

SAP Business Network for SCC

Scheduling Agreement Release
Supplier Training Guide



Agenda

Scheduling Agreement Release

- Introduction
- Scheduling Agreement Release Process Workflow
- Scheduling Agreement Release Documents
- Different Modes of Integration/ Automation

Scheduling Agreement Release Portal User Interaction

- Overall Considerations
- Scheduling Agreements
- Order Confirmation
- Advanced Ship Notice
- Goods Receipt
- Invoicing

Appendix

Scheduling Agreement Releases

In this Chapter You Will Learn About ...

... Scheduling Agreement Documents

... Scheduling Agreement Collaboration Process

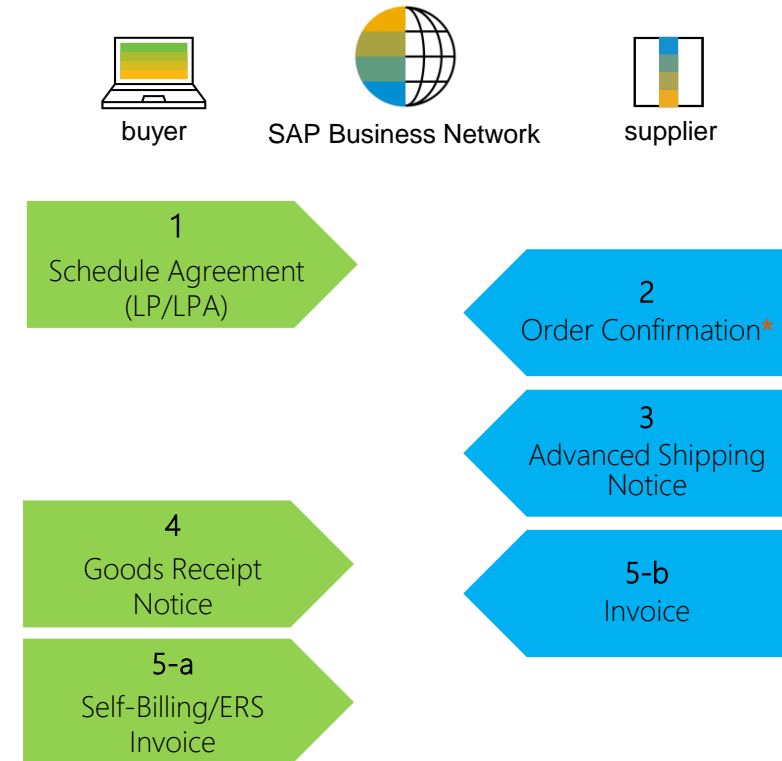
... Different Modes of Integration

Introduction

- Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period of time. There are two forms of Scheduling Agreements as listed below:
 - **Scheduling Agreement** is a purchasing document that contains schedule lines stating quantities and dates for specific shipments of a material.
 - **Scheduling Agreement Release** is a release of schedule lines within the scheduling agreement.
- Use Cases:
 - Pricing & terms are agreed upon for the time period (horizon).
 - Quantity should cover the horizon needs.
 - Smaller quantities requested on “scheduled” basis.
 - Delivery is on an “ASAP” basis (short term or immediately).
 - Mid-to-long term requirements also communicated in the trade-off or forecast horizon.
- Benefits:
 - Improved visibility into availability of supply.
 - Greater transparency for suppliers into longer term and near-term demands of their customers.
 - Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).

Scheduling Agreement Release Process Workflow

1. Buyer performs a planning run (MRP). This automatically generates scheduling agreement releases. Buyer shares the Scheduling Agreement Release with the supplier through the SAP Business Network.
2. Supplier confirms scheduling agreement/ scheduling agreement release for **firm** scheduling lines.
3. Supplier ships the goods ordered.
4. Buyer receives the goods ordered.
5. a) Buyer invoices through ERS or
b) less commonly, supplier can invoice directly.



Scheduling Agreement Release Documents

Document	Description
Scheduling Agreement	Defines the actual agreement of quantities and dates for the shipments desired for a period of time
Scheduling Agreement Release	Defines releases of quantities and dates for the shipments desired for a period of time
Order Confirmation	Confirms scheduling agreement or scheduling agreement releases for firm schedule lines.
Advanced Ship Notice	Provides details for shipment of specific quantities of materials/goods
Goods Receipt	Customer confirmation of final product receipt.
Invoice	Binding document which reflects the amount to be paid, along with the details of the material provided to a customer

Different Modes of Integration/ Automation

SAP Business Network allows to work / to integrate in different modes with the system

- **Portal:** The Supplier works online through its Web Browser.
- **Full System Integration:** Suppliers electronically integrate their system(s) to the Network.

Scheduling Agreement Release Portal User Interaction

In this Chapter You Will Learn About ...

