

Printing, Exporting and Downloading

This below QRGs will provide you with step-by-step guidance on how to **Print, Export and Download** documentation from the SAP Business Network.



If you see this light bulb, it is a note or additional reminder.

“I require offline versions of documentation hosted in my SBN account, so I print, export or download it onto my personal device.”

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Version Number

1.0

[Click here for further context on the Account Administration Set Up Process](#)





Print Receipts and Remittances

“I would like a hard copy of a Receipt or Remittance which I have generated, so I print it from my SBN account.”

Printing Receipts and Remittances

1. Locate and open the required receipt. To learn how to action this process, refer to [Locating and Viewing Receipts](#)
2. Click **Print**, to review the *printing preview*, then, click **Print**
3. Locate and open the required remittance. To learn how to action this process, refer to [Locating Remittances Advices](#)
4. Repeat steps 1-3 to *print* the Remittance

1 Receipt: 660052204380672023

2 Print Export cXML

Detail History

Print Total: 1 sheet of paper

Printer: secure_print on superhpprint

Copies: 1

Layout: Portrait

Pages: All

Colour: Colour

Print on both sides: Print on both sides

More settings

Print using system dialogue... (Ctrl+Shift+P)

Print Cancel

01/12/2023, 12:46 SAP Business Network Supplier

Print | Export cXML

Detail

From: Rio Tinto - TEST
14486 Borax Rd
Boron, CA 93516
United States

To: Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Receipt:
Receipt No.: 660052204380672023
Receipt Date: 29 Nov 2023

Routing Status: Sent
Related Documents: 3029029674
3029029674
3029029674

Receipt Line Number	Order Line Number	Supplier Part #	Part #	Supplier Batch #	Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
1	1					TEST		1.0 EA	Not Specified	Received			

Purchase Order: 3029029674 (Closed For Receiving)

Description:

Receipt received on: Wednesday 29 Nov 2023 8:00 PM GMT+08:00
Received by SAP Business Network on: Wednesday 29 Nov 2023 8:16 PM GMT+08:00
This Receipt was sent by Rio Tinto - TEST AN01003886221-T and delivered by SAP Business Network.

Print | Export cXML

3 Remittance Advice: 300020202685982017 (Paid)

4 Print Export cXML Download CSV



Export Receipts and Remittances

“I need to export the Receipt or Remittance which I have generated, so I action this from my SBN account.”

Exporting Receipts and Remittances

1. Locate and open the required receipt. To learn how to action this process, refer to [Locating and Viewing Receipts](#)
2. Click **Export cXML** to initiate the download which will appear in the upper right-hand corner of the browser
3. Locate and open the required remittance. To learn how to action this process, refer to [Locating Remittances Advices](#)
4. Repeat steps 1-3 to *export or download* the Remittance

The screenshot shows the SAP Business Network interface for an Enterprise Account. At the top, the receipt ID 'Receipt: 660052204380672023' is highlighted with a red box and a '1' in a red circle. Below it, the 'Export cXML' button is highlighted with a red box and a '2' in a red circle. A red dashed line connects the 'Export cXML' button to a 'Downloads' dialog box in the top right corner. The dialog box shows the filename '660052204380672...' and options for 'Open' and 'Save as'. The receipt details below show the sender 'Rio Tinto - TEST' and the recipient 'Rio Test Supplier AU'.

The screenshot shows the SAP Business Network interface for a Remittance Advice. The ID 'Remittance Advice: 300020202685982017 (Paid)' is highlighted with a red box and a '3' in a red circle. Below it, the 'Export cXML' button is highlighted with a red box and a '4' in a red circle. The interface shows the sender 'Rio Tinto - TEST' and the recipient 'Rio Test Supplier AU'. A summary box on the right displays the remittance details: 'REMITTANCE ADVICE 300020202685982017 (Paid)', 'Gross Amount: \$220.00 AUD', 'Withholding Tax: (\$0.00 AUD)', and 'Amount Paid: \$220.00 AUD'.



Print Finalised Invoices

“I have finalised my invoice and would like a hard copy, so I print the invoice from my SBN account.”

Printing Finalised Invoices

1. Locate and open the required Purchase Order. To learn how to action this process, refer to [Locating and Reviewing Purchase Order](#)
2. Finalise the invoice. To learn how to action this process, refer to [Submitting an Invoice for Material/Goods Orders](#)
3. Click **Print** to review the *printing preview*
4. Click **Print**



Note: If the required invoice is a Partial Invoice, refer to [Creating and Finalising a Partial Invoice](#) to learn how to action the process

SAP Business Network Enterprise Account

Purchase Order: 3000969126

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail Order History

SAP Business Network Enterprise Account

Invoice 1234567891234567 has been submitted.

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

Print Total: 1 sheet of paper

Printer: secure_print on superhprint

Copies: 1

Layout: Portrait Landscape

Pages: All Odd pages only Even pages only e.g. 1-5, 8, 11-13

Colour: Colour

Print on both sides: Print on both sides

Print Cancel

01/12/2023, 13:37 SAP Business Network Supplier

"Copy Invoice - This is not a TAX Invoice"

Standard Invoice / Tax Invoice

Invoice Number: 1234567891234567 Subtotal: \$200.00 AUD
Invoice Date: Friday 1 Dec 2023 1:36 PM GMT+08:00 Total Tax: \$20.00 AUD
Original Purchase Order: 3000969126 Amount Due: \$220.00 AUD
Origin: Supplier

