IOL Portal Help Manual

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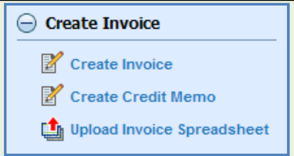
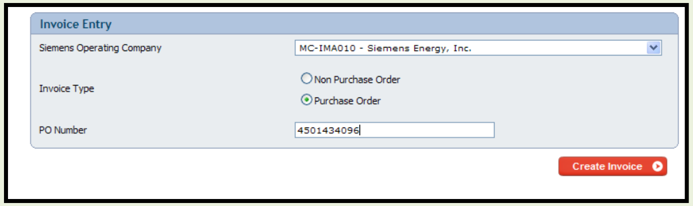
PO Invoice Creation

8 Step Process

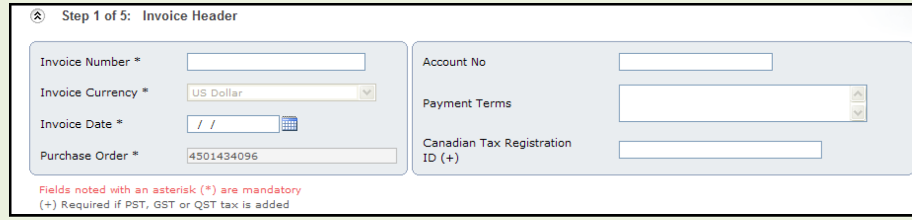
Click Create Invoice

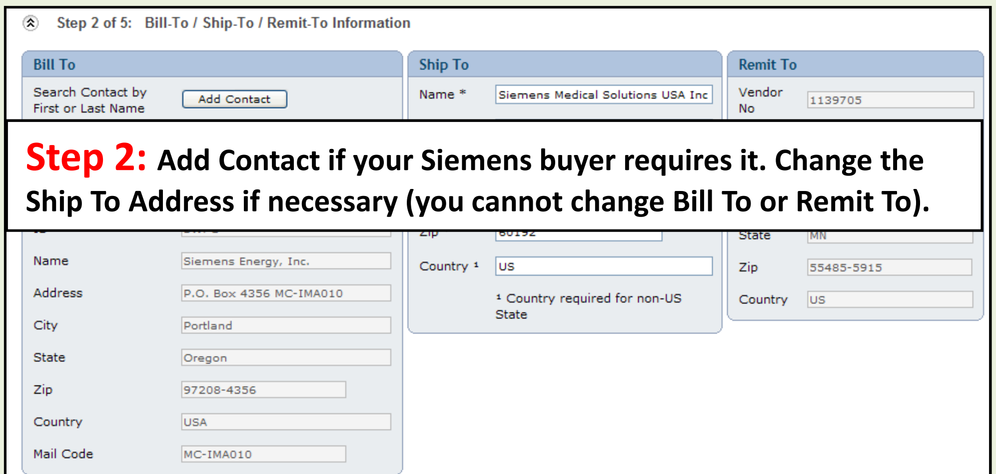


Select SOC, type in the PO #, click Create Invoice button.



Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) . * = required field





Step 2: Add Contact if your Siemens buyer requires it. Change the Ship To Address if necessary (you cannot change Bill To or Remit To).

