

GET READY ..

We are  
Transforming  
Contracts &  
Procurement to  
**SAP ARIBA**



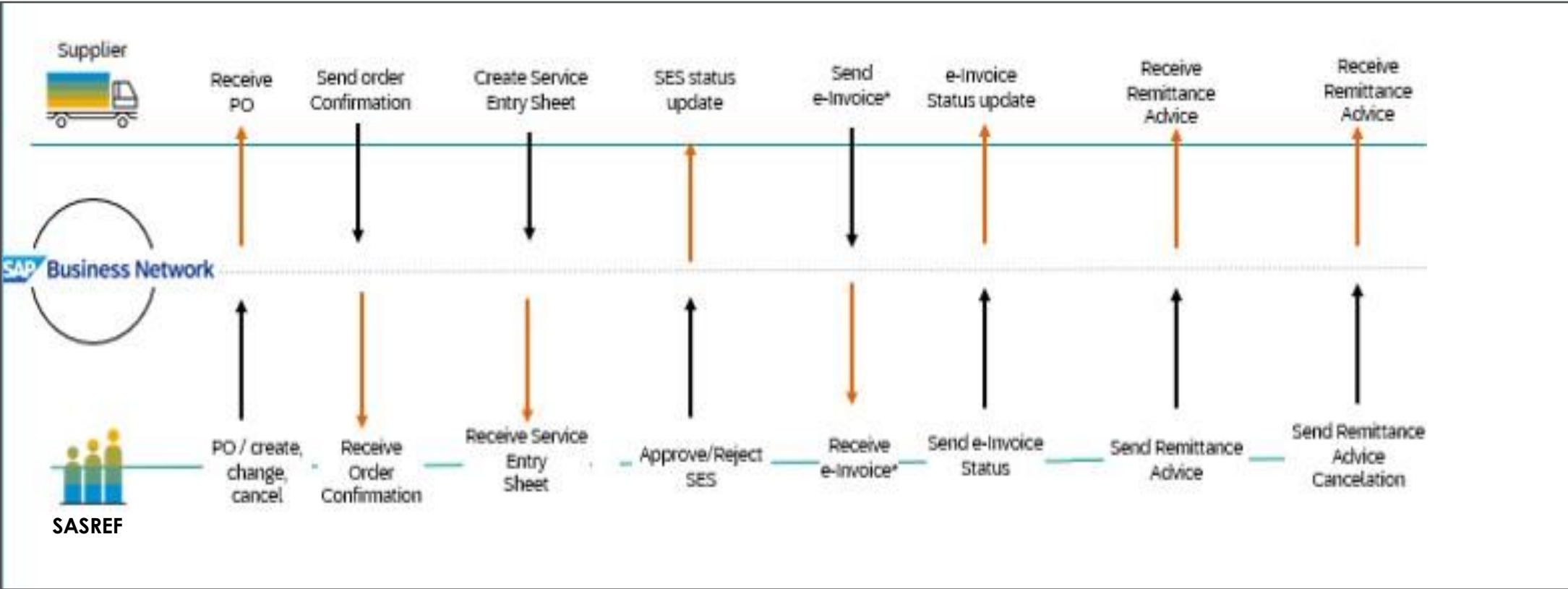
# **Training manual for SASREF suppliers to transact Service PO on the SAP Business Network**

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# 1. Services purchase through SAP Business Network



## **2. Service PO to Invoice Transaction Process for Supplier Registered in SAP Business Network**

# I. Ariba Portal Login Steps

1. Registered User email address of supplier Ariba Account receive the notification of new PO from SASREF
2. Click on "Log in to SAP Business Network" button or access the: URL: <https://supplier.ariba.com> or <https://service.ariba.com/S upplier.aw>

You have received a new order 8300000032

 SASREF Saudi Aramco Jubail Refinery - TEST <ordersender-prod@ansmtp.ariba.com>  
To: 

 If there are problems with how this message is displayed, click here to view it in a web browser.



You have received a new order.  
ANID: AN11199731921-T

Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Order No.	8300000032
Order Date	30 Dec 2024 10:45:40 PM GMT-08:00
Supplier	XYZ Power Tools
Total amount	5,000.00 SAR

 [Log in to SAP Business Network](#) for more information about this order.

# Ariba Portal Login Steps

3. Key in your Ariba Account Username in the “Username” field
4. Click on “Next” button

SAP Business Network

Supplier sign-in

Username

Next

Forgot username

New to SAP Business Network?  
Register Now or Learn more

Do you want to be seen by businesses around the world?

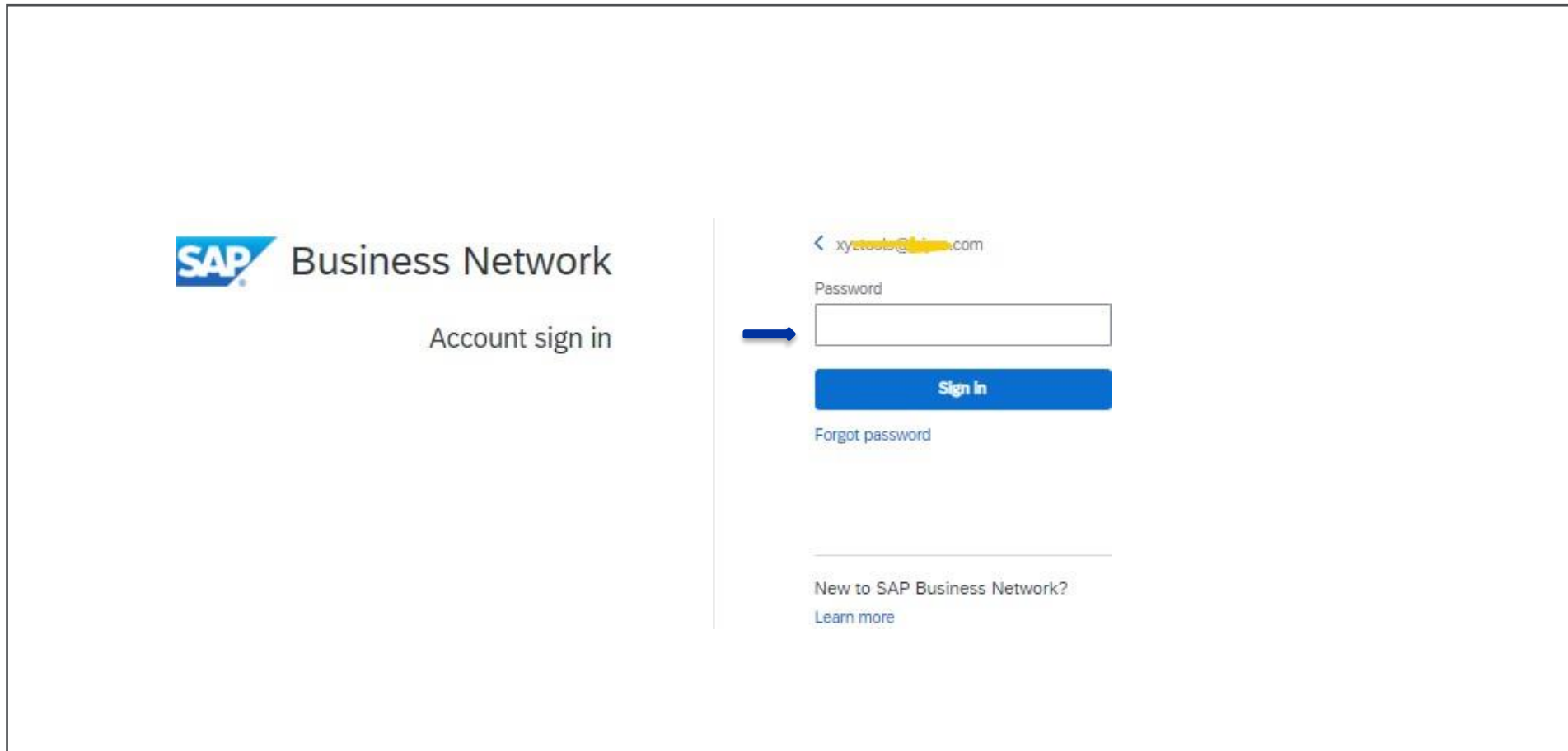
We will broadcast your story on SAP Business Network website and social media platforms, reaching out to new customers who can benefit from your experience.

Learn More

Supported browsers and plugins

# Ariba Portal Login Steps

5. Key in your Ariba Account password in the “Password” field
6. Click on “Sign In” button



The screenshot displays the SAP Business Network login interface. On the left, the SAP Business Network logo is shown above the text 'Account sign in'. On the right, the login form includes a breadcrumb trail '< xyztools@...com', a 'Password' label above an empty input field, a blue 'Sign In' button, and a 'Forgot password' link. A blue arrow points to the password input field.



## II. PO Search Steps

1. View the Ariba Home Page
2. Go to “Orders” tab -> Click on “Purchase Orders”

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' menu is expanded, showing 'Purchase Orders' (highlighted with a blue arrow) and 'Order Inquiries'. Below the navigation, a dashboard shows four key metrics: Open postings (0), Matched Leads (0), Invited Leads (0), and Enablement Tasks (0), all for the last 90 days. The 'My widgets' section includes a 'Purchase orders' widget showing 13.1M SAR, an 'Invoice aging' widget showing 17.1M SAR, and an 'Activity feed' widget with recent order received notifications.

# PO Search Steps

3. Key in the purchase order number in the “Order numbers” field and click on “Apply” button
4. Click on the PO number to open the purchase order

The screenshot displays the 'Orders' section of a software interface. At the top, there is a navigation bar with various menu items. Below this, a summary row shows several metrics: 1 Order (Last 31 days), 0 Items to confirm (Last 31 days), 0 Items to ship (Last 31 days), 0 Return items (Last 31 days), 18 New orders (Last 31 days), 0 Changed orders (Last 31 days), 10 Orders to invoice (Last 31 days), 0 Orders to Summary invoice (Last 31 days), and 1 Orders wil... (Last 31 days).

The main search area is titled 'Orders (1)'. It features a search bar with the following filters: 'Customers' (with a 'Select or type selections' dropdown), 'Order numbers' (with a text input containing '8300000032' and a 'Type selection' dropdown), 'Creation date' (with a 'Last 31 days' dropdown), 'Order status' (with an 'Include' dropdown and a 'Select or type' dropdown), and 'Company codes' (with a 'Select or type selections' dropdown). Below the search bar, there are radio buttons for 'Partial match' (selected) and 'Exact match'. A 'Show more' link is on the left, and 'Apply' and 'Reset' buttons are on the right. A blue arrow points to the 'Apply' button.

Below the search filters is a table with the following data:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
8300000032	SASREF Saudi Aramco Jubail Refinery - TEST	5000 SAR	Dec 31, 2024	New		...

A blue arrow points to the '8300000032' value in the 'Order Number' column of the table.

# III. Service Order Confirmation Process Steps


The order confirmation document is sent by suppliers as an acceptance of a purchase order.

1. View the Purchase Order details (“Type” column at the PO line item determine Material / Service PO)

Purchase Order: 8300000032 Done

[Create Order Confirmation](#) [Create Ship Invoice](#) [Create Service Sheet](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)



**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 (0) 13 357 2947  
Fax: +966 (0) 13 357 2089

**To:**  
XYZ Power Tools  
Central  
Riyadh 34115  
Saudi Arabia  
Phone:  
Fax:  
Email: [REDACTED]

**Purchase Order**  
(New)  
8300000032  
Amount: 5,000.00 SAR  
Version: 1

**Payment Terms:** 0.000% 30  
Based on Goods Receipt -30  
Days from Doc Date

**Contact Information**  
Supplier Address  
XYZ Tools Private Ltd  
Email: [REDACTED]

**Other Information**  
Customer VAT/Dir ID: 300000432310003  
View more +  
Delivery Term: Transport Condition  
Transport Term: VTD - Aramco Vendor Truck Delivery  
Transport Location: Aramco

**Routing Status:** Sent  
External Document Type: Service PO Arba (ZAS)

**Ship All Items To**

Main Warehouse  
Jubail  
31951  
Saudi Arabia  
Ship To Code: 1000  
Location Code: 1000

**Bill To**

Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 (0) 13 357 2947  
Fax: +966 (0) 13 357 2089  
Buyer ID: 1111

**Line Items** [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Head By	Unit Price	Subtotal	Tax	
00001	1			Service			14 Aug 2025		5,000.00 SAR	750.00 SAR	<a href="#">Details</a>
		Service PO Test for ARBA Biv L									
00001.10			000000000010000053	Service		1.000 (EA)		5,000.00 SAR	5,000.00 SAR		<a href="#">Details</a>

# Service Order Confirmation Process Steps

2. Click on "Create Order Confirmation" drop down button. Confirmation numbers can be any value from your internal systems, such as your order-processing application. If you don't have an internally generated confirmation number, you can use any value, such as the purchase order number, with 'OC' prefixed; for example: OC1234
3. Select "Confirm Entire Order" option only for service PO.

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 8300000032. The header includes the SAP logo, 'Business Network', 'Standard Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right corner. Below the PO number, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A blue arrow points to the 'Confirm Entire Order' option. The main content area is divided into three sections: 'From: Customer' (Saudi Aramco Jubail Refinery Co.), 'To: Customer' (XYZ Power Tools), and 'Purchase Order' details (8300000032, Amount: 5,000.00 SAR, Version: 1). Below this, there are sections for 'Payment Terms' (0.000% 30), 'Contact Information' (Supplier Address: XYZ Tools Private Ltd), and 'Other Information' (Customer VAT/Tax ID: 300000432310003). The bottom of the screen shows 'Ship All Items To' and 'Bill To' fields.

# Service Order Confirmation Process Steps

4. Key in the Order confirmation reference number in "Confirmation#" field. (Mandatory)
5. Key in your reference number in "Supplier Reference" field (Optional) (It can be supplier internal code or name of the person dealing with order".
6. Provide the estimated date of completion in the "Est. Completion Date" field (Mandatory)
7. Key in your comments in the "Comments" field. (optional).

The screenshot shows the SAP Business Network 'Confirming PO' interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header is 'Confirming PO' with 'Exit' and 'Next' buttons. A left sidebar contains two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main content area is titled 'Order Confirmation Header' and includes a legend '\* Indicates required field'. The form fields are: 'Confirmation #' (value: FULLPOCONFIRM), 'Associated Purchase Order #' (value: 8300000032), 'Customer:' (value: SASREF Saudi Aramco Jubail Refinery - TEST), and 'Supplier Reference:' (value: 12345). Below this is the 'Shipping and Tax Information' section with 'Est. Completion Date: \*' (value: 31 Jan 2025) and a 'Comments:' text area. Blue arrows point to the 'Confirmation #' field, the 'Supplier Reference:' field, the 'Est. Completion Date:' field, and the 'Comments:' field.

SAP Business Network Standard Account Get enterprise account TEST MODE

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header \* Indicates required field

Confirmation #: FULLPOCONFIRM

Associated Purchase Order #: 8300000032

Customer: SASREF Saudi Aramco Jubail Refinery - TEST

Supplier Reference: 12345

Shipping and Tax Information

Est. Completion Date: \* 31 Jan 2025

Comments:

# Service Order Confirmation Process Steps

8. Under Attachments section->Click on "Choose file" -> Browse ->Select the file
9. Click "Add Attachment" - to provide more supporting information to your customers.
10. View the PO line-item information and check the full confirmed quantity.
11. Click on "Next" button.

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file chosen

*The total size of all attachments cannot exceed 100MB*

**Line Items**

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
00001	Service PO Test for ARIBA BN-1		Service		14 Aug 2025		5,000.00 SAR	750.00 SAR
Current Order Status: <b>Confirmed With New Date</b> (Estimated Completion Date: 31 Jan 2025)								
00001.10	Elect Equip Maint - Rack 7C	000000000001000053	Service	1.000 (EA)		5,000.00 SAR	5,000.00 SAR	

# Service Order Confirmation Process Steps

12. View the Confirmation update section with provided details and PO line item with confirmed quantity details.
13. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to confirmed data".

SAP Business Network - Standard Account [Get enterprise account](#) [Not now](#)

Confirming PO Previous **Submit** Exit

**1** Confirm Entire Order

**2** Review Order Confirmation

**Confirmation Update**

Confirmation ID: PULLPOCONFIRM  
Supplier Reference: 12345  
Attachments:

**Line Items**

Line #	Part #/ Description	Customer Plan #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 0000			Service		14 Aug 2025		5,000.00 SAR	750.00 SAR
	Service PO Text for ARIBA BVL Current Order Status: Confirmed With New Date (Estimated Completion Date: 30 Jun 2025)							
0000110		000000000000000000	Service	1,000 (EA)		5,000.00 SAR	5,000.00 SAR	
	Best Equip Manq - Rack TC							

Previous **Submit** Exit

# Service Order Confirmation Process Steps

- Order Confirmation email notification will be sent to user email address specified in the network notification of The supplier Ariba account. Purchase Order can be seen in “Confirmed” status.

Order Confirmation FULLPOCONFIRM has been submitted to SASREF Saudi Aramco Jubail Refinery - TEST

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>  
To: [Redacted]

Wed 1/1/2025

☺ Reply Reply All Forward

📘 If there are problems with how this message is displayed, click here to view it in a web browser.

This notification contains important information about your test SAP Business Network account (ANID: AN11199731921-T).

**Your purchase order status**

Order #: 8300000032  
Buyer Name: SASREF Saudi Aramco Jubail Refinery - TEST  
Buyer ANID: AN11074291386-T  
Order Date: 30 Dec 2024 10:45:40 PM GMT-08:00  
Status: **Confirmed**

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price	Tax
00001		1.000	LE	Service PO Test for ARIBA BN-1	14 Aug 2025		5,000.00 SAR	5,000.00 SAR	750.00 SAR
00001.10		1.000	EA	Elect Equip Maint - Rack 7C			5,000.00 SAR	5,000.00 SAR	

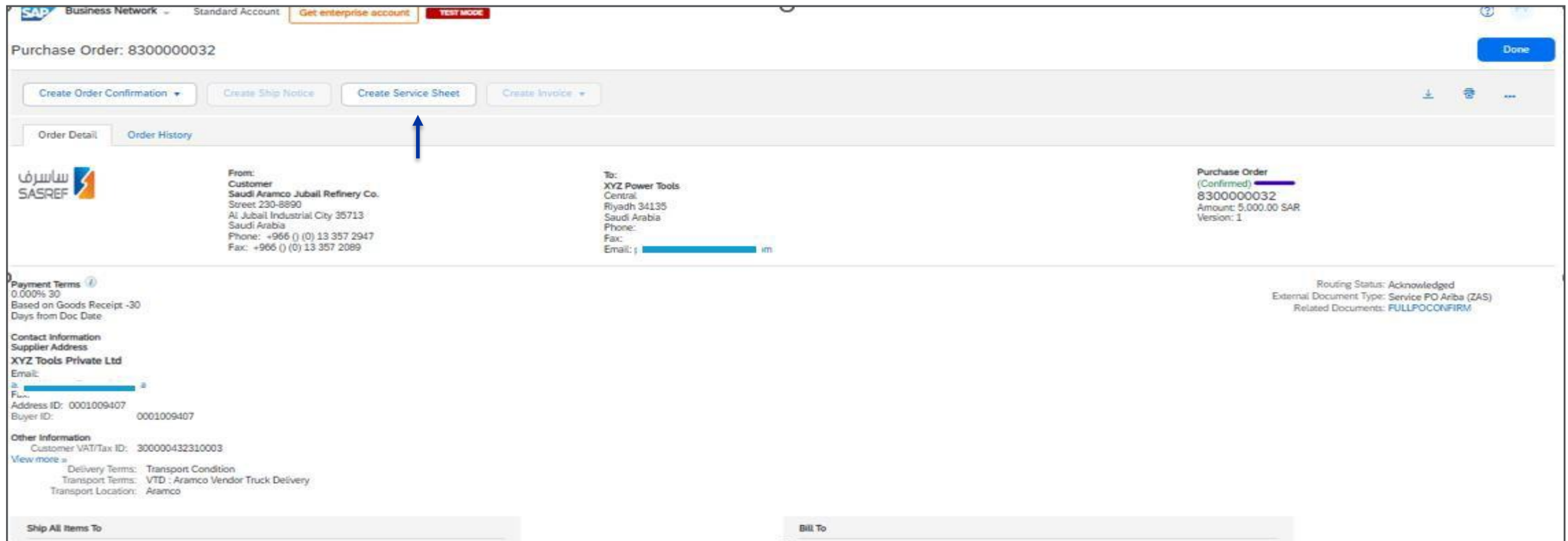
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# IV. Service Entry Sheet creation Steps

SASREF require their supplier to complete and submit a service sheet before sending an invoice for those services. A service sheet or Service Entry Sheet SES confirms a supplier has completed services as agreed in the Purchase Order. Authorized users in your company create and send service sheets to customers to describe the services they performed.

1. Open the PO in "Confirmed" status
2. Click on "Create Service Sheet " button



# Service Entry Sheet creation Steps

3. At "Summary "section-under the "Service Sheet Header"-Key in the Service Sheet Number" in "Service Sheet #:" field. (Mandatory).
4. Select the Date of Service Sheet" in "Service Sheet Date:" field. (The creation date of the service sheet.) (Mandatory)
5. Tick the check box "Final Service Sheet" field if service sheet is the final service sheet for the order
6. Key in the description of the Service in the "Service Description" field. (optional)
7. Provide the Start and End date of services in: "Service Start Date" and "Service End Date" fields respectively (Mandatory). (The start date of the service and the end date of the service)
8. Key in the internal reference for the service sheet in "Supplier Reference" field (optional)

The screenshot shows the 'Create Service Sheet' form with the following fields and values:

- Service Sheet Header**
  - Summary**
    - Purchase Order: 8300000032
    - Service Sheet #: \* SES1
    - Service Sheet Date: \* 1 Jan 2025
    - Final Service Sheet:
    - Service Description: Maintenance Service
  - Additional Fields**
    - Supplier Reference: Test123
    - From: XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia
    - To: Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia

Buttons: Update, Save, Exit, Next

\* Indicates required field

Add to Header

Orange arrows point to the following fields: Service Sheet #, Service Sheet Date, Service Start Date, Service End Date, Service Description, and Supplier Reference.

## Service Entry Sheet creation Steps

9. Click on "Choose file" -> click "Add Attachment" -> to provide more supporting information to your customers.(Mandatory)
10. Click on "Add Comments" button and provide your comments in the "Comments" box. (optional).

### Summary

Purchase Order:	800000002	Subtotal:	8,000.00 SAR
Service Sheet #:	TS31	Service Start Date:	29 Dec 2024
Service Sheet Date:	1 Jan 2025	Service End Date:	1 Jan 2025
Final Service Sheet:	<input type="checkbox"/>		
Service Description:	Maintenance Service		

---

### Additional Fields

Supplier Reference:	TS323	To:	Saudi Aramco Jubail Refinery Co.
From:	XYZ Power Tools		Street 230-8890
	Central		Al Jubail Industrial City 30713
	Riyadh 34135		Saudi Arabia
	Saudi Arabia		

---

### \*Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

# Service Entry Sheet creation Steps

At “Service Entry Sheet Lines” section:

11. Tick the line-item check box to select PO line item for service sheet and ensure the icon in the “Include” column is active.
12. View the PO line items details such as Description, Customer Part#, Type, Quantity, Price and Subtotal.
13. “Qty/Unit” field reflects the quantity confirmed at Order Confirmation section and update it as appropriate.
14. (Optional)-Provide the Start and End date of services in: “Service Start Date” and “Service End Date” fields respectively. It can be the same service dates given at Header level.
15. Provide your comments in the “Add Comments” box(optional) and click on “Update” button.

The screenshot displays the 'Service Entry Sheet Lines' interface. At the top, there is a header with 'Line No.' (00001) and 'Part No. / Description' (Service PO Test for ARIBA BN-1). Below this is a table with columns: Include, Part No. / Description, Customer Part #, Type, Item Type, Qty / Unit, Price, and Subtotal. The 'Include' column has a checked checkbox. The 'Part No. / Description' column contains 'Elect Equip Maint - Rack 7C'. The 'Customer Part #' is '00000000001000053'. The 'Type' is 'Service'. The 'Item Type' is 'Planned'. The 'Qty / Unit' is '1 EA'. The 'Price' is '5,000.00 SAR' and the 'Subtotal' is '5,000.00 SAR'. Below the table, there are sections for 'SERVICE PERIOD' (Start Date and End Date), 'PRICING DETAILS' (Price Unit: EA, Unit Conversion: 1, Price Unit Quantity: 1.000, Description:), and 'COMMENTS' (Add Comments:). At the bottom, there are buttons for 'Add Pricing Details', 'Update', 'Save', 'Exit', and 'Next'. Red arrows point to the 'Include' checkbox, the 'Include' toggle, the 'Qty / Unit' field, the 'Service Start Date' and 'Service End Date' fields, the 'Add Comments' text area, and the 'Update' button.

Line No.	Part No. / Description	Contract #
00001	Service PO Test for ARIBA BN-1	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	Delete	Copy
<input checked="" type="checkbox"/>	Elect Equip Maint - Rack 7C	00000000001000053	Service	Planned	1 EA	5,000.00 SAR	5,000.00 SAR		

**SERVICE PERIOD**  
Start Date:  End Date:


**PRICING DETAILS**  
Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1.000  
Description:

**COMMENTS**  
Add Comments:

## 16. Click on "Next" button

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #								
00001	Service PO Test for ARIBA BN-1									
<input checked="" type="checkbox"/>	<input type="checkbox"/> ⓘ	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	Delete	Copy
		Elect Equip Maint - Rack 7C	000000000001000053	Service	Planned	1 EA	5,000.00 SAR	5,000.00 SAR		
<b>SERVICE PERIOD</b>										
Start Date:		<input type="text"/>	End Date:		<input type="text"/>					
<b>PRICING DETAILS</b>										
Price Unit: EA		Unit Conversion: 1		Price Unit Quantity: 1.000		Description:				
<b>COMMENTS</b>										
Add Comments:		<input type="text"/>								
<a href="#">Add Pricing Details</a>										
							Update	Save	Exit	Next



17. View the summary page and click on "Submit" button. (Click on "Previous" button if wanted to make changes to Ship notice data".

### Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document.

**Service Sheet** Subtotal: 5,000.00 SAR  
SES1  
Date: 1 Jan 2025  
Final Service Sheet: No  
Purchase Order: 8300000032  
Service Description: Maintenance Service  
Subtotal: 5,000.00 SAR  
Service Start Date: 29 Dec 2024  
Service End Date: 1 Jan 2025

**From** **To** Supplier Reference: Test123  
**XYZ Power Tools** **Saudi Aramco Jubail Refinery Co.**  
XYZ Power Tools SASREF Saudi Aramco Jubail Refinery - TEST  
Central Street 230-8890  
Riyadh 34135 Al Jubail Industrial City 35713  
Saudi Arabia Saudi Arabia  
Address ID: 1111

**Attachments**  
TESTPOOC.pdf (application/pdf)

**Service Entry Sheet Lines** [Show Item Details](#)

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 00001			Service PO Test for ARIBA BN-1						
	1	Service	000000000001000053 Elect Equip Maint - Rack 7C	Planned		1 (EA)	5,000.00 SAR	5,000.00 SAR	<a href="#">Details</a>

**Service Entry Summary**  
Subtotal: 5,000.00 SAR

18. View the message Service Sheet has been submitted and click on “Exit” button

The screenshot displays the SAP Business Network user interface. At the top left, the SAP logo is followed by 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A 'TEST MODE' indicator is visible in the top right. The main content area features a white message box with the text 'Service Sheet SES1 has been submitted.' Below this, a list of actions is provided: 'Print a copy of the service sheet.' and 'Exit service sheet creation.'. An orange arrow points to the 'Exit service sheet creation.' link. The footer contains the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

SAP Business Network Standard Account Get enterprise account TEST MODE

Service Sheet SES1 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

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# Service Entry Sheet notification

## 19. Receive an email notification when the Service Sheet is submitted

Sent - Service sheet SES1 - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network



network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>

To: [Redacted]



Wed 1/1/2025 1:07 PM

We removed extra line breaks from this message.

This notification contains important information about your test SAP Business Network account (ANID: AN11199731921-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: SASREF Saudi Aramco Jubail Refinery - TEST

Purchase Order No.: 8300000032

Service Sheet #: SES1

Service Sheet Status: Sent

Description: Success

More details about the service outline line items are listed below:

Service Sheet Line No.: 1

Service Sheet Line Description: Service PO Test for ARIBA BN-1

Click the following URL to access your account.

<https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservice.ariba.com%2Fsupplier.aw%2Fad%2FdocumentDetail%3Fcommunity%3D11%26docPayload%3D1735716920059-5640584547903492961%254010.209.37.67&data=05%7C02%7Cpraveen.narayany%40wipro.com%7C804f78612fd4420664f708dd2a37114c%7C258ac4e4146a411e9dc879a9e12fd6da%7C0%7C0%7C638713138190883037%7CUnknown%7CTWFPbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiwlJlAuMDAwMCIslAIoiJXaW4zMilslkFOljoIT->

Public




20. Status of the PO in “Serviced” when the Service Sheet is submitted
21. View the related documents as appropriate.

Purchase Order: 8300000032 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) ↓ ☰ ⋮

[Order Detail](#) [Order History](#)



**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 () (0) 13 357 2947  
Fax: +966 () (0) 13 357 2089

**To:**  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia  
Phone:  
Fax:  
Email: p [redacted] n

**Purchase Order**  
(Serviced) ✓  
8300000032  
Amount: 5,000.00 SAR  
Version: 1

---

**Payment Terms** ⓘ  
0,000% 30  
Based on Goods Receipt -30  
Days from Doc Date

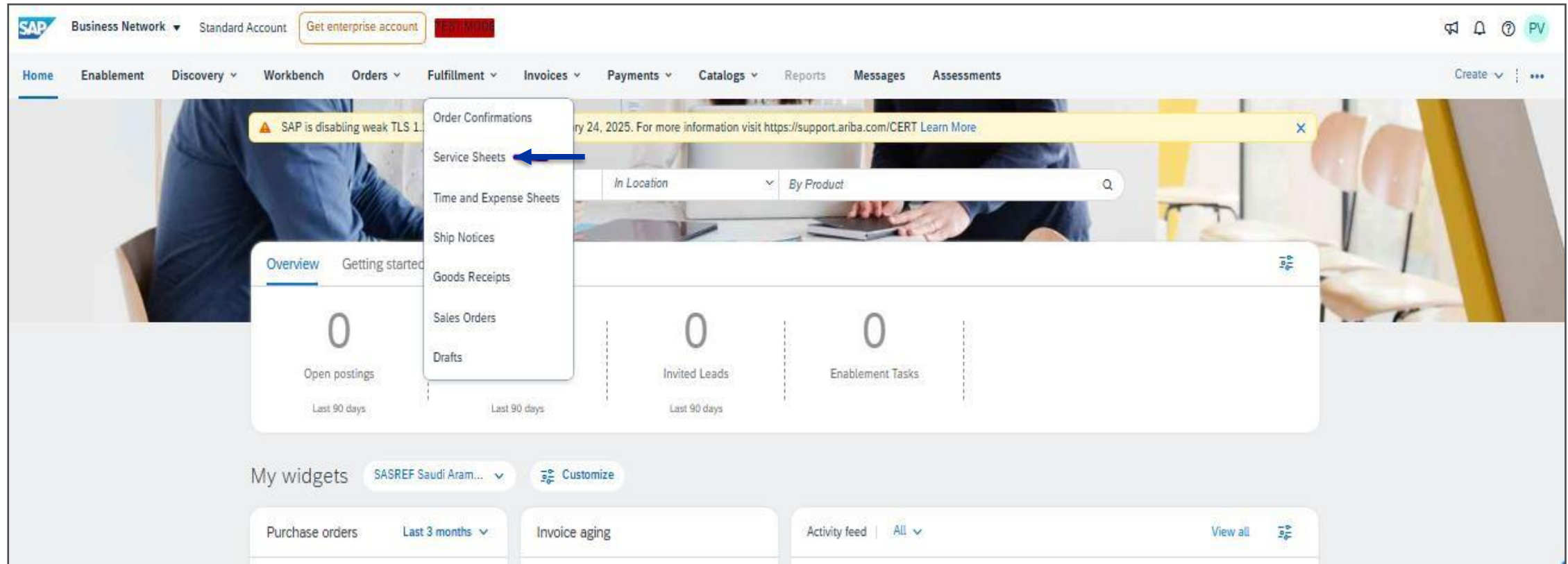
**Contact Information**  
Supplier Address  
**XYZ Tools Private Ltd**  
Email: [redacted] sa  
Fax:  
Address ID: 0001009407  
Buyer ID: 0001009407

**Other Information**  
Customer VAT/Tax ID: 300000432310003  
[View more](#) »  
Delivery Terms: Transport Condition  
Transport Terms: VTD - Aramco Vendor Truck Delivery  
Transport Location: Aramco

Routing Status: Acknowledged  
External Document Type: Service PO Ariba (ZAS)  
Related Documents: SES1  
✓ FULLPOCONFIRM

# V. Service Sheet View

1. At Ariba Home Page -> Go to “Fulfilment” tab -> Select “Service Sheets”



2. Submitted Service Sheet will be in “Sent” status
3. Click on the Service Sheet number to see the service sheet details

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

### Service Sheets

Search Filters

Service Sheets (96) Page 1

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date ↓	Amount	Routing Status	Status
<input type="checkbox"/>	<a href="#">SES1</a> ←	SASREF Saudi Aramco Jubail Refinery - TEST	8300000032	1 Jan 2025	5,000.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SSS1ESEET</a>	SASREF Saudi Aramco Jubail Refinery - TEST	8300000031	31 Dec 2024	5,000.00 SAR	Acknowledged	Invoiced
<input type="checkbox"/>	<a href="#">SES30</a>	SASREF Saudi Aramco Jubail Refinery - TEST	8300000030	30 Dec 2024	5,000.00 SAR	Acknowledged	Approved
<input type="checkbox"/>	<a href="#">8PSES</a>	SASREF Saudi Aramco Jubail Refinery - TEST	8300000029	29 Dec 2024	400.00 SAR	Acknowledged	Invoiced
<input type="checkbox"/>	<a href="#">12SES</a>	SASREF Saudi Aramco Jubail Refinery - TEST	8300000029	29 Dec 2024	600.00 SAR	Acknowledged	Invoiced

## 2. Display of the Service Sheet details

Service Sheet: SES1 Done

[Create Invoice](#) [Copy SES](#) [Create Correction Service Sheet](#) ↓ ☰ ...

[Detail](#) [History](#)

---

**Service Sheet** Subtotal: 5,000.00 SAR  
(Sent)  
SES1  
Date: 1 Jan 2025  
Final Service Sheet: No  
Purchase Order: 8300000032  
Service Description: Maintenance Service  
Subtotal: 5,000.00 SAR  
Service Start Date: 29 Dec 2024  
Service End Date: 1 Jan 2025

**From** **To** Supplier Reference: Test123  
**XYZ Power Tools** **Saudi Aramco Jubail Refinery Co.**  
XYZ Power Tools SASREF Saudi Aramco Jubail Refinery - TEST  
Central Street 230-8890  
Riyadh 34135 Al Jubail Industrial City 35713  
Saudi Arabia Saudi Arabia  
Address ID: 1111

**Comments** Routing Status: Acknowledged  
Related Documents: 8300000032

**Attachments**  
📎 TESTPOOC.pdf (application/pdf)

Service Entry Sheet Lines Show Item Details ☰

# VI. Service Entry Sheet approval

1. Receive an email notification stating Service Sheet is approved when SASREF approves the Service Sheet.

Approved - Service sheet SES1 - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

 network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>  
To: [Redacted]

  Reply  Reply All  Forward

Thu 1/2/20

 We removed extra line breaks from this message.

This notification contains important information about your test SAP Business Network account (ANID: AN11199731921-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: SASREF Saudi Aramco Jubail Refinery - TEST

Purchase Order No.: 8300000032  
Service Sheet #: SES1  
Service Sheet Status: Approved  
Description:



More details about the service outline line items are listed below:


Service Sheet Line No.: 1  
Service Sheet Line Description: Service PO Test for ARIBA BN-1

Click the following URL to access your account.  
<https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservice.ariba.com%2Fsupplier.aw%2Fad%2FdocumentDetail%3Fcommunity%3D11%26docPayload%3D1735716920059-5640584547903492961%254010.209.37.67&data=05%7C02%7Cproyanv%40wipro.com%7C56e380e00b034f34abcc08dd2b33a531%7C258ac4e4146a411e9dc879a9e12fd6da%7C0%7C0%7C638714223041693449%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiilwLjAuMDAwMCIslAilQlJXaW4zMil>

2. Receive an email notification stating the PO is ready to invoice when SASREF has approved the Service Entry sheet.

Order # 8300000032 is ready to invoice on SAP Business Network

 network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>  
To 

 If there are problems with how this message is displayed, click here to view it in a web browser.

**SAP Ariba**

Your order is ready to invoice.

Supplier: XYZ Power Tools  
Buyer: SASREF Saudi Aramco Jubail Refinery - TEST  
Order #: 8300000032

Click the following URL to access your account.  
<https://service.ariba.com/Supplier.aw/ad/documentDetail?community=11&docPayload=00155DD16B471EDFB1E85AD0E1522159>

Please do not reply to this email. Replies to this email will not be responded to or read.

Sincerely,  
**The SAP Business Network Team**  
<https://seller.ariba.com>

Public

3. Display of the Service Sheet details in “Approved” status

4. You can view the system generated service sheet number in SASREF system under the field “ERP SES ID:”

Service Sheet: SES1 Done Previous

Create Invoice Copy SES Create Correction Service Sheet ↓ ↻

Detail History

**Service Sheet** (Approved) Subtotal: 5,000.00 SAR

SES1  
Date: 1 Jan 2025  
Final Service Sheet: No  
Purchase Order: 8300000032  
Service Description: Maintenance Service  
ERP SES ID: 1000018809  
Subtotal: 5,000.00 SAR  
Service Start Date: 29 Dec 2024  
Service End Date: 1 Jan 2025

From **XYZ Power Tools**  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia

To **Saudi Aramco Jubail Refinery Co.**  
SASREF Saudi Aramco Jubail Refinery - TEST  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Address ID: 1111

Supplier Reference: Test123

Comments Routing Status: Acknowledged  
Related Documents: 8300000032

Attachments  
@ TESTPOOC.pdf (application/pdf)

Service Entry Sheet Lines Show Item Details

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
00001			Service PO Test for ARIBA BN-1					

# VII. Service Invoice submission process steps

Service invoices are typically based approved service sheets created from a service order.

1. Click on "Create Invoice" button.

Please note "Create Invoice" button will be active only when the Service Sheet is in "Approved" status

The screenshot displays a web interface for a Service Sheet (SES1). At the top right, there are 'Done' and 'Previous' buttons. Below the header, there are three buttons: 'Create Invoice', 'Copy SES', and 'Create Correction Service Sheet'. A blue arrow points to the 'Create Invoice' button. Below the buttons are 'Detail' and 'History' tabs. The main content area shows the following details:

- Service Sheet (Approved)**: SES1, Date: 1 Jan 2025, Final Service Sheet: No, Purchase Order: 8300000032, Service Description: Maintenance Service, ERP SES ID: 1000018809, Subtotal: 5,000.00 SAR, Service Start Date: 29 Dec 2024, Service End Date: 1 Jan 2025.
- From**: XYZ Power Tools, XYZ Power Tools Central, Riyadh 34135, Saudi Arabia.
- To**: Saudi Aramco Jubail Refinery Co., SASREF Saudi Aramco Jubail Refinery - TEST, Street 230-8890, Al Jubail Industrial City 35713, Saudi Arabia, Address ID: 1111.
- Supplier Reference**: Test123
- Subtotal**: 5,000.00 SAR
- Comments**: Routing Status: Acknowledged, Related Documents: 8300000032
- Attachments**: TESTPOOC.pdf (application/pdf)

At the bottom, there is a 'Service Entry Sheet Lines' table with columns: Line #, SES Line, Type, Service # / Description, Line Type, Contract #, Qty (Unit), Unit Price, Subtotal. The first row shows Line # 00001 with Service # / Description 'Service PO Test for ARIBA BN-1'. A 'Show Item Details' button is located at the bottom right of the table.



2. Key in Invoice #, Invoice Date, Supplier Tax ID (Mandatory) and Service Description (optional)
3. Provide the Service Start Date and Service End Date in “Additional Fields” section.  
Date when the services have been started and ended should be keyed in.

Create Invoice

Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

---

Summary

Purchase Order: 8300000032	Subtotal: 5,000.00 SAR	<a href="#">View/Edit Addresses</a>
Invoice #: * <input type="text"/>	Total Tax: 0.00 SAR	
Invoice Date: * 5 Jan 2025 <input type="text"/>	Amount Due: 5,000.00 SAR	

Service Description:

Supplier Tax ID: \*

Remit To: XYZ Power Tools

Riyadh  
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

Al Jubail Industrial City  
Saudi Arabia

---

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000  
Based on Goods Receipt -30 Days from Doc Date

---

Additional Fields

Service Start Date: * <input type="text"/>	<a href="#">View/Edit Addresses</a>
Service End Date: * <input type="text"/>	

Supplier: XYZ Power Tools

Customer: Saudi Aramco Jubail Refinery Co.

Riyadh  
Saudi Arabia

Al Jubail Industrial City  
Saudi Arabia

Bill From: XYZ Power Tools

# Service Invoice submission process steps

4. Key in your VAT ID in "Supplier VATID" and Buyer VAT ID field with SASREF VAT in the "Supplier VAT" section. (Mandatory).
5. At "Additional Saudi Arabia Specific Information" (optional) section - Key in Supplier and Buyer Group Vat ID (optional) and select the Invoice transaction type (Third Party/Nominal/Export) as appropriate (optional).


The screenshot shows a web form for submitting a service invoice. It is divided into several sections:


- Supplier VAT:** Includes a text box for "Supplier VAT Tax ID" with a blue arrow pointing to it.
- Customer VAT:** Includes a text box for "Customer VAT Tax ID" containing the value "300000432110001" with a blue arrow pointing to it.
- Additional Saudi Arabia Specific Information:** Includes text boxes for "Supplier Group VAT ID" and "Buyer Group VAT ID", both with blue arrows. It also has a dropdown menu for "Invoice Transaction Type" set to "Select" with a blue arrow.
- Buttons:** "Add to Header" and "Add to Included Lines" buttons are present.
- Line Items:** A table with columns: Include, Tax Category, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. One item is listed: "Elec Equip Main - Rack 7C" with a quantity of 1 and a unit price of 5,000.00 SAR. A blue circle highlights the "Include" checkbox for this item.
- Service Sheet Details:** Shows "Service Sheet # : 0001" and "Service Line No. : 1".
- Pricing Details:** Shows "Price Unit: EA", "Unit Conversion: 1", "Price Unit Quantity: 1,000", and "Description".
- Tax:** Includes a dropdown for "Category" set to "VAT", a dropdown for "Location/Description" set to "Jeddah", and a dropdown for "Regime". It also shows a summary: "Supplier Amount: 5,000.00 SAR", "Rate (%): 15", and "Tax Amount: 750.00 SAR".

## 6. Click on "Add to Header"->Select "Attachment" Option

Supplier Group VAT ID:  Buyer Group VAT ID:

Invoice Transaction Type:

**Add to Header** ▾ 

- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment** 

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Tax Category:   Discount [Add to Included Lines](#)

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00001			Service PO Test for ARIBA BN-1					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Elect Equip Maint - Rack 7C	000000000001000053	1	EA	5,000.00 SAR	5,000.00 SAR

**Service Sheet Details** Service Sheet #: SES1 Service Line No.: 1

**Pricing Details** Price Unit: EA Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

**Tax** Category:\* VAT  Taxable Amount: 5,000.00 SAR  
Rate(%): 15  
Tax Amount: 750.00 SAR  
Location: Inputtax  
Regime:

7. Read and follow the Invoice attachment upload instructions and then "Choose file" -> Browse and select the file -> "Add Attachment" -> and attach the file and see the file name attached.

▲ Please strictly follow the suppliers invoice upload instructions, as below:

▲ 1. Ensure the invoice Includes the following details before upload:

- ▲ a) The Correct and complete SASREF Company name.
- ▲ b) The Contract number, contract variance order number, or Purchase order number.
- ▲ c) The Delivery note and bill of lading (for imported goods).

▲ 2. If the KSA-VAT Law applies to your invoice, Please ensure the following:

- ▲ a) For vendor obligated to follow by KSA E-Invoicing regulations, Please upload the approved PDF invoice from ZATCA (KSA-Tax Authority) along with the relevant XML file.
- ▲ b) Ensure your invoice complies with the KSA-VAT requirements by including:
  - ▲ i. Vendor VAT registration number.
  - ▲ ii. Invoice language in Arabic.
  - ▲ iii. Invoice number, date, and supply/service date.
  - ▲ iv. VAT percentage and VAT amount in Saudi Riyals.

▲ 3. Important Note: Delays in payment caused by incorrect invoices with missing or inaccurate information are the supplier's/Vendor's responsibility

**\*Attachments**

The total size of all attachments cannot exceed 100MB Remove

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice.pdf	34870	application/pdf

# Service Invoice submission process steps



- At " Line items" section-Select the PO line item to Invoice by ticking the Check box and ensure the icon in the "Include" column is active .
- View the PO line items details such as Description, Type, Quantity as per approved Service Sheet ,Unit ,Unit Price and Subtotal.
- Ariba will automatically calculate tax and tax rate as set in the PO by SASREF.
- Click on "Update" button

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"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	00001			Service PO Test for ARIBA SW-L					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Elect Equip Maint - Rack-7C	000000000001000003	1	EA	8,000.00 SAR	8,000.00 SAR

**Service Sheet Details** Service Sheet #: 0001 Service Line No.: 1

**Pricing Details** Price Unit: EA Price Unit Quantity: 1,000  
Unit Conversion: 1 Description:

**Tax** Category: VAT Taxable Amount: 8,000.00 SAR  
Location Description: Inpudat Rate(%): 15  
Region: Tax Amount: 750.00 SAR

**Additional Fields**  
usFormCode: 0V

Line Item Actions

# Service Invoice submission process steps

12. Scroll up to the top of the screen
13. Click on “Next” button if you do not find any errors

Create Invoice Update Save Exit **Next**

Invoice Header \* Indicates required field Add to Header ▾

---

**Summary**

Purchase Order: 8300000032	Subtotal: 5,000.00 SAR	<a href="#">View/Edit Addresses</a>
Invoice #: * SESINVOICE12	Total Tax: 750.00 SAR	
Invoice Date: * 5 Jan 2025	Amount Due: 5,750.00 SAR	

Service Description:

Supplier Tax ID: \* S123456

Remit To: XYZ Power Tools

Riyadh  
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

Al Jubail Industrial City  
Saudi Arabia

---

**Payment Term**

Discount or Penalty Term(days): 30 Percentage(%): 0.000  
Based on Goods Receipt -30 Days from Doc Date

---

**Additional Fields**

Service Start Date: \* 1 Jan 2025

Service End Date: \* 4 Jan 2025

Supplier: XYZ Power Tools

Customer: Saudi Aramco Jubail Refinery Co. [View/Edit Addresses](#)

# Service Invoice submission process steps



14. View and validate the summary page of the Invoice
15. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to Invoice data/Ensure the Invoice information is accurate)

Please note : After submission of Invoice , if you find any mistake/incorrect info in the Invoice then inform SASREF Buyer/contact to reject the invoice in SASREF system so that you can resubmit in Ariba.

**Business Network** - Standard Account [Get enterprise account](#) [Test mode](#)

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. The document's originating country is Saudi Arabia. The document's destination country is Saudi Arabia.

**Tax Invoice**

Invoice Number: 28594V0CE12	Submitted	5,000.00 SAR
Invoice Date: Sunday 3 Jan 2025 2:05 PM (GMT+03:30)	Total Tax	750.00 SAR
Original Purchase Order: 8300000033	Amount Due	5,750.00 SAR

**SERVICE PERIOD**

Start Date: 1 Jan 2025  
End Date: 4 Jan 2025

**REMY TO:**  
XYZ Power Tools  
Postal Address:  
Central  
Riyadh 34135  
Saudi Arabia  
Tax ID of Supplier: 3123456

**BILL TO:**  
Saudi Aramco Jubail Refinery Co.  
Postal Address:  
Street 230-8000  
At Jubail Industrial City 20713  
Saudi Arabia  
Address ID: 1111  
Phone: +966 (0) 11 257 2947  
Fax: +966 (0) 11 257 2099

**SUPPLIER:**  
XYZ Power Tools  
Postal Address:  
Central  
Riyadh 34135  
Saudi Arabia

**BILL FROM:**  
XYZ Power Tools  
Postal Address:  
Central  
Riyadh 34135  
Saudi Arabia

**CUSTOMER:**  
Saudi Aramco Jubail Refinery Co.  
Postal Address:  
Street 230-8000  
At Jubail Industrial City 20713  
Saudi Arabia  
Address ID: 2000

## 16. Click on “Exit” button

Invoice SESINVOICE12 has been submitted.



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










17. Receive an email notification related to the Invoice submission. Invoice in “Sent” status.
18. Click on “View Invoice” button to view the Invoice details


Sent - Invoice SESINVOICE12 - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

 network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>  
To  Praveen Narayan v

  Reply  Reply All  Forward


Sun 1/5

 If there are problems with how this message is displayed, click here to view it in a web browser.

**SAP Ariba** 

Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	SESINVOICE12
Invoice Status	<b>Sent</b>
Description:	This document has been digitally signed.

 [View invoice](#)


## 19. Purchase Order will be in “Invoiced/” Partially Invoiced” Status as per the quantity/value invoiced

Purchase Order: 8300000032 [Done](#) [Previous](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) ↓ ☰ ...

[Order Detail](#) [Order History](#)

---



**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 (0) 13 357 2947  
Fax: +966 (0) 13 357 2089

**To:**  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia  
Phone:  
Fax:  
Email: [REDACTED]

**Purchase Order**  
(Invoiced) [Progress Bar]  
8300000032  
Amount: 5,000.00 SAR  
Version: 1

---

**Payment Terms** ⓘ  
0.000% 30  
Based on Goods Receipt -30  
Days from Doc Date

**Contact Information**  
Supplier Address  
**XYZ Tools Private Ltd**  
Email: [REDACTED]  
Fax:  
Address ID: 0001009407  
Buyer ID: 0001009407

**Other Information**  
Customer VAT/Tax ID: 300000432310003  
[View more »](#)  
Delivery Terms: Transport Condition  
Transport Terms: VTD : Aramco Vendor Truck Delivery  
Transport Location: Aramco

Routing Status: Acknowledged  
External Document Type: Service PO Ariba (ZAS)  
Related Documents: SESINVOICE12  
5000053581  
SES1  
[More\(1\) »](#)

# 3.Rejection of Entire Service Purchase Order

1. Open the Purchase Order in “New” status
2. Click on “Reject Entire Order” button

Purchase Order: 8100000011 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Confirm Entire Order ←  
Update Line Items History  
Reject Entire Order

**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8800  
Al Jubail Industrial City 30713  
Saudi Arabia  
Phone: +966 (0) 13 357 2947  
Fax: +966 (0) 13 357 2089

**To:**  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia  
Phone:  
Fax:  
Email

**Purchase Order**  
(New)  
8100000011  
Amount: 4,500.00 SAR  
Version: 1

[Track Order](#)

**Payment Terms:** 0.000% 30  
Based on Goods Receipt -30  
Days from Doc Date

**Contact Information**  
Supplier Address  
XYZ Tools Private Ltd  
Email:  
Fax:  
Address ID: 0001009407  
Buyer ID: 0001009407

**Other Information**  
Customer VAT/Tax ID: 300000432210003  
Party Additional ID: 0001009407  
[View less ▾](#)  
Delivery Terms: Transport Condition  
Transport Terms: VTD - Aramco Vendor Truck Delivery  
Transport Location: Aramco

Routing Status: Sent  
External Document Type: Material PO Aramco (ZAM)

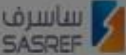
Ship All Items To Bill To

3. Provide the rejection confirmation number in the “Confirmation #” field.
4. Select the reason for rejection from the drop downlist in the “Rejection Reason” field

Purchase Order: 8100000011 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)



**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 ( ) (0) 13 357 2947  
Fax: +966 ( ) (0) 13 357 2089

**Purchase Order**  
(New)  
8100000011  
Amount: 4,500.00 SAR  
Version: 1

[Track Order](#)

Routing Status: Sent  
External Document Type: Material PO Ariba (ZAM)

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #:

Rejection Reason:   

Please Select

Duplicate Order

Incorrect Delivery Date

Incorrect Description

Incorrect Price

Incorrect Quantity

Incorrect Stock/Part Number

Incorrect Supplier Code Used

Incorrect UOM

Not our Product Line

Unable to Supply Item(s)

Other

Comments:

[Cancel](#)

**Payment Terms** ⓘ  
0.000% 30  
Based on Goods Receipt -30  
Days from Doc Date

**Contact Information**  
**Supplier Address**  
**XYZ Tools Private Ltd**  
Email:   
Address ID: 0001009407  
Buyer ID: 0001009407

**Other Information**  
Customer VAT/Tax ID: 300000432310003  
Party Additional ID: 0001009407  
[View less](#) »  
Delivery Terms: Transport Condition  
Transport Terms: VTD : Aramco Vendor Truck Delivery  
Transport Location: Aramco


[Ship All Items To](#)

- Key in your comments for rejection in the “Comments” field.
- Click on “Reject Order” button

Purchase Order: 8100000011 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

 From: Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 () (0) 13 357 2947  
Fax: +966 () (0) 13 357 2089

Purchase Order (New)  
8100000011  
Amount: 4,500.00 SAR  
Version: 1

Track Order

Payment Terms  
100% 30  
based on Goods Receipt -30  
days from Doc Date

Contact Information  
Supplier Address

Supplier Information  
Customer VAT/Tax ID: 300000492910003  
Party Additional ID: 0001009407

Delivery Terms: Transport Condition  
Transport Terms: VTD - Aramco Vendor Truck Delivery  
Transport Location: Aramco

Routing Status: Sent  
External Document Type: Material PO Ariba (ZAM)

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #: REJFULLPO1

Rejection Reason: Duplicate Order ▼

Comments: Purchase order already received.


Reject Order Cancel

# 7. Purchase Order moves to “Rejected” status

Purchase Order: 810000011 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ↓ ☰ ...

[Order Detail](#) [Order History](#)



**From:**  
Customer  
Saudi Aramco Jubail Refinery Co.  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Phone: +966 () (0) 13 357 2947  
Fax: +966 () (0) 13 357 2089

**To:**  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia  
Phone:  
Fax:  
Email: praveen.narayanv@wipro.com

**Purchase Order**  
**(Rejected)** ←  
**810000011**  
Amount: 4,500.00 SAR  
Version: 1

[Track Order](#)

---

**Payment Terms** ⓘ  
0.000% 30  
Based on Goods Receipt -30  
Days from Doc Date

**Contact Information**  
Supplier Address  
**XYZ Tools Private Ltd**  
Email:  
a.janakiraman@sasref.com.sa  
Fax:  
Address ID: 0001009407  
Buyer ID: 0001009407

**Other Information**  
Customer VAT/Tax ID: 300000432310003  
Party Additional ID: 0001009407

[View less »](#)  
Delivery Terms: Transport Condition  
Transport Terms: VTD : Aramco Vendor Truck Delivery  
Transport Location: Aramco

Routing Status: Acknowledged  
External Document Type: Material PO Ariba (ZAM)

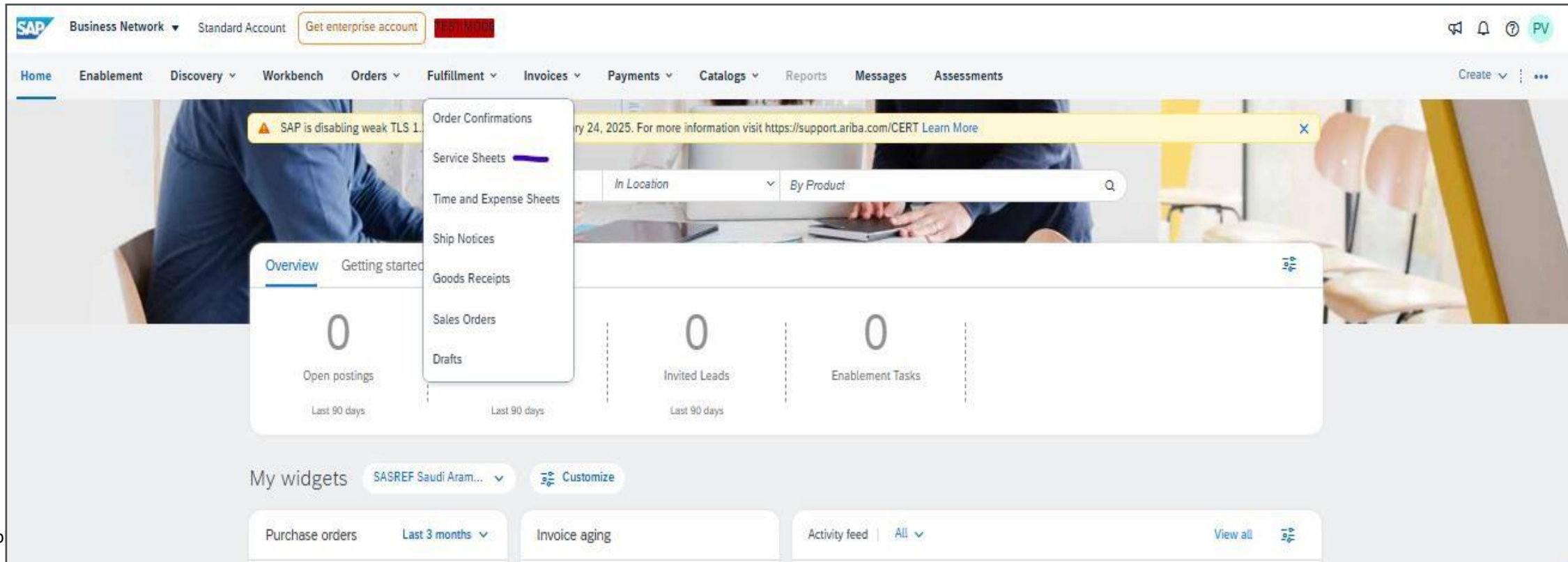
[Ship All Items To](#)

[Bill To](#)

## 4. Cancellation of Service Sheet

A submitted service sheet in “Sent” status (before approved by SASREF) can be cancelled if the data found is incorrect/wrongly submitted

1. At Ariba Home Page -> Go to “Fulfilment” tab -> Select “Service Sheets”



The screenshot displays the SAP Ariba Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfilment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Fulfilment' tab is selected, and its dropdown menu is open, showing options: 'Order Confirmations', 'Service Sheets' (highlighted with a blue bar), 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Sales Orders', and 'Drafts'. The main content area shows a dashboard with 'Open postings' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0). A search bar is visible with filters for 'In Location' and 'By Product'. A notification banner at the top indicates 'SAP is disabling weak TLS 1.0 and 1.1 support by 24, 2025. For more information visit https://support.ariba.com/CERT Learn More'. The bottom section shows 'My widgets' for 'SASREF Saudi Aramco' with options for 'Purchase orders', 'Invoice aging', and 'Activity feed'.

## 2. Click on the Service Sheet number to cancel.

Home Enablement Discovery ▾ Workbench Orders ▾ **Fulfilment** ▾ Invoices ▾ Payments ▾ Catalogs ▾ More ▾ Create ▾ ⋮


### Service Sheets

▶ Search Filters

Service Sheets (97) Page 1 ▾ ⏪ ⏩ ☰

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status ↓
<input type="checkbox"/>	<a href="#">FULLPERCENT</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">8300000016</a>	19 Dec 2024	3,000.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">1212121SES</a> ←	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004791</a>	26 Nov 2024	100.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4627</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004627</a>	29 Oct 2024	542,000.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4592</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004592</a>	28 Oct 2024	100.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4572</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004572</a>	28 Oct 2024	100.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4617</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004617</a>	28 Oct 2024	20,000.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4624</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004624</a>	24 Oct 2024	9,300.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4602</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004602</a>	24 Oct 2024	9,200.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4623</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004623</a>	24 Oct 2024	100.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4621</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004621</a>	22 Oct 2024	9,300.00 SAR	Acknowledged	Sent
<input type="checkbox"/>	<a href="#">SES4619-3</a>	SASREF Saudi Aramco Jubail Refinery - TEST	<a href="#">4200004619</a>	17 Oct 2024	1,500.00 SAR	Acknowledged	Sent



3. View the Service Sheet -> Click on the three dots  at the top right corner of the page
4. Click on “Cancel” button

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Service Sheet: 1212121SES

[Create Invoice](#) [Copy SES](#) [Create Correction Service Sheet](#)

[↓](#) [📄](#) [⋮](#) [Done](#) [Cancel](#)

Detail History

Service Sheet (Sent) Subtotal: 100.00 SAR  
1212121SES  
Date: 26 Nov 2024  
Final Service Sheet: No  
Purchase Order: 4200004791  
Subtotal: 100.00 SAR  
Service Start Date: 1 Nov 2024  
Service End Date: 30 Nov 2024

From XYZ Power Tools  
XYZ Power Tools  
Central  
Riyadh 34135  
Saudi Arabia

To Saudi Aramco Jubail Refinery Co.  
SASREF Saudi Aramco Jubail Refinery - TEST  
Street 230-8890  
Al Jubail Industrial City 35713  
Saudi Arabia  
Address ID: 1111

Comments Routing Status: Acknowledged  
Related Documents: 4200004791

Attachments  
testpoc.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Service Entry Sheet Lines [Show Item Details](#)

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
00001			Service PO Test for ARIBA BN-1					

5. View the message “Are you sure you want to cancel this service sheet?”
6. Click on “Yes” button



- View the service sheet in “Canceled” status

Service Sheets

Search Filters

Service Sheets (97) Page 2

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status ↑
<input type="checkbox"/>	2418638370083158	SASREF Saudi Aramco Jubail Refinery - TEST	4500003557	26 Jun 2024	100.00 SAR	Acknowledged	Approved
<input type="checkbox"/>	SS3553	SASREF Saudi Aramco Jubail Refinery - TEST	4500003553	3 Jun 2024	100.00 SAR	Acknowledged	Approved
<input type="checkbox"/>	1212121SES	SASREF Saudi Aramco Jubail Refinery - TEST	4200004791	26 Nov 2024	100.00 SAR	Obsolete	Canceled
<input type="checkbox"/>	SES4579	SASREF Saudi Aramco Jubail Refinery - TEST	4200004579	29 Oct 2024	100.00 SAR	Obsolete	Canceled
<input type="checkbox"/>	SES4631-1	SASREF Saudi Aramco Jubail Refinery - TEST	4200004631	29 Oct 2024	19,200.00 SAR	Obsolete	Canceled
<input type="checkbox"/>	SS4576-5	SASREF Saudi Aramco Jubail Refinery - TEST	4200004576	9 Oct 2024	9,300.00 SAR	Obsolete	Canceled

# 5. Credit Invoice Submission

Supplier can submit the line level credit Invoice against the submitted/approved/paid original Invoice:

1. At Ariba Home Page- > Go to the “Invoices” tab -> Click on “Invoices” option
2. Key in the Invoice number in the “Invoice number” field to retrieve the invoice.
3. Click on “Apply” button
4. Click on the Invoice Number against which Credit should be raised.

The screenshot displays the Ariba Invoices interface. At the top, there is a navigation bar with tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The 'Invoices' tab is selected, and a dropdown menu is open, showing options: Invoices, Credit Memos, Debit Memos, Timestamp Verification, and Drafts. Below the navigation bar, there are several summary cards: '1 Invoices Last 31 days', '2 Rejected invoices Last 31 days', '0 Overdue Invoices - Not approved Last 31 days', '20 Invoices pending approval Last 31 days', '15 Approved invoices pending payment Last 31 days', '1 Paid invoices Last 31 days', and '0 Draft invoices Last 50 days'. Below these cards, there is a search section for 'Invoices (1)'. It includes an 'Edit filter' button, a search box with 'ABC' and 'Last 90 days', and a 'Customers' dropdown. The 'Invoice number' field contains 'ABC' and has a dropdown arrow. Below it are radio buttons for 'Partial match' (selected) and 'Exact match'. There are also fields for 'Reference', 'Invoice date', and 'Invoice type'. An 'Apply' button and a 'Reset' button are at the bottom right of the search section. Below the search section is a table with the following data:

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Approved	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

# Credit Invoice Submission

5. Click on “Create Line-Item Credit Memo” button.

Invoice: ABC Done

Create Line-Item Credit Memo   Create Line-Item Debit Memo   Copy This Invoice   Print   Download PDF ▼   Export cXML

Detail   Scheduled Payments   History

Attachment(s)

---

**Tax Invoice**

<b>Status</b>		<b>Subtotal:</b>	<b>1,500.00 SAR</b>
Invoice:	Approved	<b>Total Tax:</b>	<b>225.00 SAR</b>
Routing:	Acknowledged	<b>Amount Due:</b>	<b>1,725.00 SAR</b>
Invoice Number:	ABC		
Invoice Date:	Monday 16 Dec 2024 4:52 PM GMT+05:30		
Original Purchase Order:	8100000015		
Receipt:	5000053483		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

**SERVICE PERIOD**

Start Date : 9 Dec 2024  
End Date : 16 Dec 2024

This document is digitally signed

# Credit Invoice Submission


6. Key in the Credit Invoice number in the “Credit Memo#:” field as per Invoice.
7. Key in the Credit Invoice date in the “Credit Memo Date:” field as per Invoice
8. Details of Original Invoice Number and Invoice Date gets displayed from the original invoice


Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type  
 Quantity Adjustment  Price Adjustment


Invoice Header \* Indicates required field Add to Header

Summary

Credit Memo #:  

Credit Memo Date:  

Original Invoice No: ABC

Original Invoice Date:  

Supplier Tax ID:

Remit To: XYZ Power Tools  
Riyadh  
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.  
Al Jubail Industrial City  
Saudi Arabia

Subtotal: -1,500.00 SAR  
Total Tax: -225.00 SAR  
Amount Due: -1,725.00 SAR View/Edit Addresses

Shipping  
 Header level shipping  Line level shipping

Ship From: XYZ Power Tools  
Riyadh  
Saudi Arabia

Ship To: Main Warehouse  
Saudi Arabia

Deliver To: View/Edit Addresses

9. Provide the reason for raising the credit memo in the “Reason for Credit Memo” box. (Mandatory)
10. At “Additional Saudi Arabia Specific Information” (optional) section - Key in Supplier and Buyer Group Vat ID (optional) and select the Invoice transaction type (Third Party/Nominal/Export) as appropriate (optional).

**Comment**

Reason for Credit Memo: \*

! Required field

Default Credit Memo Comment Text:

---

**Additional Saudi Arabia Specific Information**

Supplier Group VAT ID:

Buyer Group VAT ID:

Invoice Transaction Type:

- Third Party
- Nominal
- Export

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

11. Read and follow the Invoice attachment upload instructions and then "Choose file" -> "Add Attachment" -> and attach the file and see the file name attached.

⚠ Please strictly follow the suppliers invoice upload instructions, as below:

⚠ 1. Ensure the invoice Includes the following details before upload:

⚠ a) The Correct and complete SASREF Company name.

⚠ b) The Contract number, contract variance order number, or Purchase order number.

⚠ c) The Delivery note and bill of lading (for imported goods).

⚠ 2. If the KSA-VAT Law applies to your invoice, Please ensure the following:

⚠ a) For vendor obligated to follow by KSA E-Invoicing regulations, Please upload the approved PDF invoice from ZATCA (KSA-Tax Authority) along with the relevant XML file.

⚠ b) Ensure your invoice complies with the KSA-VAT requirements by including:

⚠ i. Vendor VAT registration number.

⚠ ii. Invoice language in Arabic. ←

⚠ iii. Invoice number, date, and supply/service date.

⚠ iv. VAT percentage and VAT amount in Saudi Riyals.

⚠ 3. Important Note: Delays in payment caused by incorrect invoices with missing or inaccurate information are the supplier's/Vendor's responsibility

**\*Attachments**

The total size of all attachments cannot exceed 100MB Remove

No file chosen  ←

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice.pdf	34870	application/pdf

↳

# Credit Invoice Submission



- At " Line items" section-Select the PO line item to Invoice by ticking the Check box and the icon in the "Include" column in active.
- View the PO line items details such as Description, Type, Quantity ,Unit ,Unit Price and Subtotal
- Ariba will automatically calculate tax and tax rate as set in the PO by SASREF.
- Update the quantity as per credit Invoice in the "Quantity" field.
- Click on "Update" button

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	Ln	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1		INTERNAL	123	GARRET D E 2012143 PIN #83002602120	0000000000002303	20	EA	30.00 SAR	1,500.00 SAR

Receipt Details Receipt Line #: 1

Pricing Details Price Unit Quantity: 1

Price Unit: EA  
Unit Conversion: 1

Price Unit Quantity: 1  
Description:

Tax

Category: VAT

Location Description: Inputter

Regime:

Invoice Amount: 1,500.00 SAR  
Rate(%): 15  
Tax Amount: 225.00 SAR

Additional Fields

usFormCode: 01

Line Item Actions



# Credit Invoice Submission

17. Scroll up to the top of the screen
18. Click on “Next” button if you do not find any errors

Create Line-Item Credit Memo

Update Save Exit **Next**

Credit Memo Type

Quantity Adjustment  Price Adjustment

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Credit Memo #:	* CRABC1	Subtotal:	-1,500.00 SAR	View/Edit Addresses
Credit Memo Date:	* 7 Jan 2025	Total Tax:	-225.00 SAR	
Original Invoice No:	ABC	Amount Due:	-1,725.00 SAR	
Original Invoice Date:	16 Dec 2024			
Supplier Tax ID:	* S123456			

Remit To: XYZ Power Tools

Riyadh  
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

Al Jubail Industrial City  
Saudi Arabia

# Credit Invoice Submission

19. View and validate the summary page of the Line item credit Invoice
20. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to Invoice data/Ensure the Invoice information is accurate)

Please note : After submission of Invoice , if you find any mistake/incorrect info in the Invoice then inform SASREF Buyer/contact to reject the invoice in SASREF system so that you can resubmit in Ariba.

Business Network - Standard Account [Get 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. The document's originating country is Saudi Arabia. The document's destination country is Saudi Arabia.

Line-Item Credit Memo

(Original Invoice No: ABC)

Credit Memo Number: CR4BC1	Subtotal: -1,500.00 SAR
Credit Memo Date: Tuesday 7 Jan 2025 7:00 PM GMT+05:30	Total Tax: -225.00 SAR
Original Invoice Number: ABC	Amount Due: -1,725.00 SAR
Original Invoice Date: Monday 16 Dec 2024 6:52 PM GMT+05:30	
Original Purchase Order: 810000015	
Invoice: 5000033482	

**SERVICE PERIOD**

Start Date : 9 Dec 2024  
End Date : 16 Dec 2024

<b>REMIT TO</b> XYZ Power Tools Postal Address: Central Riyadh 34135 Saudi Arabia Tax ID of Supplier: 5123456	<b>BILL TO</b> Saudi Arabia: Jabel Refinery Co. Postal Address: Street 230-8890 Al Jubail Industrial City 35713 Saudi Arabia Address ID: 1111 Phone : +966 (0) 13 357 2947 Fax : +966 (0) 13 357 2080	<b>SUPPLIER</b> XYZ Power Tools Postal Address: Central Riyadh 34135 Saudi Arabia
---	---	--

# Credit Invoice Submission

21. Click on “Exit” button

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Invoice CRABC1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.



