Invoice Reception Manual
Requirements for the reception of invoices

This document specifies the mandatory and/or optional requirements for the submission of invoices for local and international third-party suppliers.
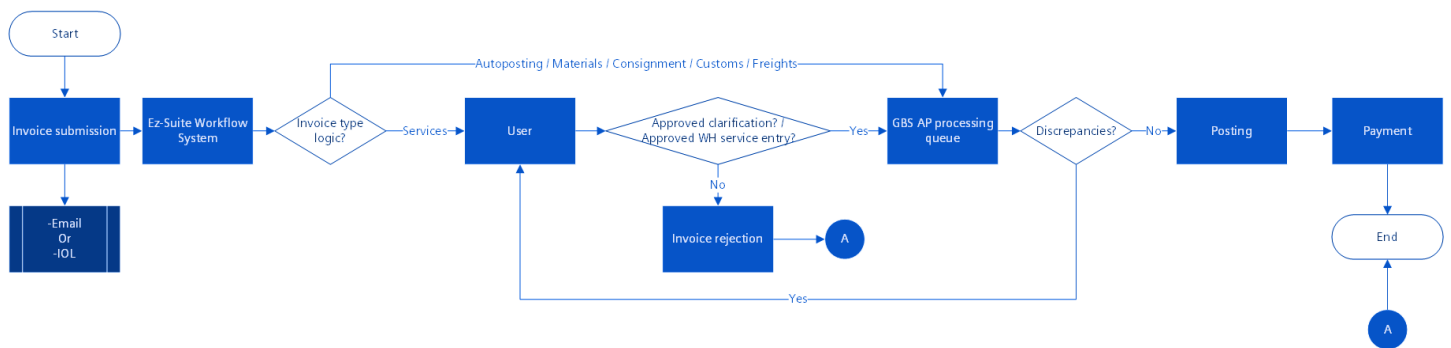
SIEMENS

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Information to consult before starting

High-level process

Electronic Invoices CFDI and Foreign Vendors –
General Process

My contacts | Who is who?

Available email boxes for receiving invoices/documents

5567 – Siemens S.A. de C.V. | **5566** – Siemens Inmobiliaria S.A. de C.V. | **5560** – Grupo Siemens S.A. de C.V.

Invoices:	inv.central.mx@siemens.com
Payment CFDI:	cfdiproveedores.mx@siemens.com
MX suppliers' Advance Payment:	anticipoproveedores.mx@siemens.com

5564 – Industria de Trabajos Eléctricos S.A. de C.V.

Invoices:	itesainvoice.mam@siemens.com
Payment CFDI:	cfdiproveedores.mx@siemens.com

554H – Siemens Industry Sofware S.A. de C.V.

Invoices:	inv.plm.mx@siemens.com
Payment CFDI:	cfdiproveedores.mx@siemens.com

GBS P2P Support MX & CAM

Vendors:	atencion_prov_gss.mx@siemens.com

TOPIC 1

Delivery Methods

Electronic invoices. For vendors not located in Mexico.

Vendors should submit their invoices through the **IOL portal** with the following features:

1. **PDF** or **TIFF** of the original invoices – Only 1 invoice per PDF and 1 PDF per e-mail. PDF's with more than one invoice will be rejected and will not be processed.
2. Additional support according to the type of document sent as specified in later sections of this document (i.g., consignment, freight, advanced payments etc.)

Exception: Freight and customs brokers and consignment merchandises. These vendors should be sent the electronic documents such as invoices, credit notes, debit notes, freight invoices, receipts for service fees, etc., to the e-mail address:

inv.central.mx@siemens.com

Note: Once you have submitted your invoice, you will be able to find its status within our webpage with historical date until 180 days:

https://siemens.myactiveworx.com/

General Considerations regarding e-mails:

1. Attached files should not be larger than 5MB.
2. The attachment file names should only contain the following characters: a-z, 0-9, _.
3. Attachments in the same e-mail should not contain the same filenames.
4. Do NOT include in the e-mails: zip files, e-mail files (i.e., ".msg" files) or other filetypes not defined in this document.

TOPIC 2

Invoices

Suppliers' requirements:

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Invoices should not be dated older than **30 days prior** to date of submission.
3. Payment terms as indicated on the Purchase Order must be included on the invoice.
4. Each invoice must **only** refer to **one Purchase Order.**
5. The Purchase Order number must be included on the invoice.
6. Invoice **issue date can't be before** the Purchase Order issue date.

7. Each line item in the invoice must match the quantity, unit of measure, unit price, currency, and total amount indicated on the Purchase Order. If any of these items do not match, or the Purchase Order indicated has already been fulfilled, this may cause your invoice to be rejected, or payment to be delayed.

8. The Purchase Order line items must be referred to each line item of the invoice. (i.g., 0020)

9. In case of reissuing an invoice, the new invoice should include the following statement in the body of the invoice "*THIS INVOICE CANCELS AND REPLACES INVOICE NO.----- DATED MMDDYYYY*".

10. In case of application of an advance payment:

    a. The following statement should be included in the body of the invoice:
    "*APPLICATION OF ADVANCED PAYMENT INCLUDED*"

    b. The application for the advanced payment (partial or in full) should be included in the invoice according to the payment terms.

Specialized services suppliers' requirements:

1. Attached files required as support in ".zip" file.

2. If additional support is needed, please contact your Siemens SCM Contact.

TOPIC 3

Consignment Material Invoices

Requirements:

Consignment merchandises vendors should send the electronic documents such as: invoices, credit notes, debit notes, consumption documents, etc. to the e-mail address:

inv.central.mx@siemens.com

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).

2. Invoices should not be dated older than 1 month prior to date of submission.

3. The consumption document numbers must be attached as Excel sheet (.xlsx) with your invoice.

4. Each line item in the invoice must match with the quantity, unit of measure, unit price, currency, and total amount indicated on the consumption document (.xlsx). If any of these items do not match, or the consumption document indicated has already been invoiced, this may cause your invoice to be rejected, or payment to be delayed.

5. In case of reissuing an invoice, the new invoice should include the following statement in the body of the invoice "*THIS INVOICE CANCELS AND REPLACES INVOICE NO.----- DATED MMDDYYYY*"

TOPIC 4

Credit/Debit Notes

Requirements:

Credit/debit notes for returned material, price, or quantity differences

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Each credit/debit note must only refer to one Purchase Order and invoice.
3. The Purchase Order number must be included on the credit/debit note.
4. All credit/debit notes should include the following statement in the body of the document:
   "APPLY TO THE FOLLOWING INVOICES: ----, ----".

