

# Invoicing

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## How to **Submit an Invoice for Material/Goods Orders** in the SAP Business Network



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

***“I need to bill Rio Tinto for goods supplied, so I create a standard invoice in SBN”***



Your Account Administrator may have created specific roles to assign to users which perform different activities. These roles have a unique name and set of associated permissions that specify what the assigned users can see and do in SBN. These roles usually correspond to your functional role within your company. Please reach out to your Account Administrator for any missing authorisations. Refer to [Create Roles](#) and [Create Users](#) to learn how to action these processes.

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**Version Number**

1.0

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

# Submit an Invoice for Material/Goods Orders (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**

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. A dropdown menu is open under 'Orders', with 'Orders and Releases' selected. Below this, a table lists purchase orders. The first row, with order number '3000968897', is highlighted. A second screenshot shows the 'Purchase Order: 3000968897' details page. A 'Create Invoice' dropdown menu is open, with 'Standard Invoice' selected. The page also displays contact information for 'Pilbara Iron Co Serv P/L' and 'Rio Test Supplier AU', along with a 'Track Order' button.

Order Number	Customer	Order Inquiries	Amount	Date	Order Status	Amount Invoiced	Actions
3000968897	Rio Tinto - TEST		\$10000 AUD	Oct 13, 2023	Confirmed		...
3000968911	Rio Tinto - TEST		\$10000 AUD	Oct 16, 2023	Confirmed		...

Purchase Order: 3000968897

Create Order Confirmation Create Ship Note Create Invoice Standard Invoice Line-Item Credit Memo Line-Item Debit Memo

From: Pilbara Iron Co Serv P/L  
152 St Georges Terrace  
Perth WA 6000  
Australia  
Phone: +61 ( ) 08 9327 2327  
Fax: +61 ( ) 08 9327 2346  
Buyer ABN: 35107210248

To: Rio Test Supplier AU  
Test Address AU  
Brisbane Victoria 4000  
Australia  
Phone:  
Fax:  
Email: kade.morton@sap.com

Purchase Order (Confirmed)  
3000968897  
Amount: \$10,000.00 AUD  
Version: 1

Track Order



**Note:** 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.

**Note:** Options available here may differ depending on the transaction rules between you Rio Tinto.

# Submit an Invoice for Material/Goods Orders (2/3)

4. Enter the **Invoice Number**
5. Confirm or enter the **Invoice 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 additional/alternative line items (e.g. Tax, Shipping, Attachments etc.) click the **Add to Header** drop-down and select the appropriate action
9. To add tax information for individual line items, click the **Line level tax** radio button under **Tax**
10. Scroll down to **Supplier VAT ID** and confirm or enter the **Supplier VAT/Tax ID**



**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:** 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

The screenshot shows the SAP Business Network 'Create Invoice' interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and buttons for 'Update', 'Save', 'Exit', and 'Next'. The main section is titled 'Create Invoice' and contains an 'Invoice Header' section. The 'Summary' area displays the following information:

Purchase Order:	3000968897
Invoice #:	INV1234567
Invoice Date:	29 Nov 2023
Supplier Tax ID:	47073690990
Remit To:	PENSKE POWER SYSTEMS (10060204)
Bill To:	PENSKE POWER SYSTEMS (10060204)
	FRANKLIN EMPIRE (10134624)
	Wombat Lane Enterprises

Summary Totals:

Subtotal:	\$10,000.00 AUD
Total Tax:	\$1,000.00 AUD
Amount Due:	\$11,000.00 AUD

On the right side, there is an 'Add to Header' dropdown menu with the following options: Tax, Shipping Cost, Shipping Documents, Amount Details, Special Handling, Additional Reference Documents and Dates, Comment, and Attachment. Below the main form, there are two sections: 'Tax' and 'Supplier VAT'. The 'Tax' section has two radio buttons: 'Header level tax' (unselected) and 'Line level tax' (selected). The 'Supplier VAT' section has a text input field for 'Supplier VAT/Tax ID' with the value '156841653'.

# Submit an Invoice for Material/Goods Orders (3/3)

11. Click on the *slide bar* to include the line item
12. Click **Tax Category** *checkbox* then, select the relevant **Tax category** from the *drop-down menu*
13. Click **Add to Included Lines**
14. To add individual line-item actions to each line item, click the *checkbox* of the required line item
15. Click the **Line Item Actions** *drop-down* and select the required action you wish to add
16. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly
17. Click **Submit** to review the confirmation that the **Invoice has been submitted**
18. Click **Exit**



**Note:** You can **include** or **exclude** line items. Excluded line items won't be invoiced, this will be indicated on the invoice status as being **Partially Invoiced**.

**Note:** Depending on your region you may be required to add relevant taxes per line item.

**Note:** Use the *select all checkbox* to add the tax category for each line and to delete multiple lines off an invoice.

The screenshot displays the SAP Business Network 'Create Invoice' interface. At the top, it shows '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The 'Line Items' table has a single entry with a quantity of 10, unit EA, unit price of \$1,000.00 AUD, and a subtotal of \$10,000.00 AUD. The 'Tax Category' is set to '10% GST / GST'. A 'Line Item Actions' dropdown menu is open, showing options like 'Edit', 'Add', 'Retail Details', 'Tax', 'Shipping Documents', 'Special Handling', 'Informational Pricing', 'Pricing Details', 'Discount', 'Comments', and 'Attachment'. The 'Next' button is highlighted in blue. A confirmation message states 'Invoice INV1234567 has been submitted.' and an 'Exit' button is visible at the bottom left.

# 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.