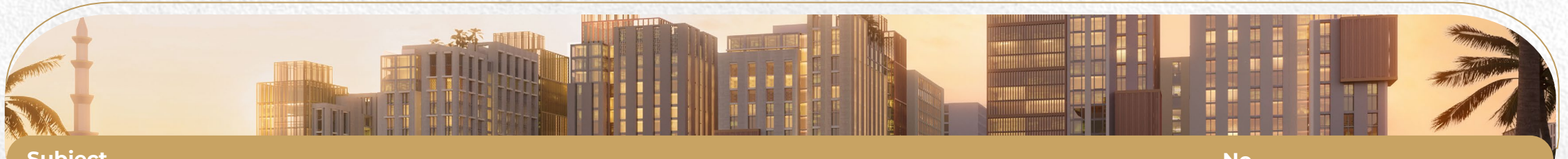




رؤى المدينة القابضة
Rua Al Madinah Holding



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Introduction



ARIBA Commerce Automation | Introduction

SAP Ariba Commerce Automation is an end-to-end digital solution that enables seamless and automated collaboration between buyers and suppliers across the complete **Purchase-to-Pay (P2P)** lifecycle.

It allows electronic exchange of **Purchase Orders, Order Confirmations, Ship Notices or Service Entry Sheets, Invoices, and Payment information** through **SAP Business Network**, fully integrated with **SAP S/4HANA**.

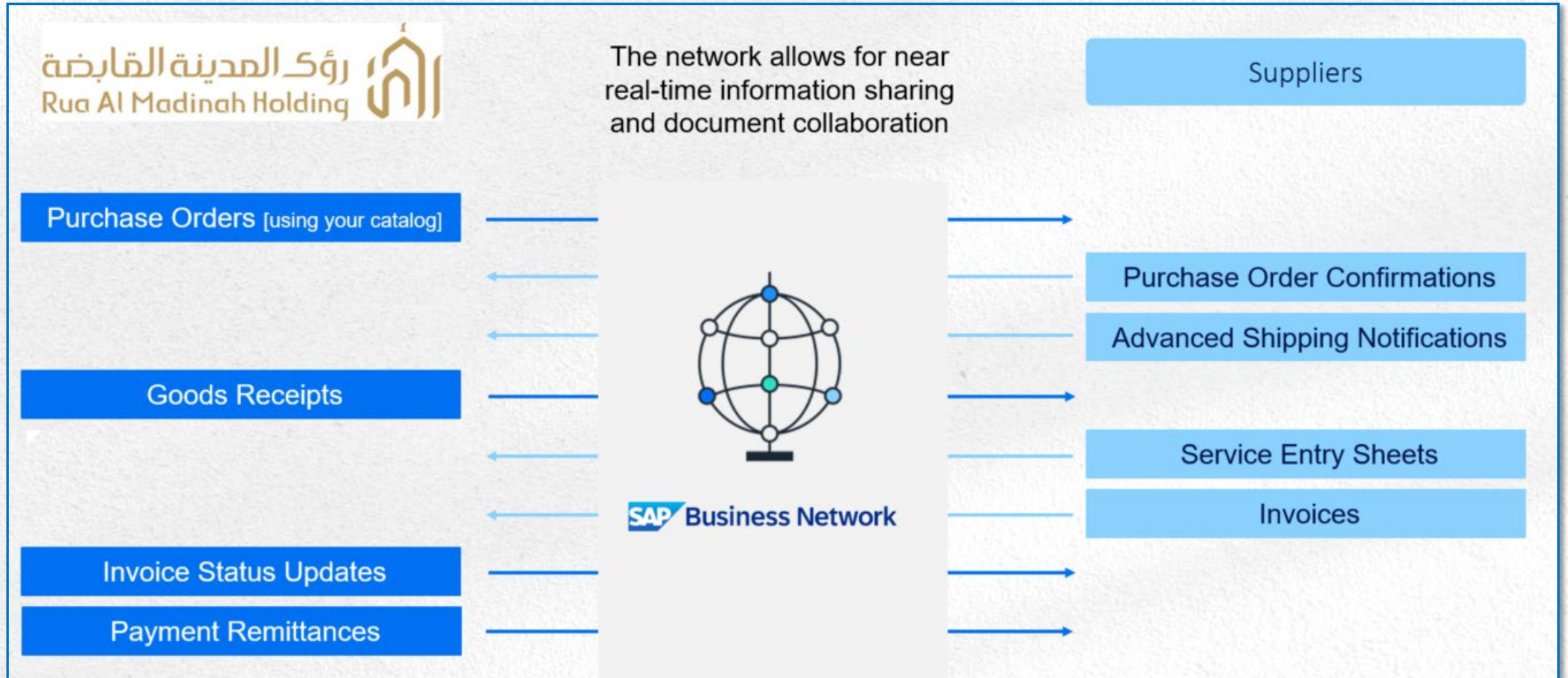
By replacing manual, paper-based processes, Commerce Automation improves transaction visibility, ensures compliance, reduces processing time, and accelerates supplier payments.

Key Benefits

- Automated PO-to-Payment processing
- Real-time document visibility in the portal
- Reduced manual effort and errors
- Faster invoice processing and payments
- Improved buyer–supplier collaboration



ARIBA Commerce Automation | How to collaborate with Rua on SAP Business Network?



Order Confirmation

ARIBA Commerce Automation | Order Confirmation



Once the Purchase Order (PO) is created in the backend system (S/4 HANA), Supplier will receive an email for PO creation.

Follow the steps below to perform Order Confirmation:

Login to supplier Portal : SAP Business Network Supplier using supplier Credentials

The screenshot shows an email interface with a blue header bar containing the subject: "Fw: RUA ALMADINAH HOLDING COMPANY - TEST sent a new Purchase Order 4530001098". Below the header is a toolbar with icons for Delete, Archive, Report, Move to, Reply, Share to Teams, Zoom, and other actions. The email content includes a redacted header with "From", "Sent", "To", and "Subject" fields. A green warning banner states: "[CAUTION: This email originated from outside your organization. Be careful when opening attachments or clicking links, especially from unknown senders]". The main body of the email is enclosed in a red box and contains the following text:

RUA ALMADINAH HOLDING COMPANY - TEST

A new purchase order from RUA ALMADINAH HOLDING COMPANY - TEST is waiting for your response on SAP Business Network.

Hello VX Studio Consultancy,

RUA ALMADINAH HOLDING COMPANY - TEST have sent you a purchase order on SAP Business Network.

To access the purchase order, please click on process order to view the detailed information

Click Process order to log in

Below this text is a blue button labeled "Process order" with a red circle containing the number "1".

At the bottom of the email body, there is a section titled "Purchase order details" with the following information:

Order number	Amount
4530001098	12,000.00 SAR

Below the table, there is a "From:" field with the address "Rua Al Madinah Holding Company, Al Hijrah Road-3766" and a "To:" field with the address "VX Studio Consultancy, King Fahd Road".