Credit Notes for reprocessing

1. It is needed to specify the address in the Purchase Order.
   (*i.g., Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. The unique identifier (GID) of the requester should be mentioned in the document. Please request this information to your correspondent procurement specialist.

Credit notes for prompt-payment

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. The Purchase Order should be mentioned in the document or the unique identifier (GID) of the requester. Please request this information to your correspondent procurement specialist.
3. Each credit/debit note must only refer to one Purchase Order and invoice.

TOPIC 5

Advanced Payments

All Suppliers:

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Each advance payment must only refer to one Purchase Order
3. The Purchase order number must be included in the document.
4. All Advance Payments should include the following statement in the body of the document:
   "ADVANCE PAYMENT".

TOPIC 6

Freight and Customs Brokers Invoices

Requirements:

Freight and customs brokers must send the **electronic documents** such as invoices, credit notes, consignment note (carta porte), debit notes, freight invoices, receipts for service fees, etc. to the e-mail address:

inv.central.mx@siemens.com

1. It is needed to specify the address in the Purchase Order.
   (i.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).

2. Invoices should not be dated older than 1 month prior to date of submission.

3. Payment terms as indicated in the contract must be included on the Invoice.

4. Each invoice must include:

   a. Reference to the Purchase Order number, Purchase Order line items, whether partial or complete, and the e-mail address of the Siemens contact person.

   b. Reference to the import code provided by Siemens Trade Support Services. (i.e.: iTSS-XXX—XXXXXX)

   c. Attached TSS template (Excel File)

5. Additional Support must be sent on PDF format:

   a. Entry summary, simple format (only for customs brokers).

   b. Entry summary, detailed structure (only for customs brokers).

   c. Post-entry Adjustments (if applicable).

   d. PDF with the invoices for third party expenses.

   e. Proof of delivery for domestic freight.

6. In case of reissuing an invoice, the new invoice should include the following statement in the body of the invoice "THIS INVOICE CANCELS AND REPLACES INVOICE NO.----- DATED MMDDYYYY"

7. *New consignment fiscal note (Carta Porte Fiscal) for national carriers must be included with the correspondent invoice and .xml file.*

TOPIC 7

Legal
Requirements

1. Name, Legal Company Name and Tax ID of the supplier.

2. Physical address of the invoice sender.

3. Invoice Number.

4. Place and issue date.

5. TAX ID (RFC) of the invoice recipient.

6. Quantity, unit of measure, and class of services or material, or description of service, or use.

7. Unit Price specified as a number.

8. Total Value specified as a number or in letters.

Invoicing Manual
INVOICES ON-LINE (IOL)

SIEMENS

Contents

TOPIC 1

1. General Information

What is IOL? (Invoices On-Line)

IOL is a tool that allows Siemens' Foreign Vendors to **upload their invoices and check their processing status**. Also, the portal allows for vendors to review the history of the documents that **have been paid in the last 3 months**.

1.1 Who can use IOL to upload and submit invoices?

The invoice submission feature has been enabled in IOL for Foreign Vendors only (vendors not located in Mexico), except for those that sell merchandise in consignment and logistic carriers.

NOTE: If you are in doubt whether your company qualifies to submit its invoices via IOL please contact atencion_prov_gss.mx@siemens.com

1.2 Why to use IOL?

This tool provides us with the following benefits:
- As it is the vendor who uploads his own invoices, IOL provides the certainty that the documents will be received by Siemens in a 24-hour time-frame.
- General view of physical and electronic invoices submitted to Siemens in the last 6 months.
- Document search by multiple criteria:
  - Date range
  - Invoice number
  - Invoice amount
  - Payment status
  - Payment number
- IOL shows the following information:
  - Once invoices have been approved, IOL shows the payment programming.
  - Payment details.
- Submit invoice inquiries/ payment inquiries to a Siemens Vendor support representative via the portal directly.
- Download reports in Microsoft Excel

NOTE: The portal is available for invoice upload if you are billing to one of the following companies:

México	Centroamérica
• Siemens S.A. de C.V.	• Siemens S.A. - Guatemala.
• Grupo Siemens S.A. de C.V.	• Siemens Healthcare Diagnostics S.A. – Costa Rica.
• Siemens Inmobiliaria S.A. de C.V.	• Siemens S.A. - El Salvador.
• Siemens Healthcare Diagnostics S. de R.L. de C.V.	• Siemens Healthcare S.A. - El Salvador
• Industria de Trabajos Eléctricos S.A. de C.V.	
• Siemens Mobility S de RL de CV	

TOPIC 2

2 Registration

To complete your registration please follow the next steps:

1. Access to IOL portal (https://siemens.myactiveworx.com) and select "Siemens Vendors" | "Register Here".

New to Invoices On-Line?

Siemens Vendors:

Register Here

2. Complete the registration form, then select your own IOL "Username" and "Password".

Note: Fields marked with * are mandatory.

First Name *	
Last Name *	
User ID *	
E-Mail Address *	
Re-enter E-Mail Address *	
Password *	*Password cannot be the same as UserID. It must be 8 to 20 characters in length and must contain at least 1 letter, 1 number and one of the special characters (@#$%^&+=)
Confirm Password *	
Company Name *	
Company Mailing Address	
Address 1	
Address 2	
Address 3	
Address 4	
Address 5	
City	
State	
Postal Code	
Country	UNITED STATES
Culture	EN-US [English, United States]
Phone Number *	
	YLIY2
Security Code *	Enter the characters exactly as displayed above (case sensitive) [ ] Reload Image (Note: If you are unable to recognize the characters in the above image, please reload the image.)

Continue   Cancel

Once the form is completed select "Continue". The following message will display:

Thank you for applying. A confirmation e-mail has been sent to the e-mail address submitted to activate your account. Please follow the directions contained in the e-mail to continue the registration process.

The email should be received within an hour. If you do not receive the email, please contact support@iolportal.com for assistance.

3. You will receive an email to validate the e-mail address provided. Go to your inbox and select "Continue User registration" as shown below.

4. To activate your IOL account, insert the data from any physical or electronic invoice submitted to one of the Siemens Mexico companies. Don't forget to include:
   a) Invoice number
   b) Invoice date
   c) Invoice amount.

Once the data has been entered, please press **"Submit".**

5. You will be directed to https://siemens.myactiveworx.com, select the option **"Siemens Vendors/ Login Here".**
You are required to enter your User ID/Password, and then press **"Login".**

The following screen will be displayed, you will be required to enter a validation code, which will be submitted to the e-mail you provided when completing your registration.

6. When you receive this code and enter it in IOL, the system will request for a Password change.

7. Once you modify your password the system will require to answer the following 6 security questions:

NOTE: It is important that you remember the answers, if you happen to forget your password the system will request them to reset a new one.

NOTE: In case you have problems setting up your account please contact our vendor assistance representatives:
atencion_prov_gss.mx@siemens.com

TOPIC 3

3 Invoice Upload

Important

REMEMBER THAT THIS FETURE IS **ONLY AVAILABLE FOR FOREIGN VENDORS** (NOT LOCATED IN MEXICO), EXCLUDING CONSIGNMENT VENDORS AND LOGISTIC CARRIERS.

3.1 Upload invoice with purchase order

On IOL's main page select the option **"Create & Submit invoice"** from the menu **"Create invoice"** to the left.

1. To start with the invoice upload process, you need to enter the **IMA** corresponding to your "Siemens Operating Company" (the Siemens company you are billing to).
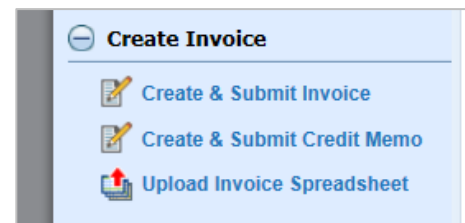
NOTE: Each Siemens Company owns a unique **IMA** number; **you must select the correct IMA** so your invoice is properly routed. The IMAs from the different Siemens Operating Companies:

- IMA 306 - Siemens S.A. de C.V.
- IMA 305 - Siemens Inmobiliaria S.A. de C.V
- IMA 301 - Industria de Trabajos Eléctricos S.A. de C.V.

2. In the option **"Invoice Type"** select the option **"Purchase Order"**
NOTE: Invoices not related to a Purchase Order will not be accepted. **All invoices should appoint to one single Purchase Order**. Remember that invoices containing reference to multiple Purchase orders will not be accepted.

3. **"PO Number"**. Insert the PO Number that your invoice is appointing to.

NOTE: In case your PO is closed/blocked or invalid, the system will not allow you to access with that PO. You will have to submit an email to atencion_prov_gss.mx@siemens.com with a print screen of the error so you can be assisted.

Once you access with a valid PO the system will request for the necessary information to upload your invoice in IOL.

Step 1.
Please complete all mandatory fields (*):

- Invoice Number.
- Invoice Currency: The system will take as default the currency of the PO.
- Invoice Date: Invoice Issuance Date (it should not be older than 30 days vs upload date).
- Purchase Order: The PO number you inserted at the beginning.

Step 2.
The system autocompletes the information of the fields "Bill to" "Ship to" and "Remit to" based on the Purchase Order number, please verify that this information is correct.

Step 3.
Checkmark ✔ one by one the PO line items that need to be invoiced, complete the quantity and unitary price of each line according to your invoice.

NOTE: It is important that you select the line items, quantity, and correct unitary prices. Errors in the recording of these data can cause inconveniences with the timely processing of your payment.

Once you have completed all the necessary line items with the quantity and price information you need to press the button **"Add selected Line(s) to Invoice"**

In the inferior part of the screen you will show the selected positions.

Step 3 of 8: Add / Edit Invoice Line Items

Hide Purchase Order

To add PO lines to Invoice:
- Select line(s) in Purchase Order table below, adjust quantity and/or rate and click 'Add Selected Line(s)' button.
- Locked items are released for further invoicing 24 hours after invoice submittal.
- For freight-only invoices, add any line with a quantity of 0, then enter freight charges under the Surcharges section in Step 4.
- To add/edit Tax, select a line in the Invoice Line Items table and use the Line Edit Form to add tax.

Purchase Order

Select	Lock	Line Number	Item Number	Item Description	Tax Description	Unit of Measure	Qty to Invoice	Price Per Unit	Original Quantity	Remaining Quantity	Line Item Balance	Tax Type	Status
☐		00001	PM4 WS1 duracin 4	PM4 WS1 duracin 4 das		SE		39140.000000	1.0000	--	39140.00		Closed
☐	🔒	00002	Da Virtual	Da Virtual		SE		9785.000000	1.0000	--	9785.00		Open
☐	🔓	00003	PM4 WS2 2017 3 d	PM4 WS2 2017 3 das		SE		11742.000000	1.0000	0.0000	11742.00		Open
☐		00004	PM4 WS2 2018 3 d	PM4 WS2 2018 3 das		SE		18300.000000	1.0000	--	18300.00		Open

Page **1** of 1 [Records 1 - 4 of 4] - [0.0secs]

Add Selected Line(s) to Invoice ▼   🔒 Locked in another invoice   🔓 Locked in current invoice   🚫 Closed

- To edit an invoice line, select line from table below, make changes in the Line Editing Form and click Update Line.
- To delete invoice lines, select one or more lines from table below and click Delete Line.

Invoice Line Items

Select ☐	PO Line Number	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total	PO Line Balance
☐	00003	PM4 WS2 2017 3 d	PM4 WS2 2017 3 das		1.0000	SE	11742.000000	11742.00	0.00	11742.00	11742.00

Page **1** of 1 [Records 1 - 1 of 1] - [0.0secs]

NOTE: If you show one of the following icons when selecting one or more of the PO line items consider the following:

Locked in another invoice: A preliminary invoice that has not yet been submitted is blocking this specific line item and it will not be released unless the other invoice is submitted or deleted.

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

Closed: A Siemens Strategic Buyer has closed this line item; please contact him for any additional question.

Legend
🔒 Locked in another invoice
🔓 Locked in current invoice
🚫 Closed

Step 4.
In case you have additional surcharges or discounts you can add them here.

Step 4 of 8: Surcharges/ Freight Charges/ Discounts etc. (Optional)

Surcharges/ Discounts: 0.00   Add / View

Step 5.

Check that the total amount of your invoice is correct and then **"Continue"** to the next step.

Step 6.

Add the PDF of your invoice. You will also be able to add the necessary supporting documents if necessary.

