
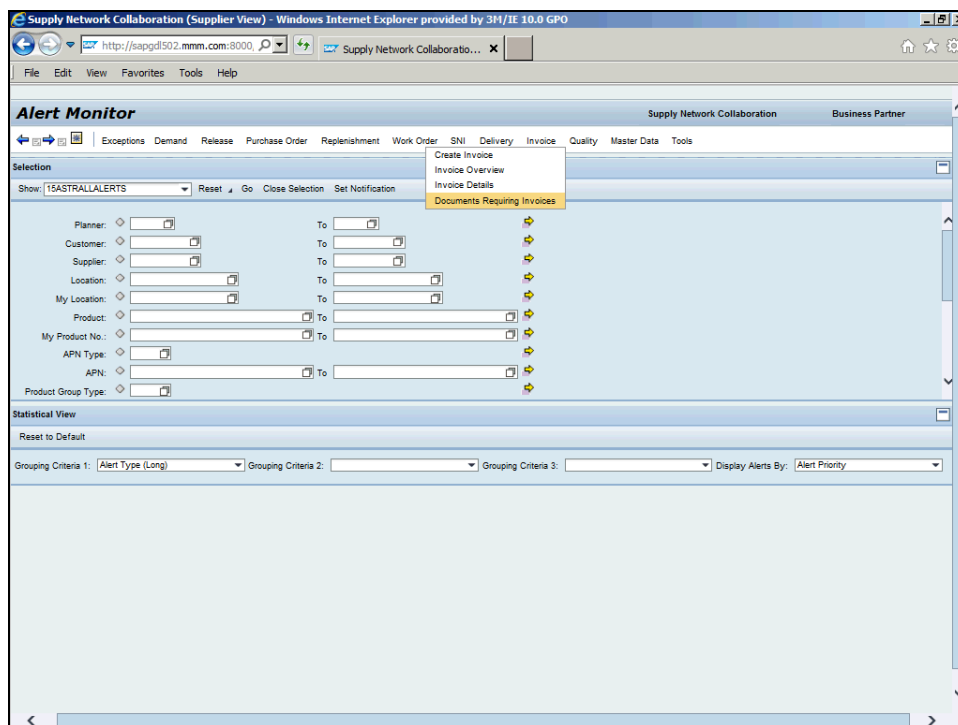


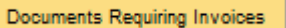
Create and Publish Invoice with SNC (Supplier) EN

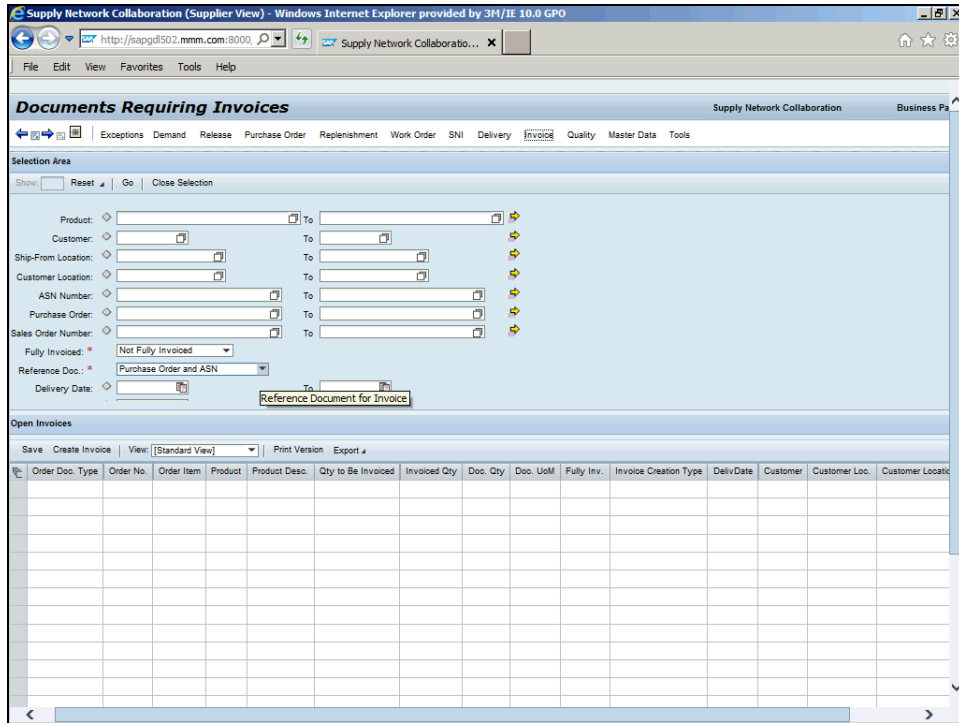
Use this Supplier portal activity to create and publish an invoice from an Advance Shipping Notification (ASN).

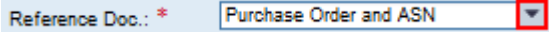

Important: Please follow regional 3M invoicing guidelines for one PO per invoice.

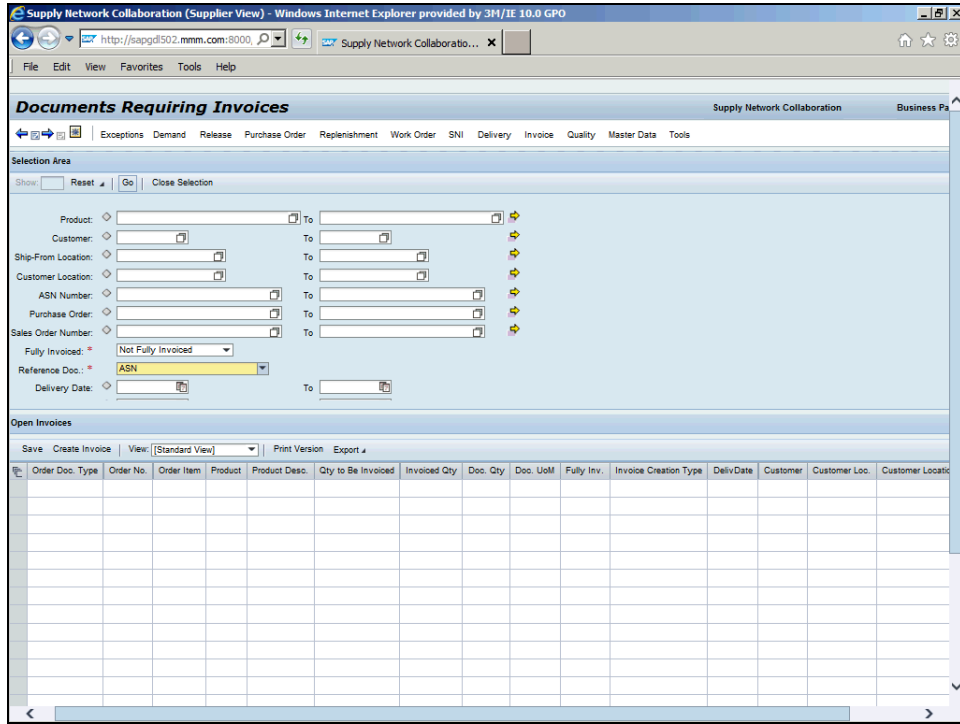
Step	Action
1.	After logging into the SAP SNC system, the <i>Alert Monitor</i> displays.
2.	Click the Invoice menu. 





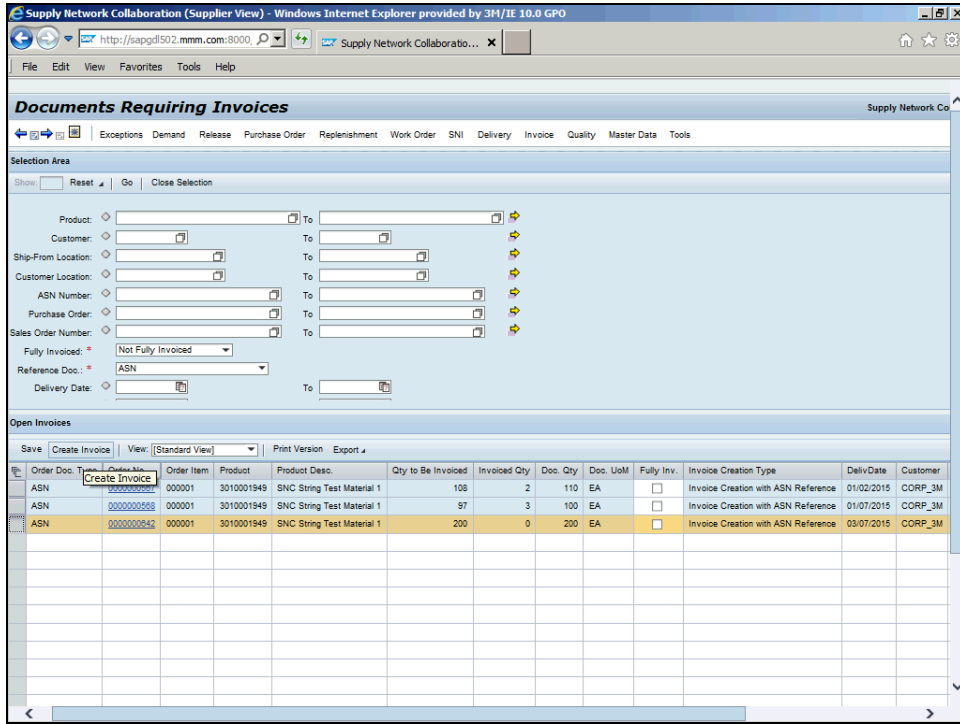
Step	Action
3.	Click the Documents Requiring Invoices menu item. 
4.	Complete fields on the <i>Documents Requiring Invoices</i> screen to narrow the list of ASNs to display. In this example, display all ASNs requiring invoices.

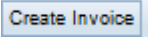


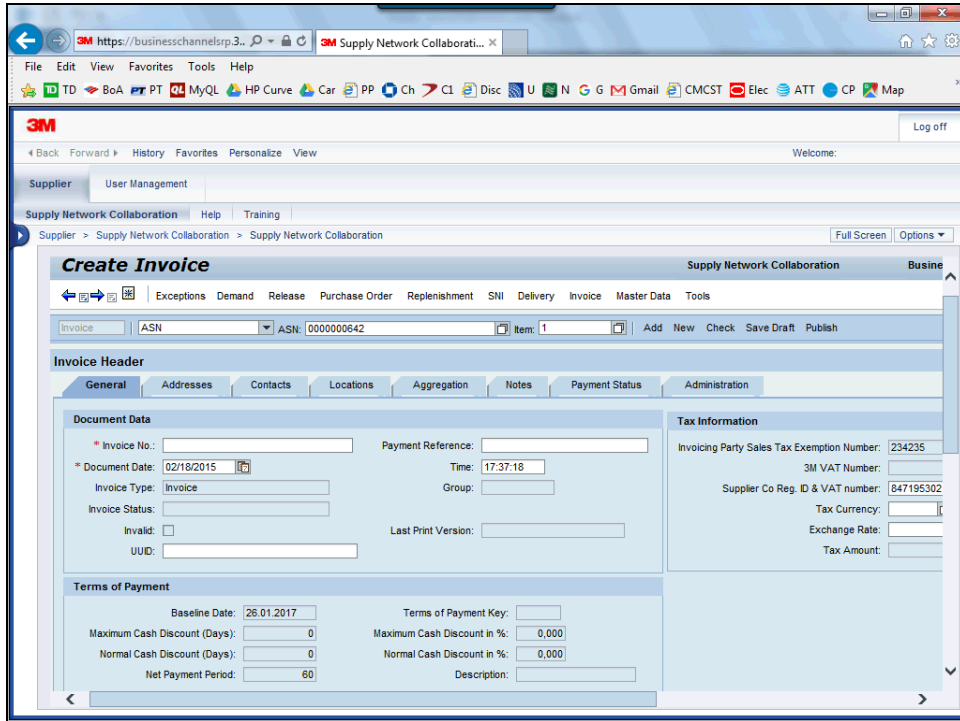
Step	Action
5.	Click the button to the right of the Reference Doc.: field. 
6.	Note: Select either PO or ASN to create your Invoice. If your ASN was created for more than one Purchase Order, it is required that you create the invoice from the Purchase Order.
7.	Click ASN . 
8.	Note: Complete other fields if necessary to narrow the results further.

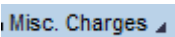


Step	Action
9.	Click Go . 
10.	The list of ASNs that meet the selected criteria display at the bottom of the screen. Note: To create an invoice with multiple ASNs, highlight each ASN to be included.
11.	Click the ASN row header. 

