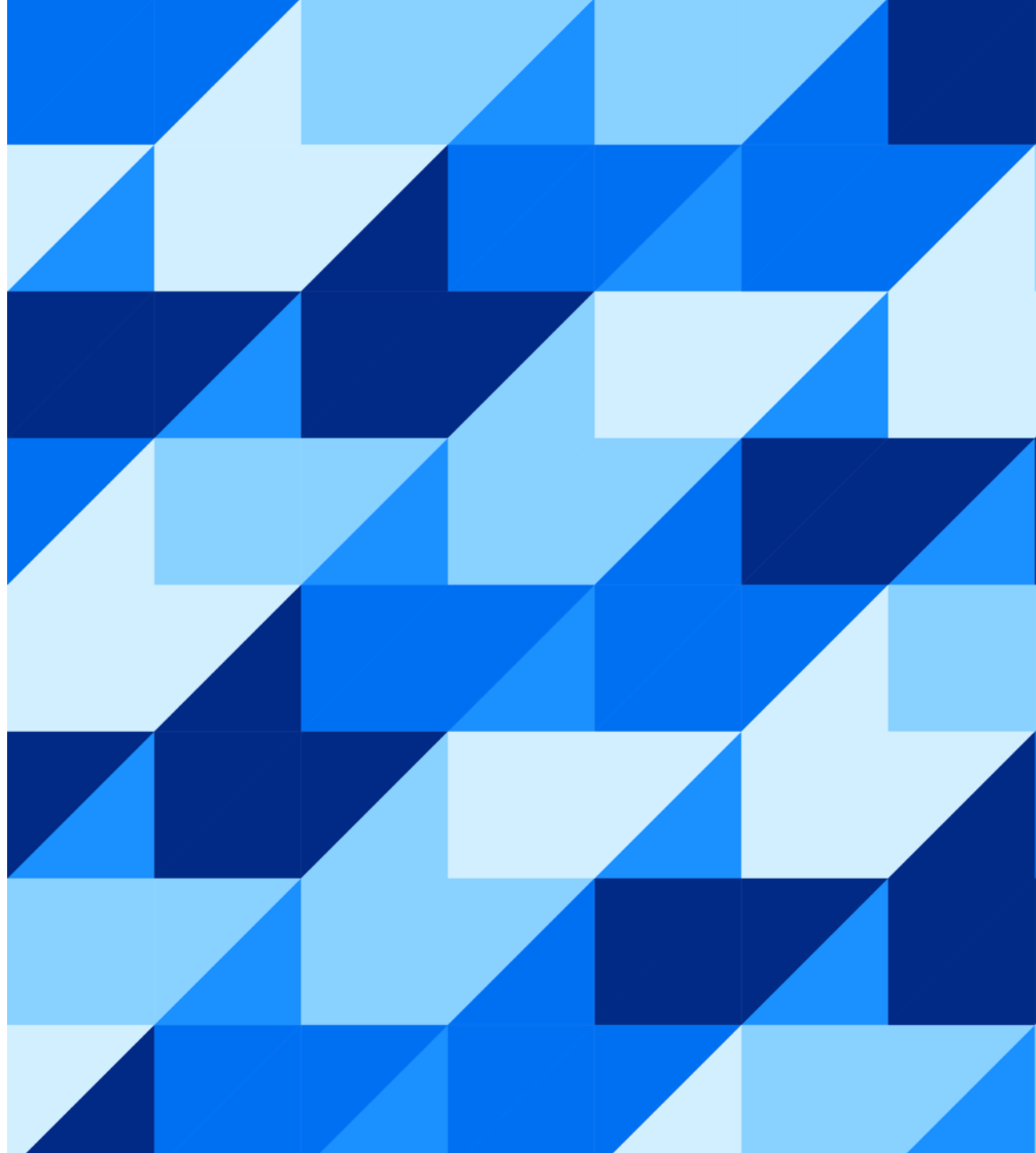


供應商體驗 SAP BTP 上的 SAP Business Network

2026 年 2 月，SAP Business Network



歡迎使用 SAP BTP 上的 SAP
Business Network

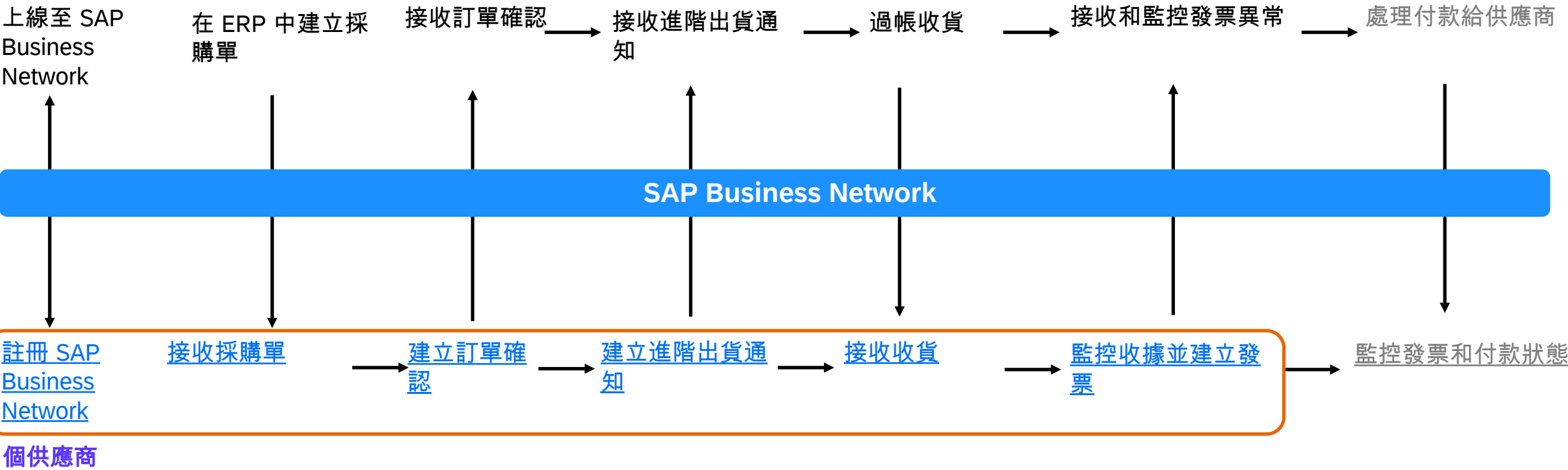


沒有企業單獨進行業務。

在 BTP 上的 SAP Business Network 新使用者？
在 BTP 快速導覽上結帳 SAP Business Network

BTP 上 SAP Business Network 點對點協作

買方



註冊您的帳戶



介紹：BTP 上 SAP Business Network 多重資料中心的供應商註冊

解決方案範圍：貿易夥伴上線入口網站

角色：供應商

說明：

- 允許供應商受邀或逐步註冊 BTP 上的 SAP Business Network 不同地區資料中心

主要效益：

- 供應商將可針對不同文件類型 (例如訂購單、訂單確認、出貨通知、開立發票、付款等) 與交易夥伴 (採購商) 協作。
- 提供 SAP Business Network 支援的資料中心，讓供應商在建立供應商授權的帳號部分時選擇。
- 作為持續增強的一部份，供應商授權頁面已透過改善使用者體驗加以改善，旨在提供更直覺且有效的介面。
- 資料中心選擇器可用於供應商授權，包含快速啟用、交易關係、尋源邀請和訪客授權。

功能：訪客註冊

1

SAP Business Network

Supplier sign-in

Next

Forgot username

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

2

Enter your One Time Password

Please enter your one time password sent to kiran.chitlappilly@sap.com. Your password expires in 30 minutes.

Continue

3

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☒ USA: Quincy, WA
☐ Netherlands: Amsterdam
☐ Saudi Arabia: Dammam

Next

4

What to expect when you create an account:

1. Streamline business processes

Leverage customizable tools and collaborate with your customers digitally on SAP Business Network

2. Enhance visibility

Benefit from critical business insights and actionable analytics

3. Grow your business

Get discovered by new customers and unlock new business opportunities

Learn more

Create a free company account to connect with your customers on SAP Business Network

Company Information

Company Legal Name *

Country / Region *

United States [USA]

Address Line 1 *

Address Line 2

Address Line 3

City *

State *

Choose a state

Zip *

Administrator Account Information

Name *

First Name

Last Name

Email *

5

Enablement

Discovery

Workbench

Catalogs

Assessments

Insights

Proposals & Contracts

Welcome to SAP Business Network

Leads By Product

Overview

Open postings
Standard

0

Enablement Tasks
Standard

0

Matched Leads
Standard

0

Invited Leads
Standard

0

Setup Actions

Confirm email for orders

Configure payment preferences

Configure notifications

Add roles and users

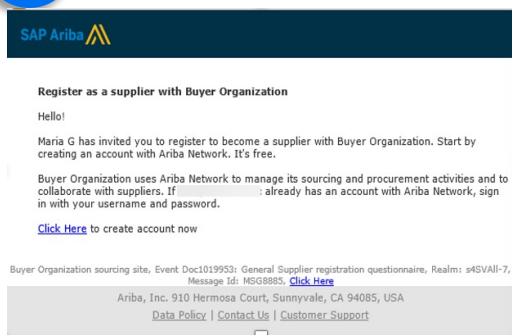
Add product and service categories

建立新帳戶並選擇您偏好的資料中心

- 按一下 [立即註冊]，透過提供該帳號相關聯的電子郵件地址，建立新的標準帳號。
- 一次性密碼將傳送至電子郵件地址，需要該電子郵件地址才能繼續註冊您的帳戶。
- 供應商將選擇資料中心並處理，以填寫帳號註冊資訊並提交表單。
- 供應商完成必填介紹資訊詳細資訊並登陸新供應商入口網站體驗。
- 供應商標準帳號註冊將透過供應商入口網站存取權完成。

功能：透過尋源觸發邀請註冊

1



Register as a supplier with Buyer Organization

Hello!

Maria G has invited you to register to become a supplier with Buyer Organization. Start by creating an account with Ariba Network. It's free.

Buyer Organization uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [redacted] already has an account with Ariba Network, sign in with your username and password.

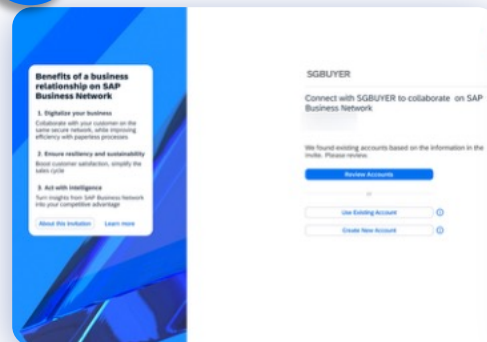
[Click Here](#) to create account now

Buyer Organization sourcing site, Event Doc1019953: General Supplier registration questionnaire, Realm: s4GVAII-7, Message Id: MSG8885, [Click Here](#)

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

2



Benefits of a business relationship on SAP Business Network

- 1. Register your business
- 2. Ensure resiliency and sustainability
- 3. Act with intelligence

SGBUYER

Connect with SGBUYER to collaborate on SAP Business Network.

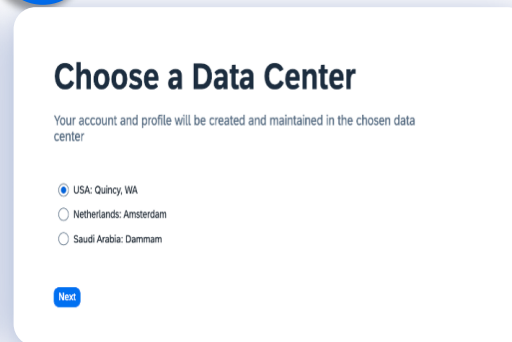
We found existing accounts based on the information in the profile. Please review.

[Review Accounts](#)

[Use Existing Account](#)

[Create New Account](#)

3



Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

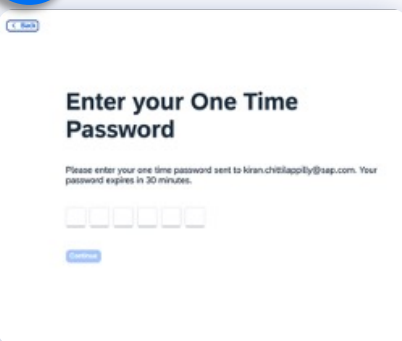
☒ USA: Quincy, WA

☐ Netherlands: Amsterdam

☐ Saudi Arabia: Dammam

[Next](#)

4



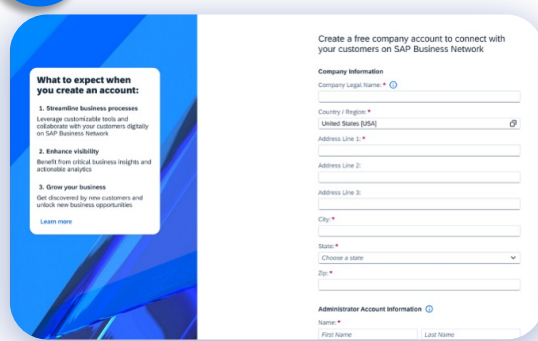
Enter your One Time Password

Please enter your one time password sent to kiran.chittilappilly@sap.com. Your password expires in 30 minutes.

□ □ □ □ □ □

[Continue](#)

5



What to expect when you create an account:

- 1. Streamline business processes
- 2. Enhance visibility
- 3. Grow your business

Create a free company account to connect with your customers on SAP Business Network.

Company Information

Company Legal Name *

Country / Region *

United States (USA)

Address Line 1 *

Address Line 2 *

Address Line 3 *

City *

State *

Choose a state

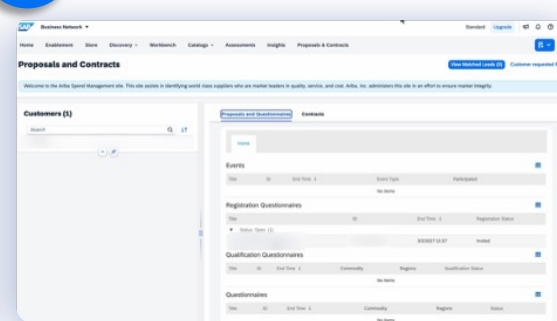
Zip *

Administrator Account Information

Name *

First Name Last Name

6



SAP Business Network

Home Evaluation Store Discovery Workbench Catalogue Assessments Insights Proposals & Contracts

Proposals and Contracts

Welcome to the Ariba Spend Management site. This site assists in identifying spend data suppliers who are member leaders in quality, service, and cost. Ariba, the submission site is an effort to ensure member integrity.

Customers (1)

Search

Proposals and Contracts

Events

Registration Questionnaires

Qualification Questionnaires

Customs

從尋源邀請註冊帳號

1. 供應商將收到尋源邀請，其中包含從尋源註冊入口網站註冊的連結。
2. 供應商將選擇使用現有帳號或建立新帳號。
3. 在入口網站頁面上，供應商會按一下建立新帳號，並選擇選擇的日期中心
4. 一次性密碼將傳送至輸入的電子郵件地址。
5. 供應商完成必填介紹資訊詳細資訊並登陸新供應商入口網站體驗。
6. 已成功建立標準供應商帳號，並可存取提案和合約

管理客戶的採購單



介紹：訂購單 - SAP BTP 上的 SAP Business Network

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 採購單

角色： 供應商使用者

說明：

- 接收客戶的採購單，並管理其履行。

主要效益：

- 透過新標籤瀏覽清除組織和瀏覽。
- 建立訂單的多個文件後，即可檢視每個個別交易狀態的平行狀態透明度。
- 視覺化分隔訂單 (狀態為 [新]、[已更改]、[已取消] 或 [作廢]) 的剩餘狀態。
 -
- 並排細目檢視，允許同步檢視訂單和細目細節，以及瀏覽細目詳細資訊。
- 從版本選擇器選擇 PO 版本以瀏覽至該版本。

功能：存取採購單明細頁面

SAP Business Network

Home Integration Discovery **Workbench** Orders Fulfillment Invoices Payments Catalog

4510123958
Purchase Order

 Name: default
Phone: +49 () 111111555 5555
Email: -

Version	Date Submitted	Order Total
1 	Jun 12, 2025, 1:43:34 PM	100.00 EUR

1

Details | Line Items Tax Additional Amounts | Summary Comments Attachments Order History

2 **3** **4** **5**

Create Resend Hide Download Compare Versions 

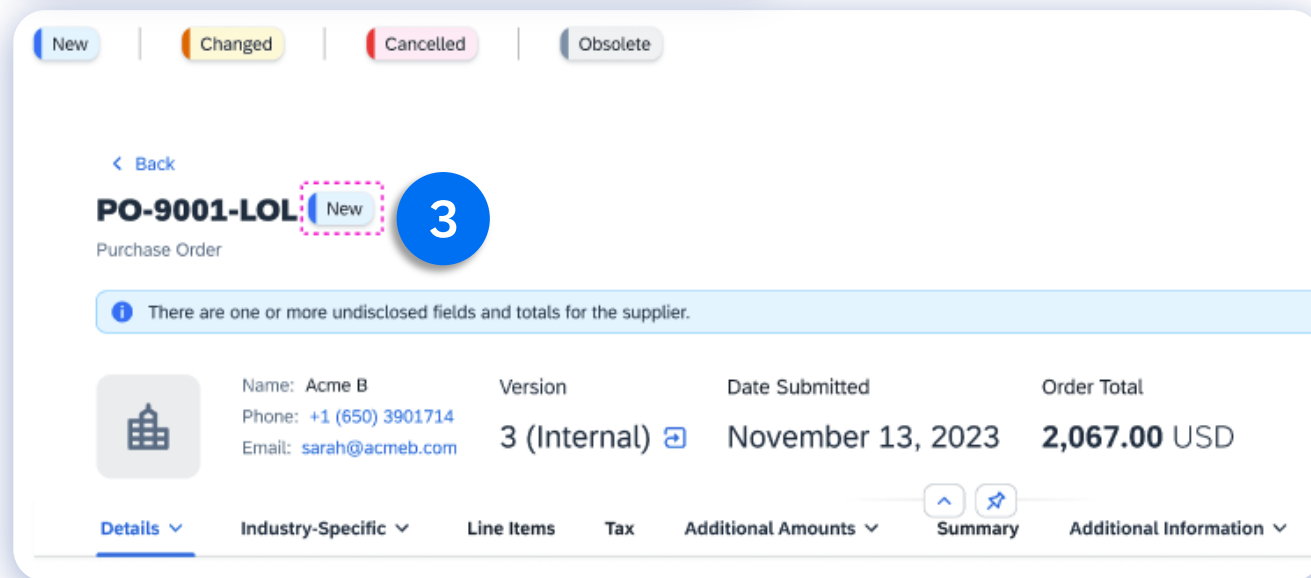
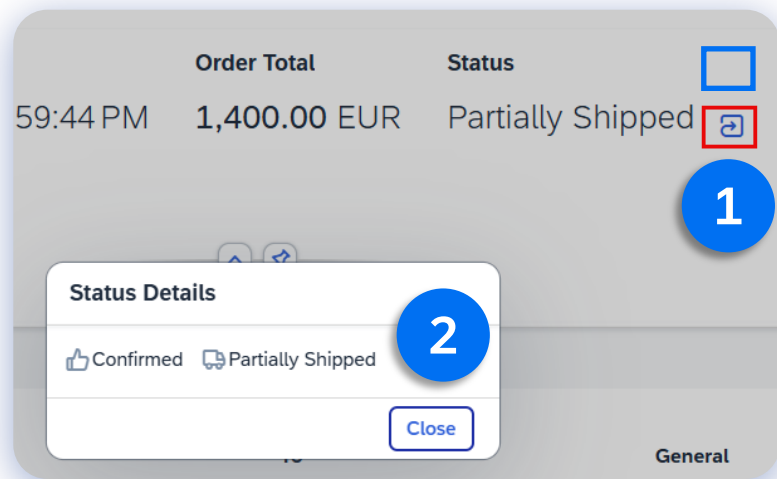
Order Confirmation
Ship Notice

Export CSV
Export cXML
Export PDF

熱門瀏覽區段和訂購單動作

1. 頂端導覽可讓使用者快速存取每個區段。
2. 「建立」按鈕允許建立：訂單確認、出貨通知、發票等。
3. 「重新傳送」可讓供應商使用者使用設定的傳送方法重新傳送訂單。
4. 「隱藏」可讓供應商使用者從訂購單清單頁面隱藏訂單。
5. 「下載」可讓供應商使用者：
 - 將訂購單匯出至 CSV
 - 將訂購單匯出至 cXML
 - 匯出訂購單 PDF：供應商使用者可列印訂購單 PDF 版本。

功能：存取採購單明細頁面



文件狀態

- 顯示與較高優先順序的文件相關的狀態 (OC < ASN/SES < GR < INV), 但可以按一下箭頭圖示以查看其他狀態。
- [狀態明細] 蹦現畫面下會顯示確認、出貨、接收、服務和開立發票狀態的相關資訊。
- [新]、[已更改]、[已取消] 和 [作廢狀態] 會從剩餘文件交易狀態個別處理。

功能：存取採購單明細頁面

POVC_Bb3I3a

Purchase Order

Changed

Name: SAP SE

Phone: +48 (01) 0801565462

Email: 90001@sap.com

Version

3

1

Change Version

2

Search

Version 3

Aug 2, 2024

Changed

Open

Version 2

Aug 2, 2024

Obsoleted

Open

Version 1

Aug 2, 2024

Obsoleted

Open

Close

Create

Resend

Hide

Download

Compare Versions

3

Compare Versions

Version 4

with

Version 1

Compare

4

Header Changes

Area	Field	Version 4	Version 1
Section: General Information			
	Version	4	1
Section: Summary			
	Order Total	12510	2100

Line Item Changes

Search by Line Number

Area	Field	Version 4	Version 1
Line Number: 10			
Date	Requested Delivery Date	Sep 19, 2025, 11:00:00 PM	Sep 18, 2025, 11:00:00 PM
Line Item (10)	Quantity	11	10
Line Number: 20			
Date	Requested Delivery Date	Oct 4, 2025, 11:00:00 PM	Sep 4, 2025, 11:00:00 PM
Line Item (20)	Quantity	24	20
Line Number: 30			
Line Number: 30	Entire Line Item	Created	-



版本瀏覽和版本比較

1. 使用者可按一下 圖示來選擇要查看的版本。
2. 使用者可從 [更改版本] 對話中選擇採購單版本進行瀏覽。
3. 「比較版本」可讓使用者比較訂購單的兩個版本。
4. 變更會顯示在 比較版本 對話中。使用者可選擇要比較的版本。隨即顯示表頭和細目變更。

功能：存取採購單明細頁面

Line Items (5)

Search

Line	Type	Description	Messages	Supplier Part Number	Customer Part Number	Requested Deli...	Quantity	Unit Price	
10	Material	Casing C1001 Raw mat - Buyer			C1001	Jun 22, 2025, 11:00:00 PM	1... EA	10.00	EUR >

Subtotal: 110.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

Requested Shipment Date:

Tax: -

Shipping: -

Customer Location:

1

SAP 4510125890 Changed

Hide Download

Details Line Items Tax

+5

Line Items (2)

Search

Line	Type	Supplier Part Number	Customer Part Number	Quantity	Subtotal	Tax	Shipping
10	Material	-	C1001	30.000	300.00 EUR	-	-

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

Comments

Attachments

Description

Casing C1001 Raw mat - Buyer

General

Control Keys

Return Information

Manufacturing

Order Confirmation: allowed

Return Authorization Number: -

Manufacturer Name: -

Ship Notice: allowed

Manufacturer Part ID: -

Planning Type: -

Service Entry Sheet: -

Service Entry Sheet Unit Price Editable: -

Invoice: -



細目細節

- 若要查看更多細目資訊，請按一下 [細目] 表格上的 > 圖示。
- 其他細目資訊會顯示在右側面板。一次只能檢視一個細目的詳細資訊。其他細目詳細資訊包含：
 - 明細：包含說明，一般〈包含控制碼〉、狀態 (包含確認、運送、接收和開票狀態)、運送細節、其他資訊 (外部)、定價和帳號指派
 - 分類資訊
 - 排程明細
 - 稅金
 - 附加金額 (包含[津貼]、[費用]。)
 - 個備註
 - 附件

功能：存取採購單明細頁面

SAP

4510125890

Changed

Hide

...

Purchase Order

Details

Line Items

Tax

+5

Line Items (2)

Line

10

Type: Material

Description: Casing C1001 Raw mat - Buyer

Messages:

Supplier Part Number:

Customer Part Number: C1001

Requested Delivery Date: Aug 4, 2025, 11:00:00 PM

Quantity: 30.000 EA

Unit Price: 10.00 EUR

Subtotal: 300.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

20

Line Item

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

+2

Schedule Lines (1)

Schedule Line Number

Delivery Date

Ship Date

1

Aug 10, 2025, 11:00:00 PM

Quantity: 29.000 EA

Tax

Tax Category

Tax Rate

No items available

When there are, you'll find them here.

1

Schedule Line

Requested Delivery Date

Aug 10, 2025, 11:00:00 PM

Requested Shipment Date

-

Quantity

29.000 EA

General

Subcontracting Components

Buyer Location Code:

-

Storage Location Code:

-

2

Details	Line Items	Tax	Additional Amounts	Summary	Comments	Attachments	Order History
Order History (6)							
Comments	Changed By	Changed At	Status				
	System - SAP Business Network	Aug 6, 2025, 11:05:04 AM	In Progress				
	System - SAP Business Network	Aug 6, 2025, 11:05:15 AM	Acknowledged				
	System - SAP Business Network	Aug 6, 2025, 11:05:05 AM	Queued				
	BNO-100000007047706	Aug 6, 2025, 11:05:02 AM	Created				
The document has been received by SAP Business Network.	SAP Business Network	Aug 6, 2025, 11:05:04 AM	Received				



排程細目

- 已選擇特定排程明細以查看附加資訊。
- 附加資訊包含 買方 和 儲存地點代碼。

採購單歷史記錄

顯示與採購單相關的事件，並協助解決問題：

- 備註表示活動發生的事件。
- 更改者 表示執行更改的人員。
- [更改時間] 會顯示偶數發生的時間。
- 狀態表示採購單狀態。

功能：採購單通知



Notifications Saved Version ▾

Network Notifications ▾ Messaging ▾

Order Notifications

Undeliverable Orders	New Purchase Orders	Purchase Orders Changed
☐ Send a notification when orders are undeliverable:	☐ Send a notification when a new order is received:	☐ Send a notification when an order is changed:
Email(s): —	Email(s): —	Email(s): —

Notifications Draft ▾

Network Notifications ▾ Messaging ▾

Order Notifications

Undeliverable Orders	New Purchase Orders	Purchase Orders Changed
☐ Send a notification when orders are undeliverable:	☐ Send a notification when a new order is received:	☐ Send a notification when an order is changed:
Email(s): 	Email(s):* 	Email(s):*

Save Discard Draft



輕鬆設定訂購單通知

1. 若要檢視並設定通知，請前往 使用者 Avatar → 設定 → 帳號管理 → 通知。[訂單通知] 會顯示在 [Network 通知] 下
2. 若要編輯通知組態，請按一下「儲存的版本」並選擇「草稿」。

供應商使用者可設定在下列情況下透過電子郵件接收通知：

3. 訂單無法遞送
4. 已收到新訂單
5. 已更改訂單

功能：採購單傳送



Default Document Routing

Draft

1

Default Routing

Override Default Routing Method (2)

3

Document Type	Document Sub Group	Document Sub Type	Routing Method
☐ Order Confirmation	Others	Order Confirmation	cXML Profile
☐ Receipt	Others	Receipt	Email

4

Search Create Delete

Default Routing Method

2

Select the default routing method for routing all document types. To override default routing method for specific document types, please create a configuration in the 'Override Default Routing Method' section below.

There is no section below to override the settings. The override option is available above and also from Settings -> Individual customer doc routing settings

Routing Method: Online

Save to my online inbox

Document Routing Configuration

Document Type Configure Routing Method Attributes

Document Type

Document Type: Order Document Sub Group: Change/Cancel Orders Routing Document Code: Catalog orders with attachments Routing Method: Email

5

Configure Routing Method Attributes

6

Select a routing method above to enable configuration of corresponding routing method attributes.

Email: *

Attach cXML document: ☐

Attach a PDF copy of the document: ☐

Do not send attachments with the documents: ☐

Draft updated Apply



設定訂購單傳送

- 若要檢視及設定訂購單傳送，請前往 [使用者頭像 → 設定] → [交易] → [文件傳送]。
- [預設傳送方式] 區段會顯示套用至所有文件類型的傳送方法。
- [覆寫預設傳送方法] 會顯示各文件類型的傳送異常。
- 若要新增設定以覆寫預設傳送方法，請按一下「建立」
- 若要覆寫預設傳送方法，請輸入 [文件類型]、[文件子群組]、[傳送文件代碼] 和 [傳送方法]。
- 選擇傳送方法時，將顯示其他設定選項 (取決於所選方法)。

功能：採購單報表



Home Enablement Store Discovery Workbench Orders Fulfillment Invoices More

Reports

Editing Status: Title: Report Type: Changed On: Changed By: Go Adapt Filters

Report Templates (5)

Create Delete Run Copy

Reports

Editing Status: Title: Report Type: Schedule Type: Status: Changed On: Changed By: Go Adapt Filters

Report Templates (5)

Create Delete Run Copy

Select report type

Search

- Failed Invoice
- Failed Purchase Order
- Goods Receipt
- Invoice
- Messaging Report
- Open Orders
- Order Summary
- Purchase Order
- Service Sheet
- Service Sheet Activity Log
- Ship Notice

執行和設定訂購單報告

1. 若要建立和執行採購單報表，請移至 報表功能表選項。
2. 按一下「建立」以產生新報表。
3. 與採購單相關的報告類型如下：
 - 失敗的訂購單
 - 未結訂單
 - 訂單摘要
 - 訂購單

確認您的訂單



介紹：訂單確認 - SAP BTP 上的 SAP Business Network

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 訂單確認

角色： 供應商使用者

說明：

- 啟用 Commerce Automation 中的完整訂單確認生命週期管理。供應商會透過入口網站或 B2B 整合產生訂單確認，採購商可即時查看訂單接受、定價驗證和交貨承諾。

主要效益：

- 輕鬆為供應商產生和處理「訂單確認」體驗。
- 改善 [訂單確認] 建立和提交期間的應用程式效能。

特性：存取訂單確認



Welcome to SAP Business Network

Orders and ReleasesCustomer (optional)

Overview

Enablement Tasks
Standard
0

New orders
Standard
22

Orders
Standard
43

Items to confirm
Standard
18

Items to ship
Standard
29

Service sheets
Standard
0

Changed orders
Standard
2

Order confirmations
Standard
25

Ship notices
Standard
4

Setup Actions

Configure order preferences

Configure payment preferences

Configure notifications

Add roles and users

Add product and service categories

Add ship-to or service locations

Upload sales tax exemption certificates

Service sheets
0

Order confirmations
25

Ship notices
4

Draft ship notices
9

Goods Receipt
0

Standard

Customer:Order Confirmation Number:Creation Date:Today -30 / +0 DaysOrder Number:Purchasing Organization:Purchasing Group:Company Code:Customer Location:Order Revision:ActiveRouting Status:Supplier Reference:

GoClear

Order Confirmations (25)

Order Confirmation Number	Customer	Creation Date	Order Number	Order Revision	Routing Status	Purchasing Group	Customer Location	Purchasing Organization	Company Code	Supplier Reference
OC-4510130214	Boom Internal Test Account	Feb 5, 2026	4510130214	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130213	Boom Internal Test Account	Feb 5, 2026	4510130213	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	



快速尋找並存取現有訂單確認

1. 首頁可直接從 [總覽] 區段存取訂單確認。按一下拼貼以檢視 工作台 的所有訂單確認。
2. 輕鬆篩選和搜尋訂單確認清單

功能： 訂單確認明細頁面

1

OC-4510130213

Order Confirmation

Name: Boom Internal Test Account

Phone: 666

Email: satish.pandey@sap.com

Confirmation Date

Feb 5, 2026, 1:01:31 AM

Received By SAP Business Network On

Feb 5, 2026, 1:01:36 AM

Details

Line Items

Other Information

Comments

Attachments

Document History

10

Line Item

Customer Part Number

Supplier Part Number

Number of Schedule Lines

Confirmation Status

Description

C1001

-

1

Confirmed

Casing C1001 Raw mat - Buyer

Confirmation Detail

Attachments

Confirmation Detail (1)

Confirmation Status

Reject Reason

Comments

Estimated Delivery Date

Need By

Schedule Line 1

Confirmed As Is

NA

Feb 12, 2026

Feb 12, 2026

Quantity: 20.000

EA

Unit Price: 100.00

EUR

Subtotal: 2,000.00

EUR

Estimated Shipping Date:

Schedule Line Number: 1

Commitment Level:

Confirmed Expected Amount: -

Requested Expected Amount: -

Attachments

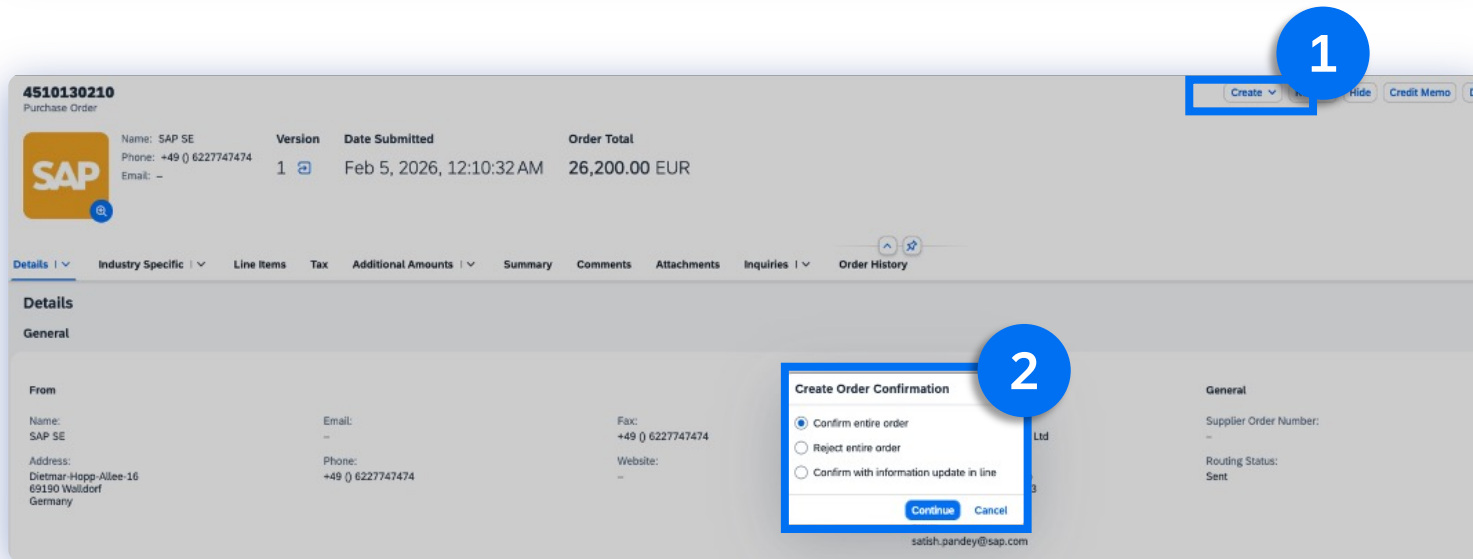
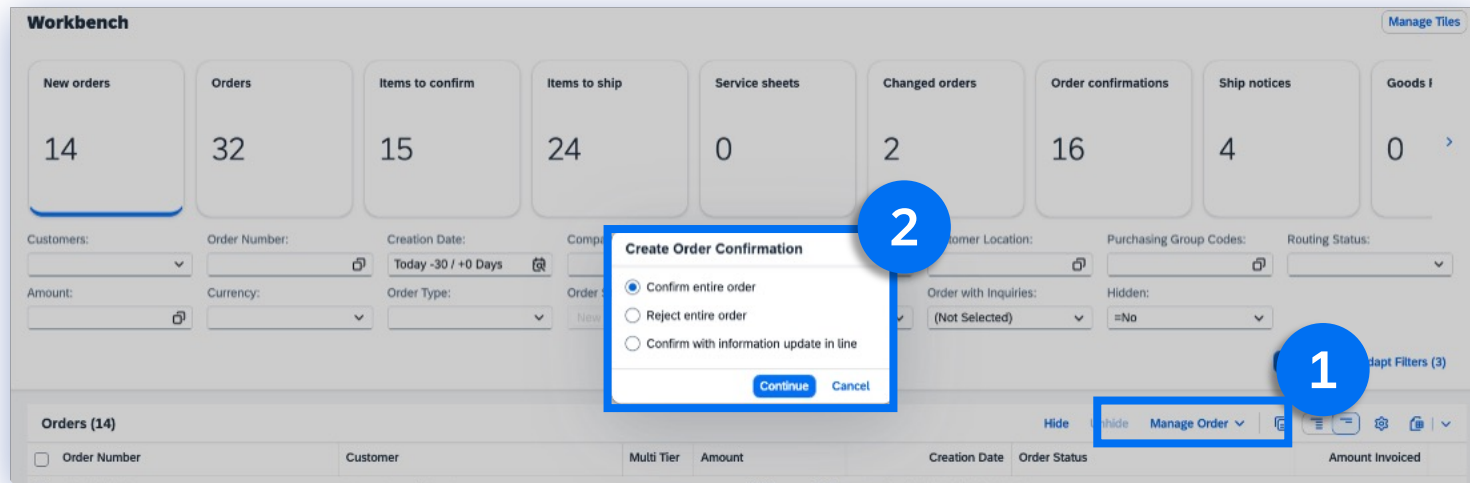
Download



關鍵功能

1. 關鍵訂單確認屬性會在專屬物件表頭中顯示，以供快速導向。
2. 使用以標籤為基礎的瀏覽 (例如 [明細]、[明細項目]、[備註]、[附件]、[文件歷史記錄]) 組織相關內容。
3. 明細項目會在回應式表格中顯示，更清楚強調確認相關欄位。
4. 附件和備註會顯示在專屬區段中，改善可探索性。

功能：訂單確認建立



從工作台或訂單建立訂單確認

自工作台：

1. 從訂單清單開始確認程序，透過選擇 [管理訂單] > [訂單確認] 改善可用性並加速回應時間。
2. 透過選擇 [確認整個訂單]、[拒絕整個訂單] 或 [使用資訊更新進行確認] 內嵌來確認動作。

從訂購單詳細資訊頁面：

1. 透過選取 [建立] 功能表，允許供應商從 [訂購單] 頁面直接建立訂單確認。
2. 供應商可確認所有細目、拒絕所有細目，或更新不同狀態的個別細目，確保訂單確認處理有效且正確。

功能：確認整個訂單



New Order Confirmation

Detail Line Items Attachments Comments

Detail

Order Confirmation Number: * OC-4510130210
Supplier Reference:
Estimated Delivery Date: e.g. Dec 31, 2026, 11:59:59 PM
Estimated Shipping Date: e.g. Dec 31, 2026, 11:59:59 PM
Order Number: 4510130210
Order Version: 1 (latest)
Customer Name: Boom Internal Test Account
Customer Email: satish.pandey@sap.com
Customer Phone: 666

Line Items (3)

Line Num...	Schedule Li...	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
10	1	147		Laptop	material	Confirmed	Mar 27, 2026, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 10 KGM	2,000	
20	1	66		Mouse	material	Confirmed	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	
30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	

Attachments

Attachments

File Name

OC Validations.txt
Feb 5, 2026, 12:27:02 AM

Comments

Post something here

Supplier: Test Header Comments
Feb 5, 2026, 12:26:56 AM

Draft updated Create Discard

從確認頁面：

1. 確認號碼：輸入參考號碼以識別訂單確認。BN 使用前置字元 OC-[訂購單編號] 自動產生確認號碼
2. 預估交付日期/預估運送日期：若提供，所選日期將套用至所有細目。
3. 顯示為唯讀的細目表示不應編輯的資訊。
4. 附件：供應商可將支援文件附加至訂單確認。按一下 [上傳]，選取檔案並按一下 [開啟附件]。
5. 備註：視需要輸入備註
6. 按一下 [建立] 以建立訂單確認
7. 隨即顯示建立的訂單確認以供進一步驗證。採購單狀態已更新為 "已確認"

4510130210
Purchase Order

Create Resend Hide Credit Memo Download Comp

Name: SAP SE
Phone: +49 (0) 6227747474
Email: --

Version: 1
Date Submitted: Feb 5, 2026, 12:10:32 AM
Order Total: 26,200.00 EUR

Status: Confirmed

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

Line Num...	Schedule Li...	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	

功能：拒絕訂單確認



New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Order Number:
4510130213

Order Version:
1 (latest)

Customer Name:
Boom Internal Test Account

Customer Phone:
666

Customer Email:
satish.pandey@sap.com

Reject Entire Order

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Continue Cancel

Line Items (3)

Line Number	Schedule LI...	Customer Part Number	Supplier Part Number	Description	Type	Con
10	1	147		Laptop	material	Reje
20	1	66		Mouse	material	Reje
30	1	66		Monitor	material	Reje

Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 10 KGM	2,000	
6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	
6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	

New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Order Number:
4510130213

Order Version:
1 (latest)

Customer Name:
Boom Internal Test Account

Customer Phone:
666

Customer Email:
satish.pandey@sap.com

Reject Entire Order

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Continue Cancel

OC-4510130213

Order Confirmation

Name: Boom Internal Test Account
Phone: 666
Email: satish.pandey@sap.com

Confirmation Date
Feb 5, 2026, 1:01:31 AM

Received By SAP Business Network On
Feb 5, 2026, 1:01:36 AM

Details

Line Items

Other Information

Comments

Attachments

Document History

Order Number:
4510130213

Estimated Delivery Date:
-

Estimated Shipping Date:
-

Reject Reason:
Duplicate Order

Reject Comment:
One order was received already

Routing Status:
Sent

Line Items (3)

Line Num...	Number of Schedu...	Customer Part Number	Supplier Part Number	Description	Type	Estimated Delivery Date	Confirmation Status	Attachments
10	1	147		Laptop	Material		Rejected	

Need By: Mar 27, 2026

Confirmed / Requested Quantity: 0.000 / 10.000 KGM

Confirmed / Requested Unit Price: - / 2,000.00 EUR



拒絕整個訂單

- 若要拒絕整個訂單，請按一下 [建立訂單確認] → [拒絕整個訂單]。選擇 [拒絕原因]，提供備註並按一下 [繼續]。
- 提供的 [拒絕原因] 和 [拒絕備註] 會顯示在 [訂單確認] 頁面上。所有明細項目會自動設為 [已拒絕] 狀態。
- 按一下 [建立] 以提交拒絕的訂單確認。
- [訂單確認] 頁面會顯示狀態設為 [已拒絕] 的所有細目。[採購單] 狀態會更新為 [已拒絕]，反映供應商的回應。

功能：確認和更新資訊

4510130214

New

Purchase Order

SAP

Name: SAP SE

Phone: +49 (0) 6227747474

Email: --

Version

1

Date Submitted

Feb 5, 2026, 1:31:00 AM

Order Total

26,200.00 EUR

Create

Resend

Hide

Credit Memo

Download

Compare Versions

Send Message

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Inquiries

Order History

Details

General

From

Name: SAP SE

Email: --

Address: Dietmar-Hopp-Allee-16
69190 Walldorf
Germany

Fax: +49 (0) 6227747474

Phone: +49 (0) 6227747474

Website: --

Create Order Confirmation

☐ Confirm entire order

☐ Reject entire order

☒ Confirm with information update in line

Continue

Cancel

General

Supplier Order Number: --

Routing Status: Sent

External Document

External Document Type: NB

Description: Standard PO

New Order Confirmation

Detail

Line Items

Attachments

Comments

Detail

Order Confirmation Number: OC-4510130214

Supplier Reference: --

Order Number: 4510130214

Order Version: 1 (latest)

Customer Name: Boom Internal Test Account

Customer Email: satish.pandey@sap.com

Customer Phone: 666

Line Items (3)

Line Number	Schedule L...	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date	Estimated Start Date	Comments	Subtotal
10	1	147		Laptop		Confirmed	Mar 27, 2026, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 18 KGM	2,000	e.g. Dec 31, 2026, 11:59:5...			20,000.00 EUR
20	1	66		Mouse		Backordered	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	e.g. Dec 31, 2026, 11:59:5...			600.00 EUR
30	1	66		Monitor		Rejected	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	e.g. Dec 31, 2026, 11:59:5...			5,600.00 EUR

Attachments

Attachments

File Name

No documents available

Drag and drop files here to upload

Comments

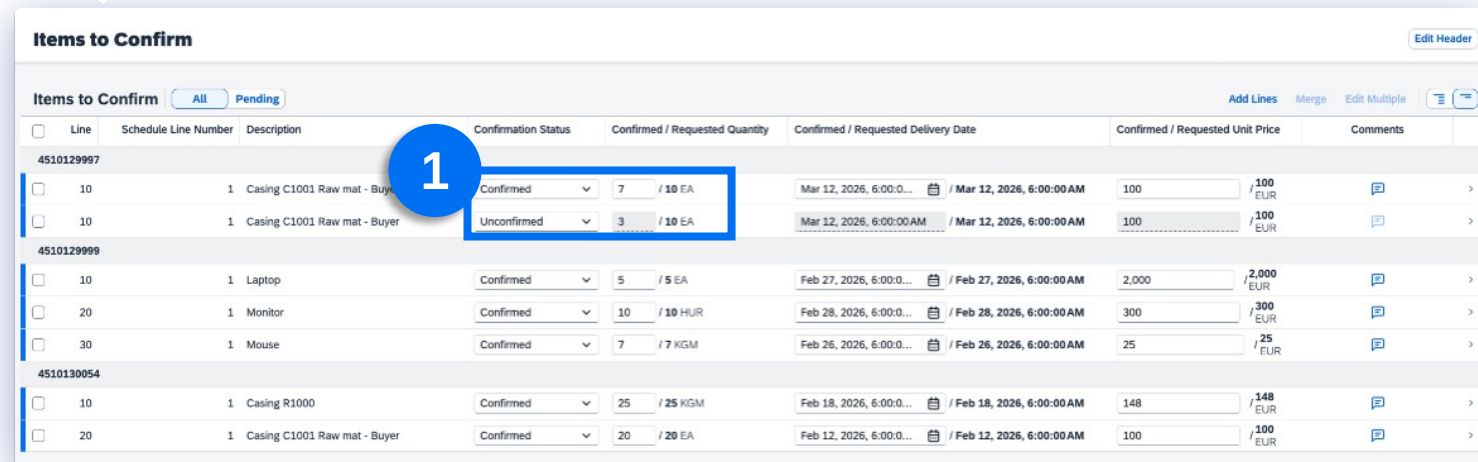
Post something here



在細目資訊中更新

1. 可讓供應商在訂單確認中直接更新項目級詳細資訊。
- 支援每個細目具有不同交付日期的未確認、已確認、延期交貨和已拒絕。
2. - 針對服務項目支援未確認、已確認和已拒絕。
3. 若要繼續，請按一下 [建立訂單確認] 並在細目級選擇 [使用資訊更新來確認]。
4. 在 [訂單確認抬頭] 區段中，將自動產生 [確認號碼] (以 OC 作為前置字元並從訂購單衍生，例如 OC-1234)。供應商也可輸入 [供應商參考]。
5. 供應商針對每個細目選擇確認狀態。
6. 供應商可瀏覽至項目詳細資訊頁面以提供其他資訊，例如 [輔助零件編號]、[供應商批次識別碼] 和其他項目特定詳細資訊。

功能：自待確認項目的訂單確認



Items to Confirm Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

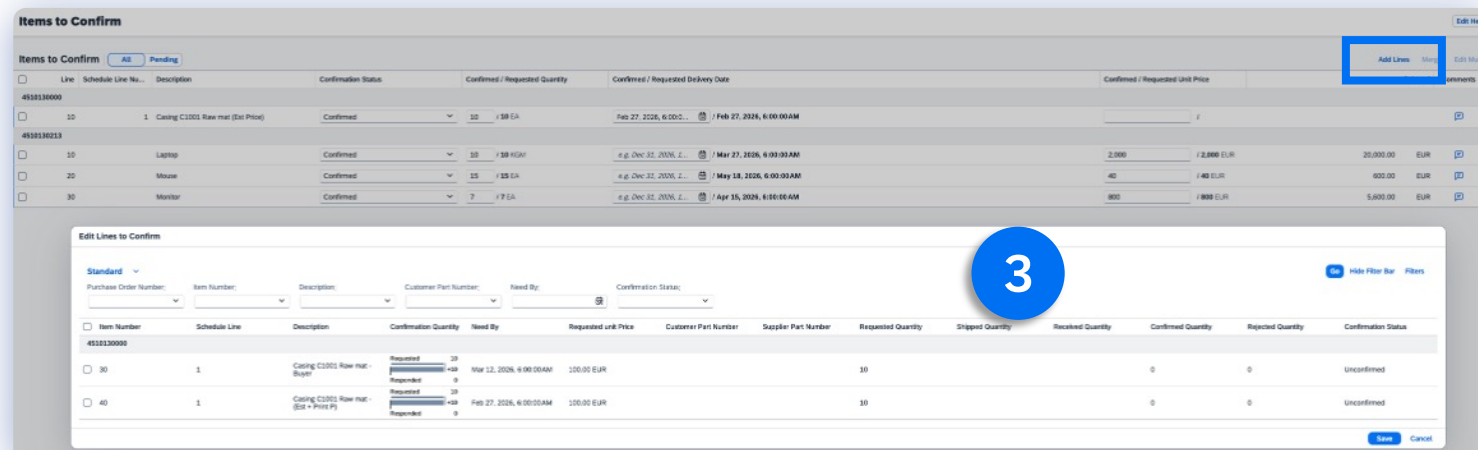
Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
☐	10	1 Casing C1001 Raw mat - Buyer	Confirmed	7 / 10 EA	Mar 12, 2026, 6:00:00 AM / Mar 12, 2026, 6:00:00 AM	100 / 100 EUR	
☐	10	1 Casing C1001 Raw mat - Buyer	Unconfirmed	3 / 10 EA	Mar 12, 2026, 6:00:00 AM / Mar 12, 2026, 6:00:00 AM	100 / 100 EUR	
4510129999							
☐	10	1 Laptop	Confirmed	5 / 5 EA	Feb 27, 2026, 6:00:00 AM / Feb 27, 2026, 6:00:00 AM	2,000 / 2,000 EUR	
☐	20	1 Monitor	Confirmed	10 / 10 HUR	Feb 28, 2026, 6:00:00 AM / Feb 28, 2026, 6:00:00 AM	300 / 300 EUR	
☐	30	1 Mouse	Confirmed	7 / 7 KGM	Feb 26, 2026, 6:00:00 AM / Feb 26, 2026, 6:00:00 AM	25 / 25 EUR	
4510130054							
☐	10	1 Casing R1000	Confirmed	25 / 25 KGM	Feb 18, 2026, 6:00:00 AM / Feb 18, 2026, 6:00:00 AM	148 / 148 EUR	
☐	20	1 Casing C1001 Raw mat - Buyer	Confirmed	20 / 20 EA	Feb 12, 2026, 6:00:00 AM / Feb 12, 2026, 6:00:00 AM	100 / 100 EUR	



Items to Confirm Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
☐	10	1 Casing C1001 Raw mat - Buyer	Confirmed	10 / 10 EA	Mar 12, 2026, 6:00:00 AM / Mar 12, 2026, 6:00:00 AM	100 / 100 EUR	



Items to Confirm Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510130000							
☐	10	1 Casing C1001 Raw mat (Std Price)	Confirmed	10 / 10 EA	Feb 27, 2026, 6:00:00 AM / Feb 27, 2026, 6:00:00 AM	100 / 100 EUR	
4510130021							
☐	10	1 Laptop	Confirmed	10 / 10 KGM	e.g. Dec 31, 2026, 11:59:59 PM / Mar 27, 2026, 6:00:00 AM	2,000 / 2,000 EUR	20,000.00 EUR
☐	20	1 Mouse	Confirmed	10 / 10 EA	e.g. Dec 31, 2026, 11:59:59 PM / May 18, 2026, 6:00:00 AM	40 / 40 EUR	600.00 EUR
☐	30	1 Monitor	Confirmed	7 / 7 EA	e.g. Dec 31, 2026, 11:59:59 PM / Apr 15, 2026, 6:00:00 AM	800 / 800 EUR	5,600.00 EUR

Edit Lines to Confirm Hide Filter Bar Filters

Standard Hide Filter Bar Filters

Purchase Order Number: Item Number: Description: Customer Part Number: Need By: Confirmation Status:

Item Number	Schedule Line	Description	Confirmation Status	Requested Quantity	Need By	Requested Unit Price	Customer Part Number	Supplier Part Number	Requested Quantity	Shipped Quantity	Received Quantity	Confirmed Quantity	Rejected Quantity	Confirmation Status
4510130000														
☐	30	1 Casing C1001 Raw mat - Buyer	Requested	10	Mar 12, 2026, 6:00:00 AM	100.00 EUR			10	0	0	0	0	Unconfirmed
☐	40	1 Casing C1001 Raw mat - (Std + Print P)	Requested	10	Feb 27, 2026, 6:00:00 AM	100.00 EUR			10	0	0	0	0	Unconfirmed

Save Cancel



從項目建立訂單確認，以確認

- 分割數量**：若您要在兩個不同日期交貨數量，請輸入第一個日期的部份數量。SAP Business Network 會自動建立拆分細目，並將剩餘數量 (訂購單數量減去先前確認的數量) 指派給新細目。
- 合併**：若您先前已分割細目且要恢復為原始訂購單值，請選擇屬於相同訂購單細目的拆分細目，然後按一下 [合併]。SAP Business Network 會將行還原至原始狀態和值。
- 新增細目**：允許供應商將缺少的細目新增至訂單確認，而不需返回上一頁。按一下 [新增細目]，快顯視窗會顯示屬於所選訂購單的所有未確認和未選擇的細目，以便快速且無縫完成確認。

功能：經由 CSV 的訂單確認

1

File

Create PO Invoice

Create Non-PO Invoice

Create Service Sheet

Create Posting

Upload/Download Jobs

2

Download and Upload

Search

Type:

Created On:

Download Template (1)

Upload (41)

Trading Partners (1)

Organization ID	Customer Name
BNO-100000046080510	CaffeRios buyer4

CaffeRios buyer4

BNO-100000046080510

3

Customer Templates (4)

Download

File Name	File Format	Template Type
File Format: CSV		
☐ ASN CSV Template.csv	CSV	Standard
☒ OC CSV Template.csv	CSV	Standard
☐ SES CSV Template.csv	CSV	Standard
File Format: ZIP		
☐ EMV Templates.zip	ZIP	Standard

OC CSV Template (3)

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Paste

Aptos Narrow (Bod... 12

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Sensitivity

Add-ins

Copilot

Possible Data Loss

Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

Save As...

F18

A

B

C

D

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2

_csv_version

_csv_serial

SERIAL

_csv_type

Order

_csv_template

Standard Template

3

Confirmation

Order Number

Type

Order Date

Customer Lo

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Tax Currency

Tax Amount

Comment

Item Line num

Schedule Lin

Commitment

Item Type

Item Quantit

Item Unit Off

Item Delivery

Item Shipme

Item Shipping

Item Shipping

Item To

4

Optional

Required

Optional

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Required

Required

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5

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Decimal

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String

Integer

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Required

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Required

Optional

Optional

Optional

Optional

Option

6

Order confir

Purchase order ID

Purchase Ord

Purchase ord

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Shipping curr

Estimated sh

Tax currency

Tax amount

Comments a

Purchase ord

Item Schedu

Schedule Lin

Order confir

Item quantity

UN/CEFACT

Item delivery

Item shipme

Item shipping

Item shipping

Item ta

7



下載和上傳訂單確認 CSV 範本

- 若要存取 訂單確認 CSV 範本，請按一下 [快速連結] (藍色下拉式清單) 並選擇 [上傳/下載工作]。
- 選擇將建立訂單確認的客戶。
- 選擇 [OC CSV Template.csv] 並按一下 [下載]。
- 使用 CSV 檔案以確認、拒絕或延期交貨細目。您無法使用 CSV 更新先前提交的訂單確認。同一個 CSV 檔案中的所有確認皆必須是同一客戶。

完成您的訂單 - 出貨通知



介紹：出貨前通知 - SAP BTP 上的 SAP Business Network

解決方案： SAP Business Network (適用於交易夥伴)

解決方案區域： 出貨通知

角色： 供應商使用者

說明：

- 支援 SAP Business Network 入口網站上的出貨通知產生、可見度和設定 (適用於供應商使用者)

主要效益：

- 確保在現有世代 SAP Business Network 中，所有主動使用的出貨通知功能功能一致。
- 輕鬆為供應商產生出貨通知的體驗。
- 改善建立出貨通知期間的應用程式效能。

功能：出貨通知建立



Orders (275)					Hide	Unhide	Manage Order
Order Number	Customer	Amount					
☒ 4500127940	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			
☐ 4500127939	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			
☐ 4500209298	ravishshettyr - TEST	100.00	EUR	Sep			
☐ 4500127938	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			

- Resend
- Ship Notice
- Order Confirmation
- Invoice
- Service Sheet

1

Items To Ship (686)										Create Ship Notice
Order Number	Item Number	Description	Schedule Line Number	Need By	Requested Quantity	Received Quantity	Due Quantity	Shipped Quantity		
☒ 4500127940	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA		
☒ 4500127939	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA		

2

4500127940						Create	Resend	Hide
Purchase Order								
Name: default								
Phone: +49 (0) 1111111111555 32								
Email: -								
Version	Date Submitted	Order Total	Status					
1	Sep 8, 2025, 2:09:36 PM	1,000.00 USD	Conf					

- Order Confirmation
- Ship Notice
- Invoice

3



從工作台或訂單建立出貨通知

自工作台 - 訂單：

1. 選取 [管理訂單] > [出貨通知]，從訂單清單開始出貨程序

自工作台 - 待出貨項目：

2. 透過選擇必要項目或排程細目並按一下 [建立出貨通知]

從訂購單詳細資訊頁面：

3. 透過選擇 [建立] 功能表上的 [出貨通知]，允許供應商從 [訂購單] 頁面直接建立出貨通知文件。

功能：出貨通知建立頁面



Ship Notice

Details | Line Items | Additional Information

Details

Settings

☒ General ☒ Shipping Details ☒ Tracking Details ☒ Delivery Details ☐ Transport Details

General

Ship From

Name:
Leon Chu's Supplier - TEST

State: *
Arkansas

Postal Code: *
71630

Department Name:
jUnitDummy

Address Line 1: *
jUnitDummy

City: *
Arkansas City

Country/Region: *
United States

Address Line 2:

Ship To

Name:
SL0001

State:
Schleswig-Holstein

Postal Code:
10243

Department Name:

Address Line 1:
123

City:
Berlin

Country/Region:
Germany

Address Line 2:

1

Shipping Details

Requested Delivery Date:

-

Delivery Date:
e.g. Dec 31, 2025, 11:59:...

Shipping Date:
e.g. Dec 31, 2025

Gross Weight:

Packing Slip ID: *

Ship Notice Type:

Gross Volume:

2

Tracking Details

Carrier Name:

Tracking Date:
e.g. Dec 31, 2025

Service Level:

Shipping Instructions:

Tracking Number:

Shipping Method:

Shipping Contract Number:

3

4

關鍵功能

供應商可透過此頁面建立出貨通知，並包含下列資訊：

1. 「出貨」和「收貨」地點
2. 運送細節：包括預計運送和交付日期
3. 追蹤明細：運輸公司和追蹤號碼
4. 供應商可透過 [管理運輸公司] 將額外運輸業者新增至 [運輸公司名稱] 預設清單

功能：出貨通知建立頁面



Delivery Details

Delivery Terms:
TransportCondition

Transport Terms Description:

Shipping Payment Method:*

1

Transport Details (1)

Search

Add Line

Delete

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

2

Line Items (2)

Search

Add

Delete

☐	Ship Line No.	Description	Ship Quantity	Supplier Batch ID	Country/Region of Or...	Production Date	Expiry Date
☐	Purchase Order: 4510127140 Line No. 10 120 EATest 20 EATest - EATest						
☐	2	Casing C1001 Raw mat - Buyer	120			e.g. Dec 31, 2025	e.g. Dec 31, 2025
☐	Purchase Order: 4510127141 Line No. 10 32 EATest 20 EATest - EATest						
☐	1	Casing C1001 Raw mat - Buyer	32			e.g. Dec 31, 2025	e.g. Dec 31, 2025

Order Line

Ship Notice Line

Settings

General

Comment

3

General

Reason For Shipment:

Invoice Number:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transi

Comment

4

Preview

Save & Close

Discard Draft



關鍵功能

供應商可透過此頁面建立出貨通知，並包含下列資訊：

1. 交貨和運輸明細
2. 出貨通知細目：除了包含轉換細目資訊外，供應商也可以：
 - 新增訂購單細目
 - 分割 ASN 行
 - 刪除 ASN 行
3. 給採購商的備註。也可根據採購商設定新增附件
4. ASN 建立頁面中的選項：
 - 預覽 → 提交提前出貨通知前採用審查模式
 - 儲存並關閉 → 保留文件的草稿
 - 捨棄草稿 → 刪除進行中的工作

功能：出貨通知建立細目詳細資訊頁面



New Ship Notice Line Detail

4510127085 | Line No. 1 | 84

[Settings](#)[Serial Numbers](#)[Hazard Details](#)[Delivery Details](#)[Packaging Details](#)[Additional Information](#)

Settings

☒ Serial Numbers☒ Hazard Details☒ Delivery Details☒ Packaging Details

Serial Numbers (1)

☐ Serial NumberAsset Tag

☐

Add LineDelete

Hazard Details

Hazard Type: *

Code:

Hazard Description:

Delivery Details

Delivery Terms:

Description:

Transport Terms: *

Transport Terms Description:

Shipping Payment Method: *

Packaging Details

☐ Packaging MaterialHandling Unit NumberPackaging Material NumberDimensionsOrdered Quantity

No items available
When there are, you'll find them here.

Add PackageDelete

Additional Information

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:



關鍵功能

如果需要，包括每個出貨通知細目的其他資訊：

1. 序號：支援每個出貨單位的序號和資產標籤
2. 危險物品細節
3. 交貨明細
4. 包裝明細：顯示特定明細出貨中包含的包裝物料彙總

功能：出貨通知建立包裝詳細資訊



New Package

Delete

1

Packaging Details

Packaging Dimensions

Material Details

Material Quantity

Packaging Details

Packaging Material Number:

Packaging Material:

Tracking ID:

Global Individual Asset ID:

Outer Handling Unit:

-

Level Code:

Auxiliary Material:

☐ ⓘ

Handling Unit Number:

Inner Handling Unit:

-

Shipping Mark:

Returnable Package ID:

Packaging Dimensions

Length:



Height:



Gross Weight:



Unit Net Weight:



Gross Volume:



Width:



Weight:



Unit Gross Weight:



Volume:



Stack Height:



Material Details

Supplier Material Number:

SAP SUPPLIERID

Buyer Material Number:

544

Material Description:

Laptop with Batch Managed

Customer Batch ID:

-

Order Number:

4510127085

Ship Notice Item Number:

1

Production Date:

-

Expiry Date:

-

Material Quantity

Ordered Quantity:

84.000 EATest

Dispatch Quantity:



Free Goods Quantity:



Quantity Variance Note:

2

Apply



關鍵功能

包裝頁面中的選項：

1. 刪除 → 刪除包裝資訊並返回 ASN 行頁面
2. 套用 → 保留變更並返回 ASN 細目頁面

功能：出貨通知預覽和提交頁面後

1

2

3

Submit **Edit**

PS3925002
Ship Notice

Name: Leon Chu's Supplier - TEST
Phone: 3902788
Email: leon.s1@sbn.com

Creation Date: Sep 18, 2025
Shipping Date: Sep 18, 2025
Delivery Date: Sep 18, 2025, 4:53:12 PM

Details

Settings

General

Ship From

Name: Leon Chu's Supplier - TEST
Sales: Americas
Department Name: J&B/Supply
Country/Region: United States

Ship To

Name: -
Postal Code: 94003
City: Alhambra City
Country/Region: Germany

Shipping Details

Requested Delivery Date: -
Delivery Date: Sep 18, 2025, 4:53:12 PM
Shipping Date: Sep 18, 2025
Gross Weight: -
Gross Volume: -

Tracking Details

Carrier Name: -
Tracking Date: -
Tracking Number: -
Shipping Method: -
Shipping Contract Number: -

Delivery Details

Delivery Terms: -
Delivery Terms Description: -
Transport Terms Description: -
Shipping Payment Method: -

Transport Details

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

Line Items (2)

Ship Line No.	Description	Ship Quantity	Supplier Batch ID	Country/Region of Origin	Production Date	Expiry Date
1	Coating C1051 Res mat - Buyer	1	28 EA/Net	-	-	-
2	Coating C1051 Res mat - Buyer	1	28 EA/Net	-	-	-

PS3925002
Ship Notice

Details

General

Reason For Shipment: -
Invoice Number: -
Government Issued Shipping ID: -
Document Title: -
Supplier Reference: -
Travel Direction: -

Attachments

No items available

Comment

No items available

PS3925003
Ship Notice

Name: Leon Chu's Supplier - TEST
Phone: 3902788
Email: leon.s1@sbn.com

Creation Date: Sep 3, 2025, 4:58:02 PM
Shipping Date: 05 Sep 2025
Delivery Date: 17 Sep 2025 09:57:34 PM

Status

Edit **Cancel** **Export**

Export cXML
Export PDF



關鍵功能

提交前的出貨通知頁面：

1. 提交前向供應商顯示的摘要頁面
2. ASN 預覽頁面中的選項：
 - 提交 → 傳送 ASN 至採購商 ERP 系統
 - 編輯 → 返回上一頁/編輯模式

提交後的出貨通知頁面：

3. ASN 已提交頁面中的選項：
 - 編輯 → 使用者可編輯提交的提前出貨通知。根據業務規則
 - 取消 → 使用者可取消已提交的 ASN。根據業務規則
 - 匯出 → 可下載 ASN cXML 和 PDF 版本

功能：出貨通知草稿支援

Draft ship notices

Service sheets
Standard
0

Order confirmations
Standard
319

Ship notices
Standard
90

1

Draft ship notices
Standard
8

Goods Receipt
Standard
26

Customers:

Packing Slip ID:

Date Last Modified:

Order Number:

Go

Clear

Adapt Filters

Draft ship notices (8)

3

2

Ship Notice(29/08/2025)

☐	Packing Slip ID	Customer	Date Last Modified	Order Number	
☐	ASN4500127888	q8jtestbuyer01 - TEST	Sep 4, 2025, 3:32:13 AM	4500127888	
☐	ASN	ravishshettyr - TEST	Sep 5, 2025, 11:33:09 PM	4510127083	>
☐	Ship Notice(29/08/2025)	ravishshettyr - TEST	Aug 29, 2025, 8:32:22 AM	4510126011	>
☐	Ship Notice(03/09/2025)	ravishshettyr - TEST	Sep 3, 2025, 5:17:08 AM	4510126905	>
☐	Carla001122	ravishshettyr - TEST	Aug 26, 2025, 10:08:54 PM	4510126659	>

po1.1812.DelivTerms.Item

Purchase Order

Create

Track

Resend

Hide

Credit Memo

Download

Compare Versions

Manage Assignment

Send Message

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Inquiries

Order History

Related Draft Documents (1)

4

Document Number

ASN4500127888

Type

Draft Ship Notice

Changed On

Feb 4, 2026, 5:01:23 PM



關鍵功能

草稿清單頁面

草稿文件會保留 60 天

1. 其可透過任何履行功能表選項存取。
2. 若儲存時未指派包裝單 ID，則會指派包含建立日期的自動產生值
3. 存取草稿提前出貨通知

訂購單詳細資訊頁面中的草稿

4. 草稿文件也可透過「採購單明細」頁面/「相關草稿文件」區段存取。

功能：透過 CSV 建立出貨通知

Download and Upload

Search [] Type: [] [Go] Adapt Filters

Download Template (1) Upload (41)

Trading Partners (1)

Organization ID	Customer Name
BNO-100000046080510	CaffeRios buyer4

CaffeRios buyer4
BNO-100000046080510

Customer Templates (4) [Download]

File Name	File Format	Template Type
File Format: CSV		
☒ ASN CSV Template.csv	CSV	Standard
☐ OC CSV Template.csv	CSV	Standard
☐ SES CSV Template.csv	CSV	Standard
File Format: ZIP		
☐ EMV Templates.zip	ZIP	Standard



透過 CSV 下載/上傳建立 ASN

供應商可透過上傳 CSV 範本來大量建立出貨通知。步驟如下：

CSV 下載範本

1. 按一下 [快速連結] 選項 (影像中的藍色下拉式清單) 和「上傳/下載工作」
2. 選擇要建立出貨通知的客戶。系統會顯示相關客戶的所有現有 CSV 範本
3. 選擇 ASN CSV 範本.csv 並按一下下載

功能：透過 CSV 建立出貨通知



Download and Upload

Search [] Type: [] Created On: [] [Go] Adapt Filters

Download Template (1) **Upload (41)** **1**

File Name	Type	Status
SAR-csvASN-NG-BatchID-ASN-1Item.csv	Ship Notice	Completed
SAR-csvASN-NG-NoBatchID-ASN-1Item.csv	Ship Notice	Completed

Refresh Upload

Upload file

Type: *
Ship Notice (.csv)

Customer: *

Local File: * **2** Browse...

