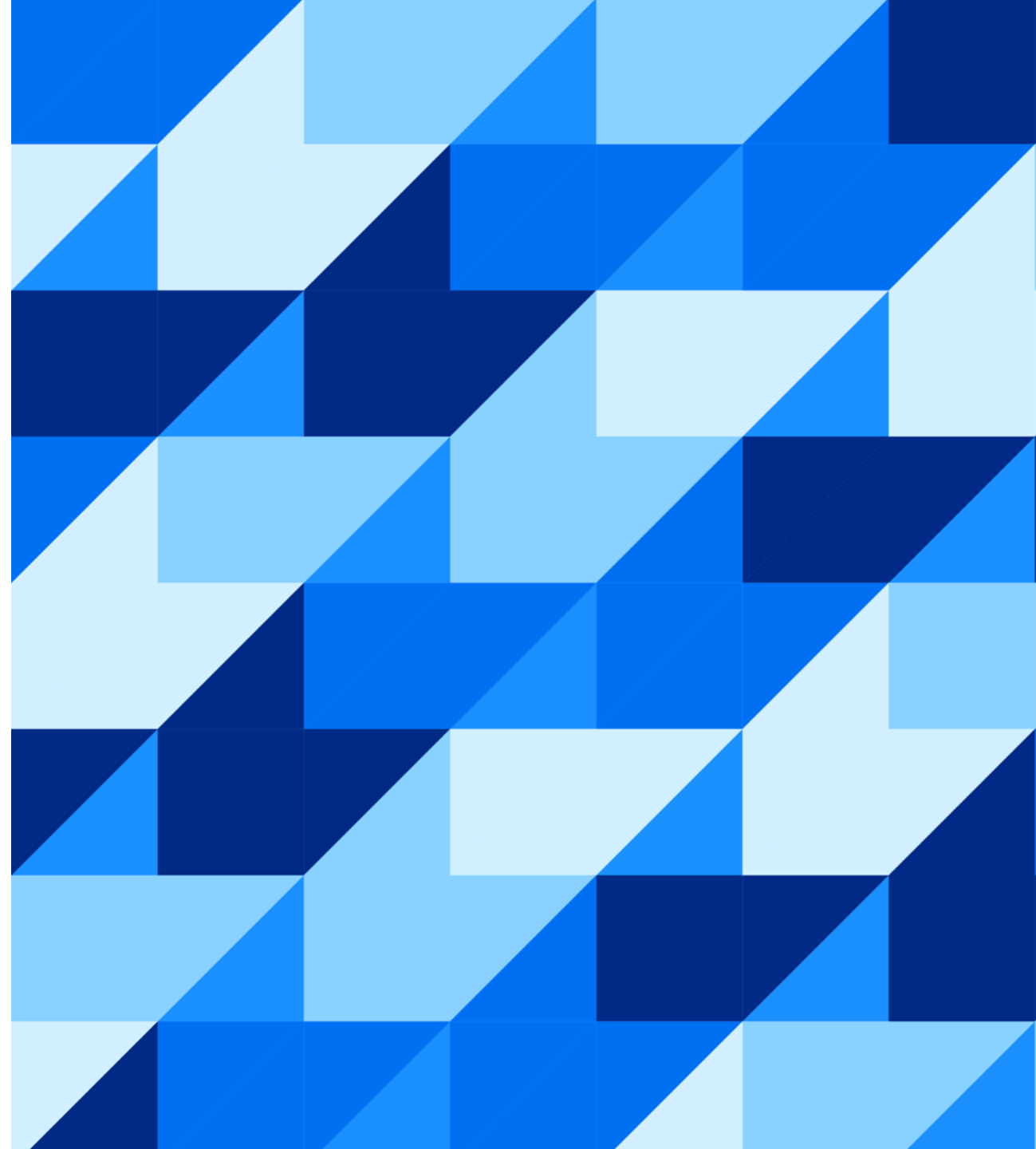


Supplier Experience

SAP Business Network on SAP BTP

February 2026, SAP Business Network



Welcome to SAP Business Network on SAP BTP



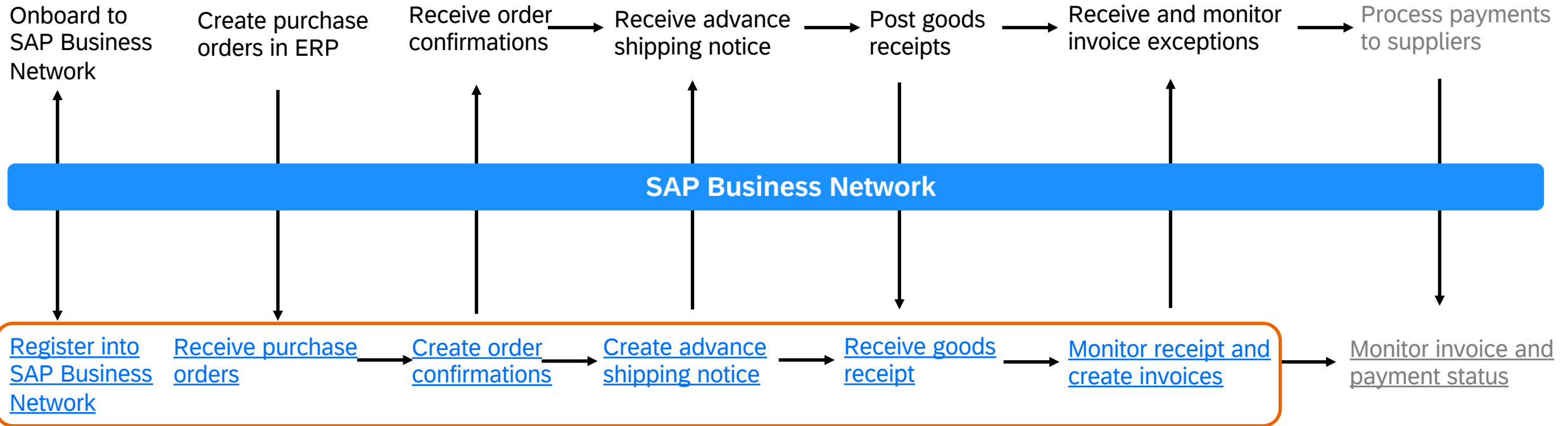
No business does business alone.



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

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

Buyers



Suppliers

Register Your Account



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

Solution Area: Trading Partner Onboarding Portal

Persona: Supplier

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.
- Provides SAP Business Network supported data centers for suppliers to choose while creating an account part of supplier onboarding.
- 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.
- Data Center picker is made available for supplier onboarding which includes quick enablement , trading relationship , sourcing Invites & walk-up onboarding.

Feature: Walk Up Registration



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.

1 Supplier sign-in

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?
Register Now or Learn more

2 Enter your One Time Password

Enter your One Time Password

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

000000

Continue

3 Choose a Data Center

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

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

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

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 Welcome to SAP Business Network

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

Feature: Registration via Sourcing triggered Invites



1

SAP Ariba

Register as a supplier with Buyer Organization

Hello!

Maria G has invited you to register to become a supplier with Buyer Organization. Start by creating an account with Ariba Network. It's free.

Buyer Organization uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [redacted] already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Buyer Organization sourcing site, Event Doc1019933: General Supplier registration questionnaire, Realm: s4GVAII-7, Message Id: MSG8885, [Click Here](#)

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

2

Benefits of a business relationship on SAP Business Network

- 1. Register your business**
Collaborate with your customer on the same secure network, while improving efficiency with seamless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with intelligence**
Gain insights from SAP Business Network into your competitive advantage

[Read this brochure](#) | [Learn more](#)

SGBUYER

Connect with SGBUYER to collaborate on SAP Business Network

We found existing accounts based on the information in the invite. Please review:

[Review Accounts](#)

☐ ☐ ☐

[Use Existing Account](#) | [Create New Account](#)

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

Enter your One Time Password

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

[Continue](#)

5

What to expect when you create an account:

- 1. Streamline business processes**
Leverage sustainable 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

6

SAP Business Network

Home | Enactment | Store | Discovery | Workflows | Catalogs | Assessments | Insights | Proposals & Contracts

Proposals and Contracts

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are member leaders in quality, service, and cost. Ariba, Inc. submission this site is an effort to ensure member integrity.

Customers (1)

Search

Proposals and Contracts

Events

Step	ID	Start Time	Event Type	Participation
			No Name	

Registration Questionnaires

Step	ID	Start Time	Registration Status
			No Name

Qualification Questionnaires

Step	ID	Start Time	Completed	Progress	Qualification Status
			No Name		

Questionnaires

Step	ID	Start Time	Completed	Progress	Status
			No Name		

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 and choose date center of there choice
4. A **one-time password** will be sent to the email address entered.
5. Supplier completes the mandatory profile information details and lands to new supplier portal experience.
6. A standard supplier account has been successfully created and access to the Proposals and Contracts

Manage Customer's Purchase Order



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



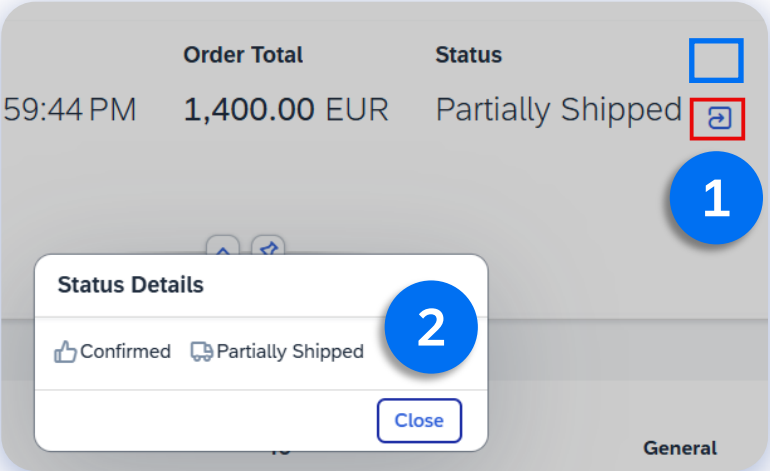
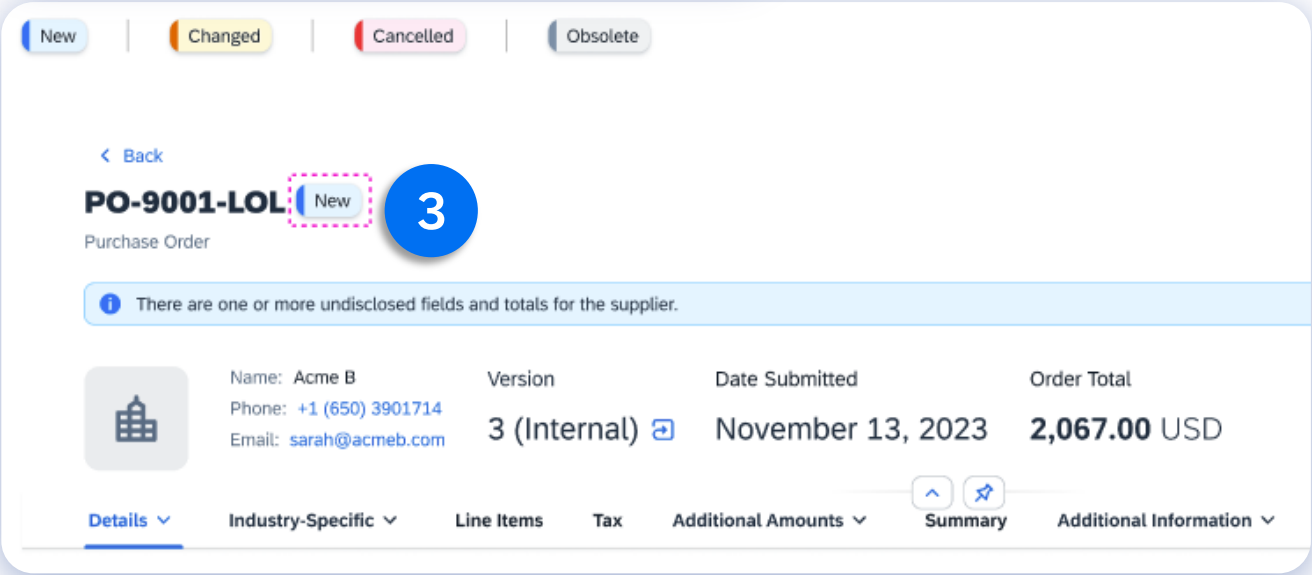
Top navigation section and purchase order actions

