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

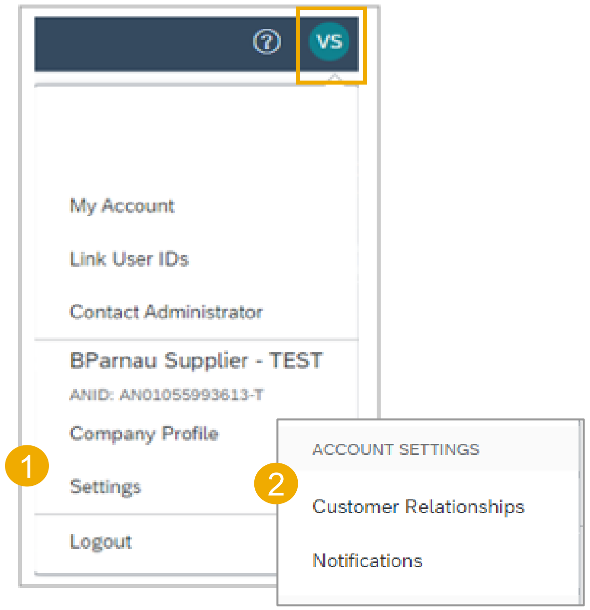
Suppliers will charge sales tax on invoices

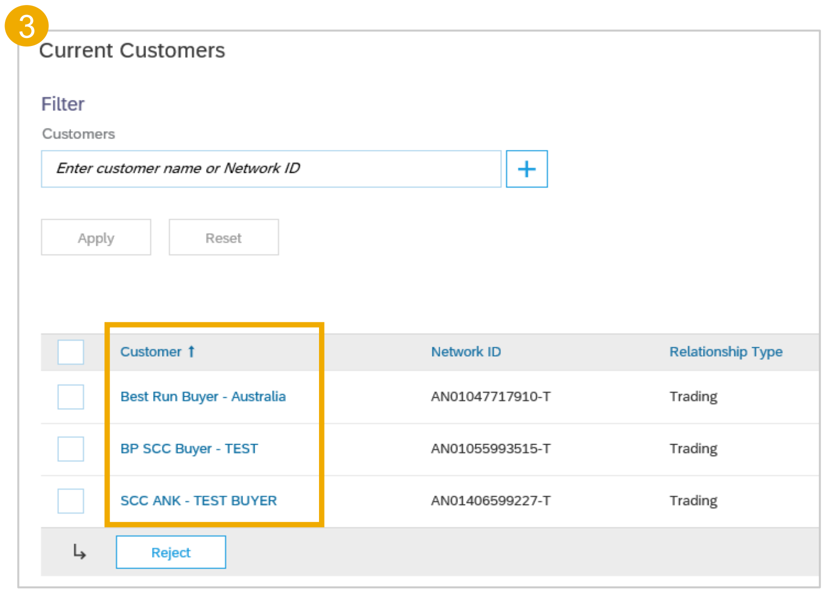
- During the invoice process, suppliers will be prompted to input sales tax; you cannot proceed without entering this information
- In the case of direct pay permit states, it will be necessary to enter the sales tax amount as $0.00
- Sales tax should be entered at the header level

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

Invoice Methods

- PO-based Invoice
- Credit Memos
- Copy Invoices
- Contract Invoices

Invoice Management

- Search for Invoice
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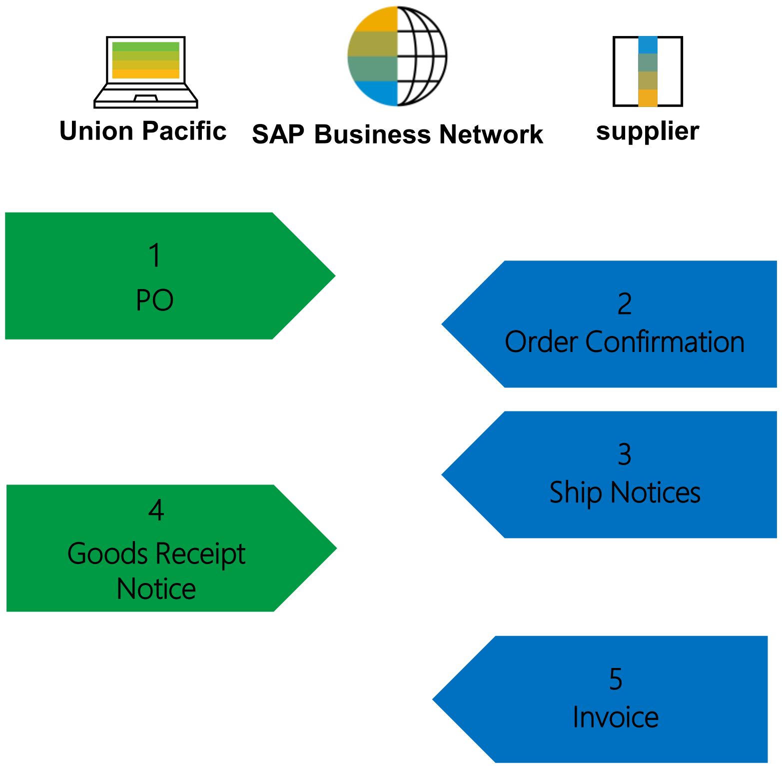
- Invoice Reports
- Invoice Archival

PO-Based Invoice

Generic Workflow

Supplier can create an invoice based on the purchase order.

