

# INVOICING

## HOW TO ENTER AN INVOICE IN ARIBA

August 2023

***Nemak***  
*Innovative Lightweighting*



# 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

# INDEX



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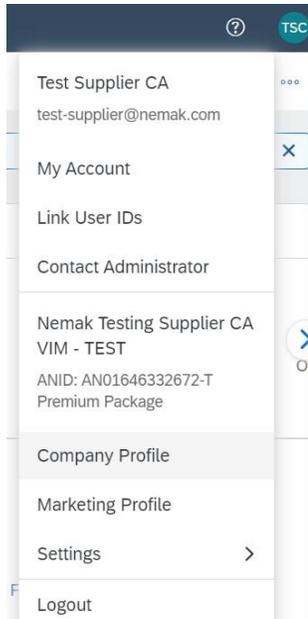
# Supplier Profile Configuration



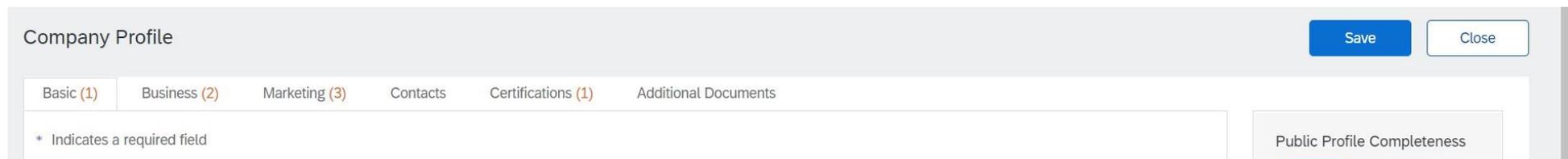
## Supplier profile

### 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

Invoice #: \* INV-2642-2

Invoice Date: \* 23 Sep 2022

Service Description:

Supplier Tax ID: 9372725827

Remit To: Poland ▾

Subtotal: \$24,000.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$24,000.00 USD  
Total Net Amount: \$24,000.00 USD  
Amount Due: \$24,000.00 USD

[View/Edit Addresses](#)

# 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] v  
Country/Region:\* Poland [POL] v

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 v  
Country/Region:\* Germany [DEU] v

Save

# Supplier Profile Configuration

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

Business Network Enterprise Account TEST MODE Back to classic view

Opportunities Workbench Planning Orders Fulfillment Quality Invoices Payments More

Orders and Releases All customers Exact match Order nu

27 Orders Last 31 days

14 New orders Last 31 days

0 Rejected invoices Last 31 days

\$ 0.0 MXN Remittances Last 31 days

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Data Deletion Criteria Rule

Test 2 Supplier testsupplier02@vivoconsulting.com

My Account

Link User IDs

Contact Administrator

Test Supplier 02 ANID: AN01047784258-T Premium Package

Company Profile

Settings

Logout

Feedback

Network Settings Save Close

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 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

