



CREATE A CONTRACT INVOICE ON SAP ARIBA

WHY?

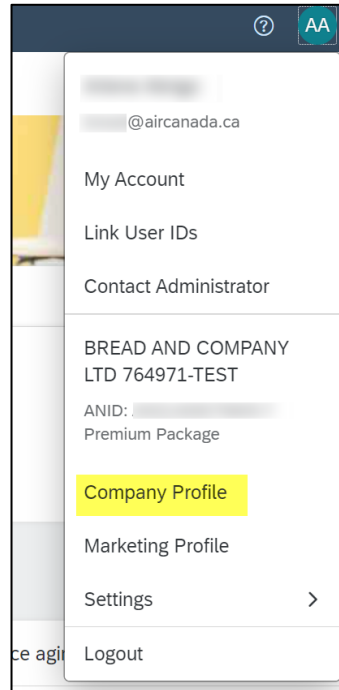
Contract invoicing is when a company receives the supplier's goods or services, and the supplier must invoice under the contract and payment is issued. This automated activity enables fast and efficient processing of payment to the supplier's contract invoices.

1. Air Canada contract invoice requirements.

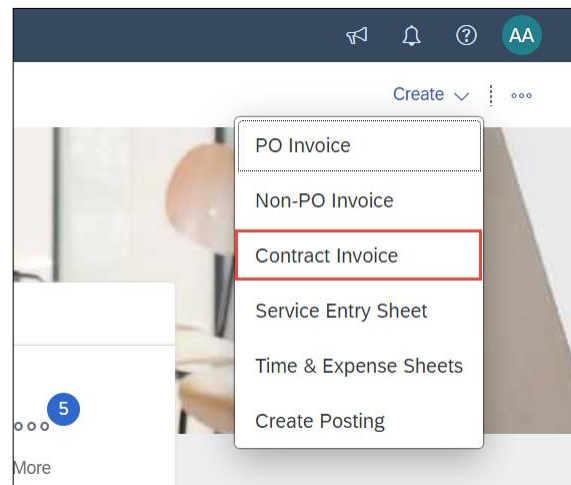
- Supplier invoice number **must not exceed 16 characters**.
- Suppliers are required to include a **Remit To address** on the invoice.
- Suppliers are allowed to **back-date** invoices for 30 days.
- Suppliers are allowed to **future date** invoices for 30 days.
- Suppliers (Canadian) must include **Tax 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. From the home screen at the top right corner, click **Create** and select **Contract Invoice**.



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

Create Contract Invoice: Select Customer Next

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

Customer ↑

☒ AIR CANADA - TEST

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

0000001997: Air Canada

0000001996: Air Canada
Rouge

0000001797: Trans-Canada
Capital

Choose Address 0000001796 ▾

Name: 0000001777

Address 0000001796

0000001797

0000001997

0000002063

0000002064

0000002065

0000002066

0000002067

0000002068

0000002069

0000002070

UARTERS,

Cancel

6. Click on **Next**.



7. 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.

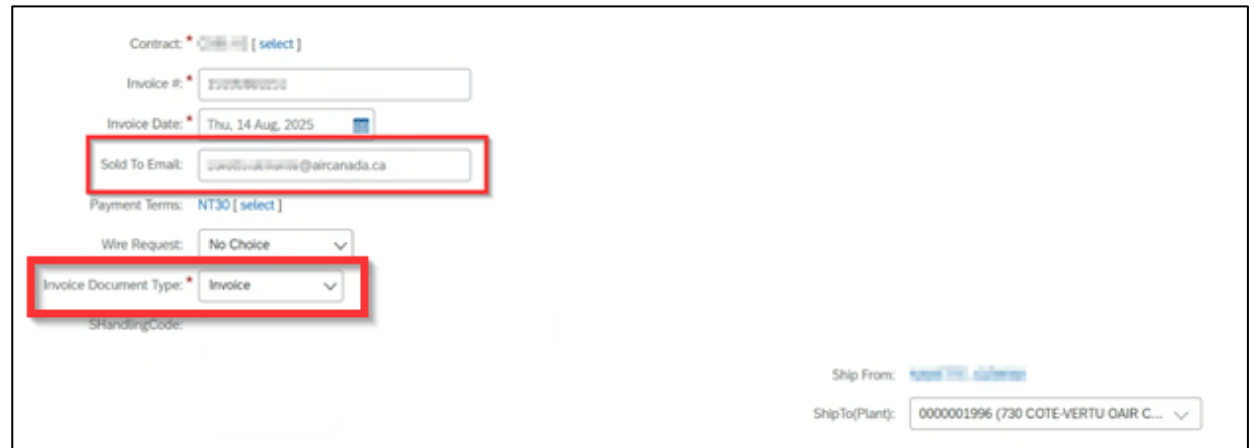
8. Based on the selected contract, some fields will be populated. **The remaining required fields will need to be completed.**

