



INVOICING

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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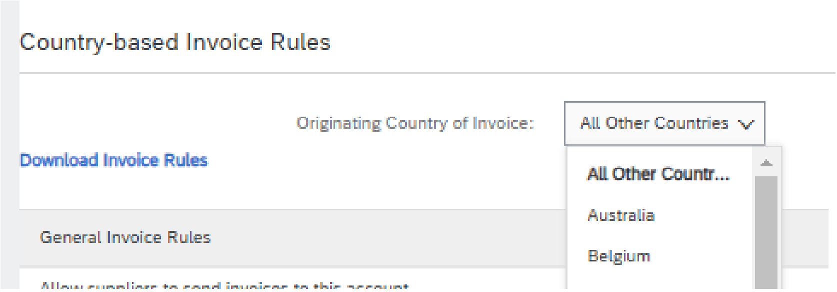
INVOICE TYPES

Ariba	ERS	Carbon Copy
▪ Invoices to be submitted in Ariba. ▪ Country rules might apply. ▪ “Create invoice” button will be enabled.	▪ Invoices are created by Honeywell on behalf the supplier. ▪ Invoice will be labled as “Is ERS” at PO Line level. ▪ “Create invoice” button is disabled.	▪ Invoices to be sent through email. ▪ Applicable for countries not accepting eInvoice in Ariba. ▪ “Create invoice” button is disabled.

To see Country rules details

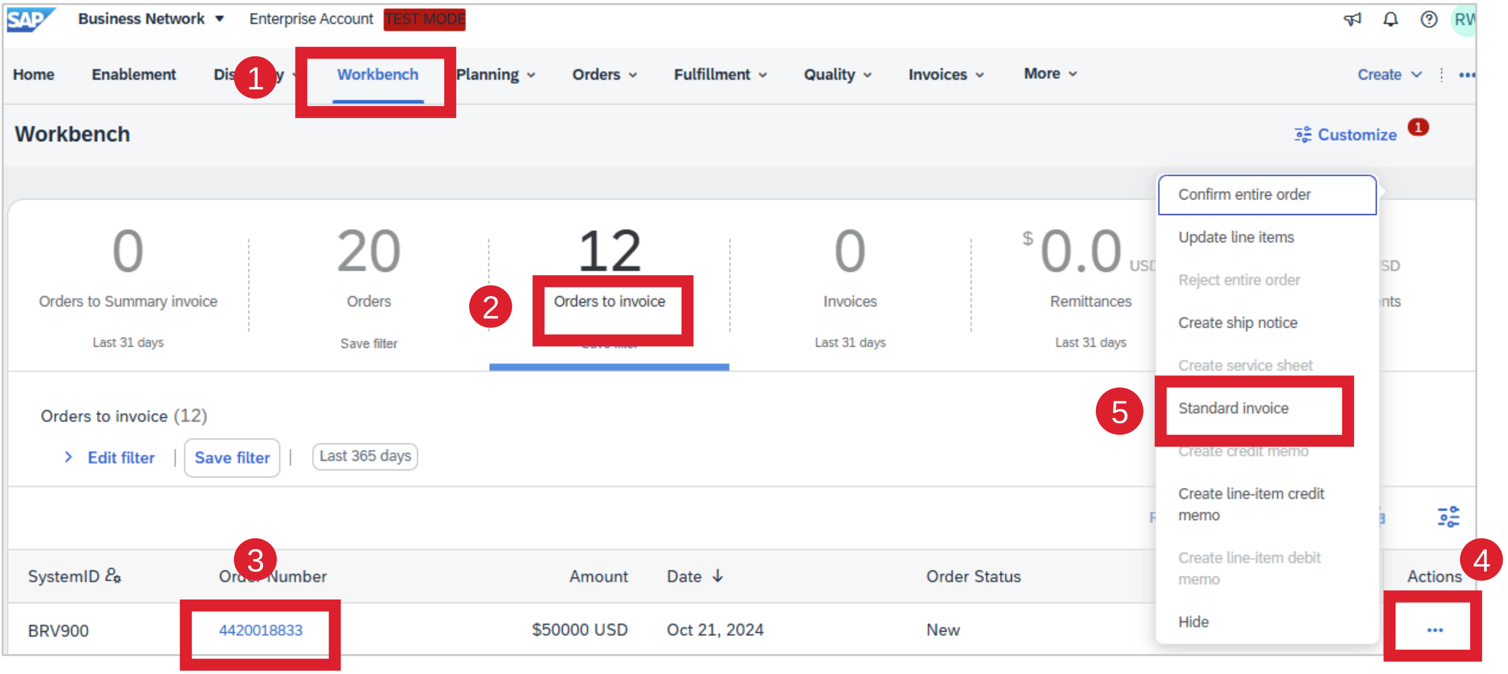
1. Click on your initials
2. Then click “Settings”
3. Click “Customer Relationships”.
4. Click on “Honeywell”
5. Scroll down to the “Country-based Invoice Rules” section and view the Invoice rules.

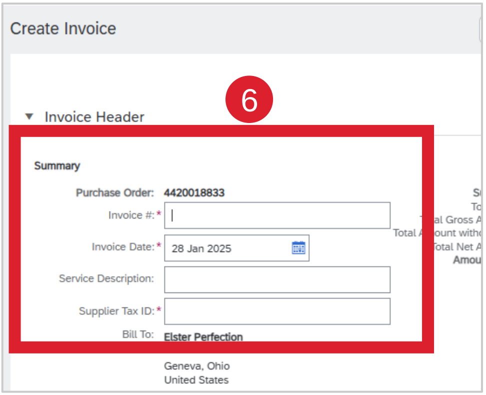


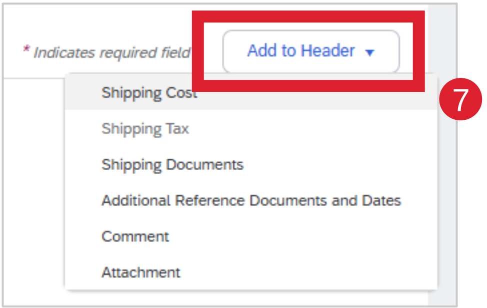
SUBMIT AN INVOICE
PART 1

1. Click **Workbench** from headers.
2. Click on **Orders to invoice** tile.
   - If not available, click on “Customize” and add it
3. Identify the **Purchase Order** row to be invoiced.
4. Click the **“…”** from Actions column of the PO to be invoiced .
5. Click **Standard Invoice** *(You can also click on the PO link > “Create invoice” > “Standard Invoice).*
6. Complete requested information such as your Invoice #[1], Invoice Date[2] and Supplier Tax ID.
7. If Shipping cost needs to be entered, click “Add to header” and add it.
   For shipping cost, note that:
   - Shipping tax must also be added[3]
   - The amount is subject to tolerance.

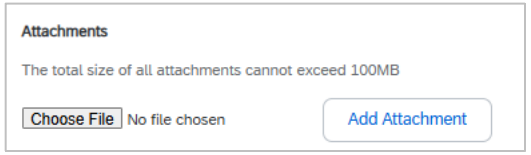
Note:
- Make sure to confirm Order and create Ship Notice before creating the invoice.
- [1]: Invoice # is limited to 16 characters.
- [2]: Invoices have a backdate limit. Date entered in Ariba will be used by AP for payment purposes.





