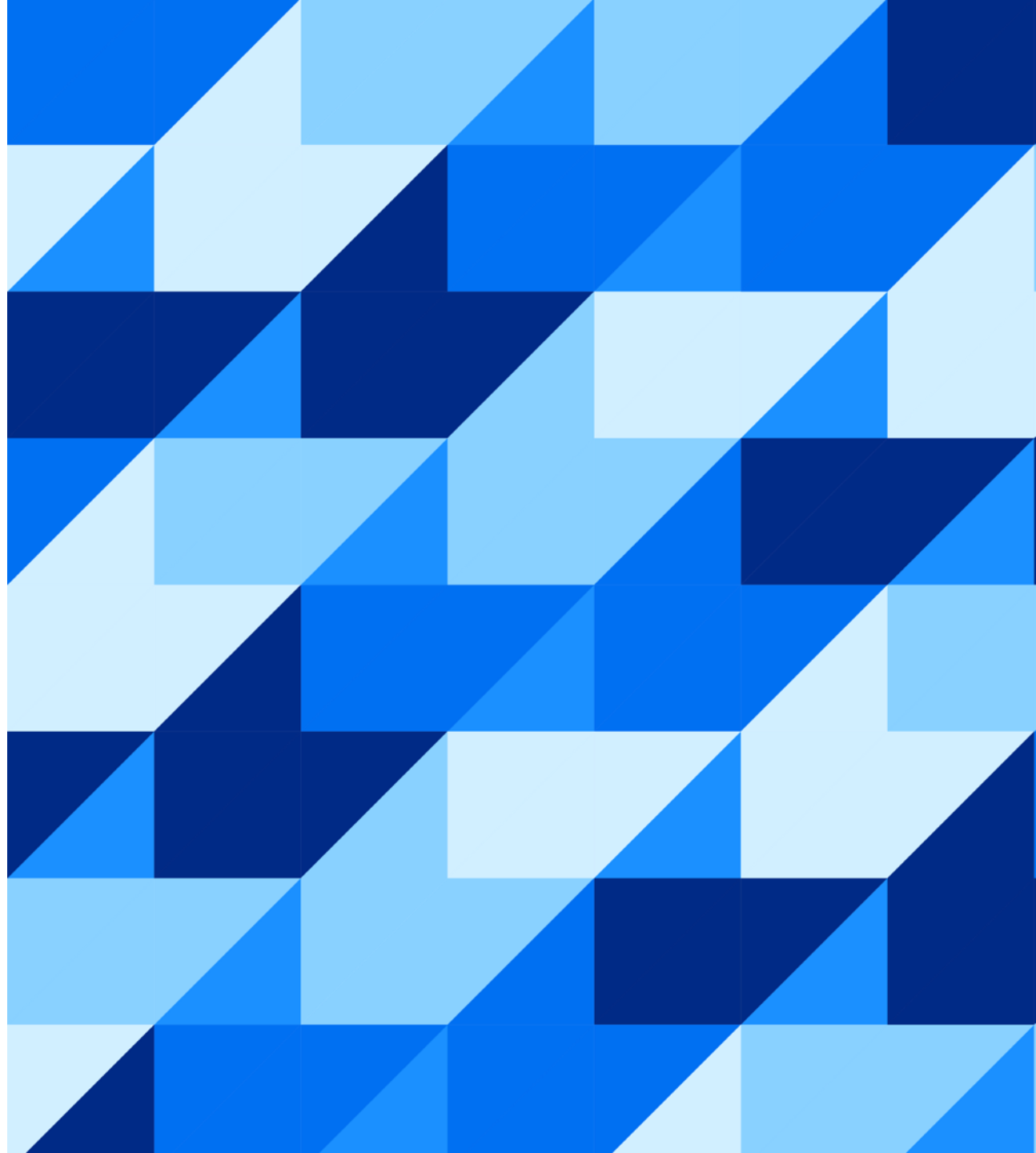


Supplier Experience

SAP Business Network on SAP BTP

February 2026
SAP Business Network



Agenda

- 1** [Welcome to SAP Business Network on BTP](#)

- 2** [Register Your Account](#)

- 3** [Manage Roles and Users](#)

- 4** [Manage Company Profile and Customer Relationships](#)

- 5** [Collaborate Sourcing Proposals & Contracts](#)

- 6** [Procurement to Payment Collaboration](#)

- 7** [Resources](#)

Welcome to SAP Business Network on SAP BTP

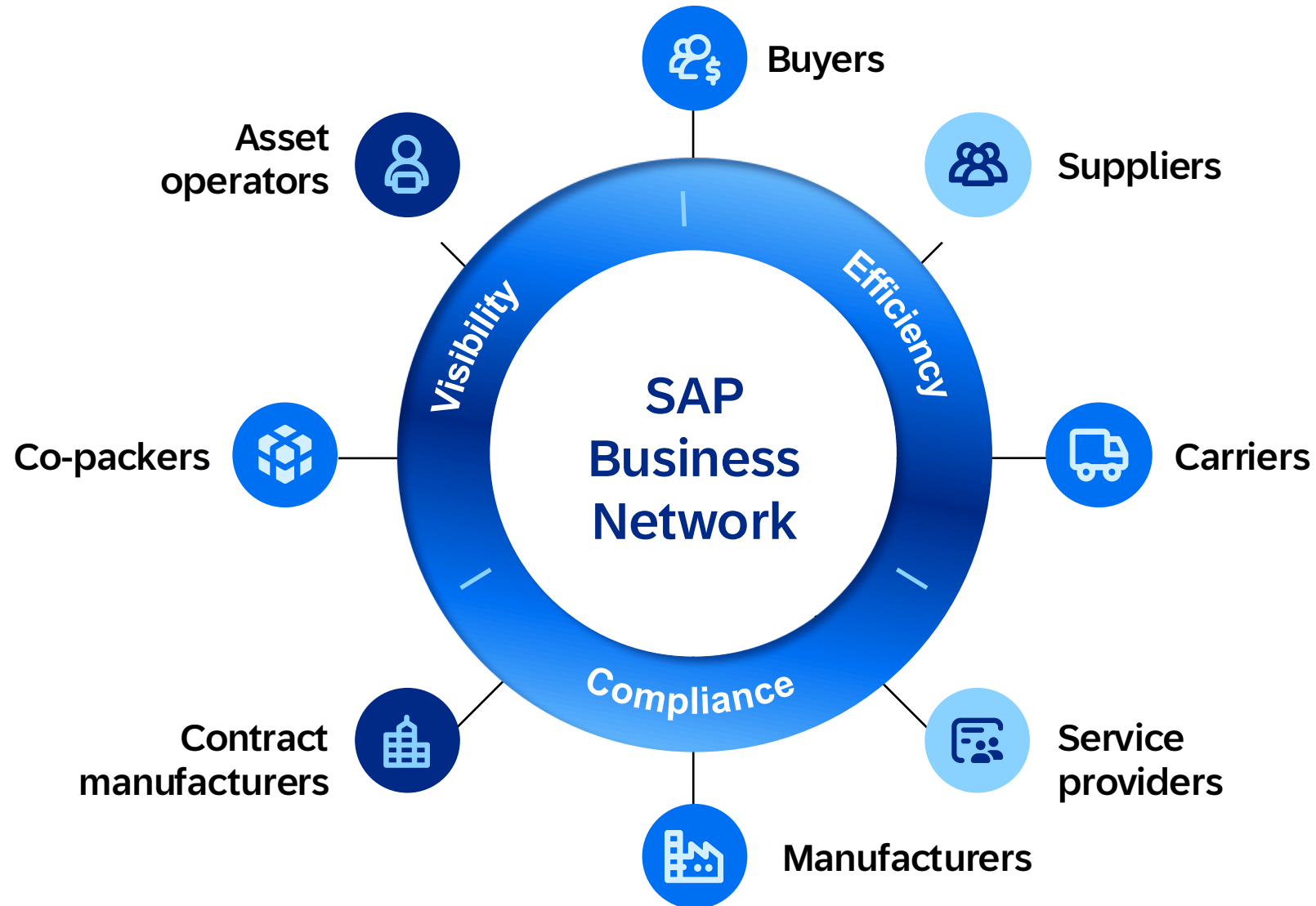


No business does business alone.



**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

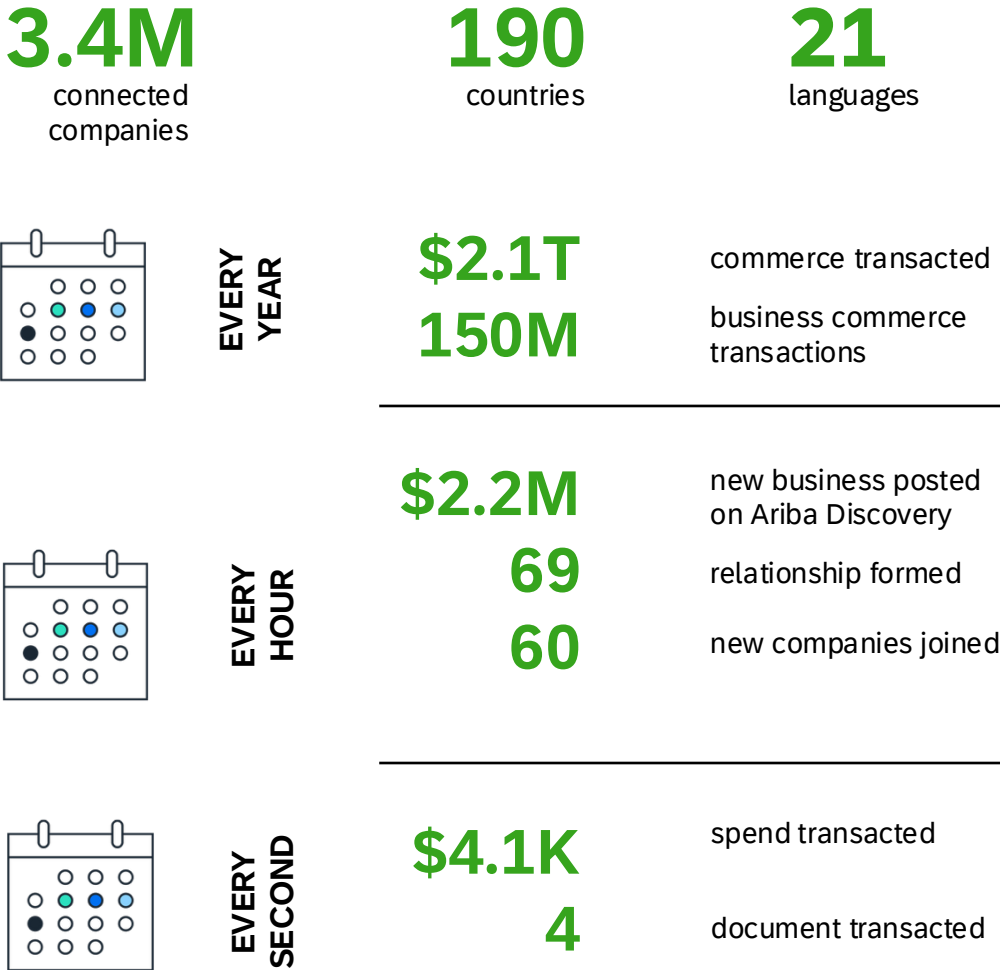
LOWER COSTS **60%**
average reduction in operating costs

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

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

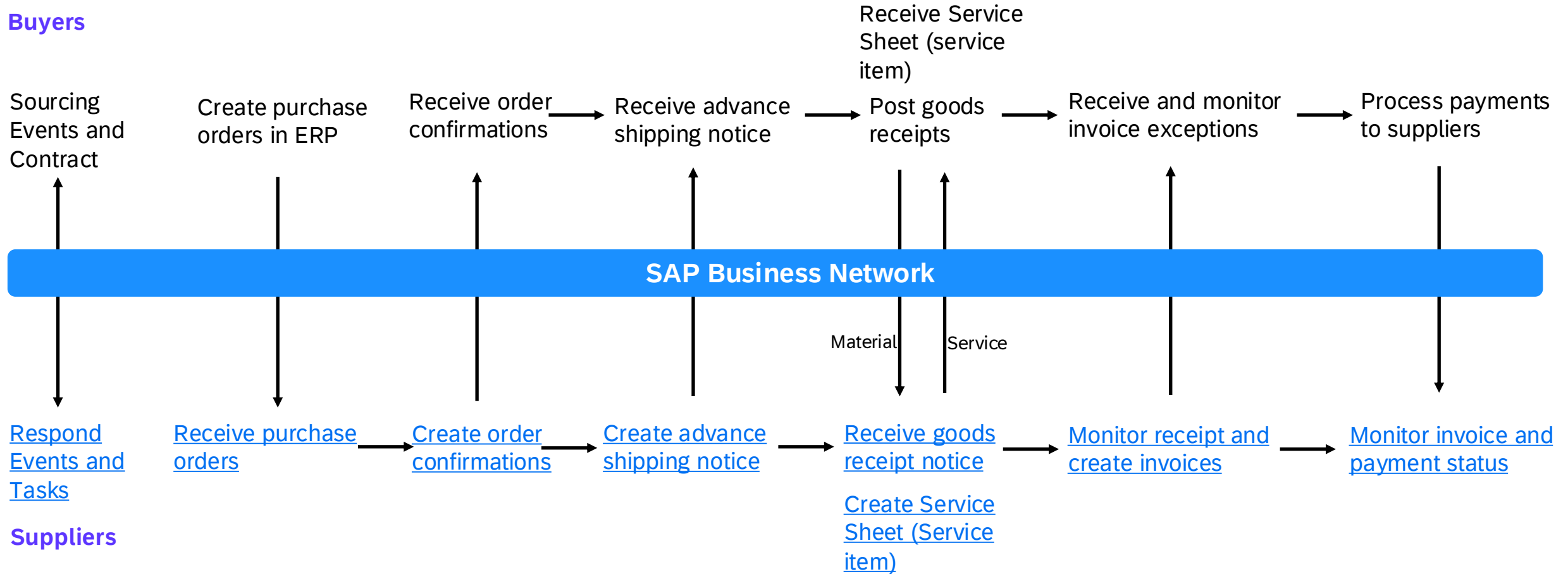
STRONGER TIES **60%**
improvement in customer retention

Largest business-to-business network on the planet



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

Buyers



Register Your Account



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 proceed 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.

1. Supplier sign-in

2. Enter your One Time Password

3. Choose a Data Center

4. What to expect when you create an account:

5. Welcome to SAP Business Network

Feature: Registration via Sourcing triggered Invites



1

Arriba

Register as a supplier with Buyer Organization

Hello!

Maria G has invited you to register to become a supplier with Buyer Organization. Start by creating an account with Arriba Network. It's free.

Buyer Organization uses Arriba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Joseph Banks inc already has an account with Arriba Network, sign in with your username and password.

[Click Here](#) to create account now

Buyer Organization sourcing site, Event Doc1019953: General Supplier registration questionnaire, Realm: s4SVAIL-7, Message Id: MSG8855, [Click Here](#)

Arriba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

2

Benefits of a business relationship on SAP Business Network

1. Register your business
Collaborate with your customers on the same secure network, saving money, increasing efficiency with paperless processes.

2. Enhance resiliency and sustainability
Boost customer satisfaction, simplify the supply chain.

3. Act with intelligence
Gain insights from SAP Business Network into your competitive advantage.

[About this invitation](#) | [Learn More](#)

SGBUYER

Connect with SGBUYER to collaborate on SAP Business Network

We found existing accounts based on the information in the invite. Please review:

[Review Accounts](#)

[Use Existing Account](#)

[Create New Account](#)

3

Enter your One Time Password

Please enter your one time password sent to kiran.chitlappally@sap.com. Your password expires in 30 minutes.

[Continue](#)

4

What to expect when you create an account:

1. Streamline business processes
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network

2. Enhance visibility
Benefit from critical business insights and actionable analytics

3. Grow your business
Get discovered by new customers and unlock new business opportunities

[Learn more](#)

Create a free company account to connect with your customers on SAP Business Network

Company Information

Company Legal Name:

Country / Region: [United States \[USA\]](#)

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: [Choose a state](#)

Zip:

Administrator Account Information

Name:

First Name: Last Name:

5

Proposals and Contracts

Welcome to the Arriba Spend Management site. This site enables identifying world class suppliers who are market leaders in quality, service, and cost. Arriba, Inc. administers this site in an effort to ensure market integrity.

[View Market Leads \(1\)](#) [Customer requested fields](#)

Customers (1)

[Search](#) [Filter](#)

Proposals and Questionnaires

Events

Title	ID	Start Time	End Time	Event Type	Participated
				No Items	

Registration Questionnaires

Title	ID	Start Time	End Time	Registration Status
Station Open (2)			9/30/27 12:57	Invited

Qualification Questionnaires

Title	ID	Start Time	End Time	Commodity	Regions	Qualification Status
				No Items		

Questionnaires

Title	ID	Start Time	End Time	Commodity	Regions	Status
				No Items		

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

Manage Your Users and Roles



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

Manage Users

Active (3)

Deactivated (0)

Revoked (0)

1

Search

Create

User Name	Email Address	First Name	Last Name	Number of Roles	Contact List	Authentication ...	Status	Account Closure Requ
SBN User 1	sbn.user1@sap.com	User 1	SBN	2	No	No	Enabled	
SBN User 2	sbn.user2@sap.com	User 2	SBN	1	No	No	Enabled	

sbn.user@sap.com

User Information

Roles

Customer Assignment

2

Basic

First Name: *

User

Country/Region Code:

USA (+1)

Phone Number:

8494000

Email Address: *

sbn.user@sap.com

Last Name: *

SBN

Area Code:

650

Extension Number:

Enter a phone extension

sbn.user@sap.com

User Information

Roles

Customer Assignment

3

Roles (1)

Search

Add

Remove

Role Name	Description
☐ Order Specialist	This is the role to allow user to manage order collaboration with customers.



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

Manage Roles

Custom Roles (2)

Pre-defined Roles (5)

1

Roles

Search

Create

Delete

Role Name	Description	Number of Assigned Users
☐ Admin		1 >
☐ BI role		1 >

Order Specialist

Role Information

Permissions

Users

2

Role Information

Name: *

Order Specialist

Description:

This is the role to allow user to manage order collaboration with customers.

Order Specialist

Role Information

Permissions

Users

3

Permissions (1)

Search

Add

Remove

Permission Name	Description
☐ Inbox and Order Access	View and search documents in Inbox and take actions based on your role

4

Users (1)

Search

Add

Remove

User Name	Email Address	First Name	Last Name
☐ lavanyaKNextG@sap.com	lavanya.kantala@sap.com	Lavanya	Kantala



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

Manage Your Company Profiles and Customer Relationship



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

Enterprise 99+ 1 SSI



Update company profile

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

SAP internal Supplier Pvt Ltd

BNO ID: BNO-100000135493764 | ANID: AN11229080823 | DUNS: --

Overview | v

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Set

SAP Supplier InternalTest

7f95355b-4325-4f49_sap_supplier@ariba.com

SAP internal Supplier Pvt Ltd

AN11229080823

BNO-100000135493764

Basic

Company Profile

Edit

About Us

Company Description V1 testing V1

 Employee
1001

 Founded
2002

 Company Aliases
SAP, BOOM

 Business Type
Broker

 Revenue
Less than \$50K USD

 Address
New York, United States [View Details](#)

 Legal Form
Corporation

 Stock Symbol
BOOM

 Website URL
<https://service.ariba.com/boom-supplier>

 Member Since
2025

 Registration Type
Walk-Up

SAP Business Network

Home Enablement Integration v Store Discovery v Workbench Orders v Fulfillment v Invoices v Payments v Catalogs v

NextGen_test_company

BNO ID: BNO-100000015410490 | DUNS: --

The Additional Documents section is no longer supported. All existing documents have been moved to the Company Showcase section.

NE

Certifications 2

Sustainability Ratings 1

Overview | v Certifications Sustainability Ratings Organization Structure Additional Entities Business Information | v Country Configuration

Certifications

Social Enterprise (1)

ISO 45001
Social Enterprise ISO | Self-reported

Add Sustainability Rating

Source: *
Sustainalytics/Morningstar

Rating:
5

Additional Information:

Issue date: Feb 10, 2026 Expiration date: Feb 27, 2026

Reference Document:
[Choose a file](#) [Browse...](#)

You can upload a single PDF reference document with a maximum size of 10 MB to support your rating.

By entering and/or uploading your sustainability rating information, you represent and warrant that you have the right and authority to post such information on your public profile.

[Add](#) [Cancel](#)

Feature: Company Profile

SAP internal Supplier Pvt Ltd

<https://service.ariba.com/boom-supplier> ANID: AN11229080823 DUNS: - Location: Alabama, United States

Go to Remittances

1

Additional Entities (20)

Create Edit Delete  

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
☐ SwedenSoldFrom	No	Stockholm, Sweden	BNO-100000148444838	TAX ID: 93939393 VAT ID: 83838383	Sold From >
☐ Denmark_SoldFrom	No	København Ø, Denmark	BNO-100000150344801	TAX ID: 12345678 VAT ID: 87654321	Sold From >
☐ AustriaSoldFrom	No	Mils, Austria	BNO-100000148444770	TAX ID: 91919191 VAT ID: 20202020	Sold From >
☐ Hong Kong	No	Kowloon, Hong Kong	BNO-100000152016555	TAX ID: 12345678 VAT ID: 12345678	Sold From >
☐ Ireland	No	Ireland, Ireland	BNO-100000148166175	TAX ID: 87676700 VAT ID: 22220000	Sold From >
☐ Slovakia_SoldFrom	No	Bratislava, Slovakia	BNO-100000150445831	TAX ID: 12345667	Sold From >

SAP internal Supplier Pvt Ltd

Alabama, United States

Linked Entities 20
BNO ID BNO-100000135493764

Functions Supplier

2

Estonia_SoldFrom

Hiiumaa Vald, Estonia

BNO ID BNO-100000161558241

Functions Sold From

Denmark_SoldFrom

København Ø, Denmark

BNO ID BNO-100000150344801

Functions Sold From

Cyprus_SoldFrom

Pafos, Cyprus

BNO ID BNO-100000161206924

Functions Sold From

Latvia

Riga, Latvia

BNO ID BNO-100000162388747

Functions Sold From



Organizational structure and additional entities

1. Maintain “**Additional Entities**” in your company
2. Check “**Organization Structure**”

Feature: Company Profile

SAP internal Supplier Pvt Ltd

View My Public Profile

Go to Catalog

...

BNO ID: BNO-100000135493764

|

ANID: AN11229080823

|

DUNS: —

Unlock our data-backed suggestions to improve your business.Purchase SAP Business Network.

Promote subscription to unlock new business opportunities [Add Promote](#).

Certifications

1

Sustainability Ratings

1

Overview

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Settings

Business Information

Additional Documents

Customer Requested

Contacts

Maintain up-to-date contact information to facilitate effective communication with trading partners.

Company Contact Information

Contact Personnel

Customer-Specific Assignments

Company Contact Information

Edit

Profile Visibility

Basic Info:

Show

Product and Service Categories:

Show

Ship-to or Service Locations:

Show

Industries:

Show

Certifications and Sustainability Ratings:

Show

Assessments:

Show

Company Showcase:

Show

Social Media:

Show

Company Keywords:

Hide

Contacts:

Hide

Organization Structure:

Show

Save

Cancel



Business and contact information

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

Feature: Customer Relationships

The screenshot shows the SAP Business Network interface for Customer Relationships. The page includes a navigation bar at the top with various tabs like Home, Enablement, Integration, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. A blue banner at the top right contains a checkmark icon and the text 'Advanced View'. A blue box with the number '1' points to this banner. Below the banner, there is a toggle switch for 'Automatically accept all relationship requests' set to 'OFF', with a blue box and the number '2' pointing to it. On the left, there is a 'Trading Standard' box with the number '7' inside. A blue box with the number '3' points to a search bar. A red arrow points from the search bar to a 'Customer List (1)' table. A blue box with the number '4' points to the 'Accept' and 'Reject' buttons at the bottom right of the table.

Customer Relationships

We have made some updates to our page. [here](#)

Automatically accept all relationship requests: ☐ OFF

Trading Standard: 7

Trading Business Partner (7) [Linked Child Accounts \(1\)](#)

Customer List (1)

Trading Partner	Network ID	Relationship Type	Country/Region	Last Changed On	Linked Child Account	Supplier Name	Administrator	Action
nextGen_disPortal_buyer2	AN02009482502	Fulfillment	United States	Apr 15, 2025, 2:43:25AM	AN02005172409	Tech Experts	frsmith lnjohn	Sign In to Child Account

Trading Business Partner (7) [Linked Child Accounts \(1\)](#)

Customer List [Approved Requests \(3\)](#)

Trading Partner	BNOID	Relationship Type	Relationship Stat...	Country/Region	Data Center	Last Change...	Customer Count	DUNS Number	Quick Enablement Relationship Method
☐ MTautoBuy_2 AN02005282930	BNO-100000031818627	Fulfillment	Approved	United States		Jul 15, 2025, 2:19:10PM			BUYER_REQUESTED
Routing Email: MTautoBuy_2@sap.com Supplier Group: Suspension Date: Suspension Reason:									
☐ dummytest AN02004631773	BNO-100000019819480	Fulfillment	Approved	United States		Mar 6, 2025, 10:42:31AM			BUYER_REQUESTED
Routing Email: dummytest@devlab.lsb-us.gc.pint.ariba.com Supplier Group: Suspension Date: Suspension Reason:									



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

Proposals and Contracts Collaboration



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.

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Assessments', 'Insights', and 'Proposals & Contracts'. A search bar at the top right contains 'Leads' and 'By Product'. A sidebar on the left shows a list of customers, with 'SAP Business Partner' selected. The main content area displays 'Event Search Filters' and a table of 'Registration Questionnaires' and 'Qualification Questionnaires'. Numbered callouts 1, 2, and 3 highlight specific features: 1 points to the 'Proposals & Contracts' tab, 2 points to the customer search list, and 3 points to the search filters and results table.

Manage Your Purchase Orders



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.

