

# Supplier Experience

## SAP Business Network on SAP BTP

February 2026  
SAP Business Network



# Agenda

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# Welcome to SAP Business Network on SAP BTP

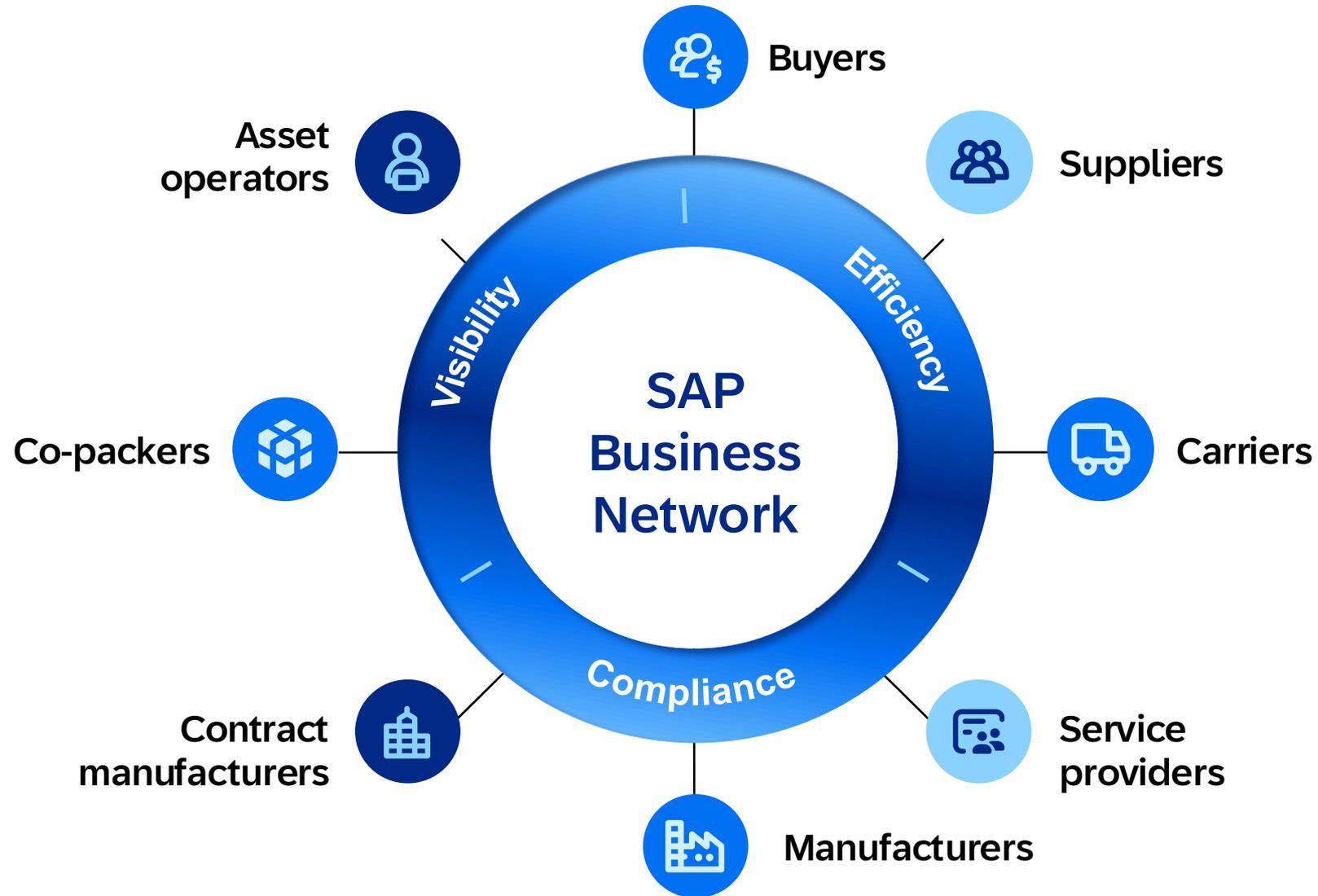


**No business does business alone.**



**New to SAP Business Network on BTP?  
Checkout [SAP Business Network on BTP Quick Tour](#)**

# SAP Business Network is the solution



More than 3.4 million connected companies transact \$2.1+ trillion in commerce on SAP Business Network. Why? Because everything needed to manage commerce-from sourcing and orders through invoice and payment-is there for them, along with experts to help optimize the program.

## Benefits for Sellers

**LOWER COSTS** **60%**  
average reduction in operating costs

**GREATER EFFICIENCY** **50-75%**  
faster transaction cycles

**INCREASED SALES** **5-20%**  
increase in revenue for new customers

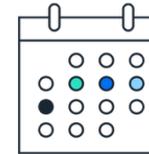
**STRONGER TIES** **60%**  
improvement in customer retention

## Largest business-to-business network on the planet

**3.4M**  
connected companies

**190**  
countries

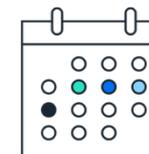
**21**  
languages



EVERY  
YEAR

**\$2.1T**  
**150M**

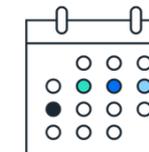
commerce transacted  
business commerce transactions



EVERY  
HOUR

**\$2.2M**  
**69**  
**60**

new business posted on Ariba Discovery  
relationship formed  
new companies joined



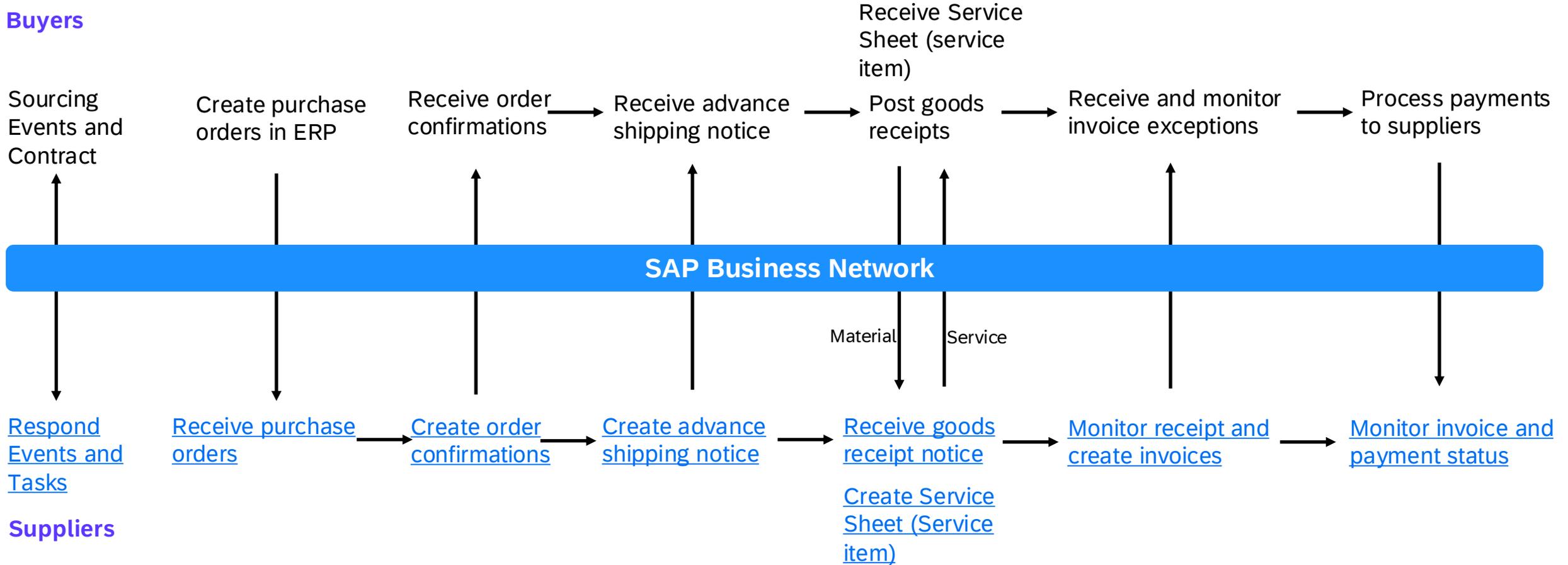
EVERY  
SECOND

**\$4.1K**  
**4**

spend transacted  
document transacted

# End-to-end Collaboration in SAP Business Network on BTP

## Buyers

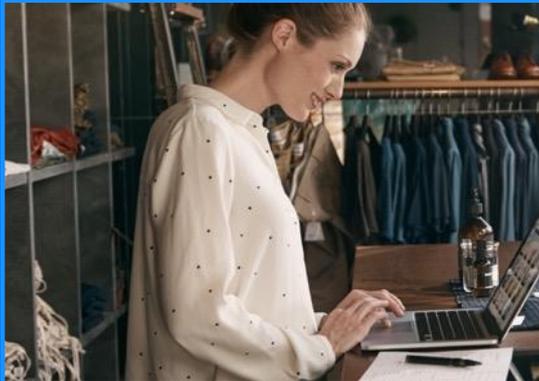


# Register Your Account



# SAP Business Network for Suppliers – Two Account Types

SAP Business Network supports the diverse needs of suppliers from all types of industries and background with two account types. Once you are registered on the network, you can immediately digitalize your fulfillment processes, collaborate with customers in real-time, find new business opportunities, and get paid faster.



## Standard Account

For core supplier documents and basic supplier needs.

Free to use.

**For suppliers with**

- Lower volumes
- Sporadic transactions
- Single or few customer relationships

**Includes:**

- Electronic catalogs
- Access to SAP Business Network Discovery
- Supplier Financing
- Trading Partner Profile
- And more...



## Enterprise Account

Supports advanced supplier needs.

Fees based on usage.

**For suppliers with**

- Higher volumes
- Regular transactions
- Multiple customers

**Includes:**

- System integration
- Extended support options
- And more...

# Introducing: Supplier Registrations in Multiple Data Center of SAP Business Network on BTP

## Solution Area: Trading Partner Onboarding Portal

**Persona:** Suppliers

### Description:

- Allow suppliers to be invited or walk up registering into different regional Data Center of SAP Business Network on BTP

### Key Benefits:

- Suppliers will be able to collaborate with trading partners(buyers) across data centers on different document types such as Purchase Order, Order confirmation, Ship Notices, Invoicing , payments etc.
- As part of ongoing enhancements, the supplier onboarding page has been refined with user experience improvements aimed at delivering a more intuitive and efficient interface
- Provides SAP Business Network supported data centers for suppliers to choose while creating an account part of supplier onboarding.
- Data Center picker is made available for supplier onboarding which includes quick enablement , trading relationship , sourcing Invites & walk-up onboarding.

# Feature: Walk Up Registration



1

SAP Business Network

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?  
Register Now or Learn more

2

Enter your One Time Password

Please enter your one time password sent to kiran.chitilapilly@sap.com. Your password expires in 30 minutes.

Continue

3

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

USA: Quincy, WA  
 Netherlands: Amsterdam  
 Saudi Arabia: Dammam

Next

4

What to expect when you create an account:

1. Streamline business processes  
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
2. Enhance visibility  
Benefit from critical business insights and actionable analytics
3. Grow your business  
Get discovered by new customers and unlock new business opportunities

Learn more

Create a free company account to connect with your customers on SAP Business Network

Company Information

Company Legal Name \*

Country / Region \*

United States (USA)

Address Line 1 \*

Address Line 2:

Address Line 3:

City \*

State \*

Choose a state

Zip \*

Administrator Account Information

Name \*

First Name Last Name

Email \*

5

Enablement Discovery Workbench Catalogs Assessments Insights Proposals & Contracts

Welcome to SAP Business Network

Leads By Product

Overview

Open postings Standard	Enablement Tasks Standard	Matched Leads Standard	Invited Leads Standard
0	0	0	0

Setup Actions

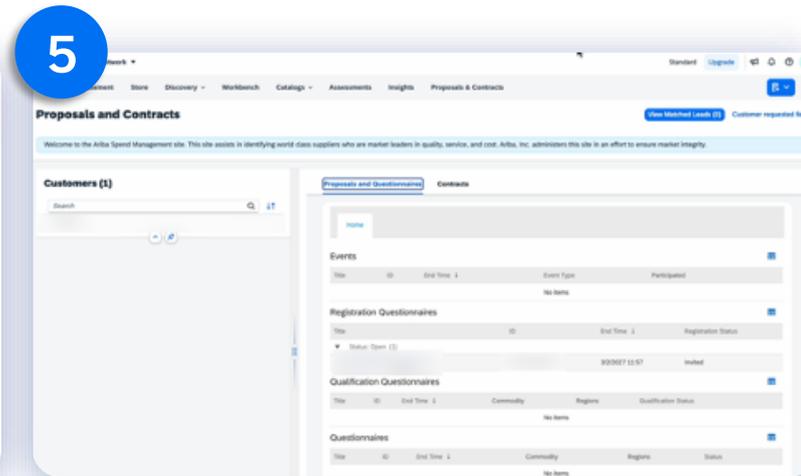
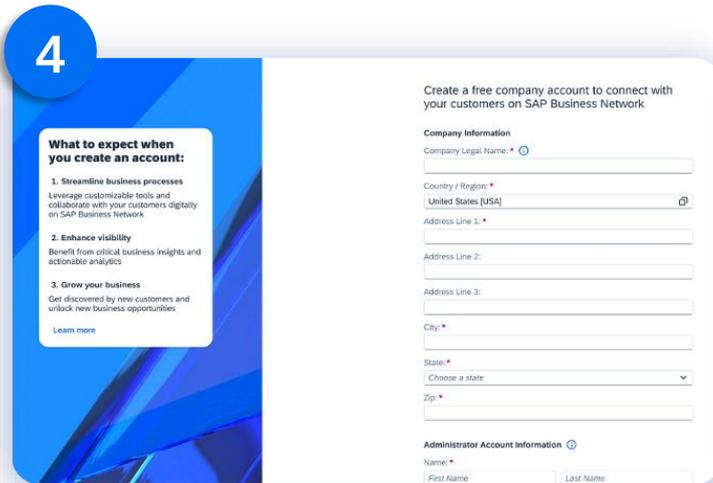
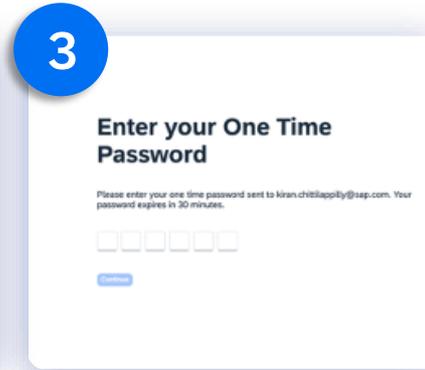
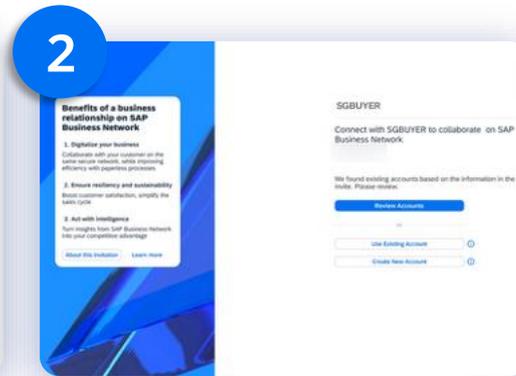
Confirm email for orders Configure payment preferences Configure notifications Add roles and users Add product and service categories

Feedback

## Create new account and select your preferred data centers

1. Click on **Register now** to create a new standard account by providing an email address that the account will be associated with.
2. A **one-time password** will be sent to the email address which is required to proceed with registering your account.
3. Supplier will choose a **data center** and proceed to fill the account registration information and submit the form.
4. Supplier completes the **mandatory profile information** details and lands to new supplier portal experience.
5. Supplier standard account registration will then be completed with access to the supplier portal.

# Feature: Registration via Sourcing triggered Invites



## Registering an account from a sourcing invitation

1. The supplier will receive a sourcing **invitation with a link to register** from the sourcing registration portal.
2. Supplier will choose to use an existing account or create a new account.
3. Once on the portal page, the supplier will click on create new account. A **one-time password** will be sent to the email address entered.
4. Supplier completes the mandatory profile information details and lands to new supplier portal experience.
5. A standard supplier account has been successfully created and access to the Proposals and Contracts

# Manage Your Users and Roles



# Introducing: Manage Users and Roles for Your Company

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** User Management

**Persona:** Supplier users

## Description:

- Self service to manage users and role-based access control so you can segregate the duty of the users in your company. It allows you to manage user access based on the customer assignment.

