INVOICING

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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Quick Reference Guide

Demos:
Submit an Invoice

COUNTRY SPECIFIC

Mexico
- Submit an Invoice (Guide / Demo)
- Submit a Credit Memo (Guide / Demo)

Malaysia
- Submit an Invoice

India
- Maintain Company and legal profile
- Invoice creation and submission

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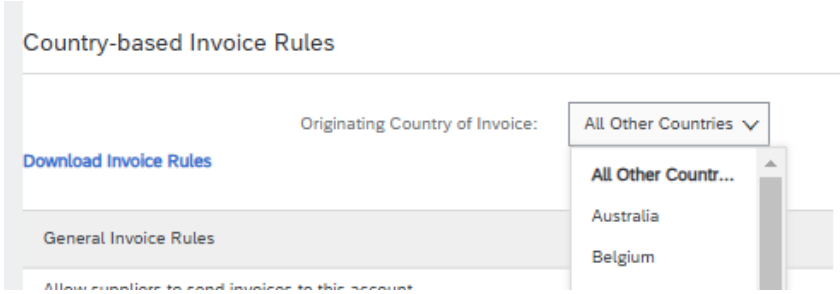
INVOICE TYPES

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.



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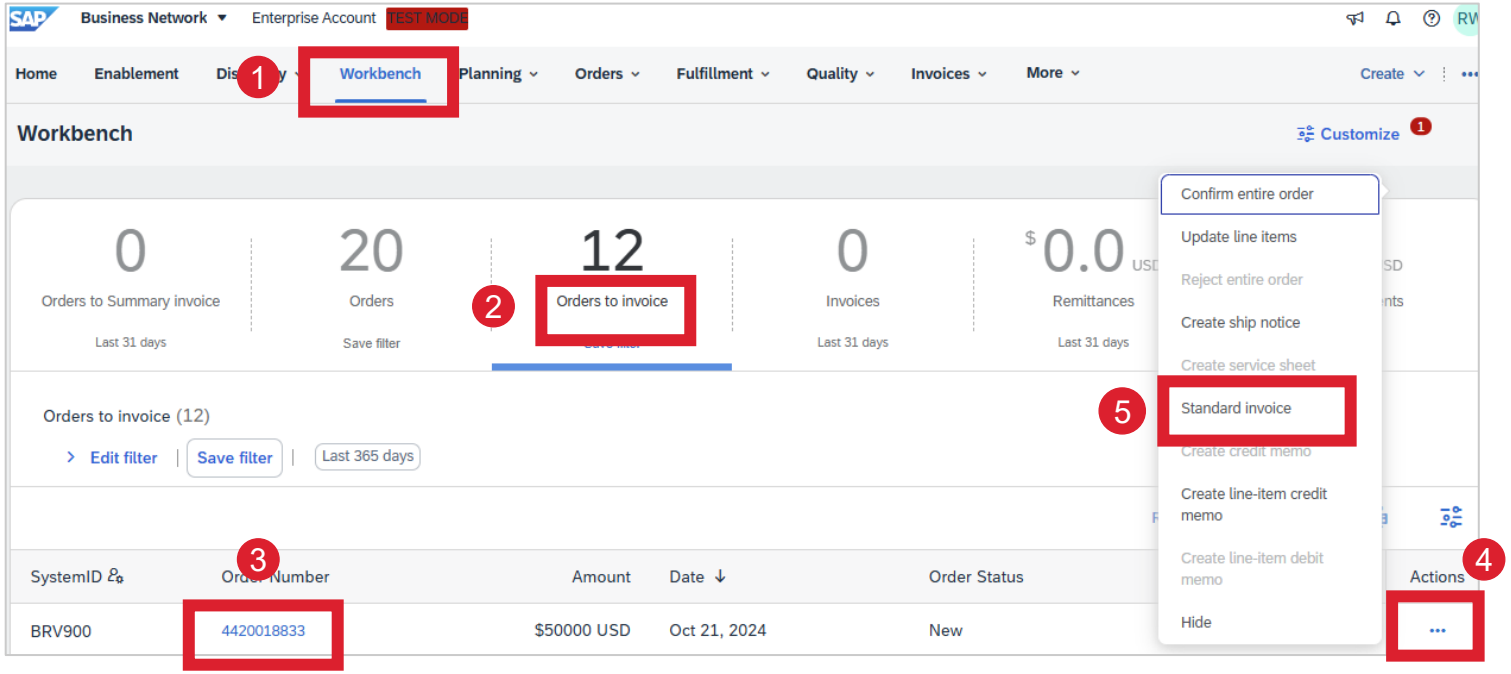
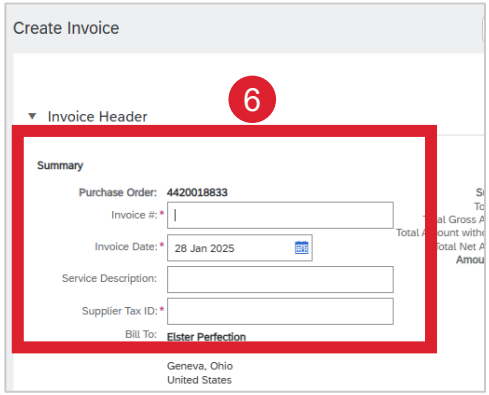
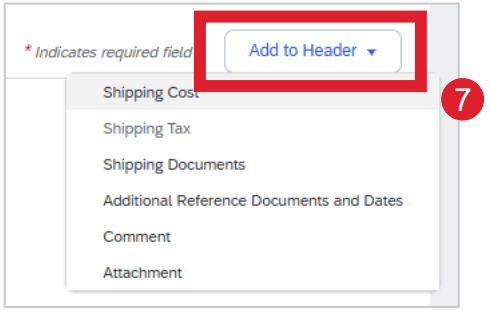
SUBMIT AN INVOICE
PART 1

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.

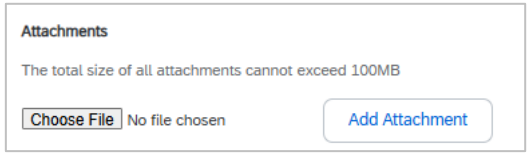






Note:
- Make sure to confirm Order and create Ship Notice before creating the invoice.
- [1]: Invoice # is limited to 16 characters.
- [2]: Invoices have a backdate limit. Date entered in Ariba will be used by AP for payment purposes.

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



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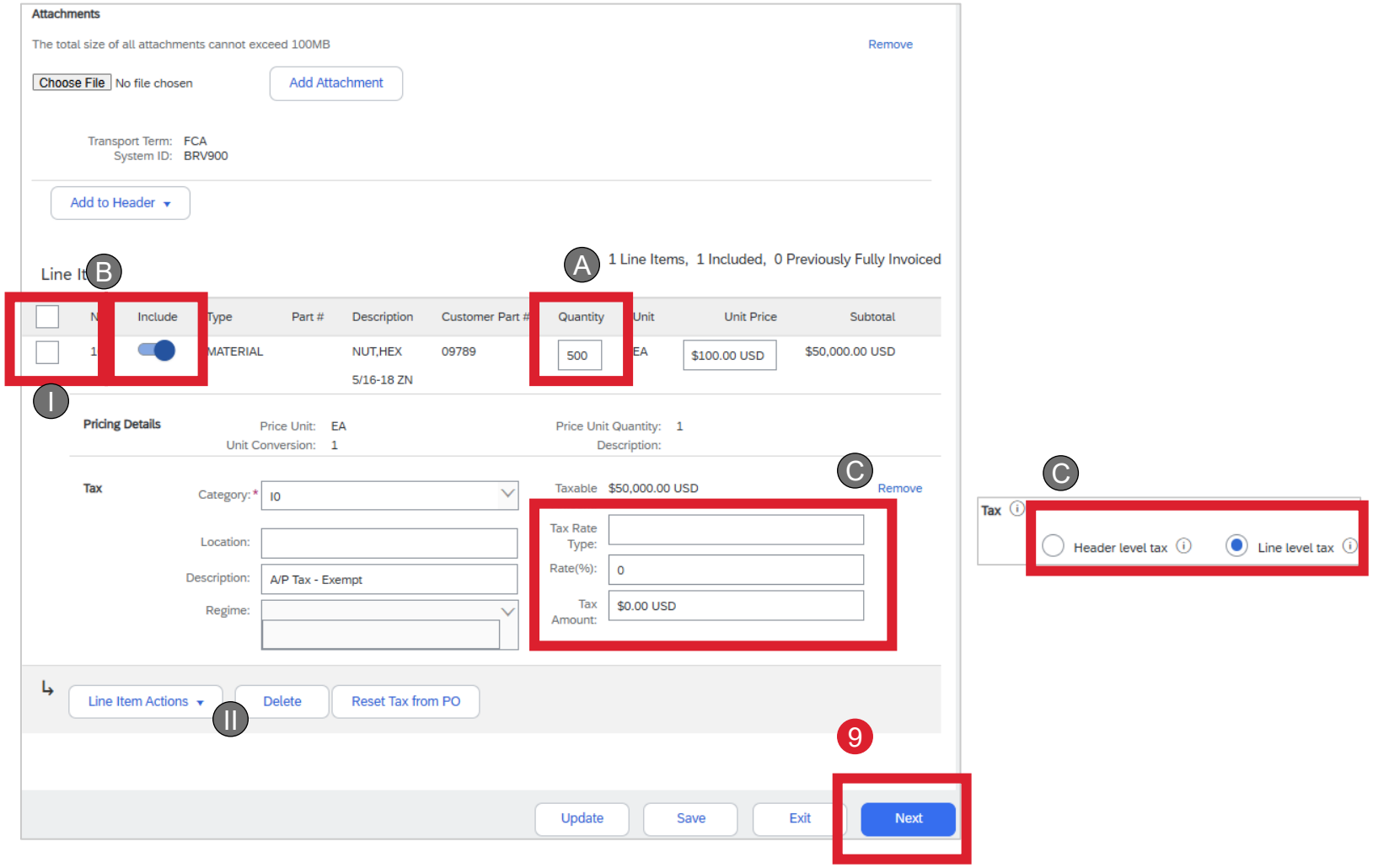
SUBMIT AN INVOICE
PART 2

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 by using the “Include” toggle.
        When PO has multiple line-items, excluding one-by-one with the toggle is not efficient. In thise scenario:
        I. Select all line items and uncheck those to keep
        II. Click Delete. Those won’t be considered for invoicing.
    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.

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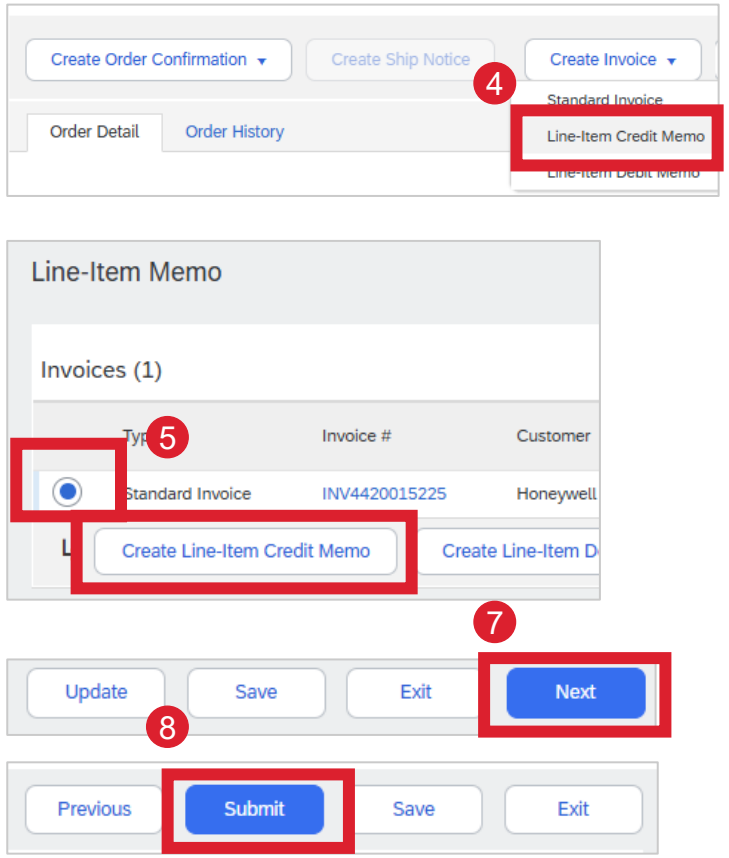
CREDIT MEMO

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.

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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

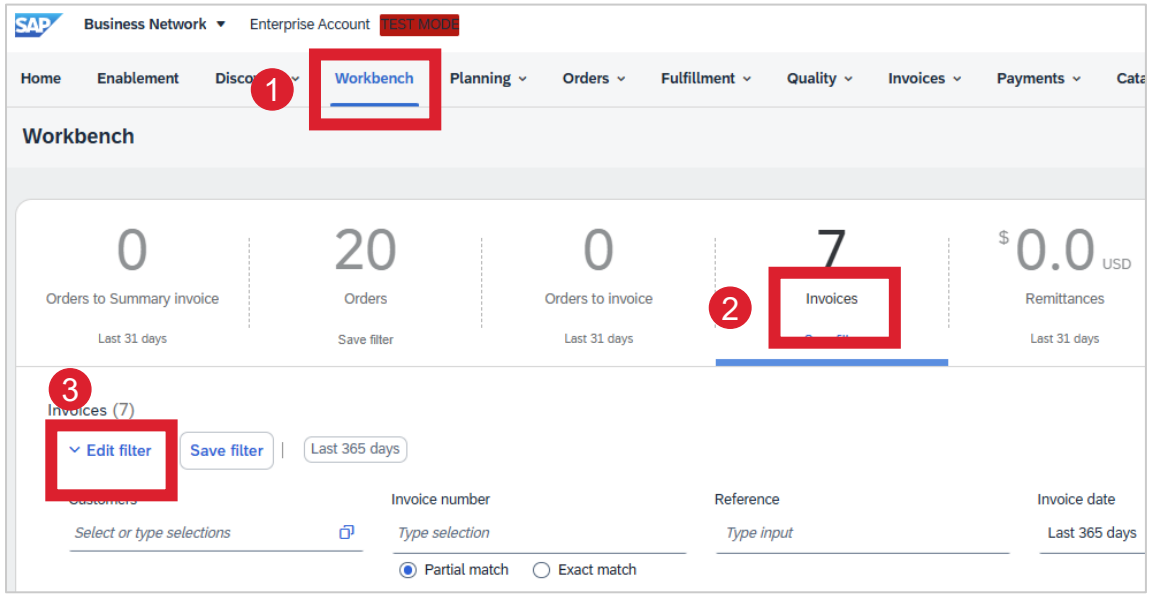
4. Scroll down and refer to "Invoice Status" column. If not available, click "Settings" and add the column.

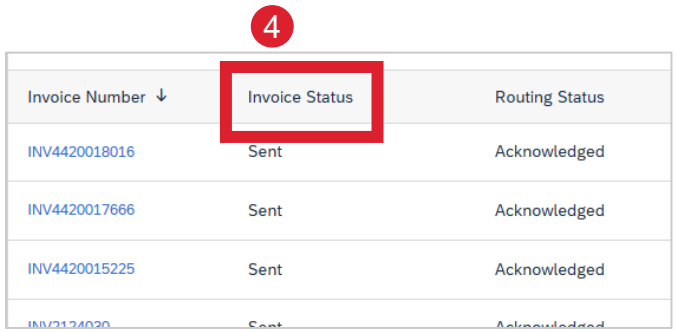
Status Meaning

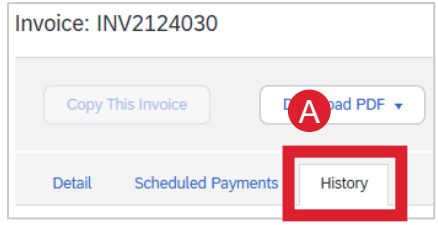
- **Sent** – Invoice is being reviewed.
- **Paid** – Invoice Paid.
- **Approved** – Invoice will be scheduled for payment.
- **Failed** – Ariba experienced a problem routing the invoice.
- **Rejected** – There is a discrepancy identified. This requires PO buyer resolution. Typically, supplier would need 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.**

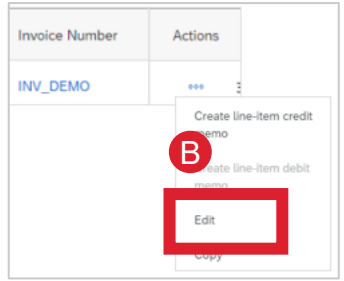
Note:

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









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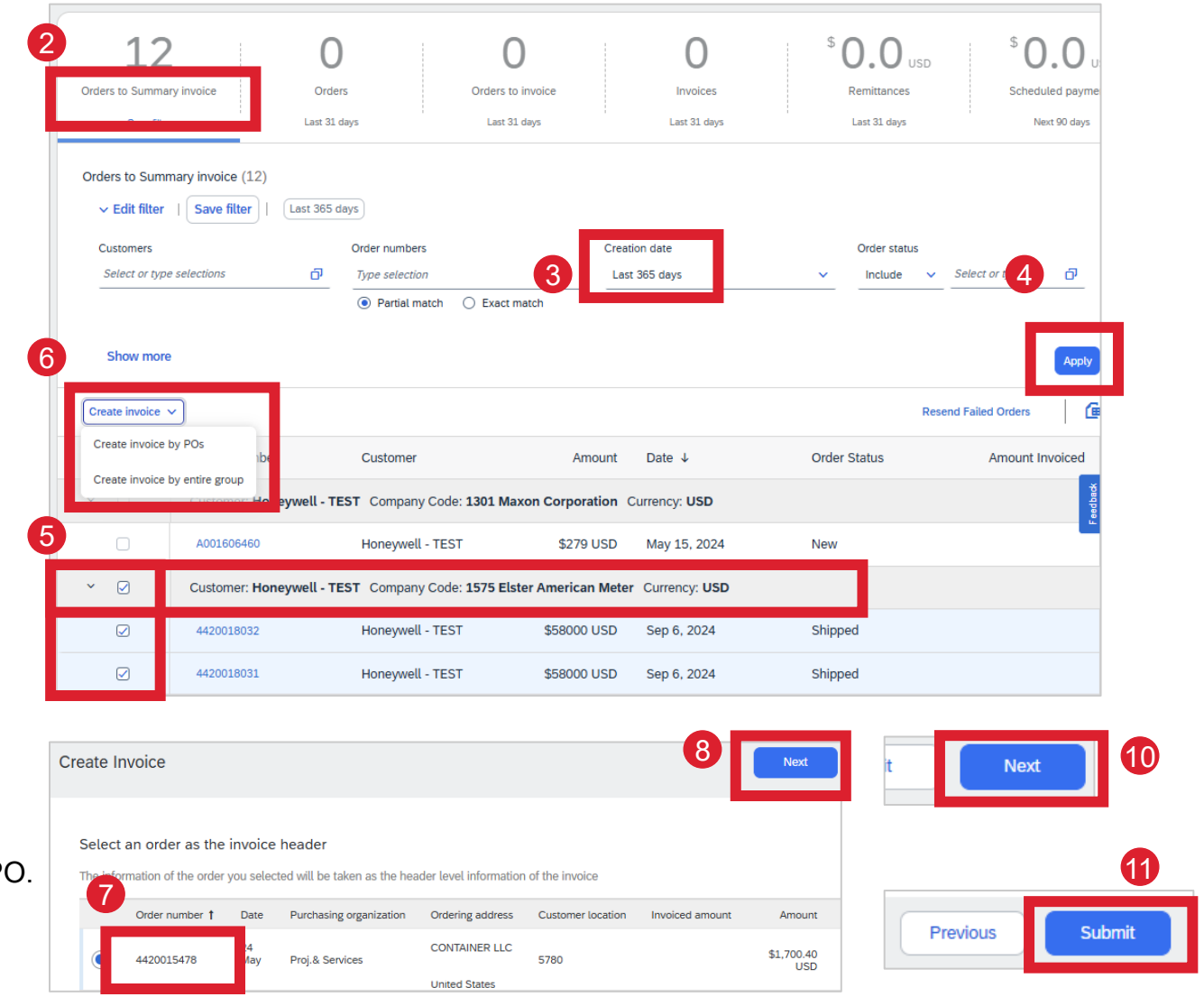
SUMMARY INVOICE
INVOICE INCLUDING MULTIPLE PO

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”** *(Select by “Entire Group” only if you would like to invoice all open POs available)*
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.