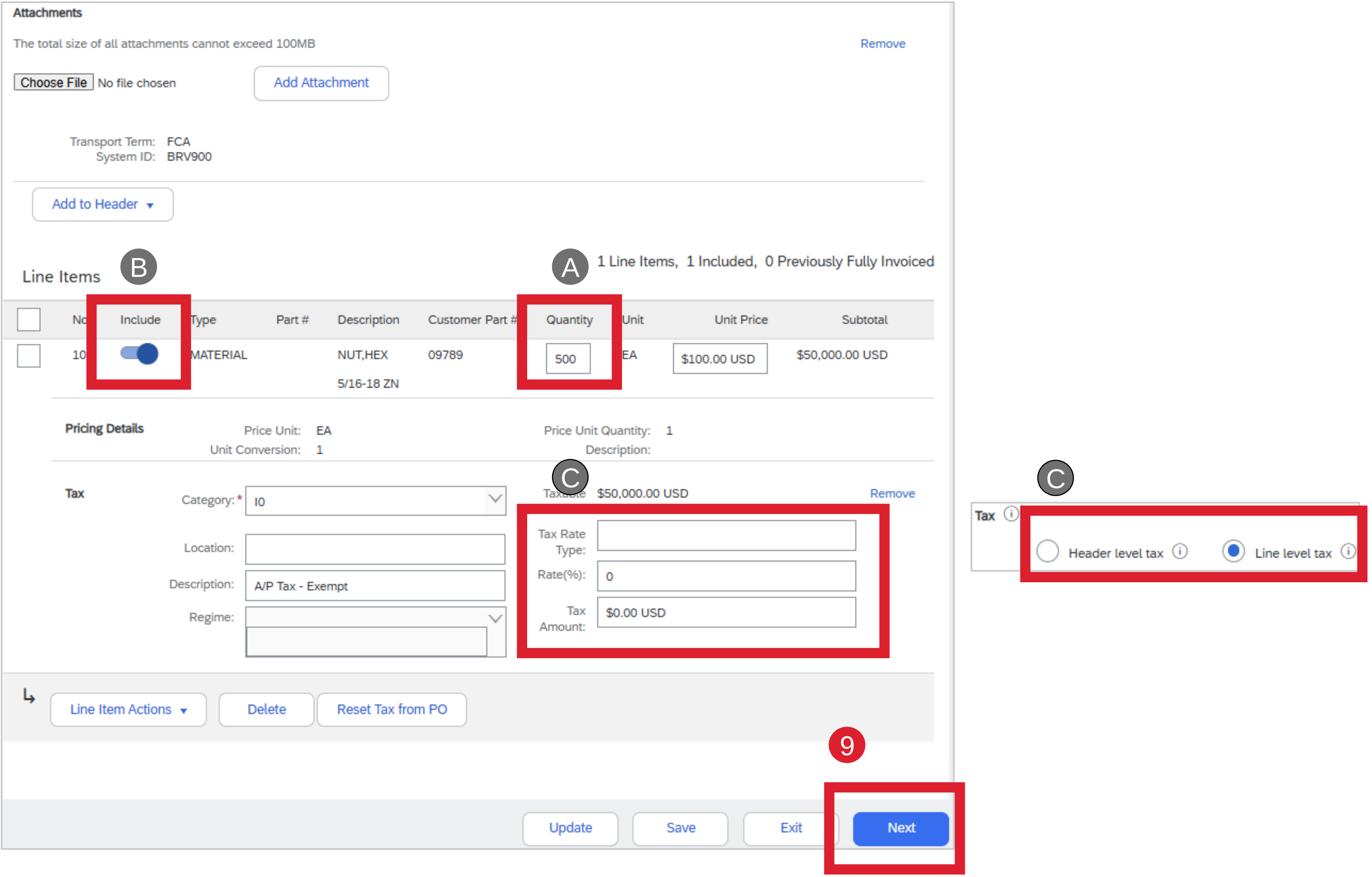


Attach backup:
If you would like to attach your original invoice, click Add to header > Attachment > Scroll down until “Attachments” section that appear > Click “Choose file” > Click “Add attachment”



SUBMIT AN INVOICE
PART 2

8. Line-item information will display in Ariba as in the PO. You can
   A. Edit Quantity for partial invoice if needed.
   B. Include/Exclude line-items to invoice.
   C. Specify Tax % or Amount which can be modified at header or line-item level[4]. (More tax options are available in Line-Item Actions).
9. Click **Next.**
10. Review the invoice. If correct click **Submit.** Otherwise click **Previous** to edit or **Save** to continue later[5].



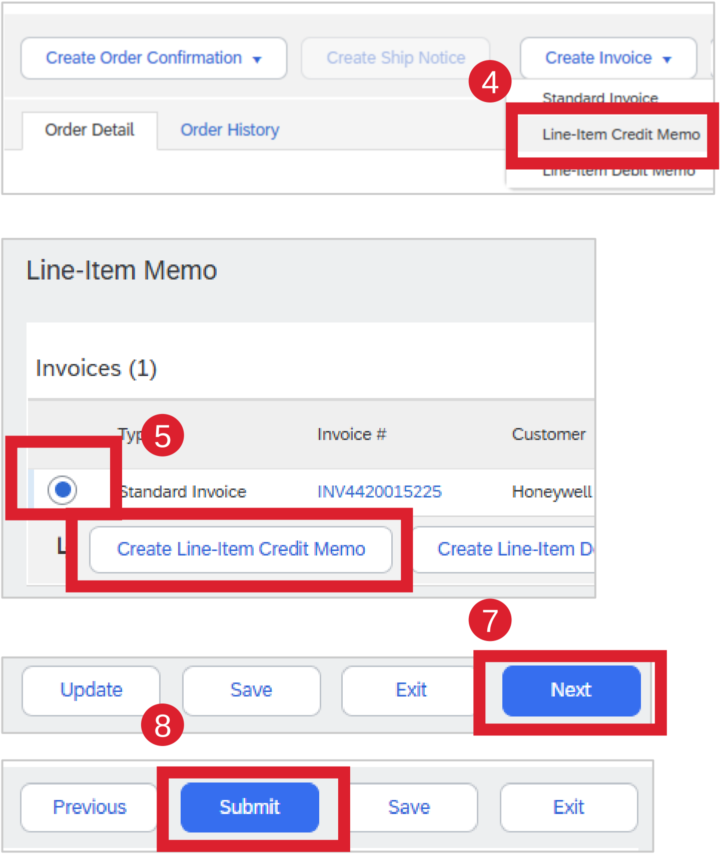
Note:
- [3]: Tax will be calculated based on PO tax rate.
- [4]: Select either to tax at *Header* or *Line-item* level from Tax menu at top. Tax Category should not be changed.
- If Price needs to be updated, reach out to PO buyer for support (Suppliers can only lower price in Ariba).
- [5]: Saved invoices (Drafts) will be available under Invoices tab from homepage.

CREDIT MEMO

Credit Memos (CM) are eligible for invoices with "**Approved**" status. Otherwise, a Credit Memo is not required, and you might need to follow up with PO buyer.

To create a Credit Memo for an Approved invoice:

1. Go to **Workbench.**
2. Click on **Invoices tile.**
3. Click on the Invoice number to be offset.
4. Click **Create Invoice**, then "**Line-item credit memo**".
5. Select the invoice and click on "**Create Line-item Credit Memo**".
6. Complete required fields marked with an asterisks.
   - Is recommended to add *Credit Memo* # with the same invoice number followed by "-CM"
7. Click **Next.**
8. Review CM, if agreed click **Submit**, otherwise click Previous and edit.



Note:

- Amounts will be shown as negative.