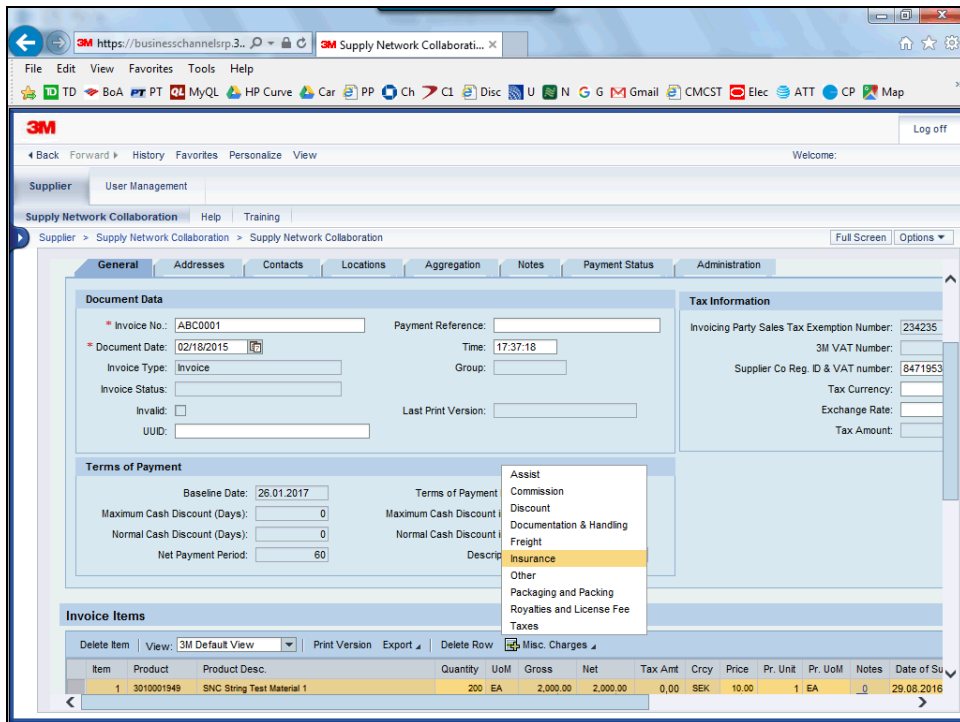


Step	Action
12.	Click Create Invoice . 
13.	The <i>Create Invoice</i> screen displays.

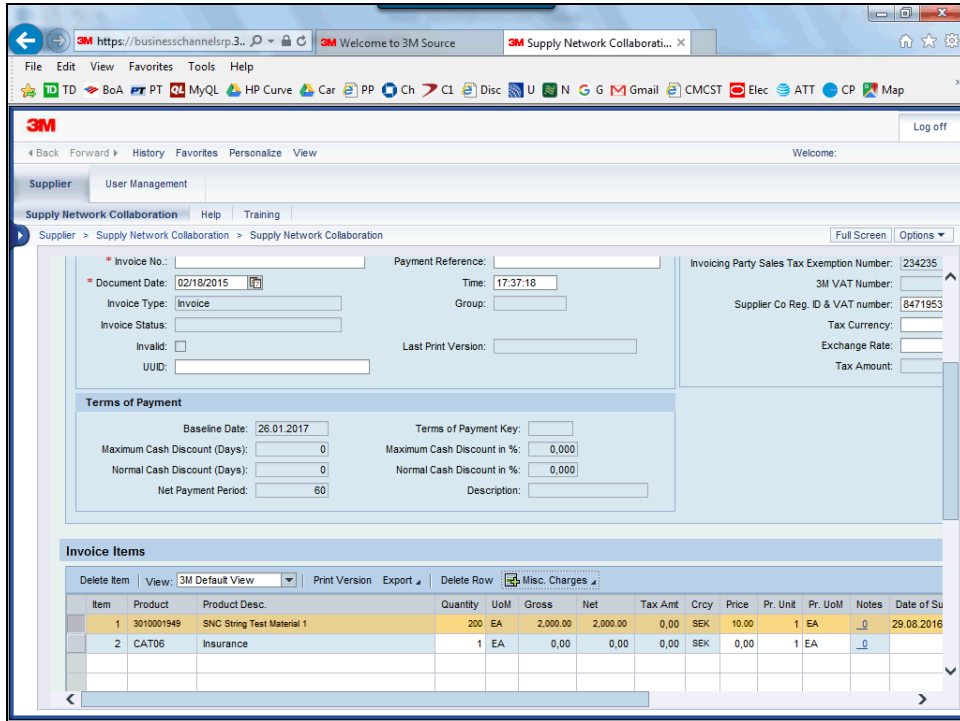


Step	Action
14.	Click the Invoice No.: field. <input type="text"/>
15.	Note: In the Invoice field, do not use leading zeros, hyphens, spaces, or special characters.
16.	Type Invoice No.: "ABC0001".
17.	Scroll down to view the line items. Click the Vertical scroll bar.
18.	Click the Misc. Charges menu. 

