

# Invoicing

## How to Submit an Invoice for Material/Goods Orders in the SAP Business Network



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

*“I need to bill Rio Tinto for goods supplied, so I create a standard invoice in SBN”*



Your Account Administrator may have created specific roles to assign to users which perform different activities. These roles have a unique name and set of associated permissions that specify what the assigned users can see and do in SBN. These roles usually correspond to your functional role within your company. Please reach out to your Account Administrator for any missing authorisations. Refer to [Create Roles](#) and [Create Users](#) to learn how to action these processes.

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|----------------|-----|
| Version Number | 1.0 |
|----------------|-----|

Click here for further context on the Invoicing Process



# Submit an Invoice for Material/Goods Orders (1/3)

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click the relevant **Order Number** to open the Purchase Order
3. Click the **Create Invoice** drop-down, then, click **Standard Invoice**



**Note:** Rio Tinto Business Rules stipulate that you must confirm a PO **before** creating an invoice. If the **Create an Invoice** button is greyed out it is an indication that the PO needs to be confirmed.

**Note:** Options available here may differ depending on the transaction rules between you Rio Tinto.

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. The main navigation menu has 'Orders' highlighted, with a dropdown menu showing 'Orders and Releases'. A red box labeled '1' highlights the 'Orders' dropdown. Below the navigation bar, the 'Orders' section shows a table with columns: Order Number, Customer, Order Inquiries, Amount, Date, Order Status, Amount Invoiced, and Actions. The first row shows Order Number '3000968897' (highlighted with a red box labeled '2'), Customer 'Rio Tinto - TEST', Amount '\$10000 AUD', Date 'Oct 13, 2023', and Order Status 'Confirmed'. Below the table, the 'Purchase Order: 3000968897' section is visible. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red box labeled '3' highlights the 'Create Invoice' button. A dropdown menu is open under 'Create Invoice', showing options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is highlighted. The bottom section shows contact information for 'Pilbara Iron Co Serv P/L' (From) and 'Rio Test Supplier AU' (To), along with the 'Purchase Order (Confirmed) 3000968897' details and a 'Track Order' button.

# Submit an Invoice for Material/Goods Orders (2/3)

4. Enter the **Invoice Number**
5. Confirm or enter the **Invoice Date**
6. Confirm or enter the **Supplier Tax ID**. Refer to [Updating your Tax Information](#) to learn how to add your Tax ID to reduce data entry.
7. If you have multiple remittance addresses, select the appropriate address from the *drop-down menu*
8. To add additional/alternative line items (e.g. Tax, Shipping, Attachments etc.) click the **Add to Header** drop-down and select the appropriate action
9. To add tax information for individual line items, click the **Line level tax** radio button under **Tax**
10. Scroll down to **Supplier VAT ID** and confirm or enter the **Supplier VAT/Tax ID**



**Note:** For Canada when adding tax at the line item level step 9 must be repeated twice; once for GST (5%) and once for QST (9.975%) or one for GST (5%) and once for PST (7%). The action may be required twice depending on the taxes being calculated.

**Note:** For **Australia region**: confirm or enter VAT ID

For **Canada region**: confirm or enter Tax ID which is equivalent to your GST/HAST

For **USA region**: confirm or enter your Tax ID

For **South African region**: confirm or enter your VAT ID

The screenshot shows the 'Create Invoice' page in SAP Business Network. The interface includes a header with 'Update', 'Save', 'Exit', and 'Next' buttons. The main section is titled 'Invoice Header' and contains a 'Summary' table with the following data:

| Field           | Value                           |
|-----------------|---------------------------------|
| Purchase Order  | 3000968897                      |
| Invoice #       | INV1234567                      |
| Invoice Date    | 29 Nov 2023                     |
| Supplier Tax ID | 47073690990                     |
| Remit To        | PENSKE POWER SYSTEMS (10060204) |
| Bill To         | PENSKE POWER SYSTEMS (10060204) |
|                 | FRANKLIN EMPIRE (10134624)      |
|                 | Wombat Lane Enterprises         |

Summary Totals:

| Field      | Value           |
|------------|-----------------|
| Subtotal   | \$10,000.00 AUD |
| Total Tax  | \$1,000.00 AUD  |
| Amount Due | \$11,000.00 AUD |

On the right side, there is a 'Tax' section with a dropdown menu labeled 'Add to Header'. The dropdown menu is open, showing options: Shipping Cost, Shipping Documents, Amount Details, Special Handling, Additional Reference Documents and Dates, Comment, and Attachment.

Below the 'Tax' section, there is a 'Tax' radio button group with two options: 'Header level tax' and 'Line level tax'. The 'Line level tax' option is selected.

At the bottom, there is a 'Supplier VAT' section with a field for 'Supplier VAT/Tax ID' containing the value '156841653'.

# Submit an Invoice for Material/Goods Orders (3/3)

11. Click on the *slide bar* to include the line item

12. Click **Tax Category** checkbox then, select the relevant **Tax category** from the *drop-down menu*

13. Click **Add to Included Lines**

14. To add individual line-item actions to each line item, click the *checkbox* of the required line item

15. Confirm the invoiced quantity. If this is a partial invoice, update the **Quantity** field to reflect the quantity being invoiced.

