



SAP Ariba 

Nemak Supplier Portal Functional Training



Agenda

- Ariba Network
- Nemak Specifications
- Ariba Network Account
- Documents
- Questions

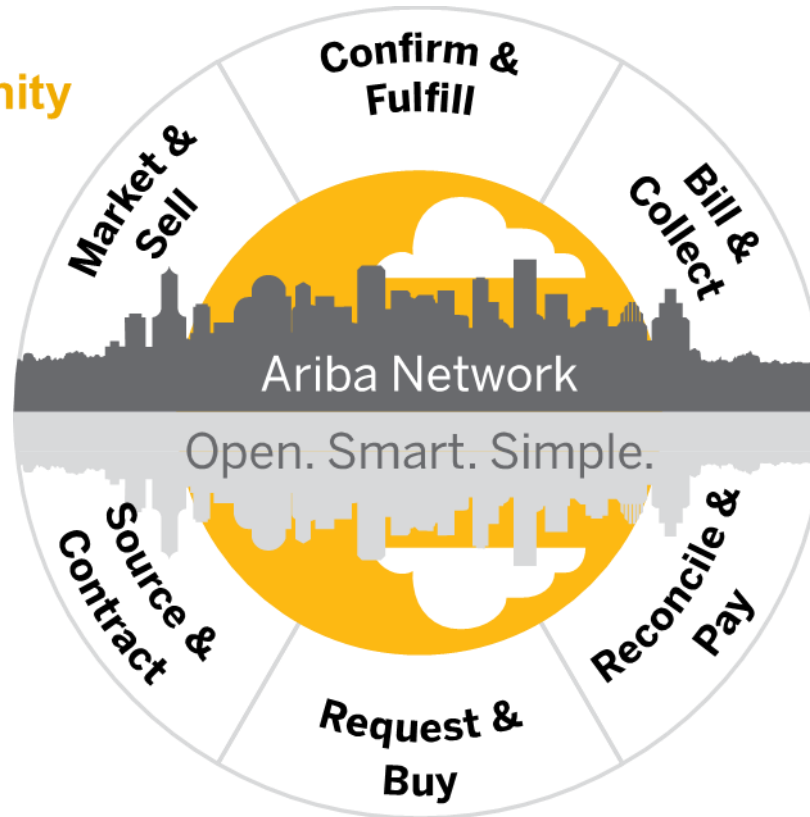


Why Ariba Network?

**World's largest trading community
of over \$1 trillion**

Single point for
business collaboration

**Works with how you do
business**



**Get expertise, experience,
and advice**

Manage leads, proposals,
contracts, orders,
invoices, and payments

**Use many browsers, formats,
languages, and currencies**

**Nemak has selected Ariba Network to help streamline our
procurement and accounts payable processes. As a preferred Supplier, you
have been invited to join Ariba Network and start transacting electronically with them.**

Review Nemak Specifications

Supported Documents

Nemak project specifics:

- **Tax data** is accepted at the line level of the invoice.
- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details
- **Service Entry Sheets**
- **Line Level Credit/Debit Memos**
Item level credits/debits; price/quantity adjustments

Review Nemak Specifications

Not Supported Documents

- **Summary or Consolidated Invoices**
Apply one (1) invoice against multiple purchase orders; not accepted by Nemak
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Nemak
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Nemak will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Nemak requires invoices to be submitted electronically through Ariba Network
- **Contract Invoices**
Apply against contracts
- **BPO Invoices**
Invoices against a blanket purchase order
- **Header Level Credit Memos**
Header Level Credit memos are NOT accepted through AN; Line Level credit memos can be processed through AN

Ariba Network Demonstration

Account Overview And Configurations

- Logging In/Home Page Tour
- Configurations
- Help Center Tour

Nemak Transactional Process

- Purchase Order
- Order Confirmation
- Advanced Ship Notice
- Service Entry Sheet
- Invoice
- Line Level Credit/Debit Memo
- Schedule Payments
- Remittance



Logging In / Home Page

1. Go to supplier.ariba.com
2. Use your user name and password to log in
3. Reset your password or receive your username

Supplier Login

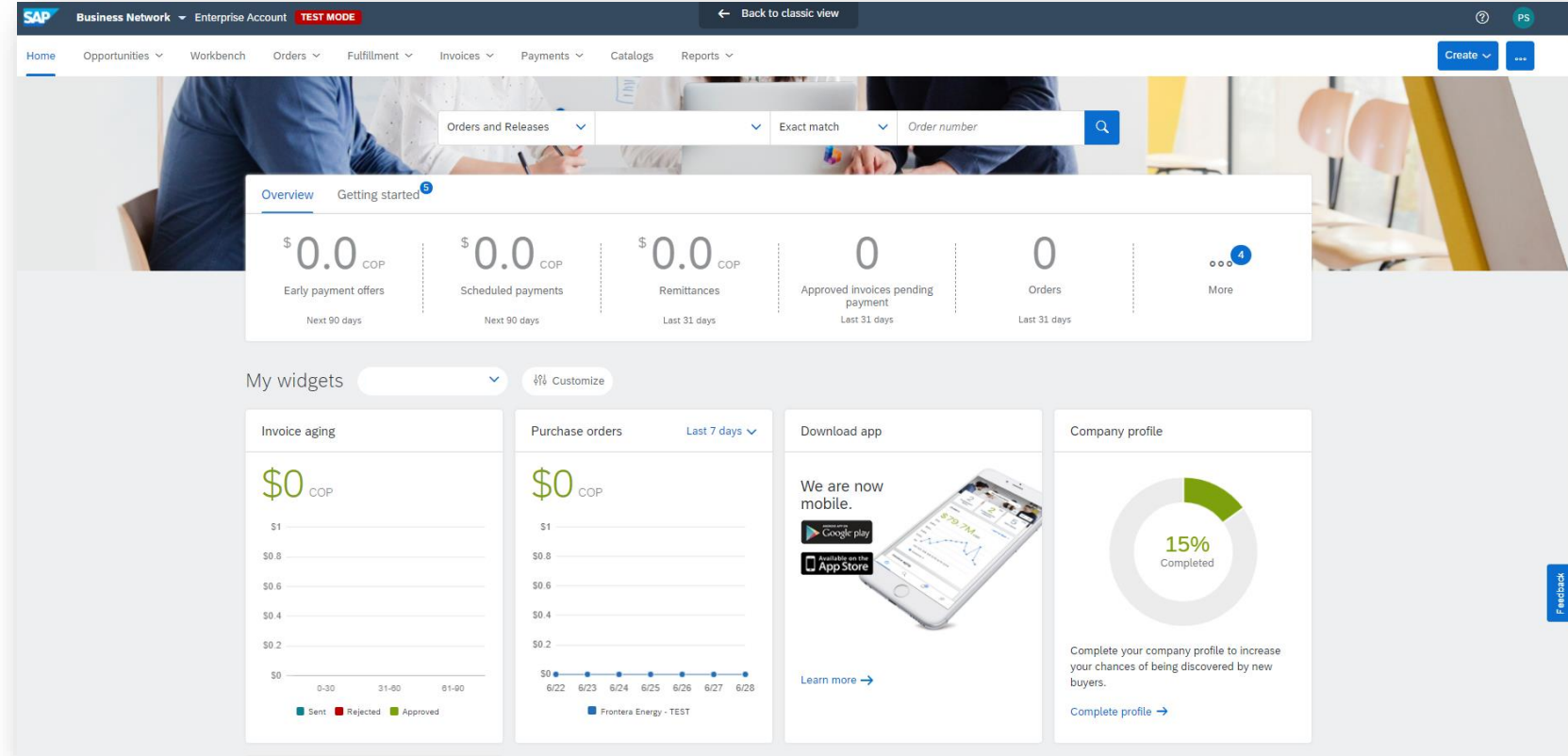
User Name

Password

Login

[Forgot Username or Password](#)

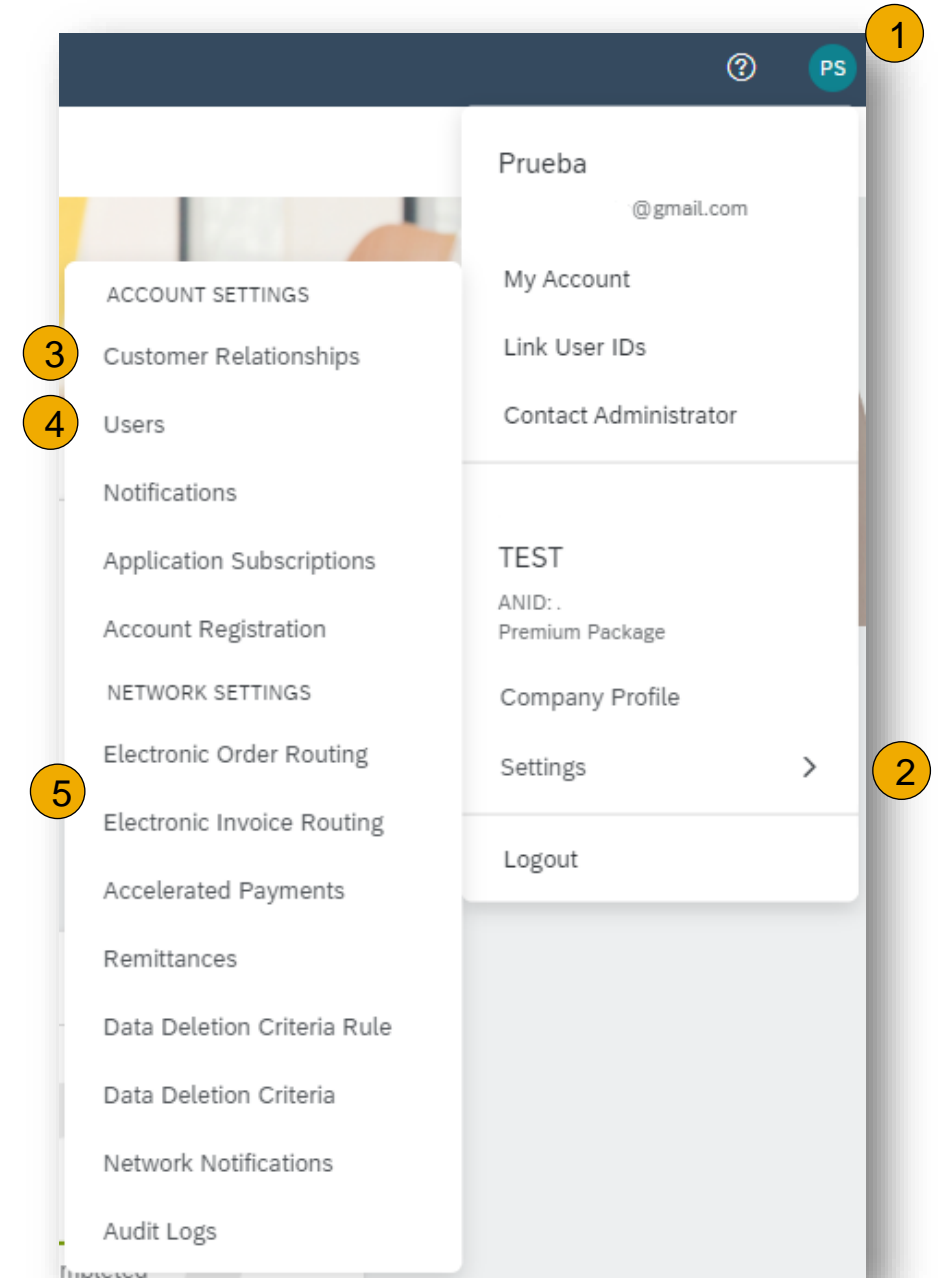
New to SAP Business Network?
[Register Now](#) or [Learn More](#)



In the home screen you will find all menus and options in order to transact with Nemak

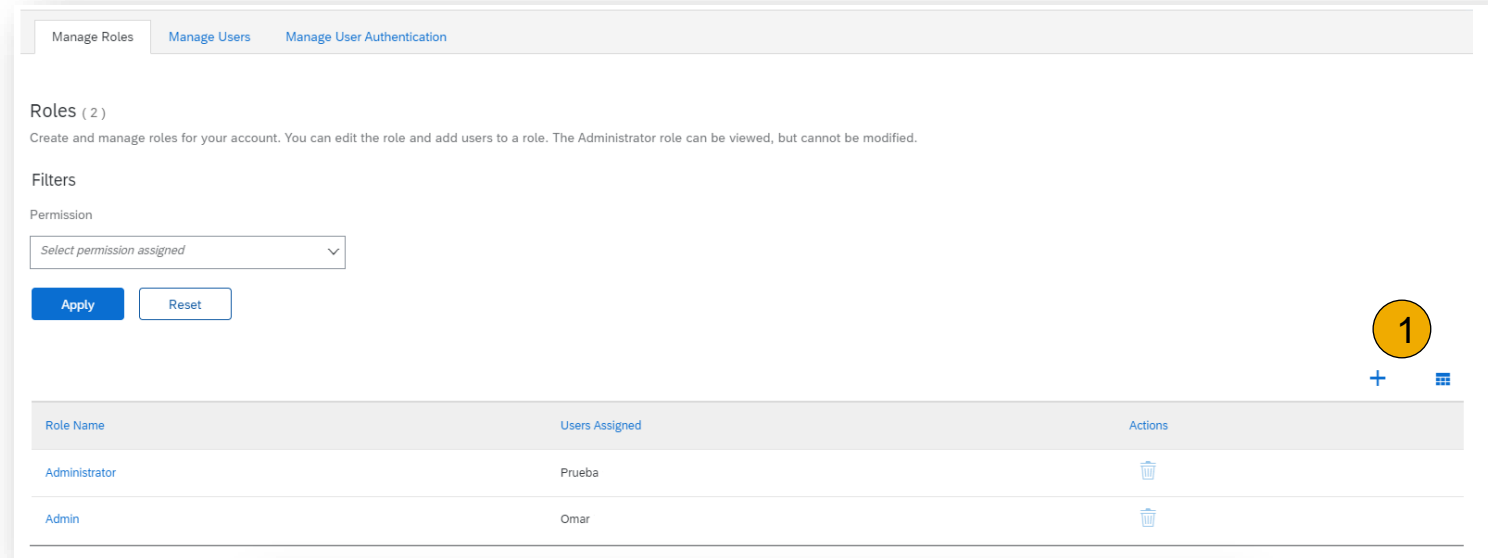
Configurations

1. **Click** on the initials in the top right hand corner
2. **Click** on the settings menu
3. **Review** your customer relationships: please make sure you have an active relationship with Nemak
4. **Configure** your users: create new users and passwords and assign functions to those users
5. **Configure** your routing methods



Users and Roles

1. On the **Manage Roles** section, click on the plus sign
2. **Complete** the name and a description of the function
3. **Chose** the permissions you will give access to this role
4. **Click** save to finish the process



The screenshot shows the 'Create Role' form in SAP Ariba. The form is titled 'Create Role' and has a sub-header 'New Role Information'. It includes a 'Name' field (marked with an asterisk as required) and a 'Description' field. A yellow circle with the number '2' is placed next to the 'Name' field. Below the 'New Role Information' section is the 'Permissions' section, which states 'Each role must have at least one permission.' and includes a 'Page' selector set to '1'. A table lists the available permissions:

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type

A yellow circle with the number '3' is placed next to the 'Permissions' section.

Users and Roles

- 1. On the **Manage Users** section, click on the plus sign
- 2. **Complete** the information requested
- 3. **Assign** the roles you will be giving to this user
- 4. **Assign** this user to view all customers or only selected ones
- 5. **Click** done to finish the process

Manage RolesManage UsersManage User Authentication

Users (1)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username

Enter username

+

Apply

Reset

☐

Username

Email Address

First Name

Last Name

Ariba Discovery Contact

Role Assigned

Authorization Profiles Assigned

Customer Assigned

Actions

☐

test-lbOE@sap.com

Omar

No

Admin

All(1)

Actions ▾

↳

Add to Contact List

Remove from Contact List

New User Information

Username:*

ⓘ

Email Address:*

First Name:*

Last Name:*

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone:

Country

Area

Number

USA 1 ▾

Role Assignment

Name	Description
<input type="checkbox"/> Admin	Admin

Customer Assignment

Assign to Customer:

☒ All Customers

☐ Select Customers

Select Electronic Order Routing Method

1. Begin Account Configuration

2. Choose the routing method email

3. Configure email notifications

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

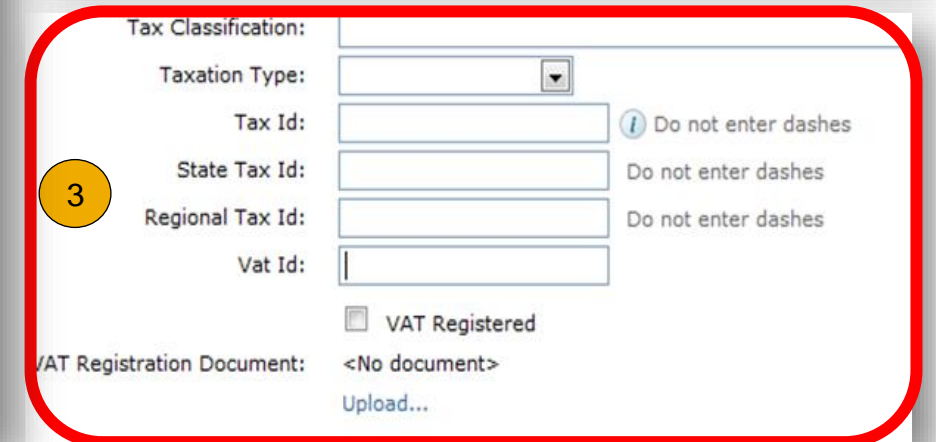
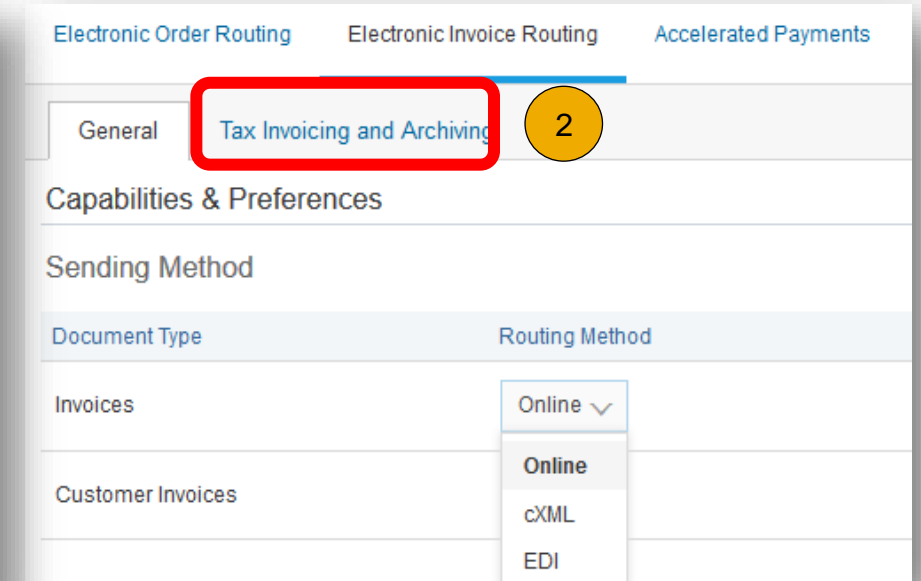
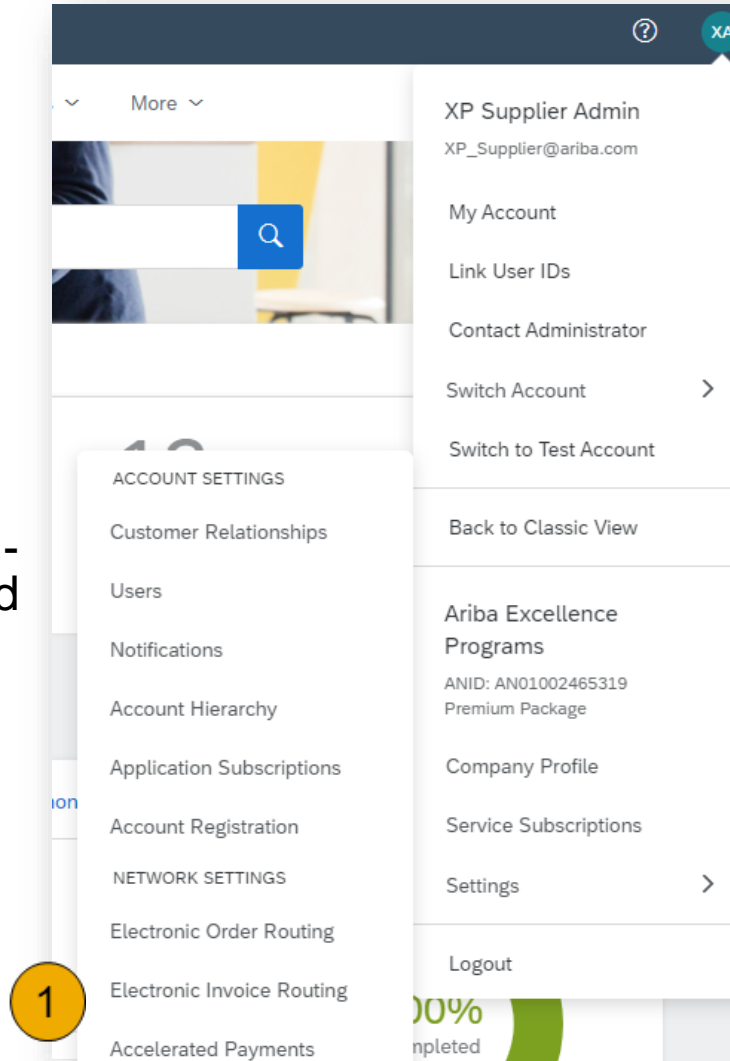
New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>2</div> <div>Email</div>	<div>3</div> <div>Email address</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div>

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. Choose the routing method email
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT ID and other supporting data.



Ariba Network Help Resources



Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Use the Supplier Information Portal in order to access the buyer landing page according to your region and get help with the following:
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Nemak Enablement Business Process Support

- Email Nemak Enablement Team: purchasing@nemak.com
 - Business-Related Questions

Nemak Supplier Information Portal

- Functional Guides
- Technical Specifications
- Support Resources

Supplier Support Post Go-Live

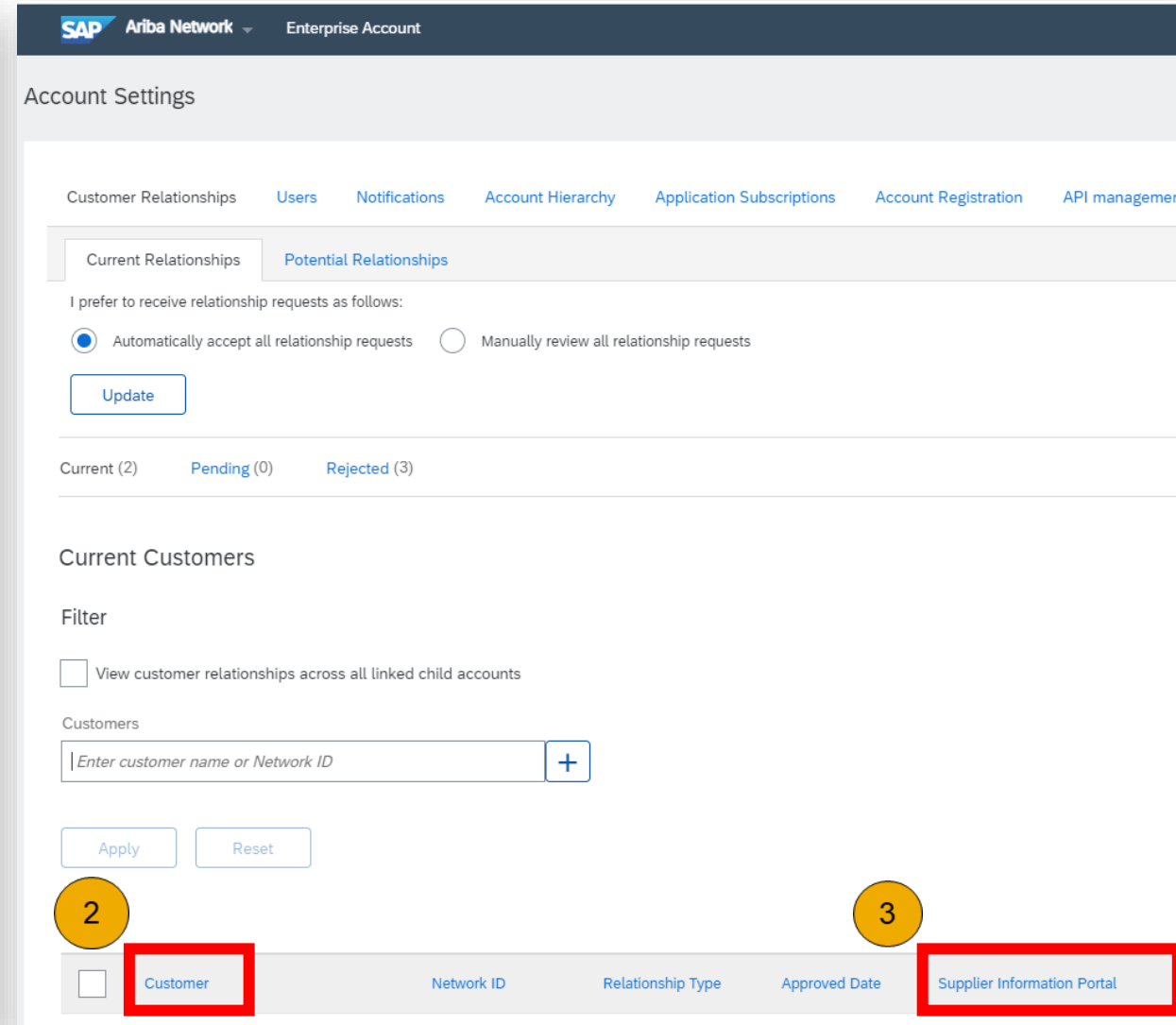
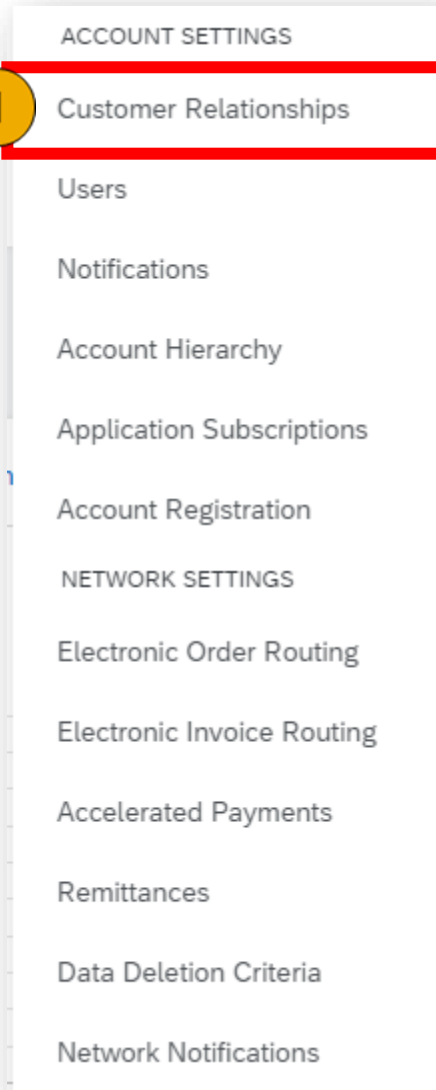
SAP Ariba Global Customer Support

- [Click here](#) to chose your communication preference: email or phone

Training & Resources

Nemak Supplier Information Portal

1. **Select** the Settings Menu from the user profile dropdown in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.



Additional Resources

The screenshot shows the SAP Help Center Home page. At the top, there's a navigation bar with the SAP logo, 'Help Center Home', and a user icon. Below this is a secondary navigation bar with 'Home', 'Learning', and 'Contact us'. The main content area has a large heading 'How can we help you?' followed by a search bar with the placeholder text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, there's a suggestion: 'Try "cancel order", "email notifications", "user authorization"'. Further down, there's a 'News highlight' section with a placeholder image. Below that is a 'Topics we recommend for you' section. The first recommendation is 'Coming May 21: New portal for Enterprise accounts', which includes a welcome message, a video link, and buttons for 'View homepage' and 'Supplier workbench'. The second recommendation is 'How do I create an invoice?', which includes a question, an answer, and buttons for 'Invoices', 'PO invoices', 'Non-PO invoices', 'Contract invoices', 'Invoice status', 'View homepage', and 'Supply chain'.

[Learning Center](#)

The screenshot shows the SAP Ariba Success Sessions page. At the top, there's a navigation bar with the SAP Ariba logo and the SAP logo. The main heading is 'Success Sessions', followed by 'Presented By: SAP Ariba Customer Support'. Below this is a thank you message and a link to 'Click Here For Categories'. The page features a grid of six webinar thumbnails. Each thumbnail includes a title, a description, a date and time, and an icon. The thumbnails are: 1. 'Success Sessions: Administrator's Guide to the Ariba Network' (June 26, 2019 01:00 PM EDT), 2. 'Supplier Success Sessions: Introduction to the Ariba Network' (June 26, 2019 02:00 PM EDT), 3. 'Supplier Success Sessions: Invoicing' (June 26, 2019 03:00 PM EDT), 4. 'Supplier Success Sessions: Participating in a RFP' (June 26, 2019 04:00 PM EDT), 5. 'Supplier Success Sessions: Participating in an Auction' (June 26, 2019 05:00 PM EDT), and 6. 'Success Sessions: Supplier Management for Buyers' (June 26, 2019 06:00 PM EDT).

[Success Sessions](#)

Useful Links

- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics and Network Notifications**– <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **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>

Purchase Order

Search and Identify the PO

From the Homepage:

1. Click **Workbench**.
2. Select any of **Orders** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a yellow circle 1), 'Planning', and 'Orders'. Below the navigation bar, there are four tiles representing different order categories: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). The 'Orders to invoice' tile is selected, and a filter panel is open (highlighted with a yellow circle 3). The filter panel includes sections for 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', 'Purchasing organizations', 'Customer locations', 'Order type', 'Routing status', 'Min amount', 'Max amount', 'Currency', and a 'Show hidden orders only' checkbox. Below the filter panel, there is a table of purchase orders (highlighted with a yellow circle 6). The table has columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The first row shows an order number '4500003734' and a customer 'Delivery Team - Global H19 Client 400 - TEST'. The 'Actions' column contains a three-dot menu icon. The 'configure' button (highlighted with a yellow circle 4) and the 'export' button (highlighted with a yellow circle 5) are located at the top right of the table.

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		...

Purchase Order

View PO Details

1. View the details of your order and allowed actions.
2. View the comments.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.

Purchase Order: 4500052892 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

From: BestRun Australia BP
168 Walker Street
North Sydney NSW 2060
Australia
Phone: +61 () (02) 9935 4 500
Fax: +61 () (02) 9935 4 999

To: BParnau Supplier - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone: +420 (111) 1111111
Fax:
Email: bogdan.parnau@sap.com

Purchase Order
(New)
4500052892
Amount: \$20.00 AUD
Version: 1

Comments
Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		2918	Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD	
Description: BP TST 2918										

Show Item Details

Details

Order Confirmation

Allowed Actions

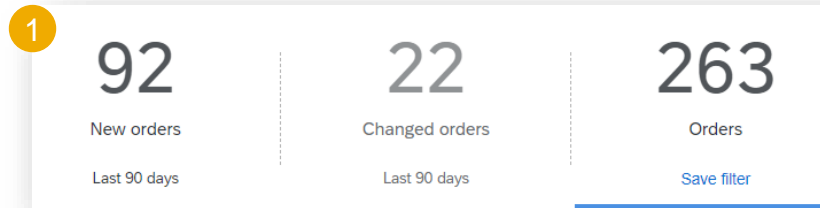
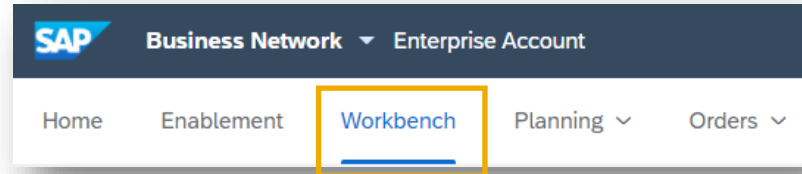
You can confirm, update or reject your orders.

From the **Workbench**:

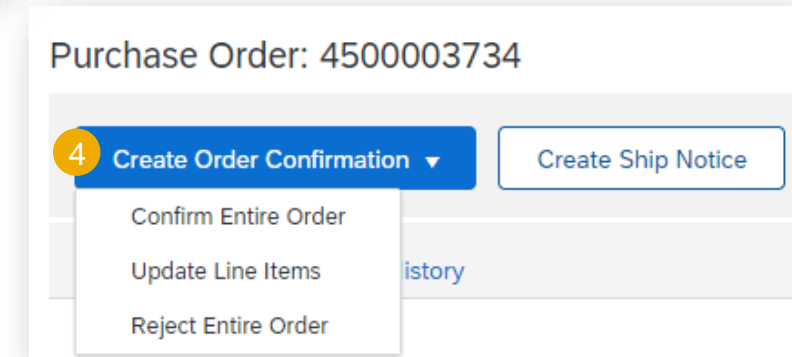
1. Select **Orders** tile.
2. Identify the right document and click **Actions** button.
3. Select an action.

OR

4. The same actions are available from the **PO screen**. Click **Create Order Confirmation** button.



Order Number	Type	Actions
4500003734	Order	<div><div>2</div><div>...</div><div>3</div><div>Confirm entire order</div><div>Update line items</div><div>Reject entire order</div></div>



Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. Select **Confirm entire order** action.
2. Complete the mandatory fields in **the Order Confirmation Header**.
3. Review the **Line Items**.
4. Click **Next** button in the bottom of the screen when finished.
5. Review the order confirmation and select the next action:
 - Click **Previous** to go to the previous page.
 - Click **Submit** to send order conformation to the buyer.
 - Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.

The screenshot displays the SAP Order Confirmation interface. At the top, a table lists order details with columns for Order Number, Type, and Actions. The first row shows Order Number 4500003734 and Type Order. A dropdown menu is open under the Actions column, showing options: Confirm entire order (highlighted with a yellow box and callout 1), Update line items, and Reject entire order.

Below the table is the 'Confirming PO' section. On the left, a sidebar contains two items: '1 Confirm Entire Order' (highlighted with a yellow box and callout 2) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several input fields: Confirmation # (456789), Associated Purchase Order # (4500053069), Customer (BP SCC Buyer - TEST), and Supplier Reference. Below this is the 'SHIPPING AND TAX INFORMATION' section with fields for Est. Shipping Date, Est. Delivery Date (marked with an asterisk), and a Comments field.

At the bottom is the 'Line Items' section, which includes a table with columns: Line #, Part #, Customer Part #, Revision Level, and Qty (Unit). The first row shows Line # 10, Part # 2921, Customer Part # 2921, and Qty (Unit) 70.0 (EA). Below the table is a 'Description' field containing 'BP TST 2921'. Further down, there is a 'Schedule Lines' section with a 'Current Order Status' field.

At the bottom right of the interface, there are three buttons: 'Next' (highlighted with a yellow box and callout 4), 'Previous' (callout 5), and 'Submit' (highlighted with a blue box and callout 5).

Order Confirmation

Reject Entire Order

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order**. A pop-up window will appear.
2. Enter your order confirmation number.
3. Please provide the reason for rejection in the **Comments** section.
4. Select the next applicable action:
 - Click **Reject Order** to reject.
 - Click **Cancel** to exit the page without saving changes.

Notes: Once the order confirmation is rejected, the Order Status will display as **Rejected**.

Order Number	Type	Actions
4500003734	Order	<div><div>1</div><div><div>Confirm entire order</div><div>Update line items</div><div>Reject entire order</div></div></div>

REJECT ENTIRE ORDER

Order Confirmation Number:

2

Confirmation #:

3

Comments:

4

Reject Order

Cancel

Order Confirmation

Update Line Items

1. If you select **Update Line Items**, you can confirm, reject and update line item information. Order confirmations have a **header** and a **line** items section.
 - At a **header** level, you can add comments, attachments and further order confirmation details.
 - At a **line** level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

Notes: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

Header Section:

Order Number	Type	Actions
4500003734	Order	<ul style="list-style-type: none"> Confirm entire order Update line items Reject entire order

Line Items Section:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10		BP-QM-01		1.0 (EA)	7 Mar 2019	\$2.00 AUD	\$2.00 AUD

Description: BP TST QM 01

Current Order Status:
☒ 1 Confirmed With Changes (Estimated Delivery Date: 11 Mar 2019 ; Confirmed Unit Price: \$4.00 AUD)

Confirm: Backorder:

Line Items Section (Detailed View):

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		BP-QM-01		100.0 (EA)	6 Mar 2019	\$2.00 AUD	\$200.00 AUD	

Description: BP TST QM 01

Current Order Status:
 100.0 Confirmed With Changes (Estimated Delivery Date: 6 Mar 2019 ; Confirmed Unit Conversion: 4; Confirmed Price Unit Quantity: 2; Confirmed Price Unit: EA)

Order Confirmation

Review Submitted Order Confirmations

From the Homepage:

1. Submitted order confirmations can be viewed from **Fulfillment / Order Confirmations**.
2. Use search filters to identify the right document.
3. Configure data view by clicking configure button.
4. You can review conformation as well from the PO screen in the Related Documents.

The screenshot displays the SAP Business Network interface. At the top, the header bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below this, a navigation bar shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A yellow circle with the number '1' highlights the 'Fulfillment' dropdown menu, which is open to show 'Order Confirmations'. A yellow circle with the number '2' points to the 'Search Filters' section. The main content area shows 'Order Confirmations (311)' with a page selector set to '1' and a yellow circle with the number '3' highlighting the 'Configure' button. Below this is a table with three columns: 'Confirmation ID', 'Customer', and 'Status'. The table contains two rows of data. A yellow circle with the number '4' points to the 'Related Documents' section at the bottom, which shows 'Purchase Order (Partially Invoiced) 20170215_DMPO7' with an amount of 295.00 EUR, and a list of related documents including 'OCP07 12313123' and 'OCP07 More(2) »'.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Fulfillment

Order Confirmations

Search Filters

Order Confirmations (311) Page 1

Confirmation ID	Customer	Status
1OC3733	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged
1OC3725	SCC Delivery Team - Global H19 Client 400 - TEST	Acknowledged

Purchase Order
(Partially Invoiced)
20170215_DMPO7
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: [OCP07 12313123](#)
[OCP07 More\(2\) »](#)

Advanced Shipping Notification

Create ASN

There are 2 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

4. You can also create ASN from the PO screen. Click **Create Ship Notice**.

The screenshot shows the SAP Business Network Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', and 'Planning'. A tile labeled '1' shows '7 Items to ship' for the 'Last 31 days'. Below this, a section labeled '2' shows 'Items to ship (7)' with filters like 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A button labeled '3' says 'Create ship notice'. Below the button is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table has three rows: a header row, a row for 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST' with 'Ship To Address: Storage Locaiton 171C - Address Nam, Palo Alto,', and a data row for Order No. 4500003719, Item No. 10, Supplier Part No. S_BP0011, and Description RAW13, PD, Lohnbearbeitung. A button labeled '4' says 'Create ship notice'.

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST Ship To Address: Storage Locaiton 171C - Address Nam, Palo Alto,						
4500003719	10	S_BP0011	RAW13, PD, Lohnbearbeitung			...

Purchase Order: 4500003734

Create Order Confirmation ▼ Create Ship Notice

Advanced Shipping Notification

Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your Ariba Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping / delivery date.
7. Upload tool to attach additional documents if needed.
8. In section “additional fields”, provide comments.

The screenshot displays the 'Advanced Shipping Notification' form at the 'Header Level'. It is divided into several sections with numbered callouts:

- 1 DELIVER TO:** Located at the top right, it contains the text 'Buyer test - TEST' and 'Prague Czech Republic'.
- 2 SHIP FROM:** Located at the top left, it contains the text 'Supplier test - TEST' and 'Geneva Switzerland'. An 'Update Address' link is visible next to it.
- 3 SHIP NOTICE:** A section containing several input fields:
 - 3 Packing Slip ID:** A mandatory text input field.
 - 4 Invoice No.:** A text input field.
 - 5 Ship Notice Type:** A dropdown menu currently showing 'Select'.
 - 6 Shipping Date:** A date input field.
 - 6 Delivery Date:** A date input field.
- 6 Hazard Type:** A dropdown menu currently showing 'Select'.
- 6 is Divisible:** A checkbox.
- 7 ATTACHMENTS:** A section for uploading documents, featuring a 'Choose File' button, a 'No file chosen' status, and an 'Add Attachment' button. A note below states: 'The total size of all attachments cannot exceed 100MB'.
- 8 Additional Fields:** A section at the bottom containing two text input fields labeled 'Reason for Shipment' and 'Comments'.

Advanced Shipping Notification

Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what is possible).
2. Click **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1	2 Remove

Description: Test description

Shipment Status
Total Item Due Quantity: 30 PCE

Confirmation Status
Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID	
1	10.0		Add Details

3 Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

Advanced Shipping Notification

Create ASN – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click **Remove** button if you need to delete a complete PO line from your document.

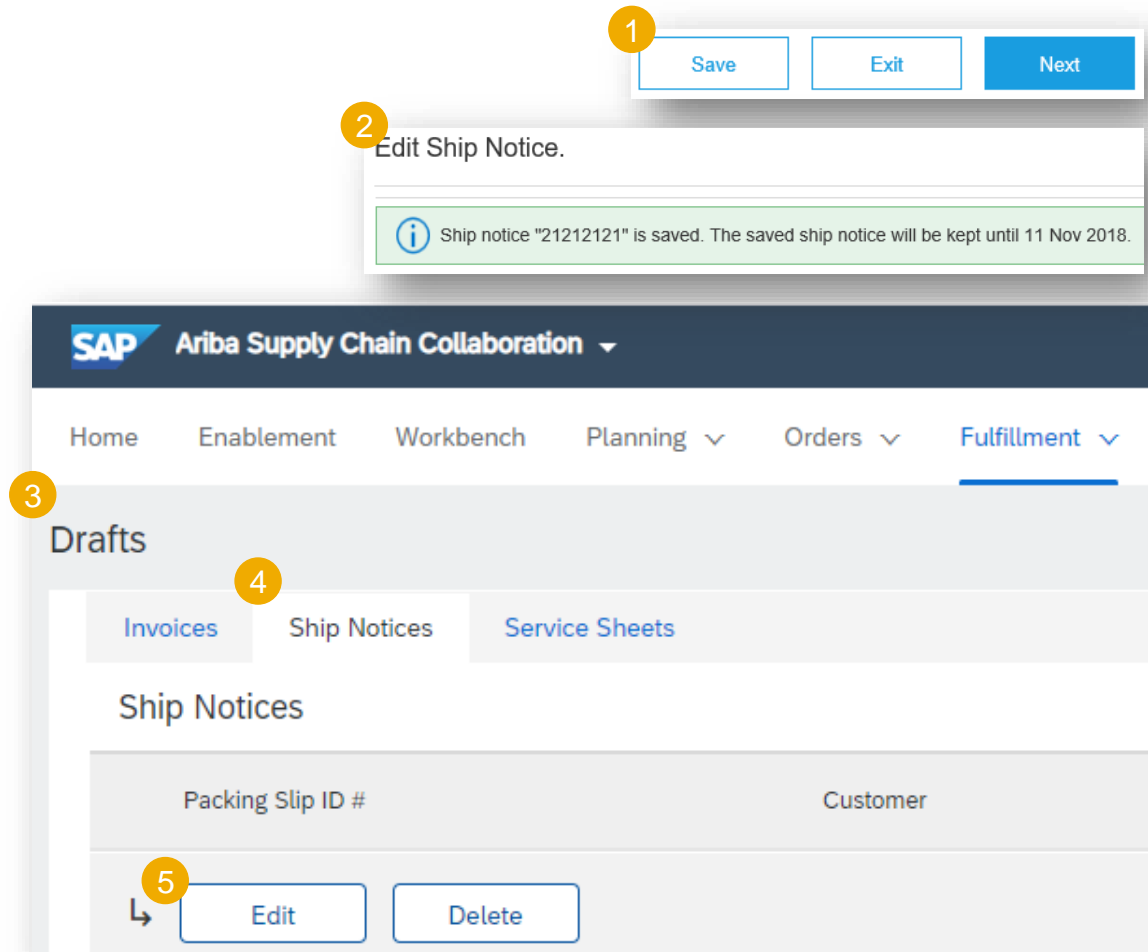
The screenshot illustrates the SAP Advanced Shipping Notification interface. It is divided into three main sections:

- Top Section:** Contains a button labeled "Add Order Line Item" (marked with a yellow circle 1).
- Middle Section:** Displays a list of PO lines. The first line is selected (marked with a yellow circle 2). The line details are: 20 Sep 2018, 148708, 6008375888, 6 (PCE), 6 (PCE). A button labeled "Add Selected Items" (marked with a yellow circle 3) is located to the right of the list.
- Bottom Section:** Shows the details of the added line item. The line number is 2, and the description is "Test customer part1". The quantity is 6.0, and the unit is PCE. The date is 20 Sep 2018. The price is 12.00 CHF, and the total is 72.00 CHF. A "Remove" button (marked with a yellow circle 5) is located to the right. The line item details are shown in a table with columns: Line, Ship Qty, and Supplier Batch ID. The line number is 1, the ship quantity is 6.0, and the supplier batch ID is empty. A button labeled "Add Details" (marked with a yellow circle 4) is located to the right of the table.

Advanced Shipping Notification

Create ASN – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. Saved draft will **not** be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment/Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.



Advanced Shipping Notification

Create ASN – Submit the Final Document

1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers, if applicable.
5. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below these are 'Previous', 'Save', and 'Submit' buttons (callouts 6, 5, and 5 respectively). The main form is divided into several sections:

- SHIP FROM:** Contains 'TEST SUPPLIER NAME' and 'TEST SUPPLIER SHIPPING ADDRESS'.
- DELIVER TO:** Contains 'TEST CUSTOMER NAME' and 'TEST CUSTOMER DELIVERY ADDRESS'.
- SHIPPING:** Includes fields for 'Packing Slip ID' (222), 'Invoice #', 'Requested Delivery Date', 'Ship Notice Type', 'Actual Shipping Date', and 'Actual Delivery Date' (30 Oct 2018, callout 2). It also has a 'Is Shipment' checkbox (No).
- TRACKING:** A note states 'Tracking information not provided'.
- DIMENSIONS:** Fields for 'Gross Volume', 'Gross Weight', 'Total Length', 'Total Width', and 'Total Height'.
- Order Items:** A table with columns: Order #, Line #, Part #, Customer Part #, Qty (callout 3), Unit, Need By, Ship By, Unit Price, Subtotal, and Customer. The first row shows Order # 6000450934, Line # 1, Part # 123123, Qty 30.0, Unit PCE, Need By 15-Oct-2018, Unit Price 10.00 CHF, and Subtotal 300.00 CHF. The description is 'MAIL, FINTH MM H ATT FER IND OR GR SER'.
- SHIPMENT STATUS:** Shows '1. Shipping 4.0 PCE'.
- ASSET DETAILS:** A table with columns 'Serial Number' and 'Asset Tag'. It lists serial numbers 123, 222, and 333 (callout 4).

Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment / Ship Notices**.
2. Or to related order screen, **Related Documents** section.
3. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Fulfillment'. A dropdown menu under 'Fulfillment' highlights 'Ship Notices' with a yellow circle '1' next to it. Below this, the 'Search Filters' section shows 'Ship Notices (127)' with pagination controls. A table lists the following data:

Packing Slip ID	Customer	Order #	Ship Notice Status
ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST	4500003720	
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST	4500003717	

Below the table, a detailed view of a 'Purchase Order (Shipped)' is shown. The order number '20150415_PO2' and amount '295.00 EUR' are visible. At the bottom, the 'Related Documents' section shows 'Ship_TEST' with a yellow circle '2' next to it. A yellow circle '3' is also present near the top of this detailed view.

Service Entry Sheet

Search and Identify the SES

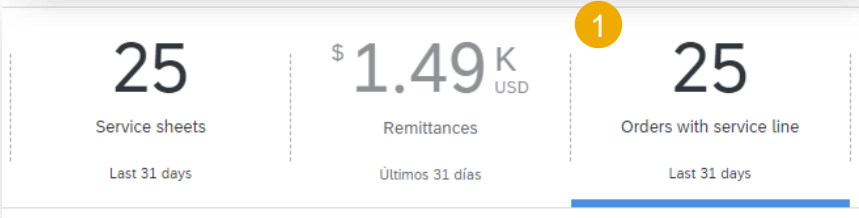
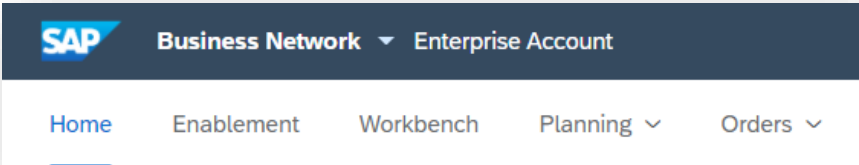
There are 2 possible ways to start creating a service sheet.

From the **Workbench**:

1. Click on **Orders with Service line** tile.
2. Identify the right items using **filters**.
3. Search results will appear. Click **configure** button to customize the view.
4. Select and click **Create service sheet**.


OR

5. You can also create SES from the PO screen. Click **Create Service Sheet**.

The image shows a filter configuration panel. It has a title 'Edit filter' with a dropdown arrow. Below the title, there are several filter categories: 'Customers' (with a search box), 'Order numbers' (with a search box and radio buttons for 'Partial match' and 'Exact match'), 'Creation date' (with a dropdown menu), 'Order status' (with a dropdown menu and a search box), 'Company codes' (with a search box), 'Purchasing organizations' (with a search box), 'Customer locations' (with a search box), 'Order type' (with a dropdown menu), 'Routing status' (with a dropdown menu), 'Min amount' (with a text box), 'Max amount' (with a text box), and 'Currency' (with a dropdown menu). A checkbox labeled 'Show hidden orders only' is at the bottom.

Purchase Order: 4501337028

The image shows a row of four buttons. From left to right, they are: 'Create Order Confirmation' (with a dropdown arrow), 'Create Ship Notice', 'Create Service Sheet' (highlighted with a yellow circle and the number '5'), and 'Create Invoice' (with a dropdown arrow).

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		

Service Entry Sheet

Create SES – Header Level

Fill out the requested information on the SES form.