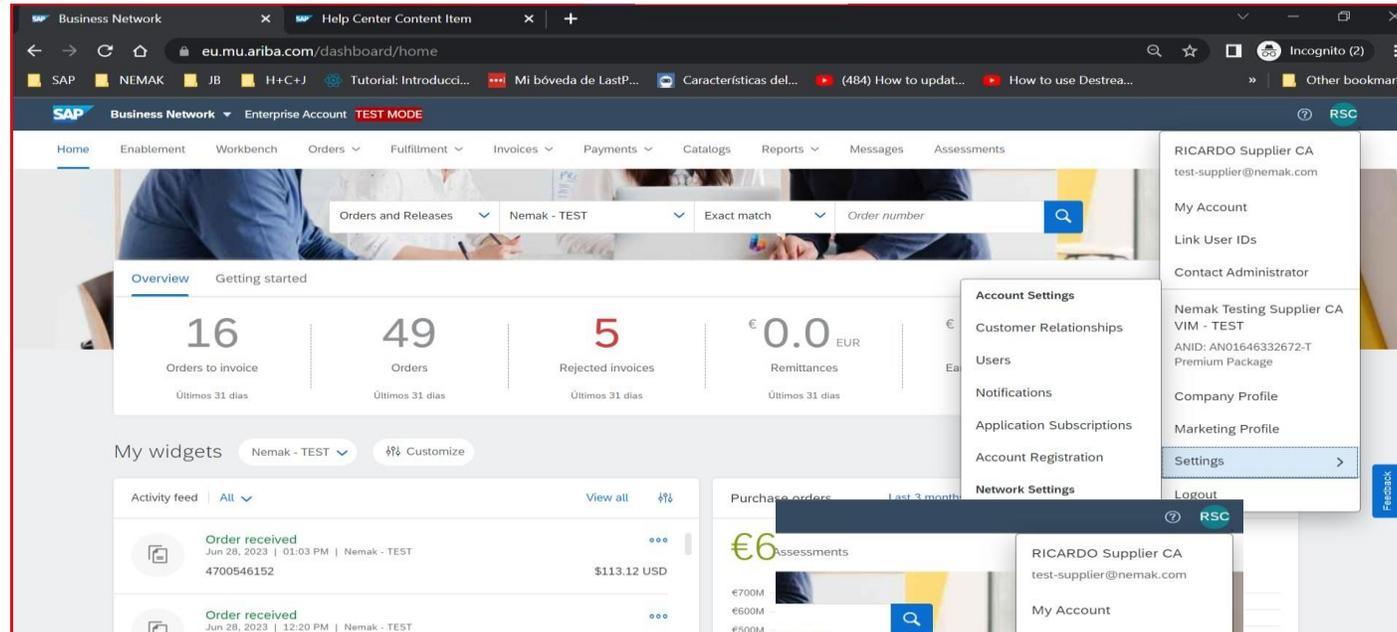
Edit Delete Create

Notifications

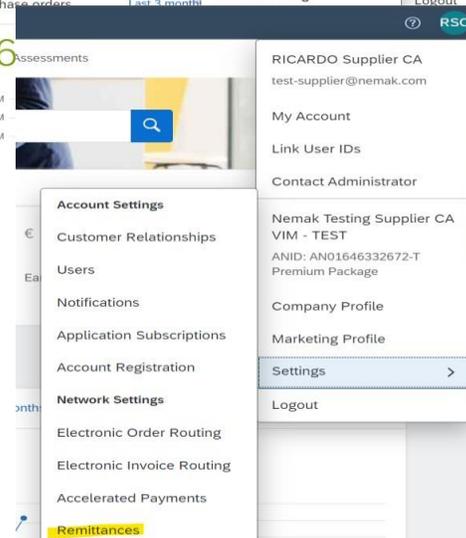
There, appear information to be fulfill.

