

Service Order Invoicing

How to Add an Attachment at a Header Level
in the SAP Business Network



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

*“I need to provide additional documentation
that applies to the service order, so I add
attachments to the 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](#) 

Add Attachment at a Header 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. Scroll down to *Supplier VAT* and confirm or enter the **Supplier VAT Number**
9. Click **Add to Header** drop-down, then, select **Attachment**



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

The screenshot illustrates the SAP Business Network interface for creating an invoice from a purchase order. The process is guided by numbered callouts (1-9) and red dashed lines:

- 1:** The 'Orders' menu is expanded, and 'Orders and Releases' is selected.
- 2:** The order number '3122944946' is highlighted in the table.
- 3:** The 'Create Invoice' button is clicked, and 'Standard Invoice' is selected from the dropdown.
- 4:** The 'Invoice #' field is populated with '345678912'.
- 5:** The 'Invoice Date' field is populated with '4 Dec 2023'.
- 6:** The 'Supplier Tax ID' field is populated with '47073690990'.
- 7:** The 'Remit To' dropdown is set to 'PENSKE POWER SYSTEMS (10060204)'.
- 8:** The 'Supplier VAT/Tax ID' field is populated with '156841653'.
- 9:** The 'Add to Header' dropdown is expanded, and 'Attachment' is selected.

Additional details visible in the interface include:

- Order Status:** Confirmed
- Summary:** Subtotal: \$0.00 AUD, Total Tax: \$0.00 AUD, Amount Due: \$0.00 AUD
- Supplier VAT:** Supplier VAT/Tax ID: 156841653
- Category:** 10% GST / GST
- Table:** A table with columns: Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit, Unit Price, Subtotal.

Add Attachment at a Header Level (2/2)

10. Click **Choose File** under Attachments

11. A pop-up window will appear, choose the *file* you wish to attach and click **Open**

12. Click **Add Attachment**

13. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly

14. Click **Submit** to exit where the screen will indicate that the **Invoice has been submitted**

15. Click **Exit**



Note: Multiple attachments can be added, however their combined value must not exceed 10MB

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

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

Invoice 345678912 has been submitted.

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

15



Add Attachment at a Line-Item Level (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**
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. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT Number**



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

The screenshot displays the SAP Business Network interface for creating an invoice from a purchase order. The interface is divided into several sections:

- Orders:** A table showing purchase orders. The first row is highlighted with a red box and number 2, showing Order Number 3122945023, Customer Rio Tinto - TEST, Amount \$10000 CAD, Date Dec 12, 2023, and Order Status Confirmed.
- Purchase Order: 3122945023:** A section with a "Done" button and a "Create Invoice" dropdown menu. The dropdown menu is open, showing options: Standard Invoice (highlighted with a red box and number 3), Line-Item Credit Memo, and Line-Item Debit Memo.
- Invoice Header:** A section with a "Summary" table. The fields are: Invoice #: INV987654321 (highlighted with a red box and number 4), Invoice Date: 4 Dec 2023 (highlighted with a red box and number 5), Service Description: (highlighted with a red box and number 6), Supplier Tax ID: 47073690990 (highlighted with a red box and number 6), and Remit To: PENSKE POWER SYSTEMS (10060204) (highlighted with a red box and number 7). To the right, a summary of financials is shown: Subtotal: \$0.00 CAD, Total Tax: \$0.00 CAD, and Amount Due: \$0.00 CAD.
- Supplier VAT:** A section with a "Supplier VAT" table. The field is: Supplier VAT/Tax ID: 156841653 (highlighted with a red box and number 8).

Add Attachment at a Line-Item Level (1/3)

9. Scroll down to **Line Items** and click the *checkbox* of the required line item
10. Click on the *slide bar* to include the line item
11. Click the **Line-Item Actions** *drop-down* and select **Attachment**
12. Click on **Choose File**
13. A pop-up window will appear. Select the *file* required from your personal device, then, click **Open**
14. Click **Add Attachment** (to add additional attachments repeat Steps 4 to 7)
15. To remove the attachment, select the *checkbox* next to the document, then, click **Delete**
16. Click **Next**, then, review your invoice to ensure the tax information has been entered correctly



Note: Multiple attachments can be added, however their combined value must not exceed 10MB

The screenshot shows the 'Line Items' section at the top, with a table containing one item: 'TEST service' with a quantity of 1 and a unit price of \$1,500.00. Below this is the 'Tax' section with various fields. The 'Line Item Actions' dropdown menu is open, showing options like 'Edit', 'Add', and 'Attachment'. A file explorer window is open, showing a file named 'Test Attachment' selected. The 'Attachments' table below shows the file 'Test Attachment.docx' with a size of 17718 bytes. The bottom navigation bar includes buttons for 'Update', 'Save', 'Exit', and 'Next'.

Line Items	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		TEST service		1	1	\$1,500.00 USC	\$1,500.00 USC

Service Period: Service Start Date: [] Service End Date: []

Tax: Category: 10% GST / GST Taxable Amount: \$1,500.00 USD Tax Rate Type: Rate(%): 10 Tax Amount: \$150.00 USD Exempt Detail: (no value)

Line Item Actions: Edit, Add, Retail_Details, Discount, Comments, Attachment

Choose File chosen Add Attachment

Name Size (bytes) Content Type

<input type="checkbox"/>	Test Attachment.docx	17718	application/vnd.openxmlformats-officedocument.wordprocessingml.document
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Delete

File name: Test Attachment All files Open Cancel

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

Attachments

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> Test Attachment.docx	272566	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

Update Save Exit Next

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.