

# 3. E-invoicing

3.0 Create an invoice

# Create an invoice

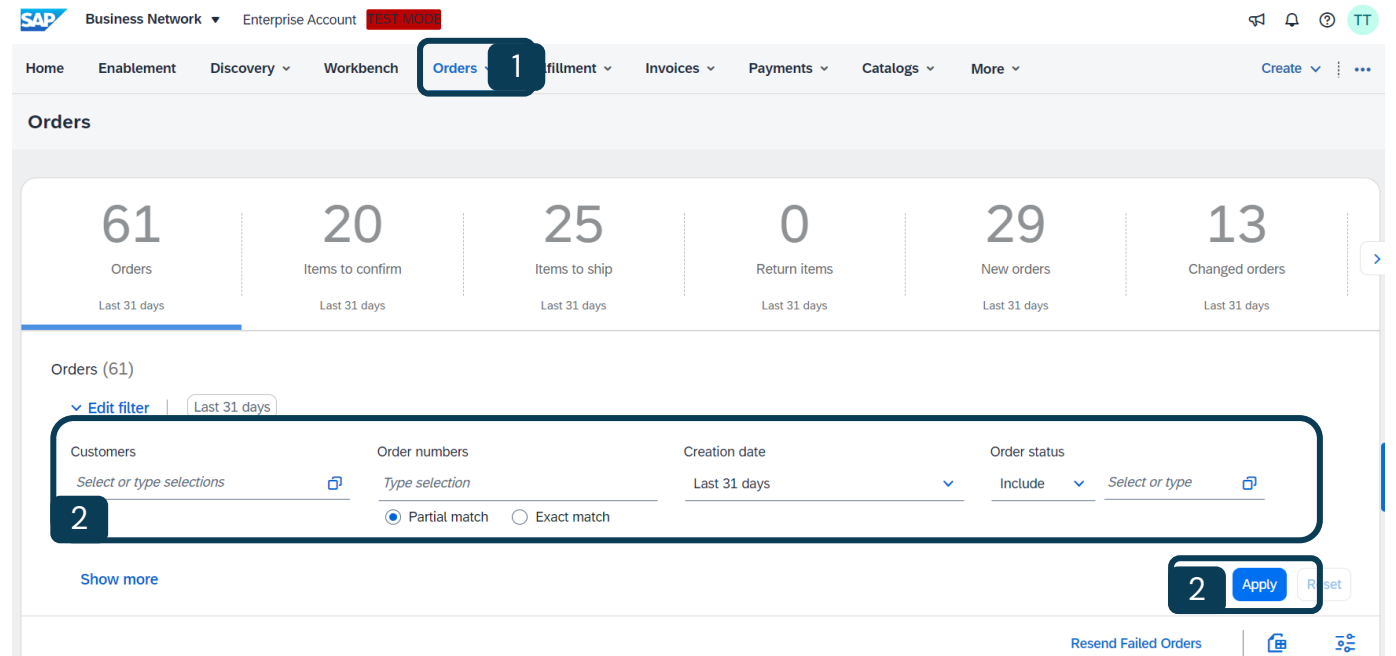
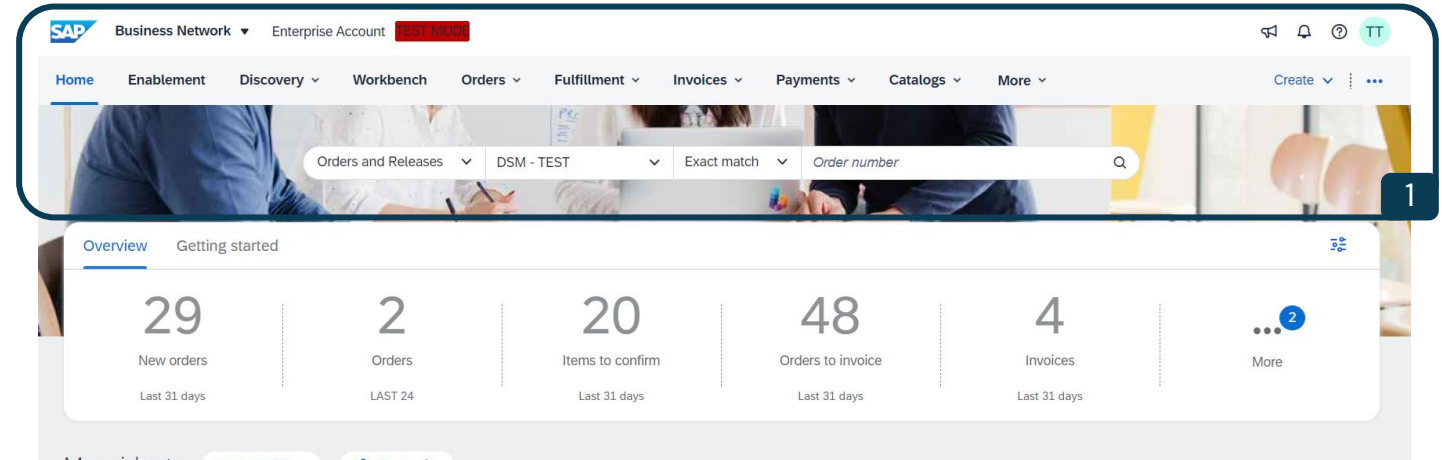
1. Open the PO.