Upload Cancel

Download Template (1) **Upload (41)** **3**

File Name	Status	Uploaded By	Last Uploaded	Source File
ASN_CSVTemplate_1209-10Items-fail.csv	Failed	CaffeRios supplier 4	Sep 13, 2025 10:56:09 PM	↓
ASN_CSVTemplate_1209-10Items-Partial.csv	Completed with errors	CaffeRios supplier 4	Sep 13, 2025 10:44:51 PM	↓
ASN_CSVTemplate_TwoAsns_1209-10Items.csv	Completed	CaffeRios supplier 4	Sep 13, 2025 10:02:05 PM	↓



透過 CSV 下載/上傳建立 ASN

CSV 上傳範本

1. 前往「上傳」標籤並按一下「上傳」選項
2. 選擇：「出貨通知 (.csv)」作為類型、客戶、填寫範本
3. 上傳檔案後，按一下「重新整理」，範本的「狀態」將更新為「已完成」、「已完成 (出現錯誤)」或「失敗」
 - 完成的範本將產生 [出貨通知] 清單頁面中顯示的出貨通知
 - 已完成 (出現錯誤) 範本包含已成功建立和失敗出貨通知的出貨通知。日誌中的可用明細。
 - [檢視日誌] 選項中有失敗的範本明細。

功能：匯出貨運標籤



asn_20251121_115908
Ship Notice



Name: EPAM Sup 005(man03)
Phone: 3902788
Email: man03_epam_sup_005@sap.com

Creation Date: Nov 21, 2025, 11:59:16 AM
Shipping Date: Nov 22 2025
Delivery Date: Nov 22, 2025, 1:00:00 PM

Status

Download ▾

Export Shipping Label ▾
Bar Code
TEST QR

1

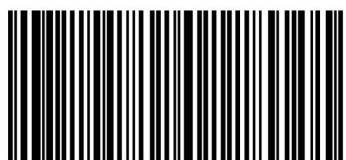
Details | ▾

Line Items

Additional Information | ▾

History

PURCHASE ORDER:	4500064081	BATCH CODE:	745717K
PRODUCT CODE:	000000000015215778	BEST BEFORE DATE:	05/11/2013
QTY:	30 KGM	PRODUCTION DATE:	06/05/2012
SSCC:	201503008000000955		
PRODUCT DESCRIPTION:	Rosemary, Herbalox Type O 41 19 16 (NS)		


(00)201503008000000955

2

DIN A5
2012-12-05 14:04:10

EE1 040



關鍵功能

採購商可以自訂出貨標籤，其中可包含訂購單資訊、出貨通知資訊、條碼標籤、QR 代碼等。

這些貨運標籤可由供應商使用者匯出：

- ASN 建立期間 → 這取決於採購商商業規則的設定
- ASN 建立後

匯出貨運標籤

1. 客戶可在文件級別和/或細目指派一個或多個運送標籤
2. 產生的 PDF 可由供應商作為封裝標籤使用，可在採購商收到貨物時掃描

功能：出貨通知電子郵件通知

Workbench Overview

Orders
Standard 2

Items to confirm
Standard

Order confirmations
Standard

Items to ship
Standard

Ship notices
Standard

Goods Receipt
Standard

Orders to invoice
Standard

Re
Sta

22

634

319

686

91

26

984

1

Setup Actions

Configure order preferences

Configure invoicing preferences

Configure payment preferences

Configure notifications

es and users

Add product and service categories

Notifications

Network Notifications

Quality

Ship Notice Notifications

Ship Notice Failures

Reminder of Non-shipped Order Items

Send a notification when ship notices are undeliverable:

Email(s):

Yes

p.girase@sap.com

Send reminders of non-shipped order items:

Email(s):

Yes

p.girase@sap.com

SAP Business Network

Review Failed Ship Notice

Dear Dickerson and Tucker LLC,

This notification contains important information about your SAP Business Network account (ANID: AN02004828322).

One of your ship notices has failed. Please review the following errors, generate a new document, or contact SAP Product Support. You can view the document details on your SAP Business Network account.

Customer

Ship Notice Number

Ship Notice Date

Error Description

Barron and Moon Plc/AN02004828323

test-01

June 27, 2025, 05:18:45 PM UTC

The shipping quantity 10 for order line item 1 in order po_scn12_1606252025T06DOCUME

SAP Business Network

Reminder of non-shipped orders

Dear Barron and Moon Plc,

The attached CSV report contains the list of non-shipped order items that have generated remainder notifications to your suppliers over the past 30 days.

Yours SAP Business Network account (ANID AN02004828323) has a default transaction rule setting to generate both the notification and this report.

You will receive this report every week while this rule is enabled.

Sincerely,
SAP Business Network



ASN 電子郵件通知

1. 可透過首頁中的 [設定] 通知選項存取。
2. 「出貨通知失敗」和「未出貨訂單項目的提醒」(取決於採購商商業規則) 可供使用。
3. ASN 電子郵件通知範例

功能：出貨通知傳送設定



The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Settings' section is active, with 'Transactions' highlighted. Under 'Transactions', 'Document Routing' is selected and highlighted with a blue circle containing the number '1'. The 'Default Document Routing / Document Routing Configuration' page is shown, with 'Document Type' and 'Configure Routing Method Attributes' tabs. The 'Document Type' tab is active, showing a table with the following data:

Document Type	Document Sub Group	Routing Document Code	Routing Method
Ship Notice	Others	Ship Notice	CXML_PROFILE

Below the table, the 'Configure Routing Method Attributes' section shows 'No attributes to configure'.



關鍵功能

1. 若要存取文件傳送設定，請移至 [設定]、[交易]，然後選取 [文件傳送]。
2. 出貨通知傳送可全域針對所有採購商設定，或個別針對客戶設定。

履行您的訂單 - 收貨



介紹：SAP BTP 上 SAP Business Network 的收貨

解決方案：SAP Business Network (適用於交易夥伴)

解決方案範圍：收貨

角色：後勤區的供應商使用者

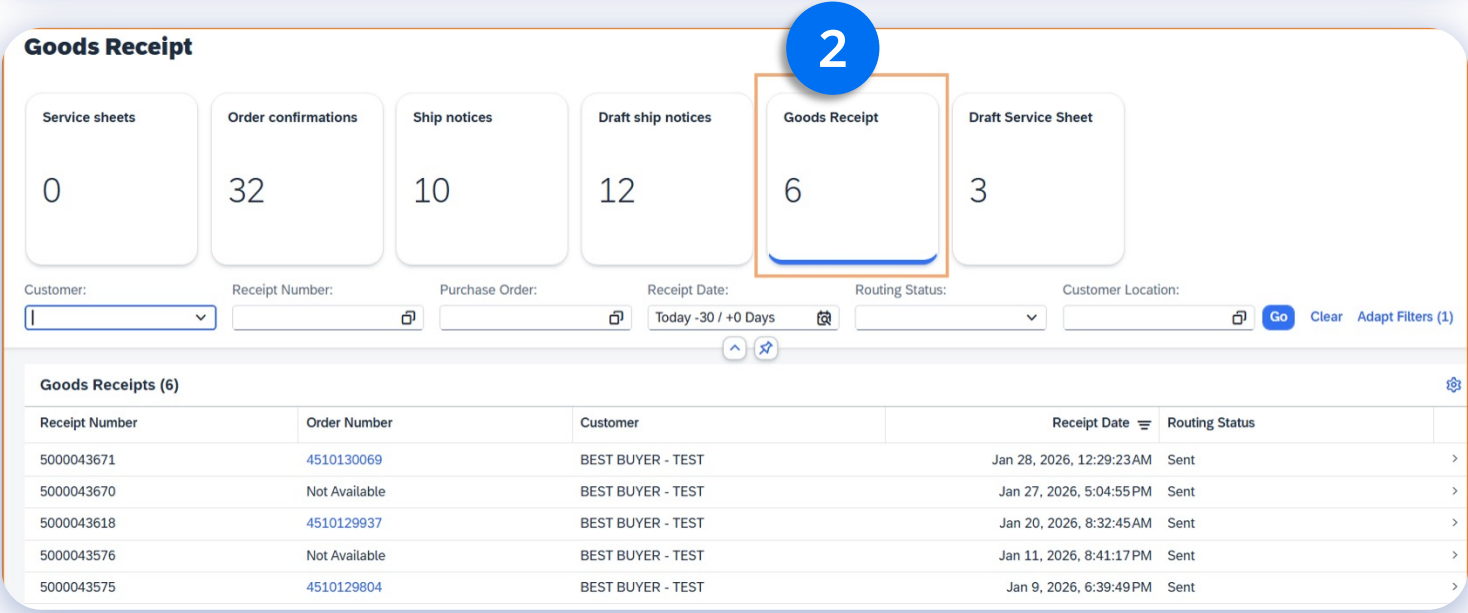
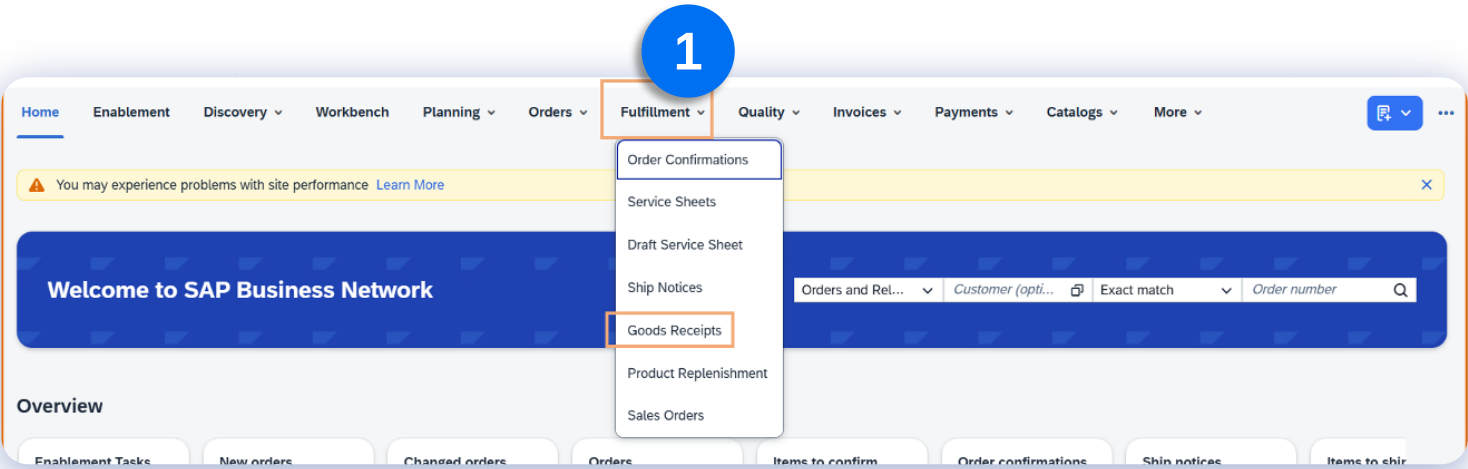
說明：

- 追蹤客戶訂單的收貨狀態

主要效益：

- 確保在現有 SAP Business Network 世代 SAP Business Network 中，與收貨的所有主動使用功能功能一致。
- 使用 UI5 元件的 UX/UI 修改
- 改善處理收貨時的應用程式效能

功能：存取商品收據



關鍵功能

1. 從主功能表選取 [完成] > [貨物收據] 以存取清單頁面

功能：商品收據明細頁面

5000043015

Goods Receipt

Name: ravishshettyr - TEST

Phone: —

Email: —

Receipt Date

Sep 4, 2025, 1:36:21 AM

Export

Download cXML

Download PDF

Details

Line Items

Additional Information

History

Details

From

Name: ravishshettyr - TEST

Address: jUnitDummy
Sunnyvale, CA 94089
USA

To

Name: SBNNG_SUP07 - TEST

Phone: —

Email: —

Address: —

Fax: —

Line Items (8)

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...
2	20	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...
3	30	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...
4	40	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...

Line Items (8)

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...

Supplier Part Number: 4

Packing Slip Date: Sep 4, 2025, 5:00:00AM

Amount: 2,000.00 EUR

Unit Rate: 100.00 EUR

Comment:



關鍵功能

1. 收貨表頭資訊
2. 包括對訂購單和 ASN 參考的收據細目
3. 展開的明細項目檢視

功能：商品收據明細頁面



1

Related Documents (3)

Document No.	Type	Created Date
4510126966	Purchase Order	Sep 4, 2025, 3:36:26 AM
ASN_4510126966_4510126967	Ship Notice	Sep 4, 2025, 3:36:26 AM
4510126967	Purchase Order	Sep 4, 2025, 3:36:26 AM

Comments

2

History (7)

3

Search

Q

Status	Activity	Changed By	Date and Time
Created		BNO-100000005367213-T	Sep 4, 2025, 3:36:24 AM
In Progress		System - SAP Business Network	Sep 4, 2025, 3:36:24 AM
Received	The document has been received.	System - SAP Business Network	Sep 4, 2025, 3:36:24 AM
	The document has been successfully validated and started.		

2

3



關鍵功能

1. 相關文件
2. 採購商對供應商的備註
3. 歷史記錄區段

開立客戶發票



介紹：在 SAP BTP 上的 SAP Business Network 開立發票

解決方案：SAP Business Network (適用於交易夥伴)

解決方案範圍：開立發票

角色：供應商使用者

說明：

- 允許供應商使用者透過翻轉訂購單、出貨通知或商品收據擷取發票

主要效益：

- 透過翻轉商業交易建立開立發票時，減少資料輸入
- 透過準確資料加速發票核准週期。
- 即時從採購商取得發票核准或拒絕狀態。

發票：重要重點

- 自動化草稿儲存 - 沒有遺失工作：

Billing Details

Draft updated

Next

Save & Close

Discard Draft

- 瀏覽：

New Invoice

Details

Tax Rules

Tax ID Details

Line Items

Tax

Additional Amount Options

Additional Information

Attachments

Summary

- 錯誤處理：

New Invoice

Details

Tax Rules

Tax ID Details

Line Items

Tax

Additional Amount Options

Additional Information

Attachments

Summary

Billing Details

Order Details

Customer Order:

Contract Number:

Sales Order:

Sales Order Date:

e.g. Dec 31, 2026, 11:59:59 PM

Messages

Details, Order Details

Requires you to enter a value in one of the fields.

Customer Order

Requires you to enter a value in one of the fields.

Sales Order

Details, Details

Requires you to enter a value in one of the fields.

Draft updated

Next

Save & Close

Discard Draft

功能：發票建立



Workbench Manage Tiles

New orders
14

Orders
32

Items to confirm
15

Items to ship
24

Service sheets
0

Changed orders
2

Order confirmations
16

Ship notices
4

Goods I
0

Customers: Order Number: Creation Date: Company Code: Purchasing Organization Co...: Customer Location: Purchasing Group Codes: Routing Status:

Amount: Currency: Order Type: Order Status: Order with Service Lines: Order with Inquiries: Hidden:

Go Clear Adapt Filters (3)

1

Order Number	Customer	Multi Tier	Amount	Creation Date	Order Status	Amount Invoiced
☐ 4510130062	Boom Internal Test Account		0.00 EUR	Jan 28, 2026, 12:56:33 AM	New	
☒ 4510130061	Boom Internal Test Account		805.56 EUR	Jan 28, 2026, 12:48:59 AM	New	
☐ 4510130060	Boom Internal Test Account		Undisclosed	Jan 28, 2026, 12:47:24 AM	New	
☐ 4510130059	Boom Internal Test Account		Undisclosed	Jan 28, 2026, 12:47:09 AM	New	
☐ 4510130054	Boom Internal Test Account		5,700.00 EUR	Jan 27, 2026, 6:22:36 PM	New	
☐ 4510130000	Boom Internal Test Account		Undisclosed	Jan 26, 2026, 12:47:48 PM	New	

2

Resend

Ship Notice

Order Confirmation

Invoice

Credit Memo

SAP Business Network Europe Enterprise 99+

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs More

7000175932 New
Purchase Order

Name: Canadian Pacific Railway Company
Phone: —
Email: —

Version 1 **Date Submitted** Feb 5, 2026, 8:30:33 AM

3

Create

Resend

Hide

Credit Memo

Download

Compare Versions

Order Confirmation

Ship Notice

Invoice

Service Sheet

Details | **Industry Specific** | **Line Items** | **Tax** | **Additional Amounts** | **Summary** | **Comments** | **Attachments** | **Inquiries** | **Order History**



從工作台或訂單建立發票

- 選擇清單上的 [訂單] 並按一下 [管理訂單]
- 在下拉式功能表上選取 [發票]，或從清單按兩下訂單並選取 [發票]。請注意：若 [發票] 選項呈現灰色且訂購單狀態為 [新]，則表示客戶要求您提交訂單確認或出貨前通知
- 若要從採購單建立發票，請按一下 [建立] 功能表，接著從下拉式清單選取 [發票]。

功能：發票建立



New Invoice

1

Details

2

Details

3

Main Details

4

Main Details

5

Billing Details

Details

Invoice Number: *

Invoice Date:
Feb 5, 2026, 8:36:06 AM

Main Details

Supplier

Customer

Reference Details

Supplier:
CA Supplier EU Enterprises

Customer:
EU TestE2E-1758047666

Address Name:
Belgium_Peppol

Source Document:
-

Address Name:
EU_LEGAL_ADD_USA

Department:

Address:
Antwerpen
Antwerpen
6411 Antwerpen Antwerpen
Belgium

Purchase Order:
7000175932

EU_LEGAL_ADD_IND

EU_LEGAL_ADD_USA

LEGAL_ADDRESS_US

United States

Edit Address

Billing Details

Remit to

Bill from

Bill to

Supplier:
CA Supplier EU Enterprises

Supplier:
CA Supplier EU Enterprises

Customer:
Canadian Pacific Railway Company

Fax:

Tax ID Of Supplier:

Department:

Department:

Address Name:
default

Remit To ID:

Address:
Austin
Austin Texas 78702
United States

Email:

Address:
7550 Ogden Dale Road SE
Calgary T2C 4X9
Canada

Account Receivable ID:

Address Name:
REMIT_TO_USA

Phone:

Edit Address

新增發票編號和地址

1. 使用頁面索引標籤，在區段之間瀏覽以新增必要的發票資訊。
2. 首先填寫**發票號碼**。客戶可能會限制可包含的字元數。（注意：我們將在發票表單中填入訂單的資料。）
3. 接著新增地址。首先從下拉式清單選擇 **[供應商]** 地址 (將顯示使用 **[採購方]** 功能儲存在貴公司介紹中的地址清單)。
4. 您也可按一下 **[編輯地址]** 手動介紹地址，隨即取得可讓您編輯/介紹新地址的蹦現畫面
5. 在 **[帳單]** 區段中，您可以對 **[匯款地址]**、**[帳單寄件者]** 和 **[帳單寄送地址]** 執行相同動作



功能：發票明細頁面

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalog

More

Enterprise

99+

Invoice_20260127_2

Copy This Invoice

Export cXML

Export PDF

Cancel

Testprosa30invite_1_A

Invoice Date

Invoice Total

Status

Jan 10, 2026

3,026.80 USD

Sent

Invoice_20260127_2

Copy This Invoice

Export cXML

Export PDF

Cancel

Details

Line Items

Tax Summary

Summary

Document History

Document History (8)

Event	Date and Time	Changed By
Routing document with routing method:Online	Jan 27, 2026, 6:59:37 AM	System - SAP Business Network
Sent	Jan 27, 2026, 6:59:37 AM	SurReceiveFlow

Shipping Details

Ship from

Supplier:

CA Supplier EU Enterprises

Department:

Address:

lane1, 1st cross

Street2

Street3

Austin Texas 78702

United States

Edit Address

Ship to

Customer:

CPR - Agincourt Auto Compound

Department:

Email:

CLAUDE.BAYARD@CPKCR.COM

Phone:

00000000000

Deliver to

Fax:

Deliver to:

Claude Bayard (Building 1) 514-830-7292, CPR...

