

# ***SAP Business Network Guide to Invoicing***

*Submitting a Non-PO Invoice*



**PETROBRAS**

## Document's Purpose

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1. The overall purpose of this document is to be a quick reference for SAP Ariba Users responsible for creating, editing and monitoring invoices based on
  - Contract – RM Report;
  - Contract – RC Report;
  - FRS – Service Sheet .
2. Suppliers must be registered on SAP Business Network before they can connect and transact documents to Petrobras. Therefore, if your company is not yet registered with SAP Business Network, fill this [form](#) and start the registration processes,
3. If you are new to SAP Business Network, , click [HERE](#) to familiarize yourself with a training video.
4. For more information, click [HERE](#) to access **Supplier Support** on **Petrobras Supplier Channel**

# ***Submitting a Non-PO Invoice***

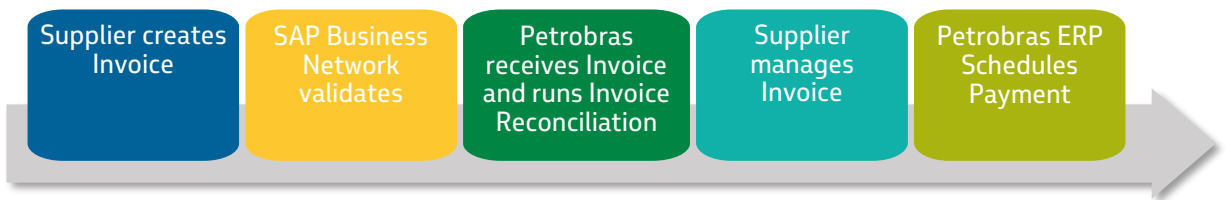
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# Submitting a Non-PO Invoice

## Step by step of invoice creation

The **purpose** of this guide is to be a **quick reference** for Users responsible for creating, editing and monitoring invoices through SAP Business Network.

Use the following diagram to understand the **workflow** of how an invoice is created and then managed throughout its lifecycle:



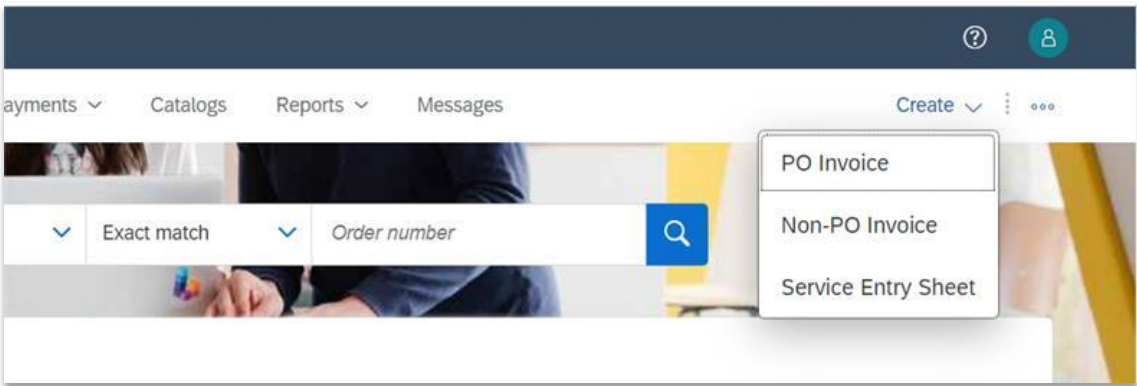
- Supplier **creates** invoice on-line. SAP Business Network processes and **validates** it. If the invoice fails validation, it is **rejected**, and Supplier must **correct** its data and then, resubmits;
- Once Petrobras **receives** the invoice, it begins the process of **invoice reconciliation**. Based on the result of the invoice reconciliation, the Supplier **manages** the invoice in SAP Business Network. In case of errors, the Supplier corrects invoice data and then, **resubmits**;
- After successful completion of the invoice reconciliation process, Petrobras ERP **schedules** invoice for **payment**.

**NOTE:** Although SAP Business Network supports the creation of the numerous types of invoices, this guide is restricted to create "**Non-PO Invoice**";

# Submitting a Non-PO Invoice

## Step by step of invoice creation

1. When signed into your account, click **Create > Non-PO Invoice**. (If your customer is not listed, they have not enabled you for non-PO invoicing).



