Feature at a Glance

Create Summary Invoices in SAP Business Network (NP-33199)

Target GA: November, 20203

THE BEST RUN **SAP**

Introducing: Create Summary Invoices in SAP Business Network

Feature Description

This feature enables suppliers to create a summary invoice based on multiple purchase orders and ship notices by using the Orders to summary invoice tile.

Key Benefits

- Reducing the number of invoices to create and manage for suppliers.

- Reducing the number of invoices to approve and pay for buyers.

Audience:

Buyers & Suppliers

Enablement Model:

Customer configured

Applicable Solutions

- SAP Business Network for Procurement

- SAP Business Network for Supply Chain

Enablement Steps & Notes

Buyer enables transaction rule Allow suppliers to send summary invoices to this account

General Invoice Rules	
Allow suppliers to send summary invoices to this account.	✔

Available in the:

1. Default transaction rules

2. Supplier group rules

3. Country-based invoicing rules

Prerequisites and Restrictions

Prerequisites
- None

Restrictions
- The feature is not available to standard account suppliers
- Orders that can be invoiced together must have the same value in:
    1. Customer
    2. Company Code
    3. Currency
    4. System ID*
- Orders that can be invoiced together must all either have Taxes at the header or taxes at the line items

---

* System ID is used to separate the orders by from what buyer system the order was received from

User Stories

1. As an accounts receivables specialist, I want to create one invoice that references items from multiple orders.

2. As an accounts payables specialist, I want to process one invoice that references items from multiple orders.

Feature Details

Tile Orders to invoice
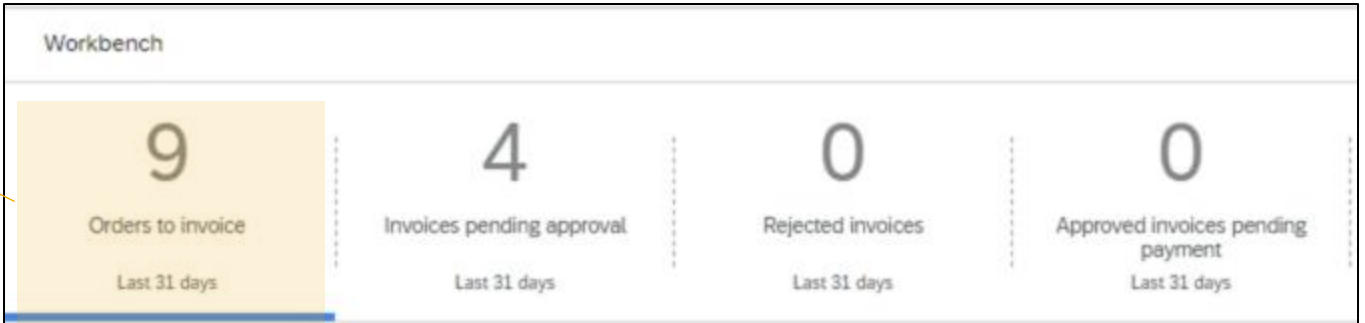
Orders grouped by Currency, Customer, Company Code

Select all orders in a group

Select individual orders in a group

Click on Create invoice

Workbench

9	4	0	0
Orders to invoice	Invoices pending approval	Rejected invoices	Approved invoices pending payment
Last 31 days	Last 31 days	Last 31 days	Last 31 days

Orders to invoice (9)

> Edit filter | Save filter | [Last 31 days]

[Create invoice ⌄]

⌄ ☐	Order Number	Purchasing Organization	Purchasing Group	Ordering Address
⌄ ☐	Currency: **EUR** Customer: **Ignite Bike Designs GmbH** Company Code: **001 DE 1**			
☐	MTBHBR039	M1CB2 SCPM Purchasing Org	DE22 PGP Buyer	Ignite Bike Designs Cologne, Germany
☐	MTBBRK035	M1CB2 SCPM Purchasing Org	DE22 PGP Buyer	Ignite Bike Designs Cologne, Germany
☐	MTBFRM035	M1CB2 SCPM Purchasing Org	DE22 PGP Buyer	Ignite Bike Designs Cologne, Germany
⌄ ☐	Currency: **EUR** Customer: **Ignite Bike Designs GmbH** Company Code: **DE01 DE 1**			
☐	MTBHBR032	M1CB2 SCPM Purchasing Org	DE22 PGP Buyer	Ignite Bike Designs Cologne, Germany

In tile Orders to invoice in the supplier transaction workbench, suppliers can see purchase orders that can be invoiced together grouped by:
1. Currency
2. Customer
3. Company Code
4. System ID (not visible)

Suppliers can select:
   a. all orders in a group or
   b. individual orders
by clicking on the checkboxes.

After having selected orders, the supplier can click on Create invoice.

Feature Details

Orders that can be invoiced together are always grouped by Customer, Currency, and Company Code.*

The supplier can however add additional grouping criteria by clicking on the ⚙ icon on top of the list of orders, select tab Column grouping, and drag and drop a column from the available columns list to the grouping columns list.

Default grouping

New grouping

Default grouping

Currency: **EUR** Customer: **Ignite Bike Designs GmbH** Company Code: **001 DE 1**

New grouping

Currency: **EUR** Customer: **Ignite Bike Designs GmbH** Company Code: **001 DE 1** Purchasing Organization: **M1CB2 SCPM Purchasing Org**

* Column Order group is also amongst the fixed grouping columns. This column is used for technical reasons to ensure the grouping is indexed and intact.

Feature Details

When the supplier clicks on Create invoice, the supplier has two options:

1. **Create invoice by POs** – The invoice is created for the selected orders

2. **Create invoice by entire group** – The invoice is created for all orders that reside in the grouping where the supplier had selected orders. This option should be used if the supplier wants to invoice for all orders in the group when not all orders in the group are displayed in the listing page

Create invoice ∨

Create invoice by POs

Create invoice by entire group

Currency: AED
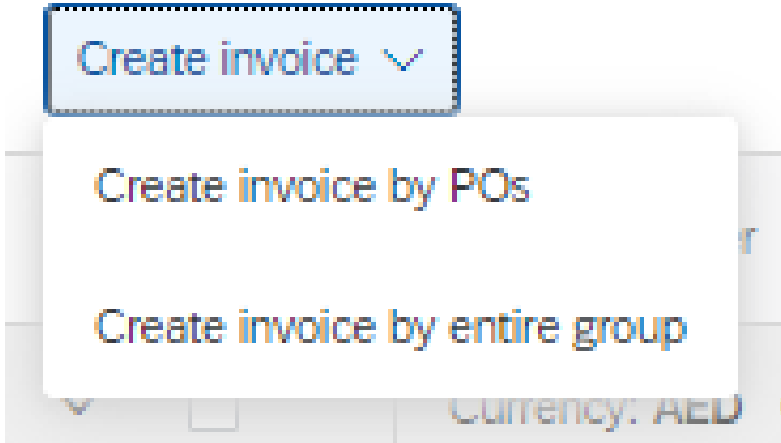
Feature Details

If the buyer has enabled transaction rules:

- Require suppliers to include only shipped quantities on invoices

- Require references to ship notices on invoices

for the supplier, the supplier can only invoice orders that have associated ship notices that have a shipped quantity that has not yet been invoiced. When the supplier clicks on Create invoice after having selected such orders, the supplier must select the ship notices for those orders that have not yet been invoiced and that the supplier would like to create an invoice for.

Feature Details

The header values on the orders may be different, so after the supplier has clicked on Create order, the supplier has to select which order to use to default values to the invoice header.

Create Invoice — Next — Cancel

Select an order as the invoice header

The information of the order you selected will be taken as the header level information of the invoice

	Order number ↑	Date	Purchasing organization	Ordering address	Customer location	Invoiced amount	Amount	Order status
○	MTBBRK077	6 Apr 2023	SCPM Purchasing Org	Ignite Bike Designs GmbH Cologne Germany	Ship to		5,700.00 EUR	Confirmed
○	MTBFRM124	6 Apr 2023	SCPM Purchasing Org	Ignite Bike Designs GmbH Cologne Germany	Ship to		128,000.00 EUR	Confirmed
○	MTBHBR134	6 Apr 2023	SCPM Purchasing Org	Ignite Bike Designs GmbH Cologne Germany	Ship to		2,550.00 EUR	Confirmed

Next — Cancel

Feature Details

The invoice lines on the Create invoice page are grouped by the order from which they were flipped.

▶ Original purchase order MTBFRM124		* *Indicates required field*
Expand to view the contents of this section.		
▶ Original purchase order MTBHBR134		* *Indicates required field*
Expand to view the contents of this section.		
▶ Original purchase order MTBBRK077		* *Indicates required field*
Expand to view the contents of this section.		

When an order group is expanded, the supplier can edit the invoice items and take actions on them.

▼ Original purchase order MTBFRM124   * *Indicates required field*

Line Items   3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [19% VAT / Standard ▽] ☐ Shipping Documents ☐ Special Handling ☐ Discount   [Add to Included Lines]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	🟢	MATERIAL	MBFRMNS290	MTB Frame: Nukeproof Scout		10	EA ⓘ	550.00 EUR	5,500.00 EUR
☐	2	🟢	MATERIAL	MBFRMSEE	MTB Frame: Specialized Epic Evo		30	EA ⓘ	2,000.00 EUR	60,000.00 EUR
☐	3	🟢	MATERIAL	MBFRMSCT	MTB Frame: Santa Cruz Tallboy		25	EA ⓘ	2,500.00 EUR	62,500.00 EUR

↳ [Line Item Actions ▾] [Delete] [Reset Tax from PO]

Thank you

Follow us

www.sap.com/contactsap

THE BEST RUN **SAP**