... the parts of Scheduling Agreements

... how to manage scheduling agreements and releases

... how to submit Order Confirmation and Advanced Shipment Notices against Scheduling Agreements

Overall Considerations

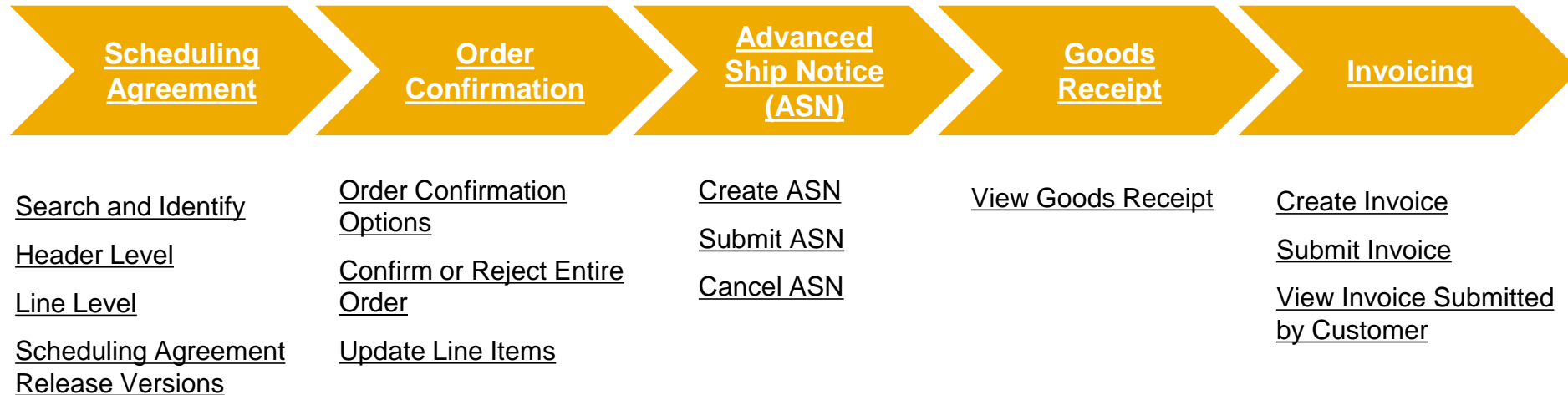
- Scheduling Agreement specifies three “zones” (typically these have commercial implications).

Firm Zone (Zone 1): Make
Schedule Lines in this zone are binding.
If cancelled, the vendor is entitled to charge both production and Material costs.

Trade-Off Zone (Zone 2): Procure Components
Schedule Lines in this zone instruct the vendor that they can buy materials required for production.
If cancelled, the vendor is entitled to charge only for material costs.

Planning Zone (Zone 3): Forecast
Schedule Lines in this planning/forecast zone are advisory.
There is no commitment on the part of the ordering party.

Scheduling Agreement Release Portal User Interaction



Scheduling Agreement

Search and Identify

From the **Workbench**

OR

From the **Orders>Orders and Releases** screen:

1. Select the **Orders** tile.
2. Use filters to identify the right item. Set order type as **Scheduling agreements only**.
3. Search results will appear. You can configure the view by clicking the settings icon.
4. To view the scheduling agreement, click on its number.

Note: For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' tab is selected, and the 'Orders' dropdown menu is open, showing 'Orders and Releases'. A tile on the right displays '263 Orders Last 90 days'. The filter panel below contains various search criteria: Customers, Order numbers, Creation date (Last 90 days), Order status (Include), Company codes, Purchasing organizations, Customer locations, Order type (Scheduling agreements only), Routing status (All), Min amount, Max amount, and Currency (EUR). A table below the filters shows search results for 'Release' orders.

Order Number	Type	Actions
550000018200010FOR	Release	...
BP1550000008400010FOR	Release	...

Workbench



Customize Workbench

The screenshot displays the SAP Workbench interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A 'Create' button and a three-dot menu are also visible. The main area shows a dashboard with several tiles: 'Orders (52)', 'Orders (0)', 'Invoices (103)', 'Orders (42)', 'Orders (476)', and '\$ 7.54 K USD'. A 'Customize' button is highlighted in the top right of the dashboard. An 'Edit Workbench' dialog is open, showing a grid of tiles with 'x' icons for removal. A '+' icon is highlighted in the bottom right of the grid, leading to an 'Add tile' dialog. This dialog lists various tile options with '+' icons for selection.

Workbench

52 Orders
0 Orders
103 Invoices
42 Orders
476 Orders
\$ 7.54 K USD

Customize

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Apply Cancel

Add tile

New orders	Items to confirm
Changed orders	Items to ship
Orders to invoice	Early payment offers
Rejected invoices	Invoices pending payment
Orders	Invoices pending approval
Invoices	Service sheets
Remittances	Orders with service line
Scheduled payments	Pinned documents

- The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.
- To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.
- To remove a tile, click on the “x” icon on the top right of the tile.
- To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.

Scheduling Agreement Header Level

View the header level information:

1. Document Type, status, number and version.
2. From Information (Buyer)/ To Information (Supplier)
3. Ship to/Bill To Information
4. Routing Status
5. Processing and release history is available in the appropriate tabs.

Scheduling Agreement Release: 55000008700010JIT Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ Create Quality Notification

Release Detail **Processing History** Release History

2

From: Customer
Company Code 1710 - Address Name 1

To: BParnau Supplier - TEST

Phone:

Fax:

Email:

1 Scheduling Agreement Release (New)
55000008700010JIT
Version: 1
Supplier Order Number: YREF
Track Order

4 Routing Status: Sent
Effective Date: 4 May 2022
Expiration Date: 30 Sep 2022

5

Payment Terms ⓘ

Scheduling Agreement ID
550000087

Contact Information
Supplier Address
BP_TST

Sales
SPRS
Phone:

Phone:

Fax:

Address ID: BP001
Buyer ID: BP001
ILN:

Other Information
Company Code: 1710
Purchase Group: BP1
Purchase Organization: 1710
[View more](#)

3 Ship All Items To

Plant 1710 - Address Name 1

Ship To Code: 1710
Email:

buyerLocationIDomain:
MRPArea: 1710

Bill To

Company Code 1710 - Address Name 1

Fax:

Deliver To

Scheduling Agreement

Line Level

1. The Line Item section includes detailed Commitment Information, including Release Information and Commitment Level
2. Schedule Lines (Delivery Schedules) for Line Items contain date and quantity for each schedule line
3. Commitment Levels of schedule lines indicate one of three zones.

1 **Line Item**

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Unit Price	Subtotal	Previous Received Qty (Unit)	Cumulative Received Qty (Unit)	Cumulative Shipped Qty (Unit)
10		DICE-DP-0700	Material			3.0 (EA)	10.00 EUR	30.00 EUR		0.0 (EA)	0 (EA)

Description: 30A Speed Controller

Release Information

End of Firm Zone: 28 Apr 2019 6:00 AM EDT
 End of Tradeoff Zone: 28 Feb 2019 5:00 AM EST
 Release Type: JIT
 Release Number: 1

2 **Schedule Lines**

Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1		5 Mar 2019 5:00 AM EST		3.0 (EA)	3.0 (EA)		Firm
2		5 Mar 2019 5:00 AM EST		4.0 (EA)	7.0 (EA)		Tradeoff
3		5 Mar 2019 5:00 AM EST		4.0 (EA)	11.0 (EA)		Forecast

3

Scheduling Agreement

Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on if the customer sends a change. Release to the SAP Business Network.

1. Older Versions are viewable by clicking the **Previous Version** hyperlink.
2. In order to view the changes on the Release, go to the **Release History**.
3. Click on **Compare** and select the version you want to compare.
4. The edits will be highlighted in orange.

Release Detail Processing History **Release History**

From: Customer
Company Code 1710 - Address Name 1

To: BParnau Supplier - TEST

Scheduling Agreement Release
(+ Changed)
550000009300010JIT
Version: 2 (Previous Version)

Track Order

Release Detail Processing History **Release History**

COMPARE RELEASES SELECT A RELEASE TO COMPARE. THE LATEST CHANGE WILL BE MARKED IN ORANGE.

Releases

Version	Submitted On
<input checked="" type="radio"/> 2	16 Jun 2022 5:01 PM CEST
<input type="radio"/> 1	16 Jun 2022 3:19 PM CEST

Compare Cancel

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	3	→ Edited		BP001	Material			30.000 20:000(PCE)	20 Jun 2022	1.00 EUR	30.00 EUR 20:00 EUR

Order Confirmation

Options

Supplier can confirm scheduling agreement or scheduling agreement release from the following screens:

1. Workbench > Orders tile
2. Workbench > Items to Confirm tile
3. SA / SAR screen

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
550000009700010JIT	SCC Sandbox Global CoE Team - TEST	€50.00 EUR	Jun 30, 2022	Received		Confirm entire order
550000009600010JIT	SCC Sandbox Global CoE Team - TEST	€60.00 EUR	Jun 30, 2022	Partially Invoiced		Update line items Reject entire order

Items to confirm (3)

> Edit filter | Next 90 days | Last 31 days | Exclude fully confirmed

2 Confirm ▼ Reject ▼

- Confirm schedule line
- Confirm entire item
- Confirm entire order

Item No. ↑	Supplier Part No.	Description
10	S_BP001	Lager

Scheduling Agreement Release: 550000028100010JIT


3 Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Confirmation

Confirm or Reject Entire Order

Suppliers **can** confirm or reject entire scheduling agreement and scheduling agreement release for **firm** schedule lines.

From the **Workbench > Orders** tile screen:

1. Identify the right item and click  under Actions.
2. Choose an action from the dropdown.
3. New window will appear. Fulfill all mandatory fields and submit.


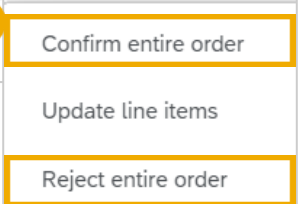
OR

From the **SA/SAR** screen:

4. Click **Create Order Confirmation** and choose an action from the dropdown.

Note:

- Supplier **cannot** confirm or reject entire scheduling agreement or scheduling agreement release if it contains schedule lines with other than firm commitment level (e.g. tradeoff, forecast). Error message will appear. In this case supplier is able to confirm firm schedule lines via **Update Line Items** action.

Order Number	Type	Actions
550000018100030FOR	Release	 

Confirm entire order

Update line items

Reject entire order

3

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

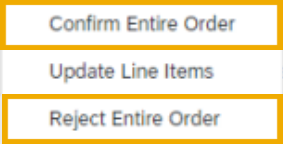
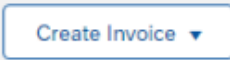
Associated Order #: 550000028100010JIT

Customer: SCC ANK - TEST BUYER

Supplier Reference:

4

Scheduling Agreement Release: 550000009700010JIT

Create Order Confirmation  Create Ship Notice Create Invoice 

Confirm Entire Order

Update Line Items

Reject Entire Order

Processing History Release History


Order Confirmation



Update Line Items


From the **Workbench>Orders** tile screen

OR

From the **Orders>Orders and Releases>Orders** tile screen:

1. Identify the right item and click  under Actions.
2. Choose **Update Line Items** from the dropdown.
3. New window will appear. Fulfill all mandatory fields and click **Confirm Based on Schedule Lines**.

Order Number	Type	Actions
550000018100030FOR	Release	 

 Confirm entire order

Update line items

Reject entire order

Line Items								
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		BP001		20.000 (PCE)	9 May 2022	1.00 EUR	20.00 EUR	
Description: Chain wheel								


▼ Schedule Lines


Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
1	Firm	9 May 2022		10 (PCE)
2	Firm	10 May 2022		10 (PCE)


Current Order Status

20.000 Unconfirmed

Confirm:

Reject All 

 **Confirm Based on Schedule Lines**



Order Confirmation

Update Line Items

1. Select the scheduled line and update delivery date and quantity. Note, that only firm schedule lines are displayed on confirmation page.
2. Once done, click **Create status**.
3. Confirmation status is created.
4. Click **Details** to add additional information.
5. You can choose a referenced schedule line from the dropdown.
6. Once done, click **OK** and proceed with order confirmation submission.

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input type="checkbox"/>	Schedule Line No. ↑	Commitment Level	Delivery Date	Ship By	Quantity (Unit)
<input type="checkbox"/>	1	Firm	9 May 2022		10
<input type="checkbox"/>	2	Firm	10 May 2022		10

3 Current Order Status

10 Confirmed As Is (Schedule line number: 1; Commitment level: firm; Estimated Delivery Date: 9 May 2022 - defaulted from Requested Delivery Date in order)

10 Confirmed With New Date (Schedule line number: 2; Commitment level: firm; Estimated Delivery Date: 1 Aug 2022)

Confirm:

Reject All ⓘ

ⓘ

5 Schedule Line: ⓘ * Line number 1 - quantity 10 - date 9 May 2022 - commitment level firm ▾

Est. Shipping Date: Choose a schedule line

Est. Delivery Date: Line number 1 - quantity 10 - date 9 May 2022 - commitment level firm
Line number 2 - quantity 10 - date 10 May 2022 - commitment level firm


Unit Price: 1.00 EUR

6

Advanced Ship Notice

Create ASN (From the Workbench)

From the **Workbench** tab:

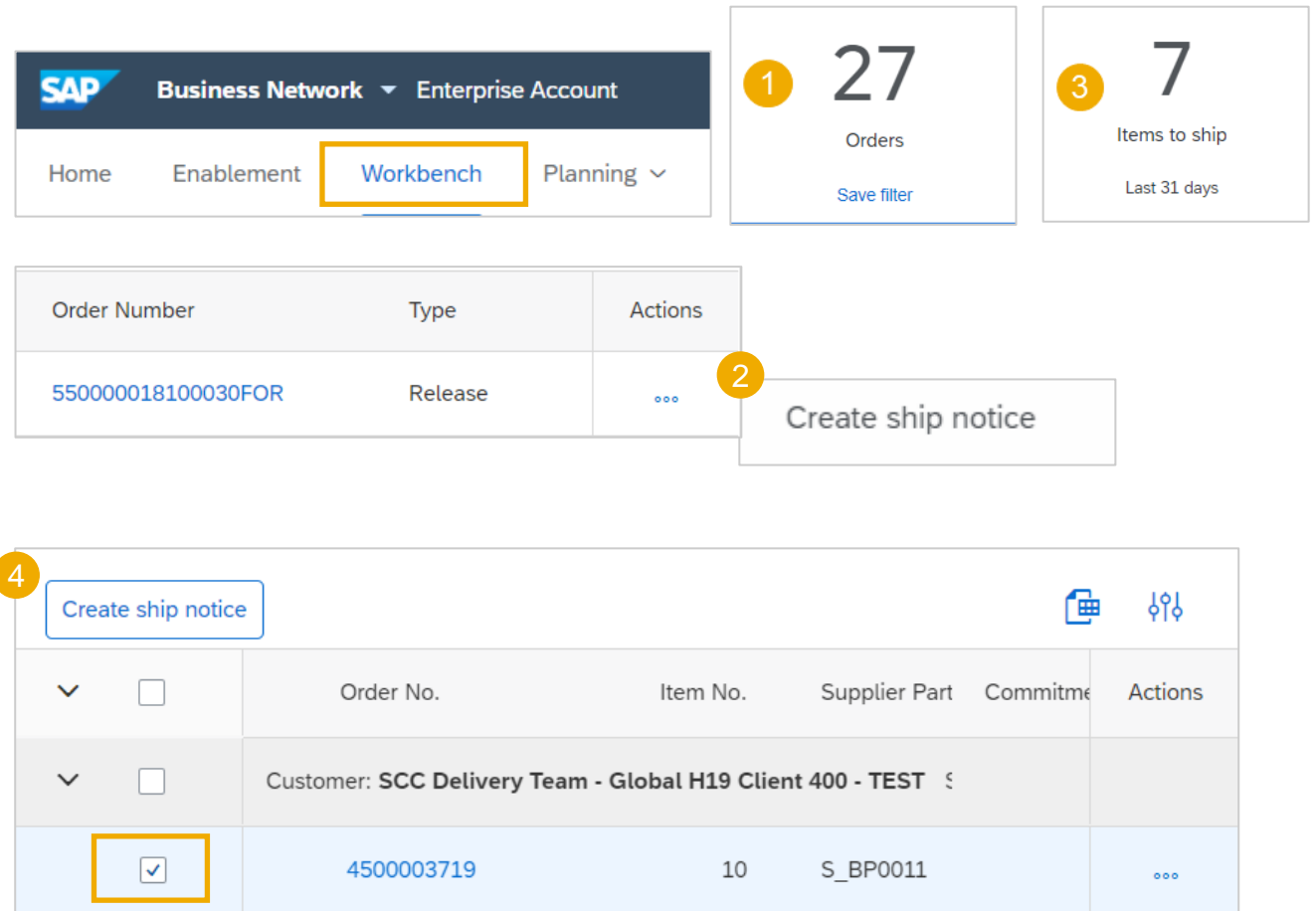
1. Select **Orders** tile.
2. Identify the right document and click  under Actions and select **Create ship notice**.

OR

3. Use **Items to Ship** tile.
4. Identify the right items using filters. Select them and **Create Ship Notice**.

Note:

- You can create ASN per multiple scheduling lines. For more information refer to the **PO Collaboration Guide/ ASN Management** or to **Help Center** documentation.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.



The screenshot illustrates the SAP Business Network Workbench interface. At the top, the navigation bar shows 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' tab is highlighted. On the right, there are two summary tiles: 'Orders' with a count of 27 and 'Items to ship' with a count of 7. Below the navigation bar, a table lists order details. The first row shows an order number '550000018100030FOR' of type 'Release'. A 'More actions' icon (three dots) is visible next to this row, with a callout box labeled '2' containing the 'Create ship notice' option. Below this, a second table shows a list of items. The first row is expanded to show 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST'. The second row shows an item with order number '4500003719', item number '10', and supplier part 'S_BP0011'. A callout box labeled '4' points to a 'Create ship notice' button above this row, and a checkmark in the selection column of this row is highlighted with a yellow box.

Order Number	Type	Actions
550000018100030FOR	Release	...

Order No.	Item No.	Supplier Part	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST				
4500003719	10	S_BP0011		...

Advanced Ship Notice

Create ASN (From the Orders Tab)

1. Go to the **Orders** tab and from the dropdown select **Orders and Releases**.
2. Select the **Items to Ship** tile.
3. Select the desired items to ship and click **Create Ship Notice**.

Note:

- You can create ASN per multiple scheduling lines. For more information refer to the PO Collaboration Guide / ASN Management or to Help Center documentation.

The screenshot shows 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'. A yellow circle with the number '1' highlights the 'Orders' dropdown menu. A sub-menu is open, showing 'Orders and Releases'. A yellow circle with the number '2' highlights a tile labeled '8 Items to ship Last 31 days'. Below the tile, a yellow circle with the number '3' highlights a button labeled 'Create ship notice'. The main content area displays a table with columns for 'Order No.', 'Item No.', 'Supplier Part', 'Commitment', and 'Actions'. The table has three rows: a header row, a row for 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST', and a data row for order '4500003719' with item '10' and supplier part 'S_BP0011'. The data row is highlighted in light blue and has a checked checkbox in the first column.

Order No.	Item No.	Supplier Part	Commitment	Actions
Customer: SCC Delivery Team - Global H19 Client 400 - TEST				
4500003719	10	S_BP0011		...

Advanced Ship Notice

Create ASN

1. Fulfill all mandatory fields and fields required by your customer.
2. Review and edit if needed order items details.
3. Click **Add Details** to add additional information, such as serial numbers, etc.
4. Once done, click **Next**.

Create Ship Notice

* Indicates required field

SHIP FROM	DELIVER TO
BParau Supplier - TEST Pittsburgh, PA United States	Plant 1710 - Address Name 1 Palo Alto, CA United States

SHIP FROM: [Update Address](#)

1 **SHIP NOTICE HEADER**

SHIPPING	TRACKING
Packing Slip ID:* test1234	Carrier Name: Airborne Express
Invoice No.:	Tracking No.:* 1242325435
Requested Delivery Date: --	Bill of Lading No.: 1213245646
Ship Notice Type: Select	Tracking Date: [Calendar]
Shipping Date: 28 Jul 2022 [Calendar]	Shipping Method: Air
Delivery Date: 29 Jul 2022 [Calendar]	Service Level:
Hazard Type: Select	Code: [Text]
Is Divisible: <input type="checkbox"/>	

2 **Order Items**

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location	
55000009600010JIT	10		BP001	20.000	PCE		1710	Remove
Description: Chain wheel								
Shipment Status Total Item Due Quantity: 10 PCE								
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date				
1	10.000				Add Details			

3 [Add Details](#)

4 [Pack Items](#) [Save](#) [Exit](#) [Next](#)

Advanced Ship Notice

Submit ASN

1. Review all information entered.
2. Click **Submit** to send Advanced Ship Notice to the Customer.

1 Create Ship Notice Previous Save **Submit** Exit

Confirm and submit this document.

SHIP FROM	DELIVER TO
Supplier ABC - TEST 210 Liberty Ave Pittsburgh, PA 15222 United States	Mack Inc 8 Allegheny Center Pittsburgh, PA 15212 United States

SHIPPING	TRACKING
Packing Slip ID: 124325446 Invoice #: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: -- Actual Delivery Date: -- Is divisible: No	Carrier Name: Airborne Express Carrier Code: -- Tracking No.: 132432155 Bill of Lading No.: 3143155 Tracking Date: -- Shipping Method: Air Service Level: --

DIMENSIONS
Gross Volume: -- Gross Weight: -- Total Length: -- Total Width: -- Total Height: --

DELIVERY AND TRANSPORT INFORMATION	
Delivery Terms: Transport Condition Delivery Terms Description: -- Transport Terms Description: -- Is sensitive: No	Shipping Payment Method: Account Shipping Contract Number: -- Shipping Instructions: --

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
-----------------	-------------------------------	--------------	--------------	--------------------	---------

Advanced Ship Notice

Cancel ASN

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

Cancellation rule: a shipping notice can be cancelled until the day before the expected delivery.

1. Go to **Fulfillment** tab.
2. Select from the dropdown list **Ship Notices**.
3. Use search filters to identify the right item.
4. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
5. Click **Cancel**.

After ASN cancellation, the items will be visible again in Items to Ship tab and a new shipping notice can be created.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a secondary navigation bar with tabs: 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Ship Notices'. The 'Fulfillment' tab is selected, and 'Ship Notices' is highlighted in a dropdown menu. The main content area is titled 'Ship Notices' and contains a 'Search Filters' section. Below this is a table titled 'Ship Notices (122)' with columns for 'Packing Slip ID' and 'Customer'. The table lists two items: 'ASN00229' for 'SCC Delivery Team - Global H19 Client 400 - TEST' and '1ASN55971' for 'SCC Sandbox Global CoE Team - TEST'. Below the table, there is a section titled 'Ship Notice: ASN00229' with a 'Cancel' button and other options like 'Edit', 'Print', and 'Export cXML'.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders **1** Fulfillment **2** Ship Notices

Ship Notices

3 Search Filters

Ship Notices (122)

Packing Slip ID	Customer
4 ASN00229	SCC Delivery Team - Global H19 Client 400 - TEST
1ASN55971	SCC Sandbox Global CoE Team - TEST

Ship Notice: ASN00229

5 Cancel Edit Print Export cXML

Goods Receipt

View Goods Receipt

1. Click on **Fulfillment** tab.
2. Select from the drop down list **Goods Receipts**.
3. Use search filters to ease the navigation.
4. Review search results. Click receipt number to view receipt details.

The screenshot shows the SAP Business Network interface. At the top, there is a dark blue header with the SAP logo, 'Business Network', 'Enterprise Account', and a red 'TEST MODE' button. Below this is a navigation bar with tabs: Home, Enablement, Workbench, Planning, Orders, and Fulfillment. The Fulfillment tab is selected and has a yellow circle with the number 1 next to it. A dropdown menu is open under Fulfillment, showing 'Goods Receipts' with a yellow circle with the number 2 next to it. Below the navigation bar is a section titled 'Goods Receipts' with a yellow circle with the number 3 next to a 'Search Filters' link. Underneath, it says 'Goods Receipts (58)'. A table is displayed with two columns: 'Receipt Number' and 'Reference'. The first row has '5000000461' and '550000009700010JIT'. The second row has '5000000460' and '550000009600010JIT'. A yellow circle with the number 4 is next to the first row of the table.

Receipt Number	Reference
5000000461	550000009700010JIT
5000000460	550000009600010JIT

Invoicing


Create Invoice 1

For more details on invoice management please refer to documentation in your supplier account [Help Center](#) or to [SCC Supplier Invoicing Guide](#).

From the **Workbench**

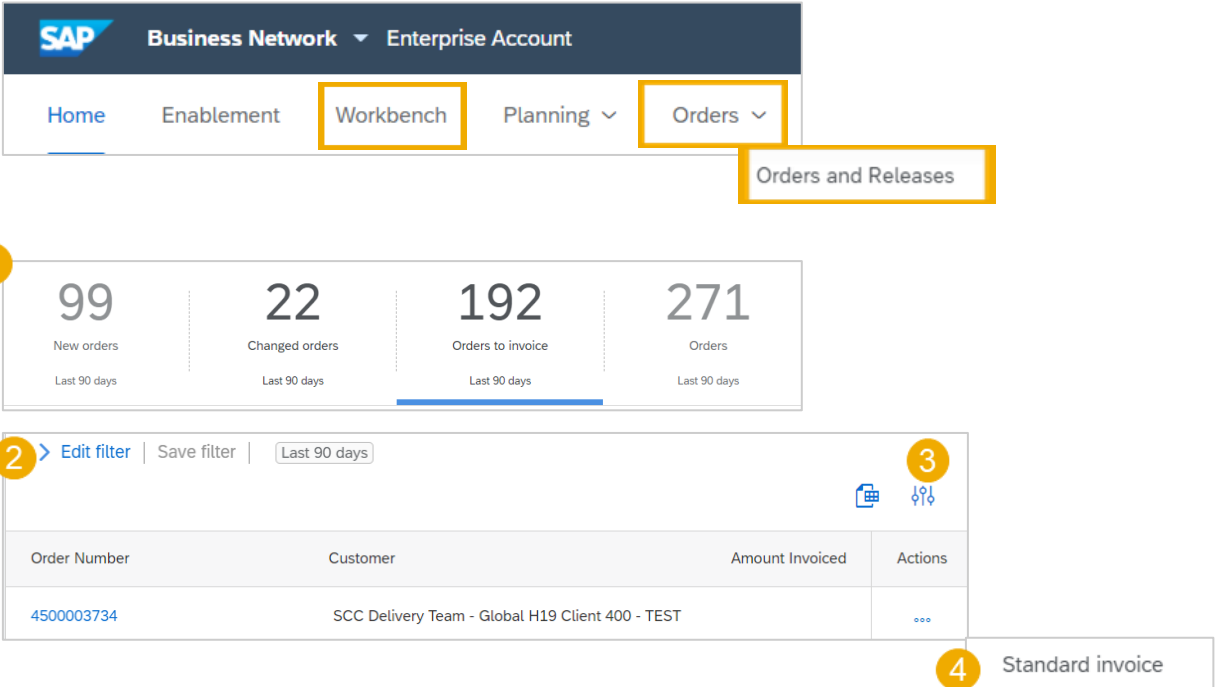
OR

From the **Orders>Orders and Releases** screen:

1. Use one of the tiles to identify the PO/ SA/ SAR.
2. Use filters to identify the correct reference document.
3. You can configure the view by clicking the settings icon.
4. Click  under Actions 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 interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' and 'Orders' tabs are highlighted with yellow boxes. A callout box labeled '1' points to the 'Workbench' tab. A callout box labeled '2' points to the 'Orders' dropdown menu. A callout box labeled '3' points to the 'Orders and Releases' sub-menu. A callout box labeled '4' points to the 'Standard invoice' option in the Actions column of a table.

1

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

2 > Edit filter | Save filter | Last 90 days

3

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

4 Standard invoice

Invoicing

Create Invoice 2

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. Fulfill all mandatory fields.
2. Confirm line items included on invoice.
3. Edit quantity (if needed).
4. Click **Next**.

Note:

- Most information from the scheduling agreement release will auto populate onto the Invoice.
- The firm schedule line information from the scheduling agreement release will auto populate on the invoice.

