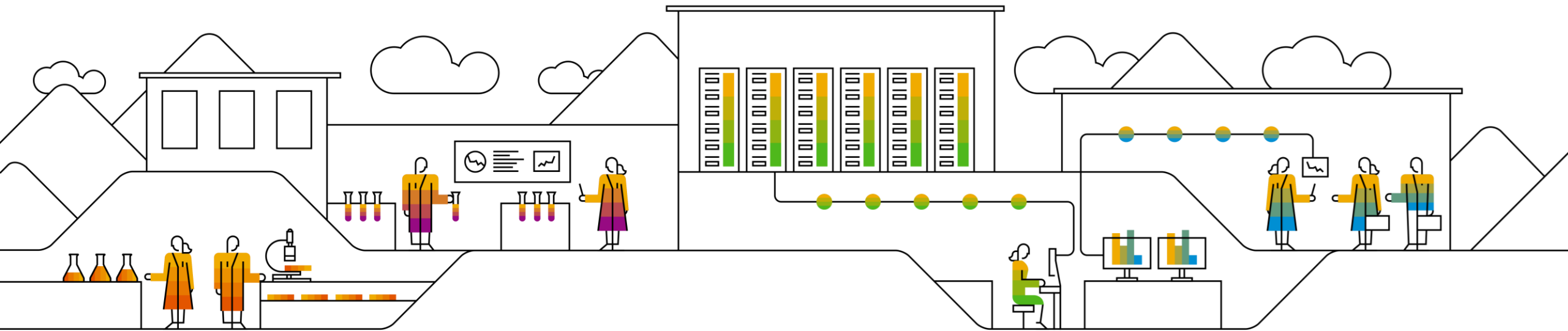




SAP Business Network Invoicing Process

Supplier Training Guide

Date: 28th Sep 2026

Public



Agenda

Topics

Invoice Information

- [General rules](#)
- [What supplier can and can't do](#)
- [Configure routing notifications for invoices](#)
- [Configure tax invoicing](#)
- [Invoice Rules](#)

Invoice Portal User Interaction

- [Invoice Methods:](#)
 - [PO based invoices](#)
 - [Credit Memos](#)
 - [Copy invoices](#)

Invoice Management

- [Search for Invoice](#)
- [Check Invoice Status](#)
- [Invoice History](#)
- [Modifying Invoices](#)
- [Invoice Reports](#)

Compliance Aspects of SBN Invoicing

- [General Compliance Considerations](#)
- [Invoice Storage and Retrieval \(Archival\)](#)
- [Marking an Invoice Attachment as the Original Invoice](#)
- [Help Portal – SAP Business Network Guide to Invoicing](#)

Invoice Information

In this Chapter You Will Learn About ...

- ... General rules
- ... What supplier can and can't do
- ... Configure routing notification and tax invoicing for invoices
- ... invoice rules

General Rules

- Invoice can be created with full quantity or partial quantity. It cannot exceed the quantity mentioned on the PO.
- Credit memos require a reason
- Invoice date must not be before PO date
- Attachments allowed (max 10 MB). For assigning of original invoice, please refer to slide 34.
- Always double check the invoice content to ensure information is correct. Cancellation of invoice is not allowed. To correct the invoice, line-item credit memos is to be created to cancel the original invoice.

What Supplier Can and Can't do in SAP Business Network

What Suppliers CAN Do

- Submit invoices and invoice attachments
- Reuse invoice numbers for Failed invoices
- Submit line-item credit/debit memos for price adjustment
- Create tax rates and tax types
- Include bank details and IBAN (Best practice)
- Submit VAT compliant invoices

What Suppliers CANNOT Do

- Submit summary invoices
- Submit non-PO invoices
- Cancel submitted invoices
- Reuse cancelled or rejected invoice numbers
- Reuse invoice numbers from prior years
- Use invoice dates before PO dates
- Add shipping and handling as separate lines
- Change PO currency
- Change unit of measure
- Increase PO quantities
- Add extra PO invoice line items
- Use contract-based invoicing

Configure routing notifications for invoices

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**
2. Select **Electronic Invoice Routing**.
3. **Default setting is “Online”**. You would only change the routing method from “Online” to cXML or EDI if you have high document volumes or integration needs.
4. Check to enable notification on invoice failure and invoice status change. Enter up to 3 email addresses by commas and **no spaces**.
5. Click on “Save” and a green notification will confirm your update.

The screenshot shows the SAP Business Network interface. In the top right corner, the user profile icon is clicked, and the 'Settings' option is selected. The 'Settings' page is displayed, with the 'Electronic Invoice Routing' option selected under the 'Transactions' tab. The 'Sending Method' section is highlighted with a red box and a yellow circle with the number 3. It shows a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Invoices' row has 'Online' selected in the 'Routing Method' column. The 'Customer Invoices' row also has 'Online' selected. The 'Notifications' section is also highlighted with a red box and a yellow circle with the number 4. It shows a table with columns 'Notification Type', 'Send a notification when...', and 'Email Address'. The 'Invoice Failure' and 'Invoice Status Change' rows have the 'Send a notification when...' checkbox checked. The 'Email Address' field for both rows contains 'vsraghavendraro.dharmaji@in.abb.co'. At the bottom of the page, a green notification bar with a checkmark and a yellow circle with the number 5 states 'Your profile has been successfully updated.'

