

Debit Memo with Price Adjustment

How to Create and Finalise a PO Line Item Debit Memo Price Adjustment in the SAP Business Network



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

“The PO price increased after I had already submitted an invoice. Now I need to adjust the original invoice and add the additional value.”



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 Partial Invoicing Process](#) 

Create a Debit Memo Price Adjustment (1/2)

1. From the SBN Home Page navigate to and click the **Invoices** drop-down, then, click **Invoices**
2. Click the relevant **Invoice Number** to open the Invoice
3. Click **Create Line-Item Debit Memo**
4. Enter a **Debit Memo Number**
5. Enter or confirm the **Debit Memo 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 tax information for individual line items, click the **Line level tax** radio button under *Tax*



Note: Only Invoices with an Approved or Sent Status can be used for this process

Note: This process should only be performed when increasing the price of a line item

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Invoices

Invoices

85 Invoices Last 31 days

12 Rejected invoices Last 31 days

0 Overdue invoices - approved Last 31 days

42 Invoices pending approval Last 31 days

22 Approved invoices pending payment Last 31 days

0 Paid invoices Last 31 days

2 Draft invoices Last 50 days

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
3122944906	Rio Tinto - TEST	3122944906	Nov 10, 2023	\$500 CLP	Acknowledged	Approved	Retail Services, Brisbane, QLD, AUS	Rio Tinto Chile Spa, Las Cominas, 13, CHL	...
3029029363	Rio Tinto - TEST	3029029363	Nov 10, 2023	\$600 CLP	Acknowledged	Sent	Retail Services, Brisbane, QLD, AUS	Rio Tinto Chile Spa, Las Cominas, 13, CHL	...

SAP Business Network Enterprise Account

Invoice: 3122944906 Done

Create Line-Item Credit Memo Create Line-Item Debit Memo Print Download PDF Export cXML

SAP Business Network Enterprise Account

Invoice: 3122944906 Done

Create Line-Item Credit Memo Create Line-Item Debit Memo Print Download PDF Export cXML

Invoice Header

Summary

Debit Memo #: * 123456789

Debit Memo Date: * 1 Dec 2023

Original Invoice No: 3122944906

Original Invoice Date: 10 Nov 2023

Supplier Tax ID: * 47073690990

Remit To: PENSKE POWER SYSTEMS (10060204)

Bill To: FRANKLIN EMPIRE (10134624)
Wombat Lane Enterprises

Tax

Header level tax Line level tax

Subtotal: \$0 CLP
Total Tax: \$0 CLP
Amount Due: \$0 CLP

Create and Finalise a PO Line-Item Debit Memo Price Adjustment (2/2)

9. Scroll down to *Supplier VAT/ Tax ID* to confirm or enter the **Supplier VAT/Tax ID**
10. If an Attachment is required, click **Add to Header**, then, **Attachment**. Refer to *Adding an Attachment to an Invoice* to learn how to action this process
11. Click on the **Tax Category** checkbox and select the correct *Tax rate*
12. Click **Add to Included Lines**
13. Enter the **Increase in Unit Price**
14. Click **Update** to view the tax calculation to ensure accuracy
15. Click **Next** to review the **Line-Item Debit Memo** and ensure the tax information has been entered correctly.



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
Note: Tax must be added at Line Item level

Note: Clicking **Update** will remove the “! Tax Information is required” warning

Supplier VAT

Supplier VAT/Tax ID: * 156841653

10 Add to Header

9

11

12 Add to Included Lines

13 Increase in Unit Price \$600 CLP

14 Update

15 Next

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Shipping Cost

Shipping Tax

Shipping Documents

Amount Details

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

10% GST / GST

10% GST / GST

Part # Description Customer Part # Quantity Unit Unit Price Subtotal

Ariba Test for 8405 1 EA \$500 CLP \$600 CLP

Service Period Service Start Date: Service End Date:

Tax ! Tax information is required

Line Item Actions Delete

Create and Finalise a PO Line-Item Debit Memo Price Adjustment (2/2)

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

17. Click **Exit**

The screenshot shows the SAP 'Create Line-Item Debit Memo' interface. At the top right, there are buttons for 'Previous', 'Submit', 'Save', and 'Exit'. A red callout box with the number '16' points to the 'Submit' button. Below the buttons, there is a lightbulb icon. The main content area displays the following information:

Line-Item Debit Memo

(Original Invoice No: 3122944906)

Debit Memo Number: 56778543	Subtotal: \$-500 CLP
Debit Memo Date: Thursday 7 Dec 2023 8:26 AM GMT+08:00	Total Tax: \$-50 CLP
Original Invoice Number: 3122944906	Amount Due: \$-550 CLP
Original Invoice Date: Friday 10 Nov 2023 3:06 PM GMT+08:00	
Original Purchase Order: 3122944906	

Below the main content area, a red callout box with the number '16' points to a message box that says: **Invoice 3122944906 has been submitted.**

At the bottom, there is a list of actions:

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

A red callout box with the number '17' and a lightbulb icon points to the 'Print a copy of the invoice' link.



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.