Create Invoice

1

▼ Invoice Header

Summary

Release: 55000009700010JIT

Invoice #: *

Invoice Date: * 15 Jul 2022

Service Description:

Supplier Tax ID:

Remit To: BParnau Supplier - TEST

Pittsburgh, PA
United States

Bill To: Company Code 1710 - Address Name 1

Palo Alto, California
United States

2

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Retail Details Tax Category:

Shipping Documents Special Handling Discount Informational Pricing

Add to Included Lines

No.	Include	Type	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Chain wheel	BP001	10.0	PCE	1.00 EUR	10.00 EUR

Receipt Details Receipt #: 500000461 Receipt Line #: 1

Pricing Details Price Unit: PCE Price Unit Quantity: 1
Unit Conversion: 1 Description:

Line Item Actions

Turn on Error Dump

3

4

Invoicing

Submit Invoice

For more details on invoice management please refer to documentation in your supplier account [Help Center](#) or to [SCC Supplier Invoicing Guide](#).

1. Verify all information was entered correctly via the invoice review page.
2. Click **Submit** to send Invoice to Customer.

1

Create Invoice

Previous Save **Submit** Exit

2

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:Czech Republic. The document's destination country is:United States.

Standard Invoice

Invoice Number: 12233	Subtotal: 10.00 EUR
Invoice Date: Monday 11 Jul 2022 10:52 PM GMT+02:00	Total Tax: 0.00 EUR
Scheduling Agreement Release: 55000009700010JIT	Total Gross Amount: 10.00 EUR
Receipt: 5000000461	Total Net Amount: 10.00 EUR
Scheduling Agreement ID: 5500000097	Amount Due: 10.00 EUR

REMIT TO:
BParnau Supplier - TEST
Postal Address:
United States

BILL TO:
Company Code 1710 - Address Name 1
Postal Address:
United States
Address ID: 1710

SUPPLIER:
BParnau Supplier - TEST
Postal Address:
Czech Republic

BILL FROM:
BParnau Supplier - TEST
Postal Address:
Czech Republic

CUSTOMER:
Company Code 1710 - Address Name 1
Postal Address:
United States
Address ID: 1710

SHIPPING INFORMATION:

SHIP FROM:
BParnau Supplier - TEST
Postal Address:
United States

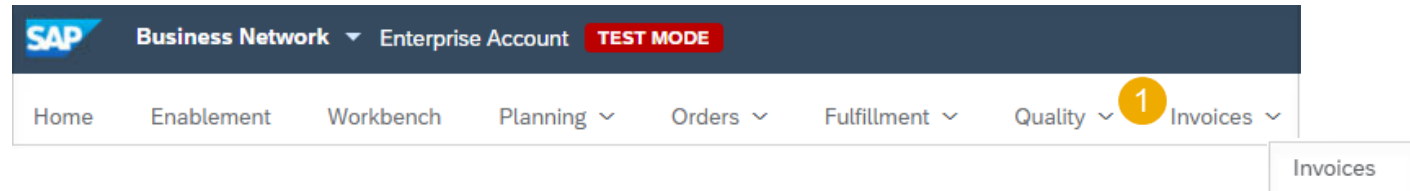
SHIP TO:
Plant 1710 - Address Name 1
Postal Address:
United States
Address ID: 1710
Email:

Invoicing

View Invoice Submitted by Customer

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. To view the invoice submitted by customer go to the **Invoices** tab and from the dropdown list select **Invoices**.
2. View search results.



Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Actions
1INV55961JIT	SCC Sandbox Global CoE Team - TEST	550000009600010JIT	Jun 30, 2022	€10.00 EUR	Acknowledged	Sent	...
2INV5595	SCC Sandbox Global CoE Team - TEST	5500000095	May 10, 2022	€3.00 EUR	Sent	Sent	...

Appendix

Routing Statuses

Routing Status	Definition
Queued	Initial state. SAP Business Network received the order, but no further action was taken.
Sent	SAP Business Network sent the order to your account.
Acknowledged	You received the order.
Failed	SAP Business Network experienced a problem routing the order to your preferred order routing method. For example, your back-end order fulfillment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a Failed routing status.

Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	<p>The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which may be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.</p>
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.

Invoice Statuses

Invoice Status	Definition
Canceled	You canceled the invoice and can't make any further changes to it.
Sent	Your customer received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can <u>cancel an invoice</u> with this invoice status.
Rejected	The invoice failed validation on SAP Business Network, or <u>your customer rejected the invoice</u> in their invoice processing system. You can <u>edit and resubmit a rejected invoice</u> .
Approved	If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to Approved . After an invoice reaches Approved status, you can't make changes to it. You'll need to <u>send a credit memo</u> if you made a mistake.
Paid	Your customer paid the invoice or is in the process of issuing payment.

Thank you.

Contact information:

