

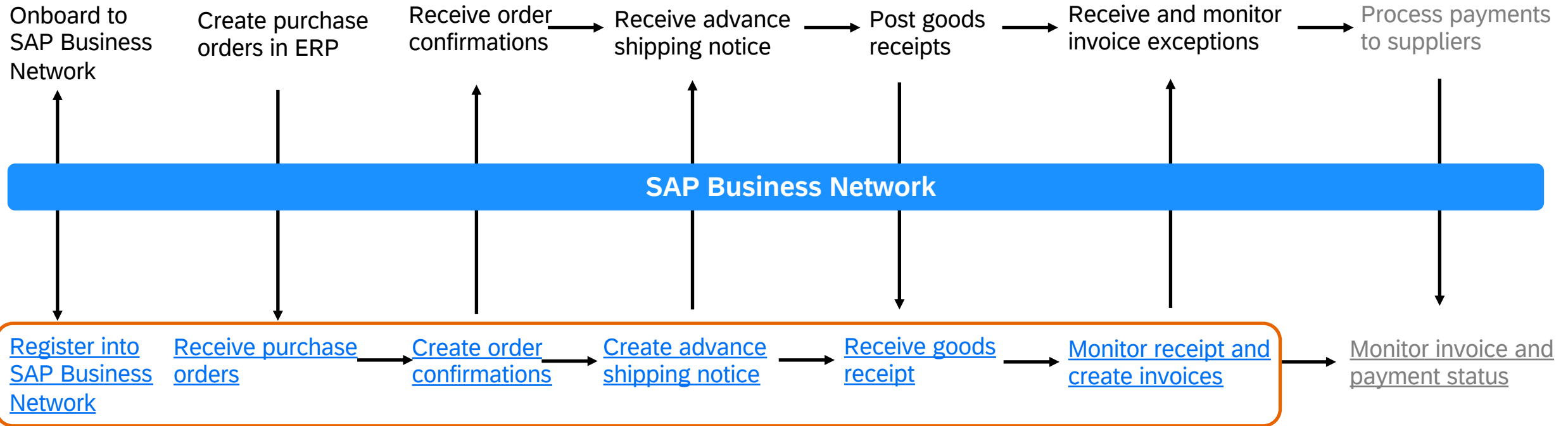
Welcome to SAP Business Network on SAP BTP

Manage Customer's Purchase Order



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

Buyers



Suppliers

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

The screenshot shows the SAP Business Network interface for a Purchase Order. The top navigation bar includes Home, Integration, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, and Catalog. The main content area displays the Purchase Order number 4510123958 and its details: Name: default, 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 main content area, a secondary navigation bar includes Details, Line Items, Tax, Additional Amounts, Summary, Comments, Attachments, and Order History.



This close-up shows the 'Create' button dropdown menu. The menu items are: Order Confirmation, Ship Notice, Resend, Hide, Download (with a sub-menu), and Compare Versions. The 'Download' sub-menu is open, showing the options: Export CSV, Export cXML, and Export PDF.

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.

Feature: Access to Purchase Order Details Page



Order Total: 1,400.00 EUR
Status: Partially Shipped

59:44 PM

1

Status Details

Confirmed Partially Shipped

Close

General

New Changed Cancelled Obsolete

< Back

PO-9001-LOL New

Purchase Order

There are one or more undisclosed fields and totals for the supplier.

Name: Acme B	Version	Date Submitted	Order Total
Phone: +1 (650) 3901714	3 (Internal)	November 13, 2023	2,067.00 USD
Email: sarah@acmeb.com			

Details Industry-Specific Line Items Tax Additional Amounts Summary Additional Information



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



POVC_Bb313a Changed
Purchase Order

Name: SAP SE
Phone: +48 (01) 0801565462
Email: 90001@sap.com

Version
3

1

Change Version **2**

Search

Version 3 Changed Open
Aug 2, 2024

Version 2 Obsoleted Open
Aug 2, 2024

Version 1 Obsoleted Open
Aug 2, 2024

Close

Create Resend Hide Download **Compare Versions** **3**

Compare Versions **4**

Version 4 with Version 1 Compare

Header Changes

Area	Field	Version 4	Version 1
Section: General Information			
	Version	4	1
Section: Summary			
	Order Total	12510	2100

Line Item Changes Search by Line Number

Area	Field	Version 4	Version 1
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) Search

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

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

1

SAP 4510125890 Changed Hide Download ...

Purchase Order

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

Line Items (2) Search

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

10 Line Item

Type: Material
Supplier Part Number: -
Customer Part Number: C1001
Quantity: 30.000 EA
Subtotal: 300.00 EUR

2

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

Description

Casing C1001 Raw mat - Buyer

General

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

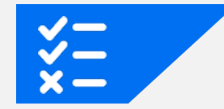
Invoice:

2

Line-item details

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

Feature: Access to Purchase Order Details Page



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

Schedule Lines (1)

Schedule Line Number	Delivery Date	Ship Date
1	Aug 10, 2025, 11:00:00 PM	

Quantity: 29.000 EA

Tax

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

1

1
 Schedule Line

Requested Delivery Date
 Aug 10, 2025, 11:00:00 PM

Requested Shipment Date
 -

Quantity
 29.000 EA

Buyer Location Code:
 -

Storage Location Code:
 -

2

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:

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

Order History (6)

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

1 **2** **3** **4**

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



Notifications Saved Version 2

Network Notifications | Messaging

Order Notifications 1

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

Notifications Draft 3

Network Notifications | Messaging

Order Notifications

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

4 **5**

Save Discard Draft

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

Feature: Purchase Order Routing



Default Document Routing Draft

1

Default Routing

Override Default Routing Method (2)

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

2

4

Default Routing Method

Select the default routing method for routing all document types. To override default routing method for specific document types, please create a configuration in the 'Override Default Routing Method' section below.

