



Supplier guidelines

Invoice against a Purchase Order on the SAP Ariba Network

Introduction



*The SAP Business Network is a **dynamic, digital marketplace** which allows you, as a supplier to connect with Umicore buyers and requestors. As a supplier, you will be invited by Umicore to join the SAP Business Network and start doing business on an online platform. The SAP Business Network will allow you to do business with Umicore at any time and anywhere on any device, increasing efficiency and effectiveness.*

The SAP Business Network will provide you with a new platform to submit your invoices you'll need to create a new account on SAP Ariba or login an existing account. In this manual you find more insights in:

- 1 How to invoice a Purchase Order (PO Flip)
- 2 How to invoice a Service
- 3 Create an invoice without a purchase order
- 4 Submit a credit memo
- 5 Upload invoices via CSV (*only for Enterprise accounts*)

Please note that the feature "Invoice a Blanket Purchase Order" and "Contract Invoice" will not be able for Umicore. Invoices creates via that channel will be rejected and failing.

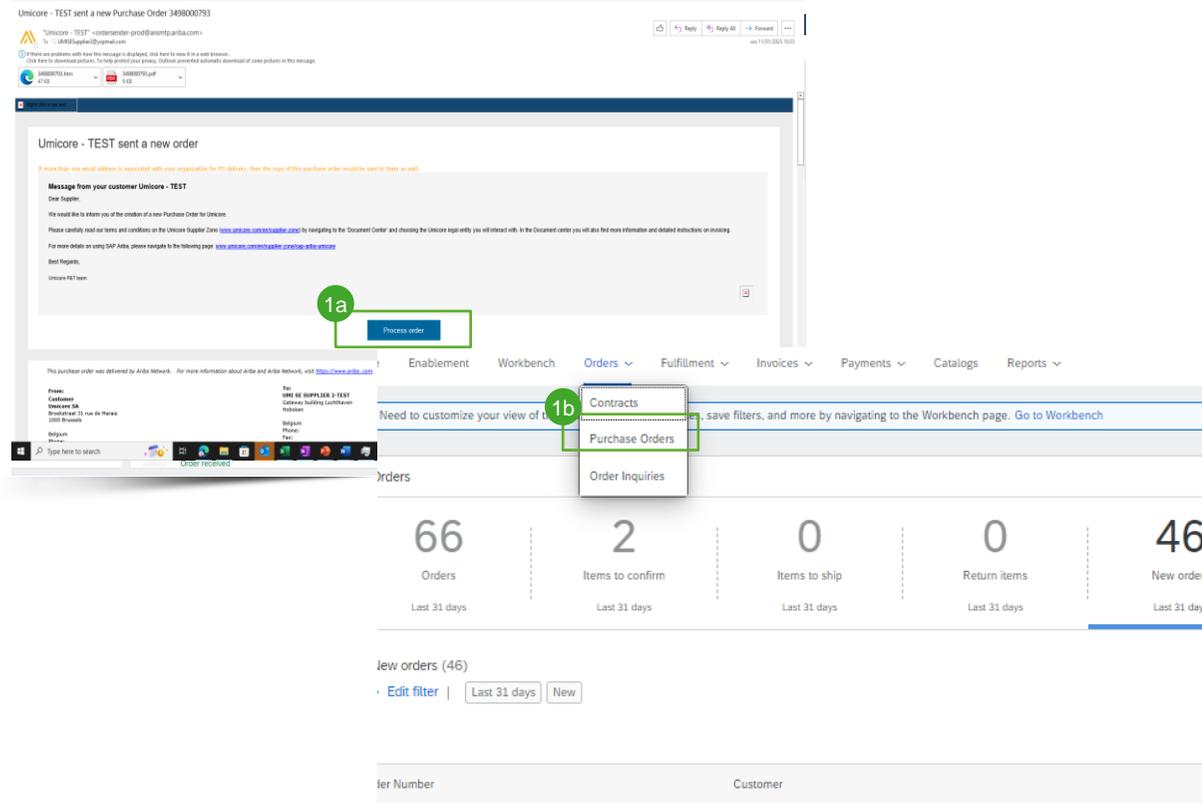
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Invoice – Purchase Order

Open PO for invoice creation



The screenshot displays the SAP Business Network interface. At the top, an email notification from Umicore - TEST is shown, with a 'Process order' button highlighted by a green box and labeled '1a'. Below the email, the 'Orders' dashboard is visible, featuring a navigation menu with 'Orders' selected. A dropdown menu is open under 'Orders', with 'Purchase Orders' highlighted by a green box and labeled '1b'. The dashboard includes a summary of orders: 66 Orders (Last 31 days), 2 Items to confirm (Last 31 days), 0 Items to ship (Last 31 days), 0 Return items (Last 31 days), and 46 New orders (Last 31 days). Below the summary, there are filters for 'New orders (46)', including 'Edit filter', 'Last 31 days', and 'New'. At the bottom, a table header shows 'Order Number' and 'Customer'.

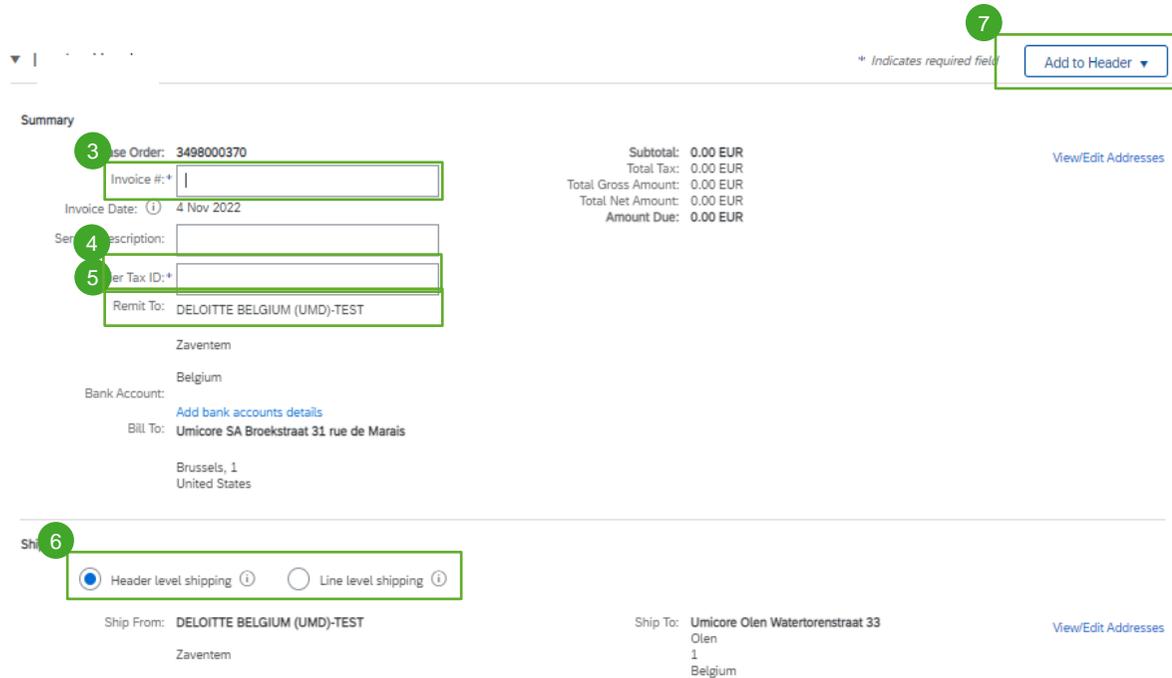
Locate and open the PO you want to invoice. You can access your PO by following one of the below steps:

- 1a Open the PO via your email notification by clicking on the Process Order button. Then log in to your SAP Business Network account.

When connecting for the first time you might be prompted to check for duplicate accounts prior to creating a new one. (see manual *“Supplier Account Creation & Account Management”*)

- 1b Or log on the Ariba Network and access your PO via the tab orders > Purchase Order

Complete header information



The screenshot shows a web form for entering invoice header information. It is divided into two main sections: 'Summary' and 'Shipping'. The 'Summary' section includes fields for 'Invoice #', 'Invoice Date', 'Remit To', and 'Bank Account'. The 'Shipping' section includes radio buttons for 'Header level shipping' and 'Line level shipping', and a 'Ship To' address field. A summary of financial totals is displayed on the right side of the form. A green box highlights the 'Add to Header' button, and a green circle with the number 7 is placed above it. Other numbered callouts (3, 4, 5, 6) point to specific input fields.