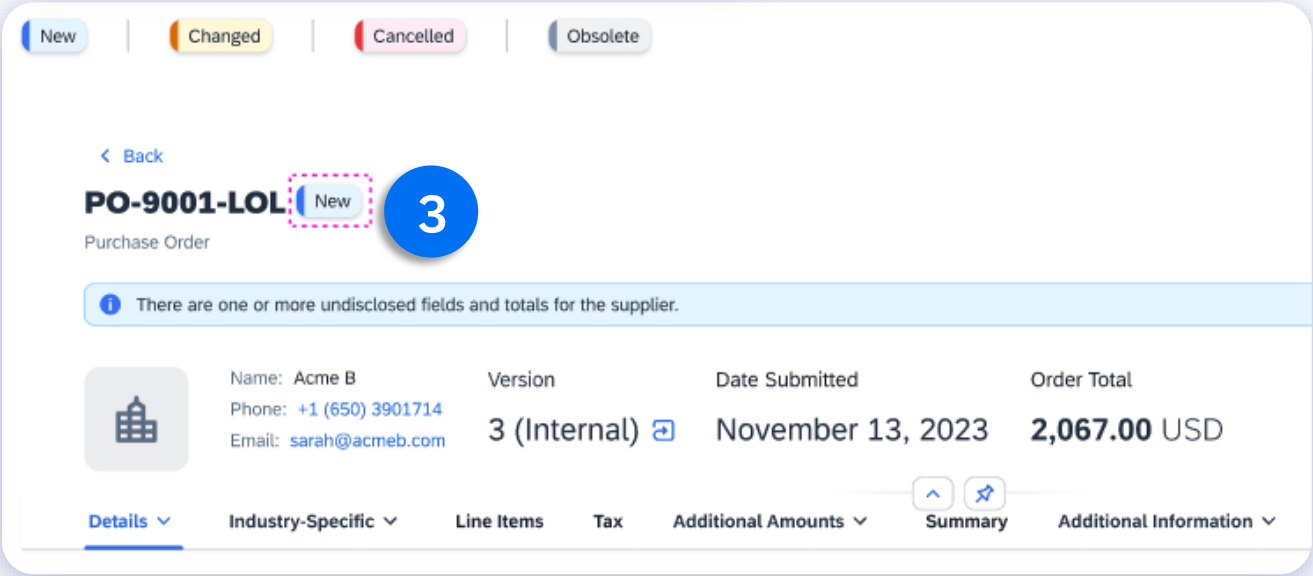
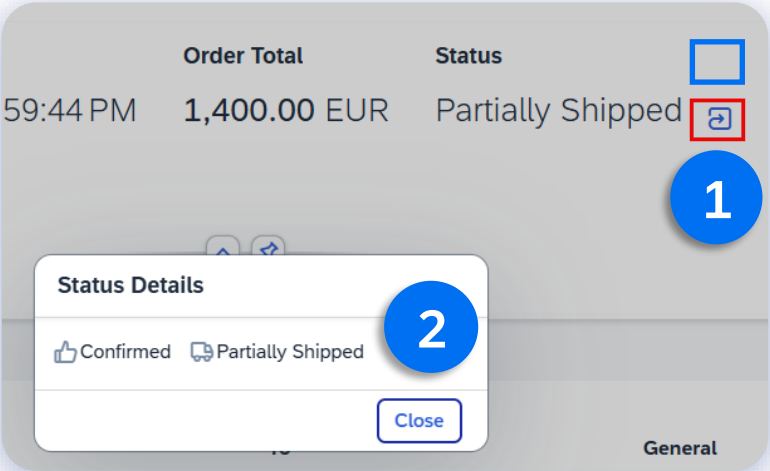
Feature: Access to Purchase Order Details Page



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

POVC_Bb3l3a

Purchase Order

Changed

Name: SAP SE

Phone: +48 (01) 0801565462

Email: 90001@sap.com

Version

3

1

Change Version

Search

Version 3

Aug 2, 2024

Changed

Open

Version 2

Aug 2, 2024

Obsoleted

Open

Version 1

Aug 2, 2024

Obsoleted

Open

Close

2

Create

Resend

Hide

Download

Compare Versions

3

Compare Versions

Version 4

with

Version 1

Compare

Header Changes

Area	Field	Version 4	Version 1
Section: General Information			
	Version	4	1
Section: Summary			
	Order Total	12510	2100

Line Item Changes

Search by Line Number

Area	Field	Version 4	Version 1
Line Number: 10			
Date	Requested Delivery Date	Sep 19, 2025, 11:00:00 PM	Sep 18, 2025, 11:00:00 PM
Line Item (10)	Quantity	11	10
Line Number: 20			
Date	Requested Delivery Date	Oct 4, 2025, 11:00:00 PM	Sep 4, 2025, 11:00:00 PM
Line Item (20)	Quantity	24	20
Line Number: 30			
Line Number: 30	Entire Line Item	Created	-

4



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

Line Items (5)

Search

Line	Type	Description	Messages	Supplier Part Number	Customer Part Number	Requested Deli...	Quantity	Unit Price	
10	Material	Casing C1001 Raw mat - Buyer			C1001	Jun 22, 2025, 11:00:00 PM	1...	EA	10.00 EUR >

Subtotal: 110.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

Requested Shipment Date:

Tax: -

Shipping: -

Customer Location:

SAP 4510125890 Changed

Hide Download

Details Line Items Tax

+5

Line Items (2)

Search

Line

10

Type: Material

Description: Casing C1001 Raw mat - Buyer

Messages:

Supplier Part Number:

Customer Part Number: C1001

Requested Delivery Date: Aug 4, 2025, 11:00:00 PM

Quantity: 30.000 EA

Unit Price: 10.00 EUR

Subtotal: 300.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

Requested Shipment Date:

Tax: -

Shipping: -

Customer Location:

20

Type: Material

10

Line Item

Type	Supplier Part Number	Customer Part Number	Quantity	Subtotal	Tax	Shipping
Material	-	C1001	30.000	300.00 EUR	-	-

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

Comments

Attachments

Description

Casing C1001 Raw mat - Buyer

General

Control Keys	Return Information	Manufacturing
Order Confirmation: allowed	Return Authorization Number: -	Manufacturer Name: -
Ship Notice: allowed		Manufacturer Part ID: -
Service Entry Sheet: -		Planning Type: -
Service Entry Sheet Unit Price Editable: -		
Invoice:		

Feature: Access to Purchase Order Details Page



SAP

4510125890

Changed

Hide

...

Purchase Order

Details

Line Items

Tax

+5

Line Items (2)

Line

10

Type: Material

Description: Casing C1001 Raw mat - Buyer

Messages:

Supplier Part Number:

Customer Part Number: C1001

Requested Delivery Date: Aug 4, 2025, 11:00:00 PM

Quantity: 30.000 EA

Unit Price: 10.00 EUR

Subtotal: 300.00 EUR

Number of Schedule Lines: 1

Return:

Revision Level:

20

Line Item

Details

Classification Information

Schedule Lines

Tax

Additional Amounts

+2

Schedule Lines (1)

Schedule Line Number

Delivery Date

Ship Date

1

Aug 10, 2025, 11:00:00 PM

Quantity: 29.000 EA

Tax

Tax Category

Tax Rate

No items available

When there are, you'll find them here.

1

Schedule Line

Requested Delivery Date

Aug 10, 2025, 11:00:00 PM

Requested Shipment Date

-

Quantity

29.000 EA

General

Subcontracting Components

Buyer Location Code:

-

Storage Location Code:

2

Feedback

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.

Details

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Order History

Order History (6)

1

Comments

2

Changed By

3

Changed At

4

Status

System - SAP Business Network

Aug 6, 2025, 11:05:04 AM

In Progress

System - SAP Business Network

Aug 6, 2025, 11:05:15 AM

Acknowledged

System - SAP Business Network

Aug 6, 2025, 11:05:05 AM

Queued

BNO-100000007047706

Aug 6, 2025, 11:05:02 AM

Created

The document has been received by SAP Business Network.

SAP Business Network

Aug 6, 2025, 11:05:04 AM

Received

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

The screenshot shows the 'Notifications' configuration page. At the top, there is a 'Notifications' header with a 'Saved Version' dropdown menu. Below this, there are two tabs: 'Network Notifications' and 'Messaging'. The 'Order Notifications' section is highlighted with a blue circle labeled '1'. It contains three columns: 'Undeliverable Orders', 'New Purchase Orders', and 'Purchase Orders Changed'. Each column has a checkbox for 'Send a notification when...' and an 'Email(s):' field. The 'Undeliverable Orders' column has a checkbox labeled 'No' and an empty email field. The 'New Purchase Orders' column has a checkbox labeled 'No' and an empty email field. The 'Purchase Orders Changed' column has a checkbox labeled 'No' and an empty email field. A blue circle labeled '2' is positioned above the 'Saved Version' dropdown.

The screenshot shows the 'Notifications' configuration page with the 'Draft' version selected. The 'Order Notifications' section is highlighted with a blue circle labeled '3'. It contains three columns: 'Undeliverable Orders', 'New Purchase Orders', and 'Purchase Orders Changed'. Each column has a checkbox for 'Send a notification when...' and an 'Email(s):' field. The 'Undeliverable Orders' column has a checkbox and an empty email field. The 'New Purchase Orders' column has a checkbox and an empty email field. The 'Purchase Orders Changed' column has a checkbox and an empty email field. A blue circle labeled '4' is positioned above the 'Email(s):' field for 'New Purchase Orders', and a blue circle labeled '5' is positioned above the 'Email(s):' field for 'Purchase Orders Changed'. At the bottom right, there are 'Save' and 'Discard Draft' buttons.

Feature: Purchase Order Routing

Default Document Routing

Draft

1

4

Default Routing

Override Default Routing Method (2)

Document Type

Document Sub Group

Document Sub Type

Routing Method

Order Confirmation

Others

Order Confirmation

cXML Profile

Receipt

Others

Receipt

Email

Search

Create

Delete

Default Routing Method

Select the default routing method for routing all document types. To override default routing method for specific document types, please create a configuration in the 'Override Default Routing Method' section below.
There is no section below to override the settings . The override option is available above and also from Settings -> Individual customer doc routing settings

2

Routing Method: Online

Save to my online inbox

Document Routing Configuration

Delete

Document Type

Configure Routing Method Attributes

Document Type

Document Sub Group

Routing Document Code

Routing Method

Order

Change/Cancel Orders

Catalog orders with attachments

Email

5

Configure Routing Method Attributes

Select a routing method above to enable configuration of corresponding routing method attributes.

Email

Attach cXML document

Attach a PDF copy of the document

Do not send attachments with the documents

6

Draft updated

Apply



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

The screenshot displays the 'Reports' section of a software application. At the top, a navigation bar includes links for Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, and a 'More' dropdown menu. The 'More' menu is open, showing options like Payments, Catalogs, Reports (highlighted with a blue circle and the number 1), Assessments, Insights, and Proposals & Contracts. Below the navigation bar, the 'Reports' page features a search bar, filters for Editing Status (set to 'All'), Title, Report Type, Schedule Type, Status, and Changed On/By. A 'Go' button and 'Adapt Filters' link are present. Below the filters, a table titled 'Report Templates (5)' is shown. A blue circle with the number 2 points to the 'Create' button in the table's action column. A third blue circle with the number 3 points to the 'Select report type' dropdown menu, which is open and lists various report types: Failed Invoice, Failed Purchase Order, Goods Receipt, Invoice, Messaging Report, Open Orders, Order Summary, Purchase Order, Service Sheet, Service Sheet Activity Log, and Ship Notice.

Order Confirmation



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

Welcome to SAP Business Network

Orders and ReleasesCustomer (optional)

Overview

Enablement Tasks
Standard
0

New orders
Standard
22

Orders
Standard
43

Items to confirm
Standard
18

Items to ship
Standard
29

Service sheets
Standard
0

Changed orders
Standard
2

Order confirmations
Standard
25

Ship notices
Standard
4

Setup Actions

Configure order preferences

Configure payment preferences

Configure notifications

Add roles and users

Add product and service categories

Add ship-to or service locations

Upload sales tax exemption certificates

Service sheets
0

Order confirmations
25

Ship notices
4

Draft ship notices
9

Goods Receipt
0

Standard

Customer:Order Confirmation Number:Creation Date:Today -30 / +0 DaysOrder Number:Purchasing Organization:Purchasing Group:Company Code:Customer Location:Order Revision:Active XRouting Status:Supplier Reference:

GoClearAdd

Order Confirmations (25)

Order Confirmation Number	Customer	Creation Date	Order Number	Order Revision	Routing Status	Purchasing Group	Customer Location	Purchasing Organization	Company Code	Supplier Reference
OC-4510130214	Boom Internal Test Account	Feb 5, 2026	4510130214	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130213	Boom Internal Test Account	Feb 5, 2026	4510130213	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	
OC-4510130210	Boom Internal Test Account	Feb 5, 2026	4510130210	Active Version 1	Sent	001	0001	0001	0001	

Feature: Order Confirmation Details Page

OC-4510130213

Order Confirmation

1

Name: Boom Internal Test Account

Phone: 666

Email: satish.pandey@sap.com

Confirmation Date

Feb 5, 2026, 1:01:31 AM

Received By SAP Business Network On

Feb 5, 2026, 1:01:36 AM

Details

Line Items

Other Information

Comments

Attachments

Document History

10

Line Item

Customer Part Number

Supplier Part Number

Number of Schedule Lines

Confirmation Status

Description

C1001

-

1

Confirmed

Casing C1001 Raw mat - Buyer

Confirmation Detail

Attachments

Confirmation Detail (1)

Search

Confirmation Status	Reject Reason	Comments	Estimated Delivery Date	Need By
Schedule Line 1				
Confirmed As Is	NA		Feb 12, 2026	Feb 12, 2026
Quantity: 20.000 EA				
Unit Price: 100.00 EUR				
Subtotal: 2,000.00 EUR				
Estimated Shipping Date:				
Schedule Line Number: 1				
Commitment Level:				
Confirmed Expected Amount: -				
Requested Expected Amount: -				

Attachments

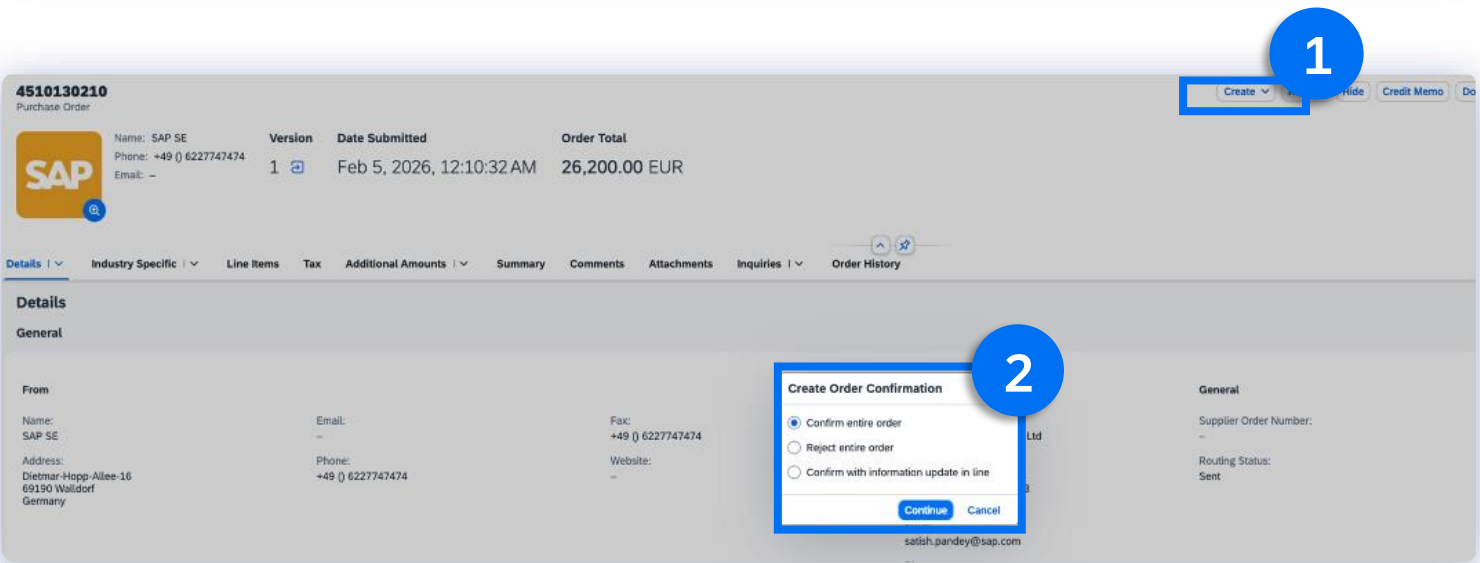
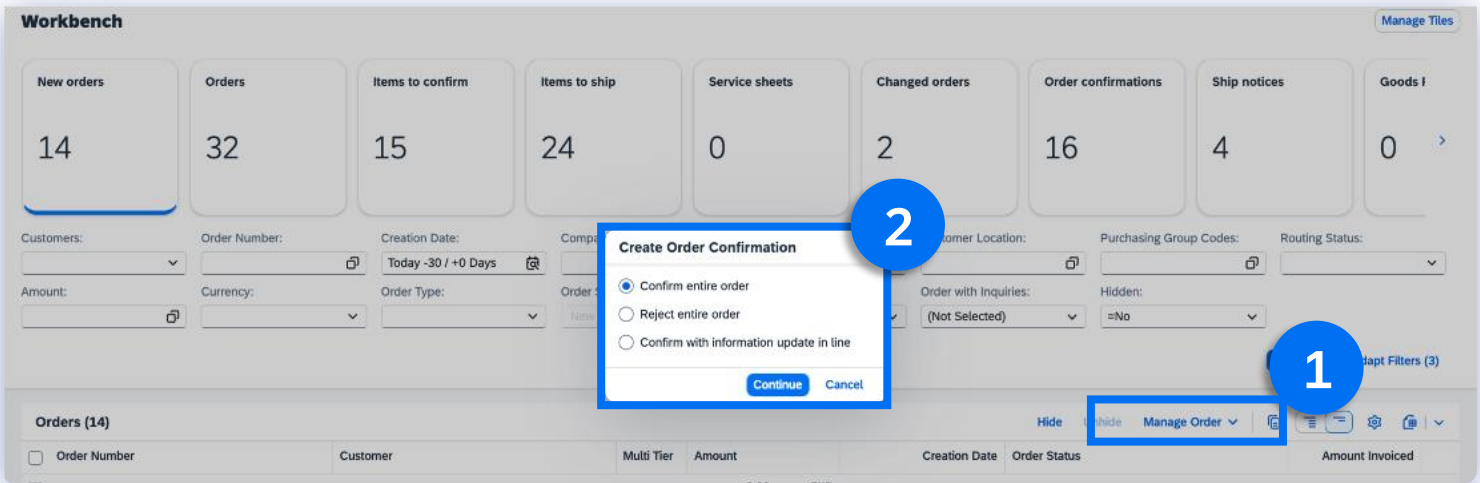
Download



Key capabilities

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”**

1

2

3

4

5

6

7

4510130210

Purchase Order

SAP

Name: SAP SE
Phone: +49 (0) 6227747474
Email: --

Version

1

Date Submitted

Feb 5, 2026, 12:10:32 AM

Order Total

26,200.00 EUR

Status

Confirmed

Create

Resend

Hide

Credit Memo

Download

Comp

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Inquiries

Order History

30

1

66

Monitor

material

Confirmed

Apr 15, 2026, 6:00:00 AM

Apr 15, 2026, 6:00:00 AM

7 / 7 EA

800

Feature: Reject Order Confirmation

New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

Reject Reason: *
Duplicate Order

Reject Comment:

Order Number:
4510130213

Order Version:
1 (latest)

Customer Name:
Boom Internal Test

Customer Phone:
666

Customer Email:
satish.pandey@sap.com

Line Items (3)

Line Number	Schedule LI...	Customer Part Number	Supplier Part Number	Description	Type	Con
10	1	147		Laptop	material	Reje
20	1	66		Mouse	material	Reje
30	1	66		Monitor	material	Reje

Reject Entire Order

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Continue

Cancel

New Order Confirmation

Detail

Line Items

Comments

Order Confirmation Number: *
OC-4510130213

Supplier Reference:

Reject Reason: *
Duplicate Order

Reject Comment:
One order was received already

Order Number:
4510130213

Order Version:
1 (latest)

Customer Name:
Boom Internal Test Account

Customer Phone:
666

Customer Email:
satish.pandey@sap.com

OC-4510130213

Order Confirmation

Name: Boom Internal Test Account
Phone: 666
Email: satish.pandey@sap.com

Confirmation Date
Feb 5, 2026, 1:01:31 AM

Received By SAP Business Network On
Feb 5, 2026, 1:01:36 AM

Details

Line Items

Other Information

Comments

Attachments

Document History

Order Number:
4510130213

Estimated Delivery Date:
-

Estimated Shipping Date:
-

Reject Reason:
Duplicate Order

Reject Comment:
One order was received already

Routing Status:
Sent

Line Items (3)

Line Num...	Number of Schedu...	Customer Part Number	Supplier Part Number	Description	Type	Estimated Delivery Date	Confirmation Status	Attachments
10	1	147		Laptop	Material		Rejected	



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.

4510130214

New

Purchase Order

SAP

Name: SAP SE

Phone: +49 0 6227747474

Email: --

Version

1

Date Submitted

Feb 5, 2026, 1:31:00 AM

Order Total

26,200.00 EUR

Create

Resend

Hide

Credit Memo

Download

Compare Versions

Send Message

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Inquiries

Order History

Details

General

From

Name: SAP SE

Address: Dietmar-Hopp-Allee-16
69190 Walldorf
Germany

Email: --

Phone: +49 0 6227747474

Fax: +49 0 6227747474

Website: --

Create Order Confirmation

☐ Confirm entire order

☐ Reject entire order

☒ Confirm with information update in line

Continue

Cancel

General

Supplier Order Number: --

Routing Status: Sent

External Document

External Document Type: NB

Description: Standard PO

New Order Confirmation

Detail

Line Items

Attachments

Comments

Detail

Order Confirmation Number: OC-4510130214

Order Number: 4510130214

Supplier Reference: 1 (guest)

Order Version: 1 (guest)

Customer Name: Boom Internal Test Account

Customer Email: sathish.pandey@sap.com

Customer Phone: 666

Line Items (3)

Line Number	Schedule L.	Customer Part Number	Supplier Part Number	Description	Type	Confirmation Status	Estimated Delivery Date	Need By	Quantity	Unit Price	Estimated Shipping Date	Estimated Start Date	Comments	Subtotal
10	1	147		Laptop		Confirmed	Mar 27, 2026, 6:00:00 AM	Mar 27, 2026, 6:00:00 AM	10 / 18 KGM	2,000	e.g. Dec 31, 2026, 11:59:59			20,000.00 EUR
20	1	66		Mouse		Backordered	May 18, 2026, 6:00:00 AM	May 18, 2026, 6:00:00 AM	15 / 15 EA	40	e.g. Dec 31, 2026, 11:59:59			600.00 EUR
30	1	66		Monitor		Rejected	Apr 15, 2026, 6:00:00 AM	Apr 15, 2026, 6:00:00 AM	7 / 7 EA	800	e.g. Dec 31, 2026, 11:59:59			5,600.00 EUR

Attachments

Attachments

File Name

No documents available

Drag and drop files here to upload

Comments

Post something here

Feature: Order Confirmation from Items to Confirm



Create order confirmations from Items to Confirm

Items to Confirm

Items to Confirm

All Pending

Add Lines Merge Edit Multiple

Line	Schedule Line Number	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
☐	10	1 Casing C1001 Raw mat - Buyer	Confirmed	7 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
☐	10	1 Casing C1001 Raw mat - Buyer	Unconfirmed	3 / 10 EA	Mar 12, 2026, 6:00:00AM / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	
4510129999							
☐	10	1 Laptop	Confirmed	5 / 5 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	
☐	20	1 Monitor	Confirmed	10 / 10 HUR	Feb 28, 2026, 6:00:00... / Feb 28, 2026, 6:00:00AM	300 / 300 EUR	
☐	30	1 Mouse	Confirmed	7 / 7 KGM	Feb 26, 2026, 6:00:00... / Feb 26, 2026, 6:00:00AM	25 / 25 EUR	
4510130054							
☐	10	1 Casing R1000	Confirmed	25 / 25 KGM	Feb 18, 2026, 6:00:00... / Feb 18, 2026, 6:00:00AM	148 / 148 EUR	
☐	20	1 Casing C1001 Raw mat - Buyer	Confirmed	20 / 20 EA	Feb 12, 2026, 6:00:00... / Feb 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm

All Pending

Add Lines Merge Edit Multiple

Line	Schedule Line Nu...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510129997							
☐	10	1 Casing C1001 Raw mat - Buyer	Confirmed	10 / 10 EA	Mar 12, 2026, 6:00:00... / Mar 12, 2026, 6:00:00AM	100 / 100 EUR	

Items to Confirm

Items to Confirm

All Pending

Add Lines Merge Edit Multiple

Line	Schedule Line No...	Description	Confirmation Status	Confirmed / Requested Quantity	Confirmed / Requested Delivery Date	Confirmed / Requested Unit Price	Comments
4510130000							
☐	10	1 Casing C1001 Raw mat (Std Price)	Confirmed	10 / 10 EA	Feb 27, 2026, 6:00:00... / Feb 27, 2026, 6:00:00AM	/ EUR	
4510130021							
☐	10	1 Laptop	Confirmed	10 / 10 KGM	e.g. Dec 31, 2026, 1... / Mar 27, 2026, 6:00:00AM	2,000 / 2,000 EUR	20,000.00 EUR
☐	20	1 Mouse	Confirmed	10 / 10 EA	e.g. Dec 31, 2026, 1... / May 18, 2026, 6:00:00AM	40 / 40 EUR	600.00 EUR
☐	30	1 Monitor	Confirmed	7 / 7 EA	e.g. Dec 31, 2026, 1... / Apr 15, 2026, 6:00:00AM	800 / 800 EUR	5,600.00 EUR

Edit Lines to Confirm

Standard

Purchase Order Number: Item Number: Description: Customer Part Number: Need By: Confirmation Status:

Item Number	Schedule Line	Description	Confirmation Quantity	Need By	Requested Unit Price	Customer Part Number	Supplier Part Number	Requested Quantity	Shipped Quantity	Received Quantity	Confirmed Quantity	Rejected Quantity	Confirmation Status
4510130000													
☐	30	1 Casing C1001 Raw mat - Buyer	Requested	30	Mar 11, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed
☐	40	1 Casing C1001 Raw mat - (Std + Price P)	Requested	30	Feb 27, 2026, 6:00:00AM	100.00 EUR		10			0	0	Unconfirmed

Save Cancel

- 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.
- 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**.
- 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

1

ise

CS4

Create PO Invoice

Create Non-PO Invoice

Create Service Sheet

Create Posting

Upload/Download Jobs

2

Download and Upload

Search

Type:

Created On:

Download Template (1)

Upload (41)

Trading Partners (1)

Organization ID	Customer Name
BNO-100000046080510	CaffeRios buyer4

3

CaffeRios buyer4

BNO-100000046080510

Customer Templates (4)

Download

File Name	File Format	Template Type
File Format: CSV		
☐ ASN CSV Template.csv	CSV	Standard
☒ OC CSV Template.csv	CSV	Standard
☐ SES CSV Template.csv	CSV	Standard
File Format: ZIP		
☐ EMV Templates.zip	ZIP	Standard

OC CSV Template (3)

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Comments

Share

Possible Data Loss

Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

Save As...

