



SAP Ariba 

# SAP SCC Invoicing Supplier Training Guide

Speaker's Name, SAP  
Month 00, 2021

Public



# Agenda

## Invoice Information

- Arrow Energy Specifications
- Invoice Rules

## Invoice Portal User Interaction

- Invoice Methods:
  - PO/SA/SAR-based invoices
  - SES Invoice
  - Invoice Against Consignment Movement
  - Consignment Settlement
  - Credit Memos
  - Copy invoices

## Invoice Management

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

# Invoice Information

## In this Chapter You Will Learn About ...

... Arrow Energy project specifics

... invoice rules

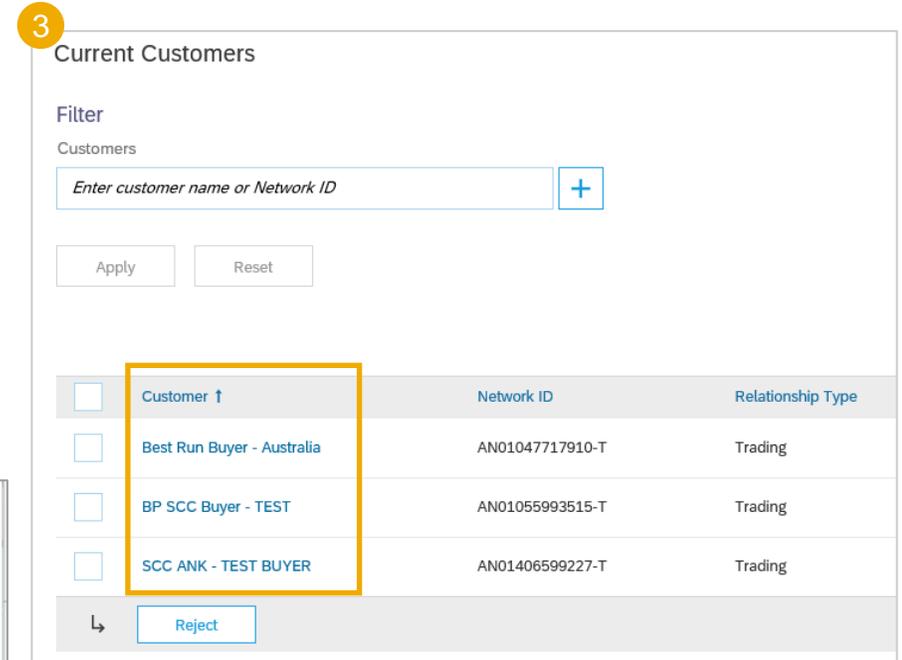
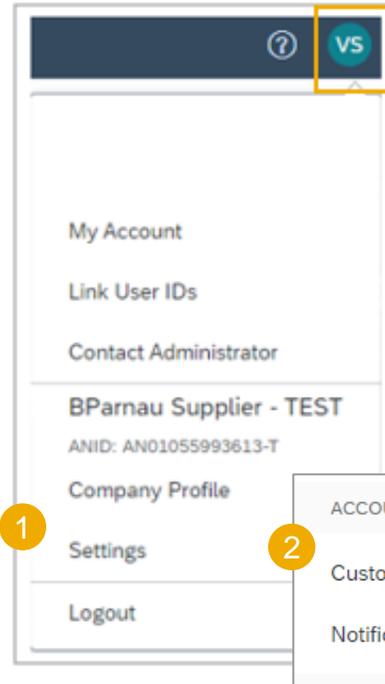
# Arrow Energy Invoice Requirements

1. Supplier can invoice only against the received quantity or approved SES(in case of service PO)
2. Supplier to attach proforma invoice
3. Supplier to contact Arrow Energy immediately if the supplier ABN on invoice is incorrect.

# Review Arrow Energy 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 **Arrow Energy Relationships**.
3. A list of your Arrow Energy's rules is displayed. Click the name of your Arrow Energy (**Arrow Energy**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If **Arrow Energy** 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 and SES invoices
- ... how to create invoice against the consignment movements
- ... what is the Consignment Settlement and how it works
- ... how to create a Credit Memo and copy invoices

