

# INVOICING

## HOW TO ENTER AN INVOICE IN ARIBA

August 2023





# Pause Think Act

*Nemak is committed to our people, the environment,  
and the communities we work in*



- **Objective**: Show on next document fields that need to be fulfilled by suppliers to be capable to transfer into Nemak SAP system.
- Initial information
- Reasons that can appear in case is not allowing to invoice
- Partial delivery / Partial invoice
- Supplier profile
- Country rules

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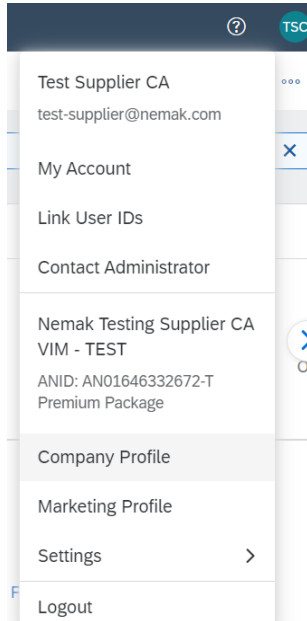
# Supplier Profile Configuration



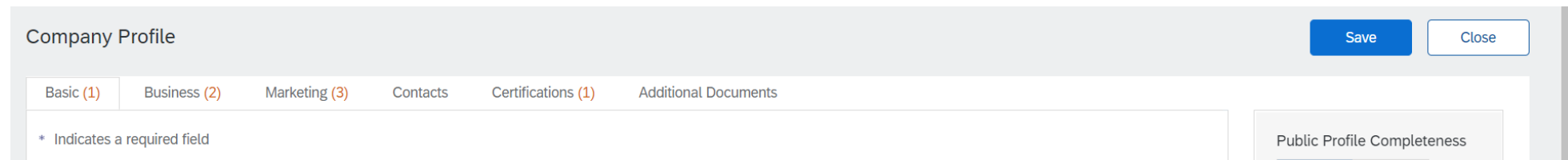
## Supplier profile

### Tax information

This is fulfilled in Company profile that is in the top – right side of screen.



Then you go to “Business” tab



# Supplier Profile Configuration



And then scroll down until “Tax information” appear. There you enter Tax ID that is without country code and VAT ID that includes country code and then finally “Save”.

Tax Information

Tax Classification: (no value) ▾

Taxation Type: (no value) ▾

Tax ID: 9372725827 ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Tax ID will be shown in the invoice process once you update in the field Supplier Tax ID. This field represent vendor tax number without country code.

Create Invoice

Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▾

**Summary**

Purchase Order:	7700852644	Subtotal:	\$24,000.00 USD	<a href="#">View/Edit Addresses</a>
Invoice #:	INV-2642-2	Total Tax:	\$0.00 USD	
Invoice Date:	23 Sep 2022	Total Gross Amount:	\$24,000.00 USD	
Service Description:		Total Net Amount:	\$24,000.00 USD	
Supplier Tax ID:	9372725827	Amount Due:	\$24,000.00 USD	
Remit To:	Poland ▾			

# Supplier Profile Configuration



Additionally, if you manage different VAT information, exist option to enter those different address to deliver with different Tax information according to invoice address. Depending on which Country is, then you can create new address as show below.

Address

Address 1:\* Günther GmbH  
Address 2:  
Postal Code:\* 90563  
City:\* Poland  
State: Greater Poland [PL-30]  
Country/Region:\* Poland [POL]

## Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input checked="" type="radio"/> Germany		DEU12345		Germany GmbH	Germany	-
<input type="radio"/> Nematik Testing Supplier CA - TEST				Günther GmbH	Poland Greater Poland Poland	-

↳ [Edit](#) [Delete](#) | [Create](#)

\*\* This column displays your registration status with Ariba's accredited service provider.

## Configure Supplier Addresses Served by This Account Save

\* Indicates a required field

Address Name

Address Name:\* Germany ⓘ  
Address ID:  
VAT ID: DEU12345  
Tax ID:

Address

Address 1:\* Germany GmbH  
Address 2:  
Postal Code:\* 90563  
City:\* Germany  
State: Select  
Country/Region:\* Germany [DEU]

Save

# Supplier Profile Configuration

Besides that, for bank detail, you can select in settings for Remittances

The screenshot displays the 'Supplier Profile Configuration' interface. On the left, a navigation menu is open, showing 'Remittances' selected under the 'NETWORK SETTINGS' section. The main content area shows the 'Network Settings' for 'Test 2 Supplier'. The 'EFT/Check Remittances' section contains a table with the following data:

Address 1	City	State	Country/Region	Default
<input checked="" type="radio"/> Krakowskie Przedmiescie	Greater Poland	Greater Poland	Poland	No
<input type="radio"/> PL17501019	Greater Poland	Greater Poland	Poland	No
<input type="radio"/> Remit To 1	Medellin	Antioquia	Colombia	Yes

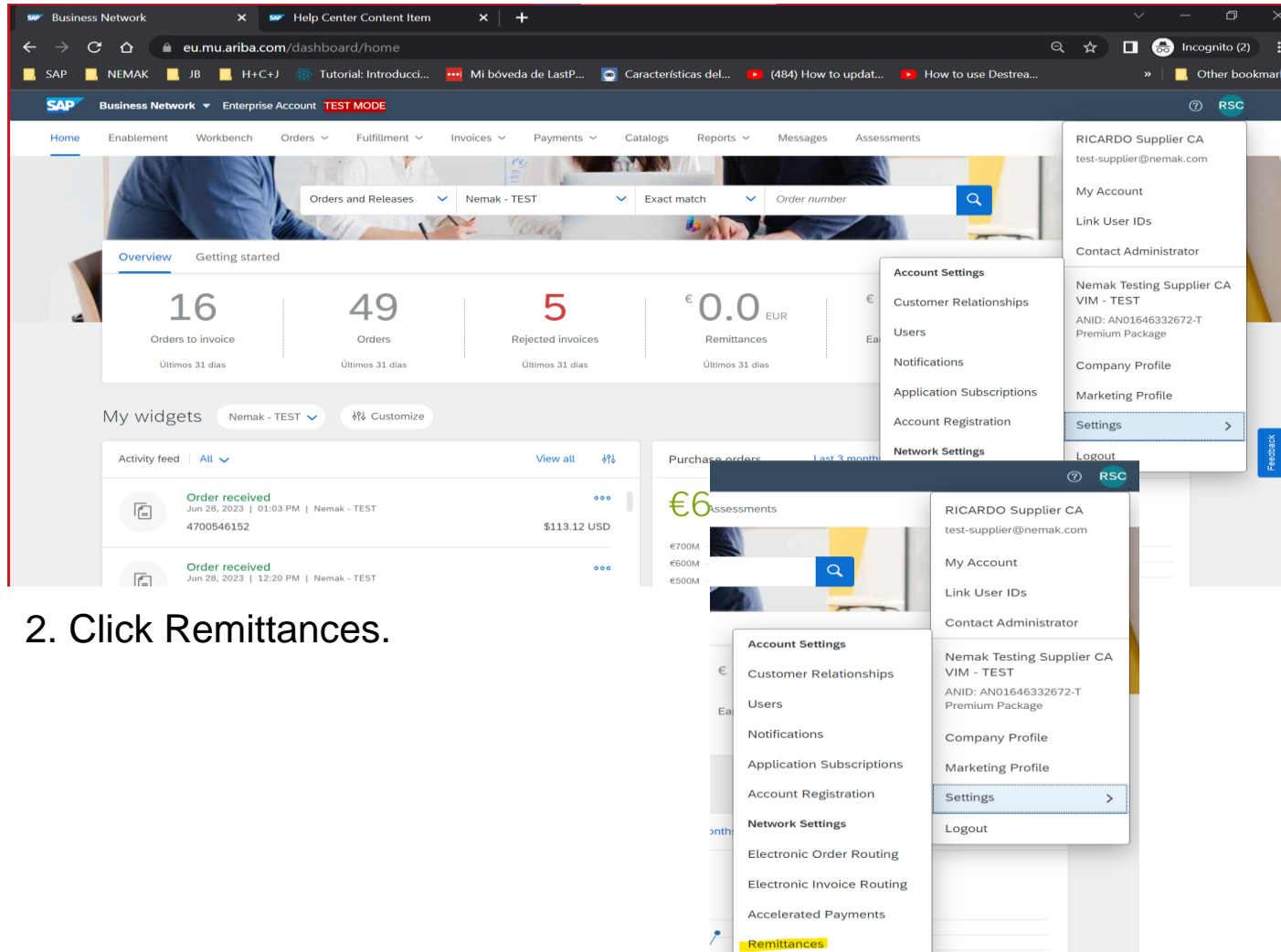
Below the table are buttons for 'Edit', 'Delete', and 'Create'. A yellow arrow points to the 'Create' button. Another yellow arrow points to the 'Remittances' option in the navigation menu. A third yellow arrow points to the 'TS' user icon in the top right corner of the interface.

There, appear information to be fulfill.



# Remittance ID / Bank Configuration

1. In the upper-right corner of the application, click [user initials] > Settings.



2. Click Remittances.

# Remittance ID / Bank Configuration



Remittance ID Assignment

Customer ↑	Remittance ID
Nemak - TEST	<input type="text"/> ***

Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

Branch Name:

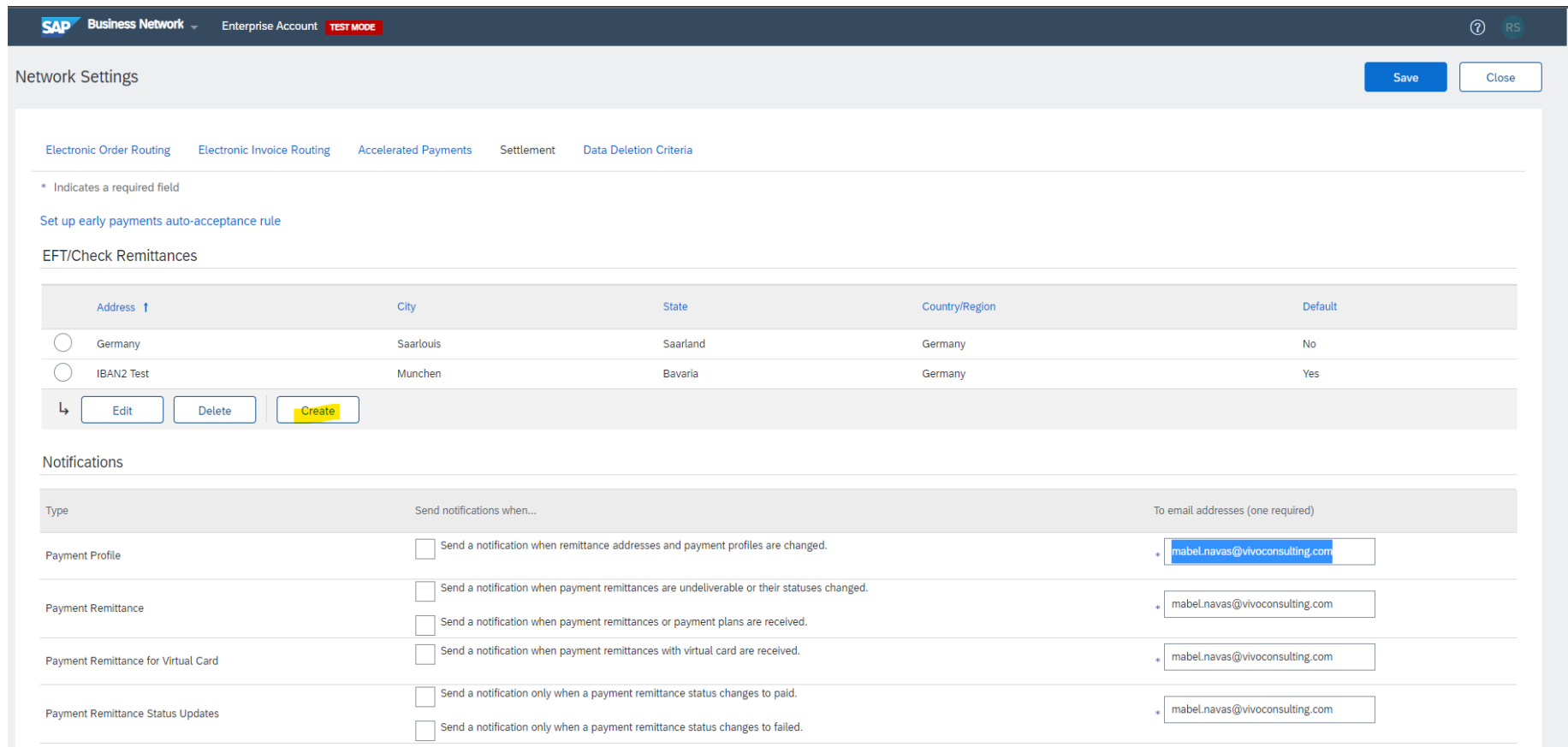
\*\*\*Important: In field “Remittance ID” should keep empty “VendorID”.

Bank data to be fulfilled is a must in order to pay the invoice.

When supplier creates their invoices they will need to select bank account for receiving payment as this is a mandatory field they will need to maintain bank account details before invoicing as per below screen prints.

# Remittance ID / Bank Configuration

3. Click Create in the EFT/Check Remittance section if you don't already have a remit to address.



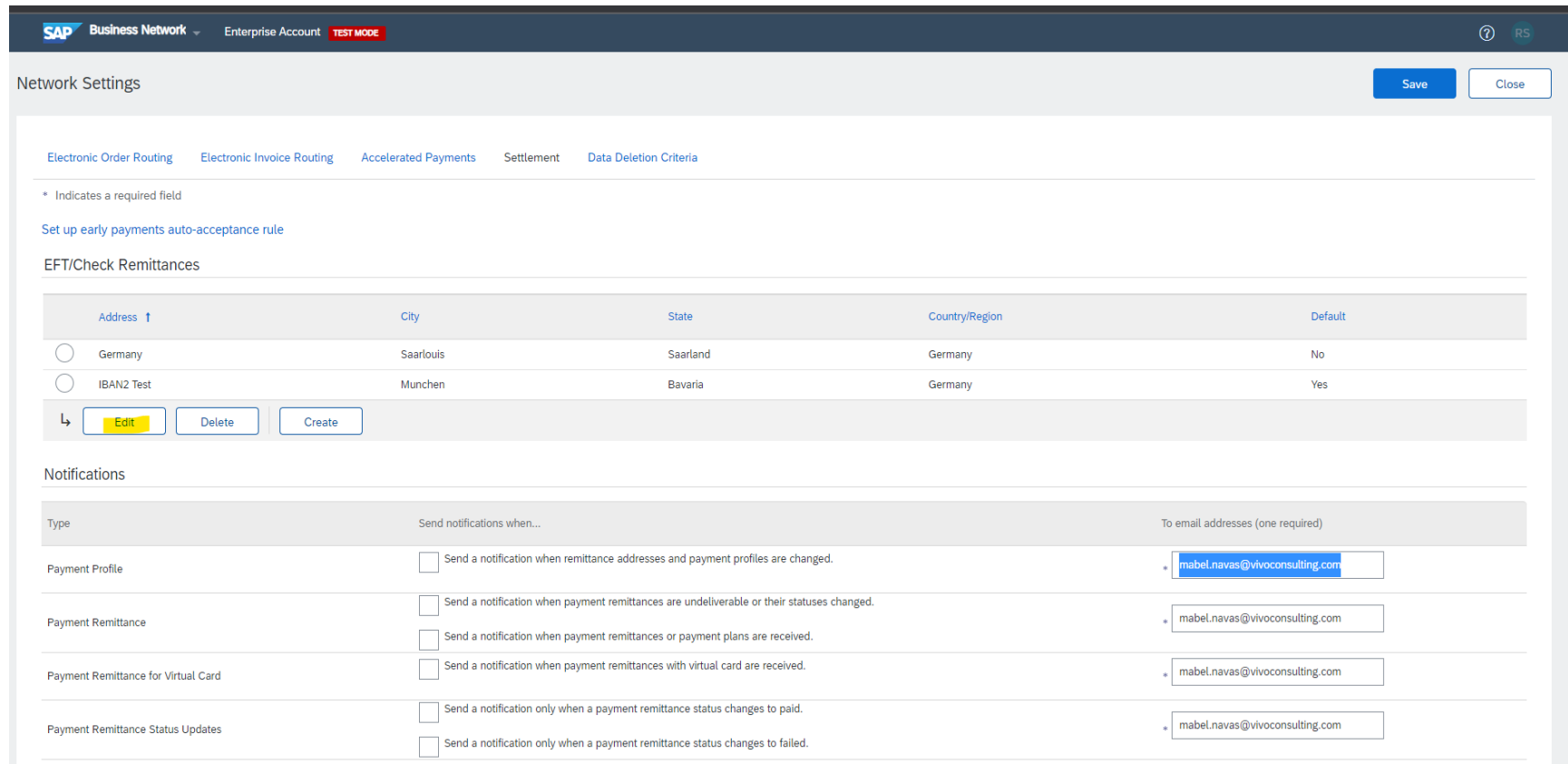
The screenshot shows the SAP Business Network 'Network Settings' interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Network Settings' and contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. Below the tabs, there is a 'Save' button and a 'Close' button. The 'EFT/Check Remittances' section is active, displaying a table with columns for 'Address', 'City', 'State', 'Country/Region', and 'Default'. Two entries are listed: 'Germany' (Saarlouis, Saarland, Germany, No) and 'IBAN2 Test' (Munchen, Bavaria, Germany, Yes). Below the table are 'Edit', 'Delete', and 'Create' buttons. The 'Create' button is highlighted in yellow. The 'Notifications' section below contains a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Four notification types are listed: 'Payment Profile', 'Payment Remittance', 'Payment Remittance for Virtual Card', and 'Payment Remittance Status Updates'. Each type has a checkbox for 'Send notifications when...' and an email address field containing 'mabel.navas@vivoconsulting.com'.

