

INVOICING

HOW TO ENTER AN INVOICE IN ARIBA

July 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

Initial Information

Invoicing Allowed Actions (Video)



The screenshot shows the SAP Business Network Seller Dashboard for 'Nemak - TEST' in 'TEST MODE'. The dashboard includes a navigation menu with options like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is set to 'Orders and Releases' with filters for 'Nemak - TEST' and 'Exact match', and a search for 'Order number'. The main dashboard features six key metrics for the last 31 days: Orders to invoice (0), Service sheets (0), Invoices (0), Items to confirm (0), Orders with service line (89), and a 'More' button with a notification badge (2). Below these are 'My widgets' including 'Invoice aging' showing \$147 USD, 'Purchase orders' showing \$239K USD, and an 'Activity feed' with entries for 'Order received' and 'Order changed'.

| Metric | Value | Period |
|--------------------------|-------|-----------------|
| Orders to invoice | 0 | Últimos 31 días |
| Service sheets | 0 | Last 31 days |
| Invoices | 0 | Últimos 31 días |
| Items to confirm | 0 | Last 31 days |
| Orders with service line | 89 | Last 31 days |
| More | 2 | |

| Widget | Value |
|-----------------|------------|
| Invoice aging | \$147 USD |
| Purchase orders | \$239K USD |

| Activity | Date/Time | Details |
|----------------|-------------------------|--|
| Order received | Jan 11, 2022 01:45 PM | Nemak - TEST 4501430345 \$105,582.25 MXN |
| Order changed | | |

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: 4300039334</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: Nemak Mexico S.A.</p> <p>García NL Mexico</p> | <p>Subtotal: \$48,589.80 USD</p> <p>Total Tax: \$0.00 USD</p> <p>Total Gross Amount: \$48,589.80 USD</p> <p>Total Net Amount: \$48,589.80 USD</p> <p>Amount Due: \$48,589.80 USD</p> |
|---|--|

[View/Edit Addresses](#)

Summary

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”



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.

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

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
 Email:

Additional Fields

[View/Edit Addresses](#)
[View/Edit Addresses](#)

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

Customer VAT

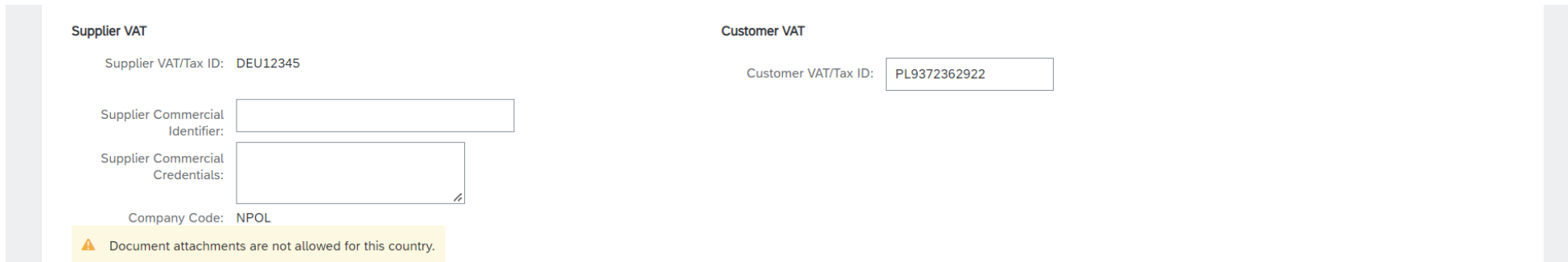
Customer VAT/Tax ID:

Company Code:

Supplier VAT / Customer VAT

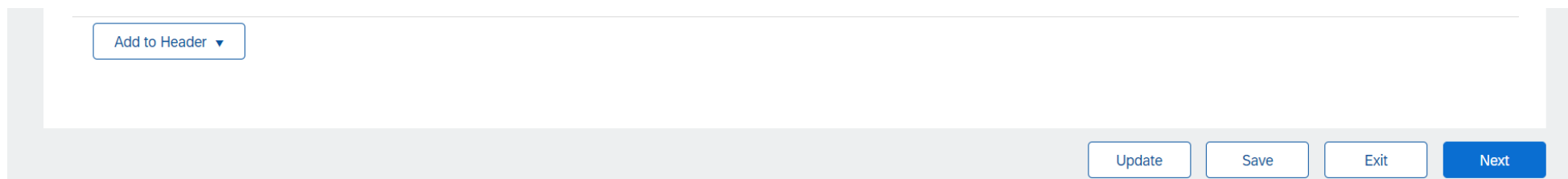
Information about supplier VAT and Customer VAT are very important. They represent if invoice is legal or not. They must be on invoice.

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



The screenshot shows two columns of input fields. The left column is titled "Supplier VAT" and contains: "Supplier VAT/Tax ID: DEU12345", "Supplier Commercial Identifier:" with an empty text box, "Supplier Commercial Credentials:" with an empty text box, and "Company Code: NPOL". Below these is a yellow warning box with a triangle icon and the text "Document attachments are not allowed for this country." The right column is titled "Customer VAT" and contains: "Customer VAT/Tax ID:" with a text box containing "PL9372362922".

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.



The screenshot shows a horizontal bar at the bottom of the page. On the left side, there is a button labeled "Add to Header" with a downward arrow. On the right side, there are four buttons: "Update", "Save", "Exit", and "Next". The "Next" button is highlighted in blue, while the others are white with blue borders.

Invoicing

Create Invoice Sections

Line Items
Line Items | Included | Previously Fully Invoiced

Insert Line Item Options

Tax Category: VAT
 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 | + | MATERIAL | | MP Perfil 6063 Contaminado | F45L | 20,0 | KGM | \$2,429.40 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:

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

Line Items

[Remove](#)

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

1 Invoice #:

2 Invoice Date: 29 Jun 2021

Service Description:

3 Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan, WI
United States

Bill To: NEMAK Automotivo, 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

4 Header level tax Line level tax

Category: Sales Tax

Location:

Description:

Region:

Taxable Amount: 0.00 PLN

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

Payment Term

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

Add Discount/Penalty Term

Shipping

6 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

Deliver To:

Payment Term

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

Additional Fields

7 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

Email:

⚠ Attachments are not allowed for European countries.

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*
Add to Header ▼

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

- 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](#)

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"/> | 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"/> | |

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)

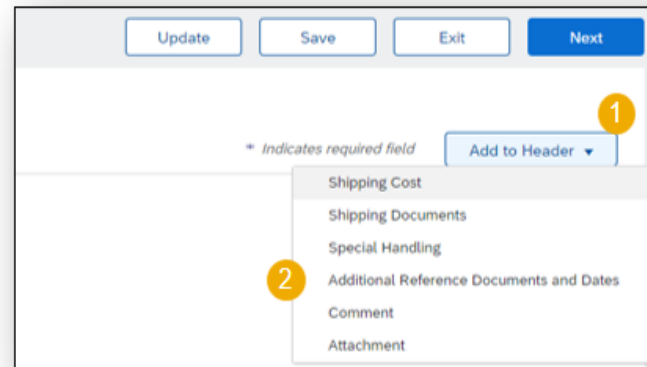
In order to add unplanned costs or additional information to an invoice, please follow these steps:

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



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 style="width: 90%;" type="text"/> | Delivery Note ID: <input style="width: 90%;" type="text"/> | Remove |
| Packing Slip Date: <input style="width: 90%;" type="text"/> | Delivery Note Date: <input style="width: 90%;" 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 style="width: 90%;" type="text"/> | Proof of Delivery Date: <input style="width: 90%;" type="text"/> | Remove |
| Receiving Advice ID: <input style="width: 90%;" type="text"/> | Actual Delivery Date: <input style="width: 90%;" type="text"/> | |
| Receiving Advice Date: <input style="width: 90%;" type="text"/> | Goods Positioning Date: <input style="width: 90%;" type="text"/> | |
| Transport Document ID: <input style="width: 90%;" type="text"/> | Goods Positioning Start Date: <input style="width: 90%;" type="text"/> | |
| Proof of Delivery ID: <input style="width: 90%;" type="text"/> | Goods Positioning End Date: <input style="width: 90%;" 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

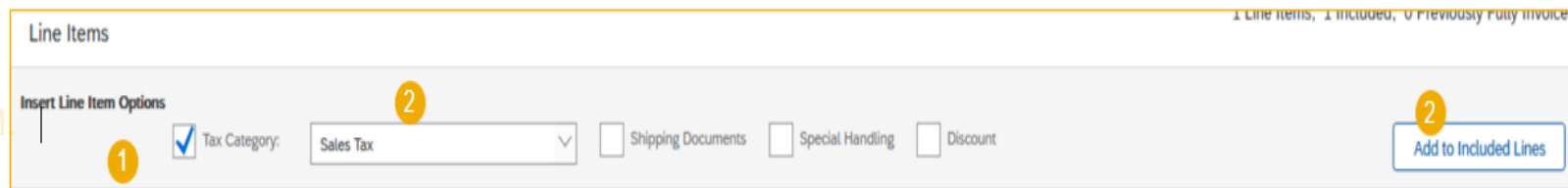
| | |
|---|------------------------|
| Amount: <input style="width: 95%;" type="text"/> | Remove |
| Description: <input style="width: 95%; height: 30px;" type="text"/> | |

Invoicing

Create an Invoice – Adding taxes

On the Line Items section:

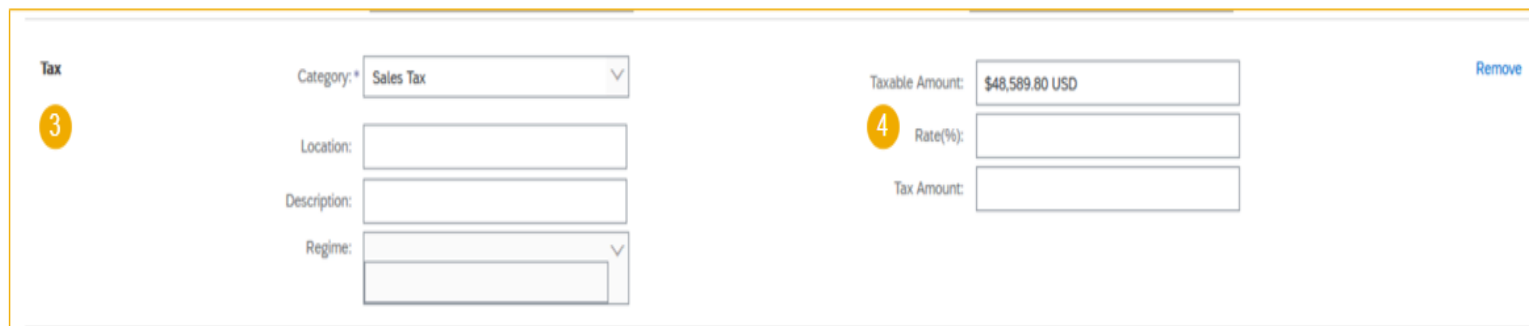
1. Click on the **Tax Category** checkbox
2. Select **Sales Tax** and click **Add to Included Lines**
3. The Tax section will appear
4. Enter **Tax Rate (%)** and the amount to be billed will appear based on the percentage entered.



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:

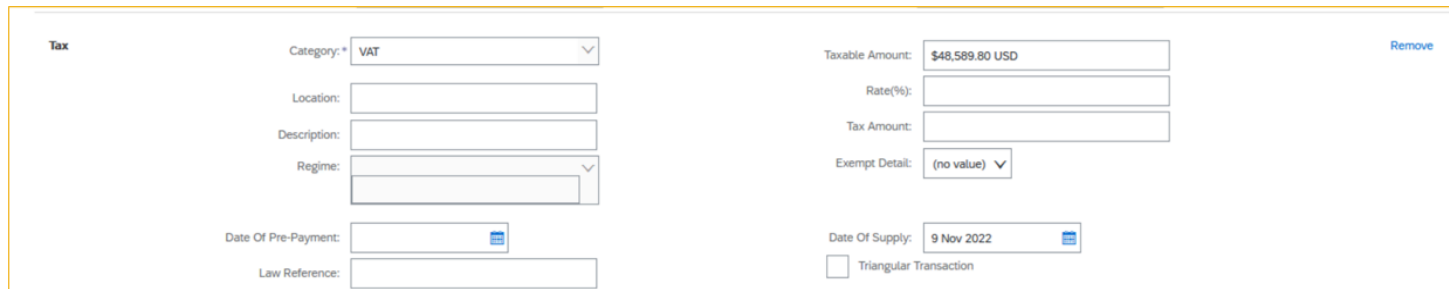
Taxable Amount: \$48,589.80 USD

Rate(%):

Tax Amount:

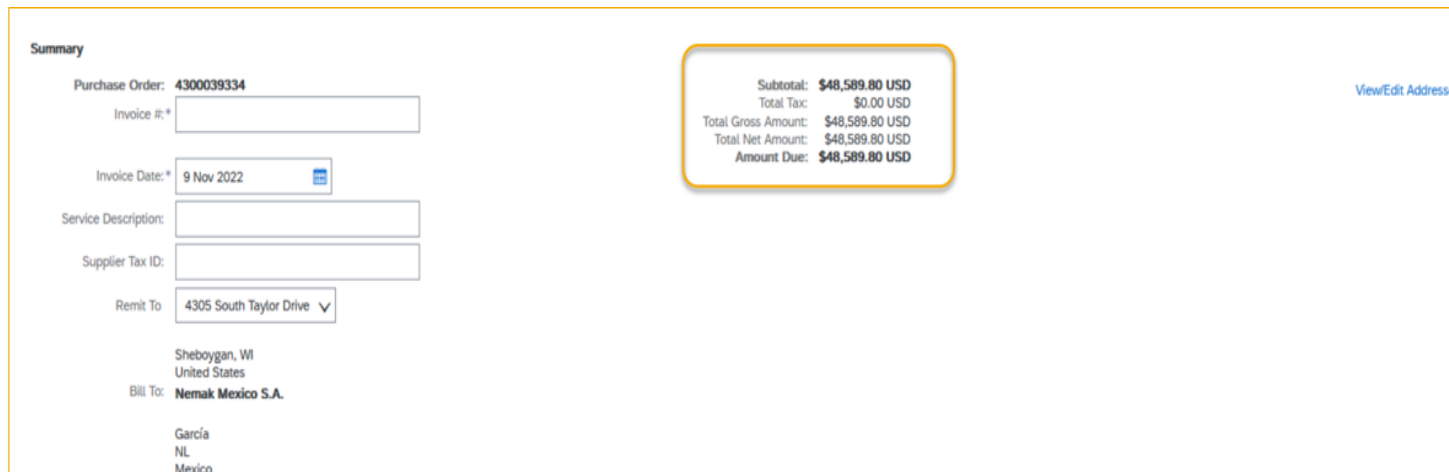
In case that the tax proposal is incorrect or should be changed to zero, follow these steps:

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)



The screenshot shows a 'Tax' configuration form. On the left, there are fields for 'Category:' (set to 'VAT'), 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. On the right, there are fields for 'Taxable Amount:' (set to '\$48,589.80 USD'), 'Rate(%):', 'Tax Amount:', 'Exempt Detail:' (set to '(no value)'), and 'Date Of Supply:' (set to '9 Nov 2022'). There is also a checkbox for 'Triangular Transaction' which is currently unchecked. A 'Remove' link is visible in the top right corner.

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



The screenshot shows a 'Summary' section. On the left, there are fields for 'Purchase Order:' (4300039334), 'Invoice #:', 'Invoice Date:' (9 Nov 2022), 'Service Description:', 'Supplier Tax ID:', 'Remit To:' (4305 South Taylor Drive), and 'Bill To:' (Nemak Mexico S.A., García, NL, Mexico). On the right, there is a summary box with the following values: Subtotal: \$48,589.80 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$48,589.80 USD, Total Net Amount: \$48,589.80 USD, and Amount Due: \$48,589.80 USD. A 'View/Edit Addresses' link is visible in the top right corner.

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 | | 5.000 (SER) | 30 Sep 2022 | \$1,000.00 USD | \$5,000.00 USD | \$0.00 USD | Summary |
| | | | Invoicing not possible | | | | | | | |

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

- 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 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.

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 |
|----------------------------|--------------|------------------|--------------|--------------------|-----------------|---------|
| 7700852642 | Nemak - TEST | \$5,000.00 USD | Sep 22, 2022 | Partially Received | | ... |
| 4501509255 | Nemak - TEST | \$128,000.00 USD | Sep 22, 2022 | New | | ... |
| 4501509253 | Nemak - TEST | \$12,800.00 USD | Sep 22, 2022 | Partially Invoiced | \$128.00 USD | ... |
| 4501509254 | Nemak - TEST | \$12,800.00 USD | Sep 22, 2022 | New | | ... |
| 7700852623 | Nemak - TEST | €57.70 EUR | Sep 15, 2022 | Partially Received | | ... |
| 7700852622 | Nemak - TEST | \$300.00 USD | Sep 15, 2022 | Confirmed | | ... |

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

Last 10 milestones ▼ | All documents ▼



| Order created | Order confirmed | Order partially shipped | Order partially received | Order partially shipped |
|------------------------|------------------------|-------------------------|--------------------------|---|
| 🕒 Sep 23, 2022 3:03 PM | 🕒 Sep 23, 2022 3:03 PM | 🕒 Sep 23, 2022 3:05 PM | 🕒 Sep 23, 2022 3:08 PM | 🕒 Sep 23, 2022 3:08 PM |
| 📄 7700852644 | 📄 CO-2644 | 📄 SN-2644-1 | 📄 5009491034 | 📄 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 | | ... |

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

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 #:

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To:

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:

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

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.**
 Bielsko-Biala
 SLS
 Poland

Deliver To:

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

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

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

Document attachments are not allowed for this country.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-------------------------------------|----------|--------|--|--------------------|------------------------------------|------|--------------|-----------------|
| <input type="checkbox"/> | <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:

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: Sales Tax
 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 | 100 | EA | \$120.00 USD | \$12,000.00 USD |

Pricing Details

Price Unit: * EA Price Unit Quantity: * 1

Unit Conversion: * 1 Description:

Tax

Category: * Sales Tax Taxable Amount: \$12,000.00 USD Remove

Location: Rate(%): 23

Description: Tax Amount: \$2,760.00 USD

Regime:

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
 Triangular Transaction

- In previous screen, need to change:
- Category
- Rate (%)
- Exempt detail (choose option)
- Date of supply
- Description
- Law Reference

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: Intra-community Tax Amount: \$0.00 USD
 Regime: Exempt Detail: Zero Rated
 Date Of Pre-Payment: Date Of Supply: 3 Nov 2022
 Triangular Transaction

Law Reference: Intra-community

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.

| | | | | | | | | |
|--------------------------|----|--|---|--------------------|----|----|--------------|----------------|
| <input type="checkbox"/> | 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 | <input type="checkbox"/> Triangular Transaction | |

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

Attachments [Add Attachment](#)

Ninguno a...ivo selec.

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

Attachments Ninguno a...ivo selec.

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

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

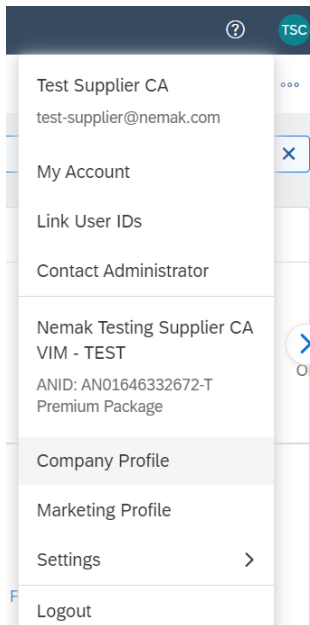
| | |
|--|-------------------------------------|
| Invoice Number: INV-2644-1 | Subtotal: \$12,000.00 USD |
| Invoice Date: Friday 23 Sep 2022 3:16 PM GMT-05:00 | Total Tax: \$2,760.00 USD |
| Original Purchase Order: 7700852644 | Total Gross Amount: \$14,760.00 USD |
| Receipt: 5009491034 | Total Net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

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

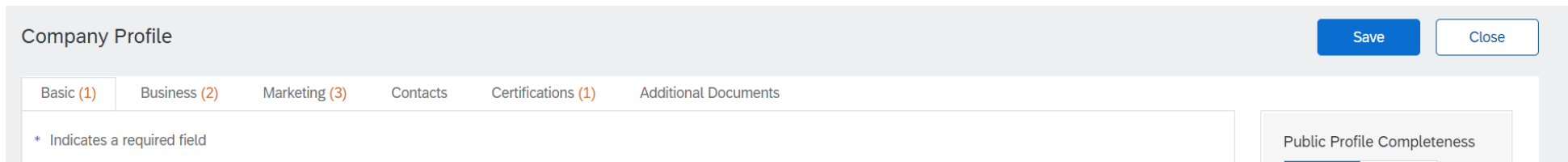
Supplier profile

Tax information

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



Then you go to “Business” tab



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](#)

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 | - |

↳ |

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

Configure Supplier Addresses Served by This Account

* 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] ▾

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

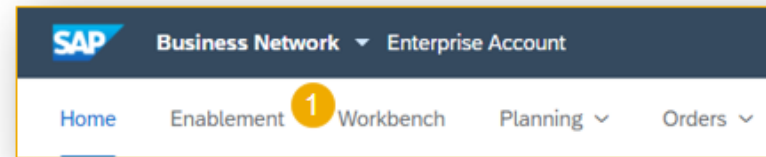
The screenshot displays the Nemak Business Network interface. On the left, a navigation menu is open, showing 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. Under 'NETWORK SETTINGS', 'Remittances' is highlighted with an orange arrow. The main content area shows 'Network Settings' for 'Test 2 Supplier'. A table lists remittance addresses with columns for Address, City, State, Country/Region, and Default. The 'Create' button for the first row is highlighted with an orange arrow.

| 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 |

There, appear information to be fulfill.

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 |

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.

Invoicing

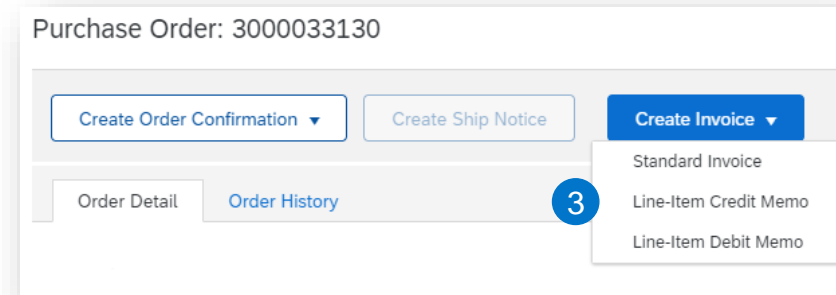
Create a line-item Credit/Debit Memo



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

Invoicing

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 *ib*

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

Exchange Rate from US*
Dollar to Brazilian Real: 4.9566

Comment

Reason for Credit Memo:

Default Credit Memo
Comment Text:

Company Code: NBRA

Attachments are not allowed for European countries.

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 Aluminio 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 *ib*

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
5. Click on the next button
6. Review information and submit.

Invoicing

Create a line-item Debit Memo



Debit Memo Type

1 You are creating a Debit Memo with Price Adjustment

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

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

Tax Exchange Rate

Exchange Rate from US*
Dollar to Brazilian Real: 4.9566

3

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
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:

4

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

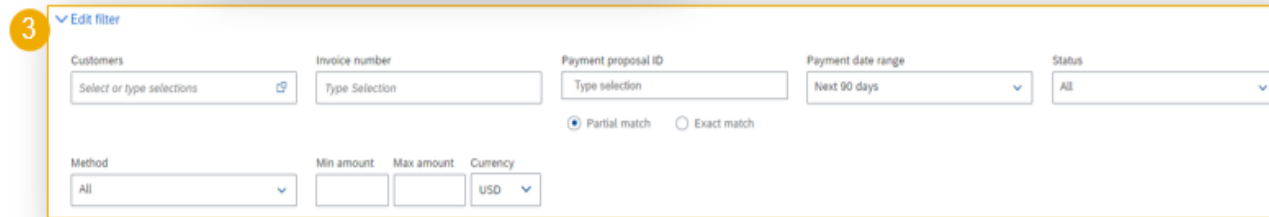
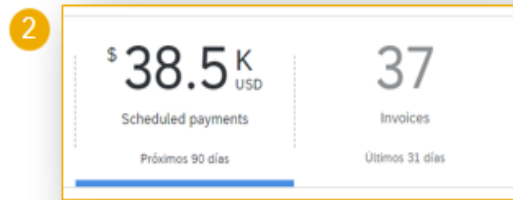
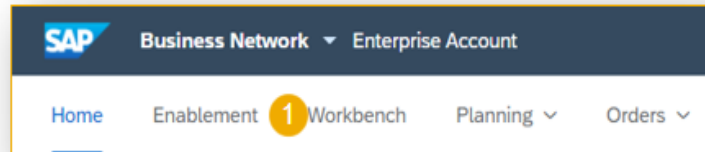
1. Debit memo with price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary)
4. Review debit memo fields at line level

Click on the next button, review information and submit.

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 | 51032053362021001NEMKNMQ | Nemak - TEST | Other | Sep 16, 2021 | Jun 4, 2021 | 78 | \$24,344.86 MXN | Paid | Not Eligible |
| TEST FACTURA | 51032053362021001NEMKNMQ | Nemak - TEST | Other | Sep 9, 2021 | | 71 | \$500.00 USD | Scheduled | Not Eligible |
| TEST DNOTE | 51000000602021001NEMKNMQ | Nemak - TEST | Other | Aug 24, 2021 | | 95 | \$1,632.00 USD | Scheduled | Not Eligible |

5

Schedule Payments

Review Payment

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

① Your customer sent a remittance document related to this scheduled payment to you.

| | | | | |
|--|--|--|----------------------|-------------------------|
| 1 Expected settlement date | 2 Total invoice amount | 3 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 [^] V4 |
|-----------------|--|--|----------------------|------------------------|
| | | | Tax category | Tax location |
| | | | V4 | |
| | | | Tax amount | Tax adjustment |
| | | | \$3,357.91 MXN | N/A |

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

Additional information

| | |
|----------------|---------------------|
| Payment method | Paying company code |
| Other | NEMK |

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>

No VAT taxable



Nemak

Innovative Lightweighting