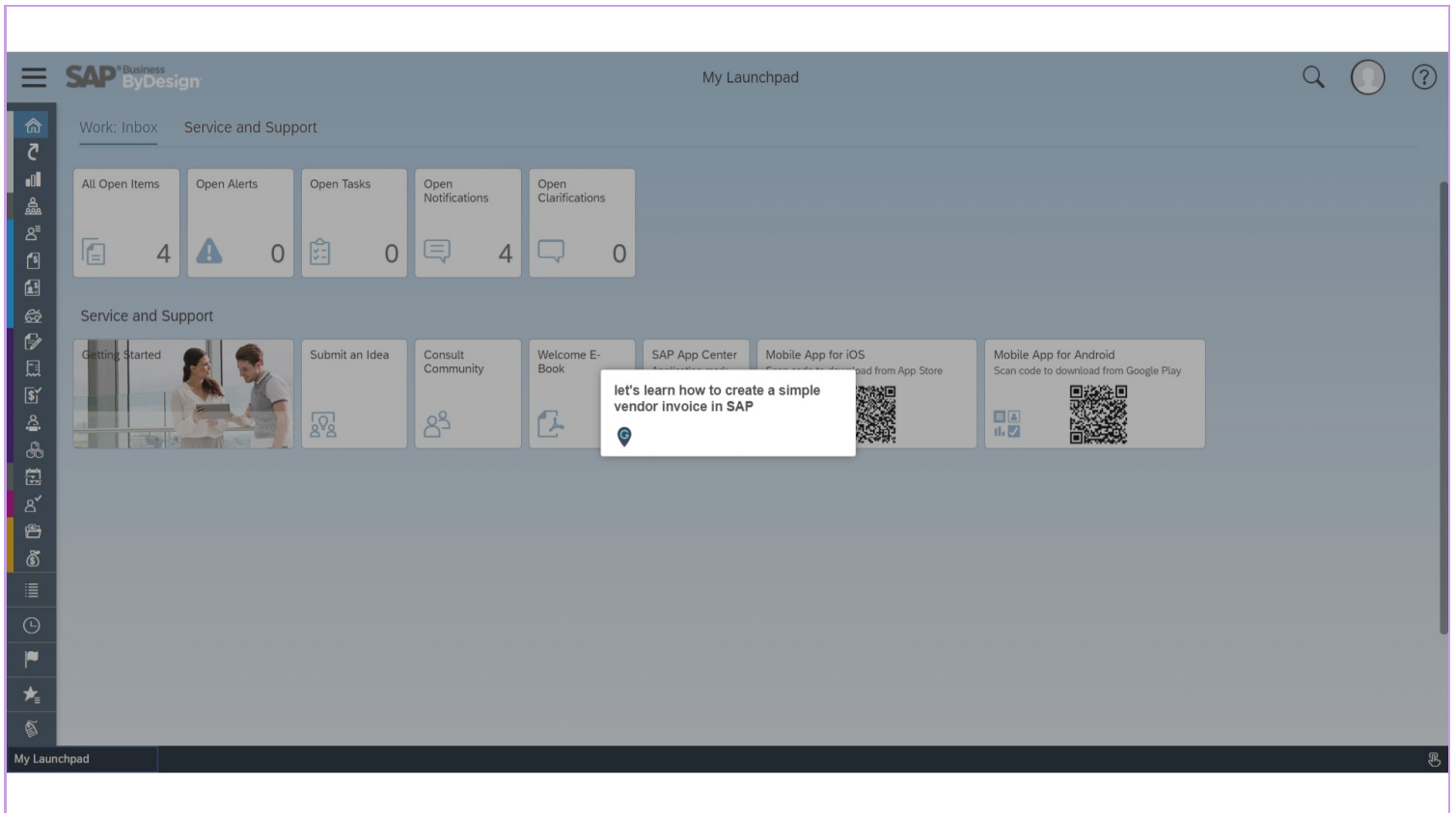




How to enter vendor invoice in SAP

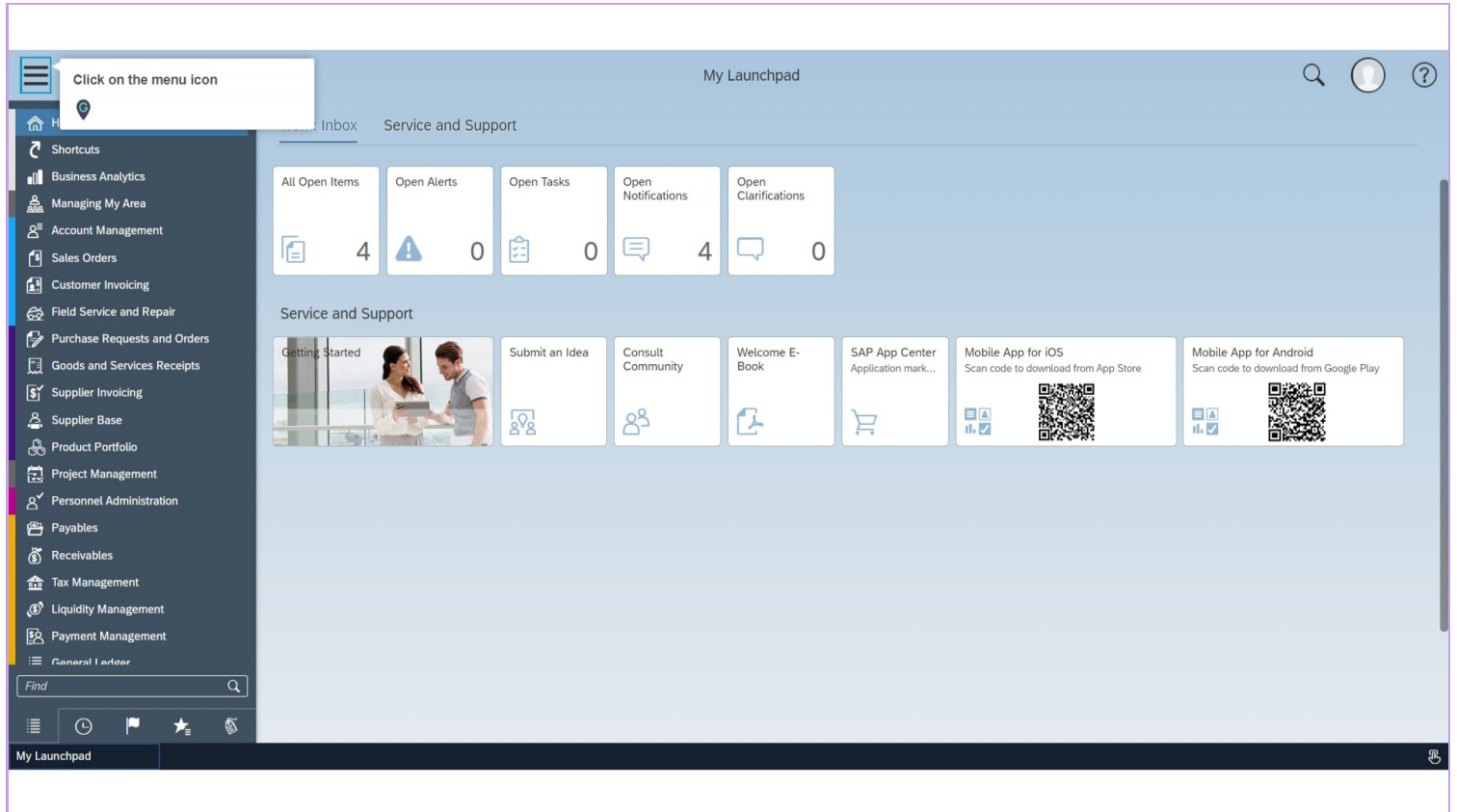
# Step: 01

let's learn how to create a simple vendor invoice in SAP



# Step: 02

Click on the menu icon



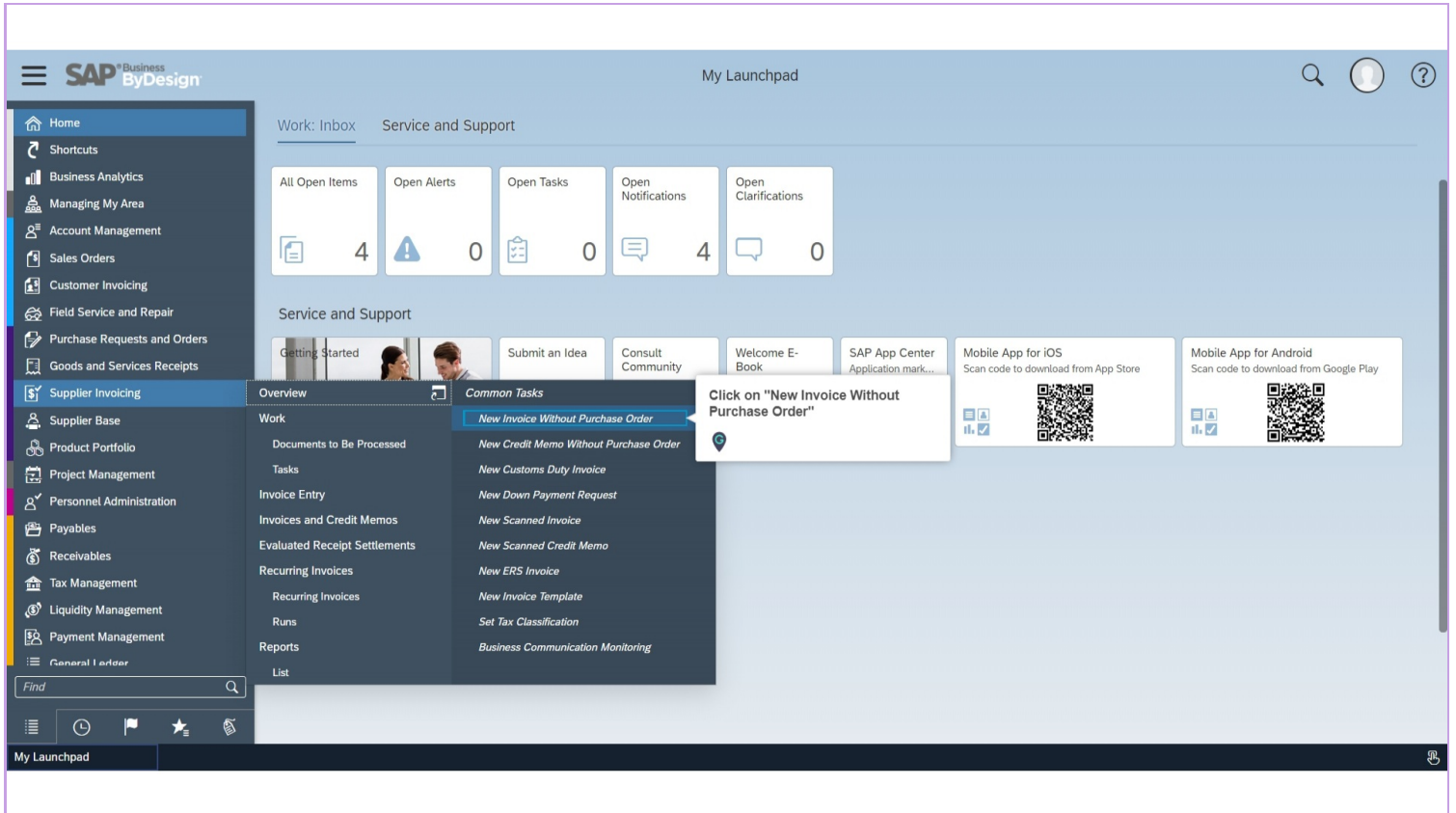
## Step: 03

Click on "Supplier Invoicing"

The screenshot displays the SAP Business ByDesign My Launchpad interface. On the left, a navigation sidebar is visible with the following menu items: Home, Shortcuts, Business Analytics, Managing My Area, Account Management, Sales Orders, Customer Invoicing, Field Service and Repair, Purchase Requests and Orders, Goods and Services Receipts, **Supplier Invoicing** (highlighted), Supplier Base, Product Portfolio, Project Management, Personnel Administration, Payables, Receivables, Tax Management, Liquidity Management, and Payment Management. A search bar labeled 'Find' is located at the bottom of the sidebar. The main content area is titled 'My Launchpad' and shows a 'Work: Inbox' section with 'Service and Support' filters. Below this, there are five summary cards: 'All Open Items' (4), 'Open Alerts' (0), 'Open Tasks' (0), 'Open Notifications' (4), and 'Open Clarifications' (0). The 'Service and Support' section includes several tiles: 'Getting Started', 'Submit an Idea', 'Consult Community', 'Welcome E-Book', 'SAP App Center Application mark...', 'Mobile App for iOS Scan code to download from App Store', and 'Mobile App for Android Scan code to download from Google Play'. A tooltip with the text 'Click on "Supplier Invoicing"' points to the 'Supplier Invoicing' menu item in the sidebar.

# Step: 04

Click on "New Invoice Without Purchase Order"



# Step: 05

please select "Supplier" from the menu, if supplier is not there click new and enter a new supplier

The screenshot shows the SAP Business ByDesign 'New Invoice' interface. A callout box in the top left corner contains the text: "please select 'Supplier' from the menu, if supplier is not there click new and enter a new supplier". The interface includes a top navigation bar with the SAP logo and 'New Invoice' title. Below this are several sections: 'General Information' with fields for External Document ID, Invoice Date, Receipt Date, Total Gross Amount, Total Tax Amount, Invoice Entry (Net/Gross), and Invoice Approval; 'Reference Documents' with fields for Order ID, Template ID, Invoice Description, Posting Date, Payment Reason, Payment Terms, and Due Date; and an 'Items' table with columns for ID, Product Type, Product ID, Description, Product Category ID, Quantity, Tax Code, G/L Account, Amount to..., Net Price, Net Amount, and Acc. The 'Items' table currently has one row with ID '1'. At the bottom right, there are summary fields for Subtotal, Total Tax Amount, and Total Gross Amount. The bottom status bar shows 'My Launchpad' and 'New Invoice'.

# Step: 06

Click on "External Document ID" Now go ahead and fill all red asterisks

**SAP Business ByDesign** New Invoice

Status: In Process Block: Not Blocked Total Gross Amount: 0.00 USD Supplier: 8167 - Silent Sector LLC

Post Post and New Save Close New Check Show Exceptions Actions View All

**Involved Parties**

Click on "External Document ID" Now go ahead and fill all red asterisks

External Document ID \* [red asterisk] [ ]

Invoice Date: \* [red asterisk] [ ]

Receipt Date: \* [red asterisk] 03/13/2020

Total Gross Amount: \* [red asterisk] 0.00 USD

Total Tax Amount: \* [red asterisk] 0.00 USD

Invoice Entry: Net Gross

Invoice Approval: Not approved

**Reference Documents**

Order ID: [ ] Add New

Template ID: [ ] Update Template

Invoice Description: [ ]

Posting Date: [ ]

Payment Reason: [ ]

Payment Terms: 30 days due net

Due Date: [ ]

**Items**

ID	Product Type	Product ID	Description	Product Category ID	Quantity	Tax Code	G/L Account	Amount to...	Net Price	Net Amount	Acc
1									0.00 USD	0.00 USD	

Subtotal: 0.00 USD  
Total Tax Amount: 0.00 USD  
Total Gross Amount: 0.00 USD

My Launchpad New Invoice

# Step: 07

Enter your invoice description in the item rows and submit the invoice for approval

**SAP Business ByDesign** New Invoice

Status: In Process Block: Not Blocked Total Gross Amount: 0.00 USD Supplier: 8167 - Silent Sector LLC

Post Post and New Save Close New Check Show Exceptions Actions View All

**Involved Parties**  
Buying Company: EDUS1000 - EdCast Inc.  
Supplier: 8167 - Silent Sector LLC New

**General Information**  
External Document ID:  
Invoice Date:  
Receipt Date: 03/13/2020  
Total Gross Amount: 0.00 USD  
Total Tax Amount: 0.00 USD  
Invoice Entry: Net Gross  
Invoice Approval: Not approved

**Reference Documents**  
Order ID: Add New  
Template ID: Update Template  
Invoice Description:  
Posting Date:  
Payment Reason:  
Payment Terms: 30 days due net

**Items**  
Add Row Copy Remove Group by

ID	Product Type	Product ID	Description	Product Category ID	Quantity	Tax Code	G/L Account	Amount to...	Net Price	Net Amount	Acc
1									0.00 USD	0.00 USD	

Subtotal: 0.00 USD  
Total Tax Amount: 0.00 USD  
Total Gross Amount: 0.00 USD

My Launchpad New Invoice



# Thank You!

[myguide.org](https://myguide.org)