

SAP Business Network

Submitting Order Confirmations, Ship Notices, Invoices and Workbench Navigation

SAP

Public



Account Navigation

Workbench

Account Navigation

Workbench

You'll use the Workbench on your Home Screen, to find documents you received from Incyte and documents you've sent to Incyte. (If you do not have any tiles, skip down to slide 8.) Click on **Orders** for example

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation menu includes Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The 'Orders' tile in the overview section is highlighted with a red box. Below the overview, the 'My widgets' section contains three widgets: Purchase orders (showing \$5.17K USD), Invoice aging (showing \$100 USD), and Activity feed (showing two 'Order received' entries).

Overview Tile	Value	Period
New orders	1	Last 31 days
Orders	2	Last 31 Days
Rejected invoices	0	Last 31 days
Orders to invoice	1	Last 31 days
Invoices	1	Last 31 days
More	1	

Widget	Value
Purchase orders	\$5.17K USD
Invoice aging	\$100 USD

Activity	Date/Time	Account	Value
Order received	Feb 25, 2022 10:34 AM	Amtrak - TEST	\$168.00 USD
Order received	Feb 25, 2022 10:26 AM	Amtrak - TEST	\$5,000.00 USD

Account Navigation

Workbench

You can see the Purchase Orders here from the last 31 days. You can click on the purchase order number to view the purchase order details page.

Workbench

1 New orders Last 31 days

2 Orders Last 31 Days

0 Rejected invoices Last 31 days

1 Orders to invoice Last 31 days

1 Invoices Last 31 days

Orders (2)

[> Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4510000820		\$168.00 USD	Feb 25, 2022	New		...
2510003253		\$5,000.00 USD	Feb 25, 2022	Partially Invoiced	\$100.00 USD	...

Account Navigation

Workbench

If you are not seeing your purchase order, click **Edit Filter**. There are many options to search by. If you'd like to search by purchase order creation date, select Creation Date, your Date Range, and click **Apply**

The screenshot shows the 'Workbench' interface with three main sections: 'New orders' (1), 'Orders' (2), and 'Rejected invoices' (0). The 'Orders' section is active, showing a list of 2 orders. A red box highlights the 'Edit filter' button. Below it, various filter fields are visible: 'Customers', 'Order numbers', 'Company codes', 'Purchasing organizations', 'Customer locations', and 'Order type'. The 'Creation date' filter is expanded, showing a dropdown menu with 'Last 31 days' selected and 'Last 365 days' highlighted. The 'Apply' button at the bottom right is also highlighted in red.

Account Navigation

Workbench

If you know the purchase order number you need to find, click **Edit Filter** and under Order Numbers, change Partial Number to **Exact Number**. Enter in the **purchase order number** and click **Apply**.

Workbench

1 New orders Last 31 days

2 Orders Last 31 Days

0 Rejected invoices Last 31 days

1 Orders to invoice Last 31 days

Invoices Last 31 days

Customize

Orders (2)

Edit filter

Customers

Select or type selections

Order numbers

Type selection

Partial match **Exact match**

Apply Reset Cancel

Account Navigation

Workbench

If you'd like to customize your Workbench, or need to add tiles, click on the Workbench tab at the top. The select **Customize**.

The screenshot displays the SAP Business Network Workbench interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this, a secondary navigation bar contains tabs for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Repo'. The 'Workbench' tab is highlighted with a red box. In the top right corner, there are icons for help, user profile (AS), and a 'Create' dropdown menu. Below the navigation bar, the main content area is titled 'Workbench' and features five summary tiles: '1 New orders (Last 31 days)', '3 Orders (Last 365 Days)', '0 Rejected invoices (Last 31 days)', '1 Orders to invoice (Last 31 days)', and '1 Invoices (Last 31 days)'. The 'Invoices' tile is selected with a blue underline. Below the tiles, there is a section for 'Invoices (1)' with options to 'Edit filter', 'Save filter', and 'Last 31 days'. A table below this section displays invoice details:

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount	Routing	Actions
Standard Invoice	03042022		2510003253	Order	Online	supplier	Mar 4, 2022	\$100.00 USD	Acknow	...

In the top right corner of the main content area, there is a 'Customize' button with a gear icon, which is highlighted with a red box.

Account Navigation Workbench

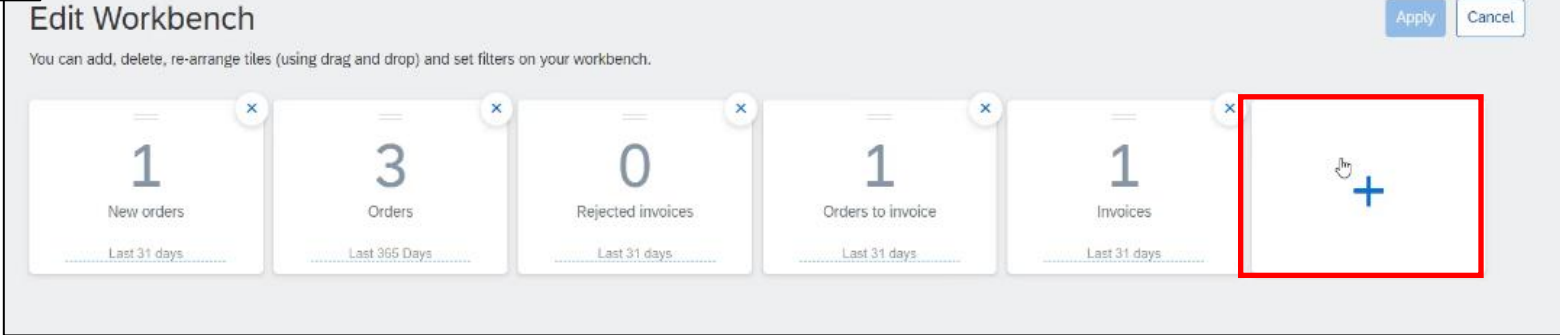
1

Click the + to add a tile

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

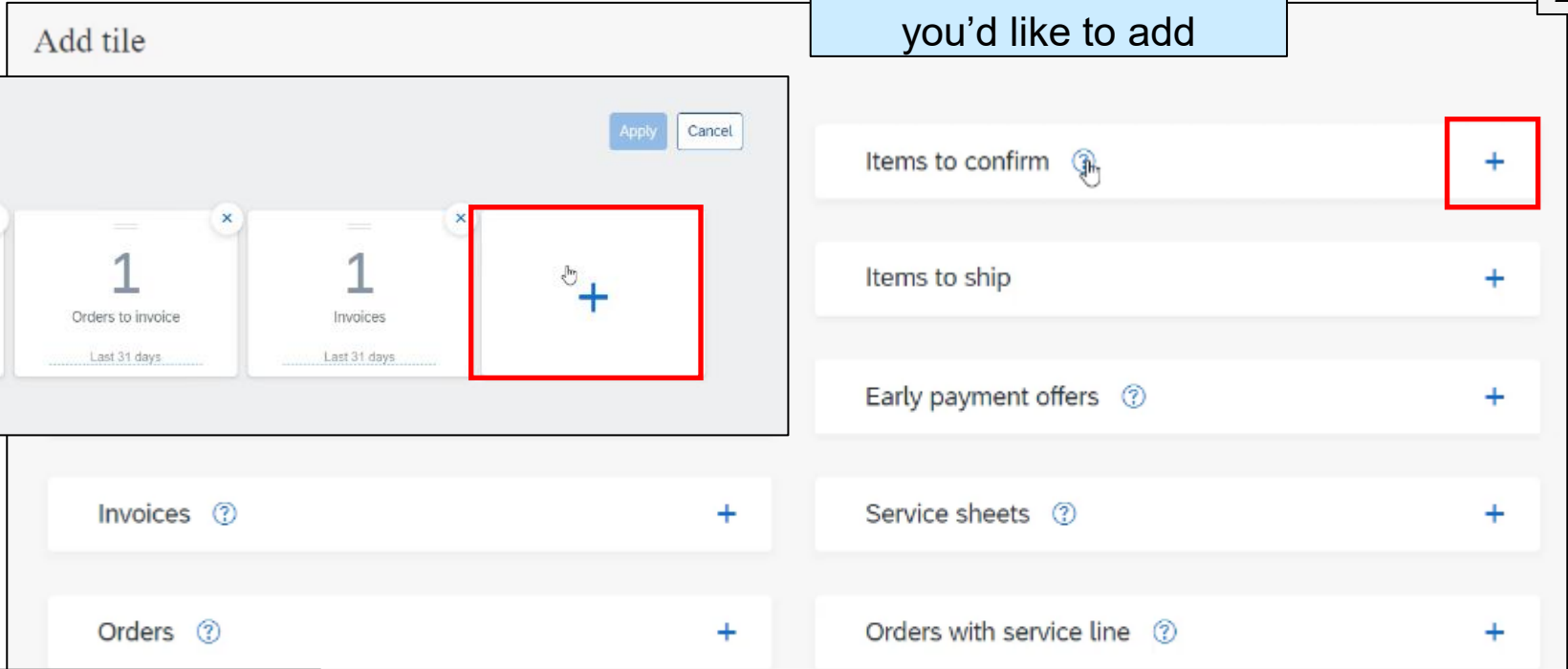
Apply Cancel



Click the + next to the tile you'd like to add

2

Add tile



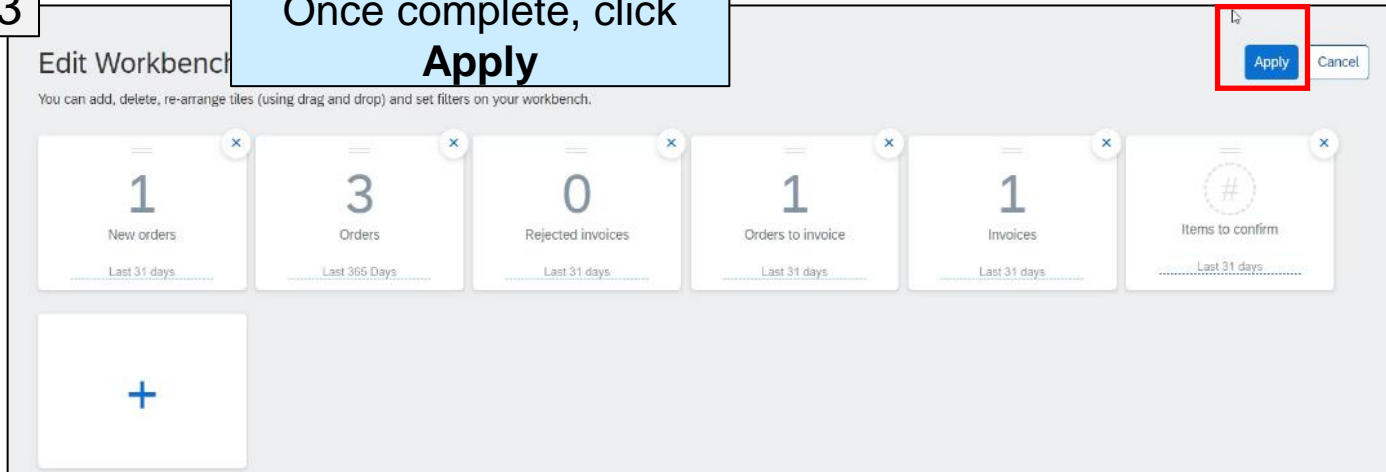
3

Once complete, click Apply

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Apply Cancel



Purchase Order Details

Purchase Order Details Page

Purchase Order: 430

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Order Detail

Order History



SOLVE ON.

