

Service Order Invoicing

How to Add a General Service at a Line Item Level in the SAP Business Network



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

“I need to add a general service line item to my invoice”

Version Number	1.0
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[Click here for further context on the Service Order Invoicing Process](#)



Add a General Service (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 POs 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

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench **Orders** Invoices Payments Catalogs Reports Messages Assessments

Orders

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3122944946	Rio Tinto - TEST	\$2000 AUD	Nov 20, 2023	Confirmed		...
3029029205	Rio Tinto - TEST	\$10000 AUD	Oct 26, 2023	Confirmed		...

SAP Business Network - Enterprise Account

Purchase Order: 3122944946

Create Order Confirmation Create Ship Notice Create Service Sheet **Create Invoice**

Order Detail Order History

From: Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia

Purchase Order (Confirmed)
3122944946
Amount: \$41,748.70 AUD
Version: 1

Invoice Header

Summary

Invoice #:	345678912
Invoice Date:	4 Dec 2023
Supplier Tax ID:	47073690990
Remit To:	PENSKE POWER SYSTEMS (10060204)

Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Amount Due: \$0.00 AUD

Supplier VAT

Supplier VAT/Tax ID:	156841653
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Add a General Service (2/3)

9. Scroll down to *Line Items*
10. Click **Add/Update** next to the line item, then, select **Add General Service** from the *drop-down menu*
11. Enter the **Service Description**
12. Enter the **Quantity**
13. Enter the **Unit of Measure**
14. Enter the **Unit Price**
15. Click **Update**
16. Click the *checkbox* of the required line item
17. Click the **Line Items Actions** *drop-down*, then, select **Tax** for the applicable tax information to display

The screenshot shows a software interface for managing line items. A table lists line items with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first line item is highlighted with a blue checkmark in the 'Include' column. A dropdown menu is open next to the 'Add/Update' button for this line item, showing options: Add General Service, Add Labor Service, and Add Material. A 'Line Item Actions' dropdown menu is also open, showing options: Edit, Add, Retail Details, Tax, Special Handling, Informational Pricing, Pricing Details, Discount, Comments, and Attachment. The 'Tax' option is selected. A 'Service Period' section is visible below the table, with a 'Service Start Date' field. A 'Line Items' header is at the top left, and a 'Line Item Actions' dropdown is at the top right. A 'Note' icon (lightbulb) is in the top right corner. The interface includes 'Save', 'Exit', and 'Next' buttons at the bottom right.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Ariba Service Test for 6311					
1	<input checked="" type="checkbox"/>	SERVICE		Consulting Services 123		4	DAY	\$250.00 USD	\$1,000.00 USD



Note: Do not use Add to Included Lines as it will add further tax sections

Add a General Service (3/3)

18. An additional section will appear with the applicable tax information. Confirm or enter **Tax Category**
19. Click **Next** to review your invoice to ensure the tax information has been entered correctly
20. Click **Submit** to exit where the screen will indicate that the **Invoice has been submitted**
21. Click **Exit**



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.

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

Tax (18)

Category: 10% GST / GST Taxable Amount: \$1,000.00 USD

Location: [] Tax Rate Type: []

Description: GST Rate(%): 10

Regime: [] Tax Amount: \$100.00 USD

Exempt Detail: (no value)

Line Item Actions [] Delete []

Update [] Save [] Exit [] **Next** (19)

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: 345678912 Subtotal: \$2,000.00 AUD

Invoice Date: Monday 4 Dec 2023 12:00 PM GMT+08:00 Total Tax: \$200.00 AUD

Original Purchase Order: 3122944946 Amount Due: \$2,200.00 AUD

REMIT TO: Rio Test Supplier AU

BILL TO: Pilbara Iron Co Serv P/L

SUPPLIER: Retail Services

Postal Address: PENSKE POWER SYSTEMS (10060204) HAZELMERE WAU 6055 Australia Remit To ID: 10060204 Tax ID of Supplier: 47073690990

Postal Address (Pilbara Iron Company (Services) Pty Ltd): 152 St Georges Terrace Perth WA 6000 Australia

Phone: +61 () 08 9327 2327 Fax: +61 () 08 9327 2346

Postal Address: 12 Erin Way Brisbane QLD 4000 Australia

Previous [] Save [] **Submit** (20) Exit []

Invoice 345678912 has been submitted.

- [Print a copy of the invoice](#) (21)
- [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.