Settings

Account Administration Transactions Compliance

Account Administration

- Customer Relationships
- Notifications
- Language and Region

Transactions

- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments
- Remittances
- Automatic Invoice Creation Acceptance
- PDF Invoice Onboarding

Electronic Invoice Routing

General Tax Invoicing and Archiving Invoice Conversions

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Notification Type	Send a notification when...	Email Address
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	vsraghavendraro.dharmaji@in.abb.co
Invoice Status Change	☒ Send a notification when invoice statuses change.	vsraghavendraro.dharmaji@in.abb.co
Invoice Created Automatically from Receipts	☐ Send a notification when an invoice is automatically created from a goods receipt.	vsraghavendraro.dharmaji@in.abb.co
Invoice Created Automatically from Service Sheets	☐ Send a notification when an invoice is automatically created from a service sheet.	vsraghavendraro.dharmaji@in.abb.co

✓ Your profile has been successfully updated.

Configure Tax invoicing for invoices

1. Click on “**Tax Invoicing and Archiving**”
2. Input your company’s tax information
3. For archiving, refer to [slide 36](#).

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving **1** Invoice Conversions

Tax Information

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax ID: ⓘ

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID: EE123456 **2** ⓘ

☐ VAT Registered

VAT Registration Document: <No document>
[Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

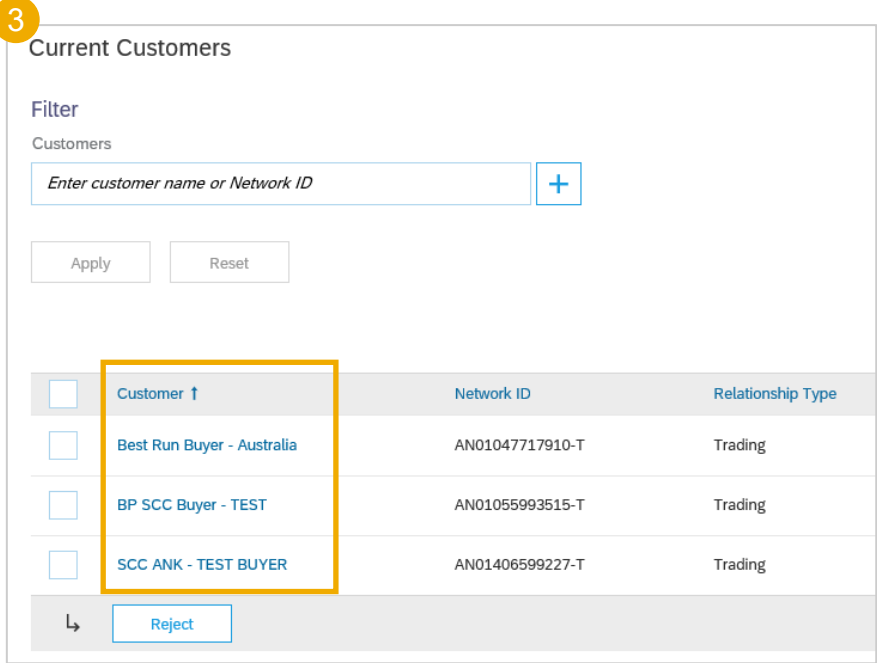
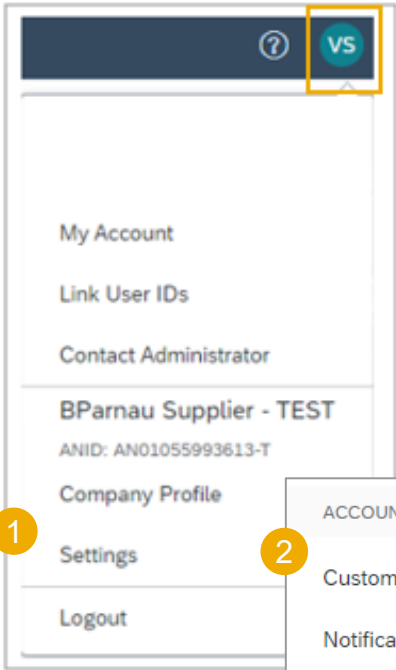
Tax Clearance Expiry Date: ⓘ

Exempt from Backup Withholding: ☐ Yes ☐ No

Review <<Buyer Name>> Invoice Rules

These rules determine what you can enter when you create invoices. From your supplier Portal:

- 1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
- 2. Select **Customer Relationships**.
- 3. A list of your Customers is displayed. Click the name of your customer (<<Buyer Name>>).
- 4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If <<Buyer Name>> enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.



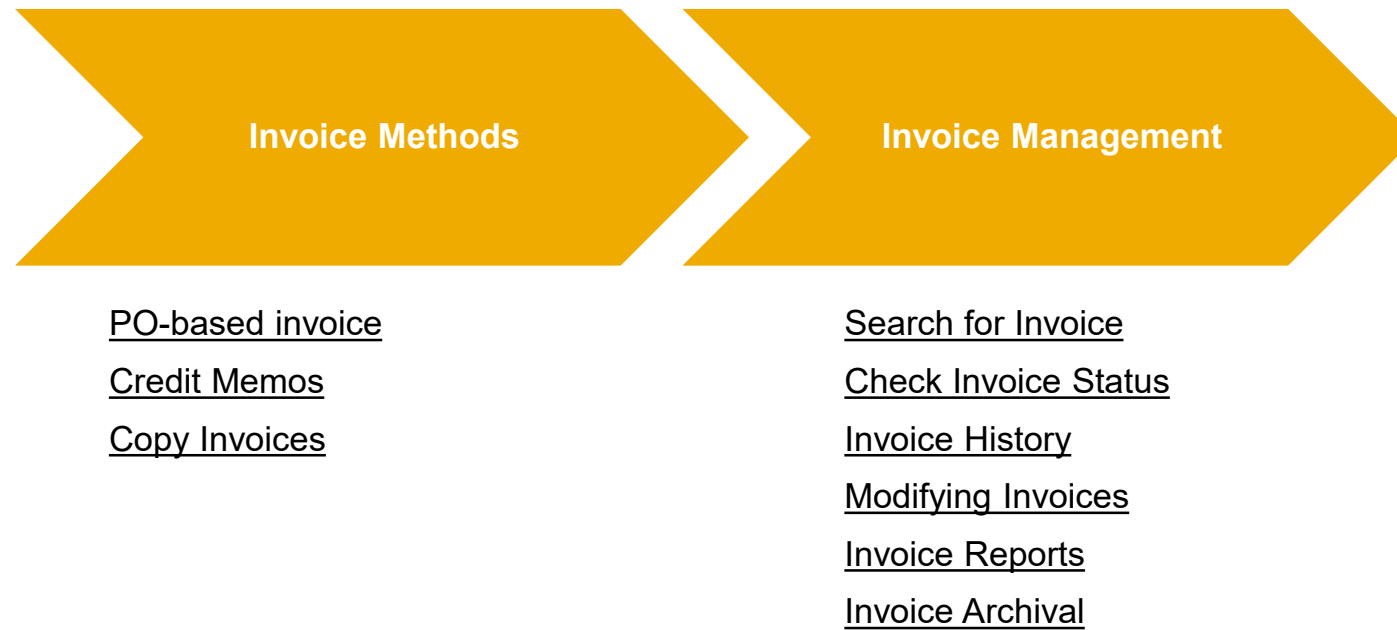
Invoice Portal User Interaction

In this Chapter You Will Learn About ...

... the ways to create PO-based invoices

... how to create a Credit Memo and copy invoices

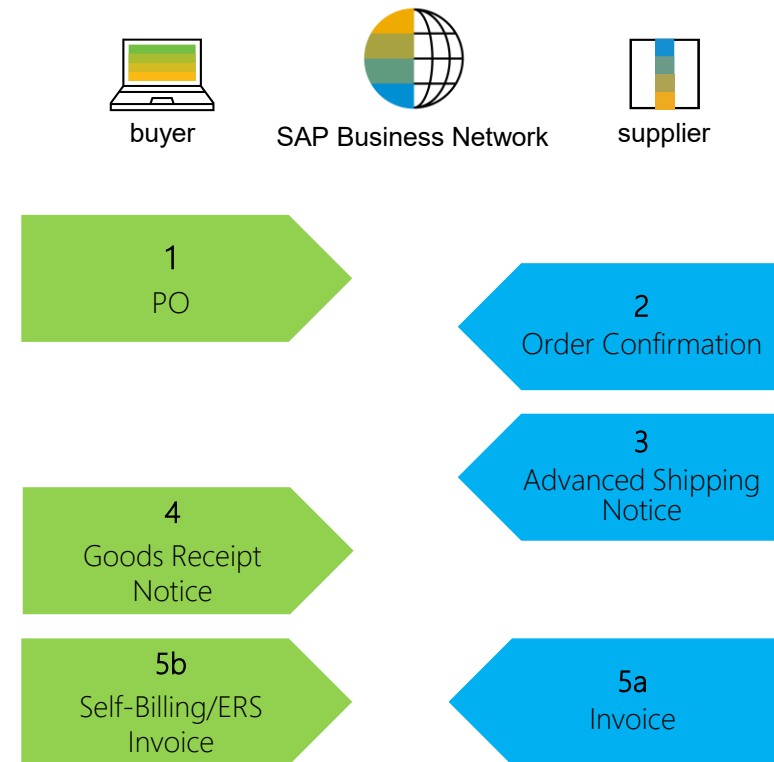
Invoice Portal User Interaction



PO-Based Invoice

Generic Workflow

Supplier can create an invoice based on Purchase Order, As another option, SAP Business Network allows self-billing/ ERS invoices.



