How to create a Standard Invoice

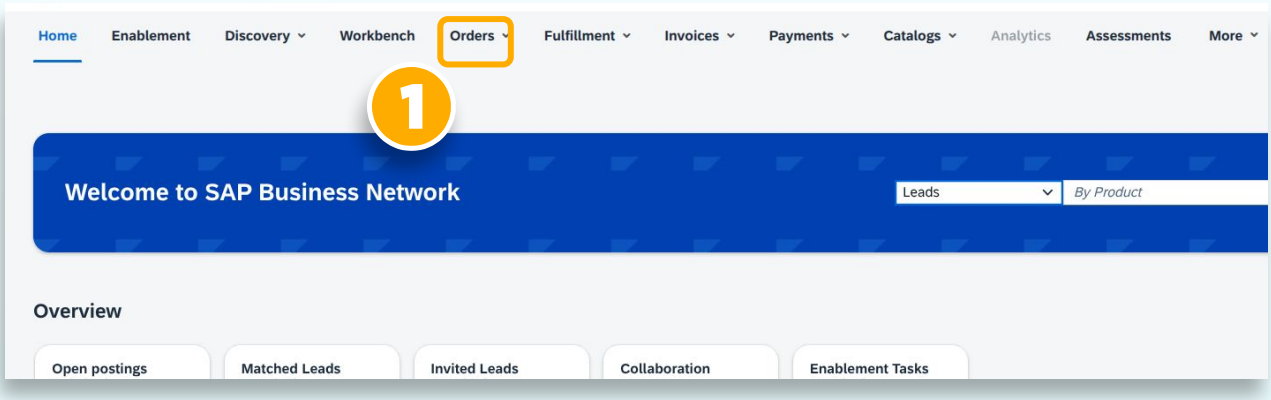
A Quick Reference Guide for Suppliers

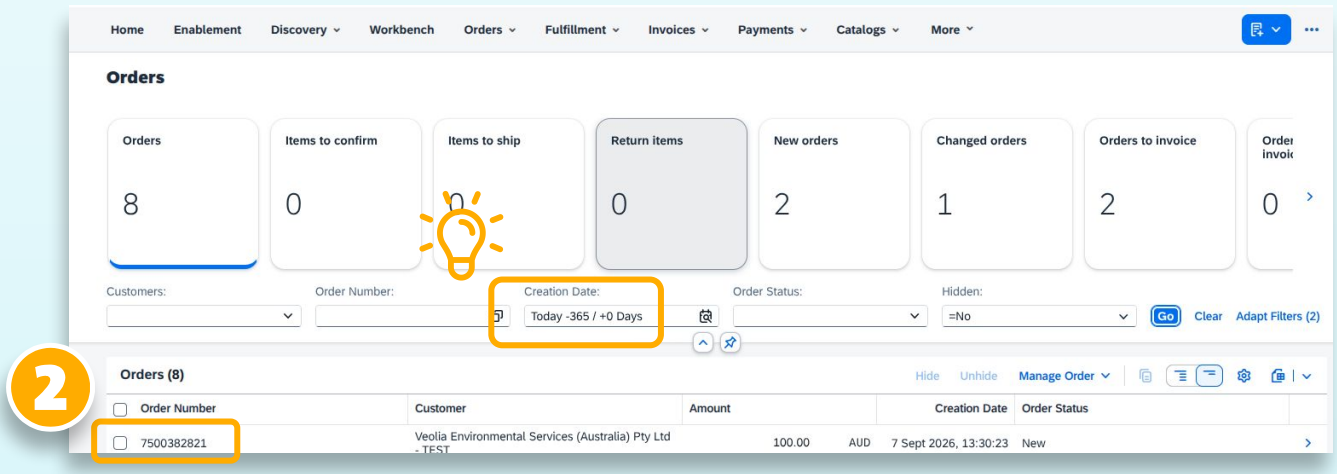
Version 1 Sept 2026

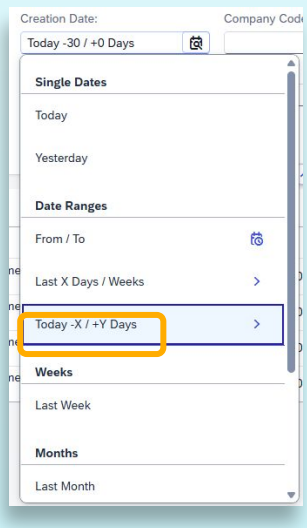
Next Gen

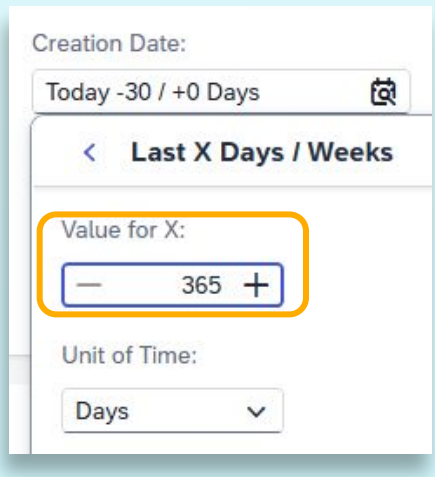
VEOLIA

1. **Access** the Business Network website and navigate to **Orders > Purchase Orders.**
2. **Locate** and select the Purchase Order number requiring invoice creation.