Address:

105 Nashdene Road

Scarborough M1V 2W2

Canada

Edit Address



發票動作、狀態、歷史記錄和運送細節

- 在 [發票] 頁面上，您可以：**[複製發票]** (以建立具有相似資料的其他發票)、**[匯出 cXML]** (下載 cXML 格式和 [發票])、**[匯出 PDF]** (以下載 PDF 格式和發票) 或 **[取消]** (以取消和發票)。
- 發票狀態可在發票表頭中輕鬆檢視。
- 若要檢視 **[文件歷史記錄]**，請在文件表頭資訊下選擇此選項。
- 如需運送詳細資訊，請使用 **[運送規則]** 選項瀏覽至標題或細目級運送詳細資訊。您可在此自下拉式清單選擇 **[出貨地址]**，並使用 **[編輯地址]** 選項以修改/新增地址至發票
- 在 **[出貨文件]** 區段中，您可新增交貨單或包裝單 ID (Optional)

功能：發票明細項目



1

Line Items (1)								
Search Q Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡ ⌵								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	1		Not Available	Snow removal in Agi...				>

2

Line Items (1)								
Search Q Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡ ⌵								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	1	Material			CAD	EA	CAD	>
☐	1		Not Available	Snow removal in Agi...				>

3

New Invoice								
Details ⌵ Tax Rules Line Items Tax Additional Amount Options Additional Information ⌵ Summary								
The table contains warnings. Filter Items ×								
Line Items (1)								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	2	Material						>
☒	1		Not Available	Snow removal in Agi...				>

4

Line Items (1)								
Search Q Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡ ⌵								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☒	2	Material			CAD	10.000	EA	CAD >
☐	1		Not Available	Snow removal in Agi...				>



可新增、移除或修改明細項目

1. 您可以選擇要從發票中包含的訂單中轉換的項目
2. 若要新增明細項目，請選擇 [新增明細項目] 選項並填入明細
3. 若要移除細目，請選擇您要移除的細目，然後按一下 [刪除]。系統將要求您確認刪除。
4. 按一下要修改的細目右角的箭頭。新增/修改詳細資料。

功能：發票明細項目

Additional Information

1

Comments

Comments:

SAP Business Network Europe

Enterprise 99+

Home Enablement

Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

New Invoice / 1 Line Item

Shipping Documents

Additional Information

Attachments

Open

Beata - SAP SE Documents

Search Documents

Organize New folder

Home Gallery Beata - SAP SE Desktop Downloads Documents Pictures

File name: All Files (*.*)

Open Cancel

2

Delete

Search

Upload Delete

Media Type

Attachments (1)

Search

Upload Delete

Attachment	Scan Status	File Size(Byte)	Media Type
☐ product+en+BKCAT.xlsx	Clean	37,016	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

3

Draft updated

Apply



為細目新增備註和附件

1. 備註可新增至 [附加資訊] 下的明細項目。
2. 若要新增附件，請按一下 [上傳] 並選擇檔案。附件將掃描是否有病毒。
3. 完成後，按一下 [套用] 以儲存所有變更。

功能：發票明細項目

1

Tax (1)

Tax Category

Sales

Tax Rate

%

Description

Taxable Amount

0.00

CAD

Total Tax

CAD

Search

Q

Add Tax Item

Delete

2

Additional Amount Options

Include Charges:

Include Shipping Cost:

Include Special Handling:

Include Allowances:

Include Payment Terms:

Payment Terms

Net terms details

Net Payment Term (days):

30

Include discount and penalty terms:

Explanation:

-

3

Additional Amounts

Additional Amount Options

Include Charges:

Include Shipping Cost:

Include Special Handling:

Include Allowances:

Include Payment Terms:

細目級稅款

1. 在 [稅金規則] 下，選取 [新增細目級稅款]。在 [稅款] 下填入資訊，然後按一下 [新增稅款項目] 選項。
2. 從下拉式清單選擇 [稅款類別] 並新增稅率。編輯細目詳細資訊後，按一下 [套用] 以返回發票。

付款條件

1. 在**附加金額選項**中選擇包含付款條件。
2. 將付款條件新增至發票。

津貼和費用

1. 您可透過選擇 [附加金額選項] 表格中的選項，在表頭層次新增津貼和費用。
2. 從下拉式清單選擇 [服務代碼] 並填入明細。

功能：儲存發票草稿



3

1

Draft updated

Next

Save & Close

Discard Draft

SAP Business Network Europe

Enterprise

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Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

More

Invoice

Invoices

Rejected invoices

Overdue invoices - Not approved

Drafts

Invoices pending approval

Approved invoices pending payment

Paid invoices

Draft in progress

Customer:

Invoice Number:

Date Last Modified:

Reference:

Go

Clear

Adapt Filters (1)

Invoice (4)

Delete

Invoice Number

Reference

Date Last Modified

Amount

Currency

Invoice Number

Reference

Date Last Modified

Amount

Currency

Supplier

Customer

Reference Details

Supplier:

Customer:

Address Name:

Source Document:

Discard all changes?

Discard

Next

Save & Close

Discard Draft



已自動儲存發票更改

- 若要繼續工作並完成發票，請按一下 [下一步]。
- 若要儲存草稿並於稍後繼續作業，請選擇 **儲存並關閉** 選項。
- 若要繼續工作，請選取主功能表中的 [發票] 並選擇 [草稿]，然後從清單中選擇發票。
- 若要捨棄草稿，請選擇 [捨棄草稿] 選項。系統將要求您確認。

功能：預覽和提交發票

3

1

Draft updated

Next

Save & Close

Discard Draft

New Invoice

2

Edit

Delete

Details

Tax Rules

Line Items

Additional Amounts

Additional Information

Summary

Details

Details

Invoice Number: TESTINV1

Invoice Date: Jan 23, 2026, 6:24:09AM

Main Details

Supplier

Customer

Reference Details

Supplier: CA Supplier EU Enterprises

Customer: -

Email: -

Source Document: -

3

Submit

SAP Business Network Europe

Enterprise

Home

Enablement

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Payments

Catalogs

More

NON_PO_INV_NP_69242_3NZicEstxl

Copy This Invoice

Export cXML

Export PDF

Cancel

4

Invoice has been rejected

INV-38: The invoice was successfully received.

Queued

INV-136: This customer does not allow you to add discounts at the invoice header level.

Queued

INV-38: The invoice was successfully received.

In Progress

Created

Decimal Precision Sup01

Invoice Date

Invoice Total

Status

Feb 1, 2026

750.00 USD

Rejected



預覽、提交和解決拒絕錯誤

1. 按一下下一步以完成發票建立
2. 我們將產生預覽，您可驗證發票上的資訊並 [編輯詳細資料](上方為 [編輯] 選項)
3. 若要將發票傳送給採購商，請按一下 [提交]。客戶開始更新發票後，您將收到狀態的通知。
4. 若採購商拒絕您的發票，您將會收到通知，並在粉紅色條列指定發票錯誤
5. 選擇 [編輯] 選項，並依據錯誤新增變更並 [重新提交發票]。

功能：具有 ASN 參考的訂購單發票

1

4510127974

Purchase Order

Create

Resend

Hide

Download

Compare Versions

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Order History

General

Fax:
+1 (650) 3902788

Website:
-

Related Documents (2)

Document Number

Date and Time

Type

IN4510127974

Sep 24, 2025, 6:44:22 PM

Invoice

SN4510127974

Sep 24, 2025, 6:43:22 PM

Advanced Shipping Notice

2

SN4510127974

Ship Notice

Edit

Cancel

Download

Details

Line Items

Additional Information

History

Line Items (1)

Search

Ship Notice Line No.	Description	Fulfillment Progress	Shipped Quantity	Received Quantity	Returned Quantity
4510127974 Line No. 10 12 BOX					
1	Toys	08BOX 12BOX	12 BOX		

IN4510127974

Copy This Invoice

Resend

Export cXML

Cancel

Create Line-Item Credit Memo

Details

Line Items

Tax Summary

Summary

Supplementary Details

Document History

Line Items (1)

Search

Line	Type	Description	Part Number	Unit Price	Quantity (Unit)	Subtotal	Tax	Total
Ship Notice: SN4510127974								
1	Material	Toys		20.00	EUR 12 (BOX)	240.00	EUR	240.00 EUR



從工作台 [訂單] 拼貼輕鬆存取訂購單以開始

- 選擇要開立發票的採購單。僅當訂購單有出貨通知時，才會啟用 [建立發票] 按鈕
- 若針對訂購單有多個出貨通知，則會顯示出貨前通知選擇的中間畫面。採購商已啟用 [需要在發票上注明出貨通知的證明人]。
- 從下拉功能表中選擇 ASN，並繼續建立發票作為標準程序

功能：以 PO 為基礎的發票 (含 GRN 參考)



從工作台 [訂單] 拼貼輕鬆存取訂購單以開始

1. 在採購單明細頁面上瀏覽至 [相關文件]。您將在此看到 GRN 文件。
2. 「選取要開立發票的收據」精靈中，針對採購單有多個收據。採購商已啟用 [需要在發票上注明收據的證明人] 商業規則
3. 自清單選擇一或多個收貨通知

po_tolernce_tworules_checkon_quantities_Major_20259308843 Purchase Order Create Resend Hide Download

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Order History

General

Related Documents (3)

Document Number	Date and Time	Type
GRNNumber2_20259307978	Oct 30, 2025, 1:36:02 AM	Receipt
GRNNumber2_20259307224	Oct 30, 2025, 1:35:52 AM	Receipt
GRNNumber2_20259307794	Oct 30, 2025, 1:35:42 AM	Receipt

Select receipts to be invoiced

☐ Receipt Number	Customer	Date & Time	Routing Status
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☐ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☐ GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

Select receipts to be invoiced

Selected: 2

☐ Receipt Number	Customer	Date & Time	Routing Status
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

功能：以 PO 為基礎的發票 (含 GRN 參考)



po_tolernce_tworules_checkon_quantities_Major_20259308843
Purchase Order

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Order History

General

Related Documents (3)

Document Number	Date and Time	Type
GRNNumber2_20259307978	Oct 30, 2025, 1:36:02AM	Receipt
GRNNumber2_20259307224	Oct 30, 2025, 1:35:52AM	Receipt
GRNNumber2_20259307794	Oct 30, 2025, 1:35:42AM	Receipt

發票畫面

1. 按一下 [建立 → 發票]
2. '已針對所選 GRN 參考的採購單明細建立發票
3. 發票細目數量不能超過對應的已接收數量

New Invoice

Details | Tax Rules | Line Items | Tax | Additional Amount Options | Additional Information | Summary

Line Items (2)

Line	Type	Part Number	Description	Customer Part Number	Unit Price	Quantity (Unit)	Subtotal
Receipt: GRNNumber2_20259307784							
2	Material	AX4518	BULLNOSE SHELVE...		31.20 USD	10.000 PK	312.00 USD
Receipt: GRNNumber2_20259307978							
2	Material	AX4518	BULLNOSE SHELVE...		31.20 USD	70.000 PK	2,184.00 USD

管理您的使用者和角色



介紹：管理貴公司的使用者和角色

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 使用者管理

角色： 供應商使用者

說明：

- 用以管理使用者和以角色為基礎的存取控制自助服務，因此您可以區隔公司使用者的責任。這可讓您根據客戶指派管理使用者存取。

主要效益：

- 重新整理的管理體驗提供使用者、角色和權限的更清楚檢視，透過即時更改處理以減少管理間接成本和錯誤
- 供應商管理員可運用預先定義的角色，標準化權限設定並減少自訂設定的需求。
- 針對設定檔變更，管理員驅動的密碼重設和更清楚的確認頁面可改善使用者的透明度。
- 客戶/使用者層級多因素驗證 (MFA) 設定可用於強化存取安全性

功能：管理使用者

Manage Users

Active (3)

Deactivated (0)

Revoked (0)

1

Search

Create

User Name	Email Address	First Name	Last Name	Number of Roles	Contact List	Authentication ...	Status	Account Closure Requ
SBN 使用者 1	sbn.user1@sap.com	使用者 1	SBN	2	No	No	Enabled	
SBN 使用者 2	sbn.user2@sap.com	使用者 2	SBN	1	No	No	Enabled	

sbn.user@sap.com

User Information

Roles

Customer Assignment

2

Basic

Country/Region Code: USA (+1)

Phone Number: 8494000

First Name: * User

Last Name: * SBN

Email Address: * sbn.user@sap.com

Area Code: 650

Extension Number: Enter a phone extension

sbn.user@sap.com

User Information

Roles

Customer Assignment

3

Roles (1)

Search

Add

Remove

Role Name	Description
☐ Order Specialist	This is the role to allow user to manage order collaboration with customers.



建立角色，控制使用者存取以符合貴公司的需求

1. [存取設定] -> [帳戶管理] 以便 [管理使用者] 和
2. 按一下「建立」建立新使用者，並為新使用者提供基本資訊
3. 將角色指派給新使用者，並為新使用者指派要管理的客戶。

功能：管理角色

Manage Roles

Custom Roles (2)

Pre-defined Roles (5)

1

Roles

Search

Create

Delete

Role Name	Description	Number of Assigned Users
☐ Admin		1 >
☐ BI role		1 >

Order Specialist

Role Information

Permissions

Users

2

Name: *

Order Specialist

Description:

This is the role to allow user to manage order collaboration with customers.

Order Specialist

Role Information

Permissions

Users

3

Permissions (1)

Search

Add

Remove

Permission Name	Description
☐ Inbox and Order Access	View and search documents in Inbox and take actions based on your role

4

Users (1)

Search

Add

Remove

User Name	Email Address	First Name	Last Name
☐ lavanyaKNextG@sap.com	lavanya.kantala@sap.com	Lavanya	Kantala



建立角色，控制使用者存取以符合貴公司的需求

- 存取設定 -> 帳戶管理以「管理角色」並按一下「建立」建立新角色
- 提供有意義的角色名稱和說明
- 將權限新增至規則
- 將角色指派給使用者

管理貴公司設定檔和客戶關係



介紹：公司介紹和客戶關係管理

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 設定檔和關係

角色： 供應商使用者

說明：

- 維護貴公司介紹和產品種類，並讓採購商顯示以進行搜尋和探索。客戶可請求與您建立貿易或尋源關係，以拓展業務

主要效益：

- **拓展業務：** 採購商客戶會發現並與您聯絡，尋求其他商機。
- **在同一處管理業務關係，** 包括與客戶間的接受或拒絕關係
- **簡化供應商管理：** 供應商現可從新 [關係] 頁面檢視和存取所有連結的子帳號，透過無縫登入以獨立管理每個子帳號。

功能：公司設定檔

SAP internal Supplier Pvt Ltd

BNO ID: BNO-100000135493764 | ANID: AN11229080823 | DUNS: --

Overview | v

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Set

About Us

Company Description V1 testing V1



Employee
1001



Founded
2002



Company Aliases
SAP, BOOM



Business Type
Broker



Revenue
Less than \$50K USD



Address
New York, United States [View Details](#)



Legal Form
Corporation



Stock Symbol
BOOM



Website URL
<https://service.ariba.com/boom-supplier>



Member Since
2025



Registration Type
Walk-Up

 Business Network v

[Home](#) [Enablement](#) [Integration v](#) [Store](#) [Discovery v](#) [Workbench](#) [Orders v](#) [Fulfillment v](#) [Invoices v](#) [Payments v](#) [Catalogs v](#)

NextGen_test_company

BNO ID: BNO-100000015410490 | DUNS: --

The Additional Documents section is no longer supported. All existing documents have been moved to the Company Showcase section.

NE

[Certifications](#) 2

[Sustainability Ratings](#) 1

[Overview | v](#) [Certifications](#) [Sustainability Ratings](#) [Organization Structure](#) [Additional Entities](#) [Business Information | v](#) [Country Configuration](#)

Certifications

Social Enterprise (1)



ISO 45001
Social Enterprise ISO | Self-reported

SAP Supplier InternalTest
7f95355b-4325-4f49_sap_supplier@ariba.com

SAP internal Supplier Pvt Ltd
AN11229080823
BNO-100000135493764
Basic

Company Profile

Add Sustainability Rating

Source: *
Sustainalytics/Morningstar

Rating:
5

Additional Information:

Issue date: Feb 10, 2026 Expiration date: Feb 27, 2026

Reference Document:
[Choose a file](#) [Browse...](#)

You can upload a single PDF reference document with a maximum size of 10 MB to support your rating.