Address ↑	City	State	Country/Region	Default
Germany	Saarlouis	Saarland	Germany	No
IBAN2 Test	Munchen	Bavaria	Germany	Yes

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* mabel.navas@vivoconsulting.com
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* mabel.navas@vivoconsulting.com
	<input type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* mabel.navas@vivoconsulting.com
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* mabel.navas@vivoconsulting.com
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	* mabel.navas@vivoconsulting.com
	<input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	* mabel.navas@vivoconsulting.com

# Remittance ID / Bank Configuration

4. Click on the bubble to the left of an existing address and press Edit to update information



The screenshot shows the SAP Business Network interface for 'Network Settings'. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Network Settings' and contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. Below the tabs, there is a section for 'EFT/Check Remittances' with a table of addresses. The table has columns for 'Address', 'City', 'State', 'Country/Region', and 'Default'. Two rows are visible: one for 'Germany' (Saarlouis, Saarland, Germany, No) and one for 'IBAN2 Test' (Munchen, Bavaria, Germany, Yes). Below the table are buttons for 'Edit', 'Delete', and 'Create'. The 'Edit' button is highlighted in yellow. Below the table is a section for 'Notifications' with a table of notification types and their settings. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Four notification types are listed: 'Payment Profile', 'Payment Remittance', 'Payment Remittance for Virtual Card', and 'Payment Remittance Status Updates'. Each type has a checkbox for 'Send notifications when...' and a text input field for 'To email addresses (one required)'. The email address 'mabel.navas@vivoconsulting.com' is entered in all input fields.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

\* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

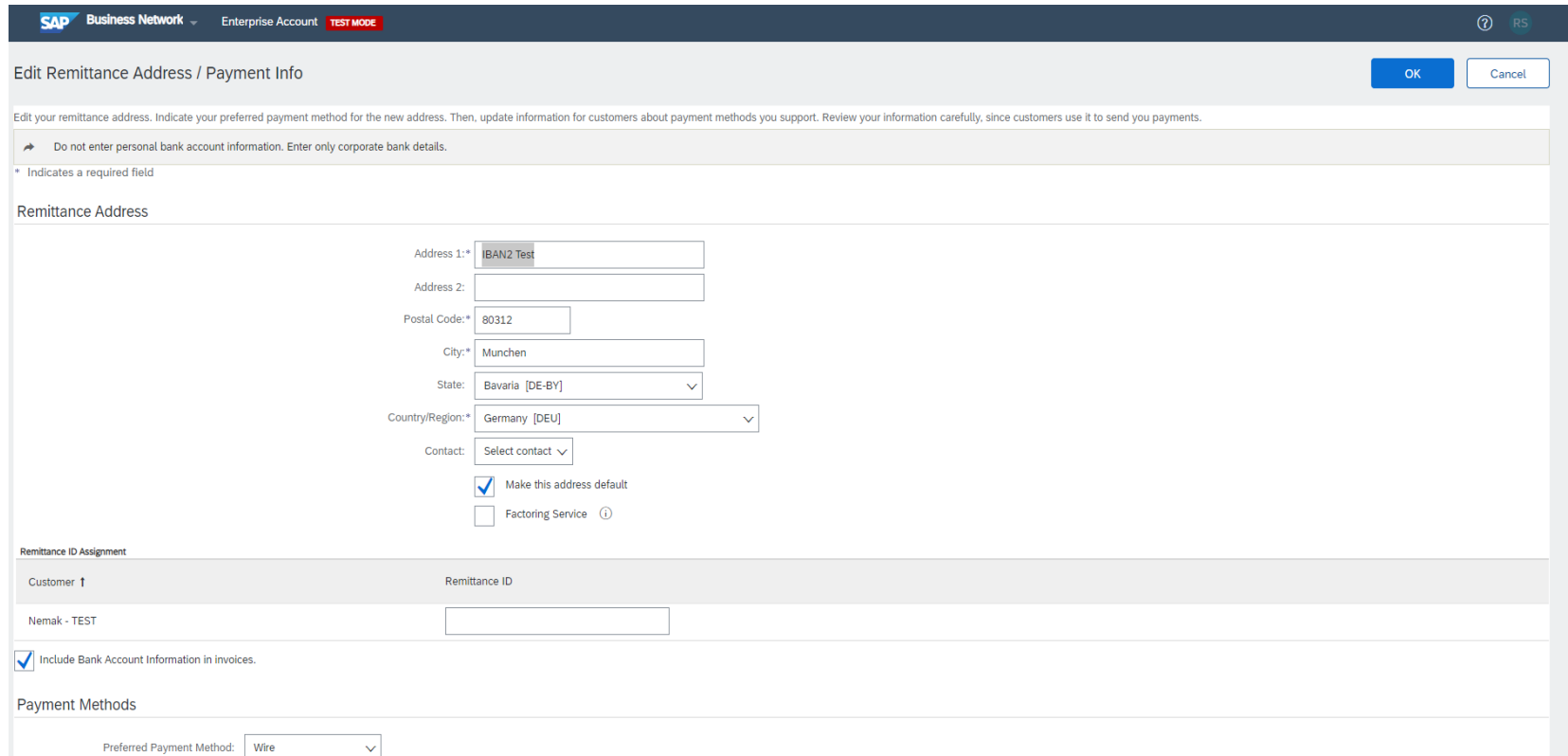
Address ↑	City	State	Country/Region	Default
<input type="radio"/> Germany	Saarlouis	Saarland	Germany	No
<input type="radio"/> IBAN2 Test	Munchen	Bavaria	Germany	Yes

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	<input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed. <input type="checkbox"/> Send a notification when payment remittances or payment plans are received.	<input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	<input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification only when a payment remittance status changes to paid. <input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	<input type="text" value="mabel.navas@vivoconsulting.com"/>

# Remittance ID / Bank Configuration

5. Add/update your bank account information or address information choosing a payment method and filling all mandatory fields.



The screenshot shows the 'Edit Remittance Address / Payment Info' form in SAP Business Network. The form is titled 'Edit Remittance Address / Payment Info' and includes 'OK' and 'Cancel' buttons. Below the title, there is a note: 'Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.' A warning icon and text state: 'Do not enter personal bank account information. Enter only corporate bank details.' A note below that says '\* Indicates a required field'. The 'Remittance Address' section contains the following fields: 'Address 1:\*' (text input with 'IBAN2 Test'), 'Address 2:' (text input), 'Postal Code:\*' (text input with '80312'), 'City:\*' (text input with 'Munchen'), 'State:' (dropdown menu with 'Bavaria [DE-BY]'), 'Country/Region:\*' (dropdown menu with 'Germany [DEU]'), and 'Contact:' (dropdown menu with 'Select contact'). There are two checkboxes: 'Make this address default' (checked) and 'Factoring Service' (unchecked). The 'Remittance ID Assignment' section has a table with two columns: 'Customer ↑' and 'Remittance ID'. The first row shows 'Nemak - TEST' in the 'Customer' column and an empty text input in the 'Remittance ID' column. Below the table, there is a checkbox 'Include Bank Account Information in invoices.' which is checked. The 'Payment Methods' section has a 'Preferred Payment Method:' dropdown menu with 'Wire' selected.

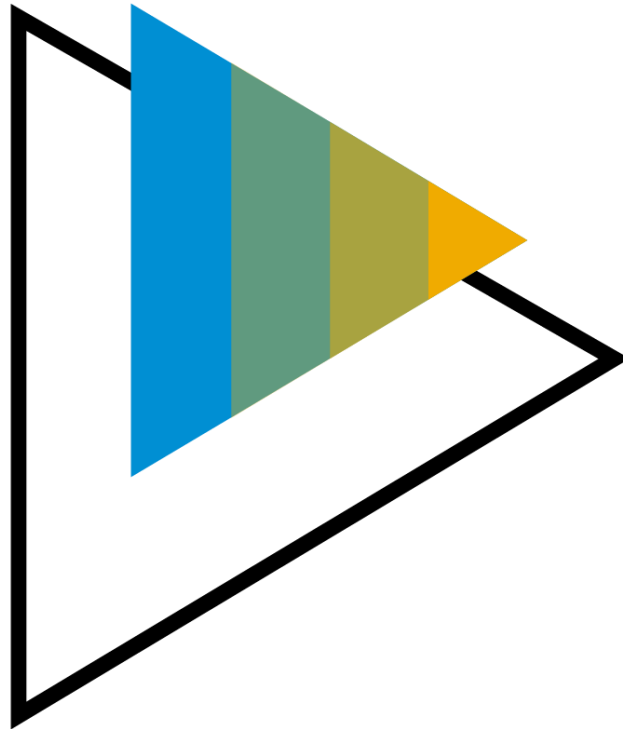
6. Click OK, then click Save.

7. Prior to submit invoice when supplier need to update bank details as per above process.

# Initial Information

## Invoicing Allowed Actions (Video)

*Click on the icon to watch the video*



# How to enter an Invoice?



## Invoice header

Initially, information that will be already is PO number and address data from Nemak plant. Then, is important to enter Invoice number, Invoice date, Supplier tax id and to whom is remit the invoice.

Create Invoice Update Save Exit **Next**

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

**Summary**

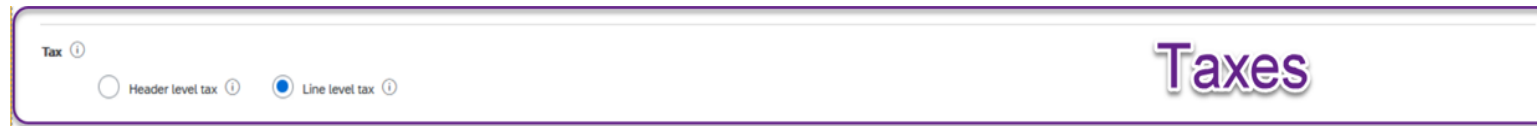
<p>Purchase Order: <b>4300039334</b></p> <p>Invoice #: * <input type="text"/></p> <p>Invoice Date: * 9 Nov 2022 <input type="text"/></p> <p>Service Description: <input type="text"/></p> <p>Supplier Tax ID: <input type="text"/></p> <p>Remit To: 4305 South Taylor Drive ▼</p> <p>Sheboygan, WI United States</p> <p>Bill To: <b>Nemak Mexico S.A.</b></p> <p>García NL Mexico</p>	<p>Subtotal: <b>\$48,589.80 USD</b></p> <p>Total Tax: \$0.00 USD</p> <p>Total Gross Amount: <b>\$48,589.80 USD</b></p> <p>Total Net Amount: <b>\$48,589.80 USD</b></p> <p>Amount Due: <b>\$48,589.80 USD</b></p> <p style="text-align: right;"><a href="#">View/Edit Addresses</a></p>
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Summary

# How to enter an Invoice?

## Tax

For “Tax” is important to define if PO has same Tax for different items in case that exist or if they have the same to simplify process. That is the meaning of options “Header level tax” or “Line level tax” - recommendation is to use Line Level TAX for Europe



The screenshot shows a user interface for configuring taxes. On the left, there is a 'Tax' label with a help icon. Below it are two radio button options: 'Header level tax' and 'Line level tax'. The 'Line level tax' option is selected, indicated by a blue dot. To the right of these options, the word 'Taxes' is displayed in a large, purple, stylized font.

In the part of category, you will select option of Sales Tax depending on your language. In case you want to specify Tax rate, need to enter in the field “Rate (%)”, then the amount will be calculated according to that.

Certain countries need to enter a description to mention which kind of operation is result, for that purpose exist the field of description, is free text, there is no option to customized.

Also, can be enter location and just in certain cases that tax percentage is zero, in some countries you need to enter a reason why this zero tax apply.



# How to enter an Invoice?

## Shipping

For shipping, means if those additional cost will be at header or line level.



Shipping

Header level shipping  Line level shipping

Ship From: **Nemak Testing Supplier 2 CA - TEST**  
Alabama, AL  
United States

Ship To: **Nemak Monterrey,**  
García,  
NL  
Mexico

Deliver To:

Shipping Information

[View/Edit Addresses](#)

## Payment term

In payment term, normally is enter in two ways. Defined by PO.



Payment Term

Discount or Penalty Term(days):  Percentage(%)

Payment Terms

When vendors create its invoice, they will not be able to change Payment terms just add a comment regarding this. Payment terms are taken from Purchase Order, according what was agreed between Purchasing and Supplier

Payment Term

Net Term\*

Information: ⓘ

45 days net

Discount or Penalty Term(days): 45 Percentage(%): 0.000

# How to enter an Invoice?



## Additional fields

In this part is enter additional information that want to share in the invoice, like referring which number do we have from them, or which number do they have from us or a reference to identify easily their invoices.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Nemak Testing Supplier 2 CA - TEST**  
Alabama, AL  
United States

Customer: **Nemak Mexico S.A.**  
García  
NL  
Mexico

Bill From: **Nemak Testing Supplier 2 CA - TEST**  
Alabama, AL  
United States

Customer VAT

Customer VAT/Tax ID:

Company Code:

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**Additional Fields**

## Supplier VAT / Customer VAT

Information about supplier VAT and Customer VAT are very important. They represent if invoice is legal or not. They must be on invoice.

To be able to not enter each time on invoice, Supplier VAT can be entered in the profile by each supplier.

### Supplier VAT

Supplier VAT/Tax ID: DEU12345

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Company Code: NPOL

### Customer VAT

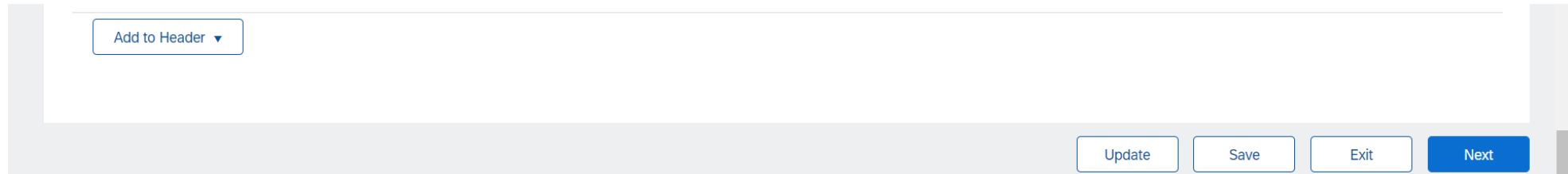
Customer VAT/Tax ID:

⚠ Document attachments are not allowed for this country.

# How to enter an Invoice?



Finally in the bottom of document appear next buttons, if you want to complete, you select **“Next”** or in other case you can just **“Save”** to complete later specific invoice. In case you find some error on invoice, can select **“Exit”** and then select option to not save.



## Invoicing Create Invoice Sections

The screenshot shows the "Line Items" section of the invoicing system. It includes a table with one line item and various input fields for pricing, tax, and receipt details.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		MP Perfil 6063 Contaminado	F45L	20,0	KGM	\$2,429.49 USD	\$48,589.80 USD

**Receipt Details**  
Receipt #: 5008947963  
Receipt Line #: 1

**Pricing Details**  
Price Unit: KGM  
Unit Conversion: 1  
Price Unit Quantity: 1,000  
Description:

**Tax**  
Category: VAT  
Location:  
Description:  
Regime:  
Taxable Amount: \$48,589.80 USD  
Rate(%):  
Tax Amount:  
Exempt Detail: (no value)  
Date Of Pre-Payment:  
Date Of Supply: 9 Nov 2022  
Law Reference:  
 Triangular Transaction

**Line Items** Remove

# How to enter an Invoice?



## Invoicing

### Create an Invoice – Header Level

Fill out the requested information on the Create Invoice form.

1. Invoice number generated by your back-end system
2. Invoice date
3. Supplier Tax ID and Remit To
4. TAX header-line
5. Review your payment terms
6. Add shipping costs at header or line-item level (optional)
7. Any additional fields (if deemed necessary)

**Invoice Header**

Summary

Purchase Order: 3000033130

Invoice #:

Invoice Date: 29 Jun 2021

Service Description:

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan, WI  
United States

Bill To: NEMAK AUTOMOTIVE, S.A. DE C.V.  
Garcia  
NL  
Mexico

Subtotal: \$0.00 USD  
Total Tax: \$0.00 USD  
Total Amount without Tax: \$0.00 USD  
Amount Due: \$0.00 USD

**Tax**

Header level tax  Line level tax

Category: Sales Tax

Location:

Description:

Region:

Taxable Amount: 0.00 PLN

Tax Rate Type:

Rate (%):

Tax Amount:

**Payment Term**

Discount or Penalty Term(days): 60 Percentage(%): 0.00%

**Shipping**

Header level shipping  Line level shipping

Ship From: NEMAK TESTING SUPPLIER 2 CA - TEST  
Alabama, AL  
United States

Ship To: NEMAK ALUMINIO DO BRASIL LTDA  
Betim - MG MG Brazil

**Payment Term**

Discount or Penalty Term(days): 28 Percentage(%): 0.000  
5a Feira após 28 dias

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: NEMAK TESTING SUPPLIER 2 CA - TEST  
Alabama, AL  
United States

Customer: NEMAK ALUMINIO DO BRASIL LTDA  
BETIM MG Brazil

Bill From: NEMAK TESTING SUPPLIER 2 CA - TEST  
Alabama, AL  
United States

Company Code: NBRA

Attachments are not allowed for European countries.

# How to enter an Invoice?



## Adding more info or other information that is required to complement invoice

In next screen can be shown that in the top of document appear “Add to header” comment that is enter more information that is required by business.

▼ Invoice Header \* Indicates required field

**Summary**

Purchase Order: 7700775927

Invoice #:

Invoice Date: 4 May 2022

Service Description:

Subtotal: 0.00 PLN  
Total Tax: 0.00 PLN  
Total Gross Amount: 0.00 PLN  
Total Net Amount: 0.00 PLN  
Amount Due: 0.00 PLN

**Add to Header** ▼

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Comment

## Adding shipping document

This is to enter delivery note id, delivery date or packing slip id.

**Shipping Documents**

Packing Slip ID:

Packing Slip Date:

Delivery Note ID:

Delivery Note Date:

[Remove](#)

# How to enter an Invoice?



## **Adding additional reference documents and dates.**

In this part can be enter more information about delivery and dates in case is necessary.

**Additional Reference Documents And Dates**

Dispatch Advice ID: <input type="text"/>	Proof of Delivery Date: <input type="text" value=""/>	<a href="#">Remove</a>
Receiving Advice ID: <input type="text"/>	Actual Delivery Date: <input type="text" value=""/>	
Receiving Advice Date: <input type="text" value=""/>	Goods Positioning Date: <input type="text" value=""/>	
Transport Document ID: <input type="text"/>	Goods Positioning Start Date: <input type="text" value=""/>	
Proof of Delivery ID: <input type="text"/>	Goods Positioning End Date: <input type="text" value=""/>	

## **Add special handling**

Special handling exists also in position level. This would be more in a general way to allocate cost that is not possible to do individually or by item level.

**Special Handling**

Amount: <input type="text"/>	<a href="#">Remove</a>
Description: <input type="text"/>	

# How to enter an Invoice?



## Add shipping cost and Shipping Tax

Shipping cost exist also in position level. This would be more in a general way to allocate cost that is not possible to do individually or by item level.

To add shipping cost to the invoice is needed to select “Shipping Cost” at header level and Shipping Cost section will be added:

1

Summary

Purchase Order: 7700970961  
Invoice #: Pb56lasqcb6Ugo  
Invoice Date: 19 Feb 2024  
Supplier Tax ID: 815493491  
Remit To: IBAN2 Test  
Munchen, Bavaria, Germany  
Bill To: NEMAK Wernigerode Casting GmbH & Co. KG  
Wernigerode, 15, Germany

Subtotal: 200.00 EUR  
Total Tax: 38.00 EUR  
Total Gross Amount: 238.00 EUR  
Total Net Amount: 238.00 EUR  
Amount Due: 238.00 EUR

Shipping Cost

- Shipping Tax
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Attachment

2

Shipping

Header level shipping  Line level shipping

Ship From: NEMAK Testing Supplier CA VIM - TEST  
Poland, Greater Poland, Poland

Ship To: NEMAK Wernigerode Casting GmbH & Co  
Wernigerode, 15, Germany  
Deliver To: [View/Edit Addresses]

Shipping Amount: [ ] Shipping Date: [ ] [Remove]

Then to add shipping tax to the shipping cost is needed to select “Shipping Tax” at header level, new section will be added:

1

Summary

Purchase Order: 7700970961  
Invoice #: Pb56lasqcb6Ugo  
Invoice Date: 19 Feb 2024  
Supplier Tax ID: 815493491  
Remit To: IBAN2 Test  
Munchen, Bavaria, Germany  
Bill To: NEMAK Wernigerode Casting GmbH & Co. KG  
Wernigerode, 15, Germany

Subtotal: 200.00 EUR  
Total Tax: 38.00 EUR  
Total Gross Amount: 238.00 EUR  
Total Net Amount: 238.00 EUR  
Amount Due: 238.00 EUR

Shipping Tax

- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Attachment

2

Shipping Tax

Category: 19% VAT / VAT 19%

Location: [ ]  
Description: VAT 19%  
Regime: [ ]  
Date Of Pre-Payment: [ ]  
Law Reference: [ ]

Shipping Date: [ ] [Remove]

Taxable Amount: [ ]  
Tax Rate Type: [ ]  
Rate(%): 19  
Tax Amount: [ ]  
Exempt Detail: (no value)  
Date Of Supply: 19 Feb 2024  
 Triangular Transaction

Note: Tax rates will be selectable from a list previously configured by business.

