Training Sheet – Completing an Unplanned Service Invoice

RioTinto   **SAP Ariba**

Step 1: Click on "Create Invoice" then "Standard Invoice"

Ariba Network Supplier Education Materials Portal for Rio Tinto Suppliers Portal - Click Here

Step 2: Only Complete the Invoice Header fields circled

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

Step 9: Click **Exit**

Step 7: Click **Tax Category**, select the correct **rate**, click **Add to Included Lines**, click **Update**, click **Next**

Step 8: Confirm Tax has been added, click **Submit**

Step 3: Scroll to **Supplier VAT**, enter or confirm ABN

Step 6: Enter the **Description, Quantity, Unit** of Measure and the **Unit Price**, click on **Update**. The Subtotal is displayed, confirm the total is correct. Add further items if required.

Step 5: It is advised that taxes are added after all items have been updated as multiple taxes may be added. Click on **Add/Update**, then select **Add General Service**, refer to the Service Order Guide

Step 4: Add proof of service delivery, click **Add to Header**, select **Attachment**, click on **Browse**, locate file, click **open**, click **Add Attachment**