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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

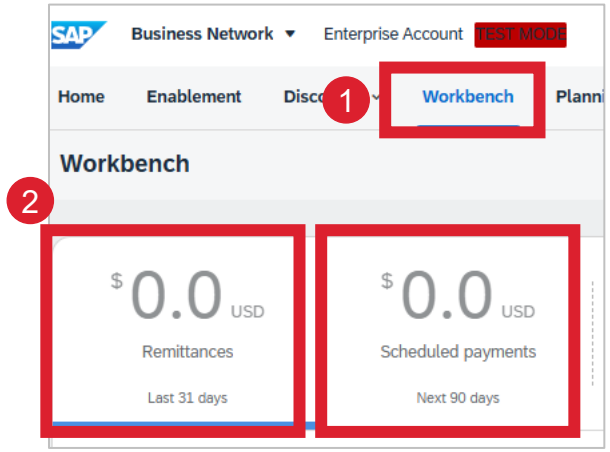
There are 2 ways to see **Estimated** payment date from **Approved invoices**:

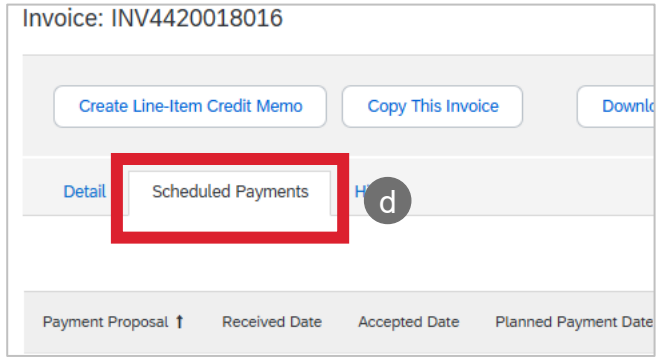
A. From Scheduled Payments Tile

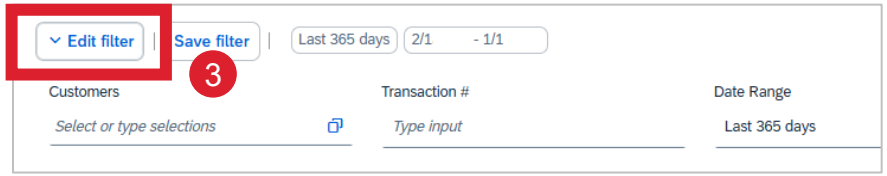
1. Go to **Workbench.**
2. Click on **"Scheduled Payments"** tile.
   - If not available, click on "Customize" and add it.
3. Use **filters** to locate coming payments.
4. Click "Payment proposal # to see details.

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.

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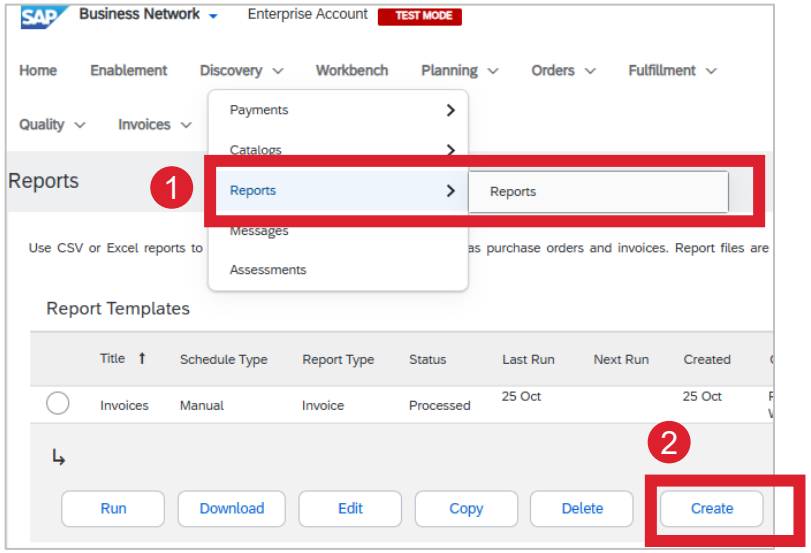
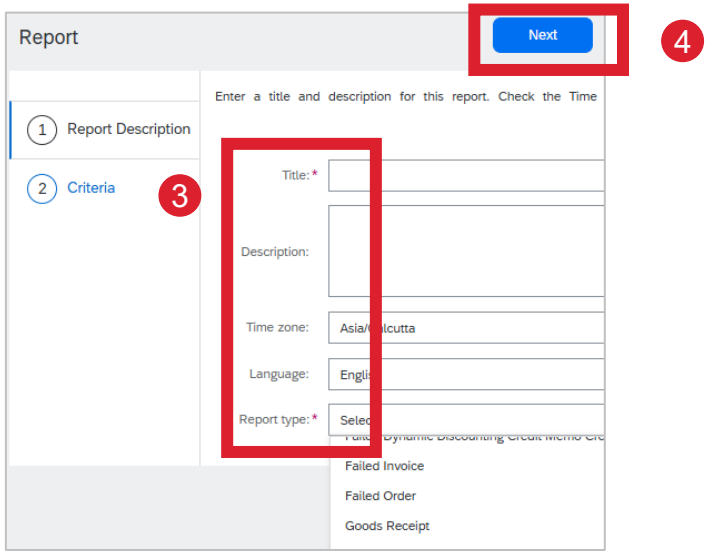
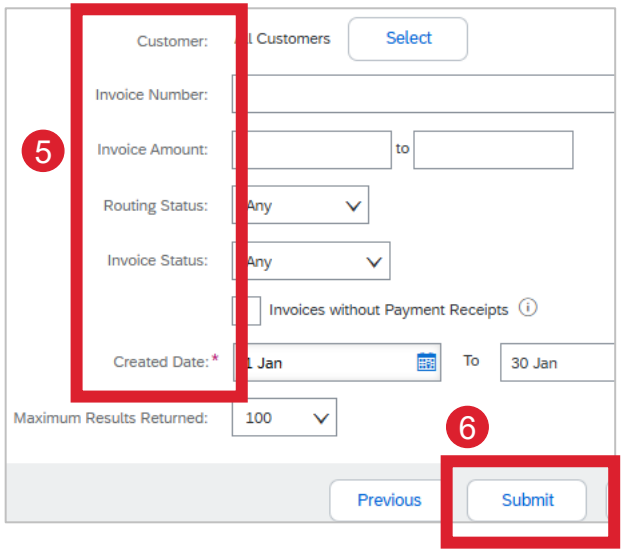
REPORTS

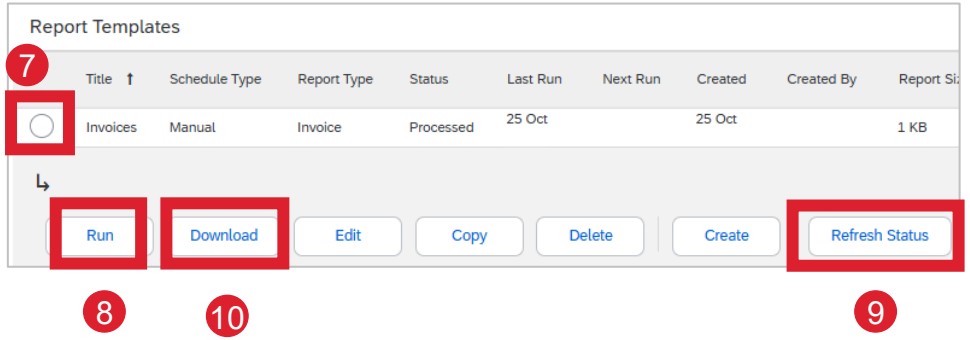
Download reports with detailed information by:

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.**









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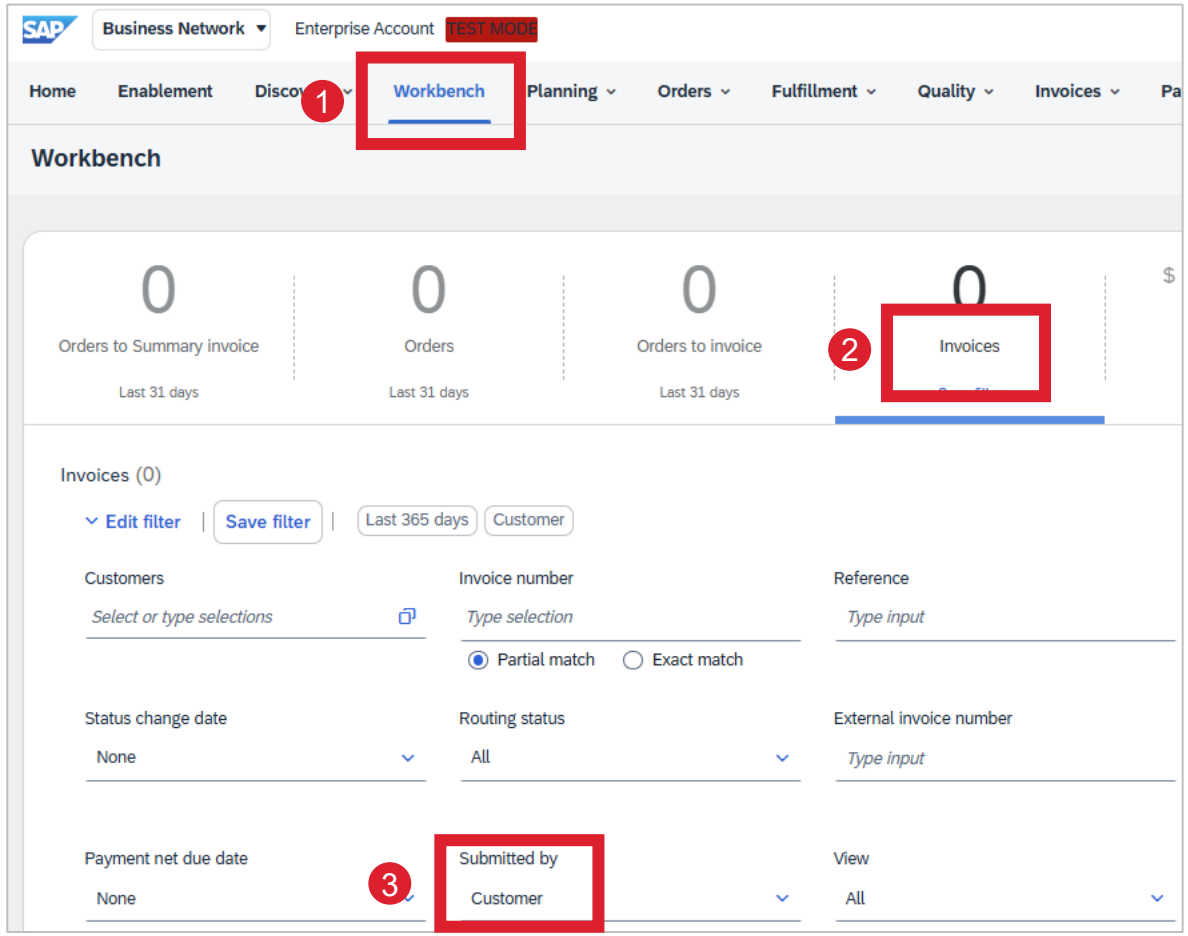
CONSIGNMENT SETTLEMENT INVOICE

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.



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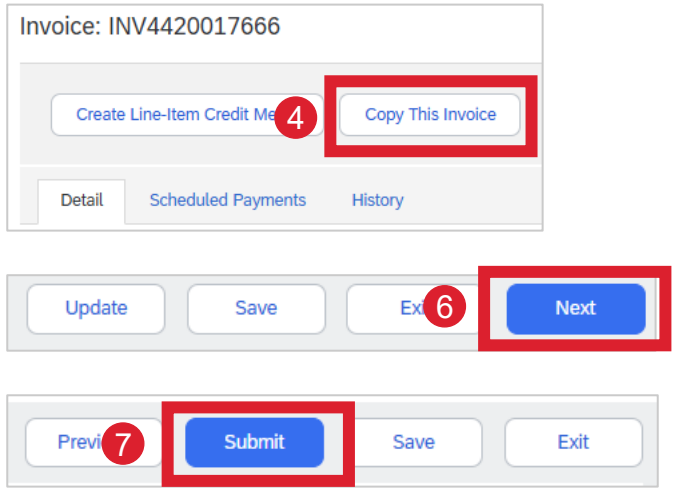
COPY INVOICES

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.



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INVOICE ARCHIVAL

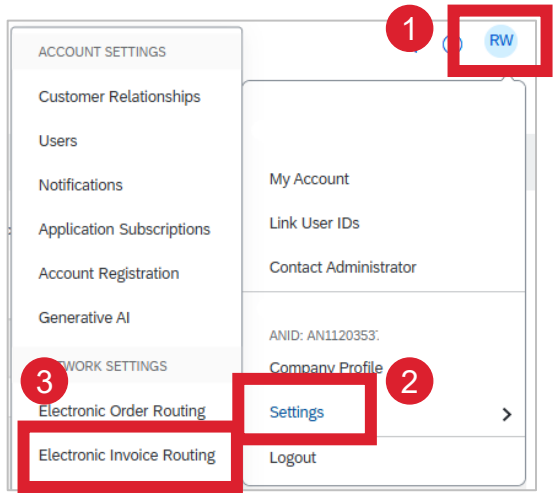
Allows to specify the frequency, immediacy, and delivery of zipped invoice archives.

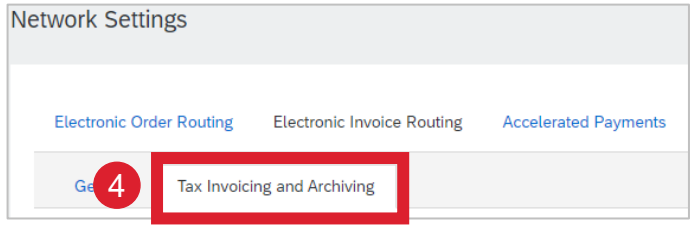
How to set up invoice archival:

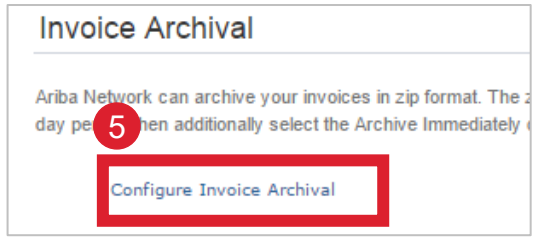
1. Click on your initials.
2. Click **Settings.**
3. Select **Electronic Invoice Routing.**
4. Go to **Tax Invoicing and Archiving** tab.
5. Select “**Configure Invoice Archival”** from **Invoice Archival** section.
6. Enter required information.
7. Click Save.

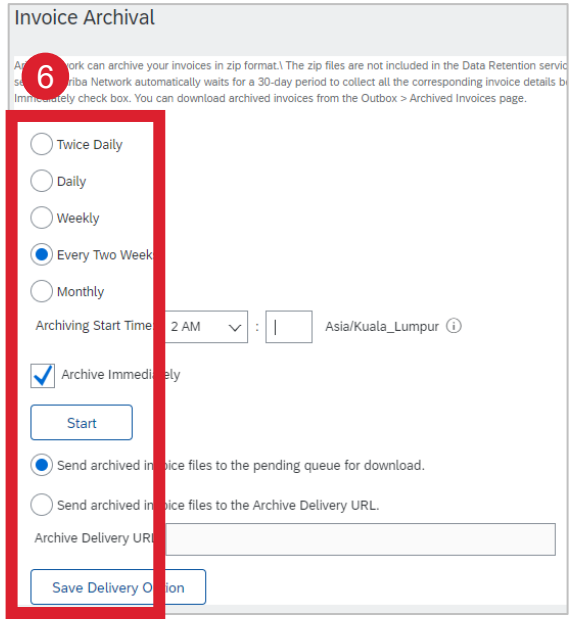
Note:

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









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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	AN	AN
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	CC	CC
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).
- Plants located in Bulgaria (BG), Italy (IT), Hungary (HU) and Poland (PL)

CC: Carbon Copy

AN: Ariba Network e-invoice

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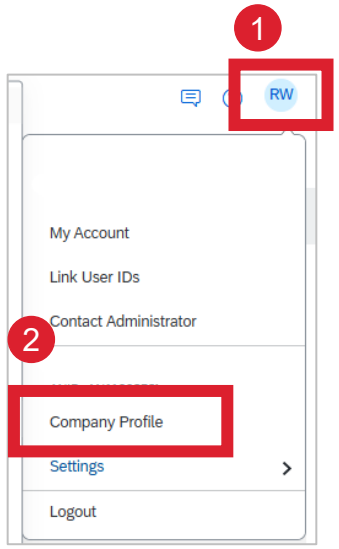
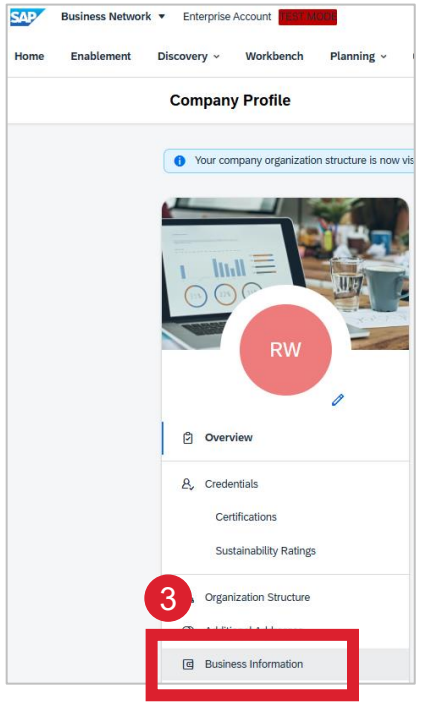
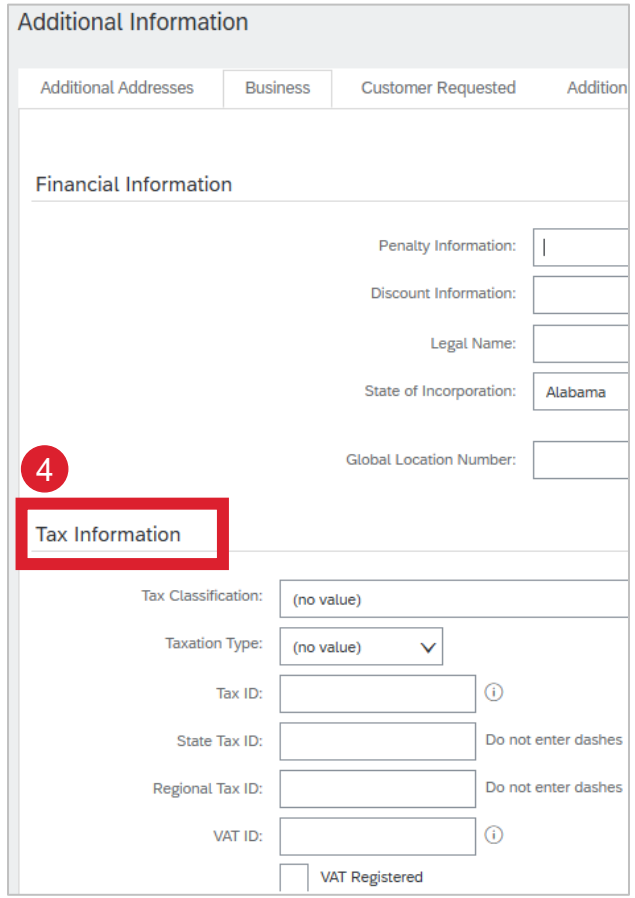
SUPPLIER TAX ID
HOW TO DEFAULT IT

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.







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INVOICE RESOLUTION

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

Who is my PO buyer

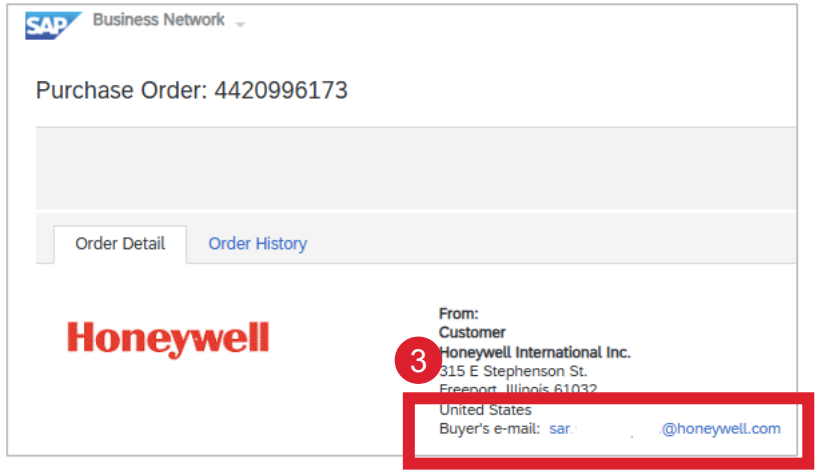
1. Go to Workbench.
2. Open the PO related to conflicting invoice.
3. In the top-left you will find your PO Buyer contact.
4. Click on Transaction # to see details.

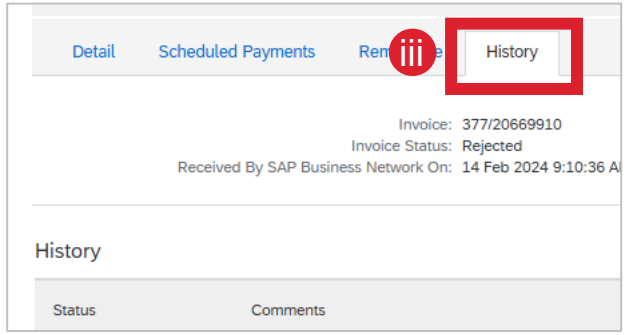
Why was my invoice Rejected?

