



**Fortescue™**

# **Activate and Accept Automatic Invoice Creation**

**We are Fortescue**

# Purpose



SAP Business Network buyers in the United States, Australia, and South Africa can enable an invoice rule to automatically create invoices from receipts. The rule enables SAP Business Network to automatically create an invoice when the buyer sends a receipt for material goods.

The rule ensures that invoices are based on goods that the buyer has received. This rule makes the invoicing process more efficient, and it reduces the possibility of invoices not matching goods receipts. For suppliers, the rule automates invoice creation for material goods, and it reduces the possibility of invoices being rejected for not matching goods receipts.

To automatically generate invoices based on receipts sent from a buyer, the supplier must agree to automatic invoicing by completing the Automatic Invoice Creation Acceptance page for each buyer that has enabled the country/region-based rule.

When SAP Business Network generates an invoice automatically based on a receipt submitted by the buyer, it gathers information for the invoice from the purchase order, the receipt, and the supplier's company profile.

# Login to SAP Business Network



1. To login to the SAP Business Network (SBN), click here: [\*\*Ariba Network Supplier\*\*](#)
2. On the landing page, enter your **user-ID** and click **Next**
3. Enter your SBN **password**
4. Click on **Sign In**

The screenshot shows the SAP Business Network 'Supplier sign-in' page. At the top left is the SAP Business Network logo. The main heading is 'Supplier sign-in'. Below it is a text input field containing the email address 'test[redacted]mg@fortescue.com'. A blue 'Next' button is positioned below the input field. To the right of the input field is a link for 'Forgot username'. At the bottom left, there is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn more'. On the right side of the page, there is a promotional banner for 'SAP Business Network Virtual Supplier Success Day - On-Demand'. The banner includes a small image and text: 'Access on-demand content to learn about the latest innovations and best practices within the supplier community.' Below the banner is a 'Learn More' button.

The screenshot shows the SAP Business Network 'Account sign in' page. At the top left is the SAP Business Network logo. The main heading is 'Account sign in'. Below it is a text input field containing the email address 'test[redacted]mg@fortescue.com'. Below the email field is a 'Password' label and a password input field with masked characters '\*\*\*\*\*'. A blue 'Sign in' button is positioned below the password field. To the right of the password field is a link for 'Forgot password'. At the bottom left, there is a section for 'New to SAP Business Network?' with a link for 'Learn more'.

# Navigate to Customer Relationships



5. On the home page of your SBN account, click on your **user profile** icon (top left corner)
6. Click on **Settings**, then **Customer Relationships**

The screenshot displays the Fortescue SBN account home page. At the top right, the user profile icon (a circle with 'FAG') is circled in red. A dropdown menu is open, showing options like 'My Account', 'Link User IDs', and 'Settings'. The 'Settings' option is highlighted with a red box. Below it, a sub-menu is visible, with 'Customer Relationships' highlighted by a red box. The main dashboard area shows various metrics: 5 New orders, 23 Orders, 6 Orders to invoice, 4 Rejected invoices, and 20 Invoices. There are also charts for Purchase orders (\$4.03M AUD) and Invoice aging (\$312K AUD).

# Review Approval Requests



7. In the **Customer Relationships** tab, click on **Approved Requests**
8. The list will display all the customers with which you have trading relationships via SBN
9. On the **Approved Requests** list, find **Fortescue Ltd** under the column **Customer**
10. Locate **Fortescue Ltd** and select the box
11. Click on **Advanced View**

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a user profile 'FAG'. The main navigation menu has 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Customer Relationships' section is active, with a search bar and a toggle for 'Automatically accept all relationship requests' set to 'ON'. The 'Advanced View' button is highlighted with a red box. Below the search bar, there are tabs for 'Customer List', 'Pending Requests (0)', 'Approved Requests (1)', and 'Rejected Requests (0)'. The 'Approved Requests (1)' tab is selected and highlighted with a red box. A table below shows the details of the approved request for 'Fortescue Ltd - TEST', with the entire row highlighted by a red box. The table has columns for 'Customer', 'Network ID', 'Relationship Type', and 'Last Changed On'. The 'Fortescue Ltd - TEST' row shows 'AN01011736185-T' for Network ID, 'Fulfillment' for Relationship Type, and 'Apr 17, 2024, 4:03:34 PM' for Last Changed On.

