



INVOICING

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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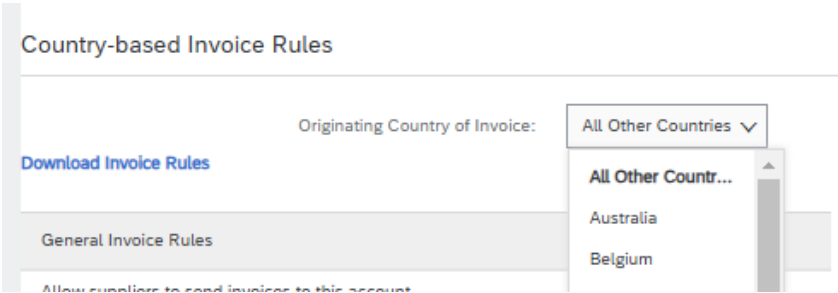
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INVOICE TYPES

Ariba	ERS	Carbon Copy
<ul style="list-style-type: none">▪ Invoices to be submitted in Ariba.▪ Country rules might apply.▪ “Create invoice” button will be enabled.	<ul style="list-style-type: none">▪ 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.	<ul style="list-style-type: none">▪ 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.



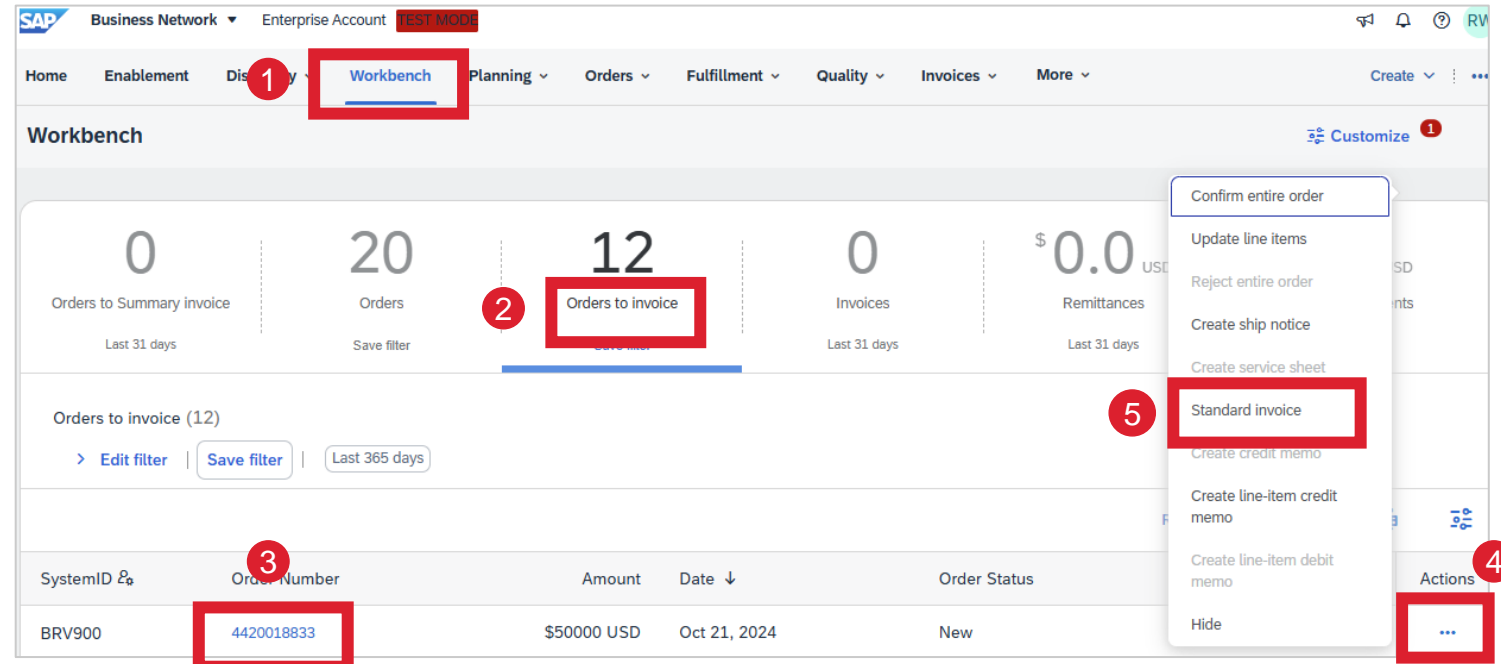
SUBMIT AN INVOICE

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 Date² and Supplier Tax ID.
7. If Shipping cost needs to be entered, click “Add to header” and add it.
 - Shipping tax must also be added³
 - 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.



