

# Invoicing

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How to **Locate an Invoice** in the SAP Business Network



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

*“I want to check the current status of an invoice to track its progress”*

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**Version Number**

1.0

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

# Locating an Invoice via Invoice Status

1. From the SBN Home Page navigate to and click the **Invoices** drop-down, then, click **Invoices**
2. Click **Show More**
3. Click the **Invoice Status** drop-down, then, select the relevant status you wish to search by
4. Click **Apply**
5. View the **Invoice Status** column to see those that match your filtered search



**Note:** You can click on the Invoice Status Header to sort the status list in alphabetical order

The screenshot shows the SAP Business Network interface for the 'Invoices' section. It features a dashboard with summary cards for various invoice statuses and a filter section. A table of invoices is displayed at the bottom, with columns for Reference, Invoiced Date, Amount, Routing Status, Invoice Status, From address, To address, and Actions. Red callouts with numbers 1 through 5 highlight specific actions: 1. Clicking the 'Invoices' dropdown menu. 2. Clicking the 'Show more' button. 3. Selecting 'Sent' from the 'Invoice status' dropdown menu. 4. Clicking the 'Apply' button. 5. Clicking the downward arrow on the 'Invoice Status' header to sort the list.

Invoice Reference	Customer	Invoice number	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
RI01234567654	Rio Tinto - TEST	3000968911	Jan 9, 2024	\$1100 AUD	Acknowledged	Sent	Retail Services, Brisbane, QLD, AUS	Pilbara Iron Co Serv P/L, Perth, WA, AUS	...
Test678	Rio Tinto - TEST	3029030220	Jan 8, 2024	\$21000 USD	Acknowledged	Sent	Retail Services, Brisbane, QLD, AUS	Pilbara Iron Co Serv P/L, Perth, WA, AUS	...
030120240553	Rio Tinto - TEST	3029030147	Jan 3, 2024	\$15536.57 AUD	Acknowledged	Sent	Retail Solutions, Perth, WA U, AUS	Pilbara Iron Co Serv P/L, Perth, WA, AUS	...
Test123PB	Rio Tinto - TEST	3029030141	Jan 3, 2024	\$500 AUD	Acknowledged	Sent	Retail Services, Brisbane, QLD, AUS	Pilbara Iron Co Serv P/L, Perth, WA, AUS	...

# Glossary

Outlined below are the invoice statuses that you may come across in the SAP Business Network.

Status	Definition	Scenario
<b>Sent</b>	The invoice is in the Rio Tinto system.	A vendor in the SAP Business Network (SBN) generates and submits an invoice for completed goods/ services.
<b>Approved</b>	Rio Tinto has approved the invoice for payment.	After a successful transaction in the SBN, the vendor generates an invoice which undergoes an approval process.
<b>Paid</b>	The invoice has been paid.	Following approval of an invoice, the invoice is process and integrated with the buyer's ERP system and concludes with a successful payment transaction.
<b>Rejected</b>	The invoice has failed validation on the Ariba Network or Rio Tinto has rejected the invoice.	Upon review, a rejected invoice in the SBN signals discrepancies or issues, prompting the need for correction before resubmission.
<b>Cancelled</b>	Supplier has cancelled the invoice.	In the SBN, a cancelled invoice occurs when a transaction is voided, requiring annulment of the corresponding invoice due to unforeseen circumstances or changes in agreement.

# Locating an Invoice via Invoice Number

1. From the SBN Home Page navigate to and click the **Invoices** drop-down, then, click **Invoices**
2. Enter the **Invoice Number**
3. Click on the relevant *radio button*
4. Click **Apply**
5. Click the relevant **Invoice Number** to view the Invoice
6. Once you have finished viewing the Invoice, click **Done**

The screenshot shows the SAP Business Network 'Invoices' page. A red box labeled '1' highlights the 'Invoices' dropdown menu in the top navigation bar. Another red box labeled '2' highlights the 'Invoice number' input field where '3029030086' has been entered. A third red box labeled '3' highlights the 'Partial match' radio button. A fourth red box labeled '4' highlights the 'Apply' button at the bottom right of the search filters.

The screenshot shows a table of invoice results. A red box labeled '5' highlights the first row's 'Invoice Number' '3029030086'. Another red box labeled '6' highlights the 'Done' button at the bottom right of the page. A third red box highlights the 'Invoice Status' dropdown menu, which is currently set to 'Approved'.

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
3029030086	Rio Tinto - TEST	3029030086	Dec 28, 2023	\$1100 AUD	Acknowledged	Approved	PENSKE POWER SYSTEM V2, CITY SYDNEY, QLD, ...		...
3029030086	Rio Tinto - TEST	3029030086	Dec 28, 2023	\$1100 AUD	Obsoleted	Canceled	PENSKE POWER SYSTEM V2, CITY SYDNEY, QLD, ...		...
3029030086	Rio Tinto - TEST	3029030086	Dec 28, 2023	\$1100 AUD	Acknowledged	Sent	Retail Services, Brisbane, QLD, AUS	RT Energy Services PL, Melbourne, VIC, AUS	...

The screenshot shows the detailed view of the invoice for number 3029030086. It includes a header with the invoice number and date, a status section showing 'Approved' and 'Acknowledged', and a summary table with a subtotal of \$1,000.00 AUD and a total tax of \$100.00 AUD. Below this are three columns: 'REMIT TO:', 'SUPPLIER:', and 'BILL TO:', each containing contact information for Penske Power System V2 and RT Energy Services PL.



**Note:** Take note of the Invoice Status of the Invoice you wish to view before clicking on the relevant Invoice Number

# 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.