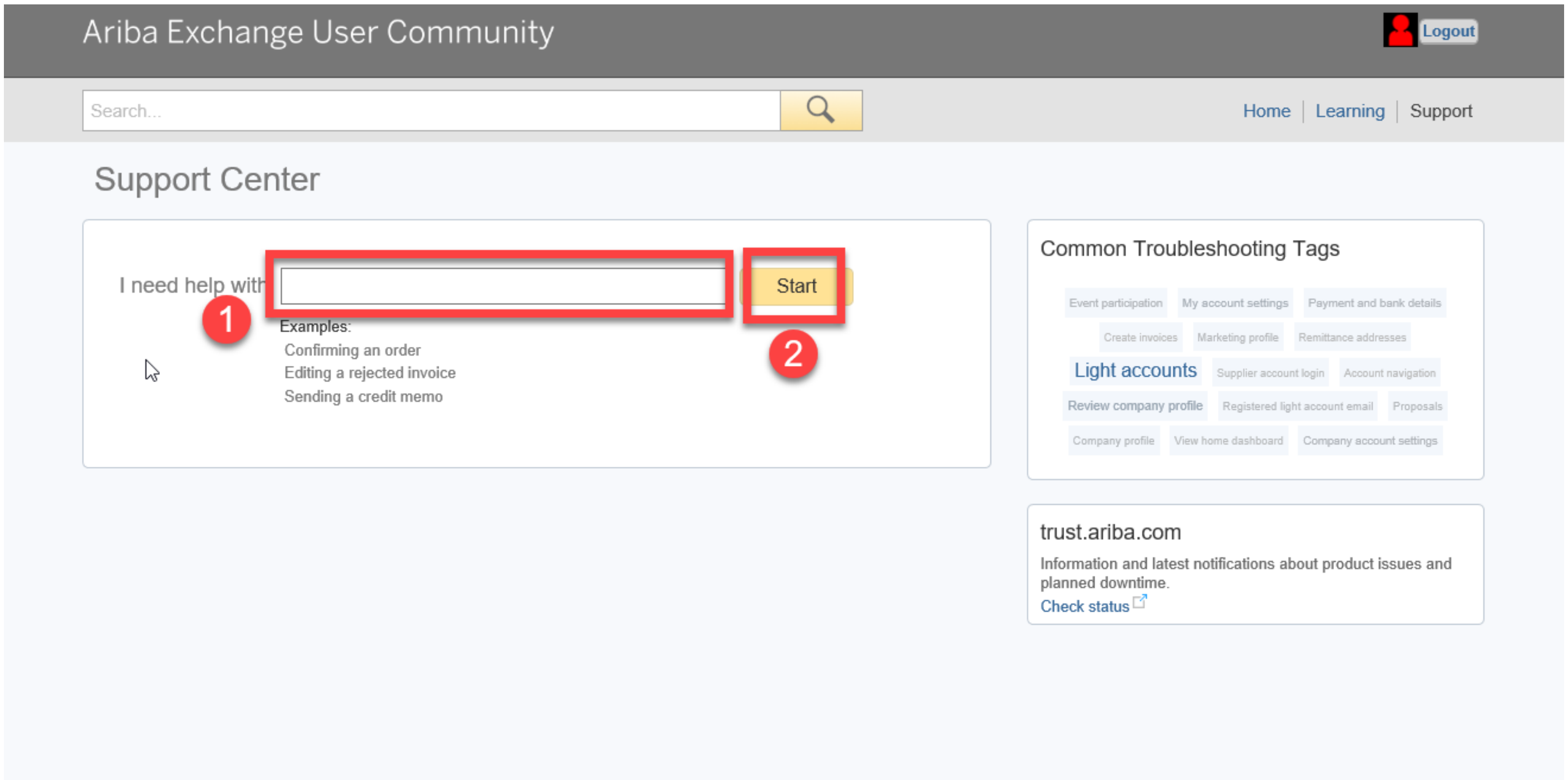
How to contact customer support – Standard Account

