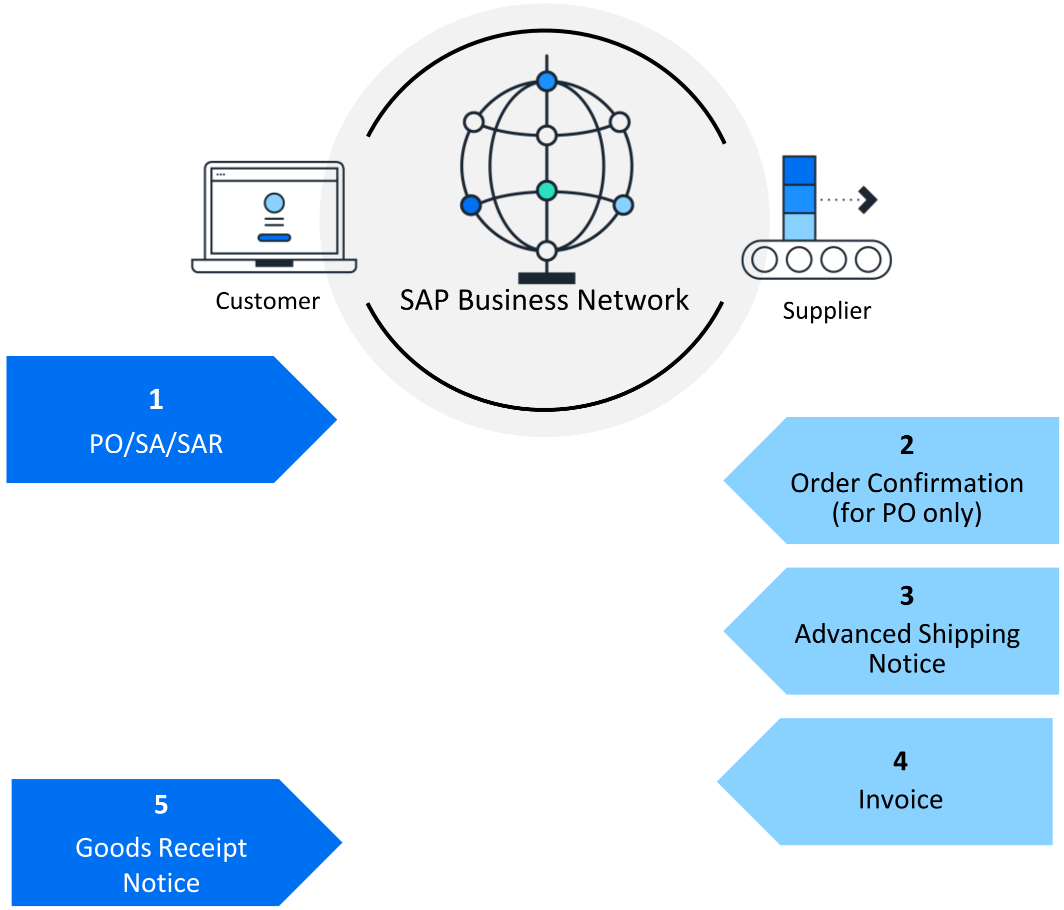
SAP Business Network for Supply Chain

Invoicing
Training Guide

Neev 2.0

Invoicing Workflow

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

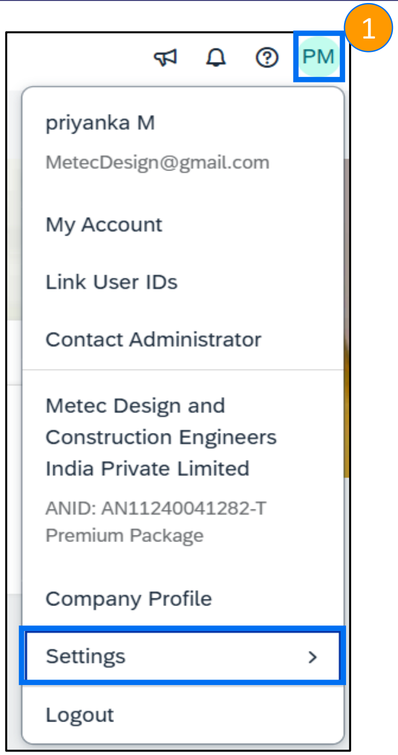


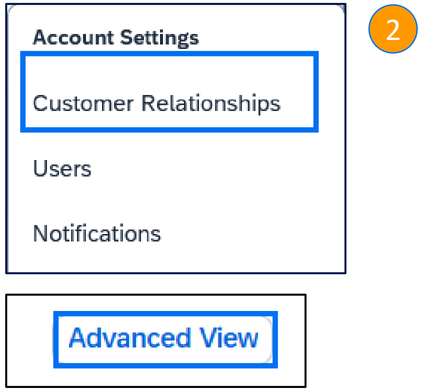
Review Customer Invoice Rules

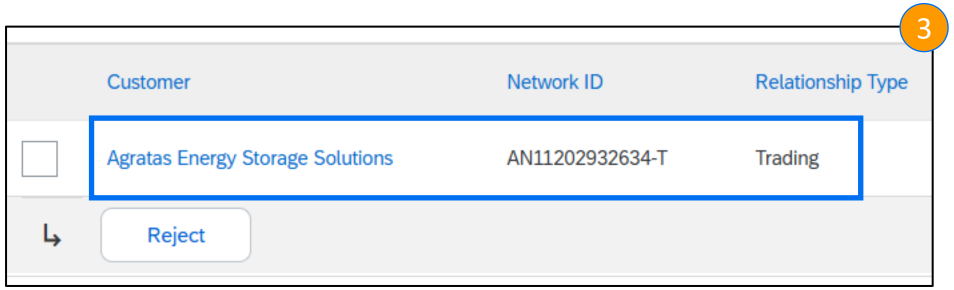
These rules determine what you can enter when you create invoices. From the Homepage:

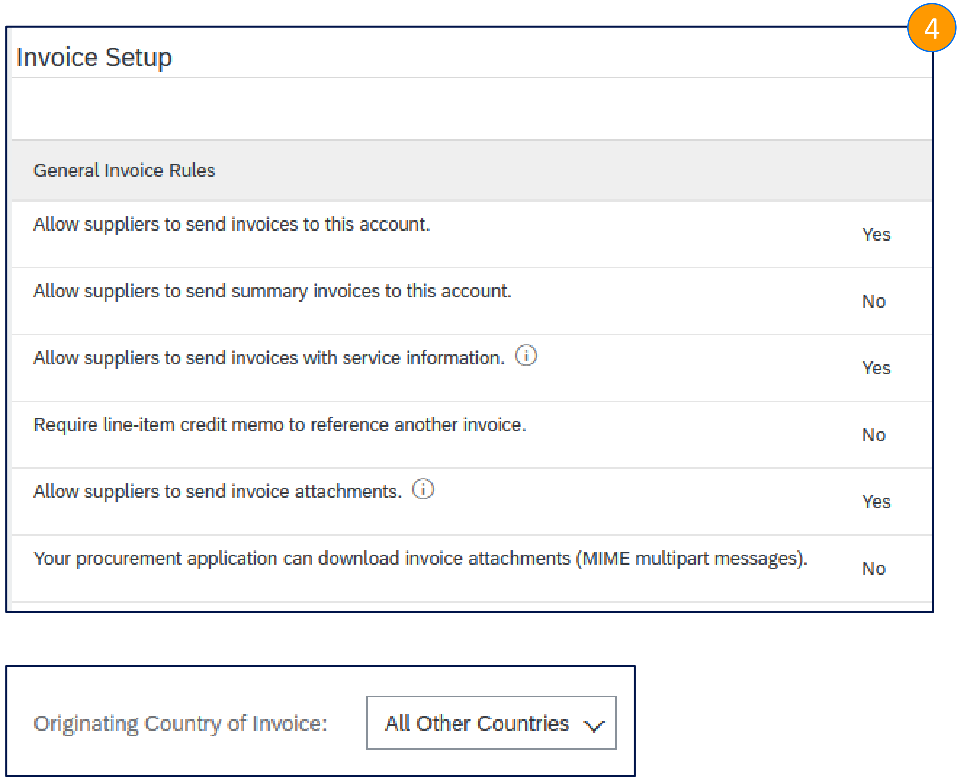
1. **Click the user profile icon in the right top corner of your screen and select Settings.**
2. **Select Customer Relationships, then click on Advanced View.**
3. **A list of your Customers is displayed. Select Agratas.**
4. **Scroll down to the Invoice Setup section and view the General Invoice Rules.**

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









Index

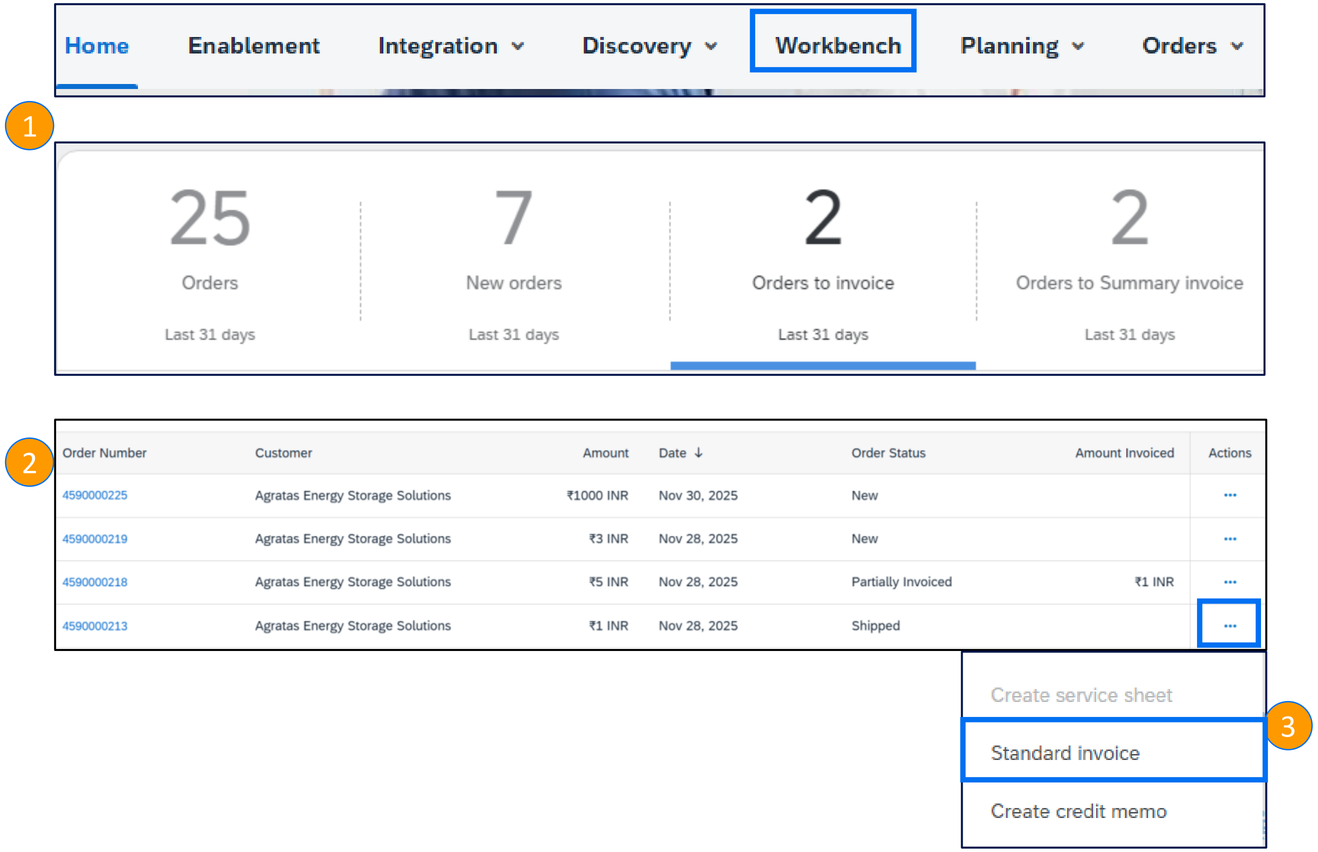
Invoice Methods

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.**

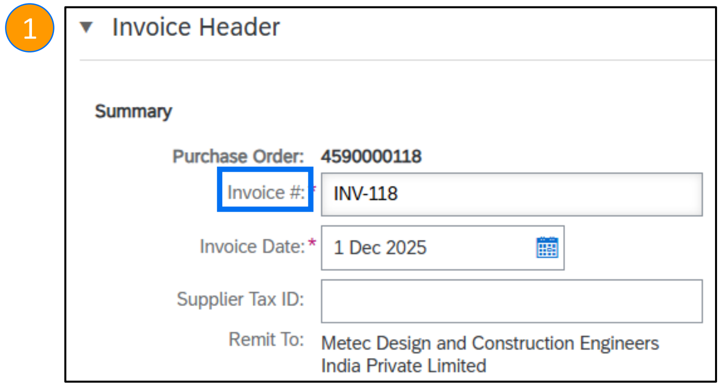


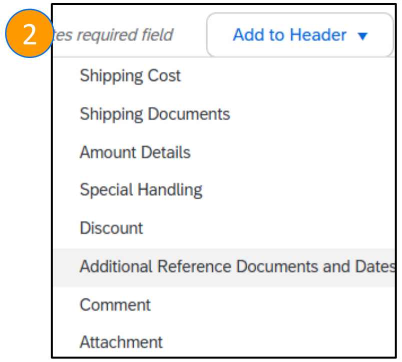
PO/SA/SAR-Based Invoice
Invoice Header

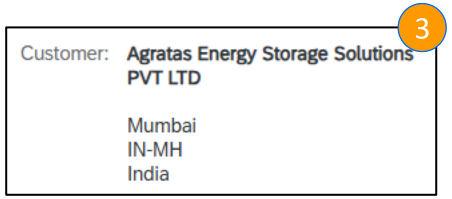
Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk (*).

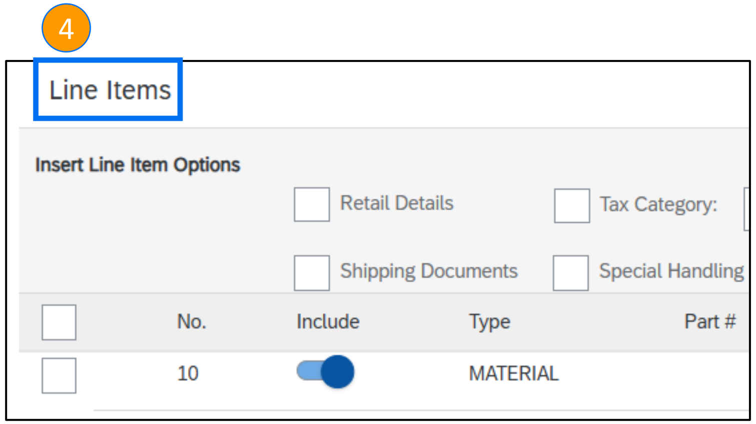
1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. You can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
3. You will be able to see information from the Business 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.





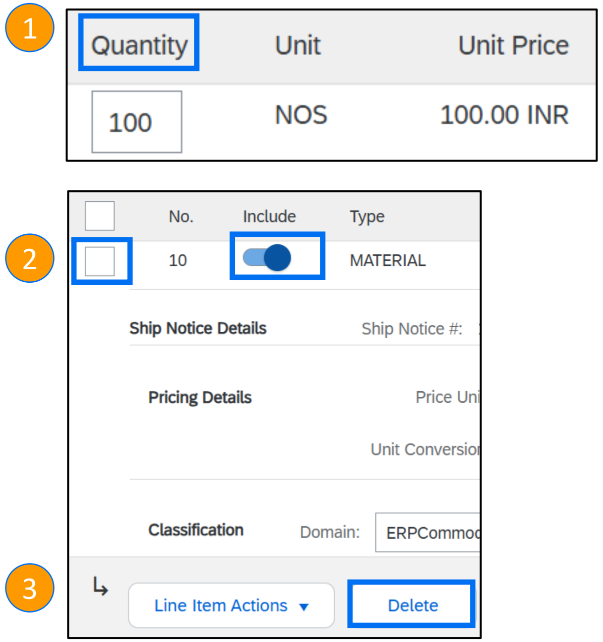




PO/SA/SAR-Based Invoice
Line Items

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.



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.

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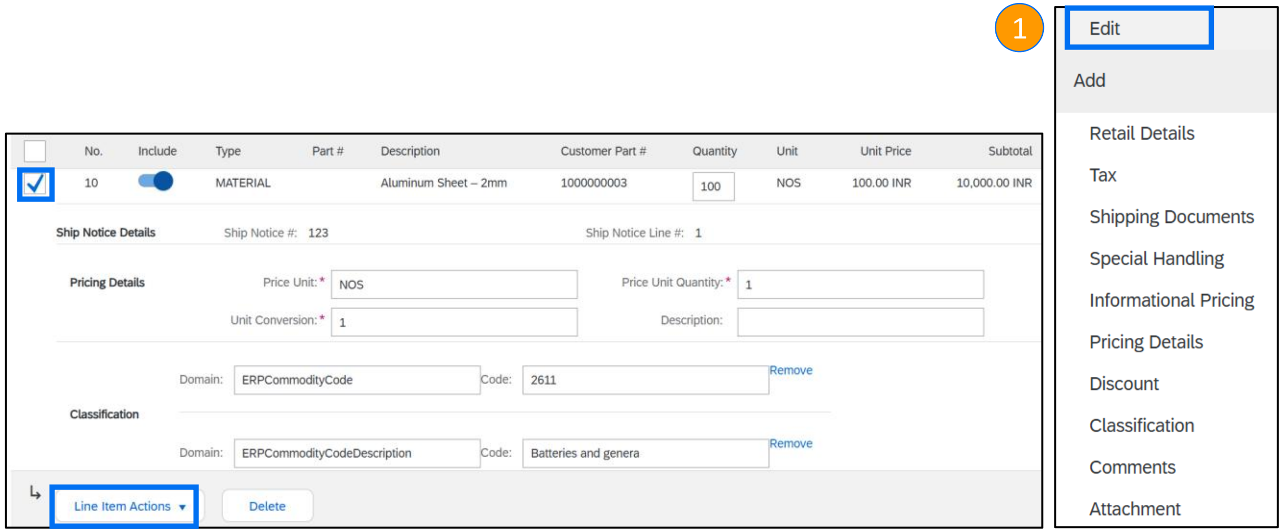

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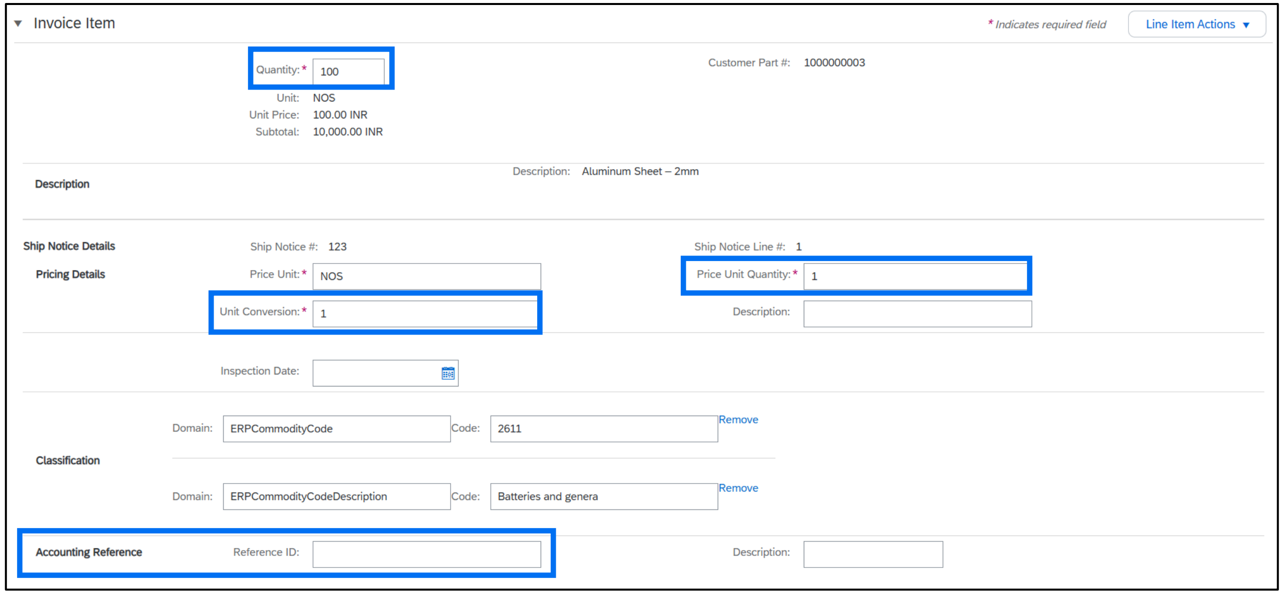

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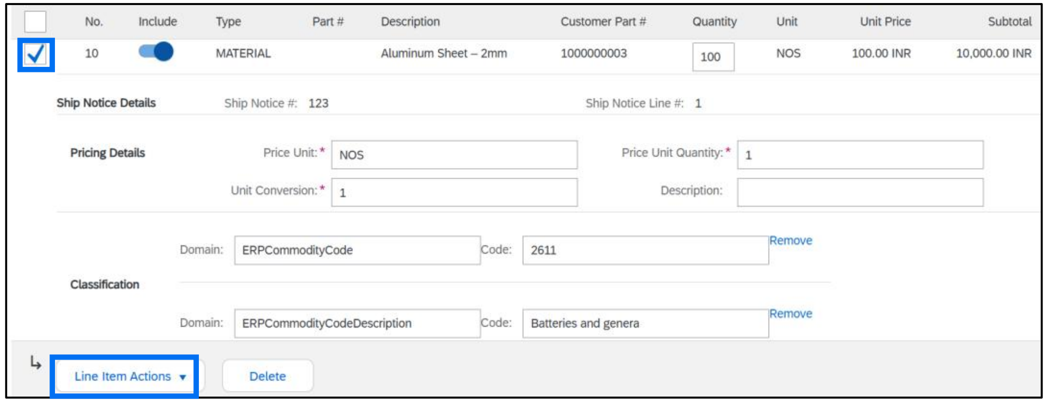
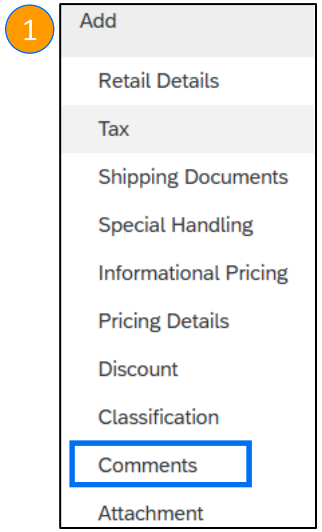
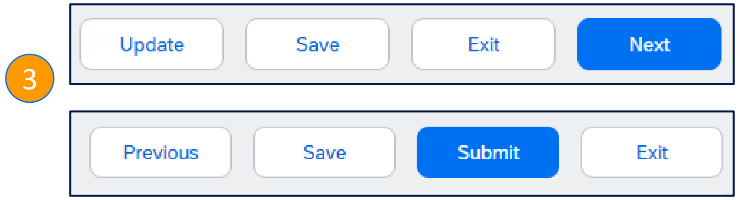
PO/SA/SAR-Based Invoice
Line Item Comments

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**.





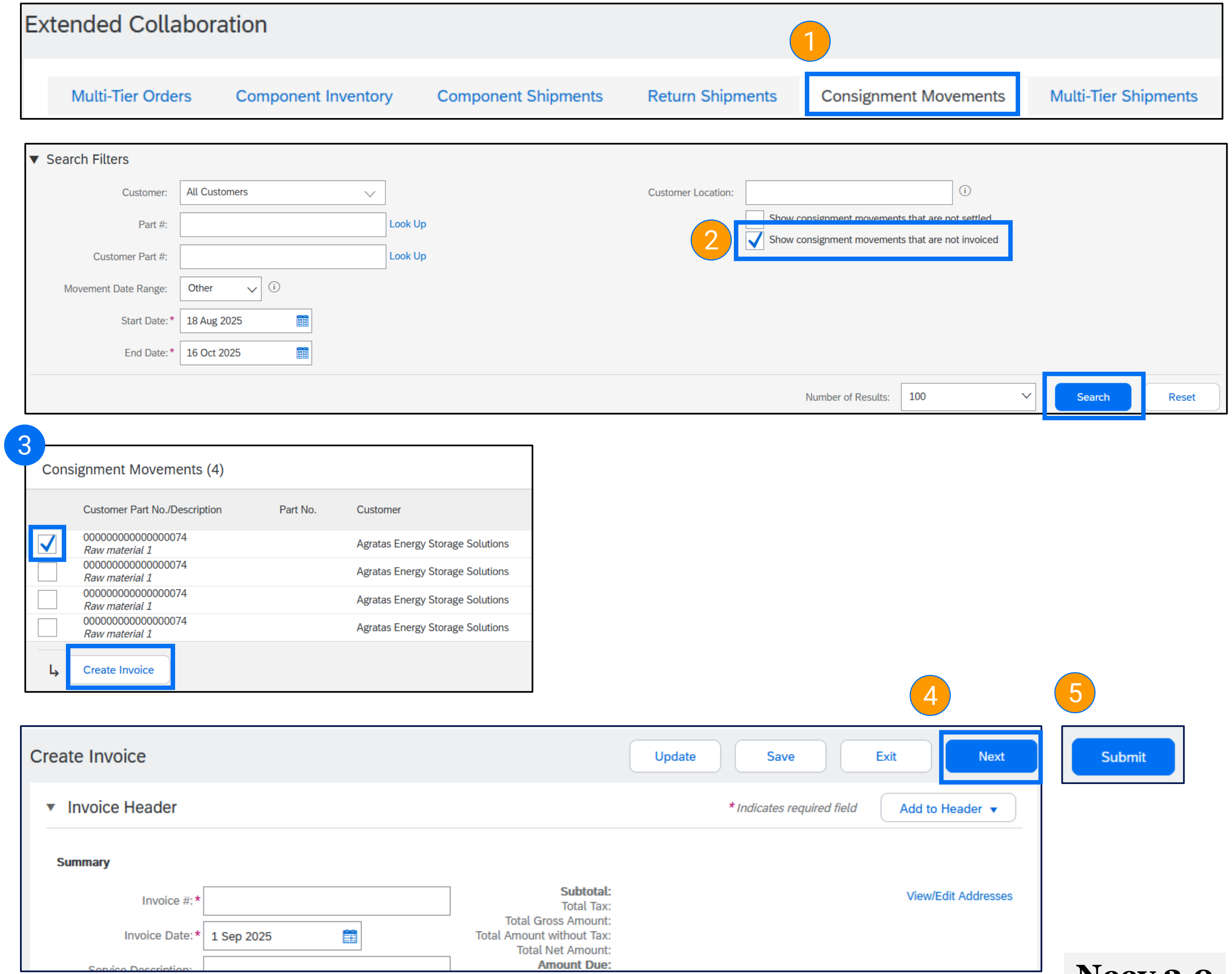


Invoice for Consignment Movement
Supplier Invoice

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**.



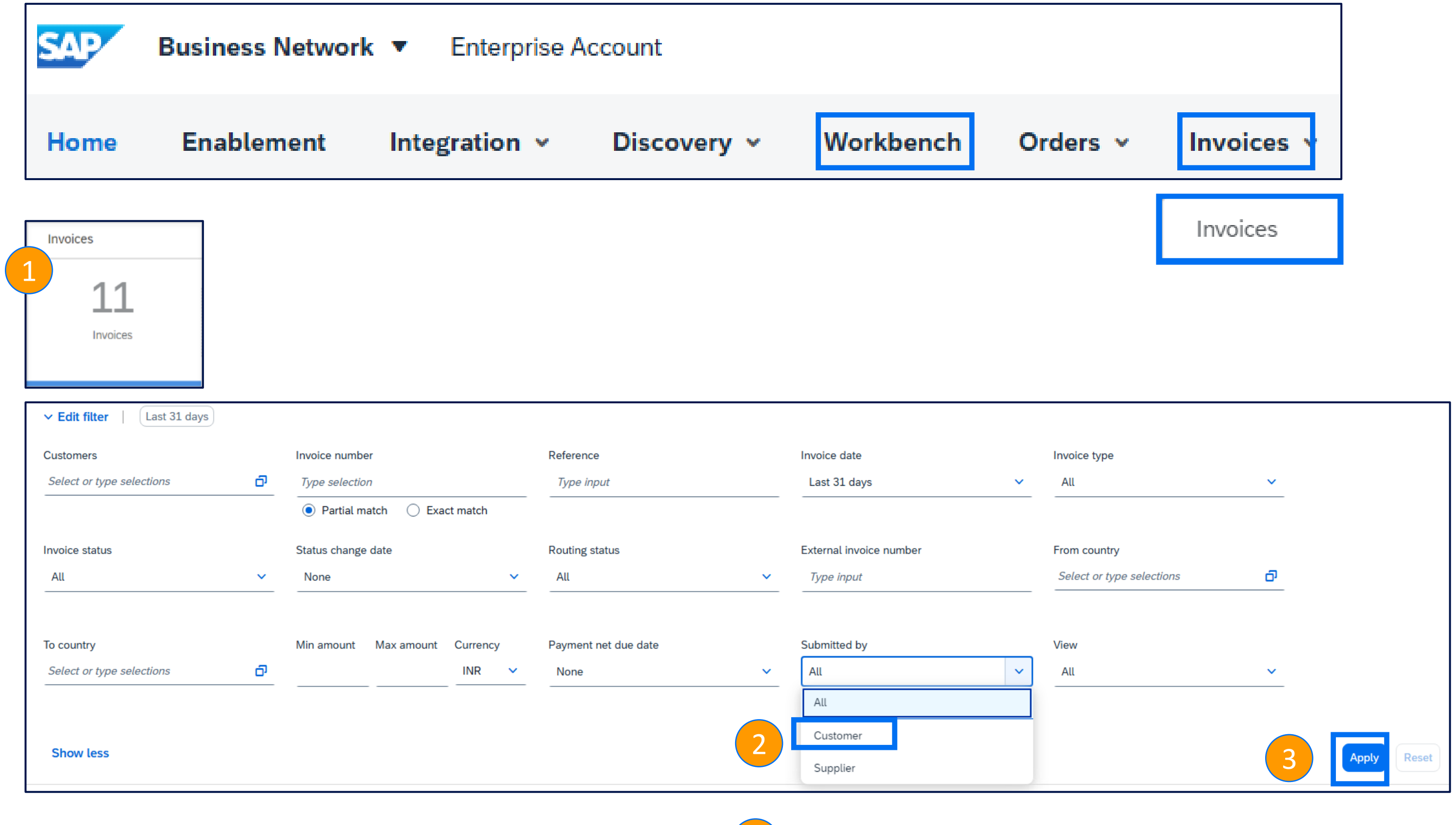
Invoice for Consignment Movement
Buyer Invoice

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.



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

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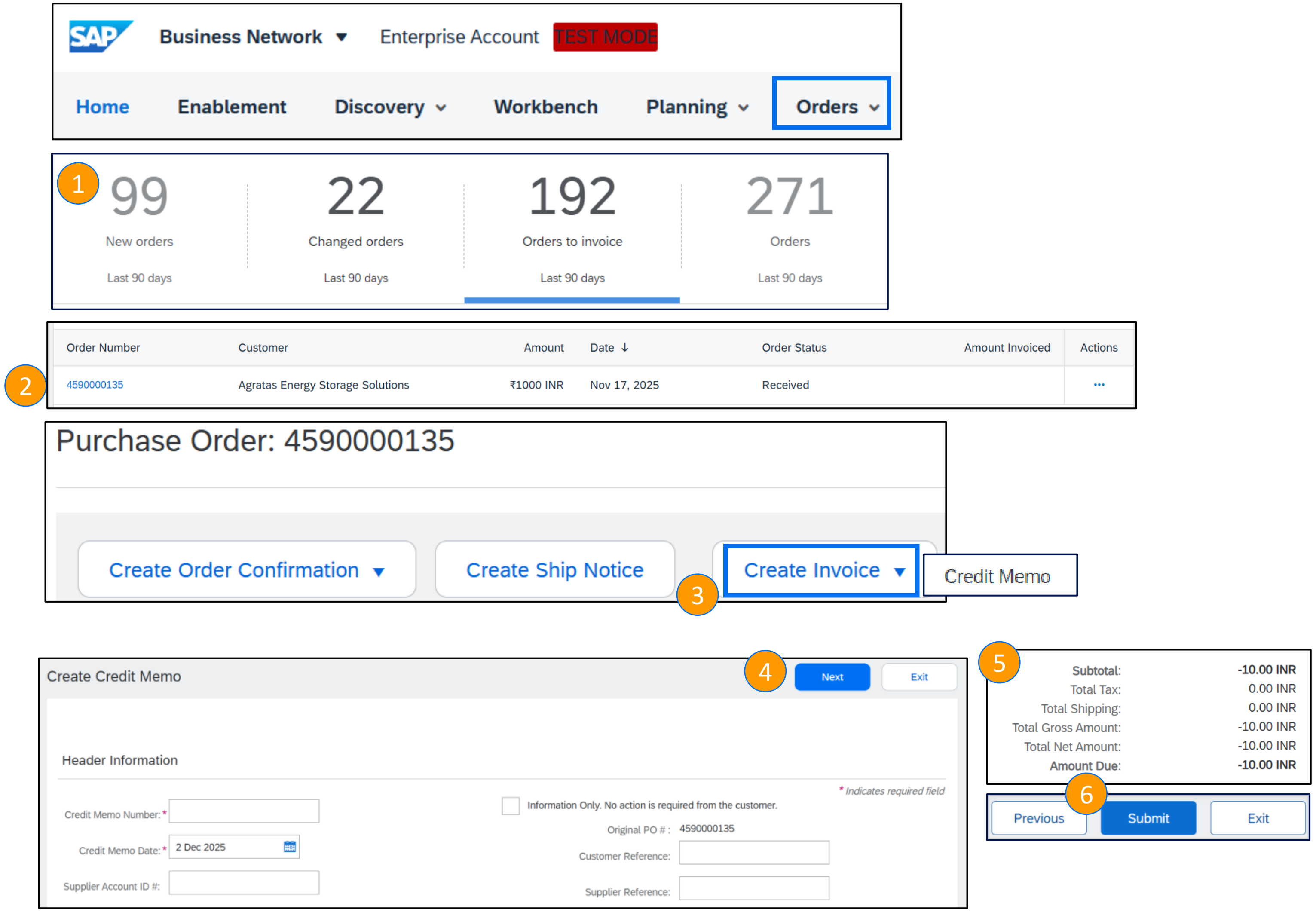
Credit Memo
Header Level

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.**



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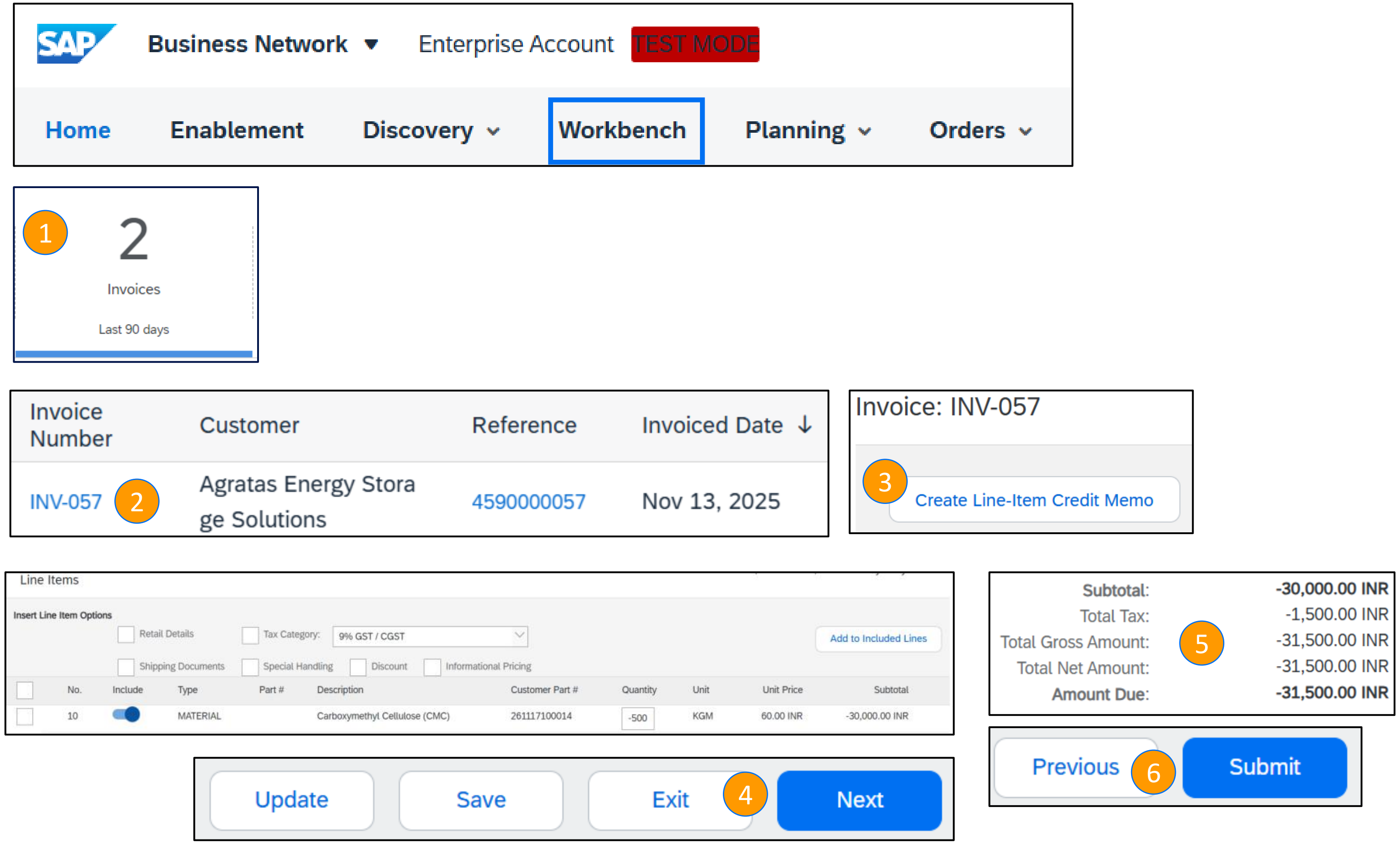
Credit Memo
Line Level Detail

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.

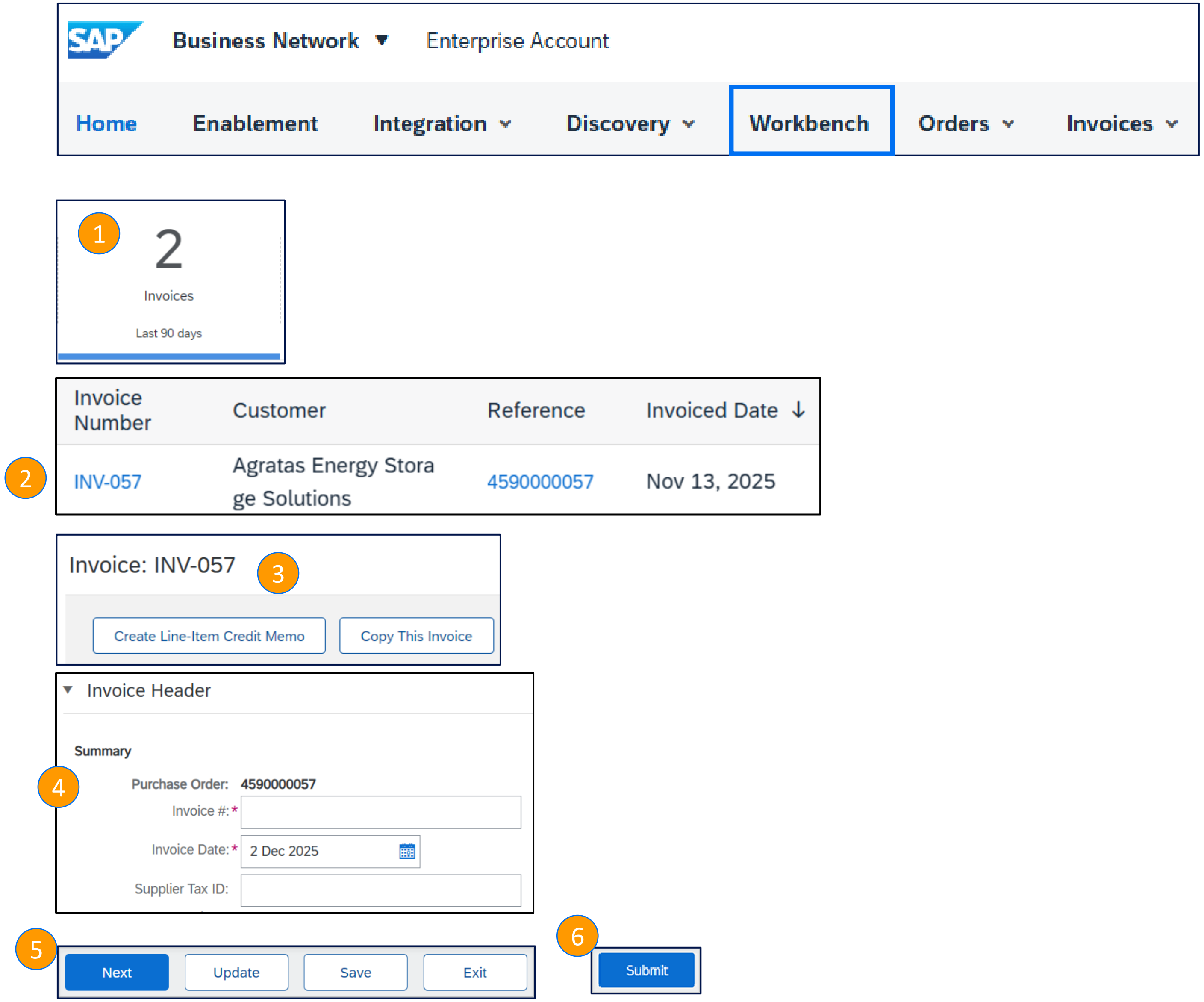


Copy Invoices

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.



Invoice Management

Invoice Management
Search for Invoice

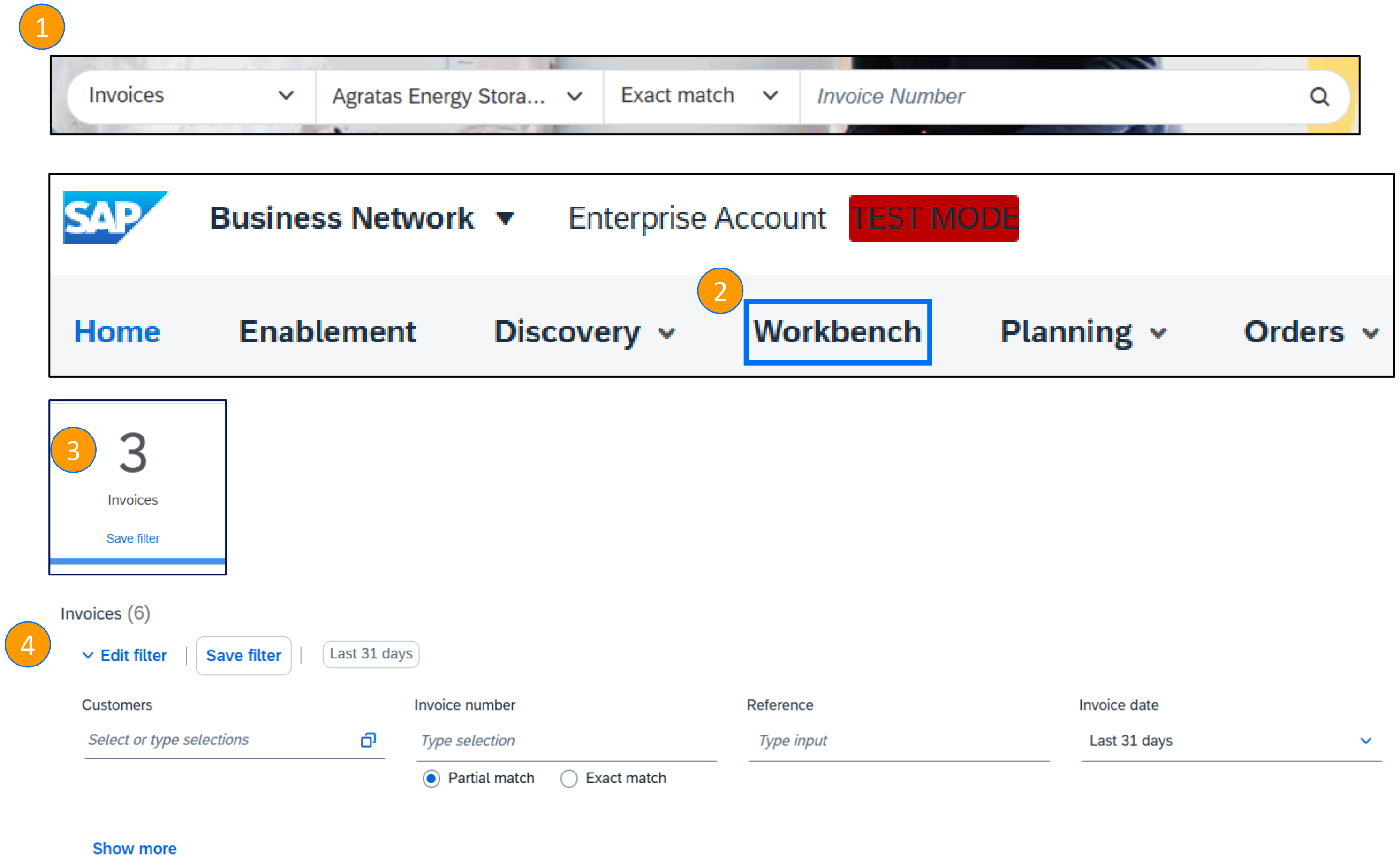
Quick Search:

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].



Invoice Status - Routing Status To Your Customer

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 Management

Invoice Status - Review Invoice Status

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

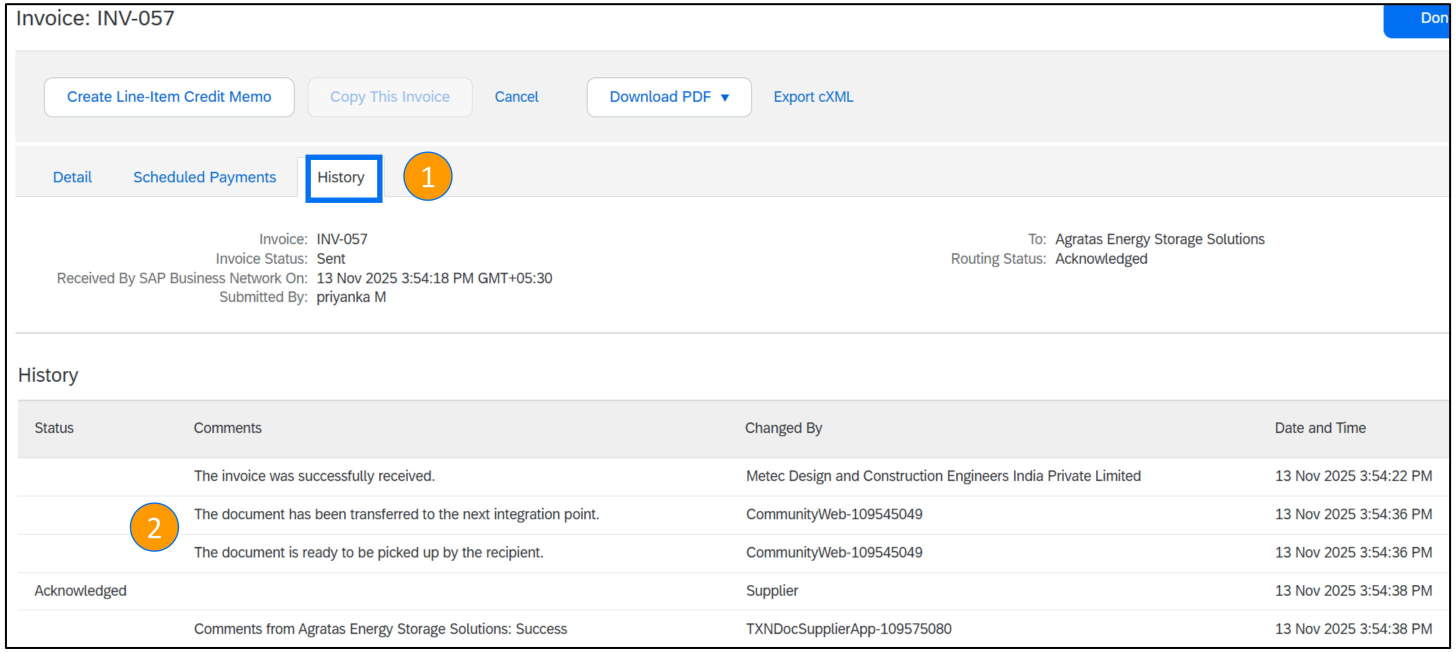
- Sent – The invoice is sent to the Agratas, but Agratas hasn't verified yet the invoice against purchase orders and receipts.
- Cancelled – Agratas cancelled the invoice.
- Paid – Agratas paid the invoice / in the process of issuing payment.
- Approved – Agratas has verified the invoice against the purchase orders or contracts and receipts and approved if 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.**

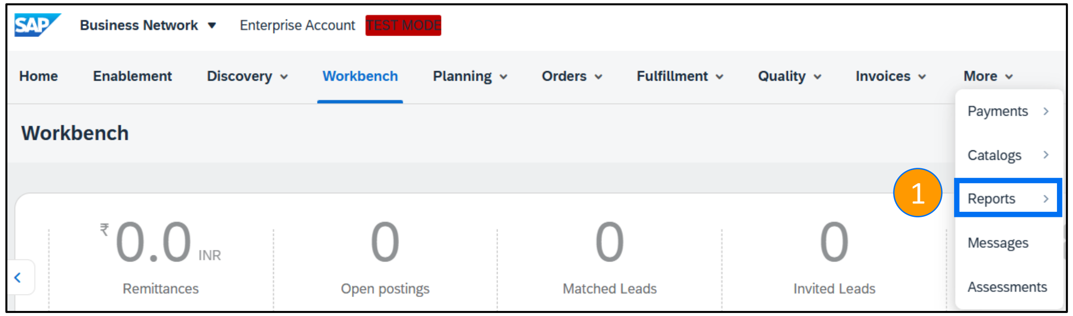


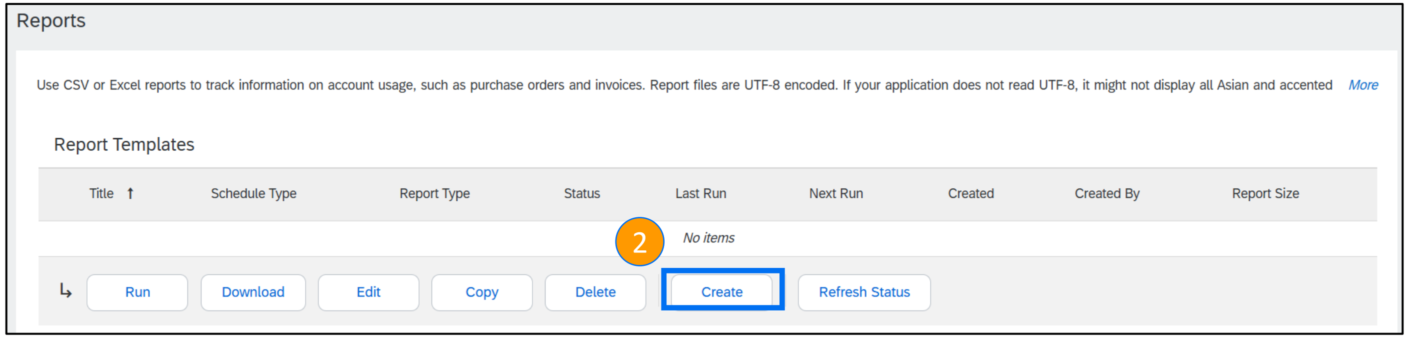
Invoice Management
Create Invoice Reports 1/2

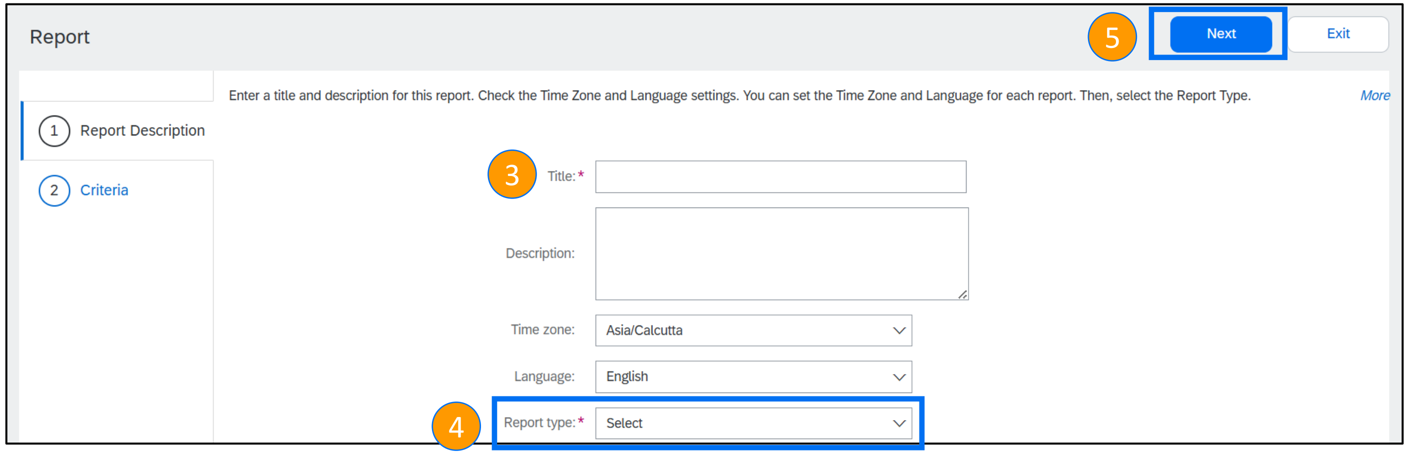
Reports help provide additional information and details on transactions on the Network in a comprehensive format.

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.







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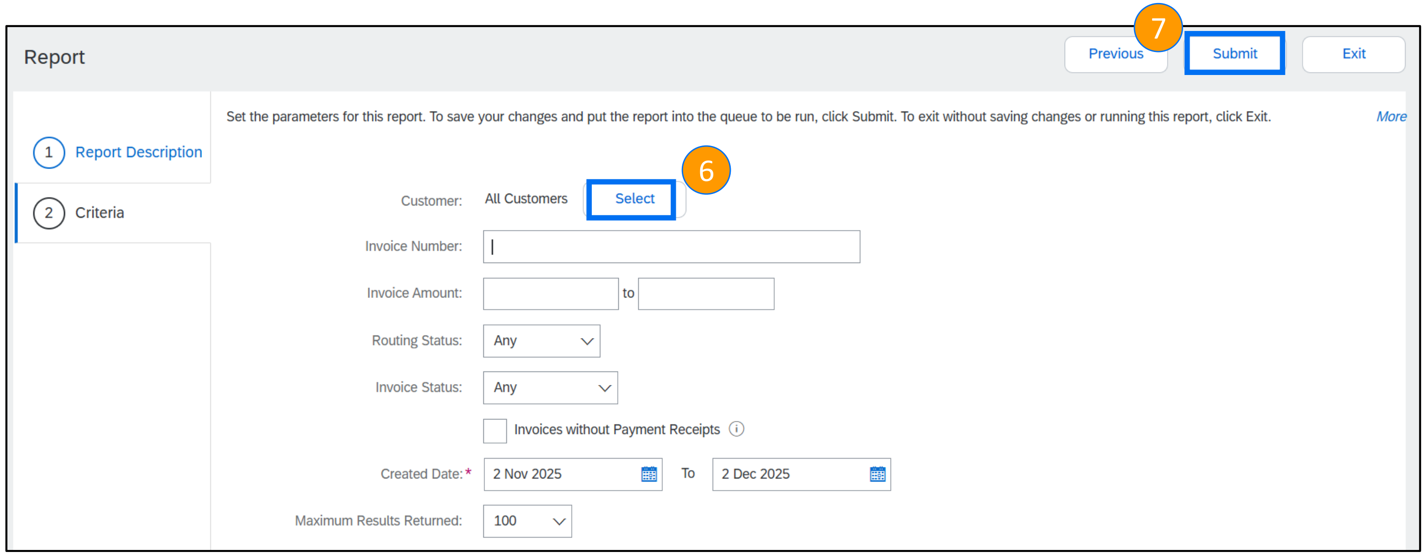
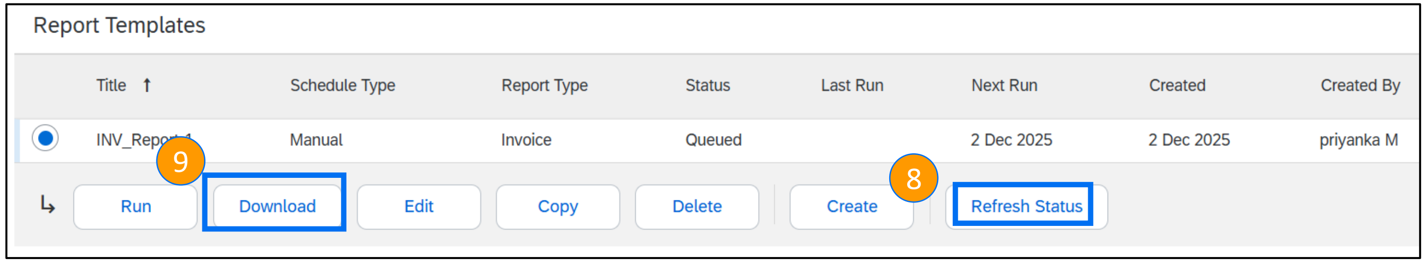
Invoice Management
Create Invoice Reports 2/2

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.

Thank you.