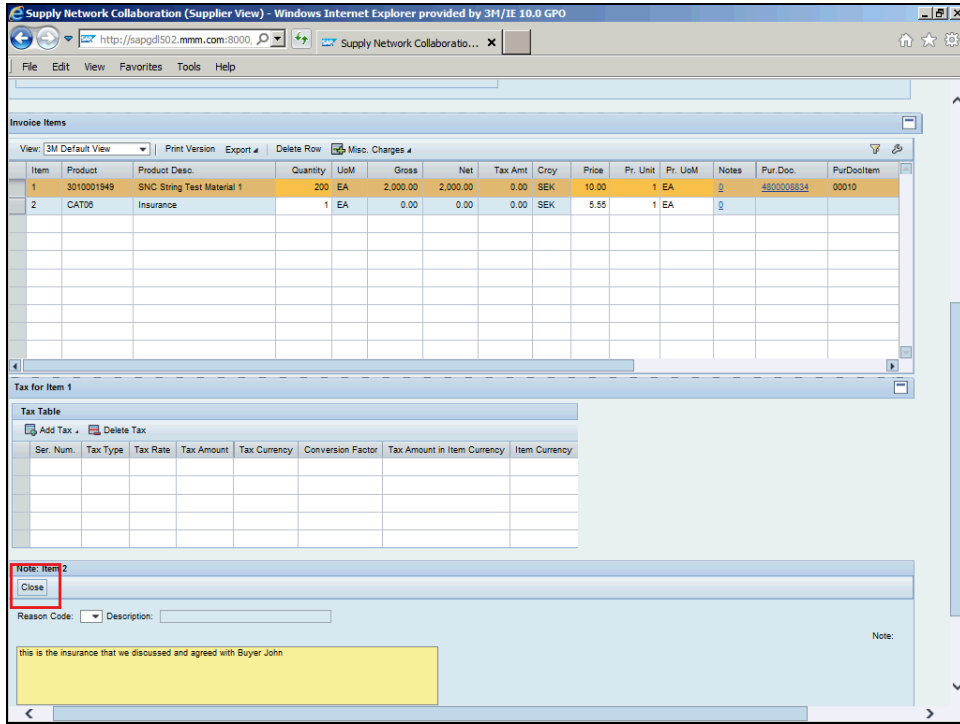
Step	Action
19.	<p>Add miscellaneous charges on this invoice as agreed with the 3M Buyer. These miscellaneous charges include:</p> <ul style="list-style-type: none"> Assist Commission Discount Documentation Freight Insurance Packaging and packing Royalties and license fees Taxes <p>Note: Use the Other menu item for miscellaneous fees after you discuss and obtain approval from the 3M Buyer.</p>


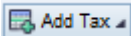


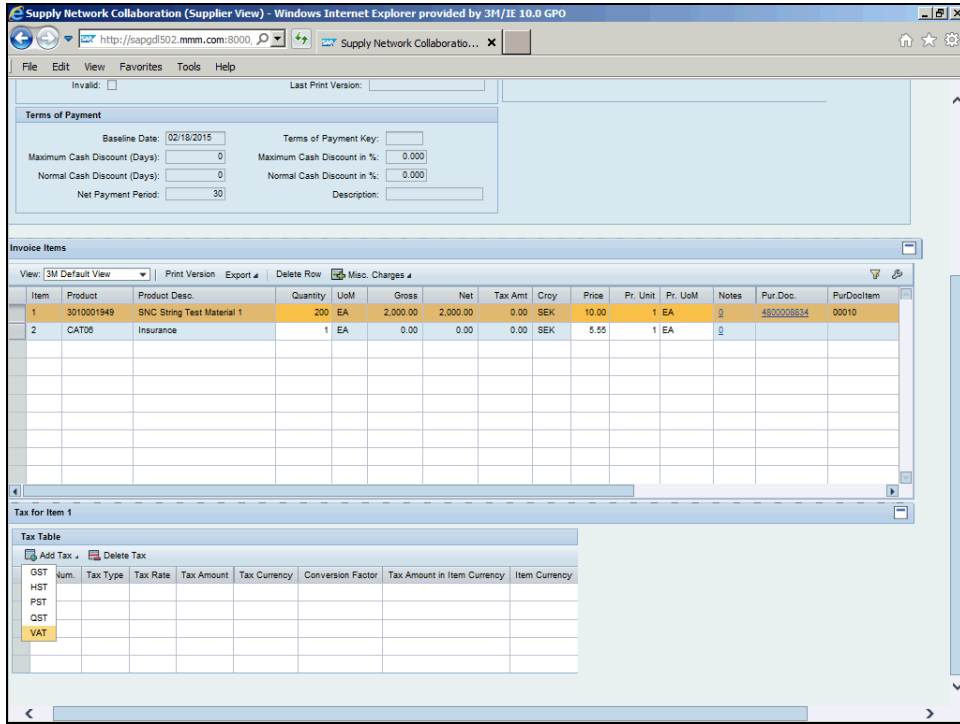
Step	Action
20.	<p>Click the Insurance menu item.</p> <p>Insurance</p>
21.	<p>The line item for the miscellaneous charge is added.</p> <p>Add the price amount and enter taxes if applicable. Also, include explanation notes in the notes field.</p>





