



CREATE A NON-PO INVOICE ON SAP ARIBA

WHY?

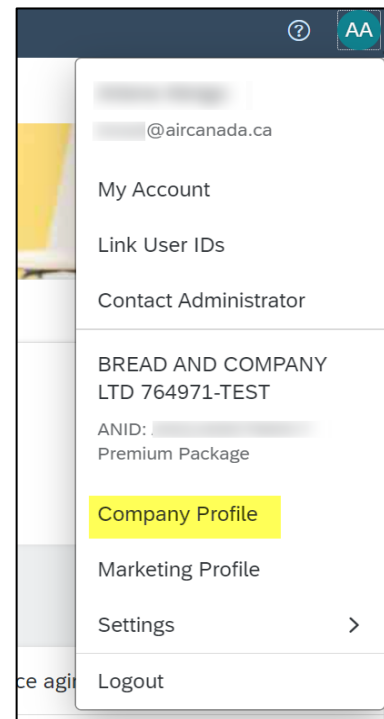
A non-PO invoice is created when there isn't a corresponding purchase order for goods or services provided. The invoice needs to be sent to the person who reviews and/or approves the invoices. It can be the person who requested the good(s)/service(s) from the company.

1. Air Canada Non-PO invoice Requirements.

- Supplier invoice number **must not exceed 16 characters**.
- Suppliers are required to include a **Remit To 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.

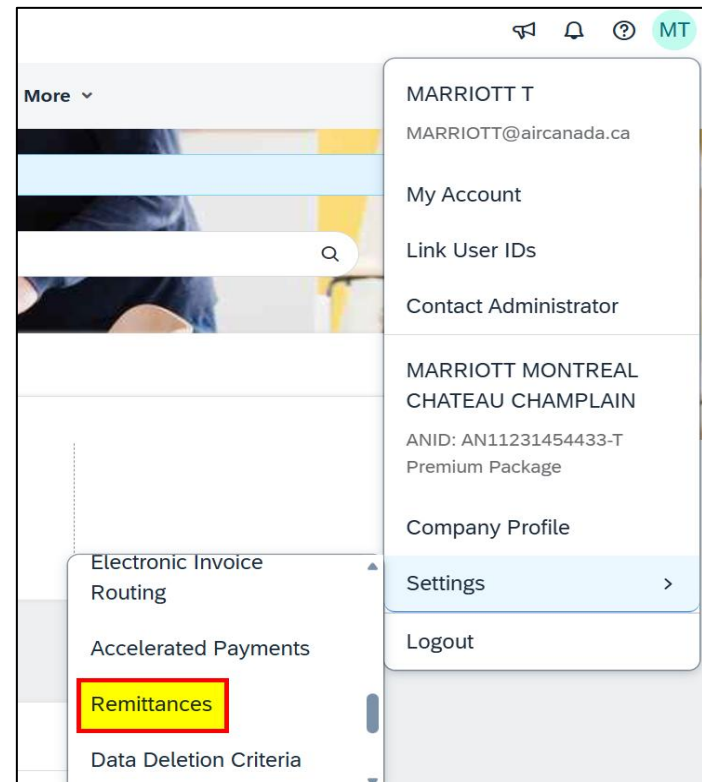


2. Canadian suppliers must enter their **Tax Registration number** under their Company profile before submitting invoices. If there are any changes to your Tax IDs, please update them in your Company profile accordingly. Refer to the quick guide on how to [Update Company's Tax ID numbers](#).



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.

