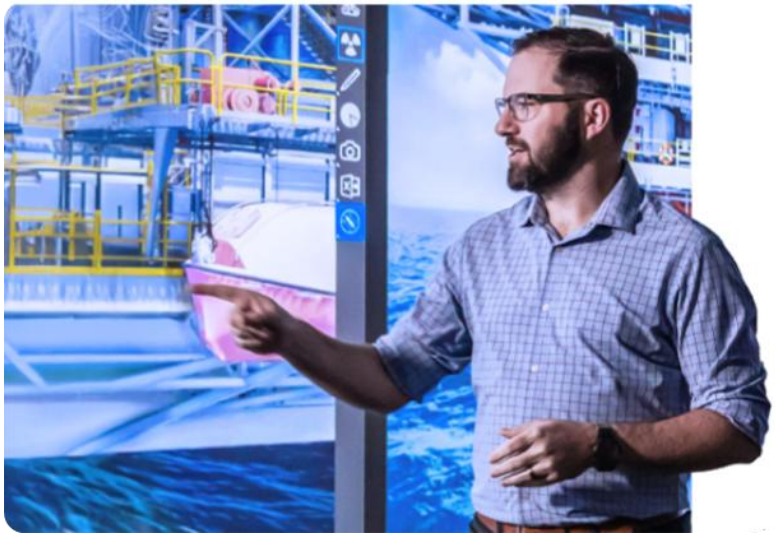
Supplier invoice and credit memo processing in SBN





Invoice to pay (I2P)

Digital Guide

Supplier invoice and credit memo processing in SBN

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Learning objectives

In this digital guide, you will be able to:

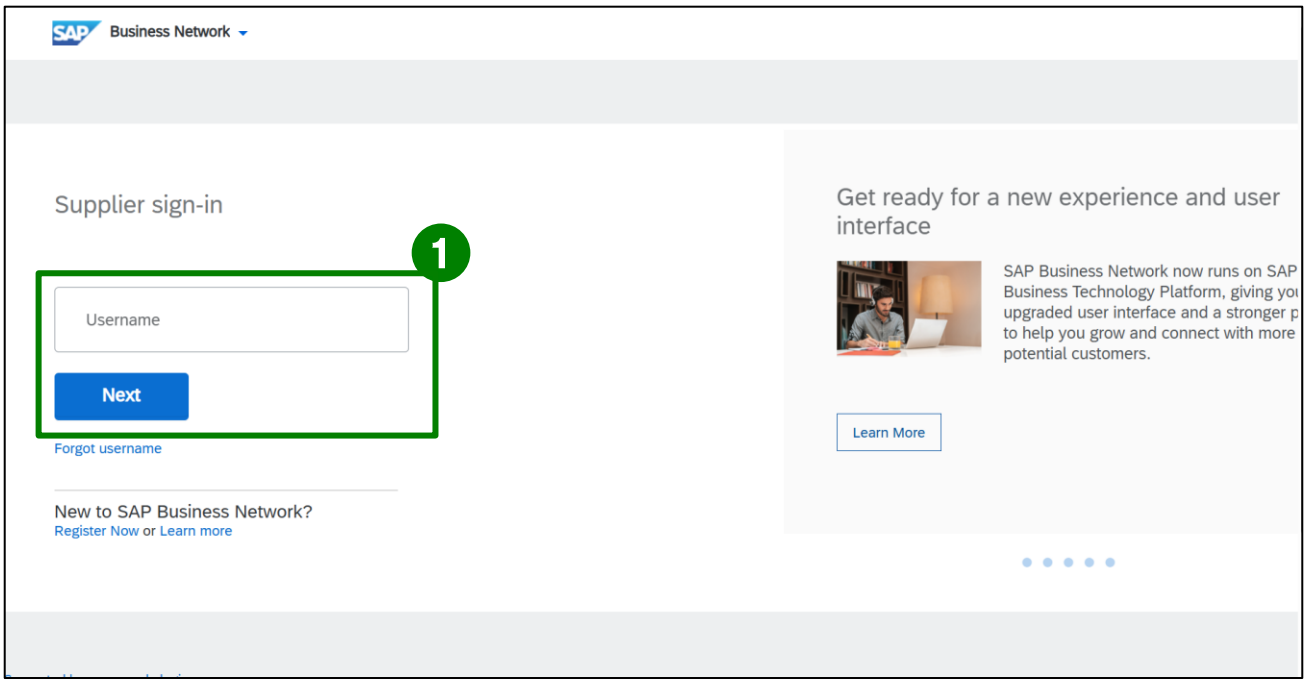
- Identify the prerequisites for raising an invoice in SAP Business Network (SBN).
- Identify how an invoice is linked to a credit note.
- Describe the steps to submit invoices using SBN.
- Describe how unplanned delivery costs are managed at Header level and Line Items level.
- Describe the steps to submit a credit memo using SBN.
- Identify the steps to validate the status of an invoice in SBN.

Overview: Locate and open a PO

In this section of the digital guide, you will learn how to search for and open a Purchase Order (PO) in SAP Business Network (SBN).

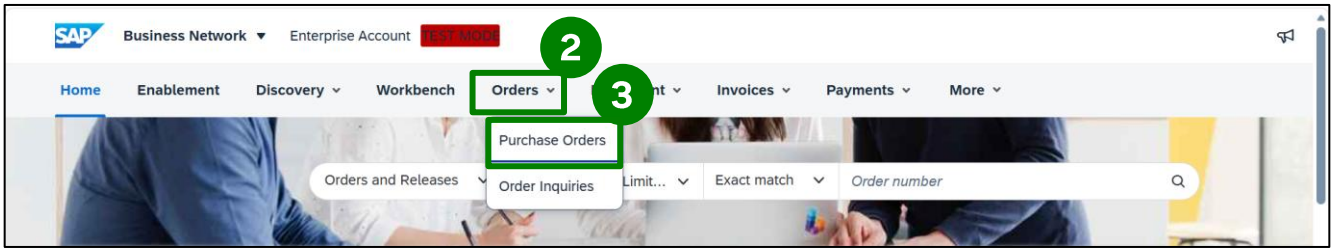
Step instructions

Step 1: Log in to SBN using your supplier credentials.



Step 2: Click the **Orders** expand icon to open the drop-down list.

Step 3: Select the **Purchase Orders** option from the drop-down menu.

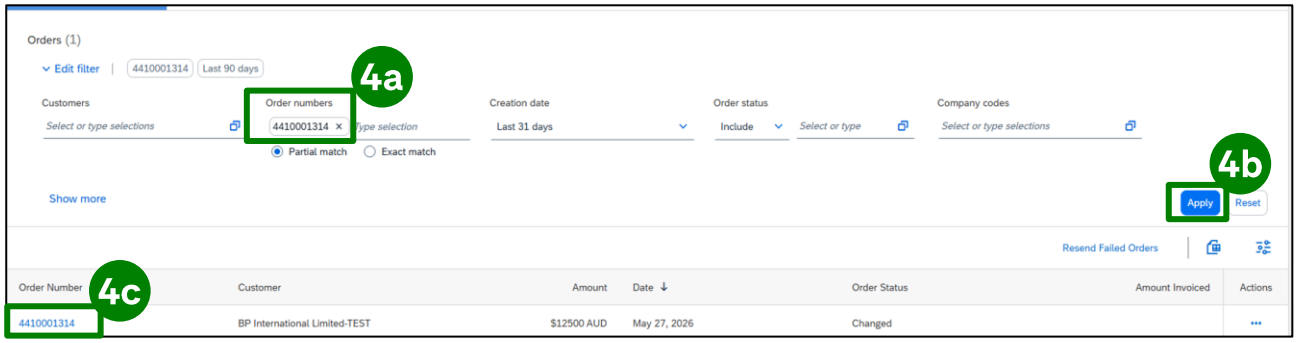


Step 4: Navigate to the **Orders** section, where you will perform the following steps:

a. Enter the details in the **Order number** field.

b. Click the **Apply** button.

c. The list of purchase order numbers is displayed based on the selection criteria. Click the relevant **Order Number** from the search results to open it.



Go back to the top

Overview: Locate and open an invoice

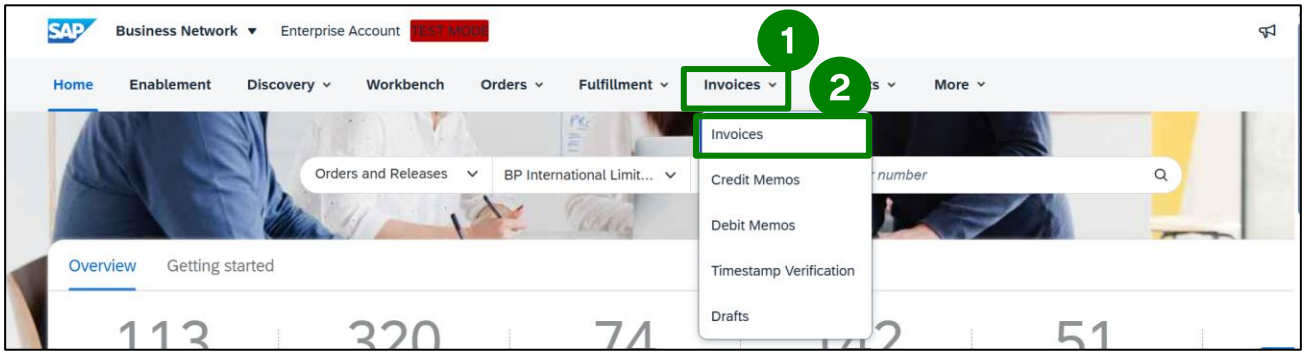
In this section of the digital guide, you will learn how to search for and open an invoice in SBN.

Step instructions

Pre-requisite: Log in to SBN using your supplier credentials to perform the following steps:

Step 1: Click the **Invoices** expand icon to open the drop-down menu.

Step 2: Select the **Invoices** option from the drop-down menu.

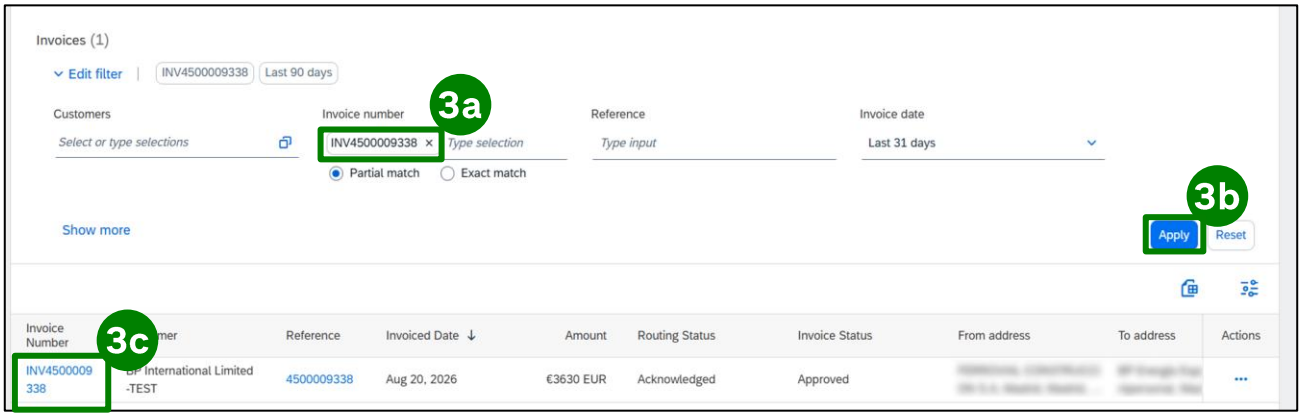


Step 3: Navigate to the **Invoices** section, where you will perform the following steps:

a. Enter the required invoice number in the **Invoice number** field.

b. Click the **Apply** button.

c. A list of invoices with similar or same numbers is displayed based on the selection criteria. Click the relevant **Invoice Number** from the search results to open it.



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Overview: Submit material invoice on SBN

In this section of the digital guide, you will learn how to submit a material invoice against a PO in SBN.

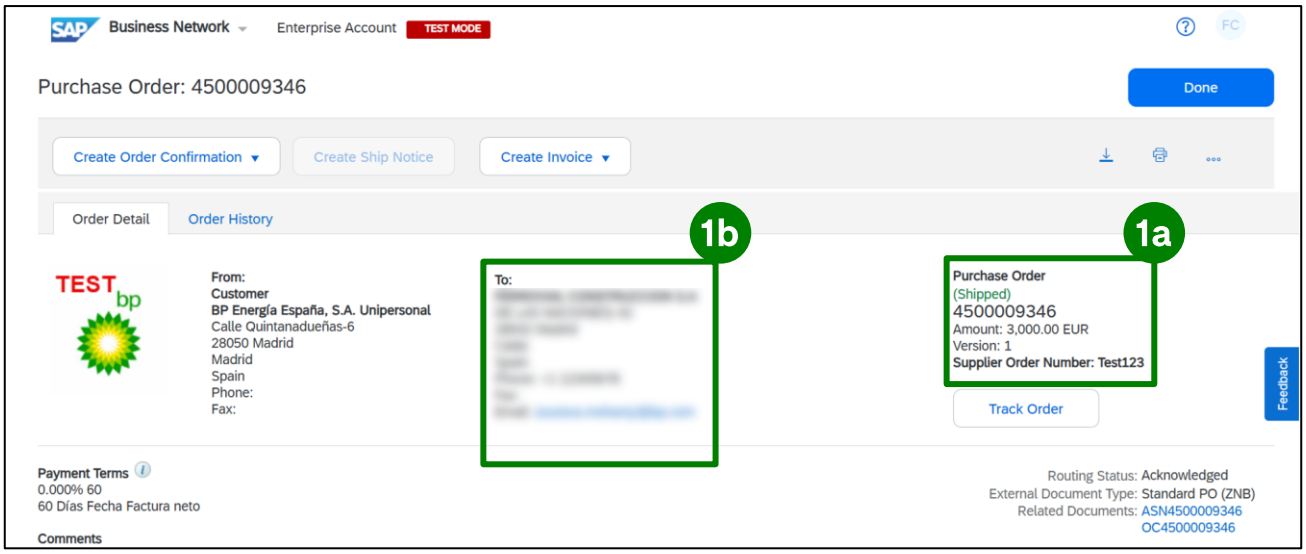
Step instructions

Follow steps 1-4 in the ***Locate and open a PO*** section to open the PO. Then, proceed with the following steps:

Step 1: The **Purchase Order** initial screen is displayed, where you will review the following details:

a. Purchase Order

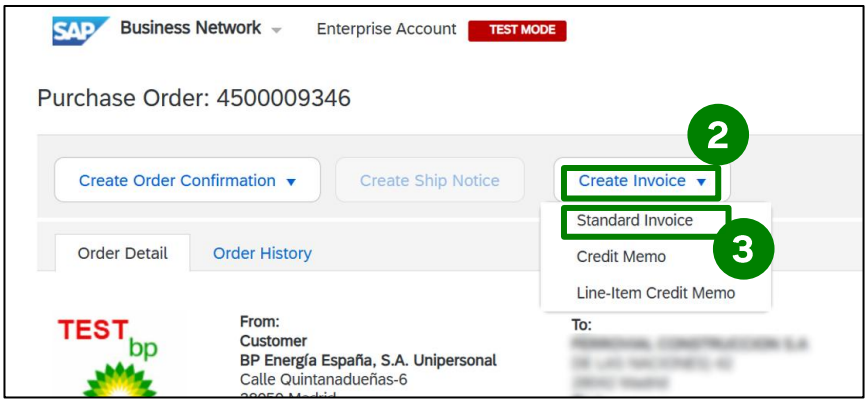
b. Buyer



Note: Order confirmation is a mandatory step for applicable POs. Until the order confirmation is completed, the **Create Invoice** option will remain unavailable.

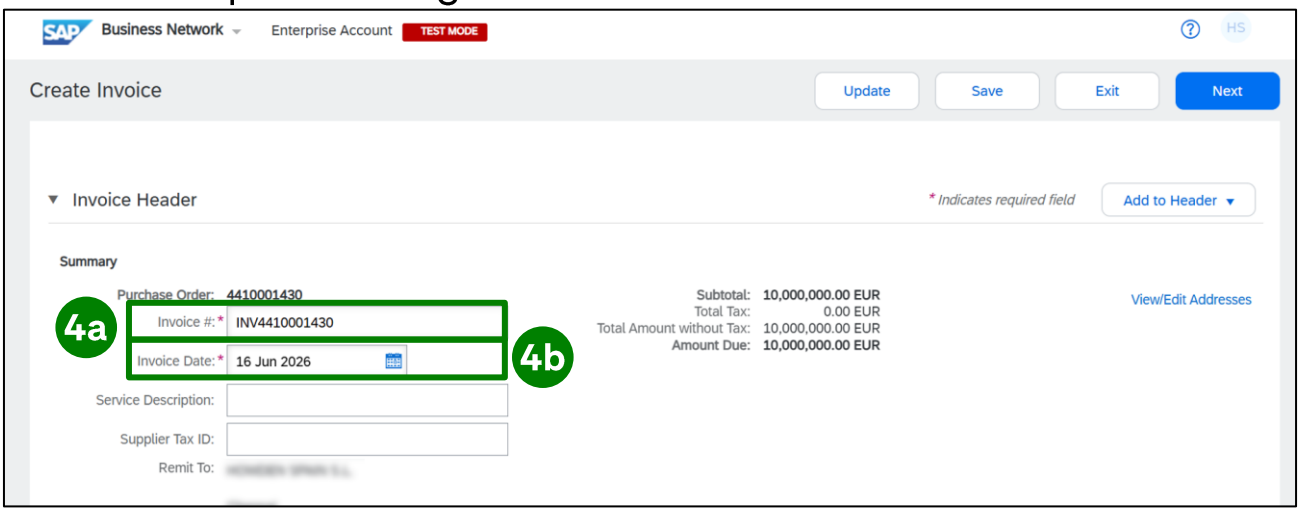
Step 2: Click the **Create Invoice** button.

Step 3: Select the **Standard Invoice** option from the drop-down list.



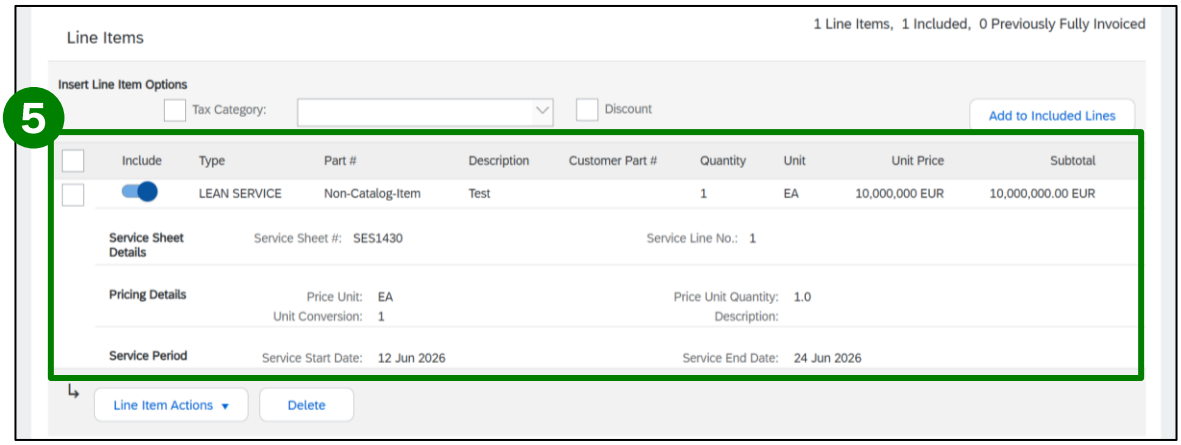
Step 4: The **Create Invoice** screen is displayed, where you will perform the following steps:

a. Enter the invoice number in the **Invoice #** field.
b. Verify that the **Invoice Date** is not set to a date in the future before proceeding.

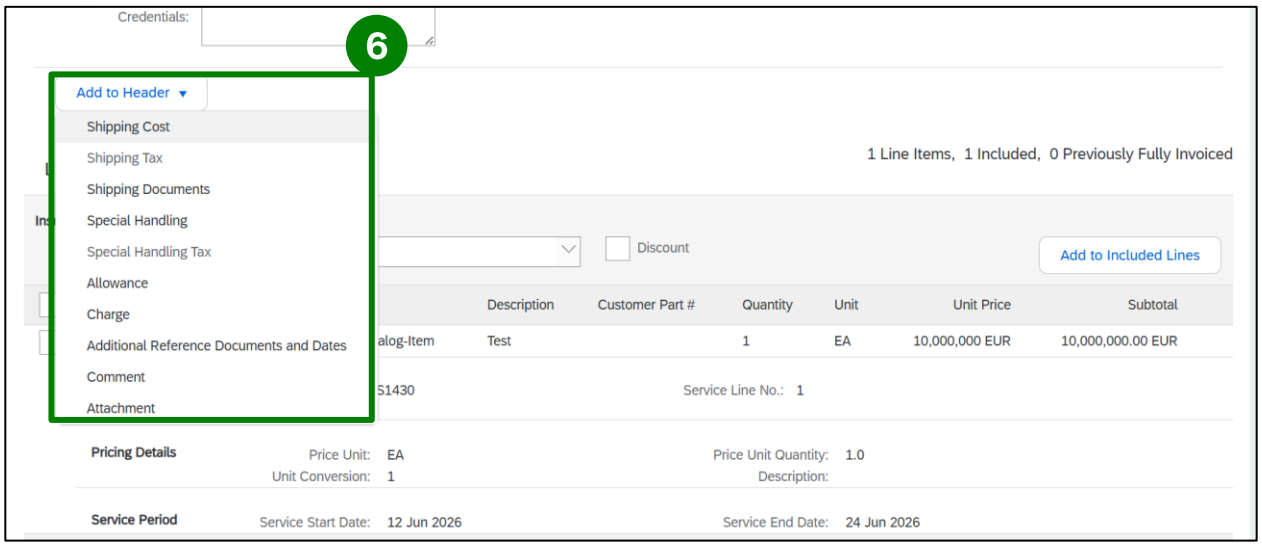


Step 5: Scroll down to the **Line Items** section and verify the pre-populated details for the PO line items.

Note: The details in the **Price** field cannot be adjusted. The details in the **Quantity** field can only be adjusted if partial invoicing is required.



Step 6 (Optional): Click the **Add to Header** button and select the applicable additional charges from the drop-down list, if required.

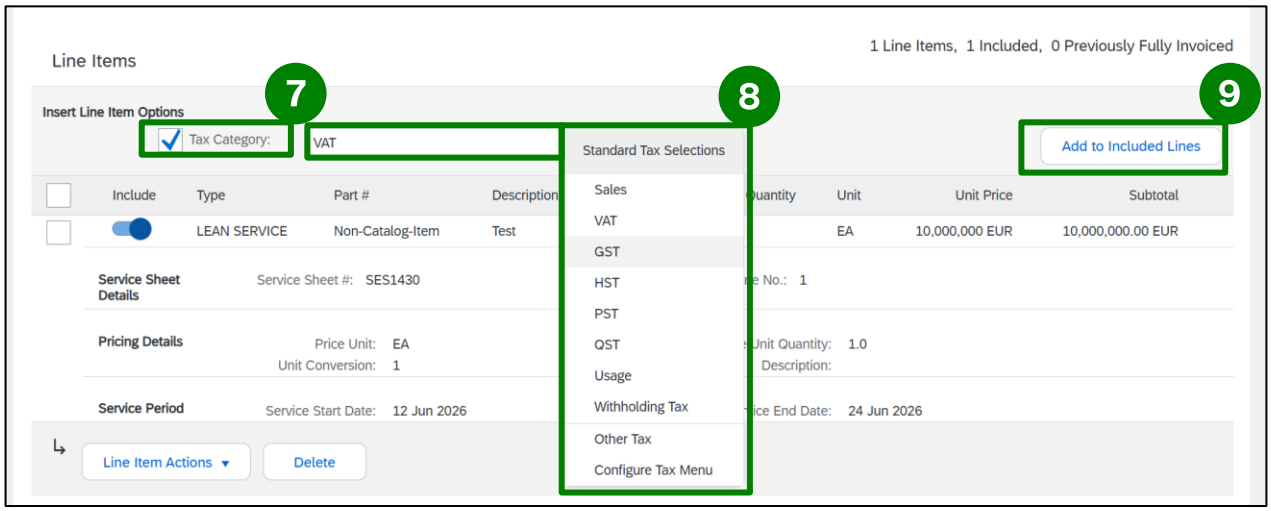


Step 7: Select the **Tax Category** checkbox.

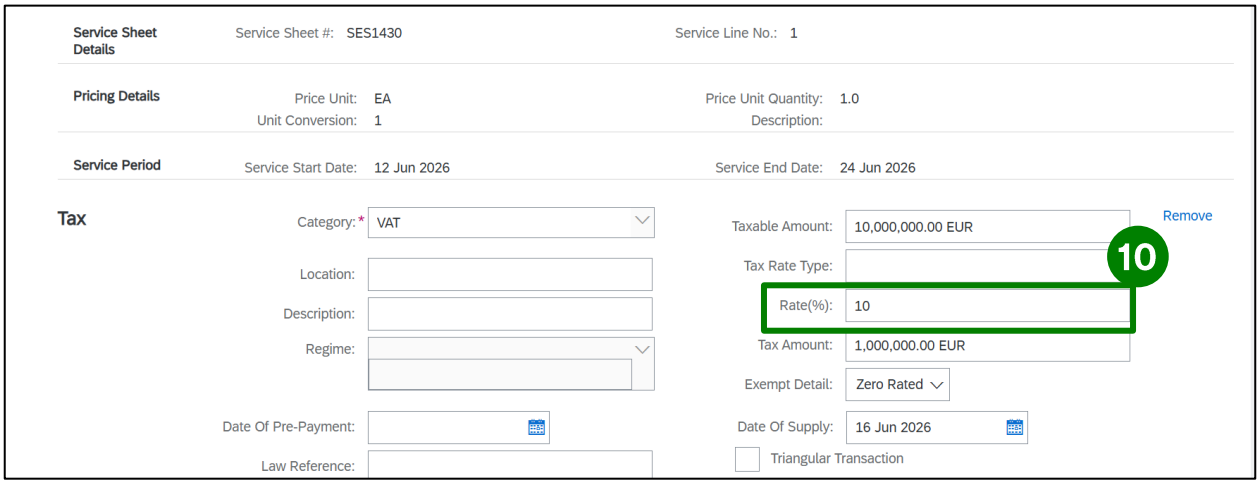
Step 8: Select the applicable tax category from the **Tax Category** field drop-down list.

Step 9: Click the **Add to Included Lines** button.

Note: Select the checkbox for the relevant line item, if multiple line items are present.

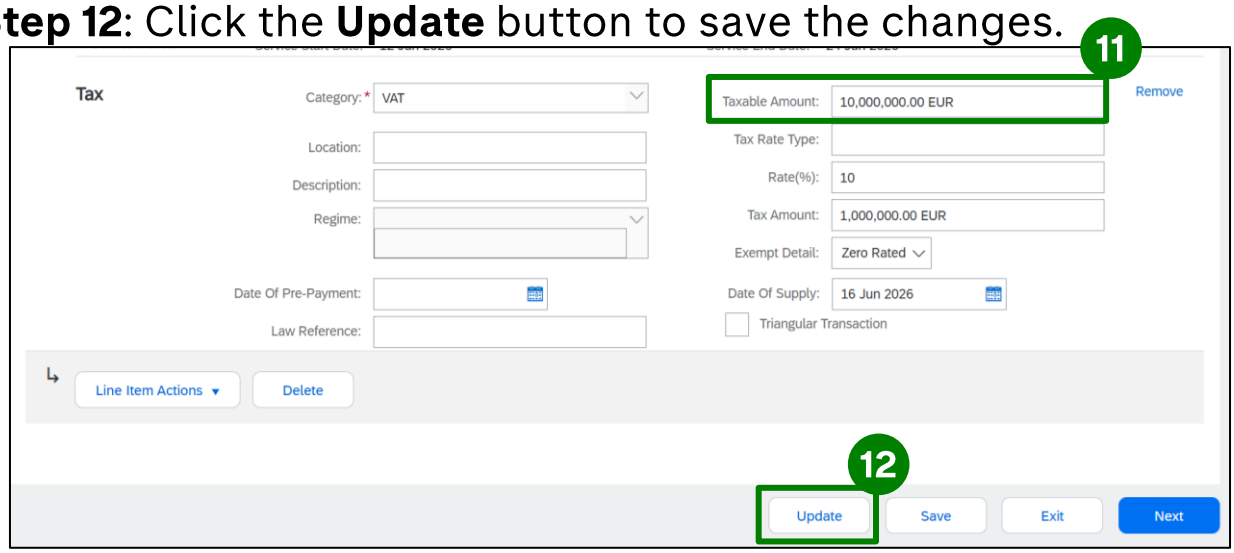


Step 10: Enter details in the **Rate(%)** field.



Step 11: Review the details in the **Taxable Amount** field. The **Tax Amount** field is auto-populated based on the value of the **Rate(%)** field.

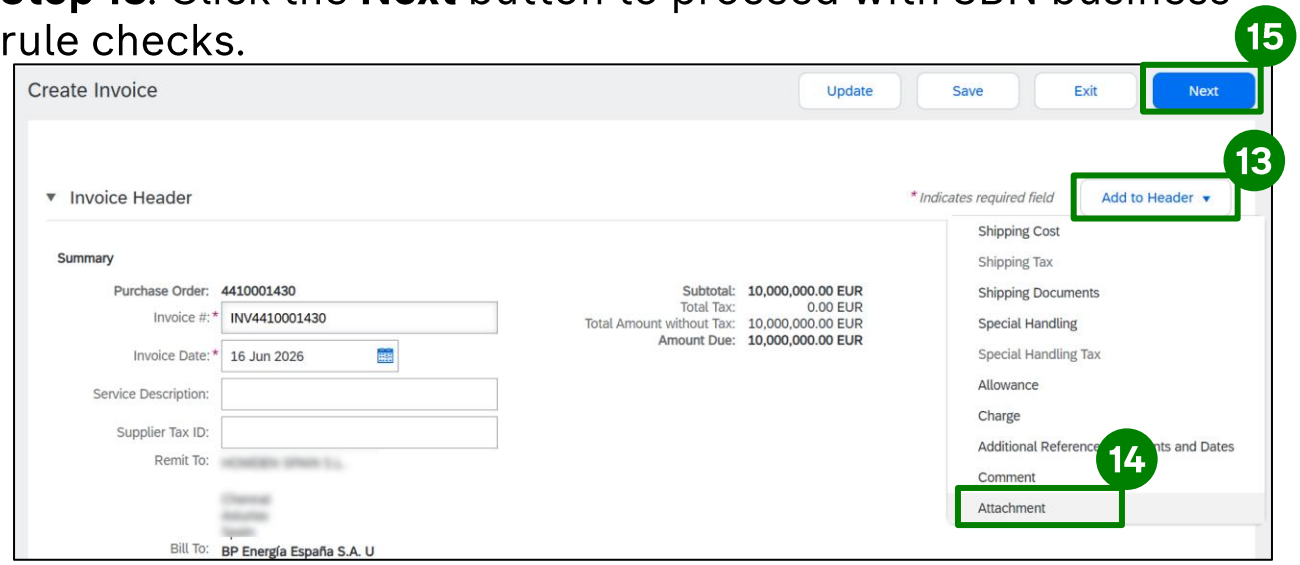
Step 12: Click the **Update** button to save the changes.



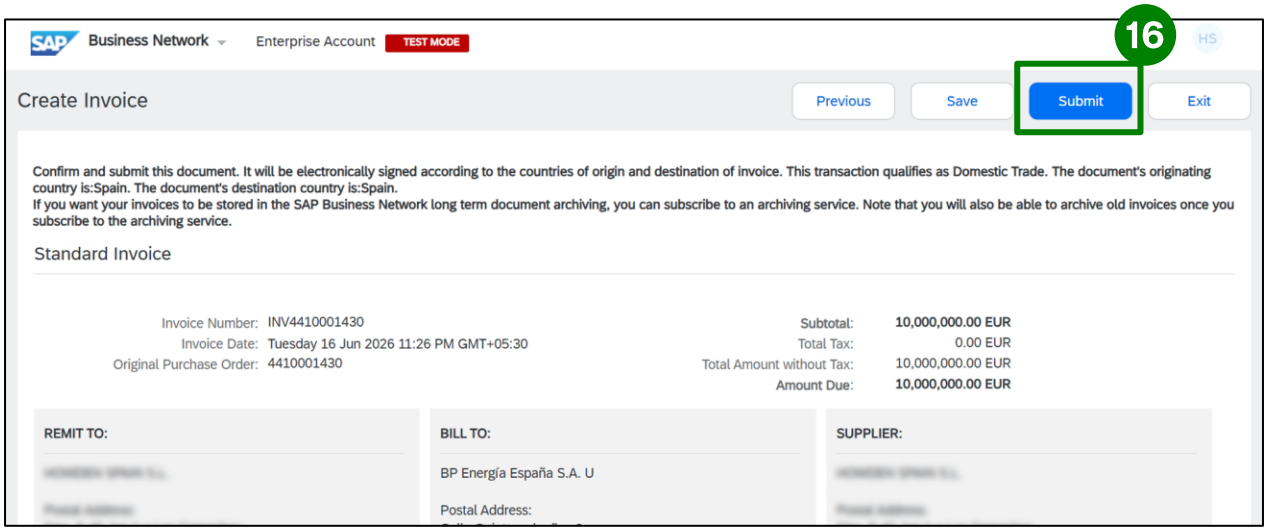
Step 13: Click the **Add to Header** button.

Step 14: Select the **Attachment** option from the drop-down list to add supporting documents to the invoice.

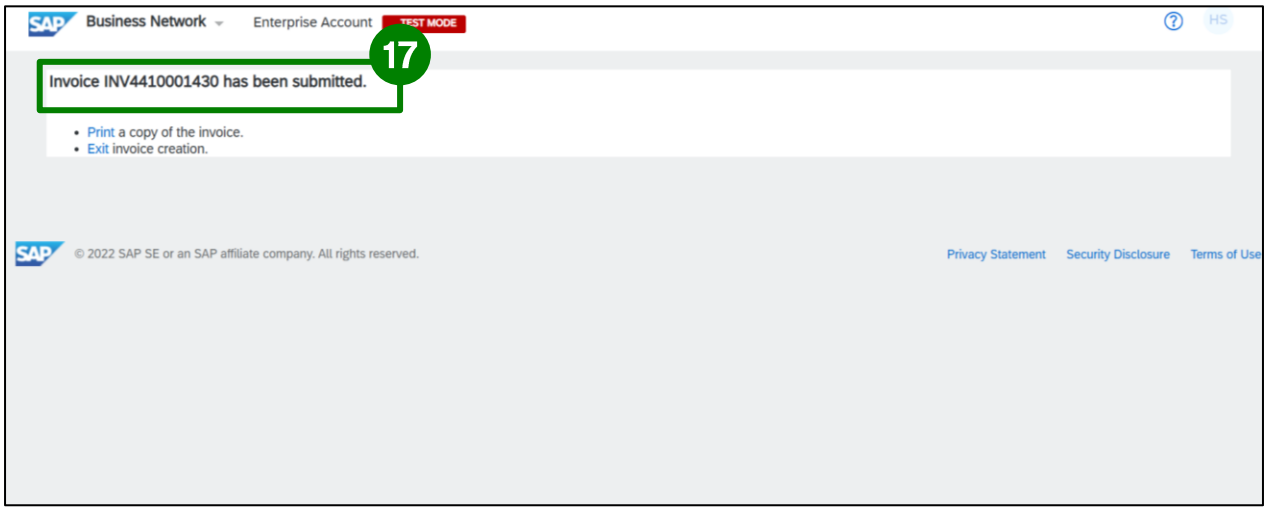
Step 15: Click the **Next** button to proceed with SBN business rule checks.



Step 16: Review the invoice details and click the **Submit** button.



Step 17: Verify that the invoice has been successfully submitted and note the generated **Invoice Number** for future reference.



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Overview: Credit memo for return PO

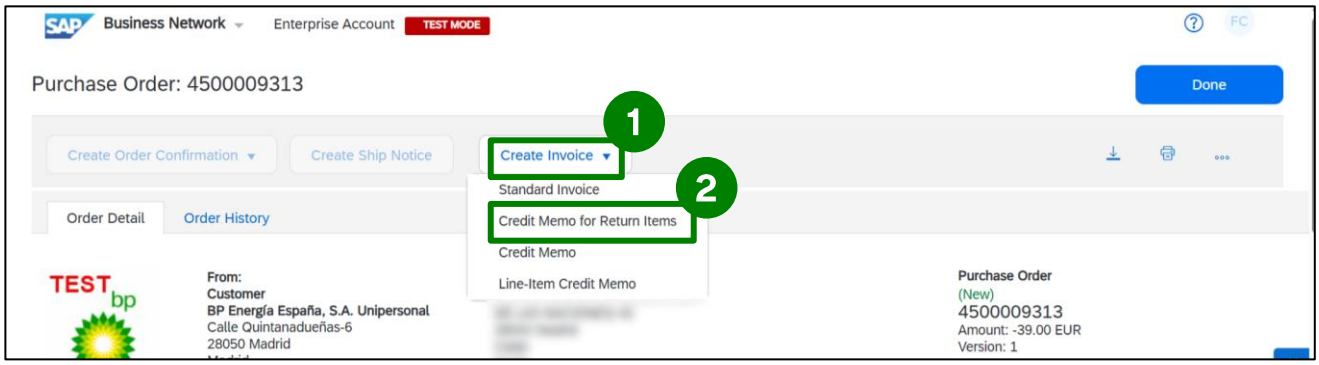
In this section of the digital guide, you will learn how to process a credit memo for return PO in SBN.

Step instructions

Follow steps 1-4 in the ***Locate and open a PO*** section to open the PO. After the required PO is open, proceed with the following steps:

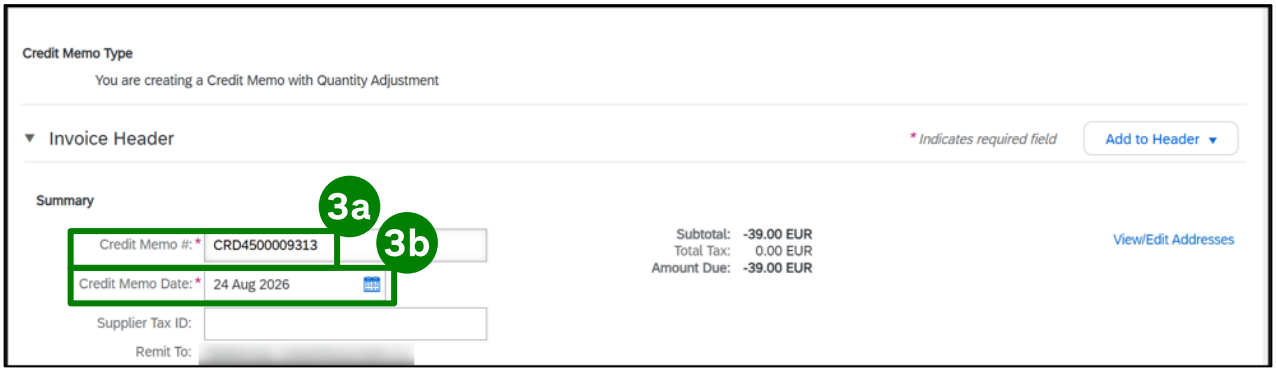
Step 1: The **Purchase Order** initial screen is displayed. Click the **Create Invoice** button.

Step 2: Select the **Create Memo for Return Items** option from the drop-down list.



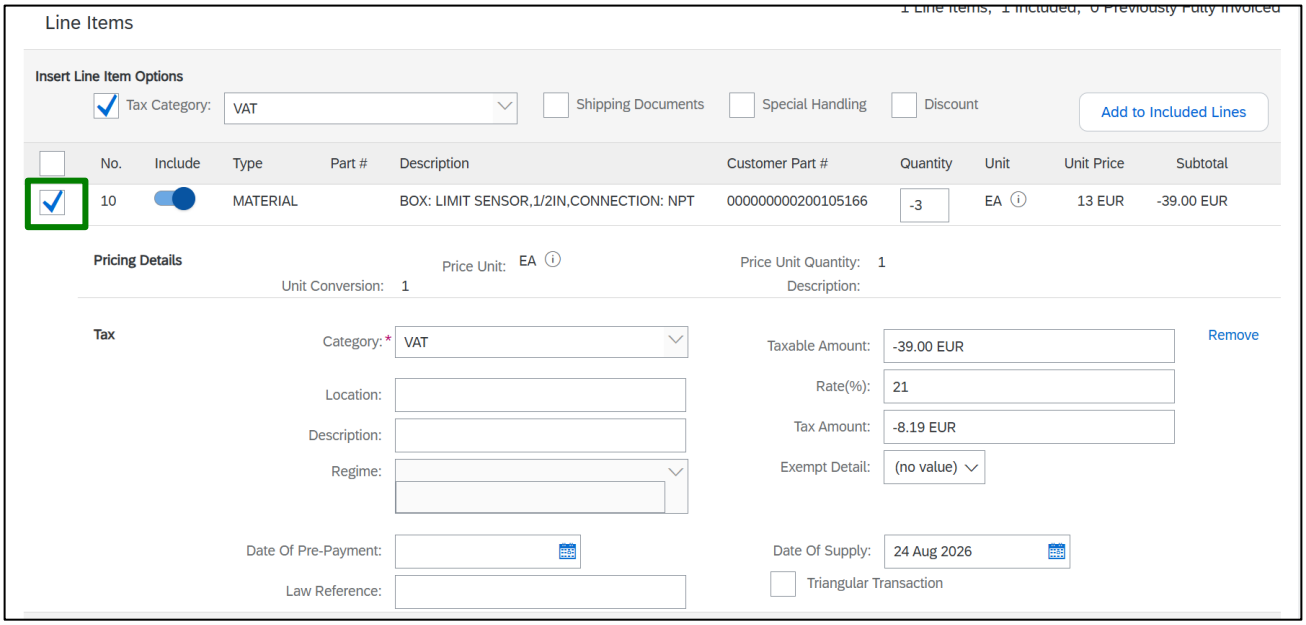
Step 3: The **Create Line-Item Credit Memo** screen is displayed, where you will perform the following steps:

a. Enter details in the **Credit Memo #** field.
b. Verify that the **Credit Memo Date** is not set to a date in the future before proceeding.



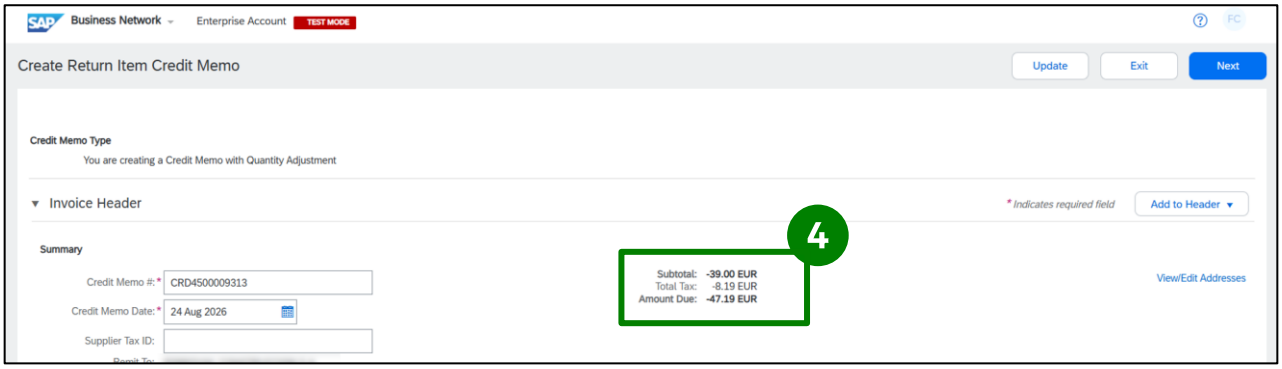
Follow steps 7-12 in the ***Submit material invoice on SBN*** **section** to add the tax details. Then, proceed with the following steps:

Note: In the **Line Items** section, if the invoice contains multiple line items, ensure that the checkboxes for the relevant line items are selected.



Step 4: Validate that the amounts in the **Subtotal**, **Total Tax**, and **Amount Due** fields are updated.

Follow steps 15-17 from the ***Submit material invoice on SBN*** section to submit the invoice.



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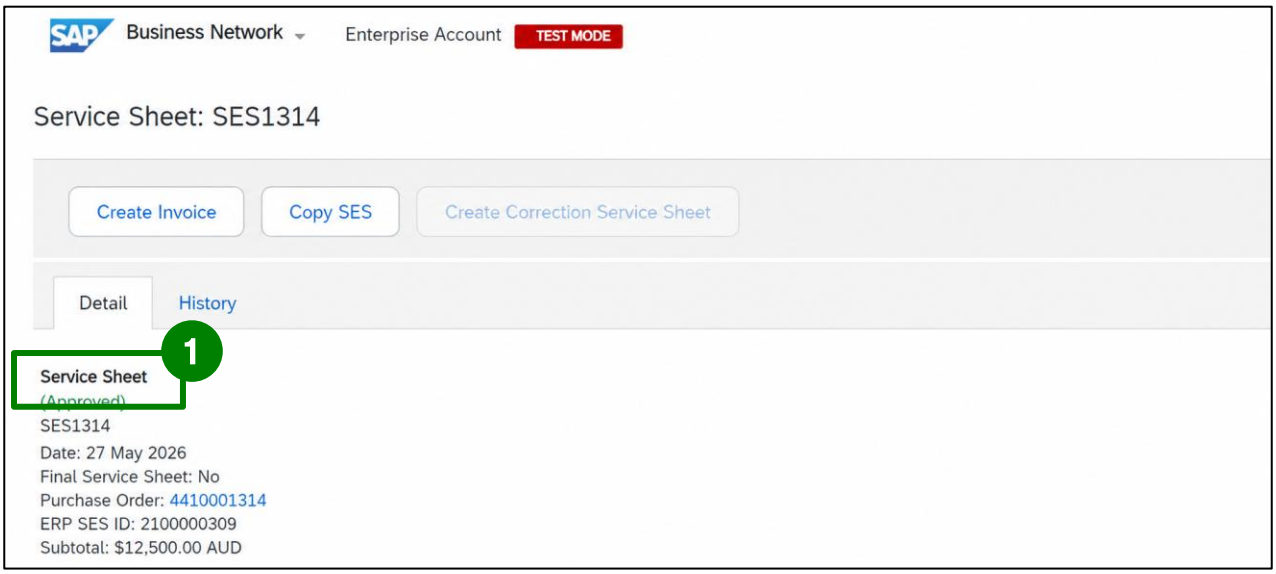
Overview: Submit service invoice on SBN

In this section of the digital guide, you will learn how to submit a service invoice against a PO in SBN.

Step instructions

Follow steps 1-4 in the ***Locate and open a PO*** section to open an invoice. Then, continue from Step 1 below:

Step 1: The **Purchase order** initial screen is displayed. Verify that the Service Entry Sheet (SES) status is **Approved** before proceeding to create the invoice.



Follow steps 2-12 in the ***Submit material invoice on SBN*** **section** to add the tax details. After the required invoice is updated, proceed with steps 15-17 from the ***Submit material invoice on SBN*** section to submit the invoice.

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Overview: Add unplanned delivery cost (at Header level)

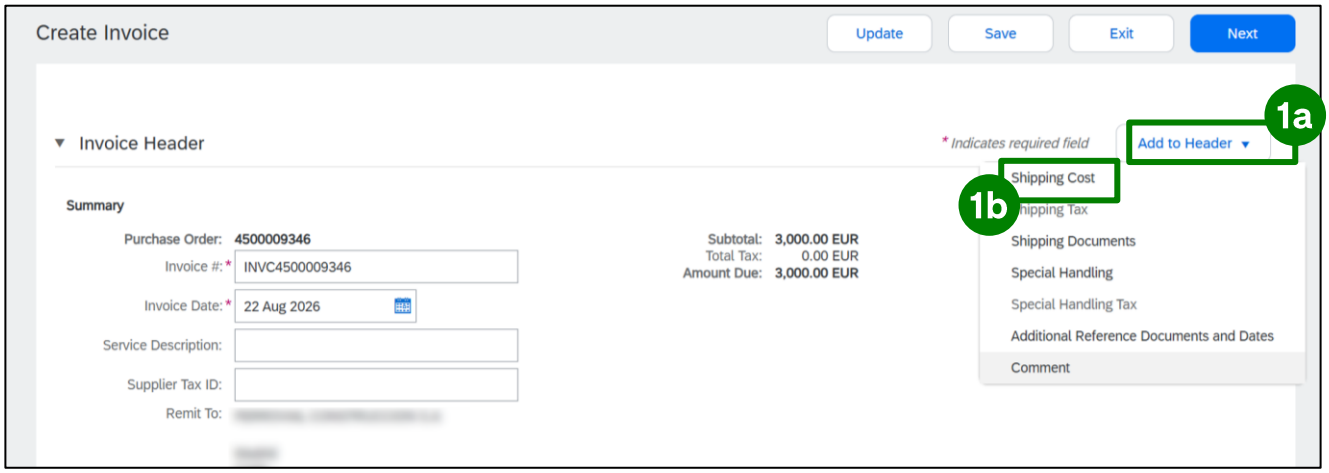
In this section of the digital guide, you will learn how to add unplanned delivery costs at the header level in SBN.

Step instructions

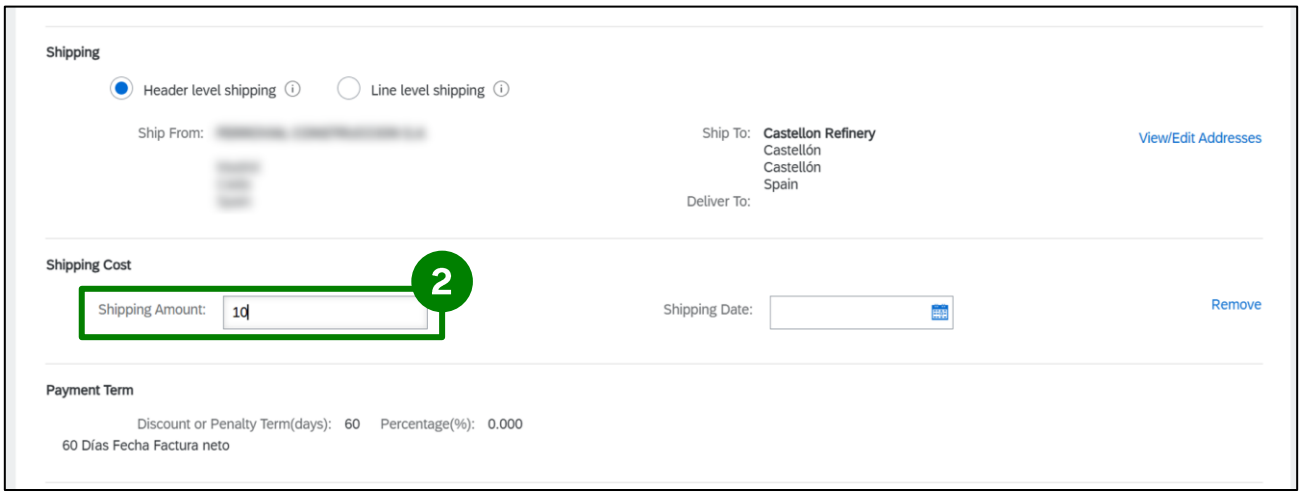
Follow steps 1-4 in the ***Locate and open a PO*** section to open a PO. After the required PO is open, proceed with steps 2-12 from the ***Submit material invoice on SBN*** section. Then, continue from Step 1 below:

Step 1: Navigate to the **Invoice Header** section and perform the following steps:

a. Click the **Add to Header** button.
b. Select **Shipping Cost** option from the drop-down list.



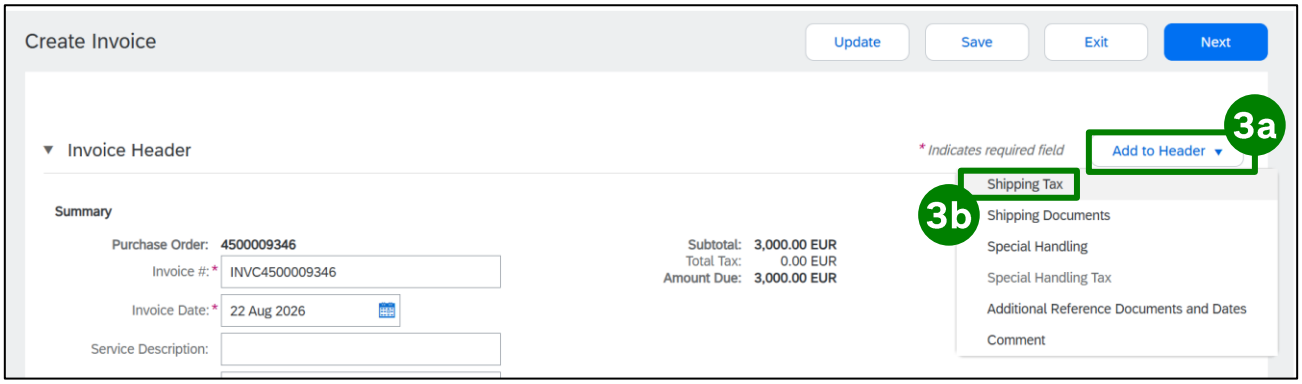
Step 2: The **Shipping Cost** section is added. Enter the amount in the **Shipping Amount** field.



Step 3: Navigate to the **Invoice Header** section and perform the following steps:

a. Click the **Add to Header** button.

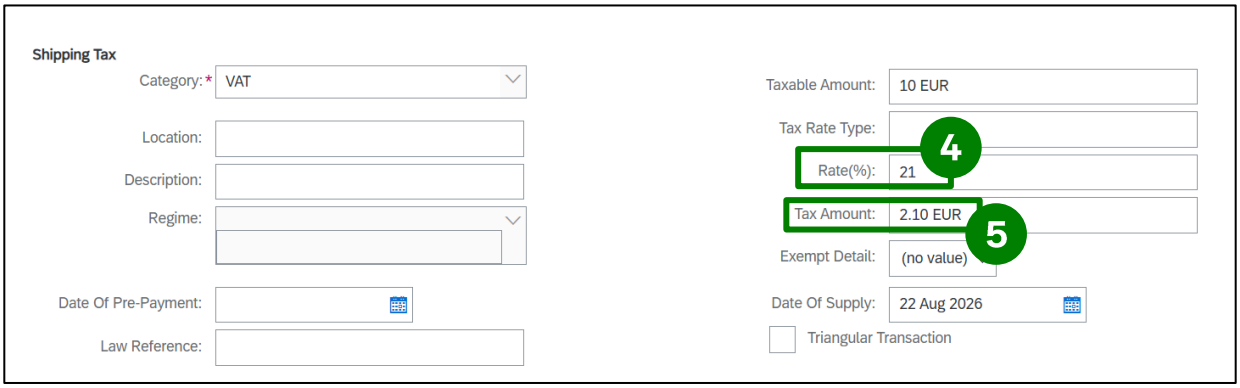
b. Select **Shipping Tax** option from the drop-down menu.



Step 4: Enter details in the **Rate(%)** field.

Step 5: Review the details in the **Taxable Amount** field.

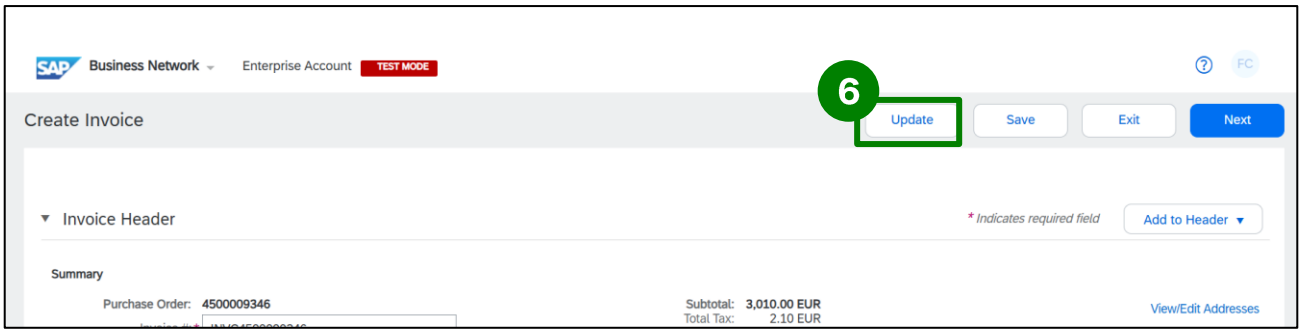
Note: The **Tax Amount** field is auto-populated based on the value of the **Rate(%)** field.



Step 6: Click the **Update** button to apply the changes.

Note: Validate that the amounts in the **Subtotal**, **Total Tax**, and **Amount Due** are updated.

Follow steps 14-17 in the ***Submit material invoice on SBN*** section to submit the invoice.



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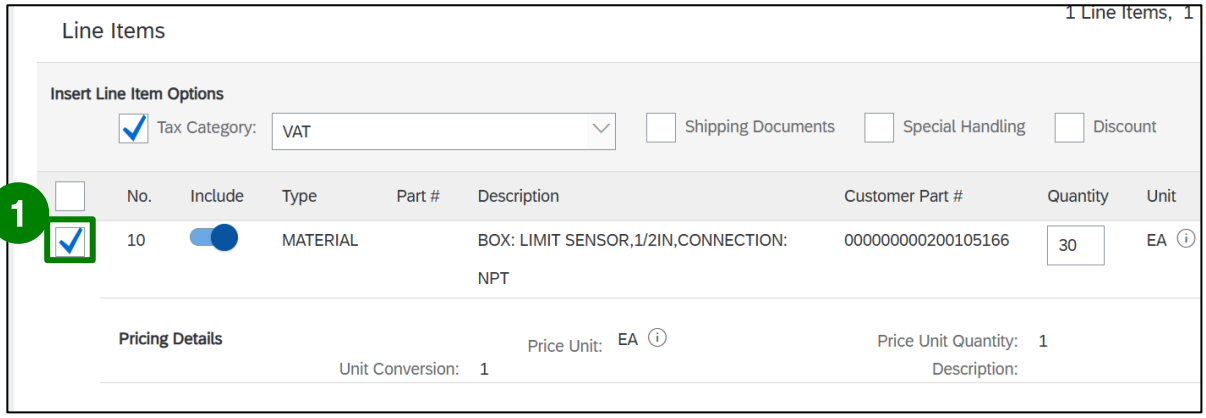
Overview: Add unplanned delivery cost (at Line-item level)

In this section of the digital guide, you will learn how to add unplanned delivery costs at the line-item level in SBN.

Step instructions

Follow steps 1-4 in the ***Locate and open a PO*** section to open the PO. After the required PO is open, proceed with steps 2-9 from the ***Submit material invoice on SBN*** section. Then, continue from Step 1 below:

Step 1: In the **Line Items** section, if the invoice contains multiple line items, ensure that the checkboxes for the relevant line items are selected.



Step 2: Navigate to the **Shipping** section and select the **Line level shipping** option.

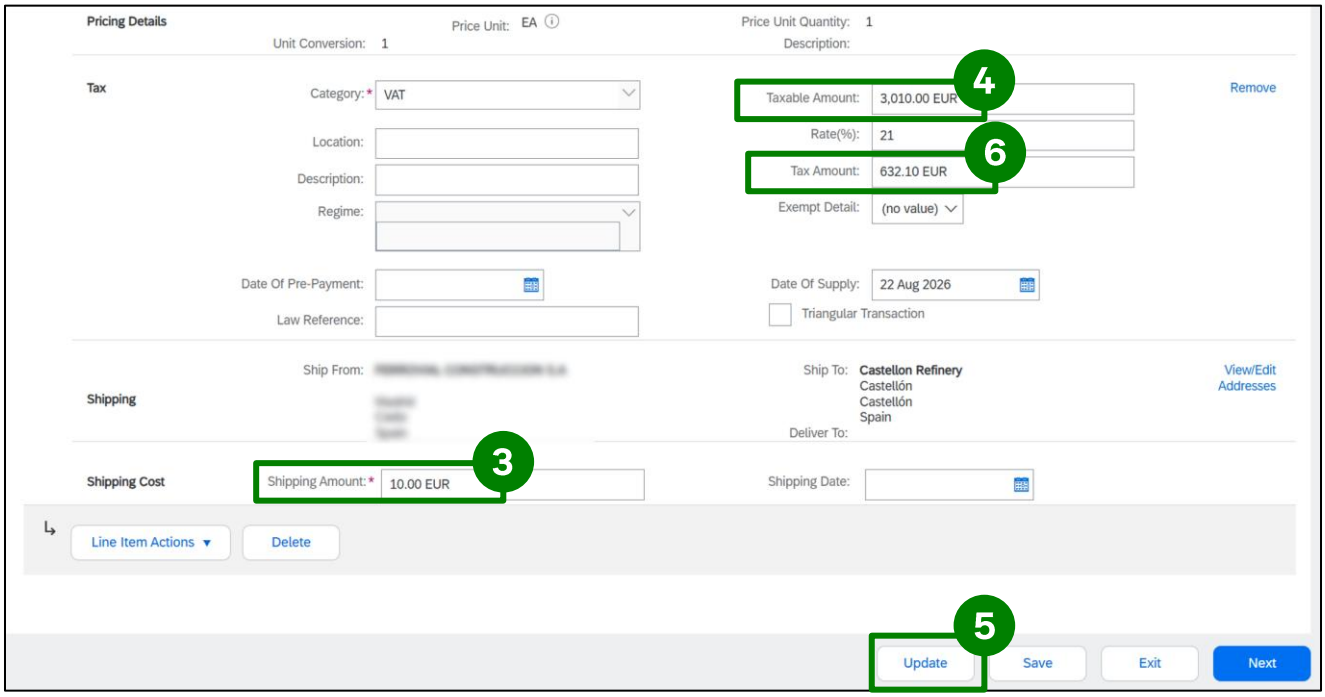


Step 3: The **Shipping Cost** section is added. Enter the amount in the **Shipping Amount** field.

Step 4: Update the amount in the **Taxable Amount** field to include the shipping cost amount.

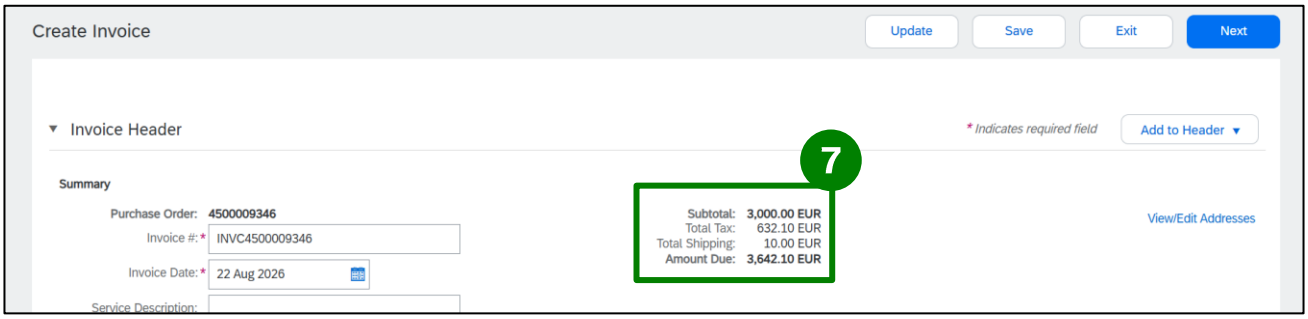
Step 5: Click the **Update** button to apply the changes.

Step 6: Verify that the **Tax Amount** field is updated based on the latest value of the **Taxable Amount** field.



Step 7: Validate that the amounts in the **Subtotal**, **Total Tax**, **Total Shipping**, and **Amount Due** fields are updated.

Follow steps 14-17 in the ***Submit material invoice on SBN*** section to submit the invoice.



Go back to the top

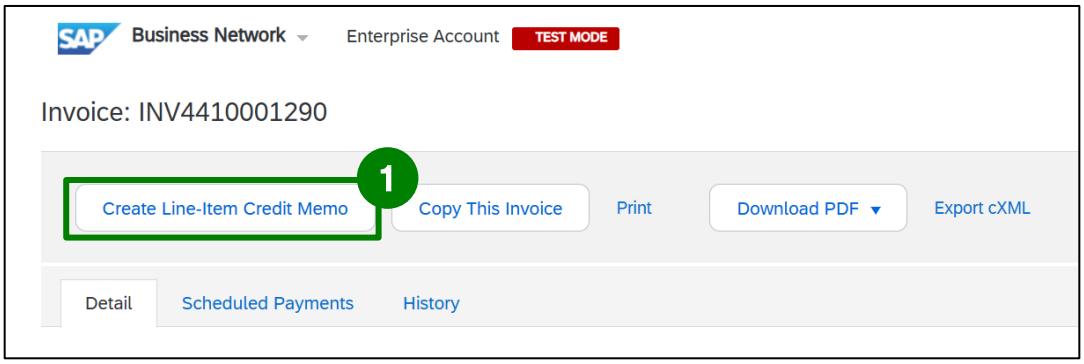
Overview: Submit credit invoice on SBN

In this section of the digital guide, you will learn how to submit the credit invoice in SBN.

Step instructions

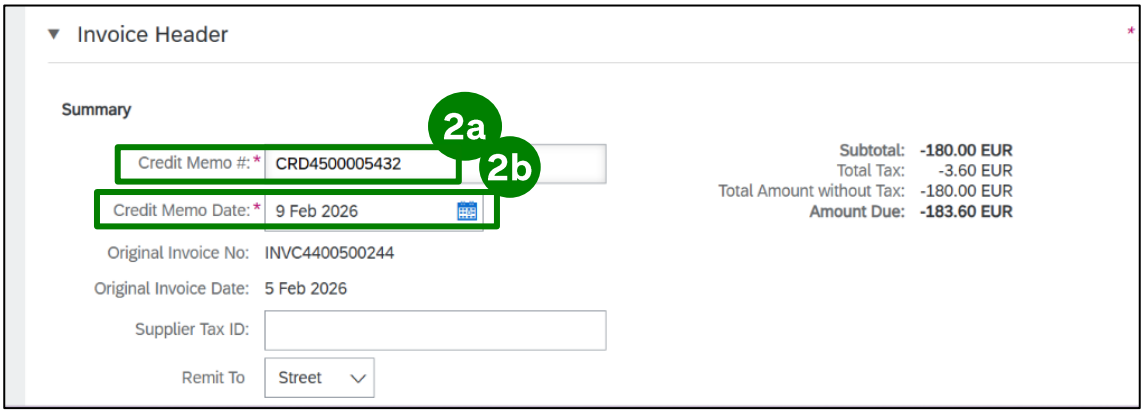
Follow steps 1-3 in the ***Locate and open an invoice*** **section** to open an invoice. After the required invoice is open, proceed with the following steps:

Step 1: The **Invoice** initial screen is displayed. Click the **Create Line-Item Credit Memo** button.



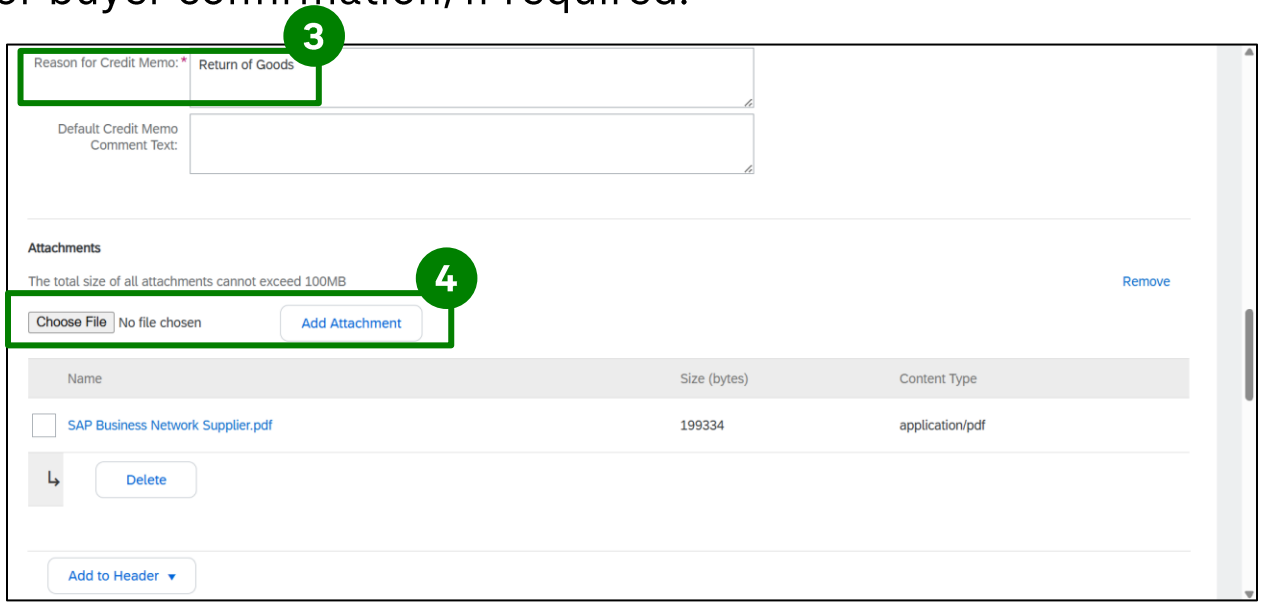
Step 2: The **Create Line-Item Credit Memo** screen is displayed, where you will perform the following steps:

a. Enter details in the **Credit Memo** field.
b. Verify that the **Credit Memo Date** is not set to a date in the future before proceeding.

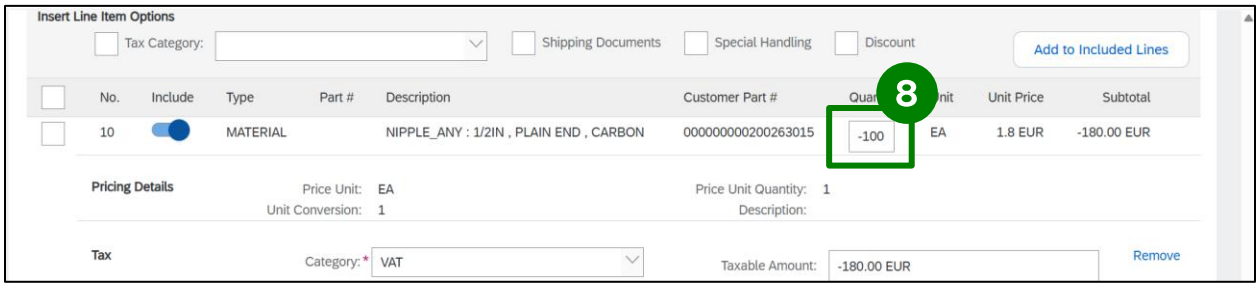


Step 3: Scroll down to locate the **Reason for Credit Memo** field and enter the required comments.

Step 4: Attach any supporting documents, such as a return note or buyer confirmation, if required.



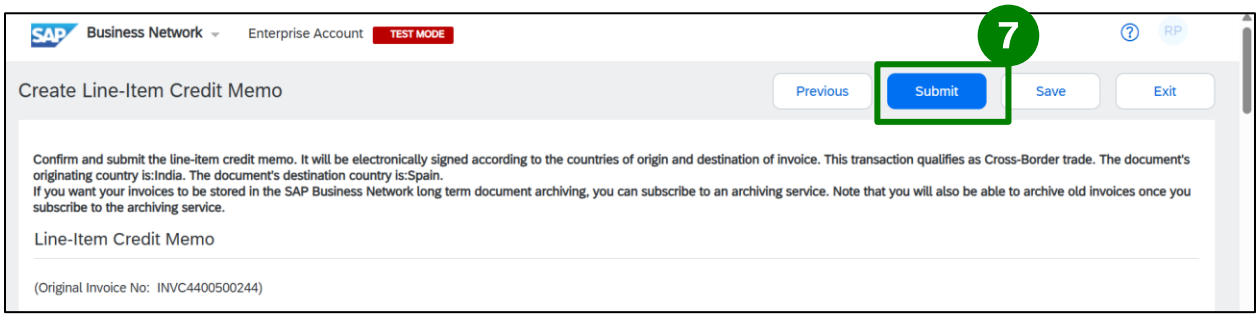
Step 5 (Optional): Scroll down to locate the **Quantity** field. Update the quantity to create a partial credit note, if applicable.



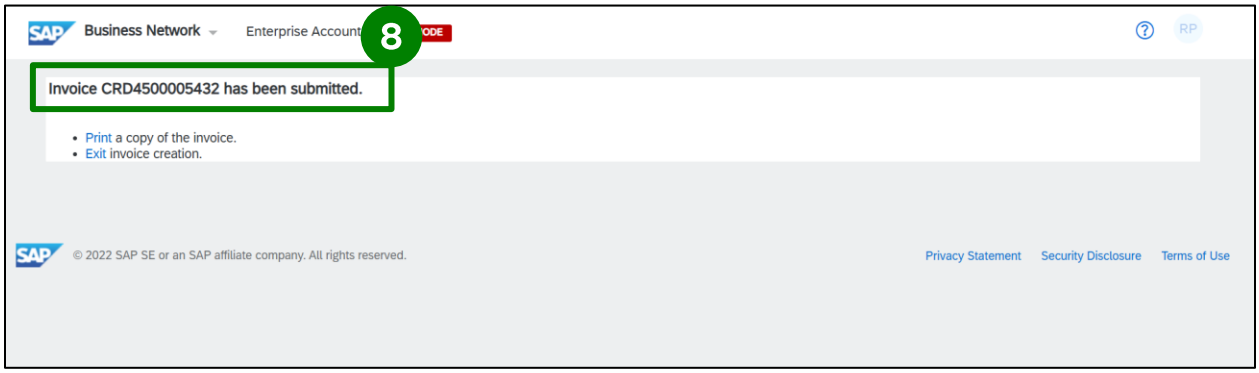
Step 6: Click the **Next** button to run the SBN Business Rule Checks.



Step 7: Click the **Submit** button.



Step 8: The credit memo reference number is displayed, confirming that the credit memo was submitted successfully. Note the reference number for tracking and future reference.



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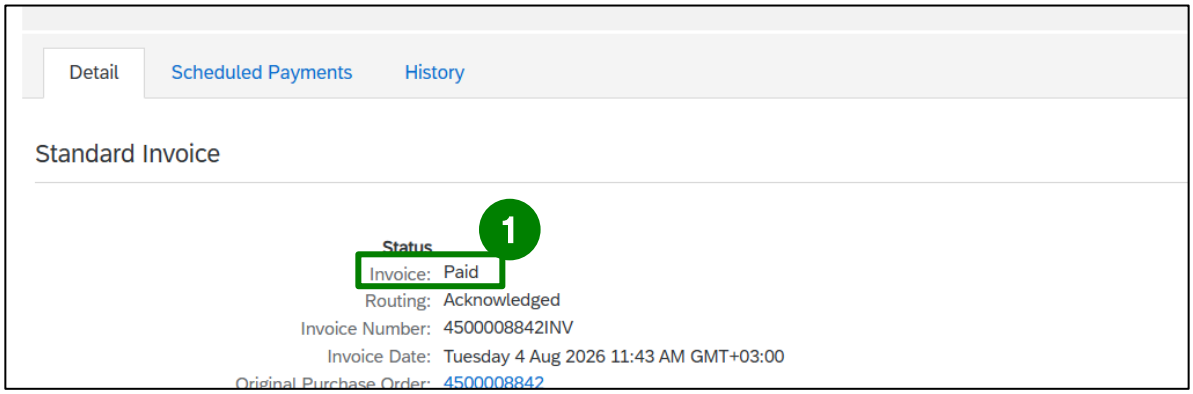
Overview: Validate the invoice status on SBN

In this section of the digital guide, you will learn how to review the status of an invoice in SBN.

Step instructions

Follow steps 1-3 in the ***Locate and open an invoice*** **section** to open an invoice. After the required invoice is open, proceed with the following steps to validate the invoice status:

Step 1: The **Invoice** initial screen is displayed. Navigate to the Standard Invoice section in the **Details** tab. Review the details displayed for the Invoice field.