PO-Based Invoice

Create Invoice

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

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

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

Orders

Orders and Releases

1

99

New orders

Last 90 days

22

Changed orders

Last 90 days

192

Orders to invoice

Last 90 days

271

Orders

Last 90 days

2

> Edit filter

Save filter

Last 90 days

3

Calendar icon

Filter icon

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 reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. The **Remit-To** address will auto-populate. If you have multiple Remit-To addresses, select from the drop down box.
3. Tax and Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. If customer allows, you will be able to see information from the BusinessPartner element mapped to the **Customer** section on a header level.
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 40MB.

The screenshot displays the 'Invoice Header' form with the following sections and callouts:

- 1** Points to the 'Invoice #:' field in the 'Summary' section.
- 2** Points to the 'Remit To:' field in the 'Summary' section.
- 3** Points to the 'Tax' section, which has radio buttons for 'Header level tax' (selected) and 'Line level tax'.
- 4** Points to the 'Add to Header' dropdown menu, which lists options: Shipping Cost, Shipping Documents, Special Handling, Discount, Allowance, Charge, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment.
- 5** Points to the 'Customer:' field, which shows 'SAP A.G. Palo Alto, United States'.
- 6** Points to the 'Line Items' section, which includes a table of line items.

Summary Section:

Purchase Order: 4500010850

Invoice #: * [Field]

Invoice Date: * 27 Jan 2023 [Calendar Icon]

Service Description: [Field]

Supplier Tax ID: 213412999

Remit To: Supplier - TEST

Tax Section:

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping Section:

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Customer Section:

Customer: SAP A.G.
Palo Alto,
United States

Line Items Section:

Insert Line Item Options

☐ Tax Category: 0% VAT / 10 [Dropdown]

	No.	Include	Type	Part #
☐	10	☒	MATERIAL	S_BP001

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 you are invoicing.
- 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. You can generate another invoice later to bill for that item.
- 3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
- 4. Check the **Tax Category** box and use the drop down to select from the displayed options. Click **Add to Included Lines**.
- 5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

1

Quantity	Unit	Unit Price
10	BX	25.00 EUR

2

No.	Include	Type	Part #	
☐	2	☒	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions

Delete

3

No.	Include	Type	Part #	
☒	2	☒	MATERIAL	GOODS_02

Insert Line Item Options

4

☒ Tax Category:

Standard Tax Selections

nts

☐ Special Handling

☐ Discount

Add to Included Lines

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

5

Configure Tax Menu

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

1 Configure Tax Menu

Configure Tax

3

OK

Cancel

* Tax Category	* Rate	Tax Description
☒ VAT	%	

↳

Delete

2

Create

PO-Based Invoice

Additional Tax Options & Line Item Shipping 2

- 1. Choose **Line level tax** if you want to apply different tax rates to each line item.
- 2. Select the **Line item #** checkbox
- 3. Click **Line Item Actions > Add > Tax**.
The Tax fields will display for each selected line item.
- 4. Click **Remove** to remove a tax line item, if not necessary.
- 5. Select **Category** within each line item, then either populate the rate (%) or tax amount and click **update**.
- 6. Enter shipping cost to the applicable line items if line level shipping has been selected.

Tax ⓘ

Header level tax ⓘ

Line level tax ⓘ

Line Items

Insert Line Item Options

Tax Category:

No.	Include	Type
10	☒	MATERIA

Pricing Details

Unit Co

Line Item Actions

Edit

Add

Tax

Shipping Documents

Pricing Details

Price Unit: * EA

Unit Conversion: * 1

Price Unit Quantity: * 1

Description:

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

Taxable Amount: 100.00 EUR

Rate(%):

Tax Amount:

Exempt Detail: (no value) ▾

Date Of Supply: 31 Jan 2023

☐ Triangular Transaction

Line Item Actions

Delete

Update

Save

Exit

Next

4 Remove

Shipping

Ship From: BParau Supplier - TEST

Pittsburgh, PA

United States

Ship To: Alsasua 4 (Miira)

Alsasua

Navarra

Spain

Deliver To:

Shipping Cost

Shipping Amount: * 0.00 EUR

Shipping Date:

PO-Based Invoice

Review Invoice Allowances and Charges

If Allowances and Charges are included in the reference document, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

- 1. Header Allowance and Charges
- 2. Line level Allowance and Charges

▼ Invoice Header

Summary

1

Purchase Order: 4500000702

Invoice #: * 1INV702

! Invoice or Credit Memo # already exists.

