

AirSupply

## Training guide for users



**Self Billing**  
**May 2022**

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## Index of Abbreviations

CSV	Comma Separated Values
ERP	Enterprise Resource Planning
GR	Goods Receipt
PO	Purchase Order
RD	Referenced Document
SBI	Self Billing Invoice
VMI	Vendor Managed Inventory

## Preamble

The AirSupply training guide is kept generic and the supplier must comply with his customer scope and specificities. A document "Customer matrix" is available with the needs to be taken into account by the supplier.

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The AirSupply user training guide is composed of 13 modules, one customer matrix and one exercise book. This module is dedicated to Self Billing Invoices.

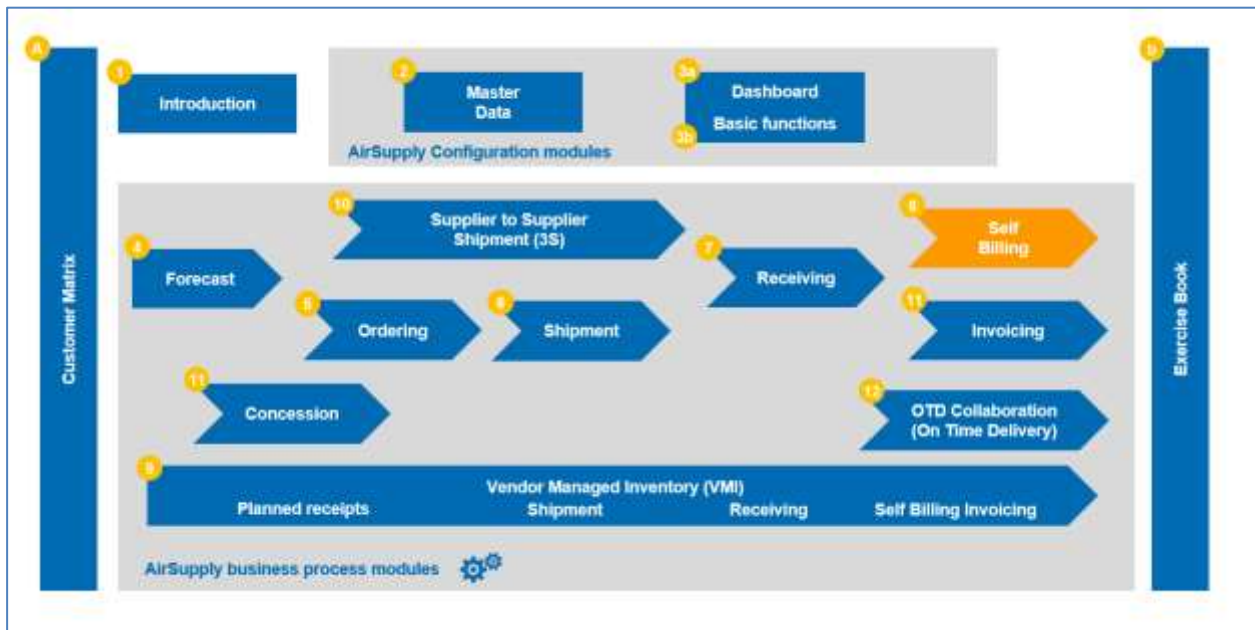


Figure 1: Modules overview

## Objectives of the *Self Billing* module

The *Self Billing* module explains in detail how Self Billing Invoices are created and how they are managed in AirSupply.

This module explains how to:

- Search and access a Self Billing Invoice.
- Read and understand a Self Billing Invoice.
- Download a Self Billing Invoice.
- Print a Self Billing Invoice.

At the end of this module, the appendix presents:

- Tables corresponding to 'Self Billing' screens in AirSupply with the name and description of each column.
- The list of the referenced documents (using the naming convention [RD, number of the referenced document, Title] e.g. [RD8, Self Billing]).

## 1 General Concepts

### 1.1 Definitions

In contrast to the classical invoice processing, in the Self Billing process the customer issues invoices for himself.

Self Billing can be used in the Vendor Managed Inventory (VMI) and in The Ordering process. In the VMI process it is used for the consigned stock, and in the Ordering process it is used with the Goods Receipt (GR) process.

*Note: In the current AirSupply release, you cannot consult Self Billing information linked to the goods receipt process.*

At the end of every billing period defined in the customer ERP, AirSupply summarizes all consumptions and movements that have to be invoiced by the customer. Afterwards, the customer ERP system creates the Self Billing Invoice using this information, which is then published in AirSupply according to the billing period of the customer ERP.

This information is transmitted to the supplier as soon as it is generated on the customer ERP. The supplier is able to consult, download and print the Self Billing Invoices.

*For further information regarding the Purchase Order process, please refer to the Ordering module [RD5].  
For further information regarding the VMI process, please refer to the VMI module [RD9].*

### 1.2 Self Billing principles

In AirSupply, users are able to check:

- For VMI: all consumptions that occurred during a specific invoicing period,
- For non-VMI: all Goods Receipts that occurred during a specific invoicing period.

The customer and the supplier can do this by looking at the 'Stock Information' screen.

The customer creates an invoice based on the consumptions / Goods Receipts history. This invoice is a Self Billing Invoice (SBI).

Invoicing depends on the country in which the supplier and customer are located; different countries can have different ways of dealing with invoices.

## 2 Self Billing workflow

The Self Billing workflow is the process of creating the Self Billing Invoice and making it available for the supplier and the customer to consult.



Figure 2: Self Billing workflow

### 2.1 Check new Self Billing Invoice information

There are three possibilities to check Self Billing Invoice information for the customer and the supplier:

- On the stock information screen, it is only possible to check the Self Billing Invoice information if the invoice number exists.
- On the alert monitor, you can see all Self Billing Invoice alerts.
- SBI can also be displayed by the SBI link in the 'Process / Alert' matrix which navigates to the SBI overview screen.

### 2.2 Enter Self Billing Invoices details

Self Billing Invoice information is entered by the customer in two dedicated tabs: 'Details' and 'Header'. This is done in the customer ERP system and then transferred to AirSupply.

In AirSupply, no changes can be made to the Self Billing Invoice details and header.

## 2.3 Print invoices with AirSupply

The customer and the supplier with relevant roles can print the Self Billing Invoices. These invoices are only for information purposes, they are not legal documents.

The document below shows an example of a Self Billing Invoice. In order to show that the document is only for information purposes it is mentioned in the title:

Self billing invoice (for information only)		20.04.2011	
Cover sheet		Page 1 / 4	
<b>Customer</b>		<b>Customer Information</b>	
Airbus S.A.S. Toulouse 316 route de Bayonne 31060 Toulouse		Name: M. Cole Phone: 030 0021 1234 Fax: 03112 E-Mail: aa@email.com Customer Number: 14413	
<b>Supplier</b>		<b>Supplier Information</b>	
PLAG Aerospace Structures GmbH Friedrichshafen Strasse 5a A2206 Götting		Name: Mr. Adria Phone: 049 2232 1234 Fax: 049 2232 1234 E-Mail: ba@email.com Supplier Number: 00022447	
<b>Invoice Party</b>		<b>Invoice Party Information</b>	
Airbus S.A.S. Toulouse 316 route de Bayonne 31060 Toulouse		Name: M. Fouille Phone: 030 122313 Fax: 030 122313 E-Mail: gh@email.com Inv. Party: 13414	
<b>Factor</b>		<b>Factor Information</b>	
Airbus SE Toulouse 316 route de Bayonne 31060 Toulouse		Name: M. Louise Phone: 030 1223132 Fax: 030 1223132 E-Mail: hh@email.com Factor Number: 113	
<b>Document Data</b>			
Invoice Number:	500000010	Send Date:	16.02.2011 22:30:14
Accounting Document Number:	500000010	VAT No.:	
Invoice Date:	16.02.2011		
Due Date:	17.04.2011		
Currency:	EUR		
Terms of Payment:	DDU		
Terms of Payment Description:	Terms of Payment Version 2.4 2010-08-03		
Statement of Liability:	sic loyal - a vat		
<b>Total Values</b>			
Surcharges/Retains:		EUR	
Net Amount:	1 000.00	EUR	
VAT Amount:	196.00	EUR	
Gross Amount:	1 196.00	EUR	
VAT Local Amount:	196.00	GBP	

Figure 3: Example of a Self Billing Invoice

### 3 How to manage SBI within AirSupply

#### 3.1 Access rights

Data visibility depends on the defined data permission of the user.

Each user needs to have the relevant AirSupply role(s) to see the Self Billing Invoice in AirSupply.

Supplier:

- AirbSellerSales
- AirbSellerVMI
- Ind SellerSBI
- IndSellerVMI

Customer:

- AirbBuyerAccountsPayable
- IndBuyerSBI)

Only the customer can publish Self Billing Invoices. The supplier can only consult the invoice information.

