Supplier manual

Orders, invoices, and payments in SAP Business Network

December 2025

1. Introduction

INTRODUCTION

This manual is designed to help you find key information in SAP Business Network related to:
- Orders
- Invoices
- Payments

Here you will find instructions on how to view and interpret each of these sections, ensuring clear and transparent management of your operations with the Iberdrola Group.

This manual covers the essential steps for accessing your order details, checking the status of your invoices, and viewing payments made or pending.

Note:
At the moment, the functionalities available in SAP Business Network are:
- Query information on orders, invoices and payments.
- Sending order confirmations and shipping notices (*new features compared to MInfo*).

Important:
For now, you will not be able to receive orders or generate invoices from the system.

2. Access to SAP Business Network

Access SAP Business Network

Go to supplier.ariba.com with your username and password.

Log in with your credentials

3. Home page

Home Page

On the SAP Business Network home page, you will find the navigation bar, overview, and widgets. Let's review each of these components.
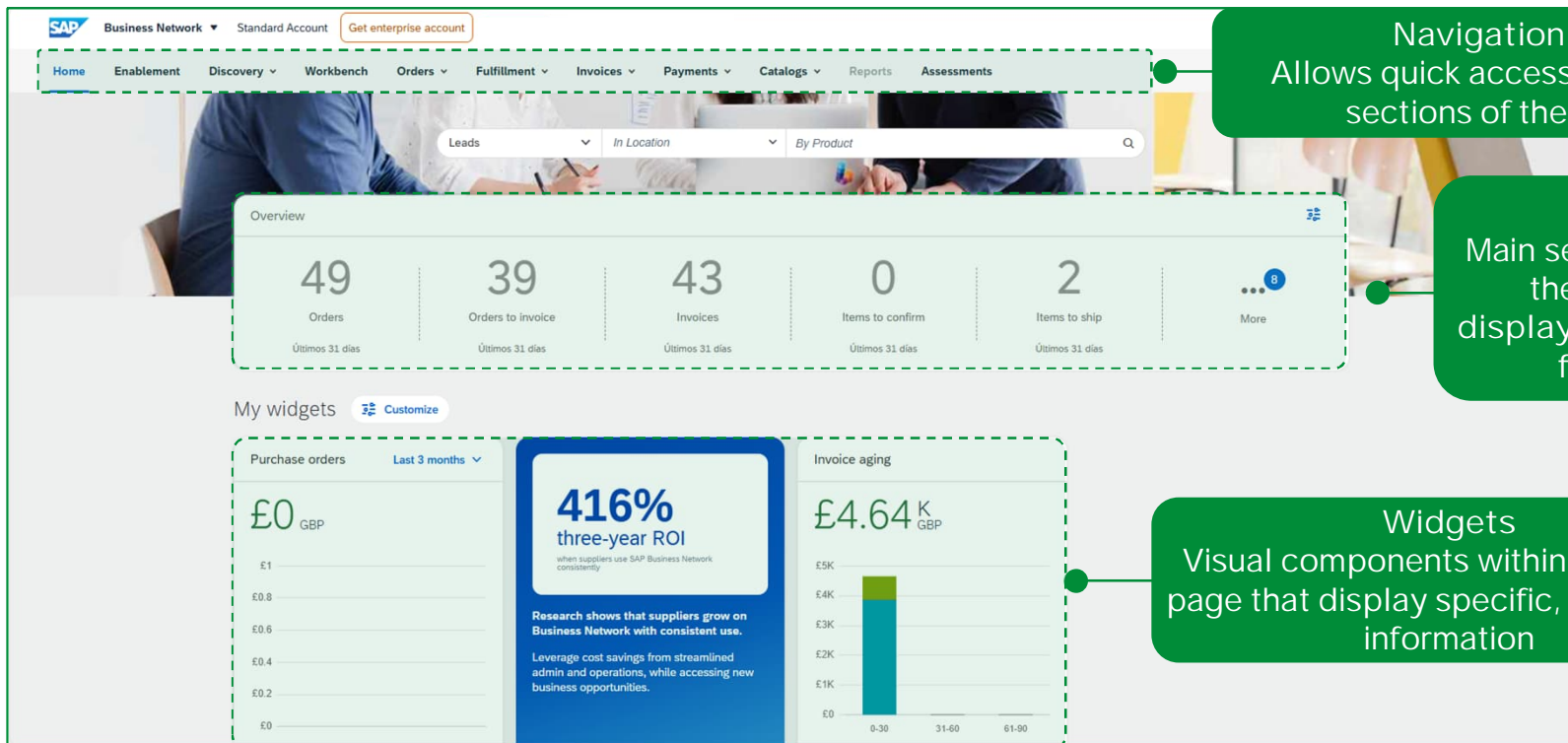
Navigation bar
Allows quick access to the main sections of the portal.

Overview
Main section showing a summary of the current account status, displaying aggregated information for all your customers

Widgets
Visual components within the home page that display specific, up-to-date information

⚠ For more details on the Overview and widgets, see the Business Network Configuration manual

4. Orders

Iberdrola **Iberdrola España** **Iberdrola Internacional** **Iberdrola México** **ScottishPower** **Avangrid**

Orders in SAP Business Network
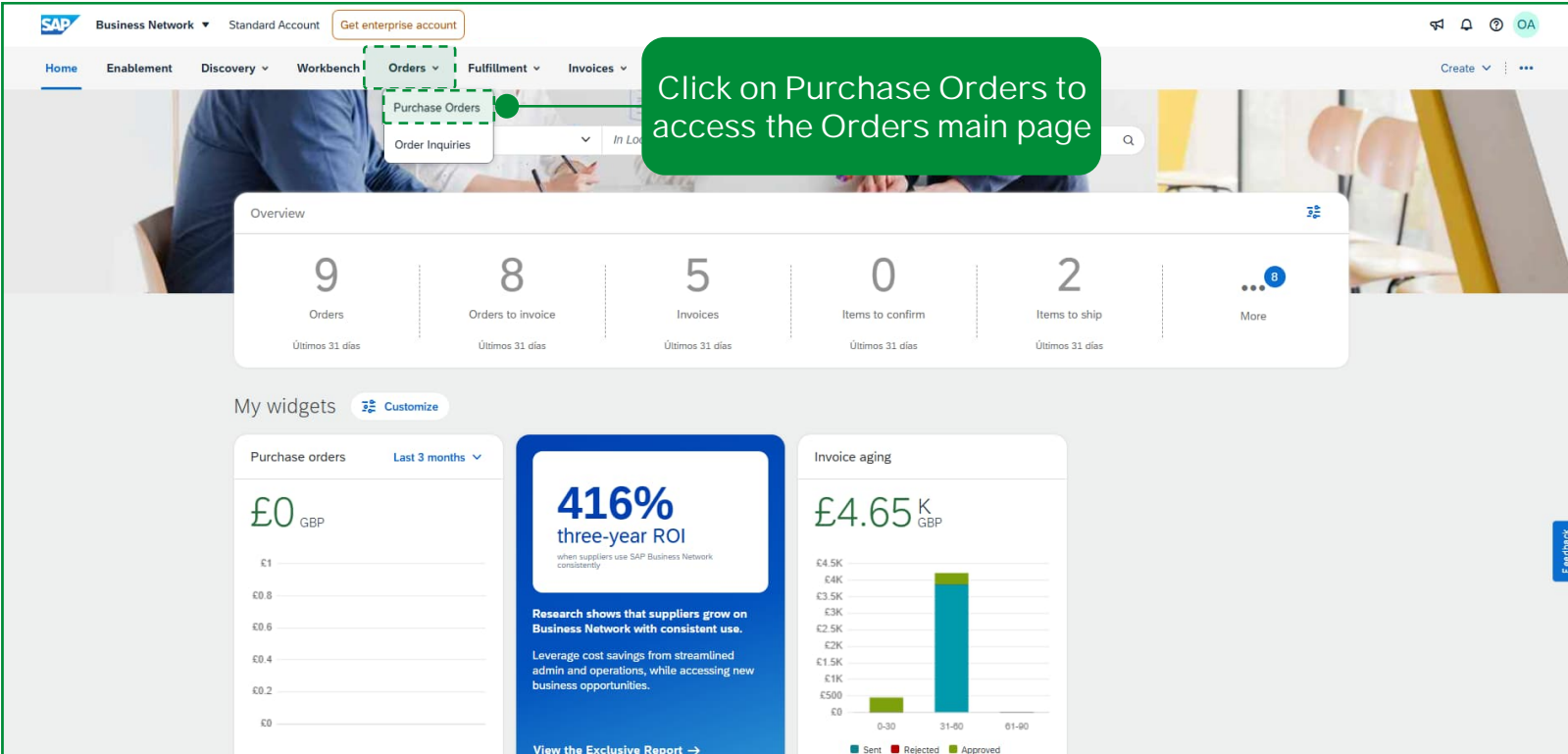
Before you manage your orders in SAP Business Network, keep these considerations in mind to ensure proper consultation and follow-up.

Key considerations:

- Orders from different customers appear in a single view; use the filters to locate the information you need.

- You can check the status, details and documents associated with each order (confirmations, shipping notices, invoices).

- Order history allows you to review all actions and events, including who made each modification and when.

Orders - Access
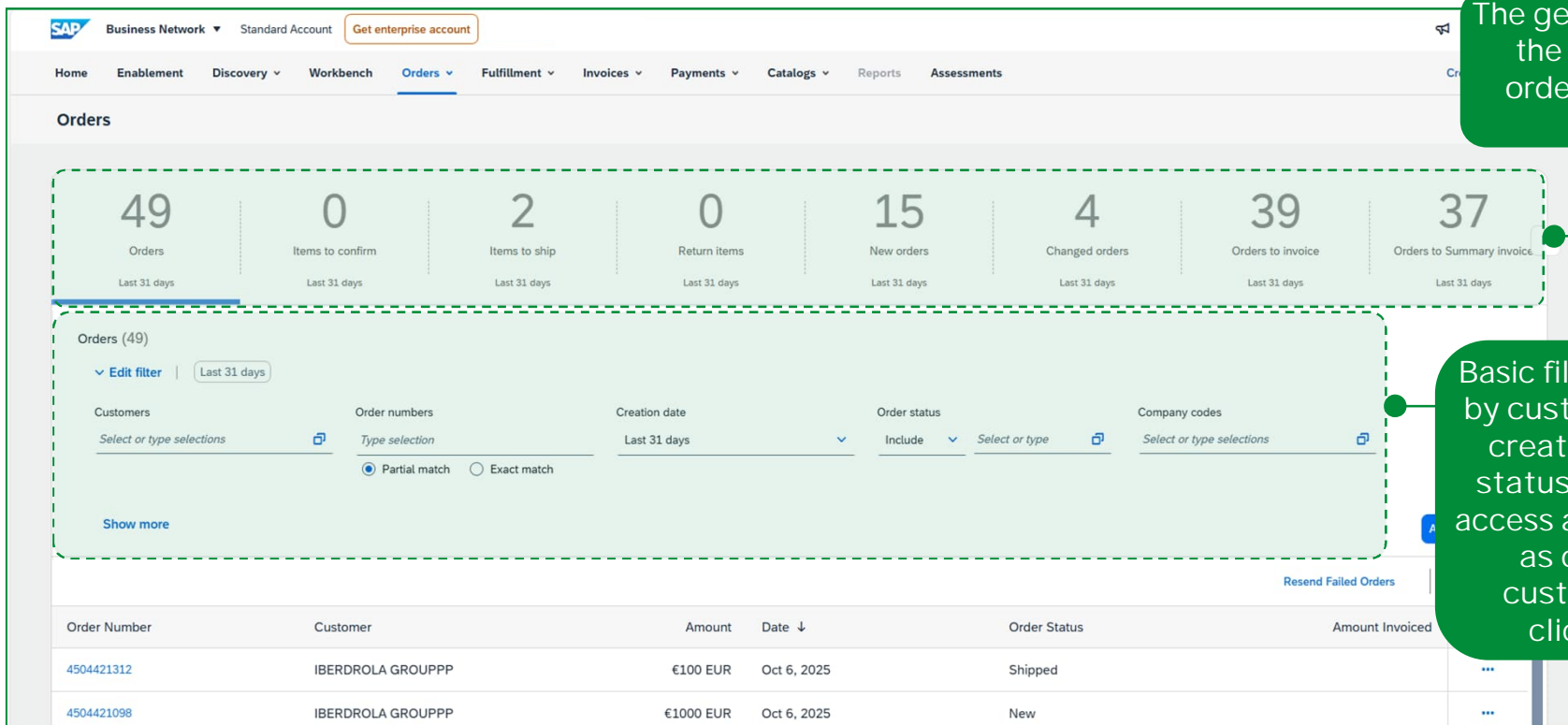
From the navigation bar, click Orders, then Purchase Orders.

Click on Purchase Orders to access the Orders main page

Orders – Main page

In this section, you can check the **status and details of your orders** using the dashboard options and available filters. Keep in mind that, if you work with multiple customers in SAP Business Network, the orders will appear in a single view. Therefore, it is important to use filters to locate the information you need.

The general dashboard shows the status and number of orders associated with the account

Basic filters allow you to filter by customer, order number, creation date, and order status. In addition, you can access advanced filters such as company code or customer locations by clicking Show more

Orders – Main page (cont.)

To access a specific order, we recommend using filters. In this example, we will use the Customers filter.

Find the customer you need and click Apply

The results are displayed once the filters have been applied

Orders – Main page (cont.)

Click on an order number to access its details.

Click to view order details

Orders – Details

When you access the order details, in the first section you can view relevant information about the transaction, such as order details, supplier, requisitioner name, payment terms, contact details, and more.

