



# SAP Business Network for SCC

## Invoicing Supplier Training Guide



# Agenda

## Invoice Information

- Customer Specifications
- Invoice Rules

## Invoice Portal User Interaction

- Invoice Methods:
  - PO/SA/SAR-based invoices (Purchase Order, Schedule Agreement or Schedule Agreement Release)
  - Credit Memos
  - Copy invoices

## Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports
- Invoice archival

## Invoice Information

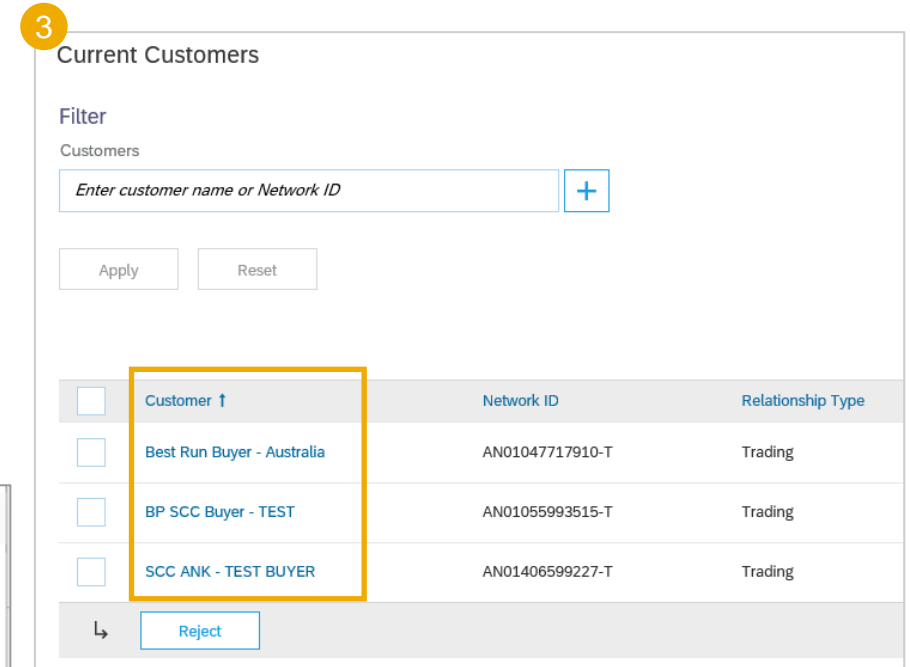
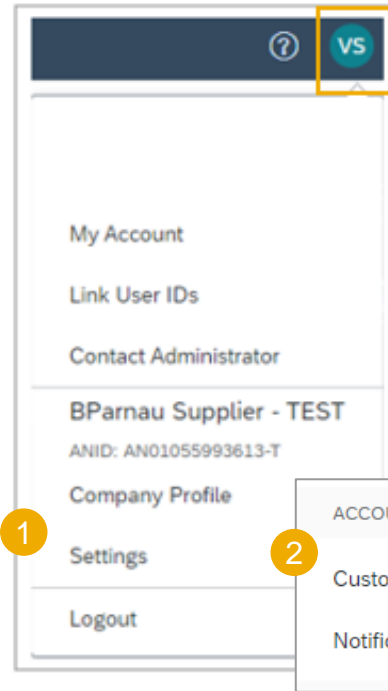
In this Chapter You Will Learn About ...

... invoice rules

# Review Invoice Rules

These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. Select **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer.
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If Country-Based Invoice Rules is enabled then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.



## Invoice Portal User Interaction

### In this Chapter You Will Learn About ...

- ... the ways to create PO/SA/SAR-based invoices
- ... how to create invoice against the consignment movements
- ... what is the Consignment Settlement and how it works
- ... how to create a Credit Memo and copy invoices

# Invoice Portal User Interaction



PO/ SA/ SAR-based invoice  
Invoice Against Consignment  
Movement  
Consignment Settlement  
Credit Memos  
Copy Invoices

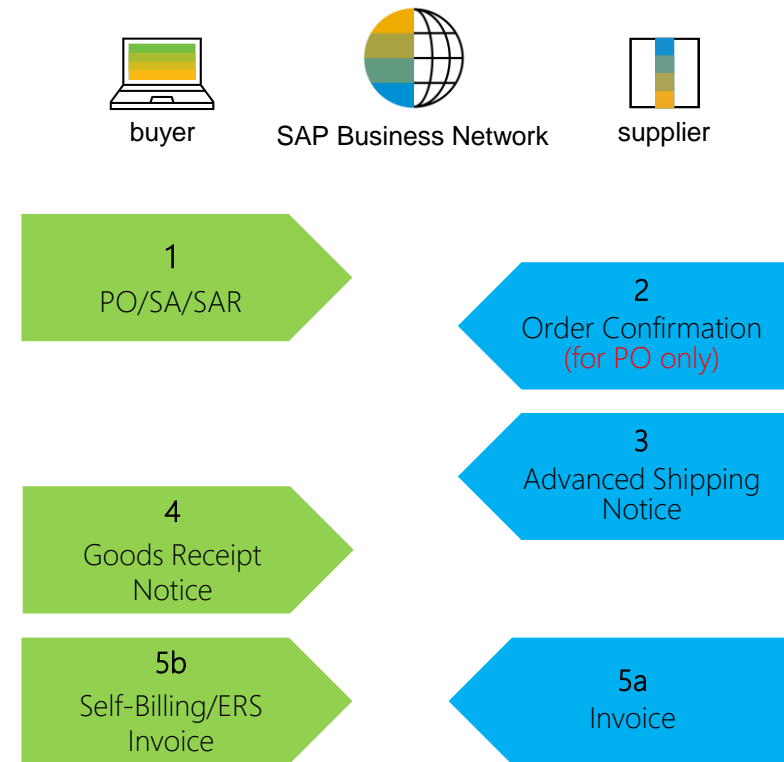
Search for Invoice  
Check Invoice Status  
Invoice History  
Modifying Invoices  
Invoice Reports  
Invoice Archival

# PO/ SA/ SAR-Based Invoice

## Generic Workflow

Supplier can create an invoice based on Purchase Order, Schedule Agreement or Schedule Agreement Release.

As another option, SAP Business Network allows self-billing/ ERS invoices.



# PO / SA / SAR-Based Invoice

## Create Invoice (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order tiles** to identify the PO / SA / SAR.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action button on the right hand side of your screen and select **Standard Invoice**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench' (highlighted with a yellow circle 1), 'Planning', and 'Orders'. Below the navigation is a dashboard with four order tiles: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271), all for the 'Last 90 days' period. A filter bar below the tiles shows 'Last 90 days' and an 'Edit filter' button. Below the filter is a table with columns: 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The table contains one row with '4500003734' and 'SCC Delivery Team - Global H19 Client 400 - TEST'. A yellow circle 3 is next to the filter bar, a yellow circle 4 is next to the table's column headers, and a yellow circle 5 is next to the 'Standard invoice' button in the 'Actions' column.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		Standard invoice



# PO/ SA/ SAR-Based Invoice

## Create Invoice (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases'. The main content area is titled 'Orders and Releases' and contains a sub-menu with 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A search filter section is visible below the sub-menu. The main table, titled 'Orders and Releases (1)', has the following data:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Agreement	5500000146	1	SCC NAMER - TEST 1		Plant 1 JP Tokyo, 13 Japan	DEMO BP TST CIG H87- 200 Praga Romania	100.00 EUR	28 Nov 2019

Below the table, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Create Invoice' button is expanded, showing a dropdown menu with options: 'Standard Invoice', 'Credit Memo', and 'Credit Memo for Return Items'.

# PO / SA / SAR-Based Invoice

## Invoice Header

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select **Remit-To** address from the drop down box if you have entered more than one.
3. Tax and Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. If customer allows, you will be able to see information from the Business Partner element mapped to the **Customer** section on a header level.
6. Scroll down to the **Line items** section to select the line items being invoiced.

**Note:** Support of additional Reference Documents & Dates is applicable for SCC customers only; Attachment file size should not exceed 40MB.

The screenshot shows the 'Invoice Header' form with the following sections and callouts:

- 1:** Invoice # field containing 'INV\_1084497223'.
- 2:** Invoice Date field containing '15 Apr 2016'.
- 3:** Tax section with radio buttons for 'Header level tax' (selected) and 'Line level tax'.
- 4:** Shipping section with radio buttons for 'Header level shipping' (selected) and 'Line level shipping'.
- 5:** Customer section showing 'Customer: SAP A.G.' and 'Palo Alto, United States'.
- 6:** Line Items section showing a table with one item:
 

No.	Include	Type	Part #
1	<input checked="" type="checkbox"/>	MATERIAL	

Additional form elements include a 'Purchase Order' field with value '1084497223', a 'Remit To' dropdown menu with 'DEFAULT VALUE', and a list of fields to be added to the header: Tax, Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment.

# PO/ SA/ SAR-Based Invoice

## Line Items

Line Items section shows the line items from the reference document.

1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines**.

The image shows five sequential screenshots of a software interface, each with a numbered callout (1-5) in a yellow circle:

- 1:** A table with columns 'Quantity', 'Unit', and 'Unit Price'. The values are '10', 'BX', and '25.00 EUR' respectively.
- 2:** A table with columns 'No.', 'Include', 'Type', and 'Part #'. Row 2 has '2', a green eye icon, 'MATERIAL', and 'GOODS\_02'. Below the table is a 'Pricing Details' section with 'Price Unit: \*' set to 'BX' and 'Unit Conversion: \*' set to '1'. At the bottom are 'Line Item Actions' and 'Delete' buttons.
- 3:** Similar to screenshot 2, but the 'Include' column for row 2 now has a blue checkmark instead of the green eye icon.
- 4:** A 'Tax' configuration window. The 'Category' is 'VAT'. A 'Standard Tax Selections' dropdown menu is open, showing options: Sales, VAT, GST, HST, PST, GST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. The 'Add' button is highlighted.
- 5:** A large blue button labeled 'Add to Included Lines'.