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.

The screenshot shows the SAP Business Network interface for a Purchase Order. The top navigation bar includes links for Home, Integration, Discovery, Workbench (active), Orders, Fulfillment, Invoices, Payments, and Catalog. Below the navigation bar, the Purchase Order number 4510123958 is displayed. The main content area shows the SAP logo, contact information (Name: default, Phone: +49 (0) 111111555 5555, Email: -), and a table with columns for Version, Date Submitted, and Order Total. The table contains one row with Version 1, Date Submitted Jun 12, 2025, 1:43:34 PM, and Order Total 100.00 EUR. A blue circle with the number 1 highlights the 'Create' button in the top navigation bar. Below the table, a blue bar contains tabs for Details, Line Items, Tax, Additional Amounts, Summary, Comments, Attachments, and Order History. A blue circle with the number 2 highlights the 'Details' tab.

The screenshot shows the actions menu for a Purchase Order. The menu includes buttons for Create, Resend, Hide, Download, and Compare Versions. The 'Create' button is highlighted with a blue circle with the number 2. The 'Download' button is highlighted with a blue circle with the number 3. The 'Create' dropdown menu is open, showing options for Order Confirmation and Ship Notice. The 'Download' dropdown menu is open, showing options for Export CSV, Export cXML, and Export PDF. A blue circle with the number 4 highlights the 'Export CSV' option, and a blue circle with the number 5 highlights the 'Export PDF' option.

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 diagram illustrates the process of accessing Purchase Order details and comparing versions. It consists of four numbered steps:

- Step 1:** A user icon points to the 'POVC_Bb3I3a' Purchase Order card. The card displays the name 'SAP SE', phone '+48 (01) 0801565462', email '90001@sap.com', and version '3'. A 'Version' dropdown menu is visible next to the version number.
- Step 2:** An arrow points from the 'Version' dropdown to the 'Change Version' dialog. The dialog shows a search bar and a list of versions: Version 3 (Aug 2, 2024, Changed), Version 2 (Aug 2, 2024, Obsolete), and Version 1 (Aug 2, 2024, Obsolete). Each version has an 'Open' button.
- Step 3:** An arrow points from the 'Compare Versions' button in the top navigation bar to the 'Compare Versions' dialog.
- Step 4:** The 'Compare Versions' dialog is shown, displaying a table of changes between Version 4 and Version 1. The table is divided into 'Header Changes' and 'Line Item Changes'.

Compare Versions Dialog Data:

Area	Field	Version 4	Version 1
Header Changes			
Section: General Information	Version	4	1
Section: Summary	Order Total	12510	2100
Line Item Changes			
Search by Line Number			
Line Number: 10			
Date	Requested Delivery Date	Sep 19, 2025, 11:00:00 PM	Sep 18, 2025, 11:00:00 PM
Line Item (10)	Quantity	11	10
Line Number: 20			
Date	Requested Delivery Date	Oct 4, 2025, 11:00:00 PM	Sep 4, 2025, 11:00:00 PM
Line Item (20)	Quantity	24	20
Line Number: 30			
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)

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

Details Line Items Tax +5

Line Items (2)

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

Description: Casing C1001 Raw mat - Buyer

Supplier Part Number: C1001

Customer Part Number: C1001

Requested Delivery Date: Aug 4, 2025, 11:00:00 PM

Quantity: 30.000 EA

Unit Price: 10.00 EUR

Subtotal: 300.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

Requested Shipment Date:

Tax: -

Shipping: -

Customer Location:

20

Type: Material

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

Comments

Attachments

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



Line-item details

- To see more line-item information, click the > icon on the Line Items table.
- 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

SAP

4510125890

Changed

Hide

...

Purchase Order

Details

Line Items

Tax

+5

Line Items (2)

Line

10

Type: Material

Description: Casing C1001 Raw mat - Buyer

Messages:

Supplier Part Number:

Customer Part Number: C1001

Requested Delivery Date: Aug 4, 2025, 11:00:00 PM

Quantity: 30.000 EA

Unit Price: 10.00 EUR

Subtotal: 300.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

20

Line Item

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

+2

Schedule Lines (1)

Schedule Line Number

Delivery Date

Ship Date

1

Aug 10, 2025, 11:00:00 PM

Quantity: 29.000 EA

Tax

Tax Category

Tax Rate

No items available

When there are, you'll find them here.

1

Schedule Line

Requested Delivery Date

Aug 10, 2025, 11:00:00 PM

Requested Shipment Date

-

Quantity

29.000 EA

General

Subcontracting Components

Buyer Location Code:

-

Storage Location Code:

-

2

Details	Line Items	Tax	Additional Amounts	Summary	Comments	Attachments	Order History
Order History (6)							
Comments		Changed By		Changed At	Status		
1		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		



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.

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: No	Send a notification when a new order is received: No	Send a notification when an order is changed: 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: ☐	Send a notification when a new order is received: ☐	Send a notification when an order is changed: ☐
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

1

4

Default Routing

Override Default Routing Method (2)

Document Type

Document Sub Group

Document Sub Type

Routing Method

Order Confirmation

Others

Order Confirmation

cXML Profile

Receipt

Others

Receipt

Email

Search

Create

Delete

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

2

Document Routing Configuration

Delete

Document Type

Configure Routing Method Attributes

Document Type:

Document Sub Group:

Routing Document Code:

Routing Method:*

Order

Change/Cancel Orders

Catalog orders with attachments

Email

5

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:

6

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



Home Enablement Store Discovery Workbench Orders Fulfillment Invoices More

Reports

Search [Q] Editing Status: All Title: Report Type: Changed On: Changed By: Go Adapt Filters

Report Templates (5)

Payments Catalogs Reports Assessments Insights Proposals & Contracts

Create Delete Run Copy

Reports

Search [Q] Editing Status: All Title: Report Type: Schedule Type: Status: Changed On: Changed By: Go Adapt Filters

Report Templates (5)

Create Delete Run Copy

Created By File Size Actions

Select report type

Search [Q]

- Failed Invoice
- Failed Purchase Order
- Goods Receipt
- Invoice
- Messaging Report
- Open Orders
- Order Summary
- Purchase Order
- Service Sheet
- Service Sheet Activity Log
- Ship Notice

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

Confirm Your Order



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



Welcome to SAP Business Network

Orders and ReleasesCustomer (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

Order confirmations
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

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 DaysOrder Number:Purchasing Organization:Purchasing Group:Company Code:Customer Location:Order Revision:ActiveRouting Status:Supplier Reference:

GoClear

Order Confirmations (25)

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	

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

Feature: Order Confirmation Details Page



1

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

10

Line Item

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

Confirmation Detail

Attachments

Confirmation Detail (1)

Search

Confirmation Status	Reject Reason	Comments	Estimated Delivery Date	Need By
Schedule Line 1				
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: -				