- Remember that you can attach multiple documents if the size of each document is less than 5 MB.
- In case that you require to add a note or commentary, you can do it in the option "notes/Instructions".

When you press **"Add/View"** the following screen will display the next screen to attach the supporting documents.

Press the **"Add"** button, the following screen will display:

Please complete the information in the following fields:

- Attachment Name: Name of the file (Invoice Number)
- Attachment Type: Select **"Other".**
- Attachment Path: Search the document in your Document Library and upload the invoice file.

When you are finished press **"Add"** and you will show the following screen and you will have to confirm that the documents you upload backup the line items invoiced.

In the following screen you will be able to visualize the documents that have been attached.

Step 7 (optional):

In case that you require to modify your documents before submitting the invoice, you'll be able to do it by pressing **"Edit this Invoice"**

Step 8:

Press the button **"Submit Now"** to upload your invoice. Remember that once the invoice has been submitted you won't be able to modify it.


3.2 Enter Credit Memo without purchase order

NOTE: To enter a Credit Memo with Purchase Order you should follow the same steps as in the numeral "**3.1 Upload Invoice with Purchase Order"** of this manual.

On IOL's main page select the option **"Create & Submit Credit Memo"** from the menu **"Create invoice"** to the left of the screen.

1. To start with the process, you need to insert the IMA corresponding to the SOC "Siemens Operating Company" (The Siemens Company you are submitting the credit note to).
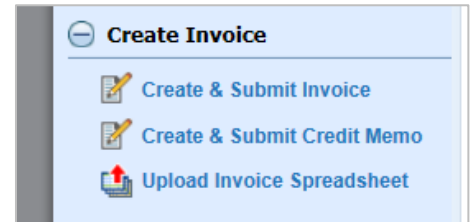
NOTE: Each Siemens Company owns a unique **IMA** number; **you must select the correct IMA** so your Credit Memo is directed to the correct Siemens Operating Company.
The IMAs from the different Siemens Operating Companies:
- IMA 306 - Siemens S.A. de C.V.
- IMA 305 - Siemens Inmobiliaria S.A. de C.V
- IMA 301 - Industria de Trabajos Eléctricos S.A. de C.V.

2. Select the option **"Non-Purchase Order".**

The system will guide you through a series of steps to complete your Credit Memo and upload it into IOL.

Step 1.
Please complete all mandatory fields (*):

- Invoice Number.
- Invoice Currency: Currency of the Credit Memo.
- Invoice Date: Issuance Date of the Credit Memo.

Step 2.

The system will autocomplete the information of the fields "Bill to" and "Remit to". Verify that the information is correct and complete the info of the fields "Bill to/ Add Contact" and also "Ship to" (mandatory).

Press the **"Add Contact"** button to insert a Siemens Contact.

Then press the button **"Search"**.

The system will display a list of users, type the first and last name of your Siemens contact and press "**Search**".

INSTRUCTIONS:

1. Please Enter First and/or Last Name and click Search button
2. Select the desired Contact from the table and click "Add Contact".
3. If you do not find the desired Contact, please refine your search and try again. Please note that the table may display multiple pages of Contact records that may be navigated by selecting the page numbers displayed below.

Search Contact

First Name	Javier
Last Name	Morelos

Search

Select	First Name	Last Name	SOC	Email Address
☐	JAVIER	MORELOS	Siemens Servicios S.A. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens Healthcare Diagnostics, S. de R.L. de C.V.	javier.morelos@siemens.com

Select the right contact and press **"Add Contact"**.

Select	First Name	Last Name	SOC	Email Address
☑	JAVIER	MORELOS	Siemens Servicios S.A. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens Healthcare Diagnostics, S. de R.L. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Indústria de Trabajos Eléctricos S.A. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Proyectos de Energia S.A. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens, S.R.L.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens S.A.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens S.A.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens S.A.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens Innovaciones S.A. de C.V.	javier.morelos@siemens.com
☐	JAVIER	MORELOS	Siemens, S.A. de C.V.	javier.morelos@siemens.com

1 2

Please Select a Contact and click Add Contact button

Add Contact

The contact was added successfully.

Step 3.

In this step you will have to insert a description of the product or service, quantity, unit, unitary price of your Credit Memo (complete mandatory fields only) and press the button **"Add line".**

In the inferior part of the screen, you will visualize the recently entered information.

Select	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total
☐		TestIOL NC		2.0000	KG	500.000000	1000.00	0.00	1000.00

Page 1 of 1 [Records - 1 of 1] - [0.0secs]

Step 4 (optional).

In case you have additional surcharges or discounts you can add them here.

Step 5.

Check that the total amount of your invoice is correct and then **"Continue"** to the next step.

Step 6.

Add the PDF of your Credit Memo. You will also be able to add the necessary supporting documents if necessary.

Your invoice has been successfully saved in a preliminary status. This invoice has <u>not</u> been sent to Siemens Accounts Payable yet.

Please continue to **Step 8** below to submit this invoice to Siemens for processing:

Step 6 of 8: Add Supporting Documents/ Instructions **(Required for Siemens Canada and Mexico Entities)**

- **Attachments:** [Add / View]

  Note: For Siemens Mexico, the attached document must back up the selected position for this PO, otherwise it will be rejected upon receipt by Siemens.

  You may attach <u>multiple</u> 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 and the total of all attachments must not exceed 80MB.

  Special Note for Blanket Purchase Orders: Please attach a pdf/image with Invoice Line Item details. Blanket Purchase Orders are often generic. (Qty = 1, Price = $20,000, Unit = Lot). However, invoices against this Purchase Order should be specific (Example: 10 Hours at $20/hour) to facilitate the approval of the invoice.

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

  Add special instructions or notes to this invoice.

- Remember that you can attach multiple documents if the size of each document is less than 5 MB.
- In case that you require to add a note or commentary, you can do it in the option "notes/Instructions".

When you press **"Add/View"** the following screen will display the next screen to attach the supporting documents.

ATTACHMENTS ❓

Invoice Number	TEST4482IOL
Supplier Name	METODO TREINAMENTOS LTDA ME

Select ☐	Name	Create Date	
No attachments found			

Page **1** of **1** [Records 1 - 1 of 1] - [0.0secs]

[Add] [Delete] [Print] [Close]

Press the **"Add"** button, the following screen will display:

Please complete the information in the following fields:

- Attachment Name: Name of the file (Credit Memo Number)
- Attachment Type: Select **"Other".**
- Attachment Path: Search the document in your Document Library and upload the Credit Memo.