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





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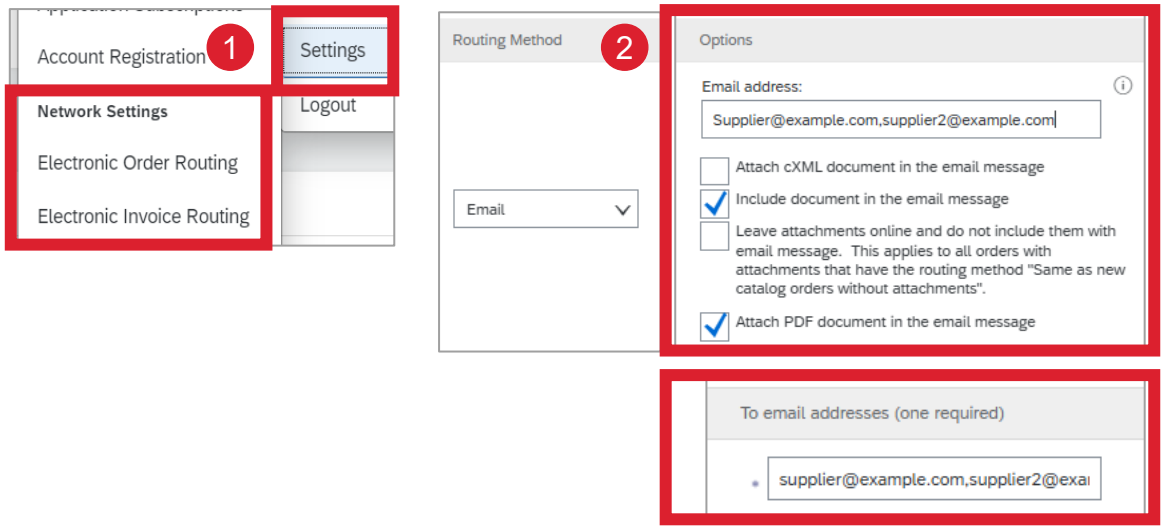
EMAIL NOTIFICATIONS
ELECTRONIC ROUTING

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.

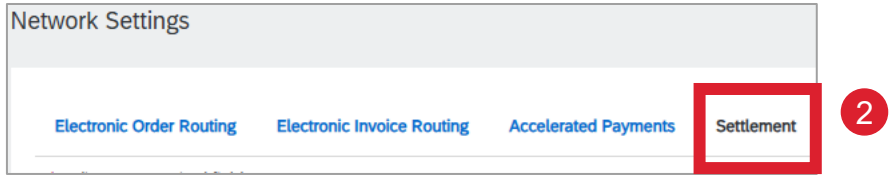
Invoice notification recommendations
- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts *(if you are ERS)*



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.

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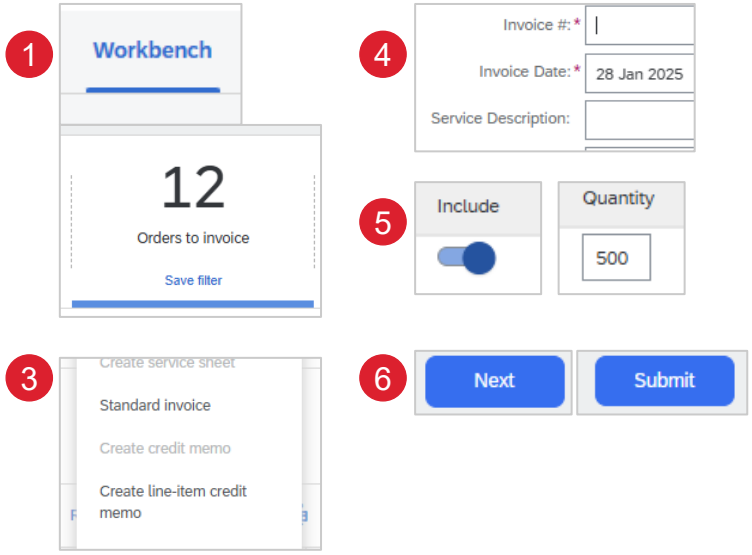
QUICK REFERENCE GUIDE
INVOICING

SUBMIT INVOICES

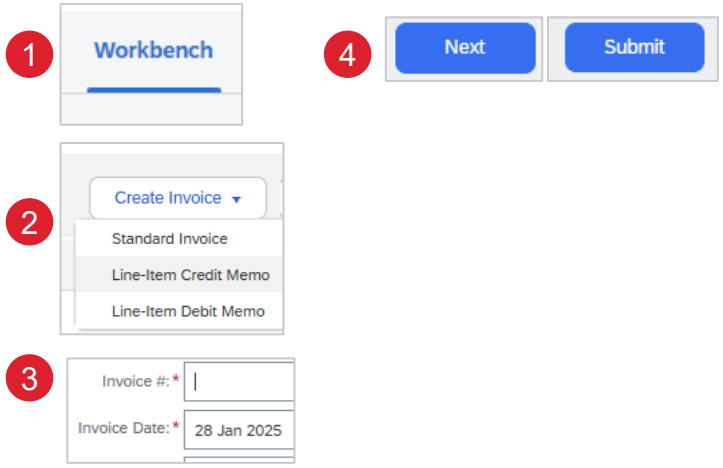
1. Go to Workbench > Orders to invoice tile.
2. Look for PO to be invoiced.
3. Click "…" > Standard Invoice (or open the PO > Create invoice > Standard Invoice)
4. Complete requested information.
5. Edit Line-item information as needed (select Quantity to invoice, Include/Remove line-ítems, etc.) > Next.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

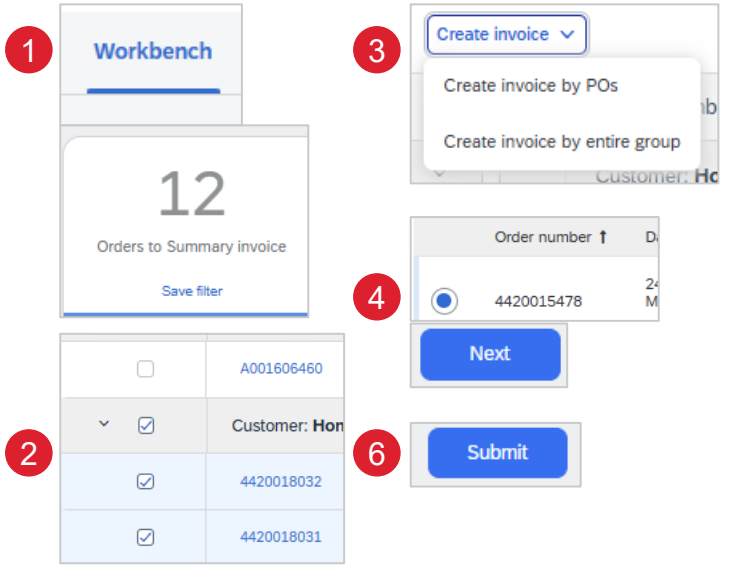
1. Go to Workbench > Invoice tile
2. Open invoice to cancel > Create Invoice > Line-item credit memo
3. Complete required fields *(Recommended to use same invoice number followed by "-CM")* > Click Next.
4. Review CM, if agreed click Submit, otherwise click Previous and edit.



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.



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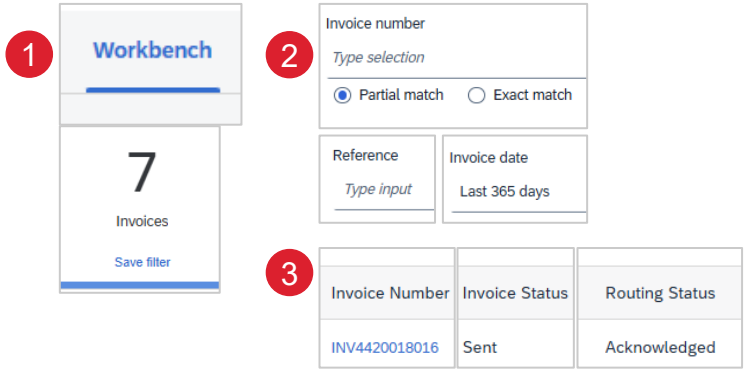
QUICK REFERENCE GUIDE
INVOICING

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

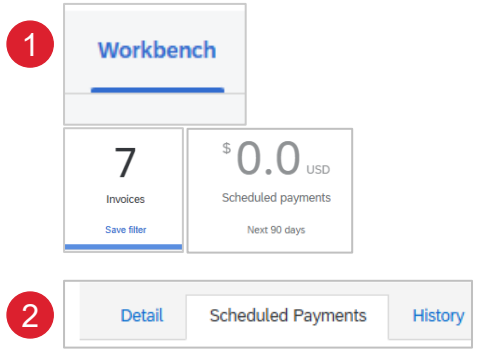
1. Go to Workbench > Invoices tile
2. Open Invoice > Scheduled Payment
   - Date is an estimation. More details with PO buyer.

   or

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

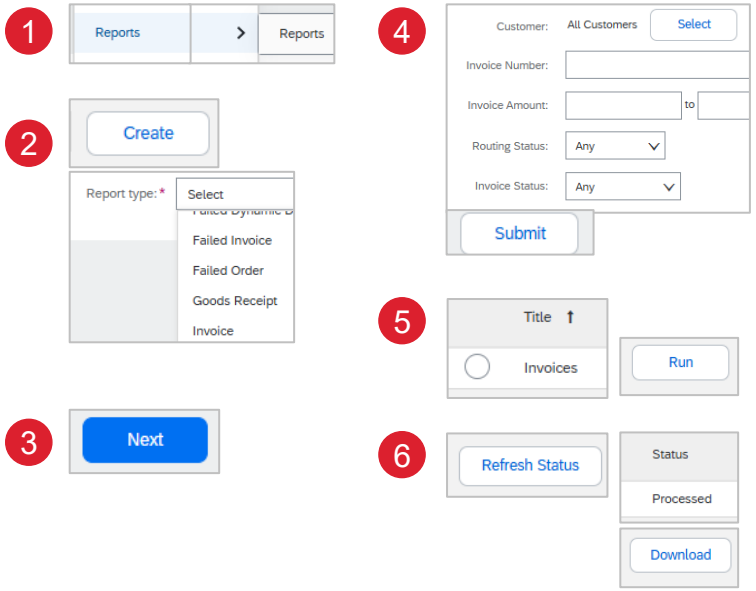
Remittance

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.



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COUNTRY SPECIFIC - MEXICO

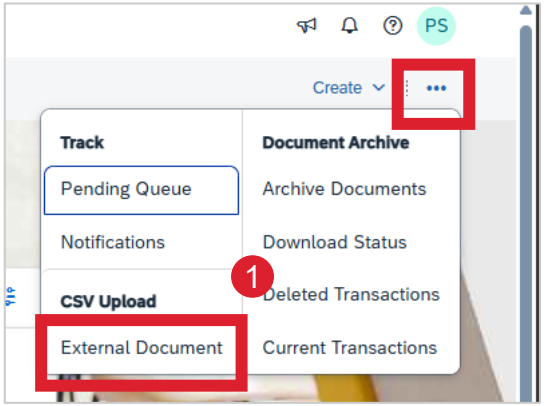
ENGLISH

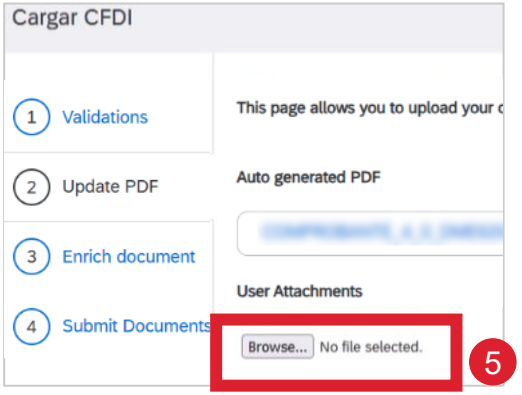
Country Specific

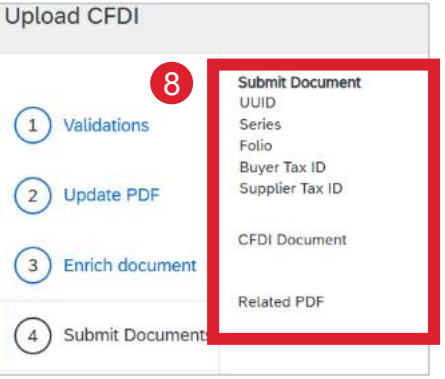
SUBMIT AN INVOICE
MEXICO

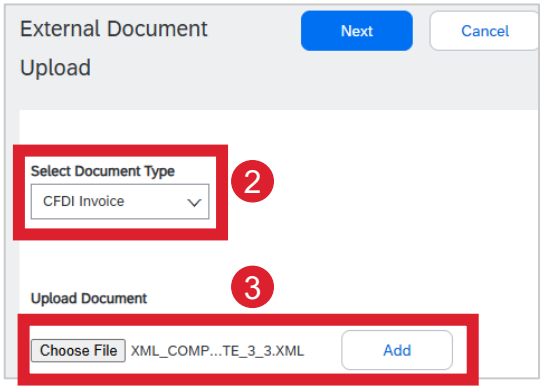
1. Click "…" in the top-right corner > Click "**External document**"
2. Select "**CFDI Invoice**" from Document Type dropdown menu
3. Click **Browse** > select **XML** file > **Add** > **Next**
4. Basic validations are performed > **Next**
5. Click **Browse** > Upload **PDF** invoice > **Add** > **Next**
6. Only complete **Purchase Order** number from header section
7. Complete line-item reference from your invoice **to match Honeywell's PO line-items** (they go from 10, 20, 30..) > **Next**
8. A validation screen will show > **Submit**
    - A message will appear stating: "*Document successfully submitted for business validations. See results in outbox folder.*"
9. You can locate your invoice following the steps from "SEARCH INVOICES and CHECK STATUS" section from this guide.

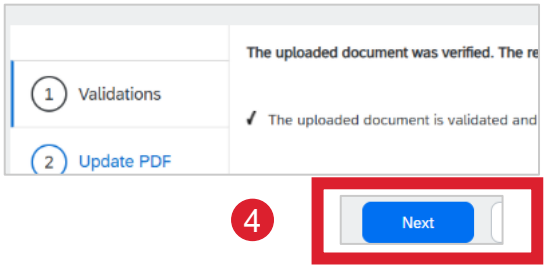
Important!: If the invoice needs to be canceled, you are asked to: 1) Make a substitution of the invoice in S.A.T. and upload it in Ariba, or 2) Create a credit note in the S.A.T. and upload it in Ariba as indicated on page 23.

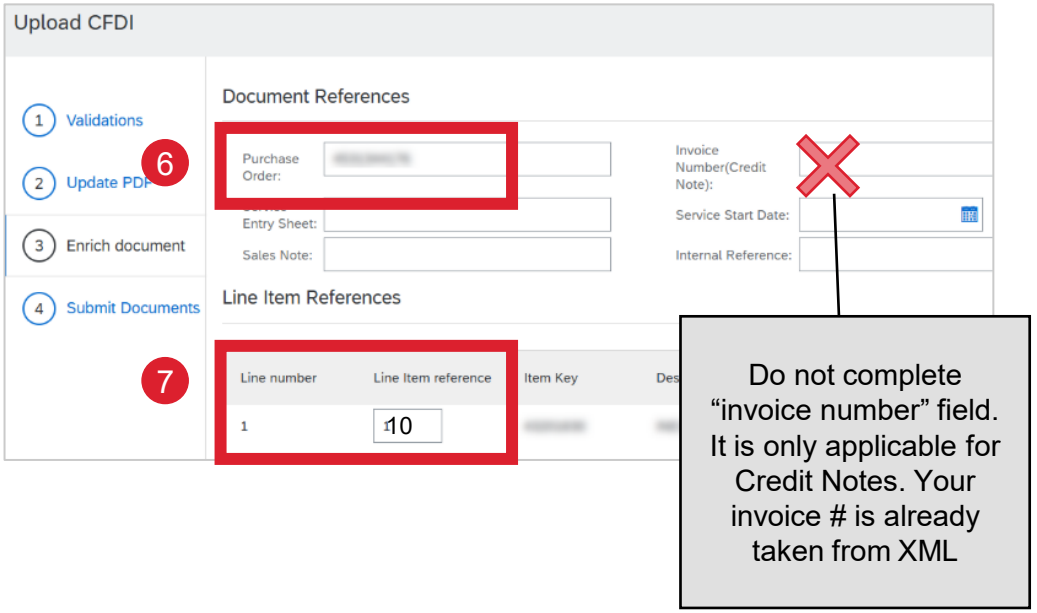












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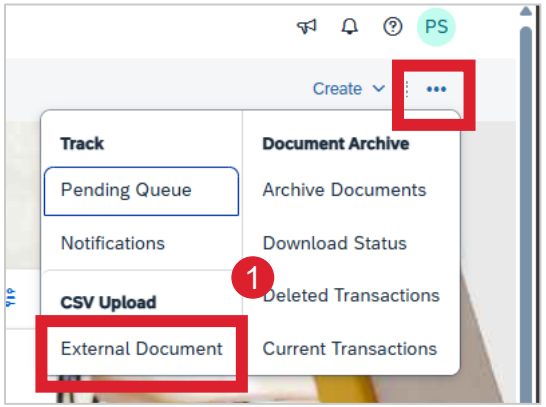
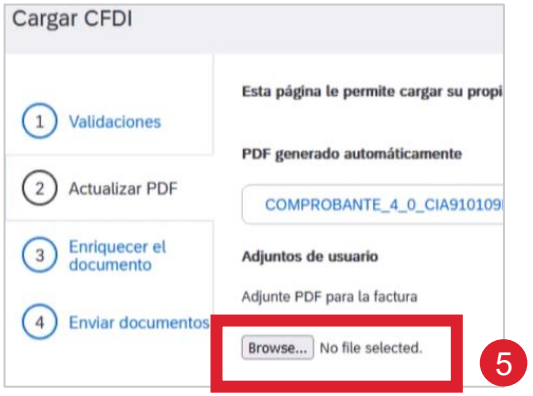
ESPAÑOL

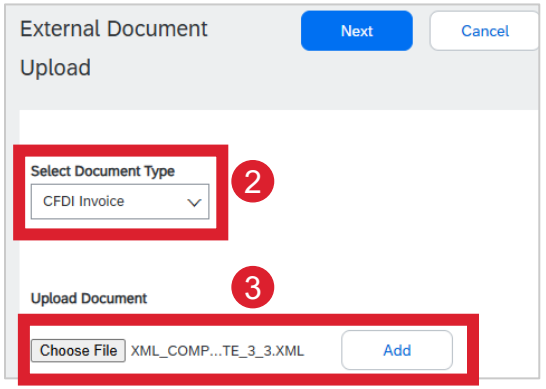
Específico por país

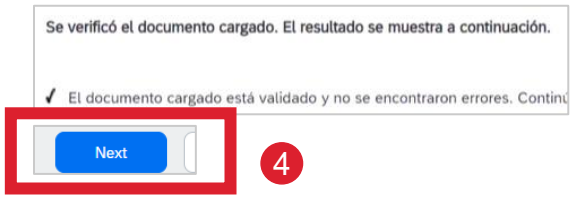
ENVIAR UNA FACTURA
MÉXICO

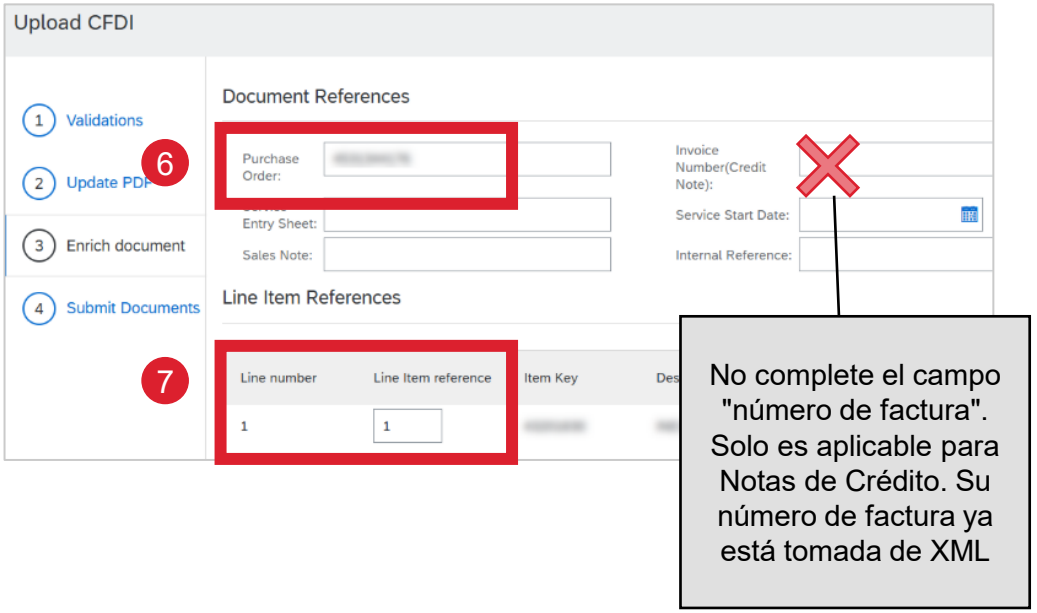
1. Haga clic en "**...**" en la esquina superior derecha > haga clic en **"Documento externo"**
2. Seleccione "**Factura CFDI**" en el menú desplegable Tipo de documento
3. Haga clic en **Browse** > seleccione el archivo XML > **Agregar** > **Siguiente**
4. Se realizarán validaciones > **Siguiente**
5. Haga clic en **Browse** > Cargué el **PDF de la factura** > **Agregar** > **Siguiente**
6. Complete solamente el **número de orden de compra** de la sección de encabezado
7. En la columna "número de linea" verá la información de su factura. Complete la columna de "**Referencia de lineas"** colocando el numero de linea que coincida con la linea de la orden de compra. (Es decir si en su factura "linea X" es la 1 y en la orden es la 10, coloque 10 para que coincida con la orden de compra) > **siguiente**
8. Se mostrará una pantalla de validación > **Enviar**
    1. Aparecerá un mensaje que dice: "*Documento enviado con éxito para validaciones comerciales.*
9. Puede localizar su factura siguiendo los pasos del apartado "SEARCH INVOICES and CHECK STATUS" de esta guía.