Note: Confirm that the invoice status in SBN matches the corresponding SAP S/4HANA status as follows:

- Obsolete = Rejected
- Posted = Approved
- Paid = Paid
- Cancelled = Cancelled

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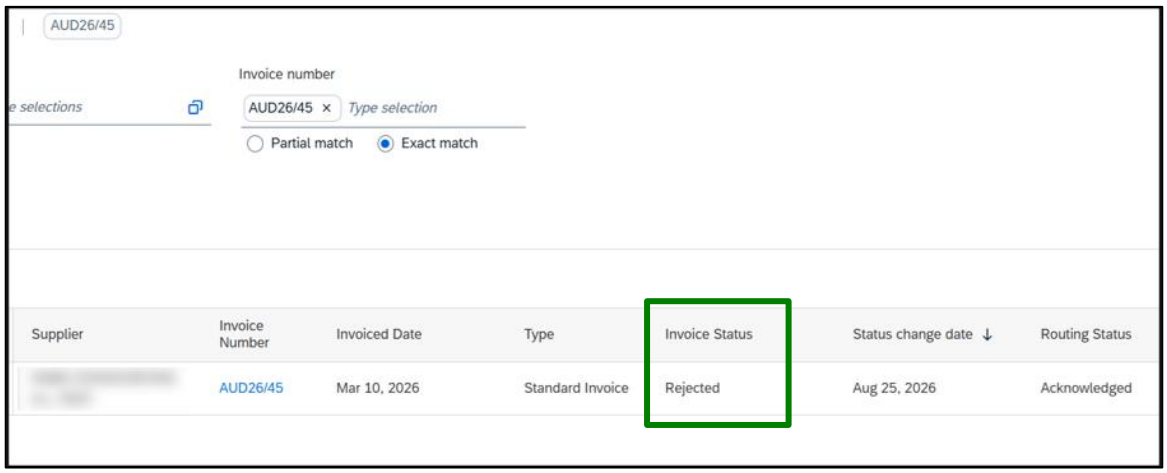
Overview: Validate the rejected PO invoice status on SBN

In this section of the digital guide, you will learn how to review the status of a rejected PO invoice in SBN.

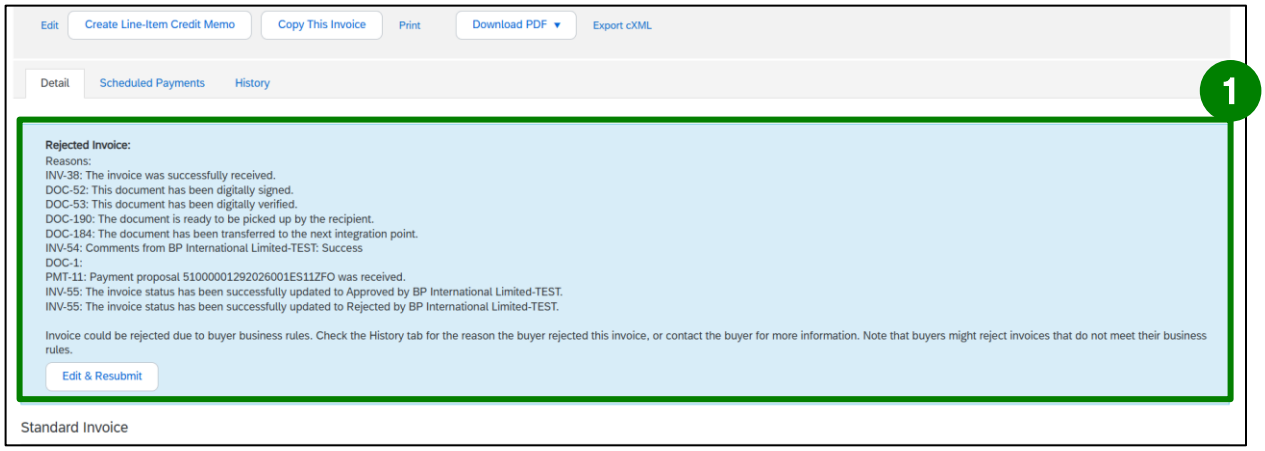
Step instructions

Follow steps 1-3 in the ***Locate and open an invoice*** **section** to open an invoice with a Rejected **Invoice Status**. After the required invoice is open, proceed with the following steps to validate the invoice status:

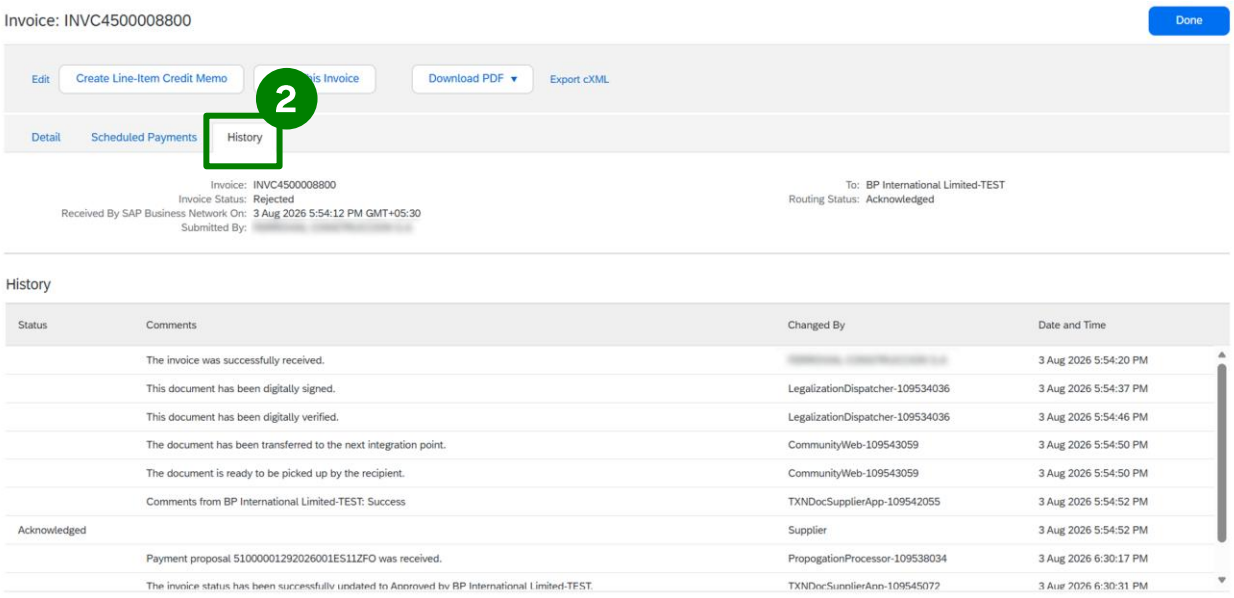
Note: Verify that the **Invoice Status** of the selected invoice is displayed as **Rejected**.



Step 1: The **Invoice** screen is displayed. Review the reasons displayed on the screen.



Step 2: Click the **History** tab and review the comments to identify the reason for the invoice rejection. The **History** tab also displays the user who made the change, along with the corresponding date and timestamp.



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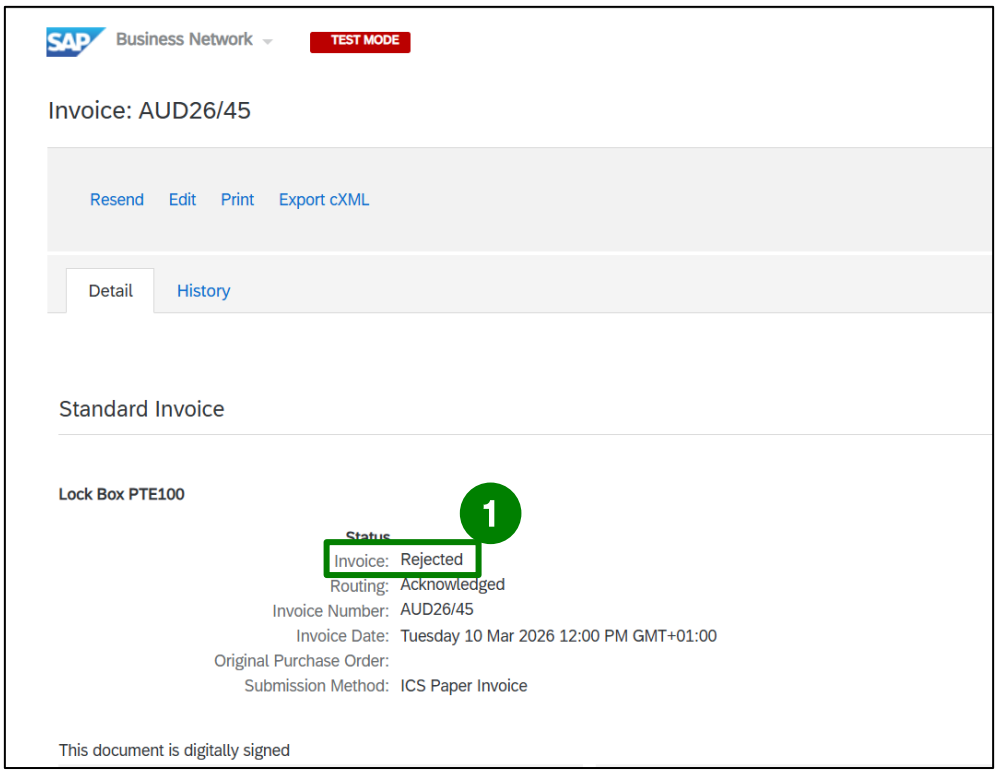
Overview: Validate the rejected Non-PO invoice status on SBN

In this section of the digital guide, you will learn how to review the status of a rejected Non-PO invoice in SBN.

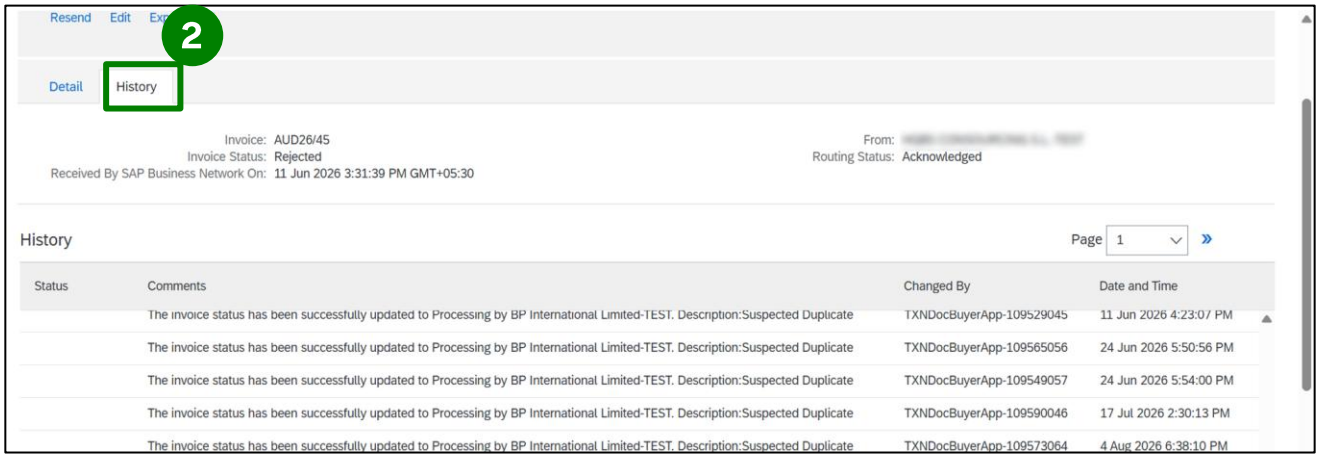
Step instructions

Follow steps 1-3 in the ***Locate and open an invoice*** **section** to open an invoice with a Rejected **Invoice Status**. Then, continue from Step 1 below:

Step 1: The **Invoice** screen is displayed with the **Invoice** status as **Rejected**.



Step 2: Click the **History** tab to review rejection comments, change history, and associated date and timestamps.



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