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SAP Business Network Supplier Guide: Invoice

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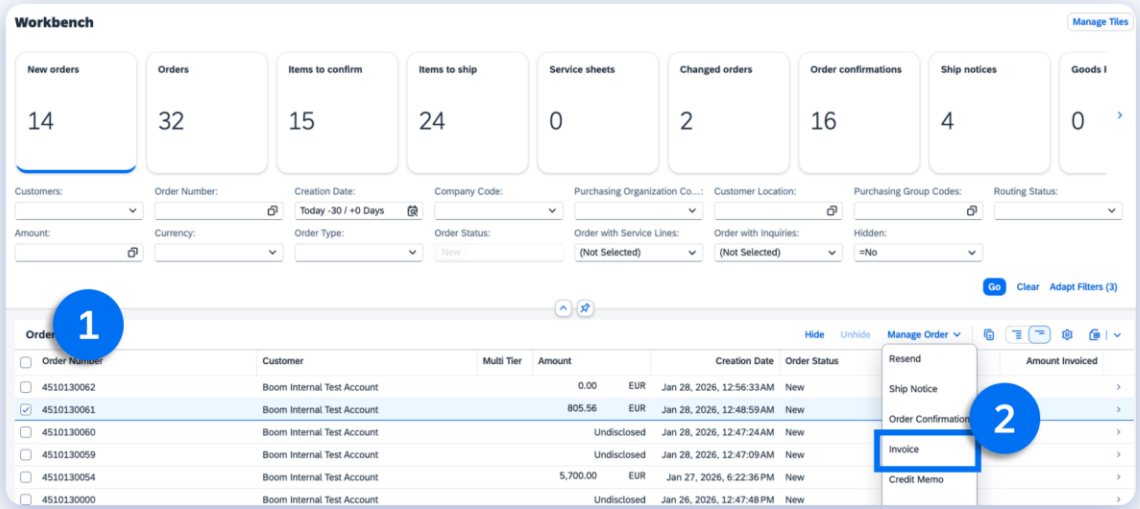
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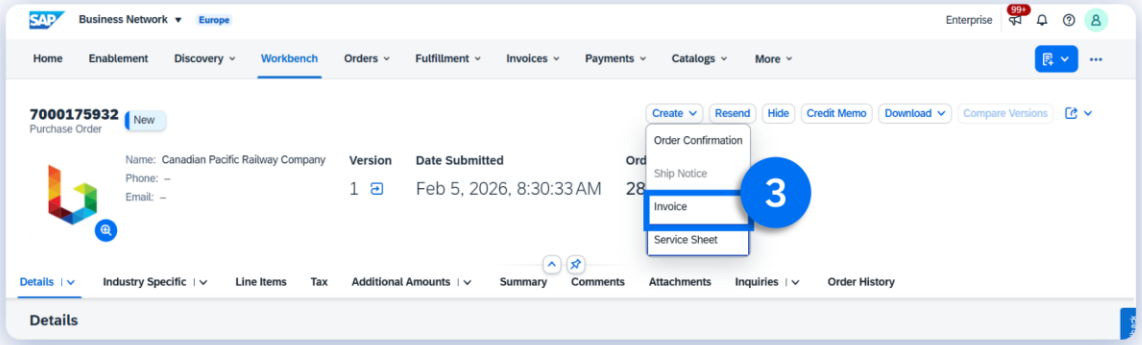
Invoice Creation