SEARCH INVOICES AND CHECK STATUS

Search Invoices

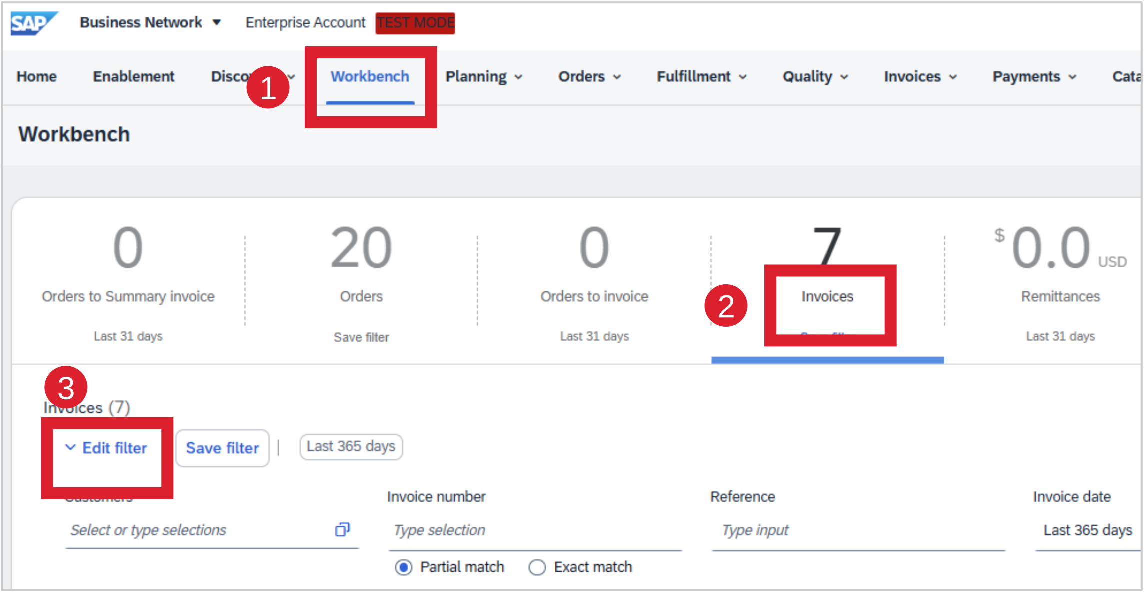
1. Go to **Workbench.**
2. Click on **Invoices tile.**
3. Use filters to locate your invoices.
   - Increase date range on **Invoice date.**
   - Use "**Exact match**" if you have invoice #.

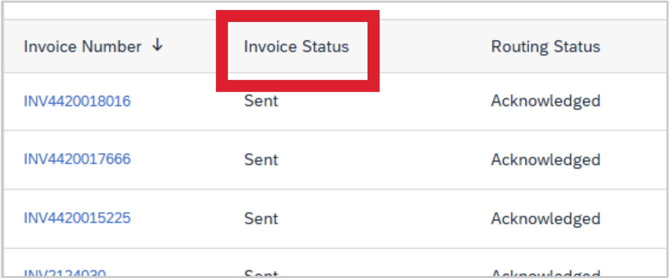
Check Status

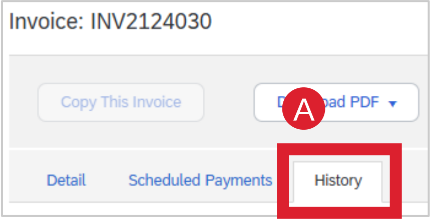
4. Scroll down and refer to "Invoice Status" column. If not available, click "Settings" and add the column.

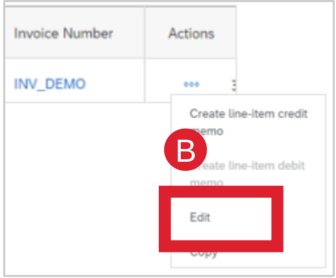
Status Meaning

- **Sent** – Invoice is being reviewed.
- **Paid** – Invoice Paid.
- **Approved** – Invoice will be scheduled for payment.
- **Failed** – Ariba experienced a problem routing the invoice.
- **Rejected** – There is a discrepancy identified. This requires PO buyer resolution. Typically, supplier would need to resubmit invoice with a variation on invoice # to resubmit.
  - A. You can see more details of rejection under **History** tab from invoice view.
  - B. Some Rejected invoice will allow to **Edit.**









Note:

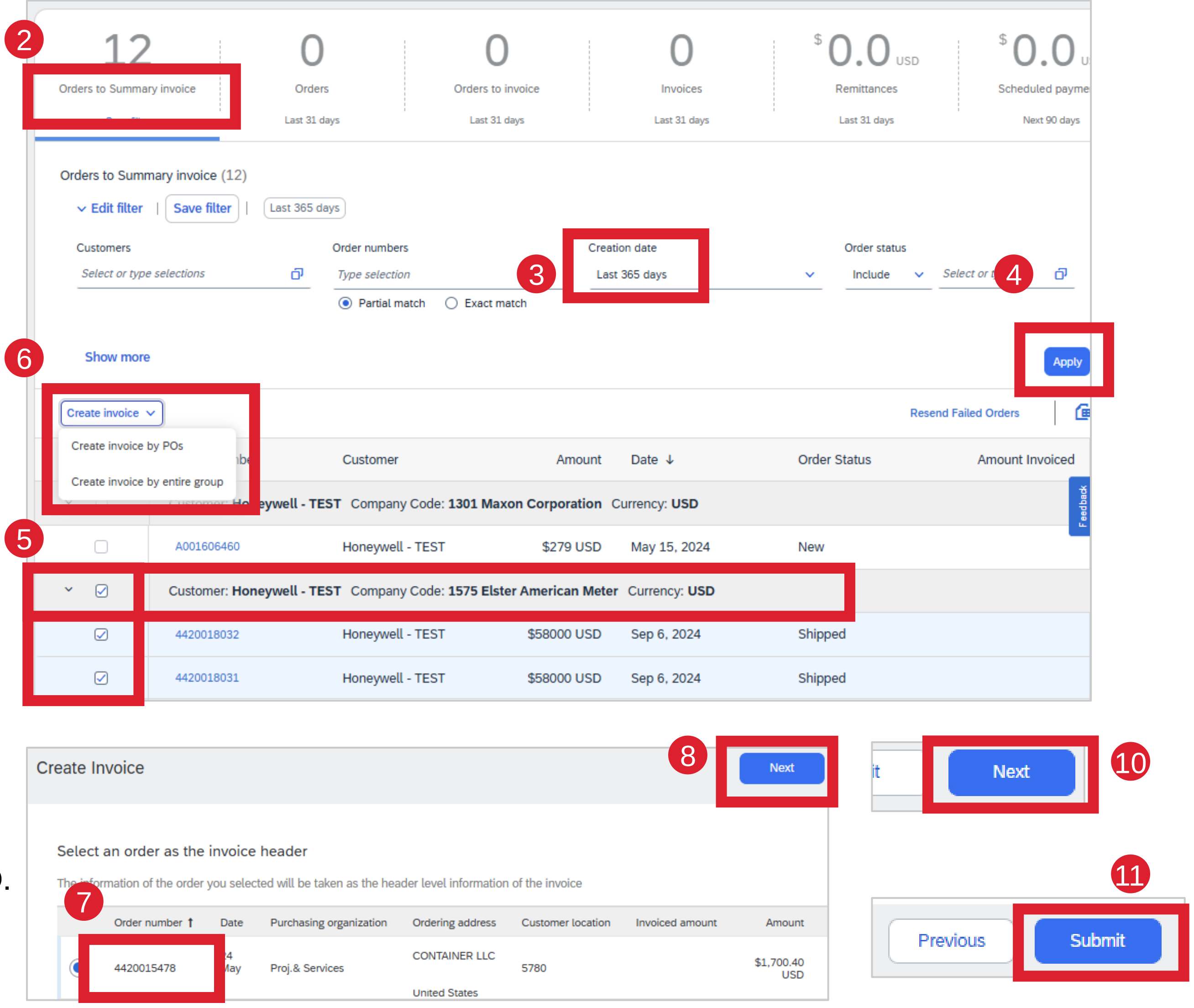
- Invoice Status is different from Routing status. The 2nd refers to the email routing.

