



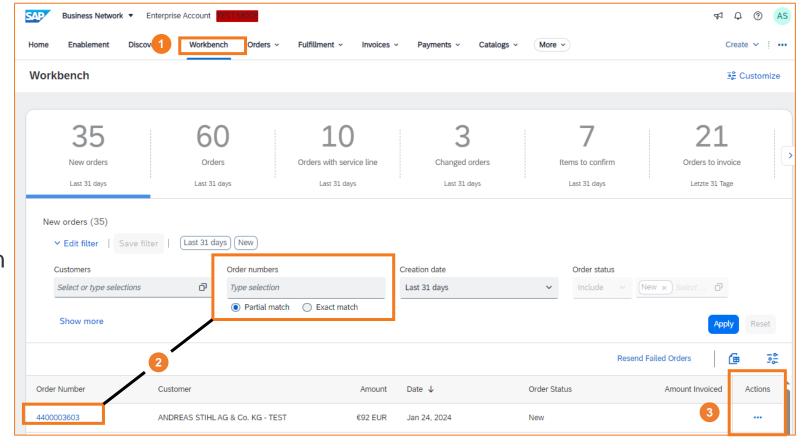
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## 1. Accessing Purchase Order

- In SAP Business Network: Select the "Workbench" column.
- ② Search for the order in the list or directly via the order number. Then click on the order number to open the order.
- 3 Suppliers with a standard SAP Network Account can only react to an order via the "**Actions**".



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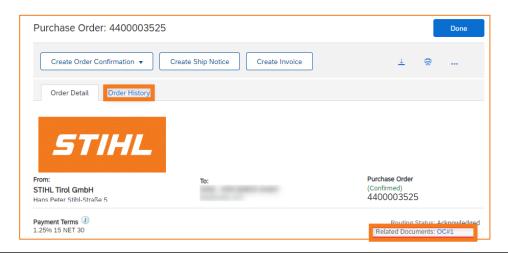
- 1. Accessing a Purchase Order
- 2. Invoicing of a Material Order



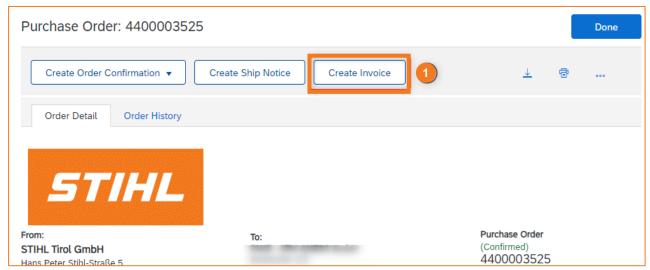
#### 2. Invoicing of a Material Order

An order must be confirmed via the SAP Business Network before an invoice can be created.

Order confirmations that have already been created are displayed in the "Order history" and the associated documents.



Click on "Create invoice".

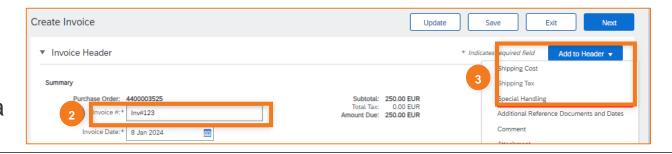


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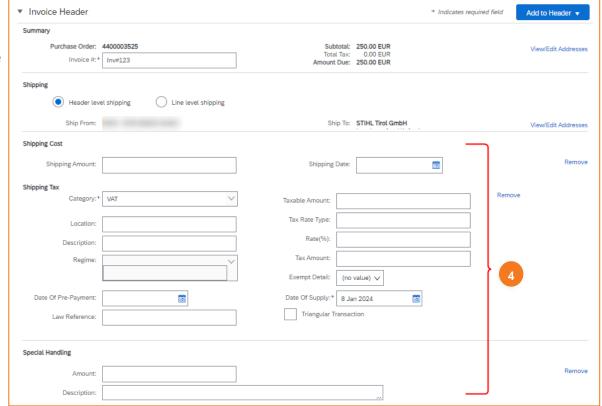


## 2. Invoicing of a Material Order

- Enter "Invoice number".
- Include any shipping costs, tax and processing details in the invoice header via the selection menu.



4 All relevant details for the shipping costs are filled in.





### 2. Invoicing of a Material Order

Via the drop-down menu "Select address", the supplier must select the plant to which he has supplied.

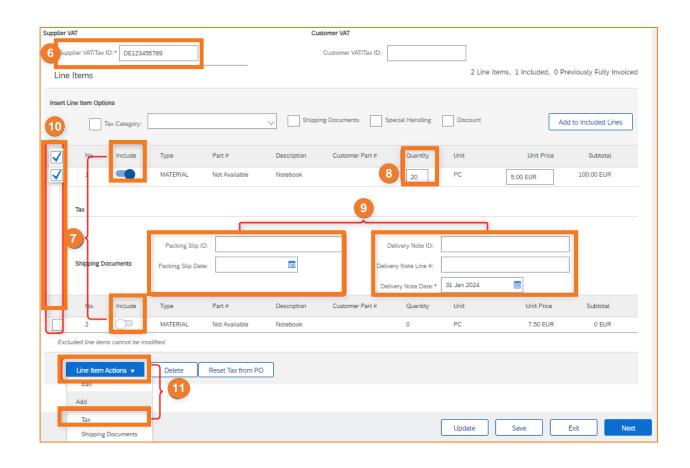
Based on the selected address (plant), STIHL's VAT/tax number is transferred to the invoice and displayed.





### 2. Invoicing of a Material Order

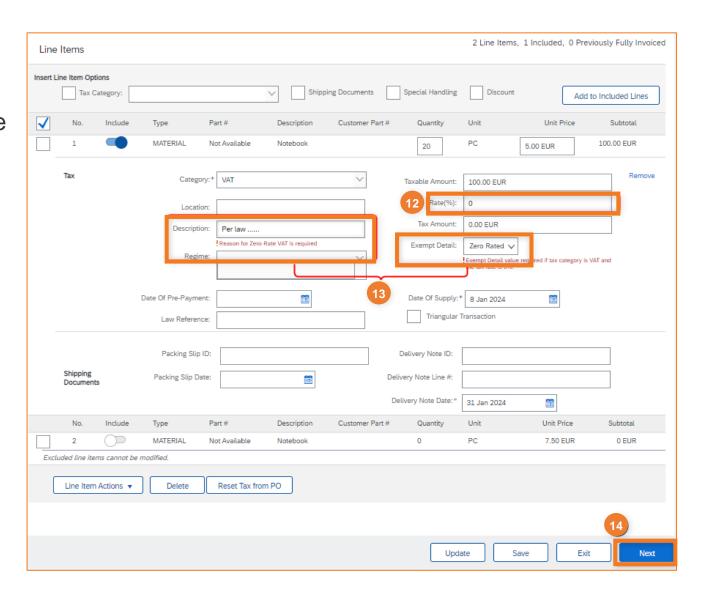
- Insert the VAT/tax number of the supplier.
- The items relevant for the invoice select.
- Enter the quantity to be invoiced.
- Fill in the relevant fields for the "Shipping documents".
- Select all positions.
- Use the "Line Item Actions" to add the "Tax".





### 2. Invoicing of a Material Order

- 12 Enter the taxable amount.
- For a tax rate of 0%, the reason must be specified and described in the dropdown menu under "Description" and in the description "Exempt Detail".
- Click on "Next".





# 2. Invoicing of a Material Order

Click on "Submit" to send the invoice to STIHL.



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