

E-Invoice process of the finance application on www.vwgroupsupply.com

Please note: The electronic invoice process is only applicable for invoices stating German VAT or for net invoices (e.g. for VAT exempt or reverse-charge transactions).

The purpose of the following description is to visualize the electronic invoicing process within the finance application 3.0 on the group business platform. The option to upload a PDF version of your invoice has been transferred to step 4 of the invoicing process alongside the implementation of FIN3.0. Recording the invoice positions in step 3 is now mandatory in any case. To start the finance application, you have to follow the link below on the group business platform.

For the login on www.vwgroupsupply.com use your profile ID and the associated password.

Login → Applications → Finance Application (FIN) → Start 🚀

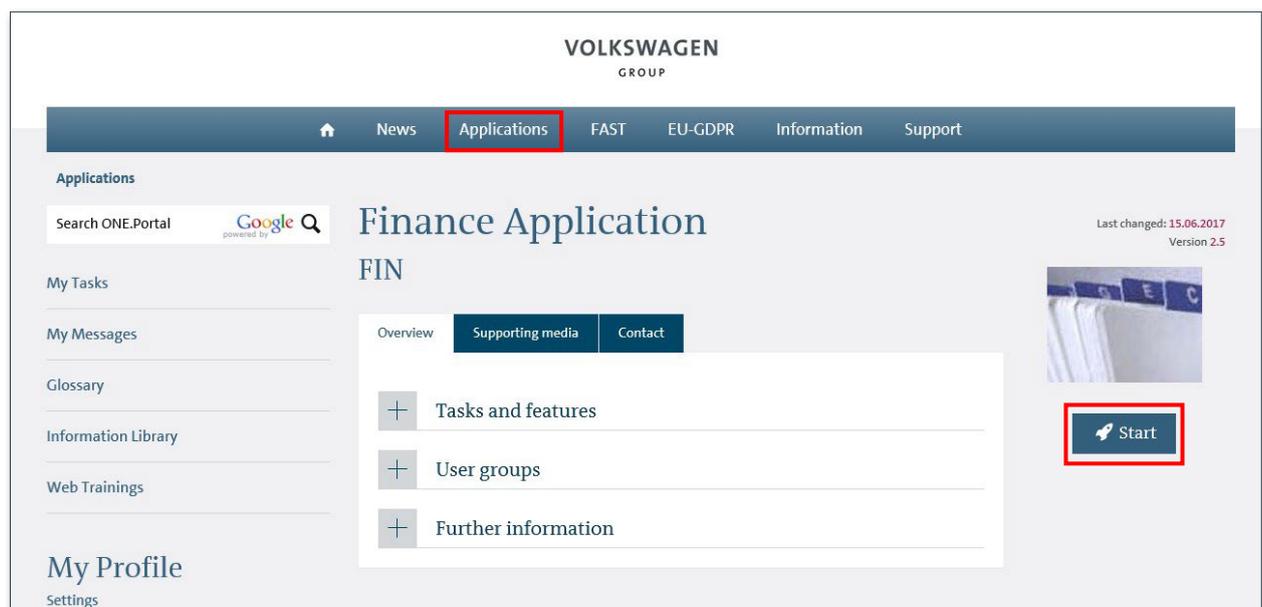


Figure 1

A new window will open. On the left side you can see all available menu options and on the right side you can see an overview of your chosen option. Additionally, if you click on the question mark icon  it will open a more detailed guide.

VOLKSWAGEN GROUP

FIN V2.0 Finanzdaten Elektronische- (D403006) > [logout](#)

Financial Data for DUNS 11-111-1112

Financial Data (highlighted in red box):
 Bookings
 Processed Deliveries
 Open Deliveries
 Payments
 Invoices
 Account Managers
 Personal Settings

General Information 

There are no unread receipts within the last **6 months**.

Please note that all data displayed in this application is from the previous day!

Current Supplier Selection 

The following suppliers are included in your financial data search:

Organization	Company Name	City	Number	Index Accounts	
				# Selected	Excluded
Germany	Mustermann AG	Musterhausen	00001111	2	0
Germany	Mustermann AG	Musterhausen	02222222	1	0
Germany	Mustermann AG	Musterhausen	09999999	1	0

[Change Settings](#)

Figure 2

The “Invoices” option guides you to the overview of your created and submitted invoices. They are shown in a table which allows you to access past invoices by clicking on the respective receipt number. Likewise, you can search for them by using the filter on top of the page. If your company has not created any invoices yet, no table is shown. To start the process consisting of five steps, you have to use the button “Create New Invoice”.