SUMMARY INVOICE
INVOICE INCLUDING MULTIPLE PO

When having shipments containing multiple POs, creating one invoice for them is preferred. POs must have the **same order group** in header (Customer, Company Code and Currency) which will automatically group together.

You can create a Summary invoice by

1. Going to **Workbench.**
2. Click on **Orders to Summary Invoice.**
   - If not available, click on “Customize” and add it.
3. Increase date range from filters.
4. Click Apply.
5. Select the POs to be invoiced together with the same parameters.
6. Click on “**Create Invoice**” and then “Create invoice by PO/Entire Group”.
7. Select a PO as invoice Header.
8. Click Next.
9. Submit invoice as usual.
10. Click Next.
11. Review the Summary Invoice, if agreed click **Submit**, otherwise click Previous and edit.



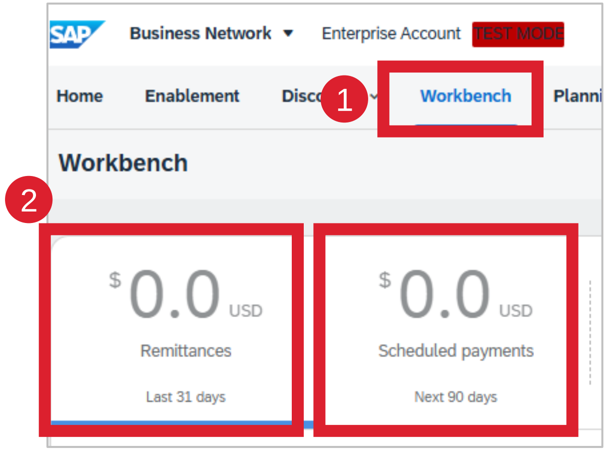
Note:

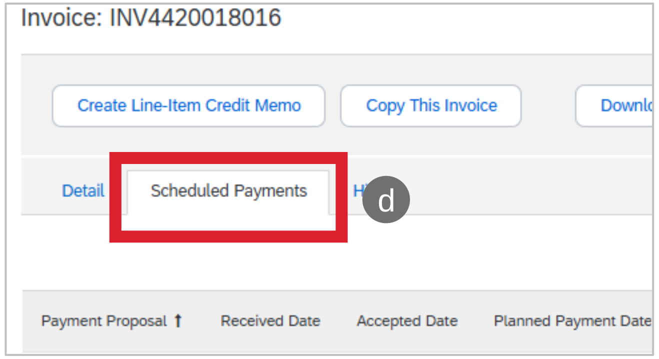
- Make sure there’s no variation in Tax rate among Invoice and PO.
- If invoice is subject of rejection, supplier will need to resubmit it corrected. We recommend using summary invoice wisely.
- Ensure there is no header shipping cost over USD 80.
- Credit Memo for Summary invoice is not applicable.

REMITTANCES AND SCHEDULED PAYMENTS

Search Remittances

1. Go to **Workbench.**
2. Click on “**Remittances” tile.**
   - If not available, click on “Customize” and add it.
3. Use **filters** to locate payment.
4. Click on Transaction # to see details.



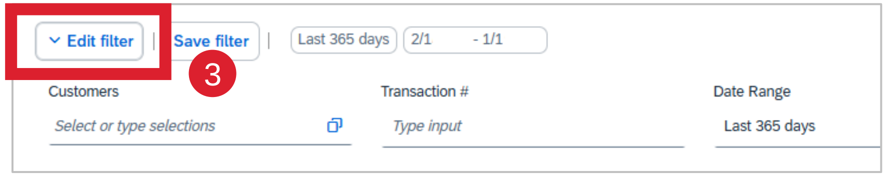


Search Scheduled Payments

There are 2 ways to see **Estimated** payment date from **Approved invoices**:

<u>A. From Scheduled Payments Tile</u>

1. Go to **Workbench.**
2. Click on **“Scheduled Payments”** tile.
   - If not available, click on “Customize” and add it.
3. Use **filters** to locate coming payments.
4. Click “Payment proposal # to see details.



<u>B. From Invoice information</u>

a. Go to **Workbench.**
b. Click on “**Invoice**” Tile.
c. Click on the invoice number.
d. Click “**Scheduled Payment**” tab.

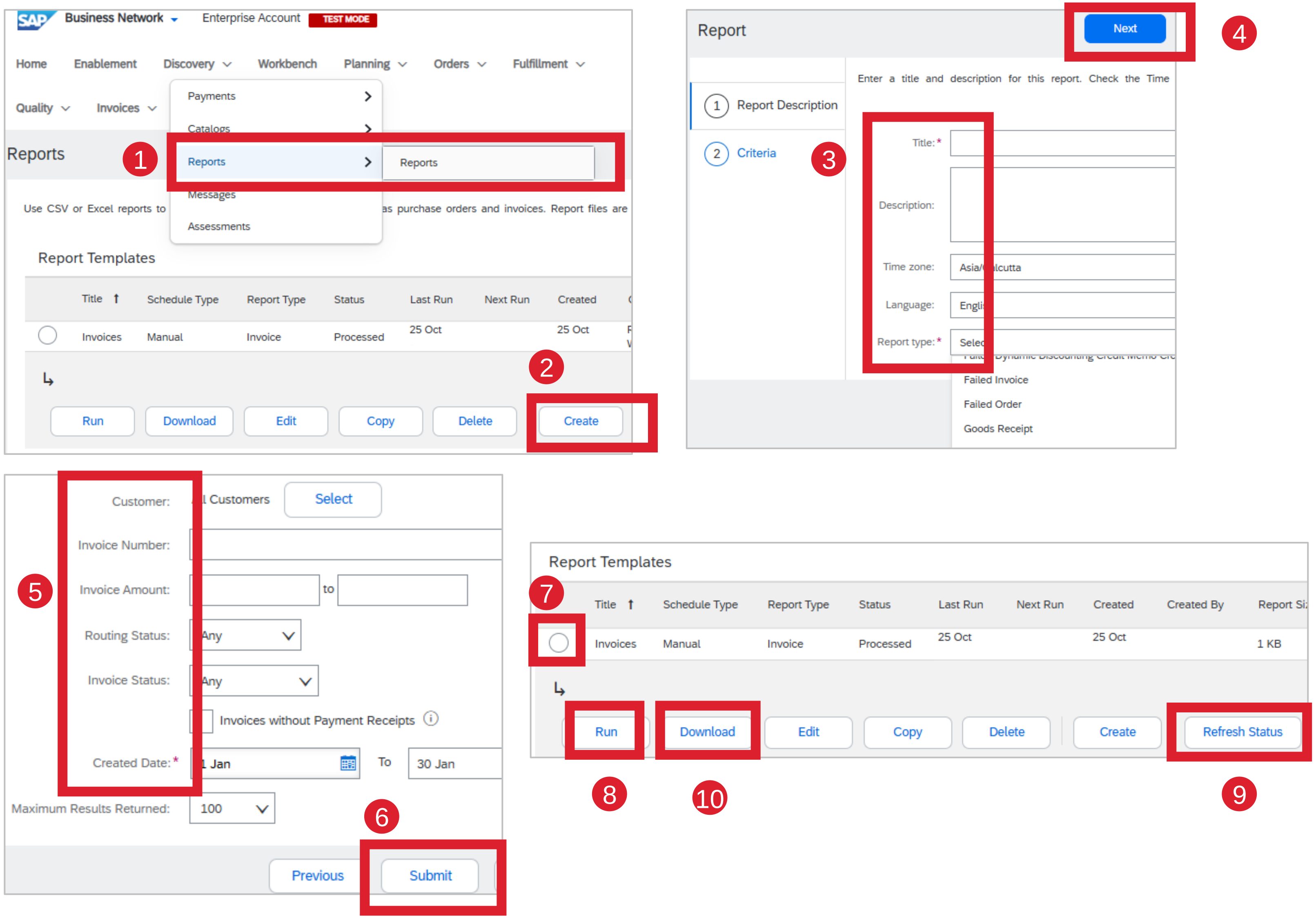
Note:

- To know the **Exact** payment date, reach out to your PO buyer.
- Remittances can be sent through email by configuring it under **Electronic Invoice Routing>Settlement** on account Settings.

REPORTS

Download reports with detailed information by:

1. Going to **Reports** and then **Reports.**
2. Click **Create**.
3. Enter required information such Title and select an Invoice **Report Type** (Failed Invoice or Invoice).
4. Click **Next**.
5. Complete required **filters.**
6. Click **Submit.**
7. **Select** the report.
8. Click **Run** and then **Ok.**
9. Click **Refresh** until Status shows **“Processed”.**
10. Click **Download.**

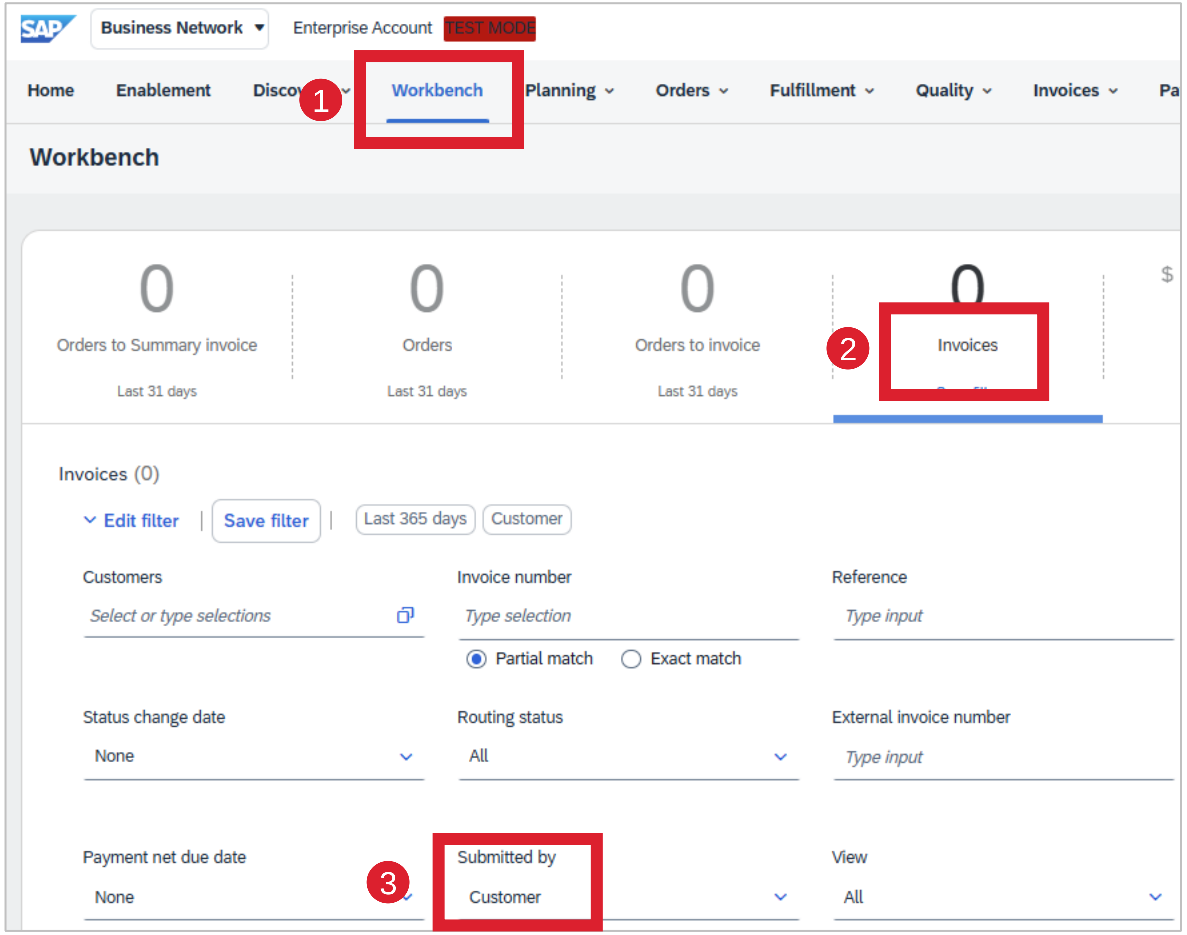


CONSIGNMENT SETTLEMENT INVOICE
HONEYWELL INITIATED

Consignment invoices are submitted by Honeywell based on based on the consumption made.

Supplier can see posted invoices by

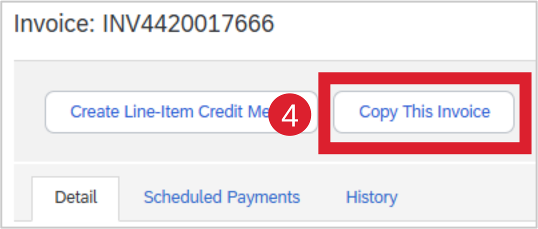
1. Going to Workbench.
2. Click Invoices.
3. Click on “Show more” from filters and filter “**Customer**” under “**Submitted by**” field.

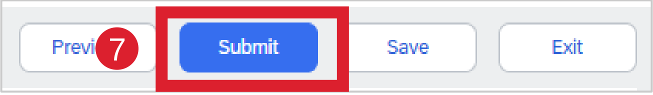


COPY INVOICES

DUPLICATE SAME INVOICE VALUES AND UPDATE

1. Go to **Workbench.**
2. Click on **Invoices tile.**
3. Click on the Invoice number to be duplicated.
4. Click **Copy This Invoice .**
5. The invoice will duplicate under the same PO. Complete/Edit required fields marked with an asterisks.
6. Click **Next.**
7. Review Invoice, if agreed click **Submit**, otherwise click Previous and edit.



