

STP354 – Create and Publish Invoice from PO with SNC Job Aid

Version 2.0

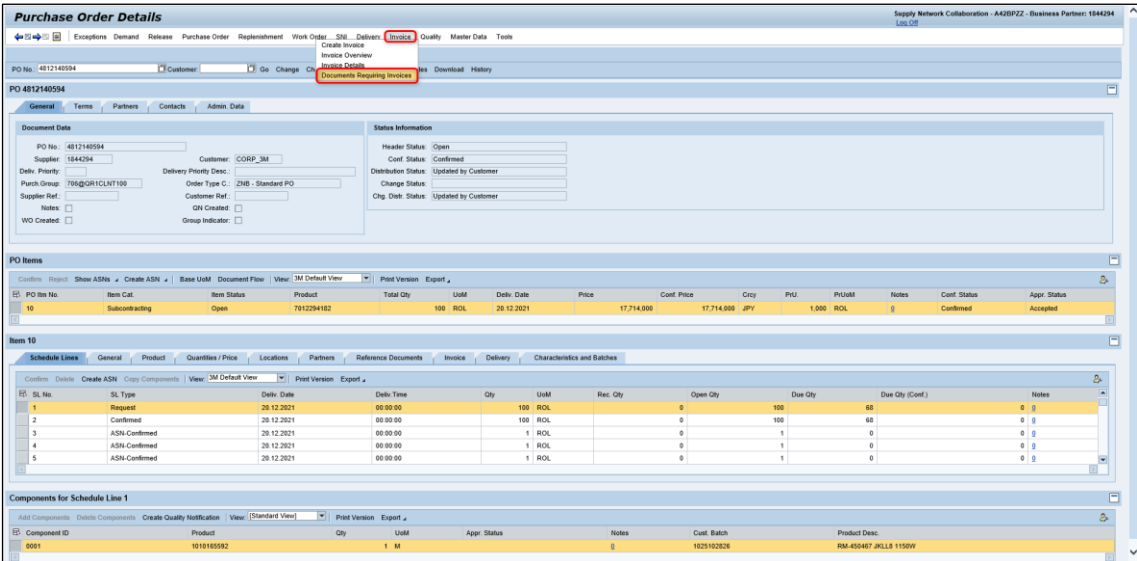
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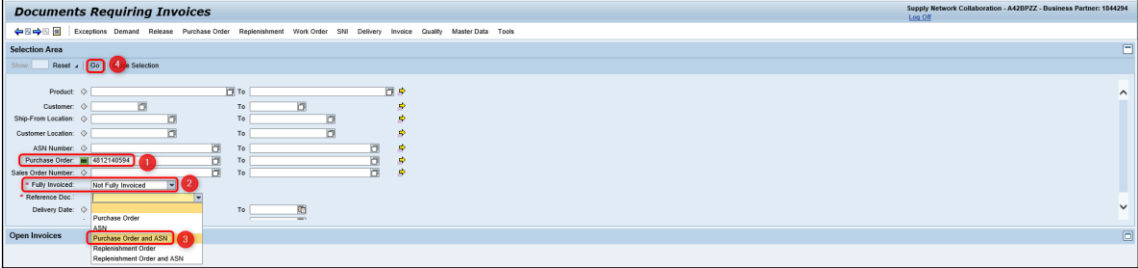
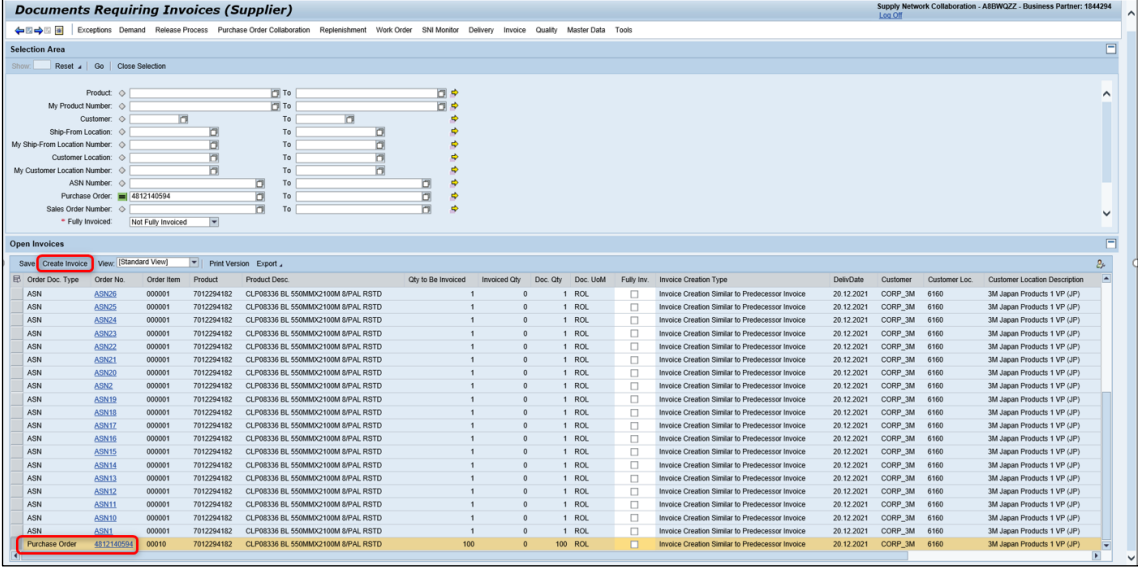
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1. Introduction

