

Partial Invoices

How to **Submit a Partial Invoice with Multiple Line Level Orders** in the SAP Business Network



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

“There is a specific line item I need to invoice across multiple lines from a single PO, so I create a partial invoice for the items being supplied now”



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](#) 

Submit a Partial Invoice with Multiple Line Level Orders(1/3)

1. Locate and Open the Purchase Order. To learn how to action this process, refer to [Locating a Partial Invoice](#)
2. Click **Create Standard Invoice**, then, select **Standard Invoice**
3. Enter the **Invoice Number**
4. Confirm or enter the **Invoice Date**
5. 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
6. If you have multiple remittance addresses, select the appropriate address from the *drop-down menu*
7. To add tax information for individual line items, click the **Line level tax radio button**
8. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT/Tax ID**.
9. If required to Add an Attachment, refer to [Adding an Attachment to an Invoice](#) to learn how to action this process



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

1 Purchase Order: 3100252053

2 Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

From: Mutamba Mineral Sands SA

Purchase Order (Partially Invoiced) 3100252053

3 Invoice #: * 1234567892134

4 Invoice Date: * 29 Nov 2023

5 Supplier Tax ID: * 47073690990

6 Remit To: PENSKE POWER SYSTEMS (10060204)

HAZELMERE Western Australia
Australia
Bill To: Mutamba Mineral Sands SA
Maputo
Mozambique

7 Tax: Header level tax Line level tax

8 Supplier VAT: Supplier VAT/Tax ID: * 156841653

9 Add to Header

Shipping Cost

Shipping Tax

Shipping Documents

Amount Details

Special Handling

Additional Reference Documents and Dates

Attachment

Tax Category: 10% GST / GST

Informational Pricing

Include	Type	Part #	Description	Customer Part #
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Submit a Partial Invoice with Multiple Line Level Orders(2/3)

10. Scroll up to **Shipping Cost**, then, confirm or enter the **Shipping Amount**
11. Scroll down to **Line items** and click on the **Tax Category checkbox** and select the correct **Tax rate**
12. Click **Add to Included Lines**
13. Click on the *slide bar* to include the line item
14. Select the *checkbox* of *Line items* with a quantity of zero
15. Click **Delete** to remove zero quantity items
16. Complete line items details by indicating the correct quantities requiring invoicing
17. Click **Update**
18. Click **Next**



Note: Only outstanding totals will be displayed in the Quantity field. Zero indicates that the total on the Purchase Order has been fully invoiced

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**.

The screenshot displays the 'Shipping Cost' and 'Line Items' sections of a software interface. The 'Shipping Cost' section at the top shows a 'Shipping Amount' of '\$3,000.00 AUD' and a 'Shipping Date' of '21 Nov 2023'. The 'Line Items' section below contains a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The table lists several service items, including 'test of services', 'service 1', and 'SERVICE 2'. Callouts 10 through 18 highlight specific actions: 10 points to the shipping amount field; 11 points to the 'Tax Category' dropdown set to '10% GST / GST'; 12 points to the 'Add to Included Lines' button; 13 points to the 'Include' toggle for a line item; 14 points to the 'Quantity' field set to '0'; 15 points to the 'Delete' button; 16 points to the 'Quantity' field set to '95'; 17 points to the 'Update' button; and 18 points to the 'Next' button.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10.10	<input checked="" type="checkbox"/>	SERVICE		test of services		0	EA	\$100.00 AUD	\$9,700.00 AUD
10.20	<input checked="" type="checkbox"/>	SERVICE		SERVICE 2		95	EA	\$101.00 AUD	\$9,595.00 AUD
20				test of services					
20.10	<input checked="" type="checkbox"/>	SERVICE		service 1		95	EA	\$100.00 AUD	\$9,300.00 AUD
20.20	<input checked="" type="checkbox"/>	SERVICE		SERVICE 2		95	EA	\$101.00 AUD	\$9,191.00 AUD

Submit a Partial Invoice with Multiple Line Level Orders(3/3)

19. Review the Invoice to ensure the information is accurate, then click **Submit**

20. Click **Exit**

21. You will be returned to the **Purchase Order Screen** where the *order status* will now indicate that the order has been **Partially Invoiced**

SAP Business Network - Enterprise Account

Create Invoice

Confirm and submit this document. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number:	321456378	Subtotal:	\$37,180.00 AUD
Invoice Date:	Tuesday 21 Nov 2023 3:08 PM GMT+08:00	Total Tax:	\$3,718.00 AUD
Original Purchase Order:	3122944856	Total Shipping:	\$3,000.00 AUD
		Amount Due:	\$43,898.00 AUD

Buttons: Previous, Save, **Submit**, Exit

SAP Business Network - Enterprise Account

Invoice 3100252053 has been submitted

- Print a copy of the invoice.
- Exit invoice creation.

SAP Business Network - Enterprise Account

Purchase Order: 3122944891

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice, Done

Order Detail | Order History

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
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21 Purchase Order (Partially Invoiced) 3100252053
Amount: \$10,000.00 AUD
Version: 1



Note: If it is required to **Print** the invoice, refer to [Print Finalised Invoices](#) to learn how to action this process

Note: The screen displays **Partially Invoiced** as there are still items that have not been invoiced on the original Purchase Order

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.