# How to enter an Invoice?

## Invoicing

### Create an Invoice – Adding unplanned costs or additional information (1 of 2)

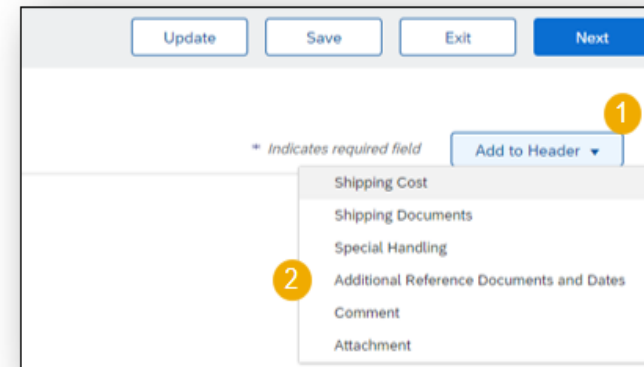
In order to add unplanned costs or additional information to an invoice, please follow these steps:

1. Click on **Add to Header** or **Add to Line Item**
2. Chose the type of costs or additional information to be added

Fill out the required information on the next screen

Please add comments if needed

More information on unplanned costs and additional information follow on the next slide





# How to enter an Invoice?

## Invoicing

### Create an Invoice – Adding unplanned costs or additional information (2 of 2)

Add **Shipping Document**: you can add delivery note ID, delivery date or packing slip ID

Shipping Documents

Packing Slip ID:	<input type="text"/>	Delivery Note ID:	<input type="text"/>	Remove
Packing Slip Date:	<input type="text"/>	Delivery Note Date:	<input type="text"/>	

Add **Additional Reference Documents and Dates**: you can add more information regarding delivery and dates.

Additional Reference Documents And Dates

Dispatch Advice ID:	<input type="text"/>	Proof of Delivery Date:	<input type="text"/>	Remove
Receiving Advice ID:	<input type="text"/>	Actual Delivery Date:	<input type="text"/>	
Receiving Advice Date:	<input type="text"/>	Goods Positioning Date:	<input type="text"/>	
Transport Document ID:	<input type="text"/>	Goods Positioning Start Date:	<input type="text"/>	
Proof of Delivery ID:	<input type="text"/>	Goods Positioning End Date:	<input type="text"/>	

Add **Special Handling**: Special handling exists also in position level. This would be more in a general way to allocate cost that is not possible to do individually or by item level.

Special Handling

Amount:	<input type="text"/>	Remove
Description:	<input type="text"/>	

# How to enter an Invoice?



## Invoicing

### Create an Invoice – Adding taxes

On the Line Items section:

1. Click on the **Tax Category** checkbox
2. Select **Sales Tax** and click **Add to Included Lines**
3. The Tax section will appear
4. Enter **Tax Rate (%)** and the amount to be billed will appear based on the percentage entered.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Sales Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

Tax Remove

Category\*: Sales Tax Taxable Amount: \$48,589.80 USD

Location: Rate(%):

Description: Tax Amount:

Regime:

# How to enter an Invoice?



In case that the tax proposal is incorrect or should be changed to zero, follow these steps:

- 1. Click on the **Tax Category** and change it to **VAT**
- 2. Modify the **Tax Rate (%)**
- 3. Choose the **Exempt Detail** (Zero Rated or Exempt)
- 4. Enter **Date of Supply**
- 5. Enter the **Law Reference** (e.g. Inter-community)

Category: VAT  
Location:  
Description:  
Regime:  
Date Of Pre-Payment:  
Law Reference:

Taxable Amount: \$48,589.80 USD  
Rate(%):  
Tax Amount:  
Exempt Detail: (no value)  
Date Of Supply: 9 Nov 2022  
 Triangular Transaction

Remove

Once the information is updated the Tax Amount would be reflected in the Summary Section:

Purchase Order: 4300039334  
Invoice #:  
Invoice Date: 9 Nov 2022  
Service Description:  
Supplier Tax ID:  
Remit To: 4305 South Taylor Drive  
Sheboygan, WI  
United States  
Bill To: NEMAK Mexico S.A.  
García  
NL  
Mexico

Subtotal: \$48,589.80 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$48,589.80 USD  
Total Net Amount: \$48,589.80 USD  
Amount Due: \$48,589.80 USD

View/Edit Addresses

# How to enter an Invoice?



## Reasons that can appear in case is not allowing to invoice

- PO was using ERS at item level.

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

[Hide Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
⚠ 10	1		Material Invoicing not possible		5.000 (SER)	30 Sep 2022	\$1,000.00 USD	\$5,000.00 USD	\$0.00 USD	<a href="#">Summary</a>

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

[Hide Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
⚠ 10	1		Material Invoicing not possible		5.000 (SER)	30 Sep 2022	\$1,000.00 USD	\$5,000.00 USD	\$0.00 USD	<a href="#">Summary</a>

- You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

test for taxes

1 Shipped

(Shipping Date: 23 Sep 2022) Shipment Id: SN-2642

How to solve, request to Purchasing team of Nematik to adjust item level to deactivate “ERS” on invoice tab. Then, you as supplier will be capable to generate your invoice.

- Depending on supplier group, if you have Invoice with ASN, then application would allow you if you already made “Create Ship notice”, if is with Good reception, you need to wait when Nematik make good reception of inbound delivery. In case you are an “integrated supplier” you are skip from this scenario.

# How to enter an Invoice?



## Partial delivery / Partial invoice

In case that you as supplier cannot deliver completely Purchase order and you will provide partially, the procedure once you complete is following:


1. You access to your Ariba account and go to analyze your orders; there you will see status of each order.
2. Once you identify, the order that was partially deliver or shipped and that application show as partially received or shipped, means that Nematik already made good reception of your shipment or is in progress.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<a href="#">7700852642</a>	Nemak - TEST	\$5,000.00 USD	Sep 22, 2022	Partially Received		...
<a href="#">4501509255</a>	Nemak - TEST	\$128,000.00 USD	Sep 22, 2022	New		...
<a href="#">4501509253</a>	Nemak - TEST	\$12,800.00 USD	Sep 22, 2022	Partially Invoiced	\$128.00 USD	...
<a href="#">4501509254</a>	Nemak - TEST	\$12,800.00 USD	Sep 22, 2022	New		...
<a href="#">7700852623</a>	Nemak - TEST	€57.70 EUR	Sep 15, 2022	Partially Received		...
<a href="#">7700852622</a>	Nemak - TEST	\$300.00 USD	Sep 15, 2022	Confirmed		...

# How to enter an Invoice?

Also, can be select button to “Track order” and next screen can show data.

Last 10 milestones ▼ | All documents ▼



**Order created**  
🕒 Sep 23, 2022 3:03 PM  
📄 7700852644

**Order confirmed**  
🕒 Sep 23, 2022 3:03 PM  
📄 CO-2644

**Order partially shipped**  
🕒 Sep 23, 2022 3:05 PM  
📄 SN-2644-1

**Order partially received**  
🕒 Sep 23, 2022 3:08 PM  
📄 5009491034

**Order partially shipped**  
🕒 Sep 23, 2022 3:08 PM  
📄 SN-2644-2  
[View history](#) ▼

### Tracking information

ASN number	Planned delivery date	Estimated arrival date	Planned shipping date	Execution status	Action
SN-2644-2	Sep 24, 2022 12:00 PM		Sep 24, 2022 12:00 PM		...
SN-2644-1	Sep 23, 2022 12:00 PM		Sep 23, 2022 12:00 PM		...

# How to enter an Invoice?



3. Then, you select the order with status “Partially Received / Partially Shipped” or in your local language.

Purchase Order: 7700852642 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

**Nemak**  
Innovative Lightweighting

**From:**  
Customer  
Nemak Poland Sp. z o.o.  
Komorowicka-53  
43-300 Bielsko-Biala  
Poland  
Phone: +48 () +48 33 8135160

**To:**  
Nemak Testing Supplier CA VIM - TEST  
Günther GmbH  
90563 Poland  
Greater Poland  
Poland  
Phone:  
Fax:

**Purchase Order**  
(Partially Received)  
7700852642  
Amount: \$5,000.00 USD  
Version: 1

Track Order

**Nemak**  
Innovative Lightweighting

**From:**  
Customer  
Nemak Poland Sp. z o.o.  
Komorowicka-53  
43-300 Bielsko-Biala  
Poland  
Phone: +48 () +48 33 8135160  
Fax:

**To:**  
Nemak Testing Supplier CA VIM - TEST  
Günther GmbH  
90563 Poland  
Greater Poland  
Poland  
Phone:  
Fax:  
Email: magdalena.sanchez@nemak.com

**Purchase Order**  
(Partially Shipped)  
7700852644  
Amount: \$156,000.00 USD  
Version: 1

Track Order

4. Will appear next screen that you will select “Create invoice” button that will provide 3 options, in this case is select “Standard invoice”

Purchase Order: 7700852642 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

Standard Invoice  
Credit Memo  
Line-Item Credit Memo

# How to enter an Invoice?



5. Appear new information to fulfill invoice data. Minimum data as invoice number and rate can be entered to continue selecting items partially delivered.

