Anheuser-Busch

SAP Business Network: Training

North America Zone

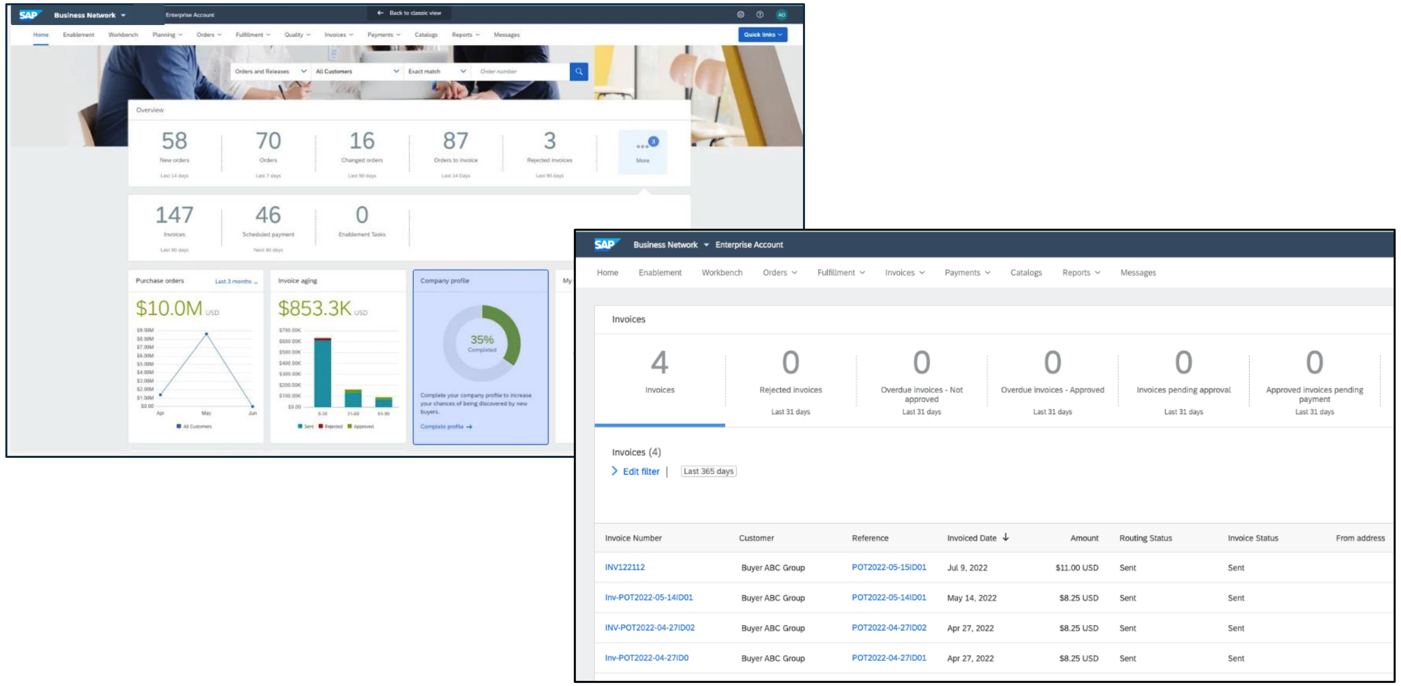
Introduction to SAP Business Network

Anheuser-Busch

WHAT IS SAP BUSINESS NETWORK

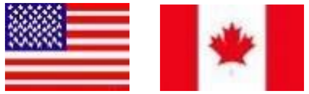
SAP (Ariba) Business Network: SAP (Ariba) Business Network is the **world's largest business commerce network where you can connect with your buyers** to exchange purchase orders, order confirmations, shipping notifications, goods receipts, service entry sheets and the electronic submission of invoices.

➔ SAP (Ariba) Business Network will thus replace COUPA in Canada and BudExchange (partially) in the United States.



- Provide a self-service portal with access to invoice collaboration and visibility
- Improve responsiveness with immediate access to documents and the ability to 'flip' orders into confirmations and invoices
- Communicate with Anheuser-Busch & Labatt via the portal and in context of specific documents, to expedite any fulfilment or payment related issues

Login /Home page



1. **Access:** [SAP Business Network Supplier]

2. **Use** your username and password to log in.

3. **Reset** your password or get your username

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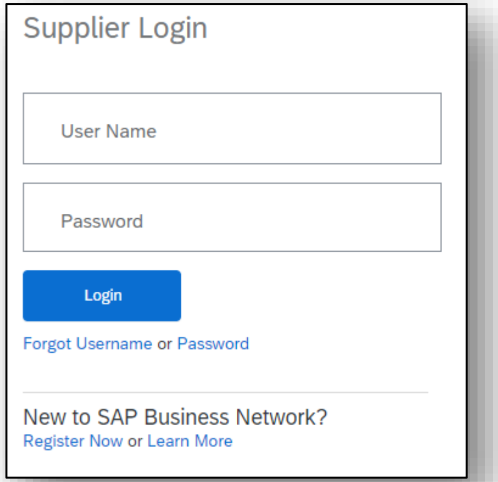
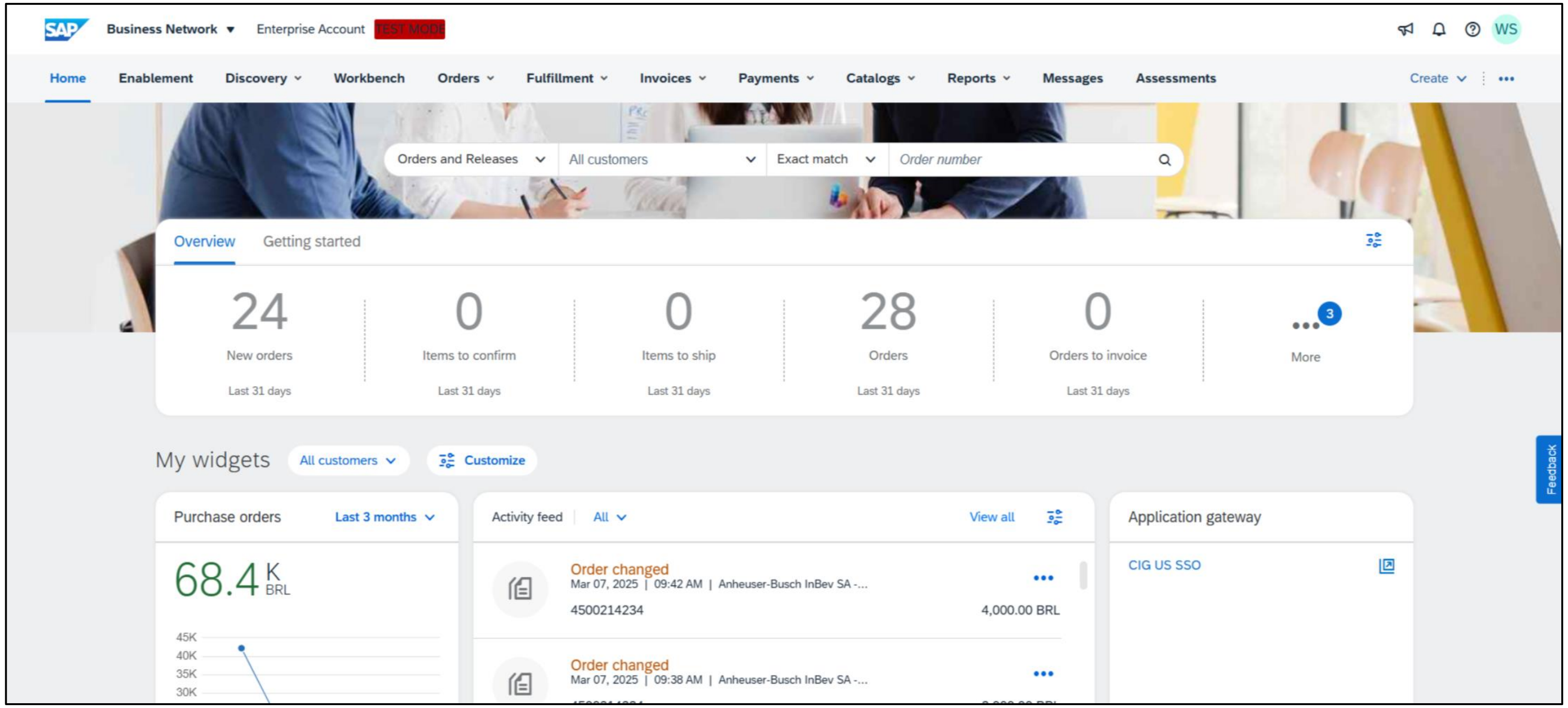
3





On the home page, you will find all the menus and options for making transactions with Anheuser-Busch and Labatt.

