



CREATE A CONTRACT INVOICE ON SAP ARIBA

WHY?

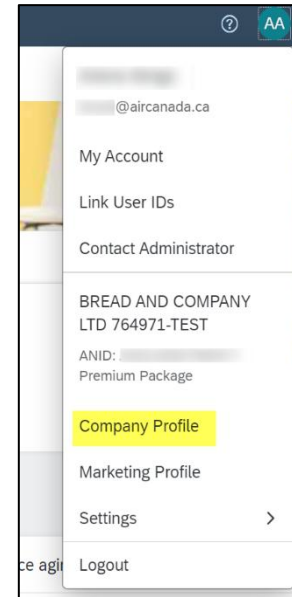
Contract invoicing is when a company receives the supplier's goods or services, and the supplier must invoice under the contract and payment is issued. This automated activity enables fast and efficient processing of payment to the supplier's contract invoices.

1. Air Canada contract invoice requirements.

- Supplier invoice number **must not exceed 16 characters**.
- Suppliers are required to include a **Remit To ID & address** on the invoice.
- Suppliers are allowed to **back-date** invoices for 30 days.
- Suppliers are allowed to **future date** invoices for 30 days.
- Suppliers (Canadian) must include **Tax IDs** on invoices.
- Suppliers enter taxes at the **line-item level**; except for HST, taxes must be entered separately e.g., GST + PST.

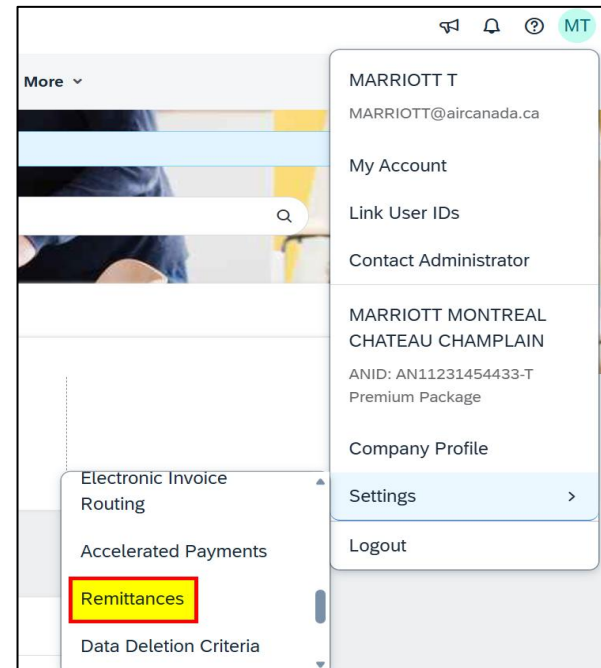


2. Canadian suppliers must enter their **Tax Registration number** under their Company profile before submitting invoices. If there are any changes to your Tax IDs, please update them in your Company profile accordingly. Refer to the quick guide on how to [Update Company's Tax ID numbers](#).

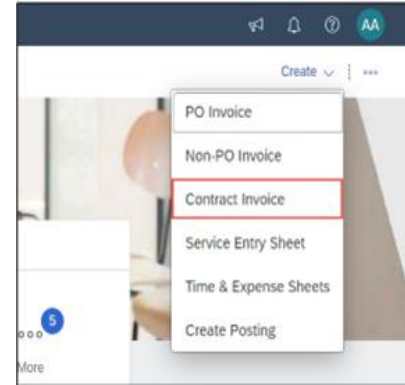


3. All suppliers must update their remittance information on their profile **before submitting any invoice**. Please refer to the following guide on [Air Canada - Remittance Guide](#) for instructions.