## Key Benefits:

- A refreshed management experience provides a clearer view of users, roles, and permissions, with real-time change handling to reduce administrative overhead and errors
- Supplier Admins can leverage predefined roles, standardizing permission configurations and reducing the need for custom set-up.
- Admin-driven password reset and clearer confirmation pages for profile changes improve transparency for end users.
- Account-/user-level multi-factor authentication (MFA) configuration is available for strengthening access security

# Feature: Manage Users



## Manage Users

Active (3) Deactivated (0) Revoked (0)

1

Search [ ] Q Create [ ] [ ]

User Name	Email Address	First Name	Last Name	Number of Roles	Contact List	Authentication ...	Status	Account Closure Requ
SBN User 1	sbn.user1@sap.com	User 1	SBN	2	No	No	Enabled	
SBN User 2	sbn.user2@sap.com	User 2	SBN	1	No	No	Enabled	

Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to “**Manage Users**” and
2. Click “**Create**” to create a new user and Provide basic information to the new user
3. Assign the Role to the new user and assign Customers for the new user to manage.

## sbn.user@sap.com

User Information Roles Customer Assignment

### User Information

2

**Basic**

User Name: \* [sbn.user@sap.com] First Name: \* [User]

Email Address: \* [sbn.user@sap.com] Last Name: \* [SBN]

**Contact**

Country/Region Code: [USA (+1)] Phone Number: [8494000]

Area Code: [650] Extension Number: [Enter a phone extension]

## sbn.user@sap.com

User Information Roles Customer Assignment

3

### Roles (1)

Search [ ] Q Add [ ] Remove [ ]

Role Name	Description
<input checked="" type="checkbox"/> Order Specialist	This is the role to allow user to manage order collaboration with customers.

# Feature: Manage Roles

## Manage Roles

[Custom Roles \(2\)](#) [Pre-defined Roles \(5\)](#)

Role Name	Description	Number of Assigned Users
<input type="radio"/> Admin		1 >
<input type="radio"/> BI role		1 >

## Order Specialist

[Role Information](#) [Permissions](#) [Users](#)

### Role Information

Name: \*

Description:

## Order Specialist

[Role Information](#) [Permissions](#) [Users](#)

### Permissions (1)

Permission Name	Description
<input type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role

### Users (1)

User Name	Email Address	First Name	Last Name
<input type="checkbox"/> lavanyaKNextG@sap.com	lavanya.kantala@sap.com	Lavanya	Kantala



## Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to “**Manage Roles**” and Click “**Create**” to create a new role
2. Provide meaningful Role Name and Descriptions
3. Add Permissions to the Rule
4. Assign the Role to the Users

# Manage Your Company Profiles and Customer Relationship



# Introducing: **Company Profile and Customer Relationship Management**

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Profile and Relationship

**Persona:** Supplier users

## **Description:**

- Maintain your company profile along with products categories and make it visible for buyers to search and discover. Customers could request and establish trading or sourcing relationship with you to grow your business

## **Key Benefits:**

- **Grow Your Business:** Buyer customer would discover and contact with you for additional business opportunities.
- **Manage business relationship in one place** — including acceptance or rejection relationship with customers
- **Simplified Supplier Management:** Suppliers can now view and access all linked child accounts from the new Relationship page, with seamless login to manage each one independently.

# Feature: Company Profile



SAP Supplier InternalTest  
7f95355b-4325-4f49\_sap\_supplier@ariba.com

SAP internal Supplier Pvt Ltd  
AN11229080823  
BNO-100000135493764  
Basic

Company Profile

1

2

## Update company profile

1. Access **Homepage Account Settings -> Company Profile**
2. Click **“Edit”** to update basis data
3. Add **“Certificates”**
4. Enter **“Sustainability Ratings”**

## SAP internal Supplier Pvt Ltd

BNO ID: BNO-100000135493764 | ANID: AN11229080823 | DUNS: --

Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | Country Configuration | Contacts | Set

### About Us

Company Description V1 testing V1

Employee 1001	Founded 2002	Company Aliases SAP, BOOM
Business Type Broker	Revenue Less than \$50K USD	Address New York, United States <a href="#">View Details</a>
Legal Form Corporation	Stock Symbol BOOM	Website URL <a href="https://service.ariba.com/boom-supplier">https://service.ariba.com/boom-supplier</a>
Member Since 2025	Registration Type Walk-Up	

SAP Business Network  
Home | Enablement | Integration | Store | Discovery | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs

## NextGen\_test\_company

BNO ID: BNO-100000015410490 | DUNS: --

The Additional Documents section is no longer supported. All existing documents have been moved to the Company Showcase section.

**NE**

Certifications Sustainability Ratings

Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | Business Information | Country Configuration

### Certifications **3**

Social Enterprise (1)

ISO 45001  
Social Enterprise ISO | Self-reported

### Add Sustainability Rating

Source: **Sustainalytics/Morningstar**

Rating: **5**

Additional Information:

Issue date: Feb 10, 2026 | Expiration date: Feb 27, 2026

Reference Document:  [Browse...](#)

You can upload a single PDF reference document with a maximum size of 10 MB to support your rating.

By entering and/or uploading your sustainability rating information, you represent and warrant that you have the right and authority to post such information on your public profile.

[Add](#) [Cancel](#)

4

3

# Feature: Company Profile



Overview | Certifications | Sustainability Ratings | Organization Structure | **Additional Entities** | Country Configuration | Contacts | Settings | Business Information

## SAP internal Supplier Pvt Ltd

Go to Remittances

<https://service.ariba.com/boom-supplier> ANID: AN11229080823 DUNS: - Location: Alabama, United States

1

### Additional Entities (20)

Create Edit Delete  

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
<input type="radio"/> SwedenSoldFrom	No	Stockholm, Sweden	BNO-100000148444838	TAX ID: 93939393 VAT ID: 83838383	Sold From >
<input type="radio"/> Denmark_SoldFrom	No	København Ø, Denmark	BNO-100000150344801	TAX ID: 12345678 VAT ID: 87654321	Sold From >
<input type="radio"/> AustriaSoldFrom	No	Mils, Austria	BNO-100000148444770	TAX ID: 91919191 VAT ID: 20202020	Sold From >
<input type="radio"/> Hong Kong	No	Kowloon, Hong Kong	BNO-100000152016555	TAX ID: 12345678 VAT ID: 12345678	Sold From >
<input type="radio"/> Ireland	No	Ireland, Ireland	BNO-100000148166175	TAX ID: 87676700 VAT ID: 22220000	Sold From >
<input type="radio"/> Slovakia_SoldFrom	No	Bratislava, Slovakia	BNO-100000150445931	TAX ID: 12345667	Sold From >

2



## Organizational structure and additional entities

1. Maintain “**Additional Entities**” in your company
2. Check “**Organization Structure**”

# Feature: Company Profile

## SAP internal Supplier Pvt Ltd

BNO ID: BNO-100000135493764 | ANID: AN11229080823 | DUNS: –

[View My Public Profile](#) [Go to Catalog](#) ...

Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network.  
Promote subscription to unlock new business opportunities [Add Promote](#).



Certifications

1

Sustainability Ratings

1

Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | Country Configuration | **Contacts** | Settings | Business Information

### Contacts

Maintain up-to-date contact information to facilitate effective communication with trading partners.

[Company Contact Information](#) | Contact Personnel | Customer-Specific Assignments

#### Company Contact Information

Company Contact Information

Edit

Profile Visibility Save Cancel

Basic Info:

Product and Service Categories:

Ship-to or Service Locations:

Industries:

Certifications and Sustainability Ratings:

Assessments:

Company Showcase:

Social Media:

Company Keywords:

Contacts:

Organization Structure:



## Business and contact information

1. Maintain “**Country Configuration**”
2. Add “**Contacts**”
3. Main Additional “**Settings**” for your profile

# Feature: Customer Relationships



The screenshot shows the SAP Business Network interface for Customer Relationships. It includes a navigation bar, a header with 'Customer Relationships', a notification banner, a toggle for 'Automatically accept all relationship requests', a 'Trading Standard' card, a search bar, and two tables: 'Customer List (1)' and 'Customer List (Approved Requests (3))'. Numbered callouts 1-4 highlight key features: 1. 'Advanced View' button; 2. 'Automatically accept all relationship requests' toggle; 3. Search and filter options; 4. 'Accept' and 'Reject' mass action buttons.

Trading Partner	Network ID	Relationship Type	Country/Region	Last Changed On	Linked Child Account	Supplier Name	Administrator	Action
nextGen_disPortal_buyer2	AN02003492502	Fulfillment	United States	Apr 15, 2025, 2:43:25AM	AN02005172409	Tech Experts	frSmith ln,John	Sign In to Child Account

Trading Partner	BNOID	Relationship Type	Relationship Stat...	Country/Region	Data Center	Last Change...	Customer Count	DUNS Number	Quick Enablement Relationship Method
<input type="checkbox"/> MtautoBuy_2 AN02005282930	BNO-100000031818627	Fulfillment	Approved	United States		Jul 15, 2025, 2:19:10 PM			BUYER_REQUESTED
<input type="checkbox"/> dummytest AN02004631773	BNO-100000019819480	Fulfillment	Approved	United States		Mar 6, 2025, 10:42:31 AM			BUYER_REQUESTED

## Manage relationships with your customers

1. Quickly access the advanced view (old UI)
2. Automatically accept all relationship requests
3. Filter, search, and group your customers relationships
4. Mass actions (accept / reject) and export capabilities

# Proposals and Contracts Collaboration



# Introducing: **Proposals & Contracts Collaboration**

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Sourcing

**Persona:** Supplier users

## **Description:**

- Allow suppliers to complete supplier questionnaire, respond sourcing bidding events and collaborate on commercial contract authoring.

## **Key Benefits:**

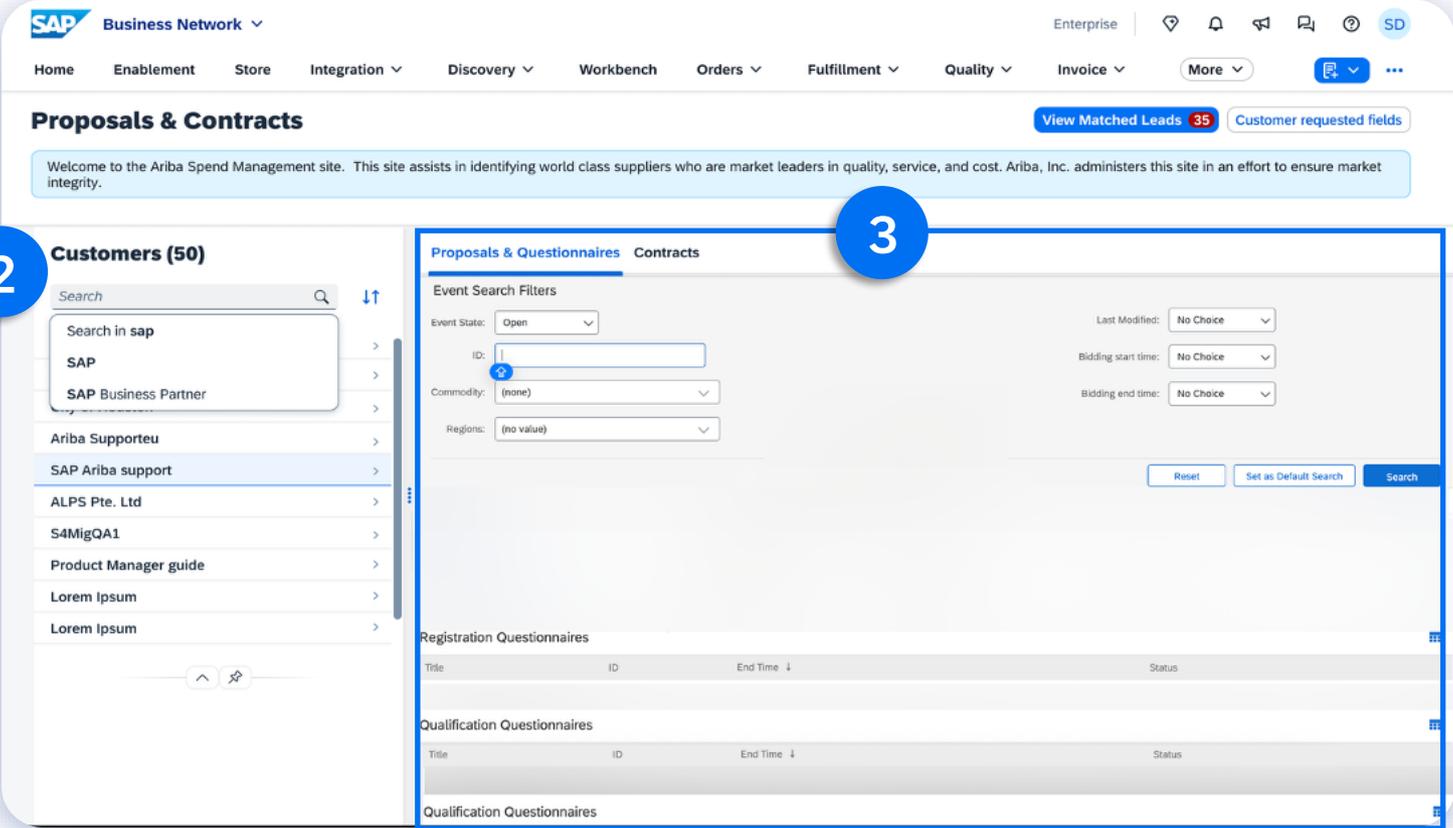
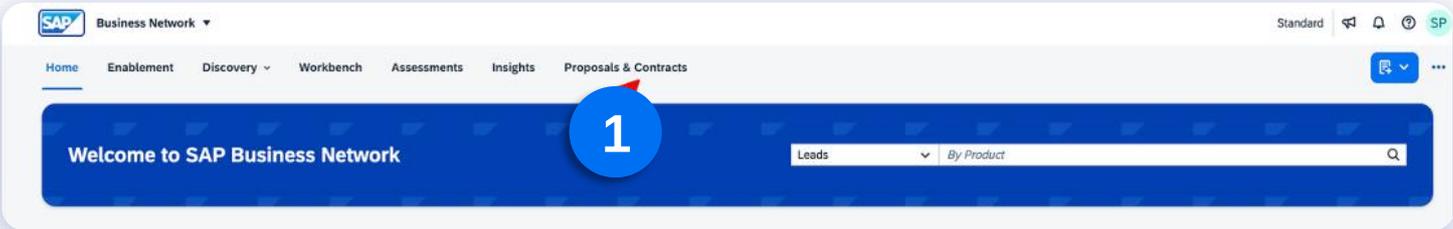
- One Entry point to multiple customers' sourcing system.
- Real time access to sourcing events and receive updates from buyers.
- Paperless collaboration with buyers and improve productivities

# Feature: Proposals & Contracts Collaboration with Customers



Easy access sourcing and network customers, eliminate delays, and achieve exceptional performance.

1. One portal for all your network documents.
2. Search and sorting options to select customers from the list.
3. Contracts, proposals and questionnaires can be accessed for one customer in a combined view.
4. Easy navigation to other actions, such as managing the leads and customer-requested profiles.



# Manage Your Purchase Orders



# Introducing: Purchase Order - SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Purchase Order

**Persona:** Supplier users

## **Description:**

- Receive purchase orders from customers and manage the fulfillment of it.

## **Key Benefits:**

- Clear organization & navigation with new tab navigation.
- Parallel status transparency once multiple documents have been created for an Order, where each individual transactional status can be viewed.
- Visually separating remaining statuses for orders which are either New, Changed, Cancelled or Obsolete.
- Side-by-side line-item view, allowing simultaneous viewing of orders and line-item details, as well as navigation across line-item details.
- Navigation to any PO version by selecting it from the version selector.

# Feature: Access to Purchase Order Details Page



## Top navigation section and purchase order actions

1. Top navigation allows user to quickly access each section.
2. “**Create**” button allows the creation of: Order Confirmation, Ship Notice, Invoice, etc.
3. “**Resend**” allows the supplier user to resend the order using the configured routing method.
4. “**Hide**” allows the supplier user to hide the order from the purchase order list page.
5. “**Download**” allows the supplier user to:
  - Export PO to CSV
  - Export PO to cXML
  - Export PO PDF: the supplier user can print the PO PDF version.