Settings

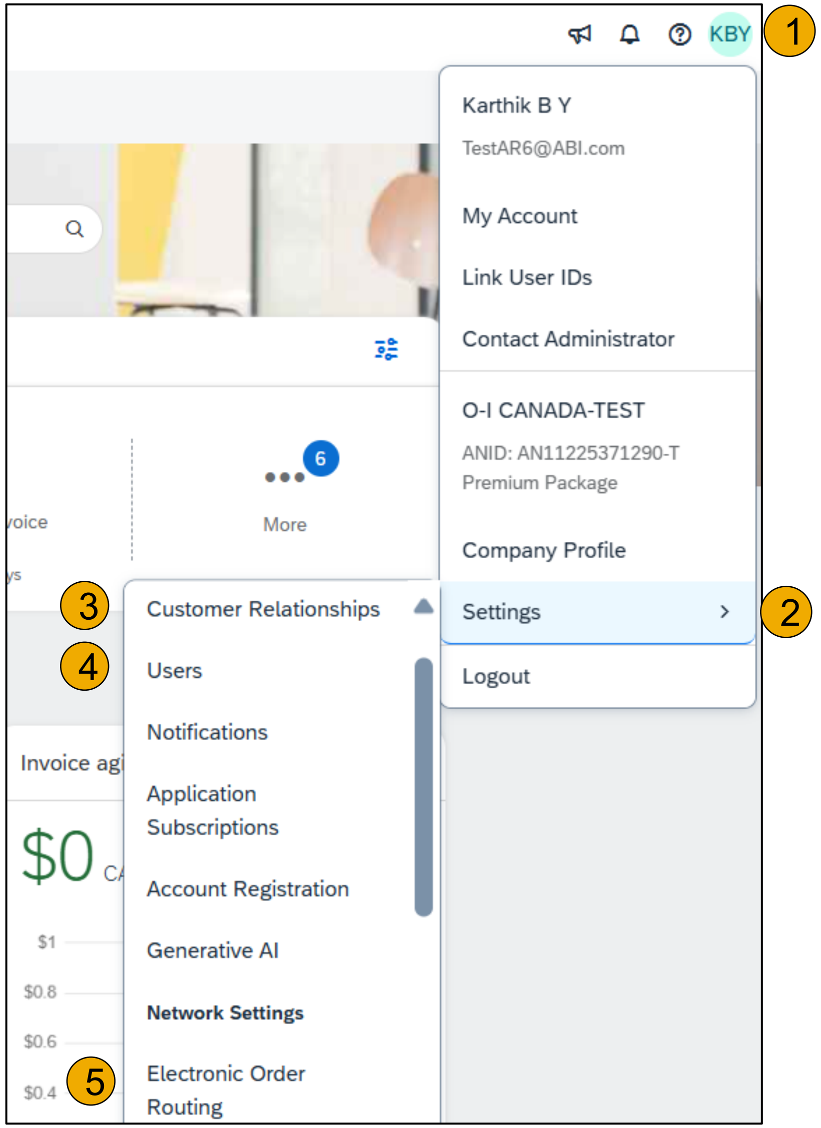
1. Click on **the initials** in the top right corner.

2. Click on the **settings menu**.

3. View your **customer relationships** by clicking on Customer Relationships.

4. Set up your users: **create new users and passwords and assign roles** to those users.

5. Set up your **order notification methods.**



Settings

Create and manage user roles

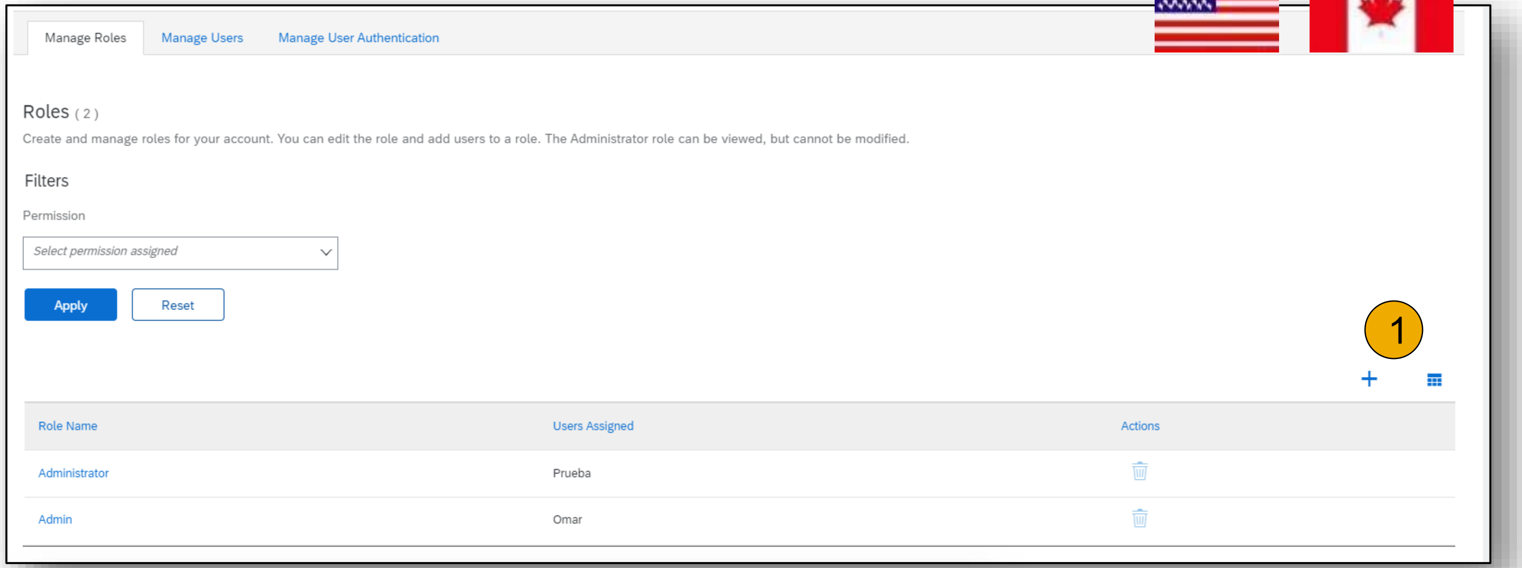
In: Settings > Users

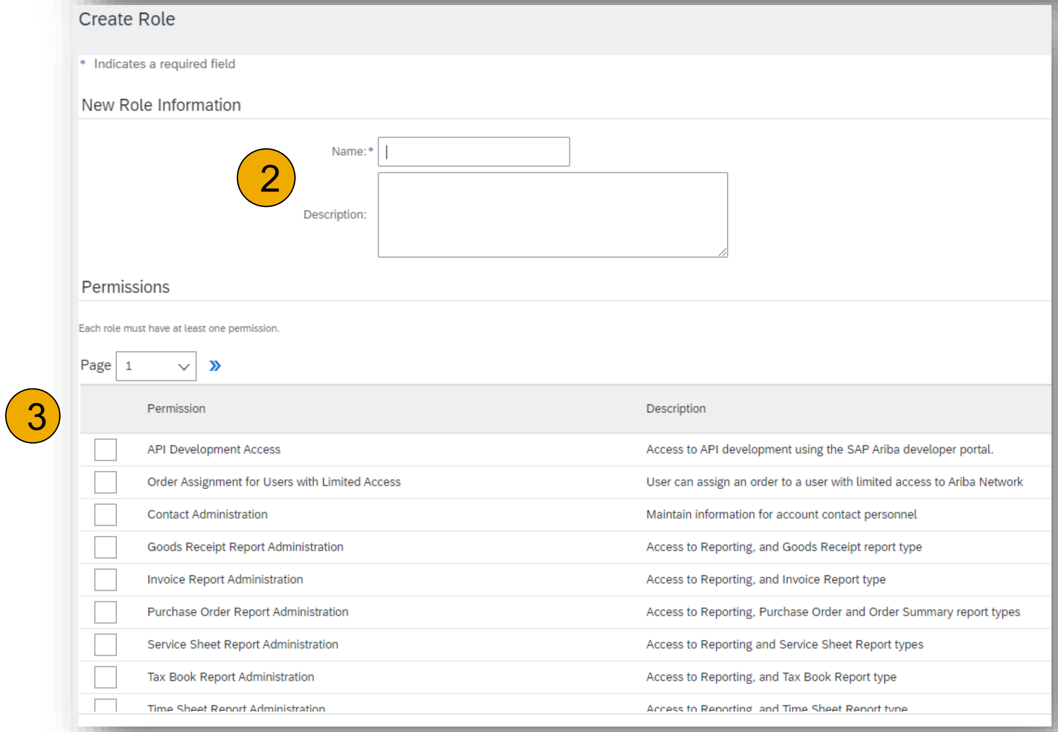
1. In the **Manage Roles** tab, click the plus sign (+).

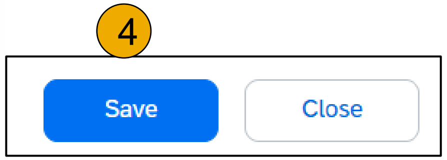
2. **Fill in the Name** and **a Description** for the role.