F18

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

1

2

3

4

5

6

7

UTF-8

_csv_version

_csv_serial:SERIAL

_csv_type:Standard Template

Confirmation Order Number

Type

Order Date

Customer Lo

Shipping Cur

Shipping Mor

Tax Currency

Tax Amount

Comment

Item Line nur

Schedule Lin

Commitment

Item Type

Item Quantit

Item Unit Of

Item Delivery

Item Shipme

Item Shipping

Item Shipping

Item Ta

Optional

Required

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Required

Optional

Required

Required

Optional

Optional

Optional

Optional

Optional

String

String

String

Date

String

String

Decimal

String

Decimal

String

Integer

Integer

String

String

String

Date

Date

String

Decimal

String

Order confir

Purchase order ID

Purchase Orr

Purchase ord

Item Custom

Shipping curr

Estimated sh

Tax currency

Tax amount

Comments a

Purchase ord

Item Schedu

Schedule Lin

Order confir

Item quantity

UN/CEFACT

Item delivery

Item shipmer

Item shipping

Item shipping

Item ta



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.

Advanced Ship Notice



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

Orders (275)					Hide	Unhide	Manage Order	
☐ Order Number	Customer	Amount						
☒ 4500127940	q8jtestbuyer01 - TEST	1,000.00	USD	Sep				
☐ 4500127939	q8jtestbuyer01 - TEST	1,000.00	USD	Sep				
☐ 4500209298	ravishshettyr - TEST	100.00	EUR	Sep				
☐ 4500127938	q8jtestbuyer01 - TEST	1,000.00	USD	Sep				

- Resend
- Ship Notice
- Order Confirmation
- Invoice
- Service Sheet

1

Items To Ship (686)										Create Ship Notice			
☐ Order Number	Item Number	Description	Schedule Line Number	Need By	Requested Quantity	Received Quantity	Due Quantity	Shipped Quantity					
☒ 4500127940	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA					
☒ 4500127939	10	Casing C1001 Raw mat	1	Nov 11, 2025, 11:00:00 PM	100 EA	0 EA	100 EA	0 EA					

2

4500127940						Create	Resend	Hide
Purchase Order								
								
Name: default								
Phone: +49 () 1111111111555 32								
Email: --								
Version		Date Submitted		Order Total		Status		
1		Sep 8, 2025, 2:09:36 PM		1,000.00 USD		Conf		

- Order Confirmation
- Ship Notice
- Invoice

3



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**

Ship Notice

Details | Line Items | Additional Information

Details

Settings

☒ General

☒ Shipping Details

☒ Tracking Details

☒ Delivery Details

☐ Transport Details

General

Ship From

Name:
Leon Chu's Supplier - TEST

State: *
Arkansas

Postal Code: *
71630

Department Name:
jUnitDummy

Address Line 1: *
Arkansas City

City: *
Arkansas City

Country/Region: *
United States

Address Line 2:

Ship To

Name:
SL0001

State:
Schleswig-Holstein

Postal Code:
10243

Department Name:

Address Line 1:
123

City:
Berlin

Country/Region:
Germany

Address Line 2:

Shipping Details

Requested Delivery Date:
-

Delivery Date:
e.g. Dec 31, 2025, 11:59:...

Shipping Date:
e.g. Dec 31, 2025

Gross Weight:

Packing Slip ID: *

Ship Notice Type:

Gross Volume:

Tracking Details

Carrier Name:

Tracking Date:
e.g. Dec 31, 2025

Service Level:

Shipping Instructions:

Tracking Number:

Shipping Method:

Shipping Contract Number:

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

Delivery Details

Delivery Terms:
TransportCondition

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:*

Transport Details (1)

Transport Terms

Equipment Identification Code

Gross Volume

Gross Weight

Sealing Party Code

Seal ID

Line Items (2)

Ship Line No.

Description

Ship Quantity

Supplier Batch ID

Country/Region of Or...

Production Date

Expiry Date

Purchase Order: 4510127140 | Line No. 10 | 120 EATest | 20 EATest | - EATest

2 Casing C1001 Raw mat - Buyer 120 e.g. Dec 31, 2025 e.g. Dec 31, 2025

Purchase Order: 4510127141 | Line No. 10 | 32 EATest | 20 EATest | - EATest

1 Casing C1001 Raw mat - Buyer 32 e.g. Dec 31, 2025 e.g. Dec 31, 2025

Settings

General

Comment

General

Reason For Shipment:

Invoice Number:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transi

Comment

Preview

Save & Close

Discard Draft

Feature: Ship Notice Creation Line details page

New Ship Notice Line Detail

4510127085 | Line No. 1 | 84

Settings

Serial Numbers

Hazard Details

Delivery Details

Packaging Details

Additional Information

Settings

☒ Serial Numbers

☒ Hazard Details

☒ Delivery Details

☒ Packaging Details

Serial Numbers (1)

☐

Serial Number

☐

Asset Tag

Add Line

Delete

Hazard Details

Hazard Type: *

Code:

Hazard Description:

Delivery Details

Delivery Terms:

Description:

Transport Terms: *

Transport Terms Description:

Shipping Payment Method: *

Packaging Details

☐

Packaging Material

Handling Unit Number

Packaging Material Number

Dimensions

Ordered Quantity

No items available

When there are, you'll find them here.

Additional Information

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:



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



New Package

Packaging Details

Packaging Dimensions

Material Details

Material Quantity

1

Delete

Packaging Details

Packaging Material Number:

Packaging Material:

Tracking ID:

Global Individual Asset ID:

Outer Handling Unit:
-

Level Code:

Auxiliary Material:
☐ ⓘ

Handling Unit Number:

Inner Handling Unit:
-

Shipping Mark:

Returnable Package ID:

Packaging Dimensions

Length:
 ⓘ

Height:
 ⓘ

Gross Weight:
 ⓘ

Unit Net Weight:
 ⓘ

Gross Volume:
 ⓘ

Width:
 ⓘ

Weight:
 ⓘ

Unit Gross Weight:
 ⓘ

Volume:
 ⓘ

Stack Height:
 ⓘ

Material Details

Supplier Material Number:
SAP SUPPLIERID

Buyer Material Number:
544

Material Description:
Laptop with Batch Managed

Customer Batch ID:
-

Order Number:
4510127085

Ship Notice Item Number:
1

Production Date:
-

Expiry Date:
-

Material Quantity

Ordered Quantity:
84.000 EATest

Dispatch Quantity:
 ⓘ

Free Goods Quantity:
 ⓘ

Quantity Variance Note:

2

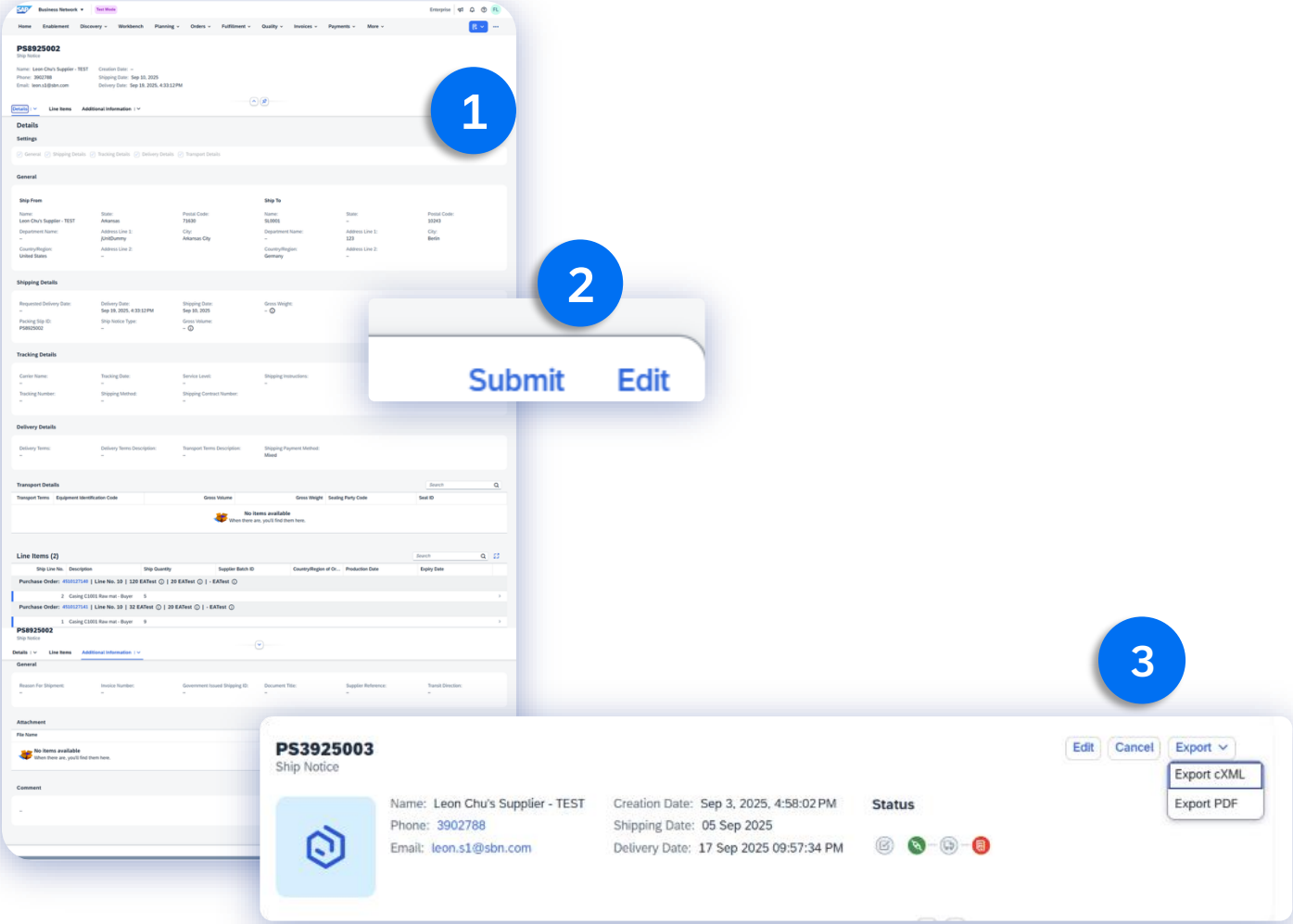
Apply

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

Draft ship notices

Service sheets
Standard
0

Order confirmations
Standard
319

Ship notices
Standard
90

Draft ship notices
Standard
8

Goods Receipt
Standard
26

Customers: Packing Slip ID: Date Last Modified: Order Number: [Go](#) [Clear](#) [Adapt Filters](#)

Draft ship notices (8) [Delete](#) [Settings](#) [Print](#) [Filter](#)

☐	Packing Slip ID	Customer	Date Last Modified	Order Number	
☐	ASN4500127888	q8jtestbuyer01 - TEST	Sep 4, 2025, 3:32:13 AM	4500127888	
☐	ASN	ravishshettyr - TEST	Sep 5, 2025, 11:33:09 PM	4510127083	>
☐	Ship Notice(29/08/2025)	ravishshettyr - TEST	Aug 29, 2025, 8:32:22 AM	4510126011	>
☐	Ship Notice(03/09/2025)	ravishshettyr - TEST	Sep 3, 2025, 5:17:08 AM	4510126905	>
☐	Carla001122	ravishshettyr - TEST	Aug 26, 2025, 10:08:54 PM	4510126659	>

po1.1812.DelivTerms.Item
Purchase Order

[Create](#) [Track](#) [Resend](#) [Hide](#) [Credit Memo](#) [Download](#) [Compare Versions](#) [Manage Assignment](#) [Send Message](#) [More](#)

[Details](#) | [Industry Specific](#) | [Line Items](#) | [Tax](#) | [Additional Amounts](#) | [Summary](#) | [Comments](#) | [Attachments](#) | [Inquiries](#) | [Order History](#)

Related Draft Documents (1) [Search](#) [Settings](#) [Print](#) [Filter](#)

Document Number	Type	Changed On
ASN4500127888	Draft Ship Notice	Feb 4, 2026, 5:01:23 PM

Feature: Ship Notice creation through CSV

The screenshot illustrates the process of creating a Ship Notice through CSV. It is divided into three main sections:

- Download and Upload:** This section contains a search bar, a 'Type:' dropdown, and a 'Go' button. Below this, there is a 'Download Template (1)' link and an 'Upload (41)' button. A table titled 'Trading Partners (1)' lists the organization ID and customer name.
- Customer Templates (4):** This section displays a table of templates for the selected customer, 'CaffeRios buyer4'. The table has columns for 'File Name', 'File Format', and 'Template Type'. The 'ASN CSV Template.csv' file is highlighted, and a 'Download' button is visible.