- **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

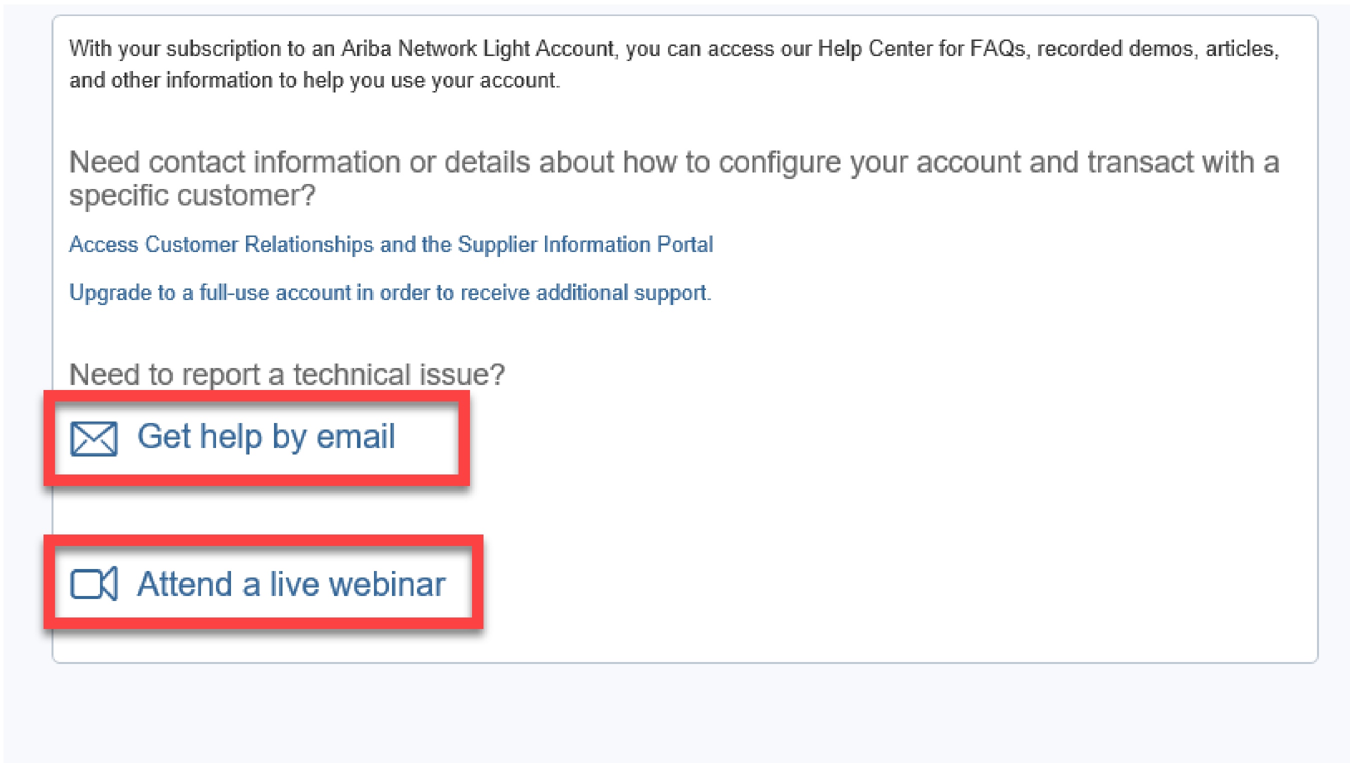
How to contact customer support – Standard Account



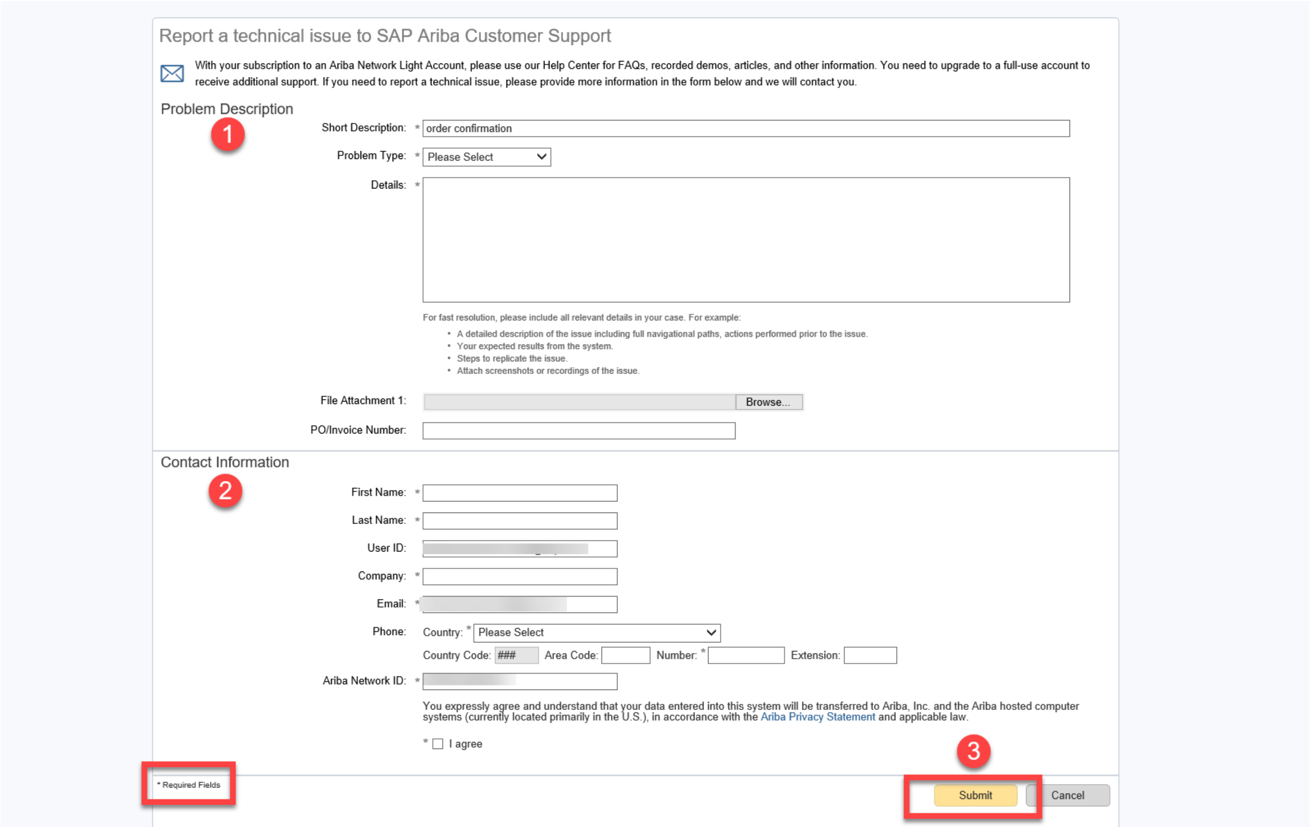
How to contact customer support – Standard Account