From:
Incyte Corporation
1801 Augustine Cut-off
Wilmington, DE 19803
United States

To:

Purchase Order
(New)
430
Amount: \$606.00 USD
Version: 1

Track Order

The purchase order details page will show the purchase order number, status, amount and version. It will also show who it is from, and who it was sent to.

Purchase Order Details Page

Ship All Items To

Incyte Corporation

Bill To

Incyte Corporation

Deliver To

Line Items

[Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1			Material		1 (EA)	4 Mar	\$606.00 USD	\$606.00 USD	Details

Order submitted on: Tuesday 27 Feb 2024 12:42 PM GMT-05:00

Received by SAP Business Network on: Tuesday 27 Feb 2024 12:48 PM GMT-05:00

This Purchase Order was sent by Incyte Corporation AN01606913115 and delivered by SAP Business Network.

Sub-total: \$606.00 USD

[Create Order Confirmation](#)

[Create Ship Notice](#)

[Create Invoice](#)

Scroll down on the page and you can view the purchase order line item(s). Here you can see the Type, Qty, Need by Date, Unit Price and Subtotal

[Download](#) [Print](#) [More](#)

Done

Creating an Order Confirmation

Creating an Order Confirmation

Incyte does not require an order confirmation to be sent. But, if you'd like to send one, click **Create Order Confirmation** and **Confirm Entire Order**

Purchase Order: 430

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order

Update Line Items [History](#)

Reject Entire Order

 **SOLVE ON.**

From:
Incyte Corporation
1801 Augustine Cut-off
Wilmington, DE 19803
United States

To:

Purchase Order
(New)
430
Amount: \$606.00 USD
Version: 1

Track Order

Creating an Order Confirmation

The confirmation number and Est. Delivery Date are required to enter. All other fields are optional

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 430

Customer: Incyte Corporation

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:*

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Creating an Order Confirmation

Click **Next** when you are finished

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #: 1234

Associated Purchase Order #: 430

Customer: Incyte Corporation

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:* 29 Feb 2024

Est. Tax Cost:

Comments:

Creating an Order Confirmation

Please review your order confirmation detail. If correct, click **Submit**, and your Order Confirmation will be submitted to Incyte

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 1234

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1		Material	1 (EA)	4 Mar	\$606.00 USD	\$606.00 USD

Current Order Status:

1 Confirmed With New Date (Estimated Delivery Date: 29 Feb 2024)

Previous Submit Exit

Previous Submit Exit

Creating a Ship Notice


Creating a Ship Notice

A ship notice is also not required by Incyte. If you'd like to submit a ship notice, click **Create Ship Notice**

Purchase Order: 430 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ↓ 📄 ...

[Order Detail](#) [Order History](#)

 **SOLVE ON.**

From:
Incyte Corporation
1801 Augustine Cut-off
Wilmington, DE 19803
United States

To:

Purchase Order
(New)
430
Amount: \$606.00 USD
Version: 1

[Track Order](#)

Creating a Ship Notice

The **packing slip ID**, **Shipping Date** and **Delivery Date** are required on your ship notice for Incyte. All other fields are optional. Click **next**, when finished filling out all fields

Create Ship Notice

** Indicates required field*

SHIP FROM	DELIVER TO
<input type="text"/> Update Address	Incyte Corporation Wilmington, DE United States Update Address

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: <input type="text"/> <small>! Required field</small>	Carrier Name: <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text" value="Select"/>	
Shipping Date: <input type="text"/> <small>! Required field</small>	
Delivery Date: <input type="text"/> <small>! Required field</small>	
Gross Volume: <input type="text"/>	Unit: <input type="text"/>
Gross Weight: <input type="text"/>	Unit: <input type="text"/>

Save Exit **Next**

Creating a Ship Notice

Please review you ship notice information. If all is correct, click **Submit**. Your ship notice will be sent to Incyte

Create Ship Notice

Confirm and submit this document.