Invoice Date: * 31 Jan 2023

Service Description:

Supplier Tax ID: 213412999

Remit To: BParnau Supplier - TEST

Pittsburgh, PA
United States

Bill To: Company Code 1710 - Address Name 1

2

Unit Price Allowances and Charges

Service Code: * - Select Allowance Type -

Start Date:

Allowance: - Select Calculation Type -

Description:

End Date:

Add Tax

Remove

Line Item Actions ▼

Delete

PO-Based Invoice

Detail Line Items

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

1

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

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
☒	10		MATERIAL		BIELA REACCION	XR10078101	10	EA		10.00 EUR	100.00 EUR

Pricing Details

Price Unit: *

EA

Price Unit Quantity: *

1

Unit Conversion: *

1

Description:

Line Item Actions

Edit

Add

Shipping Documents

Create Invoice

DoneCancel

Invoice Item

* Indicates required field

Line Item Actions

Quantity: *

10

Unit:

EA

Unit Price:

10.00 EUR

Subtotal:

100.00 EUR

Customer Part #:

XR10078101

Description:

BIELA REACCION

Pricing Details

Price Unit: *

EA

Price Unit Quantity: *

1

Unit Conversion: *

1

Description:

This field specifies that 1 Box is equivalent to

Inspection Date:

Accounting Reference

Reference ID:

REF 2023

Description:

Public

18

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**. You will be transferred to Review page.

The screenshot illustrates the process of adding comments to a line item in a PO-Based Invoice system. It is divided into two main sections:

- Top Section:** Features a 'Line Item Actions' dropdown menu (marked with a yellow circle '1'). The menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Unit Price Allowance, Unit Price Charge, **Comments** (highlighted with a yellow border), and Attachment. To the right of the menu are four buttons: 'Update', 'Save', 'Exit', and 'Next' (marked with a yellow circle '3').
- Bottom Section:** Labeled 'Comments' (marked with a yellow circle '2'), it contains a large text input field for entering comments and a 'Remove' link in the top right corner.

PO-Based Invoice

Review, Save, or Submit Invoice

Review your 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 <<Buyer Name>>.
- 2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
- 3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
- 4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page.

NOTE: Once invoice is submitted, it cannot be cancelled. A credit note will need to be issued to rectify the incorrect invoice. Please ensure you review the invoice to ensure correctness before submission.

2PreviousSave1SubmitExit

Create InvoiceUpdate3SaveExitNext

Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 4100003140

Invoice #:*

! Required field

Invoice Date:* 31 Jan 2023

Service Description:

Supplier Tax ID: 213412999

Remit To: BParnau Supplier - TEST

SAPBusiness Network ▼Enterprise Account

HomeEnablementWorkbenchPlanning ▼Orders ▼Invoices ▼

4Drafts

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

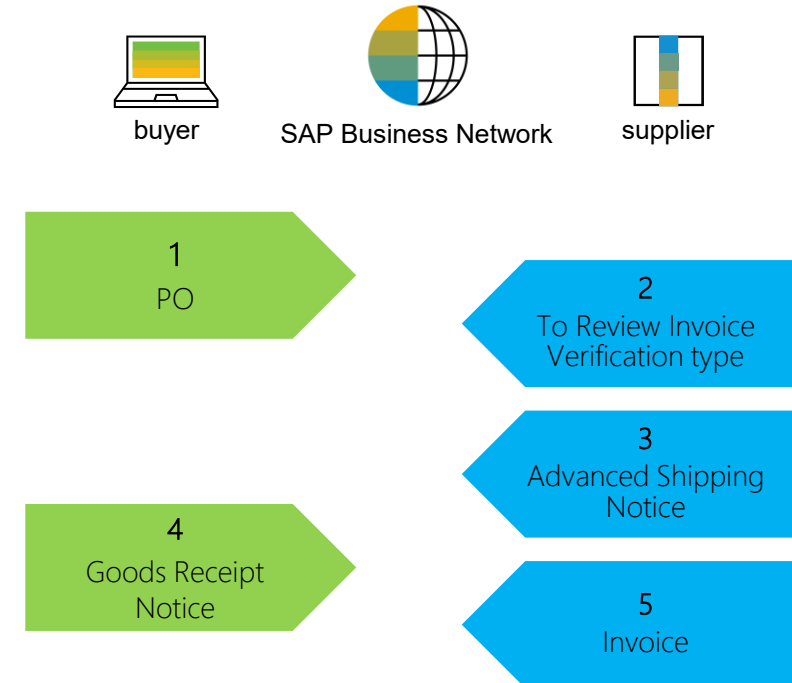
PO-Based Invoice

GR-Based Invoice Verification

Suppliers can use Goods Receipt as a reference document for the invoice.

The general workflow for a supplier to base an invoice on a ship notice follows these steps:

1. The buyer sends a purchase order or scheduling agreement to a supplier through SAP Business Network.
2. The supplier views the document and **Invoice Verification Type**.
3. The supplier creates a ship notice.
4. The buyer receives the material and sends the receipt to the supplier with the goods-receipt quantity.
5. The supplier creates an invoice based on the ship notice.



PO -Based Invoice

Goods-receipt based invoice verification

You are required to include only received quantities on invoices.

