



SAP Ariba 

SAP Business Network Standard Account

Supplier Training

Submitting Order Confirmation, Ship Notice, Invoice and
Workbench Navigation

SAP

Public



THE BEST RUN 

Submit Order Confirmations, Ship Notices and Invoices with Amtrak on the SAP Business Network

Supported Documents

- **Purchase Order Confirmations**
Apply against a whole PO or line items
Required for all Direct/Inventory suppliers and most Indirect suppliers
- **Advance Shipment Notices**
Apply against PO when items are shipped
Required for all Direct/Inventory suppliers
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details
- **Contract Invoices**
Apply against direct invoice BPO contracts
- **Line Level Credit Memos**
Item level credits; price/quantity adjustments
- **Attachments**
To Order Confirmations, Ship Notices, and Invoices

Submit Order Confirmations, Ship Notices and Invoices with Amtrak on the SAP Business Network

Supported Documents

- **Summary or Consolidated Invoices**
Apply one (1) invoice against multiple purchase orders; not accepted by Amtrak
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Amtrak
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Amtrak will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on SAP Business Network
- **Paper Invoices**
Amtrak requires invoices to be submitted electronically through SAP Business Network
- **Service Entry Sheets**
- **Header Level Credit Memos**
Credit memos applied against whole invoices; not accepted by Amtrak

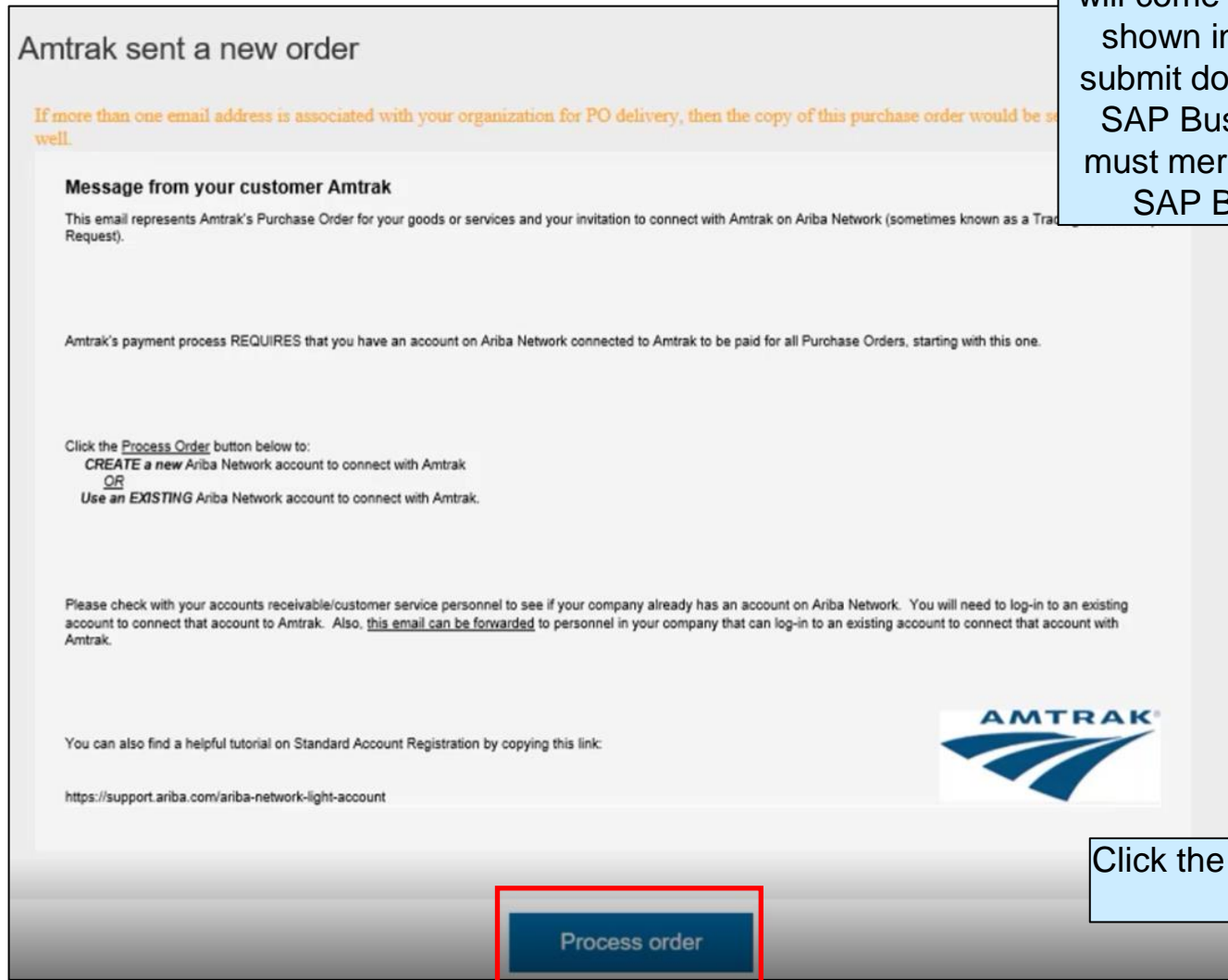
Submit Order Confirmations, Ship Notices and Invoices with Amtrak on the SAP Business Network

Supported Documents

- **PO's starting with 251** are for goods and services and require an **Order Confirmation** and **Invoice** (No Shipping Notice)
- **PO's starting with 451** are for inventory and require an **Order Confirmation, Shipping Notice,** and **Invoice**
- **PO's starting with 951** are for construction projects and require an **Order Confirmation** and **Invoice** (No Shipping Notice)

Merging Your First Purchase Order

Merging Your First Purchase Order



Your first Purchase Order from Amtrak will come over as an email in the format shown in the screen shot. In order to submit documents off of this PO in your SAP Business Network account, you must merge the purchase order into an SAP Business Network account.

Click the **Process Order** button as shown in the screenshot

Merging Your First Purchase Order

The screenshot shows an Amtrak Ariba Network invitation page. On the left, a sidebar titled "Benefits of a trading relationship on Ariba Network" lists three points: 1. Digitize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. The main content area features the Amtrak logo, the heading "Connect with Amtrak on Ariba Network to collaborate", and a message: "We found existing accounts based on the information in the invite. Please review." Below this is a blue "Review accounts" button. A red box highlights two buttons: "Use existing account" and "Create new account". At the bottom, it says "Powered by SAP" and includes copyright information for 2020 SAP SE.

If you already have an SAP Business Network account, click the **Use existing account** button and log in with your credentials. Your PO will be visible in your account after logging in.

If you do not already have an SAP Business Network account, click the **Create new account** button to register an SAP Business Network account. Once registered, you will be logged into your account, and your PO will be visible.

Account Navigation

Workbench

Account Navigation

Workbench

You'll use the Workbench on your Home Screen, to find documents you received from Amtrak and documents you've sent to Amtrak. (If you do not have any tiles, skip down to slide 10.) Click on Orders for example

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation menu includes Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, and Catalogs. The 'Orders' menu item is highlighted. Below the navigation, the 'Overview' section features a row of summary tiles: '1 New orders Last 31 days', '2 Orders Last 31 Days' (highlighted with a red box), '0 Rejected invoices Last 31 days', '1 Orders to invoice Last 31 days', '1 Invoices Last 31 days', and a 'More' button with a notification badge. The 'My widgets' section contains three widgets: 'Purchase orders' showing a line chart for '\$5.17K USD' over the last 3 months; 'Invoice aging' showing a bar chart for '\$100 USD'; and 'Activity feed' listing two 'Order received' events from Amtrak - TEST, one for order 4510000820 (\$168.00 USD) and another for 2510003253 (\$5,000.00 USD). A 'Feedback' button is visible on the right side.

Account Navigation

Workbench

You can see the Purchase Orders here from the last 31 days. You can click on the purchase order number to view the purchase order details page, or click on the Actions dots for more options.

The screenshot shows the 'Workbench' interface with a summary of various order types and a table of purchase orders. The 'Orders' section is highlighted with a blue bar. The table below lists two purchase orders with their details and actions.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4510000820	Amtrak - TEST	\$168.00 USD	Feb 25, 2022	New		...
2510003253	Amtrak - TEST	\$5,000.00 USD	Feb 25, 2022	Partially Invoiced	\$100.00 USD	...

Account Navigation

Workbench

If you are not seeing your purchase order, click Edit Filter. There are many options to search by. If you'd like to search by purchase order creation date, select Creation Date, your Date Range, and click Apply

The screenshot shows the Workbench interface with the following elements:

- Summary Cards:** 1 New orders (Last 31 days), 2 Orders (Last 31 Days), 0 Rejected invoices (Last 31 days).
- Filters:**
 - Customers:** Select or type selections
 - Order numbers:** Type selection, Partial match (selected), Exact match
 - Creation date:** Last 31 days (selected), Last 365 days (highlighted), Custom date range
 - Company codes:** Select or type selections
 - Purchasing organizations:** Select or type selections
 - Customer locations:** Type selection
 - Order type:** All
 - Show hidden orders only
- Buttons:** Edit filter (highlighted), Apply (highlighted), Reset, Cancel

Account Navigation

Workbench

If you know the purchase order number you need to find, click Edit Filter and under Order Numbers, change Partial Number to Exact Number. Enter in the purchase order number and click Apply.

The screenshot displays the Workbench interface with a top navigation bar and a main content area. The top bar includes the 'Workbench' title and a 'Customize' button. The main content area features a dashboard with five cards: 'New orders' (1), 'Orders' (2), 'Rejected invoices' (0), 'Orders to invoice' (1), and 'Invoices' (1). The 'Orders' card is selected. Below the dashboard, the 'Orders (2)' section is visible, containing an 'Edit filter' button. The filter configuration includes a 'Customers' field with a search input and a plus icon, and an 'Order numbers' field with a search input. Below the 'Order numbers' field, there are two radio button options: 'Partial match' and 'Exact match', with 'Exact match' selected. At the bottom right of the filter section, there are three buttons: 'Apply', 'Reset', and 'Cancel'.

Account Navigation

Workbench

If you'd like to customize your Workbench, or need to add tiles, click on the Workbench tab at the top. The select Customize.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this, a secondary navigation bar contains tabs for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Workbench' tab is highlighted with a red box. In the top right corner, there are 'Create' and 'AS' options. The main content area is titled 'Workbench' and features five summary tiles: '1 New orders (Last 31 days)', '3 Orders (Last 365 Days)', '0 Rejected invoices (Last 31 days)', '1 Orders to invoice (Last 31 days)', and '1 Invoices (Last 31 days)'. The 'Invoices' tile is selected with a blue underline. Below the tiles, there is a section for 'Invoices (1)' with options to 'Edit filter', 'Save filter', and 'Last 31 days'. A table of invoices is displayed below, with columns for Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Date, Amount, Routing, and Actions. A 'Customize' button with a gear icon is located in the top right corner of the main content area, highlighted with a red box.

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount	Routing	Actions
Standard Invoice	03042022	Amtrak - TEST	2510003253	Order	Online	supplier	Mar 4, 2022	\$100.00 USD	Acknow	...

Account Navigation

Workbench

1 Click the + to add a tile

Edit Workbench Apply Cancel

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

The screenshot shows the 'Edit Workbench' interface. At the top, there are 'Apply' and 'Cancel' buttons. Below them is a row of five tiles: 'New orders' (1, Last 31 days), 'Orders' (3, Last 365 Days), 'Rejected invoices' (0, Last 31 days), 'Orders to invoice' (1, Last 31 days), and 'Invoices' (1, Last 31 days). A sixth tile, which is a white box with a blue '+' sign, is highlighted with a red border. A mouse cursor is pointing at the '+' sign.

