

How to create an invoice

This step is **not** necessary for suppliers who participate in the **credit memo procedure**. To be able to create an invoice supplier must be assigned to the **Default group**. In case of confusion kindly check with support (purchasing@50hertz.com) which group you are assigned to.

1. Retrieve the order you want to invoice (see Manual 2.1).

2. Then on the document, click on 'Create invoice' - 'Standard invoice' on the top of the screen.

3. Enter your **invoice #** (required). (can only contain numbers and capital letters, max 16 characters).

4. Check if the **VAT** and **bank details** are filled in. If they aren't, please check if you filled them in as indicated in the **first manual** on the **account set-up**.

5. Select the **VAT** from the **drop-down list** either at **tax header section for whole PO or at line level section** and click on "Add to included lines" on the right.

6. Change the **quantity** if necessary (number of hours, pieces, ... This can be <1)

7. Deselect the position you would like to opt out from the invoice by clicking on blue button in position

Create Invoice

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo
- Line-Item Debit Memo

Invoice Header

Summary

Purchase Order: 0048155897

Invoice #:

Invoice Date: 8 Apr 2022

Service Description:

Supplier Tax ID: BE0896333844

Remit To: Fake Street 123

JODOIGNE

Belgium

Tax

☒ Header level tax ☐ Line level tax

Category: 19% VAT / voller Steuersatz

Location:

Description: voller Steuersatz

Regime:

Date Of Pre-Payment:

Law Reference:

Taxes

- 19% VAT / voller Steuersatz
- 9.5% VAT / Land- und Forstwirtschaft
- 5.5% VAT / Land- und Forstwirtschaft
- 0% VAT / steuerfrei, nicht steuerbar
- 7% VAT / ermäßigter Steuersatz
- 0% VAT / umgekehrte Steuerschuldnerschaft
- 9% VAT / Land- und Forstwirtschaft

Taxable Amount: 252.00 EUR

Tax Rate Type: 19

Rate(%): 47.88 EUR

Exempt Detail: (no value)

Date Of Supply: 27 May 2025

☐ Triangular Transaction

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5.5% VAT / Land- und Forstwirtschaft

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	00001		service					
<input checked="" type="checkbox"/>	SERVICE	service 1			12	DAY	10 EUR	120.0

Service Sheet Details

Service Sheet #: SESPB00313M

Service Line No.: 1

Service Period

Service Start Date: 13 Mar 2025

Service End Date: 13 Mar 2025

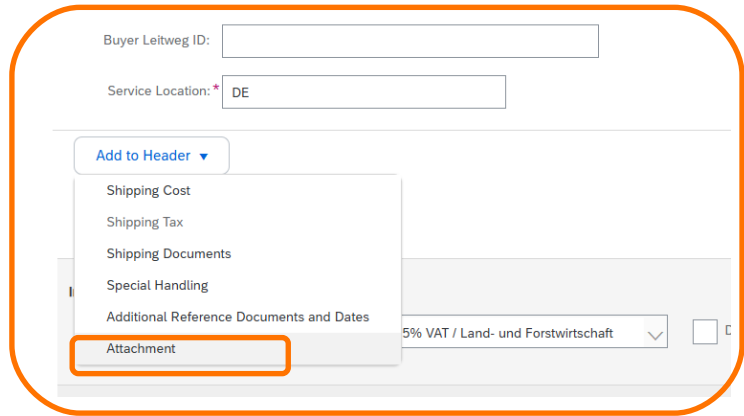
Tax

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	SERVICE	Service 2			0	DAY	11 EUR	0 EUR

Excluded line items cannot be invoiced

How to create an invoice

8. include attachments, make sure you have Attached your **invoice** document and also supporting documents like **measurement sheet** etc.



Buyer Leitweg ID:

Service Location: *

Add to Header ▼

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

5% VAT / Land- und Forstwirtschaft ☐

9. also check all the mandatory fields(* marked) are filled.
Like supplier tax Id, Service location etc.



Service Description:

Supplier Tax ID: *

Buyer Leitweg ID:

Service Location: *

10. if you see any address is not correct at supplier, ship from and bill from option then you can edit by clicking View/Edit Addresses



Empowered

Supplier: Empowered

Rothenburg

Germany

Bill From: Westfälische Drahtindustrie GmbH-TEST

Rothenburg

Customer: SCHERTZ TRANSMISSION GMBH [View/Edit Addresses](#)

Berlin

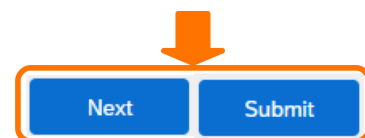
11

Germany

Email:

[View/Edit Addresses](#)

10. To send your invoice, click **"Next"**, then **"Submit"**.
The invoice is now complete. (the rest of the fields can remain empty)

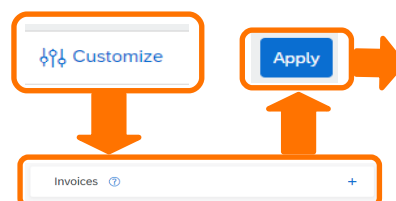


Next Submit

After creating your invoice, it will appear both on the PO under **"related documents"** (on the right) and in the **workbench**, if you have added the **"invoices"** tab (using "customize").

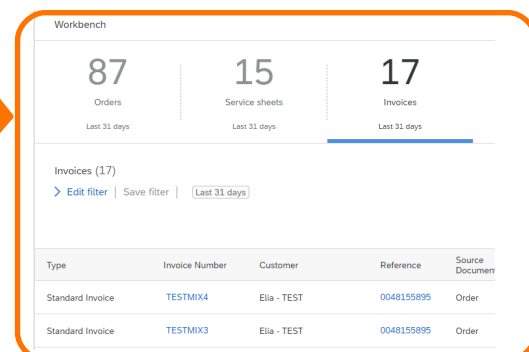
In the **workbench**: click on "customize" (top-right), select "invoices" and "apply".

Attention: you should still modify the filter!



Customize Apply

Invoices ⓘ +



Workbench

87 Orders Last 31 days

15 Service sheets Last 31 days

17 Invoices Last 31 days

Invoices (17) [Edit filter](#) [Save filter](#) [Last 31 days](#)

Type	Invoice Number	Customer	Reference	Source Document
Standard Invoice	TESTMIX4	Elia - TEST	0048155895	Order
Standard Invoice	TESTMIX3	Elia - TEST	0048155895	Order

In case of any issues, you can always send a message to the technical or administrative contact.
Their contact information is mentioned on the **Purchase Order**, at header level.

How to create an invoice

Is your invoice rejected? Edit & resubmit the invoice

1. Go to the rejected invoice, click on **"Edit & Resubmit"**.

2. On the next screen, you can **re-use your invoice-# by adding a capital letter at the end.**

3. **Back-dating** is always limited to 15 days.

Invoice: INV1616

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#)

Detail [Scheduled Payments](#) [History](#)

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
INV-54: Comments from Elia - TEST: Success
DOC-1:
INV-54: Comments from Elia - TEST: A company code cannot be c
INV-54: Comments from Elia - TEST:
INV-55: The invoice status has been successfully updated to Reje

A company code cannot be determined for LS E2S100

[Edit & Resubmit](#)

▼ Invoice Header

Summary

Purchase Order: 0045119775

Invoice #: INV1616

! Invoice or Credit Memo # already exists.

Invoice Date: 29 Apr 2021

! Invoice date can not be back-dated for more than 15 days