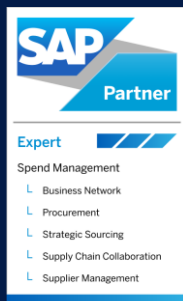




# Invoicing in SAP Business Network

Vitro Transaction process – Course 2

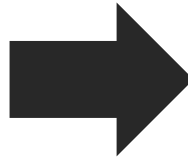


# Agenda

- 01 [Introduction to invoicing in SAP Business Network](#)
- 02 [Invoice process SAP Business Network](#)
- 03 [How to Identify If I must invoice in SAP Business Network?](#)
- 04 [Comprehension Test](#)
- 05 [Next steps](#)



## How to complete this course?



### Training documents

- ✓ Introduction to invoicing in SAP Business Network
- ✓ Invoice process SAP Business Network



12 minutes

### Comprehension test

- ✓ Complete the comprehension test in Microsoft Forms
- ✓ Review the test answers



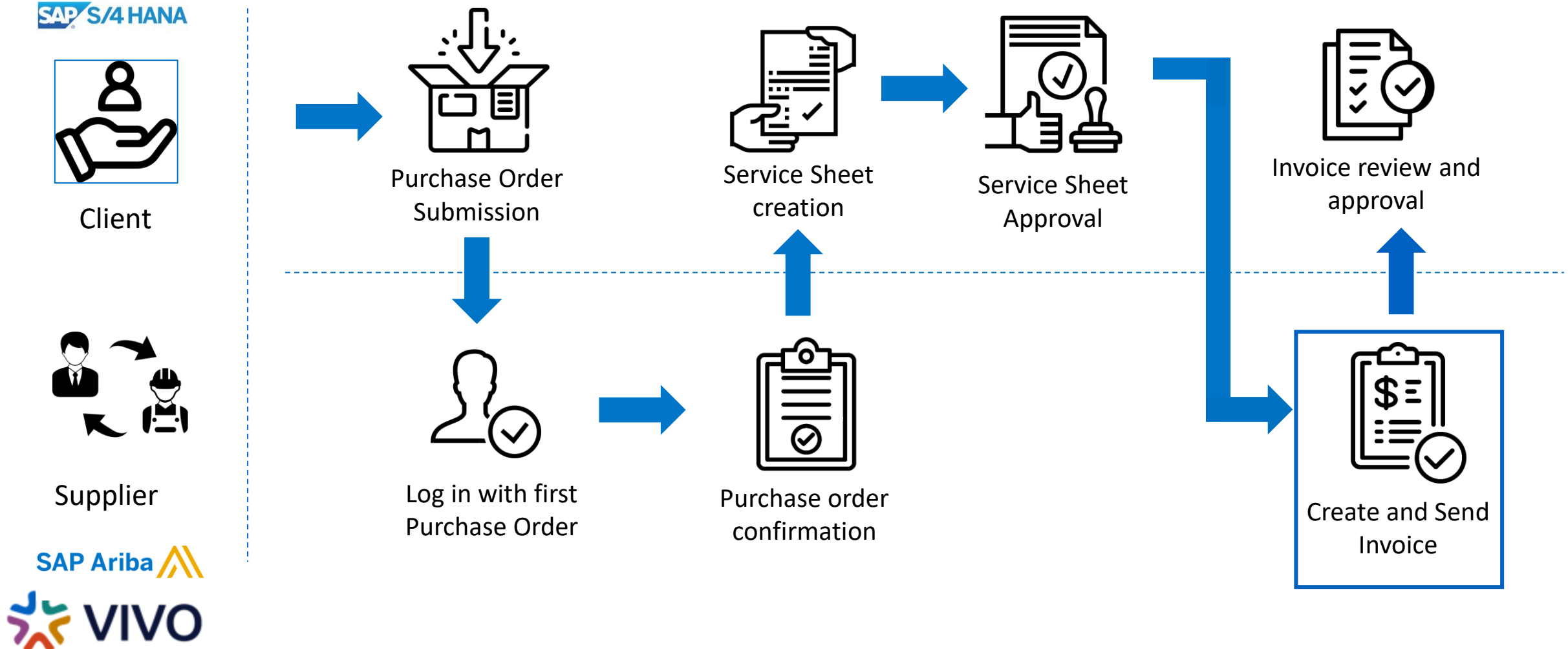
3 minutos

# 01

## Introduction to invoicing in SAP Business Network



## Transaction process on SAP Business Network



# Terminology

## Invoice

Document of a commercial nature that demonstrates that a customer has purchased a product or service. Contain purchase information.

## Objetives of invoicing in SAP Business Network



Centralized information.



Tax control.



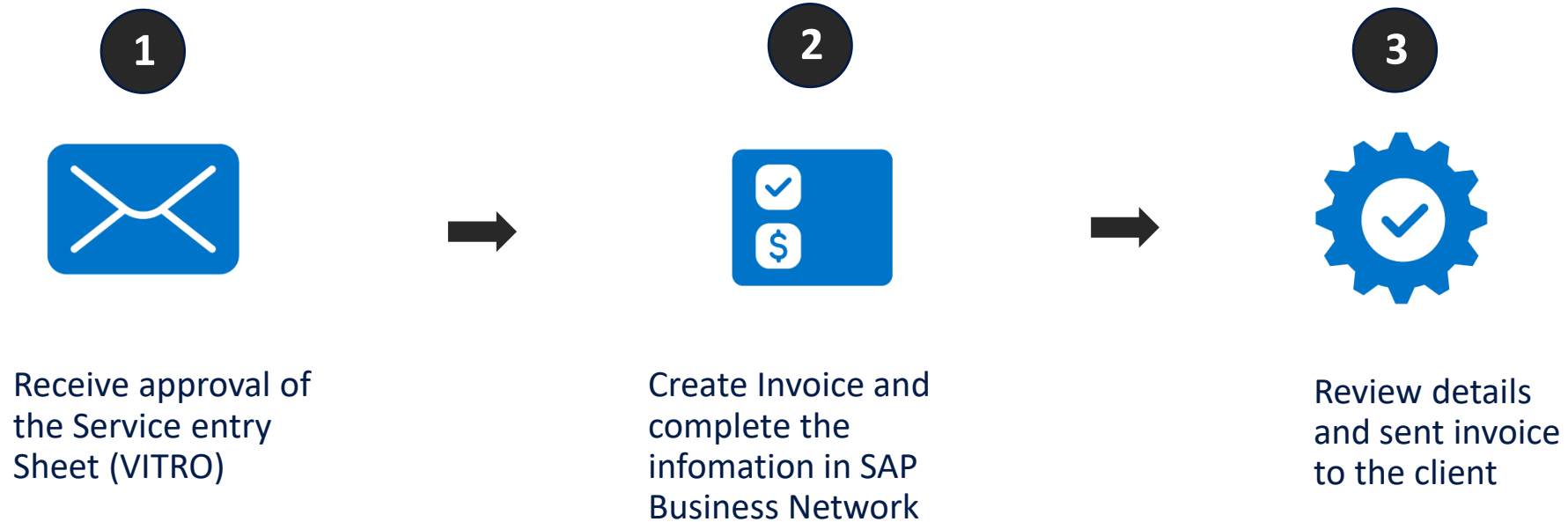
Reduction of paper and storage.

# 02

## Invoice process SAP Business Network



## Invoice process SAP Business Network

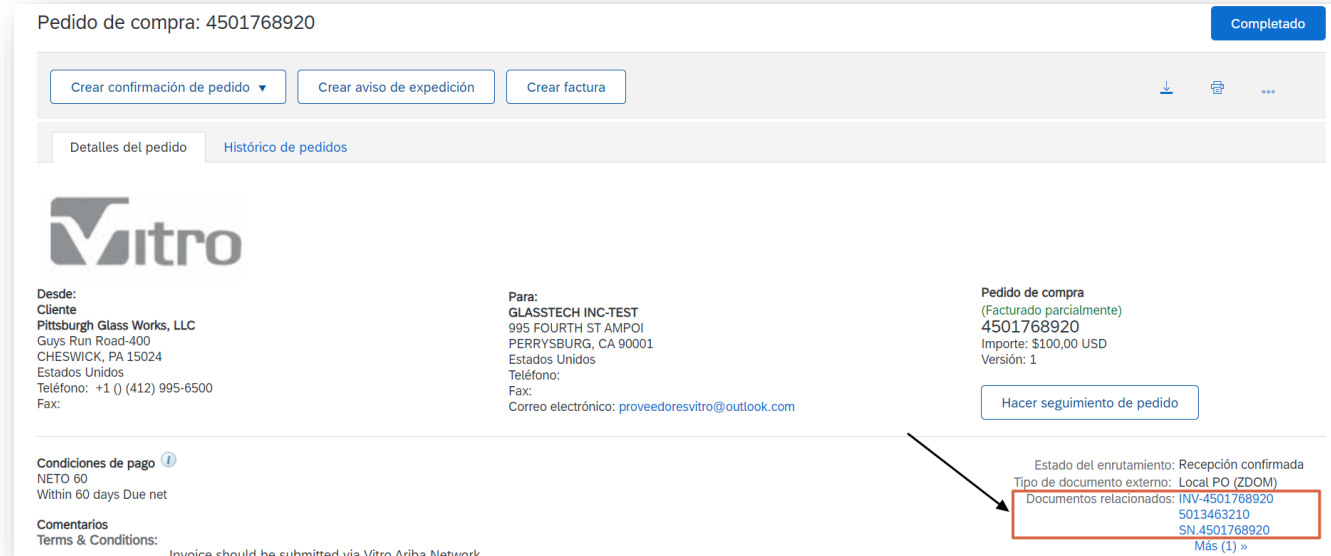




## General considerations

1. You must have sent an order confirmation and received an approval from the Service Entry Sheet (SES). This document is sent to you by the customer and can be viewed within the documents related to the order.


**\*Note: If you have not yet received SES approval, you will NOT be able to invoice the order.**



Pedido de compra: 4501768920 Completado

[Crear confirmación de pedido](#) [Crear aviso de expedición](#) [Crear factura](#)

[Detalles del pedido](#) [Histórico de pedidos](#)



**Desde:**  
Cliente  
Pittsburgh Glass Works, LLC  
Guys Run Road-400  
CHESWICK, PA 15024  
Estados Unidos  
Teléfono: +1 (412) 995-6500  
Fax:

**Para:**  
GLASSTECH INC-TEST  
995 FOURTH ST AMPOI  
PERRYSBURG, CA 90001  
Estados Unidos  
Teléfono:  
Fax:  
Correo electrónico: [proveedoresvitro@outlook.com](mailto:proveedoresvitro@outlook.com)

**Pedido de compra**  
(Facturado parcialmente)  
4501768920  
Importe: \$100,00 USD  
Versión: 1

[Hacer seguimiento de pedido](#)

