



SMR

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Rolls-Royce SMR Supplier Guidance

SUPPLIER SPECIFICS INVOICE GUIDE

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1 Record of Change

Date	Revision Number	Status	Reason for Change
28/11/2025	Issue 1	Issued	First Issue. Supplier Guidance created to detail instruction for invoicing within SAP Ariba

2 Introduction

2.1 Purpose

- 2.1.1 This Rolls-Royce SMR Guidance has been developed specifically for Suppliers to navigate SAP Ariba invoice processing.

2.2 Scope

- 2.2.1 Provides detailed instruction for Suppliers to process their invoices via SAP Ariba.

2.3 Before You Start

- 2.3.1 Ensure you have reviewed the training material provided by SAP Ariba which can be found using this link

[SAP Business Network Supplier Learning Site \(ADAPT Legacy\)](#)

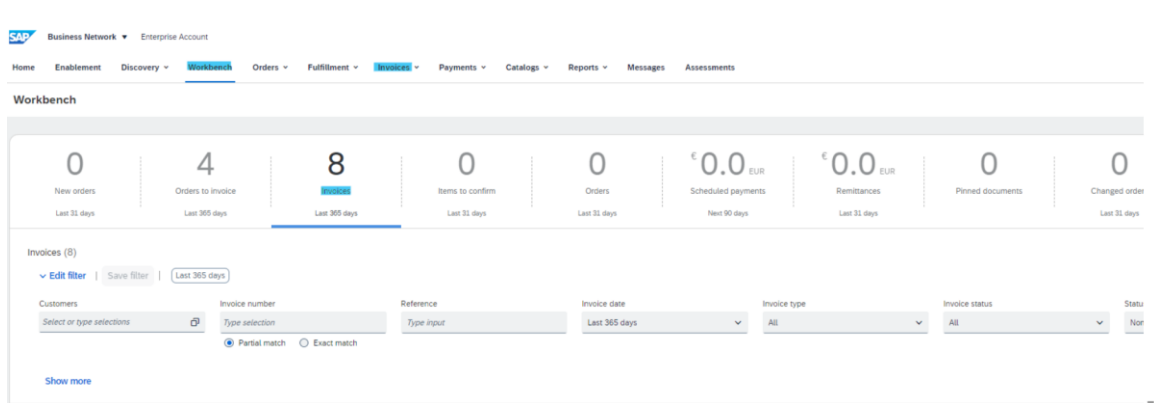
- 2.3.2 Review the Purchase Order received ensure you invoice the correct legal entity as stated on the Purchase Order. The invoice is in line with the Purchase Order delivery date and value.

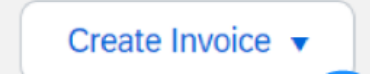
3 Supplier SMR Specifics Invoice Guide

3.1 Services Purchase Order

3.1.1 The following steps have been developed to identify the Rolls-Royce SMR specific requirements for a **Services Purchase Order** (this will contain a start and end date):

1. In Business Network please go to Invoices

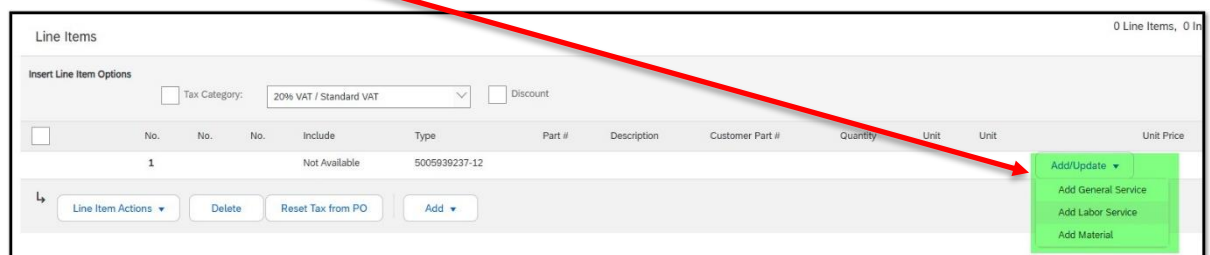


2. Use the create invoice button  to create a standard invoice.

3. Add your attachments at the invoice header please include your invoice and any back up information to support your invoice costs.