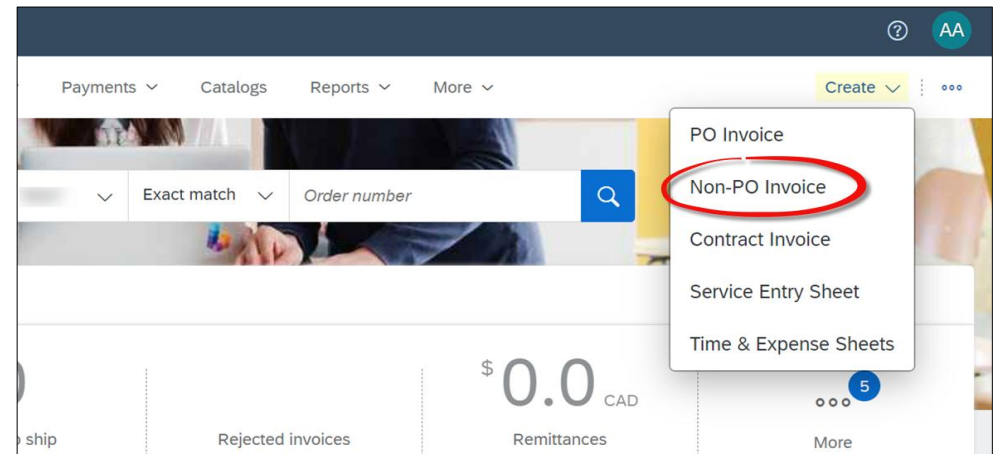


4. Once the above steps are completed, you can create your invoice.

5. From the home screen, on the top right corner, click **Create** and select **Non-PO Invoice**.

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

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

A screenshot of the 'Create Non-PO Invoice' form. The title is 'Create Non-PO Invoice' with 'Next' and 'Exit' buttons. Below the title, it says 'For a trading relationship already on Ariba Network'. The 'Customer' field is a dropdown menu with 'AIR CANADA' selected. The 'Type of Invoice' section has two radio buttons: 'Standard Invoice' (selected, indicated by a red arrow) and 'Credit Memo'.A screenshot of the 'Invoice Header' form. The title is 'Invoice Header'. The 'Summary' section contains the following fields: 'Invoice #' (empty), 'Invoice Date' (10 Sep 2025), 'Service Description' (empty), 'Supplier Tax ID' (7840000000), 'Remit To' (Air Canada), 'Choose Address' (Montreal QC Canada), and 'Bill To' (AIR CANADA HEADQUARTERS, MONTREAL). The 'Remit To' field is a dropdown menu with 'Air Canada' selected. The 'Choose Address' field is a dropdown menu with 'Montreal QC Canada' selected.

8. Select the correct **Bill To** address from the drop-down list :

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

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

10. Enter **your Air Canada contact email address**. The person who you are doing business with at Air Canada. It can be the person who requested the good(s)/service(s) from your company.

Canada

Choose Address 0000001797 ▾

Bill To: 0000001777 ▲ QUARTERS, MONTREAL

0000001796

0000001797

0000001997

* Indicates required field

Add to Header ▾

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Discount

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Montreal QC
Canada

Bill From:

Montreal QC
Canada

Supplier VAT

Service Start Date:

Service End Date:

Customer: AIR CANADA

DORVAL QC
Canada

Email:

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

The screenshot shows the 'Line Items' section with a table header: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. Below the header, there is a 'Line Item Actions' dropdown menu with options: 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add' button is highlighted in yellow.

12. Enter the required fields: **Line No., Description, Quantity, Unit & Unit price and Service Dates, if Service was selected** (subtotal before any tax with currency if different from CAD).

The screenshot shows the 'Line Items' section with a table header: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A line item is entered with 'SERVICE' type, a quantity of 1, and a unit price of \$100.00 CAD. The 'Service Period' is set from '1 Oct. 2025' to '31 Oct. 2025'. The 'Add' button is highlighted in yellow.

13. For each invoice line where taxes are applicable, **select the line(s) by ensuring the Include slider is turned on**. 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

The screenshot shows the 'Line Items' section with a table header: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A line item is entered with 'SERVICE' type, a quantity of 1, and a unit price of \$100.00 CAD. The 'Service Period' is set from '1 Oct. 2025' to '31 Oct. 2025'. The 'Tax Category' is set to '10% Insurance Tax / Insurance Tax'. The 'Add to Included Lines' button is highlighted in yellow.



(example: GST + QST or GST + PST).

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

15. Click on **Next**.

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Invoice #: test

Invoice Date: 11 Nov 2025

Service Description:

Supplier Tax ID: 764079885

Remit To: 1 1 Place du Canada

Choose Address: Montreal QC Canada

Bill To: AIR CANADA HEADQUARTERS, MONTREAL

Subtotal: \$100.00 CAD
Total Tax: \$5.00 CAD
Total Gross Amount: \$105.00 CAD
Total Net Amount: \$105.00 CAD
Amount Due: \$105.00 CAD

View/Edit Addresses

16. Review the invoice. Confirm that the **Amount Due** is the same as the invoice copy attached and that the **Remit to ID & Address, Bill To** and **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: test
Invoice Date: Tuesday 11 Nov 2025 10:51 a.m. GMT-05:00

Subtotal: \$100.00 CAD
Total Tax: \$5.00 CAD
Total Gross Amount: \$105.00 CAD
Total Net Amount: \$105.00 CAD
Amount Due: \$105.00 CAD

REMIT TO:

Postal Address: 1 1 Place du Canada
Montreal QC H3M 2V2
Canada
Remit To ID: 001011810-001011810
Tax ID of Supplier: 764079885

BILL TO:

AIR CANADA HEADQUARTERS, MONTREAL

Postal Address: 730 COTE-VERTU O
DORVAL QC H4S 1Y9
Canada
Address ID: 000050000

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: ariba@aircanada.com