3 Invoice #: 3498000370

Invoice Date: 4 Nov 2022

4 Description:

5 Tax ID:*

Remit To: DELOITTE BELGIUM (UMD)-TEST

Zaventem
Belgium

Bank Account: [Add bank accounts details](#)

Bill To: Umicore SA Broekstraat 31 rue de Marais

Brussels, 1
United States

6 Shipping: Header level shipping Line level shipping

Ship From: DELOITTE BELGIUM (UMD)-TEST

Ship To: Umicore Olen Watertorenstraat 33
Olen
1
Belgium

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

7 Add to Header

* Indicates required field

- 3 Enter an Invoice # which is your unique number for invoice identification (max. 16 characters). The Invoice Date will auto-populate and can be adapted if needed.
- 4 Complete your Tax ID
- 5 Choose the correct Remit-to Address (if several addresses were configured during setup).
- 6 Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
- 7 Click "Add to Header" to add additional information to the invoice, including Comments, Attachments (max. 10 MB),... to the invoice

Additional information

- i Please note that payment terms are not editable for PO invoices and are always taken over from PO

Complete line items information

8

Supplier VAT

Supplier VAT/Tax ID:* 123

Supplier Commercial Identifier: []

Supplier Commercial Credentials: []

Customer VAT

Customer VAT/Tax ID:* BE0401574852

Supplier Legal Form:* TEST
! Required field

Add to Header ▾

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

Insert Line Item Options

Tax Category: 0% VAT ▾ Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	10 <input checked="" type="checkbox"/>	9 MATERIAL		Product description		1	EA ⓘ	10.00 EUR	10.00 EUR

Pricing Details

Price Unit: EA Price Unit Quantity:* 1 []

Unit Conversion:* 1 [] Description: []

Tax

Additional Fields

INTRASTAT / Commodity Code: []

Country of origin of the good: (no value) ▾

Line Item Actions ▾

- 8** Complete Supplier VAT
- 9** Review or update Quantity / Pricing for each line. Some fields might be greyed out due to your customer's transacting rules.
- 10** To exclude a line from the invoice, click the line item's green slider, OR delete the line by selecting the line item and clicking Delete. You can generate another invoice to bill for that item later.

Complete line item VAT information

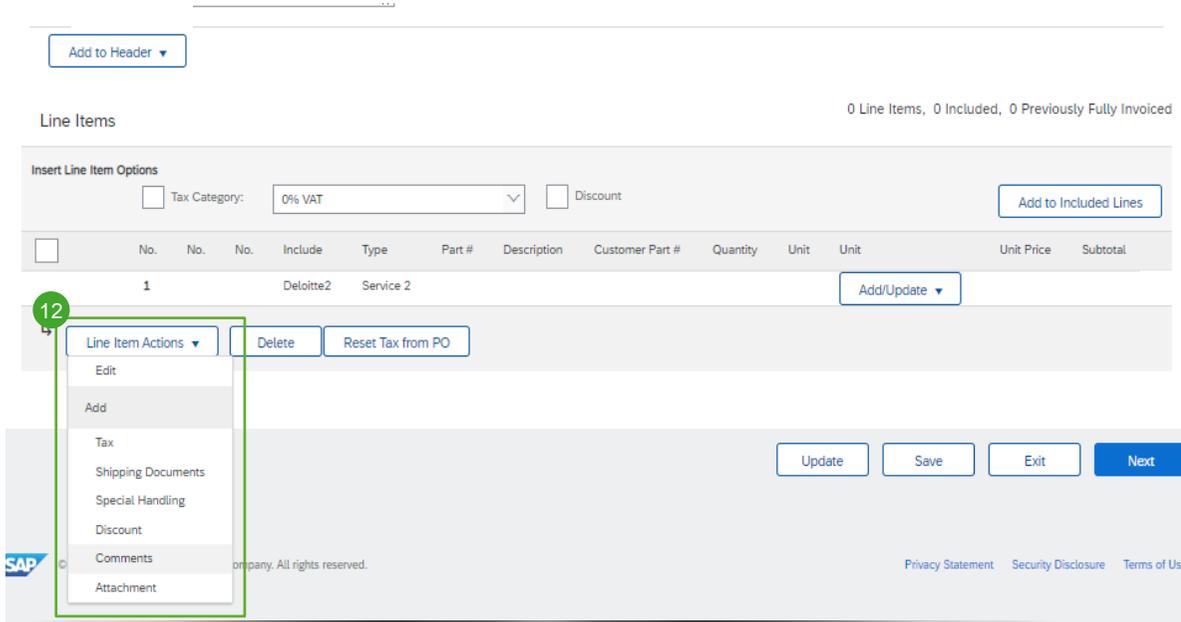
The screenshot displays the SAP Line Items interface. At the top, there is a section for 'Insert Line' with a 'Tax Category' dropdown set to '0% VAT' and an 'Add to Included Lines' button. Below this is a table of line items with one item: '1 MATERIAL TEST SE NLE' with a quantity of 78 and a unit price of 15.55 EUR. The 'Tax' section is expanded, showing a 'Tax' dropdown menu with options like 'Shipping Documents', 'Special Handling', and 'Pricing Details'. A detailed view of the tax configuration is shown below, including fields for 'Category' (0% VAT), 'Location', 'Description' (Verlenging van heffing), 'Regime' (Medecontractant), 'Date of Pre-Payment', 'Date of Supply' (22 Feb 2023), and 'Law Reference' (Verlenging van heffing). A warning icon is present next to the 'Description' field, indicating a reason for zero-rate VAT is required.

11 You will need to add Taxes to all line items:

- a You can use the **Tax Category dropdown** at the top to select from the displayed options, then click **“Add to Included Lines”** to apply the selected Tax rate to all lines with the green slider activated.
- b You can also use the **“Line Items Actions”** button, and select **“Add Tax”**.

! **Important information:** if your invoice line items follow the “verleggingsregeling”, please select 0% VAT and include “Verlenging van heffing” in the description field

Additional line item level information



The screenshot displays the SAP Line Items interface. At the top, there is an "Add to Header" button. Below it, the "Line Items" section shows a table with one item: "1 Deloitte2 Service 2". A green circle with the number "12" highlights the "Line Item Actions" dropdown menu for this item, which is open and shows options: Edit, Add, Tax, Shipping Documents, Special Handling, Discount, Comments, and Attachment. Other buttons visible include "Delete", "Reset Tax from PO", "Add to Included Lines", "Add/Update", "Update", "Save", "Exit", and "Next".

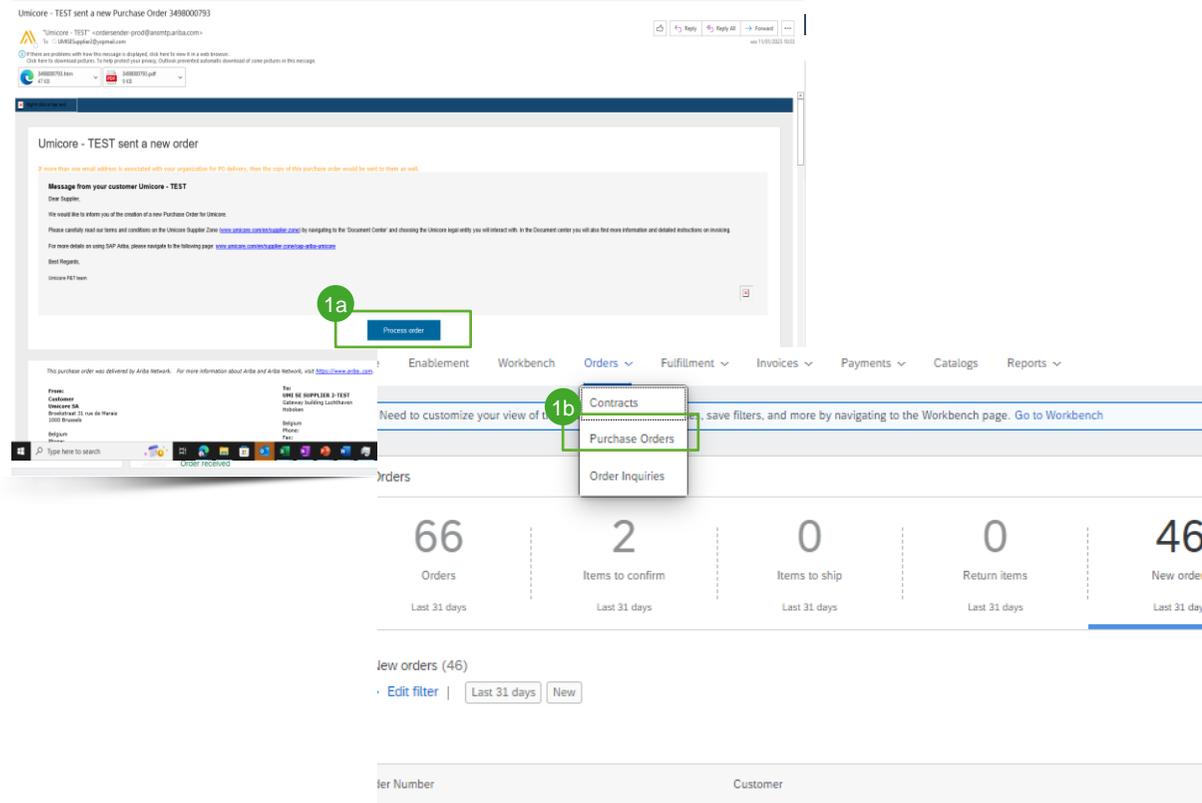
No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1				Deloitte2		Service 2						

12 Additional information can be added or edited at the Line Item Level.

- To view/edit elements of a particular line item, select the relevant line, then click Line Item Actions> Edit. When complete, click Done to return to Invoice.
- To add comments at the individual line item level, select the relevant line, then click Line Item Actions > Comments
- To add attachments at the individual line item level, select the relevant line, then click Line Item Actions > Attachment

Invoice – Services

Open PO for invoice creation

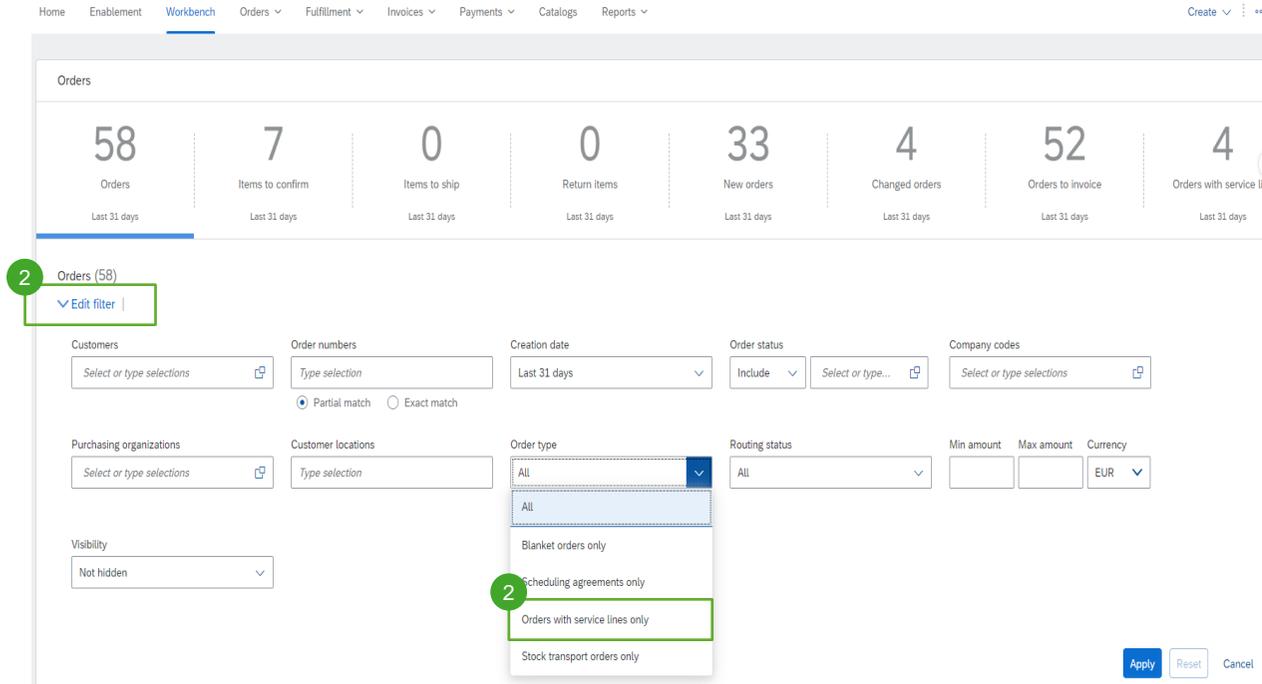


The screenshot displays an email notification from Umicore - TEST regarding a new purchase order. A green box labeled '1a' highlights the 'Process order' button in the email. Below the email, the SAP Business Network navigation menu is shown, with a dropdown menu open for the 'Orders' tab. A green box labeled '1b' highlights the 'Purchase Orders' option in the dropdown menu. The main dashboard shows 66 orders, 2 items to confirm, 0 items to ship, 0 return items, and 46 new orders in the last 31 days.

Locate and open the PO you want to invoice. You can access your PO by following one of the below steps:

- 1a Open the PO via your email notification by clicking on the Process Order button. Then log in to your SAP Business Network account.
When connecting for the first time you might be prompted to check for duplicate accounts prior to creating a new one. (see manual *“Supplier Account Creation & Account Management”*)
- 1b Or log on the SAP Business Network and access your PO via the tab orders > Purchase Order

Locate the correct Purchase Order



Log in to your account on supplier.ariba.com and locate the list of all purchase orders via Orders > Purchase Orders

2 Locate the service order via the “Edit filter” and select under Order type “Orders with service lines only”.

Locate the correct Purchase Order

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5498000035	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000034	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000033	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Partially Serviced		...
5498000032	Umicore - TEST	€0.00 EUR	Dec 14, 2022	New		...
5498000031	Umicore - TEST	€0.00 EUR	Dec 14, 2022	Changed		...
5498000028	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000027	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000026	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000024	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000023	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000017	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000016	Umicore - TEST	€0.00 EUR	Dec 12, 2022	Confirmed		...
3498000625	Umicore - TEST	€1,000.00 EUR	Dec 12, 2022	New		...
5498000015	Umicore - TEST	€0.00 EUR	Dec 12, 2022	New		...

3 After locating the correct service order on the Ariba account, suppliers can create a “Standard invoice” for this order.

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- 3 Create service sheet
- Standard invoice
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

Complete invoice header details

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 549800024	Subtotal: 0.00 EUR	View/Edit Addresses
Invoice #: 1	Total Tax: 0.00 EUR	
Invoice Date: 20 Dec 2022	Total Gross Amount: 0.00 EUR	
Service Description:	Total Net Amount: 0.00 EUR	
Supplier Tax ID:	Amount Due: 0.00 EUR	
Remit To: ACCT 1		
Brussels		
Belgium		
Bill To: Umicore SA		
Brussels		
Belgium		

Shipping

Header level shipping Line level shipping

Ship From: DELOITTE BELGIUM (UMD)-TEST	Ship To: Umicore Olen	View/Edit Addresses
Zaventem	Olen	
Belgium	01	
	Belgium	
	Deliver To:	

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Within 30 days due net from date of invoice

4 On the header level of the invoice, you will need to complete an invoice ID and a Supplier Tax ID

Complete invoice header details

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

Customer: **Umicore SA**
Brussels
Belgium
Email:

Bill From: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

5 Service Supervisor

Service Supervisor Name:

Service Supervisor Email:

Service Supervisor Phone: USA 1

Tax paid through a Tax Representative

7 Service Start Date:

Service End Date:

Umicore Contact

Umicore Contact Name:

Umicore Contact Email:

Umicore Contact Phone: USA 1

6 Supplier VAT

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:

Supplier Legal Form:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

5 For a service invoice, supplier can optionally update the service supervisor and Umicore contact details.

6 Additionally, it is required for a supplier to already complete his Supplier VAT/Tax ID

7 On the header level, suppliers will need to complete a service end and start date as well

Complete invoice line item details

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

Insert Line Item Options

Tax Category: 0% VAT Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
00001			DelProject00	Project Line (SES)								

Line Item Actions

8 Supplier needs to add line items to their invoice via the “Add/Update” button. Different options are possible: (1) Contract/Catalog items, (2) general ad-hoc service, (3) Labor service or (4) material used.

i Important information:
In case contractual rates are agreed between the buyer and the supplier, the supplier needs to add line items via 'add contract/catalog items' to ensure that the SES can be approved by the requester

Complete invoice line item details

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

Insert Line Item Options Add to Included Lines

Tax Category: 0% VAT Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001			DelProject00	Project Line (SES)					
1	<input checked="" type="checkbox"/>	SERVICE	123	NLE TEST		3	EA	50.00 EUR	150.00 EUR

Service Period: Service Start Date: 30 Nov 2022 Service End Date: 16 Dec 2022

Tax

Additional Fields: INTRASTAT / Commodity Code: TEST NLE

Line Item Actions:

- On a general service item, a supplier will need to complete line item information such as Part #, unit of measure, unit price, etc.
- Afterwards, suppliers will need to add the correct tax category for the line items
- Once all line items are added on the invoice, suppliers will need to click on next to review the invoice

Review invoice

Create Invoice

Previous Save **Submit** Exit

12

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Belgium. The document's destination country is: Belgium.
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: I549800028	Subtotal: 150.00 EUR
Invoice Date: Tuesday 20 Dec 2022 3:08 PM GMT+01:00	Total Tax: 31.50 EUR
Original Purchase Order: 5498000028	Total Gross Amount: 181.50 EUR
	Total Net Amount: 181.50 EUR
	Amount Due: 181.50 EUR

SERVICE PERIOD
Start Date : 1 Nov 2022
End Date : 31 Dec 2022

REMIT TO: DELOITTE BELGIUM (UMD)-TEST Postal Address: ACCT 1 1000 Brussels Belgium Remit To ID: ACCT1 Tax ID of Supplier: 12345	BILL TO: Umicore SA Postal Address: Broekstraat 31 rue de Marais 1000 Brussels Belgium Address ID: BE04	SUPPLIER: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium Legal Form: TEST NLE
BILL FROM: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium	CUSTOMER: Umicore SA Postal Address: Broekstraat 31 rue de Marais 1000 Brussels Belgium Address ID: OLNK	WIRE PAYMENT TO BANK: BANK1 Account Name: ACCT1 Account Type: Checking Account ID: 736-0652910-67 SWIFT Code: KREDBEBB IBAN ID: BE93736065291067

12 After reviewing the invoice created, the supplier can submit his invoice for approval and an automatic SES will be created

Review invoice and SES created



Orders

38 Orders | 52 Items to confirm (Last 31 days) | 0 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 95 New orders (Last 31 days) | 10 Changed orders (Last 31 days) | 192 Orders to invoice (Last 31 days) | 38 Orders with service line (Last 31 days)

Orders (38) | Edit filter | Last 31 days | Orders with service lines only

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5498000035	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000034	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000033	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Partially Received	€9,500.00 EUR	...
5498000032	Umicore - TEST	€0.00 EUR	Dec 14, 2022	New		...
5498000031	Umicore - TEST	€0.00 EUR	Dec 14, 2022	Changed		...
5498000028	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Serviced	€150.00 EUR	...
5498000027	Umi					
5498000026	Umi					

Purchase Order: 5498000028

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

Umicore

From: Customer
Umicore SA
Boulevard 31 rue de Marais
1000 Brussels
Belgium
Phone:
Fax:

To: DELOITTE BELGIUM (UMCO)-TEST
Gateway Building, Leclifshoven Brussel
1930 Zaventem
Belgium
Phone:
Fax:
Email: ingregrasvici2366@ypsmail.com

Purchase Order
(Partially Serviced)
5498000028
Amount: 0.00 EUR
Version: 1

Payment Terms: 0/000/30
Within 30 days due net from date of invoice

Comments

Opening text and Closing days: Please read the document in the attachment for purchase order and by instructions.

Related Documents: 5498000028_55_1 5498000028

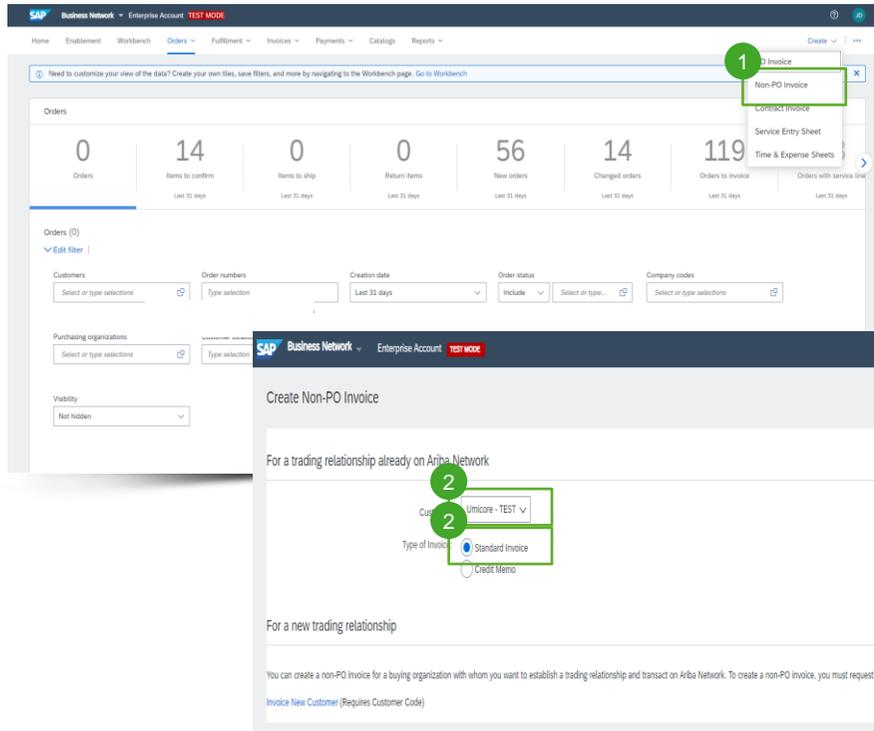
- 13 To retrieve the invoice and automatic SES created, the supplier will need to locate the original service order.
- 14 Under related documents, the supplier can find both the SES and the invoice created. Once the SES is approved by the requester, the invoice will be automatically sent to Umicore.

Additional information:

- i Please note that if your SES is rejected, the linked invoice will automatically be rejected as well.

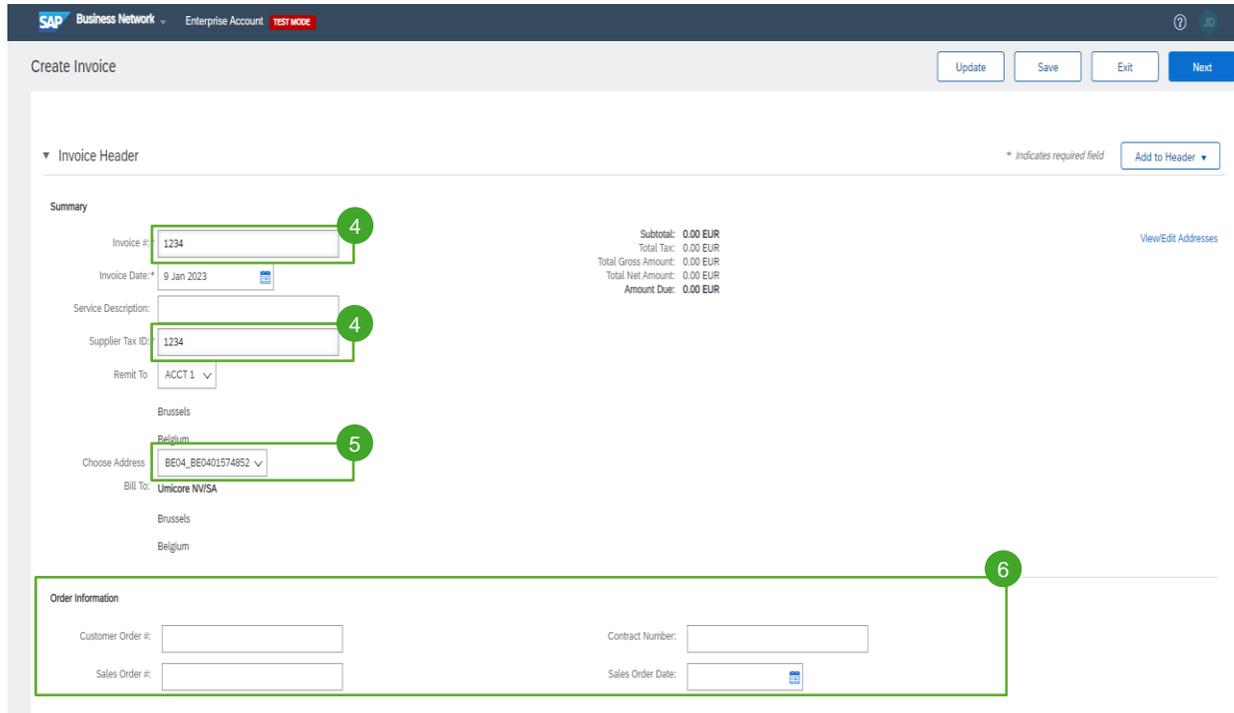
Invoice – Without a Purchase Order

Initiate invoice creation



- 1 From the home screen, click the “Create” dropdown menu, then select “Non-PO Invoice”.
- 2 Select the correct “Buyer Name” from the Customer dropdown list and select “Standard Invoice”
- 3 Select “Next” to continue.

Complete invoice header details



SAP Business Network Enterprise Account TEST MODE

Create Invoice [Update] [Save] [Exit] [Next]

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Invoice #: 1234 **4**

Invoice Date: 9 Jan 2023

Service Description:

Supplier Tax ID: 1234 **4**

Remit To: ACCT1

Brussels
Belgium

Choose Address: BE04_BE0401574852 **5**

Bill To: Umicore NV/SA

Brussels
Belgium

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

[View/Edit Addresses](#)

6

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

- 4 On the header level of the invoice, you will need to complete an invoice ID and a Supplier Tax ID
- 5 Select the correct Umicore Entities you wish to invoice
- 6 Complete at least one of the order information fields

Header and Line Level Options

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

Bill From: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Service Start Date:

Service End Date:

8 Choose Address: [View/Edit Addresses](#)

Customer:

Email: [View/Edit Addresses](#)

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

On a header level of the invoice:

- 7** Add you Supplier Tax ID (VAT number) and your Legal Form
- 8** Choose the correct legal entity of Umicore to bill to

Header and Line Level Options

Supplier Commercial Credentials:

Add to Header ▾

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

Insert Line Item Options

Tax Category: 0% VAT Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions ▾

- Add ▾
 - Add General Service
 - Add Labor Service
 - Add Material

- To add Line items to the Invoice:
- At Line Level, click “Add” and select the correct item type from “General Service”, “Labor Service” or “Material”

Header and Line Level Options

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

Insert Line Item Options 11

Tax Category: 21% VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
12	<input checked="" type="checkbox"/>	MATERIAL	123	TEST SUPPLIER TRAINING		12	EA	123.00 EUR	1,476.00 EUR

Tax

Additional Fields

INTRASTAT / Commodity Code:

Country of origin of the good: (no value)

Line Item Actions

12

On a Line item level of the Invoice:

- 10 Complete all required fields:
 - Part #
 - Description
 - Quantity
 - Unit
 - Unit price
- 11 Add the correct Tax Category to the line items
- 12 Select "Next" to continue

Additional information

- i Via Line Item Actions, suppliers can add Shipping Documents, Discounts, Comments and Attachments

Review invoice created



SAP Business Network Enterprise Account TEST MODE

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Belgium. The document's destination country is:Belgium. 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: 56789	Subtotal: 1,476.00 EUR
Invoice Date: Monday 9 Jan 2023 3:18 PM GMT+01:00	Total Tax: 309.96 EUR
Original Purchase Order: 123	Total Gross Amount: 1,785.96 EUR
	Total Net Amount: 1,785.96 EUR
	Amount Due: 1,785.96 EUR

