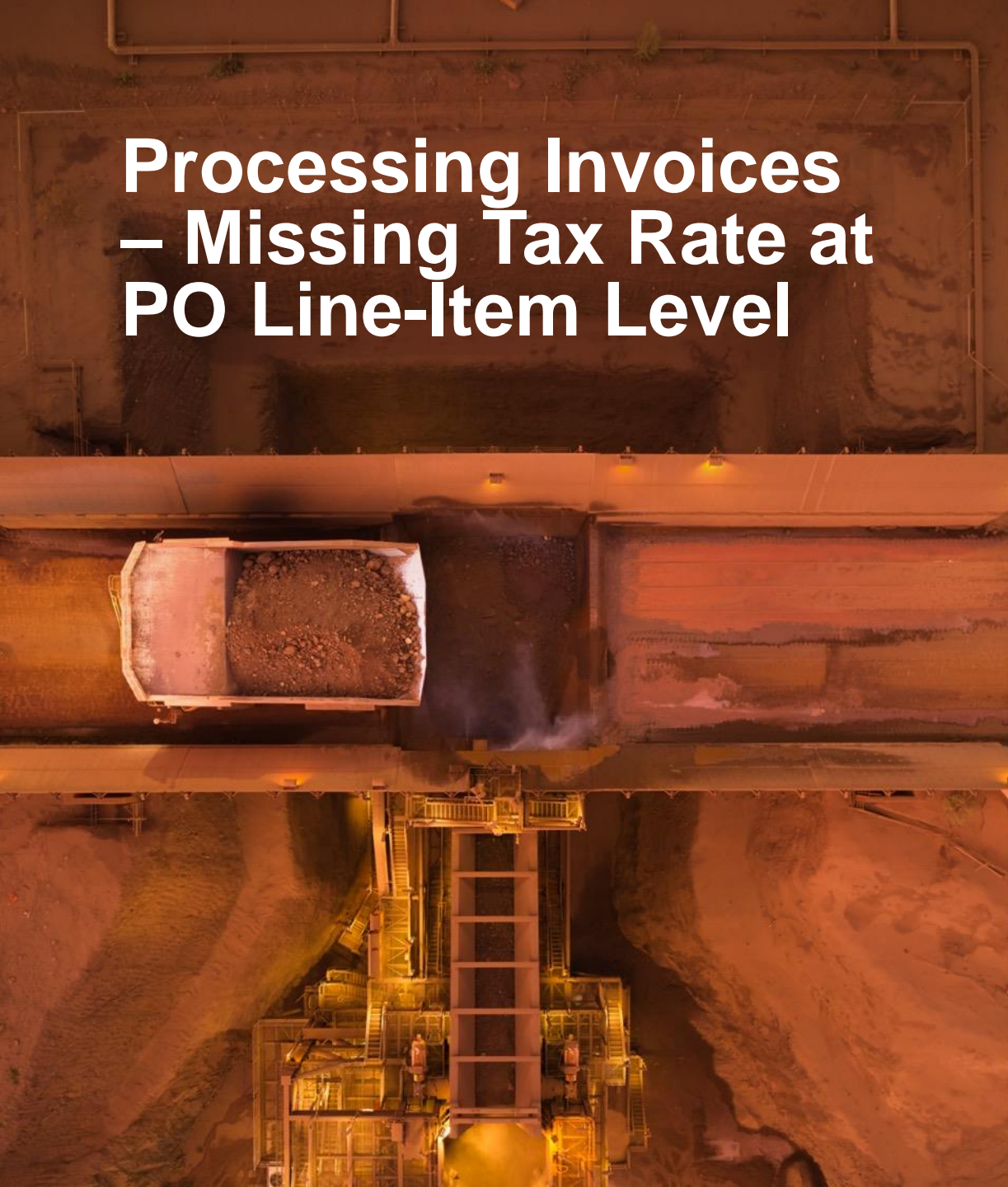




Processing Invoices Against PO without Tax Details

We are Fortescue



Processing Invoices – Missing Tax Rate at PO Line-Item Level



Fortescue is upgrading the middleware for SAP Business Network (SBN (Ariba)) on 14 April 2025.

