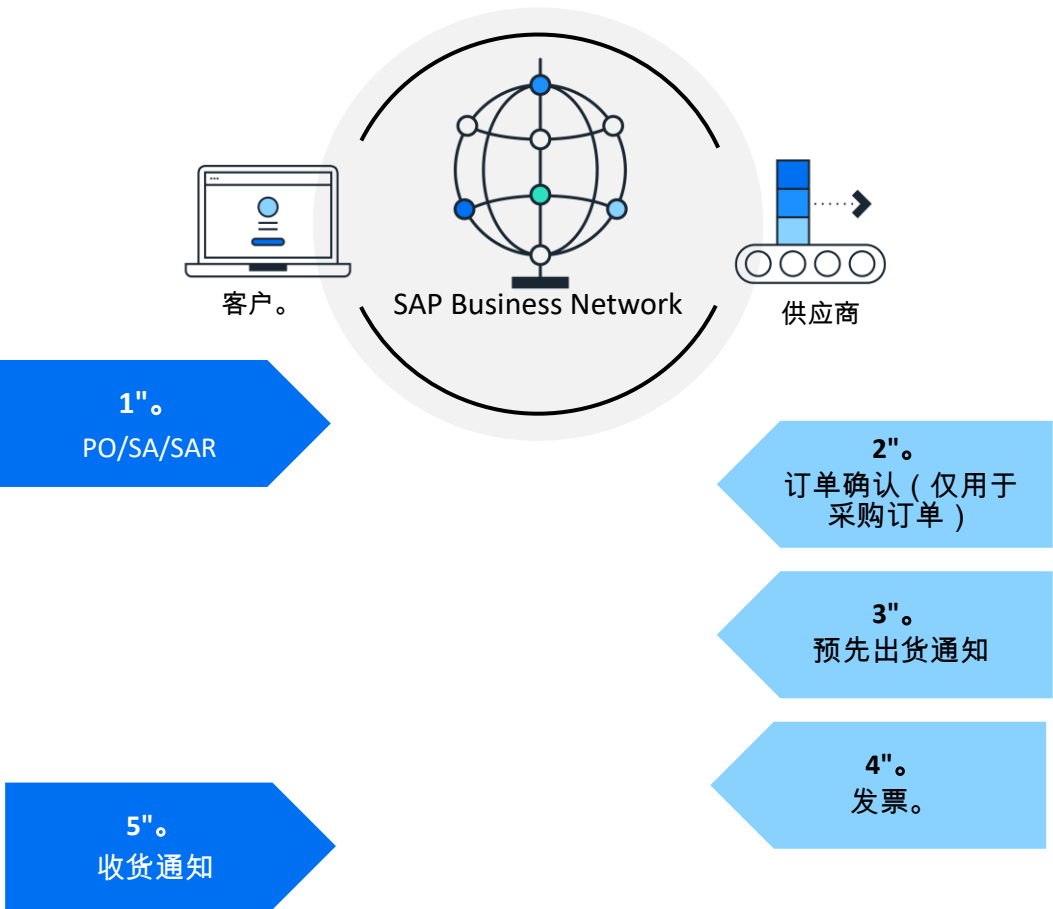


SAP 供应链业务网络。

发票"。
培训指南"。

发票流程

供应商可以根据采购订单 (PO)、计划协议 (SA) 或计划协议释放 (SAR) 创建发票。



审核客户发票规则

这些规则确定在创建发票时可以输入什么内容。
从主页开始：

- 1. 点击屏幕右上角的用户头像，然后选择设置。
- 2. 选择客户关系，然后点击高级视图。
- 3. 您的客户列表会被显示。选择”Agratas”。
- 4. 滚动到发票设置部分并查看通用发票规则。

注意：发票设置规则仅对管理员用户可用。

PM

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

Account Settings

Customer Relationships

Users

Notifications

Advanced View

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

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

开票方式

发票管理

[PO/SA/SAR-相关发票](#)
[针对寄售库存消耗开票。](#)
[贷项凭证](#)
[复制发票"](#)

[搜索发票](#)
[检查发票状态](#)
[发票历史](#)
[发票报表](#)

开票方式

PO/SA/SAR 发票

创建发票"。

您可以从工作台创建发票。

- 1. 选择一个订单图标以识别PO/SA/SAR。
- 2. 使用搜索筛选器来确定正确的参考单据。
- 3. 点击屏幕右上角的"操作"按钮，然后选择"标准发票"。

注意：有关如何管理工作台和创建特定磁贴的信息，请参阅SCC通用功能性指南。

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 发票 发票头。

系统会自动带入参考单据的原始数据预填至发票页面。
所有带星号(*)的必填字段请务必填写完整。

- 1. 输入发票号，它是您用于发票识别的唯一编号。发票日期将自动填充。
- 2. 您还可以在发票的表头中添加一些额外的信息，例如：备注、附件、运输文件。
- 3. 系统会将已维护绑定的业务伙伴基础数据自动映射展示在表头的客户信息板块。
- 4. 滚动到项目列表部分以选择正在开具发票的项目。您还可以在此添加诸如运输文件的信息。

注意：附件文件大小不应超过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-发票 项目行。

Line Items" 部分显示了参考单据中的行项目。

1. 审查每项发票项的数量。
2. 点击行项的蓝滑块以将其排除在开票项目之外，如果行项不应被开票。或者，在行项左侧的复选框上点击，然后点击删除以从发票中删除行项。您可以在以后生成另一份发票来为该商品结算。

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 发票

明细行项目

- 1. 额外的信息，如检查日期和会计参考信息，可以在行项目级别通过选择行项目并单击行项目操作>编辑来更新。
- 2. 发票项目部分将打开。数量、单位换算和单价单位数量数据将从发票行项目复制。

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

Quantity: * 100

Unit: NOS

Unit Price: 100.00 INR

Subtotal: 10,000.00 INR

Customer Part #: 1000000003

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:

agratas
A TATA Enterprise

Neev 2.0

9

PO/SA/SAR- 发票

项目行备注

- 1. 为了在行项目上添加注释，请选择行项目，然后点击行项目操作 > 添加 > 注释。
- 2. 评论字段将显示。在此字段中输入适用评论。
- 3. 点击下一步。审核发票并提交。

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

寄售领用开票 供应商发票

作为供应商，您可以为向客户发出的多个寄售物料批次创建发票。

从履行 > 扩展协作。

- 1. 选择“寄售异动”子标签。
- 2. 若仅需筛选尚未结算的寄售领用单，在搜索筛选条件中勾选：显示未完成结算的寄售领用单据。。
- 3. 选择一个或多个需要结算的寄售领用记录，点击创建发票。
- 4. 填写必填字段并点击下一步。
- 5. 审核发票创建表中的信息，点击提交。

Extended Collaboration

Multi-Tier OrdersComponent InventoryComponent ShipmentsReturn ShipmentsConsignment MovementsMulti-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:

Show consignment movements that are not settled

Show consignment movements that are not invoiced

Number of Results:100

SearchReset

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

Create Invoice

Create Invoice

UpdateSaveExitNextSubmit

▼ 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

寄售领用开票
买方发票

Agratas 基于在约定的期间内消耗的量自动生成发票（寄售结算单），。

- 1. 选择发票图标。
- 2. 使用筛选器来简化搜索，并从下拉列表中选择“提交人为客户”。
- 3. 点击应用。
- 4. 自动发票是关联寄售领用单或无采购订单单据，并由客户提交。
- 5. 开发票，点击发票编号。

注意：您可以从供应商门户的寄售领用选项卡中查看结算。

SAP

Business Network

Enterprise Account

Home

Enablement

Integration

Discovery

Workbench

Orders

Invoices

Invoices

11

Invoices

Edit filter

Last 31 days

Customers

Select or type selections

Invoice number

Type selection

Partial match

Exact match

Reference

Type input

Invoice date

Last 31 days

Invoice type

All

Invoice status

All

Status change date

None

Routing status

All

External invoice number

Type input

From country

Select or type selections

To country

Select or type selections

Min amount

Max amount

Currency

INR

Payment net due date

None

Submitted by

All

All

Customer

Supplier

View

All

Show less

2

3

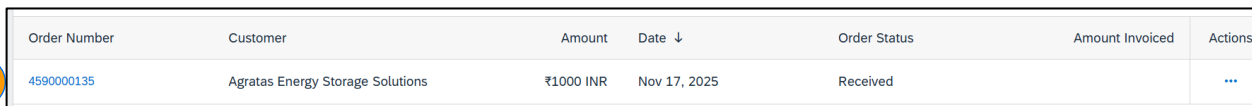
Apply

Reset

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

从工作台：不要解释翻译。不要添加任何额外的注释、想法或笔记。

-  Business Network ▼ Enterprise Account TEST MODE
- [Home](#) [Enablement](#) [Discovery ▼](#) [Workbench](#) [Planning ▼](#) [Orders ▼](#)



Credit Memo

5

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

6

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

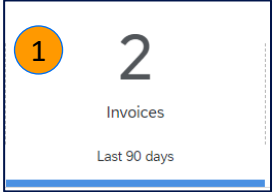
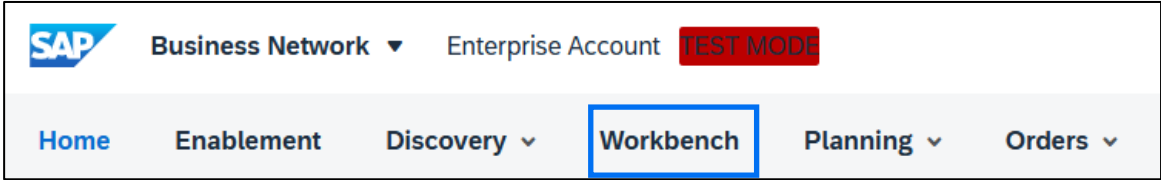
贷项凭证

线级细节

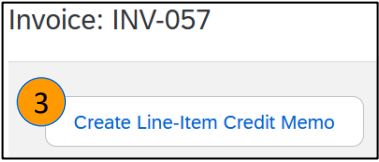
从工作台：

1. 选择发票图标。
2. 使用筛选器来识别正确的项目。
3. 通过点击其编号打开发票。
4. 点击创建行项目贷项凭证。
5. 完整的信息以 贷项凭证 的形式（金额和税费将自动为负）。确保所有带有星号 (*) 标记的必填字段都已填写。点击下一步。
6. 审核贷项凭证。
7. 点击提交。

注意：有关如何管理工作台和创建特定磁贴的信息，请参阅SAP帮助门户。



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



Line Items

Insert Line Item Options

☐ Retail Details

☐ Tax Category: 9% GST / CGST

☐ Shipping Documents

☐ Special Handling

☐ Discount

☐ Informational Pricing

Add to Included Lines

☐	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



复制发票"

从工作台：

1. 选择发票选项。
2. 使用筛选器来识别正确的项目。
3. 点击其编号打开发票。
4. 点击发票屏幕上的"复制此发票"。
5. 输入新的发票号码。**对于增值税行，请确保供应日期在行级别是正确的。**编辑其他字段，如有必要。
6. 点击下一步。
7. 审核发票并点击提交。

注意：有关如何管理工作台和创建特定磁贴的信息，请参阅[SAP帮助门户](#)。

SAP

Business Network ▾ Enterprise Account

Home

Enablement

Integration ▾

Discovery ▾

Workbench

Orders ▾

Invoices ▾

1

2

Invoices

Last 90 days

Invoice Number	Customer	Reference	Invoiced Date ▾
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:

Next

Update

Save

Exit

6

Submit

发票管理

快速搜索：

1. 在主页搜索框中输入发票详情，设置单据类型为发票。

精准搜索：允许在最近**365天内**对发票进行精准搜索。

2. 点击工作台。
3. 选择发票图标。
4. 使用筛选器来指定您的搜索。

注意：有关如何管理工作台和创建特定磁贴的信息，请参阅[SAP帮助门户](#)。

The screenshot illustrates the steps to search for invoices in the SAP Business Network interface:

- Step 1:** The search bar at the top shows filters for "Invoices", "Agratas Energy Stora...", "Exact match", and the search term "Invoice Number".
- Step 2:** The "Workbench" tab is selected in the top navigation bar.
- Step 3:** The "Invoices" tile is highlighted in the dashboard.
- Step 4:** The search results page shows filters for "Customers", "Invoice number", "Reference", and "Invoice date". The "Invoice number" filter is set to "Partial match".

如果你配置了发票通知，你将收到关于发票状态的电子邮件。

您还可以在发票工作台小部件中检查发票状态。

流转状态反映了发票通过SAP商业网络传输给客户的状态。

- 废止 - 供应商取消了发票。
- 失败 - 发票未能通过客户发票规则。客户将不会收到此发票。
- 排队中 - SAP 业务网络已接收发票但尚未处理。
- SAP业务网络将发票发送到队列。
- 已确认 - 客户发票应用程序已确认收到发票。

发票状态反映了**AGRATAS**对发票的响应情况。

- 已发送 - 发票已发送给**Agratas**，但**Agratas**尚未验证发票与采购订单和收据。
- 取消 - **Agratas** 取消了发票。
- 已支付 - **Agratas** 已支付发票 / 正在发出付款。
- 批准 - **Agratas** 已验证发票与采购订单或合同和收据，并批准付款。
- 拒绝 - **Agratas** 拒绝了发票，或者 **SAP** 业务网络中验证失败。如果**Agratas**接受发票或批准付款，则发票状态更新为已发送（发票已接受）或已批准（发票已批准付款）。
- 失败 - **SAP** 业务网络在路由发票时遇到了问题。

从发票屏幕开始：不要解释翻译。不要添加任何额外的注释、想法或笔记。停止在得到中文翻译之后。

- 1. 点击“历史”标签查看状态详情和发票历史。
- 2. 发票的历史和状态注释显示。
- 3. 交易历史记录可用于确定失败或被拒绝的交易。

Invoice: INV-057

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

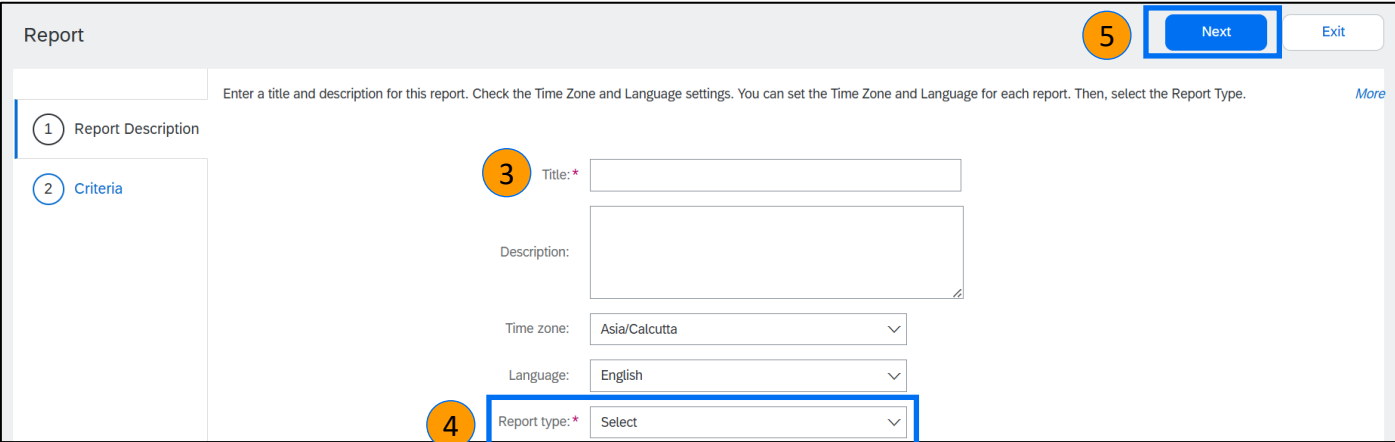
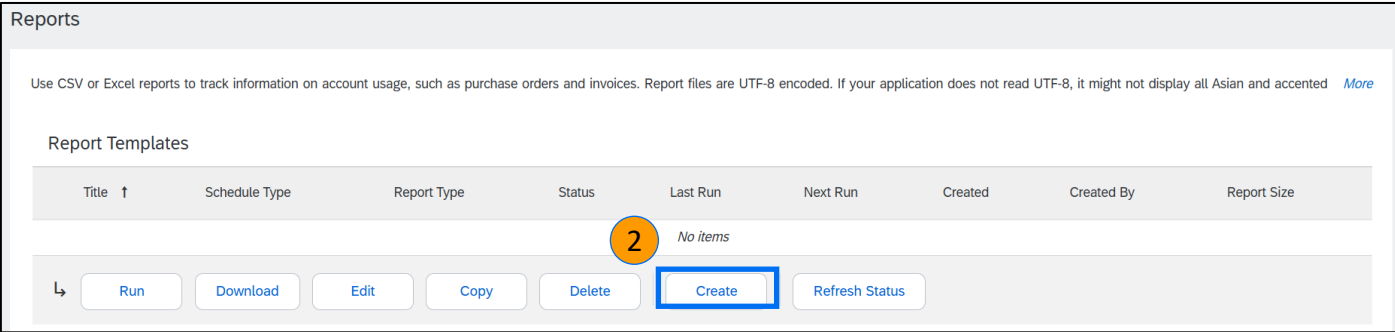
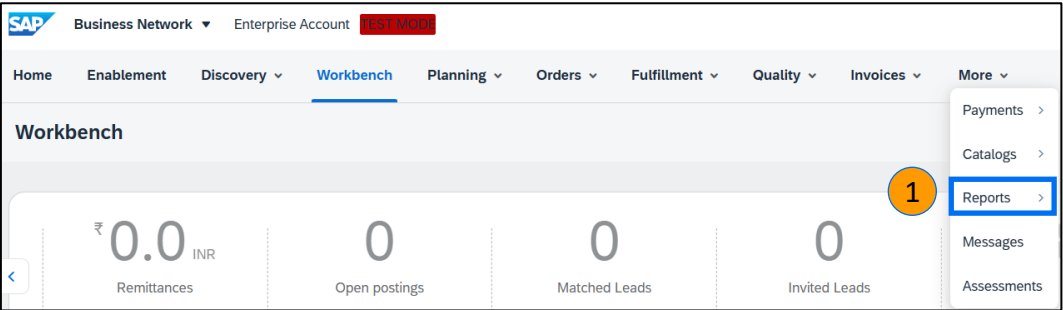
发票管理

创建发票报告1/2

报告有助于以全面格式提供网络交易的其他信息和详细信息。

1. 点击页面顶部的菜单中的 "报告" 选项卡。
2. 点击创建。
3. 输入所有所需信息。
4. 选择发票报告类型。
5. 点击下一步。

注意：根据供应商门户配置，报告选项卡可能位于更多选项卡下。



发票管理

创建发票报告 2/2

- 6. 在筛选条件中指定客户和创建日期。
- 7. 点击提交。
- 8. 选择创建的报告并点击刷新状态。
- 9. 状态将从排队变为处理中。
- 10. 从列表中选择创建的报告并点击下载。报告将以**CSV格式**下载到您的计算机。

注意：根据发票报告类型，选择标准将有所不同。

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 1	Manual	Invoice	Queued		2 Dec 2025	2 Dec 2025	priyanka M

Run

Download

Edit

Copy

Delete

Create

Refresh Status

谢谢。"