# PO/ SA/ SAR-Based Invoice

## Additional Tax Options & Line Item Shipping

To configure additional tax options click **Configure Tax Menu** under the Tax Category drop down. Create new tax categories and as needed.

1. Select the **Line Item** to apply different tax rates to each line item.
2. Click **Line Item Actions > Add > Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Click **Remove** to remove a tax line item, if not necessary.
4. Select **Category** within each line item, then either populate the rate (%) or tax amount and click **update**.
5. Enter shipping cost to the applicable line items if line level shipping has been selected.

The image shows a multi-step configuration process for taxes and shipping. It includes a 'Tax' configuration form, a 'Configure Tax' table, and a 'Shipping' configuration form. Numbered callouts (1-5) highlight key actions and fields.

**Tax Configuration Form:**

- 1:** Radio button for 'Header level tax'.
- 2:** 'Category' dropdown menu showing 'VAT' selected. A 'Standard Tax Selections' list is open, including Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, and Other Tax. A 'Configure Tax Menu' option is also visible.
- 3:** 'Remove' button and 'View/Edit Addresses' link.

**Configure Tax Table:**

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> Sales Tax	%	

**Shipping Configuration Form:**

- 4:** 'Configure Tax' dialog box with 'OK' and 'Ca' buttons.
- 5:** 'Shipping' section with 'Shipping Amount' set to '0.00 EUR' and a 'Shipping Date' field.

**Shipping Details:**

- Ship From: Ariba\_TestSupplier - TEST, Praha 5, Czech Republic
- Ship To: Sandbox Buyer - Test, Praha, Czech Republic
- Deliver To: Cristian Mihalache, 2nd Floor, SI Team

# PO/ SA/ SAR-Based Invoice

## Review Invoice Allowances and Charges

If Allowances and Charges are included in the reference document, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

1

Invoice Header

Summary

Purchase Order: **4500053489**

Invoice #:   
Invoice or Credit Memo already exists.

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: **BPamauj Supplier - TEST**  
Pittsburgh, PA  
United States

Bill To: **BP SOC Buyer - TEST**  
North Sydney NSW  
Australia

2

Allowances and Charges

Service Code:  Description:  [Add Tax](#)

Start Date:  End Date:  [Remove](#)

Charge:

[Line Item Actions](#) [Delete](#)

# PO/ SA/ SAR-Based Invoice

## Detail Line Items

1. Additional information can be viewed at the Line Item Level by editing a **Line Item**.

1

The screenshot shows a 'Line Item Actions' dropdown menu with options: Edit, Add, and Shipping Documents. Below it is a 'Line Items' table with the following data:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice Done Cancel

▼ Invoice Item \* Indicates required field Line Item Actions ▼

Quantity: \*  Part #: GOODS\_01  
 Unit: EA  
 Unit Price: \*   
 Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details  
 Price Unit: \*  Price Unit Quantity: \*   
 Unit Conversion: \*  Description:

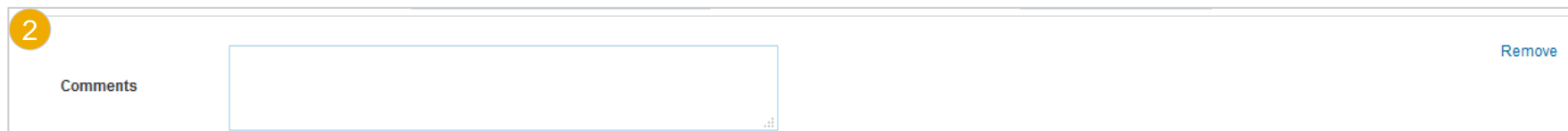
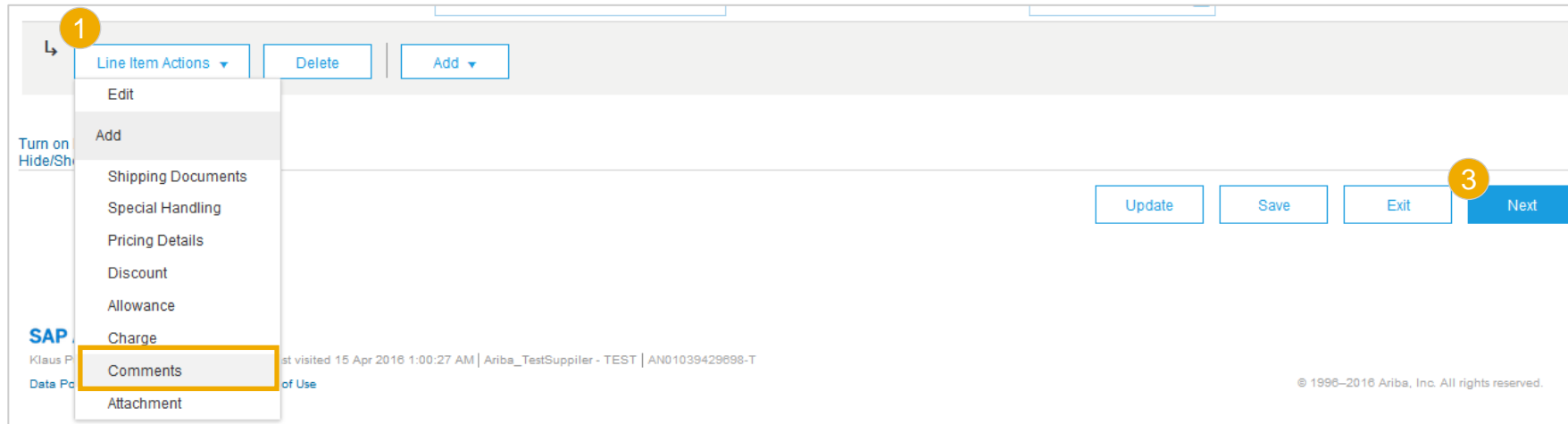
Inspection Date:

Shipping  
 Ship From: Ariba\_TestSupplier - TEST  
 Ship To: Sandbox Buyer - Test  
 Praha 5  
 Czech Republic  
 Deliver To: Czech Republic  
 Cristian Mihalache  
 2nd Floor, SI Team View/Edit Addresses

# PO/ SA/ SAR-Based Invoice

## Line Item Comments

1. To add comments at the line items select Line Items, then click at **Line Item Actions / Add / Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to Review page.



# PO / SA / SAR-Based Invoice

## Review, Save, or Submit Invoice

Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page.

The screenshot shows the SAP Business Network interface for creating an invoice. At the top, there are four buttons: 'Previous' (with a yellow circle '2' above it), 'Save', 'Submit' (with a yellow circle '1' above it), and 'Exit'. Below this is a 'Create Invoice' section with buttons for 'Update', 'Save' (with a yellow circle '3' above it), 'Exit', and 'Next'. The main form area is titled 'Create Invoice' and contains a red error message: '! Please correct the following errors and resubmit'. Under the 'Invoice Header' section, there is a 'Summary' area with the following fields: 'Purchase Order: PO80001005', 'Invoice #:\*' (with a red error message '! Required field' below it), 'Invoice\* Date: 22 Apr 2016' (with a calendar icon), and 'Remit To: 333 MAIN ST' (with a dropdown arrow). Below these are 'Manitoba MB Canada' and 'Bank Account: Bill To:'. At the bottom, the SAP Business Network navigation bar is visible, showing 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Invoices'. A dropdown menu is open under 'Invoices', showing 'Drafts' (with a yellow circle '4' above it).

**Note:** In the event of errors, there will be a notification in red where information must be corrected



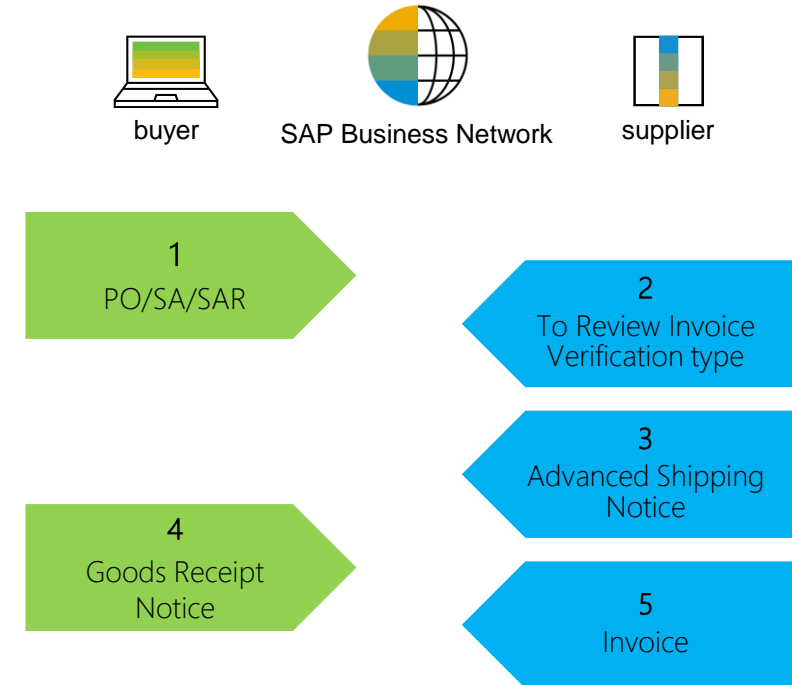
# PO / SA / SAR-Based Invoice

## GR-Based Invoice Verification

Suppliers can use Goods Receipt as a reference document for the invoice.

The general workflow for a supplier to base an invoice on a ship notice follows these steps:

1. The buyer sends a purchase order or scheduling agreement to a supplier through SAP Business Network.
2. The supplier views the document and **Invoice Verification Type**.
3. The supplier creates a ship notice.
4. The buyer receives the material and sends the receipt to the supplier with the goods-receipt quantity.
5. The supplier creates an invoice based on the ship notice.



# PO / SA / SAR-Based Invoice

## Goods-receipt based invoice verification (From the Workbench)

You are required to include only received quantities on invoices.

