

Service Order Invoicing

How to Create a Planned Service Invoice at a Line-Item Level in the SAP Business Network



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

“I’ve confirmed the service PO, I now need to create a service 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.

Version Number

1.0

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

Create a Planned Service 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. 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*
8. To add tax information for individual line items, click the **Line level tax** radio button under **Tax**
9. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT/Tax ID**



Note: Only confirmed purchase orders can have an invoice created
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

Create a Planned Service Invoice at a Line Item Level (2/2)

10. If required to Add an Attachment, refer to [Adding an attachment at header level](#) to learn how to action this process
11. Scroll down to **Line Items** and click the **Tax Category** checkbox and select the correct **Tax rate**
12. Click **Add to Included Lines**
13. Confirm or enter the **Quantity**
14. Click **Update**
15. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly
16. Click **Submit** to exit where the screen will indicate that the **Invoice has been submitted**
17. Click **Exit**

Note: The tax section will open for all items. Confirm details are correct

Note: For Canada when adding tax at the line-item level step 9 must be repeated twice; once for GST (5%) and once for QST (9.975%) or one for GST (5%) and once for PST (7%). The action may be required twice depending on the taxes being calculated

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

The screenshot shows the SAP Business Network interface for creating a planned service invoice. It is annotated with numbered callouts (10-17) and red boxes highlighting key actions and fields.

- 10:** A dropdown menu is open under "Add to Header", with "Attachment" selected.
- 11:** The "Tax Category" dropdown is set to "10% GST / GST".
- 12:** The "Add to Included Lines" button is highlighted.
- 13:** The "Quantity" field is set to "10".
- 14:** The "Update" button is highlighted.
- 15:** The "Next" button is highlighted.
- 16:** The "Submit" button is highlighted.
- 17:** A confirmation message states "Invoice 123456789RIO has been submitted."

The interface includes a table for line items with columns for Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The tax section shows details for "10% GST / GST" with a taxable amount of \$1,000.00 AUD and a tax amount of \$100.00 AUD.

At the bottom, a summary section displays invoice details: Invoice Number: 123456789RIO, Invoice Date: Monday 11 Dec 2023 3:31 PM GMT+08:00, Original Purchase Order: 3122944956, Subtotal: \$2,000.00 USD, Total Tax: \$200.00 USD, and Amount Due: \$2,200.00 USD.

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

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.