

How to invoice – Anheuser-Busch

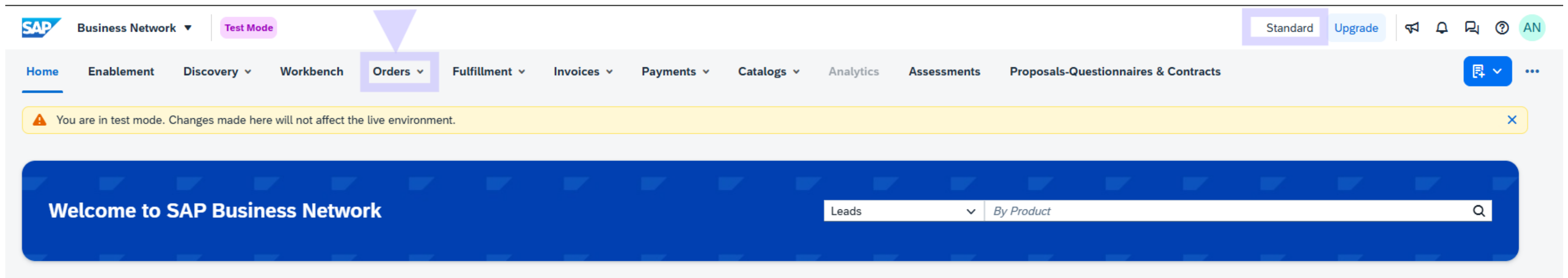


1. Log in to SAP Business Network - <https://service.ariba.com/Supplier.aw/>

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

A **Standard account** 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



Orders

Orders 6	Items to confirm 0	Items to ship 0	New orders 1	Changed orders 0	Orders to Summary invoice 0	Items to service 0
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Note that a default filter is applied

Customers: ▼	Order Number: □	Creation Date: Today -30 / +0 Days □	Company Code: ▼	Purchasing Organization C... : ▼	Customer Location: □	Purchasing Group Codes: □	Routing Status: ▼	Amount: □
Currency: ▼	Order Type: ▼	Order Status: ▼	Order with Service Lines: (Not Selected) ▼	Order with Inquiries: (Not Selected) ▼	Shipping Network: ▼	Multi Tier: (Not Selected) ▼	Hidden: =No ▼	

To see **ALL** POs click in **Clear** then in **Go**

Go Clear Adapt Filters (2)

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.

4800608973
Purchase Order

New

Create

Resend

Hide

Download

The company logo has been uploaded from a source specified by the buyer.



Name: ANHEUSER-BUSCH, LLC

Phone: () 314-577-2000

Email: —

Version

1

Date Submitted

May 22, 2026, 1:24:42 AM

Order Total

33,376.76 USD

Order Confirmation

Ship Notice

Invoice

Credit Memo

Service Sheet

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

- Click on **Create**, then on **Invoice** (An order confirmation is different from an invoice)
- Only fill in the **required** fields (*), such as Invoice number (Max. 15 characters, numbers and capital letters allowed), quantity to invoice, and attachment.

New Invoice

Details | Tax Rules | Line Items | Additional Amounts | Additional Information | attachments | Summary

Details

Invoice Number: *
TESTAB0326

Invoice Date:
May 22, 2026, 1:24:57 AM

Service Description:

Service Start Date:
e.g. Dec 31, 2026, 11:59:58 PM

Service End Date:
e.g. Dec 31, 2026, 11:59:58 PM

Accept:
☒

New Invoice

Details

Tax Rules

Line Items

Additional Amounts

Additional Information

attachments

Summary

Line Items (2)

Search

Q

Delete

Update Contract/Catalog

Add Contract/Catalog

↑

↓

☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
☐	▼	Service		HOSE CLAMP SS W2-10/16 9 ...			
☐		Service		CARPENTRY SERVICE (BLDG)...	1.00 USD	3,555.000 PCE	33,376.76 USD

6. Click on **Line Items**, then **modify the quantity** according to the amount you are invoicing.
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)

New Invoice

Details | Tax Rules | Line Items | Additional Amounts | Additional Information | **attachments** | Summary

attachments

SearchUploadDelete

Attachment	Scan Status	File Size(Byte)	Media Type
 There are no entries yet When there are, you'll see them here.			

Summary

7. Click on **Attachments** and then **Upload** to add a PDF copy of the invoice
- All submissions required an attachment
- Below the attachment section, kindly review the amount you are invoicing
8. Click on **Next** for a final review of the invoice

Subtotals Without Tax	
Line Items:	3,555.00 USD
Totals	
Total Tax:	0.00 USD
Total Gross Amount:	3,555.00 USD
Total Amount Without Tax:	3,555.00 USD
Total Net Amount:	3,555.00 USD
Amount Due:	3,555.00 USD

Draft updated **Next** Save & Close Discard Draft

[Edit](#) [Delete](#) [Share](#) ▼

Subtotals Without Tax

Line Items: 3,555.00 USD

Totals

Total Tax: 0.00 USD

Total Gross Amount: 3,555.00 USD

Total Amount Without Tax: 3,555.00 USD

Total Net Amount: 3,555.00 USD

Amount Due: 3,555.00 USD

[Submit](#)

9. 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>