ARIBA Commerce Automation | Order Confirmation



Supplier sign-in page is displayed for login as Supplier

Note: **Please Login with the same Login details that were created during Supplier Registration Process**

SAP Business Network


Supplier sign-in

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

Now available: SAP Business Network, promote subscription



[Learn More](#)

Get discovered by new customers and grow your business with this add-on subscription.



Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

1. From the Workbench:
2. Select Orders tile.
3. Identify the right document and click Actions button.
4. Select an action.
5. The same actions are available from the PO screen. Click Create Order Confirmation button

OR

6. Confirm, update or reject your orders from the Orders/Orders and Releases tab.
7. Identify the right document in Orders and Releases sub-tab and click Create Order Confirmation button.

Or click Actions.

Note: Orders tab will be replaced with new Workbench concept soon. For more info on how to manage your workbench and create specific tiles please refer to SCC General Functionality Guide.

SAP Business Network - Enterprise Account

Home Enablement **Workbench** Planning Orders

5 Orders and Releases

1 92 New orders Last 90 days

22 Changed orders Last 90 days

263 Orders Save filter

Order Number	Type	Actions
4500003734	Order	2 3 Confirm entire order Update line items Reject entire order

6 Create Order Confirmation

7 Order 4500003679 Original Actions

Confirm Entire Order
Update Line Items
Reject Entire Order

Purchase Order: 4500003734

4 Create Order Confirmation

Create Ship Notice

Confirm Entire Order
Update Line Items
Reject Entire Order

- Confirm Entire Order
- Update Line Items
- Reject Entire Order



ARIBA Commerce Automation | Order Confirmation using Orders tab

Home Page will be Displayed

Step 1: Click on Orders in the Orders Tab

Step 2: Purchase orders

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Orders' tab is selected, and a dropdown menu is open, highlighting 'Purchase Orders'. A red circle with the number '1' is placed over the 'Orders' tab, and another red circle with the number '2' is placed over the 'Purchase Orders' option in the dropdown. Below the navigation bar, there are filters for 'Leads', 'Location', and 'By Product'. The main content area shows a summary card with three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. Below this, there are three widget cards: 'Purchase orders' (326K SAR), 'Invoice aging' (12.4K SAR), and 'Activity feed' (Order received on Apr 25, 2025).

ARIBA Commerce Automation | Order Confirmation



Orders Page will be displayed

Step 1: Sort by click on New Orders

Step 2: Click on the Purchase order no

The screenshot shows the SAP Business Network Orders page. At the top, there's a navigation bar with 'Business Network', 'Standard Account', and a 'TEST MORE' button. Below that, a menu bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Orders' section is active, displaying a dashboard with 13 orders, 1 item to confirm, 1 item to ship, 0 return items, 6 new orders (highlighted with a red box and a '1' in a red circle), 0 changed orders, 4 orders to invoice, 1 order to summary invoice, and 7 orders with service line. Below the dashboard, there are filters for 'Orders (13)' including 'Edit filter', 'Last 31 days', 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', and 'Purchasing organizations'. A 'Show more' link and 'Apply/Reset' buttons are also present. At the bottom, a table lists the orders:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4530000094	RUA ALMADINAH HOLDING COMPANY - TEST	400 SAR	Apr 25, 2025	New		...
4530000093	RUA ALMADINAH HOLDING COMPANY - TEST	2000 SAR	Apr 25, 2025	New		...



ARIBA Commerce Automation | Order Confirmation

Purchase Order page is displayed for Order Confirmation and please check and verify the details.

Step 1: Choose Create Order Confirmation

Step 2: Confirm the entire orders

The screenshot shows the SAP Business Network Supplier interface for Purchase Order 4503000128. The browser address bar shows the URL: https://service.ariba.com/Supplier.aw/109546041/aw?awh=r&awssk=Cn_uXhPG&dard=1. The page header includes 'SAP Business Network', 'Standard Account', and 'TEST MODE'. The main content area displays the purchase order details, including the supplier 'Brightline Enterprises' and the amount '60,000.00 SAR'. A dropdown menu is open, showing options: 'Create Order Confirmation' (highlighted with a red box and a '1' marker), 'Confirm Entire Order' (highlighted with a red box and a '2' marker), 'Update Line Items', and 'Reject Entire Order'. Other options visible are 'Create Ship Notice' and 'Create Invoice'. The 'Track Order' button is also present.

Purchase Order: 4503000128

From: Customer default
Phone:
Fax:

To: Brightline Enterprises
Al Abbas Bin Abdulmuttalib
Riyadh 12211
Saudi Arabia
Phone:
Fax:
Email: s.sakthi.c@ruaalmdinah.com

Purchase Order (New)
4503000128
Amount: 60,000.00 SAR
Version: 1

Track Order

Payment Terms
0.000% 30
30 Days from Invoice Date

Contact Information
Supplier Address
Brightline Enterprises
4510 6th street
Mursalat 11221
Saudi Arabia
Email: s.sakthi.c@ruaalmdinah.com
Phone: +966 () 9934567812
Fax:
Address ID: 1010000011
Buyer ID: 1010000011

Other Information
Purchase Group: 003
Purchase Organization: 1000
Customer VAT/Tax ID: 310180192800003
Party Additional ID: 1010000011
[View less >](#)

Transport Terms Information
Delivery Terms: Transport Condition

Routing Status: Sent
External Document Type: RUA Corporate PO (ZCRO)

ARIBA Commerce Automation | Order Confirmation



Step 1: Enter the Confirmation No.

Step 2: Choose appropriate **Relative date range**

Step 3: Enter Estimated Shipping Date

Step 4: Choose the **attachment file** for Order Confirmation format of Word/PDF)

Step 5: Click on **Add Attachment** button to upload file

Confirming PO Exit Next

Order Confirmation Header * Indicates required field

Confirmation #: CONF_0128 **1**

Associated Purchase Order #: 4503000128
Customer: RUA ALMADINAH HOLDING COMPANY - TEST
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 19 Nov 2025 **2** Est. Shipping Cost:

Est. Delivery Date: 19 Nov 2025 **3** Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
Sample File.docx	13350	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

4 Choose File No file chosen Add Attachment **5**

The total size of all attachments cannot exceed 100MB

ARIBA Commerce Automation | Order Confirmation



Step 6: Scroll Down and Validate the Line-Item details and Click on Next button

The screenshot displays the SAP Business Network Supplier interface. At the top, the browser address bar shows the URL: https://service.ariba.com/Supplier.aw/109546041/aw?awh=r&awssk=Cn_uXhPG#b0. The page contains several input fields for shipping and delivery dates, both set to 19 Nov 2025. There are also empty fields for shipping and tax costs, and a comments text area. Below this is an 'Attachments' section with a table listing a file named 'Sample File.docx' with a size of 13350 bytes and a content type of 'application/vnd.openxmlformats-officedocument.wordprocessingml.document'. A 'Delete' button is present next to the file. Below the attachments is a 'Choose File' button, a 'No file chosen' status, and an 'Add Attachment' button. A note states: 'The total size of all attachments cannot exceed 100MB'. The 'Line Items' section features a table with the following data:

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	T Joint	000000001001000035	Material	200.000 (EA)	28 Oct 2025	300.00 SAR	60,000.00 SAR	9,000.00 SAR

Below the table, the 'Current Order Status' is displayed as: **200.000 Confirmed With New Date** (Estimated Shipment Date: 19 Nov 2025; Estimated Delivery Date: 19 Nov 2025). At the bottom right, there are 'Exit' and 'Next' buttons. The 'Next' button is highlighted with a red box and a red circle containing the number 6.