**Summary**

Purchase Order: 7700852644

Invoice #:\* INV-2644-1

Invoice Date:\* 23 Sep 2022

Service Description:

Supplier Tax ID:

Remit To: Poland

Poland  
Greater Poland  
Poland

Bill To: NEMAK Poland Sp. z o.o.  
Bielsko-Biala  
Poland

Subtotal: \$12,000.00 USD  
Total Tax: \$2,760.00 USD  
Total Gross Amount: \$14,760.00 USD  
Total Net Amount: \$14,760.00 USD  
Amount Due: \$14,760.00 USD

[View/Edit Addresses](#)

---

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$12,000.00 USD

Tax Rate Type:

Rate(%): 23

Tax Amount: \$2,760.00 USD

[Remove](#)



# How to enter an Invoice?



6.- In case you want to fulfill data of Shipping or additional data, you can enter or continue

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **Nemak Testing Supplier CA VIM - TEST**  
Poland  
Greater Poland  
Poland

Ship To: **Nemak Poland Sp. z o.o.**  
Bietsko-Biala  
SLS  
Poland

Deliver To:

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Bill From: **Nemak Testing Supplier CA VIM - TEST**  
Poland  
Greater Poland  
Poland

Customer: **Nemak Poland Sp. z o.o.**  
Bietsko-Biala  
Poland

Email:

[View/Edit Addresses](#)

7. Then will appear information about VAT and to select item that want to invoice and then select button for “Next”

Supplier VAT

Supplier VAT/Tax ID: DEU12345

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Company Code: NPOL

Customer VAT

Customer VAT/Tax ID:

▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:

Shipping Documents  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		SWITCH.TOGGLE.BNS819B02R12611210.BALLUFF	000000000000332327	<input type="text" value="100.0"/>	EA	\$120.00 USD	\$12,000.00 USD

Receipt Details

Receipt #: 5009491034

Receipt Line #: 1

Pricing Details

Price Unit: \*

Price Unit Quantity: \*

Unit Conversion: \*

Description:

# How to enter an Invoice?



8.- Once is done, appear next screen to “Submit” and is done.

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Poland. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV-2644-1	Subtotal: <b>\$12,000.00 USD</b>
Invoice Date: Friday 23 Sep 2022 3:16 PM GMT-05:00	Total Tax: \$2,760.00 USD
Original Purchase Order: 7700852644	Total Gross Amount: \$14,760.00 USD
Receipt: 5009491034	Total Net Amount: \$14,760.00 USD
	<b>Amount Due: \$14,760.00 USD</b>

<b>REMIT TO:</b> Nemak Testing Supplier CA VIM - TEST Postal Address: Poland 12345 Poland Greater Poland Poland Remit To ID: 40011632	<b>BILL TO:</b> Nemak Poland Sp. z o.o. Postal Address: Komorowicka-53 43-300 Bielsko-Biala Poland Address ID: NPOL Phone : +48 () +48 33 8135160	<b>SUPPLIER:</b> Germany Postal Address: Germany GmbH 90563 Germany Germany
--	--	--

# How to enter an Invoice?



Appear then fields to enter tax rate and amount to be billed and system will propose amount in base of percentage.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		SWITCH,TOGGLE,BNS819B02R12611210,BALLUFF	000000000000332327	<input type="text" value="100"/>	EA	\$120.00 USD	\$12,000.00 USD

---

**Pricing Details**

Price Unit: \*  Price Unit Quantity: \*

Unit Conversion: \*  Description:

---

**Tax**

Category: \*  Taxable Amount:  Remove

Location:  Rate(%):

Description:  Tax Amount:

Regime:

# How to enter an Invoice?



In case tax proposal is incorrect or should be change into zero tax please follow next steps. This exercise considers item level.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: VAT  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		SWITCH,TOGGLE,BNS819B02R12611210,BALLUFF	00000000000332327	280	EA	\$120.00 USD	\$33,600.00 USD

**Pricing Details**

Price Unit:\* EA Price Unit Quantity:\* 1  
Unit Conversion:\* 1 Description:

**Tax**

Category:\* VAT Taxable Amount: \$33,600.00 USD Remove  
Location: Rate(%): 0  
Description: Tax Amount: \$0.00 USD  
Regime: Exempt Detail: Zero Rated  
Date Of Pre-Payment: Date Of Supply: 3 Nov 2022  
Law Reference:  Triangular Transaction

# How to enter an Invoice?



Finally, will appear in the header amount taxable.

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 7700852644

Invoice #: INV-2644-2

Invoice Date: 17 Oct 2022

Subtotal: \$60,000.00 USD  
Total Tax: \$13,800.00 USD  
Total Gross Amount: \$73,800.00 USD  
Total Net Amount: \$73,800.00 USD  
Amount Due: \$73,800.00 USD

[View/Edit Addresses](#)

Other action that can happen is in case is needed to attach files, please select add to Header → Attachment for PDF file.

10 MATERIAL SWITCH,TOGGLE,BNS819B02R12611210,BALLUFF 000000000000332327 50 EA \$120.00 USD \$6,000.00 USD

**Pricing Details**

Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

**Tax**

Category: VAT Taxable Amount: \$6,000.00 USD [Remove](#)

Location: Poland Rate(%): 0

Description: Intra-community Tax Amount: \$0.00 USD

Regime: Exempt Detail: Zero Rated

Date Of Pre-Payment: Date Of Supply: 3 Nov 2022

Law Reference: Intra-community  Triangular Transaction

The total size of all attachments cannot exceed 10MB [Remove](#)

**Attachments** Seleccionar archivo Ninguno a...ivo selec. Add Attachment

Ninguno archivo selec.

**IMPORTANT: Only PDF attachments are permitted.**

# How to enter an Invoice?

In there you select button to choose file

Date Of Pre-Payment:

Law Reference:

Date Of Supply:

Triangular Transaction

---

The total size of all attachments cannot exceed 10MB Remove

Attachments  AL0100504629.pdf

Click on Add Attachment button.

Date Of Pre-Payment:

Law Reference:

Date Of Supply:

Triangular Transaction

---

The total size of all attachments cannot exceed 10MB Remove

Attachments  AL0100504629.pdf

Now appear file and then continue process.

Date Of Pre-Payment:

Law Reference:

Date Of Supply:

Triangular Transaction

---

The total size of all attachments cannot exceed 10MB Remove

Ninguno a...ivo selec.

Name	Size (bytes)	Content Type
<input type="checkbox"/> AL0100504629.pdf	496230	application/pdf

**IMPORTANT: Only PDF attachments are permitted.**

# How to enter an Invoice?



In case tax proposal is to Add tax on Domestic Freight charges

Tax : Here just select relevant tax code

Insert Line Item Options

Tax Category: 19% VAT / VJ  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		13932001 Physio UV 50 Spray	000000000000713252	10	EA	360.00 EUR	3,600.00 EUR

Pricing Details

Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1  
Description:

Tax

Category: \* 19% VAT / VJ  
Location:  
Description: VJ  
Regime:  
Date Of Pre-Payment:  
Law Reference:

Taxable Amount: 3,600.00 EUR  
Tax Rate Type:  
Rate(%): 19  
Tax Amount: 684.00 EUR  
Exempt Detail: (no value)  
Date Of Supply: 5 Oct 2023  
 Triangular Transaction

[Remove](#)

Line-Item Allowances and Charges : On Line -item allowance and charges , there are 2 options available “ Add Tax “ and “ Remove” .

Line Item Allowances and Charges

Service Code: \* FRB1 [Add Tax](#)

Description: Freight (Value) [Remove](#)

Start Date:

End Date:

Charge: Amount 32.60 EUR

carrierShipmentID:

# How to enter an Invoice?



For Instance , if supplier wants to add tax on FRB1( Fright ) , just select “ Add Tax” option  
Following Screen appear with list of fields

**Line Item Allowances and Charges**

Service Code:\* FRB1 Add Tax  
Remove

Description: Freight (Value)

Start Date:  End Date:

Charge: Amount 32.60 EUR

---

**Tax**

Category:\* 19% VAT / VJ Remove

Location:

Description: VJ

Regime:

Taxable Amount: 32.60 EUR

Tax Rate Type:

Rate(%): 19

Tax Amount: 6.19 EUR

Exempt Detail: (no value)

Date Of Pre-Payment:

Date Of Supply: 5 Oct 2023

Triangular Transaction

Law Reference:

NB: Please enter Taxable amount same as “FRB1” amount. (For more information, please refer the above Line-Item Allowances and Charges screen print).