No complete el campo "número de factura". Solo es aplicable para Notas de Crédito. Su número de factura ya está tomada de XML

¡Importante!: Si la factura require ser cancelada se le pide 1) Hacer una sustitución de factura en el SAT y subirla en Ariba o 2) Hacer una Nota de credito en el SAT y subirla en Ariba como se indica en la pagina 24

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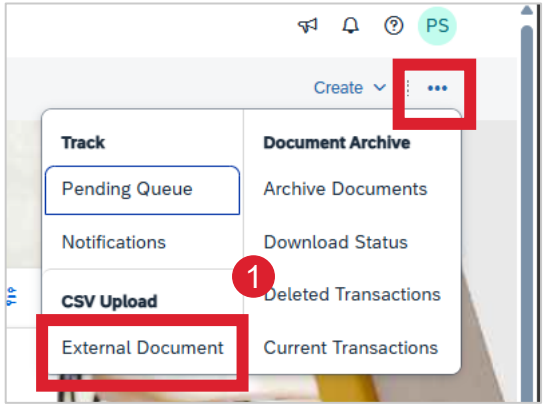
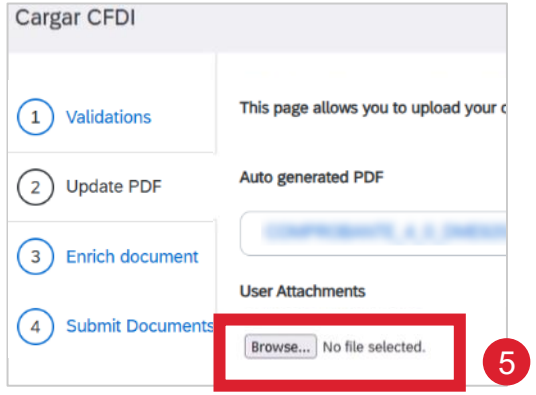
ENGLISH

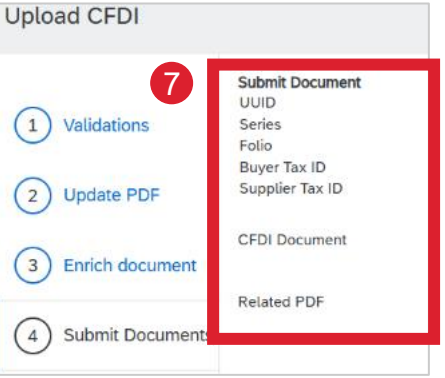
CREDIT MEMO
MEXICO

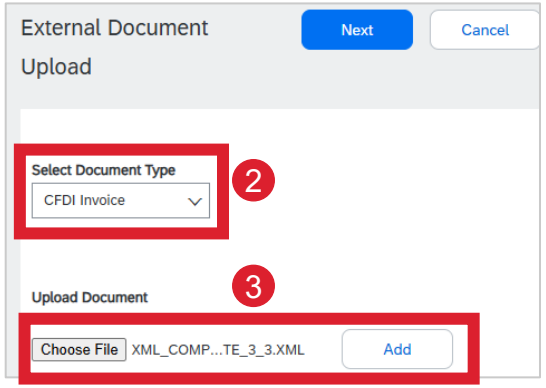
Country Specific

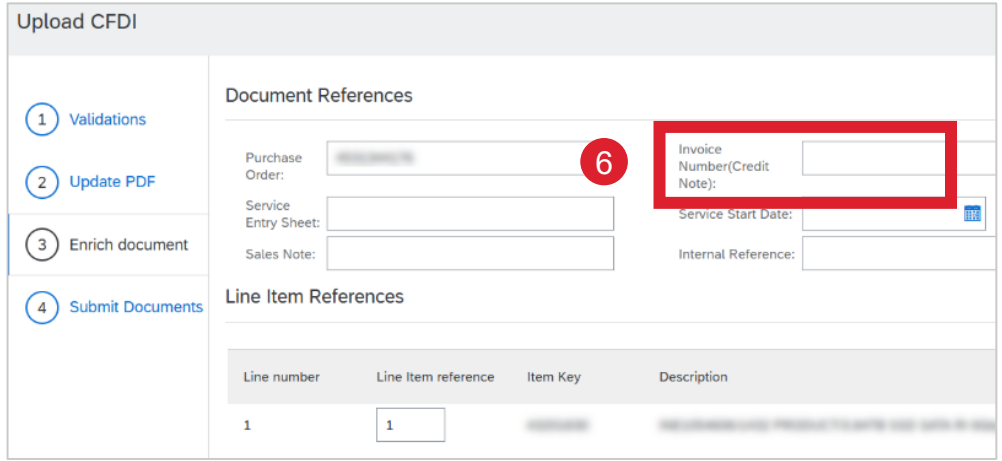
1. Click "**...**" in the top-right corner > Click "**External document**"
2. Select "**CFDI Invoice**" from Document Type dropdown menu
3. Click **Browse** > select **XML** file > **Add** > **Next**
4. Basic validations are performed > **Next**
5. Click **Browse** > Upload **PDF** invoice > **Add** > **Next**
6. Only complete **Invoice number** to be offset
7. A validation screen will show > **Submit**
   - A message will appear stating: *Document successfully submitted for business validations. See results in outbox folder*.
8. You can locate your credit note following the steps from "SEARCH INVOICES and CHECK STATUS" section from this guide.

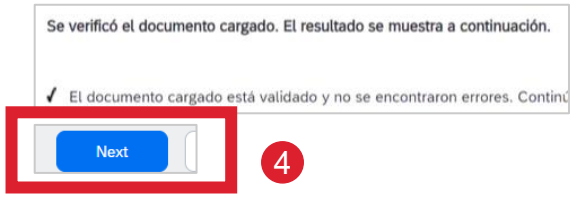












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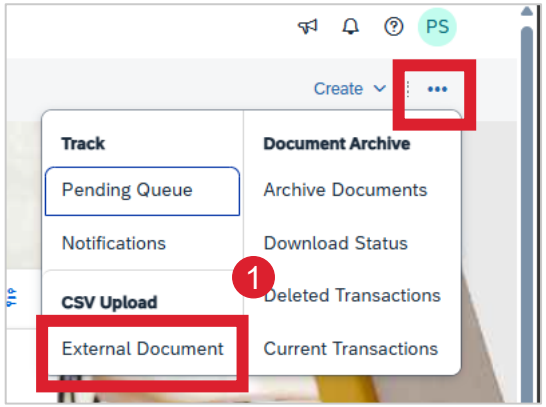
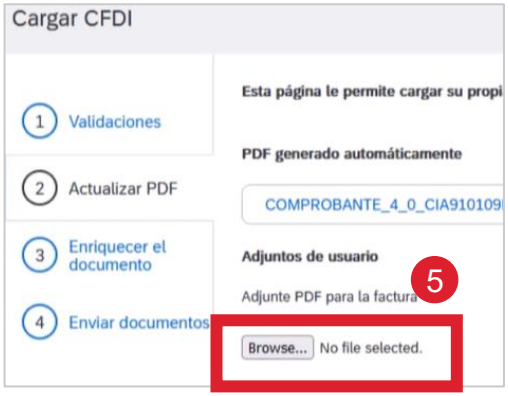
ESPAÑOL

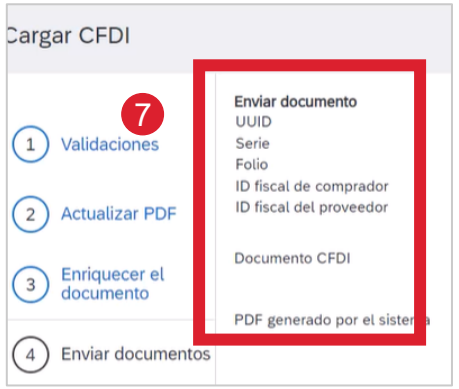
NOTA DE CRÉDITO
MÉXICO

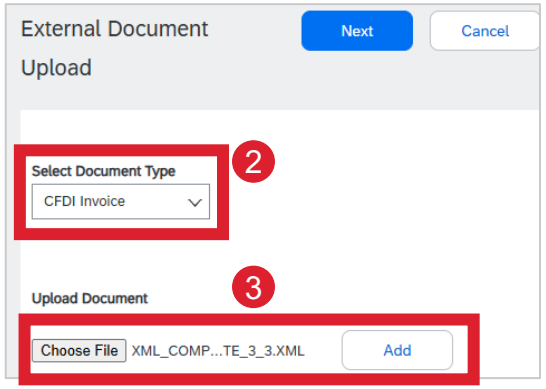
Específico por país

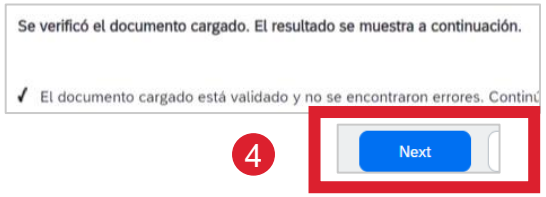
1. Haga clic en "**...**" en la esquina superior derecha > haga clic en **"Documento externo"**
2. Seleccione "**Factura CFDI**" en el menú desplegable Tipo de documento
3. Haga clic en **Browse** > seleccione el archivo XML (de la factura de egreso / Nota de crédito) > **Agregar** > **Siguiente**
4. Se realizarán validaciones > **Siguiente**
5. Haga clic en **Browse** > Cargué el **PDF de la factura** > **Agregar** > **Siguiente**
6. Solalemte complete el **número de factura** en este apartado
7. Se mostrará una pantalla de validación > **Enviar**
   - Aparecerá un mensaje que dice: *Documento enviado con éxito para validaciones comerciales. Ver los resultados en la carpeta de la bandeja de salida*.
8. Puedes localizar tu nota de crédito siguiendo los pasos de la sección "BUSCAR FACTURAS Y COMPROBAR ESTADO" de esta guía.

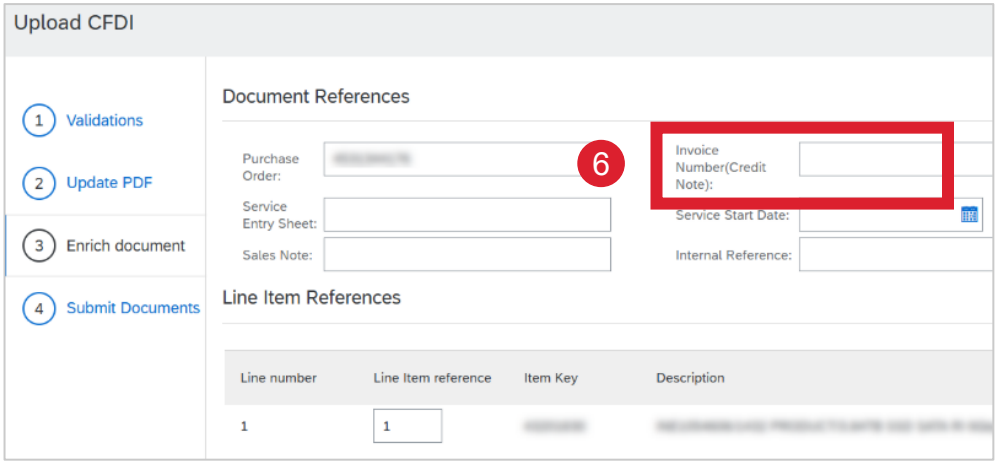












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COUNTRY SPECIFIC - MALAYSIA

CONFIGURE ARIBA ACCOUNT
MALAYSIA

Country Specific

Invoices generated in Ariba will be validated through the IRBM[1] portal, allowing buyers to receive both the Malaysian UBL and PDF versions

Pre-requisites

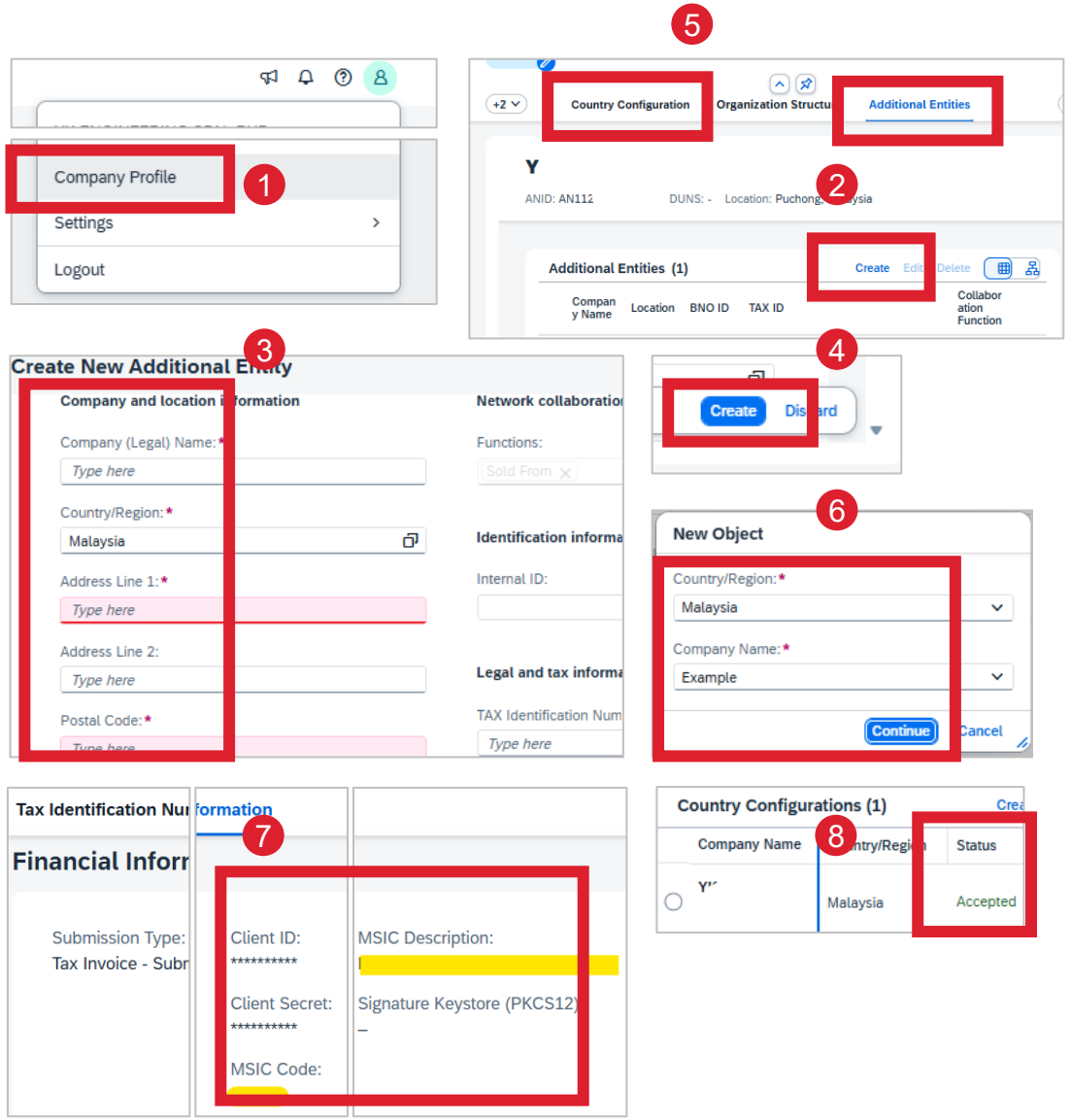
- Configure SST ID and other tax details under Additional Entities. If you have both Sales and Service Tax IDs, create two Malaysian addresses—one for each.
- Have an IRBM registered TIN and BRN. (Client ID and Client Secret are obtained during registration)
- Create a country configuration in your Ariba account.

Configure Additional Entities

1. Click your initials top-right corner > Click **Company Profile**
2. Click Additional Entities > **Create**
3. Enter mandatory **information** (SoldFrom is defaulted on the Functions dropdown)
4. Click **Create** at the bottom

Country Configuration

5. Click **Country configuration** (from Company Profile menu) > **Create**
6. Select the **country**/region and **company name** > **Continue**.
7. **Enter details** *(Client ID, Secret, MSIC code[2], Description)* > **Create**
   - *If client ID and secret are not valid, legal profile will not be accepted by the system and system status shown as Failed*
8. Status will show **accepted** under Country Configuration.



[1]IRBM: Inland Revenue Board of Malaysia
[2]MSIC codes: https://sdk.myinvois.hasil.gov.my/codes/msic-codes/

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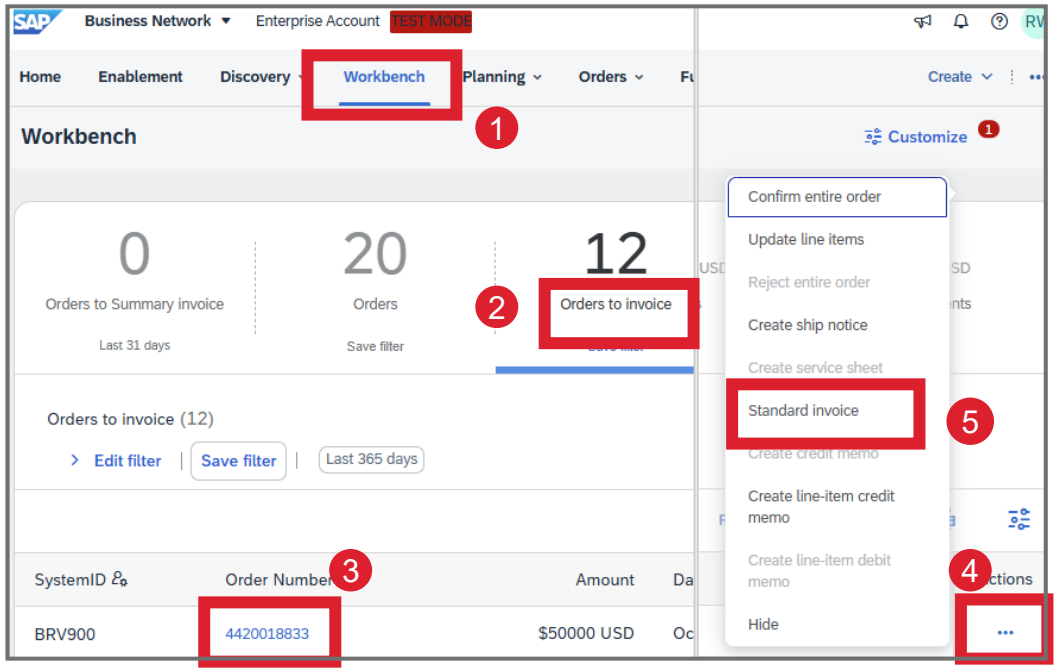
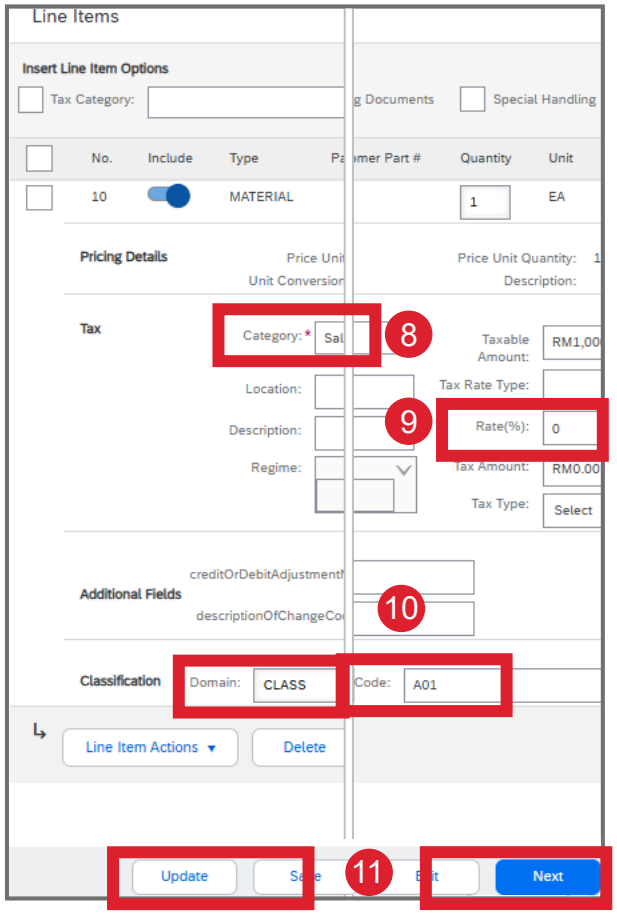
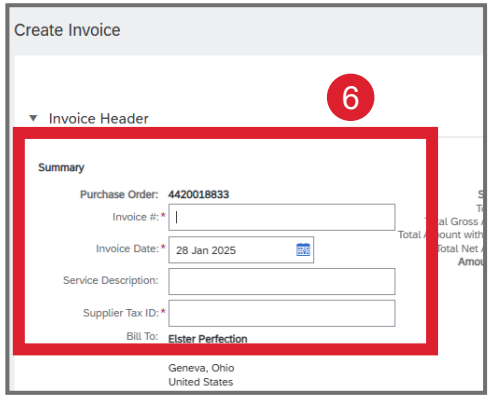
SUBMIT AN INVOICE
MALAYSIA

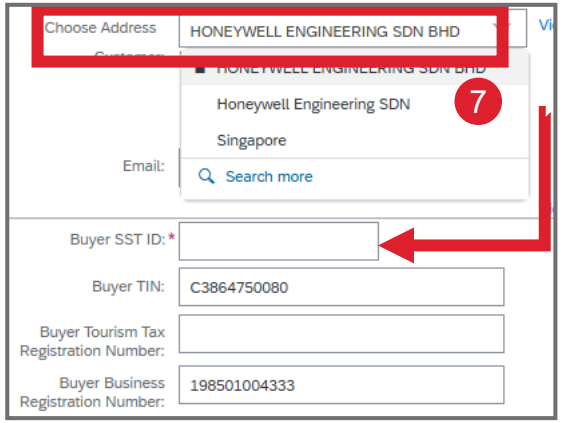
Country Specific

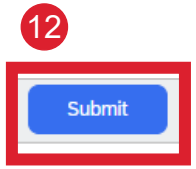
1. Click **Workbench** from headers.
2. Click on **Orders to invoice** tile.
   - If not available, click on “Customize”
3. Identify the **Purchase Order** row to be invoiced.
4. Click the **“…”** from Actions column of the PO to be invoiced .
5. Click **Standard Invoice** *(You can also click on the PO link > “Create invoice” > “Standard Invoice).*
6. Complete requested information such as your Invoice #[1], Invoice Date[2] and Supplier Tax ID.
7. Scroll down until **Additional Malaysia Specific Information** section > Select Honeywell Address *(even if populated, re-select so below buyer information is auto-populated)*
8. Scroll down to Line Items section and change Category to **Sales Tax**
9. **Tax Rate** should be 0%
10. **Classification** should be CLASS > Complete **Code**[3]
11. Click **Update** and **Next**
12. Ensure Invoice looks good > **Submit**
13. Click **Exit**











[1]: Invoice # is limited to 16 characters.
[2]: Invoices have a backdate limit.
[3]: Classification Code link: https://sdk.myinvois.hasil.gov.my/codes/classification-codes/

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INVOICE STATUS AND ATTACHMENTS
MALAYSIA

Country Specific

1. Click **Workbench** > **Invoices** tile > Look for invoice # and click on number.
2. Click **Detail** > Check

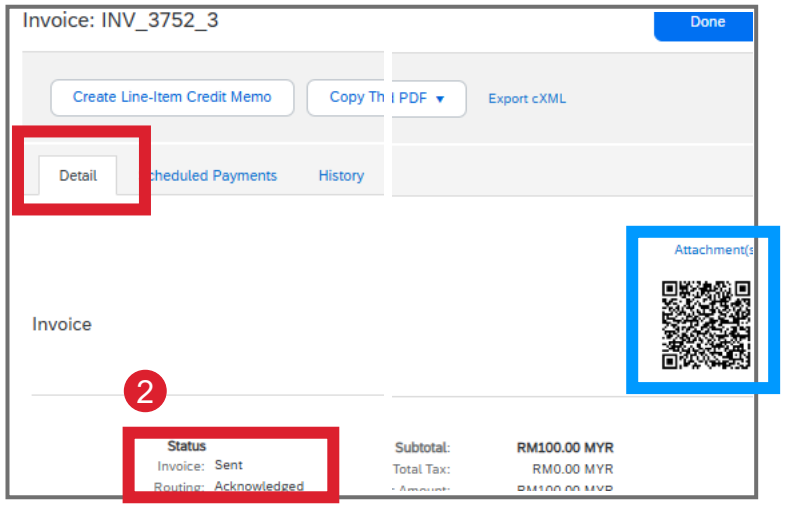
Routing status (Status of document validation)

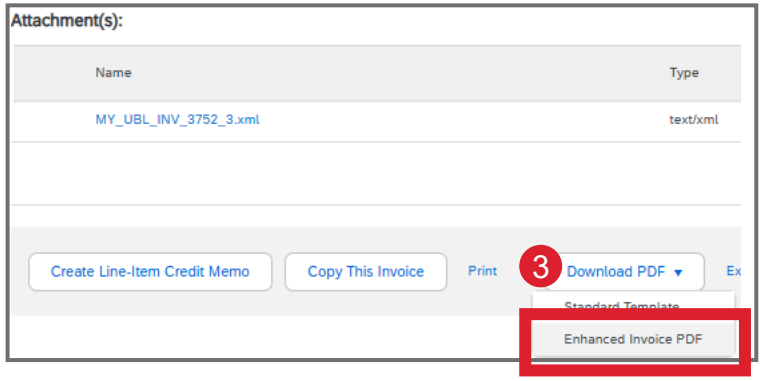
- Sent: System is validating the invoice. Wait 3 minutes to change status
- Acknowledged: Invoice processed correctly for validation

Invoice status (Status of invoice)

- Sent: Invoice in review
- Approved: Invoice to be scheduled for payment
- Rejected: Invoice not approved. To be review.

3. Attachment PDF is located at the bottom **> Download PDF** > **Enhanced Invoice PDF**
   - You can also click QR at the top, to be addressed to the bottom.
   - Document can be used for tax audit purposes.





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COUNTRY SPECIFIC - INDIA

ARIBA INDIA E-INVOICING SUPPLIER GUIDE

SAP Ariba SCC Invoice Collaboration

India E-Invoicing (Pre-approved invoice submission)

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Application Scope

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Application Scope: This guide applies to suppliers to submit pre-approved invoice

Legal Requirement for e-invoicing in India

- India suppliers with turnover more than INR crore (INR 50 million) must report their invoices to **Invoice Registration Portal (IRP)**. Other suppliers (less than INR 5 crore) are not required to submit invoices to IRP.
- Invoices must be submitted in JSON format published by the tax authority.
- The IRP validates the invoice data, taxes, invoice values, and Cess (if applicable). If the invoice data meets all the requirements, the IRP signs the JSON invoice. IRP provides a unique **Invoice Reference Number (IRN)** and a **QR code**.
- Suppliers are required to generate a human readable format (such as a PDF) of the invoices before submitting them to their buyers.
- Tax authorities have introduced new fields on invoice that need to be reported to IRP.
    - GST ID for buyers & supplier.
    - Place of Supply
        - State Code(if location is India)
        - Other (if location is outside India)
    - Type of Supply (B2B, Export, SEZ)
    - HSNSAC code foreach line item
    - Port Code (in case of exports)
    - Cess (if applicable)

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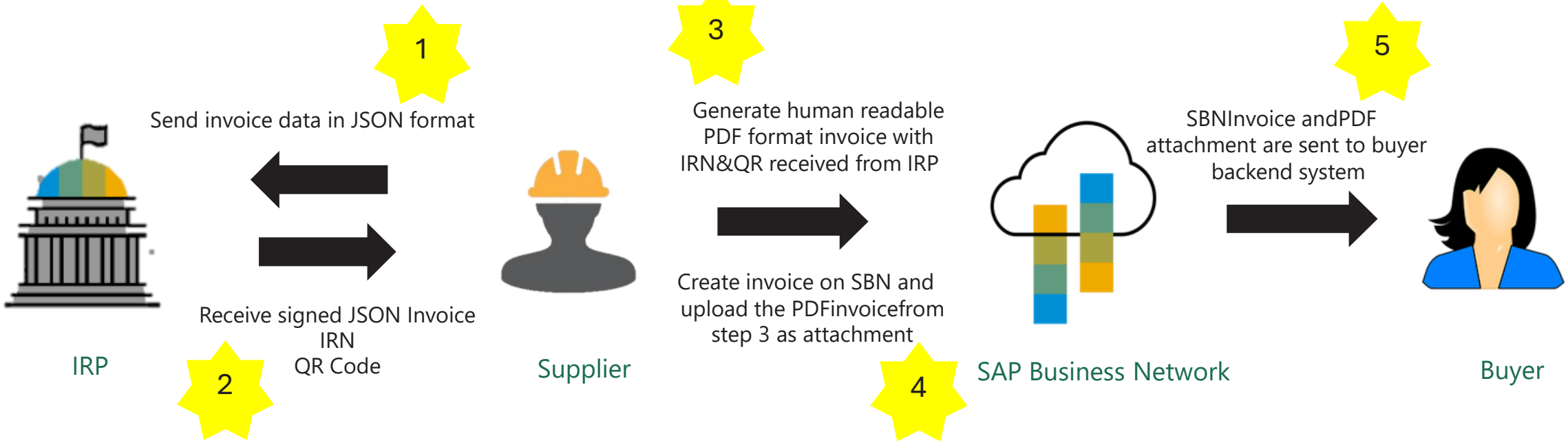
SBN E-invoicing Solution – PO + Invoice
(Pre-approved PDF invoice as attachment + Additional fields in SBN invoice)



Features of option C:

1. Common invoice data is available in both SBN invoice and PDF attachment.
2. India-specific invoice data is available in both SBN invoice and PDF attachment.

   Example of India-specific invoice data: Type of Supply, Place of Supply, IRN, Supplier GSTIN, Buyer GSTIN, HSNSAC codes for each line item.

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Maintain Company and legal profile

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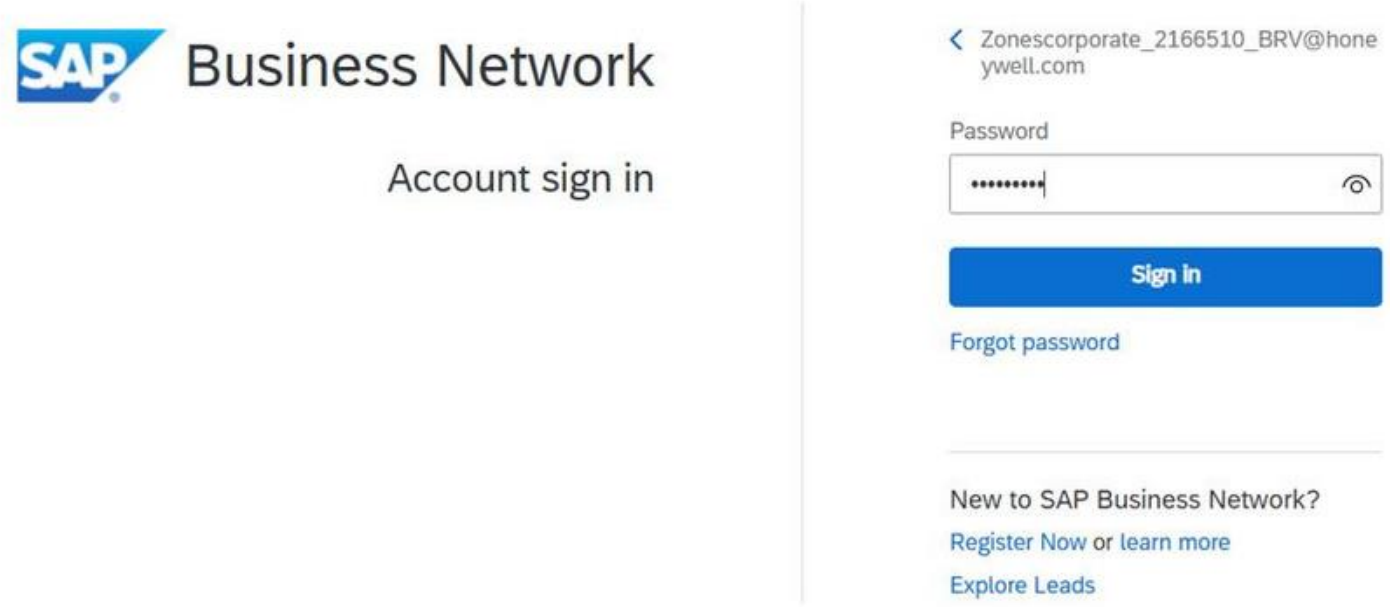
Guidance to maintain Company and legal profile

- Go to Ariba supplier login Portal, by accessing the link: SAP Business Network Supplier
- Provide username and password



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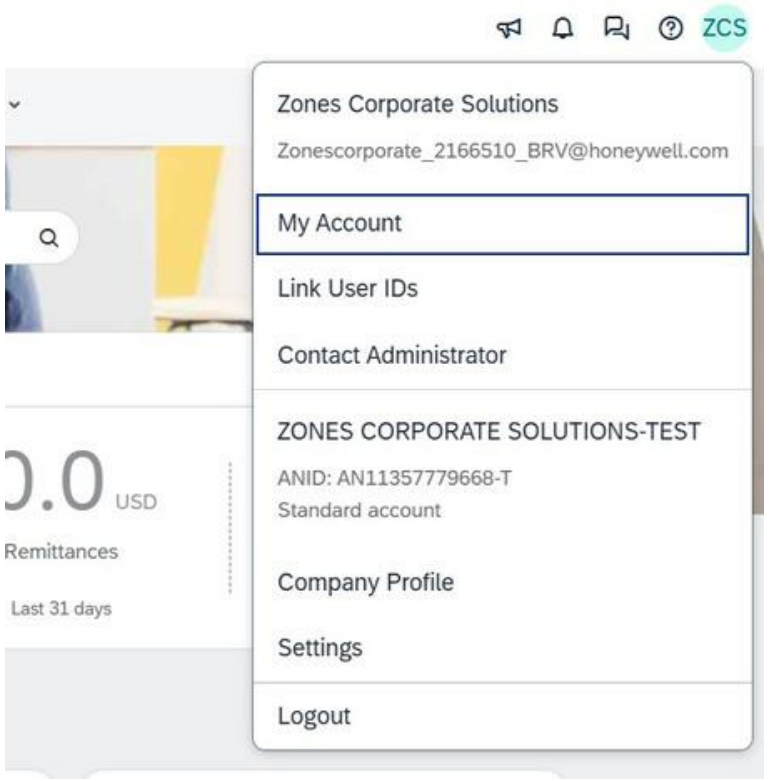
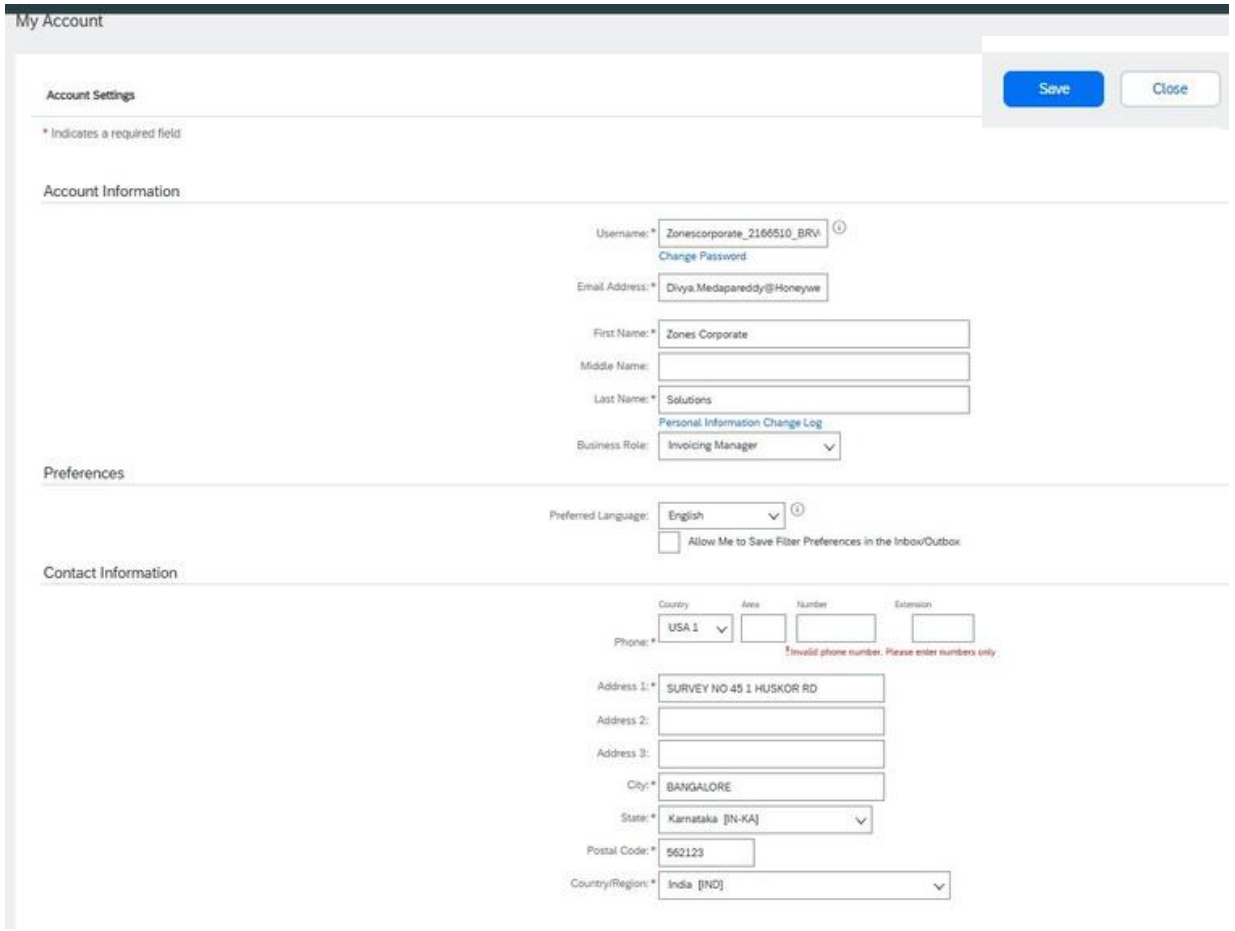
Guidance to maintain Company profile

To setup Company profile as a supplier in India, follow these steps:

1. Click on profile icon and '**My Account**'
2. Maintain address and click on Save





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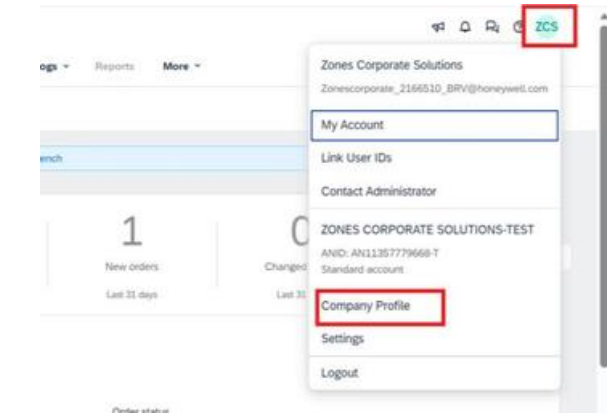
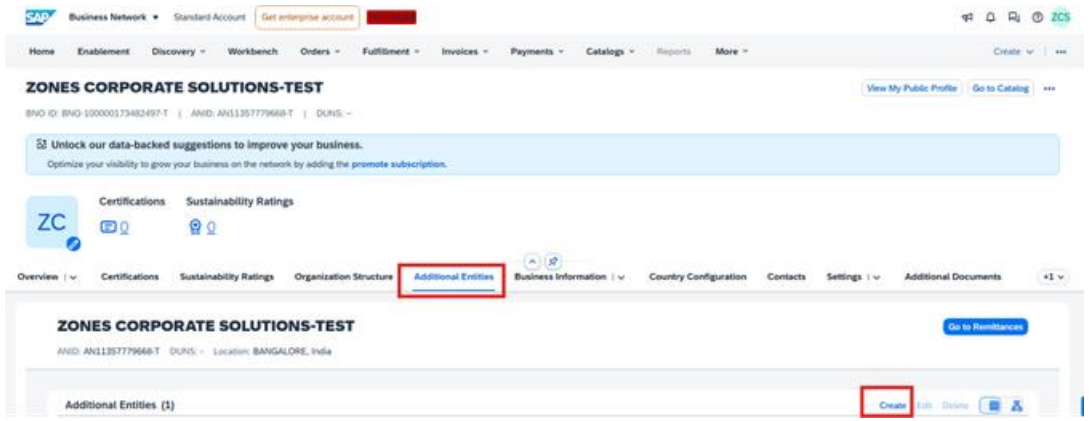
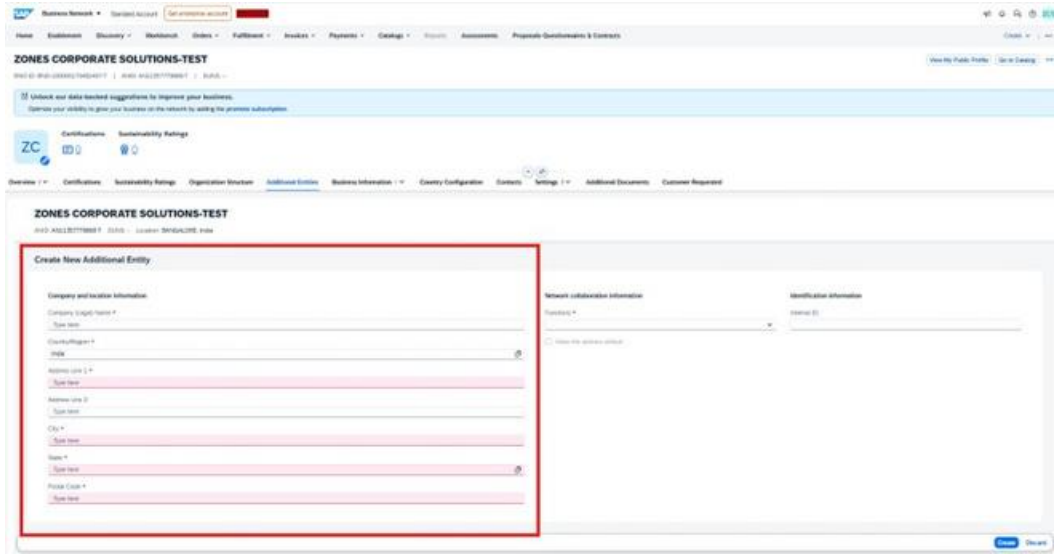
Guidance to maintain Legal profile – 2019 Regime (Pre-approved mode) …1

To setup Legal profile as a supplier in India, follow these steps:

1. Click on profile icon and '**Company Profile**'
2. Click **Additional Entities** and click on **Create** button
3. Provide mandatory information (*) – Legal name, Country, address, city, state, postal code. Address fields should not contain special characters except hypen (-), Comma (,)







NOTE: If supplier has multiple addresses, it can be created under additional entities. It will show as dropdown list in the invoice screen.

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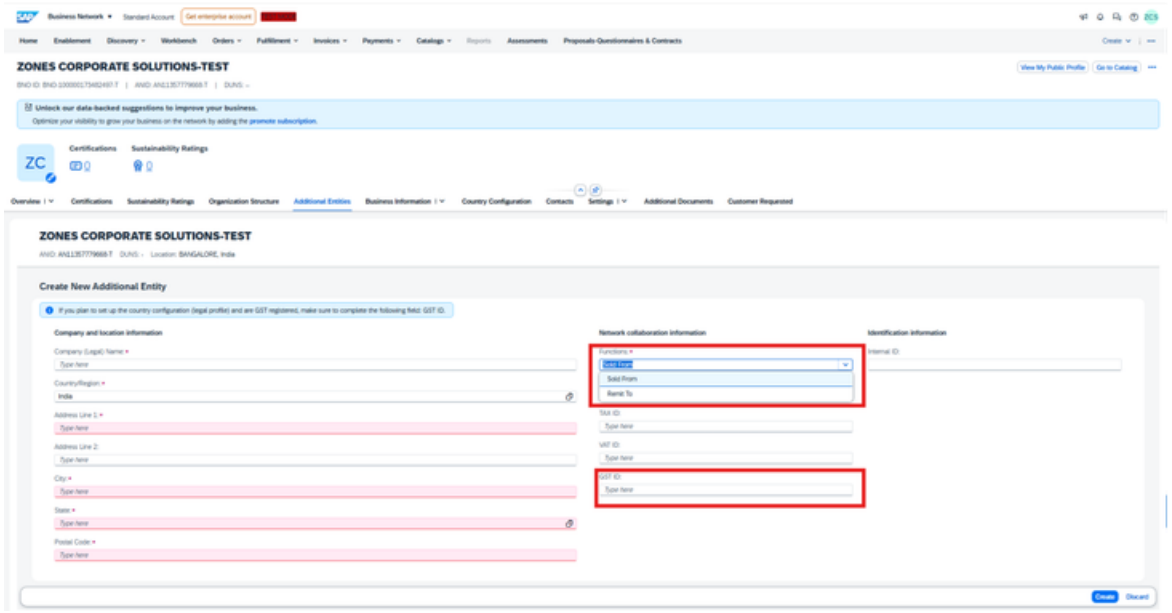
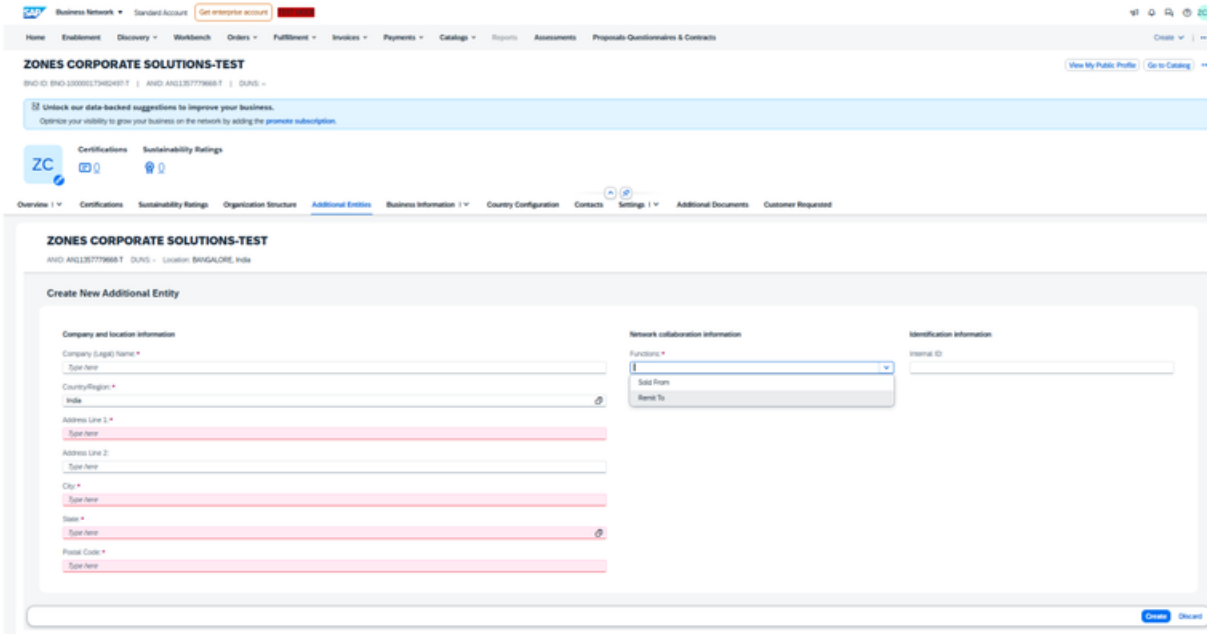
Guidance to maintain Legal profile – 2019 Regime (Pre-approved mode) …2

To setup Legal profile as a supplier in India, follow these steps:

1. In Functions field, select **sold from** dropdown and **provide the correct GSTIN**
2. To maintain Remit To address(es), select '**Remit To**' from drop down list. If multiple remit to is maintained, it will be available as dropdown list in invoice creation screen





NOTE: You can have only **one** legal profile per state

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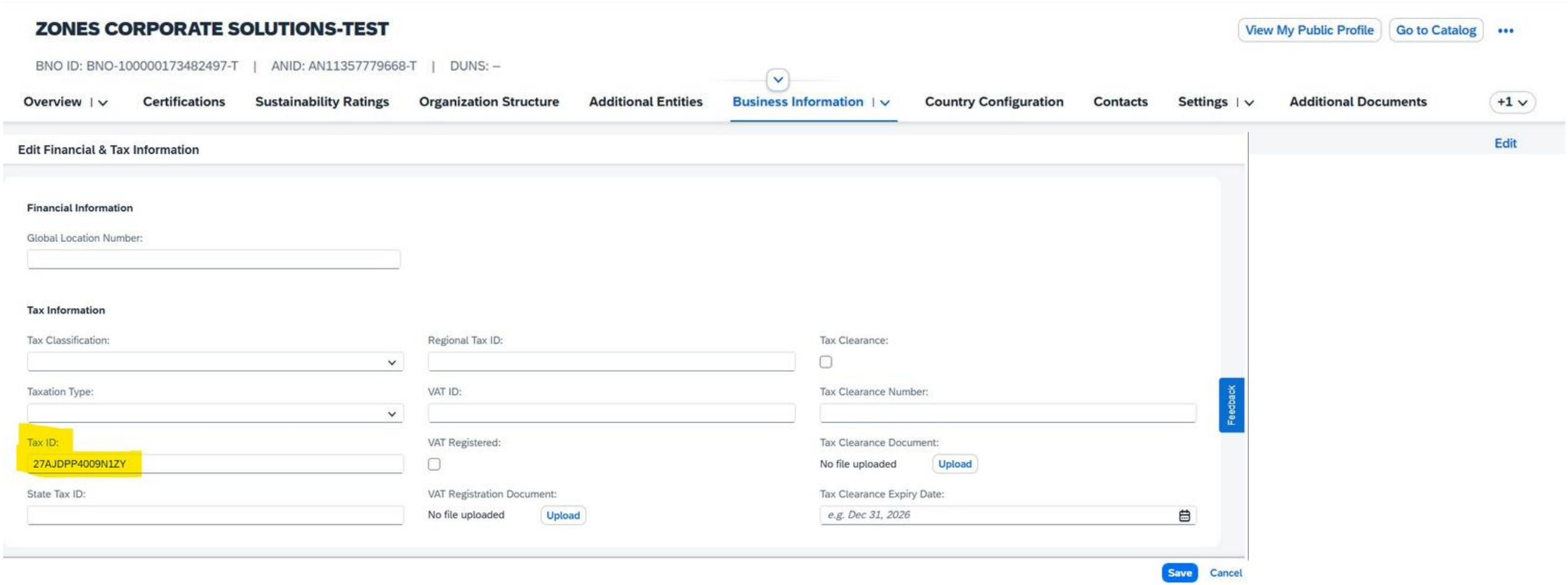
Guidance to maintain Legal profile – 2019 Regime (Pre-approved mode) ...3

To setup Legal profile as a supplier in India, follow these steps:

1. Select ‘Business Information’ tab Update Supplier Tax ID in
2. Tax Id field.



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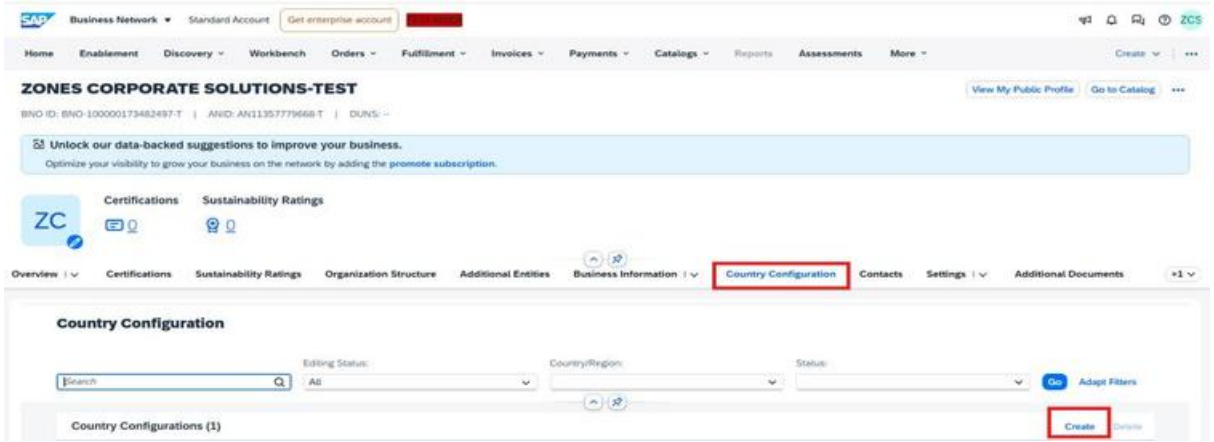
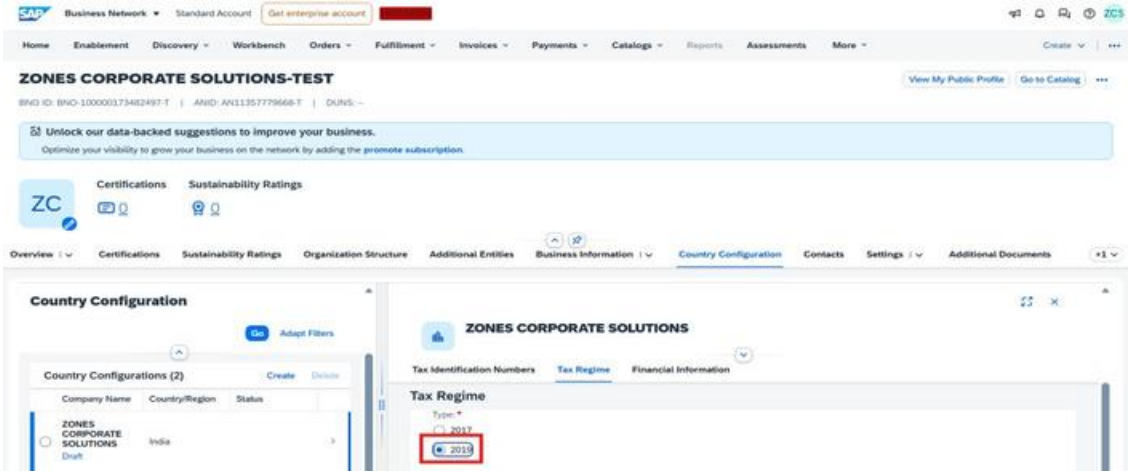
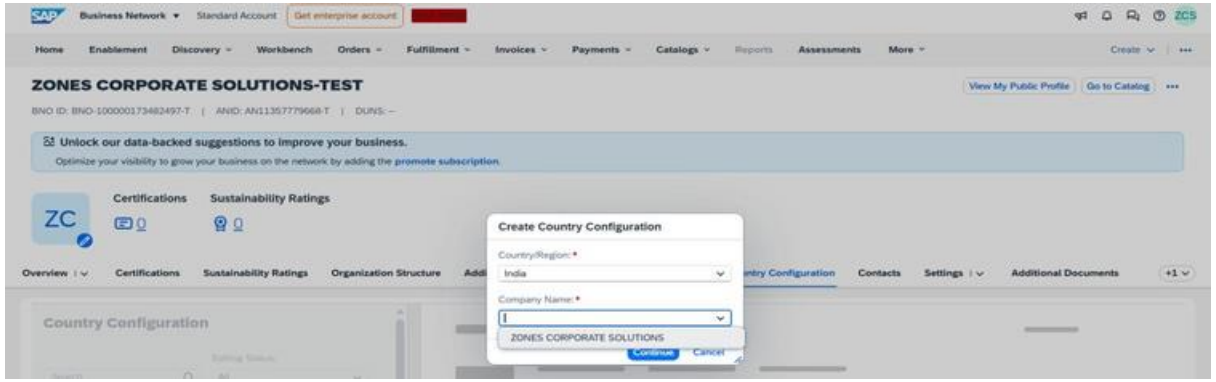
Guidance to maintain Legal profile – 2019 Regime (Pre-approved mode) …4

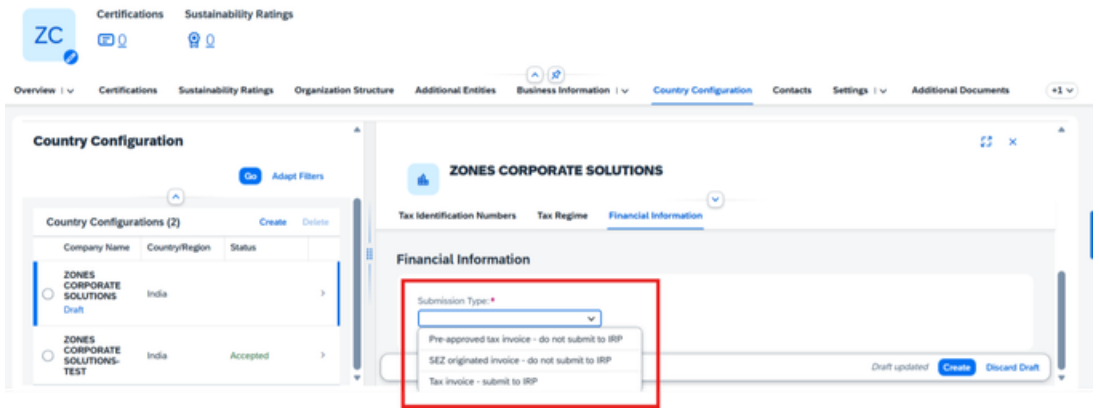
Setup Country Configuration, follow these steps:

1. Go To '**Country Configuration**' tab, click on **Create** button
2. Select country '**India**' from drop down and **Company name (auto-populated)** from drop down and click on continue.
3. Select Tax Regime as **2019**
4. Scroll down to financial information and select submission type **pre-approved tax invoice – do not submit to IRP** from the dropdown.









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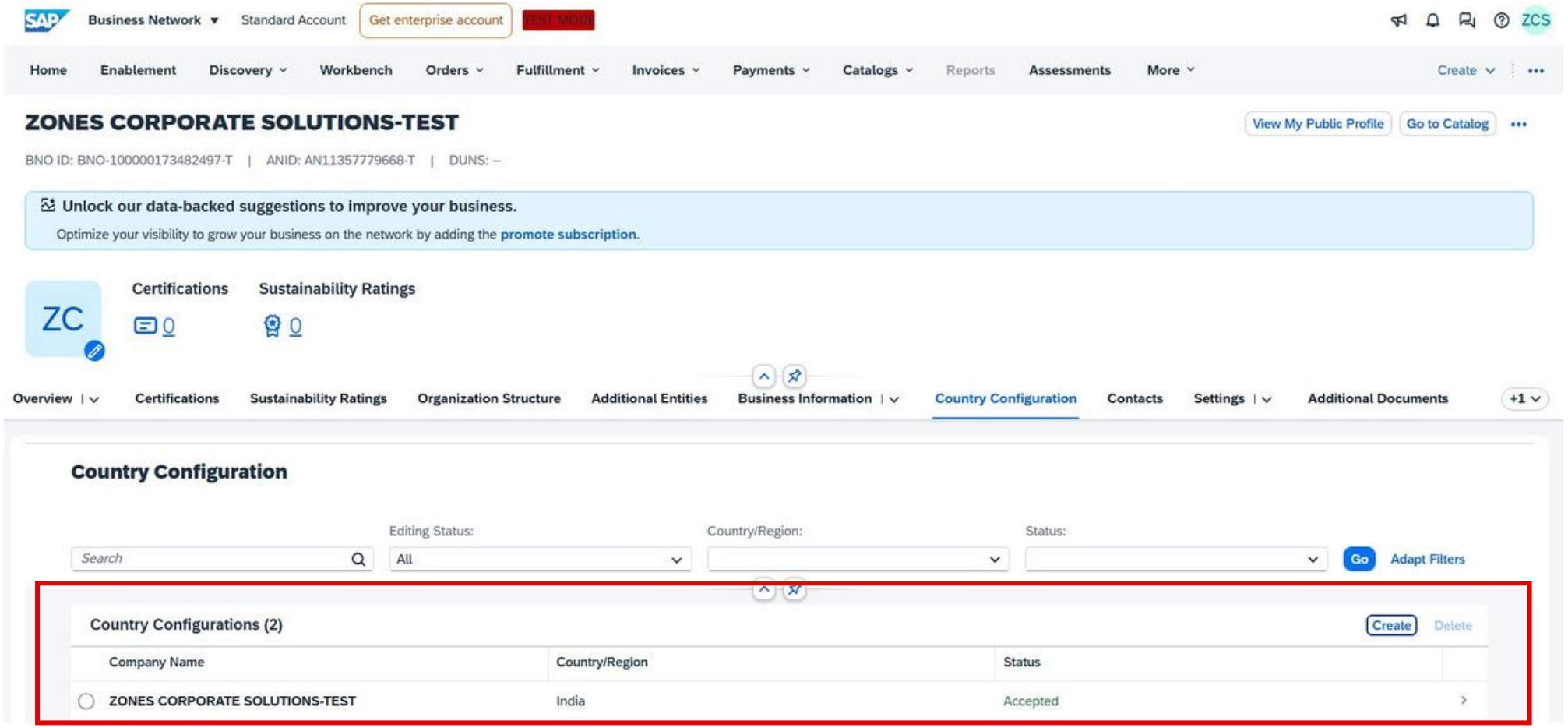
Guidance to maintain Legal profile – 2019 Regime (Pre-approved mode) ...5

Setup Country Configuration, follow these steps:

1. Once Country Configuration is created the status will be as accepted.



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Invoice creation and submission

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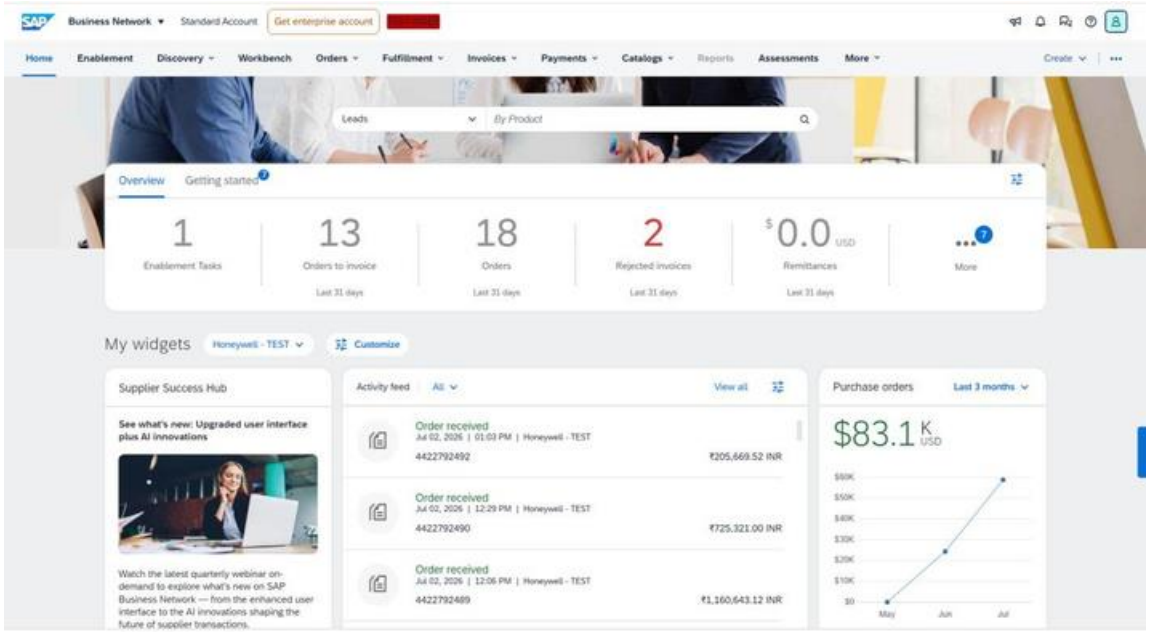
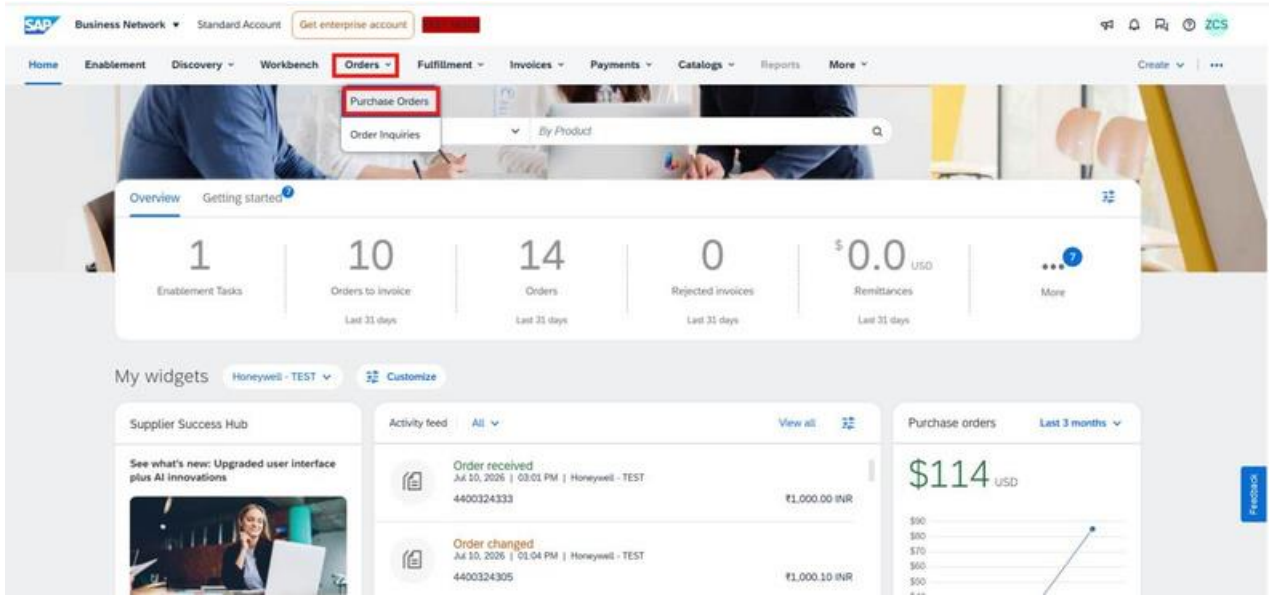
INVOICE CREATION AND SUBMISSION ...1

Follow these steps for invoice creation:

1. Login to Business Network. Supplier can see the information of supplier profile, purchase orders, invoices, Remittances and all other information.
2. Click on **Orders** and select **Purchase order**





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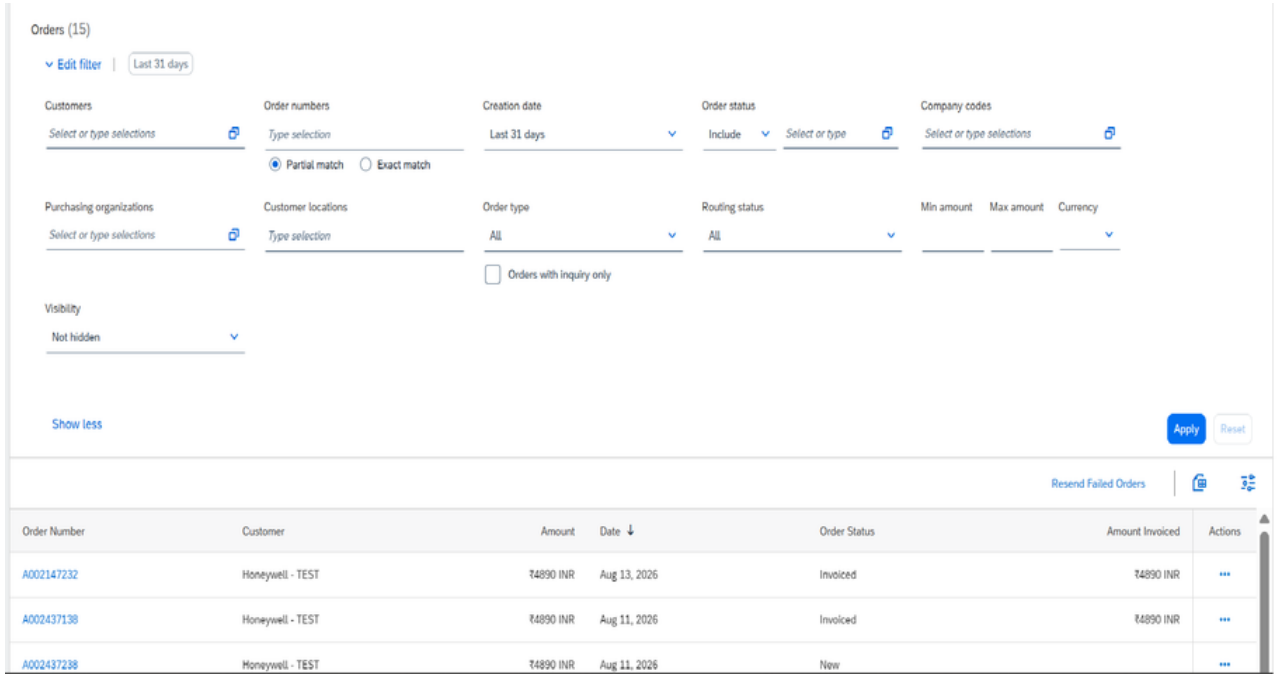
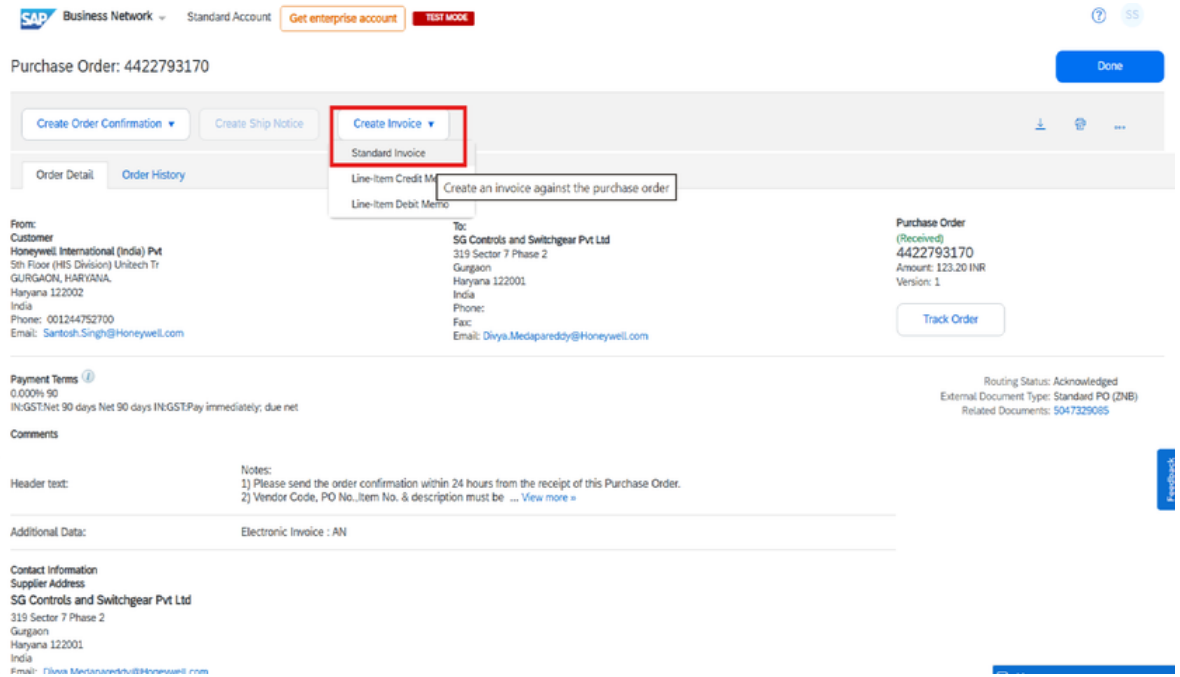
INVOICE CREATION AND SUBMISSION ...2

Follow these steps for invoice creation:

1. In Purchase Orders, Provide filter criteria to extract applicable Purchase Orders
2. Select the required Purchase Order
3. Click on **create invoice** option and click on **standard invoice**.





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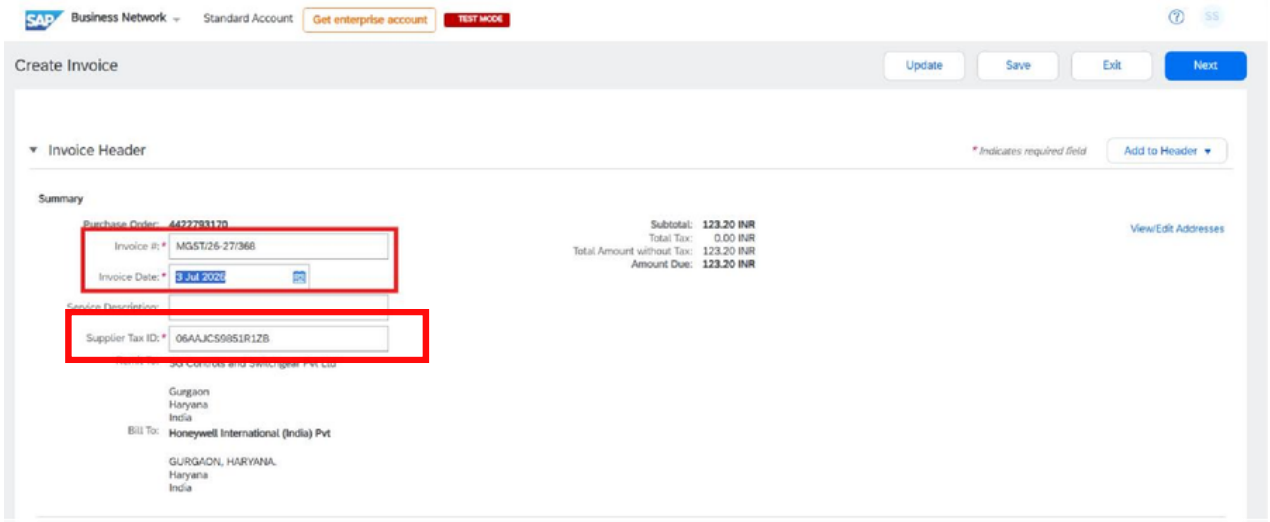
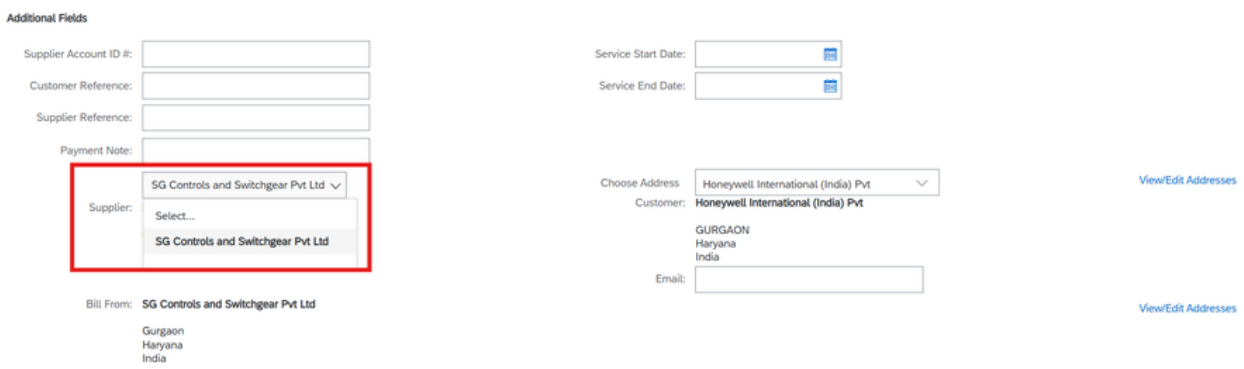
INVOICE CREATION AND SUBMISSION ...3

Follow these steps for invoice creation:

1. **MANDATORY** – Provide invoice number, invoice date & IRN number as per the invoice information which is already validated from IRP
2. Supplier Tax ID will auto-populate from the business information configuration.
3. Scroll down to additional fields and select the supplier and from the drop down who is creating the invoice.
4. Remit to information will auto update the supplier address from My account. If it is maintained in additional entities it will appear as dropdown
5. Customer address(Honeywell buyer) will auto-update from PO.





Note: Supplier must have the IRP validated invoice PDF with IRN number

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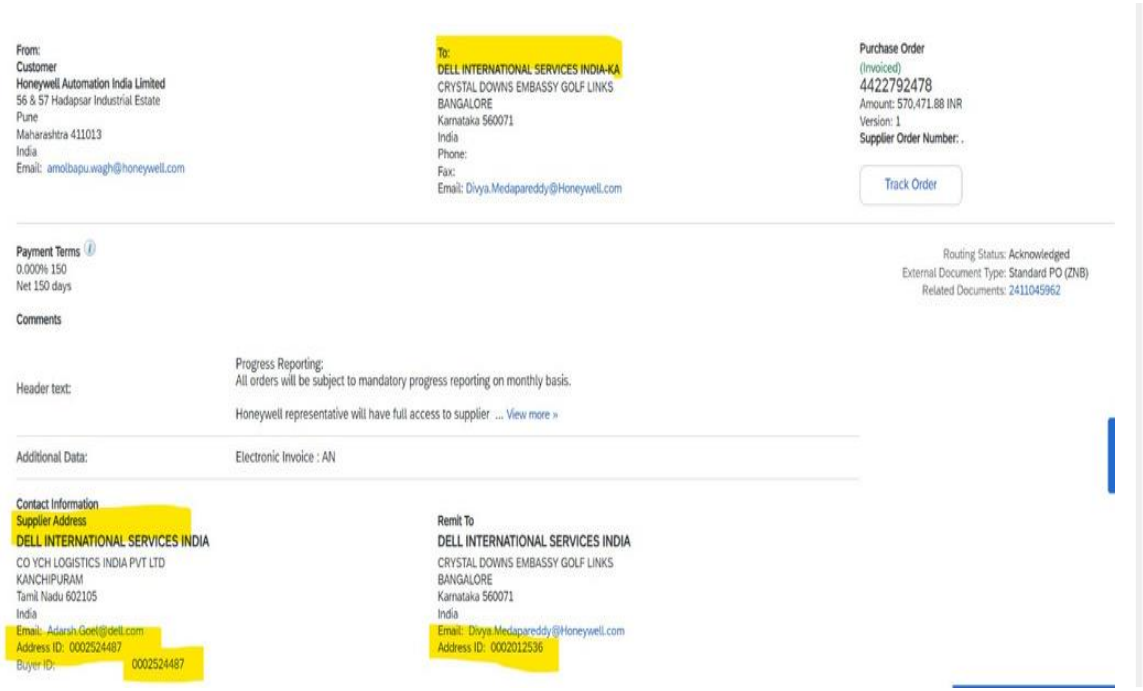
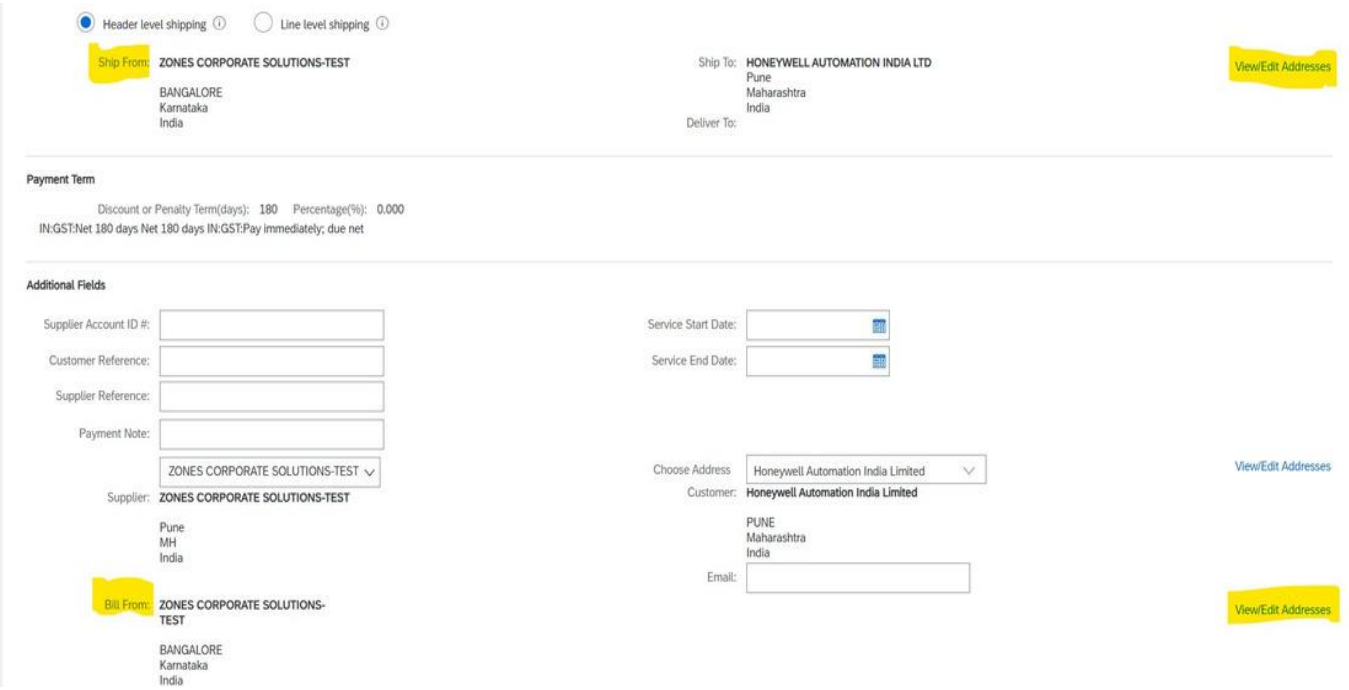
INVOICE CREATION AND SUBMISSION ...5

Follow these steps for invoice creation:

1. **Bill From and Ship From address:** Check the Purchase Order TO address and Contact Information -> Supplier Address
2. When address is different, Click on View / Edit Address link in Bill From and Ship From and update the address to Supplier Address in PO Contact information

NOTE: This address will be different when Ordering Address is different from Vendor Address





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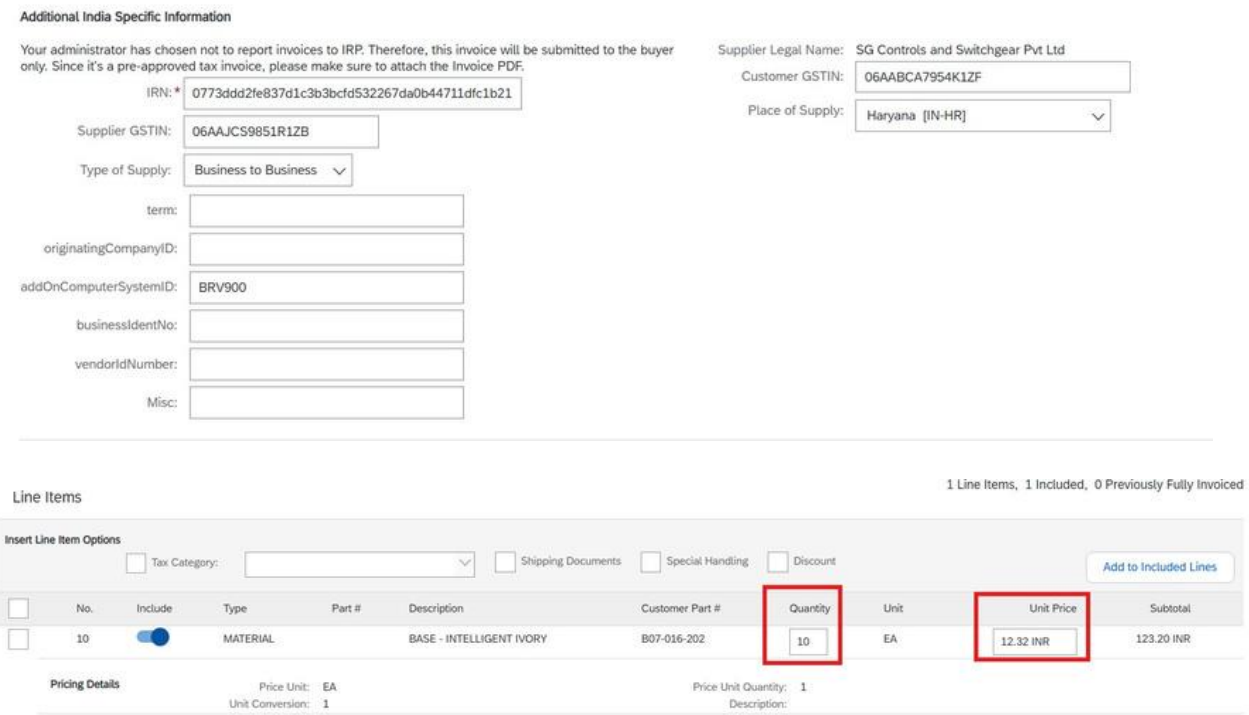
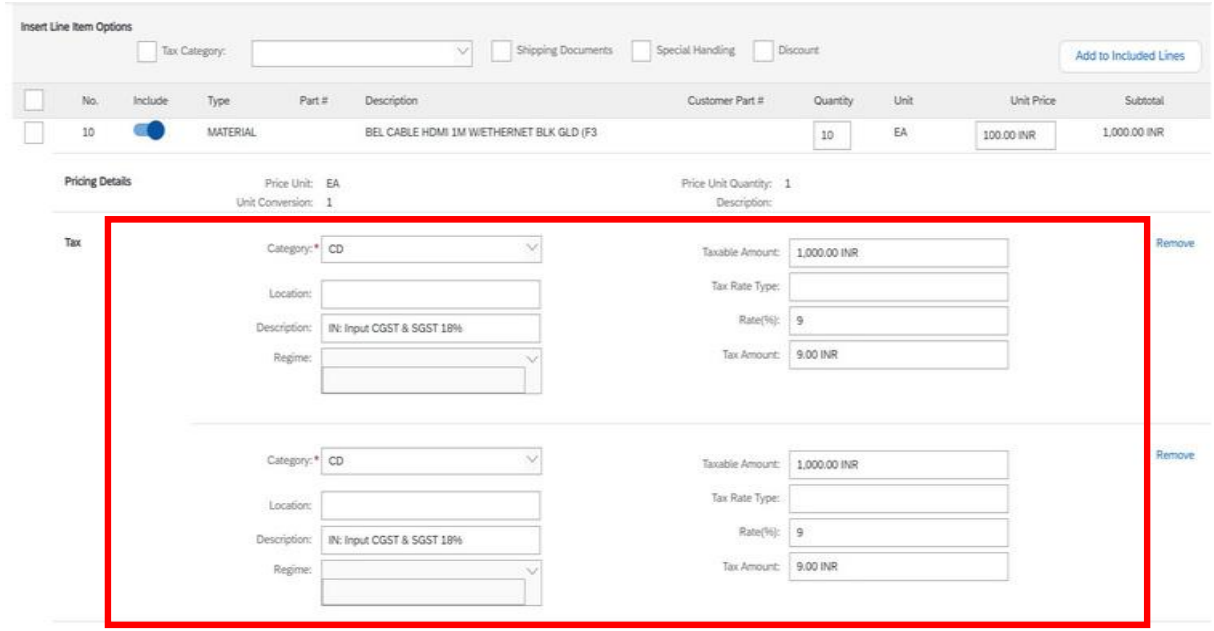
INVOICE CREATION AND SUBMISSION ...6

Follow these steps for invoice creation:

1. Scroll down to Additional India Specific information and provide the **IRN number**(which will be there in original pdf copy of invoice), **Type of Supply** as **Business to Business** and **Place of supply** (from where the material is shipped-plant region)
2. Validate Supplier GSTIN and customer GSTIN auto-populated from configuration
3. Scroll down to line items, update invoice quantity if required. Price will be auto-populated from Purchase Order
4. Tax information is auto populated from the PO - tax category, tax rate and tax amount.





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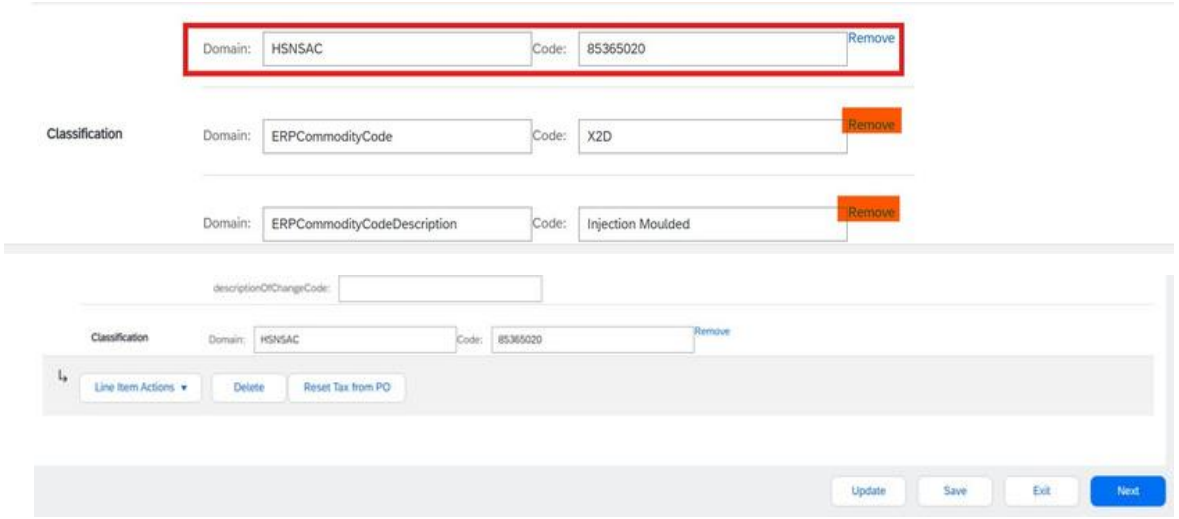
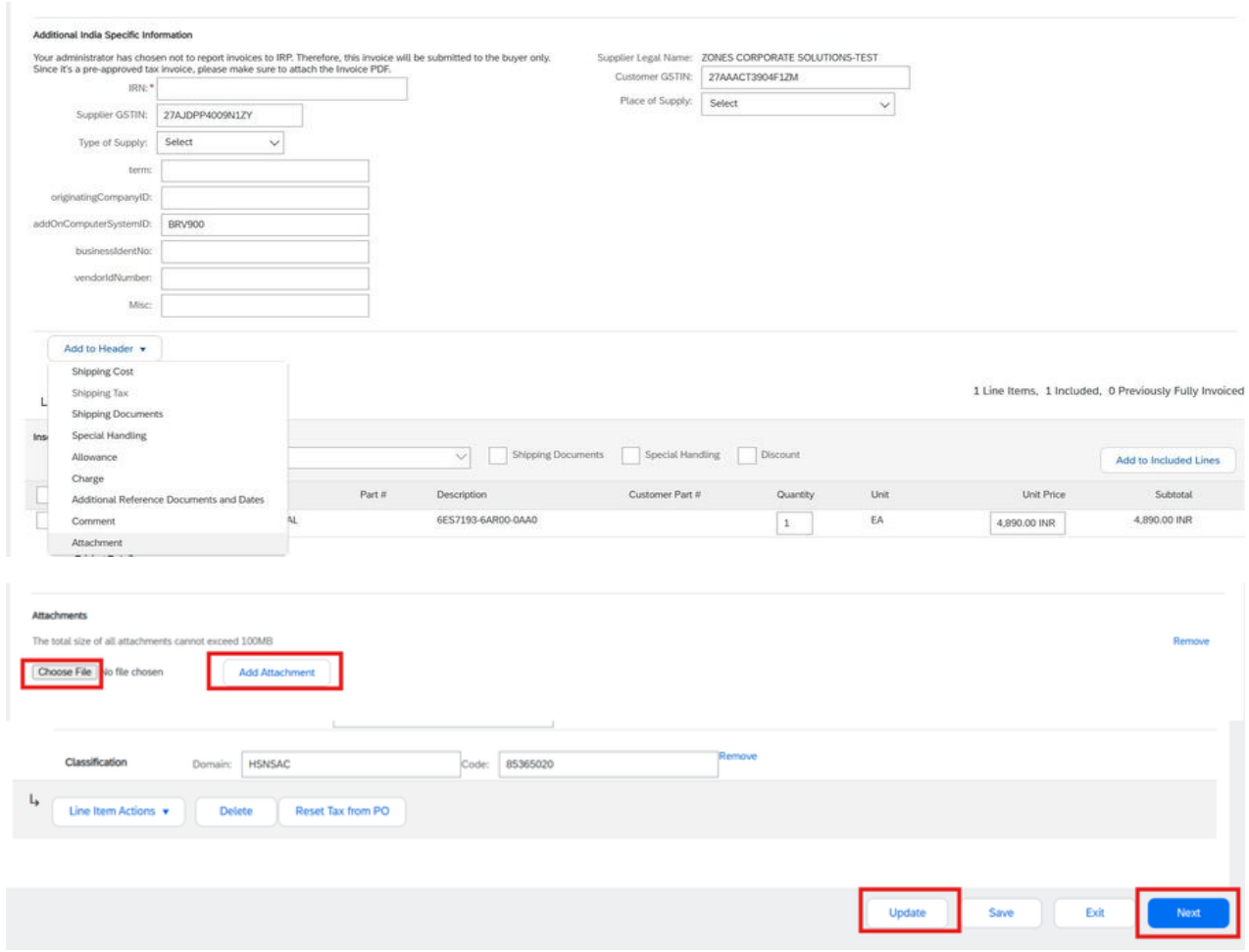
INVOICE CREATION AND SUBMISSION ...7

Follow these steps for invoice creation:

1. Scroll down **Classification section** and update **Domain as HSNSAC and Code**. Remove other lines as it is not applicable
2. Original Invoice pdf validated from IRP and digital signed needs to be attached in the invoice screen in the header level.
3. Click on **Add to Header** dropdown list and select **Attachment**. (below the Additional India specific information)
4. Click on **Choose File** and **Add attachment** to upload files
5. Click on **Update** to check for any errors. Click on Click on update (this will show if any errors were there), and click on next





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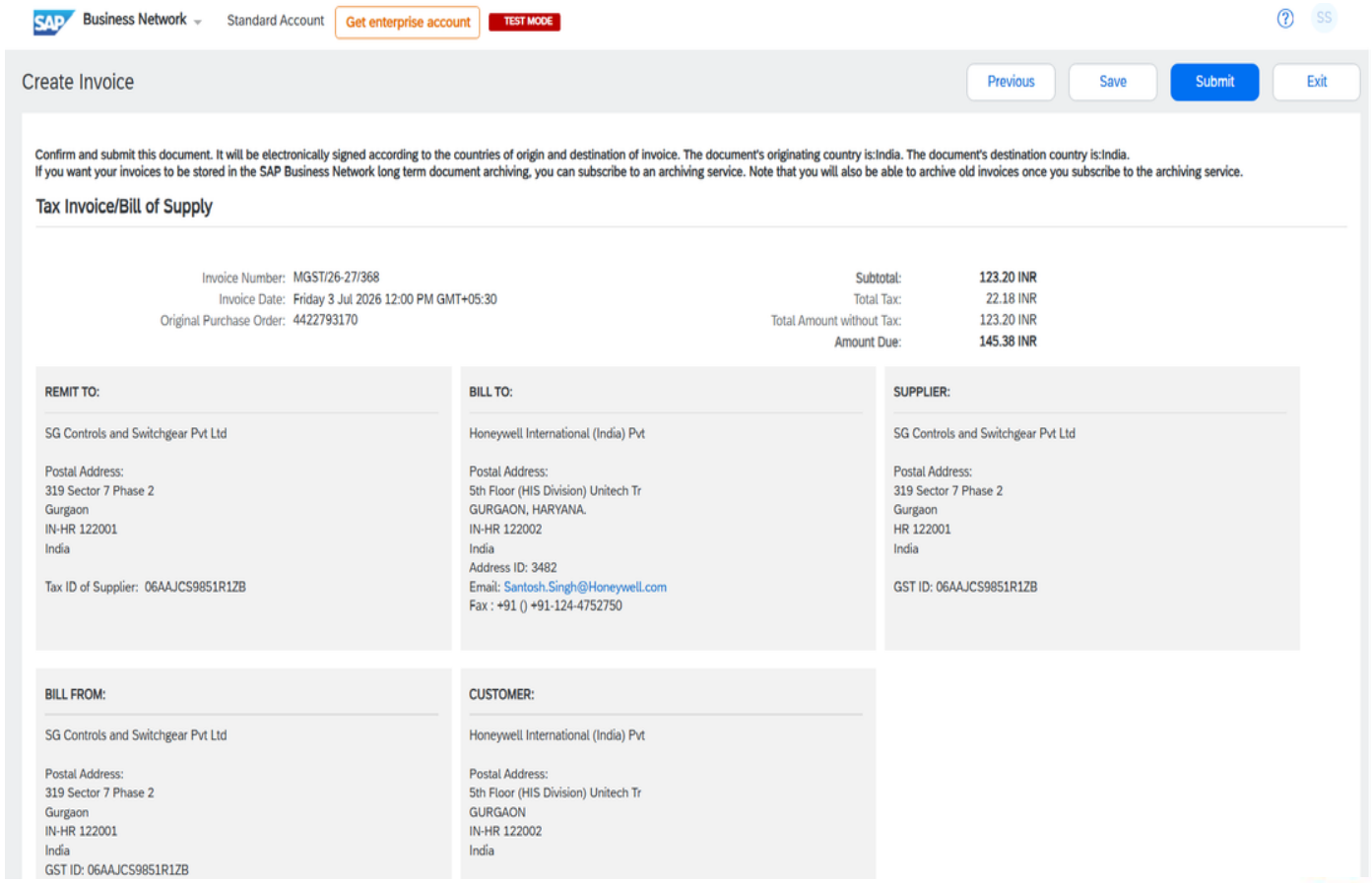
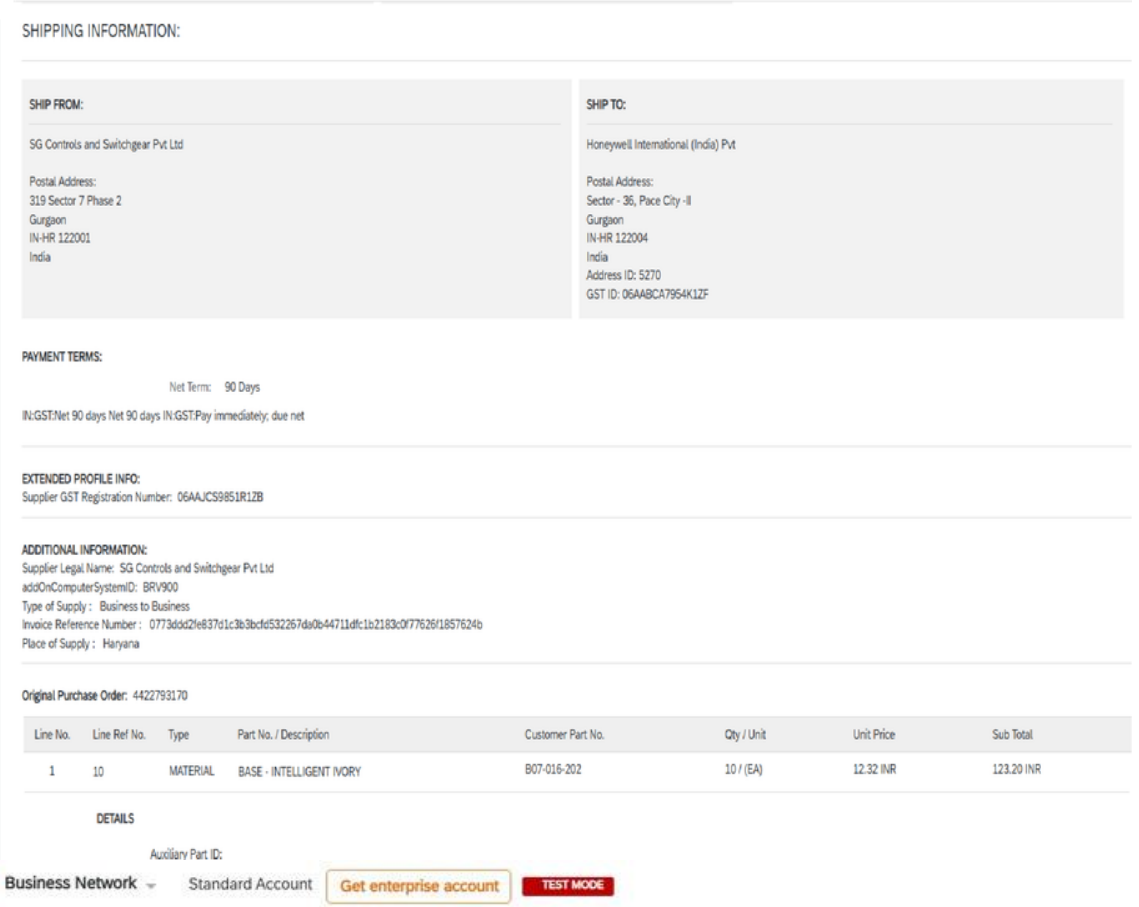
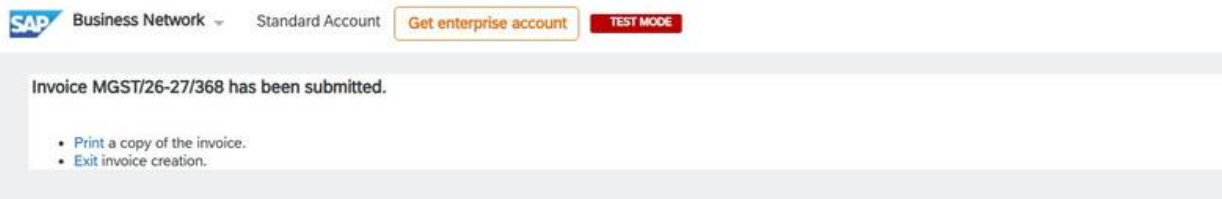
INVOICE CREATION AND SUBMISSION …8

1. In Final Invoice creation page, review and validate all information – Invoice No. Tax ID, IRN number, Remit To, Bill To, Supplier, Bill From, Ship From, Ship To, Invoice quantity and value, taxes, etc.
2. Click on Submit
3. Invoice is successfully submitted, click on **Exit Invoice creation**







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