

Contents

- **Invoicing process on SAP Fieldglass per Country**
- For Manual invoicing
 - how to create the manual invoice
 - how to send the supplier original invoice to SAP (needed for invoice posting, in addition to creating the manual invoice data in SAP Fieldglass)

- **Invoicing process on SAP Fieldglass per Country**
- **For Manual invoicing**
 - how to create the manual invoice
 - how to send the supplier original invoice to SAP (needed for invoice posting, in addition to creating the manual invoice data in SAP Fieldglass)

APJ + N America SAP Fieldglass Country Specific Invoicing

(Auto/ Self Billing Invoices VS. Manual Invoices created in SAP Fieldglass)

Manual Invoice in Fieldglass

REQUIREMENTS

- Self-Billing not allowed based on local country tax regulations
- **Sequential invoice numbering range** per supplier/ordering entity – mandatory for tax compliance

Create manual invoices in Fieldglass for ORDERING COUNTRIES (company codes):

APJ

- Taiwan (73), China (38, 393, 738, 739, 813, 806)
- Myanmar (419), Vietnam (351), Korea – Domestic (39, 262)
- Malaysia (30), Indonesia (72); Thailand (36), Philippines (37, 767, 745)
- India (71, 76, 728, 808, 809)
- Singapore (811, 70)

Note: In interim on Fieldglass the following countries have to manual invoice for Fieldglass orders: Singapore (15)

Important:

For invoice posting, the following are required from the supplier:

- 1) **capture manual invoice data in Fieldglass** (for items approved by SAP) and
- 2) **send your supplier original tax invoice to SAP** - [see next slides for information where to send your supplier original tax invoice](#)

Self Billing / Auto Invoice in Fieldglass

REQUIREMENTS

- Self-Billing allowed by local country tax regulations
- **Sequential invoice numbering range** per supplier/ordering entity on self- bill invoices – NOT mandatory for tax compliance

Use auto generated/ self-billing invoices for orders in SAP Fieldglass for ORDERING COUNTRIES (company codes):

APJ

- Japan (32, 804),
- Hong Kong (74, 776),
- Australia (14, 922),
- New Zealand (13),
- Korea – Foreign (39, 262)

N America: USA (8..), Canada (9..)

EMEA SAP Fieldglass Country Specific Invoicing

(Auto/Self Billing VS. Manual Invoicing in SAP Fieldglass)

Manual Invoice in Fieldglass

REQUIREMENTS

- Self-Billing not allowed based on local country tax regulations
- **Sequential invoice numbering range** per supplier/ordering entity – mandatory for tax compliance

Create manual invoices in Fieldglass for ORDERING COUNTRIES (company codes):

EMEA :

Israel (91,225, 241), Bulgaria (216, 236), Russia (235, 365), Ukraine (218), Norway (18), Turkey (256), Serbia (269), Azerbaijan (392), Kazakhstan (245, 353), South Africa (284, 285, 840), Kenya (377), Nigeria (202), Morocco-Domestic(394)

Important: In interim on Fieldglass the following countries have to manual invoice for Fieldglass orders:

Hungary (48), Poland (44), Romania (81), Italy (10, 403), Portugal (33), Cyprus (309), Estonia (344), Lithuania (389), Latvia (379), Croatia (82), Slovenia (280), Slovakia (319, 821), Czech Republic (40, 254, 816), Austria (3), Greece (58) , Spain, (6) , France (5, 331, 75), Belgium (16), Netherlands (4, 332,710,847), Luxembourg (29, 936)

Important:

For invoice posting, the following are required from the supplier:

- 1) **capture manual invoice data in Fieldglass** (for items approved by SAP) and
- 2) **send your supplier original tax invoice to SAP** - see next slides for information where to send your supplier original tax invoice

Self Billing / Auto Invoice in Fieldglass

REQUIREMENTS

- Self-Billing allowed by local country tax regulations
- **Sequential invoice numbering range** per supplier/ordering entity on self- bill invoices – NOT mandatory for tax compliance

Use auto generated/ self-billing invoices for orders in SAP Fieldglass for ORDERING COUNTRIES (company codes):

