Siemens

Global Business Services

INVOICES ON-LINE (IOL) GUIDE

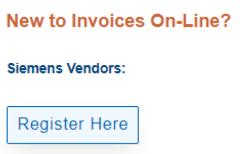
Release 4.2 May 2024

CONTENTS

NEW USER REGISTRATION- VENDORS

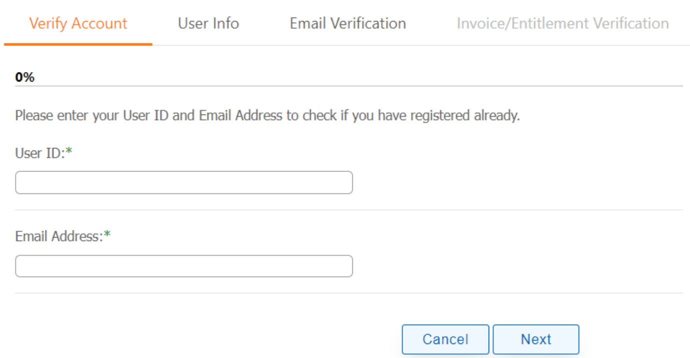
NAVIGATION TO REGISTRATION PAGE

1. Navigate to the IOL Logon page http://www.siemensap.com and select "Siemens Vendors - **Register Here**".



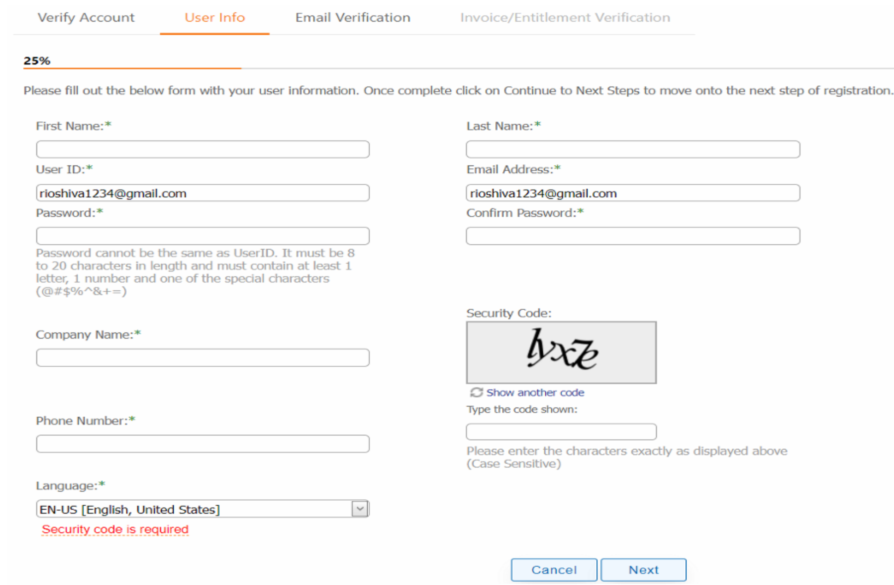
VERIFICATION AND CREATION OF USER ID

2. Enter your User ID and Email address to verify if you've already registered. If no match found, feel free to proceed with creating your own IOL User ID

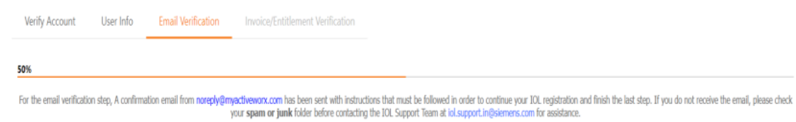


COMPLETION OF REGISTRATION PROCESS

3. Please fill out the below form with your user information.
Upon creation of User ID, click on Next to move onto the next step of registration.

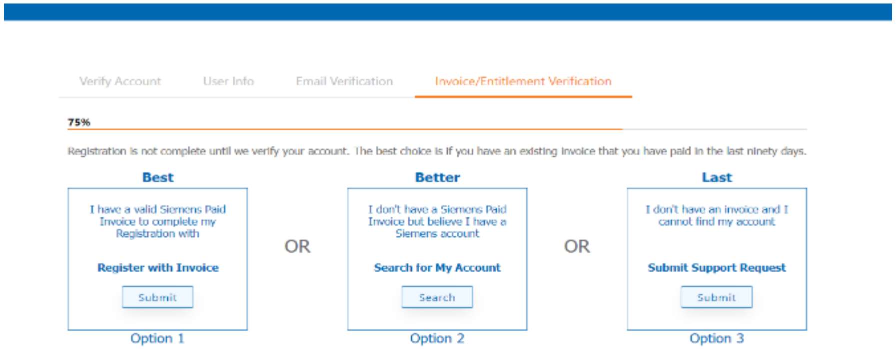


4. A confirmation email is sent verifying your email address. Open email and click "Continue User Registration".



ACTIVATION OF IOL ACCOUNT

5. Registration is not complete until we verify your account. To activate your IOL Account, kindly choose any one option below. The best choice is

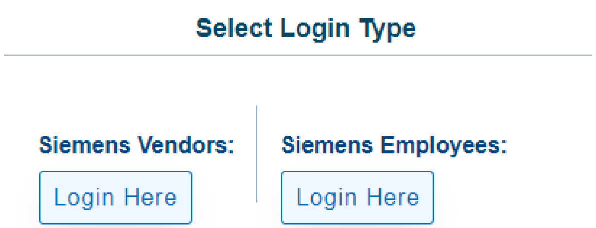


Option 1: You could use details of a valid Siemens Paid invoice in the last 90 days.

Option2: You could use your Company's Remit To Address (Street # or PO Box# and Postal code) to look up your company.

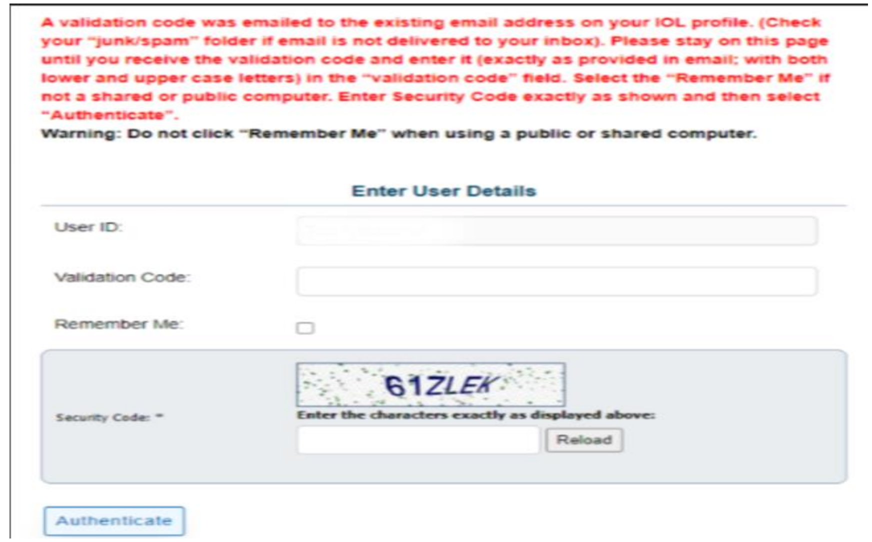
LOGIN PROCEDURE

6. After successfully completing the above steps, you can log in by clicking on the 'Login' button under the Siemens Vendors label on the homepage.

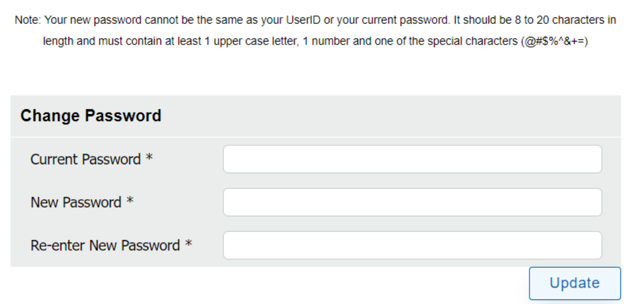


VALIDATION AND PASSWORD UPDATE

7. Once you populate your User ID and Password the following screen will appear. A validation code will be emailed to the existing email address on your IOL Profile. Enter the validation code (validation code must be entered exactly as it was received), enter the displayed "Security Code" listed and select "Authenticate".

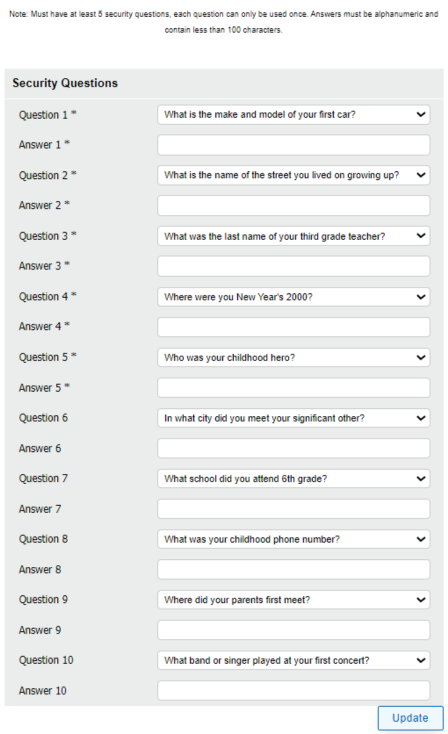


8. Update your password. Please refer to the screenshot for password specifications. The criteria for IOL include at least 1 uppercase letter. Note that only the following special characters are allowed: @, #, $, %, ^, &, +, and =. Once you've completed the requirements, click on "Update" to proceed.



SECURITY QUESTIONS SETUP

9. For enhanced security, IOL mandates security questions. Please select a question from the dropdown menu for each question (5 are mandatory) and provide an answer for each. Once done, click on "Update" to proceed.


Note: Must have at least 5 security questions, each question can only be used once. Answers must be alphanumeric and contain less than 100 characters.

Security Questions

Question 1 *	What is the make and model of your first car?
Answer 1 *	
Question 2 *	What is the name of the street you lived on growing up?
Answer 2 *	
Question 3 *	What was the last name of your third grade teacher?
Answer 3 *	
Question 4 *	Where were you New Year's 2000?
Answer 4 *	
Question 5 *	Who was your childhood hero?
Answer 5 *	
Question 6	In what city did you meet your significant other?
Answer 6	
Question 7	What school did you attend 6th grade?
Answer 7	
Question 8	What was your childhood phone number?
Answer 8	
Question 9	Where did your parents first meet?
Answer 9	
Question 10	What band or singer played at your first concert?
Answer 10	

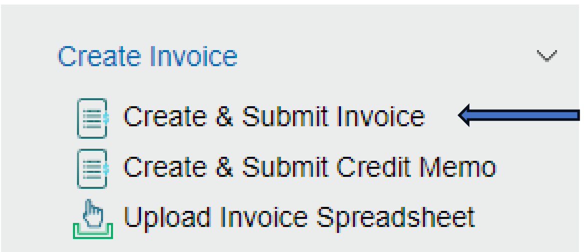
Update

INVOICE SUBMISSION (PO BASED)

There are 8 steps in invoice submission process, please refer to the below instructions.
Fields noted with an asterisk (*) are mandatory.

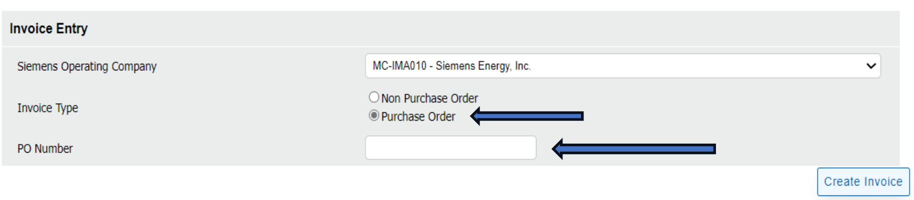
INITIATING INVOICE SUBMISSION

1. Click on “Create and submit invoice” option in the IOL home page, which will be available towards your top left-hand side.



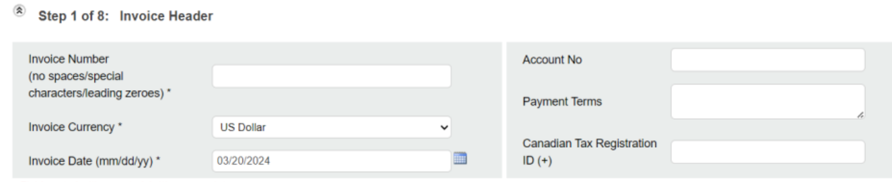
SELECTION OF OPERATING COMPANY AND INVOICE TYPE

2. Select the Siemens Operating Company from a drop-down menu and select the Invoice Type as Purchase Order and enter the purchase order number.



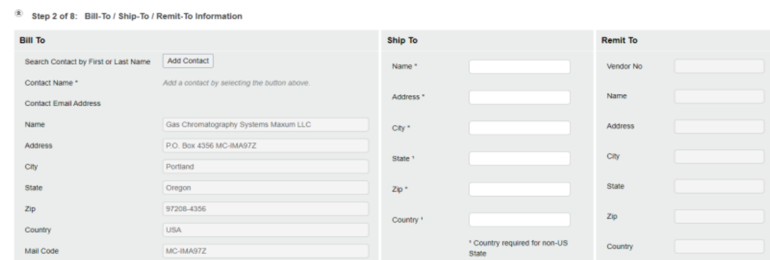
MANDATORY FIELDS AND DETAILS VERIFICATION

3. In step 1, fields noted with an asterisk (*) are mandatory.
    - Enter invoice number (no spaces/special characters/leading zeroes).
    - Enter invoice date (Invoice Date (MM/DD/YY).
      Note: By default, system would capture current date
    - Account number, payment terms and Canadian Tax Registration ID (+) is required only for Canada location invoices.

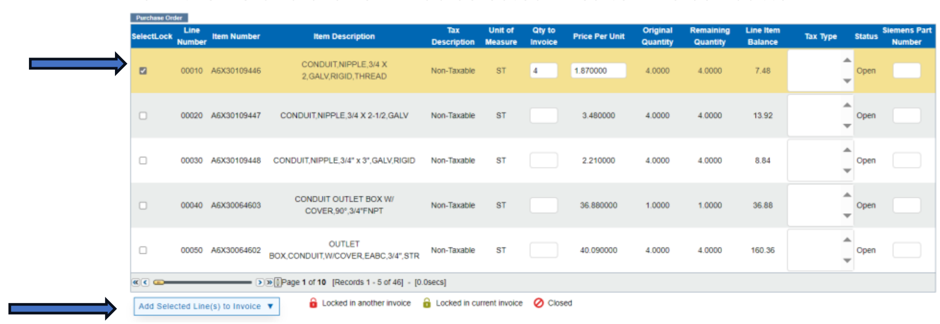


REVIEW AND ADDITION OF INVOICE LINE ITEMS

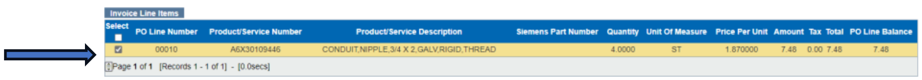
4. In step 2, Verify the details under all the 3 blocks (Bill To, Ship To, Remit To) Note: If any changes required on Remit To address field, kindly reach IOL support team for assistance.