SAP Business Network

Home Integration Discovery **Workbench** Orders Fulfillment Invoices Payments Catalog

**4510123958**  
Purchase Order

Name: default  
Phone: +49 () 111111555 5555  
Email: -

Version	Date Submitted	Order Total
1	Jun 12, 2025, 1:43:34 PM	100.00 EUR

Details | Line Items Tax Additional Amounts | Summary Comments Attachments Order History

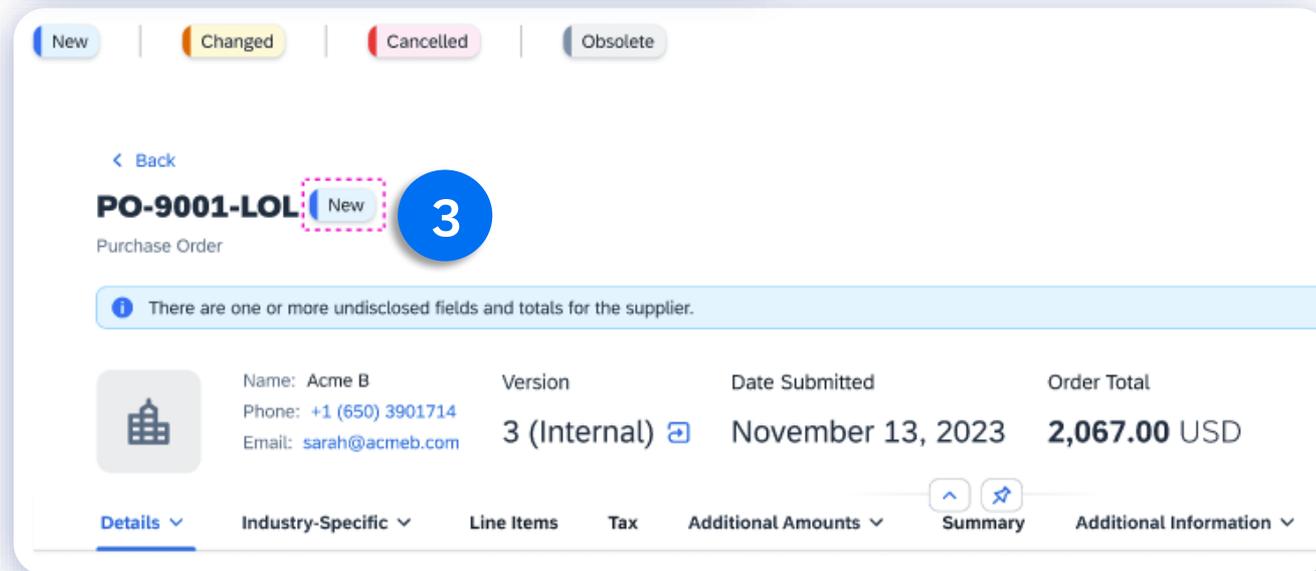
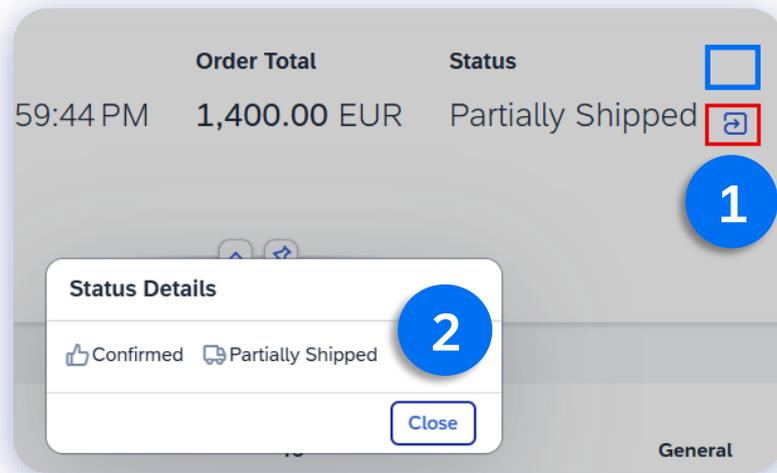
2 3 4 5

Create Resend Hide Download Compare Versions

Order Confirmation  
Ship Notice

Export CSV  
Export cXML  
Export PDF

# Feature: Access to Purchase Order Details Page



## Document status

1. The status related to the document with higher precedence (OC < ASN/SES < GR < INV) is displayed, but the arrow icon can be clicked to see additional statuses.
2. Information about the confirmation, shipping, receiving, service and invoicing statuses is displayed under the Status Details popup.
3. The New, Changed, Cancelled and Obsolete Statuses are handled separately from the remaining document transactional statuses.

# Feature: Access to Purchase Order Details Page



The screenshot illustrates the process of navigating to and comparing purchase order versions. It shows the 'POVC\_Bb313a' purchase order details, a 'Change Version' dialog, and a 'Compare Versions' dialog. The 'Compare Versions' dialog displays a table of changes between Version 4 and Version 1.

**1** The user can select which version they want to see by clicking the icon.

**2** The user can navigate to any PO version by selecting it from the Change Version dialog.

**3** "Compare Versions" allows the user to compare any two versions of the PO.

**4** Changes are displayed in the Compare Versions dialog. The user can select which versions to compare. Header and line-item changes are displayed.

Area	Field	Version 4	Version 1
<b>Section: General Information</b>			
	Version	4	1
<b>Section: Summary</b>			
	Order Total	12510	2100
<b>Line Item Changes</b>			
<b>Line Number: 10</b>			
Date	Requested Delivery Date	Sep 19, 2025, 11:00:00 PM	Sep 18, 2025, 11:00:00 PM
Line Item (10)	Quantity	11	10
<b>Line Number: 20</b>			
Date	Requested Delivery Date	Oct 4, 2025, 11:00:00 PM	Sep 4, 2025, 11:00:00 PM
Line Item (20)	Quantity	24	20
<b>Line Number: 30</b>			
Line Number: 30	Entire Line Item	Created	-

## Version navigation & version comparison

1. The user can select which version they want to see by clicking the icon.
2. The user can navigate to any PO version by selecting it from the Change Version dialog.
3. "Compare Versions" allows the user to compare any two versions of the PO.
4. Changes are displayed in the Compare Versions dialog. The user can select which versions to compare. Header and line-item changes are displayed.

# Feature: Access to Purchase Order Details Page



Line Items (5) Search

Line	Type	Description	Messages	Supplier Part Number	Customer Part Number	Requested Deli...	Quantity	Unit Price	
10	Material	Casing C1001 Raw mat - Buyer		C1001		Jun 22, 2025, 11:00:00 PM	1... EA	10.00 EUR	>

Subtotal: 110.00 EUR  
Number of Schedule Lines: 1  
Return:  
Revision Level:  
Requested Shipment Date:  
Tax: -  
Shipping: -  
Customer Location:

1

SAP 4510125890 Changed Hide Download ...

Purchase Order

Details | **Line Items** | Tax +5

Line Items (2) Search

Line	Type	Supplier Part Number	Customer Part Number	Quantity	Subtotal	Tax	Shipping
10	Material	-	C1001	30.000	300.00 EUR	-	-

**10** Line Item ^ v ↻ ×

**2**

Details | **Classification Information** | Schedule Lines | Tax | Additional Amounts | Comments | Attachments

**Description**

Casing C1001 Raw mat - Buyer

**General**

Control Keys	Return Information	Manufacturing
Order Confirmation: allowed	Return Authorization Number: -	Manufacturer Name: -
Ship Notice: allowed		Manufacturer Part ID: -
Service Entry Sheet: -		Planning Type: -
Service Entry Sheet Unit Price Editable: -		
Invoice:		

2

Feedback

## Line-item details

1. To see more line-item information, click the > icon on the Line Items table.
2. Additional line-item information is displayed on a right-hand-side panel. Details for only one line item can be viewed at a time. The additional line-item details include:
  - Details: incl. Description, General (incl. Control Keys), Status (incl. Confirmation, Shipping, Receiving and Invoicing Status), Shipping details, Other Information (extrinsic), Pricing and Account Assignment
  - Classification Information
  - Schedule Lines
  - Tax
  - Additional Amounts (incl. Allowances, Charges.)
  - Comments
  - Attachments

# Feature: Access to Purchase Order Details Page



The screenshot shows the SAP Purchase Order details page for PO 4510125890. The 'Line Items' section shows a list of items, with item 10 selected. The 'Schedule Lines' section shows a table with one line item, line number 1, with a quantity of 29.000 EA and a delivery date of Aug 10, 2025, 11:00:00 PM. A blue circle with the number 1 is overlaid on the line item. The 'Tax' section shows 'No items available'. The 'Additional Information' section shows 'Buyer Location Code' and 'Storage Location Code'. A blue circle with the number 2 is overlaid on the 'Storage Location Code' field.

## Schedule-line items

1. A specific schedule line is selected to see additional information.
2. The additional information includes Buyer and Storage Location Codes.

## Purchase order history

Displays events relevant to the purchase order and helps with troubleshooting:

1. Comments indicate what event occurred.
2. Changed by indicates who performed the change.
3. Changed at shows when the even occurred.
4. Status indicates the purchase order status.

The screenshot shows the 'Order History' section of the SAP Purchase Order details page. The table has columns for 'Comments', 'Changed By', 'Changed At', and 'Status'. A blue circle with the number 1 is overlaid on the 'Comments' column. A blue circle with the number 2 is overlaid on the 'Order History (6)' header. A blue circle with the number 3 is overlaid on the 'Changed At' column. A blue circle with the number 4 is overlaid on the 'Status' column.

Comments	Changed By	Changed At	Status
	System - SAP Business Network	Aug 6, 2025, 11:05:04 AM	In Progress
	System - SAP Business Network	Aug 6, 2025, 11:05:15 AM	Acknowledged
	System - SAP Business Network	Aug 6, 2025, 11:05:05 AM	Queued
	BNO-100000007047706	Aug 6, 2025, 11:05:02 AM	Created
The document has been received by SAP Business Network.	SAP Business Network	Aug 6, 2025, 11:05:04 AM	Received

# Feature: Purchase Order Notifications



## Easily configure purchase order notifications

1. To view and configure Notifications go to User Avatar → Settings → Account Administration → Notifications. Order Notifications are displayed under Network Notifications
2. To edit the Notifications configuration, click “Saved Version” and select Draft.

The supplier user can configure to be notified by email when:

3. Orders are undeliverable
4. A new order is received
5. An order is changed

**Notifications** Saved Version ▾

Network Notifications | Messaging |

**Order Notifications**

Undeliverable Orders	New Purchase Orders	Purchase Orders Changed
Send a notification when orders are undeliverable: <input type="checkbox"/> No	Send a notification when a new order is received: <input type="checkbox"/> No	Send a notification when an order is changed: <input type="checkbox"/> No
Email(s): _	Email(s): _	Email(s): _

**Notifications** Draft ▾

Network Notifications | Messaging |

**Order Notifications**

Undeliverable Orders	New Purchase Orders	Purchase Orders Changed
Send a notification when orders are undeliverable: <input type="checkbox"/>	Send a notification when a new order is received: <input type="checkbox"/>	Send a notification when an order is changed: <input type="checkbox"/>
Email(s): <input type="text"/>	Email(s):* <input type="text"/>	Email(s):* <input type="text"/>

Save Discard Draft

# Feature: Purchase Order Routing



**Default Document Routing** Draft

**Default Routing**

Override Default Routing Method (2)

Document Type	Document Sub Group	Document Sub Type	Routing Method
<input type="radio"/> Order Confirmation	Others	Order Confirmation	cXML Profile
<input type="radio"/> Receipt	Others	Receipt	Email

**Default Routing Method**

Select the default routing method for routing all document types. To override default routing method for specific document types, please create a configuration in the 'Override Default Routing Method' section below.  
There is no section below to override the settings. The override option is available above and also from Settings -> Individual customer doc routing settings

Routing Method: Online

Save to my online inbox

**Document Routing Configuration**

Document Type | Configure Routing Method Attributes

**Document Type**

Document Type: Order | Document Sub Group: Change/Cancel Orders | Routing Document Code: Catalog orders with attachments | Routing Method: Email

**Configure Routing Method Attributes**

Select a routing method above to enable configuration of corresponding routing method attributes.

Email: \*

Attach cXML document:

Attach a PDF copy of the document:

Do not send attachments with the documents:

Draft updated Apply

## Configure purchase order routing

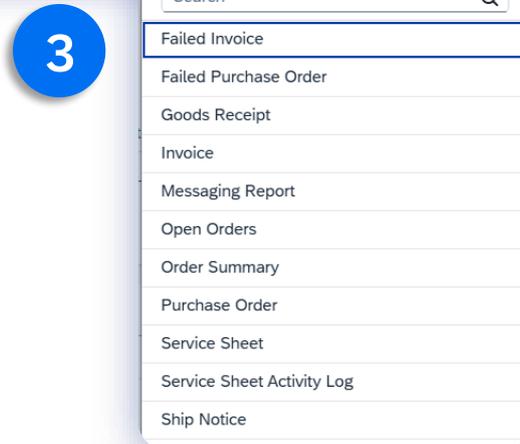
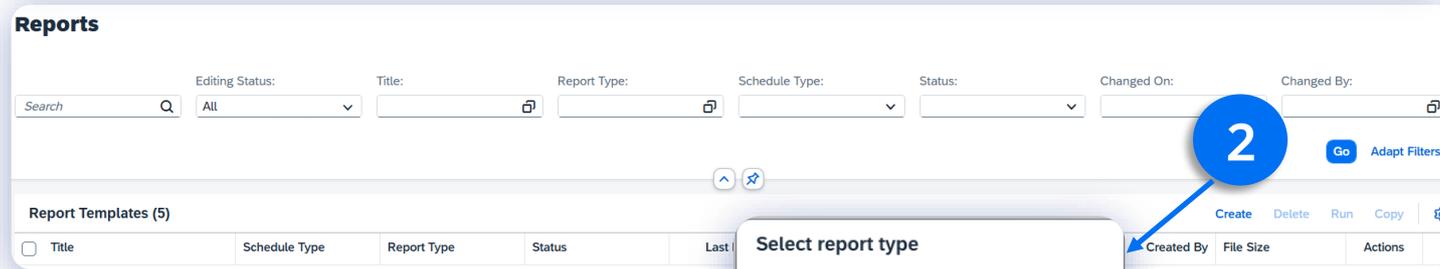
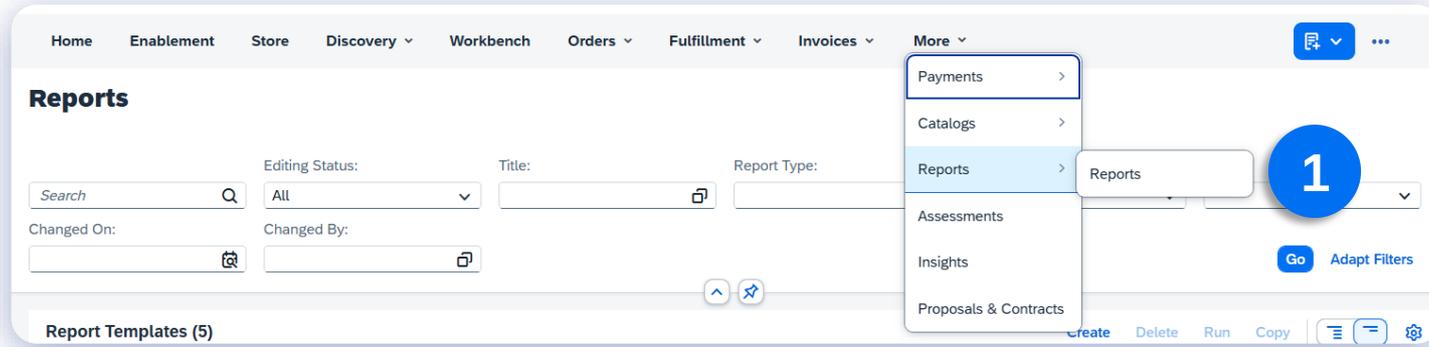
1. To view and configure Purchase Order routing go to User Avatar → Settings → Transactions → Document Routing.
2. The Default Routing Method section shows the routing method that applies to all document types.
3. The Override Default Routing Method shows the routing exceptions per doc type.
4. To add a new configuration to override the default routing method click **“Create”**
5. To override the default routing method, enter a Document Type, a Document Sub-Group, a Routing Document Code, and a Routing Method.
6. When the routing method is selected, additional configuration options are shown (depending on the selected method).

# Feature: Purchase Order Reports



## Run and configure purchase order reports

1. To create and run Purchase Order Reports, go to the Reports menu option.
2. Click “Create” to generate a new report.
3. The report types related to the Purchase Order are:
  - Failed Purchase Order
  - Open Orders
  - Order Summary
  - Purchase Order



# Order Confirmation



# Introducing: Order Confirmation - SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Order Confirmation

**Persona:** Supplier users

## Description:

- Enable complete order confirmation lifecycle management within Commerce Automation. Suppliers generate order confirmations via portal or B2B integration while buyers gain real-time visibility into order acceptance, pricing validation, and delivery commitments.

## Key Benefits:

- Easy-to-use experience for Order Confirmation generation and processing for suppliers.
- Improves performance of the application during Order Confirmation creation and submission.

# Feature: Access Order Confirmations



## Quickly find and access existing order confirmations

1. The homepage provides direct access to order confirmations from the **Overview** section. Click on the tile to view all order confirmations from the Workbench.
2. Easily filter and search through the list of order confirmations

Welcome to SAP Business Network

Orders and Releases | Customer (optional)

### Overview

Enablement Tasks Standard 0	New orders Standard 22	Orders Standard 43	Items to confirm Standard 18	Items to ship Standard 29	Service sheets Standard 0	Changed orders Standard 2	<b>Order confirmations</b> Standard 25	Ship notices Standard 4
-----------------------------------	------------------------------	--------------------------	------------------------------------	---------------------------------	---------------------------------	---------------------------------	--	-------------------------------

### Setup Actions

Configure order preferences | Configure payment preferences | Configure notifications | Add roles and users | Add product and service categories | Add ship-to or service locations | Upload sales tax exemption certificates

### Order Confirmations Workbench

Service sheets: 0 | **Order confirmations: 25** | Ship notices: 4 | Draft ship notices: 9 | Goods Receipt: 0

Standard \* | Customer: | Order Confirmation Number: | Creation Date: Today -30 / +0 Days | Order Number: | Purchasing Organization: | Purchasing Group: | Company Code: | Customer Location: | Order Revision: Active X | Routing Status: | Supplier Reference: | Go | Clear | Ac

Order Confirmation Number	Customer	Creation Date	Order Number	Order Revision	Routing Status	Purchasing Group	Customer Location	Purchasing Organization	Company Code	Supplier Reference
OC-4510130214	Boom Internal Test Account	Feb 5, 2026	4510130214	Active Version 1	Sent	001	0001	0001	0001	>
OC-4510130213	Boom Internal Test Account	Feb 5, 2026	4510130213	Active Version 1	Sent	001	0001	0001	0001	>
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	>
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	>

# Feature: Order Confirmation Details Page

**OC-4510130213**  
Order Confirmation

Name: Boom Internal Test Account    **Confirmation Date**    Received By SAP Business Network On  
Phone: 666    Feb 5, 2026, 1:01:31 AM    Feb 5, 2026, 1:01:36 AM  
Email: satish.pandey@sap.com

1

Details   Line Items   Other Information   Comments   Attachments   Document History

**10**  
Line Item

Customer Part Number	Supplier Part Number	Number of Schedule Lines	Confirmation Status	Description
C1001	-	1	Confirmed	Casing C1001 Raw mat - Buyer

3

Confirmation Detail   Attachments

Confirmation Detail (1)

Confirmation Status	Reject Reason	Comments	Estimated Delivery Date	Need By
<b>Schedule Line 1</b>				
Confirmed As Is	NA		Feb 12, 2026	Feb 12, 2026
Quantity: 20.000   EA				
Unit Price: 100.00 EUR				
Subtotal: 2,000.00 EUR				
Estimated Shipping Date:				
Schedule Line Number: 1				
Commitment Level:				
Confirmed Expected Amount: -				
Requested Expected Amount: -				

2

Att

4

Download



## Key capabilities

1. Key Order Confirmation attributes are displayed in a dedicated object header for quick orientation.
2. Related content is organized using tab-based navigation (for example, Details, Line Items, Comments, Attachments, Document History).
3. Line items are presented in a responsive table with clearer emphasis on confirmation-relevant fields.
4. Attachments and comments are displayed in dedicated sections, improving discoverability.

# Feature: Order Confirmation Creation



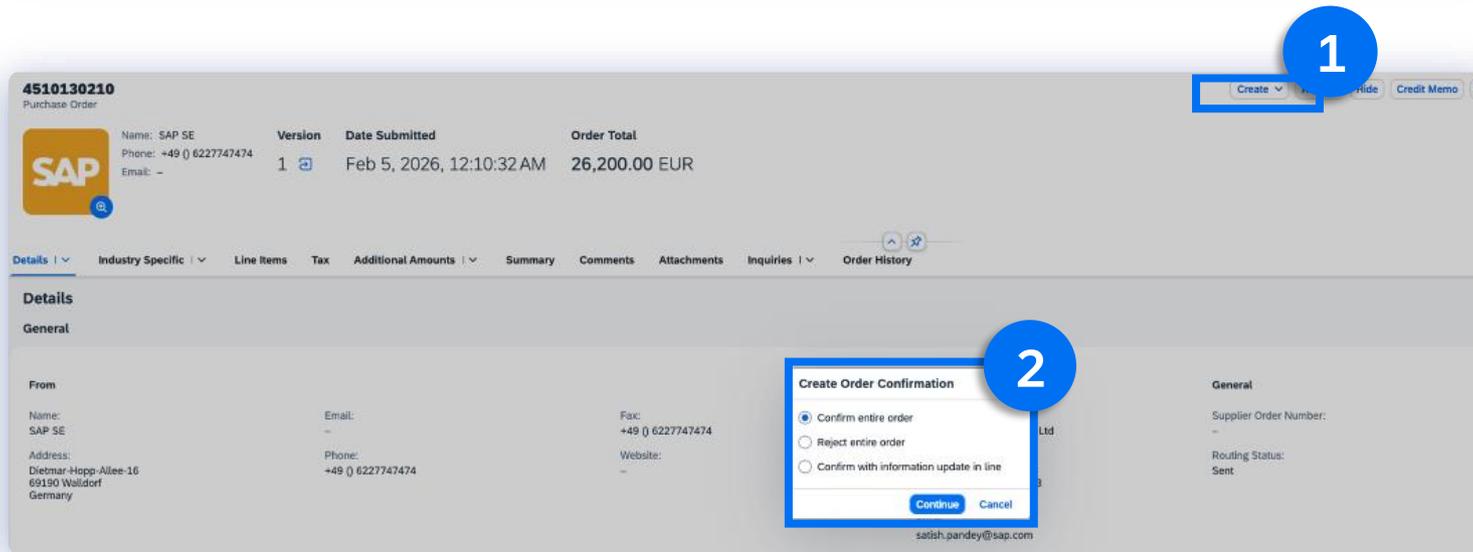
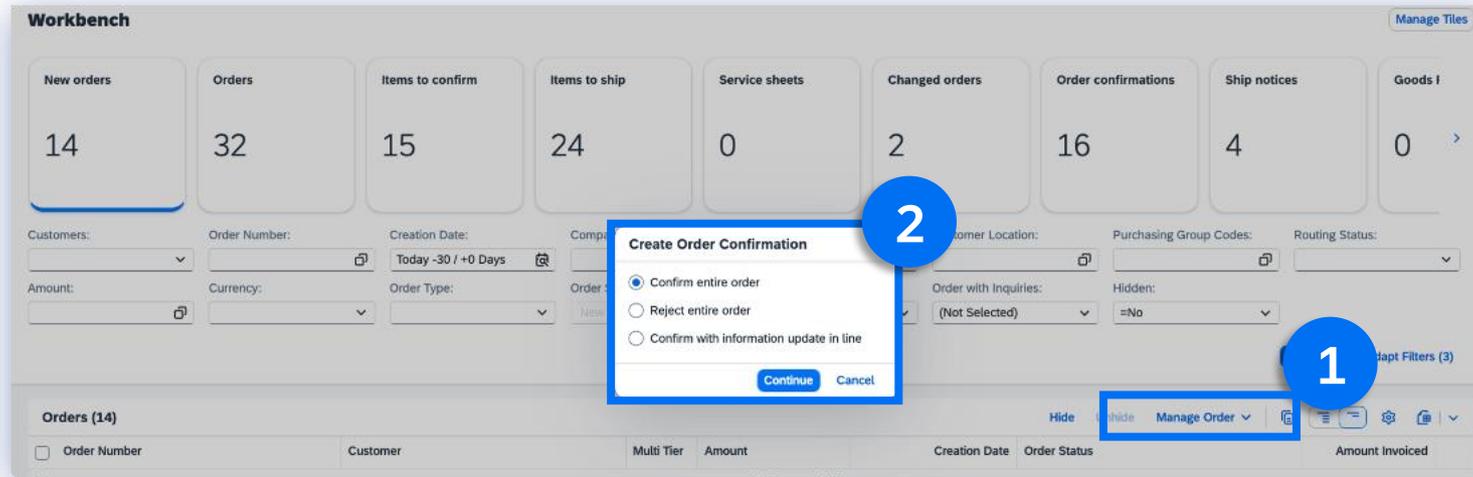
## Create order confirmations from the Workbench or from an order

### From Workbench:

1. Start the confirmation process from the order list, improving usability and enabling faster response times by selecting **Manage Order** > Order Confirmation.
2. Confirm action from the dialog by selecting **Confirm entire order**, **Reject entire order**, or **Confirm with information update inline**.

### From purchase order details page:

1. Enable suppliers to create an order confirmation directly from the Purchase Order page by selecting on the **Create** menu.
2. Suppliers can **confirm all line items**, **reject all line items**, or **update individual line items with different statuses**, ensuring efficient and accurate order confirmation handling.



# Feature: Confirm Entire Order



## From the confirmation page:

1. Confirmation Number: Enter a reference number to identify the order confirmation. BN autogenerate a confirmation number using the prefix OC-[Purchase Order Number]
2. Estimated Delivery Date / Estimated Shipping Date: If provided, the selected date is applied to all line items.
3. Lines displayed as read-only indicate information that should not be editable.
4. Attachments: Supplier may attach supporting documents to the order confirmation. Click **Upload**, select the file, and then click **Open Attachment**.
5. Comments: Enter comments if needed
6. Click **Create** to create the order confirmation
7. Order Confirmation created is displayed for further validations. Purchase Order status is updated to **"Confirmed"**

**New Order Confirmation**

Detail | Line Items | Attachments | Comments

**Detail**

Order Confirmation Number: OC-4510130210  
Supplier Reference: [empty]

Estimated Delivery Date: e.g. Dec 31, 2026, 11:59:59 PM  
Estimated Shipping Date: e.g. Dec 31, 2026, 11:59:59 PM

Order Number: 4510130210  
Order Version: 1 (latest)

Customer Name: Boom Internal Test Account  
Customer Phone: 666

Customer Email: satish.pandey@sap.com

**Line Items (3)**

Line Num...	Schedule LI...	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
10	1	147		Laptop	material	Confirmed	Mar 27, 2026, 6:00:00AM	Mar 27, 2026, 6:00:00AM	10 / 10 KGM	2,000	
20	1	66		Mouse	material	Confirmed	May 18, 2026, 6:00:00AM	May 18, 2026, 6:00:00AM	15 / 15 EA	40	
30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00AM	Apr 15, 2026, 6:00:00AM	7 / 7 EA	800	

**Attachments**

Attachments

File Name

OC Validations.txt  
Feb 5, 2026, 12:27:02AM

**Comments**

Post something here

Supplier: Test Header Comments  
Feb 5, 2026, 12:26:56AM

Draft updated | Create | Discard

**4510130210**  
Purchase Order

Name: SAP SE  
Phone: +49 (0) 6227747474  
Email: --

Version: 1  
Date Submitted: Feb 5, 2026, 12:10:32 AM  
Order Total: 26,200.00 EUR

Status: Confirmed

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00AM	Apr 15, 2026, 6:00:00AM	7 / 7 EA	800	
----	---	----	--	---------	----------	-----------	-------------------------	-------------------------	----------	-----	--

# Feature: Reject Order Confirmation



**New Order Confirmation**

Detail Line Items Comments

Order Confirmation Number: OC-4510130213  
Supplier Reference: [empty]  
Reject Reason: Duplicate Order  
Reject Comment: [empty]

Order Number: 4510130213  
Order Version: 1 (latest)  
Customer Name: Boom Internal Test  
Customer Phone: 666  
Customer Email: satish.pandey@sap.com

**Reject Entire Order**

Reject Reason: Duplicate Order  
Reject Comment: One order was received already

Continue Cancel

Line Number	Schedule L...	Customer Part Number	Supplier Part Number	Description	Type	Con	Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date
10	1	147		Laptop	material	Reje	6:00:00AM	Mar 27, 2026, 6:00:00AM	10 / 10 KGM	2,000	
20	1	66		Mouse	material	Reje	6:00:00AM	May 18, 2026, 6:00:00AM	15 / 15 EA	40	
30	1	66		Monitor	material	Reje	6:00:00AM	Apr 15, 2026, 6:00:00AM	7 / 7 EA	800	

## Reject entire orders

1. To reject the entire order, click Create Order Confirmation → **Reject Entire Order**. Select Rejection Reason, provide a comment and click on **Continue**.
2. The provided **Reject Reason** and **Reject Comments** are displayed on the Order Confirmation page. All line items are automatically set to **Rejected** status.
3. Click **Create** to submit the rejected order confirmation.
4. The Order Confirmation page displays all line items with the status set to **Rejected**. The Purchase Order status is updated to **Rejected**, reflecting the supplier's response.

**New Order Confirmation**

Detail Line Items Comments

Order Confirmation Number: OC-4510130213  
Supplier Reference: [empty]  
Reject Reason: Duplicate Order  
Reject Comment: One order was received already

Order Number: 4510130213  
Order Version: 1 (latest)  
Customer Name: Boom Internal Test Account  
Customer Phone: 666  
Customer Email: satish.pandey@sap.com

**OC-4510130213**  
Order Confirmation

Name: Boom Internal Test Account  
Phone: 666  
Email: satish.pandey@sap.com

Confirmation Date: Feb 5, 2026, 1:01:31 AM  
Received By SAP Business Network On: Feb 5, 2026, 1:01:36 AM

Details Line Items Other Information Comments Attachments Document History

**Details**

Order Number: 4510130213  
Estimated Delivery Date: -  
Estimated Shipping Date: -  
Reject Reason: Duplicate Order  
Reject Comment: One order was received already  
Routing Status: Sent

**Line Items (3)**

Line Num...	Number of Schedu...	Customer Part Number	Supplier Part Number	Description	Type	Estimated Delivery Date	Confirmation Status	Attachments
10	1	147		Laptop	Material		Rejected	

Need By: Mar 27, 2026  
Confirmed / Requested Quantity: 0.000 / 10.000 KGM  
Confirmed / Requested Unit Price: - / 2,000.00 EUR

# Feature: Confirm and update information



4510130214 New  
Purchase Order

Create Resend Hide Credit Memo Download Compare Versions Send Message

Name: SAP SE Version: 1 Date Submitted: Feb 5, 2026, 1:31:00 AM Order Total: 26,200.00 EUR  
Phone: +49 (0) 6227747474  
Email: -

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Inquiries Order History

Details General

From Name: SAP SE Email: - Fax: +49 (0) 6227747474  
Address: Dietmar-Hopp-Allee-16 69130 Waldorf Germany Phone: +49 (0) 6227747474 Website: -

Create Order Confirmation  
 Confirm entire order  
 Reject entire order  
 Confirm with information update in line  
Continue Cancel

General Supplier Order Number: - Routing Status: Sent  
External Document External Document Type: NB Description: Standard PO

New Order Confirmation

Detail Live Items Attachments Comments

Detail

Order Confirmation Number: OC-4510130214 Order Number: 4510130214  
Supplier Reference: 1 (Sales) Order Version: 1 (Sales)  
Customer Name: Boom Internal Test Account Customer Email: sathish.pandey@sap.com  
Customer Phone: 666

Line Items (3)

Line Number	Schedule L.	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date	Estimated Start Date	Comments	Subtotal
10	1	147		Laptop		Confirmed	Mar 27, 2026, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 18 KGM	2,000	e.g. Dec 31, 2026, 11:59:59...			20,000.00 EUR
20	1	66		Mouse		Backordered	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	e.g. Dec 31, 2026, 11:59:59...			600.00 EUR
30	1	66		Monitor		Rejected	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	e.g. Dec 31, 2026, 11:59:59...			5,600.00 EUR

Attachments

Attachments Upload Download

No documents available  
Drag and drop files here to upload

Comments

Post something here

## Update in line information

1. Enables suppliers to update **item-level details** directly in the order confirmation.  
- Supports **Unconfirmed**, **Confirmed**, **Backordered**, and **Rejected** for material lines and **split deliveries with different delivery dates** per line item.
2. - Supports **Unconfirmed**, **Confirmed**, and **Rejected** for service items.
3. To proceed, click **Create Order Confirmation** and select **Confirm with information update at line level**.
4. In the Order Confirmation Header section, the Confirmation Number is automatically generated (prefixed with OC and derived from the Purchase Order, for example OC-1234). The supplier can also enter a Supplier Reference.
5. The supplier selects a confirmation status for each line item.
6. The supplier can navigate to the item detail page to provide additional information, such as **Auxiliary Part Number**, **Supplier Batch ID**, and other item-specific details.

# Feature: Order Confirmation from Items to Confirm



## Create order confirmations from Items to Confirm

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Confirmed	7 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Unconfirmed	3 / 10 EA	Mar 12, 2026, 6:00:00AM / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
4510129999							
<input type="checkbox"/>	10	1 Laptop	Confirmed	5 / 5 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	
<input type="checkbox"/>	20	1 Monitor	Confirmed	10 / 10 HUR	Feb 28, 2026, 6:00:00... / Feb 28, 2026, 6:00:00AM	300 / 300 EUR	
<input type="checkbox"/>	30	1 Mouse	Confirmed	7 / 7 KGM	Feb 26, 2026, 6:00:00... / Feb 26, 2026, 6:00:00AM	25 / 25 EUR	
4510130054							
<input type="checkbox"/>	10	1 Casing R1000	Confirmed	25 / 25 KGM	Feb 18, 2026, 6:00:00... / Feb 18, 2026, 6:00:00AM	148 / 148 EUR	
<input type="checkbox"/>	20	1 Casing C1001 Raw mat - Buyer	Confirmed	20 / 20 EA	Feb 12, 2026, 6:00:00... / Feb 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat - Buyer	Confirmed	10 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm All Pending Add Lines Merge Edit Multiple

Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510130000							
<input type="checkbox"/>	10	1 Casing C1001 Raw mat (Dist Price)	Confirmed	10 / 10 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	/ EUR	
4510130013							
<input type="checkbox"/>	10	1 Laptop	Confirmed	10 / 10 KGM	e.g. Dec 31, 2026, 1... / Mar 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	20,000.00 EUR
<input type="checkbox"/>	20	1 Mouse	Confirmed	10 / 10 EA	e.g. Dec 31, 2026, 1... / May 18, 2026, 6:00:00AM	40 / 40 EUR	600.00 EUR
<input type="checkbox"/>	30	1 Monitor	Confirmed	7 / 7 EA	e.g. Dec 31, 2026, 1... / Apr 15, 2026, 6:00:00AM	800 / 800 EUR	5,600.00 EUR

Edit Lines to Confirm

Standard

Purchase Order Number: Item Number: Description: Customer Part Number: Need By: Confirmation Status:

Item Number	Schedule Line	Description	Confirmation Quantity	Need By	Requested Unit Price	Customer Part Number	Supplier Part Number	Requested Quantity	Shipped Quantity	Received Quantity	Confirmed Quantity	Rejected Quantity	Confirmation Status
4510130000													
<input type="checkbox"/>	30	1 Casing C1001 Raw mat - Buyer	Requested: 10 Rejected: 0	Mar 12, 2026, 6:00:00AM	100.00 EUR			10			0	0	Unconfirmed
<input type="checkbox"/>	40	1 Casing C1001 Raw mat - (Dist + Print P)	Requested: 10 Rejected: 0	Feb 27, 2026, 6:00:00AM	100.00 EUR			10			0	0	Unconfirmed

- Split Quantities:** If you want to deliver quantities on two different dates, enter a partial quantity for the first date. SAP Business Network automatically creates a split line, and assigns the remaining quantity (the purchase order quantity minus the previously confirmed quantity) to the new line.
- Merge:** If you previously split a line and want to revert to the **original purchase order values**, select the split lines that belong to the same purchase order line and click **Merge**. SAP Business Network restores the line to its **original status and values**.
- Add Lines:** Allows suppliers to **add missing line items** to an order confirmation without returning to the previous page. By clicking **Add Lines**, a pop-up displays all **unconfirmed and unselected line items** that belong to the selected purchase order, enabling quick and seamless completion of the confirmation.

# Feature: Order Confirmation via CSV



**1**

Use the Quick Links menu to select **Upload/Download Jobs**.

**2**

**Download and Upload**

Search:  Type:  Created On:

[Download Template \(1\)](#) [Upload \(41\)](#)

**Trading Partners (1)**

Organization ID	Customer Name
BNO-10000046080510	CaffeRios buyer4

**CaffeRios buyer4**  
BNO-10000046080510

**3**

**Customer Templates (4)** [Download](#)

File Name	File Format	Template Type
<b>File Format: CSV</b>		
<input type="radio"/> ASN CSV Template.csv	CSV	Standard
<input checked="" type="radio"/> OC CSV Template.csv	CSV	Standard
<input type="radio"/> SES CSV Template.csv	CSV	Standard
<b>File Format: ZIP</b>		
<input type="radio"/> EMV Templates.zip	ZIP	Standard

AutoSave  OC CSV Template (3)

Home Insert Draw Page Layout Formulas Data Review View Automate

Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Save As...

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Order Number	Type	Order Date	Customer Lo	Shipping Cur	Shipping Mor	Tax Currency	Tax Amount	Comment	Item Line num	Schedule Lin	Commitment	Item Type	Item Quantit	Item Unit Of	Item Delivery	Item Shipme	Item Shipping												
Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String	String
Order confir	Purchase order ID	Purchase Ord	Purchase ord	Item Custom	Shipping curr	Estimated sh	Tax currency	Tax amount	Comments a	Purchase ord	Item Schedu	Schedule Lin	Order confir	Item quantity	UN/CEFACT	Item delivery	Item shipme	Item shipping											

## Download and upload order confirmation CSV templates

- To access the **Order Confirmation CSV template**, click **Quick Links** (the blue drop-down) and select **Upload/Download Jobs**.
- Select the **customer** for whom the order confirmations will be created.
- Choose **OC CSV Template.csv** and click **Download**.
- Use the CSV file to **confirm, reject, or backorder** line items. You cannot update a previously submitted order confirmation using CSV. All confirmations in one CSV file must be for the same customer.

# Advanced Ship Notice



# **Introducing:** Advanced Ship Notice - SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Ship Notice

**Persona:** Supplier users

## **Description:**

- Support of Ship Notice generation, visibility and configuration on SAP Business Network Portal for supplier users

## **Key Benefits:**

- Ensures functional parity for all actively used features of Ship Notice in the existing generation of SAP Business Network.
- Easy-to-use experience for the Ship Notice generation for suppliers.
- Improves performance of the application during the Ship Notice creation.

# Feature: Ship Notice Creation



## Create ship notices from the Workbench or from an order

### From Workbench - Orders:

1. Start the shipping process from the order list by selecting **Manage Order** > Ship Notice

### From Workbench – Items to Ship:

2. By selecting the required items or schedule line items and clicking on **Create Ship Notice**

### From purchase order details page:

3. Enable suppliers to create a ship notice document directly from the Purchase Order page by selecting “Ship Notice” on the **Create** menu.

Order Number	Customer	Amount	
4500127940	q8jtestbuyer01 - TEST	1,000.00 USD	Sep
4500127939	q8jtestbuyer01 - TEST	1,000.00 USD	Sep
4500209298	ravishshettyr - TEST	100.00 EUR	Sep
4500127938	q8jtestbuyer01 - TEST	1,000.00 USD	Sep

Order Number	Item Number	Description	Schedule Line Number	Need By	Requested Quantity	Received Quantity	Due Quantity	Shipped Quantity
4500127940	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA
4500127939	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA

Name	Version	Date Submitted	Order Total	Status
default Phone: +49 (0) 1111111111555 32 Email: --	1	Sep 8, 2025, 2:09:36 PM	1,000.00 USD	Conf

# Feature: Ship Notice Creation page



## Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. “Ship from” and “Ship to” location
2. Shipping details: Including the estimated shipping and delivery date
3. Tracking details: Carrier and tracking number
4. Suppliers can add extra carriers to the **Carrier Name** default list through **Manage Carriers**

### Ship Notice

Details | Line Items | Additional Information

#### Details

##### Settings

General  Shipping Details  Tracking Details  Delivery Details  Transport Details

#### General

**Ship From**

Name: Leon Chu's Supplier - TEST  
State: Arkansas  
Postal Code: 71630

Department Name:   
Address Line 1: jUnitDummy  
City: Arkansas City  
Country/Region: United States

**Ship To**

Name: SL0001  
State: Schleswig-Holstein  
Postal Code: 10243

Department Name:   
Address Line 1: 123  
City: Berlin  
Country/Region: Germany

#### Shipping Details

Requested Delivery Date: -  
Delivery Date: e.g. Dec 31, 2025, 11:59:00  
Shipping Date: e.g. Dec 31, 2025  
Gross Weight:   
Packing Slip ID: \*  
Ship Notice Type:   
Gross Volume:   
[Manage Carriers](#)

#### Tracking Details

Carrier Name:   
Tracking Date: e.g. Dec 31, 2025  
Service Level:   
Shipping Instructions:   
Tracking Number:   
Shipping Method:   
Shipping Contract Number:

# Feature: Ship Notice Creation page



## Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. Delivery and Transport details
2. Ship Notice line items: Besides including information for the flipped line items, suppliers can also:
  - Add PO lines
  - Split ASN lines
  - Delete ASN lines
3. Comments to the buyer. Also, attachments can be added based on buyer settings
4. Options in ASN creation page:
  - Preview → Takes the user to review mode before submitting the ASN
  - Save & Close → Keeps a draft of the document
  - Discard Draft → Deletes the work in progress

**Delivery Details**

1

Delivery Terms:  Transport Terms Description:  Shipping Payment Method:

Delivery Terms Description:

**Transport Details (1)**

<input type="checkbox"/>	Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
<input type="checkbox"/>						

**Line Items (2)**

2

<input type="checkbox"/>	Ship Line No.	Description	Ship Quantity	Supplier Batch ID	Country/Region of Or...	Production Date	Expiry Date
<input type="checkbox"/>	Purchase Order: 4510127140   Line No. 10   120 EATest ⓘ   20 EATest ⓘ   - EATest ⓘ						
<input type="checkbox"/>	2	Casing C1001 Raw mat - Buyer	120			e.g. Dec 31, 2025	e.g. Dec 31, 2025
<input type="checkbox"/>	Purchase Order: 4510127141   Line No. 10   32 EATest ⓘ   20 EATest ⓘ   - EATest ⓘ						
<input type="checkbox"/>	1	Casing C1001 Raw mat - Buyer	32			e.g. Dec 31, 2025	e.g. Dec 31, 2025

**Settings**

3

General  Comment

**General**

4

Reason For Shipment:  Invoice Number:  Government Issued Shipping ID:  Document Title:  Supplier Reference:  Trans:

**Comment**

[Preview](#) [Save & Close](#) [Discard Draft](#)

# Feature: Ship Notice Creation Line details page

**New Ship Notice Line Detail**  
4510127085 | Line No. 1 | 84

**Settings** | **Serial Numbers** | **Hazard Details** | **Delivery Details** | **Packaging Details** | **Additional Information**

**Settings**  
 Serial Numbers  Hazard Details  Delivery Details  Packaging Details

**Serial Numbers (1)** Add Line Delete Copy Paste Refresh Filter

<input type="checkbox"/> Serial Number	Asset Tag
<input type="text"/>	<input type="text"/>

**Hazard Details**

Hazard Type: \*   
Code:   
Hazard Description:

**Delivery Details**

Delivery Terms:   
Description:   
Transport Terms: \*   
Transport Terms Description:   
Shipping Payment Method: \*

**Packaging Details** Add Package Delete Refresh Filter

<input type="checkbox"/> Packaging Material	Handling Unit Number	Packaging Material Number	Dimensions	Ordered Quantity
<b>No items available</b> When there are, you'll find them here.				

**Additional Information**

Auxiliary Part ID:   
Manufacturer Part ID:   
Manufacturer Name:



## Key capabilities

Include additional information for every ship notice line if required:

1. Serial Numbers: Serial number and asset tag for every unit being shipped is supported
2. Hazard Details
3. Delivery Details
4. Packaging Details: It shows a summary of the packaging materials being included in the shipment for the specific line

# Feature: Ship Notice Creation Packaging details



## New Package

Delete

1

Packaging Details   Packaging Dimensions   Material Details   Material Quantity

### Packaging Details

Packaging Material Number: <input type="text"/>	Packaging Material: <input type="text"/>	Tracking ID: <input type="text"/>	Global Individual Asset ID: <input type="text"/>	Outer Handling Unit: -	Level Code: <input type="text"/>
Auxiliary Material: <input type="checkbox"/> ⓘ	Handling Unit Number: <input type="text"/>	Inner Handling Unit: -	Shipping Mark: <input type="text"/>	Returnable Package ID: <input type="text"/>	

### Packaging Dimensions

Length: <input type="text"/>	<input type="checkbox"/>	Height: <input type="text"/>	<input type="checkbox"/>	Gross Weight: <input type="text"/>	<input type="checkbox"/>	Unit Net Weight: <input type="text"/>	<input type="checkbox"/>	Gross Volume: <input type="text"/>	<input type="checkbox"/>
Width: <input type="text"/>	<input type="checkbox"/>	Weight: <input type="text"/>	<input type="checkbox"/>	Unit Gross Weight: <input type="text"/>	<input type="checkbox"/>	Volume: <input type="text"/>	<input type="checkbox"/>	Stack Height: <input type="text"/>	<input type="checkbox"/>

### Material Details

Supplier Material Number: SAP SUPPLIERID	Buyer Material Number: 544	Material Description: Laptop with Batch Managed	Customer Batch ID: -
Order Number: 4510127085	Ship Notice Item Number: 1	Production Date: -	Expiry Date: -

### Material Quantity

Ordered Quantity: 84.000 EATest	Dispatch Quantity: <input type="text"/>	<input type="checkbox"/>	Free Goods Quantity: <input type="text"/>	<input type="checkbox"/>	Quantity Variance Note: <input type="text"/>
------------------------------------	--	--------------------------	--	--------------------------	---

2

Apply

## Key capabilities

Options in packaging page:

1. Delete → Deletes packaging info and goes back to ASN line page
2. Apply → Keeps changes and goes back to ASN line page

# Feature: Ship Notice preview and after submission page

The screenshot shows the 'PS3925002' Ship Notice page in a web application. Callout 1 points to the 'Details' section, callout 2 points to the 'Submit' and 'Edit' buttons, and callout 3 points to the 'PS3925003' Ship Notice preview card.

**1**

**2**

Submit Edit

**3**

**PS3925003**  
Ship Notice

Name: Leon Chu's Supplier - TEST    Creation Date: Sep 3, 2025, 4:58:02 PM    Status: 🟢 🟡 🔴

Phone: 3902788    Shipping Date: 05 Sep 2025

Email: leon.s1@sbn.com    Delivery Date: 17 Sep 2025 09:57:34 PM

Export   
 Export cXML   
 Export PDF



## Key capabilities

### Ship Notice page before submission:

1. Summary page shown to the supplier before submission
2. Options in ASN preview page:
  - Submit → Sends the ASN to the buyer ERP system
  - Edit → Goes back to previous page/ edit mode

### Ship Notice page after submission:

3. Options in ASN submitted page:
  - Edit → User can edit the submitted ASN. Depends on Business rule
  - Cancel → User can cancel the submitted ASN. Depends on Business rule
  - Export → ASN cXML and PDF versions can be downloaded

# Feature: Ship Notice draft support



## Key capabilities

### Draft list page

Draft documents are kept for 60 days

1. It can be accessed through any Fulfillment menu option
2. If no Packing slip ID was assigned when saving, an autogenerated value that includes the creation date is assigned

3. Access to draft ASN

### Drafts in PO Detail page

4. Draft documents can also be accessed through the Purchase Order Detail page / “Related Draft Documents” section

**Draft ship notices**

Service sheets Standard: 0  
Order confirmations Standard: 319  
Ship notices Standard: 90  
**1** Draft ship notices Standard: 8  
Goods Receipt Standard: 26

Customers: [ ] Packing Slip ID: [ ] Date Last Modified: [ ] Order Number: [ ] **Go** Clear Adapt Filters

**Draft ship notices (8)** Delete [ ] [ ] [ ]

<input type="checkbox"/>	Packing Slip ID	Customer	Date Last Modified	Order Number	<b>3</b>
<input type="checkbox"/>	ASN4500127888	q8jtestbuyer01 - TEST	Sep 4, 2025, 3:32:13 AM	4500127888	[ ]
<input type="checkbox"/>	ASN	ravishshettyr - TEST	Sep 5, 2025, 11:33:09 PM	4510127083	[ ]
<input type="checkbox"/>	Ship Notice(29/08/2025)	ravishshettyr - TEST	Aug 29, 2025, 8:32:22 AM	4510126011	[ ]
<input type="checkbox"/>	Ship Notice(03/09/2025)	ravishshettyr - TEST	Sep 3, 2025, 5:17:08 AM	4510126905	[ ]
<input type="checkbox"/>	Carla001122	ravishshettyr - TEST	Aug 26, 2025, 10:08:54 PM	4510126659	[ ]

**2**

**po1.1812.DelivTerms.Item**  
Purchase Order

Create [ ] Track [ ] Resend [ ] Hide [ ] Credit Memo [ ] Download [ ] Compare Versions [ ] Manage Assignment [ ] Send Message [ ] [ ]

Details [ ] Industry Specific [ ] Line Items [ ] Tax [ ] Additional Amounts [ ] Summary [ ] Comments [ ] Attachments [ ] Inquiries [ ] Order History [ ]

**Related Draft Documents (1)** [ ] [ ] [ ]

Document Number	Type	Changed On
ASN4500127888	Draft Ship Notice	Feb 4, 2026, 5:01:23 PM

**4**

# Feature: Ship Notice creation through CSV

**Download and Upload**

Search [ ] Type: [ ] [Go] Adapt Filters

Download Template (1) Upload (41)

**Trading Partners (1)**

Organization ID	Customer Name
BNO-100000046080510	CaffeRios buyer4

**CaffeRios buyer4**  
BNO-100000046080510

**Customer Templates (4)** [Download]

File Name	File Format	Template Type
File Format: CSV		
<input checked="" type="radio"/> ASN CSV Template.csv	CSV	Standard
<input type="radio"/> OC CSV Template.csv	CSV	Standard
<input type="radio"/> SES CSV Template.csv	CSV	Standard
File Format: ZIP		
<input type="radio"/> EMV Templates.zip	ZIP	Standard



## ASN creation through CSV download/upload

Suppliers can create Ship notices in a massive way by doing the upload of a CSV template. These are the steps to follow:

### CSV download template

1. Click on Quick Links option (blue dropdown in the image) and “Upload/Download Jobs”
2. Select the customer for whom the Ship Notices will be created. The system shows all existing CSV templates for the related customer
3. Select ASN CSV Template.csv and click on download

# Feature: Ship Notice creation through CSV



## ASN creation through CSV download/upload

### CSV upload template

1. Go to “Upload” tab and click on “Upload” option
  2. Select: “Ship Notice (.csv)” as type, Customer, Filled in template
  3. After uploading the file, click on “Refresh” and the “Status” of the template will be updated to “Completed”, “Completed with errors” or “Failed”
- **Completed** templates will generate Ship Notices which are visible in the Ship Notice list page
  - **Completed with errors** templates contain Ship Notices that were created successfully and also failed ship notices. Details available in the Log.
  - **Failed** templates details are available in the **View Log** option.

**Download and Upload**

Search [ ] Type: [ ] Created On: [ ] [Go] Adapt Filters

Download Template (1) **Upload (41)**

File Name	Type	Status	Created On	Source File
SAR-csvASN-NG-BatchID-ASN-1Item.csv	Ship Notice	Completed	5 07:23:45 PM	↓
SAR-csvASN-NG-NoBatchID-ASN-1Item.csv	Ship Notice	Completed	5 07:13:49 PM	↓

**Upload file**

Type: \* Ship Notice (.csv)

Customer: \*

Local File: \* [ ] Browse...

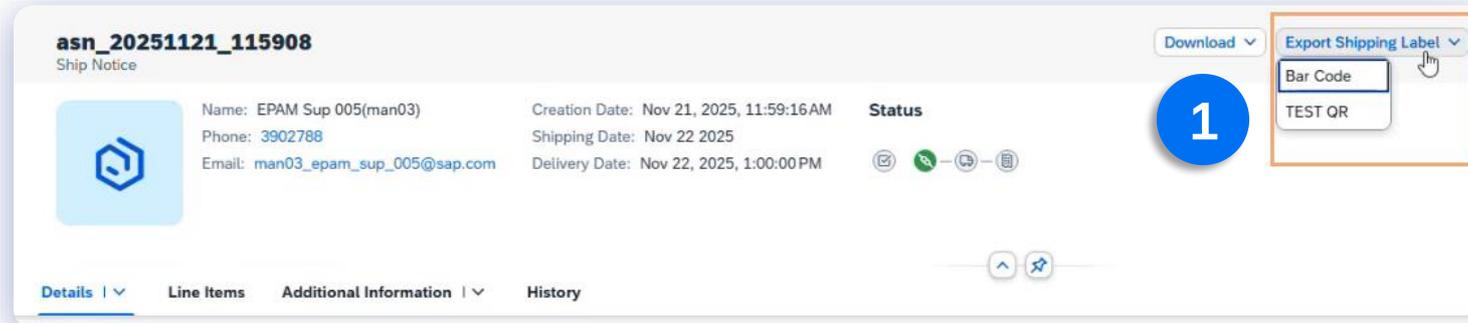
Upload Cancel

**Download Template (1) Upload (41)**

(41) Refresh Upload

File Name	Status	Uploaded By	Last Uploaded	Source File
ASN_CSVTemplate_1209-10Items-fail.csv	Failed	CaffeRios supplier 4	Sep 13, 2025 10:56:09 PM	↓
ASN_CSVTemplate_1209-10Items-Partial.csv	Completed with errors	CaffeRios supplier 4	Sep 13, 2025 10:44:51 PM	↓
ASN_CSVTemplate_TwoAsns_1209-10Items.csv	Completed	CaffeRios supplier 4	Sep 13, 2025 10:02:05 PM	↓

# Feature: Export shipping label



The screenshot shows the SAP interface for creating an ASN (ASN\_20251121\_115908). The interface includes a 'Download' button and an 'Export Shipping Label' dropdown menu. A blue circle with the number '1' highlights the dropdown menu, which is open to show options: 'Bar Code' and 'TEST QR'. The main interface displays the following information:

**asn\_20251121\_115908**  
Ship Notice

Name: EPAM Sup 005(man03)  
Phone: 3902788  
Email: man03\_epam\_sup\_005@sap.com

Creation Date: Nov 21, 2025, 11:59:16 AM  
Shipping Date: Nov 22 2025  
Delivery Date: Nov 22, 2025, 1:00:00 PM

Status: [Icons]

Details | Line Items | Additional Information | History



The screenshot shows a generated shipping label with the following information:

PURCHASE ORDER: 4500064081  
PRODUCT CODE: 00000000015215778  
QTY: 30 KGM  
SSCC: 201503008000000955  
PRODUCT DESCRIPTION: Rosemary, Herbalox Type O 41 19 16 (NS)

BATCH CODE: 745717K  
BEST BEFORE DATE: 05/11/2013  
PRODUCTION DATE: 06/05/2012

(00)201503008000000955

DIN A5  
2012-12-05 14:04:10

EE1 040

A blue circle with the number '2' is positioned to the right of the barcode.



## Key capabilities

Buyers have the ability to customize Shipping labels that could include Purchase Order information, Ship Notice information, barcode labels, QR codes and more.

These shipping labels can be exported by supplier users:

- During the ASN creation → It depends on the setting of a buyer business rule
- After the ASN creation

## Export shipping label

1. Customers can assign one or more shipping labels at document level and/or line item
2. Generated PDFs can be used as packages labels by suppliers which can be scanned once the buyer receives the goods

# Feature: Ship Notice email notifications



## ASN email notifications

1. Can be accessed through **Configure notifications** option in the Home page
2. “Ship Notice failures” and “Reminder of non-shipped order items” (which depends on a buyer business rule) are available.
3. ASN Email notifications examples

**Workbench Overview**

Orders Standard 2	Items to confirm Standard	Order confirmations Standard	Items to ship Standard	Ship notices Standard	Goods Receipt Standard	Orders to invoice Standard	Re Sta
22	634	319	686	91	26	984	1

**Setup Actions**

Configure order preferences | Configure invoicing preferences | Configure payment preferences | **Configure notifications** | Add product and service categories

**Notifications**

Network Notifications | Quality

**Ship Notice Notifications**

<b>Ship Notice Failures</b>	<b>Reminder of Non-shipped Order Items</b>
Send a notification when ship notices are undeliverable: Yes	Send reminders of non-shipped order items: Yes
Email(s): p.girase@sap.com	Email(s): p.girase@sap.com

**Review Failed Ship Notice**

Dear Dickerson and Tucker LLC,

This notification contains important information about your SAP Business Network account (ANID: AN02004828322).

One of your ship notices has failed. Please review the following errors, generate a new document, or contact SAP Product Support. You can view the document details on your SAP Business Network account.

- Customer** Barron and Moon Plc/AN02004828323
- Ship Notice Number** test-01
- Ship Notice Date** June 27, 2025, 05:18:45 PM UTC
- Error Description** The shipping quantity 10 for order line item 1 in order po\_scn12\_1606252025T06DOCUME

**Reminder of non-shipped orders**

Dear Barron and Moon Plc,

The attached CSV report contains the list of non-shipped order items that have generated remainder notifications to your suppliers over the past 30 days. Yours SAP Business Network account (ANID AN02004828323) has a default transaction rule setting to generate both the notification and this report. You will receive this report every week while this rule is enabled.

Sincerely,  
SAP Business Network

# Feature: Ship Notice routing configuration



The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Settings' section is active, with 'Transactions' highlighted. Under 'Transactions', 'Document Routing' is selected and highlighted with a blue circle containing the number '1'. Below this, the 'Default Document Routing / Document Routing Configuration' page is shown. The 'Document Type' tab is active, and the configuration details are as follows:

Document Type			
Document Type:	Document Sub Group:	Routing Document Code:	Routing Method:
Ship Notice	Others	Ship Notice	CXML_PROFILE

Below the table, the 'Configure Routing Method Attributes' section is shown with the text 'No attributes to configure'.

## Key capabilities

1. To access document routing settings, go to **Settings, Transactions** and select **Document Routing**.
2. Ship notice routing can be configured globally for all buyers or individually per customer.

# Track Goods Receipt



# **Introducing:** Goods Receipt in SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Goods Receipt

**Persona:** Suppliers users on Logistics area

## **Description:**

- Track goods receipt status of the customer orders

## **Key Benefits:**

- Ensures functional parity for all actively used features of Goods Receipt in the existing generation of SAP Business Network.
- UX/UI revamp with UI5 components
- Improves performance of the application when processing Goods Receipts

# Feature: Access Good Receipts



1

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs More

Order Confirmations  
Service Sheets  
Draft Service Sheet  
Ship Notices  
Goods Receipts  
Product Replenishment  
Sales Orders

Welcome to SAP Business Network

Overview

Enablement Tasks New orders Changed orders Orders Items to confirm Order confirmations Ship notices Items to ship

2

Goods Receipt

Service sheets 0  
Order confirmations 32  
Ship notices 10  
Draft ship notices 12  
Goods Receipt 6  
Draft Service Sheet 3

Customer: Receipt Number: Purchase Order: Receipt Date: Today -30 / +0 Days Routing Status: Customer Location: Go Clear Adapt Filters (1)

Goods Receipts (6)

Receipt Number	Order Number	Customer	Receipt Date	Routing Status
5000043671	4510130069	BEST BUYER - TEST	Jan 28, 2026, 12:29:23 AM	Sent
5000043670	Not Available	BEST BUYER - TEST	Jan 27, 2026, 5:04:55 PM	Sent
5000043618	4510129937	BEST BUYER - TEST	Jan 20, 2026, 8:32:45 AM	Sent
5000043576	Not Available	BEST BUYER - TEST	Jan 11, 2026, 8:41:17 PM	Sent
5000043575	4510129804	BEST BUYER - TEST	Jan 9, 2026, 6:39:49 PM	Sent

## Key capabilities

1. From the main menu, select **Fulfillment** > **Goods Receipts** to access a list page

# Feature: Good Receipts Details Page



**5000043015**  
Goods Receipt

Name: ravishshettyr - TEST    **Receipt Date**  
Phone: -    Sep 4, 2025, 1:36:21 AM  
Email: -

Export  
Download cXML  
Download PDF

1

Details   Line Items   Additional Information | v   History

**Details**

**From**  
Name: ravishshettyr - TEST    Address: JUnitDummy Sunnyvale, CA 94089 USA

**To**  
Name: SBNGG\_SUP07 - TEST    Phone: -    Email: -  
Address:    Fax: -

Line Items (8)    Search

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
2	20	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
3	30	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
4	40	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..

2

Line Items (8)    Search

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...

Supplier Part Number: 4  
Packing Slip Date: Sep 4, 2025, 5:00:00 AM  
Amount: 2,000.00    EUR  
Unit Rate: 100.00 EUR    ⓘ  
Comment:

3

## Key capabilities

1. Goods receipt header information
2. Receipt line items which include reference to PO and ASN
3. Expanded line item view

# Feature: Good Receipts Details Page



**1**

Related Documents (3)

Document No.	Type	Created Date
4510126966	Purchase Order	Sep 4, 2025, 3:36:26AM
ASN_4510126966_4510126967	Ship Notice	Sep 4, 2025, 3:36:26AM
4510126967	Purchase Order	Sep 4, 2025, 3:36:26AM

**2**

Comments

**3**

History (7)

Status	Activity	Changed By	Date and Time
Created		BNO-100000005367213-T	Sep 4, 2025, 3:36:24AM
In Progress		System - SAP Business Network	Sep 4, 2025, 3:36:24AM
Received	The document has been received.	System - SAP Business Network	Sep 4, 2025, 3:36:24AM
	The document has been successfully validated and started.		

## Key capabilities

1. Related Documents
2. Comments from buyer to supplier
3. History section

# Service Entry Sheet



# **Introducing:** Service Entry Sheet in SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Service Sheet

**Persona:** Suppliers users

## **Description:**

- Support Services Procurement process between buyers and trading partners to capture proof of service via Service Entry sheet.

## **Key Benefits:**

- Service Entry Sheet is a key document type where the suppliers will record the services performed and submit it to their buyer for approval.
- Capture service details to buyer and speed up invoicing cycles.

# Service Entry Sheet Creation

For Service Provider



## Service Entry Sheet Create Screen

1. Create Service Sheet button in Purchase Order detail screen



4510127922

Purchase Order

Details | [Industry Specific](#) | [Line Items](#) | [Tax](#) | [Additional Amounts](#) | [Summary](#) | [Comments](#) | [Attachments](#) | [Order History](#)

[Create](#) | [Resend](#) | [Hide](#) | [Download](#) | [Compare Versions](#) | [Share](#)

Order Confirmation

Ship Notice

Invoice

Quality Notification

**Service Sheet**

Search

### Referenced Documents

Document Number	Document Type	Date and Time	Status
-----------------	---------------	---------------	--------

### Line Items (2)

Line	Type	Category	Description	Indicators	Supplier Part Number
10	Service		Service line		
10.10	Service		Child line		

# Service Entry Sheet Creation

## For Service Provider



### New Service Sheet

Name: Leon Chu's Supplier - TEST  
Phone: +1 (650) 3902788  
Email: leon.s1@sbn.com

**Subtotal**  
100.00 EUR



#### Details

Service Sheet ID: [ ]  
Service Creation Date: 1 Oct 2025, 8:51:14 pm  
Supplier Reference: [ ]

#### General Information

**Supplier**  
Name: Leon Chu's Supplier - TEST  
Address: jUnitDummy, Arkansas City, AR 71630, United States

**Customer**  
Name: default  
Address: 234-123456, Walldorf, Berlin 10243, Germany

**Reference Details**  
Purchase Order: 4510127922

**Service Details**  
Service start date: e.g. 31 Dec 2025  
Service end date: e.g. 31 Dec 2025  
 Copy the service start and end dates to the service line items:



#### Contacts

**Field Contractor**  
Name: John  
Email: John@abcd.com

**Field Engineer**  
Name: Victor  
Email: Victor@abcd.com

**Approver**  
Name: Daniel  
Email: Daniel@sap.com



## Service Entry Sheet Create Screen

- Header level subtotal amount
- Service Sheet ID
- Supplier Reference
- Supplier Details
- Customer Details
- Reference document number – Purchase Order
- Service Period Date
  - Service Start Date
  - Service End Date
- Field Contractor
- Field Engineer
- Approver
- Final SES Indicator

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 1. Add unplanned line items

If a Purchase Order line item has a Max Amount and Expected value, then the supplier user can add unplanned line items by clicking this button to add unplanned line items

### 2. Delete line item

Delete button to delete the unplanned or planned line items

Service Sheet Lines

Service Sheet Lines (2)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 3. Exclude Line item

If a Purchase Order line item need to be excluded during Service Entry Sheet creation, then the user can select the line item and click Exclude line button. The line items will be excluded. This feature would be useful if you later determine that a line item is necessary for the Service Entry Sheet, rather than deleting it.

Excluded Column would be set to No

Service Sheet Lines

Service Sheet Lines (3) Search [ ] Include Line Exclude Line Add Unplanned Line Delete Cut Paste [ ] [ ] [ ] [ ]

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

Service Sheet Lines

Service Sheet Lines (3) Search [ ] Include Line Exclude Line Add Unplanned Line Delete Cut Paste [ ] [ ] [ ] [ ]

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10		No			Service line					
		No	service		Child line		Planned			
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 4. Include Line item

If a Purchase Order line item needs to be included during Service Entry Sheet creation, then the user can select the line item and click the Include line button to include the excluded line items.

The Included Column would be set to Yes

#### Service Sheet Lines

##### Service Sheet Lines (3)

Search

4  
Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

⋮

⚙️

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		No	service		Child line		Planned			
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

#### Service Sheet Lines

##### Service Sheet Lines (3)

Search

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑

↓

⋮

⚙️

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 5. Collapse Entire Tree

The collapse option toggles the hierarchy to display only the parent line item.

### 6. Expand Entire Tree

The entire hierarchy will be expanded to show all child line items and sub-nodes.

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end d...
10					Service line				
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date
10					Service line				

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

# Service Entry Sheet Creation – Line item detail View

For Service Provider



## Service Entry Sheet Create Screen

### Line item Detail View

The user can view/edit the line item details like

- 1. Description
- 2. Service Start Date
- 3. Service End Date
- 4. Quantity
- 5. Unit Price (Editable based on rule)
- 6. Pricing Details(Price Basis Quantity) is editable based on rule

**New Service Sheet**

Name: Leon Chu's Supplier - TEST  
Phone: +1 (650) 3902788  
Email: leon.s1@sbn.com

Subtotal  
200.00 EUR

Details | Service Sheet Lines +2

**Details**

Service Sheet: \*  
SES922

Service Creation Date: \*  
1 Oct 2025, 8:51:14 pm

Supplier Reference:

**1**

Details | Summary | Additional Information

**Details**

Description  
Child line

**General Information**

Service start date: e.g. 31 Dec 2025  
Service end date: e.g. 31 Dec 2025

**Other Information**

Reference Line Number: 1,00,01,00,010  
Line Type: Planned  
Unit of Measure: HUR  
Type: service  
Quantity: 0  
Unit Price: 10.00 EUR

**Pricing Details**

Order Unit	Price Unit	Description	Unit Conversion	Price Information	Price Conversion
HUR	1		1 HU R = 1 HU R	10 EUR = 1 HUR	1 HUR = 10 EUR

**Summary**

Subtotal without Tax  
Subtotal: 100.00 EUR

Feedback

# Service Entry Sheet Creation – Line item detail

For Service Provider

1

Details | v

Summary

Additional Information | v

## Additional Information

### Comments

Cleaning Services - tasks such as dusting, sweeping, vacuuming, mopping, sanitizing, and waste removal.

