

The Synlait logo is rendered in a bold, white, sans-serif font. It is centered horizontally and positioned in the upper half of the page. The background features a vibrant pink and white abstract design with flowing, liquid-like shapes that create a sense of movement and depth.

# Synlait

## SAP BUSINESS NETWORK INVOICING

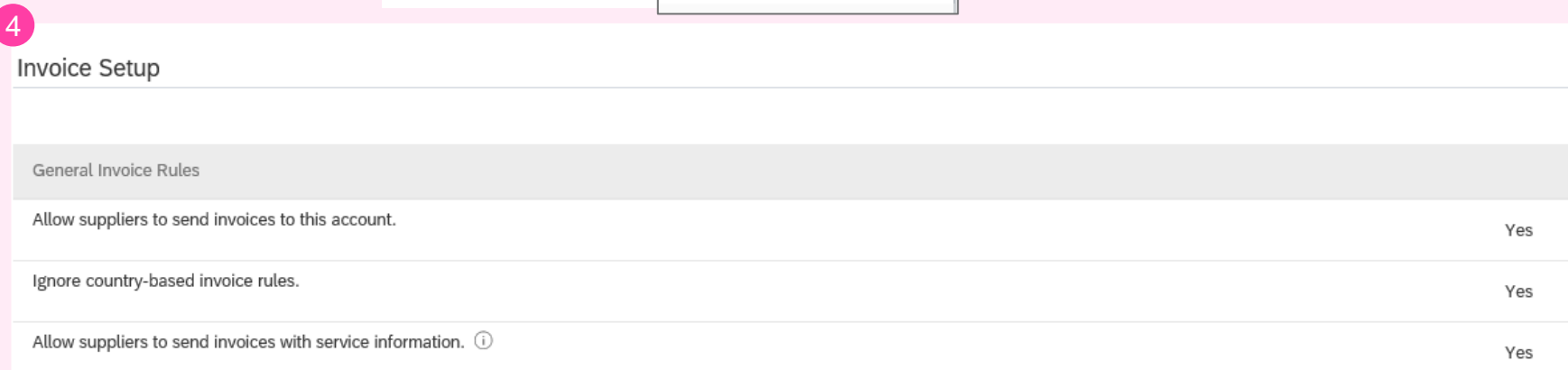
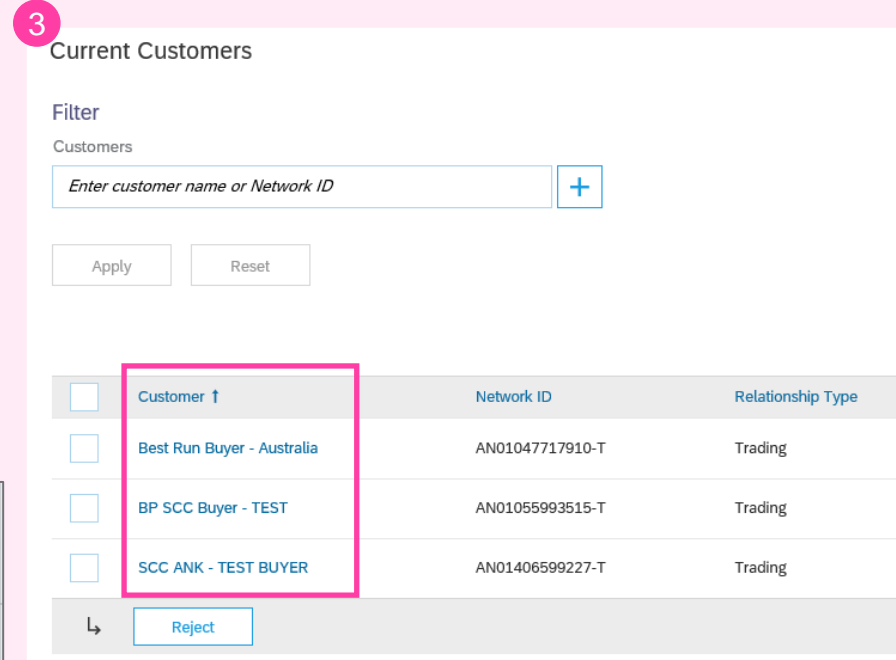
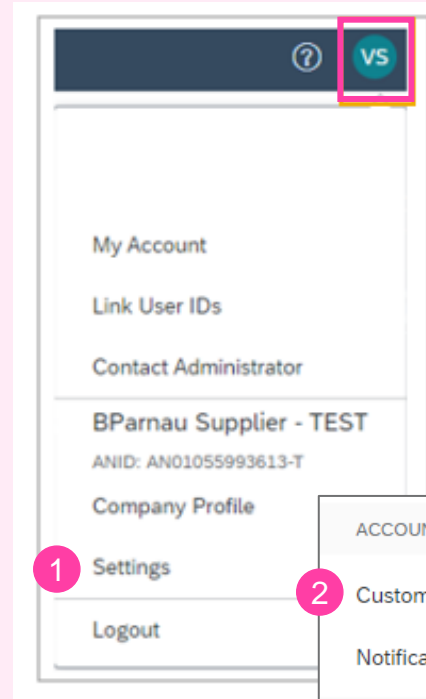
Supplier Guide



