

## Submitting invoices

When goods/services specified on the PO have been delivered, submit the **invoice** for payment.

All invoices related to legacy POs (i.e., starts with M\* or 5000\*) are not available on the network. For legacy POs, send your invoices to [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) indicating the PO number. Purchases made with a purchasing card must be sent directly to the cardholder/person who requested the goods/services for expense reconciliation.

Prior to invoicing, refer to [Processing purchase orders and getting paid](#) for fulfilment documents that may be required.



As your organisation's authorised user for accessing POs, follow this guide for instructions on how to submit invoices.

This guide assumes prior knowledge of basic navigation and workbench configuration.

Related **Sydney Water** guide:

[Navigating our POs](#)

Related **SAP** video tutorials:

Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.

[The workbench \(3:23 Mins\)](#)

[Standard Invoice \(4:20 Mins\)](#)

[Service Invoice \(3:39 Mins\)](#)

[Credit Memos \(2:04 Mins\)](#)

## Minimum requirements

You must be set up as a user of the Ariba account linked with Sydney Water for transactions (i.e., the network) with permission **Inbox and Order Access**.

- Email [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au) if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
- [Contact your Ariba account administrator](#) to understand the roles and permissions that have been assigned to you.

Refer to SAP documentation [Permissions you can assign to users](#) for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.

## Standard

Enter the **invoice** number **as it appears on your invoice**, i.e., if your invoice number does not have an INV- prefix, do not put an INV- prefix.

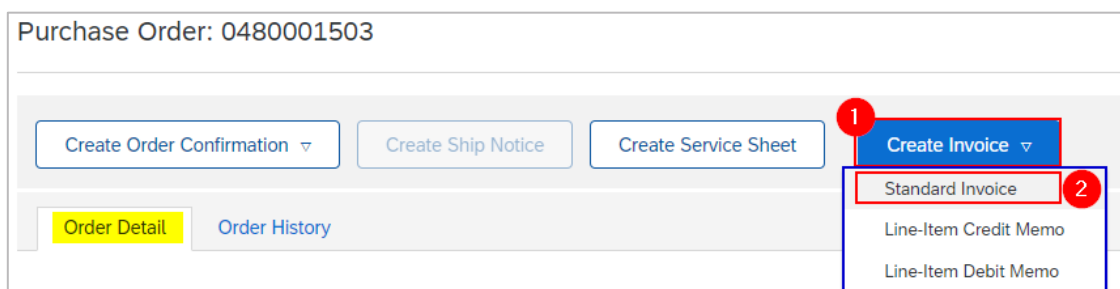
### 1. Select PO

You can:

#### 1.1 Create invoice via Order Detail screen

In the **Order Detail** screen:

1. Click **Create Invoice**.
2. Click **Standard Invoice**.



Proceed to [2. Enter invoice header details](#).

#### 1.2 Create invoice via workbench

##### 1.2.1 Using Orders tile

1. Select **Orders** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. Identify the PO that requires an invoice to be created for. Click the **ooo** button. If you find that **Standard invoice** is greyed out, refer to [Processing purchase orders and getting paid](#) for instructions on how to submit fulfilment documents that may be required prior to invoicing.
4. Identify another PO that requires an invoice to be created for. Click the **ooo** button. Click **Standard invoice**.

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#### Important information:

The **Standard invoice** option may be available even if the PO is not fully confirmed which will result in error **"There must be at least one item"** during invoice processing. If you encounter this error, stop, and review the PO via the **Order Detail** screen ensuring you have submitted the required fulfilment documents by following the instructions provided in [Processing purchase orders and getting paid](#).