FIN V2.0 Finanzdaten Elektronische- (D403006) > [logout](#)

Invoicing (10 found)

Invoice filter 

Supplier Number:

Organisation:

Status:

Document Type:

Editor:

Receipt Number:

Receipt date: -

Date of creation: -

Invoice Total: -

[Reset Filter](#) [Apply Filter](#)

The following invoices have been entered by your company:

Status	Receipt Number	Receipt Date	Type	Org	Invoice Total	Supplier	Editor	Created on	
Draft	646465	Apr 5, 2019	IN	Audi	0.00 EUR	00001111/00	Finanzdaten Elektronis	Apr 5, 2019	<input type="checkbox"/>
Draft	Test 12345	Apr 5, 2019	IN	VWSA	0.00 EUR	00001111/00	Finanzdaten Elektronis	Apr 5, 2019	<input type="checkbox"/>
Draft	Not assigned	Apr 5, 2019	IN	VWOS	0.00 EUR	00001111/00	Finanzdaten Elektronis	Apr 5, 2019	<input type="checkbox"/>
Draft	34645	Apr 5, 2019	IN	VW	0.48 EUR	00001111/00	Finanzdaten Elektronis	Apr 5, 2019	<input type="checkbox"/>
Draft	Not assigned	Apr 4, 2019	IN	VW	0.00 EUR	00001111/00	Finanzdaten Elektronis	Apr 4, 2019	<input type="checkbox"/>
Draft	123	Mar 29, 2019	IN	VW	0.00 EUR	00001111/00	Finanzdaten Elektronis	Mar 29, 2019	<input type="checkbox"/>
Complete	12345	Mar 28, 2019	IN	VW	1.00 EUR	00001111/00	Finanzdaten Elektronis	Mar 28, 2019	<input type="checkbox"/>
Draft	Not assigned	Mar 28, 2019	IN	VW	0.00 EUR	00001111/00	Finanzdaten Elektronis	Mar 28, 2019	<input type="checkbox"/>
Draft	Not assigned	Mar 28, 2019	IN	VW	0.00 EUR	00001111/00	Finanzdaten Elektronis	Mar 28, 2019	<input type="checkbox"/>
Draft	Not assigned	Mar 27, 2019	IN	VW	0.00 EUR	00001111/00	Finanzdaten Elektronis	Mar 27, 2019	<input type="checkbox"/>

[Create New Invoice](#) [Delete Draft](#) [Create New Invoice From Template](#)

Figure 3



Invoicing

Step 1 of 5

At the beginning of the process, you have to choose the recipient organization from the drop down box. For a recipient other than “Volkswagen AG”, the process is described in another document in the section for FIN manuals on vwgroupsupply.com.

For legal tax purposes please check if your company VAT-ID and/or the local TAX-ID is filled automatically. If not, your company admin is able to deposit this information within the application “Supplier Database” (Applications → Supplier Database). The information will be transferred to the finance application for all your future invoices.

In addition, you have the option to select a sender different from the invoicing party among all your associated index accounts. Please use the arrow on the right side of the drop down menu to select an index account. Once you are done, click “Next” to complete step 1. The Upload of a complete Invoice has been moved to step 4 since the changeover to FIN3.0.

Invoice

Step 1 of 5

Invoice Recipient ?

Organization: -- please select --

City:

Contact:

Invoicing Party ?

Supplier Number:

Company Name: Mustermann AG

Street: Muster Str. 1A

Postal Code: 99999

City: Musterhausen

Country: Germany

VAT-ID:

Local Tax-ID:

Other sender ?

