



# 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.**

### Setting up the Workbench

#### [Confirm Trading Relationship has been established](#)

This step is needed for the supplier to do business with PASSHE.

#### [Sett up the Supplier Workbench](#)

The workbench will provide you with a centralized location to process purchase orders and invoices.

### What you can do within the Workbench

#### [View your POs](#)

#### [Search for Individual PO](#)

#### [PO Email Notification](#)

#### [Create an Invoice](#)

#### [Add Attachments](#)

#### [View Invoice History](#)

# Confirm Trading Relationship is established

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

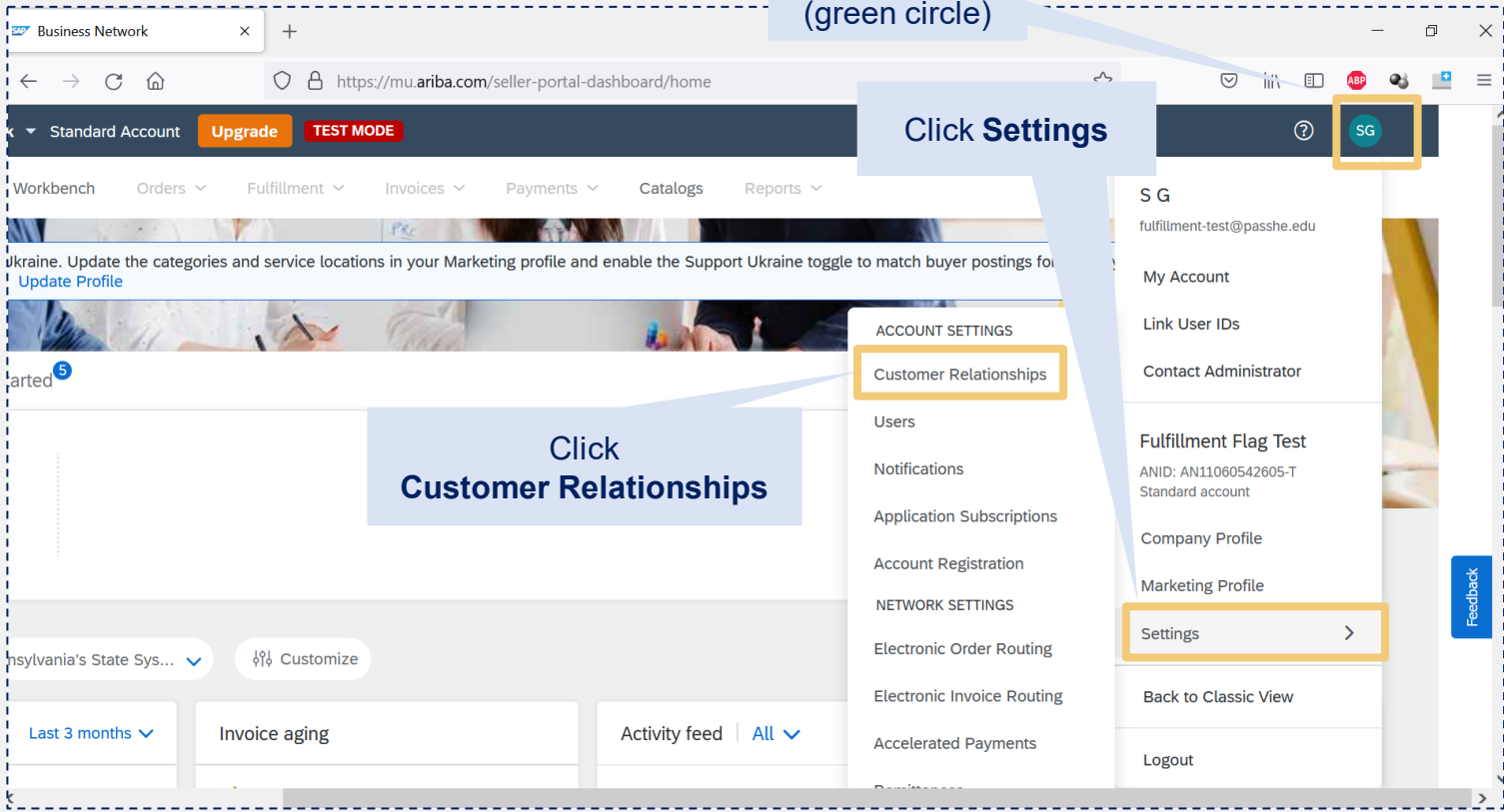
**1** Log into the [SAP Business Network \(SBN\)](#) account used to register with PASSHE with username and PW.