Step 3: Adding Lines to your PO-based Invoice

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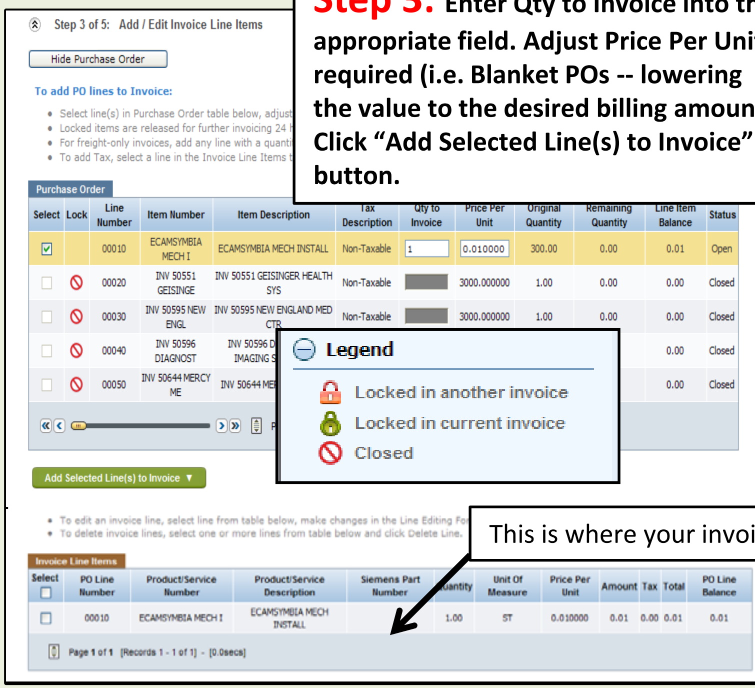
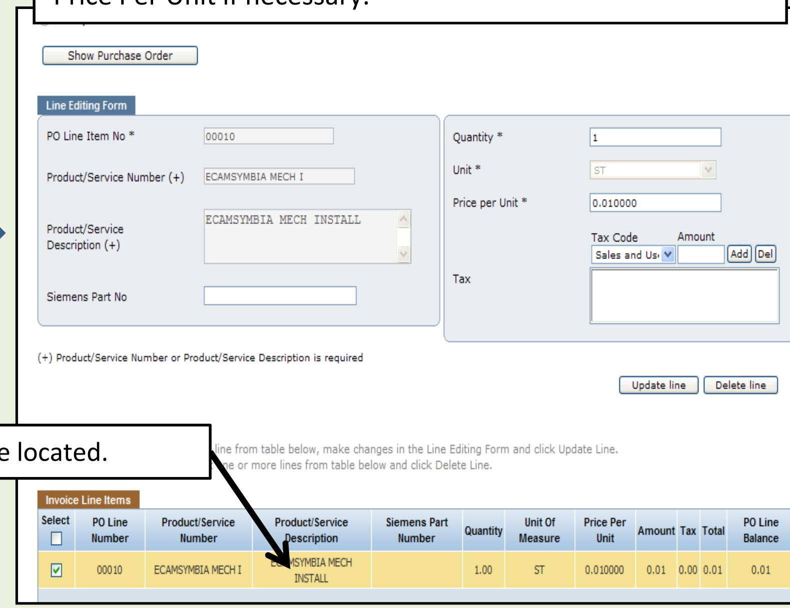
Step 3: **Enter Qty to Invoice into the appropriate field. Adjust Price Per Unit if required (i.e. Blanket POs -- lowering the value to the desired billing amount). Click "Add Selected Line(s) to Invoice" button.**



Line Editing Form: Select the appropriate line item to **add tax,** enter a Siemens Part No., and adjust the Quantity and Price Per Unit if necessary.



This is where your invoice line items are located.

Legend Definitions

Locked in another invoice: A preliminary (un-submitted) Invoice exists locking this PO Line Item. Note: Line Item will remain locked until that invoice is submitted.

Locked in current invoice: This line has already been added to this invoice.

Closed: Your Siemens Buyer has closed this line item. Please contact them to open this line item.

Step 4: Add surcharges or discounts if applicable (freight charges go here).

Step 4 of 5: Surcharges/ Freight Charges/ Discounts etc. (Optional)

Surcharges/ Discounts: 0.00 Add / View

Step 5 of 5: Review and Continue

Review Totals	
Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your invoice totals, then click Continue.

Steps 6, 7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

Step 6: Add attachments such as a PDF copy of the invoice, or scanned receipts, or add Notes/Instructions to the invoice if applicable.

- **Attachments:** Add / View

  You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

- **Notes/ Instructions:** Add / View

  Add special instructions or notes to this invoice.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice | Review / Print this Invoice

Step 7: Review/Print your invoice if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.

Step 8 of 8: **Submit this Invoice to Siemens AP**

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.
Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your invoice to Siemens Accounts Payable.

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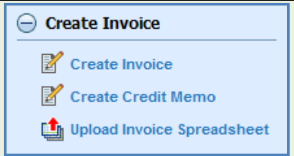
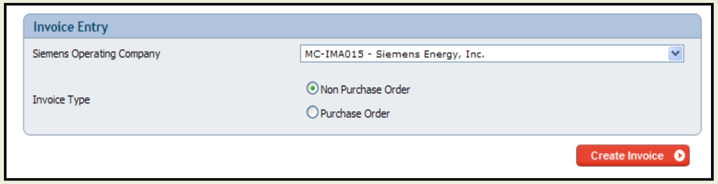
Non-PO Invoice Creation

