

Instruction

SAP Ariba Network registration

Create an Invoice

28 August 2025



Create an Invoice

Open the overview of your received purchase orders.

1. Click on <Orders to invoice>

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. Below this, a search bar is visible. The main content area features a 'Getting started' section with several widgets. The 'Orders to invoice' widget, which shows a count of 2, is highlighted with a red rectangular box. Other widgets in this section include 'Orders' (2), 'Orders with service line' (2), 'Service sheets' (0), and 'Invoices' (0). Below the 'Getting started' section, there are three widgets: 'Activity feed' (showing a list of order events), 'Purchase orders' (displaying a line chart for 'Eneco - TEST' with a value of €20K EUR), and 'Invoice aging' (showing a bar chart with a value of €0 EUR).

Create an Invoice

Search for the PO you would like to invoice.

2. Open the PO by clicking on the Order Number.

Business Network
Standard Account
Get enterprise account
TEST MODE

We made updates since you were last here. Click here to find out more.

Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Messages
Assessments

Create
...

Workbench

2
Orders to invoice
Last 31 days

2
Orders
Last 31 days

2
Orders with service line
Last 31 days

0
Service sheets
Last 31 days

0
Invoices
Last 31 days

0
Pinned documents

0
Open postings
Last 90 days

0
Matched Leads
Last 90 days

0
Invited Leads
Last 90 days

Orders to invoice (2)

Edit filter
Save filter
Last 31 days

Customers
Select or type selections

Order numbers
Type selection
Partial match
Exact match

Creation date
Last 31 days

Order status
Include
Select or type

Company codes
Select or type selections

Purchasing organizations
Select or type selections

Customer locations
Type selection

Show more

Apply
Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000010062	Eneco - TEST	€10000 EUR	Jul 11, 2025	New		...
3000010060	Eneco - TEST	€10000 EUR	Jul 11, 2025	Changed		...



Create an Invoice

When you open the PO you will see all the PO information.

3. To create the invoice, click on 'Create Invoice' and then on 'Standard Invoice'.

SAP Business Network

Standard AccountGet enterprise accountTEST MODE

Purchase Order: 3000010062

Create Order ConfirmationCreate Ship NoticeCreate Service SheetCreate InvoiceStandard invoiceCredit MemoLine-Item Credit MemoLine-Item Debit Memo

Order DetailOrder History

From:
N.V. Eneco
Marten Meesweg 5
3068 AV ROTTERDAM
Netherlands

To:
Supplier English-TEST
Amerikastraat 3
5232 BE Den Bosch
Netherlands
Phone:
Fax:
Email: t.vonk@compera.nl

Purchase Order
(New)
3000010062
Amount: 10,000.00 EUR
Version: 1

Payment Terms
NET 30
Net Due In 30 Days

Comments
Comment Type: Terms and Conditions
Body:For this Purchase Order the Eneco's General Conditions of Purchase apply. However, when we refer to a contract number in the field Eneco Contract Number below the contractual agreements made in the contract ... View more »

Other Information
Terms and Conditions: Goods and services are purchased subject to the Eneco's General Conditions of Purchase, published on https://ene.co/AIV-NL and relevant contractual documents applicable and agreed upon for a Eneco Contract Number.
SpecificProceduresTermsConds: Goods and services are purchased subject to the Eneco's General Conditions of Purchase, published on https://ene.co/AIV-NL and relevant contractual documents applicable and agreed upon for a Eneco Contract Number.
allDetailDC: noAllowed
Company Code: 1003

View less »

originatingCompanyID: NL803353558B01
Claim Office Name: 24246970

Ship All Items To

N.V. Eneco
Marten Meesweg 5
3068 AV ROTTERDAM
Netherlands
Ship To Code: 1003_1
Email: Martijn.Kruijsinga@eneco.com