Create, complete, save, preview and submit invoices

Feature: Invoice Creation

Create invoices from the Workbench or an order



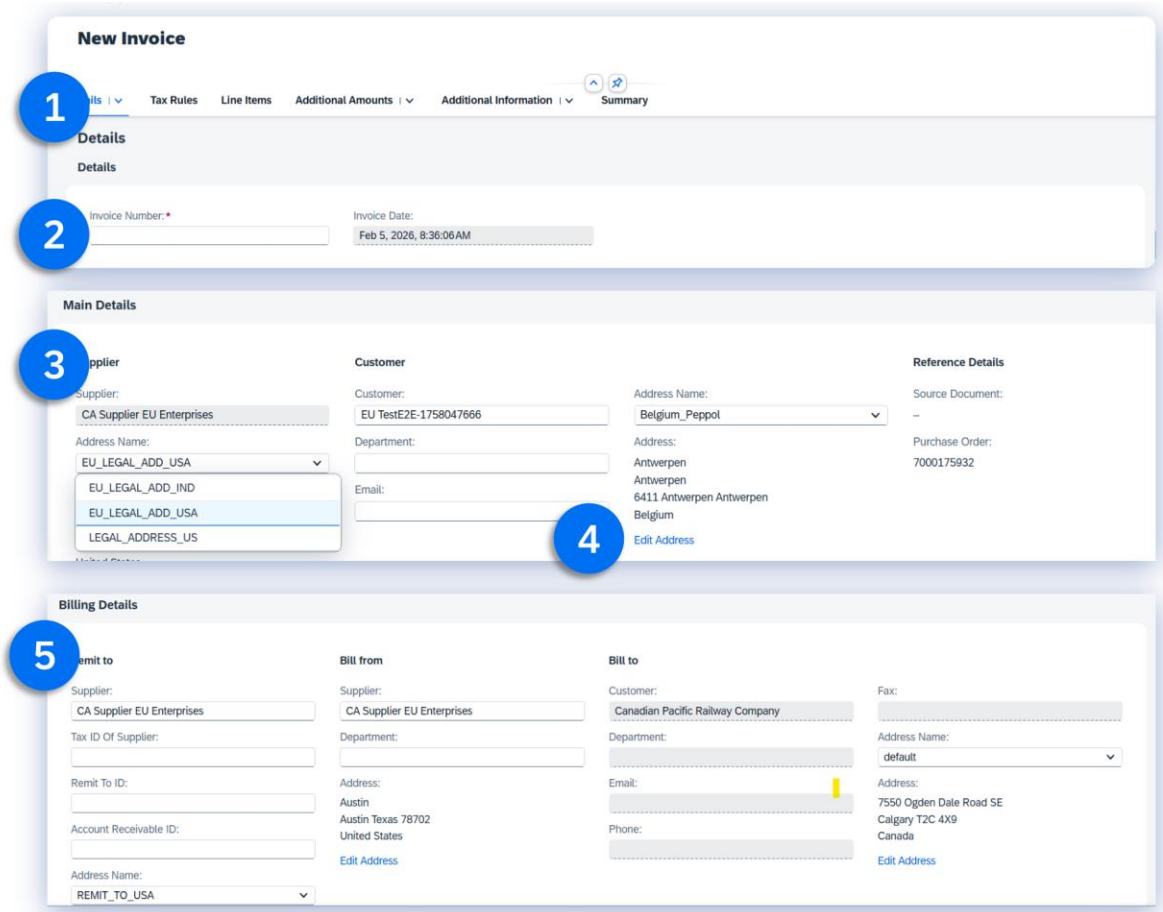


1. Select an Order on the list and click **Manage Order**.
2. Select **Invoice** on the dropdown menu or double click on an order from the list and select **Invoice**.

Note: If the Invoice option is greyed out and the PO is in New status, it means your customer requires you to submit an Order Confirmation or Advanced Shipping Notification (ASN).

3. To create an invoice from a purchase order, click on the **Create** menu and then select **Invoice** from the dropdown.