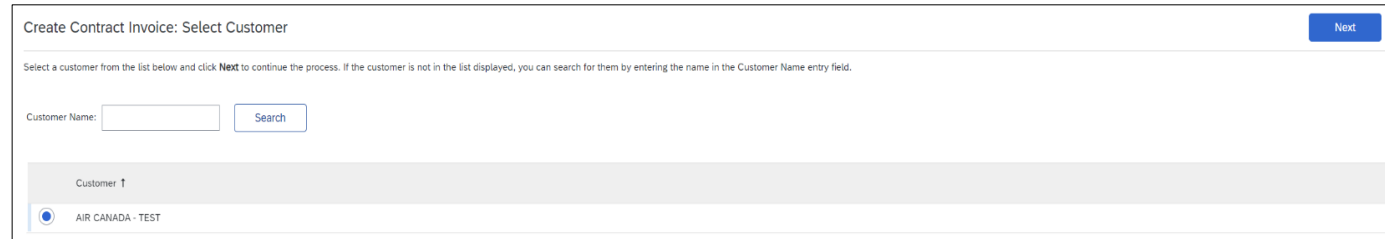
Important: If you do not know your company's remittance ID, you can request for this information via the [Supplier Support Request Form](#) before proceeding.



4. From the home screen at the top right corner, click **Create** and select **Contract Invoice**.

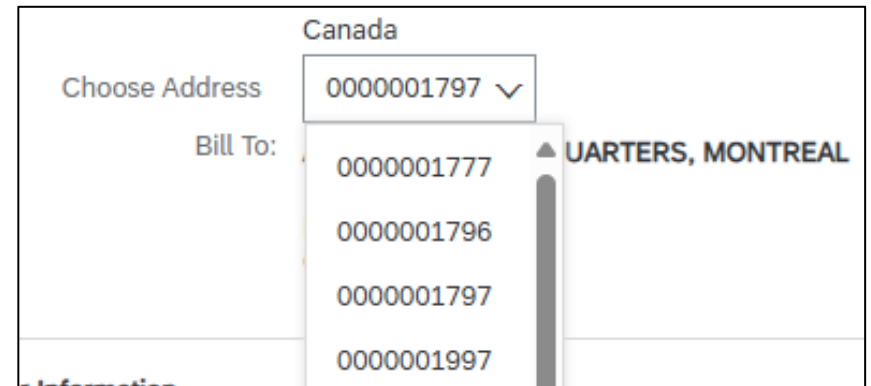


5. Select Customer page: Select **Air Canada** as the Customer Name and click on **Next**.



6. Select Customer Contract Site page: Choose Bill To Address:

10-digit Bill To code	Air Canada Entity
0000001997	Air Canada
0000001777	Aeroplan
0000001796	Air Canada Rouge
0000001797	Trans-Canada Capital



7. Click on **Next**.

8. Select Contract page:
Beside the field titled Contract, click on **select** to trigger a pop-up window to appear, then select the Contract ID that you wish to invoice.

Contract: * [select]

Invoice #: [text box]

Invoice Date: * Thu, 14 Aug, 2025 [calendar icon]

Sold To Email: [text box]

Payment Terms: NT30 [select]

Wire Request: No Choice [dropdown]

Invoice Document Type: * Invoice [dropdown]

SHandlingCode: [text box]

Ship From: [text box]

ShipTo(Plant): 0000001996 (730 COTE-VERTU GAIR C... [dropdown]

9. Based on the selected contract, some fields will be populated. **The remaining required fields will need to be completed.**

Choose Value for Contract

ID [dropdown] [text box] [Search]

ID	Title	Effective Date	Expiration Date	Status ↓	
C12-V6	(CW2217898) Testing Contract Invoicing_Bread and Company_Sept 30	Thu, 1 Aug, 2019	Sat, 31 Aug, 2024	Processing	Select
C97	(CW2219483) Contract No Release	Mon, 28 Oct, 2019	Thu, 15 Feb, 2024	Open	Select
C71-V11	(CW2219030) TEST 3 - CONTRACT INVOICING TEST	Mon, 20 Jan, 2020	Wed, 31 Jan, 2024	Open	Select
C336	(CW2230845) Line Item and Contract Value TEST 2	Mon, 1 May, 2023	Fri, 31 May, 2024	Open	Select
C321-V6	(CW2230560) Invoice Exception Test	Sat, 1 Apr, 2023	Tue, 30 Apr, 2024	Open	Select
C229	(CW2226697) Test Contract Term File - Delete	Wed, 6 Oct, 2021	Wed, 20 Oct, 2027	Open	Select
C194	(CW2223655) Ship to Field final testing CW	Mon, 1 Mar, 2021	Wed, 9 Mar, 2022	Open	Select

10. In the **Sold To Email** field, type in the email address of your Air Canada contact (the person who reviews, codes, and/or approves your invoices. It can be the person who requested the good(s)/service(s) from your company.)