8 Step Process

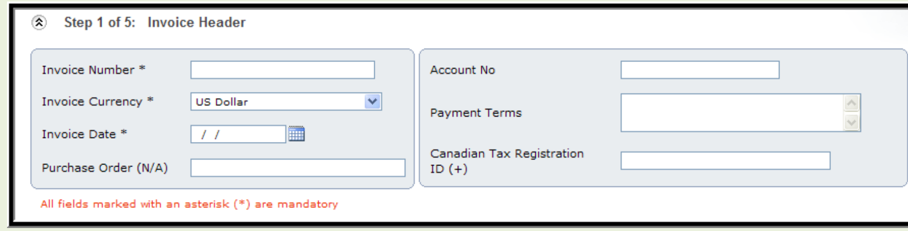
Click Create Invoice

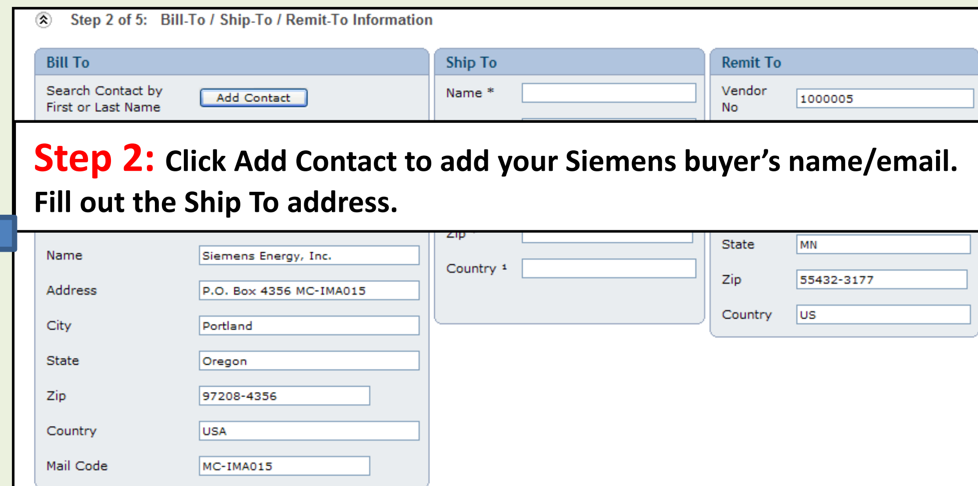


Select SOC / Mail Code, click Create Invoice button.

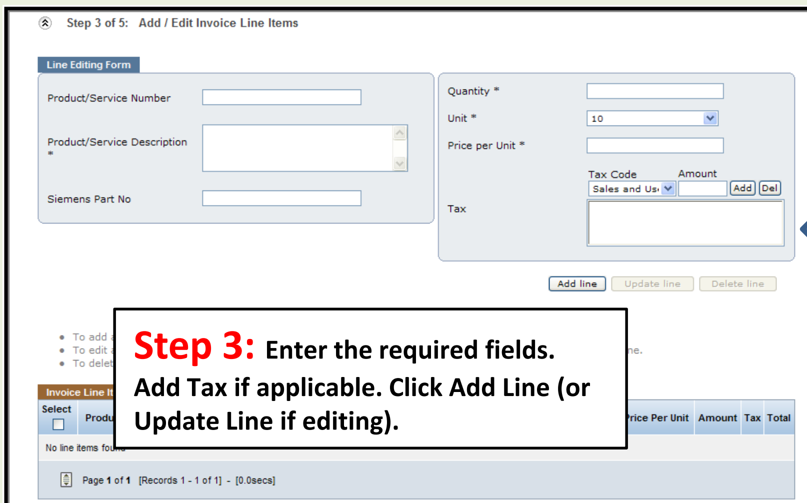


Step 1: **Enter the required fields (and Canadian Tax Registration ID, if applicable) – change the Currency type if necessary. * = required field**





Step 2: **Click Add Contact to add your Siemens buyer's name/email. Fill out the Ship To address.**



Step 3: **Enter the required fields. Add Tax if applicable. Click Add Line (or Update Line if editing).**

Step 4:
Add surcharges or discounts if applicable. Note: Please turn off pop blockers.

Surcharges/ Discounts: 0.00 Add / View

Step 5 of 5: Review and Continue

Review Totals	
Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: **Review your invoice totals, then click Continue.**

Steps 6,7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

Step 6: **Add attachments such as a PDF copy of the invoice, or scanned receipts, or add Notes/Instructions to the invoice if applicable.**

- **Attachments:** Add / View

  You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

- **Notes/ Instructions:** Add / View

  Add special instructions or notes to this invoice.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice | Review / Print this Invoice

Step 7: **Review/Print your invoice if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.**

Step 8 of 8: **Submit this Invoice to Siemens AP**

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.
Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: **Click this button to submit your invoice to Siemens Accounts Payable.**

Upload Invoice Spreadsheet

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Foreword: Spreadsheet Upload can only be used with non-PO invoices. If your company submits more than 100+ invoices per year to Siemens locations, you can apply for approval to use the spreadsheet for PO-based invoices.

Create Invoice

Step 1: **Click "Upload Invoice Spreadsheet"**

Upload Invoice Spreadsheet

Step 2: **Click the "Show/Hide" button and <u>thoroughly read through the instructions that appear below.</u>**

Upload Requirements and Guidelines:

Show / Hide

To download the most recent version of the template, please click the button below.
This template was last updated on **Monday**
If you downloaded the template before the ... fully.

Download Excel Template

Step 3: **Click "Download Excel Template" and download the template file.**

Step 4: **After entering your invoice information into the template, click Browse and select your finished spreadsheet. <u>Check the Auto-Submit</u> checkbox if you want your spreadsheet's invoices to be submitted directly to Siemens AP.**

Auto-submit invoices

File to upload Browse...

Upload

Step 5: **You will receive an e-mail indicating the status of your spreadsheet. Click the "View" button to be taken to the Upload History page.**

Upload History and Processing Status:

View

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Step 6: **If your spreadsheet did not process successfully, review your errors, make the corrections on your spreadsheet file, and go back to Step 4.**

Click this button to view the errors that caused your spreadsheet to not process correctly.

Spreadsheet Upload Status and History:

Spreadsheets Uploaded:

Login User	Date Uploaded	File Name	Invoices Processed	Status	Errors
MrSunshine	8/27/2009 12:04:38 PM	siemens_inv_vendor2.xls	0	Batch Failed	...
MrSunshine	8/27/2009 11:34:29 AM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	...
MrSunshine	8/27/2009 10:51:58 AM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	...
MrSunshine	8/27/2009 10:49:04 AM	siemens_inv_vendor_01_21.xls	0	Batch Failed	...
MrSunshine	8/27/2009 10:43:30 AM	siemens_inv_vendor_01_21.xls	0	Batch Failed	...
MrSunshine	8/24/2009 10:21:43 PM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	...
MrSunshine	8/24/2009 12:07:07 PM	siemens_inv_vendor.xls	1	Batch Processed Successfully	...
MrSunshine	8/19/2009 3:57:26 PM	siemens_inv_vendor_01_21.xls	3	Batch Processed Successfully	...
MrSunshine	8/11/2009 9:48:27 AM	siemens_inv_vendor 080609.xls	2	Batch Processed Successfully	...
MrSunshine	8/10/2009 11:31:47 AM	siemens_inv_vendor.xls	1	Batch Processed Successfully	...

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Creating a Credit Memo

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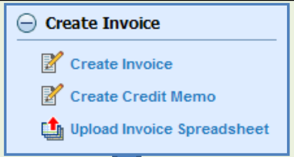
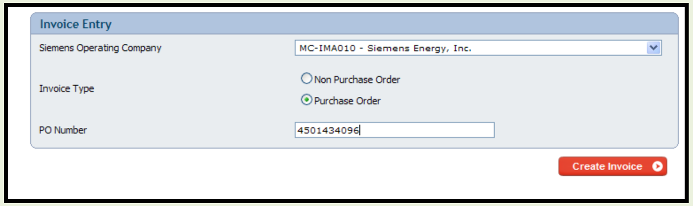
Click Create Credit Memo

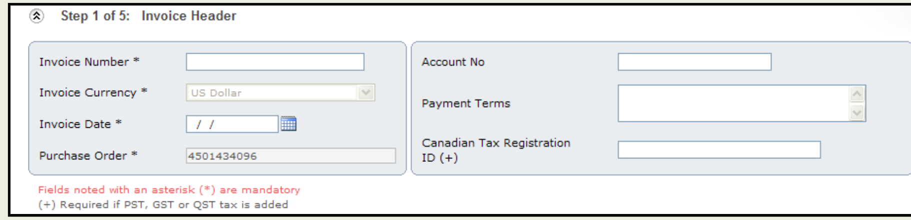


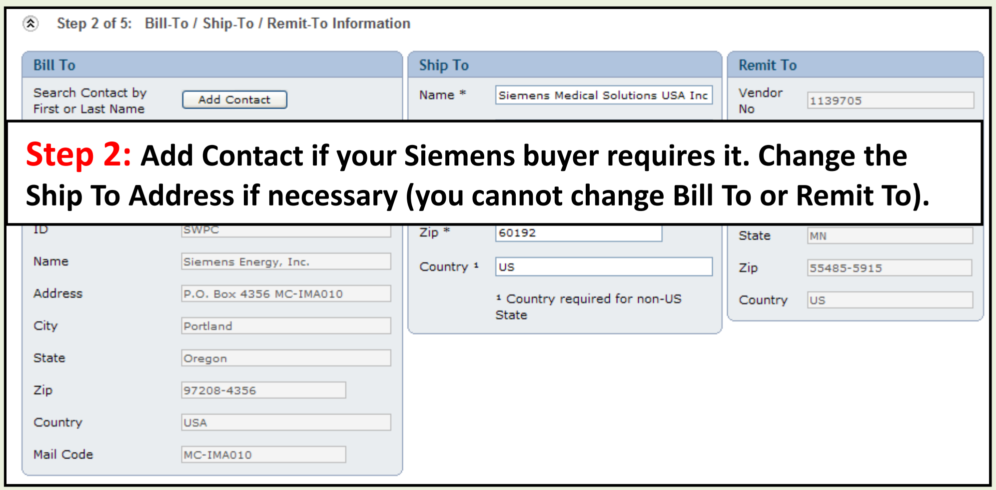
FOREWORD: If you are creating a credit memo for a non-PO invoice, please follow the instructions for Non-PO Invoice Creation and enter a <u>negative number</u> for the Quantity of each line item. This document outlines the creation process for PO based credit memos.

Select SOC, type in the PO #, click Create Invoice button.



Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) .





Step 2: Add Contact if your Siemens buyer requires it. Change the Ship To Address if necessary (you cannot change Bill To or Remit To).

Step 3: Adding Lines to your PO-based Invoice

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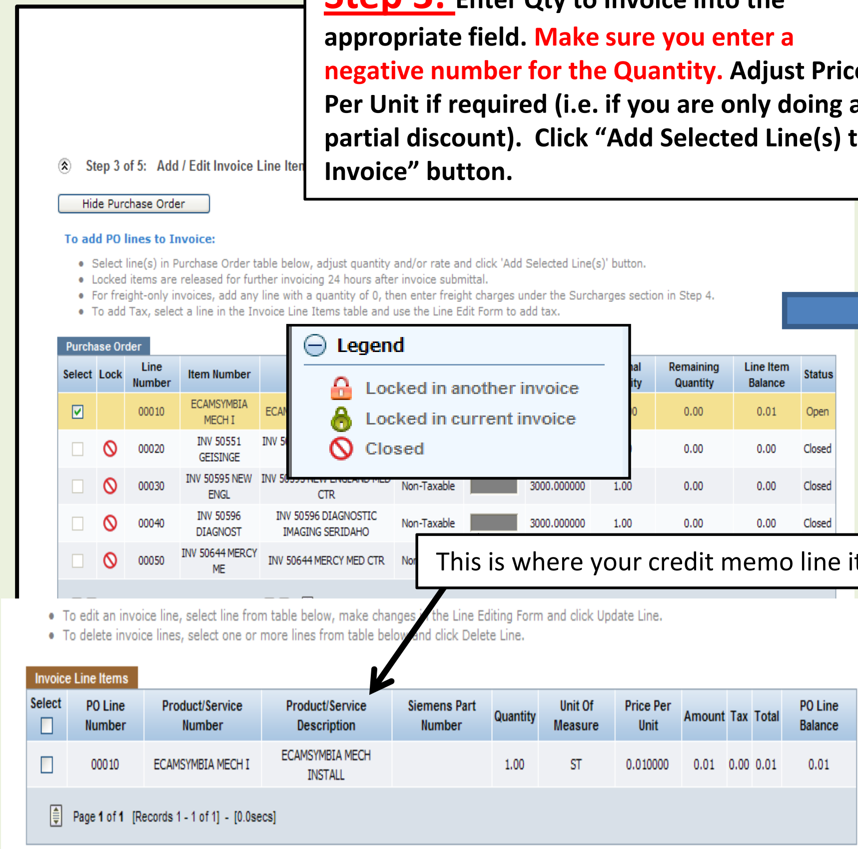
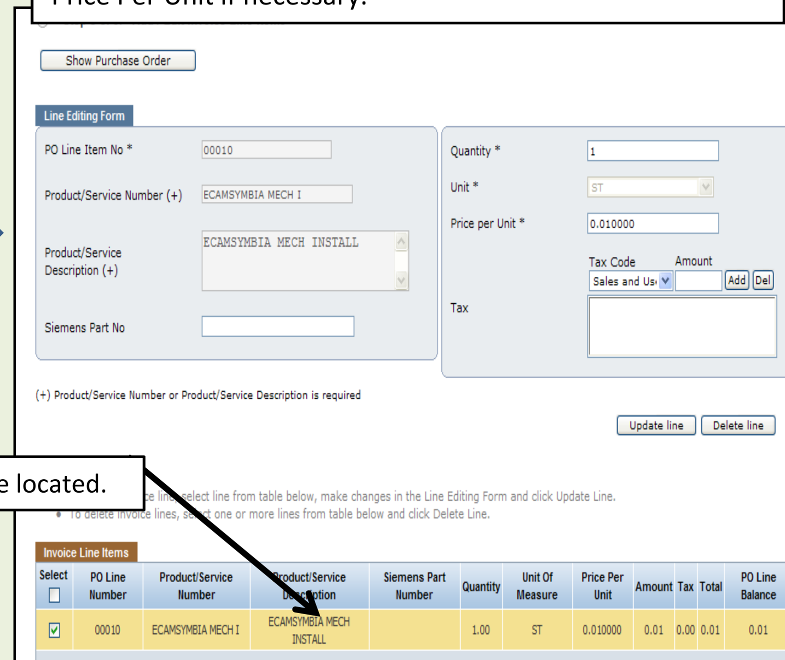
Step 3: **Enter Qty to Invoice into the appropriate field. Make sure you enter a negative number for the Quantity. Adjust Price Per Unit if required (i.e. if you are only doing a partial discount). Click “Add Selected Line(s) to Invoice” button.**