**2** Navigate to the Customer Relationships.

Click **Initials** (green circle)

Click **Settings**

Click **Customer Relationships**



3

### Confirm the Trading Relationship.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (1) Pending (0) Rejected (0)

Current Customers

Filter

Customers

Ent...

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

Click Close

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing	Actions
<input type="checkbox"/> Pennsylvania's State System of Higher Education - TEST	AN01525385575-T	Trading	5 Apr 2022		Default	Actions

Reject Accept

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](mailto:supplierhelp@passhe.edu)

For Assistance

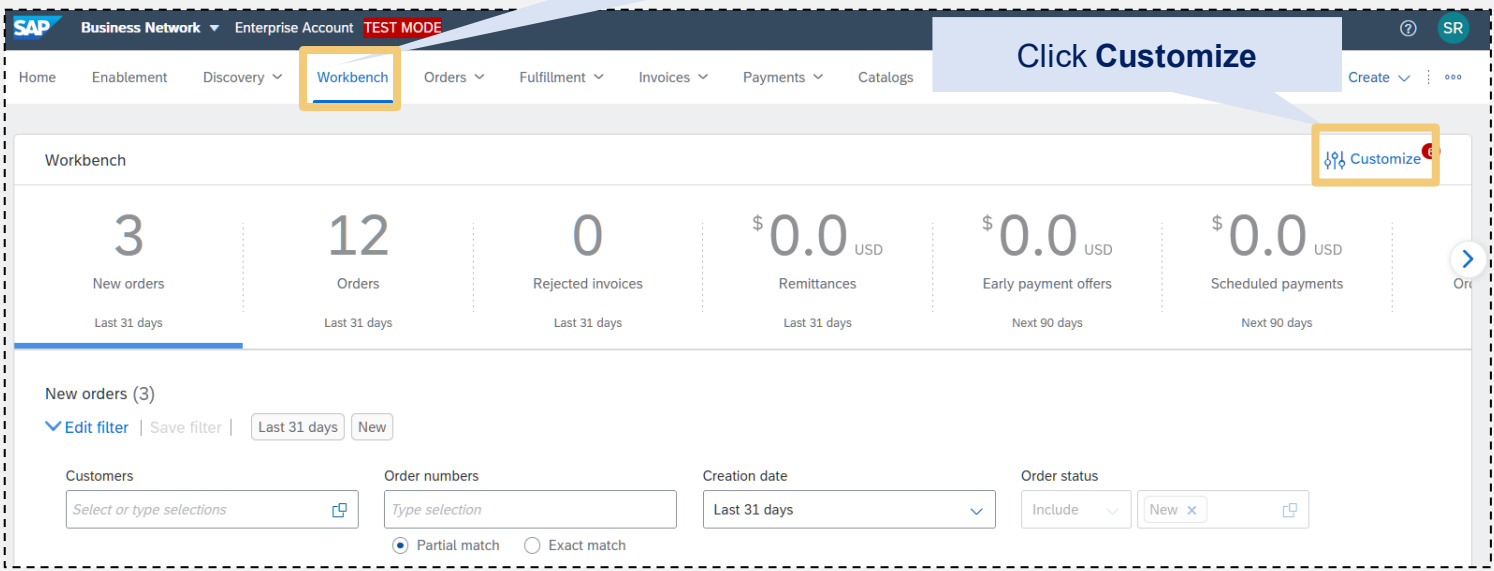
For additional resources and support please see [Doing Business with the State System.](#)

# Setting up the Workbench

1

Set up the Workbench.

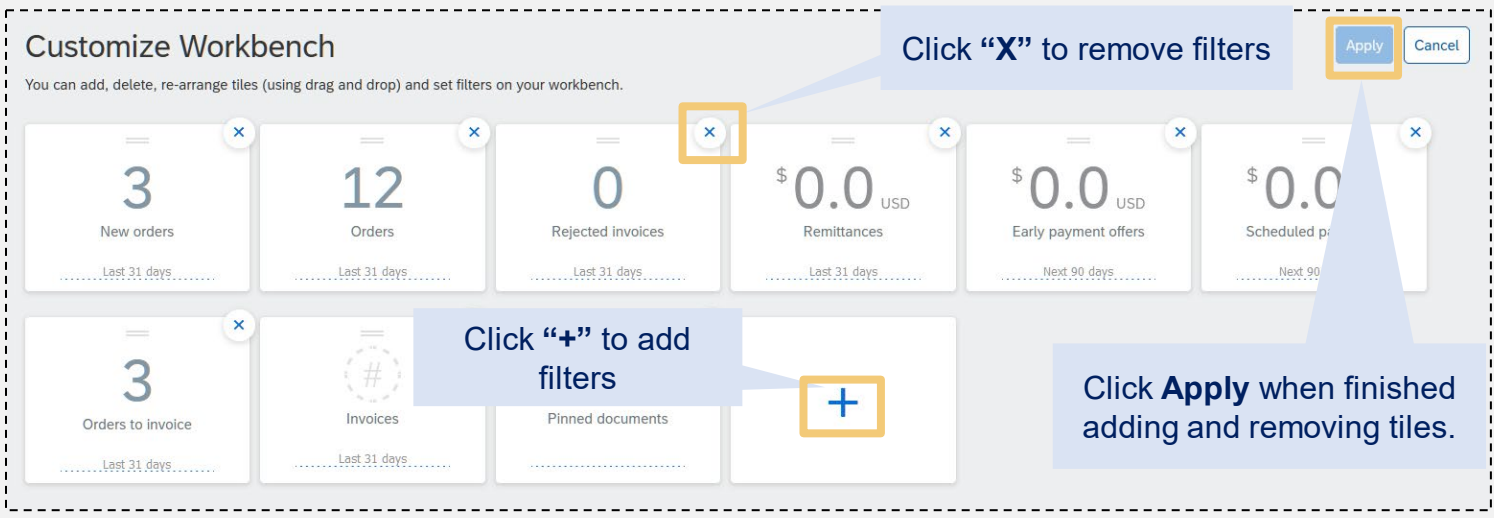
Click **Workbench**



2

Add or remove filters.

You will be able to set up your workbench to meet your needs and preference.



### 3

## Select Filters

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

Select a tile ✔ Tiles already selected

### Order

<input checked="" type="checkbox"/> New orders <span>?</span> +	Changed orders <span>?</span> +	<input checked="" type="checkbox"/> Orders to invoice <span>?</span> +
<input checked="" type="checkbox"/> Orders <span>?</span> +	Items to confirm <span>?</span> +	Items to ship <span>?</span> +
Orders with service line <span>?</span> +		

### Invoice

<input checked="" type="checkbox"/> Invoices <span>?</span> +	<input checked="" type="checkbox"/> Rejected invoices <span>?</span> +	Overdue invoices - Not ap... <span>?</span> +
Overdue invoices - Approv... <span>?</span> +	Invoices pending approval <span>?</span> +	Approved invoices pendin... <span>?</span> +
Paid invoices <span>?</span> +	Draft invoices <span>?</span> +	Credit Memos <span>?</span> +
Debit Memos <span>?</span> +		

## 4 Apply and view filters applied to workbench.

Filters that you have chosen will be visible.

Click **Apply**

Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

3  
New orders  
Last 365 days

12  
Orders  
Last 31 days

9  
Invoices  
Last 31 days

3  
Orders to invoice  
Last 31 days

0  
Rejected invoices  
Last 31 days

+

Apply Cancel

Change date range to  
“**Last 365 days**”

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

SAP Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Payments Catalogs Reports Assessments

Workbench

3  
New orders  
Last 365 days

12  
Orders  
Last 365 days

9  
Invoices  
Last 365 days

3  
Orders to invoice  
Last 365 days

0  
Rejected invoices  
Last 31 days

New orders (3)

▼ Edit filter | Save filter | Last 31 days New

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include New x

Partial match Exact match

Continued on next page



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

Workbench

14 New orders Last 365 days

20 Orders Last 365 days

6 Invoices Last 365 days

14 Orders to invoice Last 365 days

Rejected invoices Last 31 days

Revised Invoices (0)

Customers: Select or type selections

Invoice number: Type selection

Reference: Type input

Invoice date: Last 365 days (dropdown menu open)

Apply Reset

Click Apply

Workbench

14 New orders Last 365 days

20 Orders Last 365 days

6 Invoices Last 365 days

14 Orders to invoice Last 365 days

0 Rejected invoices Save filter

4. Click Save filter

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

Save filter

Before you save this filter, we recommend that you add a description for easy identification.

0 Rejected invoices Last 31 days

0 Rejected invoices Last 365 days

0 Rejected invoices Last 365 days

Click Save

**The tile will now show 365 days**

Workbench

14 New orders Last 365 days

20 Orders Last 365 days

6 Invoices Last 365 days

14 Orders to invoice Last 365 days

0 Rejected invoices Last 365 days

**For Assistance**

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**

Workbench

5 New orders Last 365 days

2 Orders Last 365 days **Save filter**

0 Invoices Last 365 days

5 Orders to invoice Last 365 days

0 Rejected invoices Last 365 days

Orders (2)

▼ Edit filter | Save filter | 4500624966

Customers: Select or type selections

Order numbers: 4500624966 × Type selection

Partial match  Exact match

Apply Reset

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500624966	Pennsylvania's State System of Higher Education - TEST	\$2.46 USD	Nov 16, 2023	Changed		...
4500624966	Pennsylvania's State System of Higher Education - TEST	\$2.46 USD	Oct 28, 2023	Obsolete		...

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

Home Workbench Orders Fulfillment Invoices Payments Catalogs Supplier Enablement Reports Messages Quick Links

Workbench

1 Orders Last 365 days

1000+ Invoices Last 365 days

> \$ 13.7M USD Remittances Last 365 days

\$ 0.0 USD Scheduled payments Next 90 days

0 Return items Last 365 days

▼ Edit filter | Save filter | 4500639172

Suppliers: Select or type selections

Order numbers: 4500639172 × Type selection

Partial match  Exact match

Apply Reset

View Failed Orders to Private Supplier

Order Number	Supplier	Multi Tier	Copies	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500639172	Aniba Prod Test 4_Do not use	No		\$1.26 USD	Mar 17, 2021	New	\$0 USD	...

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

For Assistance

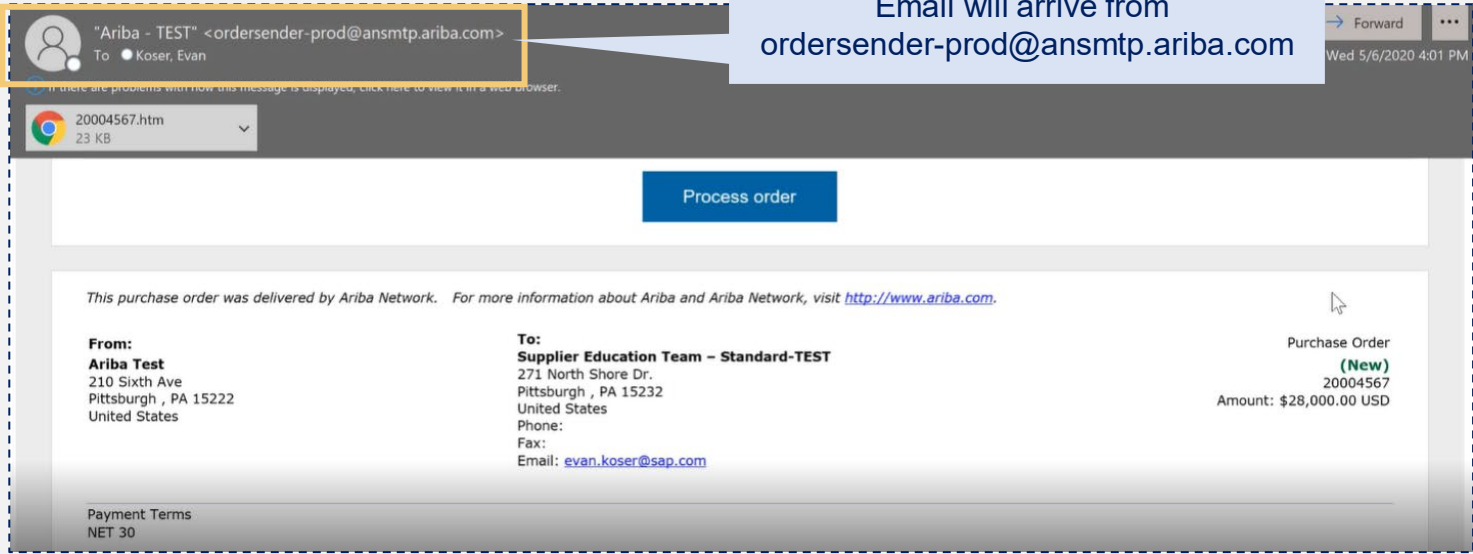
For additional resources and support please see [Doing Business with the State System.](#)



# 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 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.**

Workbench summary: 3 New orders, 12 Orders, 9 Invoices, 3 Orders to invoice, 0 Rejected invoices.

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

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4500624910	Pennsylvania's State System of Higher Education - TEST	\$5000 USD	Sep 25, 2023	New		...
4500624909	Pennsylvania's State System of Higher Education - TEST	\$7990000.01 USD	Sep 25, 2023	New		...
4500624908	Pennsylvania's State System of Higher Education - TEST	\$10000 USD	Sep 25, 2023	New		...

Purchase Order: 4500624451

From: Kutztown University, Accounts Payable Dept, PO Box 730, Kutztown, PA 19530, United States.

To: Fulfillment Flag Test, 123 N Main St, Pittsburgh, PA 15215-2018, United States.

Payment Terms: NET 30

Comments: Comment Type: Terms and Conditions, Body: https://www.pashe.edu/inside/anf/strategicprocurement/Documents/PASSHE-PO-5.2.pdf

Other Information: Company Code: SSHE, Purchasing Unit Name: KUTZTOWN

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available	Material		1 (EA)	27 Apr 2022	\$12.00 USD	\$12.00 USD

Sub-total: \$12.00 USD

PO will now display

Continued on next page

Purchase Order: 4500624451

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice**, Done

Dropdown Menu: **Create Invoice**, Standard Invoice, Credit Memo, Line-Item Credit Memo

Callouts: Click **Create Invoice**, Click **Standard Invoice**

Order Detail | Order History

From: **Kutztown University**  
Accounts Payable Dept  
PO Box 730  
Kutztown, PA 19530  
United States

To: **Fulfillment Flag Test**  
123 N Main St  
Pittsburgh, PA 15215-2018  
United States  
Phone:  
Fax:  
Email: srgottschalk@gmail.com

Purchase Order (New)  
4500624451  
Amount: \$12.00 USD  
Version: 1

Track Order

Payment Terms: NET 30

Comments: Comment Type: Terms and Conditions  
Body: <https://www.passhe.edu/inside/anf/strategicsourcing/Documents/PASSHE-PO-5.2.pdf>

Other Information

Routing Status: Sent

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.



## Create Invoice

Update Save Exit Next

### Invoice Header

#### Summary

Purchase Order: 4500624451

Invoice #:

Invoice Date: 26 Apr 2022

Service Description:

Supplier Tax ID:

Remit To: Fulfillment Flag Test

Pittsburgh, PA  
United States

Bill To: Kutztown University

Kutztown, PA  
United States

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.

\* Indicates required field

Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

**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.

### Tax

Header level tax  Line level tax

Category: 0% Sales Tax / Tax Exempt

Location:

Description: Tax Exempt

Regime:

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

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

### Shipping

Header level shipping  Line level shipping

Ship From: Fulfillment Flag Test

Pittsburgh, PA  
United States

Ship To: Kutztown University

Kutztown, PA  
United States

Deliver To: Tonya Donn  
Kutztown University

View/Edit Addresses

### Payment Term

Net Term(days): 30

### Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Fulfillment Flag Test

Pittsburgh, PA  
United States

Service Start Date:

Service End Date:

Customer: Pennsylvania's State System of Higher Education - TEST

Harrisburg, PA  
United States

Email:

View/Edit Addresses

Bill From: Fulfillment Flag Test

Pittsburgh, PA  
United States

PASSHE does not require any additional field information.

Add to Header

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

### Line Items

#### Insert Line Item Options

Tax Category: 0% Sales Tax / Tax Exempt  Shipping Documents  Special Handling

No.	Include	Type	Part #	Description	Customer Part #				
1	<input checked="" type="checkbox"/>	MATERIAL		Fulfillment Flag Testing		1	EA	\$12.00 USD	\$12.00 USD

Line Item Actions Delete

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

Update Save Exit Next

**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.

Insert Line Item Options

Tax Category: Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		CO-IO-01 Step 14a, Fall 2023 SPs		1	EA	\$7,990,000.01	\$7,990,000.01 USD

To invoice partial shipment for a line-item on a given PO, adjust the line-item quantity to reflect number of items shipped.

Line Items 2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category:  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		ARB-SPL-01 Step 2c.2, Fall 2023		1	EA	\$60,000.00 US	\$60,000.00 USD
2	<input type="checkbox"/>	MATERIAL	Not Available	ARB-SPL-01 Step 2a, Fall 2023		0	EA	\$30,000.00 USD	\$0 USD

*Excluded line items cannot be modified.*

POs with multiple line-items Toggle "Include" button to grey for line items not being invoiced.

Adjust the line-item quantity, as necessary for partial invoicing.

Line Items 2 Line Items, 1 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% Sales Tax / Tax Exempt  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		ARB-SPL-01 Step 2c.2, Fall 2023		1	EA	\$60,000.00 US	\$60,000.00 USD
2	<input type="checkbox"/>	MATERIAL	Not Available	ARB-SPL-01 Step 2a, Fall 2023		0	EA	\$30,000.00 USD	\$0 USD

*Excluded line items cannot be modified.*

Line Item Actions

Click **Update** to update and review.

Click **Next** once all steps have been completed.



SAP Business Network Standard Account **Get enterprise account** TEST MODE ← Back to classic view ? SG

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. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be electronically signed, you must subscribe to the archiving service.

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

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 USD  
 Total Gross Amount: \$12.00 USD  
 Total Net Amount: \$12.00 USD  
 Amount Due: \$12.00 USD

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

**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).

The screenshot shows the SAP Business Network interface for a supplier. At the top, there's a navigation bar with 'SAP Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. Below this, a message box states 'Invoice 123 has been submitted.' with two options: 'Print a copy of the invoice.' and 'Exit invoice creation.'. Callout boxes point to these options, with one saying 'Confirmation is shown' and another saying 'Click Exit invoice creation'. The footer includes '© 2021 SAP SE or an SAP affiliate company. All rights reserved.' and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

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

The screenshot displays a purchase order (PO) for 'Purchase Order: 4500624451'. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The order details section shows the 'From' (Kutztown University) and 'To' (Fulfillment Flag Test) information. The 'Purchase Order' summary shows 'Amount: \$12.00 USD' and 'Version: 1'. Below this, 'Payment Terms' are listed as 'NET 30', and 'Comments' include a URL to a document. 'Other Information' shows 'Company Code: SSHE' and 'Purchasing Unit Name: KUTZTOWN'. The 'Line Items' table has one item with a 'Subtotal' of '\$12.00 USD'. A callout box points to the 'Subtotal' and 'Total Invoiced' values, stating 'See Total Invoiced'. At the bottom, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with a 'Done' button. A callout box points to the 'Done' button, saying 'Click Done'. The footer includes 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

**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.

Click **Add to Header**

Click **Attachment**

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL	testing		1	EA	\$1.23 USD	\$1.23 USD

## 2 Choose browse to search and choose corresponding invoice.

**Attachments**  
The total size of all attachments cannot exceed 10MB

Browse... INVOICE ATTACHMENT.docx **Add Attachment**

You will use the Browse feature to locate the invoice within YOUR files.

Click **Add Attachment**

## 3 Invoice is now attached.

**Attachments**  
The total size of all attachments cannot exceed 10MB

Browse... No file selected. **Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> INVOICE ATTACHMENT.docx	12038	application/vnd.openxmlformats-officedocument.wordprocessingml.document

**Delete**

Invoice will now be visible to university.

**For Assistance** 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.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Workbench' section features five summary cards: 'New orders' (11), 'Orders' (17), 'Invoices' (6), 'Orders to invoice' (11), and 'Rejected invoices' (0). A callout box labeled 'Invoices' points to the 'Invoices' card. Below this is the 'Invoices (6)' section with filter options for Customers, Invoice number, Reference, and Invoice date. A callout box labeled 'Invoicing details' points to the filter area. The main table lists two invoices with columns for Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Invoiced Date, Amount, Routing Status, Invoice Status, and Self Billing. Callout boxes labeled 'Invoicing details' and 'PO Reference' point to the 'Invoice Number' and 'Reference' columns respectively.

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date	Amount	Routing Status	Invoice Status	Self Billing	Actions
Standard Invoice	ARB-SPL-01 55a	Pennsylvania's State System of Higher Education - TEST	4500624940	Order	PaperInvoice	supplier	Oct 9, 2023	\$90000 USD	Acknowledged	Approved	No	...
Standard Invoice	624935	Pennsylvania's State System of Higher Education - TEST	4500624935	Order	PaperInvoice	supplier	Oct 5, 2023	\$2.45 USD	Acknowledged	Approved	No	...