Supplier information: Supplier name and address

Order status, number, and amount

Payment terms: Agreed terms and conditions

Supplier contact: Contact person and phone number

Routing status: Order progress in the workflow (e.g., "Sent," "Pending approval")

Name of requester/manager

Orders – Details (cont.)

In the second part of the order details, further down the screen, you can view shipping and billing information and details of the items included in the order.

Requisitioner: Person who placed the order

Documents associated with the order where you can download the PDF file

Order shipping address and billing address

Details of the items online: Internal identifier of each item, type of material, quantity, unit price, among others
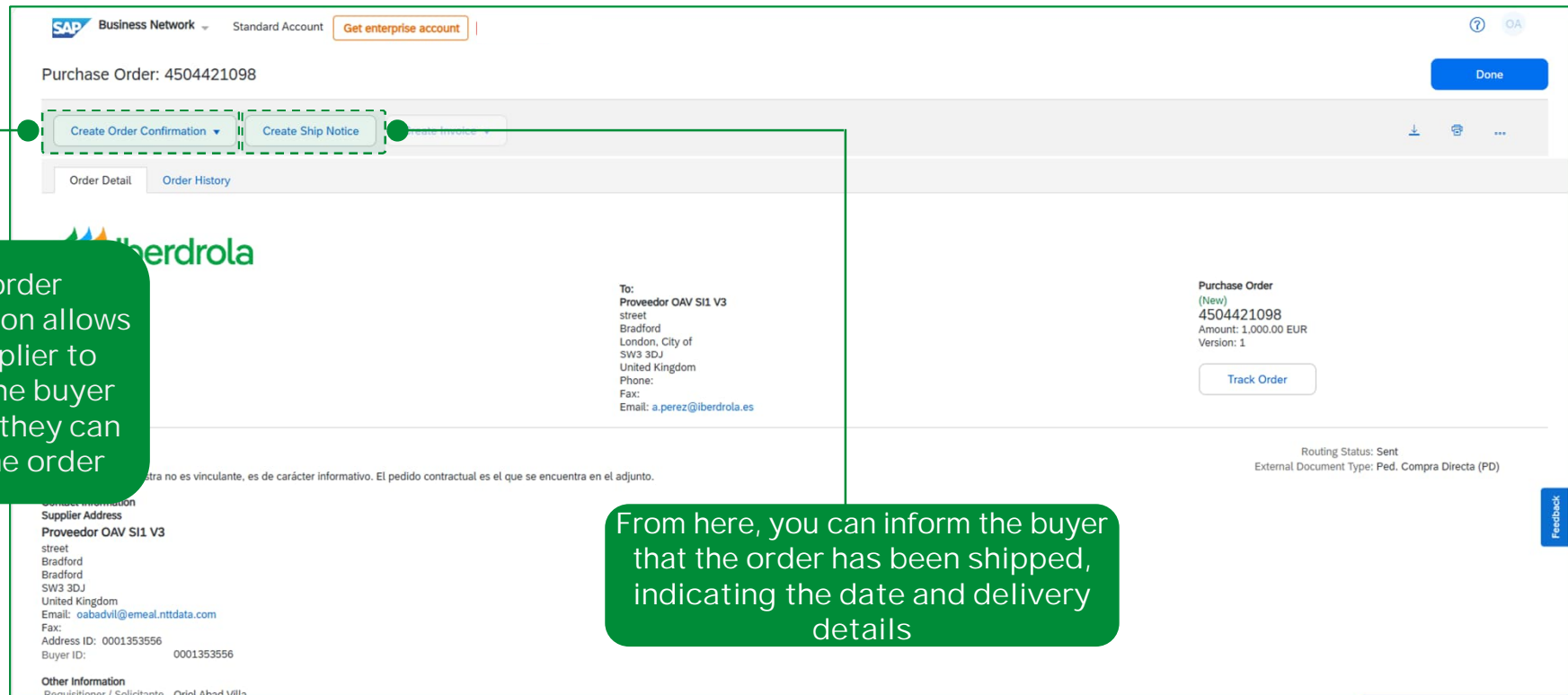
Orders – Details (cont.)

At the top and bottom of the order details screen, you will find the option to Create order confirmation or Create shipping notice. Let's review each one.

The order confirmation allows the supplier to inform the buyer whether they can fulfill the order

From here, you can inform the buyer that the order has been shipped, indicating the date and delivery details

Create order confirmation

Create order confirmation

Once inside the order details, you can perform three main actions:

Each of these actions generates a confirmation document that is automatically sent to the buyer

Confirm entire order

Create order confirmation – Confirm entire order

Let's review how to confirm an order.

Click on Confirm entire order

Create order confirmation – Confirm entire order (cont.)

Confirm that you can supply all items in the order in the quantities and on the dates specified.

- Confirmation number: mandatory field that must be entered by the supplier manually
- Order number: Filled in automatically and cannot be edited

Estimated delivery date
Required to validate the order confirmation

⚠ All fields marked with a red asterisk are mandatory

Create order confirmation – Confirm complete order (cont.)

After filling in all the fields, click Next. Review all the information one last time and finish by clicking Send.

Clicking Submit will update the order information

⚠️ All fields marked with a red asterisk are mandatory

Reject the entire order

Finally, let's review how to reject an order.

Create order confirmation – Reject entire order (cont.)

Here you can indicate that you are unable to fulfill the order.

Select the Reason for rejection from the drop-down menu that appears in the pop-up. Leave additional comments if necessary