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Orders

Save filter

0

New orders

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Service sheets

Rejected SES Last 365days

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Changed orders

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Items to confirm

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2

Confirm entire order

Update line items

Reject entire order

Create ship notice

Create service sheet

Create credit memo

Create line-item credit memo

Create line-item debit memo

Hide

Standard invoice

Confirm entire order

Update line items

Reject entire order

Create ship notice

Create service sheet

Create credit memo

Create line-item credit memo

Create line-item debit memo

Hide

Supply PO

SW Gen Purc. Order

Orders (67)

2

Edit filter

Save filter

Last 365 days

New

All orders

Applied filters

Order Number	Order Status	Ship To Address	Customer	Amount
047000049	New	POTTS HILL MAIN, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$20.00 AUD
0470000424	New	SYDNEY WATER CORPORATION, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$132.00 AUD
048000048	New	Bombo WRP ST0022, Bombo, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$150.00 AUD

Proceed to [2. Enter invoice header details.](#)

1.2.2 Using **Service sheets** tile

Service POs, i.e., POs with **at least one service line**, require an **approved** service sheet, sometimes called Service Entry Sheet ('SES'), prior to invoicing.

1.2.2.1 Submitting an invoice for SES created by YOU

When the **SES you have submitted** has been approved by the PO requestor, proceed with the following steps to submit an invoice:

1. Select **Service sheets** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. Identify the SES that requires an invoice to be created for. Click the **ooo** button.
4. Click **Create invoice**, or
5. Click the SES document, then

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Orders with service line

Last 31 days

9

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Last 365 days

0

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0

Items to confirm

Last 365 days

4

Service sheets

Rejected SES 365 days

32

Service sheets

Last 365 days

4

Service sheets

Last 31 days

2

Edit filter

Save filter

Last 365 days

Applied filters

Service Sheet Number	Customer	Order Number	Date	Amount	Status	Routing Status	Supplier Reference	Work Order Number	Actions
04800001471	Sydney Water Corporation Ltd - UAT	0480001471	Jun 13, 2022	\$500.00 AUD	Approved	Acknowledged			...
04800001470	Sydney Water Corporation Ltd - UAT	0480001470	Jun 13, 2022	\$100.00 AUD	Approved	Acknowledged			...
SES480000148	Sydney Water Corporation Ltd - UAT	04800020148	Nov 9, 2022	\$50.00 AUD	Approved	Acknowledged			...
04800001503	Sydney Water Corporation Ltd - UAT	0480001503	Jul 18, 2022	\$100.00 AUD	Approved	Acknowledged			...

View service sheet

Create invoice

Edit service sheet

Copy service sheet

6. From the SES **Detail** screen, click **Create invoice**.



Service Sheet: SES48

Done

6

Create Invoice

Copy SES



Detail

History

Service Sheet  
(Approved)  
SES48


Subtotal: \$50.00 AUD

Proceed to [2. Enter invoice header details.](#)

#### 1.2.2.2 Submitting an invoice for SES created by SYDNEY WATER ON YOUR BEHALF

If you have agreed with your Sydney Water contact that they will create SES on your behalf, monitor your Ariba account for any approved SES for invoicing. The SES will be in the format **1000xxxxxx** and must be in status **Approved** for you to be able to submit an invoice. If the status is either **Sent** or **Rejected**, this may mean that there is an error in the SES. Your Sydney Water contact will re-issue a new SES for you to use for invoicing.

Proceed with the following steps to submit an invoice for **SES created by Sydney Water on your behalf**:

1. Select **Service sheets** tile.
2. Click **Edit filter** if existing filters need to be changed.
3. In this example, an additional filter will be applied to only show SES with a status of **Approved**. Click **Show more**.
4. In field **Status**, click the *dropdown* icon to show all options.
5. Click **Approved**.
6. Click **Apply**.
7. If you have agreed with your Sydney Water contact that they will enter a reference number (e.g., your proforma invoice number), you will be able to identify this in field **Supplier Reference**.
8. For the approved SES that requires an invoice to be created for, click the  button.
9. Click **Create invoice**, or

## 10. Click the SES document, then,

The screenshot shows the 'Workbench' interface with various filters and a table of service sheets. Red and blue boxes highlight specific elements with numbered callouts:

- 1**: Red box around the 'Service sheets' count (9).
- 2**: Red box around the 'Edit filter' button.
- 3**: Red box around the 'Show more' button.
- 4**: Red box around the 'Status' dropdown menu.
- 5**: Red box around the 'Approved' option in the status dropdown.
- 6**: Red box around the 'Apply' button.
- 7**: Red box around the 'Supplier Reference' column header.
- 8**: Red box around the 'Create invoice' button in the actions menu.
- 9**: Red box around the 'Create invoice' button in the actions menu.
- 10**: Red box around the '1000229041' service sheet ID.

The table below shows the data for the service sheets:

Service Sheet Number	Customer	Order Number	Date	Amount	Status	Routing Status	Supplier Reference	Work Order Number	Actions
AA	Sydney Water Corporation Ltd - UAT	0480020394	Aug 21, 2023	\$1485 AUD	Approved	Acknowledged			View service sheet Create invoice Edit service sheet Copy service sheet
1000229041	Sydney Water Corporation Ltd - UAT	0480020394	Aug 24, 2023	\$1350 AUD	Approved	Acknowledged	S4_SCM_R2P_TC005		

11. From the **SES Detail** screen, click **Create invoice**.

The screenshot shows the 'Service Sheet: 1000228714' detail screen. Red and blue boxes highlight specific elements with numbered callouts:

- 11**: Red box around the 'Create Invoice' button.
- 9**: Red box around the 'Create invoice' button in the actions menu.

The screen displays the following details:

**Service Sheet**  
(Approved)  
1000228714  
Date: 5 Jun 2023  
Final Service Sheet: No  
Purchase Order: 0480020289  
Subtotal: \$156.42 AUD

Proceed to [2. Enter invoice header details](#).

## 2. Enter invoice header details

1. Based on the [Standard](#), enter the **Invoice #** as it appears on your invoice. This is your unique number for invoice identification.
  2. Enter the **Invoice Date**. This cannot be backdated for more than two days.
- To attach a copy of your original invoice,
3. Click **Add to Header**.
  4. Click **Attachment**.

## Submitting invoices

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header

**Summary**

Purchase Order: 0470009447

Invoice #: 0123

Invoice Date: 5 Jan 2023

Supplier Tax ID:

Remit To: **SYDNEY WATER CORPORATION**  
Parramatta New South Wales  
Australia

Subtotal: \$24.00 AUD  
Total Tax: \$2.40 AUD  
Total Gross Amount: \$26.40 AUD  
Total Net Amount: \$26.40 AUD  
Amount Due: \$26.40 AUD

**Tax**

☐ Header level tax ☒ Line level tax

**Shipping**

☒ Header level shipping ☐ Line level shipping

Ship From: **SYDNEY WATER CORPORATION**  
Parramatta New South Wales  
Australia

Ship To: **POTTS HILL MAIN**  
Potts Hill New South Wales  
Australia

Deliver To:

[View/Edit Addresses](#)

**Attachments**

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Amount Details
- Special Handling
- Additional Reference Documents and Dates
- Attachment**

5. Scroll down to the **Attachments** section. Click **Choose File**. Add document from your local drive.

6. Click **Add Attachment**.

7. The added document will appear in **Attachments** table.

8. If you have the right to receive progress payments in accordance with the SOPA Act, the field **Claim Date** becomes visible and required to complete. Enter the date when you submitted the claim to your Sydney Water contact.

**Payment Term**

Discount or Penalty Term(days): 21 Percentage(%): 0.000

**Comment**

Comments:

Default Invoice Comment Text: test ref#

**Attachments**

The total size of all attachments cannot exceed 10MB

**Choose File** **Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> dummy.pdf	16102	application/pdf

**Delete**

**Claim Date:**  **! Required field**

9. If you have provided multiple bank accounts during the onboarding process, use field **Supplier Account ID #** to enter your preferred bank account number for the specific invoice being submitted. Do not enter banking information that have **not** been previously provided in the Onboarding Questionnaire.