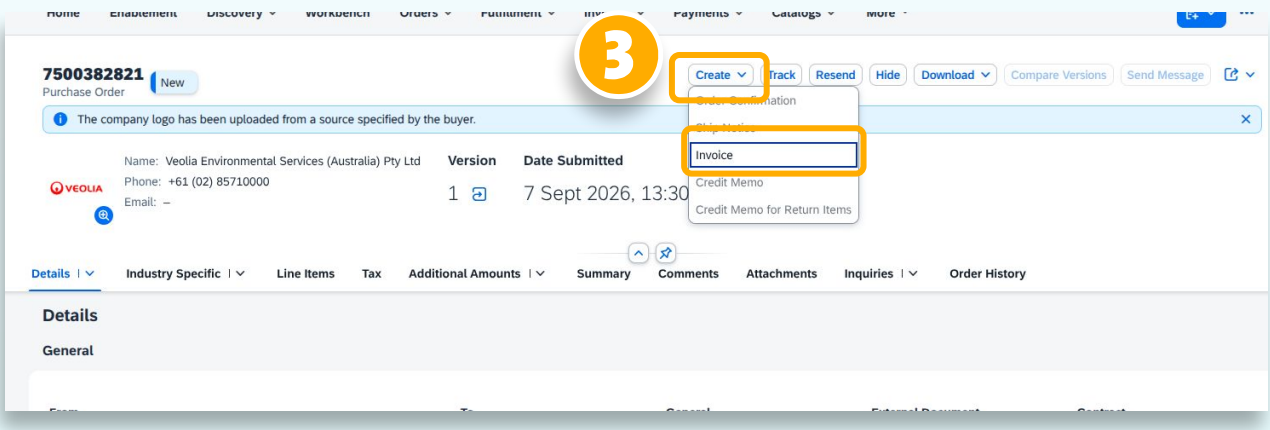


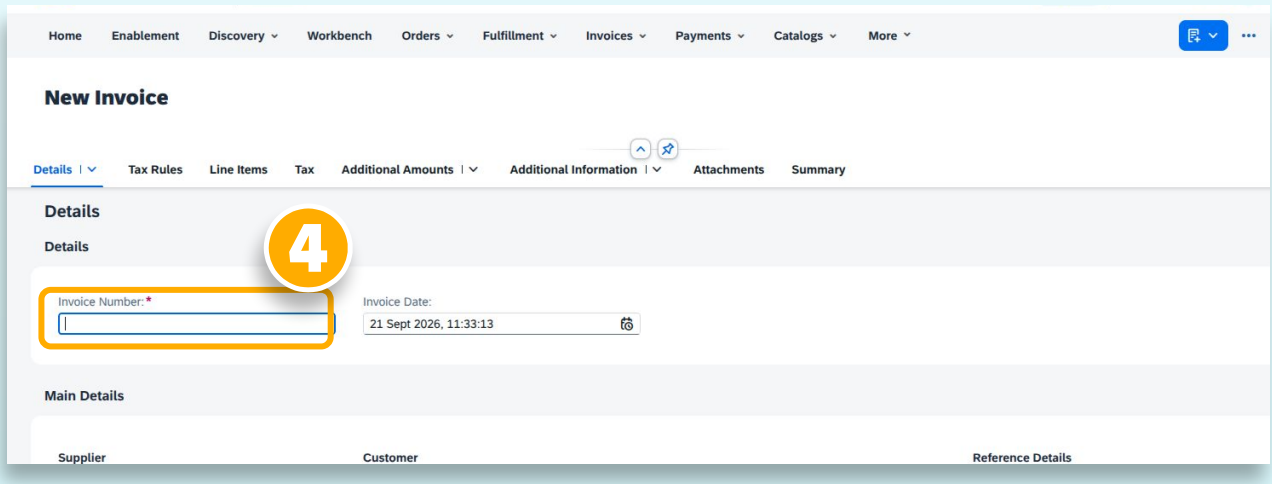


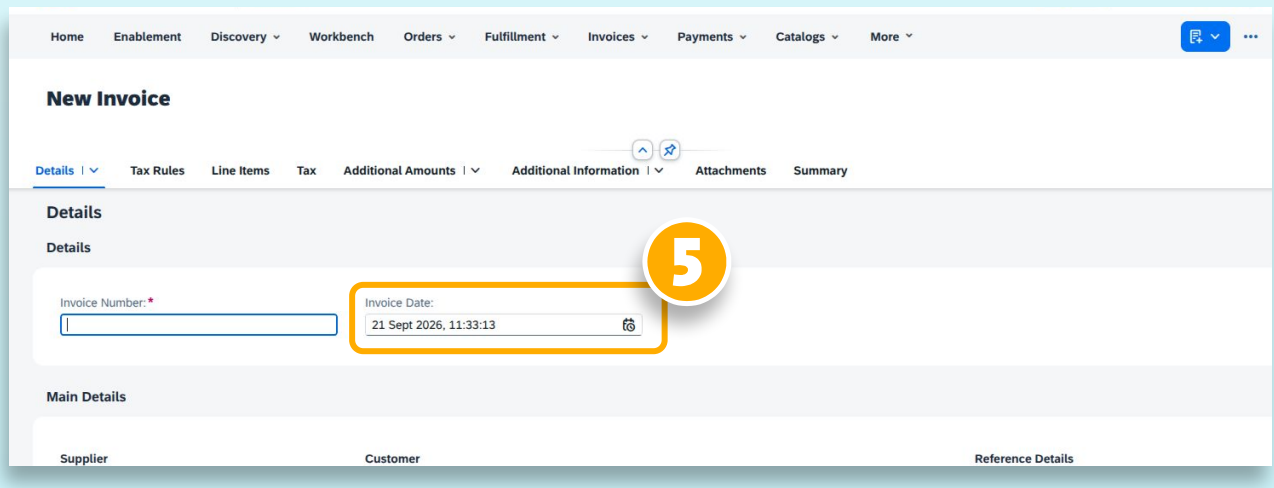


Note: Ensure the create date filter is set to the last 365 days to view all POs from the past year, then select **Go**.

3. After opening the Purchase Order, select **Create > Standard Invoice**.
4. **Input** your unique invoice number for identification purposes.
5. **Verify** the Invoice Date field, which automatically displays the current date. Modify if necessary.

