

Partial Invoices

How to **Create and Finalise a Partial Invoice**
in the SAP Business Network



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

“We've supplied some of the goods on a purchase order and now I need to invoice only a single line on the PO”



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](#) 

Creating and Finalising a Partial Invoice (1/2)

1. Locate and Open the Purchase Order. To learn how to action this process, refer to [Locating a Partial Invoice](#)
2. Click the **Create Invoice** drop-down, then, select **Standard Invoice**
3. Enter the **Invoice #**
4. Confirm or enter the **Invoice Date**
5. Confirm or enter the **Supplier Tax ID**
6. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT/Tax ID**
7. To add tax information for individual line items, click the **Line level tax** radio button under **Tax**



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 displays the SAP Business Network interface for creating a partial invoice. The process is guided by seven numbered steps:

- Step 1:** The Purchase Order number (3000968911) is highlighted in the top header.
- Step 2:** The 'Create Invoice' dropdown menu is open, and 'Standard Invoice' is selected.
- Step 3:** The 'Invoice #' field is populated with '1123455'.
- Step 4:** The 'Invoice Date' field is populated with '29 Nov 2023'.
- Step 5:** The 'Supplier Tax ID' field is populated with '47073690990'.
- Step 6:** The 'Supplier VAT' section is expanded, and the 'Supplier VAT/Tax ID' field is populated with '156841653'.
- Step 7:** The 'Tax' section is expanded, and the 'Line level tax' radio button is selected.

Summary information shown in the 'Create Invoice' form:

- Purchase Order: 3000968911
- Subtotal: \$9,000.00 AUD
- Total Tax: \$900.00 AUD
- Amount Due: \$9,900.00 AUD

Creating and Finalising a Partial Invoice (2/2)

8. If required to Add an Attachment, refer to [Adding an Attachment to an Invoice](#) to learn how to action this process
9. Scroll down to **Line Items** and click the **Tax Category** checkbox and select the correct *Tax rate*
10. Click **Add to Included Lines**
11. Confirm or update the **Quantity**
12. Click **Update**
13. Click **Next** to review the Invoice
14. Click **Save**, then click **Submit**
15. Click **Exit**
16. You will be returned to the **Purchase Order** screen where the *order status* will now indicate that the order has been **Partially Invoiced**
17. Click **Done**



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

8 **Add to Header**

Shipping Tax

Li Shipping Documents

Amount Details

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

9 **Tax Category:** 10% GST / GST

10 **Add to Included Lines**

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	edmt		9	EA	\$1,000.00 AUD	\$9,000.00 AUD

11

12 **Update**

13 **Next**

14 **Save** **Submit** **Exit**

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: 1123455	Subtotal: \$9,000.00 AUD
Invoice Date: Thursday 11 Jan 2024 9:05 AM GMT+08:00	Total Tax: \$900.00 AUD
Original Purchase Order: 3000968911	Amount Due: \$9,900.00 AUD

Invoice 1123455 has been submitted.

15 **Print a copy of the invoice.**
Exit invoice creation.

17 **Done**

Purchase Order: 3000968911

Create Order Confirmation Create Ship Notice Create Invoice

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

16 **Purchase Order (Partially Invoiced)**
3000968911
Amount: \$10,000.00 AUD
Version: 1

Track 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.