

50Hertz
Handout
Credit memo procedure

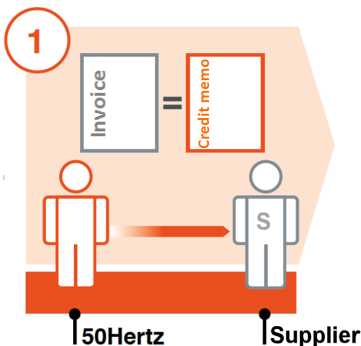


Credit memo procedure

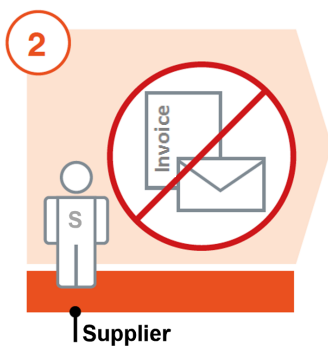
What does participation mean for me as a supplier?



In general:

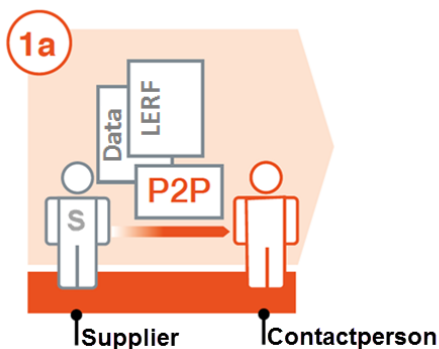


Fiscally, a credit memo is to be handled like an invoice in my part. The credit memo is drawn up by 50Hertz and sent to the supplier.



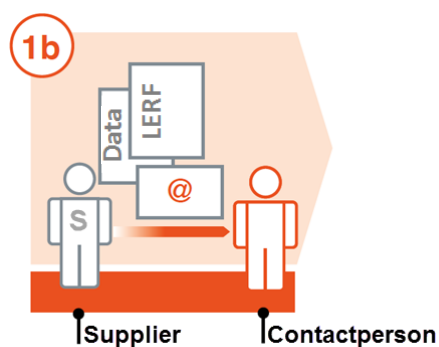
This means that I will no longer need to send an invoice to 50Hertz. This is the only way to avoid double entries and unnecessary invoice clarifications, which require a lot of time and prevent payment until clarification.

Credit memo procedure for services:



For portal suppliers, the following applies:

As a supplier, I send the data to my technical contact at 50Hertz via the SAP Business Network in the form of a service entry (LERF) after measurements.



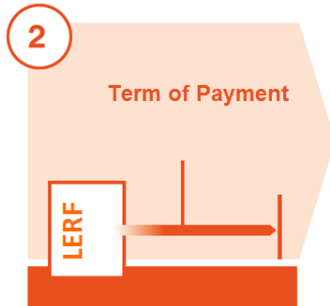
For non-portal suppliers, the following applies:

As a supplier, I send my measurements and service entry (LERF) to my technical contact at 50Hertz via e-mail. 50Hertz then copies the data into the SAP system.

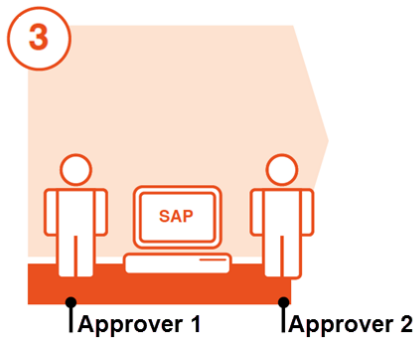


Credit memo procedure

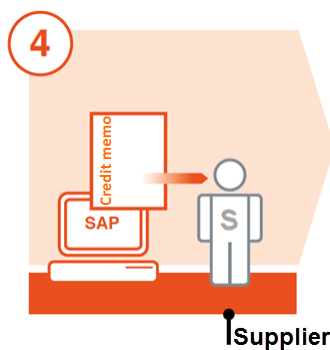
What does participation mean for me as a supplier?



The term of payment begins as soon as the service entry (LERF) is entered in the SAP Business Network or the SAP system.

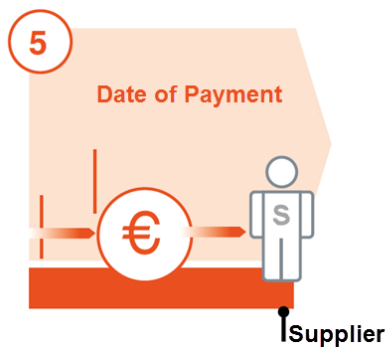


Then, the first and, if applicable, the second release take place (depending on the value) for the service entry (LERF) in SAP by the person responsible at 50Hertz.



Always on Sunday after the second release of the service entries:

Credit memo is created and sent to the supplier.



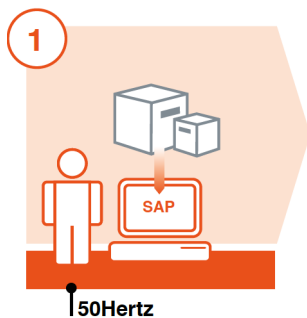
Within the term of payment, the amount is taken into account for the next date of payment. The amount is then transferred to the bank of the supplier.

Credit memo procedure

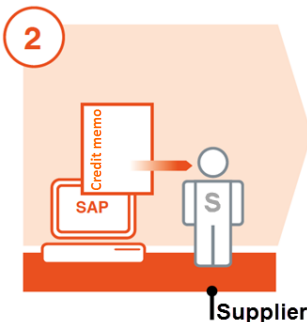
What does participation mean for me as a supplier?



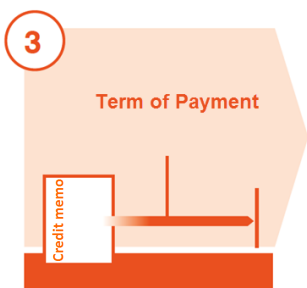
Credit memo procedure for delivery of goods:



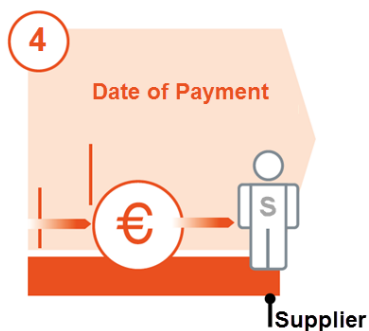
For the delivery of goods, the following applies:
50Hertz books the goods receipt in SAP.



Always on Sunday after the goods receipt was booked:
Credit memo is created and sent to the supplier.



After the credit memo has been drawn up, the term of payment begins.



Within the term of payment, the amount is taken into account for the next date of payment. The amount is then transferred to the bank of the supplier.