This job aid provides guidance to Vendors on the process to create and publish an invoice in SNC when there are multiple ASNs, or ASN lines (for example, when there are multiple batches), submitted for one PO line.

2. Create Invoice with Reference to PO or ASN in SNC

Steps	Detail																																																																																																																	
1.	<p>Select the Invoice menu option and click Documents Requiring Invoices.</p>  <p>The screenshot shows the SAP 'Purchase Order Details' interface for PO 4812140594. The 'Invoice' menu option is highlighted with a red box. Below it, the 'Documents Requiring Invoices' option is also highlighted. The interface displays various fields for document data, status information, and a table of PO items and schedule lines.</p> <table border="1"> <caption>PO Items</caption> <thead> <tr> <th>PO Item No.</th> <th>Item Cat.</th> <th>Item Status</th> <th>Product</th> <th>Total Qty</th> <th>UoM</th> <th>Deliv. Date</th> <th>Price</th> <th>Conf. Price</th> <th>Ctry</th> <th>PlU</th> <th>PlUoM</th> <th>Notes</th> <th>Conf. Status</th> <th>Appr. Status</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Subcontracting</td> <td>Open</td> <td>7912294182</td> <td>100</td> <td>ROL</td> <td>20.12.2021</td> <td>17.714.000</td> <td>17.714.000</td> <td>JPY</td> <td></td> <td>1.000</td> <td>ROL</td> <td>g</td> <td>Confirmed</td> <td>Accepted</td> </tr> </tbody> </table> <table border="1"> <caption>Schedule Lines</caption> <thead> <tr> <th>SL No.</th> <th>SL Type</th> <th>Deliv. Date</th> <th>Deliv. Time</th> <th>Qty</th> <th>UoM</th> <th>Rec. Qty</th> <th>Open Qty</th> <th>Due Qty</th> <th>Due Qty (Conf.)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Request</td> <td>20.12.2021</td> <td>00:00:00</td> <td>100</td> <td>ROL</td> <td>0</td> <td>100</td> <td>00</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>Confirmed</td> <td>20.12.2021</td> <td>00:00:00</td> <td>100</td> <td>ROL</td> <td>0</td> <td>100</td> <td>00</td> <td>0</td> <td></td> </tr> <tr> <td>3</td> <td>ASN-Confirmed</td> <td>20.12.2021</td> <td>00:00:00</td> <td>1</td> <td>ROL</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>4</td> <td>ASN-Confirmed</td> <td>20.12.2021</td> <td>00:00:00</td> <td>1</td> <td>ROL</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>5</td> <td>ASN-Confirmed</td> <td>20.12.2021</td> <td>00:00:00</td> <td>1</td> <td>ROL</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <table border="1"> <caption>Components for Schedule Line 1</caption> <thead> <tr> <th>Component ID</th> <th>Product</th> <th>Qty</th> <th>UoM</th> <th>Appr. Status</th> <th>Notes</th> <th>Cost. Batch</th> <th>Product Desc.</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>1010185592</td> <td>1</td> <td>M</td> <td></td> <td>g</td> <td>1025102028</td> <td>RM-450407_#L113 1150W</td> </tr> </tbody> </table>	PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Price	Conf. Price	Ctry	PlU	PlUoM	Notes	Conf. Status	Appr. Status	10	Subcontracting	Open	7912294182	100	ROL	20.12.2021	17.714.000	17.714.000	JPY		1.000	ROL	g	Confirmed	Accepted	SL No.	SL Type	Deliv. Date	Deliv. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)	Notes	1	Request	20.12.2021	00:00:00	100	ROL	0	100	00	0		2	Confirmed	20.12.2021	00:00:00	100	ROL	0	100	00	0		3	ASN-Confirmed	20.12.2021	00:00:00	1	ROL	0	1	0	0		4	ASN-Confirmed	20.12.2021	00:00:00	1	ROL	0	0	0	0		5	ASN-Confirmed	20.12.2021	00:00:00	1	ROL	0	0	0	0		Component ID	Product	Qty	UoM	Appr. Status	Notes	Cost. Batch	Product Desc.	0001	1010185592	1	M		g	1025102028	RM-450407_#L113 1150W
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Steps	Detail
2.	<p>a. Enter the PO number in the Purchase Order field.</p> <p>b. Select “Not Fully Invoiced” in the Fully Invoiced field.</p> <p>c. Select “Purchase Order and ASN” in the Reference Doc. Field.</p> <p>d. Click Go.</p>  <p>Select the line with the Purchase Order to be invoiced from the list displayed and click on Create Invoice.</p> 