EMEA:

Germany, (1, 23, 853), Switzerland (2,851), Ireland (59, 607, 343)
Egypt (340)
Saudi Arabia (86,87)
United Arab Emirates (88, 371)
Qatar (364, 400)
Denmark (11)
Sweden (12)
Finland (46, 286, 287)
UK (7, 903)
Morocco-Foreign (394)

LATAM SAP Fieldglass Country Specific Invoicing

(Manual Invoicing in SAP Fieldglass)

Manual Invoice in Fieldglass

REQUIREMENTS

- Self-Billing not allowed based on local country tax regulations
- **Sequential invoice numbering range** per supplier/ordering entity – mandatory for tax compliance

Create manual invoices in Fieldglass for ORDERING COUNTRIES (company codes):

LATAM :

Mexico (35), Brazil (60, 833), Argentina (61), Peru (67), Chile (68, 834), Colombia (69). Puerto Rico (77), Venezuela (424), Costa Rica (348), Panama (373), British Virgin Islands (723)

Important:

For invoice posting, the following are required from the supplier:

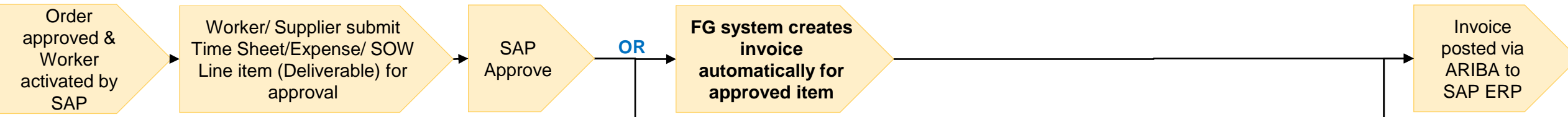
- 1) **capture the manual invoice data in Fieldglass** (for items approved by SAP) and
- 2) **send your supplier original tax invoice to SAP** - [see next slides for information where to send your supplier original tax invoice](#)

- **Invoicing process on SAP Fieldglass per Country**
- **For Manual invoicing**
 - how to create the manual invoice in SAP Fieldglass
 - how to send the supplier original invoice to SAP (needed for invoice posting, in addition to creating the manual invoice data in SAP Fieldglass)

How to create the manual invoice in SAP Fieldglass (FG)

Self Billing Invoices

Auto invoice setting = Yes (set by supplier when accepting the SOW/Work order)

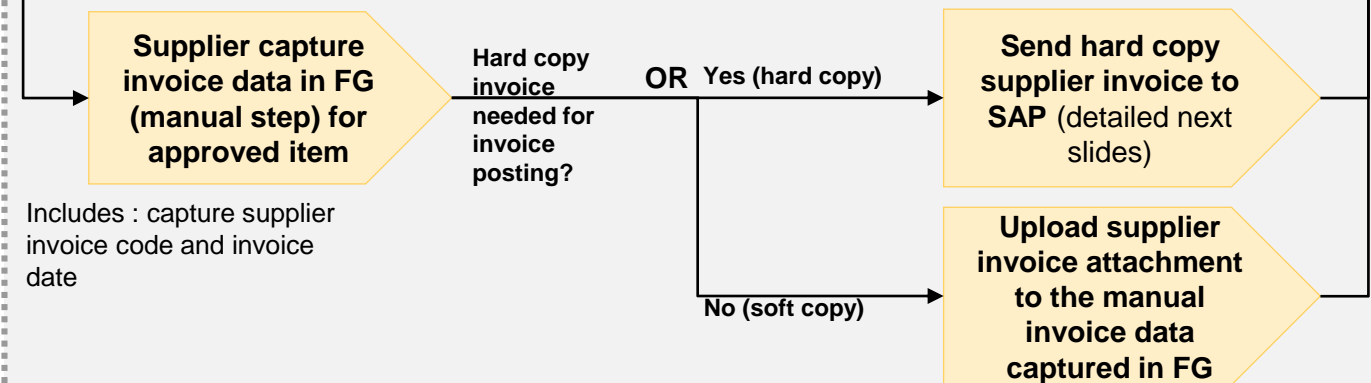


Important :

- **Supplier select tax adjustment** (tax code + %) when accepting the order and creating manual invoices in SAP Fieldglass
- **Supplier select the auto invoice setting when accepting the order in Fieldglass.** Refer to page 3& 4 for invoice process on Fieldglass per ordering country.

