



*Anheuser-Busch*

# SAP Business Network: Training for suppliers

North America Zone

13.03.2025

# TRAINING OBJECTIVES



**Welcome to the SAP Business Network Order Fulfillment course!**

This course is for Anheuser-Busch & Labatt vendors

This course is aiming at

- Bringing you knowledge on SAP Business Network

The training has been designed to give you a stronger understanding in terms of the uses and capabilities of SAP Business Network.

---

01

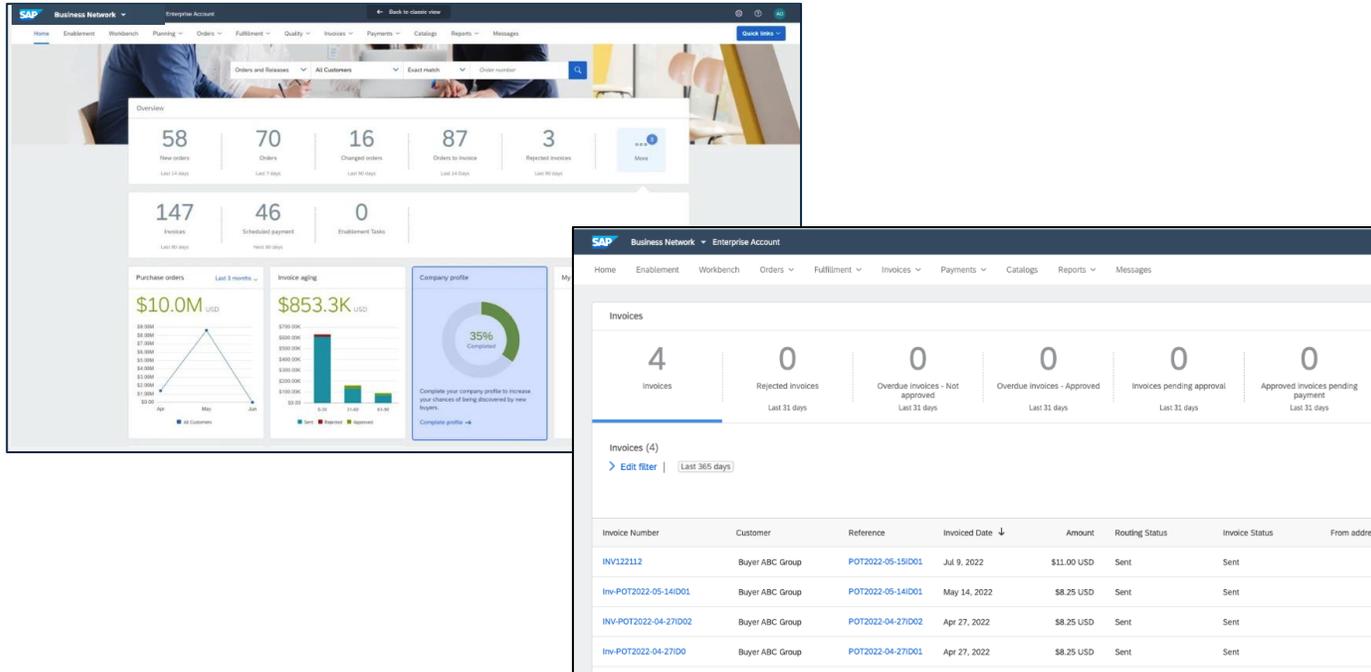
# Introduction to SAP Business Network



# WHAT IS SAP BUSINESS NETWORK

**SAP (Ariba) Business Network:** SAP (Ariba) Business Network is the **world's largest business commerce network where you can connect with your buyers** to exchange purchase orders, order confirmations, shipping notifications, goods receipts, service entry sheets and the electronic submission of invoices.

→ SAP (Ariba) Business Network will thus replace COUPA in Canada and BudExchange (partially) in the United States.



- Provide a self-service portal with access to invoice collaboration and visibility
- Improve responsiveness with immediate access to documents and the ability to 'flip' orders into confirmations and invoices
- Communicate with Anheuser-Busch & Labatt via the portal and in context of specific documents, to expedite any fulfilment or payment related issues



# Login /Home page

1. Access: [SAP Business Network Supplier](#)

2. Use your username and password to log in.

3. Reset your password or get your username

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

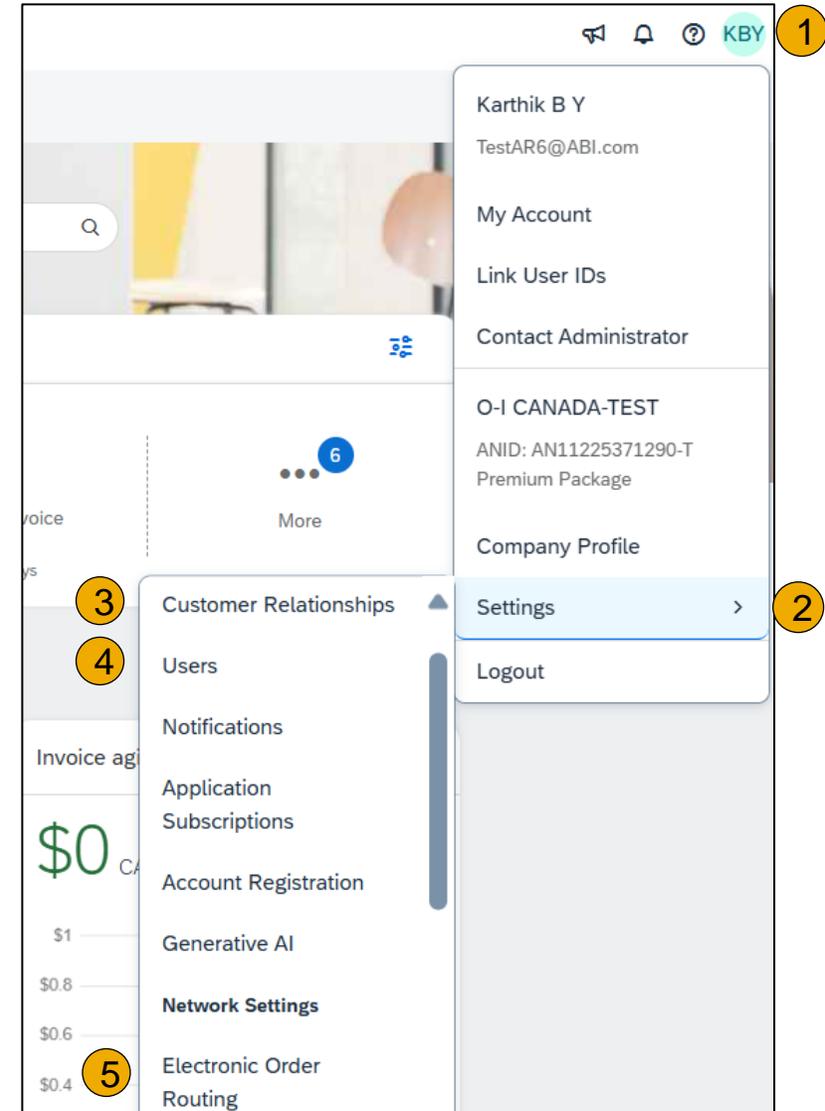
New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

On the home page, you will find all the menus and options for making transactions with Anheuser-Busch and Labatt.

# Settings



1. Click on **the initials** in the top right corner.
2. Click on the **settings menu**.
3. View your **customer relationships** by clicking on Customer Relationships.
4. Set up your users: **create new users and passwords and assign roles** to those users.
5. Set up your **order notification methods**.



# Settings

## Create and manage user roles

In: Settings > Users

1. In the **Manage Roles** tab, click the plus sign (+).

2. Fill in the **Name** and a **Description** for the role.

3. Choose the **Permissions** you want to give this role access to.

4. Click **Save** to complete the process.

3

Manage Roles | Manage Users | Manage User Authentication

Roles ( 2 )  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters  
Permission  
Select permission assigned

Apply | Reset

Role Name	Users Assigned	Actions
Administrator	Prueba	
Admin	Omar	

1

Create Role

\* Indicates a required field

New Role Information

Name: \* |

Description:

Permissions

Each role must have at least one permission.

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type

4

Save | Close

# Settings

## Create and manage users

1. In the **Manage Users** section, click the plus sign (+).

2. Fill in the **requested information** marked with (\*).

3. **Assign the roles** you will give to this user

4. **Assign this user** to see all clients or just selected ones

5. Click **Done** to complete the process

The screenshot shows the 'Manage Users' section of a system. At the top, there are tabs for 'Manage Roles', 'Manage Users', and 'Manage User Authentication'. The 'Manage Users' tab is active. Below the tabs, there are flags for the United States and Canada. The main content area is titled 'Users (1)'. There is a checkbox to 'Enable assignment of orders to users with limited access to Ariba Network.' Below this is a 'Filter' section with a search box for 'Username' and a plus sign to add a new user. There are 'Apply' and 'Reset' buttons. Below the filter is a table with columns: Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The table contains one user: test-lbOE@sap.com, Omar, No, Admin, All(1). There are 'Add to Contact List' and 'Remove from Contact List' buttons at the bottom.

The screenshot shows the 'New User Information' form. It has fields for Username (\*), Email Address (\*), First Name (\*), and Last Name (\*). There are checkboxes for 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. There is an 'Office Phone' field with a dropdown for 'Country' (USA 1) and two input boxes for 'Area' and 'Number'. Below the form is a 'Role Assignment' table with columns 'Name' and 'Description'. The table contains one role: Admin, Admin. Below the table is a 'Customer Assignment' section with a radio button for 'All Customers' and a radio button for 'Select Customers'. There are yellow circles with numbers 1 through 5 highlighting specific elements: 1 on the plus sign in the previous screenshot, 2 on the Username field, 3 on the Role Assignment table, 4 on the 'All Customers' radio button, and 5 on the 'Done' button in the next screenshot.

The screenshot shows two buttons: a blue 'Done' button and a white 'Cancel' button with a grey border. There is a yellow circle with the number 5 above the 'Done' button.

# Settings

## Electronic Order Routing



Click on the initials in the upper right corner: **Settings > Network Settings > Electronic Order Forwarding**

1. Start **Account Setup**
2. Choose the **Email Forwarding** method.
3. **Fill** in the field with your **Email Address**.
4. Click **Save**.

Network Settings 4 Save Close

Electronic Order Routing    Electronic Invoice Routing    Accelerated Payments    Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

[Configure cXML \(native\) integration](#)

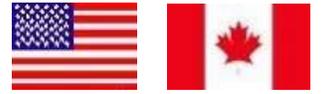
Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	2 <input type="text" value="Email"/>	3 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Email address



# Workbench Tab

On the home screen, the "**Workbench**" tab will display all documents that require supplier action. To customize the display of available files:

1. Click **Workbench**.
2. Click the **+** on the page to add or remove blocks.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The 'Workbench' tab is selected and highlighted with a yellow circle containing the number '1'. Below the navigation bar, the 'Workbench' section displays four metrics: '12 New orders', '18 Orders', '7 Items to confirm', and '8 Items to ship', all for the 'Last 31 days' period.

The 'Customize Workbench' dialog is shown, allowing users to manage the tiles on the workbench. It contains a grid of tiles with the following metrics and filters:

Metric	Filter
12 New orders	Last 31 days
18 Orders	Last 31 days
7 Items to confirm	Last 31 days
8 Items to ship	Last 31 days
0 Orders to invoice	Last 31 days
0 Invoices	Last 31 days
0 Pinned documents	
# Open postings	Last 90 days
# Matched Leads	Last 90 days
# Invited Leads	Last 90 days

A yellow circle with the number '2' is placed over the '+' icon at the bottom left of the dialog, indicating where to click to add or remove blocks.

# Orders Tab

## Add or remove columns

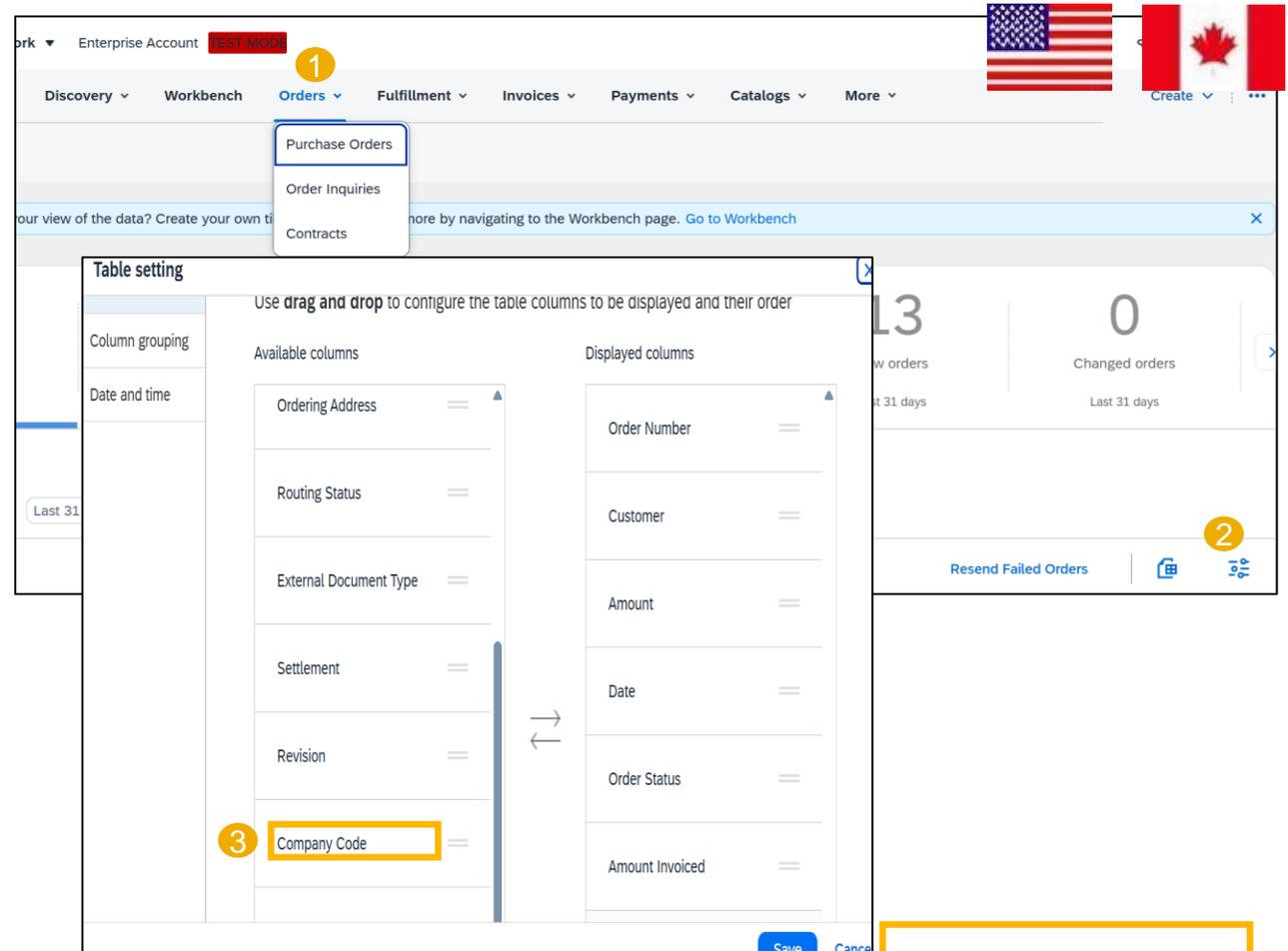
On the home screen, the “**Orders > Purchase Orders**” tab will list all POs received by the supplier.

We recommend to manually add the “**Company Code**” column to visualize if the PO comes from Anheuser-Bush or Labatt:

1. Select **Orders > Orders and Requests**.
2. Select “**more**” to add or remove columns.
3. Select “**company code**”.

**Canada:** starts with CA

**US:** starts with a number



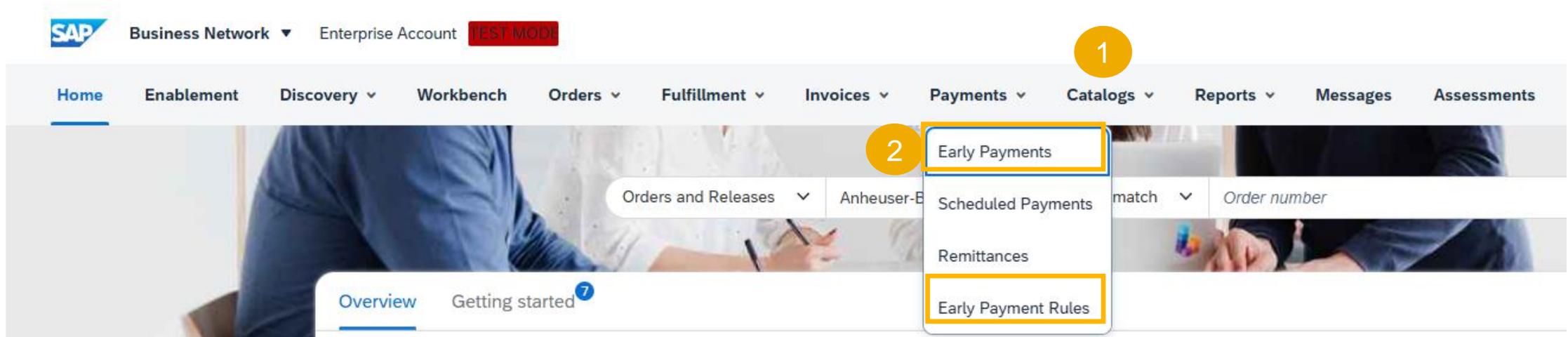
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Company Code
<a href="#">4501891979</a>	Anheuser-Busch InBev SA - TEST	\$12000 CAD	Apr 15, 2025	Received		CA09 Labatt Brewing Com
<a href="#">4501891978</a>	Anheuser-Busch InBev SA - TEST	\$12000 CAD	Apr 15, 2025	New		CA09 Labatt Brewing Com
<a href="#">4501891977</a>	Anheuser-Busch InBev SA - TEST	\$35 CAD	Apr 15, 2025	Confirmed		CA09 Labatt Brewing Com



# Options not released in the SAP (Ariba) Business Network header

Some transaction options appear in the tool but are not released in the ABI account, as shown below.

1. **Catalogs**, and all the options within this function.
2. **Early Payments & Early Payment Rules**: It is not possible to request advance payments in the tool.



---

02

# Order Fulfillment: Goods



---

# Purchase Order



# Order Fulfillment document statuses

## Status level and definition



The following are the document status levels for orders and releases:

Status Level	Definition
<b>New</b>	Initial state. The supplier has not updated order status.
<b>Rejected</b>	The supplier rejected all the items.
<b>Confirmed</b>	All items are confirmed.
<b>Backordered</b>	The supplier backordered all the items and will ship them when they are available.
<b>Shipped</b>	Final state. The supplier shipped the entire order.
<b>Obsoleted</b>	The buyer organization replaced the order by a sending subsequent (changed) order. Obsoleted orders cannot be updated; they appear in the Ariba Network for tracking purposes only.
<b>Changed</b>	Buyer cancelled or replaced the purchase order by sending subsequent changed order.
<b>Partially Confirmed</b>	The purchase order is in progress. Not all PO items are confirmed.
<b>Partially Shipped</b>	The purchase order is in progress. Not all PO items are shipped.

# Purchase Order

## Locating and Identifying the Order



On the homepage:

1. Click **Workbench or Orders > Purchase Orders**.
2. Select any of the **Orders files** as predefined filters.
3. **Use advanced filters** to identify the right document.
4. The search results will be displayed. Click the configuration icon to **customize the view**.
5. Click the **export** button to download the data to Excel.
6. **Open the PO** by clicking on the number.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. Below this is a dashboard with four cards: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. A filter section below the dashboard allows for advanced filtering with fields for Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. A table at the bottom displays search results with columns for Order Number, Customer, Amount Invoiced, and Actions. The first row shows Order Number 4500003734 and Customer Delivery Team - Global H19 Client 400 - TEST.

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

# Purchase Order

## Viewing Order Details



1. View your **order details** and allowable actions.
2. View **comments** entered by the buyer.
3. The **Line Items** section describes the items ordered.
4. Click **Details** or **Show Item Details** to review more information about the order, such as control keys, programming lines, and more.
5. Contract **number for this order**.
6. Other Information related to the PO (Carrier, Attachments if available, etc).

Purchase Order: 4500052892 Done

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

Order Detail | Order History

**From:**  
**BestRun Australia BP**  
 168 Walker Street  
 North Sydney NSW 2060  
 Australia  
 Phone: +61 ( ) (02) 9935 4 500  
 Fax: +61 ( ) (02) 9935 4 999

**To:**  
**BParnau Supplier - TEST**  
 210 Sixth Avenue  
 Pittsburgh , PA 15222  
 United States  
 Phone: +420 (111) 1111111  
 Fax:  
 Email: bogdan.parnau@sap.com

**Purchase Order (New)**  
**4500052892**  
 Amount: \$20.00 AUD  
 Version: 1

**Comments**  
 Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment

**Line Items** [Show Item Details](#)

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		2918	Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD	

Description: BP TST 2918

[Details](#)

**Payment Terms** ⓘ  
 0.000% 67  
 Pay 67 Days of Invoice Date

**Contract Number**  
 4600002706

**Contact Information**  
**Supplier Address**  
**O-I CANADA**  
 BOX 19007  
 TORONTO ON M5W 2W8  
 Canada  
 Email: [karthikby5@gmail.com](mailto:karthikby5@gmail.com)  
 Fax:  
 Address ID: 0000301891  
 Buyer ID: 0000301891

**Other Information**  
 Company Code: CA09  
 Purchase Group: A13  
 Purchase Organization: CA00  
 Customer VAT/Tax ID: 20036 1285 RT0001  
 Party Additional ID: 0000301891

[View less >](#)

# Changed Orders

When the PO is changed by the buyer, the information will be updated in Business Network and a new version of the PO will be created.

