SAP Business Network (SBN)

Using the Network to process Purchase Orders (PO) and Invoices

Introduction

This document provides direction to PASSHE suppliers on how to set up and complete tasks in the Workbench located within the supplier SAP Business Network (SBN) account.

The Workbench provides a dashboard for suppliers to view documents and complete tasks within the SAP Business Network (SBN).

Please click the topics below to be directed to guidance.

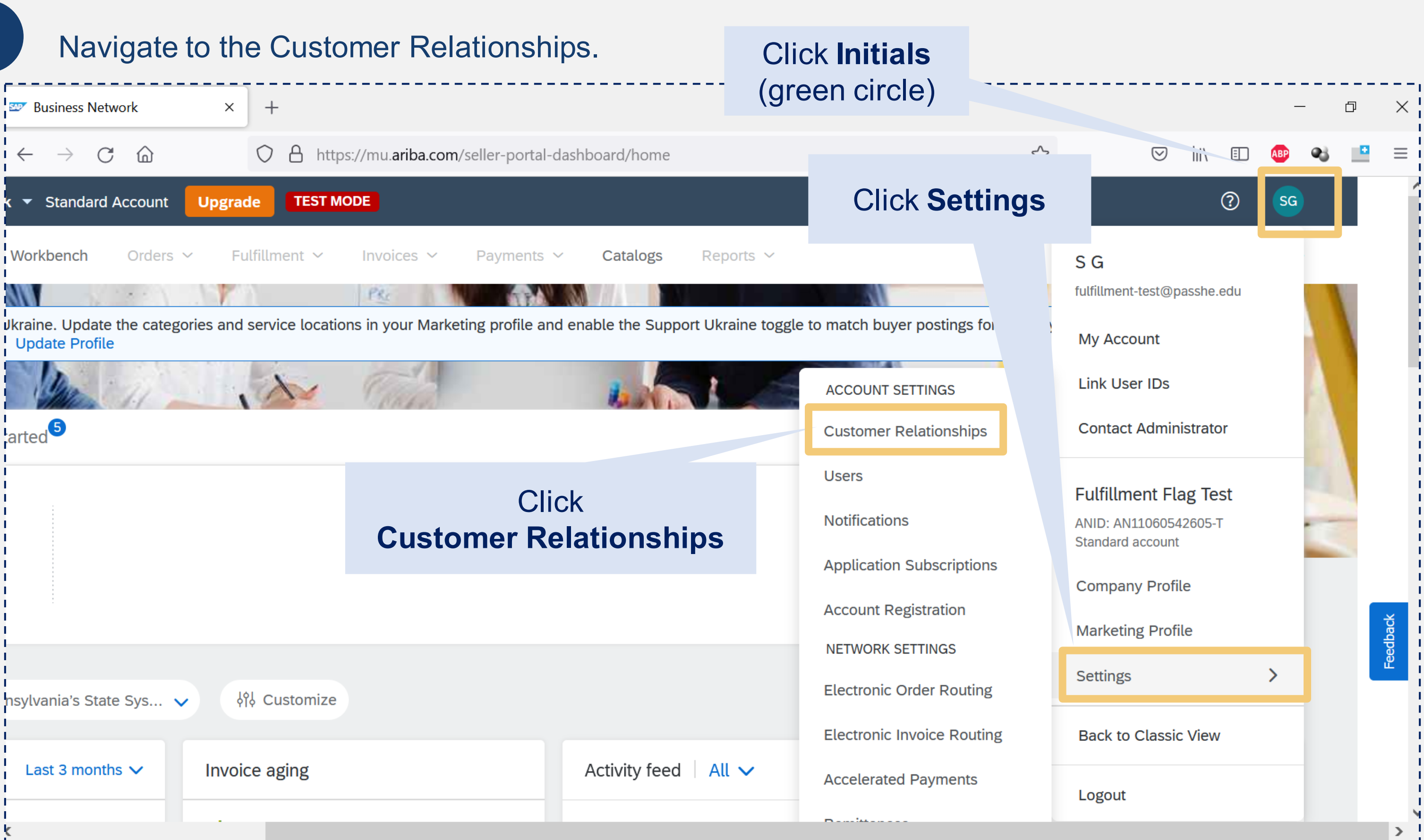
Continued on next page

Confirm Trading Relationship is established

Before setting up the Workbench, make sure the **Trading Relationship** is established.

1 Log into the [SAP Business Network (SBN)](#) account used to register with PASSHE with username and PW.

2 Navigate to the Customer Relationships.



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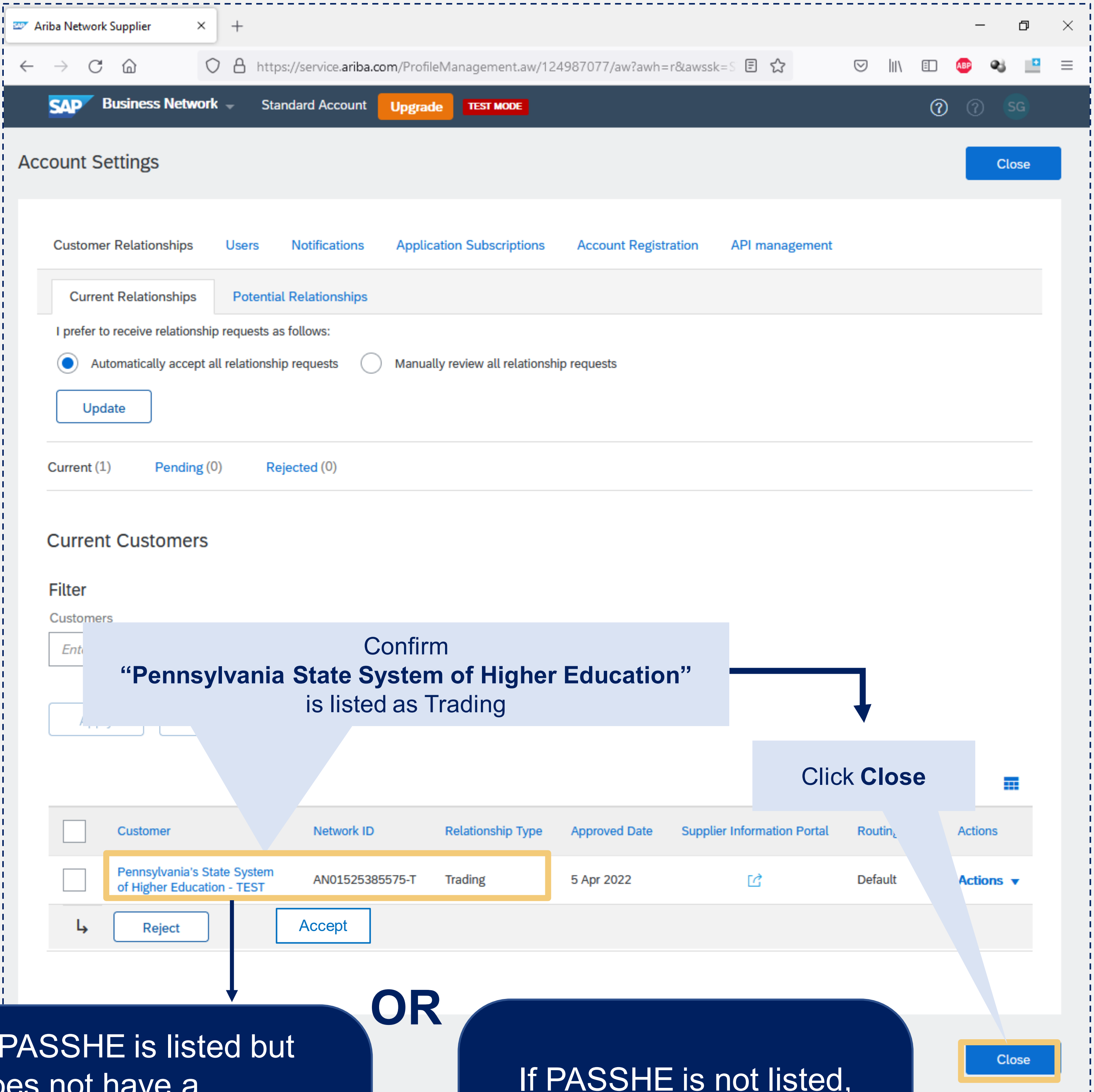
3 Confirm the Trading Relationship.



Confirm
"Pennsylvania State System of Higher Education"
is listed as Trading

Click **Close**

If PASSHE is listed but does not have a Relationship Type of Trading

- Click box to the left of Customer name
- Click Accept

OR

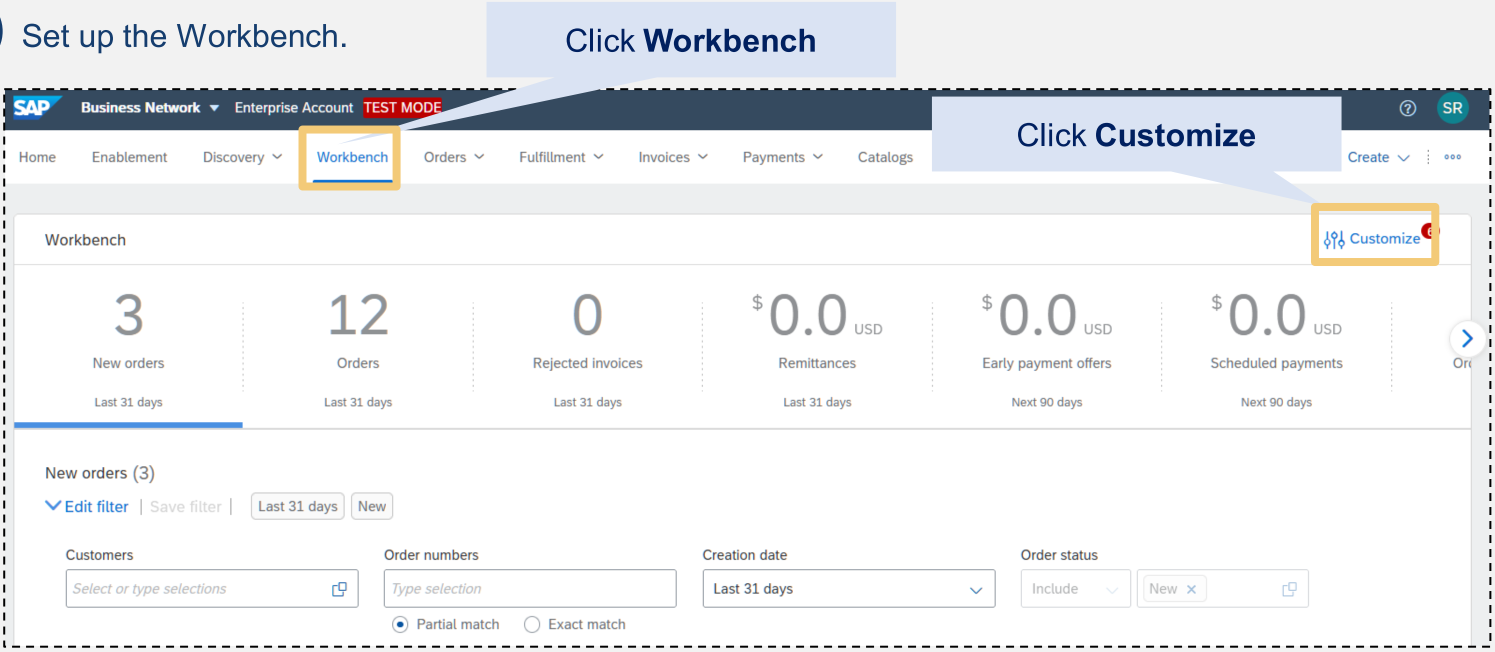
If PASSHE is not listed, take a screenshot and send with brief explanation to supplierhelp@passhe.edu

For Assistance

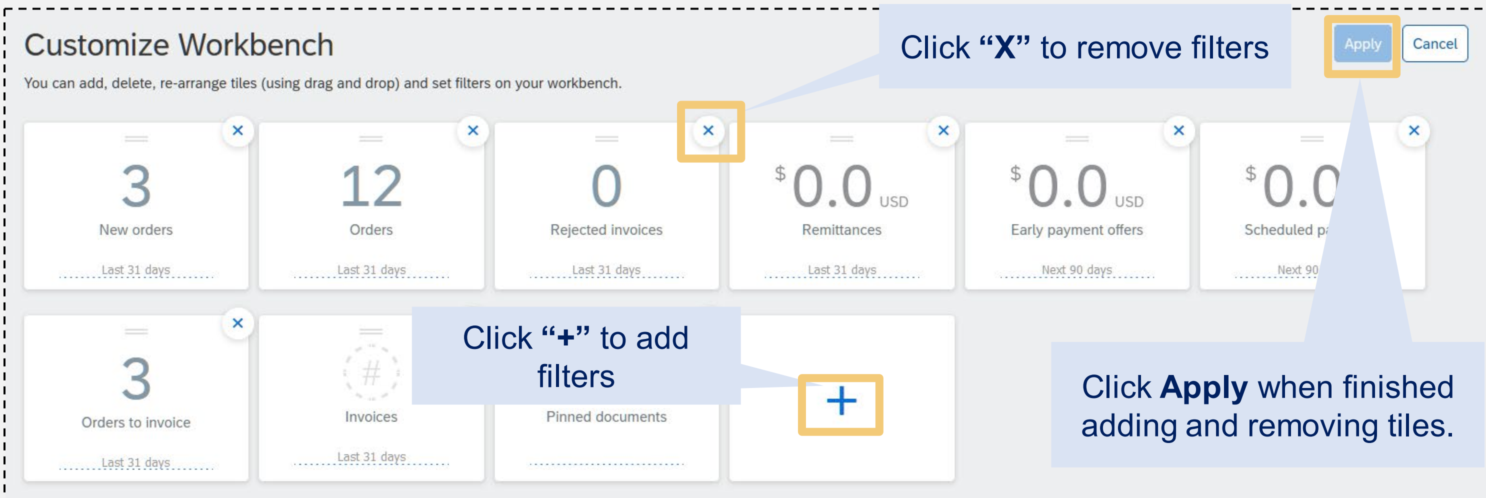
For additional resources and support please see [Doing Business with the State System.](#)

Setting up the Workbench

1 Set up the Workbench.



2 Add or remove filters.
You will be able to set up your workbench to meet your needs and preference.



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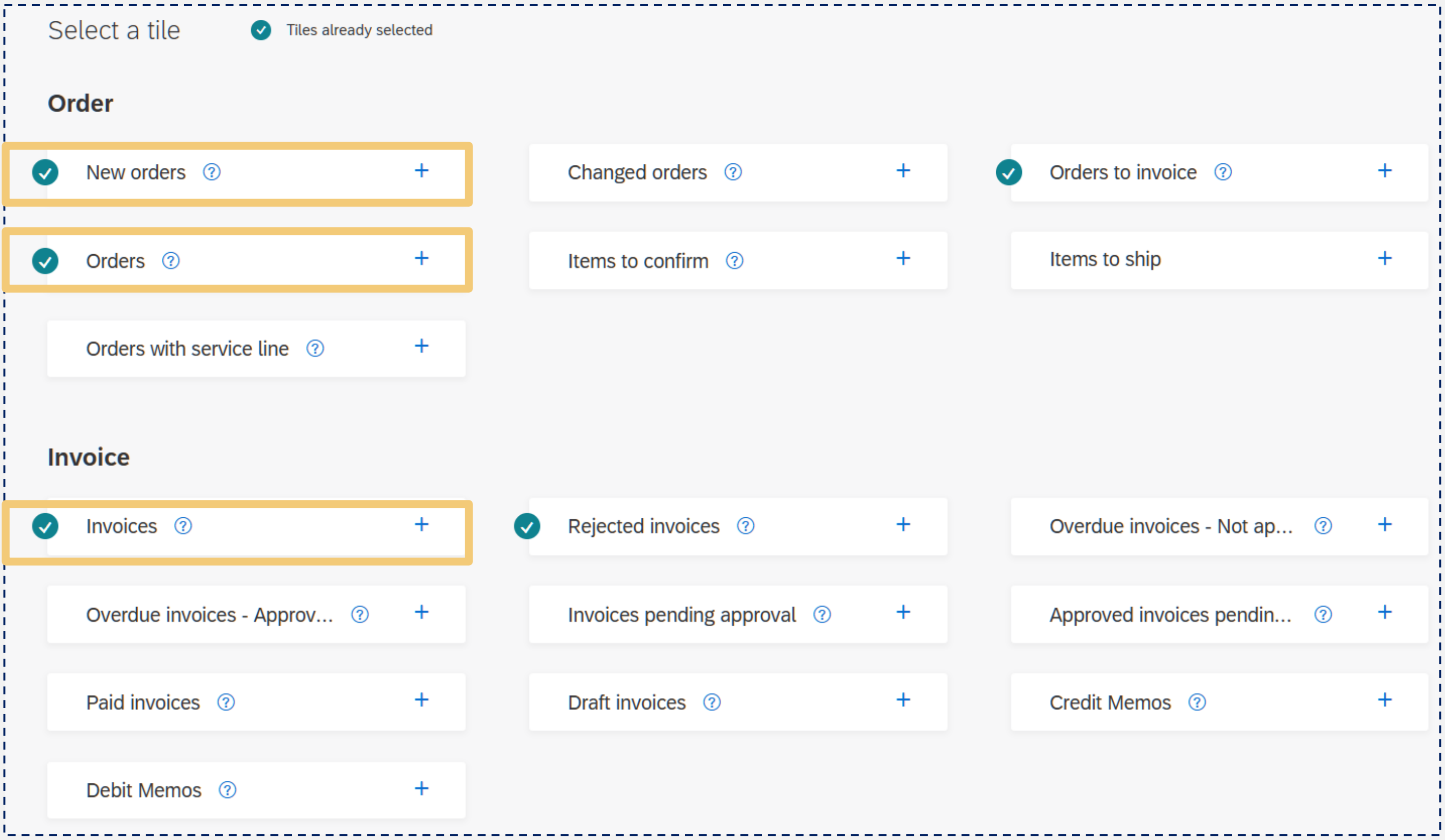
3 Select Filters

- Minimum tiles should include New Orders, Orders, and Invoices.
- Add additional filters based on preference.



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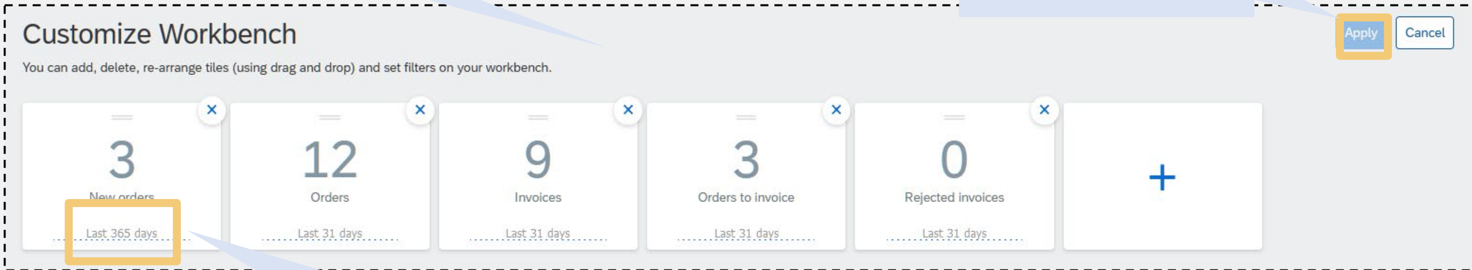
4 Apply and view filters applied to workbench.