Clicking on Reject order will update the order information
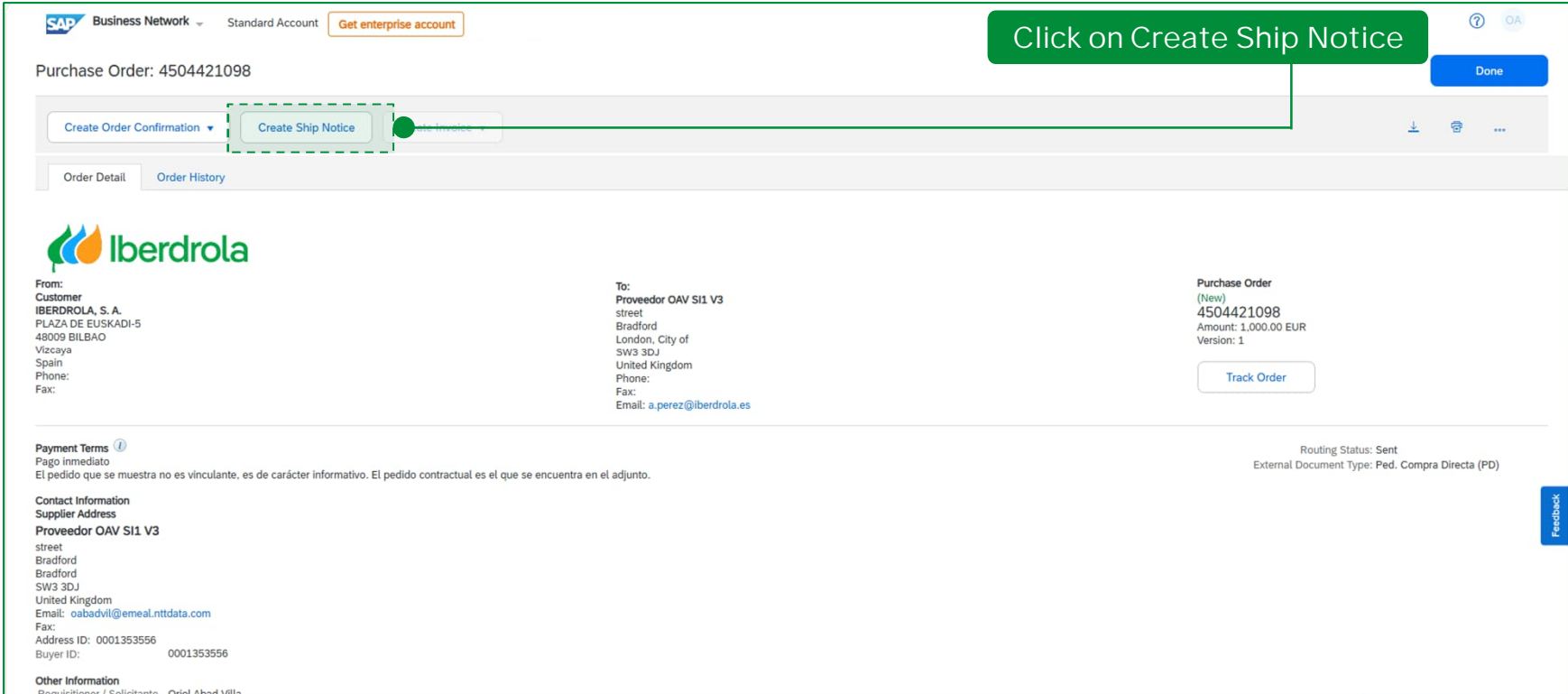
All fields marked with a red asterisk are mandatory

Create shipping notice

Create shipping notice

A shipment notice is an electronic document that the supplier sends to the buyer to inform that the order has been prepared and will be ready for shipment. Let's review how to create one:

Click on Create Ship Notice

Create shipping notice (cont.)

In this section, you can generate the shipping notices to send the order if you consider it appropriate. In this first part, at the top of the screen, you must complete the shipping details that you consider necessary.

Fill in the origin and destination details for the shipment

Add the invoice information, the characteristics of the contents to be shipped, and the carrier details

⚠ All fields marked with a red asterisk are mandatory

Create shipping notice (cont.)

Scroll down with your mouse to the attachments section. Here you can add documents related to the shipment and complete the information about transport and delivery if you consider them necessary.

ATTACHMENTS

Name	Size (bytes)	Content Type
	No items	

Choose File   No file chosen   **Add Attachment**

The total size of all attachments cannot exceed 100MB

Add shipping conditions, specific instructions, contract details, and technical transport details

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: [▼]   Shipping Payment Method: [Account ▼]

Delivery Terms Description: [   ]   Shipping Contract Number: [   ]

Transport Terms Description: [   ]   Shipping Instructions: [   ]

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼							

Add Transport Term

⚠ All fields marked with a red asterisk are mandatory

Create shipping notice (cont.)

In the last section, at the bottom of the page, you can review the order details and fill in additional information for each shipping line.

Add the quantity to be shipped, lot ID, country of origin, and relevant dates to ensure shipment traceability

Click Next to confirm and send the shipping notice
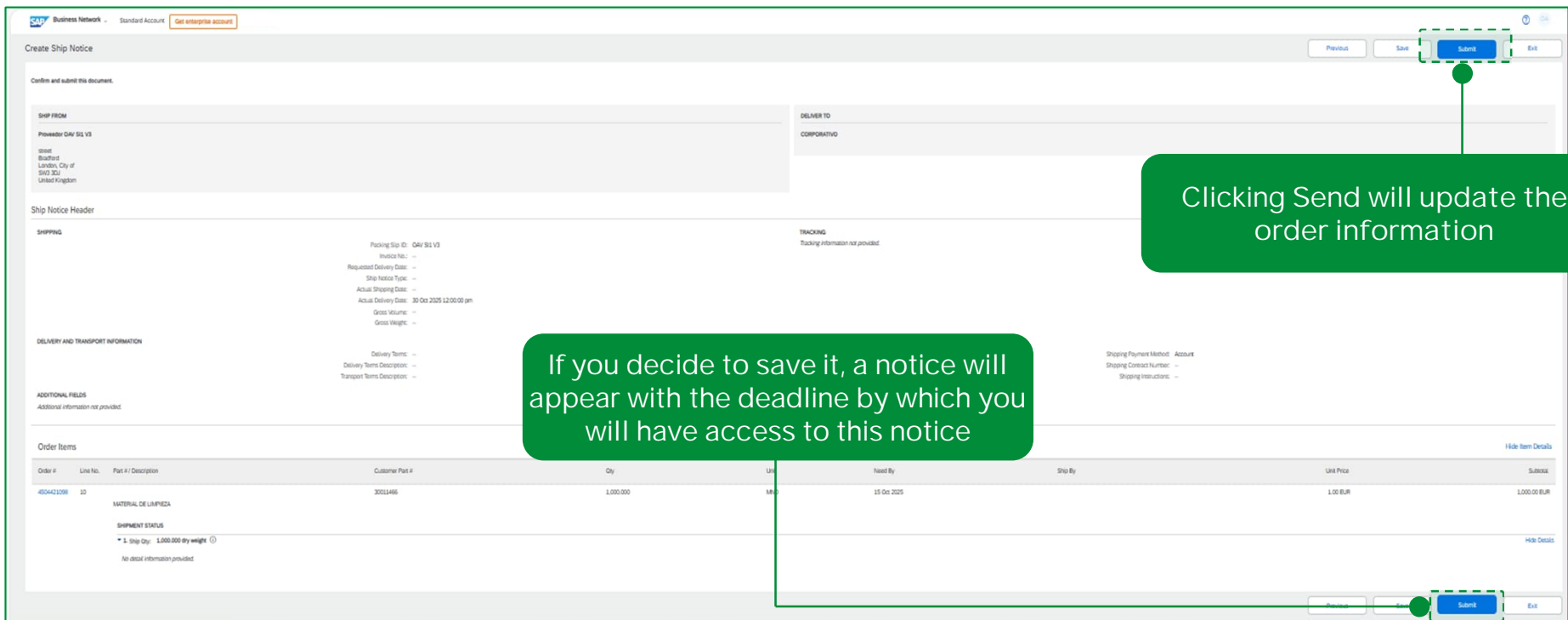
All fields marked with a red asterisk are mandatory

Create shipping notice (cont.)

Finally, you can save the shipping notice to send it later or send it immediately.