# Invoice Portal User Interaction



Purchase Order-based invoice

SES Invoice

Invoice Against Consignment  
Movement

Consignment Settlement

Credit Memos

Copy Invoices

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

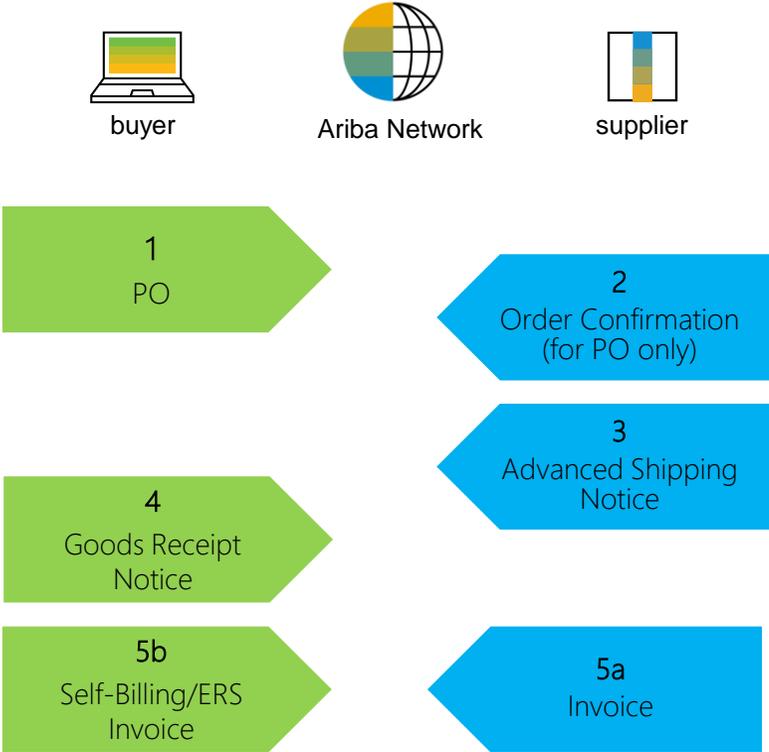
Invoice Archival

# Purchase Order-Based Invoice

## Generic Workflow

Supplier can create an invoice based on Purchase Order, Schedule Agreement or Schedule Agreement Release.

As another option, Ariba Network allows self-billing/ ERS invoices.



# Purchase Order Based Invoice

## Create Invoice (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order** tiles to identify the PO.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action 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**.

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' tab is active. Below the navigation, there are four tiles showing order statistics for the last 90 days: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271). Below the tiles, there is a filter section with 'Edit filter', 'Save filter', and a 'Last 90 days' filter. Below the filter, there is a table with columns: 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The table contains one row with the order number '4500003734' and customer 'SCC Delivery Team - Global H19 Client 400 - TEST'. The 'Actions' column for this row has a dropdown menu with 'Standard invoice' selected.

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

# Purchase Order Based Invoice

## Create Invoice (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a secondary navigation bar has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' as the selected option. The main content area is titled 'Orders and Releases' and contains a search filter section and a table of orders. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, and Date. A single order is listed with Type 'Agreement', Order Number '5500000146', Ver '1', Customer 'SCC NAMER - TEST 1', Ship To Address 'Plant 1 JP Tokyo, 13 Japan', Ordering Address 'DEMO BP TST CIG H87-200 Praga Romania', Amount '100.00 EUR', and Date '28 Nov 2019'. Below the table, there are several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Create Invoice' button is highlighted, and its dropdown menu is open, showing 'Standard Invoice', 'Credit Memo', and 'Credit Memo for Return Items' as options.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
Agreement	5500000146	1	SCC NAMER - TEST 1		Plant 1 JP Tokyo, 13 Japan	DEMO BP TST CIG H87- 200 Praga Romania	100.00 EUR	28 Nov 2019

# Purchase Order 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. **Remit-To** address will be set to default.
3. Tax and Shipping can be entered at the 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, Comment, Attachment, Shipping Documents.
5. If Arrow Energy allows, you will be able to see information from the Business Partner element mapped to the **Arrow Energy** 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 Arrow Energy only; Attachment file size should **not exceed 100MB**.

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

- 1** Invoice #: INV\_1084497223
- 2** Invoice Date: 15 Apr 2016
- 2** Remit To: DEFAULT VALUE
- 3** Tax: Header level tax (selected) / Line level tax
- 3** Shipping: Header level shipping (selected) / Line level shipping
- 5** Customer: SAP A.G., Palo Alto, United States
- 4** \* Indicates required field. Add to Header dropdown menu with options: Tax, Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Allowance, Charge, Additional Reference Documents and Dates, Comment, Attachment.
- 6** Line Items: Insert Line Item Options (Retail Details, Tax Category, Shipping Documents, Informational Pricing) and a table with columns No., Include, Type, Part #. Row 1: 1, [checked], MATERIAL.

# Purchase Order Based Invoice

## Line Items

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 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. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines** (For Return PO's only).

The screenshot displays the 'Line Items' section of a software interface. It is divided into five numbered callout areas:

- 1:** A table with columns 'Quantity', 'Unit', and 'Unit Price'. The values are '10', 'BX', and '25.00 EUR' respectively.
- 2:** A table with columns 'No.', 'Include', 'Type', and 'Part #'. The row shows '2', a green slider, 'MATERIAL', and 'GOODS\_02'. Below this is a 'Pricing Details' section with 'Price Unit: \* BX' and 'Unit Conversion: \* 1'. At the bottom are 'Line Item Actions' and 'Delete' buttons.
- 3:** A table similar to the one in callout 2, but with a checked checkbox in the 'Include' column.
- 4:** A 'Tax' configuration panel. It includes fields for 'Category' (set to 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pro Payment', and 'Law Reference'. On the right is a 'Standard Tax Selections' list with options: Sales, VAT, GST, HST, PST, GST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. An 'Add' button is at the bottom.
- 5:** A large button labeled 'Add to Included Lines'.

# Purchase Order-Based Invoice

## Detail Line Items

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

1

Line Item Actions

- Edit
- Add
- Shipping Documents

Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

**Create Invoice** Done Cancel

---

▼ Invoice Item \* Indicates required field Line Item Actions

Quantity: \*

Unit: EA

Unit Price: \*

Subtotal: 5.00 EUR

Part #: GOODS\_01

---

**Description** Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

---

**Pricing Details**

Price Unit: \*

Unit Conversion: \*

Inspection Date:

Price Unit Quantity: \*

Description:

---

**Shipping**

Ship From: Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

Ship To: Sandbox Buyer - Test

Praha

Czech Republic

Deliver To: Cristian Mihalache

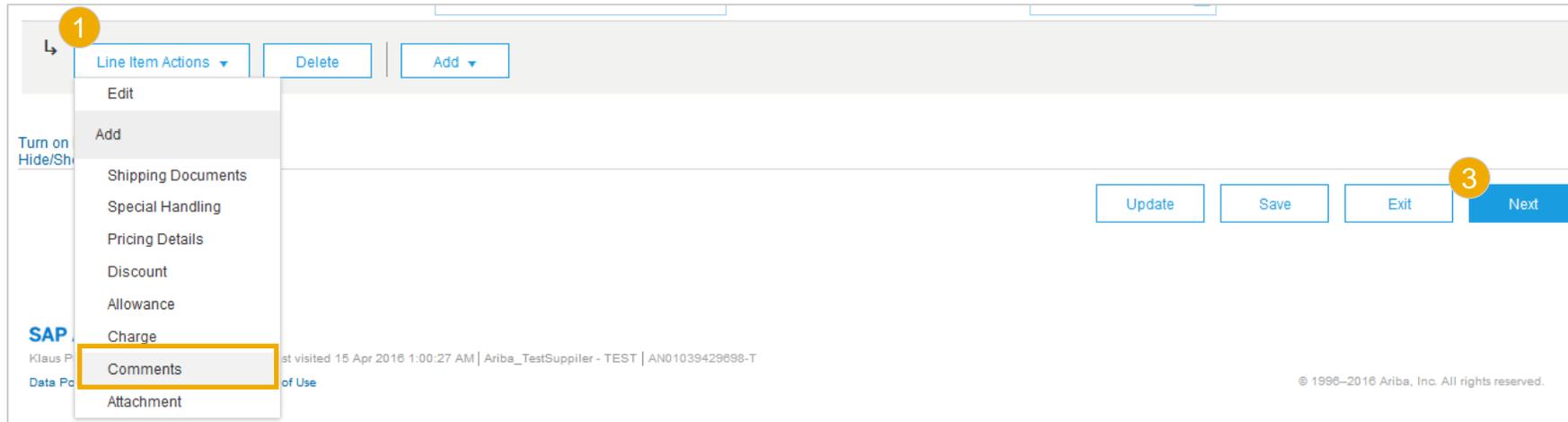
2nd Floor, SI Team

[View/Edit Addresses](#)

# Purchase Order-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. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to Review page.



This screenshot shows the SAP interface for a purchase order-based invoice. A yellow circle with the number '1' highlights the 'Line Item Actions' dropdown menu. The menu is open, showing options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments', and 'Attachment'. The 'Comments' option is highlighted with a yellow border. To the right of the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A yellow circle with the number '3' highlights the 'Next' button. The background shows a partial view of the SAP interface with a 'Delete' and 'Add' button at the top.



This screenshot shows the SAP interface for a purchase order-based invoice. A yellow circle with the number '2' highlights the 'Comments' field. The field is a large text area with a 'Remove' button to its right. The background shows a partial view of the SAP interface with a 'Comments' label and a 'Remove' button.

# Purchase Order-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.

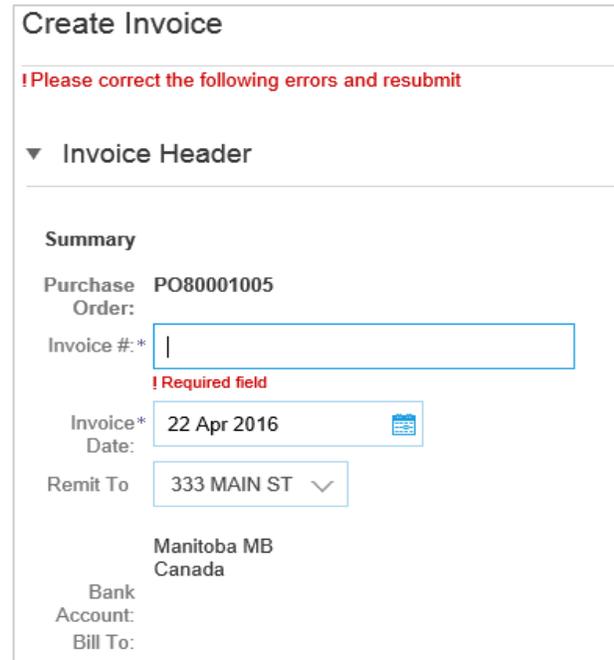
1. If no changes are needed, click **Submit** to send the invoice to Arrow Energy.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You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



Navigation bar with buttons: Previous (2), Save, Submit (1), Exit



Navigation bar with buttons: Create Invoice, Update, Save (3), Exit, Next



Create Invoice

**!Please correct the following errors and resubmit**

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: \*

**! Required field**

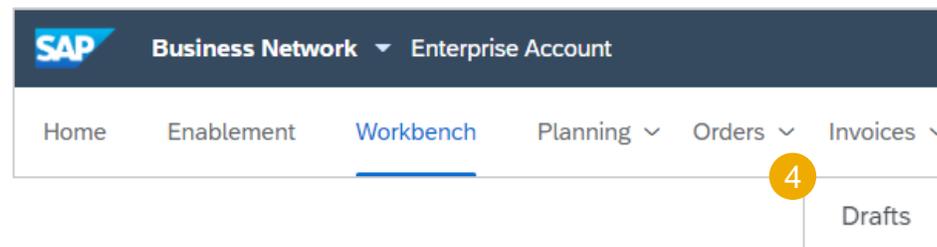
Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB  
Canada

Bank Account:  
Bill To:

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



SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders Invoices

Drafts (4)

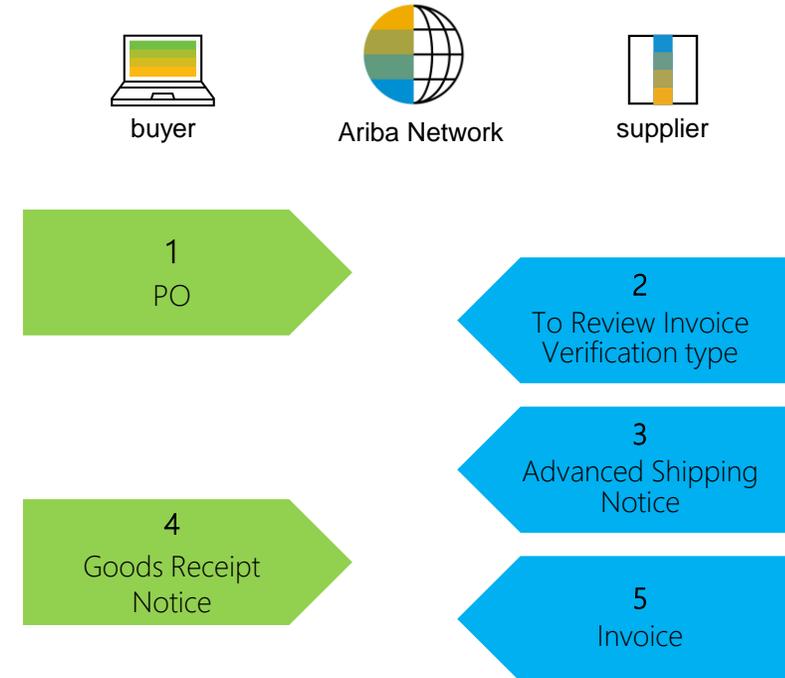
# Purchase Order-Based Invoice

## 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 Ariba 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 Goods Receipt.



# Purchase Order-Based Invoice

## Goods-receipt based invoice verification (From the Workbench)

You are required to include only received quantities on invoices.

1. Click the **Workbench**.
2. Select one of the **Orders** tile.
3. Identify the reference document you wish to invoice against and open it.
4. 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 top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' tab is active, indicated by a yellow circle '1'. Below the navigation bar, there are four tiles showing order statistics for the last 90 days: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders'. The 'Orders to invoice' tile is highlighted with a blue bar and a yellow circle '2'. Below the tiles, there is a filter section with 'Last 90 days' selected. A table below shows a list of orders with columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The first row is highlighted with a yellow circle '3' and contains the order number '4500003734' and customer 'SCC Delivery Team - Global H19 Client 400 - TEST'. Below the table, there is a section titled 'Select receipts to be invoiced' with a 'Next' button. A 'Receipt List' table is shown with columns for 'Receipt Number', 'Customer', 'Date', and 'Routing Status'. The first row is checked with a yellow circle '4' and contains receipt number '5000004869', customer 'SCC ANK - TEST BUYER', date '19 Mar 2020 3:39:52 PM', and routing status 'Sent'.

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

Receipt Number	Customer	Date	Routing Status
<input checked="" type="checkbox"/> 5000004869	SCC ANK - TEST BUYER	19 Mar 2020 3:39:52 PM	Sent
<input type="checkbox"/> 5000004870	SCC ANK - TEST BUYER	19 Mar 2020 3:42:16 PM	Sent

# Purchase Order-Based Invoice

## Goods-receipt based invoice verification (From the Orders Tab)

You are required to include only received quantities on invoices.

1. Click the **Orders/ Orders and Releases**.
2. Select the reference document you wish to invoice against from the Orders and Release sub-tab.
3. 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.

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration' and 'Enterprise Account'. Below it, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases' as the selected option, indicated by a yellow circle with the number '1'. Below the menu, the 'Orders and Releases' sub-tab is active, showing a search filter and a table of items. A yellow circle with the number '2' is placed over the first row of the table.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
<input type="radio"/>	Order	4500003734	1	SCC Delivery Team - Global H19 Client 400 - TEST	Palo Alto, CA United States

The screenshot shows the 'Select receipts to be invoiced' dialog box. It has a 'Next' button in the top right corner. Below the title, there is a 'Receipt List' table with the following columns: Receipt Number, Customer, Date, and Routing Status. A yellow circle with the number '3' is placed over the first row of the table.

Receipt Number	Customer	Date	Routing Status
<input checked="" type="checkbox"/> 5000004869	SCC ANK - TEST BUYER	19 Mar 2020 3:39:52 PM	Sent
<input type="checkbox"/> 5000004870	SCC ANK - TEST BUYER	19 Mar 2020 3:42:16 PM	Sent

# SES Invoice

## Locate Approved Service Sheet

1. Click **Fulfillment/ Service Sheets**.
2. Select the **checkbox** next to the approved Service Sheet and click the **Create Invoice** button to open up the Create Invoice screen OR click the **Service Sheet #** to open the Service Sheet for review before invoicing.

**Note:** You will ONLY be able to create an invoice against an **Approved** Service Sheet.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. A dropdown menu under 'Fulfillment' is open, showing 'Service Sheets' with a yellow circle '1' next to it. Below the menu, a table titled 'Service Sheets (2)' is displayed. The table has columns for 'Service Sheet #', 'Customer', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status'. Two rows are visible, both with a 'Sent' status. A yellow circle '2' is next to the first row. At the bottom of the table, there is a 'Create Invoice' button highlighted with a yellow box and an arrow, and an 'Edit' button.

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	<a href="#">ServiceSheet123</a>	Ariba Ready Test	<a href="#">ServicePOExample</a>	1 Mar 2017	\$128.50 USD	Sent	Sent
<input type="checkbox"/>	<a href="#">12345</a>	Ariba Ready Test	<a href="#">4700372768</a>	28 Feb 2017	\$128.50 USD	Sent	Sent

# SES Invoice

## Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

1. Complete all fields marked with required with an asterisk (\*). Enter your Invoice Number. Invoice date will automatically populate.

Create Invoice Update Save Exit Next

1

▼ Invoice Header \* Indicates required field Add to Header

**Summary**

Purchase Order: ServicePO1

Invoice #: \* ServiceInvoice1

Invoice Date: ⓘ 11 Apr 2017

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH  
United States

Bill To: SMO Buyer

Pittsburgh, PA  
United States

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

Tax

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

**Note:** Add to Header button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

# SES Invoice

## Header Level Detail

1. Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.
2. The **Additional Fields** section includes optional fields such as reference numbers, service period dates, and Approver Email.

**Note:** Some fields at the Header Level might be required by your Arrow Energy. Check for fields marked with an asterisk (\*) and enter information as required.



**1 Shipping**

Header level shipping ⓘ   
  Line level shipping ⓘ

Ship From: **SMO Supplier 1**  
 Cleveland, OH  
 United States

Ship To: **SMO Buyer**  
 Pittsburgh, PA  
 United States    [View/Edit Addresses](#)

Deliver To:

---

**Payment Term**

Discount or Penalty Term(days): ⓘ    
 Percentage(%):\*     [Add Discount/Penalty Term](#)

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**2 Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **SMO Supplier 1**  
Cleveland, OH  
United States

Customer: **SMO Buyer**  
Pittsburgh, PA  
United States    [View/Edit Addresses](#)

Bill From: **SMO Supplier 1**  
Cleveland, OH  
United States

Service Start Date:   
 Service End Date:

Email:     [View/Edit Addresses](#)

**Field Contractor**

Name:

Email:

Phone: USA 1 ▾

**Field Engineer**

Name:

Email:

Phone: USA 1 ▾

**Approver**

Name:\*

Email:\*

Phone: USA 1 ▾

# SES Invoice

## Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

1. Add line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. Update each line item as needed until all items are complete.
3. Click **Next** to proceed to review screen.
4. From the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your Arrow Energy after corrected, click the **Submit** button.

The screenshot shows the 'Line Items' interface. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table lists line items, with the first item selected (No. 1, Description: TESTINGSERVICECHG, Quantity: 1,000, Unit Price: \$2.57 USD, Subtotal: \$2,570.00 USD). Below the table are 'Pricing Details' and 'Additional Fields' with input boxes for classificationCode, accountingCode, purchaseDescription, transactionCategoryOrType, and unitsShippedUOM. A 'Line Item Actions' dropdown menu is open, showing options like Edit, Add, Tax, Shipping Documents, Special Handling, Pricing Details, Discount, Comments, and Attachment. At the bottom right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A summary box at the bottom right shows: Subtotal: \$2,570.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$2,570.00 USD, Total Net Amount: \$2,570.00 USD, Amount Due: \$2,570.00 USD. At the very bottom, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'.

# Credit Memo

## Header Level (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select one of the **Orders** tile and identify the PO item.
3. Open order by clicking its number.
4. Click on **Create Invoice** and choose **Credit Memo**.
5. 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**.
6. Review Credit Memo.
7. 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 **1** Workbench Planning Orders

99 New orders Last 90 days

22 Changed orders Last 90 days

**2** 192 Orders to invoice Last 90 days

271 Orders Last 90 days

Order Number	Customer	Amount Invoiced	Actions
<b>3</b> 4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

Purchase Order: 4500003734

Create Order Confirmation Create Ship Notice **4** Create Invoice

Credit Memo

Create Credit Memo **5** Next Exit

Header Information

Invoice #:   Information Only. No action is required from the customer. \* Indicates required field

Invoice Date: \* 11 Apr 2017  Original PO #: ServicePO1

Supplier Account ID #:  Customer Reference:

Supplier Reference:

**6**

Subtotal: \$-5.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$-5.00 USD  
Total Net Amount: \$-5.00 USD  
Amount Due: \$-5.00 USD

**7** Previous Submit Exit

# Credit Memo

## Header Level (From the Orders Tab)

To create a credit memo against an entire invoice:

1. Click the **Orders/ Orders and Releases**.
2. In the Orders and Releases sub-tab select the PO to be credited by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the Actions dropdown menu.
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**.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
<input checked="" type="radio"/> Agreement	5500000146	1	SCC NAMER - TEST 1		Plant 1 JP Tokyo, 13 Japan	DEMO BP TST CIG H87- 200 Praga Romania	100.00 EUR	28 Nov 2019

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice, Hide, Resend Failed Orders

Dropdown menu: Standard Invoice, Credit Memo, Credit Memo for Return Items

Create Credit Memo

Next Exit

Header Information

Invoice #: \*

Invoice Date: \* 11 Apr 2017

Supplier Account ID #:

Original PO #: ServicePO1

Customer Reference:

Supplier Reference:

Information Only. No action is required from the customer. \* Indicates required field

