AIRSUPPLY

Training guide for users

E-Invoicing
November 2016

BoostAeroSpace: an industrial cooperation of Airbus, Dassault Aviation, Airbus Group, Safran and Thales.

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ASN	Advance Shipping Notification
CSV	Comma Separated Values
EDI	Electronic Data Interchange
GUID	Globally Unique Identifier
M2M	Machine to Machine
P2P	Purchase to Pay
pcs	Pieces
PO	Purchase order
VAT	Value-added tax
ZUGFeRD	Zentraler User Guide des Forums elektronische Rechnung Deutschland

Preamble

The AirSupply training guide is kept generic and the supplier must comply with his customer scope and specificities. A document "Customer matrix" is available and needs to be taken into account by the supplier.

Contact:
http://www.supplyon.com/en/contact.html

The AirSupply user training guide is composed of 13 modules, 1 customer matrix and 1 exercise book. This module is dedicated to Invoice.

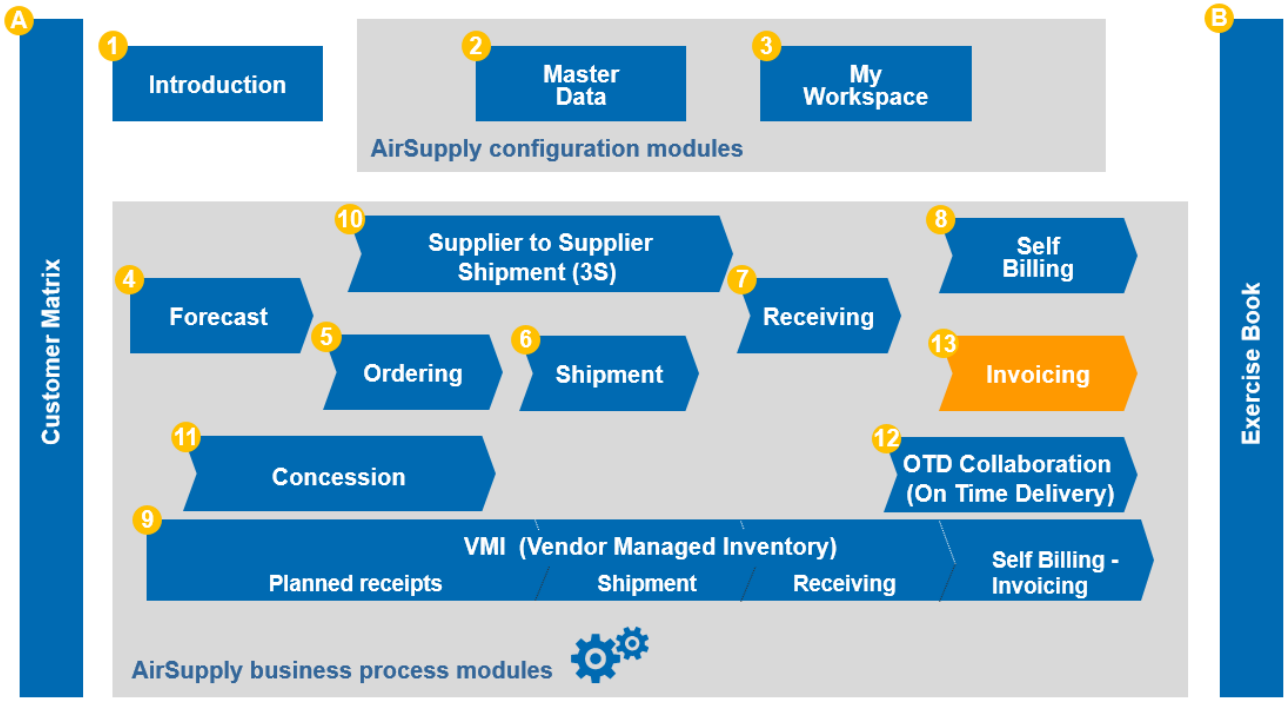


Figure 1: Modules overview

Objectives of the Invoice module:

The ‘Invoice’ training module describes the way an invoice is created from the supplier, how the original invoice can be downloaded and how to create invoice corrections by creating a credit note, price variation credit or price variation debit.

This module also explains how to:

- The modification of your master data.
- The invoicing process.
- The process how to change an invoice by creating supplementary.
- The archiving of the original invoice.

1 General concepts

1.1 eInvoicing definition

The Invoice process is designed to enable the transfer of electronic invoices from the supplier to the customer. Electronic invoicing (also called ”e-invoicing”) is a valid form of electronic billing related to the purchase order information that is already available on the AirSupply platform.

The relation of ordering and invoicing process is also called P2P (Purchase to Pay).

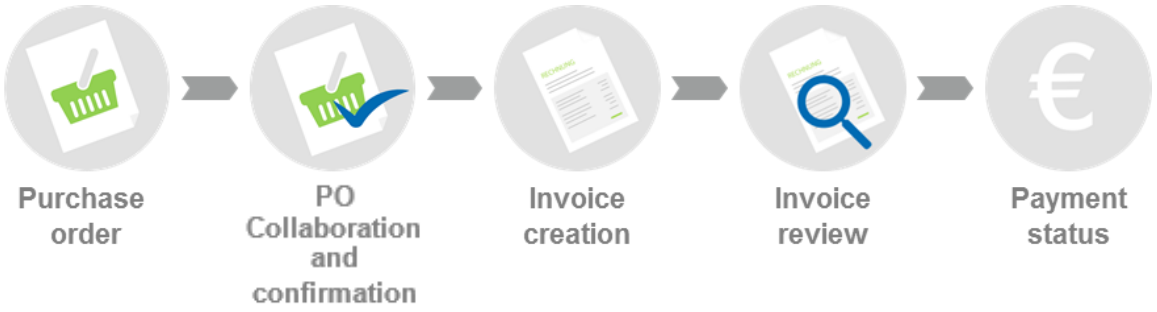


Figure 2: Purchase to Pay Process

The aim of this module, based on purchase order information, is to:

- Verify and adjust your master data.
- Create an invoice.
- Archive your original invoice.
- Create supplementary for an invoice.

This process includes information for the customer and supplier, but mainly for the supplier invoice responsible person.

1.2 Possibilities to use the invoice process as supplier (Input channels)

SupplyOn supports different invoice processes (input channels) for the supplier:

I. **Web form** and **CSV** upload from the web interface via AirSupply.
These processes are explained in this document.
- The original invoice is generated on the platform and is available for you to download for three months minimum.

II. An **EDI invoice** file can be communicated via AS2 connection. Available for M2M (Machine-to-Machine) suppliers. More information can be find in the 'Supplier Info Portal'.
- For this process, the original invoice is generated in the supplier internal system.

III. **ZUGFeRD PDF A/3** invoices can be transferred to SupplyOn (available 2017).
More information can be find in the 'Supplier Info Portal'.
- For this process, the original invoice is generated in the supplier internal system.

IV. SupplyOn supports also the **Basware printer** driver, for suppliers who are using this invoice communication (available 2017).
- The original invoice is held by Basware. (Please clarify the archiving with your service provider)

1.3 Requirements to use the invoice module

Before using the invoice module, several requirements should be clarified, checked and correctly set up.
First of all, the customer informs SupplyOn for the usage of the electronic invoice process (if it is not already used by his company). Afterwards the customer and supplier agree on usage of the electronic invoice process. If the supplier is not registered at SupplyOn, a short registration of 6 steps has to be performed, with a contract assignment to SupplyOn. Further information to this process can be found in the 'Supplier Info Portal'.

Three new roles are created in AirSupply for the usage of the invoicing module. One customer role and two supplier roles. These roles have to be assigned, to read or use the invoice module. They can be requested to your company administrator. The company administrator has the rights to assign these roles:

- Customer role:
  - '*IndBuyerInvoicing-Read*' or '*AirbBuyerInvoicing-Read*'
    - » The Customer user is able to see all sent invoices from his suppliers for his related customer company.
- Supplier/ Seller roles:
  - '*IndSellerP2P-Create*'
    - » Create electronic invoices based on purchase orders.
  - '*IndSellerP2P-Read*'
    - » Access to transmitted electronic invoices.

Chapter 3.1 explains the user roles management in AirSupply.

2 The invoice workflow

The invoice module of SupplyOn offers in the web form three solutions to create an invoice and three possibilities to correct already sent invoices.
The following chapters explain the process of the three invoice solutions and the three possibilities to correct already sent invoices. In chapter 3 these processes will be visualized and explained in detail.

2.1 Invoice creation workflow

Before creating an invoice, SupplyOn recommends you to verify and check the purchase order (PO) data (especially the price fields) because this data will be prefilled later in the invoice creation form.

The invoice module from the web interface assists three different invoice scenarios:

I. **From demand.**
This scenario provides an overview of all billable items, from which the supplier can select billable items and create an invoice. The list in which all billable items are listed, is called 'Billable items list'.

II. **From document (PO number).**
This scenario is designed for determined suppliers, who already know the PO number for which they want to create an invoice. They are forwarded direct to the invoice creation form.

III. **Import of CSV file.**
The CSV upload scenario is created as an upload solution for mass invoicing.

2.1.1 Process description invoice 'From demand' / 'Billable items list'

The process of this scenario is subdivided into 4 steps, how the supplier is creating the invoice.

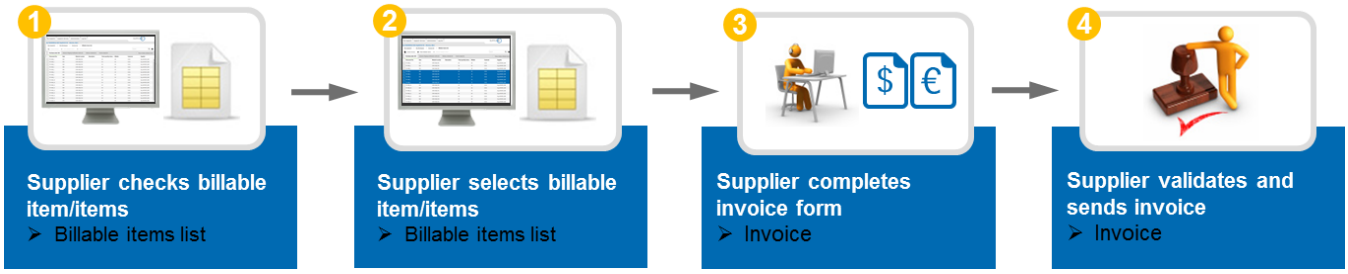


Figure 3: Invoice 'From demand' process

1 Check billable item/items	From time to time, the supplier verifies the demands to create an invoice. All billable items are listed in the 'Billable items list'.
2 Select billable item/items	The supplier selects one or several items of a document or purchase order and starts the invoice creation.
3 Complete invoice creation form	The information from the pre-selected document or purchase order item is now transferred into the invoice creation form.
4 Validate and send invoice	The supplier completes the invoice creation form, validates it and sends the invoice to the customer.

Chapter 3.4 explains the creation of an invoice through the 'Billable items list'.

2.1.2 Process description invoice ‘From document’ (PO number)

The process of this scenario is subdivided into 3 steps, how the supplier is creating the invoice.

Figure 4: Invoice ‘From document’ process

1 Enter PO or document number	The supplier wants to create an invoice for a specific and known purchase order. He can directly enter the PO number in the application. This function ‘From document’ is available in the 'Invoice list‘.
2 Complete invoice creation form	The information from the pre-selected document or PO is now transferred into the invoice creation form.
3 Validate and send invoice	The supplier completes the invoice creation form, validates it and sends the invoice to the customer.

Chapter 3.8 explains the creation of an invoice ‘From document’ though the ‘Invoice list’.

2.1.3 Process description CSV Upload

The process of this scenario is subdivided into 3 steps, how the supplier is creating the invoice.

Figure 5: CSV upload process

1 Creation of CSV file	The supplier is creating a CSV file, with all relevant invoice information.
2 Upload of CSV file	In the 'Invoice list', the supplier can upload the CSV file. • The upload can be performed with a direct sending process to the customer or with an upload to the 'Ready to send' status.
3 Optional: Validation and sending process	If the invoices were uploaded to the status 'Ready to send' the supplier can modify, validate and sent the invoices from the tab 'Ready to send' in the ‘Invoice list'.

Chapter 3.7 explains the upload of a CSV file and is referred to further special detailed guides, which are helping to create a CSV upload file.

2.2 Invoice correction workflow

The invoice module from the web interface assists three different invoice correction scenarios:

I. **Credit Note.**
A credit note is used for the correction of an invoice on a quantity basis. Therefore, the subtracting quantity must be entered as a positive value.

II. **Price variation credit.**
A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high.

III. **Price variation debit.**
A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low.

Depending on the customer configuration and the agreement, there is not always every scenario possible for every supplier.

2.2.1 Process description create a Credit Note

The credit note is used as correction of an invoice on a quantity basis. Therefore, the subtracting quantity must be entered as a positive value. The invoicing application reduces the invoiced quantity as following:

- *Current invoiced quantity = previous invoiced quantity – corrected invoiced quantity via credit note*

Figure 6: Credit Note process

❶ Select incorrect invoice	In the 'Invoice list', the supplier selects the incorrect invoice and creates the supplementary credit note.
❷ Modify quantity in the creation form	In the creation form of the credit note, the supplier can modify the quantity. The subtracting quantity must be entered as a positive value.
❸ Validate and send credit note	The supplier completes the creation form for the credit note, validates it and sends it to the customer.

Note: Invoice cancellation.
If you want to cancel an entire invoice, create a credit note for the whole invoiced quantity.

Note: Double correction on price and quantity.
If a double correction is required on date and quantity on existing invoice, please delete the entire invoice with a credit note. Then request to customer update on date and price in the PO in order to create a new correct invoice.

This example should help understanding the process of a credit note explained in a small scenario:

Example: - Customer orders 100 kg screws - Supplier delivers 100 kg screws - Supplier invoices 100 kg screws - Because of quality lack, Customer sends back 5 kg screws (with re-delivery) - Supplier creates a credit note for Customer about 5 kg screws - Supplier delivers 5 kg screws **Effect:** 5 kg screws are billable again. - Supplier invoices 5 kg screws **Result:** 100 kg screws are invoiced

Chapter 5.1 explains how to create a credit note.

2.2.2 Process description create a price variation credit

A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high. Therefore, the subtracting price must be entered as a positive value. The e-invoicing application reduces the invoiced amount as following:

- Current invoiced value = previous invoiced value – corrected invoiced value via price variation credit

Figure 7: Price variation credit process

❶ Select incorrect invoice	In the 'Invoice List', the supplier selects the incorrect invoice and creates the supplementary price variation credit.
❷ Modify price in the creation form	In the creation form of the price variation credit, the supplier can modify the price in the line item. Therefore, the subtracting price must be entered as a positive value.
❸ Validate and send price variation credit	The supplier completes the creation form for the price variation credit, validates it and sends it to the customer.

This example should help understanding the process of a price variation credit explained in a small scenario:

Example:
- Customer orders 100 pieces of material X with price 100 EUR
- Supplier delivers 60 pieces of material X
- Supplier invoices 60 pieces of material X with price 100 EUR (*Invoice 1*)
= Invoice amount: 6.000 EUR
- Supplier delivers 40 pieces of material X
- Supplier invoices 40 pieces of material X with price 110 EUR because of a typing error (*Invoice 2*)
Invoice amount:
= *Invoice 1*: 6.000 EUR (already invoiced)
= *Invoice 2*: 4.400 EUR
Invoice amount for the whole PO: 10.400 €
To correct the typing error, Supplier creates a price variation credit for Customer about 10 EUR per piece (for 40 pieces)
Invoice amount for price variation credit: 400 EUR
Invoice amount for the whole PO: 10.000 EUR

Chapter 5.2 explains how to create a price variation credit.

2.2.3 Process description create a price variation debit

A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low. Therefore, the adding price must be entered as a positive value. The e-invoicing application increases the invoiced amount as following:

- Current invoiced value = previous invoiced value + corrected invoiced value via price variation debit

Figure 8: Price variation debit process

❶ Select incorrect invoice	In the 'Invoice List', the supplier selects the incorrect invoice and creates the supplementary price variation debit.
❷ Modify price in the creation form	In the creation form of the price variation debit, the supplier can modify the price in the line item. Therefore, the subtracting price must be entered as a positive value.
❸ Validate and send price variation debit	The supplier completes the creation form for the price variation debit, validates it and sends it to the customer.

This example should help understanding the process of a price variation debit explained in a small scenario:

Example:
- Customer orders 100 pieces of material X with price 100 EUR
- Supplier delivers 100 pieces of material X
- Supplier invoices 100 pieces of material X with price 100 EUR
= Invoice amount: 10.000 EUR
Because of PO update, the price changes to 105 EUR (done by Customer A)
Therefore, Supplier creates a price variation debit for Customer about 5 EUR per piece for the invoice
Invoice amount for price variation debit: 500 EUR
Invoice amount for the whole PO: 10.500 EUR

Chapter 5.3 explains how to create a price variation credit.

3 Manage invoice creation

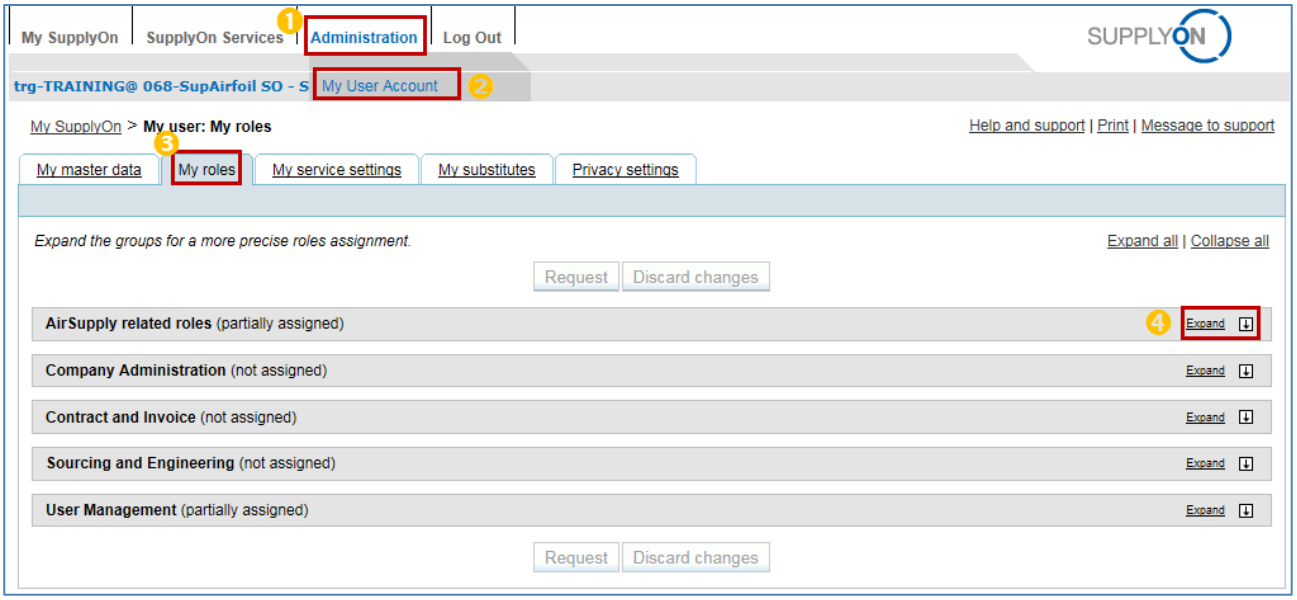
This chapter is explaining the setup of the new user roles, the administration of master data and the detailed invoice process in the invoice module.

3.1 User roles management

User roles can only be assigned by user administrators. Each company has such an user administrator.
The new roles can be requested by users to their administrator, who can accept or decline the request. The administrator himself can also modify the roles of the users in his company.