### Attachments (2)

Upload

Delete

<input type="checkbox"/> File Name	File Size
<input type="checkbox"/> CleaningServices.docx	
<input type="checkbox"/> Dusting.docx	

Feedback



## Service Entry Sheet Create Screen

### Line level comments and attachments

- Comments can be entered by the user
- Attachments can be added as supporting documents at a line item level

# Service Entry Sheet Creation – Header Level

For Service Provider



## Service Entry Sheet Create Screen

### Header level comments, attachments and Summary

- Comments can be entered by the user
- Attachments can be added as supporting documents at a header level
- Summary section
  - Subtotal
- Document get's auto saved
- Next button
- Save & Close (Draft)
- Discard Draft

#### Additional Information

##### Comments

##### Attachments (2)

<input type="checkbox"/> File Name	File Size
<input type="checkbox"/> CleaningServices.docx	12.91 KB
<input type="checkbox"/> Dusting.docx	12.89 KB

Feedback

#### Summary

**Subtotal without Tax**

Subtotal: **200.00** EUR

*Draft updated*

**Next**

**Save and Close**

**Discard Draft**

# Cancel Service Sheet Functionality

## For Service Provider

SAP Business Network | Test Mode | Enterprise | Search | Help | FL

Home | Enablement | Integration | Discovery | **Workbench** | Planning | Orders | Fulfillment | Quality | Invoices | Payments | More

**SES976\_12**  
Service Sheet

Leon Chu's Supplier - TEST | Creation Date: September 26, 2025 | Subtotal: 11.00 EUR | Status: Sent

Details | Service Sheet Lines | Tax | Additional Amounts | Summary | Additional Information | Service History

Buttons: Edit, Copy, **Cancel**, Download

**SES976\_12**  
Service Sheet

Leon Chu's Supplier - TEST | Creation Date: September 26, 2025 | Subtotal: 11.00 EUR | Status: Sent

Details | Service Sheet Lines | Tax | Additional Amounts | Summary | Additional Information | Service History

Buttons: Edit, Copy, Cancel, Download

**Confirmation**  
Do you want to cancel the Service Sheet?  
Yes No

**Details**

Supplier: Leon Chu's Supplier - TEST | Customer: default | General: Final Service Sheet: No, Routing Status: Sent

### SES976\_12 Service Sheet

	Leon Chu's Supplier - TEST	<b>Creation Date</b>	<b>Subtotal</b>	<b>Status</b>
		September 26, 2025	11.00 EUR	Canceled



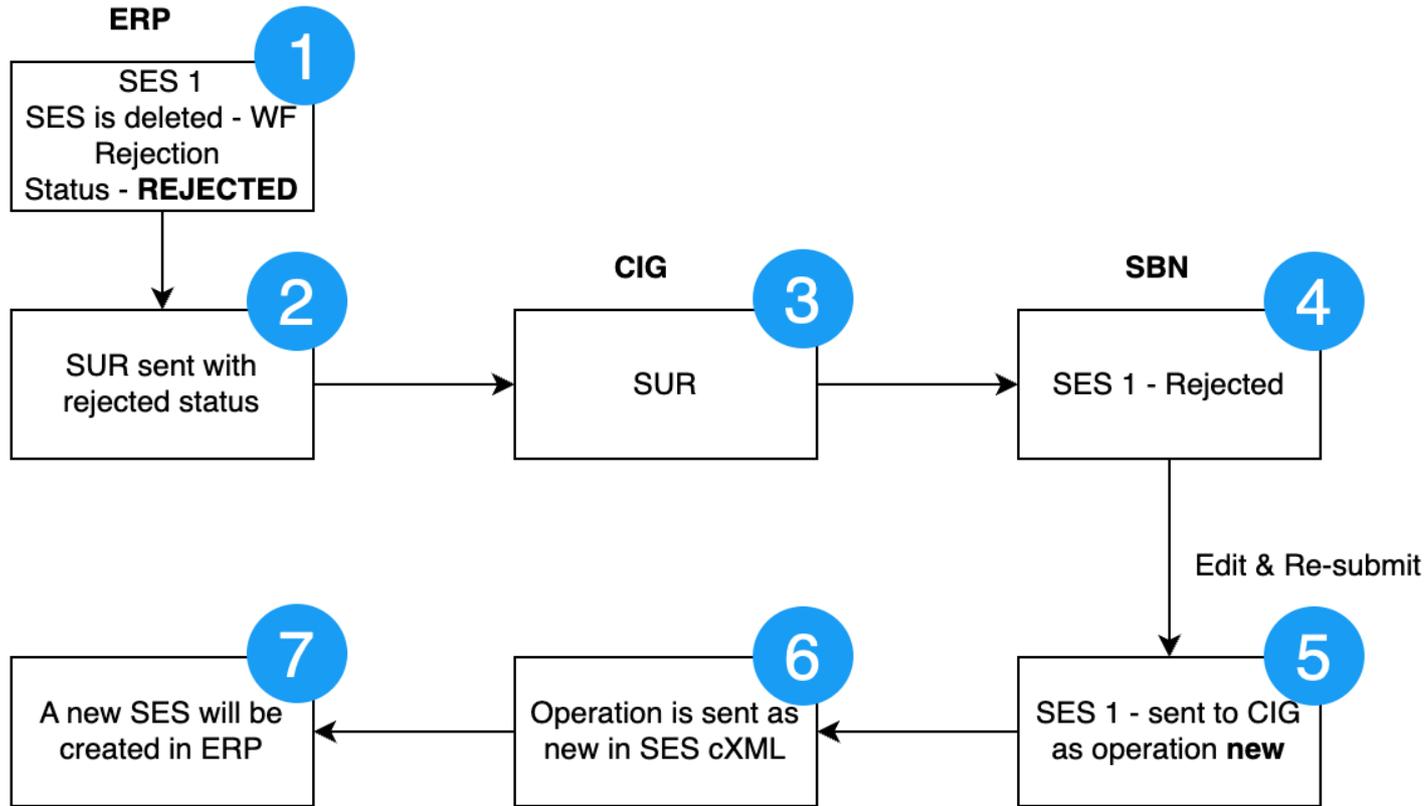
## Cancel Service Sheet

1. The user can cancel the service sheet that has been created. The popup appears, and the user can click **Yes** to cancel
2. The user can also cancel the approved SES, which is supported in the Lean / Enhanced limit scenario.
3. The Service Entry Sheet will be deleted in the backend ERP

Note: Operation would be sent as **delete** in the SES cXML

# Edit & Re-submit of Service Sheet

For Service Provider



## Edit & Re-submit

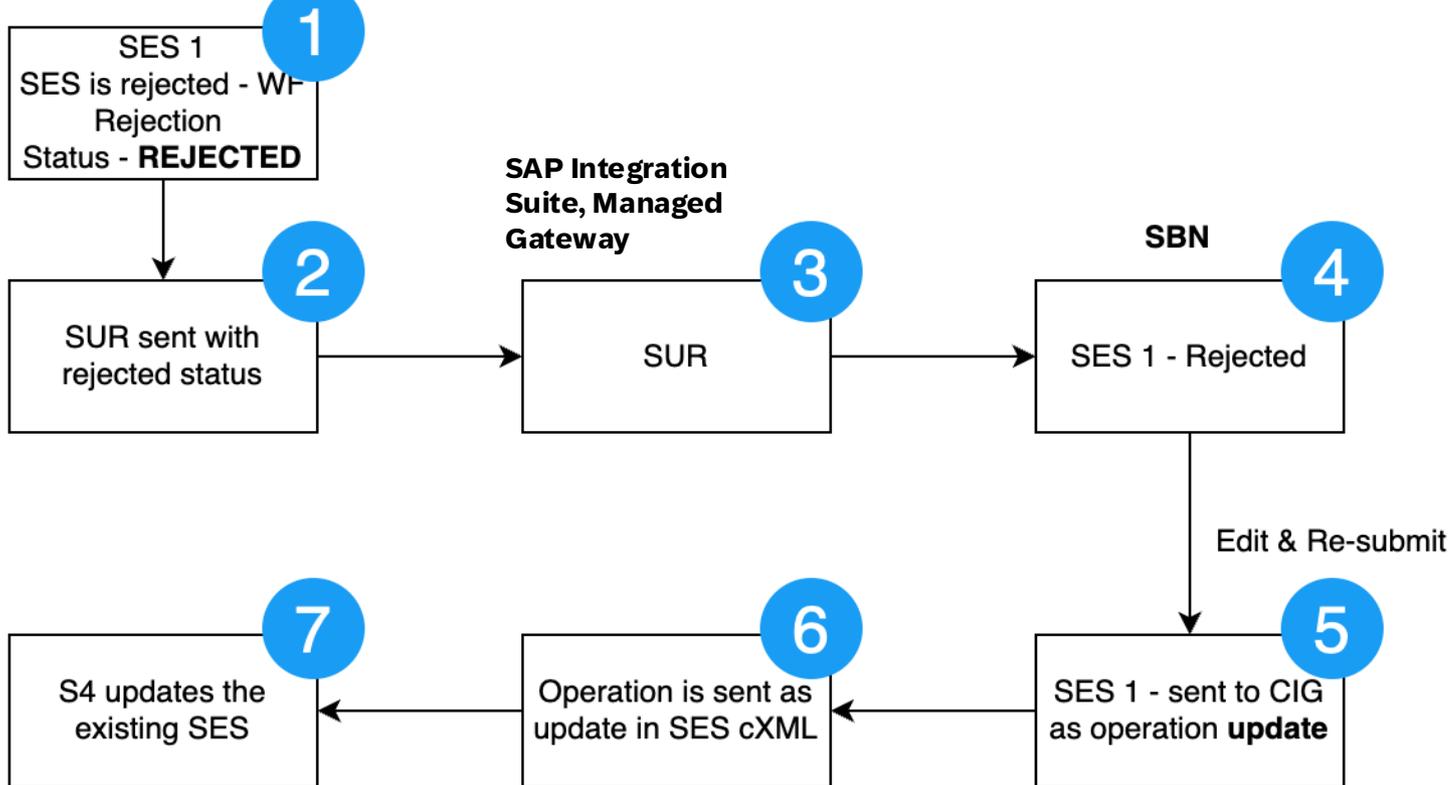
1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, resulting in the creation of a new SES in the backend ERP.

Note: Operation would be sent as **new** in the cXML

# Edit & Re-submit of Service Sheet Lean / Enhanced Limit Functionality

For Service Provider

## S4 Public/Private Cloud



## Edit & Re-submit

1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, which updates the existing SES in the backend ERP.

Note: Operation would be sent as **update** in the cXML

# Edit & Re-submit of Service Sheet

## For Service Provider

SAP Business Network Test Mode Enterprise

Home Enablement Integration Discovery Workbench Planning Orders Fulfillment Quality More

SES44312

Service Sheet

Edit Copy Cancel Download

Missing accounting information in service entry sheet line 1.

Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
September 14, 2025	20.00 EUR	Rejected	

SAP Business Network Test Mode Enterprise

Home Enablement Integration Discovery Workbench Planning Orders Fulfillment Quality More

SES80791

Service Sheet

Edit Copy Cancel Download

PO 4500128079 does not have an order confirmation. This customer requires suppliers to create an order confirmation for the PO before creating a service sheet.

Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
September 19, 2025	200.00 USD	Rejected	

SES4691

Service Sheet

Create Invoice Edit Copy Cancel Download

Comments from selbuy2509110853412h9: Sent.

The service sheet status has been successfully updated to Rejected by selbuy2509110853412h9. Description: Incorrect number of hours entered. Correct and re-submit it

selsup250911085341aVo	Creation Date	Subtotal	Status
October 13, 2025	20,000.00 USD	Rejected	



## Edit & Re-submit

1. The rejection can happen due to transaction rule validations

OR

2. The buyer user can reject the document and provide a rejection reason

3. As a final step, the supplier user can edit & re-submit the document by clicking the edit button the Service Sheet page

# Create Invoices



# **Introducing:** Invoicing in SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Invoicing

**Persona:** Suppliers users

## **Description:**

- Allow supplier users to capture invoices via flipping Purchase Order, Ship Notice or Goods Receipts

## **Key Benefits:**

- Reduced data entry while creating invoicing via flipping business transactions
- Speed up the invoice approval cycle via accurate data.
- Get invoice approval or rejection status from buyer in real time.

# Feature: Invoice Creation



## Create invoices from the Workbench or an order

1. Select an **Order** on the list and click **Manage Order**
2. Select **Invoice** on the dropdown menu or double click on an order from the list and select Invoice. Note: If the Invoice option is greyed out and the PO is in New status it means your customer requires you to submit Order Confirmation or Advanced Ship Notice
3. To create an invoice from a purchase order, click on the **Create** menu and then select **Invoice** from the dropdown.

**Workbench** Manage Tiles

New orders: 14 | Orders: 32 | Items to confirm: 15 | Items to ship: 24 | Service sheets: 0 | Changed orders: 2 | Order confirmations: 16 | Ship notices: 4 | Goods I: 0

Customers: [Dropdown] | Order Number: [Text] | Creation Date: Today -30 / +0 Days | Company Code: [Dropdown] | Purchasing Organization Co...: [Dropdown] | Customer Location: [Text] | Purchasing Group Codes: [Text] | Routing Status: [Dropdown]

Amount: [Text] | Currency: [Dropdown] | Order Type: [Dropdown] | Order Status: New | Order with Service Lines: (Not Selected) | Order with Inquiries: (Not Selected) | Hidden: =No

Go Clear Adapt Filters (3)

Order Number	Customer	Multi Tier	Amount	Creation Date	Order Status	Amount Invoiced
<input type="checkbox"/> 4510130062	Boom Internal Test Account		0.00 EUR	Jan 28, 2026, 12:56:33 AM	New	
<input checked="" type="checkbox"/> 4510130061	Boom Internal Test Account		805.56 EUR	Jan 28, 2026, 12:48:59 AM	New	
<input type="checkbox"/> 4510130060	Boom Internal Test Account		Undisclosed	Jan 28, 2026, 12:47:24 AM	New	
<input type="checkbox"/> 4510130059	Boom Internal Test Account		Undisclosed	Jan 28, 2026, 12:47:09 AM	New	
<input type="checkbox"/> 4510130054	Boom Internal Test Account		5,700.00 EUR	Jan 27, 2026, 6:22:36 PM	New	
<input type="checkbox"/> 4510130000	Boom Internal Test Account		Undisclosed	Jan 26, 2026, 12:47:48 PM	New	

SAP Business Network Europe Enterprise 99+

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

**7000175932** Purchase Order New

Name: Canadian Pacific Railway Company | Version: 1 | Date Submitted: Feb 5, 2026, 8:30:33 AM

Create | Resend | Hide | Credit Memo | Download | Compare Versions

Order Confirmation | Ship Notice | **Invoice** | Service Sheet

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Inquiries | Order History

# Feature: Invoice Creation



**New Invoice**

1 Details | Tax Rules | Line Items | Additional Amounts | Additional Information | Summary

2 Invoice Number: \* Invoice Date: Feb 5, 2026, 8:36:06 AM

3 Main Details

Supplier	Customer	Reference Details
Supplier: CA Supplier EU Enterprises Address Name: EU_LEGAL_ADD_USA EU_LEGAL_ADD_IND EU_LEGAL_ADD_USA LEGAL_ADDRESS_US	Customer: EU TestE2E-1758047666 Department: Email:	Address Name: Belgium_Peppol Source Document: - Purchase Order: 7000175932 Address: Antwerpen Antwerpen 6411 Antwerpen Antwerpen Belgium <a href="#">Edit Address</a>

4

5 Billing Details

Remit to	Bill from	Bill to
Supplier: CA Supplier EU Enterprises Tax ID Of Supplier: Remit To ID: Account Receivable ID: Address Name: REMIT_TO_USA	Supplier: CA Supplier EU Enterprises Department: Address: Austin Austin Texas 78702 United States <a href="#">Edit Address</a>	Customer: Canadian Pacific Railway Company Department: Email: Phone: Fax: Address Name: default Address: 7550 Ogden Dale Road SE Calgary T2C 4X9 Canada <a href="#">Edit Address</a>

## Adding invoice number and addresses

1. Using the page tabs, navigate between sections to add the necessary invoice information
2. Start by filling in the **Invoice Number**. Customers might restrict the number of characters that can be included. (Note: We will populate the data from the Order in the Invoice form.)
3. Add addresses next. Start by selecting the **Supplier** address from the drop down list (it will display a list of addresses stored in your company profile with **Sold To** function).
4. You can also manually introduce address by clicking on **Edit Address** – you will get a pop-up that will allow you to edit/introduce new address
5. In the Billing section you can do the same for **Remit To**, **Bill From** and **Bill To** address

# Feature: Invoice Details Page

The screenshot shows the SAP Business Network interface for an invoice. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalog', and 'More'. The main header displays 'Invoice\_20260127\_2' with a status of 'Sent' and a total of '3,026.80 USD'. A 'Document History' section shows two events: 'Routing document with routing method:Online' and 'Sent'. The 'Shipping Details' section is divided into 'Ship from', 'Ship to', and 'Deliver to' information.