Manual Invoices

Auto invoice setting = None /No (set by supplier when accepting the SOW/Work order)



Includes : capture supplier invoice code and invoice date

Link to

- 1) **Create Manual invoice guide; and**
- 2) **How to invoice in SAP fieldglass guide are published on Fieldglass homepage reference library .**

- **Invoicing process on SAP Fieldglass per Country**
- For Manual invoicing
 - how to create the manual invoice in SAP Fieldglass
 - how to send the supplier original invoice to SAP (needed for invoice posting, in addition to creating the manual invoice data in SAP Fieldglass)

APJ SAP Fieldglass Manual Invoice Process (1/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Taiwan	73	All supplier invoices are sent hard copies and email (PDF copy) to local SAP Taiwan office for invoice processing. SAP Office and email id SAP Taiwan, SAP Taiwan Co., Limited 10F,Hua Nan Bank Headquarter Office No.123, Songren Rd., Xinyi Dist., Taipei City 11073, Taiwan ROC ap.taiwan@sap.com
China	38, 393, 738, 739, 813	All supplier invoices are sent hard copies and email (PDF copy) to local SAP China office for invoice processing. SAP Office and email id : SAP China (0738/0739) Floor 10, Building 3, World Profit Center No.16 Tianze Road, Chaoyang District, Beijing, PRC 100125 Attention: SAP China Accounts Payable Tel: +86 21 2221 3967 ap.china@sap.com
China	806	All supplier invoices are sent hard copies and email (PDF copy) to local SAP China office for invoice processing. SAP Office and email id SAP China (0038/0393/0806) 47th Floor, Wheelock Square, 1717 Nan Jing West Road, 200040, Shanghai, PRC200040 Attention: SAP China Accounts Payable Tel: +86 21 2221 3967 ap.china@sap.com
Myanmar	419	All supplier invoices are sent hard copy to local Myanmar office: SAP System Application and Products Asia Myanmar Limited. Myanmar Centre Business Suites Room. 1107, 11th Connecting Floor, Myanmar Centre Tower 2, 192, Kabar Aye Pagoda Road, Bahan Township, Yangon City, Myanmar Phone : +95 1 934 5065/66/67/68 Ext: 1129/1130 No email invoices are allowed.
Vietnam	351	All supplier invoices are sent hard copy to local Vietnam office. 4F GILIMEX BUILDING - 24 C PHAN DANG LUU, W6, BINH THANH DISTRICT, HO CHI MINH CITY, VIETNAM No email invoices are allowed.
Korea	39, 262	Domestic Suppliers: Supplier required to upload tax invoice to government tax portal. Supplier Emails link to government tax portal to AP.Korea@sap.com for SAP to accept and down load the tax invoice. Foreign Suppliers: If not using self-billing, email invoice to AP.Korea@sap.com. (Note only once foreign vendor is currently using SUS. All other foreign vendors are emailing invoices.

APJ SAP Fieldglass Manual Invoice Process (2/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Singapore	811, 70	Suppliers can send hard copy invoices to: SAP ASIA PTE LTD, 30 Pasir Panjang Road, #03-32, Mapletree Business City, Singapore 117440 Email invoices can be sent to ap.singapore@sap.com Either hard copy or email are acceptable.
Malaysia	30	All Supplier send invoices via email to ap.malaysia@sap.com
Indonesia	72	All Suppliers send hard copy invoices to local Indonesia office: PT SAP INDONESIA, Gedung World Trade Center II Lt. 9 , Jl. Jend. Sudirman Kav-29-31, Setiabudi, Jakarta Selatan, DKI Jakarta Raya - 12920, Indonesia
Thailand	36	All Suppliers send hard copy invoices to local Thailand office: 287 Liberty Square, 9th Floor, Silom Road, Bangrak, Bangkok 10500, Thailand
Philippines	37, 767, 745	Domestic Suppliers: Send hard copy invoices to local office: SAP 0037 SAP Philippines, Inc. 15th Floor Robinsons Cyberscape Beta, Ruby Rd, Ortigas Center, Pasig, Metro Manila, Philippines. or SAP Philippines, Inc. 27th Floor NAC Tower 32nd Street Bonifacio Global City, Taguig City Philippines SuccessFactors 0767 SuccessFactors (PH) Unit 1201 & 1204 12th Flr. Square Building, Meralco Avenue, San Antonio, Pasig City Foreign Suppliers: Email invoices to ap.philippines@sap.com.
Switzerland	2, 851	Suppliers send paper invoices via post to: SAP (Schweiz) AG Leugenestrasse 6 Postfach 6112 2500 Biel Emailed PDF invoices are not allowed.

APJ SAP Fieldglass Manual Invoice Process (3/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
India	0071	All supplier invoices are sent hard copy to Chandrashekhara Chepagodu or Nagaraja BG, 6th floor RMZ Ecoworld Plot C1, Sarjapur-Marathahali Outer Ring Road, Devarabeesanahalli, Bengaluru (Bangalore) Urban, Karnataka – 560103
India	0071 (GDC)	All supplier invoices are sent hard copy to Manjunath D, 8th floor RMZ Ecoworld Plot C1, Sarjapur-Marathahali Outer Ring Road, Devarabeesanahalli, Bengaluru (Bangalore) Urban, Karnataka – 560103
India	0076	All hard copy supplier invoices are sent to LoB or via courier to local Accounts Payable team. LoB invoice submission is not allowed for Globalization Services. <u>Address:</u> Sap Account Payable Team, Sap Labs India Pvt Ltd, #138,Export Promotion Industrial Park, Whitefield Main Road,Bangalore-560066. Karnataka.
India	0728	All supplier invoices are sent hard copy to Chandrashekhara Chepagodu or Nagaraja BG, 6th floor RMZ Ecoworld Plot C1, Sarjapur-Marathahali Outer Ring Road, Devarabeesanahalli, Bengaluru (Bangalore) Urban, Karnataka – 560103
India	0808	All supplier invoices are sent hard copy to Krishna Ramachandra, No.56/14, Unit1, III Floor, Sharada towers, Nandi durga road, Bangalore - 560 046, Karnataka
India	0809	All supplier invoices are sent hard copy to Mahashweta Singh, Second Floor Vatika Tower A, Golf Course Road, Sector 54, Gurgaon, Haryana 122002

EMEA SAP Fieldglass Manual Invoice Process (1/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Israel	91, 225, 241	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Bulgaria	216, 236	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Azerbaijan	392	Invoices are send hard copy to local office or email (PDF).SAP AZ LLC 90A Nizami str., Landmark office Plaza III, AZ1010 Baku, Azerbaijan Phone: +99412 3100012 Email: sap.azerbaijan@sap.com
Ukraine	218	Invoices are send hard copy to local office or email (PDF).SAP Ukraine LLC Dilova str. 5 03150 Kyiv Ukraine T +38/044/490 33 91
Russia	235, 365	Invoices are send hard copy to local office or email (PDF).Post Address 0235 LLC "SAP CIS", 0365 LLC "SAP LABS" 115054,Moscow, Russia, Kosmodamianskaya nab.,52/7 T +7 495 755 – 9800 www.sap.ru
Kazakhstan	245, 353	Invoices are send hard copy to local office or email (PDF).SAP Kazakhstan LLP 36 Al-Farabi av., 050040, Almaty, Kazakhstan T +7 727 3561093
Norway	18	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Turkey	256	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.