- For Standard account: Open PO via e-mail.
- For Enterprise account: Open the PO from the SAP Business Network home page.

2. To find your order, go to the Edit filter section, select '**dsm-firmenich**' in the Customer field.

Select Creation date '**Time Frame**' (e.g., 31 days).

Select '**Apply**' to view the selected filters.



# Create an invoice

- When you have opened the PO by clicking on the PO number, you will see the PO details. Click on **'Create Invoice'**.
- Select **'Standard Invoice'** from the dropdown menu.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 3200029162. The page header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right corner. The main content area features a navigation bar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box and a red '3', and its dropdown menu is open, showing options: 'Standard Invoice' (highlighted with a red box and a red '4'), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the navigation bar, the 'Order Detail' tab is active, displaying the DSM-firmenich logo and contact information for DSM Food Specialities France SAS (France) and DSM Test Supplier 3 (Singapore). The 'Purchase Order' details section shows the PO number 3200029162, amount of 76.15 EUR, and version 1, with a 'Track Order' button. The 'Payment Terms' section indicates 'NET 30' and 'Within 30 days Due net'. The 'Comments' section shows a comment type of 'Terms and Conditions' with the body 'PO Terms & Conditions'. The 'Other Information' section includes the purchasing unit name '7553' and the legal terms and conditions of purchase, which are the general purchase conditions of DSM-firmenich.

Purchase Order: 3200029162

Done

Create Order Confirmation Create Ship Notice Create Invoice 3

Standard Invoice 4

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail Order History

dsm-firmenich

From: DSM Food Specialities France SAS  
15 Rue des Comtesse de Flandres  
59113 Seclin  
France  
Email: fss-postoffice.dbs@dsm.com

To: DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
Phone: +91 9923043358  
Fax:  
Email: Ariba-MO-IT-Support-Team@dsm.com

Purchase Order (New)  
3200029162  
Amount: 76.15 EUR  
Version: 1

Track Order

Payment Terms (i)  
NET 30  
Within 30 days Due net

Routing Status: Sent

Comments  
Comment Type: Terms and Conditions  
Body: PO Terms & Conditions

Other Information  
Purchasing Unit Name: 7553  
Legal Terms and Conditions of Purchase: The General Purchase Conditions of dsm-firmenich for goods and services (GCP) apply to this purchase order and any purchases made hereunder, unless otherwise agreed in a firm contract signed by the parties and referenced in this purchase order. The current version of our GCP is available at: <https://www.dsm-firmenich.com/general-terms-and-conditions>. a copy of which will be forwarded to you upon your request. The applicability of any other terms and conditions is

# Create an invoice

5. Complete the fields marked (\*) in the Invoice Header. Fill in the **'Invoice number'**.

The Invoice number needs to be unique for each Invoice (no spaces or special characters).