- The status of the actual version will be “**Changed**” or any other status with **orange** color (The PO status will not change if its already shipped, received or invoiced).
- The status of the previous version will be “**Obsolete**”
- The changes are highlighted in **orange** on the PO.

Purchase Order: 4501892355

Order Detail [Order History](#)



**From:**  
Customer  
Labatt Brewing Company Ltd  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Phone: +32 () +1 416 361 5050  
Fax:

**To:**  
CROWN LIFT TRUCKS ULC-TEST  
3430 GRIFFITH ST.  
MONTREAL QC H4T 1A7  
Canada  
Phone: +297 1  
Fax:  
Email: [abitestsupplier@gmail.com](mailto:abitestsupplier@gmail.com)

**Purchase Order**  
(→ **Changed**)  
**4501892355**  
Amount: \$57,500.00 CAD  
Amount: \$48,000.00 CAD  
Version: 2 ([Previous Version](#))

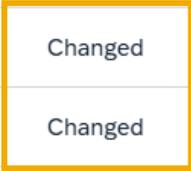
[Track Order](#)

# Cancelled Orders

When the PO is cancelled by the buyer, the information will be updated in Business Network and a new version of the PO will be created.

- The status of the actual version will be “**Changed**” in the PO list and “Cancelled” with PO open.
- The status of the previous version will be “**Obsolete**”

4501892687	Anheuser-Busch InBev SA - TEST	\$0 CAD	Jun 5, 2025	Changed	CA09 Labatt Brewing Company Ltd
4501892635	Anheuser-Busch InBev SA - TEST	\$0 CAD	Jun 5, 2025	Changed	CA09 Labatt Brewing Company Ltd



Create Invoice ▾ ↓ ☰ ...

Order Detail Order History



From:  
Customer  
Labatt Brewing Company Ltd  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Phone: +32 () +1 416 361 5050  
Fax:

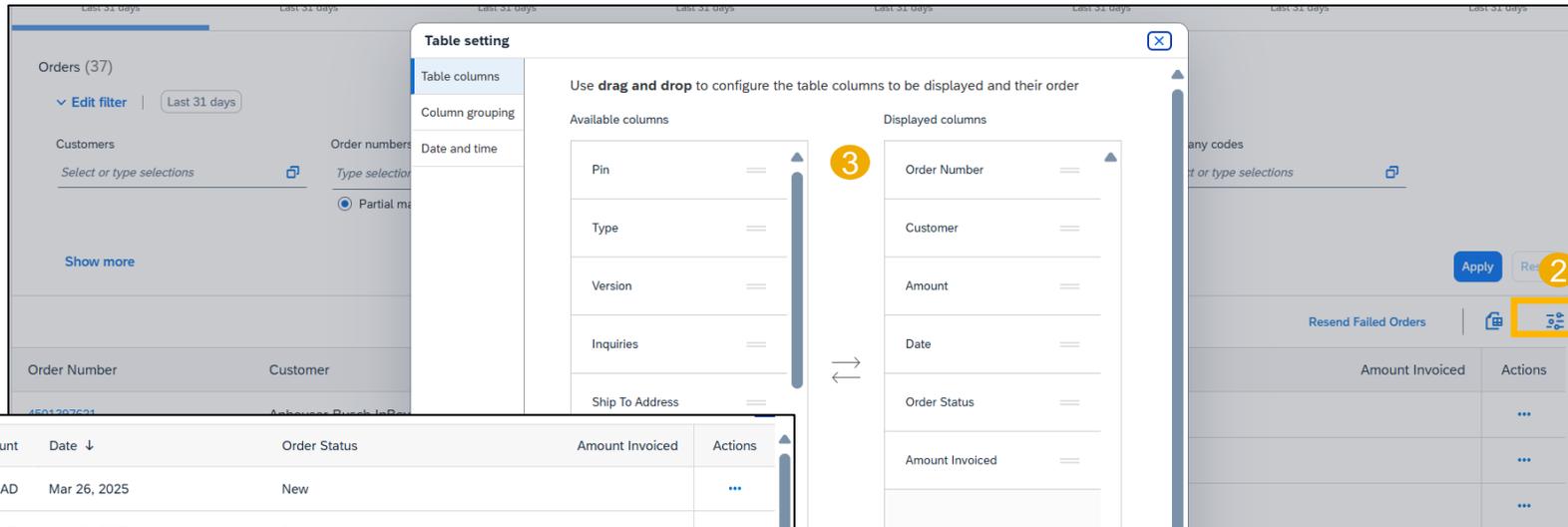
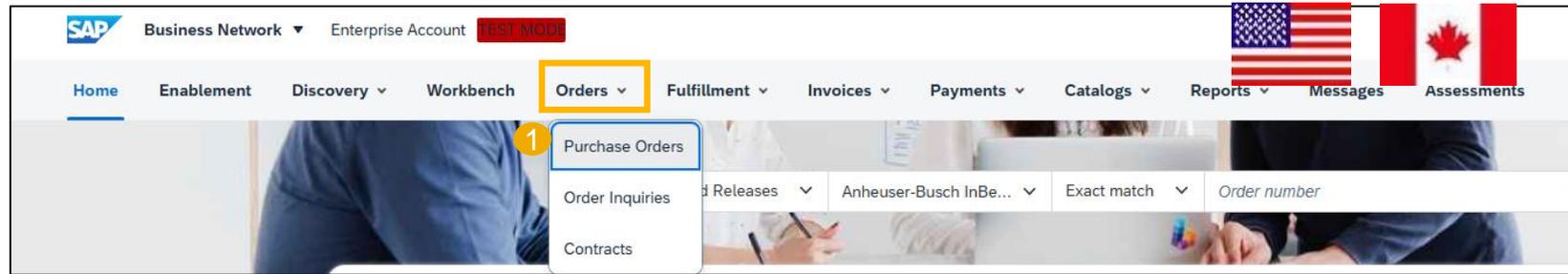
To:  
LANGE PATENAUDE EQUIPEMENT LTEE-TEST  
18980, TRANS-CANADIENNE  
BAIE-D'URFE QC H9X 3R1  
Canada  
Phone: +297 1  
Fax:  
Email: [abitestsupplier@gmail.com](mailto:abitestsupplier@gmail.com)

**Purchase Order**  
 (+ Cancelled)  
 4501892687  
 Amount: \$0.00 CAD  
 Version: 1 (Previous Version)

# Purchase Order

## Add or Remove Columns

1. Select **Orders** > **Purchase Orders**.
2. Select the **Table settings** icon to add or remove columns.
3. Select the available column.
4. The selected column will be displayed.



4

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<a href="#">4501397621</a>	Anheuser-Busch InBev SA - TEST	\$0.21 CAD	Mar 26, 2025	New		...
<a href="#">4501397620</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 26, 2025	Shipped		...
<a href="#">4501397619</a>	Anheuser-Busch InBev SA - TEST	\$13867.1 CAD	Mar 26, 2025	Shipped		...
<a href="#">4501397618</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 26, 2025	Shipped		...
<a href="#">4501397617</a>	Anheuser-Busch InBev SA - TEST	\$17071.47 CAD	Mar 26, 2025	Shipped		...
<a href="#">4501397616</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 26, 2025	Shipped		...
<a href="#">4501397614</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 25, 2025	Confirmed		...
<a href="#">4501397613</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 25, 2025	Shipped		...
<a href="#">4501397612</a>	Anheuser-Busch InBev SA - TEST	\$16512.52 CAD	Mar 25, 2025	New		...
<a href="#">4501397611</a>	Anheuser-Busch InBev SA - TEST	\$14933.8 CAD	Mar 25, 2025	Shipped		...

---

# Order Confirmation



# Purchase Order Confirmation

## Confirm Entire Order

This slide explains how to confirm the entire order.

1. Select the **Confirm Entire Order** action (Inside the PO or in "Actions" option in the PO list).
2. **Fill out the required fields** in the order confirmation header.
3. Review the **line items**.
4. Click the **Next button** at the bottom of the screen when you are finished.
5. Review the order confirmation and select the next action:
  - Click **Back** to go to the previous page.
  - Click **Send** to send the order confirmation to the buyer.
  - Click **Exit** to exit the page without saving any changes.

### Important (Applied to Confirm Entire Order, Update Line Items and Rejection):

- Once the order confirmation is sent, the order status will be displayed as **Confirmed**.
- You can confirm/reject an order multiple times
- Order confirmation is optional, but for good PO tracking and communication with buyers, it's recommended to always create the Order Confirmation document.
- The option to "**update line items**" is still available.
- Do not enter more than 16 characters in the "Confirmation #" field.

Purchase Order: 4500003734

1

Create Order Confirmation ▾ Create Ship Notice



Order Number	Type	Actions
4500003734	Order	⋮

1

- Confirm entire order
- Update line items
- Reject entire order

Confirming PO

1 Confirm Entire Order

2

Order Confirmation Header

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: \*

Comments:

3

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10		2921		70.0 (EA)

Description: BP TST 2921

► Schedule Lines

Current Order Status:

4

Next

5

Previous Submit Exit

# Purchase Order Confirmation

## Reject Entire Order



This slide explains how to reject an entire order and ask buyers for changes or cancelation of the order.

1. Select the **Reject entire order** action.
2. Do not enter more than 16 characters in the "Confirmation #" field.
3. **Rejection reason: Select a reason** from the 12 pre-defined rejection reasons:

1. Price mismatch or error
2. Quantity mismatch or error
3. Currency mismatch or error
4. Payment term different from negotiated
5. Incoterm mismatch or error
6. Tax error
7. Vendor information outdated or incorrect
8. Material or service not supplied
9. Duplicate purchase order
10. Minimum order not met (price and/or quantity)
11. Unit of measure or price per unit mismatch or error
12. Multiple errors – describe each based on the list above

3. Enter additional details in the **comments** section.
4. Click on **“Reject Order”** to send the rejection.

Order Number	Type	Actions
4500003734	Order	<ul style="list-style-type: none"><li>Confirm entire order</li><li>Update line items</li><li><b>Reject entire order</b></li></ul>

2

REJECT ENTIRE ORDER

Order Confirmation Number:  
Confirmation #: 111222

Rejection Reason: Please Select

3

Comments: |

4

Reject Order Cancel

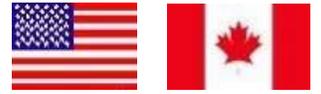
Feedback

**NOTE:** Buyers will receive the rejection and update the PO according to the reason and additional comments provided.



# Purchase Order Confirmation

## Update Line Items



This slide explains how to partially confirm the order.

1. Select the **Update Line Items** action.
2. **Fill out the required fields** in the order confirmation header. (Do not enter more than 16 characters in the "Confirmation #" field.)
3. Review the **line items** and enter the quantities you want to confirm or backorder (Do not enter quantities in the "Reject" field).
4. Click the **Detail button** to verify more information for the item and provide a rejection reason in case of partial rejection.