3. Choose the **Permissions** you want to give this role access to.

4. Click **Save** to complete the process.







Settings

Create and manage users

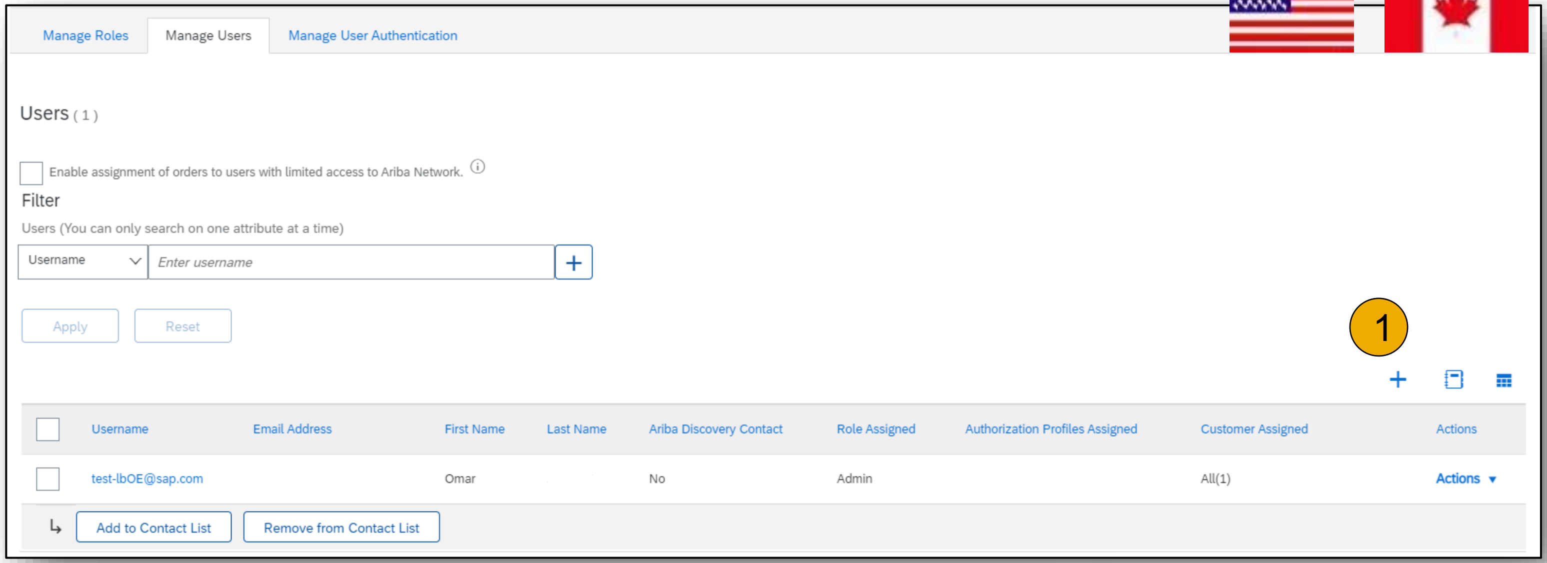
1. In **the Manage Users** section, click the plus sign (+).

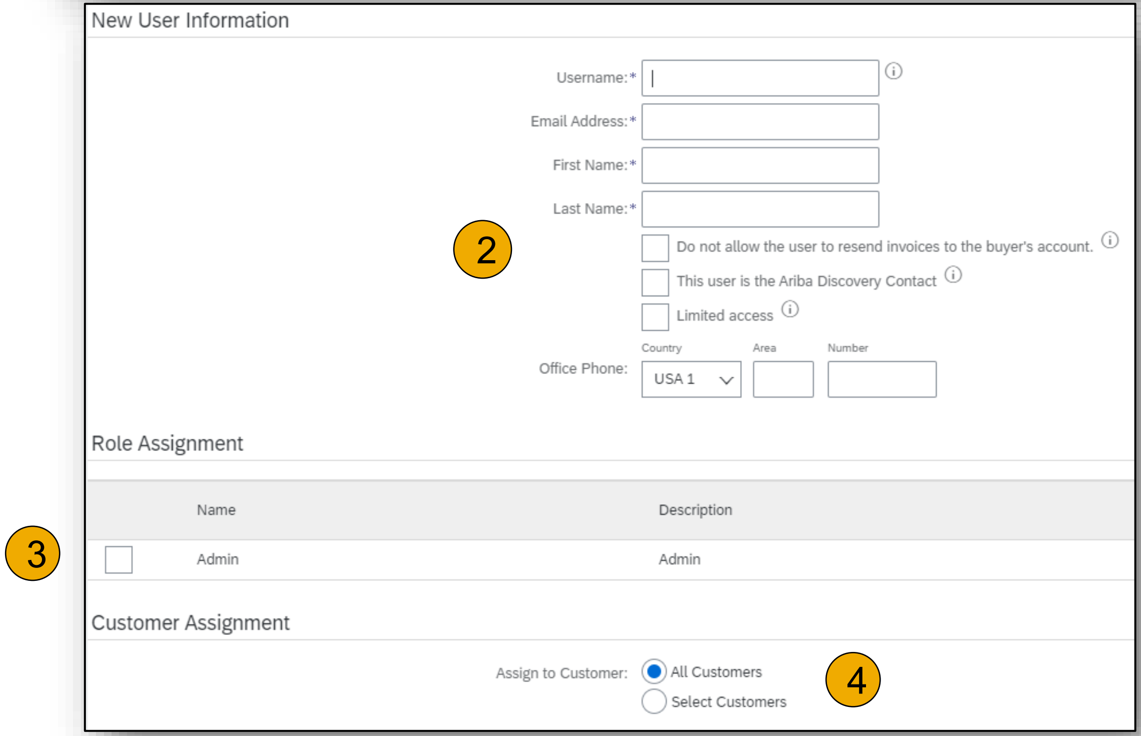
2. Fill in the **requested information** marked with (*).

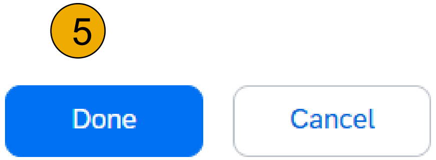
3. **Assign the roles** you will give to this user

4. **Assign this user** to see all clients or just selected ones

5. Click **Done** to complete the process







Settings
Electronic Order Routing

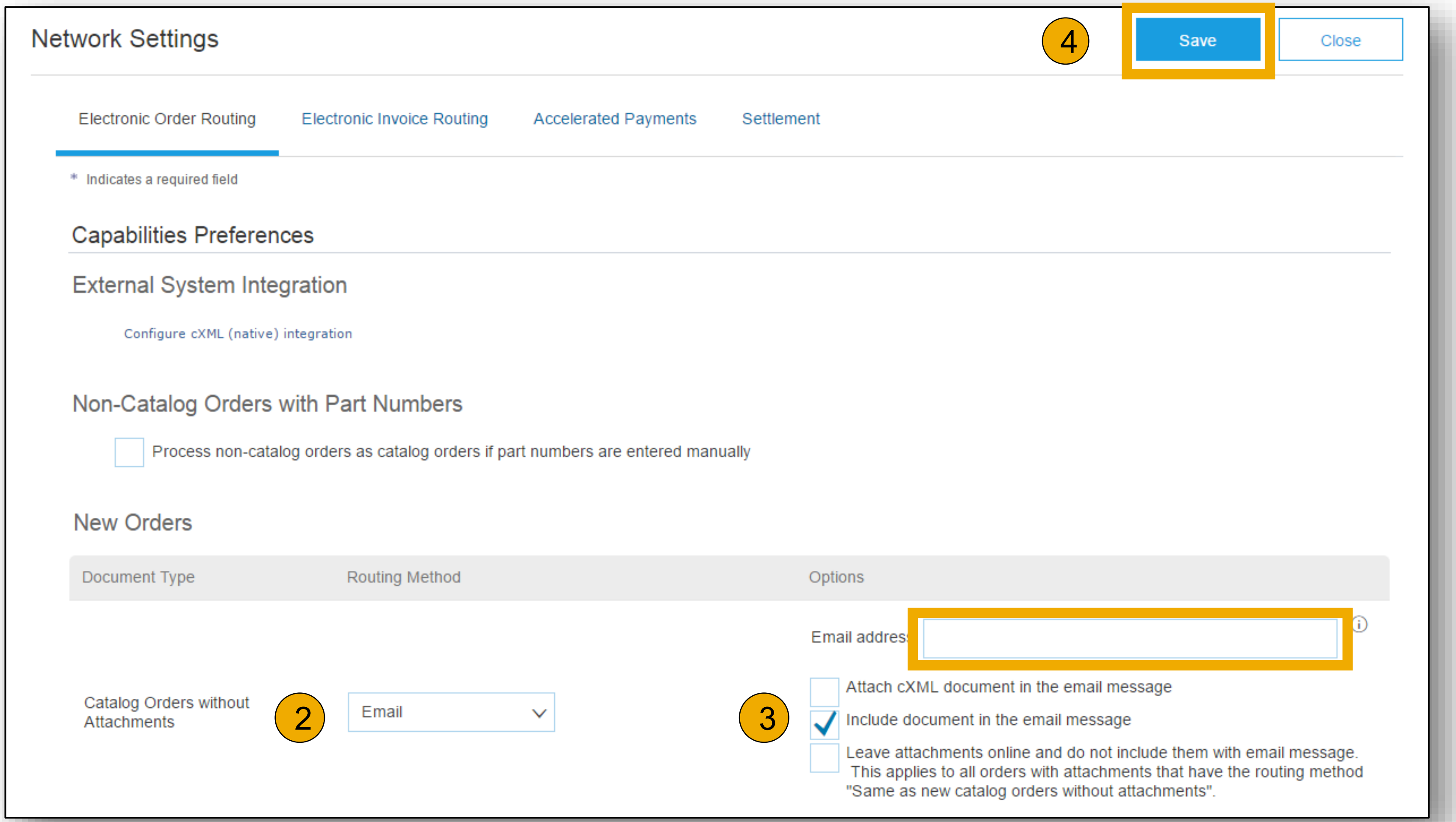
Click on the initials in the upper right corner: **Settings > Network Settings > Electronic Order Forwarding**

