

LIPTON
Teas and Infusions

How to *invoice*
LIPTON Teas and
Infusions in
SAP Business Network

November 2023



Log into Ariba Network

1. You can Log in to Ariba Network using the address **Supplier.ariba.com** 1

IMPORTANT - To be able to use Ariba Network, you must have received a Purchase Order from LIPTON Teas and Infusions via email. This email will contain a link entitled "Process Order" , click to complete your registration. If you cannot find the email, but have a purchase order number please get support by raising a ticket with <https://lipton.service-now.com/csm>

2. Once in Ariba Network, click on orders

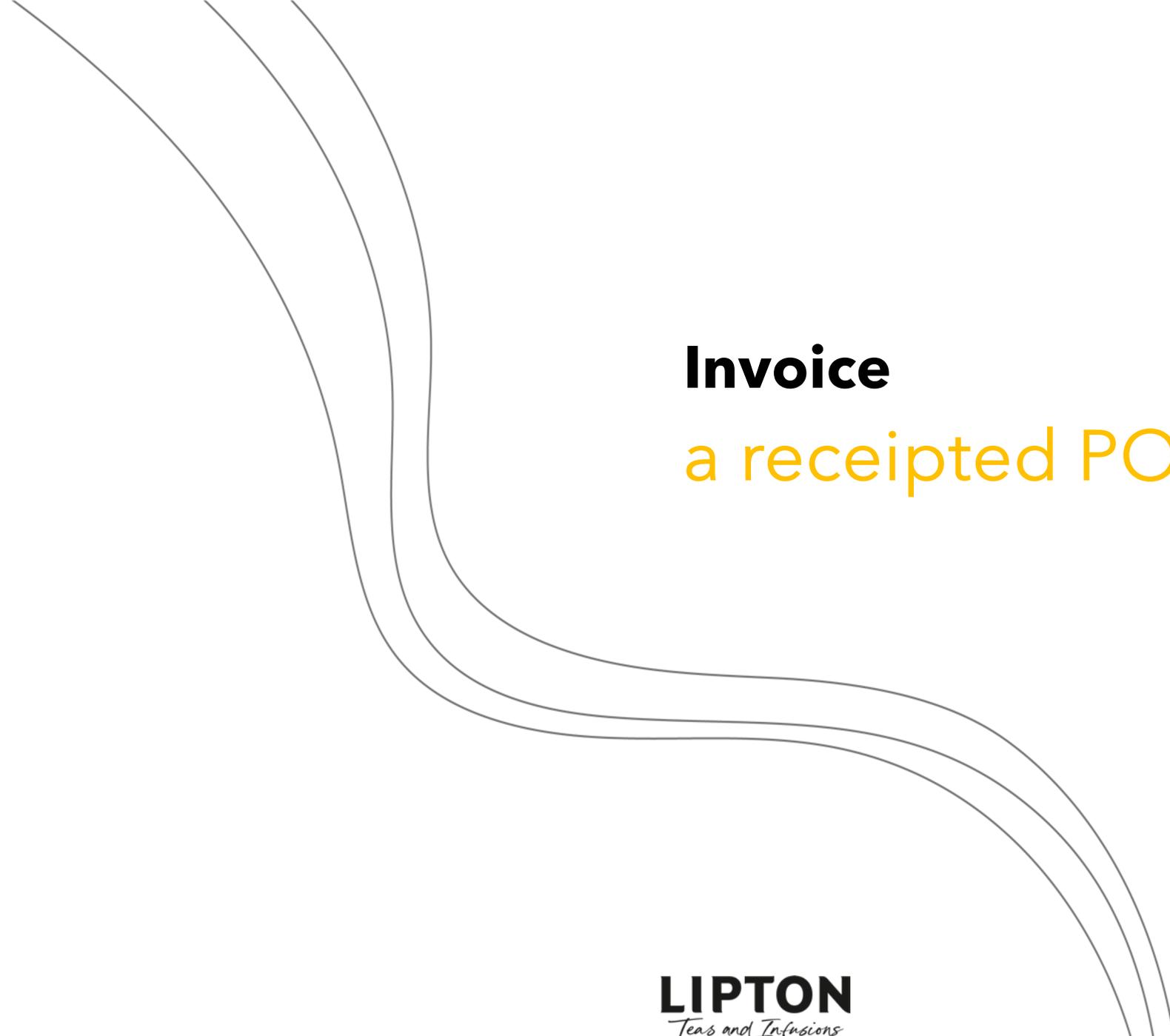
The screenshot shows the Ariba Network Workbench interface. At the top, there are several summary cards: 'New orders' (123), 'Orders' (1), 'Rejected invoices' (11), 'Remittances' (€0.0 HUF), 'Early payment offers' (€0.0 HUF), 'Scheduled payments' (€0.0 HUF), and 'Orders to invoice' (19). The 'Orders' card is highlighted with a red box and a yellow circle containing the number 2. Below this, there is a filter section for 'Orders (1)' with a filter value of '4540001841'. The 'Exact match' radio button is selected. Below the filter section, there is a table of orders. The first row is highlighted with a red box and a yellow circle containing the number 3. The table has columns for 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The first row contains the following data: Order Number: 4540001841, Customer: Lipton, Amount: €8000 EUR, Date: Aug 8, 2023, Order Status: Serviced, Amount Invoiced: (empty), Actions: (empty). A yellow circle containing the number 4 is placed over the 'Serviced' status in the table.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4540001841	Lipton	€8000 EUR	Aug 8, 2023	Serviced		