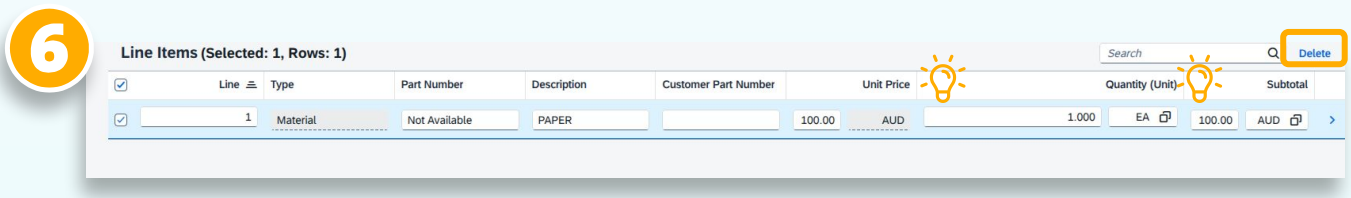




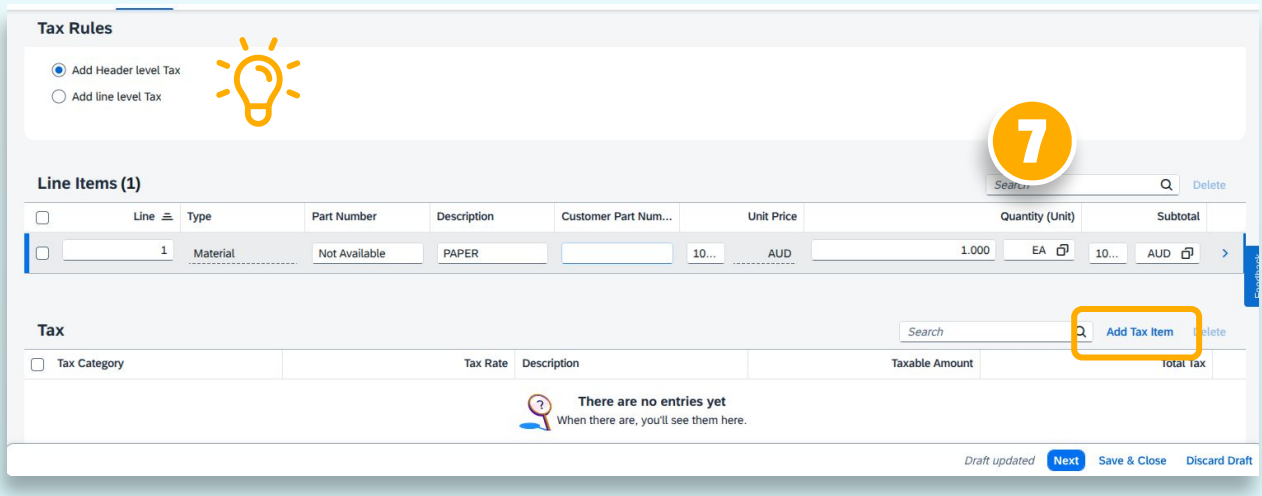


6 For partial invoicing, select which line items to **exclude** from the current invoice, by deleting the lines.

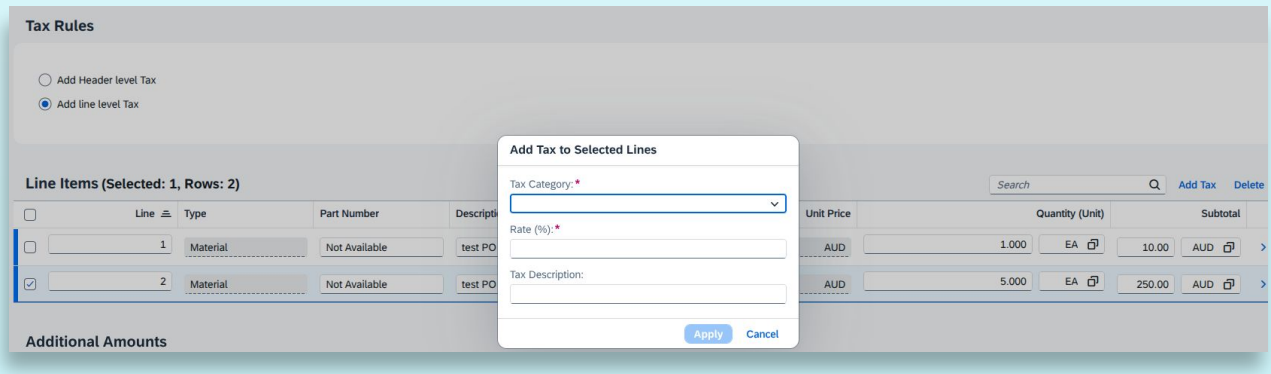
7 The system automatically sets **tax details** to Header Level tax with 0% GST. Click on **Add Tax Item**.