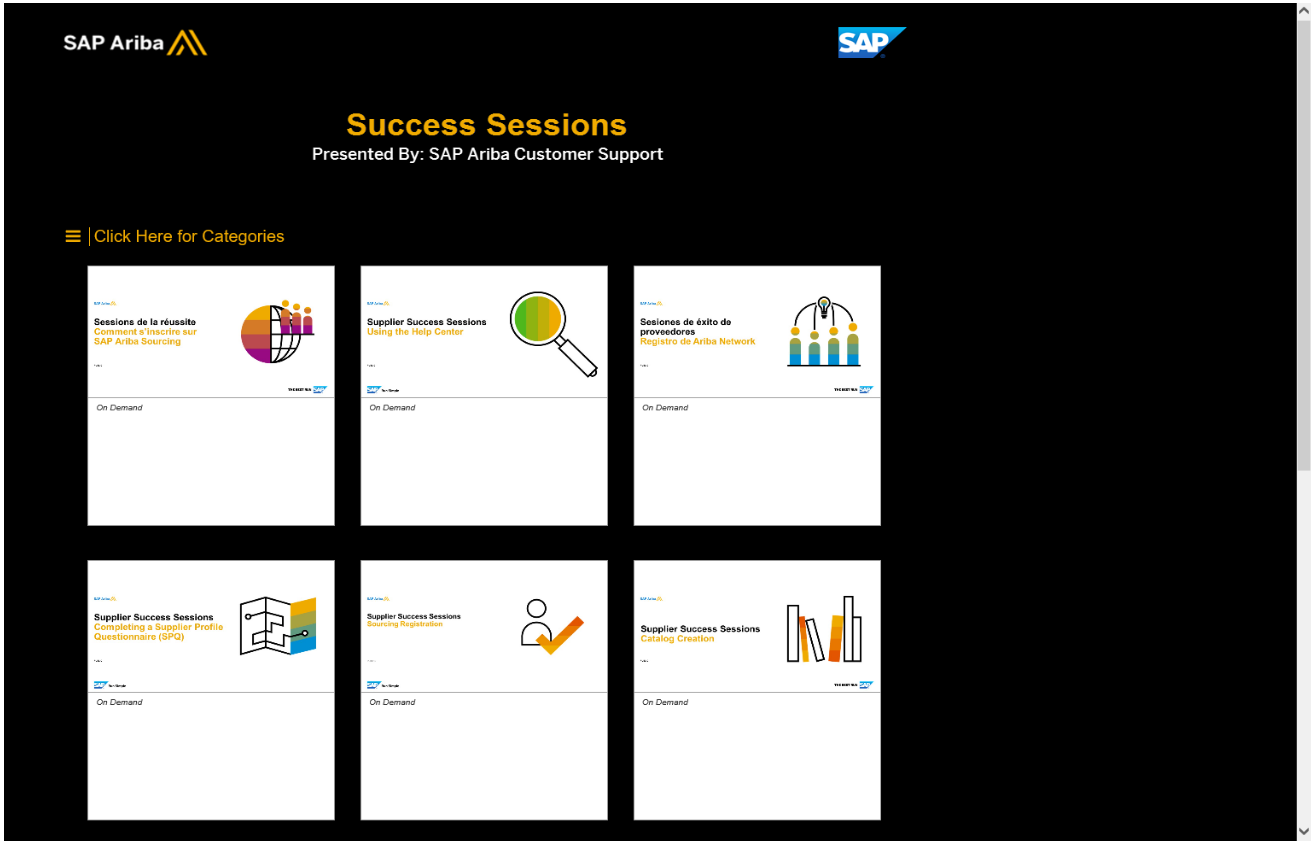
How to contact customer support – Standard Account



How to contact customer support - Email



How to contact customer support – Standard Account – Webinars



Standard Account Help Center

SAP Ariba | Български | Čeština | Dansk | Deutsch | Ελληνικά | English | Español | Suomi | Français | Hrvatski | Magyar | Italiano | 日本語 | 한국어 | Nederlands | Norsk | Polski | Português | Română | Русский | Svenska | ไทย | Türkçe | 简体中文 | 繁體中文

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.

Video tutorials	Register	Upgrade	Configure account
Process order	Invoice	Lost PO email	Find order
Payment	Rejected invoice	Contact your buyer	Add new customer

