



INVOICING

SAP BUSINESS NETWORK

SUPPLIER GUIDE

Honeywell

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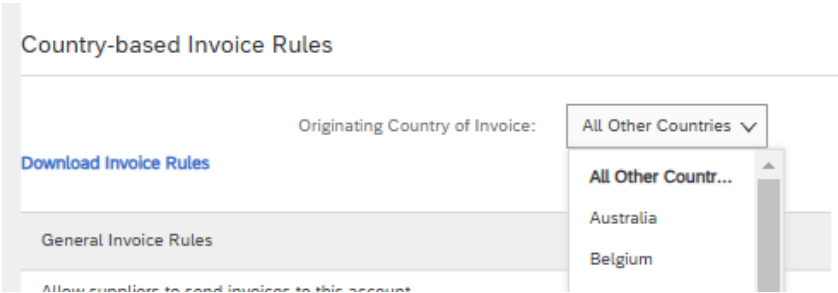
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INVOICE TYPES

Ariba	ERS	Carbon Copy
<ul style="list-style-type: none">▪ Invoices to be submitted in Ariba.▪ Country rules might apply.▪ “Create invoice” button will be enabled.	<ul style="list-style-type: none">▪ Invoices are created by Honeywell on behalf the supplier.▪ Invoice will be labled as “Is ERS” at PO Line level.▪ “Create invoice” button is disabled.	<ul style="list-style-type: none">▪ Invoices to be sent through email.▪ Applicable for countries not accepting eInvoice in Ariba.▪ “Create invoice” button is disabled.

To see Country rules details

1. Click on your initials
2. Then click “Settings”
3. Click “Customer Relationships”.
4. Click on “Honeywell”
5. Scroll down to the “Country-based Invoice Rules” section and view the Invoice rules.



SUBMIT AN INVOICE

PART 1

1. Click **Workbench** from headers.
2. Click on **Orders to invoice** tile.
 - If not available, click on “Customize” and add it
3. Identify the **Purchase Order** row to be invoiced.
4. Click the “...” from Actions column of the PO to be invoiced .
5. Click **Standard Invoice** (You can also click on the PO link, “Create invoice” and then “Standard Invoice”).
6. Complete requested information such as your Invoice #¹, Invoice Date² and Supplier Tax ID.

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Discover', 'Workbench' (highlighted with a red box and number 1), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. Below the navigation bar, the 'Workbench' section displays several tiles: 'Orders to Summary invoice' (0), 'Orders' (20), 'Orders to invoice' (12, highlighted with a red box and number 2), 'Invoices' (0), and 'Remittances' (\$0.0). Below these tiles, a table lists 'Orders to invoice (12)'. The table has columns: SystemID, Order Number, Amount, Date, and Order Status. A row is highlighted with a red box and number 3, showing Order Number 4420018833, Amount \$50000 USD, Date Oct 21, 2024, and Order Status New. To the right of the table, a context menu is open (highlighted with a red box and number 4), showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard Invoice' (highlighted with a red box and number 5), 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'.

Note:

- Make sure to confirm Order and create Ship Notice before creating the invoice.
- ¹: Invoice # is limited to 16 characters.
- ²: Invoices have a backdate limit. Date entered in Ariba will be used by AP for payment purposes.

The screenshot shows the 'Create Invoice' form in SAP Business Network. The form has a 'Purchase Order: 4420018833' header. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a red box and number 5). The 'Create Invoice' button is expanded, showing options for 'Standard Invoice' and 'Line-Item Credit Memo'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The 'Create Invoice' form also includes a 'Summary' section with fields for 'Purchase Order: 4420018833', 'Invoice #', 'Invoice Date: 28 Jan 2025', 'Service Description', and 'Supplier Tax ID'. The 'Supplier Tax ID' field is highlighted with a red box and number 6. The form also includes a 'Bill To' section with the address 'Elster Perfection, Geneva, Ohio, United States'.

SUBMIT AN INVOICE

PART 2

7. If Shipping cost needs to be entered, click “Add to header” and add it.

For shipping cost, note that:

- Shipping tax must also be added³
- The amount is subject to tolerance.

8. Line-item information will display in Ariba as in the PO. You can

- A. Edit Quantity for partial invoice if needed.
- B. Include/Exclude line-items to invoice.
- C. Specify Tax % or Amount which can be modified at header or line-item level⁴. (More tax options are available in Line-Item Actions).

9. Click **Next**.

10. Review the invoice. If correct click **Submit**. Otherwise click **Previous** to edit or **Save** to continue later⁵.

Note:

- Attachments can be added by clicking “Add to header”. The section will show above line-items.
- ³: Tax will be calculated based on PO tax rate.
- ⁴: Select either to tax at *Header* or *Line-item* level from Tax menu at top. Tax Category should not be changed.
- If Price needs to be updated, reach out to PO buyer for support (Suppliers can only lower price in Ariba).
- ⁵: Saved invoices (Drafts) will be available under Invoices tab from homepage.

This screenshot shows the 'Add to Header' dropdown menu with options: Shipping Cost, Shipping Tax, Shipping Documents, Additional Reference Documents and Dates, Comment, and Attachment. A red box highlights the 'Add to Header' button, labeled with a circled '7'. Below it, the 'Tax' section shows two radio buttons: 'Header level tax' and 'Line level tax'. The 'Line level tax' option is selected and highlighted with a red box, labeled with a circled 'C'.

This screenshot shows the Ariba invoice submission interface. At the top, there's an 'Attachments' section with a file upload button and a note that the total size cannot exceed 100MB. Below this is the 'Line Items' section, which includes a table with columns: Include, No, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A red box highlights the 'Include' toggle switch, labeled with a circled 'B'. Another red box highlights the 'Quantity' field, which contains the value '500', labeled with a circled 'A'. Below the table is the 'Pricing Details' section, which includes fields for Price Unit, Unit Conversion, Price Unit Quantity, and Description. A red box highlights the 'Tax' section, which includes fields for Tax Category, Location, Description, Regime, Tax Rate, Type, Rate(%), and Tax Amount. The 'Tax Rate' field is highlighted with a red box, labeled with a circled 'C'. At the bottom right, there's a 'Next' button highlighted with a red box, labeled with a circled '9'.

CREDIT MEMO

Credit Memos (CM) are eligible for invoices with “**Approved**” status. Otherwise, a Credit Memo is not required, and you might need to follow up with PO buyer.

To create a Credit Memo for an Approved invoice:

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Click on the Invoice number to be offset.
4. Click **Create Invoice**, then “**Line-item credit memo**”.
5. Select the invoice and click on “**Create Line-item Credit Memo**”.
6. Complete required fields marked with an asterisks.
 - Is recommended to add *Credit Memo #* with the same invoice number followed by “-CM”
7. Click **Next**.
8. Review CM, if agreed click **Submit**, otherwise click Previous and edit.

Note:

- Amounts will be shown as negative.

The screenshot displays the Honeywell Workbench interface for creating a credit memo. It is divided into three main sections: the top navigation bar, the central data table, and the bottom action bars.

Top Navigation Bar: Contains buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". A red circle with the number 4 is placed over the "Create Invoice" button. Below these buttons are tabs for "Order Detail" and "Order History".

Central Data Table: Titled "Line-Item Memo", it contains a table of "Invoices (1)". The table has columns for "Type", "Invoice #", and "Customer". The first row shows a "Standard Invoice" with the number "INV4420015225" for "Honeywell". A red circle with the number 5 is placed over the "Type" column header. Below the table, there are two buttons: "Create Line-Item Credit Memo" and "Create Line-Item D". A red box with the number 6 is placed over the "Create Line-Item Credit Memo" button.

Bottom Action Bars: There are two bars. The top bar contains "Update", "Save", "Exit", and "Next" buttons. A red circle with the number 7 is placed over the "Next" button. The bottom bar contains "Previous", "Submit", "Save", and "Exit" buttons. A red box with the number 8 is placed over the "Submit" button.

SEARCH INVOICES AND CHECK STATUS

Search Invoices

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Use filters to locate your invoices.
 - Increase date range on **Invoice date**.
 - Use “**Exact match**” if you have invoice #.

Check Status

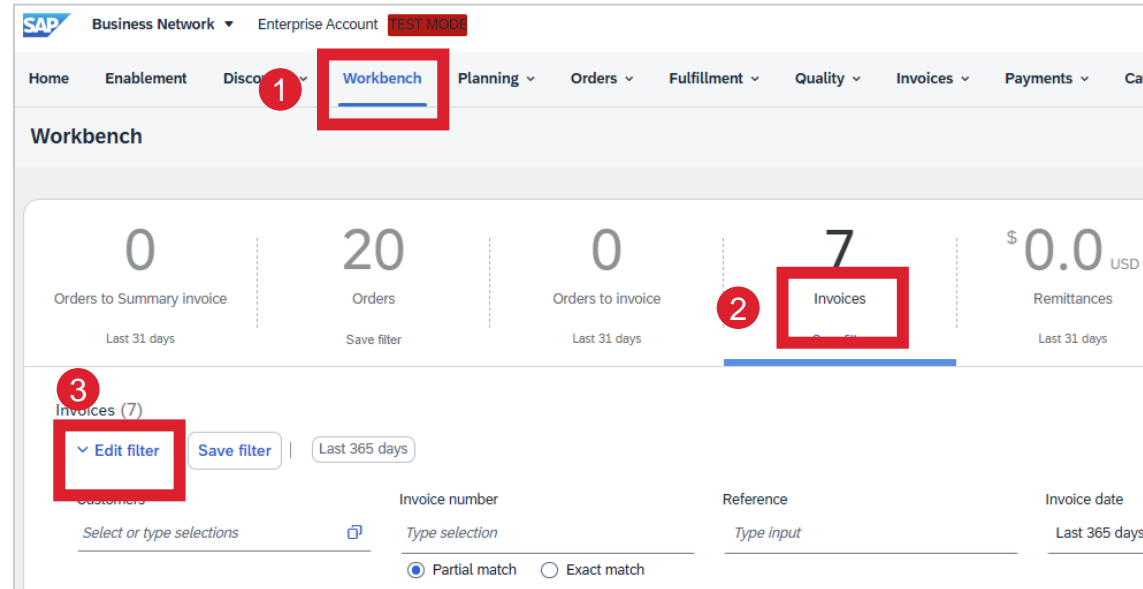
4. Scroll down and refer to “Invoice Status” column. If not available, click “Settings” and add the column.