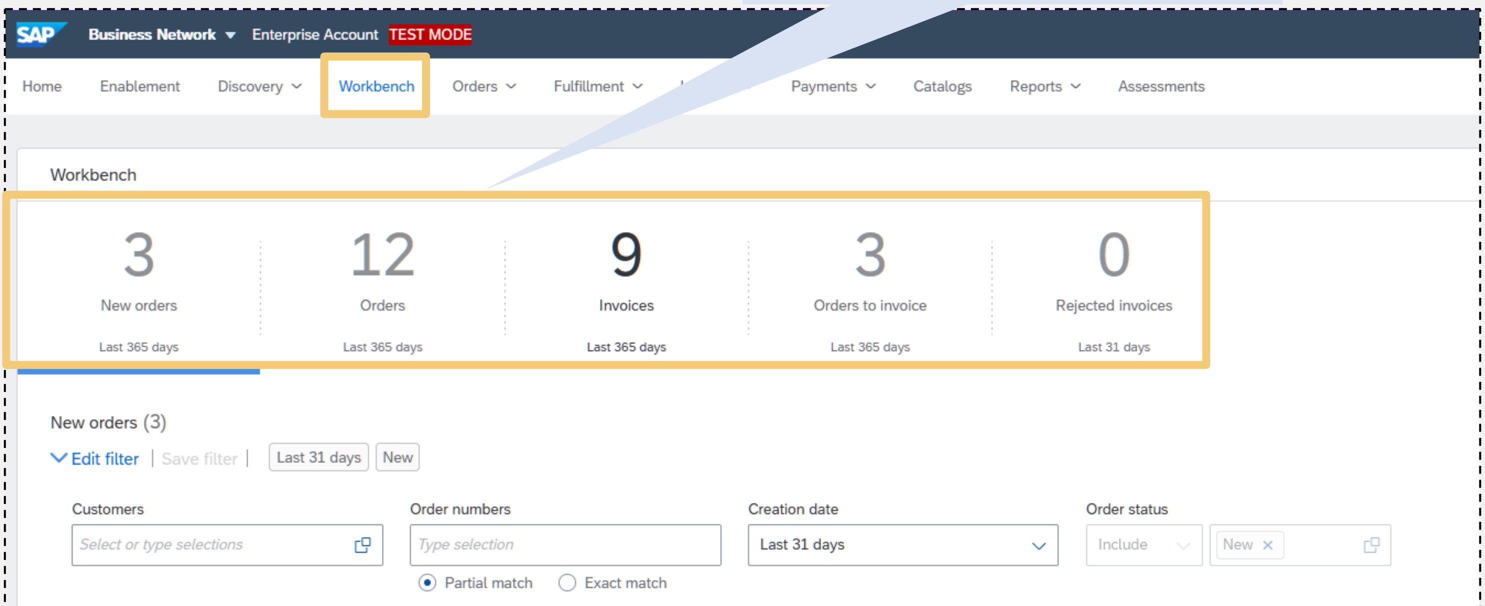
Filters that you have chosen will be visible.

Click **Apply**



Change date range to **"Last 365 days"**

Filters that you have applied are now visible on the **Workbench.**



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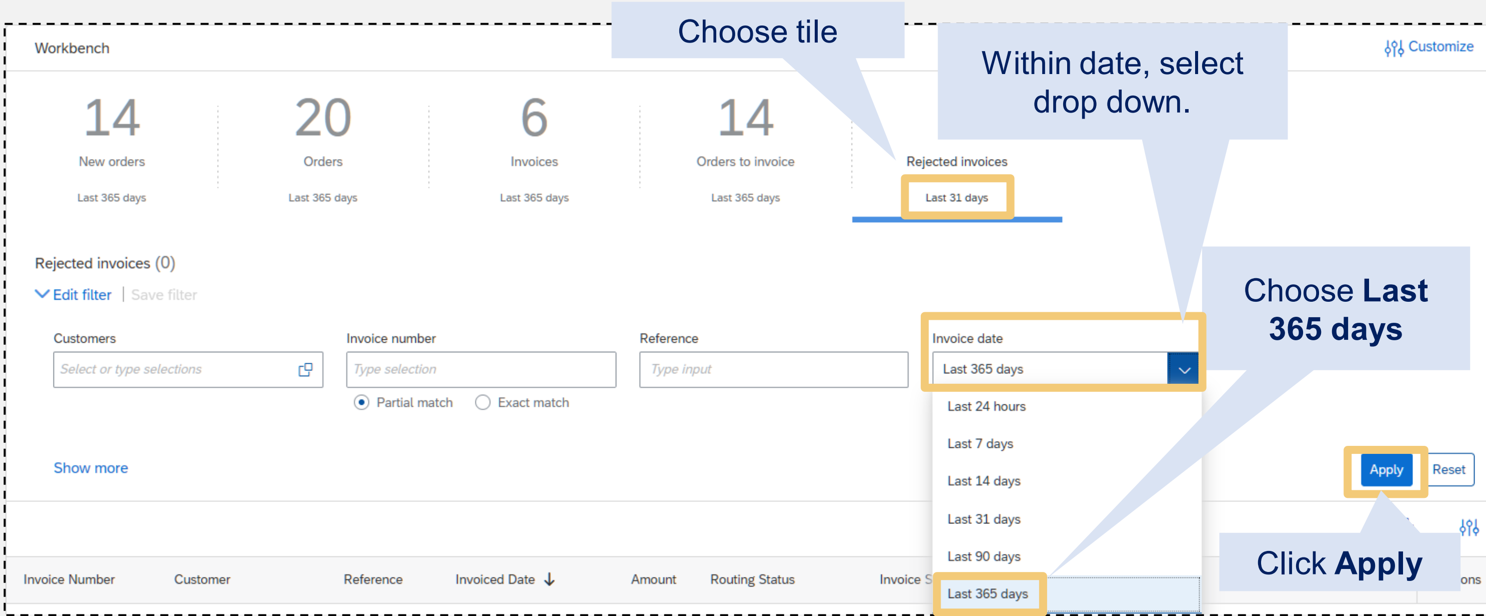
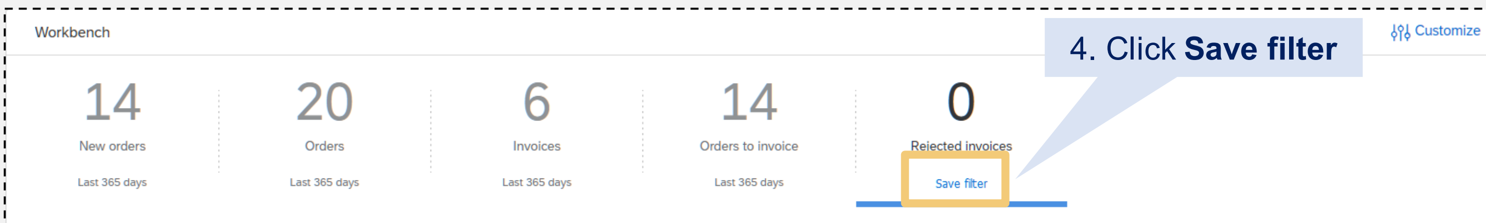
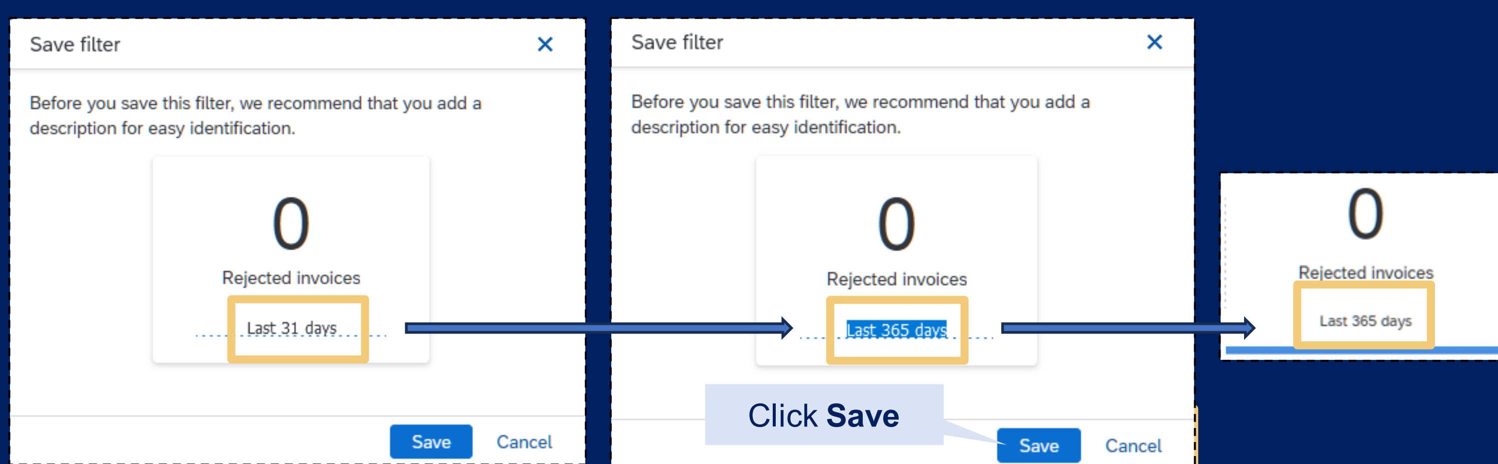
5 Updating Date Range from Workbench.
This will allow you to view one (1) full year of POs.