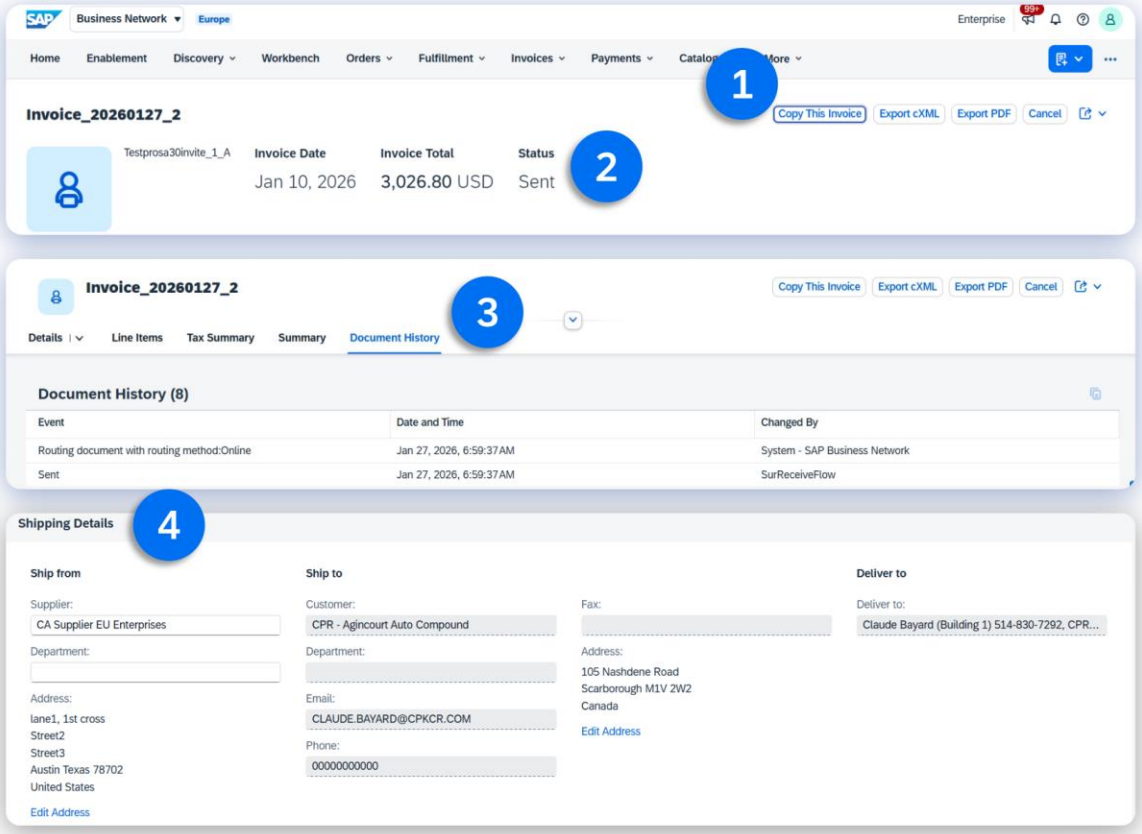
Adding invoice number and addresses



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: The data from the order is populated in the invoice form.)
3. Add addresses next. Start by selecting the **Supplier** address from the drop-down list (it displays a list of addresses stored in your company profile with Sold To function).
4. You can also manually enter an address by clicking on **Edit Address** – a pop-up allows you to edit or enter a new address.
5. In the **Billing** section you can do the same for **Remit To**, **Bill From** and **Bill To** address.

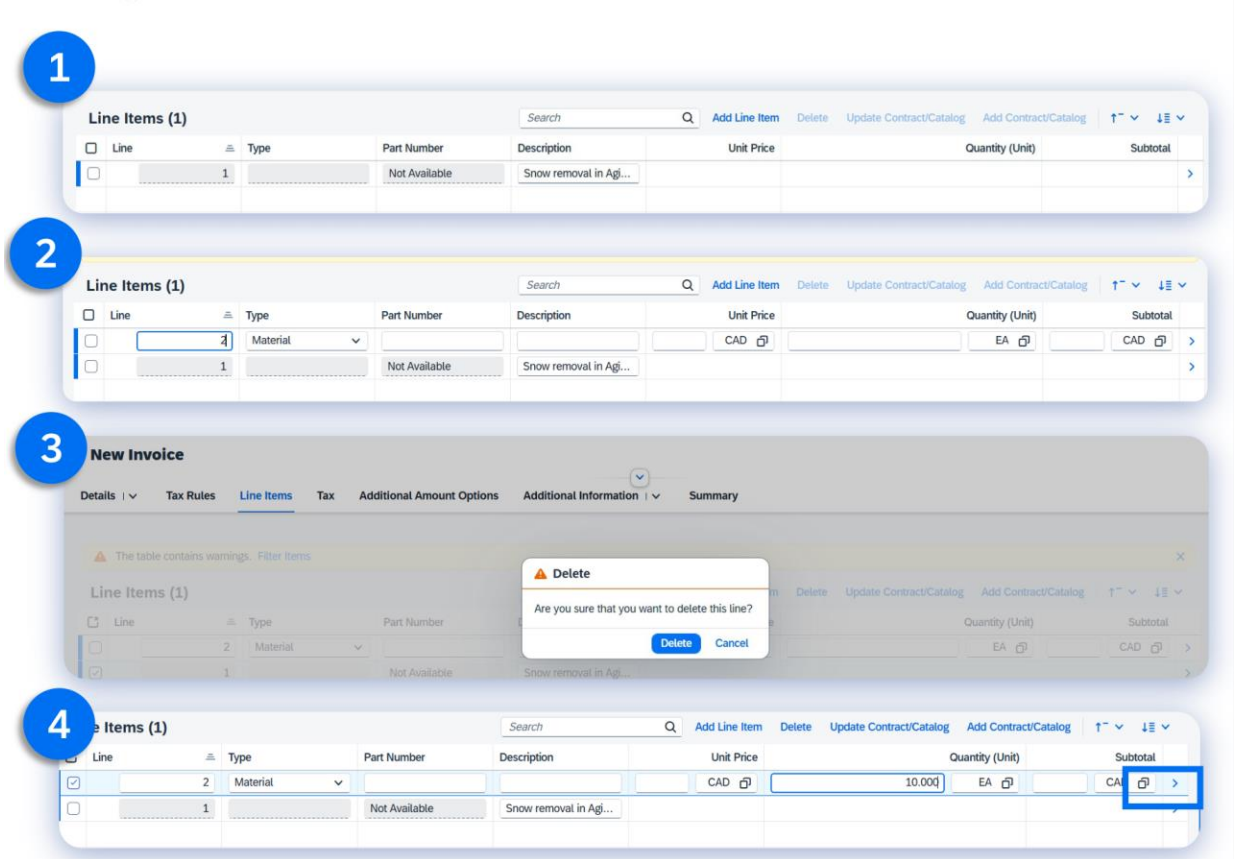
Feature: Invoice Details Page

Invoice actions, status, history and shipping details



1. On the Invoice page you can: **Copy Invoice** (to create another invoice with similar data), **Export cXML** (to download the cXML format of an invoice), **Export PDF** (to download the PDF format of an invoice), or **Cancel** (to cancel an invoice).
2. Invoice **status** can be easily viewed in the invoice header.
3. To view **Document History**, select this option under the document header information.
4. For shipping details, use the **Shipping Rules** options to navigate to the header or line-item level shipping details. Here you can choose the **Ship From** address from the drop-down and use the **Edit Address** option to modify/add a new address to the invoice.
5. In the **Shipping Document** section you can add a Delivery Note or Packing Slip ID (optional).

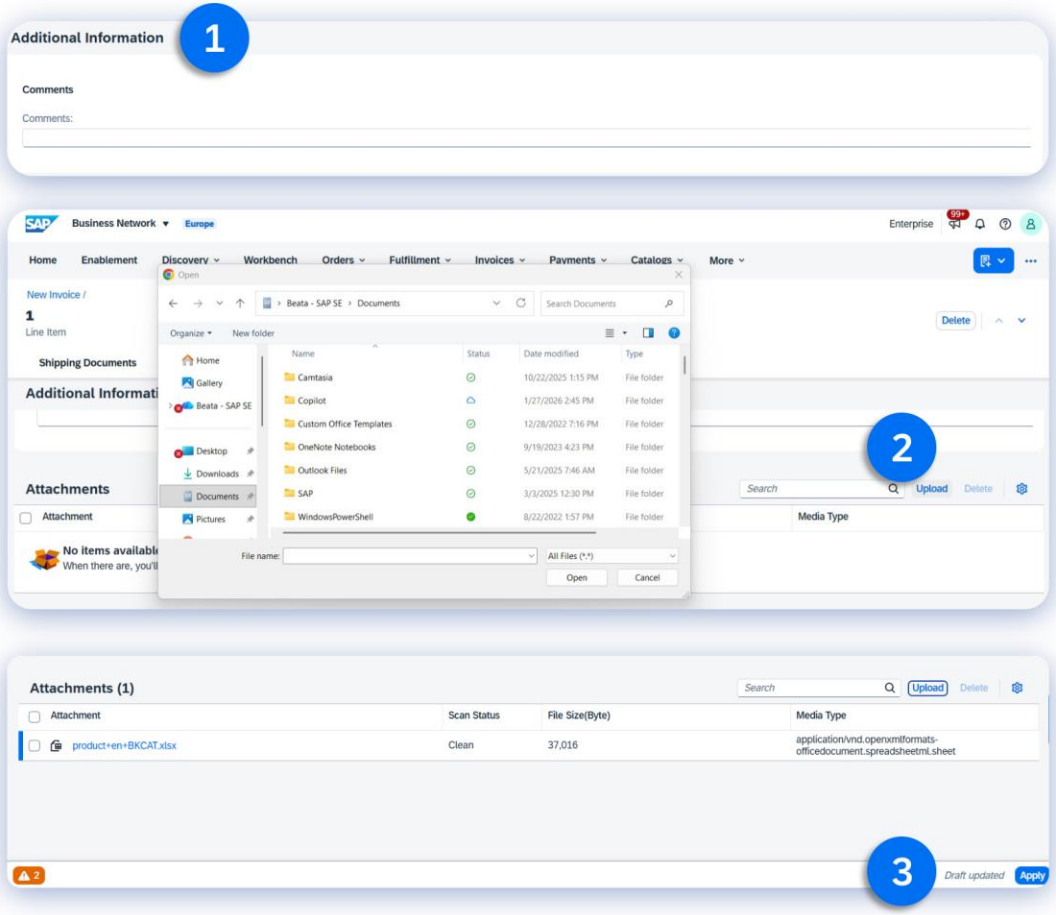
Line items can be added, removed, or modified



1. You can select which items flipped from the order you want to include on the invoice.
2. If you want to add a line item, choose the **Add Line Item** option and fill in the details.
3. To remove a 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 the line item you want to modify. Add/modify details.

