# P2P invoices from Connect suppliers

# Step-by-step

# Status and 3 steps towards the e-invoicing activation

**Status** — e-ordering
- You are registered on AirSupply as a supplier for Airbus
- You are collaborating on Purchase Orders with Airbus

**1.** — Activation Information
- You have access to all necessary information for e-invoicing
- Get familiar with the information and share it internally with relevant colleagues

**2.** — Activation Preparation
- Create the user accounts with the roles IndSellerP2P-Create and IndSellerInv-Create
- Conduct the optional test invoice

**3.** — Activation Notification
- You will be activated for Airbus on divisional level
- Create invoices electronically using AirSupply

# Benefits of Purchase to Pay (P2P) in AirSupply

☆ Easy invoice creation through PO flip using the User interface (H2M)

☆ Faster invoice creation through prefilled information and invoice templates

☆ On-Time payment through a faster invoice check on customer's side

☆ Reduction of time-consuming investigations of invoice discrepancies

☆ More efficient and integrated process by replacing paper flows

☆ Comfortable data export of original invoices by download function

☆ Transparency and complete overview of all processes

☆ Ensured country compliance

SUPPLYON

# Quick Guide to create successfully e-invoices using AirSupply

**1**

| Process / Alert Matrix | | | | | | PO Summary | | | User Configuratio |
|---|---|---|---|---|---|---|---|---|---|
| | New | High | Med | Low | Total | Status | New | Total | Active filter |
| | | | | | | NEW ORDER PUBLI... | 1 | 1 | Invoce View |
| Purchase Orders ▾ | | | | | | SUPPLIER ACCEPT... | 0 | 0 | My Workspace Co... |
| | | | | | | OPEN | 1 | 1 | Inventory Projection Configuration |
| Invoice ▾ | | | | | | SUPPLIER CHANGE... | 0 | 0 | |
| | Create invoice by PO number | | | | | CUSTOMER CHANG... | 0 | 0 | Despatch Advice C... |
| | Show invoice overview | | | | | REJECTED | 0 | 0 | Copy User Profiles |
| 2 Shipments ▾ | | | | | | CANCELLATION RE... | 0 | 0 | Summary |

Contact | Help for

Consulting Ruag / P2P_Te...

**2+3**

plyOn › My Workspace › Invoice list › Billable items list

Create invoice | Hide selected items | Download current list | ◄ Back

Search 🔍

| Purchase order (17) | Advance Shipping Notification (ASN) (0) | ☑ Show list with hidden items | Missing billable items? |

| | Document No. | Item | Description | Total quantity/value | Billable |
|---|---|---|---|---|---|
| | Filter document no. | Filter item | Filter description | | |
| ☑ | PO-068_1 | 010 | CABIN ATTENDANT SEAT Type A | 44.0 | 44.0 |
| ☑ | PO-068_1 | 020 | CABIN ATTENDANT SEAT Type B | 44.0 | 44.0 |
| ☑ | PO-068_1 | 030 | CABIN ATTENDANT SEAT Type C | 38.0 | 38.0 |
| ☐ | PO-068_1 | 040 | CABIN ATTENDANT SEAT Type D | 44.0 | 44.0 |

## Creating an invoice

Ensure the assignment of the correct user role for the invoice creation: **IndSellerP2P-Create** and **IndSellerInv-Create**

1. Access the invoice module via **My Workspace**.
2. Check the **Billable items list** (only accepted POs are displayed as billable items).
3. Select an item and click **Create invoice**.
4. Click **Check** to validate the invoice.
5. Click **Send** to send the invoice.
6. On the **Invoice list** page, check the status of the invoice.

➢ In case the invoice is not cleared for payment, please contact the Airbus account payable person provided in the invoice.

**4+5**

... as draft | Check | Send | ◄ Back to list | Delete | Download ▾ | Print | 🔖 Save as template

Status: **Draft** ❓

### Invoice header details

| | | |
|---|---|---|
| Supplier information | Invoice type: | Invoice |
| Customer information | Invoice no.: | Invoice-001 |
| Line items | Date: | 14/12/2016 📅 |
| Additional invoice information | Delivery / Service completion date: | 14/11/2016 📅 |
| Payment information | Currency: | GBP - British Pound |
| | | ⊕ Add home currency |
| Totals | Invoice content: | Service ▾ |
| Attachments | Information: | |

Other reference 1

Type of referenced document: Application reference number

Reference no.: PO-068_1

Click on 'Help for this page' to access the training guides and videos.