Order Number	Type	Actions
4500003734	Order	<ul style="list-style-type: none"> <li>Confirm entire order</li> <li><b>Update line items</b></li> <li>Reject entire order</li> </ul>

Confirming PO

- 1 Confirm Entire Order
- 2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 456789

Associated Purchase Order #: 4500053069

Customer: BP SCC Buyer - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

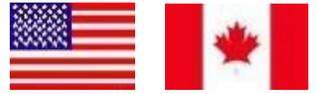
Est. Delivery Date: \*

Comments:

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		000000000050385563	Material	36,300.000 (PCE)	7 Apr 2025	\$213.34 CAD	\$7,744.24 CAD
BOTTLE_STELLA_330_GREEN							
Pricing Details							
Unit Details				Price Details			
Unit Conversion		Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit	
1		PCE	PCE	\$213.34 CAD	1,000	PCE	
Current Order Status							
<input checked="" type="radio"/> 36,300.000 Confirmed With New Date (Estimated Shipment Date: 30 Apr 2025; Estimated Delivery Date: 31 May 2025)							
3	Confirm:	18,150	Backorder:		Reject:	18,150	4 Details

# Purchase Order Confirmation

## Update Line Items



5. In case of partial rejection, provide the rejection reason and comments
6. Review the information for the confirmed quantity
7. Click **Ok** to close the line item details page
8. Click **Next** to finish the Order Confirmation Creation and follow to the summary page
9. Click **Submit** to send the Order Confirmation document.

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	BOTTLE_STELLA_330_GREEN	36,300.000	PCE	7 Apr 2025		\$213.34 CAD	\$7,744.24 CAD

New Order Status: **18,150 Rejected**

**Pricing Details**

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE	PCE	\$213.34 CAD	1,000	PCE

5 Rejection Reason: \*

Comments:

New Order Status: **18,150 Confirmed**

**Pricing Details**

Unit Details			Price Details		
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit
1	PCE	PCE	\$213.34 CAD	1,000	PCE

6 Est. Shipping Date: \*

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

7

8

9

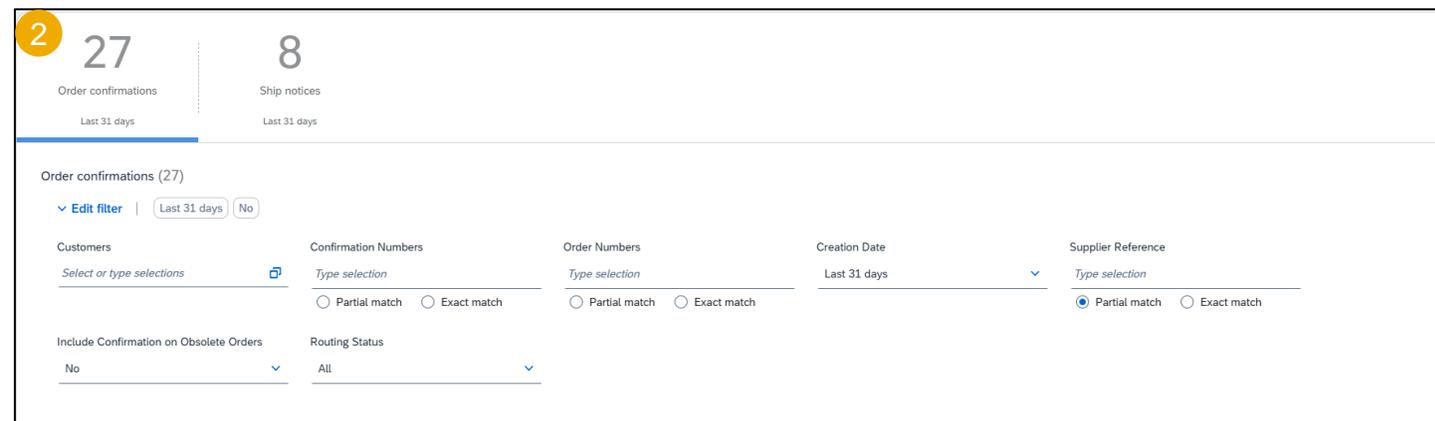
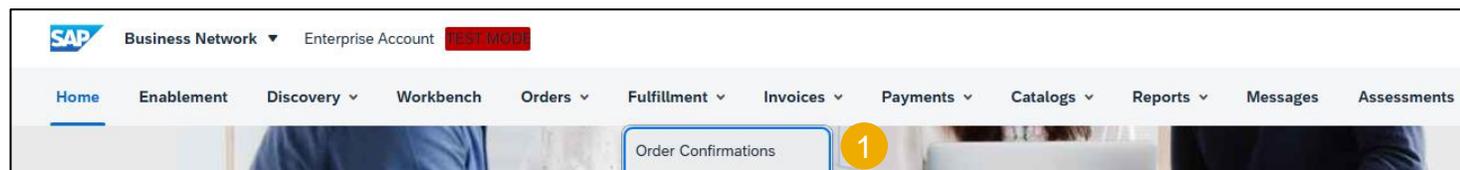


# Purchase Order Confirmation

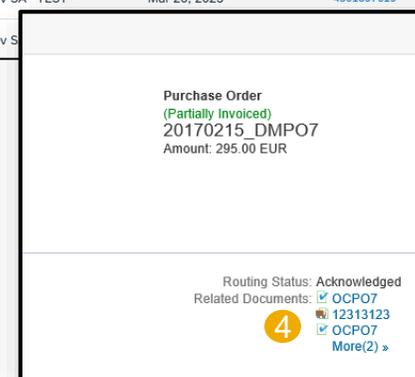
## View sent order confirmations

On the home page:

1. Sent order confirmations can be viewed under **Fulfillment** and **Order Confirmation**.
2. Use **search filters** to identify the correct document.
3. Order Confirmations will be displayed.
4. You can also review the confirmation on the purchase order screen under **Related Documents**.



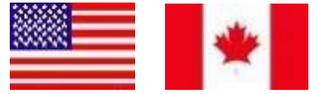
Confirmation Number	Customer	Creation Date ↓	Order Number	Order Version	Supplier Reference	Routing Status
OC104	Anheuser-Busch InBev SA - TEST	Mar 26, 2025	4501397620	1		Acknowledged
oc103	Anheuser-Busch InBev SA - TEST	Mar 26, 2025	4501397619	1		Acknowledged
oc102	Anheuser-Busch InBev S			1		Acknowledged



---

# Advanced Ship Notice (ASN)





# Advanced Ship Notice (ASN)

## Create Delivery Notice

There are 2 ways to start creating an individual shipping notice.

From the **Workbench**:

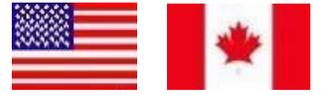
1. Click on the **Items to Ship** part.
2. Identify the right items using filters.
3. Select and click **Create Ship Notice**.

OR

1. You can also create ASN from the PO screen. Click **Create Ship Notice**.

Note: Blocks in Workbench may need to be added first in the settings (**workbench > add blocks > items to deliver**).

The screenshot shows the SAP Business Network Workbench interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below it, a menu includes 'Home', 'Enablement', 'Workbench', and 'Planning'. A summary card on the right indicates '7 Items to ship' for the 'Last 31 days'. The main area is titled 'Items to ship (7)' and includes filter options like 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is highlighted with a yellow circle '3'. Below this is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table contains one row with Order No. 4500003719, Item No. 10, and Description RAW13, PD, Lohnbearbeitung. A yellow circle '2' is next to the table header. At the bottom, a 'Purchase Order: 4500003734' card shows two buttons: 'Create Order Confirmation' and 'Create Ship Notice', with the latter highlighted by a yellow circle '4'.



# Advanced Ship Notice(ASN)

## Heading level

Fill in the requested information on the **Delivery PO form**.

1. Do not modify the **“Deliver to”** address at the top.
2. Do not edit the **“Ship from”** address. By default, the address is your company address that is registered in your SAP Business Network account.
3. The **Packing Slip ID** is a required field. Enter the supplier’s unique shipping number. (Do not enter more than 16 characters)
4. Provide the **shipping/delivery date** (there is no tolerance on the delivery date, so you cannot enter a different date).
5. Provide the **Carrier Name** and extra information if needed.

Create Ship Notice Save Exit Next

*\* Indicates required field*

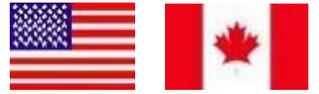
<b>SHIP FROM</b> <span>2</span>	<b>DELIVER TO</b> <span>1</span>
LANGE PATENAUE EQUIPEMENT LTEE-TEST <span>Update Address</span>	Montreal Prod-DC <span>Update Address</span>
BAIE-D'URFE QC Canada	LASALLE, United States

▼ Ship Notice Header

<b>SHIPPING</b>	<b>TRACKING</b>
Packing Slip ID: * <span>3</span> <input type="text"/>	Carrier Name: <span>5</span> <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text"/>	
<span>4</span> Shipping Date: * <input type="text"/>	
Delivery Date: * <input type="text"/>	

**NOTE:** Do not change any address during the ASN creation. Changes will not be reflected for buyers.





# Advanced Ship Notice (ASN)

## Line Level

The purchase order information is copied to the ship notice (part ID, quantity, requirement, price, etc.).

Scroll down to view the line items information.

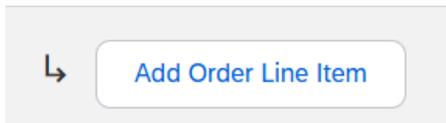
1. Fill in all required fields for your product type at the line level. For all orders, the quantity can be equal to or less than the purchase order line. Additionally, over-delivery may apply (the system will show you what is possible).
2. Click the **Remove** button to delete the entire line from this ship notice.
3. If you click the **Add Ship Notice Line** button, you can split the quantity to populate multiple lot IDs per quantity.
4. Click on **Add Details** to include more transport information if needed.

### Notes:

- Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.
- You cannot ship a quantity greater than the order quantity.
- You can have items from different orders (Same ship to address) on same ship notice.
- Attention on the "Item Due Quantity", it is not possible to edit fully shipped lines when having more than 1 PO in the same ASN.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
4501891973	10		00000000050335220	20.000	PCE	15 Apr 2025		\$100.29 CAD	\$2,005.80 CAD	<a href="#">Remove</a>														
POMPE A ESSENCE MOFFETT N/P 12691-52031																								
<b>Shipment Status</b> Total Item Due Quantity: 20 PCE																								
<b>Confirmation Status</b> Total Confirmed Quantity: 20.000 PCE    Total Backordered Quantity: 0 PCE																								
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="20.000"/></td> <td><input type="text"/></td> <td>- Select Country -</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><a href="#">Add Details</a></td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	<input type="text" value="20.000"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																			
1	<input type="text" value="20.000"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>																		
<a href="#">Add Ship Notice Line</a>																								





# Advanced Ship Notice (ASN)

## [optional] Draft ASN

1. To save a draft document, click **Save** at the top of the ASN screen. The saved draft will not be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified in **Order Processing**
4. Select **Ship Notices**.
5. Click **Edit** to modify the document and finalize it.