Feature: Invoice Line Items

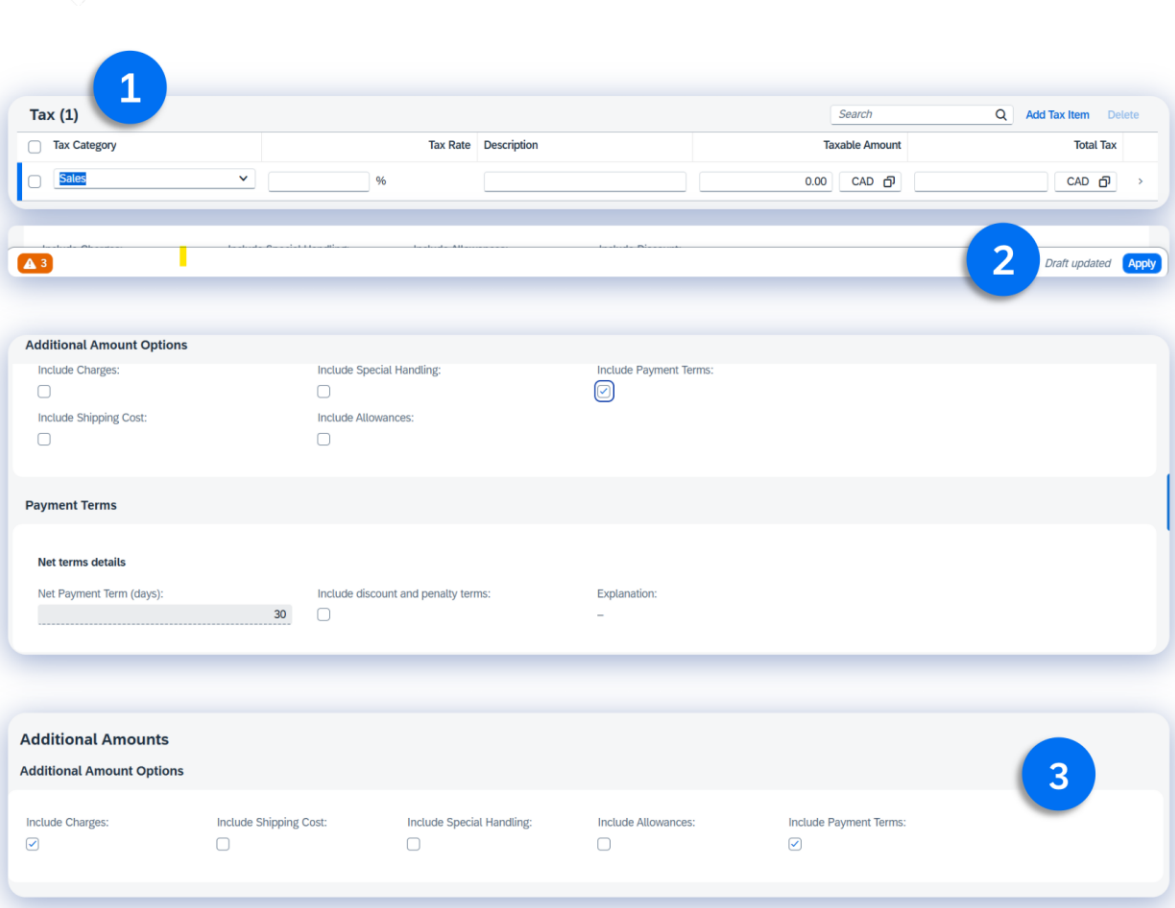
Adding comments and attachments to line items



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

Feature: Invoice Line Items

Line level tax, payment terms, allowances & charges



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 the **Tax Category** from the dropdown and add the tax rate. Once you have edited the line item details, click on **Apply** to return to the invoice.