Choose Value for Contract

ID

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	<input type="button" value="Select"/>
C97	(CW2219483) Contract No Release	Mon, 28 Oct, 2019	Thu, 15 Feb, 2024	Open	<input type="button" value="Select"/>
C71-V11	(CW2219030) TEST 3 - CONTRACT INVOICING TEST	Mon, 20 Jan, 2020	Wed, 31 Jan, 2024	Open	<input type="button" value="Select"/>
C336	(CW2230845) Line Item and Contract Value TEST 2	Mon, 1 May, 2023	Fri, 31 May, 2024	Open	<input type="button" value="Select"/>
C321-V6	(CW2230560) Invoice Exception Test	Sat, 1 Apr, 2023	Tue, 30 Apr, 2024	Open	<input type="button" value="Select"/>
C229	(CW2226697) Test Contract Term File - Delete	Wed, 6 Oct, 2021	Wed, 20 Oct, 2027	Open	<input type="button" value="Select"/>
C194	(CW2223655) Ship to Field final testing CW	Mon, 1 Mar, 2021	Wed, 9 Mar, 2022	Open	<input type="button" value="Select"/>

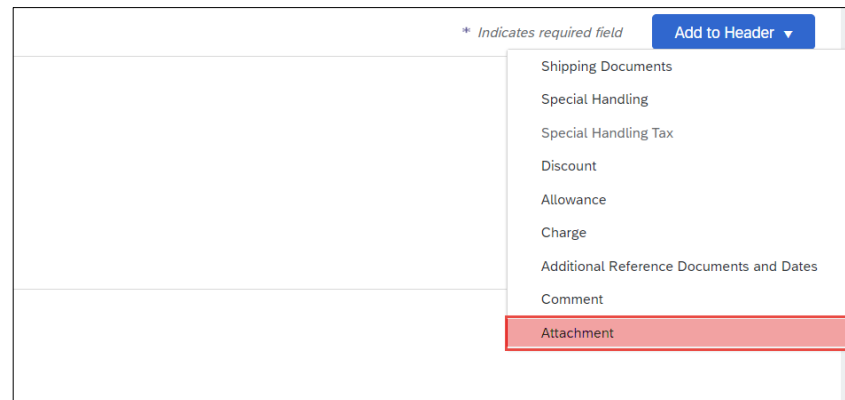
9. In the **Sold To Email** field, type in the email address of your Air Canada contact (the person who reviews, codes, and/or approves your invoices. It can be the person who requested the good(s)/service(s) from your company.)



A screenshot of a web form for creating an invoice. The form includes fields for Contract, Invoice #, Invoice Date, Sold To Email, Payment Terms, Wire Request, Invoice Document Type, and SHandlingCode. The 'Sold To Email' field contains 'cawell@aircanada.ca' and the 'Invoice Document Type' dropdown is set to 'Invoice'. Both fields are highlighted with red rectangles. At the bottom right, there are 'Ship From' and 'ShipTo(Plant)' fields.

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

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



A screenshot of the 'Add to Header' dropdown menu. The menu is open, showing a list of options: Shipping Documents, Special Handling, Special Handling Tax, Discount, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red background. The 'Add to Header' button is visible at the top right of the menu.



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

The screenshot shows the 'Line Items' section of a software interface. At the top, it says '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. Below this is a section for 'Insert Line Item Options' with a 'Tax Category' dropdown set to '5% GST / GST' and a 'Discount' checkbox. A table below has columns for 'No.', 'No.', 'No.', 'Type', 'Include', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit', 'Unit Price', and 'Subtotal'. At the bottom, there is a 'Line Item Actions' dropdown and an 'Add Items' button, which is highlighted with a red box.

13. 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**.

The screenshot shows the 'Create Contract Invoice: Add Contract Item' section. It includes a search bar with 'Contract: C140-V5' and a search button. Below the search bar, there is a list of items. One item, 'test item', is shown with details: 'Supplier: ARIBA TEST SUPPLIER 759315', 'Supplier Part #: testitem', and 'Available in: 3 Day(s)'. To the right of the item, the price is '\$100.00 CAD / each' and the quantity is 'Qty: 1'. The 'Add Item' button is highlighted with a red box. At the bottom right, there are 'Done' and 'Cancel' buttons.

** 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**

14. 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

The screenshot shows the 'Line Items' section with '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The 'Include' slider for the first item is green. The 'Tax Category' dropdown is open, showing a list of taxes: '9.975% QST / QST Quebec', '7% PST / British Columbia', '7% PST / PST Manitoba', '6% PST / PST SK', '8% PST / BC Short Term accommodation', '5% GST / GST', '13% HST / HST ON', and '15% HST / HST NB / NL / NS / PE'. The 'Add to Included Lines' button is highlighted with a red arrow. The table below shows the item details: '1 MATERIAL' with a unit price of '\$100.00 CAD' and a subtotal of '\$100.00 CAD'. Shipping information is also visible, including 'Ship From: ARIBA TEST SUPPLIER' and 'Ship To: AIR CANADA'.

multiple taxes have to be applied (example: GST + QST or GST + PST).