Show more Apply Reset

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
CRABC1	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Jan 7, 2025	-1725 SAR	Acknowledged	Sent	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Approved	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

## 6. Rejected Invoice by SASREF

1. When SASREF reject the Invoice with a rejection reason. Supplier receives the email notification stating the invoice is rejected with a reason.
2. Click on “View Invoice” button

Rejected - Invoice REMAININGINV - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>  
To: [redacted]

Mon 12/30/2024 1:36 PM

You forwarded this message on 12/30/2024 1:48 PM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

**SAP Ariba**

Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	REMAININGINV
Invoice Status	Rejected
Rejected Reason:	Rejection Ariba Training---Document Manually Rejected/Deleted---

[View invoice](#)

3. Invoice in “Rejected” status

4. Click on “Edit & Resubmit” button in case Invoice need to be resubmitted as per rejection reason

Show more Apply Re

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Action
REMAININGINV	SASREF Saudi Aramco Jubail Refinery - TEST	810000012	Dec 30, 2024	1035 SAR	Acknowledged	<u>Rejected</u>	XYZ Power Tools, Riyadh h, Ar Riyad, SAU	Saudi Aramco Jubail Re finery Co., Al Jubail In...	...

Invoice: REMAININGINV Done

Edit Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

**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.  
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Success  
DOC-1:  
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Rejection Ariba Training  
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Document Manually Rejected/Deleted  
INV-55: The invoice status has been successfully updated to Rejected by SASREF Saudi Aramco Jubail Refinery - TEST.  
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Rejection Ariba Training  
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Document Manually Rejected/Deleted  
INV-55: The invoice status has been successfully updated to Rejected by SASREF Saudi Aramco Jubail Refinery - TEST.

Rejection Ariba Training  
Document Manually Rejected/Deleted

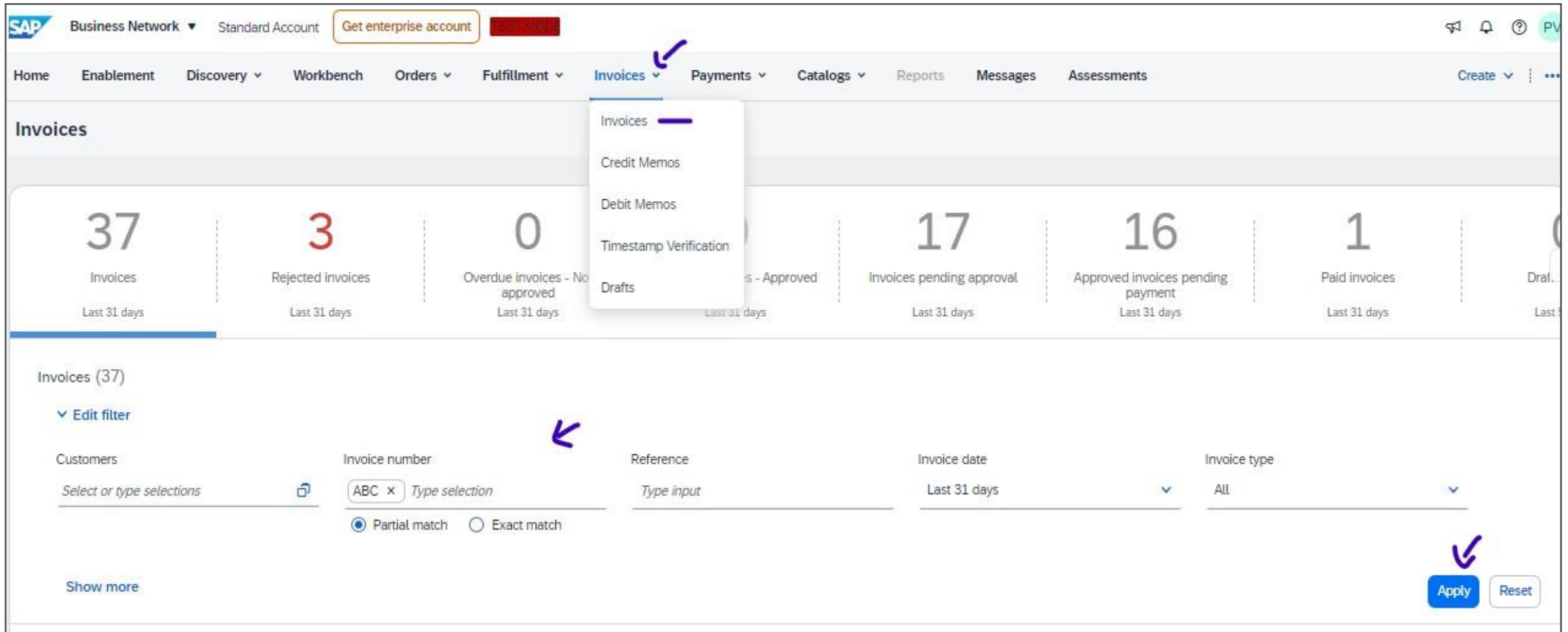
Edit & Resubmit

Tax Invoice Attachment(s)

Status	Invoice: Rejected	Subtotal:	900.00 SAR
Routing:	Acknowledged	Total Tax:	135.00 SAR
Invoice Number:	REMAININGINV	Amount Due:	1,035.00 SAR

# 7. Invoice status search steps

1. At Ariba Home Page- > Go to the “Invoices” tab -> Click on “Invoices” option
2. Key in the Invoice number in the “Invoice number” field to search for the status of the submitted invoices.
3. Click on “Apply” button



The screenshot displays the SAP Business Network interface for searching invoices. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Invoices' tab is selected, and a dropdown menu is open, showing options: 'Invoices', 'Credit Memos', 'Debit Memos', 'Timestamp Verification', and 'Drafts'. Below the navigation, a summary dashboard shows various invoice counts for the last 31 days: 37 Invoices, 3 Rejected invoices, 0 Overdue invoices - Not approved, 17 Invoices pending approval, 16 Approved invoices pending payment, and 1 Paid invoices. The main section is titled 'Invoices (37)' and includes an 'Edit filter' link. The search filters are: Customers (with a selection icon), Invoice number (with a search icon and a dropdown menu showing 'ABC x' and 'Type selection'), Reference (with a search icon and a dropdown menu showing 'Type input'), Invoice date (with a dropdown menu showing 'Last 31 days'), and Invoice type (with a dropdown menu showing 'All'). Below the filters, there are radio buttons for 'Partial match' (selected) and 'Exact match'. At the bottom right, there are 'Apply' and 'Reset' buttons.

# 8. Invoice status when submitted




- Invoice when submitted and sent to SASREF system. It will be in “Sent” status





Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Sent	XYZ Power Tools, Riyadh, Ar Riyad, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

# 9. Invoice status when ready for payment


1. Receive an email notification when the Invoice is ready for payment. Invoice in “Approved” status.
2. Click on the “View Invoice” button to view the Invoice details


Approved - Invoice ABC - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

 network\_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>  
To  

  Reply  Reply All  Forward


Tue 12/31

 If there are problems with how this message is displayed, click here to view it in a web browser.



Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	ABC
Invoice Status	<b>Approved</b>
Description:	

 [View invoice](#)



# Invoice status when ready for payment

3. When SASREF system post the invoice and ready for payment. Invoice will be in “Approved” status

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Approved	XYZ Power Tools, Riyadh h, Ar Riyad, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

## 10. Invoice status when Paid

When SASREF system process the Invoice and make the payment. Invoice will be in “Paid” status

1. Click on the Invoice Number

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
<a href="#">TESTINV30122024</a>	SASREF Saudi Aramco Jubail Refinery - TEST	8100000012	Dec 29, 2024	3105 SAR	Acknowledged	<u>Paid</u>	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

# 11.Payment Remittance Advice

2. Select “Remittance” tab -> Click on Reference Number to view the remittance advice information

Invoice: TESTINV30122024 Done

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) **Remittance** [History](#)

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On
<a href="#">Z.20241230.2000000053</a>			Paid	30 Dec 2024	Other	30 Dec 2024

Gross: 3,105.00 SAR  
Discount: 0.00 SAR  
Adjustment:  
Net: 3,105.00 SAR

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

Done

Remittance Advice: Z.20241230.2000000053 (Paid)

Done

Previous

[Print](#) [Export XML](#) [Download CSV](#)

[Detail](#) [History](#)



**From**  
SASREF Saudi Aramco Jubail Refinery - TEST  
PAYER: SASREF  
([Show Payer Details](#))

**To**  
XYZ Power Tools  
([Show Payee Details](#))

**REMITTANCE ADVICE**  
Z.20241230.2000000053 (Paid)  
Gross Amount: 3,105.00 SAR  
Withholding Tax: (0.00 SAR)  
**Amount Paid: 3,105.00 SAR**  
Estimated Settlement on 30 Dec 2024

Payment Detail

Payment Method: **Other (unknown)**  
Reference Number: **2000000053** ⓘ  
Related Payment: **Z.20241230.2000000053** ⓘ  
Identified Differences: **None**

Routing Status: **Sent**  
Transaction Date: **30 Dec 2024**

ADDITIONAL INFORMATION ⓘ

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TESTINV3012... ( <a href="#">Show Details</a> )	3,105.00 SAR	0.00 SAR			3,105.00 SAR	

ADDITIONAL INFORMATION

buyerInvoiceID: 5100000564  
OriginalInvoiceNo: TESTINV30122024  
Company Code: 1111  
fiscalYear: 2024

## 12. Invoice payment cancellation

When the payment of Invoice gets cancelled. Supplier receives the email notification stating the payment is cancelled. Invoice in “Canceled” status.

1. Click on “URL in the email notification” to view the canceled remittance information




## 2. View the remittance advice in “Canceled” status

Remittance Advice: Z.20241002.2000000040 Done

Print Export cXML Download CSV

Detail History



From  
SASREF Saudi Aramco Jubail Refinery - TEST  
PAYER: SASREF  
[\(Show Payer Details\)](#)

To  
XYZ Power Tools  
[\(Show Payee Details\)](#)

**REMITTANCE ADVICE**  
Z.20241002.2000000040 (Canceled)

Gross Amount: 172.50 SAR  
Withholding Tax: (0.00 SAR)

**Amount Paid: 172.50 SAR**

Estimated Settlement on 2 Oct 2024

Payment Detail

Payment Method: Other (unknown)

Reference Number: 2000000040 ⓘ

Related Payment: Z.20241002.2000000040 ⓘ

Identified Differences: None

**ADDITIONAL INFORMATION** ⓘ

Routing Status: Sent

Transaction Date: 2 Oct 2024

Line Items (0)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
<i>This remittance advice does not contain any line items.</i>							

Gross Amount: 172.50 SAR  
Discount Applied: (0.00 SAR)  
Withholding Tax: (0.00 SAR)