Payment Terms

1. In **Additional Amounts Options** choose **include payment terms**.

2. Add **Payment Terms** to the invoice.

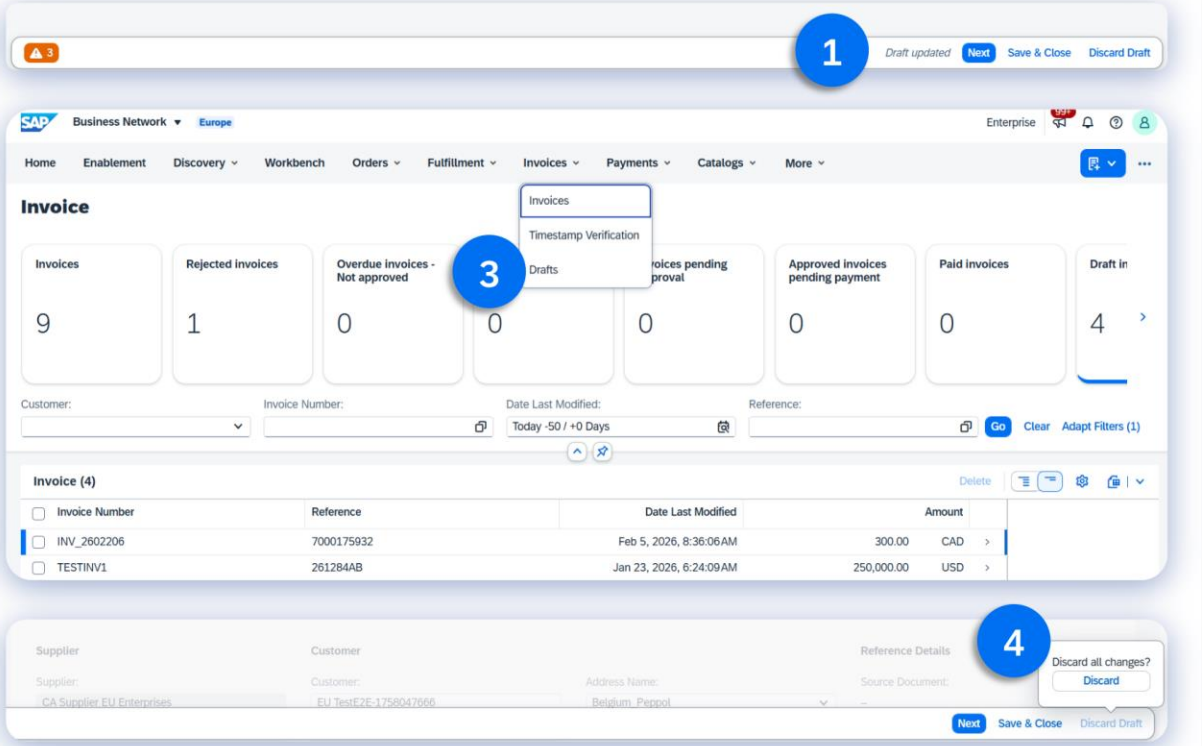
Allowances & Charges

1. You can add allowances and charges on the header level by choosing the option in the **Additional Amounts Options** table.

2. Choose the **Service Code** from the dropdown and fill in the details.

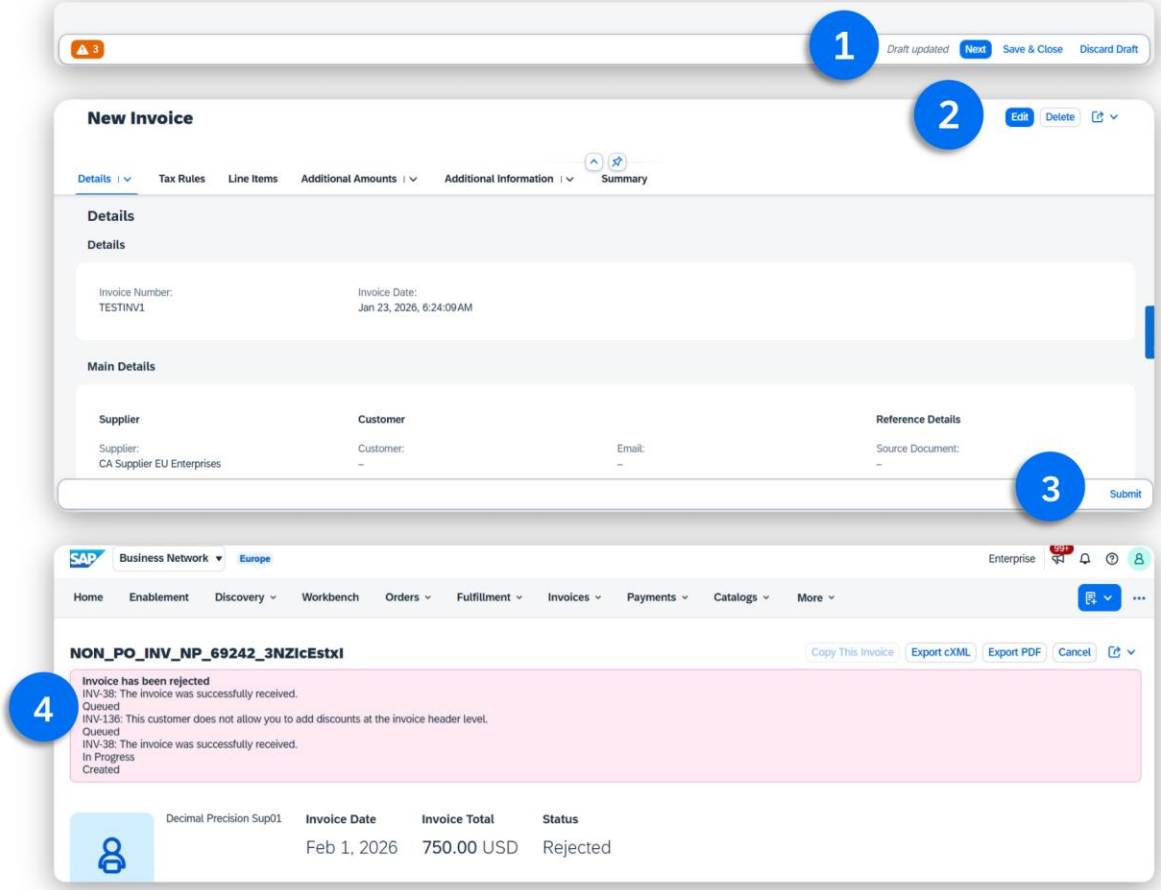
Feature: Save Invoice Drafts

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 **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.