Customer	Network ID	Relationship Type	Last Changed On
<input checked="" type="checkbox"/> Fortescue Ltd - TEST	AN01011736185-T	Fulfillment	Apr 17, 2024, 4:03:34 PM

# Review Automatic Invoice Creation Request



12. On the **Customer Relationships** tab, click on **Automatic Invoice Creation Acceptance**
13. The request from Fortescue for Automatic Invoice Creation will be displayed
14. Click on **Respond**

SAP Business Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

Current Relationships Potential Relationships **Automatic Invoice Creation Acceptance**

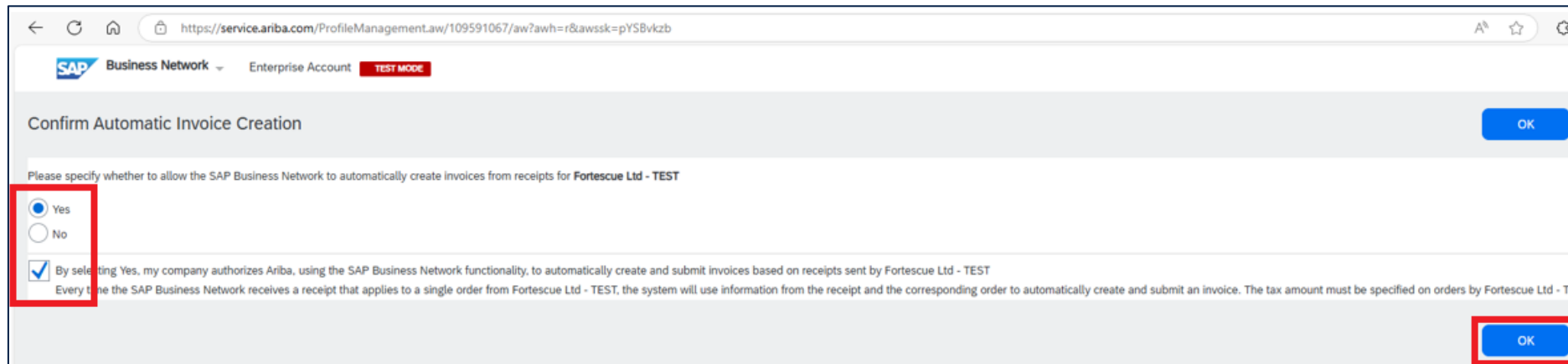
Customer Fortescue Ltd - TEST

Routing Type	Source	Response Status	Acceptance/Rejection Date	Respond
Default	Receipt Invoice generation	Accepted	10 Jun 2024	<b>Respond</b>

# Accept & Agree to Approval Requests



15. Select **Yes** to accept the invitation and select the box next to **Terms** to allow SBN to **automatically** create invoices from receipts for **Fortescue**
16. Click on **OK**
17. On the next page, click on **Close**



The screenshot shows a web browser window with the URL <https://service.ariba.com/ProfileManagement.aw/109591067/aw?awh=r&awssk=pYSBvkzb>. The page header includes the SAP Business Network logo, "Enterprise Account", and a "TEST MODE" indicator. The main heading is "Confirm Automatic Invoice Creation" with an "OK" button in the top right. Below the heading, the text reads: "Please specify whether to allow the SAP Business Network to automatically create invoices from receipts for Fortescue Ltd - TEST". There are two radio button options: "Yes" (selected) and "No". Below these is a checked checkbox with the text: "By selecting Yes, my company authorizes Ariba, using the SAP Business Network functionality, to automatically create and submit invoices based on receipts sent by Fortescue Ltd - TEST". A detailed paragraph of terms follows: "Every time the SAP Business Network receives a receipt that applies to a single order from Fortescue Ltd - TEST, the system will use information from the receipt and the corresponding order to automatically create and submit an invoice. The tax amount must be specified on orders by Fortescue Ltd - TEST". An "OK" button is located in the bottom right corner of the form area.