From the **Workbench** or from **Orders >Orders and Releases**:

1. Select one of the **Orders** tile.
2. Use filters and select Order status **Received**.
3. Click **Apply**.
4. Identify the reference document you wish to invoice against. Go to **Actions** and select **Standard Invoice**.
5. Select the item(s) from the **Receipt List** that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot displays the SAP Business Network 'Enterprise Account' interface. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a summary bar shows four tiles: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders'. The 'Orders to invoice' tile is selected. Below the summary bar is an 'Edit filter' section with filters for 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Order status' filter is set to 'Received'. The 'Apply' button is highlighted. Below the filter section is a table of orders. The first two rows are highlighted, and the 'Actions' column for the first row is expanded, showing 'Standard invoice'. Below the table is a 'Select receipts to be invoiced' section with a 'Next' button. The 'Receipt List' table shows three rows, with the first row selected.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500001095	SCC Sandbox Global CoE Team - TEST	\$15.00 CAD	Jan 20, 2023	Received		...
4500001067	SCC Sandbox Global CoE Team - TEST	\$15.00 CAD	Jan 12, 2023	Received		...

Receipt Number ↑	Customer	Date	Routing Status
5000000610	SCC Sandbox Global CoE Team - TEST	20 Jan 2023 12:02:22 PM	Sent
5000000612	SCC Sandbox Global CoE Team - TEST	20 Jan 2023 12:05:55 PM	Sent

Credit Memo

Header Level

From the **Workbench** or from **Orders>Orders and Releases**:

- 1. Select one of the **Orders** tile and identify the PO item.
- 2. Open the order by clicking its number.
- 3. Click on **Create Invoice** and choose **Credit Memo**.
- 4. Complete the information in the Credit Memo form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
- 5. Review the Credit Memo.
- 6. Click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

Orders

Orders and Releases

1

99

New orders

Last 90 days

22

Changed orders

Last 90 days

192

Orders to invoice

Last 90 days

271

Orders

Last 90 days

Purchase Order: 4500003734

Create Order Confirmation

Create Ship Notice

3
Create Invoice

Credit Memo

Create Credit Memo

4
Next

Exit

Header Information

Credit Memo Number:*

Credit Memo Date: 31 Jan 2023

Supplier Account ID #:

☐ Information Only. No action is required from the customer.

Original PO #: 4500001109

Customer Reference:

Supplier Reference:

* Indicates required field

5

Subtotal: \$-0.29 CAD

Total Tax: \$0.00 CAD

Total Gross Amount: \$-0.29 CAD

Total Net Amount: \$-0.29 CAD

Amount Due: \$-0.29 CAD

6
Previous

Submit

Exit

Credit Memo

Line Level Detail

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 your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders Fulfillment Invoices

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	1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1INVCNS939

Create Line-Item Credit Memo

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	☒	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	☒	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	☒	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	☒	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

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

Previous Submit Exit

Turn on Error Dump Hide/Show XML

Update Exit Next

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 your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

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 11NCNS939	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 ...

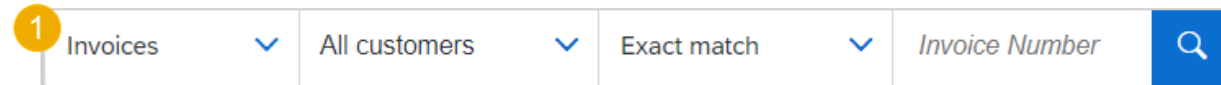
- ... how to search for invoice and its status
- ... how to review invoice history
- ... how to modify invoices
- ... how to create invoice reports
- ... how to configure invoice archival

Invoice Management

Search for Invoice

Quick Search:

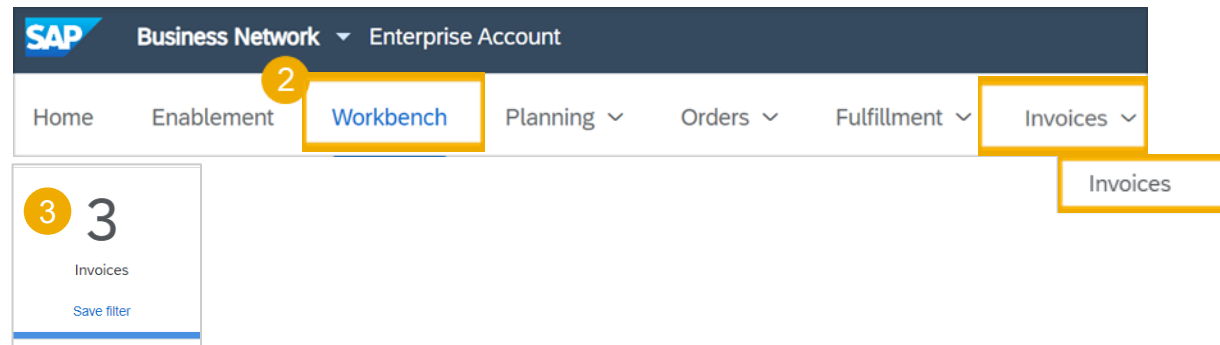
1. Enter invoice details in the Homepage **search field**, set **Invoices** in the document type.