4. Then add the item that is deemed to be part of the service that you are invoicing for. To do this select the line item and then select the 'Add / Update' option to the right (see green highlight)



5. Select the option either **Add General Service** or **Add Labor Service** and you'll see a new row created which will look something like this.

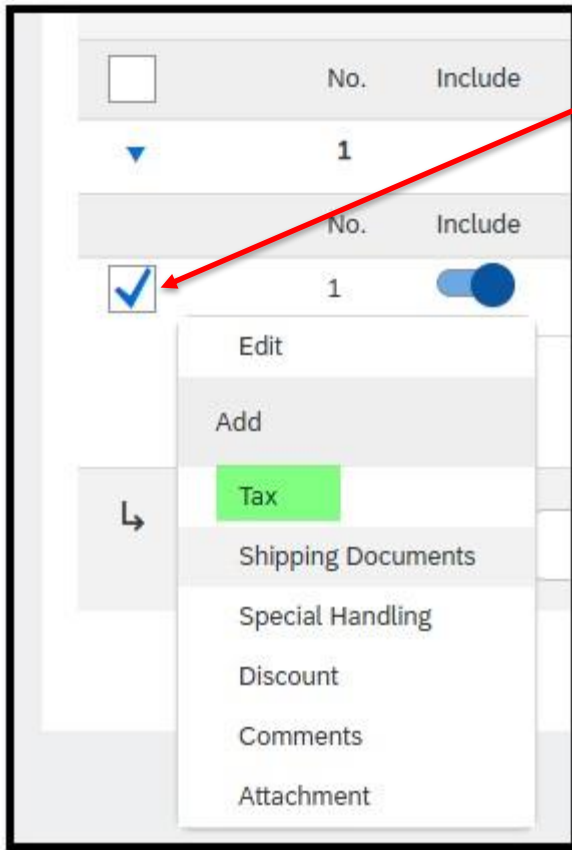
NOTE – Unit (UOM) is a mandatory requirement please click into box and browse and select from the valid options. If you do not enter from the list of valid options your entry may not match the Rolls-Royce SMR SAP HANA validation, and your invoice may get rejected.

- 6. Enter your invoice details - see below example all the fields in the red box need completing

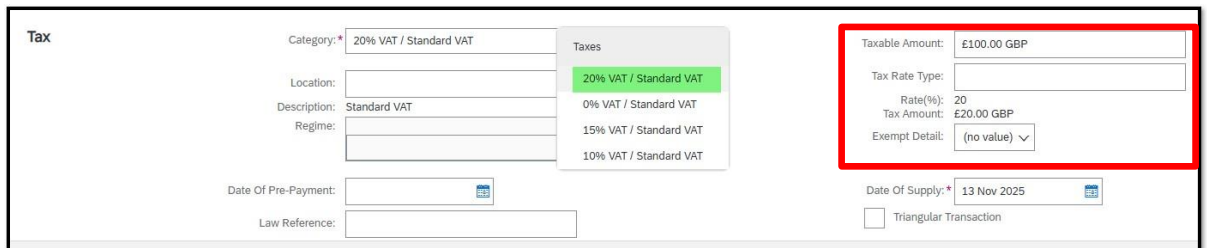
NOTE – QTY must not be greater than 1 if you do enter a value greater than 1 your invoice will be rejected following the Rolls-Royce SMR SAP HANA validation.

- 7. Once you have maintained the line level details you will need to add the tax. Select the line item(s) and then click on Line Item Actions (see red box)

8. From the following drop down select Tax (ensure you have ticked the line item)



9. Then select the appropriate option for example 20% VAT/Standard VAT



10. The system will automatically calculate the tax amount based on the line-item value (see red box).
11. You should then be able to click Next if no errors appear then submit the invoice which will be sent to Rolls Royce SMR.
12. On submitting your invoice, a Service Entry Sheet (SES) will be generated in Business Network which will workflow to the requisitioner for approval. Once approved your invoice will be sent for payment.
13. If the SES or invoice is rejected when you resubmit the invoice you may need to enter a different invoice number in Ariba Business Network to overcome the duplicate invoice check. This can be resolved by adding a letter to the end of your invoice number.



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Note that Business network will only allow you to invoice against one line on a services purchase order at a time.



4 Definitions

Item	Description
SES	Service Entry Sheet



5 References

Item	Description
Not applicable	Not applicable