3. Find the PO number you wish to invoice against

4. Check that Order Status is showing as Serviced or Partially Serviced, (if either of these statuses is not displayed, please follow the non-receipted process by clicking [here](#))





Invoice
a receipted PO

Invoice for a receipted PO

5. With the Purchase Order displayed, check that the Service Sheet has been created

Purchase Order: 4540001841

From: ekaterra Japan KK
Japan
211-0012 Kawasaki City
13-2, Nakamaruko, Nakahara-ku,

To: FLOTT-TRANS KFT-TEST
EGER
KISTALYAI UT 12
3300
Hungary
Phone:
Fax:
Email: sitsupplier08@gmail.com

Purchase Order (Service)
4540001841
Amount: 8,000.00 EUR
Version: 1

Routing Status: Acknowledged
Related Documents: SES_1841_1
5000006371
SES_1841
More(1) >

Payment Terms
Net Due in 45 Days

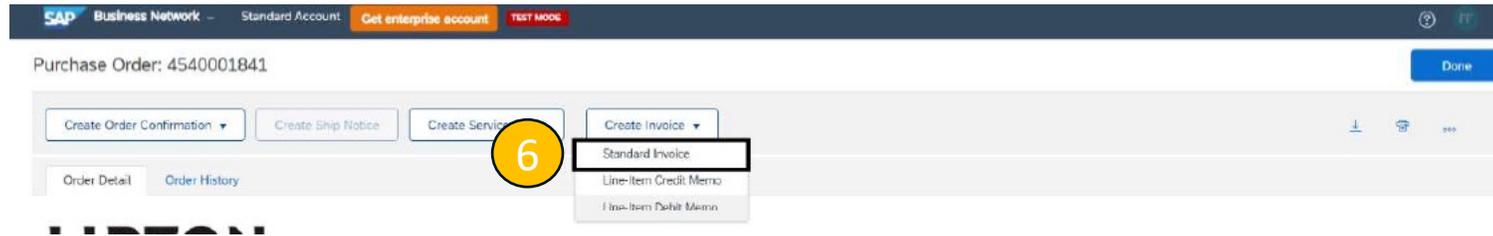
Other Information
allDetailOC: notAllowed
Company Code: 1530
Purchasing Unit Name: 1530

You can see here that there is a Service Sheet Number. If there is nothing here, follow the no receipt process [here](#)

