



# SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Infineon

## Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with Infineon, please follow the steps below:

1



### Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

[https://support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

2



### Review the specifics of transacting with Infineon

Please read the present document thoroughly to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using SAP Business Network!



THE BEST RUN



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## SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the SAP Business Network account as minimum requirements in order to successfully transact with Infineon. **Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).**

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details (GST ID is applicable for Singapore and Malaysia).
- Configure your Remittance Information and payment methods. The Remittance ID is not used by Infineon and can remain blank. Please tick the box *Include Bank Account Information in Invoices*, then choose your payment method and enter your bank details. If you issue invoices in different currencies, please make sure you create a Remittance address per currency.

| Customer ↑                      | Remittance ID |
|---------------------------------|---------------|
| Infineon Technologies AG - TEST |               |

Include Bank Account Information in Invoices.

- Set up a test account (**only** if you publish an electronic catalog or start an integration project)

**Singaporean Suppliers** must update their profiles in SAP Business Network with their GST IDs and associated registered addresses.

- If your primary company address is in Singapore, enter your GST Registration Number in the dedicated field under the Business tab of your Company profile

**Tax Information**

Tax Classification: (no value) [v]

Taxation Type: (no value) [v]

Tax ID: [ ] Do not enter dashes

State Tax ID: [ ] Do not enter dashes

Regional Tax ID: [ ] Do not enter dashes

Vat ID: [ ]

VAT Registered

Supplier GST Registration Number: [ 123456789 ]

VAT Registration Document: <No document> [Upload]

Tax Clearance

Tax Clearance Number: [ ]

- If your primary company address is outside of Singapore, please configure your Singapore address under Company Profile > Basic tab > Additional Company Address

**Configure Supplier Addresses Served by This Account**

\* Indicates a required field

**Address Name**

1 Address Name: Singapore TEST ADDRESS

Address ID: [ ]

VAT ID: [ ]

Tax ID: [ ]

**Address**

2 Street 1: Singapore xxx Singapore

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

**Financial Information**

4 Are You GST Registered? Yes No

5 GST ID: [ ]

6 Save Close

**Malaysian Suppliers** must fill out their SST ID and associated registered address in Company Profile > Basic tab > Additional Company Address.

## TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with Infineon on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

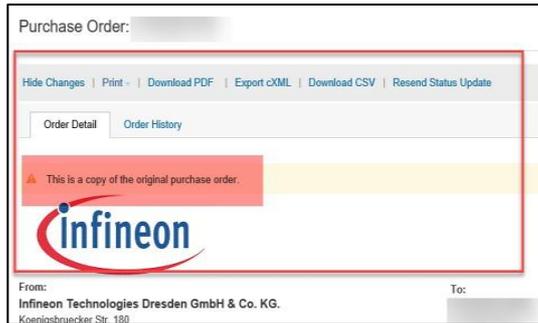
## SCOPE OF INFINEON'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available if relevant.

| <b>Supported Documents</b><br>On this SAP Business Network relationship  | <b>Not Supported Documents</b><br>On this SAP Business Network relationship   |
|--|---|
| <ul style="list-style-type: none"><li>• <b>Purchase Orders</b><br/>POs from Infineon will be sent through SAP Business Network</li><li>• <b>Purchase Order Confirmations</b><br/>Apply against a whole PO or line items</li><li>• <b>Ship Notices</b><br/>Apply against PO when items are shipped</li><li>• <b>Invoices</b><br/>Apply against a whole PO or line items<ul style="list-style-type: none"><li>○ <b>Partial Invoices</b></li><li>○ <b>Non-PO Invoices</b><br/>Against a PO not received through SAP Business Network</li><li>○ <b>BPO Invoices</b><br/>Invoices against a blanket purchase order</li><li>○ <b>Service Invoices</b><br/>Invoices that require service line item details</li></ul></li><li>• <b>Credit Invoices/Credit Memos</b><br/>Item level credits; price/quantity adjustments</li></ul> | <ul style="list-style-type: none"><li>• <b>Service Sheets</b><br/>Apply against a PO referencing a service line item</li><li>• <b>Summary or Consolidated Invoices</b><br/>Apply against multiple POs</li><li>• <b>Invoicing for Purchasing Cards (P-Cards)</b><br/>An invoice for an order placed using a purchasing card</li><li>• <b>Duplicate Invoices</b><br/>A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on SAP Business Network</li><li>• <b>Paper Invoices</b><br/>Infineon requires invoices to be submitted electronically through SAP Business Network</li><li>• <b>Contract Invoices</b><br/>Against contracts</li><li>• <b>Header Level Credit Memos</b><br/>The Header Level Credit Memo feature is not supported by Infineon</li></ul> |

## Specifics for PURCHASE ORDERS

- Some Infineon entities will be sending you real Purchase Orders through SAP Business Network (when site is already live in OneSAP), while other entities are sending copies of PO (as per the previous process).
- The documents to be created against REAL Purchase Orders (POs with PO numbers 45200XXXXX) are Order Confirmation, Advance Ship Notice & Invoices.
- The documents to be created against a COPY Purchase Order (identifiable by a warning message) are Invoices only.



## Specifics for PO CONFIRMATIONS (ORDER CONFIRMATIONS)

- When in scope, PO confirmations are mandatory. See table of Infineon entities in scope.
- Supplier will start receiving **automatic reminders for POs starting 452\* that are not confirmed (= no OC submitted). These reminders will be sent on a weekly basis until an OC is submitted, up to a maximum of 4 reminders.** This will apply to all POs created within the last 30 days. Reminders will be sent on **Saturdays**
- In case of POs starting with 452\* for goods/material items with open Good Receipt (GR) quantity, up to 3 delivery reminders will be sent according to delivery date (one day before delivery date, one day after delivery date, three days after delivery date). Reminder will be sent on a **daily basis**.

| Order Confirmation Reminder   | Delivery Reminder  |  |                                     |                 |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |              |        |   |   |  |                                     |  |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |                 |           |
|---|--|--|-------------------------------------|-----------------|--|--|---|--|--|--|---|--|--|--|--|--|------|----------------------|-----------|-----|------------|------------|------|--|---|----|--------------|--------|---|---|--|-------------------------------------|--|--|--|---|--|--|--|---|--|--|--|--|--|------|----------------------|-----------|-----|------------|------------|------|--|---|----|-----------------|-----------|
| <p><b>Email:</b></p> <p>Wed 25/11/2020 23:56<br/>           QPO 100 BATCH_MM &lt;BATCH_MM@INFINEON.COM&gt;<br/>           4520020818 / Supplier name</p> <p>ATT43088.PDF<br/>           PDF File</p> <p>Dear Sir/Madam,<br/>           Please find enclosed Purchase Order for <b>order confirmation</b>. Kindly confirm your order acknowledgement and delivery schedule via Ariba Network.<br/>           Delivery Order shall state the quantity and item details as stipulated in Purchase Order to avoid goods receipt rejection.</p> <p>Thank you.<br/>           Procurement Infineon Technologies</p> <p><b>PDF Attachment:</b></p> <div style="text-align: right;"> <br/>           Page 1 of 3<br/>           2020-11-25 23:58:31         </div> <p style="text-align: center;"><b>Reminder of Order Confirmation</b></p> <table border="1" style="width: 100%;"> <tr> <td><b>Billing Address</b><br/>Infineon Technologies Asia Pacific Pte Ltd<br/>118 Kallang Way<br/>Singapore 349592</td> <td><b>Information</b><br/>Document Number: 4520021038<br/>Date: 25.11.2020<br/>Vendor No.: 50077126<br/>Currency: EUR<br/>Buyer: Ariba FX Support<br/>Phone:<br/>Email address: ariba@infineon.com</td> </tr> <tr> <td><b>Vendor Address</b><br/>[Redacted]</td> <td></td> </tr> <tr> <td><b>Paper Invoice Address</b><br/>[Redacted]</td> <td></td> </tr> <tr> <td><b>Shipping Address:</b><br/>1000000000<br/>Infineon Technologies Asia Pac<br/>118 Kallang Way<br/>Singapore 349592<br/>Singapore<br/>within 45 days Due date</td> <td></td> </tr> <tr> <td><b>Terms of payment:</b><br/>R08 Free on board - SOUTH KOREA,INC.2010</td> <td></td> </tr> <tr> <td><b>Terms of delivery:</b><br/>R08 Free on board - SOUTH KOREA,INC.2010</td> <td></td> </tr> <tr> <td colspan="2">If the services comprise creative or marketing Services, the Service Provider shall ensure that such services comply with all requirements outlined on the Infineon brand portal (www.infineon-brandportal.com). 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Infineon reserves the right to refuse acceptance of delivery and / or the invoice if our Purchase Order conditions are not strictly adhered to.</p> <p>Thank you.<br/>           Procurement Infineon Technologies</p> <p><b>PDF Attachment:</b></p> <div style="text-align: right;"> <br/>           Page 1 of 3<br/>           2020-11-25 23:58:55         </div> <p style="text-align: center;"><b>Reminder of Delivery</b></p> <table border="1" style="width: 100%;"> <tr> <td><b>Billing Address</b><br/>Infineon Technologies Batam PT<br/>Lot 317, Jln Beringin, Mukti Kuning<br/>Batam Island, Riau<br/>Batam Island, 21123<br/>Indonesia</td> <td><b>Information</b><br/>Document Number: 4520021032<br/>Date: 25.11.2020<br/>Vendor No.: 50077126<br/>Currency: IDR<br/>Buyer: Ariba FX Support<br/>Phone:<br/>Email address: ariba@infineon.com</td> </tr> <tr> <td><b>Vendor Address</b><br/>[Redacted]</td> <td></td> </tr> <tr> <td><b>Paper Invoice Address</b><br/>[Redacted]</td> <td></td> </tr> <tr> <td><b>Shipping Address:</b><br/>B011000000000000<br/>Infineon Technologies Batam PT<br/>Lot 317, Jln Beringin, Mukti Kuning<br/>Batam Island, Riau<br/>Batam Island, 21123<br/>Indonesia</td> <td></td> </tr> <tr> <td><b>Terms of payment:</b><br/>R08 Free on board - SOUTH KOREA,INC.2010</td> <td></td> </tr> <tr> <td><b>Terms of delivery:</b><br/>R08 Free on board - SOUTH KOREA,INC.2010</td> <td></td> </tr> <tr> <td colspan="2">If the services comprise creative or marketing Services, the Service Provider shall ensure that such services comply with all requirements outlined on the Infineon brand portal (www.infineon-brandportal.com). 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| If the services comprise creative or marketing Services, the Service Provider shall ensure that such services comply with all requirements outlined on the Infineon brand portal (www.infineon-brandportal.com). Compliance with these requirements is deemed part of the services. Please address all questions related to Infineon brand portal implementation exclusively to brandportal@infineon.com, office and desk access).  |  |  |                                     |                 |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |              |        |   |   |  |                                     |  |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |                 |           |
| We require an order acknowledgement for the following items:  |  |  |                                     |                 |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |              |        |   |   |  |                                     |  |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |                 |           |
| Item  | Material/Description   | Order Qty  | UoM                                 | Unit Price      | Net Amount                                 |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |              |        |   |   |  |                                     |  |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |                 |           |
| 0001  |  | 1  | EA                                  | 1,000,000 /1 EA | 1,000,000                                  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |              |        |   |   |  |                                     |  |  |  |   |  |  |  |   |  |  |  |  |  |      |                      |           |     |            |            |      |  |   |    |                 |           |

## Specifics for SHIP NOTICES

- When in scope, Ship Notices are optional. See table of Infineon entities in scope.
- Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain is enabled.
- Order Confirmation submission is required for Ship notice creation.

## Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- The e-invoice submitted through SAP Business Network is the legal and bidding document; the invoice issued on your system is no longer considered. Make sure that the information you enter in the SAP Invoice corresponds to the information you have in your invoicing system.
- PDF Invoice is **NOT allowed** for Infineon Technologies AG.
- **Austria:** For supplies taxable in Austria, including Austrian VAT and charged in foreign currency, the electronic invoices must also show the EUR tax equivalent amount or exchange rate. Furthermore, the VAT-id number is mandatory for all invoices including Austrian VAT exceeding 10.000 EUR.
- If necessary, you are allowed to attach a **single PDF file** on electronic invoices.
- Please ensure the correct **VAT, GST & SST** profile is selected and configured before start electronic invoices.
- Please provide us with a statement of open items for Infineon Technologies at the time of Go-Live so that our Accounting department can check if they have received all paper invoices.

### Header Level

- You're allowed to send a backdated invoice. You should enter the same invoice date as in your system. You can backdate your invoice with a maximum of **7 days**.
- Tax data is accepted at the header and at the line item level of the invoice.
- Shipping data is accepted at the header level and at the line item level. The default *Ship To address* on header level is set for Infineon Technologies AG, Neubiberg, Germany. Change it if necessary.
- Shipping costs are only accepted at the header level of the invoice. They need to match the currency of the Purchase Order.
- If you would like to add Delivery Note ID, click on *Add to Header* and select Shipping Documents from the dropdown menu.
- Please check that the Sold to address is correct according to the Bill to address, and modify if necessary by using the dropdown menu.
- For invoicing a service PO, you need to provide the service period.

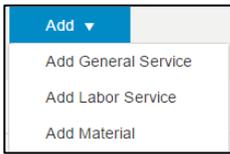
|                     |                      |   |
|---------------------|----------------------|---|
| Service Start Date: | <input type="text"/> |  |
| Service End Date:   | <input type="text"/> |  |

- If the invoice currency differs from the Ship To country currency, a Tax Exchange rate field appears with the daily exchange rate. You can modify if necessary.
- Attachments: Please include the same documents you used to send together with paper invoices (service sheets, delivery notes...). Maximum size is 100MB.

### Line Item Level

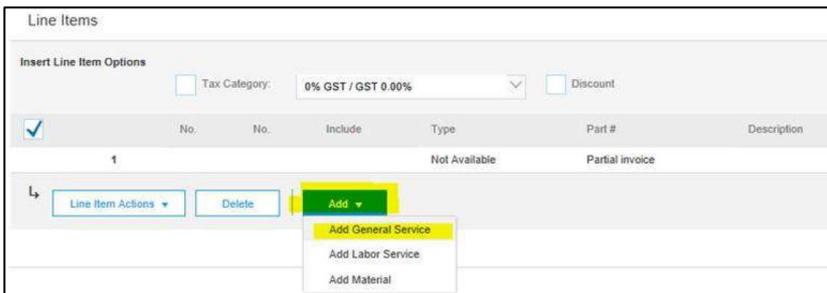
- The Item Description field is a legal and tax requirement by Infineon. Make sure the description is self-explanatory and the same as on your local ERP system.
-

- The Unit Price cannot be modified. If it is incorrect, please contact your partner within the Infineon purchasing department.
- When adding Taxes, the field Date of Supply is mandatory. Check that the supply date is correct and according to the delivery details in your system.
- To apply different taxes on certain amounts of the same Line Item you need to create a new line item first. Click on Add at the bottom of the screen and select the same type as the original line item



- Fill in the line item details and make sure the line item number and description are identical to the original line item. Then divide the quantity in the original and new added line item but do not change the Unit of Measure (UoM) and Unit Price
- Line Items mention an Additional Fields section. These fields are used to submit further details on the applicable export control classification numbers. 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. Infineon can reject invoices with missing export control data.

- **Service Invoices:** For service invoices, the line items and respective information (description, quantity, unit of measure, unit price) **must be added manually**. Click on Add > Add General Service and fill in the required information. 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. For detail information how to submit invoice for service POs, please refer [How to submit invoice for service POs](#) .



- **Consignment Invoices:** 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.  
Important: Consignment invoices are out of scope for Infineon entities in Europe and should be sent in paper to our PO Box.
- **GST-registered suppliers:** if your invoice got rejected and you want to resubmit it, please remove the auto generated PDF copy of invoice created by SAP before resubmission

## HELP & SUPPORT

If you are facing **technical difficulties**, you can contact **SAP Customer Support** with the help of [this guide](#). For **immediate customer service assistance** click [here](#).

If you need assistance regarding business processes, Infineon Technologies has teams specialized in different areas. Please contact:

- [ariba@Infineon.com](mailto:ariba@Infineon.com) for questions related with: onboarding process, purchase orders, order confirmations in SAP Business Network;
- [E-invoice@Infineon.com](mailto:E-invoice@Infineon.com) for questions related with Invoice Creation in SAP Business Network
- Questions related to payment status:
  - > Infineon Munich: [AccountsPayable.Germany.IFSSC@Infineon.com](mailto:AccountsPayable.Germany.IFSSC@Infineon.com)
  - > Infineon Romania: [AccountsPayable.Europe.IFSSC@Infineon.com](mailto:AccountsPayable.Europe.IFSSC@Infineon.com)
  - > Infineon Melaka: local Finance department – Accounts Payable
  - > Infineon Singapore: local Finance department – Accounts Payable

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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**THE BEST RUN**