Numbered steps indicate the sequence of actions:

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



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.

Download and Upload

Search

Type:

Created On:

Go

Adapt Filters

Download Template (1)

Upload (41)

(41)

File Name	Type	Status
SAR-csvASN-NG-BatchID-ASN-1Item.csv	Ship Notice	Completed
SAR-csvASN-NG-NoBatchID-ASN-1Item.csv	Ship Notice	Completed

Refresh

Upload

Upload file

Type:*

Ship Notice (.csv)

Customer:*

Local File:*

Browse...

Upload

Cancel

Download Template (1)

Upload (41)

(41)

File Name	Status	Uploaded By	Last Uploaded	Source File
ASN_CSVTemplate_1209-10Items-fail.csv	Failed	CaffeRios supplier 4	Sep 13, 2025 10:56:09 PM	
ASN_CSVTemplate_1209-10Items-Partial.csv	Completed with errors	CaffeRios supplier 4	Sep 13, 2025 10:44:51 PM	
ASN_CSVTemplate_TwoAsns_1209-10Items.csv	Completed	CaffeRios supplier 4	Sep 13, 2025 10:02:05 PM	

Refresh

Upload

Feature: Export shipping label



asn_20251121_115908
Ship Notice



Name: EPAM Sup 005(man03)
Phone: 3902788
Email: man03_epam_sup_005@sap.com

Creation Date: Nov 21, 2025, 11:59:16AM
Shipping Date: Nov 22 2025
Delivery Date: Nov 22, 2025, 1:00:00 PM

Status

Download ▾

1

Export Shipping Label ▾

Bar Code

TEST QR

Details ▾

Line Items

Additional Information ▾

History

PURCHASE ORDER: 4500064081

PRODUCT CODE: 000000000015215778

QTY: 30 KGM

SSCC: 201503008000000955

PRODUCT DESCRIPTION: Rosemary, Herbalox Type O 41 19 16 (NS)

BATCH CODE: 745717K

BEST BEFORE DATE: 05/11/2013

PRODUCTION DATE: 06/05/2012



(00)201503008000000955

2

DIN A5
2012-12-05 14:04:10

EE1 040

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

Workbench Overview

Orders
Standard 2

Items to confirm
Standard 634

Order confirmations
Standard 319

Items to ship
Standard 686

Ship notices
Standard 91

Goods Receipt
Standard 26

Orders to invoice
Standard 984

Re
Sta 1

Setup Actions

Configure order preferences

Configure invoicing preferences

Configure payment preferences

Configure notifications

es and users

Add product and service categories

Notifications

Network Notifications | Quality

Ship Notice Notifications

Ship Notice Failures

Reminder of Non-shipped Order Items

SAP Business Network

Review Failed Ship Notice

Dear Dickerson and Tucker LLC,

This notification contains important information about your SAP Business Network account (ANID: AN02004828322).

One of your ship notices has failed. Please review the following errors, generate a new document, or contact SAP Product Support. You can view the document details on your SAP Business Network account.

Customer

Ship Notice Number

Ship Notice Date

Error Description

Barron and Moon
Plc/AN02004828323
test-01
June 27, 2025, 05:18:45 PM UTC
The shipping quantity 10 for order
line item 1 in order
po_scn12_1606252025T06DOCUME

SAP Business Network

Reminder of non-shipped orders

Dear Barron and Moon Plc,

The attached CSV report contains the list of non-shipped order items that have generated remainder notifications to your suppliers over the past 30 days.

Yours SAP Business Network account (ANID AN02004828323) has a default transaction rule setting to generate both the notification and this report.

You will receive this report every week while this rule is enabled.

Sincerely,
SAP Business Network



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

The screenshot displays the SAP Business Network user interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Settings' section is active, with 'Transactions' highlighted in the sub-menu. A blue circle with the number '1' points to the 'Document Routing' option under 'Transactions'. Below this, the 'Document Routing Configuration' page is shown. A blue circle with the number '2' points to the 'Document Type' tab. The 'Document Type' section displays the following configuration:

Document Type	Document Sub Group	Routing Document Code	Routing Method
Ship Notice	Others	Ship Notice	CXML_PROFILE

The 'Configure Routing Method Attributes' section below shows 'No attributes to configure'.



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.

Track Goods Receipt



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:

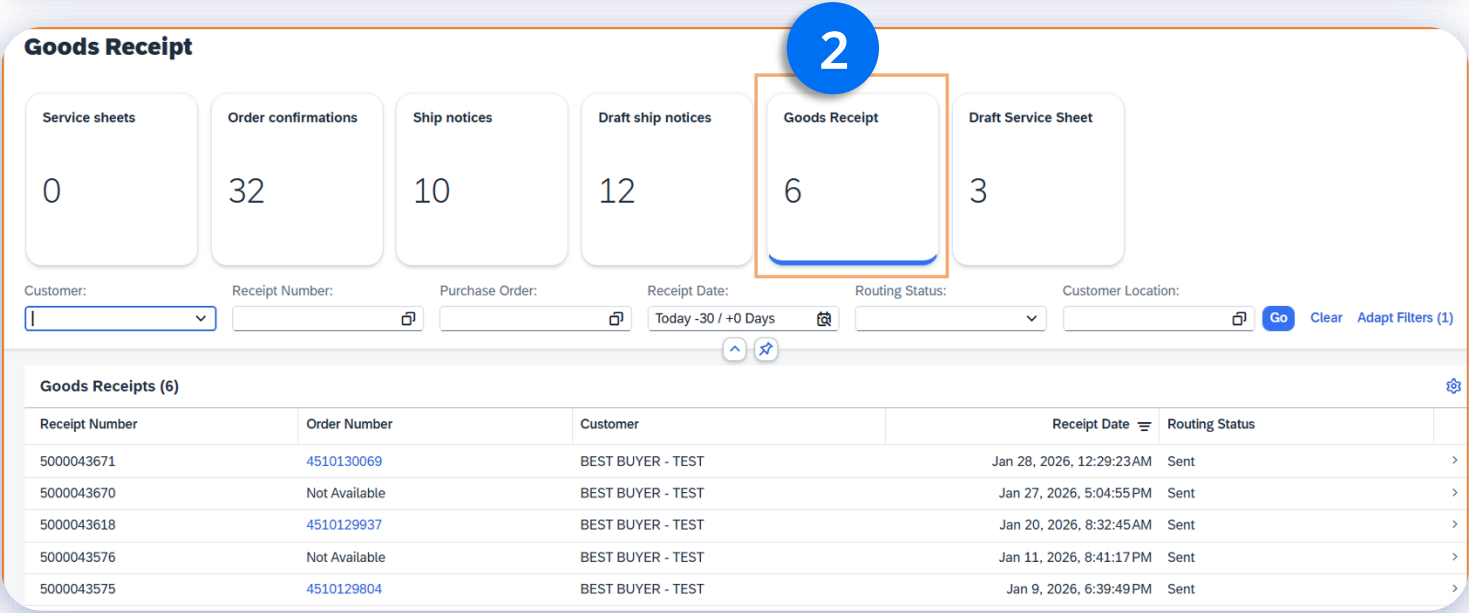
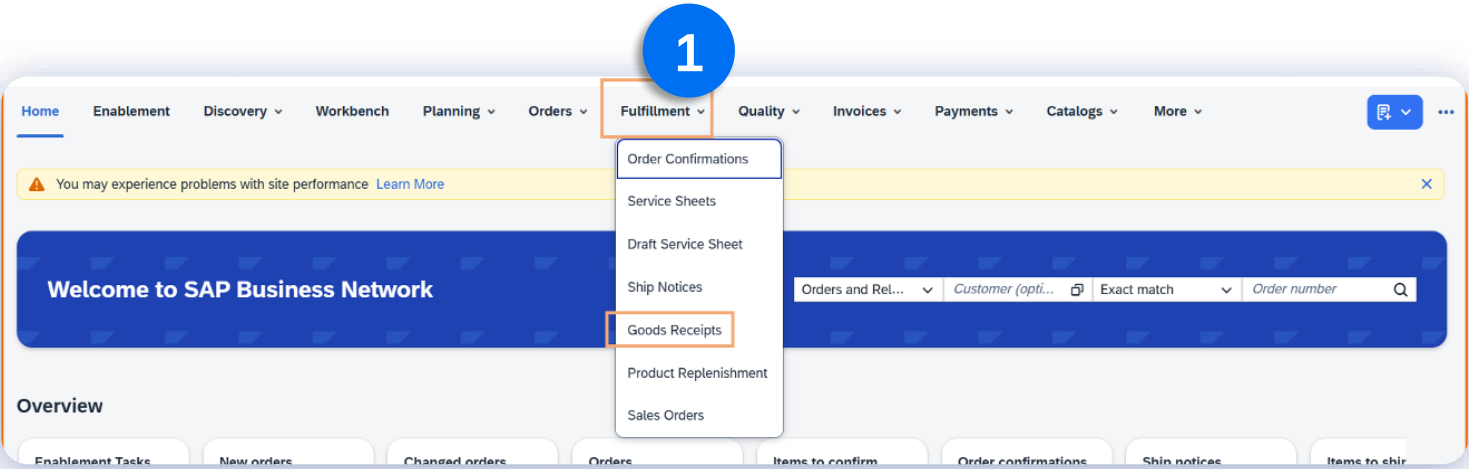
- Ensures functional parity for all actively used features of Goods Receipt in the existing generation of SAP Business Network.
- UX/UI revamp with UI5 components
- Improves performance of the application when processing Goods Receipts

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

5000043015

Goods Receipt

Name: ravishshettyr - TEST

Phone: —

Email: —

Receipt Date

Sep 4, 2025, 1:36:21 AM

Export

Download cXML

Download PDF

Details

Line Items

Additional Information

History

Details

From

Name: ravishshettyr - TEST

Address: JUnitDummy
Sunnyvale, CA 94089
USA

To

Name: SBNNG_SUP07 - TEST

Phone: —

Email: —

Address: —

Fax: —

Line Items (8)

Search

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
2	20	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
3	30	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..
4	40	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966..

Line Items (8)

Search

Receipt Line Num...	Order Line Number	Description	Customer Part Nu...	Quantity (Unit)	Type	Purchase Order	Packing Slip ID
Purchase Order: 4510126966							
1	10	Casing C1001 Raw mat - Buyer	C1001	20.000 EA	Received	4510126966	ASN_4510126966...

Supplier Part Number: 4

Packing Slip Date: Sep 4, 2025, 5:00:00AM

Amount: 2,000.00 EUR

Unit Rate: 100.00 EUR ⓘ

Comment:

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

1

Related Documents (3)

Search

Q

Document No.	Type	Created Date
4510126966	Purchase Order	Sep 4, 2025, 3:36:26AM
ASN_4510126966_4510126967	Ship Notice	Sep 4, 2025, 3:36:26AM
4510126967	Purchase Order	Sep 4, 2025, 3:36:26AM

2

Comments

3

History (7)

Search

Q

Status	Activity	Changed By	Date and Time
Created		BNO-100000005367213-T	Sep 4, 2025, 3:36:24AM
In Progress		System - SAP Business Network	Sep 4, 2025, 3:36:24AM
Received	The document has been received.	System - SAP Business Network	Sep 4, 2025, 3:36:24AM
	The document has been successfully validated and stored.		