2. Click the appropriate Customer for the **Standard Invoice** option, then click **Next**:

A screenshot of the 'Create Non-PO Invoice' form in SAP Business Network. The form has a header with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there's a 'Create Non-PO Invoice' section with 'Next' and 'Exit' buttons. The main content area says 'For a trading relationship already on Ariba Network'. There's a 'Customer' dropdown menu with 'Petrobras - TEST' selected. Below that, there's a 'Type of Invoice' section with two radio buttons: 'Standard Invoice' (selected) and 'Credit Memo'.

3. Enter the **Invoice Number (Invoice #)**, **Date (Invoice Date)** and **"82 - INVOICE" (Invoice Type)**:

A screenshot of the 'Invoice Header' form in SAP Business Network. The form has a header with 'Invoice Header'. Below the header, there's a 'Summary' section. There are three input fields: 'Invoice #:\*' (empty), 'Invoice Date:\*' (6 Apr 2023), and 'Invoice type:' (82 - INVOICE). Below the 'Invoice #:\*' field, there's a red warning message: '! O Nro da Fatura, não pode ser zero e não pode haver duplicidade. MODELOS 55: Até 13 dígitos (número e hífen, sendo que a série é limitada a 3 dígitos) OU ser 12 dígitos numéricos. MODELO 56: Até 6 dígitos numérico. MODELOS 80, 81, 82, 83, 84 e 90: Até 16 dígitos (letra, número e hífen). DEMAIS MODELOS: Até 9 dígitos (letra, número e hífen).'. The 'Invoice type:' dropdown menu is set to '82 - INVOICE'.

# Submitting a Non-PO Invoice

## Step by step of invoice creation

4. Select an **Obligation Ballast** option, then click **Update**. This will update details within the chosen option:

**NOTE:** There are **3 options** for Obligation Ballast . Choose **the one** that applies to this invoice:

- a. Contract Number and RM Number, or
- b. Contract Number and RC Number , or
- c. FRS (Service Sheet (SS) / Service Entry Sheet) Number.

- a. Enter **Contract Number** (Contract No.) and **RM number** (Birth of RM), if you have chosen Contract Number and RM Number option:

Select the Obligation\*  
Ballast option: ⓘ

Contract No: ⓘ

Birth of RM  
(Measurement Report): ⓘ

Contract Birth + RM Birth (Measurement Report) ▼

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RELATÓRIO DE MEDIÇÃO (RM)

CONTRATO R/3

MOEDA NACIONAL

LIBERADA POR

INFORMAÇÕES BÁSICAS

CENTRO/LORE

COD. FORNECEDOR

RAZÃO SOCIAL

COND. PAGAMENTO

FISCAL

GERENTE

RESP. SOLIDÁRIA P/ INSS

INST. CONT. JURÍDICO : 5900.0115094.20.2

CONTRATO R/3 : 4600611264

NÚMERO DO RM : 8014

DATA DE CÁLCULO : 30.12.2022

DATA DE IMPRESSÃO : 01.02.2023

PERÍODO DE MEDIÇÃO : 26.11.2022 A 25.12.2022

PERÍODO DO CONTRATO : 22.05.2020 A 20.06.2023

- b. Enter **Contract Number** (Contract No.) and **RC number** (Paragraph of the RC), if you have chosen Contract Number and RC Number option:

Select the mandatory covered documents  
option: ⓘ

Contract number: ⓘ

RC number  
(Complementary report): ⓘ

Contract number + RC number (Complementary report) ▼

BR PETROBRAS

RELATÓRIO DE MEDIÇÃO (RM)

CONTRATO R/3

MOEDA NACIONAL

LIBERADA POR

INFORMAÇÕES BÁSICAS

CENTRO/LORE

COD. FORNECEDOR

RAZÃO SOCIAL

COND. PAGAMENTO

FISCAL

GERENTE

RESP. SOLIDÁRIA P/ INSS

CESSÃO NÃO-DE-OBRA C/ EXP. RISCOS

INST. CONT. JURÍDICO : 5900.0117318.21.2

CONTRATO R/3 : 4600639612

NÚMERO DO RC : 7 do RM 29

DATA DE CÁLCULO : 14.11.2022

DATA DE IMPRESSÃO : 01.02.2023

PERÍODO DE MEDIÇÃO : 26.09.2022 A 25.10.2022

VALOR LÍQUIDO PARCIAL : 5.306,86

IMPOSTOS RETIDOS : 514,36

VALOR LÍQUIDO : 4.792,50

### Step by step of invoice creation

- Select the mandatory covered documents  
option: ⓘ

**Fill the Service Entry Sheet number**

<input type="checkbox"/>	SES - Service Entry Sheet number
<input type="checkbox"/>	<input type="text"/>

↳

Invoice complementary information

Select supplier identification: ⓘ

Supplier identification: ⓘ

(no value) ▼

(no value)

CNPJ

ID

### Value, Discount, Taxes and Retentions

Currency: ⓘ \* (no value) ▼

Gross Value: ⓘ \* (no value)

BRL - Brazilian Real

USD - US Dollar

USN - US Dollar (Next day)

EUR - Euro



# Submitting a Non-PO Invoice

Step by step of invoice creation

6. Include **Bank Account Information**:

Bank Details

Bank Name: ⓘ \*

Swift Code: ⓘ \*

Bank account: ⓘ \*

IBAN: ⓘ \*

0

0

0

0

Intermediate Bank Details

Bank Name: ⓘ

Swift Code: ⓘ

Bank account: ⓘ

IBAN: ⓘ

0

0

0

0

7. Click "**Add to Header, Attachment, Choose File, Add Attachment**" to attach the invoice. Then, Click Update

\* Indicates required field

Add to Header ▼

Attachment

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment



# Submitting a Non-PO Invoice

## Step by step of invoice creation

8. Despite invoicing services, go to the bottom of the **Line Items** section and click **Add > Add Material**, then flag one service item, and **Update**.

Line Items

<input type="checkbox"/>	In.	In.	In.	Include	Type	Part
--------------------------	-----	-----	-----	---------	------	------

↳

Line Item Actions ▾

Delete

Add ▾

Add Material

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	

↳

Line Item Actions ▾

Delete

Add ▾

Line Items

<input type="checkbox"/>	In.	Include	Type	Part #
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	

↳

Line Item Actions ▾

Delete

Add ▾

9. Once you have completed adding your invoice information, click **Update**. This will update details within the **Header** section of your invoice. Then, click **Next**.

?

CP

Update

Save

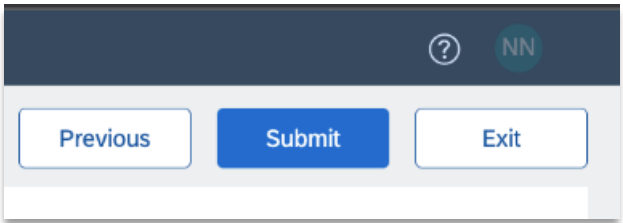
Exit

Next

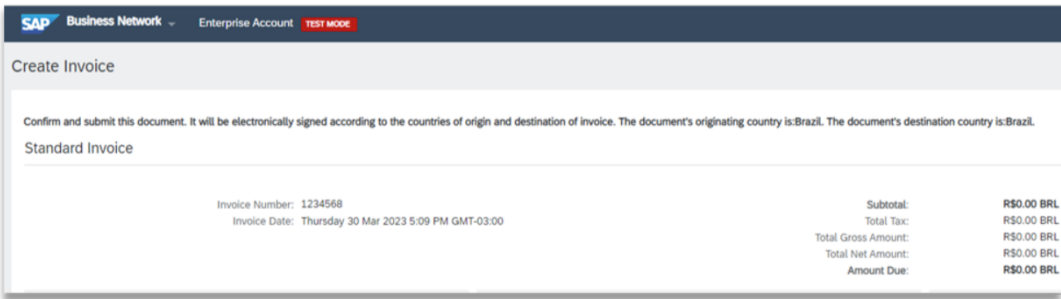
# Submitting a Non-PO Invoice

## Step by step of invoice creation

10. Review the invoice and make any final changes as necessary, then click **Submit**.



11. . After submitting the Non-PO Invoice, SAP Business Network will update and provide the following information:



12. The continuity of the payment process will depend on the receipt of the physical invoice that should be sent to the address set below:

PETROBRAS/FINANCAS/CRP/CPAG  
Avenida Republica do Chile, 65 sala 1301  
Centro, Rio de Janeiro / RJ  
CEP: 20031-912  
Brasil

# *Glossary*

# Glossary

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**FR:** Information regarding the "Obligation Ballast" code for Service Sheet

**FRS:** Service Sheet

**Non-PO Invoice:** Invoice which is not based on a purchase order.

**RC:** Add-on Report

**RM:** Measurement Report

**SAP Business Network (Ariba Network):** SAP Business Network is a hosted service that enables a Petrobras to form relationships with its suppliers and conduct order and invoicing transactions over the Internet.