Clicking Send will update the order information
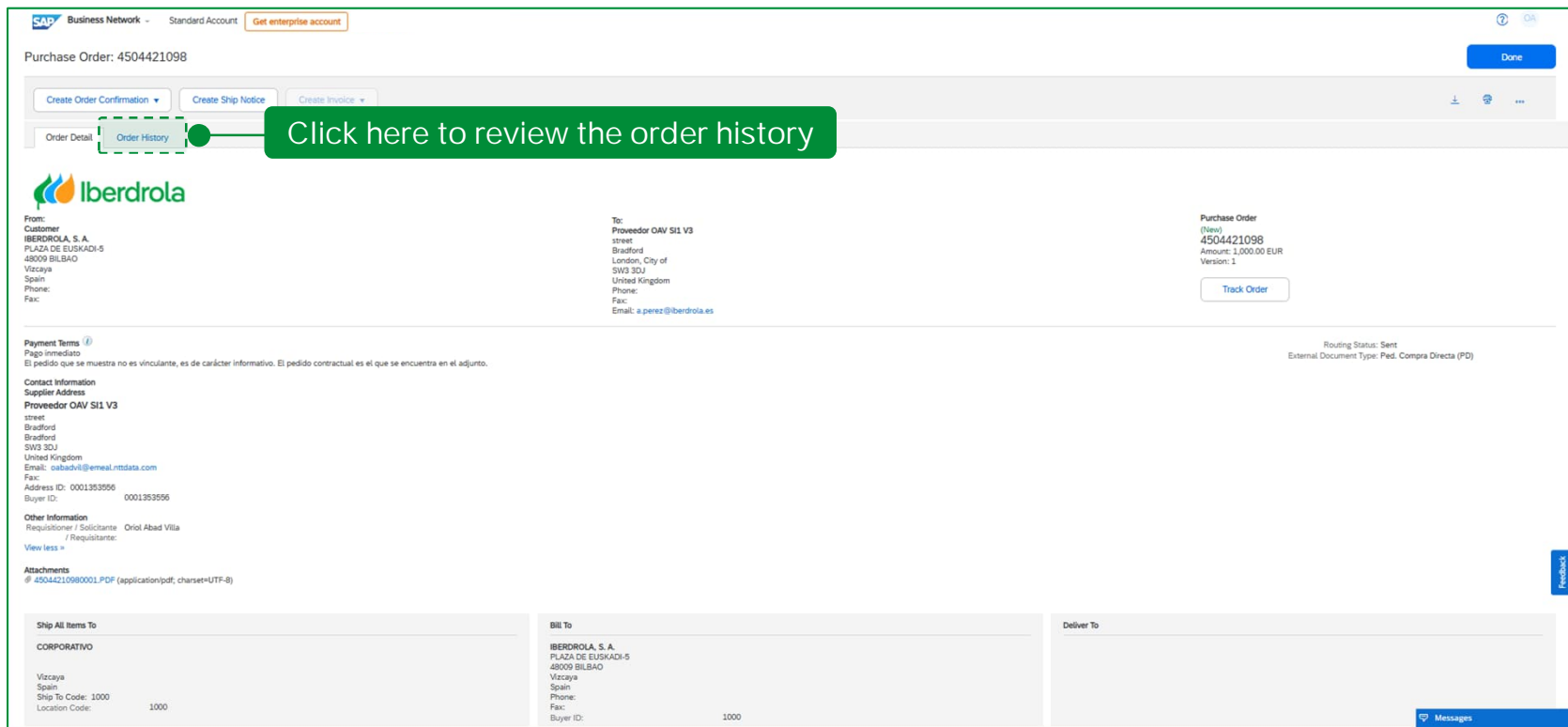
If you decide to save it, a notice will appear with the deadline by which you will have access to this notice

⚠️ All fields marked with a red asterisk are mandatory

Orders – History

To complete the review of Orders, you can view all actions and documents related to the order, including confirmation, shipping notices, and invoices by clicking on Order History.

Orders – History (cont.)

From this view, you can review each event in chronological order.

Review who made the modification and when.

5. Invoices

Invoices in SAP Business Network

When viewing your invoices in SAP Business Network, it is important to keep the following points in mind in order to correctly interpret the information displayed.

Key considerations:

- Changes in the accounting document: Not reflected; Only the lock/unlock status is displayed for payment.

- Invoices to be posted: They will not be displayed until they are posted.

- Credit memos: When uploaded, it will appear with the suffix _CM to distinguish it from the original invoice.

- Invoice number: The standard field in SAP Business Network limits the length of the number to 16 characters.

- Invoice statuses: The status of invoices differs from previous systems. In SAP Business Network, the statuses are:
  - Sent: The invoice has been registered in the system, but it has a block that prevents it from being processed for payment.
  - Approved: The invoice has been accepted and posted, but payment has not yet been made.
  - Paid: The invoice payment has already been made and the process is completed.

- Rejection of invoices: In case of rejection, the reason and the person responsible are shown in the history.

- Sending invoices: Sending invoices to the Iberdrola Group is not done via SAP Business Network, but through the usual channels.

Invoices - Access

From the navigation bar, click on Invoices and then again on Invoices.