1. The service sheet ID is a mandatory field.
2. Provide start / end dates of the service.
3. Complete additional fields if needed.
4. Mandatory to attach documents needed.

▼ Service Sheet Header

Summary

Purchase Order: 4501337028

1 Service Sheet #:*

Service Sheet Date:* 30 Jun 2021

Service Description:

Subtotal: \$0.00 USD

2 Service Start Date:*

Service End Date:*

Additional Fields

3 Supplier Reference:

From: Nemak Testing Supplier 2 CA - TEST

Test Address
Alabama , AL 35005
United States

Field Contractor:
Name:
Email:
Phone: USA 1

To: Nemak Mexico S.A.

Libramiento arco vial Km 3.8
66017 García
NL
Mexico

Field Engineer:
Name:
Email:
Phone: USA 1

Approver:
Name:*
Email:*
Phone: USA 1

*Attachments

4 The total size of all attachments cannot exceed 10MB

Choose File

No file chosen

Add Attachment

Service Entry Sheet

Create SES – Line Level

Information from the purchase order is copied to the service sheet.

Scroll down to view line item information and update the information for each line item.

1. Populate all required fields for your service at line level.
2. Click **Include** button to include/exclude the whole line from this SES.
3. Click next and review the information before submitting.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #							
00010	Servicio de investigación								

1

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<div>Servicio de investigación</div>		Service	Planned	0 SER	\$529.00 USD	\$0.00 USD	Delete Copy

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

Price Unit: SER Price Unit Quantity: 1.000

Unit Conversion: 1 Description:

COMMENTS

Add Comments:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<div>Servicio de investigación</div>		Service	Planned	0 SER	\$500.00 USD	\$0.00 USD	Delete Copy

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

Price Unit: SER Price Unit Quantity: 1.000

Unit Conversion: 1 Description:

COMMENTS

Add Comments:

2

3

Previous Update Save Exit Next

Goods Receipt

Review Goods Receipt

1. After an order has been delivered or serviced the status of the document will change to Received.
2. The Goods Receipt (GR) can be found in the **Related Documents** of the order.
3. Click on the GR in order to see the details.

1

Purchase Order
(Received)
4501337019
Amount: \$3,950.00 MXN
Version: 1

Routing Status: Acknowledged
External Document Type: Pedido Estánd. NEMAK (NB)
Related Documents: **5008207440**
ASN7019
C7019

2

3

Receipt: 5008207440

Print | Export cXML

Detail | History

From:
Nemak - TEST
Libramiento arco vial Km 3.8
66017 García
NL
Mexico

To:
Nemak Testing Supplier 2 CA - TEST
Test Address
Alabama , AL 35005
United States
Phone:
Fax:
Email: mabel.navas@vivoconsulting.com

Receipt:
Receipt No.: 5008207440
Receipt Date: 30 Jun 2021

Routing Status: Sent
Related Documents: 4501337019

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4501337019 (Closed For Receiving)													
1	10	CONTACTOR,100-C12E/J0.ALLEN-BRADLEY	000000000000101502			ASN7019		10.000 EA	Not Specified	Received	395.00 MXP	3,950.00 MXP	
Comments													
Receipt received on: Wednesday 30 Jun 2021 8:05 PM GMT-05:00 Received by Ariba Network on: Friday 25 Jun 2021 2:05 PM GMT-05:00 This Receipt was sent by Nemak - TEST AN01578719496-T and delivered by Ariba Network.													

Invoicing

Allowed Actions

You can create an standard invoice, a line-item credit memo or a line-item debit memo.

From the **Workbench**:

1. Select **Orders to Invoice** tile.
2. Identify the right document and click the purchase **order number**.
3. Select an action.

NOTE: this process not valid for local suppliers in Brazil and Mexico. For these two groups, invoicing will continue to be done as it is right now.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a yellow box), 'Planning', and 'Orders'. Below this, a dashboard shows three tiles: 'Orders to invoice' (42), 'Orders' (76), and 'Rejected invoices' (8), all for the last 31 days. A blue bar highlights the 'Orders to invoice' tile. Below the dashboard is a table with columns 'Order Number', 'Type', and 'Actions'. The first row shows '4500003734' under 'Order Number' and 'Order' under 'Type'. A yellow circle with the number '2' points to the 'Order Number' cell. The 'Actions' cell contains three dots. Below the table, a section titled 'Purchase Order: 3000033130' contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A yellow circle with the number '3' points to the 'Create Invoice' button, which has a dropdown menu open showing 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the buttons are two tabs: 'Order Detail' and 'Order History'.

Order Number	Type	Actions
4500003734	Order	...

Purchase Order: 3000033130

Create Order Confirmation Create Ship Notice Create Invoice

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History

Invoicing

Create an Invoice – Header Level

Fill out the requested information on the Create Invoice form.

1. Invoice number
2. Invoice date
3. Header shipping
4. Any additional fields (if deemed necessary)

▼ Invoice Header

Summary

Purchase Order: 3000033130

1 Invoice #:*

2 Invoice Date:* 29 Jun 2021

Service Description:

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan , WI
United States

Bill To: Nemark 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

Shipping

3 ☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: Nemark Testing Supplier 2 CA - TEST

Alabama , AL
United States

Ship To: Nemark Alumínio 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

4

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Nemark Testing Supplier 2 CA - TEST

Alabama , AL
United States

Bill From: Nemark Testing Supplier 2 CA - TEST

Alabama , AL
United States

Company Code: NBRA

Customer: NEMAK ALUMINIO DO BRASIL LTDA

BETIM MG Brazil

Email:

⚠ Attachments are not allowed for European countries.

Invoicing

Create an Invoice – Line Level

2
5

Update
Save
Exit
Next

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
10	●	MATERIAL		NonCoded NBRA		5	EA	R\$6,539.81 BF	R\$32,699.05 BRL

Ship Notice Details Ship Notice #: ASN6392-1 Ship Notice Line #: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

Allowances and Charges

Service Code: YCMS

Start Date:

Allowance: Rate (%)

Description: Input Tax

End Date:

Add Tax

Remove

12

1. **Review** the information at line level.
2. To save a draft document click **Save** on the top of Invoice screen. Saved draft will **not** be sent to the customer.
3. The saved invoice will be saved for 60 days.
4. The draft can be accessed and modified from **Invoices / Drafts**.
5. Select **Next** to continue the invoicing process.

Invoicing

Review Invoice

Standard Invoice

Invoice Number: 123

Invoice Date: Tuesday 29 Jun 2021 7:11 PM GMT-05:00

Original Purchase Order: 4200136392

Ship Notice: ASN6392-1

Subtotal: **RS32,699.05 BRL**

Total Tax: R\$0.00 BRL

Total Allowances: R\$3,923.89 BRL

Total Amount without Tax: R\$28,775.16 BRL

Amount Due: **RS28,775.16 BRL**

REMIT TO:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
4305 South Taylor Drive
Sheboygan , WI 53081
United States

BILL TO:

NEMAK ALUMINIO DO BRASIL LTDA

Postal Address:
R. SEN. GIOVANNI AGNELLI 580 A 788
32530-487 BETIM
MG
Address ID: NBRA

SUPPLIER:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

BILL FROM:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

CUSTOMER:

NEMAK ALUMINIO DO BRASIL LTDA

Postal Address:
R. SEN. GIOVANNI AGNELLI 580 A 788
32530-487 BETIM
MG
Address ID: NBRA

WIRE PAYMENT TO BANK:

Merchants National Bank

Account Name: Fastenal Corp
Account Type: Checking
Account ID: 016934
Bank Routing ID: 091900193

RECEIVING CORRESPONDENT BANK:

Merchants National Bank

Account Name: Fastenal Corp
Account Type: Checking
Account ID: 016934
Bank Routing ID: 091900193

SHIPPING INFORMATION:

SHIP FROM:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

SHIP TO:

Nemak Aluminio Do Brasil LTDA

Postal Address (Default):
R. Sen. Giovanni Agnelli 580 a 788
32530-487 Betim - MG
MG
Address ID: 7000
Email: [Email](#)

PAYMENT TERMS:

Net Term: 28 Days

5a Feira após 28 dias

ADDITIONAL INFORMATION:

Payment Method: Wire
Company Code: NBRA

Original Purchase Order: 4200136392

Ship Notice: ASN6392-1

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	00010	MATERIAL	NonCoded NBRA	5 / (EA)	R\$6,539.81 BRL	RS32,699.05 BRL

DETAILS

Auxiliary Part ID:

Manufacturer Part No.:

Manufacturer Name:

Country of Origin:

Accounting Reference ID:

Accounting Description:

Accounting Reference ID:

Accounting Description:

Accounting Reference ID:

Accounting Description:

Classification Domain:

Classification code:

0011641020

ID

0000902100

ID

100.00

Percentage

ERPCommodityCode

20101617

Allowances and Charges:

Type	Service Code	Description	Start Date	End Date	Amount	Percentage (%)	Tax	Taxable Amount	Tax Amount	Base Amount	In Unit Price
Allowance	YCMS	Input Tax				12%				R\$0.00 BRL	No

Subtotal: **RS32,699.05 BRL**

Total Allowances: R\$3,923.89 BRL

1. Verify all information was entered correctly via the invoice review page.
2. Click **Submit** to send Invoice to Customer.

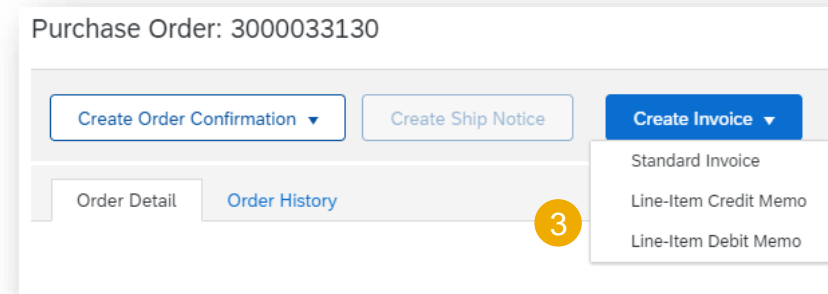
Invoicing

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 **Orders to Invoice** 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.



4

Invoices (1)											
Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ	
<input type="radio"/> INVBRA-001	Nemak - TEST	4200136363	Online	Supplier	No	Order	10 Jun 2021	\$589,680.00 USD	Acknowledged	Sent	
<div>Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice</div>											

Invoicing

Create a line-item Credit Memo

Credit Memo Type

1


☒ Quantity Adjustment  ☐ Price Adjustment 

2

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

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 Unit Conversion: 1 Price Unit Quantity: 1 Description:

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

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. 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
5. Click on the next button
6. Review information and submit.

Invoicing

Create a line-item Debit Memo

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 from US \$
Dollar to Brazilian Real: 4.9566

Customer Email:

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 Alumínio 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:

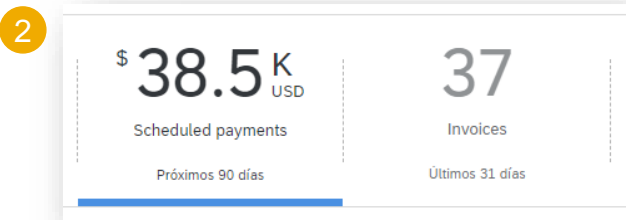
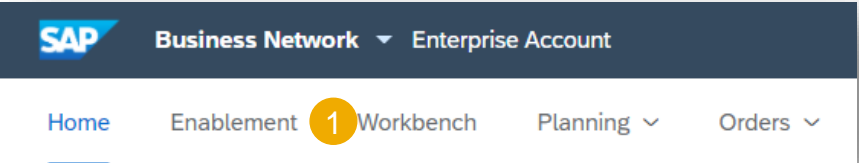
Fill out the requested information on the Create line-item credit memo

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
5. Click on the next button
6. Review information and submit.

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**.

The image shows a filter configuration form. It includes fields for 'Customers' (with a search icon), 'Invoice number' (with a 'Type Selection' dropdown), 'Payment proposal ID' (with a 'Type selection' dropdown), 'Payment date range' (with a 'Next 90 days' dropdown), and 'Status' (with an 'All' dropdown). There are also radio buttons for 'Partial match' (selected) and 'Exact match'. At the bottom, there are fields for 'Method' (with an 'All' dropdown), 'Min amount', 'Max amount', and 'Currency' (with a 'USD' dropdown).

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
INV E20001	51032053062021001NEMKNMQ	Nemak - TEST	Other	Sep 16, 2021	Jun 4, 2021	78	\$24,344.86 MXN	Paid	Not Eligible
TEST FACTURA	51032053362021001NEMKNMQ	Nemak - TEST	Other	Sep 9, 2021		71	\$500.00 USD	Scheduled	Not Eligible
TEST DNOTE	51000000602021001INTENNMQ	Nemak - TEST	Other	Aug 24, 2021		55	\$1,632.90 USD	Scheduled	Not Eligible

Schedule Payments

Review Payment

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

V4

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	<div>4</div> INV E20001	51032053062021001NEMKNMQ	\$24,344.86 MXN	\$24,344.86 MXN

Additional information

Payment method

Other

Paying company code

NEMK

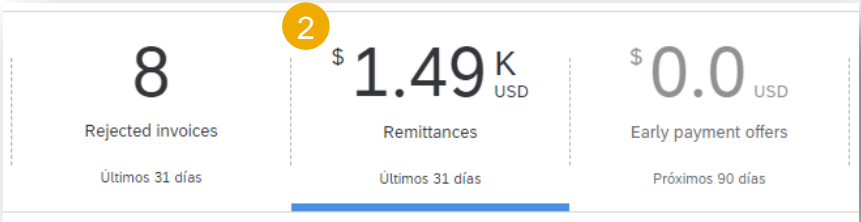
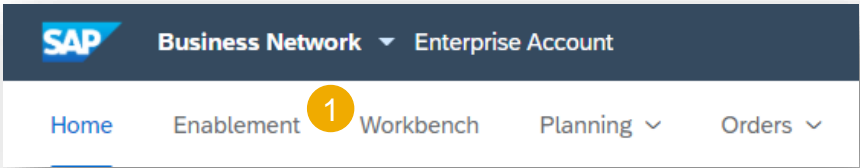
After accessing the scheduled payment, you will be able to view:

- 1. Expected settlement date
- 2. Total invoice amount
- 3. Status
- 4. Corresponding invoice

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 <input type="text" value="Select or type selections"/>	Transaction # <input type="text" value="Type Input"/>	Date Range <input type="text" value="Last 31 days"/>	Payment Date <input type="text" value="Select date range"/>	Method <input type="text" value="All"/>
Reference number <input type="text" value="Type selection"/>	Status <input type="text" value="All"/>	Routing status <input type="text" value="All"/>	Min amount <input type="text"/>	Max amount <input type="text"/>
			Currency <input type="text" value="USD"/>	

5


Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status	Difference
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	\$-36.51 USD
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	\$-3,357.91 MXN

Remittances

Review Remittances

After accessing the remittance, you will be able to view:

- 1. Status
- 2. Amount paid
- 3. Reference number
- 4. Line item information



From
Nemak - TEST
PAYER: Nemak Mexico S.A.
[\(Show Payer Details\)](#)

To
Nemak Testing Supplier 2 CA - TEST
[\(Show Payee Details\)](#)

1

2

REMITTANCE ADVICE
Z.20210616.7700200212 (Paid)
Gross Amount: \$11.60 MXN
Withholding Tax: (\$0.00 MXN)
Amount Paid: \$11.60 MXN
Estimated Settlement on 16 Jun 2021

Payment Detail

3

Payment Method: Other (unknown)
Reference Number: 7700200212 ⓘ
Related Payment: Z.20210616.7700200212 ⓘ
Identified Differences: None

Routing Status: Sent
Transaction Date: 16 Jun 2021

ADDITIONAL INFORMATION

COMMENTS

We would like to inform you that it can take 2-3 days for the payment to be received in your bank account.

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: INVBANK0001 <small>(Show Details)</small>	\$11.60 MXN	\$0.00 MXN			\$11.60 MXN	51032053252021001NEMKNMQ

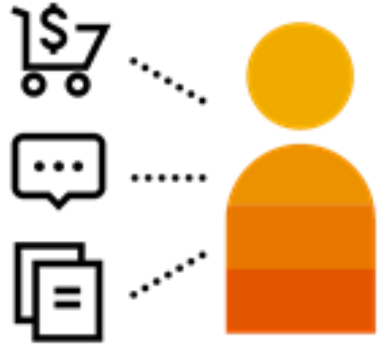
4

ADDITIONAL INFORMATION
buyerInvoiceID: 5103205325 OriginalInvoiceNo: INVBANK0001 Company Code: NEMK fiscalYear: 2021

Gross Amount:	\$11.60 MXN
Discount Applied:	(\$0.00 MXN)
Withholding Tax:	(\$0.00 MXN)
Adjustment:	(\$0.00 MXN)
Amount Paid:	\$11.60 MXN

Questions?

Please Submit Your Questions Via the Q&A Widget



Business Related Questions:

purchasing@nematik.com



System Or General AN Questions:

Refer to the Buyer Landing Page in the [SIP](#)

Thank you.