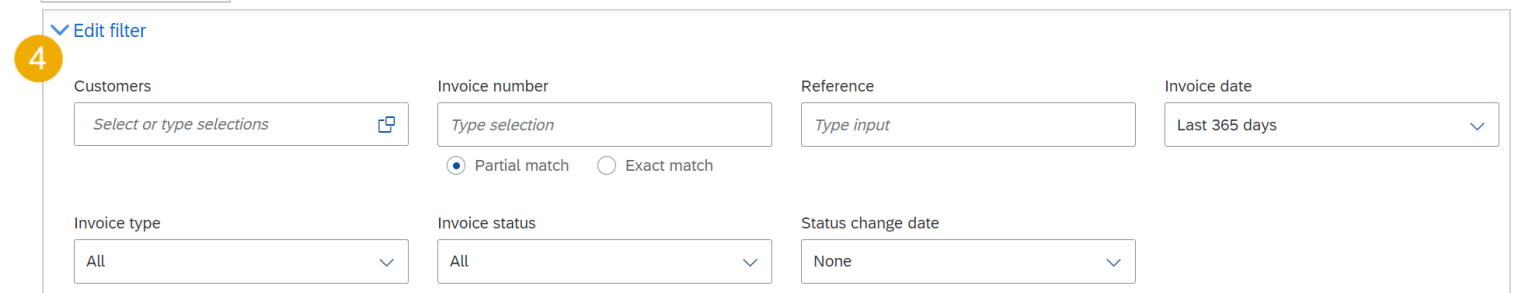
A horizontal search bar with four dropdown menus and a search button. The dropdowns are labeled 'Invoices', 'All customers', 'Exact match', and 'Invoice Number'. A blue search button with a magnifying glass icon is on the right. A yellow circle with the number '1' is positioned above the first dropdown.

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.



The SAP Business Network navigation bar. It includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below this is a menu with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. 'Workbench' and 'Invoices' are highlighted with yellow boxes and numbered callouts '2' and '3' respectively. Below the 'Invoices' menu item is a sub-menu with 'Invoices' highlighted by a yellow box.



A filter panel titled 'Edit filter'. It contains several filter groups: 'Customers' (with a 'Select or type selections' input), 'Invoice number' (with a 'Type selection' input and radio buttons for 'Partial match' and 'Exact match'), 'Reference' (with a 'Type input' input), 'Invoice date' (with a 'Last 365 days' dropdown), 'Invoice type' (with an 'All' dropdown), 'Invoice status' (with an 'All' dropdown), and 'Status change date' (with a 'None' dropdown). A yellow circle with the number '4' is positioned above the 'Customers' filter group.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

Invoice Management

Invoice Status - Routing Status To Your Customer

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You 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 <<Buyer Name>> via SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed <<Buyer Name>> invoicing rules. <<Buyer Name>> 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 the customer
- **Acknowledged** – <<Buyer Name>> 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 <<Buyer Name>>'s action on the Invoice.

- **Sent** – The invoice is sent to the <<Buyer Name>> but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – <<Buyer Name>> approved the invoice cancellation
- **Paid** – <<Buyer Name>> paid the invoice / in the process of issuing payment. Only if <<Buyer Name>> uses invoices to trigger payment.
- **Approved** – <<Buyer Name>> has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – <<Buyer Name>> has rejected the invoice or the invoice failed validation by SAP Business Network. If <<Buyer Name>> 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

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 you are done reviewing the history, click **Done**.

Invoice: INV33

3 Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

1 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

2

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

Invoice Management

Modify an Existing Invoice - Cancel, Edit, and Resubmit

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 cancel the invoice click **Cancel**. The status of the invoice changes to Canceled.
4. To edit the invoice click **Edit**.
5. Make editing changes and click **Submit** on the Review page to send the invoice.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

The screenshot illustrates the SAP Business Network interface for managing invoices. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted), 'Planning', 'Orders', 'Fulfillment', and 'Invoices' (highlighted). A sidebar on the right shows the 'Invoices' tile (highlighted). The main content area displays a list of invoices with columns: Invoice Number, Customer, Reference, Invoiced Date, and Actions. The first invoice, INV-10807, is highlighted. Below the list, the 'Invoice: INV-10807' details are shown, including buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', and 'Cancel'. A dropdown menu is open next to the 'Cancel' button, showing options: 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'. The 'Edit' option is highlighted. Below the details, the 'Edit Invoice' form is shown, with 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 form.

1. Select the **Invoices** tile to identify the right invoice.

2. Open the invoice by clicking its number.

3. To cancel the invoice click **Cancel**. The status of the invoice changes to Canceled.

4. To edit the invoice click **Edit**.

5. Make editing changes and click **Submit** on the Review page to send the invoice.

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**.

SAP

Business Network

Enterprise Account

Home

Enablement

Workbench

Planning

Reports

1

Reports

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented

Report Templates

Page 1

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

Run

Download

Edit

Copy

Delete

2

Create

Refresh Status

Report

5

Next

Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the [More](#)

1

Report Description

2

Criteria

3

Title:

Description:

Time zone:

Language:

4

Report type:

EST

English

Select

Invoice Management

Create Invoice Reports 2

- Specify **Customer** and **Created Date** in Criteria.
- Click **Submit**.
- Select the created report and click on Refresh Status. The status will change from Queued to Processed.
- Select the created report from the list and click **Download**. The report in CSV format will be downloaded to your computer.