Subtotal: \$-5.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$-5.00 USD

Total Net Amount: \$-5.00 USD

Amount Due: \$-5.00 USD

Buttons: Previous, Submit, Exit

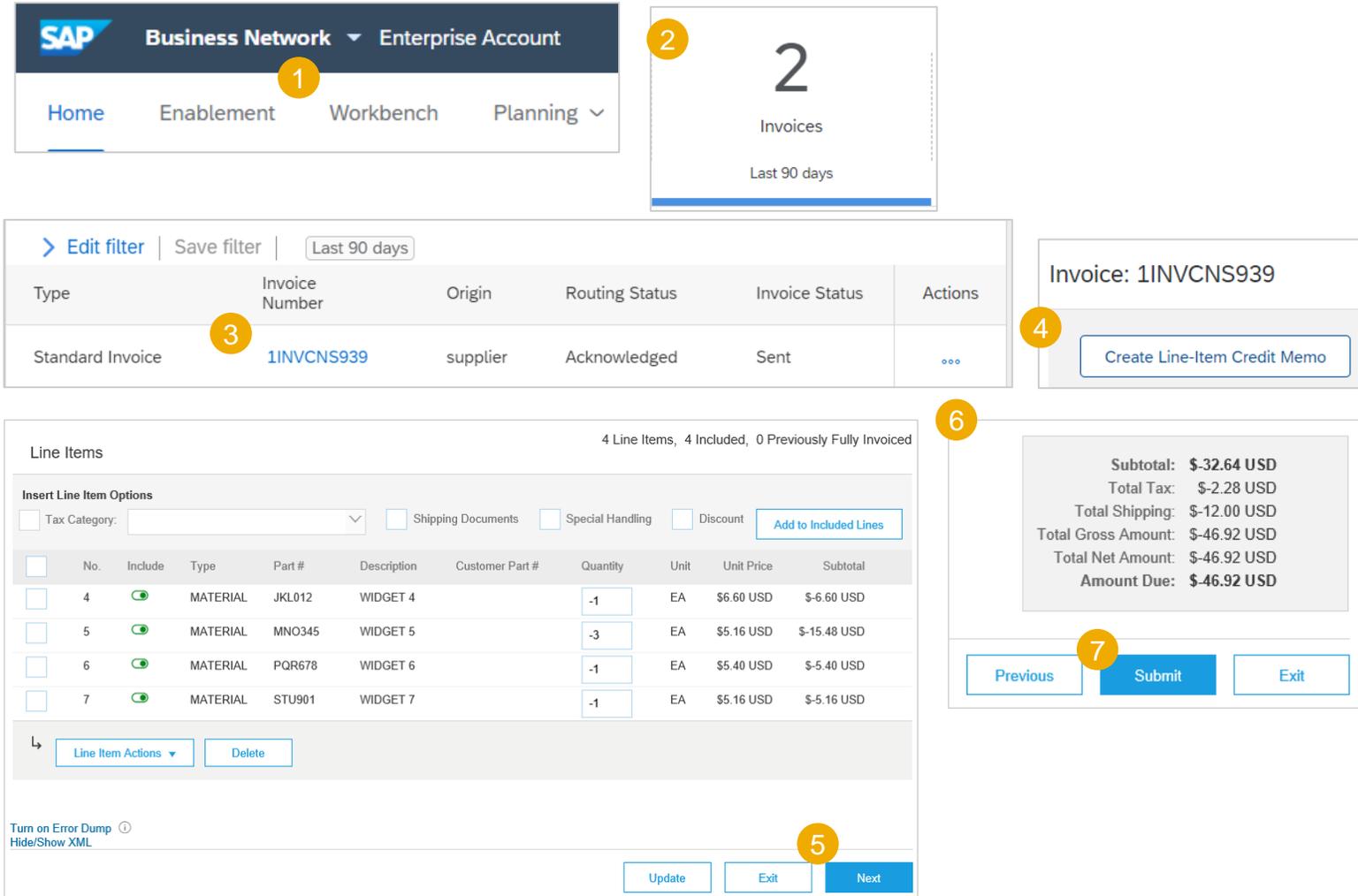
# Credit Memo

## Line Level Detail (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select **Invoices** tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Create Line-Item Credit Memo**.
5. 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**.
6. Review Credit Memo.
7. Click **Submit**.

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



The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Planning'. A large tile labeled '2' shows 'Invoices' for the 'Last 90 days'. Below the navigation, there are filter options: 'Edit filter', 'Save filter', and 'Last 90 days'. A table lists invoice details:

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

To the right of the table, a panel shows 'Invoice: 1INVCNS939' and a 'Create Line-Item Credit Memo' button. Below the table, the 'Line Items' section shows a table with 4 line items:

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

Below the line items table, there are 'Line Item Actions' and 'Delete' buttons. To the right, a summary panel shows:

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

At the bottom, there are 'Previous', 'Submit', and 'Exit' buttons. A 'Next' button is also visible at the bottom right of the interface.

# Credit Memo

## Line Level Detail (From the Invoices Tab)

From the Homepage:

1. Click Invoices/ Invoices.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. 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**.
4. Review Credit Memo.
5. Click **Submit**.

**SAP Business Network Enterprise Account**

Home Enablement Workbench Planning **Invoices**

**Invoices (1)**

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

**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	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

**Summary:**

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

[Previous](#) **Submit** [Exit](#)