# 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:

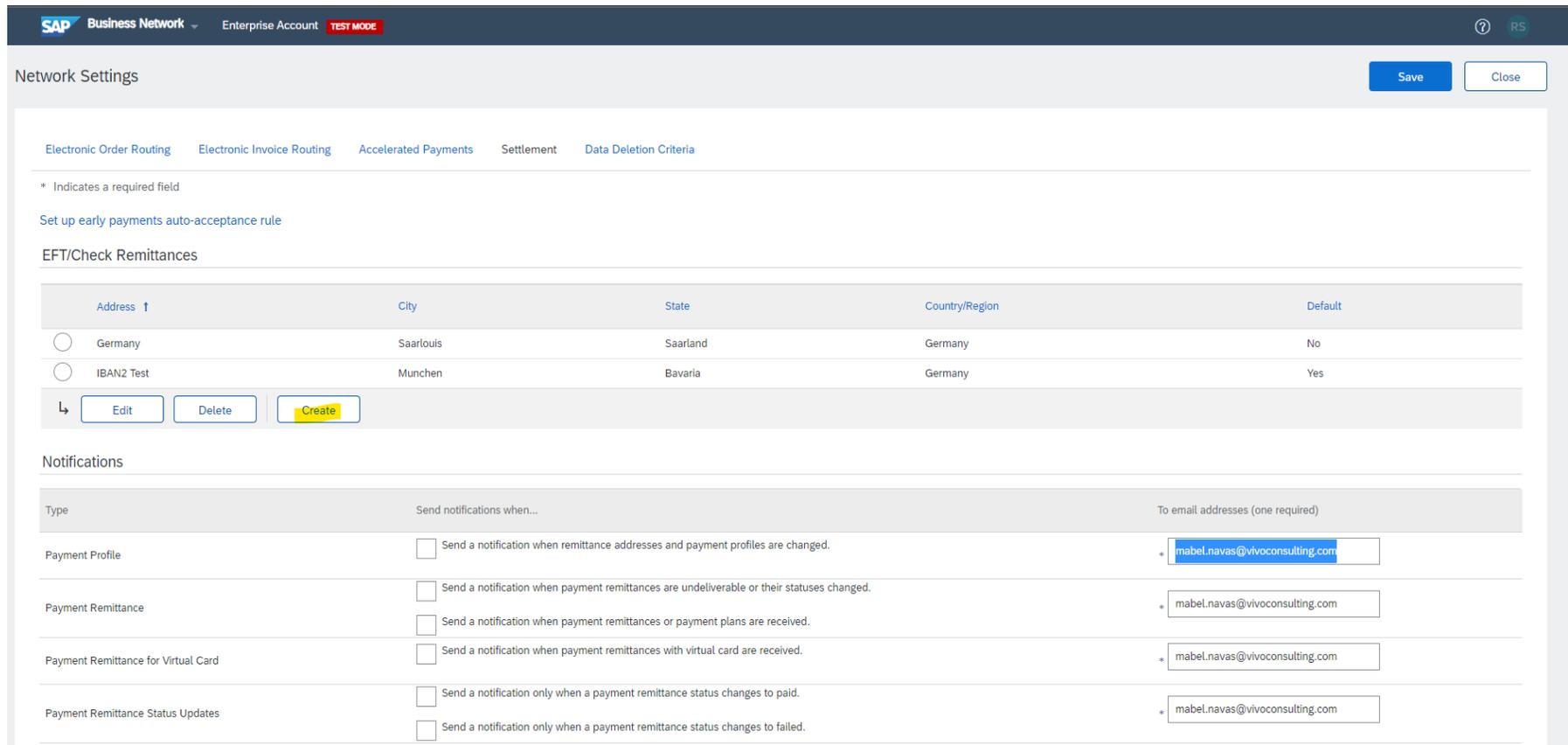
\*\*\*Important: In field “Remittance ID” should keep empty “VendorID”.

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' page. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The page title is 'Network Settings' with 'Save' and 'Close' buttons. Below the title are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '\* Indicates a required field' and a link 'Set up early payments auto-acceptance rule' is present. The 'EFT/Check Remittances' section contains a table with columns: Address (with an up arrow), 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 'Notifications' section has a table with columns: Type, Send notifications when..., and To email addresses (one required). Four notification types are listed, each with a checkbox and an email address field containing 'mabel.navas@vivoconsulting.com'.

Address ↑	City	State	Country/Region	Default
<input type="radio"/> Germany	Saarlouis	Saarland	Germany	No
<input type="radio"/> 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