The screenshot shows the 'Create Invoice' form. The 'Invoice Header' section is highlighted (6).

The screenshot shows the 'Add to Header' dropdown menu. The 'Add to Header' button is highlighted (7).

Attach backup:

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

The screenshot shows the 'Attachments' section. The 'Choose File' button is highlighted.

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 level⁴. (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 later⁵.

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.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Transport Term: FCA

System ID: BRV900

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		NUT,HEX	09789	500	EA	\$100.00 USD	\$50,000.00 USD
					5/16-18 ZN					

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1

Description:

Tax

Category: 10

Location:

Description: A/P Tax - Exempt

Regime:

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Line Item Actions

Delete

Reset Tax from PO

Update

Save

Exit

Next

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.

The screenshot displays the Honeywell Workbench interface for creating a credit memo. It shows the 'Create Invoice' dropdown menu with 'Line-Item Credit Memo' selected. Below, the 'Line-Item Memo' section shows a table of invoices with one invoice selected. The 'Create Line-Item Credit Memo' button is highlighted. The 'Next' button is also highlighted. Finally, the 'Submit' button is highlighted in the bottom navigation bar.

Type	Invoice #	Customer
Standard Invoice	INV4420015225	Honeywell

Buttons: Update, Save, Exit, Next, Previous, Submit, Save, Exit

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

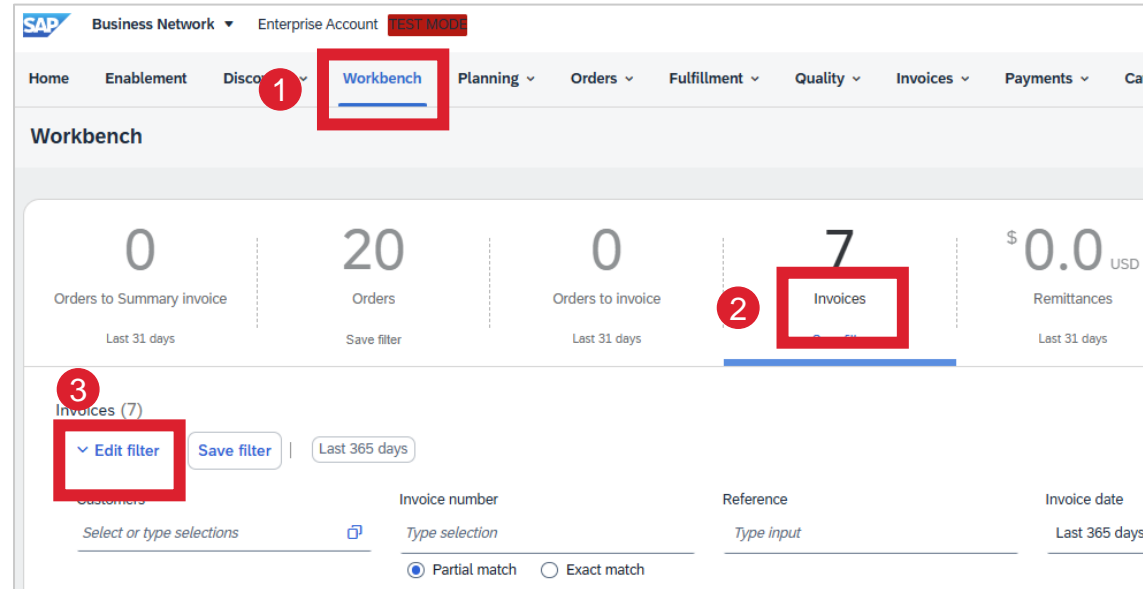
4. Scroll down and refer to “Invoice Status” column. If not available, click “Settings” and add the column.

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**.