When you are finished press **"Add"** and you will show the following screen and you will have to confirm that the information you attached backs up your Credit Memo.

In the following screen you will be able to visualize the documents that have been attached.

Step 7 (optional):

In case that you require to modify your documents before submitting, you'll be able to do it by pressing **"Edit this Invoice"**

Step 8:

Press the button **"Submit Now"** to upload your Credit Memo. Remember that once the invoice has been submitted you won't be able to modify it.

TOPIC 4

4. Status of Invoices and Payments

In IOL Home Page you will see the following **"Invoice Search Panel"** where you can inquire about the status of your invoice.

For a more effective search you are suggested to enter the "Purchase Order Number" or "The Invoice Number" and then press **"Search"**. To the bottom of the screen, you will see the documents that the system retrieves.

NOTE: You can use the symbol "%"as a wildcard, when you only know part of the search criterion. Enter the symbol "%"at the beginning and at the end.

Enter filter criteria and select 'Search' (% is the wildcard)

Invoice Search Panel

Invoice Number (no spaces/special characters/leading zeroes)	
PO Number	
Payment Number (Check Number or ACH Number)	
Invoice Date (Begin/End)	Last 180 days — 07/27/2017 — 01/23/2018
Scheduled Payment Date (Begin/End)	Select Date Range — / / — / /
Payment Date (Begin/End)	Select Date Range — / / — / /
Invoice Amount (999999.99)	Select Operator
Payment Amount (999999.99)	Select Operator
Siemens Operating Company	Select
Status ID	Select

Reset   Search

The result of the search delivers the following results:

- Vendor Number
- Vendor Name
- Invoice Number

- Invoice Date
- Scheduled Pay Date
- Status

- Total invoice
- Currency
- Payment Details

The prior information can be downloaded by pressing the "Download button", you can select the invoices that you wish to download or download all.

Click on the result of the column **"Status"** on the below image. (e.g. the word **"Submitted"** in this example).

Status	Total Invoice	Currency
Submitted	2,320.00	USD

The following information will appear, the system will retrieve the Invoice Status and the recommended actions to resolve the issue.

Status Details	
Invoice Status:	Submitted
Status Definition:	Electronic invoice has been created and submitted to Siemens Accounts Payable. A submitted invoice cannot be edited.
Recommended Actions to Resolve:	No action needed. Invoice status will change within 24 hours to reflect current status the invoice resides in within Accounts Payable.

When you click on **"Payment Detail"/ "View"**

Total Invoice	Currency	Payment Details
2,320.00	USD	View

If the invoice has the status **"Paid"**, the system will show the Payment Details that contains the following information:

- Payment Method
- Payment Number
- Payment Date
- Payment Amount

- Payment Currency
- Invoice Paid Amount
- PO Number
- ERP Document Code

- Company Code
- Company number

Payment Details	
Payment Method	Electronic
Payment Number	1500000145
Payment Date	12/7/2017
Payment Amount	9785.0000
Payment Currency	USD
Invoice Paid Amount	9785.00
PO Number	4800354392
Rejection Reason	
Payment Remarks	
ERP Document Number	5104324185
Company Code	4482
Company Code Desc	Siemens Servicios S.A. de C.V.

When the status of your invoice has the Status **"Rejected"** you can see the **"Rejected Reason"** in the Payment Details chart.

4.1 Description of Invoice Status

- **Preliminary Invoice:** Electronic invoice has been created and saved, awaiting supplier to submit invoice to Siemens Accounts Payable. During preliminary status, supplier can edit the 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 account 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 of 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 Process 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. 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.
- **Routed to Contact name due to discrepancy:** Invoice associated with 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 a PO requires review and approval by Siemens. Invoice is with Siemens' contact awaiting approval. For more information, please contact your Siemens Business Representative.

4.2 Invoice Inquiry

NOTE: Remember that these inquiries will be addressed to a Supplier Support Representative where they will be processed. atencion_prov_gss.mx@siemens.com

IOL provides the option to create an "Inquiry" about any of your invoices. You can use this IOL feature in case you have any question or specific inquiry.
Select the option **"Non –Invoice Inquiry"/ "General Inquiry"** in IOL homepage to the left.
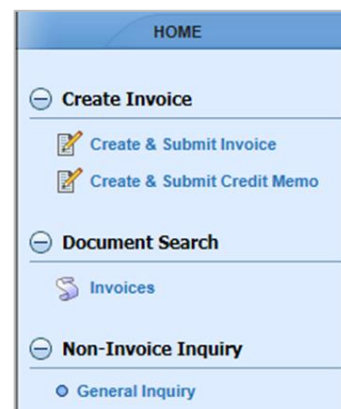
In the following screen you will be able to complete the data of the invoice you want to inquire about. Remember that the more data you provide, the easier it will be for our Siemens Representatives will be to assist you.

Inquiry Info

Reference Number	NEW	Inquiry Date	1/23/2018 4:23:54 PM
Status	Open	Email Address	lucila.valdivia@siemens.com
User	Z002RNWK	Phone Number	.

Invoice Info

Invoice Number		Vendor Name	
Invoice Date	/ /	PO Number	
Invoice Amount		Payment Number	