SHIP FROM

DELIVER TO

Incyte Corporation

1801 Augustine Cut-off
Wilmington, DE 19803
United States

Ship Notice Header

SHIPPING

Packing Slip ID: 123
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 29 Feb 2024
Actual Delivery Date: 1 Mar 2024 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING


Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --
Delivery Terms Description: --
Transport Terms Description: --

Shipping Payment Method: Account
Shipping Contract Number: --
Shipping Instructions: --

Previous Save **Submit** Exit



Creating an Invoice

Creating an Invoice

To start your invoice, on the purchase order details page, click **Create Invoice** and then **Standard Invoice**

Purchase Order: 430 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

 **SOLVE ON.**

From:
Incyte Corporation
1801 Augustine Cut-off
Wilmington, DE 19803
United States

To:

Purchase Order
(New)
430
Amount: \$606.00 USD
Version: 1

Track Order

Creating an Invoice

The invoice number and invoice date are required for you to enter

Create Invoice

Update Save Exit Next

▼ Invoice Header * Indicates required field [Add to Header ▼](#)

Summary

Purchase Order: **430**

Invoice #: *

Invoice Date: * 29 Feb 2024

Service Description:

Supplier Tax ID:

Remit To:

Bill To:

Subtotal: **\$606.00 USD**
Total Tax: \$0.00 USD
Total Gross Amount: **\$606.00 USD**
Total Net Amount: **\$606.00 USD**
Amount Due: **\$606.00 USD**

[View/Edit Addresses](#)

Creating an Invoice

Scroll down to view the tax section. Enter in the **Tax Rate** or **Tax Amount**.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* ▼

Location:

Description:

Regime: ▼

Taxable Amount:

Tax Rate Type:

Rate(%):
! Required if Tax Amount is not entered

Tax Amount:
! Required if Rate is not entered

Creating an Invoice

Another required field in your invoice for Incyte, is attaching a copy of your invoice. Scroll down on your screen to find **Add to Header**. Click **Add to Header** and choose **Attachment**.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Service Start Date:

Service End Date:

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

Bill From: **A**

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

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount

Creating an Invoice

1 First, click choose file

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

2 Select the invoice copy from your computer. Click Open

United States

Open

« OneDrive - SAP SE » Documents » Test

Search Test

Organize New folder

Name	Status	Date modified	Type
Test.docx		5/17/2018 10:21 AM	Microsoft Word

File name: Test.docx All files (*.*)

3 Lastly, click the **Add Attachment** button on your invoicing screen. Make sure your attachment is listed correctly below.

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test.docx	12806	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Creating an Invoice

Scroll down on your invoicing screen to view the **Line Items**. Here, you can see the same details as what was shown on the purchase order details page.

Line Items Items, 1 Included, 0 Previously Fully 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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL				1	EA	\$606.00 USD	\$606.00 USD

↳ [Line Item Actions](#) [Delete](#)

Turn on Error Dump [Hide/Show XML](#)

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

If there is more than one line item, and you do not want to invoice on a certain line item, you can dis-include that line item for your invoice. You are able to go back and invoice again, for any remaining amounts and items.

Once your invoice is complete, click Next

Creating an Invoice

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123	Subtotal: \$606.00 USD
Invoice Date: Thursday 29 Feb 2024 10:21 AM GMT-05:00	Total Tax: \$0.00 USD
Original Purchase Order: 430	Total Gross Amount: \$606.00 USD
	Total Net Amount: \$606.00 USD
	Amount Due: \$606.00 USD

REMIT TO:

BILL TO:

SUPPLIER:

BILL FROM:

CUSTOMER:

On the next screen, please review your invoice information. If something is not correct, you can click Previous, to take you back to edit. If everything is correct, click **Submit**, to submit your invoice to Incyte.

Thank you.