4. In Step 3, your Purchase Order line items are displayed. Select line(s) from the PO and click on “Add selected lines to invoice” button.



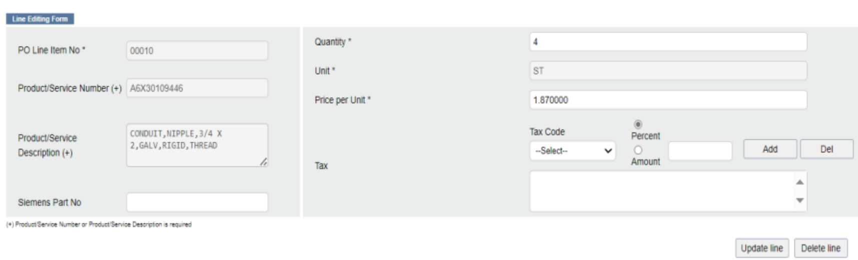
You will now get to see the Invoice line items.



To edit an invoice line, select line from Invoice Line Items table below; the line editing form would open up in edit mode; make changes in the Line Editing Form and click 'Update Line'.

If you have taxes to be added, you can add taxes here.

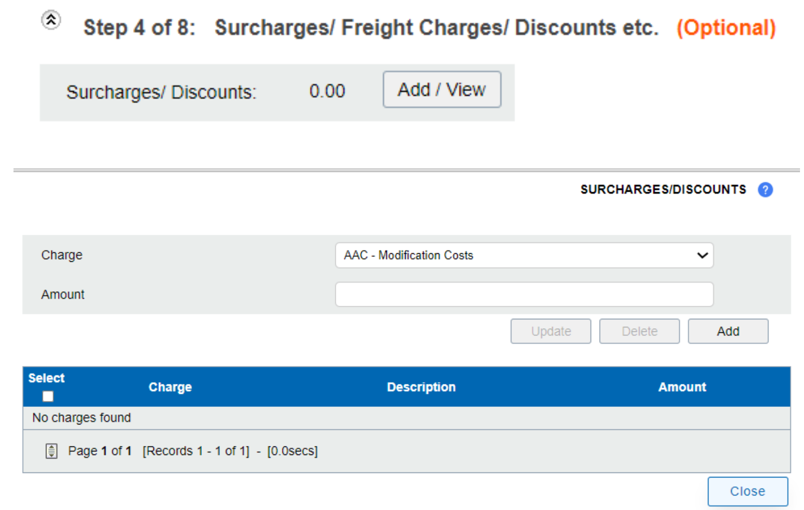
- Select invoice line items in brown background.
- Select the line under invoice line items and a **Line Editing Form** would pop up with blue background right on top of **Invoice Line Items**.
- Select the **tax code** from the dropdown, select **percent/amount** and enter the **value** in the box next to it. Click on **ADD**
- Click on **Update line.**



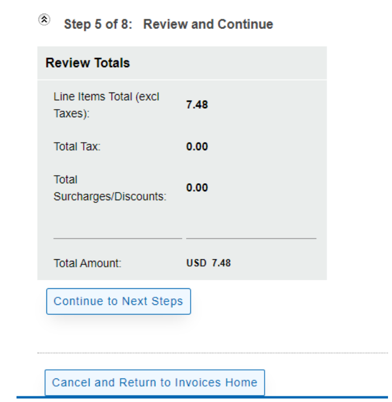
- To delete invoice lines, select one or more lines from table below and click Delete Line.

ADDITION OF SURCHARGES OR DISCOUNTS

5. In step 4, Appropriate Surcharges or Discounts can be added to the invoice. Review your invoice totals for accuracy and then select Continue to Next Steps.

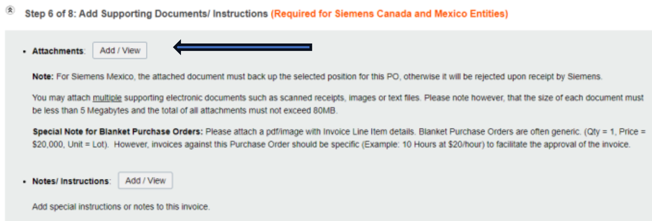


6. In step 5, Review the prices with your invoice and click on continue if everything matches. If not, click on "Cancel and Return to Invoices Home" and re-enter the correct price details.

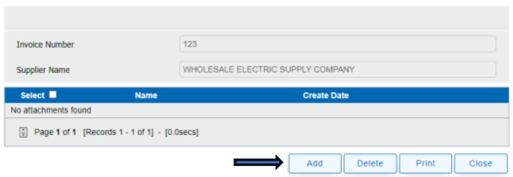


ATTACHMENT OF SUPPORTING DOCUMENTATION

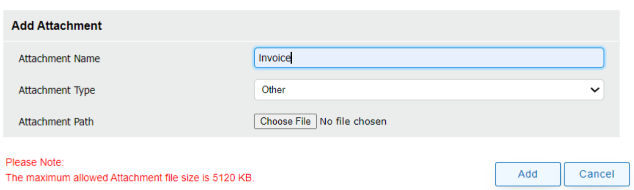
7. In step 6, Add any supporting Documentation (Required for Canadian and Mexico Siemens Entities) or Notes to your invoice to facilitate approval. IOL can accept multiple attachments (Attachment size limit: 5 MB).

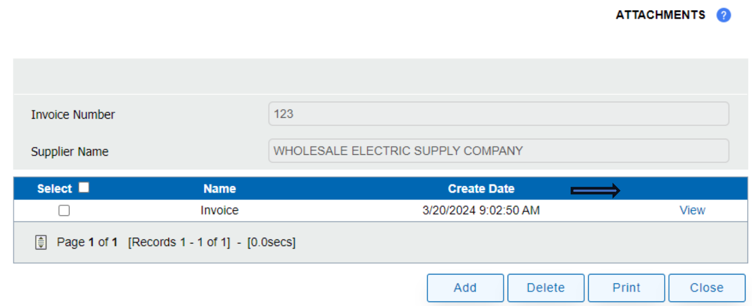


Click on Add,



- Attachment Name: “invoice” or (your invoice number).
- Attachment Type: Other
- Click on choose file and select the invoice copy saved on your desktop and click on Add.

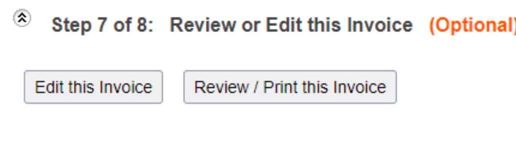




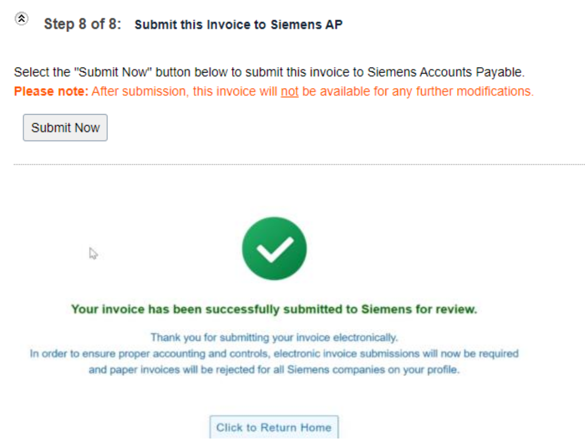
You can now click on close. Attachment is added.

