

# Partial Invoices

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How to Locate a Partial Invoice in the SAP Business Network



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

*“I was notified that there were tax related discrepancies with an invoiced PO, so I locate a Partial Invoice”*

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

# Locating a Partial Invoice

1. From the SBN Home Page navigate to and click the **Orders** drop-down, then, click **Orders and Releases**
2. Click **Edit Filter**
3. Click **Show More** to expand the filters
4. Select the required **Creation date range**
5. Click the **Order Status** drop-down, then, click **Include**
6. Under **Order Status**, type or select **Partially Invoiced**
7. Click **Apply** to display the Purchase Orders
8. Click the relevant **Order Number** to view the Purchase Order
9. Once you have finished viewing the Purchase Order, click **Done**

The screenshot shows the SAP Business Network 'Orders' page. A red circle with the number '1' is placed over the 'Orders' dropdown menu. A red dashed box highlights the 'Orders and Releases' option in the dropdown. A red circle with the number '2' is placed over the 'Edit filter' button.

The screenshot shows the filter configuration page for 'Orders (20)'. A red circle with the number '3' is placed over the 'Show more' button. A red circle with the number '4' is placed over the 'Creation date' dropdown menu. A red circle with the number '5' is placed over the 'Include' dropdown menu. A red circle with the number '6' is placed over the 'Partially Invoiced' option in the 'Order status' dropdown menu. A red circle with the number '7' is placed over the 'Apply' button.

The screenshot shows the 'Purchase Order: 3000968993' detail page. A red circle with the number '8' is placed over the 'Order Number' field, which contains the value '3100252041'. A red circle with the number '9' is placed over the 'Done' button.

# 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.