1 Save Exit Next

2 Edit Ship Notice.

Ship notice "21212121" is saved. The saved ship notice will be kept until 11 Nov 2018.

SAP Ariba Supply Chain Collaboration

Home Enablement Workbench Planning Orders Fulfillment

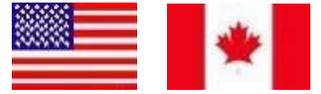
3 Drafts

4 Invoices Ship Notices Service Sheets

Ship Notices

Packing Slip ID # Customer

5 Edit Delete



# Advanced Ship Notice (ASN)

## Review and Submit the final document

1. On the main ASN screen, verify that all required fields (\*) are completed. Click **Next** at the top of the screen.
2. At the header level, review the applicable delivery date for all lines shipped.
3. At the line level, review the quantity shipped
4. Review the serial numbers, if applicable.
5. Click **Submit** to send the ASN to the customer.
6. If there is information to edit, click **Back**.

**Note:** After you submit your shipping notice, your Order Status will be updated to **Shipped** (if fully shipped) or **Partially Shipped**.

The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below these are 'Previous', 'Save', and 'Submit' buttons (callouts 6, 5, and 5 respectively). The main content area is divided into sections: 'SHIP FROM' (TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS), 'DELIVER TO' (TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS), 'SHIPPING' (Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, Actual Delivery Date: 30 Oct 2018 (callout 2), Is divisible: No), 'TRACKING' (Tracking information not provided), 'DIMENSIONS' (Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --), and 'Order Items' (table with columns: Order #, Line #, Part #, Customer Part #, Qty (callout 3), Unit, Need By, Ship By, Unit Price, Subtotal, Customs). The 'Order Items' table has one row: 600450934, 1, 123123, 123123, 300, PCE, 15-Oct-2018, --, 10.00 CHF, 300.00 CHF, Description: MAIL PANTH MM H ATT FER IND OR GR SER. Below the table is 'SHIPMENT STATUS' (1 - Shipping 4.0 PCE) and 'ASSET DETAILS' (Serial Number: 123, 222, 333 (callout 4), Asset Tag: --).



# Advanced Ship Notice (ASN)

## View sent ASNs

1. To view the submitted ASN, go to **Fulfillment > Ship Notices**.
2. Or to the related order screen, **Related Documents** section.
3. After submitting the ASN, the status(es) of the related order(s) will be updated to **Shipped** or **Partially Shipped**.

Packing Slip ID	Customer	Completion Status
<a href="#">1111111</a>	Anheuser-Busch InBev SA - TEST	4501397677 8 Apr 2025 7:28:46 PM
<a href="#">SNAR601</a>	Anheuser-Busch InBev SA - TEST	4501397678 8 Apr 2025 4:56:03 AM
<a href="#">SN88</a>	Anheuser-Busch InBev SA - TEST	4501397658 7 Apr 2025 10:40:43 AM

**3** Purchase Order (Shipped)  
20150415\_PO2  
Amount: 295.00 EUR

**2** Routing Status: Acknowledged  
Related Documents: [Ship\\_TEST](#)



# Advanced Ship Notice (Inbound Delivery)

## View receipt of goods

1. Once the order is delivered or repaired, the status of the document will change to **Received**.
2. The Goods Receipt can be found in the **Order Related Documents**.
3. Click on the **GR number** to view the details.

1 **Purchase Order**  
(Received)  
4501337019  
Amount: \$3,950.00 MXN  
Version: 1

---

Routing Status: Acknowledged  
External Document Type: Pedido Estánd. NEMAK (NB)  
Related Documents: **5008207440** 2  
ASN7019  
C7019

3 Receipt: 5008207440 Done Previous

[Print](#) | [Export cXML](#)

[Detail](#) [History](#)

**From:**  
Nemak - TEST  
Libramiento arco vial Km 3.8  
66017 Garcia  
NL  
Mexico

**To:**  
Nemak Testing Supplier 2 CA - TEST  
Test Address  
Alabama , AL 35005  
United States  
Phone:  
Fax:  
Email: mabel.navas@vivoconsulting.com

**Receipt:**  
Receipt No.: 5008207440  
Receipt Date: 30 Jun 2021

Routing Status: Sent  
Related Documents: 4501337019

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4501337019 (Closed For Receiving)													
1	10	CONTACTOR,100-C12EJ10,ALLEN-BRADLEY	000000000000101502			ASN7019		10.000 EA	Not Specified	Received	395.00 MXP	3,950.00 MXP	

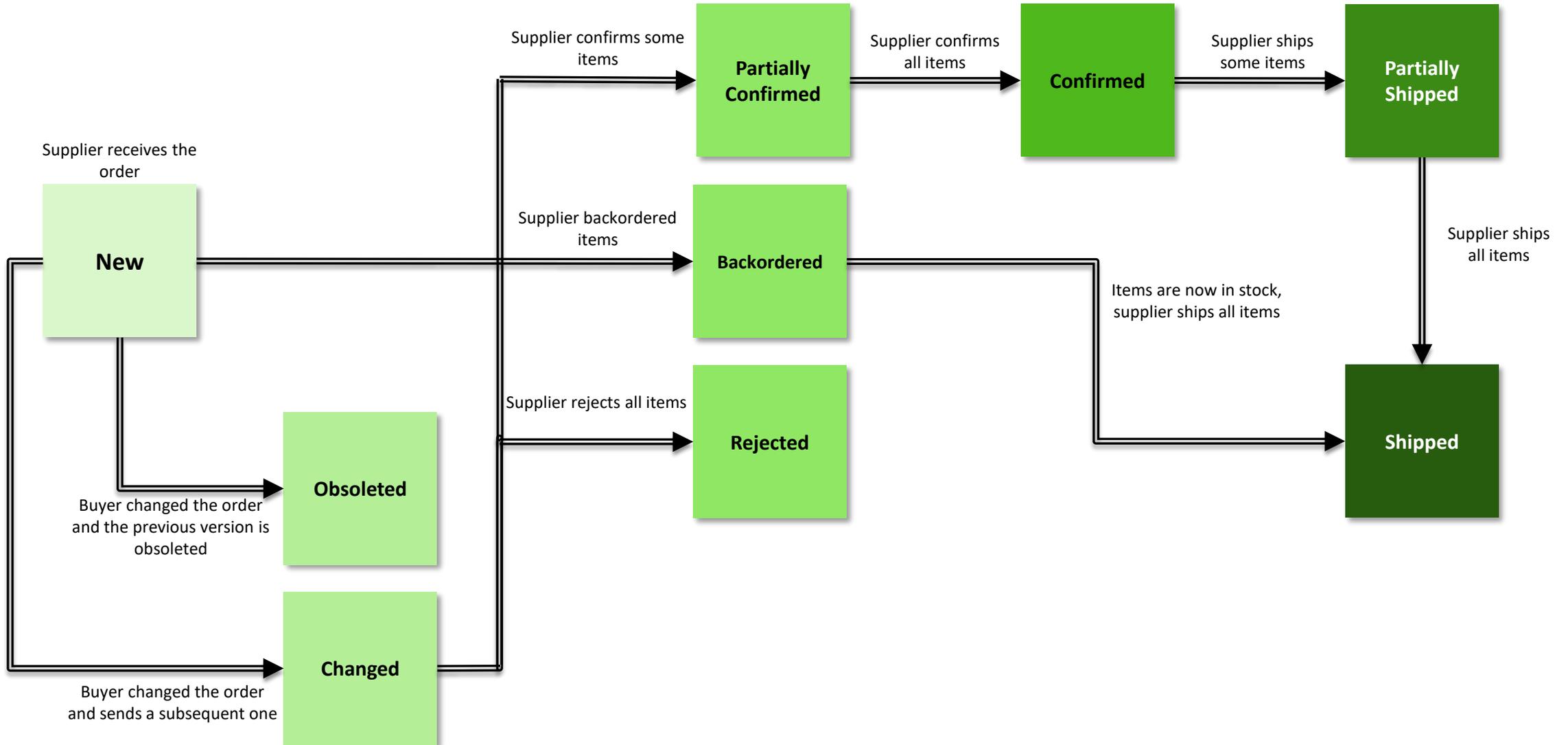
**Comments**

Receipt received on: Wednesday 30 Jun 2021 8:05 PM GMT-05:00  
Received by Ariba Network on: Friday 25 Jun 2021 2:05 PM GMT-05:00  
This Receipt was sent by Nemak - TEST AN01578719496-T and delivered by Ariba Network.

**NOTE:** Delays in GR should not prevent you to send invoices.



# Order Fulfillment: Material Order flow



---

03

# Order Fulfillment : Services



---

# Service Entry Sheets (SES)





# Service Entry Sheets (SES)

## Creating a service entry sheet (SES)

1. It is not needed to create SESs manually for Services POs. Skip this part directly to invoice creation. The SES will be created automatically after the invoice is submitted.
2. After Invoice creation, the SES will be generated and sent to ABI for approval, once its approved, the Invoice will be sent.

Purchase Order: 4501397654 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) ↓ ☰ ...

[Order Detail](#) [Order History](#)