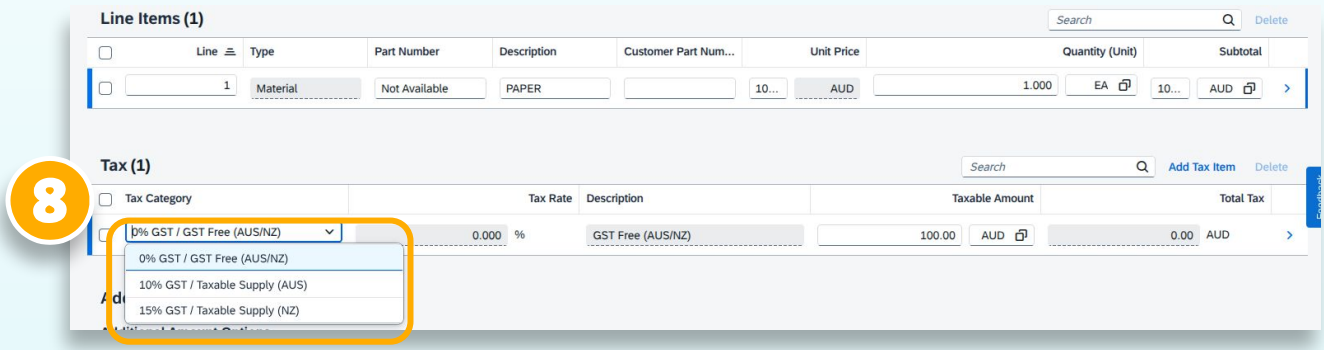
Note: Verify that invoice quantities and unit prices (excluding GST) match your documentation.

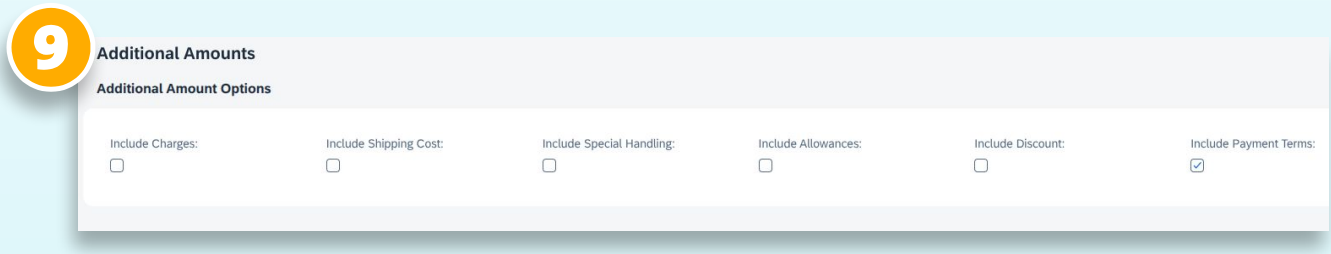


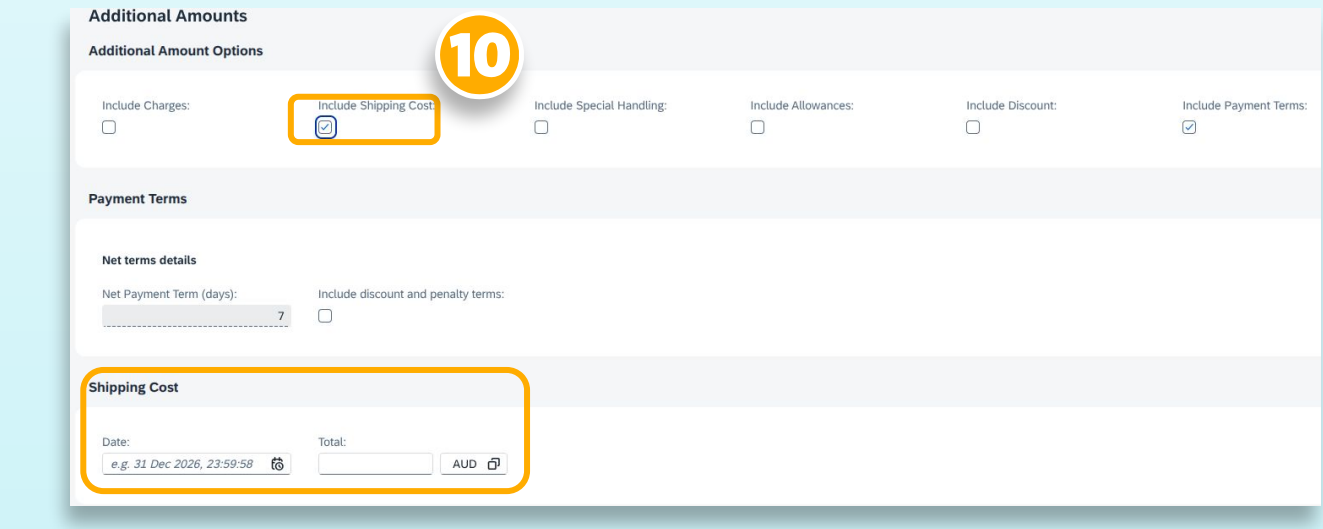
Note: Converting between tax levels will affect your data: changing from header to line level tax removes header modifications, while changing from line to header level transfers line tax details to the header section.