**Condiciones de pago** ⓘ  
NETO 60  
Within 60 days Due net

**Comentarios**  
Terms & Conditions: Invoice should be submitted via VITRO Ariba Network

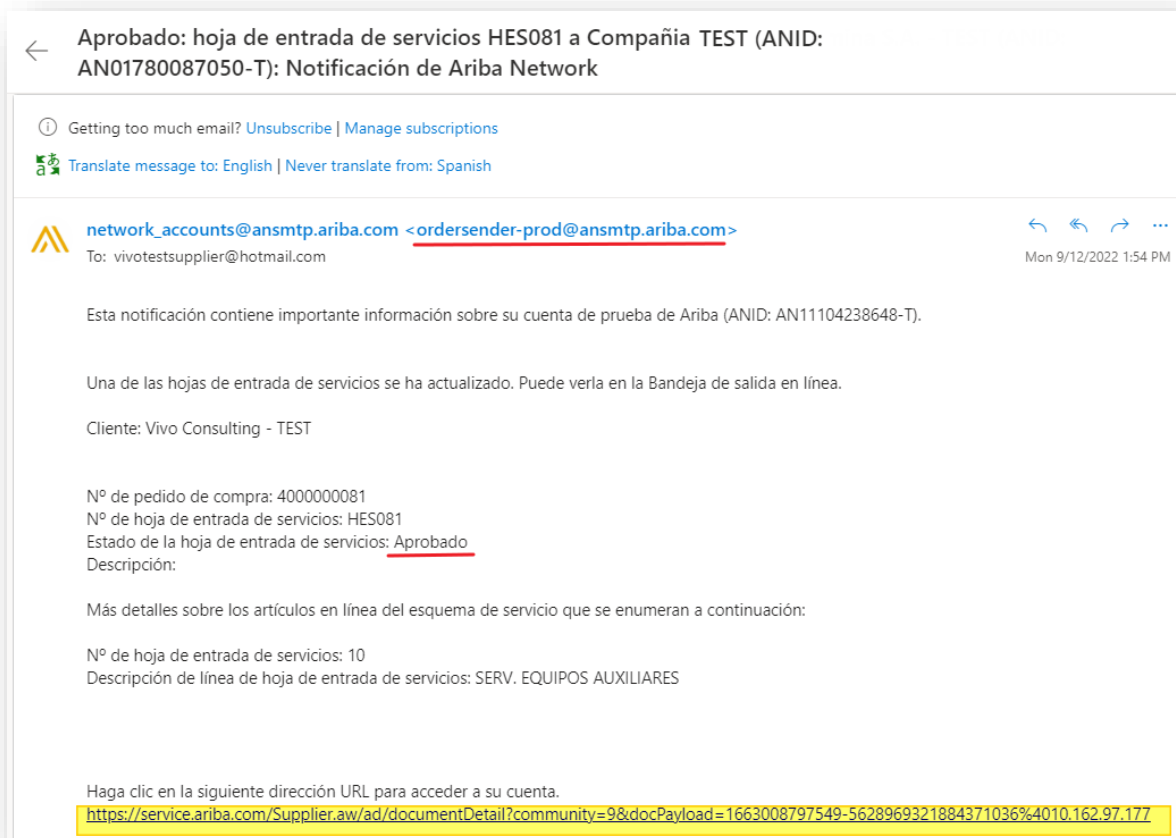
Estado del enrutamiento: Recepción confirmada  
Tipo de documento externo: Local PO (ZDOM)  
Documentos relacionados: INV-4501768920  
5013463210  
SN.4501768920  
[Más \(1\) »](#)

2. You must invoice against the approved Service Entry Sheet. You must NOT include more than 1 document per invoice. This implies, 1 invoice Service Entry Sheet.

1

## Receive approval of the Service entry Sheet (VITRO)

1. Search for the confirmation of approval of the service entry date, in the email of the user administrator of your organization. The mail that sends the order will always be [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
2. Select “Click here to access”




## 2 Create Invoice and complete the information

1. Once logged in to SAP Business Network, in the order view select “Create invoice”

Purchase Order: 4501769031 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ⬇ ⬆ ⋮

Order Detail Order History



**From:**  
Customer  
VITRO AUTOMATIZACION  
KERAMOS PONIENTE-225  
64410 Monterrey  
NL  
Mexico  
Phone: +52 (0) 5281 88633097  
Fax:

**To:**  
AMERICAN NATURAL SODA ASH CORPORATI-TEST  
121 ALHAMBRA PLAZA, 1120  
CORAL GABLES, AK 99518  
United States  
Phone:  
Fax:  
Email: [vivotestsupplier@hotmail.com](mailto:vivotestsupplier@hotmail.com)

**Purchase Order**  
(Received)  
4501769031  
Amount: \$10,000.00 USD  
Version: 1

Track Order

**Payment Terms** ⓘ  
NET 90  
Neto 90 Dias

Routing Status: Acknowledged  
External Document Type: Pedido Domestico (ZDOM)  
Related Documents: [5013463474](#)

## 2 Create Invoice and complete the information

2. Complete all requested information, considering that the only mandatory fields are the following:

### Invoice Header

- The invoice number
- Invoice date: date of the invoice creation

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4501769031

Invoice #: \*

Invoice Date: \* 25 Oct 2023

Service Description:

Supplier Tax ID:

Remit To: AMERICAN NATURAL SODA ASH  
CORPORATI-TEST

CORAL GABLES, AK  
United States

Bill To: VITRO AUTOMATIZACION

Invoice only through Ariba Network

Mexico

Subtotal: \$10,000.00 USD

Total Tax: \$1,600.00 USD

Amount Due: \$11,600.00 USD

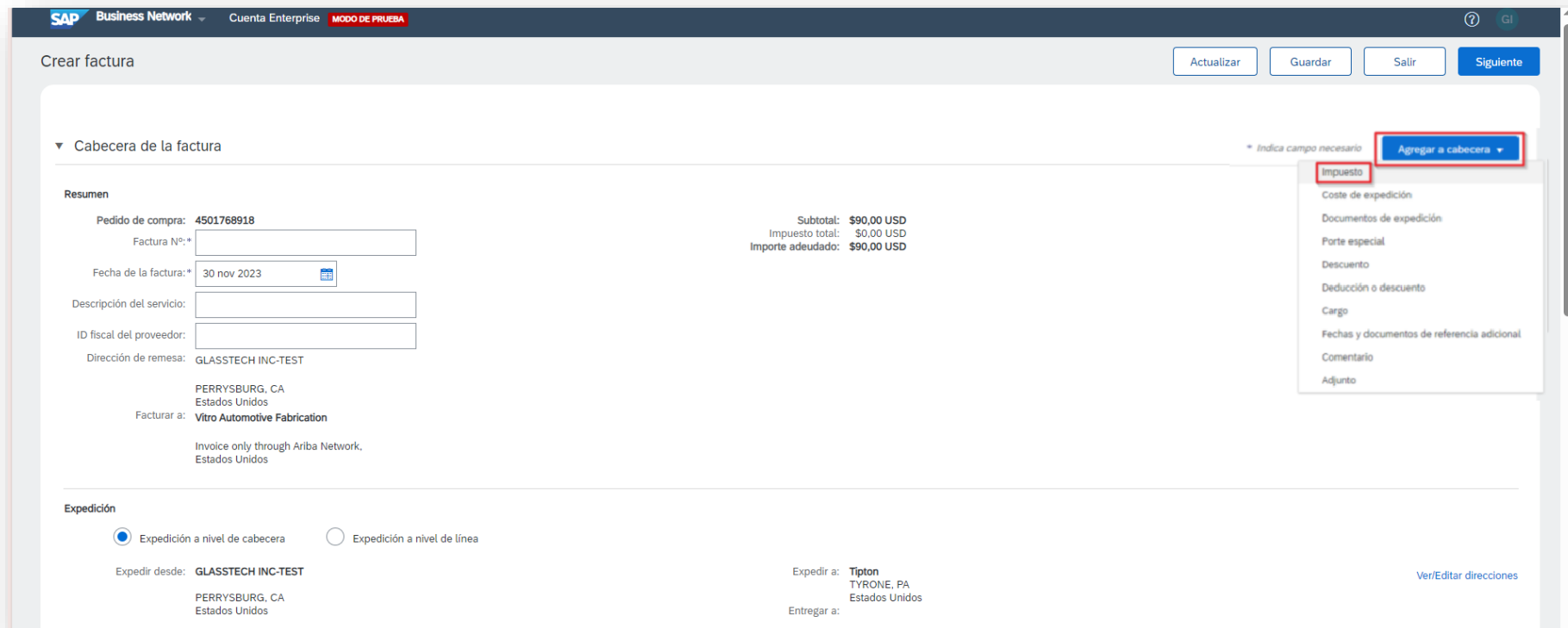
View/Edit Addresses

Copyright © 2023 VIVO

## 2 Create Invoice and complete the information

### Taxes:

- Select Tax at header level
- Click Add header > Tax



**SAP Business Network** Cuenta Enterprise **MODO DE PRUEBA**

Crear factura

Actualizar Guardar Salir **Siguiente**

▼ Cabecera de la factura

\* Indica campo necesario **Agregar a cabecera ▼**

**Resumen**

Pedido de compra: 4501768918

Factura N°:\*

Fecha de la factura:\* 30 nov 2023

Descripción del servicio:

ID fiscal del proveedor:

Dirección de remesa: GLASSTECH INC-TEST

PERRYSBURG, CA  
Estados Unidos

Facturar a: **Vitro Automotive Fabrication**

Invoice only through Ariba Network,  
Estados Unidos

Subtotal: \$90,00 USD  
Impuesto total: \$0,00 USD  
Importe adeudado: \$90,00 USD

**Impuesto:**

- Coste de expedición
- Documentos de expedición
- Porte especial
- Descuento
- Deducción o descuento
- Cargo
- Fechas y documentos de referencia adicional
- Comentario
- Adjunto

**Expedición**

☒ Expedición a nivel de cabecera ☐ Expedición a nivel de línea

Expedir desde: GLASSTECH INC-TEST

PERRYSBURG, CA  
Estados Unidos

Expedir a: **Tipton**  
TYRONE, PA  
Estados Unidos

Entregar a:

[Ver/Editar direcciones](#)

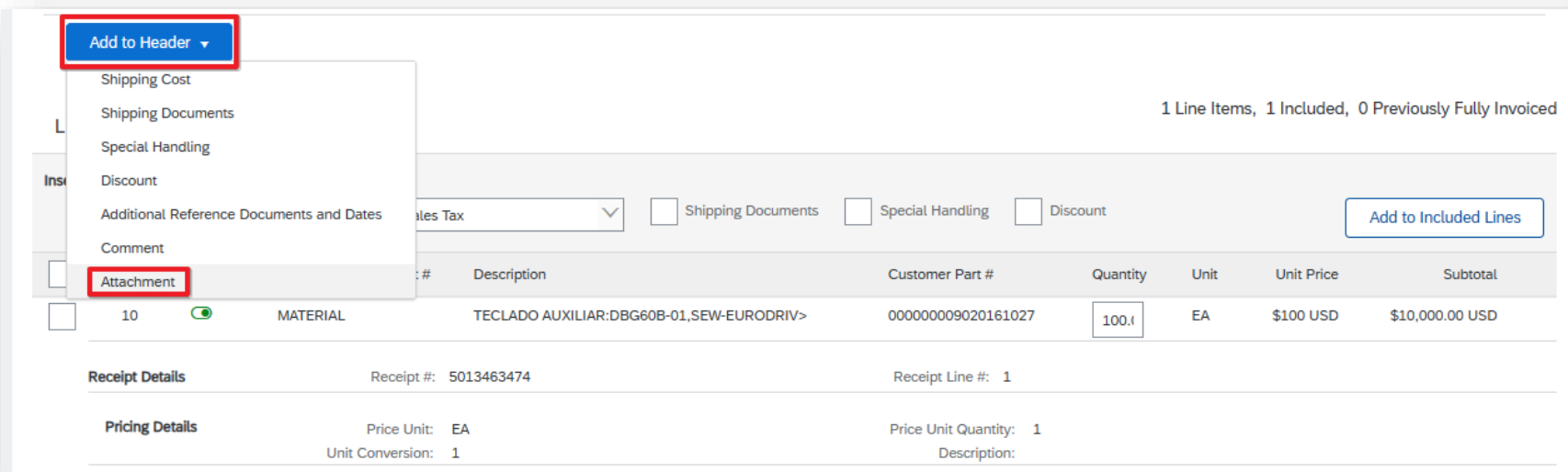
## 2

## Crear factura y completar información en SAP Business Network

### Attachments:

In the case that you want to add additional documents (PDF, Word, ZIP) you can do so through the attachments section.

- Click on the “Add head” button and select the “Attachments” option
- Click on “Select file”, select the file you want to load and then click on “Add attachment”



The screenshot displays the SAP Business Network interface for creating an invoice. A dropdown menu is open under the 'Add to Header' button, with the 'Attachment' option highlighted. The main table shows one line item with a quantity of 100.0 and a subtotal of \$10,000.00 USD. The receipt details and pricing details are also visible at the bottom.

#	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	MATERIAL TECLADO AUXILIAR:DBG60B-01,SEW-EURODRIV>	000000009020161027	100.0	EA	\$100 USD	\$10,000.00 USD

Receipt Details: Receipt #: 5013463474, Receipt Line #: 1

Pricing Details: Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, Description:

2

## Create Invoice and complete the information

Invoice lines:

Select which lines will be included and the quantity to be invoiced. **\*Note:** Partial invoicing is possible. For example, you can invoice 2 of 3 units received.

Line Items

Insert Line Item Options

☐ Tax Category: 0% I1 / A/P Sales Tax

☐ 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		TECLADO AUXILIAR:DBG60B-01,SEW-EURODRIV>	000000009020161027	100.0	EA	\$100 USD	\$10,000.00 USD

Receipt Details

Receipt #: 5013463474

Receipt Line #: 1

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1

Description:

Tax

Category: \* VAT

Location:

Description:

Taxable Amount:

Rate(%): 16.00

Tax Amount: \$1,600.00 USD

## 3 Review details and sent invoice to the client

3. Validate that all requested information has been completed and click “Next” and “Submit”

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:Mexico.  
If you want your invoices to be stored in the SAP Business Network 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: 501769031	Subtotal: \$10,000.00 USD
Invoice Date: Wednesday 25 Oct 2023 10:59 PM GMT-06:00	Total Tax: \$1,600.00 USD
Original Purchase Order: 4501769031	Amount Due: \$11,600.00 USD
Receipt: 5013463474	

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
AMERICAN NATURAL SODA ASH CORPORATI-TEST	VITRO AUTOMATIZACION	AMERICAN NATURAL SODA ASH CORPORATI-TEST
Postal Address: 121 ALHAMBRA PLAZA, 1120 CORAL GABLES, AK 99518 United States	Postal Address:  Invoice only through Ariba Network  Mexico Address ID: 503	Postal Address: 121 ALHAMBRA PLAZA, 1120 CORAL GABLES, AK 99518 United States




### 3 Review details and sent invoice to the client

2. Validate that the invoice has been sent correctly. To review this, you must check that the status of the purchase order has changed to “Invoiced” or “Partially Invoiced”, depending on the case.

Purchase Order: 4501769030 Done

Create Order Confirmation Create Ship Notice Create Invoice ⬇️ ⬅️ ⋮

Order Detail Order History



**From:**  
Customer  
VITRO AUTOMATIZACION  
KERAMOS PONIENTE-225  
64410 Monterrey  
NL  
Mexico  
Phone: +52 ( ) 5281 88633097  
Fax:

**To:**  
AMERICAN NATURAL SODA ASH CORPORATI-TEST  
121 ALHAMBRA PLAZA, 1120  
CORAL GABLES, AK 99518  
United States  
Phone:  
Fax:  
Email: [vivotestsupplier@hotmail.com](mailto:vivotestsupplier@hotmail.com)

**Purchase Order**  
**Invoiced**  
4501769030  
Amount: \$10,000.00 USD  
Version: 1  
Track Order

**Payment Terms** ⓘ  
NET 90  
Neto 90 Dias

**Comments**  
Términos y Condiciones:

Routing Status: Acknowledged  
External Document Type: Pedido Domestico (ZDOM)  
Related Documents: FAC9030  
5013463473

3

## Review details and sent invoice to the client

3. Additionally, when entering the invoice and going to the history tab, the Success message should appear. This completes the invoicing process in SAP Business Network for Vitro.

Detail

Scheduled Payments

History

Invoice: FAC9030

Invoice Status: Sent

Received By SAP Business Network On: 17 Oct 2023 3:36:32 PM GMT-06:00

Submitted By: AMERICAN SODA

To: Vitro - TEST

Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	AMERICAN NATURAL SODA ASH CORPORATI-TEST	17 Oct 2023 3:36:34 PM
Acknowledged		Supplier	17 Oct 2023 3:36:56 PM
	Comments from Vitro - TEST: Success	PropagationProcessor-109581034	17 Oct 2023 3:36:56 PM

## Additional resources

We invite you to validate in detail the support material provided.



[Invoice manual](#)



[Invoicing Tutorial  
Video](#)



[Vitro Support  
channel](#)

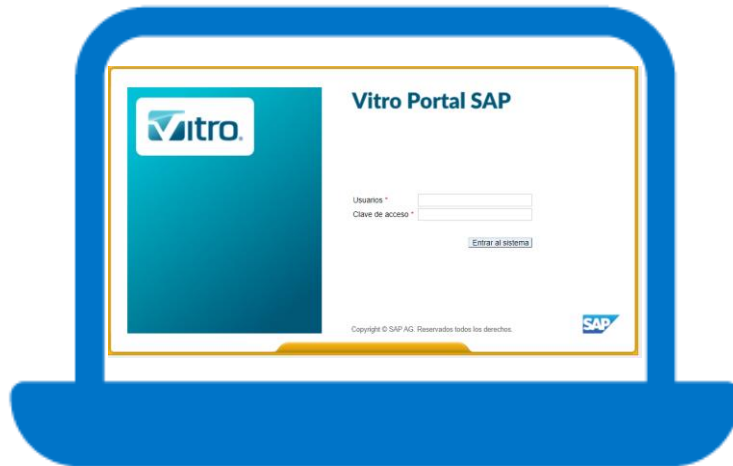
# 03

¿How to Identify If I must invoice in SAP Business Network?



## ¿How to Identify If I must invoice in SAP Business Network?

### Invoice on Vitro portal (Myportal.vitro.com)



- You are a local or import supplier from Colombia or Mexico.
- In the instructions statement, you were instructed to only complete the purchase order confirmation course (Course 1)

### Invoice on SAP Business Network (Supplier.ariba.com)



- You are an import supplier not from Mexico. Ex: Brazil, Australia, United States.
- In the instruction email, you were instructed to complete the Confirmation (1) and Billing (2) Courses.

# 04

## Comprehension Test



## Comprehension test

Next, we present an evaluation that reflects your understanding of the knowledge acquired during this course.

Thank you for completing this to provide information to your client who is ready to start transacting on SAP Business Network. This is a requirement to start transacting with your client.

We ask that you complete all evaluation fields and participate at least once in representing your organization. If you have any additional questions about the process, please don't hesitate to contact our support team through the channel [habilitacionproveedores@vitro.com](mailto:habilitacionproveedores@vitro.com)

We appreciate your collaboration.



[Clic Here to access the evaluation](#)

# 05

## Next Steps





## Next Steps

**December 15**

Summit of full  
transaction process

**December 15 - January 8  
January 22**

Access to self-  
training material

Start receiving  
purchase orders in  
SAP Business  
Network