Bill To

N.V. Eneco
Marten Meesweg 5
3068 AV ROTTERDAM
Netherlands

Deliver To

Martijn Kruijsinga
N.V. Eneco

Line Items

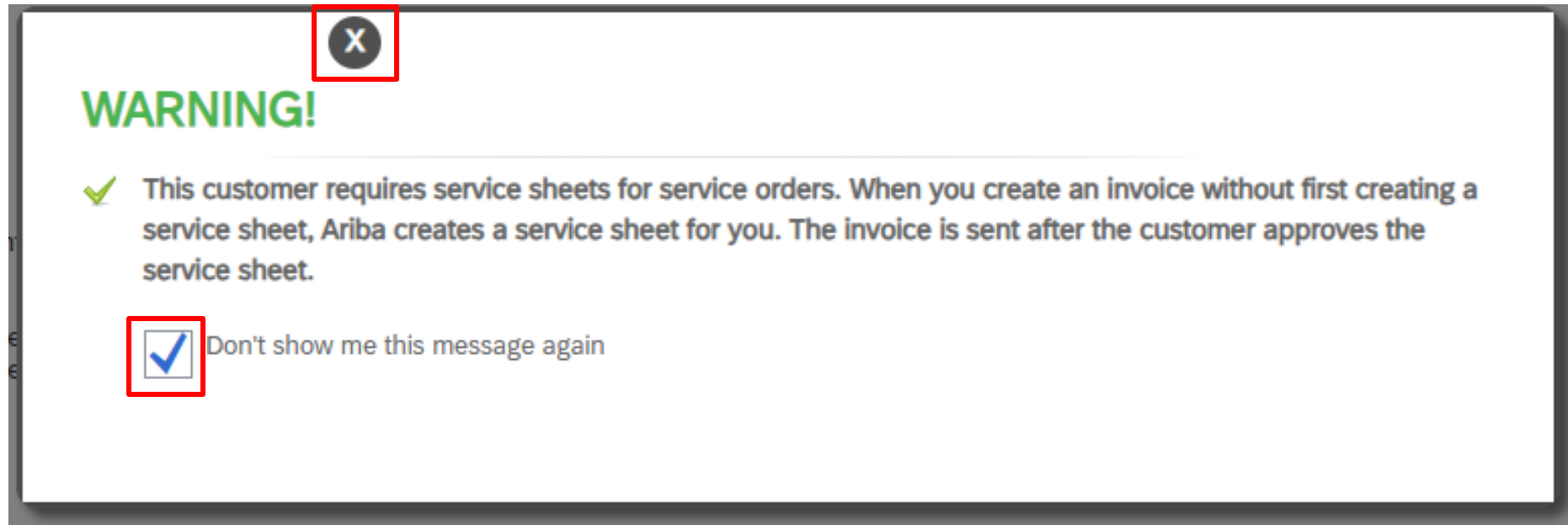
Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1		Not Available	Service		1 (EA) ⓘ	14 Jul 2025	10,000.00 EUR	10,000.00 EUR	Details
Upplanned service line									



Create an Invoice

If this is the first time that you create an invoice you will receive a warning. Read the warning and select the box before closing it.



Invoice Header

The invoice is already filled with some information from your account, but you will need to add some additional information.

4. Add your Invoice Number in the 'Invoice #'

5. Add the 'Service Start Date' and 'Service End Date'

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 3000010062

Invoice #: * INV_3000010062

Invoice Date: * 14 Jul 2025

Service Description:

Remit To: Amerikastraat 3

Den Bosch
Netherlands
Bill To: **N.V. Eneco**
ROTTERDAM
Netherlands

Subtotal: 2,000.00 EUR
Total Tax: 0.00 EUR
Total Amount without Tax: 2,000.00 EUR
Amount Due: 2,000.00 EUR

[View/Edit Addresses](#)

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **Supplier English-TEST**
Den Bosch
Netherlands

Ship To: **N.V. Eneco**
ROTTERDAM
Netherlands
Deliver To: Martijn Krulsinga
N.V. Eneco

[View/Edit Addresses](#)

Payment Term

Net Term(days): 30
Net Due In 30 Days

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date: * 7 Jul 2025

Service End Date: * 10 Jul 2025

The Eneco logo, featuring a stylized red and orange flame-like graphic to the left of the word "Eneco" in a bold, red, sans-serif font.

Invoice Header

6. Check if the VAT ID's and your Commercial Identifier are still correct

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier: *

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: *



Invoice Header

You are required to add your own PDF invoice as an attachment to the invoice for more detailed information. You can do this by following the next steps:

7. Click on 'Add to Header' and then on 'Attachment'

8. Click 'Select file' and then choose the correct file from the file chooser.

9. Important: When your file is selected, click on 'Add Attachment'. You will see that the attachment is now added to the invoice

Supplier VAT

Supplier VAT/Tax ID: * NL919139528B21

Supplier Commercial Identifier: 98127643

Supplier Commercial Credentials:

contractNumber:

Customer VAT

Customer VAT/Tax ID: * NL810073882B01

Phone: USA 1

Add to Header

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items, 0 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
		Not Available		Unplanned service line						

Add/Update

*Attachments

The total size of all attachments cannot exceed 100MB

Bestand kiezen Eneco E-m..._ENG.pptx **Add Attachment**

contractNumber:

Add to Header

*Attachments

The total size of all attachments cannot exceed 100MB

Bestand kiezen Geen bestand gekozen **Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> Eneco E-mail PO _ENG.pptx	9804166	application/vnd.openxmlformats-officedocument.presentationml.presentation



Delete



Invoice Line Items

Now you will have to define the items in your invoice.

10. Click on 'Add/Update' and then on 'Add General Service'

11. Fill the description, quantity, unit and unit price in the new service line. Click on 'Update' to calculate the new subtotal

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

Insert Line Item Options ☐ Tax Category: ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Upplanned service line								

Line Item Actions Delete

Add/Update
Add Contract/Catalog Items
Add General Service
Add Labor Service
Add Material

Update Save Exit Next

In case of a contract select 'Add Contract/Catalog items'.

In case of a limit order adjust the prefilled amount

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

Insert Line Item Options ☐ Tax Category: ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Upplanned service line					
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE		Service hours		20	EUR	100 EUR	2,000.00 EUR

Service Period Service Start Date: Service End Date:

Tax

Line Item Actions Delete

Update Save Exit Next



Invoice Line Items

Before you can submit the invoice, you must add tax to the invoice

12. Select the correct tax type from the dropdown and then click on 'Add to Included Lines'

13. Add the correct tax rate in the 'Rate(%)' field

14. Click on 'Next'

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

Insert Line Item Options ☒ Tax Category: VAT Standard Tax Selections Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Not Available		Upplanned service line						Add/Update
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE		Service hours		20	HUR	100 EUR	2,000.00 EUR	

Service Period Service Start Date: Service End Date:

Tax Line Item Actions Delete

Category: VAT Remove

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 2,000.00 EUR

Tax Rate Type:

Rate(%): 21


Tax Amount: 420.00 EUR

Exempt Detail: (no value)

Date Of Supply: 14 Jul 2025

☐ Triangular Transaction

Line Item Actions Delete Update Save Exit Next



Invoice Line Items

You will see an overview page of your invoice, check if all the information is correct before submitting the invoice

15. Click on 'Submit'

SAP Business Network

Standard Account

Get enterprise account

TEST MODE

?

TV

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:Netherlands. The document's destination country is:Netherlands.
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: INV_3000010062
Invoice Date: Monday 14 Jul 2025 2:17 PM GMT+02:00
Original Purchase Order: 3000010062

Subtotal: 2,000.00 EUR
Total Tax: 420.00 EUR
Total Amount without Tax: 2,000.00 EUR
Amount Due: 2,420.00 EUR

SERVICE PERIOD
Start Date : 7 Jul 2025
End Date : 10 Jul 2025

REMIT TO:
Supplier English-TEST

Postal Address:
Amerikastraat 3
5232 BE Den Bosch
Netherlands

Tax ID of Supplier: NL919139528B21

BILL TO:
N.V. Eneco

Postal Address:
Marten Meesweg 5
3068 AV ROTTERDAM
Netherlands
Address ID: 1003

SUPPLIER:
Supplier English-TEST

Postal Address:
Amerikastraat 3
5232 BE Den Bosch
Netherlands

BILL FROM:
Supplier English-TEST

Postal Address:
Amerikastraat 3
5232 BE Den Bosch
Netherlands

CUSTOMER:
Eneco - TEST

Postal Address:
Martens Meesweg
3068 AV Rotterdam
Netherlands

WIRE PAYMENT TO BANK:
QWERTY bank

Account Name: Supplier English
Account Type: Checking
Account ID: 1234567894536
SWIFT Code: SNSBNL2A
IBAN ID: NL25QWERT1234567894536

The Eneco logo, featuring a stylized sun or flower icon composed of several colored dots (red, orange, yellow) to the left of the word "Eneco" in a bold, red, sans-serif font.