

# 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.

Line Items									Show Item Details
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
▼ 00001	1		Service			1 Mar 2024		\$2,000.00 USD	Details
Service PO									
00001.10			Service Contingency Line		1.000 (JOB) ①		\$1,000.00 USD	\$1,000.00 USD	Details
Line 1									
00001.20			Service Contingency Line		1.000 (JOB) ①		\$1,000.00 USD	\$1,000.00 USD	Details
Line 2									

Order submitted on: Wednesday 28 Feb 2024 10:30 PM GMT+05:30  
 Received by SAP Business Network on: Wednesday 28 Feb 2024 9:36 PM GMT+05:30  
 This Purchase Order was sent by Halliburton - TEST AN01469494713-T and

Service Sheet Required.

Sub-total: \$2,000.00 USD

Step 2 : Make sure the PO is confirmed.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4201703729 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

**HALLIBURTON**

From: Customer  
 Halliburton Energy Services, Inc.  
 3000 N Sam Houston Pkwy E  
 HOUSTON, Texas 77032  
 United States  
 Phone:  
 Fax:

To: AIR CLEANING TECHNOLOGIES INC-TEST  
 1322 WEST DETROIT ST  
 BROKEN, OK 74012  
 United States  
 Phone:  
 Fax:  
 Email: pandurang.koppad@halliburton.com

Purchase Order  
 (Confirmed)  
 4201703729  
 Amount: \$2,000.00 USD  
 Version: 1

Payment Terms  
 0.000% 60  
 Net due 60 days from receipt of invoice

Routing Status: Acknowledged  
 External Document Type: Off Site Service PO (ZNTE)  
 Related Documents: oc

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

Purchase Order: 4201703729 Done

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

Order Detail Order History

**HALLIBURTON**

From: Customer  
Halliburton Energy Services, Inc.  
3000 N Sam Houston Pkwy E  
HOUSTON, Texas 77032  
United States  
Phone:  
Fax:

To: AIR CLEANING TECHNOLOGIES INC-TEST  
1322 WEST DETROIT ST  
BROKEN, OK 74012  
United States  
Phone:  
Fax:  
Email: pandurang.koppad@halliburton.com

Purchase Order (Confirmed)  
4201703729  
Amount: \$2,000.00 USD  
Version: 1

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

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

SAP Business Network ▾ Enterprise Account TEST MODE

### Create Invoice

▼ Invoice Header

**Summary**

Purchase Order:	4201703729	Subtotal:	\$0.00 USD
Invoice #:*	4201703729INV	Total Tax:	\$0.00 USD
Invoice Date:	29 Feb 2024	Total Gross Amount:	\$0.00 USD
Service Description:		Total Net Amount:	\$0.00 USD
Supplier Tax ID:		Amount Due:	\$0.00 USD
Remit To:	12321 Constellation ▾		

Houston, TX  
United States  
Bill To: Halliburton Energy Services, Inc.

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 ▾

Location:

Description:

Regime:  ▾

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date: \* 20 Feb 2024 📅

Service End Date: \* 29 Feb 2024 📅

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

Line Items 2 Line Items, 2 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
00001	<input type="checkbox"/>			Service PO					
00001.10	<input checked="" type="checkbox"/>	SERVICE	Line 1			1	JOB ⓘ	\$1,000 USD	\$1,000.00 USD
Pricing Details									
Price Unit: JOB ⓘ Price Unit Quantity: 1.000									
Unit Conversion: 1 Description:									
Service Period									
Service Start Date: <input type="text"/> Service End Date: <input type="text"/>									
00001.20	<input checked="" type="checkbox"/>	SERVICE	Line 2			1	JOB ⓘ	\$1,000 USD	\$1,000.00 USD
Pricing Details									
Price Unit: JOB ⓘ Price Unit Quantity: 1.000									
Unit Conversion: 1 Description:									
Service Period									
Service Start Date: <input type="text"/> Service End Date: <input type="text"/>									

## Method 2 (Partial Invoice/Unplanned Service)

Delete the Planned lines 1.10,1.20

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

Insert Line Item Options  Tax Category:   Discount

<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
▼	00001						Service PO						

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

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

Insert Line Item Options  Tax Category:   Discount

<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
	1			Not Available	TEST SERVICE PR FOR 016K								

- Add Contract/Catalog Items
- Add General Service**
- Add Labor Service
- Add Material

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
▼	1			Not Available	TEST SERVICE PR FOR 016K				
	No.	Include	Type	<b>Part #</b>	<b>Description</b>	Customer Part #	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text" value="Test"/>	<input type="text" value="Test description"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="text" value="\$1,000 USD"/>

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

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

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**

SERVICE PERIOD

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

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