REVIEW AND SUBMISSION OF INVOICE

In Step 7, you can review the invoice details you have entered in page 1 and take a printout if you require.



- In step 8, Click the “Submit” button.
  After submission, you will see the confirmation message shown below, and no further edits on the invoice can be made.



NON-PO INVOICE CREATION

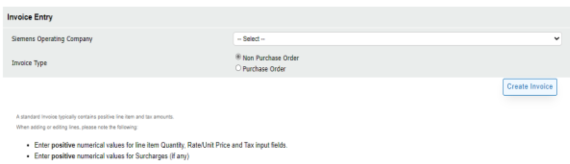
INITIATING NON-PO INVOICE CREATION

- Click on “**Create and Submit Invoice**” on the top left corner of the page.

- Select the correct **Siemens Operating Company** that you need to invoice from the drop-down list.

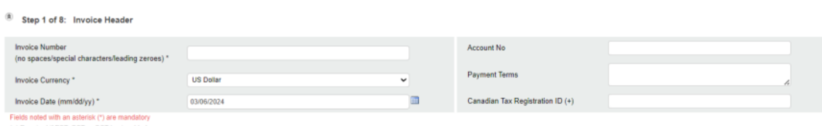
- Select non-PO invoice from the invoice type.

- Click “**Create Invoice**”



ENTERING INVOICE DETAILS

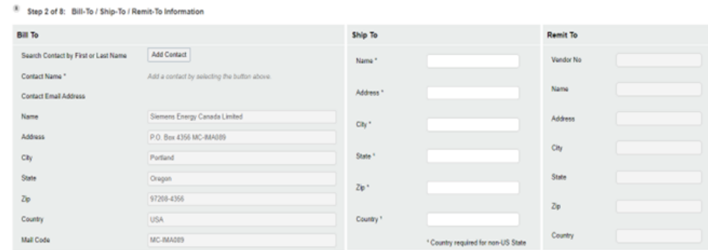
Step 1 – Enter the **Invoice Number, invoice currency** and the **Invoice Date** (mandatory fields). Enter the Canadian Tax Registration ID (Only for Canadian users)



Step 2 – Please make sure the Bill To, Ship to and Remit to address is populated.

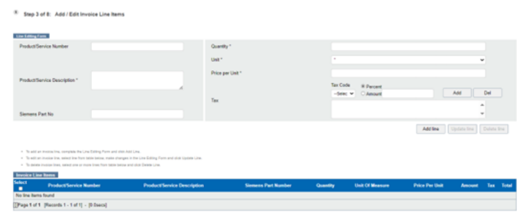
VERIFICATION OF ADDRESSES

If the Ship To address is blank, please copy line by line from Bill To and paste it to Ship To address field.



ADDITION OF LINE ITEMS

Step 3 – In the Line Editing Form, please enter the **product service number**, **Product service description** (small description of the invoice) and **line-item number**.



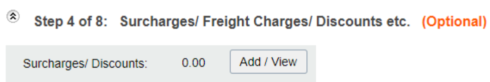
- Please enter the **quantity** as per the invoice, select the **correct unit** and the **correct price per unit.**

- To add Taxes – Select the **tax code** from the dropdown, select **percent/amount** and enter the **value** in the box next to it. Click on **ADD**

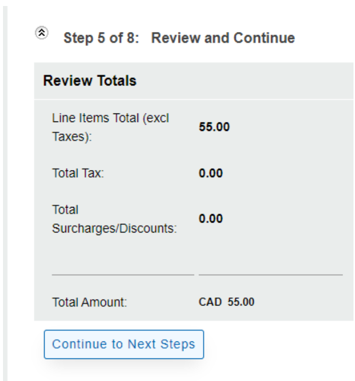
-Click on **ADD LINE.**

INCLUSION OF SURCHARGES OR DISCOUNTS

Step 4 -If you have any **surcharges, Freight charges or discounts** please add it in this step.

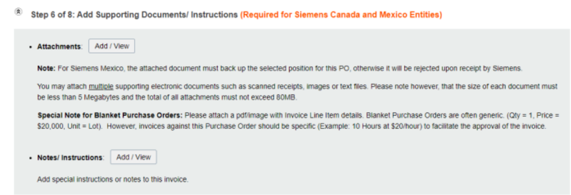


Step 5- Please check the total on step 5. And then click on **Continue to Next Steps**.

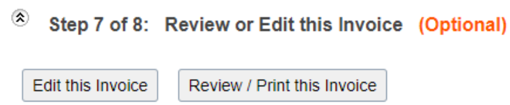


ATTACHMENT OF INVOICE COPY

Step 6 – Please **attach a copy of the invoice** in this step. (It is mandatory to attach the invoice if you are billing Siemens Canada Sector) You can also add **some notes** if required.

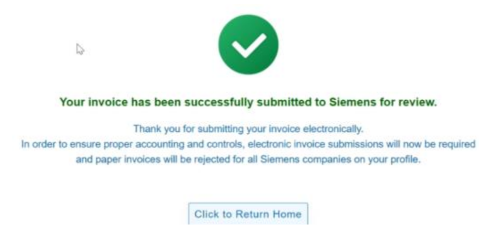


Step 7 – Review and print the electronic invoice copy if needed.



REVIEW AND SUBMISSION OF INVOICE

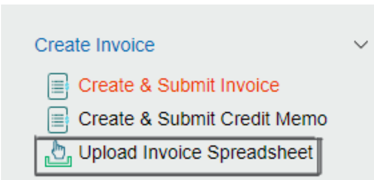
- **Step 8** – Click on **Submit now**.
  After submission, you will see the confirmation message shown below, and no further edits on the invoice can be made.



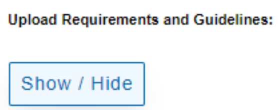
SPREADSHEET

UNLOCKING PROFILE FOR SPREADSHEET USE

Spreadsheet Upload can be used to submit all the Invoice at a time. You need to send an Email -iol.support.in@siemens.com to unlock the profile to use the spreadsheet.

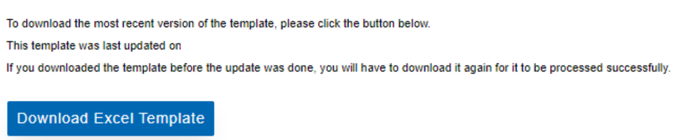


Click the "Show/Hide" button and read the instructions that appear below before uploading the spreadsheet.



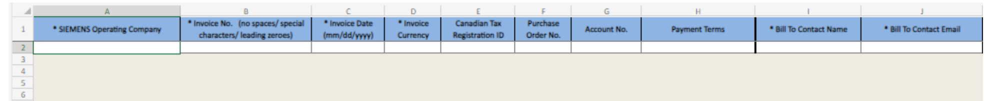
DOWNLOADING EXCEL TEMPLATE

Click "Download Excel Template" and download the template file every time before uploading.



ENTERING INVOICE INFORMATION

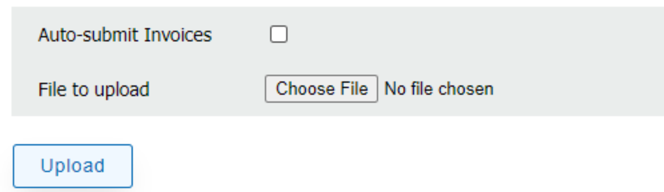
Please enter all the Invoice information into the Excel template carefully. Save the spreadsheet once all your invoice information is entered into it. Use the "Browse" button to find the spreadsheet file you saved.



A	B	C	D	E	F	G	H	I	J
* SIEMENS Operating Company	* Invoice No. (no spaces/ special characters/ leading zeroes)	* Invoice Date (mm/dd/yyyy)	* Invoice Currency	Canadian Tax Registration ID	Purchase Order No.	Account No.	Payment Terms	* Bill To Contact Name	* Bill To Contact Email

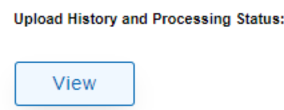
UPLOADING AND SUBMISSION

After entering your invoice information into the template, click Browse and select your completed spreadsheet. Check the Auto- Submit checkbox if you want your spreadsheet's invoices to be submitted directly to Siemens AP.



CHECKING UPLOAD HISTORY

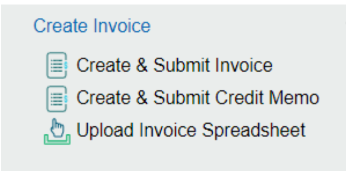
Click the "View" button to find the Upload History page to check on whether your batch of invoices was processed properly or not. An e-mail will also be sent to your e-mail address informing you of the status of that spreadsheet.



If your spreadsheet did not process successfully, review your errors, make the corrections on your spreadsheet file, and go back to Step 4 by clicking on "Go to Upload page"

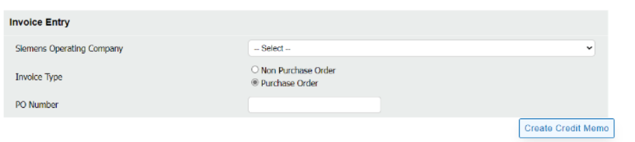
CREATING A CREDIT MEMO

- Click on "**Create and Submit Credit Memo**" on the top left corner of the page.



SELECTION OF OPERATING COMPANY

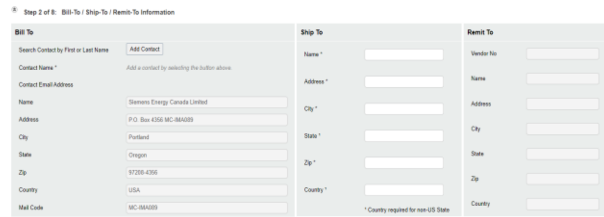
Select the correct **Siemens Operating Company** that you need to invoice from the drop-down list.



ENTERING CREDIT MEMO DETAILS

Step 1 – Enter the **Invoice Number** and the **Invoice Date** (mandatory fields). Enter the Canadian Tax Registration ID (Only for Canadian users)

Step 2 – Please make sure the Bill To, Ship to and Remit To address auto populate.



ADJUSTMENT OF LINE ITEMS

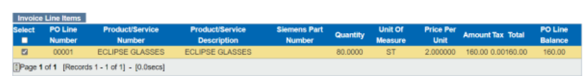
Step 3 – There will be Purchase Order in blue background.

- Select the line that is under the PO, it gets highlighted to yellow.

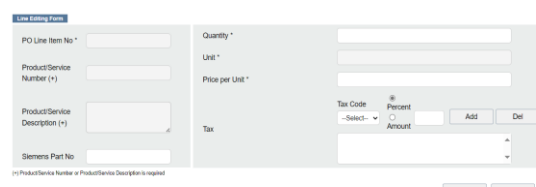
- Make changes on **quantity as -1 (since it is for credit) and price per unit** as per the amount you want to bill.

And then click **Add selected lines** to invoice in **Green.**

To add Taxes – Select invoice line items in brown background.



Select the line under invoice line items and a **Line Editing Form** would pop up with blue background right on top of **Invoice Line Items**.

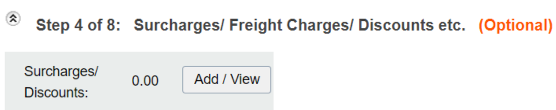


Select the **tax code** from the dropdown, select **percent/amount** and enter the **value** in the box next to it. Click on **ADD**

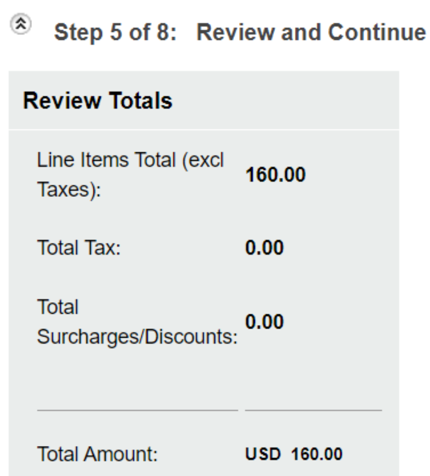
Click on **Update line.**

INCLUSION OF SURCHARGES OR DISCOUNTS

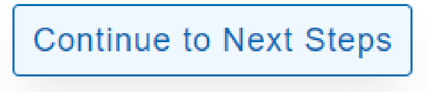
Step 4 – If you have any **surcharges, Freight charges or discounts** please add it in this step.



Step 5- Please check the total on step 5. The total amount should be in negative sign.

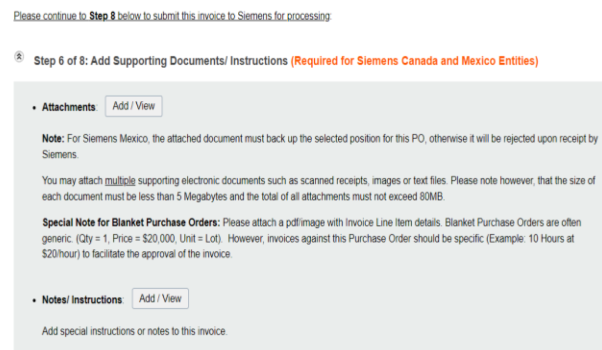


And then click on **Continue to Next Steps**.



ATTACHMENT OF INVOICE COPY

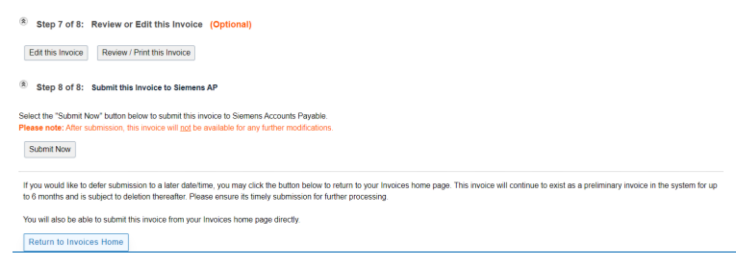
Step 6 – Please **attach the copy of the invoice** in this step. (It is mandatory to attach the invoice if you are billing Siemens Canada Sector) You can also add **some notes** if required.



Step 7 – Review and print the electronic invoice copy if needed.

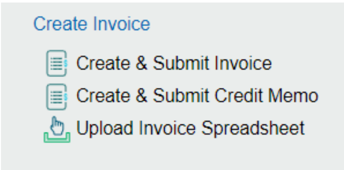
REVIEW AND SUBMISSION OF CREDIT MEMO

Step 8 – Click on **Submit now.**



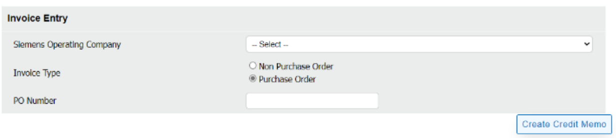
CREATING A NON-PO CREDIT MEMO

- Click on "**Create and Submit Invoice**" on the top left corner of the page.



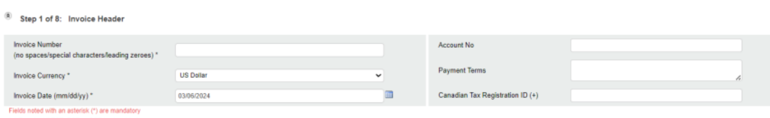
SELECTION OF OPERATING COMPANY

Select the correct **Siemens Operating Company** that you need to invoice from the drop-down list.



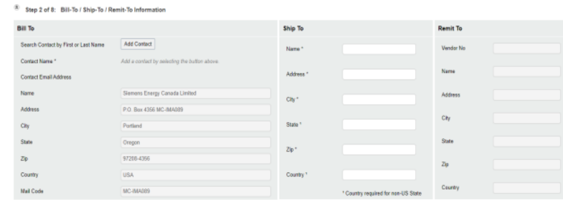
ENTERING CREDIT MEMO DETAILS

Step 1 – Enter the **Invoice Number** and the **Invoice Date** (mandatory fields). Enter the Canadian Tax Registration ID (Only for Canadian users)



VERIFICATION OF ADDRESSES

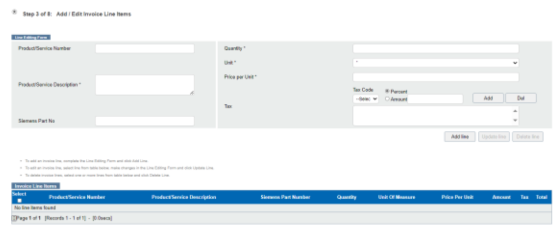
Step 2 – Please make sure the Bill To, Ship to and Remit to address is populated. If the Ship To address is blank, please copy line by line from Bill To and paste it to Ship To address field.



ADDITION OF LINE ITEMS

Step 3 – In the Line Editing Form, please enter the **product service number**, **Product service description** (small description of the invoice) and **line-item number**.

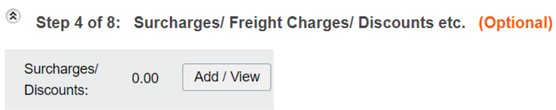
- Please enter the **quantity** as per the invoice, select the **correct unit** and the **correct price per unit.**



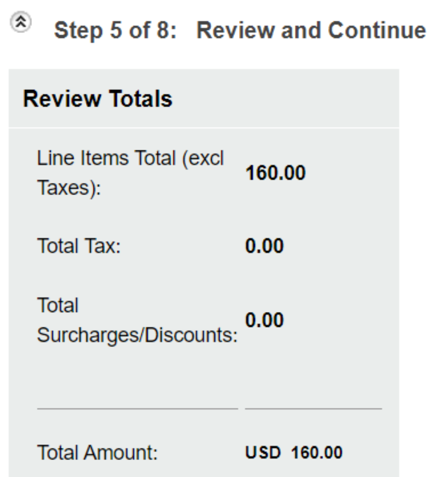
To add Taxes – Select the **tax code** from the dropdown, select **percent/amount** and enter the **value** in the box next to it. Click on **ADD** - Click on **ADD LINE.**

INCLUSION OF SURCHARGES OR DISCOUNTS

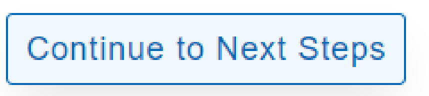
Step 4 – If you have any **surcharges, Freight charges or discounts** please add it in this step.



Step 5- Please check the total on step 5. The total amount should be in negative sign.

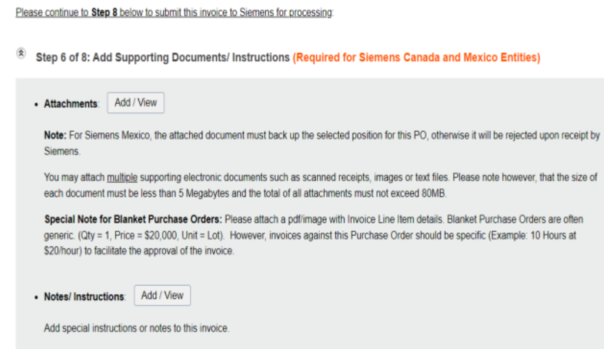


And then click on **Continue to Next Steps**.



ATTACHMENT OF INVOICE COPY

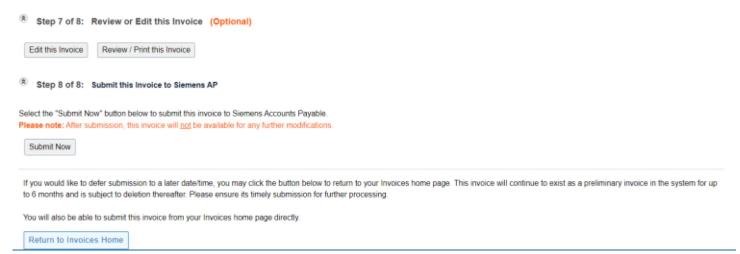
Step 6 – Please **attach the copy of the invoice** in this step. (It is mandatory to attach the invoice if you are billing Siemens Canada Sector) You can also add **some notes** if required.



Step 7 – Review and print the electronic invoice copy if needed.

REVIEW AND SUBMISSION OF CREDIT MEMO

Step 8 – Click on **Submit now**.



PRELIMINARY INVOICE

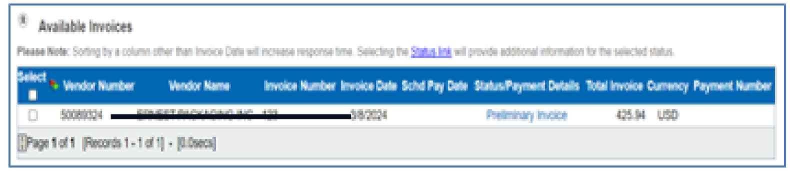
Kindly follow the instructions to submit the preliminary invoice.

ACCESSING PRELIMINARY INVOICE

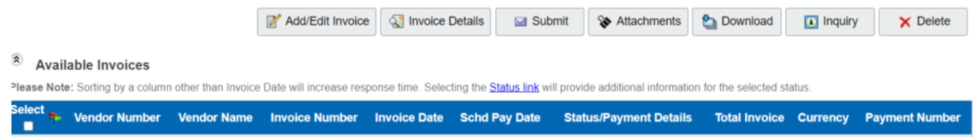
- Navigate to the IOL Portal login page.
- Enter your credentials (username and password) in the designated fields.
- After entering your credentials, a pop-up may appear indicating the presence of a preliminary invoice.
- Click on the "OK" button on the pop-up to proceed.

EDITING OR SUBMITTING PRELIMINARY INVOICE

- After clicking "OK" on the preliminary invoice pop-up, follow these steps:
- Navigate to the bottom of the page where the list of available invoices is displayed.
- Locate the preliminary invoice you were prompted about.
- Select the invoice by clicking on it.
- This action will allow you to access and view detailed information about the selected invoice.



