How to view Invoice

View invoices from Workbench

SAP | Business Network ▼ Standard Account | Get enterprise account | TEST MODE

Home Enablement Opportunities ▼ Workbench Orders ▼ Fulfillment ▼ Invoices ▼ Payments ▼ Catalogs Reports ▼ Messages Create ▼

Workbench

57	35	41	104	14	21	0
New orders	Items to confirm	Items to ship	Orders	Orders to invoice	Invoices	Pinned docu
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	

From **Workbench**, you can click **Invoice** tile to view invoices (refer to Overview section if you need to customize the tiles)

A list of invoices will be displayed (similar to Orders). After an invoice is submitted, supplier cannot edit it. Any change/amendment need to be rectified via Credit Memo within 3 working days

Customize

Invoices (21)

> Edit filter | Save filter | Last 31 days

Send me a copy to take action ✕

Email the document to chihiro.takimoto@sap.com

You can change this email address below.

My Account

Send Cancel

Click Send if the email address is correct

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status		Actions
INV8000000373	National University of Singapore - TEST	8000000373	Nov 14, 2022	$107.00 SGD	Acknowledged		०००

Send me a copy to take action

Create line-item credit memo

Create line-item debit memo

Edit

Copy

You can send a copy of the invoice to your email by clicking "…" and select **Send me a copy to take action**
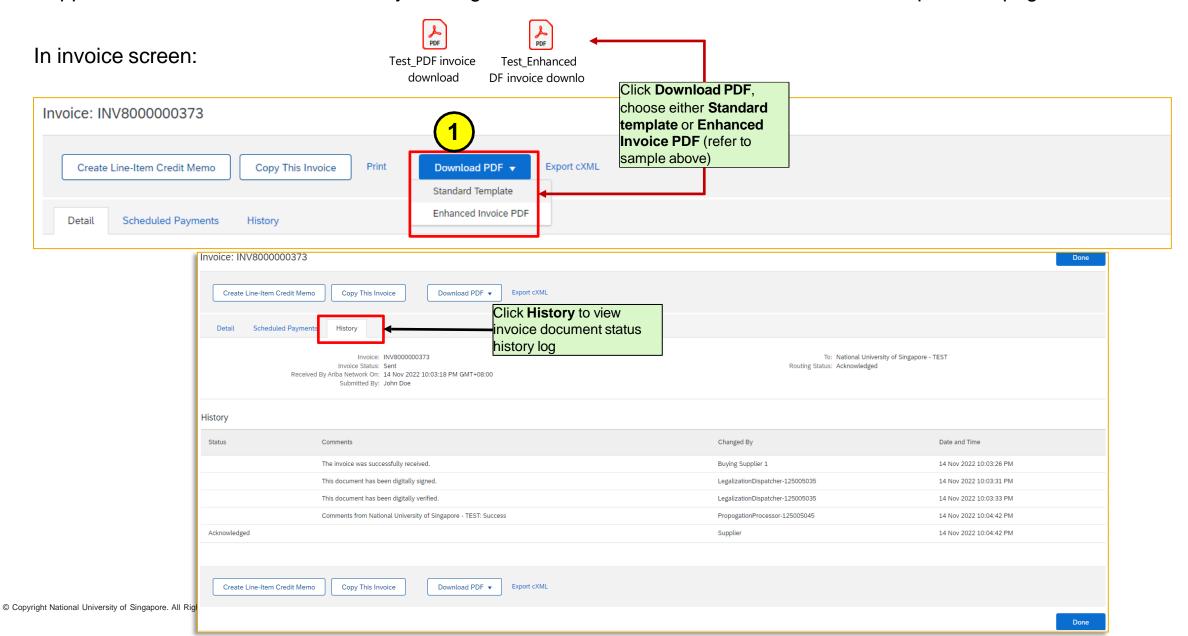
2

View/Download PDF invoice

Supplier can view each invoice detail by clicking the invoice document number as mentioned in previous page

In invoice screen:

Test_PDF invoice download

Test_Enhanced DF invoice downlo

Click **Download PDF**, choose either **Standard template** or **Enhanced Invoice PDF** (refer to sample above)

Invoice: INV8000000373

①

| Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF ▾ | Export cXML |

Standard Template

Enhanced Invoice PDF

Detail | Scheduled Payments | History

Invoice: INV8000000373   Done

| Create Line-Item Credit Memo | Copy This Invoice | Download PDF ▾ | Export cXML |

Detail | Scheduled Payments | **History**

Click **History** to view invoice document status history log

Invoice: INV8000000373
Invoice Status: Sent
Received By Ariba Network On: 14 Nov 2022 10:03:18 PM GMT+08:00
Submitted By: John Doe

To: National University of Singapore - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Buying Supplier 1	14 Nov 2022 10:03:26 PM
	This document has been digitally signed.	LegalizationDispatcher-125005035	14 Nov 2022 10:03:31 PM
	This document has been digitally verified.	LegalizationDispatcher-125005035	14 Nov 2022 10:03:33 PM
	Comments from National University of Singapore - TEST: Success	PropogationProcessor-125005045	14 Nov 2022 10:04:42 PM
Acknowledged		Supplier	14 Nov 2022 10:04:42 PM

| Create Line-Item Credit Memo | Copy This Invoice | Download PDF ▾ | Export cXML |

Done

Invoice routing status and Invoice status levels

The **Routing Status** field describes whether your invoice made it to your customer's invoice processing system.

Routing Status Level	Definition
Obsoleted	After you cancel an invoice or edit and resubmit an invoice, the original invoice moves to **Obsoleted** status to indicate that you don't need to take any further action on the original invoice. Once an invoice has this routing status, you can't make any changes to it.
Queued	Ariba Network is in the process of sending the invoice to your customer. Contact Ariba Customer Support if your invoice remains in this status for more than 30 minutes.
Sent	Ariba Network sent the invoice to your customer, but your customer hasn't yet acknowledged that they received the invoice.
Acknowledged	The invoice reached your customer's invoice processing system. **Acknowledged** is the final routing status for invoices.
Failed	This status means that the invoice didn't follow your customer's invoicing rules. Failed invoices aren't sent to your customer's invoice processing system. You can edit and resubmit a failed invoice.

The **Invoice Status** field lets you know if your customer is in the invoice approval and payment process. The turnaround time for an invoice to move between statuses, such as from Sent to Approved, depends on your customer's internal processes.

Invoice Status Level	Definition
Cancelled	You canceled the invoice and can't make any further changes to it.
Sent	Your customer received the invoice but hasn't approved or rejected it.
Rejected	The invoice failed validation on Ariba Network, or your customer rejected the invoice in their invoice processing system.
Approved	If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to Approved. After an invoice reaches Approved status, you can't make changes to it. You'll need to send a credit memo within 3 working days if you made a mistake.
Paid	Your customer paid the invoice or is in the process of issuing payment. Note : NUS is not sending any payment status update to Ariba Network.

Reference: https://helpcenter.ariba.com/index.html?sap-language=en#/item&/i/KB0392444

THANK YOU