This is where your credit memo line items are located.

Line Editing Form: Select the appropriate line item to **add tax,** enter a Siemens Part No., and adjust the Quantity and Price Per Unit if necessary.



Legend Definitions

Locked in another invoice: A preliminary (un-submitted) Invoice exists locking this PO Line Item. Note: Line Item will remain locked until this invoice is submitted.
Locked in current invoice: This line has already been added to this invoice.
Closed: Your Siemens Buyer has closed this line item. Please contact them to open this line item.

Step 4: Add surcharges or discounts if applicable.

Step 4 of 5: Surcharges/ Freight Charges/ Discounts etc. (Optional)

Surcharges/ Discounts: 0.00 Add / View

Step 5 of 5: Review and Continue

Review Totals	
Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your invoice totals, then click Continue.

Steps 6, 7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

Step 6: Add attachments such as a PDF copy of the credit memo, or scanned receipts, or add Notes/Instructions to the credit memo if applicable.

- **Attachments:** Add / View

  You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

- **Notes/ Instructions:** Add / View

  Add special instructions or notes to this invoice.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice | Review / Print this Invoice

Step 7: Review/Print your credit memo if necessary. If there are any changes you'd like to make, click Edit this credit memo to go back to the page with Steps 1 through 5.

Step 8 of 8: **Submit this Invoice to Siemens AP**

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.

Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your credit memo to Siemens Accounts Payable.

Creating a Non-PO Credit Memo

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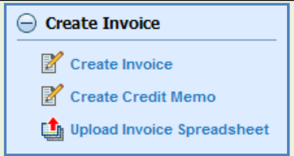
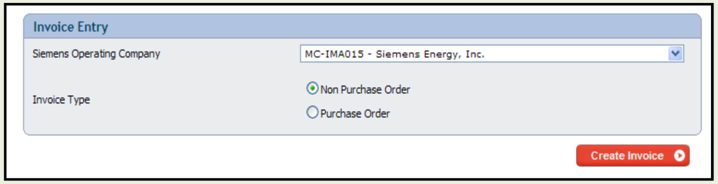
8 Step Process

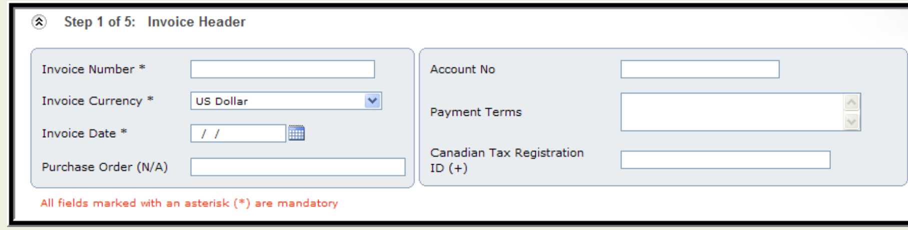
Click Create Credit Memo

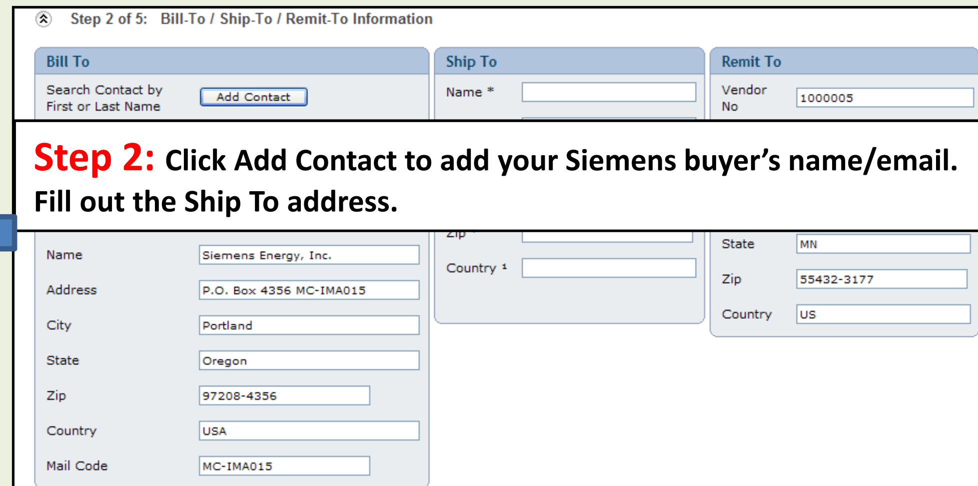


Select SOC / Mail Code, click Create Credit Memo button.

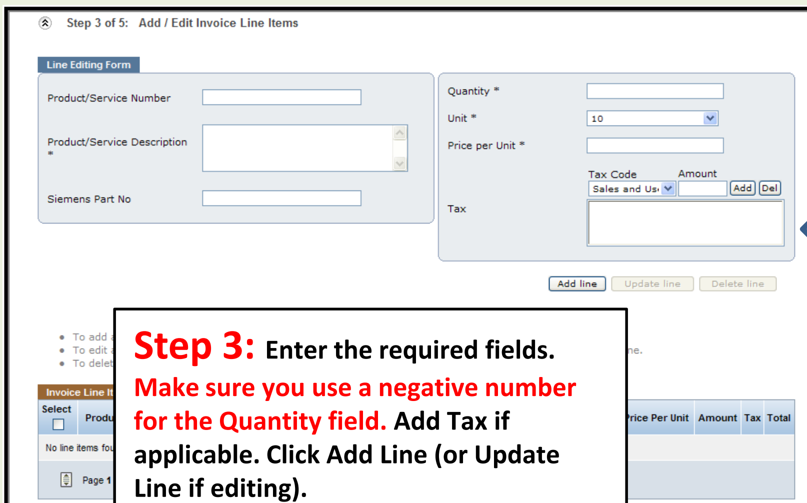


Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) – change the Currency type if necessary. * = required field





Step 2: Click Add Contact to add your Siemens buyer's name/email. Fill out the Ship To address.



Step 3: Enter the required fields. **Make sure you use a negative number for the Quantity field.** Add Tax if applicable. Click Add Line (or Update Line if editing).

Step 4:
Add surcharges or discounts if applicable. Note: Please turn off pop blockers.

Surcharges/ Discounts: 0.00 Add / View

Step 5 of 5: Review and Continue

Review Totals	
Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your credit memo totals, then click Continue.

Steps 6,7 & 8: Final Steps (Credit Memo Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

- **Attachments:** Add / View

  You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

- **Notes/ Instructions:** Add / View

  Add special instructions or notes to this invoice.

Step 6: Add attachments such as a PDF copy of the credit memo, or scanned receipts, or add Notes/Instructions to the invoice if applicable.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice | Review / Print this Invoice

Step 7: Review/Print your credit memo if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.

Step 8 of 8: **Submit this Invoice to Siemens AP**

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.
Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your credit memo to Siemens Accounts Payable.

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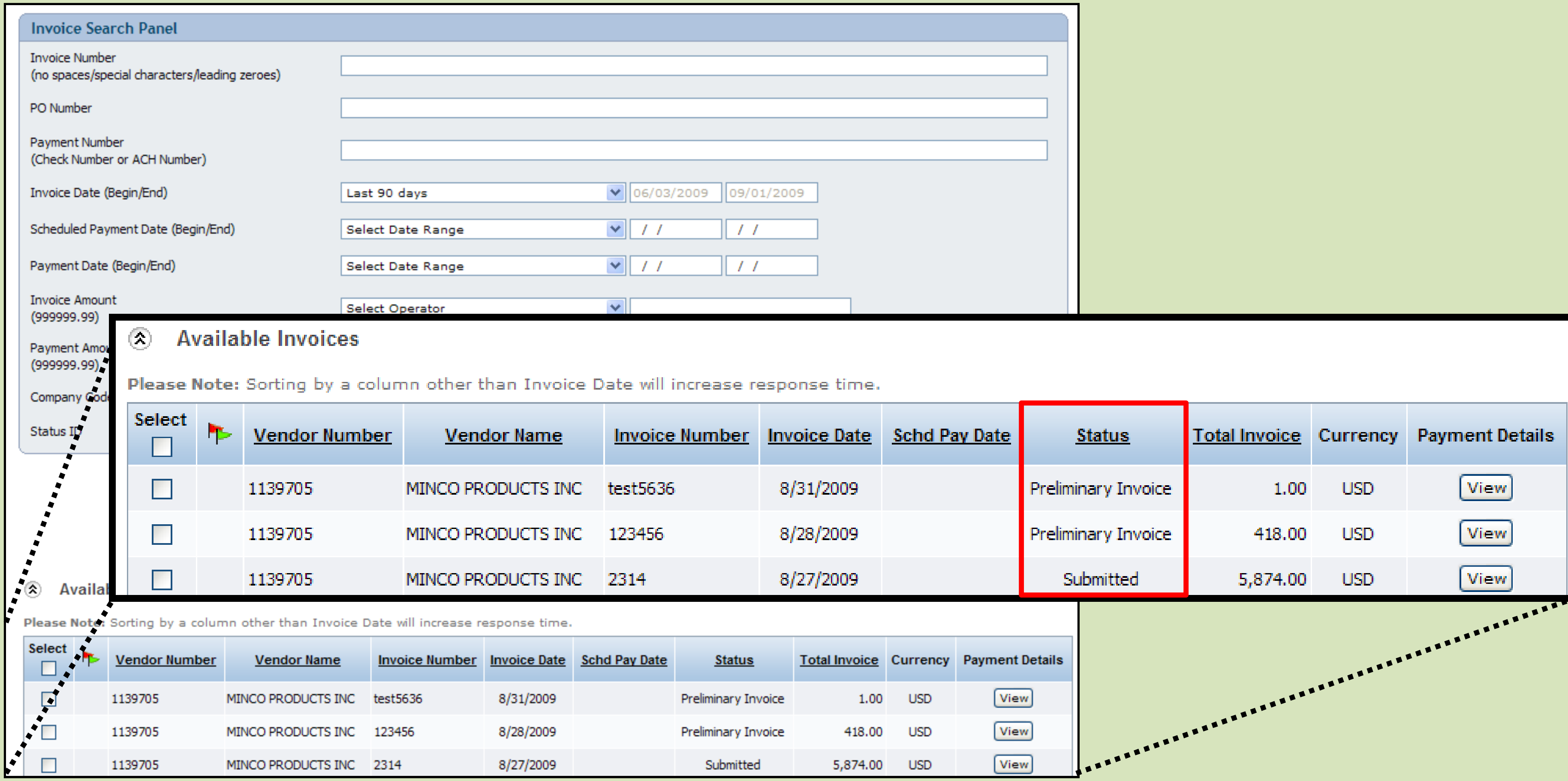
Invoice Approval & Payment Status

Use the Invoice Search Panel to display invoices. Invoice Approval and Payment Status can be determined in the "Status" highlighted in red.



Payment Status Definitions

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 Preliminary Invoice – Electronic invoice has been created and saved, awaiting supplier to submit invoice to Siemens Accounts Payable. During the preliminary status, supplier can edit invoice.

 Submitted – Electronic invoice has been created and submitted to Siemens Accounts Payable. A submitted invoice cannot be edited.

 Cancelled – Invoice previously submitted to Siemens Accounts Payable and processed has been cancelled and deleted from the accounting system

 Awaiting Payment – Invoice is scheduled to be released for payment. Under this status the Scheduled Payment Date column will be populated.

 Rejected – Invoice has been rejected and returned to supplier. For more information about the reason for the rejection, please use the invoice detail popup screen (select the click under the Payment Details column).

 Paid – Invoice has been paid. Invoice detail popup screen (select the click under the Payment Details column) will provide payment detail information (payment method, payment number, payment amount).

 Awaiting processing in Accounts Payable – Invoice is currently with the Accounts Payable Invoice Processing Team awaiting processing.

 Blocked for Other Reasons – Invoice could be blocked for multiple of reasons (excludes PO discrepancy or awaiting IRS W9 or W8 form). Select the invoice and then select the Customer Relations Invoice Inquiry icon to submit an inquiry request to AP request the reason for the block.

 Blocked for PO Discrepancy – Invoice associated with a purchase order has been blocked for payment release due to price or quantity discrepancy

 Routed to Contact name due to Discrepancy – Invoice associated with some kind of invoice discrepancy has been routed to the Siemens business representative to review the discrepancy. For more information, please contact your Siemens business representative.

 Routed to Contact name for approval – Invoice not associated with purchase order requires review and approval by Siemens. Invoice is with Siemens contact awaiting approval. For more information, please contact your Siemens business representative.

 Payment held due to Management Direction – Siemens management has instructed Accounts Payable to hold all invoice payments until further instructions. Please contact your Siemens business representative for more information

 Payment held awaiting IRS W9 or W8 form – Invoice is held for payment awaiting IRS W9 form (US vendor) or IRS W8 form (international vendor). Please send appropriate form to your Siemens business contact in order to ensure a timely release of the payment.

 Payment held awaiting IRS W9 or W8 form and blocked for PO discrepancy – There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.

 Payment held awaiting IRS W9 or W8 form and Payment held due to Management Direction – There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.

 Payment held due to Management Direction and Blocked for PO Discrepancy There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.