There is no section below to override the settings . The override option is available above and also from Settings -> Individual customer doc routing settings

Routing Method: Online

Save to my online inbox

Document Routing Configuration

Document Type | Configure Routing Method Attributes

Document Type

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

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:

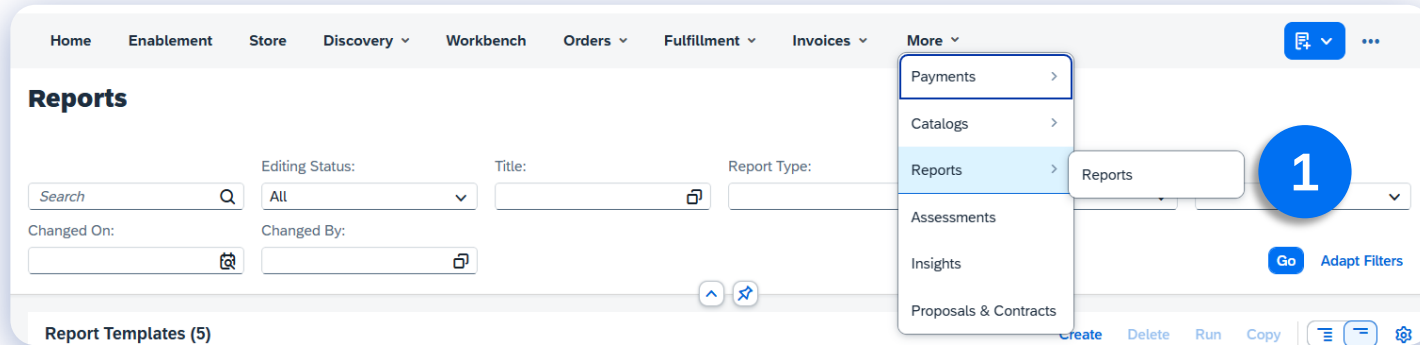
6

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



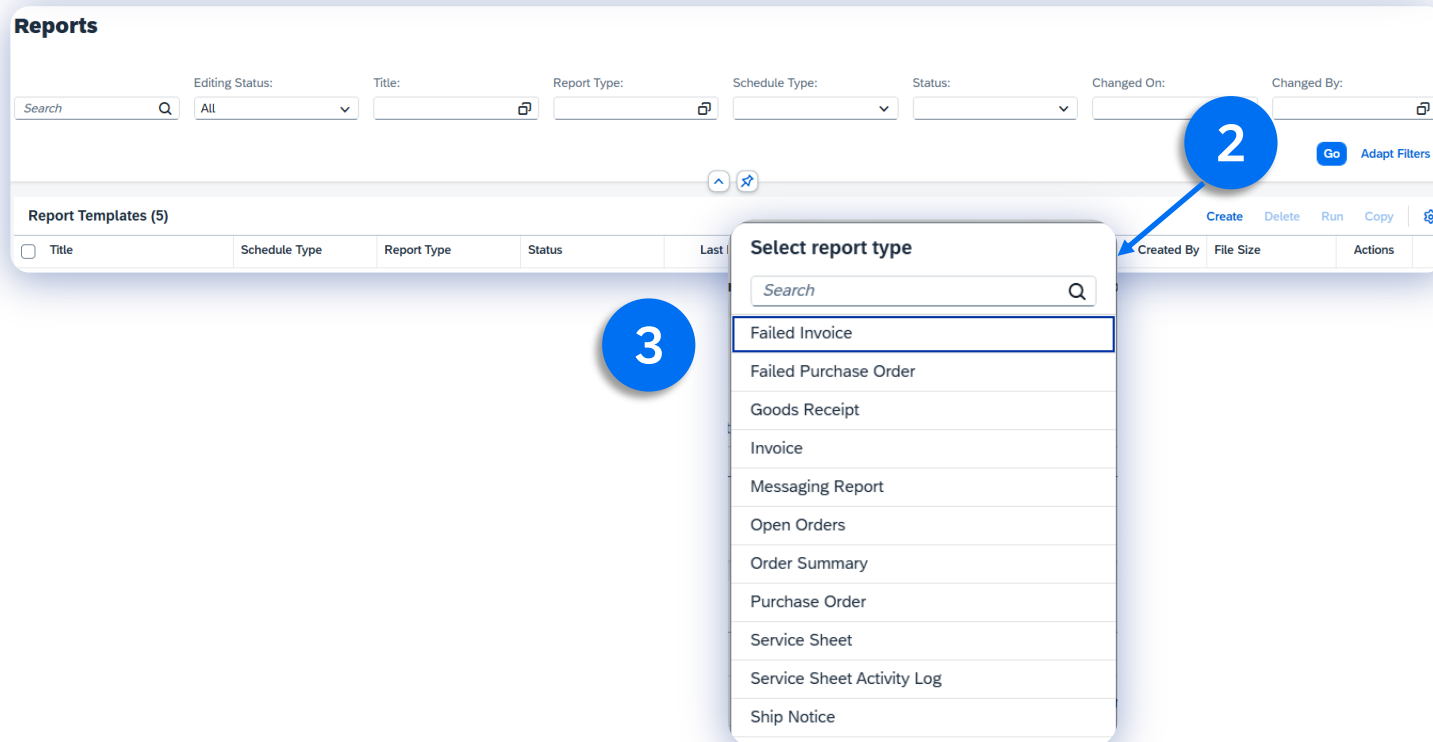
Run and configure purchase order reports

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



Resources

Getting started?

[**SAP Business Network on BTP Buyer Administration Guide**](#)

More information on:

[**SAP Business Network on BTP Release Readiness Portal**](#)



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