Status Meaning

- **Sent** – Invoice is being reviewed.
- **Paid** – Invoice Paid.
- **Approved** – Invoice will be scheduled for payment.
- **Failed** – Ariba experienced a problem routing the invoice.
- **Rejected** – There is a discrepancy identified. This requires PO buyer resolution. Typically, supplier would need to resubmit invoice with a variation on invoice # to resubmit.
 - A. You can see more details of rejection under **History** tab from invoice view.
 - B. Some Rejected invoice will allow to **Edit**.

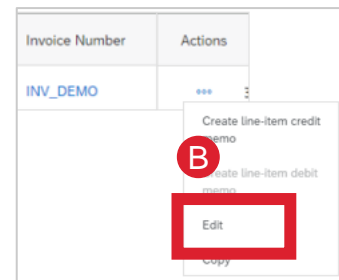
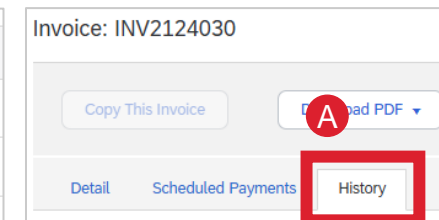
Note:

- Invoice Status is different from Routing status. The 2nd refers to the email routing.



4

Invoice Number ↓	Invoice Status	Routing Status
INV4420018016	Sent	Acknowledged
INV4420017666	Sent	Acknowledged
INV4420015225	Sent	Acknowledged
INV2124030	Sent	Acknowledged



SUMMARY INVOICE

INVOICE INCLUDING MULTIPLE PO

When having shipments containing multiple POs, creating one invoice for them is preferred. POs must have the **same order group** in header (Customer, Company Code and Currency) which will automatically group together.

You can create a Summary invoice by

1. Going to **Workbench**.
2. Click on **Orders to Summary Invoice**.
 - If not available, click on “Customize” and add it.
3. Increase date range from filters.
4. Click Apply.
5. Select the POs to be invoiced together with the same parameters.
6. Click on “**Create Invoice**” and then “Create invoice by PO/Entire Group”.
7. Select a PO as invoice Header.
8. Click Next.
9. Submit invoice as usual.
10. Click Next.
11. Review the Summary Invoice, if agreed click **Submit**, otherwise click Previous and edit.

Note:

- Make sure there's no variation in Tax rate among Invoice and PO.
- Ensure there is no header shipping cost over USD 80.
- Credit Memo for Summary invoice is not applicable.

Orders to Summary invoice (12)

Customers: Select or type selections | Order numbers: Type selection | Creation date: Last 365 days | Order status: Include | Select or type selections

Partial match | Exact match

Show more | Apply

Create invoice | Create invoice by POs | Create invoice by entire group

	Customer	Amount	Date	Order Status	Amount Invoiced
<input type="checkbox"/>	A001606460	Honeywell - TEST	\$279 USD	May 15, 2024	New
<input checked="" type="checkbox"/>	4420018032	Honeywell - TEST	\$58000 USD	Sep 6, 2024	Shipped
<input checked="" type="checkbox"/>	4420018031	Honeywell - TEST	\$58000 USD	Sep 6, 2024	Shipped

Create Invoice

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
4420015478	May 15, 2024	Proj. & Services	CONTAINER LLC	5780	\$1,700.40 USD	

Next

Next

Previous

Submit

REMITTANCES AND SCHEDULED PAYMENTS

Search Remittances

1. Go to **Workbench**.
2. Click on “**Remittances**” tile.
 - If not available, click on “Customize” and add it.
3. Use **filters** to locate payment.
4. Click on Transaction # to see details.

Search Scheduled Payments

There are 2 ways to see **Estimated** payment date from **Approved invoices**:

A. From Scheduled Payments Tile

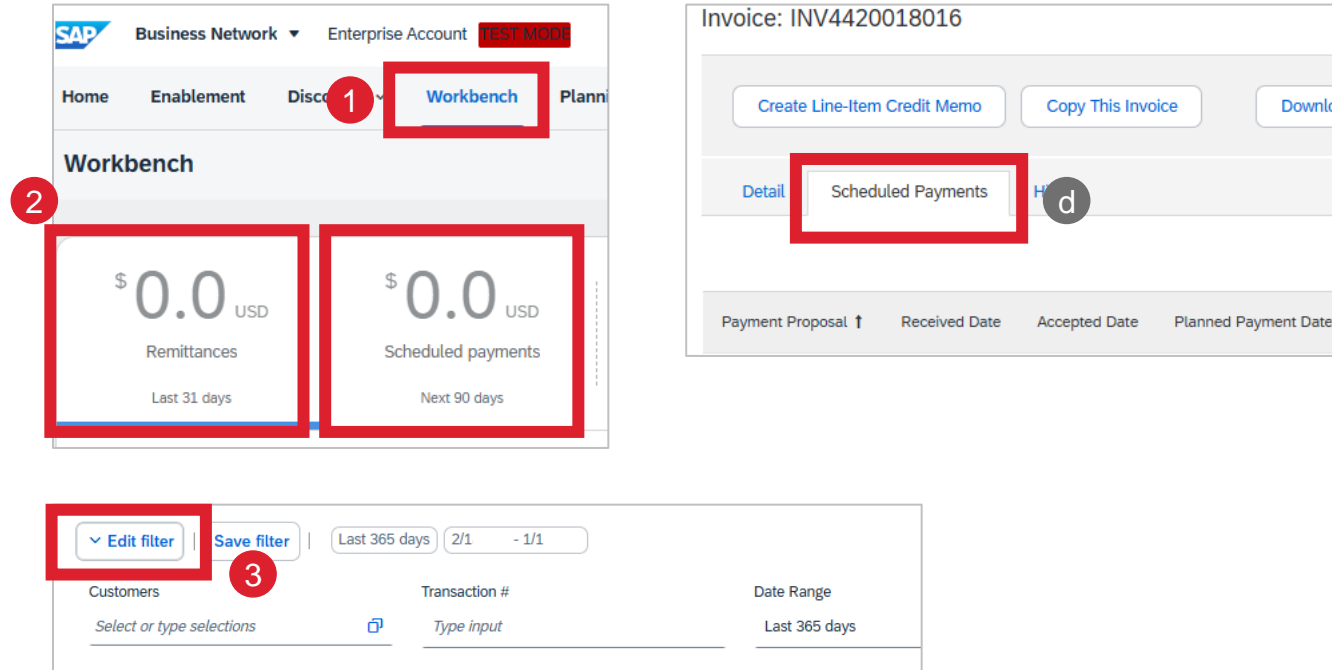
1. Go to **Workbench**.
2. Click on “**Scheduled Payments**” tile.
 - If not available, click on “Customize” and add it.
3. Use **filters** to locate coming payments.
4. Click “Payment proposal #” to see details.

B. From Invoice information

- a. Go to **Workbench**.
- b. Click on “**Invoice**” Tile.
- c. Click on the invoice number.
- d. Click “**Scheduled Payment**” tab.

Note:

- To know the **Exact** payment date, reach out to your PO buyer.
- Remittances can be sent through email by configuring it under **Electronic Invoice Routing>Settlement** on account Settings.



REPORTS

Download reports with detailed information by:

1. Going to **Reports** and then **Reports**.
2. Click **Create**.
3. Enter required information such Title and select an Invoice **Report Type** (Failed Invoice or Invoice).
4. Click **Next**.
5. Complete required **filters**.
6. Click **Submit**.
7. **Select** the report.
8. Click **Run** and then **Ok**.
9. Click **Refresh** until Status shows **"Processed"**.
10. Click **Download**.

SAP Business Network - Enterprise Account - TEST MODE

Home Enablement Discovery Workbench Planning Orders Fulfillment

Quality Invoices Payments Catalogs **Reports** Messages Assessments

Use CSV or Excel reports to download purchase orders and invoices. Report files are

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct	

Run Download Edit Copy Delete **Create**

Report

Next

1 Report Description

2 Criteria

Enter a title and description for this report. Check the Time

Title: *

Description:

Time zone: Asia/Calcutta

Language: English

Report type: *

Failed Invoice

Failed Order

Goods Receipt

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 1 Jan To 30 Jan

Maximum Results Returned: 100

Previous **Submit**

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct			1 KB

Run Download Edit Copy Delete Create **Refresh Status**

CONSIGNMENT SETTLEMENT INVOICE

HONEYWELL INITIATED

Consignment invoices are submitted by Honeywell based on the consumption made.

Supplier can see posted invoices by

1. Going to Workbench.
2. Click Invoices.
3. Click on “Show more” from filters and filter “Customer” under “Submitted by” field.

The screenshot displays the SAP Business Network Workbench interface. At the top, the 'Workbench' tab is highlighted with a red box and a red circle with the number 1. Below the tabs, there are four summary cards: 'Orders to Summary invoice', 'Orders', 'Orders to invoice', and 'Invoices'. The 'Invoices' card is highlighted with a red box and a red circle with the number 2. Below these cards, the 'Invoices (0)' section is visible. It includes filter buttons for 'Edit filter', 'Save filter', 'Last 365 days', and 'Customer'. Below the filters, there are several input fields for filtering invoices: 'Customers' (with a dropdown arrow), 'Invoice number' (with a dropdown arrow and radio buttons for 'Partial match' and 'Exact match'), 'Reference' (with a dropdown arrow), 'Status change date' (with a dropdown arrow), 'Routing status' (with a dropdown arrow), 'External invoice number' (with a dropdown arrow), 'Payment net due date' (with a dropdown arrow), 'Submitted by' (with a dropdown arrow and a red box around it), and 'View' (with a dropdown arrow). The 'Submitted by' dropdown is currently set to 'Customer'.

COPY INVOICES

DUPLICATE SAME INVOICE VALUES AND UPDATE

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Click on the Invoice number to be duplicated.
4. Click **Copy This Invoice**.
5. The invoice will duplicate under the same PO.
Complete/Edit required fields marked with an asterisks.
6. Click **Next**.
7. Review Invoice, if agreed click **Submit**, otherwise click Previous and edit.

Invoice: INV4420017666

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

Detail Scheduled Payments History

Update Save Exit **6** Next

Previous **7** Submit Save Exit

INVOICE ARCHIVAL

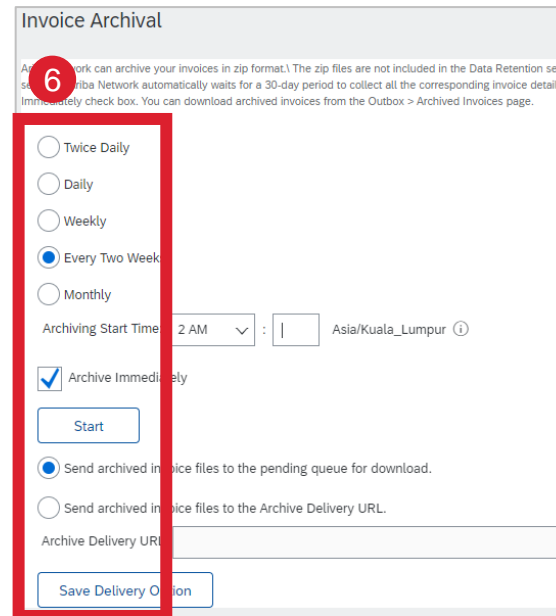
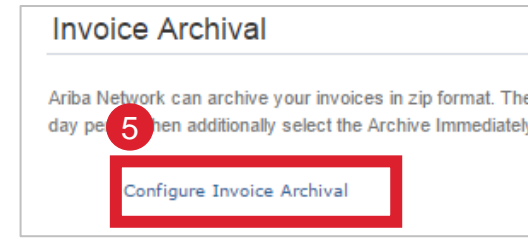
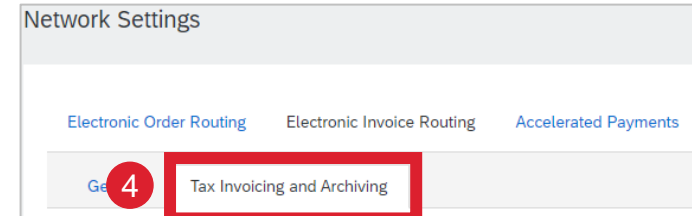
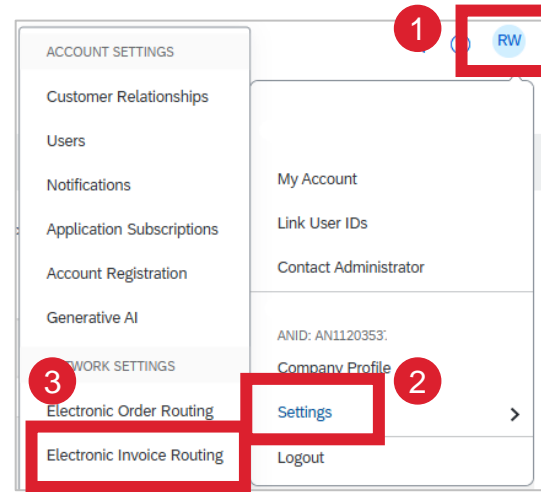
Allows to specify the frequency, immediacy, and delivery of zipped invoice archives.