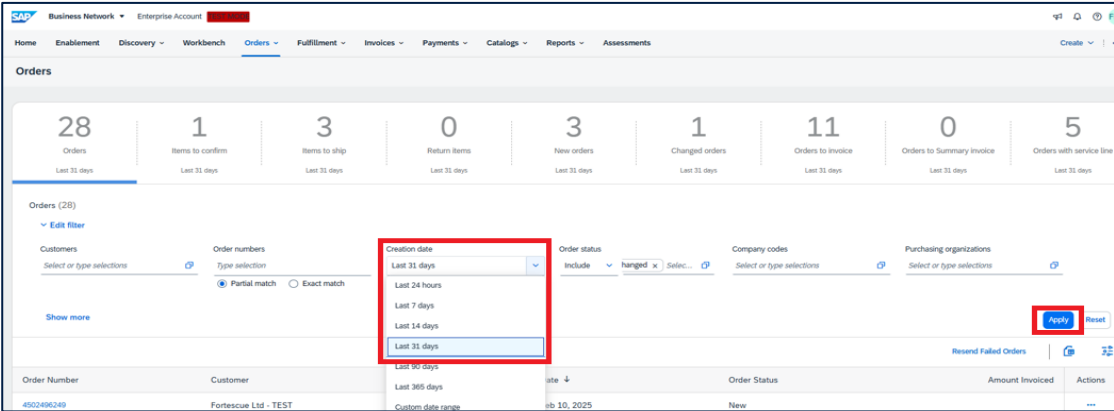
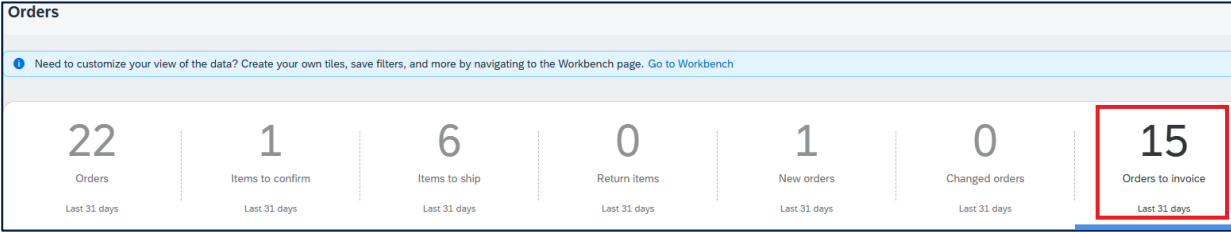
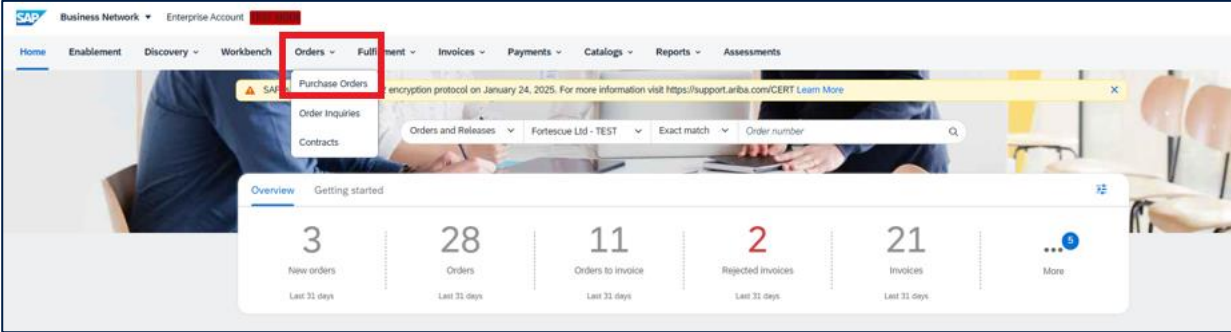
Purchase Orders (PO) issued before 14 April is not displaying Tax Details and is required for invoice submission.

Invoices must be amended to include Tax Details at PO line-item level.

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**



Reviewing PO without Tax Data



- 6. To open the relevant PO, click on the **blue PO** number from the **Order Number** list
- 7. Click on **Details** to expand
- 8. **Tax Details** not displayed on PO

Order Number	Customer
4502791309	Fortescue Ltd - TEST

Line Items									Show Item Details
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10		MAT-4481	Material		12.000 (EA)	10 Apr 2025	\$235.06 AUD	\$2,820.72 AUD	Details
		CYLINDER,BRK WHL,REAR							
Order submitted on: Thursday 3 Apr 2025 9:20 AM GMT+08:00 Received by SAP Business Network on: Thursday 3 Apr 2025 9:20 AM GMT+08:00 This Purchase Order was sent by Fortescue Ltd - TEST AN01011736185-T and delivered by SAP Business Network.								Sub-total: \$ 2,820.72 AUD Total Invoiced: \$ 2,820.72 AUD	

Line Items										Show Item Details	
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal			
10		23	Material		10.000 (EA)	10 Apr 2025	\$235.06 AUD	\$2,350.60 AUD		Summary	
		CYLINDER,BRK WHL,REAR									
Status											
10 Invoiced		Amount: \$2,350.60 AUD									
10.000 Confirmed As Is		(Estimated Delivery Date: 10 Apr 2025)									
10 Received											
Other Information											
Account Category:		U									
Itemtype:		Goods									
BuyerPartNumber:		3133044									
Requestor:		f697009									
Preparer:		purchasing.c									
PurchaseOrg:		BP01									
PurchaseGrp:		M01									
Plant:		1001									
SLOC:		Y010									
ItemCategory:		0									
Tax Code:		P1									
TotalAmount:		2350.6									

Reviewing PO with Tax Data



9. To open the relevant PO, click on the **blue PO** number from the **Order Number** list
10. Click on **Details**
11. **Tax Details** are visible per line-item