Click on Invoices to access Invoices main page

⚠️ Invoices will not be sent in SAP Business Network, they will be maintained through the usual channels. SAP Business Network will be used to check the status of invoices
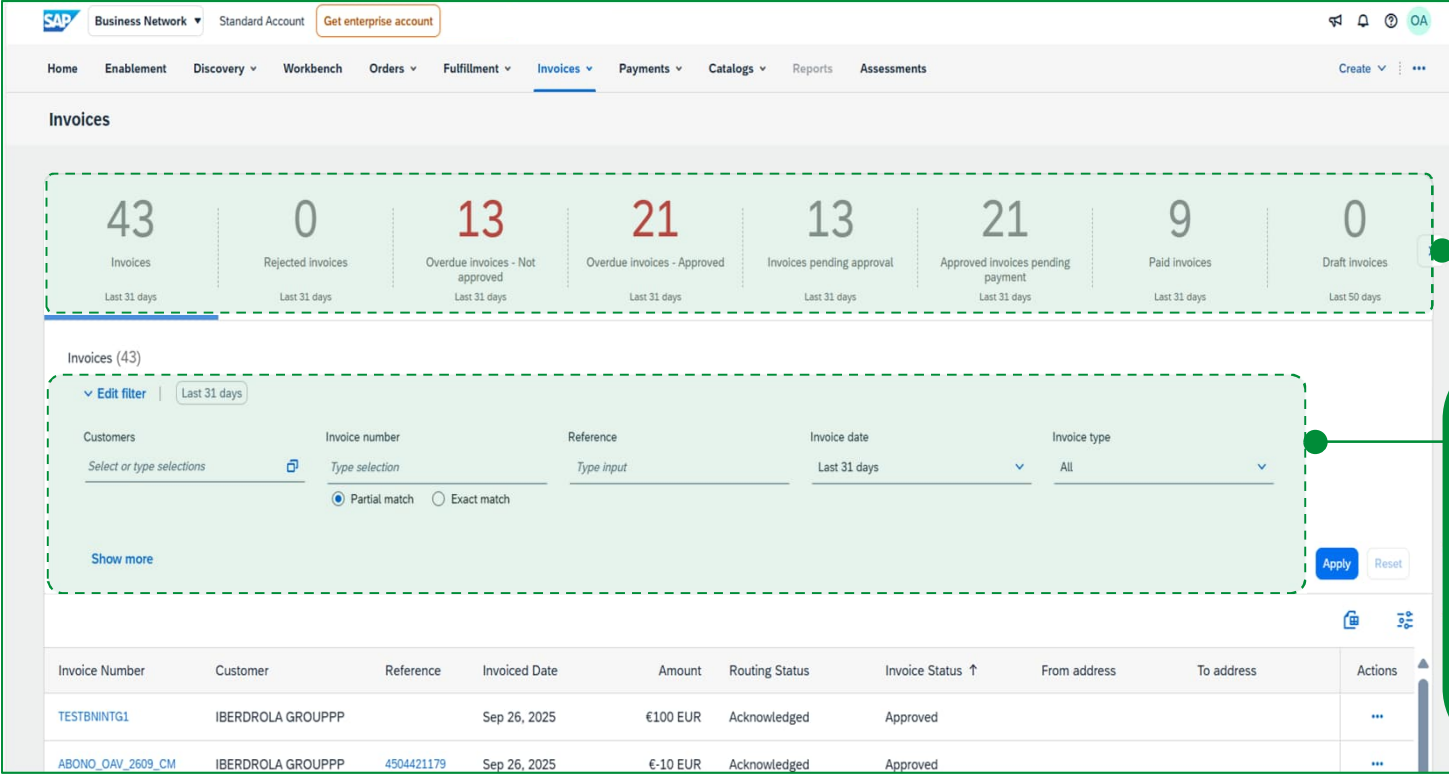
In this section, you can check the status and details of your invoices using the dashboard options and available filters. Keep in mind that, if you work with multiple customers in SAP Business Network, the invoices will appear in a single view. Therefore, it is important to use filters to locate the information you need.
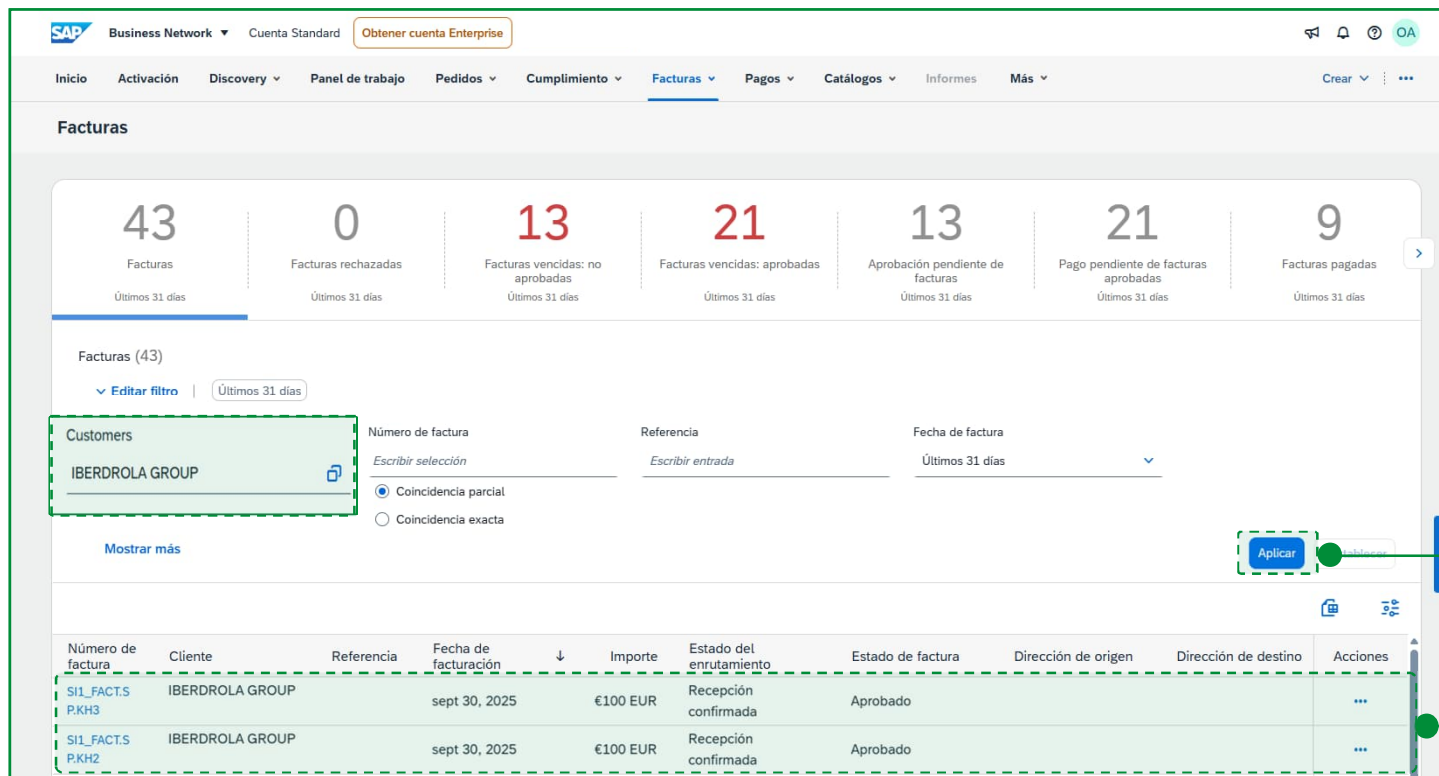
The general dashboard shows the status and number of invoices associated with the account

Basic filters allow you to filter by customer, invoice number, reference, and invoice date. In addition, you can access advanced filters such as invoice type, invoice status, or net payment due date by clicking Show more

38

Invoices – Main page (cont.)

To access a specific invoice, we recommend using filters. In this example, we will use the Customers filter.

Find the customer you need and click Apply

The results are displayed once the filters have been applied

Invoices – Main page (cont.)

Click on an **invoice number** to access its details.

Click to view the invoice details.

Invoices – Details

When you access the invoice details, in the first section you can check its status, customer information, and additional references for tracking and payment.

Current status of the invoice and its delivery. The original purchase order number will only appear here if the invoice is associated with an order for items. By clicking on the order number, you can go to its details

Customer tax information

Additional information includes references and payment terms.

⚠ If the Invoice is in Sent status, it meants it is blocked. Check the reason for the block in the History tab.

Invoices – Details (cont.)

In the second part of the invoice details, further down the screen, you can view the items invoiced, their quantities, unit prices, and a breakdown of the taxes applied.

COMMENTS:
4900000173

Original Supplier Order No.: 8600000012

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
0	0	MATERIAL	FACTURA SIN PEDIDO. 4900000173 1000		0.000 /	100.00 EUR	100.00 EUR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:

Comments:
FACTURA SIN PEDIDO. 4900000173 1000

Information on each item or service

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
	0%		100.00 EUR	0.00 EUR				

Tax Description:
TotalTax

Subtotal 100.00 EUR
Tax 0.00 EUR
Gross Amount 100.00 EUR

Tax breakdown of the order

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
	0%		100.00 EUR	0.00 EUR				

Tax Description:
TotalTax

Credit Memo Summary

Invoices – Details (cont.)

