

SAP Business Network for Supply Chain

Invoicing Supplier Training Guide

Agenda

Invoice Information

- Customer Specifications
- Invoice Rules

Invoice Portal User Interaction

- Invoice Methods:
 - PO based invoices
 - Credit Memos
 - Copy invoices

Invoice Management

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

Compliance Aspects of SBN Invoicing

- Invoice Storage and Retrieval (Archival)
- Marking an Invoice Attachment as the Original Invoice
- Help Portal – SAP Business Network Guide to Invoicing

Mars Invoice Rules

These rules determine what a supplier can enter when a supplier creates invoices. From the supplier Portal:

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

The screenshot shows the supplier portal interface. At the top right, there is a user profile icon labeled 'VS'. A menu is open below it, with 'Settings' highlighted by a blue circle labeled '1'. Below the menu, there are sections for 'My Account', 'Link User IDs', and 'Contact Administrator'. Under 'Contact Administrator', there is a section for 'BParnau Supplier - TEST' with 'ANID: AN010559936137'. Below this, there is a 'Company Profile' section with three options: 'Settings' (circled '1'), 'Customer Relationships' (circled '2'), and 'Notifications'. To the right, there is a table of customers. The 'Advanced View' button is circled '3'. The table has columns for 'Customer', 'Network ID', and 'Relationship Type'. The first row is 'Mars Information Services, Inc - TEST' with Network ID 'AN11204160260-T' and Relationship Type 'Trading'. The second row is 'Mars Information Services, Inc - TEST' with Network ID 'AN11204160260-T' and Relationship Type 'Logistics'. The third row is 'Mars Inc. - TEST' with Network ID 'AN01013004910-T' and Relationship Type 'Trading'. The third row is circled '4'. Below the table, there is a 'Reject' button.

Note: For more information please refer to

[SAP Video - Managing and Verifying Customer Relationships](#)

5 Invoice Setup

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	Yes

Invoice Portal User Interaction

In this Chapter You Will Learn About

- The ways to create PO based invoices
- How to create a Credit Memo and copy invoices



[PO Based Invoice](#)

[Credit Memos](#)

[Copy Invoices](#)

[Search for Invoice](#)

[Check Invoice Status](#)

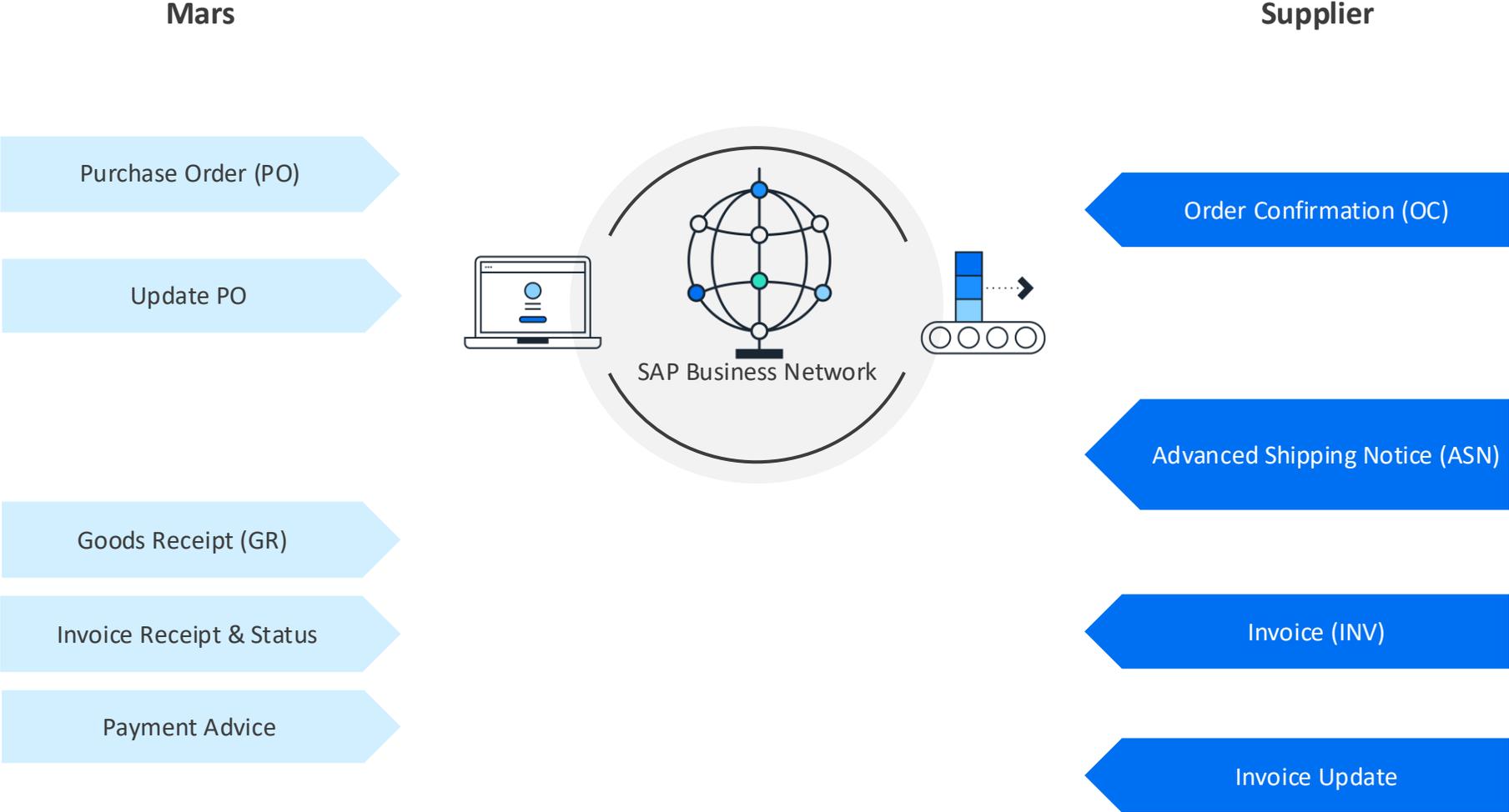
[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

PO Based Invoice Generic Workflow

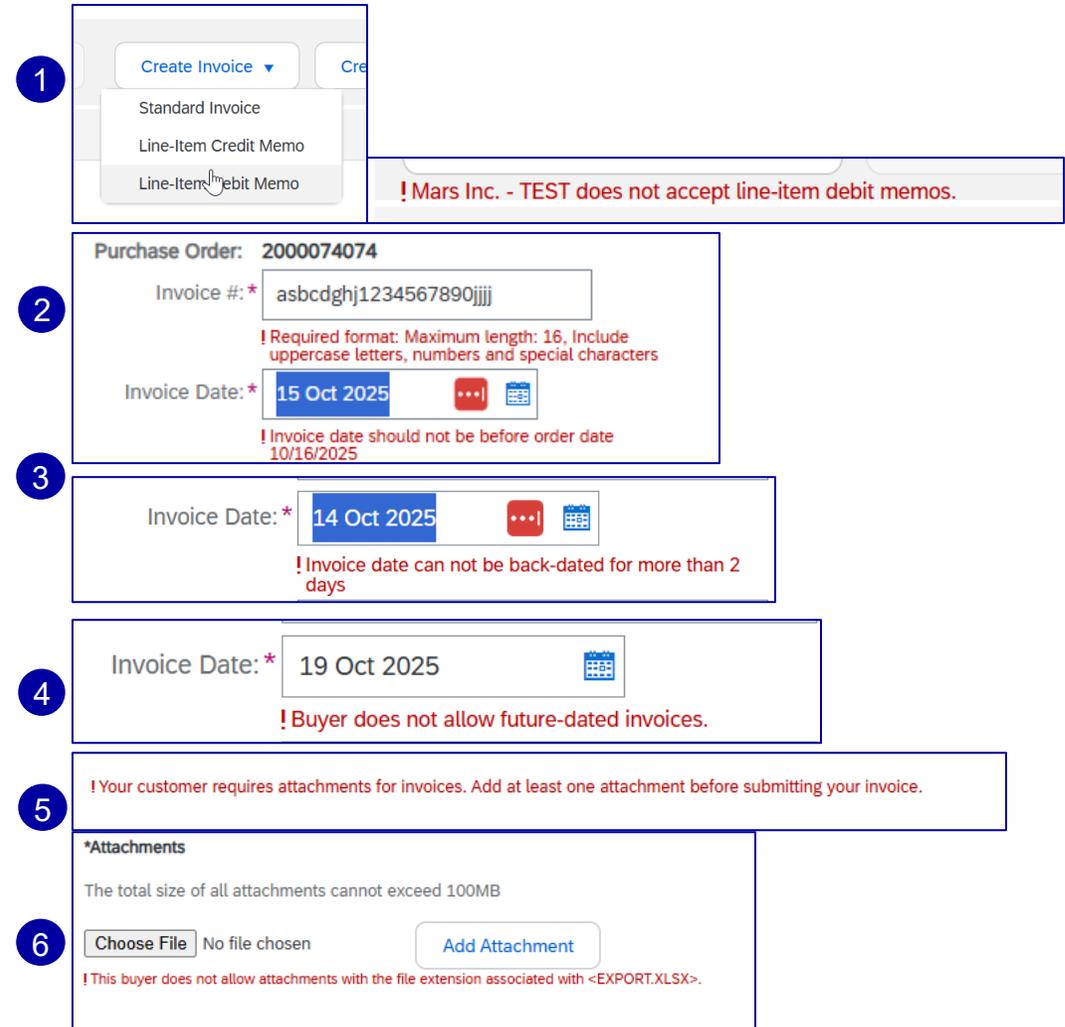
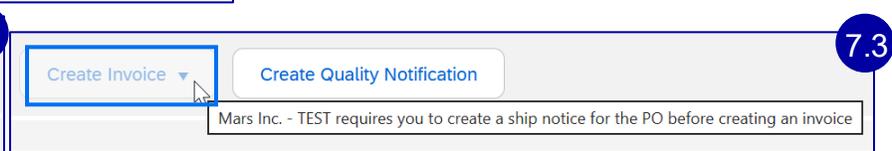
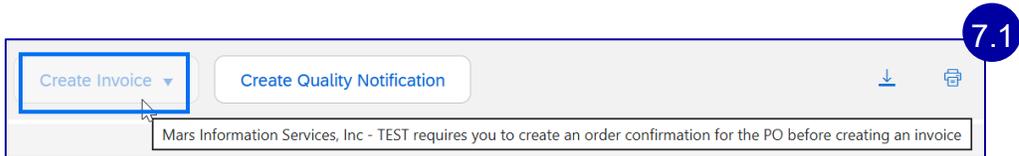


Supplier can create an invoice based on Purchase Order.

PO Based Invoice

Mars Requirements

1. MARS only allows Invoice and line-item Credit memo. Line-item debit memo are disallowed
2. The invoice number cannot be longer than 16 characters. The invoice number can consist of numbers, upper case letters and special characters
3. An invoice cannot be backdated by more than 2 days or be older than the PO date
4. An invoice cannot be future dated
5. Every invoice/credit memo must include an uploaded document
6. Document extensions allowed are jpeg, jpg, tif, pdf, png, xml. The total size of all attachments cannot exceed 60 MB
7. An invoice cannot be submitted unless the
 1. Order Confirmation has been submitted
 2. Order Confirmation deviation approved
 3. Ship Notice submitted



PO Based Invoice

Create Invoice

Supplier can create an Invoice from the Workbench or from Orders>Orders and Releases:

1. Select one of the Orders tiles to identify the PO.
2. Use filters to identify the correct reference document.
3. Supplier can configure the columns to see.
4. Click the Actions button on the right-hand side of the screen and select Standard Invoice

Note: For more info on how to manage the workbench and create specific tiles please refer to

[Workbench Video / Account overview Video](#)

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. Below the navigation, there are four tiles representing different order metrics: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). A blue bar highlights the 'Orders to invoice' tile. Below the tiles, there is a filter bar with 'Edit filter', 'Save filter', and a 'Last 90 days' filter. Below the filter bar is a table with columns: 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The table contains one row with the order number '4500003734' and customer 'SCC Delivery Team - Global H19 Client 400 - TEST'. The 'Actions' column for this row has a three-dot menu icon. A blue bar highlights the 'Standard invoice' option in the actions menu.

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

4 Standard invoice

PO Based Invoice

Invoice Header

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

1. Enter an **Invoice #** which is the unique number for invoice identification. The Invoice Date will auto-populate.
2. The **Remit-To** address will auto-populate. If there are multiple Remit-To addresses, select from the drop-down box.
3. Tax and Shipping can be entered at the Header. Check the **Tax Category** box and use the 'Sales' drop down from the displayed options.
4. Supplier can also add some additional information to the Header of the invoice such as an attachment
5. Details of the Mars entity billed to
6. Scroll down to the **Line items** section to select the line items being invoiced

Note: Support of additional Reference Documents & Dates is applicable for SCC customers only; Attachment file size should not exceed 60 MB.

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

- Summary:** Purchase Order: 4500010850, Invoice #: (1), Invoice Date: 27 Jan 2023, Service Description, Supplier Tax ID: 213412999, Remit To: Supplier - TEST (2).
- Tax:** Header level tax (3) selected, Category: Sales Tax (3), Location, Description, Regime.
- Standard Tax Selections:** Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, Configure Tax Menu.
- Additional Information:** Add to Header (4) button, with options: Tax, Shipping Documents, Additional Reference Documents and Dates, Comment, Attachment.
- Customer:** Mars Petcare US, Inc. (5), Franklin, TN, United States.
- Line Items:** Insert Line Item Options, Tax Category: 0% VAT / 10 (6), table with columns No., Include, Type, Part #.

No.	Include	Type	Part #
10	<input checked="" type="checkbox"/>	MATERIAL	S_BP001

PO Based Invoice

Additional Tax Options & Line Item Shipping 1

1. To configure additional tax options select **Configure Tax Menu** from the Tax Category drop down.
2. Create new tax categories and as needed.
3. Click **OK** to save the changes.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**

Configure Tax

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> VAT	<input type="text" value="0"/> %	<input type="text"/>

↳ Delete | Create

OK Cancel

PO Based Invoice

Line Items

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

1. Review or update **Quantity** for each line item being invoiced. The Invoice quantity entered cannot exceed the quantity shipped by the supplier.
2. Click on the line item's **Green slider** to exclude it from the invoice, if the line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. Supplier can generate another invoice later to bill for that item.
3. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

The screenshot illustrates the 'Line Items' section of a PO Based Invoice. It is divided into three numbered callouts:

- 1:** A table showing line item details. The first row has a quantity of 10, unit BX, and unit price 25.00 EUR. An arrow points from this row to the right.
- 2:** A detailed view of a line item (No. 2, Type MATERIAL, Part# GOODS_02). It features a green slider and a checkbox. Below this is the 'Pricing Details' section with 'Price Unit: * BX' and 'Unit Conversion: * 1'. At the bottom are 'Line Item Actions' and 'Delete' buttons.
- 3:** A 'Standard Tax Selections' menu with options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu.

On the right side, a separate box shows a 'Quantity' field with the value 55. Below it, a red warning message states: '! Quantity exceeds the upper tolerance limit of the invoiceable shipped quantity.'

PO Based Invoice

Detail Line Items

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

Line Items 1 Line Items, 1 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	Original Price	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BIELA REACCION	XR10078101	10	EA		10.00 EUR	100.00 EUR

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Line Item Actions

- Edit
- Add
- Shipping Documents

Create Invoice Done Cancel

▼ Invoice Item * Indicates required field Line Item Actions ▼

Quantity:* Customer Part #: XR10078101

Unit: EA

Unit Price: 10.00 EUR

Subtotal: 100.00 EUR

Description: BIELA REACCION

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Inspection Date:

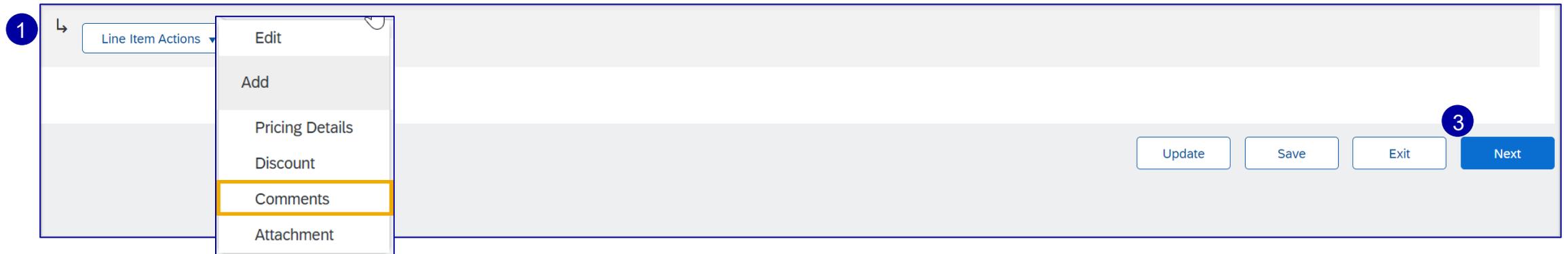
Accounting Reference

Reference ID: Description:

PO Based Invoice

Line Item Comments

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



PO Based Invoice

Review, Save, or Submit Invoice

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

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

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

2 Previous Save **1 Submit** Exit

Create Invoice Update **3 Save** Exit **Next**

Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order:	4100003140
Invoice #:	* <input type="text"/>
	! Required field
Invoice Date:	* 31 Jan 2023 <input type="text"/>
Service Description:	<input type="text"/>
Supplier Tax ID:	213412999
Remit To:	BParnau Supplier - TEST

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning Orders Invoices

4 Drafts

Credit Memo

Line Level Detail

Credit Memos are used for returns or corrections to an invoice

From the **Workbench** or from **Invoices > Invoices**:

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

Note: For more info on how to manage the workbench and create specific tiles please refer to [Workbench Video / Account overview Video](#)

The screenshot shows the SAP Business Network Enterprise Account interface. The navigation bar includes Home, Enablement, Workbench, Planning, Orders, Fulfillment, and Invoices. The Invoices tile is selected, showing a filter for 'Last 90 days'. A table lists invoices, with 'Standard Invoice 1INVCNS939' selected. A 'Create Line-Item Credit Memo' button is visible. The 'Line Items' section shows a table with 4 items, including 'WIDGET 4', 'WIDGET 5', 'WIDGET 6', and 'WIDGET 7'. A summary box shows the following amounts: Subtotal: \$-32.64 USD, Total Tax: \$-2.28 USD, Total Shipping: \$-12.00 USD, Total Gross Amount: \$-46.92 USD, Total Net Amount: \$-46.92 USD, and Amount Due: \$-46.92 USD. The 'Next' button is highlighted.

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

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

Summary:

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

Copy Invoices

From the **Workbench** or from **Invoices >Invoices**:

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

Note: For more info on how to manage the workbench and create specific tiles please refer to [Workbench Video / Account overview Video](#)

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning Orders Fulfillment **Invoices**

1 **2**
Invoices
Last 90 days

[Edit filter](#) | Save filter | Last 90 days

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	2 1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1900000016

3
Create Line-Item Credit Memo Copy This Invoice

Invoice Header

Summary

4 Purchase Order: 4500010807
Invoice #:
Invoice Date: 31 Jan 2023
Service Description:
Supplier Tax ID:

5 Next Update Save Exit **6** Submit

Invoice Management

In this Chapter You Will Learn About

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

Invoice Management

Search for Invoice

Quick Search:

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

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

2. Click on **Workbench** OR **Invoices > Invoices**
3. Select the **Invoices** tile.
4. Use filters to specify your search.

Note: For more info on how to manage the workbench and create specific tiles please refer to [Workbench Video / Account overview Video](#)

A horizontal search bar with four dropdown menus: 'Invoices', 'All customers', 'Exact match', and 'Invoice Number'. A search icon is on the right. A blue circle with the number '1' is next to the first dropdown. A blue circle with the number '2' is next to the second dropdown. A blue circle with the number '3' is next to the search icon.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. The 'Workbench' and 'Invoices' items are highlighted with yellow boxes. A blue circle with the number '2' is next to 'Workbench'. A blue circle with the number '3' is next to the 'Invoices' tile. A blue circle with the number '4' is next to the 'Edit filter' section. The 'Edit filter' section contains several input fields: 'Customers' (with a placeholder 'Select or type selections'), 'Invoice number' (with a placeholder 'Type selection'), 'Reference' (with a placeholder 'Type input'), 'Invoice date' (with a dropdown 'Last 365 days'), 'Invoice type' (with a dropdown 'All'), 'Invoice status' (with a dropdown 'All'), and 'Status change date' (with a dropdown 'None'). Radio buttons for 'Partial match' and 'Exact match' are also present.

Invoice Management

Invoice Status - Routing Status To Your Customer

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

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

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

Invoice Management

Invoice Status - Review Invoice Status With Your Customer

Invoice Status reflects the status of Mars action on the Invoice.