Order Number	Customer
4502791309	Fortescue Ltd - TEST

Line Items										Show Item Details
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
10	1	VPN-001 PAL LED MOS WHITE ASSEMBLY	Material		10.000 (EA)	30 Apr 2025	\$50.00 AUD	\$500.00 AUD	\$50.00 AUD	Details
<small>Order submitted on: Monday 10 Mar 2025 12:00 PM GMT+08:00 Received by SAP Business Network on: Monday 10 Mar 2025 9:30 AM GMT+08:00 This Purchase Order was sent by Fortescue Ltd - TEST AN01011736185-T and delivered by SAP Business Network.</small>										Sub-total: \$ 500.00 AUD Est. Total Tax: \$ 50.00 AUD Est. Grand Total: \$ 550.00 AUD

Line Items										Hide Item Details														
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax															
10	1	VPN-001 PAL LED MOS WHITE ASSEMBLY	Material		10.000 (EA)	30 Apr 2025	\$50.00 AUD	\$500.00 AUD	\$50.00 AUD	Summary														
Status 10.000 Confirmed As Is (Estimated Delivery Date: 30 Apr 2025)																								
Control Keys Order Confirmation: allowed Ship Notice: allowed Invoice: is not ERS Invoice Verification Type: goods receipt																								
Tax <table border="1"> <thead> <tr> <th>Tax Category</th> <th>Tax Rate (%)</th> <th>Taxable Amount</th> <th>Tax Amount</th> <th>Tax Location</th> <th>Description</th> <th>Exempt Detail</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>10.000</td> <td>\$500.00 AUD</td> <td>\$50.00 AUD</td> <td></td> <td>Goods and Services Tax</td> <td></td> </tr> </tbody> </table>											Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail	GST	10.000	\$500.00 AUD	\$50.00 AUD		Goods and Services Tax	
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail																		
GST	10.000	\$500.00 AUD	\$50.00 AUD		Goods and Services Tax																			

Completing Invoice Line Items



12. Where a PO has more than one line, use the Include/Exclude toggle next to the lines to exclude
13. Update the quantity to be invoiced in the **Quantity** box
14. Locate and select the **Tax Category** box
15. Click on **Add to Included Lines**
16. The **tax rate** and **tax amount** will be displayed under each line item included
17. Click on **Next**

Line Items

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax Shipping Documents Special Handling Discount Add to Included Lines

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

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	TEST-02	CYLINDER.BRK WHL.REAR	00000000003133042	15	EA	\$50.03 AUD	\$750.45 AUD
20	<input checked="" type="checkbox"/>	MATERIAL	TEST-02	CYLINDER.BRK WHL.REAR	00000000003133042	12	EA	\$70.34 AUD	\$844.08 AUD

Pricing Details

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

Tax

Category: 10% GST / Goods and Services Tax Taxable Amount: \$750.45 AUD Tax Rate Type: Tax Amount: \$75.05 AUD Exempt Detail: (no value)

Location: Description: Goods and Services Tax Rate(%): 10

Regime: Remove

Line Item Actions Delete Reset Tax from PO

Update Save Exit **Next**

Submitting an Invoice



- 18. Review the information, including tax
 - a. If the tax code is incorrect or the invoice includes non-taxable items, contact the Purchasing Officer to update the PO
 - b. Order Confirmation is required after the PO is updated to submit the invoice

- 19. Click on **Submit**

SAP Business Network - Standard Account - Get enterprise account - TEST MODE

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: INVO-91393
 Invoice Date: Wednesday 9 Apr 2025 8:15 AM GMT+08:00
 Original Purchase Order: 4502791393

Subtotal: \$1,594.53 AUD
 Total Tax: \$159.46 AUD
 Amount Due: \$1,753.99 AUD

<p>REMIT TO:</p> <p>HOWMET FASTENING - TEST</p> <p>Postal Address: Adelaide Tce Perth WAU 6000 Australia</p> <p>Tax ID of Supplier: MYABN12345</p>	<p>BILL TO:</p> <p>Chichester Metals Pty Ltd</p> <p>Postal Address: 256 St Georges Terrace Perth WA 6000 Australia Address ID: 1010</p>	<p>SUPPLIER:</p> <p>HOWMET FASTENING - TEST</p> <p>Postal Address: Adelaide Tce Perth WAU 6000 Australia</p>
<p>BILL FROM:</p> <p>HOWMET FASTENING - TEST</p> <p>Postal Address: Adelaide Tce Perth WAU 6000 Australia</p>	<p>CUSTOMER:</p> <p>Fortescue Ltd - TEST</p> <p>Postal Address: Level 2, 87 Adelaide Terrace, East Perth WAU 6004 Australia</p>	

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		\$500.00 AUD	\$50.00 AUD		Goods and Services Tax		

Invoice Summary

Subtotal: \$500.00 AUD
 Total Tax: \$50.00 AUD
 Amount Due: \$550.00 AUD

Previous Submit Exit