Steps	Detail
3.	<p>Enter the Invoice Number, Document Date, and any other pertinent information needed, then click Publish.</p>

Create Invoice

Supply Network Collaboration - AA2BPZZ - Business Partner: 1544294
Log Off

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Purchase Order: PO: 481214554 Item: 10 Customer: CORP_3M Add New Check Save Draft **Publish**

Invoice Header

General Addresses Contacts Locations Aggregation Notes Payment Status Administration

Document Data

Invoice No.: TEST123
Document Date: 19.11.2021
Invoice Type: Invoice
Invoice Status: Inval: USD: Last Print Version:

Payment Reference

Payment Reference: Time: 21:26:10 Group:

Terms of Payment

Baseline Date: Terms of Payment Key: Maximum Cash Discount (Days): Maximum Cash Discount in %: Normal Cash Discount (Days): Normal Cash Discount in %: Net Payment Period: Description:

Tax Information

Invoicing Party Sales Tax Exemption Number: 3M VAT Number: Supplier Co Reg ID & VAT number: 200001011656 Tax Currency: Exchange Rate: Tax Amount: 0.000000

Invoice Items

Item	Product	Product Desc.	Quantity	UoM	Gross	Net	Tax Amt	Crcy	Price	Pr. Unit	Pt. UoM	Notes	Date of Supply	Pur. Doc.
1	7912294182	CLP88336 BL 55MMX210MM 8-PAL RSTD	100	ROL	1,771,400	1,771,400	0	JPY	17,714,000	1,000	ROL			481214554

Tax for Item 1

Item Tax: Add Tax Delete Tax Header Tax: GST Tax rate: 0.00

Ser Num.	Tax Type	Tax Rate	Tax Amount	Tax Currency	Conversion Factor	Tax Amount in Item Currency	Item Currency

Note: If tax is applicable, and tax is manually populated in the Tax Table, press the **Enter** key for each line. Once taxes for all line items are displayed, click **Check**.

Note: If tax is applicable, and the **Tax Amt** in the *Invoice Items* section does not match the Tax Amount in the Tax Table, execute the following steps BEFORE clicking on **Publish**:

1. Select the line item.
2. Click **Check**.
3. Click **Publish**.

Invoice Header

General Addresses Contacts Locations Aggregation Notes Payment Status Administration

View: [Standard View] Print Version Export

Tax Code	Tax Code Desc.	Jurisd. Code	Gross	Net	Tax Amt	Crcy
AP			12,113	11,012	1,101	JPY
			12,113	11,012	1,101	JPY

Unplanned Delivery Costs: 0 Total Amount: 12,113

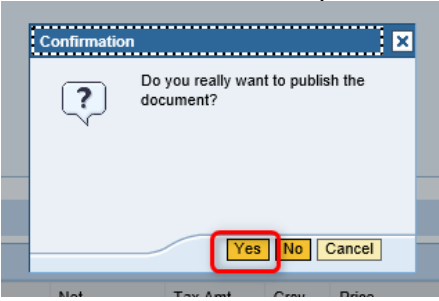
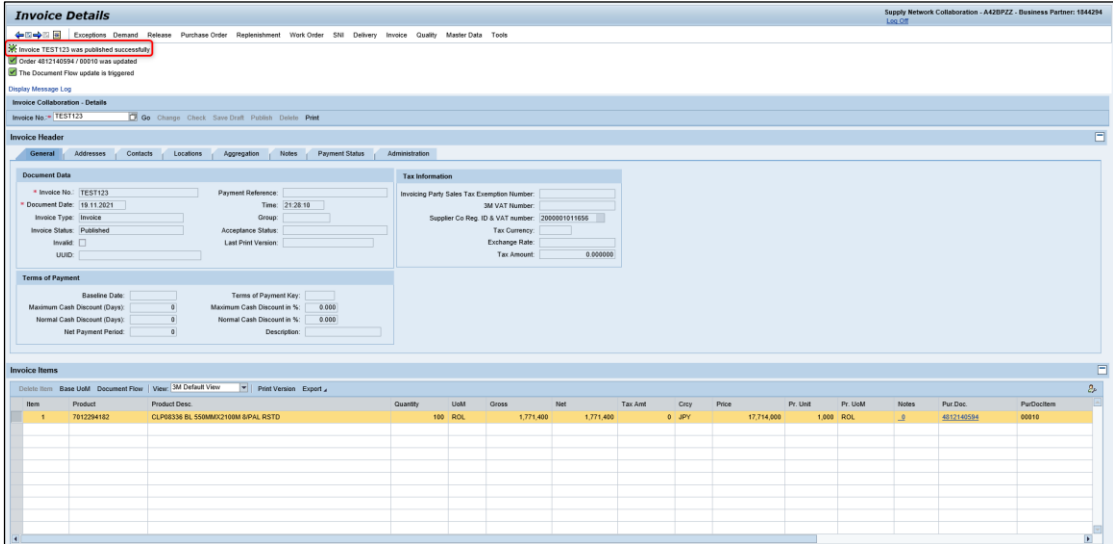
Invoice Items

