

Invoicing

How to Add and Manage Attachments to an Invoice in the SAP Business Network



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

“I need to provide delivery notes in relation to a recently submitted invoice, so, I add it as an attachment to my invoice in SBN”



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.

Version Number	1.0
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[Click here for further context on the Invoicing Process](#) 

Adding an Attachment to an Invoice (1/2)

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**
4. Scroll down to **Supplier VAT** and click the **Add to Header** drop-down, then, select **Attachment**

SAP Business Network - Account

Home Enablement Work Orders and Releases Invoices Payments Catalogs Reports Messages Assessments Create

Orders

Order Inquiries

256	27	6	0	94	42	66	0	34
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice	Orders to Summary invoice	Orders with service line
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Show more Apply Reset

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000968964	Rio Tinto - TEST	\$10000 AUD	Nov 2, 2023	Invoiced	\$10000 AUD	...
3000968997	Rio Tinto - TEST	\$2000000 AUD	Nov 1, 2023	Changed		...
3000969005	Rio Tinto - TEST	\$20300 AUD	Nov 2, 2023	Changed		...

SAP Business Network - Enterprise Account

Purchase Order: 3000968964 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

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)
3000968964
Amount: \$10,000.00 AUD
Version: 2 (Previous Version)
Track Order

4 Add to Header

Shipping Cost

Shipping Tax

Shipping Documents

Amount Details

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

1 Line Items, 0 Included, 1 Previously Fully Invoiced

Category: 10% GST / GST Add to Included Lines

Handling Discount Informational Pricing

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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Note: Attachment total cannot exceed 100MB

Note: Common examples of invoice attachments include Packing Slips (Delivery Notes), Signed Proof of Delivery (POD), Copy of Waybill, Bill of Lading (BOL) and a supplier's PDF invoice copy.

Adding an Attachment to an Invoice (2/2)

5. Click on **Choose File**
6. A pop-up window will appear. Select the *file required* from your personal device, then, click **Open**
7. Click **Add Attachment** (to add additional attachments repeat Steps 4 to 7)
8. To remove the attachment, select the *checkbox* next to the document, then, click **Delete**
9. Click **Next** to begin finalising the invoice. To learn how to action this process, refer to [submitting an Invoice](#)



Note: Allowed document types include; PDF, FAX, DOCX, DOC, HTML, JPG, MSG, PPT, PPTX, VSD, XLS, XLSX, XML, ZIP

Note: After you submit an invoice, you can edit the attachments only for invoices in cancelled, failed or rejected statuses. For invoices in other statuses, please work with P2P.Concierge@riotinto.com to decide how to send the attachments.

Attachments

The total size of all attachments cannot exceed 10MB

5 Choose File | No file chosen | Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test Attachment.docx	17718	application/vnd.o

Delete

File name: Test Attachment | All | **6** Open | Cancel

Attachments

The total size of all attachments cannot exceed 10MB

7 Choose File | No file chosen | Add Attachment

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> Test Attachment.docx	17718	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

Update | Save | Exit | **9** Next

Adding an Attachment to an Invoice at a Line-Item Level (1/2)

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**
4. Scroll down to **Line Items** and click the *checkbox* of the required line item
5. Click on the *slide bar* to include the line item
6. Click the **Line-item Actions** drop-down and select **Attachment**

SAP Business Network - Enterprise Account

Home Enablement Discovery Workben Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments

Orders

104	16	26	0	28	11	38	0
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice	Orders to Summary in
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3029030006	Rio Tinto - TEST	\$32770.9 CAD	Dec 11, 2023	Invoiced	\$32770.9 CAD	...
3029029990	Rio Tinto - TEST	\$2705 CAD	Dec 12, 2023	Invoiced	\$2705 CAD	...

SAP Business Network - Enterprise Account

Purchase Order: 3029030006

Create Order Confirmation Create Ship Notice Create Invoice Standard Invoice Line-Item Credit Memo Line-Item Debit Memo

From: Rio Tinto Alcan Inc
400-1190 Avenue des Canadiens-de-Montreal
Montreal QC H3B 0E3
Canada
Phone: +1 () 877-300-3110
Fax: +1 () 514-848-8116
Buyer ABN: 100119213RT0001

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

Purchase Order (Invoiced)
3029030006
Amount: \$32,770.90 CAD
Version: 1

Track Order

Line Items 3 Line Items, 1 Included, 3 Previously Fully Invoiced

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST

Shipping Documents Special Handling Discount Informational Pricing

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL	1621 4016 00	POT ECHAPPEMENT:ATLASCOPI:1623198700	20281542	0	EA	\$270.50 CAD	\$0.00 CAD

Line Item Actions Edit Add Retail_Details Discount Comments Attachment

Adding an Attachment to an Invoice at a Line-Item Level (2/2)

7. Click **Choose File**
8. A pop-up window will appear. Select the *file required* from your personal device, then, click **Open**
9. Click **Add Attachment** (to add additional attachments repeat Steps 4 to 7)
10. To remove the attachment, select the *checkbox* next to the document, then, click **Delete**
11. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly
12. Click **Submit** to review the confirmation that the **Invoice has been submitted**
13. Click **Exit**



Note: Attachment total cannot exceed 100MB

Note: If the tax information entered is incorrect, click **Previous** to edit

The screenshot shows the 'Attachments' section of a software interface. At the top, a message states 'The total size of all attachments cannot exceed 10MB'. Below this, there is a 'Choose File' button (circled in red with a '7') and an 'Add Attachment' button. A table lists the current attachment: 'Test Attachment.docx' with a size of 17718 bytes and content type 'application/vnd.o'. A 'Delete' button is next to it. A file selection dialog is open, showing the 'Downloads' folder with a file named 'Test Attachment' (17.2 KB) selected (circled in red with an '8'). The 'Open' button in the dialog is also circled in red with an '8'.

This screenshot shows the 'Attachments' section after adding a file. The message 'The total size of all attachments cannot exceed 10MB' is present. The 'Choose File' button now says 'No file chosen' (circled in red with a '9'). The 'Add Attachment' button is circled in red with a '9'. A lightbulb icon is next to it. The table now shows two attachments: 'Test Attachment.docx' with a size of 272566 bytes and content type 'application/vnd.openxmlformats-officedocument.wordprocessingml.document'. A checkbox is checked next to it (circled in red with a '10'), and the 'Delete' button is circled in red with a '10'. At the bottom, there are 'Update', 'Save', 'Exit', and 'Next' buttons. The 'Next' button is circled in red with a '11'.

The screenshot shows the 'SAP Business Network' 'Create Invoice' page. The header includes 'SAP Business Network' and 'Enterprise Account'. The main heading is 'Create Invoice'. Below it, there are 'Previous', 'Save', 'Submit', and 'Exit' buttons. The 'Submit' button is circled in red with a '12'. A lightbulb icon is next to the 'Submit' button. Below the buttons, there is a confirmation message: '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.'

The screenshot shows the 'SAP Business Network' 'Enterprise Account' page with a confirmation message: 'Invoice RIO1234567654 has been submitted.' (circled in red with a '13'). Below the message, there is a 'Print a copy of the invoice.' link and an 'Exit' button (circled in red with a '13').

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.