---

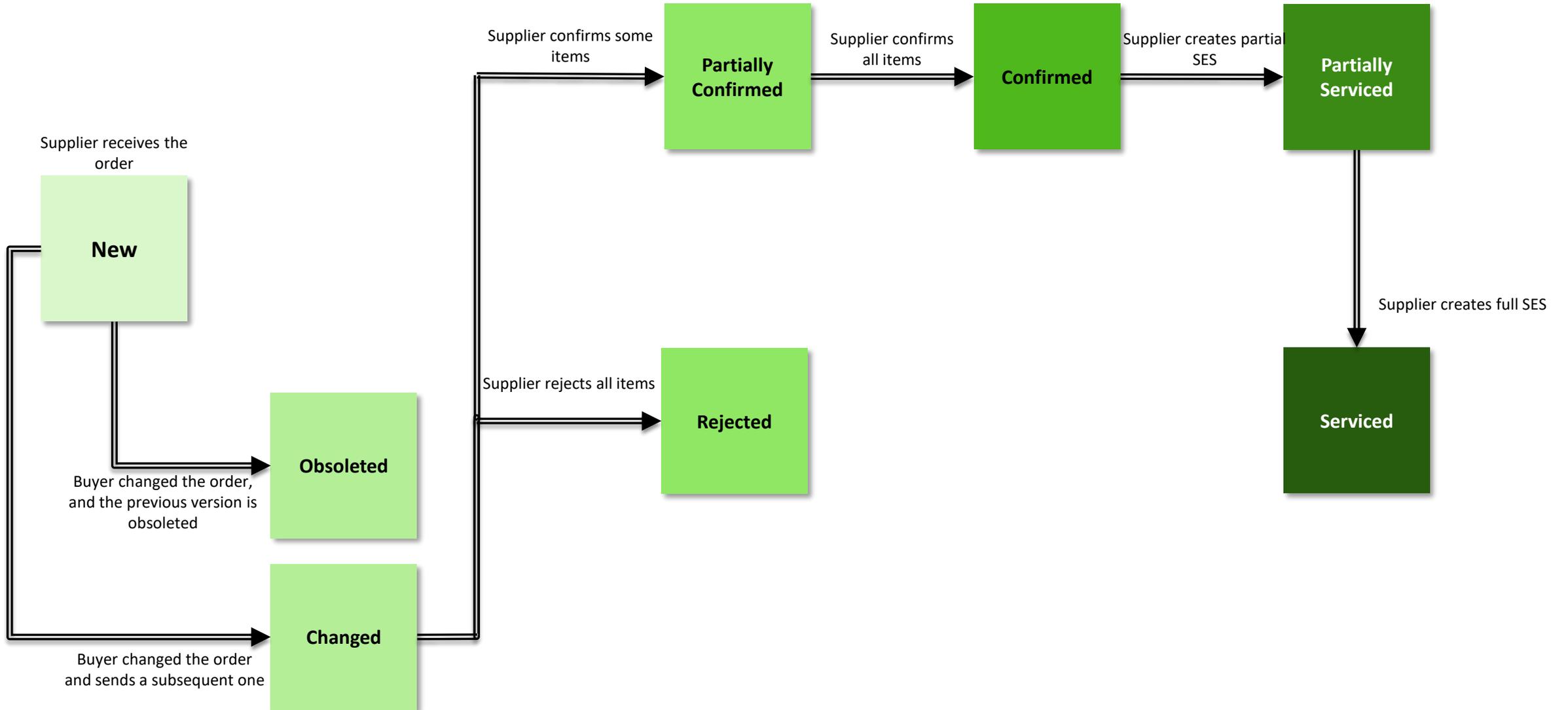
<b>From:</b> Customer Labatt Brewing Company Ltd Queens Quay West-207 Toronto ON M5J 1A7 Canada Phone: +32 () +1 416 361 5050 Fax:	<b>To:</b> O-I CANADA-TEST BOX 19007 TORONTO AB T3H 3Z9 Canada Phone: Fax: Email: <a href="mailto:karthikby5@gmail.com">karthikby5@gmail.com</a>	<b>Purchase Order</b> (Partially Serviced) 4501397654 Amount: \$0.21 CAD Version: 1
---	---	---

---

<b>Payment Terms</b> ⓘ 0.000% 67 Pay 67 Days of Invoice Date	Routing Status: Acknowledged External Document Type: Standard PO (ZNB) Related Documents: <a href="#">1122213</a> <a href="#">1122222</a>
--	--

**Contact Information**

# Order Fulfillment: Service Order Flow



---

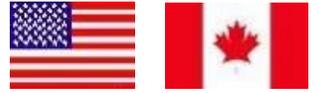
# 04

# Invoicing



# Invoicing

## Create an invoice (Free Text POs & Goods non-ERS)



1. Click **Create** Invoice button in the PO.
2. For **ABI US Suppliers**, the PO needs to be in "Received" or "Partially Received" status (GR created).

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4506299297. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' indicator. The main header shows the PO number and a 'Done' button. Below this is a toolbar with three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', which is highlighted with a yellow border. There are also icons for download, print, and a menu. The main content area is divided into two tabs: 'Order Detail' (selected) and 'Order History'. The 'Order Detail' tab shows the 'ambev' logo and contact information for the customer (ANHEUSER-BUSCH, LLC) and the supplier (ANGELUS SANITARY CAN MACH CO-TEST). The purchase order details include the PO number, amount (\$137.55 USD), and version (1). A 'Track Order' button is visible. At the bottom, there is a 'Payment Terms' section (Net Immediate) and 'Contact Information' for the supplier. The routing status is 'Sent' and the external document type is 'Standard PO (NB)'. A 'Feedback' button is located on the right side of the page.

# Invoicing

## Create an invoice (Free Text POs & Goods non-ERS)



### 1. Enter the header mandatory information.

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

**Summary**

Purchase Order: 4506299296	Subtotal: \$600.00 USD	<a href="#">View/Edit Addresses</a>
Invoice #: <input type="text"/>	Total Tax: \$0.00 USD	
Invoice Date: <input type="text" value="13 May 2025"/>	Total Gross Amount: \$600.00 USD	
Service Description: <input type="text"/>	Total Net Amount: \$600.00 USD	
Supplier Tax ID: <input type="text"/>	Amount Due: \$600.00 USD	
Remit To: <input type="text" value="410 TERRY AVENUE NORTH"/>		
SEATTLE, WA United States		
Bill To: ANHEUSER-BUSCH, LLC		
SAINT LOUIS, MO United States		

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: AMAZON CAPITAL SERVICES INC-TEST	Ship To: Wholesale Operations Division	<a href="#">View/Edit Addresses</a>
SEATTLE, WA United States	SAINT LOUIS, MO United States	
	Deliver To:	

### NOTES:

- Do not change any address during the Invoice creation. *Changes will not be reflected for the customer.*
- Do not enter more than 16 characters in the "Invoice #" field.
- If any other comments or information need to be transferred to buyers on the invoice, please use HOPS chatbot.





# Invoicing

## Create an invoice (Free Text POs & Goods non-ERS)

1. **Payment Term** will be copied from the PO.
2. The “**Additional Fields**” section is optional and can be skipped.
3. In “Add to Header” field, you can add attachments.

**1** **Payment Term**

Discount or Penalty Term(days): 1 Percentage(%) 0.000  
Net 1 day

---

**2** **Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **AMAZON CAPITAL SERVICES INC-TEST**  
SEATTLE, WA  
United States

Customer: **ANHEUSER-BUSCH, LLC**  
SAINT LOUIS, MO  
United States  
Email:

[View/Edit Addresses](#)

Bill From: **AMAZON CAPITAL SERVICES INC-TEST**  
SEATTLE, WA  
United States

[View/Edit Addresses](#)

---

**3**

# Invoicing

## Create an invoice (Free Text POs & Goods non-ERS)



1. In the line items section, all items from the PO will be available with the respective taxes.
2. After reviewing the information, click on “**Next**” to see the summary and “**Submit**” after to send the invoice.

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

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"/>	10	<input checked="" type="checkbox"/>	MATERIAL	1	Free Text		1	EA	\$100 USD	\$100.00 USD

Pricing Details

Price Unit: EA Price Unit Quantity: 1  
Unit Conversion: 1 Description:

Tax 1

Category: \*  Taxable Amount: \$100.00 CAD  
Rate(%): 0  
Tax Amount: \$0.00 USD

Location:   
Description: ReturnIDTTaxValueReturnIDTTaxValueReturnIDTTaxValue  
Regime:

**NOTE:** Labatt suppliers can suggest different taxes for items by clicking on the tax dropdown menu (1). Changes will be transferred to Labatt and will require approval.



Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 1212121	Subtotal: \$600.00 USD
Invoice Date: Tuesday 13 May 2025 4:07 PM GMT-03:00	Total Tax: \$0.00 USD
Original Purchase Order: 4506299296	Total Gross Amount: \$600.00 USD
	Total Net Amount: \$600.00 USD
	Amount Due: \$600.00 USD

# Invoicing

## Create an invoice (ERS)



1. The PO will change the status to **“Invoiced”**
2. You can find the Invoice under the PO **“Related Documents”** field.
3. You can find the Invoice by the invoice number using the menu **“Invoices”** tab or in the search bar

Purchase Order: 4501892336

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Order Detail | Order History

# ambev

**From:** Customer  
Labatt Brewing Company Ltd  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Phone: +32 () +1 416 361 5050  
Fax:

**To:** LANGE PATENAUE EQUIPEMENT LTEE-TEST  
18980, TRANS-CANADIENNE  
BAIE-D'URFE QC H9X 3R1  
Canada  
Phone:  
Fax:  
Email: karthiha1912@gmail.com

**1** Purchase Order (Invoiced)  
4501892336  
Amount: \$10.00 CAD  
Version: 1  
Track Order

Payment Terms: Pay immediately w/o deduction

Contact Information: Supplier Address

Routing Status: Acknowledged  
External Document Type: Standard PO (ZNB)  
**2** Related Documents: INV3333, 5002332522, ASN1111

SAP Business Network | Enterprise Account

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | **3** Invoices | Payments | Catalogs | Reports | Messages | Assessments

Search: inheuser-Busch InBe... | Exact match | Order number

Overview | Getting started

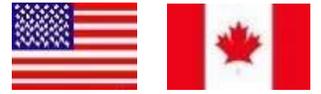
38 | 11 | 17 | 88

**6**

Navigation menu items: Orders and Releases (checked), Order Confirmations, Ship Notices, Invoices

# Invoicing

## ERS Invoices



- ERS POs will not allow invoice creation through the SAP Business Network. Look for the **warning icon** in the PO line items section to find out why.
- If the user click on “**Create invoice**” for ERS POs, the invoice creation screen will appear, but it will not display any line items. Additionally, an error message will be shown.
- The responsibility for creating the invoice lies with the Buyer. Once created, the invoice will be available in the system for the supplier to access.

Purchase Order: 4506299297

From: Customer  
ANHEUSER-BUSCH, LLC  
ONE BUSCH PLACE  
SAINT LOUIS, MO 63118-1852  
United States  
Phone: + () 314-577-2000  
Fax: + () 314-577-2900

To: ANGELUS SANITARY CAN MACH CO-TEST  
10860 SIXTH STREET  
RANCHO CUCAMONGA, CA 91730  
United States  
Phone: 1-855-557-7252  
Email: karthikby5@gmail.com

Purchase Order (New)  
4506299297  
Amount: \$137.55 USD  
Version: 1

Payment Terms: Net Immediate

Contact Information  
Supplier Address  
ANGELUS SANITARY CAN MACH CO  
10860 SIXTH STREET  
RANCHO CUCAMONGA, CA 91730  
United States  
Email: karthikby5@gmail.com

Sales  
JOHN VELASQUEZ

Routing Status: Sent  
External Document Type: Standard PO (NB)

1 Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type
10	1	F0038L640AAAA8	00000000001016820	Material Invoicing not possible
		SPRING, COMPRESSION: 3/4" ID, 1" OD, 2-1/2"		
20	1	F0038L640AAAA8	00000000001016820	Material Invoicing not possible

2 Add to Header

Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.

# Invoicing

## ERS Invoices



1. The PO will change the status to **“Invoiced”**
2. You can find the Invoice under the PO **“Related Documents”** field.
3. You can find the Invoice by the invoice number using the menu **“Invoices”** tab or in the search bar

Purchase Order: 4501892336

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

# ambev

**From:** Customer  
Labatt Brewing Company Ltd  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Phone: +32 () +1 416 361 5050  
Fax:

**To:** LANGE PATENAUE EQUIPEMENT LTEE-TEST  
18980, TRANS-CANADIENNE  
BAIE-D'URFE QC H9X 3R1  
Canada  
Phone:  
Fax:  
Email: karthiha1912@gmail.com

**1** Purchase Order (Invoiced)  
4501892336  
Amount: \$10.00 CAD  
Version: 1

Track Order

Payment Terms: Pay immediately w/o deduction

Contact Information: Supplier Address

Routing Status: Acknowledged  
External Document Type: Standard PO (ZNB)  
**2** Related Documents: INV3333, 5002332522, ASN1111

SAP Business Network | Enterprise Account

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | **3** Invoices | Payments | Catalogs | Reports | Messages | Assessments

Orders and Releases | Exact match | Order number

Overview | Getting started

38 | 11 | 17 | 88



# Invoicing

## Services Invoices (ABI US Suppliers)

1. During the SES creation, include the invoice proposal as an attachment.
2. Once ABI approves the SES and post the invoice, the PO will change the status to **“Invoiced”** and the invoice will be available in Business Network.