How to set up invoice archival:

1. Click on your initials.
2. Click **Settings**.
3. Select **Electronic Invoice Routing**.
4. Go to **Tax Invoicing and Archiving** tab.
5. Select “**Configure Invoice Archival**” from **Invoice Archival** section.
6. Enter required information.
7. Click Save.

Note:

- for an integrated archiving solution, go back to “**Tax Invoicing and Archiving**” tab subscribe to Long-Term Document Archiving.



COUNTRY RULES FOR EINVOICE

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Algeria - DZ	CC	CC
Angola - AO	CC	CC
Australia - AU	AN	AN
Austria - AT	AN	AN
Bahamas - BS	CC	CC
Bahrain - BH	CC	CC
Belgium - BE	AN	AN
Brazil - BR	CC	CC
Bulgaria - BG	CC	AN
Canada - CA	AN	AN
China - CN	CC	AN
Croatia - HR	AN	AN
Cyprus - CY	AN	AN
Czech Republic - CZ	AN	AN
Denmark - DK	CC	AN
Egypt - EG	CC	CC
Finland - FI	CC	AN
France - FR	AN	AN
Germany - DE	AN	AN
Greece - GR	AN	AN
Hong Kong - HK	AN	AN
Hungary - HU	CC	CC
India - IN	CC	CC
Indonesia - ID	CC	CC
Iraq - IQ	CC	CC
Ireland - IE	CC	AN
Israel - IL	CC	CC

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Italy - IT	CC	CC
Japan - JP	AN	AN
Jordan - JO	CC	CC
Kazakhstan - KZ	CC	CC
South Korea - KR	CC	CC
Kuwait - KW	CC	CC
Luxembourg - LU	AN	AN
Macau - MO	AN	AN
Malaysia - MY	CC	AN
Mexico - MX	CC	CC
Netherlands - NL	AN	AN
New Zealand - NZ	AN	AN
Nigeria - NG	CC	CC
Norway - NO	CC	AN
Oman - OM	CC	CC
Pakistan - PK	CC	CC
Philippines - PH	CC	CC
Poland - PL	AN	AN
Portugal - PT	CC	CC
Qatar - QA	CC	CC
Romania - RO	CC	CC
Russian Federation - RU	CC	CC
Saudi Arabia - SA	CC	CC
Singapore - SG	CC	AN
Slovakia - SK	AN	AN
South Africa - ZA	CC	CC
Spain - ES	AN	AN

Honeywell Country	Vendor Country (Domestic)	Vendor Country (Import)
Sweden - SE	CC	AN
Switzerland - CH	CC	AN
Taiwan - TW	CC	AN
Thailand - TH	CC	CC
Trinidad and Tobago - TT	CC	CC
Tunisia - TN	CC	CC
Turkey - TR	CC	CC
Ukraine - UA	CC	CC
United Arab Emirates - AE	AN	AN
United Kingdom - GB	AN	AN
United States - US	AN	AN
Vietnam - VN	CC	CC

Note: Invoice regulations may vary by specific plants and are subject to changes. If the "Create Invoice" option is enabled on your PO an invoice is required in Ariba. If the option is disabled, then a CC invoice (PDF invoice) must be submitted through e-mail.

Exceptions: CA ship to regions exception: British Columbia (BC), Saskatchewan (SK), Manitoba (MB), Quebec (QC).

CC: Carbon Copy

AN: Ariba Network e-invoice

SUPPLIER TAX ID

HOW TO DEFAULT IT

Default Supplier TAX ID so it prepopulates when submitting new invoices. Only the administrator can set up this section.

1. Click on your **initials**.
2. Click on **Company profile**.
3. Click **Business information**.
4. Complete **Tax Information** section as needed.

The screenshots illustrate the navigation path to the Tax Information section in the SAP Business Network:

- Screenshot 1:** User profile menu with initials 'RW' highlighted.
- Screenshot 2:** 'Company Profile' menu item highlighted.
- Screenshot 3:** 'Business Information' tab highlighted in the company profile.
- Screenshot 4:** 'Tax Information' section highlighted, showing the following fields:
 - Tax Classification: (no value)
 - Taxation Type: (no value) [dropdown arrow]
 - Tax ID: [input field] ⓘ
 - State Tax ID: [input field] ⓘ Do not enter dashes
 - Regional Tax ID: [input field] ⓘ Do not enter dashes
 - VAT ID: [input field] ⓘ
 - VAT Registered: [checkbox]

INVOICE RESOLUTION

For invoices not being approved nor paid, can be reviewed by PO Buyer to provide further details.