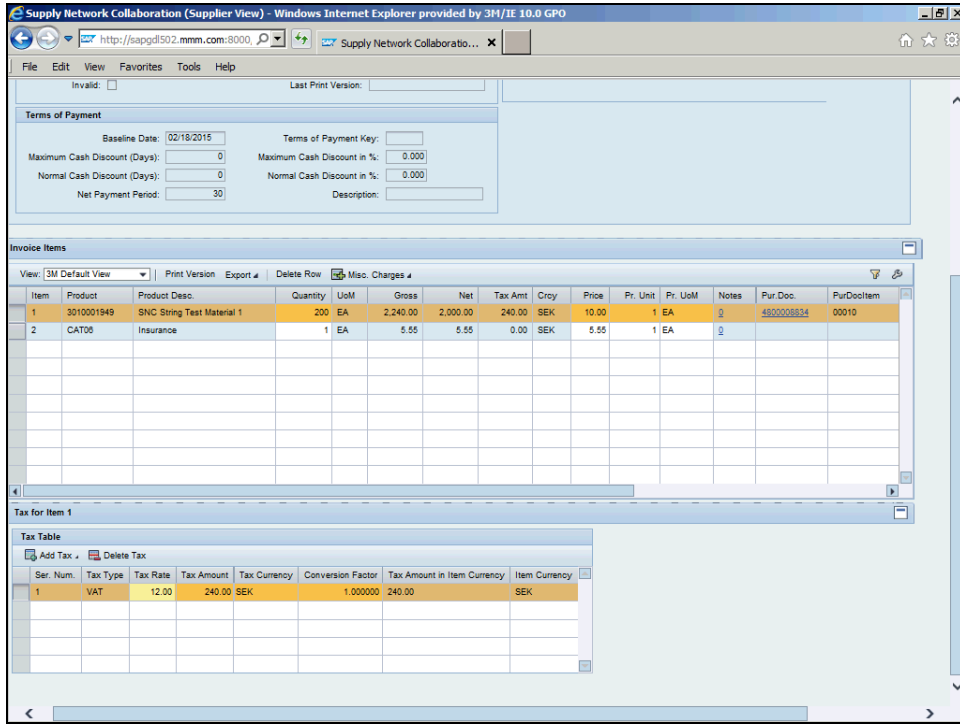
Step	Action
22.	Click the Price field. 0,00
23.	Type Price "5.55" .
24.	To add a note, click the <i>0</i> link in the Notes column for the invoice line item. Important: Header notes are located on the <i>Notes</i> tab in the <i>Invoice Header</i> section of the screen. Item notes are located on the line item. Each line item has its own note field with a link in the Notes column.
25.	Click 0 . 0
26.	Type Note: "This is the insurance that we discussed and agreed with Buyer John" .



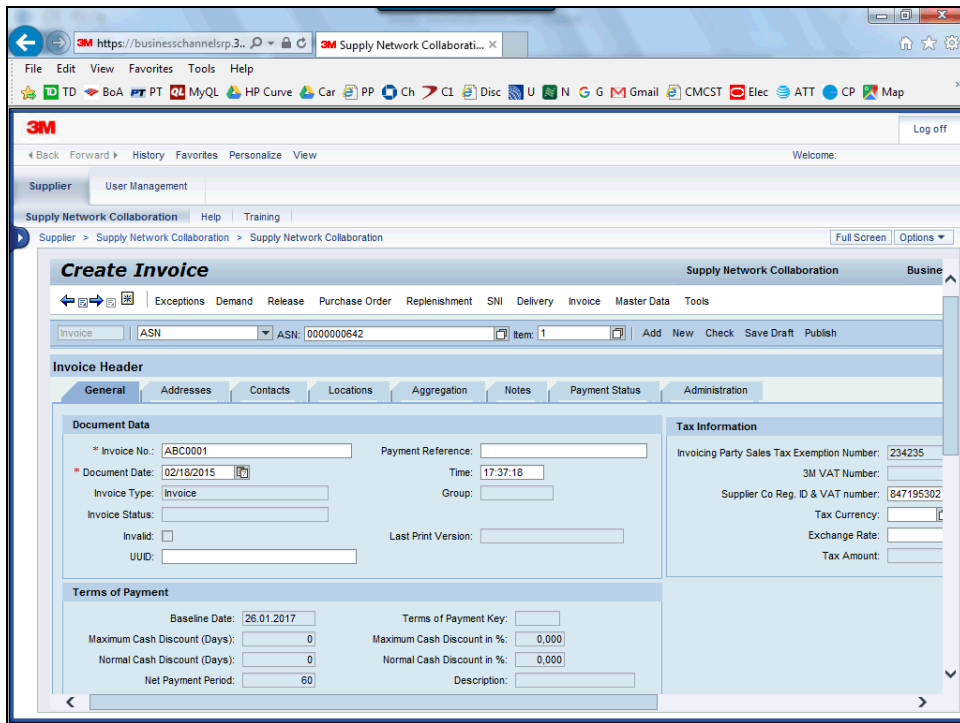
Step	Action
27.	<p>Important: Verify the note aligns to desired line item. In this example, the note applies to line item 2.</p> <p>Click Close to save the notes you added.</p>
28.	<p>Click Close.</p> 
29.	<p>Verify the invoice line item to which taxes are applicable. In this example, add taxes on line item 1.</p> <p>Enter tax as a percent or absolute value in any currency. If entering tax in a different currency, provide the currency conversion factor.</p> <p>For this example, enter the VAT tax at 12 percent.</p>
30.	<p>Click the Add Tax menu.</p> 