**1** Copy This Invoice

**2** Invoice Status

**3** Document History

**4** Shipping Details



## Invoice Actions, Status, History and Shipping Details

1. On the Invoice page you can: **Copy Invoice** (to create another invoice with similar data), **Export cXML** (to download cXML format of and Invoice), **Export PDF** (to download PDF format of and Invoice), or **Cancel** (to Cancel and Invoice).
2. **Invoice status** can be easily viewed in the Invoice header.
3. To view **Document History**, select this option under the document header information.
4. For Shipping details, use the **Shipping Rules** options to navigate to the header or line-item level shipping details. Here you can choose **Ship From Address** from the drop down and use **Edit Address** option to modify/add new address to the invoice
5. In the shipping Document section you can add Delivery Note or Packing slip ID (Optional)

# Feature: Invoice Line Items



1

Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
1		Not Available	Snow removal in Agi...			

2

Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
2	Material			CAD	EA	CAD
1		Not Available	Snow removal in Agi...			

3

New Invoice

Details | Tax Rules | **Line Items** | Tax | Additional Amount Options | Additional Information | Summary

The table contains warnings. Filter Items

Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
2	Material			CAD	EA	CAD
1		Not Available	Snow removal in Agi...			

Delete

Are you sure that you want to delete this line?

Delete Cancel

4

Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
2	Material			CAD	10.000	CAD
1		Not Available	Snow removal in Agi...			

## Line items can be added, removed, or modified

1. You can select which items flipped from the Order you want to include on the Invoice
2. If you want to add line item choose **Add Line Item** option and fill in the details
3. To remove line item, choose the line you want to remove and click on **Delete**. You will be asked to confirm the deletion.
4. Click on the arrow in the right corner of line item you want to modify. Add/Modify Details.

# Feature: Invoice Line Items

**Additional Information** 1

Comments

Comments:

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Home Enablement Discover Workbench Orders Fulfillment Invoices Payments Catalogs More

New Invoice / 1 Line Item

Shipping Documents

Additional Information

Attachments

Attachment

No items available. When there are, you'll see them here.

File name: All Files (\*.\*)

Open Cancel

2

Search Upload Delete

Media Type

**Attachments (1)**

Search Upload Delete

Attachment	Scan Status	File Size(Byte)	Media Type
<input type="checkbox"/> product+en+BKCAT.xlsx	Clean	37,016	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

2 Draft updated **Apply**

3



## Adding comments and attachments to line items

1. **Comments** can be added to a line item under Additional Information.
2. To add an attachment click on **Upload** and select a file. The attachment will be scanned for viruses.
3. Once finished, click **Apply** to save all changes.

# Feature: Invoice Line Items

**1**

Tax (1)  [Add Tax Item](#) [Delete](#)

<input type="checkbox"/> Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
<input type="checkbox"/> Sales	%		0.00 CAD	CAD

**2** Draft updated [Apply](#)

**Additional Amount Options**

Include Charges:  Include Special Handling:  Include Payment Terms:

Include Shipping Cost:  Include Allowances:

**Payment Terms**

**Net terms details**

Net Payment Term (days):  Include discount and penalty terms:  Explanation: -

**Additional Amounts**

**Additional Amount Options**

Include Charges:  Include Shipping Cost:  Include Special Handling:  Include Allowances:  Include Payment Terms:

**3**



## Line Level Tax

1. Under Tax Rules, select **Add line level Tax**. Under Tax, fill in the information and then click on the **Add Tax Item** option.
2. Choose **Tax Category** from the dropdown and add tax rate. Once you edited line item details click on apply to return to invoice

## Payment Terms

1. In **Additional Amounts Options** choose include payment terms
2. Add Payment Terms to the invoice

## Allowances & Charges

1. You can add allowances and charges on the header level by choosing the option in **Additional Amounts Options table**
2. Choose Service Code from the dropdown and fill in the details.

# Feature: Save Invoice Drafts



## Invoice changes are saved automatically

1. To continue working and complete your invoice, click **Next**.
2. To save a draft and continue working later, choose the option to **Save & Close**.
3. To resume your work, select Invoices in the main menu and choose **Drafts** then choose your invoice from the list.
4. To **Discard** the draft, select the Discard Draft option. You will be asked to confirm.

The screenshot illustrates the SAP Business Network interface for managing invoice drafts. It is divided into three main sections:

- Top Bar:** Features a notification bell with '3' alerts, a 'Draft updated' status, and buttons for 'Next', 'Save & Close', and 'Discard Draft'. A blue circle with the number '1' highlights the 'Next' button.
- Main Dashboard:** Displays various invoice categories with counts: Invoices (9), Rejected invoices (1), Overdue invoices - Not approved (0), Drafts (0), Invoices pending approval (0), Approved invoices pending payment (0), Paid invoices (0), and Draft in progress (4). A dropdown menu is open over the 'Drafts' category, showing options for 'Invoices', 'Timestamp Verification', and 'Drafts'. A blue circle with the number '3' highlights the 'Drafts' option.
- Filter and List Section:** Includes search filters for Customer, Invoice Number, Date Last Modified, and Reference. Below is a table of invoice drafts:

Invoice Number	Reference	Date Last Modified	Amount	Currency
<input type="checkbox"/> INV_2602206	7000175932	Feb 5, 2026, 8:36:06AM	300.00	CAD
<input type="checkbox"/> TESTINV1	261284AB	Jan 23, 2026, 6:24:09AM	250,000.00	USD

Below the table, there are fields for Supplier (CA Supplier EU Enterprises) and Customer (EU TestE2E-1758047666). A blue circle with the number '4' highlights a 'Discard all changes?' dialog box with a 'Discard' button. At the bottom right, buttons for 'Next', 'Save & Close', and 'Discard Draft' are visible.

# Feature: Preview & Submit Invoices



**1** Draft updated **Next** Save & Close Discard Draft

**2** **Edit** Delete Share

**3** **Submit**

**4**

**NON\_PO\_INV\_NP\_69242\_3NZicEstxl** Copy This Invoice Export cXML Export PDF Cancel Share

Invoice has been rejected  
INV-38: The invoice was successfully received.  
Queued  
INV-136: This customer does not allow you to add discounts at the invoice header level.  
Queued  
INV-38: The invoice was successfully received.  
In Progress  
Created

Decimal Precision Sup01	Invoice Date	Invoice Total	Status
	Feb 1, 2026	750.00 USD	Rejected

## Preview, submit and resolve rejection errors

1. Click on **Next** to finish invoice creation
2. We will generate a preview – you can validate the information on the invoice and either **Edit** the details (**Edit** option on the top)
3. To send your invoice to your buyer, click on **Submit**. Once your customer starts updating the invoice you will be notified of the status.
4. If your invoice gets rejected by the buyer you will get a notification and **invoice errors** are specified on the pink strip
5. Choose **Edit** option and add changes as per the errors and Re-submit the invoice.

# Features: PO-based Invoice with ASN Reference



**4510127974**  
Purchase Order

1

Create Resend Hide Download Compare Versions

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Order History

General

Fax: +1 (650) 3902788  
Website: -

Related Documents (2)

Document Number	Date and Time	Type
IN4510127974	Sep 24, 2025, 6:44:22 PM	Invoice
SN4510127974	Sep 24, 2025, 6:43:22 PM	Advanced Shipping Notice

**SN4510127974**  
Ship Notice

2

Edit Cancel Download

Details Line Items Additional Information History

Ship Notice line quantity

Line Items (1)

Ship Notice Line No.	Description	Fulfillment Progress	Shipped Quantity	Received Quantity	Returned Quantity
4510127974 Line No. 10   12 BOX					
1	Toys	0BOX 12BOX	12 BOX		

**IN4510127974**

Copy This Invoice Resend Export cXML Cancel Create Line-Item Credit Memo

Details Line Items Tax Summary Summary Supplementary Details Document History

Line Items (1)

Line	Type	Description	Part Number	Unit Price	Quantity (Unit)	Subtotal	Tax	Total
Ship Notice: SN4510127974								
1	Material	Toys		20.00	EUR 12 (BOX)	240.00	EUR	240.00 EUR

## Easily access purchase order from the Workbench Orders tile to begin

1. Select the purchase order to be invoiced. The 'Create Invoice' button is activated only if ship notice(s) exist for the PO
2. An intermediate screen for ASN selection shows up if there are multiple ship notices against the PO. 'Require references to ship notices on invoices' has been enabled by the buyer.
3. Select the ASN from the drop-down and proceed to create invoice as a standard process

# Features: PO-based Invoice with GRN Reference



## Easily access purchase order from the Workbench Orders tile to begin

po\_tolerance\_tworules\_checkon\_quantities\_Major\_20259308843  
Purchase Order

Create Resend Hide Download

Details Industry Specific Line Items Tax Additional Amounts Summary Comments Attachments Order History

General

Related Documents (3)

Document Number	Date and Time	Type
GRNNumber2_20259307978	Oct 30, 2025, 1:36:02 AM	Receipt
GRNNumber2_20259307224	Oct 30, 2025, 1:35:52 AM	Receipt
GRNNumber2_20259307794	Oct 30, 2025, 1:35:42 AM	Receipt

Select receipts to be invoiced

Receipt Number	Customer	Date & Time	Routing Status
<input type="checkbox"/> GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
<input type="checkbox"/> GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
<input type="checkbox"/> GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

Select receipts to be invoiced

Selected: 2

Receipt Number	Customer	Date & Time	Routing Status
<input type="checkbox"/> GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
<input checked="" type="checkbox"/> GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
<input checked="" type="checkbox"/> GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

1. Once on the purchase order details page, navigate to **Related Documents**. Here you will see the GRN documents.
2. From the 'Select Receipts To Be Invoiced' wizard, there are multiple receipts against the PO. The Require references to receipts on invoices business rule has been enabled by the buyer
3. Select one or multiple GRN from the list

# Features: PO-based Invoice with GRN Reference



Document Number	Date and Time	Type
GRNNumber2_20259307978	Oct 30, 2025, 1:36:02AM	Receipt
GRNNumber2_20259307224	Oct 30, 2025, 1:35:52AM	Receipt
GRNNumber2_20259307794	Oct 30, 2025, 1:35:42AM	Receipt

## Invoice Screen

1. Click on Create → Invoice
2. The 'invoice is created for the PO lines that are referenced by the selected GRNs
3. Invoice line quantity can not exceed the corresponding received quantity

Line	Type	Part Number	Description	Customer Part Number	Unit Price	Quantity (Unit)	Subtotal
2	Material	AX4518	BULLNOSE SHELVING		31.20 USD	10,000 PK	312.00 USD
2	Material	AX4518	BULLNOSE SHELVING		31.20 USD	70,000 PK	2,184.00 USD

# Track Customer Payment



# Introducing: Payment Proposal Request and Remittance Advice

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Payment

**Persona:** Supplier users

## **Description:**

- A Schedule Payment or Payment Proposal Request (PPR) is a document that provides suppliers with details about the anticipated payment date, amount, and payment method for an invoice.
- A Remittance Advice or Payment Remittance Receipt (PRR) is a documents provide details about individual payments a buyer has sent to a supplier

## **Key Benefits:**

- Get transparency from the buyer about the planned invoice payment schedule.
- Get actual payment details from buyer in real time.

# Features: Payment Proposal Request

The screenshot displays the SAP S/4HANA Payments interface. At the top, a navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. A dropdown menu under 'More' is open, with 'Payments' highlighted and circled with a blue '1'. Below the navigation, the 'Payments' section shows 'Scheduled payments' (141) and 'Remittances' (0). A search bar contains filters for 'Customers', 'Invoice Number', 'Payment Proposal ID', 'Payment Date Range', 'Method', and 'Status'. A 'Go' button is visible. Below the search bar, a table titled 'Scheduled Payments (141)' is shown. The second row is highlighted with a green box and circled with a blue '2'. The table has columns: 'Payment Proposal ID', 'Amount Due', 'Currency', 'Scheduled Payment Date', 'Settlement Date', and 'Remaining Days'. Below the table, the selected payment proposal is detailed. The 'Details' tab is active, showing 'Payment Details' and 'Payment Timeline'. The 'Payment Details' section is circled with a blue '3' and shows 'Invoice Details' with fields for 'Invoice Number' (SBN15), 'Invoice Date' (3 Sept 2025, 19:36:26), and 'Total Invoice Amount' (5,600.00 EUR). The 'Payment Timeline' section is circled with a blue '4' and shows a timeline with two events: 'Invoice Approved' (9/4/25 at 7:11 AM, Payment proposal received) and 'Settlement Date' (9/9/25 at 9:20 AM, Status: Scheduled). A 'Download CXML' button is visible in the top right of the details view.

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices More

Payments

Scheduled payments 141

Remittances 0

Customers: Invoice Number: Payment Proposal ID: Payment Date Range: Method: Status:

Amount: Go Clear Adapt Filters

Scheduled Payments (141)

Payment Proposal ID	Amount Due	Currency	Scheduled Payment Date	Settlement Date	Remaining Days
190054949020250010001Q8J	5,432.00	EUR	17 Sept 2025, 19:36:26		-142
50002596220240010001Q8J	20.04	EUR	9 Jan 2025, 06:44:22		-393
190054953620250010001Q8J	985.81	EUR	24 Oct 2025, 21:54:13		-105

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190054949020250010001Q8J Download CXML

From: ravishshetty - TEST To: Leon Chu's Supplier - TEST  
PAYER: SAP A.G. PAYEE: Best Ariba Network Vendor in E  
Scheduled 17 Sept 2025, 19:36:26 5,432.00 EUR

Details Payment Timeline History

Details Payment Timeline History

Details

Payment Details

Invoice Details

Invoice Number: SBN15 Invoice Date: 3 Sept 2025, 19:36:26  
Total Invoice Amount: 5,600.00 EUR

Payment Timeline

Invoice Approved  
9/4/25 at 7:11 AM  
Payment proposal received

Settlement Date  
9/9/25 at 9:20 AM  
Status : Scheduled

Year: 2025



## Payment Proposal Request

1. Click on **Payment** → **Scheduled Payments**
2. Search the Scheduled Payments
3. Check the **payment detail**
4. Check the **payment timeline**

# Features: Remittance

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices More

Payments

- Catalogs
- Reports
- Assessments
- Proposals & Contracts

Taulia Early Payments  
Scheduled Pay  
**1**  
Remittances  
Remittances  
Taulia Cashtlow  
Taulia Virtual Card

Scheduled payments: 3  
Remittances: 1

Customers: Transaction IDs: Payment Date Range: Method: Reference Numbers: Amount:

Go Clear Adapt Filters Enter

Remittances (1)

Transaction ID	Gross	Interest	Discount	Net
C.20250909.5400000016	1,000.00 EUR	0.00 EUR	0.00 EUR	1,000.00 EUR



## Payment Proposal Request

1. Click on **Payment** → **Remittance**
2. Search the Remittance
3. Check the **Remittance detail**
4. Check the **Summary** of the Payment

Home Enablement Discovery Workbench Planning Orders Fulfillment Quality Invoices More

**C.20250909.5400000016** Download CSV Export cXML

Matching Discount on 1 invoices.

From	To	Payment Status	Expected Settlement Date	Amount Paid
From: Q8JCLNT006 PAYER: SAP A.G.	To: 100269 PAYEE: Best Ariba Network Vendor in EU	Paid	9 Sept 2025, 21:50:03	1,000.00 EUR

Subtotal without Tax

Gross Amount:	1,000.00 EUR
Discount Applied:	0.00 EUR
Withholding Tax:	0.00 EUR
Adjustment:	—
<b>Totals</b>	
Total Amount:	1,000.00 EUR
Amount Paid:	1,000.00 EUR

Details Summary History

Addresses

Payer Details	Originating Bank	Payee Details	Receiving Bank
From: Q8JCLNT006 Payer: SAP A.G.	Account ID: 17581450	To: 100269 Payee: Best Ariba Network Vendor in EU	Account ID: 11310012345098 Bank Name: Best Ariba Network

# Resources

Getting started?

[SAP Business Network on BTP Quick Tour for Suppliers](#)

More information on

[SAP Business Network on BTP](#)

Need support?

[Help resources](#)



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