Sender: Invoicing Party

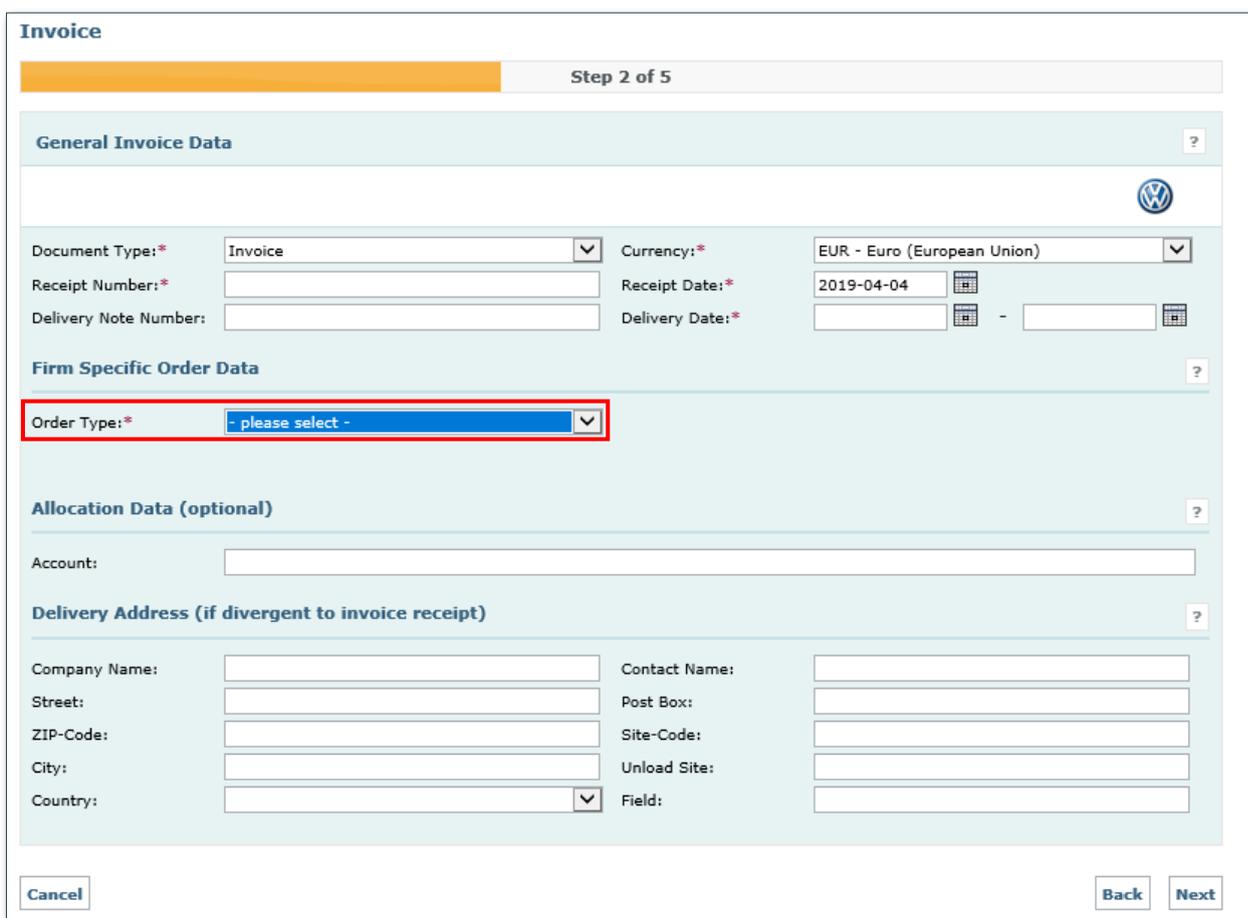
Cancel Next

Figure 4



Step 2 of 5

This manual describes the requirements for the invoice recipient “Volkswagen AG.” For other companies, the information can be found in their respective manual. You can also find information about the requirements in the finance application by following the question mark icon  in the different sections of the application. Mandatory fields are marked with an asterisk (*). Please note that these fields do not allow the input of alphabetic or additional characters.



Invoice

Step 2 of 5

General Invoice Data ?

Document Type:* Invoice Currency:* EUR - Euro (European Union)

Receipt Number:* Receipt Date:* 2019-04-04

Delivery Note Number: Delivery Date:*

Firm Specific Order Data ?

Order Type:* - please select -

Allocation Data (optional) ?

Account:

Delivery Address (if divergent to invoice receipt) ?

Company Name: Contact Name:

Street: Post Box:

ZIP-Code: Site-Code:

City: Unload Site:

Country: Field:

Cancel Back Next

Figure 5

Receipt Number: enter in this field your invoice number

Receipt Date: enter in this field the date of your invoice

Order Number: enter in this field your numeric order number

Call Off Number: in case of framework contracts, enter in this field your call of number



Depending on the order type, different procedures are applied. If you choose “Purchase Order Number” or “Construction Invoice”, a new window will open where you can choose the respective order number. The ordered position items will be transferred to the following step automatically.

If you choose “Production Material”, the delivery note number must be entered in the field above. In exceptional cases, if no order number is available, tick the box next to “No Order”. In this case, it is mandatory to state the requisitioner and the requesting department to enable Volkswagen to retrace your invoice.

Invoice

Step 2 of 5

General Invoice Data

Document Type:* Invoice Currency:
Receipt Number:*
Delivery Note Number:
Firm Specific Order Data
Order Type:* Purchase Order Number
Purchase Order Number:
Allocation Data (optional)
Account:
Delivery Address (if divergent to invoice receipt)
Company Name:
Street:
ZIP-Code:
City:
Country:
Cancel

Select order

Order date	Order number	Price	Currency
Mar 26, 2019	000000013	150.00	EUR
Jan 7, 2019	0079333419	81,000.00	EUR
Nov 22, 2018	0015002319	2,193.16	EUR
Nov 22, 2018	0015005704	851,500.00	EUR
Nov 22, 2018	0015005878	108,000.00	EUR
Nov 22, 2018	0015008783	20,250.00	EUR
Nov 22, 2018	0016004615	96,000.00	EUR
Nov 22, 2018	0016006022	201,000.00	EUR
Nov 22, 2018	0016006588	87,600.00	EUR
Nov 22, 2018	0016322175	25,000.00	EUR
Nov 22, 2018	0077876514	29,979.00	EUR
Nov 22, 2018	0077927243	410.00	EUR
Nov 22, 2018	0078016418	36,234.95	EUR
Nov 22, 2018	0078074207	60,910.00	EUR
Nov 22, 2018	0078111782	159,876.00	EUR
Nov 22, 2018	0078111796	55,530.00	EUR
Nov 22, 2018	0078111808	1,034.00	EUR
Nov 22, 2018	0078111826	37,489.00	EUR
Nov 22, 2018	0078111851	219,041.00	EUR
Nov 22, 2018	0078147101	1,200.00	EUR
Nov 22, 2018	0078183307	54,450.00	EUR
Nov 22, 2018	0078221192	36,900.00	EUR
Nov 22, 2018	0078239758	118,479.00	EUR

Cancel

Figure 6



Step 3 of 5

In case you selected either “Purchase Order Number” or “Construction Invoice” in the previous step, the respective order number position items will be listed automatically. You can add additional ones by using the button “Add Position”. Otherwise, no positions are shown in the first place and you have to use the button “Add Position” to enter them.

The screenshot shows the 'Invoice' screen at 'Step 3 of 5'. The title is 'Positions for Invoice Test_Invoice1234 of Nov 17, 2015'. Below the title is a table with the following data:

Pos	Description	Article Number	Quantity	QU	Goods Price	DU	Dis.%	Discount	VAT%	Value
1	Test 1		1.00	PCE	100.00	1			19.00	100.00
2	Test 2		1.00	PCE	375.00	1			19.00	375.00

Below the table is a summary section with the following data:

Subtotal EUR	475.00
Invoice Discount (%)	
Goods Net Value EUR	475.00
Shipping EUR	
Packaging EUR	
Goods Gross Value EUR	475.00
VAT%	19.00 %
Tax Amount EUR	90.25
Invoice Total EUR	565.25

At the bottom left, there is a section for 'Cash Discount Offer' with three radio buttons: 'Use cash discount rates as contracted' (selected), 'Offer no cash discount', and 'Offer cash discount according to date / percent'. At the bottom right, there are 'Cancel', 'Back', and 'Next' buttons.

Figure 7

Using the button “Add Position” opens a new window to enter your invoice positions. For the reception of your invoice positions, the mandatory fields marked with an asterisk (*) have to be filled. The number of the position will be incremented by the system. The number can be changed by using the drop down menu or by typing in the correct number.

The rate of taxes can be adjusted by choosing the value of the drop down box. If you choose 0.00%, you will have to enter the reason for tax exemption in step 4. To create more than one invoice position, you have to use the button “Save & New”. Use the button “Save” to close the window.

The screenshot shows the 'Add / Edit Invoice Position' window. It contains the following fields:

- Position: * (dropdown menu, value: 1)
- Description: * (text area)
- Article Number: (text field)
- Quantity: * (text field)
- Quantity Unit: * (dropdown menu, value: Piece)
- Goods Price: * (text field)
- Price Unit: * (dropdown menu, value: 1)
- Discount %: (text field)
- Discount: (text field)
- Value: (text field, value: 0.00)
- VAT%: * (dropdown menu, value: 19.00)

At the bottom, there are 'Save', 'Save & New', and 'Cancel' buttons.

