

Invoicing

How to Add Shipping to an Invoice in the SAP Business Network



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

“Shipping costs were not included as part of the purchase order, so I add them to the invoice”



This process is only supported for suppliers that have had an agreement with Rio Tinto to send unplanned freight charges and is not applicable to Australian Suppliers.

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 Invoicing Process](#) 

Adding Shipping to an Invoice (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. Scroll down to **Supplier VAT** and click the **Add to Header** drop-down, then, select **Shipping Cost**



Note: Shipping costs should only be added when they have NOT already been built into the cost of the goods or as part of your trading terms with Rio Tinto.

SAP Business Network - count

Home Enablement Work Orders **Orders** fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Orders

Order Inquiries

256	27	6	0	94	42	66	0	34
Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice	Orders to Summary Invoice	Orders with service line
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Show more

Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000968964	Rio Tinto - TEST	\$10000 AUD	Nov 2, 2023	Invoiced	\$10000 AUD	...
3000968997	Rio Tinto - TEST	\$2000000 AUD	Nov 1, 2023	Changed		...
3000969005	Rio Tinto - TEST	\$20300 AUD	Nov 2, 2023	Changed		...

SAP Business Network - Enterprise Account

Purchase Order: 3000968964 Done

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail Order History

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
(+ Invoiced)
3000968964
Amount: \$10,000.00 AUD
Version: 2 (Previous Version)

Track Order

4

Add to Header

Shipping Cost

Shipping Tax

Shipping Documents

Amount Details

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

1 Line Items, 0 Included, 1 Previously Fully Invoiced

Category: 10% GST / GST

Add to Included Lines

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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Adding Shipping to an Invoice (2/2)

5. Under **Shipping Cost** enter the **Shipping Amount**
6. Click **Update**
7. Scroll down to **Supplier VAT** and click the **Add to Header** drop-down, then, select **Tax**
8. Under **Tax**, confirm or select the correct **Tax Category**
9. Click **Next** to complete your invoice

Shipping Cost

Shipping Amount: 5

Shipping Date: 6

Remove

7 1 Line Items, 1 Included, 0 Previously Fully Invoiced

10% GST / GST

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Line 1		10	EA	\$1,000.00 AUD	\$10,000.00 AUD

Price Unit Quantity: 1.0
Description:

Tax

Header level tax Line level tax 8

Category: * 10% GST / GST

Location:

Description: GST

Regime:

Taxable Amount: \$40,000.00 AUD

Tax Rate Type:

Rate(%): 10
Tax Amount: \$4,000.00 AUD

Exempt Detail: (no value)

9 Remove

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.