REMIT TO:	BILL TO:	SUPPLIER:
Rio Test Supplier AU	Pilbara Iron Co Serv PIL	Retail Services
Postal Address: PENSKO POWER SYSTEMS (10060204) HAZELMERE WAU 6055 Australia Remit To ID: 10060204	Postal Address (Pilbara Iron Company (Services) Pty Ltd): 152 St Georges Terrace Perth WA 6000 Australia Phone : +61 () 08 9327 2327 Fax : +61 () 08 9327 2346	Postal Address: 12 Erin Way Brisbane QLD 4000 Australia

BILL FROM:	CUSTOMER:
Rio Test Supplier AU	Pilbara Iron Co Serv PIL
Postal Address: Test Address AU Brisbane VIC 4000 Australia	Postal Address: 152 St Georges Terrace Perth WA 6000 Australia

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
Rio Test Supplier AU	Tom Price Mine Site
Postal Address: Test Address AU Brisbane VIC 4000 Australia	Postal Address: Mine Road Tom Price WA 6751 Australia Address ID: 3016



Print Purchase Orders

“I would like hard copy of my PO, so I print it from my SBN account.”

Printing Purchase Orders

1. Locate and open the required Purchase Order. To learn how to action this process, refer to [Locating and Reviewing Purchase Order](#)
2. Click *Print Icon*, then, select the relevant printing option
3. Review the *printing preview*
4. Click **Print**

1. SAP Business Network Enterprise Account

Purchase Order: 3000969126

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: To: Purchase Order

2. Print icon

All Details

Print Screen Contents Only

3. Print

Total: 1 sheet of paper

Printer: secure_print_on_auperhpprint

Copies: 1

Layout: Portrait

Pages: All

Colour: Colour

Print on both sides: Print on both sides

4. Print

Cancel

01/12/2023, 13:53 SAP Business Network Supplier

Purchase Order: 3000969126

Order Detail

This purchase order was delivered by SAP Business Network. For more information about Aniba and SAP Business Network, visit <https://www.aniba.com>.

From:	To:	Purchase Order
Pilbara Iron Co Serv P/L 152 St Georges Terrace Perth WA 6000 Australia Phone: +61 () 08 9327 2327 Fax: +61 () 08 9327 2346	Rio Test Supplier AU Test Address AU Brisbane Victoria 4000 Australia Phone: Fax: Email: kade.morton@sap.com	(Invoiced) 3000969126 Amount: \$200.00 AUD Version: 1

Buyer ABN: 35107210248

Payment Terms: 0.000% 30 Within 30 days Due net

Routing Status: Acknowledged

Comments: Goods and Services Tax Please note these items are quoted exclusive of GST invoicing Details Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901. E-mail Invoices: rssp@invoicess@riotinto.com Fax Invoices: +61 ...

Contact Information	Supplier Address	RioTinto-Contact
FRANKLIN EMPIRE DARNLEY 8421 40001 MOUNT ROYAL Serbia Email: subhash.karpil@riotinto.com Phone: +381 () 0894057999 Fax: +381 () 0894057998 Address ID: 10134624 Buyer ID: 10134624	FRANKLIN EMPIRE DARNLEY 8421 40001 MOUNT ROYAL Serbia Email: subhash.karpil@riotinto.com Phone: +381 () 0894057999 Fax: +381 () 0894057998 Address ID: 10134624 Buyer ID: 10134624	PANANDBHARDWAJ Email: (Pranava.Anandbhardwaj@riotinto.com) Pranava.Anandbhardwaj@riotinto.com Address ID: 301

Other information: Supplier VAT ID: 123456789

Order Type: Goods PO

Ship All Items To	Bill To	Deliver To
Tom Price Mine Site Mine Road Tom Price WA 6751	Pilbara Iron Co Serv P/L 152 St Georges Terrace Perth WA 6000	



Download Purchase Orders

“I would like soft copy of my PO, so I download and save it onto my personal device.”

Downloading Purchase Orders

1. Locate and open the required Purchase Order. To learn how to action this process, refer to [Locating and Reviewing Purchase Order](#)
2. Click the *Download Icon*, then, select the relevant download option. The download will appear in the upper hand corner of the browser

The screenshot shows the SAP Business Network interface for a purchase order. The order number '3000969126' is highlighted with a red box and a '1' in a circle. In the top right corner, a 'Download' icon (a blue arrow pointing down) is highlighted with a red box and a '2' in a circle. A red dashed line connects the download icon to the 'Downloads' window in the second screenshot.

SAP Business Network Enterprise Account

Purchase Order: 3000969126

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To:
Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Download PDF
Download CSV
Export cXML
Amount: \$200.00 AUD
Version: 1
Track Order

Payment Terms ⓘ
0.000% 30
Within 30 days Due net

Comments
Goods and Services Tax Please note these items are quoted exclusive of GST Invoicing Details Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtsPTHinvoices@riotinto.com Fax Invoices: +61 ... View more »

Routing Status: Acknowledged
Related Documents: 1234567891234567
Test

The screenshot shows the same SAP Business Network interface, but with the 'Downloads' window open in the top right corner. The window displays the file name '3000969126 (1).p...' and offers 'Open' and 'Save as' options. The 'Save as' option is highlighted with a red box.

SAP Business Network Enterprise Account

Purchase Order: 3000969126

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To:
Rio Test Supplier AU
Test Address AU
Brisbane Victoria 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order (Invoiced)
3000969126
Amount: \$200.00 AUD
Version: 1
Track Order

Payment Terms ⓘ
0.000% 30
Within 30 days Due net

Comments
Goods and Services Tax Please note these items are quoted exclusive of GST Invoicing Details Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtsPTHinvoices@riotinto.com Fax Invoices: +61 ... View more »

Routing Status: Acknowledged
Related Documents: 1234567891234567
Test

Downloads

What do you want to do with 3000969126 (1).p...

Open Save as

See more

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.