[Update](#) [Exit](#) **Next**

Turn on Error Dump  Hide/Show XML

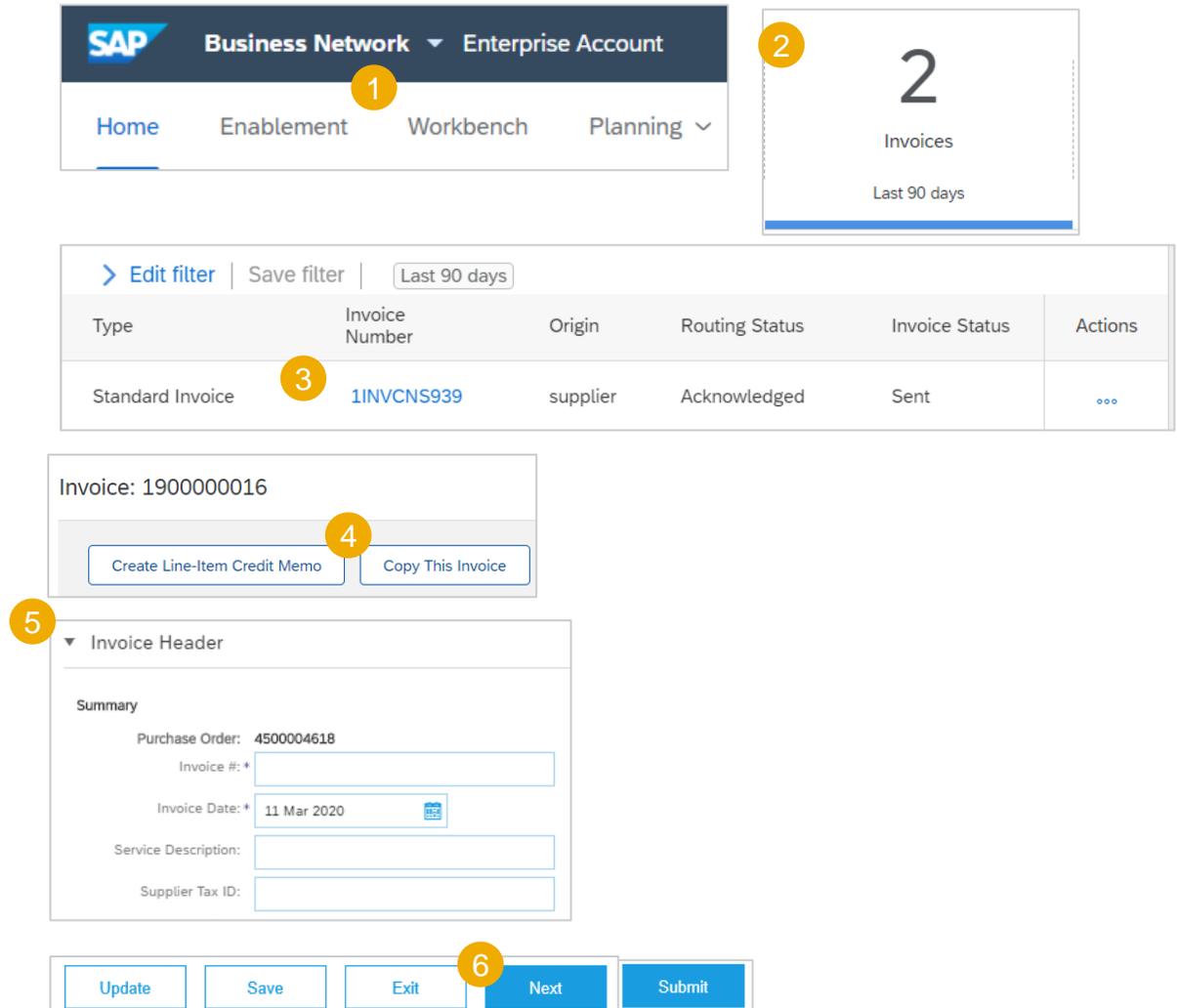
# Copy Invoices

## (From the Workbench)

From the Homepage:

1. Click Workbench.
2. Select Invoices tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Copy this invoice** in the invoice screen.
5. 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.
6. Click **Next**, review the invoice, and **Save** or **Submit** it.

**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 steps to copy an invoice in the SAP Business Network interface. It shows the navigation path from the Workbench to the Invoices tile, then to a specific invoice (1INVCNS939), and finally to the 'Copy This Invoice' button. The 'Invoice Header' section is expanded, showing fields for Purchase Order, Invoice #, Invoice Date, Service Description, and Supplier Tax ID. The 'Next' button is highlighted, indicating the next step in the process.

**1** Business Network Enterprise Account

Home Enablement **1** Workbench Planning

**2** 2 Invoices Last 90 days

> Edit filter | Save filter | Last 90 days

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	<b>3</b> 1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1900000016

**4** Create Line-Item Credit Memo Copy This Invoice

**5** Invoice Header

Summary

Purchase Order: 4500004618

Invoice #: +

Invoice Date: + 11 Mar 2020

Service Description:

Supplier Tax ID:

**6** Update Save Exit Next Submit

# Copy Invoices

## (From the Invoices Tab)

From the Homepage:

1. Click the **Invoices/ Invoices**.
2. Identify the right invoice and click **Copy**.

OR

3. Open the invoice clicking its number and click **Copy This Invoice**.
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**, review the invoice, and **Save** or **Submit** it.

The screenshot illustrates the SAP Business Network interface for copying an invoice. It is divided into several sections:

- Navigation Bar:** Shows 'SAP Business Network' and 'Enterprise Account'. The 'Invoices' menu is highlighted with a yellow circle '1'.
- Invoices List:** A table with columns: Invoice #, Customer, Reference, Submit Method, Origin, Source. One invoice is listed: INV\_20150415, Ariba, Inc. - TEST, 20150415\_PO1, Online, Supplier, Order. The 'Copy' button is highlighted with a yellow circle '2'.
- Invoice Detail View:** Shows 'Invoice: INV\_20150415'. The 'Copy This Invoice' button is highlighted with a yellow circle '3'.
- Invoice Header Form:** A form with fields for 'Purchase Order: 4500004618', 'Invoice #:', 'Invoice Date: 11 Mar 2020', 'Service Description:', and 'Supplier Tax ID:'. The form is highlighted with a yellow circle '4'.
- Action Buttons:** At the bottom, there are buttons for 'Update', 'Save', 'Exit', 'Next', and 'Submit'. The 'Next' button is highlighted with a yellow circle '5'.