Inquiry Details

Inquiry Reason *	Select
Siemens Operating Co. *	Select

CC Email Address

Email addresses must be separated with a comma

Siemens Contact Search

General Info

Please Enter Inquiry Details *

Add / View Attachment   Submit Inquiry
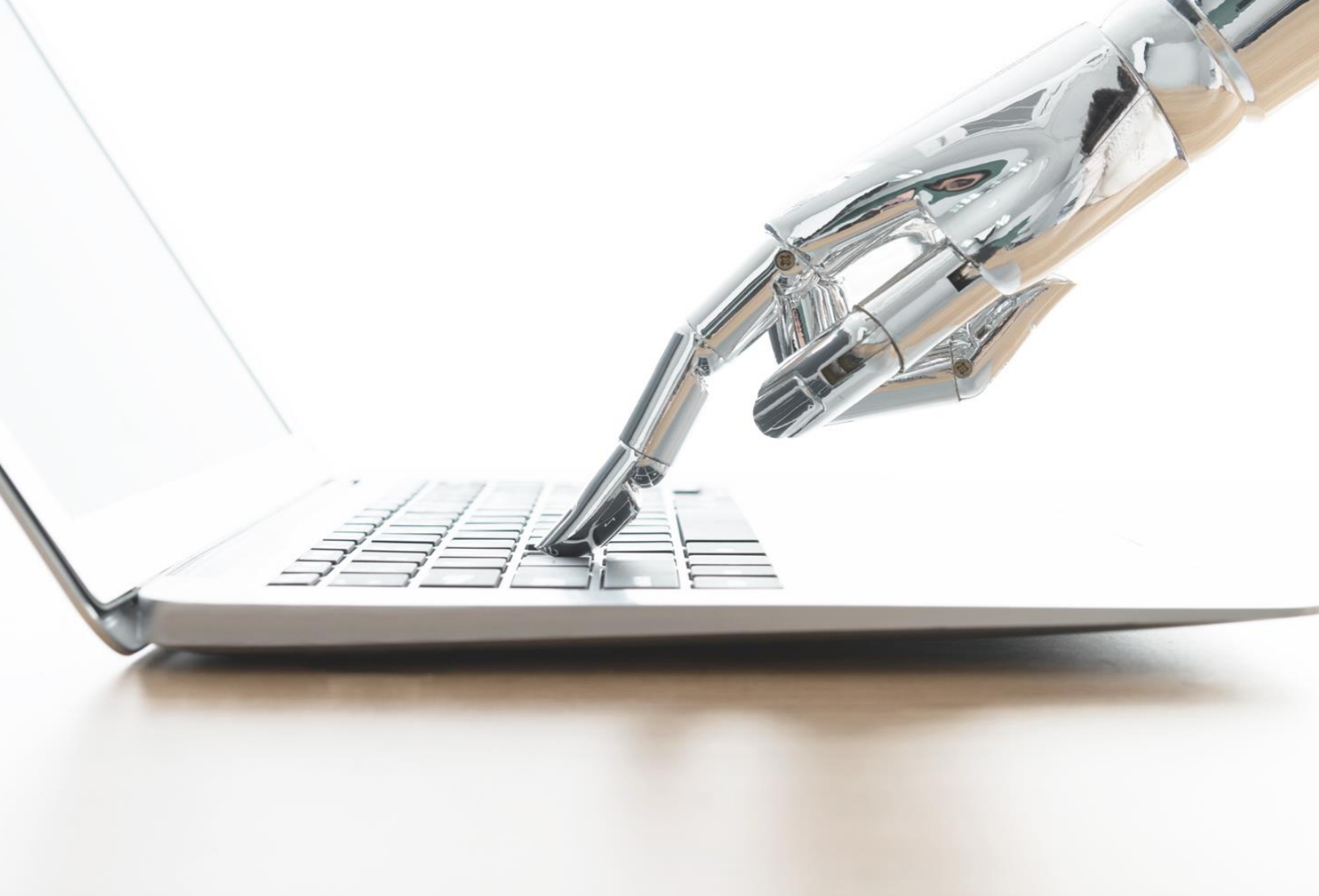
Ask Payton - Your virtual Assistant
Quick guide to check the invoices' status in IOL

SIEMENS

Contents

1. Ask Payton-
Your virtual assistant in IOL

Quick Guide: Check the status of your invoices.

1.1 What's Ask Payton?

Ask Payton is the new tool available in **IOL** (Invoices On-Line) to make invoice payment status inquiries faster and easier.

Ask Payton is a virtual assistant you will be able to interact with to find out <u>when your invoices were paid </u>or if they <u>already have an estimated date of payment.</u> Payton will also let you know if a discrepancy has been identified and you must contact your Siemens Business Representative to solve the issue.

To start using Ask Payton you must be a registered user in IOL and sign in before you can access the virtual assistant.

IOL Portal link
https://siemens.myactiveworx.com

Supplier's portal
https://new.siemens.com/mx/es/compania/portal-del-proveedor.html

1.2 Prepare yourself to use Ask Payton

Before you start your conversation with Ask Payton, you should consider the following:

- At the moment, the virtual assistant **is only available in English**. You must not address it in any other language.
- Before you ask a question, make sure you have got the Invoice Numbers or Purchase Orders you wish to inquire about
- Be sure to make a <u>simple question</u> or type a keyword (in english) to the conversation so Ask Payton can identify that you are interested in checking the status of a certain document, so it displays the Search Menu embedded in the chat.
  - o **Sample Questions:** *When is my invoice going to be paid?, when is my invoice due for payment?, when was my invoice paid?*
  - o **Key words:** *Invoice, payment, paid.*

2. Ask Payton availability

ARE	Company	Country
5567	Siemens S.A. de C.V.	México
5560	Grupo Siemens S.A. de C.V.	México
5566	Siemens Inmobiliaria S.A. de C.V.	México
5564	Industria de Trabajos Eléctricos S.A. de C.V.	México
5525	Siemens SA	El Salvador
5530	Siemens SA	Guatemala
482X	Siemens Energy S. de R.L. de C.V.	México
542E	Siemens Energy S. de R.L. de C.V. (Transformadores)	México
596D	Siemes Energy S.R.L.	República Dominicana
570M	Siemens Healthcare Diagnostics S. de R.L. de C.V.	México
543G	Siemens Healthcare S.A.	Costa Rica
401X	Siemens Mobility S de RL de CV	México