1. Click the **Workbench**.
2. Select one of the **Orders** tile.
3. Identify the reference document you wish to invoice against and open it.
4. Select the item(s) from the **Receipt List** that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot shows the SAP Business Network Enterprise Account Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The main content area displays four tiles for 'New orders', 'Changed orders', 'Orders to invoice', and 'Orders' over the last 90 days. Below these tiles is a table with columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. A 'Receipt List' table is also visible, showing receipt numbers, customer names, dates, and routing statuses.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/> 5000004869	SCC ANK - TEST BUYER	19 Mar 2020 3:39:52 PM	Sent
<input type="checkbox"/> 5000004870	SCC ANK - TEST BUYER	19 Mar 2020 3:42:16 PM	Sent

# PO / SA / SAR-Based Invoice

## Goods-receipt based invoice verification (From the Orders Tab)

You are required to include only received quantities on invoices.

1. Click the **Orders / Orders and Releases**.
2. Select the reference document you wish to invoice against from the Orders and Release sub-tab.
3. Select the item(s) from the Receipt List that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded, showing 'Orders and Releases' as the selected option, indicated by a yellow circle with the number '1'. Below the menu, the 'Orders and Releases' sub-tab is active, showing a search filter section and a table of orders. A yellow circle with the number '2' points to the first row of the table.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
<input type="radio"/>	Order	4500003734	1	SCC Delivery Team - Global H19 Client 400 - TEST	Palo Alto, CA United States

The screenshot shows a dialog box titled 'Select receipts to be invoiced' with a 'Next' button in the top right corner. A yellow circle with the number '3' points to the 'Receipt List' table. The table has columns for 'Receipt Number', 'Customer', 'Date', and 'Routing Status'. The first row is selected, indicated by a blue checkmark in the 'Receipt Number' column.

Receipt Number	Customer	Date	Routing Status
<input checked="" type="checkbox"/> 5000004869	SCC ANK - TEST BUYER	19 Mar 2020 3:39:52 PM	Sent
<input type="checkbox"/> 5000004870	SCC ANK - TEST BUYER	19 Mar 2020 3:42:16 PM	Sent

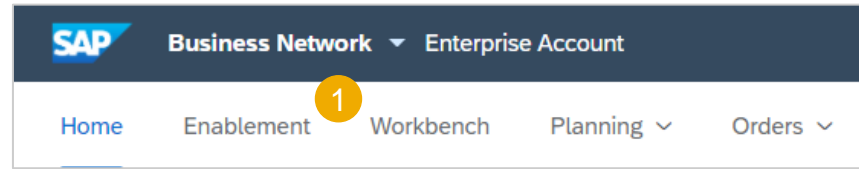
# Credit Memo

## Header Level (From the Workbench)

From the Homepage:

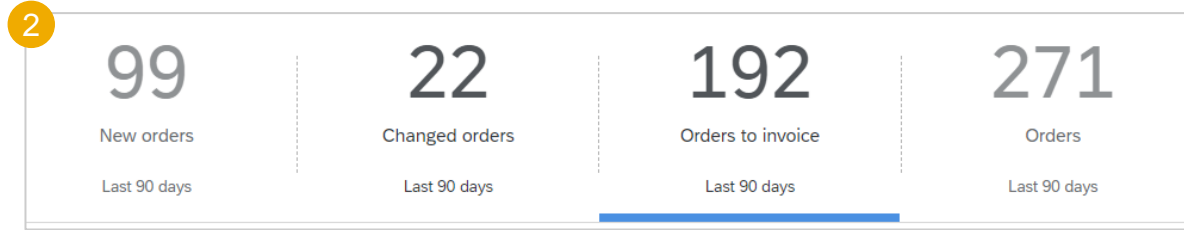
1. Click **Workbench**.
2. Select one of the **Orders** tile and identify the PO item.
3. Open order by clicking its number.
4. Click on **Create Invoice** and choose **Credit Memo**.
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



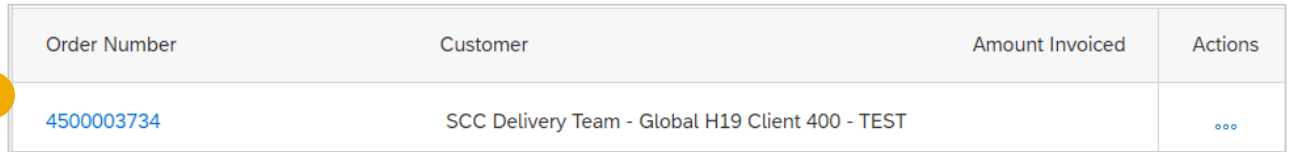
SAP Business Network Enterprise Account

Home Enablement **1** Workbench Planning Orders



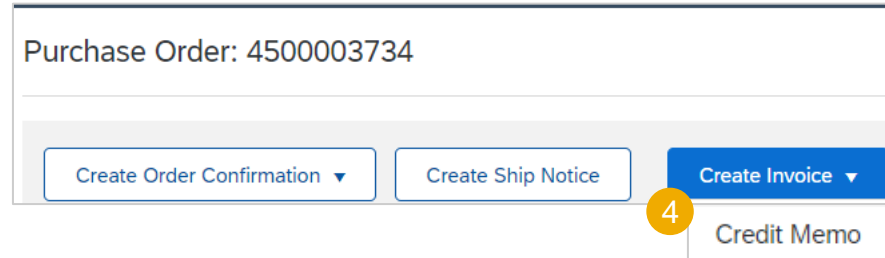
**2**

99 New orders Last 90 days	22 Changed orders Last 90 days	192 Orders to invoice Last 90 days	271 Orders Last 90 days
----------------------------------	--------------------------------------	--	-------------------------------



