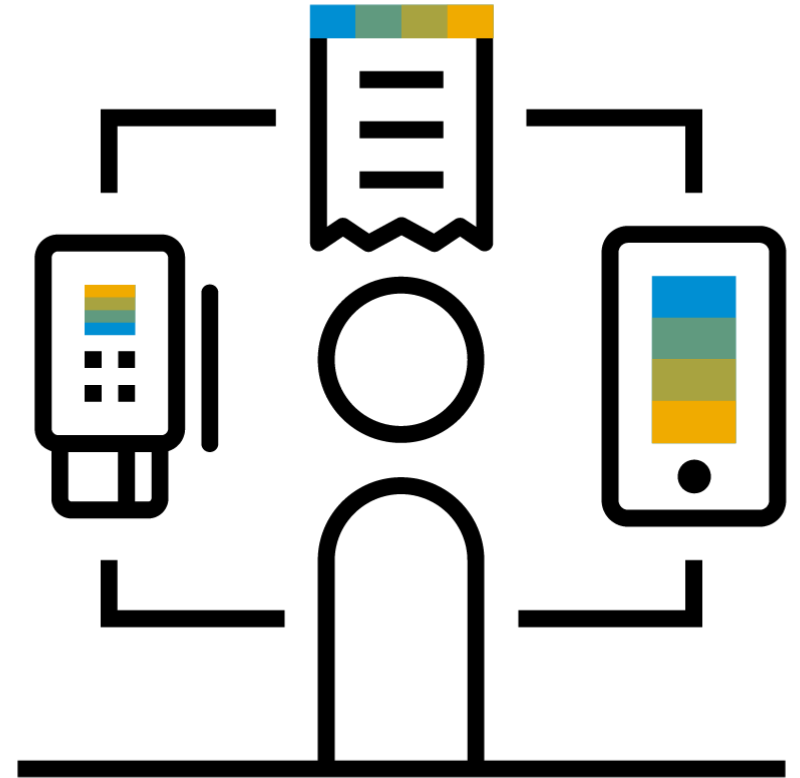


# National Grid

## Creating a Material Purchase Order (PO) Invoice

PUBLIC



1. Once you locate your Purchase Order and are reviewing its details, click **Create Invoice** and select **Standard Invoice**.

- If you submitted an Order Confirmation or a Ship Notice against the Purchase Order, you will see related documents on the right hand side under related documents.

**\*\*NOTES**

- **Invoicing** through the SAP Business Network is **required**. National Grid will no longer accept paper invoices and requires invoices to be submitted electronically through the SAP Business Network.
- **A new and unique invoice number** must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on the Network.
- **Invoice number specifics:**
  - 16 characters maximum
  - May be alphanumerical
  - No special characters allowed
- **Attachments** are required on invoices
  - National Grid requires suppliers to provide a copy of their own invoice

Purchase Order: 6200014491

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

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail Order History

# nationalgrid

From: NGUSA Service Company  
United States

To: Test SIT3 Supplier 5 - TEST  
United States  
Phone:  
Fax:  
Email:

Purchase Order (Shipped)  
6200014491  
Amount: \$10,000.00 USD  
Version: 1

Track Order

Payment Terms  
NET 30

Other Information  
Purchase Group Name: Elizabeth Falise  
Company Code: 5110  
Purchasing Unit Name: NGUS  
Legal Terms and Conditions of Purchase: T's & C's / Shipping / Tax - Latest:  
Conditions of Purchase: Terms and Condition: Goods and Services related to this purchase order are subject to the terms and conditions stipulated in this document or as referenced. Copies of our standard terms and conditions can be found on the website listed below.

Routing Status: Acknowledged  
Related Documents: ASN6200014491  
OC6200014491

2. On the **Invoice Header Summary** fill out the following information:

- a) Invoice **Number**  
*Maximum characters: 16*  
*Numbers: allowed*  
*Letters: uppercase & lowercase allowed*
- b) Select an Invoice **date**  
*Invoice cannot be backdated more than 3 days*

3. **Tax** section

- c) If tax is needed, type in your tax rate (%) or tax amount
- d) If no tax is needed, you can remove the section by clicking **Remove** on the right hand side.

**Create Invoice** [Update] [Save] [Exit] [Next]

▼ Invoice Header \* Indicates required field [Add to Header ▼]

**Summary**

Purchase Order: **6200014491**

Invoice #: INV6200014491 **A**

Invoice Date: 12 Apr 2023 **B**

Service Description:

Supplier Tax ID:

Remit To: Test SIT3 Supplier 5 - TEST

Falmouth, MA  
United States

Bill To: **NGUSA Service Company**

Waltham, MA  
United States

Subtotal: **\$10,000.00 USD**  
Total Tax: \$600.00 USD  
Total Gross Amount: \$10,600.00 USD  
Total Net Amount: \$10,600.00 USD  
Amount Due: **\$10,600.00 USD**

[View/Edit Addresses](#)

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$10,000.00 USD

Tax Rate Type:

Rate(%): 6 **C**

Tax Amount: \$600.00 USD

**D** [Remove]

4. Continue to fill out/edit any additional information:

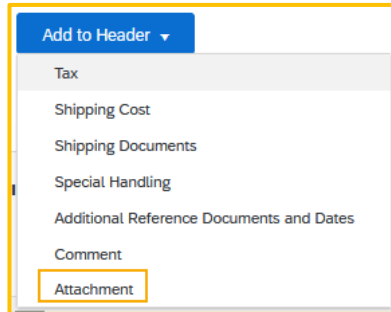
e) **Shipping**

f) **Additional fields**

- a) No fields are required here, but if desire, you may complete.

g) **Line items**

- If partially invoicing, you may edit the quantity amount
- You can also exclude line items by clicking on the green toggle bar.



