How to create invoice against an unplanned line/Contingency line (Service PO)

Step 1: First check the type of the Service lines by scrolling down the PO.

Step 2 : Make sure the PO is confirmed.

Step 3: Now click on create invoice button, Select Standard invoice.

Step 4: Invoice Creation screen will open, Enter a unique invoice number in the header.

Step 4: Scroll down and update the tax details and the service start date and end date.

Tax ⓘ			
● Header level tax ⓘ	○ Line level tax ⓘ		
Category: *	Sales Tax ▽	Taxable Amount:	$0.00 USD
Location:		Tax Rate Type:	
Description:		Rate(%):	0
Regime:	▽	Tax Amount:	$0.00 USD

Additional Fields

Supplier Account ID #:		Service Start Date: *	20 Feb 2024 📅
Customer Reference:		Service End Date: *	29 Feb 2024 📅
Supplier Reference:			
Payment Note:			

Step 5: There are two ways of invoicing here

Method 1 (Full invoice scenario)

Select the **Include** toggle switch as below and invoice the service lines as planned lines. Details will be copied from the PO itself

No need of any update in the line items

(Partial Invoice/Unplanned Service)

Delete the Planned lines 1.10,1.20

Step 6: Scroll down to the line item details and under Add or update select generic service line.

Step 7: Enter the data in the mandatory fields. Make sure quantity is 1. Enter the amount as needed.

Step 8: Click on update and next. Invoice summary screen will be displayed. Check all the entered details. Then click on submit.

Create Invoice

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:	8305027856INV
Invoice Date:	Monday 14 Aug 2023 6:52 PM GMT+05:30
Original Purchase Order:	8305027856

SERVICE PERIOD
Start Date : 14 Aug 2023
End Date : 24 Aug 2023

Subtotal:	$1,000.00 USD
Total Tax:	$0.00 USD
Total Gross Amount:	$1,000.00 USD
Total Net Amount:	$1,000.00 USD
Amount Due:	$1,000.00 USD

REMIT TO:

AIR CLEANING TECHNOLOGIES INC-TEST

Postal Address:
12321 Constellation
Houston, TX 77032
United States
Remit To ID: USD

BILL TO:

Halliburton Energy Services, Inc.

Postal Address:
3000 N Sam Houston Pkwy E
HOUSTON, TX 77032
United States
Address ID: 1100_CC

SUPPLIER:

AIR CLEANING TECHNOLOGIES INC-TEST

Postal Address:
1300 WEST DETROIT ST
BROKEN, OK 74012
United States