

Invoicing Against LAUSD Purchase Order

Once you have processed your LAUSD Purchase Order or approved the Trading Relationship Request, and completed SAP Business Network Registration (or if you have an account and have used it to transact previously):

1. [Log in to your account.](#)
2. Click **Workbench** and select the **Orders** tile.
3. Click on the PO number you want to view or [search by number](#).
4. At the top of the order, click the action you would like to take (i.e. Create Order Confirmation, Create Invoice) and complete all required fields before submitting. If additional Header & Line level item information needs to be included, visit [this article](#) for more help.
5. The invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.
6. Once you've completed all required fields and optional fields if necessary, click Next.
7. On the Review page, review your invoice for accuracy. Once satisfied, click Submit to send the invoice to your customer.

If you are unsure if your company has an SAP Business Network Supplier Account, please refer to this [document](#).

If you require assistance accessing your company's SAP Business Network Supplier Account, please refer to these [documents](#):

- [Account sign-in help/credential reset](#)
- [Account admin reassignment help](#)

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Workbench' section shows two tiles: 'Orders' (Last 31 days) and 'Invoices' (Last 31 days). Below these tiles, there are filters for 'Orders (0)', including 'Edit filter', 'Save filter', and 'Last 31 days'. The 'Order numbers' filter is set to 'Partial match'. The 'Purchase Order: PO164' is displayed, and the 'Create Invoice' button is highlighted. The bottom of the page features the 'WOW! ARIBA CUSTOMER SUPPORT' logo and contact information for Headquarters and Beta Test01.

[This training article](#) covers various types of invoices. Please visit to learn more or receive further help on any of the following:

- Standard Invoice
 - against Purchase Order (PO-invoice)
 - against Service Entry Sheet
 - against Blanket Purchase order
 - against Goods Receipt
- Invoice with no Purchase order (Non-PO invoice)
- Contract Invoice
- CSV invoice
- Credit memo
- Summary invoice
- Debit Memo