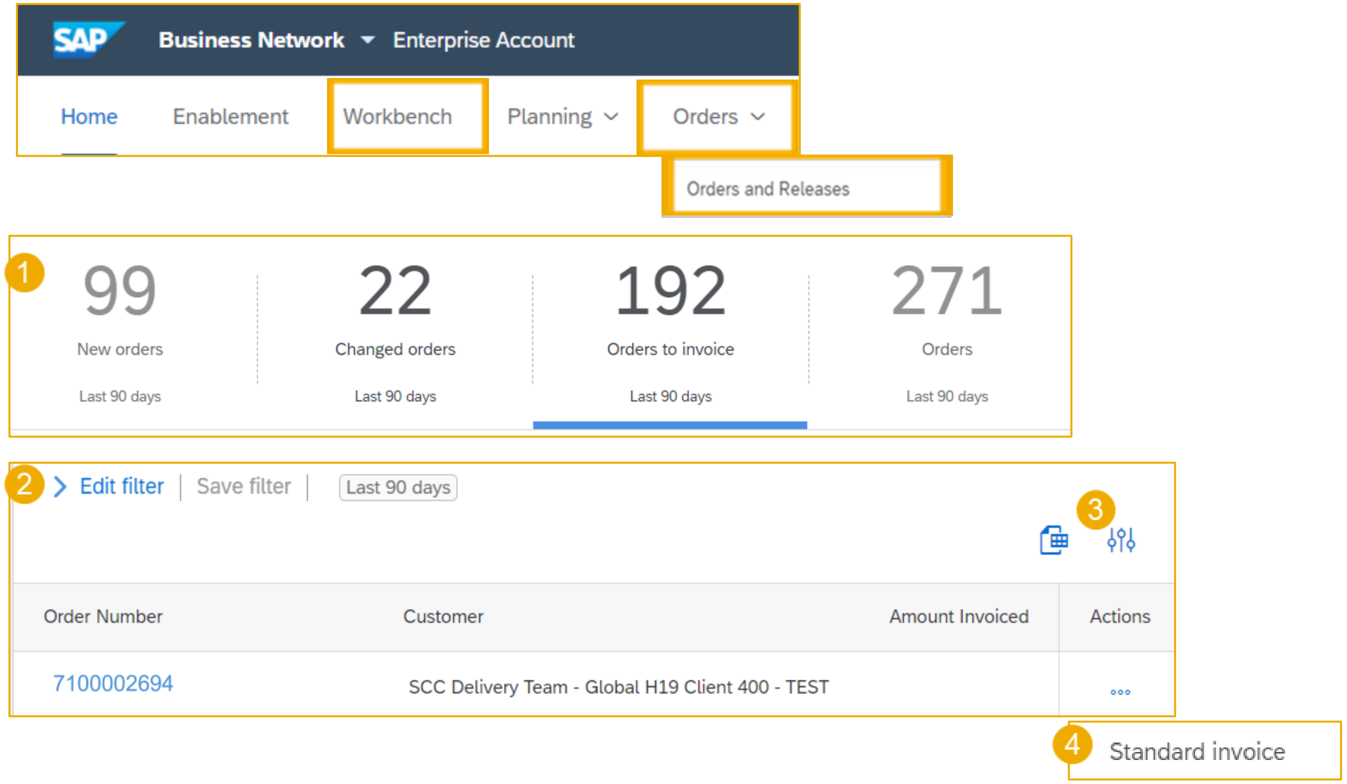


PO-Based Invoice

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**.



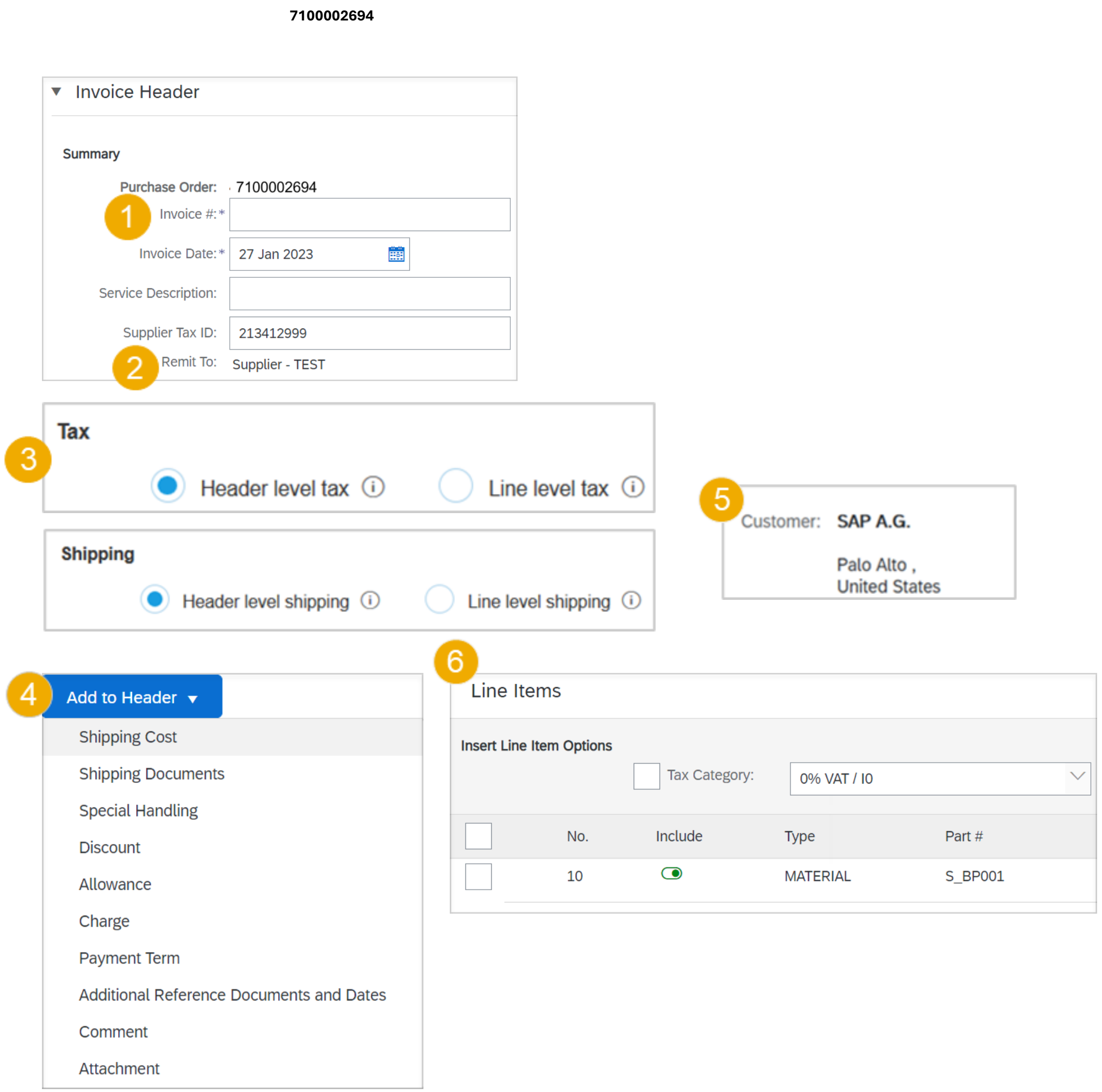
PO-Based Invoice

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.

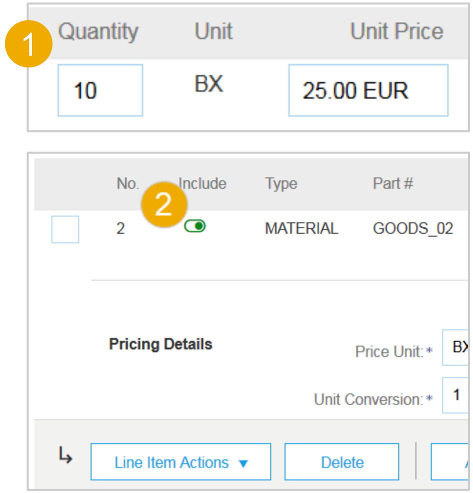


PO-Based Invoice

Line Items

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

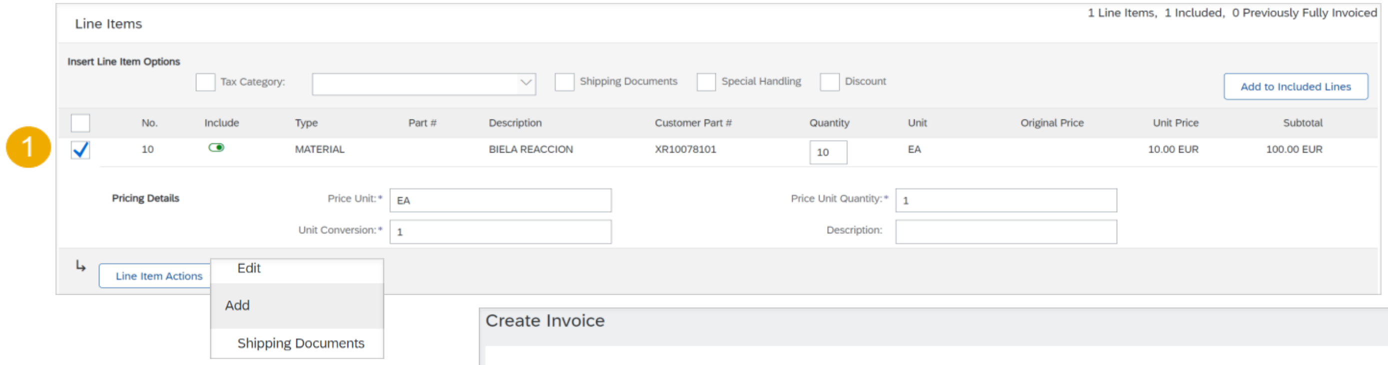
1. Review **Quantity** for each line item you are invoicing.
2. Click on the line item’s **Green slider** to exclude it from the invoice, if the line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.