**Network Settings** [Save] [Close]

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

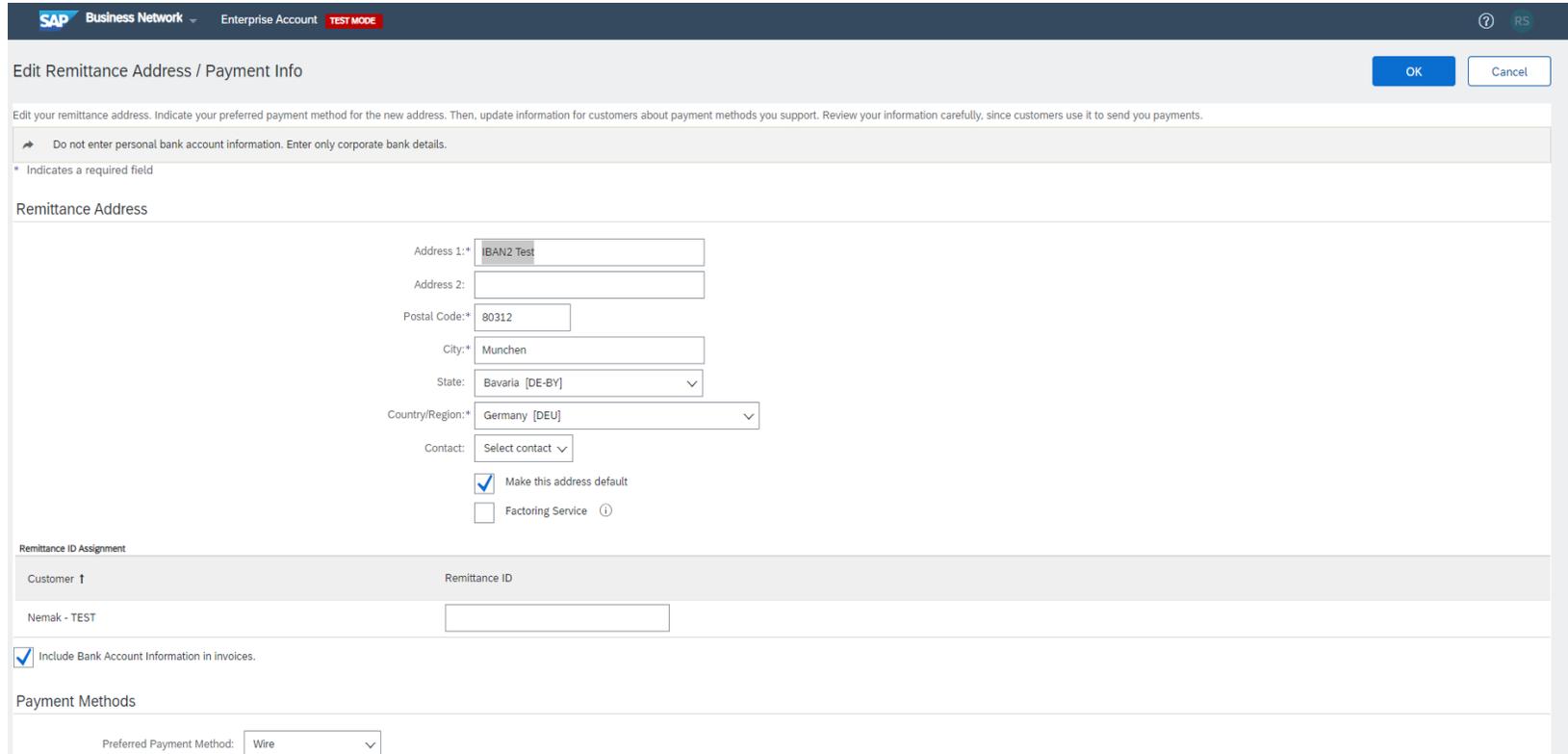
[↩] [Edit] [Delete] [Create]

### 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.	* 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

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 message states: 'Do not enter personal bank account information. Enter only corporate bank details.' A legend indicates that an asterisk (\*) denotes 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 shows a table with columns 'Customer' and 'Remittance ID'. The 'Customer' column contains 'Nemak - TEST' and the 'Remittance ID' column contains an empty text input field. Below this, there is a checked checkbox for 'Include Bank Account Information in invoices.' The 'Payment Methods' section has a 'Preferred Payment Method:' dropdown menu set to 'Wire'.

