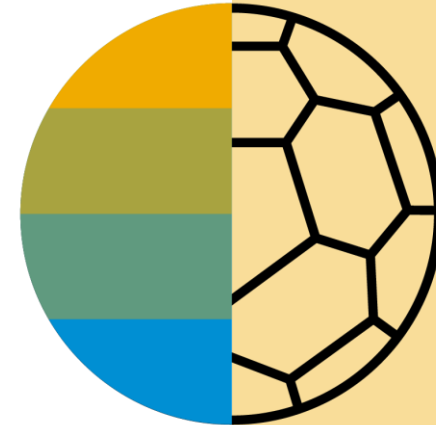


Cisco EMEA Invoicing Guide

CONFIDENTIAL



Cisco Invoice Requirements

1. Suppliers are required to include a Remit To address and Remit ID on invoice.
2. Suppliers are allowed to back date invoices for 365 days.
3. Suppliers must enter taxes at the line item level.
4. Suppliers must enter the Date of Supply on tax line items.
5. Suppliers must enter shipping and special handling taxes at the header level.
6. Suppliers must include their ERP Generated Invoice in a PDF format as an attachment at the header of the invoice on the SAP Ariba Invoice form.

EMEA-specific Invoicing Fields

For suppliers who transact in the EMEA region, a new UI template has been created to properly capture VAT taxes to be compliant with local government laws. This will be the default view for all such suppliers, regardless of the Cisco entity being supplied.

Header fields:

1. Bill From Country – country from which you are billing Cisco
2. Bill To Country Currency – currency of the Cisco entity you are billing
3. Tax Currency Exchange Rate – exchange rate from the invoice currency to the Cisco entity currency
4. Currency Exchange Rate Date – date which the tax currency exchange rate is relevant

The screenshot shows a UI form for header fields. It contains four numbered items: 1. 'Bill From Country: *' with a text input field containing 'NL'. 2. 'Bill To Country Currency: *' with a dropdown menu showing '(no value)' and a downward arrow. 3. 'Tax Currency Exchange Rate:' with a text input field. 4. 'Currency Exchange Rate Date:' with a text input field and a calendar icon. Below these items is a button labeled 'Add to Header' with a downward arrow.

Tax line item fields:

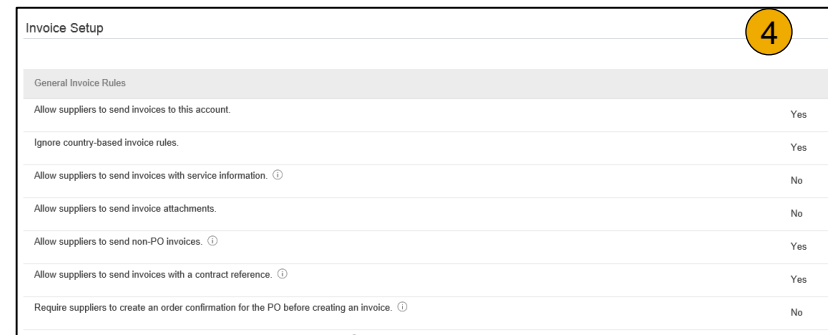
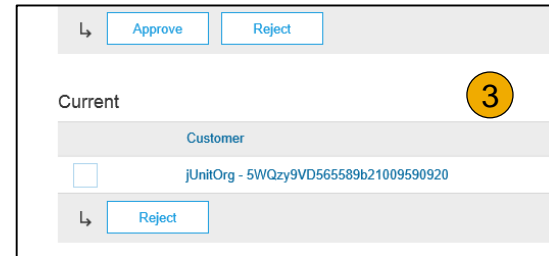
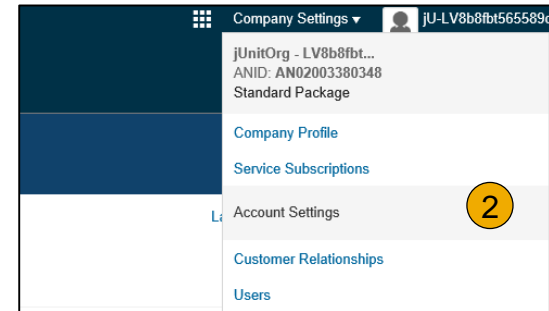
5. Tax Amount in Local Currency – tax amount in the local currency of the Cisco entity you are billing

The screenshot shows a UI form for tax line item fields. It features a yellow warning banner at the top with an exclamation mark icon and the text 'Enter tax amount in the Bill To Country Currency without the currency code.' Below the banner is item 5: 'Tax Amount in Local Currency:' with a text input field. At the bottom, there is a label 'Date of Supply: *' followed by a text input field containing '25 Oct 2019' and a calendar icon.

Review Cisco Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Cisco).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Cisco enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.



Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification.
2. **Select Remit-To** address from the drop down box if you have entered more than one. **Note:** You must include a Remit-To address on invoices
3. **Shipping and special handling** should be entered at the header level.
4. **ERP Generated invoice** will be attached on the Header Level.
5. **Tax information is required** at Line level only by selecting the Line level tax radio button.
6. **Bill From Country** is required and will default to the Bill From Address country.
7. **Bill To Country Currency** is required and value should be selected from the drop-down matching the Cisco entity local currency you are billing.
8. **Tax Currency Exchange Rate should be provided** only if the invoice currency is different than the Cisco entity local currency you are billing.
9. **Currency Exchange Rate Date should be provided** to document the date in which the tax currency exchange rate is relevant
10. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: *

INV_1084497223

Invoice Date: *

15 Apr 2016

Remit To

DEFAULT VALUE ▼

2

MATERIAL

Line Item Actions ▼

Edit

Add

Tax

Shipping Documents

Special Handling

Allowance

Charge

Comments

Attachment

* Indicates required field

Add to Header ▼

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

6

Bill From Country: *

NL

7

Bill To Country Currency: *

(no value) ▼

8

Tax Currency Exchange Rate:

9

Currency Exchange Rate Date:

Add to Header ▼

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded item.

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. **Select** a tax rate from the Category selection if configured, otherwise select a tax type and fill in the tax rate
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.
6. **Tax Amount in Local Currency** should be filled in and equal the line **tax amount x Tax Currency Exchange Rate** in the invoice header (only include the numerical value)
7. **Date of Supply** must be selected on all tax lines

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

Line Item Actions

No.	Include	Type	Part #
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: * VAT

Location:

Description:

Regime:


Date Of Pre-Payment:

Law Reference:


Line Item Actions

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

 Enter tax amount in the Bill To Country Currency without the currency code.

6 Tax Amount in Local Currency:

7 Date of Supply: * 25 Oct 2019 

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select the Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select Category** within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter shipping cost** to the applicable line items

1. Select the Line level tax radio button.

2. Click the 'Configure Tax Menu' option in the Standard Tax Selections dropdown.

3. Click the 'Remove' button.

4. Click the 'Create' button to add a new tax category.

5. Enter the shipping cost in the 'Shipping Amount' field.

Invoice via PO Flip

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Cisco.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: *

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

Note: In the event of errors, there will be a notification in red where information must be corrected