- **Sent** – The invoice is sent to Mars, but Mars has not yet verified the invoice against purchase orders and receipts
- **Paid** – Mars paid the invoice / is in the process of issuing payment. Only if Mars uses invoices to trigger payment. This is for supplier not on Supply Chain Financing and are paid by Mars
- **Approved** – Mars has verified the invoice against the purchase orders or contracts and receipts and approved the invoice for payment. For Supply Chain Financing suppliers, invoices are approved and sent to Citi Bank for payment
- **Rejected** – Mars has rejected the invoice or the invoice failed validation by SAP Business Network. If Mars accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

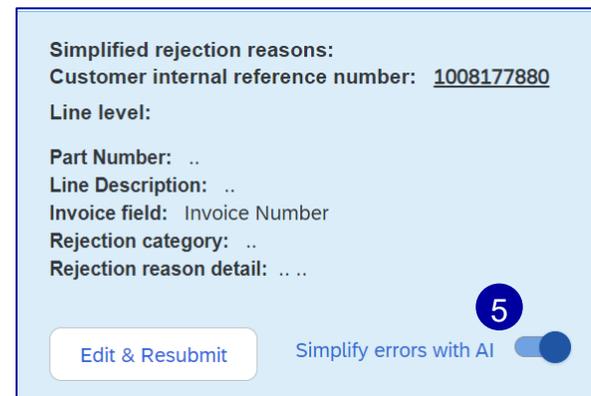
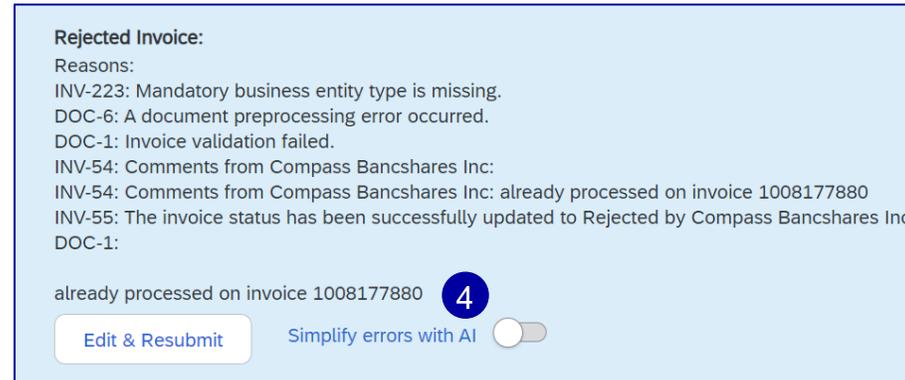
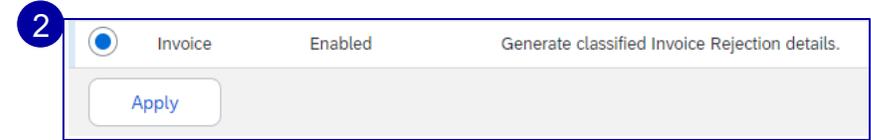
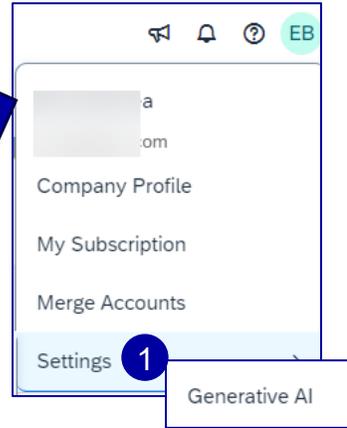
Invoice Management Rejected Invoices

GenAI feature –
under development

SBN offers following GenAI-enhanced capabilities to streamline rejected invoice management. Suppliers can transform detailed rejection reasons into concise rejection categories.

To activate this capability in the supplier account:

1. Click user icon, go to Settings/ Generative AI.
2. Select Invoice line and click Apply.
3. Once activation is completed, go to Rejected invoiced tile.
4. Open an invoice and activate “Simplify error with AI” toggle.
5. View generated rejection categories. GenAI creates header level rejection categories as well as line level.



Invoice Management

Rejected Invoices

SBN allows suppliers to review top rejection codes in an intuitive widget and navigate to the rejected invoice tile for further analysis and remediation of rejected invoices.

From the Rejected Invoices tile:

1. Expand search filters and filter by rejection code.
2. Open identified invoice, review rejected reasons, edit and re-submit.

Rejected invoices trend View all	
74	
Total number of rejected invoices	
INV-54	74
INV-223	71
INV-15	1
INV-143	1
INV-12	1

52
Rejected invoices
Last 31 days

[Edit filter](#) | Last 31 days Rejected

Customers <i>Select or type selections</i>	Invoice number <i>Type selection</i> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Invoice type All
Invoice status Rejected	Rejected date None	From country <i>Select or type selections</i>
To country <i>Select or type selections</i>	Min amount <input type="text"/> Max amount <input type="text"/> Currency USD	Rejection codes <i>Select or type selections</i>

Rejected Invoice:
Reasons:
INV-223: Mandatory business entity type is missing.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.
INV-54: Comments from Compass Bancshares Inc:
INV-54: Comments from Compass Bancshares Inc: already processed on invoice 1008177880
INV-55: The invoice status has been successfully updated to Rejected by Compass Bancshares Inc.
DOC-1:
already processed on invoice 1008177880

[Edit & Resubmit](#)

Invoice Management

Review Invoice History

Access any invoice:

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

Invoice: INV33

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

Detail Scheduled Payments History

Invoice: INV33
Invoice Status: Sent
Received By Ariba Network On: 27 Jan 2023 8:14:37 PM GMT+01:00

To: SCC Delivery Team - Global H19 Client 400 - TEST
Routing Status: Sent
Submitted from the Supplier Organization's System On: 27 Jan 2023 8:14:25 PM GMT+01:00

History

Status	Comments	Changed By	Date and Time
Sent	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-125038050	27 Jan 2023 8:14:40 PM
Sent	The document has been successfully processed in Ariba Network.	CommunityWeb-125038050	27 Jan 2023 8:14:40 PM
Sent	The invoice was successfully received.	TXNDocSupplierApp-125034083	27 Jan 2023 8:14:40 PM

Done

Invoice Management

Modify an Existing Invoice – Create line item credit memo

We **don't** allow modifying submitted invoices. You must submit a line-item credit memo

From the **Workbench** or from **Invoices > Invoices**:

1. Select the **Invoices** tile to identify the right invoice.
2. Open the invoice by clicking its number.
3. To create a credit memo click **Create Line item Credit Memo**.
4. Make editing changes and click **Submit** on the Review page to send the invoice.

Note: For more info on how to manage the workbench and create specific tiles please refer to [Workbench Video](#) / [Account overview Video](#)

The screenshot displays the SAP Business Network interface for an Enterprise Account. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. The 'Invoices' tile is highlighted with a yellow box. Below the navigation bar, the 'Invoices' section is shown with a 'Save filter' button. A table lists invoices, with the first row highlighted: Invoice Number 'INV-10807', Customer 'SCC Delivery Team - Global H19 Client 400 - TEST', Reference '4500010807', and Invoiced Date 'Jan 19, 2023'. The 'Actions' column for this row contains a menu with options: 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'. The 'Create Line-Item Credit Memo' option is selected, leading to a form titled 'Invoice: INV-10807'. This form has buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', and 'Cancel'. Below this, the 'Edit Invoice' form is shown, featuring an 'Invoice Header' section and a 'Summary' section. The 'Summary' section includes fields for 'Purchase Order: 4500010807', 'Invoice #: INV_V1-10807', and 'Invoice Date: 1 Feb 2023'. A 'Submit' button is located at the bottom right of the 'Edit Invoice' form.

Invoice Number	Customer	Reference	Invoiced Date ↓	Actions
INV-10807	SCC Delivery Team - Global H19 Client 400 - TEST	4500010807	Jan 19, 2023	...

Invoice: INV-10807

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Cancel

Edit Invoice

▼ Invoice Header

Summary

Purchase Order: 4500010807

Invoice #: INV_V1-10807

Invoice Date: 1 Feb 2023

Submit

Invoice Management

Create Invoice Reports 1

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

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

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A blue circle with the number '1' highlights the 'Reports' menu item. Below the menu, the 'Reports' section is displayed, featuring a table of report templates. A blue circle with the number '2' highlights the 'Create' button in the action bar below the table. The table has the following data:

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
111	Manual	Open Orders	Processed	28 Sep 2022		28 Sep 2022		76 KB

Below the table, a blue circle with the number '3' highlights the 'Create' button. The 'Report' creation form is shown below, with a blue circle with the number '4' highlighting the 'Report type' dropdown menu. The form includes fields for 'Title', 'Description', 'Time zone', 'Language', and 'Report type'. A blue circle with the number '5' highlights the 'Next' button at the top right of the form.

Invoice Management

Create Invoice Reports 2

6. Specify **Customer** and **Created Date** in Criteria.
7. Click **Submit**.
8. Select the created report and click on Refresh Status. The status will change from Queued to Processed.
9. Select the created report from the list and click **Download**. The report in CSV format will be downloaded to supplier's computer.

Report

7
Previous Submit Exit

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

1 Report Description

2 Criteria

Customer: All Customers Select 6

Filter Invoice By: Date Invoice Created

Date Range: 25 Jan 2023 To 1 Feb 2023

Previous Submit Exit

Report Templates							
	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created
<input type="radio"/>	CC	Manual	Open Orders	Processed	21 May 2021		21 May 2021
<input type="radio"/>	COMPONENT SHIPMENT	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
<input type="radio"/>	COMPONENT SHIPMENT_1	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
<input type="radio"/>	GR1	Manual	Goods Receipt	Processed	6 Jan 2022		6 Jan 2022
<input type="radio"/>	Goods Receipt	Manual	Goods Receipt	Processed	9 Mar 2022		9 Mar 2022
<input checked="" type="radio"/>	INV Report	Manual	Failed Invoice	Queued		1 Feb 2023	1 Feb 2023

↳

9
Run
Download
Edit
Copy
Delete
Create
8
Refresh Status

Invoice Management

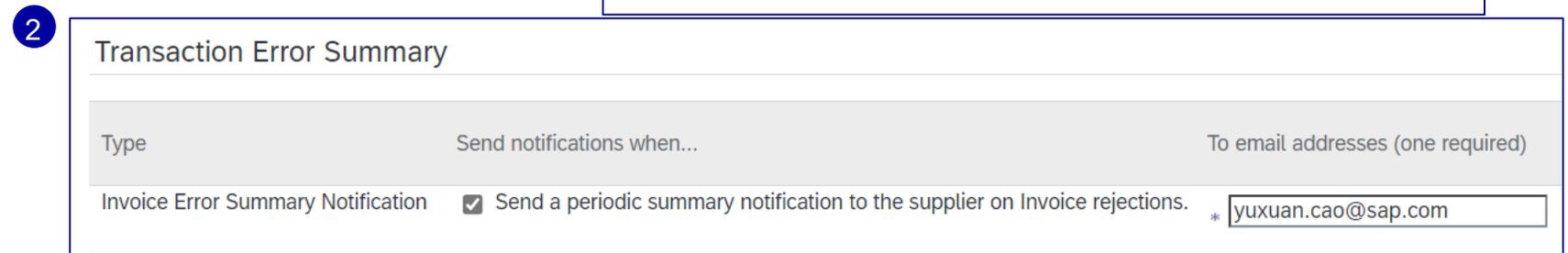
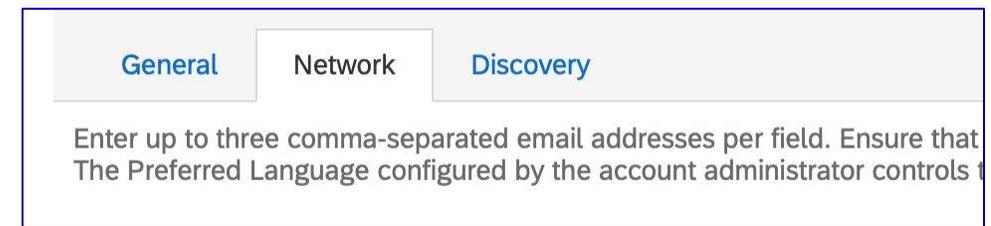
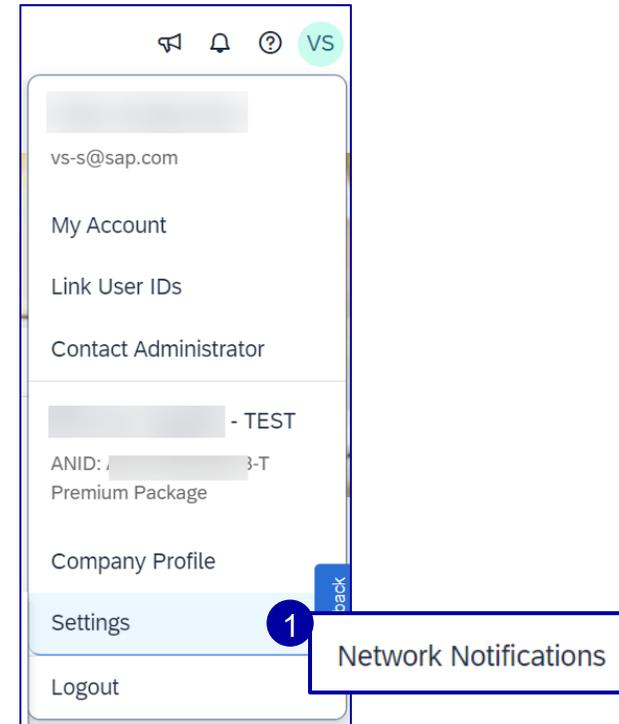
Invoice Error Summary Report

Suppliers can subscribe to receive rejection categories summary report to their email.

From the Homepage:

1. Click on the user icon and go to Settings/ Network Notifications.
2. In the Network tab scroll down to Transaction Error Summary and activate Invoice Error Summary Notification by ticking the box and adding email address. Report will be sent to designated email address monthly.

Note: Supplier can enter up to three comma-separated email addresses per field.



Compliance Aspects of SBN Invoicing

In this Chapter You Will Learn About

- General compliance consideration
- How to retrieve invoices from SBN
- How to mark an invoice attachment as the original invoice
- Where to find all updated legal requirements and country-specific rules

Invoice Storage and Retrieval (Archival)

1. Click the user profile icon in the right top corner of the screen and chose **Settings/ Electronic Invoice Routing**.
2. Go to **Tax Invoicing and Archiving** sub-tab.
3. Scroll down to **Invoice Archival** and click **Configure Invoice Archival**.
4. Configure settings and save.
 - If supplier wants SAP Business Network to deliver automatically archived zip files, also enter an Archive Delivery URL (otherwise supplier can download invoices from Outbox, section Archived Invoices).
 - After Archive Immediately started supplier can either Stop it or Update Frequency any time.
5. Supplier can also subscribe for Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

The screenshot illustrates the configuration steps for Invoice Archival in SAP. It is divided into five numbered sections:

- 1:** The user profile icon (VS) in the top right corner is clicked, opening a settings menu. The 'Electronic Invoice Routing' option is highlighted.
- 2:** The 'Tax Invoicing and Archiving' sub-tab is selected under the 'Electronic Invoice Routing' header.
- 3:** The 'Invoice Archival' section is expanded, and the 'Configure Invoice Archival' button is highlighted.
- 4:** The 'Configure Invoice Archival' dialog is shown. The 'Every Two Weeks' frequency is selected. The 'Archiving Start Time' is set to 0 AM in the Europe/Prague time zone. The 'Archive Immediately' checkbox is unchecked. The 'Start' button is visible.
- 5:** The 'Long-Term Document Archiving' section is expanded, and the 'Enable long-term invoice archiving' checkbox is checked.

