



UNION PACIFIC SAP BUSINESS NETWORK FOR SUPPLY CHAIN INVOICING – INDIRECT MATERIALS

—
Supplier Training Guide

9 September 2025



Agenda

Invoice Information

- Union Pacific Invoice Specifications
- Invoice Rules

Invoice Portal User Interaction

- Invoice Methods:
 - PO-based invoices
 - Credit Memos
 - Copy Invoices
 - Contract Invoice

Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports

Appendix

- Invoice Archival
- Help Portal – SAP Business Network Guide to Invoicing

Invoice Information

In this chapter you will learn about...

- Union Pacific invoice specifics
- invoice rules

Union Pacific Invoice Specifics

Invoices must match the purchase order

- If there is an issue with a purchase order related to the requested due date or quantity, suppliers should follow the order confirmation process to communicate request for change
- If the price on the order is incorrect, suppliers with catalogs should ensure the pricing is correct in the catalog. Then, the price change should be submitted following the messaging feature in SAP Ariba

Suppliers will charge sales tax on invoices

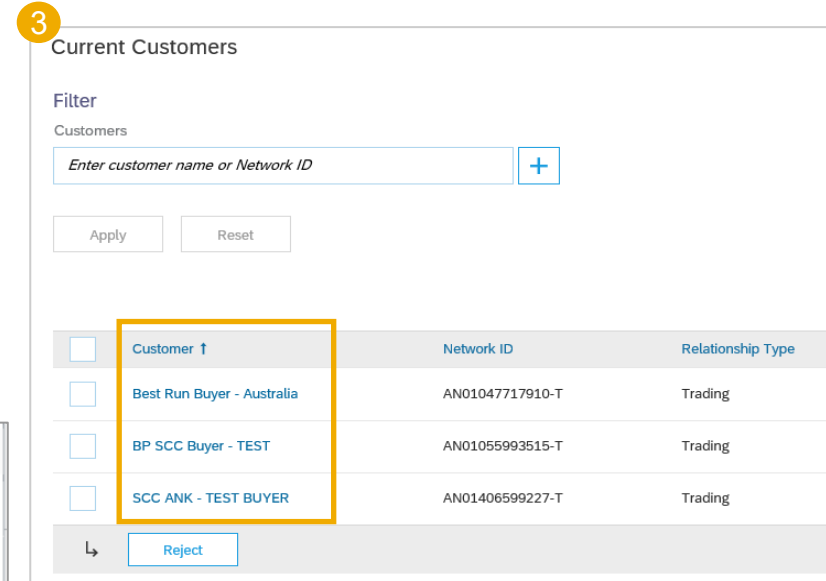
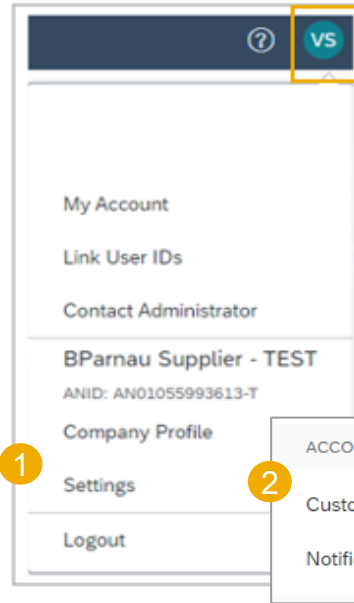
- During the invoice process, suppliers will be prompted to input sales tax; you cannot proceed without entering this information
- In the case of direct pay permit states, it will be necessary to enter the sales tax amount as \$0.00
- Sales tax should be entered at the header level



Review Union Pacific 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 Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Union Pacific**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If **Union Pacific** enabled Country-Based Invoice Rules, then you will be able to choose your Country in Originating Country of Invoice from the drop-down menu.



Invoice Information

In this chapter you will learn about...