The screenshot shows a form with the following fields: Contract (dropdown), Invoice # (text), Invoice Date (calendar), Sold To Email (text, highlighted with a red box), Payment Terms (dropdown), Wire Request (dropdown), Invoice Document Type (dropdown, highlighted with a red box), and Handling Code (text). At the bottom right, there are fields for Ship From (dropdown) and Ship To (Plant) (dropdown).

11. Select one of the available options from the drop-down menu for the **Invoice Document Type**.

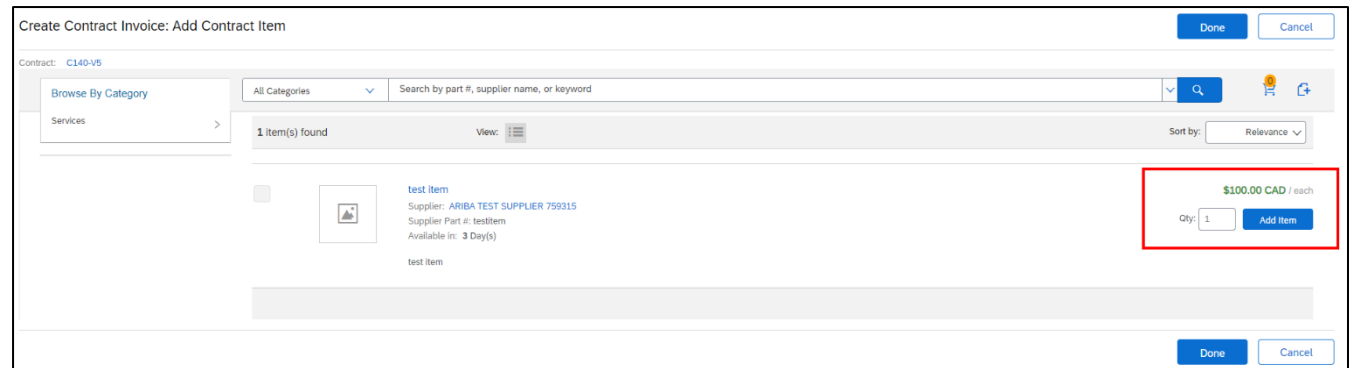
The screenshot shows a dropdown menu with the following options: Shipping Documents, Special Handling, Special Handling Tax, Discount, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment (highlighted with a red box). A blue button labeled 'Add to Header' is visible at the top right of the menu.