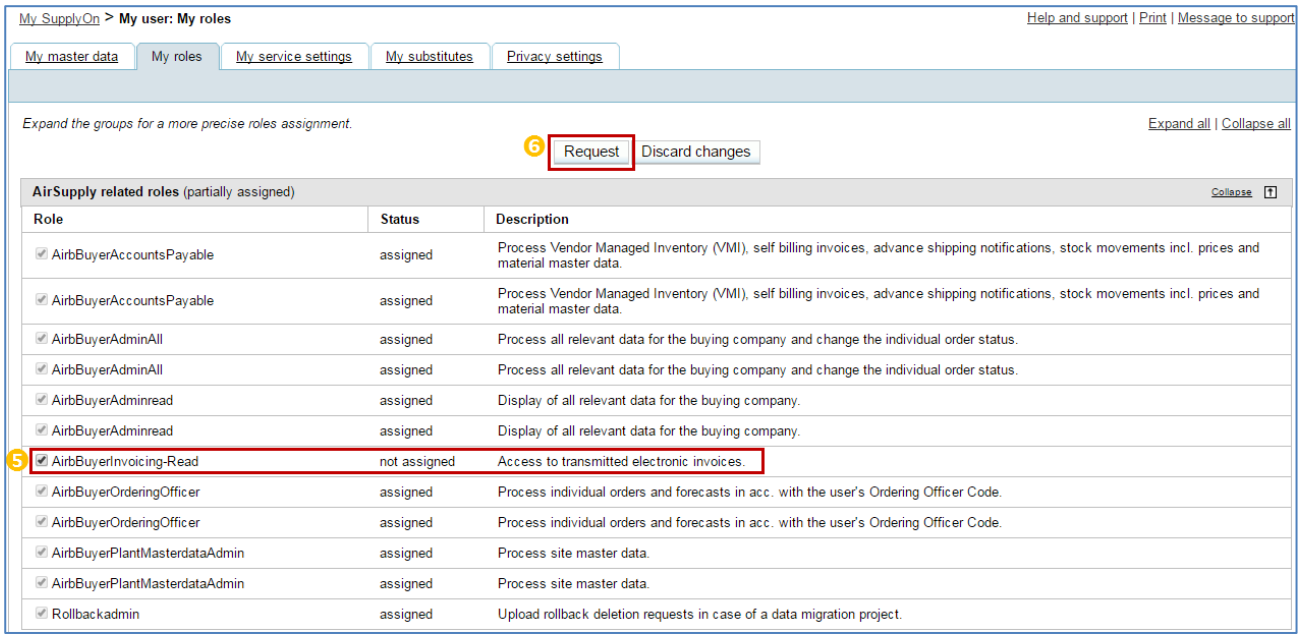
3.1.1 Request of new role to your administrator (for non-user-administrators)

For the request of the new roles, you have to click on 'Administration' (1) and 'My User Account' (2). Afterwards, you have to choose the second tab 'My roles' (3) and click on 'Expand' (4) to see all AirSupply related roles, like the new invoicing roles.



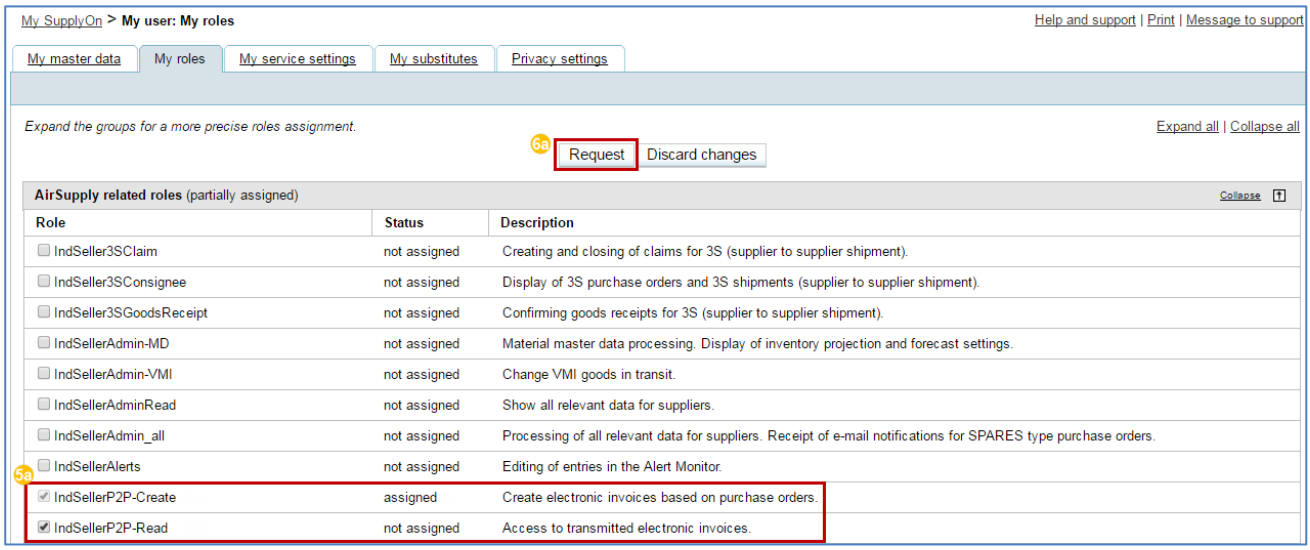
The following screen is showing the customer role, which can be requested, by selecting the role (5) and click on 'Request' (6) to send your request to your company administrator.
The customer role can have two names, with same setup, depending on the customer:

- **'IndBuyerInvoicing-Read'** or
- **'AirbBuyerInvoicing-Read'**.



The following screen is showing the two supplier roles, which can be requested, by selecting the role (5a) and click on 'Request' (6a) to send your request to your company administrator.

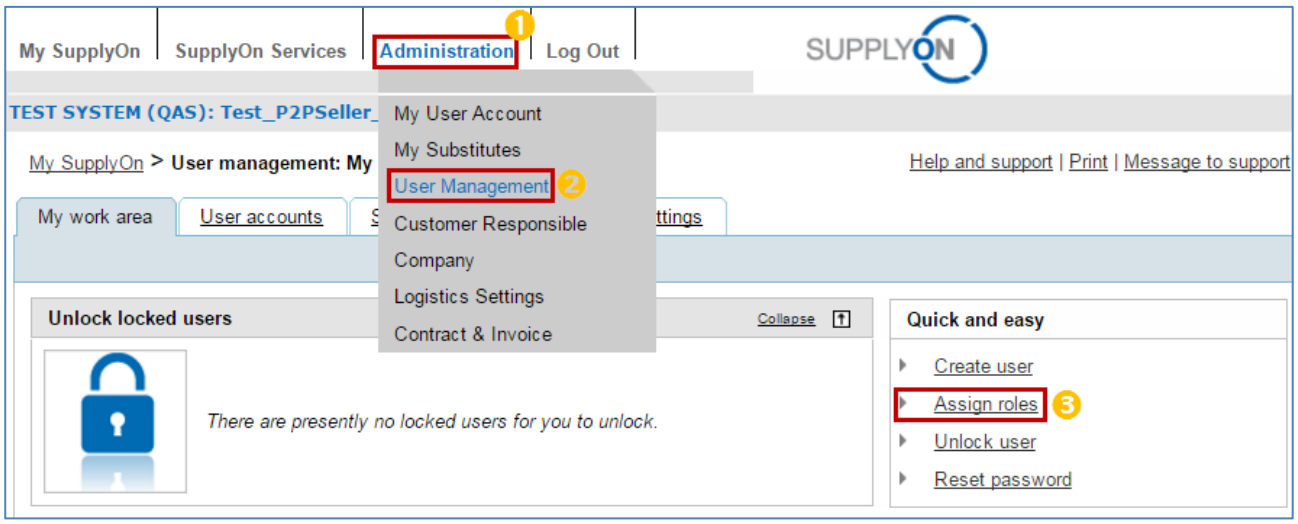
- **'IndSellerP2P-Create'** (read and create invoice role for the invoice responsible person)
- **'IndSellerP2P-Read'** (read only role for example for a purchase order responsible person)



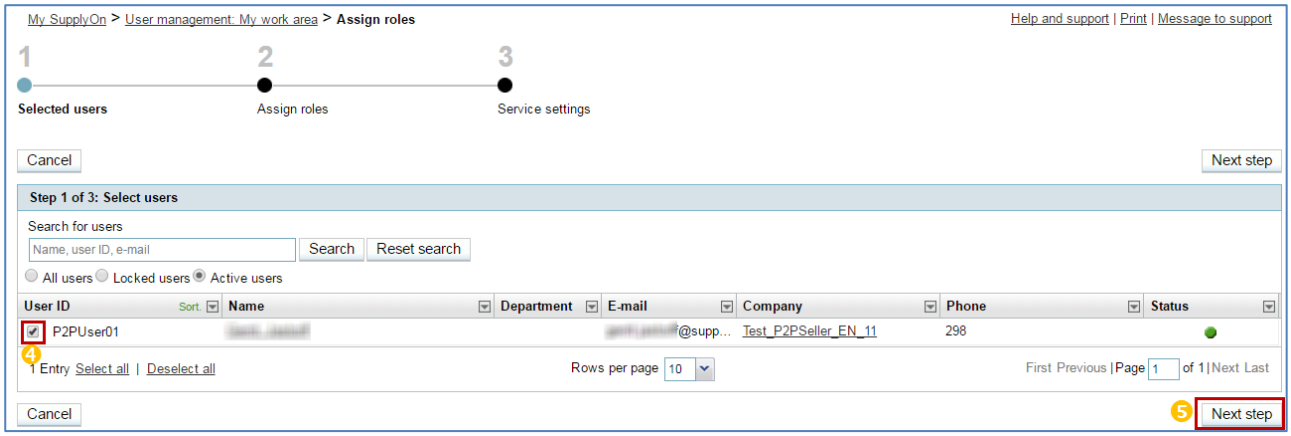
3.1.2 Role assignment by the company administrator

The next following screens will explain how the company administrator can modify the roles of users of his company.

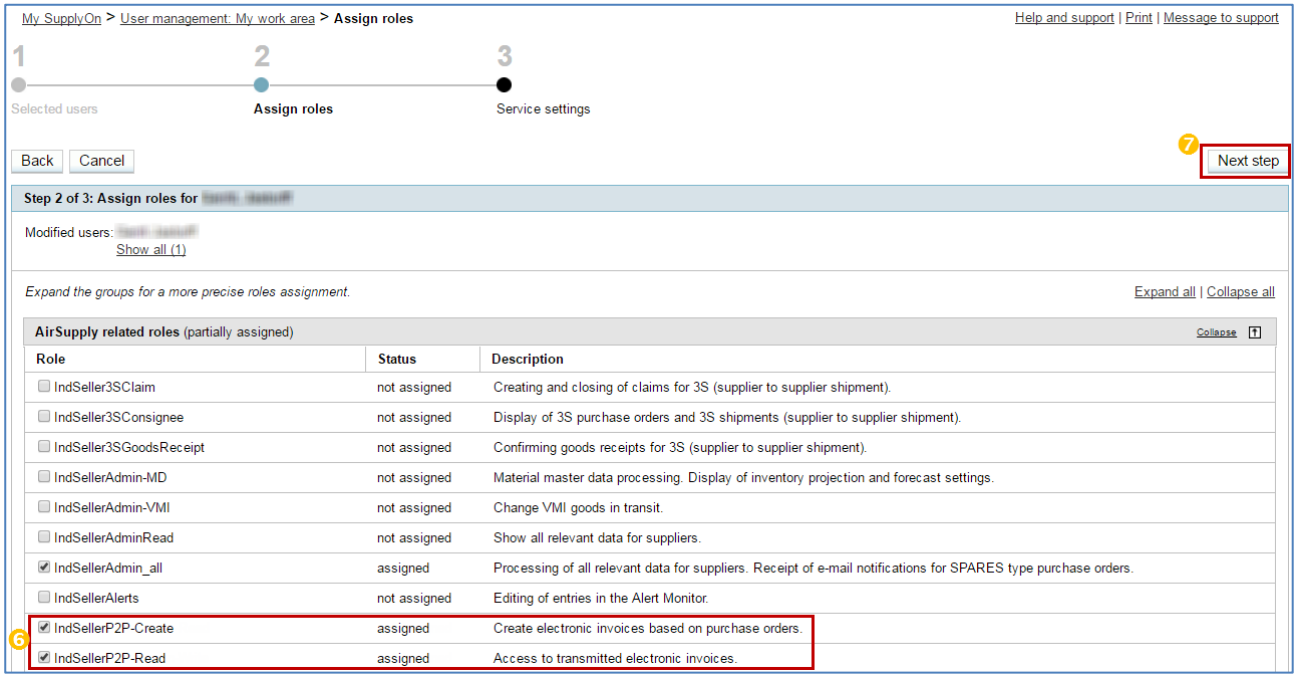
First of all, the administrator has to click on ‘Administration’ (1) and ‘User Management’ (2), to select on the right side ‘Assign roles’ (3).



In the first step the administrator selects the company user (4) and has to click on ‘Next step’ (5) to open the screen of the actual user roles.



In the last step, the administrator selects the invoice role (6) and finishes the role assignment by clicking again on 'Next step' (7).



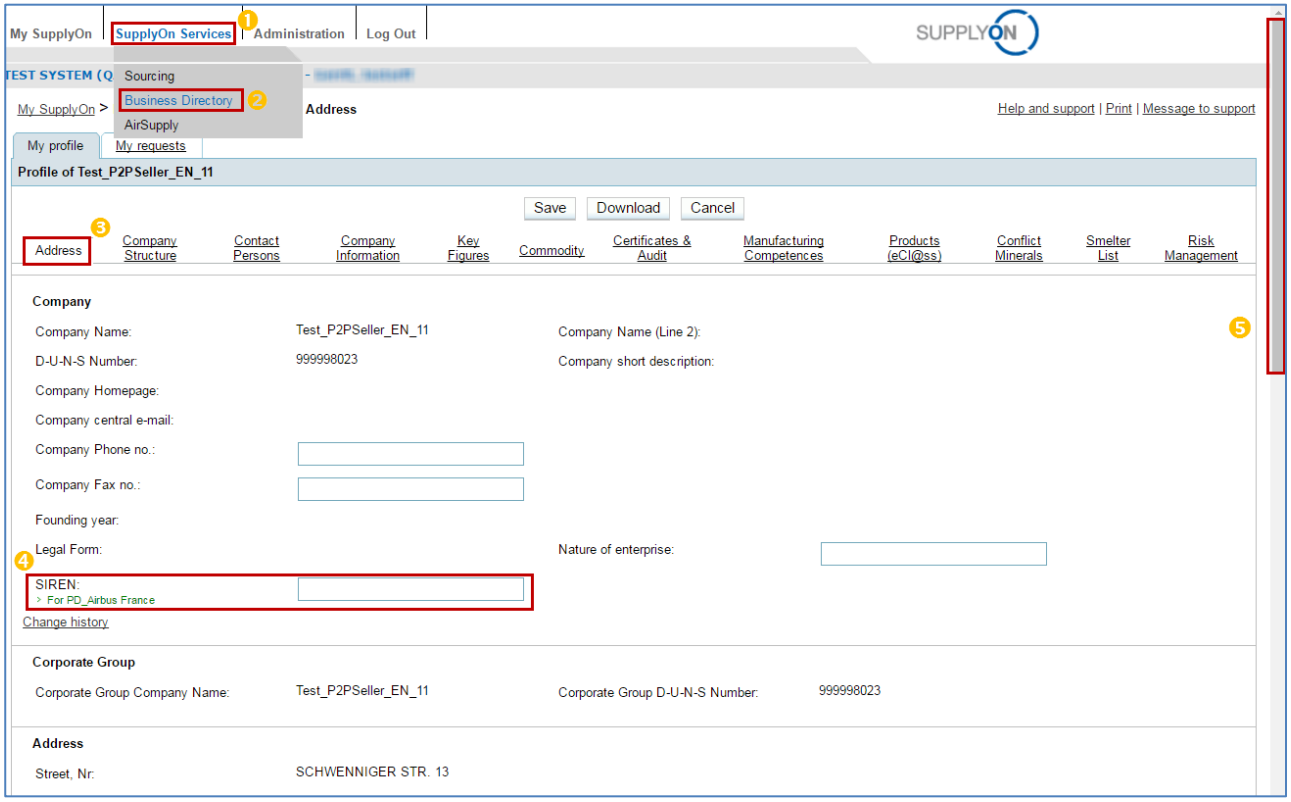
3.2 Administration of company master data

Important master data will be integrated directly from the system into the invoice creation form and your final original invoice. You do not have to re-enter them each time you will create a new invoice.
Same transfer of master data information applies to the creation of the credit note form and the two price variation forms.

These information are very important for the invoicing process:

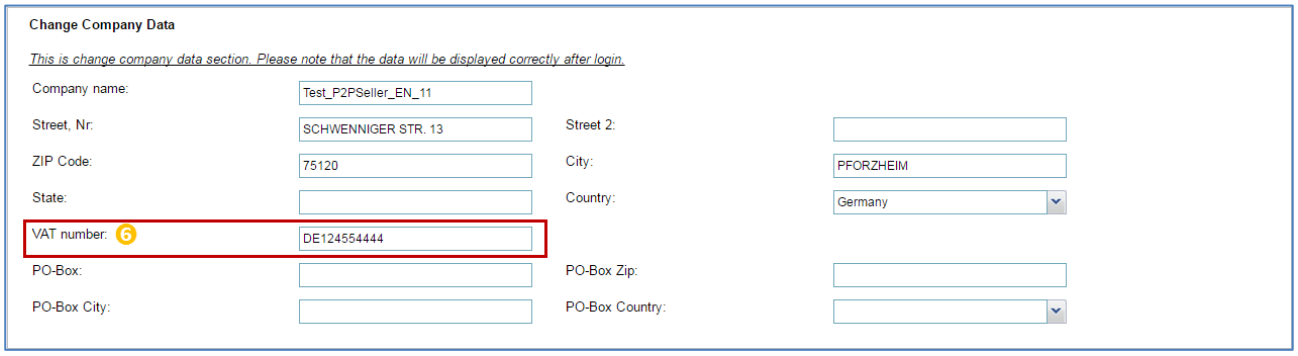
1. **VAT (Value added tax) number**. If entered correctly in the master data, it's automatically integrated in the invoice creation form.
2. **Contact Persons**. Especially the invoice responsible person and the purchase order responsible person, for a clear assignment of orders and invoices and a successful and easy customer supplier communication.
3. **SIREN number.** This number is a French number given to French businesses and non-profit associations.

The following screens will explain, how a company administrator can administrate these information.



At first, it's required to enter the 'Business Directory', by clicking on 'SupplyOn Services' (1) and selecting 'Business Directory' (2). Herein as seen above, are many tabs, for different company master data. In the first tab 'Address' (3) you can directly change the SIREN number (4).

Scroll down to see more information (5).