EMEA SAP Fieldglass Manual Invoice Process (1/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Serbia	269	Suppliers send hard copy invoices to: SAP West Balkan DOO Beograd Omladinskih Brigada 88 B 11070 Beograd (Novi Beograd) If email states can be printed and used as hard copy: ap.westbalkans@sap.com
South Africa	284, 285, 840	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Kenya	377	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Nigeria	202	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Morocco	394	Domestic and Foreign - Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Slovakia	319, 821	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Czech Republic	40, 254, 816	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Hungary	48	Suppliers send hard copy invoices to: SAP Hungary Kft Graphisoft Park, Záhony utca 7., 1031 Budapest
Poland	44	Suppliers send hard copy invoices to: SAP Polska Sp. z o.o. Wołoska 5, 02-675 Warszawa

EMEA SAP Fieldglass Manual Invoice Process (1/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Romania	81	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Italy	10, 403	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Portugal	33	Invoices are send hard copy to local office or email (PDF).Address for hard copies: SAP Portugal, Lda. Lagoas Park, Edf. 14 Piso 3 Porto Salvo 2740-267 Portugal - Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Cyprus	309	Invoices are send hard copy to local office or email (PDF) address : SAP CYPRUS LTD. 92 Ifigenias Str. Athena Building Office 101 2003 Nicosia Cyprus
Estonia	344	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Lithuania	389	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Latvia	379	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.

EMEA SAP Fieldglass Manual Invoice Process (1/3)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Croatia	82	Suppliers send hard copy invoices to: SAP D.O.O. Petra Hektorovića 2, Zagreb, 10000 ZAGREB If email states can be printed and used as hard copy: ap.croatia@sap.com
Slovenia	280	Suppliers send hard copy invoices to: SAP D.O.O. Dunajska Cesta 165, 1000 Ljubljana If email states can be printed and used as hard copy: ap.slovenia@sap.com
Spain	6, 267, 712	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Greece	58	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Belgium, Luxembourg	16, 29	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
France	5, 331, 75, 817	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.

LATAM SAP Fieldglass Manual Invoice Process (1/2)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Mexico	35 SAP Mexico	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Brazil	60 SAP Brasil Ltda.	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Brazil	833 Quadrem Brazil Ltda.	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Argentina	61 SAP Argentina	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Peru	67 SAP Andina yd.Caribe Peru	Mail/ post to : AV. CIRCUNVALACION DEL CLUB GOLF LOS INCAS NRO. 154 INT. 1601 URB. CLUB GOLF LOS INCAS - SANTIAGO DE SURCO, LIMA, PERÚ.
Chile	68 SAP Chile	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Chile	834 Quadrem Chile Ltda.	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.
Colombia	69 SAP Colombia SAS	<p>Send hard copy to local SAP office. SAP Colombia SAS Av. 9 N° 115-06, Piso 24°, Oficina #2404 NIT: 900320612-5 Bogotá, Colombia, C.P.: 110111</p> <p>Foreign suppliers also email to ap.colombia.invoice@sap.com</p>

LATAM SAP Fieldglass Manual Invoice Process (2/2)

Ordering Country	Ordering Company Code	Supplier instructions for original supplier tax invoice
Puerto Rico	77 SAP Puerto Rico GmbH LLC	Mail/post to : City View Plaza, Suite 301, Torre 1 , PR Road 165, # 48 Guaynabo, Puerto Rico 00968
Costa Rica	348 SAP Costa Rica, S.A.	Mail/post to: Plaza Tempo, Lobby A, Piso 4, costado Oeste del Hospital Cima, Escazú, Costa Rica
Panama	373 SAP International PANAMA S.A.	mail : Torre de las Americas Torre B. Piso 15 –Ciudad de Panamá, Panamá
Venezuela	424 SAP Andina y del Caribe, C.A	<p>Send hard copy to local SAP office. SAP Andina y del Caribe, C.A Av. Principal de La Castellana, Centro Letonia, Torre ING Bank, Piso 13°, Local 131-136L Caracas, Venezuela - C.P: 1060 RIF: J-30339285-7</p> <p>Foreign suppliers (outside of Venezuela) also email to ap.venezuela.invoice@sap.com</p>
British Virgin Islands	723 SY 365 Ltd	Upload to Fieldglass as an attachment when creating the manual invoice in Fieldglass.