Note: For more information, please refer to the video [SAP Video - Invoice Archival](#)

Marking an Invoice Attachment as the Original Invoice

The Create Invoice page now supports assigning one header attachment as the original invoice.

When creating an invoice, supplier may be allowed or required by Mars to include attachments to an invoice, such as the original invoice, proof of delivery or terms and conditions, etc. To make it easier to identify the original invoice, an **Assign as original invoice** option is available for one of the attachments.

Attachments

No file chosen

Name	Size (bytes)	Content Type	
<input type="checkbox"/> test1.xlsx	6230	application/vnd.openxmlformats-.sheet	Original invoice Unassign
<input type="checkbox"/> test2.xlsx	6230	application/vnd.openxmlformats-.sheet	Assign as original invoice

Help Portal – SAP Business Network Guide to Invoicing

For more detailed information on Invoice management process please refer to Help Portal – [SAP Business Network Guide to Invoicing](#).

All the legal requirements and country/region-specific tax invoicing rules can be found under respective sections.

The screenshot shows the SAP Business Network Guide to Invoicing help portal. The page has a dark blue header with the title 'SAP Business Network Guide to Invoicing'. Below the header is a navigation menu on the left with a blue bar at the top containing the title. The menu items are: > Introducing SAP Business Network Invoicing, > Invoice Creation, > Standard Invoice Field Reference, > Invoice Rules (highlighted in yellow), > Digital Signature Process (highlighted in yellow), > SAP Ariba Tax Invoicing Framework, > Country/Region-Specific Tax Invoicing Process (highlighted in yellow), > SAP Business Network Invoice Rules and Fields, > Global E-Invoicing Requirements (highlighted in yellow), > Invoice Status Portal Configuration, > Peppol Integration for SAP Business Network, and > Open API for SAP Business Network. The main content area on the right has a white background and a dark blue header with the title 'SAP Business Network Guide to Invoicing'. Below the header is a paragraph: 'This guide is for SAP Ariba users responsible for creating, editing, monitoring, and approving invoices.' followed by 'This guide applies to:' and a bulleted list: ■ SAP Business Network, ■ SAP Business Network for Supply Chain, ■ SAP Ariba Buying and Invoicing, ■ SAP Ariba Invoice Management, and ■ SAP Ariba Contract Invoicing. At the bottom of the main content area is the section 'Related Guides'.

Disclaimer: It is important for EMEA-based suppliers to review Digital Signature Process chapter, as well as to get familiar with Country/Region-Specific Tax Invoicing Process

SAP How-to videos – Invoicing

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Create an invoice	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_bztule6i	Learn how to create an invoice in SAP Business Network.
Create a credit memo	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_wopyx0m4	Learn how to process a credit memo in SAP Business Network.
Invoice status	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_s2lluit1	Learn how to quickly and easily locate a specific invoice.

SAP How-to videos – General Account setup (1/2)

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Walk-up registration	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_6nhc63r5	Learn how to create a new account in SAP Business Network to start transacting with your customer.
Account overview	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_c7ne18si	Learn how to configure the main sections of your SAP Business Network account in order to transact with your customer.
Account overview (brief)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_mr3qsol8	Learn how to access your SAP Business Network account and navigate the dashboard.
Managing customer relationships	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_nbvugaih	Learn how to manage your customer relationship in SAP Business Network.
Configure routing notifications (purchase orders and invoices)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_jfow9po1	Learn how to configure your SAP Business Network account to receive essential notifications about your purchase orders and invoices.
Configure routing notifications (purchase orders)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_9small1a6	Learn how to configure your SAP Business Network account to receive essential notifications about your purchase orders.
Configure routing notifications (invoices)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_lzvrbbhu	Learn how to configure your SAP Business Network account to receive essential notifications about your invoices.
Configure remittance address	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_2zxqdmng	Learn how to create a remittance address in SAP Business Network.

SAP How-to videos – General Account setup (2/2)

SAP has provided how-to videos to walk you through the process. These are standard SAP videos and do not include MARS processes.

Note that the screens on these videos will not include any MARS specific customizing

SCC process	Link to the How-to video	Description
Create a test account	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_i0nae2kd	Learn how to create a test account to explore all the features in SAP Business Network.
User creation	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_vbie452g	Learn how to create new users to help manage your SAP Business Network account.
Account hierarchy	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_si16nwju	Learn about account hierarchy—what it is, how to set it up, and how it can benefit you and your company.
Messaging feature	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_r8crn5y7	Learn about the messaging feature and how it allows trading partners to exchange messages.
Forgot username and password	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_u00bvw26	Learn how to retrieve your username, and reset your password on the SAP Business Network.
Configure the sustainability profile	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_duy5wo9o	Learn how to update your company's sustainability profile within the SAP Business Network. Showcase your commitment to sustainability and attract new customers.
Autopay	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_8ymo9u5q	Learn how to enroll in autopay, in the SAP Business Network.
Connect with your customer	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_r7o89fjy	Learn how to accept the trading relationship request from your customer and create a new account in SAP Business Network.
Invoice archival	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_66n4k22d	Learn about invoice archiving—how you can accomplish this, and how it can benefit your company.
Report tool	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_gjs7boif	Learn how to use the reporting tool in SAP Business Network.
Help center and customer support (enterprise)	https://sapvideo.cfapps.eu10-004.hana.ondemand.com/?entry_id=1_6ufxykck	Learn how to search for solutions in Help Center and contact customer support.

Thank you.