Key capabilities

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

Service Entry Sheet



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

4510127922

Purchase Order

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Order History

Create

Resend

Hide

Download

Compare Versions

Order Confirmation

Ship Notice

Invoice

Quality Notification

Service Sheet

Document Number

Document Type

Date and Time

Status

Line Items (2)

Line	Type	Category	Description	Indicators	Supplier Part Number
10	Service		Service line		
10.10	Service		Child line		

Service Entry Sheet Creation

For Service Provider

 Business Network ▼

Test Mode

Enterprise    FL

Home Enablement Integration ▼ Discovery ▼ Workbench Planning ▼ Orders ▼ Fulfillment ▼ Quality ▼ Invoices ▼ Payments ▼ More ▼

New Service Sheet



Name: Leon Chu's Supplier - TEST

Phone: +1 (650) 3902788

Email: leon.s1@sbn.com

Subtotal

100.00 EUR

Details ▼

Service Sheet Lines Additional Information ▼ Summary

Details

Service Sheet: *

Service Creation Date: *
1 Oct 2025, 8:51:14 pm 

Supplier Reference:

General Information

Supplier

Name:
Leon Chu's Supplier - TEST

Address:
jUnitDummy
Arkansas City, AR 71630
United States

Customer

Name:
default

Address:
234-123456
Walldorf, Berlin 10243
Germany

Reference Details

Source Document:
Purchase Order

Purchase Order:
4510127922

Service Details

Service start date:
e.g. 31 Dec 2025 

Service end date:
e.g. 31 Dec 2025 

☐ Copy the service start and end dates to the service line items:

Details ▼

Service Sheet Lines Additional Information ▼ Summary

Contacts

Field Contractor

Name:

Email:

Phone:

Field Engineer

Name:

Email:

Phone:

Approver

Name:

Email:

Phone:



Service Entry Sheet Create Screen

- Header level subtotal amount
- Service Sheet ID
- Supplier Reference
- Supplier Details
- Customer Details
- Reference document number – Purchase Order
- Service Period Date
 - Service Start Date
 - Service End Date
- Field Contractor
- Field Engineer
- Approver
- 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 Sheet Lines													
Service Sheet Lines (2)													
Search		Include Line		Exclude Line		Add Unplanned Line		Delete		Cut		Paste	
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
					Child line								

Service Sheet Lines													
Service Sheet Lines (3)													
Search		Include Line		Exclude Line		Add Unplanned Line		Delete		Cut		Paste	
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
		Yes	service		Child line								
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...	>

Service Sheet Lines													
Service Sheet Lines (3)													
Search		Include Line		Exclude Line		Add Unplanned Line		Delete		Cut		Paste	
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un	
10		Yes	service		Service line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...	>
		Yes	service		Child line								
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...	>

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 Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete	Cut	Paste	
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...		
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		

Service Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete	Cut	Paste	
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						
		No	service		Child line		Planned				
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		

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 Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete		Cut	
Paste		↑		↓		⋮		⚙			
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		No	service		Child line		Planned				>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

Service Sheet Lines											
Service Sheet Lines (3)											
Search		Include Line		Exclude Line		Add Unplanned Line		Delete		Cut	
Paste		↑		↓		⋮		⚙			
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...		>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

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 Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

5

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end d...
10					Service line				
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

6

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

Service Sheet Lines

Service Sheet Lines (3)

Search

Q

Include Line

Exclude Line

Add Unplanned Line

Delete

Cut

Paste

↑ ↓

6

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

For Service Provider



Line item Detail View

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

1

Details | ▾

Summary

Additional Information | ▾

Additional Information

Comments

Cleaning Services - tasks such as dusting, sweeping, vacuuming, mopping, sanitizing, and waste removal.

Attachments (2)

File Name

File Size

☐

CleaningServices.docx

☐

Dusting.docx

Upload

Delete

Feedback

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

Additional Information

Comments

Header Level Comments

Attachments (2)

Upload

Delete

☐ File Name	File Size
☐ CleaningServices.docx	12.91 KB
☐ Dusting.docx	12.89 KB

Feedback

Summary

Subtotal without Tax

Subtotal: 200.00 EUR

Draft updated

Next

Save and Close

Discard Draft



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

SAPBusiness NetworkTest ModeEnterprise

HomeEnablementIntegrationDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesPaymentsMore

SES976_12Service Sheet

EditCopyCancelDownload

Leon Chu's Supplier - TEST

Creation DateSeptember 26, 2025

Subtotal11.00 EUR

StatusSent

DetailsService Sheet LinesTaxAdditional AmountsSummaryAdditional InformationService History

SES976_12Service Sheet

EditCopyCancelDownload

Leon Chu's Supplier - TEST

Creation DateSeptember 26, 2025

Subtotal11.00 EUR

StatusSent

DetailsService Sheet LinesTaxAdditional AmountsSummaryAdditional InformationService History

Details

Details

Supplier

Name:Leon Chu's Supplier - TEST

Phone:—

Customer

Name:default

Phone:—

General

Final Service Sheet:No

Routing Status:Sent

Confirmation

Do you want to cancel the Service Sheet?

YesNo

SES976_12

Service Sheet

	Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
		September 26, 2025	11.00 EUR	Canceled



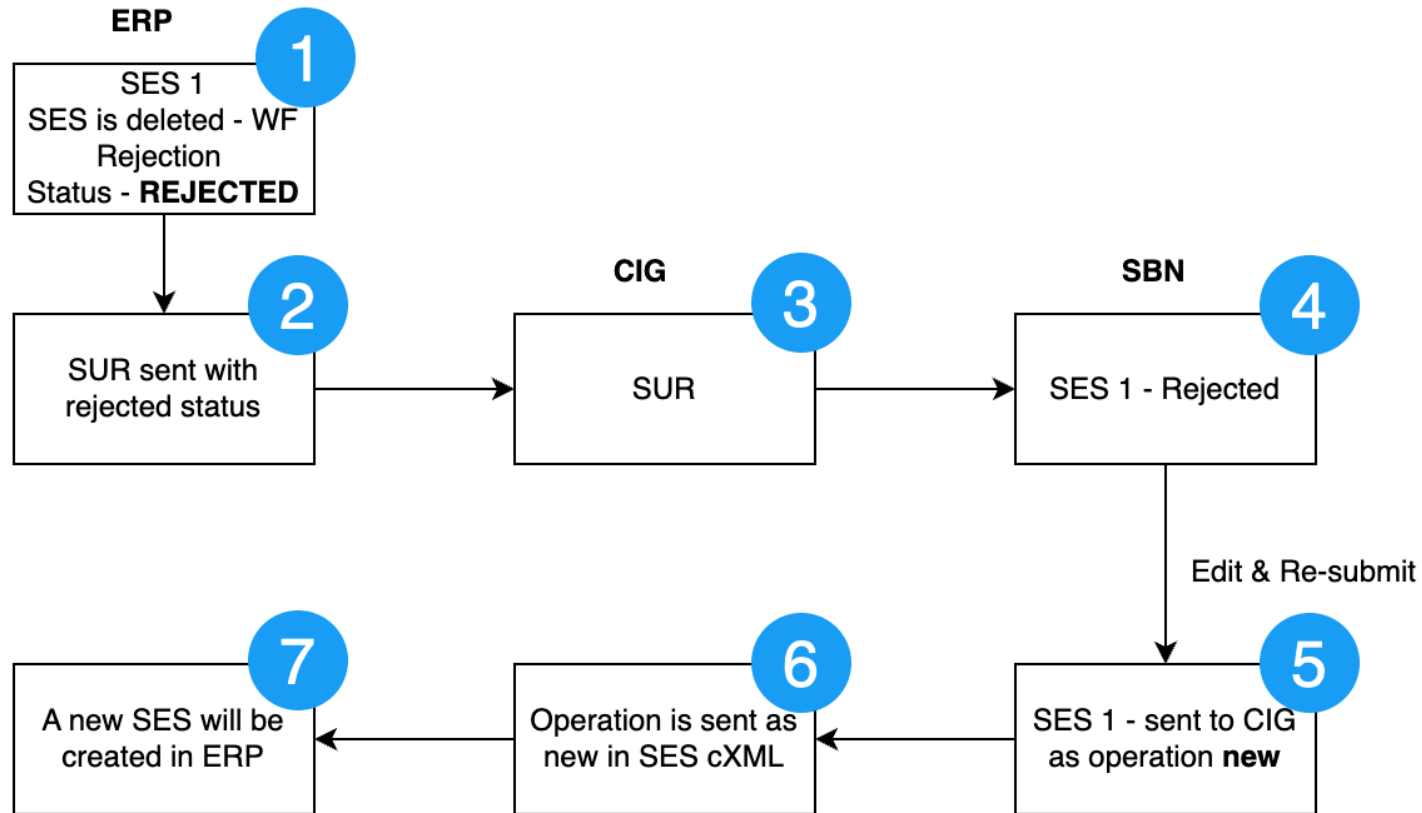
Cancel Service Sheet

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

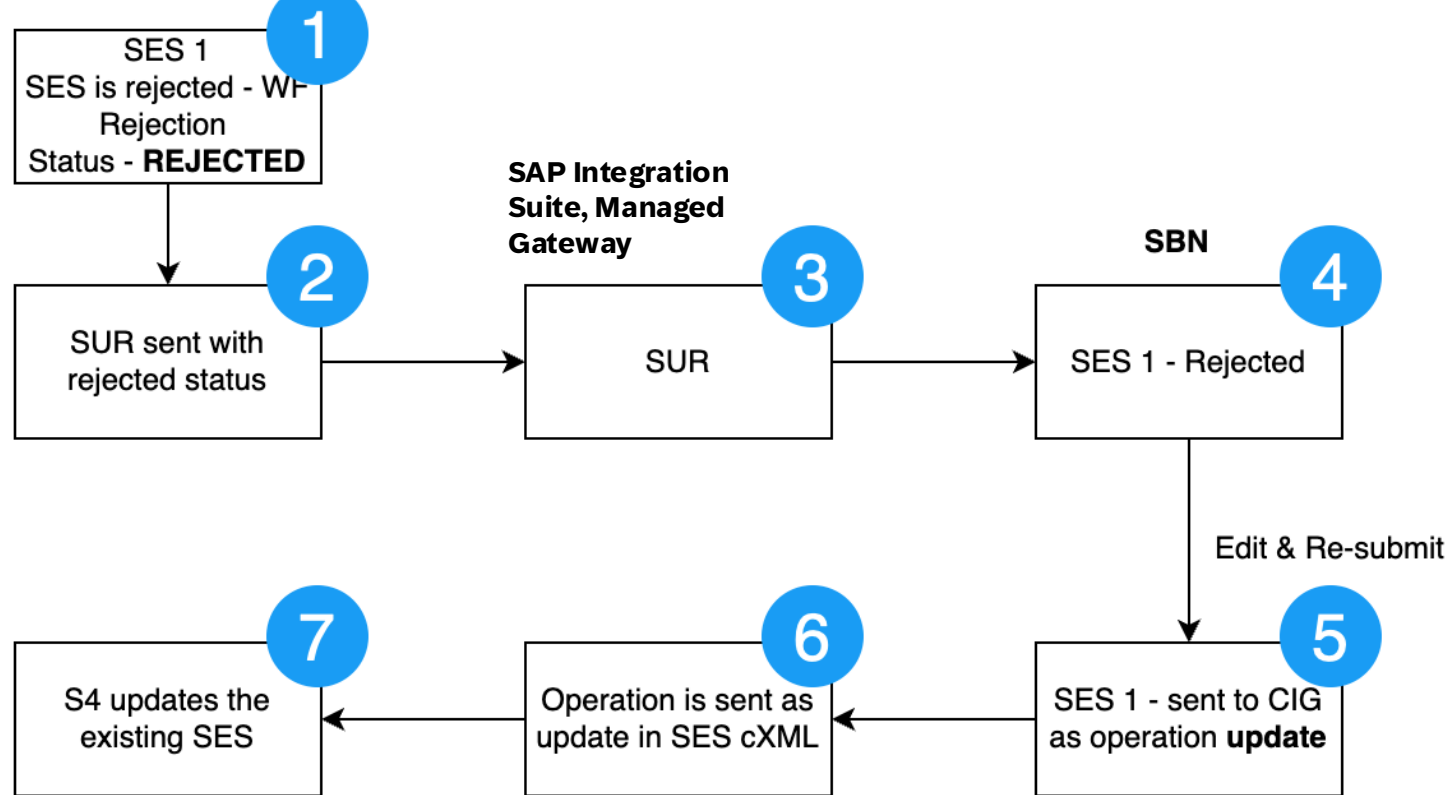
1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, resulting in the creation of a new SES in the backend ERP.

Note: Operation would be sent as **new** in the cXML

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

For Service Provider

S4 Public/Private Cloud



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

SAP

Business Network

Test Mode

Enterprise

FL

Home

Enablement

Integration

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

More

SES44312

Service Sheet

Edit

Copy

Cancel

Download

Missing accounting information in service entry sheet line 1.

Leon Chu's Supplier - TEST

Creation Date

September 14, 2025

Subtotal

20.00 EUR

Status

Rejected

SES80791

Service Sheet

Edit

Copy

Cancel

Download

PO 4500128079 does not have an order confirmation. This customer requires suppliers to create an order confirmation for the PO before creating a service sheet.

Leon Chu's Supplier - TEST

Creation Date

September 19, 2025

Subtotal

200.00 USD

Status

Rejected

SES4691

Service Sheet

Create Invoice

Edit

Copy

Cancel

Download

Comments from selbuy2509110853412h9: Sent.

The service sheet status has been successfully updated to Rejected by selbuy2509110853412h9.
Description:Incorrect number of hours entered. Correct and re-submit it

selsup250911085341aVo

Creation Date

October 13, 2025

Subtotal

20,000.00 USD

Status

Rejected



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

Create Invoices



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

Workbench Manage Tiles

New orders
14

Orders
32

Items to confirm
15

Items to ship
24

Service sheets
0

Changed orders
2

Order confirmations
16

Ship notices
4

Goods I
0

Customers: Order Number: Creation Date: Company Code: Purchasing Organization Co...: Customer Location: Purchasing Group Codes: Routing Status:

Amount: Currency: Order Type: Order Status: Order with Service Lines: Order with Inquiries: Hidden:

Go Clear Adapt Filters (3)

1

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

2

Resend

Ship Notice

Order Confirmation

Invoice

Credit Memo

SAP Business Network Europe Enterprise 99+ ? ?