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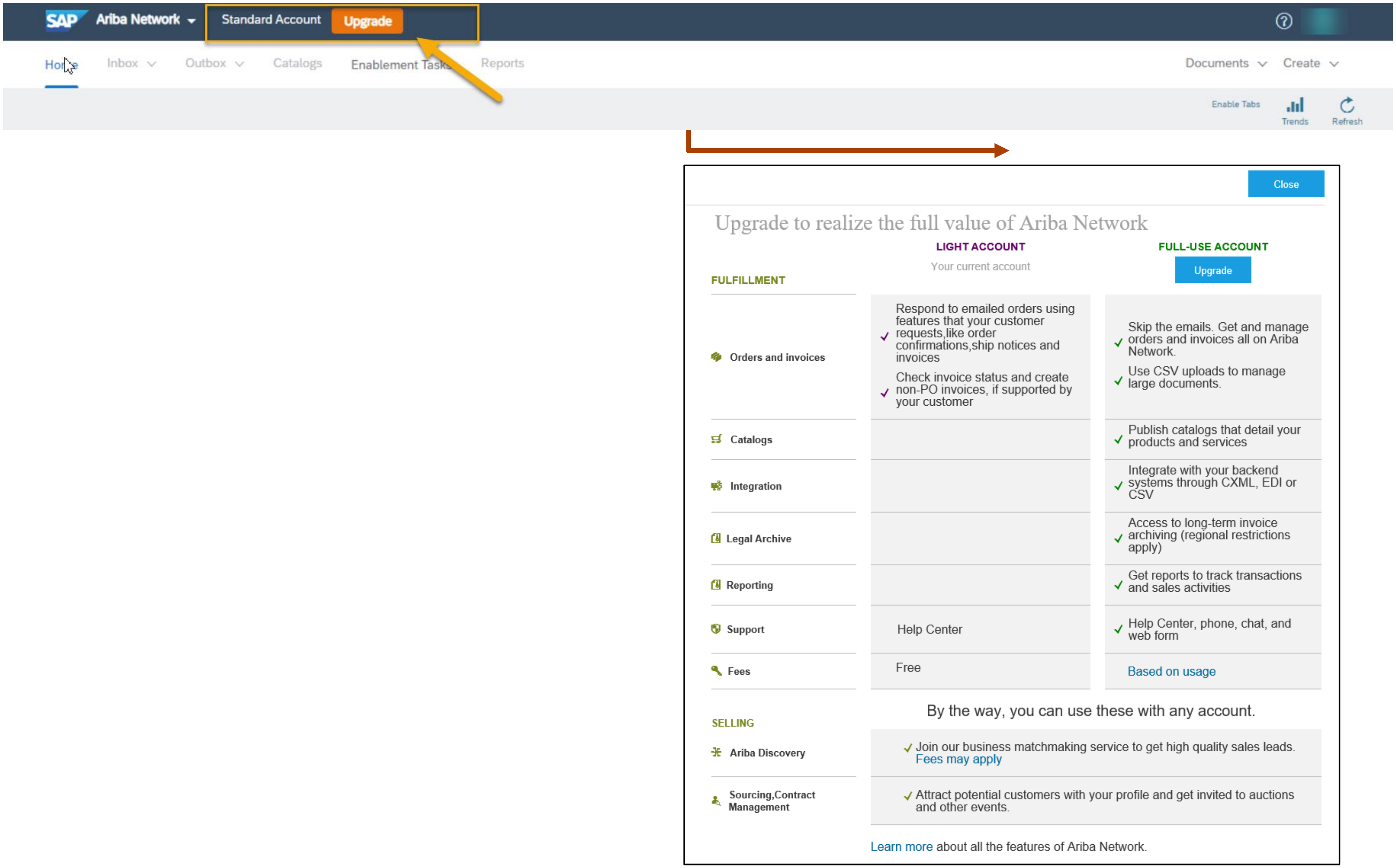
https://support.ariba.com/Item/view/183459_en?min=0&toolbars=1&gutter=1&popwin=0&footer=1

