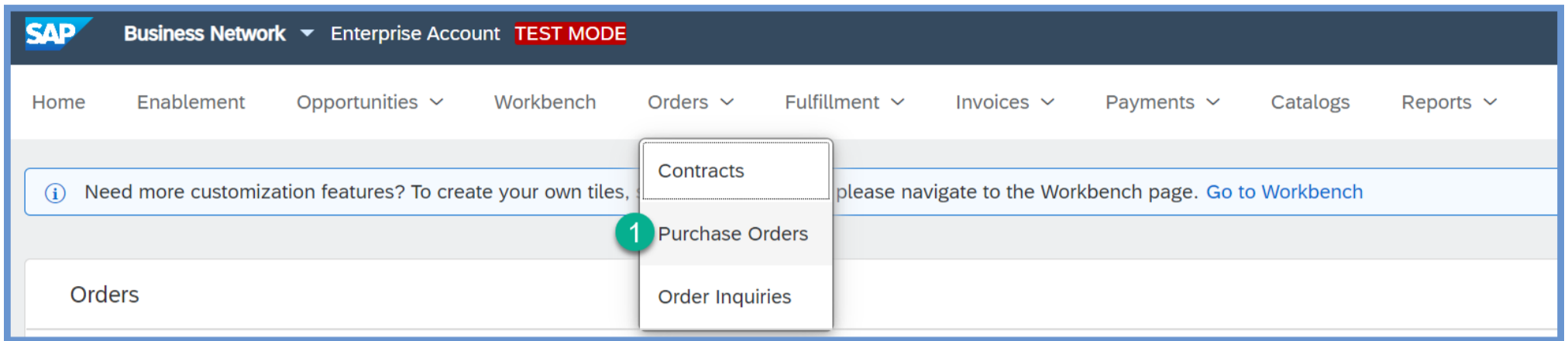


Exclude zero dollar lines from invoice:

1) Go to Purchase Orders



2) Find the PO

3) Under Actions, select Standard invoice

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
EP210424	Santa Clara County - TEST	\$730.89 USD	Sep 7, 2022	New		<ul style="list-style-type: none"> <li>Confirm entire order</li> <li>Update line items</li> <li>Reject entire order</li> <li>Create ship notice</li> <li>Create service sheet</li> <li>Standard invoice</li> <li>Create credit memo</li> <li>Create line-item credit memo</li> </ul>
EP210420	Santa Clara County - TEST	\$50,000.01 USD	Sep 5, 2022	Partially Invoiced		...
EP210419	Santa Clara County - TEST	\$50,000.00 USD	Sep 1, 2022	New		...
EP210418	Santa Clara County - TEST	\$50,000.00 USD	Sep 1, 2022	New		...
EP210414	Santa Clara County - TEST	\$3,685.40 USD	Aug 29, 2022	New		...
EP210413	Santa Clara County - TEST	\$5,000.00 USD	Aug 25, 2022	New		...
EP210412	Santa Clara County - TEST	\$15,000.00 USD	Aug 25, 2022	New		...

4) Find the line with zero unit price. Switch off the include indicator, to exclude this line

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1002043-01	new cif in TEST with \$0 line item		5	EA	\$0 USD	\$0.000 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	42-5	Centennial 42-75 Battery		3	EA	\$34 USD	\$102.000 USD
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	BBT MP4412-1000	Disposable Ovenable Trays and Bowls: Ovenable Bowls, 106 mm X 106mm X 32mm, Flange Width on long Side: 11mm, Contoured to Nest in Tray (Item #1), Board Thickness: 19.5-22pt, Heat Resistance: 400 degrees (minimum of 60 Minutes), Microwave Safe with Le ... <a href="#">View more »</a>		12	CS	\$33 USD	\$396.000 USD
<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	MATERIAL	40-0108	SERVICE AWARDS, 10 YEAR LEVEL: 40-0108 Leeds Pen Set (Elegantly crafted in silver-plated brass, these writing instruments will make a beautiful addition to your home or office. One ballpoint pen and one roller ball pen. Black ink. No		7	EA	\$33.27 USD	\$232.890 USD