5. Click **Add to Header** and select **Attachment**

As a reminder, your invoice must contain at least one attachment.

You can also add any of the other items listed:

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment(s)

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

**E** Ship From: **Test SIT3 Supplier 5 - TEST**  
Falmouth, MA  
United States

Ship To: **MAINTENANCE PLANT CO 5110 OPS**  
WALTHAM, MA  
United States  
Deliver To: **ASHISH DASH**  
MAINTENANCE PLANT CO 5110 OPS

**Payment Term**  
Net Term(days): 30

**Additional Fields** **F**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:

Supplier: **Test SIT3 Supplier 5 - TEST**  
Falmouth, MA  
United States

Customer: **NGUSA Service Company**  
Waltham, MA  
United States  
Email:

Bill From: **Test SIT3 Supplier 5 - TEST**  
Falmouth, MA  
United States

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

**Insert Line Item Options**

Tax Category:   Shipping Documents  Special Handling  Discount **Add to Included Lines**

| <input type="checkbox"/> | <b>G</b> No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price     | Subtotal       |
|--------------------------|--------------|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|----------------|----------------|
| <input type="checkbox"/> | 1            | <input checked="" type="checkbox"/> | MATERIAL | Not Available | TEST NON INVENTORY PO |                 | 5        | EA   | \$1,000.00 USD | \$5,000.00 USD |

↳ **Line Item Actions**

5. *Continued*

- h) An **Attachments** section will populate between your invoice Additional Fields and Line Items. Click on Browse, to locate your file, select it and then click Add Attachment.
- i) To confirm your file has been attached, you will see it listed as a line item, with the option to delete.

\*Please note, your file name **must not** contain any special characters.

\*Attachments  
The total size of all attachments cannot exceed 100MB Remove

No file selected.

▾

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

\*Attachments  
The total size of all attachments cannot exceed 100MB Remove

No file selected.

| Name   | Size (bytes) | Content Type |
|--|--------------|--------------|
| <input type="checkbox"/> NG Test INV attachment.docx | 19110        |              |

▾

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

6. Once you are done filling out your invoice template, click **Next** on the top or bottom right.
7. Review the details of your invoice.
8. Once you have verified the information and are ready to proceed, click **Submit**.

Create Invoice Update Save Exit **Next**

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

|                                   |  |   |
|-----------------------------------|--|---|
| Purchase Order: <b>6200014491</b> |  | Subtotal: <b>\$5,000.00 USD</b>           |
| Invoice #: * INV6200014491        |  | Total Tax: \$0.00 USD                     |
| Invoice Date: * 12 Apr 2023       |  | Total Gross Amount: <b>\$5,000.00 USD</b> |
| Service Description:              |  | Total Net Amount: <b>\$5,000.00 USD</b>   |
|                                   |  | <b>Amount Due: \$5,000.00 USD</b>         |

[View/Edit Addresses](#)

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.  
If you want your invoices to be stored in the Ariba 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

|   |  |   |
|---|--|---|
| Invoice Number: INV6200014491                         |  | Subtotal: <b>\$5,000.00 USD</b>           |
| Invoice Date: Wednesday 12 Apr 2023 2:00 PM GMT-04:00 |  | Total Tax: \$0.00 USD                     |
| Original Purchase Order: 6200014491                   |  | Total Gross Amount: <b>\$5,000.00 USD</b> |
|   |  | Total Net Amount: <b>\$5,000.00 USD</b>   |
|   |  | <b>Amount Due: \$5,000.00 USD</b>         |

|  |  |  |
|--|--|--|
| <p><b>REMIT TO:</b></p> <p>Test SIT3 Supplier 5 - TEST</p> <p>Postal Address:</p> <p>United States</p> | <p><b>BILL TO:</b></p> <p>NGUSA Service Company</p> <p>Postal Address (Default):</p> <p>United States<br/>Address ID: 5110</p> | <p><b>SUPPLIER:</b></p> <p>Test SIT3 Supplier 5 - TEST</p> <p>Postal Address:</p> <p>United States</p> |
|--|--|--|

# Thank you.

Contact information:

For business related questions, contact National Grid - [NationalGridAriba@nationalgrid.com](mailto:NationalGridAriba@nationalgrid.com)

For SAP Business Network related questions, visit the [National Grid Supplier Information Portal](#)