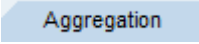


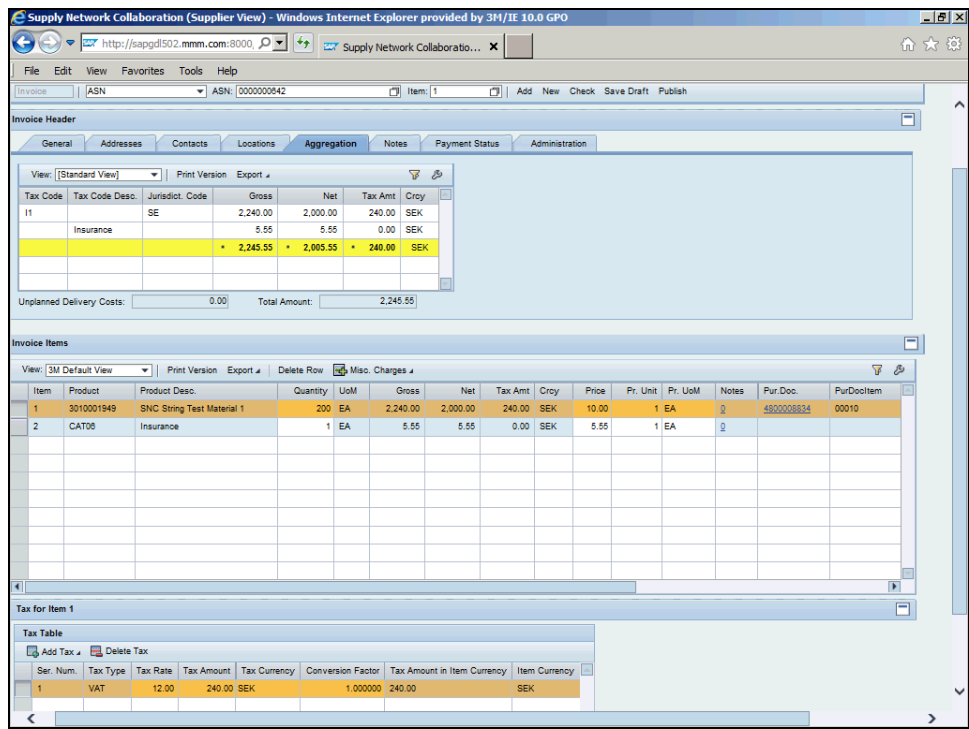
Step	Action
31.	Click the VAT menu item. 
32.	Click the Tax Rate field. 
33.	Type Tax Rate "12" .
34.	Press ENTER .
35.	The other tax fields populate.



