



Service Order Invoicing

We are Fortescue

Service Order Invoicing

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



Fortescue requires a Purchase Order (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.

ERP stand for Enterprise Resource Planning, which is the software system that Fortescue uses for procurement.

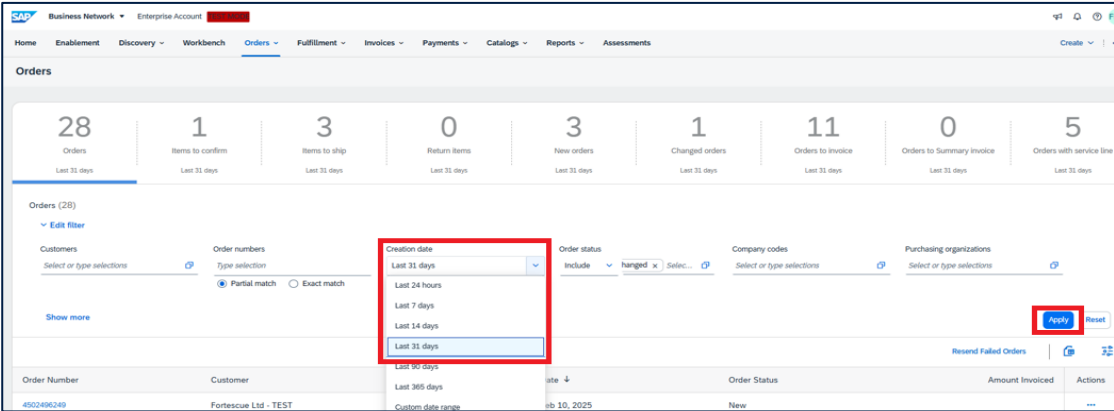
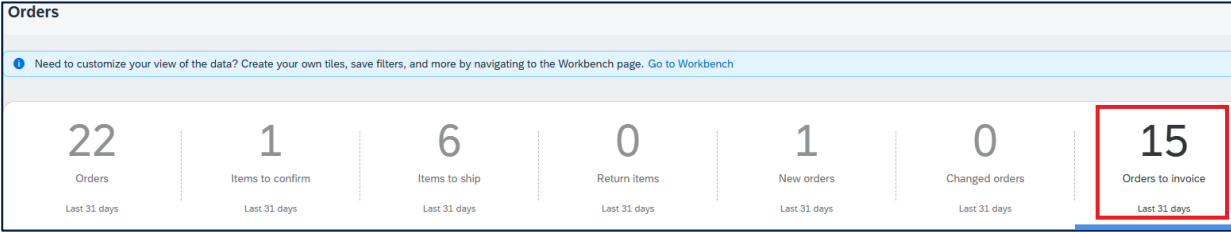
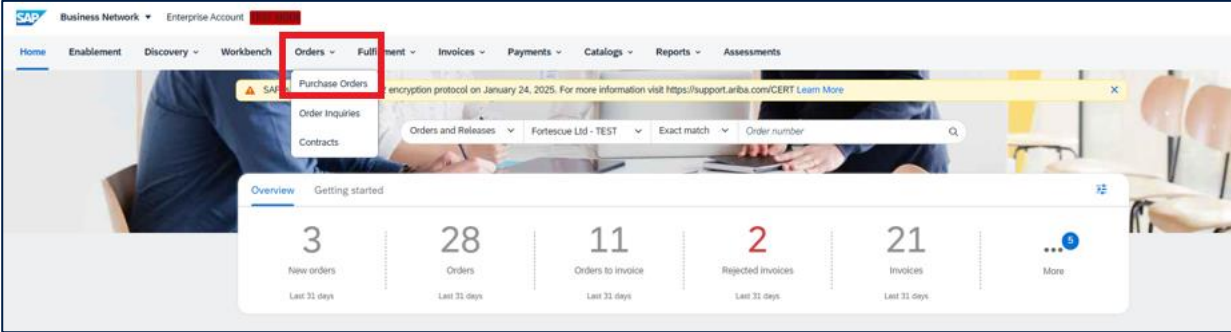
Important Notes:

1. A Service Entry Sheet (SES) must be approved by the business before an invoice can successfully be processed in Fortescue’s ERP system.
2. Payment terms will be calculated from the date the invoice is received in Fortescue’s ERP system, specifically based on the SES approval date.