In the top bar of the invoice details, you will find various actions available.

The top buttons are for extracting information, either by printing, downloading a PDF, or exporting the document in Cxml format, which is used for integration with other systems

The History tab contains a record of events and actions performed on the invoice

In Scheduled Payments, you can review the associated payment dates and conditions

Details shows the invoice information, which we reviewed earlier

Invoices – History

To complete the review of invoices, consult the complete record of events and updates related to the invoice, including status changes, comments, and responsible parties.

Click here to review the invoice history

Invoices – History (cont.)

See the full record of events and updates, including status changes, comments, and assignees.

Invoice: TESTBNINTG1 Done

Download PDF ▾   Export cXML

Detail   Scheduled Payments   **History**

Invoice:	TESTBNINTG1	To:	IBERDROLA GROUP
Invoice Status:	Approved	Routing Status:	Acknowledged
Received By SAP Business Network On:	26 Sept 2025 10:27:28 am GMT+02:00	Submitted from the Supplier Organization's System On:	26 Sept 2025 10:27:23 am GMT+02:00

At the top, check the status of the invoice

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	PropogationProcessor-109523049	26 Sept 2025 10:27:28 am
Acknowledged		PropogationProcessor-109523049	26 Sept 2025 12:08:29 pm
	The invoice status has been successfully updated to Approved by IBERDROLA GROUPPP.	PropogationProcessor-109561056	26 Sept 2025 12:08:29 pm

Check who made the modification and when

Download PDF ▾   Export cXML

Done

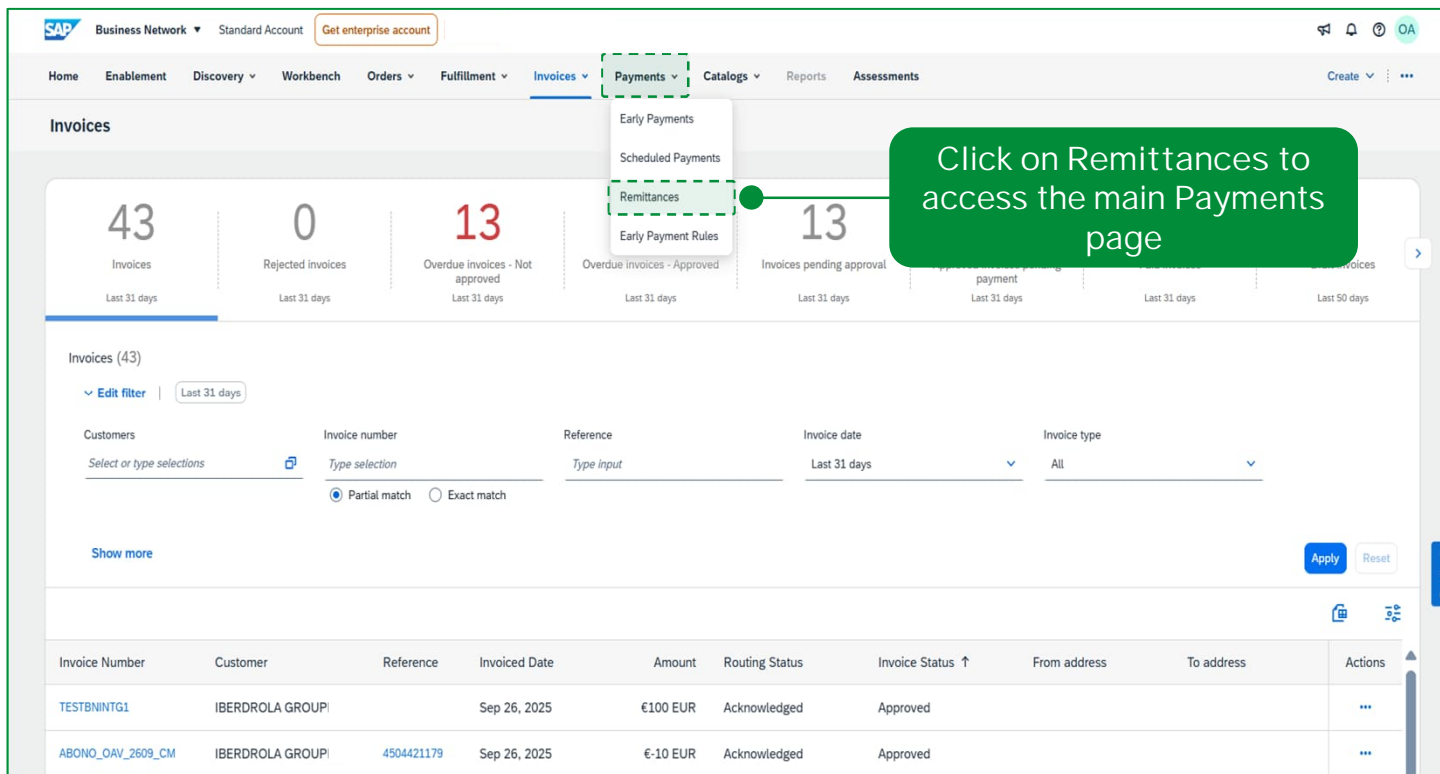# 6. Payments

Payments in SAP Business Network

To check the status and details of your payments in SAP Business Network, review these considerations for efficient management.

Key considerations:

- Payments from different customers appear in a single view; Use the filters to locate relevant information.

- You can check the status, method, and date of payment, as well as full traceability if the payment is associated with an item order.

- The payout history shows all events and updates, including status changes, comments, and assignees.

- Notifications: Suppliers could receive two notifications: one sent by the Iberdrola Group and another if they have the option configured in their SAP Business Network account.