By entering and/or uploading your sustainability rating information, you represent and warrant that you have the right and authority to post such information on your public profile.

[Add](#) [Cancel](#)



更新公司介紹

1. 存取首頁帳戶設定 -> 公司介紹
2. 按一下「編輯」以更新基本資料
3. 新增「憑證」
4. 輸入可持續性評分

功能：公司設定檔

SAP internal Supplier Pvt Ltd

<https://service.ariba.com/boom-supplier> ANID: AN11229080823 DUNS: - Location: Alabama, United States

Go to Remittances

1

Additional Entities (20)

Create Edit Delete

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
☐ SwedenSoldFrom	No	Stockholm, Sweden	BNO-100000148444838	TAX ID: 93939393 VAT ID: 83838383	Sold From >
☐ Denmark_SoldFrom	No	København Ø, Denmark	BNO-100000150344801	TAX ID: 12345678 VAT ID: 87654321	Sold From >
☐ AustriaSoldFrom	No	Mils, Austria	BNO-100000148444770	TAX ID: 91919191 VAT ID: 20202020	Sold From >
☐ Hong Kong	No	Kowloon, Hong Kong	BNO-100000152016555	TAX ID: 12345678 VAT ID: 12345678	Sold From >
☐ Ireland	No	Ireland, Ireland	BNO-100000148166175	TAX ID: 87676700 VAT ID: 22220000	Sold From >
☐ Slovakia_SoldFrom	No	Bratislava, Slovakia	BNO-100000150445831	TAX ID: 12345667	Sold From >

SAP internal Supplier Pvt Ltd

Alabama, United States

Linked Entities 20

BNO ID 100000135493764

Functions Supplier

2

Estonia_SoldFrom

Hiiumaa Vald, Estonia

BNO ID 100000161558241

Functions Sold From

Denmark_SoldFrom

København Ø, Denmark

BNO ID 100000150344801

Functions Sold From

Cyprus_SoldFrom

Pafos, Cyprus

BNO ID 100000161206924

Functions Sold From

Latvia

Riga, Latvia

BNO ID 100000162388747

Functions Sold From



組織結構和其他實體

- 維護貴公司的「其他實體」
- 檢查 "組織結構"

功能：公司設定檔

SAP internal Supplier Pvt Ltd

View My Public Profile

Go to Catalog

...

BNO ID: BNO-100000135493764 | ANID: AN11229080823 | DUNS: —

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.
Promote subscription to unlock new business opportunities [Add Promote](#).

Certifications

1

Sustainability Ratings

1

Overview

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Settings

Business Information

Additional Documents

Customer Requested

Contacts

Maintain up-to-date contact information to facilitate effective communication with trading partners.

Company Contact Information

Contact Personnel

Customer-Specific Assignments

Company Contact Information

Company Contact Information

Edit

Profile Visibility

Basic Info:

Show

Product and Service Categories:

Show

Ship-to or Service Locations:

Show

Industries:

Show

Certifications and Sustainability Ratings:

Show

Assessments:

Show

Company Showcase:

Show

Social Media:

Show

Company Keywords:

Hide

Contacts:

Hide

Organization Structure:

Show

Save

Cancel



業務和聯絡資訊

- 維護「國家/地區設定」
- 新增「聯絡人」
- 介紹的主要其他「設定」

特性：客戶關係

The screenshot shows the SAP Business Network 'Customer Relationships' page. It includes a navigation bar at the top with various tabs like Home, Enablement, Integration, etc. A sidebar on the left contains a 'Trading Standard' card with the number 7. The main content area features a 'Customer List' table with columns for Trading Partner, Network ID, Relationship Type, Country/Region, Last Changed On, Linked Child Account, Supplier Name, Administrator, and Action. A red arrow points to the 'Linked Child Accounts' link. A search bar is located below the sidebar. The interface is annotated with four blue circles containing numbers 1 through 4, highlighting specific features: 1. Top right corner (Advanced View button), 2. 'Automatically accept all relationship requests' toggle switch, 3. Search bar, and 4. Bottom right corner (Accept/Reject buttons).

Trading Partner	Network ID	Relationship Type	Country/Region	Last Changed On	Linked Child Account	Supplier Name	Administrator	Action
nextGen_digital_buyer2	AN02009482502	Fulfillment	United States	Apr 15, 2025, 2:43:25AM	AN02005172409	Tech Experts	frsmith@njohn	Sign in to Child Account

Trading Partner	BNOID	Relationship Type	Relationship Stat...	Country/Region	Data Center	Last Change...	Customer Count	DUNS Number	Quick Enablement Relationship Method
MTautoBuy_2 AN02005282930	BNO-100000031818627	Fulfillment	Approved	United States		Jul 15, 2025, 2:19:10 PM			BUYER_REQUESTED
dummytest AN02004631773	BNO-100000019819480	Fulfillment	Approved	United States		Mar 6, 2025, 10:42:31 AM			BUYER_REQUESTED



管理與客戶的關係

1. 快速存取進階檢視 (舊使用者介面)
2. 自動接受所有關係請求
3. 篩選、搜尋和分組客戶關係
4. 大量動作 (接受/拒絕) 和匯出功能

提案和合約協作



介紹：提案和合約協作

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 貨源

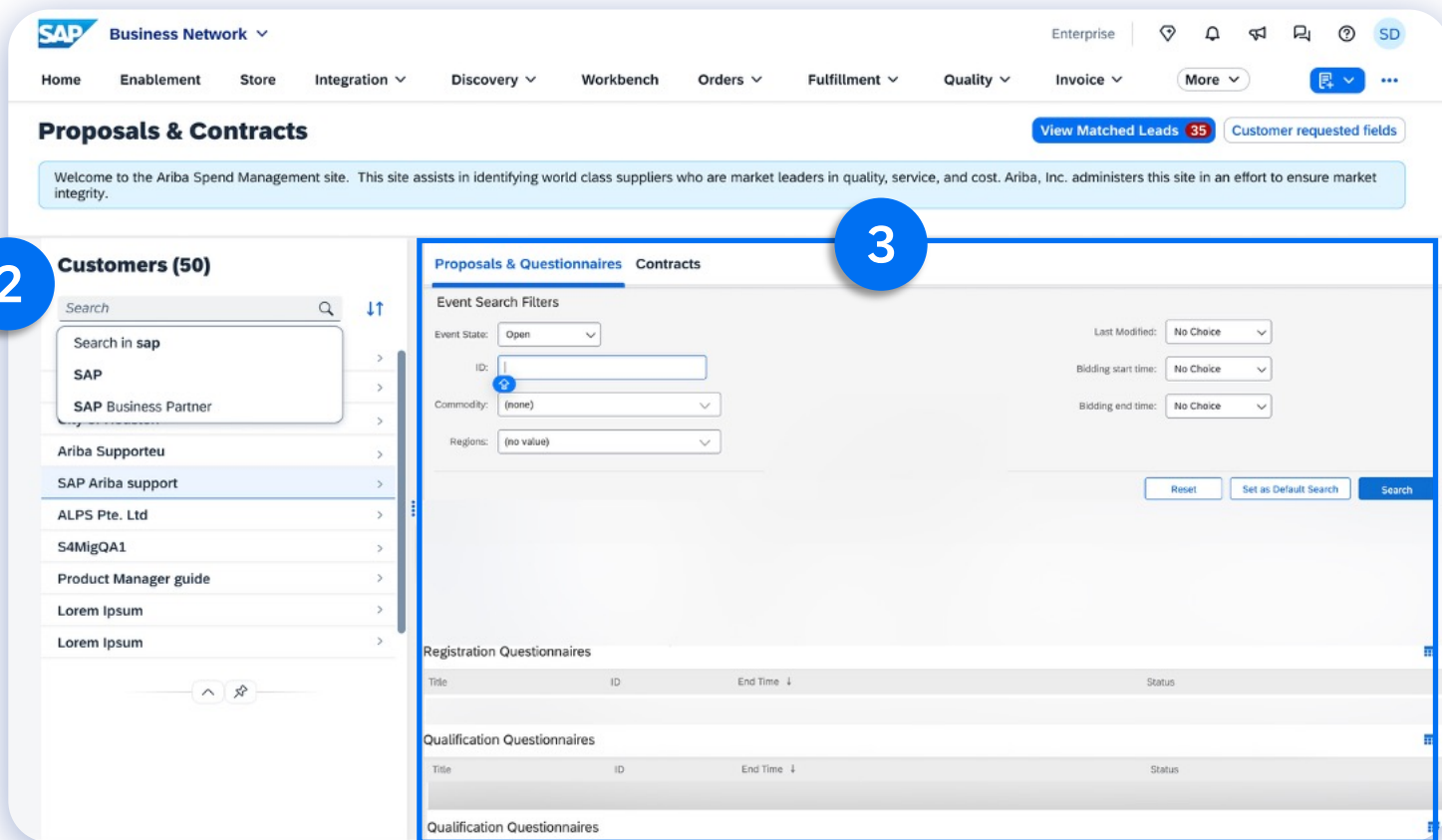
角色： 供應商使用者

說明：

- 允許供應商完成供應商調查表、回應尋源競標活動和合作商業合約撰寫。

主要效益：

- 一個進入點指向多個客戶的尋源系統。
- 即時存取尋源活動，並接收來自採購商的更新。
- 與採購商進行無紙化合作，並改善生產力



1. 適用於所有網路文件的一個入口網站。
2. 搜尋和排序選項以從清單選擇客戶。
3. 可在合併檢視中存取一個客戶的契約、提案和調查表。
4. 輕鬆瀏覽其他動作，例如管理潛在商機和客戶請求的設定檔。

1. 適用於所有網路文件的一個入口網站。
2. 搜尋和排序選項以從清單選擇客戶。
3. 可在合併檢視中存取一個客戶的契約、提案和調查表。
4. 輕鬆瀏覽其他動作，例如管理潛在商機和客戶請求的設定檔。

追蹤客戶付款



介紹：付款建議請求和匯款通知

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 付款

角色： 供應商使用者

說明：

- 排程付款或付款建議請求 (PPR) 為一份文件，提供供應商有關發票預期付款日期、金額和付款方法的詳細資訊。
- 「匯款通知」或「付款匯款收據」(PRR) 是提供關於採購商已傳送給供應商的個別付款的詳細資訊。

主要效益：

- 取得採購商關於計劃發票付款排程的透明度。
- 即時從買方取得實際付款明細。

功能：付款建議請求



Home

Enablement

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

More

Payments

Catalogs

Reports

Assessments

Proposals & Contracts

141

0

Customers:

Invoice Number:

Payment Proposal ID:

Payment Date Range:

Method:

Status:

Amount:

Go

Clear

Adapt Filters

Scheduled Payments (141)

Payment Proposal ID	Amount Due	Scheduled Payment Date	Settlement Date	Remaining Days
190054949020250010001Q8J	5,432.00 EUR	17 Sept 2025, 19:36:26		-142
50002596220240010001Q8J	20.04 EUR	9 Jan 2025, 06:44:22		-393
190054953620250010001Q8J	985.81 EUR	24 Oct 2025, 21:54:13		-105

Home

Enablement

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

More

190054949020250010001Q8J

Download CXML

From: ravishshettyr - TEST

To: Leon Chu's Supplier - TEST

Scheduled

17 Sept 2025, 19:36:26

5,432.00 EUR

Payment Details

Invoice Details

Invoice Number: SBN15

Invoice Date: 3 Sept 2025, 19:36:26

Total Invoice Amount: 5,600.00 EUR

Payment Timeline

Invoice Approved

9/4/25 at 7:11 AM

Payment proposal received

Settlement Date

9/9/25 at 9:20 AM

Status : Scheduled



付款建議請求

- 按一下 [付款 → 預定付款]
- 搜尋預定付款
- 檢查付款明細
- 檢查付款時間表

功能：匯款



HomeEnablementDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesMore

Payments

CatalogsReportsAssessmentsProposals & Contracts

Taulia Early PaymentsScheduled PayRemittancesTaulia CashtowTaulia Virtual Card

Scheduled payments3

Remittances1

Customers:Transaction IDs:Payment Date Range:Method:Reference Numbers:Amount:

GoEnterClearAdapt Filters

Remittances (1)

Transaction ID	Gross	Interest	Discount	Net
C.20250909.5400000016	1,000.00 EUR	0.00 EUR	0.00 EUR	1,000.00 EUR

HomeEnablementDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesMore

C.20250909.5400000016Download CSVExport cXML

Matching Discount on 1 invoices.

FromToPayment StatusExpected Settlement DateAmount Paid

Q8JCLNT006
PAYER: SAP A.G.

100269
PAYEE: Best Ariba Network Vendor in EU

Paid

9 Sept 2025, 21:50:03

1,000.00 EUR

DetailsSummaryHistory

Details

Addresses

Payer Details

From: Q8JCLNT006
Payer: SAP A.G.

Originating Bank

Account ID: 17581450

Payee Details

To: 100269
Payee: Best Ariba Network Vendor in EU

Receiving Bank

Account ID: 11310012345098
Bank Name: Best Ariba Network

Subtotal without Tax

Gross Amount: 1,000.00 EUR

Discount Applied: 0.00 EUR

Withholding Tax: 0.00 EUR

Adjustment: —

Totals

Total Amount: 1,000.00 EUR

Amount Paid: 1,000.00 EUR



付款建議請求

1. 按一下付款 →匯款
2. 搜尋匯款
3. 檢查匯款詳細資訊
4. 檢查付款彙總

服務輸入表



介紹：SAP BTP 上 SAP Business Network 的服務輸入表

解決方案： SAP Business Network (適用於交易夥伴)

解決方案範圍： 服務工作表

角色： 供應商使用者

說明：

- 支援採購商和貿易夥伴之間的服務採購流程，透過服務輸入單擷取服務證明。

主要效益：

- 服務輸入單是關鍵文件類型，供應商會在此記錄執行的服務，並將其提交給買方進行核准。
- 向採購商擷取服務詳細資訊，並加速開發票週期。

服務輸入表建立

針對服務供應商



服務輸入表建立畫面

1. 訂購單詳細資訊畫面中的「建立服務工作表」按鈕

4510127922

Purchase Order

Details |

Industry Specific |

 | Line Items | Tax | Additional Amounts | | Summary | Comments | Attachments | Order History

Referenced Documents

Document Number	Document Type	Date and Time	Status
-----------------	---------------	---------------	--------

Line Items (2)

Line	Type	Category	Description	Indicators	Supplier Part Number	
10	Service		Service line			>
10.10	Service		Child line			>

Create | Resend | Hide | Download | Compare Versions |

Order Confirmation

Ship Notice

Invoice

Quality Notification

Service Sheet

Search

Search

服務輸入表建立

針對服務供應商

SAP

Business Network

Test Mode

Enterprise

FL

HomeEnablementIntegrationDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesPaymentsMore

New Service Sheet

Name: Leon Chu's Supplier - TEST
Phone: +1 (650) 3902788
Email: leon.s1@sbn.com

Subtotal

100.00 EUR

DetailsService Sheet LinesAdditional InformationSummary

Details

Service Sheet: *
|

Service Creation Date: *
1 Oct 2025, 8:51:14 pm

Supplier Reference:

General Information

Supplier

Name:
Leon Chu's Supplier - TEST
Address:
jUnitDummy
Arkansas City, AR 71630
United States

Customer

Name:
default
Address:
234-123456
Walldorf, Berlin 10243
Germany

Reference Details

Source Document:
Purchase Order
Purchase Order:
4510127922

Service Details

Service start date:
e.g. 31 Dec 2025
Service end date:
e.g. 31 Dec 2025
Copy the service start and end dates to the service line items:
☐

DetailsService Sheet LinesAdditional InformationSummary

Contacts

Field Contractor

Name:
John
Email:
John@abcd.com
Phone:

Field Engineer

Name:
Victor
Email:
Victor@abcd.com
Phone:

Approver

Name:
Daniel
Email:
Daniel@sap.com
Phone:



服務輸入表建立畫面

1. 表頭級小計金額
2. 服務工作表識別碼
3. 供應商參考
4. 供應商明細
5. 客戶明細
6. 參考文件號碼 - 採購單
7. 服務期間日期
 1. 服務開始日期
 2. 服務結束日期
8. 現場合約工
9. 現場工程師
10. 核准者
11. 最後 SES 指示碼

服務輸入表建立 - 明細項目明細

針對服務供應商



服務輸入表建立畫面

1. 新增未計劃的細目

若採購單細項具有 [最大金額] 和 [預期] 值，則供應商使用者可按一下此按鈕新增未計劃的明細項目。

2. 刪除明細項目

刪除按鈕以刪除未計劃或計劃的明細項目。

Service Sheet Lines													
Service Sheet Lines (2)													
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
					Child line								>

Service Sheet Lines													
Service Sheet Lines (3)													
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
		Yes	service		Child line								>
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...	>

Service Sheet Lines													
Service Sheet Lines (3)													
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
		Yes	service		Child line								>
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...	>

服務輸入表建立 - 明細項目明細

針對服務供應商



服務輸入表建立畫面

3. 排除細目

若在服務輸入表建立期間需要排除採購單明細項目，則使用者可選擇明細項目並按一下 [排除行] 按鈕。將排除明細項目。若您稍後決定服務輸入表需要明細項目，而非將其刪除，則此功能相當實用。

排除欄將設為否

Service Sheet Lines											
Service Sheet Lines (3)											
Search											
Include Line Exclude Line Add Unplanned Line Delete Cut Paste											
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...		
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		

Service Sheet Lines											
Service Sheet Lines (3)											
Search											
Include Line Exclude Line Add Unplanned Line Delete Cut Paste											
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						
		No	service		Child line		Planned				
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		

服務輸入表建立 - 明細項目明細

針對服務供應商



服務輸入表建立畫面

4. 包括細目

若訂購單細目在服務輸入表建立期間需要包含，則使用者可選取細目並按一下 [包含] 細目來包含排除的細目。

包含的欄會設為「是」

Service Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete	Cut	Paste	Settings
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		No	service		Child line		Planned				>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

Service Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete	Cut	Paste	Settings
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...		>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

服務輸入表建立 - 明細項目明細

針對服務供應商



服務輸入表建立畫面

5. 收縮整個樹狀結構

收合 選項可切換階層以只顯示父細目。

6. 展開整個樹狀結構

整個階層將展開，以顯示所有子細目和子節點。

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

5

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end d...
10					Service line				
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

6

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

6

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

6

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

服務輸入表建立 - 明細項目明細檢視

針對服務供應商

New Service Sheet

Name: Leon Chu's Supplier - TEST

Phone: +1 (650) 3902788

Email: leon.s1@sbn.com

Subtotal

200.00 EUR

Details

Service Sheet Lines

+2

Details

Details

Service Sheet: *

SES922

Service Creation Date: *

1 Oct 2025, 8:51:14 pm

Supplier Reference:

1

1

Subtotal

100.00 EUR

Details

Summary

Additional Information

Details

Description

Child line

General Information

Service start date:

e.g. 31 Dec 2025

Service end date:

e.g. 31 Dec 2025

Other Information

Reference Line Number:

1,00,01,00,010

Type:

service

Line Type:

Planned

Unit of Measure:

HUR

Quantity:

0

Unit Price:

10.00

EUR

Pricing Details

Order Unit	Price Unit	Description	Unit Conversion	Price Information	Price Conversion
HUR	1		1 HUR = 1 HUR	10 EUR = 1 HUR	1 HUR = 10 EUR

Summary

Subtotal without Tax

Subtotal: 100.00 EUR



服務輸入表建立畫面

明細項目明細檢視

使用者可檢視/編輯明細項目明細，例如：

1. 描述
2. 服務開始日期
3. 服務結束日期
4. Quantity
5. 單價 (根據規則可編輯)
6. 根據規則，可編輯定價明細〈價格基礎數量〉

服務輸入表建立 - 明細項目明細

針對服務供應商

1

Details | Summary **Additional Information** |

Additional Information

Comments

Cleaning Services - tasks such as dusting, sweeping, vacuuming, mopping, sanitizing, and waste removal.

Attachments (2)

☐ File Name	File Size
☐ CleaningServices.docx	
☐ Dusting.docx	

Upload

Delete

Feedback



服務輸入表建立畫面

細目級備註和附件

- 使用者可以輸入附註
- 附件可新增為細項層級的支援文件

服務輸入表建立 - 表頭層次

針對服務供應商

Additional Information

Comments

Header Level Comments

Attachments (2)

Upload

Delete

☐ File Name	File Size
☐ CleaningServices.docx	12.91 KB
☐ Dusting.docx	12.89 KB

Feedback

Summary

Subtotal without Tax

Subtotal: 200.00 EUR

Draft updated

Next

Save and Close

Discard Draft



服務輸入表建立畫面

抬頭級備註、附件和摘要

- 使用者可以輸入附註
- 附件可新增為表頭層次的支援文件
 -
- 摘要區段
 - 小計
- 文件取得自動儲存
- 下一個按鈕
- 儲存並關閉 (草稿)
- 捨棄草稿

取消服務工作表功能

針對服務供應商

SAPBusiness NetworkTest ModeEnterprise

HomeEnablementIntegrationDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesPaymentsMore

SES976_12Service Sheet

EditCopyCancelDownload

Leon Chu's Supplier - TEST

Creation DateSeptember 26, 2025

Subtotal11.00 EUR

StatusSent

DetailsService Sheet LinesTaxAdditional AmountsSummaryAdditional InformationService History

SES976_12Service Sheet

EditCopyCancelDownload

Leon Chu's Supplier - TEST

Creation DateSeptember 26, 2025

Subtotal11.00 EUR

StatusSent

DetailsService Sheet LinesTaxAdditional AmountsSummaryAdditional InformationService History

Details

Details

Supplier

Name:Leon Chu's Supplier - TESTPhone:-

Customer

Name:defaultPhone:-

General

Final Service Sheet:NoRouting Status:Sent

Confirmation

Do you want to cancel the Service Sheet?

YesNo

SES976_12

Service Sheet

Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
	September 26, 2025	11.00 EUR	Canceled



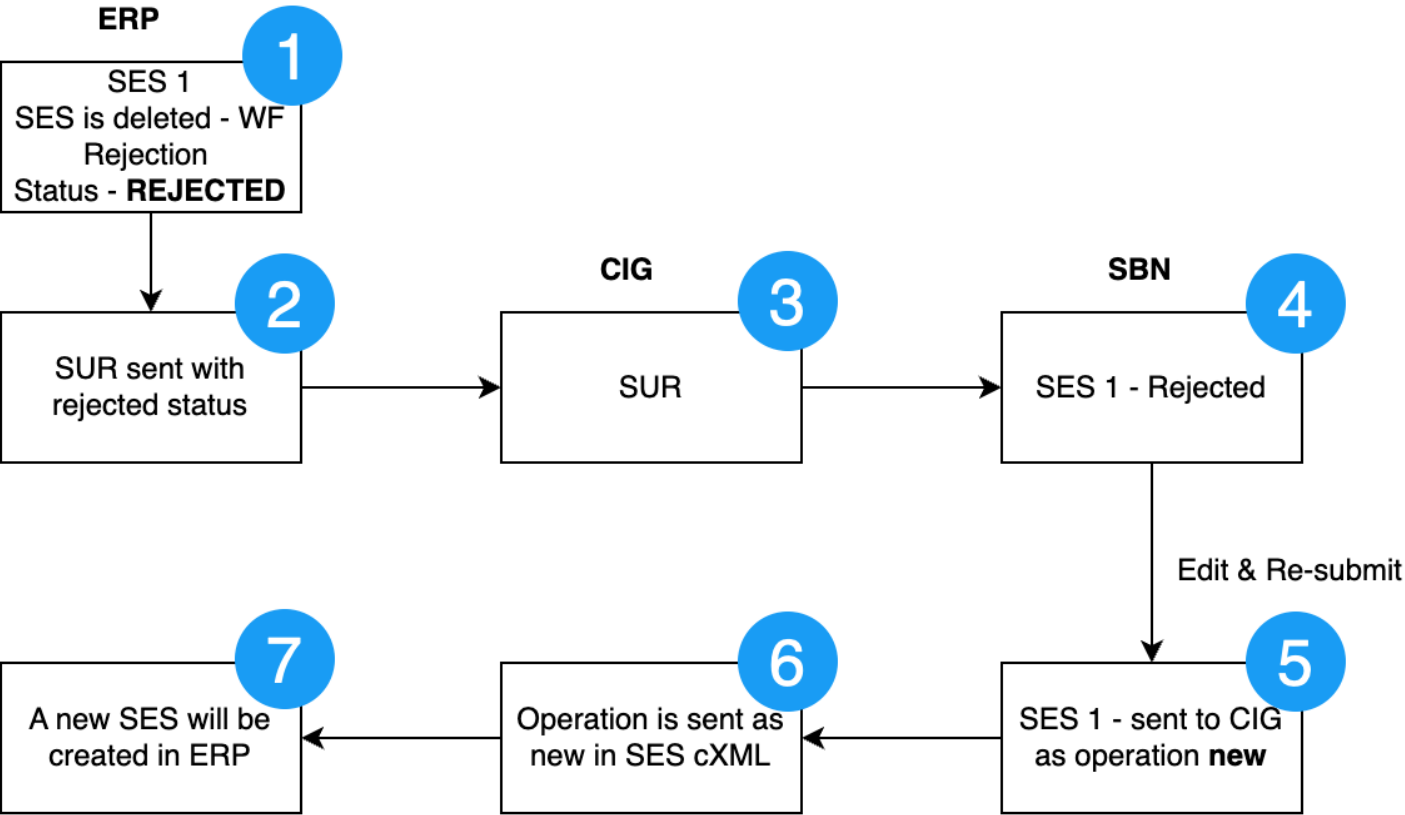
取消服務工作表

1. 使用者可取消已建立的服務工作表。隨即顯示蹦現畫面，使用者可按一下 [是] 以取消。
2. 使用者也可取消核准的 SES，這在 [精簡/增強] 限制方案中支援。
3. 將在後端 ERP 中刪除服務輸入表

請注意：作業將在服務輸入表 cXML 中作為 **刪除** 傳送

編輯並重新提交服務工作表

針對服務供應商



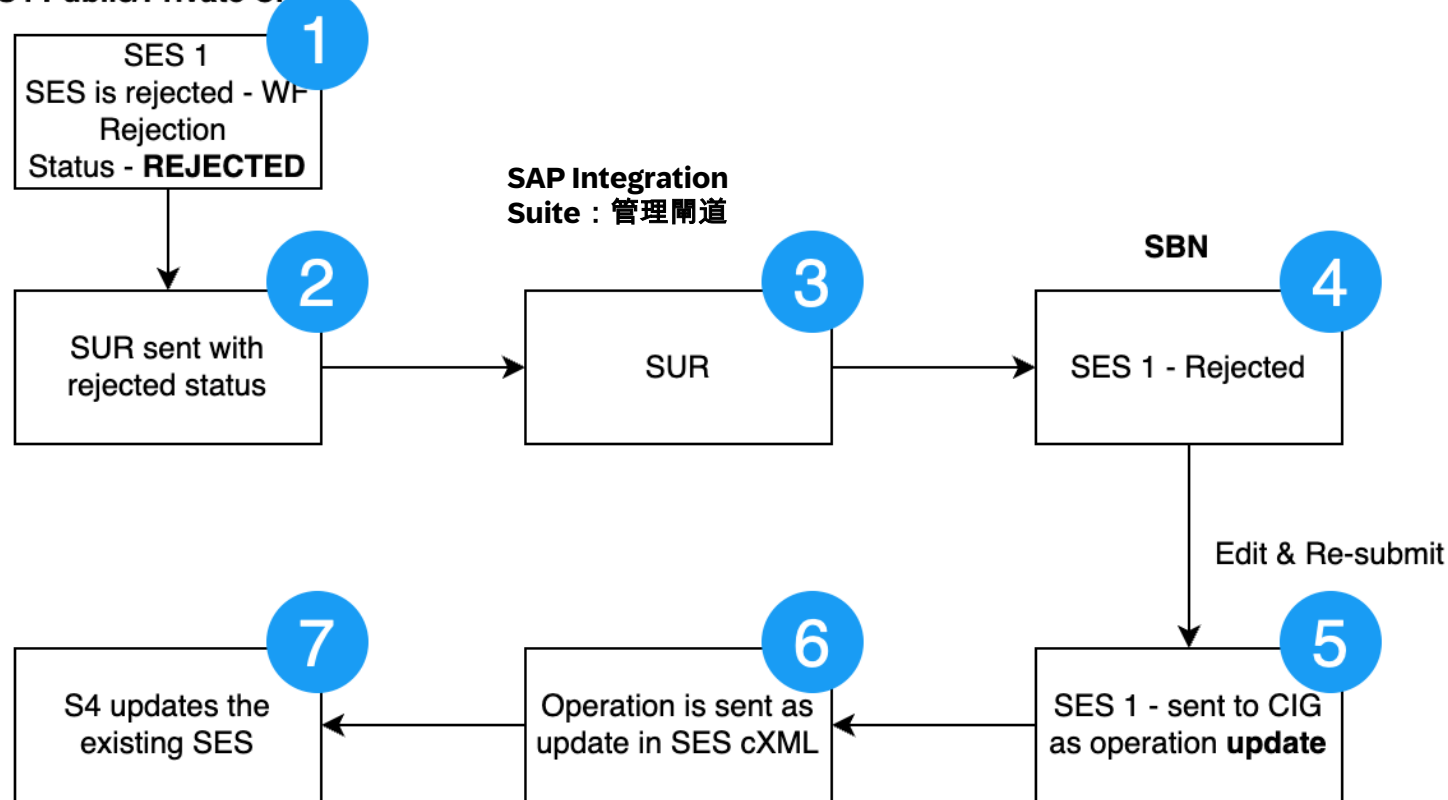
編輯並重新提交

1. 供應商使用者建立 SES，且採購商在後端 ERP 中拒絕 SES。
2. 狀態更新請求已傳送給供應商，並提供拒絕原因；供應商可編輯並重新提交文件。
3. 供應商重新提交 SES，導致在後端 ERP 中建立新的 SES。

請注意：作業將在 cXML 中作為**新**作業傳送

編輯並重新提交服務工作表 精簡/增強的額度功能 針對服務供應商

S4 Public/Private Cloud

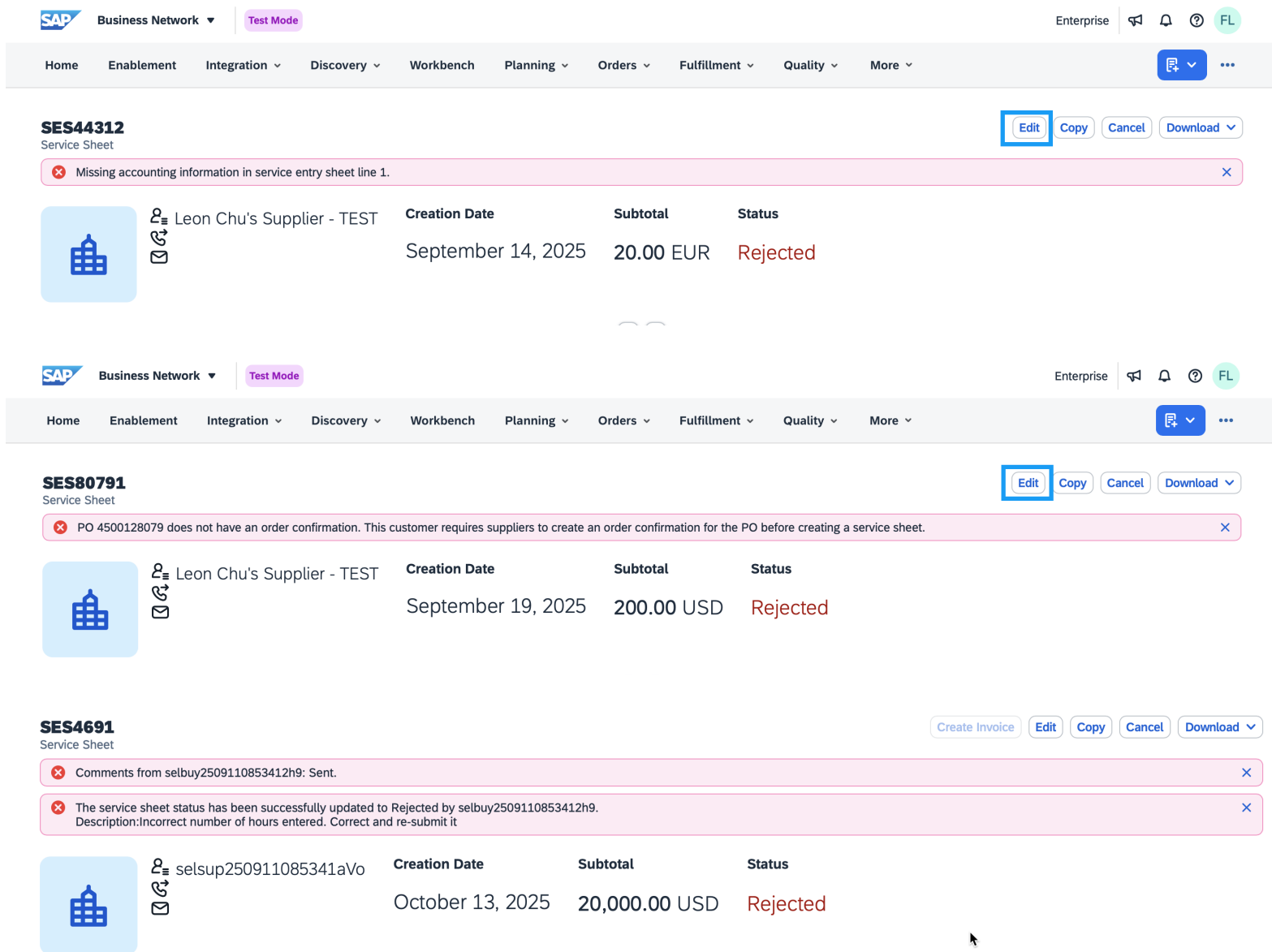


編輯並重新提交

1. 供應商使用者建立 SES，且採購商在後端 ERP 中拒絕 SES。
2. 狀態更新請求已傳送給供應商，並提供拒絕原因；供應商可編輯並重新提交文件。
3. 供應商重新提交 SES，這會更新後端 ERP 中的現有 SES。

注意：作業將在 cXML 中作為**更新**傳送

編輯並重新提交服務工作表 針對服務供應商



編輯並重新提交

1. 由於交易規則驗證，因此可能發生拒絕
- OR
2. 採購商使用者可拒絕文件並提供拒絕原因
3. 作為最終步驟，供應商使用者可按一下 [服務工作表] 頁面的編輯按鈕來編輯並重新提交文件。

資源

入門？

[SAP Business Network on BTP Quick Tour for Suppliers](#)

更多關於 的資訊

[BTP 上的 SAP Business Network](#)

需要支援嗎？

[輔助說明資源](#)



追蹤我們



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