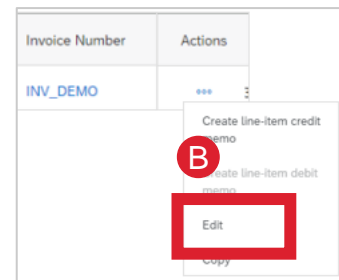
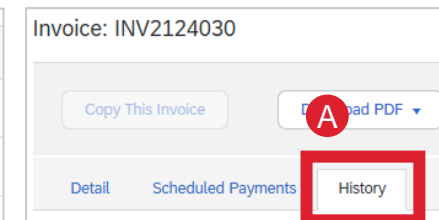
Note:

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



4

Invoice Number ↓	Invoice Status	Routing Status
INV4420018016	Sent	Acknowledged
INV4420017666	Sent	Acknowledged
INV4420015225	Sent	Acknowledged
INV2124030	Sent	Acknowledged



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.

The screenshot shows the 'Orders to Summary Invoice' interface. At the top, there are several metrics: 'Orders to Summary invoice' (12), 'Orders' (0), 'Orders to invoice' (0), 'Invoices' (0), 'Remittances' (\$0.0 USD), and 'Scheduled payments' (\$0.0 USD). Below these are filters for 'Customers', 'Order numbers', 'Creation date' (Last 365 days), and 'Order status' (Include). A 'Show more' button is also present. A 'Create invoice' dropdown menu is open, showing options: 'Create invoice by POs', 'Create invoice by entire group', and 'Create invoice by PO/Entire Group'. A table of orders is displayed with columns: Order number, Date, Purchasing organization, Ordering address, Customer location, Invoiced amount, and Amount. The table shows three orders: 4420018032, 4420018031, and 4420015478. The 'Create Invoice' section at the bottom has a 'Next' button. A 'Previous' button and a 'Submit' button are also visible at the bottom right.

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**:

A. From Scheduled Payments Tile

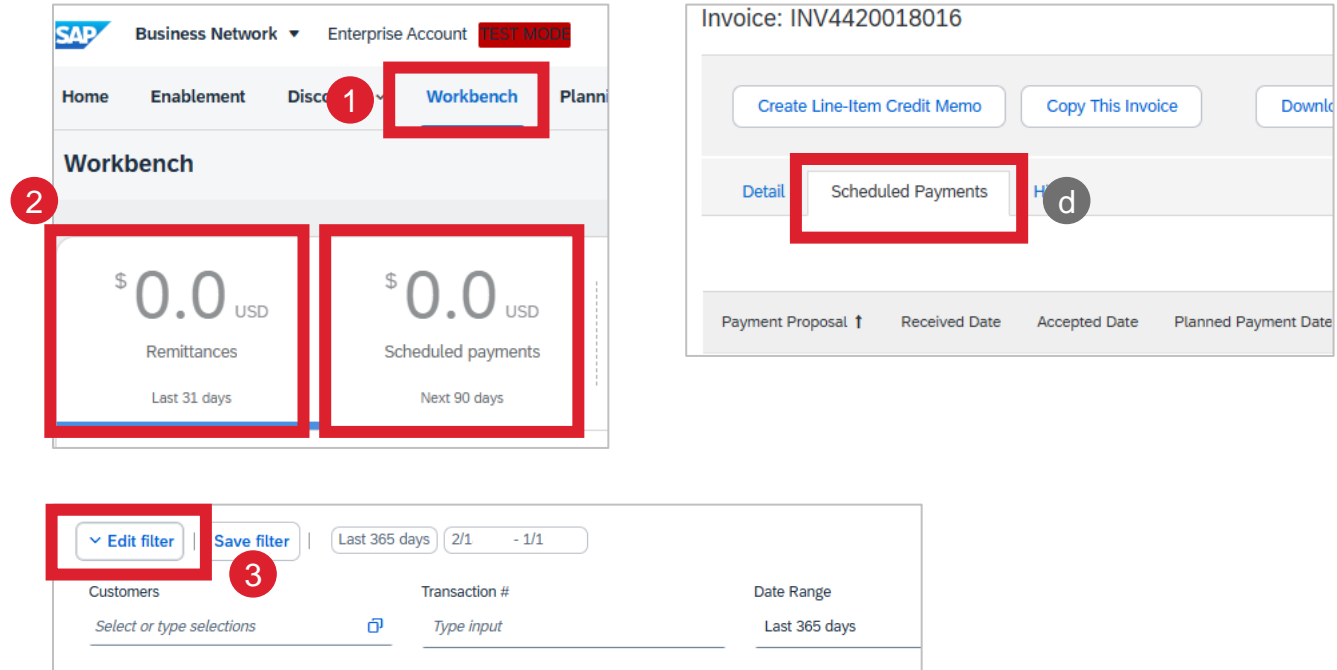
1. Go to **Workbench**.
2. Click on “**Scheduled Payments**” tile.
 - If not available, click on “Customize” and add it.
3. Use **filters** to locate coming payments.
4. Click “Payment proposal #” to see details.

B. From Invoice information

- 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**.

SAP Business Network - Enterprise Account - TEST MODE

Home Enablement Discovery Workbench Planning Orders Fulfillment

Quality Invoices Payments Catalogs Messages Assessments

Reports (1)

Use CSV or Excel reports to download purchase orders and invoices. Report files are available in the Reports section.

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct	

Run Download Edit Copy Delete **Create** (2)

Report

Next (4)

1 Report Description

2 **Criteria** (3)

Enter a title and description for this report. Check the Time zone and Language.

Title: *

Description:

Time zone: Asia/Calcutta

Language: English

Report type: *

Failed Invoice

Failed Order

Goods Receipt

5

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 1 Jan To 30 Jan

Maximum Results Returned: 100

Previous **Submit** (6)

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct			1 KB

Run (8) Download (10) Edit Copy Delete Create **Refresh Status** (9)

CONSIGNMENT SETTLEMENT INVOICE

HONEYWELL INITIATED

Consignment invoices are submitted by Honeywell 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.

The screenshot displays the SAP Business Network Workbench interface. At the top, the 'Workbench' tab is highlighted with a red box and a red circle with the number 1. Below the Workbench header, there are four summary cards: 'Orders to Summary invoice', 'Orders', 'Orders to invoice', and 'Invoices'. The 'Invoices' card is highlighted with a red box and a red circle with the number 2. Below the summary cards, the 'Invoices (0)' section is visible. It includes filter buttons for 'Edit filter', 'Save filter', 'Last 365 days', and 'Customer'. Below the filters, there are several input fields for filtering invoices: 'Customers' (with a dropdown arrow), 'Invoice number' (with a dropdown arrow and radio buttons for 'Partial match' and 'Exact match'), 'Reference' (with a dropdown arrow), 'Status change date' (with a dropdown arrow), 'Routing status' (with a dropdown arrow), 'External invoice number' (with a dropdown arrow), 'Payment net due date' (with a dropdown arrow), 'Submitted by' (with a dropdown arrow and a red box around it), and 'View' (with a dropdown arrow). The 'Submitted by' dropdown is currently set to 'Customer'.

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: INV4420017666

Create Line-Item Credit Memo **4** Copy This Invoice

Detail Scheduled Payments History

Update Save Exit **6** Next

Previous **7** Submit Save Exit

INVOICE ARCHIVAL

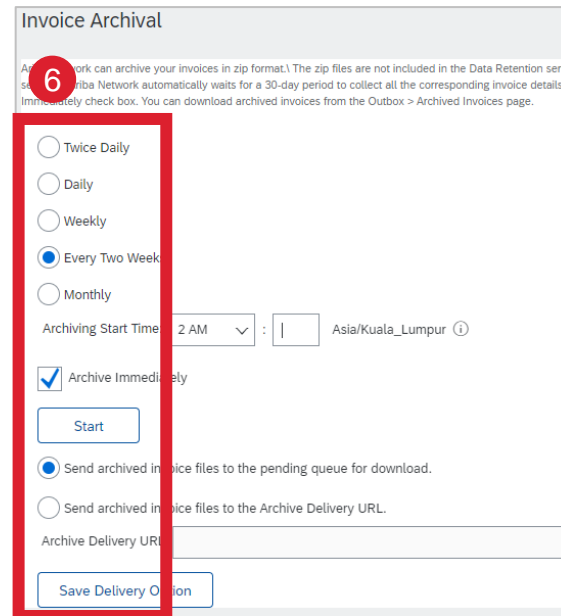
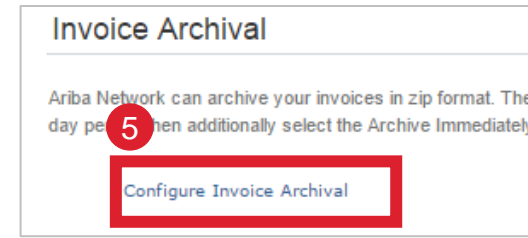
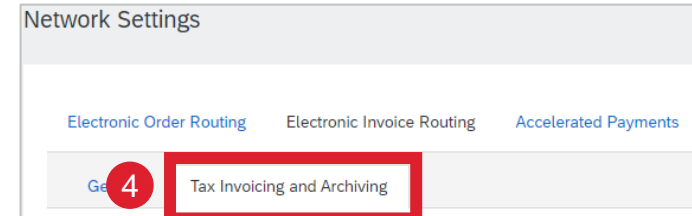
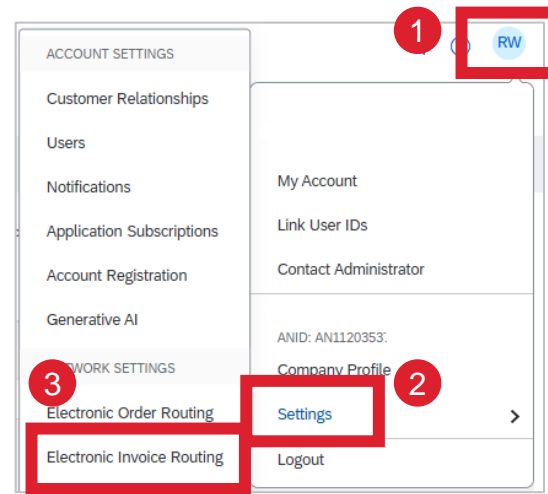
Allows to specify the frequency, immediacy, and delivery of zipped invoice archives.

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.

The screenshots illustrate the navigation path to the Tax Information section:

- Step 1:** Click on the user initials 'RW' in the top right corner of the SAP Business Network interface.
- Step 2:** Click on the 'Company Profile' option in the user menu.
- Step 3:** Click on the 'Business Information' tab in the 'Company Profile' section.
- Step 4:** Complete the 'Tax Information' section, which includes the following fields:
 - Tax Classification: (no value)
 - Taxation Type: (no value) [dropdown arrow]
 - Tax ID: [input field] ⓘ
 - State Tax ID: [input field] ⓘ Do not enter dashes
 - Regional Tax ID: [input field] ⓘ Do not enter dashes
 - VAT ID: [input field] ⓘ
 - VAT Registered: ☐

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

SAP Business Network

Purchase Order: 4420996173

Order Detail Order History

Honeywell

From: Customer
Honeywell International Inc.
315 E Stephenson St.
Freeport, Illinois 61032
United States
Buyer's e-mail: sar@honeywell.com

Detail Scheduled Payments Rejected History

Invoice: 377/20669910
Invoice Status: Rejected
Received By SAP Business Network On: 14 Feb 2024 9:10:36 AM

History

Status	Comments
--------	----------

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*)

Account Registration **1** Settings

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Logout

Routing Method **2** Email

Options

Email address: Supplier@example.com,supplier2@example.com

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☒ Attach PDF document in the email message

To email addresses (one required)

supplier@example.com,supplier2@exai

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

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement 2**

Note:

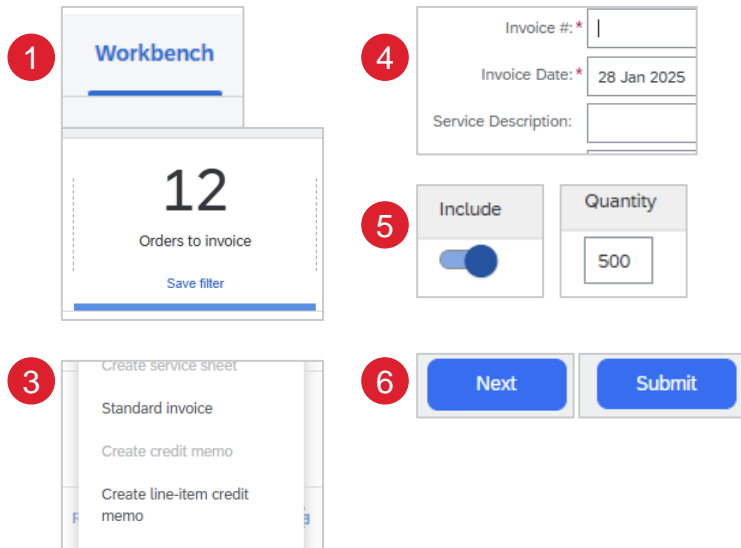
- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE

INVOICING

SUBMIT INVOICES

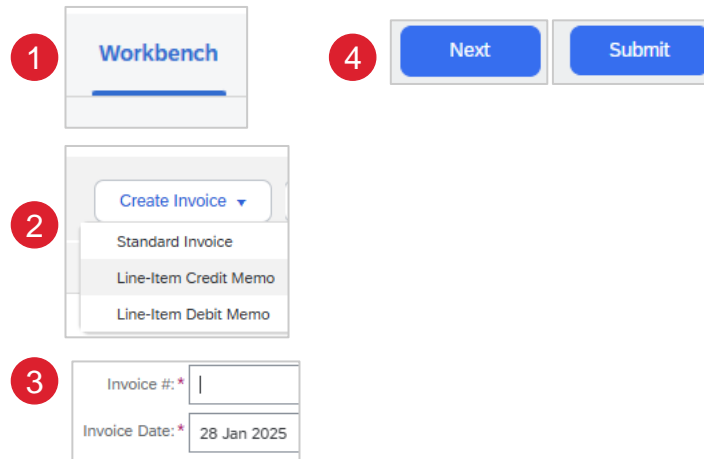
1. Go to Workbench > Orders to invoice tile.
2. Look for PO to be invoiced.
3. Click “...” > Standard Invoice (or open the PO > Create invoice > Standard Invoice)
4. Complete requested information.
5. Edit Line-item information as needed (select Quantity to invoice, Include/Remove line-items, etc.) > 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.

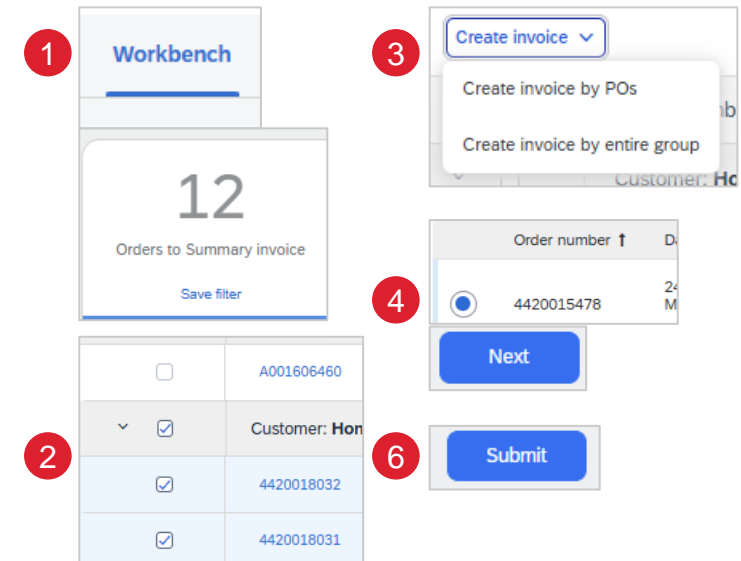
1. Go to Workbench > Invoice tile
2. Open invoice to cancel > Create Invoice > Line-item credit memo
3. Complete required fields (*Recommended to use same invoice number followed by “-CM”*) > Click Next.
4. Review CM, if agreed click Submit, otherwise click Previous and edit.



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.

1. **Workbench**

2. Invoice number
Type selection
☒ Partial match ☐ Exact match

Reference
Type input

Invoice date
Last 365 days

3. Invoice Number Invoice Status Routing Status
INV4420018016 Sent Acknowledged

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.

1. **Workbench**

7 Invoices
Save filter

\$0.0 USD
Scheduled payments
Next 90 days

2. Detail Scheduled Payments History

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.

1. Reports > Reports

2. Create

Report type: * Select
Failed Invoice
Failed Order
Goods Receipt
Invoice

4. Customer: All Customers Select
Invoice Number:
Invoice Amount: to
Routing Status: Any
Invoice Status: Any
Submit

5. Title ↑
Invoices Run

3. Next

6. Refresh Status Status
Processed
Download