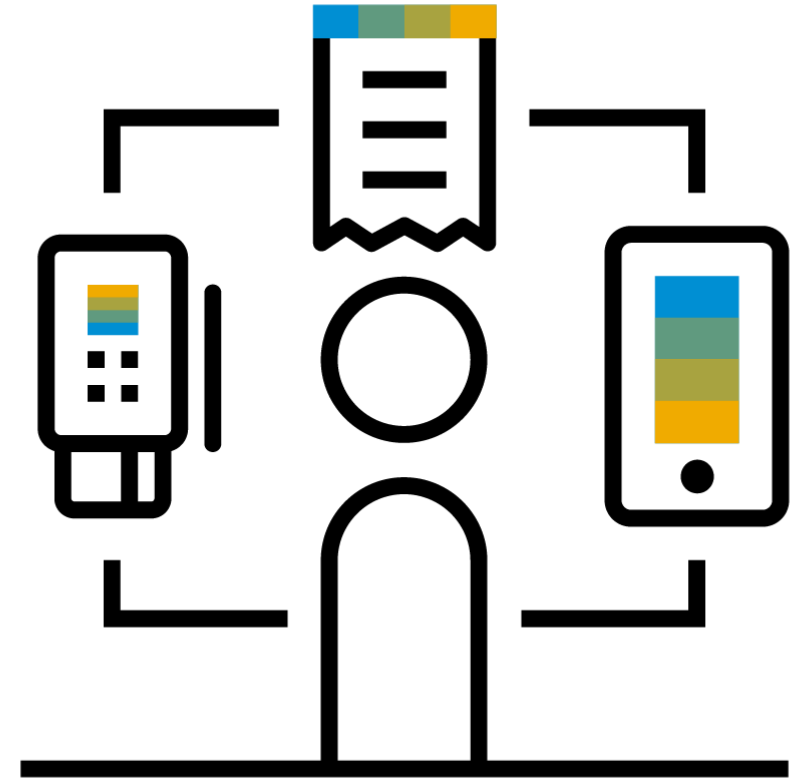**SAP Ariba**

National Grid
Creating a Service Purchase Order (PO) Invoice

THE BEST RUN **SAP**

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

   - For Service Purchase Order Invoices, the Service Entry Sheet will be automatically generated from the invoice.

**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: 6200014579   Done

Create Order Confirmation ▾ | Create Ship Notice | Create Service Sheet | Create Invoice ▾

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

National Grid does not accept manually created Service Entry Sheets

Order Detail | Order History

nationalgrid

From:
NGUSA Service Company

United States

To:
Test SIT3 Supplier 5 - TEST

United States
Phone:
Fax:
Email:

Purchase Order
(New)
6200014579
Amount: $1,000.00 USD
Version: 1

Payment Terms ⓘ
NET 30

Routing Status: Sent

Other Information
Purchase Group Name: Elizabeth Falise
Company Code: 5110
Purchasing Unit Name: NGUS
View more »

Ship All Items To

MAINTENANCE PLANT CO 5110 OPS

United States
Ship To Code: 1100
Email:

Bill To

NGUSA Service Company

United States

Deliver To

MAINTENANCE PLANT CO 5110 OPS

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

   a) Invoice **Number**
     Maximum characters: 16
     Numbers: allowed
     Letters: uppercase and/or lowercase

   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 (%)

   d) If no tax is needed, you can remove the section by clicking **Remove** on the right hand side.

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

    e) **Shipping**

    f) **Additional fields**

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

E

○ Header level shipping ⓘ   ○ Line level shipping ⓘ

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

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

View/Edit Addresses

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

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

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

View/Edit Addresses

View/Edit Addresses

Field Contractor
Name: [   ]
Email: [   ]
Phone: USA 1 [   ] [   ] [   ]

Field Engineer
Name: [   ]
Email: [   ]
Phone: USA 1 [   ] [   ] [   ]

Approver
Name: [   ]
Email: [   ]
Phone: USA 1 [   ] [   ] [   ]

Add to Header ▾

Add to Header ▾

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

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.

6. Go to the Line Items section to add your service line items to your invoice:

j) Click on **Add/Update** and select **Add Contract/Catalog Items**

You will be taken to a **Contract/Catalog** page where you will select your service items and quantities you want to add to your invoice

*Attachments

The total size of all attachments cannot exceed 100MB

[Browse...] No file selected.   [Add Attachment]

Remove

H

[Add to Header ▾]

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

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*Attachments

The total size of all attachments cannot exceed 100MB

[Browse...] No file selected.   [Add Attachment]

Remove

I

	Name	Size (bytes)	Content Type
☐	NG Test INV attachment.docx	19110	

[Delete]

[Add to Header ▾]

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [_____ ▾]   ☐ Discount

[Add to Included Lines]

☐	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
	1			Not Available	SERVICE PO 1								

J [Add/Update ▾]
  Add Contract/Catalog Items

[Line Item Actions ▾]   [Delete]

6. *Continued*

You have the option to select a contract/catalog item or add non catalog/contract item
Go to step 6-k for contract/catalog items
Go to step 6-n for non contract/catalog items

If selecting a contract/catalog item:

k) Click **Add to Cart** on the items/services you are selecting

The shopping cart on the top right will show you the number of items/services you are adding to your invoice.

l) Click **Done** to go back to your service invoice template

m) You will see your line items populate with the services added. You may add a Start and End Service date if needed.

**Repeat steps J to M if you have multiple line items on your service PO.

Create Service Sheet: Add Item

Done   Cancel

Part No: Not Available, Description: SERVICE PO 1

Browse By Category

Maintenance, Repair and Operations
Raw Materials

All Categories   Search by part #, supplier name, or keyword

6 item(s) found   View: Sort by: Relevance

Add to Cart   Compare Items

Stihl MS 271 Chain Saw   **$644.94 USD** / each
Supplier: LAWRENCE LYNCH MATERIAL CORP
Supplier Part #: LAW-NDMS271
Available in: **28** Day(s)   Qty: 1   Add to Cart

STIHL MS 271 - Farm Boss High Performance, high-tech, feul-efficient chainsaw

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

Insert Line Item Options
Tax Category: Discount   Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	1			Not Available	SERVICE PO 1					Add/Update ▾

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1	⬤	SERVICE	LAW-NDMS271	STIHL MS 271 - Farm Boss High Performanc		1	EA	$644.94 USD	$644.94 USD

Service Period   Service Start Date: Service End Date:

Line Item Actions ▾   Delete

6. *Continued*

If selecting a non contract/catalog item:

n) Click **Add a non-catalog item** icon on the top right

Fill out the following fields

o) **Full Description** *(required)*

p) **Commodity Code** *(prepopulated based on Purchase Order)*

q) **Price** *(required)*

r) **Supplier Part Number** *(Required if available)*

s) Click **Save**

The shopping cart on the top right will show you the number of items/services you are adding to your invoice.

t) Click **Done** to go back to your service invoice template

u) You will see your line items populate with the services added. You may add a Start and End Service date if needed.

**Repeat steps N to S if you have multiple non catalog line items on your service PO.

7. Once you are done filling out your invoice template, click **Next** on the top or bottom right.

8. Review the details of your invoice.

9. Once you have verified the information and are ready to proceed, click **Submit**.

**NOTES

• After submitting your invoice, the system will automatically generate a Service Entry Sheet for you.

• The Invoice you created will go into a "On Hold" routing status with a 'Pending Approval' invoice status. Once National Grid reviews and approves the Service Entry Sheet, the system will send the Invoice through to National Grid.

• The Purchase Order details will show you the related documents (Service Entry Sheet(s) and Invoice(s)) on the right hand side under Related Documents.

Thank you.

Contact information:

For business related questions, contact National Grid - NationalGridAriba@nationalgrid.com

For SAP Business Network related questions, visit the National Grid Supplier Information Portal

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