<div style="text-align:center">**Work Instruction**</div>

<div style="text-align:center"># Create Billing</div>

## Purpose

Create an individual billing document after order has been delivered and Post Goods Issued (PGI).

The delivery document is typically the reference document.  A sales document may however be the reference document for items which are not relevant for delivery, for example, credit / debit memo requests, pro forma invoices.

## Role

The following roles types are authorised to create billing documents:

**Sales/Customer Service Representative**
**Outbound Logistic Planner (for Pro forma invoice)**

## Prerequisites

None

## Menu Path
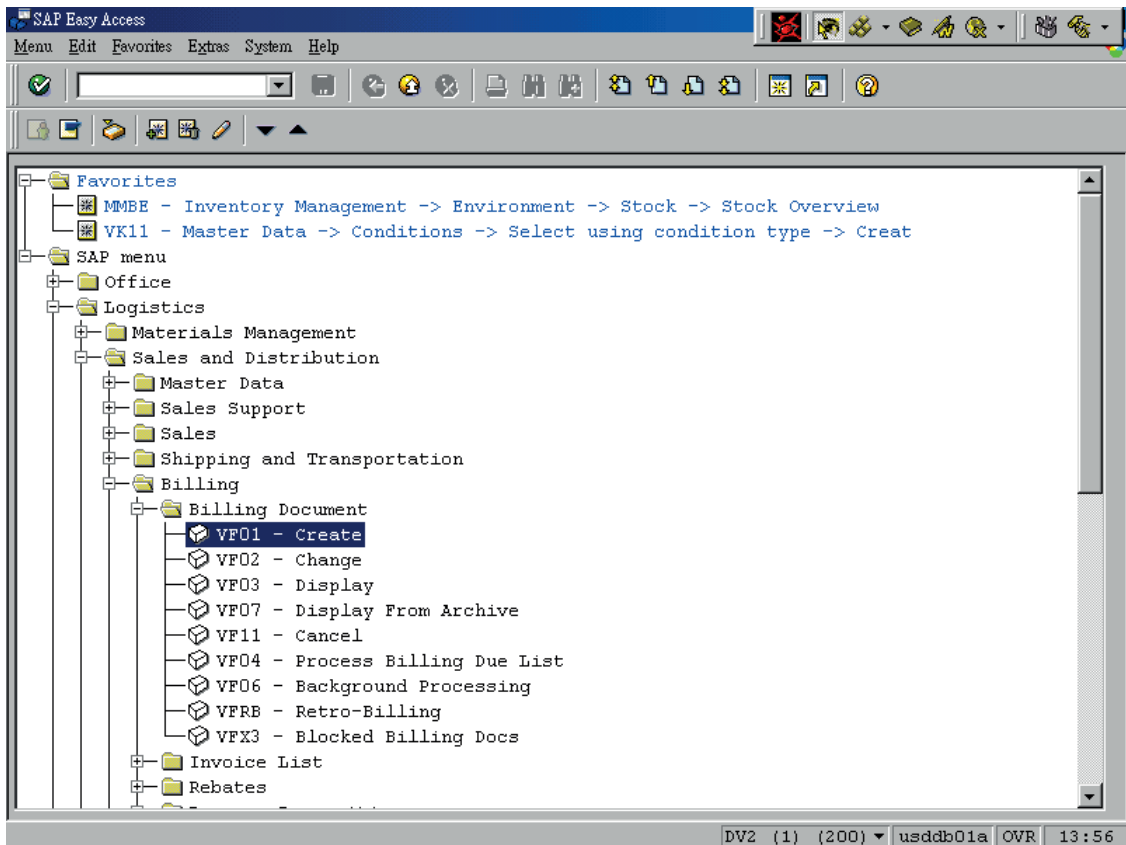
Use the following menu path:

- **Logistics ➜ Sales and Distribution ➜ Billing ➜ Billing Document ➜ Create**
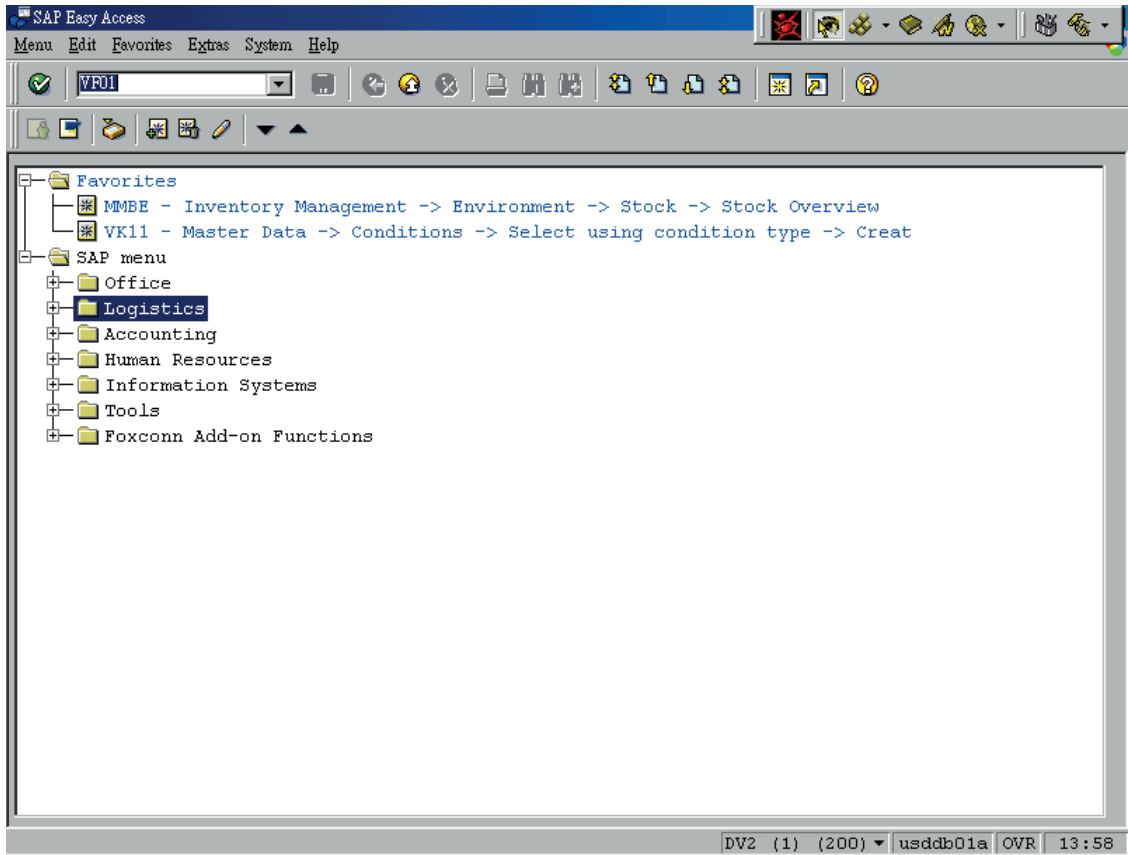
## Transaction Code

1. **VF01**

## Work Steps

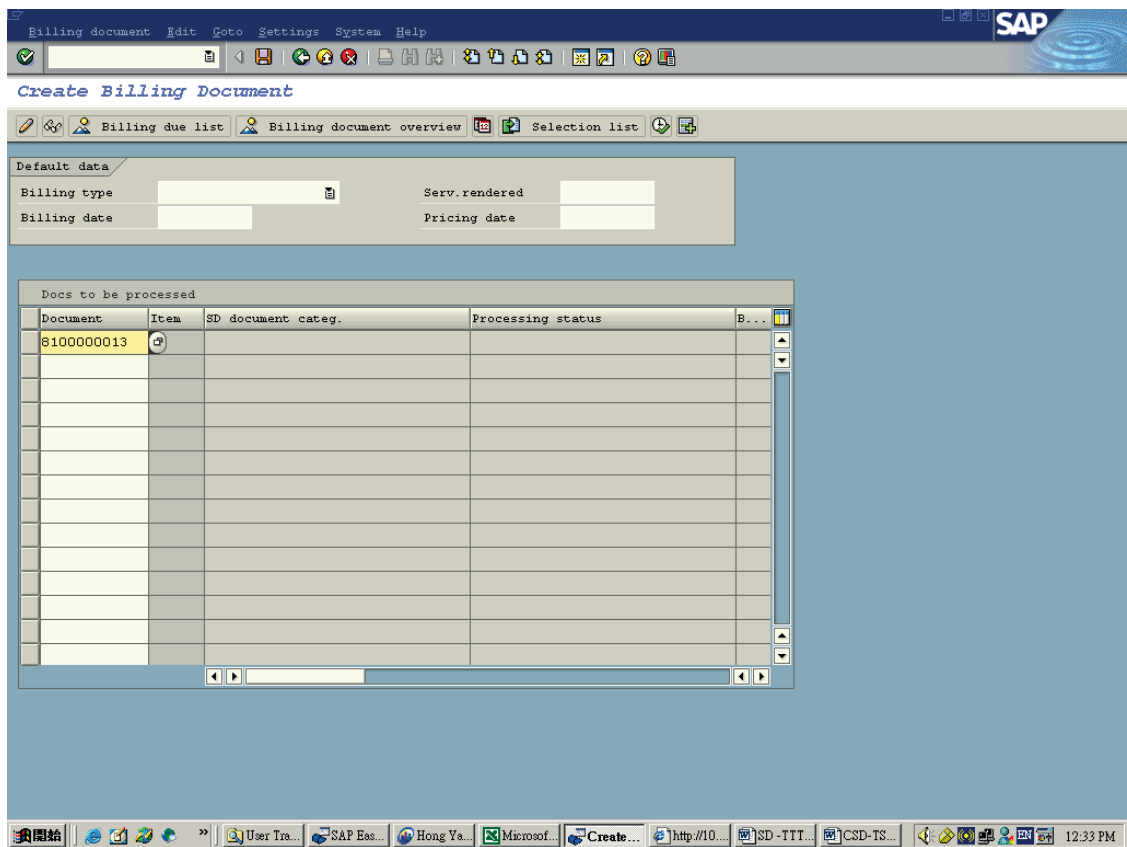1. Extend the SAP menu , and double click the highlighted area.

**or type VF01 in** Command field

Menu   Edit   Favorites   Extras   System   Help

VF01

- Favorites
  - ※ MMBE - Inventory Management -> Environment -> Stock -> Stock Overview
  - ※ VK11 - Master Data -> Conditions -> Select using condition type -> Creat
- SAP menu
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - Foxconn Add-on Functions

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2. initial screen



In the 'Create Billing Document' screen, the following fields are to be entered: