

Supplier invoice and credit memo processing in SBN



Invoice to pay (I2P)
Digital Guide

Supplier invoice and credit memo processing in SBN



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Learning objectives

In this digital guide, you will be able to:

- Identify the prerequisites for raising an invoice in SAP Business Network (SBN).
- Identify how an invoice is linked to a credit note.
- Describe the steps to submit invoices using SBN.
- Describe how unplanned delivery costs are managed at Header level and Line Items level.
- Describe the steps to submit a credit memo using SBN.
- Identify the steps to validate the status of an invoice in SBN.



Overview: Locate and open a PO

In this section of the digital guide, you will learn how to search for and open a Purchase Order (PO) in SAP Business Network (SBN).



Step instructions

Step 1: Log in to SBN using your supplier credentials.

SAP Business Network

Supplier sign-in

1

Username

Next

[Forgot username](#)

New to SAP Business Network?
[Register Now](#) or [Learn more](#)

Get ready for a new experience and user interface

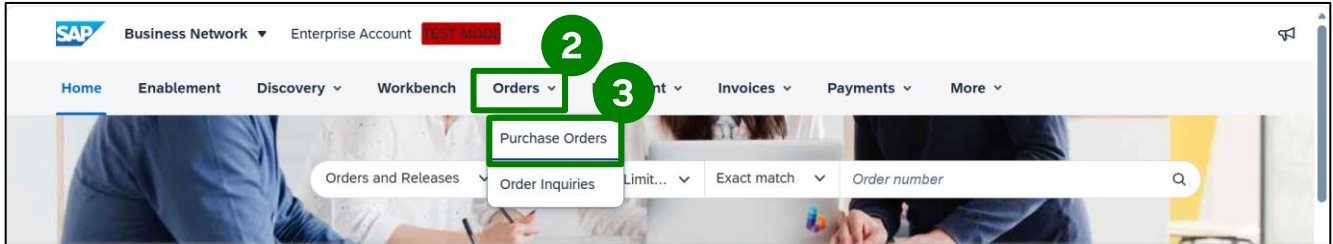
SAP Business Network now runs on SAP Business Technology Platform, giving you upgraded user interface and a stronger platform to help you grow and connect with more potential customers.

[Learn More](#)

Supplier invoice and credit memo processing in SBN

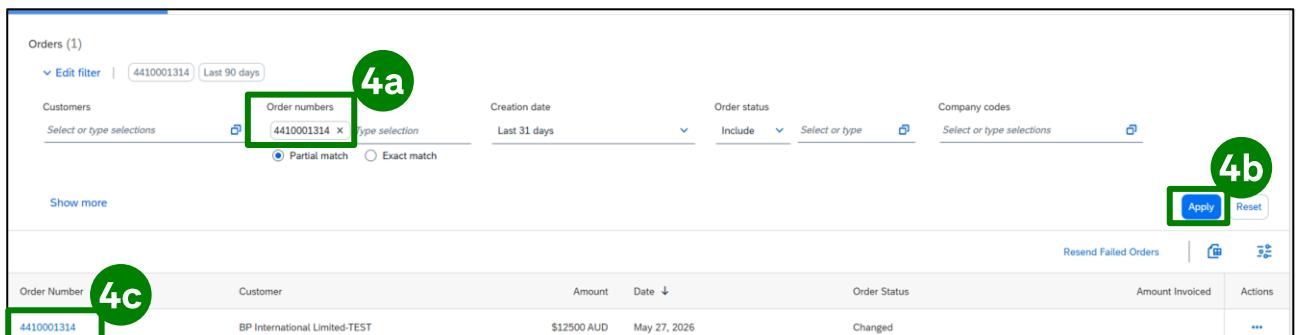
Step 2: Click the **Orders** expand icon to open the drop-down list.

Step 3: Select the **Purchase Orders** option from the drop-down menu.



Step 4: Navigate to the **Orders** section, where you will perform the following steps:

- Enter the details in the **Order number** field.
- Click the **Apply** button.
- The list of purchase order numbers is displayed based on the selection criteria. Click the relevant **Order Number** from the search results to open it.



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Overview: Locate and open an invoice

In this section of the digital guide, you will learn how to search for and open an invoice in SBN.

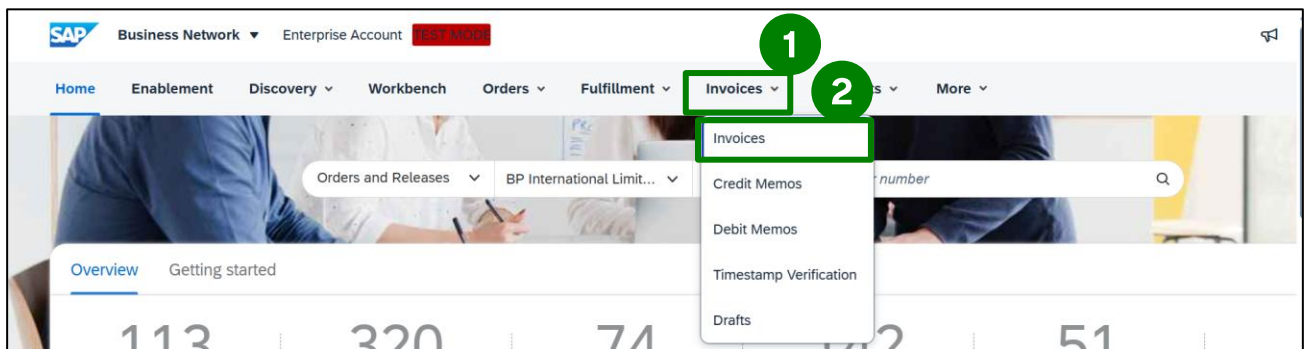


Step instructions

Pre-requisite: Log in to SBN using your supplier credentials to perform the following steps:

Step 1: Click the **Invoices** expand icon to open the drop-down menu.

Step 2: Select the **Invoices** option from the drop-down menu.



Step 3: Navigate to the **Invoices** section, where you will perform the following steps:

- Enter the required invoice number in the **Invoice number** field.
- Click the **Apply** button.
- A list of invoices with similar or same numbers is displayed based on the selection criteria. Click the relevant **Invoice Number** from the search results to open it.

Invoices (1)

[Edit filter](#) | INV4500009338 | Last 90 days

Customers Select or type selections [+](#)

Invoice number **3a** INV4500009338 x Type selection

Reference Type input

Invoice date Last 31 days ▼

☒ Partial match ☐ Exact match

[Show more](#)

3b [Apply](#) [Reset](#)

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
3c INV4500009338	BP International Limited -TEST	4500009338	Aug 20, 2026	€3630 EUR	Acknowledged	Approved	FERROVIAL CONSTRUCCION S.A, Madrid, Madrid, ...	BP Energía Español, Madrid, Madrid, ...	...

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Overview: Submit material invoice on SBN

In this section of the digital guide, you will learn how to submit a material invoice against a PO in SBN.



Step instructions

Follow steps 1-4 in the **Locate and open a PO** section to open the PO. Then, proceed with the following steps:

Step 1: The **Purchase Order** initial screen is displayed, where you will review the following details:

- a. Purchase Order
- b. Buyer

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4500009346

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

TEST bp

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas-6
28050 Madrid
Madrid
Spain
Phone:
Fax:

To: FERROVIAL CONSTRUCCION S.A.
DE LAS NACIONES) 42
28042 Madrid
Cádiz
Spain
Phone: +1 12345678
Fax:
Email: sourava.mohanty@bp.com

Purchase Order (Shipped)
4500009346
Amount: 3,000.00 EUR
Version: 1
Supplier Order Number: Test123

Track Order

Feedback

Payment Terms ⓘ
0.000% 60
60 Días Fecha Factura neto

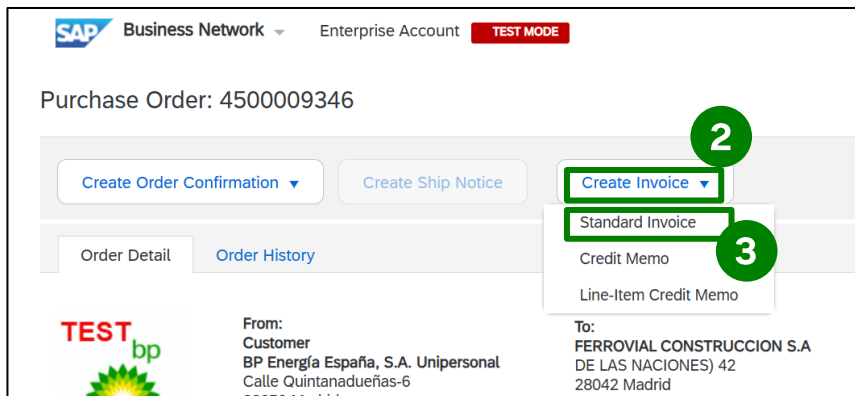
Comments

Routing Status: Acknowledged
External Document Type: Standard PO (ZNB)
Related Documents: ASN4500009346
OC4500009346

Note: Order confirmation is a mandatory step for applicable POs. Until the order confirmation is completed, the **Create Invoice** option will remain unavailable.

Step 2: Click the **Create Invoice** button.

Step 3: Select the **Standard Invoice** option from the drop-down list.



Step 4: The **Create Invoice** screen is displayed, where you will perform the following steps:

- Enter the invoice number in the **Invoice #** field.
- Verify that the **Invoice Date** is not set to a date in the future before proceeding.

The screenshot shows the 'Create Invoice' screen in the SAP Business Network. At the top, it says 'SAP Business Network' and 'Enterprise Account' with a 'TEST MODE' badge. Below this, the 'Create Invoice' title is displayed. There are four buttons: 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a 'Summary' table. The 'Summary' table has two columns: 'Invoice #' and 'Invoice Date'. The 'Invoice #' field is highlighted with a green circle labeled '4a' and contains the value 'INV4410001430'. The 'Invoice Date' field is highlighted with a green circle labeled '4b' and contains the value '16 Jun 2026'. Below the 'Summary' table, there are fields for 'Service Description', 'Supplier Tax ID', and 'Remit To: HOWDEN SPAIN S.L.'. On the right side of the screen, there is a 'View/Edit Addresses' link. The 'Summary' table also includes a 'Subtotal' of 10,000,000.00 EUR, a 'Total Tax' of 0.00 EUR, a 'Total Amount without Tax' of 10,000,000.00 EUR, and an 'Amount Due' of 10,000,000.00 EUR.

Step 5: Scroll down to the **Line Items** section and verify the pre-populated details for the PO line items.

Note: The details in the **Price** field cannot be adjusted. The details in the **Quantity** field can only be adjusted if partial invoicing is required.

Line Items1 Line Items, 1 Included, 0 Previously Fully Invoiced

5

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Included Lines

☐

Include

☒

Type

☐

Part #

☐

Description

☐

Customer Part #

☐

Quantity

☐

Unit

☐

Unit Price

☐

Subtotal

☐

LEAN SERVICE

Non-Catalog-Item

Test

1

EA

10,000,000 EUR

10,000,000.00 EUR

Service Sheet Details

Service Sheet #: SES1430

Service Line No.: 1

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

Service Period

Service Start Date: 12 Jun 2026

Service End Date: 24 Jun 2026

Line Item Actions

Delete

Step 6 (Optional): Click the **Add to Header** button and select the applicable additional charges from the drop-down list, if required.

Credentials:

6

Add to Header

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Included Lines

☐

Description

☐

Customer Part #

☐

Quantity

☐

Unit

☐

Unit Price

☐

Subtotal

☐

Non-Catalog-Item

Test

1

EA

10,000,000 EUR

10,000,000.00 EUR

Service Sheet Details

Service Sheet #: S1430

Service Line No.: 1

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

Service Period

Service Start Date: 12 Jun 2026

Service End Date: 24 Jun 2026

bp | Supplier invoice and credit memo processing in SBN | Confidential

10

Step 7: Select the **Tax Category** checkbox.

Step 8: Select the applicable tax category from the **Tax Category** field drop-down list.

Step 9: Click the **Add to Included Lines** button.

Note: Select the checkbox for the relevant line item, if multiple line items are present.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: VAT

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Add to Included Lines

Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
☐	LEAN SERVICE	Non-Catalog-Item	Test		EA	10,000,000 EUR	10,000,000.00 EUR

Service Sheet Details

Service Sheet #: SES1430

Pricing Details

Price Unit: EA

Unit Conversion: 1

Service Period

Service Start Date: 12 Jun 2026

Service End Date: 24 Jun 2026

Line Item Actions

Delete

Step 10: Enter details in the **Rate(%)** field.

Service Sheet Details

Service Sheet #: SES1430

Service Line No.: 1

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

Service Period

Service Start Date: 12 Jun 2026

Service End Date: 24 Jun 2026

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Rate(%): 10

Remove

Taxable Amount: 10,000,000.00 EUR

Tax Rate Type:

Tax Amount: 1,000,000.00 EUR

Exempt Detail: Zero Rated

Date Of Supply: 16 Jun 2026

Triangular Transaction

Step 11: Review the details in the **Taxable Amount** field. The **Tax Amount** field is auto-populated based on the value of the **Rate(%)** field.

Step 12: Click the **Update** button to save the changes.

The screenshot shows the 'Tax' form in SBN. The 'Taxable Amount' field is highlighted with a green box and a green circle with the number 11. The 'Update' button is highlighted with a green box and a green circle with the number 12. The form includes fields for Category, Location, Description, Regime, Date Of Pre-Payment, Law Reference, Tax Rate Type, Rate(%), Tax Amount, Exempt Detail, Date Of Supply, and Triangular Transaction.

Step 13: Click the **Add to Header** button.

Step 14: Select the **Attachment** option from the drop-down list to add supporting documents to the invoice.

Step 15: Click the **Next** button to proceed with SBN business rule checks.

The screenshot shows the 'Create Invoice' form in SBN. The 'Add to Header' button is highlighted with a green box and a green circle with the number 13. The 'Attachment' option in the drop-down list is highlighted with a green box and a green circle with the number 14. The 'Next' button is highlighted with a green box and a green circle with the number 15. The form includes fields for Invoice Header, Summary, Purchase Order, Invoice #, Invoice Date, Service Description, Supplier Tax ID, Remit To, and Bill To.

Step 16: Review the invoice details and click the **Submit** button.

SAP Business Network Enterprise Account TEST MODE HS

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Spain. The document's destination country is: Spain.
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: INV4410001430	Subtotal: 10,000,000.00 EUR
Invoice Date: Tuesday 16 Jun 2026 11:26 PM GMT+05:30	Total Tax: 0.00 EUR
Original Purchase Order: 4410001430	Total Amount without Tax: 10,000,000.00 EUR
	Amount Due: 10,000,000.00 EUR

REMIT TO: HOWDEN SPAIN S.L. Postal Address:	BILL TO: BP Energía España S.A. U Postal Address:	SUPPLIER: HOWDEN SPAIN S.L. Postal Address:
--	--	--

Step 17: Verify that the invoice has been successfully submitted and note the generated **Invoice Number** for future reference.

SAP Business Network Enterprise Account TEST MODE HS

17 Invoice INV4410001430 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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Overview: Credit memo for return PO

In this section of the digital guide, you will learn how to process a credit memo for return PO in SBN.



Step instructions

Follow steps 1-4 in the **Locate and open a PO** section to open the PO. After the required PO is open, proceed with the following steps:

Step 1: The **Purchase Order** initial screen is displayed. Click the **Create Invoice** button.

Step 2: Select the **Create Memo for Return Items** option from the drop-down list.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4500009313

Create Order Confirmation Create Ship Notice Create Invoice

Standard Invoice Credit Memo for Return Items Credit Memo Line-Item Credit Memo

Order Detail Order History

TEST bp

From: Customer
BP Energía España, S.A. Unipersonal
Calle Quintanadueñas-6
28050 Madrid

DE LAS NACIONES 42
28042 Madrid
Cádiz

Purchase Order (New)
4500009313
Amount: -39.00 EUR
Version: 1

Supplier invoice and credit memo processing in SBN

Step 3: The **Create Line-Item Credit Memo** screen is displayed, where you will perform the following steps:

- Enter details in the **Credit Memo #** field.
- Verify that the **Credit Memo Date** is not set to a date in the future before proceeding.

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header * Indicates required field [Add to Header ▼](#)

Summary

Credit Memo #: **3a** CRD450009313 **3b**

Credit Memo Date: 24 Aug 2026

Supplier Tax ID:

Subtotal: -39.00 EUR
Total Tax: 0.00 EUR
Amount Due: -39.00 EUR

[View/Edit Addresses](#)

Remit To: FERROVIAL CONSTRUCCION S.A

Follow steps 7-12 in the [Submit material invoice on SBN](#) section to add the tax details. Then, proceed with the following steps:

Note: In the **Line Items** section, if the invoice contains multiple line items, ensure that the checkboxes for the relevant line items are selected.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	10	☒	MATERIAL	BOX: LIMIT SENSOR,1/2IN,CONNECTION: NPT	000000000200105166	-3	EA	13 EUR	-39.00 EUR	

Pricing Details

Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1 Description:

Tax

Category: VAT Taxable Amount: -39.00 EUR [Remove](#)

Location: Rate(%): 21

Description: Tax Amount: -8.19 EUR

Regime: Exempt Detail: (no value)

Date Of Pre-Payment: 24 Aug 2026 Date Of Supply: 24 Aug 2026

Law Reference: ☐ Triangular Transaction

Step 4: Validate that the amounts in the **Subtotal**, **Total Tax**, and **Amount Due** fields are updated.

Follow steps 15-17 from the [**Submit material invoice on SBN**](#) section to submit the invoice.

The screenshot shows the 'Create Return Item Credit Memo' form in the SAP Business Network. The form is in 'TEST MODE' and shows the 'Invoice Header' section. A green box highlights the summary table, which contains the following data:

Subtotal:	-39.00 EUR
Total Tax:	-8.19 EUR
Amount Due:	-47.19 EUR

A green circle with the number 4 is placed next to the summary table. The form also includes fields for 'Credit Memo #', 'Credit Memo Date', and 'Supplier Tax ID'. The 'Credit Memo #' field contains 'CRD4500009313' and the 'Credit Memo Date' field contains '24 Aug 2026'. The 'Supplier Tax ID' field is empty. The form also includes a 'Summary' section and a 'View/Edit Addresses' link.

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Overview: Submit service invoice on SBN

In this section of the digital guide, you will learn how to submit a service invoice against a PO in SBN.



Step instructions

Follow steps 1-4 in the [Locate and open a PO](#) section to open an invoice. Then, continue from Step 1 below:

Step 1: The **Purchase order** initial screen is displayed. Verify that the Service Entry Sheet (SES) status is **Approved** before proceeding to create the invoice.

SAP Business Network Enterprise Account TEST MODE

Service Sheet: SES1314

Create Invoice Copy SES Create Correction Service Sheet

Detail History

1

Service Sheet
(Approved)
SES1314
Date: 27 May 2026
Final Service Sheet: No
Purchase Order: 4410001314
ERP SES ID: 2100000309
Subtotal: \$12,500.00 AUD

Follow steps 2-12 in the [Submit material invoice on SBN](#) section to add the tax details. After the required invoice is updated, proceed with steps 15-17 from the [Submit material invoice on SBN](#) section to submit the invoice.

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Overview: Add unplanned delivery cost (at Header level)

In this section of the digital guide, you will learn how to add unplanned delivery costs at the header level in SBN.



Step instructions

Follow steps 1-4 in the [Locate and open a PO](#) section to open a PO. After the required PO is open, proceed with steps 2-12 from the [Submit material invoice on SBN](#) section. Then, continue from Step 1 below:

Step 1: Navigate to the **Invoice Header** section and perform the following steps:

- Click the **Add to Header** button.
- Select **Shipping Cost** option from the drop-down list.

Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4500009346

Invoice #: * INVC4500009346

Invoice Date: * 22 Aug 2026

Service Description:

Supplier Tax ID:

Remit To: FERROVIAL CONSTRUCCION S.A

Subtotal: 3,000.00 EUR

Total Tax: 0.00 EUR

Amount Due: 3,000.00 EUR

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Step 2: The **Shipping Cost** section is added. Enter the amount in the **Shipping Amount** field.

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **FERROVIAL CONSTRUCCION S.A.**
Madrid
Cádiz
Spain

Ship To: **Castellón Refinery**
Castellón
Castellón
Spain

[View/Edit Addresses](#)

Deliver To:

Shipping Cost

Shipping Amount: **2**

Shipping Date:

[Remove](#)

Payment Term

Discount or Penalty Term(days): 60 Percentage(%): 0.000
60 Días Fecha Factura neto

Step 3: Navigate to the **Invoice Header** section and perform the following steps:

- Click the **Add to Header** button.
- Select **Shipping Tax** option from the drop-down menu.

Create Invoice

[Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header

** Indicates required field*

Summary

Purchase Order: 4500009346

Invoice #:

Invoice Date:

Service Description:

Subtotal: 3,000.00 EUR
Total Tax: 0.00 EUR
Amount Due: 3,000.00 EUR

3a [Add to Header](#)

3b Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Step 4: Enter details in the **Rate(%)** field.

Step 5: Review the details in the **Taxable Amount** field.

Note: The **Tax Amount** field is auto-populated based on the value of the **Rate(%)** field.

Shipping Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 10 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 2.10 EUR

Exempt Detail: (no value)

Date Of Supply: 22 Aug 2026

☐ Triangular Transaction

Step 6: Click the **Update** button to apply the changes.

Note: Validate that the amounts in the **Subtotal**, **Total Tax**, and **Amount Due** are updated.

Follow steps 14-17 in the [Submit material invoice on SBN](#) section to submit the invoice.

SAP Business Network Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field Add to Header

Summary

Purchase Order: 4500009346

Subtotal: 3,010.00 EUR

Total Tax: 2.10 EUR

View/Edit Addresses

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**Overview: Add unplanned delivery cost
(at Line-item level)**

In this section of the digital guide, you will learn how to add unplanned delivery costs at the line-item level in SBN.



Step instructions

Follow steps 1-4 in the [Locate and open a PO](#) section to open the PO. After the required PO is open, proceed with steps 2-9 from the [Submit material invoice on SBN](#) section. Then, continue from Step 1 below:

Step 1: In the **Line Items** section, if the invoice contains multiple line items, ensure that the checkboxes for the relevant line items are selected.

Line Items 1 Line Items, 1

Insert Line Item Options

☒ Tax Category: VAT

☐ Shipping Documents

☐ Special Handling

☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
1 ☒ 10	☒	MATERIAL		BOX: LIMIT SENSOR,1/2IN,CONNECTION: NPT	00000000200105166	30	EA ⓘ

Pricing Details

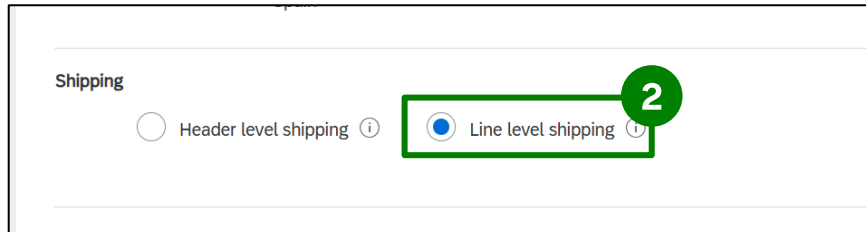
Unit Conversion: 1

Price Unit: EA ⓘ

Price Unit Quantity: 1

Description:

Step 2: Navigate to the **Shipping** section and select the **Line level shipping** option.



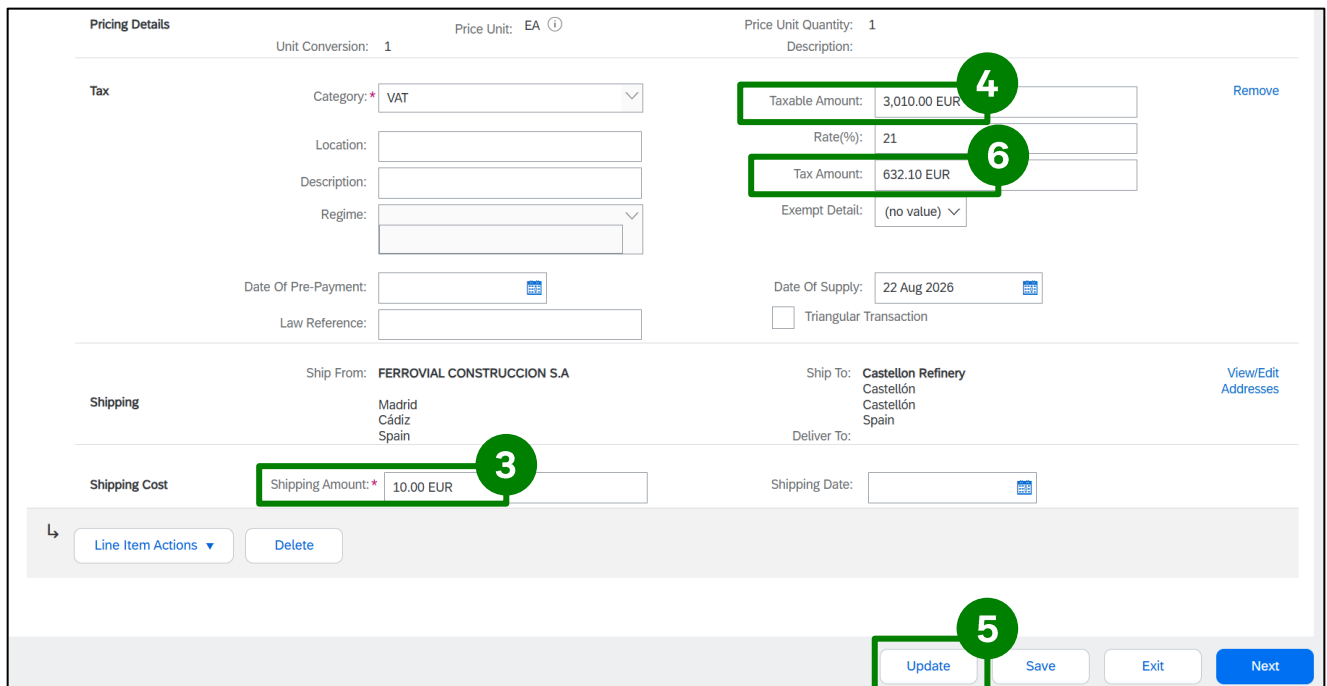
The screenshot shows the 'Shipping' section with two radio button options: 'Header level shipping' and 'Line level shipping'. The 'Line level shipping' option is selected and highlighted with a green box and a green circle with the number 2.

Step 3: The **Shipping Cost** section is added. Enter the amount in the **Shipping Amount** field.

Step 4: Update the amount in the **Taxable Amount** field to include the shipping cost amount.

Step 5: Click the **Update** button to apply the changes.

Step 6: Verify that the **Tax Amount** field is updated based on the latest value of the **Taxable Amount** field.



The screenshot shows the 'Pricing Details' form. The 'Tax' section is on the left, and the 'Shipping' section is on the right. The 'Taxable Amount' field is highlighted with a green box and a green circle with the number 4. The 'Tax Amount' field is highlighted with a green box and a green circle with the number 6. The 'Shipping Amount' field is highlighted with a green box and a green circle with the number 3. The 'Update' button is highlighted with a green box and a green circle with the number 5.

Field	Value
Category	VAT
Location	
Description	
Regime	
Date Of Pre-Payment	
Law Reference	
Ship From	FERROVIAL CONSTRUCCION S.A. Madrid Cádiz Spain
Ship To	Castellón Refinery Castellón Castellón Spain
Deliver To	
Shipping Amount	10.00 EUR
Shipping Date	
Taxable Amount	3,010.00 EUR
Rate(%)	21
Tax Amount	632.10 EUR
Exempt Detail	(no value)
Date Of Supply	22 Aug 2026
Triangular Transaction	☐

Step 7: Validate that the amounts in the **Subtotal**, **Total Tax**, **Total Shipping**, and **Amount Due** fields are updated.

Follow steps 14-17 in the [**Submit material invoice on SBN**](#) section to submit the invoice.

The screenshot shows the 'Create Invoice' form. At the top right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below the header, there's a section for 'Invoice Header' with a dropdown arrow and a link 'Add to Header'. A red asterisk indicates required fields. The 'Summary' section contains the following data:

Purchase Order:	4500009346
Invoice #:	* INVC4500009346
Invoice Date:	* 22 Aug 2026
Service Description:	

Summary Table:

Subtotal:	3,000.00 EUR
Total Tax:	632.10 EUR
Total Shipping:	10.00 EUR
Amount Due:	3,642.10 EUR

A green box highlights the summary table, and a green circle with the number 7 is next to it. A link 'View/Edit Addresses' is also visible.

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Overview: Submit credit invoice on SBN

In this section of the digital guide, you will learn how to submit the credit invoice in SBN.



Step instructions

Follow steps 1-3 in the [Locate and open an invoice](#) section to open an invoice. After the required invoice is open, proceed with the following steps:

Step 1: The **Invoice** initial screen is displayed. Click the **Create Line-Item Credit Memo** button.

The screenshot shows the SAP Business Network interface. At the top, it says 'SAP Business Network' with a dropdown arrow, 'Enterprise Account', and a red 'TEST MODE' button. Below this, the invoice number 'Invoice: INV4410001290' is displayed. A horizontal bar contains several buttons: 'Create Line-Item Credit Memo' (highlighted with a green box and a green circle with the number 1), 'Copy This Invoice', 'Print', 'Download PDF' (with a dropdown arrow), and 'Export cXML'. Below this bar, there are three tabs: 'Detail' (selected), 'Scheduled Payments', and 'History'.

Step 2: The **Create Line-Item Credit Memo** screen is displayed, where you will perform the following steps:

- Enter details in the **Credit Memo** field.
- Verify that the **Credit Memo Date** is not set to a date in the future before proceeding.

▼ Invoice Header

Summary

Credit Memo #: * CRD4500005432

Credit Memo Date: * 9 Feb 2026

Subtotal: -180.00 EUR
Total Tax: -3.60 EUR
Total Amount without Tax: -180.00 EUR
Amount Due: -183.60 EUR

Original Invoice No: INVC4400500244
Original Invoice Date: 5 Feb 2026
Supplier Tax ID:
Remit To: Street ▼

Step 3: Scroll down to locate the **Reason for Credit Memo** field and enter the required comments.

Step 4: Attach any supporting documents, such as a return note or buyer confirmation, if required.

Reason for Credit Memo: * Return of Goods

Default Credit Memo Comment Text:

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment Remove

Name	Size (bytes)	Content Type
☐ SAP Business Network Supplier.pdf	199334	application/pdf

Delete

Add to Header ▼

Supplier invoice and credit memo processing in SBN

Step 5 (Optional): Scroll down to locate the **Quantity** field. Update the quantity to create a partial credit note, if applicable.

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	☒	MATERIAL		NIPPLE_ANY : 1/2IN , PLAIN END , CARBON	00000000200263015	-100	EA	1.8 EUR	-180.00 EUR

Pricing Details

Price Unit: EA Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax Category: * VAT Taxable Amount: -180.00 EUR [Remove](#)

Step 6: Click the **Next** button to run the SBN Business Rule Checks.

SAP Business Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

[Update](#) [Save](#) [Exit](#) [Next](#)

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header [Add to Header](#)

* Indicates required field

Step 7: Click the **Submit** button.

SAP Business Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

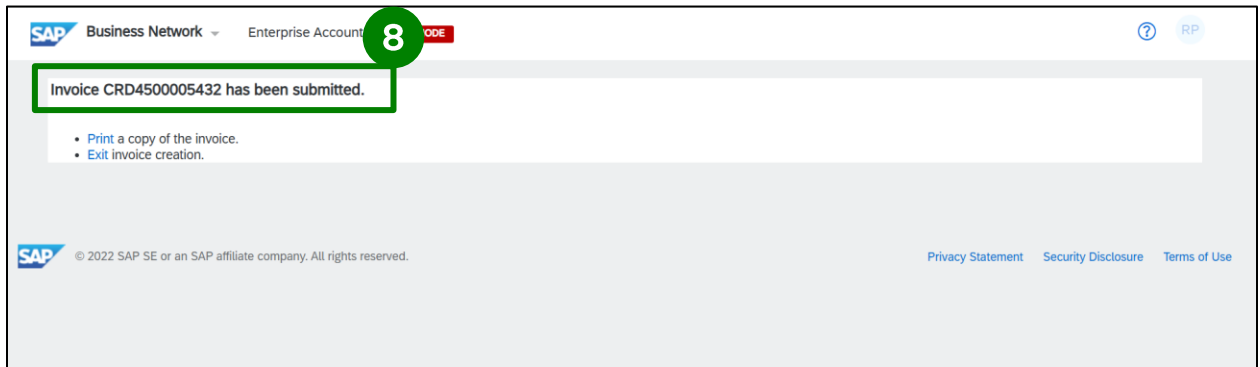
[Previous](#) [Submit](#) [Save](#) [Exit](#)

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:India. The document's destination country is:Spain.
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.

Line-Item Credit Memo

(Original Invoice No: INVC4400500244)

Step 8: The credit memo reference number is displayed, confirming that the credit memo was submitted successfully. Note the reference number for tracking and future reference.



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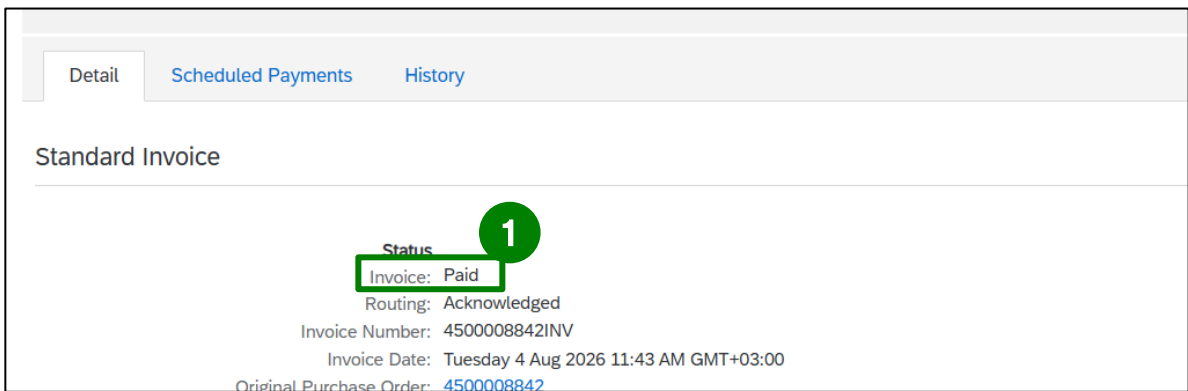
Overview: Validate the invoice status on SBN

In this section of the digital guide, you will learn how to review the status of an invoice in SBN.

Step instructions

Follow steps 1-3 in the [Locate and open an invoice](#) section to open an invoice. After the required invoice is open, proceed with the following steps to validate the invoice status:

Step 1: The **Invoice** initial screen is displayed. Navigate to the Standard Invoice section in the **Details** tab. Review the details displayed for the Invoice field.



Detail Scheduled Payments History

Standard Invoice

Status **1**

Invoice: Paid

Routing: Acknowledged

Invoice Number: 4500008842INV

Invoice Date: Tuesday 4 Aug 2026 11:43 AM GMT+03:00

Original Purchase Order: 4500008842

Note: Confirm that the invoice status in SBN matches the corresponding SAP S/4HANA status as follows:

- Obsolete = Rejected
- Posted = Approved
- Paid = Paid
- Cancelled = Cancelled

[Go back to top](#)



Overview: Validate the rejected PO invoice status on SBN

In this section of the digital guide, you will learn how to review the status of a rejected PO invoice in SBN.



Step instructions

Follow steps 1-3 in the [Locate and open an invoice](#) section to open an invoice with a Rejected **Invoice Status**. After the required invoice is open, proceed with the following steps to validate the invoice status:

Note: Verify that the **Invoice Status** of the selected invoice is displayed as **Rejected**.

AUD26/45

Invoice number

Partial match Exact match

Type selection

Supplier	Invoice Number	Invoiced Date	Type	Invoice Status	Status change date ↓	Routing Status
HGBS CONSOURCING S.L.-TEST	AUD26/45	Mar 10, 2026	Standard Invoice	Rejected	Aug 25, 2026	Acknowledged

Step 1: The **Invoice** screen is displayed. Review the reasons displayed on the screen.

EditCreate Line-Item Credit MemoCopy This InvoicePrintDownload PDFExport cXML

DetailScheduled PaymentsHistory

1

Rejected Invoice:

Reasons:
INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
DOC-190: The document is ready to be picked up by the recipient.
DOC-184: The document has been transferred to the next integration point.
INV-54: Comments from BP International Limited-TEST: Success
DOC-1:
PMT-11: Payment proposal S1000001292026001ES11ZFO was received.
INV-55: The invoice status has been successfully updated to Approved by BP International Limited-TEST.
INV-55: The invoice status has been successfully updated to Rejected by BP International Limited-TEST.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Standard Invoice

Step 2: Click the **History** tab and review the comments to identify the reason for the invoice rejection. The **History** tab also displays the user who made the change, along with the corresponding date and timestamp.

Invoice: INVC4500008800

Done

EditCreate Line-Item Credit MemoCopy This InvoiceDownload PDFExport cXML

DetailScheduled PaymentsHistory

Invoice: INVC4500008800
Invoice Status: Rejected
Received By SAP Business Network On: 3 Aug 2026 5:54:12 PM GMT+05:30
Submitted By: FERROVIAL CONSTRUCCION S.A

To: BP International Limited-TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	FERROVIAL CONSTRUCCION S.A	3 Aug 2026 5:54:20 PM
	This document has been digitally signed.	LegalizationDispatcher-109534036	3 Aug 2026 5:54:37 PM
	This document has been digitally verified.	LegalizationDispatcher-109534036	3 Aug 2026 5:54:46 PM
	The document has been transferred to the next integration point.	CommunityWeb-109543059	3 Aug 2026 5:54:50 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-109543059	3 Aug 2026 5:54:50 PM
	Comments from BP International Limited-TEST: Success	TXNDocSupplierApp-109542055	3 Aug 2026 5:54:52 PM
Acknowledged		Supplier	3 Aug 2026 5:54:52 PM
	Payment proposal S1000001292026001ES11ZFO was received.	PropagationProcessor-109538034	3 Aug 2026 6:30:17 PM
	The invoice status has been successfully updated to Approved by BP International Limited-TEST.	TXNDocSupplierApp-109545072	3 Aug 2026 6:30:31 PM

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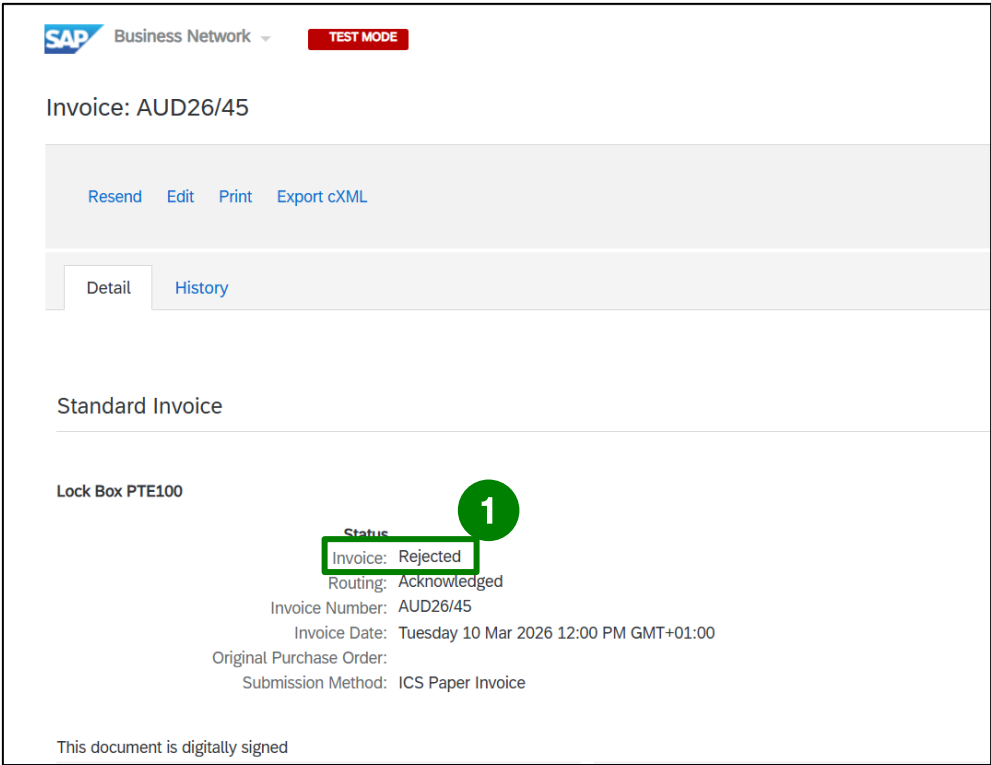
Overview: Validate the rejected Non-PO invoice status on SBN

In this section of the digital guide, you will learn how to review the status of a rejected Non-PO invoice in SBN.

Step instructions

Follow steps 1-3 in the [Locate and open an invoice](#) section to open an invoice with a Rejected **Invoice Status**. Then, continue from Step 1 below:

Step 1: The **Invoice** screen is displayed with the **Invoice** status as **Rejected**.



The screenshot displays the SAP Business Network interface. At the top, the SAP logo and 'Business Network' are visible, along with a 'TEST MODE' button. The main heading is 'Invoice: AUD26/45'. Below this, there are buttons for 'Resend', 'Edit', 'Print', and 'Export cXML'. A tabbed interface shows 'Detail' as the active tab, with 'History' as an option. The invoice is identified as a 'Standard Invoice' and is associated with 'Lock Box PTE100'. A green circle with the number '1' highlights the 'Status' field, which shows 'Invoice: Rejected'. Other fields include 'Routing: Acknowledged', 'Invoice Number: AUD26/45', 'Invoice Date: Tuesday 10 Mar 2026 12:00 PM GMT+01:00', 'Original Purchase Order:', and 'Submission Method: ICS Paper Invoice'. At the bottom, a note states 'This document is digitally signed'.

Step 2: Click the **History** tab to review rejection comments, change history, and associated date and timestamps.

ResendEditExport

2

DetailHistory

Invoice: AUD26/45
Invoice Status: Rejected
Received By SAP Business Network On: 11 Jun 2026 3:31:39 PM GMT+05:30

From: HGBS CONSORCING S.L.-TEST
Routing Status: Acknowledged

History

Page 1

Status	Comments	Changed By	Date and Time
	The invoice status has been successfully updated to Processing by BP International Limited-TEST. Description:Suspected Duplicate	TXNDocBuyerApp-109529045	11 Jun 2026 4:23:07 PM
	The invoice status has been successfully updated to Processing by BP International Limited-TEST. Description:Suspected Duplicate	TXNDocBuyerApp-109565056	24 Jun 2026 5:50:56 PM
	The invoice status has been successfully updated to Processing by BP International Limited-TEST. Description:Suspected Duplicate	TXNDocBuyerApp-109549057	24 Jun 2026 5:54:00 PM
	The invoice status has been successfully updated to Processing by BP International Limited-TEST. Description:Suspected Duplicate	TXNDocBuyerApp-109590046	17 Jul 2026 2:30:13 PM

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