# Invoice Management

## In this Chapter You Will Learn About ...

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

# Invoice Management

## Search for Invoice

### Quick Search:

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

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

2. Click on **Workbench / Invoices** tile.
3. Use filters to specify your search.

OR

4. Click on **Invoices/ Invoices**
5. Use search filters.

### Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.
- Invoices tab will be replaced with new Workbench concept soon.

1

Invoices

2

3

SAP Business Network Enterprise

Home Enablement **Workbench**

Invoices

Save filter

3

▼ Edit filter

Customers  Invoice number  Order number  Creation date

Partial match  Exact match

Invoice status  Invoice Type  Routing status

SAP Business Network Enterprise Account

Home Enablement Workbench Planning

4

Invoices

5

▼ Search Filters

Customer:  Min. Amount:

Invoice Number:  Max. Amount:

Partial number  Exact number External Invoice Number:

Order Number:  Status:

Date Range:  Type:

7 Feb 2021 - 7 May 2021

Show Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

# Invoice Management

## Invoice Status - Routing Status To Your Arrow Energy

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 Arrow Energy via the Ariba Network.

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

# Invoice Management

## Invoice Status - Review Invoice Status With Your Arrow Energy

Invoice Status reflects the status of Arrow Energy's action on the Invoice.

- **Sent** – The invoice is sent to the Arrow Energy, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Arrow Energy approved the invoice cancellation
- **Paid** – Arrow Energy paid the invoice / in the process of issuing payment. Only if Arrow Energy uses invoices to trigger payment.
- **Approved** – Arrow Energy has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Arrow Energy has rejected the invoice, or the invoice failed validation by Ariba Network. If Arrow Energy accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba 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: INV\_20150415 4 Done

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

1 Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

2 History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Invoice Management

## Modify an Existing Invoice - Cancel, Edit, and Resubmit

1. Use **Workbench/ Invoices** tile to identify the right invoice.
2. Open invoice by clicking its number or Actions button.
3. To cancel the invoice click **Cancel**. The status of the invoice changes to Canceled.
4. To edit the invoice click **Edit**. You can edit only **failed or rejected** invoices.
5. Make editing changes and click **Submit** on the Review page to send the invoice.

### OR

6. You can identify and cancel, edit, resubmit invoices as well from the **Invoices/ Invoices** tab.

### Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.
- Invoices tab will be replaced with new Workbench concept soon.

The screenshot illustrates the SAP Business Network interface for invoice management. It is divided into several sections with numbered callouts (1-6) indicating key actions:

- 1:** The top navigation bar shows 'SAP Business Network' and 'Enterprise Account'. A 'Workbench' tile is highlighted, containing a large number '3' and the text 'Invoices' and 'Save filter'.
- 2:** A table lists invoices. The first row is 'Standard Invoice' with invoice number '1INVCNS939' and status 'No'. A three-dot menu icon is visible in the 'Actions' column.
- 3:** A modal for 'Invoice: INV84' shows a 'Cancel' button and a 'Create Line-Item Credit Memo' button.
- 4:** A modal for 'Invoice: IN191204\_2' shows an 'Edit' button, a 'Copy This Invoice' button, and an 'Add Attachment' button.
- 5:** A separate 'Submit' button is shown.
- 6:** The bottom navigation bar shows 'Home', 'Enablement', 'Workbench', 'Planning', and 'Invoices'. A dropdown menu is open under 'Invoices', showing 'Invoices' as the selected option.

# Invoice Management

## Create Invoice Reports 1

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

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

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' tab is highlighted with a yellow circle '1'. Below the navigation bar, the 'Reports' section contains a table of report templates and a toolbar with buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a yellow circle '2'. Below the toolbar, the 'Report' configuration form is shown. The form has two tabs: 'Report Description' (selected) and 'Criteria'. The 'Report Description' tab contains fields for 'Title: \*', 'Description:', 'Time zone: US/Michigan', 'Language: English', and 'Report Type: \*'. The 'Report Type' dropdown is highlighted with a yellow circle '4'. The 'Next' button at the bottom right of the form is highlighted with a yellow circle '5'. A yellow circle '3' is placed at the top left of the form area.

# Invoice Management

## Create Invoice Reports 2

6. Specify **Arrow Energy** and **Created Date** in Criteria.
7. Click **Submit**.
8. Select the report created 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

6 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

7 Previous Submit Exit

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

### Report Templates

	Title ↑	Schedule Type	Report Type	Status
<input type="radio"/>	AllMyOrders	Manual	Order	Processed
<input type="radio"/>	Available columns check	Manual	Order	Processed
<input type="radio"/>	BP ORDER	Manual	Order Summary	Processed
<input checked="" type="radio"/>	Invoicing Test	Manual	Invoice	Processed

↳ Run 8 Download Edit Copy Delete Create Refresh Status

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Electronic Invoice Routing**.
3. Select the tab **Tax Invoicing and Archiving**.
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want Ariba 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.
6. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

1

2

3

4

5

6

# Thank you.

Contact information:

Contracting & Procurement Lead  
111 Eagle St  
Brisbane QLD 4001  
(07) 3012 4000

[Procurement@arrowenergy.com.au](mailto:Procurement@arrowenergy.com.au)