

Service Order Invoicing

How to **Submit an Invoice for a Service Purchase Order** in the SAP Business Network



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

“I have provided unexpected services which were not initially planned, so I create an unplanned service order 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
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[Click here for further context on the Service Order Invoicing Process](#) 

Submit an Invoice for a Service Purchase Order (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**. Refer to [Updating your Tax Information](#) to learn how to add your Tax ID to reduce data entry.
7. If you have multiple remittance addresses, you can select one that applies from the drop-down menu
8. To add tax information for individual line items, click the **Line level tax** radio button under **Tax**



Note: Only confirmed purchase orders can have an Invoice created.

Note: The invoice Subtotal, Total Tax and Amount Due display a “zero” dollar value. This is **correct**. Suppliers need to add the items to the invoice.

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.

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
3122944956	Rio Tinto - TEST	\$26971.75 USD	Nov 22, 2023	Confirmed	\$26106.35 USD	...
3122944957	Rio Tinto - TEST	\$26971.75 USD	Nov 22, 2023	Confirmed	\$26106.35 USD	...

Purchase Order: 3122944956

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

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

From: Pilbara Iron Co Serv P/L

Purchase Order (Confirmed) 3122944956

Invoice Header

Summary

Invoice #:* 123456789AAA

Invoice Date: * 11 Dec 2023

Supplier Tax ID:* 47073690990

Remit To PENSKE POWER SYSTEMS (10060204)

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

Tax

Header level tax

Line level tax

Submit an Invoice for a Service Purchase Order (2/3)

9. Scroll down to **Supplier VAT** and confirm or enter the **Supplier VAT/Tax ID**
10. To add proof of service delivery, add an **Attachment**. Refer to [Adding an Attachment to an Invoice](#) to learn how to action this process
11. Click on the **Tax Category** checkbox and select the *correct Tax rate*
12. Add/Update General Service Line Items. Refer to [Adding a General Service to Invoice](#) to learn how to action this process .
13. Enter the **Description, Quantity, Unit of Measure** and the **Unit Price**
14. Click **Update**



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

Note: Attachments may need to contain all relevant sign-off documents that service was completed on site if required to enable approvals.

Note: Tax must be added at a line-item level, and it is advised that taxes are added after all items have been updated as multiple taxes may be added.

Supplier VAT
Supplier VAT/Tax ID:* 156841653

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Shipping Cost
Shipping Tax
Shipping Documents
Amount Details
Special Handling
Additional Reference Documents and Dates
Comment
Attachment

Line Item Actions Delete

10% GST / GST

Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Subtotal
			Cape Lamb Fast Start Implementation					

Add/Update
Add General Service
Add Labor Service
Add Material

Update Save Exit Next

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

Insert Line Item Options
 Retail Details Tax Category: 10% GST / GST
 Discount Informational Pricing

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Cape Lamb Fast Start Implementation					
1	<input checked="" type="checkbox"/>	SERVICE		Consulting Services		2		\$1,500.00 USD	\$3,000.00 USD

Service Period
Service Start Date: Service End Date:

Line Item Actions Delete

Update Save Exit Next

Submit an Invoice for a Service Purchase Order (3/3)

15. If the **unplanned spend** error appears, this means the purchase order does not have enough funds remaining to allow submission of your invoice value. Contact your Rio Tinto site representative to discuss amendments to the original agreed value.

16. Click **Add to Included Lines**

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

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

19. Click **Exit**



Note: Your Rio Tinto site representative is on the purchase order, in the "Other Information" section under "Show Item details". Refer to [Locate Service Orders](#)".

Note: The subtotal is displayed, confirm the total is correct. Add further items if required.

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

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

The screenshot shows the SAP Business Network interface for creating an invoice. It is divided into several sections:

- Table 1 (Step 15):** A table with columns: Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A red box highlights the error message "Unplanned spend exceeds the overall limit." next to a line item with Description "Rental", Quantity "1", Unit "EA", Unit Price "\$50,000.00 AI", and Subtotal "\$50,000.00 AI".
- Line Items Section (Step 16):** Includes "Insert Line Item Options" with checkboxes for "Retail Details", "Discount", "Tax Category" (set to "10% GST / GST"), and "Informational Pricing". Below is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A red box highlights the "Add to Included Lines" button. A line item is shown with Description "Consulting Services", Quantity "2", Unit "2", Unit Price "\$1,500.00 USE", and Subtotal "\$3,000.00 USE".
- Service Period (Step 17):** Fields for "Service Start Date" and "Service End Date".
- Line Item Actions (Step 17):** Buttons for "Line Item Actions" and "Delete".
- Navigation (Step 17):** Buttons for "Update", "Save", "Exit", and "Next".
- Create Invoice Summary (Step 18):** A summary section with "Invoice Number: 123456789AAA", "Invoice Date: Monday 11 Dec 2023 12:00 PM GMT+08:00", and "Original Purchase Order: 3122944956". It also shows "Subtotal: \$2,000.00 USD", "Total Tax: \$200.00 USD", and "Amount Due: \$2,200.00 USD". Buttons for "Previous", "Save", "Submit", and "Exit" are visible.
- Confirmation (Step 18):** A red box displays the message "Invoice 123456789AAA has been submitted."
- Final Steps (Step 19):** A list of actions: "Print a copy of the invoice." and "Exit invoice creation." with a red box highlighting the "Exit" button.

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.