Who is my PO buyer

1. Go to Workbench.
2. Open the PO related to conflicting invoice.
3. In the top-left you will find your PO Buyer contact.
4. Click on Transaction # to see details.

Why was my invoice Rejected?

A brief description of Rejection Reason will be added to Ariba. Invoice resolution process should be escalated to PO buyer for further assistance.

See Rejection Reason brief description:

- i. Open your rejected invoice in Ariba
- ii. Click History header tab
- iii. Scroll down on "History" section

SAP Business Network

Purchase Order: 4420996173

Order Detail Order History

Honeywell

From:
Customer
Honeywell International Inc.
315 E Stephenson St.
Freeport, Illinois 61032
United States
Buyer's e-mail: sar . @honeywell.com

A red circle with the number 3 is next to the Honeywell logo. A red rectangle highlights the buyer's contact information.

Detail Scheduled Payments Rejected History

Invoice: 377/20669910
Invoice Status: Rejected
Received By SAP Business Network On: 14 Feb 2024 9:10:36 A

History

Status	Comments
--------	----------

The History tab is highlighted with a red rectangle. A red circle with the number iii is next to the Rejected tab.

EMAIL NOTIFICATIONS

ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

Orders notification recommendations

- Payment Remittances
- Send notification for new purchase orders to suppliers.
- Send notification to suppliers when purchase orders are changed.

Invoice notification recommendations

- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts (*if you are ERS*)

Account Registration **1** Settings

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Logout

Routing Method **2** Email

Options

Email address: Supplier@example.com,supplier2@example.com

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☒ Attach PDF document in the email message

To email addresses (one required)

supplier@example.com,supplier2@exai

REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click "Settlement" tab
3. Configure as needed. Recommended to set up:

Payment Remittance notification recommendations

- Payment Remittance
- Payment Remittance Status Updates

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement** **2**

Note:

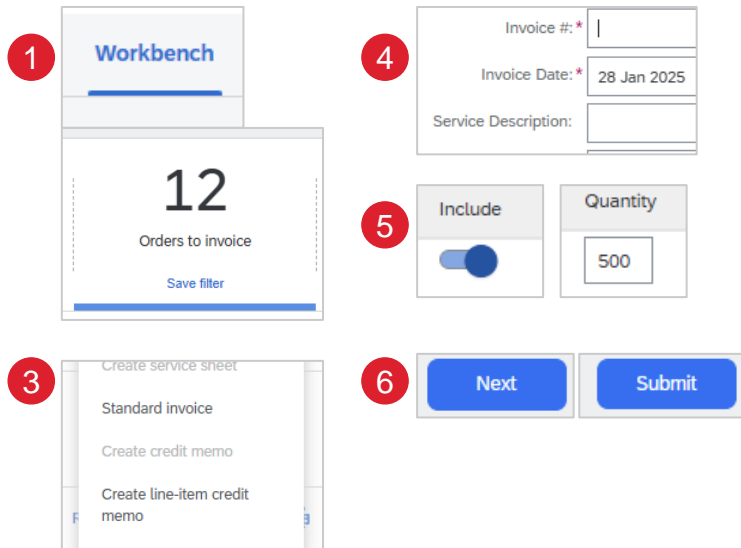
- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE

INVOICING

SUBMIT INVOICES

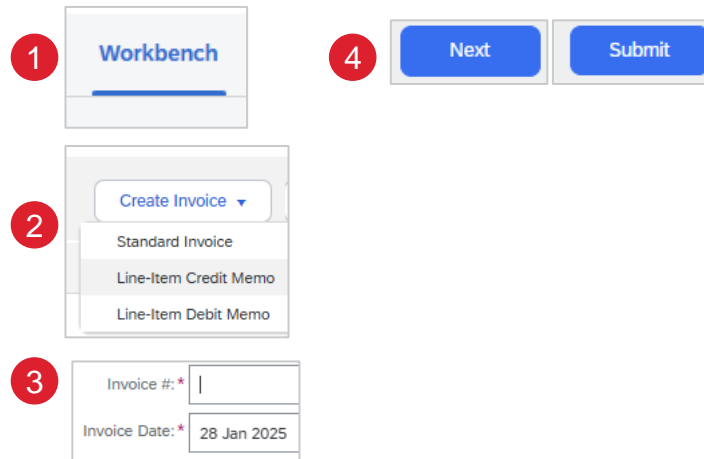
1. Go to Workbench > Orders to invoice tile.
2. Look for PO to be invoiced.
3. Click “...” > Standard Invoice (or open the PO > Create invoice > Standard Invoice)
4. Complete requested information.
5. Edit Line-item information as needed (select Quantity to invoice, Include/Remove line-items, etc.) > Next.
6. Review the invoice. If correct click Submit. Otherwise click Previous to edit or Save to continue later



CREATE A CREDIT MEMO

Needed to cancel/offset an approved invoice that is not correct. Needed for AP Team to offset the incorrect invoice.

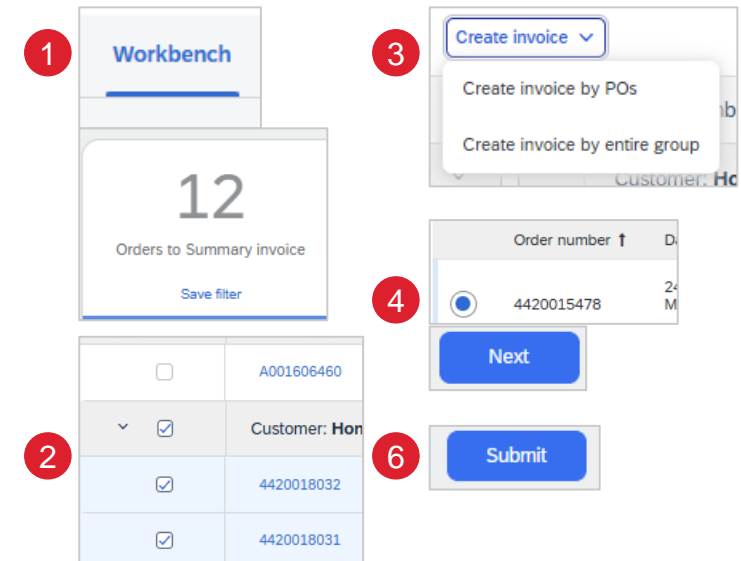
1. Go to Workbench > Invoice tile
2. Open invoice to cancel > Create Invoice > Line-item credit memo
3. Complete required fields (*Recommended to use same invoice number followed by “-CM”*) > Click Next.
4. Review CM, if agreed click Submit, otherwise click Previous and edit.



MULTIPLE-PO INVOICE

Submit an invoice including multiple POs.

1. Go to Workbench > Orders to Summary Invoice.
2. Select the POs to be invoiced together
3. Click on Create Invoice > Create invoice by PO/Entire Group.
4. Select a PO as invoice Header > Next
5. Submit invoice as usual > Next.
6. Review the Summary Invoice, if agreed click Submit, otherwise click Previous and edit.



QUICK REFERENCE GUIDE

INVOICING

SEARCH AND INV STATUS

1. Go to Workbench > Invoices tile.
2. Use filters. These are the most used:
 - Increase Invoice date range.
 - By Invoice using "Exact match".
 - By PO under "Reference".
3. Invoice Status reflects status. Not Routing status.

Status Meaning

- Sent – Inv. is being reviewed.
- Approved – Inv. will be scheduled for payment.
- Paid – Inv. is paid.
- Failed – Ariba experienced a problem routing the invoice.
- Rejected – Inv. with discrepancy. Follow up with PO buyer.

1 **Workbench**

2

Invoice number	Type selection	
	<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	
Reference	Invoice date	
Type input	Last 365 days	

3

Invoice Number	Invoice Status	Routing Status
INV4420018016	Sent	Acknowledged

EST. PAYMENT DATE AND REMITTANCES

Est. Payment Date

1. Go to Workbench > Invoices tile
2. Open Invoice > Scheduled Payment
 - Date is an estimation. More details with PO buyer.

or

3. Go to Workbench > Scheduled Payments tile
4. Use filters > Click Payment proposal #

Remittance

1. Go to Workbench > Remittances tile.
2. Use filters to locate payment.
3. Click on Transaction # to see details.

1 **Workbench**

2

7	\$ 0.0 USD
Invoices	Scheduled payments
Save filter	Next 90 days

2

Detail	Scheduled Payments	History
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REPORTS

1. Go to Reports > Reports.
2. Click Create > Enter required information
3. Select Report Type (Failed Invoice or Invoice) > Next.
4. Complete filters > Submit.
5. Select the report > Run > Ok.
6. Click Refresh until Status shows "Processed" > Click Download.

1 **Reports**

2 **Create**

3 **Next**

4

Customer:	All Customers	Select
Invoice Number:		
Invoice Amount:		to
Routing Status:	Any	▼
Invoice Status:	Any	▼
Submit		

5

Title ↑

☐ Invoices **Run**

6

Refresh Status

Status

Processed

Download