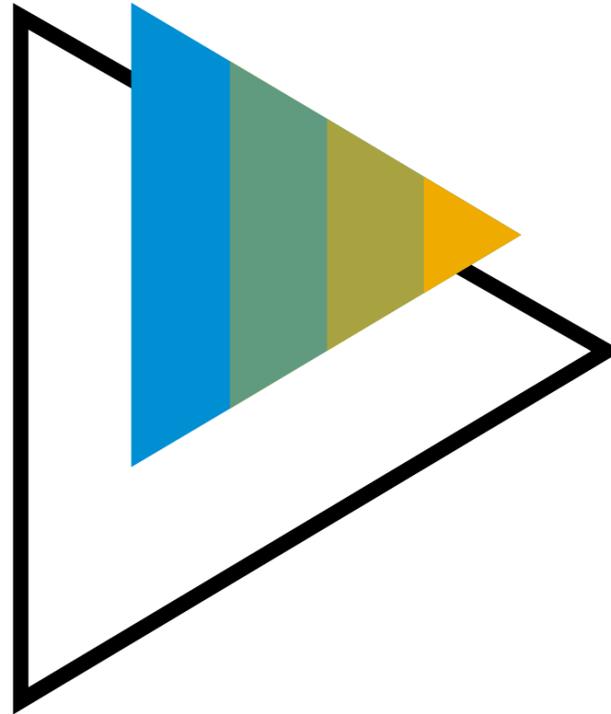
6. Click OK, then click Save.

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**

Purchase Order: 4300039334	Subtotal: <b>\$48,589.80 USD</b>	<a href="#">View/Edit Addresses</a>
Invoice #: *	Total Tax: \$0.00 USD	
Invoice Date: * 9 Nov 2022	Total Gross Amount: \$48,589.80 USD	
Service Description:	Total Net Amount: \$48,589.80 USD	
Supplier Tax ID:	Amount Due: <b>\$48,589.80 USD</b>	

Remit To: 4305 South Taylor Drive ▼

Sheboygan, WI  
United States

Bill To: **Nemak Mexico S.A.**

García  
NL  
Mexico

# 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



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.

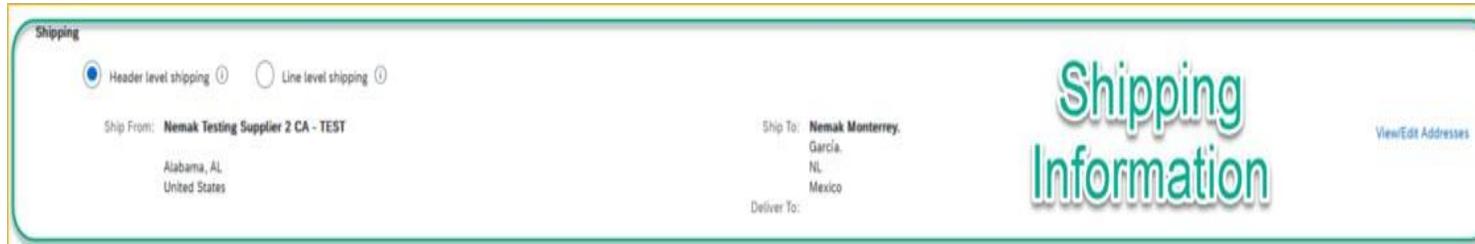
Certain countries need to enter a description to mention which kind of operation is result, for that purpose exist the field of description, is free text, there is no option to customized.

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.

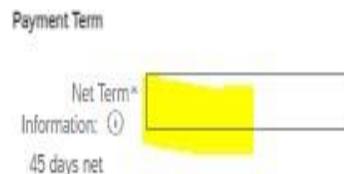


## Payment term

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



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



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.

## 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

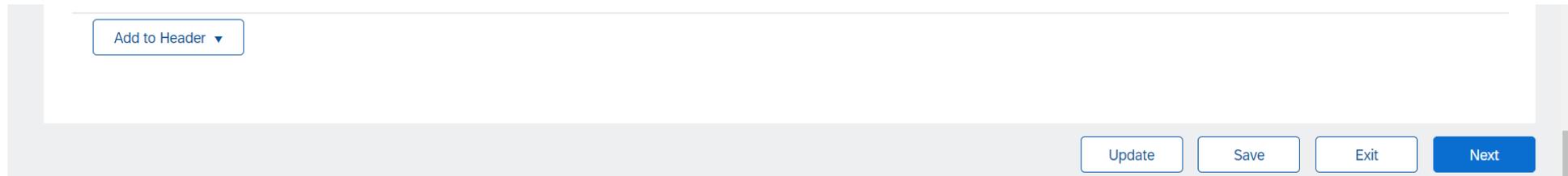
### Customer VAT

Customer VAT/Tax ID:

# 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

**Line Items**

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		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 Price Unit Quantity: 1,000  
Unit Conversion: 1 Description:

**Tax:** Category: VAT Taxable Amount: \$48,589.80 USD  
Location: Rate(%):  
Description: Tax Amount:  
Regime: 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: 300033130

Invoice #:

Invoice Date: 20 Jun 2021

Service Description:

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

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

Shelbygan, WI  
United States

Bill To: NEMAK Automotive, S.A. de C.V.  
García  
NL  
Mexico

**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  Percentage (%)

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

# How to enter an Invoice?

## Add shipping cost

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.

## Invoicing

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

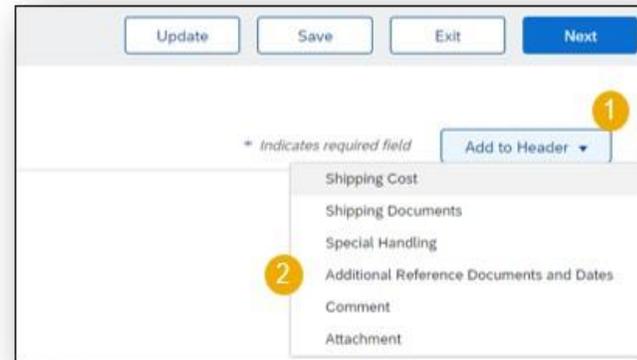
In order to add unplanned costs or additional information to an invoice, please follow these steps:

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

Location:

Description:

Regime:

Taxable Amount: \$48,589.80 USD

Rate(%):

Tax Amount:

# 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 Deta**
4. Enter **Da**

**Tax**

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:

**Summary**

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	Summary

⚠ 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	test for taxes	Material Invoicing not possible		5.000 (SER)	30 Sep 2022	\$1,000.00 USD	\$5,000.00 USD	\$0.00 USD	Summary

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

1 Shipped

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

How to solve, request to Purchasing team of Nemak 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 Nemak 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

---

  
**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

---

  
**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: Nematik 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

The screenshot shows the 'Shipping' section with radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. Below this, there are fields for 'Ship From' (Nemak Testing Supplier CA VIM - TEST, Poland, Greater Poland, Poland) and 'Ship To' (Nemak Poland Sp. z o.o., Bielsko-Biala, SLS, Poland). There are also 'Deliver To' and 'Customer' fields. The 'Additional Fields' section includes input boxes for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', and 'Payment Note'. A dropdown menu is set to 'Germany', and the 'Supplier' is listed as 'Germany, Nemak Testing Supplier CA VIM - TEST'. There are also 'Bill From' and 'Email' fields.

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

The screenshot shows the 'Supplier VAT' and 'Customer VAT' sections. 'Supplier VAT/Tax ID' is DEU12345 and 'Customer VAT/Tax ID' is PL9372362922. There are input fields for 'Supplier Commercial Identifier' and 'Supplier Commercial Credentials'. A yellow warning box states 'Document attachments are not allowed for this country.' Below this is an 'Add to Header' button. The 'Line Items' section shows '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Under 'Insert Line Item Options', there are checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. A table lists the line items:

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

Below the table are 'Receipt Details' (Receipt #: 5009491034, Receipt Line #: 1) and 'Pricing Details' (Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, 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 ↳ Line Items, ↳ Included, ↳ Previously 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	00000000000032327	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

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.**

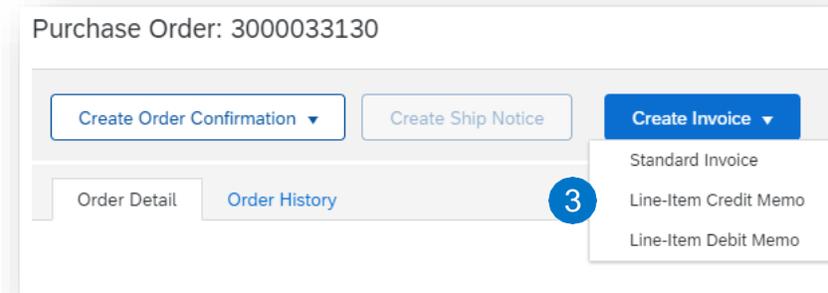
# Create a line-item Credit/Debit Memo



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



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 Price Unit Quantity: 1  
Unit Conversion: 1 Description:

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

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. 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



1

## Debit Memo Type

You are creating a Debit Memo with Price Adjustment

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

Email:

**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	000000000000011248	-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) Deliver To: [View/Edit Addresses](#)

**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**.

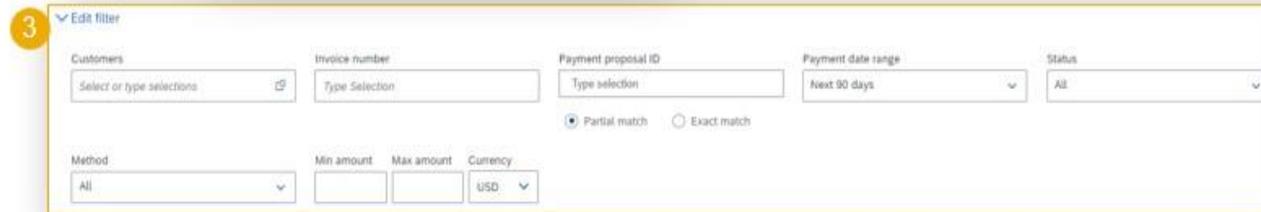


Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status
Z.20210616.7700200212	Nemak - TEST	Jun 16, 2021	*****4437	Other	7700200212	\$11.60 MXN	\$0.00 MXN	\$0.00 MXN	\$11.60 MXN	Paid	Sent
Z.20210604.7700200202	Nemak - TEST	Jun 4, 2021	*****9660	Other	7700200202	\$264.70 USD	\$0.00 USD	\$0.00 USD	\$264.70 USD	Paid	Sent
Z.20210604.7700200201	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 E0001	51032053062021000NEMKNMQ	Nemak - TEST	Other	Sep 16, 2021	Jun 4, 2021	78	\$24,344.88 MXN	Paid	Not Eligible
TEST FACTURA	51032053362021000NEMKNMQ	Nemak - TEST	Other	Sep 8, 2021		71	\$500.00 USD	Scheduled	Not Eligible
TEST DNOTE	5100000602021000NEMKNMQ	Nemak - TEST	Other	Aug 24, 2021		55	\$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

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

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

Details | Payment timeline and history | History Download

Payment details Total 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 Other	Paying company code 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

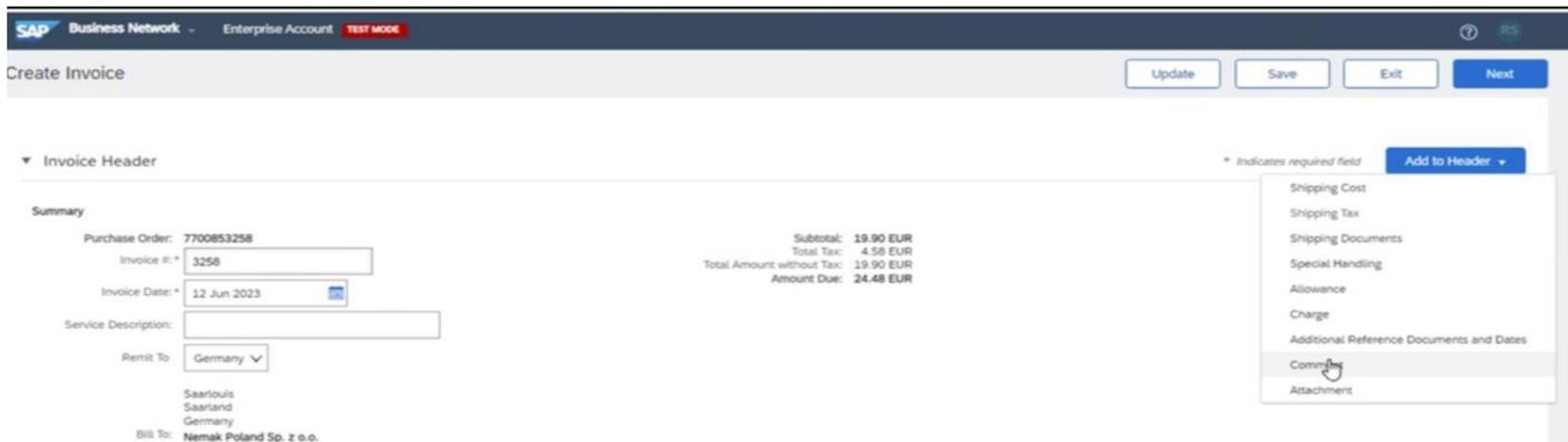
Need conversion as well into EUR currency in case vendor is from other country that don't use this currency. Suppliers need to provide exchange rate for this conversion. Ariba propose one. Suppliers need to check if is the one valid.