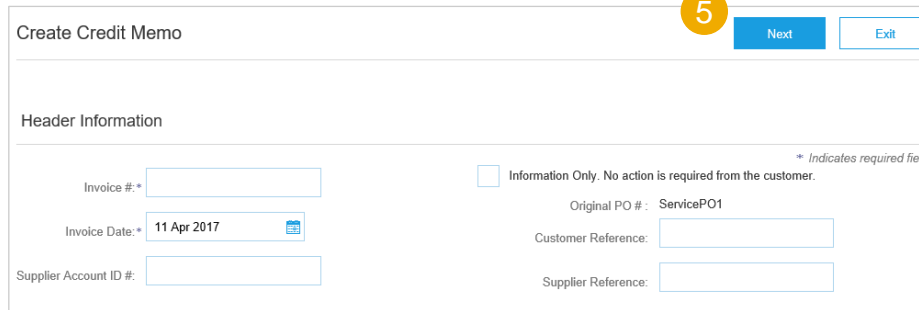
**3**

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...



Purchase Order: 4500003734

Create Order Confirmation Create Ship Notice **4** Create Invoice  
Credit Memo



**5**

Create Credit Memo

Header Information

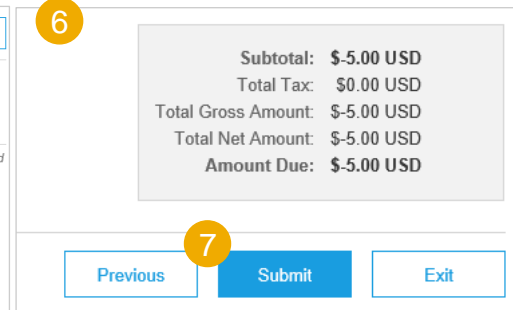
Invoice #:   Information Only. No action is required from the customer. \* Indicates required field

Invoice Date: \* 11 Apr 2017  Original PO #: ServicePO1

Supplier Account ID #:  Customer Reference:

Supplier Reference:

Next Exit



**6**

Subtotal:	\$-5.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$-5.00 USD
Total Net Amount:	\$-5.00 USD
Amount Due:	\$-5.00 USD

**7**

Previous Submit Exit

# Credit Memo

## Header Level (From the Orders Tab)

To create a credit memo against an entire invoice:

1. Click the **Orders / Orders and Releases**.
2. In the Orders and Releases sub-tab select the PO to be credited by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the Actions dropdown menu.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

The screenshot illustrates the SAP Business Network interface for creating a credit memo. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, highlighting 'Orders and Releases' (1). Below this, the 'Orders and Releases' sub-tab is active, showing a table of orders. The first order is selected with a radio button (2). The table columns are: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, and Date. The selected order is an 'Agreement' with Order Number '5500000146', Ver '1', Customer 'SCC NAMER - TEST 1', Ship To Address 'Plant 1 JP Tokyo, 13 Japan', Ordering Address 'DEMO BP TST CIG H87-200 Praga Romania', Amount '100.00 EUR', and Date '28 Nov 2019'. Below the table, the 'Create Invoice' button is highlighted (3), and its dropdown menu is open, showing 'Standard Invoice', 'Credit Memo' (highlighted), and 'Credit Memo for Return Items'. The 'Create Credit Memo' form (4) is shown below, with fields for Invoice #, Invoice Date (11 Apr 2017), Supplier Account ID #, Original PO # (ServicePO1), Customer Reference, and Supplier Reference. A 'Next' button is visible. To the right, a summary box (5) shows: Subtotal: \$-5.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$-5.00 USD, Total Net Amount: \$-5.00 USD, and Amount Due: \$-5.00 USD. At the bottom, the 'Submit' button is highlighted (6).

# Credit Memo

## Line Level Detail (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select **Invoices** tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Create Line-Item Credit Memo**.
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network interface for an Enterprise Account. The navigation bar includes 'Home', 'Enablement', 'Workbench', and 'Planning'. A '2' tile for 'Invoices' (Last 90 days) is highlighted. A table lists invoice details for 'Standard Invoice 1INVCNS939' (supplier, Acknowledged, Sent). A 'Create Line-Item Credit Memo' button is visible. The 'Line Items' section shows a table with 4 items, including 'WIDGET 4' through 'WIDGET 7'. A '6' tile for the invoice summary is shown, with a '7' tile for the 'Submit' button. A '5' tile for the 'Next' button is also present.

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	1INVCNS939	supplier	Acknowledged	Sent	...