Item	Product	Product Desc.	Quantity	UoM	OK	Gross	Net	Tax Amt	Crcy	Price	Pr. Unit	Pt. UoM	Tax Code
1	1010140361	Melamine Pad 115X250	6	EA	<input checked="" type="checkbox"/>	2,758	2,508	250	JPY	418,000	1,000	EA	AP
2	1010140361	Melamine Pad 115X250	8	EA	<input checked="" type="checkbox"/>	158	144	14	JPY	18	1	EA	AP
3	1010140361	Melamine Pad 115X250	2	EA	<input checked="" type="checkbox"/>	921	836	85	JPY	418,000	1,000	EA	AP
4	1010140361	Melamine Pad 115X250	4	EA	<input checked="" type="checkbox"/>	1,839	1,672	167	JPY	418,000	1,000	EA	AP
5	1010140361	Melamine Pad 115X250	6	EA	<input checked="" type="checkbox"/>	2,758	2,508	250	JPY	418,000	1,000	EA	AP
6	1010140361	Melamine Pad 115X250	8	EA	<input checked="" type="checkbox"/>	3,679	3,344	335	JPY	418,000	1,000	EA	AP

Tax for Item 3

Item Tax: Add Tax Delete Tax Header Tax: GST Tax rate: 10.00

Ser Num.	Tax Type	Tax Rate	Tax Amount	Tax Currency	Conversion Factor	Tax Amount in Item Currency	Item Currency
1	GST	10.00	10.00	85 JPY	1.000000	85	JPY

Steps	Detail																														
4.	<p>Click Yes to confirm the publish.</p>  <p>A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main text asks "Do you really want to publish the document?". Below the text are three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a red rectangular box.</p>																														
5.	<p>Message stating "Invoice XXXXXX was published successfully" will appear.</p>  <p>A screenshot of the "Invoice Details" web application interface. At the top, a message bar displays "Invoice TEST123 was published successfully" with a green checkmark icon. Below this, the "Invoice Collaboration - Details" section shows the invoice number "TEST123" and a "Publish" button. The main area is divided into "Document Data" and "Tax Information" sections. At the bottom, an "Invoice Items" table is visible with one item listed.</p> <table border="1" data-bbox="313 1024 1419 1199"> <thead> <tr> <th>Item</th> <th>Product</th> <th>Product Desc.</th> <th>Quantity</th> <th>Unit</th> <th>Gross</th> <th>Net</th> <th>Tax Amt</th> <th>Ctry</th> <th>Price</th> <th>Pt. Unit</th> <th>Pt. Unit</th> <th>Notes</th> <th>Pur Doc</th> <th>PurDocItem</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>701229482</td> <td>CLP08338 BL 55MMX210MM 8PAL RSTD</td> <td>100</td> <td>ROL</td> <td>1,771,400</td> <td>1,771,400</td> <td>0</td> <td>JPY</td> <td>17,714,000</td> <td>1,000</td> <td>ROL</td> <td></td> <td>4812140038</td> <td>00010</td> </tr> </tbody> </table>	Item	Product	Product Desc.	Quantity	Unit	Gross	Net	Tax Amt	Ctry	Price	Pt. Unit	Pt. Unit	Notes	Pur Doc	PurDocItem	1	701229482	CLP08338 BL 55MMX210MM 8PAL RSTD	100	ROL	1,771,400	1,771,400	0	JPY	17,714,000	1,000	ROL		4812140038	00010
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Revision History

Date	Version	Description	Author
19-NOV-2021	0.1	Created	Heidi Wolter
03-DEC-2021	0.2	Formatted according to standard template	Zoey Thao
09-DEC-2021	1.0	Approved	Liliana Mayorga
04-FEB-2022	1.1	Added tax information	Heidi Wolter
08-FEB-2022	1.2	Formatted according to standard template	Zoey Thao
08-FEB-2022	2.0	Approved	Heidi Wolter