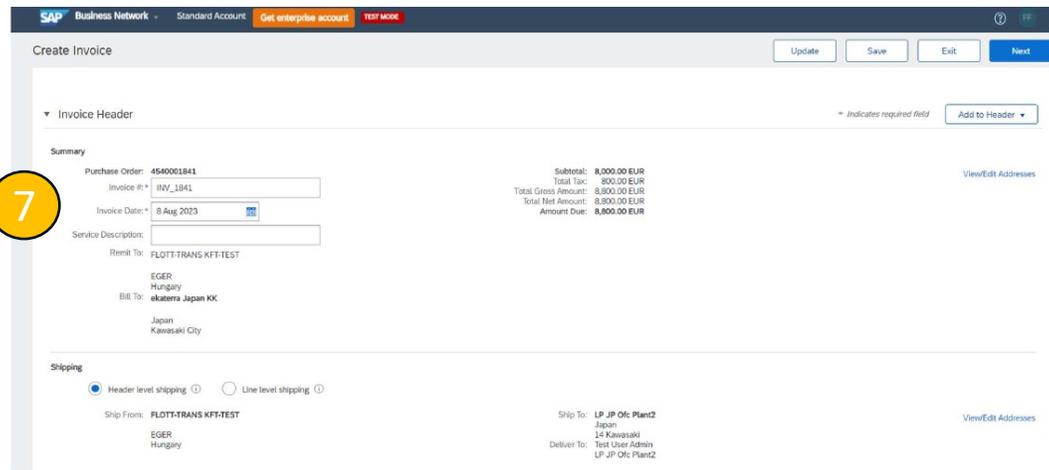


Create the invoice

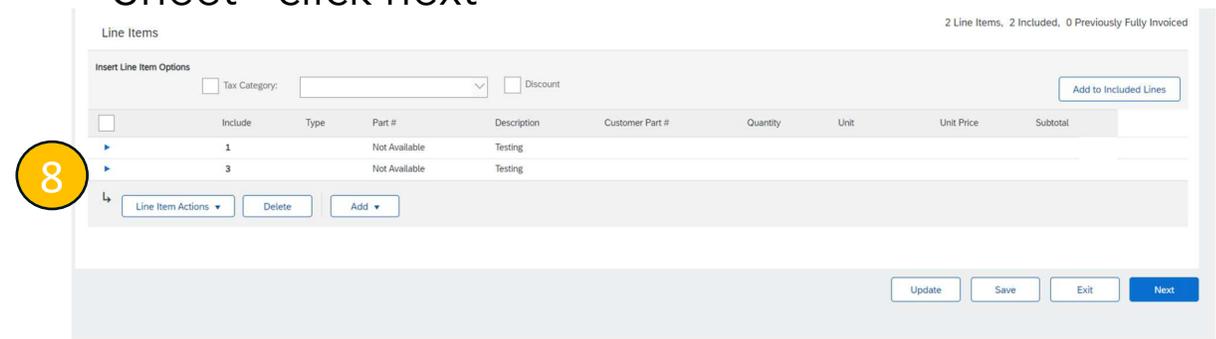
6. Using the create invoice tab, click on Standard invoice



7. Enter the details to create the invoice



8. In Line Items, you can see items are added automatically when buyer has posted Service Sheet - click next



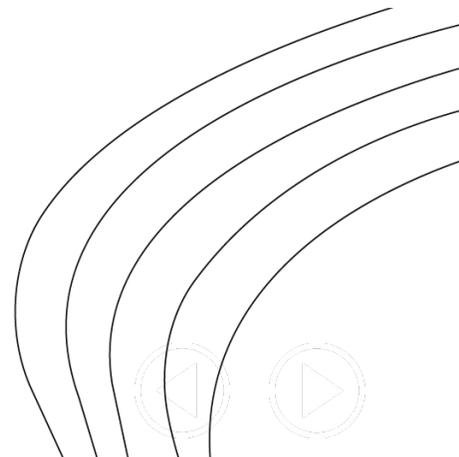
Create the invoice

9. Verify the details of the invoice (this is taken from the PO you received) and click on Submit. This is known as PO Flip

The screenshot shows the SAP Business Network interface for creating an invoice. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main heading is 'Create Invoice', with navigation buttons for 'Previous', 'Save', 'Submit', and 'Exit'. A yellow circle with the number '9' highlights the 'Submit' button. Below the heading, a confirmation message states: 'Confirm and submit this document. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.' The 'Standard Invoice' section displays the following details:

Invoice Number: INV_1841	Subtotal:	8,000.00 EUR
Invoice Date: Tuesday 8 Aug 2023 11:57 AM GMT+05:30	Total Tax:	800.00 EUR
Original Purchase Order: 4540001841	Total Gross Amount:	8,800.00 EUR
	Total Net Amount:	8,800.00 EUR
	Amount Due:	8,800.00 EUR

Below the invoice details, a message states: 'Invoice INV_1841 has been submitted.' A list of actions is provided: 'Print a copy of the invoice.' and 'Exit invoice creation.' The footer contains the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.