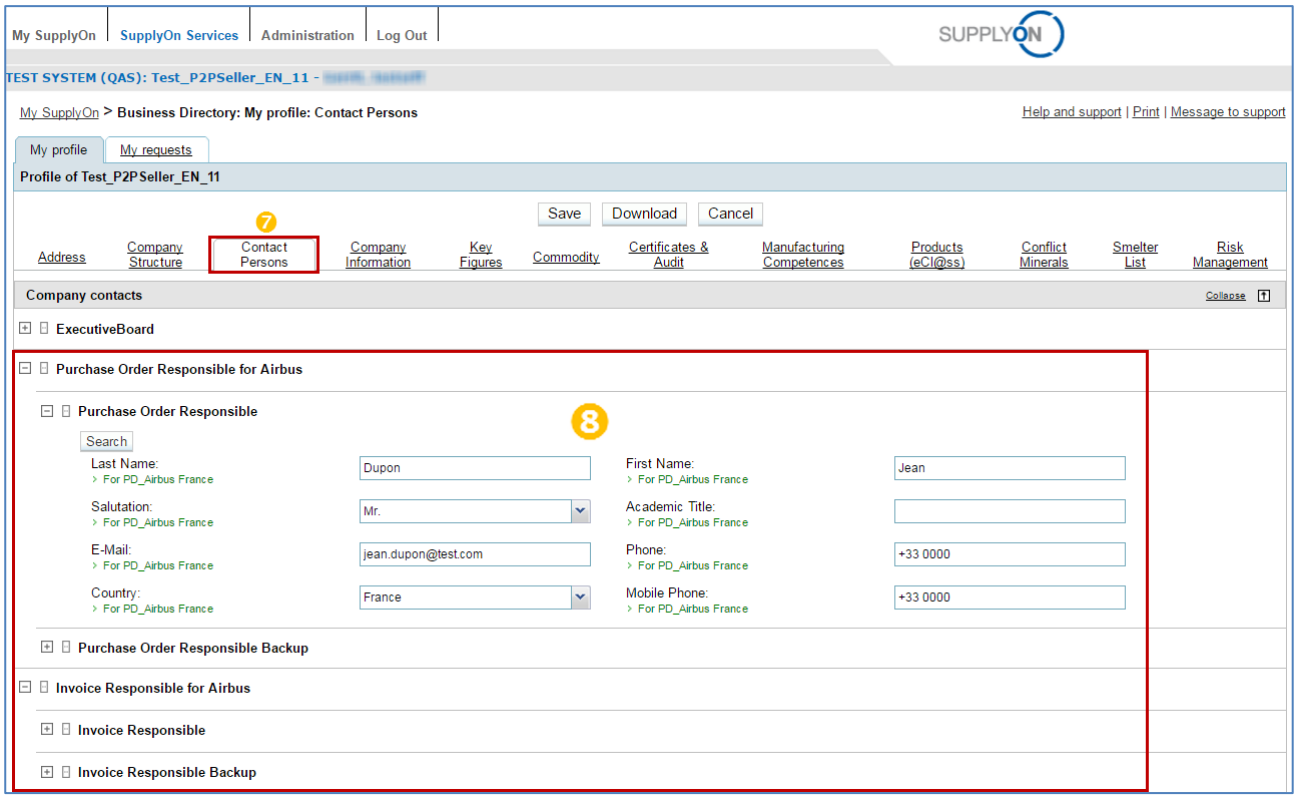


A bit lower in the same tab 'Address' it's possible to modify the company 'VAT number' (6).

Note: Country specific structures of VAT number:

- e.g. DE999999999; DE and 9 digits.
- e.g. FRXX999999999; FR and 2 digits (as validation key) + 9 digits.
- e.g. GB99999999999; GB and max. 11 digits.
- e.g. ESX9999999X; ES and 9 digits, the first or the last character can also be a letter.

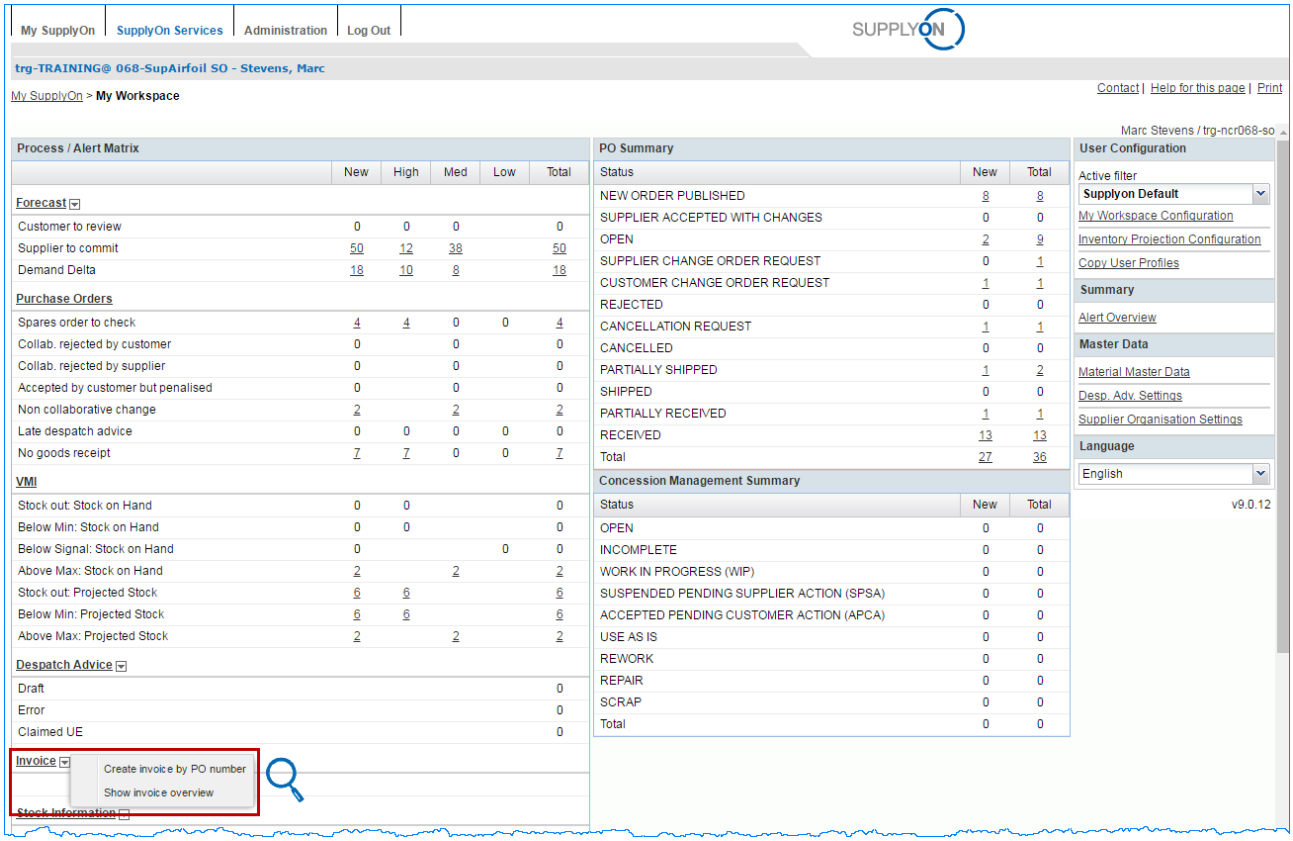
Be aware, that country specific invoicing rules are focusing on the first two country characters of the VAT number!

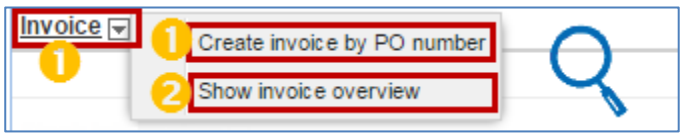


For the administration of company contacts and the very important invoice responsible person and the purchase order responsible person, select the tab ‘Contact Persons’ (7). In this screen you have to enter the ‘Purchase Order Responsible for Airbus’ and the ‘Invoice Responsible for Airbus’. It’s possible to add backup contacts for both contacts, in case one of the main responsible persons is absent (8).

3.3 Access the invoice process

If both, customer and supplier agreed on using the invoice module and the user has his invoice role, as explained in chapter 3.1, it's possible to enter the invoice module via 'My Workspace' overview.





There are two ways to enter the invoice module:

(1) Access the Invoice module via 'Invoice' link or 'Create invoice by PO number' displaying the 'Billable items list', with all billable items.

(2) Access the Invoice module via 'Show invoice overview' displaying the 'Invoice list'.

If you want to verify the referenced purchase order, you can click on this button and a new window from AirSupply will appear with detailed purchase order information. This functunallity helps to compare easily invoice and purchase order information.

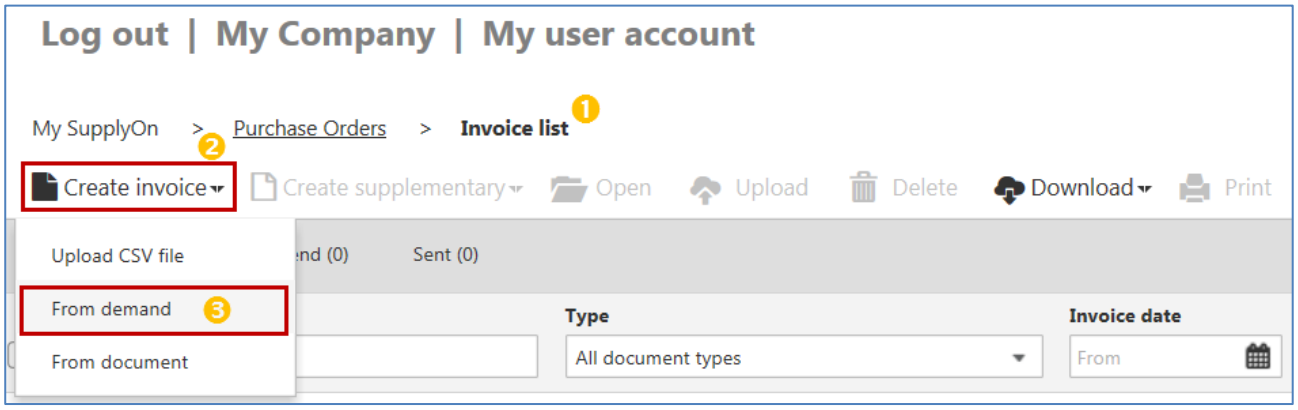
3.4 Create invoice from demand / ‘Billable items list’

There are two ways to enter the ‘Billable items list’. The first solution is described in the previous chapter 3.3. The second solution is an entry through the ‘Invoice list’ (1):

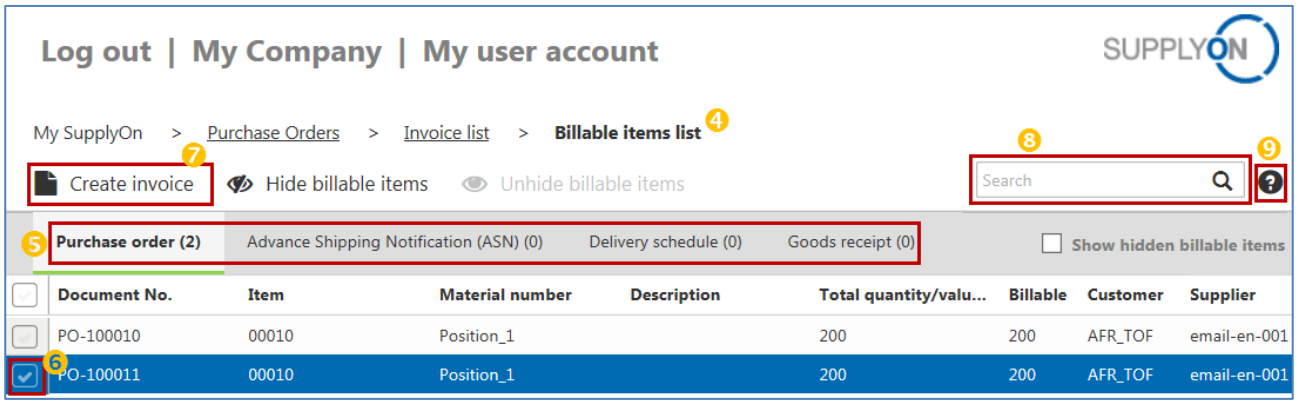
2 With a click on ‘Create invoice’, three invoice possibilities are displayed. ‘Upload CSV file’ is explained in chapter 3.7 and ‘From document’ in chapter 3.8.

3 If you click on ‘From demand’, you will be transferred directly to the ‘Billable items list’.

The following screen explains the ‘Billable items list’.



The ‘Billable items list’ is designed with the following functionalities:



4 Navigation path	You are now in the ‘Billable items list’, as shown in the navigation path.
5 Tabs	Two Items are listed in the tab ‘Purchase order’. There are no billable items created from ASN / Delivery schedule or Goods receipt.
6 Selected PO item	To create an invoice for an item, you have to select the item on the left side
7 Create Invoice	Afterwards click on create invoice to display the invoice creation form for this item.
8 Search function	On the top right side, you have a search function for the ‘Billable items list’.
9 Help function	The question mark on the top right side will always guide you to the help pages.

The columns ‘Total quantity/value’ and ‘Billable’ are visualising the relation between the original document / purchase order and the invoices.

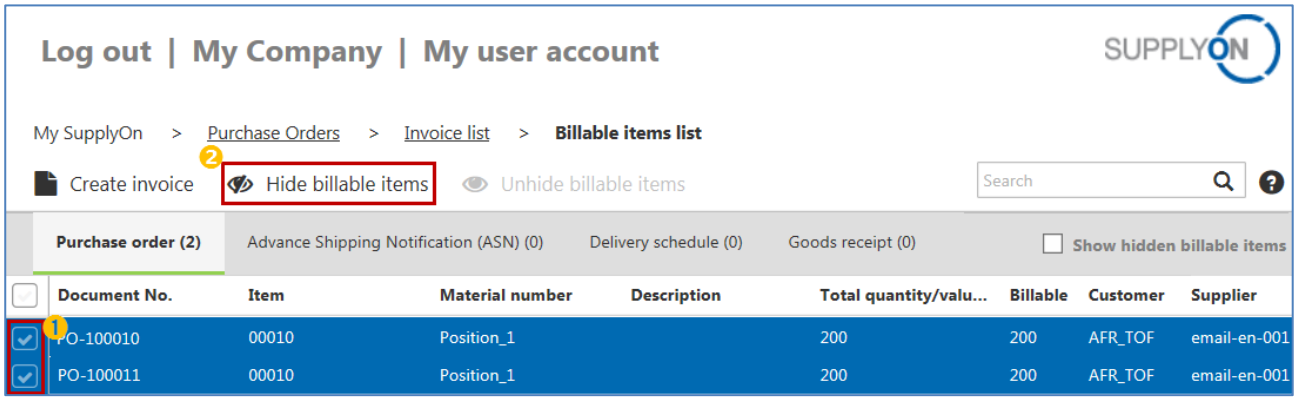
Total quantity/value	Billable
200.0	200.0
200.0	199.0
100.0	99.0

For example: The original purchase order has 200pcs, 1pcs is already invoiced, so that 199 pcs are still billable.

3.4.1 Hide and Unhide billable items from the ‘Billable items list’

The ‘Billable items list’ has a special function to hide items, if you don’t want to display them in the main screen of the ‘Billable items list’.

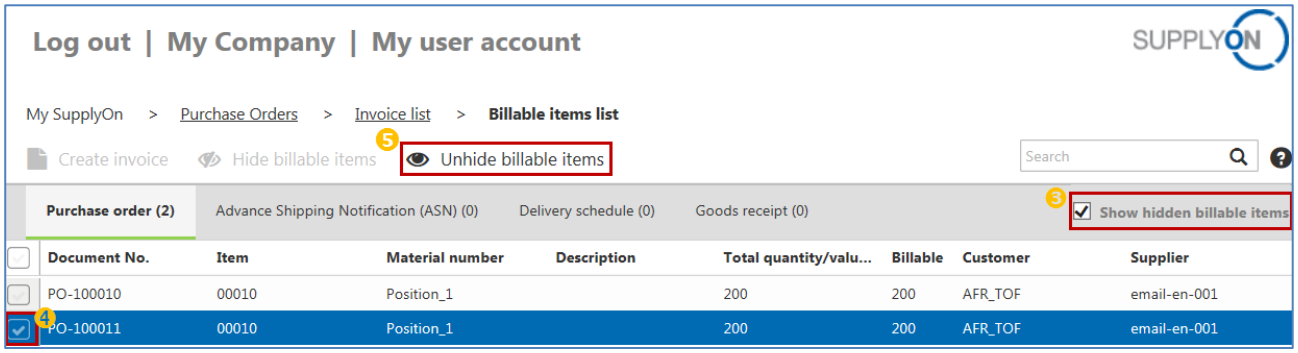
1. To hide one or several items, you have to select them on the left side.
2. Afterwards click on ‘Hide billable items’ and they will disappear from the main screen.



3. If you want to see all hidden items or to unhide hidden billable items, you have to put a checkmark in front of ‘Show hidden billable items’.

For a reintegration of items from the hidden list to the ‘Billable items list’, you have to:

4. Select your billable item on the left side,
5. Click on ‘Unhide billable items’ and it will be reintegrated to the main ‘Billable items list’.



3.5 The invoice creation form

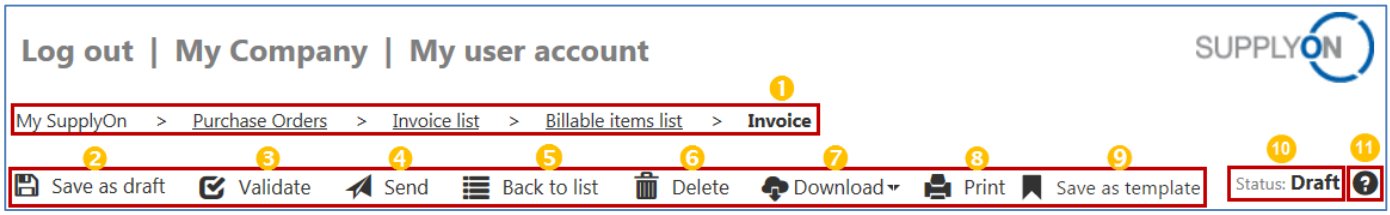
The invoice creation takes place in the invoice creation form. The invoice creation form should replace your former paper invoice and it will prefill most of the fields with information from your company master data and information from the referenced PO item(s). This chapter explains the functionalities, the 8 sections of the invoice creation form and the validation and sending process.

Note:
The exact content of the invoice creation form can differ, by different invoice conditions from your customer!

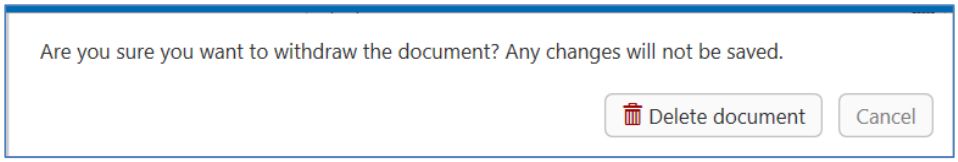
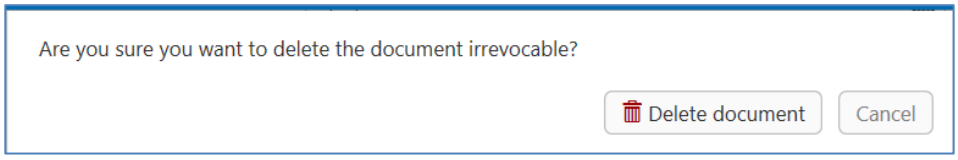
3.5.1 Functionalities of the invoice creation form

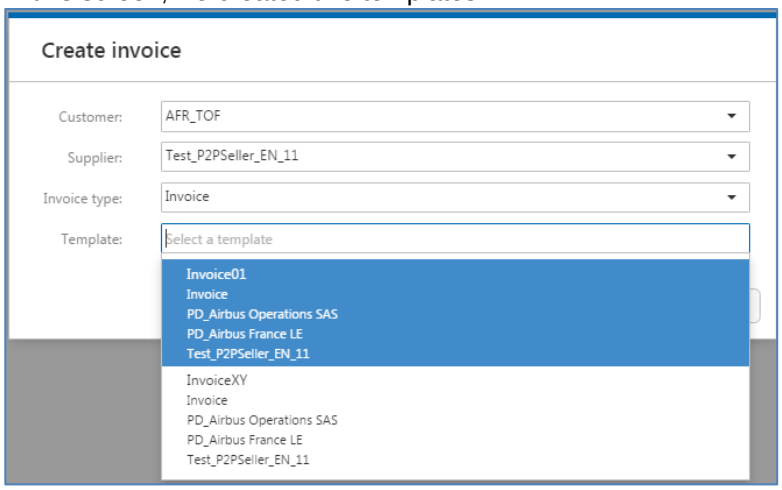
3.5.1.1 Header of the invoice creation form

On the top of the invoice creation form, you have your navigation path, 7 buttons, one status of the invoice creation form and the question mark for the help pages.