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 a Service Order Invoice



6. To open the relevant PO, click on the **blue PO** number from the **Order Number** list
7. Click on **Create Invoice** and select **Standard Invoice**
8. Enter the Invoice Number
 - a. Capital Letters only
 - b. Specified special characters only
 - c. Maximum length = 16 characters (including spaces)
 - d. If an error appears read the information and edit as specified
9. Review and confirm the **Supplier Tax ID** (ABN) is correct
10. Locate the **Additional Fields** and complete the **Service Start and Service End Date**
 - a. This is the service dates the service invoice is being submitted for

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:

Adding an Attachment to Service Order Invoice



11. Locate and click on **Add to Header** and select **Attachment**
 - a. All Service Invoices must have an attachment, Invoices received without the mandatory attachment will be rejected
 - b. Attachments include proof of service delivery, a copy of the invoice, signed timesheets or other documentation that supports the delivery of the service on the invoice
12. Click on **Choose File**, select the documents required, click on **Open**
13. Click on **Add Attachment** (repeat steps 12 to 13 to add multiple documents), the documents added will appear in a list
14. If required, Suppliers can add Comments for the Fortescue approver, click on **Add to Header**
15. Locate the comment section and add your **Comments**
16. Scroll down to **Line Items**

Add to Header ▾

Comment

Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File 355804.pdf

Add Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Name

355804.pdf

Add to Header ▾

Comment

Attachment

Comment

Comments: THIS IS A COMMENT FOR SES APPROVER

Default Invoice Comment Text:

Completing Service Invoice Line Items



17. If the PO has more than one parent line you will need to select the required parent line first, you can not create invoices for more than 1 parent line at a time, select the required **Parent Line** and click on **Next**

18. Where a parent line has multiple child lines, use the Include/Exclude toggle next to the lines to exclude. Enter the **Quantity** you wish to invoice in the **Quantity** box

19. 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

20. Click on **Update**, correct any errors

21. Click on **Next**

Select Item to Create Invoice with Auto-Generated Service Sheet

Line #	Part ID / Description
<input checked="" type="radio"/> 00010	Test Service PO - Taxable
<input type="radio"/> 00020	Test Service PO - No GST

Service Sheet Required.

No.	Include	Type	Part #	Description
00020	<input type="checkbox"/>			Test Service PO - No GST
00020.10	<input checked="" type="checkbox"/>	SERVICE		Multi Line Service order

No.	Include	Type	Part #	Description
<input type="checkbox"/> 00020.10	<input type="checkbox"/>	SERVICE		Multi Line Service order

Excluded line items cannot be modified.

Standard Invoice / Tax Invoice

Invoice Number: INV1	Subtotal: \$500.00 AUD
Invoice Date: Wednesday 19 Mar 2025 11:44 AM GMT+08:00	Total Tax: \$50.00 AUD
Original Purchase Order: 4502791309	Amount Due: \$550.00 AUD

SERVICE PERIOD

Start Date : 5 Mar 2025
End Date : 6 Mar 2025

Submitting a Service Order Invoice



- 22. Review the information, including Tax
- 23. Click on **Submit**
- 24. 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: \$3,291.46 AUD
Invoice Date: Tuesday 8 Apr 2025 2:55 PM GMT+08:00	Total Tax: \$329.15 AUD
Original Purchase Order: 4502791408	Amount Due: \$3,620.61 AUD

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: \$3,291.46 AUD
Total Tax: \$329.15 AUD
Amount Due: \$3,620.61 AUD

SAP Business Network Standard Account

Invoice TEST has been submitted.

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

Status of a Service Order 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