

Creating an Invoice

Invoice based on a purchase order

Description

Creating an Invoice

Once you have created a ship notice (if required), the Create Invoice button will become available.

1. To begin creating an invoice, **Select the Create Invoice** button from either the top or the bottom of the screen.
2. Then **Select Standard Invoice**

The line items associated with this purchase order will be shown below the shipping location information.

3. Validate the quantities and pricing of the lines to be invoiced.

Note: Only lines that have a valid ASN can be invoiced (unless PO doesn't require ASN). Pricing can **NOT** be changed during invoicing. Please contact buyer if pricing is incorrect.

Screenshot

The screenshot displays the SAP Business Network interface for a purchase order (PO) 0002011303. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Create Invoice' button is highlighted, and a dropdown menu is open, showing options for 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below this, the 'From' and 'To' information is displayed, including the Stryker logo and contact details for the customer and supplier. The 'Payment Terms' are listed as 0.000% 30 NT30. The 'Line Items' table shows one item: SYK Testing Material 002, with a quantity of 5,000 EA, a unit price of \$100 JPY, and a subtotal of \$500 JPY. At the bottom, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with 'Done' and 'Previous' buttons.

Description

Screenshot

Creating an Invoice

After selecting Create Invoice, you will be brought to the screen shown on the right. Information will automatically be populated to the Invoice from the purchase order and ASN.

Any field marked with an asterisk will be required to be submitted.

4. Enter a valid Invoice Number and Invoice Date.
5. Scroll down to the Tax Level.
6. Enter **Header Level Tax**.
7. Enter Tax Rate.

IMPORTANT:

Completion of tax field is required. It must be "Header level tax". If "Line level tax" is selected, the invoice **will be rejected**.

A tax rate must be entered. If you don't charge tax on the invoice, **enter 0 in the rate**.

Create Invoice Update

▼ Invoice Header

⚠ Stryker complies with international tax laws. Please provide proof of invoice submission to tax authority where required.

Summary

Purchase Order: 0002011303

Invoice #:*

Invoice Date:* 5 Apr 2024

Subtotal: \$2,250.00 USD
 Total Tax: \$0.00 USD
 Amount Due: \$2,250.00 USD

Service Description:

Supplier Tax ID:

Remit To: STRYKER SCC QMS TEST SUPPLIER 1 - TEST

Washington, PA
 United States
 Bill To: **Stryker Corporation**
 Salt Lake City, UT
 United States

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$2,250.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Creating an Invoice

Scroll down and validate your line items and pricing.

8. Select "Next"

Line Items

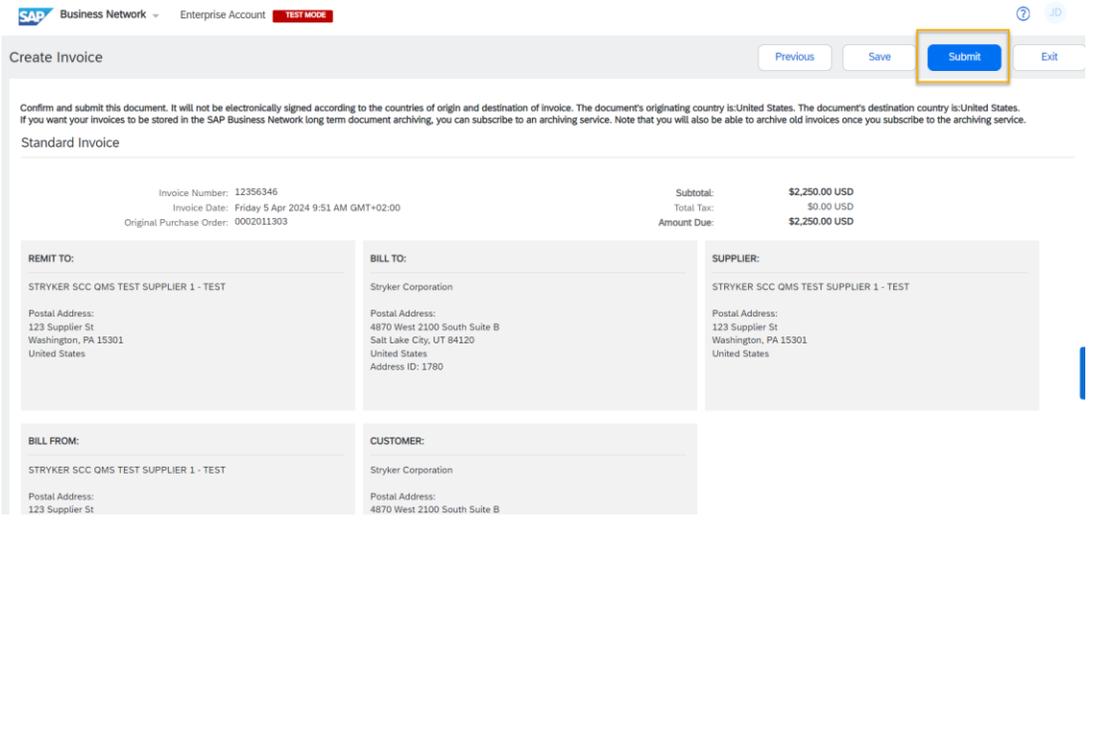
1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Test Material 1	TEST MATERIAL1	25	PCE	\$90.00 USD	\$2,250.00 USD

Pricing Details

Unit Conversion: 1 Price Unit: PCE ⓘ Price Unit Quantity: 1 Description:

Line Item Actions

Description	Screenshot
<p>Creating an Invoice</p> <p>After moving the next step, you will be brought to a screen where you can review the information you have submitted for your invoice.</p> <p>Make sure that the subtotal, total tax (if applicable), and amount due are correct.</p> <p>9. Select “Submit” at the top or bottom of the page to send the invoice to Stryker.</p> <p>Please do not email an invoice separately to Stryker. This is the only required invoice for a PO in Ariba.</p>	
<p>Creating an Invoice</p> <p>Once you have submitted your invoice, you will be brought to a screen where you can either print the invoice you have created or exit back to the purchase order interface.</p>	