Attachments

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



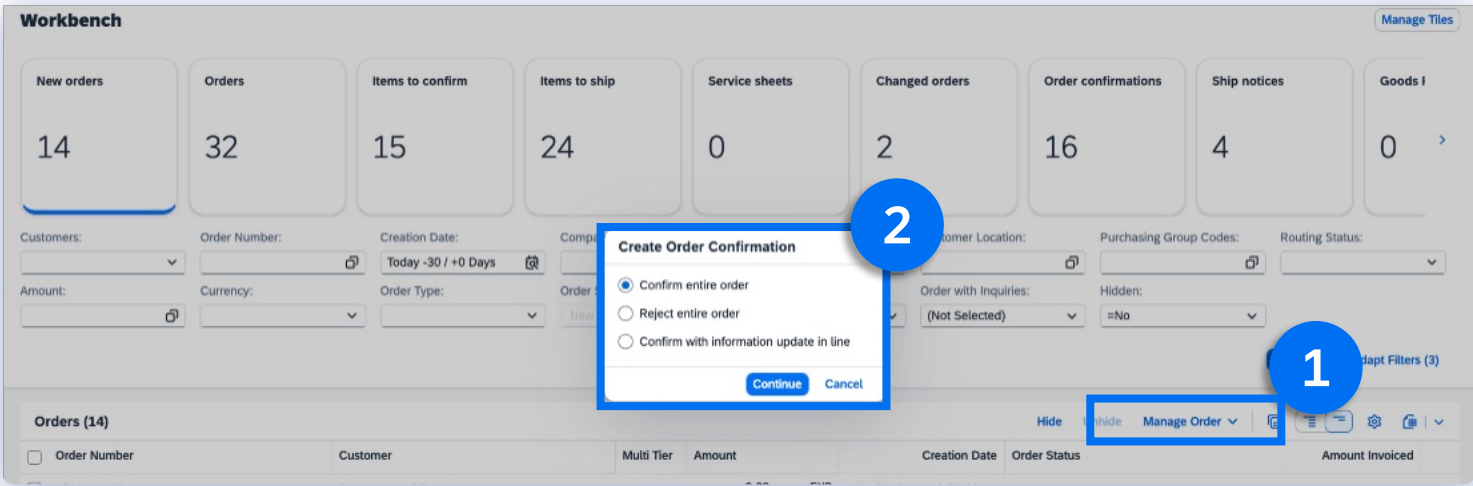
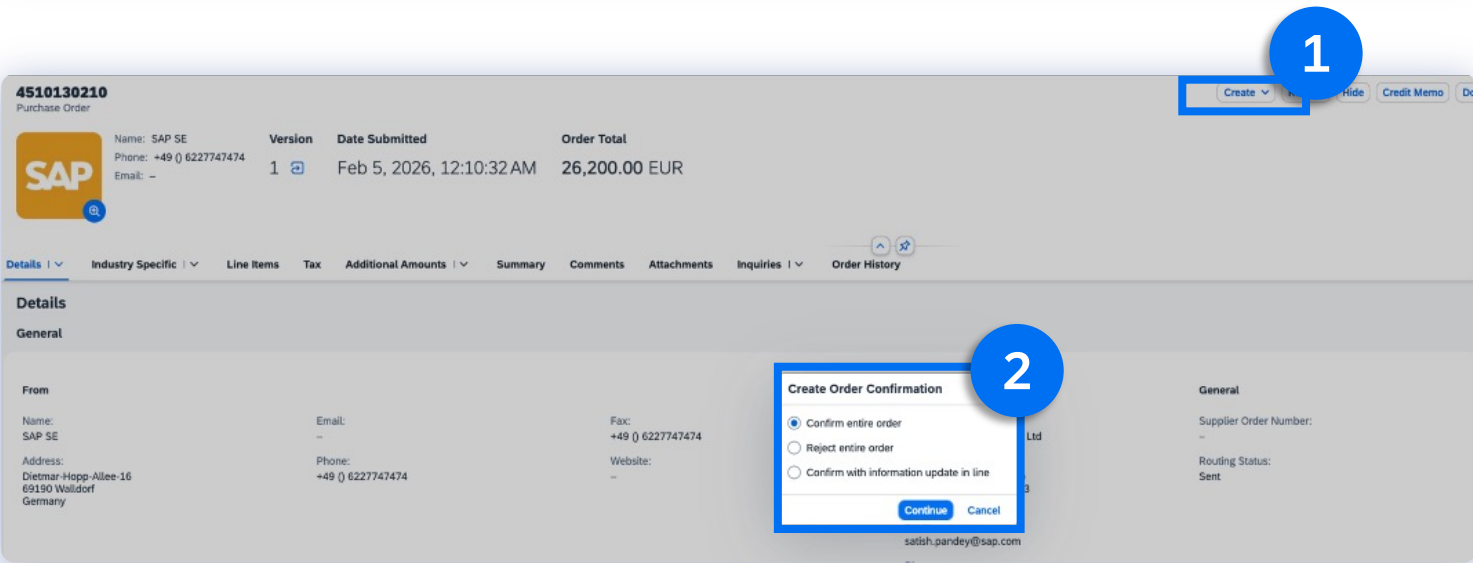
Create order confirmations from the Workbench or from an order

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:
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 Email: satish.pandey@sap.com
Customer Phone: 666

Line Items (3)

Line Num...	Schedule L...	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, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 10 KGM	2,000	
20	1	66		Mouse	material	Confirmed	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	
30	1	66		Monitor	material	Confirmed	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	

Attachments

Attachments Upload Download

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

Comments

Post something here

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

Draft updated Create Discard

4510130210
Purchase Order

Create Resend Hide Credit Memo Download Comp

SAP 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, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	
----	---	----	---------	----------	-----------	--------------------------	--------------------------	----------	-----	--

Feature: Reject Order Confirmation

New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

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

Line Items (3)

Line Number	Schedule LI...	Customer Part Number	Supplier Part Number	Description	Type	Con
10	1	147		Laptop	material	Reje
20	1	66		Mouse	material	Reje
30	1	66		Monitor	material	Reje

Reject Entire Order

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Continue Cancel

New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

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

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	

Reject entire orders

- To reject the entire order, click Create Order Confirmation → **Reject Entire Order**. Select Rejection Reason, provide a comment and click on **Continue**.
- The provided **Reject Reason** and **Reject Comments** are displayed on the Order Confirmation page. All line items are automatically set to **Rejected** status.
- Click **Create** to submit the rejected order confirmation.
- 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.

Feature: Confirm and update information

4510130214

New

Purchase Order

SAP

Name: SAP SE

Phone: +49 0 6227747474

Email: --

Version

1

Date Submitted

Feb 5, 2026, 1:31:00 AM

Order Total

26,200.00 EUR

Create

Resend

Hide

Credit Memo

Download

Compare Versions

Send Message

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Inquiries

Order History

Details

General

From

Name: SAP SE

Email: --

Address: Dietmar-Hopp-Allee-16
69190 Walldorf
Germany

Fax: +49 0 6227747474

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

Line Items

Attachments

Comments

Detail

Order Confirmation Number: OC-4510130214

Order Number: 4510130214

Supplier Reference: --

Order Version: 1 (latest)

Customer Name: Boom Internal Test Account

Customer Email: satish.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	/ \$9 KGM	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	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	e.g. Dec 31, 2026, 11:59:59			5,600.00 EUR

Attachments

Attachments

File Name

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

Items to Confirm Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

☐	Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments	
	4510129997								
☐	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		>
☐	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								
☐	10	1	Laptop	Confirmed	5 / 5 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	2,000 / 2,000 EUR		>
☐	20	1	Monitor	Confirmed	10 / 10 HUR	Feb 28, 2026, 6:00:00... / Feb 28, 2026, 6:00:00AM	300 / 300 EUR		>
☐	30	1	Mouse	Confirmed	7 / 7 KGM	Feb 26, 2026, 6:00:00... / Feb 26, 2026, 6:00:00AM	25 / 25 EUR		>
	4510130054								
☐	10	1	Casing R1000	Confirmed	25 / 25 KGM	Feb 18, 2026, 6:00:00... / Feb 18, 2026, 6:00:00AM	148 / 148 EUR		>
☐	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 Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

☐	Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments	
	4510129997								
☐	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 Edit Header

Items to Confirm All Pending Add Lines Merge Edit Multiple Filter

☐	Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments	
	4510130000								
☐	10	1	Casing C1001 Raw mat (Std Price)	Confirmed	10 / 10 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	/ EUR		>
	4510130021								
☐	10		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	>
☐	20		Mouse	Confirmed	10 / 10 EA	e.g. Dec 31, 2026, 1... / May 18, 2026, 6:00:00AM	40 / 40 EUR	600.00 EUR	>
☐	30		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 Hide Filter Bar Filters

Standard Hide Filter Bar Filters

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													
☐	30	1	Casing C1001 Raw mat - Buyer	Requested	10	Mar 12, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed
☐	40	1	Casing C1001 Raw mat - (Std + Print P)	Requested	10	Feb 27, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed

Save Cancel



Create order confirmations from Items to Confirm

- 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

ise

CS4

Create PO Invoice

Create Non-PO Invoice

Create Service Sheet

Create Posting

Upload/Download Jobs

2

Download and Upload

Search

Type:

Created On:

Download Template (1)

Upload (41)

Trading Partners (1)

Organization ID	Customer Name
BNO-100000046080510	CafferRios buyer4

CafferRios buyer4

BNO-100000046080510

3

Customer Templates (4)

Download

File Name	File Format	Template Type
File Format: CSV		
☐ ASN CSV Template.csv	CSV	Standard
☒ OC CSV Template.csv	CSV	Standard
☐ SES CSV Template.csv	CSV	Standard
File Format: ZIP		
☐ EMV Templates.zip	ZIP	Standard

AutoSave

OC CSV Template (3)

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Paste

Aptos Narrow (Bod... 12

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Sensitivity

Add-ins

Copilot

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...

F18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	UTF-8																				
2	_csv_version	_csv_serial	SERIAL	_csv_type	Of	_csv_template	Standard	Template													
3	Confirmation	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 Shipmei	Item Shipping	Item Shipping	Item To
4	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Required	Optional	Optional	Required	Required	Required	Optional	Optional	Optional	Optional	Option
5	String	String	Date	Date	String	String	Decimal	String	Decimal	String	Integer	Integer	String	Required	Decimal	String	Date	Date	String	Decimal	String
6	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 shipmer	Item shipping	Item shipping	Item ta
7																					



Download and upload order confirmation CSV templates

1. To access the **Order Confirmation CSV template**, click **Quick Links** (the blue drop-down) and select **Upload/Download Jobs**.
2. Select the **customer** for whom the order confirmations will be created.
3. Choose **OC CSV Template.csv** and click **Download**.
4. 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.

Fulfill Your Order – 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



Orders (275)					Hide	Unhide	Manage Order	
☐ Order Number	Customer	Amount						
☒ 4500127940	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			Resend	1
☐ 4500127939	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			Ship Notice	
☐ 4500209298	ravishshettyr - TEST	100.00	EUR	Sep			Order Confirmation	
☐ 4500127938	q8jtestbuyer01 - TEST	1,000.00	USD	Sep			Invoice	
							Service Sheet	

Items To Ship (686)										Create Ship Notice			
☐ Order Number	Item Number	Description	Schedule Line Number	Need By	Requested Quantity	Received Quantity	Due Quantity	Shipped Qu					
☒ 4500127940	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA					2
☒ 4500127939	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA					

4500127940					Create	Resend	Hide
Purchase Order							
Name: default							
Phone: +49 () 1111111111555 32							
Email: —							
Version							
1							
Date Submitted							
Sep 8, 2025, 2:09:36 PM							
Order Total							
1,000.00 USD							
Status							
Conf							
					Order Confirmation		
					Ship Notice		3
					Invoice		



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.

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

Address Line 2:

Ship To

Name: SL0001

State: Schleswig-Holstein

Postal Code: 10243

Department Name:

Address Line 1: 123

City: Berlin

Country/Region: Germany

Address Line 2:

Shipping Details

Requested Delivery Date: -

Delivery Date: e.g. Dec 31, 2025, 11:59:...

Shipping Date: e.g. Dec 31, 2025

Gross Weight:

Packing Slip ID: *

Ship Notice Type:

Gross Volume:

Tracking Details

Carrier Name:

Tracking Date: e.g. Dec 31, 2025

Service Level:

Shipping Instructions:

Tracking Number:

Shipping Method:

Shipping Contract Number:

Manage Carriers

Feature: Ship Notice Creation page



Delivery Details

Delivery Terms:
TransportCondition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:*

Transport Details (1)

Search

Add Line

Delete

☐ Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
☐					

Line Items (2)

Search

Add

Delete

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

Order Line

Ship Notice Line

Settings

☒ General ☒ Comment

General

Reason For Shipment:

Invoice Number:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transi

Comment

Preview

Save & Close

Discard Draft



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

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)

☐ Serial Number

Asset Tag

☐

[Add Line](#) [Delete](#) [Copy](#) [Paste](#) [Print](#) [Refresh](#)

Hazard Details

Hazard Type: *

Code:

Hazard Description:

Delivery Details

Delivery Terms:

Description:

Transport Terms: *

Transport Terms Description:

Shipping Payment Method: *

Packaging Details

☐ Packaging Material

Handling Unit Number

Packaging Material Number

Dimensions

Ordered Quantity

No items available

When there are, you'll find them here.