12. Click on the **Add to Header** button to add an **Attachment** and attach a copy of your invoice.

13. In the Line item section, click on **Add items**.

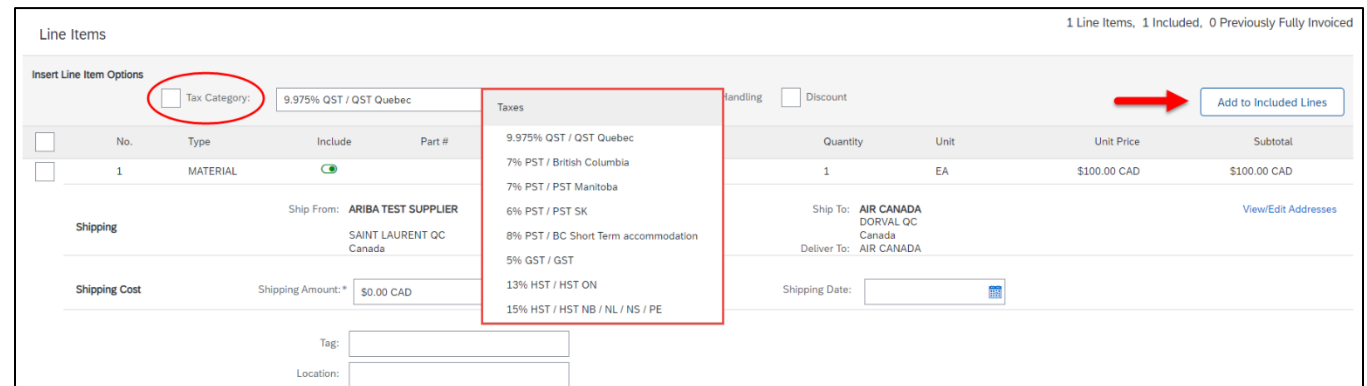
The screenshot shows the 'Line Items' section with a table header and a table body. The table header includes columns for No., No., No., Type, Include, Part #, Description, Customer Part #, Quantity, Unit, Unit, Unit Price, and Subtotal. The table body is currently empty. Below the table, there is a 'Line Item Actions' dropdown menu and an 'Add Items' button highlighted with a red box.

14. Add Contract Item section: a list of items to invoice will appear. Identify the item(s) to invoice, add the quantity and click on the **Add Item** button. Once all items are selected, click on **Done**.



** If you need to add an item that does not figure on the list, go to page 8 of this guide to learn how to add them**

15. For each invoice line where taxes are applicable, **select the line(s) by ensuring the Include slider is green**. Then “check” the box to the left of Tax Category, open the drop-down menu to the right of Tax Category and **select the appropriate tax to apply** on each line, then click on **Add to Included Lines**. Repeat this if multiple taxes have to be applied (example: GST + QST or GST + PST).



16. Once complete, **press Next**

17. Review the invoice. Confirm that the **Amount Due** is the same as the invoice copy attached and that the **Remit to ID & Address** and the **Tax IDs** and **Bill to code & address** and **contract number** are valid.

18. Press **Submit**.

Invoice Number: 12345678	Subtotal: \$500.00 CAD
Invoice Date: Tuesday 4 Nov 2025 2:30 AM GMT-08:00	Total Tax: \$74.88 CAD
Contract Number: C1535	Total Shipping: \$0.00 CAD
	Total Amount without Tax: \$500.00 CAD
	Amount Due: \$574.88 CAD

REMIT TO: MARRIOTT MONTREAL CHATEAU CHAMPLAIN Postal Address: 1 1 Place du Canada Montreal QC H3M 2V2 Canada Remit To ID: 0011000320:0011000320 Tax ID of Supplier: 764079885	BILL TO: 730 COTE-VERTU OAIR CANADA HQ Postal Address: 730 COTE-VERTU O DORVAL QC H4S 1Y9 Canada Address ID: 000001571	SUPPLIER: MARRIOTT MONTREAL CHATEAU CHAMPLAIN Postal Address: 1 Place du Canada Montreal QC H3M 2V2 Canada GST ID: 764079885
--	--	--