- the ways to create PO-based invoices
- how to create a Credit Memo and copy invoices

Invoice Portal User Interaction



PO-based Invoice

Credit Memos

Copy Invoices

Contract Invoices

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

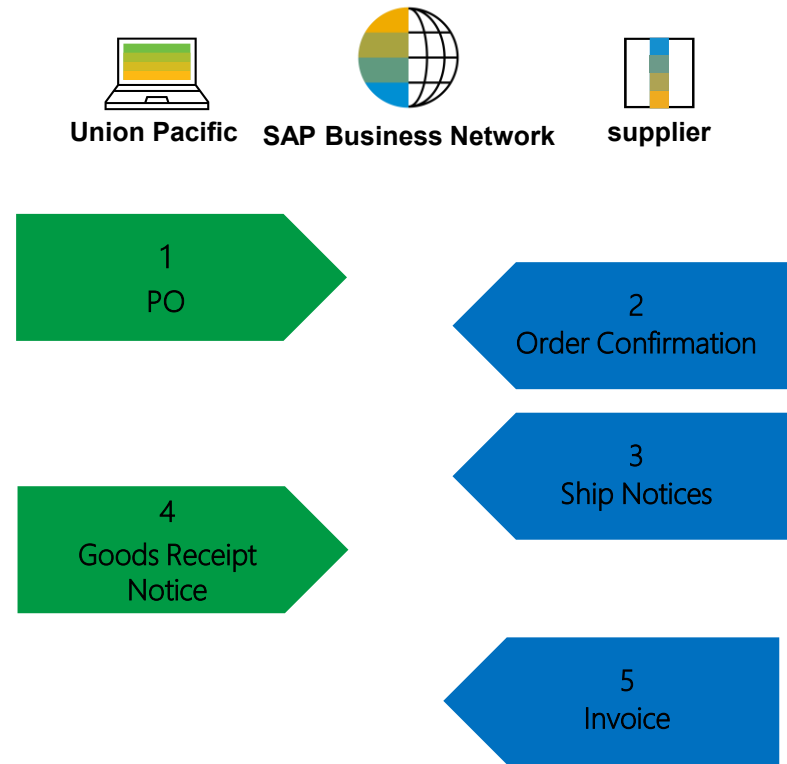
Invoice Reports

Invoice Archival

PO-Based Invoice

Generic Workflow

Supplier can create an invoice based on the purchase order.



PO-Based Invoice

Create Invoice

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

1. Select 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**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' and 'Orders' tabs are highlighted. The 'Orders' dropdown menu is open, showing 'Orders and Releases'. Below this, a dashboard displays four tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. The 'Orders to invoice' tile is highlighted with a blue bar. Below the dashboard, a table is shown with columns: 'Order Number', 'Customer', 'Amount Invoiced', and 'Actions'. The table contains one row with the order number '7100002694' and customer 'SCC Delivery Team - Global H19 Client 400 - TEST'. The 'Actions' column for this row has a dropdown menu with 'Standard invoice' selected. The interface is annotated with numbered callouts: 1 points to the 'Orders' dropdown, 2 points to the 'Edit filter' button, 3 points to the 'Actions' button, and 4 points to the 'Standard invoice' option.

Order Number	Customer	Amount Invoiced	Actions
7100002694	SCC Delivery Team - Global H19 Client 400 - TEST		...

PO-Based Invoice

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.
3. Tax can be entered at the Header level by selecting the appropriate radio button.
4. If customer allows, you can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
5. You will be able to see information from the BusinessPartner element mapped to the **Customer** section on a header level.
6. Scroll down to the **Line items** section to select the line items being invoiced.

Note: Suppliers can change the invoice date, but the date cannot be in the future.

7100002694

▼ Invoice Header

Summary

Purchase Order: 7100002694

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 / IO

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

PO-Based Invoice

Line Items

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

1. Review **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 **check box** 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.

Quantity	Unit	Unit Price
<input type="text" value="10"/>	BX	<input type="text" value="25.00 EUR"/>

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

Pricing Details

Price Unit: +

Unit Conversion: +

Line Item Actions

PO-Based Invoice

Detail Line Items

1. Additional information can be viewed at the Line-item Level by editing a **Line Item**.

The image shows two overlapping screenshots from a SAP system. The top screenshot is the 'Line Items' view, and the bottom is the 'Create Invoice' view.

Line Items Screenshot:

- Header: 1 Line Items, 1 Included, 0 Previously Fully Invoiced
- Table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Original Price, Unit Price, Subtotal.
- Row 1: 10, , MATERIAL, BIELA REACCION, XR10078101, 10, EA, 10.00 EUR, 100.00 EUR.
- Below the table is a 'Pricing Details' section with fields for Price Unit (EA), Price Unit Quantity (1), Unit Conversion (1), and Description.
- A 'Line Item Actions' dropdown menu is open, showing options: Edit, Add, and Shipping Documents.

Create Invoice Screenshot:

- Header: Done, Cancel
- Section: Invoice Item
- Fields: Quantity (10), Unit (EA), Unit Price (10.00 EUR), Subtotal (100.00 EUR), Customer Part # (XR10078101).
- Section: Description (BIELA REACCION)
- Section: Pricing Details (Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, Description: This field specifies that 1 Box is equivalent to...)
- Field: Inspection Date
- Section: Accounting Reference (Reference ID: REF 2023, Description:)

PO-Based Invoice

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 Union Pacific
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.

The screenshot shows the 'Create Invoice' interface in SAP Business Network. At the top, there are navigation buttons: 'Previous' (annotated with '2'), 'Save', 'Submit' (annotated with '1'), and 'Exit'. Below this is a 'Create Invoice' header with 'Update' (annotated with '3'), 'Save', 'Exit', and 'Next' buttons. The main form area is titled 'Create Invoice' and contains a red error message: '!Please correct the following errors and resubmit'. Under the 'Invoice Header' section, there is a 'Summary' table with the following fields: 'Purchase Order: 7100002694', 'Invoice #: *' (empty, with a red error message '!Required field' below it), 'Invoice Date: * 31 Jan 2023' (with a calendar icon), 'Service Description:' (empty), 'Supplier Tax ID: 213412999', and 'Remit To: BParnau Supplier - TEST'. At the bottom, the SAP Business Network navigation bar is visible, showing 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Invoices'. The 'Invoices' dropdown menu is open, showing 'Drafts' (annotated with '4').

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



Credit Memo

Line Level Detail

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

1. Select the **Invoices** tile.
2. Use filters to identify the correct item. Open the invoice by clicking its number.
3. Click **Create Line-Item 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: Credit memos can only be submitted after invoice.

The screenshot displays the SAP Business Network interface for an Enterprise Account. The navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', and 'Invoices'. The 'Invoices' tile is selected, showing a list of invoices. The selected invoice is 'Standard Invoice' with number '1INVCNS939', origin 'supplier', and status 'Acknowledged' and 'Sent'. The 'Create Line-Item Credit Memo' button is visible. Below the invoice details, the 'Line Items' section shows a table with 4 line items. The 'Insert Line Item Options' section includes checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount'. The 'Line Item Actions' section includes a 'Delete' button. The 'Subtotal' section shows the following amounts: 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.

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

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

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

Copy Invoices

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

1. Select Invoices tile.
2. Use filters to identify the correct item. Open invoice by clicking its number.
3. Click **Copy this invoice** in the invoice screen.
4. Enter a new invoice number. Edit the other fields as necessary.
5. Click **Next**
6. Review the invoice and **Submit** it.

The screenshot displays the SAP Business Network interface for an 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 'Standard Invoice' (1INVCNS939) highlighted. The invoice details screen shows the invoice number 1900000016 and the 'Copy This Invoice' button. The 'Invoice Header' section contains a 'Summary' form with fields for Purchase Order (7100002694), Invoice #, Invoice Date (31 Jan 2023), Service Description, and Supplier Tax ID. The bottom navigation bar includes buttons for Next, Update, Save, Exit, and Submit.

SAP Business Network Enterprise Account

Home Enablement **Workbench** Planning Orders Fulfillment Invoices

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	1INVCNS939	supplier	Acknowledged	Sent	...

Invoice: 1900000016

Create Line-Item Credit Memo Copy This Invoice

Invoice Header

Summary

Purchase Order: 7100002694

Invoice #: *

Invoice Date: * 31 Jan 2023

Service Description:

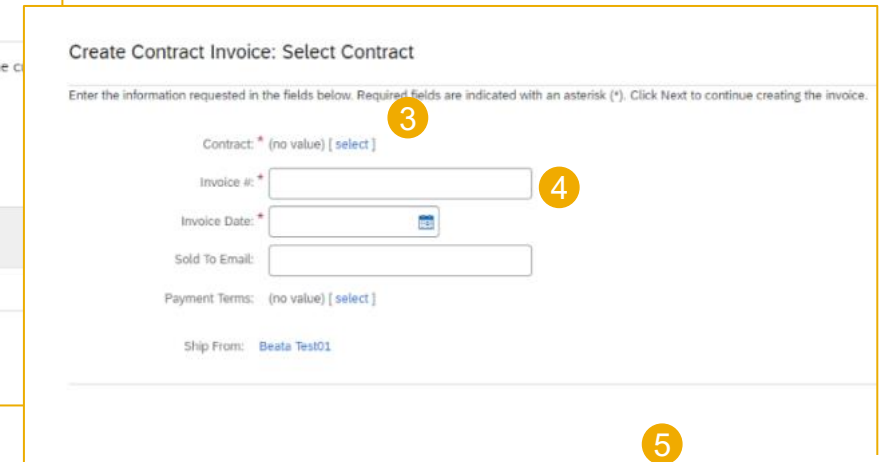
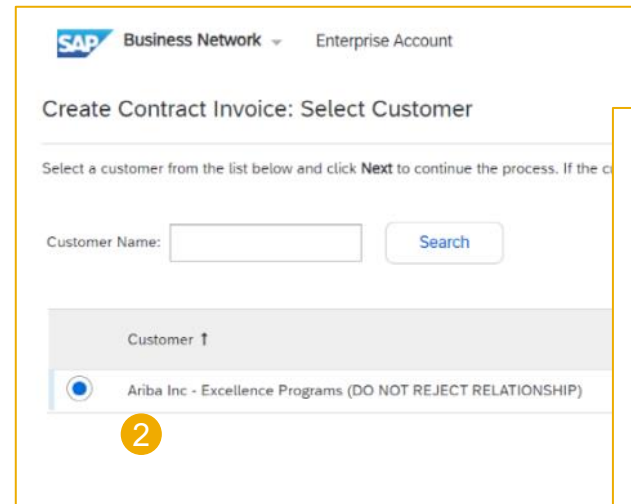
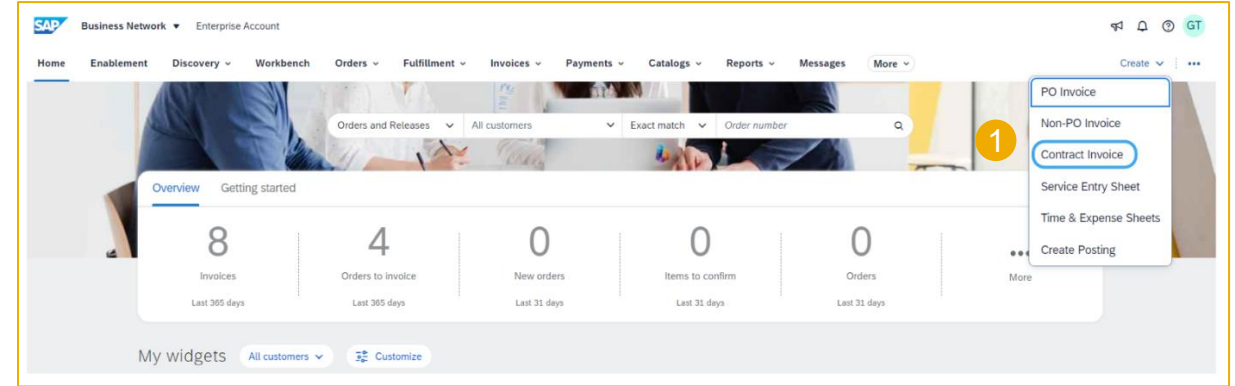
Supplier Tax ID:

Next Update Save Exit Submit

Contract Invoice

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

1. Click the Create dropdown menu, then select Contract Invoice.
2. Select the customer's name from the customer dropdown list.
3. Select the relevant contract and click Done.
4. Enter the invoice number.
5. Click Next to open the invoice.
6. To add Line items to the Invoice:
7. At Line Level, click Add Item.
8. Choose from Non-catalog or Catalog options.
9. For Catalog items Select Item > Add Item > Done.
10. Enter the required fields marked with an asterisk(*).
11. Update the total, click Next, and click Submit to send the invoice to your buyer.



Invoice Management

In this chapter you will learn about...

- how to search for invoice and its status
- how to review invoice history
- how to modify invoices
- how to create invoice reports
- how to configure invoice archival

Invoice Management

Search for Invoice

Quick Search:

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

Refined Search: Allows a refined search of Invoices within up to last 365 days. Custom search offers the option to examine a broader date range.

2. Click on **Workbench** OR **Invoices > Invoices**
3. Select the **Invoices** tile.
4. Use filters to specify your search.

1 Invoices All customers Exact match Invoice Number

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders Fulfillment Invoices

3 3 Invoices Save filter

4 Edit filter

Customers Invoice number Reference Invoice date

Select or type selections Type selection Type input Last 365 days

Partial match Exact match

Invoice type Invoice status Status change date

All All None

Invoice Management

Invoice Status - Routing Status To Your Customer

If you configured your Invoice Notifications, you will 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 Union Pacific via SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Union Pacific invoicing rules. Union Pacific 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 customer
- **Acknowledged** – Union Pacific invoicing application has acknowledged the receipt of the invoice

Invoice Management

Invoice Status - Review Invoice Status With Your Customer

Invoice Status reflects the status of Union Pacific's action on the Invoice.

- **Sent** – The invoice is sent to Union Pacific, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Union Pacific approved the invoice cancellation
- **Paid** – Union Pacific paid the invoice / in the process of issuing payment. Only if Union Pacific uses invoices to trigger payment.
- **Approved** – Union Pacific has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Union Pacific has rejected the invoice or the invoice failed validation by SAP Business Network. If Union Pacific 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

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 done reviewing the history, click **Done**.

Invoice: INV33

Done

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

Detail Scheduled Payments 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

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.

The screenshot displays the SAP Business Network interface for an Enterprise Account. The navigation bar includes Home, Enablement, Workbench, Planning, Orders, Fulfillment, and Invoices. The Invoices tile is highlighted with a yellow box. Below the navigation bar, a tile shows '3 Invoices' with a 'Save filter' link. A table lists invoices with columns for Invoice Number, Customer, Reference, Invoiced Date, and Actions. The invoice 'INV-10807' is selected, and its details are shown below the table. The 'Actions' menu for this invoice includes 'Create line-item credit memo', 'Create line-item debit memo', 'Copy This Invoice', and 'Cancel'. The 'Edit Invoice' form is visible, showing the 'Invoice Header' section with a 'Summary' table. The 'Submit' button is highlighted with a yellow box.

Invoice Number	Customer	Reference	Invoiced Date ↓	Actions
INV-10807	SCC Delivery Team - Global H19 Client 400 - TEST	7100002694	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:	7100002694
Invoice #:	INV_V1-10807
Invoice Date:	1 Feb 2023

Submit

Invoice Management

Create Invoice Reports 1

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 'SAP Business Network' and 'Enterprise Account'. Below this, a menu bar contains 'Home', 'Enablement', 'Workbench', 'Planning', and 'Reports'. A yellow circle with the number '1' highlights the 'Reports' menu item. Below the menu, the 'Reports' section is displayed. It includes a header with instructions: '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 characters.' Below this is a 'Report Templates' table with columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A table row shows a report with ID '111', 'Manual' schedule, 'Open Orders' type, 'Processed' status, and a '76 KB' size. A yellow circle with the number '2' highlights the 'Create' button in the row's action menu. Below the table, a 'Report' form is shown. A yellow circle with the number '3' highlights the 'Title*' field, a yellow circle with '4' highlights the 'Report type*' dropdown, and a yellow circle with '5' highlights the 'Next' button. The form also includes a 'Description' field, 'Time zone' (set to EST), and 'Language' (set to English) dropdowns.

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 characters.

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 2 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 2

- 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.

The screenshot displays the 'Report' configuration interface. At the top right, there are 'Previous', 'Submit' (marked with a yellow circle 7), and 'Exit' buttons. Below this, a text box instructs: '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.'

On the left, a sidebar shows '1 Report Description' and '2 Criteria'. The main area contains the following configuration options:

- Customer: All Customers (with a 'Select' button marked with a yellow circle 6)
- Filter Invoice By: Date Invoice Created (dropdown menu)
- Date Range: 25 Jan 2023 (calendar icon) To 1 Feb 2023 (calendar icon)

At the bottom of the configuration area, there are 'Previous', 'Submit', and 'Exit' buttons.

Below the configuration area is a 'Report Templates' table:

	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

At the bottom of the table, there is a toolbar with buttons: 'Run', 'Download' (marked with a yellow circle 9), 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status' (marked with a yellow circle 8).

Appendix

Help Portal – SAP Business Network Guide to Invoicing

For more detailed information on Invoice management process please refer to Help Portal – **SAP Business Network Guide to Invoicing.**

All the legal requirements and **country/region-specific tax invoicing rules** can be found under the respective section.

The screenshot shows the SAP Help Portal interface. At the top, the SAP logo and 'Help Portal (Documentation)' are visible. Below this is a breadcrumb trail: 'Home > SAP Business Network for Procurement > SAP Business Network Guide to Invoicing > SAP Business Network Guide to Invoicing'. The main title 'SAP Business Network Guide to Invoicing' is displayed in large white text on a dark background, with '2311' and 'English' as dropdown menus. Below the title, there are navigation icons (list, up, down, back). A left-hand navigation pane contains a list of topics, with 'Country/Region-Specific Tax Invoicing Process' highlighted in yellow. The main content area on the right has the title 'SAP Business Network Guide to Invoicing' and a sub-header 'This guide is for SAP Ariba users responsible for creating, editing, monitoring, and approving invoices.' Below this, it states 'This guide applies to:' followed by a bulleted list of applicable SAP products and processes.

SAP Help Portal (Documentation)

Home > SAP Business Network for Procurement > SAP Business Network Guide to Invoicing > SAP Business Network Guide to Invoicing

SAP Business Network Guide to Invoicing 2311 English

↓ ⌵ ↑ ⏪

- SAP Business Network Guide to Invoicing
- > Introducing SAP Business Network Invoicing
- > Invoice Creation
- > Standard Invoice Field Reference
- > Invoice Rules
- > Digital Signature Process
- > SAP Ariba Tax Invoicing Framework
- > **Country/Region-Specific Tax Invoicing Process**
- > SAP Business Network Invoice Rules and Fields
- > Global E-Invoicing Requirements
- > Invoice Status Portal Configuration
- > Peppol Integration for SAP Business Network

SAP Business Network Guide to Invoicing

This guide is for SAP Ariba users responsible for creating, editing, monitoring, and approving invoices.

This guide applies to:

- SAP Business Network
- SAP Business Network for Supply Chain
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. From the dropdown menu select **Electronic Invoice Routing**.
3. Select the tab **Tax Invoicing and Archiving**.
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want SAP Business Network to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - After Archive Immediately started you can either Stop it or Update Frequency any time.
6. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

1. Click the user profile icon in the right top corner of your screen and select **Settings**.

2. From the dropdown menu select **Electronic Invoice Routing**.

3. Select the tab **Tax Invoicing and Archiving**.

4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.

5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.

6. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).

Thank you.

Contact information:

Union Pacific Supplier Enablement Team
upse@up.com



BUILDING AMERICA[®]