

How to check non-PO invoice fields with characters limit

SAP

INTERNAL – SAP and Customers Only



Question: Why did I submit Non-PO invoice through Ariba Network but SATS did not receive the invoice?

Answer:

In Non-PO invoice creation screen, the following fields with characters limit **(including space)**:

- **“Order reference number”** field has **35-character limit**
- Under **“Line item”**, **“Part #”** and **“Customer Part #”** fields have **60-character limit** each

There is no error prompted in Ariba Network if invoices reference number exceed this limit.

However, the invoice **will not** flow to SATS back-end ERP system, hence SATS will not receive the invoice to process payment.

Question: Why did I submit Non-PO invoice through Ariba Network but SATS did not receive the invoice?

When submitting invoice on Ariba Network, suppliers must ensure the following:

- 1) Under “**Order Information**” – “**Reference #**”, suppliers must ensure that the “**Reference #**” field **does not exceed 35 characters**.

Create Invoice

▼ Invoice Header

Summary

Invoice #: *

Invoice Date: * 18 Apr 2022

Service Description:

Supplier Tax ID:

Remit To: Ariba SE - Home - Standard - TEST

Singapore
Singapore

Choose Address: H1DCLNT211_1001

Bill To: SATS Ltd

Singapore
Singapore

Order Information

Reference #: *

Sales Order Date: *

Suppliers must ensure that **Reference #** does not exceed **35 characters**.

Question: Why did I submit Non-PO invoice through Ariba Network but SATS did not receive the invoice?

When submitting invoice on Ariba Network, suppliers must ensure the following:

- 1) Under “**Line item**”, “**Part #**” and “**Customer Part #**”, suppliers must ensure these **fields do not exceed 60 characters.**

The screenshot shows the SAP 'Line Items' interface. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with checkboxes for 'Tax Category' (set to '7% GST / Standard-rated purchase'), 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. The main table has columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A single line item is visible with 'Type' set to 'MATERIAL'. The 'Part #' and 'Customer Part #' input fields are highlighted with red boxes. Below the table, there are buttons for 'Line Item Actions', 'Delete', and 'Add'. At the bottom right, there are 'Update', 'Exit', and 'Next' buttons. A red callout box with arrows pointing to the 'Part #' and 'Customer Part #' fields contains the text: 'Suppliers must ensure that **Part #** and **Customer Part #** do not exceed 60 characters.'

Thank you.