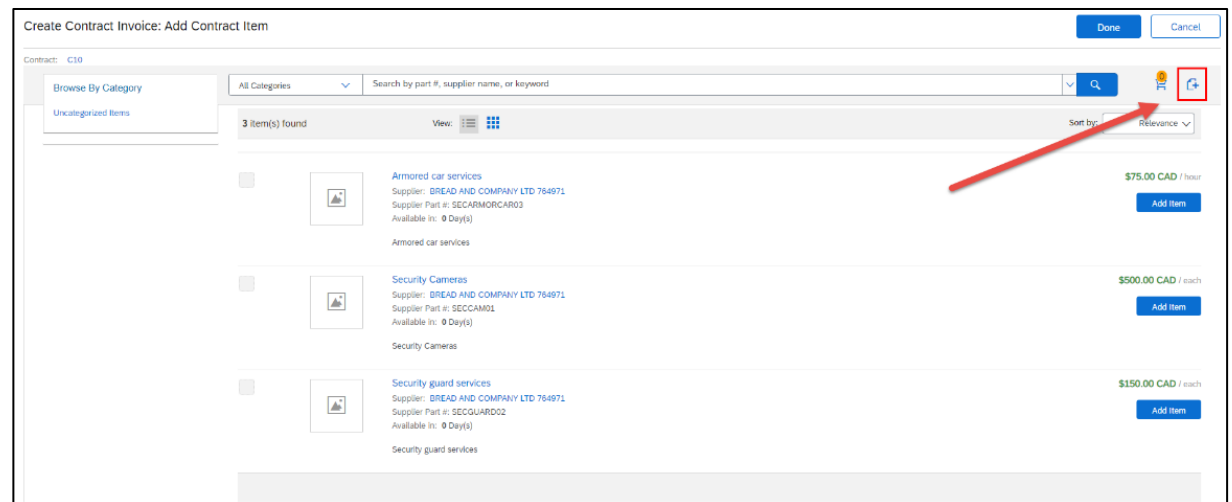
BILL FROM: MARRIOTT MONTREAL CHATEAU CHAMPLAIN Postal Address: 1 Place du Canada Montreal QC H3M 2V2 Canada	CUSTOMER: AIR CANADA Postal Address: 730 COTE-VERTU O DORVAL QC H4S 1Y9 Canada Email: Lekshmi.Suma@aircanada.ca
---	---



INVOICING **ADHOC NON-CATALOG** ITEMS ON A CONTRACT INVOICE

If you are submitting an item not listed on the contract, you are submitting an Adhoc Non-Catalog item on the Contract Invoice. To create an Adhoc Non-Catalog Invoice, follow steps **3** through **13** and then follow the below instructions.

1. If your contract is setup to allow Adhoc Non-Catalog items, the button on the **right-hand side** of the page, beside the shopping cart, will be available to add items not listed.



2. Enter the Supplier Part#, Qty, Unit, Price, Currency and Full Description for each item. Select the Ship To address if applicable.

3. To complete the submission of the invoice once all items are entered, click on **Save**.

4. If you would like to review what is in your cart, click on the shopping cart icon and then click **Review Cart**.

5. When you have added all your Adhoc Non-Catalog items, follow steps **15** through **18** to Submit the invoice.

The screenshot shows a web form titled "Create Contract Invoice: Add Non-Catalog Item". At the top right are "Save" and "Cancel" buttons. Below is a "Line Items" table with columns: No., Supplier Part #, Description, Contract, Qty, Unit, Price, and Amount. The first row contains: 1, TEST-CONTRACT GUIDE, Enter a description for this item., No, 5, each, 15 CAD, and \$0.00 CAD. Below the table are several input fields: "Supplier Part Number", "Bill To" (AIR CANADA), "Additional Pricing Details", "tag", "merchandiseTypeCode", "locationNo", "vehicleRelatedServicesRefNo", "classCode", "Item Category" (Materials), "Full Description" (Example for Contract Invoicing Guide), "Reference Date" (Wed, 15 May, 2024), "Supplier Part Auxiliary ID", "unitNo", "modelNo", "serialNumber", "motorVehicleIDNo", and "Ship To" (AIR CANADA). A "Shipping - by Line Item" section at the bottom left shows "Ship From: BAKER BOTTS LLP (USA) MOSCOW" and "Bill To: AIR CANADA".

The screenshot shows a web form titled "Create Contract Invoice: Add Contract Item". At the top right are "Done" and "Cancel" buttons. Below is a search bar with "Contract: CAD" and "All Categories" dropdown. A search bar contains "Search by part #, supplier name, or keyword". Below the search bar is a list of items with "3 Item(s) found". One item is visible: "Armored car services" with "Supplier: BREAD AND COMPANY LTD 764971", "Supplier Part #: SECARMORCAR03", and "Available In: 0 Day(s)". To the right is a shopping cart icon with a dropdown menu showing "INVSCEXAMPLE123-2123 INVSCEXAMPLE123-2123" with "5 x \$15.00 CAD" and buttons for "Review Cart" and "Add Item".