# REVIEW SYNLAIT INVOICE RULES

These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. Select **Customer Relationship**.
3. A list of your Customers is displayed. Click on **Synlait**
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.



# PURCHASE ORDER INVOICING

## Create Invoice

You can create an Invoice from the **Workbench** or from **Orders>Orders and Releases**:

1. Select one of the **Orders** tiles to identify the PO.
2. Use filters to identify the correct reference document.
3. You can configure the columns you see.
4. Click the Actions button on the right-hand side of your screen and select **Standard Invoice**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **General Functionality Guide**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Workbench' and 'Orders' items are highlighted with pink boxes. A dropdown menu under 'Orders' shows 'Orders and Releases' highlighted with a pink box. Below the navigation is a dashboard with four tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '1 192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. The 'Orders to invoice' tile has a pink circle with the number '1' next to it. Below the dashboard is a table with a filter bar. The filter bar includes 'Edit filter', 'Save filter', and 'Last 90 days'. The table has columns for 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The first row shows '4500003734' for the Order Number and 'SCC Delivery Team - Global H19 Client 400 - TEST' for the Customer. The 'Actions' column has a three-dot menu icon. A pink circle with the number '2' is next to the 'Edit filter' button, and a pink circle with the number '3' is next to the three-dot menu icon. Below the table, a pink box with the number '4' contains the text 'Standard invoice'.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

# PURCHASE ORDER INVOICING

## Invoice Header

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. The **Remit-To** address will auto-populate. If you have multiple Remit-To addresses, select from the drop-down box.
3. Tax and Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some agreed additional information to the Header of the invoice such as: Payment Term, Comment, Attachment.
5. Scroll down to the **Line items** section to select the line items being invoiced.

**Note:** Support of additional Reference Documents & Dates is applicable for SCC customers only; Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 4500010850

1 Invoice #:\*

Invoice Date:\* 27 Jan 2023

Service Description:

Supplier Tax ID: 213412999

2 Remit To: Supplier - TEST

3 Tax

Header level tax ⓘ  Line level tax ⓘ

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

5 Customer: SAP A.G.

Palo Alto ,  
United States

4 Add to Header ▼

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

6 Line Items

Insert Line Item Options

Tax Category: 0% VAT / I0

<input type="checkbox"/>	No.	Include	Type	Part #
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	S_BP001

# PURCHASE ORDER INVOICING

## Invoice Line Items

The Line Items section shows the line items from the reference document.

1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item's **Green slider** to exclude it from the invoice, if the line item should not be invoiced OR click the **checkbox** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. Check the **Tax Category** box and use the drop down to select from the displayed options. Click **Add to Included Lines**.
5. To configure additional Tax Options within the Tax Category tool, use the Configure Tax Menu option.

The screenshot displays the 'Invoice Line Items' interface. At the top, a table shows line item details: Quantity (10), Unit (BX), and Unit Price (25.00 EUR), with a callout '1' pointing to the quantity field. Below this is a table with columns 'No.', 'Include', 'Type', and 'Part #'. The first row (No. 2) has an unchecked checkbox and a green slider, with a callout '2' pointing to the slider. The second row (No. 2) has a checked checkbox and a green slider, with a callout '3' pointing to the checkbox. Below the table is a 'Pricing Details' section with 'Price Unit: \* B' and 'Unit Conversion: \* 1'. A 'Line Item Actions' dropdown menu is visible, with a 'Delete' button. At the bottom, the 'Insert Line Item Options' section includes a 'Tax Category' dropdown (checked), 'Standard Tax Selections' (with a list of options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu), 'Special Handling', 'Discount', and an 'Add to Included Lines' button (highlighted with a pink box and callout '4'). A callout '5' points to the 'Configure Tax Menu' option in the dropdown.

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

**Insert Line Item Options**

Tax Category: Standard Tax Selections  Special Handling  Discount Add to Included Lines

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

# PURCHASE ORDER INVOICING

## Detail Line Items and Comments

- 1. Additional information can be viewed at the Line-Item Level by editing a **Line Item**.
- 2. To add comments at the line items select Line Items, then click at Line Item **Actions > Add > Comments**.
- 3. The Comments field will display. Enter applicable Comments in this field.
- 4. Click **Next**. You will be transferred to Review page.

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	Original Price	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BIELA REACCION	XR10078101	10	EA		10.00 EUR	100.00 EUR

Pricing Details Price Unit:\* EA  Price Unit Quantity:\* 1   
Unit Conversion:\* 1  Description:

Line Item Actions Edit  
Add  
Shipping Documents

2 Line Item Actions Edit  
Add  
Shipping Documents  
Special Handling  
Pricing Details  
Discount  
Unit Price Allowance  
Unit Price Charge  
Comments  
Attachment

Update Save Exit 4 Next

3 Comments Remove

# PURCHASE ORDER INVOICING

## Review, Save, or Submit Invoice

Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to **Synlait**.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page.

**Note:** In the event of errors, there will be a notification in red where information must be corrected

2 Previous Save 1 Submit Exit

Create Invoice Update 3 Save Exit Next

Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 4100003140

Invoice #:\*

!Required field

Invoice Date:\* 31 Jan 2023

Service Description:

Supplier Tax ID: 213412999

Remit To: BParnau Supplier - TEST

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders Invoices

4 Drafts



# PURCHASE ORDER INVOICING

## Goods Receipt Based Invoice Verification

Synlait can use a Goods Receipt as a reference document for the invoice. If applicable from agreed Business Rules, Synlait receives materials and sends the receipt to the supplier with the goods-receipted quantities.

Suppliers are required to include only received quantities on invoices.

From the **Workbench** or from **Orders >Orders and Releases**:

Select one of the **Orders** tile.

Use filters and select Order status **Received**.

Click **Apply**.

Identify the reference document you wish to invoice against. Go to **Actions** and select **Standard Invoice**.

Select the item(s) from the **Receipt List** that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' menu is expanded to show 'Orders and Releases'. Below this, a dashboard displays four tiles: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders'. The 'Orders to invoice' tile is selected. Below the dashboard is a filter section with fields for 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Order status' is set to 'Received'. The 'Apply' button is highlighted. Below the filter is a table of orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. Two orders are listed, both with 'Received' status. The 'Standard Invoice' option is selected in the 'Actions' column of the first order. Below the table is a 'Select receipts to be invoiced' dialog box with a 'Receipt List' table. The 'Receipt List' table has columns: Receipt Number, Customer, Date, and Routing Status. Two receipts are listed, and the first one is selected with a checkmark.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500001095	SCC Sandbox Global CoE Team - TEST	\$15.00 CAD	Jan 20, 2023	Received		Standard invoice
4500001067	SCC Sandbox Global CoE Team - TEST	\$15.00 CAD	Jan 12, 2023	Received		

Receipt Number	Customer	Date	Routing Status
<input checked="" type="checkbox"/> 5000000610	SCC Sandbox Global CoE Team - TEST	20 Jan 2023 12:02:22 PM	Sent
<input type="checkbox"/> 5000000612	SCC Sandbox Global CoE Team - TEST	20 Jan 2023 12:05:55 PM	Sent

# PURCHASE ORDER INVOICING

## Copy Invoices

From the **Workbench** or from **Invoices >Invoices**:

1. Select Invoices tile.
2. Use filters to identify the right item. Open invoice clicking its number.
3. Click **Copy this invoice** in the invoice screen.
4. Enter a new invoice number. For GST lines, make sure the date of supply at the line level is correct. Edit the other fields, as necessary.
5. Click **Next**
6. Review the invoice and **Submit** it.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning Orders Fulfillment **Invoices**

**1** **2**  
Invoices  
Last 90 days

[Edit filter](#) | Save filter | Last 90 days

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	<b>2</b> 1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1900000016

**3** Create Line-Item Credit Memo Copy This Invoice

▼ Invoice Header

Summary

Purchase Order: 4500010807

**4** Invoice #:\*

Invoice Date:\* 31 Jan 2023

Service Description:

Supplier Tax ID:

**5** Next Update Save Exit

**6** Submit

# PURCHASE ORDER INVOICING

## Credit Memo Header Level

From the **Workbench** or from **Orders>Orders and Releases**:

1. Select one of the **Orders** tile and identify the PO item.
2. Open the order by clicking its number.
3. Click on **Create Invoice** and choose **Credit Memo**.
4. Complete the information in the Credit Memo form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review the Credit Memo.
6. Click **Submit**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **General Functionality Guide**.