Standard Account vs. Enterprise Account on Ariba Network

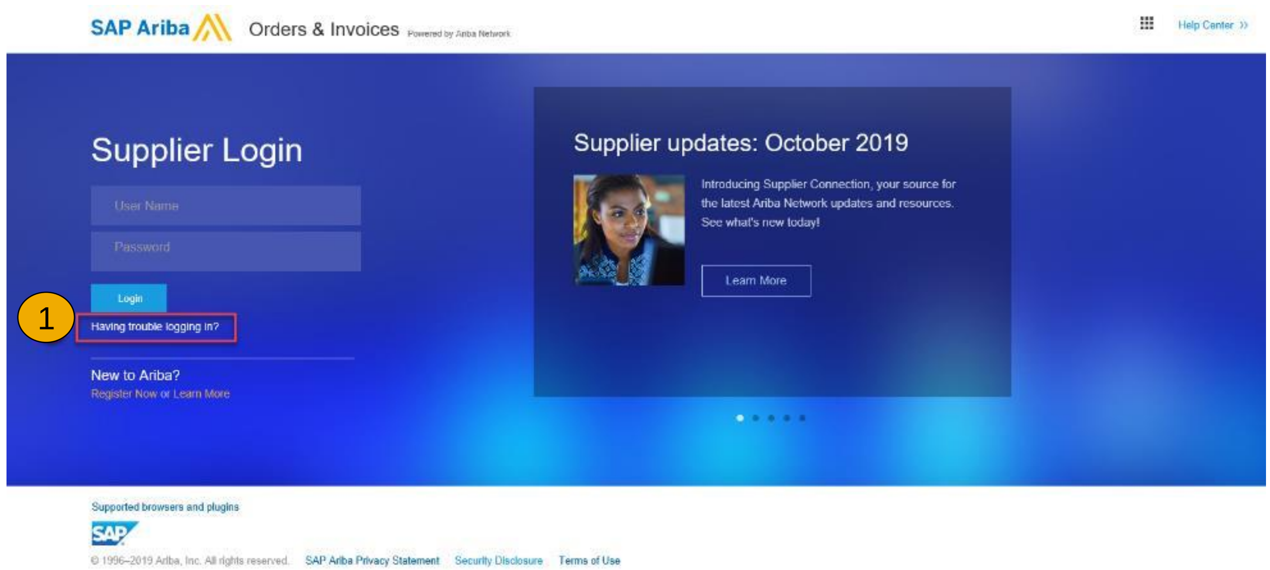
Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

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



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

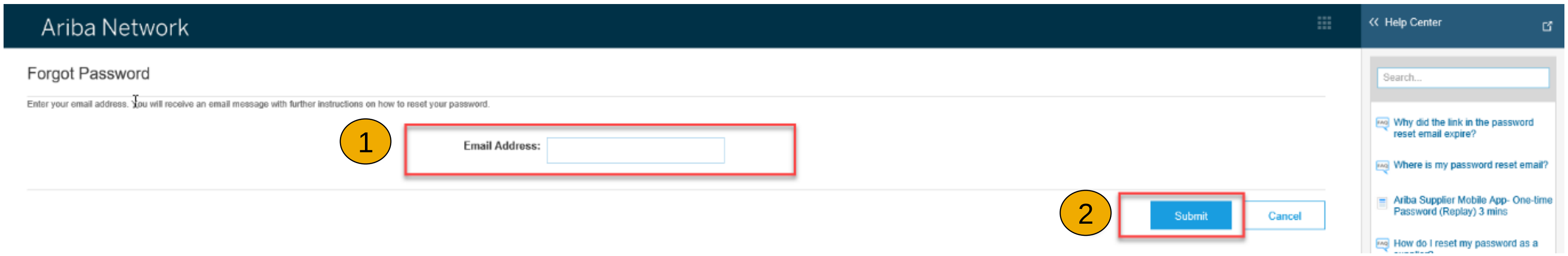
1) When accessing supplier.ariba.com please click on “Having trouble logging in?” button.



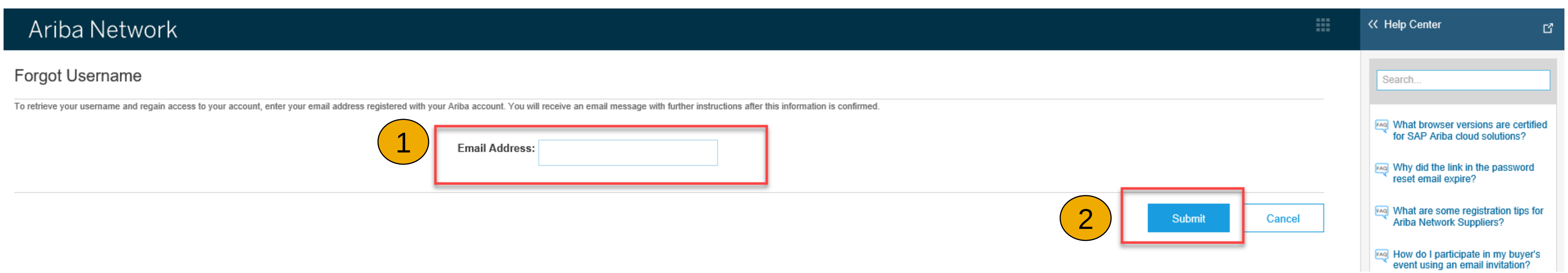
2) Please select whether you have issues with forgotten password or username and click on Continue.

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.



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



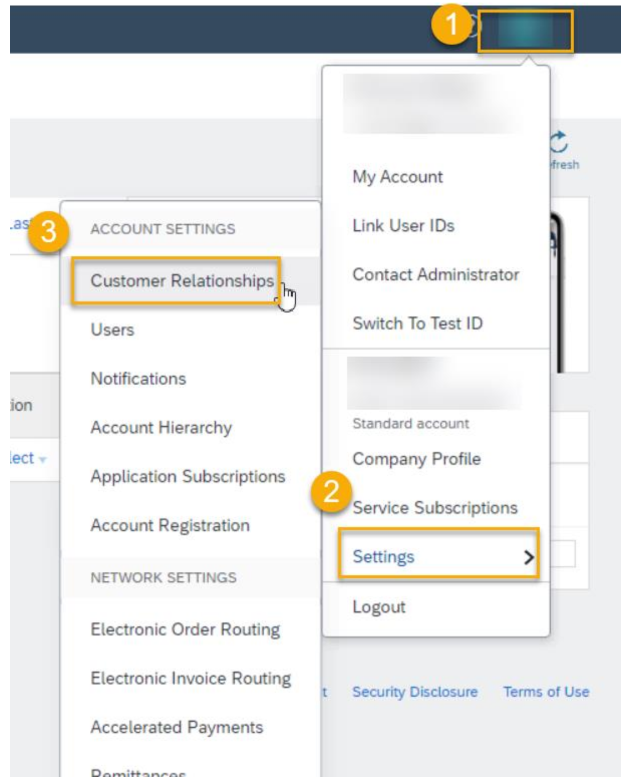
5) The email address specified will receive an email that should be used to reset the password or inform of username.

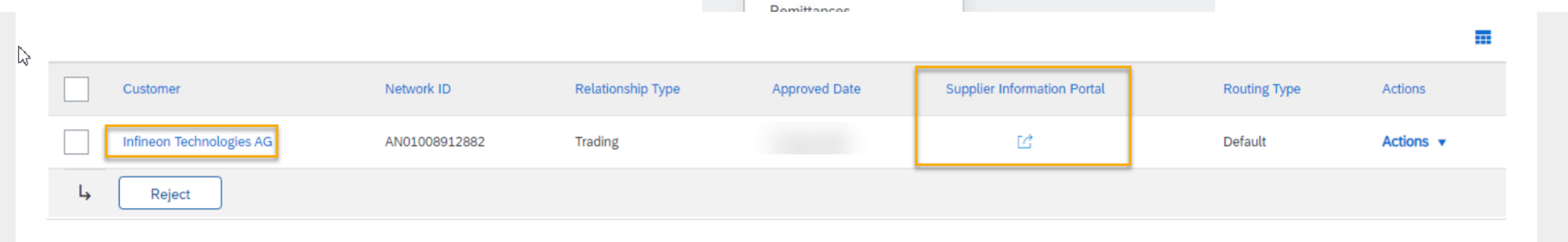
6) If you have any further issues after these steps are taken, please contact Customer Support.

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.





Thank you for joining the Ariba Network!