

# Service Order Invoicing

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## How to Add Multiple Child Line Items in the SAP Business Network



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

*“I need to invoice for multiple services provided, so I add multiple child line items to my invoice”*



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.

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<b>Version Number</b>	1.0
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[Click here for further context on the Service Order Invoicing Process](#)

# Add Multiple Child Line Items (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**
4. Enter the **Invoice Number**
5. Confirm or enter the **Invoice Date**
6. Confirm or enter the **Supplier Tax ID**
7. If you have multiple remittance addresses, you can select one that applies from the *drop-down menu*



**Note:** Only confirmed purchase orders can have an Invoice created

**Note:** The **Invoice Date** will be auto-populated with today's date

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Orders' and 'Orders and Releases'. A table lists purchase orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first order, 3122944946, is highlighted. Below the table, the 'Purchase Order: 3122944946' page is shown, featuring buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' button is selected, and a dropdown menu shows 'Standard Invoice' as the chosen option. The 'Invoice Header' section contains a 'Summary' table with fields for Invoice #, Invoice Date, Supplier Tax ID, and Remit To. The 'Summary' table also includes a totals section with Subtotal, Total Tax, and Amount Due, all set to \$0.00 AUD.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3122944946	Rio Tinto - TEST	\$2000 AUD	Nov 20, 2023	Confirmed		...
3029029205	Rio Tinto - TEST	\$10000 AUD	Oct 26, 2023	Confirmed		...
3029029256	Rio Tinto - TEST	\$200 AUD	Nov 2, 2023	Confirmed		...

Invoice #	Invoice Date	Supplier Tax ID	Remit To
345678912	4 Dec 2023	47073690990	PENSKE POWER SYSTEMS (10060204)

Subtotal	Total Tax	Amount Due
\$0.00 AUD	\$0.00 AUD	\$0.00 AUD

# Add Multiple Child Line Items (2/3)

8. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT Number**
9. Add different sections to the header by clicking on **Add to Header** drop-down. Refer to [Adding an attachment at Header level](#) to learn how to action this process
10. Click **Add/ Update** under *Line Items*, then, select the relevant option from the *drop-down menu*
11. Enter information on the empty fields
12. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly

Supplier VAT

Supplier VAT/Tax ID: 156841653

Add to Header

- Tax
- Shipping Cost
- Shipping Documents
- Amount Details
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

Tax Category: 10% GST / GST

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
			Cape Lamb Fast Start Implementation					

Add/Update

- Add General Service
- Add Labor Service
- Add Material

Insert Line Item Options

Retail Details  Tax Category: 10% GST / GST

Discount  Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Cape Lamb Fast Start Implementation					
1	<input checked="" type="checkbox"/>	SERVICE		Consulting Service		1	1	\$500.00 AUD	\$500.00 AUD

Service Period: Service Start Date: 4 Dec 2023 Service End Date: 8 Dec 2023

Line Item Actions Delete

Update Save Next

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

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

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

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

**Note:** This example outlines the fields for a General Service line item.



# Add Multiple Child Line Items (3/3)

13. Click **Submit** to exit where the screen will indicate that the **Invoice has been submitted**

14. Click **Exit**

SAP Business Network Enterprise Account

Create Invoice

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.

Standard Invoice / Tax Invoice

Invoice Number: 345678912  
Invoice Date: Monday 4 Dec 2023 12:00 PM GMT+08:00  
Original Purchase Order: 3122944946

Subtotal: \$2,000.00 AUD  
Total Tax: \$200.00 AUD  
Amount Due: \$2,200.00 AUD

**REMIT TO:**  
Rio Test Supplier AU  
Postal Address:  
PENSKE POWER SYSTEMS (10060204)  
HAZELMERE WAU 6055  
Australia  
Remit To ID: 10060204  
Tax ID of Supplier: 47073690990

**BILL TO:**  
Pilbara Iron Co Serv P/L  
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

**SUPPLIER:**  
Retail Services  
Postal Address:  
12 Erin Way  
Brisbane QLD 4000  
Australia

Previous Save Submit Exit

Invoice 345678912 has been submitted.

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



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

**Note:** If it is required to **Print** the invoice, refer to [Print Finalised Invoices](#) to learn how to action this process

# 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.