



CREATE A NON-PO INVOICE ON SAP ARIBA

WHY?

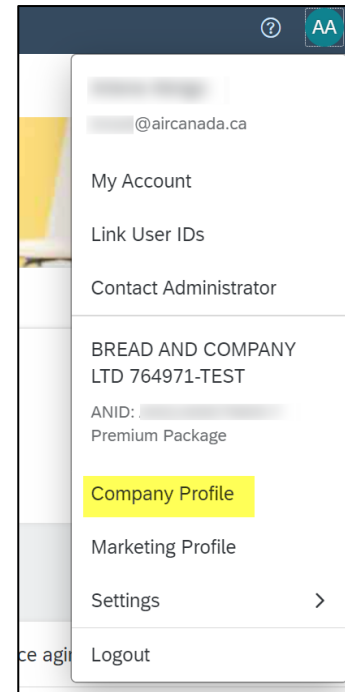
A non-PO invoice is created when there isn't a corresponding purchase order for goods or services provided. The invoice needs to be sent to the person who reviews, codes, and/or approves the invoices. It can be the person who requested the good(s)/service(s) from the company.

1. Air Canada Non-PO invoice Requirements.

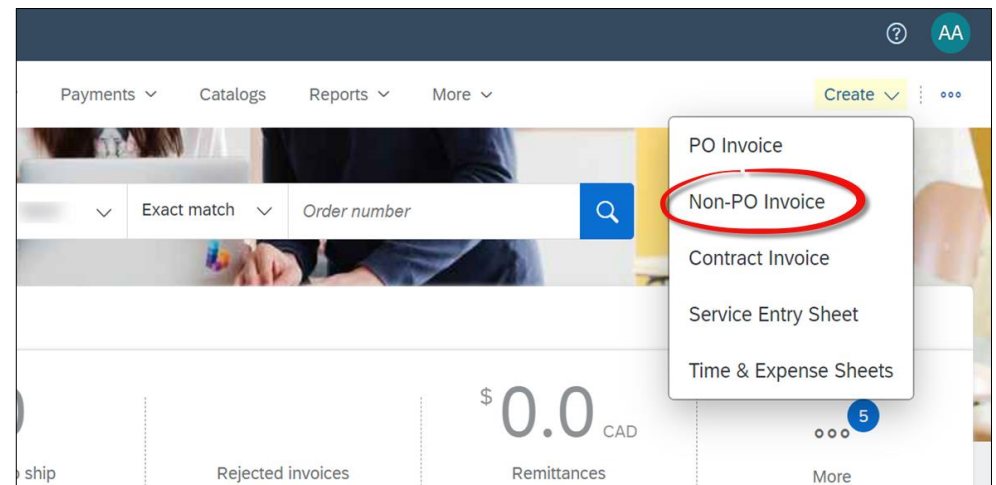
- Supplier invoice number **must not exceed 16 characters**.
- Suppliers are required to include a **Remit To address** on the invoice.
- Suppliers are allowed to **back-date** invoices for 30 days.
- Suppliers are allowed to **future date** invoices for 30 days.
- Suppliers (Canadian) must include **Tax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



4. Select **Air Canada** in the Customer field. Choose **Standard Invoice**.

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: AIR CANADA

Type of Invoice: ☒ Standard Invoice ☐ Credit Memo

5. Enter the required fields on the Invoice Header. Invoice can be backdated by 30 days.

Invoice Header

Summary

Invoice #:

Invoice Date: 10 Sep 2025

Service Description:

Supplier Tax ID: 0000000000

Remit To: AIR CANADA

Montreal QC Canada

Choose Address: 0000001796

Bill To: AIR CANADA HEADQUARTERS, MONTREAL

DORVAL QC Canada

6. Select the correct **Bill to** address from the drop-down list :

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

Cancel

7. A copy of the original invoice must be attached. Click on **Add to Header** and select **Attachment** on the drop-down menu.

Invoice Header

* Indicates required field

Add to Header

Summary

Invoice #: 5

Invoice Date: 3 Aug 2023

Service Description:

GST/HST/VAT #:

Remit To: 355 Portage Ave

Subtotal: \$0.00 CAD

Total Tax: \$0.00 CAD

Total Gross Amount: \$0.00 CAD

Total Amount without Tax: \$0.00 CAD

Total Net Amount: \$0.00 CAD

Amount Due: \$0.00 CAD

View/Edit Address

8. Enter **your Air Canada contact email address**. 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.

Additional Fields

Invoice Document Type: Invoice

FOB/Incoterms:

Supplier Account ID:

Customer Reference:

Supplier Reference:

Supplier: ARIBA TEST SUPPLIER

Winnipeg MB Canada

Bill From: ARIBA TEST SUPPLIER

Winnipeg MB Canada

Service Start Date:

Service End Date:

Enter Customer Email: 8

Address:

View/Edit Addresses

View/Edit Addresses

9. Select **Add General Service** or **Add Material** as required in the Line Items section.

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% GST / GST

Discount

Add to Included Lines

No.	No.	No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions: Add

Add General Service

Add Labor Service

Add Material

Update

Save

Exit

Next

10. Enter the required fields: **Line No., Description, Quantity, Unit & Unit price** (subtotal before any tax with currency if different from CAD).

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 5% GST / GST ☐ Discount [Add to Included Lines](#)

No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	SERVICE	<input checked="" type="checkbox"/>					(no value)		

[Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

11. 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).

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 9.975% QST / QST Quebec ☐ Discount [Add to Included Lines](#)

No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL	<input checked="" type="checkbox"/>				1	EA	\$100.00 CAD	\$100.00 CAD

[Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

12. Make sure your Tax amounts on Ariba **match** the ones on your invoice.

13. Click on **Next**.

14. 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.

15. Press **Submit**.

The screenshot shows the 'Create Invoice' form with the 'Invoice Header' section expanded. The 'Summary' section displays the following information:

Field	Value
Invoice #	123123123
Invoice Date	8 Nov 2023
Service Description	
GST/HST/VAT #	123456789
Remit To	355 Portage Ave
Choose Address	Winnipeg MB Canada
Bill To	AC001_A_MONTREAL_HQ
DORVAL QC	Canada

Summary Totals:

Field	Value
Subtotal	\$100.00 CAD
Total Tax	\$14.98 CAD
Total Gross Amount	\$114.98 CAD
Total Amount without Tax	\$100.00 CAD
Total Net Amount	\$114.98 CAD
Amount Due	\$114.98 CAD

The 'Next' button is highlighted with a red circle and the number 13.

The screenshot shows the 'Create Invoice' form with the 'Standard Invoice' section expanded. The 'Summary' section displays the following information:

Field	Value
Invoice Number	123123123123
Invoice Date	Wednesday 8 Nov 2023 2:00 PM GMT-05:00
Subtotal	\$100.00 CAD
Total Tax	\$14.98 CAD
Total Gross Amount	\$114.98 CAD
Total Amount without Tax	\$100.00 CAD
Total Net Amount	\$114.98 CAD
Amount Due	\$114.98 CAD

The 'Submit' button is highlighted with a red circle and the number 15.

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:

DE LA COTE-VERTU BLVD WEST

DORVAL QC H4S 1Y9

Canada

Address ID: AC001_A_MONTREAL_HQ

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: @aircanada.ca