REMIT TO: DELOITTE BELGIUM (UMD)-TEST Postal Address: ACCT 1 1000 Brussels Belgium Remit To ID: ACCT1 Tax ID of Supplier: 1234	BILL TO: Umicore NV/SA Postal Address: Rue du Marais 31 BE04 1000 Brussels Belgium Address ID: BE04_BE0401574852	SUPPLIER: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium Legal Form: 1234
BILL FROM: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium	CUSTOMER: Umicore NV/SA Postal Address: Rue du Marais 31 BE04 1000 Brussels Bruxelles-Capitale, Région de Belgium Address ID: BE04_BE0401574852	WIRE PAYMENT TO BANK: BANK1 Account Name: ACCT1 Account Type: Checking Account ID: 736-0652910-67 SWIFT Code: KREDDEBB IBAN ID: BE93736065291067

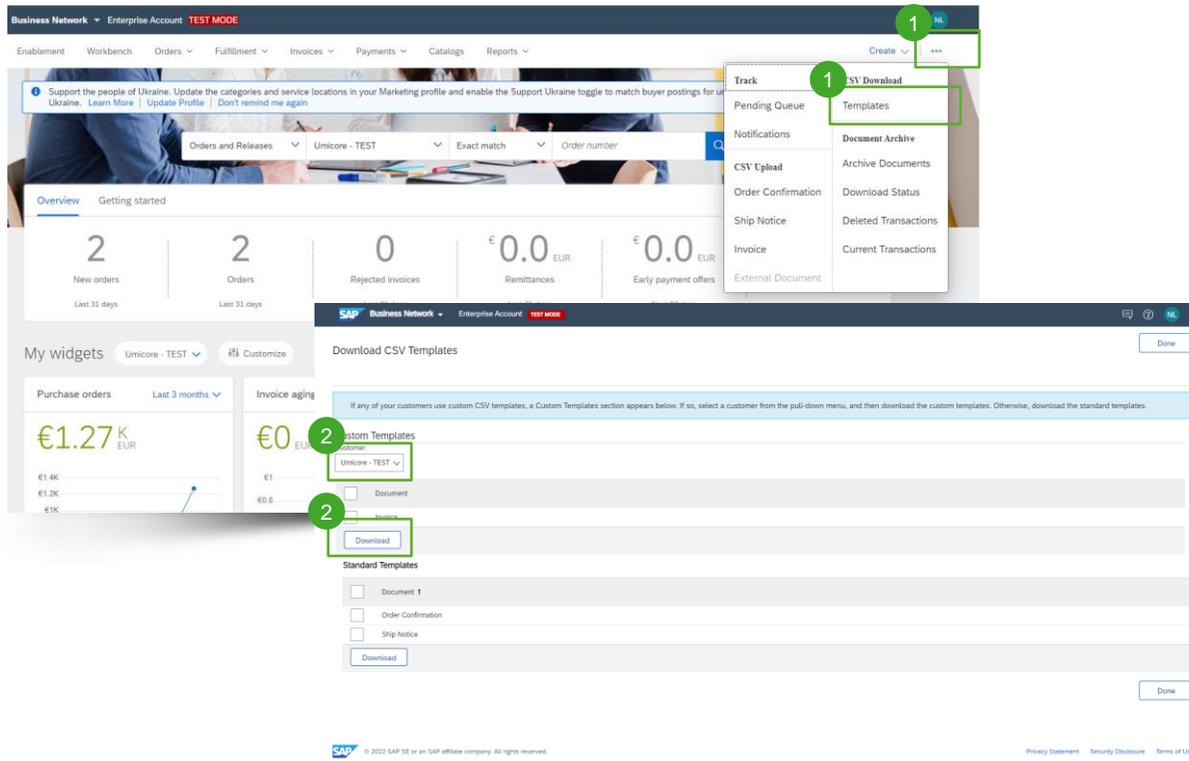
SHIPPING INFORMATION:

13 Review the invoice created and "Submit" to submit towards Umicore



Invoice – Via CSV

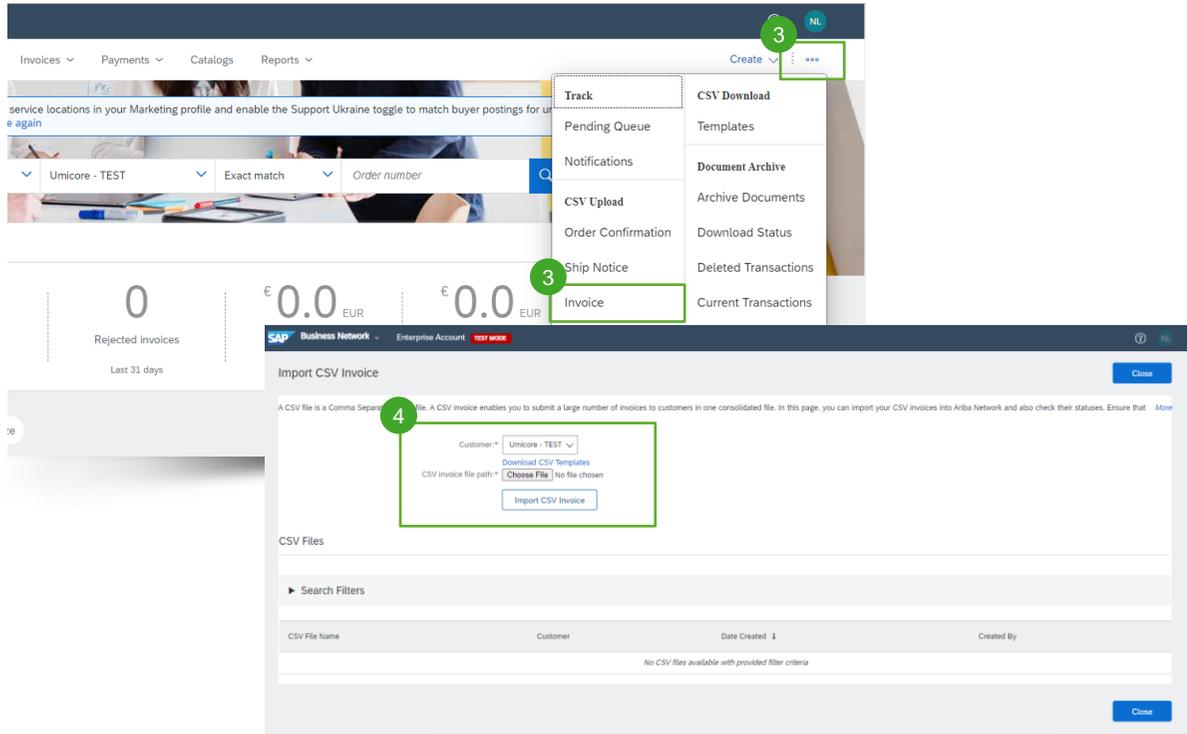
Download CSV Invoice template



The screenshot displays the SAP Business Network interface. At the top, there is a navigation bar with 'Create' and 'More' menus. A dropdown menu is open under 'More', showing options like 'Track', 'SV Download', 'Pending Queue', 'Notifications', 'CSV Upload', 'Order Confirmation', 'Ship Notice', 'Invoice', and 'External Document'. The 'SV Download' option is highlighted. Below this, the 'Download CSV Templates' section is visible, featuring a dropdown menu for 'Umicore - TEST' and a 'Download' button. The interface also shows various widgets for purchase orders and invoice aging.

- 1 You can access a customer's CSV file template by going to the More (...) dropdown menu from the Homepage. Then click "Templates" under the "CSV Download title".
- 2 Select the correct template by finding your buyer name on the drop down menu, checking the radio button for Invoice, and click "Download".

Uploading Completed CSV



- 3 Once you have filled in the template with your relevant information, you can upload it from the Homepage by clicking More (...) then “Invoices” under the “CSV Upload title”.
- 4 Select your customer in the dropdown menu, then browse for your file and click “Import CSV Invoice”.

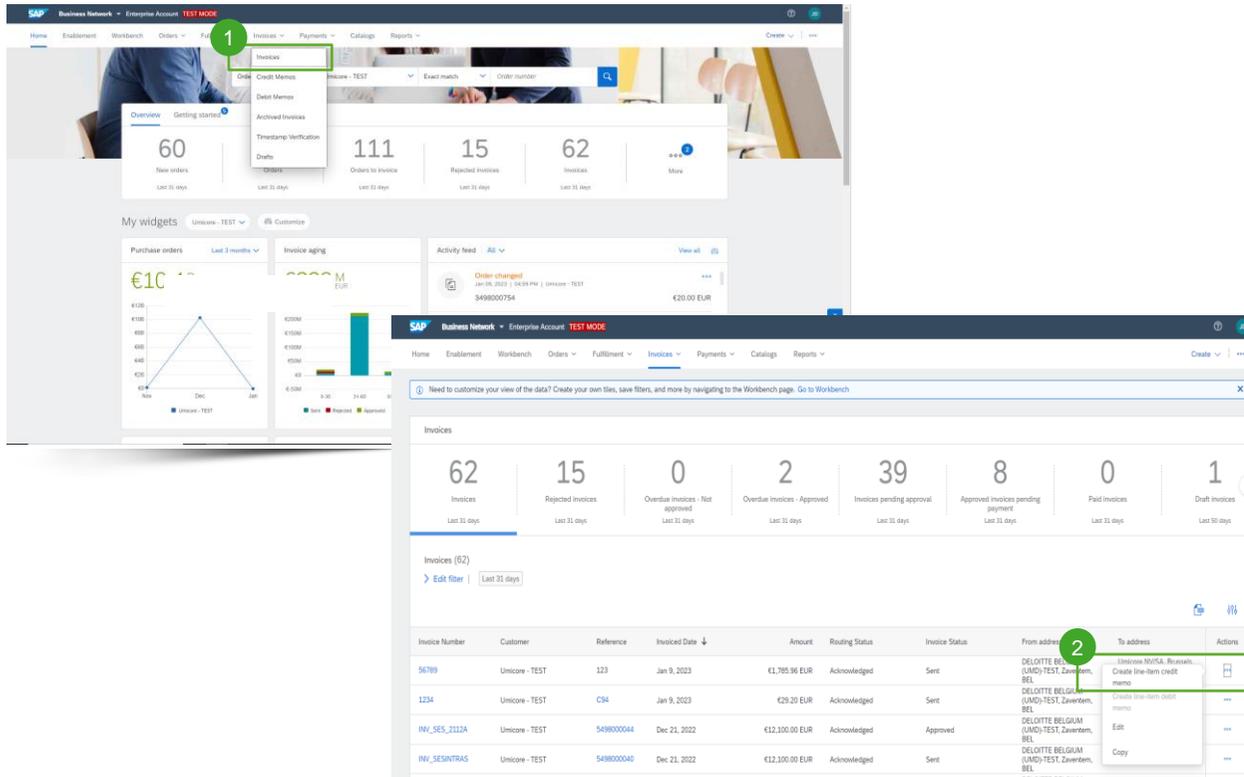
Additional Information:

- If the CSV file is not completed correctly, you will be able to download the errors on how to update the file
- CSV files are processed by SAP Business Network and forwarded to the customer in the form of cXML message.



Create a Credit Memo

Initiate line-level credit memo creation



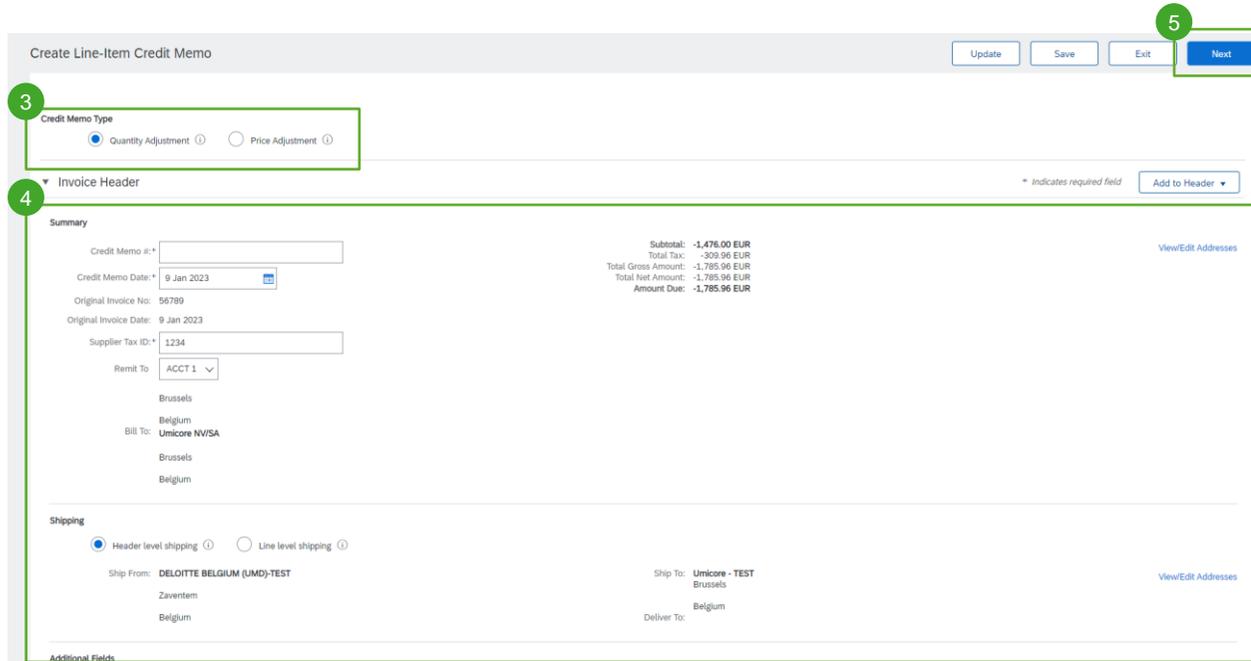
The screenshot displays the SAP Business Network interface. At the top, the 'Invoices' tab is selected in the navigation menu. Below this, a summary dashboard shows various invoice metrics: 60 New orders, 111 Orders to Invoice, 15 Rejected Invoices, and 62 Invoices. A table below the dashboard lists individual invoices with columns for Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, Invoice Status, From address, To address, and Actions. The 'Actions' column for the first invoice (56789) is expanded, showing options like 'Create line-item credit memo' and 'Create line-item debit memo'.

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
56789	Umicore - TEST	123	Jan 9, 2023	€1,785.96 EUR	Acknowledged	Sent	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	Umicore N.V.S.A., Brussels, BEL	Create line-item credit memo
1234	Umicore - TEST	C34	Jan 9, 2023	€29.20 EUR	Acknowledged	Sent	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	Create line-item debit memo
INV_SES_1112A	Umicore - TEST	549800044	Dec 21, 2022	€12,100.00 EUR	Acknowledged	Approved	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	Edit
INV_SESINTRAS	Umicore - TEST	549800040	Dec 21, 2022	€12,100.00 EUR	Acknowledged	Sent	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	DELOTTE BELGIUM (LAND)TEST, Zaventem, BEL	Copy

To create a line level credit memo against an invoice:

- 1 Click the Invoices tab.
- 2 Select your previously created invoice and click on the three dots to select "Create Line-item Credit memo".
- 3
- 4 Complete information in the form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
- 5 Click Next > Review Credit Memo > Submit.

Complete credit memo details



The screenshot shows the 'Create Line-Item Credit Memo' form. It includes a 'Credit Memo Type' section with radio buttons for 'Quantity Adjustment' (selected) and 'Price Adjustment'. Below is the 'Invoice Header' section with a 'Summary' table and various input fields. The 'Shipping' section has radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. The 'Next' button is highlighted with a green circle and the number 5.

Summary	
Credit Memo #:	
Credit Memo Date:	9 Jan 2023
Original Invoice No:	56789
Original Invoice Date:	9 Jan 2023
Supplier Tax ID:	1234
Remit To:	ACCT 1
Brussels:	
Belgium:	
Bill To:	Umicore NV/SA
Brussels:	
Belgium:	

Summary	
Subtotal:	-1,476.00 EUR
Total Tax:	-309.96 EUR
Total Gross Amount:	-1,785.96 EUR
Total Net Amount:	-1,785.96 EUR
Amount Due:	-1,785.96 EUR

Shipping	
Ship From:	DELOITTE BELGIUM (JMD)-TEST
Zaventem:	
Belgium:	
Ship To:	Umicore - TEST
Brussels:	
Deliver To:	Belgium

3 Select the correct credit memo type you wish to create. Quantity memos need to be selected if the quantity invoiced was too high or partially returned. Price memos need to be selected if price invoiced was too high.

4 Complete header and line level information in the form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.

5 Click Next to review credit memo created

Review credit memo created

SAP Business Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Belgium. The document's destination country is:Belgium. 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.

Line-Item Credit Memo

(Original Invoice No: 56789)

Credit Memo Number: 909090	Subtotal: -1,230.00 EUR
Credit Memo Date: Monday 9 Jan 2023 5:26 PM GMT+01:00	Total Tax: -258.30 EUR
Original Invoice Number: 56789	Total Gross Amount: -1,488.30 EUR
Original Invoice Date: Monday 9 Jan 2023 3:18 PM GMT+01:00	Total Net Amount: -1,488.30 EUR
Original Purchase Order: 123	Amount Due: -1,488.30 EUR

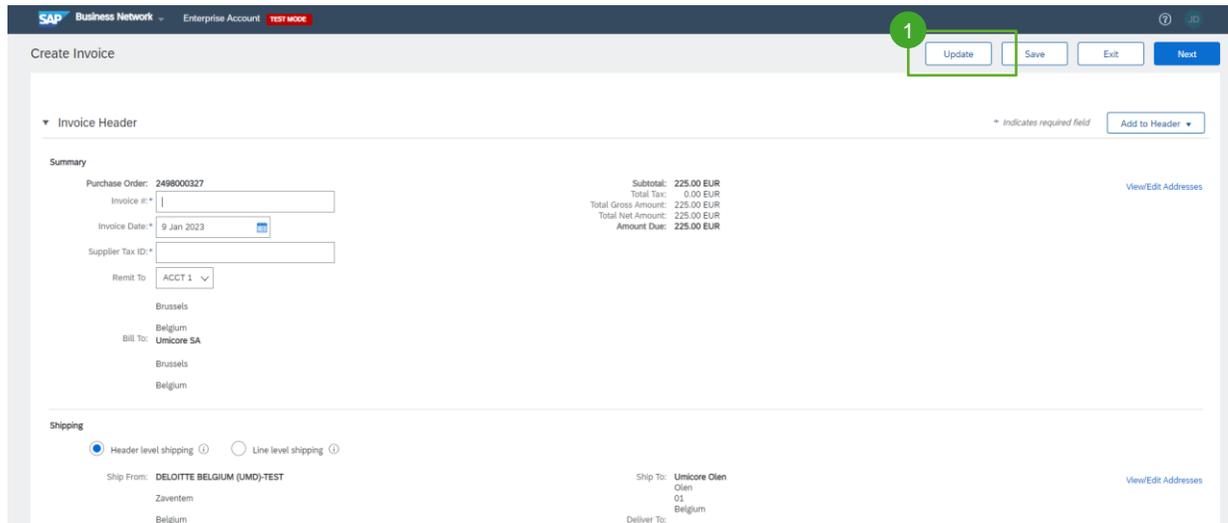
REMIT TO: DELOITTE BELGIUM (UMD)-TEST Postal Address: ACCT 1 1000 Brussels Belgium Remit To ID: ACCT1 Tax ID of Supplier: 1234	BILL TO: Umicore NV/SA Postal Address: Rue du Marais 31 BE04 1000 Brussels Belgium Address ID: BE04_BE0401574852	SUPPLIER: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium Legal Form: 1234
BILL FROM: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium	CUSTOMER: Umicore NV/SA Postal Address: Rue du Marais 31 BE04 1000 Brussels Bruxelles-Capitale, Région de Belgium Address ID: BE04_BE0401574852	WIRE PAYMENT TO BANK: BANK1 Account Name: ACCT1 Account Type: Checking Account ID: 738-0852910-67 SWIFT Code: KREDDEBB IBAN ID: BE93736065291067

SHIPPING INFORMATION:

6 Review the credit memo created and "Submit" to submit towards Umicore

Other Features on Invoicing

Review Invoice



SAP Business Network - Enterprise Account TEST MODE

Create Invoice

1 Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 2498000327
Invoice #: []
Invoice Date: 9 Jan 2023
Supplier Tax ID: []
Remit To: ACCT 1
Brussels
Belgium
Bill To: Umicore SA
Brussels
Belgium

Subtotal: 225.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 225.00 EUR
Total Net Amount: 225.00 EUR
Amount Due: 225.00 EUR

Shipping

Header level shipping Line level shipping

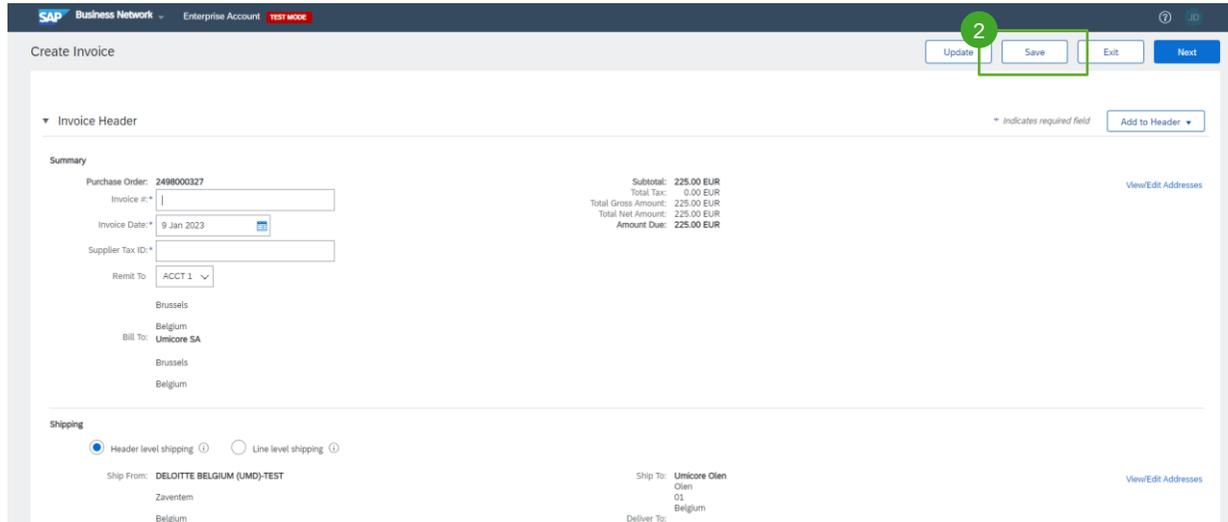
Ship From: DELOITTE BELGIUM (UMD)-TEST
Zaventem
Belgium

Ship To: Umicore Olen
Olen
01
Belgium

Deliver To: []

- 1 To refresh and check for errors upon invoice creation click on “Update”.
- In the event of errors, there will be a notification in red where information must be corrected.

Save Invoice



SAP Business Network Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

2

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 2498000327

Invoice #* []

Invoice Date* 9 Jan 2023

Supplier Tax ID* []

Remit To: ACCT 1

Brussels
Belgium
Umicore SA
Brussels
Belgium

Subtotal: 225.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 225.00 EUR
Total Net Amount: 225.00 EUR
Amount Due: 225.00 EUR

View/Edit Addresses

Shipping

Header level shipping Line level shipping

Ship From: DELOITTE BELGIUM (UMD)-TEST
Zaventem
Belgium

Ship To: Umicore Olen
Olen
Belgium

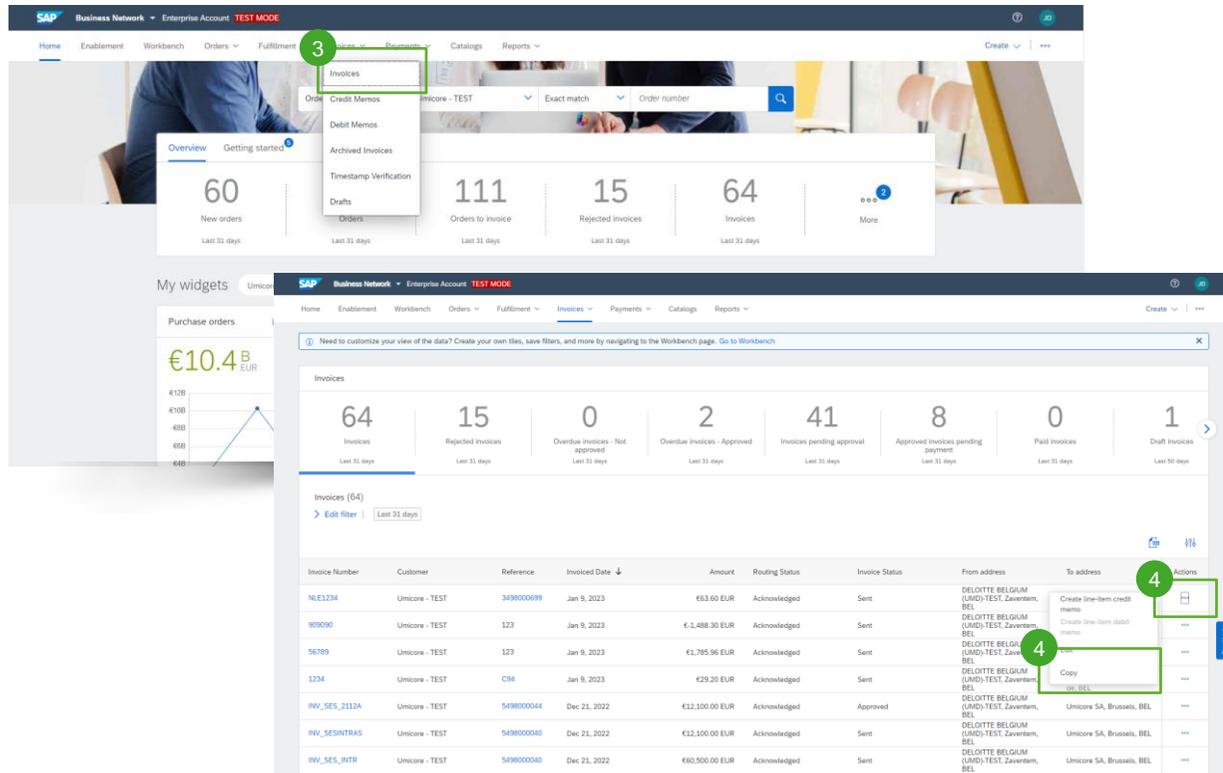
Deliver To: []

View/Edit Addresses

- 2 Click “Save” on the invoice creation at anytime during invoice creation to work on it later.
- Resume working on the invoice by selecting it from Invoices > Drafts from the Homepage.

Note: draft invoices are kept up to 7 days.

Copy an Existing Invoice



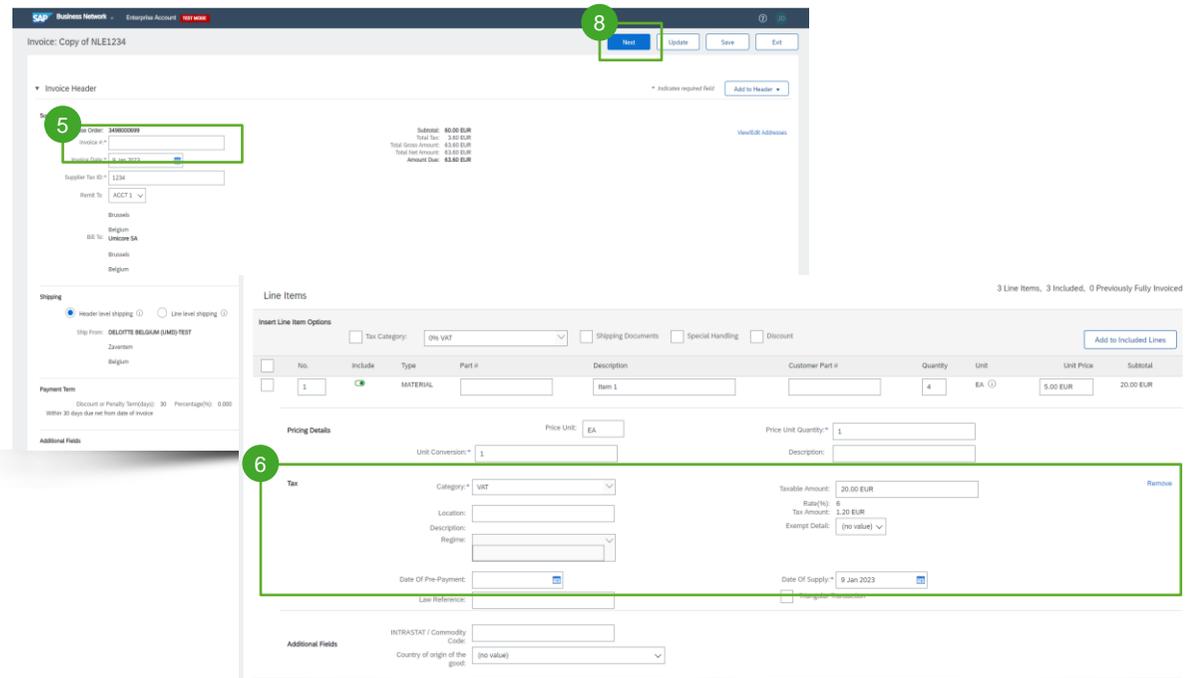
The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Payments', 'Catalogs', and 'Reports'. A green circle '3' highlights the 'Invoices' tab in the Workbench. Below this, a summary card shows '60 New orders' and '111 Orders to invoice'. The main content area shows a list of invoices with columns for Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, Invoice Status, From address, To address, and Actions. A green circle '4' highlights the 'Copy' option in the Actions column for invoice NLE1234. Another green circle '4' highlights the 'Copy' option in the Actions column for invoice INV_SES_INTRAS.

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
NLE1234	Umicore - TEST	3498000699	Jan 9, 2023	€63.60 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
909090	Umicore - TEST	123	Jan 9, 2023	€1,486.30 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
56789	Umicore - TEST	123	Jan 9, 2023	€1,785.96 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
1234	Umicore - TEST	C94	Jan 9, 2023	€29.20 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
INV_SES_2112A	Umicore - TEST	5498000044	Dec 21, 2022	€12,100.00 EUR	Acknowledged	Approved	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
INV_SES_INTRAS	Umicore - TEST	5498000040	Dec 21, 2022	€12,100.00 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy
INV_SES_INTR	Umicore - TEST	5498000040	Dec 21, 2022	€60,500.00 EUR	Acknowledged	Sent	DELOITTE BELGIUM (UMD)TEST, Zaventem, BEL	Umicore SA, Brussels, BEL	Copy

To copy an existing invoice in order to create a new invoice:

- 3 Click the Invoices tab from the homepage or use the Workbench.
- 4 Select the three dots for the invoice you want to copy, and click Copy.
- 3 On the Details tab, click Copy This Invoice.
- 4 Enter an new invoice number.
- 5 For VAT lines, make sure the date of supply at the line level is correct.
- 6 Edit the other fields as necessary.
- 7 Click "Next", review the invoice, then submit it.

Copy an Existing Invoice



Invoice: Copy of NLE1234

Invoice #* 248000089

Supplier Tax ID* 1234

Header level shipping Header level shipping Line level shipping

Ship From: DELOITTE BELGIUM (UMG) TEST

Payment Term: Discount or Penalty Term(s): 30 Percentage(%): 0.00 within 30 days due net from date of invoice

Additional Fields: INTRASTAT / Commodity Code, Country of origin of the good

Line Items: 3 Line Items, 3 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	UNIT	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Item 1		4	EA	5.00 EUR	20.00 EUR

Pricing Details: Price Line: EA, Price Unit Quantity: 1, Unit Conversion: 1, Description:

Tax: Category: VAT, Taxable Amount: 20.00 EUR, Rate(%): 6, Tax Amount: 1.20 EUR, Exempt Detail: (no value), Date of Supply: 9 Jan 2023

- 5 Enter a new invoice number.
- 6 For VAT lines, make sure the date of supply at the line level is correct.
- 7 Edit the other fields as necessary.
- 8 Click “Next”, review the invoice, then submit it.

Routing Status

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You can also check invoice status by selecting your invoice in the Invoices tab or the Workbench.

- ! Routing Status: Reflects the status of the transmission of the invoice to your Buyer via SAP Business Network.
- ! Obsoleted: You cancelled the invoice.
- ! Failed: Invoice failed your Buyer's invoicing rules. Your Buyer will not receive this invoice.
- ! Queued: SAP Business Network received the invoice but has not processed it.
- ! Sent: SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer.
- ! Acknowledged: Your Buyer invoicing application has acknowledged the receipt of the invoice.

Invoice Status

The Invoice Status reflects the status of your buyer's action on the Invoice.

- ! Sent: the invoice is sent to your Buyer but they have not yet verified the invoice against purchase orders and receipts.
- ! Cancelled: the invoice cancellation was sent towards the buyer.
- ! Approved: your buyer has verified the invoice against the purchase orders or contracts and receipts and approved it for payment.
- ! Rejected: your Buyer has rejected the invoice or the invoice failed validation by SAP Business Network. If your Buyer accepts the invoice or approves it for payment, the invoice status is updated to Sent (invoice accepted) or Approved (invoice approved for payment).
- ! Failed: Ariba Network experienced a problem routing the invoice.

Regional Variations

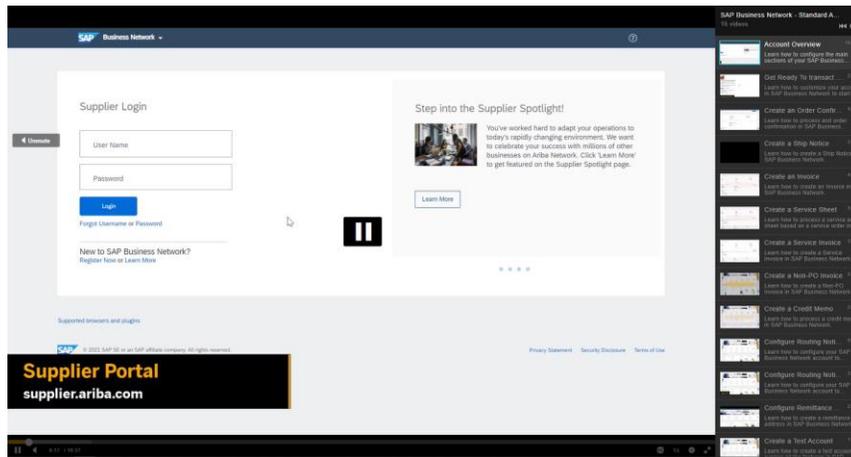
Regional Variations

The transactional rules might differ depending on the regional variation. To have more inputs on those, check the appropriate link:

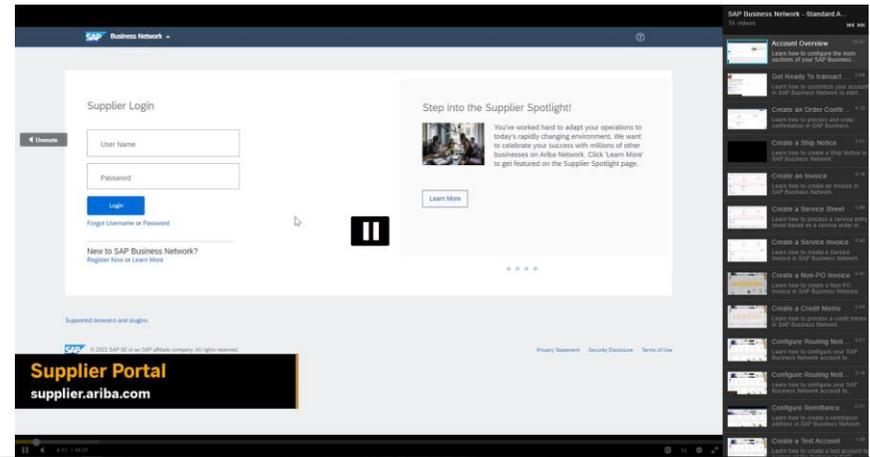
- ! North America: [SAP Business Network Supplier Training \(NEW\) | North America \(ariba.com\)](#)
- ! Europe (Italy, Hungary, Poland): [SAP Business Network Supplier Training \(NEW\) | Europe \(ariba.com\)](#)
- ! Asia Pacific (Australia, India, Singapore, GST Compliance): [SAP Business Network Supplier Training \(NEW\) | Asia Pacific Japan \(ariba.com\)](#)
- ! Latin America & Caribbean (Mexico, Brazil, Chile): [SAP Business Network Supplier Training \(NEW\) | Latin America & Caribbean \(ariba.com\)](#)

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:



[Click here for English](#)



[Click here for French](#)



For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team (ariba.supplier.support@umicore.com)



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