**Line Item Allowances and Charges**

Service Code:\* FRB1 Add Tax  
Remove

Description: Freight (Value)

Start Date:  End Date:

Charge: Amount 32.60 EUR

---

**Tax**

Category:\* 19% VAT / VJ Remove

Location:

Description: VJ

Regime:

Taxable Amount: 32.60 EUR

Tax Rate Type:

Rate(%): 19

Tax Amount: 6.19 EUR

Exempt Detail: (no value)

Date Of Pre-Payment:

Date Of Supply: 5 Oct 2023

Triangular Transaction

Law Reference:

Update Save Exit Next

Previous Save Submit Exit

click on next  
click on Submit

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 7700853615	Subtotal: 3,600.00 EUR
Invoice Date: Thursday 5 Oct 2023 9:03 PM GMT+01:00	Total Tax: 690.19 EUR
Original Purchase Order: 7700853615	Total Charges: 32.60 EUR
	Total Amount without Tax: 3,632.60 EUR
	Amount Due: 4,322.79 EUR



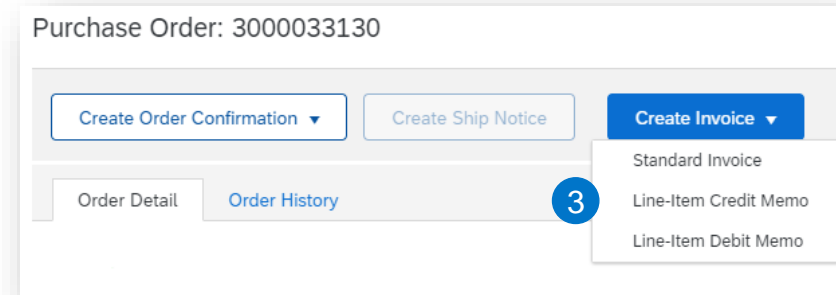
# Create a line-item Credit/Debit Memo



You can create a line-item credit memo or a line-item debit memo.

From the **Workbench**:

1. Select **Invoices** tile.
2. Identify the right document (invoiced or partially invoiced) and click the purchase **order number**.
3. Select an action.
4. Chose which invoice to create the debit/credit memo from.



Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
INVBRA-001	Nemak - TEST	4200136363	Online	Supplier	No	Order	10 Jun 2021	\$589,680.00 USD	Acknowledged	Sent

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice

# Create a line-item Credit Memo



## Credit Memo Type

1

- Quantity Adjustment (i)
- Price Adjustment (i)

**Invoice Header**

**Summary**

Credit Memo #:

Credit Memo Date: 29 Jun 2021 (i)

Original Invoice No: FAT-24324

Original Invoice Date: 16 Jun 2021

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan , WI  
United States

Bill To: **NEMAK ALUMINIO DO BRASIL LTDA**  
BETIM MG Brazil

Subtotal: **\$-589,680.00 USD**  
Total Tax: \$0.00 USD  
Total Shipping: \$0.00 USD  
Total Amount without Tax: **\$-589,680.00 USD**  
Amount Due: **\$-589,680.00 USD**

2

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Nemak Testing Supplier 2 CA - TEST**  
Alabama , AL  
United States

Customer: **NEMAK ALUMINIO DO BRASIL LTDA**  
BETIM MG Brazil

Bill From: **Nemak Testing Supplier 2 CA - TEST**  
Alabama , AL  
United States

Email:

**Tax Exchange Rate**

Exchange Rate from US\* Dollar to Brazilian Real:

**Comment**

Reason for Credit Memo:

Default Credit Memo Comment Text:

Company Code: NBRA

⚠ Attachments are not allowed for European countries.

3

4

**Line Items** 1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category:   Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		CAMISA DE CILINDRO PARA BLOCO MOTOR SGE	00000000000011248	-29.4	EA	\$20.00 USD	\$-589.680.00 USD

**Ship Notice Details** Ship Notice Line #: 2

**Pricing Details** Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:

**Shipping** Ship From: **Nemak Testing Supplier 2 CA - TEST** Ship To: **Nemak Alumínio Do Brasil LTDA**  
Alabama , AL United States Deliver To: **Betim - MG MG Brazil** [View/Edit Addresses](#)

**Shipping Cost** Shipping Amount:  Shipping Date: 11 Jun 2021 (i)

**Discounts and Charges**

Subtotal of Other Charges (amount):  
Subtotal of Other Charges (percentage):  
Subtotal of Discounts (amount):  
Subtotal of Discounts (percentage):

**Additional Fields** AccountCategory:

Fill out the requested information on the Create line-item credit memo

1. Select quantity adjustment or price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary), please use the comments section
4. Review credit memo fields at line level

Click on the next button, review information and submit.

➡ Remark - When the invoice is rejected and credit memo needs to be issued – invoice status in Ariba won't be changed

# Create a line-item Debit Memo – not valid for Europe



## Debit Memo Type

You are creating a Debit Memo with Price Adjustment

1

2

Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 29 Jun 2021

Original Invoice No: FAT-24324

Original Invoice Date: 16 Jun 2021

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan, WI  
United States

Bill To: NEMAK ALUMINIO DO BRASIL LTDA  
BETIM MG Brazil

Subtotal: \$-589,680.00 USD  
Total Tax: \$0.00 USD  
Total Shipping: \$0.00 USD  
Total Amount without Tax: \$-589,680.00 USD  
Amount Due: \$-589,680.00 USD

3

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: NEMAK Testing Supplier 2 CA - TEST  
Alabama, AL  
United States

Customer: NEMAK ALUMINIO DO BRASIL LTDA  
BETIM MG Brazil

Bill From: NEMAK Testing Supplier 2 CA - TEST  
Alabama, AL  
United States

Tax Exchange Rate

Exchange Rate from US\*  
Dollar to Brazilian Real: 4.9566

4

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		CAMISA DE CILINDRO PARA BLOCO MOTOR SGE	00000000000011248	-29,4	EA	\$20.00 USD	\$-589,680.00 USD

Ship Notice Details

Ship Notice Line #: 2

Pricing Details

Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1  
Description:

Shipping

Ship From: NEMAK Testing Supplier 2 CA - TEST  
Alabama, AL  
United States

Ship To: NEMAK Alumínio Do Brasil LTDA  
Betim - MG MG Brazil

Shipping Cost

Shipping Amount: \$0.00 USD  
Shipping Date: 11 Jun 2021

Discounts and Charges

Subtotal of Other Charges (amount):  
Subtotal of Other Charges (percentage):  
Subtotal of Discounts (amount):  
Subtotal of Discounts (percentage):

Additional Fields

AccountCategory:

Fill out the requested information on the Create line-item credit memo

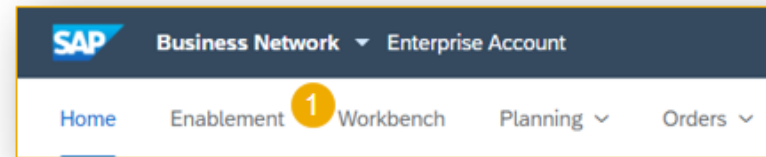
1. Debit memo with price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary)
4. Review debit memo fields at line level

Click on the next button, review information and submit.

# Remittances

From the Homepage:

1. Click **Workbench**.
2. Select the **Remittances** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Open the remittance by clicking its **number**.

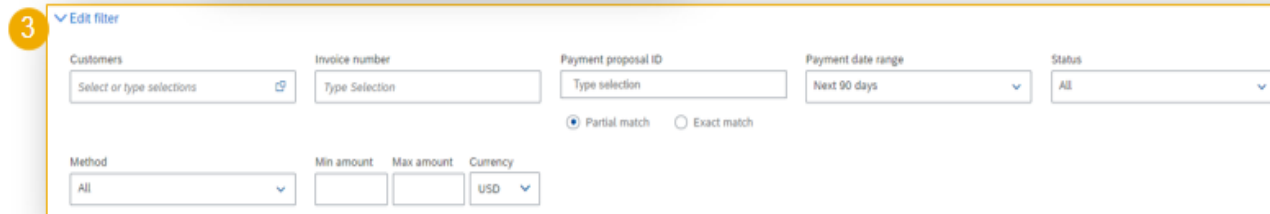
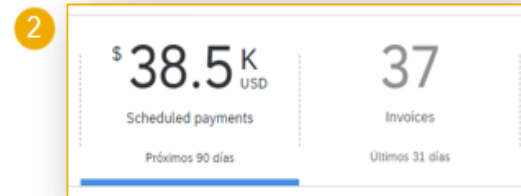
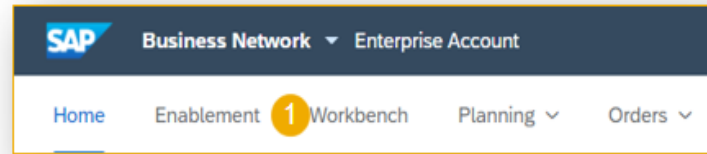


Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status
<a href="#">Z.20210616.7700200212</a>	Nemak - TEST	Jun 16, 2021	*****4437	Other	7700200212	\$11.60 MXN	\$0.00 MXN	\$0.00 MXN	\$11.60 MXN	Paid	Sent
<a href="#">Z.20210604.7700200202</a>	Nemak - TEST	Jun 4, 2021	*****9660	Other	7700200202	\$264.70 USD	\$0.00 USD	\$0.00 USD	\$264.70 USD	Paid	Sent
<a href="#">Z.20210604.7700200201</a>	Nemak - TEST	Jun 4, 2021	*****4437	Other	7700200201	\$24,344.86 MXN	\$0.00 MXN	\$0.00 MXN	\$24,344.86 MXN	Paid	Sent

# Schedule Payments

From the Homepage:

1. Click **Workbench**.
2. Select the **Schedule Payments** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Open the schedule payment by clicking its **number**.



Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
INV E20001	5103205306202100JNEMKVMQ	Nemak - TEST	Other	Sep 16, 2021	Jun 4, 2021	76	\$24,344.86 MXN	Paid	Not Eligible
TEST FACTURA	5103205336202100JNEMKVMQ	Nemak - TEST	Other	Sep 6, 2021		71	\$500.00 USD	Scheduled	Not Eligible
TEST ONOTE	510000060202100JNTEMVMQ	Nemak - TEST	Other	Aug 24, 2021		65	\$1,632.00 USD	Scheduled	Not Eligible

# Schedule Payments – Review Payments



After accessing the scheduled payment, you will be able to view:

1. Expected settlement date
2. Total invoice amount
3. Status
4. Corresponding invoice

Scheduled payment: 51032053062021001NEMKNMQ Done

i Your customer sent a remittance document related to this scheduled payment to you.