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Invoice: 1INVCNS939	
Subtotal:	\$-32.64 USD
Total Tax:	\$-2.28 USD
Total Shipping:	\$-12.00 USD
Total Gross Amount:	\$-46.92 USD
Total Net Amount:	\$-46.92 USD
Amount Due:	\$-46.92 USD

# Credit Memo

## Line Level Detail (From the Invoices Tab)

From the Homepage:

1. Click Invoices/ Invoices.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in. Click **Next**.
4. Review Credit Memo.
5. Click **Submit**.

**SAP Business Network Enterprise Account**

Home Enablement Workbench Planning **Invoices**

**Invoices (1)**

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

**Line Items** 4 Line Items, 4 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category:  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

**Summary:**

- Subtotal: **\$-32.64 USD**
- Total Tax: **\$-2.28 USD**
- Total Shipping: **\$-12.00 USD**
- Total Gross Amount: **\$-46.92 USD**
- Total Net Amount: **\$-46.92 USD**
- Amount Due: **\$-46.92 USD**

[Previous](#) **Submit** [Exit](#)

Turn on Error Dump  Hide/Show XML

[Update](#) [Exit](#) **Next**

# Copy Invoices

## (From the Workbench)

From the Homepage:

1. Click Workbench.
2. Select Invoices tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Copy this invoice** in the invoice screen.
5. Enter a new invoice number. For VAT lines, make sure the date of supply at the line level is correct. Edit the other fields as necessary.
6. Click **Next**, review the invoice, and **Save** or **Submit** it.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the steps to copy an invoice in SAP Business Network. It shows the navigation bar with 'Workbench' selected, the 'Invoices' tile, a table of invoice items, and the 'Copy This Invoice' button. The 'Invoice Header' form is also visible, showing fields for Purchase Order, Invoice #, Invoice Date, Service Description, and Supplier Tax ID.

**1** Business Network Enterprise Account

Home Enablement **1** Workbench Planning

**2** 2 Invoices Last 90 days

> Edit filter | Save filter | Last 90 days

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	<b>3</b> 1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1900000016

**4** Create Line-Item Credit Memo Copy This Invoice

**5** Invoice Header

Summary

Purchase Order: 4500004618

Invoice #: +

Invoice Date: + 11 Mar 2020

Service Description:

Supplier Tax ID:

**6** Update Save Exit Next Submit



# Copy Invoices

## (From the Invoices Tab)

From the Homepage:

1. Click the **Invoices/ Invoices**.
2. Identify the right invoice and click **Copy**.

**OR**

3. Open the invoice clicking its number and click **Copy This Invoice**.
4. Enter a new invoice number. For VAT lines, make sure the date of supply at the line level is correct. Edit the other fields as necessary.
5. Click **Next**, review the invoice, and **Save** or **Submit** it.

The screenshot illustrates the SAP Business Network interface for copying an invoice. It is divided into several sections:

- Navigation Bar:** Shows 'SAP Business Network' and 'Enterprise Account'. The 'Invoices' menu is highlighted with a yellow circle '1'.
- Invoices List:** A table with one row for invoice 'INV\_20150415' from 'Ariba, Inc. - TEST'. The 'Copy' button is highlighted with a yellow circle '2'.
- Invoice Detail View:** Shows 'Invoice: INV\_20150415'. The 'Copy This Invoice' button is highlighted with a yellow circle '3'.
- Invoice Header Form:** A form with fields for 'Purchase Order: 4500004618', 'Invoice #', 'Invoice Date: 11 Mar 2020', 'Service Description', and 'Supplier Tax ID'. A yellow circle '4' is next to the 'Invoice Header' dropdown.
- Action Buttons:** At the bottom, buttons for 'Update', 'Save', 'Exit', 'Next', and 'Submit' are shown. The 'Next' button is highlighted with a yellow circle '5'.

# Invoice Management

## In this Chapter You Will Learn About ...

- ... how to search for invoice and its status
- ... how to review invoice history
- ... how to modify invoices
- ... how to create invoice reports
- ... how to configure invoice archival

# Invoice Management

## Search for Invoice

### Quick Search:

1. Enter invoice details in the Homepage **search filed**, set **Invoices** in the document type.

**Refined Search:** Allows a refined search of Invoices within up to last 365 days.

2. Click on **Workbench / Invoices** tile.
3. Use filters to specify your search.

### OR

4. Click on **Invoices/ Invoices**
5. Use search filters.

### Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.
- Invoices tab will be replaced with new Workbench concept soon.

1 Invoices All customers Exact match Invoice Number

2 SAP Business Network Enterprise  
Home Enablement Workbench  
3 Invoices  
Save filter

3 Edit filter

Customers Select or type selections	Invoice number Type selection	Order number Type selection	Creation date Last 365 days
Partial match <input checked="" type="radio"/> Exact match <input type="radio"/>			
Invoice status All	Invoice Type All	Routing status All	

SAP Business Network Enterprise Account  
Home Enablement Workbench Planning Invoices  
4 Invoices

5 Search Filters

Customer: All Customers	Min. Amount:
Invoice Number:	Max. Amount:
Partial number <input checked="" type="radio"/> Exact number <input type="radio"/>	External Invoice Number:
Order Number:	Status: All
Date Range: Last 90 days 7 Feb 2021 - 7 May 2021	Type: All
<input type="checkbox"/> Show Invoices Submitted from the Customer's System.	
<input type="checkbox"/> Show only Invoices with Invoice Addendums.	