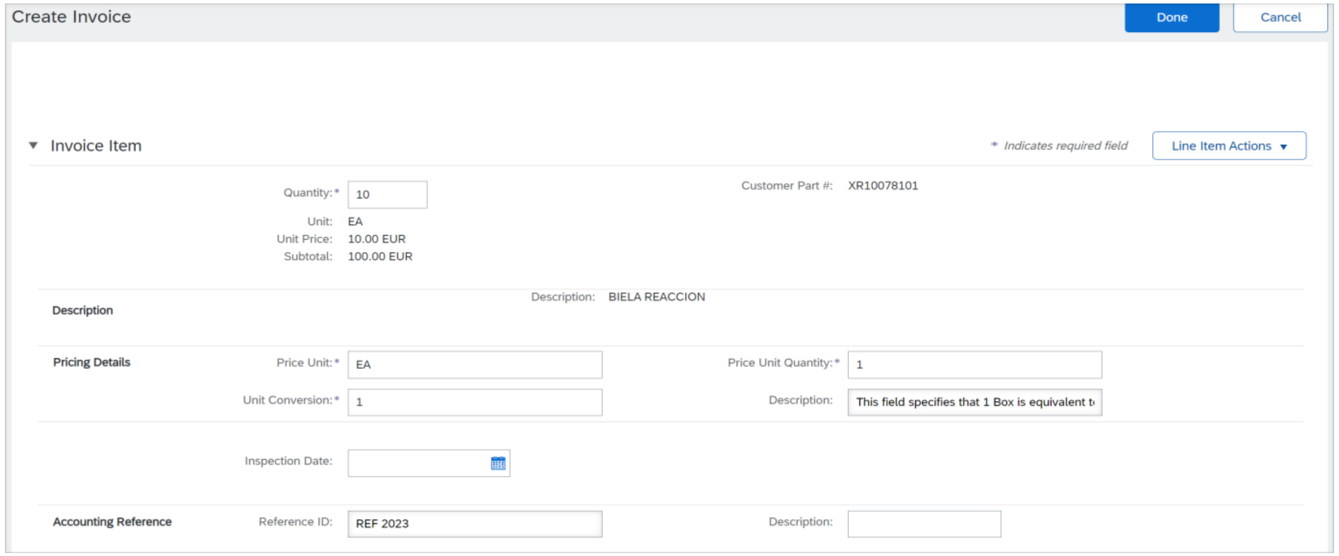


PO-Based Invoice

Detail Line Items

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



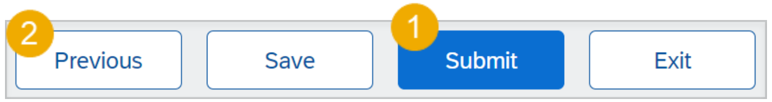


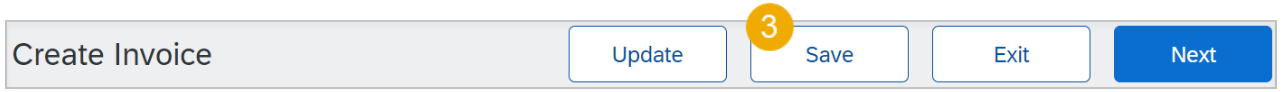
PO-Based Invoice

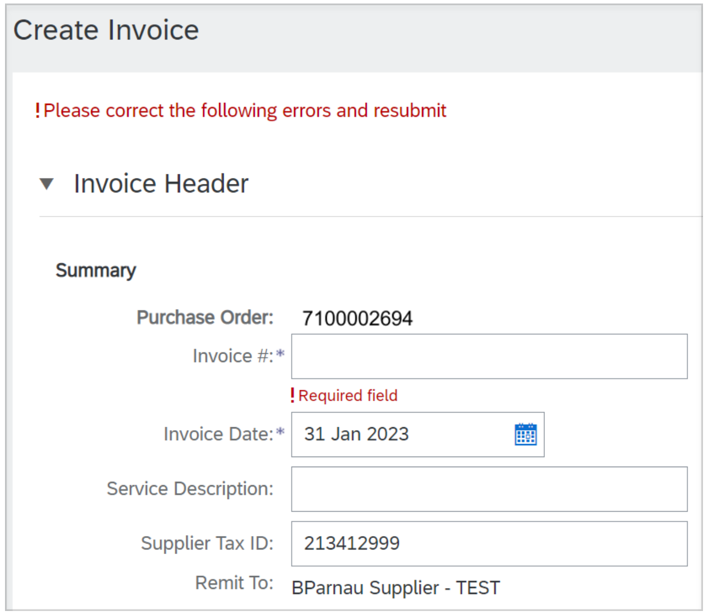
Review, Save, or Submit Invoice

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

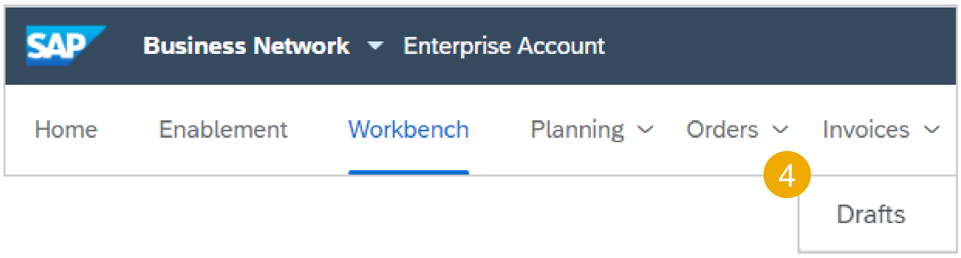
1. If no changes are needed, click **Submit** to send the invoice to Union Pacific
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You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







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

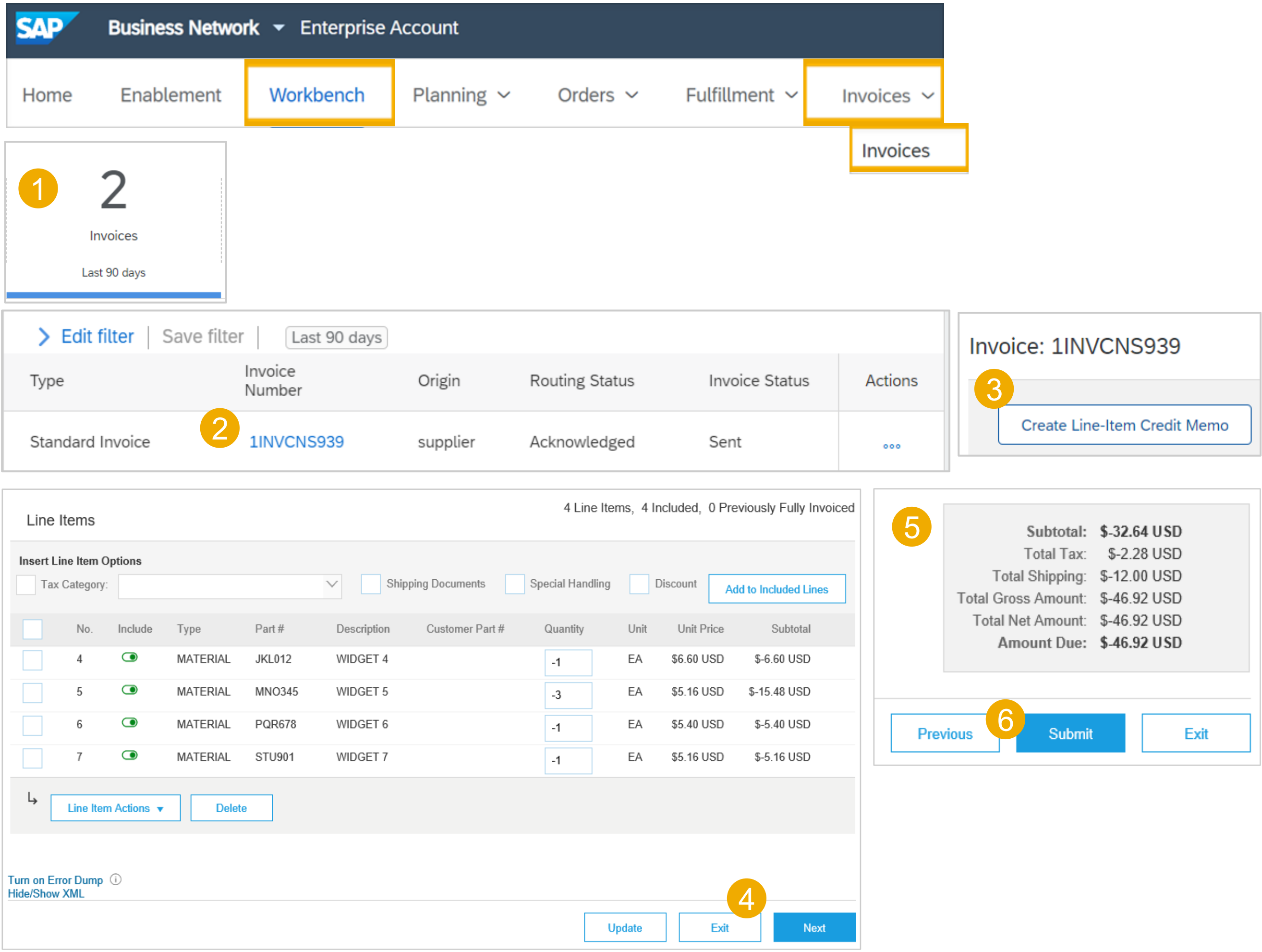


Credit Memo

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**.

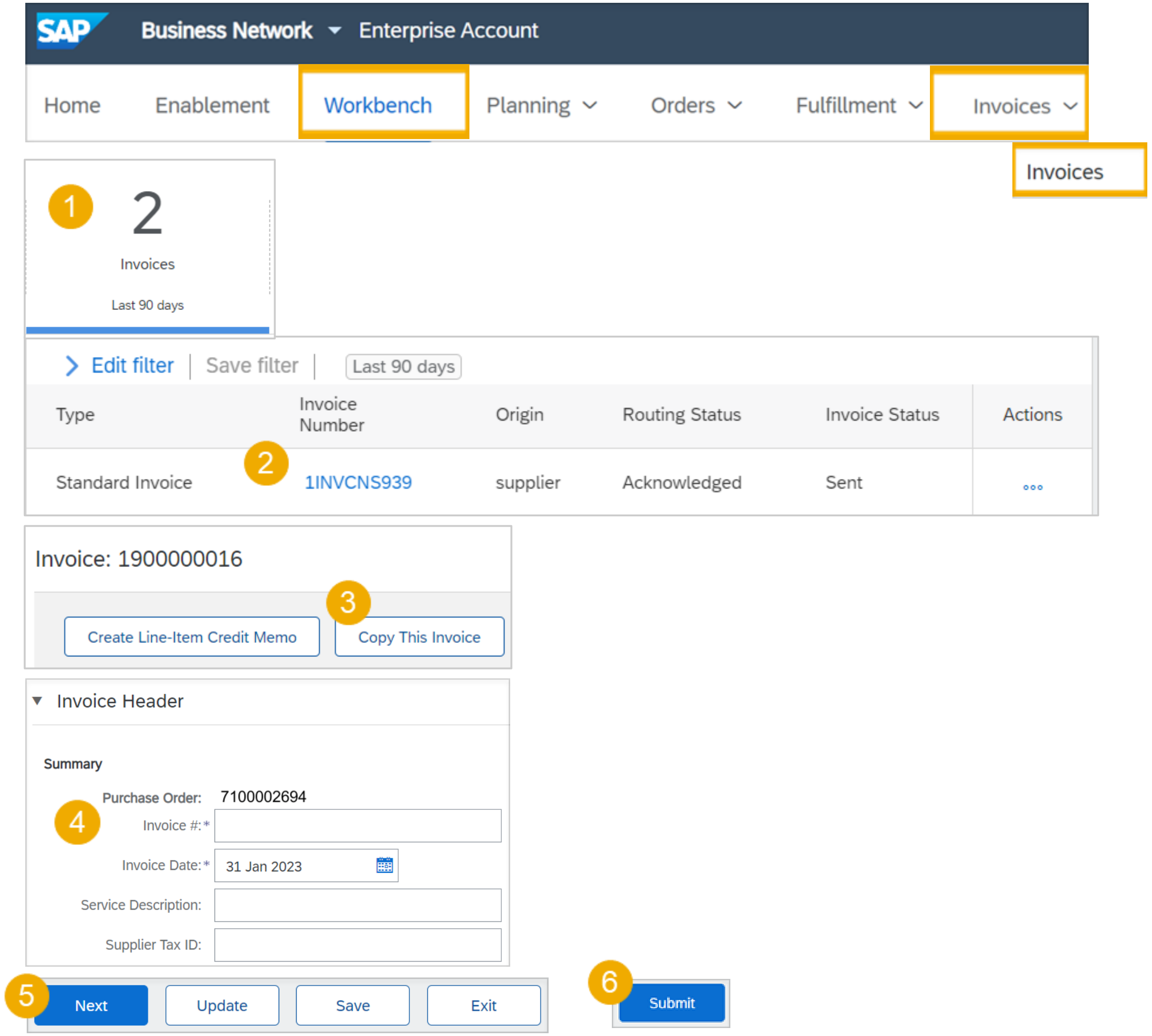


Note: Credit memos can only be submitted after invoice.

Copy Invoices

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

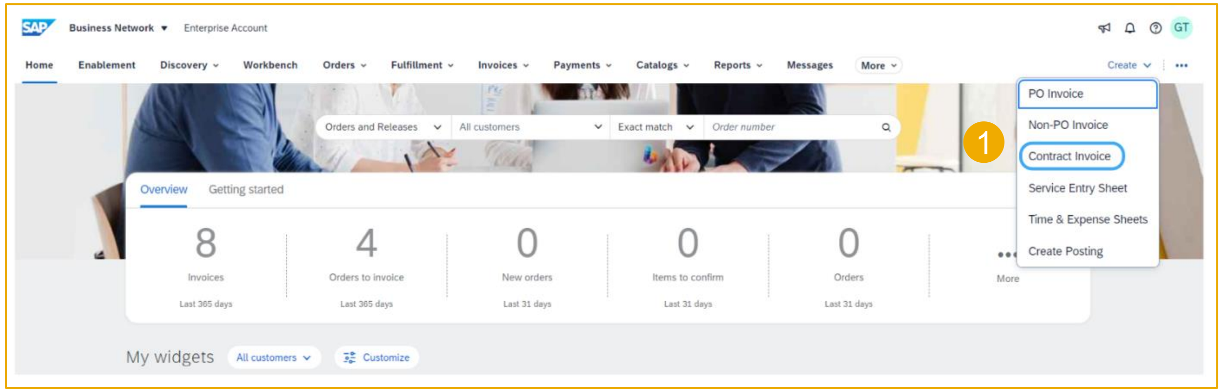
1. Select Invoices tile.
2. Use filters to identify the correct item. Open invoice by clicking its number.
3. Click **Copy this invoice** in the invoice screen.
4. Enter a new invoice number. Edit the other fields as necessary.
5. Click **Next**
6. Review the invoice and **Submit** it.