Preview, submit and resolve rejection errors



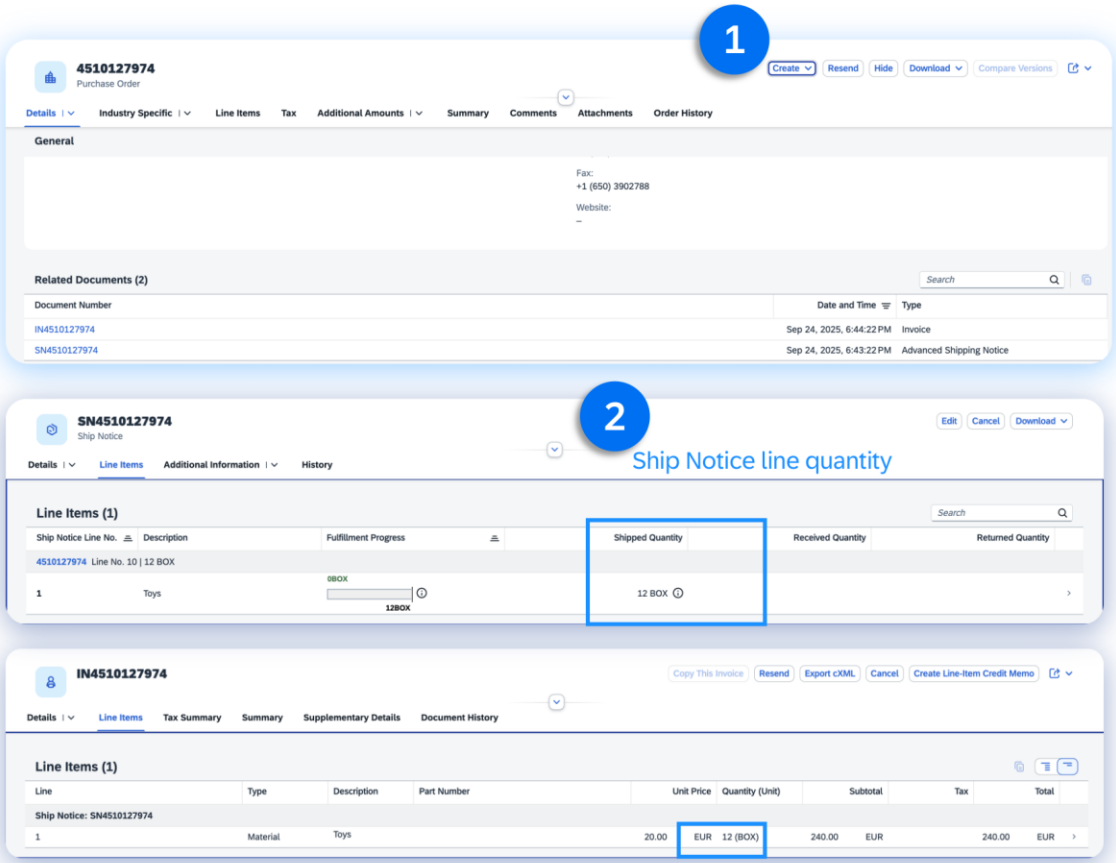
1. Click on **Next** to finish invoice creation.
2. A preview is generated – you can validate the information on the invoice and, if needed, edit the details (**Edit** option at the top).
3. To send your invoice to your buyer, click on **Submit**. Once your customer starts updating the invoice, you will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

02

PO-based Invoice with ASN Reference

Create invoices that reference an Advanced Shipping Notification (ASN)