6. Set the **'Invoice Date'**. This date can be set a maximum of 7 days back from the current date.

7. Select the **'Remit To'** ID of your company, covering address and remittance of your company.

8. Scroll down and add additional information if needed.

The screenshot shows the 'Create Invoice' form with the following sections and fields:

- Invoice Header:** Contains a 'Summary' section with fields for 'Purchase Order: 3200029162', 'Invoice #: \*' (annotated with 5), 'Invoice Date: \* 23 Dec 2024' (annotated with 6), 'Supplier Tax ID:', and 'Remit To: Address 1' (annotated with 7). A 'City' field is also present.
- Shipping:** Includes radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. The 'Ship From' is 'DSM Test Supplier 3' and the 'Ship To' is 'DFS Seclin Seclin'.
- Additional Fields:** Includes fields for 'Supplier Account ID #:', 'Customer Reference:', 'Supplier Reference:', and 'Payment Note:'. Below these are details for 'Supplier: DSM Test Supplier 3' (Toronto ON, Canada) and 'Bill From: DSM Test Supplier 3' (Toronto ON, Canada). There are also fields for 'Supplier Commercial Identifier: 124534634' and 'Supplier Commercial Credentials:'.
- Incoterms:** Includes fields for 'IncoTerm:', 'Incoterm Description:', and 'Company Code: 7553'.
- Summary:** A table on the right shows: Subtotal: 76.15 EUR, Total Tax: 0.00 EUR, Total Gross Amount: 76.15 EUR, Total Net Amount: 76.15 EUR, and Amount Due: 76.15 EUR. A 'View/Edit Addresses' link is next to it.
- Customer:** 'DSM Food Specialities France SAS' (Seclin, France) with an 'Email:' field and a 'View/Edit Addresses' link.

Annotations 5, 6, 7, and 8 are placed in blue boxes with lines pointing to the respective fields. A blue box with the number 8 is also placed near the 'Additional Fields' section.

# Create an invoice

9. Tick the box on the line item and click on 'Line Item Actions'.
10. Select 'Add-Tax' at the dropdown to add Tax to the line item(s) of your invoice (for each line item of the invoice).
11. The following field will appear. Provide tax 'Category', tax 'Rate (%)', and 'Tax amount'. If 0%: e.g., Export, add a description.

The system will automatically calculate.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  
 Tax Category: VAT  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	301035579	Greeting Card		5	EA	15.23 EUR	76.15 EUR

Line Item Actions Delete

Add  
Tax Update Save Exit Next  
Shipping Documents  
Special Handling  
Discount  
Comments  
Attachment

11 Tax

Category: \* VAT 11

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 76.15 EUR Remove

Rate(%):  11

Tax Amount:

Exempt Detail: (no value)

Date Of Supply: 23 Dec 2024

Triangular Transaction

# Create an invoice

- 12. Add additional comments or upload attachments to the invoice if necessary. Click on 'Add to Header'. Select the option you would like to add, e.g., 'Comment' or 'Attachment'.
- 13. When done, click on 'Next'.

Create Invoice

Update Save Exit **Next** 13

▼ Invoice Header *\* Indicates required field* **Add to Header** ▼ 12

**Summary**

Purchase Order: 3200029162

Invoice #: \*

Invoice Date: \* 23 Dec 2024

Supplier Tax ID:

Remit To: Address 1 ▼

City

France

Bill To: DSM Food Specialities France SAS

Subtotal: 76.15 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 76.15 EUR  
Total Net Amount: 76.15 EUR  
Amount Due: 76.15 EUR

Shipping Cost  
Shipping Documents  
Special Handling  
Additional Reference Documents and Dates  
**Comment**  
Attachment 12

# Create an invoice

14. Review all the fields and if all information is correct, click on 'Submit'. Now the invoice is submitted. Click on 'Exit' to go back to the homepage of SAP Business Network.

Create Invoice Previous Save Submit 14

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:Canada. The document's destination country is:France.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TEST23-12	Subtotal: 76.15 EUR
Invoice Date: Tuesday 24 Dec 2024 12:00 pm GMT+01:00	Total Tax: 0.00 EUR
Original Purchase Order: 3200029162	Total Gross Amount: 76.15 EUR
	Total Net Amount: 76.15 EUR
	Amount Due: 76.15 EUR

<b>REMIT TO:</b> DSM Test Supplier 3  Postal Address: Address 1 46546 City  France	<b>BILL TO:</b> DSM Food Specialities France SAS  Postal Address: 15 Rue des Comtesses de Flandres 59113 Seclin  France Address ID: 7553 Email: standaard	<b>SUPPLIER:</b> DSM Test Supplier 3  Postal Address: 3403 Adelaide St Toronto ON M5H 1P6 Canada
---	--	--

Invoice TEST23-12 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

 14

**We bring progress to life**