**1**

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	test	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="text"/>	00000000002001245	Service	Planned	5 PCE	\$2 USD	\$10.000 USD

VENDOR SUPERVISION - EQUIP ON

**SERVICE PERIOD**

Start Date: \*

**PRICING DETAILS**

Price Unit: PCE  
Unit Conversion: 1

**COMMENTS**

Purchase Order: 4501892336

Order Detail | Order History

# ambev

**From:**  
 Customer  
 Labatt Brewing Company Ltd  
 Queens Quay West-207  
 Toronto ON M5J 1A7  
 Canada  
 Phone: +32 () +1 416 361 5050  
 Fax:

**To:**  
 LANGE PATENAUDE EQUIPEMENT LTEE-TEST  
 18980, TRANS-CANADIENNE  
 BAIE-DURFEE QC H9X 3R1  
 Canada  
 Phone:  
 Fax:  
 Email: karthiha1912@gmail.com

**Purchase Order**  
 (Invoiced)  
 4501892336  
 Amount: \$10.00 CAD  
 Version: 1

**2**

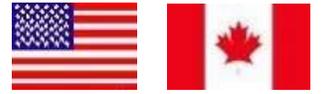
**Payment Terms**  
 Pay immediately w/o deduction

**Contact Information**  
 Supplier Address

Routing Status: Acknowledged  
 External Document Type: Standard PO (ZNR)  
 Related Documents: INV3333  
 5002332522  
 ASN1111

# Invoicing

## Invoice Tracking



In the Invoice **Details tab** you will have general information about the invoice details such as the Invoice Status and the detailed **Subtotal** values.

The screenshot displays the 'Detail' tab of an invoice tracking interface. The 'Detail' tab is highlighted with a yellow box and a callout '1'. The 'Status' section is highlighted with a yellow box and a callout '2', showing 'Invoice: Approved' and 'Routing: Acknowledged'. The 'Subtotal' section is highlighted with a yellow box and a callout '3', showing 'Subtotal: \$10.00 CAD', 'Total Tax: \$0.50 CAD', and 'Amount Due: \$10.50 CAD'. The interface also includes a 'Messages' button at the bottom right.

Standard Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged

Invoice Number: INV3490  
Invoice Date: Friday 18 Apr 2025 7:54 PM GMT+05:30  
Original Purchase Order: 4501892068  
Receipt: 5002332340  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

<b>Subtotal:</b>	\$10.00 CAD
<b>Total Tax:</b>	\$0.50 CAD
<b>Amount Due:</b>	\$10.50 CAD

**REMIT TO:**  
LANGE PATENAUE EQUIPEMENT LTEE-TEST  
Postal Address:  
LANGE PATENAUE EQUIPEMENT LTEE  
BAIE-D'URFE QC H9X 3R1  
Canada  
Remit To ID: RID9843

**BILL TO:**  
Labatt Brewing Company Ltd  
Postal Address:  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Address ID: CA09

**SUPPLIER:**  
LANGE PATENAUE EQUIPEMENT LTEE-TEST  
Postal Address:  
18980, TRANS-CANADIENNE  
BAIE-D'URFE QC H9X 3R1  
Canada

Messages

# Invoicing

## Invoice Tracking



In the **History** tab you can also access all stages of the invoice status as well as the history of all **Comments** relating to each status. The payment net due date will be available in the comments section.

Invoice: 4501893103

Done

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

History

1

Invoice: 4501893103

Invoice Status: Approved

Received By SAP Business Network On: 14 Jul 2025 9:11:08 AM GMT-03:00

To: Anheuser-Busch InBev SA - TEST

Routing Status: Acknowledged

Submitted from the Supplier Organization's System On: 14 Jul 2025 9:11:04 AM GMT-03:00

### History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TXNDocSupplierApp-109557070	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The invoice status has been successfully updated to Approved by Anheuser-Busch InBev SA - TEST.	TXNDocSupplierApp-109540069	14 Jul 2025 9:12:03 AM
Acknowledged	Comments from Anheuser-Busch InBev SA - TEST: NET DUE DATE :-20250801	TXNDocSupplierApp-109557070	14 Jul 2025 9:12:04 AM
		TXNDocSupplierApp-109550056	14 Jul 2025 1:56:05 PM

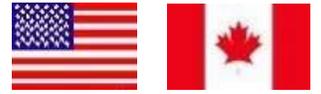
2



# Routing Statuses

The Routing Status field describes whether a document made it successfully to its destination system.

Status Level	Definition
<b>Queued</b>	SAP Business Network is in the process of sending the document. Contact SAP Business Network Support if a document remains in this status for more than 30 minutes.
<b>Sent</b>	SAP Business Network sent the document successfully. SAP Business Network sent the document, but SAP/ECC hasn't yet acknowledged that was received. If the document stays in this status for an extended period, contact your support team.
<b>Acknowledged</b>	The document reached its destination system. This is the final routing status for documents.
<b>Failed</b>	SAP Business Network could not send the document. For failed invoices, it is needed to correct any errors and resubmit the document.
<b>Obsoleted</b>	After you cancel an invoice or edit and resubmit an invoice, the original document moves to Obsoleted status, which indicates that you don't need to take any further action on the original document. Once a document has this routing status, you can't make any changes to it.



# Invoices

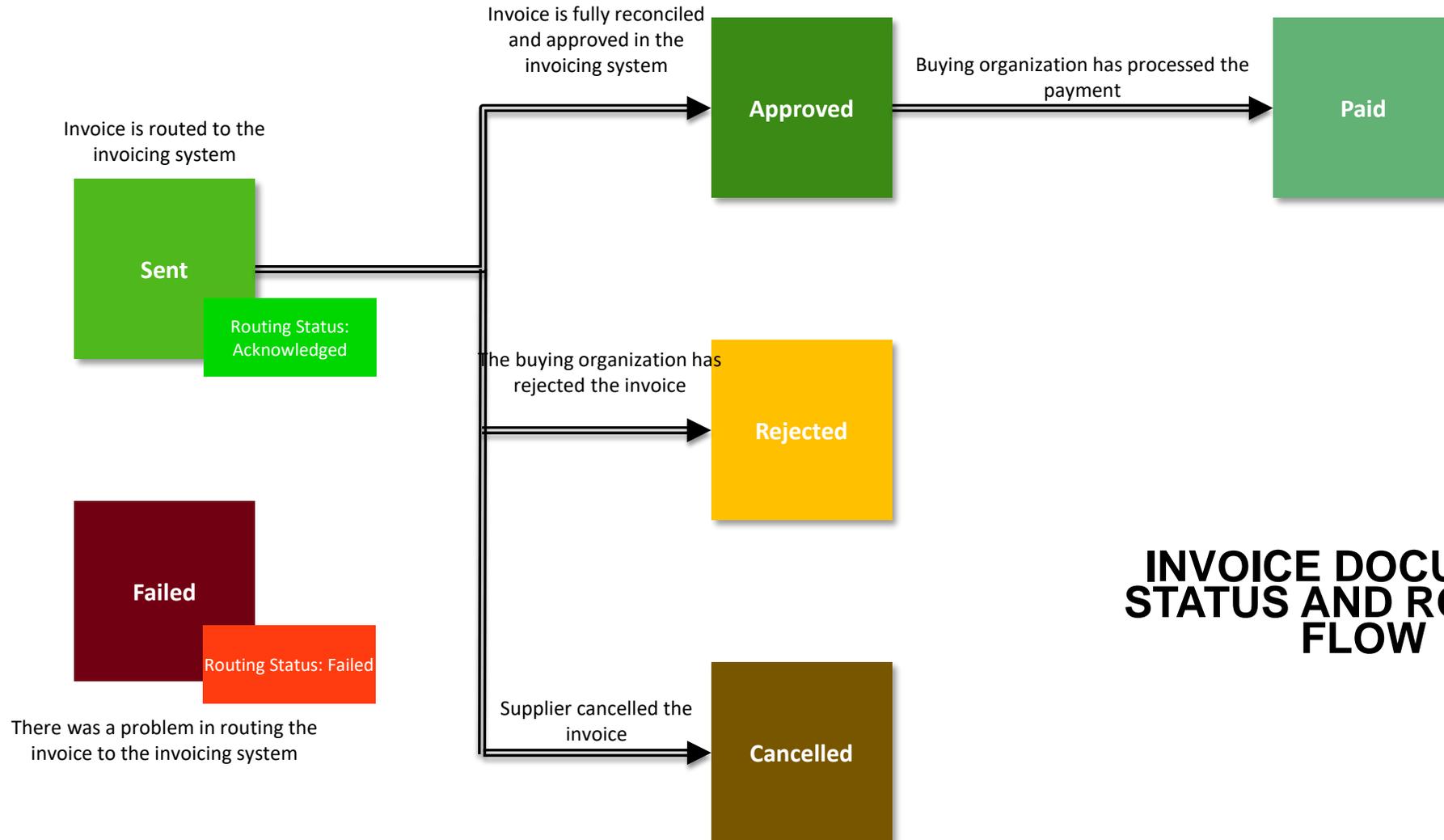
## Document Statuses

The invoice document status lets the supplier know where ABI is in the approval process for that document.

Status Level	Definition
<b>Sent</b>	The document reached the SAP/ECC system, but it's not approved or rejected yet.
<b>Approved</b>	If the document doesn't have any errors, SAP/ECC approves it. After a document reaches <b>Approved</b> status, it's not possible to make any changes. An approved invoice means that it was approved for payment. If the supplier made a mistake, they need to send a credit memo.
<b>Paid / Partially Paid</b>	ABI paid the invoice or is in the process of issuing payment. <b>Note</b> Not every company sends remittance information to SAP Business Network. If the invoice doesn't move past <b>Approved</b> status, the supplier need to contact the customer to find out when to expect payment.
<b>Rejected / Partially Rejected</b>	Invoices are rejected in two cases: <ul style="list-style-type: none"><li>•They fail validation on SAP Business Network.</li><li>•ABI rejected the document in their SAP/ECC system.</li></ul> <b>Note</b> It's possible to edit and resubmit rejected invoices.
<b>Canceled</b>	After a document reaches <b>Canceled</b> status, it's not possible to make any changes.

# Invoicing

## Invoicing flows

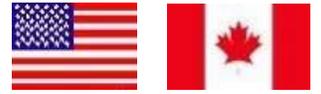


### INVOICE DOCUMENT STATUS AND ROUTING FLOW

---

# Payments





# Scheduled Payments

On the Home Page:

1. Select the **Payments** tab.
2. Then **Scheduled Payments**.
3. The search results will be displayed or use the **Search Filters** to identify the correct document.
4. Open the payment schedule by clicking on its number.