Additional Fields

9

Supplier Account ID #:

Bank account number

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

AQUADEX PTY LTD - DRH1

ROUND CORNER New South Wales

Australia

Bill From:

AQUADEX PTY LTD - DRH1

ROUND CORNER New South Wales

Australia

Service Start Date:

Service End Date:

Customer:

SYDNEY WATER CORPORATION

Parramatta NSW

Australia

Email:

Important information:

While shipping cost can be added manually, this is not recommended. Any discrepancy between the PO and what is going to be invoiced should be managed via the order confirmation process. Refer to guide [Submitting order confirmations](#) for guidance on how to manage PO discrepancies.

3. Enter invoice item details

3.1 Invoicing in full

- 1. Review **Line Items** included for invoicing.
- 2. Click **Next**.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Retail Details

Tax Category:

10% GST

Shipping Documents

Special Handling

Discount

Informational Pricing

Add to Included Lines

No.

10

Include

Type

MATERIAL

Part #

Description

FLANGE

Customer Part #

000000001

Quantity

2

Unit

EA

Unit Price

\$12.00 AUD

Subtotal

\$24.00 AUD

Pricing Details

Unit Conversion: 1

Price Unit: EA

Price Unit Quantity: 1

Description:

Tax

Category: GST

Location:

Description:

Regime:

Taxable Amount: \$24.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$2.40 AUD

Remove

Line Item Actions

Delete

Reset Tax from PO

Update

Save

Exit

2

Next

Important information:

If you are submitting an invoice for a service PO, check if [3.3.1 Missing tax on service lines](#) applies.

Proceed to [4.1 Submit invoice](#).

## 3.2 Invoicing partially

- When invoicing a portion of the line item, change the quantity of the line item.
  - For example, the item below was ordered for 11. To partially invoice a quantity of 2, change the quantity to 2.
  - If the quantity is 1 and the quantity to be invoiced represents percentage completion, note that we can only accept up to three decimal places. If doing so will result in invoice matching issues, contact the buyer indicated under the **Order Detail** screen to get this addressed. Normally, the PO will be updated such that the price is \$1.00, and quantity is equal to the value of the line.
- To exclude a whole line, toggle the **Include** switch to the left.
- Click **Update**.
- Click **Next**.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Retail Details ☐ Tax Category: 10% GST Add to Included Lines

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/> 2	MATERIAL		PUMP	000000001000000000	2	EA	\$12.00 AUD	\$132.00 AUD

Pricing Details

Unit Conversion: 1 Price Unit: EA Description: 1

Tax

Category: GST Taxable Amount: \$132.00 AUD Remove

Location: Tax Rate Type:

Description: Rate(%): 10

Regime: Tax Amount: \$13.20 AUD

Line Item Actions Delete Reset Tax from PO

Update
Save
Exit
Next

Proceed to [4.1 Submit invoice](#).

## 3.3 Special scenarios in service POs

### 3.3.1 Missing tax on service lines

If you are invoicing a planned service line (i.e., an item with a parent-child structure) on a service PO **and** Tax Code is missing, you need to add Tax Code to the relevant lines as shown below:

- Review **Line Items** included for invoicing.
- You may select **all** or select **individual lines** based on their applicable tax rates.
- Click **Line Item Actions**.



## Submitting invoices

Line Items

3 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Retail Details

☐ Tax Category: 10% GST

☐ Discount

☐ Informational Pricing

Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>			00010	Service Line					
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>		SERVICE		Service Specification 1		0.11	EA	\$1,000.00 AUD	\$110.00 AUD
Service Sheet Details									
Service Sheet #:				1000228571		Service Line No.: 10			
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		SERVICE		Service Specification 1		0	EA	\$1,000.00 AUD	\$0 AUD
Excluded line items cannot be modified.									
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		SERVICE		Service Specification 1		0	EA	\$1,000.00 AUD	\$0 AUD
Excluded line items cannot be modified.									

Line Item Actions

Delete

Reset Tax from PO

#### 4. Select **Tax**.

5. Click **Next**.

Service Sheet Details

Service Sheet #: 1000228571

Service Line No.: 10

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		SERVICE	Service Specification 1		0	EA ⓘ	\$1,000.00 AUD	\$0 AUD

Edit

Add

Retail Details

**Tax**

Shipping Documents

Special Handling

Informational Pricing

Pricing Details

Discount

Comments

Attachment

4

Delete

Reset Tax from PO

5

Update

Save

Exit

Next

Proceed to [4.1 Submit invoice](#).