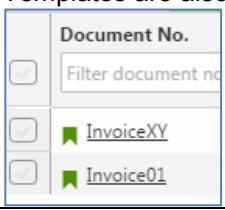


1 Navigation path	Shows your way of entry into the invoice creation form, which is classified with the word **Invoice.** *Note: With a click on underlined screens, you can move back to previous screens.*
2 Save as draft	You can save your invoice creation form, without any validation checks. It will be stored in the 'Invoice list' in the tab 'Draft'.
3 Validate	You can validate your invoice creation form. Several checks and rules will verify your entries and the result will be shown in a pop-up notice on the top right side. Depending on the result of the validation, the invoice is stored in the 'Invoice List' in the tab 'Draft' (validation failed) or 'Ready to send' (validation passes). If the validation was successful, you will get the following message and the status will be changed to 'Ready to send': Status: **Ready to send** You have successfully saved the document in the status Ready to send.
4 Send	You click here for sending the invoice to your customer. Several checks and rules will verify your entries. If the validation fails, the invoice is stored in the 'Invoice list' in the tab 'Draft' and the invoice is not sent to the customer. If the validation was successful, you will get the following last message: **Please click on following link in order to check the invoice before sending:** invoice-001 The original invoice(s) is/are available as download for archiving up to some minutes from the sent invoice list. By clicking on "Send" you agree to the "eInvoicing Terms and Conditions" (Version 1.0, April 2016). Send document(s) Cancel By clicking on the invoice number 'invoice-001', you can check the invoice in a draft print version. Read the 'eInvoicing Terms and Conditions' and click on 'Send document(s)' to finally send the invoice to your customer. The Invoice will be stored in the 'Invoice list' in the tab 'Sent'.

<table>
<tr><td>5 Back to list</td><td>This button will bring you back to the ‘Billable items list’ or ‘Invoice list’. Depending on your entry into the invoice creation form.
Beforehand, the system will ask you, if are sure to withdraw the document.
 
</td></tr>
<tr><td>6 Delete</td><td>This button will delete your invoice.
Only possible for invoices in status ‘Draft’ or ‘Ready to send’.
Beforehand, the system will ask you, if you are sure to delete the invoice creation form before sending it to the customer.
 
</td></tr>
<tr><td>7 Download</td><td>The download function is divided into three possible downloads.
1. Only attachments: If you have added one or several attachments to the invoice, you can download them.
2. Original document: If the invoice is successfully sent and received by the customer you can download and archive the original invoice. See also chapter 4.2 for archiving the original invoice.
3. Download your invoice creation form as csv file.</td></tr>
<tr><td>8 Print</td><td>This button will generate a draft print version of your invoice.</td></tr>
<tr><td>9 Save as template

<u>Sign for a template:</u></td><td>If you have a standard invoice that you will frequently use, it’s recommended to mark this invoice form as template.
Click on ‘Save as template’ to use your invoice creation form as template for the next invoice creation.
If you have saved one or several invoices as template, the system will ask you before the next creation of an invoice, if you want to use your template.
In this screen, we created two templates.
 

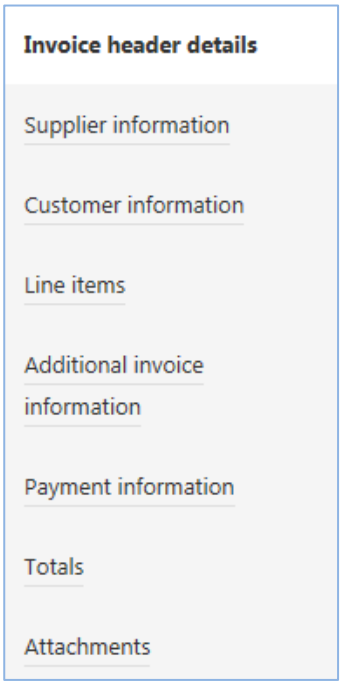
Choose a template, if you want to prefill your invoice creation form with already used information or leave it blank, if you want to start the standard prefilled information from master data and referenced purchase order / document.

Templates are also visible in the ‘Invoice list’ and displayed with the template sign.
 
</td></tr>
</table>

	If you want to remove an invoice from the templates summary, select the invoice and click in the invoice creation from on the button:
10 Status:	The status is a signal for your validation process: - Status: **Draft:** No successful validation and the invoice is stored in the 'Invoice list' under the tab 'Draft'. - Status: **Ready to send:** After a successful validation and the invoice is stored in the 'Invoice list' under the tab 'Ready to send'. - Status: **Processing:** After sending the invoice and waiting for a customer response or if necessary an invoice signature. The invoice is stored in the 'Invoice list' under the tab 'Sent'. - Status: **Sent:** The invoice was successfully sent and now it's possible to download and archive the original invoice. The invoice is stored in the 'Invoice list' under the tab 'Sent'. *Note: If the status 'Processing' is not changing to 'Sent' and you have waited a longer time for this status change, to download your original invoice, please contact SupplyOn support.*
11 Help pages	The question mark on the top right side will guide you always to the help pages.

3.5.1.2 Sections of the invoice creation form

The Invoice creation form is subdivided into 8 sections. They are listed on the left side of the invoice creation form and will now be explained separately in following chapters.



- Invoice header details (Invoice no., Currency, Invoice content, etc.) chapter 3.5.2.
- Supplier information (Supplier address, reference numbers, like the VAT number, etc.) chapter 3.5.3.
- Customer information (Customer address, customer shipping address, etc.) chapter 3.5.4.
- Line items (Line items information, like Material number, Quantity, Price, etc.) chapter 3.5.5.
- Additions invoice information (Tax type, Tax rate, etc.) chapter 3.5.6.
- Payment Information (Payment terms, Bank details, etc.) chapter 3.5.7.
- Totals (The total invoice calculation) chapter 3.5.8.
- Attachments (If needed, an upload function for addition information) chapter 3.5.9.

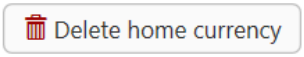
3.5.1.3 General information for the invoice creation form

The invoice creation form has different kind of functions to help you easily identifying the information and requirements.

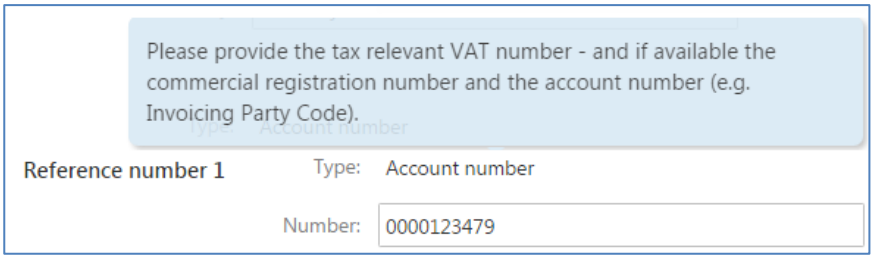
1. Mandatory information:
   Mandatory fields are always highlighted in a yellow colour, as for example the invoice number, which should be unique for each invoice.

2. Additional blocks for additional information:
   If needed, more information can be added by opening the additional blocks. They are always displayed with a green plus, as for the home currency.

   They can be deleted and closed by clicking the red refuse bin.

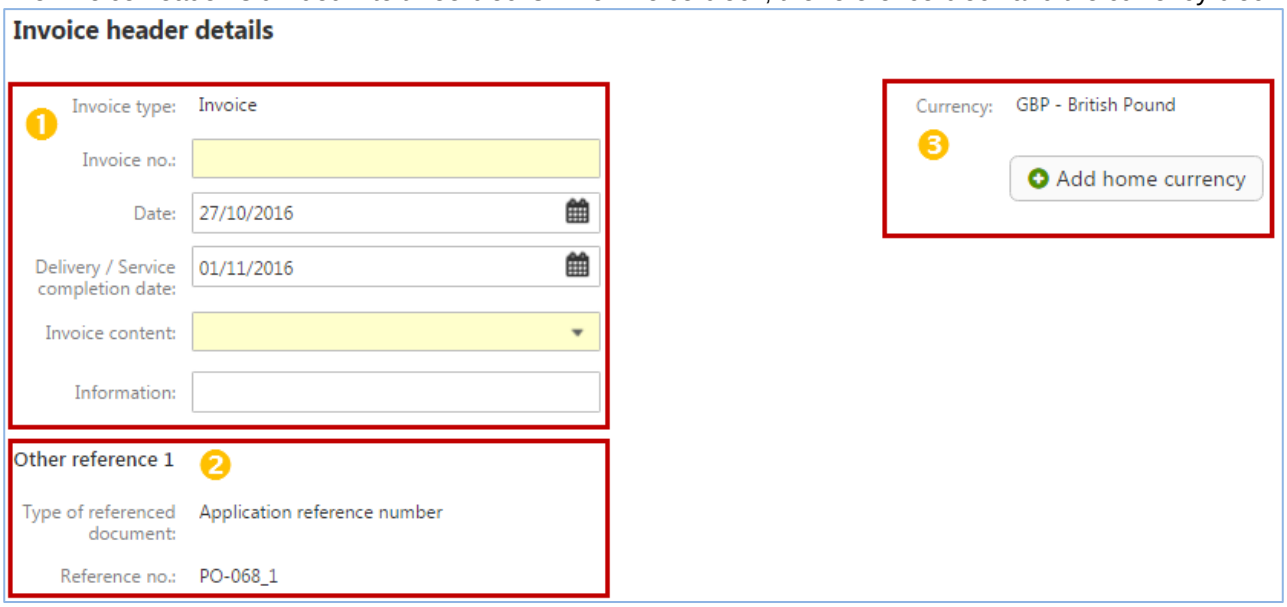


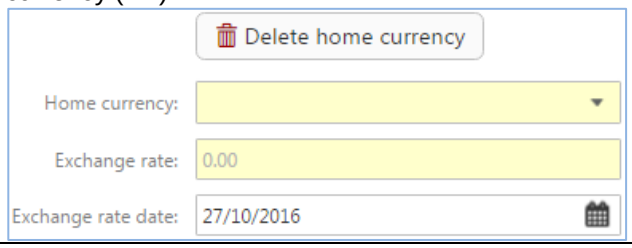
3. Tool Tips:
   Each field in the invoice creation form has a tool tip function, which is helping you completing correctly the invoice.



3.5.2 Enter Invoice Header

The invoice header is divided into three blocks. The invoice block, the reference block and the currency block.

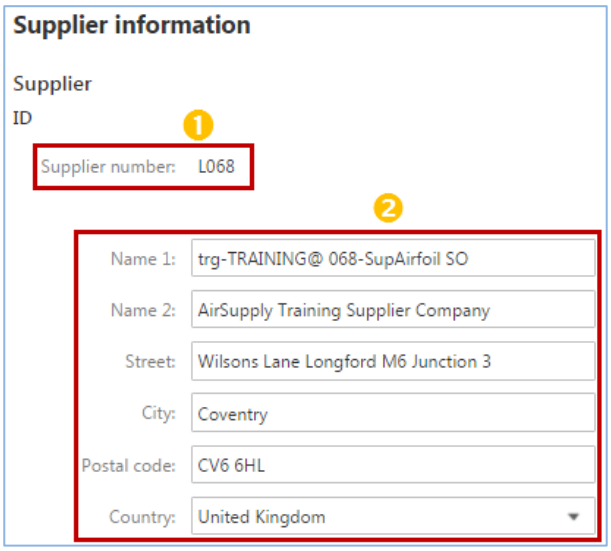


1 Invoice block	1. **Invoice no.**: The invoice number always has to be unique and is a mandatory information. 2. **Invoice content**: Choose one of the categories in the drop down, which describes best the invoice content (e.g. production, other materials, services, etc.). 3. **Information**: This is a field for general information.
2 Reference block	The reference information are prefilled and not editable. It contains the number of the referenced document, like your referenced PO number.
3 Currency block	The currency information is prefilled, not editable and taken from the referenced document, like your referenced PO number. <u>Home currency:</u> This field is either mandatory or optional across all countries. However, in most cases the requirement of the country regulation mostly is that the field is required in case the invoice currency differs from the country's currency, i.e. if a French supplier issues an invoice in USD it is required that the invoice also contains the corresponding value in the supplier's home currency is EUR. <u>Exchange rate:</u> The Exchange rate between home currency and document currency. The document currency (original) must be used as exchange rate basis in comparison to the local currency (1:x). 

3.5.3 Enter supplier information

Supplier information are divided into four blocks. The address block, the reference numbers block, the contact information block and the tax representative block.

a. The address block contains the supplier number (❶) and the supplier address (❷). Both information are prefilled, but only the address is editable.



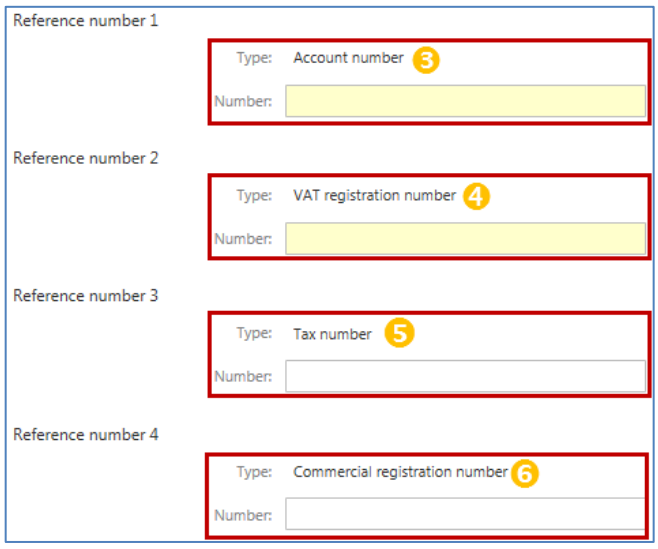
b. The reference numbers, can be prefilled with information and they are all editable.

❸ The 'Account number' is also called by Airbus 'Invoicing Party Code' and the information is usually prefilled with Airbus information from the purchase order.

❹ The 'VAT number' is a very important number for tax reasons.

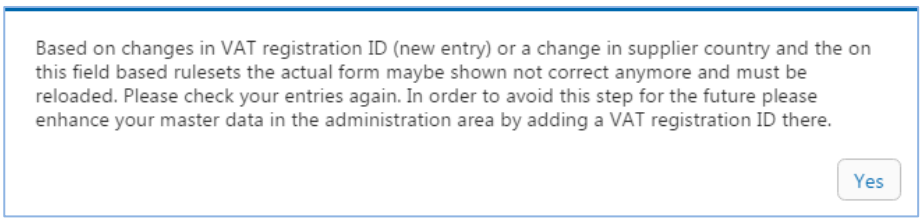
❺ The 'Tax number' is optional and country specific.

❻ The 'Commercial registration number' is optional and country specific. For French suppliers it has to be filled with the SIREN number.

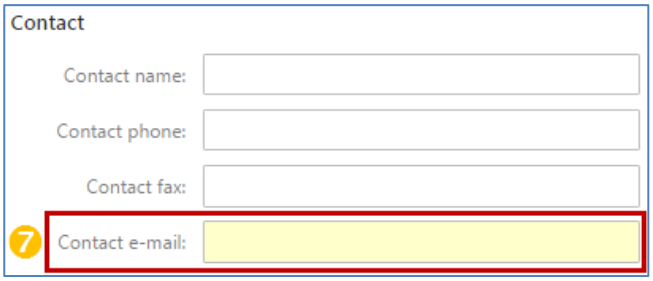


Note: If you have administrated your master data, like explained in chapter 3.2, the VAT number is prefilled for each invoice creation form.

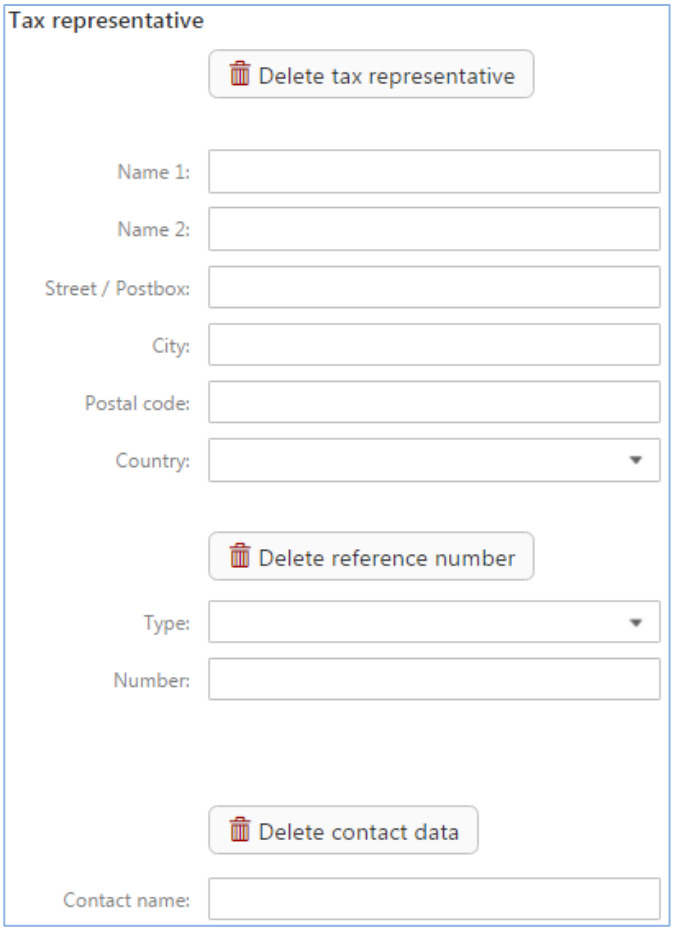
Attention! Reload function by VAT changes:
If you change the VAT number or you enter a new VAT number, you have to reload the invoice creation form by clicking the Validate button. A pop up window will inform you to check again all your entries.



c. Contact information can be prefilled with information and they are all editable.
7 The contact e-mail address is a mandatory contact information, which is required by the customer.



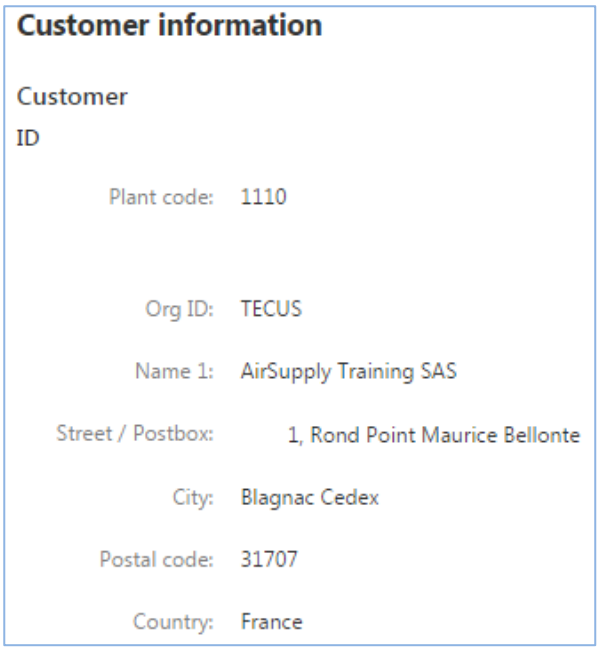
d. Tax representative information are not mandatory. The block can be added to the invoice creation form and is subdivided into two other blocks for a reference number and a contact name, which can be added or deleted as well.



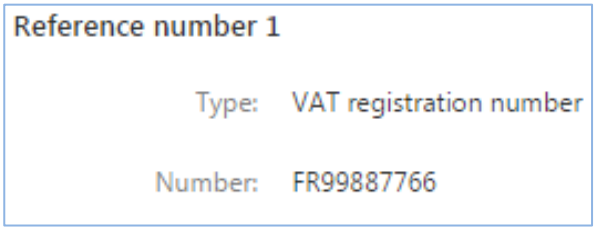
3.5.4 Customer information

The customer information are divided into three blocks. The address block, the reference number block and the ship to address:

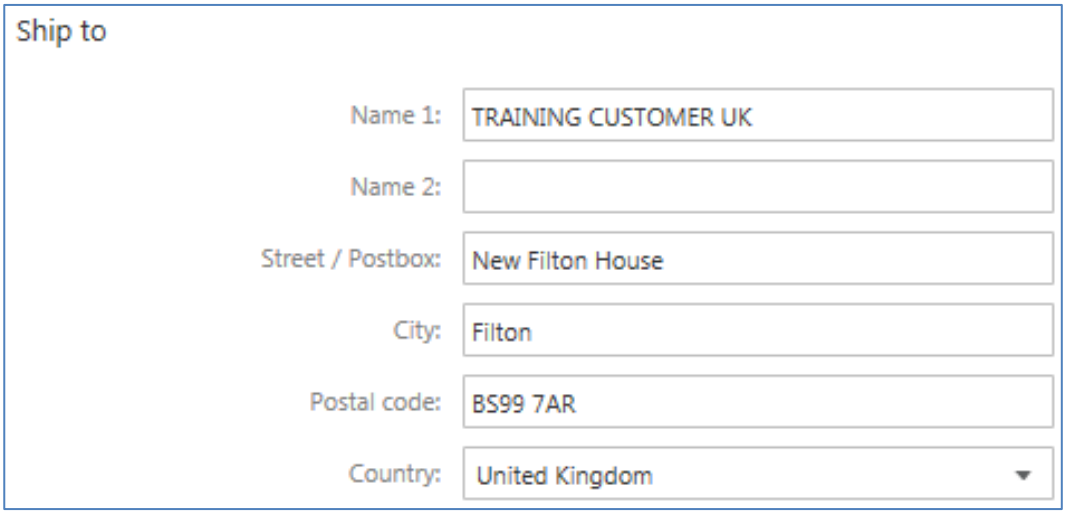
a. The customer address and the customer plant code are prefilled and not editable.



b. The reference number from the customer is the VAT number, which is prefilled and not editable.



c. The ship to address from the customer is prefilled and is editable.

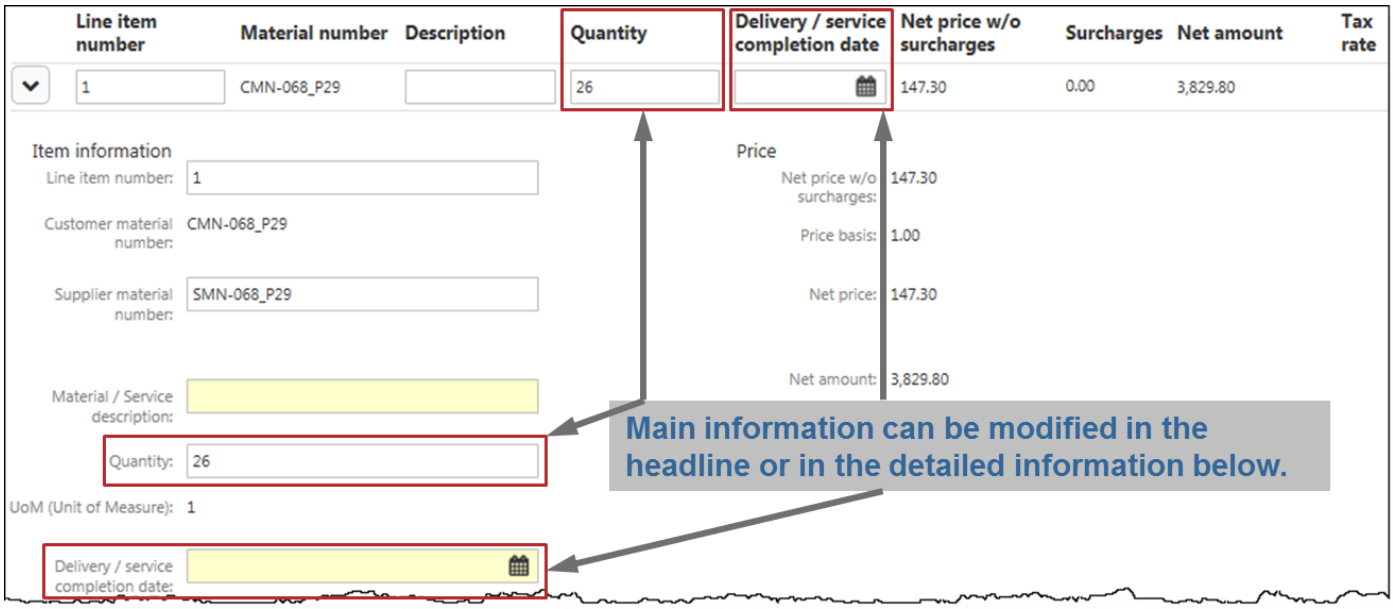


3.5.5 Enter Line Item(s) information

The line information are divided into two different views:

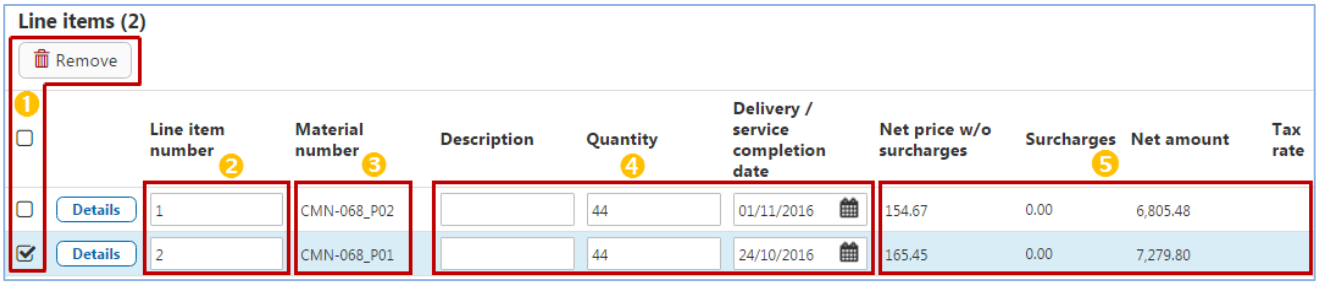
- a headline view and
- a detailed view for each line.

Some information from the headline view can be recovered in the detailed view, as shown in the screen below:



3.5.5.1 Headline line items view

In the headline you can select an item, if you want to remove it from your invoice and you can easily change the main information of the items.

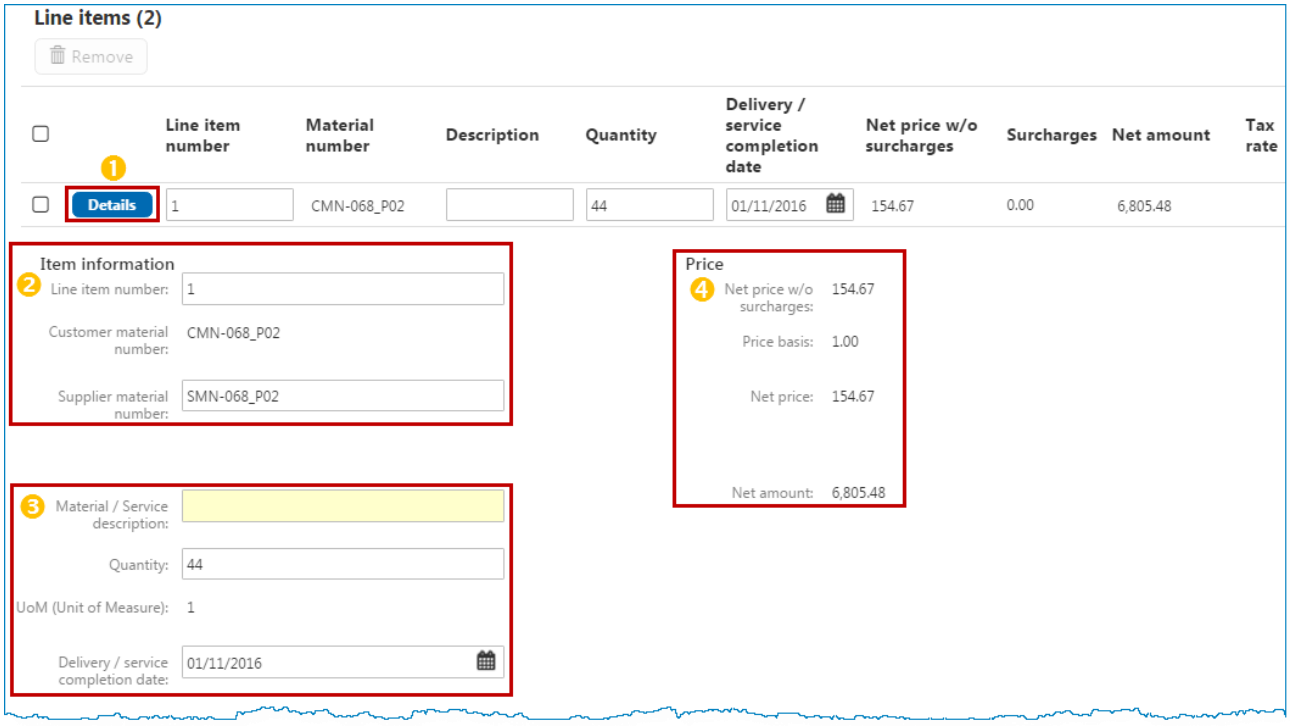


1 Remove an item	With two clicks you remove an item line from the invoice creation form. 1. Select the item line you want to remove. 2. Click on the red refuse bin 'Remove'.
2 Line item number	Line item numbers can be changed.
3 Material number	The material number is not editable and prefilled with information from the referenced document or purchase order.
4 Description, Quantity and Delivery / service completion date	These three information are editable and can be prefilled with information from the referenced document or purchase order.
5 Net price w/o surcharges, Surcharges, Net amount, Tax rate	- The net price is not editable, as the information is linked to the referenced document / purchase order. *Note: If there is an price error, the price of the initial document / order has to be changed in accordance with your customer.* - If Allowance / charge per line item are included in the Details, see chapter 3.5.5.2 (7), they are also visible in the headline line items view. - The net amount is not editable and is an automatic calculation.

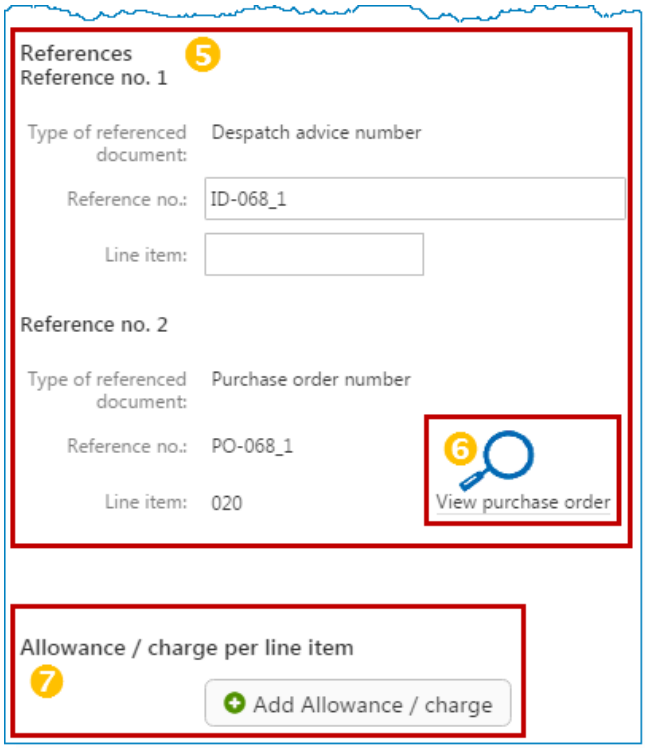
3.5.5.2 Detailed line items view

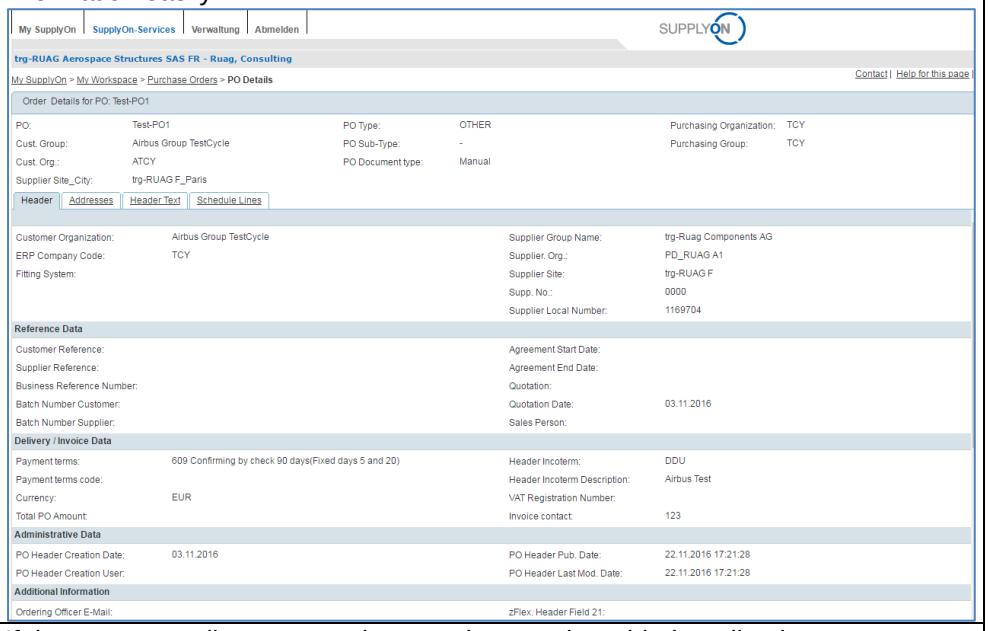
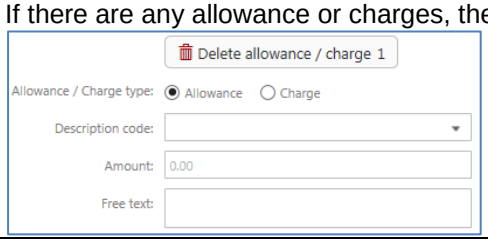
The detailed line items view includes all information about the invoice line item.

1 Click on **Details** to display below the headline view more detailed information to the line item.



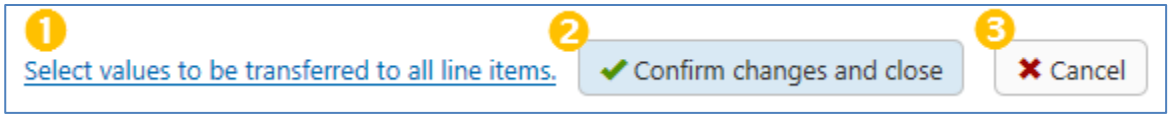
2 Item information	The first block includes the 'Line item number' and the customer and supplier material number. The customer material number is not editable, as it's an information taken from the referenced document / purchase order.
3 Further Item information	Material / Service description field requires a short description. The Quantity is prefilled with the max. quantity information from the referenced document / purchase order and can be modified, if the invoice quantity should be less.
4 Price information	The price information are not editable, as the information are linked to the referenced document / purchase order. *Note: If there is an price error, the price of the initial document / order has to be changed in accordance with your customer.*

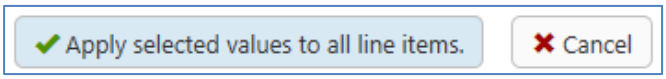
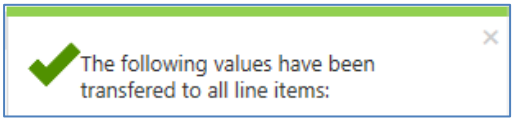


5 Reference number	Reference no. 1 displays the Despatch advice number, which is editable and if available in the system, also prefilled. Reference no. 2 displays the Purchase Order number (PO).
6 View purchase order	If you want to verify the referenced purchase order, you can click on this button and a new window from AirSupply will appear with detailed purchase order information. This functunallity helps to compare invoice and purchase order information easily. 
7 Allowance / charge per line item	If there are any allowance or charges, they can be added per line item. 

3.5.5.3 Line item information transfer into all other line items

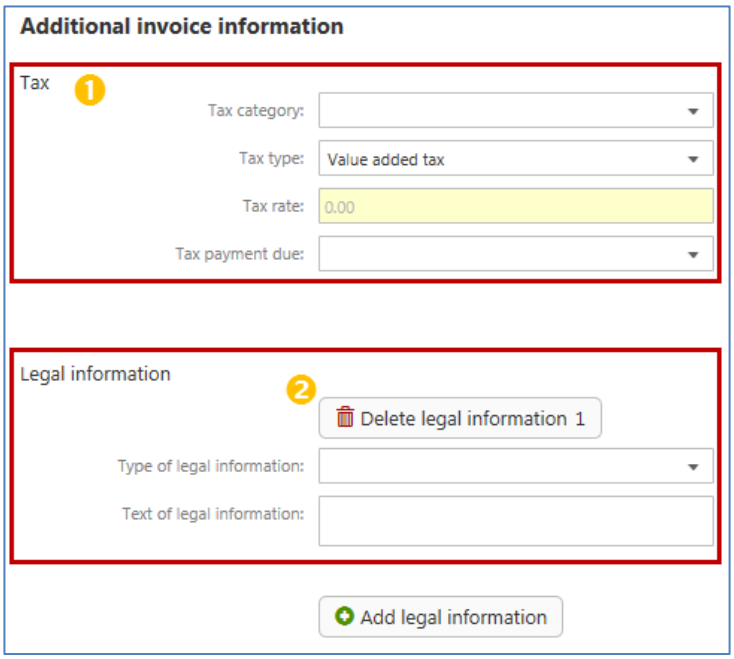
Below each detailed line item, on the bottom right side, three buttons are displayed to transfer easily information from one line item to all other line items:



1 Select values to be transferred to all line items.	This function can help you transferring automatically information from one line item to all other line items. 1. Click on 'Select values to be transferred to all line items'. 2. Click on grey coloured field values to select them. Only values that are possible to select can be transferred. 3. Click on 'Apply selected values to all line items' again on the bottom right side to transfer the information to all other line items.  4. A status message will confirm your transfer of information: 
2 Confirm changes and close	This button will close the detailed view of the line item to the headline line view.
3 Cancel	Cancel will also close the detailed view, but without taking any changes into account. The changes will not be saved.

3.5.6 Enter Additional Invoice information

The additional invoice information are mainly for the tax and legal information. These information are set ones and concern to whole invoice with all their line items.
Note: If you have a purchase order or document with two invoice items and different taxes, you have to create two invoices. One invoice for each tax rate.



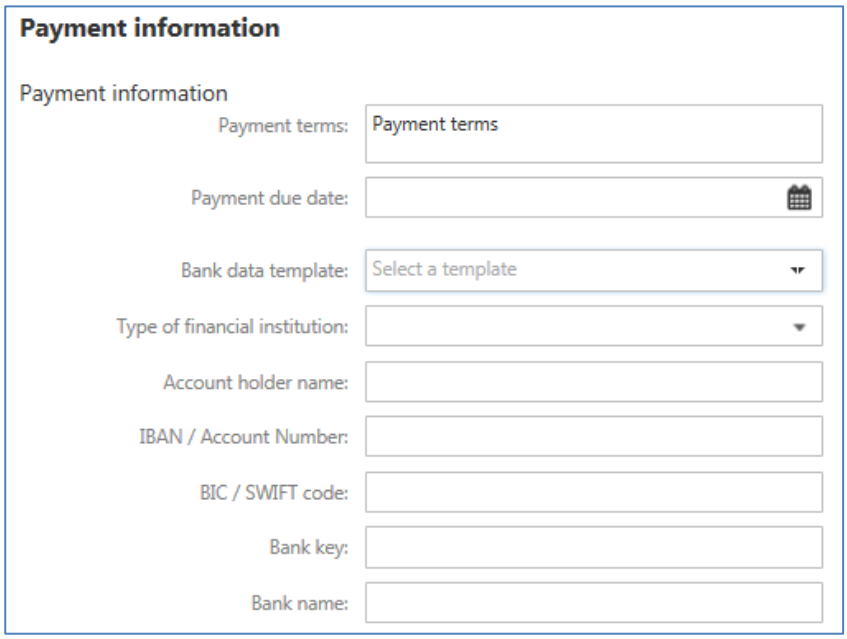
1 Taxes are mandatory information. At first you have to choose your tax category:
- Standard rate
- Reduced rate
- Service outside scope of tax
- Untaxed goods
- Tax exemption
- Reverse Charge
- Exempt – article 138 of council directive (1) 2006 / 112 // EC

2 Legal information are not mandatory and it's required to click on add legal information to open these two fields for the integration of government information, regulatory information and tax declarations.
If needed, it's possible to add several legal information, by adding more fields.

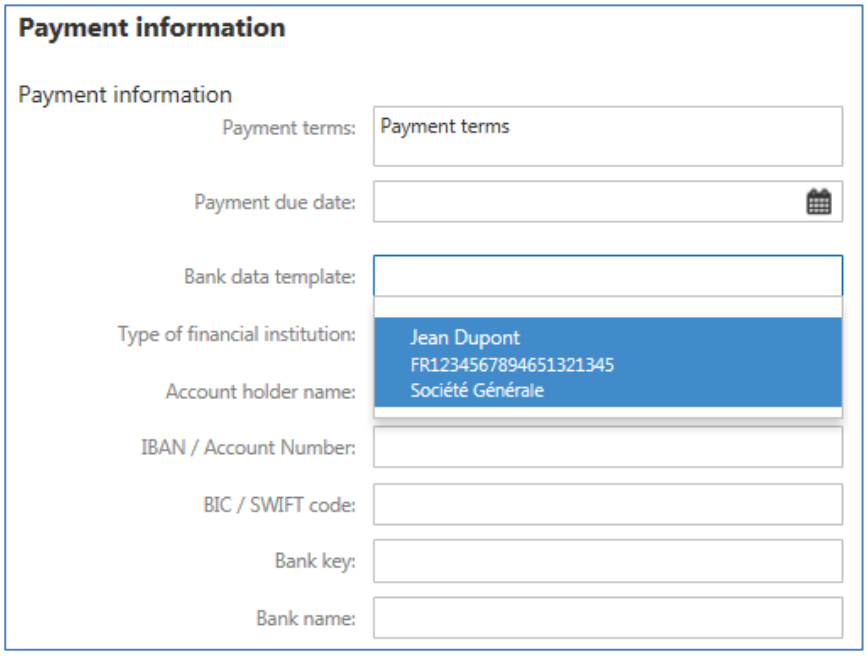
Note: How to create a cash basis invoice:
The cash basis of accounting recognizes revenues when cash is received and this method does not recognize accounts receivable or accounts payable.
If you want to create a cash basis invoice, select 'Duty, tax or fee payment due on invoice payment date' in the drop down box of 'Tax payment due'.

3.5.7 Enter Payment information

The payment information include the payment terms, the payment due date and the supplier bank information. The payment terms information are prefilled and taken from the referenced order or document.



If you have entered in previous invoices your bank information, the field 'Bank data template' will offer you the possibility to choose these information. Just click on the required information and the following fields will adopt the information you have entered in the previous invoice.

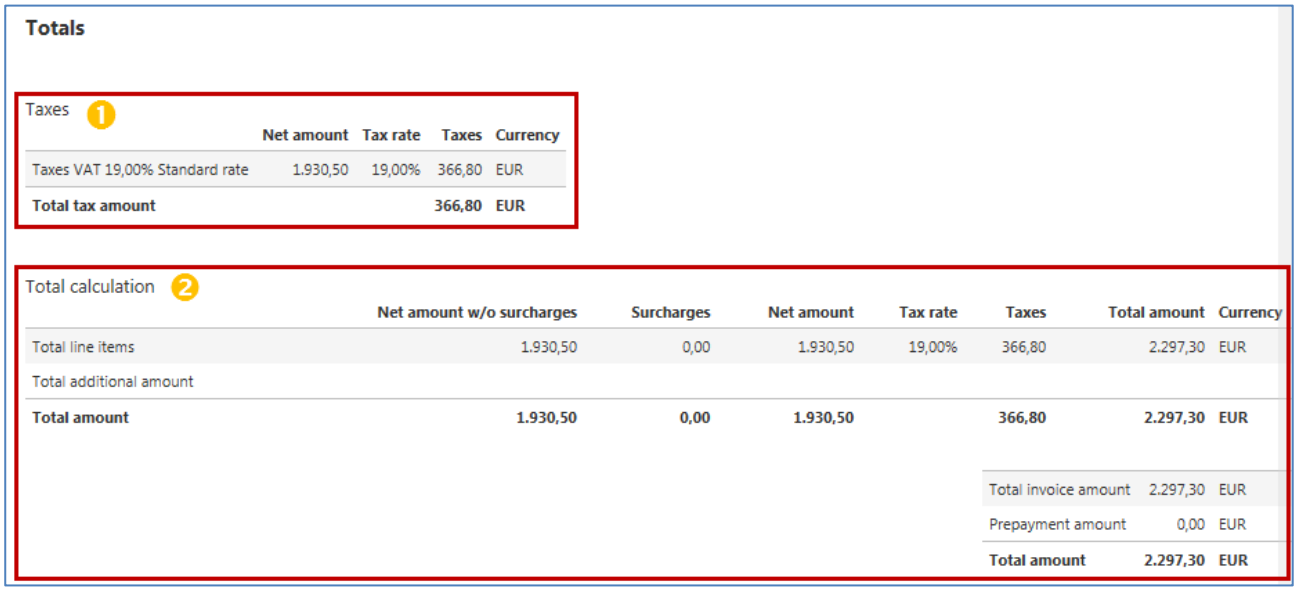


3.5.8 Check totals

The totals section includes all price information and calculations.
It's divided into:

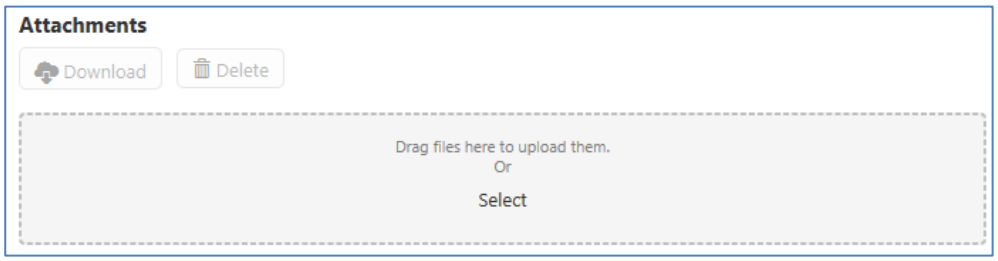
1. Tax calculation
2. Total calculation

It's recommended to every supplier to check the total amount before sending the invoice to the customer.



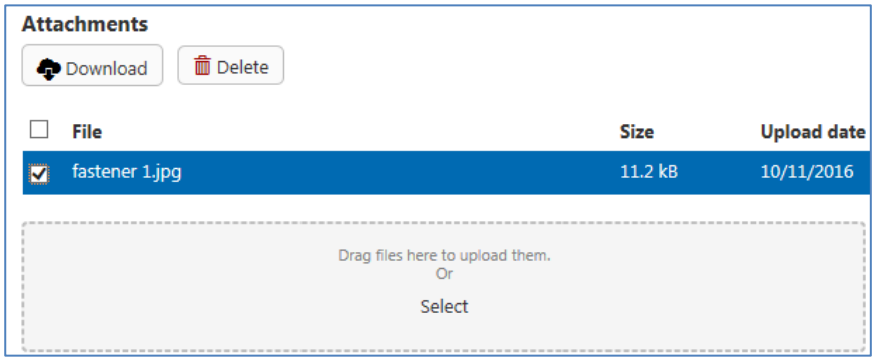
3.5.9 Upload attachments

The invoice creation form offers also the possibility to add attachments.
If your invoice requires additional information you can add attachments to your invoice.
Click on 'Select' or use the drag and drop functionality to add files.



Note: The upload of attachments is including a virus scan.

After adding an attachment, it will be listed with the information of size and upload date.
Two buttons on the top are allowing you to download or delete the attachment again.



3.5.10 Validate invoice

The validation process of an invoice is verifying a lot of parameters by different rules, which can acting different from invoice to invoice, as they are taking a lot of country requirements, company requirements and formal requirements into account.
These three requirements can behave different in each constellation:

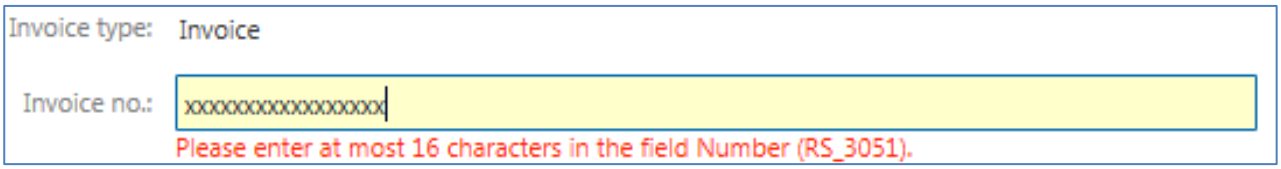
- Business Rules (customer specific parameters)
- Country Rules (country compliance)
- Format Rules (generic formats)

The validations will be performed after clicking 'Validate' or 'Sent' on the top of the invoice creation form or at the bottom right of the invoice creation form.

Note: There's no validation, if you click 'Save as draft'

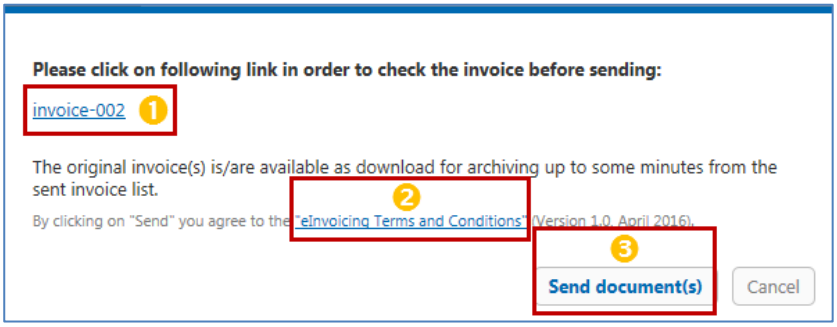
Error messages appear after each validation on the top right side of the invoice creation form.
A click on the text (❶) and the error message will guide you to the field in the invoice creation form.

Helping error messages turn up direct under the field of the error.



3.5.11 Send invoice and accept eInvoicing Terms and Conditions

For the sending process of the invoice, use the 'Send' button on the top of the invoice or at the bottom right side of the invoice creation form. If all validations were done successfully, the following screen will appear.

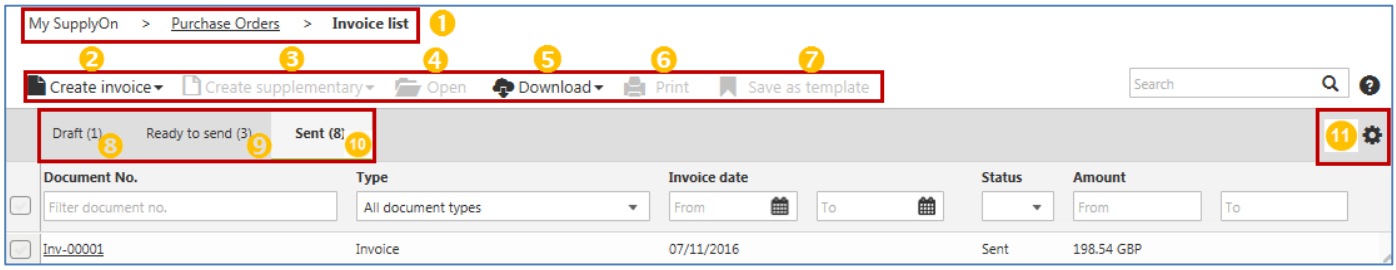


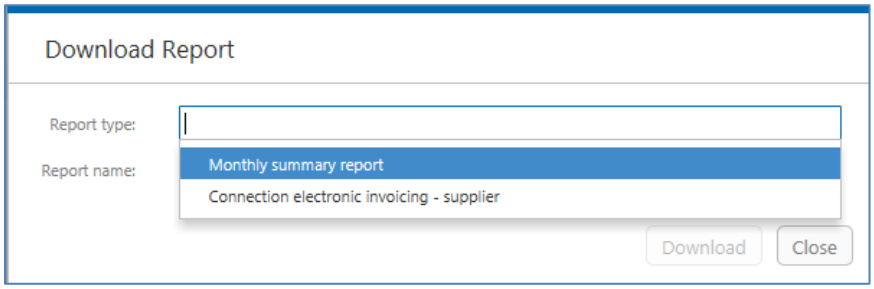
❶ Invoice number	For a last review of your invoice, click on the invoice number and a draft print PDF version of the invoice will be downloaded. *Note: This is not the original invoice, as it's marked with the word **DRAFT**.*
❷ eInvoicing Terms and Conditions	Read the 'eInvoicing Terms and Conditions' carefully before sending the invoice. A version control behind the terms and conditions will show you, if there are any changes.
❸ Send document(s)	If you agree to the 'eInvoicing Terms and Conditions' and you are confident with the information in the invoice, click on 'Send document(s)' to finally send the invoice to your customer. You will be directed to the 'Invoice list' in the tab 'Sent', in which you will find now your invoice.

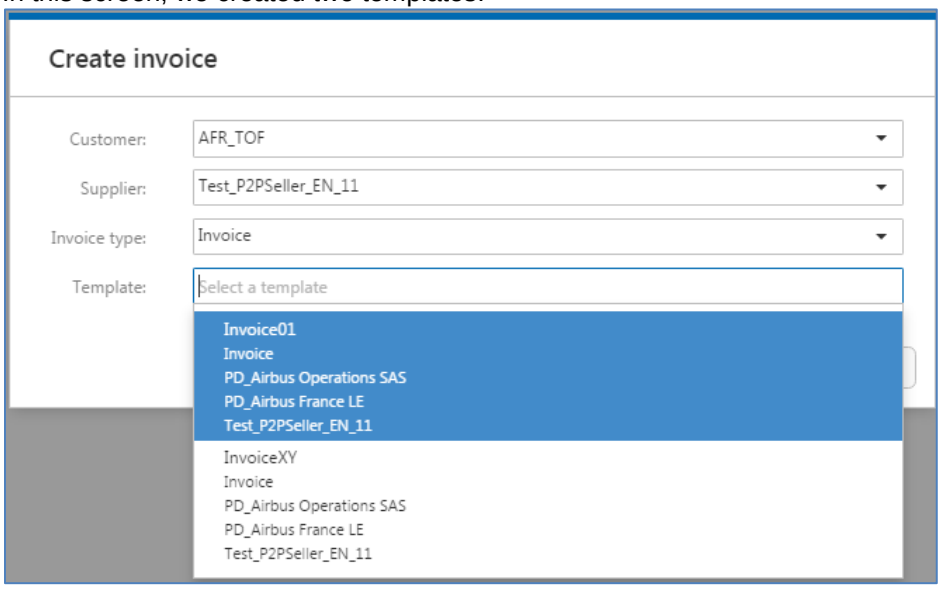
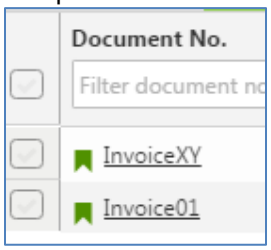
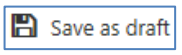
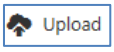
3.6 Invoice List

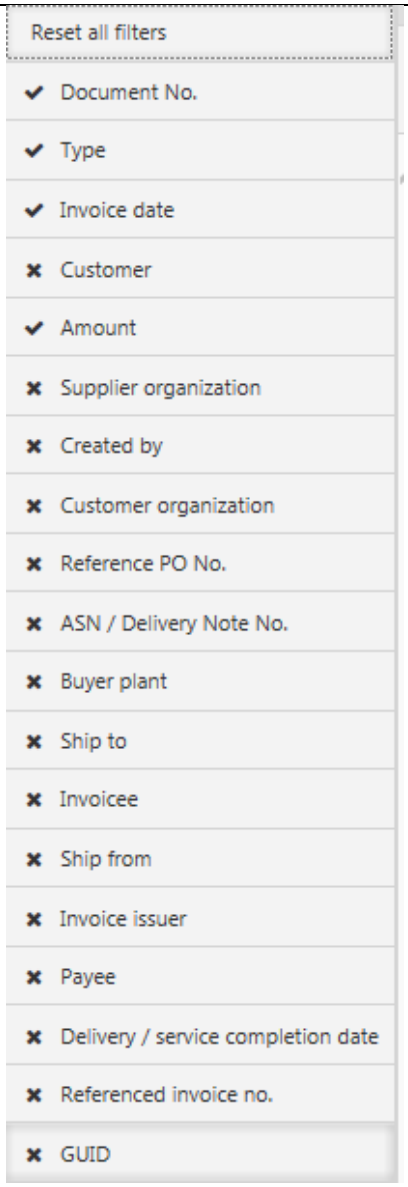
The invoice list is the main overview list for invoices and offers the options to start the creation process of a new invoice or the creation of supplementary for a sent invoice. Also it's the only page to start the download of the original invoice, as explained in chapter 4.2.

This screen of the invoice list explains the different buttons and the options behind the buttons.
The search functions are in the same structure as on the 'Billable items list', with one functionality on the top right and above each column.



1 Navigation path	Shows your way of entry into the invoice list, which is classified with the word '**Invoice list'.** *Note: With a click on underlined screens, you can move back to previous screen.*
2 Create Invoice	This button forwards you to the three possibilities to create an invoice in the web interface. - 'CSV Upload', see chapter 3.7. - 'From demand', see chapter 3.4. - 'From document', see chapter 3.8.
3 Create supplementary	This button forwards you to the three possibilities to create a correction for a sent invoice. Beforehand you have to select an invoice with the status sent and then click the button. The three corrections are: - 'Credit Note', see chapter 5.1. - 'Price variation credit', see chapter 5.2. - 'Price variation debit', see chapter 5.3.
4 Open	Select an invoice and click on open to see the invoice creation form of this invoice.
5 Download	The download button has three possibilities to download information from one or several invoices. - Only attachments, will download all attachments of the selected invoices - Original document, or original invoice, will download the original invoice from all selected invoices, which are in the status sent - CSV file, will generate a download of all selected invoices as CSV information. The last download option is for Reports. If you click 'Reports', a new window will appear and you can choose your Report. 
6 Print	Select an invoice and click on 'Print', if you want to see the print version. *Note: This is not the original document or invoice.*

7 Save as template Sign for a template:	If you have saved one or several invoices as template, the system will ask you before the next creation of an invoice, if you want to use your template. In this screen, we created two templates.  Choose a template, if you want to prefill your invoice creation form with already used information or leave it blank, if you want to start the standard prefilled information from master data and referenced purchase order / document. Templates are visible in the 'Invoice list' and displayed with the template sign.  If you want to remove an invoice from the templates summary, select the invoice and click in the invoice creation from on the button:
8 Draft	In this tab, all invoices will be saved, if there wasn't a successfully validation or if you have clicked the button 'Save as draft'.  Two additional buttons are in this tab available, if you select an invoice item. 1. Upload  to upload attachments for a selected invoice item. 2. Delete for a total deletion of the invoice form.
9 Ready to send	In this tab, all invoices will be saved, after a successfully validation or if you have clicked the button validate. One additional button is available in this tab, if you select an invoice item. - Send , to finally send the invoice. This is possible, as the validation was already successful. See therefor chapter 3.5.11.
10 Sent	In this tab are all invoices, which were sent to the customer.
11 Settings icon	The settings icon on the top right side in the invoice list will help you modifying the visible columns in the list. If you click on the icon, a list of all columns will appear and you can mark or cross them out:

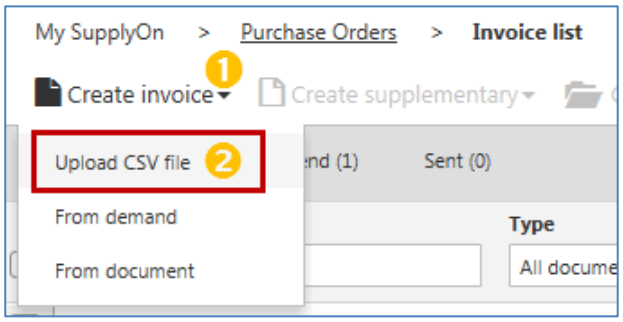
11 Settings icon	- Document No. - Type - Invoice date - Customer - Amount - Supplier organization - Created by - Customer organization - Reference PO No. - ASN / Delivery Note No. - Buyer plant - Ship to - Invoicee - Ship from - Invoice issuer - Payee - Delivery / service completion date - Referenced invoice no. - GUID	

3.7 Upload CSV File

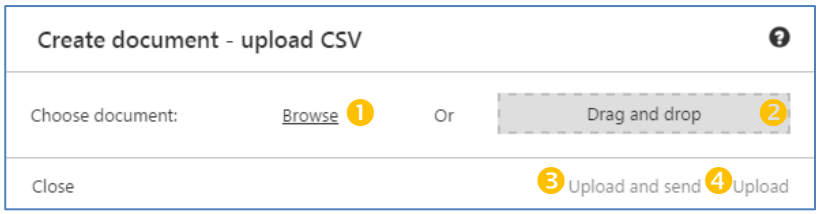
To generate an invoice by csv upload, you have to create at first the CSV file for the invoices.
The PDF information package, which describes how to create the csv file and an Excel field descriptions list are linked below in separate documents:

- PDF CSV information package
- Excel CSV field descriptions

If you have created a CSV file you can upload this file from the 'Invoice list'.
For uploading a CSV file you have to click on 'Create invoice' (1) and select 'Upload CSV file' (2).



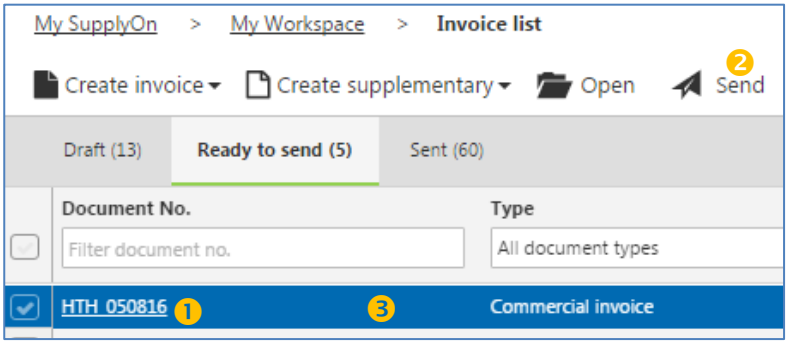
Now the CSV upload mask appears. You can either browse (1) or drag and drop the CSV file (2).



For uploading two options are existing:

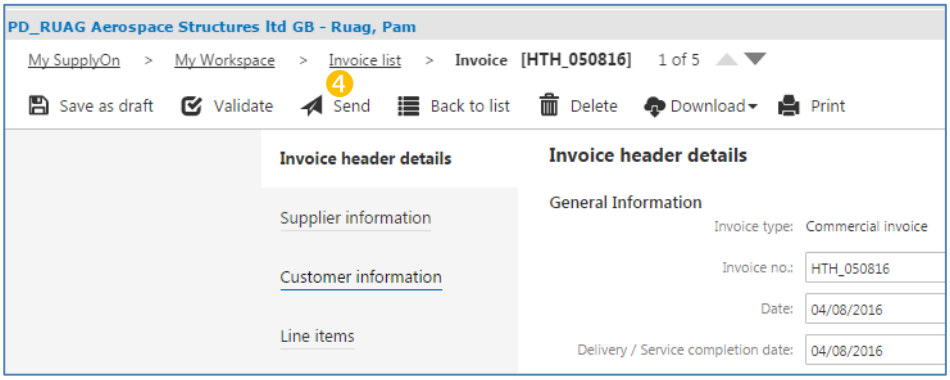
- 'Upload and send' (3): Upload of CSV file with instantaneously sending afterwards. If the validation succeed, the user is not able to edit the data via the web interface anymore.
- 'Upload' (4): Upload of CSV file without instantaneous sending afterwards. If the validation succeed the user is able to edit the data via the web interface or to add attachments. After successful uploading the invoice is provided in the 'Ready to send' view in the 'Invoice list'. The final sending to the customer has to be initiated manually by the user in two possible ways:

1. Selection of the relevant document line (1) and click on 'Send' (2).



Note: The user is not able to edit the data.

2. Open the invoice by clicking on the document number (3) and click on 'Send' (4).

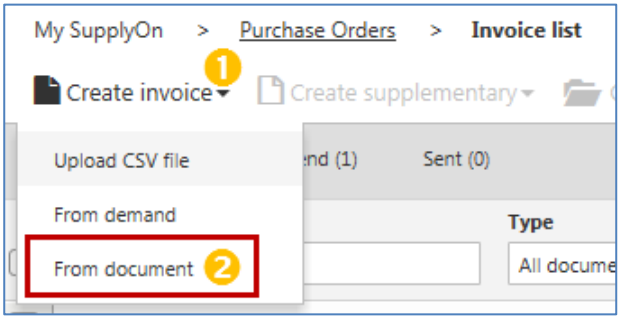


Note: Before sending the user is able to edit the data.

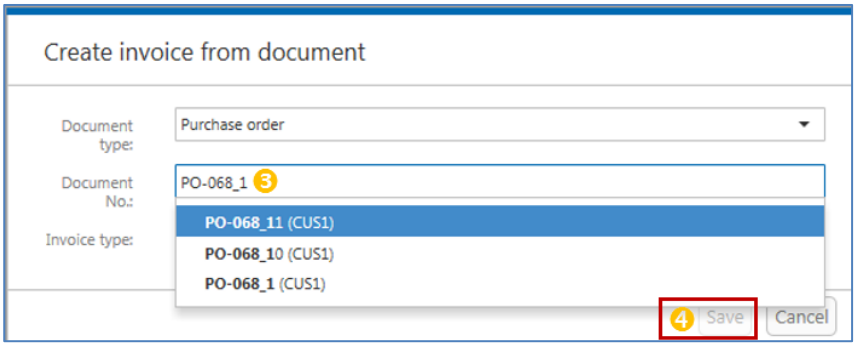
3.8 Invoice from document (PO number)

This scenario is designed for determined suppliers, who already know the PO number for which they want to create an invoice. They are forwarded directly to the invoice creation form.

For creating an invoice from document you have to click on 'Create invoice' (1) and select 'From Document' (2).



Now the invoice from document mask appears. You can enter your known document or PO number (3) and click on 'Save' (4).



You will now be directed to the invoice creation form. All necessary and available information from your document or PO will be transferred into the invoice form. The invoice form is explained in chapter 3.5.

4 Manage invoice archiving

4.1 Legal requirements for electronic invoices / Importance of Archiving

The laws governing electronic invoicing, which are defined by the national legislations of the individual EU member states, are based on Council Directive 2010/45/EU dated 13 July 2010 amending Directive 2006/112/EC on the common system of value added tax as regards the rules on invoicing. This directive harmonized the laws regarding paper and electronic invoicing, apart from a few minor differences. With this, the content of an invoice from a fiscal viewpoint has been largely standardized within EU member states.

In EU member states, compliance with legal requirements must be verifiable after invoicing (post-audit procedure). This is done, for example, by using a digital signature, time stamp or internal control procedure. Outside the EU and in numerous other countries with post-audit procedures, there are also states where invoices must undergo a clearing procedure before the invoice is issued, such as so-called Nota Fiscal procedure in Brazil or the Golden Tax procedure in China.

Invoices must be based on the actual delivery of goods or services. If an electronic invoice is issued via SupplyOn, a reference is easily established as the invoice is generated from a purchase order and data from the purchase order and order confirmation is automatically copied into it.

Furthermore, the legislators require proof of the authenticity and integrity of the invoice. SupplyOn fulfills this requirement through secure electronic data exchange and an optional electronic signature. Moreover, SupplyOn supports the implementation of internal control procedures.

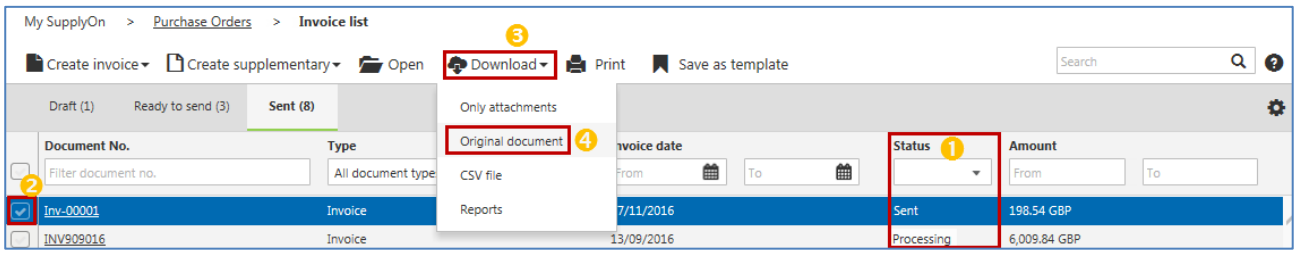
The legibility of the invoice must be guaranteed from the moment the invoice is issued until the end of the retention period. With electronic invoicing via SupplyOn, a PDF of the invoice is created before it is despatched, which can then be downloaded from the ‘Invoice list’ and archived as part of the original invoice. This is explained in the next subchapter 4.2.

SupplyOn supports country-specific clearing procedures, sometimes directly (as with the Golden Tax) or in cooperation with spe0cialized partner companies.

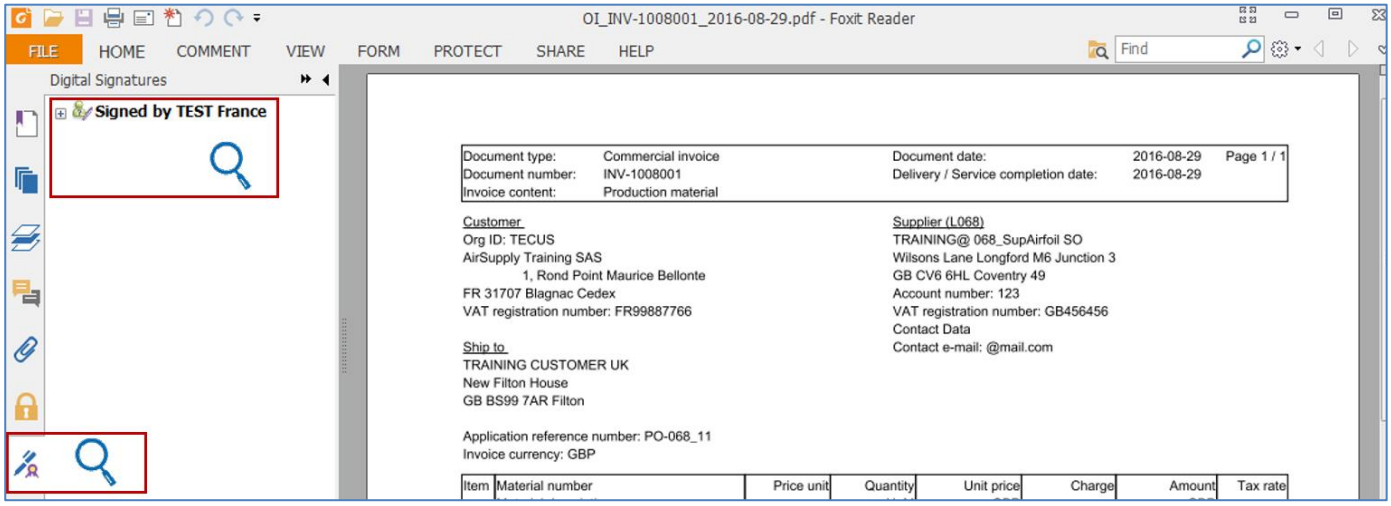
4.2 Archive original Invoice from ‘Invoice List’

After you have sent the invoice, it will appear in the invoice list. To download the original invoice, you have to verify the status of the invoice (1). If the status is ‘Processing’, the original invoice is not available yet.

Select your invoice with the status ‘Sent’ (2) and choose ‘Download’ (3) and select ‘Original document’ (4) for the final download of the original invoice, as a pdf file.



For some country invoice constellations, a signature will be added to the original invoice.
This signature can be found on the original pdf file.



5 Manage invoice correction

After successfully sending an invoice, there are three different methods to correct the invoice.

- Creating a credit note, if the quantity in the referenced invoice is wrong.
- Creating a price variation credit, if the price in the referenced invoice is too high.
- Creating a price variation debit, if the price in the referenced invoice is too low.

For each correction, the process is starting in the 'Invoice list', in the tab 'Sent' and by selecting the concerned invoice. The invoice has to be in the status 'Sent'.

Note: Invoice cancellation.
If you want to cancel an entire invoice, create a credit note for the whole invoiced quantity.

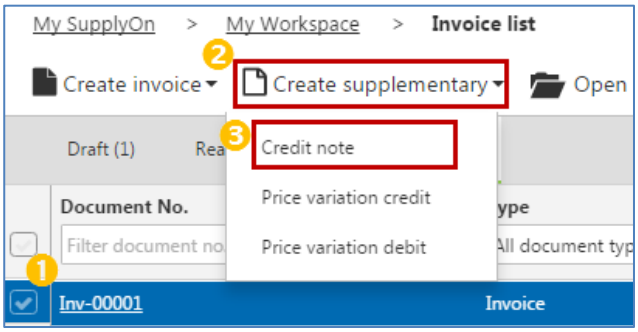
Note: Double correction on price and quantity.
If a double correction is required on date and quantity on existing invoice, please delete the entire invoice with a Credit Note. Then request to customer update on date and price in the PO in order to create a new correct invoice.

5.1 Correction with a credit note

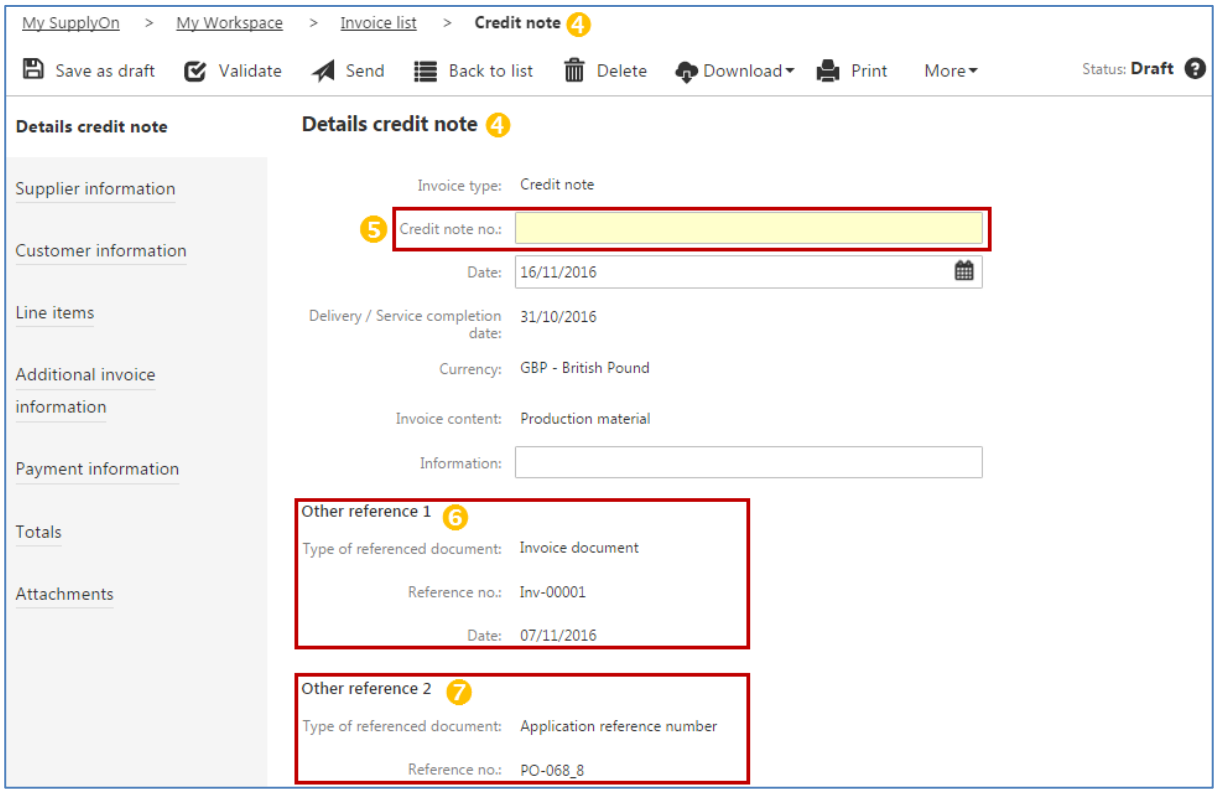
The credit note is used as correction of an invoice on a quantity basis. Therefore, the subtracting quantity must be entered as a positive value. The invoicing application reduces the invoiced quantity as following:

- *Current invoiced quantity = previous invoiced quantity – corrected invoiced quantity via credit note*

To create a credit note, you have to select an invoice from the 'Invoice list' in the tab 'Sent', which has the status 'Sent' (1). Select 'Create supplementary' (2) and choose 'Credit note' (3).



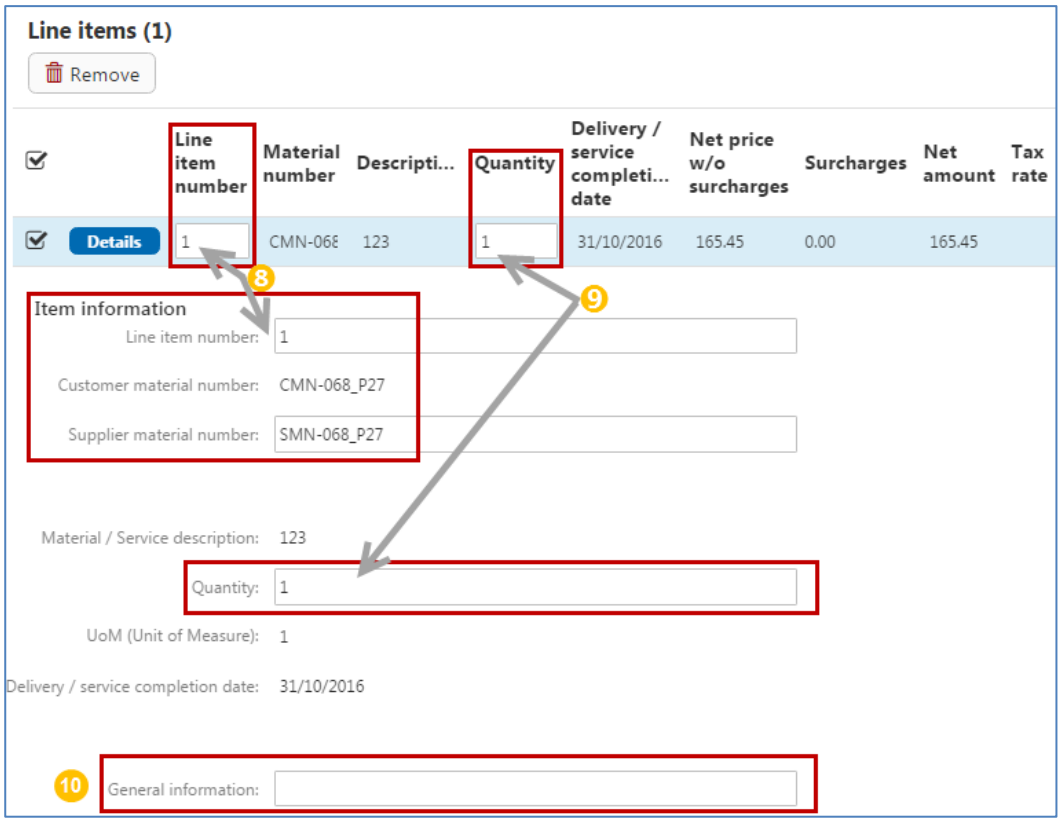
The creation form for the credit note looks very similar to the invoice creation form, as the design of the invoice form with all buttons is the same. See explanation of the functionalities of the invoice creation form in chapter 3.5.1. The first section in the credit note creation form is named ‘Details credit note’ and in the navigation path ‘Credit note’ (4).



