

SBN Freight cost

How to add freight cost

Aug 2026



Adding freight costs at header level



Step 1: In the invoice overview, click "Add to Invoice Header".

Step 2: Select "Shipping Costs".

SAP Business Network Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4501891417

Invoice #: R5Ym4IW17JntVm5L

Invoice Date: 24 Aug 2026

Remit To: Siemensstraße

Aschersleben

Germany

Bill To: Nemak Pilsting GmbH

Pilsting

Germany

Subtotal: 1,050.00 EUR

Total Tax: 199.50 EUR

Amount Due: 1,249.50 EUR

Shipping

Header level shipping Line level shipping

Ship From: JJC-TEST

Aschersleben

Germany

Ship To: Nemak Pilsting GmbH

Pilsting

10

Germany

Deliver To: TPETZENKA

View/Edit Addresses

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Adding freight costs at header level



Step 3: Enter the amount. Click “Update” to add the shipping costs to the total invoice amount.

Germany

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: JJC-TEST

Aschersleben

Germany

Ship To: Nemak Pilsting GmbH

Pilsting

10

Germany

Deliver To: TPETZENKA

View/Edit Addresses

Shipping Cost

Shipping Amount: 10

Shipping Date:

Remove

Shipping Tax

Adding freight costs at header level



Step 4: Tax. Freight costs often need to be taxed. Ensure that you select the correct tax rate when adding the costs.

** Indicates required field*

Add to Header ▾

Shipping Tax

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: JJC-TEST

Aschersleben

Germany

Ship To: Nemak Pilsting GmbH

Pilsting

10

Germany

Deliver To: TPETZENKA

Shipping Cost

Shipping Amount: 10.00 EUR

Shipping Date:

Shipping Tax

Category: * 12% additional costs ▾

Location:

Description:

Regime: ▾

Taxable Amount: 10.00 EUR

Tax Rate Type:

Rate(%): 12

Tax Amount: 1.20 EUR

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Adding freight costs at header level (New UI)



Step 1: In the invoice overview, scroll down to section „Shipping Cost”.

Step 2: Enter the amount and click „Add Tax Item”.

New Invoice

Details

Tax ID Details

Line Items

Additional Amounts

Additional Information

Attachments

Summary

Payment Terms

Shipping Cost

Date:

e.g. Dec 31, 2026, 11:59:58 PM

Total:

10.00

EUR

Shipping Tax (1)

Search

Add Tax Item

☐ Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
☐ VAT	%		10.00 EUR	EUR

Additional Information

Adding freight costs at header level (New UI)



Step 3: Select the empty checkbox in the Tax section, then click the navigation button to complete all required details.

Shipping Tax (Selected: 1, Rows: 1)

Search

Q

Add Tax Item

☒ Tax Category	Tax Rate	Description	Taxable Amount	Total Tax
☒ VAT	12.000 %		10.00 EUR	1.20 EUR

>

Navigation (Enter)

Additional Information

Adding freight costs at header level (New UI)



Step 4: Enter all required details and click „Apply”.

Additional Tax Details

Tax Category:

VAT

Tax Rate:

12.000

%

Tax Description:

Taxable Amount:

10.00

EUR

Tax Total:

1.20

EUR

Additional Tax Details

Date Of Supply:

Aug 24, 2026, 2:00:00AM

Tax Regime:

Date of Prepayment:

e.g. Dec 31, 2026, 11:59:58 PM

Tax Rate Type:

Tax Location:

Exempt Detail:

Law Reference:

Triangular Transaction:



Nemak

Innovative Lightweighting