



Invoice Management – Invoice for Materials



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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 top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible on the right. The main content area displays a 'Workbench' dashboard with several metrics: Rejected invoices (1), New orders (2), Changed orders (0), Orders to invoice (2), Orders (2), and Invoices (1). The 'New orders (2)' section is highlighted with a red box and a red arrow pointing to a table of purchase orders. The table has columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. Two orders are listed: 04_05_2021_02 and 04_05_2021_01, both for 'Test Buyer' with an amount of \$400.00 USD and a status of 'New'. A red box highlights the 'Order Number' column, and a red arrow points from a text box labeled 'Your purchase orders' to the first row of the table.

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 the „Create Invoice” button and then choose „Standard Invoice”.

Purchase Order: 8000165605



Order Management Interface Buttons:

- Create Order Confirmation
- Create Ship Notice
- Create Invoice** (highlighted with a red box)
- Hide
- Print
- Download PDF
- Export cXML
- Download CSV
- Resend

Order History Navigation:

- Order Detail
- Order History

Invoice Type Selection:

- Standard Invoice** (highlighted with a red box)
- Credit Memo



From:
Takeda Pharma Sp. z o.o.
ul. Ksiestwa Lowickiego 12
[+48 46 830 92 18](tel:+48468309218)
99-420 Lyszkowice

Poland
Phone: [+48 \(22\) 6081399](tel:+48226081399)
Fax: +48 (46) 8309218

To:
Takeda - Tomasz - TEST
Sterlinga 8a
91-425 Łódź
Łódź
Poland
Phone: [redacted] 4
Fax:
Email: tomasz.konieczny@takeda.com

NOTE that invoice is automatically pre-populated with the PO data filled by Takeda requester. Complete all fields marked with an asterisk and add tax as applicable.

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

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: PO2017-06-05VV001ID01

Invoice #: * INV ID001

Invoice Date: * 5 Jun 2017

Supplier Tax ID: 1234567890

Remit To: ACME-VV001 Inc
Madrid
Spain

Bill To: Buyer ABC (B)
Muenchen
Germany

Subtotal: 450.00 EUR
Total Tax: 9.00 EUR
Amount Due: 459.00 EUR

[View/Edit Addresses](#)

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

STEP 4. Please choose „Header level shipping” in „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

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: **DE123456789**

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STEP 7. 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

Taxes

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

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

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STEP 8. „Include” button shows which item will be invoiced.

Here you can choose which position will be included in the invoice. Select the button to close/open the position.

No.	Include	Type
1	<input checked="" type="checkbox"/>	MATERIAL

No.	Include	Type
2	<input type="checkbox"/>	MATERIAL

STEP 9. In the „Line Items” section please tick the line item. Select the „Line Item Actions” button and choose „Tax”.

No.	Include	Type
3	<input checked="" type="checkbox"/>	MATERIAL

Tax

Line Item Actions ▾

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment

Delete | Add

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Radosław
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k@takeda.com) last visited 29 Jan
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STEP 10. When new window pops up:

- please choose the same category for tax as chosen before and fill in „**Rate(%)**” field (then Tax Amount field is autopopulated);
- then click „**Next**”.

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

The screenshot illustrates the process of setting up a 0% VAT invoice. It is divided into two steps:

Step 1: The 'Category:*' dropdown is set to 'VAT'. The 'Description' field is filled with 'test'. The 'Regime' dropdown is also visible.

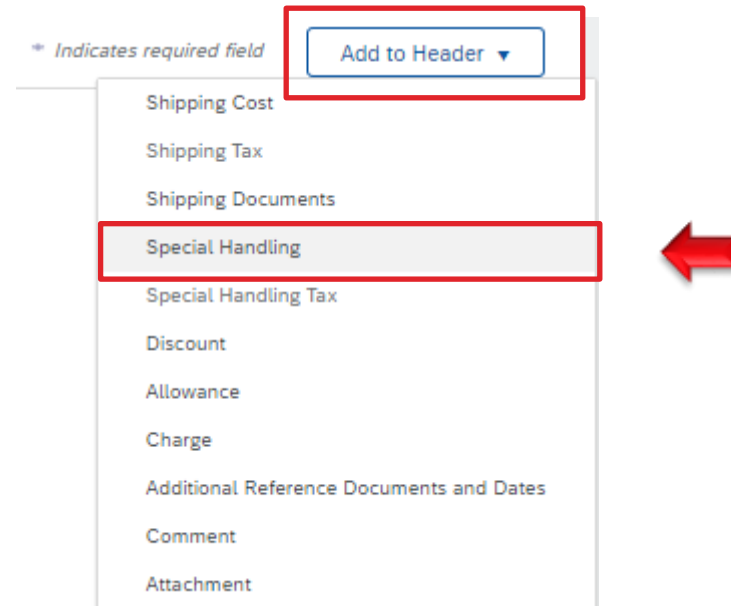
Step 2: The 'Rate(%)' field is set to '0'. The 'Exempt Detail' dropdown is set to 'Zero Rated'. The 'Tax Amount' field is populated with '0.00 EUR'. The 'Date Of Supply' is set to '26 Nov 2019'. The 'Triangular Transaction' checkbox is unchecked.

Other fields visible include 'Taxable Amount: 10.00 EUR', 'Tax Rate Type', 'Date Of Pre-Payment', and 'Law Reference'.

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STEP 11. 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 12. Under the „Shipping” section, new section „Special Handling” appears. Please enter the costs.

Special Handling

Special Handling Amount:

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STEP 13. If necessary, please select „Add to Header” button and choose „Special Handling Tax” to add the taxation.

STEP 14. 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 15. If all necessary information is complete, please select „**Next**” button.

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

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies for Intra-EU Trade. The document's originating country is: Spain. The document's destination country is: Germany.
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 Confirmation Email Invoice Status Email

Invoice #: INV ID01
Invoice Date: Monday 5 Jun 2017 11:44 AM GMT+05:30
Original Purchase Order: PO2017-06-05VV001ID01

Subtotal: 140.00 EUR
Total Tax: 2.80 EUR
Amount Due: 142.80 EUR

REMIT TO: ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain Tax ID of Supplier: 1234567890	BILL TO: Buyer ABC (B) Postal Address (default): XYZ Str. 20 80001 Muenchen Germany Address ID: BillTo123	SUPPLIER: ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain
BILL FROM: ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain	CUSTOMER: Buyer ABC (S) Postal Address: Soldto Str. 50 80001 Muenchen Germany Address ID: soldTo123	

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STEP 16. After submitting your invoice, you can see the details of the PO and the status. 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“



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

* 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

Buttons: Delete | Create | OK | Cancel

Annotations: A red box highlights the "Create" button and the "NEW TAX" row. A red arrow points to the "OK" 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

Annotation: A red arrow points to the "1% VAT / NEW TAX" item in the Taxes list.

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