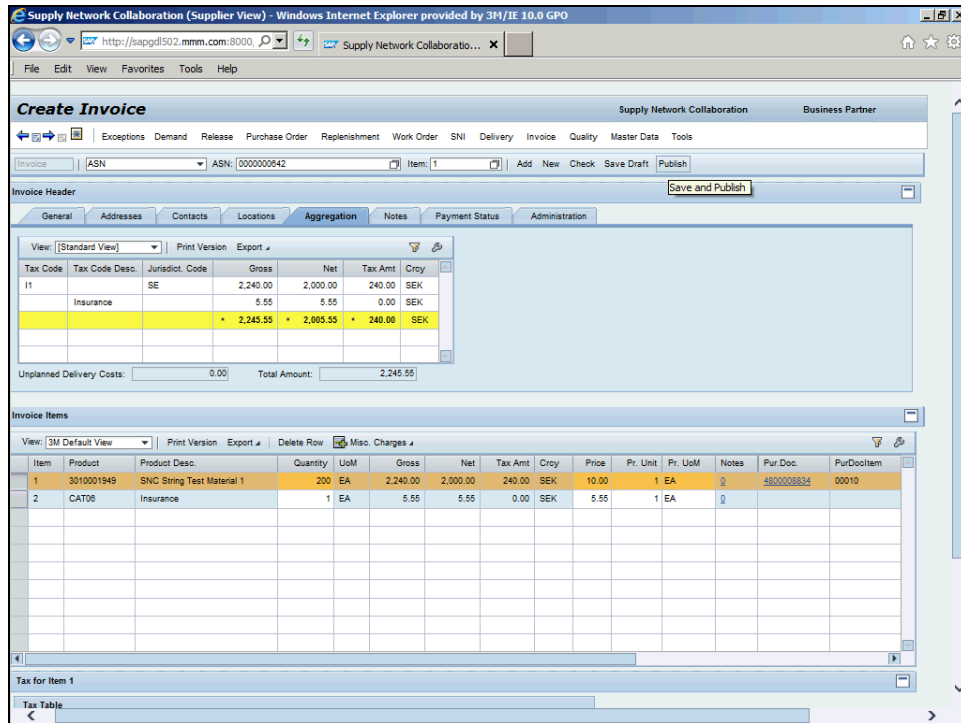
Step	Action
36.	Scroll up to the <i>Header</i> .
37.	Click the Vertical scroll bar.




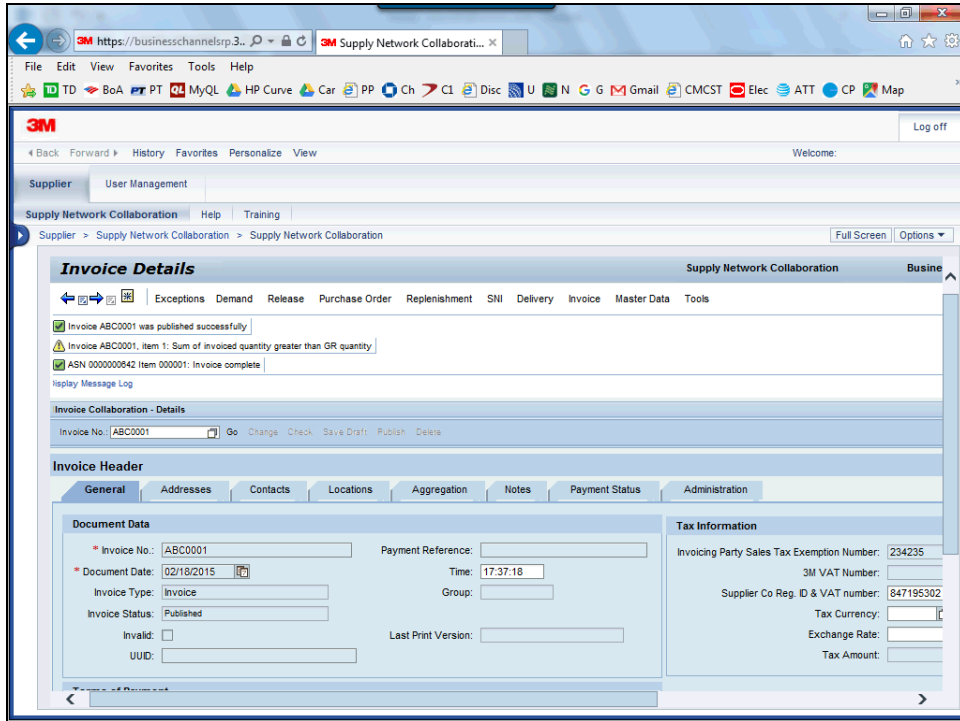
Step	Action
38.	Click the Aggregation tab. 
39.	The <i>Aggregation</i> tab lists the invoice total including purchase order items, applicable miscellaneous charges, and taxes. Verify all information is correct before publishing the invoice. The Invoice line item amount is calculated as follows: Net Amount = Qty * Price / Price Unit Tax Amount = SUM of all taxes Gross Amount = Net Amount + Tax Amount



Step	Action
40.	Scroll up to the top of the screen.
41.	Click the Vertical scroll bar.
42.	After reviewing and finalizing the invoice, the following options are available: Check to check the invoice for errors. Save Draft to save the invoice for editing later. Publish to save and send the invoice to 3M Accounts Payable team. Important: After publishing the invoice no further changes can be made. Carefully review the invoice for accuracy.



Step	Action
43.	Click Publish . 
44.	After publishing SNC lists the status of the publish at the top of the screen. Green checkbox indicates success. Yellow triangle indicates a warning and the action will proceed. Red indicates an error condition. Note: Errors (red) must be corrected in order to publish.



Step	Action
45.	You have completed this activity. End of Procedure.