8. Select the appropriate **Tax category** for each line
9. For Header-Level Shipping/Handling Charges, select the **Additional Amount Option.**
10. **Enter** the appropriate amount in the Shipping Amount field.





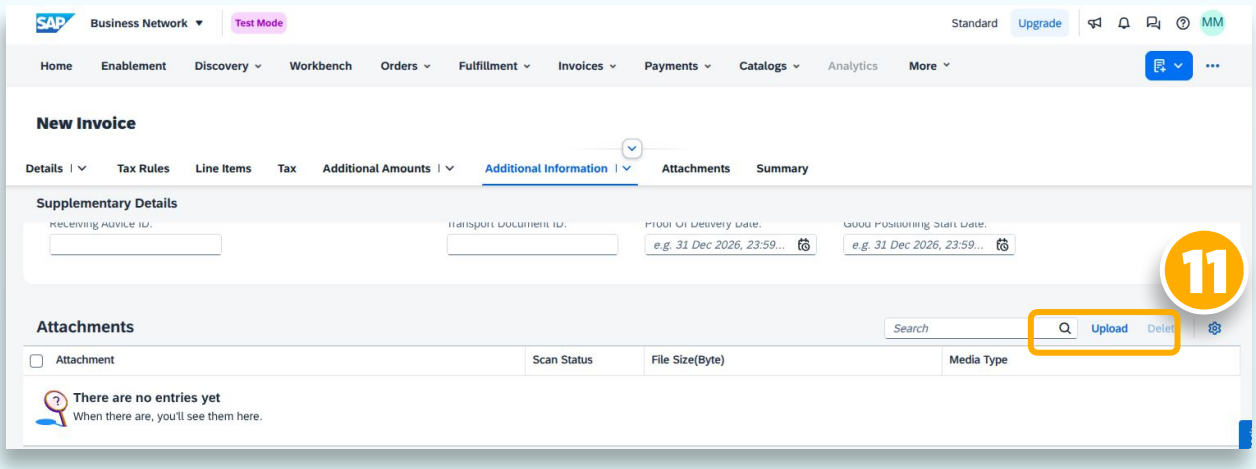


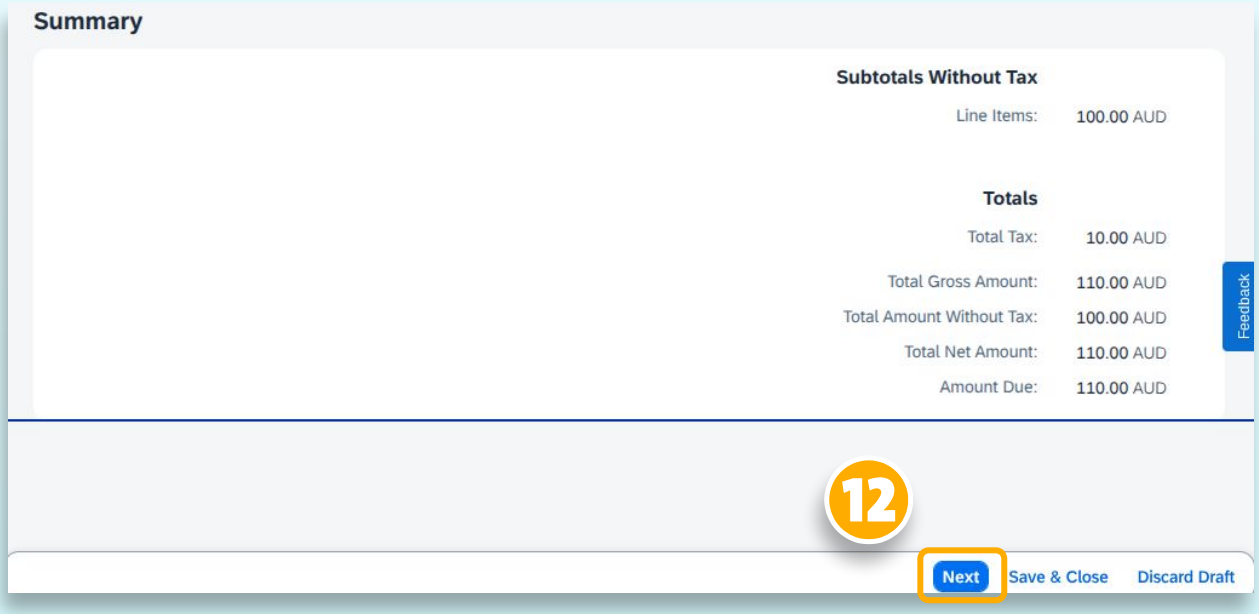
Note: Always add Shipping/Handling charges at the header level, regardless of tax configuration. If shipping charges with taxes