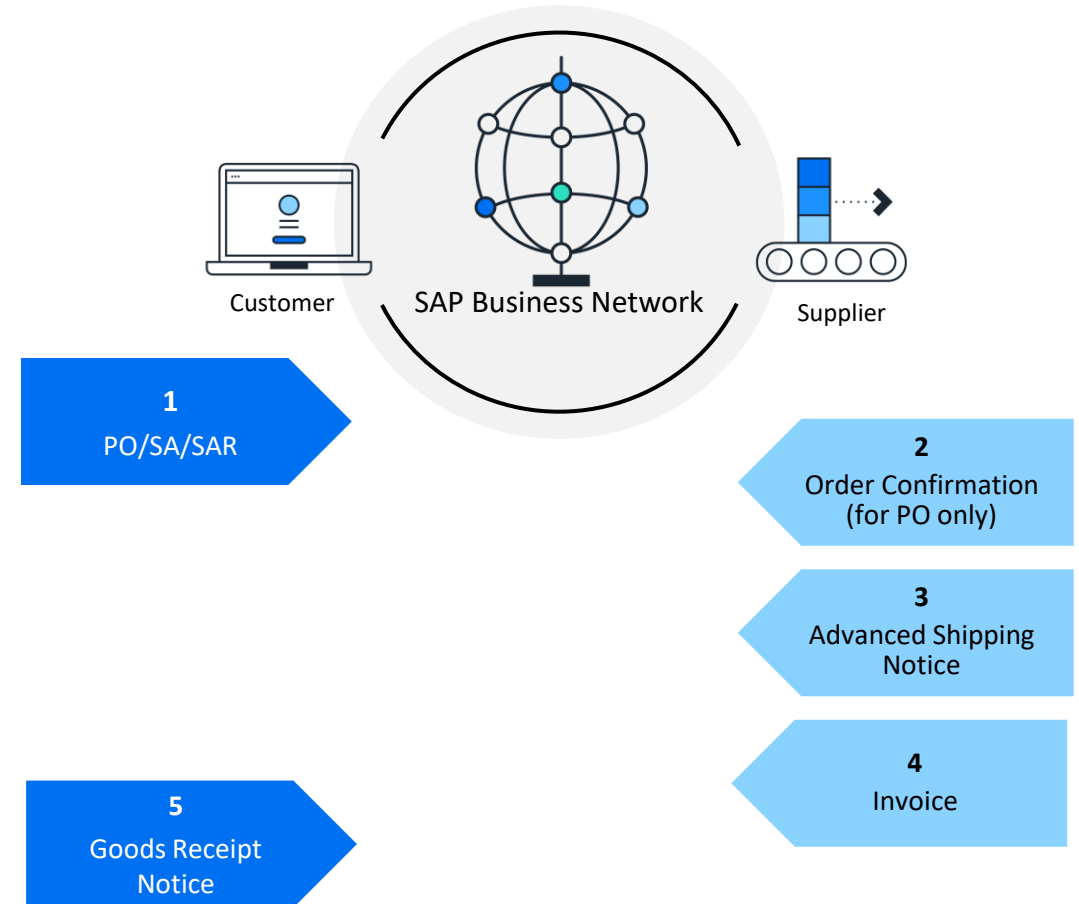


SAP Business Network for Supply Chain Invoicing Training Guide

Invoicing Workflow

Supplier can create an invoice based on Purchase Order (PO), Schedule Agreement (SA) or Schedule Agreement Release (SAR).

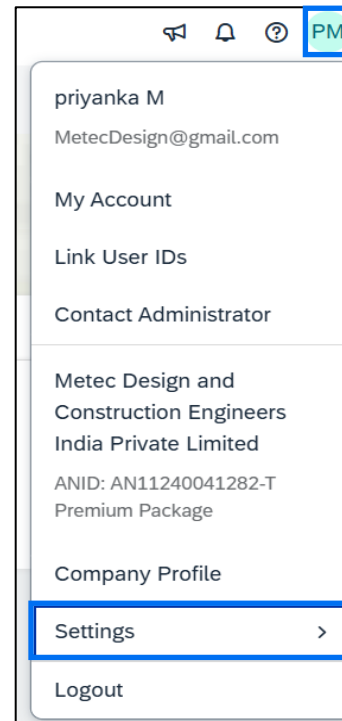


Review Customer Invoice Rules

These rules determine what you can enter when you create invoices. From the Homepage:

1. Click the user profile icon in the right top corner of your screen and select Settings.
2. Select Customer Relationships, then click on Advanced View.
3. A list of your Customers is displayed. Select Agratas.
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.

Note: Invoice Setup rules will be available to Admin user only.



1

priyanka M
MetecDesign@gmail.com

My Account

Link User IDs

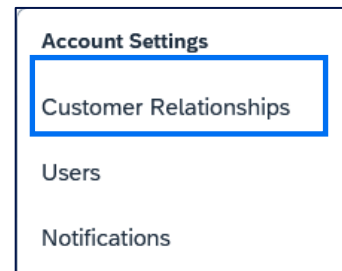
Contact Administrator

Metec Design and Construction Engineers India Private Limited
ANID: AN11240041282-T
Premium Package

Company Profile

Settings >

Logout



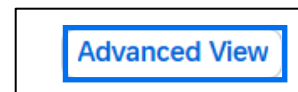
2

Account Settings

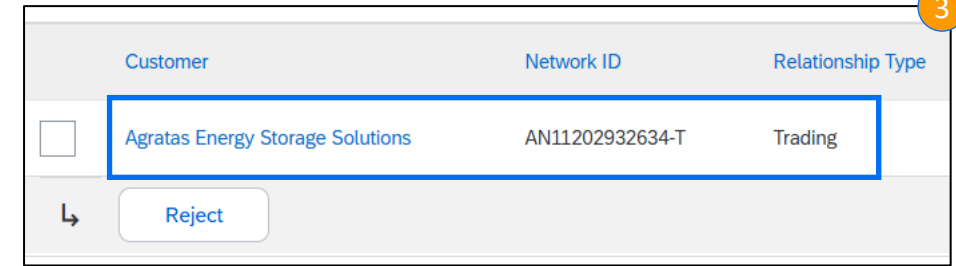
Customer Relationships

Users

Notifications



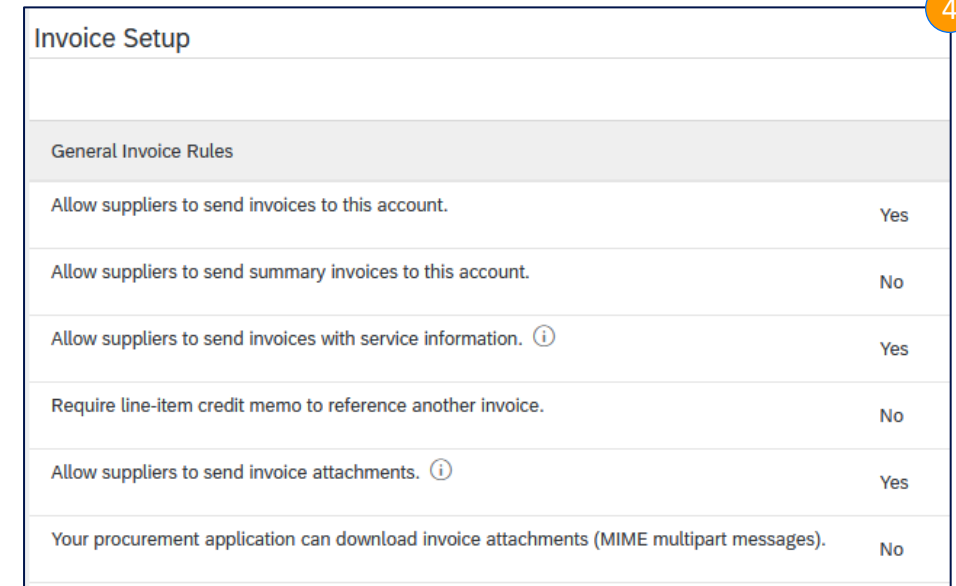
Advanced View



3

Customer	Network ID	Relationship Type
☐ Agratas Energy Storage Solutions	AN11202932634-T	Trading

Reject

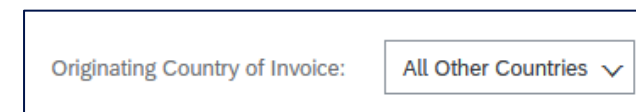


4

Invoice Setup

General Invoice Rules

Allow suppliers to send invoices to this account.	Yes
Allow suppliers to send summary invoices to this account.	No
Allow suppliers to send invoices with service information. ⓘ	Yes
Require line-item credit memo to reference another invoice.	No
Allow suppliers to send invoice attachments. ⓘ	Yes
Your procurement application can download invoice attachments (MIME multipart messages).	No



Originating Country of Invoice: All Other Countries ▾

Index

Invoice Methods

[PO/ SA/ SAR-based invoice](#)
[Invoice Against Consignment Movement](#)
[Credit Memos](#)
[Copy Invoices](#)

Invoice Management

[Search for Invoice](#)
[Check Invoice Status](#)
[Invoice History](#)
[Invoice Reports](#)

Invoice Methods

PO/SA/SAR-Based Invoice

Create Invoice

You can create an Invoice from the **Workbench**:

1. Select one of the **Orders** tiles to identify the PO/SA/SAR.
2. Use search filters to identify the correct reference document.
3. Click the Actions button on the right-hand side of your screen and select **Standard Invoice**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide**.

HomeEnablementIntegration ▾Discovery ▾WorkbenchPlanning ▾Orders ▾

1

25

Orders

Last 31 days

7

New orders

Last 31 days

2

Orders to invoice

Last 31 days

2

Orders to Summary invoice

Last 31 days

2

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4590000225	Agratas Energy Storage Solutions	₹1000 INR	Nov 30, 2025	New		...
4590000219	Agratas Energy Storage Solutions	₹3 INR	Nov 28, 2025	New		...
4590000218	Agratas Energy Storage Solutions	₹5 INR	Nov 28, 2025	Partially Invoiced	₹1 INR	...
4590000213	Agratas Energy Storage Solutions	₹1 INR	Nov 28, 2025	Shipped		...

3

Create service sheet

Standard invoice

Create credit memo

PO/SA/SAR-Based Invoice

Invoice Header

Invoice is automatically pre-populated with the reference document data.
Complete all fields marked with an asterisk (*).

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. You can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
3. You will be able to see information from the Business Partner element mapped to the **Customer** section on a header level.
4. Scroll down to the **Line items** section to select the line items being invoiced. You can also add information like shipping documents here.

Note: Attachment file size should not exceed 40MB.

1

▼ Invoice Header

Summary

Purchase Order: 4590000118

Invoice #: INV-118

Invoice Date: * 1 Dec 2025

Supplier Tax ID:

Remit To: Metec Design and Construction Engineers India Private Limited

2

es required field

Add to Header ▼

Shipping Cost

Shipping Documents

Amount Details

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

3

Customer: Agratas Energy Storage Solutions PVT LTD

Mumbai

IN-MH

India

4

Line Items

Insert Line Item Options

☐ Retail Details

☐ Tax Category:

☐ Shipping Documents

☐ Special Handling

☐	No.	Include	Type	Part #
☐	10	☒	MATERIAL	

PO/SA/SAR-Based Invoice

Line Items

The Line Items section shows the line items from the reference document .

1. Review the **Quantity** for each line item you are invoicing.
2. Click on the line item's **Blue slider** to exclude it from the invoice, if the line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.

1

Quantity	Unit	Unit Price
100	NOS	100.00 INR

2

☐	No.	Include	Type
☐	10	☒	MATERIAL

3

Ship Notice Details Ship Notice #:

Pricing Details Price Un

Unit Conversion

Classification Domain: ERPCommod

Line Item Actions ▾ Delete

PO/SA/SAR-Based Invoice

Detail Line Items

1. Additional information like **Inspection Date** and **Accounting Reference** information can be updated at the line-item level by selecting the line item and clicking **Line-Item Action > Edit**.
2. **Invoice Item** section will open. **Quantity**, **Unit Conversion** and **Price Unit Quantity** data will be copied from the invoice Line Item.

1

Edit

Add

Retail Details

Tax

Shipping Documents

Special Handling

Informational Pricing

Pricing Details

Discount

Classification

Comments

Attachment

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	☒	MATERIAL		Aluminum Sheet – 2mm	1000000003	100	NOS	100.00 INR	10,000.00 INR

Ship Notice Details Ship Notice #: 123 Ship Notice Line #: 1

Pricing Details Price Unit: * NOS Price Unit Quantity: * 1

Unit Conversion: * 1 Description:

Domain: ERPCommodityCode Code: 2611 Remove

Classification Domain: ERPCommodityCodeDescription Code: Batteries and genera Remove

Line Item Actions Delete

2

Invoice Item

* Indicates required field Line Item Actions

Quantity: * 100 Customer Part #: 1000000003

Unit: NOS

Unit Price: 100.00 INR

Subtotal: 10,000.00 INR

Description Description: Aluminum Sheet – 2mm

Ship Notice Details Ship Notice #: 123 Ship Notice Line #: 1

Pricing Details Price Unit: * NOS Price Unit Quantity: * 1

Unit Conversion: * 1 Description:

Inspection Date:

Domain: ERPCommodityCode Code: 2611 Remove

Classification Domain: ERPCommodityCodeDescription Code: Batteries and genera Remove

Accounting Reference Reference ID: Description:

PO/SA/SAR-Based Invoice

Line Item Comments

1. To add comments at the line items, select Line Items, then click at **Line-Item Actions > Add > Comments**.
2. The **Comments** field will display. Enter applicable comments in this field.
3. Click **Next**. Review the invoice and **Submit**.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	☒	MATERIAL		Aluminum Sheet – 2mm	1000000003	100	NOS	100.00 INR	10,000.00 INR

Ship Notice Details

Ship Notice #: 123

Ship Notice Line #: 1

Pricing Details

Price Unit: * NOS

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

Domain: ERPCommodityCode

Code: 2611

Remove

Classification

Domain: ERPCommodityCodeDescription

Code: Batteries and genera

Remove

Line Item Actions

Delete

1

Add

Retail Details

Tax

Shipping Documents

Special Handling

Informational Pricing

Pricing Details

Discount

Classification

Comments

Attachment

2

Comments

3

Update

Save

Exit

Next

Previous

Save

Submit

Exit

Invoice for Consignment Movement

Supplier Invoice

As a supplier, you can create an invoice for one or more movements of consignment materials to a customer.

From the **Fulfillment > Extended Collaboration**.

1. Select **Consignment Movements** sub-tab.
2. To find only consignment movements awaiting settlement, select in search filters **Show consignment movements that are not settled**.
3. Select one or more desired consignment movements. Then, click **Create Invoice**.
4. Fulfill mandatory fields and click **Next**.
5. Review the information in the **Create Invoice** form, click **Submit**.

Extended Collaboration

1

Multi-Tier Orders Component Inventory Component Shipments Return Shipments **Consignment Movements** Multi-Tier Shipments

▼ Search Filters

Customer: All Customers

Part #: Look Up

Customer Part #: Look Up

Movement Date Range: Other

Start Date: 18 Aug 2025

End Date: 16 Oct 2025

Customer Location:

2

☐ Show consignment movements that are not settled

☒ Show consignment movements that are not invoiced

Number of Results: 100

Search Reset

3

Consignment Movements (4)

	Customer Part No./Description	Part No.	Customer
☒	000000000000000074 Raw material 1		Agratas Energy Storage Solutions
☐	000000000000000074 Raw material 1		Agratas Energy Storage Solutions
☐	000000000000000074 Raw material 1		Agratas Energy Storage Solutions
☐	000000000000000074 Raw material 1		Agratas Energy Storage Solutions

4

5

Create Invoice

Create Invoice

Update Save Exit **Next** Submit

▼ Invoice Header

* Indicates required field Add to Header

Summary

Invoice #: *

Invoice Date: * 1 Sep 2025

Subtotal: Total Tax: Total Gross Amount: Total Amount without Tax: Total Net Amount: Amount Due:

View/Edit Addresses

Invoice for Consignment Movement

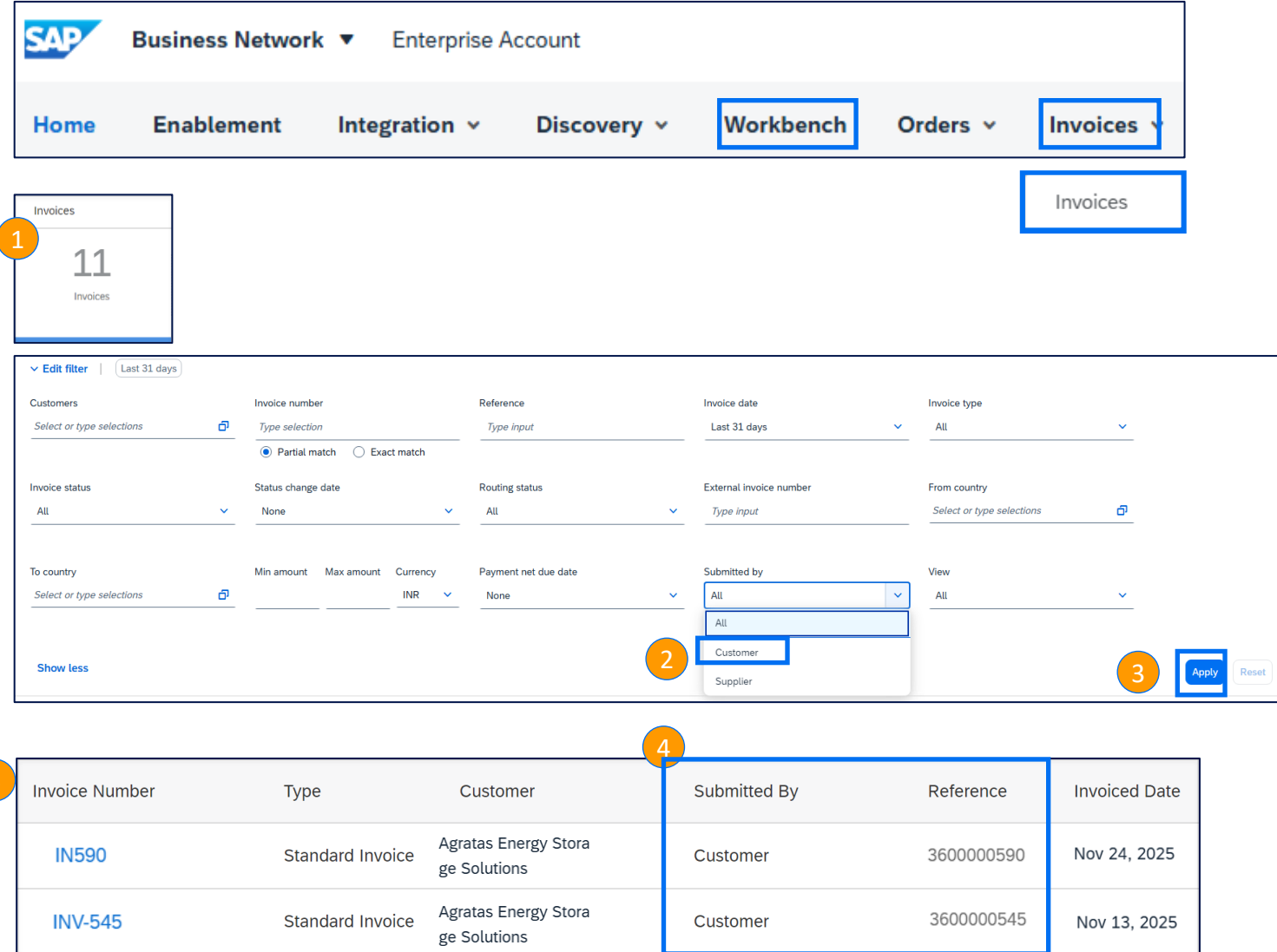
Buyer Invoice

Agratas creates an automatic invoice (consignment settlement) based on the consumption made during the agreed period.

From the **Workbench** or from **Invoices > Invoices**:

1. Select the **Invoices** tile.
2. Use filters to ease your search and select **Submitted by Customer** from the drop-down list.
3. Click **Apply**.
4. The Auto-invoices are referencing Consignment movement or Non-PO and are submitted by the customer.
5. To open the invoice, click on the **Invoice Number**.

Note: You can review settlements as well from the **Consignment Movements** tab in your supplier portal.



The screenshot shows the SAP Business Network interface for 'Enterprise Account'. The top navigation bar includes 'Home', 'Enablement', 'Integration', 'Discovery', 'Workbench', 'Orders', and 'Invoices'. The 'Invoices' tile is highlighted with a blue box and a callout '1'. Below it, the 'Invoices' filter is set to 'Submitted by Customer' with a callout '2'. The 'Apply' button is highlighted with a blue box and a callout '3'. The table below shows two invoices, with the first row highlighted by a blue box and a callout '4'. The callout '5' points to the 'Invoice Number' column header.

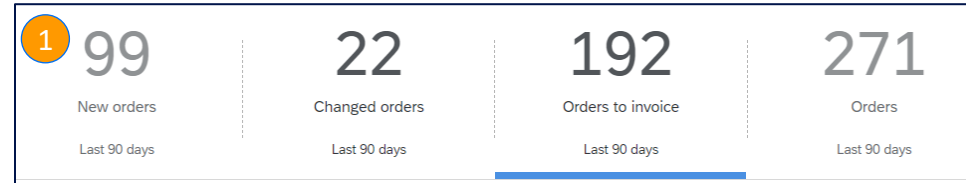
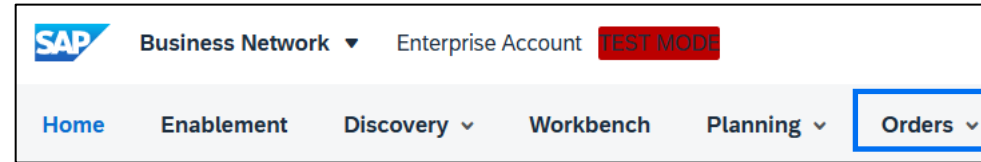
Invoice Number	Type	Customer	Submitted By	Reference	Invoiced Date
IN590	Standard Invoice	Agratas Energy Storage Solutions	Customer	3600000590	Nov 24, 2025
INV-545	Standard Invoice	Agratas Energy Storage Solutions	Customer	3600000545	Nov 13, 2025

Credit Memo

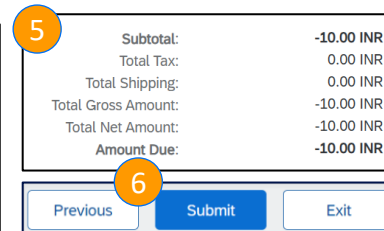
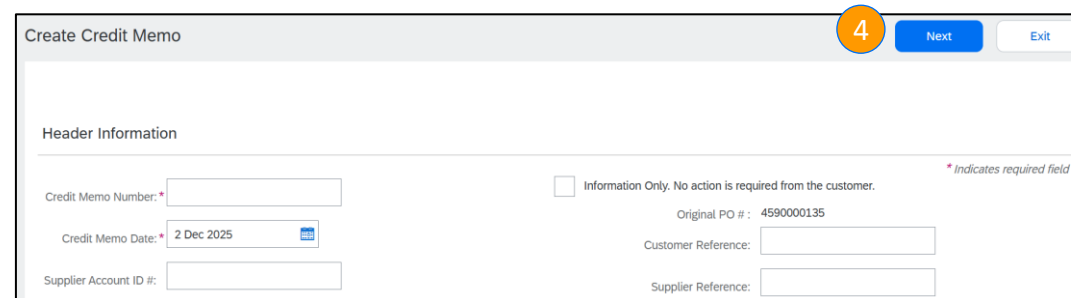
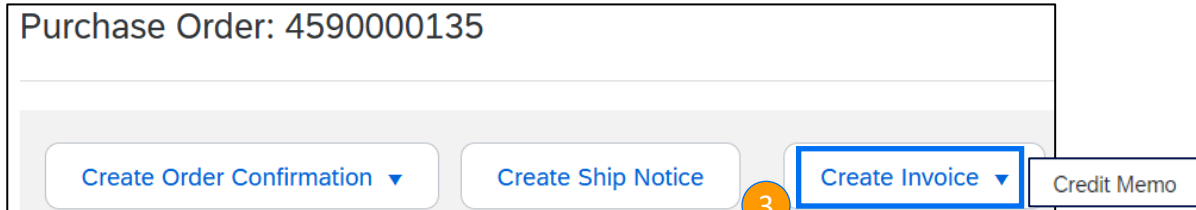
Header Level

From the **Workbench**:

1. Select one of the **Orders** tile and identify the PO item.
2. Open the order by clicking its number.
3. Click on **Create Invoice** and choose **Credit Memo**.
4. Complete the information in the Credit Memo form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review the Credit Memo.
6. Click **Submit**.



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4590000135	Agratas Energy Storage Solutions	₹1000 INR	Nov 17, 2025	Received		...



Subtotal:	-10.00 INR
Total Tax:	0.00 INR
Total Shipping:	0.00 INR
Total Gross Amount:	-10.00 INR
Total Net Amount:	-10.00 INR
Amount Due:	-10.00 INR

Credit Memo

Line Level Detail

From the **Workbench**:

1. Select the **Invoices** tile.
2. Use filters to identify the right item. Open the invoice by clicking its number.
3. Click **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to [SAP Help Portal](#).

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench' (highlighted), 'Planning', and 'Orders'. Below this, a tile labeled '1' and '2' shows 'Invoices' with a filter for 'Last 90 days'. A table lists invoices, with 'INV-057' for 'Agratas Energy Storage Solutions' (Reference: 4590000057, Invoiced Date: Nov 13, 2025) highlighted with a '2'. To the right, a panel for 'Invoice: INV-057' features a '3' and a 'Create Line-Item Credit Memo' button. Below the table, the 'Line Items' section shows 'Insert Line Item Options' with checkboxes for 'Retail Details', 'Shipping Documents', 'Special Handling', 'Discount', and 'Informational Pricing', and a 'Tax Category' dropdown set to '9% GST / CGST'. An 'Add to Included Lines' button is also present. A table lists line items, with item 10 (MATERIAL, Carboxymethyl Cellulose (CMC), 500 KGM, 60.00 INR) highlighted with a '4'. To the right, a summary box shows 'Subtotal: -30,000.00 INR', 'Total Tax: -1,500.00 INR', 'Total Gross Amount: -31,500.00 INR', 'Total Net Amount: -31,500.00 INR', and 'Amount Due: -31,500.00 INR', with a '5' next to the 'Total Net Amount'. At the bottom, a row of buttons includes 'Update', 'Save', 'Exit', '4' (highlighted), and 'Next'. To the right of this row, another set of buttons includes 'Previous', '6' (highlighted), and 'Submit'.

Invoice Number	Customer	Reference	Invoiced Date
INV-057	Agratas Energy Storage Solutions	4590000057	Nov 13, 2025

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	☒	MATERIAL		Carboxymethyl Cellulose (CMC)	261117100014	500	KGM	60.00 INR	-30,000.00 INR

Subtotal:		-30,000.00 INR
Total Tax:		-1,500.00 INR
Total Gross Amount:		-31,500.00 INR
Total Net Amount:		-31,500.00 INR
Amount Due:		-31,500.00 INR

Copy Invoices

From the **Workbench**:

1. Select **Invoices** tile.
2. Use filters to identify the right item. Open invoice clicking its number.
3. Click **Copy This Invoice** in the invoice screen.
4. Enter a new invoice number. For VAT lines, make sure the date of supply at the line level is correct. Edit the other fields as necessary.
5. Click **Next**.
6. Review the invoice and click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to [SAP Help Portal](#).

The screenshot illustrates the steps to copy an invoice in the SAP Business Network. It shows the navigation bar with 'Workbench' selected, a tile for 'Invoices' (last 90 days), a table of invoices with 'INV-057' selected, the invoice details screen with the 'Copy This Invoice' button, the 'Invoice Header' summary form with fields for Purchase Order, Invoice #, Invoice Date, and Supplier Tax ID, and a bottom navigation bar with 'Next', 'Update', 'Save', 'Exit', and 'Submit' buttons.

SAP Business Network Enterprise Account

Home Enablement Integration Discovery **Workbench** Orders Invoices

1 **2**
Invoices
Last 90 days

Invoice Number	Customer	Reference	Invoiced Date ↓
2 INV-057	Agratas Energy Storage Solutions	4590000057	Nov 13, 2025

Invoice: INV-057 **3**

Create Line-Item Credit Memo Copy This Invoice

▼ Invoice Header

Summary

4 Purchase Order: 4590000057

Invoice #: *

Invoice Date: * 2 Dec 2025

Supplier Tax ID: *

5 Next Update Save Exit **6** Submit

Invoice Management

Invoice Management

Search for Invoice

Quick Search:

1. Enter invoice details in the Homepage search field, set **Invoices** in the document type.

Refined Search: Allows a refined search of Invoices within up to last 365 days.

2. Click on **Workbench**.
3. Select the **Invoices** tile.
4. Use filters to specify your search.

Note: For more info on how to manage your workbench and create specific tiles please refer to [SAP Help Portal](#).

The screenshot shows the SAP Business Network search interface. Step 1 points to the search bar at the top, which contains 'Invoices' as the document type, 'Agratas Energy Stora...' as the search term, 'Exact match' as the match type, and 'Invoice Number' as the search criteria. Step 2 points to the 'Workbench' tab in the navigation bar. Step 3 points to the 'Invoices' tile in the 'Invoices (6)' section. Step 4 points to the filter options below the 'Invoices (6)' section, which include 'Edit filter', 'Save filter', and 'Last 31 days'. The filter options also include 'Customers' (with a link to 'Select or type selections'), 'Invoice number' (with a link to 'Type selection'), 'Reference' (with a link to 'Type input'), and 'Invoice date' (set to 'Last 31 days'). The 'Partial match' radio button is selected under the 'Invoice number' filter.

If you configured your Invoice notifications, you would receive emails regarding invoice status. You can also check invoice status in the Invoice Workbench tile.

Routing Status reflects the status of the transmission of the invoice to Customer via SAP Business Network.

- **Obsoleted** – Supplier canceled the invoice.
- **Failed** – Invoice failed Customer invoicing rules. Customer will not receive this invoice.
- **Queued** – SAP Business Network received the invoice but has not processed it.
- **Sent** – SAP Business Network sent the invoice to a queue.
- **Acknowledged** – Customer invoicing application has acknowledged the receipt of the invoice.

Invoice Status reflects the status of Agratas' action on the Invoice.

- **Sent** – The invoice is sent to the Agratas, but Agratas hasn't verified yet the invoice against purchase orders and receipts.
- **Cancelled** – Agratas cancelled the invoice.
- **Paid** – Agratas paid the invoice / in the process of issuing payment.
- **Approved** – Agratas has verified the invoice against the purchase orders or contracts and receipts and approved it for payment.
- **Rejected** – Agratas has rejected the invoice, or the invoice failed validation by SAP Business Network. If Agratas accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment).
- **Failed** – SAP Business Network experienced a problem routing the invoice.

Invoice Management

Review Invoice History

From the Invoice screen:

- 1. Click on the History tab to view status details and invoice history.
- 2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.

Invoice: INV-057 Done

Create Line-Item Credit Memo

Copy This Invoice

Cancel

Download PDF

Export cXML

Detail

Scheduled Payments

History

Invoice: INV-057

Invoice Status: Sent

Received By SAP Business Network On: 13 Nov 2025 3:54:18 PM GMT+05:30

Submitted By: priyanka M

To: Agratas Energy Storage Solutions

Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Metec Design and Construction Engineers India Private Limited	13 Nov 2025 3:54:22 PM
	The document has been transferred to the next integration point.	CommunityWeb-109545049	13 Nov 2025 3:54:36 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-109545049	13 Nov 2025 3:54:36 PM
Acknowledged		Supplier	13 Nov 2025 3:54:38 PM
	Comments from Agratas Energy Storage Solutions: Success	TXNDocSupplierApp-109575080	13 Nov 2025 3:54:38 PM

Agratas

A TATA Enterprise

Neev 2.0

20

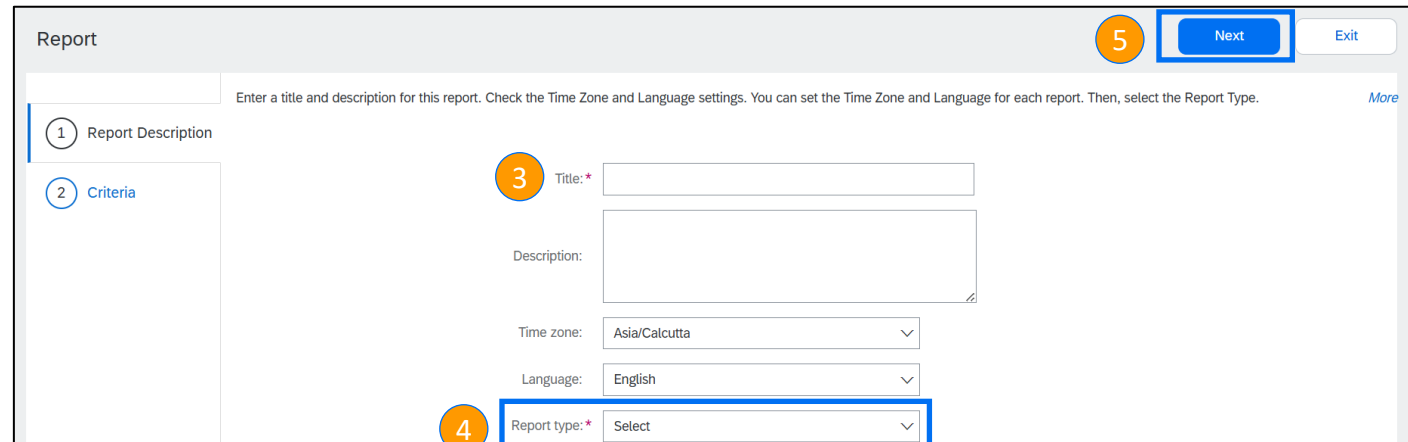
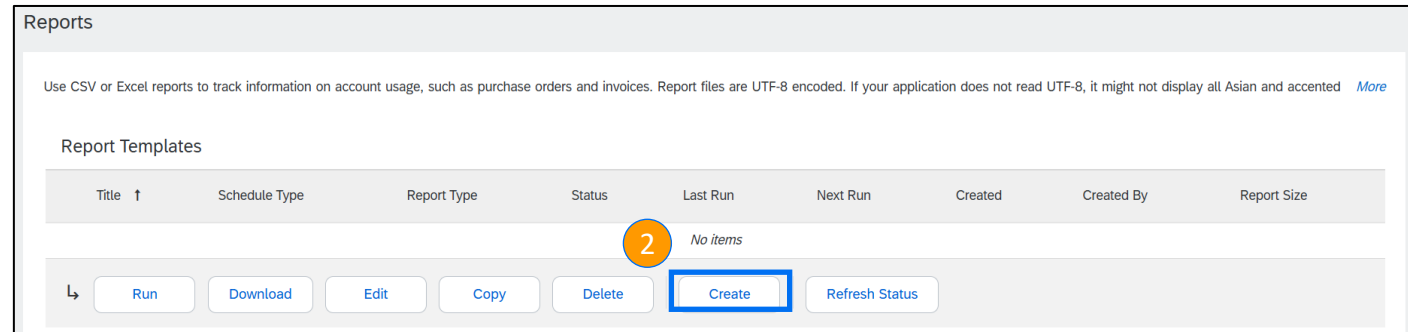
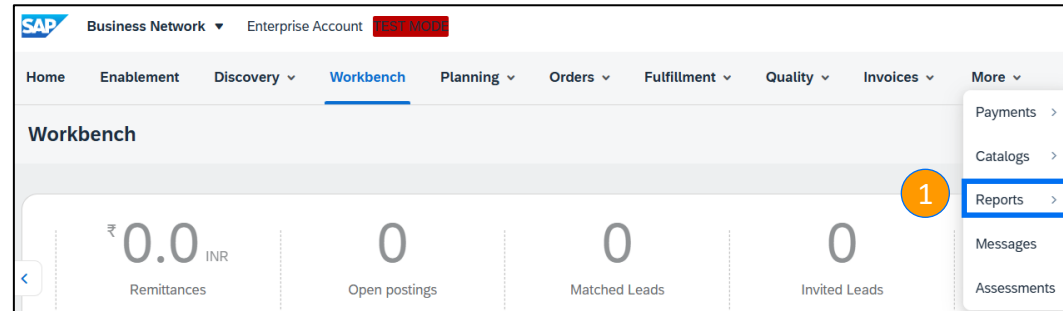
Invoice Management

Create Invoice Reports 1/2

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an **Invoice Report type**.
5. Click **Next**.

Note: Depending on Supplier portal configuration, Reports tab can be found under **More** tab.



Invoice Management

Create Invoice Reports 2/2

6. Specify **Customer** and **Created Date** in **Criteria** tab.
7. Click **Submit**.
8. Select the created report and click on **Refresh Status**. The status will change from **Queued** to **Processed**.
9. Select the created report from the list and click **Download**. The report in CSV format will be downloaded to your computer.

Note: Depending on Invoice report type, there will be different selection criteria.

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

☐ Invoices without Payment Receipts

Created Date: * 2 Nov 2025 To 2 Dec 2025

Maximum Results Returned: 100

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By
INV_Report	Manual	Invoice	Queued		2 Dec 2025	2 Dec 2025	priyanka M

Run Download Edit Copy Delete Create Refresh Status

Thank you.