### 3.3.2 Consolidating invoices for multiple SES

For the same PO, multiple approved SES with only one service child line, can be consolidated into one invoice. By default, all approved SES are included for invoice processing. For this process, exclude any SES with multiple service child lines.

1. If lines need to be invoiced separately, toggle the **Include** switch to the left to exclude any line-items.
2. Click **Update**.
3. Click **Next**.

Line Items

Insert Line Item Options

☐ Tax Category: 0% GST ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼		00010		Service parent line					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Consultant		1	HUR ⓘ	\$100.00 AUD	\$100.00 AUD
		Service Sheet Details		Service Sheet #: UAT45678911132		Service Line No.: 1			
		Pricing Details		Price Unit: HUR ⓘ		Price Unit Quantity: 1.000			
				Unit Conversion: 1		Description:			
		Service Period		Service Start Date: 11 Jul 2022		Service End Date: 18 Jul 2022			
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Sr. Consultant		0.5	HUR ⓘ	\$200.00 AUD	\$100.00 AUD
		Service Sheet Details		Service Sheet #: UAT4567891113B		Service Line No.: 1			
		Pricing Details		Price Unit: HUR ⓘ		Price Unit Quantity: 1.000			
				Unit Conversion: 1		Description:			
		Comments		Updated quantity <a href="#">Remove</a>					

Line Item Actions ▼ [Delete](#) [Reset Tax from PO](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

Proceed to [4.1 Submit invoice](#).

## 4. Submit invoice

Follow the steps below to submit an invoice or resubmit a rejected invoice.

### 4.1 Submit Invoice

1. The invoice details entered are summarised. Review invoice header information, e.g., Invoice Number and Invoice Date.
2. Review line item and quantity to be invoiced.
3. Verify the invoice details are complete. Ensure the values **including tax** are matching with your invoice, then click **Submit**.

Alternatively, click **Exit** to leave the page without saving any changes. Click **Previous** to return to **Create Invoice** page.

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 Ariba 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.

Tax Invoice

Invoice Number: 0123

Invoice Date: Thursday 5 Jan 2023 5:33 PM GMT+11:00

Original Purchase Order: 047890123456789

Subtotal: \$20.00 AUD

Total Tax: \$2.00 AUD

Total Gross Amount: \$22.00 AUD

Total Net Amount: \$22.00 AUD

Amount Due: \$22.00 AUD

1

REMIT TO:

ACMECORP PTY LTD - [REDACTED]

Postal Address:

PO BOX 888

SYDNEY NSW 2150

Australia

BILL TO:

SYDNEY WATER CORPORATION

Postal Address:

1 Smith Street

Parramatta NSW 2150

Australia

Address ID: 1000

SUPPLIER:

ACMECORP PTY LTD - [REDACTED]

Postal Address:

PO BOX 888

SYDNEY NSW 2150

Australia

BILL FROM:

ACMECORP PTY LTD - [REDACTED]

Postal Address:

PO BOX 888

SYDNEY NSW 2150

Australia

CUSTOMER:

SYDNEY WATER CORPORATION

Postal Address:

1 Smith Street

Parramatta NSW 2150

Australia

Address ID: 1000

SHIPPING INFORMATION:

SHIP FROM:

ACMECORP PTY LTD - [REDACTED]

Postal Address:

PO BOX 888

SYDNEY NSW 2150

Australia

SHIP TO:

POTTS HILL MAIN

Postal Address (Default):

Nelson Short St

Potter Hill NSW 2143

Australia

Address ID: 1000

PAYMENT TERMS:

Net 30 days

Net 60 days

ADDITIONAL INFORMATION:

COMMENTS:

Original Purchase Order: 047

Line No.	Line Ref No.	Type	Part No.	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	00010	MATERIAL		0000000015	2 / (EA)	\$10.00 AUD	\$20.00 AUD

Description: ACTUATOR

DETAILS

Auxiliary Part ID:  
Manufacturer Part No.:  
Manufacturer Name:  
Country of Origin:  
Classification Domain: ERPCommodityCode  
Classification code: 31251504  
Classification Domain: ERPCommodityCodeDescription  
Classification code: Pneumatic actuators

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		\$20.00 AUD	\$2.00 AUD				

Tax Description:  
GST

Subtotal: \$20.00 AUD  
Tax: \$2.00 AUD  
Gross Amount: \$22.00 AUD  
Net Amount: \$22.00 AUD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		\$20.00 AUD	\$2.00 AUD				

Tax Description:  
GST

Invoice Summary

Subtotal: \$20.00 AUD  
Total Tax: \$2.00 AUD  
Total Gross Amount: \$22.00 AUD  
Total Net Amount: \$22.00 AUD  
Amount Due: \$22.00 AUD

Attachment(s):

Name	Content Type
0123.pdf	application/pdf

Previous Save Submit Exit

## Submitting invoices

4. If the creation of the invoice cannot be completed, click **Save** to save your progress and continue later.

Note: if resubmitting an invoice, the **Save** option is no longer available.

5. Click **Exit**.

6. Click **Save** to continue saving the invoice. The saved invoice will be stored in the system for 60 days under **Fulfillment > Drafts, Invoices > Drafts** or under **Order Detail > Related Documents**.

7. The PO status shows a status of **Invoiced** if fully invoiced. Otherwise, the PO status will show as **Partially Invoiced**.

8. Click the invoice under **Related Documents** to review.

## 4.2 Resubmit Rejected Invoice

1. Select **Invoices** menu > **Invoices**.

2. Click **Rejected Invoices**.

3. Click **Edit filter** if existing filters need to be changed.

4. Identify the **Invoice** that needs to be resubmitted. Click the **ooo** button.

5. Click **Edit**.

Submitting invoices

HomeEnablementDiscoveryWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsReportsMessagesMoreCreate...

Invoices

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench.

30InvoicesLast 31 days

4Rejected invoicesLast 31 days

0Overdue invoices - Not approvedLast 31 days

1Overdue invoices - ApprovedLast 31 days

1Invoices pending approvalLast 31 days

4Approved invoices pending paymentLast 31 days

0Paid invoicesLast 31 days

Rejected invoices (4)

> Edit filter

Last 365 days

Rejected

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	Actions
INV_470020162	Sydney Water Corporation Ltd - UAT	0470020162	Sep 10, 2024	\$16500 AUD	Acknowledged	Rejected	AQUADEX PTY LTD RH1, Sydney, NSW	<div>...</div>
INV_480050312	Sydney Water Corporation Ltd - UAT	0480050312	Sep 10, 2024	\$9130.64 AUD	Failed	Rejected		<div>...</div>

Important information:

Review the [invoice header](#) and [item details](#).

If the invoice was rejected due to missing GST, follow [3.3.1 Missing tax on service lines](#).

6. Click **Update**.
7. Click **Next**.

Edit Invoice

UpdateExitNext

Invoice Header

Summary

Purchase Order: 0480050312

Invoice #: INV\_480050312

Invoice Date: 10 Sep 2024

Service Description:

Supplier Tax ID:

Remit To: AQUADEX PTY LTD - DRH1

Subtotal: \$8,478.68 AUD

Total Tax: \$651.96 AUD

Total Gross Amount: \$9,130.64 AUD




Total Net Amount: \$9,130.64 AUD

Amount Due: \$9,130.64 AUD

View/Edit Addresses

Proceed to [4.1 Submit Invoice](#).

## 5. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources <a href="#">here</a> .
	To get assistance specific to your situation, contact us at <a href="mailto:businessconnect@sydneywater.com.au">businessconnect@sydneywater.com.au</a> .
	For SAP product documentation and supplier support, visit the <a href="#">SAP Help Centre</a> .