ARIBA Commerce Automation | Order Confirmation



Step 7: Click on Submit button

The screenshot shows the SAP Business Network Supplier interface for confirming a purchase order. The page title is 'Confirming PO'. On the left, there are two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main content area is titled 'Confirmation Update' and displays the following information:

- Confirmation #: CONF_0128
- Supplier Reference:
- Attachments: Sample File.docx

Below this is a table of 'Line Items':

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	T Joint	000000001001000035	Material	200.000 (EA)	28 Oct 2025	300.00 SAR	60,000.00 SAR	9,000.00 SAR

At the bottom of the page, there are three buttons: 'Previous', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and a red circle containing the number 7. The footer contains the SAP logo, copyright information, and links for Privacy Statement, Security Disclosure, and Terms of Use.

ARIBA Commerce Automation | Order Confirmation



Order Confirmation page is displayed with status.

The screenshot shows the SAP Business Network interface for order confirmation. The page title is "Orders (7)" and it includes a filter for "Last 31 days". The table below lists several orders, with the first one highlighted in red. The "Confirmed" status in the first row is also highlighted with a red box.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4503000128	RUA ALMADINAH HOLDING COMPANY - TEST	60000 SAR	Nov 8, 2025	Confirmed		...
4503000130	RUA ALMADINAH HOLDING COMPANY - TEST	70000 SAR	Oct 29, 2025	Serviced	0 SAR	...
4503000127	RUA ALMADINAH HOLDING COMPANY - TEST	61000 SAR	Oct 27, 2025	Partially Invoiced	7800 SAR	...
4503000124	RUA ALMADINAH HOLDING COMPANY - TEST	70000 SAR	Oct 22, 2025	Serviced	0 SAR	...
4503000122	RUA ALMADINAH HOLDING COMPANY - TEST	80000 SAR	Oct 22, 2025	Invoiced	80000 SAR	...
4503000119	RUA ALMADINAH HOLDING COMPANY - TEST	110000 SAR	Oct 21, 2025	Invoiced	110000 SAR	...

Advanced Ship Notification



Advance Shipping Notification are key documents in the collaboration between suppliers and customers. A supplier uses an ASN to inform that he or she has sent the customer a delivery.

How ASN created in SAP?

- To create ASN item, you choose the add ASN item function in the ASN items screen area.
- In addition to the product and the quantity, enter, for each item. The number and item of the customer's order document to which the ASN item refers.
- The customer can link the ASN with the order document and the item.

Purpose

- Supplier can manually create an Advance Shipping Notification in ASN processing in SAP Supply Network Collaboration (SAP SNC).
- Supplier cannot enter freight costs.
- Supplier can either include 3rd party order processing items only or normal purchase order items only in as ASN. A combination of both not possible.

Prerequisites

- Supplier have authorization to creation of ASN.
- In the case of scheduling agreement releases and purchase orders, confirmation control enables the creation of ASN.
- The properties and status of the document and the document item enable the creation of ASN.
- ASN based due quantity should be greater than zero. If the due quantity zero cannot create ASNs.



ARIBA Commerce Automation | Advanced Ship Notification

To create an **Advanced Ship Notification (ASN)**, first navigate to the Commerce Automation system where the Ship Notice dashboard is displayed. Follow these steps to generate and submit a new shipping notification.“ Confirmation page is displayed with status.

Note: ASN is applicable for Material Purchase Orders only.

Step 1: Click on **Create Ship Notice** button

Step 2: Choose/pick **shipping date** from calendar

Step 3: Choose/pick **delivery date** from calendar

Step 4: Choose the **attachment file** for Ship Notification file format of (Word/PDF)

Step 5: Click on **Add Attachment** button to upload file

Step 6: Click on option list from **Shipping Payment method**

Step 7: Choose the **Prepaid by Seller** option from the list

ARIBA Commerce Automation | Advanced Ship Notification




Click on **Create Ship Notice** button

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE ? BE

Purchase Order: 4503000243 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ↓ 📄 ⋮

Order Detail Order History


رؤى المدينة القابضة
Rua Al Madinah Holding

From:
Customer
Rua Al Madinah Holding Company
3766-0000
Madinah 42391
Saudi Arabia
Phone: +966 () 920035525
Fax:

To:
Brightline Enterprises
Al Abbas Bin Abdulmuttalib
Riyadh 12211
Saudi Arabia
Phone:
Fax:
Email: s.sakthi.c@ruaalmdinah.com, s.ramasamy.c@ruaalmdinah.com, t.kannapiran.c@ruaalmdinah.com

Purchase Order
(Partially Invoiced)
4503000243
Amount: 9,000.00 SAR
Version: 1

[Track Order](#)

ARIBA Commerce Automation | Advanced Ship Notification



Choose/pick **shipping date** from calendar

Choose/pick **delivery date** from calendar

Choose the **attachment file** for Ship Notification file format of (Word/PDF)

Click on **Add Attachment** button to upload file

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM
Brightline Enterprises Update Address
Riyadh
Saudi Arabia

DELIVER TO
Rua Al Madinah Holding Company Update Address
Madinah
Saudi Arabia

▼ Ship Notice Header

SHIPPING

Packing Slip ID:

Invoice No.:

Requested Delivery Date:

Ship Notice Type:

Shipping Date:

Delivery Date:

Gross Volume:

Gross Weight:

Unit:

Unit:

TRACKING

Carrier Name:

Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

▼ DELIVERY INFORMATION

Delivery Terms: *

Shipping Payment Method: *

Delivery Terms Description:

Transport Terms Description:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Other"/> <input type="text" value="DDP"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ARIBA Commerce Automation | Advanced Ship Notification



Enter Shipping Quantity and it must be less than or equal to Quantity in the Line Item

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4503000243	10	Led Light	000000001001000023	300.000	EA	8 Feb 2026		30.00 SAR	9,000.00 SAR	1,350.00 SAR	Remove

Shipment Status
Total Item Due Quantity: 250.0 EA

Confirmation Status
Total Confirmed Quantity: 300.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="250.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

ARIBA Commerce Automation | Advanced Ship Notification



Click on **Submit** button

The screenshot shows the SAP Business Network Supplier interface. The browser address bar displays the URL: https://service.ariba.com/Supplier.aw/109546041/aw?awh=r&awssk=Cn_uXhPG. The page content includes:

- DDP** (Incoterms)
- ADDITIONAL FIELDS**: Additional information not provided.
- Order Items** table:

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4503000128	10	T Joint	000000001001000035	200,000	EA	28 Oct 2025		300.00 SAR	60,000.00 SAR	9,000.00 SAR

Below the table, the **SHIPMENT STATUS** section is expanded, showing:

- 1. Ship Qty: 10.000 EA (highlighted with a red box and a circled '1')
- ASSET DETAILS**: Asset details not provided for this line item.
- HAZARD DETAILS**: Hazard details not provided for this line item.
- DELIVERY DETAILS**:
 - Delivery Terms: Transport Condition
 - Description: --
 - Shipping Payment Method: --
- PACKAGING**: Package information not provided for this line item.