The screenshot displays the SAP Business Network interface for creating a credit memo. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a dashboard shows four tiles: '99 New orders', '22 Changed orders', '192 Orders to invoice', and '271 Orders'. The 'Orders to invoice' tile is highlighted. A table below lists the order details: Order Number 4500003734, Customer SCC Delivery Team - Global H19 Client 400 - TEST, and Amount Invoiced. Below the table, the purchase order number 4500003734 is displayed. A row of buttons includes 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted, and a dropdown menu shows 'Credit Memo' selected. Below this, the 'Create Credit Memo' form is shown with fields for 'Credit Memo Number', 'Credit Memo Date', 'Supplier Account ID', 'Original PO #', 'Customer Reference', and 'Supplier Reference'. The 'Next' button is highlighted. To the right, a summary table shows: Subtotal: \$-0.29 CAD, Total Tax: \$0.00 CAD, Total Gross Amount: \$-0.29 CAD, Total Net Amount: \$-0.29 CAD, and Amount Due: \$-0.29 CAD. At the bottom, 'Previous', 'Submit', and 'Exit' buttons are visible.

**1** 99 New orders Last 90 days

**2** 22 Changed orders Last 90 days

**3** 192 Orders to invoice Last 90 days

**4** 271 Orders Last 90 days

Order Number	Customer	Amount Invoiced	Actions
<b>2</b> 4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

Purchase Order: 4500003734

Create Order Confirmation Create Ship Notice **3** Create Invoice Credit Memo

Create Credit Memo **4** Next Exit

Header Information

Credit Memo Number: \*   Information Only. No action is required from the customer. \* Indicates required field

Credit Memo Date: \* 31 Jan 2023  Original PO #: 4500001109

Supplier Account ID #:  Customer Reference:

Supplier Reference:

<b>5</b> Subtotal:	\$-0.29 CAD
Total Tax:	\$0.00 CAD
Total Gross Amount:	\$-0.29 CAD
Total Net Amount:	\$-0.29 CAD
Amount Due:	\$-0.29 CAD

Previous **6** Submit Exit

- CONFIDENTIAL -

# PURCHASE ORDER INVOICING

## Credit Memo Line Level Detail

From the **Workbench** or from **Invoices > Invoices**:

1. Select the **Invoices** tile.
2. Use filters to identify the right item. Open the invoice by clicking its number.
3. Click **Create Line-Item Credit Memo** Review the Credit Memo.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **General Functionality Guide**.

The screenshot displays the SAP Business Network interface for Enterprise Account. The navigation bar includes Home, Enablement, Workbench, Planning, Orders, Fulfillment, and Invoices. The Invoices tile is selected, showing a filter for 'Last 90 days'. A table lists invoice details, with the invoice number 1INVCNS939 highlighted. The 'Create Line-Item Credit Memo' button is visible. Below, the 'Line Items' section shows a table with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The 'Insert Line Item Options' section includes checkboxes for Tax Category, Shipping Documents, Special Handling, and Discount. A summary box on the right shows financial totals: Subtotal: \$-32.64 USD, Total Tax: \$-2.28 USD, Total Shipping: \$-12.00 USD, Total Gross Amount: \$-46.92 USD, Total Net Amount: \$-46.92 USD, and Amount Due: \$-46.92 USD. The 'Submit' button is highlighted.

**Business Network** Enterprise Account

Home Enablement **Workbench** Planning Orders Fulfillment **Invoices**

**1** **2**  
Invoices  
Last 90 days

> Edit filter | Save filter | Last 90 days

Type	Invoice Number	Origin	Routing Status	Invoice Status	Actions
Standard Invoice	<b>2</b> 1INVCNS939	supplier	Acknowledged	Sent	...

**3** Create Line-Item Credit Memo

Invoice: 1INVCNS939

4 Line Items, 4 Included, 0 Previously Fully Invoiced

**5**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

**6**

Subtotal: \$-32.64 USD  
Total Tax: \$-2.28 USD  
Total Shipping: \$-12.00 USD  
Total Gross Amount: \$-46.92 USD  
Total Net Amount: \$-46.92 USD  
Amount Due: \$-46.92 USD

Previous **Submit** Exit

Update Exit **4** Next

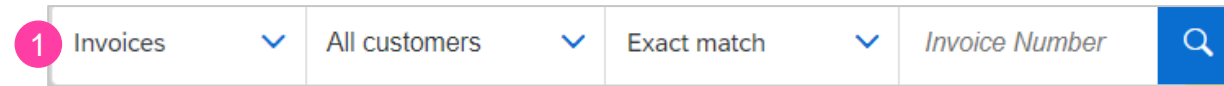
Turn on Error Dump  
Hide/Show XML

# INVOICE MANAGEMENT

## Invoice Searching

### Quick Search:

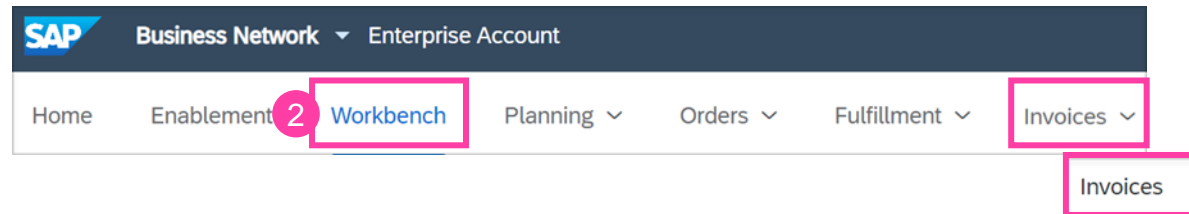
1. Enter invoice details in the Homepage **search field**, set **Invoices** in the document type.



A horizontal search bar with four dropdown menus and a search button. The dropdowns are labeled 'Invoices', 'All customers', 'Exact match', and 'Invoice Number'. A pink circle with the number '1' is positioned to the left of the first dropdown. A blue search button with a magnifying glass icon is on the right.

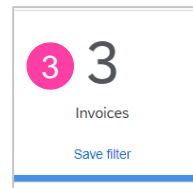
**Refined Search:** Allows a refined search of Invoices within up to last 365 days.

2. Click on **Workbench** OR **Invoices > Invoices**



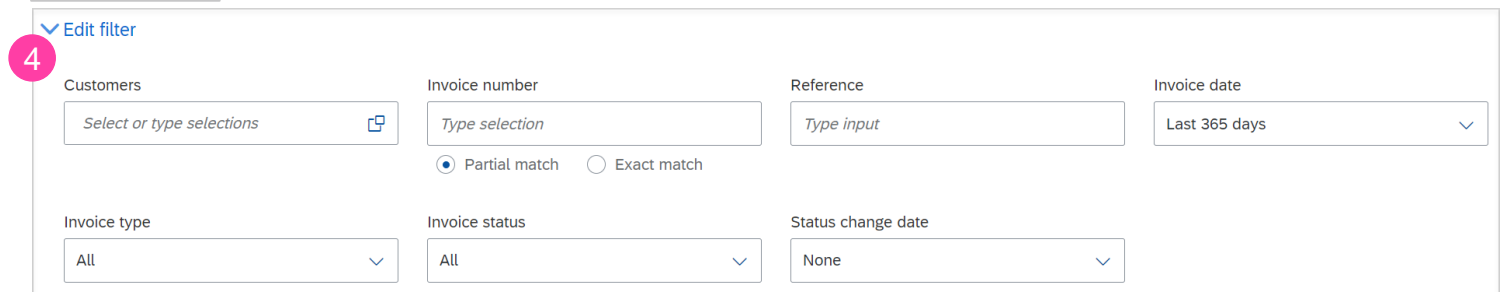
The SAP Business Network navigation bar. It includes the SAP logo, 'Business Network', and 'Enterprise Account'. The main navigation menu contains 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. 'Workbench' and 'Invoices' are highlighted with pink boxes. A pink circle with the number '2' is next to 'Workbench'. A secondary 'Invoices' menu is shown below the main one, also highlighted with a pink box.

3. Select the **Invoices** tile.



A square tile with a pink circle containing the number '3' and a large '3' next to it. Below the numbers, the text 'Invoices' is displayed, followed by a 'Save filter' link.

4. Use filters to specify your search.



The refined search filter panel. It starts with an 'Edit filter' link. Below are several filter sections: 'Customers' (with a 'Select or type selections' input and a copy icon), 'Invoice number' (with a 'Type selection' input and radio buttons for 'Partial match' and 'Exact match'), 'Reference' (with a 'Type input' input), 'Invoice date' (with a 'Last 365 days' dropdown), 'Invoice type' (with an 'All' dropdown), 'Invoice status' (with an 'All' dropdown), and 'Status change date' (with a 'None' dropdown). A pink circle with the number '4' is next to the 'Edit filter' link.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to General Functionality Guide.

# INVOICE MANAGEMENT

## Invoice Status - Routing

If you configured your Invoice Notifications, you would receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the **invoice link**.

Routing Status reflects the status of the transmission of the invoice to <<Buyer Name>> via SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed **Synlait** invoicing rules. **Synlait** will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the **Synlait**
- **Acknowledged** – **Synlait's** Invoicing application has acknowledged the receipt of the invoice

# INVOICE MANAGEMENT

## Invoice Status – Review

Invoice Status reflects the status of **Synlait's** action on the Invoice.

- **Sent** – The invoice is sent to the **Synlait** but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – **Synlait** approved the invoice cancellation
- **Paid** – **Synlait** paid the invoice / in the process of issuing payment. Only if **Synlait** uses invoices to trigger payment.
- **Approved** – **Synlait** has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – **Synlait** has rejected the invoice or the invoice failed validation by SAP Business Network. If **Synlait** accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

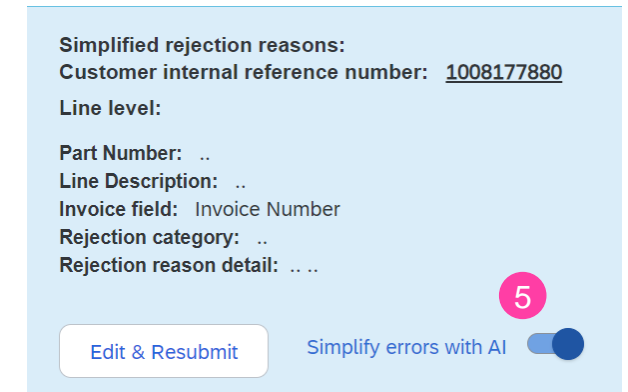
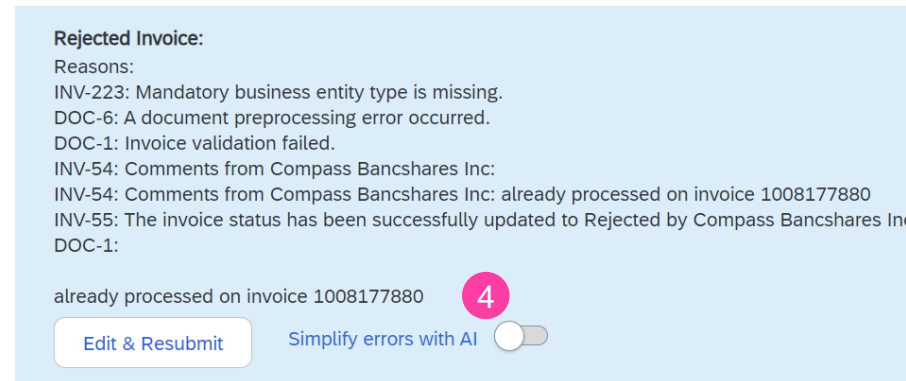
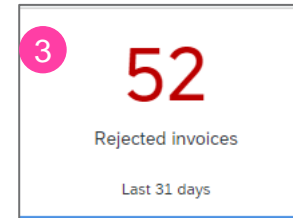
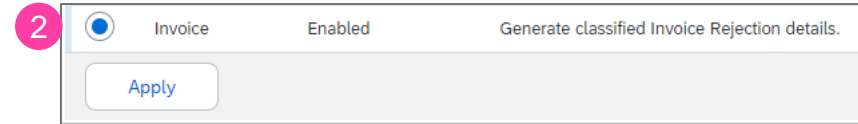
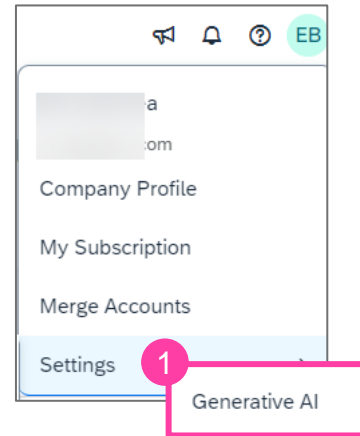
# INVOICE MANAGEMENT

## Rejected Invoices

SAP Business Network offers following Gen AI-enhanced capabilities to streamline your rejected invoice management. Suppliers can transform detailed rejection reasons into concise rejection categories.