1. Start **Account Setup**

2. Choose the **Email Forwarding** method.

3. **Fill** in the field with your **Email Address.**

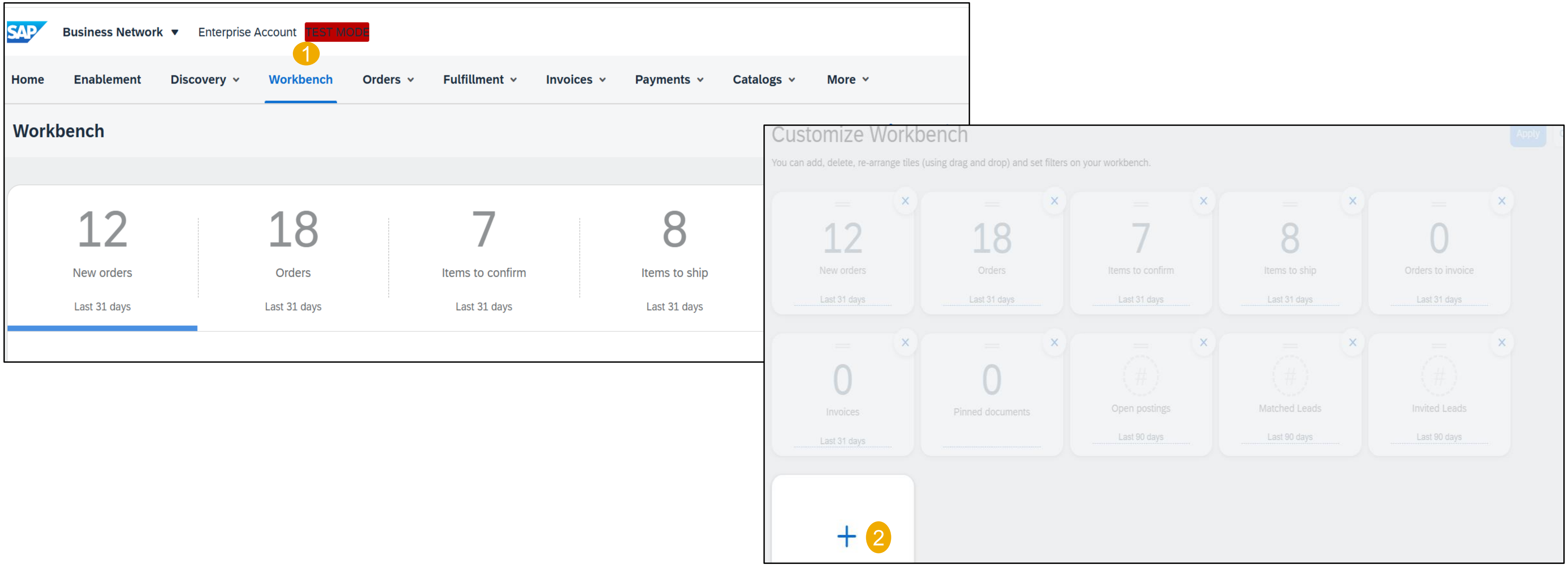
4. Click **Save.**



Workbench Tab

On the home screen, the "**Workbench**" tab will display all documents that require supplier action. To customize the display of available tiles:

1. Click **Workbench.**
2. Click the **+** on the page to add or remove blocks.



Orders Tab

Add or remove columns

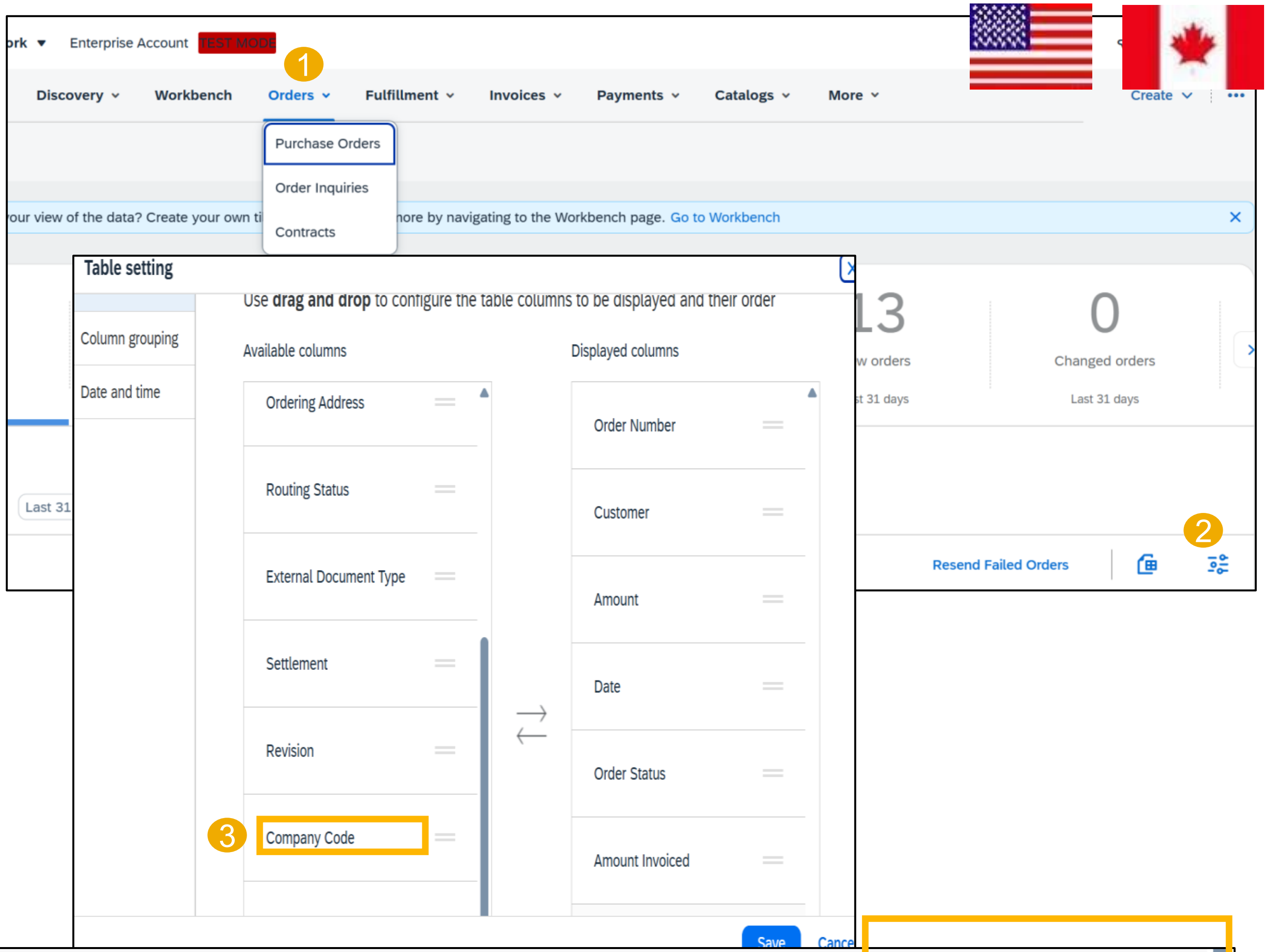
On the home screen, the "**Orders > Purchase Orders**" tab will list all POs received by the supplier.

We recommend to manually add the "**Company Code**" column to visualize if the PO comes from Anheuser-Bush or Labatt:

1. Select **Orders** > **Orders and Requests**.
2. Select "**more**" to add or remove columns.
3. Select "**company code**".

   Canada: starts with CA

   US: starts with a number

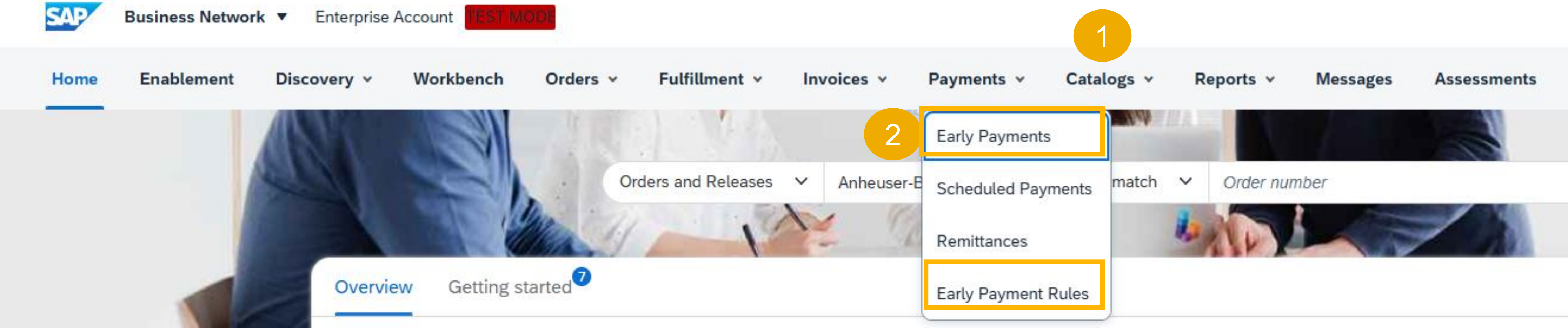


Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Company Code
4501891979	Anheuser-Busch InB ev SA - TEST	$12000 CAD	Apr 15, 2025	Received		CA09 Labatt Brewing Com
4501891978	Anheuser-Busch InB ev SA - TEST	$12000 CAD	Apr 15, 2025	New		CA09 Labatt Brewing Com
4501891977	Anheuser-Busch InB ev SA - TEST	$35 CAD	Apr 15, 2025	Confirmed		CA09 Labatt Brewing Com

Options not released in the SAP (Ariba) Business Network header

Some transaction options appear in the tool but are not released in the ABI account, as shown below.

1. **Catalogs**, and all the options within this function.
2. **Early Payments & Early Payment Rules:** It is not possible to request advance payments in the tool.



Service Entry Sheets (SES)

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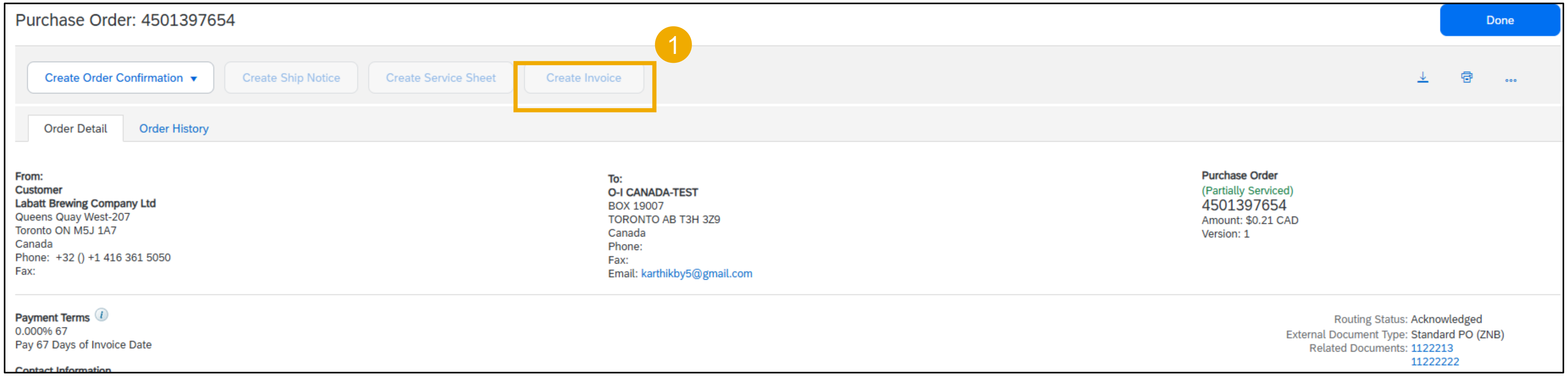
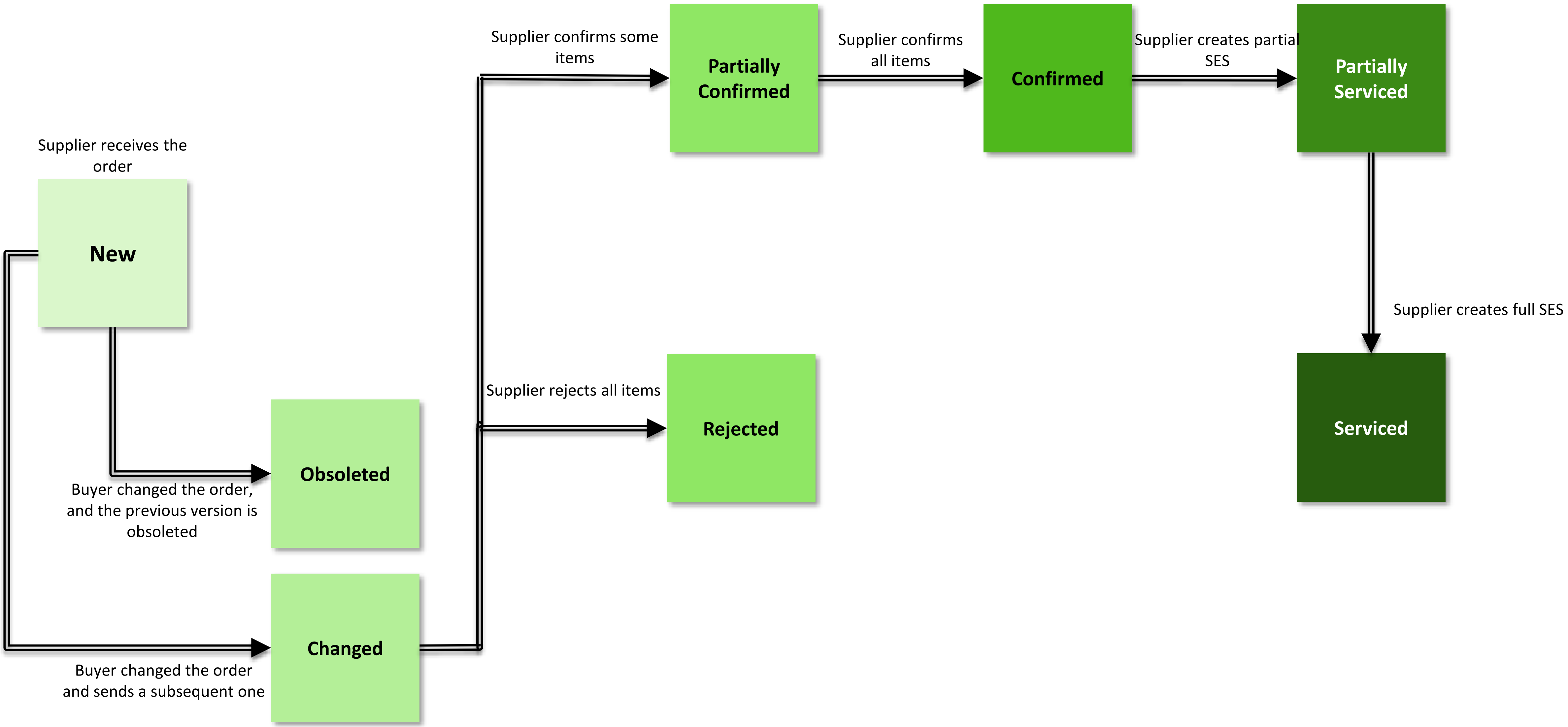
Service Entry Sheets (SES)

Creating a service entry sheet (SES)

1. It is not needed to create SESs manually for Services POs. Skip this part directly to invoice creation. The SES will be created automatically after the invoice is submitted.
2. After Invoice creation, the SES will be generated and sent to ABI for approval, once its approved, the Invoice will be sent.



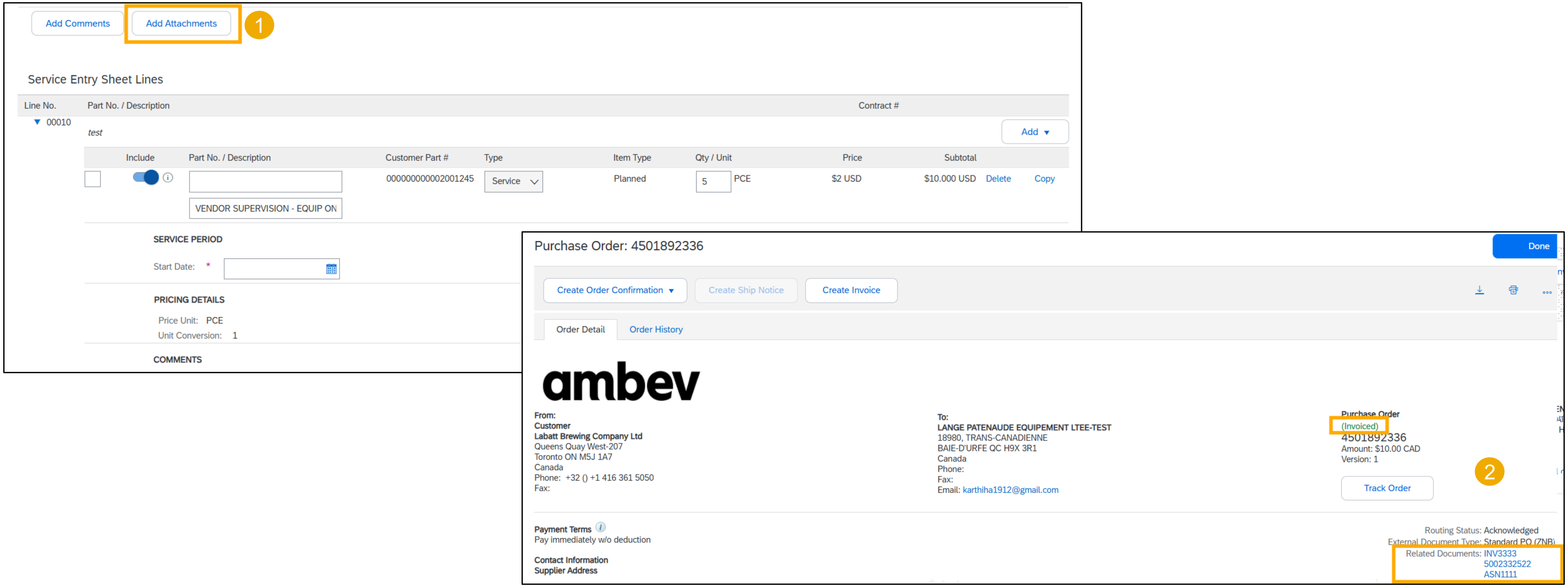
Order Fulfillment: Service Order Flow



Invoicing

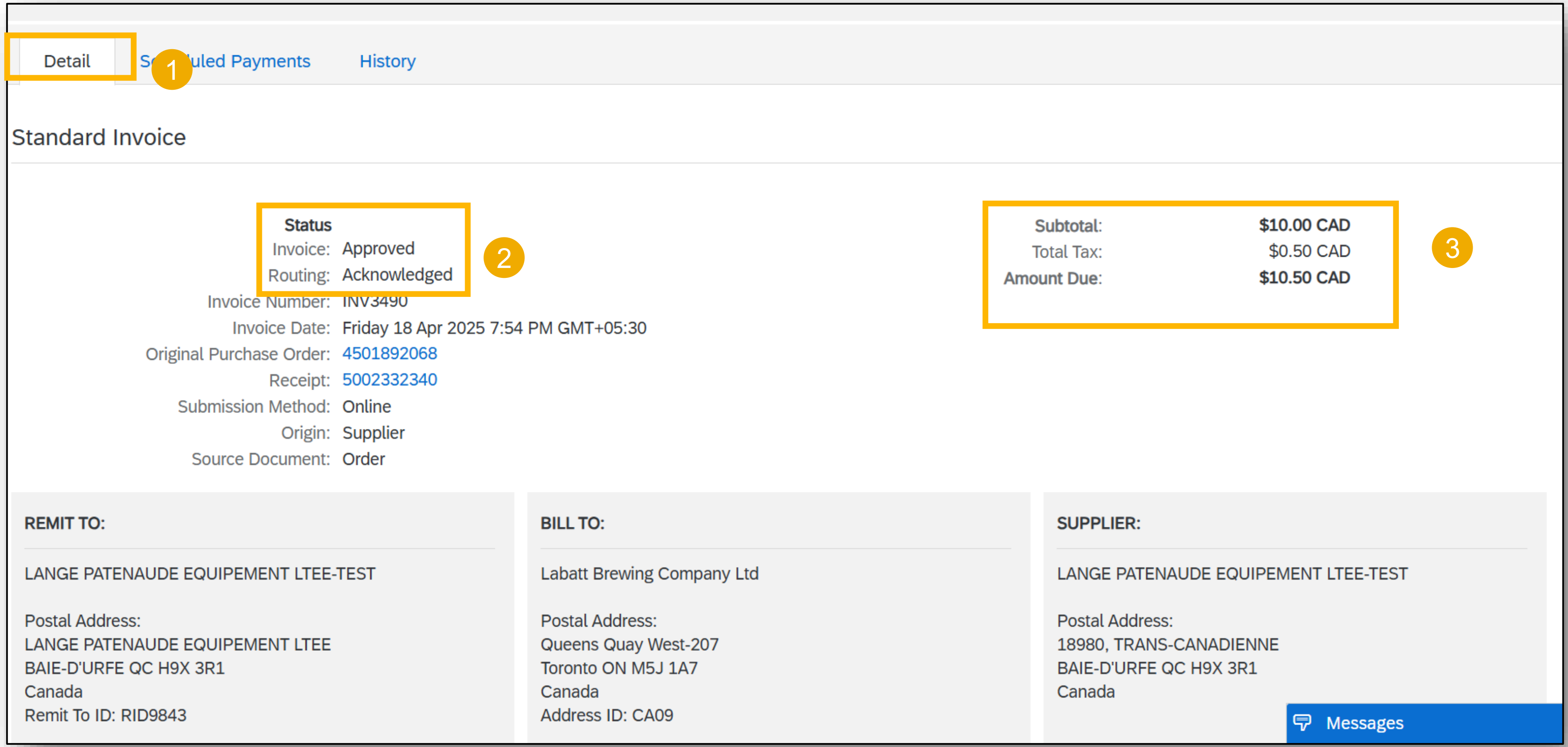
Services Invoices (ABI US Suppliers)

1. During the SES creation, include the invoice proposal as an attachment.
2. Once ABI approves the SES and post the invoice, the PO will change the status to “**Invoiced**” and the invoice will be available in Business Network.



Invoicing
Invoice Tracking

In the Invoice **Details tab** you will have general information about the invoice details such as the Invoice Status and the detailed **Subtotal** values.



Invoicing
Invoice Tracking

In the **History** tab you can also access all stages of the invoice status as well as the history of all **Comments** relating to each status. The payment net due date will be available in the comments section.

Invoice: 4501893103

Done

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

Detail | Scheduled Payments | History 1

Invoice: 4501893103
Invoice Status: Approved
Received By SAP Business Network On: 14 Jul 2025 9:11:08 AM GMT-03:00

To: Anheuser-Busch InBev SA - TEST
Routing Status: Acknowledged
Submitted from the Supplier Organization's System On: 14 Jul 2025 9:11:04 AM GMT-03:00

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TXNDocSupplierApp-109557070	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109542064	14 Jul 2025 9:11:09 AM
	The invoice status has been successfully updated to Approved by Anheuser-Busch InBev SA - TEST.	TXNDocSupplierApp-109540069	14 Jul 2025 9:12:03 AM
Acknowledged		TXNDocSupplierApp-109557070	14 Jul 2025 9:12:04 AM
	Comments from Anheuser-Busch InBev SA - TEST: NET DUE DATE :-20250801	TXNDocSupplierApp-109550056	14 Jul 2025 1:56:05 PM

2

Routing Statuses

The Routing Status field describes whether a document made it successfully to its destination system.

Status Level	Definition
Queued	SAP Business Network is in the process of sending the document. Contact SAP Business Network Support if a document remains in this status for more than 30 minutes.
Sent	SAP Business Network sent the document successfully. SAP Business Network sent the document, but SAP/ECC hasn't yet acknowledged that was received. If the document stays in this status for an extended period, contact your support team.
Acknowledged	The document reached its destination system. This is the final routing status for documents.
Failed	SAP Business Network could not send the document. For failed invoices, it is needed to correct any errors and resubmit the document.
Obsoleted	After you cancel an invoice or edit and resubmit an invoice, the original document moves to Obsoleted status, which indicates that you don't need to take any further action on the original document. Once a document has this routing status, you can't make any changes to it.

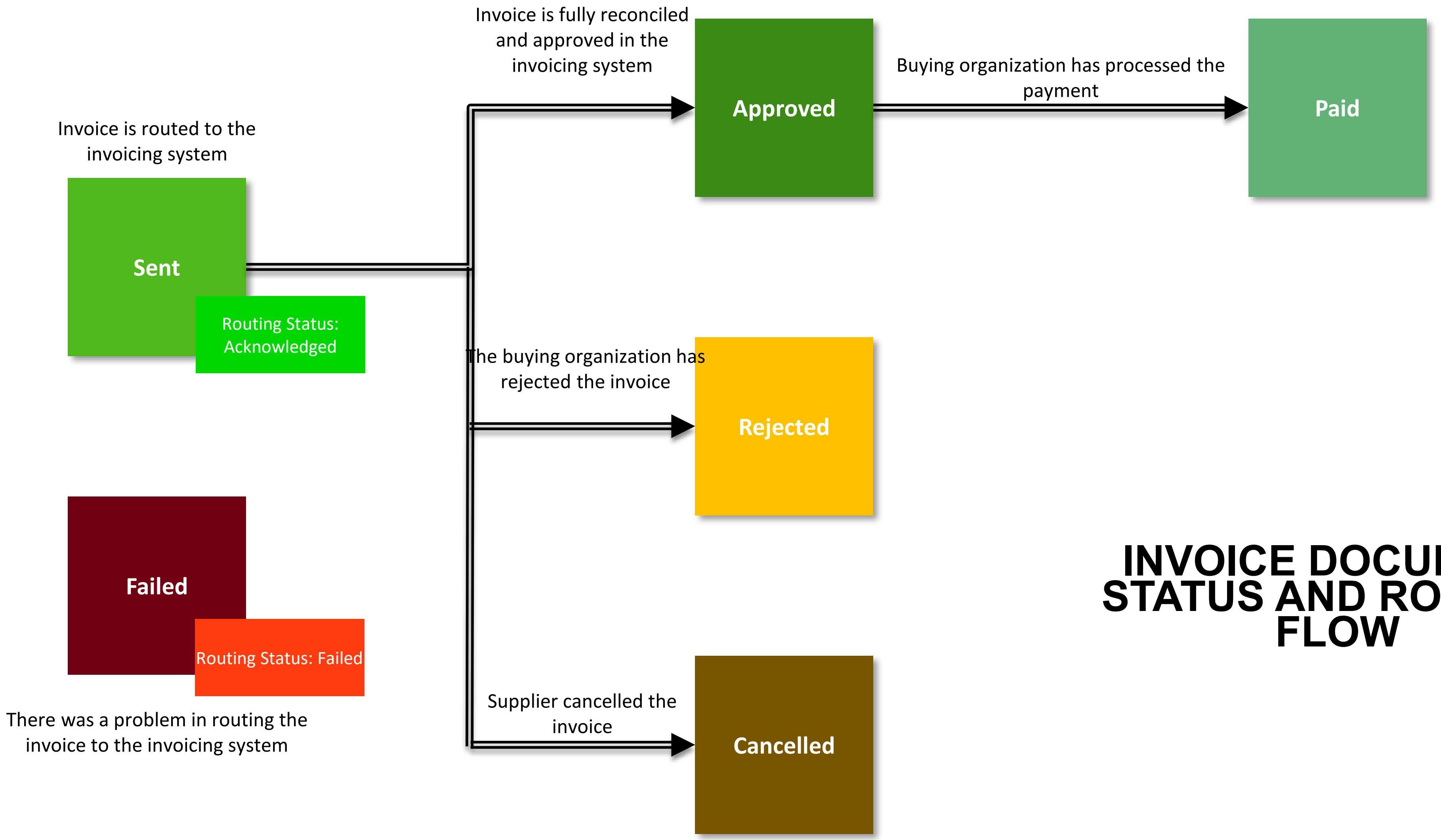
Invoices

Document Statuses

The invoice document status lets the supplier know where ABI is in the approval process for that document.

