



Invoice Management – Invoice for Services



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STEP 1. To create a PO-Flip invoice, please log in to your Business Network account and select proper Purchase order number (you can also access this PO through the e-mail notification by selecting “Process order” button inside the e-mail).

The screenshot shows the SAP Business Network Workbench interface. The 'New orders' card is highlighted with a red box. Below it, a table lists two new orders. A red box highlights the 'Order Number' column, and a red arrow points to the first order number, '04_05_2021_02', with the text 'Your purchase orders'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
04_05_2021_02	Test Buyer	\$400.00 USD	May 5, 2021	New	\$0.00 USD	...
04_05_2021_01	Test Buyer	\$400.00 USD	May 4, 2021	New		...

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STEP 2. Select „Create Invoice” button and choose „Standard Invoice”.

Purchase Order: 8000525530

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼**

Standard Invoice Credit Memo

Order Detail Order History



From:
Takeda Pharma Sp. z o.o.
ul. Ksiestwa Lowickiego 12
+48 46 830 92 18
99-420 Lyszkowice

Poland
Phone: +48 (22) 6081399

To:
SCC test account
Sterlinga 8a
92130 Issy les moulineaux
Île-de-France
France
Phone: +48 (42) 2732034
Fax:

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STEP 3. Please fill all required data in the „Summary” section. Fill the invoice number up to 16 signs.

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

Summary

Purchase Order: 8000031539

Invoice #:* INVID001

Invoice Date:* 18 Oct 2018

Service Description:

Supplier Tax ID:* ATU65136400

Remit To: 33 Donaufeldstrasse

Wien
Austria

Bill To: Takeda Ireland - Bray

Bray
WK
Ireland

Subtotal: 0.00 EUR
Total Tax: 0.00 EUR
Total Amount without Tax: 0.00 EUR
Amount Due: 0.00 EUR

[View/Edit Addresses](#)

Here on “Invoice Header” level you can add an attachment – click for **MORE**

STEP 4. Please choose „Header level shipping” in the „Shipping” section.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: ACME-VV001 Inc
Madrid
Spain

Ship To: Buyer ABC
Muenchen
Germany

Deliver To: Klaus Mueller

[View/Edit Addresses](#)

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STEP 5. Complete all necessary fields in the „Additional Field” section:

- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” please enter e-mail address of requester from Takeda.

Additional Fields

Information Only. No action is required from the customer.

Customer Reference:

Supplier Reference:

Payment Note:

Bank ID:

Supplier: **Merck Export GmbH-TKDTEST**
Darmstadt
Germany

Bill From: **Merck Export GmbH-TKDTEST**
Darmstadt
Germany

Service Start Date:

Service End Date:

Choose Address: **Takeda Pharma A/S** [View/Edit Addresses](#)

Customer: **Takeda Pharma A/S**
Taastrup
Denmark

Email: **john.smith@takeda.com** [View/Edit Addresses](#)

STEP 6. Please fill in all the required data in „Supplier VAT” section.

NOTE: If you are not VAT registered, please put „0” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice.

Supplier VAT	Customer VAT
Supplier VAT/Tax ID: <input type="text"/>	Customer VAT/Tax ID: <input type="text" value="DE123456789"/>
Supplier Commercial Identifier: <input type="text"/>	
Supplier Commercial Credentials: <input type="text"/>	

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STEP 7. Please select the „Add/Update” button and choose „Add General Service” next to relevant line item.

IMPORTANT:

In case you have more than one line item please check your PO to make sure you are referring to proper one.

Every line may have a different max. amount set, exceeding this amount will result in the invoice being rejected.

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

Insert Line Item Options

Retail Details Tax Category: 0% VAT / VAT 0 %

Discount Informational Pricing

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal		
	1			Not Available	line item 1									<input type="button" value="Add/Update"/>
	2			Not Available	line item 2									<input type="button" value="Add/Update"/>
▼	3			Not Available	line item 3									<input type="button" value="Add/Update"/>

↳

- Add Contract/Catalog Items
-
- Add Labor Service
- Add Material

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STEP 8. Fill in **Description, Quantity, Unit, Unit Price** and **Subtotal** fields. Add **Service Start Date** and **Service End Date**. Tick this line item.

REMINDER: Line items of created invoice must not exceed the amount of relevant line item set in the PO, otherwise the invoice will be rejected.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Retail Details Tax Category: 0% VAT / VAT 0 % Discount Informational Pricing

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	1			Not Available	line item 1						<input type="button" value="Add/Update"/>
	2			Not Available	line item 2						<input type="button" value="Add/Update"/>
	3			Not Available	line item 3						<input type="button" value="Add/Update"/>
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Service Period

Service Start Date:

Service End Date:

Note: Remember to put **1** as a **Quantity** and **EA** (meaning „each“) as a **Unit** (always with **CAPITAL LETTERS**).

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STEP 9. Tick **Tax Category** and choose tax from the dropdown menu.

NOTE: If you cannot find your tax on the list, please configure your own TAX data in [TAX configuration](#) section.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1		Not Available	
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: []

Tax

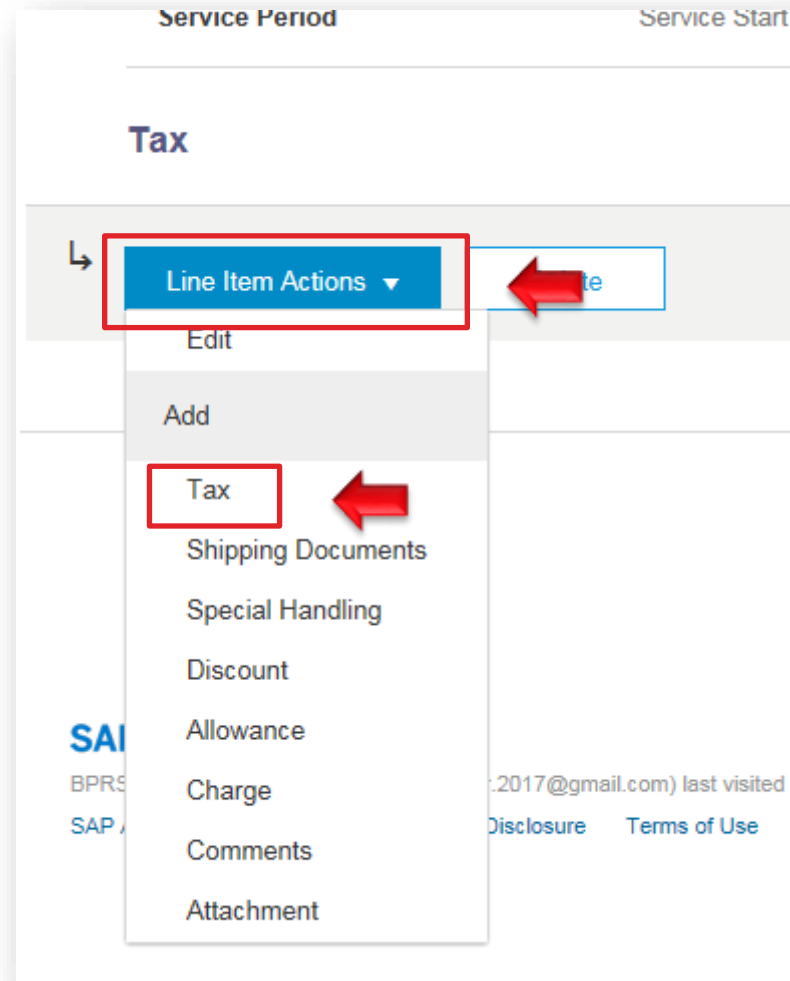
Line Item Actions [v] Delete

You can also issue an invoice with another TAX, please check [TAX configuration](#) section.

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STEP 10. Select „Line Item Actions” and choose „Tax”.



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STEP 11. When new window pops up: please choose the same category for tax as chosen before and fill in the „**Rate(%)**” field (then Tax Amount field is autopopulated).

For **0% VAT** please also fill the description field and tick proper Exempt Detail

1

Category: * VAT

Location:

Description: test

Regime:

Date Of Pre-Payment:

Law Reference:

2

Taxable Amount: 10.00 EUR

Tax Rate Type:

Rate(%): 0

Tax Amount: 0.00 EUR

Exempt Detail: Zero Rated

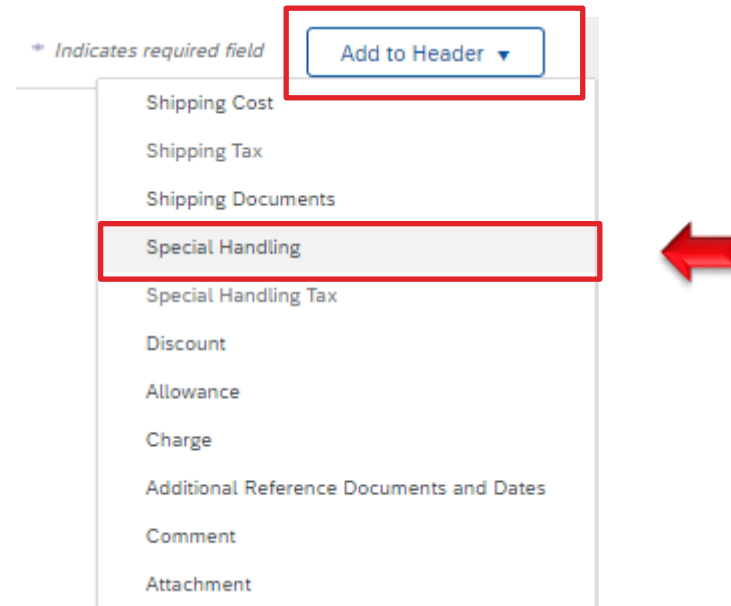
Date Of Supply: 26 Nov 2019

Triangular Transaction

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STEP 12. If any other charges are necessary (e.g. for shipping), please select „Add to Header” button and choose „Special Handling” from the dropdown list.



STEP 13. Under the „Shipping” section, new section „Special Handling” appears. Please enter the costs.

Special Handling

Special Handling Amount:

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STEP 14. If necessary, please select „Add to Header” button and choose „Special Handling Tax” to add the taxation.

STEP 15. When new section „Special Handling Tax” appears, please choose the tax category and enter all required information.

* Indicates required field

Add to Header ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling Tax**
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Special Handling Tax

Category:* 0% Sales Tax / sales tax 0% ▾

Location:

Description: sales tax 0%

Regime: ▾

Taxable Amount:*

Tax Rate Type:

Rate(%): 0

Tax Amount:

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STEP 16. Here you can preview your invoice. If all the data included on the invoice is correct, select the „**Submit**” button to send the invoice.

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:Ireland.
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 an archiving service.

Standard Invoice

Invoice Number : INVID001	Subtotal : 10.00 EUR
Invoice Date : Thursday 18 Oct 2018 12:55 PM GMT+02:00	Total Tax : 2.30 EUR
Original Purchase Order : 8000031539	Total Amount without Tax : 10.00 EUR
	Amount Due : 12.30 EUR

REMIT TO: Merck Export GmbH-TKDTEST Postal Address: 33 Donauefeldstrasse 4040 Wien Austria Remit To ID: 0000183680-2008400001 Tax ID of Supplier: ATU65136400	BILL TO: Takeda Ireland - Bray Postal Address (default): Bray Business Park, Kilruesday Bray WK Ireland Address ID: 1501	SUPPLIER: Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany
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BILL FROM: Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany	CUSTOMER: Takeda Ireland - Bray Postal Address: Bray Business Park, Kilruesday Bray WK Ireland Address ID: 1501 Email: john.smith@takeda.com	WIRE PAYMENT TO BANK: ABC Account Name: TEst Account Type: Checking Account ID: 12312321 SWIFT Code: 12000 IBAN ID: 12345678901234567890123456
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STEP 17. After submitting your invoice, you will be able to see the details of the PO. You can track the status of the PO on that page. Remember that submitted invoice is always attached to the PO as a related document.

Purchase Order: PO2017-06-05VV001ID01 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | [Order History](#)

From: Customer Buyer ABC (S) Soldto Str. 50 80001 Muenchen Germany Email: Contact Phone: +1 (610) 4816648 Address ID: soldTo123	To: ACME-VV001 Inc 2000 Street ABC 14000 Madrid Spain Phone: Fax: Email: vinoth.visvanathan@sap.com	Purchase Order (Invoiced) PO2017-06-05VV001ID01 Amount: 450.00 EUR
---	---	--

Payment Terms ⓘ
0.5% 10 NET 30

Routing Status: Acknowledged
Related Documents: [INV ID001](#)
[OC ID001](#)

Go to
„FAQ Content”

How to Add an Attachment?



How to Add an Attachment?



STEP 1. Please select the „Add to Header” button and choose option „Attachment” from the dropdown menu.

IMPORTANT: Attachments should be added **ONLY ON “INVOICE HEADER” LEVEL**. Please don’t add them on “Line Item” section as in such cases Takeda will not be able to process your invoice.

▼ Invoice Header

Please add an attachment only on “Invoice Header” level

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 8000040441

Invoice #: *

Invoice Date: ⓘ 15 Jan 2019

Service Description:

Supplier Tax ID: ATU65136400

Remit To: 33 Donaufeldstrasse ▼

Subtotal: 1,000.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 1,000.00 EUR
Total Net Amount: 1,000.00 EUR
Amount Due: 1,000.00 EUR

View/Edit Addresses

STEP 2. When a new part of invoice header appears please press „Browse” and choose your file.

Attachments

The total size of all attachments cannot exceed 99MB

Browse... Add Attachment

Add to Header ▼

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment



Tax Configuration



Tax Configuration



If you create an invoice and the appropriate tax category is not available, you can add a new category.

STEP 1. At the bottom of the invoice creation page please choose „**Configure Tax Menu**” from the dropdown list.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1		Not Available	
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: []

Tax

Line Item Actions [] Delete

- Taxes
- 0% VAT / BLA
- Standard Tax Selections
- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**



Tax Configuration



STEP 2. You will be moved to the next page. Please select „**Create**” button to provide a new tax item. Fill in all necessary fields – “**Tax Category**” with VAT, “**Rate**” and “**Tax description**”. Then press „**OK**”.

Configure Tax

OK Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> VAT	0 %	VAT 0 %
<input type="radio"/> VAT	23 %	VAT 23%
<input type="radio"/> VAT	24 %	VAT 24%
<input type="radio"/> GST	0 %	GST 0%
<input type="radio"/> VAT	20 %	VAT 20%
<input type="radio"/> Sales Tax	0 %	sales tax 0%
<input type="radio"/> VAT	1 %	NEW TAX

Delete Create

“Create” button

STEP 3. You will be moved to the previous page. Newly created tax item will appear on the list

Add to Header

Line Items

Insert Line Item Options

Tax Category: 0% Sales Tax / sales tax 0%

No.	No.	No.	Include	Type
1			Not Available	PRANIE

Line Item Actions Delete

Taxes

- 0% VAT / VAT 0 %
- 0% GST / GST 0%
- 0% Sales Tax / sales tax 0%
- 1% VAT / NEW TAX**
- 20% VAT / VAT 20%
- 23% VAT / VAT 23%
- 24% VAT / VAT 24%

Standard Tax Selections

Sales