Report

Previous

Submit

Exit

1 Report Description

2 Criteria

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.

Customer: All Customers

Select

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
☐	CC	Manual	Open Orders	Processed	21 May 2021		21 May 2021
☐	COMPONENT SHIPMENT	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
☐	COMPONENT SHIPMENT_1	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
☐	GR1	Manual	Goods Receipt	Processed	6 Jan 2022		6 Jan 2022
☐	Goods Receipt	Manual	Goods Receipt	Processed	9 Mar 2022		9 Mar 2022
☒	INV Report	Manual	Failed Invoice	Queued		1 Feb 2023	1 Feb 2023

↳

Run

Download

Edit

Copy

Delete

Create

Refresh Status

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

General Compliance Considerations

Disclaimer: Discuss with your buyer what invoice requirements apply to your individual business case.



Change Management:

- Discuss new invoicing process with your internal Legal and Invoicing teams prior to Go-Live.
- Align with your customer on all invoice requirements prior to Go-Live.
- Get familiar with tax and legal requirements in your region.



Legal Requirements:

- As per the standard behavior, after the Go-Live the original tax invoice is the cXML from SAP Business Network.
- SAP Business Network itself is not a legal archiving solution.
- In the EU all companies are required to archive invoices for regulatory and tax evidencing purposes (Directive 2010/45 EU).



Invoice Storage (Archival):

- SAP Business Network will store your invoices for a period of 3 months. We recommend to start retrieving your invoices right after the Go-Live.
- It is **supplier responsibility** to retrieve the files from SAP Business Network and store them internally in your own archive applications.

Invoice Storage and Retrieval (Archival)

1. Click the user profile icon in the right top corner of your 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 your settings and save.
 - If you want SAP Business Network to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - After Archive Immediately started you can either Stop it or Update Frequency any time.
5. You can also subscribe for Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

The screenshot shows the SAP Business Network settings interface. At the top right, a user profile icon (VS) is highlighted with a yellow circle and the number 1. A dropdown menu is open, showing 'Settings' with a right arrow, and a sub-menu with 'Network Settings', 'Electronic Order Routing', and 'Electronic Invoice Routing' (highlighted in yellow). Below this, the 'Electronic Invoice Routing' tab is selected, and the 'Tax Invoicing and Archiving' sub-tab is highlighted with a yellow circle and the number 2. The 'Invoice Archival' section is highlighted with a yellow circle and the number 3, and the 'Configure Invoice Archival' button is highlighted in yellow. Below this, the 'Long-Term Document Archiving' section is highlighted with a yellow circle and the number 5, and the 'Enable long-term invoice archiving' checkbox is checked. On the right, the 'Invoice Archival' configuration panel is shown, with a yellow circle and the number 4 highlighting the top section. It contains radio buttons for 'Twice Daily', 'Daily', 'Weekly', 'Every Two Weeks' (selected), and 'Monthly'. Below these are fields for 'Archiving Start Time' (0 AM) and 'Europe/Prague' (with an info icon). There is a checkbox for 'Archive Immediately' and a 'Start' button. Below that are radio buttons for 'Send archived invoice files to the pending queue for download.' and 'Send archived invoice files to the Archive Delivery URL.' (selected). At the bottom is a text field for 'Archive Delivery URL' and a 'Save Delivery Option' button.

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, you may be allowed or required by your customer 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

Choose File

No file chosen

Add Attachment

Name	Size (bytes)	Content Type	
☐ test1.xlsx	6230	application/vnd.openxmlformats-.sheet	Original invoice Unassign
☐ test2.xlsx	6230	application/vnd.openxmlformats-.sheet	Assign as original invoice

↳

Delete

SAP 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.

SAP Business Network Guide to Invoicing 2411 ▼ English ▼

↓ ↑ <<

SAP Business Network Guide to Invoicing

- > Introducing SAP Business Network Invoicing
- > Invoice Creation
- > Standard Invoice Field Reference
- > **Invoice Rules**
- > **Digital Signature Process**
- > SAP Ariba Tax Invoicing Framework
- > **Country/Region-Specific Tax Invoicing Process**
- > SAP Business Network Invoice Rules and Fields
- > **Global E-Invoicing Requirements**
- > Invoice Status Portal Configuration
- > Peppol Integration for SAP Business Network
- > Open API for SAP Business Network

SAP Business Network Guide to Invoicing

This guide is for SAP Ariba users responsible for creating, editing, monitoring, and approving invoices.

This guide applies to:

- SAP Business Network
- SAP Business Network for Supply Chain
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing

Related Guides

[Creating and Managing Invoices, Credit Memos, and Debit Memos](#)

[SAP Business Network for Supply Chain Integration and Configuration Guide](#)

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

Thank you.

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