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

7000175932 New
Purchase Order

Name: Canadian Pacific Railway Company
Phone: —
Email: —

Version: 1 ? Date Submitted: Feb 5, 2026, 8:30:33 AM

3

Create

Resend

Hide

Credit Memo

Download

Compare Versions

?

Order Confirmation

Ship Notice

Invoice

Service Sheet

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



Create invoices from the Workbench or an order

1. Select an **Order** on the list and click **Manage Order**
2. Select **Invoice** on the dropdown menu or double click on an order from the list and select Invoice.
Note: If the Invoice option is greyed out and the PO is in New status it means your customer requires you to submit Order Confirmation or Advanced Ship Notice
3. To create an invoice from a purchase order, click on the **Create** menu and then select **Invoice** from the dropdown.

Feature: Invoice Creation



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

New Invoice

1

Details

Details

2

Invoice Number: *

Invoice Date:

Feb 5, 2026, 8:36:06AM

Main Details

3

Supplier

Customer

Reference Details

Supplier:

Customer:

Address Name:

Source Document:

CA Supplier EU Enterprises

EU TestE2E-1758047666

Belgium_Peppol

–

Address Name:

Department:

Address:

Purchase Order:

EU_LEGAL_ADD_USA

Antwerpen

Antwerpen

7000175932

EU_LEGAL_ADD_IND

6411 Antwerpen Antwerpen

EU_LEGAL_ADD_USA

Belgium

LEGAL_ADDRESS_US

4

Edit Address

Billing Details

5

Remit to

Bill from

Bill to

Supplier:

Supplier:

Customer:

Fax:

CA Supplier EU Enterprises

CA Supplier EU Enterprises

Canadian Pacific Railway Company

Tax ID Of Supplier:

Department:

Department:

Address Name:

Remit To ID:

Address:

Address:

Account Receivable ID:

Address:

Address:

Address:

REMIT_TO_USA

Austin

Austin Texas 78702

United States

5

Edit Address

Canada

7550 Ogden Dale Road SE

Calgary T2C 4X9

Canada

5

Edit Address

Feature: Invoice Details Page

Enterprise

99+

Home

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Invoice_20260127_2

Copy This Invoice

Export cXML

Export PDF

Cancel

Testprosa30invite_1_A

Invoice Date

Invoice Total

Status

Jan 10, 2026

3,026.80 USD

Sent

Invoice_20260127_2

Copy This Invoice

Export cXML

Export PDF

Cancel

Details

Line Items

Tax Summary

Summary

Document History

Document History (8)

Event	Date and Time	Changed By
Routing document with routing method:Online	Jan 27, 2026, 6:59:37 AM	System - SAP Business Network
Sent	Jan 27, 2026, 6:59:37 AM	SurReceiveFlow

Shipping Details

Ship from

Supplier:

CA Supplier EU Enterprises

Department:

Address:

lane1, 1st cross

Street2

Street3

Austin Texas 78702

United States

Edit Address

Ship to

Customer:

CPR - Agincourt Auto Compound

Department:

Email:

CLAUDE.BAYARD@CPKCR.COM

Phone:

00000000000

Deliver to

Deliver to:

Claude Bayard (Building 1) 514-830-7292, CPR...

Edit Address



Invoice Actions, Status, History and Shipping Details

- 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).
- Invoice status** can be easily viewed in the Invoice header.
- To view **Document History**, select this option under the document header information.
- 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
- In the shipping Document section you can add Delivery Note or Packing slip ID (Optipnal)

Feature: Invoice Line Items



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.

1

Line Items (1)								
Search Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	1		Not Available	Snow removal in Agi...				

2

Line Items (1)								
Search Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	2	Material			CAD	EA		
☐	1		Not Available	Snow removal in Agi...				

3

New Invoice								
Details Tax Rules Line Items Tax Additional Amount Options Additional Information Summary								
The table contains warnings. Filter Items								
Line Items (1)								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☐	2	Material			CAD	EA		
☒	1		Not Available	Snow removal in Agi...				

4

Line Items (1)								
Search Add Line Item Delete Update Contract/Catalog Add Contract/Catalog ↑ ↓ ≡								
☐	Line	Type	Part Number	Description	Unit Price	Quantity (Unit)	Subtotal	
☒	2	Material			CAD	10.000		
☐	1		Not Available	Snow removal in Agi...				

Feature: Invoice Line Items

Additional Information

1

Comments

Comments:

SAP Business Network Europe

Enterprise 99+

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

New Invoice / 1 Line Item

Shipping Documents

Additional Information

Attachments

No items available

Open

Beata - SAP SE Documents

Search Documents

Organize New folder

Home Gallery Desktop Downloads Documents Pictures

Beata - SAP SE

Camtasia Copilot Custom Office Templates OneNote Notebooks Outlook Files SAP WindowsPowerShell

Name Status Date modified Type

File name: All Files (*.*)

Open Cancel

2

Delete

Search

Upload Delete

Media Type

Attachments (1)

Search

Upload Delete

Attachment	Scan Status	File Size(Byte)	Media Type
☐ product-en+BKCAT.xlsx	Clean	37,016	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

2

Draft updated

Apply

3



Adding comments and attachments to line items

1. **Comments** can be added to a line item under Additional Information.
2. To add an attachment click on **Upload** and select a file. The attachment will be scanned for viruses.
3. Once finished, click **Apply** to save all changes.

Feature: Invoice Line Items

1

Tax (1)

Tax Category

Sales

Tax Rate

%

Description

Taxable Amount

0.00

CAD

Total Tax

CAD

Search

Q

Add Tax Item

Delete

3

2

Draft updated

Apply

Additional Amount Options

Include Charges:

☐

Include Shipping Cost:

☐

Include Special Handling:

☐

Include Allowances:

☐

Include Payment Terms:

☒

Payment Terms

Net terms details

Net Payment Term (days):

30

Include discount and penalty terms:

☐

Explanation:

-

Additional Amounts

Additional Amount Options

Include Charges:

☒

Include Shipping Cost:

☐

Include Special Handling:

☐

Include Allowances:

☐

Include Payment Terms:

☒



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

3

1

Draft updated

Next

Save & Close

Discard Draft

New Invoice

2

Edit

Delete

Details

Tax Rules

Line Items

Additional Amounts

Additional Information

Summary

Details

Details

Invoice Number: TESTINV1

Invoice Date: Jan 23, 2026, 6:24:09 AM

Main Details

Supplier

Customer

Reference Details

Supplier: CA Supplier EU Enterprises

Customer: -

Email: -

Source Document: -

3

Submit

SAP Business Network Europe

Enterprise

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NON_PO_INV_NP_69242_3NZicEstxl

Copy This Invoice

Export cXML

Export PDF

Cancel

4

Invoice has been rejected

INV-38: The invoice was successfully received.

Queued

INV-136: This customer does not allow you to add discounts at the invoice header level.

Queued

INV-38: The invoice was successfully received.

In Progress

Created

Decimal Precision Sup01

Invoice Date

Feb 1, 2026

Invoice Total

750.00 USD

Status

Rejected



Preview, submit and resolve rejection errors

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

Features: PO-based Invoice with ASN Reference



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

1

4510127974

Purchase Order

Create

Resend

Hide

Download

Compare Versions

Details

Industry Specific

Line Items

Tax

Additional Amounts

Summary

Comments

Attachments

Order History

General

Fax:
+1 (650) 3902788
Website:
-

Related Documents (2)

Document Number

Date and Time

Type

IN4510127974

Sep 24, 2025, 6:44:22 PM

Invoice

SN4510127974

Sep 24, 2025, 6:43:22 PM

Advanced Shipping Notice

2

SN4510127974

Ship Notice

Edit

Cancel

Download

Details

Line Items

Additional Information

History

Line Items (1)

Ship Notice Line No.

Description

Fulfillment Progress

Shipped Quantity

Received Quantity

Returned Quantity

4510127974 Line No. 10 | 12 BOX

0BOX

12 BOX

IN4510127974

Copy This Invoice

Resend

Export cXML

Cancel

Create Line-Item Credit Memo

Details

Line Items

Tax Summary

Summary

Supplementary Details

Document History

Line Items (1)

Line

Type

Description

Part Number

Unit Price

Quantity (Unit)

Subtotal

Tax

Total

Ship Notice: SN4510127974

1

Material

Toys

20.00

EUR 12 (BOX)

240.00

EUR

240.00

EUR

Features: PO-based Invoice with GRN Reference



Easily access purchase order from the Workbench Orders tile to begin

1. Once on the purchase order details page, navigate to **Related Documents**. Here you will see the GRN documents.
2. From the 'Select Receipts To Be Invoiced' wizard, there are multiple receipts against the PO. The Require references to receipts on invoices business rule has been enabled by the buyer
3. Select one or multiple GRN from the list

po_tolernce_tworules_checkon_quantities_Major_20259308843 Purchase Order

Create Resend Hide Download

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

General

Related Documents (3)

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

Select receipts to be invoiced

Receipt Number	Customer	Date & Time	Routing Status
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☐ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☐ GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

Select receipts to be invoiced

Selected: 2

Receipt Number	Customer	Date & Time	Routing Status
☐ GRNNumber2_20259307224	sup inv7	Oct 30, 2025, 1:35:52 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307794	sup inv7	Oct 30, 2025, 1:35:42 AM	PARTIALLY_RECEIVED
☒ GRNNumber2_20259307978	sup inv7	Oct 30, 2025, 1:36:01 AM	PARTIALLY_RECEIVED

Features: PO-based Invoice with GRN Reference



po_tolernce_tworules_checkon_quantities_Major_20259308843
Purchase Order

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

General

Related Documents (3)

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

New Invoice

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

Line Items (2)

Line	Type	Part Number	Description	Customer Part Number	Unit Price	Quantity (Unit)	Subtotal
2	Material	AX4518	BULLNOSE SHELV...		31.20 USD	10.000 PK	312.00 USD
2	Material	AX4518	BULLNOSE SHELV...		31.20 USD	70.000 PK	2,184.00 USD

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

Track Customer Payment



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

HomeEnablementDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesMore

Payments

Scheduled payments141

Remittances0

Customers:Invoice Number:Payment Proposal ID:Payment Date Range:Method:Status:

Amount:

GoClearAdapt Filters

Scheduled Payments (141)

Payment Proposal ID	Amount Due	Scheduled Payment Date	Settlement Date	Remaining Days
190054949020250010001Q8J	5,432.00 EUR	17 Sept 2025, 19:36:26		-142
50002596220240010001Q8J	20.04 EUR	9 Jan 2025, 06:44:22		-393
190054953620250010001Q8J	985.81 EUR	24 Oct 2025, 21:54:13		-105

HomeEnablementDiscoveryWorkbenchPlanningOrdersFulfillmentQualityInvoicesMore

190054949020250010001Q8J

Download CXML

From: ravishshettyr - TEST
PAYER: SAP A.G.

To: Leon Chu's Supplier - TEST
PAYEE: Best Ariba Network Vendor in E

Scheduled 17 Sept 2025, 19:36:26 5,432.00 EUR

DetailsPayment TimelineHistory

DetailsPayment TimelineHistory

Invoice Details

Invoice Number: SBN15
Total Invoice Amount: 5,600.00 EUR

Invoice Date: 3 Sept 2025, 19:36:26

Payment Timeline

Invoice Approved
9/4/25 at 7:11 AM
Payment proposal received

Settlement Date
9/9/25 at 9:20 AM
Status : Scheduled



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

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Catalogs

Reports

Assessments

Proposals & Contracts

Taulia Early Payments

Scheduled Pay

Remittances

Taulia Cashtow

Taulia Virtual Card

Scheduled payments

3

Remittances

1

Customers:

Transaction IDs:

Payment Date Range:

Method:

Reference Numbers:

Amount:

Go

Clear

Adapt Filters

Enter

Remittances (1)

Transaction ID

Gross

Interest

Discount

Net

C.20250909.5400000016

1,000.00

EUR

0.00

EUR

0.00 EUR

1,000.00

EUR

Home

Enablement

Discovery

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

More

C.20250909.5400000016

Download CSV

Export cXML

Matching Discount on 1 invoices.

From

To

Payment Status

Expected Settlement Date

Amount Paid

From: Q8JCLNT006

To: 100269

Paid

9 Sept 2025, 21:50:03

1,000.00 EUR

PAYER: SAP A.G.

PAYEE: Best Ariba Network Vendor in EU

Details

Summary

History

Details

Addresses

Payer Details

Originating Bank

Payee Details

Receiving Bank

From: Q8JCLNT006

Account ID: 17581450

To: 100269

Account ID: 11310012345098

Payer: SAP A.G.

Payee: Best Ariba Network Vendor in EU

Bank Name: Best Ariba Network

Subtotal without Tax

Gross Amount: 1,000.00 EUR

Discount Applied: 0.00 EUR

Withholding Tax: 0.00 EUR

Adjustment: —

Totals

Total Amount: 1,000.00 EUR

Amount Paid: 1,000.00 EUR



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**](#)

More information on

[**SAP Business Network on BTP**](#)

Need support?

[**Help resources**](#)



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