



SAP Business Network Guide to Invoicing



Submitting a Non-PO Invoice



Document's Purpose

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

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:



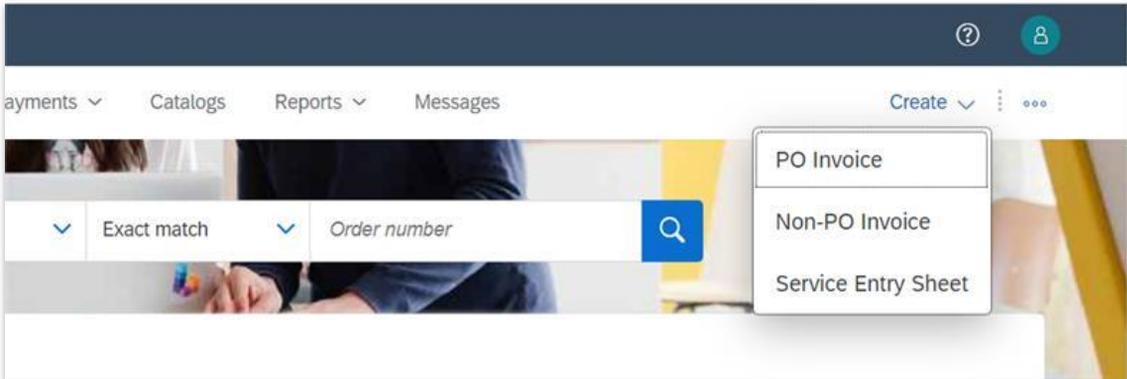
- Supplier **creates** invoice on-line. SAP Business Network processes and **validates** it. If the invoice fails validation, it is **rejected**, and Supplier must **correct** its data and then, resubmits;
- Once Petrobras **receives** the invoice, it begins the process of **invoice reconciliation**. 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**”;

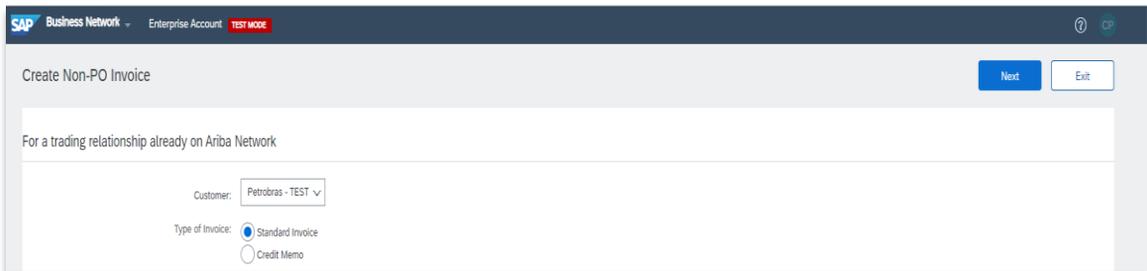
Submitting a Non-PO Invoice

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**:



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 is titled 'Invoice Header' and has a 'Summary' section. The 'Invoice #:*' field is empty. Below it, there is a 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 Date:*' field is set to '6 Apr 2023'. 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): ⓘ

BR PETROBRAS RELATÓRIO DE MEDIÇÃO (RM) INST. CONT. JURÍDICO : 5900.0115094.20.2
CONTRATO R/3 : 4600611264
MOEDA NACIONAL : 8014

LIBERADA POR

INFORMAÇÕES BÁSICAS

CENTRO/LORE	:	
COD. FORNECEDOR	:	
RAZÃO SOCIAL	:	
COND. PAGAMENTO	:	
FISCAL	:	
GERENTE	:	
RESP. SOLIDÁRIA P/ INSS	:	
CESSÃO MÃO-DE-OBRA C/ EMP. RISCOS	:	

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): ⓘ

BR PETROBRAS RELATÓRIO DE MEDIÇÃO (RC) INST. CONT. JURÍDICO : 5900.0117318.21.2
CONTRATO R/3 : 4600639612
MOEDA NACIONAL : 8014

LIBERADA POR

INFORMAÇÕES BÁSICAS

CENTRO/LORE	:	
COD. FORNECEDOR	:	
RAZÃO SOCIAL	:	
COND. PAGAMENTO	:	
FISCAL	:	
GERENTE	:	
RESP. SOLIDÁRIA P/ INSS	:	
CESSÃO MÃO-DE-OBRA C/ EMP. 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	:	5.306,96
IMPOSTOS RETIDOS	:	514,36
VALOR LÍQUIDO	:	4.792,50

Submitting a Non-PO Invoice

Step by step of invoice creation

- c. **Enter Service Record Number**, if you have chosen FRS (Service Sheet (SS) / Service Entry Sheet) Number option:

Select the mandatory covered documents option: ⓘ

SES - Service Entry Sheet number

Fill the Service Entry Sheet number

SES - Service Entry Sheet number

↳

PETROBRAS FOLHA DE REGISTRO DE SERVIÇOS

LIBERADA POR MMPET0000B

N° DA FRS : 1000005105 Pag.: 1 / 1

DATA DE EMISSÃO : 31.01.2023

CONTRATO : 4600009763

INST. CONTR. JURÍDICO: 0800.0005473.23.2

PEDIDO : 4500050734

PERÍODO DE MEDIÇÃO : 31.01.2023 A 31.01.2023

5. In **Additional Information** area: select **ID** (Select Supplier Identification), **Vendor ID Number** (Supplier Identification), **Currency** (Currency) and **Amount** (Gross Value) :

Invoice complementary information

Select supplier identification: ⓘ

Supplier identification: ⓘ

(no value) v

(no value)

CNPJ

ID

Value, Discount, Taxes and Retentions

Currency: ⓘ * (no value) v

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: ⓘ * 0

Swift Code: ⓘ * 0

Bank account: ⓘ * 0

IBAN: ⓘ * 0

Intermediate Bank Details

Bank Name: ⓘ 0

Swift Code: ⓘ 0

Bank account: ⓘ 0

IBAN: ⓘ 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

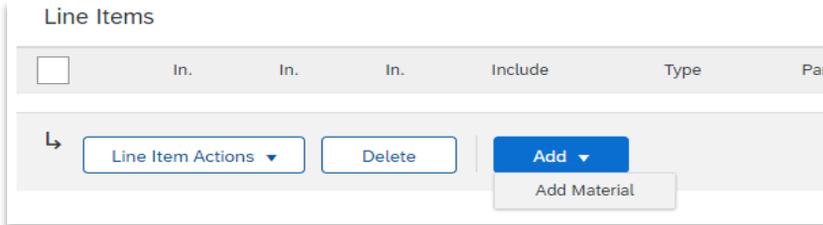
Choose File No file chosen

Add Attachment

Submitting a Non-PO Invoice

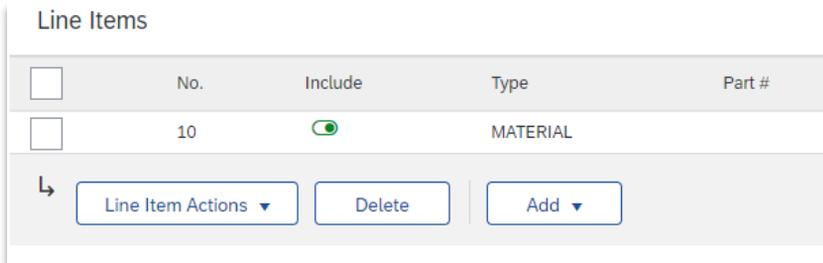
Step by step of invoice creation

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

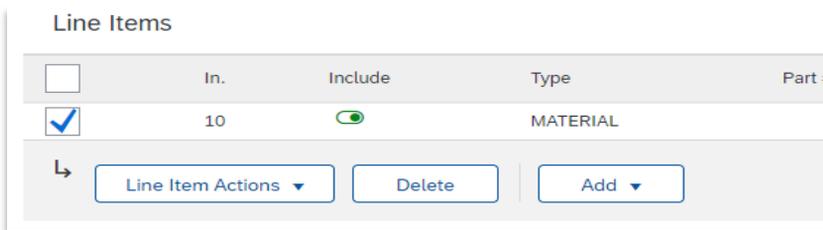
<input type="checkbox"/>	In.	In.	In.	Include	Type	Part #
↳ Line Item Actions ▼ Delete Add ▼						
Add Material						



Line Items

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

↳ Line Item Actions ▼ Delete Add ▼

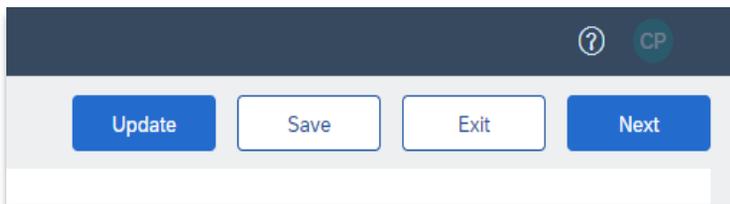


Line Items

<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**.

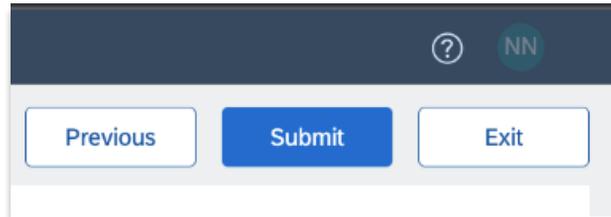


Update Save Exit Next

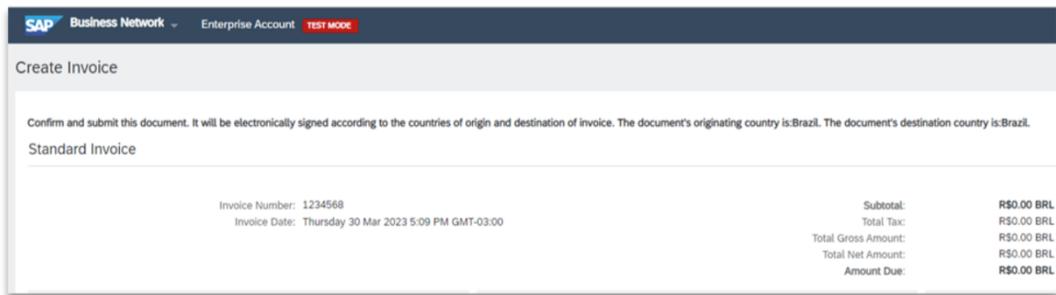
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10. Review the invoice and make any final changes as necessary, then click **Submit**.



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

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.