Figure 8



After entering all invoice positions, you have the option to add discount, shipping, or packaging costs for the entire invoice. The invoice total will be calculated automatically depending on the filled fields. Furthermore, you have the possibility to offer a cash discount by choosing “Offer cash discount according to data / percent”. If you have a general cash discount agreement with Volkswagen AG, the system will automatically try to apply it by selecting the option “Use cash discount rates as contracted”.

Invoice

Step 3 of 5

Positions for Invoice Test 12345 of Apr 5, 2019

Pos	Description	Article Number	Quantity	QU	Goods Price	PBQ	Dis.%	Discount	VAT%	Value
1	Test Position		30,00	PCS	1.00	1			19,00	30,00

Add Position

Subtotal EUR	30,00
Invoice Discount (%)	
Goods Net Value EUR	30,00
Shipping EUR	
Packaging EUR	
Goods Gross Value EUR	30,00
VAT%	19,00 %
Tax Amount EUR	5,70
Invoice Total EUR	35,70

Cash Discount Offer

- Use cash discount rates as contracted
- Offer no cash discount
- Offer cash discount according to date / percent

Cancel **Back** **Next**

Figure 9



Step 4 of 5

Here you find text fields for additional information regarding your invoice that can also be left blank. Moreover, you also have the possibility to upload an attachment (for example a pdf version of your invoice or a proof of employment) in PDF file-format. If you are creating a construction invoice, uploading a PDF file is mandatory as an evidence of your total performance.

The screenshot shows the 'Invoice' form at 'Step 4 of 5'. The main heading is 'Additional Information for Invoice 34645 of Apr 5, 2019'. Below this is a 'General information' section with a large empty text area. The 'Invoice Attachment' section is highlighted with a red border and contains the following text: 'Only one attachment in PDF file-format is allowed. The PDF must not be signed or protected! The maximum file size is 9 MB'. There is a search button labeled 'Durchsuchen...' and a 'Cancel' button at the bottom left. 'Back' and 'Next' buttons are at the bottom right.

Figure 10

If you entered a position with a tax rate of 0.00% in step 3, the below field will be shown, to give a reason for tax exemption for legal purposes.

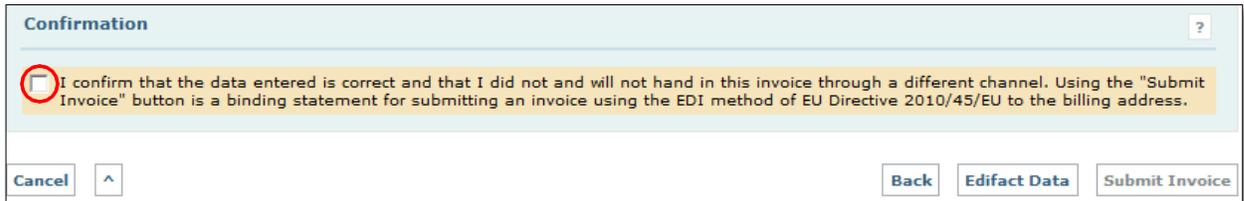
The screenshot shows the 'Invoice' form at 'Step 4 of 5'. The main heading is 'Additional Information for Invoice 34645 of Apr 5, 2019'. Below this is a 'Reason for tax exemption' section highlighted with a red border. It contains a dropdown menu labeled 'Reason for tax exemption: *' with the option '- please select -'. Below the dropdown is a text area labeled 'Description of tax exemption reason:'. At the bottom of the form, there is a note: 'Please consider your domestic requirements for specifying a VAT exemption reason. Please enter all required information for the tax exemption into the field "Description of tax exemption reason".' 'Back' and 'Next' buttons are at the bottom right.

Figure 11



Step 5 of 5

In the final step you get an overview of your entered data. Here you can confirm that all information is right or go back and make changes. To send the invoice productively, select the check box within the confirmation field and use the button "Submit Invoice". This button will only be active after selecting the check box. You have now successfully sent us an invoice. It is not allowed to send it via post anymore.



The image shows a confirmation dialog box with a light blue header and a white body. The header contains the word "Confirmation" on the left and a question mark icon on the right. The main text area has a yellow background and contains a checkbox (circled in red) followed by the text: "I confirm that the data entered is correct and that I did not and will not hand in this invoice through a different channel. Using the 'Submit Invoice' button is a binding statement for submitting an invoice using the EDI method of EU Directive 2010/45/EU to the billing address." At the bottom, there are three buttons: "Cancel" on the left, a small square button with an upward-pointing arrow in the middle, and "Back", "Edifact Data", and "Submit Invoice" on the right.

Figure 12