[Add Package](#) [Delete](#) [Copy](#) [Paste](#) [Print](#) [Refresh](#)

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

Packaging Details

Packaging Dimensions

Material Details

Material Quantity

1

Delete

Packaging Details

Packaging Material Number:

Auxiliary Material:
☐ ⓘ

Packaging Material:

Handling Unit Number:

Tracking ID:

Inner Handling Unit:

Global Individual Asset ID:

Shipping Mark:

Outer Handling Unit:

Returnable Package ID:

Level Code:

Packaging Dimensions

Length:

Height:

Gross Weight:

Unit Net Weight:

Gross Volume:

Width:

Weight:

Unit Gross Weight:

Volume:

Stack Height:

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:

Free Goods Quantity:

Quantity Variance Note:

2

Apply

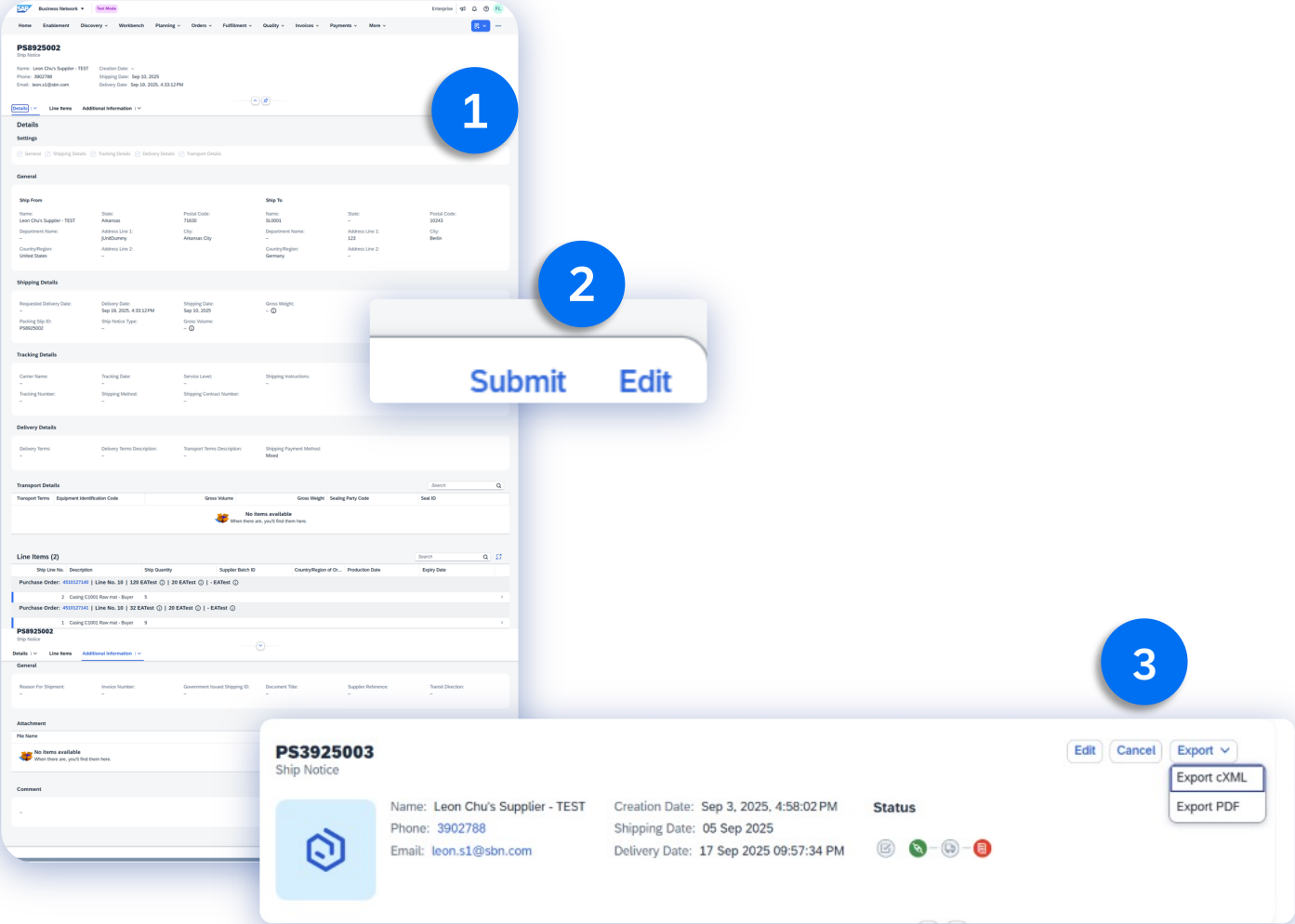


Key capabilities

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



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



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)

☐ Packing Slip ID

Customer

Date Last Modified

Order Number

☐ ASN4500127888

q8jtestbuyer01 - TEST

Sep 4, 2025, 3:32:13 AM

4500127888

3

☐ ASN

ravishshettyr - TEST

Sep 5, 2025, 11:33:09 PM

4510127083

☐ Ship Notice(29/08/2025)

ravishshettyr - TEST

Aug 29, 2025, 8:32:22 AM

4510126011

2

☐ Ship Notice(03/09/2025)

ravishshettyr - TEST

Sep 3, 2025, 5:17:08 AM

4510126905

☐ Carla001122

ravishshettyr - TEST

Aug 26, 2025, 10:08:54 PM

4510126659

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

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

Feature: Ship Notice creation through CSV



The screenshot illustrates the process of creating a Ship Notice through CSV in the Enterprise system. It is divided into three main sections, each marked with a blue circle containing a number:

- Download and Upload:** This section shows a search bar and a list of trading partners. A blue dropdown menu is open, showing options like "Create PO Invoice", "Create Non-PO Invoice", "Create Service Sheet", "Create Posting", and "Upload/Download Jobs". The "Upload/Download Jobs" option is highlighted with a red box and a blue circle with the number 1.
- Trading Partners (1):** This section shows a table of trading partners. The first row is highlighted with a red box and a blue circle with the number 2. The table has columns for "Organization ID" and "Customer Name".
- Customer Templates (4):** This section shows a table of customer templates. The first row is highlighted with a red box and a blue circle with the number 3. The table has columns for "File Name", "File Format", and "Template Type".

File Name	File Format	Template Type
ASN CSV Template.csv	CSV	Standard
OC CSV Template.csv	CSV	Standard
SES CSV Template.csv	CSV	Standard
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



Download and Upload

Search Type: Created On: [Go](#) [Adapt Filters](#)

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

File Name	Type	Status
SAR-csvASN-NG-BatchID-ASN-1Item.csv	Ship Notice	Completed
SAR-csvASN-NG-NoBatchID-ASN-1Item.csv	Ship Notice	Completed

[Refresh](#) [Upload](#)

Upload file

Type: *
Ship Notice (.csv)

Customer: *

Local File: * **2** [Browse...](#)

[Upload](#) [Cancel](#)

Download Template (1) [Upload \(41\)](#) **3**

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	↓



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.

Feature: Export shipping label



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

Download ▾

Export Shipping Label ▾

Bar Code

TEST QR

1

Details ▾

Line Items

Additional Information ▾

History

PURCHASE ORDER: 4500064081

PRODUCT CODE: 000000000015215778

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

2

DIN A5

2012-12-05 14:04:10

EE1 040



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



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](#)[es and users](#)[Add product and service categories](#)

Notifications

[Network Notifications](#) | [Quality](#)

Ship Notice Notifications

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

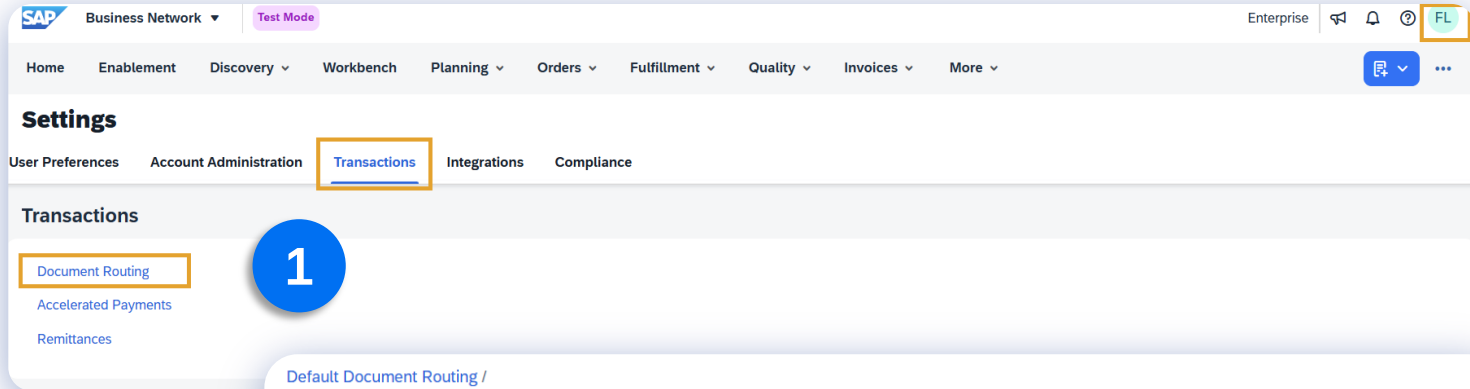
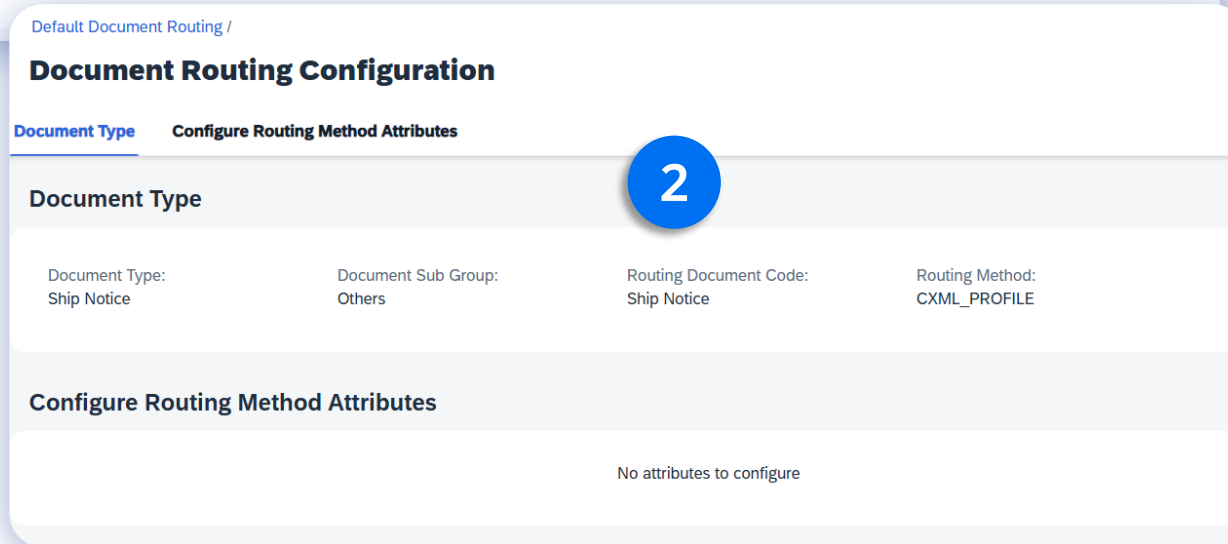
Sincerely,
SAP Business Network



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

Feature: Ship Notice routing configuration



Default Document Routing /

Document Routing Configuration

Document Type

Configure Routing Method Attributes

Document Type

Document Type:
Ship Notice

Document Sub Group:
Others

Routing Document Code:
Ship Notice

Routing Method:
CXML_PROFILE

Configure Routing Method Attributes

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.

Fulfill Your Order – Goods Receipts



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

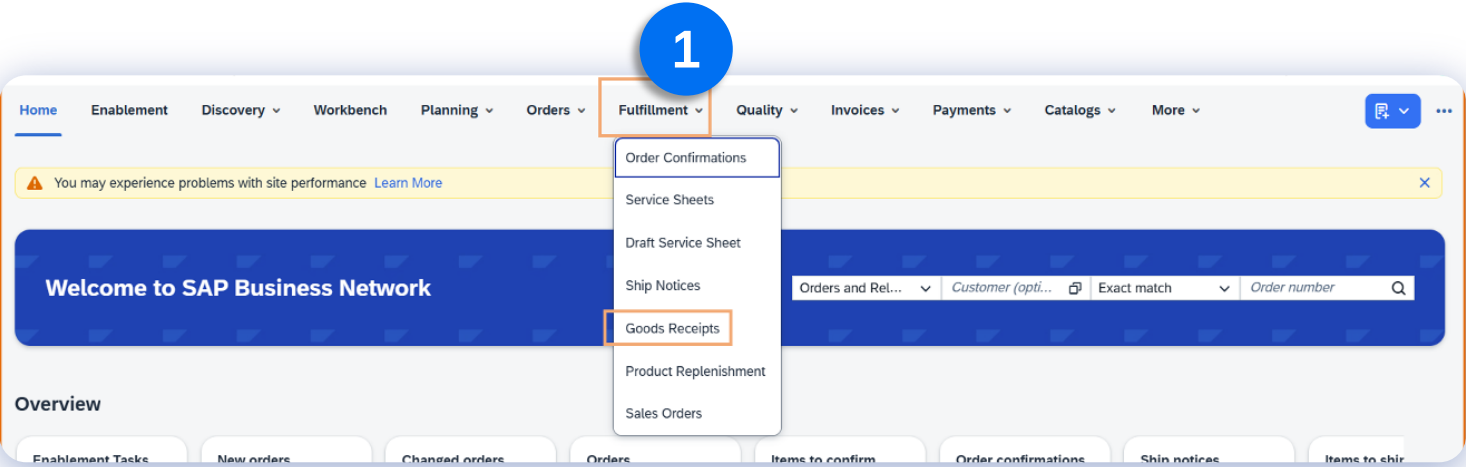
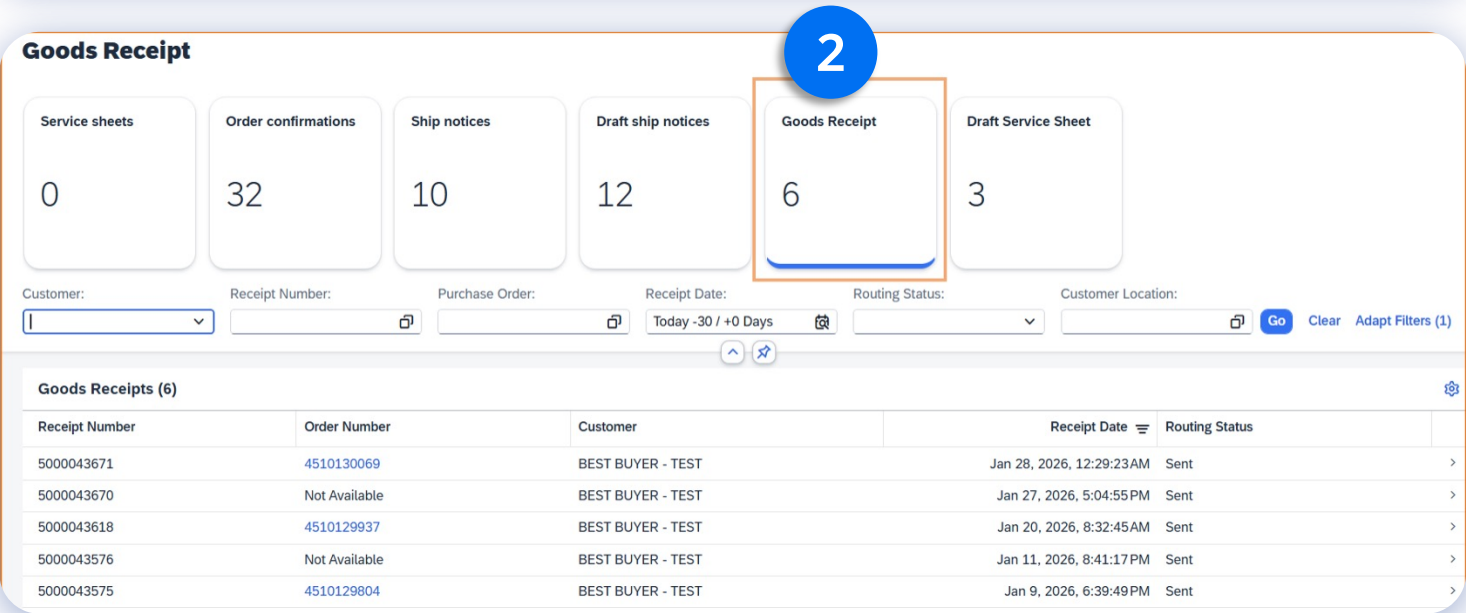
Description:

- 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



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

Phone: —

Email: —

Receipt Date

Sep 4, 2025, 1:36:21 AM

Export

Download cXML

Download PDF

Details

Line Items

Additional Information

History

Details

From

Name: ravishshettyr - TEST

Address: jUnitDummy
Sunnyvale, CA 94089
USA

To

Name: SBNNG_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...

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, 5:00:00AM

Amount: 2,000.00 EUR

Unit Rate: 100.00 EUR ⓘ

Comment:



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, 3:36:26 AM
ASN_4510126966_4510126967	Ship Notice	Sep 4, 2025, 3:36:26 AM
4510126967	Purchase Order	Sep 4, 2025, 3:36:26 AM

Comments

2

3



Key capabilities

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

Invoicing Your Customer



Introducing: Invoicing in SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Invoicing

Persona: Suppliers users

Description:

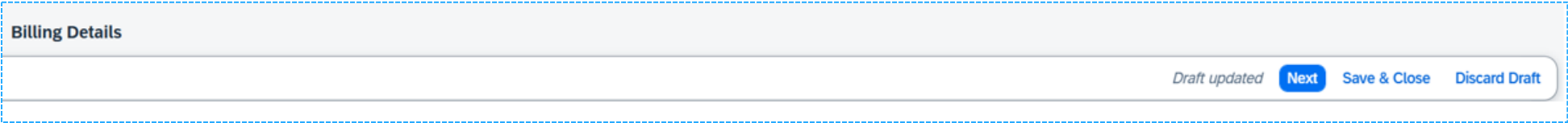
- Allow supplier users to capture invoices via flipping Purchase Order, Ship Notice or Goods Receipts

Key Benefits:

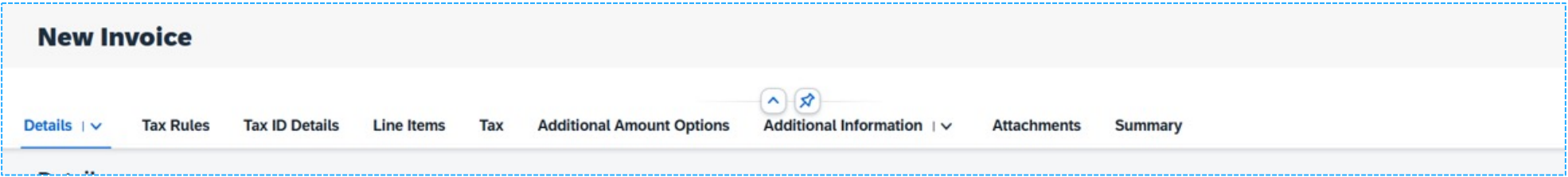
- Reduced data entry while creating invoicing via flipping business transactions
- Speed up the invoice approval cycle via accurate data.
- Get invoice approval or rejection status from buyer in real time.

Invoices: Key highlights

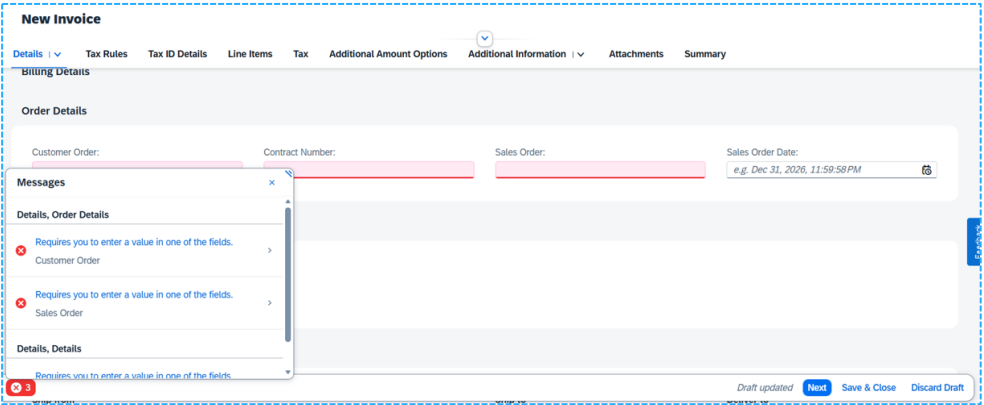
- Automated draft saving- no work is lost:



- Navigation:



- Error handling:



Feature: Invoice Creation

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: Order Number: Creation Date: Company Code: Purchasing Organization Co...: Customer Location: Purchasing Group Codes: Routing Status:

Amount: Currency: Order Type: Order Status: Order with Service Lines: Order with Inquiries: Hidden:

Go Clear Adapt Filters (3)

1

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

2

Resend

Ship Notice

Order Confirmation

Invoice

Credit Memo

SAP Business Network Europe Enterprise 99+ 🔔 🔍 👤

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7000175932 New
Purchase Order

 Name: Canadian Pacific Railway Company
Phone: —
Email: —

Version **Date Submitted**
1 🔍 Feb 5, 2026, 8:30:33 AM

Create **Resend** **Hide** **Credit Memo** **Download** **Compare Versions** 🔗

Order Confirmation
Ship Notice
Invoice
Service Sheet

3

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

Details



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.

Feature: Invoice Creation



New Invoice

1

Details

2

Invoice Number: *

Invoice Date:
Feb 5, 2026, 8:36:06AM

3

Main Details

Supplier

Customer

Reference Details

Supplier:
CA Supplier EU Enterprises

Customer:
EU TestE2E-1758047666

Address Name:
Belgium_Peppol

Source Document:
-

Address Name:
EU_LEGAL_ADD_USA

Department:

Address:
Antwerpen
Antwerpen
6411 Antwerpen Antwerpen
Belgium

Purchase Order:
7000175932

EU_LEGAL_ADD_IND

EU_LEGAL_ADD_USA

LEGAL_ADDRESS_US

United States

4

Edit Address

5

Billing Details

Remit to

Bill from

Bill to

Supplier:
CA Supplier EU Enterprises

Supplier:
CA Supplier EU Enterprises

Customer:
Canadian Pacific Railway Company

Fax:

Tax ID Of Supplier:

Department:

Department:

Address Name:
default

Remit To ID:

Address:
Austin
Austin Texas 78702
United States

Email:

Address:
7550 Ogden Dale Road SE
Calgary T2C 4X9
Canada

Account Receivable ID:

4

Edit Address

Phone:

4

Edit Address

Address Name:
REMIT_TO_USA

4

Edit Address



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

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🔔

?

👤

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalog

More

1

Copy This Invoice

Export cXML

Export PDF

Cancel

🔗

▼

Invoice_20260127_2

Testprosa30invite_1_A

Invoice Date

Jan 10, 2026

Invoice Total

3,026.80 USD

Status

Sent

2

👤

Invoice_20260127_2

3

Copy This Invoice

Export cXML

Export PDF

Cancel

🔗

▼

Details

Line Items

Tax Summary

Summary

Document History

Document History (8)

📄

Event	Date and Time	Changed By
Routing document with routing method:Online	Jan 27, 2026, 6:59:37 AM	System - SAP Business Network
Sent	Jan 27, 2026, 6:59:37 AM	SurReceiveFlow

Shipping Details

4

Ship from

Supplier:

CA Supplier EU Enterprises

Department:

Address:

lane1, 1st cross

Street2

Street3

Austin Texas 78702

United States

Edit Address

Ship to

Customer:

CPR - Agincourt Auto Compound

Department:

Email:

CLAUDE.BAYARD@CPKCR.COM

Phone:

0000000000

Fax:

Address:

105 Nashdene Road

Scarborough M1V 2W2

Canada

Edit Address

Deliver to

Deliver to:

Claude Bayard (Building 1) 514-830-7292, CPR...



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 (Optipnal)

Feature: Invoice Line Items



1

Line Items (1)								
<div>Search <input type="text"/></div> <div>Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡</div>								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	1		Not Available	Snow removal in Agi...				>

2

Line Items (1)								
<div>Search <input type="text"/></div> <div>Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡</div>								
☐	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								
<div>Details Tax Rules Line Items Tax Additional Amount Options Additional Information Summary</div>								
The table contains warnings. Filter Items								
Line Items (1)								
☐	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 Items (1)								
<div>Search <input type="text"/></div> <div>Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡</div>								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☒	2	Material			CAD	10.000	EA	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

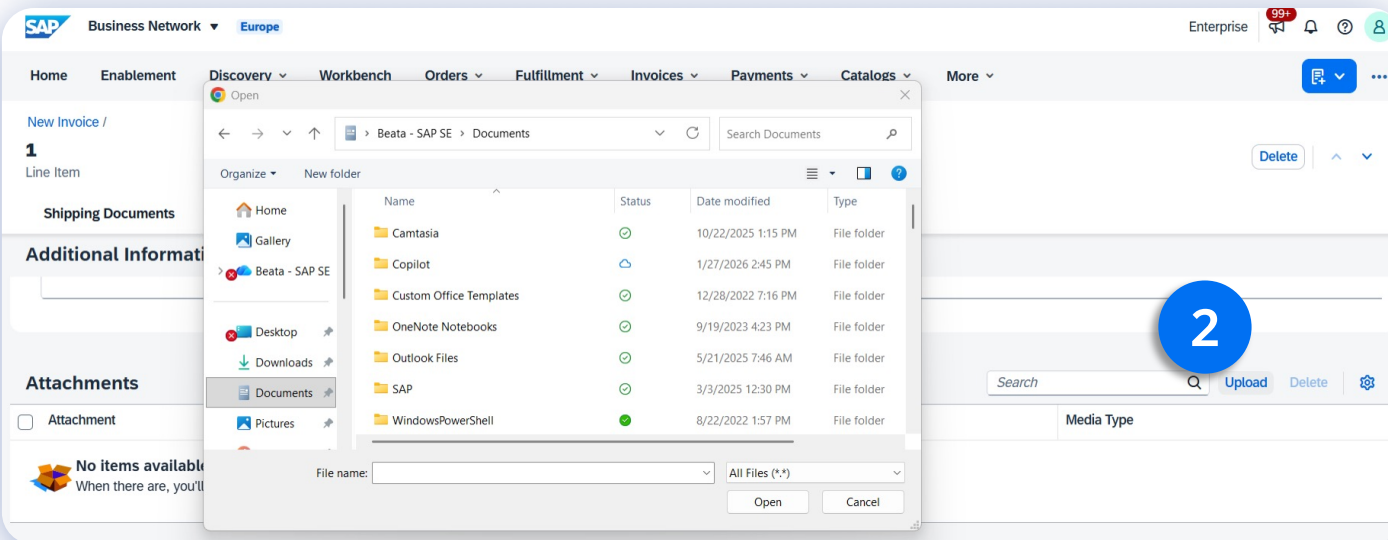
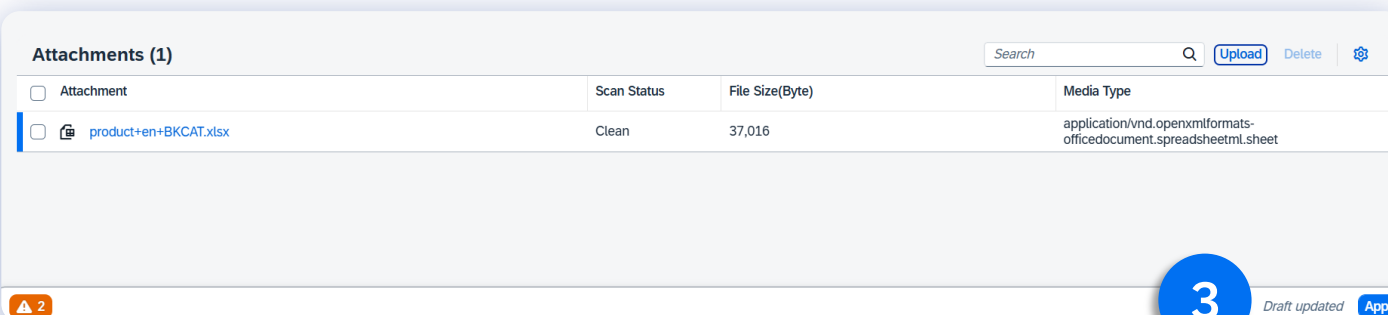


Additional Information

1

Comments

Comments:



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)

Tax Category

Sales

Tax Rate

%

Description

Taxable Amount

0.00

Total Tax

Search

Q

Add Tax Item

Delete

2

Draft updated

Apply

Additional Amount Options

Include Charges:

☐

Include Shipping Cost:

☐

Include Special Handling:

☐

Include Allowances:

☐

Include Payment Terms:

☒

Payment Terms

Net terms details

Net Payment Term (days):

30

Include discount and penalty terms:

☐

Explanation:

-

Additional Amounts

Additional Amount Options

Include Charges:

☒

Include Shipping Cost:

☐

Include Special Handling:

☐

Include Allowances:

☐

Include Payment Terms:

☒

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



1 Draft updated Next Save & Close Discard Draft

SAP Business Network Europe Enterprise

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Invoice

Invoices Rejected invoices Overdue invoices - Not approved Drafts Invoices pending approval Approved invoices pending payment Paid invoices Draft in progress

9 1 0 0 0 0 4

Customer: Invoice Number: Date Last Modified: Reference: Go Clear Adapt Filters (1)

Invoice (4)

☐ Invoice Number	Reference	Date Last Modified	Amount	
☐ INV_2602206	7000175932	Feb 5, 2026, 8:36:06AM	300.00 CAD	>
☐ TESTINV1	261284AB	Jan 23, 2026, 6:24:09AM	250,000.00 USD	>

Supplier: CA Supplier EU Enterprises Customer: EU TestE2E-1758047666 Address Name: Belgium Peppol Reference Details: Source Document: -

4 Discard all changes? Discard

Next Save & Close Discard Draft



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.