The screenshot displays the SAP Payments interface. The navigation bar at the top includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoicing', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Payments' dropdown menu is open, showing 'Early Payments', 'Scheduled Payments', 'Remittances', and 'Early Payment Rules'. The 'Scheduled Payments' sub-tab is selected. Below the navigation, there are three summary cards: '\$ 0.0 CAD Early payment offers Next 90 days', '\$ 148 CAD Scheduled payments Next 90 days', and '\$ 21.0 CAD Remittances Last 31 days'. The 'Scheduled payments (9)' section is active, showing search filters for Customers, Invoice number, Payment proposal ID, Payment date range, and Method. The table below shows the following data:

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
INV1	51028814682025001CA09AR A	Anheuser-Busch InBev SA - TE ST	Other	Jun 30, 2025		48	\$10.5 CAD	Scheduled	Not Eligible



# Schedule Payment

## Review payments status

After accessing the scheduled payment, you will be able to view:

1. Expected settlement date
2. Total invoice amount
3. Status
  - Scheduled
  - Paid
4. Corresponding invoice

Scheduled payment:51032053062021001NEMKNMQ Done

1 Your customer sent a remittance document related to this scheduled payment to you.

<span>1</span> Expected settlement date Sep 16, 2021	<span>2</span> Total invoice amount \$24,344.86 MXN	<span>3</span> Status Paid	Early payment status Not Eligible	Total settlement amount \$24,344.86 MXN
---	--	-------------------------------	--------------------------------------	--

Details | Payment timeline and history | History ↓

Payment details

Customer	Invoice	Scheduled payment	Invoice amount	Settlement amount
Nemak - TEST	<span>4</span> INV E20001	51032053062021001NEMKNMQ	\$24,344.86 MXN	\$24,344.86 MXN

Additional information

Payment method Other	Paying company code NEMK
-------------------------	-----------------------------

Tax details

Tax category	Tax location	Tax amount	Tax adjustment
V4		\$3,357.91 MXN	N/A

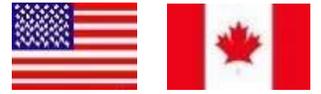
Total tax adjustment: N/A V4

**NOTE:** Payment terms do not equate to expected payment date. Payment schedule should be the reference for expected payment date as payment terms do not consider payment frequency.



# Schedule Payment

## Review payments status



For the correct payment date, enter the Invoice History tab and check for the "Net Due Date".

Invoice: 4501893103

Done

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Invoice: 4501893103  
 Invoice Status: Approved  
 Received By SAP Business Network On: 14 Jul 2025 9:11:08 AM GMT-03:00

To: Anheuser-Busch InBev SA - TEST  
 Routing Status: Acknowledged  
 Submitted from the Supplier Organization's System On: 14 Jul 2025 9:11:04 AM GMT-03:00

### History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TXNDocSupplierApp-109557070	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The invoice status has been successfully updated to Approved by Anheuser-Busch InBev SA - TEST.	TXNDocSupplierApp-109540069	14 Jul 2025 9:12:03 AM
Acknowledged		TXNDocSupplierApp-109557070	14 Jul 2025 9:12:04 AM
	Comments from Anheuser-Busch InBev SA - TEST: NET DUE DATE :-20250801 	TXNDocSupplierApp-109550056	14 Jul 2025 1:56:05 PM

# Scheduled Payments

## Document Statuses



Status Level	Definition
<b>Scheduled</b>	The payment is scheduled for a given date.
<b>On Hold</b>	The payment is on hold. The customer intends to remit the payment.
<b>Paid</b>	The payment transaction was remitted.
<b>Failed</b>	The payment transaction failed.

---

# Remittances





# Remittances

On the Home Page:

1. Select the **Payments** tab.
2. Then **Remittances**.
3. The search results will be displayed or use the **Search Filters** to identify the correct document.
4. Open the Transaction by clicking on its number.

The screenshot shows the SAP Payments interface. At the top, the 'Payments' menu is highlighted with a yellow box and a '1' callout. A dropdown menu is open, showing 'Remittances' selected with a yellow box and a '2' callout. Below the menu, three summary cards are visible: 'Early payment offers' (\$0.0 CAD), 'Scheduled payments' (\$148 CAD), and 'Remittances' (\$21.0 CAD). The 'Remittances' card is selected. Below the cards, a table of remittances is shown with a filter 'Last 31 days' and an 'Edit filter' button. A '3' callout points to the filter area. The table has columns for Transaction #, Customer, Payment Date, Account ID, Method, Reference Number, Gross, Discount, Adjustment, Net, Status, Routing Status, and Difference. The first row is highlighted with a yellow box and a '4' callout.

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status	Difference
Z.20250509.2000495846	Anheuser-Busch InBev SA - TEST	May 9, 2025	***2212	Other	2000495846	\$21 CAD	\$0 CAD	\$0 CAD	\$21 CAD	Paid	Sent	



# Remittances

## Remittance Review

After accessing the Remittance, you will be able to view:

1. Status
2. Amount paid
3. Reference number
4. Additional information on Line Items.

**From**  
Nemak - TEST  
PAYER: Nemak Mexico S.A.  
[\(Show Payer Details\)](#)

**To**  
Nemak Testing Supplier 2 CA - TEST  
[\(Show Payee Details\)](#)

**1**

**REMITTANCE ADVICE**  
Z.20210616.7700200212 (Paid)

Gross Amount: \$11.60 MXN  
Withholding Tax: (\$0.00 MXN)

**2**

**Amount Paid: \$11.60 MXN**  
Estimated Settlement on 16 Jun 2021

**Payment Detail**

**3**

Payment Method: **Other (unknown)**  
Reference Number: **7700200212** ⓘ  
Related Payment: **Z.20210616.7700200212** ⓘ  
Identified Differences: **None**

Routing Status: **Sent**  
Transaction Date: **16 Jun 2021**

**ADDITIONAL INFORMATION**

**COMMENTS**

We would like to inform you that it can take 2-3 days for the payment to be received in your bank account.

**Line Items (1)**

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	<a href="#">Invoice: INVBANK0001</a> ⓘ	\$11.60 MXN	\$0.00 MXN			\$11.60 MXN	51032053252021001NEMKNMO

**4**

**ADDITIONAL INFORMATION**

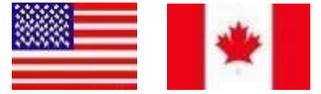
buyerInvoiceID: 5103205325 OriginalInvoiceNo: INVBANK0001 Company Code: NEMK fiscalYear: 2021

Gross Amount: \$11.60 MXN  
Discount Applied: (\$0.00 MXN)  
Withholding Tax: (\$0.00 MXN)  
Adjustment: (\$0.00 MXN)

**Amount Paid: \$11.60 MXN**

# Remittances

## Document Statuses



Status Level	Definition
<b>On Hold</b>	This status applies only to remittance advice documents whose payment transaction was put on hold.
<b>Paid / Partially Paid</b>	Paid status means that the payment transaction was completed successfully. Partially Paid status means that payment is still due for the remaining amount shown on the remittance advice.
<b>Failed</b>	For remittance advice documents, a Failed status means that the payment transaction failed.
<b>Canceled</b>	ABI canceled the payment transaction. When a payment transaction fails, it needs to be canceled to allow for a subsequent attempt to complete the payment.

---

# Credit memos (Labatt CA Only)





# Credit Memos

## Creating credit memo for return items

1. On the PO, Select **Create Invoice > Line-Item Credit Memo**
2. The PO must have an invoice already created.

Purchase Order: 4501892562 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) 1

[Standard Invoice](#)  
**[Line-Item Credit Memo](#)**  
[Line-Item Debit Memo](#)

Order Detail [Order History](#)

# ambev

**From:**  
Customer  
Labatt Brewing Company Ltd  
Queens Quay West-207  
Toronto ON M5J 1A7  
Canada  
Phone: +32 () +1 416 361 5050  
Fax:

**To:**  
LANGE PATENAUDE EQUIPEMENT LTEE-TEST  
18980, TRANS-CANADIENNE  
BAIE-D'URFE QC H9X 3R1  
Canada  
Phone: +297 1  
Fax:  
Email: [abitestsupplier@gmail.com](mailto:abitestsupplier@gmail.com)

**Purchase Order**  
**(Invoiced)** 2  
4501892562  
Amount: \$250.00 CAD  
Version: 1

[Track Order](#)

**Payment Terms** ⓘ  
Pay immediately w/o deduction

**Contact Information**  
Supplier Address

Routing Status: Acknowledged  
External Document Type: Standard PO (ZNB)  
Related Documents: [Shipping amount test](#)  
5002332626



# Return items

## Creating credit memo for return items

1. Select the Credit Memo Type (Quantity or Price Adjustment), Enter a Credit Memo # and populate all the other required fields. (Do not enter more than 16 characters in the "Credit Memo #" field.)
2. "Reason for Credit Memo" is a mandatory information.
3. Click "Next" to review and submit.

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

Quantity Adjustment  Price Adjustment

1

3

Invoice Header

\* Indicates required field Add to Header

Summary

Credit Memo #:	<input type="text"/>	Subtotal:	\$-250.000 CAD	View/Edit Addresses
Credit Memo Date:	4 Jun 2025	Total Tax:	\$-32.500 CAD	
Original Invoice No:	Shipping amount test	Total Shipping:	\$-300 CAD	
Original Invoice Date:	3 Jun 2025	Amount Due:	\$-582.500 CAD	
Supplier Tax ID:	<input type="text"/>			
Remit To:	LANGE PATENAUDE EQUIPEMENT LTEE			

BAIE-D'URFE QC  
Canada  
Bill To: Labatt Brewing Company Ltd  
Toronto ON  
Canada

Comment

Reason for Credit Memo: \*

2

**NOTE:** If you enter negative value (at PO level), it will create an invoice with negative values.



---

# Support



# Support

***Got a question related to the practicalities of the transition to SAP Business Network (timeline, Go-Live dates, benefits, cost, activities to complete, trainings, ....) ?***

- 1 Visit the [FAQ page](#) and [Supplier page](#)
- 2 Write an email to the project email address:  
[Anheuser-Busch\\_Labatt\\_Ariba\\_Business\\_Network\\_Project@anheuser-busch.com](mailto:Anheuser-Busch_Labatt_Ariba_Business_Network_Project@anheuser-busch.com)

***Got a question related to the details of the integration with SAP Business Network ?***

- 1 Visit the [SAP Business Network support page](#)
- 2 SAP PoC for the project: Bhatta, Sudhanwa ([sudhanwa.bhatta@sap.com](mailto:sudhanwa.bhatta@sap.com))

---

# Evaluate your readiness



# Readiness check

Readiness check - SAP Business  
Network | Anheuser-Busch &  
Labatt



This survey is designed to assess your readiness to go-live.

**Please, scan the QR code** and fill in the Microsoft form. It will take you about **5minutes.**

Thank you.