

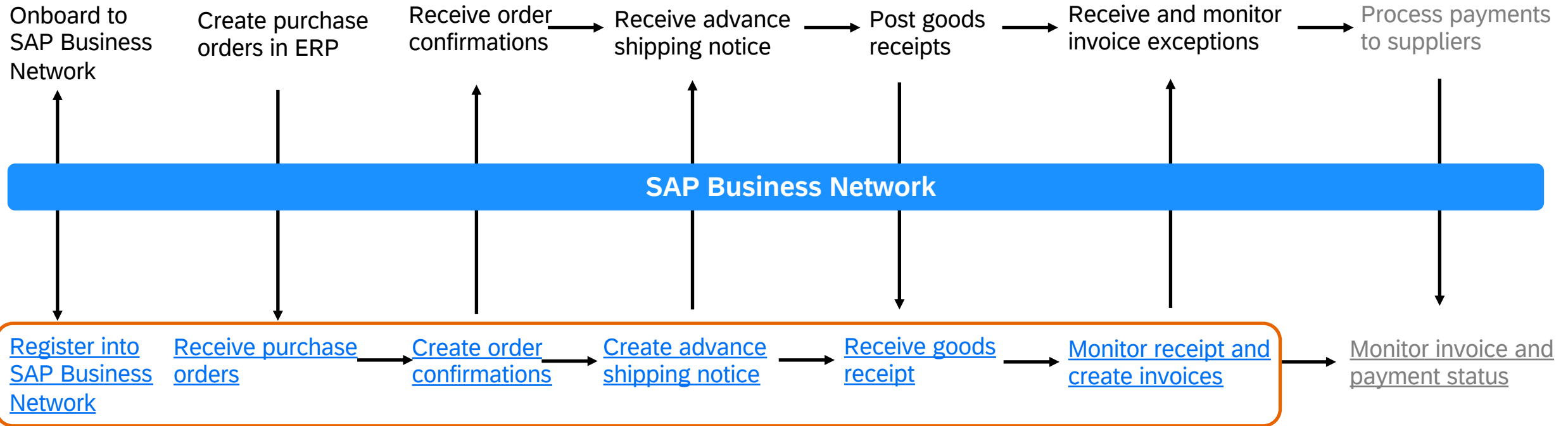
Welcome to SAP Business Network on SAP BTP

Invoicing Your Customer



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

Buyers



Suppliers

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:

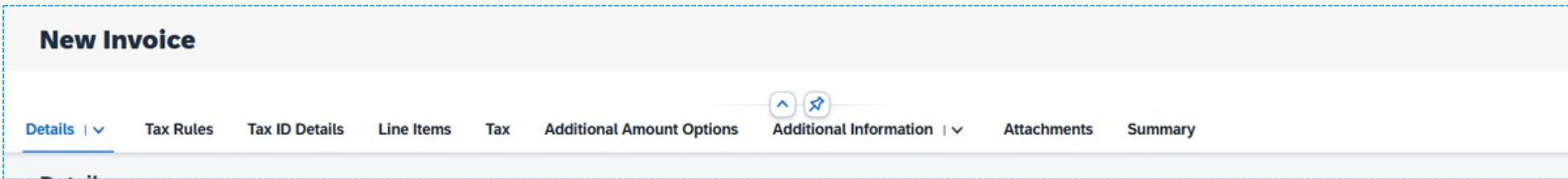
- Reduced data entry while creating invoicing via flipping business transactions
- Speed up the invoice approval cycle via accurate data.
- Get invoice approval or rejection status from buyer in real time.

Invoices: Key highlights

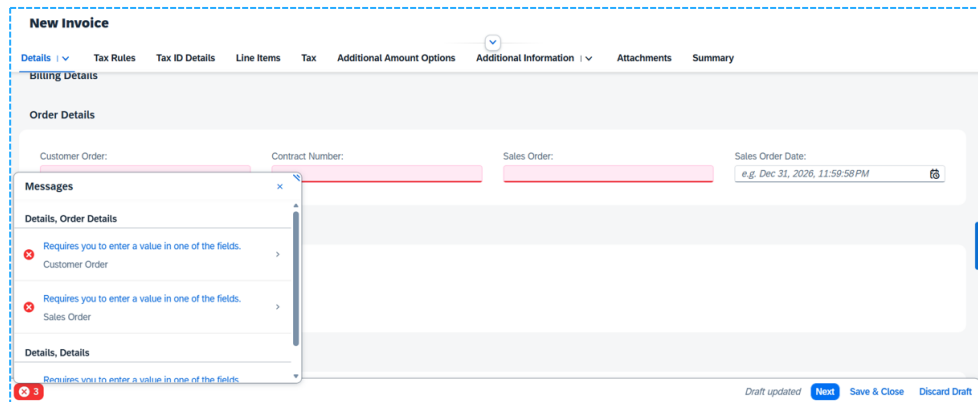
- Automated draft saving- no work is lost:



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

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

1

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

2

- Resend
- Ship Notice
- Order Confirmation
- Invoice**
- Credit Memo

SAP Business Network Europe | Enterprise | 99+

Home | Enablement | Discovery | **Workbench** | Orders | Fulfillment | Invoices | Payments | Catalogs | More

7000175932 Purchase Order New

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

3

- Create
- Resend
- Hide
- Credit Memo
- Download
- Compare Versions
- Order Confirmation
- Ship Notice
- Invoice**
- Service Sheet

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



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

Details

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

Main Details

3 Supplier: CA Supplier EU Enterprises Customer: EU TestE2E-1758047666 Reference Details: Address Name: Belgium_Peppol Source Document: -

4 Address Name: EU_LEGAL_ADD_USA Department: Antwerpen Address: Antwerpen 6411 Antwerpen Antwerpen Belgium Edit Address

Billing Details

5 Remit to: Supplier: CA Supplier EU Enterprises Bill from: Supplier: CA Supplier EU Enterprises Bill to: Customer: Canadian Pacific Railway Company Fax: -

Tax ID Of Supplier: Remit To ID: Account Receivable ID: Address Name: REMIT_TO_USA

Department: Department: Department: Address Name: default

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



The screenshot shows the SAP Business Network interface for an invoice. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalog', and 'More'. The main header displays 'Invoice_20260127_2' with a status of 'Sent' and a total of '3,026.80 USD'. A 'Document History' section shows two events: 'Routing document with routing method:Online' and 'Sent'. The 'Shipping Details' section is divided into 'Ship from' and 'Ship to' information.

1 Callout points to the 'More' menu in the top navigation bar.

2 Callout points to the 'Status' field in the invoice header.

3 Callout points to the 'Document History' tab in the document header.

4 Callout points to the 'Shipping Details' section.

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

Ship from	Ship to	Deliver to
Supplier: CA Supplier EU Enterprises	Customer: CPR - Agincourt Auto Compound	Fax: [Redacted]
Department: [Redacted]	Department: [Redacted]	Deliver to: Claude Bayard (Building 1) 514-830-7292, CPR...
Address: lane1, 1st cross Street2 Street3 Austin Texas 78702 United States	Address: 105 Nashdene Road Scarborough M1V 2W2 Canada	
Edit Address	Email: CLAUDE.BAYARD@CPKCR.COM Phone: 00000000000	Edit Address



Invoice Actions, Status, History and Shipping Details

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

Feature: Invoice Line Items



1

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

2

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

3

New Invoice

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

The table contains warnings. Filter Items

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

Delete

Are you sure that you want to delete this line?

Delete Cancel

4

Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal
2	Material			CAD	10.00	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:

The screenshot shows the SAP Business Network interface. The 'Additional Information' section is active. A file explorer window is open, showing the 'Documents' folder. The 'Upload' button in the file explorer is highlighted with a blue circle containing the number '2'.

The screenshot shows the 'Attachments (1)' section. A table lists the uploaded file 'product-en+BKCAT.xlsx'. The 'Apply' button at the bottom right is highlighted with a blue circle containing the number '3'.

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



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) Search Add Tax Item Delete

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

2 Draft updated Apply

Additional Amount Options

<input type="checkbox"/> Include Charges:	<input type="checkbox"/> Include Special Handling:	<input checked="" type="checkbox"/> Include Payment Terms:
<input type="checkbox"/> Include Shipping Cost:	<input type="checkbox"/> Include Allowances:	

Payment Terms

Net terms details

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

Additional Amounts

Additional Amount Options

<input checked="" type="checkbox"/> Include Charges:	<input type="checkbox"/> Include Shipping Cost:	<input type="checkbox"/> Include Special Handling:	<input type="checkbox"/> Include Allowances:	<input checked="" type="checkbox"/> Include Payment Terms:
--	---	--	--	--

3



Line Level Tax

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

Payment Terms

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

Allowances & Charges

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

Feature: Save Invoice Drafts



Invoice changes are saved automatically

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

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

2 Save & Close

3 Invoices
Timestamp Verification
Drafts

4 Discard all changes?
Discard

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

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

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

Next Save & Close Discard Draft

Feature: Preview & Submit Invoices

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

2 **Edit** Delete Share

3 **Submit**

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

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



Preview, submit and resolve rejection errors

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

Features: PO-based Invoice with ASN Reference



4510127974
Purchase Order

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

1

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

SN4510127974
Ship Notice

Edit Cancel Download

Details Line Items Additional Information History

Ship Notice line quantity

Line Items (1)

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

2

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.

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

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_tolerance_tworules_checkon_quantities_Major_20259308843
Purchase Order

Create Resend Hide Download

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

General

Related Documents (3)

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

Select receipts to be invoiced

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

Select receipts to be invoiced

Selected: 2

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

Features: PO-based Invoice with GRN Reference



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

Invoice Screen

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

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

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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