**SUPPLYON**

Contact | Help for this page | Print

Save your entered information in a template bevor sending the invoice and more information will be prefilled for your next invoice.

# E-Invoicing in AirSupply with Airbus Group

## Invoice rules

**PO acknowledgement**
Has to be done before invoice creation. Acceptance based on the date, quantity, price and currency. Please contact the Airbus procurement responsible provided in the PO in case of problems.

**Billable items**
All PO lines that are not fully invoiced will be published by your customer in AirSupply.

**Invoice creation date**
The creation date can be up to a max. of 30 days in the past. Exceeding the required day, the invoice will not be sent.

**The correct invoice prices**
The invoice *must not* be sent if the pre-filled price based on the PO is incorrect.

## Transition phase

During the transition phase, please verify that already sent paper invoices will not be sent as electronic invoices again. You can *hide* these billable items on the **Billable items list** page. Select the billable item you want to hide and click **Hide selected items**.



## Correcting an already sent invoice

**The recommended process:**

1. Send a full credit note on the invoice which is already sent.
2. Collaborate on the PO to have the correct quantity, price and currency in the PO.
3. Create a new invoice with the correct price and the correct quantity based on the PO-
➢ This process is not necessary if the PO was carefully examined before.

# The usage of the AirSupply invoicing tool and your activation

**AIRBUS**

**Web form**
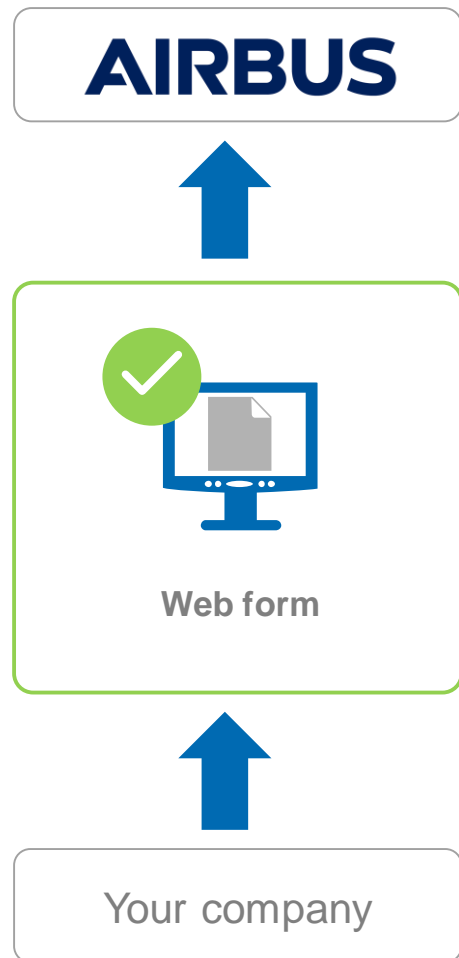
Your company

› Your company will be activated for creating invoices via the web form of AirSupply.

› Your companies activation will be done on division level. See the overview of the Airbus division here to see which divisions are already using the P2P process.
(For the division STELIA and Airbus Defence and Space the invoice creation will be done without technical integration between the order and invoice. Find here further information on the Supplier Info Portal)

› The original invoice is generated on the SupplyOn platform and is available for you to download for three months minimum.
→ Download this document and archive it in your internal system.

› SupplyOn e-invoicing solution audited by PriceWaterhouseCoopers **pwc**

› Country-specific tax laws: Legal requirements for electronic invoices inside and outside the EU.

› In case of a high invoice volume of your company, it is possible to create invoices via additional channels than the web form:
  - CSV-Upload → the CSV-file must meet the Airbus requirements; mappings needs to be organized by your company
  - PDF-Upload → the PDF-file will be mapped to the Airbus requirements
  - You can find further information regarding the additional channel requirements on the Supplier Info Portal
  - If you are interested in one of the additional channels, please contact AirSupply-Support@SupplyOn.com.

› Please forward the information to your invoice responsible colleague, if you are not the right person.

# Thank you for your attention
# and for supporting the
# Airbus P2P Project!