



CREATE A SERVICE PO INVOICE ON SAP ARIBA

WHY?

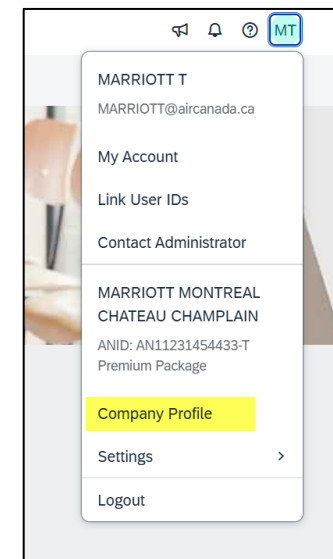
A Service PO invoice is linked to a service purchase order and includes details of the services procured under that order. You can submit the invoice once the related service sheet has been approved. If you submit the invoice without an approved service sheet, the system will automatically generate one. In this case, your invoice will remain on hold until the auto-generated service sheet is approved by your Air Canada contact.

1. Air Canada PO invoice Requirements:

- Suppliers must create an **Order Confirmation for the Purchase Order** before creating the invoice.
- Suppliers **cannot confirm more** than the amount or quantity stated on the PO.
- 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 **future date** invoices for 30 days.
- Suppliers **cannot invoice for an amount or quantity greater** than the PO.
- 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.



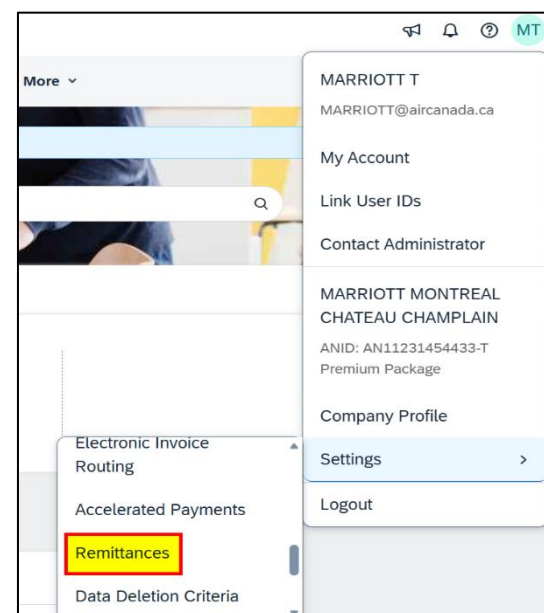
2. Canadian supplier must enter their **Tax Registration number** under their Company profile before submitting invoices. If there are any changes to your Tax IDs, please update them in your Company profile accordingly. Refer to the quick guide on how to [Update Company's Tax ID numbers](#).



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.

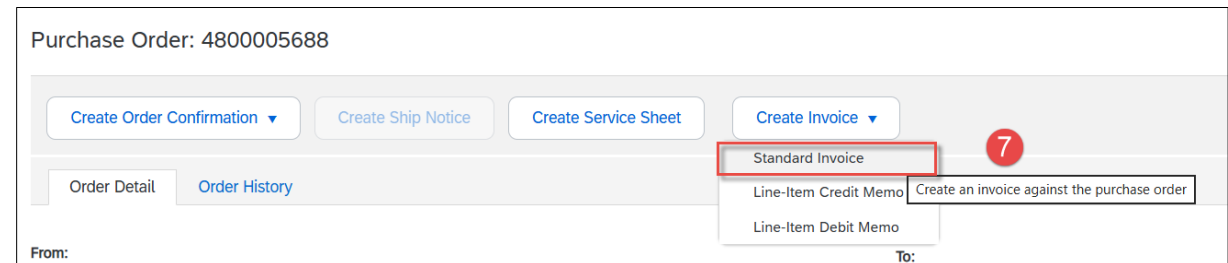
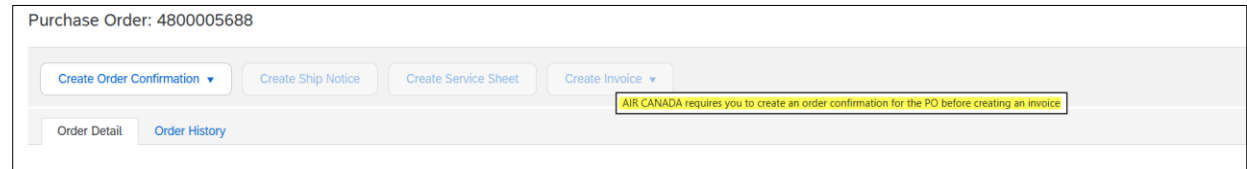
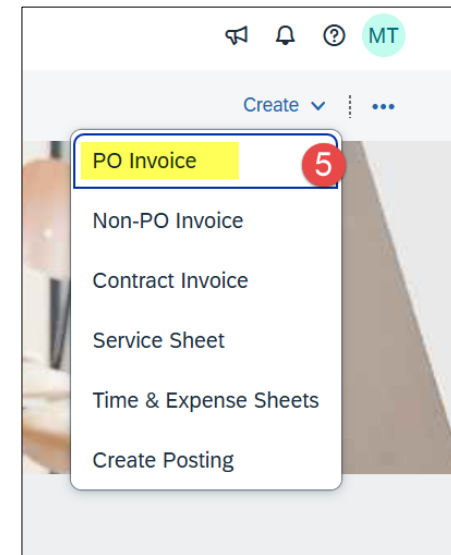
4. Once the above steps are completed, you can create your invoice.