are applied at line level, verify tax calculations for accuracy.

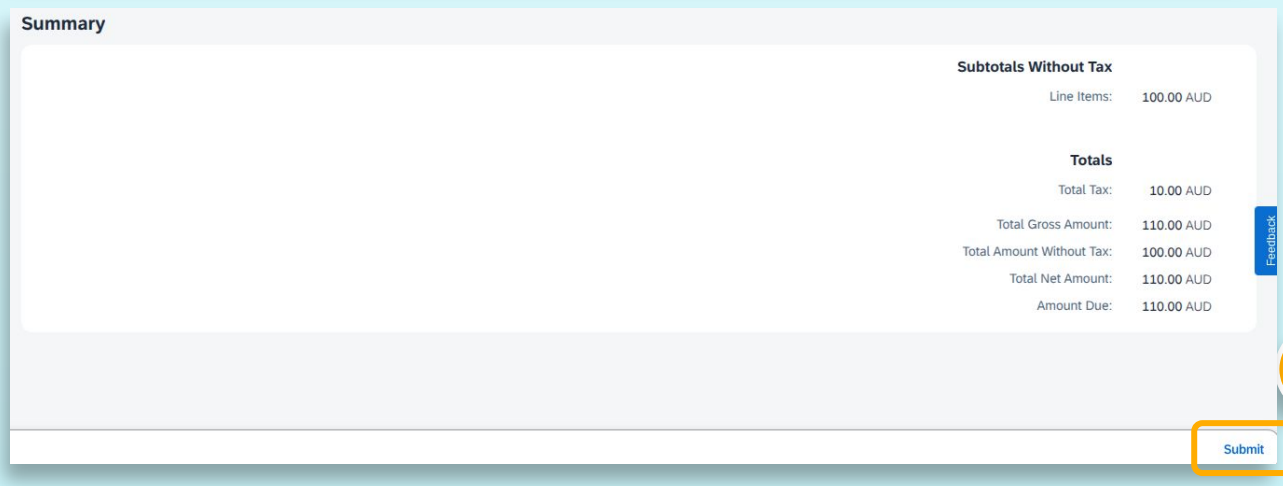
11 In the **Attachment** section, click **Upload** and select the invoice document.

12 Click on **Next** once completed.

13 Before submission, carefully verify all invoice details, including subtotal and total tax calculations. Once verified, click **Submit**.







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