2 Click the + next to the tile you'd like to add

Add tile

The 'Add tile' panel displays a list of available tiles. Each tile has a '+' button to its right. The tiles are: 'Items to confirm', 'Items to ship', 'Early payment offers', 'Invoices', 'Orders', 'Service sheets', and 'Orders with service line'. The '+' button for 'Items to confirm' is highlighted with a red border.

3 Once complete, click Apply

Edit Workbench Apply Cancel

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

The screenshot shows the 'Edit Workbench' interface after a new tile has been added. The row of tiles now includes 'New orders', 'Orders', 'Rejected invoices', 'Orders to invoice', 'Invoices', and 'Items to confirm'. A '+' button is visible in a white box below the row of tiles. The 'Apply' button at the top right is highlighted with a red border.

Purchase Order Details


Purchase Order Details Page

The purchase order details page will show the purchase order number, status, amount and version. It will also show who it is from, and who it was sent to.

Purchase Order: 2510003237

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History



From:
Amtrak Accounts Payable

To:
Amtrak Test Supplier - TEST

Purchase Order (New)
2510003237
Amount: \$500.00 USD
Version: 1

Track Order

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: Unless otherwise specified, the terms referenced on National Railroad Passenger Corporation (Amtrak) Form #69 and Supplementary General Provisions for Non construction Contracts shall apply to all Amtrak Pur ... [View more »](#)

Messages

Purchase Order Details Page

Ship All Items To Bill To Deliver To

Line Items Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material		50 (EA)	31 Dec 2021	\$10.00 USD	\$500.00 USD	Details
		Accounting test							

Order submitted on: Wednesday 22 Dec 2021 11:58 AM GMT-05:00
Received by Arriba Network on: Wednesday 22 Dec 2021 11:58 AM GMT-05:00
This Purchase Order was sent by Amtrak - TEST AN01398357316-T and delivered by Arriba Network.

Sub-total: \$ 500.00 USD

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Done](#)

[Messages](#)

Scroll down on the page and you can view the purchase order line item(s). Here you can see the Type, Qty, Need by Date, Unit Price and Subtotal

Creating an Order Confirmation


Creating an Order Confirmation

To start, click Create Order Confirmation and Confirm Entire Order

Purchase Order: 2510003237 Done

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ | Download | Print | More

- Confirm Entire Order
- Update Line Items | History
- Reject Entire Order



From: Amtrak Accounts Payable

To: Amtrak Test Supplier - TEST

Purchase Order (New)
2510003237
Amount: \$500.00 USD
Version: 1

[Track Order](#)

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: Unless otherwise specified, the terms referenced on National Railroad Passenger Corporation (Amtrak) Form #69 and Supplementary General Provisions for Non construction Contracts shall apply to all Amtrak Pur ... [View more »](#)

[Messages](#)

Creating an Order Confirmation

The confirmation number, Est. Shipping Date and Est. Delivery Date are required to enter. All other fields are optional

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 2510003237

Customer: Amtrak - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: *

Est. Delivery Date: *

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
------	--------------	--------------

Exit Next

Creating an Order Confirmation

Click Next when you are finished

Confirming PO

Exit Next

Go to next step

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #: OC03062022

Associated Purchase Order #: 2510003237

Customer: Amtrak - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: * 17 Jan 2022

Est. Shipping Cost:

Est. Delivery Date: * 19 Jan 2022

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
------	--------------	--------------

Creating an Order Confirmation

Please review your order confirmation detail. If correct, click Submit, and your Order Confirmation will be submitted to Amtrak

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC03062022

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Accounting test	50 (EA)	31 Dec 2021	\$10.00 USD	\$500.00 USD

Current Order Status:

50 Confirmed With New Date (Estimated Shipment Date: 17 Jan 2022; Estimated Delivery Date: 19 Jan 2022)

Previous Submit Exit

Previous Submit Exit

Creating a Ship Notice


Creating a Ship Notice

To start your Ship Notice, on the purchase order details page, click Create Ship Notice

Purchase Order: 2510003237 Done

Create Order Confirmation ▾ **Create Ship Notice** Create Invoice ▾ ↓ ☰ ...

Order Detail Order History



From:
Amtrak Accounts Payable

To:
Amtrak Test Supplier - TEST

Purchase Order
(Confirmed)
2510003237
Amount: \$500.00 USD
Version: 1

Track Order

Routing Status: Acknowledged
Related Documents: OC03062022

Comments
Comment Type: Terms and Conditions
Body: Unless otherwise specified, the terms referenced on National Railroad Passenger Corporation (Amtrak) Form #69 and Supplementary General Provisions for Non construction Contracts shall apply to all Amtrak Pur ... [View more »](#)

Messages

Creating a Ship Notice

The packing slip ID and delivery date are required on your ship notice for Amtrak. All other fields are optional

Create Ship Notice

* Indicates required field

SHIP FROM

DELIVER TO

Update Address

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date: *

Gross Volume:

TRACKING

Carrier Name:

Service Level:

Unit:

Save Exit Next

Creating a Ship Notice

Click next, when finished filling out all fields

Create Ship Notice

Save Exit **Next**

* Indicates required field

SHIP FROM **DELIVER TO**

Update Address

▼ Ship Notice Header

SHIPPING **TRACKING**

Packing Slip ID: * 12456

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date: * 19 Jan 2022

Gross Volume: Unit:

Creating a Ship Notice

Please review your ship notice information. If all is correct, click Submit. Your ship notice will be sent to Amtrak

Create Ship Notice

Confirm and submit this document.

SHIP FROM

DELIVER TO

Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: 12456	Tracking information not provided.
Invoice No.: 12456	
Requested Delivery Date: --	
Ship Notice Type: --	
Actual Shipping Date: --	
Actual Delivery Date: 19 Jan 2022 12:00:00 PM	
Gross Volume: --	
Gross Weight: --	

Previous Save Submit Exit

Creating an Invoice

Creating an Invoice

To start your invoice, on the purchase order details page, click Create Invoice and then Standard Invoice

Purchase Order: 2510003237 Done

Create Order Confirmation ▾ Create Ship Notice **Create Invoice ▾** ↓ 🖨️ ⋮

Order Detail Order History

AMTRAK®
TEST TEST TEST

From: Amtrak Accounts Payable

To: Amtrak Test Supplier - TEST

Purchase Order (Shipped)
2510003237
Amount: \$500.00 USD
Version: 1

Track Order

Routing Status: Acknowledged
Related Documents: 12456
OC03062022

Comments
Comment Type: Terms and Conditions
Body: Unless otherwise specified, the terms referenced on National Railroad Passenger Corporation (Amtrak) Form #69 and Supplementary General Provisions for Non construction Contracts shall apply to all Amtrak Pur ... [View more »](#)

Messages

Creating an Invoice

The invoice number and invoice date are required for you to enter

Create Invoice

Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 2510003237

Invoice #:*

Invoice Date:* 6 Mar 2022

Subtotal: \$500.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$500.00 USD
Total Net Amount: \$500.00 USD
Amount Due: \$500.00 USD

View/Edit Addresses

Service Description:

Supplier Tax ID:

Remit To: Amtrak Test Supplier - TEST
Washington , DC
United States

Bill To: Amtrak Accounts Payable
Philadelphia , PA
United States

Shipping

Creating an Invoice

Another required field in your SAP Business Network invoice, is attaching a copy of your invoice. Scroll down on your screen to find Add to Header. Click Add to Header and choose Attachment

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Amtrak Test Supplier - TEST**
Washington , DC
United States

Service Start Date:

Service End Date:

Customer: **Amtrak - TEST**
Washington , DC
United States

Email:

View/Edit Addresses

View/Edit Addresses

Bill From: **A**

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment**

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount

Creating an Invoice

1 First, click choose file

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Add to Header ▾

2 Select the invoice copy from your computer. Click Open

Attachments

The total size of all attachments cannot exceed 100MB

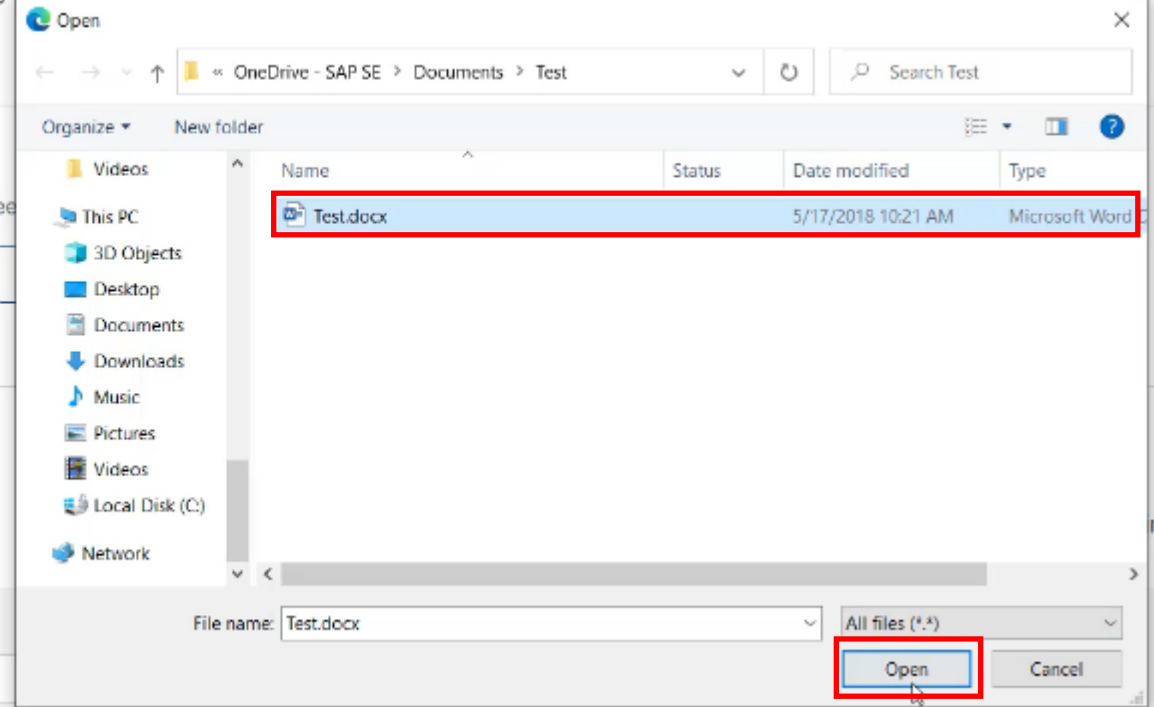
Choose File No file chosen

Add to Header ▾

Line Items

Insert Line Item Options

Tax Category:



3 Lastly, click the Add Attachment button on your invoicing screen. Make sure your attachment is listed correctly below.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test.docx	12806	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳

Delete

Creating an Invoice

Scroll down on your invoicing screen to view the Line Items. Here, you can see the same details as what was shown on the purchase order details page. If you'd like to invoice for a partial amount, you can change the quantity here

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Accounting test	<input type="text"/>	50	EA	\$10.00 USD	\$500.00 USD

Line Item Actions Delete

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	Not Available	Accounting test		0	EA	\$10.00 USD	\$0 USD

Excluded line items cannot be modified.

Line Item Actions Delete

If there is more than one line item, and you do not want to invoice on a certain line item, you can dis-include that line item for your invoice. You are able to go back and invoice again, for any remaining amounts and items.

Creating an Invoice

Once your invoice is complete, click Next

1

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Accounting test	<input type="text"/>	10	EA	\$10.00 USD	\$100.00 USD

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2

On the next screen, please review your invoice information. If something is not correct, you can click Previous, to take you back to edit. If everything is correct, click Submit, to submit your invoice to Amtrak.

Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due: \$100.00 USD

SUPPLIER:

Amtrak Test Supplier - TEST

3

Invoice 03062022 has been submitted.

-

You can then print a copy of your invoice if you'd like, or Exit the invoice creation.

Thank you.