Feature: Preview & Submit Invoices

3

1

Draft updated

Next

Save & Close

Discard Draft

New Invoice

2

Edit

Delete

Details

Tax Rules

Line Items

Additional Amounts

Additional Information

Summary

Details

Details

Invoice Number: TESTINV1

Invoice Date: Jan 23, 2026, 6:24:09AM

Main Details

Supplier

Customer

Reference Details

Supplier: CA Supplier EU Enterprises

Customer: -

Email: -

Source Document: -

3

Submit

SAP Business Network Europe

Enterprise

Home

Enablement

Discovery

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

More

NON_PO_INV_NP_69242_3NZicEstxl

Copy This Invoice

Export cXML

Export PDF

Cancel

4

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

Feb 1, 2026

Invoice Total

750.00 USD

Status

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



1

4510127974

Purchase Order

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

2

SN4510127974

Ship Notice

Edit

Cancel

Download

Details

Line Items

Additional Information

History

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

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

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

po_tolernce_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
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☐ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☐ 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
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

Features: PO-based Invoice with GRN Reference



po_tolernce_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, 1:36:02AM	Receipt
GRNNumber2_20259307224	Oct 30, 2025, 1:35:52AM	Receipt
GRNNumber2_20259307794	Oct 30, 2025, 1:35:42AM	Receipt

New Invoice

Details

Tax Rules

Line Items

Tax

Additional Amount Options

Additional Information

Summary

Line Items (2)

Line	Type	Part Number	Description	Customer Part Number	Unit Price	Quantity (Unit)	Subtotal
2	Material	AX4518	BULLNOSE SHELVE...		31.20 USD	10.000 PK	312.00 USD
Receipt: GRNNumber2_20259307978							
2	Material	AX4518	BULLNOSE SHELVE...		31.20 USD	70.000 PK	2,184.00 USD

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

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

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	

sbn.user@sap.com

User Information

Roles

Customer Assignment

2

Basic

Country/Region Code: USA (+1)

Phone Number: 8494000

First Name: * User

Last Name: * SBN

Email Address: * sbn.user@sap.com

Area Code: 650

Extension Number: Enter a phone extension

sbn.user@sap.com

User Information

Roles

Customer Assignment

3

Roles (1)

Search

Add

Remove

Role Name	Description
☐ Order Specialist	This is the role to allow user to manage order collaboration with customers.



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.

Feature: Manage Roles



Manage Roles

Custom Roles (2) Pre-defined Roles (5)

Roles			Search		Create Delete		Settings		Add		v	
Role Name	Description	Number of Assigned Users										
☐ Admin		1										
☐ BI role		1										

Order Specialist

Role Information Permissions Users

Role Information

Name: *

Description:

Order Specialist

Role Information Permissions Users

Permissions (1)

Permissions		Search		Add Remove	
☐ Permission Name	Description				
☐ Inbox and Order Access	View and search documents in Inbox and take actions based on your role				

Users (1)

Users		Search		Add Remove	
☐ User Name	Email Address	First Name	Last Name		
☐ 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

Enterprise 99+ 1 SSI



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 | v

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Set

SAP Supplier InternalTest

7f95355b-4325-4f49_sap_supplier@ariba.com

SAP internal Supplier Pvt Ltd

AN11229080823

BNO-100000135493764

Basic

Company Profile

Edit

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 [View Details](#)



Legal Form
Corporation



Stock Symbol
BOOM



Website URL
<https://service.ariba.com/boom-supplier>



Member Since
2025



Registration Type
Walk-Up



Business Network v

Home Enablement Integration v Store Discovery v Workbench Orders v Fulfillment v Invoices v Payments v Catalogs v

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.



Certifications

2

Sustainability Ratings

1

Overview | v

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Business Information | v

Country Configuration

Certifications

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:

Choose a file

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

Feature: Company Profile

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

SAP internal Supplier Pvt Ltd

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

Go to Remittances

1

Additional Entities (20)

Create Edit Delete

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
☐ SwedenSoldFrom	No	Stockholm, Sweden	BNO-100000148444838	TAX ID: 93939393 VAT ID: 83838383	Sold From >
☐ Denmark_SoldFrom	No	København Ø, Denmark	BNO-100000150344801	TAX ID: 12345678 VAT ID: 87654321	Sold From >
☐ AustriaSoldFrom	No	Mils, Austria	BNO-100000148444770	TAX ID: 91919191 VAT ID: 20202020	Sold From >
☐ Hong Kong	No	Kowloon, Hong Kong	BNO-100000152016555	TAX ID: 12345678 VAT ID: 12345678	Sold From >
☐ Ireland	No	Ireland, Ireland	BNO-100000148166175	TAX ID: 87676700 VAT ID: 22220000	Sold From >
☐ Slovakia_SoldFrom	No	Bratislava, Slovakia	BNO-100000150445831	TAX ID: 12345667	Sold From >

SAP internal Supplier Pvt Ltd

Alabama, United States

Linked Entities 20

BNO ID 100000135493764

Functions Supplier

2

Estonia_SoldFrom

Hiiumaa Vald, Estonia

BNO ID 100000161558241

Functions Sold From

Denmark_SoldFrom

København Ø, Denmark

BNO ID 100000150344801

Functions Sold From

Cyprus_SoldFrom

Pafos, Cyprus

BNO ID 100000161206924

Functions Sold From

Latvia

Riga, Latvia

BNO ID 100000162388747

Functions Sold From



Organizational structure and additional entities

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

Feature: Company Profile

SAP internal Supplier Pvt Ltd

View My Public Profile

Go to Catalog

...

BNO ID: BNO-100000135493764

|

ANID: AN11229080823

|

DUNS: —

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

Additional Documents

Customer Requested

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

Edit

Profile Visibility

Basic Info:

Show

Product and Service Categories:

Show

Ship-to or Service Locations:

Show

Industries:

Show

Certifications and Sustainability Ratings:

Show

Assessments:

Show

Company Showcase:

Show

Social Media:

Show

Company Keywords:

Hide

Contacts:

Hide

Organization Structure:

Show

Save

Cancel



Business and contact information

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

Feature: Customer Relationships



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

The screenshot shows the SAP Business Network interface for Customer Relationships. It includes a navigation bar at the top with various tabs like Home, Enablement, Integration, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. A notification banner at the top states, "We have made some updates to our page. here". Below this, there's a toggle for "Automatically accept all relationship requests" set to "OFF". A sidebar on the left shows "Trading Standard" with a count of 7. The main content area is titled "Customer Relationships" and features a "Trading Business Partner (7)" section with a "Linked Child Accounts (1)" link. A "Customer List (1)" table is displayed, showing details for a trading partner. At the bottom, there's a "Customer List" section with a dropdown for "Approved Requests (3)" and a table of customer data. The table includes columns for Trading Partner, BNID, Relationship Type, Relationship Status, Country/Region, Data Center, Last Change, Customer Count, DUNS Number, and Quick Enablement Relationship Method. Two rows are visible, both marked as "Approved".

Trading Partner	BNID	Relationship Type	Relationship Status	Country/Region	Data Center	Last Change	Customer Count	DUNS Number	Quick Enablement Relationship Method
MTautoBuy_2 AN02005282930	BNO-100000031818627	Fulfillment	Approved	United States		Jul 15, 2025, 2:19:10 PM			BUYER_REQUESTED
dummytest AN02004631773	BNO-100000019819480	Fulfillment	Approved	United States		Mar 6, 2025, 10:42:31 AM			BUYER_REQUESTED

Proposals and Contracts Collaboration



Introducing: **Proposals & Contracts Collaboration**

Solution For: SAP Business Network for Trading Partners

Solution Area: Sourcing

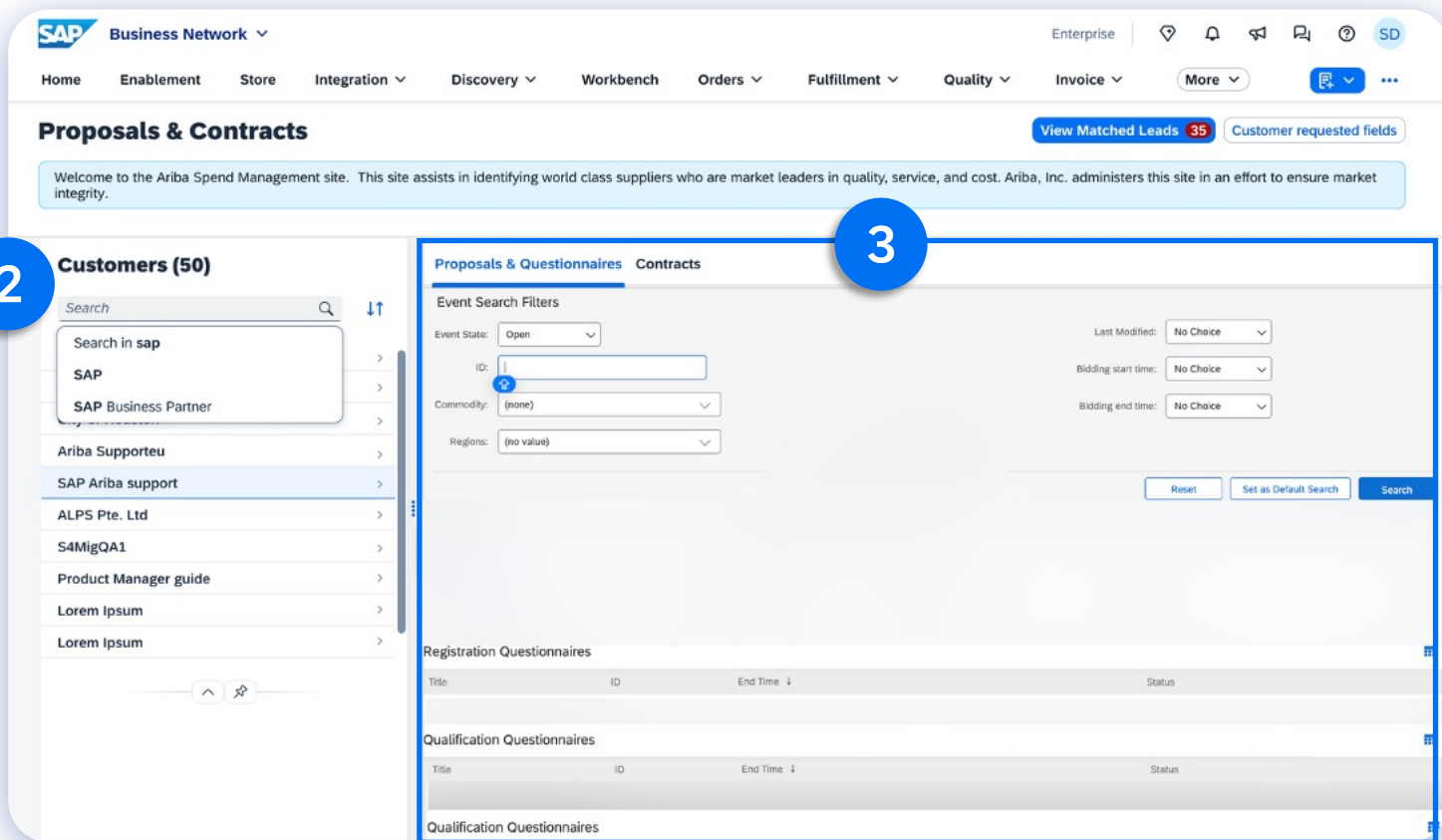
Persona: Supplier users

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



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.

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

Home

Enablement

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

More

Payments

Catalogs

Reports

Assessments

Proposals & Contracts

1

View Early Payments Offers

Scheduled payments

141

Remittances

0

Customers:

Invoice Number:

Payment Proposal ID:

Payment Date Range:

Method:

Status:

Amount:

Go

Clear

Adapt Filters

2

Scheduled Payments (141)

Payment Proposal ID	Amount Due		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	>

Home

Enablement

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

More

Download CXML

190054949020250010001Q8J

From: ravishshettyr - TEST
PAYER: SAP A.G.

To: Leon Chu's Supplier - TEST
PAYEE: Best Ariba Network Vendor in E

Scheduled

17 Sept 2025, 19:36:26

5,432.00 EUR

Details

Payment Timeline

History

3

Details

Payment Details

Invoice Details

Invoice Number:
SBN15

Total Invoice Amount:
5,600.00 EUR

Invoice Date:
3 Sept 2025, 19:36:26

4

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

Remittances

Taulia Cashtrow

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

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

To: 100269

Paid

9 Sept 2025, 21:50:03

1,000.00 EUR

PAYER: SAP A.G.

PAYEE: Best Ariba Network Vendor in EU

Subtotal without Tax

Gross Amount:

Discount Applied:

Withholding Tax:

Adjustment:

Totals

Total Amount:

Amount Paid:

1,000.00

0.00

0.00

—

1,000.00

1,000.00

Details

Summary

History

Details

Addresses

Payer Details

Originating Bank

Payee Details

Receiving Bank

From: Q8JCLNT006

Account ID: 17581450

Payer: SAP A.G.

To: 100269

Account ID: 11310012345098

Payee: Best Ariba Network Vendor in EU

Bank Name: Best Ariba Network



Payment Proposal Request

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

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

Order Confirmation

Ship Notice

Invoice

Quality Notification

Service Sheet

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

 Business Network ▼

Test Mode

Enterprise    FL

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

 ▼ 

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 Lines Additional Information ▼ Summary

Details

Service Sheet: *

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
Source Document:
Purchase Order
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:

Details ▼ Service Sheet Lines Additional Information ▼ Summary

Contacts

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

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

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



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		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	
					Child 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	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	
		Yes	service		Child line								
		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		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	
		Yes	service		Child line								
		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					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		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)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

5

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)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

6

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)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

6

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)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

6

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...	

For Service Provider



Line item Detail View

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

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



File Name

File Size



CleaningServices.docx



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

Additional Information

Comments

Header Level Comments

Attachments (2)

Upload

Delete

☐ File Name	File Size
☐ CleaningServices.docx	12.91 KB
☐ Dusting.docx	12.89 KB

Feedback

Summary

Subtotal without Tax

Subtotal: 200.00 EUR

Draft updated

Next

Save and Close

Discard Draft



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

Cancel Service Sheet Functionality

For Service Provider

SAP

Business Network

Test Mode

Enterprise

FL

Home

Enablement

Integration

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

Payments

More

SES976_12

Service Sheet

Edit

Copy

Cancel

Download

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

SES976_12

Service Sheet

Edit

Copy

Cancel

Download

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

Details

Details

Confirmation

Do you want to cancel the Service Sheet?

Yes

No

Supplier

Name: Leon Chu's Supplier - TEST

Phone: -

Customer

Name: default

Phone: -

General

Final Service Sheet: No

Routing Status: Sent

SES976_12

Service Sheet

Leon Chu's Supplier - TEST

Creation Date

September 26, 2025

Subtotal

11.00 EUR

Status

Canceled



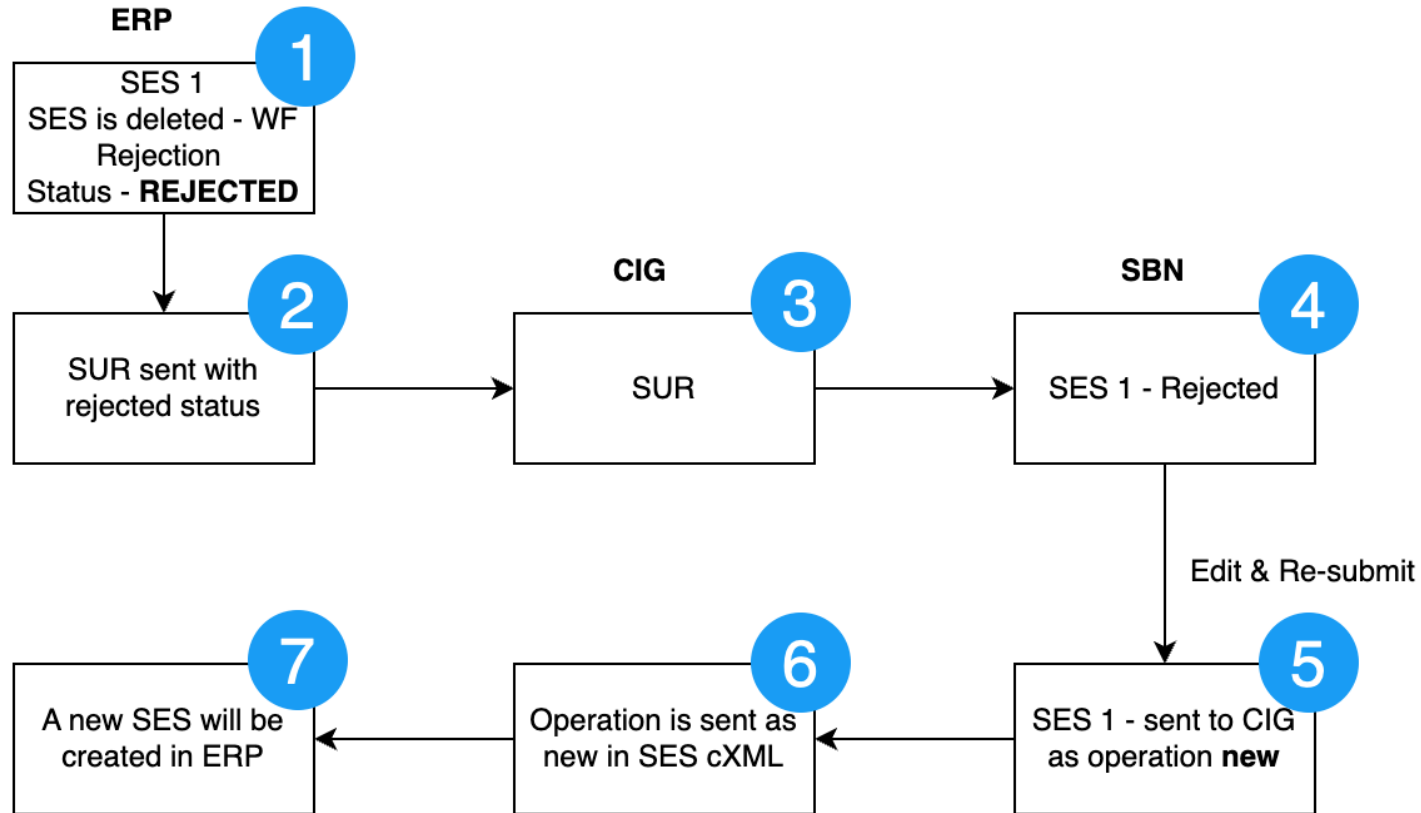
Cancel Service Sheet

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

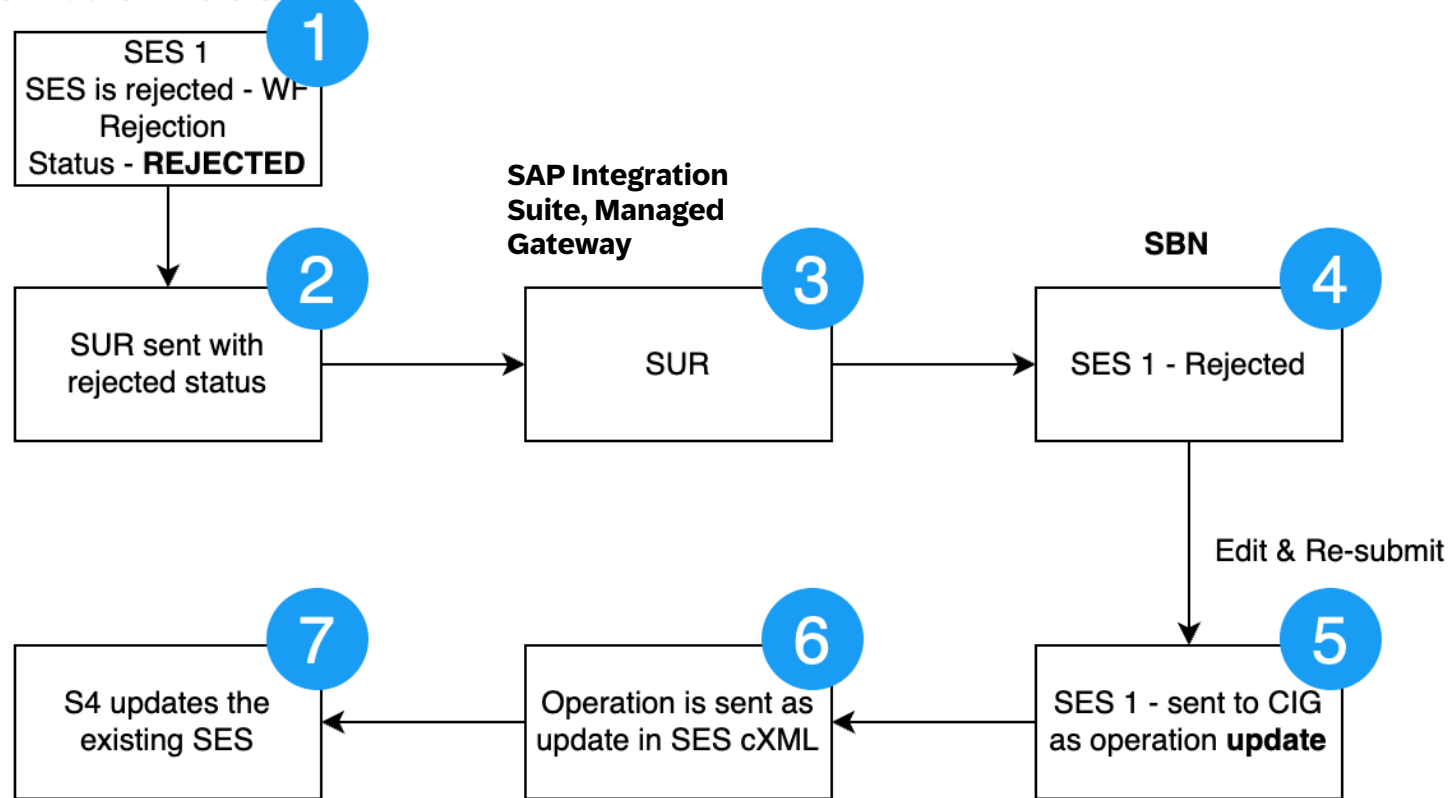
1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, resulting in the creation of a new SES in the backend ERP.

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

FL

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

SES80791

Service Sheet

Edit

Copy

Cancel

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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

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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