- To edit the invoice, select the radio button ‘Add/Edit invoice’ or ‘Delete’ to delete the invoice or <Submit> to submit this invoice.

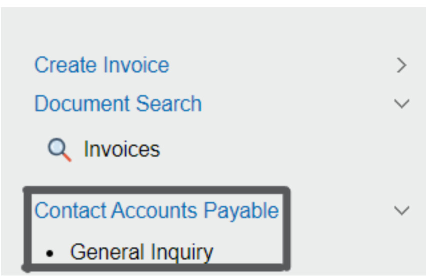


GENERAL INQUIRY

SUBMISSION PROCESS

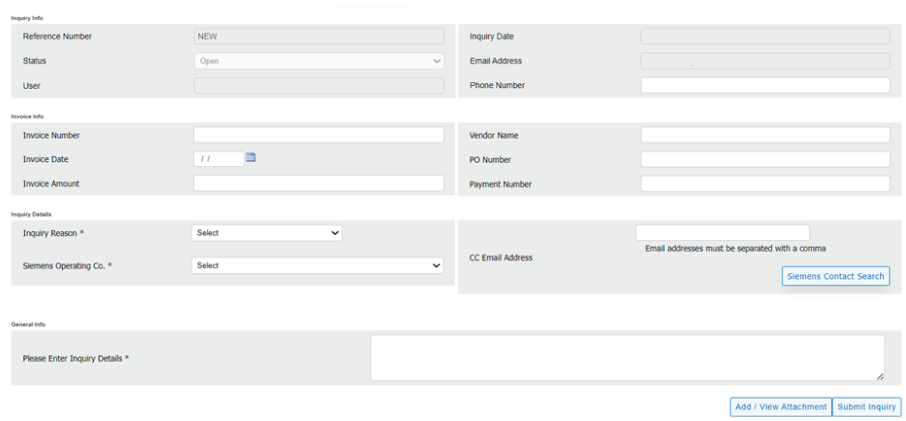
General inquiries are submitted for all questions and clarifications related to invoice status, remittance details, and invoice rejection etc.

To submit a general inquiry, login to the IOL portal, click on "Contact Accounts Payable," and then select "General Inquiry" to submit your inquiry to the Customer Relations Team.



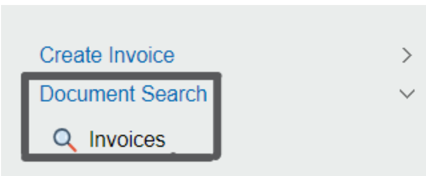
INQUIRY FORM COMPLETION

Please select the appropriate option from the "Inquiry Reason" dropdown menu and elaborate on your query in the "General Info" section.
If you wish to send a copy to someone, please include their email address(es) in the 'CC Email Address' field, separating multiple addresses with commas.
Once you have filled in all the necessary details, click on "Submit Inquiry."



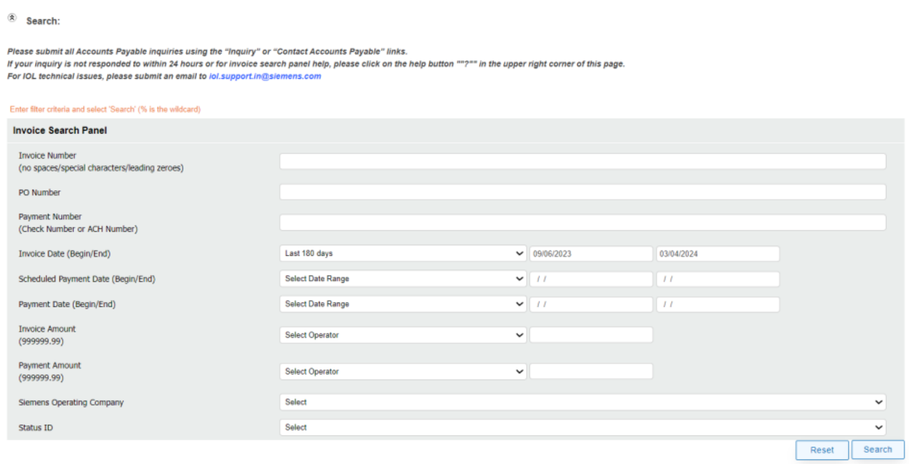
INVOICE INQUIRY

An invoice inquiry is submitted to obtain details on a particular invoice.
To initiate this process, log in to the IOL portal, navigate to the Document Search Panel, and select "Invoices."
This action will direct you to the Invoice Search Panel page where you can proceed with your inquiry.

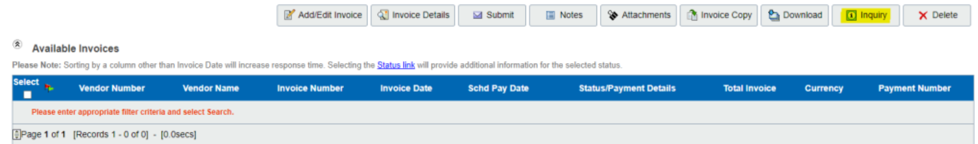


ACCESSING INVOICE DETAILS

Enter the details in the below field and click "**Search**".

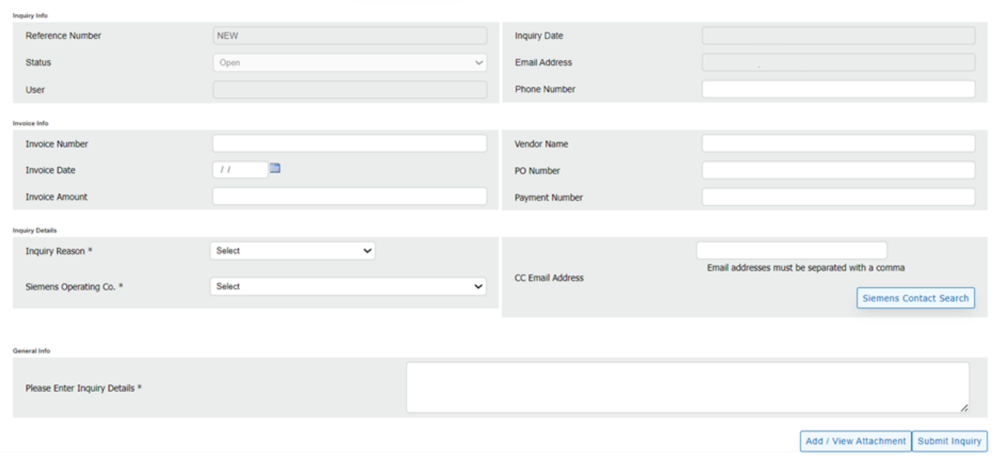


Once you've conducted the search, you'll find the results under "Available Invoices." Select the relevant invoice from the list and click on "Inquiry" from the action buttons located above the results. This will enable you to proceed with further inquiries or actions regarding the selected invoice.

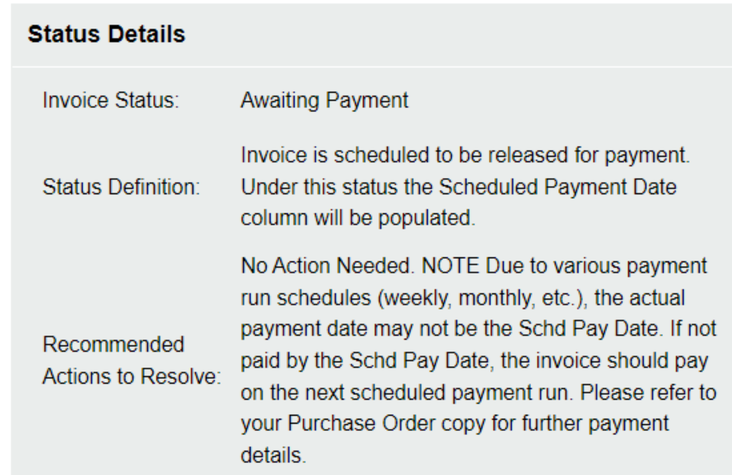


SUBMISSION OF INQUIRY

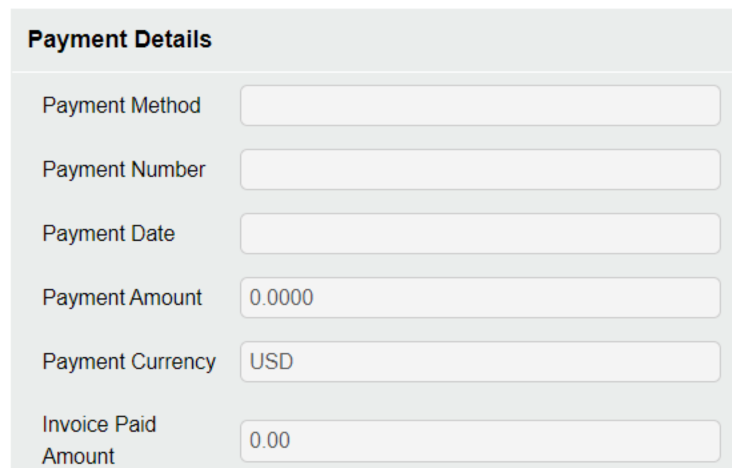
Please select the appropriate option from the "Inquiry Reason" dropdown menu and elaborate on your query in the "General Info" section.
If you wish to send a copy to someone, please include their email address(es) in the 'CC Email Address' field, separating multiple addresses with commas.
Once you have filled in all the necessary details, click on "Submit Inquiry."



to Resolve, offering guidance on steps to take to address any issues or concerns related to the selected status.



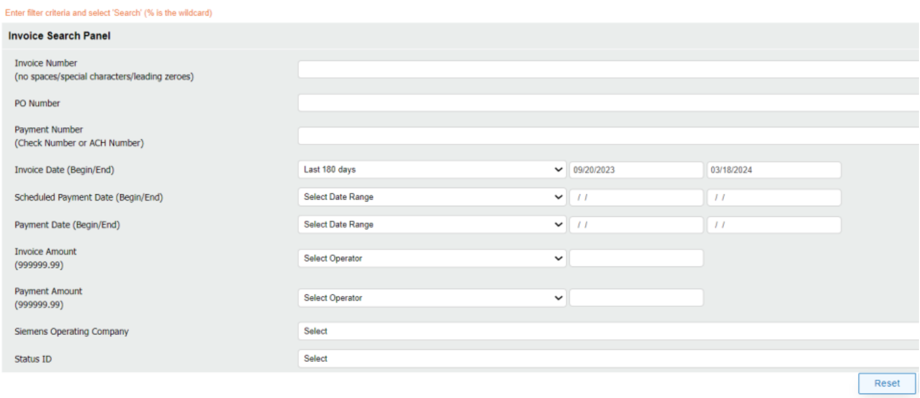
Also within the same window are Payment Details and Rejection Reason if relevant.



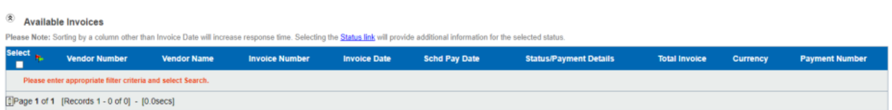
INVOICE STATUS

CHECKING INVOICE STATUS

Upon logging into IOL, the user is directed to the Home Page, which prominently displays the Invoice Search Panel. To obtain invoice status, users can enter the appropriate search criteria and click on the "Search" button. It's important to note that the default date range is set for the last 180 days.



The search results are presented below the Invoice Search Panel. In this section, the column labeled "Status" will showcase the current status of each invoice. Following approval, a Scheduled Payment Date is assigned to the invoice.



Users have the flexibility to select any status from the list, which will then prompt the display of additional information. This includes the Status Definition, providing a clear understanding of the status, as well as Recommended Actions

UNDERSTANDING STATUS DEFINITIONS

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 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 the invoice to be released both reasons must be resolved.

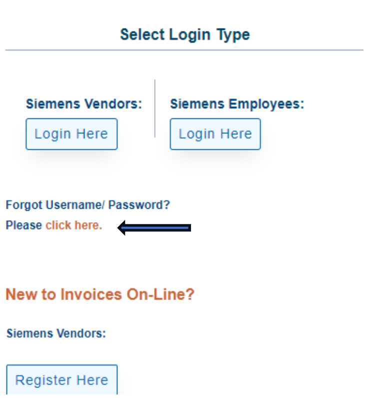
Payment held due to Management Direction and Blocked for PO Discrepancy There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order the invoice to be released both reasons must be resolved.

PASSWORD RESET

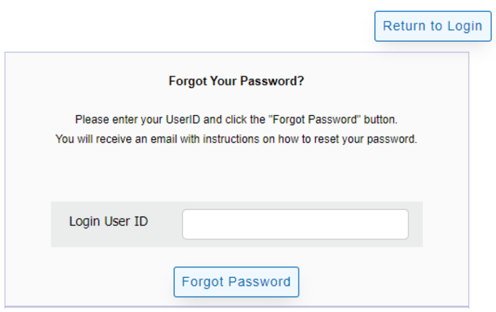
PASSWORD RESET STEPS

Please follow these steps to reset your password,

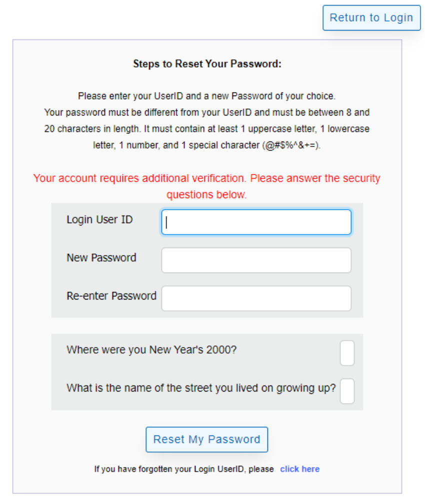
- Click on the option “Click here” under Forgot Username/Password.



- Enter your Login User ID and click on Forgot password.



- An email is sent to your registered email address with the password reset link.
- Click on the link to reset the password.



- Enter the Login User id, new password and re-enter the new password.
- Answer the two security questions and click on the Reset my Password button. (You had set up security answers during logging in for the 1st time to IOL portal).
  Note: Your password must be different from your User ID and must be between 8 and 20 characters in length. It must contain at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (@#$%^&+=).

ASSISTANCE FOR FORGOTTEN SECURITY QUESTIONS

Please submit a request with IOL Technical Support, who will trigger an email with the password reset link to be sent to your email address registered with IOL

PASSWORD RESET REMINDER

Note: You must reset the password every 90 days (about 3 months) in IOL portal.

IOL CONTACT DETAILS.

EMAIL ADDRESS: iol.support.in@siemens.com