# Invoice Management

## Invoice Status - Routing Status To Your Customer

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the **invoice link**.

Routing Status reflects the status of the transmission of the invoice via SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed invoicing rules. Buyer will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Buyer invoicing application has acknowledged the receipt of the invoice

# Invoice Management

## Invoice Status - Review Invoice Status With Your Customer

Invoice Status reflects the status of Buyer's action on the Invoice.

- **Sent** – The invoice is sent to the Buyer but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Buyer approved the invoice cancellation
- **Paid** – Buyer paid the invoice / in the process of issuing payment. Only if Buyer uses invoices to trigger payment.
- **Approved** – Buyer has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Buyer has rejected the invoice or the invoice failed validation by SAP Business Network. If Buyer accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

# Invoice Management

## Review Invoice History

Access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.

Invoice: INV\_20150415

Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

### History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Invoice Management

## Modify an Existing Invoice - Cancel, Edit, and Resubmit

1. Use **Workbench/ Invoices** tile to identify the right invoice.
2. Open invoice by clicking its number or Actions button.
3. To cancel the invoice click **Cancel**. The status of the invoice changes to Canceled.
4. To edit the invoice click **Edit**. You can edit only **failed or rejected** invoices.
5. Make editing changes and click **Submit** on the Review page to send the invoice.

### OR

6. You can identify and cancel, edit, resubmit invoices as well from the **Invoices/ Invoices** tab.

### Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.
- Invoices tab will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Business Network interface for invoice management, with numbered callouts (1-6) indicating key actions:

- 1:** SAP Business Network Enterprise Account header.
- 2:** Table listing invoices with columns: Type, Invoice Number, Self B, and Actions. The row for 'Standard Invoice' with number '1INVCNS939' is highlighted.
- 3:** Invoice details for 'Invoice: INV84' showing 'Create Line-Item Credit Memo' and 'Cancel' buttons.
- 4:** Invoice details for 'Invoice: IN191204\_2' showing 'Edit', 'Copy This Invoice', and 'Add Attachment' buttons.
- 5:** A separate 'Submit' button.
- 6:** SAP Business Network Enterprise Account header with a dropdown menu for 'Invoices'.

Type	Invoice Number	Self B	Actions
Standard Invoice	1INVCNS939	No	...

# Invoice Management

## Create Invoice Reports 1

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' tab is highlighted with a yellow circle '1'. Below the navigation bar, the 'Reports' section contains a table of report templates and a toolbar with buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a yellow circle '2'. Below the toolbar, the 'Report' form is displayed, starting with a 'Report Description' step (circled '3'). The form includes fields for 'Title:\*', 'Description:', 'Time zone:' (set to 'US/Michigan'), 'Language:' (set to 'English'), and 'Report Type:\*' (set to 'Select'). The 'Report Type' field is highlighted with a yellow circle '4'. At the bottom of the form, the 'Next' button is highlighted with a yellow circle '5'.



# Invoice Management

## Create Invoice Reports 2

6. Specify **Customer** and **Created Date** in Criteria.
7. Click **Submit**.
8. Select the report created from the list and click **Download**. The report in CSV format will be downloaded to your computer.

Report Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

6 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

7 Previous Submit Exit

### Report Templates

	Title ↑	Schedule Type	Report Type	Status
<input type="radio"/>	AllMyOrders	Manual	Order	Processed
<input type="radio"/>	Available columns check	Manual	Order	Processed
<input type="radio"/>	BP ORDER	Manual	Order Summary	Processed
<input checked="" type="radio"/>	Invoicing Test	Manual	Invoice	Processed

↳ Run 8 Download Edit Copy Delete Create Refresh Status

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Electronic Invoice Routing**.
3. Select the tab **Tax Invoicing and Archiving**.
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want SAP Business Network to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - After Archive Immediately started you can either Stop it or Update Frequency any time.
6. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the [Terms and Policies](#) link).

The image displays a sequence of six numbered screenshots illustrating the steps to configure invoice archiving in SAP Business Network:

- 1**: A user profile icon (a circle with 'vs') is highlighted in the top right corner of the user interface.
- 2**: A dropdown menu is shown with 'Electronic Invoice Routing' selected.
- 3**: The 'Tax Invoicing and Archiving' tab is selected in the 'Network Settings' section.
- 4**: The 'Invoice Archival' section is shown, with the 'Configure Invoice Archival' link highlighted.
- 5**: The 'Invoice Archival' configuration screen is shown. The 'Weekly' frequency is selected, and the 'Archive Immediately' checkbox is checked. The 'Start' button is visible.
- 6**: The 'Long-Term Document Archiving' section is shown, with the 'Enable long-term invoice archiving' checkbox checked.

# Thank you.

Contact information:

