

INVOICING

HOW TO ENTER AN INVOICE IN ARIBA

August 2023





Pause Think Act

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



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

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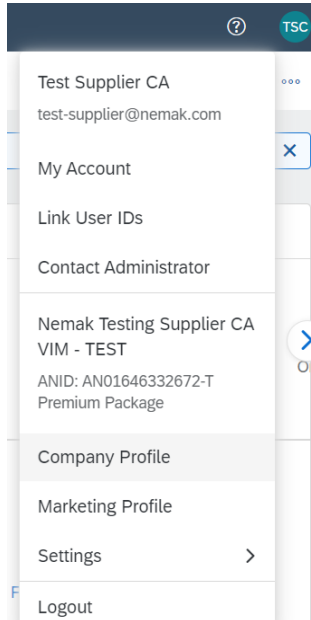
Supplier Profile Configuration



Supplier profile

Tax information

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



Then you go to “Business” tab

Supplier Profile Configuration



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

The screenshot shows the 'Tax Information' section of a form. It contains the following fields and labels:

- Tax Classification: (no value) [dropdown arrow]
- Taxation Type: (no value) [dropdown arrow]
- Tax ID: 9372725827 [text input] ⓘ Do not enter dashes
- State Tax ID: [text input] Do not enter dashes
- Regional Tax ID: [text input] 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.

The screenshot shows the 'Create Invoice' form. At the top right are buttons: Update, Save, Exit, and Next. The 'Invoice Header' section is expanded, showing a 'Summary' table.

Summary	
Purchase Order:	7700852644
Invoice #: *	INV-2642-2
Invoice Date: *	23 Sep 2022 [calendar icon]
Service Description:	[text input]
Supplier Tax ID:	9372725827
Remit To:	Poland [dropdown arrow]

On the right side of the Summary table, there is a 'View/Edit Addresses' link.

Below the Summary table, there is a table with financial data:

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

At the top right of the form, there are buttons: Update, Save, Exit, and Next. At the bottom right of the form, there is a button: Add to Header [dropdown arrow].

Supplier Profile Configuration



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

Address

Address 1:*

Günther GmbH

Address 2:

Postal Code:*

90563

City:*

Poland

State:

Greater Poland [PL-30]

Country/Region:*

Poland [POL]

Additional Company Addresses

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

↶

Edit

Delete

|

Create

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

Configure Supplier Addresses Served by This Account

Save

* Indicates a required field

Address Name

Address Name:*

Germany ⓘ

Address ID:

VAT ID:

DEU12345

Tax ID:

Address

Address 1:*

Germany GmbH

Address 2:

Postal Code:*

90563

City:*

Germany

State:

Select

Country/Region:*

Germany [DEU]

Save

Supplier Profile Configuration



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

Business Network ▾ Enterprise Account TEST MODE

← Back to classic view

?

TS

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

widgets All customers ▾ Customize

chase orders Last 3 months ▾ Invoice aging

Company profile

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

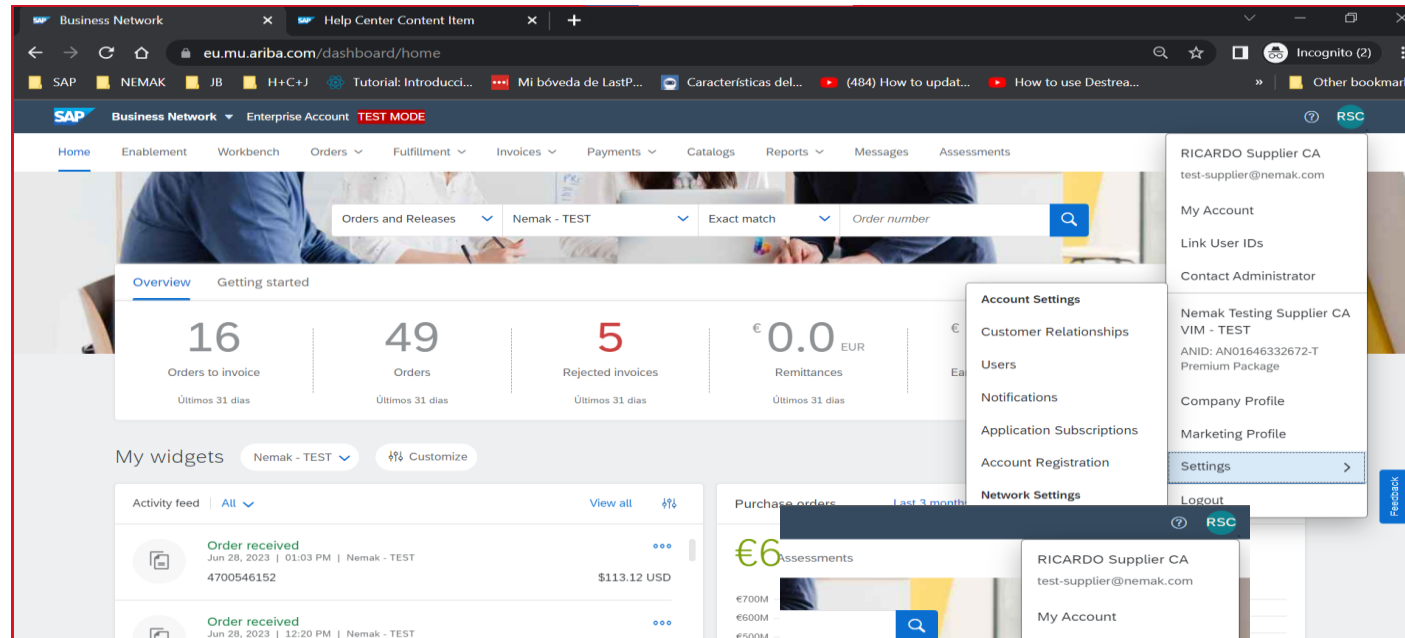
Notifications

There, appear information to be fulfill.

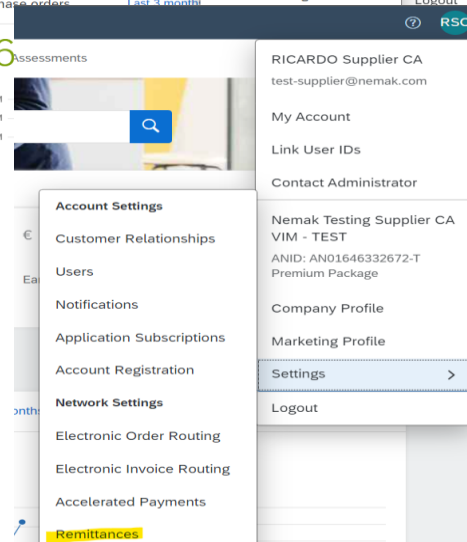
Remittance ID / Bank Configuration



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:

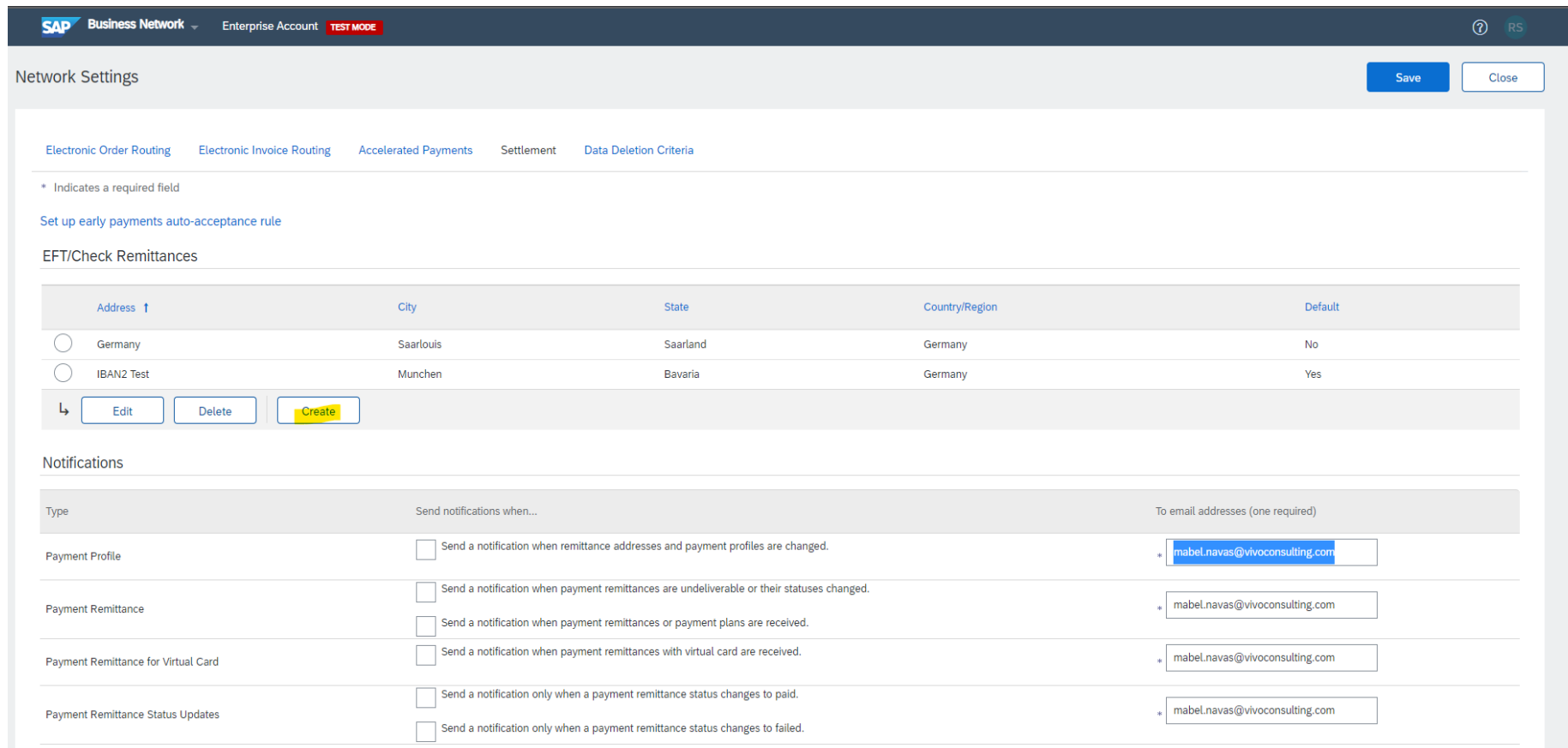
***Important: In field “Remittance ID” should keep empty “VendorID”.

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.



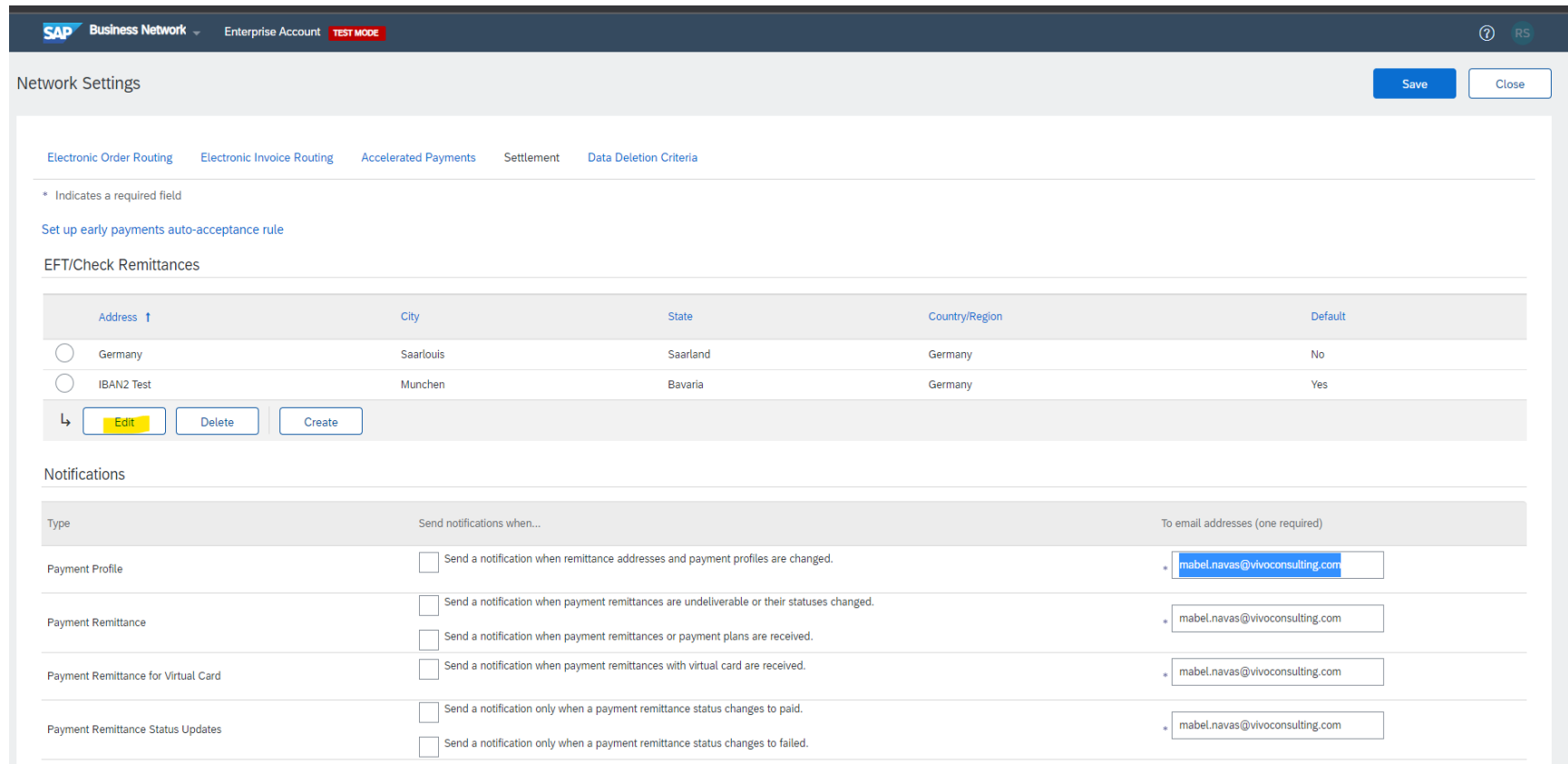
The screenshot shows the SAP Business Network 'Network Settings' page. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The page title is 'Network Settings', with 'Save' and 'Close' buttons. Below the title, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field'. A link 'Set up early payments auto-acceptance rule' is present. The 'EFT/Check Remittances' section contains a table with columns: Address, City, State, Country/Region, and Default. Two entries are listed: 'Germany' (Saarlouis, Saarland, Germany, No) and 'IBAN2 Test' (Munchen, Bavaria, Germany, Yes). Below the table are 'Edit', 'Delete', and 'Create' buttons. The 'Notifications' section has a table with columns: Type, Send notifications when..., and To email addresses (one required). It lists four notification types: 'Payment Profile', 'Payment Remittance', 'Payment Remittance for Virtual Card', and 'Payment Remittance Status Updates', each with a checkbox for sending notifications and an email address field.

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.	* <input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed. <input type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* <input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* <input type="text" value="mabel.navas@vivoconsulting.com"/>
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification only when a payment remittance status changes to paid. <input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	* <input type="text" value="mabel.navas@vivoconsulting.com"/>

Remittance ID / Bank Configuration

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



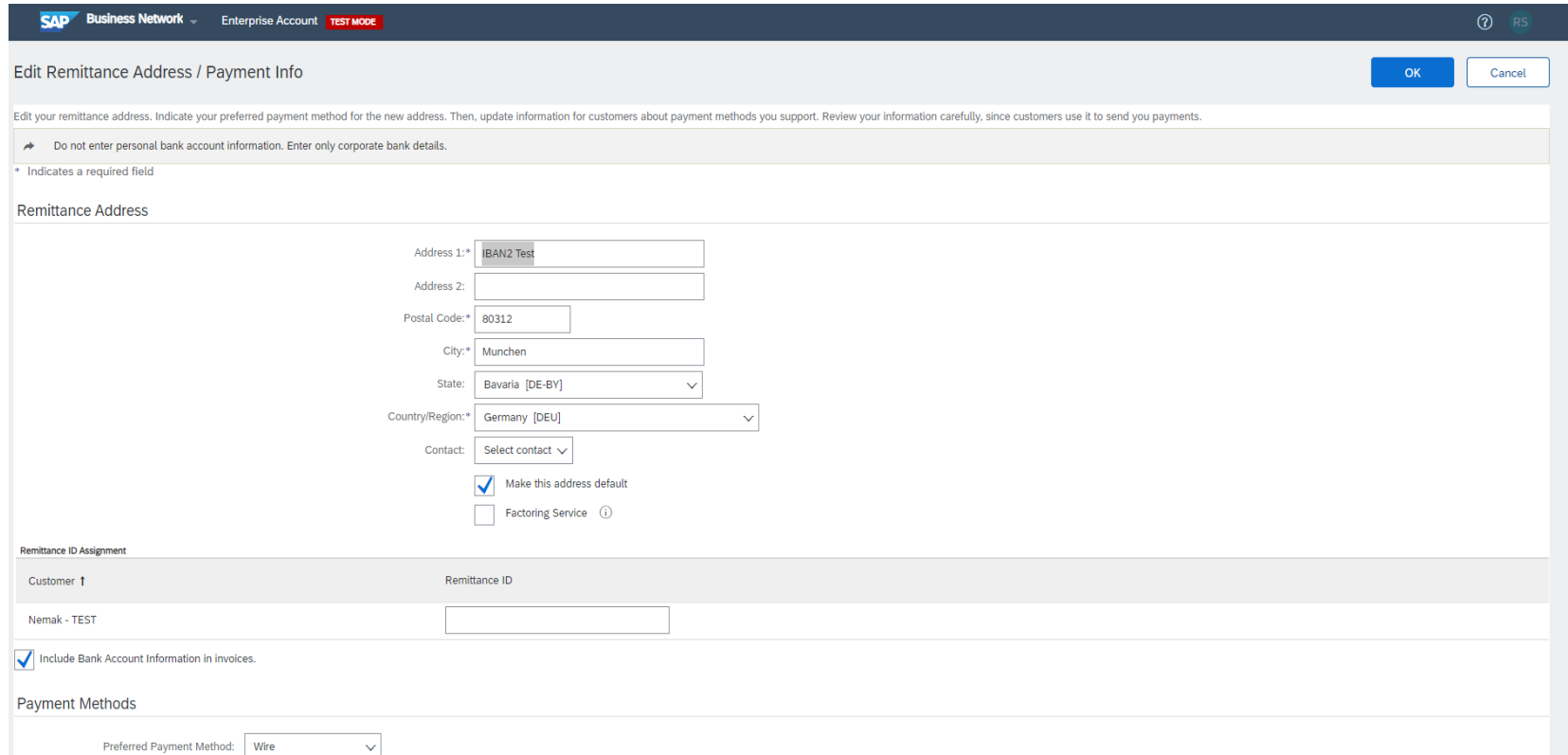
The screenshot shows the SAP Business Network interface for Remittance ID / Bank Configuration. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main header is 'Network Settings' with 'Save' and 'Close' buttons. Below the header, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note indicates that an asterisk (*) denotes a required field. A link 'Set up early payments auto-acceptance rule' is present. The 'EFT/Check Remittances' section contains a table with columns: Address (with a bubble icon), 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: 'Payment Profile', 'Payment Remittance', 'Payment Remittance for Virtual Card', and 'Payment Remittance Status Updates'. Each has a checkbox for 'Send a notification when...' and an email address field containing 'mabel.navas@vivoconsulting.com'.

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

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	mabel.navas@vivoconsulting.com
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed. <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. <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.

Remittance Address

Address 1:* IBAN2 Test
Address 2:
Postal Code:* 80312
City:* Munchen
State: Bavaria [DE-BY]
Country/Region:* Germany [DEU]
Contact: Select contact
☒ Make this address default
☐ Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Nemak - TEST	

☒ Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method: Wire

6. Click OK, then click Save.

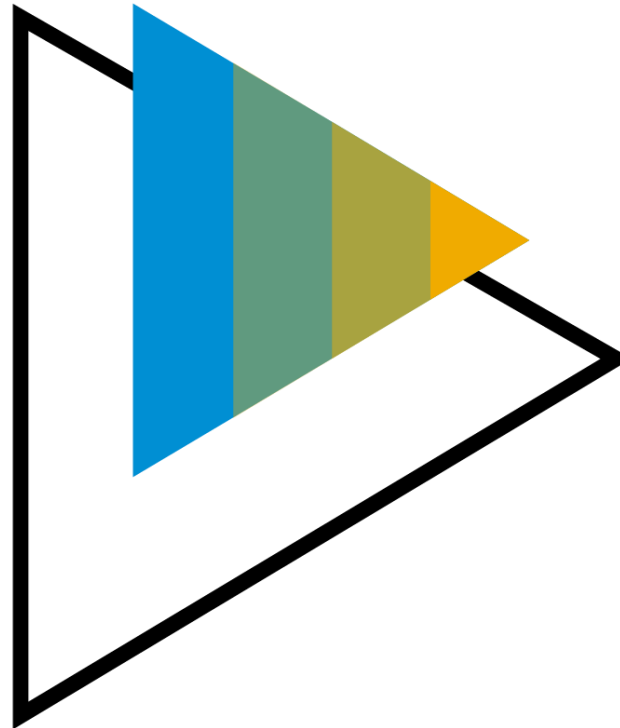
7. Prior to submit invoice when supplier need to update bank details as per above process.

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

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

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

A screenshot of a software interface for selecting tax options. It features a horizontal bar with a light gray background and a thin purple border. On the left, the word 'Tax' is followed by a small circular icon with an 'i'. Below this, there are two radio button options: 'Header level tax' with an 'i' icon, and 'Line level tax' with an 'i' icon. The 'Line level tax' option is selected, indicated by a blue dot in its radio button. On the right side of the bar, the word 'Taxes' is displayed in a large, purple, stylized font.

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

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

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

How to enter an Invoice?

Shipping

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



Shipping

☒ Header level shipping ☐ Line level shipping

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

Ship To: **Nemak Monterrey,**
Garcia,
NL
Mexico
Deliver To:

Shipping Information

[View/Edit Addresses](#)

Payment term

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



Payment Term

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

Payment Terms

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



Payment Term

Net Term*

Information: ⓘ

45 days net

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

How to enter an Invoice?



Additional fields

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

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Nemak Testing Supplier 2 CA - TEST

Alabama, AL

United States

Bill From:

Nemak Testing Supplier 2 CA - TEST

Alabama, AL

United States

Customer VAT

Customer VAT/Tax ID:

NEM-790312D81

Company Code:

Customer:

Nemak Mexico S.A.

García

NL

Mexico

Email:

Additional Fields

View/Edit Addresses

View/Edit Addresses

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: PL9372362922

⚠ Document attachments are not allowed for this country.

How to enter an Invoice?



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

At the bottom of the document, there is a bar with several buttons. On the left, there is a button labeled "Add to Header" with a dropdown arrow. On the right, there are four buttons: "Update", "Save", "Exit", and "Next".

Invoicing

Create Invoice Sections

The 'Line Items' section is a form for adding and managing invoice items. It includes a table for line items and a detailed form for each item.

Line Items Table:

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

Insert Line Item Options:

- ☒ Tax Category: VAT
- ☐ Shipping Documents
- ☐ Special Handling
- ☐ Discount

Receipt Details: Receipt #: 5008947963, Receipt Line #: 1

Pricing Details:

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

Tax:

- Category: VAT
- Location:
- Description:
- Regime:
- Taxable Amount: \$48,589.80 USD
- Rate(%):
- Tax Amount:
- Exempt Detail: (no value)

Other Fields:

- Date Of Pre-Payment:
- Law Reference:
- Date Of Supply: 9 Nov 2022
- ☐ Triangular Transaction

Line Items (text overlay)

How to enter an Invoice?



Invoicing

Create an Invoice – Header Level

Fill out the requested information on the Create Invoice form.

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

Invoice Header

Summary

Purchase Order: 3000033130

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 Automotive, S.A. de C.V.

García
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:

Regime:

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 Aluminio 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

Email:

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

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

* Indicates required field

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:

Receiving Advice ID:

Receiving Advice Date:

Transport Document ID:

Proof of Delivery ID:

Proof of Delivery Date:

Actual Delivery Date:

Goods Positioning Date:

Goods Positioning Start Date:

Goods Positioning End Date:

Remove

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:

Description:

Remove

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)

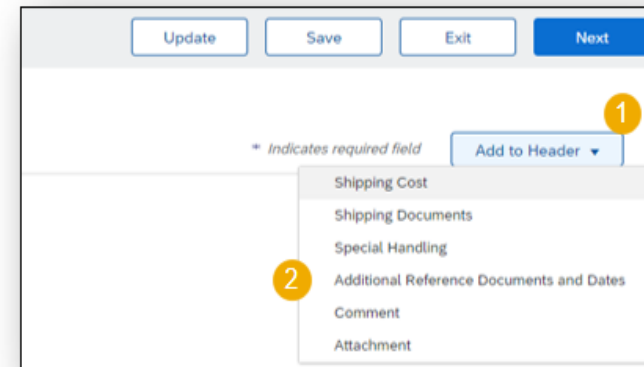
In order to add unplanned costs or additional information to an invoice, please follow these steps:

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		Remove
Packing Slip ID:	<input type="text"/>	Delivery Note ID: <input type="text"/>
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		Remove
Dispatch Advice ID:	<input type="text"/>	Proof of Delivery Date: <input type="text"/>
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		Remove
Amount:	<input type="text"/>	
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: 2 Sales Tax ☐ Shipping Documents ☐ Special Handling ☐ Discount 2 Add to Included Lines

Tax 3

Category:* Sales Tax

Location:

Description:

Regime:

Remove

Taxable Amount: \$48,589.80 USD

4 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 Detail** (Zero Rated or Exempt)
4. Enter **Date of Supply**
5. Enter the **Law Reference** (e.g. Inter-community)

The screenshot shows the 'Tax' entry 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)'), 'Date Of Supply' (set to '9 Nov 2022'), and a checkbox for 'Triangular Transaction'. A 'Remove' button is located in the top right corner.

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

The screenshot shows the '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.). 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' button is located in the top right corner.

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		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).

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.

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 Nemak 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		...

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 ▼ Download Print More

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 ▼ Download Print More

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

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:

View/Edit Addresses

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Germany

▼

Supplier: Germany

Germany

Germany

Bill From: Nemak Testing Supplier CA VIM - TEST

Poland

Greater Poland

Poland

Customer: Nemak Poland Sp. z o.o.

Bielsko-Biala

Poland

Email:

View/Edit Addresses

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

Customer VAT

Supplier VAT/Tax ID: DEU12345

Customer VAT/Tax ID: PL9372362922

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Company Code: NPOL

Document attachments are not allowed for this country.

Add to Header ▼

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

<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	100.0	EA	\$120.00 USD	\$12,000.00 USD

Receipt Details

Receipt #: 5009491034

Receipt Line #: 1

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

Invoice Date: Friday 23 Sep 2022 3:16 PM GMT-05:00

Original Purchase Order: 7700852644

Receipt: 5009491034

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

REMIT TO:

Nemak Testing Supplier CA VIM - TEST

Postal Address:

Poland

12345 Poland

Greater Poland

Poland

Remit To ID: 40011632

BILL TO:

Nemak Poland Sp. z o.o.

Postal Address:

Komorowicka-53

43-300 Bielsko-Biala

Poland

Address ID: NPOL

Phone : +48 () +48 33 8135160

SUPPLIER:

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:

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

Location:

Description:

Regime:

Taxable Amount:

\$12,000.00 USD

Rate(%):

23

Tax Amount:

\$2,760.00 USD

Remove

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 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		MATERIAL		SWITCH,TOGGLE,BNS819B02R12611210,BALLUFF	000000000000332327	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

Location: Poland

Description: Intra-community

Regime:

Taxable Amount: \$6,000.00 USD

Rate(%): 0

Tax Amount: \$0.00 USD

Exempt Detail: Zero Rated

Date Of Pre-Payment:

Law Reference: Intra-community

Date Of Supply: 3 Nov 2022

☐ 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:

Date Of Supply:3 Nov 2022

Law Reference:Intra-community

☐ Triangular Transaction

The total size of all attachments cannot exceed 10MB

Remove

Attachments

Seleccionar archivo

AL0100504629.pdf

Add Attachment

Click on Add Attachment button.

Date Of Pre-Payment:

Date Of Supply:3 Nov 2022

Law Reference:Intra-community

☐ Triangular Transaction

The total size of all attachments cannot exceed 10MB

Remove

Attachments

Seleccionar archivo

AL0100504629.pdf

Add Attachment

Now appear file and then continue process.

Date Of Pre-Payment:

Date Of Supply:3 Nov 2022

Law Reference:Intra-community

☐ Triangular Transaction

The total size of all attachments cannot exceed 10MB

Remove

Attachments

Seleccionar archivo

Ninguno a...ivo selec.

Add Attachment

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

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.

Purchase Order: 3000033130

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

4

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
<div><div>↳</div><div>Create Line-Item Credit Memo</div><div>Create Line-Item Debit Memo</div><div>Edit</div><div>Copy</div><div>Create Non-PO Invoice</div></div>											

Create a line-item Credit Memo



Credit Memo Type

1

☒ Quantity Adjustment *i* ☐ Price Adjustment *i*

2

Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 29 Jun 2021 *cal*

Original Invoice No: FAT-24324

Original Invoice Date: 16 Jun 2021

Supplier Tax ID:

Remit To: 4305 South Taylor Drive *v*

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

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	000000000000011248	-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: Nemak Testing Supplier 2 CA - TEST
Alabama, AL
United States Ship To: Nemak Alumínio Do Brasil LTDA
Betim - MG MG Brazil [View/Edit Addresses](#)

Shipping Cost Shipping Amount: \$0.00 USD Shipping Date: 11 Jun 2021 *cal*

Discounts and Charges

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

Additional Fields AccountCategory:

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

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

Click on the next button, review information and submit.

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

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



Debit Memo Type

You are creating a Debit Memo with Price Adjustment

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

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

Exchange Rate from US*
Dollar to Brazilian Real: 4.9566

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 Ship To: NEMAK Aluminio Do Brasil LTDA
Alabama, AL United States Deliver To: Betim - MG MG Brazil

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

Discounts and Charges

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

Additional Fields AccountCategory:

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

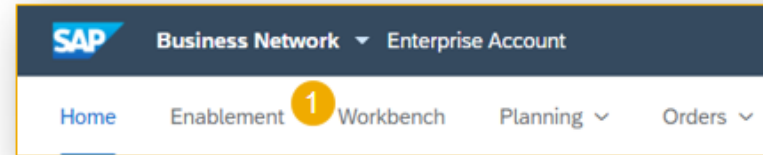
1. Debit memo with price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary)
4. Review debit memo fields at line level

Click on the next button, review information and submit.

Remittances

From the Homepage:

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



3 Edit filter

Customers	Transaction #	Date Range	Payment Date	Method
Select or type selections	Type Input	Last 31 days	Select date range	All
Reference number	Status	Routing status	Min amount	Max amount
Type selection	All	All		
Currency				USD

4

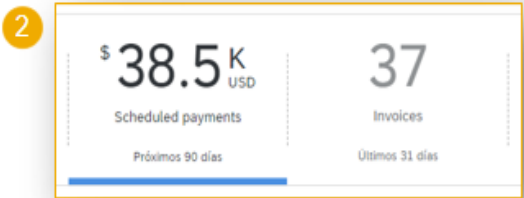
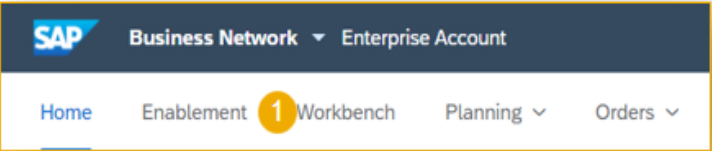
Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status
Z.20210616.7700200212	Nemak - TEST	Jun 16, 2021	*****4437	Other	7700200212	\$11.60 MXN	\$0.00 MXN	\$0.00 MXN	\$11.60 MXN	Paid	Sent
Z.20210604.7700200202	Nemak - TEST	Jun 4, 2021	*****9660	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**.



Customers: Select or type selections
Invoice number: Type Selection
Payment proposal ID: Type selection
Payment date range: Next 90 days
Status: All
Method: All
Min amount:
Max amount:
Currency: USD

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
INV E20001	5103205306202100JNEMKNMQ	Nemak - TEST	Other	Sep 16, 2021	Jun 4, 2021	78	\$24,344.86 MXN	Paid	Not Eligible
TEST FACTURA	5103205336202100JNEMKNMQ	Nemak - TEST	Other	Sep 6, 2021		71	\$600.00 USD	Scheduled	Not Eligible
TEST DNOTE	5100000060202100JNTENMQ	Nemak - TEST	Other	Aug 24, 2021		66	\$1,632.90 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.

1

Expected settlement date

Sep 16, 2021

2

Total invoice amount

\$24,344.86 MXN

3

Status

Paid

Early payment status

Not Eligible

Total settlement amount

\$24,344.86 MXN

Details

Payment timeline and history

History

Payment details

Total tax adjustment

N/A

Tax category

Tax location

Tax amount

Tax adjustment

V4

\$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

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.

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

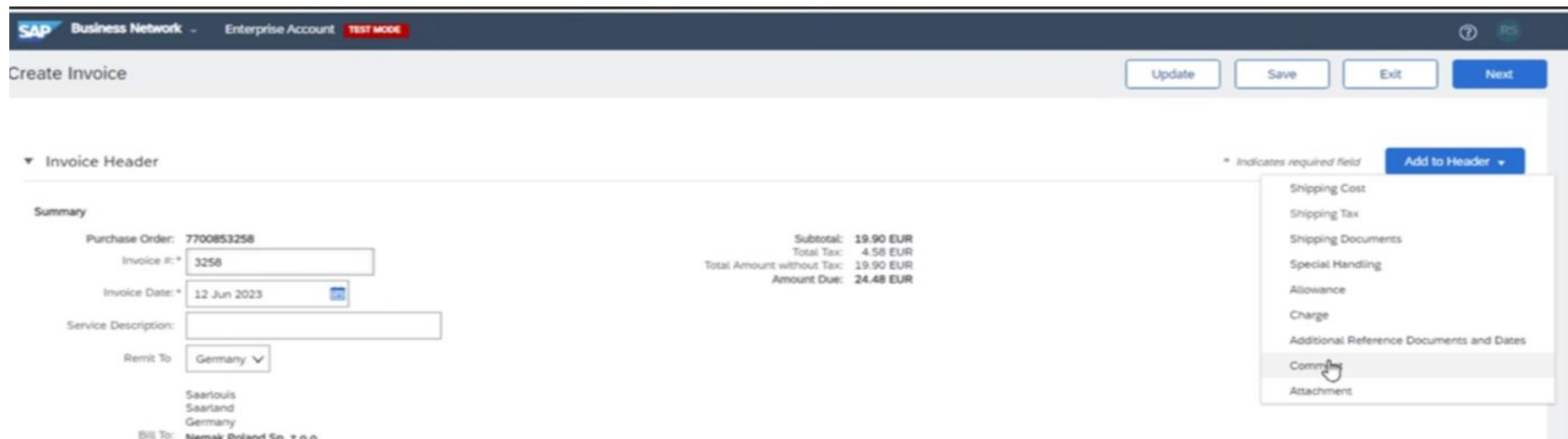
Need conversion as well into EUR currency in case vendor is from other country that don't use this currency. Suppliers need to provide exchange rate for this conversion. Ariba propose one. Suppliers need to check if is the one valid.

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 shows the SAP Business Network 'Create Invoice' interface. The top bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main section is titled 'Create Invoice' and contains a summary of invoice details. The 'Invoice Header' section is expanded, showing fields for Purchase Order (7700853258), Invoice ID (3258), Invoice Date (12 Jun 2023), Service Description, and Remit To (Germany). A dropdown menu is open next to the 'Add to Header' button, listing options: Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Allowance, Charge, Additional Reference Documents and Dates, Comment (highlighted), and Attachment. The summary section displays Subtotal (19.90 EUR), Total Tax (4.58 EUR), Total Amount without Tax (19.90 EUR), and Amount Due (24.48 EUR). The Bill To address is Nemak Poland Sp. z o.o.

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




Comment

Comments:

Default Invoice Comment Text:

Remove



Comment

Comments:

Default Invoice Comment Text:

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

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

CZECH REPUBLIC



Payment reference filed

60 dní netto

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

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

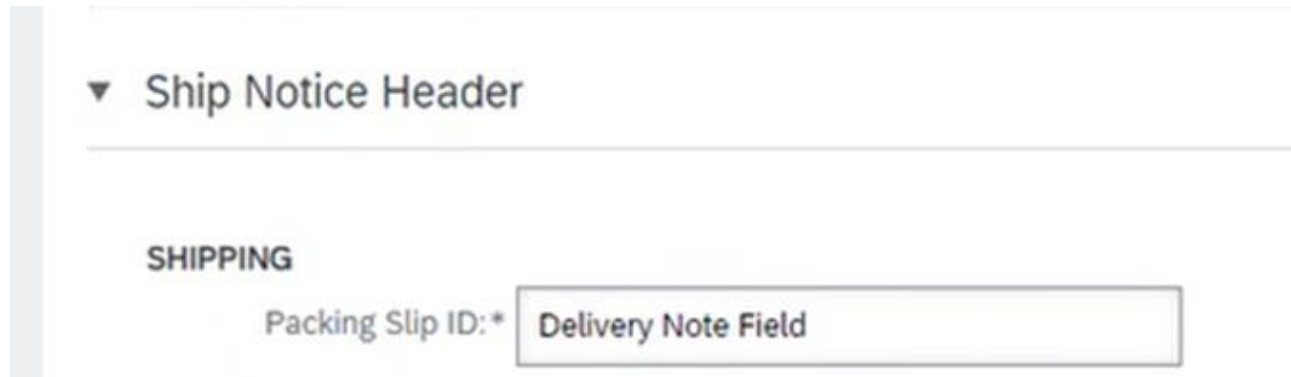
Supplier: Valeo výměníky tepla s.r.o. TEST - TEST
Žebrák
Prague
Czech Republic

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

☐ Tax paid through a Tax Representative

Customer: Nematik Czech Republic s.r.o.
Posta Most 1
Czech Republic
Email:

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



▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

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

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

* Indicates required field

Add to Header ▼

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

Shipping Documents

Packing Slip ID:	<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