

**Step 1:** Click on “Create Invoice” then “Standard Invoice”

Purchase Order: 3000962720

Create Order Confirmation Create Ship Notice **Create Invoice** Hide Resend

Order Detail Order History

From: Pilbara Iron Co Serv P/L To: Rio Test Supplier AU

Purchase Order (Confirmed) 3000962720

Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

**Step 2:** Only Complete the Invoice Header fields circled

Create Invoice

Invoice Header

Summary

Purchase Order: 3000962720

Invoice #: 123456777PP

Invoice Date: 17 Dec 2018

Service Description:

Supplier Tax ID: 123456

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

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: 9876543

Add to Header

**Step 4:** To add an Attachment if required, click **Add to Header**, select **Attachment**, click on **Browse**, locate file, click **open**, click **Add Attachment**

Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment

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

Line Items  
Comment  
Attachment

[Rio Tinto Supplier Information Portal - Click Here](#)



**Price Basis Quantity (PBQ)** is used to communicate the ‘price per’ and applies for certain products. Only when the PBQ contains a value will you need to review and apply a conversion if necessary. Please see example below:

1. The Price Unit of Measure (Price UOM) and Ordering Unit of Measure is different, therefore a conversion is required.
  - a. Example: 1 Service Unit @ \$50,000
  - b. Simple Conversion : Where the service invoice is for \$25,000  
Enter .5 in the Quantity field which is half of the total Unit Price
  - c. Complex Conversion: Where the service invoice is for \$35,867  
Enter .71734 which is the value of the invoice divided by the total Unit Price

**Step 5:** Scroll down to **Line Items** - Add Taxes at Line level, click **Tax Category**, select the **Tax Rate**, click **Add to Included Lines**

Line Items

Insert Line Item Options

☐ Retail Details ☒ Tax Category: 10% GST / GST

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational P

Taxes

10% GST / GST  
0% GST / GST

Add to Included Lines

| No. | Include | Type | Part # | Description | Unit Price | Subtotal |
|-----|---------|------|--------|-------------|------------|----------|
|     |         |      |        |             |            |          |

**Step 6:** Confirm or enter the **Quantity** to be invoiced for each item, ensure you have entered the correct quantity based on the unit of measure and unit price, click **Next**

Line Items

Insert Line Item Options

☐ Retail Details ☒ Tax Category: 10% GST / GST

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational P

Taxes

10% GST / GST  
0% GST / GST

Add to Included Lines

| No. | Include                             | Type     | Part #   | Description                        | Quantity | Unit | Unit Price   | Subtotal     |
|-----|-------------------------------------|----------|----------|------------------------------------|----------|------|--------------|--------------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | 20084165 | VALVE.BYPASS.REEDRILL 02250111-620 | 1        | EA   | \$100.00 AUD | \$100.00 AUD |

Pricing Details

Price Unit: EA Price Unit Quantity: 1.0  
Unit Conversion: 1 Description:

Tax

Category: 10% GST / GST Taxable Amount: \$100.00 AUD  
Location: Rate(%): 10  
Description: GST Tax Amount: \$10.00 AUD  
Exempt Detail: (no value)

Line Item Actions Delete

Update Save Exit **Next**

**Step 7:** Confirm Tax has been added, click **Submit**

Create Invoice

Confirm and submit this document.

Standard Invoice / Tax Invoice

Invoice Number: 123456777PP Subtotal: \$100.00 AUD  
Invoice Date: Monday 17 Dec 2018 12:33 PM Total Tax: \$10.00 AUD  
Original Purchase Order: 3000962720 Amount Due: \$110.00 AUD

Previous Save **Submit** Exit

**Step 7:** Click **Exit**

Purchase Order  
(Invoiced)  
3000962720  
Amount: \$100.00 AUD  
Version: 1

Invoice 123456777PP has been submitted.

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