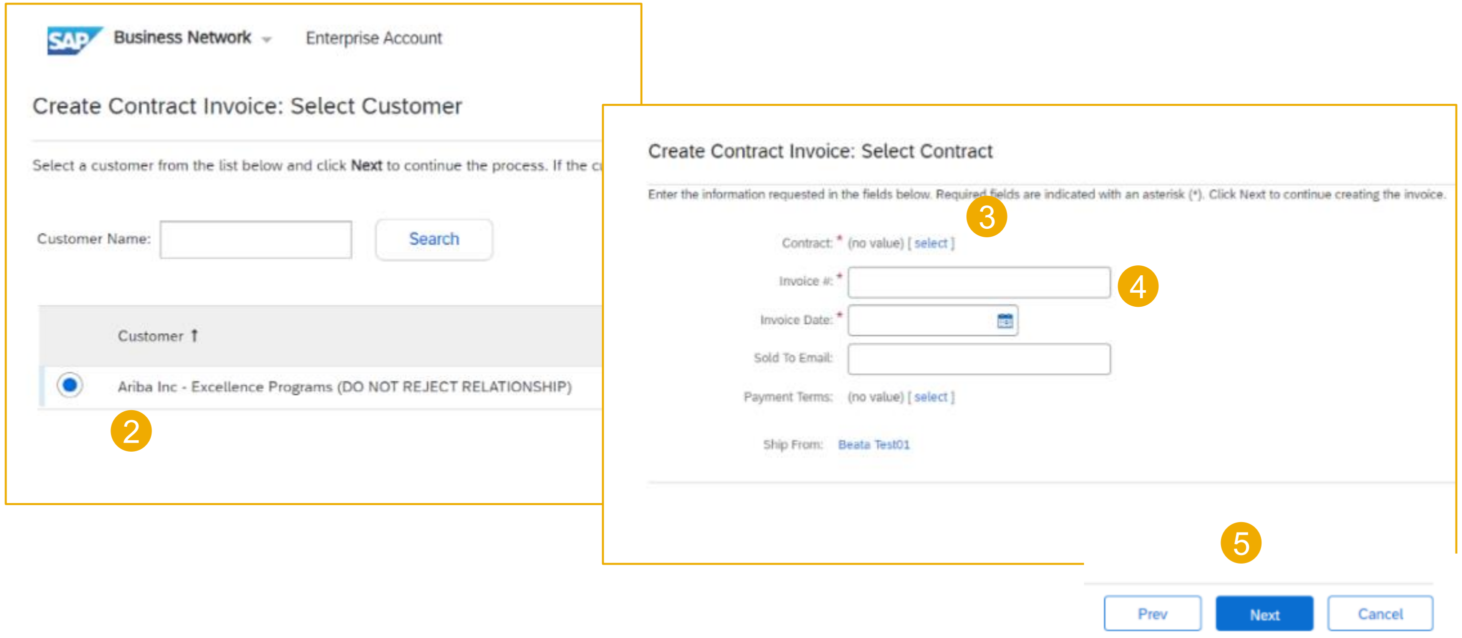


Contract Invoice

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…

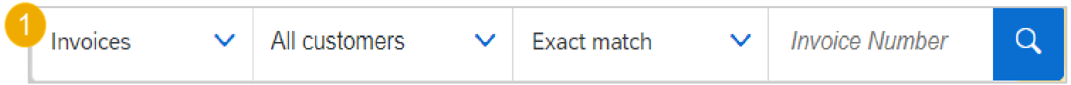
- how to search for invoice and its status
- how to review invoice history
- how to modify invoices
- how to create invoice reports
- how to configure invoice archival

Invoice Management

Search for Invoice

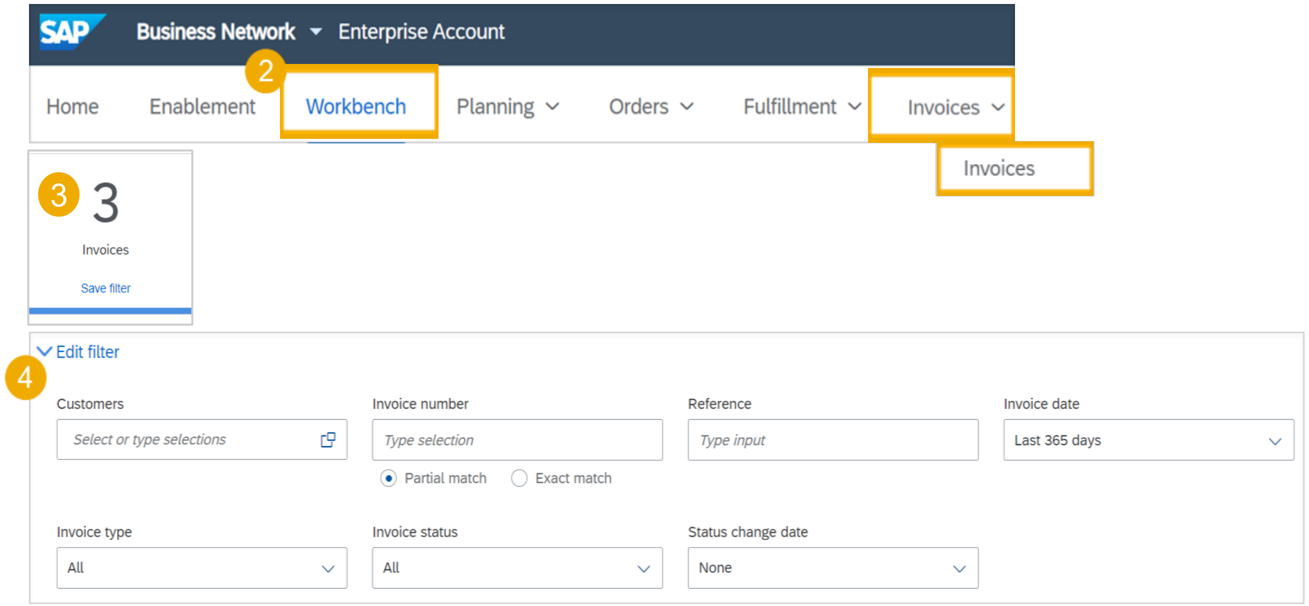
Quick Search:

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**.**



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.

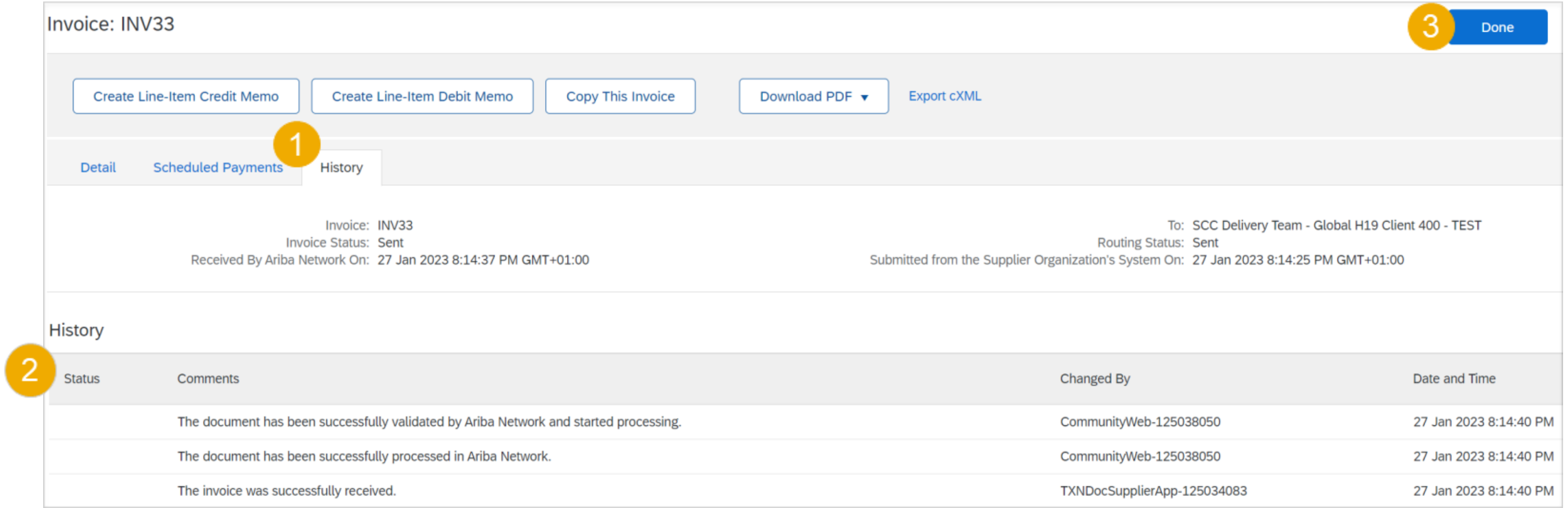
- **Sent** – The invoice is sent to Union Pacific, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Union Pacific approved the invoice cancellation
- **Paid** – Union Pacific paid the invoice / in the process of issuing payment. Only if Union Pacific uses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

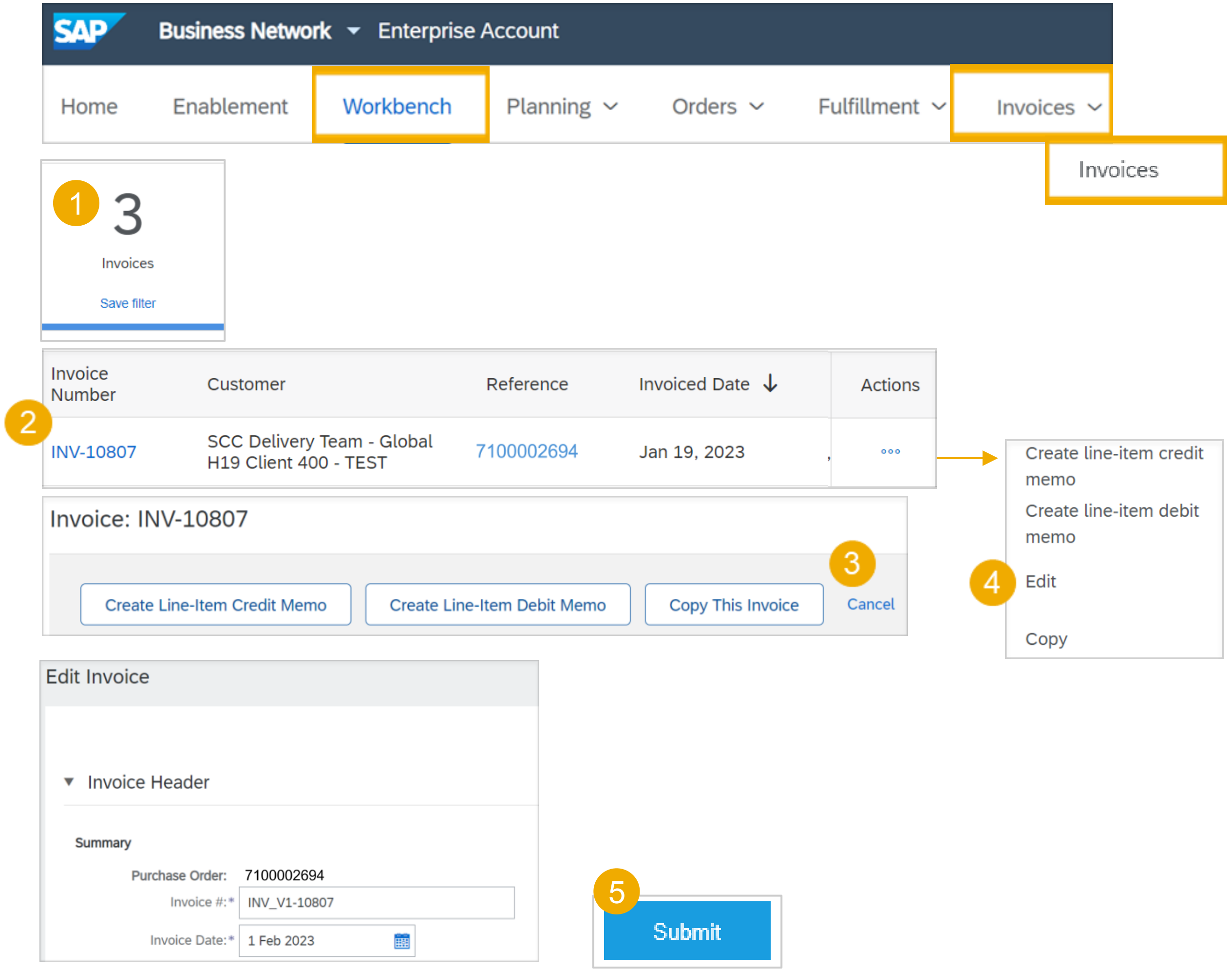


Invoice Management

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**.**

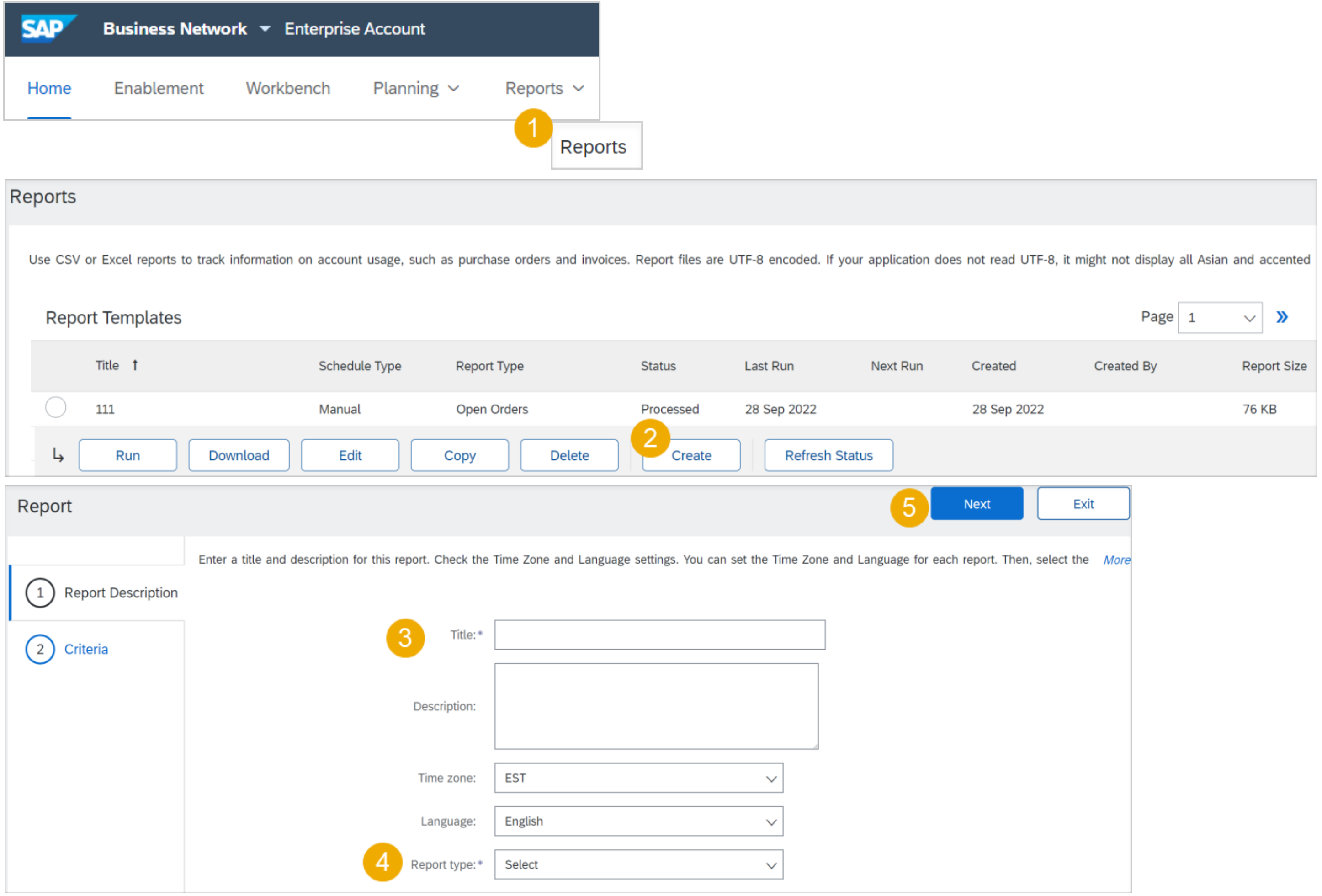


Invoice Management

Create Invoice Reports 1

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

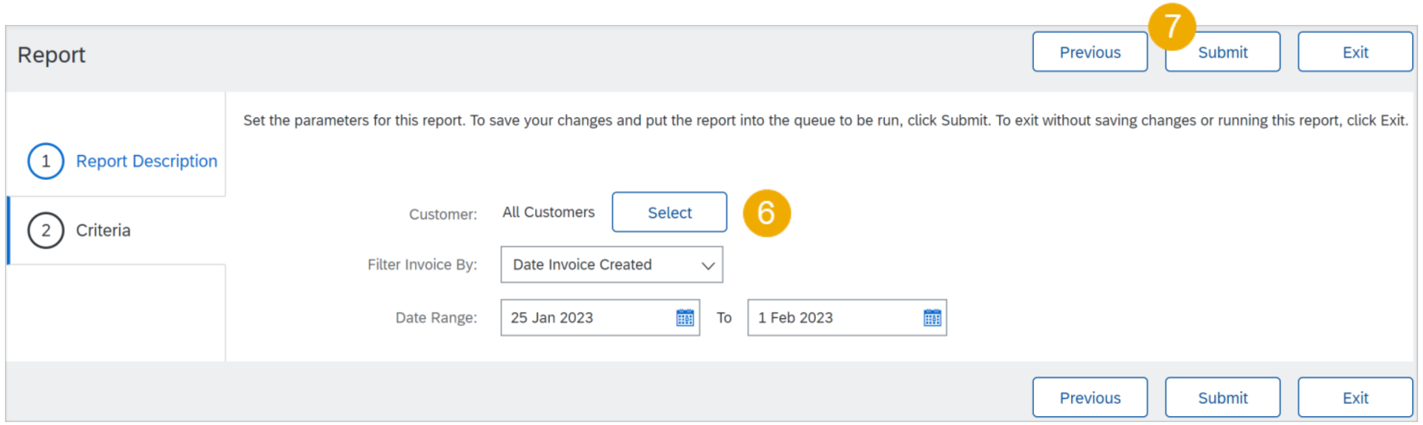
1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

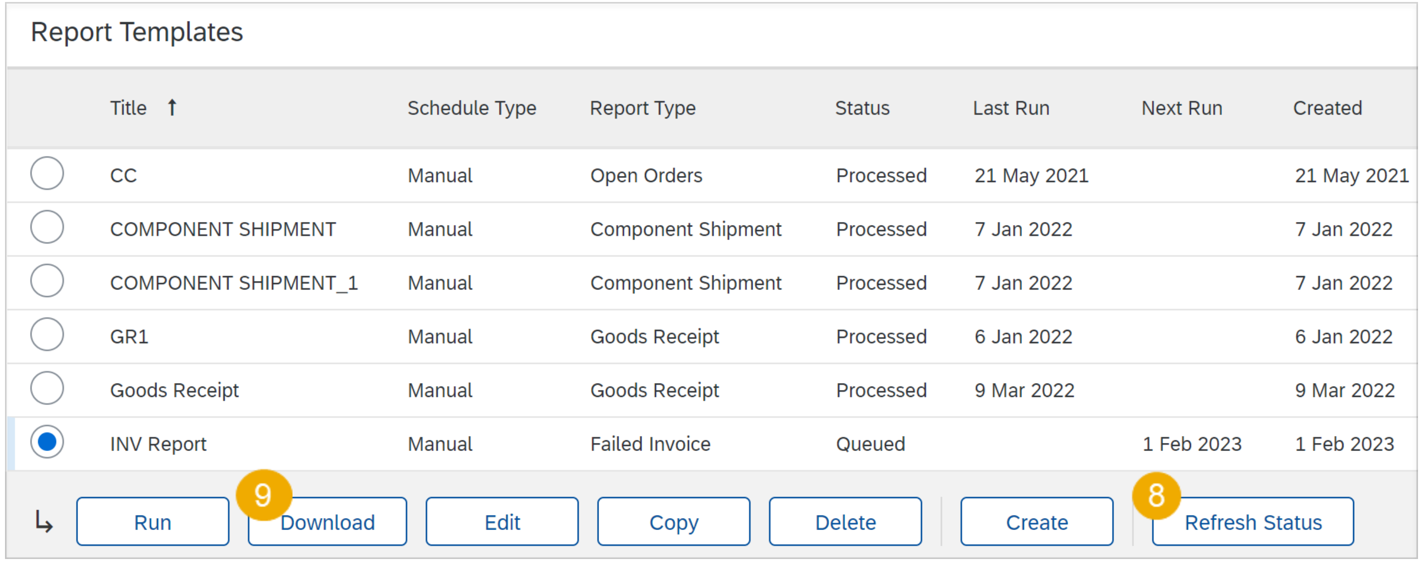


Invoice Management

Create Invoice Reports 2

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



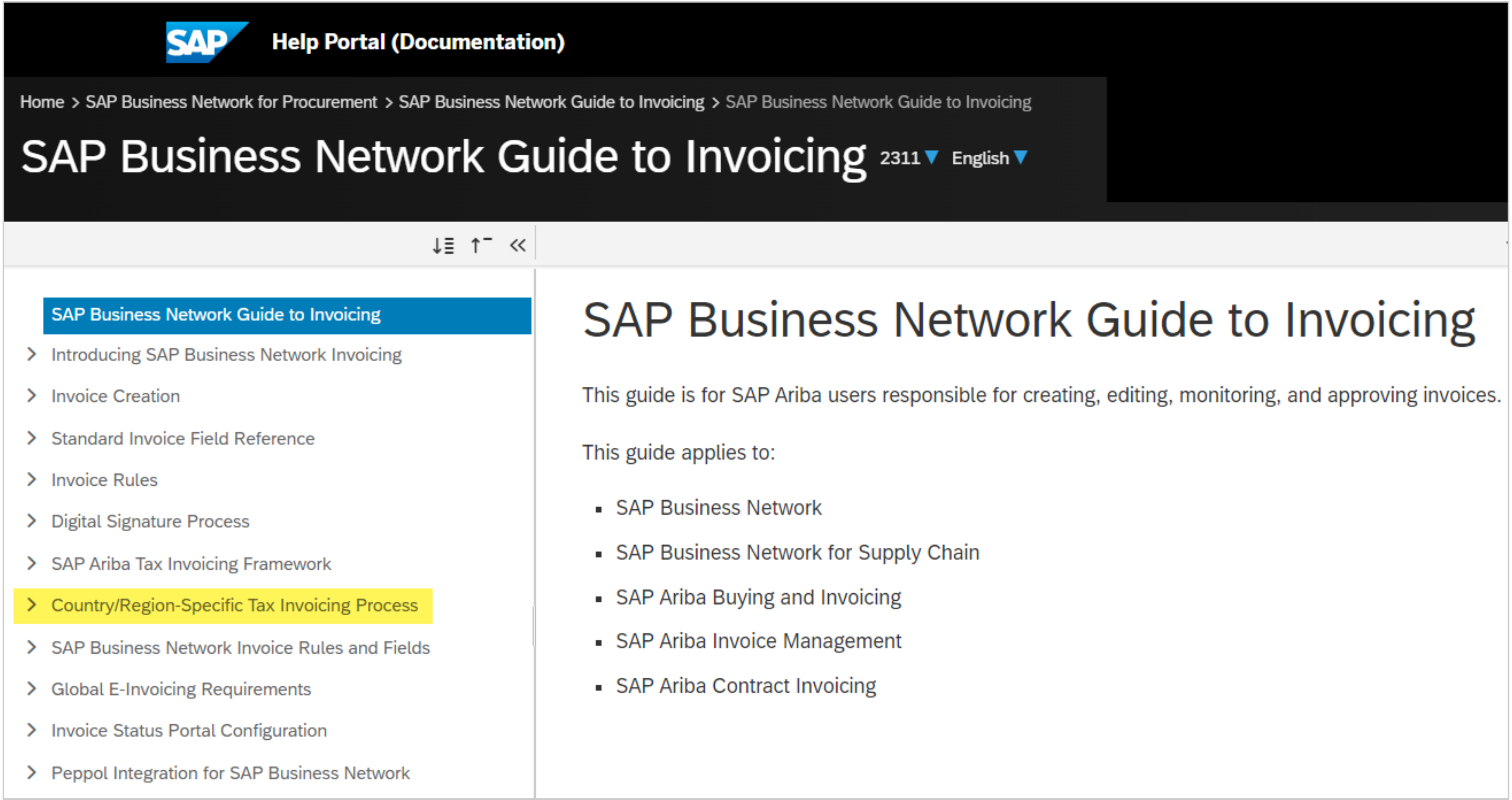


Appendix

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.**

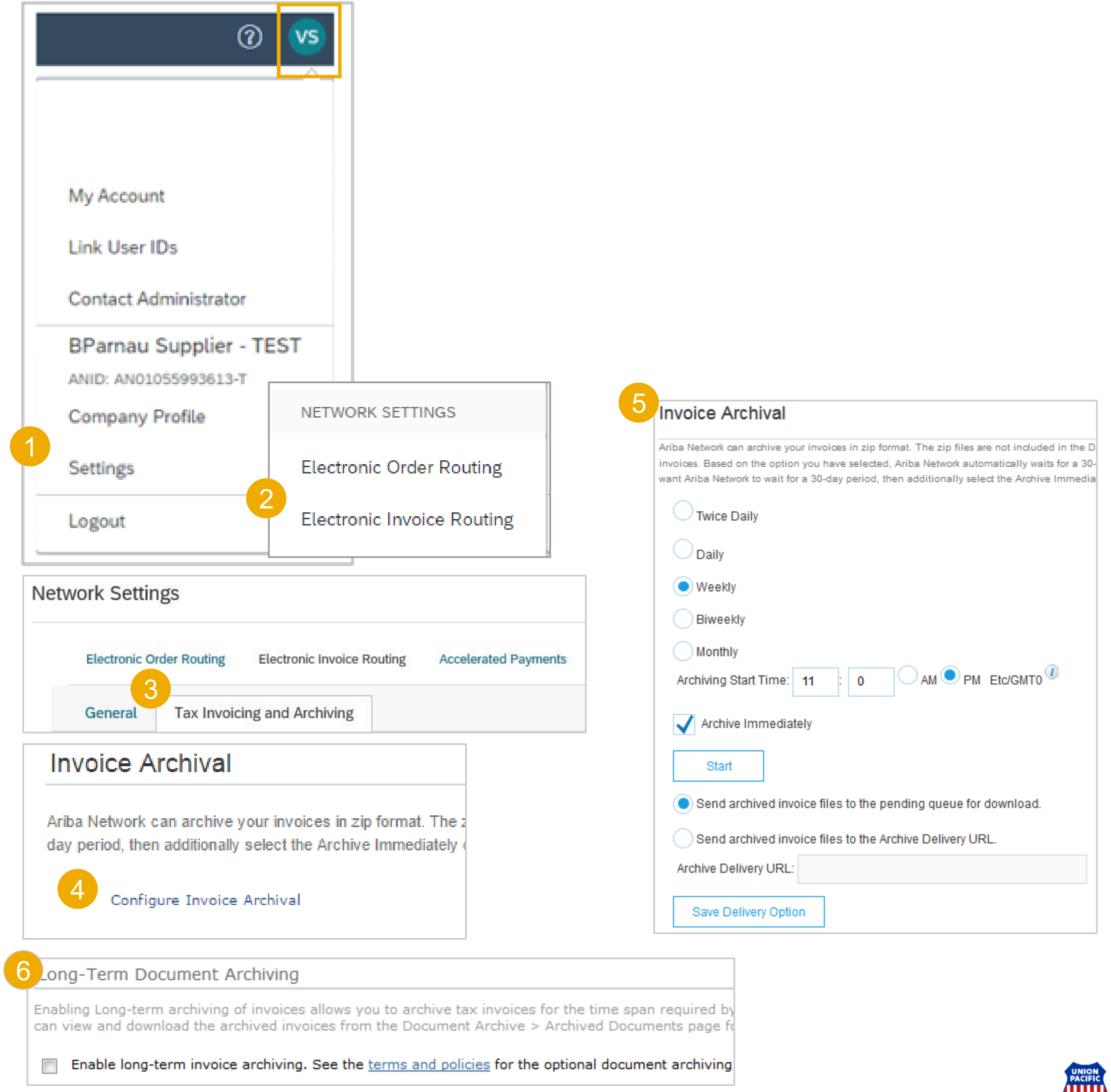
All the legal requirements and **country/region-specific tax invoicing rules** can be found under the respective section.



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).



Thank you.

Contact information:

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