At the bottom right, the **Submit** button is highlighted with a red box and a circled '1'. Other buttons include Previous, Save, and Exit.



Service Entry Sheet



ARIBA Commerce Automation | Service Entry Sheet Creation

Order Status as Partially Shipped screen is **displayed** after click on Done button.

Step1: Click on Create Service Entry Sheet button

The screenshot shows the SAP Business Network Supplier interface for a purchase order. The browser address bar shows the URL: https://service.ariba.com/Supplier.aw/109541043/aw?awh=r&awssk=WiU3xr9_&dard=1. The page title is "SAP Business Network Supplier". The main content area displays "Purchase Order: 4503000238" and a "Done" button. Below this, there are four buttons: "Create Order Confirmation", "Create Ship Notice", "Create Service Sheet" (highlighted with a red box and a circled '1'), and "Create Invoice". The "Create Service Sheet" button is the focus of the step. Below the buttons, there are tabs for "Order Detail" and "Order History". The page also displays the logo and name of Rua Al Madinah Holding, along with contact information for the customer (Rua Al Madinah Holding Company) and the supplier (Brightline Enterprises Limited). The purchase order details include the amount of 1,175.00 SAR and the version number 1. The routing status is "Acknowledged" and the external document type is "RUA Corporate PO (ZCRO)".

ARIBA Commerce Automation | Service Entry Sheet Creation



Order status as Partially Shipped screen is **displayed** after click on Done button.

Step1: Enter Service Entry Sheet Number

Step2: Enter Service Sheet Date

Step3: Enter the **Start Date** and **Start Date** of Service Period

Service Sheet Header

Summary

Purchase Order: 4503000238

Service Sheet #:* SES_238_2 **1**

Service Sheet Date:* 13 Feb 2026 **2**

Service Description:

Subtotal: 975.00 SAR

Service Start Date:* 13 Feb 2026 **3**

Service End Date:* 13 Feb 2026 **3**

Additional Fields

Supplier Reference:

From: **Brightline Enterprises**

Al Abbas Bin Abdulmuttalib
Riyadh 12211
Saudi Arabia

To: **Rua Al Madinah Holding Company**

3766-0000
Medinah 42391
Saudi Arabia

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1



ARIBA Commerce Automation | Service Entry Sheet Creation

In continuous of the previous screen, follow the steps given below:

Step1: Choose the **attachment file** for Service Entry Sheet file format of (Word/PDF)

Step2: Click on **Add Attachment** to upload file

Step3 : Change the **quantity** for the service as per requirement in line item

Step4: Click on **Next** button to submit

The screenshot displays the SAP Business Network Supplier interface for creating a Service Entry Sheet. The browser address bar shows the URL: https://service.ariba.com/Supplier.aw/109541043/aw?awh=r&lawssk=WiU3xr9_#b0. The interface includes a file upload section at the top with a "Choose File" button (annotated with a red box and '1') and an "Add Attachment" button (annotated with a red box and '2'). Below this is a table of attachments, currently showing a "Sample File.docx" file. The main section is titled "Service Entry Sheet Lines" and contains a table with columns for Line No., Part No. / Description, Customer Part #, Type, Item Type, Qty / Unit, Price, and Subtotal. The "Qty / Unit" column for the first line item is highlighted with a red box and annotated with '3'. The "Next" button at the bottom right is highlighted with a red box and annotated with '4'. Other buttons like "Update", "Save", and "Exit" are also visible.

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00010	Travel Services for RUA Employees	00000009000000042	Service	Planned	0.75 C62	100.00 SAR	975.00 SAR

ARIBA Commerce Automation | Service Entry Sheet Creation



In continuous of the previous screen, follow the step given below:
Step1: Click on **Submit** button to submit the Service Entry Sheet

Create Service Sheet Previous Save Submit Exit

Confirm and submit this document.

Service Sheet
SES_238_2
Date: 13 Feb 2026
Final Service Sheet: No
Purchase Order: 4503000238
Subtotal: 200.00 SAR
Service Start Date: 13 Feb 2026
Service End Date: 13 Feb 2026

Subtotal: 200.00 SAR

From
Brightline Enterprises
Brightline Enterprises
Al Abbas Bin Abdumuttalib
Riyadh 12211
Saudi Arabia

To
Rua Al Madinah Holding Company
RUA ALMADINAH HOLDING COMPANY - TEST
3766-0000
Medinah 42391
Saudi Arabia
Address ID: 1000

Attachments
Sample File.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Service Entry Sheet Lines Show Item Details

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
00010			Travel Services for RUA Employees					
	1	Service	000000009000000042 Early Works - Investment Properties	Planned		2 (C62)	100.00 SAR	200.00 SAR

Service Entry Summary
Subtotal: 200.00 SAR

ARIBA Commerce Automation | Service Entry Sheet Creation



Order Status as Serviced/Partially Serviced screen is **displayed**

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation is a summary bar with 9 cards: Orders (9), Items to confirm (0), Items to ship (0), Return items (0), New orders (0), Changed orders (0), Orders to invoice (6), and Orders to Summary invoice (0). The main content area shows a list of 9 orders with filters for Customers, Order numbers, Creation date, Order status, and Company codes. The 'Order status' filter is set to 'Include'. Below the filters is a table of orders.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4503000147	RUA ALMADINAH HOLDING COMPANY - TEST	6250 SAR	Nov 20, 2025	Serviced		...
4504000061	RUA ALMADINAH HOLDING COMPANY - TEST	20018000 SAR	Nov 20, 2025	Partially Invoiced	100981 SAR	...



Invoice Creation

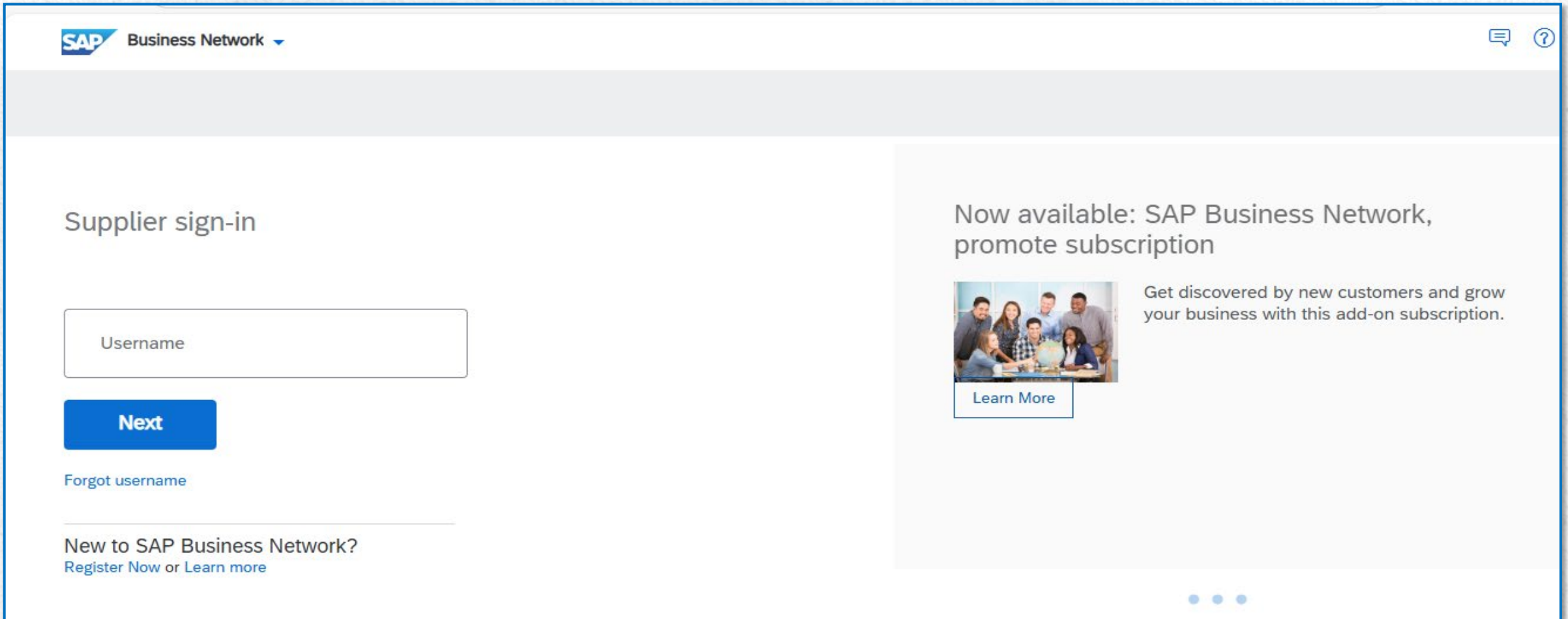
ARIBA Commerce Automation | Invoice Creation



Once the Service Entry Sheet (SES) is created and approved in the backend system, the supplier needs to submit the invoice through the Ariba Supplier Portal..

Follow the Below Steps to submit Invoice

Login to supplier Portal : SAP Business Network Supplier using supplier Credentials



The screenshot shows the SAP Business Network Supplier sign-in interface. At the top left, the SAP Business Network logo is displayed. The main heading is "Supplier sign-in". Below this is a text input field labeled "Username". A blue "Next" button is positioned below the input field. A link for "Forgot username" is located below the "Next" button. At the bottom left, there is a section for "New to SAP Business Network?" with links for "Register Now" and "Learn more". On the right side, there is a promotional banner for "SAP Business Network, promote subscription" featuring a group of people and a "Learn More" button. The banner text reads: "Now available: SAP Business Network, promote subscription" and "Get discovered by new customers and grow your business with this add-on subscription." Three blue dots are visible at the bottom right of the banner area.



ARIBA Commerce Automation | Invoice Creation

Home Page will be Displayed

Step 1: Click on Orders

Step 2: Click on Purchase orders

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A red circle with the number '1' highlights the 'Orders' menu item. A dropdown menu is open under 'Orders', with a red circle and the number '2' highlighting the 'Purchase Orders' option. Below the navigation bar, there are three cards showing '0 Matched Leads', '0 Invited Leads', and '0 Enablement Tasks' for the last 90 days. The 'My widgets' section includes a 'Purchase orders' widget showing 326K SAR, an 'Invoice aging' widget showing 12.4K SAR, and an 'Activity feed' widget showing an 'Order received' notification for 400.00 SAR.

ARIBA Commerce Automation | Invoice Creation



Order screen is displayed with list of purchase orders status as Shipped/Serviced/Partially Serviced

Step 1: Double click on Order Number to create invoice

The screenshot shows the SAP Business Network 'Orders' page. At the top, there are several KPI cards for different order stages: Orders (2), Items to confirm (0), Items to ship (0), Return items (0), New orders (0), Changed orders (0), Orders to invoice (5), Orders to Summary invoice (3), Orders with service line (3), and Items to service (2). Below these is a filter section for 'Orders (2)' with various search criteria like Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, and Customer locations. A table below the filters lists two orders:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4503000147	RUA ALMADINAH HOLDING COMPANY - TEST	300000 SAR	Dec 2, 2025	Serviced		⋮
4503000147	RUA ALMADINAH HOLDING COMPANY - TEST	6250 SAR	Nov 20, 2025	Serviced		⋮

The first row of the table is highlighted with a red border, and a red circle with the number '1' is placed over the 'Serviced' status cell, indicating the step to double-click on the Order Number.

ARIBA Commerce Automation | Invoice Creation



In continuous of the previous screen, follow the steps given below:

Step1: Click on **Create Invoice** button

Step2: Choose **Standard Invoice**

The screenshot shows the SAP Business Network Supplier interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Standard Account'. Below that, the 'Purchase Order: 4503000238' is displayed. A row of buttons includes 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box and a circled '1'. A dropdown menu is open from this button, showing options: 'Standard Invoice' (highlighted with a red box and a circled '2'), 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The main content area displays the RUA Al Madinah Holding logo and contact information. On the right, there's a 'Purchase Order (Partially Invoiced) 4503000238' summary with an amount of 1,175.00 SAR. At the bottom, there's a 'Payment Terms' section and a 'Contact Information' section for Brightline Enterprises Limited. A 'Feedback' button is visible on the right side.

ARIBA Commerce Automation | Invoice Creation



In continuous of the previous screen, follow the steps given below:

Step1: Enter the name for Invoice Number (follow the naming conventions)

Step2: Choose **Invoice date**

Step3: Click on the **Add Header** and click on **Attachment** to enable Attachment for the file.

The screenshot displays the SAP Business Network Supplier interface for creating an invoice. The 'Invoice Header' section is active, showing a summary of the invoice details. The 'Invoice #' field is set to 'INV#238' (marked with a red circle 1), and the 'Invoice Date' is set to '13 Feb 2026' (marked with a red circle 2). The 'Add to Header' dropdown menu is open, and the 'Attachment' option is selected (marked with a red circle 3). The summary shows a total amount due of 0.00 SAR. The shipping information is also visible, including the ship from and ship to addresses.

Summary

Purchase Order: 4503000238

Invoice #: * INV#238

Invoice Date: * 13 Feb 2026

Service Description:

Supplier Tax ID:

Remit To: Brightline Enterprises

Riyadh
Saudi Arabia

Bill To: Rua Al Madinah Holding Company

Medinah
Saudi Arabia

Shipping

Header level shipping (selected) | Line level shipping

Ship From: Brightline Enterprises

Riyadh
Saudi Arabia

Ship To: Rua Al Madinah Holding Company

Medinah
Saudi Arabia

Deliver To:

Summary

Subtotal: 0.00 SAR

Total Tax: 0.00 SAR

Total Gross Amount: 0.00 SAR

Total Amount without Tax: 0.00 SAR

Total Net Amount: 0.00 SAR

Amount Due: 0.00 SAR

* Indicates required field

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment



ARIBA Commerce Automation | Invoice Creation

In continuous of the previous screen, follow the steps given below:

Step1: Click on the **Choose File** to upload

Step2: Click on the **Attachment** to attach file

Step3: Click on **Next** button

The screenshot shows the ARIBA Supplier portal interface. The browser address bar indicates the URL: https://service.ariba.com/Supplier.aw/109541043/aw?awh=r&awssk=WiU3xr9_#b0. The page content includes:

- Bill From:** Brightline Enterprises, Riyadh, Saudi Arabia.
- Customer VAT:** Customer VAT/Tax ID: 310180192800003. Supplier Commercial Identifier and Supplier Commercial Credentials fields are present.
- *Attachments:** A note states "The total size of all attachments cannot exceed 100MB". A file named "sample File.docx" is listed with a "Choose File" button (1) and an "Add Attachment" button (2).
- Bottom Navigation:** Buttons for "Update", "Save", "Exit", and "Next" (3).

ARIBA Commerce Automation | Invoice Creation



In continuous of the previous screen, follow the step given below:
Click on **Submit** button

SAP Business Network ▾ Standard Account [Get enterprise account](#) **TEST MODE** ? SR

Create Invoice

[Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Saudi Arabia. The document's destination country is: Saudi Arabia.

Standard Invoice

Invoice Number: INV#92	Subtotal: 400.00 SAR
Invoice Date: Sunday 27 Apr 2025 6:23 PM GMT+05:30	Total Tax: 0.00 SAR
Original Purchase Order: 4530000092	Total Gross Amount: 400.00 SAR
	Total Amount without Tax: 400.00 SAR
	Total Net Amount: 400.00 SAR
	Amount Due: 400.00 SAR

REMIT TO: VX Studio Consultancy Postal Address: King Fahd Road Riyadh 12211 Saudi Arabia	BILL TO: Rua Al Madinah Holding Company Postal Address: 3766 Medinah 42391 Saudi Arabia Address ID: 1000 Phone : +966 () 920035525	SUPPLIER: VX Studio Consultancy Postal Address: King Fahd Road Riyadh 12211 Saudi Arabia
--------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

ARIBA Commerce Automation | Invoice Creation



Order Status as Partially Invoiced/Invoiced screen is **displayed**

The screenshot shows the SAP Business Network interface for the 'Orders' section. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Orders' section is active, displaying a summary of order statistics and a list of orders.

Orders Summary (Last 31 days):

- Orders: 6
- Items to confirm: 0
- Items to ship: 0
- Return items: 0
- New orders: 0
- Changed orders: 0
- Orders to invoice: 5
- Orders to Summary Invoice: 3
- Orders with service line: 3
- Items to service: 2

Orders (6) - Filtered by Last 31 days:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4503000243	RUA ALMADINAH HOLDING COMPANY - TEST	9000 SAR	Feb 8, 2026	Partially Invoiced	600 SAR	...
4503000242	RUA ALMADINAH HOLDING COMPANY - TEST	100 SAR	Feb 8, 2026	Invoiced	100 SAR	...
4503000239	RUA ALMADINAH HOLDING COMPANY - TEST	3000 SAR	Feb 3, 2026	Partially Invoiced	100 SAR	...
4503000238	RUA ALMADINAH HOLDING COMPANY - TEST	1175 SAR	Feb 3, 2026	Partially Invoiced	200 SAR	...
4503000234	RUA ALMADINAH HOLDING COMPANY - TEST	5000 SAR	Feb 1, 2026	Partially Invoiced	200 SAR	...
4503000233	RUA ALMADINAH HOLDING COMPANY - TEST	9000 SAR	Feb 1, 2026	Partially Received		...



Credit Memo



ARIBA Commerce Automation | Credit Memo

Step 1: Select Line-Item


Step 2: Click on **Create Line-Item Credit Memo**


SAP Business Network Standard Account [Get enterprise account](#) TEST MODE ? SR

Line-Item Memo

 Done

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
1  INV#92	RUA ALMADINAH HOLDING COMPANY - TEST	4530000092	Online	Supplier	No	Order	27 Apr 2025	400.00 SAR	Acknowledged	Sent

2  [Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Edit](#) [Copy](#) [Create Non-PO Invoice](#)

Done

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ARIBA Commerce Automation | Credit Memo



Step 1: Enter Credit Memo #: AM92

Step 2: Click Scroll Down

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
 Quantity Adjustment Price Adjustment

▼ Invoice Header * Indicates required field Add to Header

Summary

Credit Memo #: **1**

Credit Memo Date:

Original Invoice No: INV#92

Original Invoice Date: 27 Apr 2025

Supplier Tax ID:

Remit To: VX Studio Consultancy

Riyadh
Saudi Arabia

Bill To: **Rua Al Madinah Holding Company**

Medinah
Saudi Arabia

Subtotal: -400.00 SAR
Total Tax: 0.00 SAR
Total Gross Amount: -400.00 SAR
Total Amount without Tax: -400.00 SAR
Total Net Amount: -400.00 SAR
Amount Due: -400.00 SAR

[View/Edit Addresses](#)

Shipping

Header level shipping Line level shipping

Ship From: VX Studio Consultancy

Riyadh
Saudi Arabia

Ship To: **Rua Al Madinah Holding Company**

Medinah
Saudi Arabia

Deliver To:

[View/Edit Addresses](#)

Additional Fields

Supplier Account ID #:

Service Start Date:

2

ARIBA Commerce Automation | Credit Memo



Step 1: Click on Line Item

Step 2: Line-Item Action

Step 3: Attachment

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	00010				Microsoft License						Add/Update
<input checked="" type="checkbox"/>	00010.10	<input checked="" type="checkbox"/>	SERVICE		Microsoft License	00000000003000016	-20	EA	20.00 SAR	-400.00 SAR	

Service Sheet Details Service Sheet #: SES#92 Service Line No.: 1

Pricing Details Price Unit: * EA Price Unit Quantity: * 1.000
Unit Conversion: * 1 Description:

Service Period Service Start Date: Service End Date:

Comments Remove

Line Item Actions

- Edit
- Add
- Tax
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment**

Update Save Exit Next

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ARIBA Commerce Automation | Credit Memo



Step 1: Click on the Choose File

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00010				Microsoft License					
00010.10	<input checked="" type="checkbox"/>	SERVICE		Microsoft License	00000000003000016	-20	EA	20.00 SAR	-400.00 SAR

Service Sheet Details Service Sheet #: SES#92 Service Line No.: 1

Pricing Details

Price Unit: * EA Price Unit Quantity: * 1.000
Unit Conversion: * 1 Description:

Service Period

Service Start Date: Service End Date:

Comments [Remove](#)

Attachments 1 The total size of all attachments cannot exceed 100MB [Remove](#)

No file chosen

ARIBA Commerce Automation | Credit Memo



Step 1: Select the Custom Group File

Step 2: Click on Open

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'Janani - Personal > Desktop > RUA'. The file list contains the following items:

Name	Status	Date modified
Ariba Network Commerce Automation-FS Documenttton	✓	23-03-2025 20:15
Ariba Network Commerce Automation-FS Documenttton1	✓	22-04-2025 16:45
BAnk key	✓	25-03-2025 21:03
Contract Amendment FS - Interfaces	✓	24-03-2025 13:54
Custom Groups	✓	01-04-2025 23:59
FS-Bank Key	✓	26-03-2025 12:49
INbound delivery	✓	22-03-2025 23:03

The 'Custom Groups' file is highlighted with a red box and a red circle containing the number '1'. The 'Open' button at the bottom of the window is also highlighted with a red box and a red circle containing the number '2'. The background shows a web application interface with a search bar, a star icon, and a table with columns 'Unit Price' and 'Subtotal'. The table contains one row with values '20.00 SAR' and '400.00 SAR'. There is also a button labeled 'Add to Included Lines' and a 'Remove' link at the bottom right.

ARIBA Commerce Automation | Credit Memo



Step 1: Click on **Add Attachment**

Step 2: Click on **Next** button

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00010.10	<input checked="" type="checkbox"/>	SERVICE	Microsoft License	000000000003000016	-20	EA	20.00 SAR	-400.00 SAR

Service Sheet Details Service Sheet #: SES#92 Service Line No.: 1

Pricing Details Price Unit: * EA Price Unit Quantity: * 1.000
Unit Conversion: * 1 Description:

Service Period Service Start Date: Service End Date:

Comments [Remove](#)

The total size of all attachments cannot exceed 100MB [Remove](#)

Attachments No file chosen **1**

Name	Size (bytes)	Content Type
<input type="checkbox"/> SLP Script Document 1.xlsx	34582	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Debit Memo

ARIBA Commerce Automation | Debit Memo



Step 1: Click on **Create Invoice** -> **Line-Item Debit memo**

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 4530000206. The interface includes a top navigation bar with the SAP logo, 'Business Network', 'Standard Account', a 'Get enterprise account' button, and a 'TEST MODE' indicator. A 'Done' button is located in the top right corner. Below the PO number, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box and a red circle containing the number '1'. A dropdown menu is open from the 'Create Invoice' button, showing four options: 'Standard Invoice', 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Line-Item Debit Memo' option is highlighted with a red box and a red circle containing the number '2'. The main content area is divided into two sections: 'Order Detail' and 'Order History'. The 'Order Detail' section shows the 'From' customer information (Rua Al Madinah Holding Company) and the 'To' supplier information (VX Studio Consultancy). The 'Purchase Order' summary shows the PO number (4530000206), amount (20,000.00 SAR), and version (1). A 'Track Order' button is visible. The 'Payment Terms' section indicates 'Payable immediately Due net'. The 'Contact Information' section provides the supplier address and contact details for VX Studio Consultancy. The 'Routing Status' is 'Acknowledged', and the 'External Document Type' is 'Corporate PO (ZCRO)'. Related documents include 'INV_206', '5000000382', and 'ASN_206'. A 'Feedback' button is located in the bottom right corner.

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 4530000206 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) **1**

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo** **2**
- Line-Item Debit Memo

From:
Customer
Rua Al Madinah Holding Company
3766-0000
Medinah 42391
Saudi Arabia
Phone: +966 () 920035525
Fax:

To:
Supplier
VX Studio Consultancy
King Fahd Road
Riyadh 12211
Saudi Arabia
Phone:
Fax:
Email: s.ramasamy.c@ruaalmadinah.com

Purchase Order
(Invoiced)
4530000206
Amount: 20,000.00 SAR
Version: 1

[Track Order](#)

Payment Terms ⓘ
Payable immediately Due net

Contact Information
Supplier Address
VX Studio Consultancy
7775 King Fahd Road
12211
Saudi Arabia
Email: s.ramasamy.c@ruaalmadinah.com
Phone: +966 () +966 11 455 0533
Fax:
Address ID: 1020000000
Buyer ID: 1020000000

Routing Status: Acknowledged
External Document Type: Corporate PO (ZCRO)
Related Documents: INV_206
5000000382
ASN_206
More(1) »

[Feedback](#)



ARIBA Commerce Automation | Debit Memo

Step 1: Select the **Line Item**

Step 2: Click on **Create Line-Item Debit Memo** button

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
1 INV_206	RUA ALMADINAH HOLDING COMPANY - TEST	4530000206	Online	Supplier	No	Order	12 May 2025	23,000.00 SAR	Acknowledged	Sent

[Create Line-Item Credit Memo](#) **2** [Create Line-Item Debit Memo](#) [Edit](#) [Copy](#) [Create Non-PO Invoice](#)

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ARIBA Commerce Automation | Debit Memo



Step 1: Enter **Debit Memo #**

Step 2: Scroll Down

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE ? SR

Create Line-Item Debit Memo

[Update](#) [Exit](#) [Next](#)

Debit Memo Type
You are creating a Debit Memo with Price Adjustment

▼ **Invoice Header** * Indicates required field [Add to Header](#)

Summary

Debit Memo #: *	<input type="text" value="DM#206"/> 1	Subtotal: 0.00 SAR	View/Edit Addresses
Debit Memo Date: *	<input type="text" value="13 May 2025"/>	Total Tax: 0.00 SAR	
Original Invoice No:	INV_206	Total Gross Amount: 0.00 SAR	
Original Invoice Date:	12 May 2025	Total Amount without Tax: 0.00 SAR	
Supplier Tax ID:	<input type="text"/>	Total Net Amount: 0.00 SAR	
Remit To:	VX Studio Consultancy	Amount Due: 0.00 SAR	
Bill To:	Riyadh Saudi Arabia Rua Al Madinah Holding Company		
	Medinah Saudi Arabia		

Shipping

2

ARIBA Commerce Automation | Debit Memo



- Step 1:** Enter Increase in **Unit Price**
- Step 2:** Click on **line item -> Line-Item**
- Step 3:** Action -> Attachment

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Increase in Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		HP Laptop	000000001001000009	20.0	EA	1,000.00 SAR	10 SAR	0.00 SAR

Receipt Details: Receipt Line #: 1

Pricing Details: Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, Description:

Tax: Category: IO, Taxable Amount: 0.00 SAR, Rate(%): 15, Tax Amount: 0.00 SAR

Comments:

Context Menu: Edit, Add, Tax, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, Attachment

Buttons: Update, Exit, Next

ARIBA Commerce Automation | Debit Memo



Step 1: Click on the **Choose File**

Receipt Details Receipt Line #: 1

Pricing Details

Price Unit: *	<input type="text" value="EA"/>	Price Unit Quantity: *	<input type="text" value="1"/>
Unit Conversion: *	<input type="text" value="1"/>	Description:	<input type="text"/>

Tax

Category: *	<input type="text" value="I0"/>	Taxable Amount:	<input type="text" value="200.00 SAR"/>	Remove
Location:	<input type="text"/>	Rate(%):	<input type="text" value="15"/>	
Description:	<input type="text"/>	Tax Amount:	<input type="text" value="30.00 SAR"/>	
Regime:	<input type="text"/>			

Comments [Remove](#)

Attachments [Remove](#)

1 The total size of all attachments cannot exceed 100MB

No file chosen

↳

ARIBA Commerce Automation | Debit Memo



Step 1: Select the **attachment file** of Debit memo to upload

Step 2: Click on **Open**

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'Janani - Personal > Desktop > RUA'. The file list contains the following items:

Name	Status	Date modified
List of Processes with change impact	✓	02-04-2025 17:02
NewDepartmentImport	✓	06-04-2025 12:06
pptA9AE.pptm - AutoRecovered	✓	30-03-2025 15:36
Purchase Order	✓	25-04-2025 19:00
Service PO	✓	22-03-2025 22:45
STD PO	✓	22-03-2025 22:32
Training Schedule in Iteration 1 - Ariba - 24th March'25	✓	02-04-2025 17:42

The 'Purchase Order' file is highlighted with a red box and a red circle containing the number '1'. At the bottom of the window, the 'Open' button is highlighted with a red box and a red circle containing the number '2'. The file name field is empty, and the file type is set to 'All files'. The background shows a web browser window with 'SAP Bus' tabs and a form with 'Exit' and 'Next' buttons.

ARIBA Commerce Automation | Debit Memo



Step 1: Click on **Add Attachment**

Step 2: Click on Next

Pricing Details

Price Unit: * EA
Unit Conversion: * 1
Price Unit Quantity: * 1
Description:

Tax

Category: * IO
Location:
Description:
Regime:
Taxable Amount: 200.00 SAR
Rate(%): 15
Tax Amount: 30.00 SAR

[Remove](#)

Comments

[Remove](#)

The total size of all attachments cannot exceed 100MB

[Choose File](#) No file chosen [Add Attachment](#) 1

Attachments

Name	Size (bytes)	Content Type
<input type="checkbox"/> SLP Script Document 1.xlsx	34582	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

[Delete](#)

[Line Item Actions](#) [Delete](#)

[Update](#) [Exit](#) [Next](#) 2

ARIBA Commerce Automation | Debit Memo



Step 1: Click on **Submit** button

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

1

Previous **Submit** Exit

Confirm and submit the line-item debit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Saudi Arabia. The document's destination country is: Saudi Arabia.

Line-Item Debit Memo

(Original Invoice No: INV_206)

Debit Memo Number :	DM#206	Subtotal:	200.00 SAR
Debit Memo Date :	Tuesday 13 May 2025 2:50 PM GMT+05:30	Total Tax:	30.00 SAR
Original Invoice Number:	INV_206	Total Gross Amount:	230.00 SAR
Original Invoice Date:	Monday 12 May 2025 5:19 PM GMT+05:30	Total Amount without Tax:	200.00 SAR
Original Purchase Order:	4530000206	Total Net Amount:	230.00 SAR
Receipt:	5000000382	Amount Due:	230.00 SAR
Has Price Adjustment:	Yes		

REMIT TO: VX Studio Consultancy Postal Address: King Fahd Road Riyadh 12211 Saudi Arabia	BILL TO: Rua Al Madinah Holding Company Postal Address: 3766-0000 Medinah 42391 Saudi Arabia Address ID: 1000 Phone : +966 () 920035525	SUPPLIER: VX Studio Consultancy Postal Address: King Fahd Road Riyadh 12211 Saudi Arabia
BILL FROM: VX Studio Consultancy Postal Address: King Fahd Road Riyadh 12211 Saudi Arabia	CUSTOMER: Rua Al Madinah Holding Company Postal Address: 3766-0000 Medinah 42391 Saudi Arabia Address ID: 1000	

SHIPPING INFORMATION:



Debit Memo Created successfully

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 4530000206 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

From:
Customer
Rua Al Madinah Holding Company
3766-0000
Medinah 42391
Saudi Arabia
Phone: +966 () 920035525
Fax:

To:
VX Studio Consultancy
King Fahd Road
Riyadh 12211
Saudi Arabia
Phone:
Fax:
Email: s.ramasamy.c@ruaalmdinah.com

Purchase Order
(Invoiced)
4530000206
Amount: 20,000.00 SAR
Version: 1

[Track Order](#)

Payment Terms ⓘ
Payable immediately Due net

Contact Information
Supplier Address
VX Studio Consultancy
7775 King Fahd Road
12211
Saudi Arabia
Email: s.ramasamy.c@ruaalmdinah.com
Phone: +966 () +966 11 455 0533
Fax:
Address ID: 1020000000
Buyer ID: 1020000000

Other Information
Company Code: 1000
Purchase Group: 013
Purchase Organization: 1000
Customer VAT/Tax ID: 310180192800003
Party Additional ID: 1020000000
[View less](#) »

Transport Terms Information
Delivery Terms: Transport Condition
Transport Terms: DDP (Delivered Duty Paid)
Transport Location: RIYADH

Routing Status: Acknowledged
External Document Type: Corporate PO (ZCRO)
Related Documents: [DM#206](#)
INV_206
5000000382
[More\(2\)](#) »

[Feedback](#)

FAQ

Q1. What is SAP Ariba Commerce Automation?

SAP Ariba Commerce Automation is an end-to-end digital process that enables automated exchange of Purchase Orders, Order Confirmations, Ship Notices or Service Entry Sheets, Invoices, and Payment information between RUA and its suppliers through SAP Business Network, fully integrated with SAP S/4HANA.

Q2. When will the supplier receive the Purchase Order?

Once the PO is released in SAP S/4HANA, it is transmitted immediately to SAP Business Network. Email notifications may be delayed due to SAP scheduled jobs.

Q3. Is Order Confirmation mandatory?

Yes. Order Confirmation is required to acknowledge receipt of the PO and proceed with shipment or service delivery

Q4. Why is the “Create Invoice” button disabled?

For Material POs, invoice creation is enabled only after Goods Receipt or ASN (as per buyer rules). For Service POs, invoice creation is enabled only after Service Entry Sheet approval.

Q5. What is the difference between ASN and Service Entry Sheet (SES)?

ASN is used for Material POs to notify shipment details. SES used for Service POs to confirm service completion.

Q6. Can suppliers create invoices directly in SAP?

No. Suppliers must create invoices in SAP Business Network (Supplier Portal) only.

Q7. Why is the invoice status showing “Sent” for a long time?

Invoice approval and reconciliation are asynchronous processes. Status updates depend on buyer approval workflows and integration processing.

Q8. Why are email notifications delayed in SAP?

Email notifications are processed via SAP background jobs (batch processing).

Delays do not impact actual document processing in Ariba.

Q9. What is a Credit Memo and when should it be used?

A Credit Memo is used to correct overbilling, pricing errors, or returned goods by the supplier.

Q10. What is a Debit Memo?

A Debit Memo is issued by the buyer to recover overcharges or make downward adjustments.



Thank You