Supplier Experience
SAP Business Network on SAP BTP

February 2026
SAP Business Network

PUBLIC

Agenda

SAP Business Network

Welcome to SAP Business Network on SAP BTP

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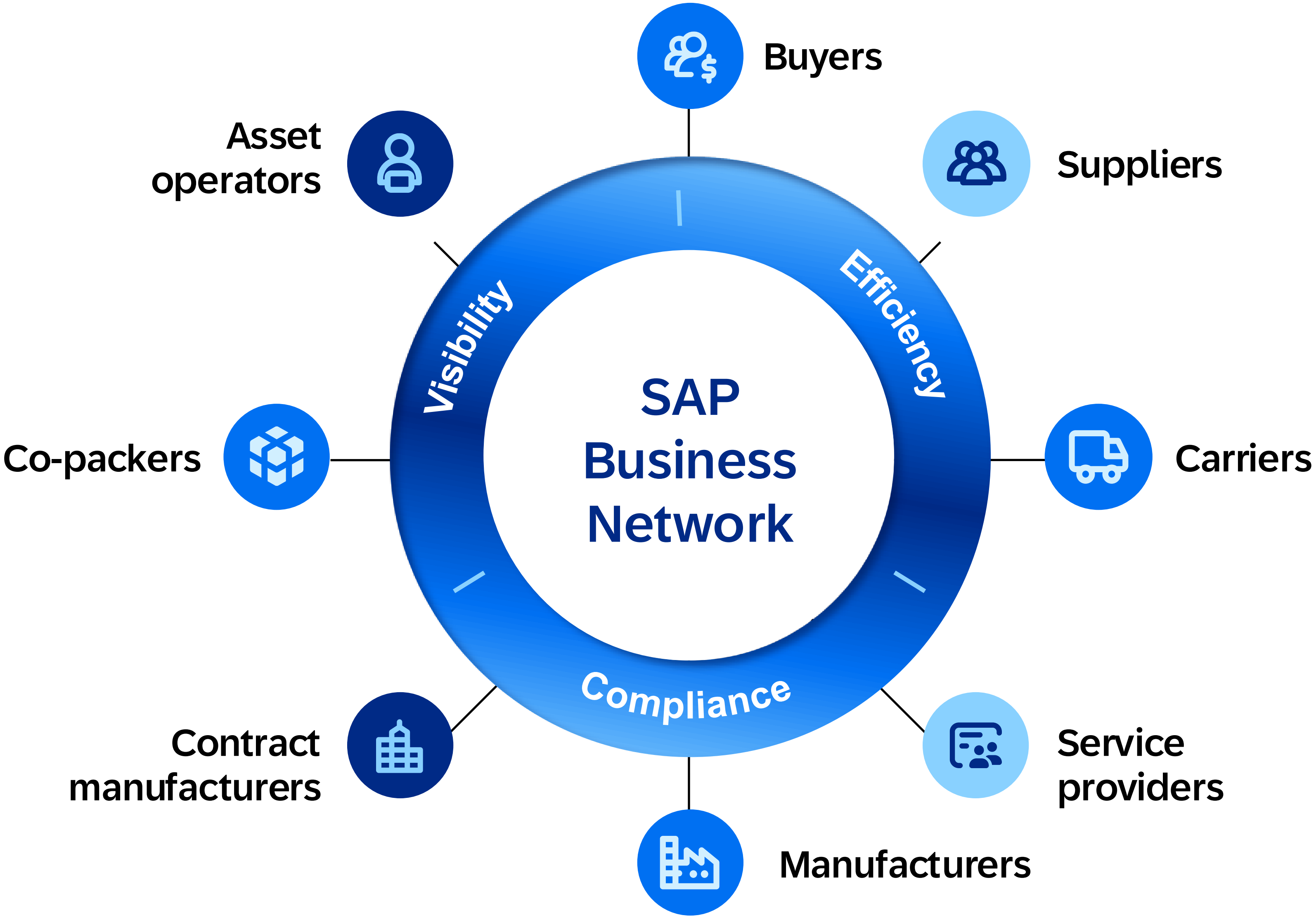
New to SAP Business Network on BTP?
Checkout SAP Business Network on BTP Quick Tour

SAP Business Network is the solution



More than 3.4 million connected companies transact $2.1+ trillion in commerce on SAP Business Network. Why? Because everything needed to manage commerce-from sourcing and orders through invoice and payment-is there for them, along with experts to help optimize the program.

Benefits for Sellers

LOWER COSTS — **60%**
average reduction in operating costs

GREATER EFFICIENCY — **50-75%**
faster transaction cycles

INCREASED SALES — **5-20%**
increase in revenue for new customers

STRONGER TIES — **60%**
improvement in customer retention

Largest business-to-business network on the planet

3.4M connected companies

190 countries

21 languages

EVERY YEAR

$2.1T commerce transacted

150M business commerce transactions

EVERY HOUR

$2.2M new business posted on Ariba Discovery

69 relationship formed

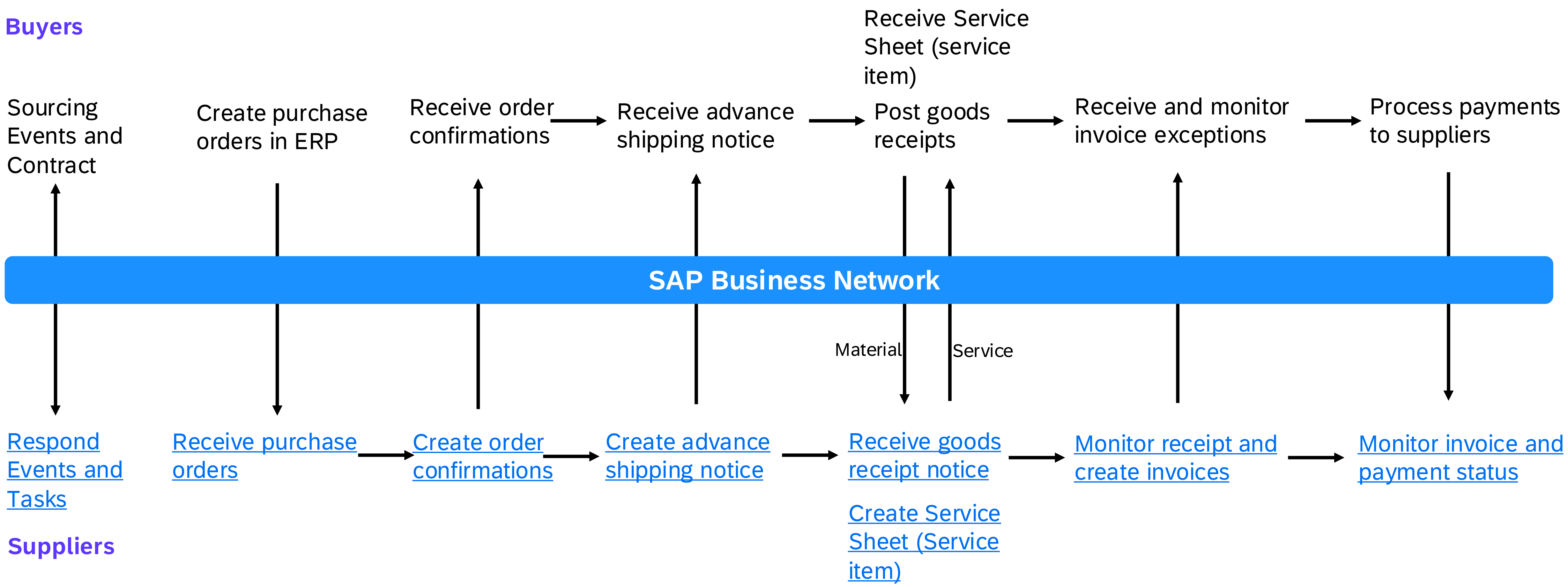
60 new companies joined

EVERY SECOND

$4.1K spend transacted

4 document transacted

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



SAP Business Network

Register Your Account

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SAP Business Network for Suppliers – Two Account Types

SAP Business Network supports the diverse needs of suppliers from all types of industries and background with two account types. Once you are registered on the network, you can immediately digitalize your fulfillment processes, collaborate with customers in real-time, find new business opportunities, and get paid faster.

Standard Account

For core supplier documents and basic supplier needs.

Free to use.

For suppliers with

- Lower volumes
- Sporadic transactions
- Single or few customer relationships

Includes:

- Electronic catalogs
- Access to SAP Business Network Discovery
- Supplier Financing
- Trading Partner Profile
- And more…

Enterprise Account

Supports advanced supplier needs.

Fees based on usage.

For suppliers with

- Higher volumes
- Regular transactions
- Multiple customers

Includes:

- System integration
- Extended support options
- And more…

Introducing: Supplier Registrations in Multiple Data Center of SAP Business Network on BTP

Solution Area: Trading Partner Onboarding Portal

Persona: Suppliers

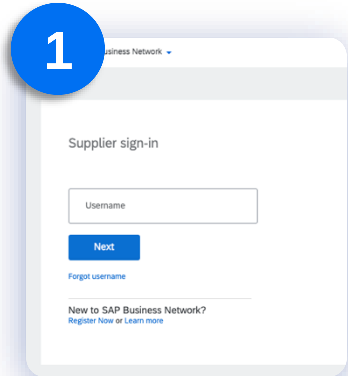
Description:

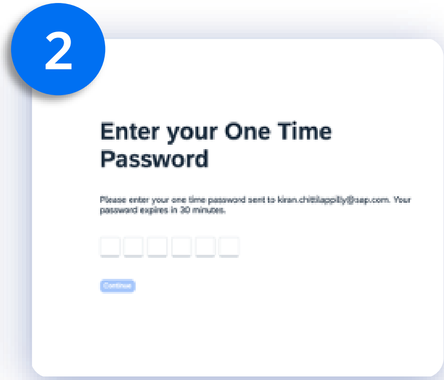
- Allow suppliers to be invited or walk up registering into different regional Data Center of SAP Business Network on BTP

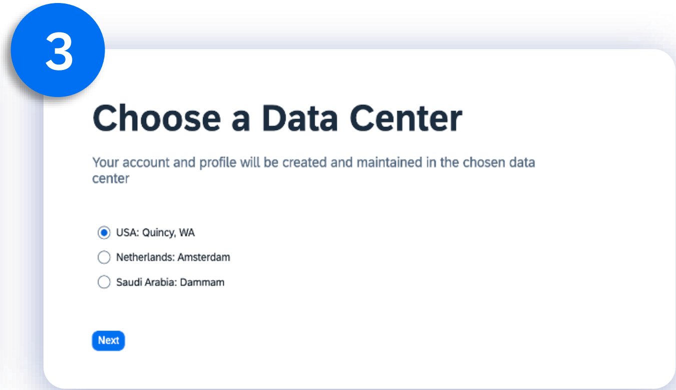
Key Benefits:

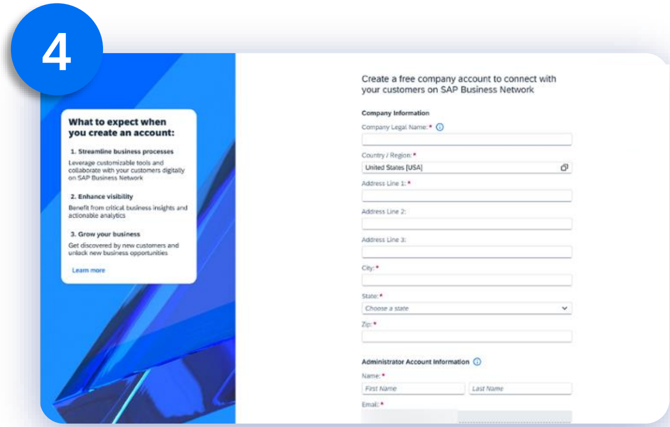
- Suppliers will be able to collaborate with trading partners(buyers) across data centers on different document types such as Purchase Order, Order confirmation, Ship Notices, Invoicing , payments etc.
- As part of ongoing enhancements, the supplier onboarding page has been refined with user experience improvements aimed at delivering a more intuitive and efficient interface
- Provides SAP Business Network supported data centers for suppliers to choose while creating an account part of supplier onboarding.
- Data Center picker is made available for supplier onboarding which includes quick enablement , trading relationship , sourcing Invites & walk-up onboarding.

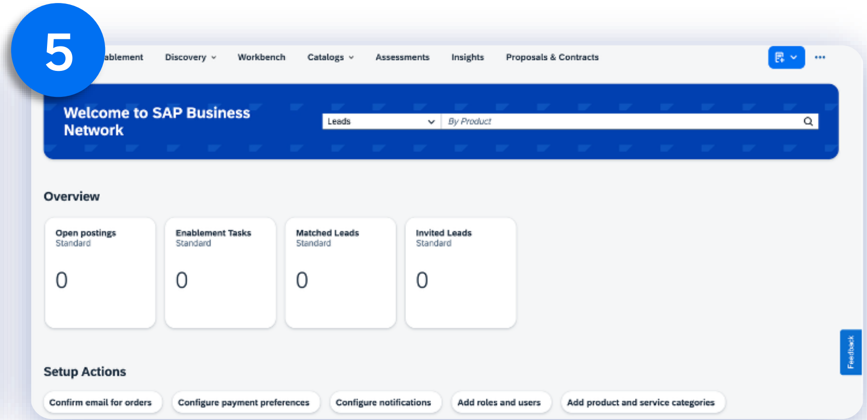
Feature: Walk Up Registration







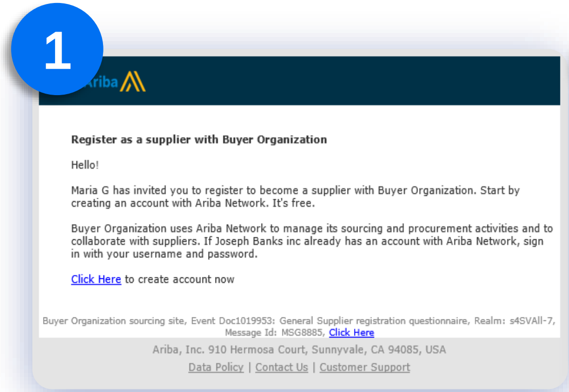


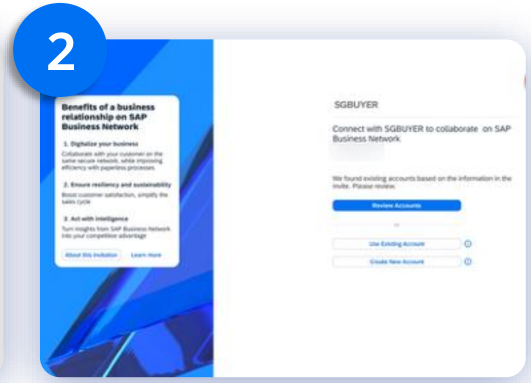


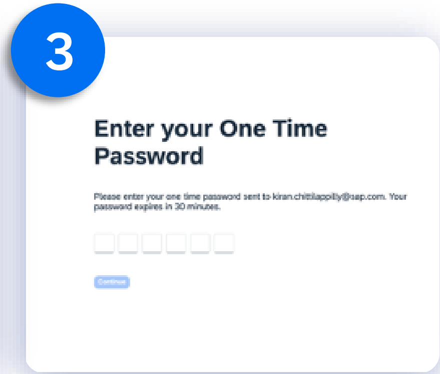
Create new account and select your preferred data centers

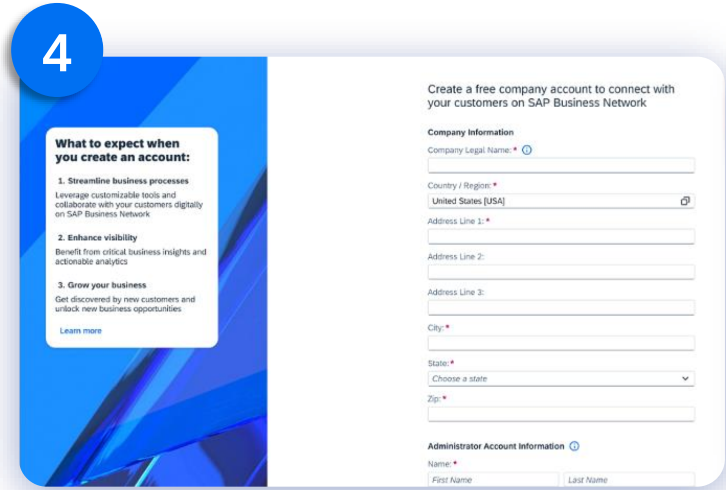
1. Click on **Register now** to create a new standard account by providing an email address that the account will be associated with.
2. A **one-time password** will be sent to the email address which is required to proceed with registering your account.
3. Supplier will choose a **data center** and procced to fill the account registration information and submit the form.
4. Supplier completes the **mandatory profile information** details and lands to new supplier portal experience.
5. Supplier standard account registration will then be completed with access to the supplier portal.

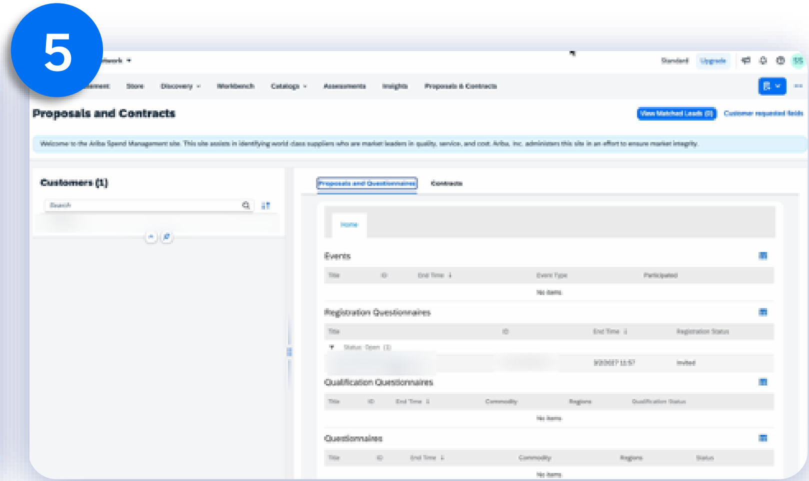
Feature: Registration via Sourcing triggered Invites











Registering an account from a sourcing invitation

1. The supplier will receive a sourcing **invitation with a link to register** from the sourcing registration portal.
2. Supplier will choose to use an existing account or create a new account.
3. Once on the portal page, the supplier will click on create new account. A **one-time password** will be sent to the email address entered.
4. Supplier completes the mandatory profile information details and lands to new supplier portal experience.
5. A standard supplier account has been successfully created and access to the Proposals and Contracts

SAP Business Network

Manage Your Users and Roles

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Introducing: Manage Users and Roles for Your Company

Solution For: SAP Business Network for Trading Partners

Solution Area: User Management

Persona: Supplier users

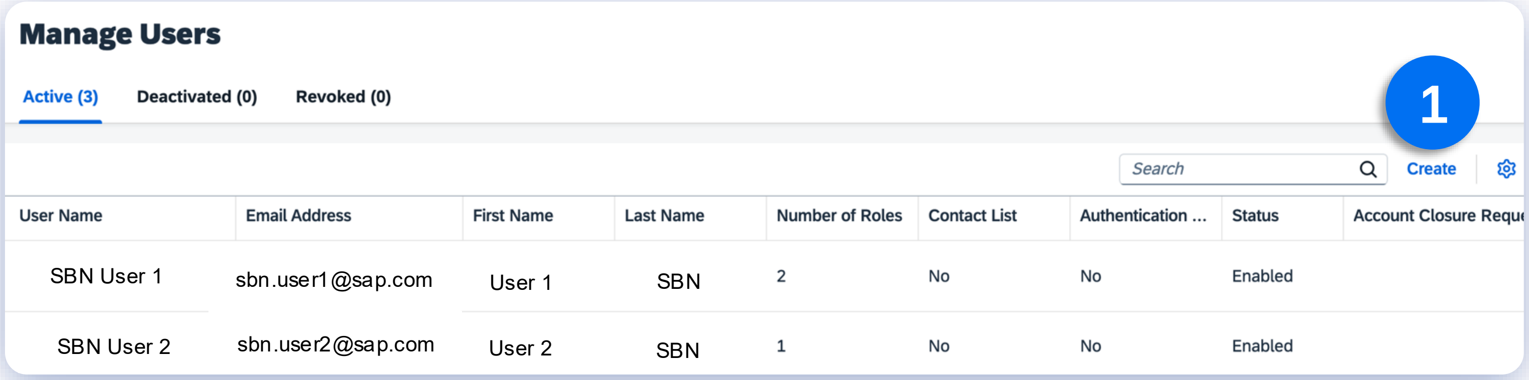
Description:

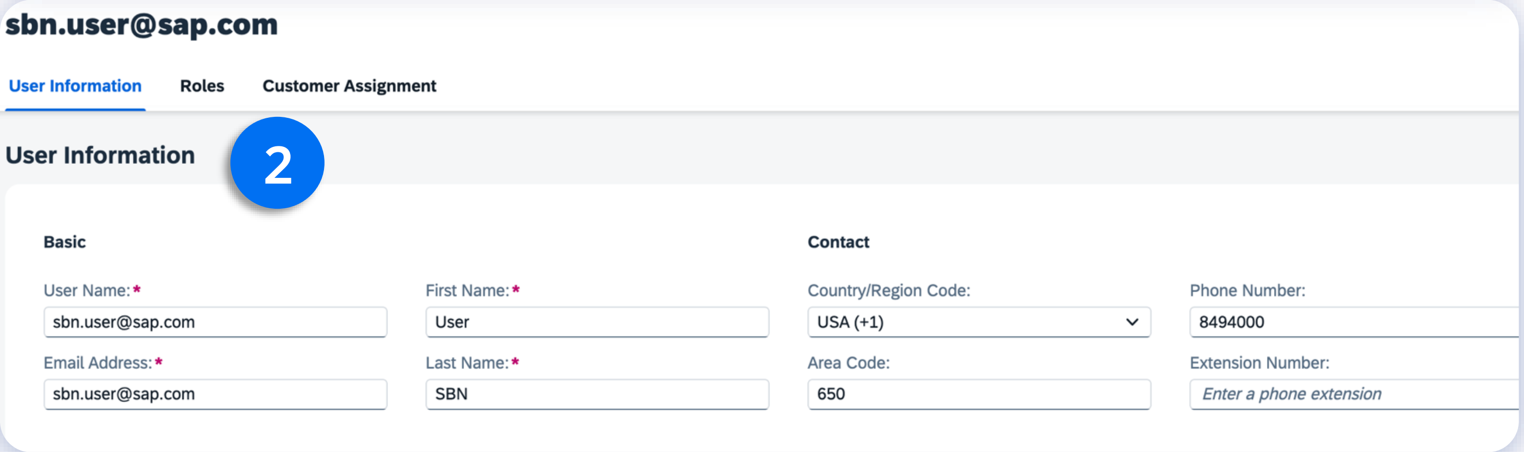
- Self service to manage users and role-based access control so you can segregate the duty of the users in your company. It allows you to manage user access based on the customer assignment.

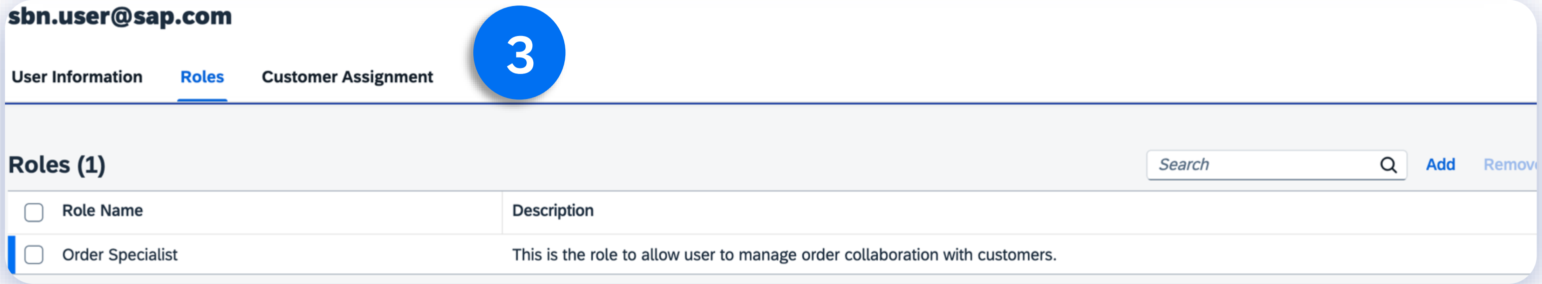
Key Benefits:

- A refreshed management experience provides a clearer view of users, roles, and permissions, with real-time change handling to reduce administrative overhead and errors
- Supplier Admins can leverage predefined roles, standardizing permission configurations and reducing the need for custom set-up.
- Admin-driven password reset and clearer confirmation pages for profile changes improve transparency for end users.
- Account-/user-level multi-factor authentication (MFA) configuration is available for strengthening access security

Feature: Manage Users



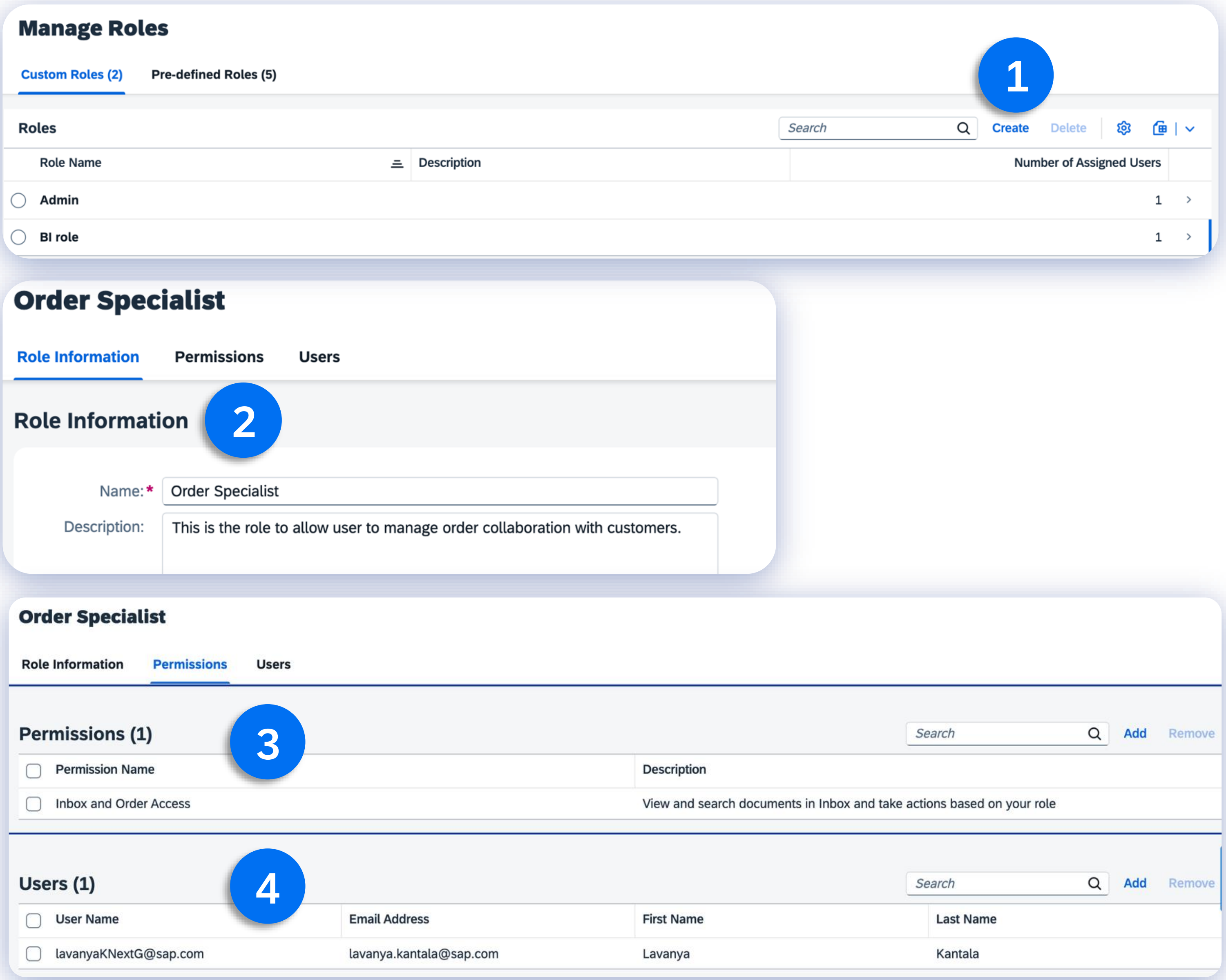




Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to "**Manage Users** and
2. Click "**Create**" to create a new user and Provide basic information to the new user
3. Assign the Role to the new user and assign Customers for the new user to manage.

Feature: Manage Roles



Create Roles to control user access to fit your company's needs

1. Access **Settings -> Account Administration** to "**Manage Roles** and Click "**Create**" to create a new role
2. Provide meaningful Role Name and Descriptions
3. Add Permissions to the Rule
4. Assign the Role to the Users

SAP Business Network

Manage Your Company Profiles and Customer Relationship

PUBLIC

Introducing: Company Profile and Customer Relationship Management

Solution For: SAP Business Network for Trading Partners

Solution Area: Profile and Relationship

Persona: Supplier users

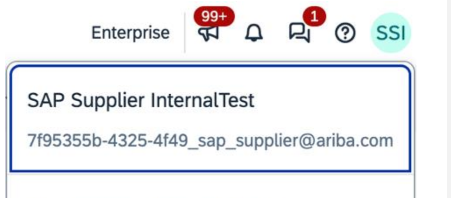
Description:

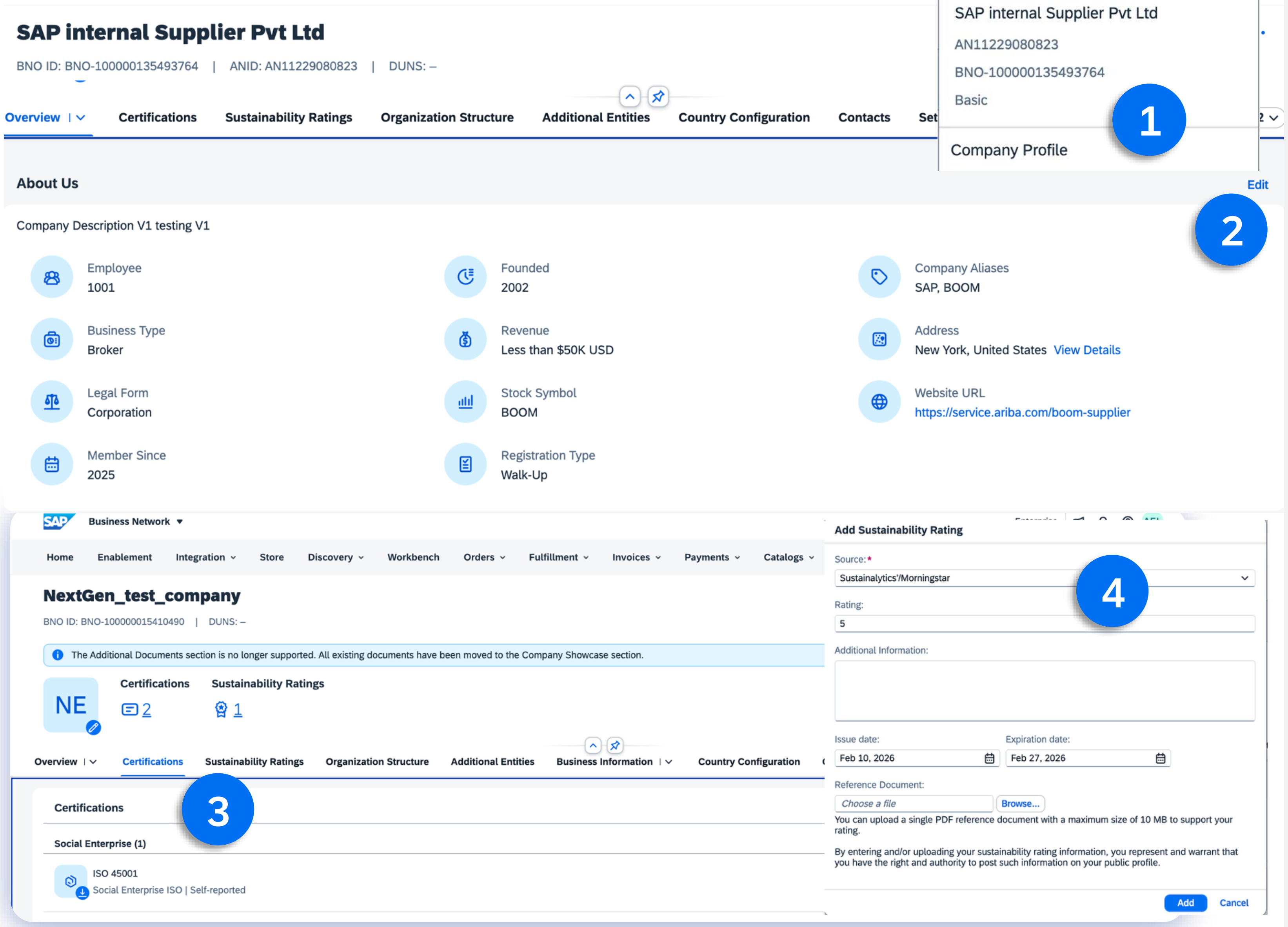
- Maintain your company profile along with products categories and make it visible for buyers to search and discover. Customers could request and establish trading or sourcing relationship with you to grow your business

Key Benefits:

- **Grow Your Business:** Buyer customer would discover and contact with you for additional business opportunities.
- **Manage business relationship in one place** — including acceptance or rejection relationship with customers
- **Simplified Supplier Management**: Suppliers can now view and access all linked child accounts from the new Relationship page, with seamless login to manage each one independently.

Feature: Company Profile

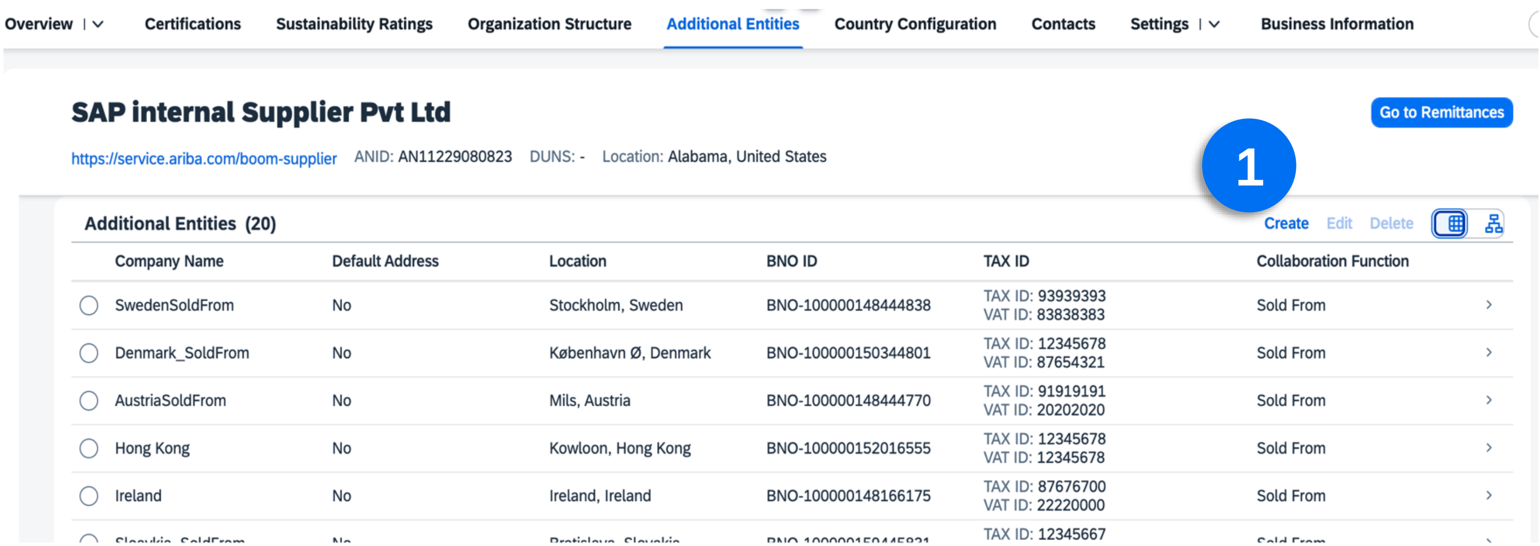


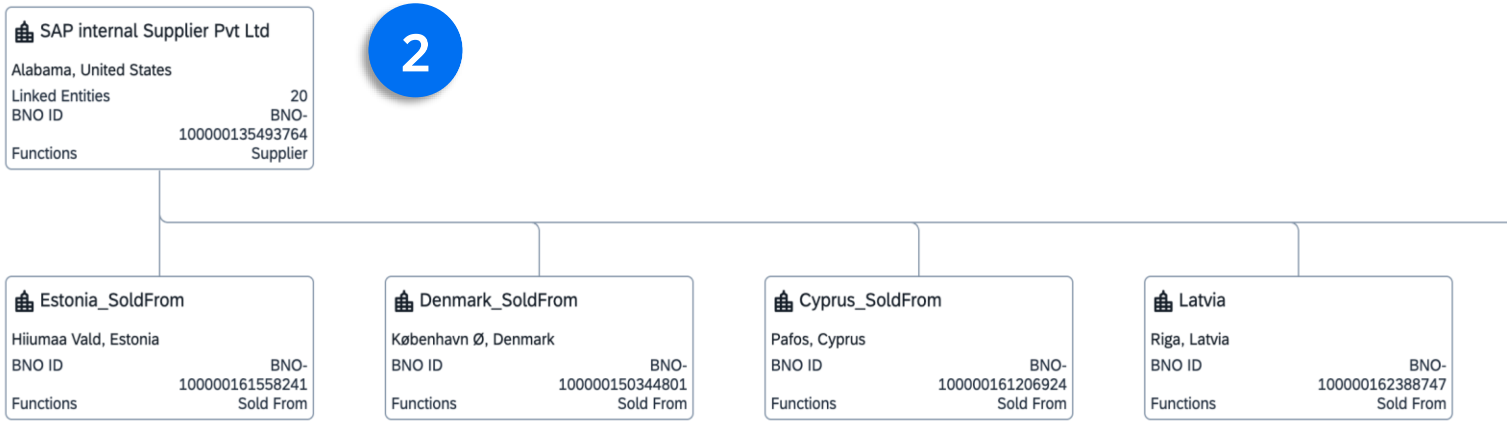


Update company profile

1. Access **Homepage Account Settings -> Company Profile**
2. Click "**Edit**" to update basis data
3. Add "**Certificates**"
4. Enter "**Sustainability Ratings**"

Feature: Company Profile



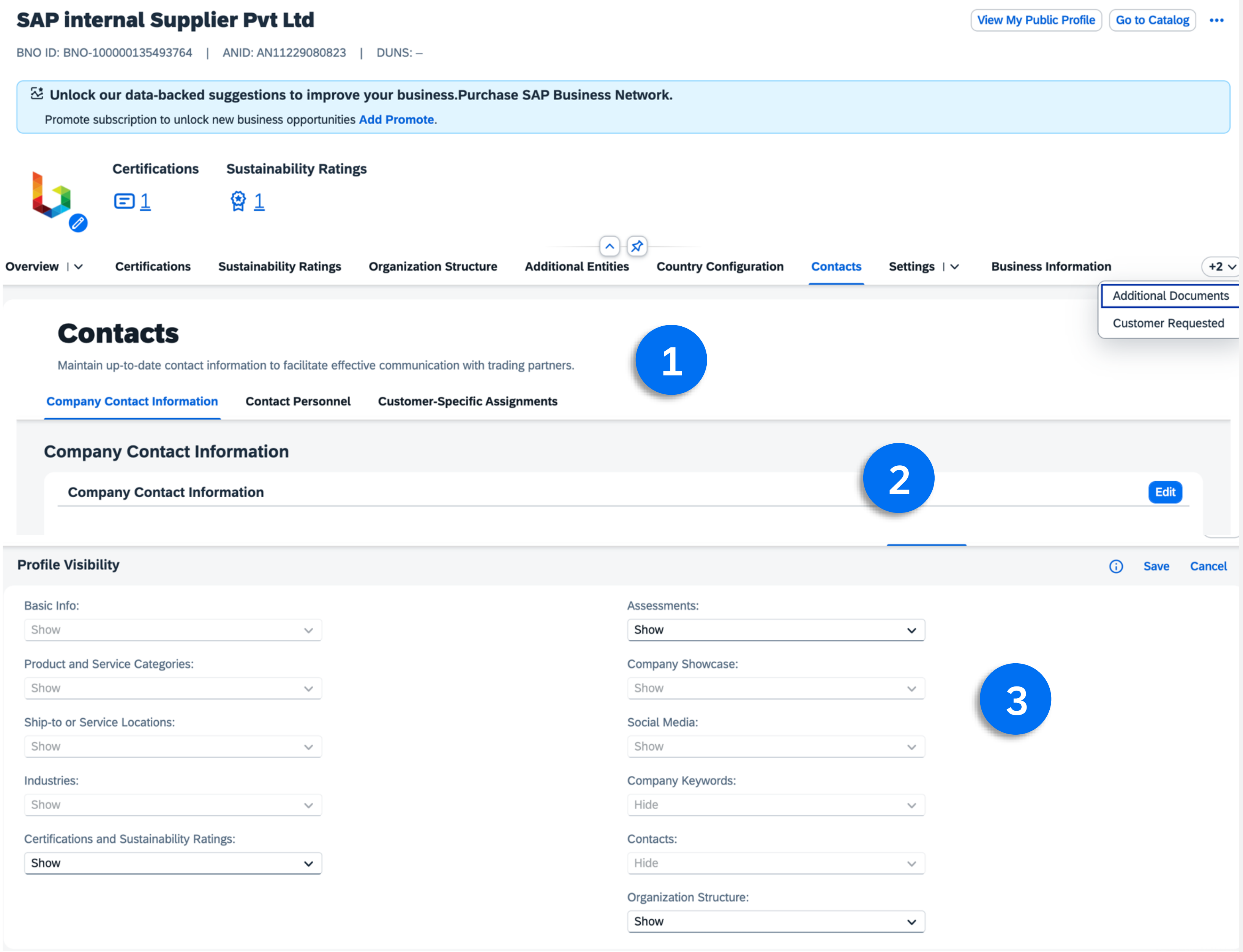


Organizational structure and additional entities

1. Maintain “**Additional Entities**” in your company

2. Check “**Organization Structure**”

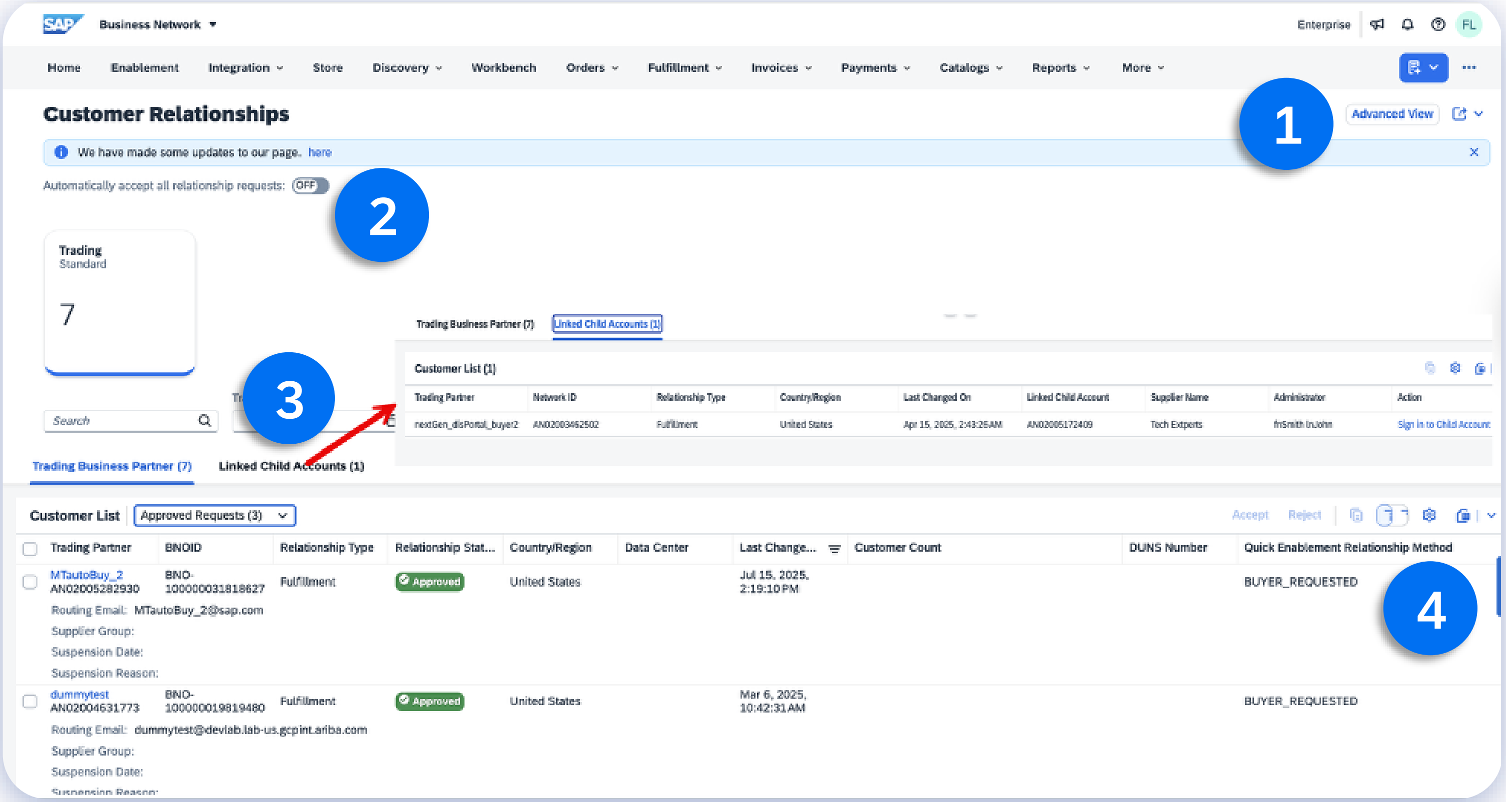
Feature: Company Profile



Business and contact information

1. Maintain “**Country Configuration**”
2. Add “**Contacts**”
3. Main Additional “**Settings**” for your profile

Feature: Customer Relationships



Manage relationships with your customers

1. Quickly access the advanced view (old UI)
2. Automatically accept all relationship requests
3. Filter, search, and group your customers relationships
4. Mass actions (accept / reject) and export capabilities

SAP Business Network

Proposals and Contracts Collaboration

PUBLIC

Introducing: Proposals & Contracts Collaboration

Solution For: SAP Business Network for Trading Partners

Solution Area: Sourcing

Persona: Supplier users

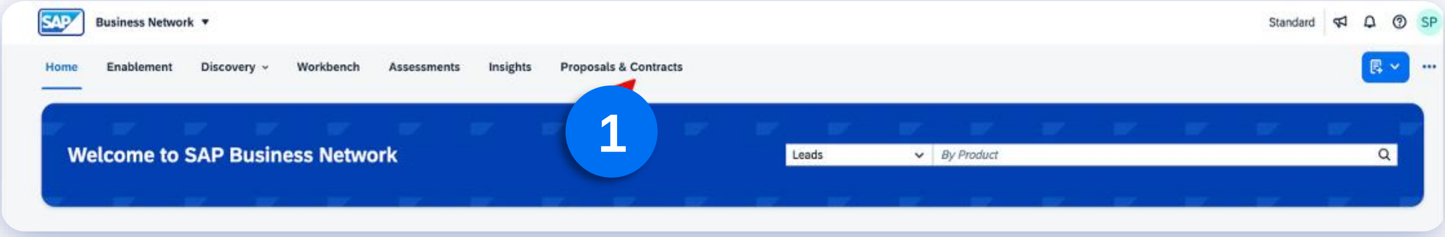
Description:

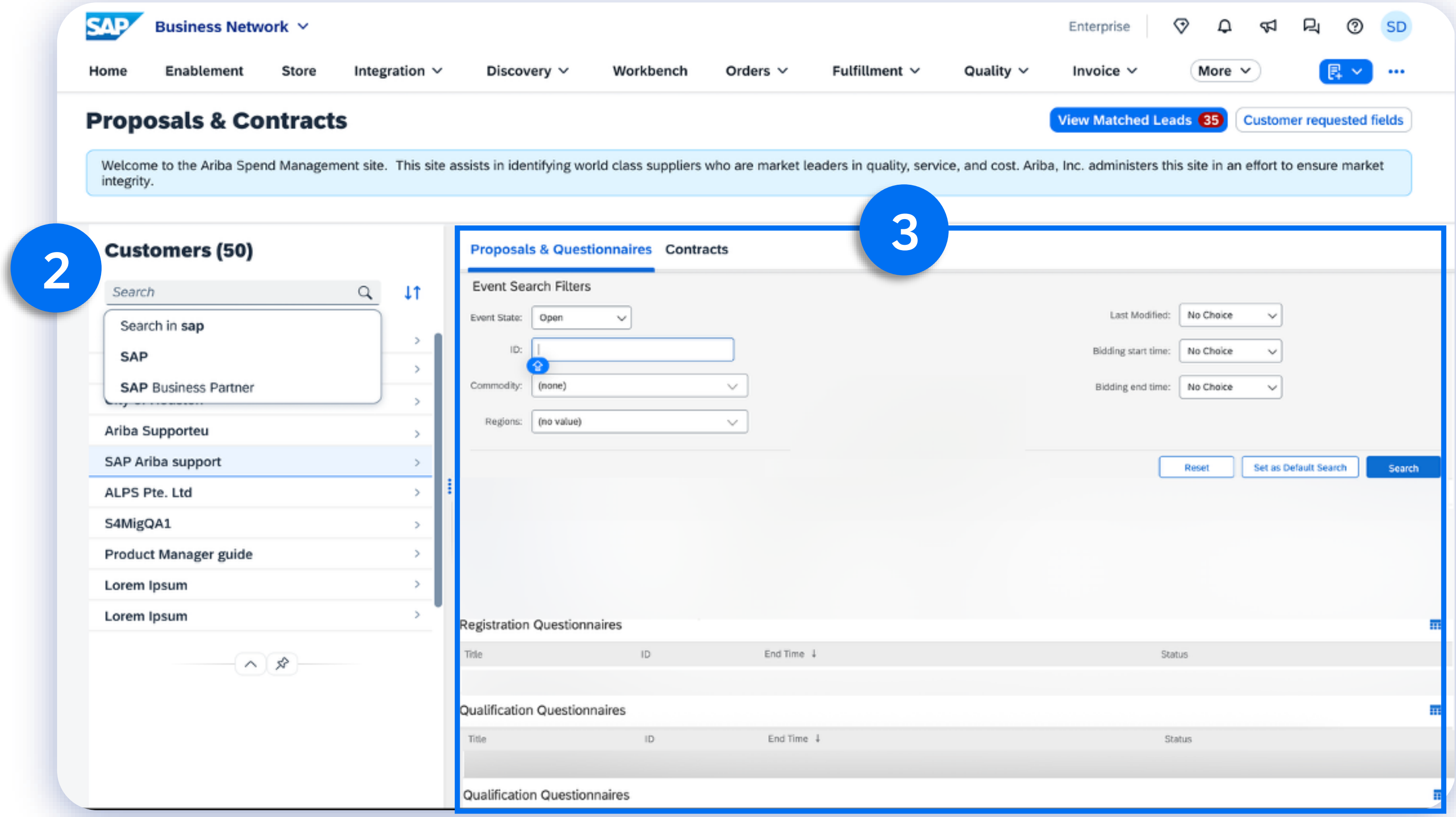
- Allow suppliers to complete supplier questionnaire, respond sourcing bidding events and collaborate on commercial contract authoring.

Key Benefits:

- One Entry point to multiple customers' sourcing system.
- Real time access to sourcing events and receive updates from buyers.
- Paperless collaboration with buyers and improve productivities

Feature: Proposals & Contracts Collaboration with Customers





Easy access sourcing and network customers, eliminate delays, and achieve exceptional performance.

1. One portal for all your network documents.
2. Search and sorting options to select customers from the list.
3. Contracts, proposals and questionnaires can be accessed for one customer in a combined view.
4. Easy navigation to other actions, such as managing the leads and customer-requested profiles.

SAP Business Network

Manage Your Purchase Orders

PUBLIC

Introducing: Purchase Order - SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Purchase Order

Persona: Supplier users

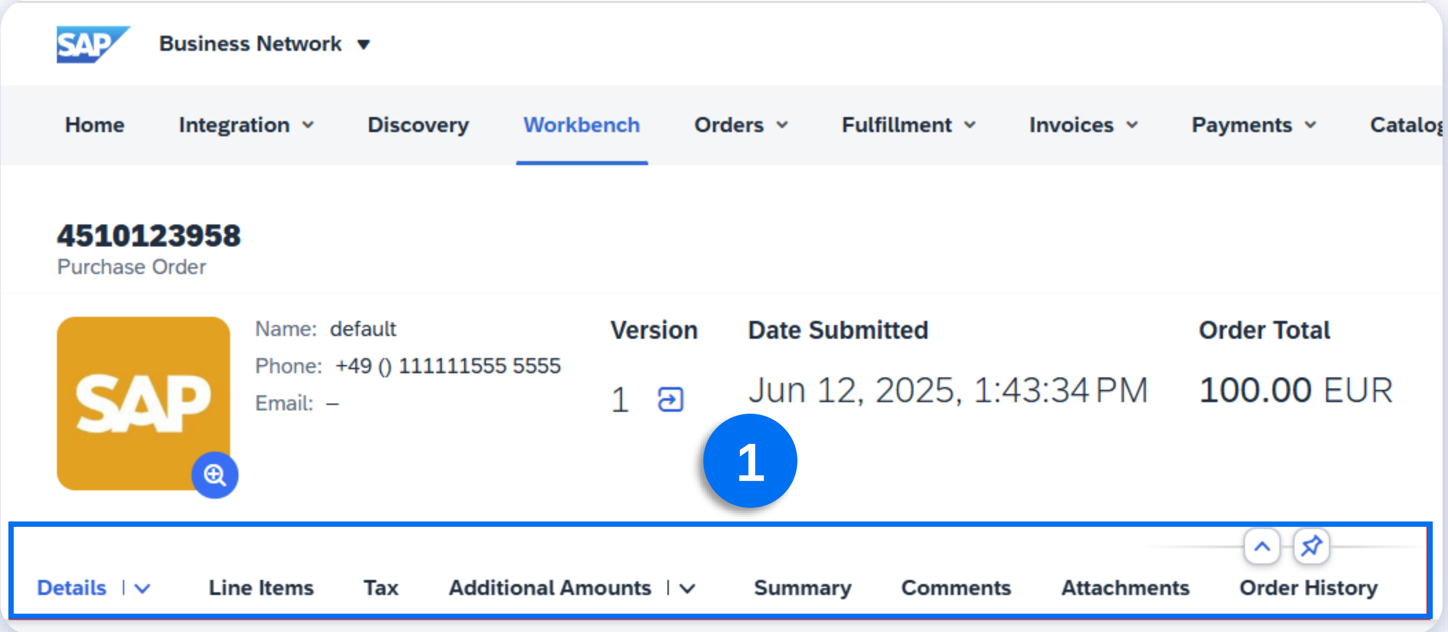
Description:

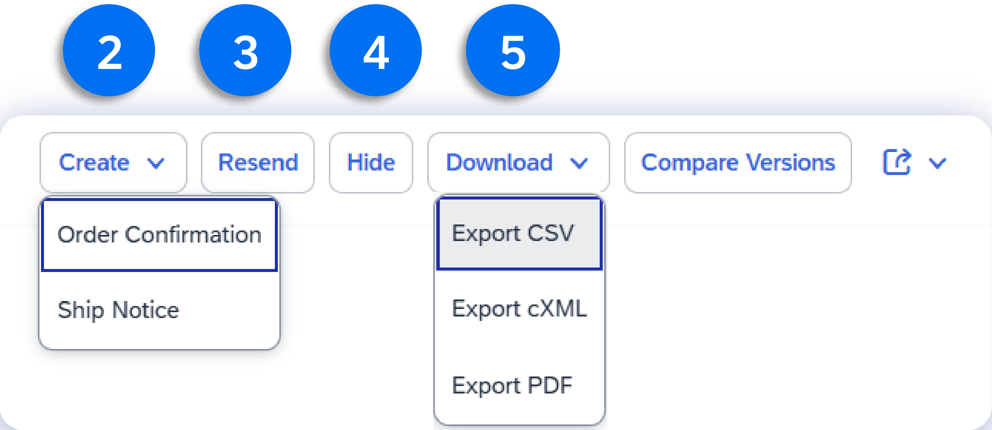
- Receive purchase orders from customers and manage the fulfillment of it.

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

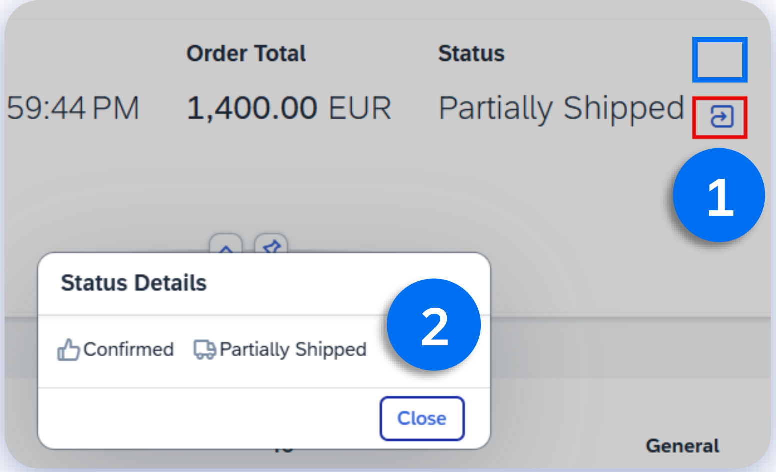


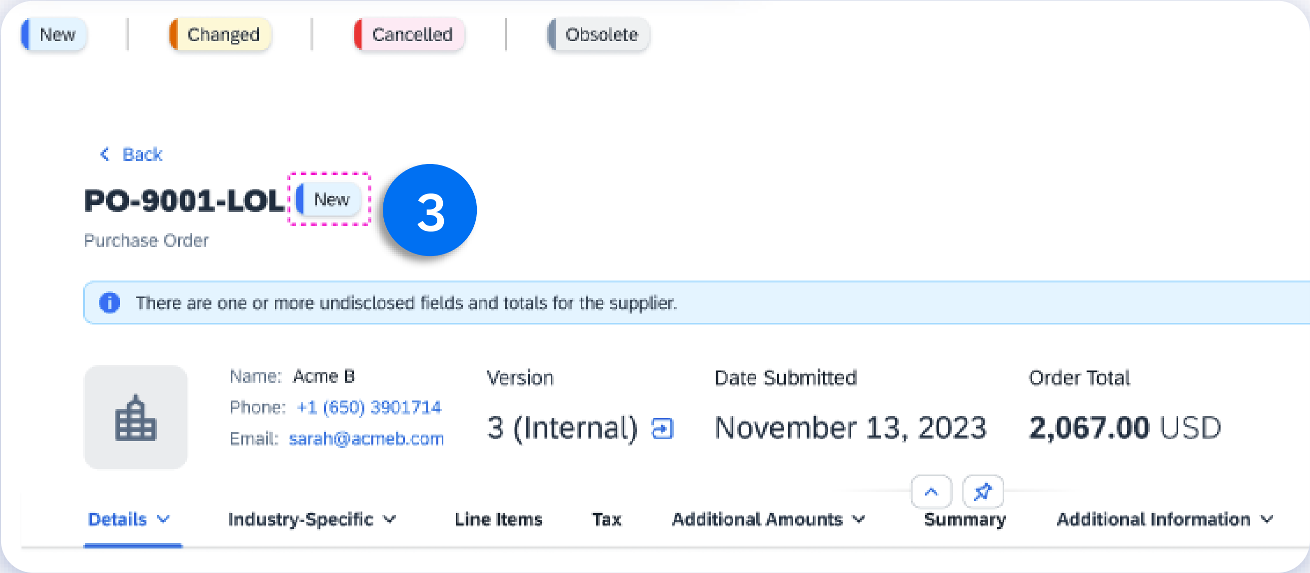


Top navigation section and purchase order actions

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

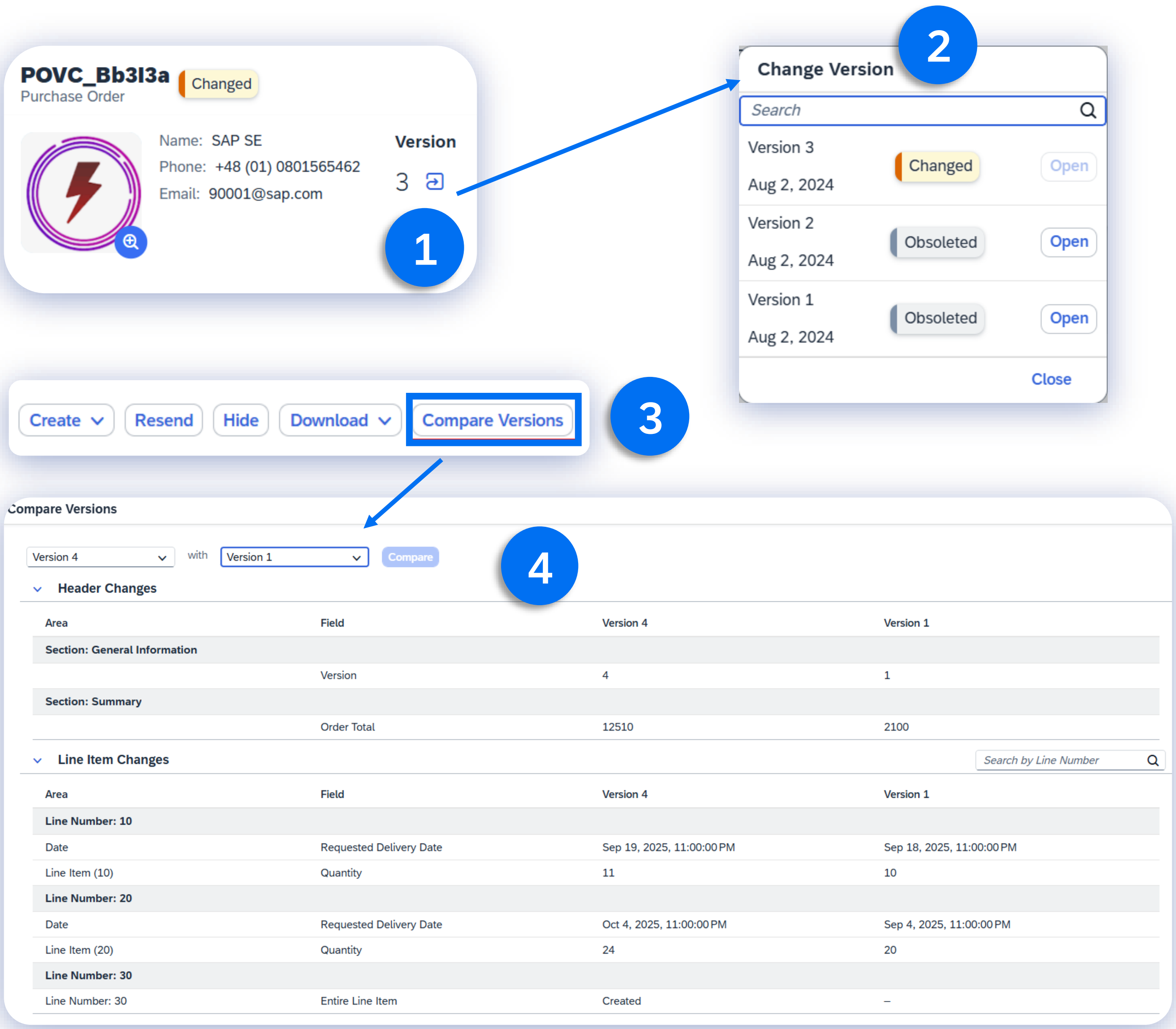




Document status

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.

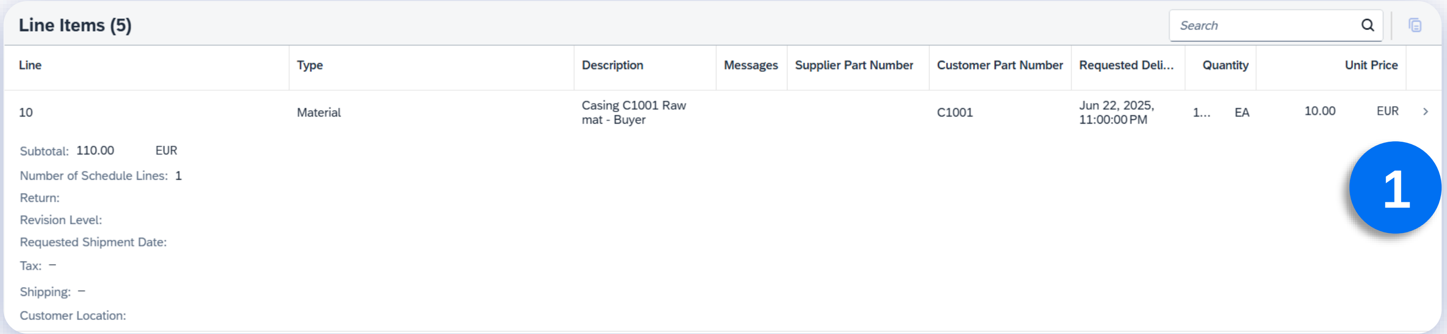
Feature: Access to Purchase Order Details Page

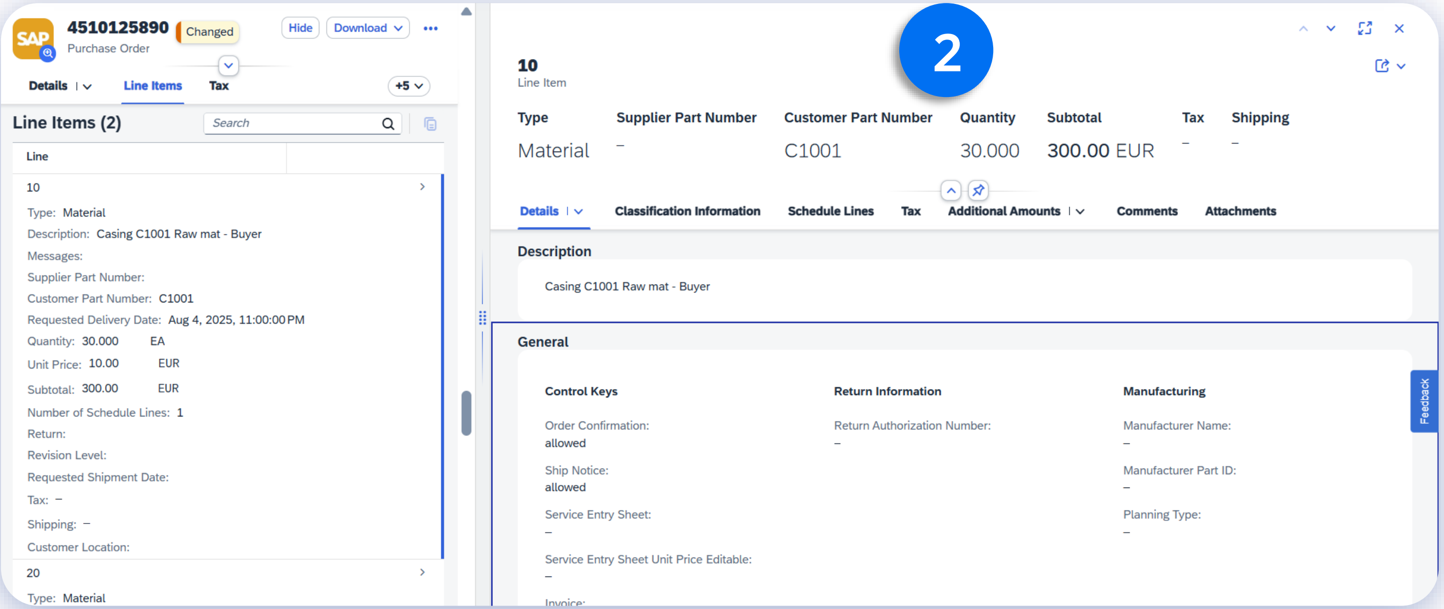


Version navigation & version comparison

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



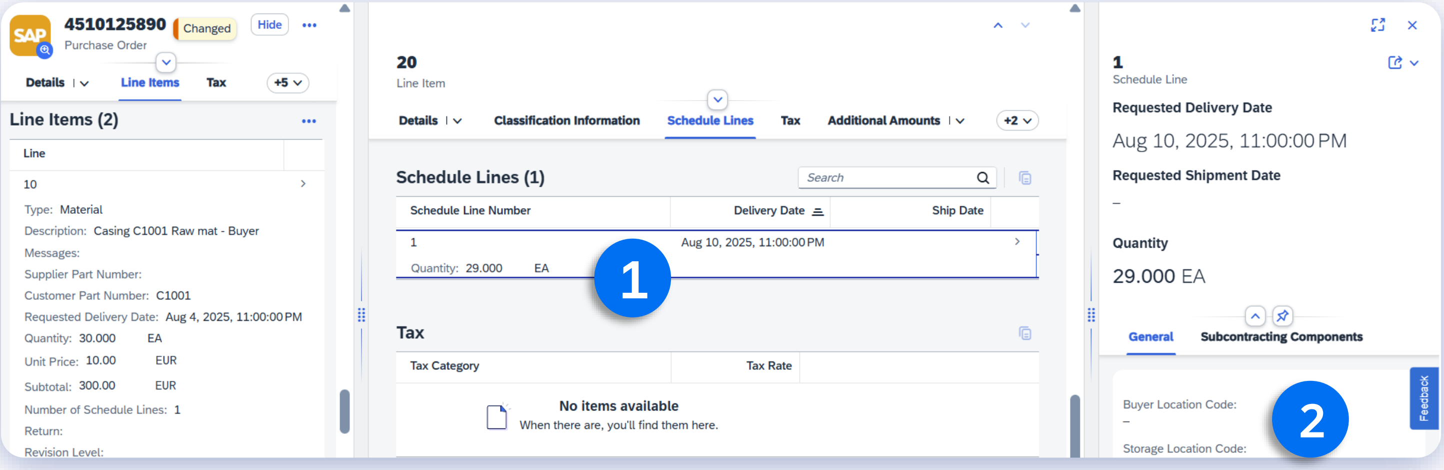


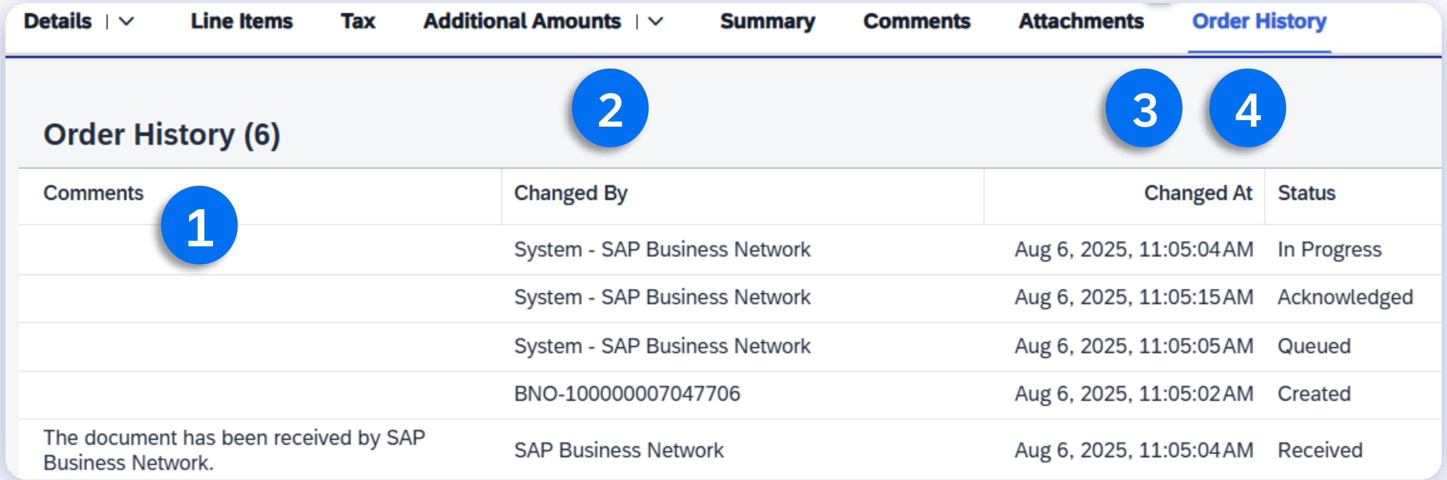
Line-item details

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





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:

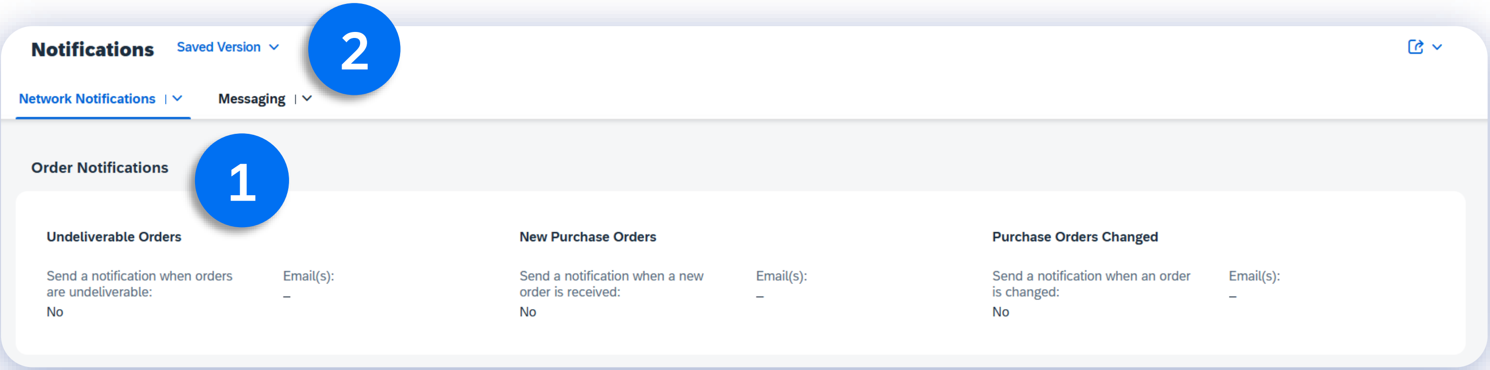
1. Comments indicate what event occurred.

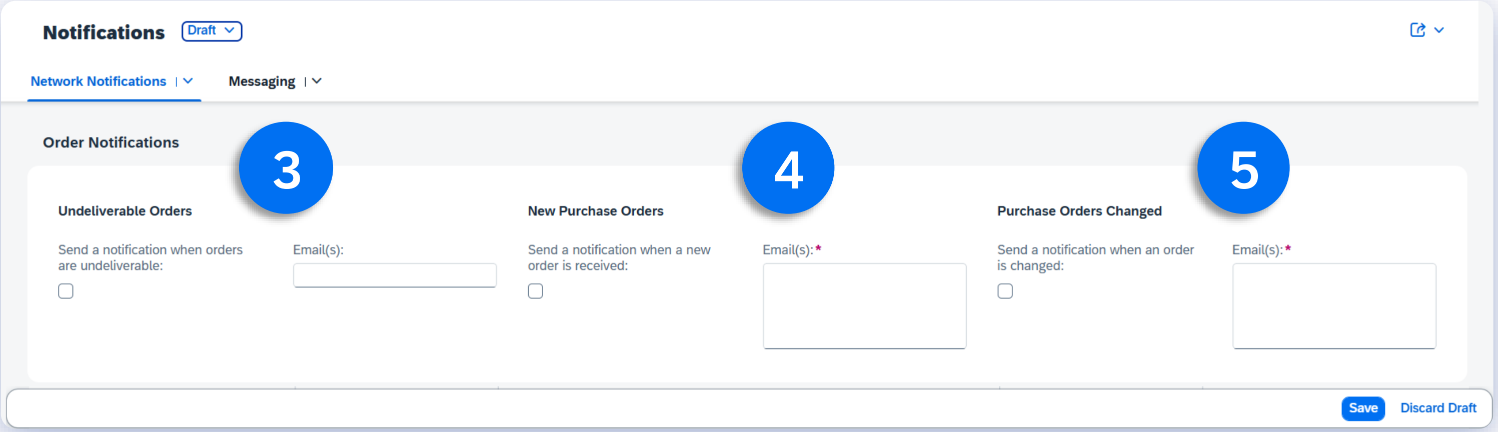
2. Changed by indicates who performed the change.

3. Changed at shows when the even occurred.

4. Status indicates the purchase order status.

Feature: Purchase Order Notifications





Easily configure purchase order notifications

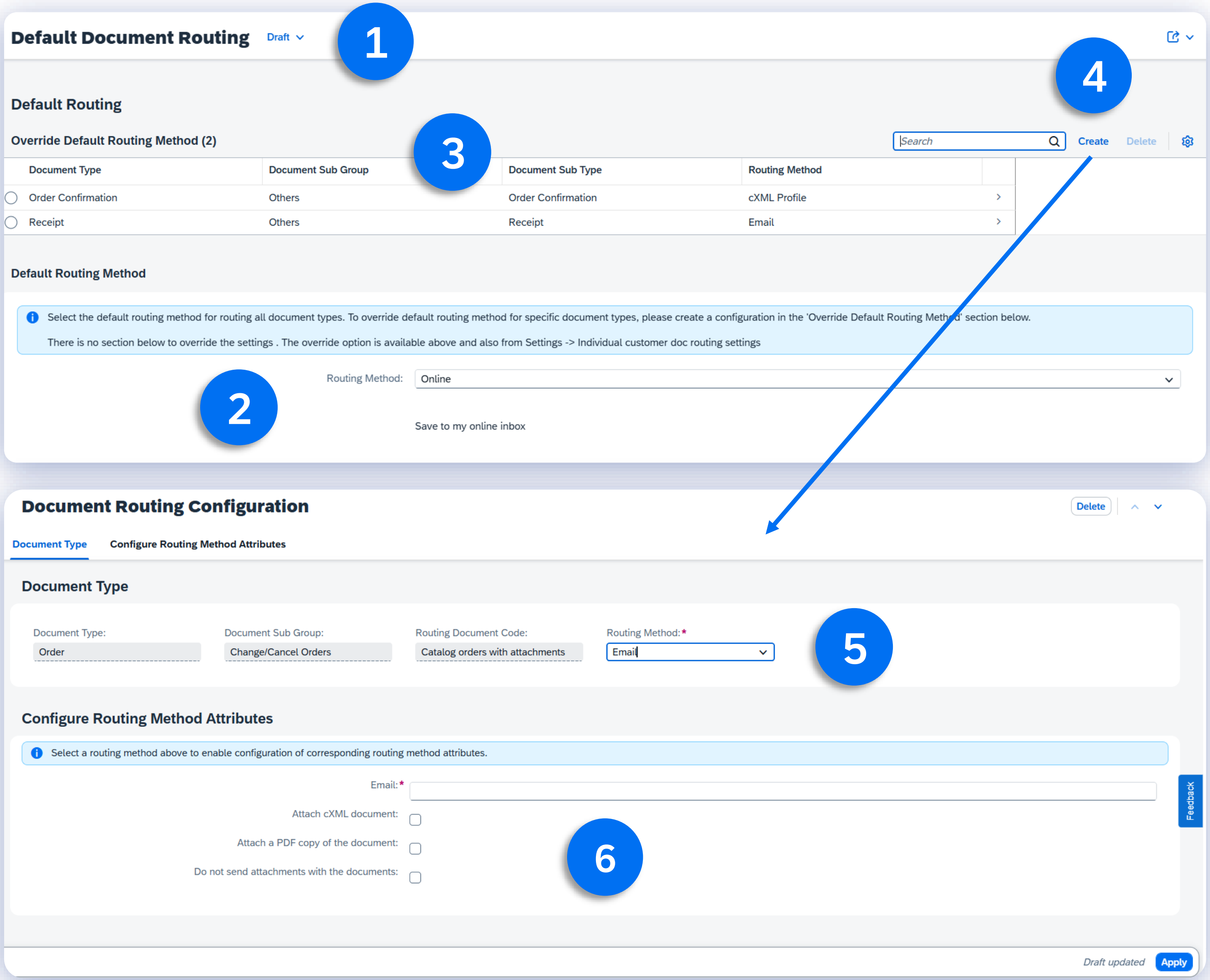
1. To view and configure Notifications go to User Avatar → Settings → Account Administration → Notifications. Order Notifications are displayed under Network Notifications

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



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.

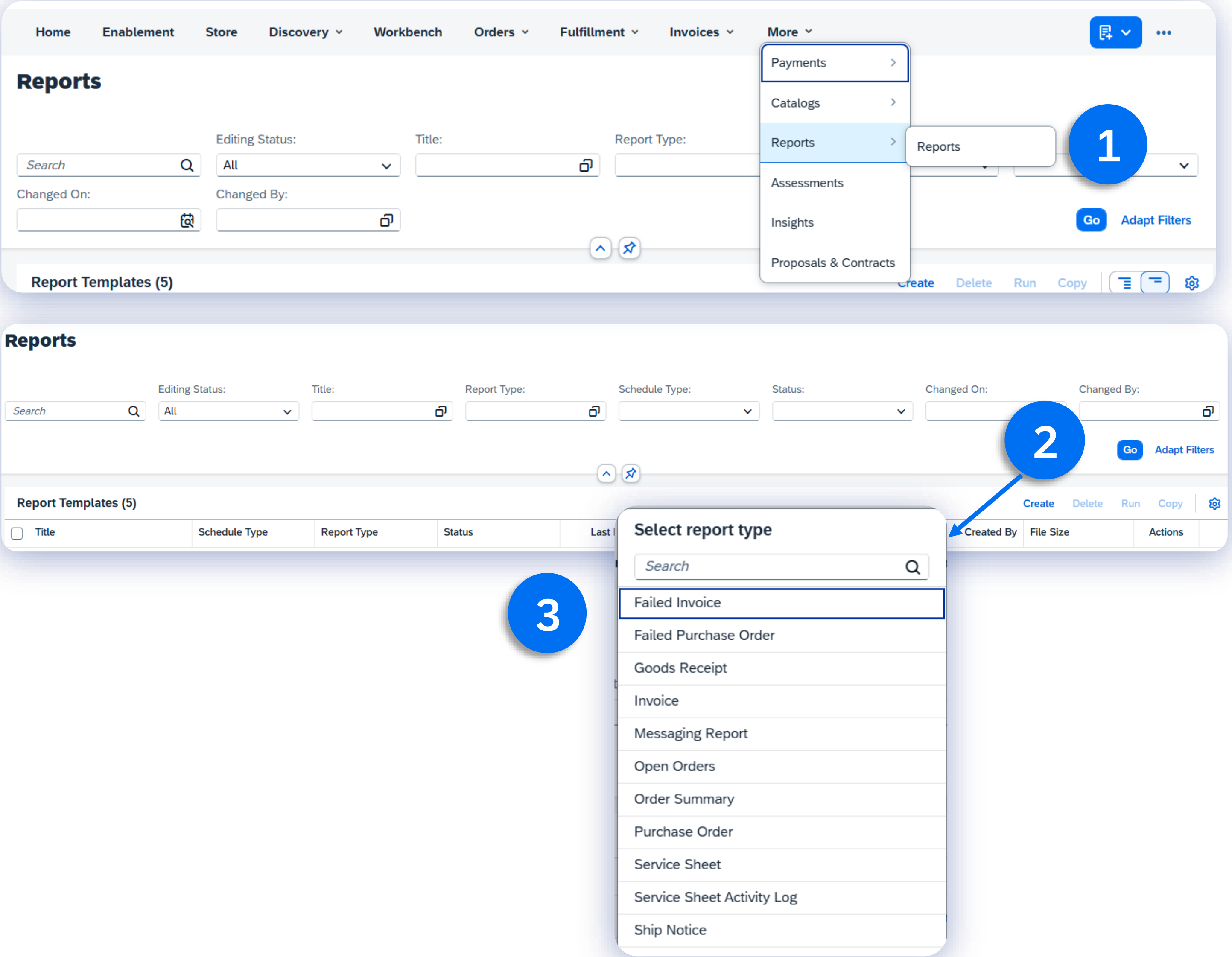
3. The Override Default Routing Method shows the routing exceptions per doc type.

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

SAP Business Network

Order Confirmation

PUBLIC

Introducing: Order Confirmation - SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Order Confirmation

Persona: Supplier users

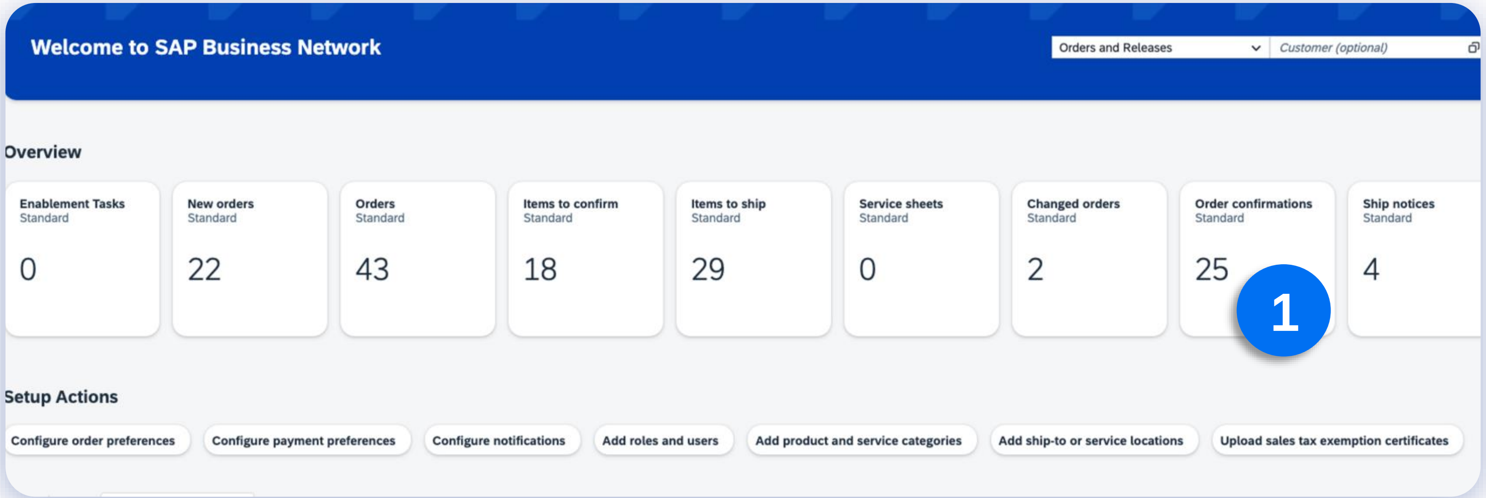
Description:

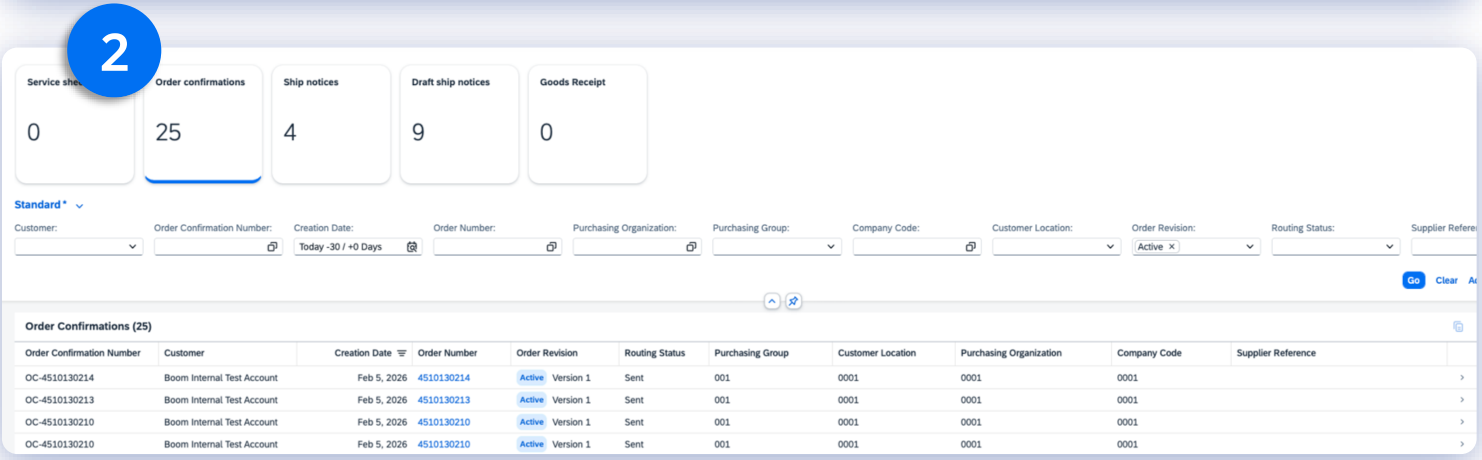
- Enable complete order confirmation lifecycle management within Commerce Automation. Suppliers generate order confirmations via portal or B2B integration while buyers gain real-time visibility into order acceptance, pricing validation, and delivery commitments.

Key Benefits:

- Easy-to-use experience for Order Confirmation generation and processing for suppliers.
- Improves performance of the application during Order Confirmation creation and submission.

Feature: Access Order Confirmations



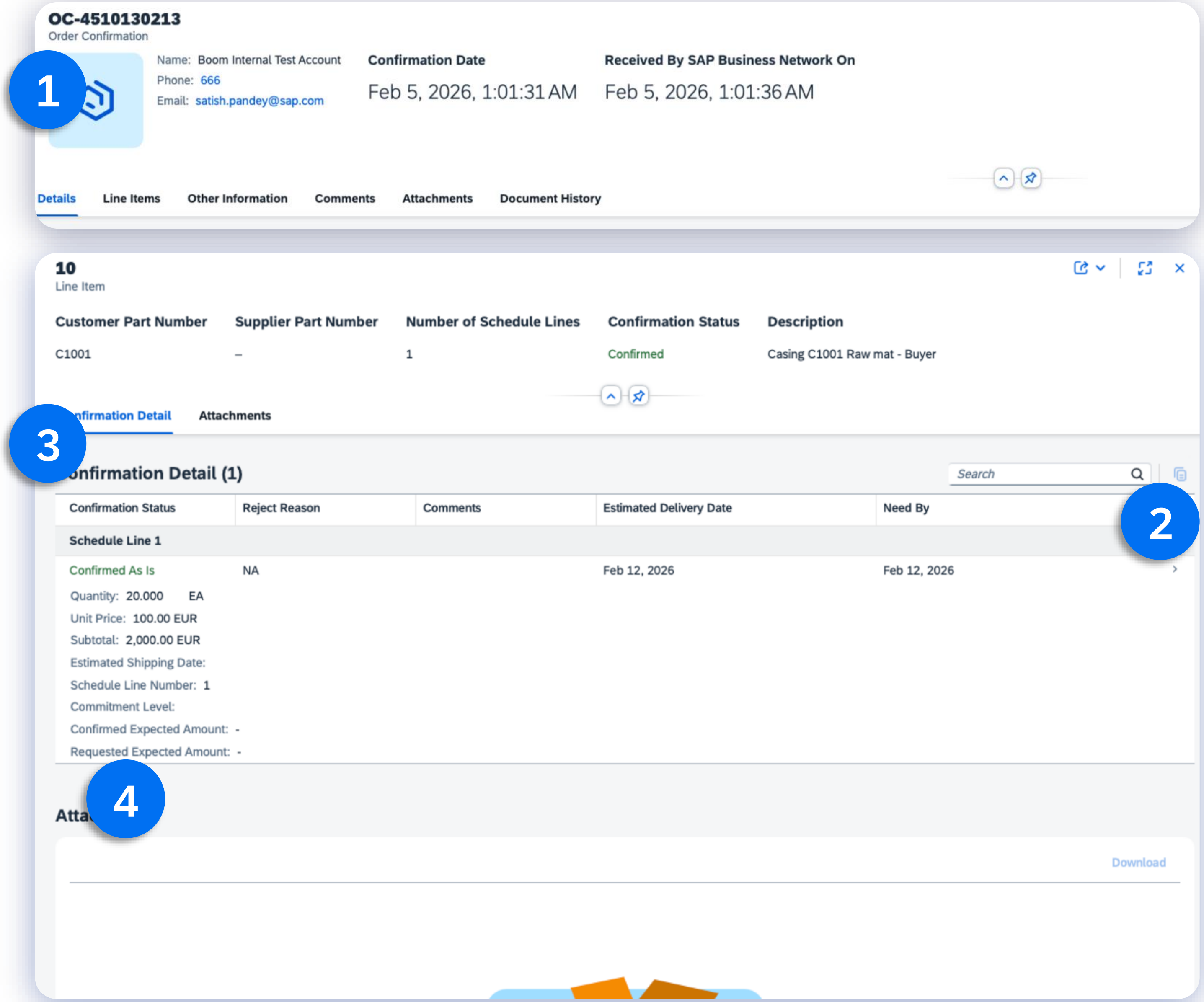


Quickly find and access existing order confirmations

1. The homepage provides direct access to order confirmations from the **Overview** section. Click on the tile to view all order confirmations from the Workbench.

2. Easily filter and search through the list of order confirmations

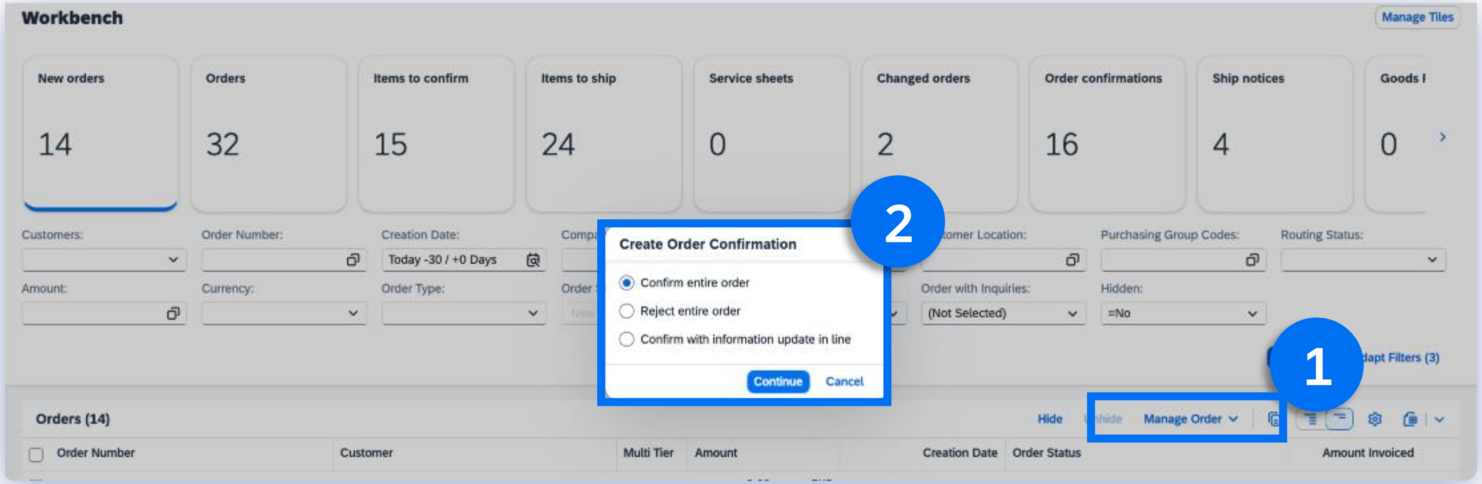
Feature: Order Confirmation Details Page

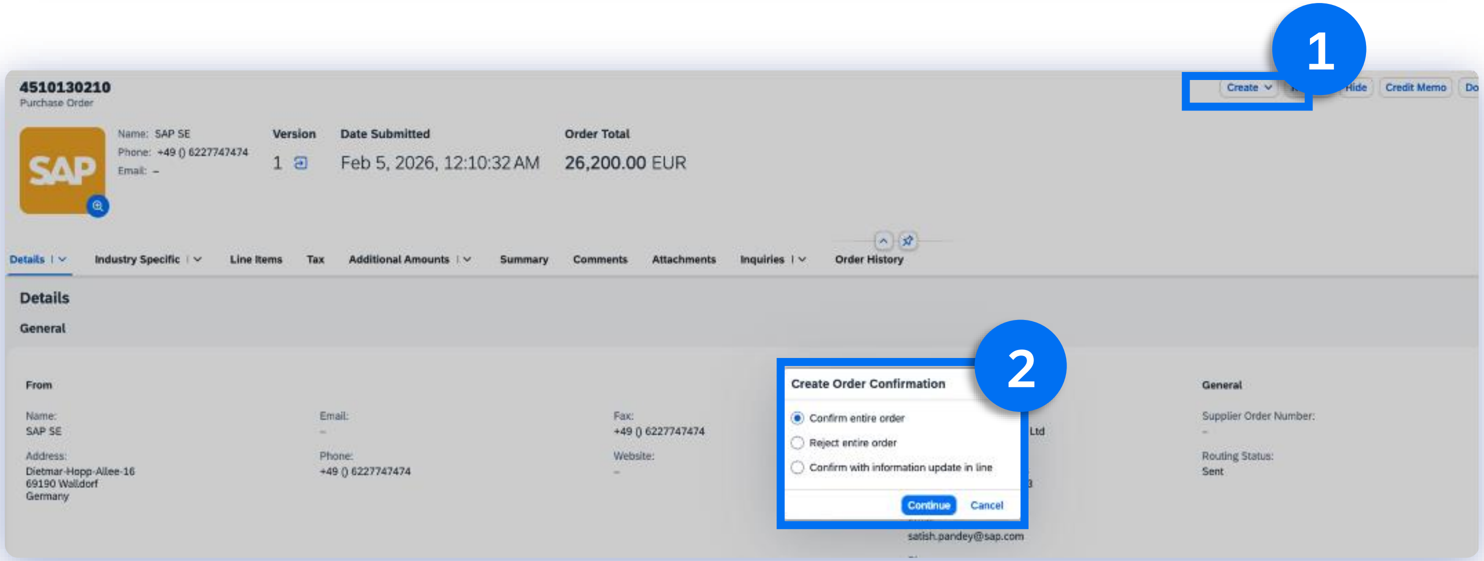


Key capablities

1. Key Order Confirmation attributes are displayed in a dedicated object header for quick orientation.
2. Related content is organized using tab-based navigation (for example, Details, Line Items, Comments, Attachments, Document History).
3. Line items are presented in a responsive table with clearer emphasis on confirmation-relevant fields.
4. Attachments and comments are displayed in dedicated sections, improving discoverability.

Feature: Order Confirmation Creation





Create order confirmations from the Workbench or from an order

From Workbench:

1. Start the confirmation process from the order list, improving usability and enabling faster response times by selecting **Manage Order** > Order Confirmation.

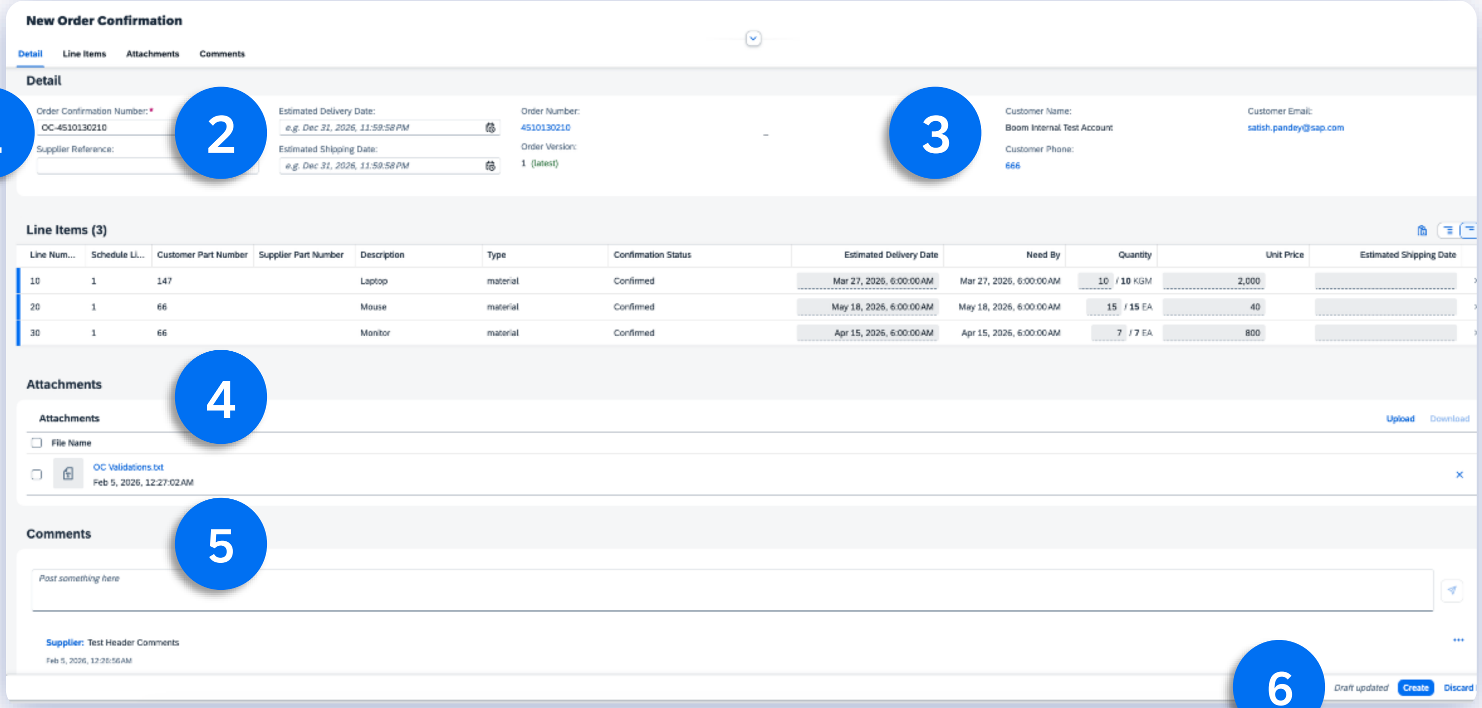
2. Confirm action from the dialog by selecting **Confirm entire order**, Reject entire order, or Confirm with information update inline.

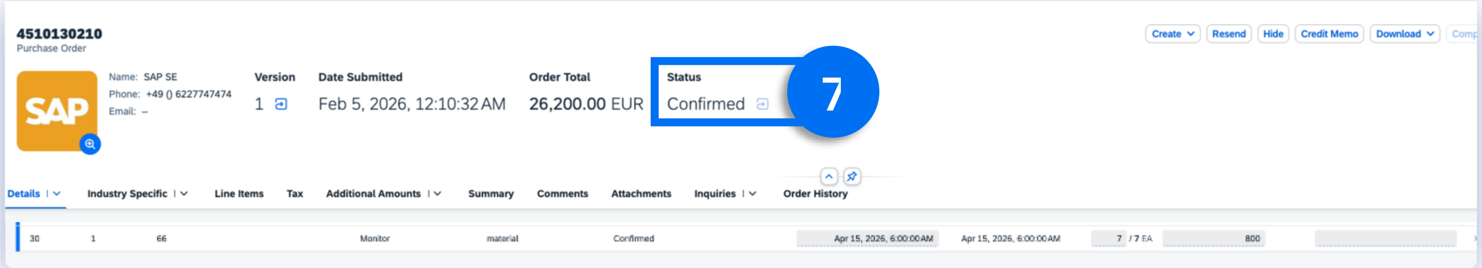
From purchase order details page:

1. Enable suppliers to create an order confirmation directly from the Purchase Order page by selecting on the **Create** menu.

2. Suppliers can **confirm all line items**, **reject all line items**, or **update individual line items with different statuses**, ensuring efficient and accurate order confirmation handling.

Feature: Confirm Entire Order





From the confirmation page:

1. Confirmation Number: Enter a reference number to identify the order confirmation. BN autogenerate a confirmation number using the prefix OC-[Purchase Order Number]

2. Estimated Delivery Date / Estimated Shipping Date: If provided, the selected date is applied to all line items.

3. Lines displayed as read-only indicate information that should not be editable.

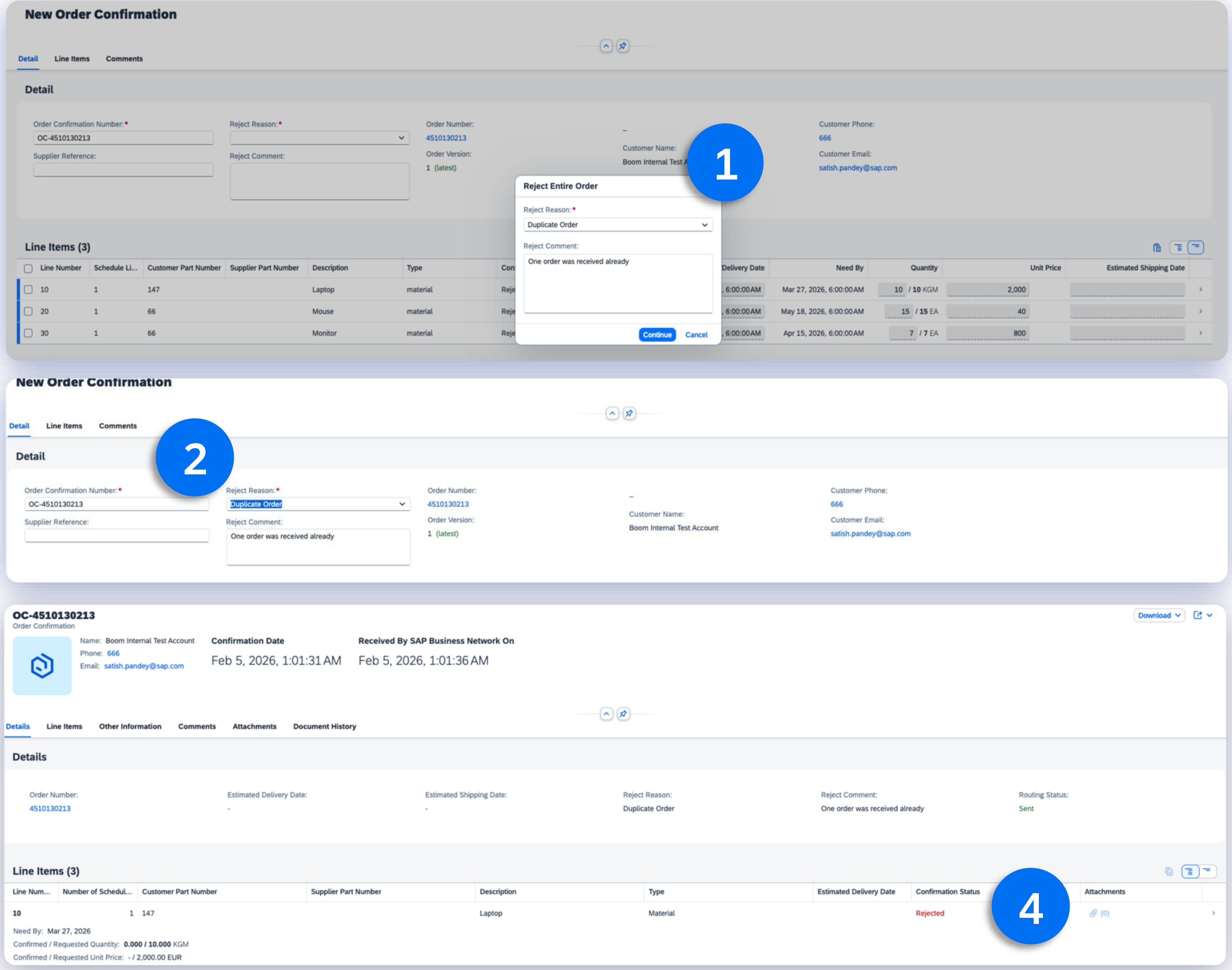
4. Attachments: Supplier may attach supporting documents to the order confirmation. Click **Upload**, select the file, and then click **Open** Attachment.

5. Comments: Enter comments if needed

6. Click **Create** to create the order confirmation

7. Order Confirmation created is displayed for further validations. Purchase Order status is updated to "**Confirmed**"

Feature: Reject Order Confirmation



Reject entire orders

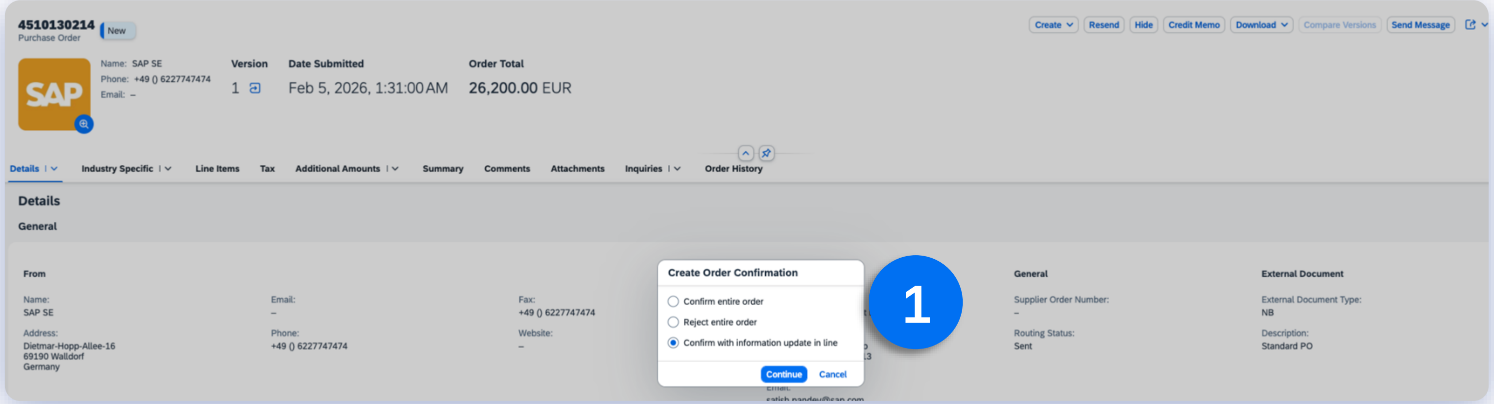
1. To reject the entire order, click Create Order Confirmation → **Reject Entire Order**. Select Rejection Reason, provide a comment and click on **Continue**.

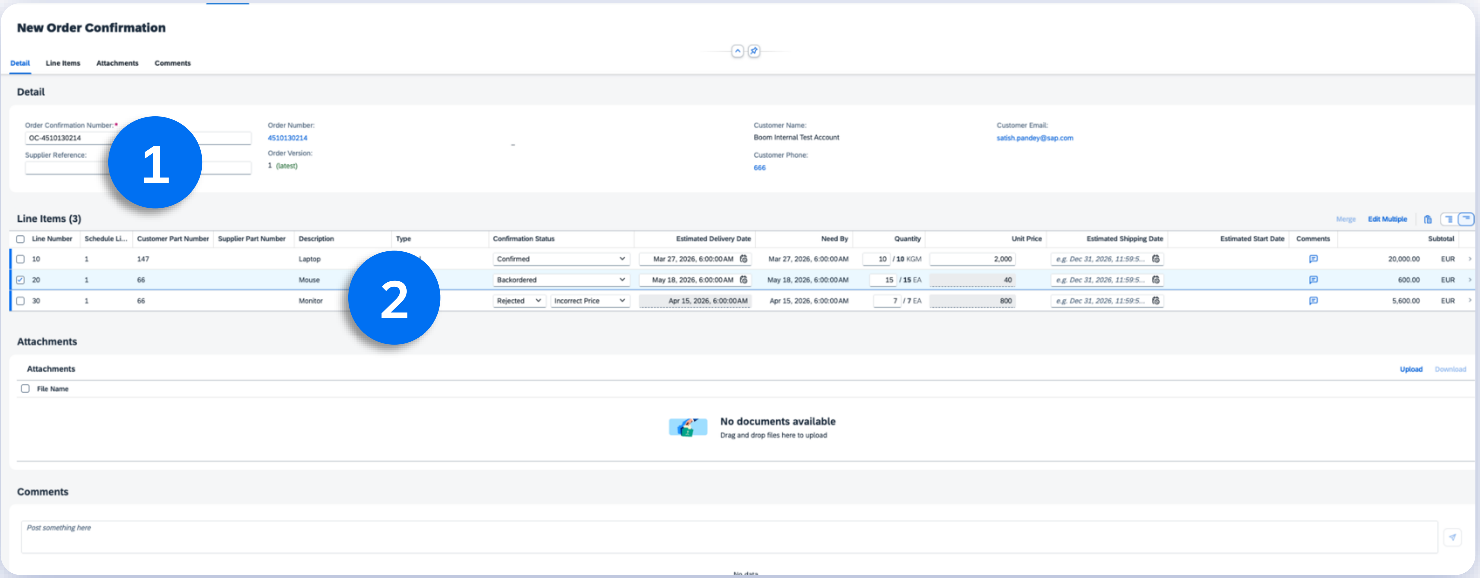
2. The provided **Reject Reason** and **Reject Comments** are displayed on the Order Confirmation page. All line items are automatically set to **Rejected** status.

3. Click **Create** to submit the rejected order confirmation.

4. The Order Confirmation page displays all line items with the status set to **Rejected**. The Purchase Order status is updated to **Rejected**, reflecting the supplier's response.

Feature: Confirm and update information

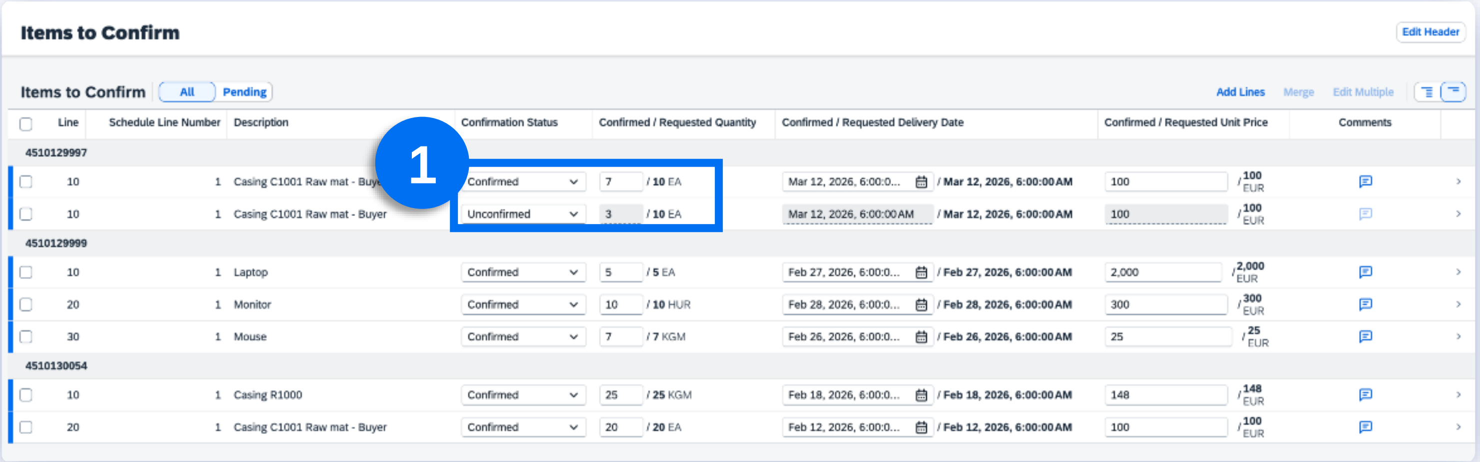


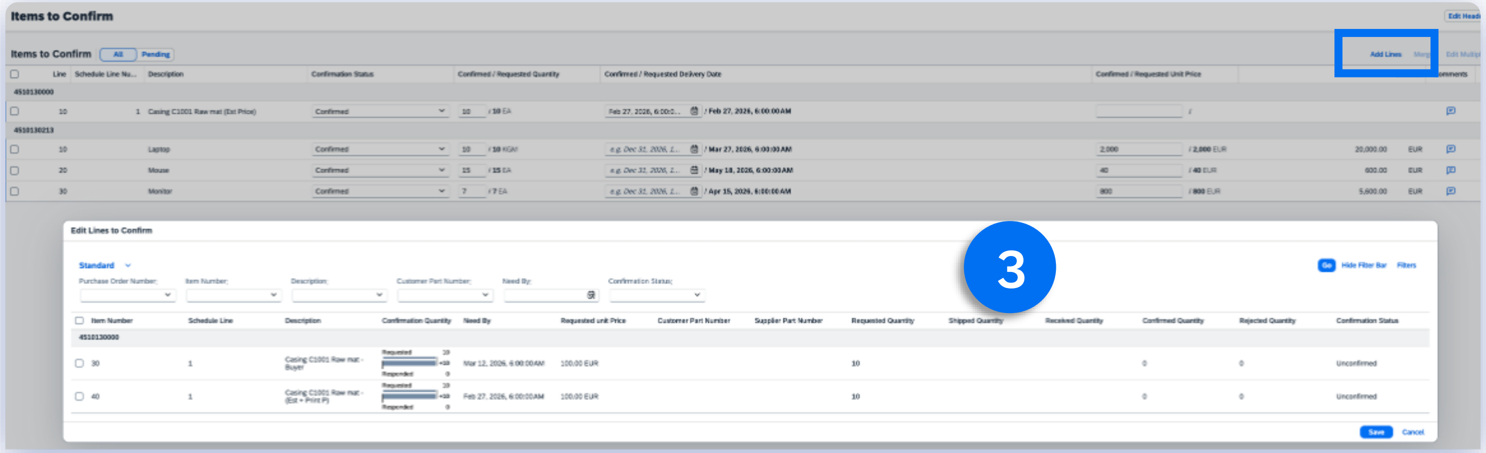


Update in line information

1. Enables suppliers to update **item-level details** directly in the order confirmation.
   - Supports **Unconfirmed**, **Confirmed**, **Backordered**, and **Rejected** for material lines and **split deliveries with different delivery dates** per line item.
2. - Supports **Unconfirmed**, **Confirmed**, and **Rejected** for service items.
3. To proceed, click **Create Order Confirmation** and select **Confirm with information update at line level**.
4. In the Order Confirmation Header section, the Confirmation Number is automatically generated (prefixed with OC and derived from the Purchase Order, for example OC-1234). The supplier can also enter a Supplier Reference.
5. The supplier selects a confirmation status for each line item.
6. The supplier can navigate to the item detail page to provide additional information, such as **Auxiliary Part Number, Supplier Batch ID**, and other item-specific details.

Feature: Order Confirmation from Items to Confirm





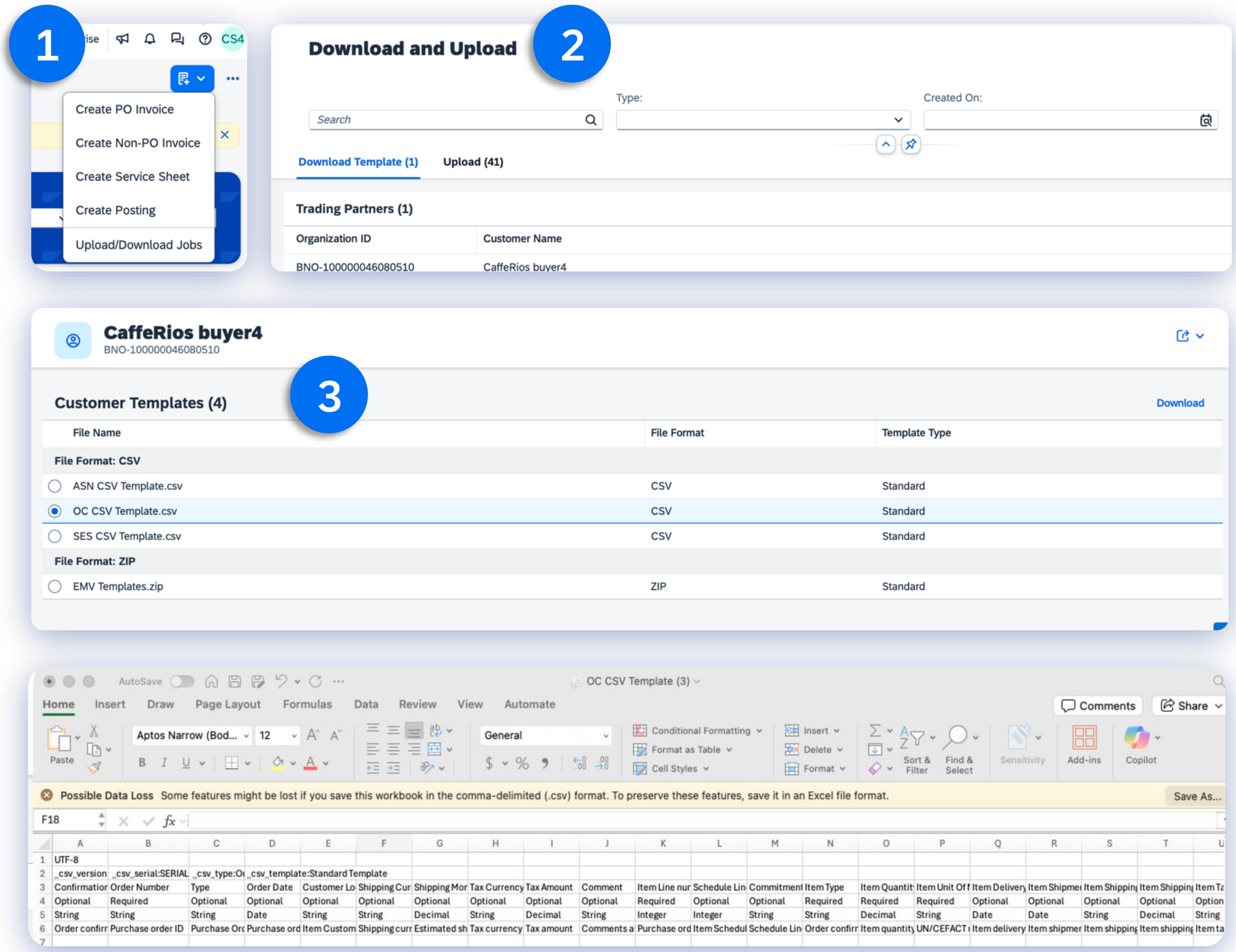
Create order confirmations from Items to Confirm

1. **Split Quantities**: If you want to deliver quantities on two different dates, enter a partial quantity for the first date. SAP Business Network automatically creates a split line, and assigns the remaining quantity (the purchase order quantity minus the previously confirmed quantity) to the new line.

2. **Merge:** If you previously split a line and want to revert to the **original purchase order values**, select the split lines that belong to the same purchase order line and click **Merge**. SAP Business Network restores the line to its **original status and values**.

3. **Add Lines**: Allows suppliers to **add missing line items** to an order confirmation without returning to the previous page. By clicking **Add Lines**, a pop-up displays all **unconfirmed and unselected line items** that belong to the selected purchase order, enabling quick and seamless completion of the confirmation.

Feature: Order Confirmation via CSV



Download and upload order confirmation CSV templates

1. To access the **Order Confirmation CSV template**, click **Quick Links** (the blue drop-down) and select **Upload/Download Jobs**.

2. Select the **customer** for whom the order confirmations will be created.

3. Choose **OC CSV Template.csv** and click **Download**.

4. Use the CSV file to **confirm, reject, or backorder** line items. You cannot update a previously submitted order confirmation using CSV. All confirmations in one CSV file must be for the same customer.

SAP Business Network

Advanced Ship Notice

PUBLIC

Introducing: Advanced Ship Notice - SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Ship Notice

Persona: Supplier users

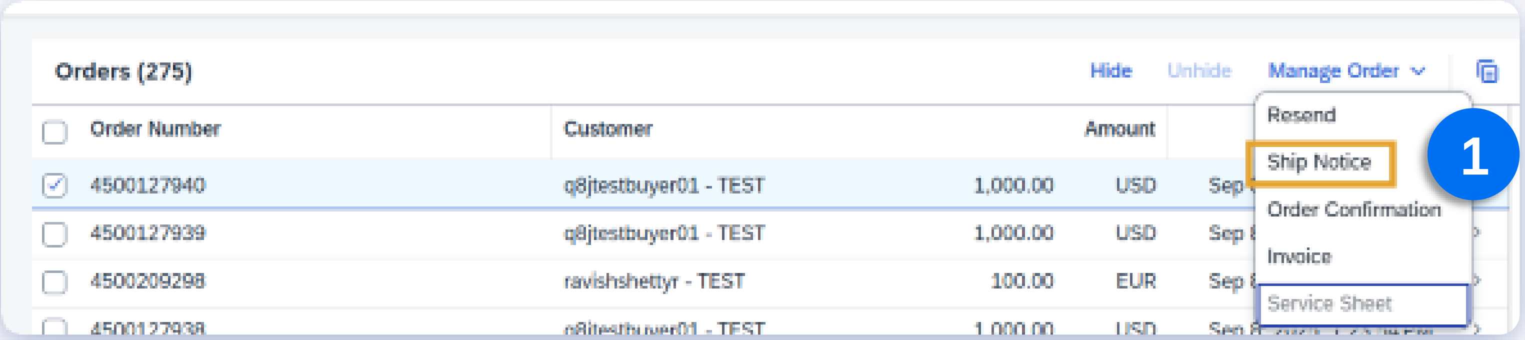
Description:

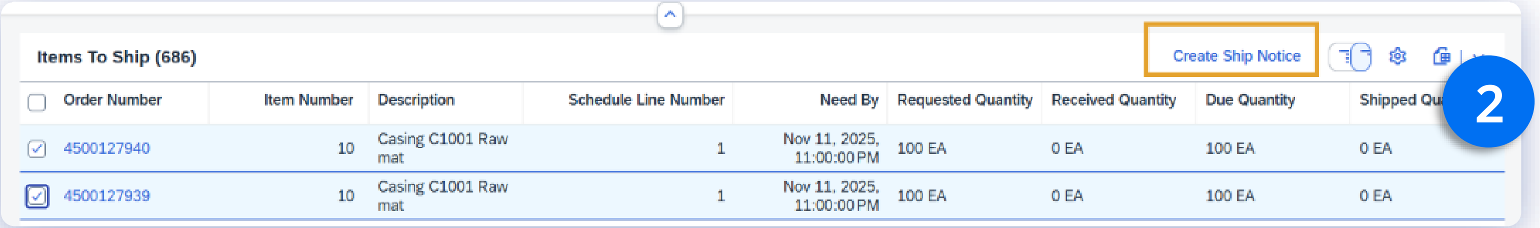
- Support of Ship Notice generation, visibility and configuration on SAP Business Network Portal for supplier users

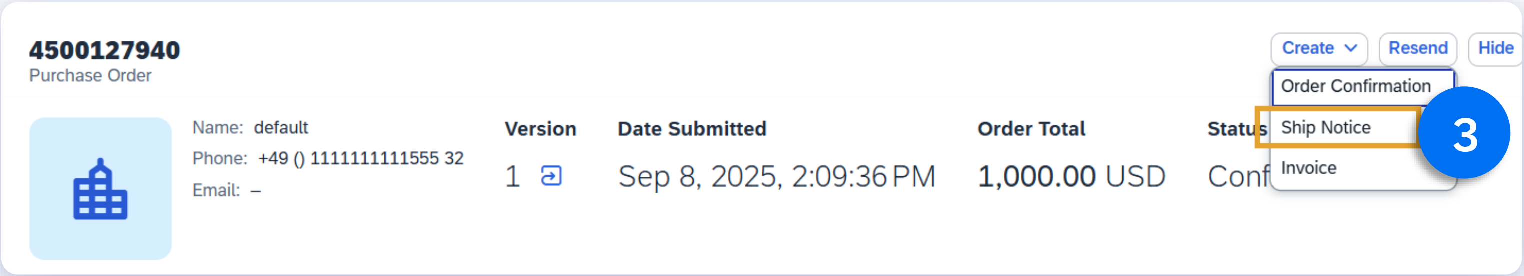
Key Benefits:

- Ensures functional parity for all actively used features of Ship Notice in the existing generation of SAP Business Network.
- Easy-to-use experience for the Ship Notice generation for suppliers.
- Improves performance of the application during the Ship Notice creation.

Feature: Ship Notice Creation







Create ship notices from the Workbench or from an order

From Workbench - Orders:

1. Start the shipping process from the order list by selecting **Manage Order** > Ship Notice

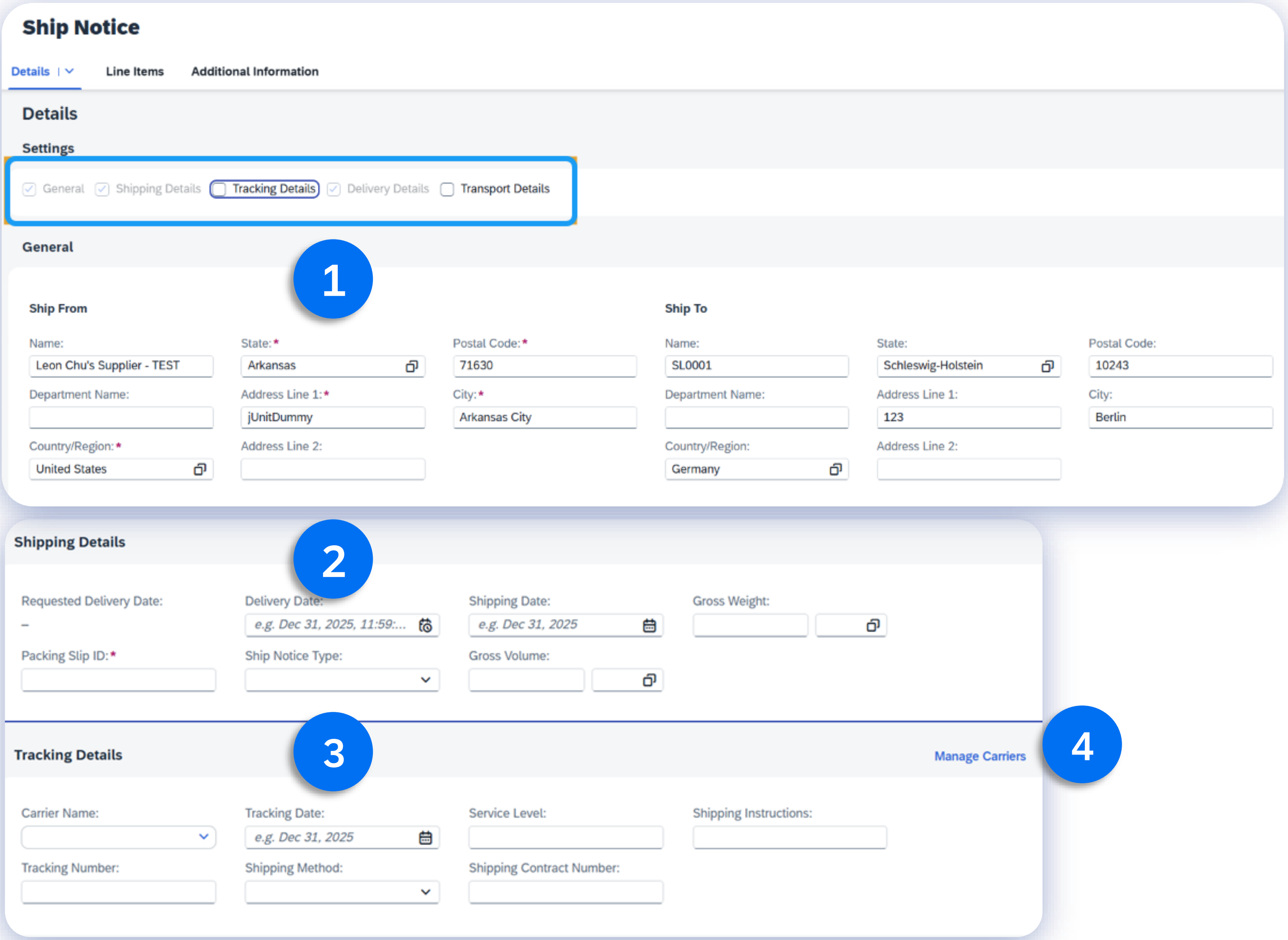
From Workbench – Items to Ship:

2. By selecting the required items or schedule line items and clicking on **Create Ship Notice**

From purchase order details page:

3. Enable suppliers to create a ship notice document directly from the Purchase Order page by selecting "Ship Notice" on the **Create** menu.

Feature: Ship Notice Creation page

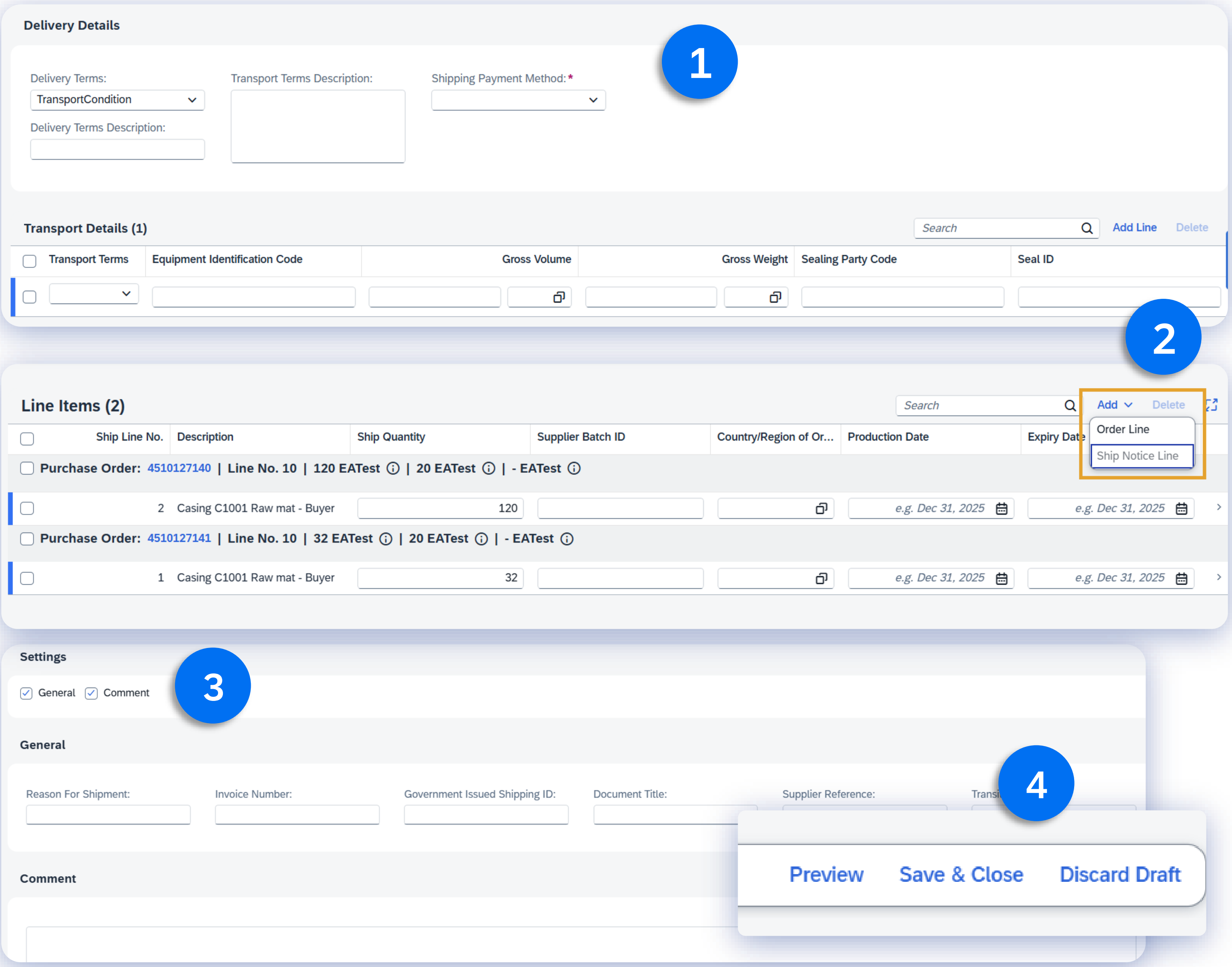


Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. “Ship from” and “Ship to” location
2. Shipping details: Including the estimated shipping and delivery date
3. Tracking details: Carrier and tracking number
4. Suppliers can add extra carriers to the **Carrier Name** default list through **Manage Carriers**

Feature: Ship Notice Creation page

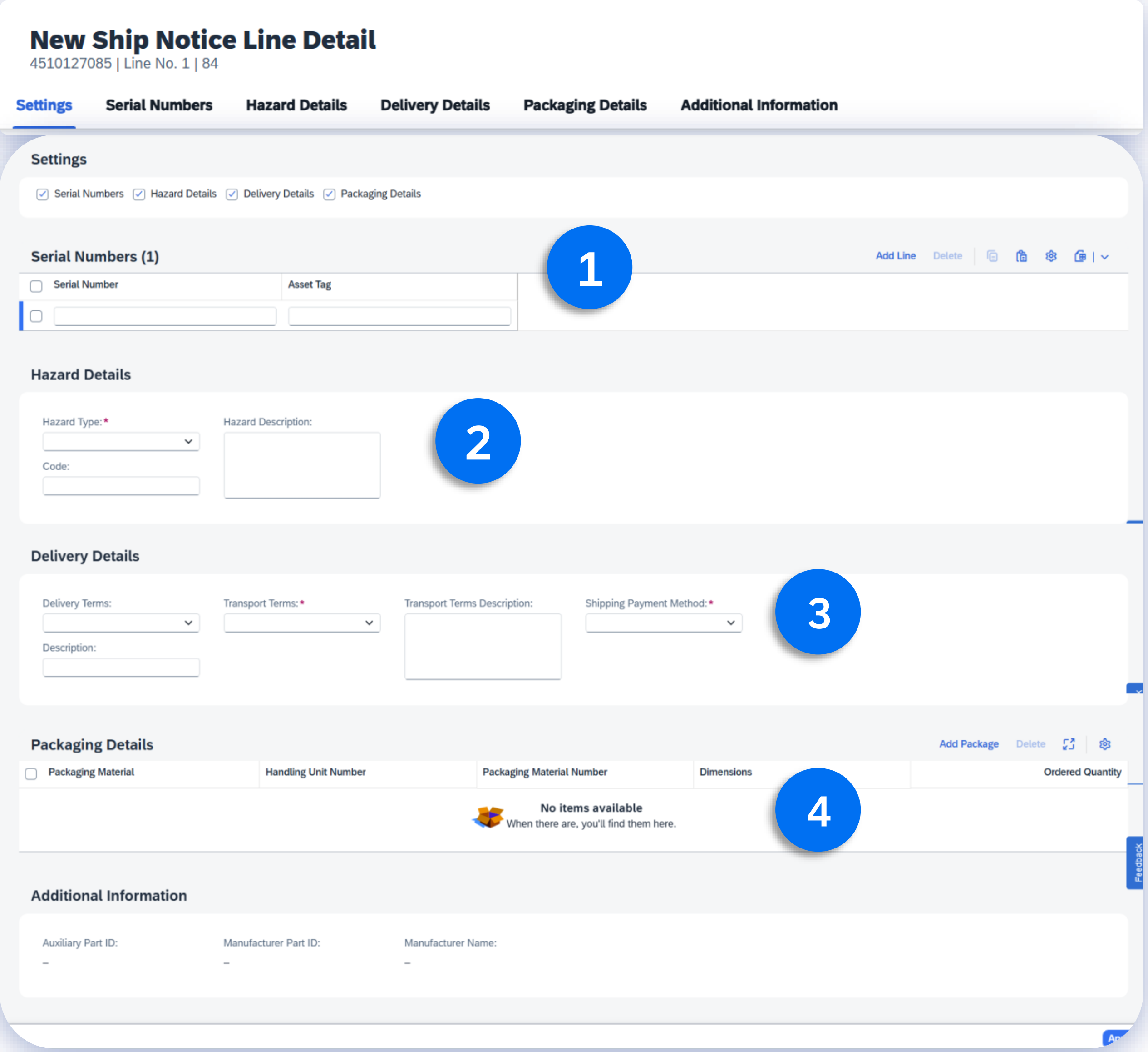


Key capabilities

Through this page, suppliers can create Ship Notices and include the following information:

1. Delivery and Transport details
2. Ship Notice line items: Besides including information for the flipped line items, suppliers can also:
   - Add PO lines
   - Split ASN lines
   - Delete ASN lines
3. Comments to the buyer. Also, attachments can be added based on buyer settings
4. Options in ASN creation page:
   - Preview → Takes the user to review mode before submitting the ASN
   - Save & Close → Keeps a draft of the document
   - Discard Draft → Deletes the work in progress

Feature: Ship Notice Creation Line details page

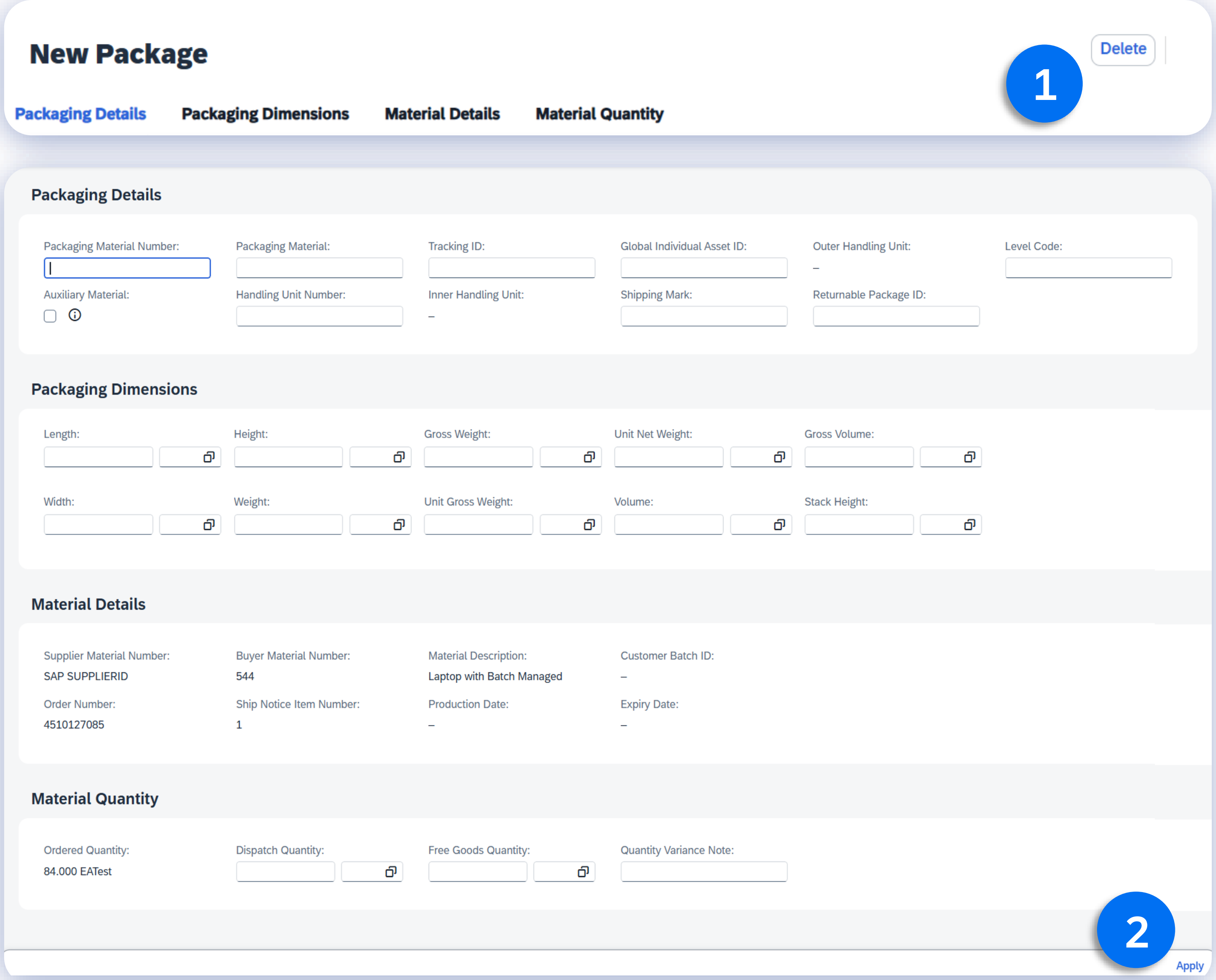


Key capabilities

Include additional information for every ship notice line if required:

1. Serial Numbers: Serial number and asset tag for every unit being shipped is supported
2. Hazard Details
3. Delivery Details
4. Packaging Details: It shows a summary of the packaging materials being included in the shipment for the specific line

Feature: Ship Notice Creation Packaging details

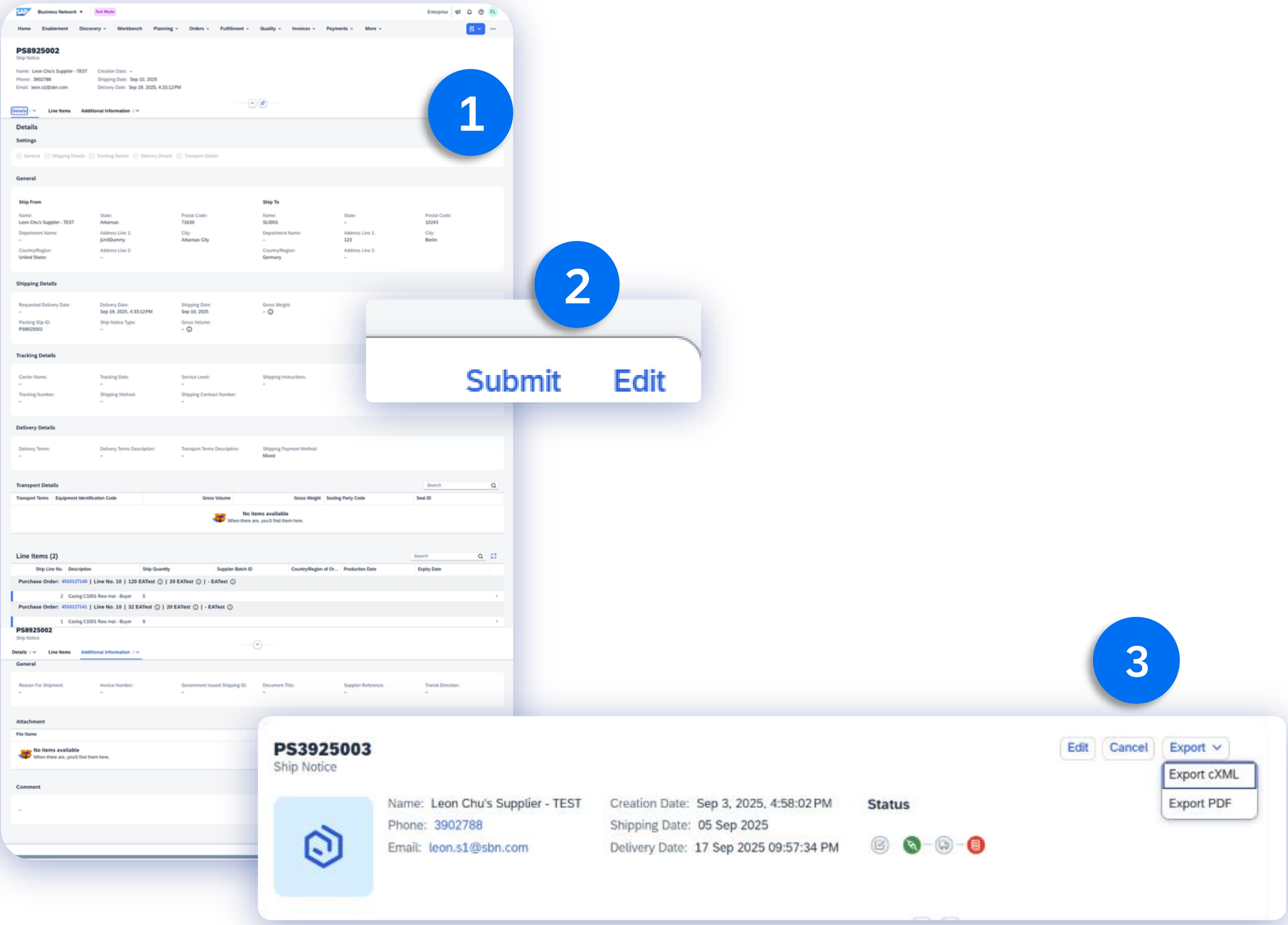


Key capabilities

Options in packaging page:

1. Delete → Deletes packaging info and goes back to ASN line page
2. Apply → Keeps changes and goes back to ASN line page

Feature: Ship Notice preview and after submission page



Key capabilities

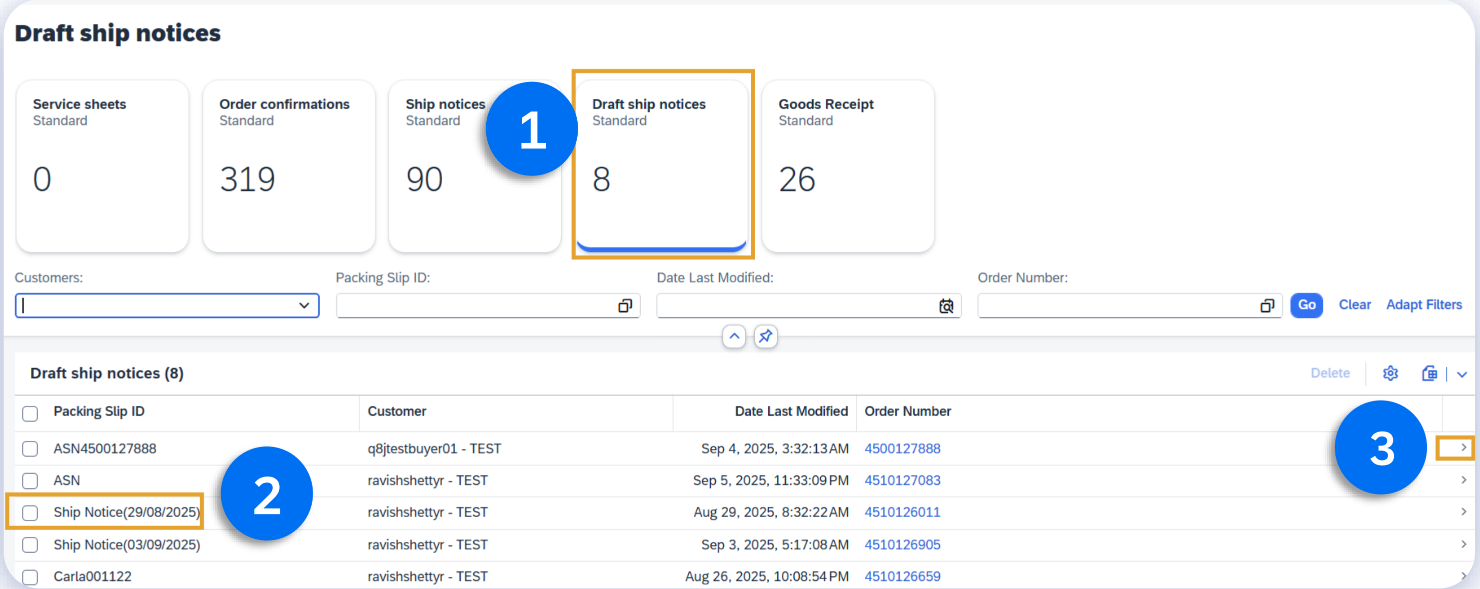
Ship Notice page before submission:

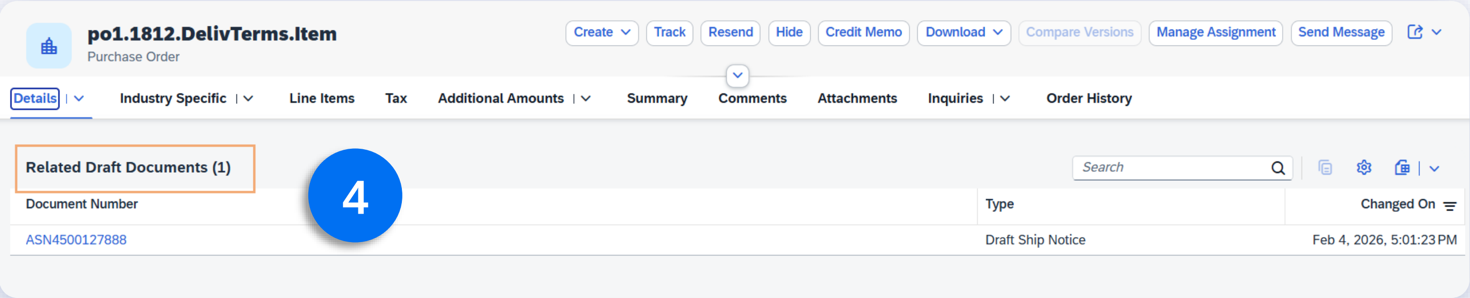
1. Summary page shown to the supplier before submission
2. Options in ASN preview page:
   - Submit → Sends the ASN to the buyer ERP system
   - Edit → Goes back to previous page/ edit mode

Ship Notice page after submission:

3. Options in ASN submitted page:
   - Edit → User can edit the submitted ASN. Depends on Business rule
   - Cancel → User can cancel the submitted ASN. Depends on Business rule
   - Export → ASN cXML and PDF versions can be downloaded

Feature: Ship Notice draft support





Key capabilities

Draft list page

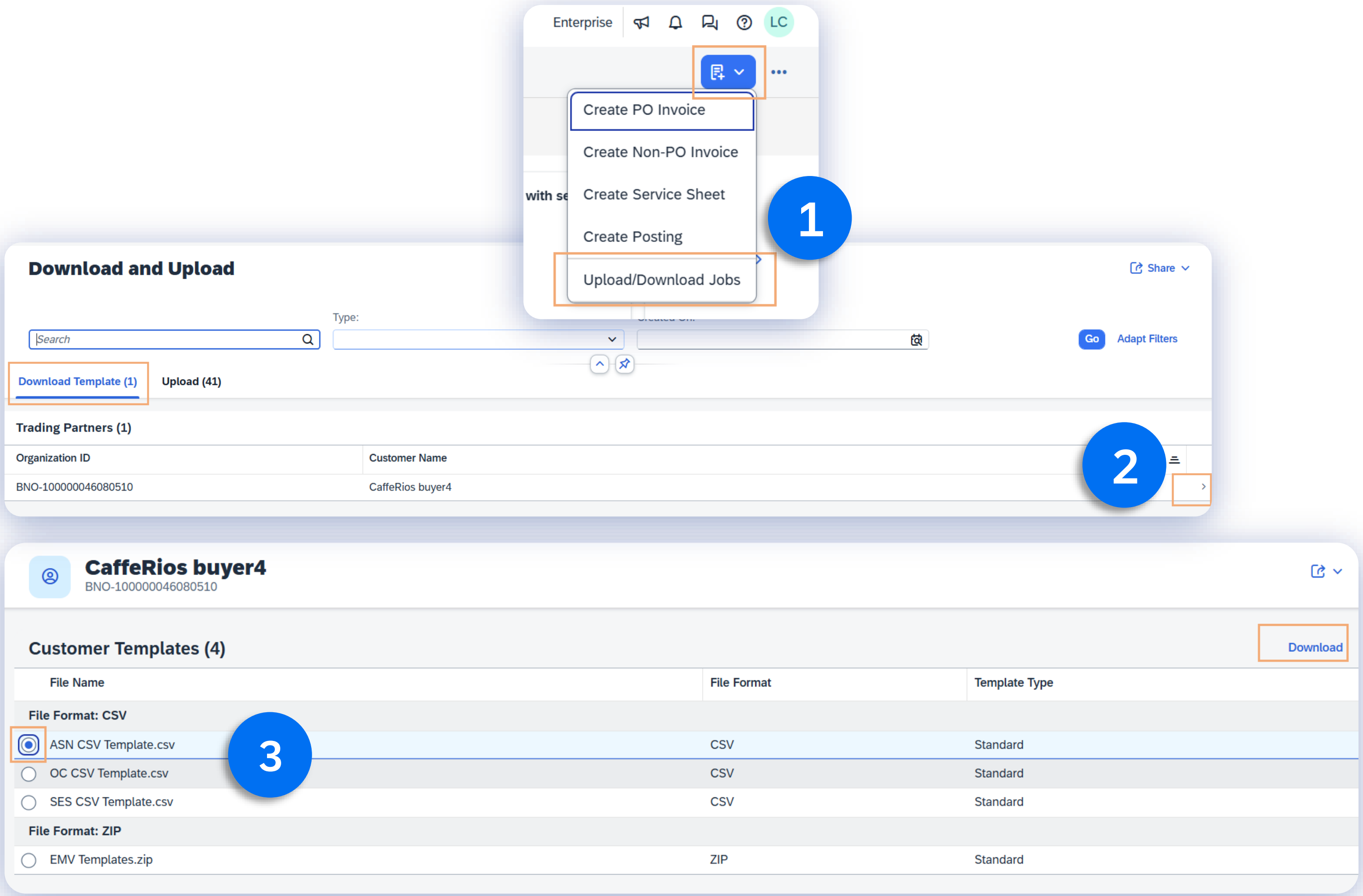
Draft documents are kept for 60 days

1. It can be accessed through any Fulfillment menu option
2. If no Packing slip ID was assigned when saving, an autogenerated value that includes the creation date is assigned
3. Access to draft ASN

Drafts in PO Detail page

4. Draft documents can also be accessed through the Purchase Order Detail page / "Related Draft Documents" section

Feature: Ship Notice creation through CSV



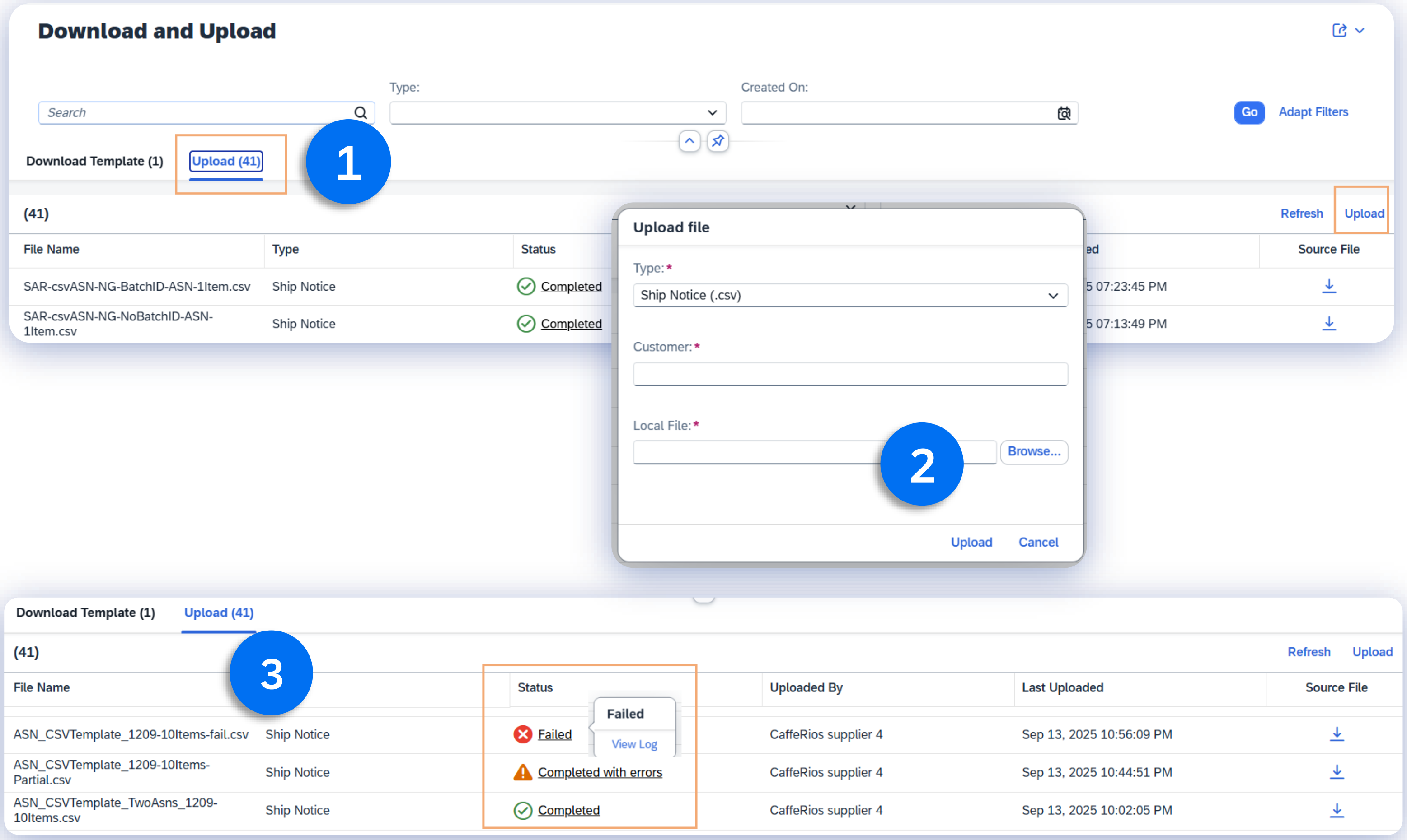
ASN creation through CSV download/upload

Suppliers can create Ship notices in a massive way by doing the upload of a CSV template. These are the steps to follow:

CSV download template

1. Click on Quick Links option (blue dropdown in the image) and "Upload/Download Jobs"
2. Select the customer for whom the Ship Notices will be created. The system shows all existing CSV templates for the related customer
3. Select ASN CSV Template.csv and click on download

Feature: Ship Notice creation through CSV



ASN creation through CSV download/upload

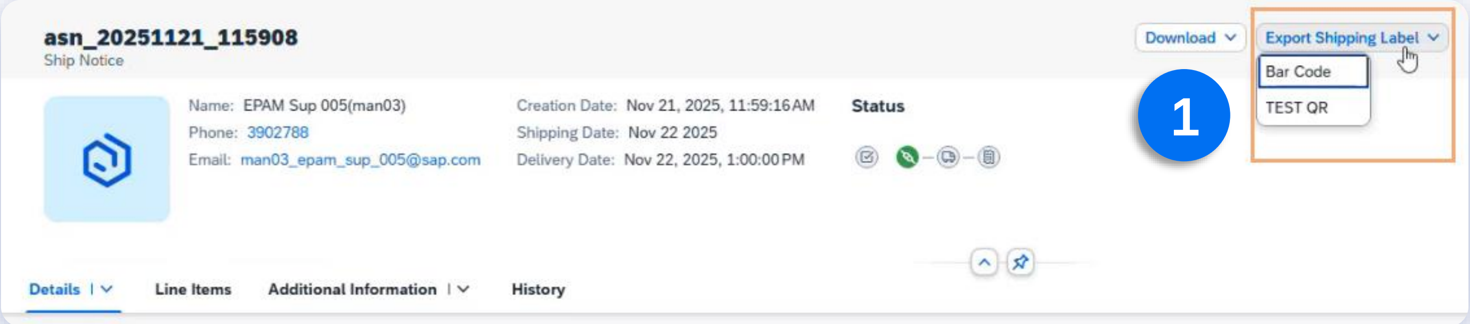
CSV upload template

1. Go to “Upload” tab and click on “Upload” option

2. Select: “Ship Notice (.csv)” as type, Customer, Filled in template

3. After uploading the file, click on “Refresh” and the “Status” of the template will be updated to “Completed”, “Completed with errors” or “Failed”
   - **Completed** templates will generate Ship Notices which are visible in the Ship Notice list page
   - **Completed with errors** templates contain Ship Notices that were created successfully and also failed ship notices. Details available in the Log.
   - **Failed** templates details are available in the **View Log** option.

Feature: Export shipping label



Key capabilities

Buyers have the ability to customize Shipping labels that could include Purchase Order information, Ship Notice information, barcode labels, QR codes and more.

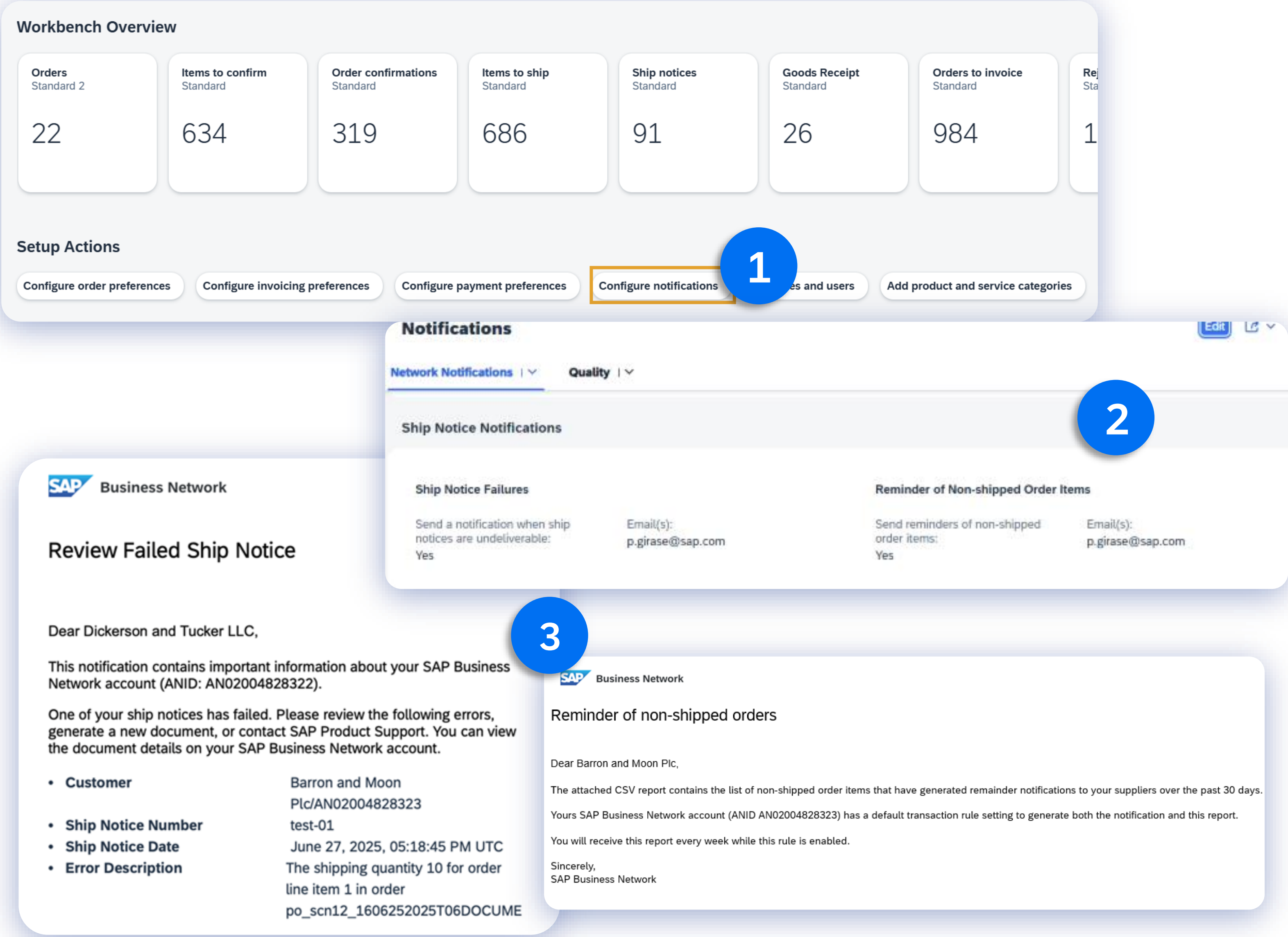
These shipping labels can be exported by supplier users:

- During the ASN creation → It depends on the setting of a buyer business rule
- After the ASN creation

Export shipping label

1. Customers can assign one or more shipping labels at document level and/or line item
2. Generated PDFs can be used as packages labels by suppliers which can be scanned once the buyer receives the goods

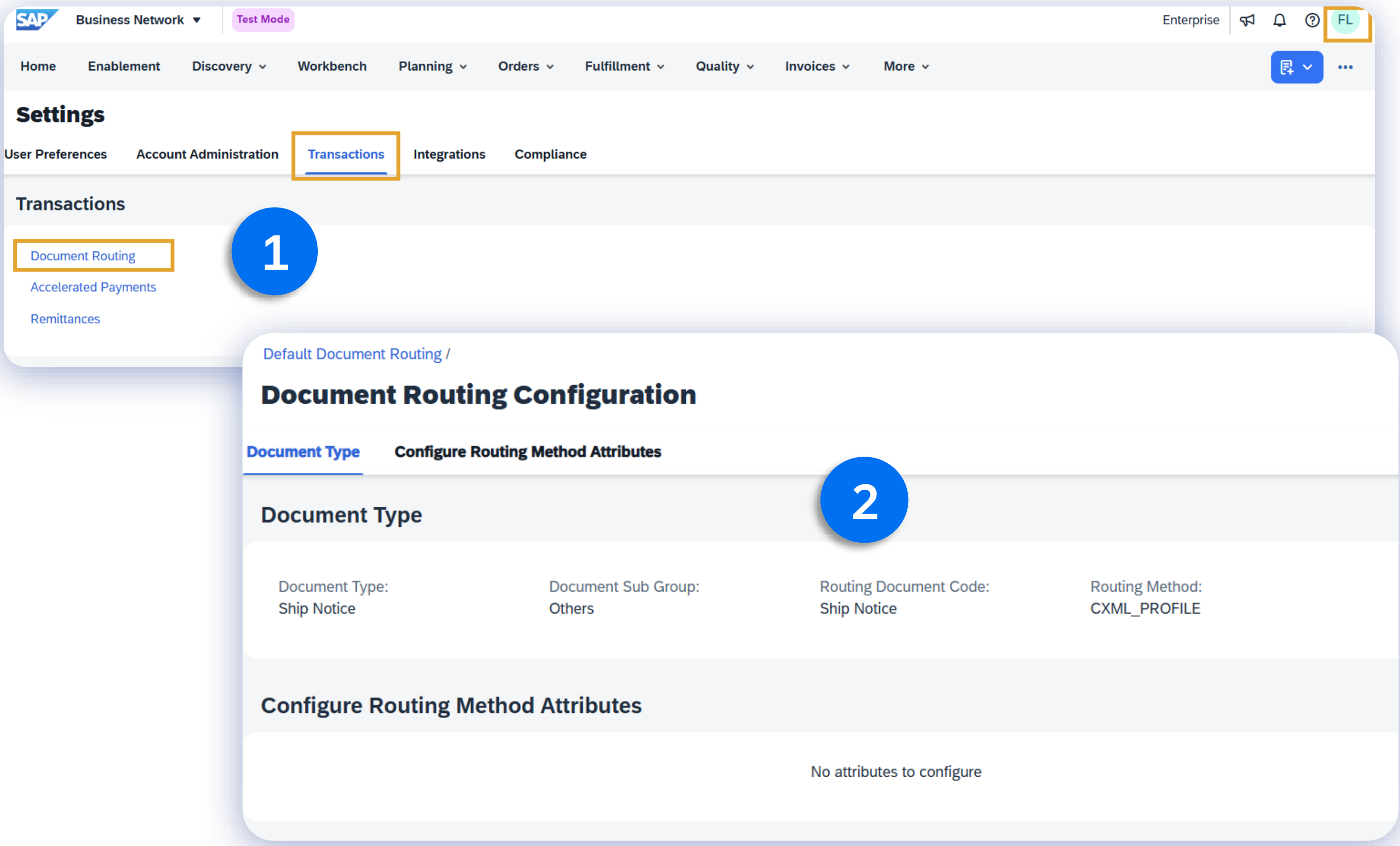
Feature: Ship Notice email notifications



ASN email notifications

1. Can be accessed through **Configure notifications** option in the Home page
2. “Ship Notice failures” and “Reminder of non-shipped order items” (which depends on a buyer business rule) are available.
3. ASN Email notifications examples

Feature: Ship Notice routing configuration



Key capabilities

1. To access document routing settings, go to **Settings, Transactions** and select **Document Routing**.

2. Ship notice routing can be configured globally for all buyers or individually per customer.

SAP Business Network

Track Goods Receipt

PUBLIC

Introducing: Goods Receipt in SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Goods Receipt

Persona: Suppliers users on Logistics area

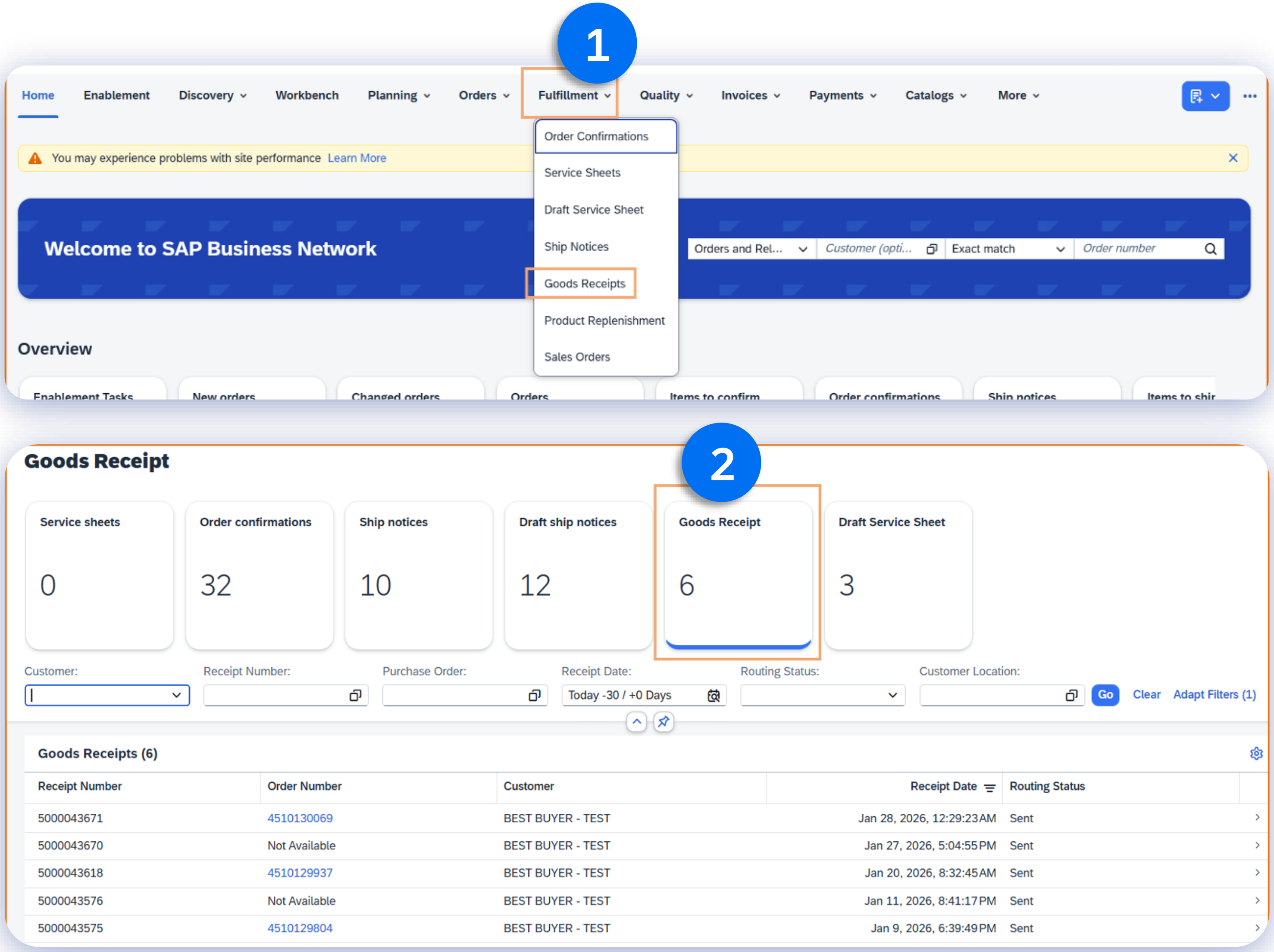
Description:

- Track goods receipt status of the customer orders

Key Benefits:

- Ensures functional parity for all actively used features of Goods Receipt in the existing generation of SAP Business Network.
- UX/UI revamp with UI5 components
- Improves performance of the application when processing Goods Receipts

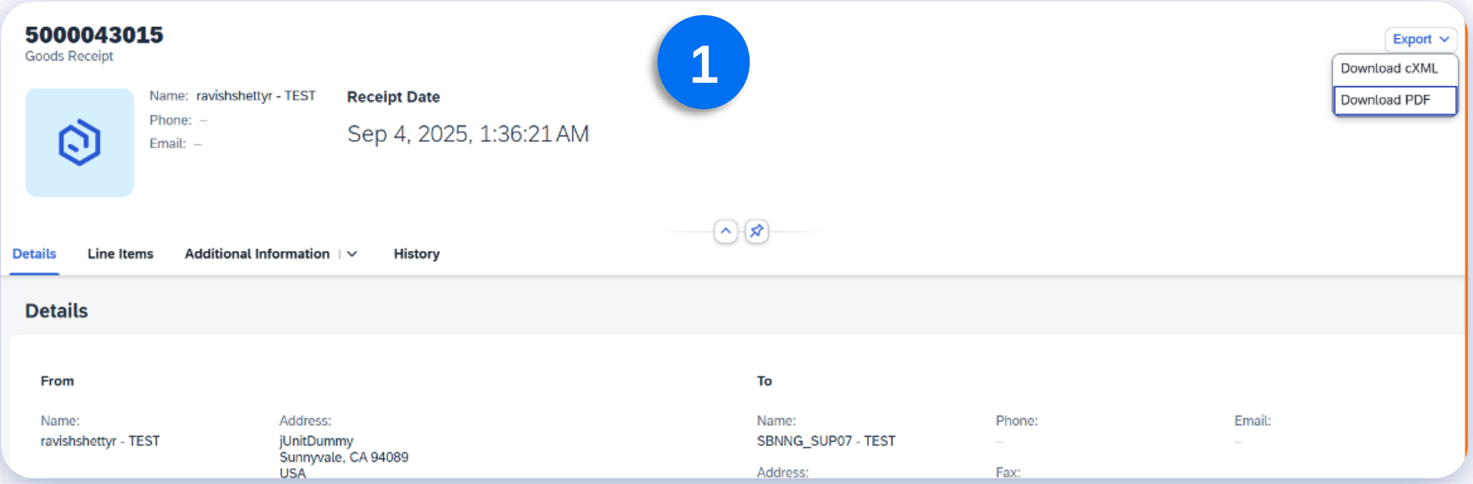
Feature: Access Good Receipts

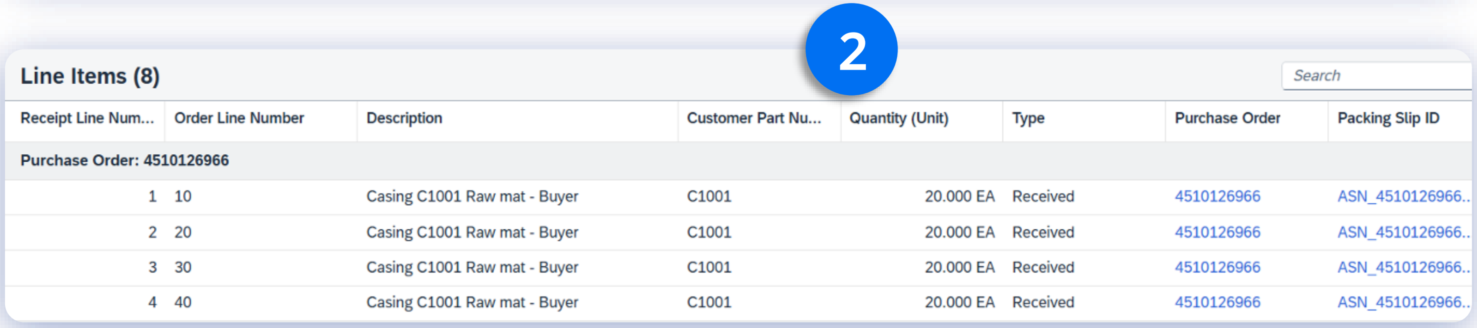


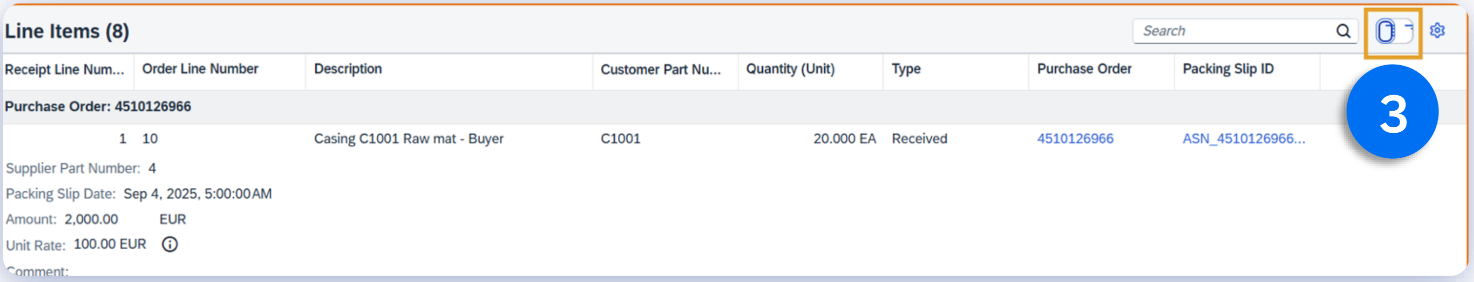
Key capabilities

1. From the main menu, select **Fullfilment** > **Goods Receipts** to access a list page

Feature: Good Receipts Details Page



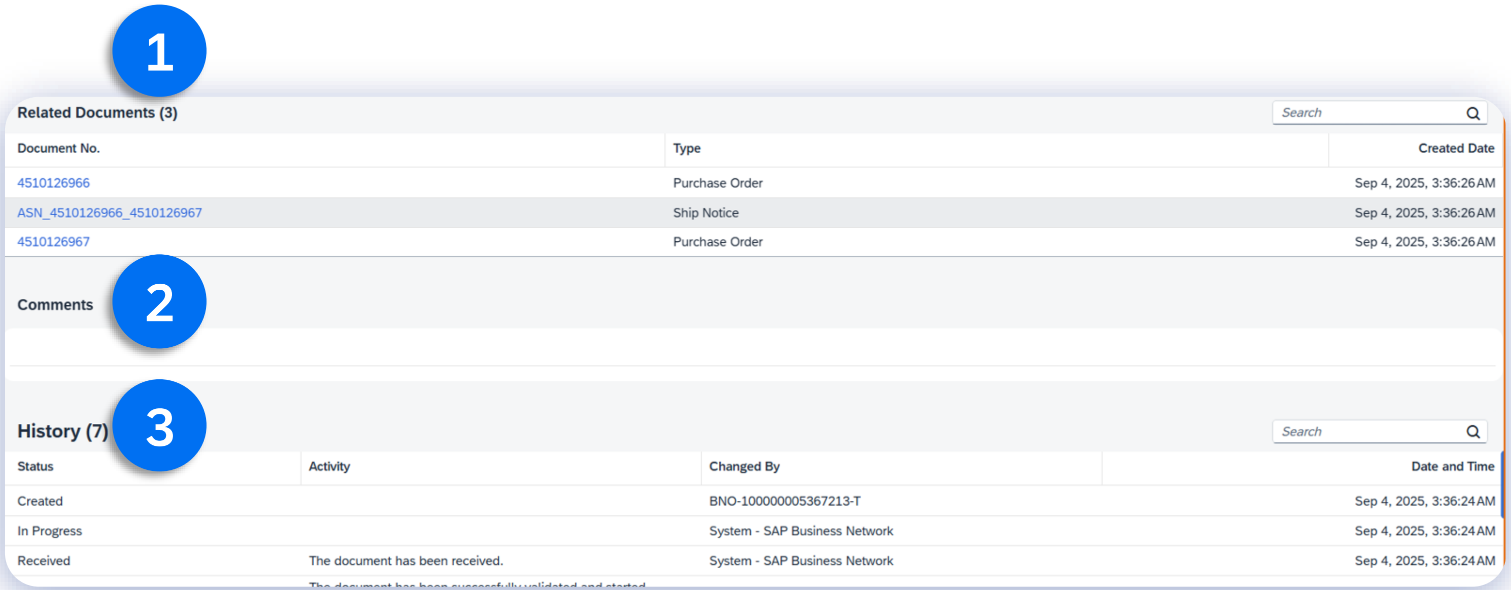




Key capabilities

1. Goods receipt header information
2. Receipt line items which include reference to PO and ASN
3. Expanded line item view

Feature: Good Receipts Details Page



Key capabilities

1. Related Documents
2. Comments from buyer to supplier
3. History section

SAP Business Network

Service Entry Sheet

PUBLIC

Introducing: Service Entry Sheet in SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Service Sheet

Persona: Suppliers users

Description:

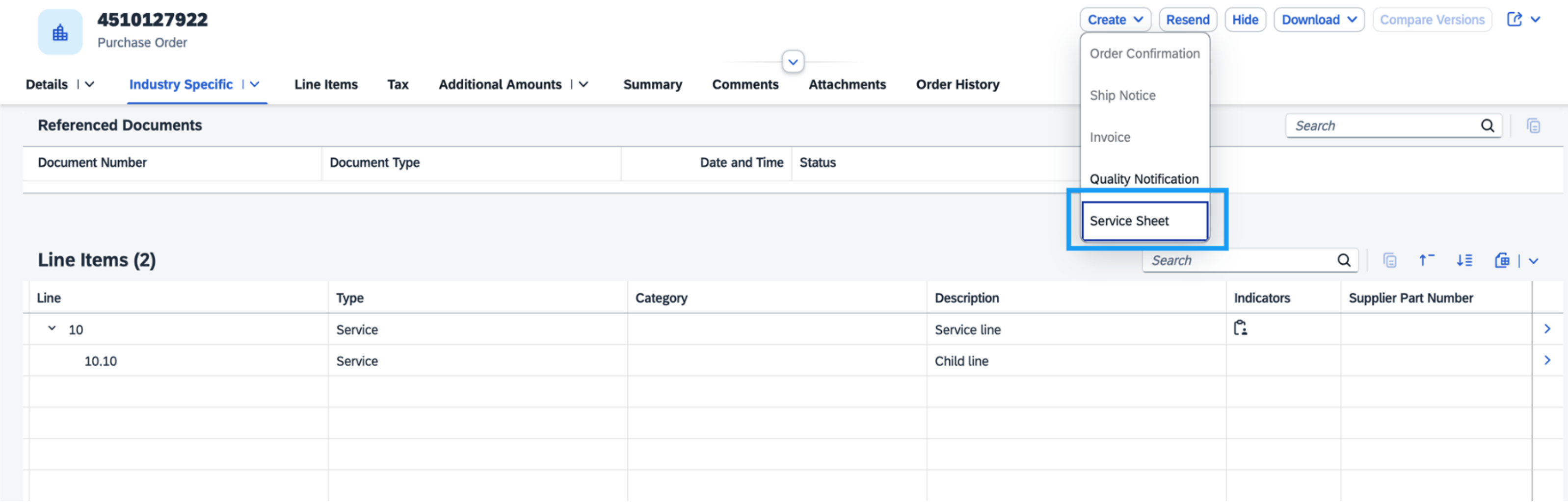
- Support Services Procurement process between buyers and trading partners to capture proof of service via Service Entry sheet.

Key Benefits:

- Service Entry Sheet is a key document type where the suppliers will record the services performed and submit it to their buyer for approval.
- Capture service details to buyer and speed up invoicing cycles.

Service Entry Sheet Creation

For Service Provider

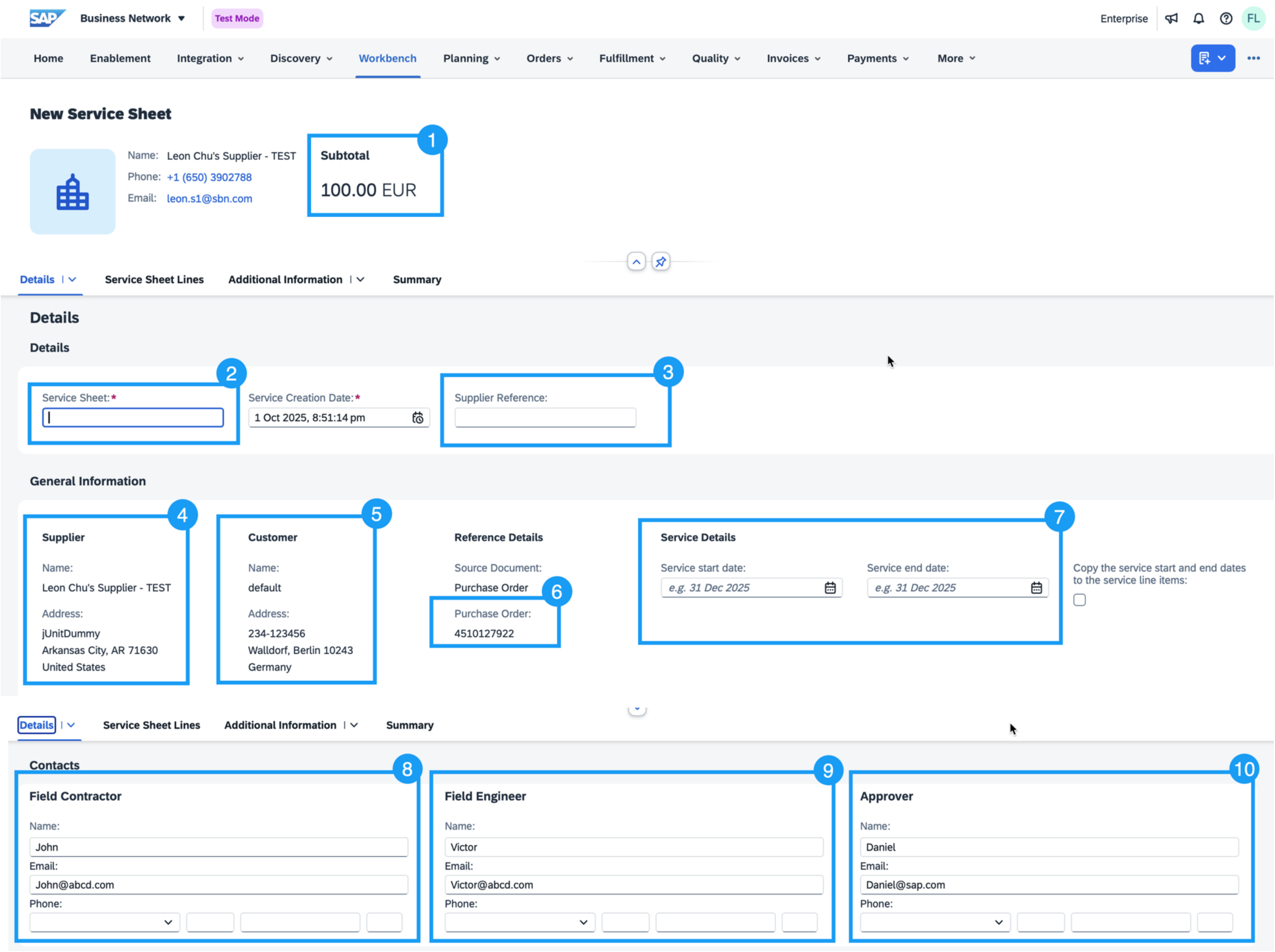


Service Entry Sheet Create Screen

1. Create Service Sheet button in Purchase Order detail screen

Service Entry Sheet Creation

For Service Provider

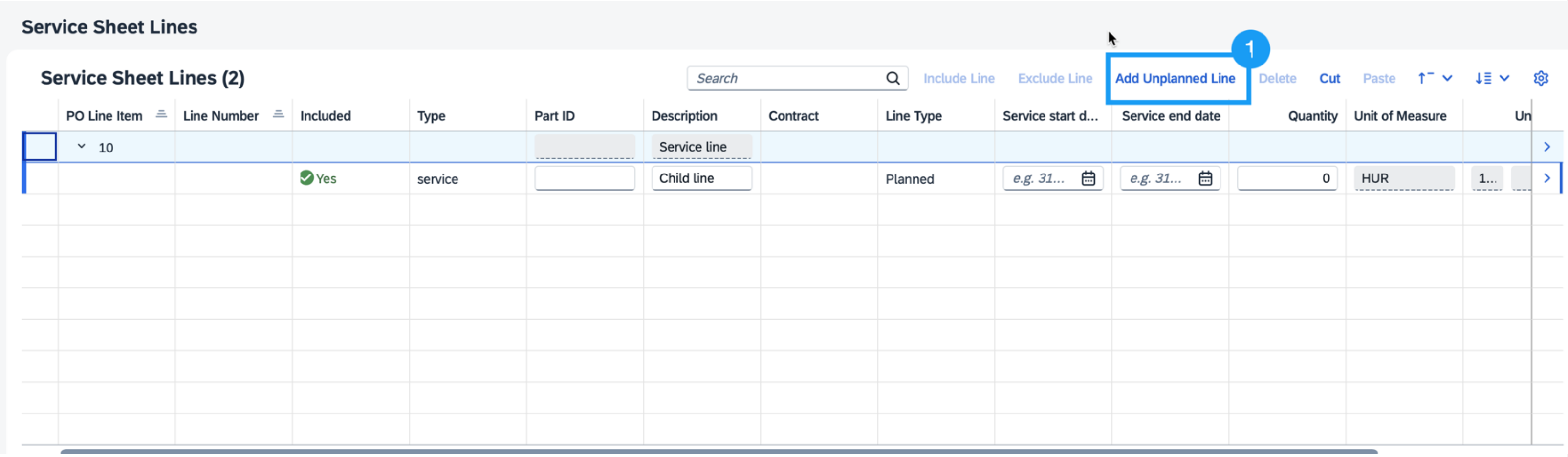


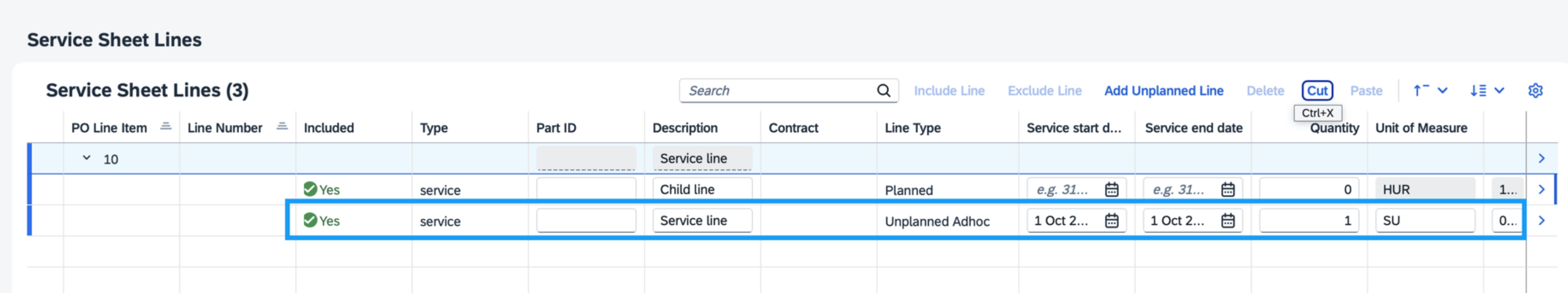
Service Entry Sheet Create Screen

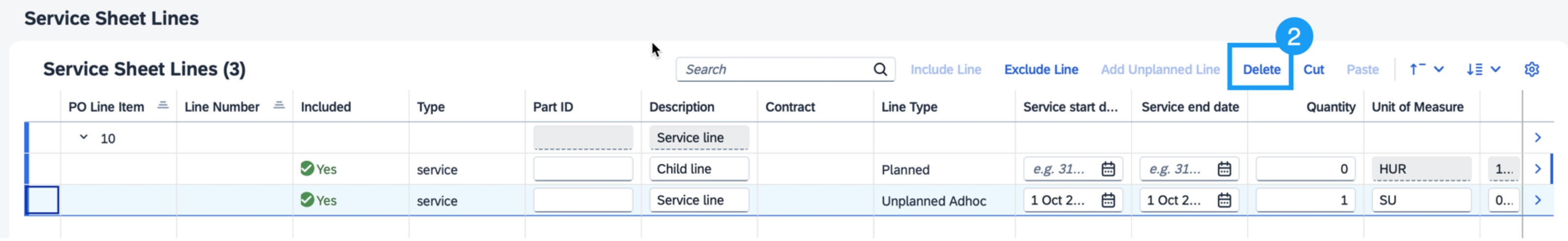
1. Header level subtotal amount
2. Service Sheet ID
3. Supplier Reference
4. Supplier Details
5. Customer Details
6. Reference document number – Purchase Order
7. Service Period Date
    1. Service Start Date
    2. Service End Date
8. Field Contractor
9. Field Engineer
10. Approver
11. Final SES Indicator

Service Entry Sheet Creation – Line item detail

For Service Provider







Service Entry Sheet Create Screen

1. **Add unplanned line items**

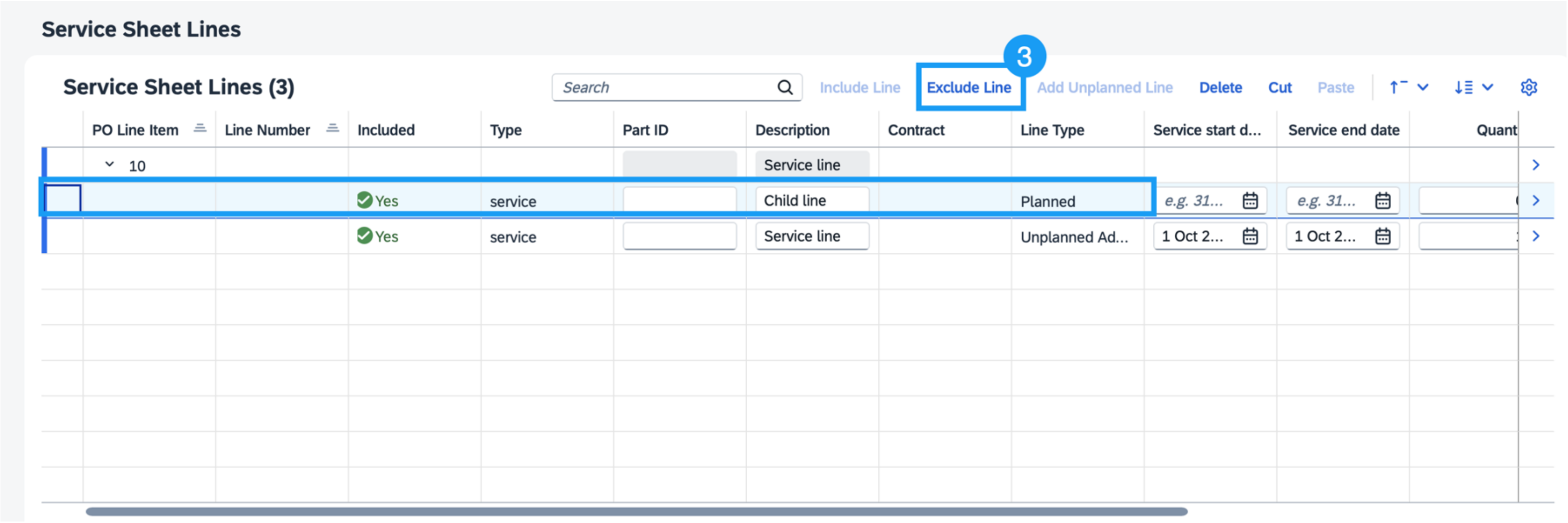
   If a Purchase Order line item has a Max Amount and Expected value, then the supplier user can add unplanned line items by clicking this button to add unplanned line items

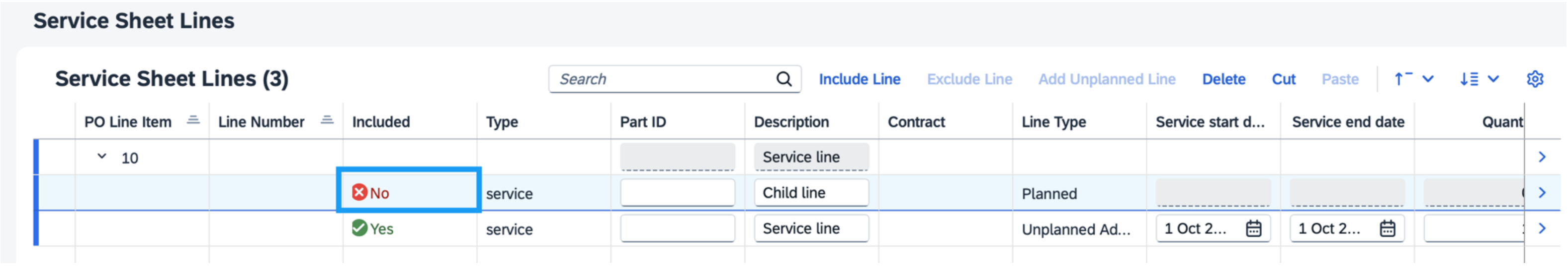
2. **Delete line item**

   Delete button to delete the unplanned or planned line items

Service Entry Sheet Creation – Line item detail

For Service Provider





Service Entry Sheet Create Screen

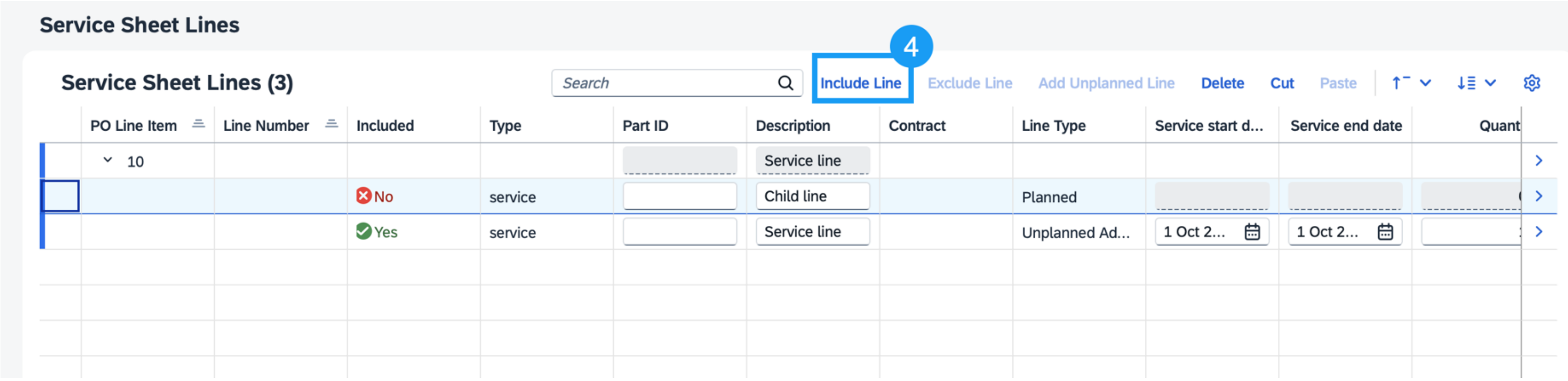
3. Exclude Line item

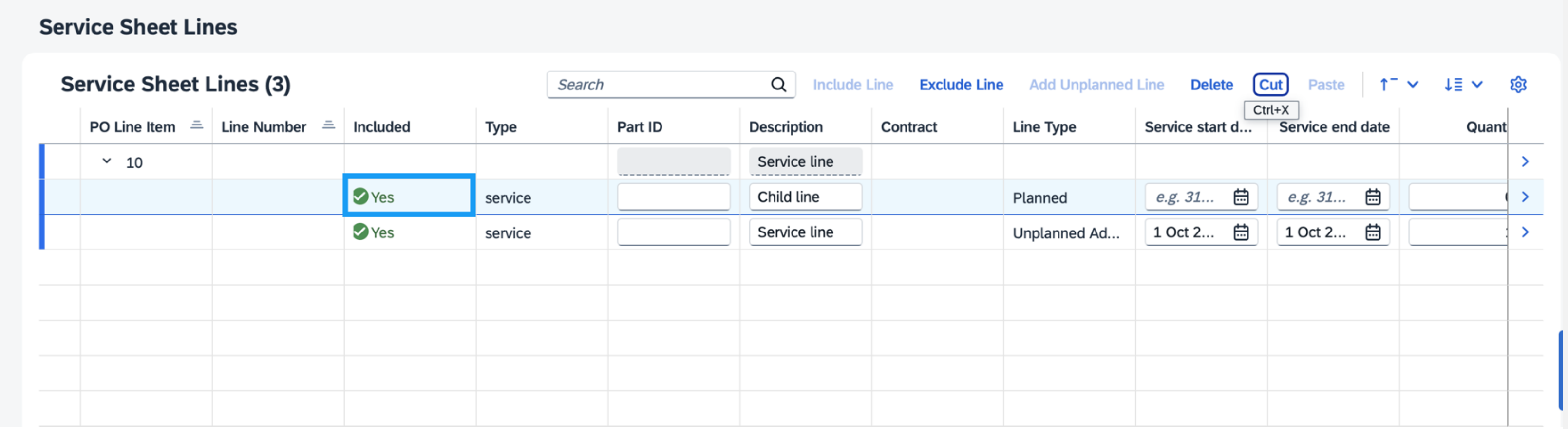
If a Purchase Order line item need to be excluded during Service Entry Sheet creation, then the user can select the line item and click Exclude line button. The line items will be excluded. This feature would be useful if you later determine that a line item is necessary for the Service Entry Sheet, rather than deleting it.

Excluded Column would be set to No

Service Entry Sheet Creation – Line item detail

For Service Provider





Service Entry Sheet Create Screen

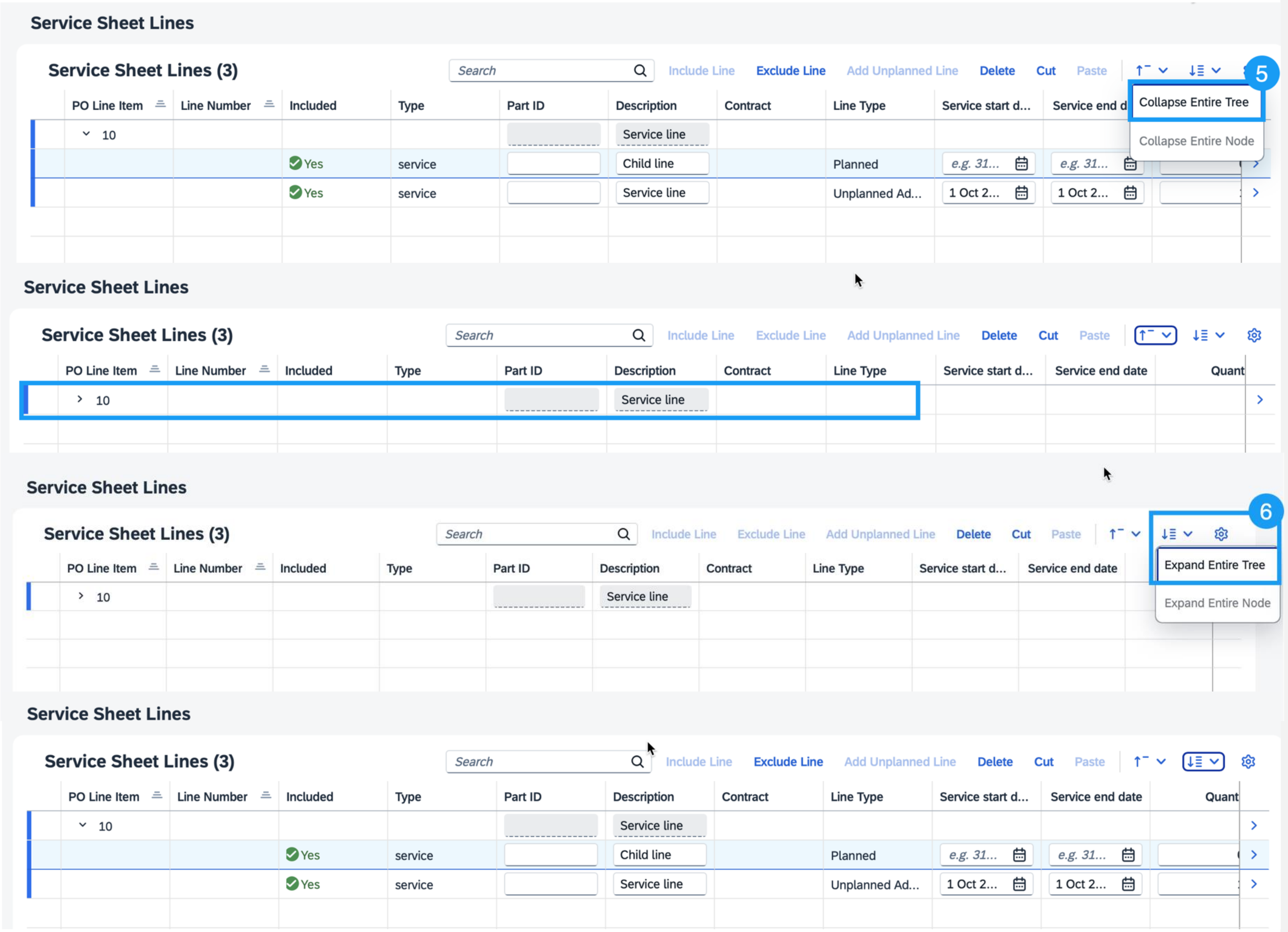
4. Include Line item

If a Purchase Order line item needs to be included during Service Entry Sheet creation, then the user can select the line item and click the Include line button to include the excluded line items.

The Included Column would be set to Yes

Service Entry Sheet Creation – Line item detail

For Service Provider



Service Entry Sheet Create Screen

5. Collapse Entire Tree

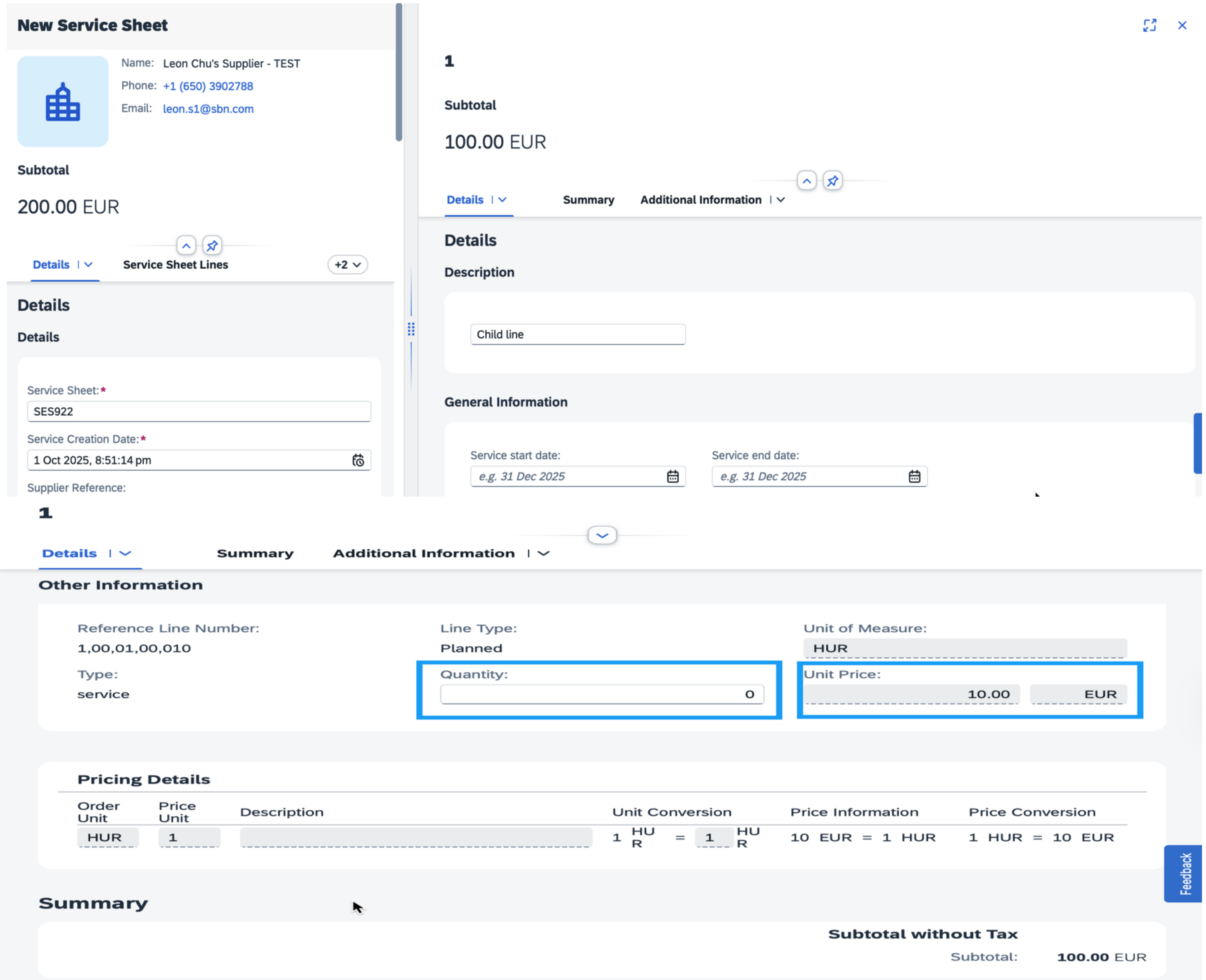
The collapse option toggles the hierarchy to display only the parent line item.

6. Expand Entire Tree

The entire hierarchy will be expanded to show all child line items and sub-nodes.

Service Entry Sheet Creation – Line item detail View

For Service Provider



Service Entry Sheet Create Screen

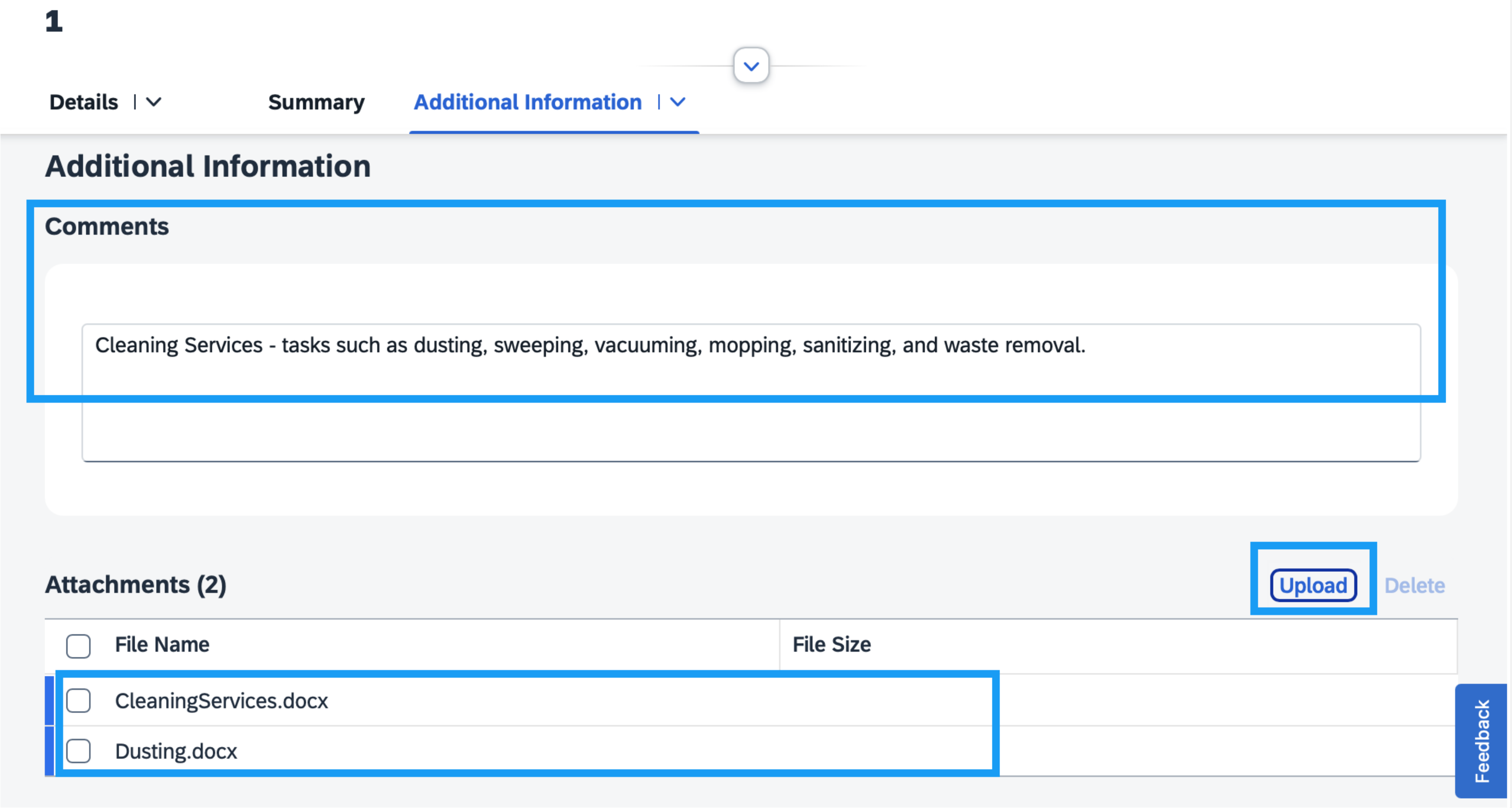
Line item Detail View

The user can view/edit the line item details like

1. Description
2. Service Start Date
3. Service End Date
4. Quantity
5. Unit Price (Editable based on rule)
6. Pricing Details(Price Basis Quantity) is editable based on rule

Service Entry Sheet Creation – Line item detail

For Service Provider



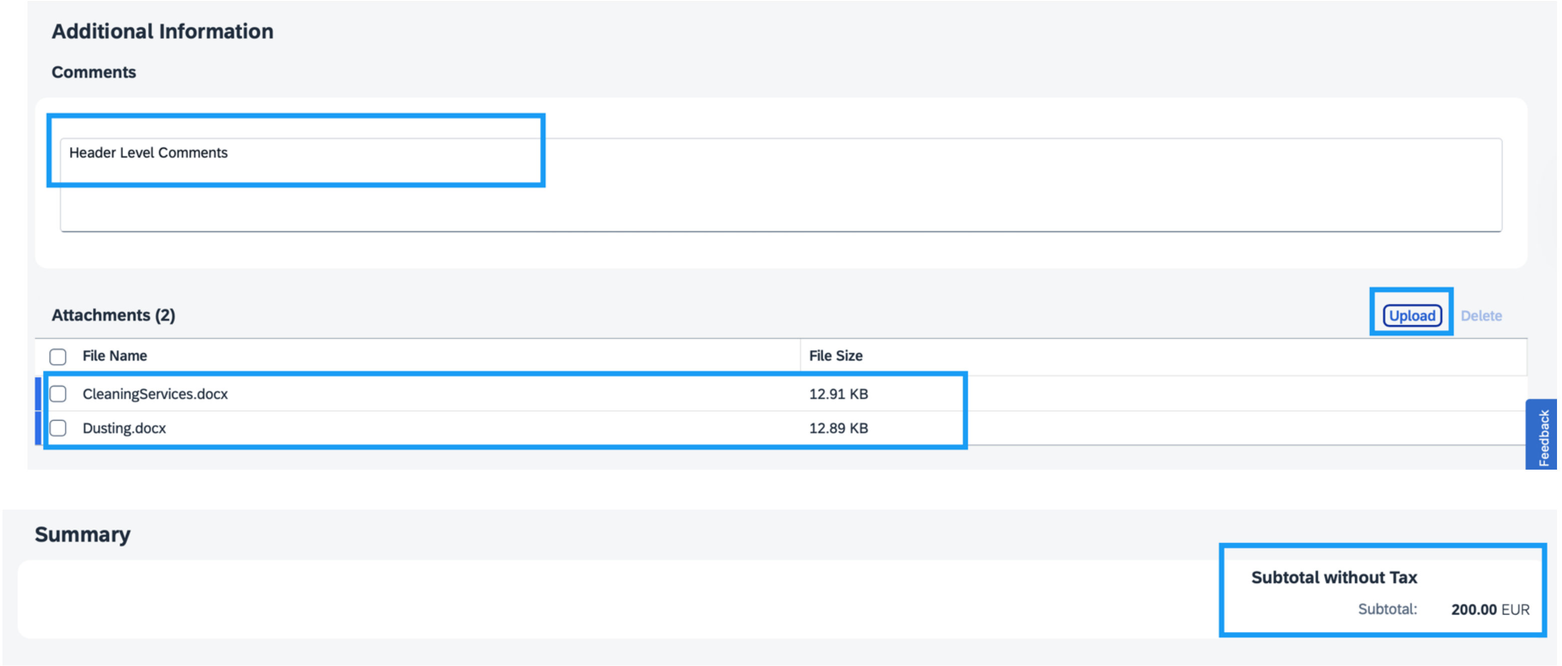
Service Entry Sheet Create Screen

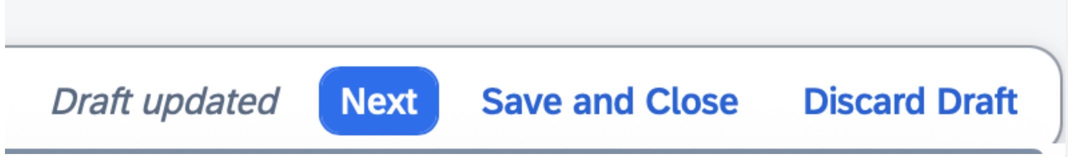
Line level comments and attachments

- Comments can be entered by the user
- Attachments can be added as supporting documents at a line item level

Service Entry Sheet Creation – Header Level

For Service Provider





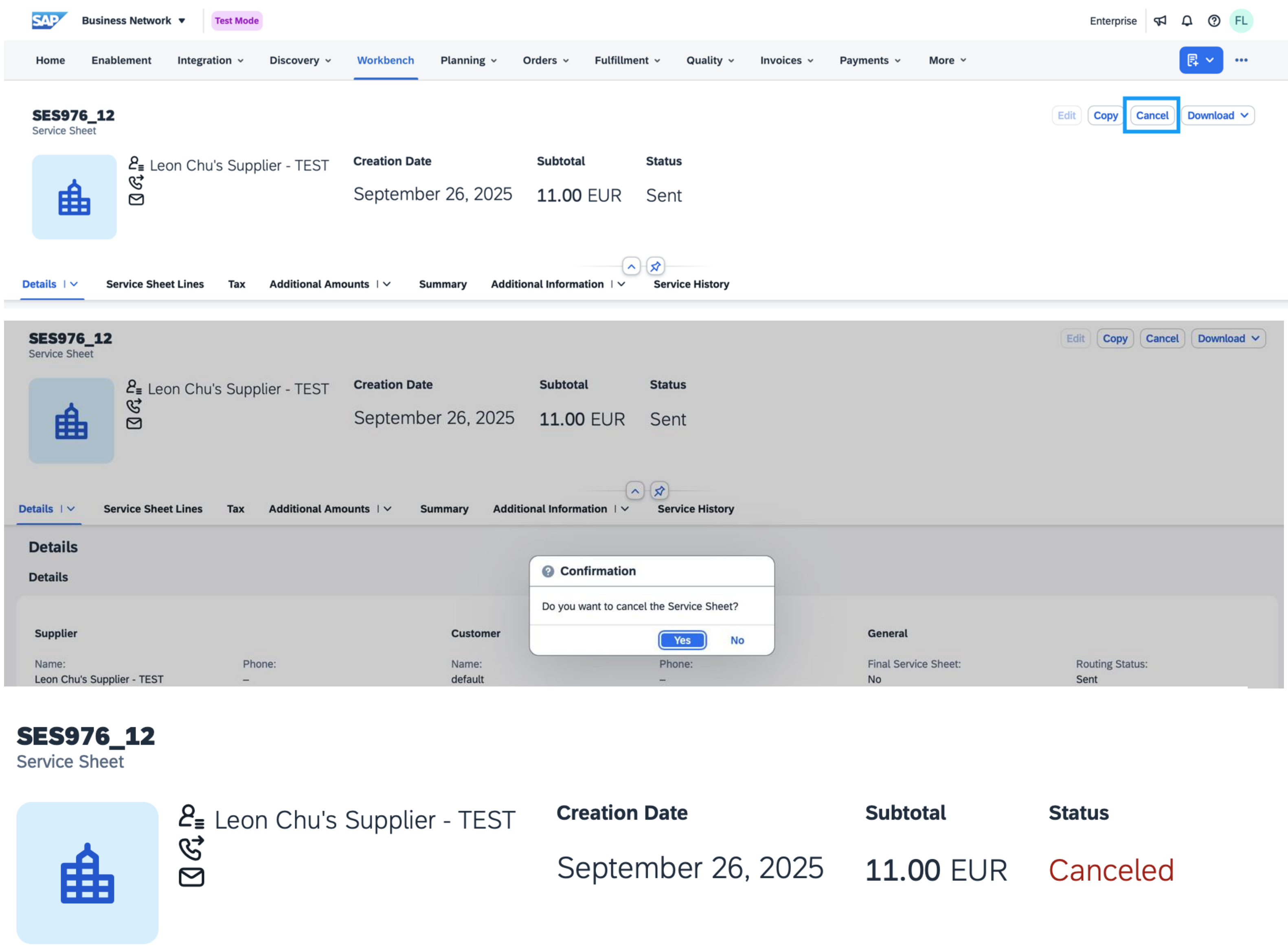
Service Entry Sheet Create Screen

Header level comments, attachments and Summary

- Comments can be entered by the user
- Attachments can be added as supporting documents at a header level
- Summary section
  - Subtotal
- Document get's auto saved
- Next button
- Save & Close (Draft)
- Discard Draft

Cancel Service Sheet Functionality

For Service Provider



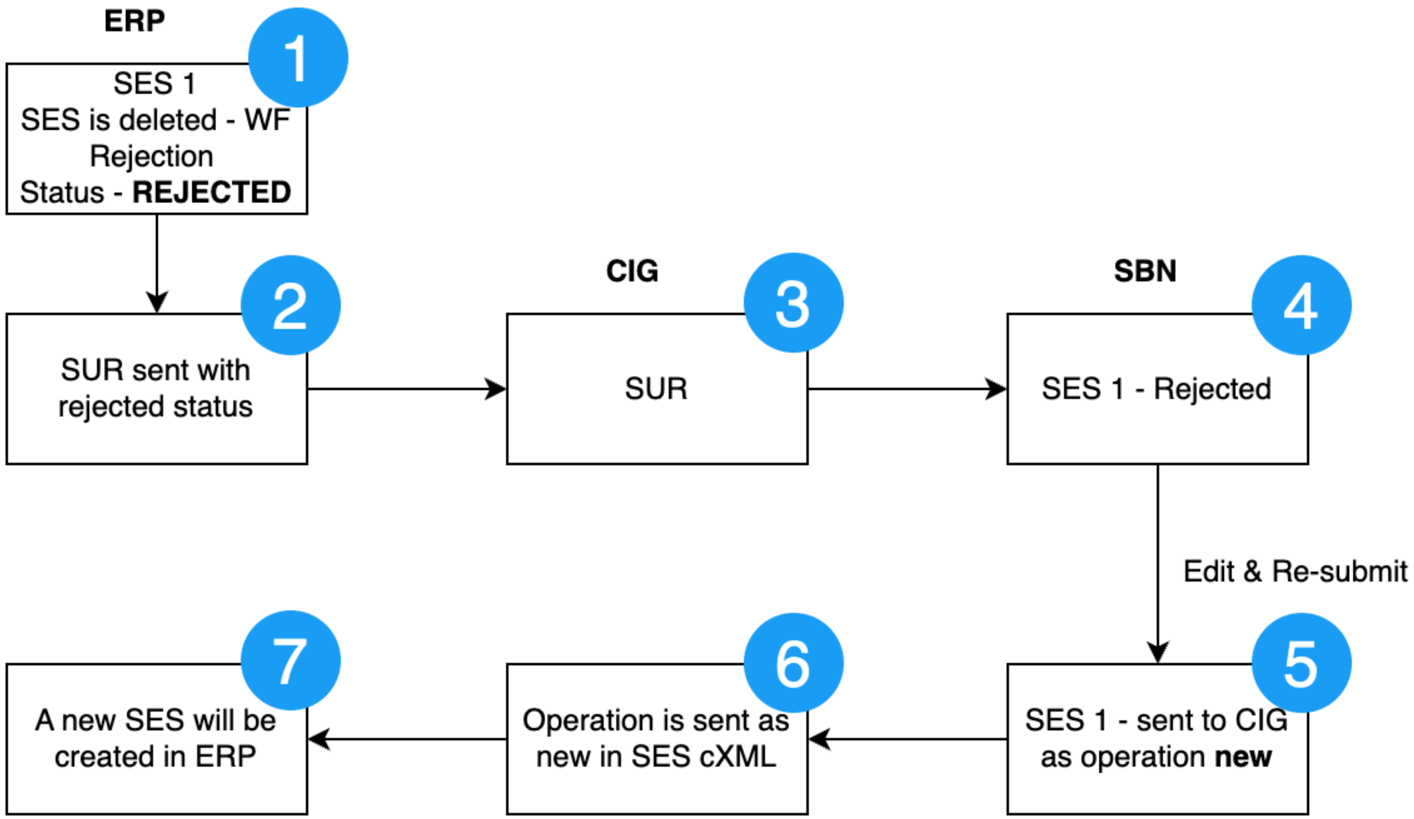
Cancel Service Sheet

1. The user can cancel the service sheet that has been created. The popup appears, and the user can click **Yes** to cancel
2. The user can also cancel the approved SES, which is supported in the Lean / Enhanced limit scenario.
3. The Service Entry Sheet will be deleted in the backend ERP

Note: Operation would be sent as delete in the SES cXML

Edit & Re-submit of Service Sheet

For Service Provider



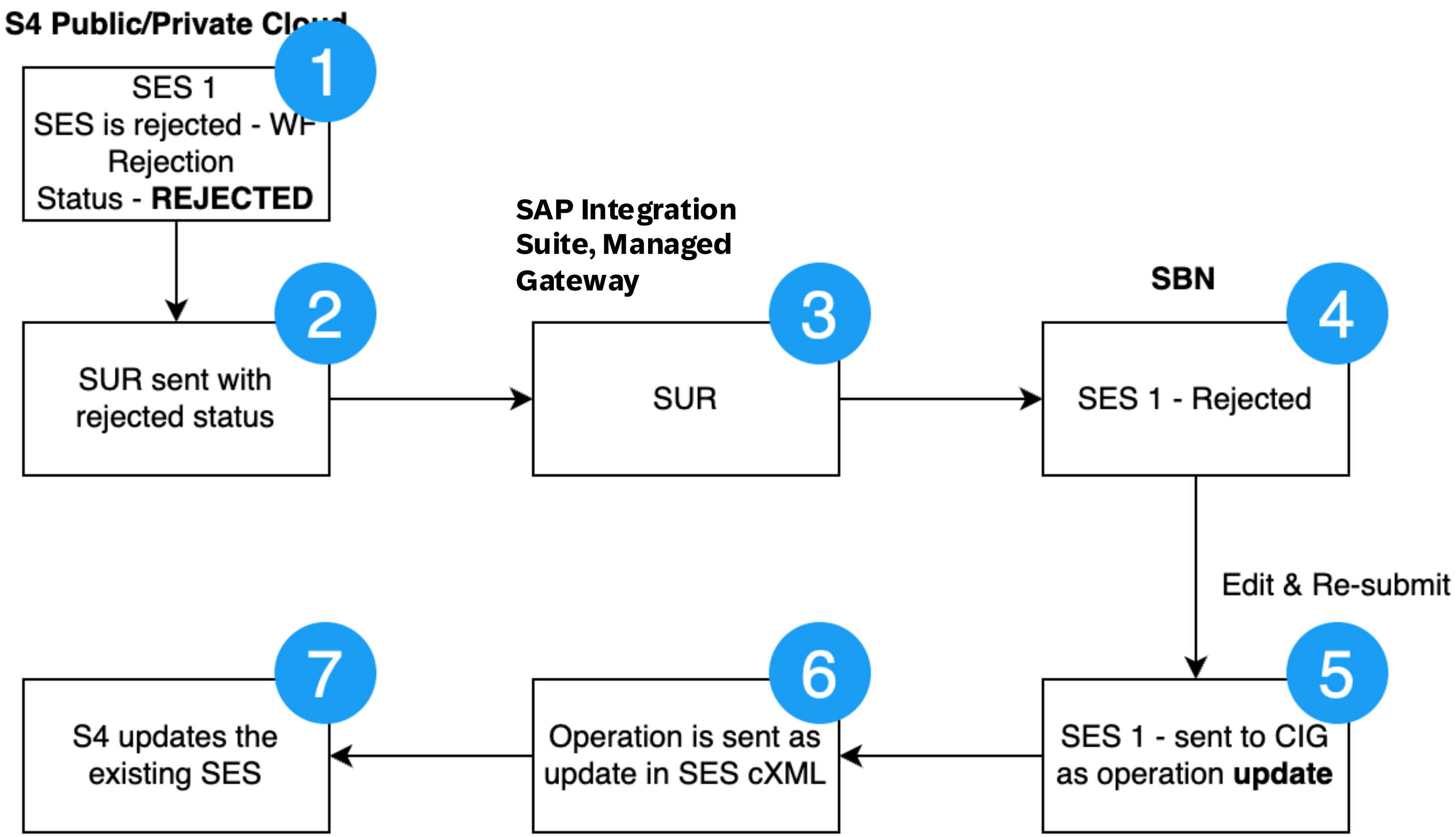
Edit & Re-submit

1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, resulting in the creation of a new SES in the backend ERP.

Note: Operation would be sent as new in the cXML

Edit & Re-submit of Service Sheet Lean / Enhanced Limit Functionality

For Service Provider



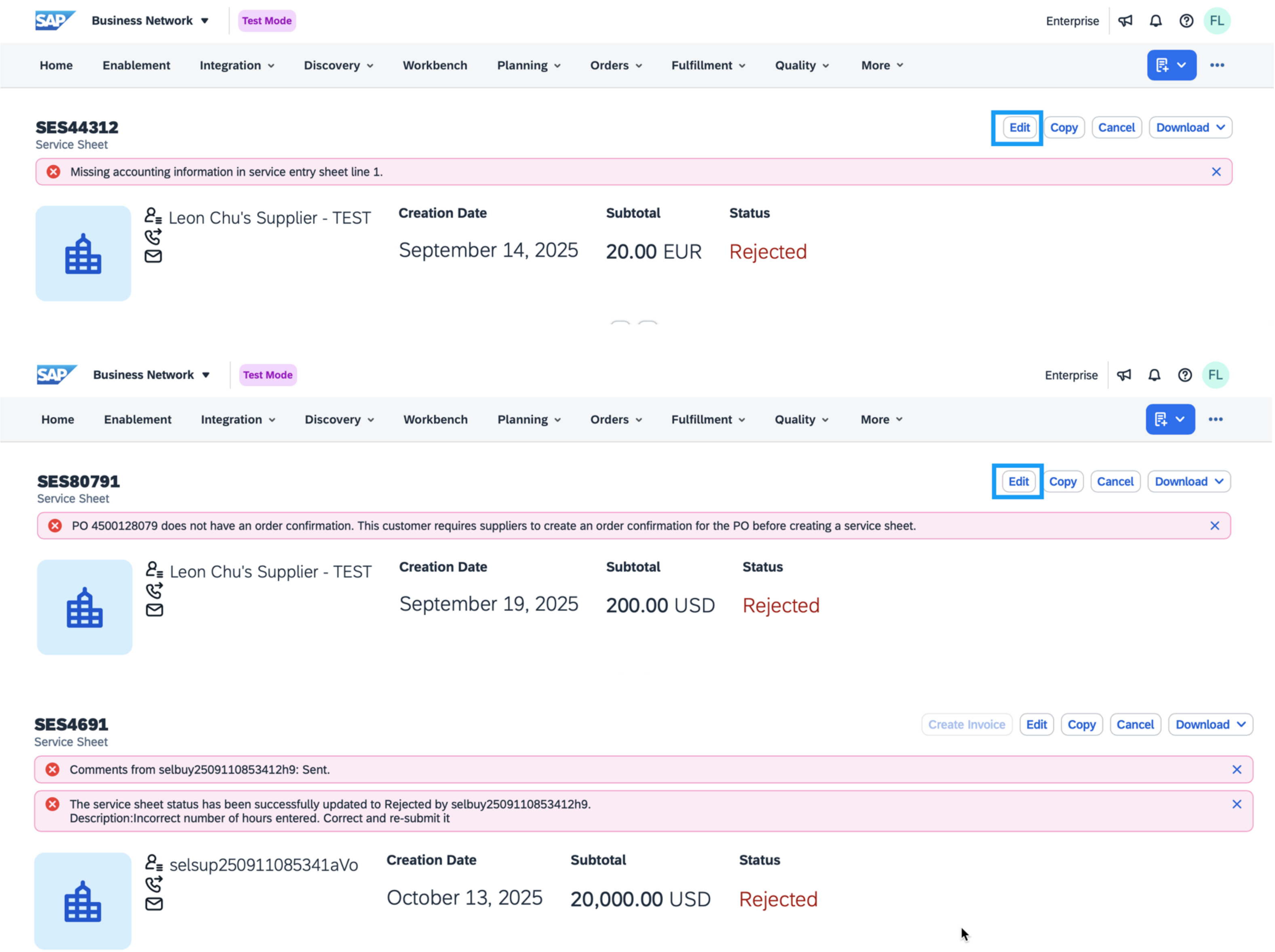
Edit & Re-submit

1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, which updates the existing SES in the backend ERP.

Note: Operation would be sent as update in the cXML

Edit & Re-submit of Service Sheet

For Service Provider



Edit & Re-submit

1. The rejection can happen due to transaction rule validations

OR

2. The buyer user can reject the document and provide a rejection reason

3. As a final step, the supplier user can edit & re-submit the document by clicking the edit button the Service Sheet page

SAP Business Network

Create Invoices

PUBLIC

Introducing: Invoicing in SAP Business Network on SAP BTP

Solution For: SAP Business Network for Trading Partners

Solution Area: Invoicing

Persona: Suppliers users

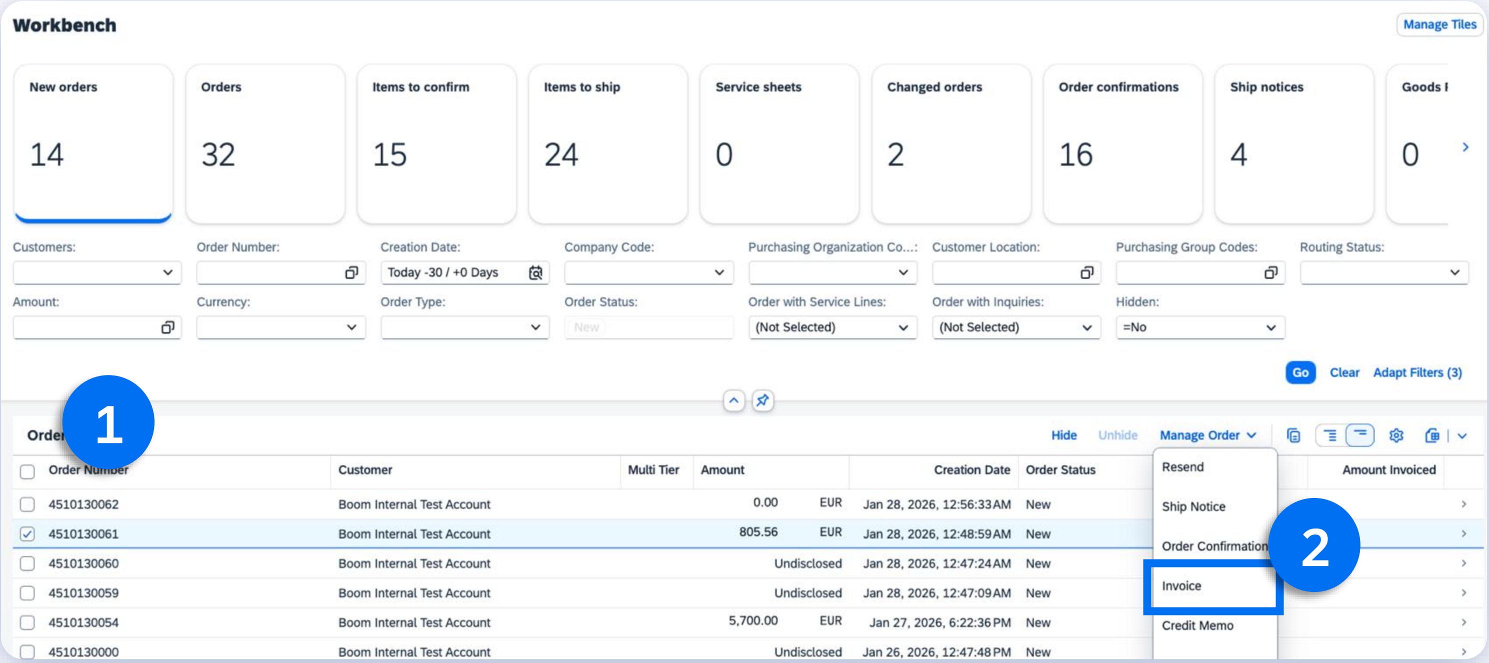
Description:

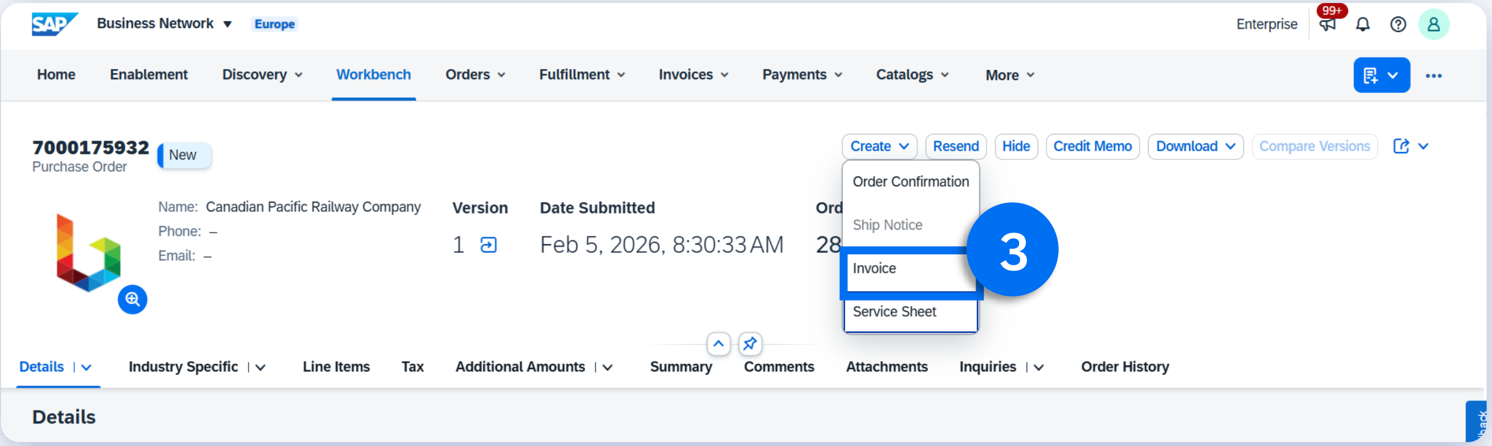
- Allow supplier users to capture invoices via flipping Purchase Order, Ship Notice or Goods Receipts

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.

Feature: Invoice Creation





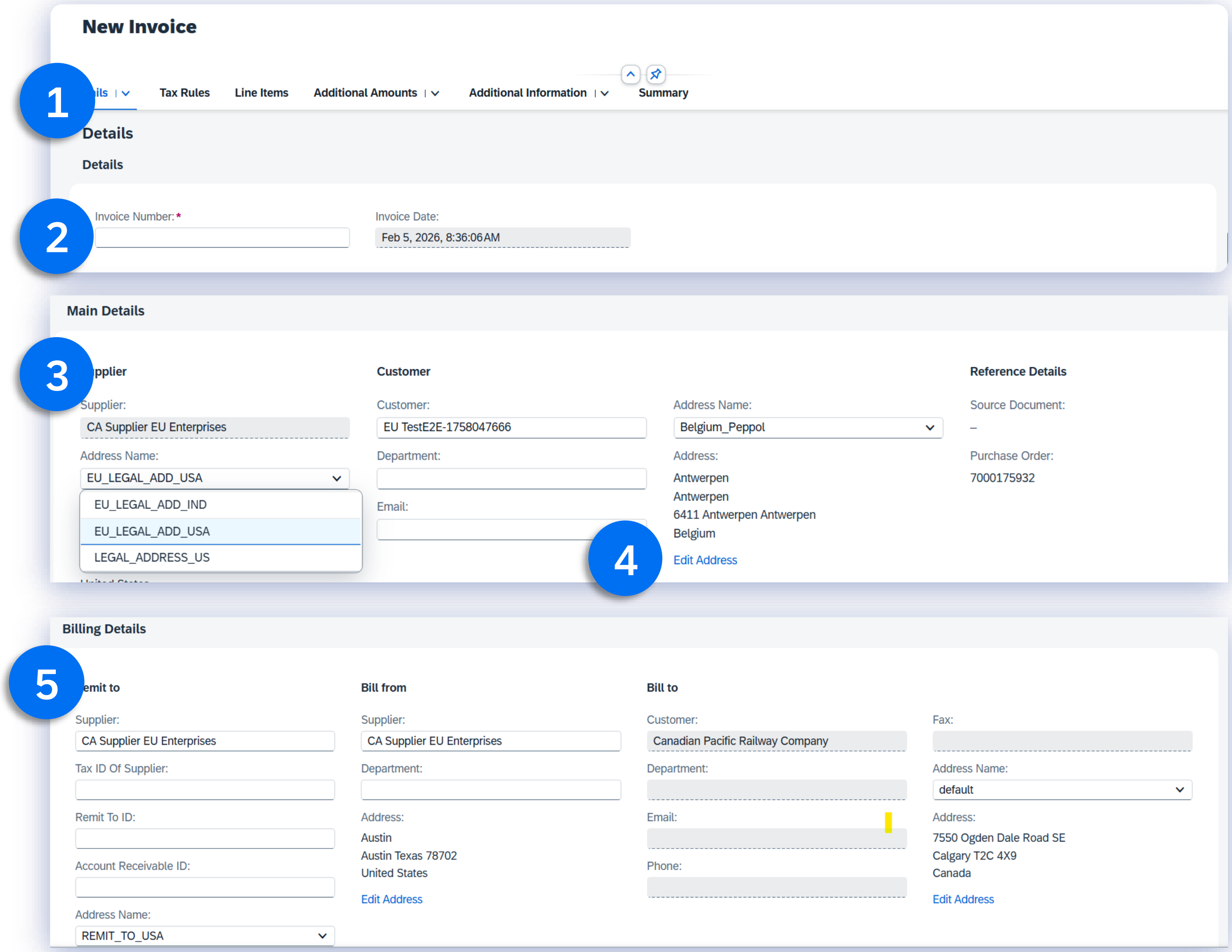
Create invoices from the Workbench or an order

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



Adding invoice number and addresses

1. Using the page tabs, navigate between sections to add the necessary invoice information

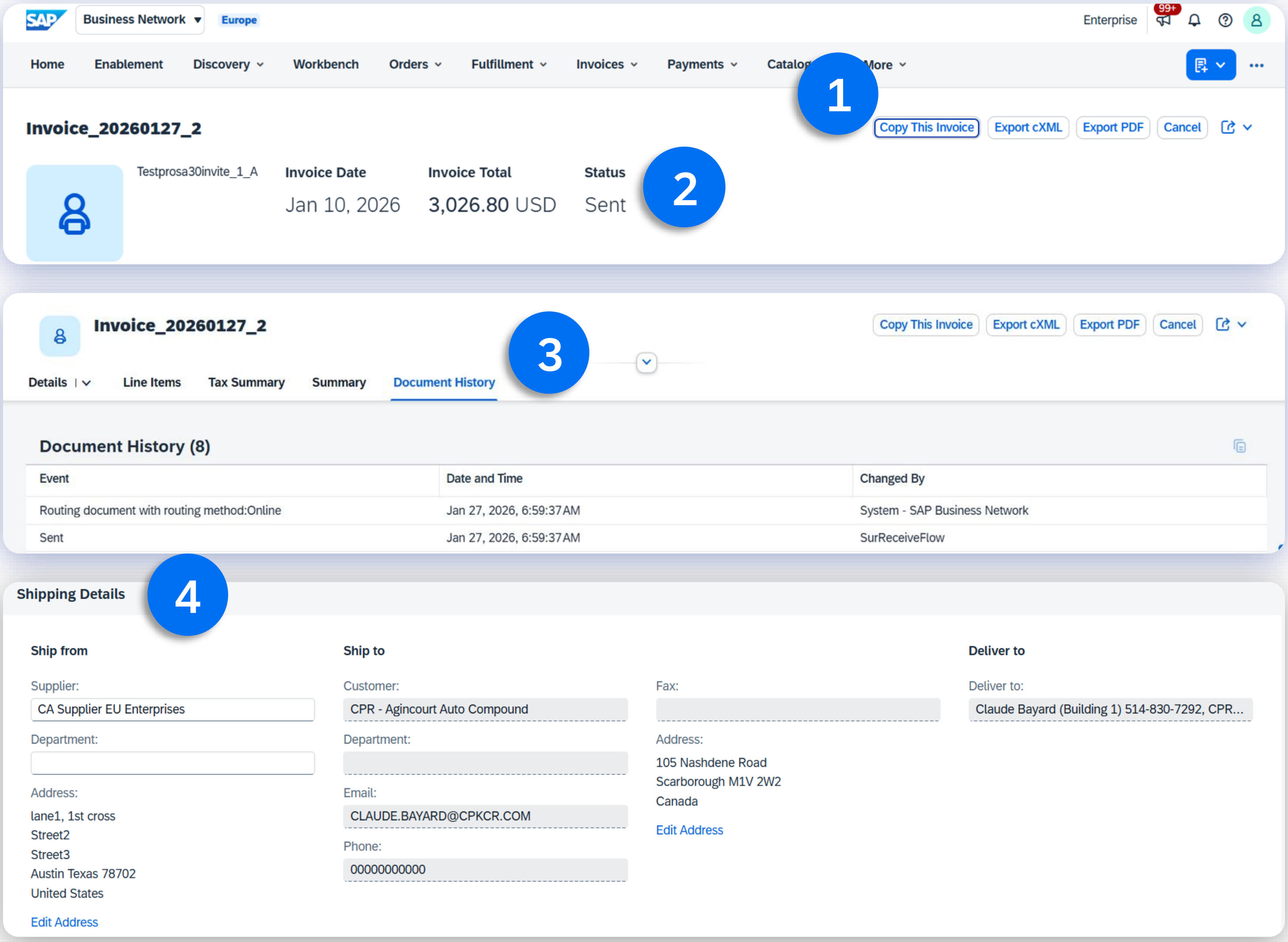
2. Start by filling in the **Invoice Number.** Customers might restrict the number of characters that can be included. (Note: We will populate the data from the Order in the Invoice form.)

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



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.

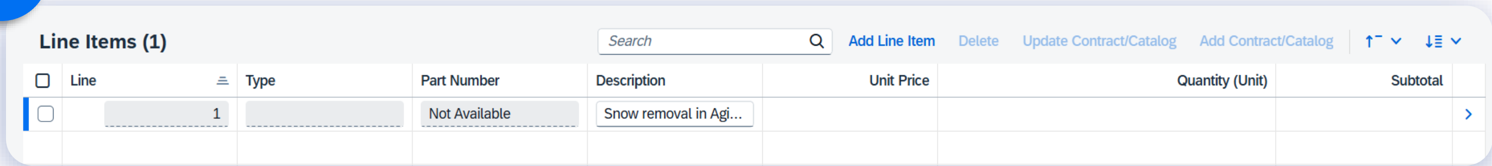
3. To view **Document History**, select this option under the document header information.

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 (Optipnal)

Feature: Invoice Line Items

1



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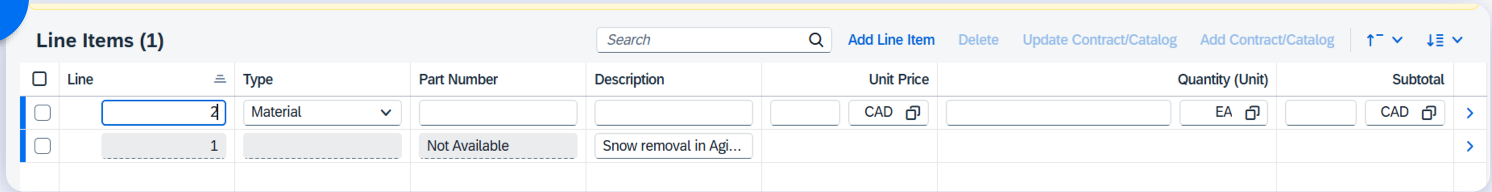

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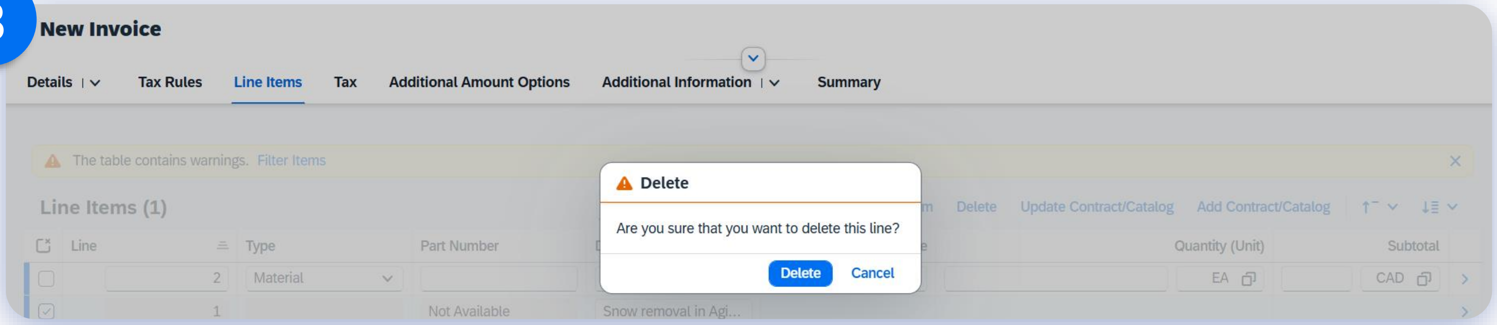
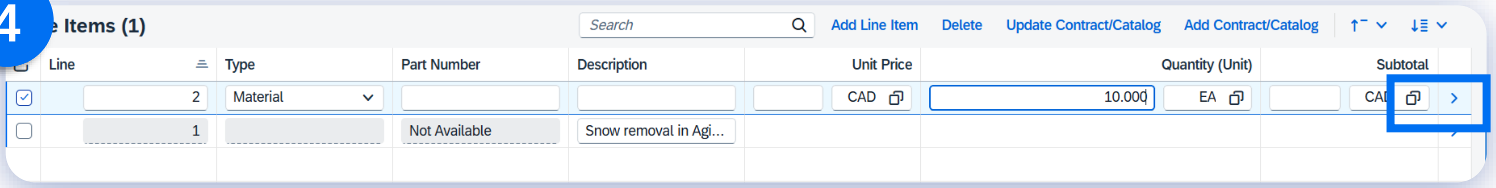


4



Line items can be added, removed, or modified

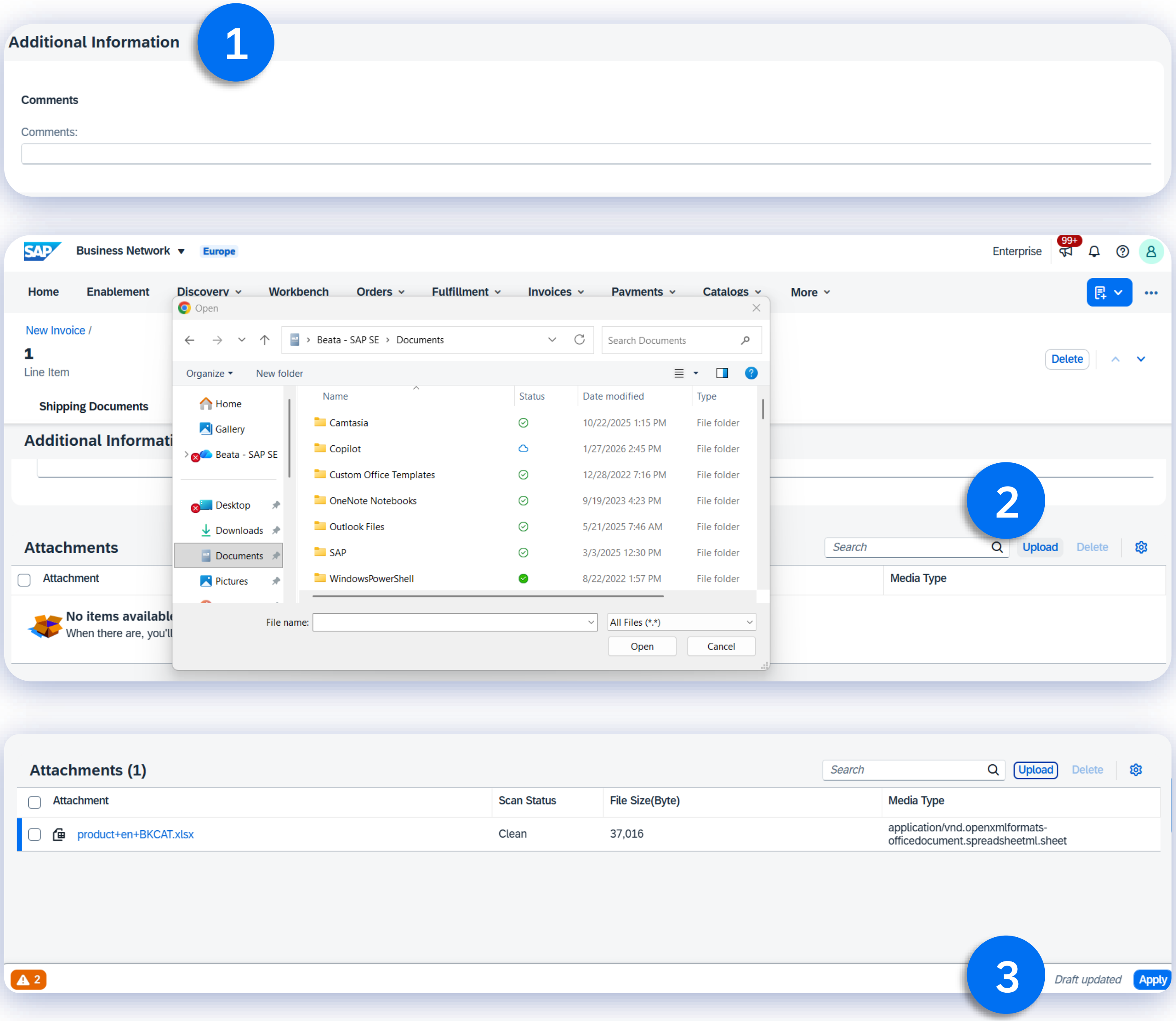
1. You can select which items flipped from the Order you want to include on the Invoice

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.

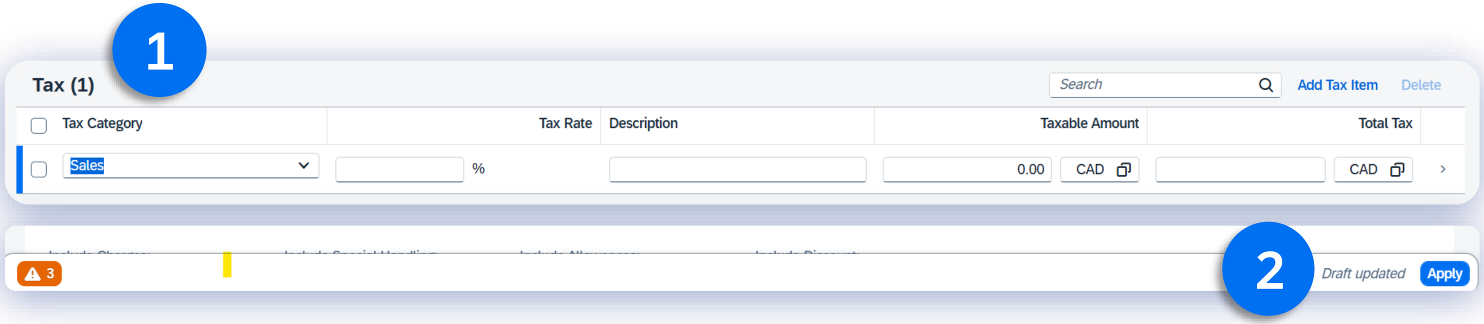
Feature: Invoice Line Items

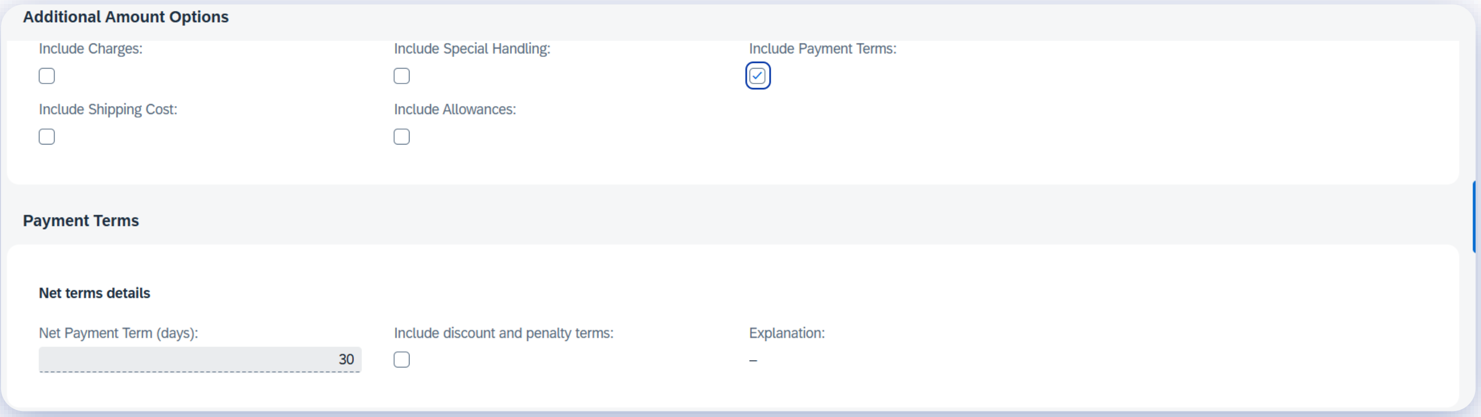


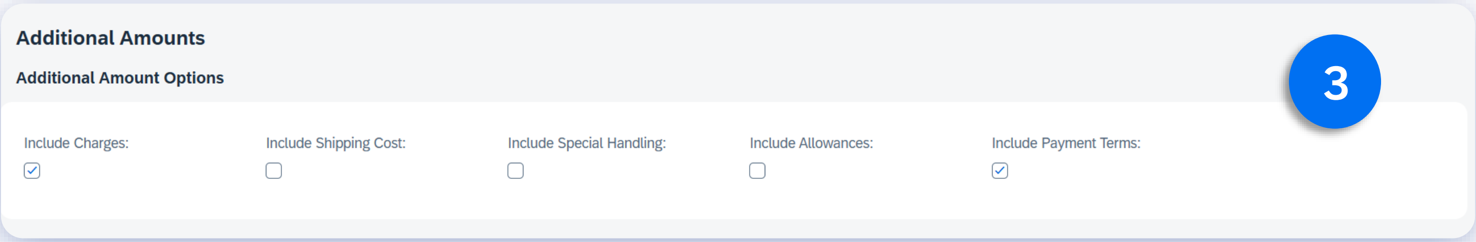
Adding comments and attachments to line items

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







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

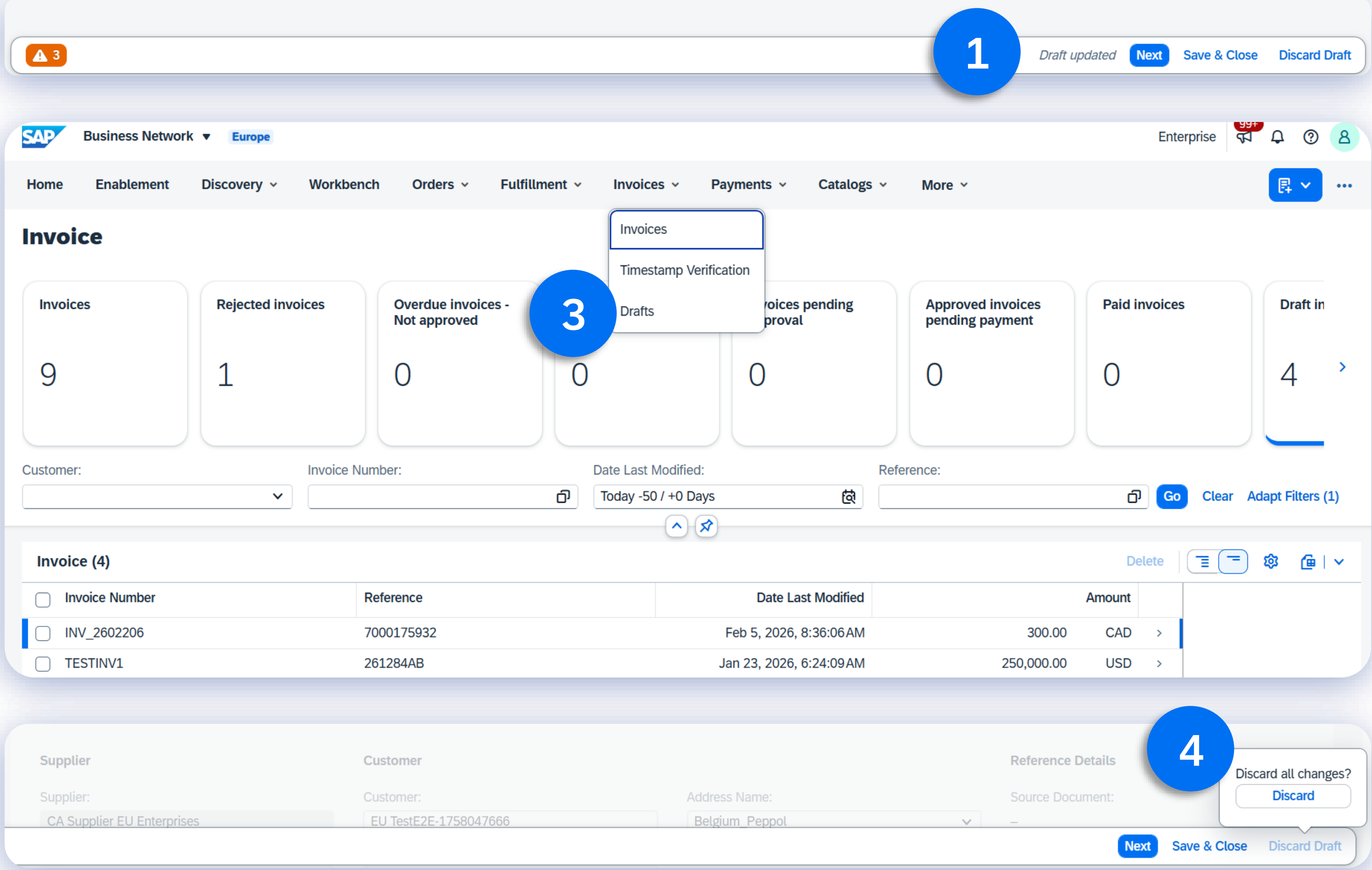
2. Add Payment Terms to the invoice

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.

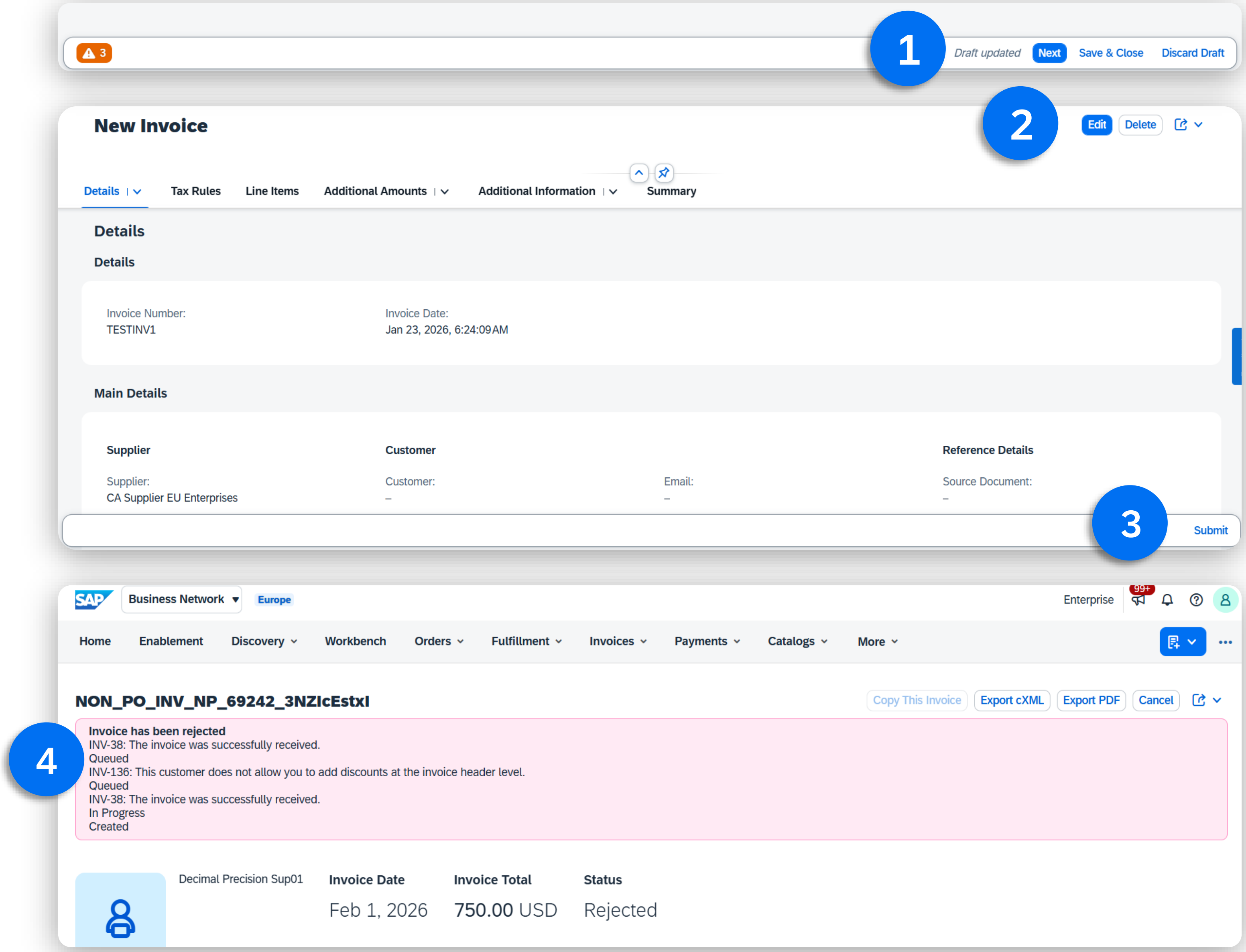
Feature: Save Invoice Drafts



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.

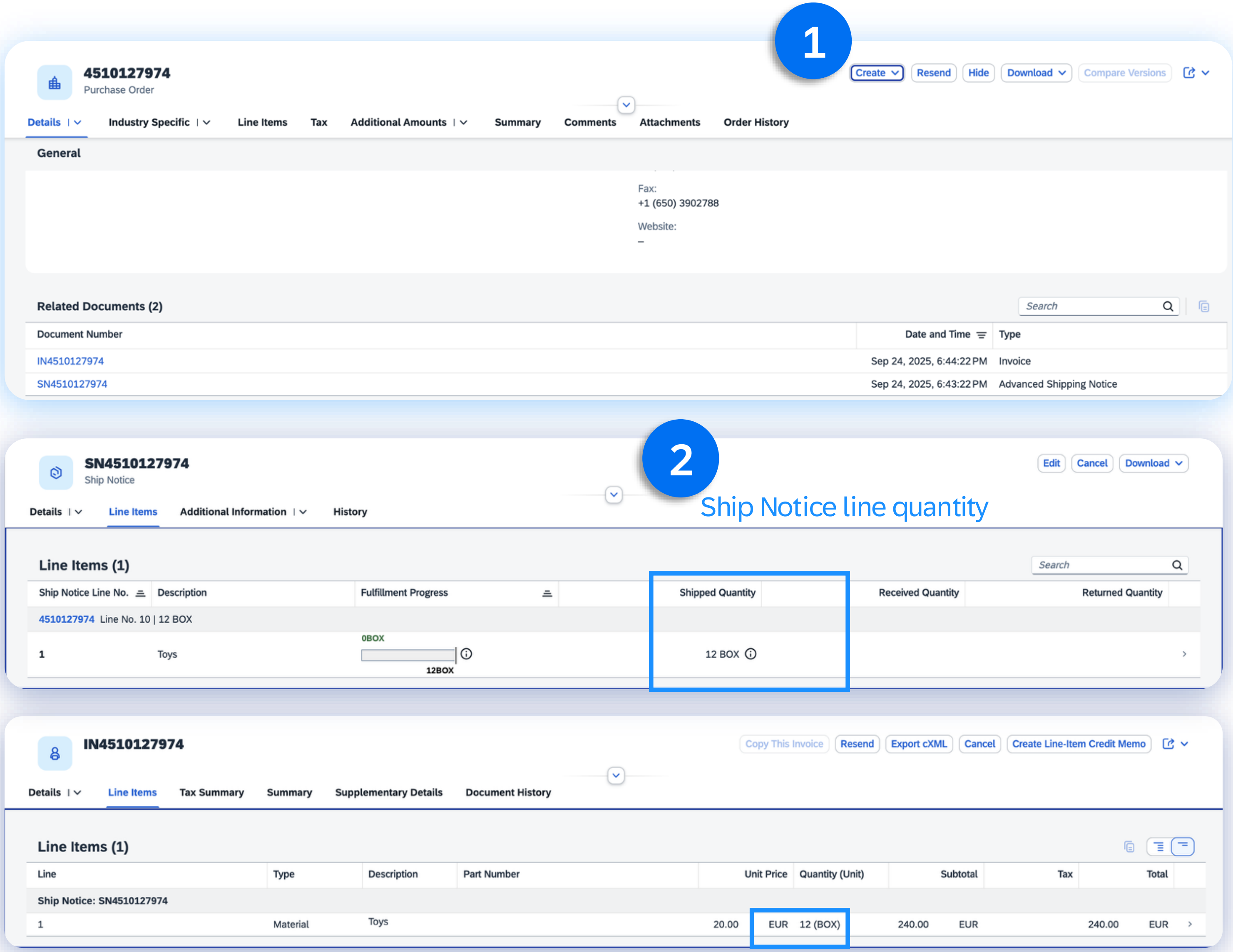
Feature: Preview & Submit Invoices



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.

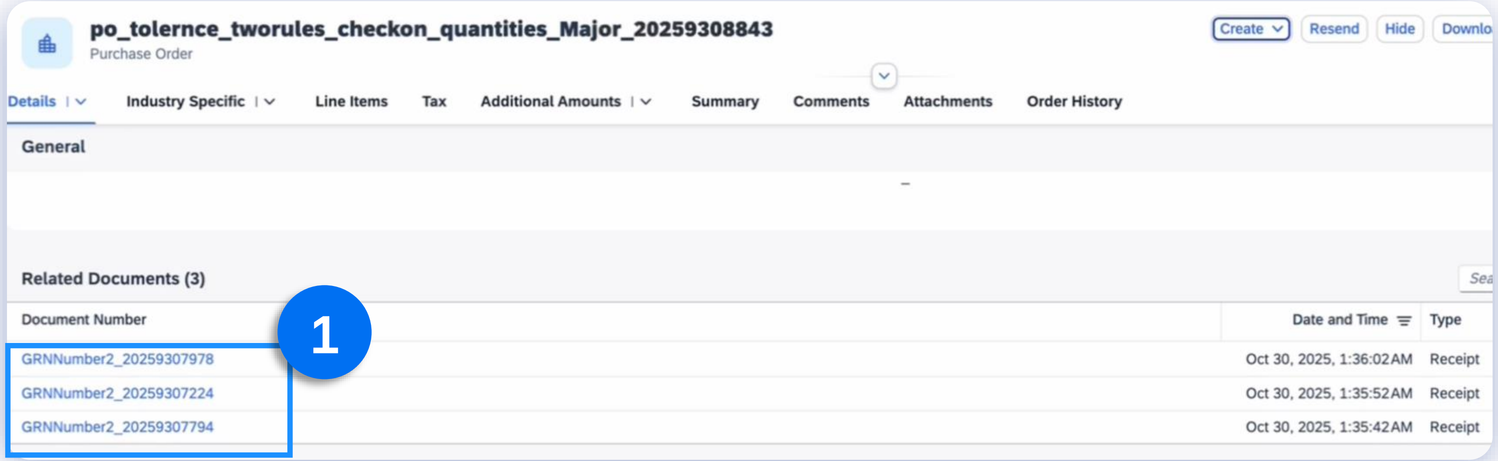
Features: PO-based Invoice with ASN Reference

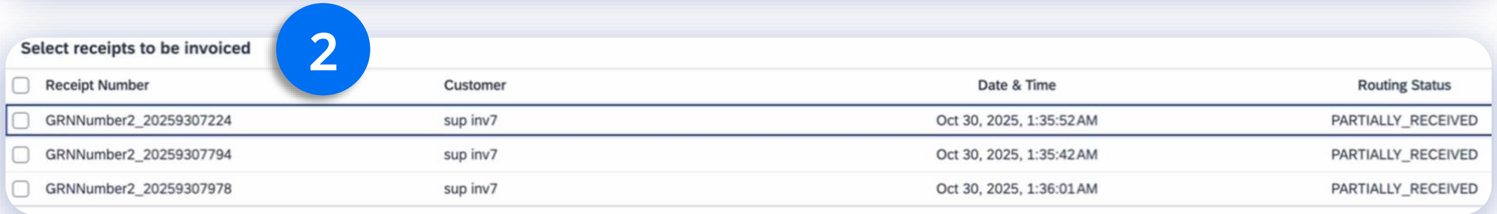


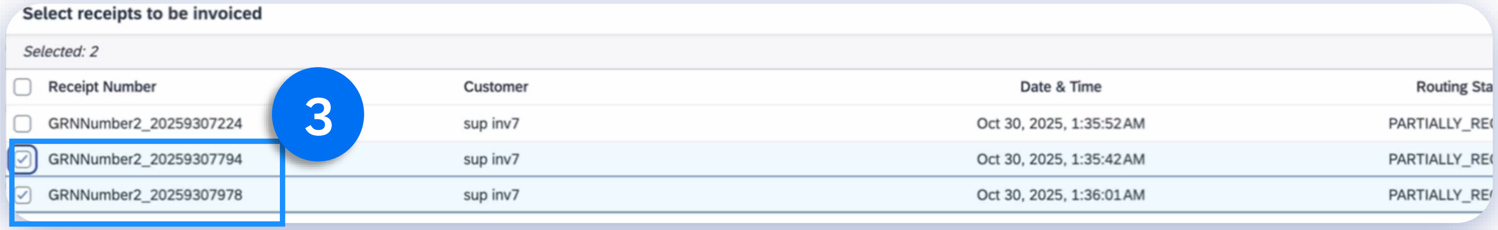
Easily access purchase order from the Workbench Orders tile to begin

1. Select the purchase order to be invoiced. The 'Create Invoice' button is activated only if ship notice(s) exist for the PO
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.
3. Select the ASN from the drop-down and proceed to create invoice as a standard process

Features: PO-based Invoice with GRN Reference







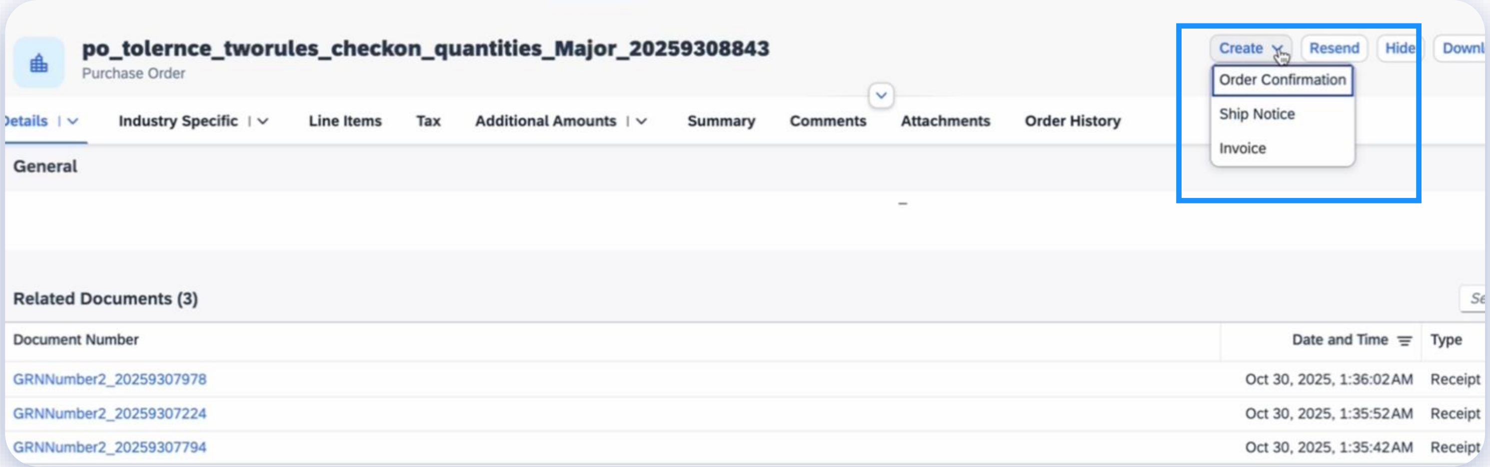
Easily access purchase order from the Workbench Orders tile to begin

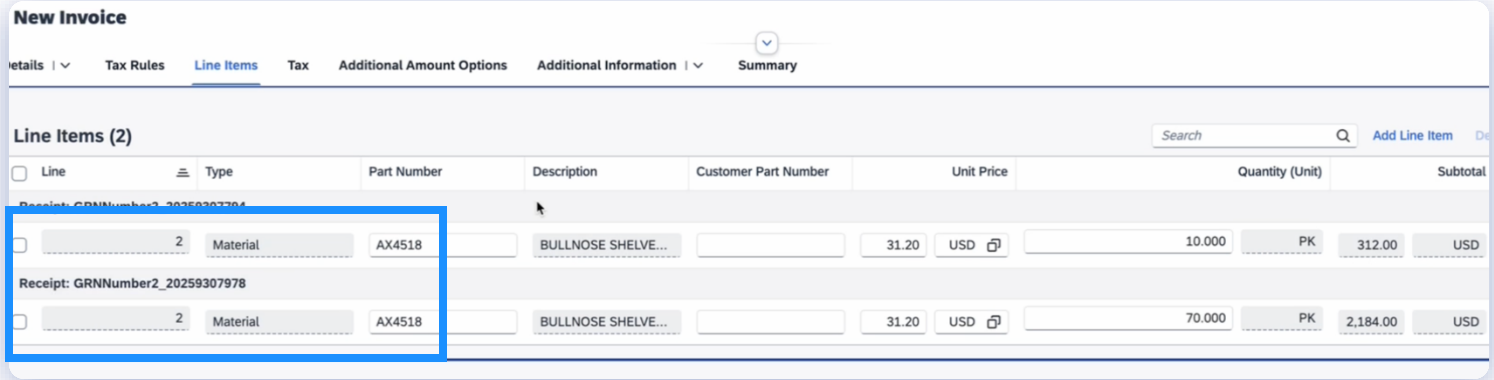
1. Once on the purchase order details page, navigate to Related Documents. Here you will see the GRN documents.

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

Features: PO-based Invoice with GRN Reference





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

SAP Business Network

Track Customer Payment

PUBLIC

Introducing: Payment Proposal Request and Remittance Advice

Solution For: SAP Business Network for Trading Partners

Solution Area: Payment

Persona: Supplier users

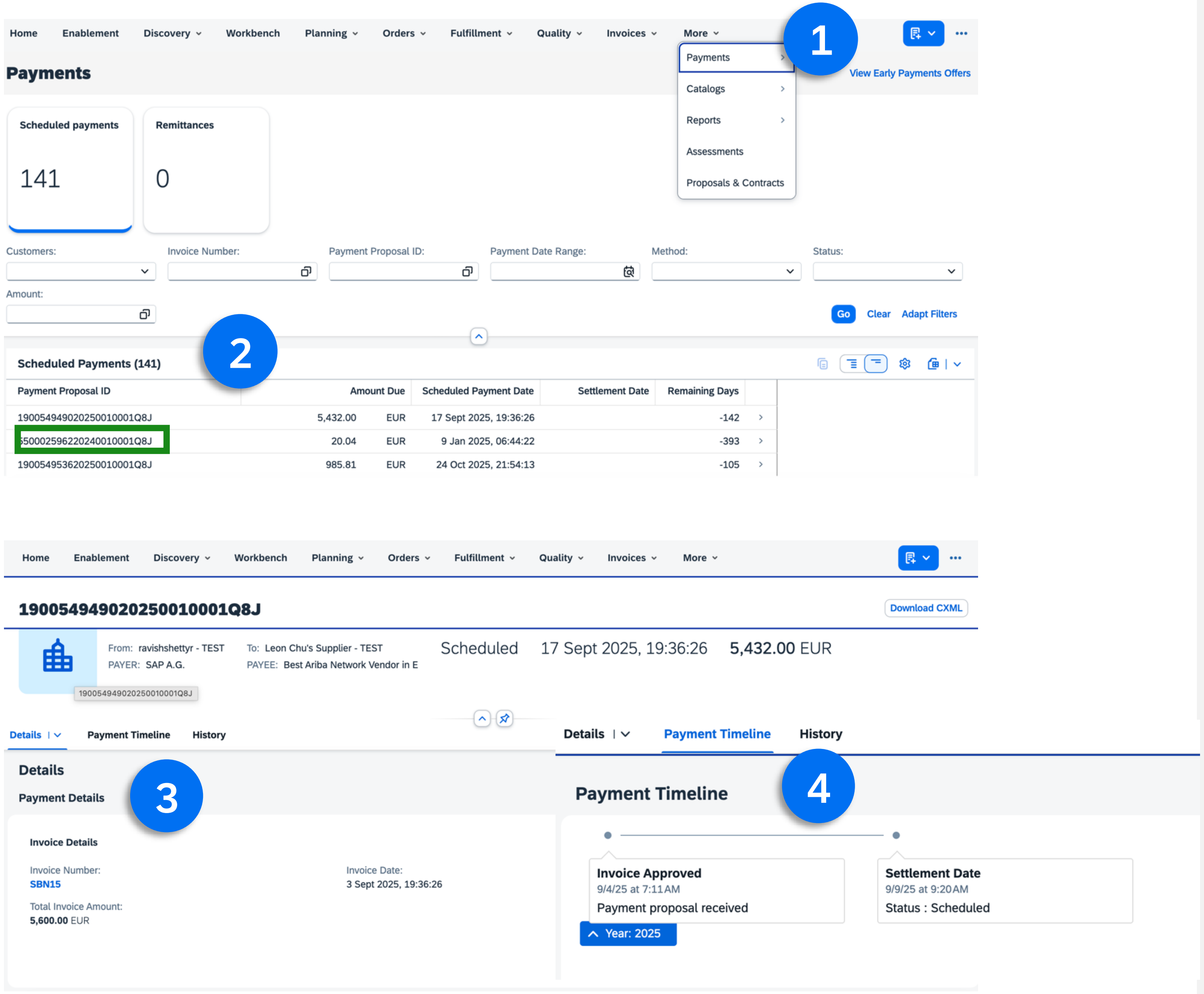
Description:

- A Schedule Payment or Payment Proposal Request (PPR) is a document that provides suppliers with details about the anticipated payment date, amount, and payment method for an invoice.
- A Remittance Advice or Payment Remittance Receipt (PRR) is a documents provide details about individual payments a buyer has sent to a supplier

Key Benefits:

- Get transparency from the buyer about the planned invoice payment schedule.
- Get actual payment details from buyer in real time.

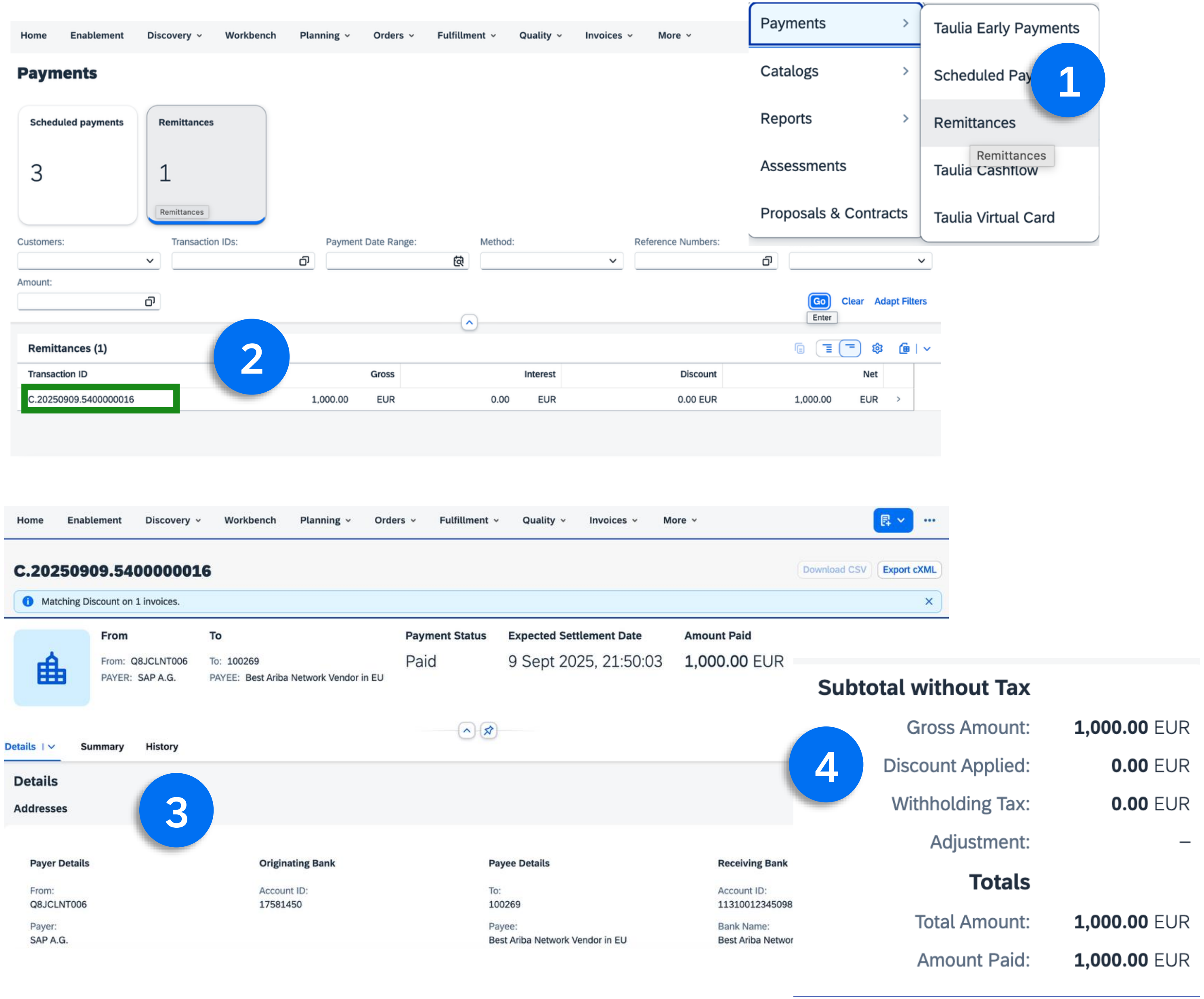
Features: Payment Proposal Request



Payment Proposal Request

1. Click on **Payment → Scheduled Payments**
2. Search the Scheduled Payments
3. Check the **payment detail**
4. Check the **payment timeline**

Features: Remittance



Payment Proposal Request

1. Click on **Payment →Remittance**
2. Search the Remittance
3. Check the **Remittance detail**
4. Check the **Summary** of the Payment

Resources

Getting started?
SAP Business Network on BTP Quick Tour for Suppliers

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SAP Business Network on BTP

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