

I generate a "flat rate" invoice

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Service Invoicing

Responsibility area: Ensure invoice creation following Solvay's group rules

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Scope



WW

ERP



WP1

1. Objective and Scope

1.1 Objective of this Operation

The purpose of this document is to explain how to issue a flat rate type of invoicing in its two variants – with and without billing plan.

1.2 Scope

This operating procedure (OP) applies to WP1 Service Invoicing Companies worldwide.

2. Definitions

See Finance Glossary:

- [WBS](#)

3. Tasks description

3.1. I proceed with the "Flat Rate" invoice creation

For this step, please go to the below link with Work instructions "WP1 Flat Rate Invoicing" - link [WP1 Flat Rate Invoicing](#)

There you will find how to create a Flat Rate Invoice with and without billing plan.

End of document.