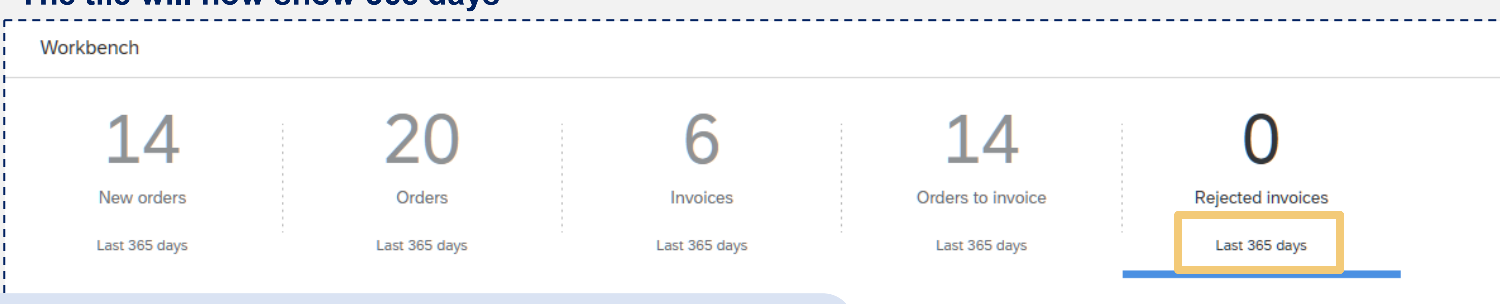




In the pop-up, change 31 to 365. Click Save.



The tile will now show 365 days

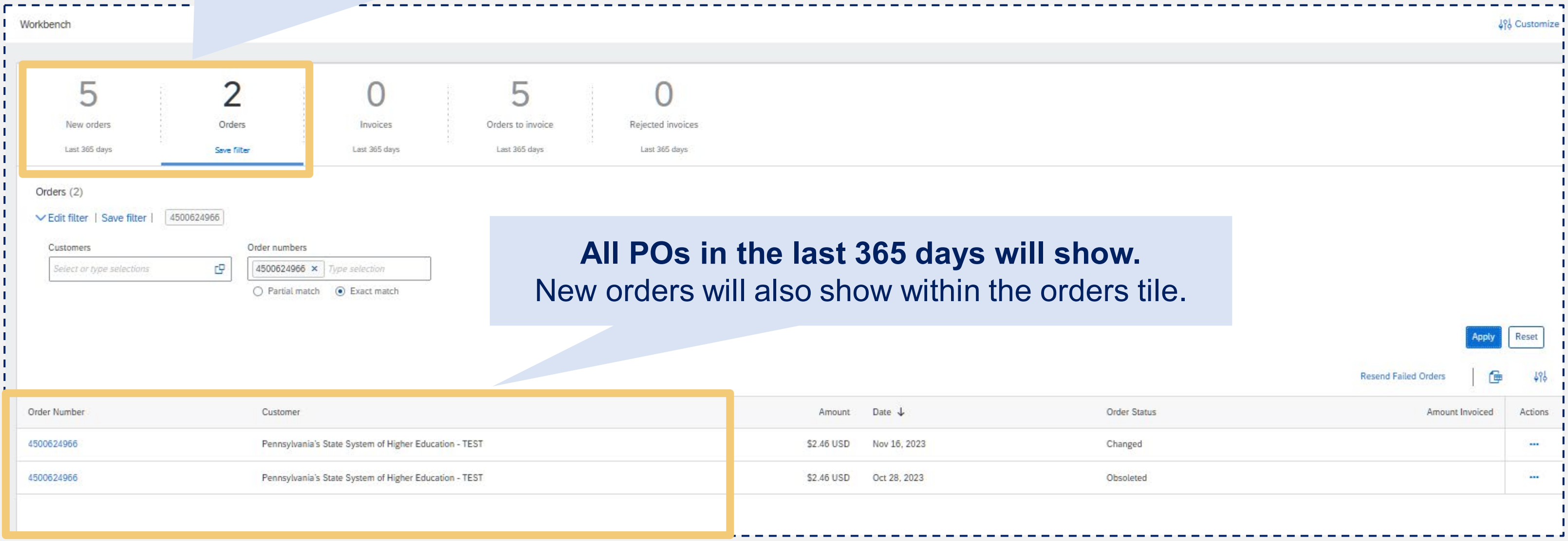


For additional resources and support please see [Doing Business with the State System.]

Viewing your POs within the SAP Business Network (SBN)

Click the **New Orders tile** or the **Orders Tile**

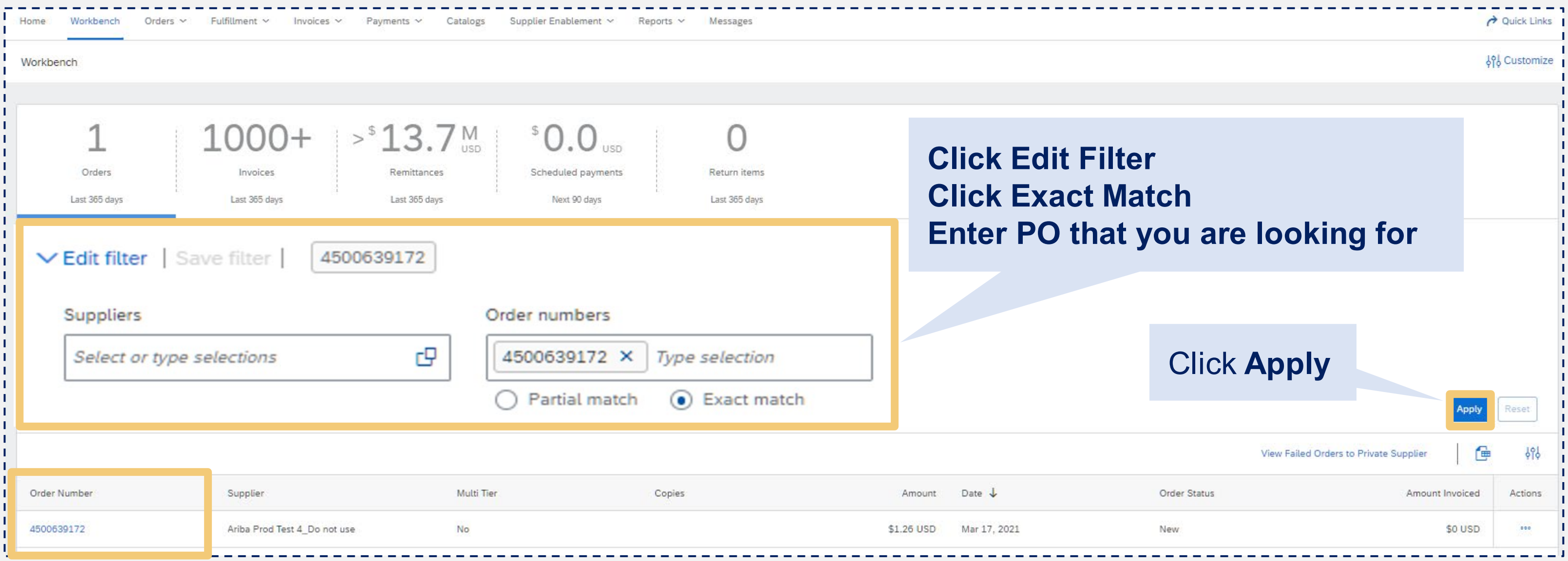
All POs in the last 365 days will show.
New orders will also show within the orders tile.



Searching for an individual PO within the SAP Business Network (SBN)

Click Edit Filter
Click Exact Match
Enter PO that you are looking for

Click **Apply**



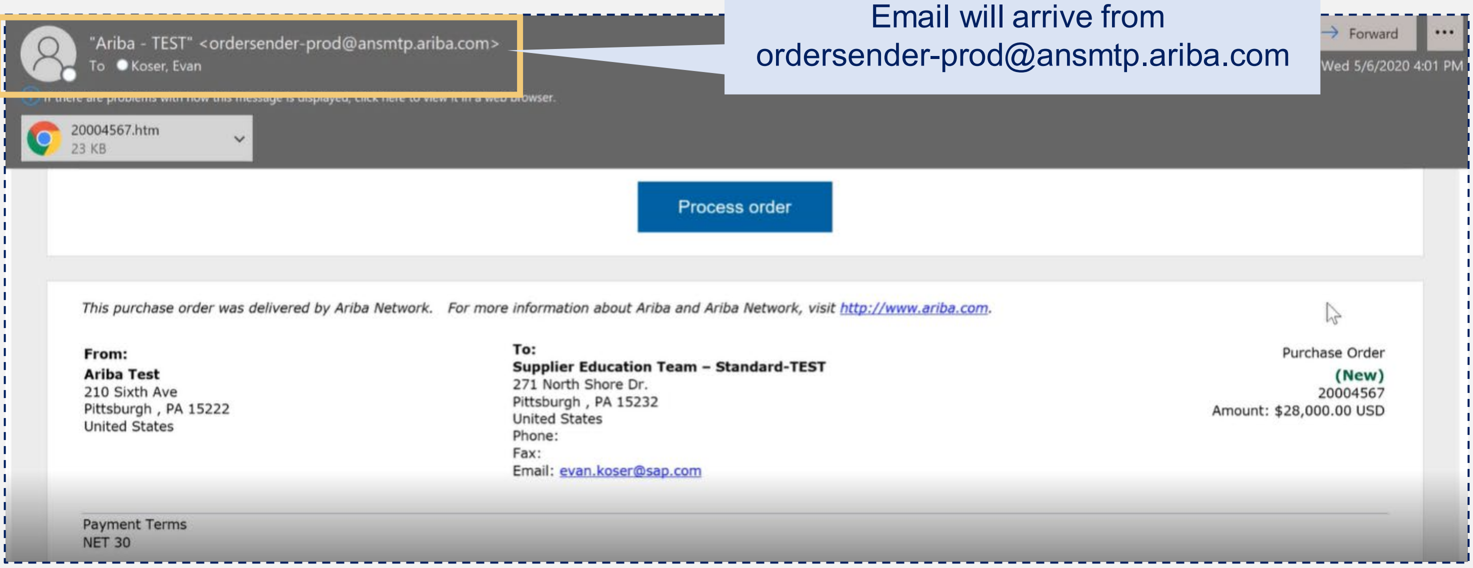
Click **on the PO number to open the PO**

For Assistance

For additional resources and support please see [Doing Business with the State System.]

PO Notification Email

Notifications for new POs will be sent to the supplier contact that has been identified with the SAP Business Network (SBN).



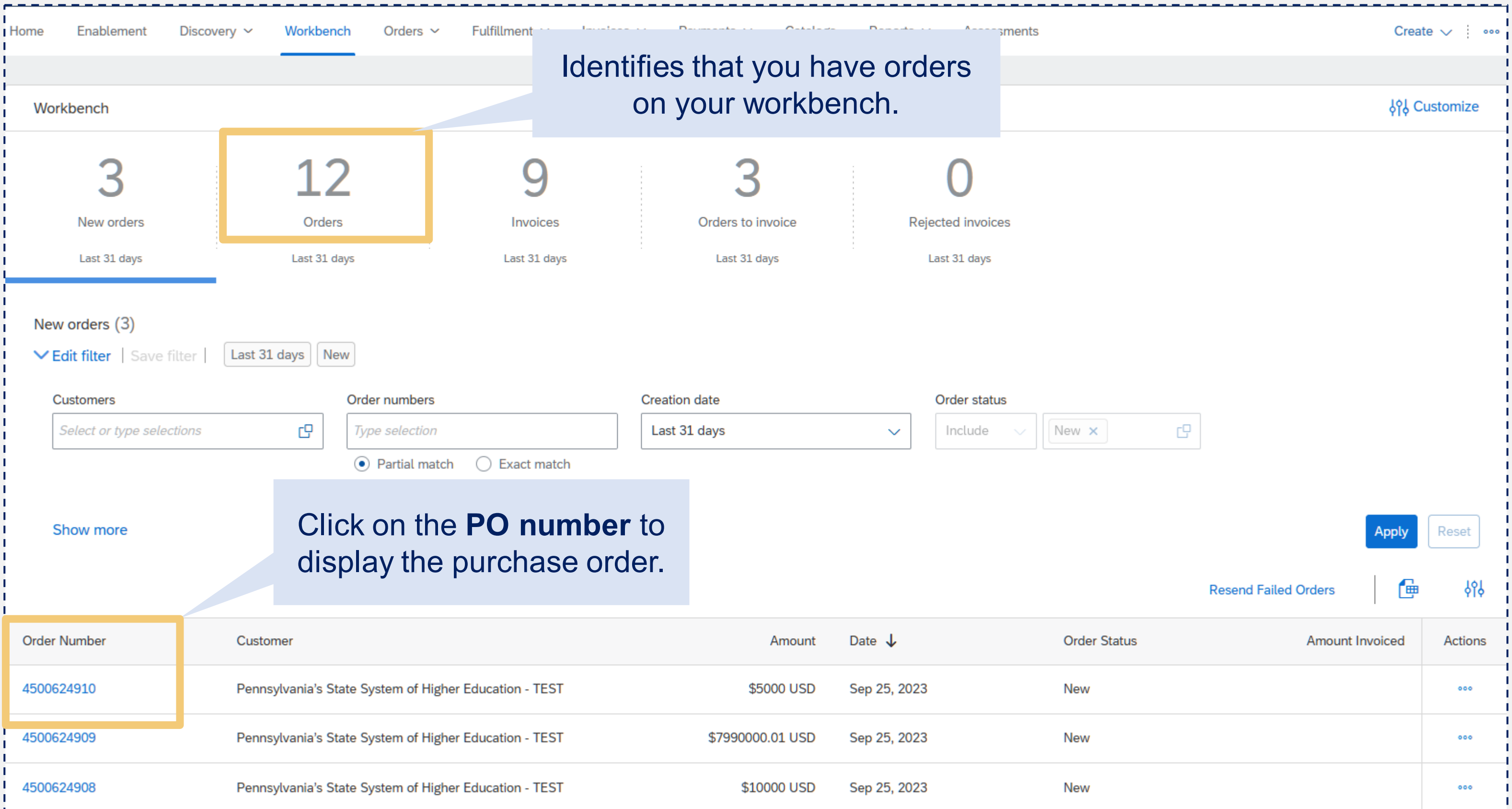
Email will arrive from ordersender-prod@ansmtp.ariba.com

For Assistance

For additional resources and support please see [Doing Business with the State System.]

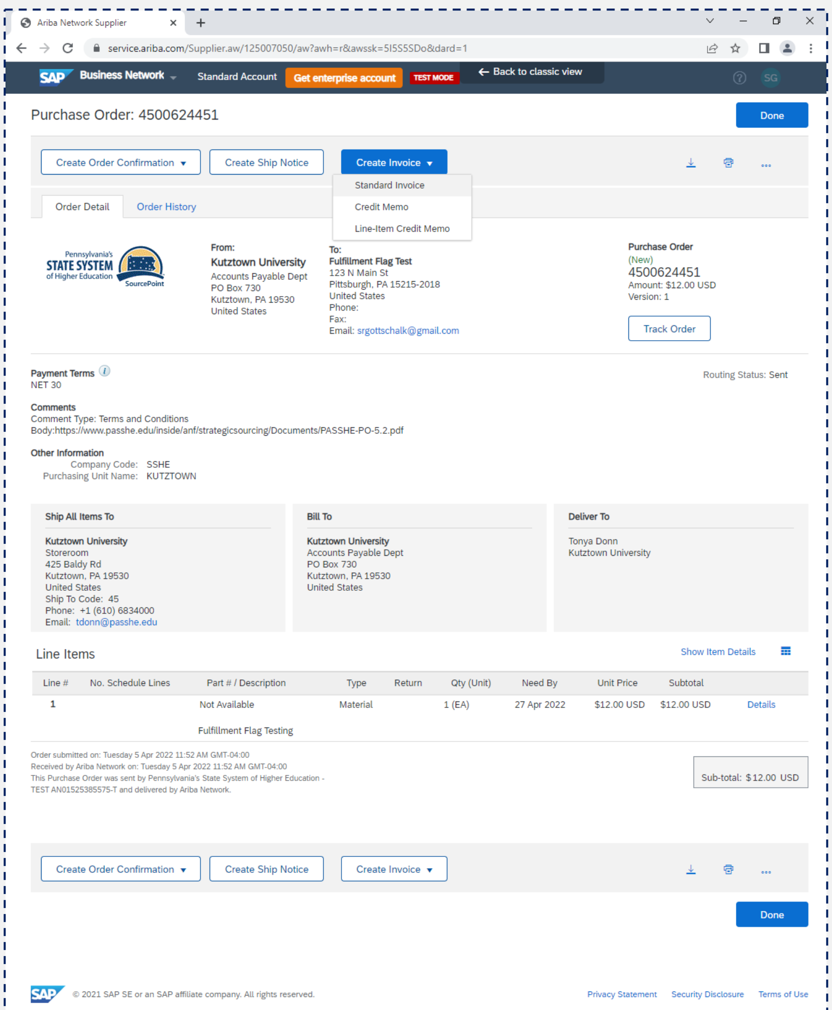
Creating an invoice within the SAP Business Network (SBN)

1 Locate Purchase Order (PO) to invoice.



Identifies that you have orders on your workbench.

Click on the **PO number** to display the purchase order.



PO will now display

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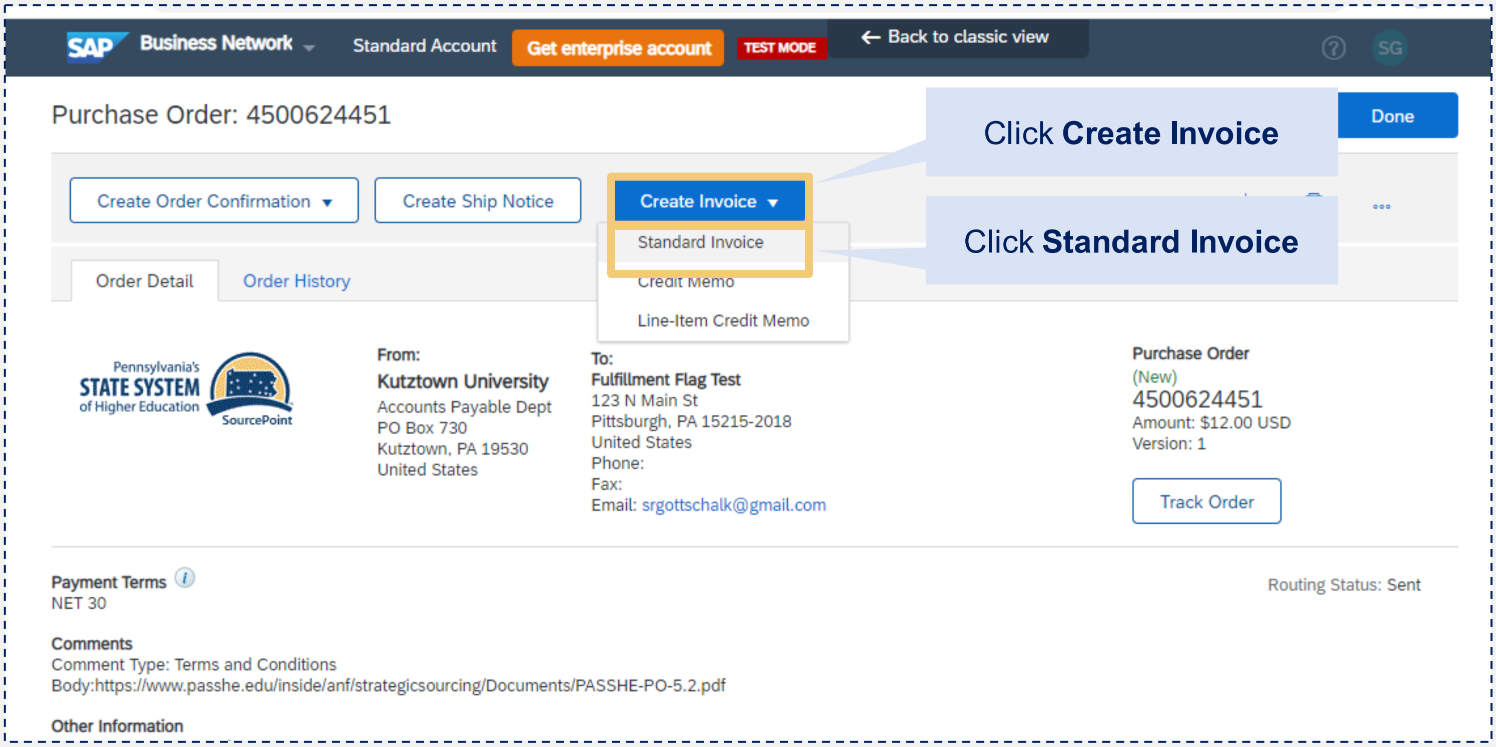
2 Create an invoice against a PO.



When the “Create Invoice” screen is presented, the supplier will see all the PO data has populated on to the invoice, including all line items.

Important information as you proceed through the creating an invoice process.
If the invoice you need to create is for a partial delivery for items shipped thus far…

- For a given PO line-item partial delivery, the supplier can adjust the line-item quantity to create a partial invoice.
- In the Include column, if the toggle is grey, it indicates that the line item is not included. Click directly onto the toggle to ensure it is green, indicating the line item has been included.

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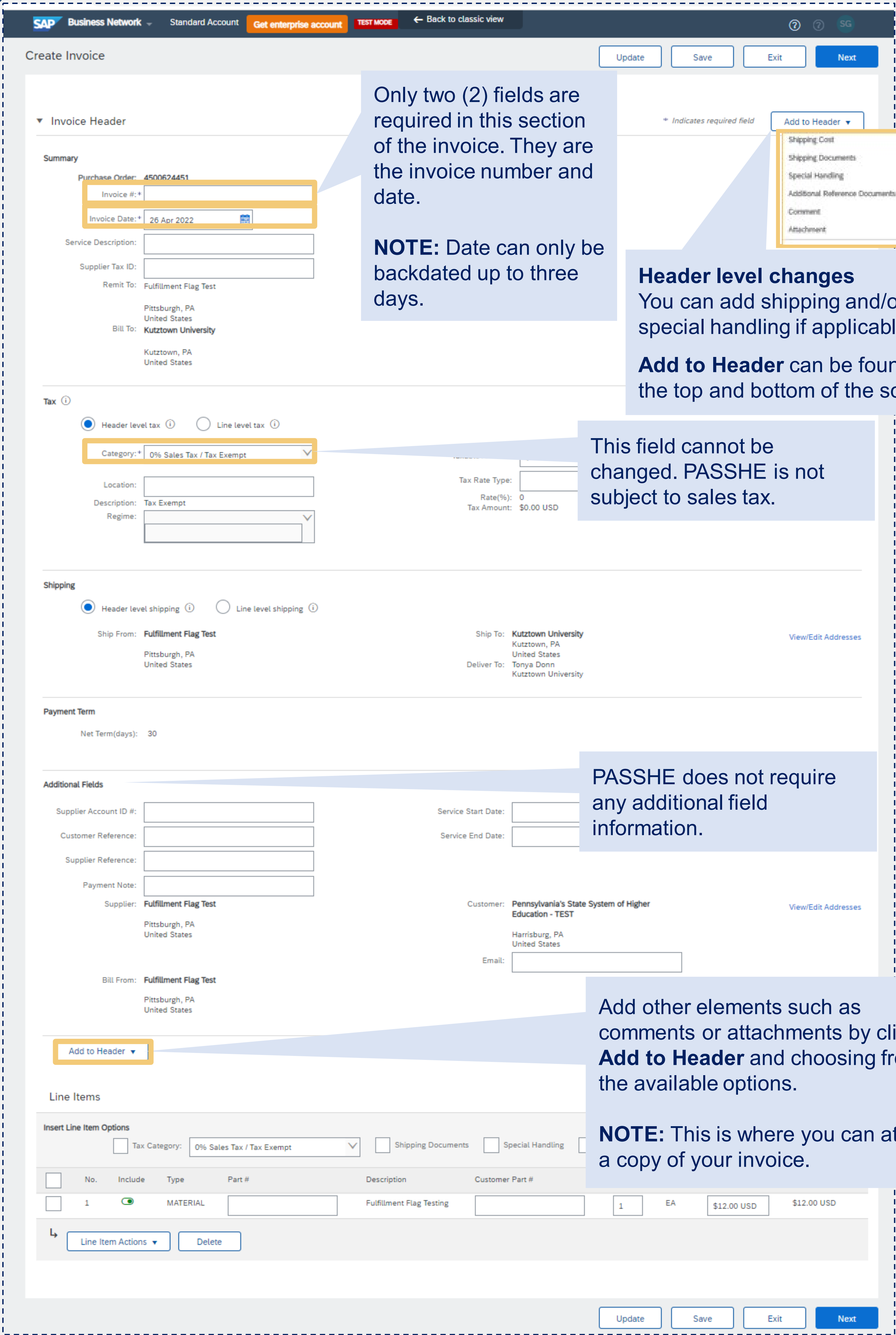
3 Entering Invoice Details.



Only two (2) fields are required in this section of the invoice. They are the invoice number and date.

NOTE: Date can only be backdated up to three days.

Header level changes
You can add shipping and/or special handling if applicable.

Add to Header can be found at the top and bottom of the screen.

This field cannot be changed. PASSHE is not subject to sales tax.

PASSHE does not require any additional field information.

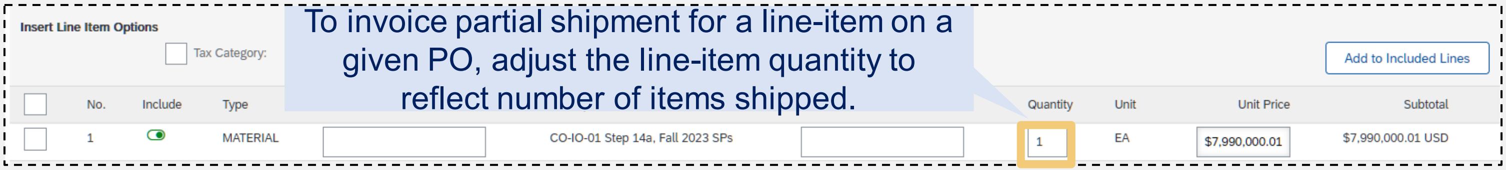
Add other elements such as comments or attachments by clicking **Add to Header** and choosing from the available options.

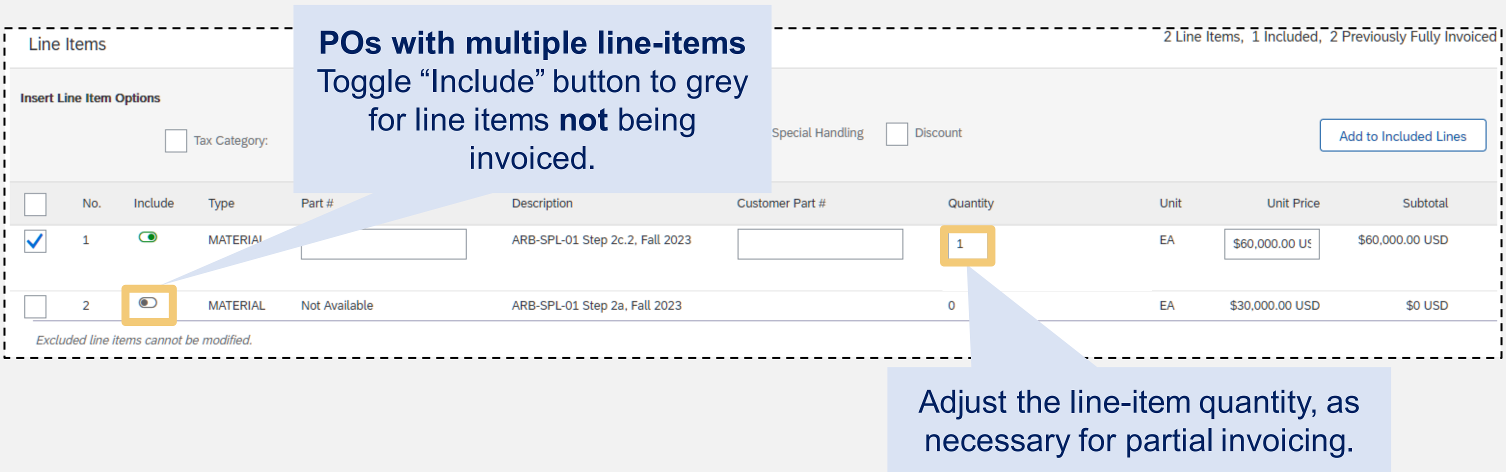
NOTE: This is where you can attach a copy of your invoice.

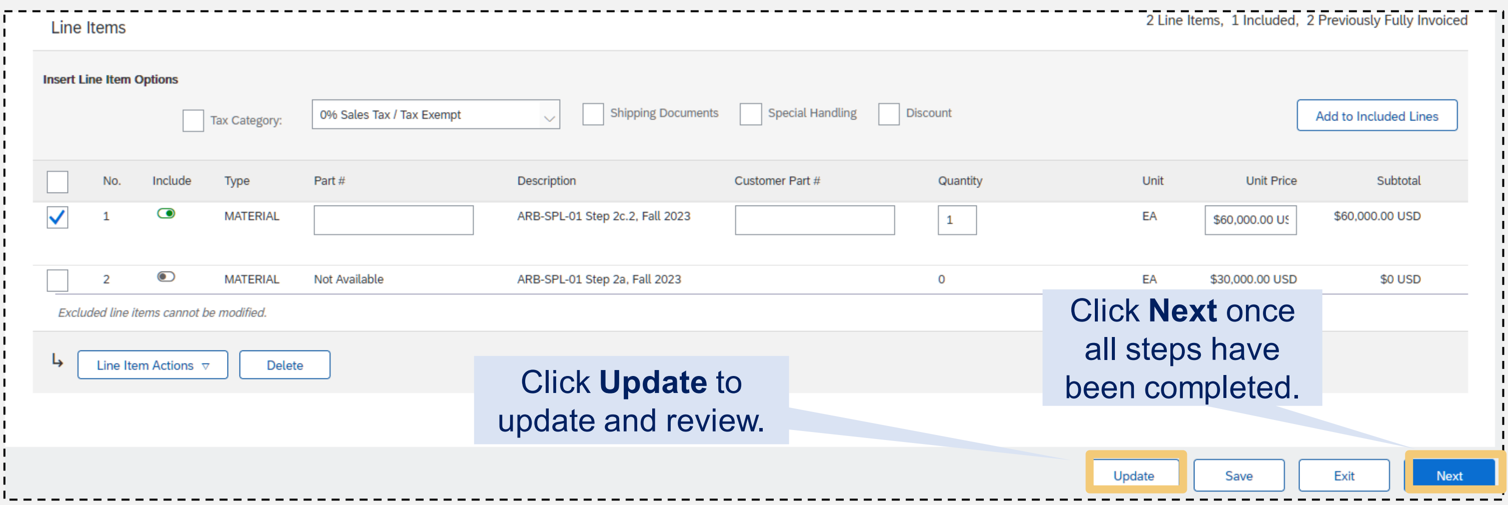
NOTE! Be sure the invoice matches what you are billing.

An invoice will be a partial invoice if only partial items have been shipped.

- For a given PO line-item partial invoice, adjust the line-item quantity.
- For PO line items not being invoiced, select the line-item and choose the Delete option.







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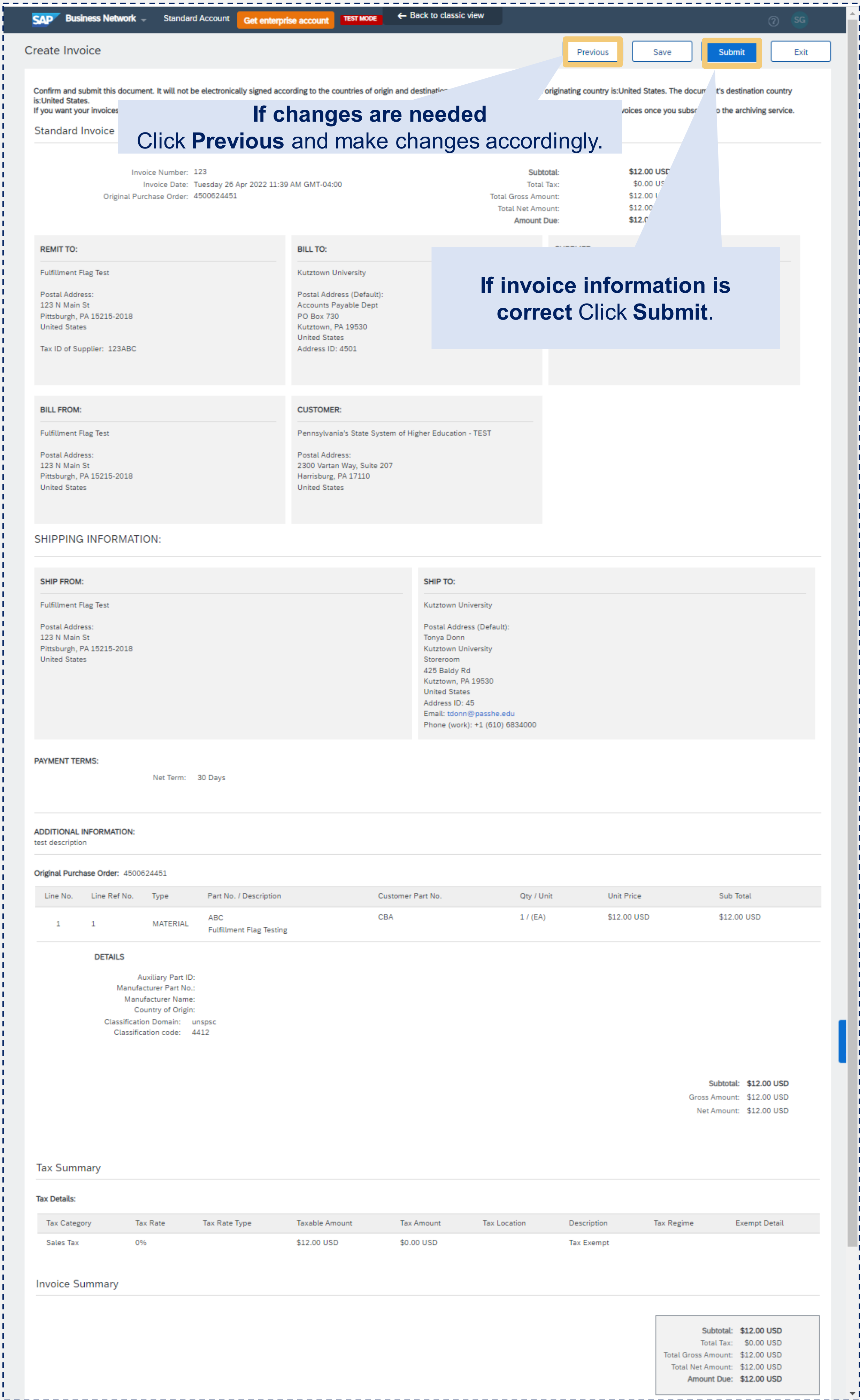
4 Check and confirm details of the invoice.



SAP Business Network | Standard Account | Get enterprise account | TEST MODE | ← Back to classic view

Create Invoice

Previous | Save | Submit | Exit

If changes are needed
Click **Previous** and make changes accordingly.

If invoice information is correct Click **Submit**.

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination ... originating country is:United States. The docum...t's destination country is:United States.
If you want your invoices ... voices once you subsc... o the archiving service.

Standard Invoice

Invoice Number: 123
Invoice Date: Tuesday 26 Apr 2022 11:39 AM GMT-04:00
Original Purchase Order: 4500624451

Subtotal: $12.00 USD
Total Tax: $0.00 US
Total Gross Amount: $12.00 U
Total Net Amount: $12.00
Amount Due: $12.0

REMIT TO:
Fulfillment Flag Test
Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States
Tax ID of Supplier: 123ABC

BILL TO:
Kutztown University
Postal Address (Default):
Accounts Payable Dept
PO Box 730
Kutztown, PA 19530
United States
Address ID: 4501

BILL FROM:
Fulfillment Flag Test
Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

CUSTOMER:
Pennsylvania's State System of Higher Education - TEST
Postal Address:
2300 Vartan Way, Suite 207
Harrisburg, PA 17110
United States

SHIPPING INFORMATION:

SHIP FROM:
Fulfillment Flag Test
Postal Address:
123 N Main St
Pittsburgh, PA 15215-2018
United States

SHIP TO:
Kutztown University
Postal Address (Default):
Tonya Donn
Kutztown University
Storeroom
425 Baldy Rd
Kutztown, PA 19530
United States
Address ID: 45
Email: tdonn@passhe.edu
Phone (work): +1 (610) 6834000

PAYMENT TERMS:
Net Term: 30 Days

ADDITIONAL INFORMATION:
test description

Original Purchase Order: 4500624451

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	ABC Fulfillment Flag Testing	CBA	1 / (EA)	$12.00 USD	$12.00 USD

DETAILS
Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Classification code: 4412

Subtotal: $12.00 USD
Gross Amount: $12.00 USD
Net Amount: $12.00 USD

Tax Summary

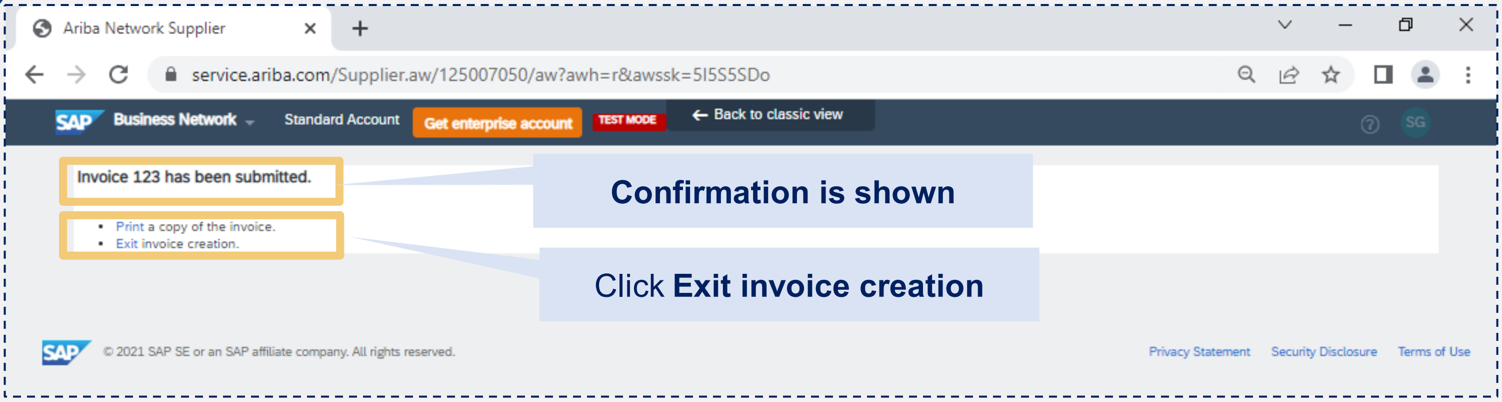
Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	0%		$12.00 USD	$0.00 USD		Tax Exempt		

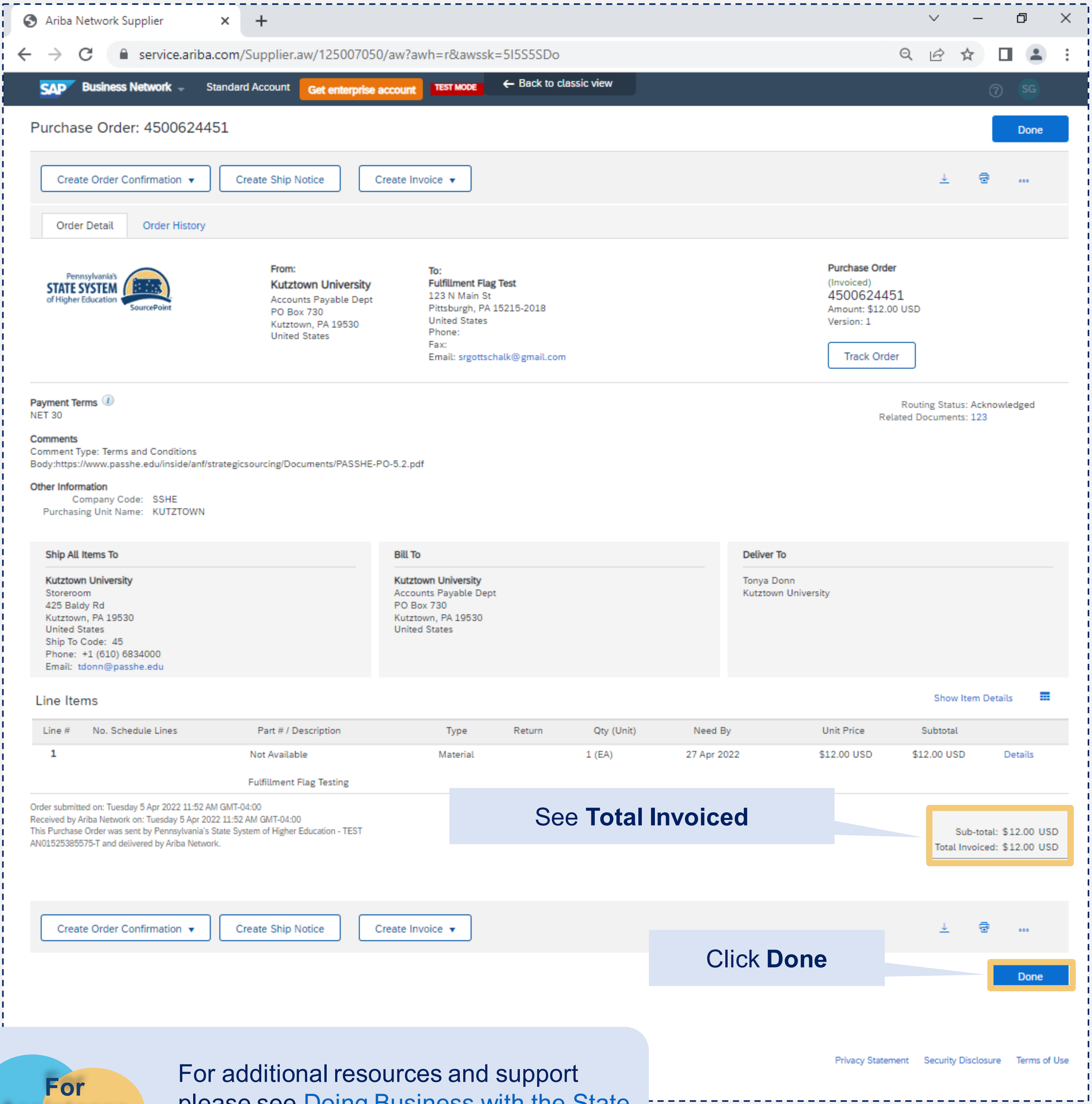
Invoice Summary

Subtotal: $12.00 USD
Total Tax: $0.00 USD
Total Gross Amount: $12.00 USD
Total Net Amount: $12.00 USD
Amount Due: $12.00 USD

5 Invoice has now been processed within SBN (known as PO Flip).



6 The PO shown within SBN will show Total Invoiced amount.



For Assistance

For additional resources and support please see [Doing Business with the State System.](#)

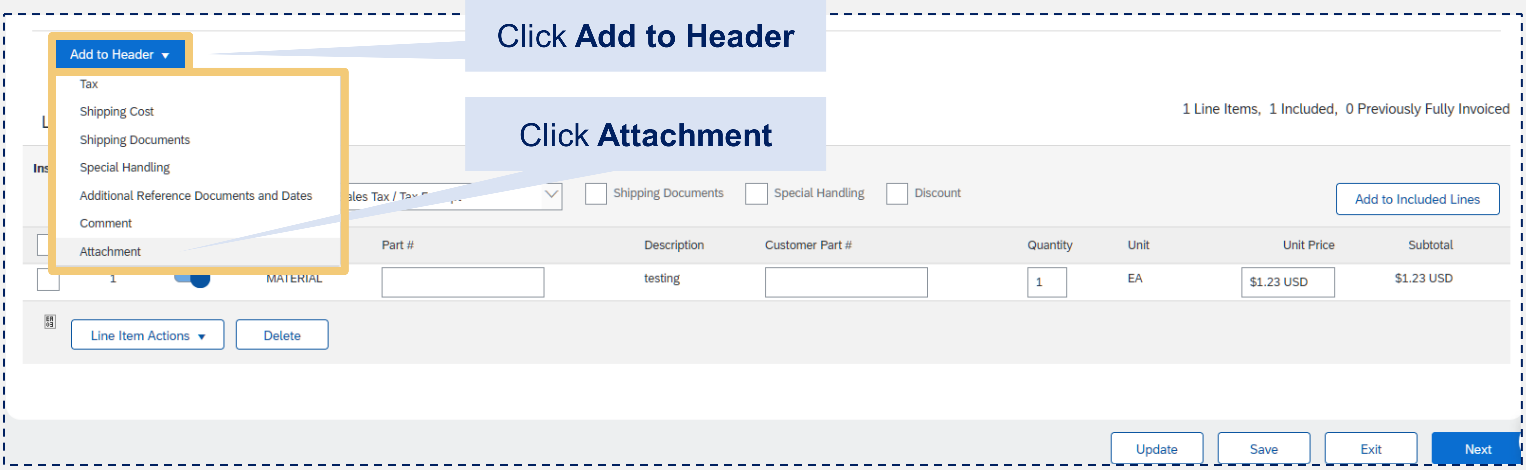
Attachments to Invoice

Supplier can add an attachment during the invoice process within the SAP Business Network (SBN).

- This will provide the supplier the ability to attach their company invoice to the network generated invoice, as well as other relevant documentation needed to support approval of the invoice by the university. i.e., service support documents.

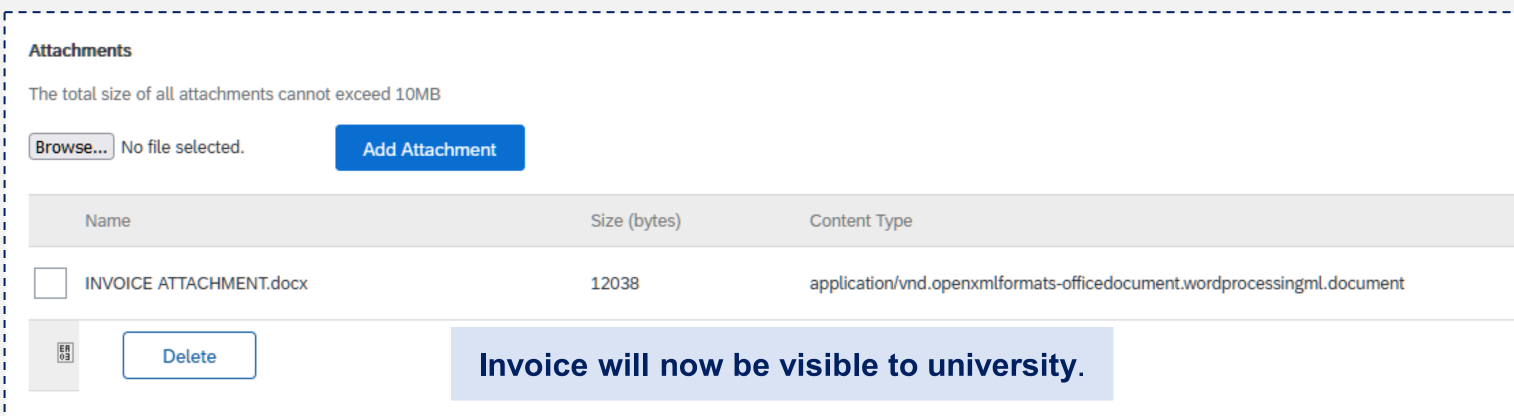
Some universities will ask for the company invoice. This option gives you, the supplier, the location to attach your invoice within the network.

1 Choose option to Add Attachment.



2 Choose browse to search and choose corresponding invoice.

3 Invoice is now attached.



For additional resources and support please see [Doing Business with the State System.]

Viewing invoice information within the workbench

1 Understanding the invoices within the workbench.