15. Once complete, **press Next**

16. Review the invoice. Confirm that the **Amount Due** is the same as the invoice copy attached and that the **Remit to Address** and the **Tax IDs** are valid.

17. Press **Submit**.

Create Invoice

Previous Save **Submit** Exit

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 Canada. The document's destination country is Canada.
If you want your invoices to be stored in the SAP Business Network 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: EXEMPLE123
Invoice Date: Tuesday 24 Oct 2023 3:30 AM GMT-07:00
Contract Number: C10

Subtotal:	\$75.00 CAD
Total Tax:	\$11.23 CAD
Total Shipping:	\$0.00 CAD
Total Gross Amount:	\$86.23 CAD
Total Amount without Tax:	\$75.00 CAD
Total Net Amount:	\$86.23 CAD
Amount Due:	\$86.23 CAD

REMIT TO:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
355 Portage Ave
Winnipeg MB R3B 2C3
Canada
Tax ID of Supplier: 123456789

BILL TO:
AIR CANADA
Postal Address:
730 COTE VERTU O
DORVAL QC H4S 1Y9
Canada

SUPPLIER:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
123MAIN STREET
MONTREAL QC H4Y 3H1
Canada

BILL FROM:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
123MAIN STREET
MONTREAL QC H4Y 3H1
Canada

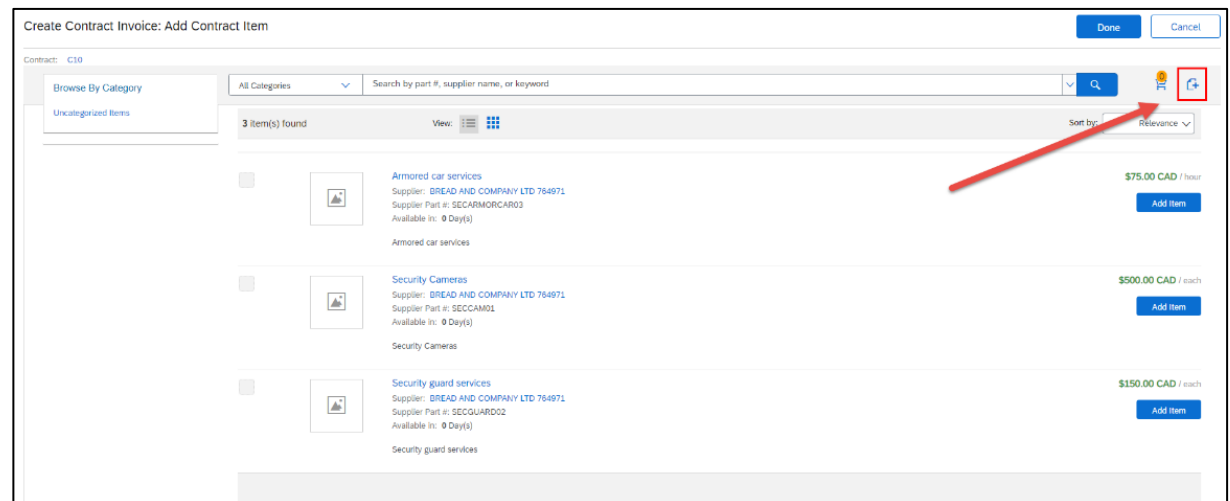
CUSTOMER:
AIR CANADA - TEST
Postal Address:
355 Portage Avenue
Winnipeg MB R3B 2C3
Canada
Email: john.doe@aircanada.ca



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.

Create Contract Invoice: Add Non-Catalog Item

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
1	TEST-CONTRACT GUIDE	Enter a description for this item.	No	5	each	15 CAD	\$0.00 CAD

Supplier Part Number:

Bill To:

Additional Pricing Details ⓘ

tag:

merchandiseTypeCode:

locationRefId:

vehicleRelatedServicesRefId:

classCode:

Item Category:

Full Description:

Reference Date:

Supplier Part Auxiliary ID:

unitNo:

modelNo:

serialNumber:

motorVehicleIDNo:

Shipping - by Line Item

Ship From:

Bill To:

Ship To:

Create Contract Invoice: Add Contract Item

Contract: C10

Browse By Category:

Search by part #, supplier name, or keyword:

3 Item(s) found

View:

Item 1: 5 x \$15.00 CAD

Supplier: Supplier Part #: Available In:

Armored car services

Done

Review Cart

Add Item