Check the invoice is submitted successfully

Finally, check your invoice submission has been successful by going to the home screen and search for the invoice number

The screenshot displays the SAP Business Network interface. At the top, a 'Workbench' section shows various metrics: 1 Order, 11 Rejected invoices, 0.0 Ft HUF Remittances, 0.0 Ft HUF Early payment offers, 0.0 Ft HUF Scheduled payments, 195 Orders to invoice, and 1 Invoice. Below this, a search filter for 'Invoices (1)' is shown with 'INV_1841' entered. The search results table lists one invoice:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
INV_1841	Lipton	4540001841	Aug 8, 2023	€8800 EUR	Acknowledged	Sent			

Below the table, the 'Invoice: INV_1841' details are shown. A box highlights the status information:

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: INV_1841
Invoice Date: Tuesday 8 Aug 2023 11:57 AM GMT+05:30
Original Purchase Order: 4540001841
Submission Method: Online
Origin: Supplier
Source Document: Order

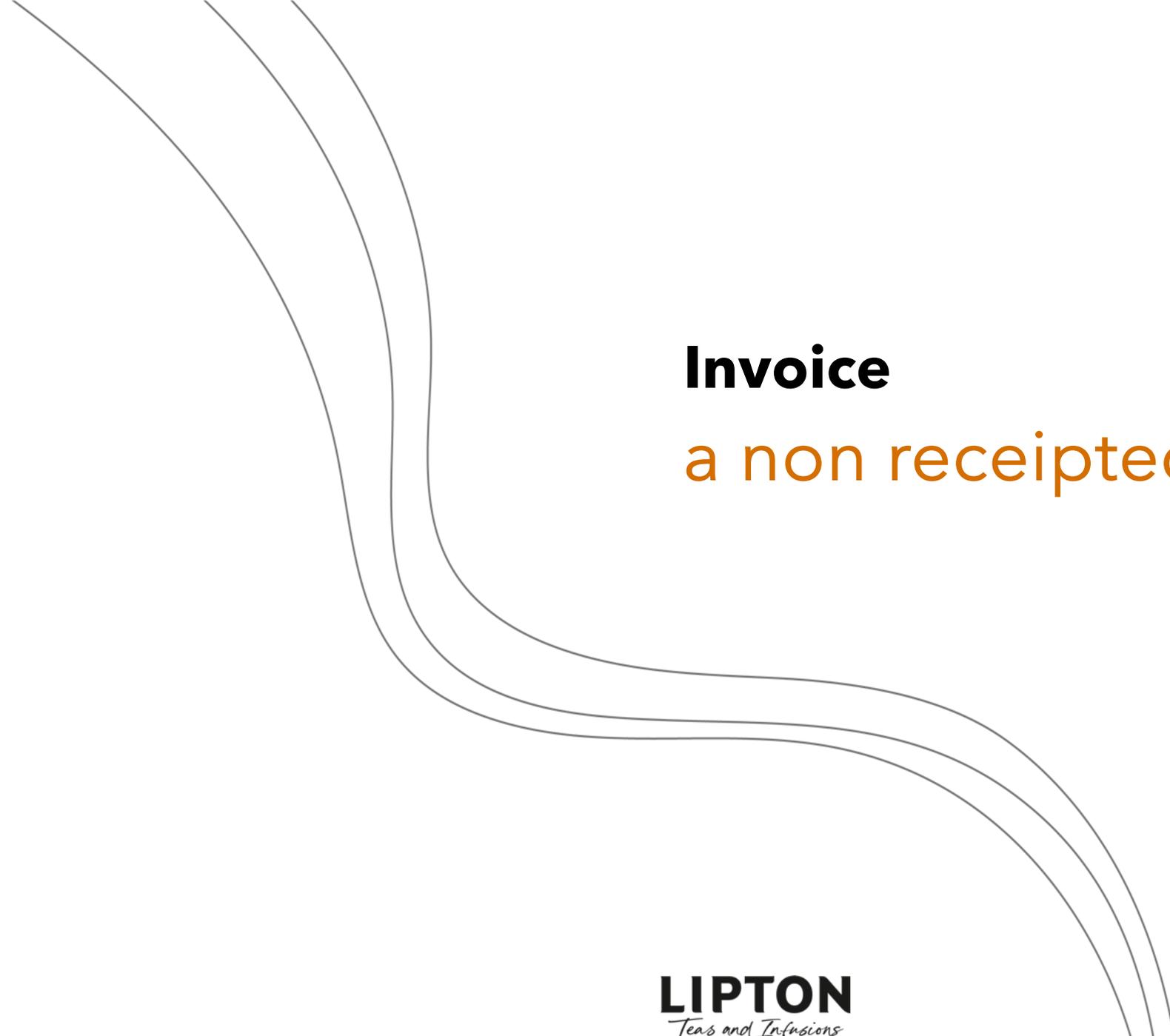
To the right of this box, a summary table shows:

Subtotal:	8,000.00 EUR
Total Tax:	800.00 EUR
Total Gross Amount:	8,800.00 EUR
Total Net Amount:	8,800.00 EUR
Amount Due:	8,800.00 EUR

Against "Routing" you should see "Acknowledged". If there are any issues, please check again later in case of any system outages, but if the issue persists, please create a ticket for Support

<https://lipton.service-now.com/csm>





Invoice

a non receipted PO

Invoice for a non receipted PO

Open the Purchase order

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4540001842	Lipton	68000 EUR	Aug 8, 2023	New		...

Verify the line item details

Line Items Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Details
1		Not Available Testing	Service		1 (EA)	31 Aug 2023	4,000.00 EUR	4,000.00 EUR	Details
2		Not Available Testing	Service		1 (EA)	31 Aug 2023	4,000.00 EUR	4,000.00 EUR	Details

Click on create Invoice - Standard Invoice

SAP Business Network Standard Account Get enterprise account TEST MODE

Purchase Order: 4540001842 Done

Create Order Confirmation Create Ship Notice Create Service Sheet **Create Invoice**

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

Order Detail Order History

Click Add -> Material

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions Delete Add Add Material

Update Save Exit Next



Invoice for a non receipted PO

Disregard the line items listed, as these are not receipted. You need to add a new line item, (in the screenshot below it would be Line Item 3).

Line Items Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1		Not Available Testing	Service		1 (EA)	31 Aug 2023	4,000.00 EUR	4,000.00 EUR	Details
2		Not Available Testing	Service		1 (EA)	31 Aug 2023	4,000.00 EUR	4,000.00 EUR	Details

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	1234			1	EA	4,000.00 EUR	4,000.00 EUR

Line Item Actions Delete Add

Update Save Exit Next

Add in your description and price, ensure your total amount does not exceed the amount of all Line items, and click next.

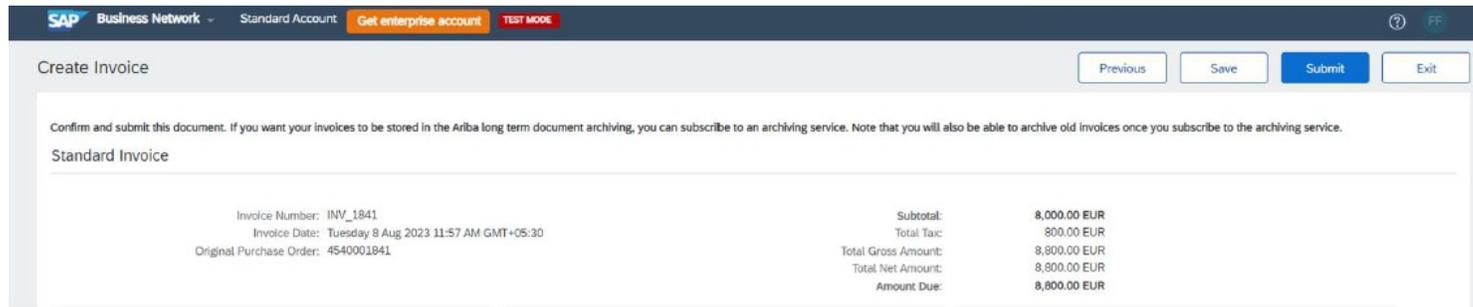


Example:

- If PO have 1 line item the invoice number should start on line 2
- If PO have 2 line items then invoice line number should start from 3.

