

UCB – e-Invoicing project

User Guide to invoice per Transaction Channel

Depending of the commercial relationship built between UCB and you and the type of goods/services ordered, Transaction Channels are a result of the Procurement process followed to place the order and will therefore, establish the way that the invoice will need to be created.

While raising any type of invoice through Ariba, there are a set of mandatory fields to be entered for the invoice to be accepted by the portal and submitted to UCB. These fields fall under the mandatory information to be stated on the invoice for it to be legally accepted or to comply to our invoicing policy.

Remark: Please note that this guide only covers the item specific per transaction channel. Please consult the standard Invoice guide for general principles about invoice creation.

Identify Transaction Channel and Invoice accordingly

1. How to identify Transaction Channel
2. Invoice recurring Goods –Transaction Channel 1
3. Invoice general Goods –Transaction Channel 2
4. Invoice recurring Service –Transaction Channel 3
5. Invoice occasional Service –Transaction Channel 4
6. Invoice general Service –Transaction Channel 5

Specific – Transaction Channel - User guide

1. Identify Transaction Channel

The Transaction Channel will dictate the way that your invoice will have to be created and the information required to be filled in.

You will find the Transaction Channel displayed in the details tab of the line items of the PO/Invoice.


Line #	Part # / Description	Type	Category	Qty (Unit)	Need By	Price	Subtotal	
10	3689SERV 3689SERV	Material		2.0 (EA)	28 Jun 2016	300.00 EUR	600.00 EUR	Details

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	28 Jun 2016 12:00 PM CEST		2.0 (EA)

Other Information
Transaction channel: 1

Note: Transaction Channel invoicing is applicable to POs where the PO reference starts with 44*****. For POs where reference begins with 45*****, the Transaction Channel appears as empty but should be created as channel 1 or 2.

Once the channel has been identified the line items level will be filled in according to the channel's requirements. For Invoice Header, line items header and finalizing the invoice, please refer to the General invoicing guide.

 **Tip:** When creating your first invoice you will have to configure the VAT/tax details, make sure to do this at the very beginning to have it available for selection in all future invoices. Please refer to the General Invoice guide for more info.

2. Invoice recurring Goods –Transaction Channel 1

Refers to goods that will be ordered through a punch-out catalog, if available, or good already ordered and available to be found using the search engine.

From an invoicing point of view, the items ordered will match the products available in your product master and the price will be picked up from the catalog.

Since the product and price details are being picked-up from your punch-out catalog, the information is up to date and the description field is not editable. You can however apply changes if required, on the Part # which refers to your internal reference for that product, the Quantity you want to invoice and the Unit Price of the product.

Insert Line Item Options									
<input type="checkbox"/>	Tax Category:	VAT	<input type="checkbox"/>	Shipping Documents	<input type="checkbox"/>	Special Handling	<input type="checkbox"/>	Discount	Add to Included Lines
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	3689SERV	3689SERV		1	EA	300.00 EUR	300.00 EUR
Pricing Details		Price Unit: EA Unit Conversion: 1		Price Unit Quantity: 1.0 Description:					
Tax									
Additional Fields Transaction channel: 1									

Customer part # will be filled-in with the product's UCB internal reference, if it applies to this product.

Note: If the unit price is changed, from the one specified on the PO, the invoice will require UCB contact person approval upon receipt of the invoice in our ERP.

There are cases where the goods/services have specific pricing details, according to how the billing is made

e.g. per day/8 hours, per 1 box/100 EA. In this case a new line will appear at each item line level including the details regarding unit and price.

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1.0
Description:

Prior for the invoice to be paid by our Accounts Payables department, the requisitioner must have validated the goods delivery with a Goods Receipt.

Field name	Requirement	Details	Example
Part #	Mandatory	Refers to the supplier internal reference number for a specific good.	3689SERV
Customer Part #	Optional	Refers to the customer's internal reference for the good ordered	2039263
Quantity	Mandatory	Specifies the number of units to be invoiced, as per packaging requirements, with a maximum available on the PO.	5 BOX / 200 EA
Price	Mandatory	Refers to the price at which the product was offered to the customer at the date of the PO creation.	300 EUR / 270 GBP

3. Invoice general Goods –Transaction Channel 2

Refers to goods ordered from a chosen supplier, where price is set based on an active price quotation.

As the products details are not coming directly from the suppliers site, fields like Part #, Customer Part #, quantity and price are free text and subject to change.

Insert Line Item Options

Tax Category: VAT Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Plant equipment purchase		1	EA	300.00 EUR	300.00 EUR

Pricing Details Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1.0 Description:

Tax

Additional Fields transaction channel: 2

Line Item Actions [Delete](#)

Part # field is required to be filled in to create your invoice. It defines your internal reference for the product.

Customer part # is optional to be filled in and can be used to express product's UCB internal reference or product technical specifications.



No.	Include	Type
10	<input checked="" type="checkbox"/>	MATERIAL

Pricing Details

Tax

Additional Fields

Line Item Actions

- Edit
- Add
- Tax
- Comments

: You can use the comments field at the line item section to transmit more details regarding the product/shipment/storage to the requisitioner.

Note: If the unit price is changed, from the one specified on the PO, the invoice will require UCB contact person approval.

There are cases where the goods have specific pricing details, according to how the billing is made e.g. per day/8 hours, per box/100 EA. In this case a new line will appear at each item line level including the details regarding unit and price.

Pricing Details	Price Unit: HUR Unit Conversion: 1	Price Unit Quantity: 8.0 Description:
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Prior for the invoice to be paid by our Accounts Payable department, the requisitioner must have validated the goods delivery.

Field name	Requirement	Details	Example
Part #	Mandatory	Refers to the supplier internal reference number for a specific good.	ABS1234
Customer Part #	Optional	Refers to the customer's internal reference for the good ordered	2039263
Quantity	Mandatory	Specifies the number of units to be invoiced, as per packaging requirements, with a maximum available on the PO.	5 BOX / 200 EA
Price	Mandatory	Refers to the price at which the product/service was offered to the customer at the date of the PO creation.	300 EUR / 270 GBP

4. Invoice recurring Service –Transaction Channel 3

Refers to a recurrent service contracted from an agreed suppliers for which the items price and description will be retrieved from our internal search engine.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>		E145594	BRULLEZ Arnaud					
1.10	<input checked="" type="checkbox"/>	SERVICE	NORMTIME	BRULLEZ Arnaud	E145594	1	HUR	800.00 EUR	100.00 EUR

Pricing Details

Unit Conversion: 1 Price Unit: HUR Price Unit Quantity: 8.000
Description:

Service Period

Service Start Date: Service End Date:

Additional Fields

UCB Service Entry Sheet:
Transaction channel: 3

Part # in this case will incorporate the type of service contracted and the Customer Part # the contractor's Id. For all items the invoice creation and booking is done based on the SES - Service Entry Sheet number- which must be specified at the time of the entry. If the Service Entry Sheet is not yet created, the invoice cannot be raised without.

Note : the Service Entry Sheet number will be communicated by the UCB contact person.

The unit of measure is coming by default and it will be at a rate displayed per an 8 hour service delivery, this is detailed in the Pricing details > Price unit quantity field. According to how many hours you wish to invoice, the line subtotal will automatically update.

Pricing Details

Price Unit: HUR
Unit Conversion: 1

Price Unit Quantity: 8.0
Description:



Tip

: Part # field can be used to indicate the period which is being invoiced e.g. "April 2016".

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	April 2016
Customer Part #	Mandatory	Identify the person providing the service.	E145504
Quantity	Mandatory	Specifies the number of units to be invoiced, as per requirements, with a maximum available on the PO.	2 HUR
Price	Mandatory	Refers to the price at which the product/service was offered to the customer at the date of the PO creation.	800 EUR
Service entry sheet	Mandatory	Internal customer number representing UCB acknowledgement for the delivery of a service.	10000000199

5. Invoice occasional Service –Transaction Channel 4

Refers to a service sourced from a chosen supplier but for which the details regarding the contractor, the price or the estimated time are not yet known. The Limit amount to be invoiced is specified on the PO and the maximum quantity noted/invoiced will always be 1, regardless the duration of the delivery.

Insert Line Item Options

Tax Category: VAT Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Operational consulting fees					

Add/Update

Note: If the price is not available on the PO, this is due to the fact that UCB decided not to disclose the PO amount. In this case the invoice can be raised using this PO, by inputting the amount correspondent to the Service Entry Sheet provided by UCB.

Subtotal

Add/Update

- Add General Service
- Add Labor Service
- Add Material

In case of Channel 4, the details will be added by clicking on the *Add/ Update* button and *Add General Service* entry.

Once the General Service is added the below free text fields will be activated.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Operational consulting fees					
10	<input checked="" type="checkbox"/>	SERVICE		Operational consulting fees			C62		0.00 EUR

Service Period


Service Start Date:

Service End Date:

Tax

Additional Fields

UCB Service Entry Sheet:

 **Tip:** For monthly delivered services you can use the supplier Part # to indicate for which month/period the invoice is for and the customer part # to specify the number of hours invoiced. This information will help the UCB counterpart to easily identify the service and provide approval.

C62 is the standard unit of measure for this type of service and regardless of the amount invoiced, the quantity marked on each invoice must be 1.

For all items the invoice creation and booking is done based on the SES - Service Entry Sheet number- which must be specified at the time of the entry. If the Service Entry Sheet is not yet created, the invoice cannot be raised without.

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	April 2016

Customer Part #	Optional	Can be used in Transaction Channel 4 to indicate the number of hours invoiced in total, or provider's identification.	68 HRS/ Mr. Smith
Quantity	Mandatory	For Transaction Channel 4, quantity will be 1 for each invoice.	1 Unit:C62
Price	Mandatory	Refers to the price at which the service was offered to the customer at the date of the PO creation.	800 EUR
Service Start/End date	Optional	For recurrent services delivered throughout a period of time, the field can be used to indicate the period invoiced.	01.01.2016 - 31.02.2016
Service entry sheet	Mandatory	Internal customer number representing UCB acknowledgement for the delivery of a service.	1000000199


Note : The Service Entry Sheet number will be communicated by the UCB contact person.

6. Invoice general Service –Transaction Channel 5

Refers to a PO service type from an agreed supplier for which the price details and the final invoiced amount is specified on the PO. Part #, Customer part #, quantity and Price are free text as the invoicing can be done in sequence.

The Limit amount to be invoiced is specified on the PO and the maximum quantity noted/invoiced will always be 1, regardless the duration of the delivery.

Note: If the price is not available on the PO, this is due to the fact that UCB decided not to disclose the PO amount. In this case the invoice can be raised using this PO, by inputting the amount correspondent to the agreement with UCB.

 **Tip:** For monthly delivered services you can use the supplier Part # to indicate for which month/period the invoice is for and the Customer part # to specify the number of hours invoiced.

C62 is the standard unit of measure for this type of service and regardless of the amount invoiced, the quantity marked on each invoice must be 1.

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	January 2016
Customer Part #	Optional	Can be used in Transaction Channel 5 to indicate the number of hours invoiced in total, or provider's identification.	68 HRS/Mr. Smith
Quantity	Mandatory	For Transaction Channel 5, quantity will be 1 for each invoice.	1 Unit: C62
Price	Mandatory	Refers to the price at which the service was offered to the customer at the date of the PO creation.	600 EUR

Note: The SES field must be left blank for Transaction Channel 5!

Looking for more details

For further reference, you can find the General invoice guide [here](http://www.ucb.com/suppliers/einvoicing) (UCB supplier portal <http://www.ucb.com/suppliers/einvoicing>) or go to the Supplier Information Portal on the Ariba platform.