

How to invoice – Anheuser-Busch

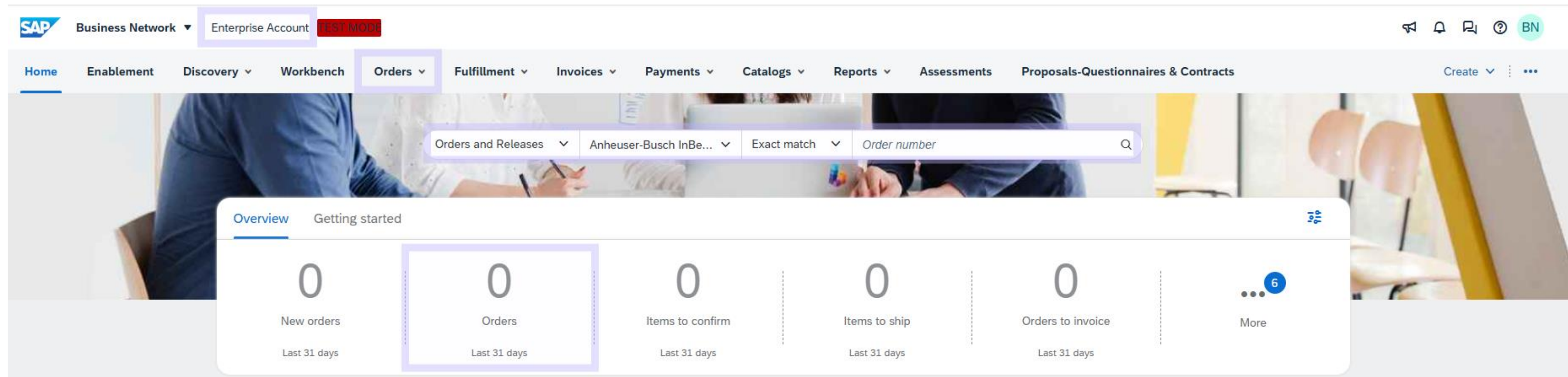


1. Log in to SAP Business Network - <https://service.ariba.com/Supplier.aw/>

Log in Issues: Kindly contact SAP Support <https://support.sap.com/en/contact-us.html>

A **Standard account** (free) will fully meet our requirements. Should your company choose to maintain an Enterprise account, please note that any associated fees will be your organization's responsibility.

2. Click on Orders (there are several options for you to access the order)



0 Orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders to Summary invoice Last 31 days

Orders (0)

▼ Edit filter | Last 31 days

Customers
Select or type selections

Order numbers
Type selection

Creation date
Last 31 days

Order status
Include

Company codes
Select or type selections

Partial match Exact match

Show more

To see **ALL** POs click in ▼, **Last 365 days** then in **Apply**

Apply Reset

4800575077

Anheuser-Busch InBev SA - TEST

\$10000 USD

Mar 27, 2026

Partially Invoiced

\$10.5 USD



3. Click on the PO you want to invoice. Service POs **4800** need to be invoiced.

***4500** POs are normally **ERS** and are blocked for invoicing because the invoice gets automatically generated once the Material is received.

Purchase Order: 4800575077

Done

Create Order Confirmation ▾

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History


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

To:
AMAZON CAPITAL SERVICES INC-TEST
410 TERRY AVENUE NORTH
SEATTLE, WA 98109
United States
Phone: +297 1
Fax:
Email: abitestsupplier@gmail.com

Purchase Order
(Partially Invoiced)
4800575077
Amount: \$10,000.00 USD
Version: 1

4. Click on **Create Invoice** (An order confirmation is different from an invoice)
5. **Only** fill in the **required** fields (*), such as Invoice number (Max. 15 characters, numbers and capital letters allowed), quantity to invoice, and attachment. To add the attachment section, click in **Add to Header** (also available above line items), then **Attachment**.

▼ Invoice Header

Summary

Purchase Order: 4800575077

Invoice #: * 67898765L

Invoice Date: ⓘ 13 Aug 2026

Service Description:

Final Service Sheet:

Supplier Tax ID:

Subtotal: \$9,989.50 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$9,989.50 USD

Total Net Amount: \$9,989.50 USD

Amount Due: \$9,989.50 USD

* Indicates required field

Add to Header ▾

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

☒ Accept

Add to Header ▼

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Name
☐ INVOICE 3.pdf

↳

Delete

☒ Accept

6. On the attachments section **(Step 5)** click **Choose File** chose the PDF invoice copy and then once the file is added click in **Add Attachment** for the file to be loaded
- All submissions require an attachment

Insert Line Item Options

☐ Tax Category: ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00010				Open Office Hours Lex					
00010.10	☒	SERVICE		PROMOTIONAL EXPENSE (LABOR ONLY-NO MTLs)	000000000002001888	20	DO ⓘ	\$1 USD	\$20.00 USD

Add/Update ▼

Pricing Details

Unit Conversion: 1 Price Unit: DO ⓘ Price Unit Quantity: 1.000 Description:

Service Period

Service Start Date: Service End Date:

Tax

Category: * U1 Taxable Amount: \$20.00 USD Remove

Location: Tax Rate Type:

Description: ReturnIDTTaxValue Rate(%): 0

Regime: Tax Amount: \$0.00 USD

Line Item Actions ▼ Delete Reset Tax from PO

Update Save Exit Next

- In the line items section, **Modify the quantity** according to the amount you are invoicing and click **Update** to refresh the subtotal amount, and as the final step click in **Next**
The unit price should be 1, if it is not, contact SupplierSupportGroup@anheuser-busch.com
Only one invoice per service is allowed
The amount to be filled should be **pre-tax** (Taxes are paid when the payment is disbursed)

Subtotal:	\$10.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$10.00 USD
Total Net Amount:	\$10.00 USD
Amount Due:	\$10.00 USD

Attachment(s):	
Name	
	INVOICE 3.pdf

Previous	Save	Submit	Exit
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8. Do a final review and click **Submit** for the invoice to go to our system. The payment date gets calculated after your AB contact accepts your invoice.

For payment inquiries, you can either contact SupplierSupportGroup@anheuser-busch.com or use HOPS to create a ticket <https://hops.ab-inbev.com/>

If you need support on how to navigate the portal, how to modify the administrator of your account, create new users, lost access, or help to retrieve your password, kindly contact SAP Support <https://support.sap.com/en/contact-us.html>