<b>1</b> Expected settlement date	<b>2</b> Total invoice amount	<b>3</b> Status	Early payment status	Total settlement amount
Sep 16, 2021	\$24,344.86 MXN	Paid	Not Eligible	\$24,344.86 MXN

[Details](#) | [Payment timeline and history](#) | [History](#) ↓

Payment details		Total tax adjustment		N/A <sup>^</sup> v4
Customer	Invoice	Tax category	Tax location	Tax amount
Nemak - TEST	<b>4</b> INV E20001	V4		\$3,357.91 MXN
				Tax adjustment
				N/A

Customer	Invoice	Scheduled payment	Invoice amount	Settlement amount
Nemak - TEST	<b>4</b> INV E20001	51032053062021001NEMKNMQ	\$24,344.86 MXN	\$24,344.86 MXN

Additional information

Payment method	Paying company code
Other	NEMK

# INDEX BY COUNTRY



- For better navigation click on the country to go to its specifications:
  - [General Country Rules](#)
  - [Slovakia](#)
  - [Poland](#)
  - [Austria](#)
  - [Czech Republic](#)
  - [Spain](#)
  - [Germany](#)
  - [Hungary](#)
  - [Useful Links](#)

# General Country Rules



- ❑ Depending on which country you are, is relevant to know which fields would be mandatory and Nemak provide this information to support legal requirements from each country.
  
- ❑ Just as a reference, in any Country minimum required (This information is done inside Ariba):
  - ❑ Name
  - ❑ Address
  - ❑ Supplier VAT ID
  - ❑ Bank details.
  
- ❑ Information of Invoice number, invoice date and Purchase order number is also required and is considered as mandatory fields.
  
- ❑ Information about customer comes from PO is received, so need to validate that info about name, address and Customer VAT ID is complete.



# SLOVAKIA



For this Country is require also from supplier information field Supplier Tax ID that is mentioned in page 18. Also is need supplier commercial identifier that is shown in page 18.

For customer data is need Customer Tax ID and customer commercial identifier (this also need to be fulfilled in PO)

For tax purposes is also required to enter information in description that is mentioned in page 35 (law reference field). For Slovakia is required to enter any of these options that would be in their local language and is a free text field:

- Reverse charge system
- Intra-community delivery
- Triangulation rule
- No VAT taxable

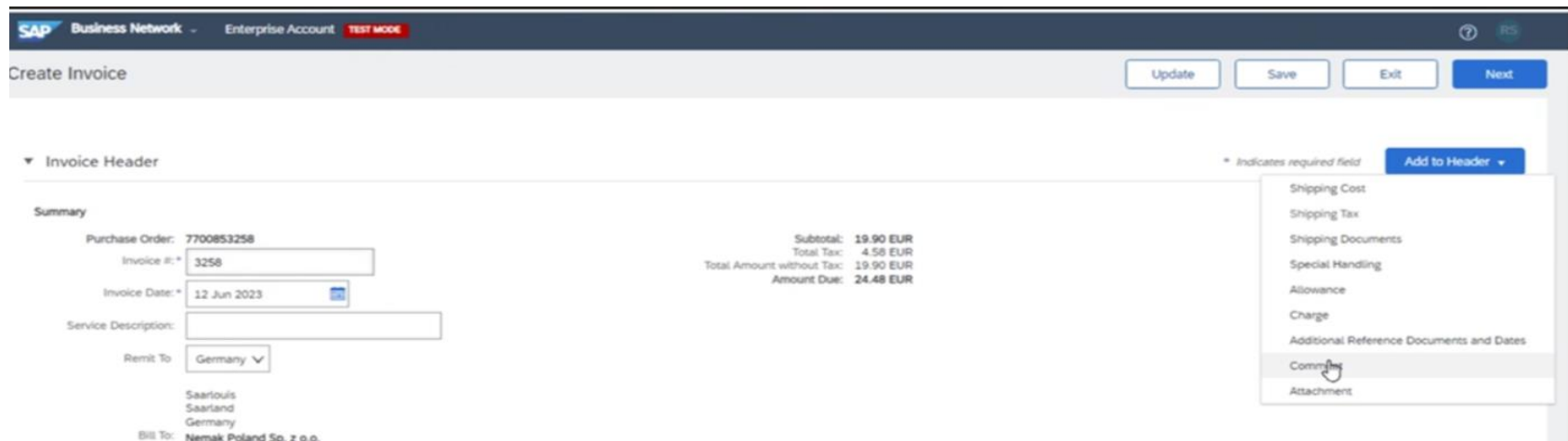
Need conversion as well into EUR currency in case vendor is from other country that don't use this currency. Suppliers need to provide exchange rate for this conversion. Ariba propose one. Suppliers need to check if is the one valid.

For tax purposes is also required to enter information in description that is mentioned in page 35 (law reference field). Is required to enter any of these options that would be in their local language and is a free text field:

- Reverse charge system
- Intra-community delivery
- Triangulation rule
- No VAT taxable

➤ IBAN2 on invoice required for Poland – for documents in euro where VAT is recalculated into PLN

1. Ensure that the header comment exists if not please added manually from the header menu using “Comment” option.



The screenshot displays the SAP Business Network 'Create Invoice' interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Create Invoice', with buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a 'Summary' with the following details:

- Purchase Order: 7700853258
- Invoice #: 3258
- Invoice Date: 12 Jun 2023
- Service Description: (empty field)
- Remit To: Germany
- Subtotal: 19.90 EUR
- Total Tax: 4.58 EUR
- Total Amount without Tax: 19.90 EUR
- Amount Due: 24.48 EUR

Below the summary, the 'Bill To' information is listed as 'Saarlouis Saarland Germany' and 'Nemak Poland Sp. z o.o.'. On the right side, there is a dropdown menu titled 'Add to Header' with the following options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Comment' option is currently selected.

2. Vendor will need to fill second field with his IBAN2 for international payments from Poland



Information about Payment Split – needs to be chosen by supplier by invoice creation

# AUSTRIA



In the case of Austria is important to add delivery date/service delivery date.

Need conversion as well into EUR currency in case vendor is from other country that don't use this currency. Suppliers need to provide exchange rate for this conversion. Ariba propose one. Suppliers need to check if is the one valid.

For tax purposes is also required to enter information in description that is mentioned in page 35 (law reference field). Is required to enter any of these options that would be in their local language and is a free text field:

- Reverse charge system
- Intra-community delivery
- Triangulation rule
- No VAT taxable

## Payment reference filed

60 dni netto

### Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note: **PAYMENT NOTE FOR CZ PAYMENT REFERE**

Supplier: **Valeo výměníky tepla s.r.o. TEST - TEST**

Žebrák  
Prague  
Czech Republic

Bill From: **Valeo výměníky tepla s.r.o. TEST - TEST**

Žebrák  
Prague  
Czech Republic

Tax paid through a Tax Representative

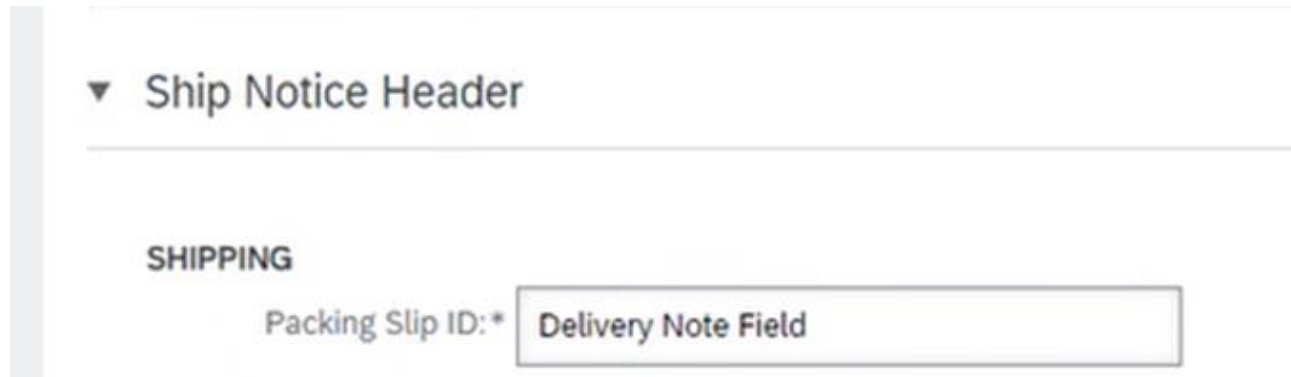
Customer: **Nemak Czech Republic s.r.o.**

Posta Most 1

Czech Republic

Email:

During Ship Notice Creation, the field **Packing Slip** needs to be fulfilled to have delivery note number available on the invoice.



▼ Ship Notice Header

---

SHIPPING

Packing Slip ID:\*

During Invoice creation , we strongly recommend Supplier to following steps.

- Supplier to select “ Add to Header”
- Supplier to select /click on “Shipping Documents”.

*\* Indicates required field*

Add to Header ▼

- By doing these steps , system automatically brings following 2 fields in Ariba Invoice Layout.

---

### Shipping Documents

Packing Slip ID:

Delivery Note ID:

Packing Slip Date:

Delivery Note Date:

- During invoice creation , we strongly recommend to enter same of value of Packing slip ID entered in ASN in following 2 fields so that these 2 fields values appear in Ariba Invoice PDF.

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### Shipping Documents

Packing Slip ID:

Delivery Note ID:

Packing Slip Date:

Delivery Note Date:

# GERMANY



No further information is required.



# HUNGARY



In Progress

# USEFUL LINKS



- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics and Network Notifications**— <http://trust.ariba.com>
- **SAP Ariba Discovery** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>
- **Ariba Network Overview** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network>

