



# Goods Order Invoicing

We are Fortescue

# Goods Order Invoicing

How to Submit an Invoice for a Goods Purchase Order in SAP Business Network



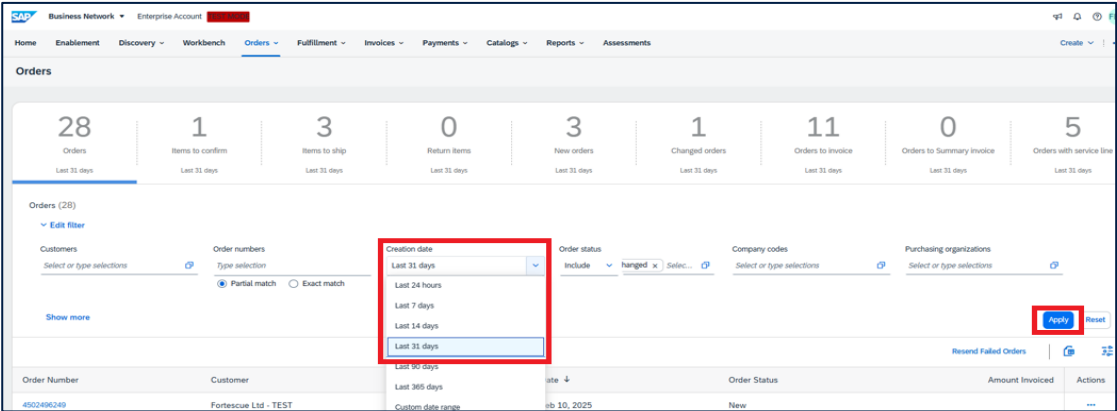
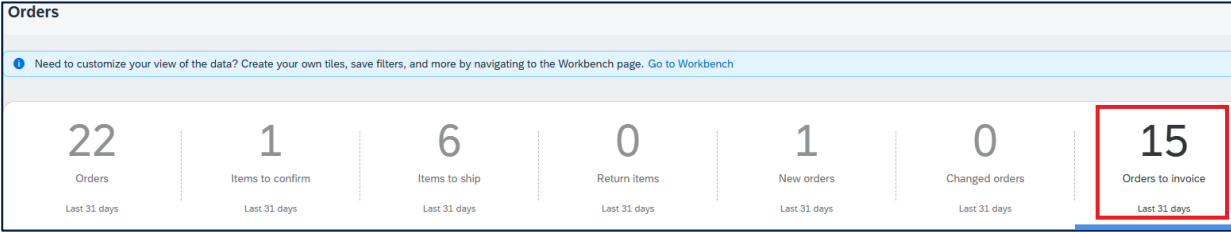
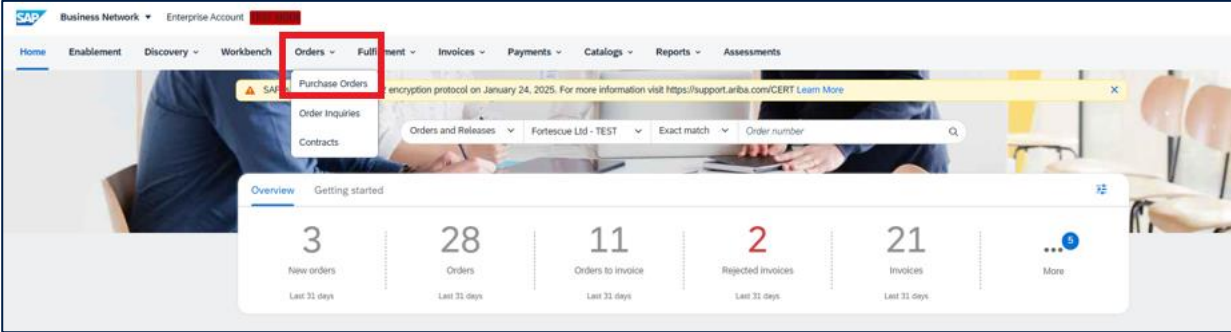
Fortescue requires a PO to be confirmed before an invoice can be created.

If the “Create Invoice” button is disabled, this indicates that the order confirmation is not yet complete.

# Accessing Orders to Invoice



1. Sign in to the **SAP Business Network**, click on **Orders**
2. Select **Purchase Orders**
3. Locate and select the **Orders to invoice** tile
4. Locate the **Customers** filter and select **Fortescue Ltd** and if required change the **Creation Date** time frame
  - a. The **Last 31 days** is the default time frame. To change click on the Creation date and select the required time frame from the drop-down list.
  - b. Filters can only be saved from the Workbench, refer to the SAP General Functionality Guide for Adding, moving and removing tiles – [CLICK HERE](#)
5. Click on **Apply**



# Starting an Invoice



- To open the relevant PO, click on the **blue PO** number from the **Order Number** list
- Click on **Create Invoice** and select **Standard Invoice**
- Enter the Invoice Number
  - Capital Letters only
  - Specified special characters only
  - Maximum length = 16 characters (including spaces)
  - If an error appears read the information and edit as specified
- Review and confirm the **Supplier Tax ID** (ABN) is correct

Order Number	Customer
4502791309	Fortescue Ltd - TEST

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 4502791309

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

Order Detail Order History **Standard Invoice**  
Line-Item Credit Memo  
Line-Item Debit Memo

Invoice Header

Summary

Purchase Order: 4502791309

Invoice #: \* Inv#1234  
! Required format: Maximum length: 16, Include uppercase letters, numbers and only these special characters: ., -, (, ), #, /

Invoice Date: 19 Mar 2025

Service Description:

Supplier Tax ID: \* A888888888888888

Additional Fields

Service Start Date: \*    
! Required field

Service End Date: \*    
! Required field

Payment Note:

# Completing Line Items



10. If the PO has more than one line item, use the Include/Exclude toggle next to lines to exclude
11. Enter the **Quantity** you wish to invoice in the **Quantity** box
12. All taxes are shown at Line-Item level, review and confirm the correct tax rate is applied, if the incorrect tax rate is displayed do not submit the invoice. An order confirmation must be submitted to amend the tax rate on the PO. An invoice submitted against a PO with incorrect tax rate will be rejected
13. Click on **Update**, correct any errors

Line Items

Insert Line Item Options  Tax Category: 10% GST / Goods and Services Tax  Shipping Documents  Special Handling  Discount [Add to Included](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	99-7932	3 x NOSE, 244 BT, -08 BT		350	EA	\$10.00 AUD	\$3,500.00 AUD

Pricing Details Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:

Tax Category: GST Location: Goods and Services Tax Regime: Taxable Amount: \$3,500.00 AUD Tax Rate Type: Rate(%): 10.000 Tax Amount: \$350.00 AUD Exempt Detail: (no value)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL	99-7932	3 x NOSE, 244 BT, -08 BT		20	EA	\$100.00 AUD	\$2,000.00 AUD

Pricing Details Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:

Tax Category: GST Location: Goods and Services Tax Regime: Taxable Amount: \$2,000.00 AUD Tax Rate Type: Rate(%): 10.000 Tax Amount: \$200.00 AUD Exempt Detail: (no value)

# Submitting the Invoice



14. Review the information, including Tax

15. Click on **Submit**

16. Click on **Exit**

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:Australia. The document's destination country is:Australia.  
If you want your invoices to be stored in the SAP Business Network 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 / Tax Invoice

Invoice Number: TEST	Subtotal: <b>\$3,291.46 AUD</b>
Invoice Date: Tuesday 8 Apr 2025 2:55 PM GMT+08:00	Total Tax: \$329.15 AUD
Original Purchase Order: 4502791408	Amount Due: <b>\$3,620.61 AUD</b>

**SERVICE PERIOD**  
Start Date : 5 Mar 2025  
End Date : 17 Mar 2025

REMIT TO: BILL TO: SUPPLIER:

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10.000%		\$3,291.46 AUD	\$329.15 AUD		Goods and Services Tax		

Invoice Summary

Subtotal: <b>\$3,291.46 AUD</b>
Total Tax: \$329.15 AUD
Amount Due: <b>\$3,620.61 AUD</b>

SAP Business Network Standard Account

**Invoice TEST has been submitted.**

- [Print a copy of the invoice.](#)
- **[Exit invoice creation.](#)**

# Status of an Invoice



1. To identify the invoice Status, click on **Invoices** and select Invoices
2. Click on the **Invoices** tile and locate the invoice you require
3. The **Invoice Status** provided information about the status of the Invoice, **Pending Approval** indicates that it is waiting for Fortescue to review and approve
  - a. Use setting to add or remove headings such as Routing Status

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Invoice Status
TEST	Fortescue Ltd - TEST	4502791408	Apr 8, 2025	\$3620.61 AUD	Sent
91403-10-2	Fortescue Ltd - TEST	4502791403	Apr 8, 2025	\$880 AUD	Approved
INV123	Fortescue Ltd - TEST	4502791175	Apr 7, 2025	\$550 AUD	Pending Approval
INVO-91431	Fortescue Ltd - TEST	4502791431	Apr 7, 2025	\$7260 AUD	Approved
INVO-91419	Fortescue Ltd - TEST	4502791419	Apr 4, 2025	\$5171.32 AUD	Approved