3. Cheking the status of your invoices

1. Once you have logged in to IOL click the chat's icon.
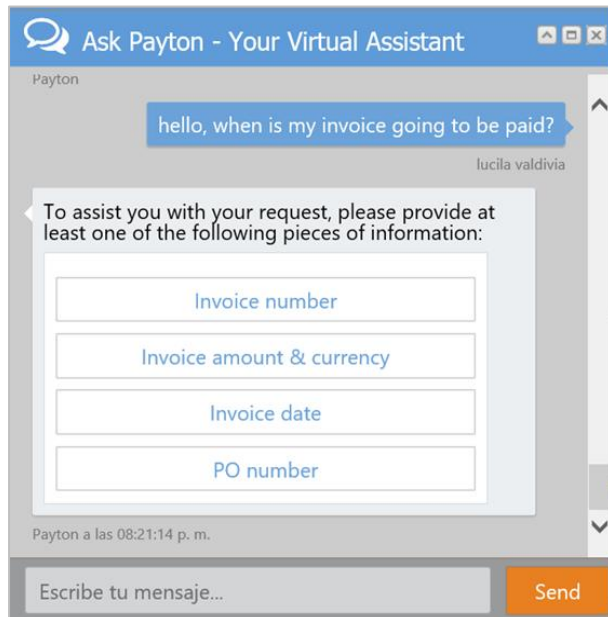
A new dialog box will display as shown below:
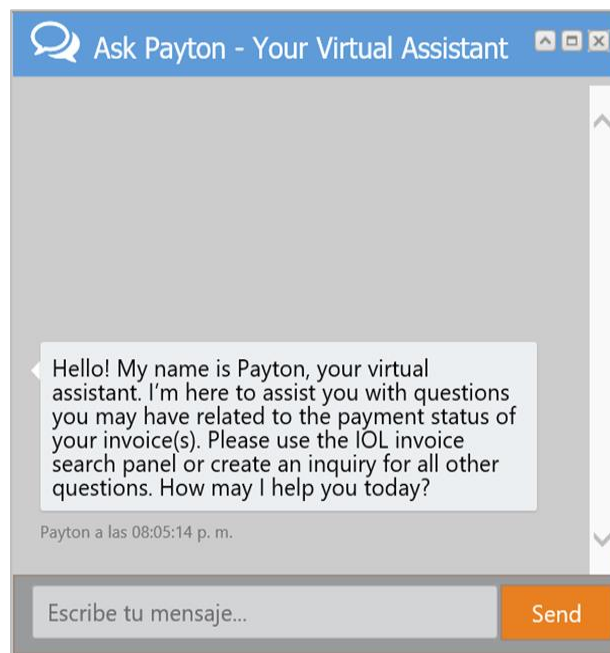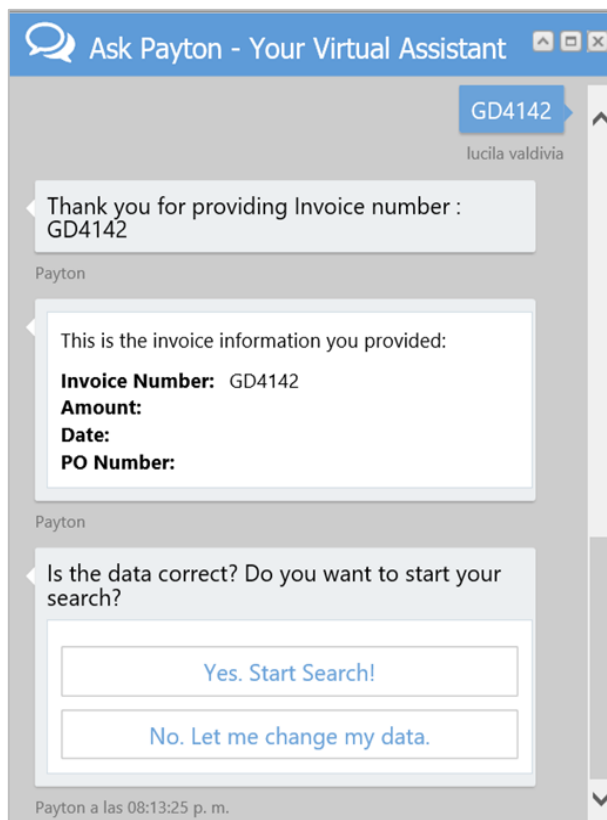
2. Start typing a question or key word as shown in **1.2** examples.
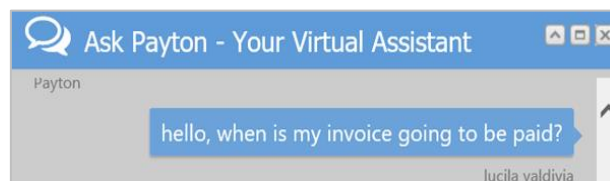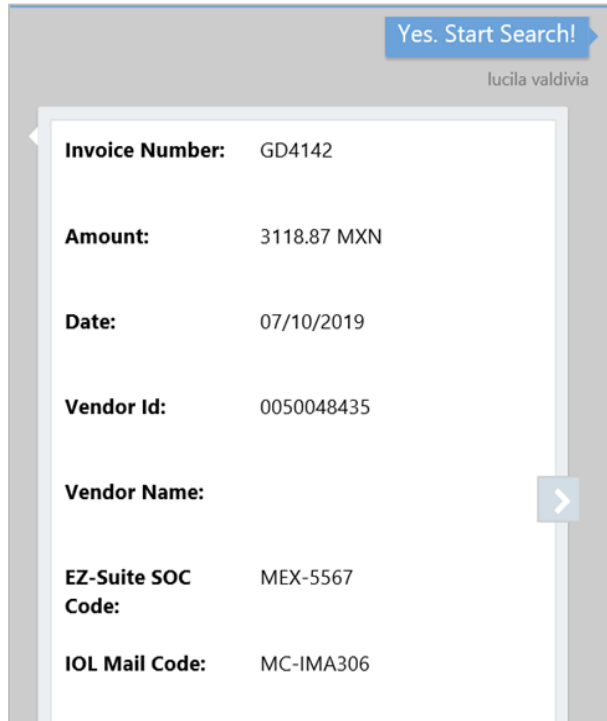
Once you have asked a valid question, Payton will request the following information to perform the search.

Select the option "invoice number", you may insert any of the suggested options, but the most accurate search will always be returned if you search with the invoice number (max 22 characters).
After you insert the invoice number, the system will seek confirmation of the veracity of the information provided.

The results of the search will be displayed:

4. Invoice's Status

Once you perform your search, the system will display a different message depending on the status of the invoice regarding the invoice payment process of Siemens. If there is an action required from your side, the assistance will also notify immediately. Please be informed of the multiple existing invoice statuses.