Payments - Access

From the navigation bar, click on Payments and then Remittances.
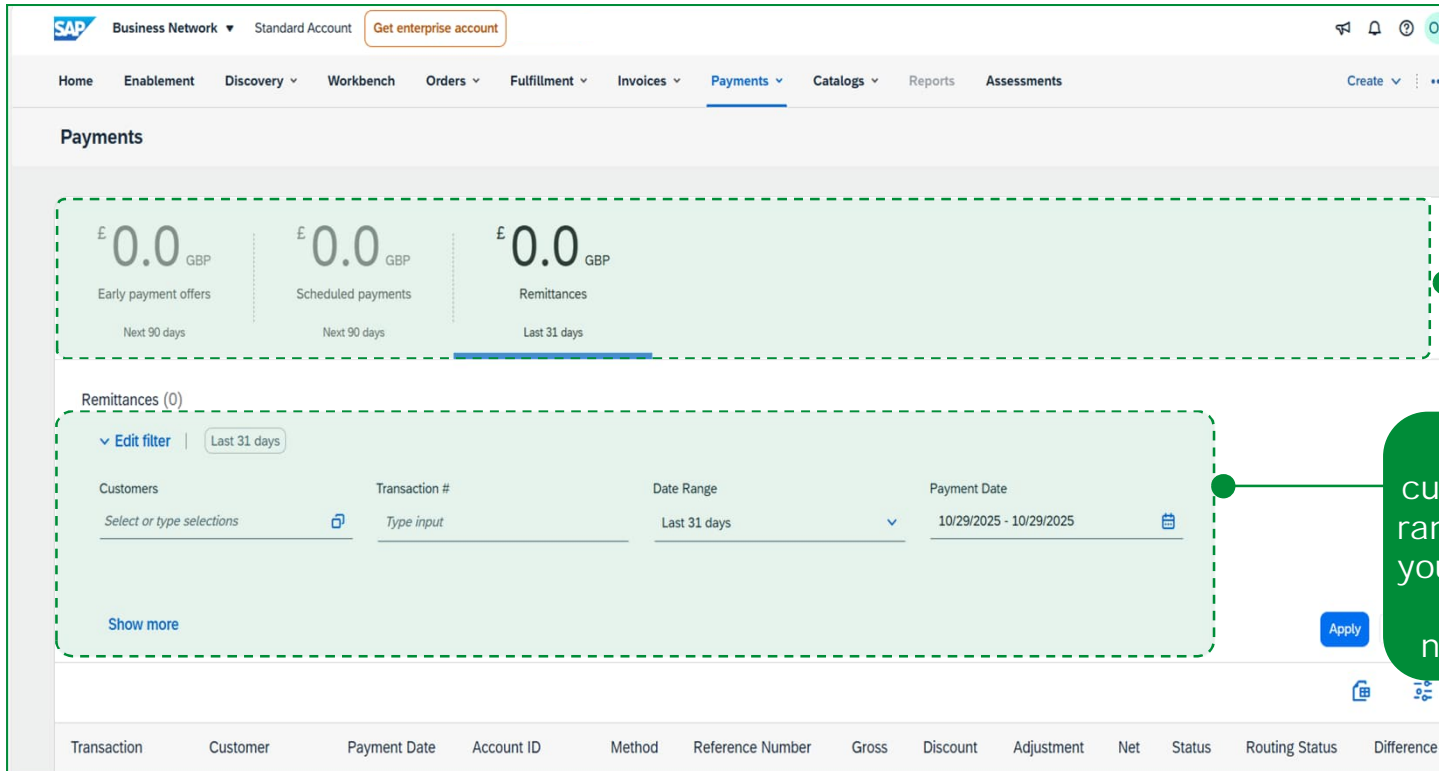
Click on Remittances to access the main Payments page

Payments – Main page

In this section, you can check the status and details of your payments using the dashboard options and available filters. Keep in mind that if you work with multiple customers in SAP Business Network, the orders will appear in a single view. Therefore, it is important to use filters to locate the information you need.

The general dashboard shows the status and amounts of payments associated with the account

Basic filters allow you to filter by customer, transaction number, date range, and payment date. In addition, you can access advanced filters such as payment method, reference number by clicking on Show more

49

Payments – Main page (cont.)

To access a specific transaction, we recommend using filters. In this example, we will use the Customers filter.

Find the customer you need and click Apply

The results are displayed once the filters have been applied

Payments – Main page (cont.)

Click on a transaction number to access its details.

Click to view transaction details

Payments – Details

Check the complete payment information, in the first part of the screen you can consult buyer data, items ordered and, in case of an order for items, you can also access the associated invoice to maintain traceability.
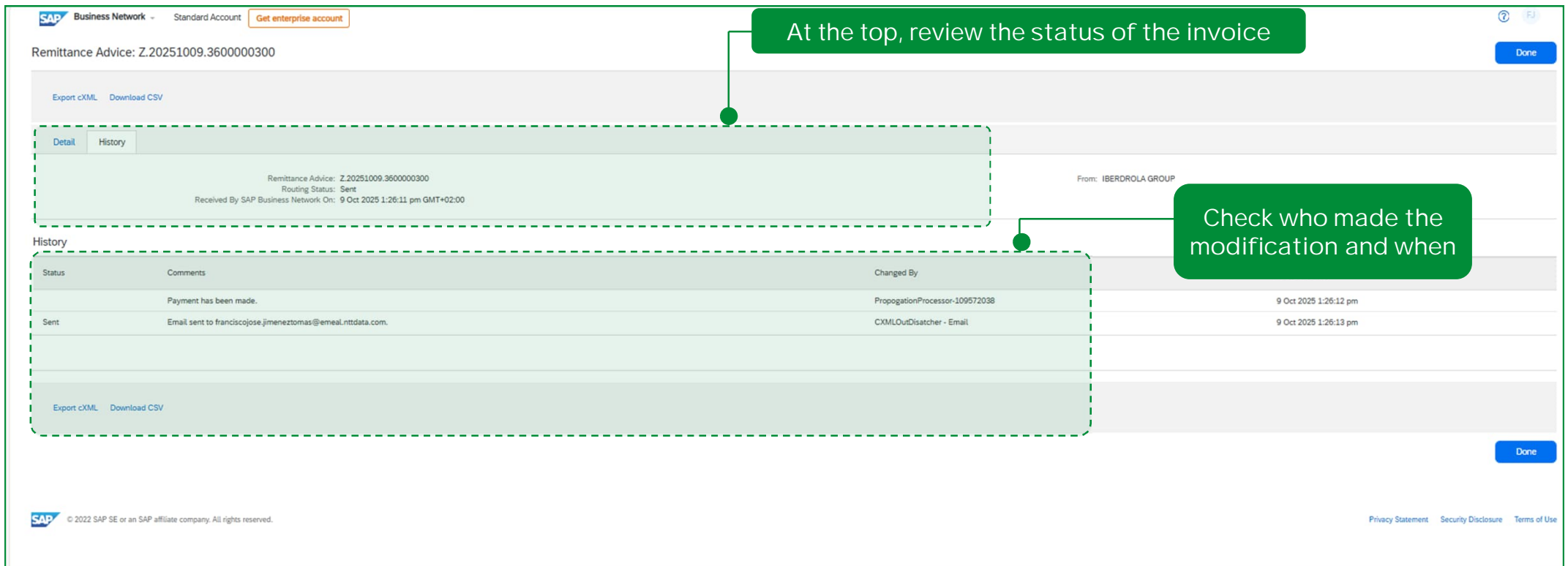
Customer and supplier information

Payment details

Date, method, and status of payment

If the payment already has an associated invoice, it will appear here, and you will be able to check the complete traceability of the order (only when it is an order for items)

52

Payments – History

To complete the review of Payments, consult the complete record of statuses and updates, including status changes, comments, and responsible parties.

Click here to review the payment history

Payments – History (cont.)

From this view, you can review each event in chronological order.

At the top, review the status of the invoice

Check who made the modification and when

Supplier Manual

Thank you

December 2025