



Change Reference Date on Invoice in SAPBN

If “Invoice Date” exceeds the contract end date

1

create invoice; scroll down to the line items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	MATERIAL	1	Item 1		1	EA	\$30,000.00 USD	\$30,000.00 USD

STEP 1

Shipping From: **IBMCOR** Ship To: **1100 MassMutual** View/Edit Addresses
PHILADELPHIA, PA SPRINGFIELD, MA
United States United States
Deliver To: 1100 MassMutual

Shipping Cost Shipping Amount: * \$0.00 USD Shipping Date:

STEP 2

2

expand view

Create Contract Invoice: Change Items

Click the **Show Details** link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to expand the view for each line item separately. To update [More](#)

Line Items

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
1	1	Item 1	Yes		each	\$30,000.00 USD	\$30,000.00 USD

STEP 3

Update “Reference Date”
to match contract term

3

Create Contract Invoice: Change Items

Click the **Show Details** link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to expand the view for each line item separately. To [More](#)

Line Items

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
1	1	Item 1	Yes	1	each	\$30,000.00 USD	\$30,000.00 USD

Tue, 9 Jan, 2024 **STEP 4**

Commodity Code: Application service providers

Supplier Part Number: 1

Supplier Part Auxiliary ID:

Type: Non-Catalog Item

Purch Org: CP01 (Corporate Purchasing)

Line Item Text:

STEP 5