4.1 Awaiting payment

4.2 Blocked for quality review
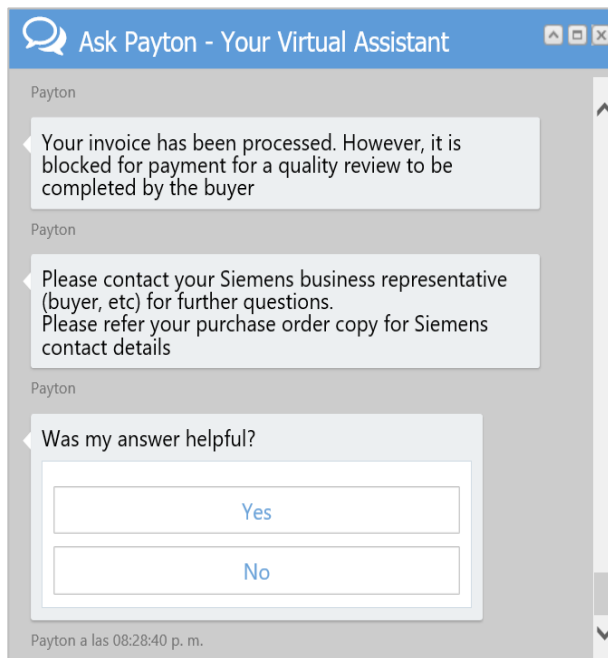
4.3 Blocked for PO discrepancy
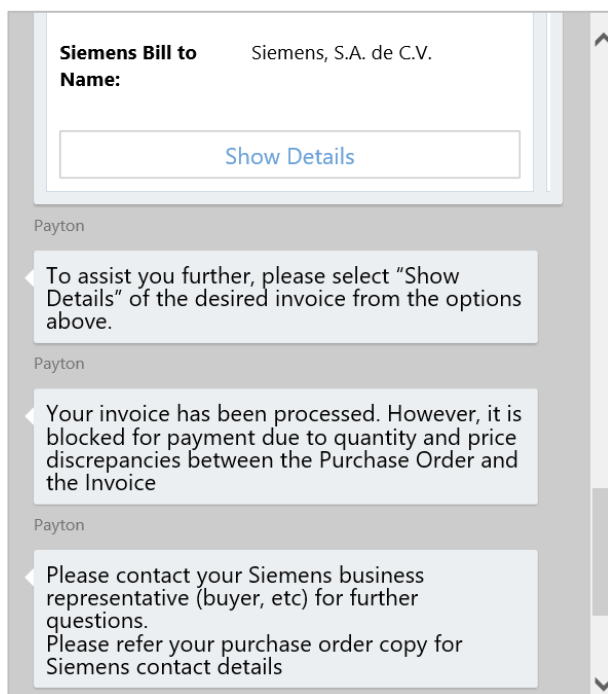
4.4 Blocked for PO price discrepancy

4.5 Blocked for PO quantity/goods receipts discrepancies

4.6 Cancelled
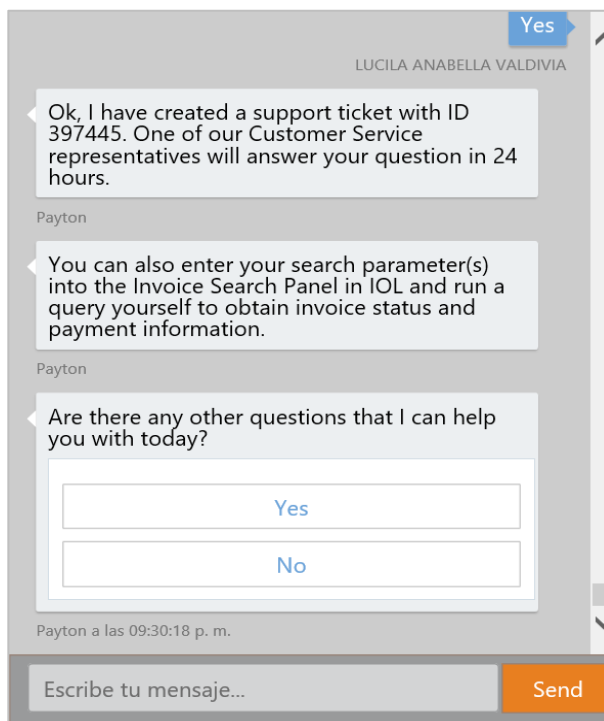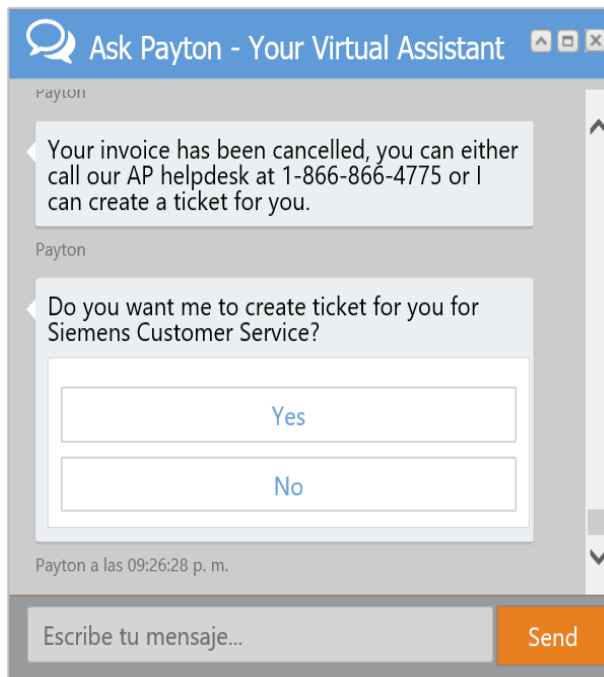
You can also contact our vendor assistance e-mail.

atencion_prov_gss.mx@siemens.com

4.7 Paid – EFT payment

4.8 Paid by ORBIAN

4.9 Payment held due to management direction
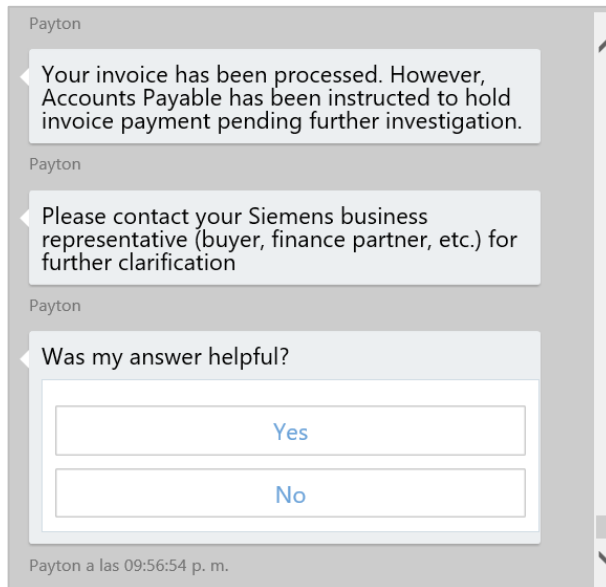
4.10 Payment held due to management direction and blocked for PO price discrepancy

DISCLAIMER