Access the PO from the Workbench Orders tile



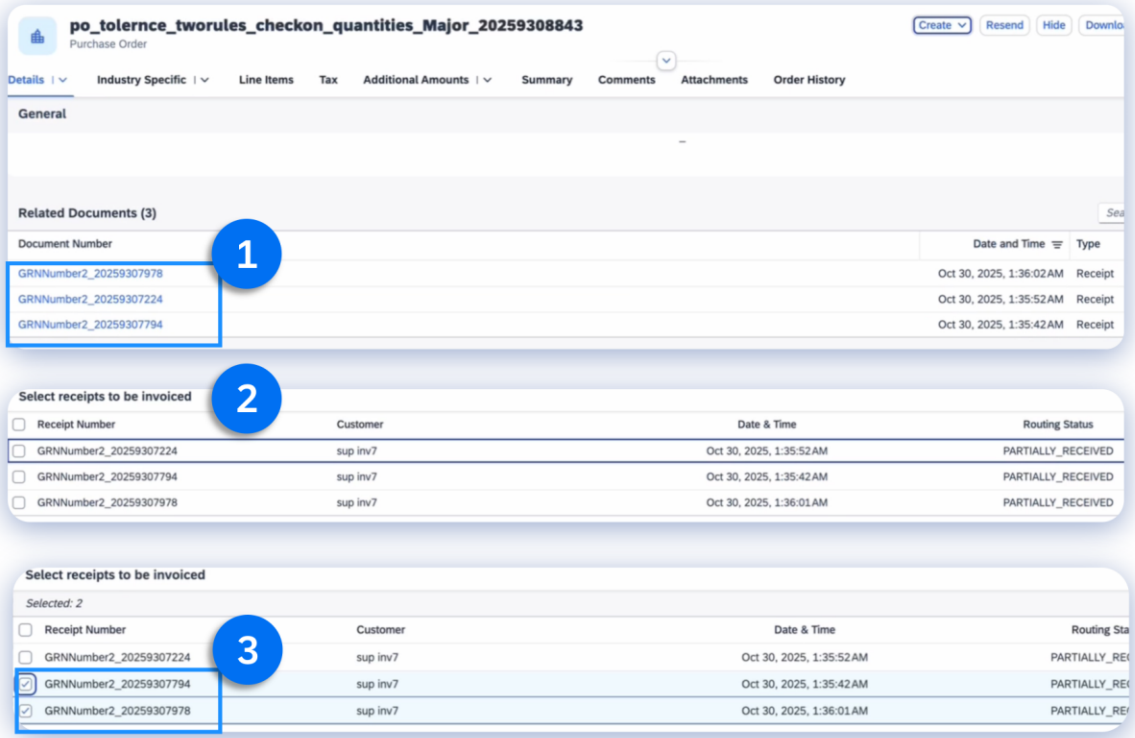
1. Select the purchase order to be invoiced. The **Create Invoice** button is activated only if ASN(s) exist for the PO.
2. An intermediate screen for **ASN selection** shows up if there are multiple ASNs against the PO and **'Require references to ship notices on invoices'** has been enabled by the buyer.
3. Select the ASN from the drop-down and proceed to create the invoice as a standard process.

03

PO-based Invoice with GRN Reference

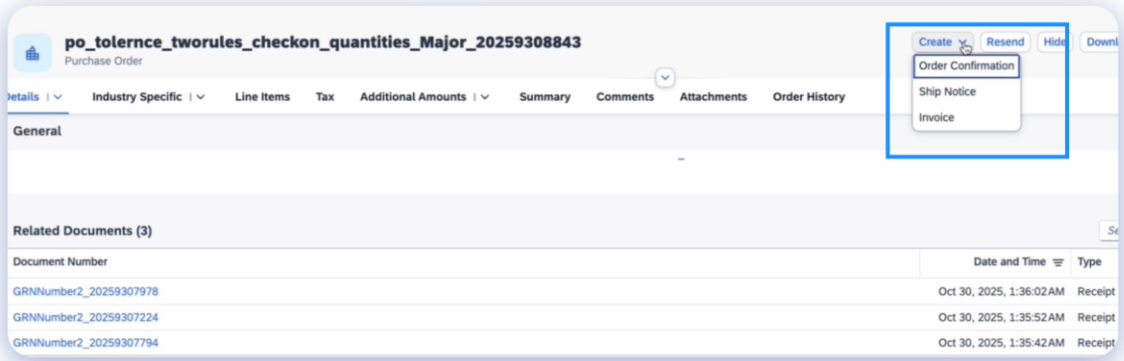
Create invoices that reference one or multiple goods receipts (GRN)

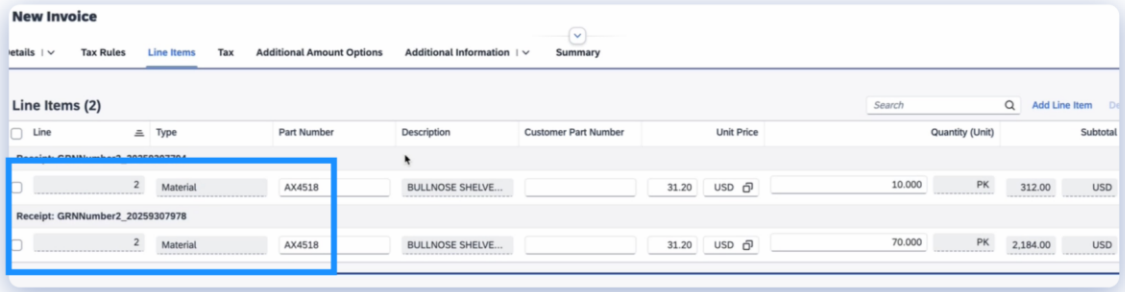
Access the PO from the Workbench Orders tile



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

Invoice screen





1. Click on **Create → Invoice**.
2. The invoice is created for the PO lines that are referenced by the selected GRNs.
3. The invoice line quantity cannot exceed the corresponding received quantity.