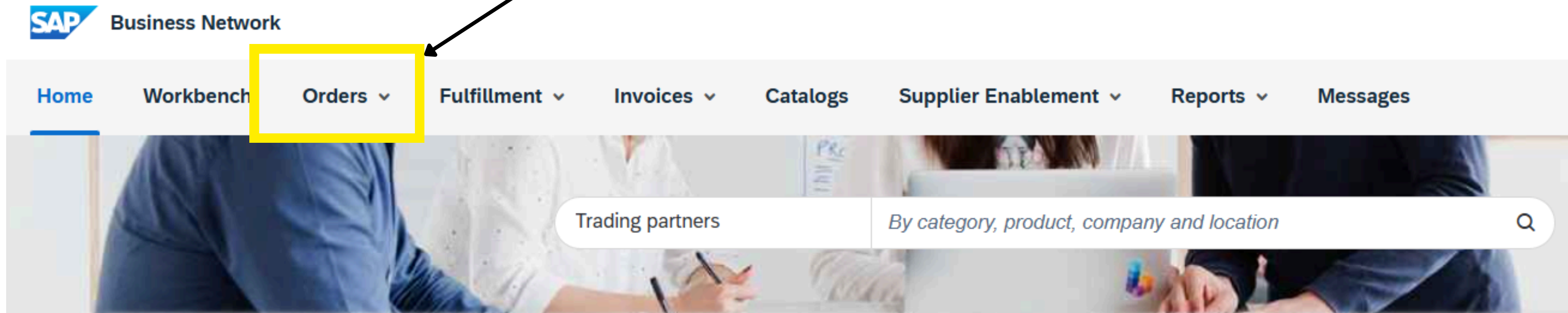


How to invoice - POs Canada

Login to SAP Business Network - [Supplier login](#)

Click on the orders tab



Orders

4

Orders

Last 31 days

4

Items to confirm

Last 31 days

4

Items to ship

Last 31 days

0

Return items

Last 31 days

4

New orders

Last 31 days

0

Changed orders

Last 31 days

0

Orders to invoice

Last 31 days

Order

Orders (4)

▼ Edit filter

Last 31 days

Customers

Select or type selections

Order numbers

Type selection

☒ Partial match

☐ Exact match

Creation date

Last 31 days

Order status

Include

Select or type

Company codes

Select or type selections

Show more

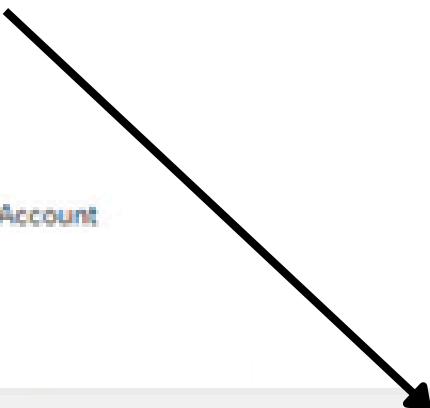
Resend Failed Orders

Order Number	Customer	Amount	Date ↑	Order Status	Amount
4502093764	Anheuser Busch InBev SA	\$2450 CAD	Feb 24, 2026	New	
4502091993	Anheuser Busch InBev SA	\$1090 CAD	Feb 24, 2026	New	
4502088941	Anheuser Busch InBev SA	\$810 CAD	Feb 24, 2026	New	
4502084482	Anheuser Busch InBev SA	\$8050 CAD	Feb 24, 2026	New	

Note that a default filter is applied; feel free to modify it as needed

Select the order you want to invoice

Click create invoice



Purchase Order: 4502091993

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)



From:
Customer
Labatt Brewing Company Ltd
Queens Quay West-207
Toronto ON M5J 1A7
Canada
Phone: +32 () +1 416 361 5050
Fax:

To:

Purchase Order
(New)
4502091993
Amount: \$1,090.00 CAD
Version: 4

Track Order

Payment Terms ⓘ
0.000% 150
150 days end of Month

Contact Information

Rc
External Doc

Create Invoice

Update

▼ Invoice Header

Summary

Purchase Order:

Invoice #:

Invoice Date:

Service Description:

Remit To:

Bill To:

26 Feb 2026

Labatt Brewing Company Ltd

Toronto ON
Canada

Toronto ON
Canada

Subtotal:

Total Tax:

Amount Due:

\$1,090.00 CAD

\$152.60 CAD

\$1,242.60 CAD

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

20036 1285 RT0001

Enter the invoice number and select the date

Enter the Tax ID (usually found on the invoice hard copy)

Click Add to Header,
then click Attachment

Scarborough ON
Canada

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: [REDACTED]

Customer VAT

Customer VAT/Tax ID: 20036 1285 RT0001

Add to Header ▾
Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Attachment

1% P2 / HST - Saskatchewan ☐ Shipping Documents ☐ Special Handling ☐ Discount

Part #	Description	Customer Part #	Quantity	Unit
10	MATERIAL REPAIR BOARD:PRINTED CIRCUIT; A-99L-1022	000000000050239343	1	PCE

Click Choose File, select
your document, and click
Add Attachment

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Review the
updated invoice
layout here

The total size of all attachments cannot exceed 100MB [Remove](#)

Choose File No file chosen

Add Attachment

Name	Size (bytes)	Content Type
☐ scan_20260226170528.pdf	485302	application/pdf

L+

Delete

Select only the relevant line item(s) to invoice (if needed)

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 11% P2 / HST - Saskatchewan

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
☐	10	MATERIAL	REPAIR	BOARD;PRINTED CIRCUIT; A-99L-1022	000000000050239343	0	PCE	\$430.00 CAD	\$0 CAD

Excluded line items cannot be modified.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
☐	20	☒	MATERIAL	REPAIR	MONITOR;CO2;ANALYGAS;0-5PERCENTMODEL73	00000000005038344	1	EA	\$660.00 CAD	\$660.00 CAD

Pricing Details

Price Unit: EA

Unit Conversion: 1

Tax

Category: PH

Location:

Description: HST - NOVA SCOTIAHST - NOVA SCOTIA

Regime:

Taxes

11% P2 / HST - Saskatchewan

15% PH / HST - New Brunswick, Newfoundland, Prince Edward Island

5% P1 / GST - All Provinces and Territories

13% PH / HST - Ontario

14.975% P3 / GST + GST - Quebec

0% P0 / Non Taxable - All Provinces

12% P2 / HST - British Columbia, Manitoba

14% PH / HST - Nova Scotia

Line Item Actions

Delete

Reset Tax from PO

\$660.00 CAD

15

\$92.40 CAD

Remove

Verify the tax category: although pre-filled, ensure you select the correct tax for your invoice

Modify this field if invoicing a partial quantity. Note: For Service/Blanket POs, enter the pre-tax amount here

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: 26-6757
Invoice Date: Tuesday 24 Feb 2026 12:00 PM GMT-05:00
Original Purchase Order: 4502091993

Subtotal:	\$660.00 CAD
Total Tax:	\$99.00 CAD
Amount Due:	\$759.00 CAD

Review the invoice and click submit