switched off to exclude

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input type="radio"/>	MATERIAL	1002043-01	new cif in TEST with \$0 line item		0	EA	\$0.000 USD	\$0 USD
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	2	<input checked="" type="radio"/>	MATERIAL	42-5	Centennial 42-75 Battery		3	EA	\$34.000 USD	\$102.000 USD
<input type="checkbox"/>	3	<input checked="" type="radio"/>	MATERIAL	BBT MP4412-1000	Disposable Ovenable Trays and Bowls: Ovenable Bowls, 106 mm X 106mm X 32mm, Flange Width on long Side: 11mm, Contoured to Nest in Tray (Item #1), Board Thickness: 19.5-22pt, Heat Resistance: 400 degrees (minimum of 60 Minutes), Microwave Safe with Le ... <a href="#">View more »</a>		12	CS	\$33.000 USD	\$396.000 USD
<input type="checkbox"/>	4	<input checked="" type="radio"/>	MATERIAL	40-0108	SERVICE AWARDS, 10 YEAR LEVEL: 40-0108 Leeds Pen Set (Elegantly crafted in silver-plated brass, these writing instruments will make a beautiful addition to your home or office. One ballpoint pen and one roller ball pen. Black ink. No Customization.)		7	EA	\$33.270 USD	\$232.890 USD

5) Click on Next

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input type="radio"/>	MATERIAL	1002043-01	new cif in TEST with \$0 line item		0	EA	\$0.000 USD	\$0 USD
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	2	<input checked="" type="radio"/>	MATERIAL	42-5	Centennial 42-75 Battery		3	EA	\$34.000 USD	\$102.000 USD
<input type="checkbox"/>	3	<input checked="" type="radio"/>	MATERIAL	BBT MP4412-1000	Disposable Ovenable Trays and Bowls: Ovenable Bowls, 106 mm X 106mm X 32mm, Flange Width on long Side: 11mm, Contoured to Nest in Tray (Item #1), Board Thickness: 19.5-22pt, Heat Resistance: 400 degrees (minimum of 60 Minutes), Microwave Safe with Le ... <a href="#">View more »</a>		12	CS	\$33.000 USD	\$396.000 USD
<input type="checkbox"/>	4	<input checked="" type="radio"/>	MATERIAL	40-0108	SERVICE AWARDS, 10 YEAR LEVEL: 40-0108 Leeds Pen Set (Elegantly crafted in silver-plated brass, these writing instruments will make a beautiful addition to your home or office. One ballpoint pen and one roller ball pen. Black ink. No Customization.)		7	EA	\$33.270 USD	\$232.890 USD

↳

Feedback

6) Click on Submit

SAP Business Network Enterprise Account TEST MODE

Create Invoice

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:United States. The document's destination country is:United States.  
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.

Standard Invoice

Invoice Number: 00765 Subtotal: \$720.890 USD

When buyer receives the invoice, it will not have the line(s) with zero dollars:

Summary Approval Flow Reference History

98765.pdf Invoice Summary: \$799.41 USD Details

Supplier: 0001002043 (CASEY, CATHERINE)  
 Supplier Contact: CASEY, CATHERINE  
 Invoice ID: INV98765-8952  
 Supplier Invoice #: 98765  
 Invoice Date: Wed, 07 Sep, 2022  
 Type: Purchase Order  
 Order: EP210424  
 Contract: C772  
 On Behalf Of: Romero,Dianna  
 Invoice Submission Method: Online  
 Invoice Origin: Supplier  
 Purchasing Unit: Santa Clara County  
 Company Code: 1SCC (Santa Clara County)  
 Purch. Type: Contract  
 Service Start Date:  
 My Labels: Apply Label... ①

Payment Terms: Net30  
 Sold To: Santa Clara County - TEST  
 Ship From: Casey, Catherine  
 97 E St James Apt 37  
 San Jose CA 95112  
 United States  
 Ship To: SCVHHS Main Receiving Dock  
 751 S Bascom Ave  
 San Jose CA 95128  
 United States  
 Remit To ID: 0001002043:0001002043  
 Remit To Address: CASEY, CATHERINE-1002043-A  
 97 E ST JAMES ST APT 37  
 SAN JOSE CA 95112  
 United States  
 Deliver To: Dianna Romero

VAT Details

Header Taxes, Charges, and Discount

Name ↑	Type	Tax Rate	Amount	Accounting	Details
Tax	Sales tax	9.375%	\$68.52 USD	(1)	Details

Line Items (3)

No. ↑	Description	Order ID	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Centennial 42-75 Battery	EP210424	3	EA...	\$34.00 USD	\$102.00 USD				\$102.00 USD	(1)	Details
2	Disposable Ovenable Trays and Bowls: Ovenable...	EP210424	12	CS...	\$33.00 USD	\$396.00 USD				\$396.00 USD	(1)	Details
3	SERVICE AWARDS, 10 YEAR LEVEL: 40-0108 Leeds ...	EP210424	7	EA...	\$33.27 USD	\$232.89 USD				\$232.89 USD	(1)	Details

Details Accounting Details