Status Level	Definition
Sent	The document reached the SAP/ECC system, but it's not approved or rejected yet.
Approved	If the document doesn't have any errors, SAP/ECC approves it. After a document reaches **Approved** status, it's not possible to make any changes. An approved invoice means that it was approved for payment. If the supplier made a mistake, they need to send a credit memo.
Paid / Partially Paid	ABI paid the invoice or is in the process of issuing payment. **Note** Not every company sends remittance information to SAP Business Network. If the invoice doesn't move past **Approved** status, the supplier need to contact the customer to find out when to expect payment.
Rejected / Partially Rejected	Invoices are rejected in two cases: •They fail validation on SAP Business Network. •ABI rejected the document in their SAP/ECC system. **Note** It's possible to edit and resubmit rejected invoices.
Canceled	After a document reaches **Canceled** status, it's not possible to make any changes.

Invoicing
Invoicing flows



INVOICE DOCUMENT STATUS AND ROUTING FLOW

Payments

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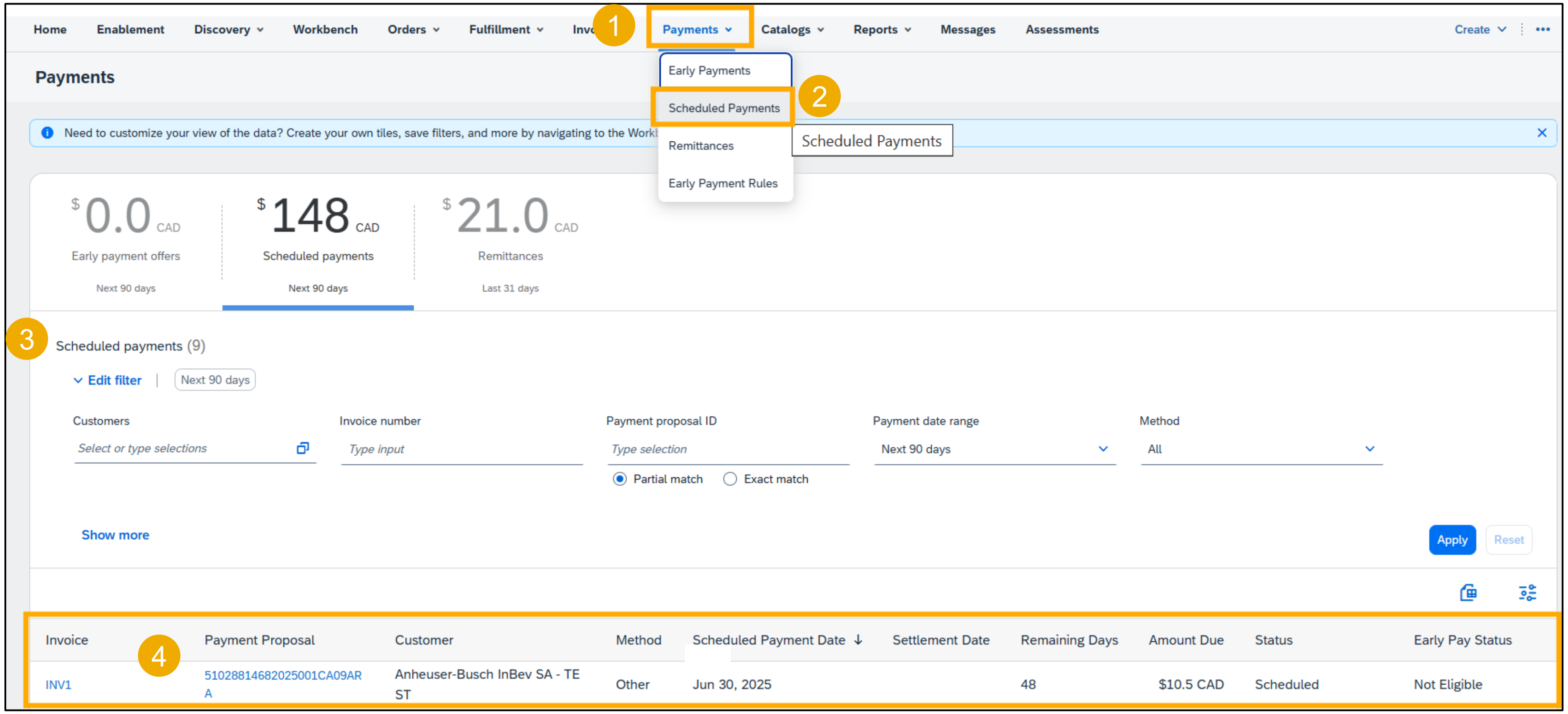
Scheduled Payments

On the Home Page:

1. Select the **Payments** tab.
2. Then **Scheduled Payments.**
3. The search results will be displayed or use the **Search Filters** to identify the correct document.
4. Open the payment schedule by clicking on its number.

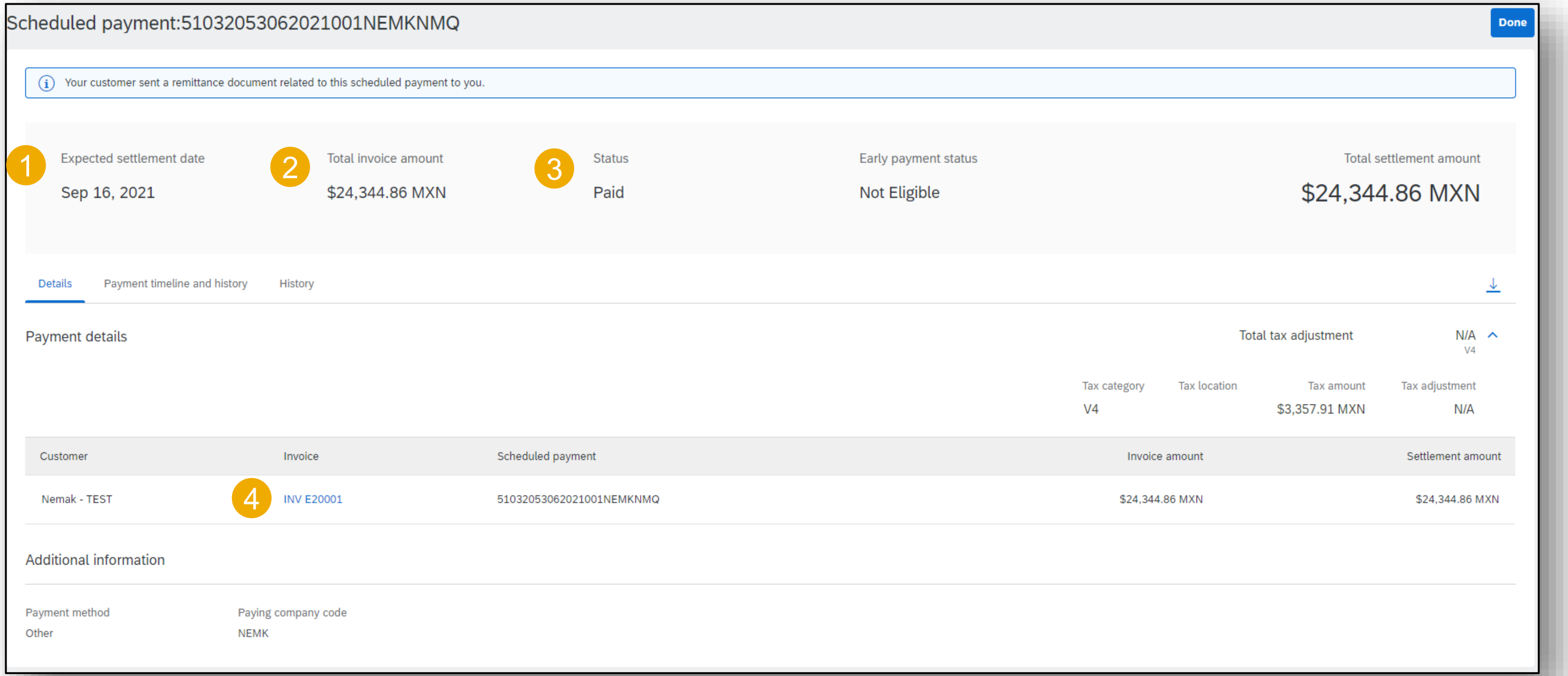


Schedule Payment

Review payments status

After accessing the scheduled payment, you will be able to view:

1. Expected settlement date
2. Total invoice amount
3. Status
   - Scheduled
   - Paid
4. Corresponding invoice



NOTE: Payment terms do not equate to expected payment date. Payment schedule should be the reference for expected payment date as payment terms do not consider payment frequency.

Schedule Payment

Review payments status

For the correct payment date, enter the Invoice History tab and check for the "Net Due Date".

Invoice: 4501893103

Done

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

Detail | Scheduled Payments | History

Invoice: 4501893103
Invoice Status: Approved
Received By SAP Business Network On: 14 Jul 2025 9:11:08 AM GMT-03:00

To: Anheuser-Busch InBev SA - TEST
Routing Status: Acknowledged
Submitted from the Supplier Organization's System On: 14 Jul 2025 9:11:04 AM GMT-03:00

History

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	The invoice status has been successfully updated to Approved by Anheuser-Busch InBev SA - TEST.	TXNDocSupplierApp-109540069	14 Jul 2025 9:12:03 AM
Acknowledged		TXNDocSupplierApp-109557070	14 Jul 2025 9:12:04 AM
	Comments from Anheuser-Busch InBev SA - TEST: NET DUE DATE :-20250801	TXNDocSupplierApp-109550056	14 Jul 2025 1:56:05 PM

Scheduled Payments
Document Statuses

Status Level	Definition
Scheduled	The payment is scheduled for a given date.
On Hold	The payment is on hold. The customer intends to remit the payment.
Paid	The payment transaction was remitted.
Failed	The payment transaction failed.

Remittances

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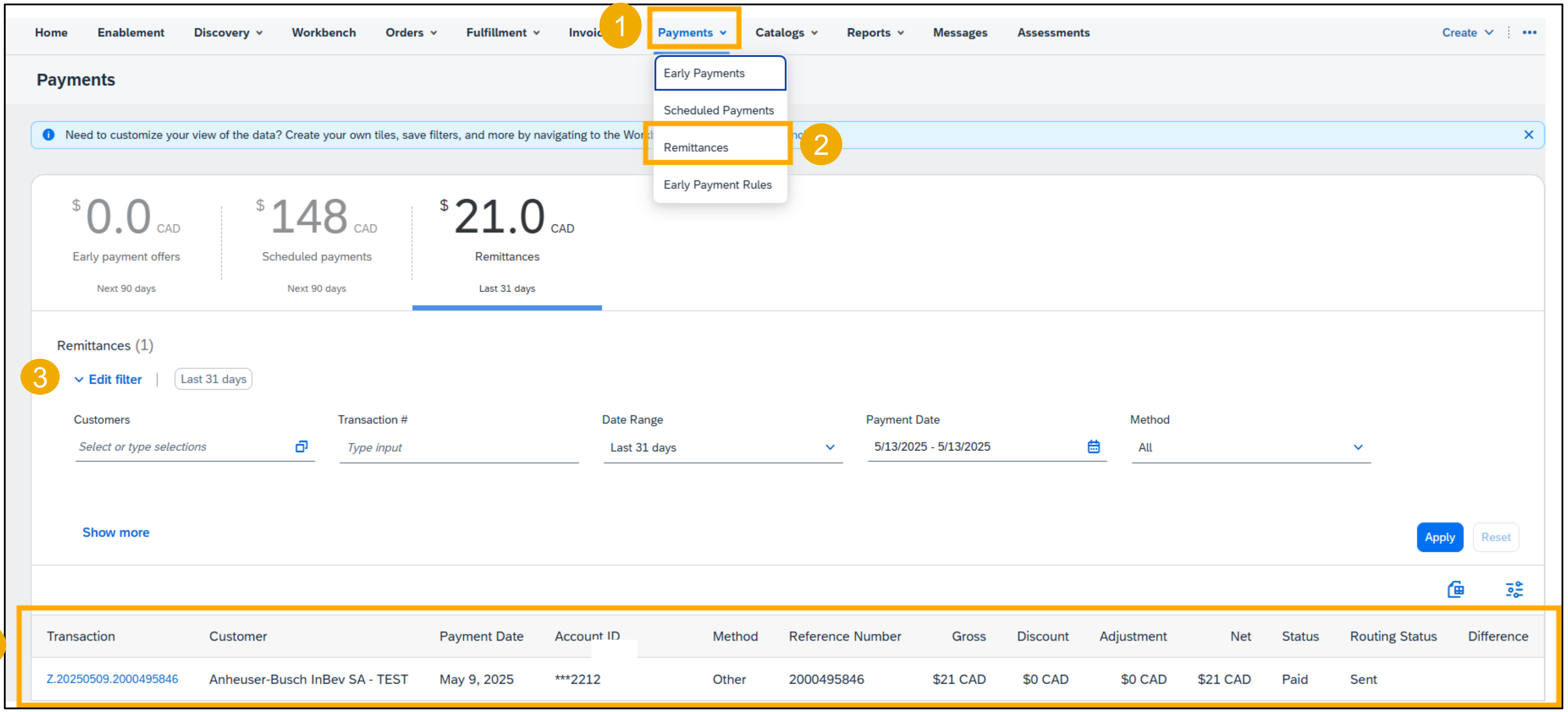
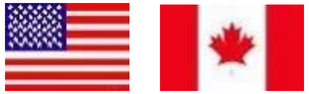
Remittances

On the Home Page:

1. Select the **Payments** tab.
2. Then **Remittances.**
3. The search results will be displayed or use the **Search Filters** to identify the correct document.
4. Open the Transaction by clicking on its number.



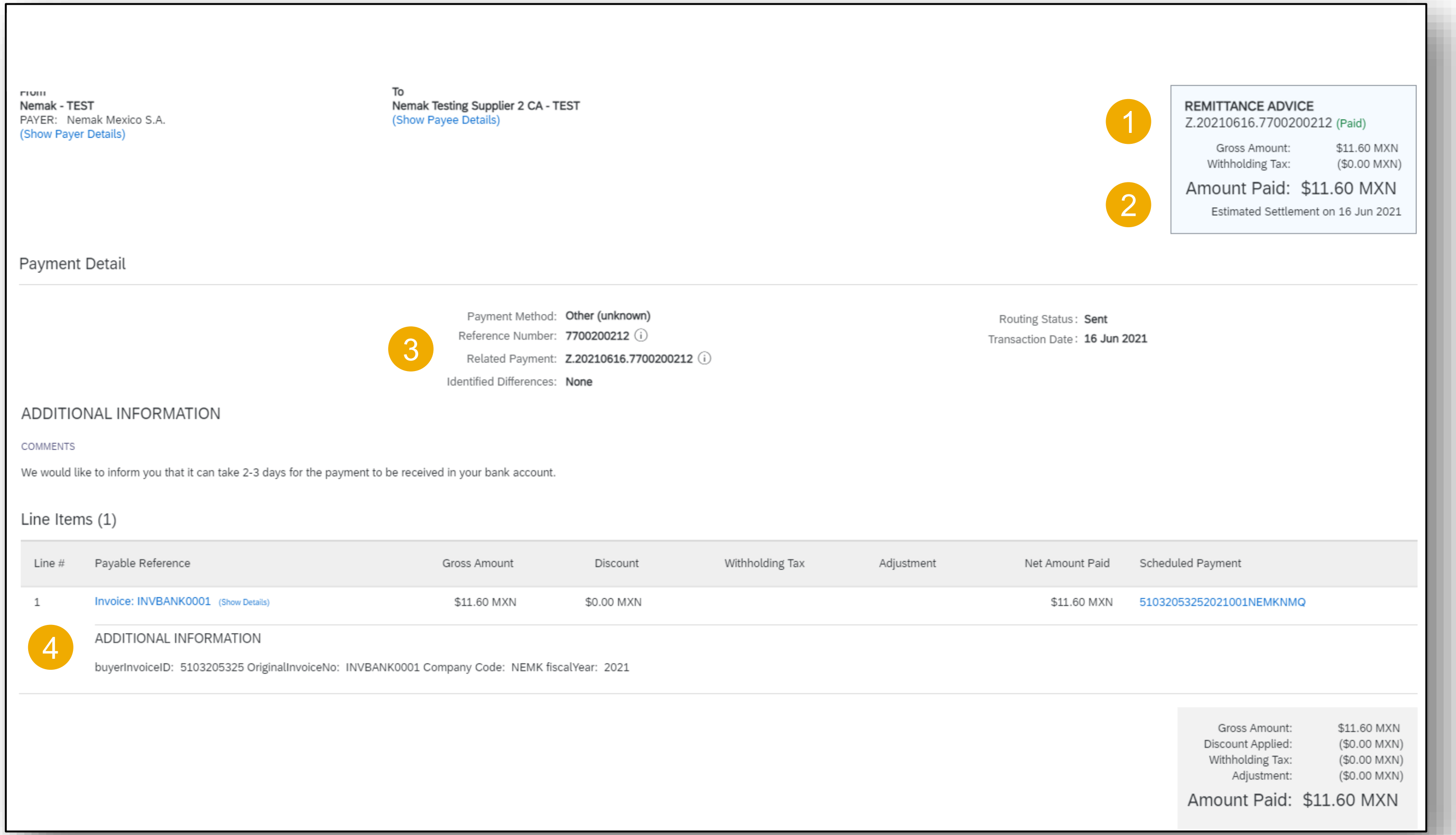


Remittances

Remittance Review

After accessing the Remittance, you will be able to view:

1. Status
2. Amount paid
3. Reference number
4. Additional information on Line Items.



Remittances
Document Statuses

Status Level	Definition
On Hold	This status applies only to remittance advice documents whose payment transaction was put on hold.
Paid / Partially Paid	Paid status means that the payment transaction was completed successfully. Partially Paid status means that payment is still due for the remaining amount shown on the remittance advice.
Failed	For remittance advice documents, a Failed status means that the payment transaction failed.
Canceled	ABI canceled the payment transaction. When a payment transaction fails, it needs to be canceled to allow for a subsequent attempt to complete the payment.