*For more information regarding AirSupply user access rights and roles, please refer to module Master Data [RD2].*

#### 3.2 User roles

This training guide is illustrated by screenshots involving the following user roles:

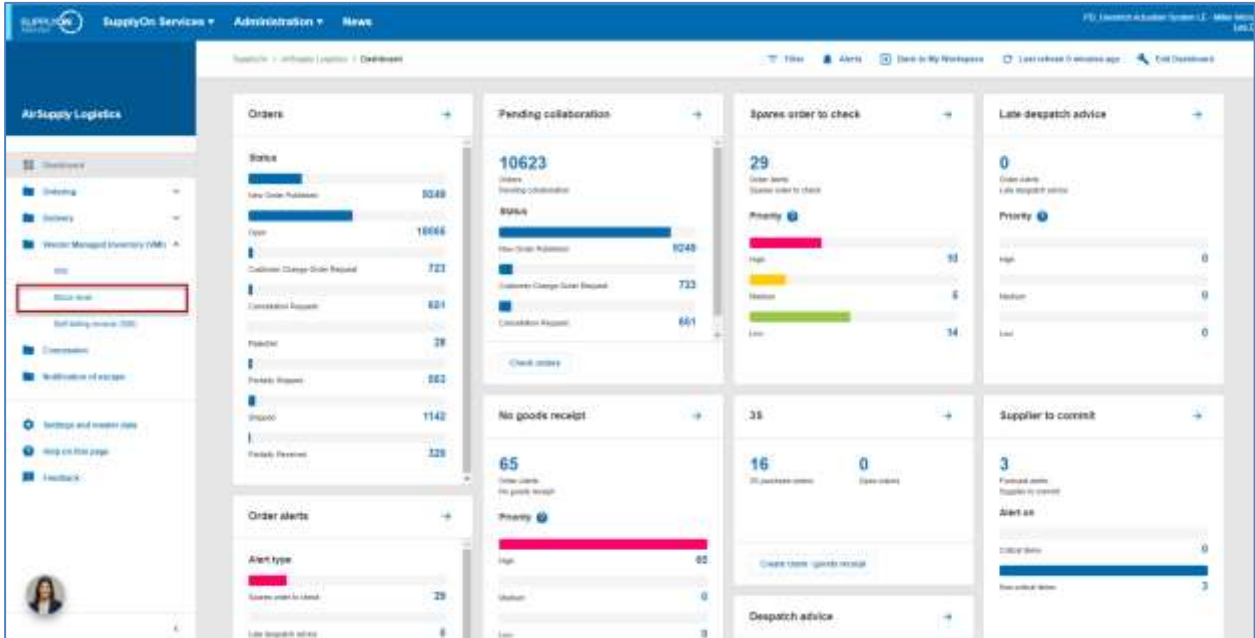
- AirbSellerAdminRead
- AirbSellerConfigAdmin
- AirbSellerOrder
- AirbSellerSales
- AirbSellerShip
- AirbSellerSparesResponsible
- AirbSellerVMI
- UM Default



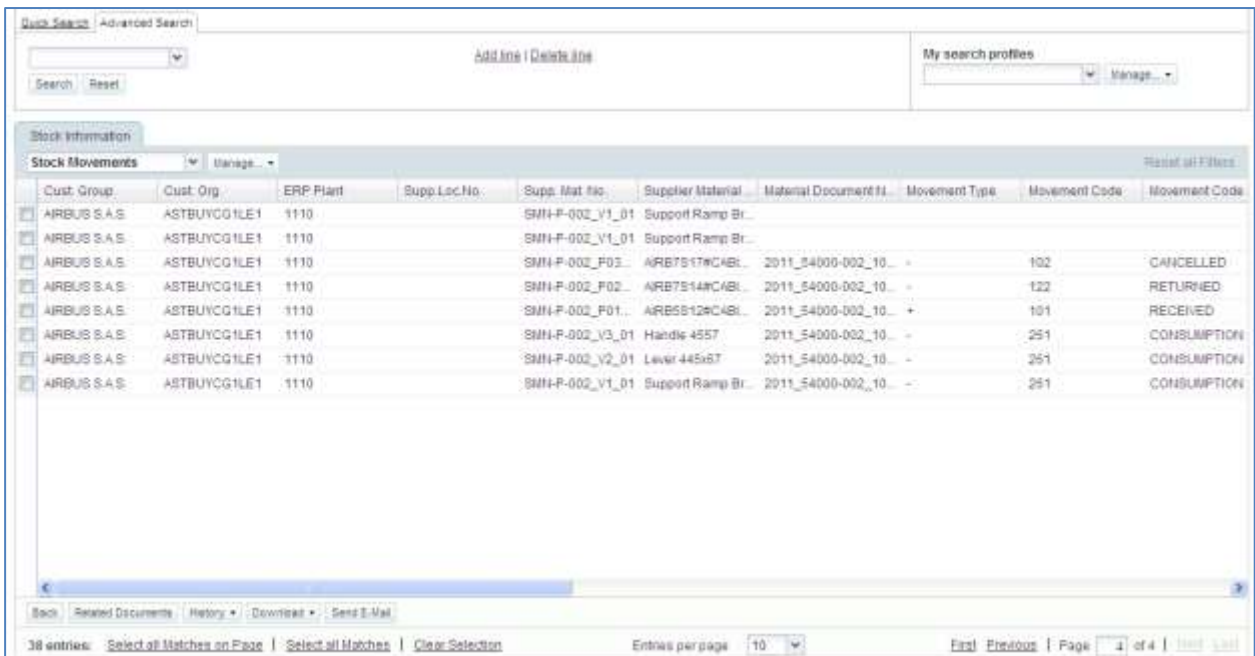
### 3.3 Access and search

#### 3.3.1 From 'Stock Information' page

You can access SBI information by clicking the 'Stock level' link in the navigation drawer of the Dashboard.



The 'Stock information' page is displayed.



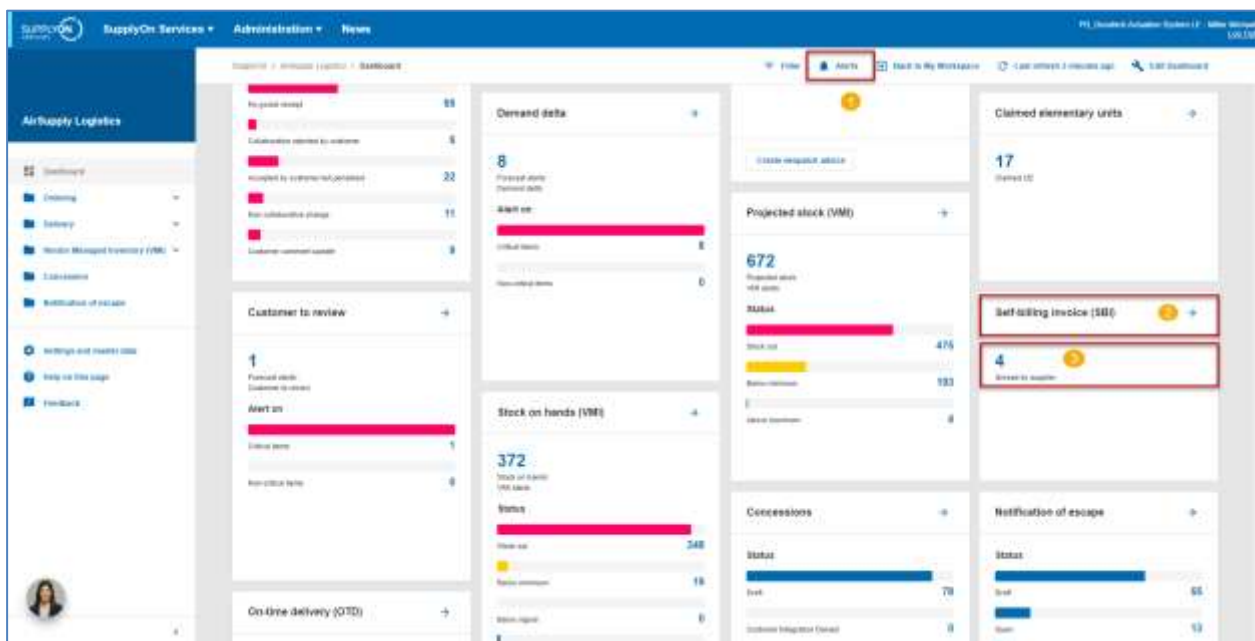
In this screen, you are able to check all consumptions / Goods receipts during the relevant invoicing period.

If an invoice number for a stock movement is available, you can access the SBI information by clicking on the 'Invoice Number' of the stock movement that you are interested in, as shown below.

PO/VM/R...	PO/SL	Movem.	Unit Of Me.	Creatio.	Deliv.	Cust. Mat.	Cust. Mat. Desc.	Program /...	Batch Nu...	Expiry Date	Serial...	Deliv.	Invoice Number	Data Type
			PCE	17.05.2...		CMN-P-00	Support Bracket		14500					Stocklevel
			PCE	17.05.2...		CMN-P-00	Support Bracket		14412					Stocklevel
030	1	8	PCE	17.05.2...		CMN-P-00	CABIN ATTENDA...							Goods Receipt
020	1	16	PCE	17.05.2...		CMN-P-00	CABIN ATTENDA...							Goods Receipt
010	1	44	PCE	17.05.2...		CMN-P-00	CABIN ATTENDA...							Goods Receipt
		50	PCE	17.05.2...		CMN-P-00	Handle Fixture long	N000409	333600Ew			Fitton	BA01_2011_1902003	Stockmovement
		50	PCE	17.05.2...		CMN-P-00	Lever 445	N000409	E399548			Fitton	BA01_2011_1902002	Stockmovement
		100	PCE	17.05.2...		CMN-P-00	Support Bracket	N000409	14500			Fitton	BA01_2011_1902000	Stockmovement

### 3.3.2 From the Dashboard

You can access SBI information in the Dashboard in several ways:



- 1 Access the SBI alerts through the 'Alert overview' screen.
- 2 Access the 'Self Billing Invoice Overview' screen through the 'Self billing invoice (SBI)' link.
- 3 Access unread SBI alerts through the 'Alert overview' screen.

If you click the 'Alerts' link **1** you get to the 'PO Alerts' screen. You have to click the 'SBI Alerts' tab in order to get to the SBI alerts, as shown below.

The screenshot shows the 'Alerts' screen with the 'SBI Alerts (1)' tab selected. The table below represents the data shown in the screenshot:

PO alert type	Priority	Cust. Grp.	Cu.	ERF	PO number	PO S	Cust. Mat. No	Cust. Mat. Desc	Supp. Mat. No	Supp. Mat. Desc	PO Type	PO su..
Auto transition	Medium	AIRBUS	AS	1110	PO-R-002_S_01	020	CMN-R-002_FC1	TUBE TA5070 3X8 B. WA.	SMH-R-002_FC	TA5070 3X8 TUBE	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-P-002_S_01	090	CMN-P-002_FC2	Winglet Performance Ver...	CMN-P-002_FC	Winglet Performan...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-P-002_S_01	010	CMN-P-002_FC1	TUBE TA5070 3X8 B. WA.	SMH-P-002_FC	TA5070 3X8 TUBE	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-R-002_S_01	130	CMN-R-002_FC4	PITOT TUBE ASSY A670	SMH-R-002_FC	Assy Pitot Tube Ty...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-P-002_S_01	090	CMN-P-002_FC2	Winglet Performance Ver...	CMN-P-002_FC	Winglet Performan...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-P-002_S_01	020	CMN-P-002_FC1	TUBE TA5070 3X8 B. WA.	SMH-P-002_FC	TA5070 3X8 TUBE	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-CG-002_S_01	070	CMN-CG-002_FC	Winglet Performance Ver...	CMN-CG-002_F	Winglet Performan...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-P-002_S_01	080	CMN-P-002_FC2	Winglet Performance Ver...	CMN-P-002_FC	Winglet Performan...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-R-002_S_01	070	CMN-R-002_FC2	Winglet Performance Ver...	CMN-R-002_FC	Winglet Performan...	CALLUP	-
Auto transition	Medium	AIRBUS	AS	1110	PO-R-002_S_01	010	CMN-R-002_FC1	TUBE TA5070 3X8 B. WA.	SMH-R-002_FC	TA5070 3X8 TUBE	CALLUP	-

### 3.3.3 From 'Self Billing Invoice Overview'

You can also use the AirSupply search function to search for Self Billing Invoices.

For further information regarding the search function, please refer to module Dashboard [RD3].

The screenshot below shows the 'Self Billing Invoice Overview' screen. At the top of the screenshot, you can see the search function.

The screenshot shows the 'Self Billing Invoice Overview' screen. The table below represents the data shown in the screenshot:

Cust. Group	Customer Organiza.	Cust. Org.	Invoice Number	Invoice Date	Currency	Due Date	Net Total Amount	VAT Total Amount	Gross Total Am.	NewRe
AIRBUS S.A.S	AIRBUS UK	ASTBUYC	BA01_2011_00200	17.05.2011	GBP	16.07.2011	684.00	134.06	818.06	Read
AIRBUS S.A.S	AIRBUS UK	ASTBUYC	BA01_2011_00200	17.05.2011	GBP	16.07.2011	884.00	169.34	1 053.34	New
AIRBUS S.A.S	AIRBUS UK	ASTBUYC	BA01_2011_00200	17.05.2011	GBP	16.07.2011	2 188.50	429.95	2 618.45	New

Note: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.

## Example

You are supplier and you want to find a Self Billing Invoice with the invoice number BA01\_2011\_002000017.

Go to the 'Advanced Search' function at the top, and enter your search criteria as shown below

Quick Search | Advanced Search

Invoice Number  equal to  Add line | Delete line

Search

My search profiles  Manage

---

Self Billing Invoice Overview

SupplyOn Def. View

Cost. Group	Customer Organiza.	Cust. Org.	Invoice Number	Invoice Date	Currency	Due Date	Net Total Amount	VAT Total Amount	Gross Total Amo.	
<input type="checkbox"/>	AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	BA01_2011_002000017	17.05.2011	GBP	16.07.2011	684.00	134.06	818.06
<input type="checkbox"/>	AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	BA01_2011_002000022	17.05.2011	GBP	16.07.2011	864.00	169.34	1.033.34
<input type="checkbox"/>	AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	BA01_2011_002000030	17.05.2011	GBP	16.07.2011	2.166.50	429.85	2.617.48

Back | Send E-Mail | Details | Set Reas... | Download... | Print

3 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) | Entries per page: 10 | [Close](#) | Page 1 of 1 | [Close](#) | [List](#)

The search function finds the Self Billing Invoice relating to the invoice number used in the search:

Quick Search | Advanced Search

Invoice Number  equal to  Add line | Delete line

Search

My search profiles  Manage

---

Self Billing Invoice Overview

SupplyOn Def. View

Cost. Group	Customer Organiza.	Cust. Org.	Invoice Number	Invoice Date	Currency	Due Date	Net Total Amount	VAT Total Amount	Gross Total Amo.	
<input type="checkbox"/>	AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	BA01_2011_002000017	17.05.2011	GBP	16.07.2011	684.00	134.06	818.06

Back | Send E-Mail | Details | Set Reas... | Download... | Print

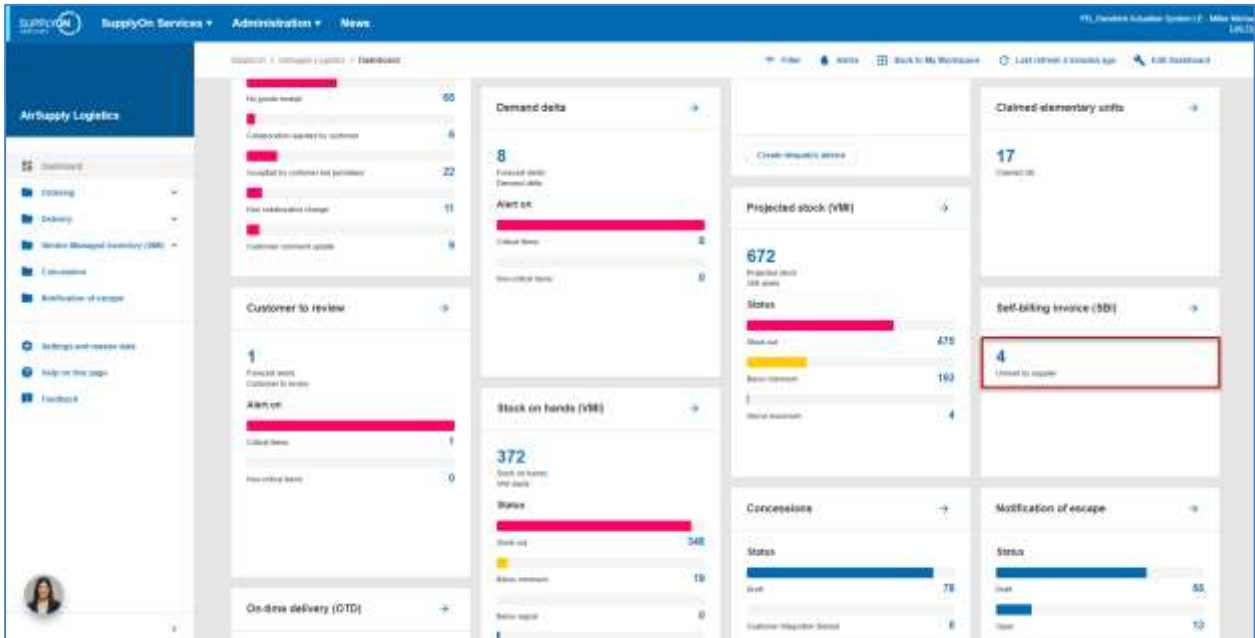
1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) | Entries per page: 10 | [Close](#) | Page 1 of 1 | [Close](#) | [List](#)

### 3.4 Self Billing Invoice alert

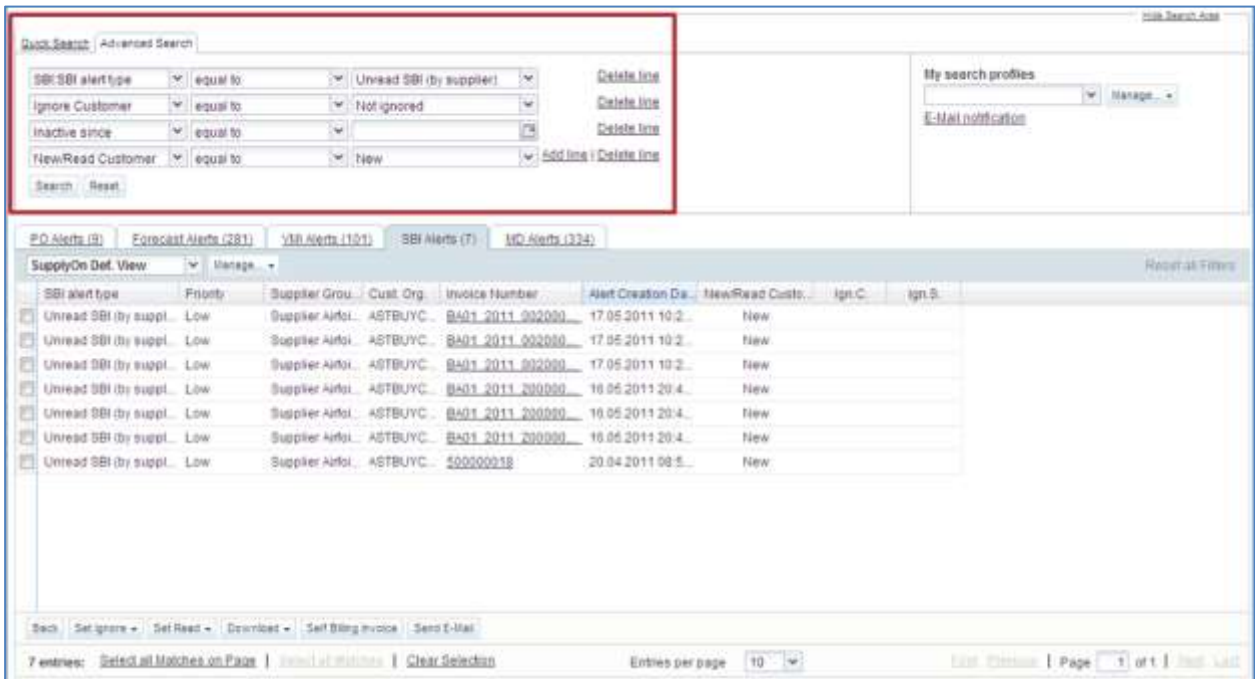
A Self Billing Invoice alert is raised if the supplier has not read a SBI that was issued by the customer.

Supplier and customer can both see this alert but only the supplier can resolve it.

The alert can be seen in the Self-billing invoice (SBI) card.



When you click on the alert, you come to the 'SBI Alerts' screen pre-filtered by the 'Unread SBI (by supplier)' alert.





## How to set a new SBI alert as read?

To make the alert disappeared, the supplier has to read or download the Self Billing Invoice issued by the customer.

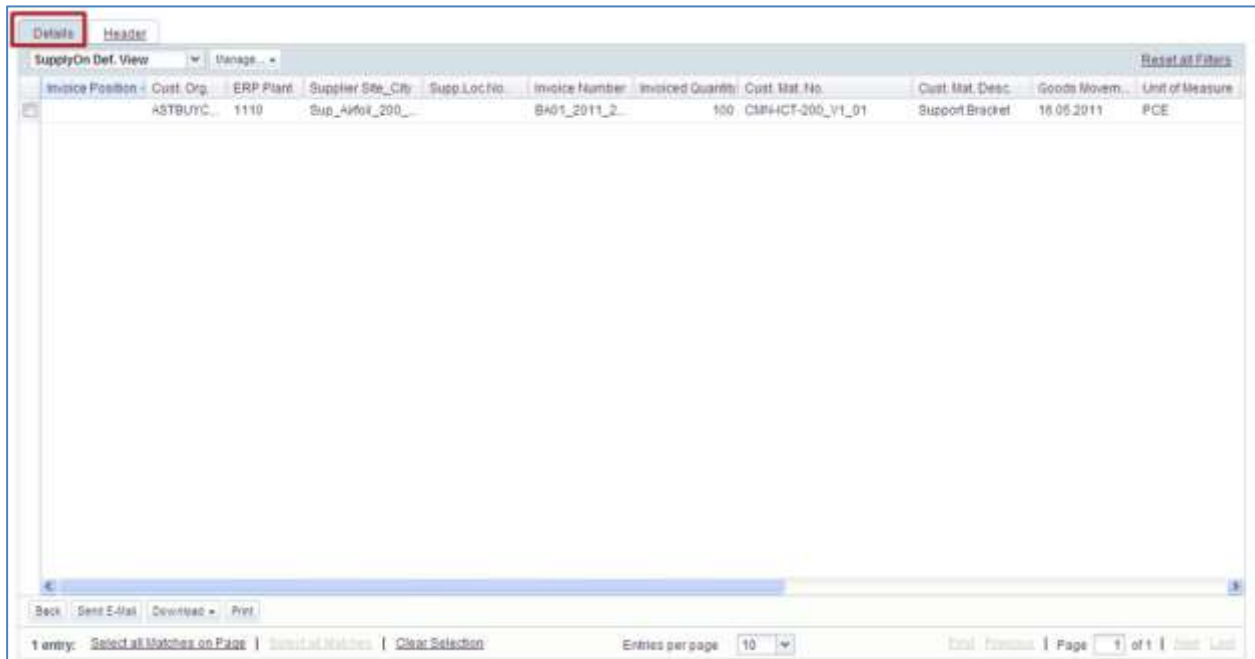
In order to do so, click on the number of 'Unread SBI (by supplier)' alerts in the 'New' column, to go to the 'SBI Alerts' screen.

SBI alert type	Priority	Supplier Group	Cust. Org.	Invoice Number	Alert Creation Date	New/Read Customer	Ign. C.	Ign. S.
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_002000	17.05.2011 10:2...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_002000	17.05.2011 10:2...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_002000	17.05.2011 10:2...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_200000	16.05.2011 20:4...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_200000	16.05.2011 20:4...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	BA01_2011_200000	16.05.2011 20:4...	New		
Unread SBI (by suppl.)	Low	Supplier Airtel	ASTBUYC	500000018	20.04.2011 08:5...	New		

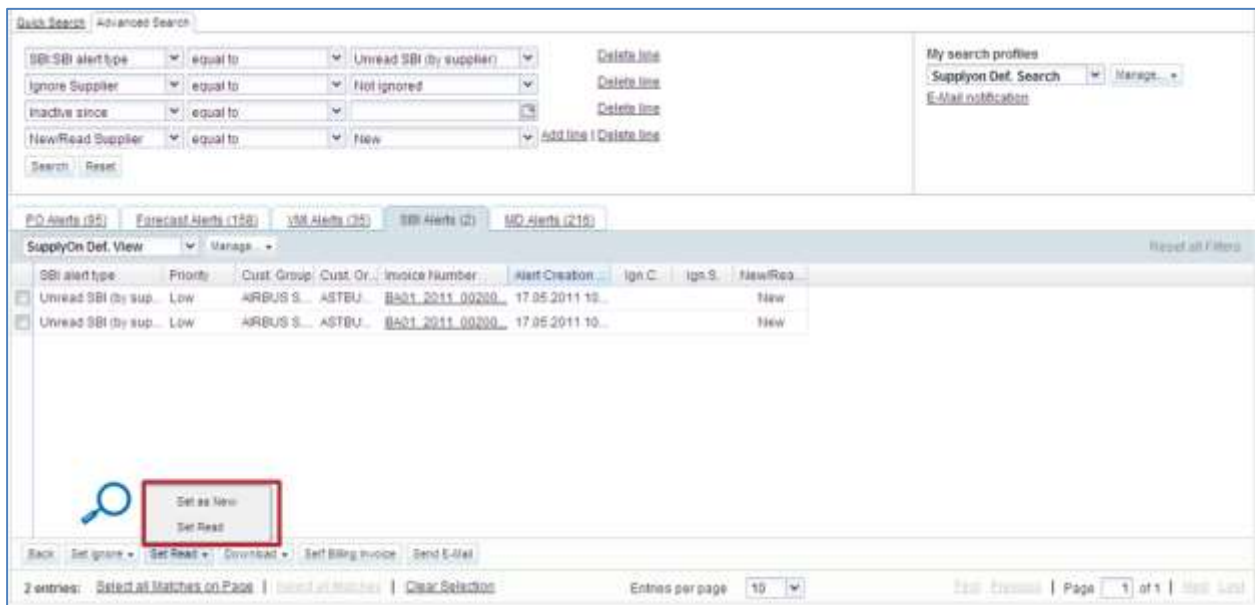
- 1 Select one or several SBI lines.
- 2 Click on 'Self Billing Invoice' to get to the SBI details. The SBI is automatically set to 'Read'.
- 3 You can also click the invoice number in order to get to the SBI. In this case, you get to the same screen as when clicking on 'Self Billing Invoice'. You do not need to have a line selected.
- 4 Alternatively, you can click the 'Set Read' button to see the reading options and set the SBI status as 'Read' without having to look at it. A menu appears and this will be explained later.

*Note: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.*

When you click 'Self Billing Invoice' or on the invoice number, you get to the 'SBI Details'.

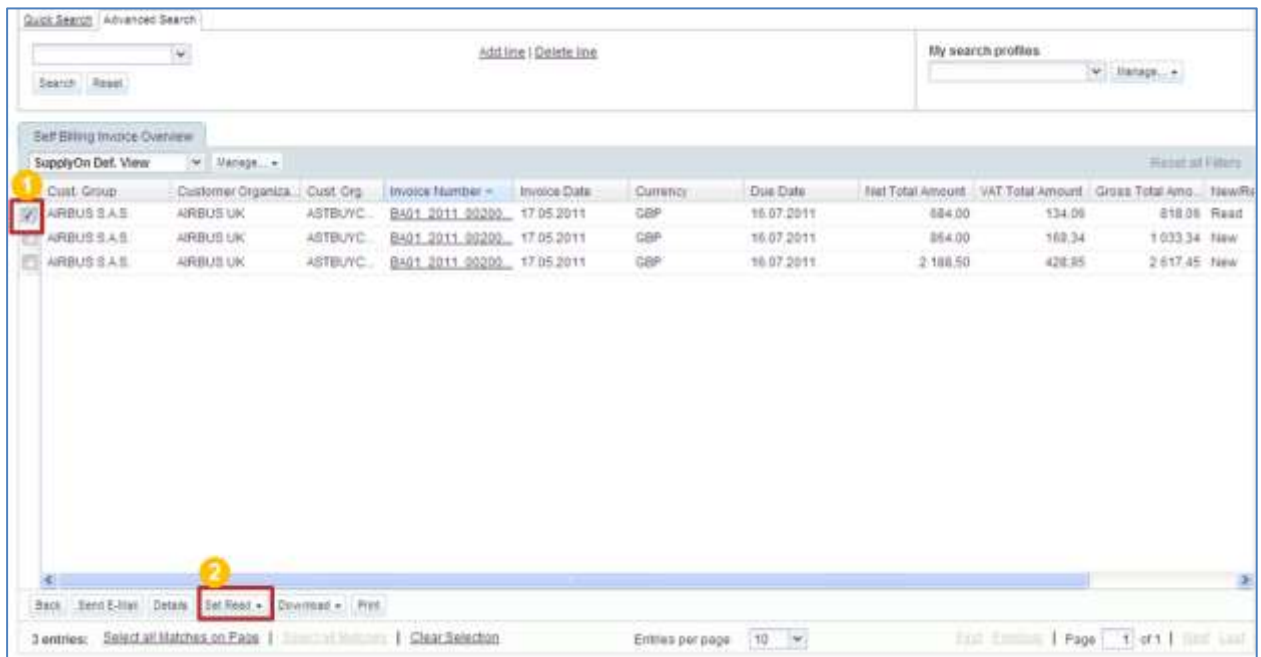


When you click the 'Set Read' button, to set the alert as 'Read' without looking at the Self Billing Invoice, you have to do the following.



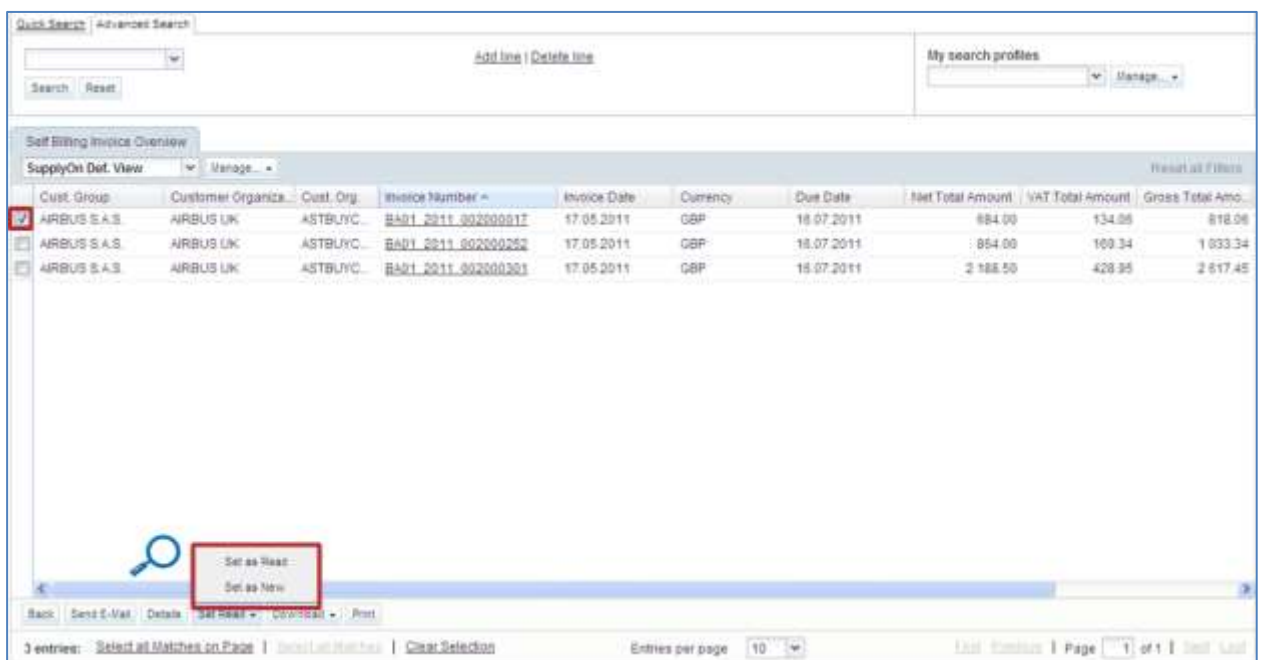
- 1 Click 'Set as New' to set the status of a SBI alert to 'New'. If you do this, a new alert appears in the Dashboard.
- 2 Click 'Set Read' to set the status of a SBI alert to 'Read'. If you do this, the alert disappears in the Dashboard.

You can also set a SBI as read through the 'Self Billing Invoice Overview' screen.



- 1 Select one or several lines.
- 2 Click 'Set Read' button to see the reading options.

When you click the 'Set Read' button, the reading options open.



- 1 Click 'Set as Read' to set the status of a SBI alert to 'Read'. If you do this, the alert disappears in the Dashboards.
- 2 Click 'Set as New' to set the status of a SBI alert to 'New'. If you do this, a new alert appears n the Dashboard.

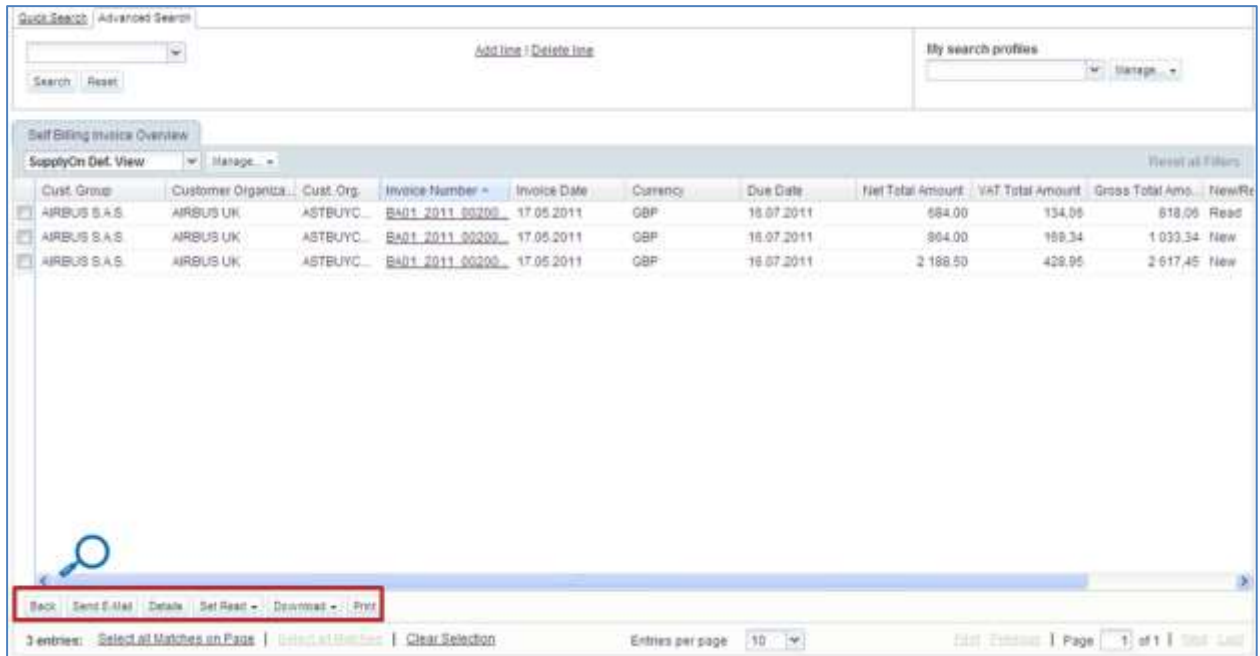


### 3.5 Self Billing Invoice screens

#### 3.5.1 Self Billing Invoice Overview display

The 'Self Billing Invoice Overview' screen displays all published Self Billing Invoices.

In the 'Self Billing Invoice Overview' screen, you can perform several possible actions.



*Note: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.*



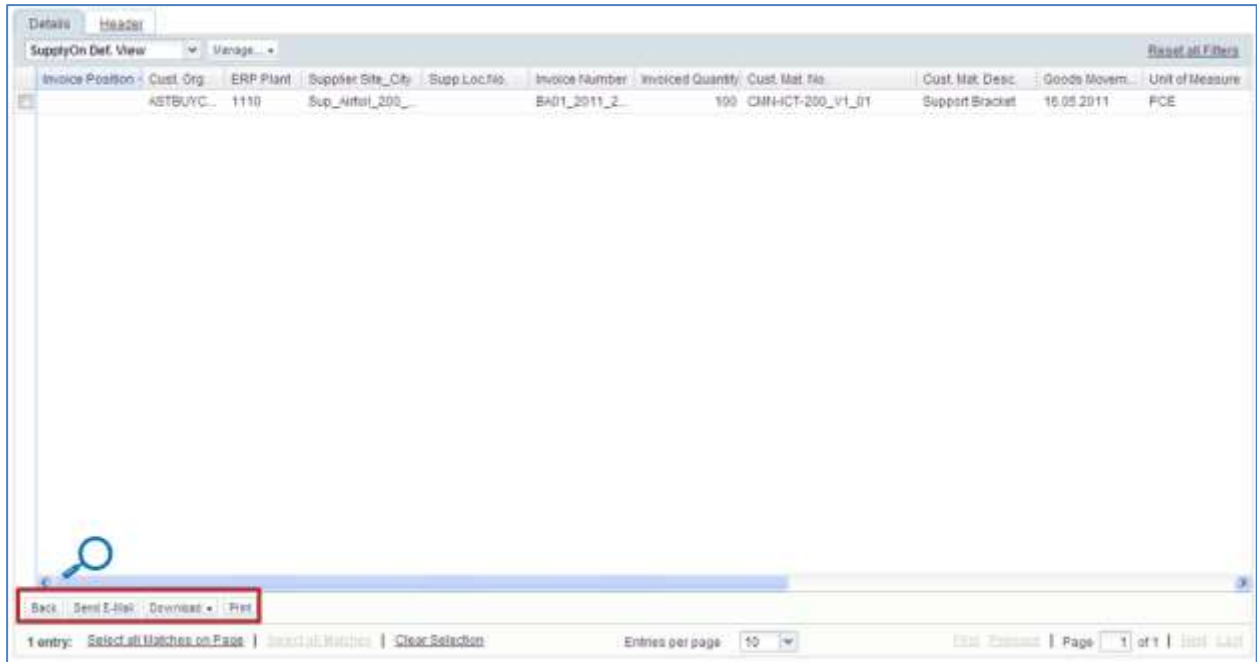
1 Back	You return to the previous screen.
2 Send E-Mail	You can send an e-mail with the corresponding SBI link.
3 Details	Access to the 'SBI Details' screen. If you are a supplier this action changes the status of this SBI to 'Read' and reduce the SBI alert count in the Dashboard. Multiple selection is not possible.
4 Set Read	You can set a SBI as read.
5 Download	To download a Self Billing Invoice, select the download option and choose the type of invoice in the list.
6 Print	Multiple selections are possible. When you click on the 'Print' button, a new browser window opens. The window contains a document in PDF format. Make sure that your pop-up blocker does not block the pop-up.

*Note: You need to have PDF reader software (such as Adobe™ Reader) installed on your PC to display the printed SBI.*

### 3.5.1.1 Self Billing Invoice details

The 'SBI Details' screen shows the Self Billing Invoice details of a selected invoice.

You can perform several actions in the 'SBI Details' screen, as shown below.



1 Back	You return to the previous screen.
2 Send E-Mail	You can send an e-mail with the corresponding SBI link.
3 Download	To download a Self Billing Invoice, select the download option and choose the type of invoice in the list.
4 Print	Multiple selections are possible. When you click on the 'Print' button, a new browser window opens. The window contains a document in the PDF format. Make sure that your pop-up blocker does not block the pop-up.

*Notes: You need to have PDF reader software (such as Adobe™ Reader) installed on your PC to display the printed SBI.*

*The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.*

### 3.5.1.2 Self Billing Invoice Header

Click on the 'Header' tab to display the 'SBI Header'.

Invoice Position	Cust. Org.	ERP Plant	Supplier Site_City	Supp. Locat.	Invoice Number	Invoiced Quantity	Cust. Mat. No.	Cust. Mat. Desc.	Goods Movem.	Unit of Measure
	ASTBUYC...	1110	Sup_Airbil_200...		BA01_2011_2...	100	CMH-ICT-200_V1_01	Support Bracket	18.05.2011	PCE

1 entry: [Select all Matches on Page](#) | [Cancel Selection](#) | [Clear Selection](#) Entries per page: 10 Page: 1 of 1

The Self Billing Invoice header consists of three sections.

Customer / Supplier Data							
Customer Group Short Name:	AIRBUS S.A.S.						
Supplier Group Name:	Supplier Airbil ARB						
Customer Organization:	AIRBUS UK						
Cust. Org.:	ASTBUYC01LE1						
Common Information							
Invoice Number:	BA01_2011_200000017						
Invoice Date:	18.05.2011						
Accounting Document Number:	500001-200						
Due Date:	15.07.2011						
VAT Number:	GB 243 5105 93						
Sent Date:	18.05.2011						
Amount of Liability:	SupAirbil ARB Terms and Conditions of Sale 1.8v. 2009.01.31						
Amounts							
Net Total Amount:	584.00						
Total Surcharges and Rebates:							
VAT Total Amount:	134.00						
VAT Local Amount:	134.00						
Gross Total Amount:	718.00						
VAT Local Amount Currency:	GBP						
Currency:	GBP						
Terms of Payment:	DDU						
Terms of Payment Description:	Terms of Payment Version 2.4 2010-08-03						
Address Table							
Supplier	Details	Customer	Details	Invoicing Party	Details	Payee	Details
Name:	Supplier Airbil Ltd 200	TRAINING AIRBUS		TRAINING AIRBUS UK		TRAINING AIRBUS UK	
Street:	Wilsons Lane Longford Mill Junction 3	1, Rond Point Maurice Bellonte		New Filton House 200		New Filton House 200	
Zip Code:	CV6 5HL	31707		BS99 7AR		BS99 7AR	
City:	Coventry 49	Blagnac Cedex		Filton		Filton	
Country:							

Back Send E-Mail Download Print

1 General data area: Displays dates and reference numbers of the Self Billing Invoice.

Customer / Supplier Data			
Customer Group Short Name:	AIRBUS S.A.S.	Supplier Group Name:	Supplier Airbus ARB
Customer Organization:	AIRBUS UK		
Cust. Org.:	ASTBUYCG1LE1		
Common Information			
Invoice Number:	BA01_2011_200000017	Invoice Date:	16.05.2011
Accounting Document Number:	500001-200	Due Date:	15.07.2011
VAT Number:	GB 243 5105 93	Sent Date:	16.05.2011
Statement of Liability:	SupAirfoi AB / Terms and Conditions of Sale n.R.: 2009.01.31		

2 Amount data area: Displays the header amounts of the Self Billing Invoice.

Amounts			
Net Total Amount:	664.00	Total Surcharges and Rebates:	
VAT Total Amount:	134.06	VAT Local Amount:	134.06
Gross Total Amount:	818.06	VAT Local Amount Currency:	GBP
Currency:	GBP	Terms Of Payment:	DDU
		Terms Of Payment Description:	Terms of Payment Version 2.4.2010-08-03

3 Address data area: Displays the addresses of the Self Billing Invoice.

Address Table								
	Supplier	Details	Customer	Details	Invoicing Party	Details	Payee	Details
Name:	Supplier Airfoi Ltd. 200		TRAINING AIRBUS		TRAINING AIRBUS UK		TRAINING AIRBUS UK	
Street:	Wilsons Lane Longford M6 Junction 3		1, Rond Point Maurice Bellonte		New Fitton House 20D		New Fitton House 20D	
Zip Code:	CV5 9HL		31707		B099 7AR		B099 7AR	
City:	Coventry 49		Blagnac Cedex		Fitton		Fitton	
Country:								

Click 'Details' to get further information about an address.

The actions that you can perform in the 'Header' tab are very similar to those in the 'Details' tab.

Details
Header

Customer / Supplier Data								
Customer Group Short Name:	AIRBUS S.A.S.	Supplier Group Name:	Supplier Airbus ARB					
Customer Organization:	AIRBUS UK							
Cust. Org.:	ASTBUYCG1LE1							
Common Information								
Invoice Number:	BA01_2011_200000017	Invoice Date:	16.05.2011					
Accounting Document Number:	500001-200	Due Date:	15.07.2011					
VAT Number:	GB 243 5105 93	Sent Date:	16.05.2011					
Statement of Liability:	SupAirfoi AB / Terms and Conditions of Sale n.R.: 2009.01.31							
Amounts								
Net Total Amount:	664.00	Total Surcharges and Rebates:						
VAT Total Amount:	134.06	VAT Local Amount:	134.06					
Gross Total Amount:	818.06	VAT Local Amount Currency:	GBP					
Currency:	GBP	Terms Of Payment:	DDU					
		Terms Of Payment Description:	Terms of Payment Version 2.4.2010-08-03					
Address Table								
	Supplier	Details	Customer	Details	Invoicing Party	Details	Payee	Details
Name:	Supplier Airfoi Ltd. 200		TRAINING AIRBUS		TRAINING AIRBUS UK		TRAINING AIRBUS UK	
Street:	Wilsons Lane Longford M6 Junction 3		1, Rond Point Maurice Bellonte		New Fitton House 20D		New Fitton House 20D	
Zip Code:	CV5 9HL		31707		B099 7AR		B099 7AR	
City:	Coventry 49		Blagnac Cedex		Fitton		Fitton	
Country:								

Back
Send E-Mail
Download
Print



1 Back	You return to the previous screen.
2 Send E-Mail	You can send an e-mail with the corresponding SBI link.
3 Download	You can download the SBI header data.
4 Print	Multiple selections are possible.

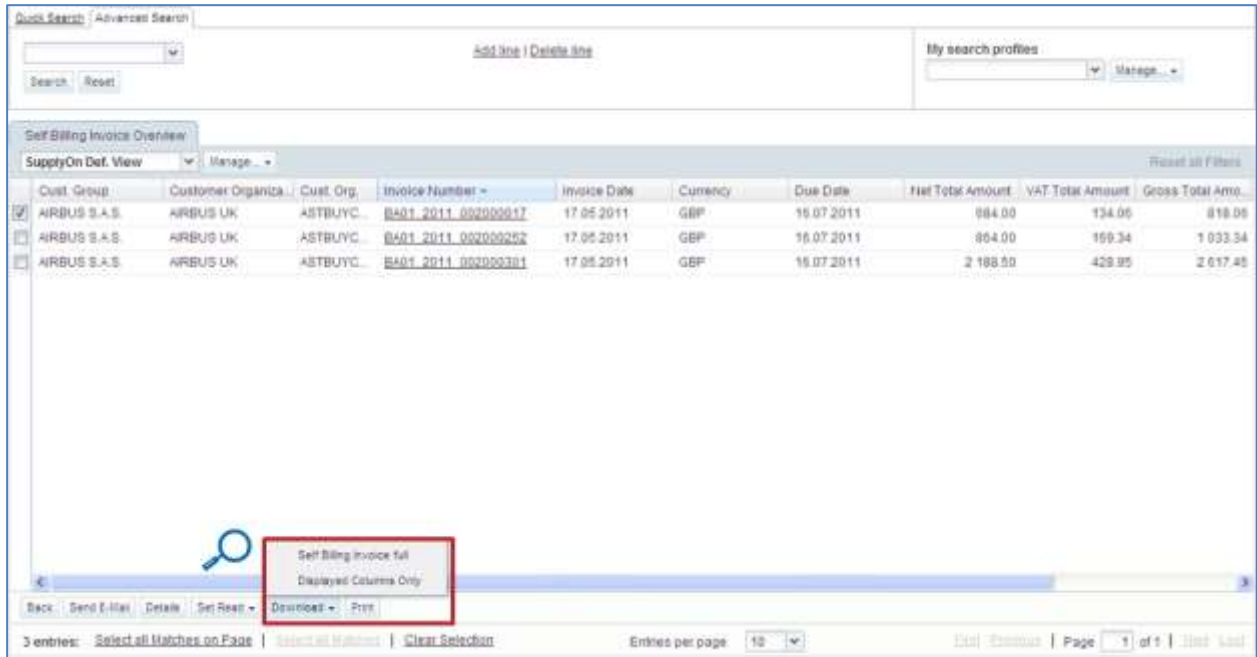
### 3.6 Download

AirSupply allows you to download Self Billing Invoices from AirSupply.

The Self Billing Invoices are always in the same data format of comma-separated values (CSV). They can be modified by a spreadsheet application (such as Microsoft Excel™).

To download one or several Self Billing Invoices:

- Select the corresponding line(s)
- Hover the mouse over the 'Download' button
- Click on one of the two download options as shown below:



You can download:

- All columns of one or several Self Billing Invoice ('Self Billing Invoices full' Option).
- Displayed columns of one or several Self Billing Invoice ('Displayed Columns Only' Option).

Once the download starts, a message is displayed:

- 1 Download started in the background. File will be provided for download once finished.

As soon as you have selected a SBI and started the download, the download starts through the standard browser functionality. The downloaded document is in .CSV format.

The screenshot shows an extract of a .CSV Self Billing Invoice with Microsoft Excel. It was downloaded with the 'Self Billing Invoice full' function:

Cust. Group	Customer Organization	Cust. Org.	Cust. Site	Supplier Group	Supplier Organization	Supplier Site	ERP Plant	Supplier No.	Customer Group	Supplier Location	Document Number	Accounting Code
AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	AIR11	Supplier Airf	ASTSELCG2LI	TRAINING@	1110	223447	SA5			500000018 1
AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	AIR11	Supplier Airf	ASTSELCG2LI	TRAINING@	1110	223447	SA5			500000018 1
AIRBUS S.A.S.	AIRBUS UK	ASTBUYC	AIR11	Supplier Airf	ASTSELCG2LI	TRAINING@	1110	223447	SA5			500000018 1

## 4 Conclusion

This module has explained:

- The general concept and definition of Self Billing.
- The Self Billing principles and the Self Billing workflow.

This module has explained how to:

- Search and access to a Self Billing Invoice.
- Handle a Self Billing Invoice alert exception.
- Read and understand a Self Billing Invoice.
- Download a Self Billing Invoice.
- Print a Self Billing Invoice.

The following module is the 'VMI' module [RD9].

## 5 Appendix

### 5.1 Description tables

#### 5.1.1 'Stock Information' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Batch Information Supplier	Batch Information Supplier.		
Batch Number Customer	Batch Number Customer.	x	x
Batch Number Supplier	Batch Number Supplier.		
Consig. Block	Consignment Blocked Stock.		
Consig. Qual	Consignment Quality Stock.		
Consig. Unres.	Consignment Unrestricted Stock.		
Creation Date	Creation Date.	x	x
Cust. Block	Customer Blocked Stock.		
Cust. Group	Customer highest organisational level.		x
Cust. Mat. Desc.	Customer Material Description.	x	x
Cust. Mat. No.	Customer Material Number.	x	x
Cust. Org.	Customer Organisation Short Name.	x	x
Cust. Qual.	Customer Quality Stock.		
Cust. Site	Customer lowest organisational level (sub-unit of 'Customer organisation').		
Cust. Unres.	Customer Unrestricted Stock.		
Customer Organization	Organisational sub-unit of 'Customer Group'.		
Data Type	Data Type.	x	x
Delivery Note text	Delivery Note text.	x	x
Delivery Site	Delivery Site.	x	x
Document Number	Document Number.		
ERP Plant	ERP Plant Code.	x	x
Expiry Date	Expiry Date.	x	x
Extracted By	Id that extracted the data from MRP.		
Extracted Date&Time	Date and time of extract of data from MRP.		
Flexible Field 10	Field not used yet by customers to publish data.		
Flexible Field 2	Field not used yet by customers to publish data.		
Flexible Field 3	Field not used yet by customers to publish data.		
Flexible Field 4	Field not used yet by customers to publish data.		
Flexible Field 5	Field not used yet by customers to publish data.		
Flexible Field 6	Field not used yet by customers to publish data.		
Flexible Field 7	Field not used yet by customers to publish data.		
Flexible Field 8	Field not used yet by customers to publish data.		



Flexible Field 9	Field not used yet by customers to publish data.		
Invoice Number	Invoice Number.	x	x
Invoice Position	Invoice Position.	x	x
Material Document Cancel Number	Customer's reference: Movement Cancellation Document Number.	x	
Material Document Number	Customer's reference, which can be linked to SBI.	x	x
Movement Code	Movement Code.	x	x
Movement Code Desc.	Movement Code Description (CONSUMPTION, RECEIVED, RETURNED, CANCELLED).	x	x
Movement Quantity	Movement Quantity.	x	x
Movement Type	Movement type (+ or -).	x	x
Ord. Off. Code	Ordering Officer Code.		
Ord. Off. Name	Ordering Officer Name.		
Ord. Off. Phone	Ordering Office Phone.		
PO SL	PO Schedule Line.	x	x
PO/VMI Reference	PO/VMI Reference.	x	x
PO/VMI Reference Line	PO Item Number.	x	x
Process	Process.		
Program / MSN	Project/Program Name and Manufacturer Serial Number.	x	x
Sent Date&Time	Sent Date.		
Serial Number	Manufacturer Serial Number.	x	x
Stock Type	Stock Type (FREE, BLOCKED, QUALITY).	x	x
Supp. Mat. No.	Supplier Material Number.	x	x
Supp. No.	Harmonised ERP supplier number.		
Supp.Loc.No.	Local ERP supplier number.	x	x
Supplier Group Name	Supplier highest organisational level.		
Supplier Material Description	Supplier Material Description.	x	x
Supplier Planner Code	Supplier Planner Code.		
Supplier Site	Supplier lowest organisational level (sub-unit of 'Supplier Organisation').		
Supplier Site_City	Concatenation of supplier site and city.	x	
Supplier. Org.	Organisational sub-unit of 'Supplier Group'.		
Unit Of Measure	Material unit of measure.	x	x

### 5.1.2 'Self Billing Invoice Overview' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Accounting Document Number	Accounting Document Number.		
Currency	Currency.	x	x
Cust. Group	Customer highest organisational level.	x	x
Cust. Org.	Customer Organisation Short Name.	x	x
Customer Organization	Organisational sub-unit of "Customer Group".	x	x
Due Date	Due Date.	x	x
Flex. Header Field 1	Field not used yet by customers to publish data.		
Flex. Header Field 10	Field not used yet by customers to publish data.		
Flex. Header Field 12	Field not used yet by customers to publish data.		
Flex. Header Field 3	Field not used yet by customers to publish data.		
Flex. Header Field 4	Field not used yet by customers to publish data.		
Flex. Header Field 5	Field not used yet by customers to publish data.		
Flex. Header Field 6	Field not used yet by customers to publish data.		
Flex. Header Field 7	Field not used yet by customers to publish data.		
Flex. Header Field 8	Field not used yet by customers to publish data.		
Flex. Header Field 9	Field not used yet by customers to publish data.		
Gross Total Amount	Gross Total Amount.	x	x
Invoice Date	Invoice Date.	x	x
Invoice Number	Invoice Number.	x	x
Net Total Amount	Net Total Amount.	x	x
New/Read Supplier	New/Read Supplier.	x	x
Supplier Group Name	Supplier highest organisational level.		
Terms Of Payment	Terms Of Payment.		
Terms Of Payment Description	Terms Of Payment Description.		
Total Surcharges and Rebates	Total Surcharges and Rebates.		
VAT Local Amount	VAT Local Amount.		
VAT Local Amount Currency	VAT Local Amount Currency.	x	x
VAT Number	VAT Number.		
VAT Total Amount	VAT Total Amount.	x	x

### 5.1.3 'SBI Details' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Batch Number Customer	Batch Number Customer		
Batch Number Supplier	Batch Number Supplier.		
Currency	Currency.	x	x
Cust. Group	Customer highest organisational level.		
Cust. Mat. Desc	Customer Material Description.	x	x
Cust. Mat. No.	Customer Material Number.	x	x
Cust. Org.	Customer Organisation Short Name.	x	x
Cust. Site	Customer lowest organisational level (sub-unit of "Customer organisation").		
Customer Organization	Organisational sub-unit of "Customer Group".		
Delivery Note	Delivery Note.		
ERP Plant	ERP Plant Code.	x	x
Expiry Date	Expiry Date.		
Flexible Field 1	Field not used yet by customers to publish data.		
Flexible Field 10	Field not used yet by customers to publish data.		
Flexible Field 2	Field not used yet by customers to publish data.		
Flexible Field 3	Field not used yet by customers to publish data.		
Flexible Field 4	Field not used yet by customers to publish data.		
Flexible Field 5	Field not used yet by customers to publish data.		
Flexible Field 6	Field not used yet by customers to publish data.		
Flexible Field 7	Field not used yet by customers to publish data.		
Flexible Field 8	Field not used yet by customers to publish data.		
Flexible Field 9	Field not used yet by customers to publish data.		
Goods Movement Date	Goods Movement Date.	x	x
Invoice Number	Invoice Number.	x	x
Invoice Position	Invoice Position.	x	x
Invoiced Quantity	Invoiced Quantity.	x	x
Material Document Number	ERP Goods Movement Document Number.	x	x
Net Amount	Net Amount.	x	x
Ord. Off. Code	Ordering Officer Code.		
Ord. Off. Name	Ordering Officer Name.		
Ord. Off. Phone	Ordering Office Phone.		
PO/VMI Reference	PO/VMI Reference.	x	x
PO/VMI Reference Line	PO/VMI Reference Line.	x	x

Pgm. /MSN	Project/Program Name and Manufacturer Serial Number.		
Price Per Unit	Price Per Unit.	x	x
Price Unit	Price Unit.	x	x
Serial Number	Serial Number.		
Storage Location	Storage Location.		
Supp. Mat. No.	Supplier Material Number.		x
Supp. No.	Harmonised ERP supplier number.		
Supp.Loc.No.	Local ERP supplier number.	x	
Supplier Group Name	Supplier highest organisational level.		
Supplier Material Description	Supplier Material Description.		x
Supplier Planner Code	Supplier Planner Code.		x
Supplier Site	Supplier lowest organisational level (sub-unit of "Supplier Organisation").		
Supplier Site_City	Concatenation of supplier site and city.	x	
Supplier. Org.	Organisational sub-unit of "Supplier Group".		
Surcharges and Rebates	Surcharges and Rebates.		
Tax Rate	Tax Rate.		
Tax Value	Tax Value.		
Total Net Amount	Total Net Amount.		
Unit of Measure	Unit of Measure.	x	x
VAT Code	VAT Code.	x	x
VAT Description	VAT Description.	x	x

### 5.1.4 'SBI Alerts' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Alert Creation Date	Date and time alert was created.	x	x
Alert ID	Alert ID generated by system.		
Alert Text	Alert Text.		
Cust. Group	Customer highest organisational level.		x
Cust. Mat. Desc.	Customer Material Description.		
Cust. Mat. No.	Customer Material Number.		
Cust. Org.	Customer Organisation Short Name.	x	x
Cust. Site	Customer lowest organisational level (sub-unit of "Customer organisation").		
Customer Organization	Organisational sub-unit of "Customer Group".		
ERP Plant	ERP Plant Code.		
Ign.C.	Ignored By Customer.	x	x
Ign.S.	Ignored By Supplier.	x	x
Inactive since	Date when alert situation was resolved.		
Invoice Number	The SBI number the alert refers to.	x	x
New/Read Customer	Customer Status New/Read.	x	
New/Read Supplier	Supplier Status New/Read.		x
Ord. Off. Code	Ordering Officer Code.		
Ord. Off. Name	Ordering Officer Name.		
Ord. Off. Phone	Ordering Office Phone.		
Priority	Priority of alert.	x	x
SBI alert type	SBI alert type.	x	x
Supp. Mat. No.	Supplier Material Number.		
Supp. No.	Harmonised ERP supplier number.		
Supp. Loc. No	Local ERP supplier number.		
Supplier Group Name	Supplier highest organisational level.	x	
Supplier Material Description	Supplier Material Description.		
Supplier Planner Code	Supplier Planner Code.		
Supplier Site	Supplier lowest organisational level (sub-unit of "Supplier Organisation").		
Supplier Site_City	Concatenation of supplier site and city.		
Supplier. Org.	Organisational sub-unit of "Supplier Group".		

### 5.2 Referenced documents

[RD2]: 02\_Master\_Data\_training\_guide.

[RD3]: 03\_Dashboard\_training\_guide.

[RD5]: 05\_Ordering\_training\_guide.

[RD9]: 09\_VMI\_training\_guide.