Invoice for a non receipted request

Now click on submit



SAP Business Network - Standard Account - Get enterprise account - TEST MODE

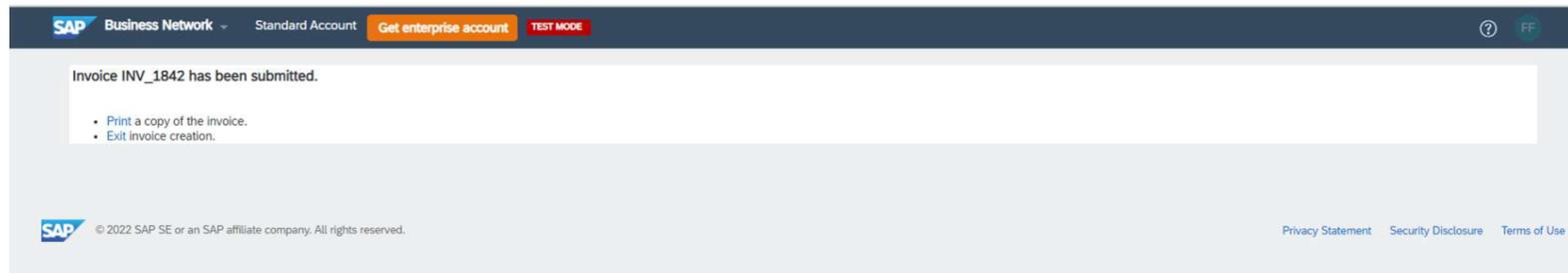
Create Invoice Previous Save Submit Exit

Confirm and submit this document. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV_1841	Subtotal:	8,000.00 EUR
Invoice Date: Tuesday 8 Aug 2023 11:57 AM GMT+05:30	Total Tax:	800.00 EUR
Original Purchase Order: 4540001841	Total Gross Amount:	8,800.00 EUR
	Total Net Amount:	8,800.00 EUR
	Amount Due:	8,800.00 EUR

Once submitted, you will get confirmation



SAP Business Network - Standard Account - Get enterprise account - TEST MODE

Invoice INV_1842 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

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Check the invoice

Finally, check your invoice submission has been successful by going to the home screen and search for the invoice number and click the link

The screenshot shows the SAP Business Network Workbench dashboard. At the top, there are several summary cards: Orders (1), Rejected invoices (11), Remittances (€0.0 HUF), Early payment offers (€0.0 HUF), Scheduled payments (€0.0 HUF), Orders to invoice (195), and Invoices (1). Below these is a search filter for 'Invoices (1)' with a search box containing 'INV_1841'. The search results table is as follows:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
INV_1841	Lipton	4540001841	Aug 8, 2023	€8800 EUR	Acknowledged	Sent	FLOTT-TRANS KFT-TEST, Eger, Heves, HUN	ekaterra Japan Kiki City, JPN	...

The screenshot shows the SAP Business Network invoice details for INV_1841. The page title is 'Invoice: INV_1841'. Below the title are buttons for 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. The 'Detail' tab is selected. The invoice is a 'Standard Invoice' with the following details:

Status	
Invoice:	Sent
Routing:	Acknowledged
Invoice Number:	INV_1841
Invoice Date:	Tuesday 8 Aug 2023 11:57 AM GMT+05:30
Original Purchase Order:	4540001841
Submission Method:	Online
Origin:	Supplier
Source Document:	Order

Subtotal:	8,000.00 EUR
Total Tax:	800.00 EUR
Total Gross Amount:	8,800.00 EUR
Total Net Amount:	8,800.00 EUR
Amount Due:	8,800.00 EUR

Against "Routing" you should see "Acknowledged". If there are any issues, please check again later in case of any system outages, but if the issue persists, please create a ticket for Support <https://lipton.service-now.com/csm>



Invoice for a non receipted request

If you try to use the same line item number that is already on the PO, the invoice will be rejected as the line item number is already utilised within the PO (as per Ariba standard functionality). The error message displayed will be like the one below mentioning control keys.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1234			1	EA	4,000.00 EUR	4,000.00 EUR

Line Item Actions

To correct this, click edit and resubmit, and ensure you add this invoice in as a new consecutive line number, not a line already listed on the screen as per the earlier instructions.

SAP Business Network - Standard Account Get enterprise account TEST MODE

Invoice: INV_1842_1

Edit Print

Detail

Rejected Invoice:

Reasons:
INV-38: The invoice was successfully received.
INV-391: Purchase Order Line Item has control keys that prevent it from being added to an Invoice.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or

Standard Invoice

Status
Invoice: Rejected
Routing: Failed
Invoice Number: INV_1842_1
Invoice Date: Tuesday 8 Aug 2023 12:22 PM GMT+05:30
Original Purchase Order: 4540001842
Submission Method: Online
Origin: Supplier