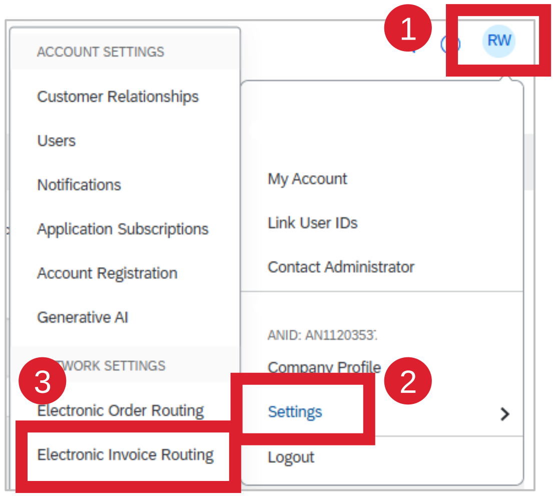


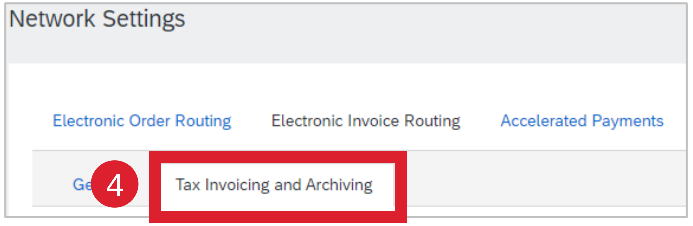
INVOICE ARCHIVAL

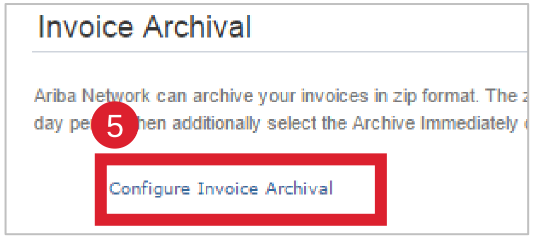
Allows to specify the frequency, immediacy, and delivery of zipped invoice archives.

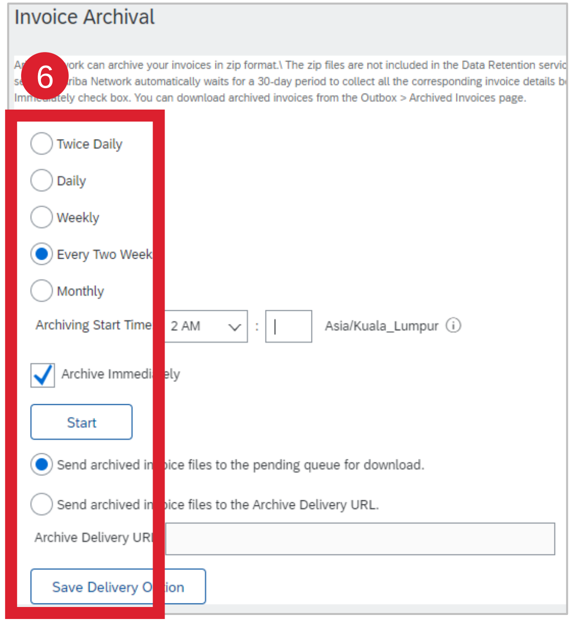
How to set up invoice archival:

1. Click on your initials.
2. Click **Settings.**
3. Select **Electronic Invoice Routing.**
4. Go to **Tax Invoicing and Archiving** tab.
5. Select “**Configure Invoice Archival**” from **Invoice Archival** section.
6. Enter required information.
7. Click Save.









Note:

- for an integrated archiving solution, go back to “**Tax Invoicing and Archiving** tab subscribe to Long-Term Document Archiving.

COUNTRY RULES FOR EINVOICE

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Algeria - DZ	CC	CC
Angola - AO	CC	CC
Australia - AU	AN	AN
Austria - AT	AN	AN
Bahamas - BS	CC	CC
Bahrain - BH	CC	CC
Belgium - BE	AN	AN
Brazil - BR	CC	CC
Bulgaria - BG	CC	AN
Canada - CA	AN	AN
China - CN	CC	AN
Croatia - HR	AN	AN
Cyprus - CY	AN	AN
Czech Republic - CZ	AN	AN
Denmark - DK	CC	AN
Egypt - EG	CC	CC
Finland - FI	CC	AN
France - FR	AN	AN
Germany - DE	AN	AN
Greece - GR	AN	AN
Hong Kong - HK	AN	AN
Hungary - HU	CC	CC
India - IN	CC	CC
Indonesia - ID	CC	CC
Iraq - IQ	CC	CC
Ireland - IE	CC	AN
Israel - IL	CC	CC

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Italy - IT	CC	CC
Japan - JP	AN	AN
Jordan - JO	CC	CC
Kazakhstan - KZ	CC	CC
South Korea - KR	CC	CC
Kuwait - KW	CC	CC
Luxembourg - LU	AN	AN
Macau - MO	AN	AN
Malaysia - MY	CC	AN
Mexico - MX	CC	CC
Netherlands - NL	AN	AN
New Zealand - NZ	AN	AN
Nigeria - NG	CC	CC
Norway - NO	CC	AN
Oman - OM	CC	CC
Pakistan - PK	CC	CC
Philippines - PH	CC	CC
Poland - PL	AN	AN
Portugal - PT	CC	CC
Qatar - QA	CC	CC
Romania - RO	CC	CC
Russian Federation - RU	CC	CC
Saudi Arabia - SA	CC	CC
Singapore - SG	CC	AN
Slovakia - SK	AN	AN
South Africa - ZA	CC	CC
Spain - ES	AN	AN

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Sweden - SE	CC	AN
Switzerland - CH	CC	AN
Taiwan - TW	CC	AN
Thailand - TH	CC	CC
Trinidad and Tobago - TT	CC	CC
Tunisia - TN	CC	CC
Turkey - TR	CC	CC
Ukraine - UA	CC	CC
United Arab Emirates - AE	AN	AN
United Kingdom - GB	AN	AN
United States - US	AN	AN
Vietnam - VN	CC	CC

Note: Invoice regulations may vary by specific plants and are subject to changes. If the "Create Invoice" option is enabled on your PO an invoice is required in Ariba. If the option is disabled, then a CC invoice (PDF invoice) must be submitted through e-mail.

Exceptions: CA ship to regions exception: British Columbia (BC), Saskatchewan (SK), Manitoba (MB), Quebec (QC).