Further information, which are significant for a credit note in the ‘Details credit note’ are:

- The ‘Credit Note number’, which is a mandatory information and comparable with the invoice number (5).
- The reference 1, refers to the ‚Invoice document‘, you want to correct (6).
- The reference 2, refers to the ‘Application reference number’ which is the order or document the invoice is referencing to (7).

Most fields in the credit note creation form are not editable, as they are prefilled and taken from the referenced invoice.
Important editable fields are in the ‘Line items’ section.



8 Line item number and Supplier material number	- The 'Line item number' can be modified in the headline or in the line item details. - The 'Supplier material number' is editable only in the line item details.
9 Quantity	The 'Quantity' is the main editable information of the credit note. Therefore, the subtracting quantity must be entered as a positive value.
10 General information	The 'General information' is a free text field for any further information.

Further information to the Line items, like transferring information from one line item into all other line items, can be found in chapters 3.5.5 / 3.5.5.3.

The payment information are also editable in the credit note creation form. Information to this section can be found in chapter 3.5.7.

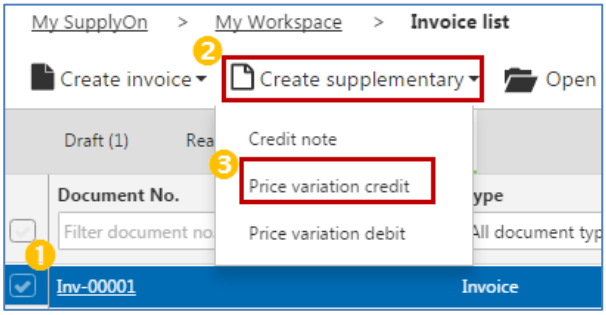
The validation and sending process of the credit note is process-related to the invoice validation and sending process, which are described in chapters 3.5.10 and 3.5.11.

5.2 Correction with a price variation credit

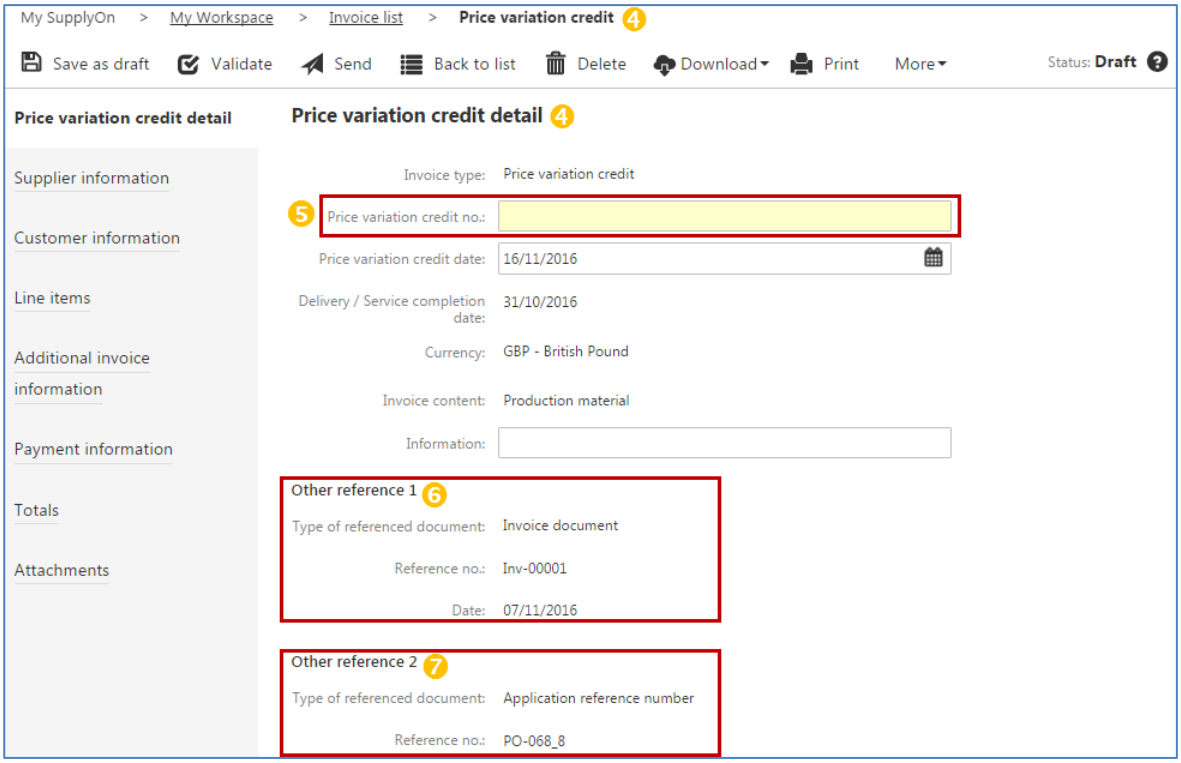
A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high. Therefore, the subtracting price must be entered as a positive value. The e-invoicing application reduces the invoiced amount as following:

- Current invoiced value = previous invoiced value – corrected invoiced value via price variation credit

To create a price variation, you have to select an invoice from the 'Invoice list' in the tab 'Sent', which has the status 'Sent' (1). Select 'Create supplementary' (2) and choose 'Price variation credit' (3).



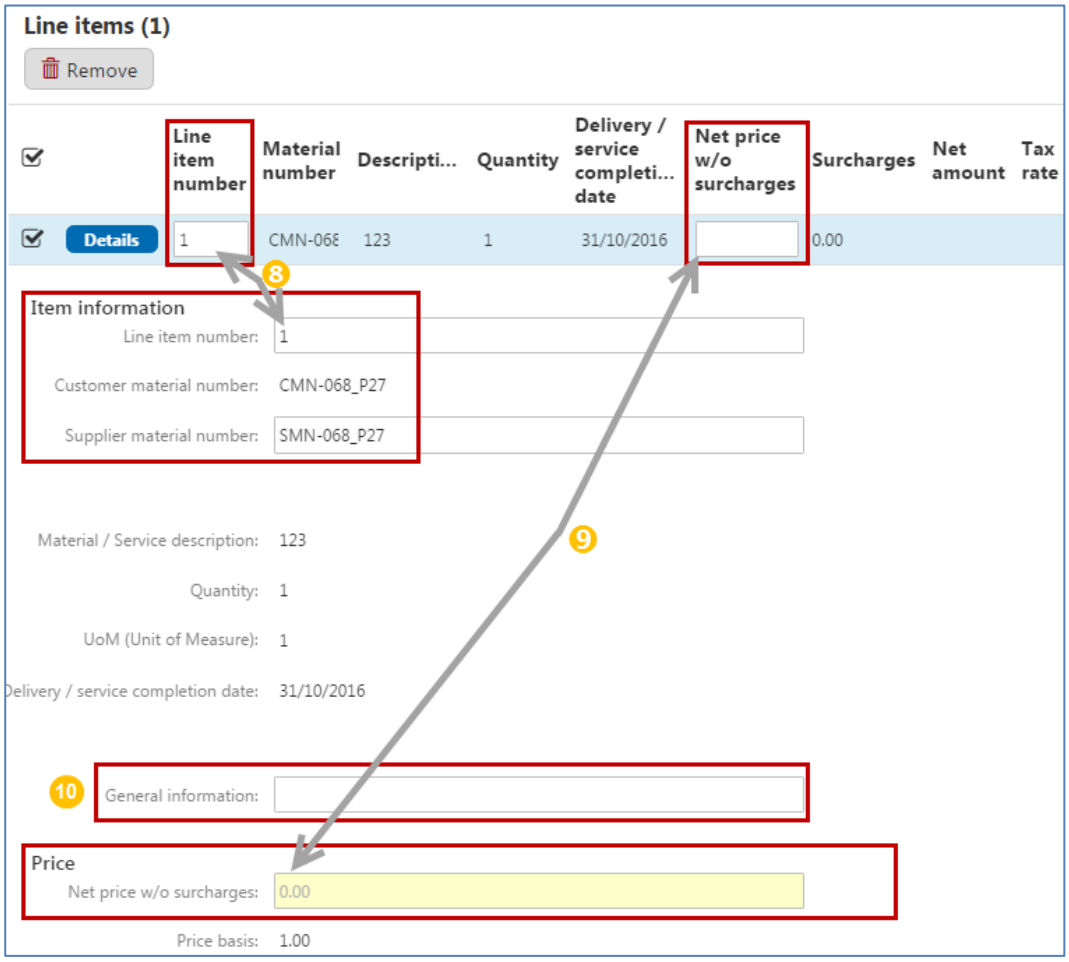
The creation form of a price variation credit looks very similar to the invoice creation form, as the design of the invoice form with all buttons is the same. See explanation of the functionalities of the invoice creation form in chapter 3.5.1. The first section in the price variation credit creation form is named 'Price variation credit detail' and in the navigation path 'Price variation credit' (4).



Further information, which are significant for a price variation credit in the 'Price variation credit detail' are:

- The 'Price variation credit number', which is a mandatory information and comparable with the invoice number (5).
- The reference 1, which refers to the 'Invoice document', so the invoice you want to correct (6).
- The reference 2, which refers to the 'Application reference number', so the order or document the invoice is referencing to (7).

Most fields in the price variation credit creation form are not editable, as they are prefilled and taken from the referenced invoice.
Important editable fields are in the 'Line items' section.



8 Line item number and Supplier material number	- The 'Line item number' can be modified in the headline or in the line item details. - The 'Supplier material number' is editable only in the line item details.
9 Price / Net price w/o surcharges	The price without surcharges is the main editable information of the price variation credit. Therefore, the subtracting price must be entered as a positive value.
10 General information	The 'General information' is a free text field for any further information.

Further information to the Line items, like transferring information from one line item into all other line items, can be found in chapters 3.5.5 / 3.5.5.3.

The payment information are also editable in the credit note creation form. Information to this section can be found in chapter 3.5.7.

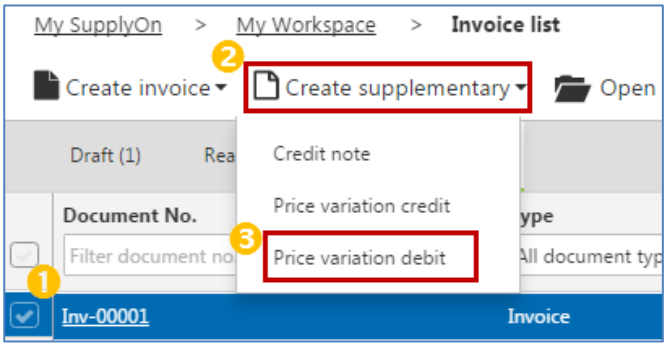
The validation and sending process of the credit note is process-related to the invoice validation and sending process, which are described in chapters 3.5.10 and 3.5.11.

5.3 Correction with a price variation debit

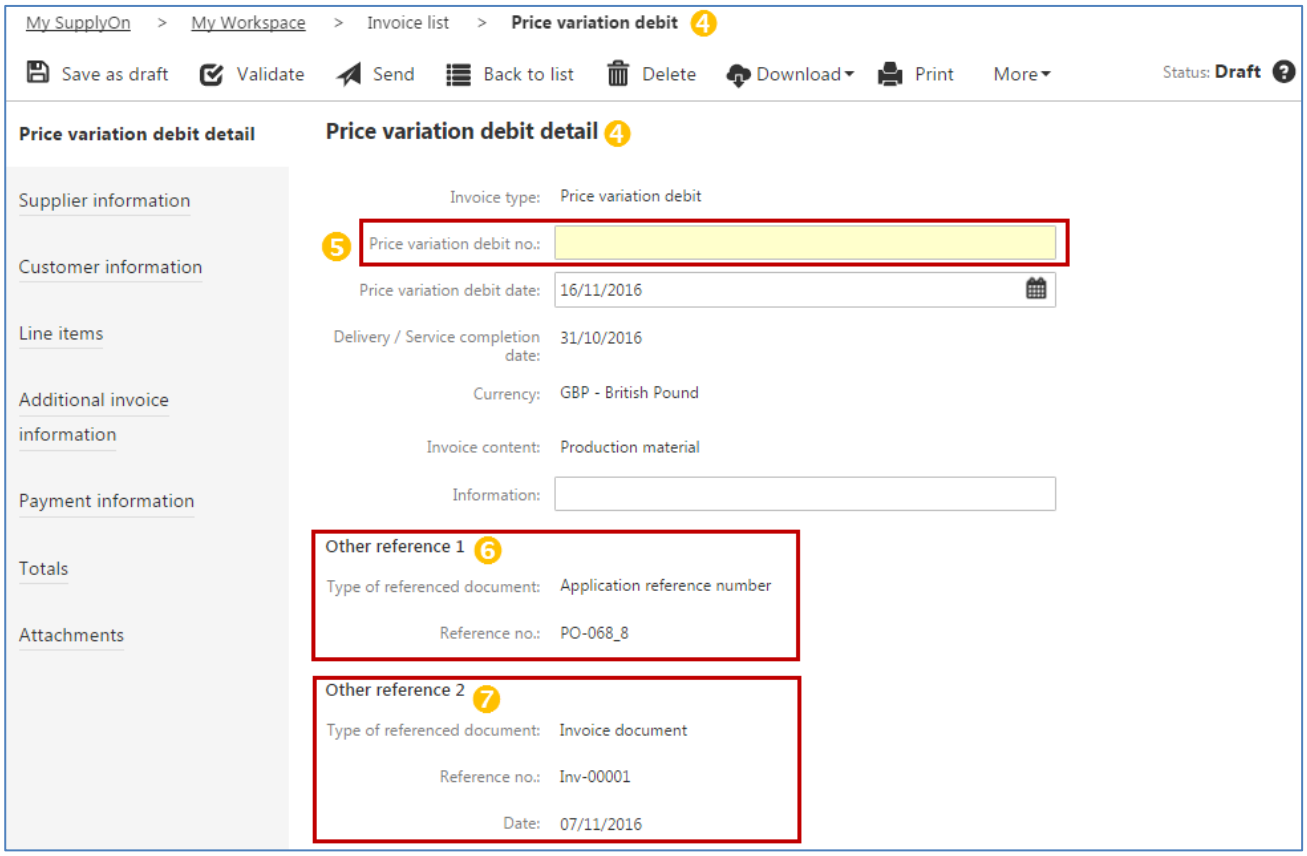
A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low. Therefore, the adding price must be entered as a positive value. The e-invoicing application increases the invoiced amount as following:

- Current invoiced value = previous invoiced value + corrected invoiced value via price variation debit

To create a price variation, you have to select an invoice from the ‘Invoice list’ in the tab ‘Sent’, which has the status ‘Sent’ (1). Select ‘Create supplementary’ (2) and choose ‘Price variation debit’ (3).



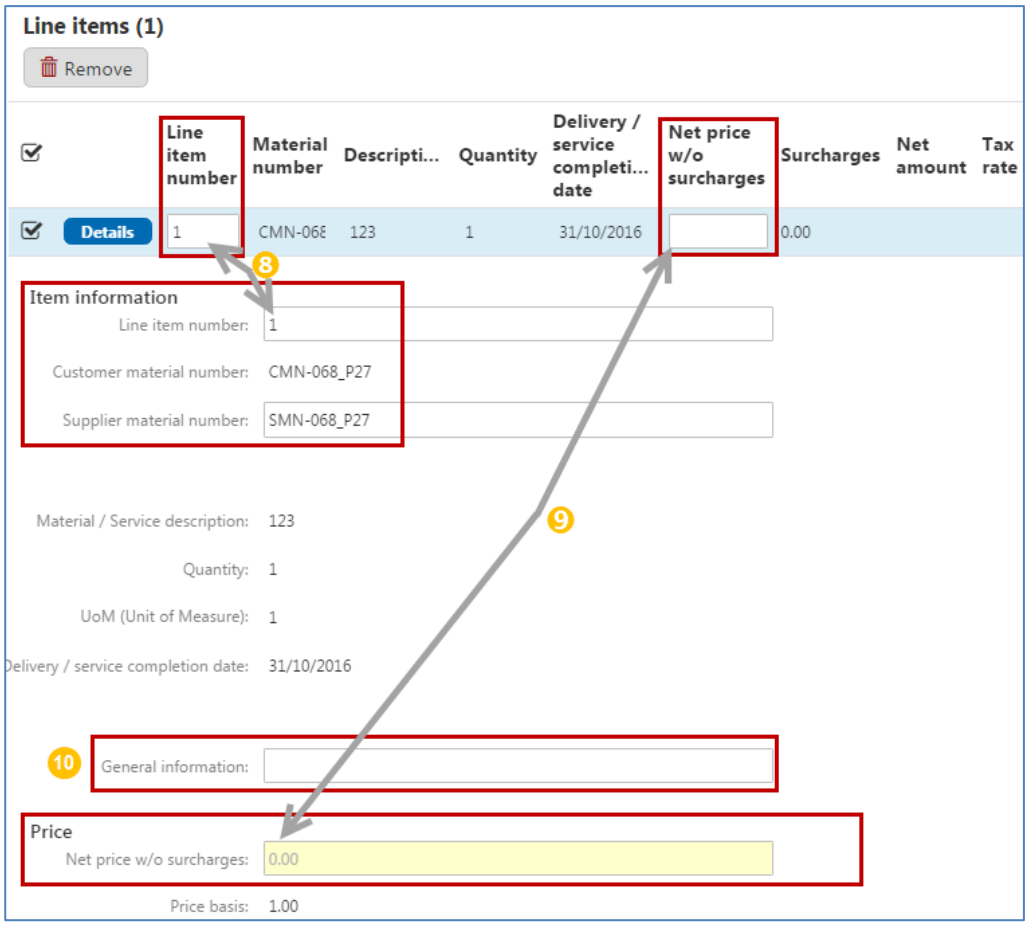
The creation form of a price variation debit looks very similar to the invoice creation form, as the design of the invoice form with all buttons is the same. See explanation of the functionalities of the invoice creation form in chapter 3.5.1. The first section in the price variation credit creation form is named ‘Price variation debit detail’ and in the navigation path ‘Price variation debit’ (4).



Further information, which are significant for a price variation debit in the ‘Price variation debit detail’ are:

- The ‘Price variation debit number’, which is a mandatory information and comparable with the invoice number (5).
- The reference 1, which refers to the ‘Application reference number’, so the order or document the invoice is referencing to (6).
- The reference 2, which refers to the ‘Invoice document’, so the invoice you want to correct (7).

Most fields in the price variation debit creation form are not editable, as they are prefilled and taken from the referenced invoice.
Important editable fields are in the ‘Line items’ section.



8 Line item number and Supplier material number	- The 'Line item number' can be modified in the headline or in the line item details. - The 'Supplier material number' is editable only in the line item details.
9 Price / Net price w/o surcharges	The price without surcharges is the main editable information of the price variation credit. Therefore, the subtracting price must be entered as a positive value.
10 General information	The 'General information' is a free text field for any further information.

Further information to the Line items, like transferring information from one line item into all other line items, can be found in chapters 3.5.5 / 3.5.5.3.

The payment information are also editable in the credit note creation form. Information to this section can be found in chapter 3.5.7.

The validation and sending process of the credit note is process-related to the invoice validation and sending process, which are described in chapters 3.5.10 and 3.5.11.

6 Conclusion

The invoice training module explained the way an invoice is created and corrected by the supplier and how to setup the necessary master data.

- This module has explained:
  - » The master data setups.
  - » The invoice processes.
  - » The invoice correction processes.
  - » The creation and correction of invoices in AirSupply
  - » The archiving of original invoices

- This module has explained how to:
  - » Setup the new invoice user roles
  - » Setup main invoice master data, like VAT number and contact persons
  - » Create an invoice from ‘Billable items list’
  - » Create invoice ‘From document’
  - » Create invoice via CSV upload
  - » Correct invoices on quantity and price
  - » Download original invoice for archiving

7 Appendix

7.1 Referenced documents

[RD2]: 02_Master_Data_training_guide.
[RD3]: 03_My_Workspace_training_guide.
[RD5]: 05_Ordering_training_guide.