To activate this capability in your supplier account:

1. Click user icon, go to **Settings/Generative AI**.
2. Select **Invoice** line and click **Apply**.
3. Once activation is completed, go to **Rejected invoiced** tile.
4. Open an invoice and activate “**Simplify error with AI**” toggle.
5. View generated rejection categories. Gen AI creates header level rejection categories as well as line level.





# INVOICE MANAGEMENT

## Rejected Invoices

SAP Business Network allows suppliers to review top rejection codes in an intuitive widget and navigate to the rejected invoice tile for further analysis and remediation of rejected invoices.

From the Rejected Invoices tile:

1. Expand search filters and filter by rejection code.
2. Open identified invoice, review rejected reasons, edit and re-submit.

Rejected invoices trend		<a href="#">View all</a>
<b>74</b>	Total number of rejected invoices	
INV-54	74	
INV-223	71	
INV-15	1	
INV-143	1	
INV-12	1	

**52**  
Rejected invoices  
Last 31 days

[Edit filter](#) | [Last 31 days](#) [Rejected](#)

Customers	Invoice number	Invoice type		
<a href="#">Select or type selections</a>	Type selection	All		
	<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match			
Invoice status	Rejected date	From country		
Rejected	None	<a href="#">Select or type selections</a>		
To country	Min amount	Max amount	Currency	Rejection codes
<a href="#">Select or type selections</a>			USD	<a href="#">Select or type selections</a>

### Rejected Invoice:

Reasons:

INV-223: Mandatory business entity type is missing.

DOC-6: A document preprocessing error occurred.

DOC-1: Invoice validation failed.

INV-54: Comments from Compass Bancshares Inc:

INV-54: Comments from Compass Bancshares Inc: already processed on invoice 1008177880

INV-55: The invoice status has been successfully updated to Rejected by Compass Bancshares Inc.

DOC-1:

2

already processed on invoice 1008177880

[Edit & Resubmit](#)

# INVOICE MANAGEMENT

## Modify an Existing Invoice - Cancel, Edit, and Resubmit

From the **Workbench** or from **Invoices** > **Invoices**:

1. Select the **Invoices** tile to identify the right invoice.
2. Open the invoice by clicking its number.
3. To cancel the invoice click **Cancel**. The status of the invoice changes to Canceled.
4. To edit the invoice click **Edit**.
5. Make editing changes and click **Submit** on the Review page to send the invoice.

**Note:** For more info on how to manage your workbench and create specific tiles please refer to **General Functionality Guide**.

The screenshot illustrates the SAP Business Network interface for invoice management. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. The 'Workbench' and 'Invoices' menus are highlighted with pink boxes. Below the navigation bar, a tile labeled 'Invoices' with the number '3' is highlighted with a pink box and a '1' in a pink circle. Below this, a table lists invoices with columns for Invoice Number, Customer, Reference, Invoiced Date, and Actions. The first row, 'INV-10807', is highlighted with a pink box and a '2' in a pink circle. Below the table, the 'Invoice: INV-10807' section shows buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', and 'Cancel'. The 'Cancel' button is highlighted with a pink box and a '3' in a pink circle. To the right, a dropdown menu is shown with options: 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'. The 'Edit' option is highlighted with a pink box and a '4' in a pink circle. Below this, the 'Edit Invoice' section shows the 'Invoice Header' and 'Summary' fields. The 'Summary' fields include 'Purchase Order: 4500010807', 'Invoice #: INV\_V1-10807', and 'Invoice Date: 1 Feb 2023'. The 'Submit' button is highlighted with a pink box and a '5' in a pink circle.

Invoice Number	Customer	Reference	Invoiced Date ↓	Actions
INV-10807	SCC Delivery Team - Global H19 Client 400 - TEST	4500010807	Jan 19, 2023	...

Invoice: INV-10807

Create Line-Item Credit Memo   Create Line-Item Debit Memo   Copy This Invoice   Cancel

Edit Invoice

▼ Invoice Header

Summary

Purchase Order: 4500010807

Invoice #: INV\_V1-10807

Invoice Date: 1 Feb 2023

Submit

# INVOICE MANAGEMENT

## Review Invoice History

Access any invoice:

1. Click on the History tab to view status details and invoice history.
2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click Done.

Invoice: INV33 3 Done

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **1** History

Invoice: INV33  
Invoice Status: Sent  
Received By Ariba Network On: 27 Jan 2023 8:14:37 PM GMT+01:00

To: SCC Delivery Team - Global H19 Client 400 - TEST  
Routing Status: Sent  
Submitted from the Supplier Organization's System On: 27 Jan 2023 8:14:25 PM GMT+01:00

History

Status	Comments	Changed By	Date and Time
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-125038050	27 Jan 2023 8:14:40 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-125038050	27 Jan 2023 8:14:40 PM
	The invoice was successfully received.	TXNDocSupplierApp-125034083	27 Jan 2023 8:14:40 PM

**2**

# INVOICE MANAGEMENT

## Create Invoice Reports

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

The screenshot shows the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. The 'Reports' tab is highlighted with a red box and a '1' in a red circle. Below the navigation bar, the 'Reports' section contains a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A row is visible with Title '111', Schedule Type 'Manual', Report Type 'Open Orders', Status 'Processed', Last Run '28 Sep 2022', Next Run '28 Sep 2022', and Report Size '76 KB'. Below the table, there are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a red box and a '2' in a red circle. Below the table, there is a 'Report' form. The form has a 'Next' button highlighted with a red box and a '5' in a red circle. The form contains fields for 'Report Description', 'Criteria', 'Title:\*', 'Description:', 'Time zone:', 'Language:', and 'Report type:\*'. The 'Title:\*' field is highlighted with a red box and a '3' in a red circle. The 'Report type:\*' field is highlighted with a red box and a '4' in a red circle.

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Reports

1 Reports

### Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented

Report Templates Page 1

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
111	Manual	Open Orders	Processed	28 Sep 2022	28 Sep 2022			76 KB

Run Download Edit Copy Delete Create Refresh Status

### Report

5 Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the [More](#)

1 Report Description

2 Criteria

3 Title:\*

Description:

Time zone: EST

Language: English

4 Report type:\* Select

# INVOICE MANAGEMENT

## Create Invoice Reports

- Specify Customer and Created Date in Criteria.
- Click Submit.
- Select the created report and click on Refresh Status. The status will change from Queued to Processed.
- Select the created report from the list and click Download. The report in CSV format will be downloaded to your computer.

Report

Previous **7** Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

**1** Report Description

**2** Criteria

Customer: All Customers **6** Select

Filter Invoice By: Date Invoice Created

Date Range: 25 Jan 2023 To 1 Feb 2023

Previous Submit Exit

Report Templates

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created
<input type="radio"/>	CC	Manual	Open Orders	Processed	21 May 2021		21 May 2021
<input type="radio"/>	COMPONENT SHIPMENT	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
<input type="radio"/>	COMPONENT SHIPMENT_1	Manual	Component Shipment	Processed	7 Jan 2022		7 Jan 2022
<input type="radio"/>	GR1	Manual	Goods Receipt	Processed	6 Jan 2022		6 Jan 2022
<input type="radio"/>	Goods Receipt	Manual	Goods Receipt	Processed	9 Mar 2022		9 Mar 2022
<input checked="" type="radio"/>	INV Report	Manual	Failed Invoice	Queued		1 Feb 2023	1 Feb 2023

↳ **9** Run Download Edit Copy Delete Create **8** Refresh Status

# INVOICE MANAGEMENT

## Invoice Error Summary Report

Suppliers can subscribe to receive rejection categories summary report to their email.

From the Homepage:

1. Click on the user icon and go to Settings/ Network Notifications.
2. In the Network tab scroll down to Transaction Error Summary and activate Invoice Error Summary Notification by ticking the box and adding email address. Report will be sent to designated email address monthly.

**Note:** You can enter up to three comma-separated email addresses per field.

A screenshot of a user profile menu. At the top, there are icons for a megaphone, a bell, a question mark, and a 'vs' icon. Below these are menu items: 'My Account', 'Link User IDs', and 'Contact Administrator'. A separator line follows. Below the separator, the user's name is partially visible as '... - TEST', followed by 'ANID: / ... }-T' and 'Premium Package'. Below that are 'Company Profile', 'Settings' (highlighted with a blue bar and a pink circle containing the number '1'), and 'Logout'. A pink box highlights the 'Settings' item, and a blue vertical bar with the word 'Feedback' is positioned to its right.

A screenshot of the 'Network' tab in the settings. It shows three tabs: 'General', 'Network' (selected), and 'Discovery'. Below the tabs, there is a text input field for email addresses.

Enter up to three comma-separated email addresses per field. Ensure that The Preferred Language configured by the account administrator controls t

### 2 Transaction Error Summary

Type	Send notifications when...	To email addresses (one required)
Invoice Error Summary Notification	<input checked="" type="checkbox"/> Send a periodic summary notification to the supplier on Invoice rejections.	*



**Synlait**