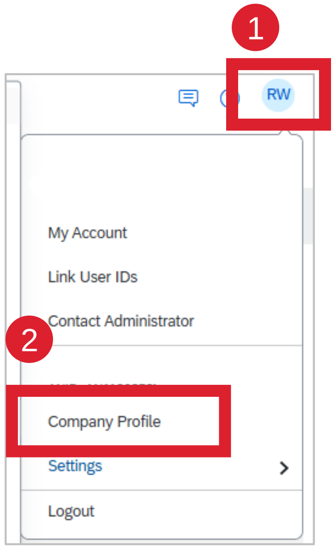
CC: Carbon Copy

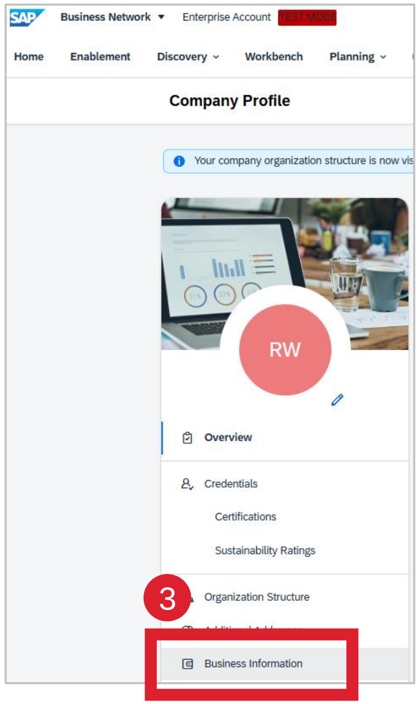
AN: Ariba Network e-invoice

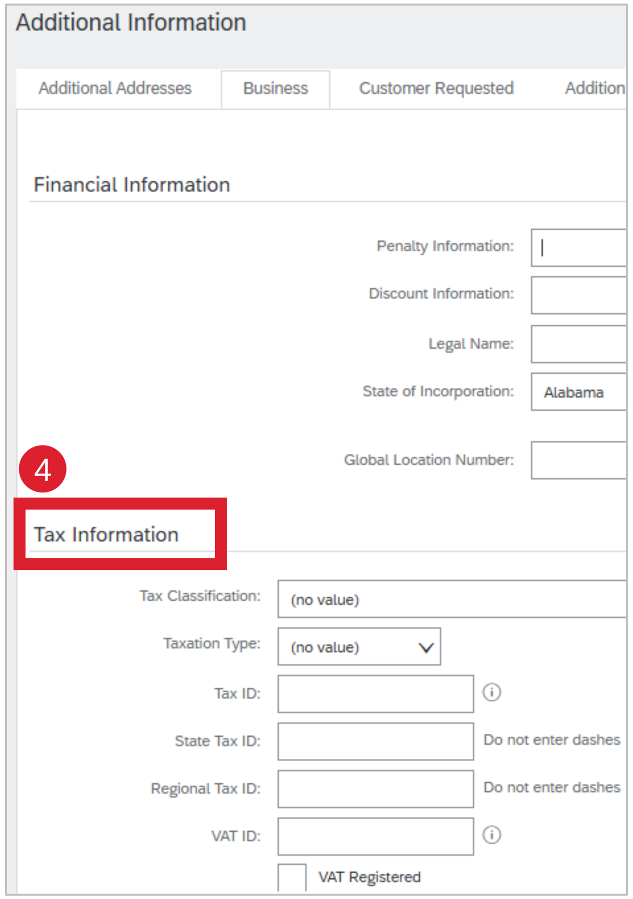
SUPPLIER TAX ID
HOW TO DEFAULT IT

Default Supplier TAX ID so it prepopulates when submitting new invoices. Only the administrator can set up this section.

1. Click on your **initials**.
2. Click on **Company profile**.
3. Click **Business information**.
4. Complete **Tax Information** section as needed.







INVOICE RESOLUTION

For invoices not being approved nor paid, can be reviewed by PO Buyer to provide further details.

Who is my PO buyer

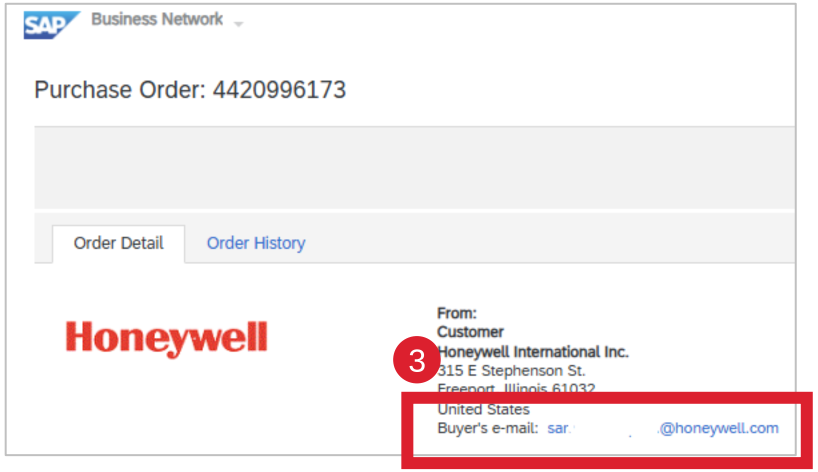
1. Go to Workbench.
2. Open the PO related to conflicting invoice.
3. In the top-left you will find your PO Buyer contact.
4. Click on Transaction # to see details.

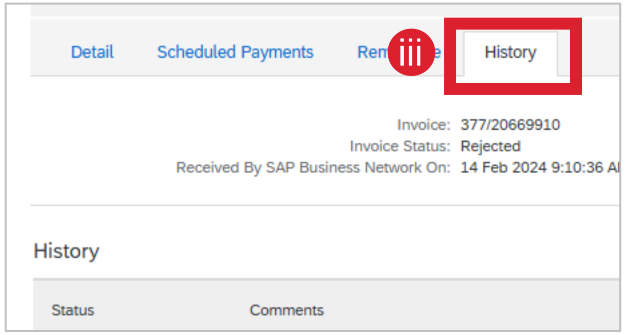
Why was my invoice Rejected?

A brief description of Rejection Reason will be added to Ariba. Invoice resolution process should be escalated to PO buyer for further assistance.

See Rejection Reason brief description:

i. Open your rejected invoice in Ariba
ii. Click History header tab
iii. Scroll down on "History" section





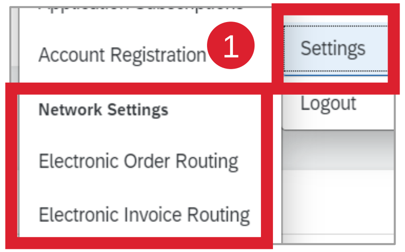
EMAIL NOTIFICATIONS
ELECTRONIC ROUTING

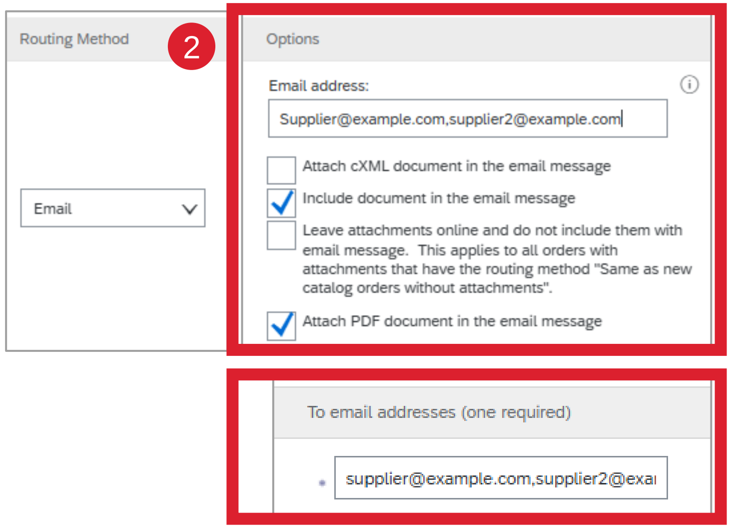
ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

   Orders notification recommendations
   - Payment Remittances
   - Send notification for new purchase orders to suppliers.
   - Send notification to suppliers when purchase orders are changed.

   Invoice notification recommendations
   - Invoice Failure
   - Invoice Status Change
   - Invoice Created Automatically from Receipts *(if you are ERS)*

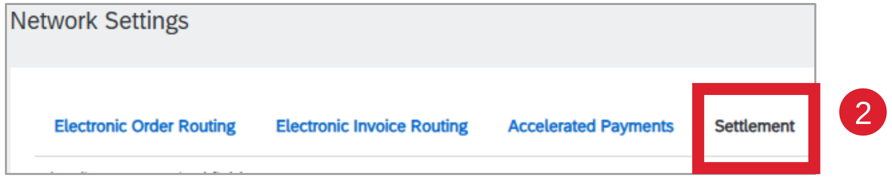




REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click “Settlement” tab
3. Configure as needed. Recommended to set up:

   Payment **Remittance notification** recommendations
   - Payment Remittance
   - Payment Remittance Status Updates



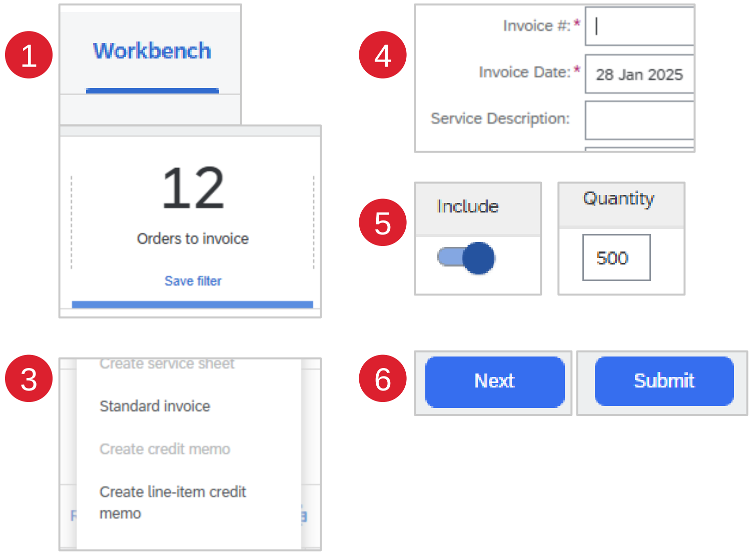
Note:

- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE
INVOICING

SUBMIT INVOICES

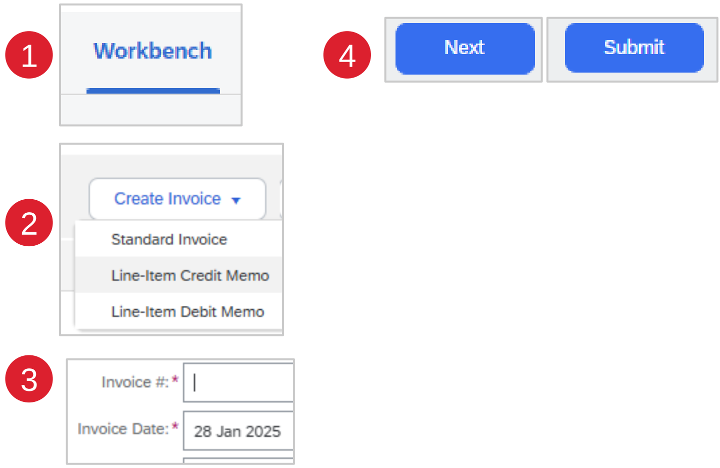
1. Go to Workbench > Orders to invoice tile.
2. Look for PO to be invoiced.
3. Click "…" > Standard Invoice (or open the PO > Create invoice > Standard Invoice)
4. Complete requested information.
5. Edit Line-item information as needed (select Quantity to invoice, Include/Remove line-ítems, etc.) > Next.
6. Review the invoice. If correct click Submit. Otherwise click Previous to edit or Save to continue later



CREATE A CREDIT MEMO

Needed to cancel/offset an approved invoice that is not correct. Needed for AP Team to offset the incorrect invoice.

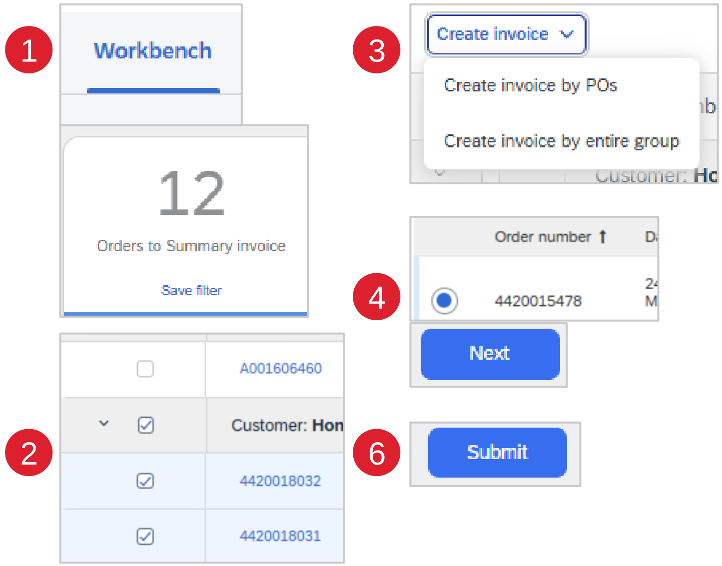
1. Go to Workbench > Invoice tile
2. Open invoice to cancel > Create Invoice > Line-item credit memo
3. Complete required fields *(Recommended to use same invoice number followed by "-CM")* > Click Next.
4. Review CM, if agreed click Submit, otherwise click Previous and edit.



MULTIPLE-PO INVOICE

Submit an invoice including multiple POs.

1. Go to Workbench > Orders to Summary Invoice.
2. Select the POs to be invoiced together
3. Click on Create Invoice > Create invoice by PO/Entire Group.
4. Select a PO as invoice Header > Next
5. Submit invoice as usual > Next.
6. Review the Summary Invoice, if agreed click Submit, otherwise click Previous and edit.



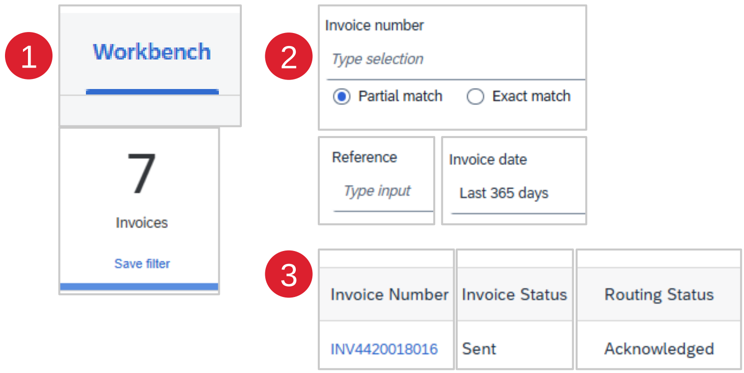
QUICK REFERENCE GUIDE
INVOICING

SEARCH AND INV STATUS

1. Go to Workbench > Invoices tile.
2. Use filters. These are the most used:
   - Increase Invoice date range.
   - By Invoice using “Exact match”.
   - By PO under “Reference”.
3. Invoice Status reflects status. Not Routing status.

Status Meaning

- Sent – Inv. is being reviewed.
- Approved – Inv. will be scheduled for payment.
- Paid – Inv. is paid.
- Failed – Ariba experienced a problem routing the invoice.
- Rejected – Inv. with discrepancy. Follow up with PO buyer.



EST. PAYMENT DATE AND REMITTANCES

Est. Payment Date

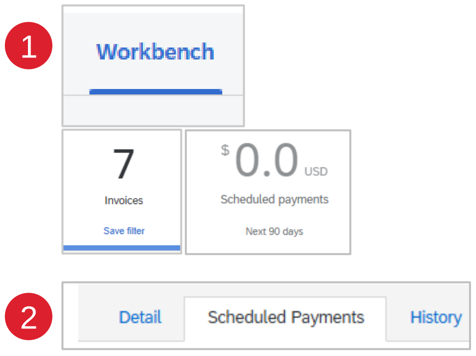
1. Go to Workbench > Invoices tile
2. Open Invoice > Scheduled Payment
   - Date is an estimation. More details with PO buyer.

   or

3. Go to Workbench > Scheduled Payments tile
4. Use filters > Click Payment proposal #

Remittance

1. Go to Workbench > Remittances tile.
2. Use filters to locate payment.
3. Click on Transaction # to see details.



REPORTS

1. Go to Reports > Reports.
2. Click Create > Enter required information
3. Select Report Type (Failed Invoice or Invoice) > Next.
4. Complete filters > Submit.
5. Select the report > Run > Ok.
6. Click Refresh until Status shows “Processed” > Click Download.