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 header area contains 'Create Invoice' and buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this is the 'Invoice Header' section, which includes a 'Summary' area with fields for 'Purchase Order: 7700853258', 'Invoice #: 3258', and 'Invoice Date: 12 Jun 2023'. A 'Service Description' field is also present. To the right, a summary of financials is shown: 'Subtotal: 19.90 EUR', 'Total Tax: 4.58 EUR', 'Total Amount without Tax: 19.90 EUR', and 'Amount Due: 24.48 EUR'. A dropdown menu is open under the 'Add to Header' button, listing options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Comment' option is highlighted by the mouse cursor.

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



Comment

Comments:

Default Invoice Comment Text: I

Remove



Comment

Comments:

Default Invoice Comment Text: IBAN2 I

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

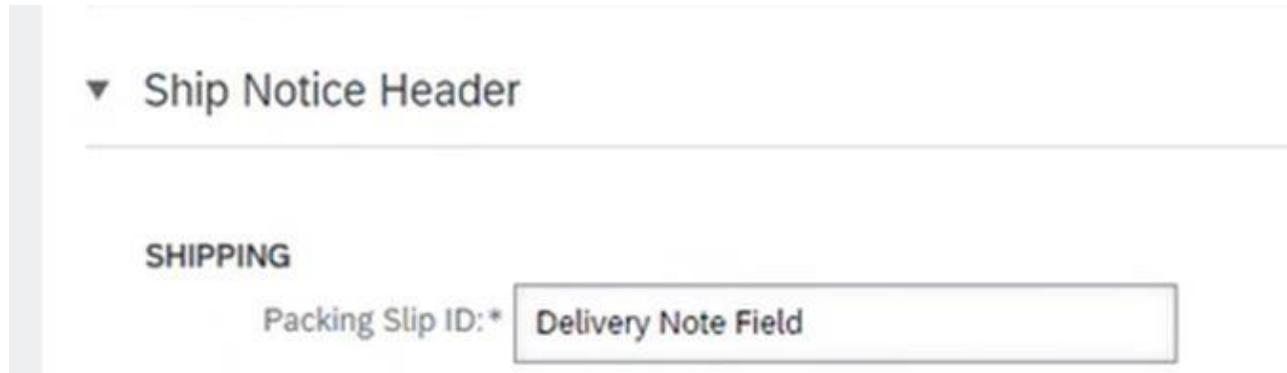
Customer: Nemak Czech Republic s.r.o.  
Posta Most 1  
Czech Republic

Bill From: Valeo výměníky tepla s.r.o. TEST - TEST  
Žebrák  
Prague  
Czech Republic

Email:

Tax paid through a Tax Representative

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

- 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.

---

Shipping Documents

Packing Slip ID:	<input type="text" value="SPAINDELNOTE1234"/>	Delivery Note ID:	<input type="text" value="SPAINDELNOTE1234"/>
Packing Slip Date:	<input type="text" value=""/>	Delivery Note Date:	<input type="text" value=""/>

# 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>



***Nemak***

*Innovative Lightweighting*