16. Click the **Line Item Actions** *drop-down* and select the required action you wish to add

17. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly

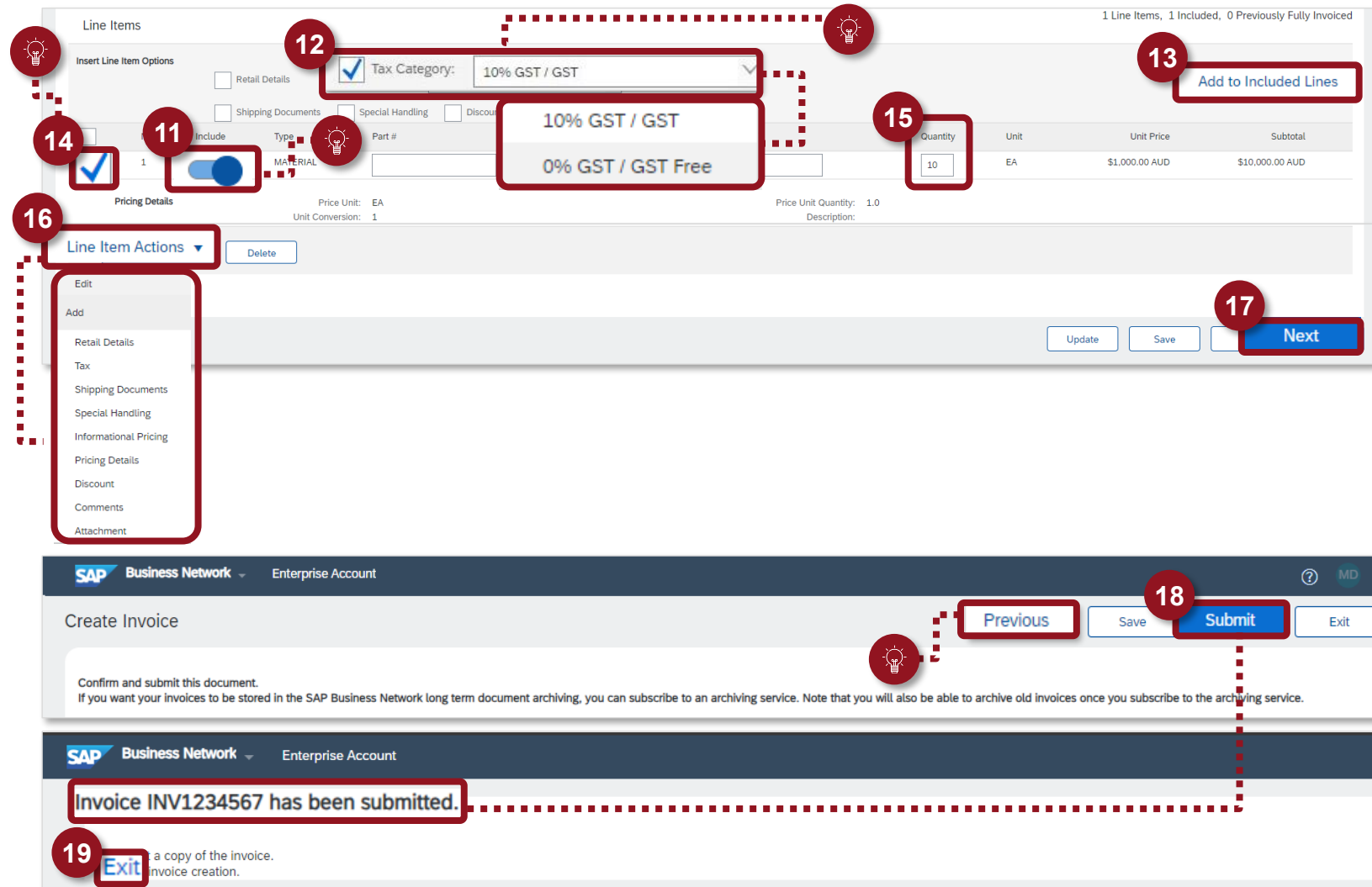
18. Click **Submit** to review the confirmation that the **Invoice has been submitted**

19. Click **Exit**

 **Note:** You can **include** or **exclude** line items. Excluded line items won't be invoiced, this will be indicated on the invoice status as being **Partially Invoiced**.

**Note:** Depending on your region you may be required to add relevant taxes per line item.

**Note:** Use the *select all* checkbox to add the tax category for each line and to delete multiple lines off an invoice.



The screenshot displays the SAP Business Network 'Create Invoice' interface. It features a 'Line Items' section with a table containing one item. Callout 11 points to the 'Include' checkbox. Callout 12 points to the 'Tax Category' dropdown menu, which is set to '10% GST / GST'. Callout 13 points to the 'Add to Included Lines' button. Callout 14 points to the 'Line Item Actions' dropdown menu, which is open, showing options like 'Edit', 'Add', 'Retail Details', 'Tax', 'Shipping Documents', 'Special Handling', 'Informational Pricing', 'Pricing Details', 'Discount', 'Comments', and 'Attachment'. Callout 15 points to the 'Quantity' field, which is set to '10'. Callout 16 points to the 'Line Item Actions' dropdown menu. Callout 17 points to the 'Next' button. Callout 18 points to the 'Submit' button. Callout 19 points to the 'Exit' button. A confirmation message at the bottom states 'Invoice INV1234567 has been submitted.'.

| Quantity | Unit | Unit Price     | Subtotal        |
|----------|------|----------------|-----------------|
| 10       | EA   | \$1,000.00 AUD | \$10,000.00 AUD |

1 Line Items, 1 Included, 0 Previously Fully Invoiced

10% GST / GST

0% GST / GST Free

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

Line Item Actions

Edit

Add

Retail Details

Tax

Shipping Documents

Special Handling

Informational Pricing

Pricing Details

Discount

Comments

Attachment

Update

Save

Next

Previous

Save

Submit

Exit

Confirm and submit this document.

If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Invoice INV1234567 has been submitted.

Exit

a copy of the invoice.

invoice creation.

# 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.