5. Once logged into your Ariba Network account, navigate to the Invoice tab and click on **Create** and select **PO Invoice**.

6. From the list of available **Purchase Orders**, select the one you're invoicing against.

7. Once the order is confirmed, click **Create Invoice**. Select **Standard Invoice**.



8. Select the line you wish to submit an invoice for.

Select Item to Create Invoice with Auto-Generated Service Sheet

Next Exit

Line #	Part ID / Description
1	Not Available
2	Installation Not Available
	Mechanical work

Service Sheet Required

9. Enter the required fields on the Invoice Header: Invoice #.

Invoice Header

Summary

Purchase Order: 4800005688

Invoice #: *

Invoice Date: 24 Nov 2025

Service Description:

Final Service Sheet:

Supplier Tax ID:

Remit To: 1 1 Place du Canada

Subtotal: \$0.00 CAD
Total Tax: \$0.00 CAD
Total Amount without Tax: \$0.00 CAD
Amount Due: \$0.00 CAD

10. The shipping section should already be filled per the PO. Nothing is required here.

Shipping

Header level shipping Line level shipping

Ship From: Montreal QC
Canada

Ship To: DORVAL 975 ROMEO VACHON
DORVAL QC
Canada
Deliver To: KETSIA JOSEPH
DORVAL 975 ROMEO VACHON



11. The line that you initially selected should appear under line-items. Click **Add/Update**, select **Add Contract/Catalog Item** to add contracted service line items. Should the service you are looking to add is not available, go back and select General Service.

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 6% PST / PSTTax ☐ Discount [Add to Included Lines](#)

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1				Not Available	Installation							

[Add/Update](#)

[Line Item Actions](#) [Delete](#) [Reset Tax from PO](#)

[Add Contract/Catalog Items](#)
[Add General Service](#)
[Add Labor Service](#)
[Add Material](#)

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

Create Service Sheet: Add Item

Part No: Not Available, Description: Installation

[Browse By Category](#) Search by part #, supplier name, or keyword [Search](#)

No results found for - please revise your search

- or -

[Create a Non-Catalog Item](#)

[Done](#) [Cancel](#)

12. You are then prompted to add your **1 Part no.** (small description of your service) **2 description**, the **3 quantity**, **4 unit of measure***, **5 price**, **6 service start** and **7 end date**. All those fields are mandatory. The non completion of those fields will cause your service sheet to be rejected

Insert Line Item Options

☐ Tax Category: 6% PST / PSTTax ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		Not Available	Installation						
1	☒	SERVICE	Installation	Installation of backdrop		4	HUR	\$50.00 CAD	\$200.00 CAD

[Add/Update](#)

Service Period

Service Start Date: 17 Nov 2025 Service End Date: 19 Nov 2025

[Line Item Actions](#) [Delete](#) [Reset Tax from PO](#)

SEARCH UNIT

Symbol [Search](#)

Here are the available unit of measure. You can either enter the CODE in the field, or click 'search more' and select the appropriate one

Code	Symbol	Name	
ANN	ANN	year	Select
DAY	DAY	days	Select
EA	EA	each	Select
HUR	HUR	hours	Select
MON	MON	month	Select
WEE	WEE	weeks	Select

[Close](#)



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

The screenshot shows the 'Line Items' form with '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Line 1 is selected with the 'Include' slider turned blue. The 'Tax Category' dropdown is open, showing a list of taxes. The 'Add to Included Lines' button is visible in the top right corner.

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

The screenshot shows the 'Line Items' form with '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The 'Tax' section is expanded, showing 'Category' as 5% GST / GSTTax, 'Taxable Amount' as \$200.00 CAD, and 'Tax Amount' as \$10.00 CAD. The 'Add to Included Lines' button is visible in the top right corner.

15. Click on add to header to attach a copy of your PDF invoice.

The screenshot shows the 'Line Items' form with '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The 'Add to Header' dropdown menu is open, showing options like Shipping Cost, Shipping Documents, Special Handling, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted. The 'Add to Header' button is visible in the top left corner.

16. Click **Next**.

16

17. 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.

Previous 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: 11223344556
Invoice Date: Tuesday 25 Nov 2025 11:15 AM GMT-05:00
Original Purchase Order: 480005688

SERVICE PERIOD
Start Date: 1 Nov 2025
End Date: 24 Nov 2025

Subtotal: \$10.00 CAD
Total Tax: \$0.50 CAD
Total Amount without Tax: \$10.00 CAD
Amount Due: \$10.50 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 DAIR 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

APPROVER:
Ins

CUSTOMER:
AIR CANADA
Postal Address:
730 COTE-VERTU O
DORVAL QC H4S 1Y9
Canada

SHIPPING INFORMATION:

18. Press **Submit**.



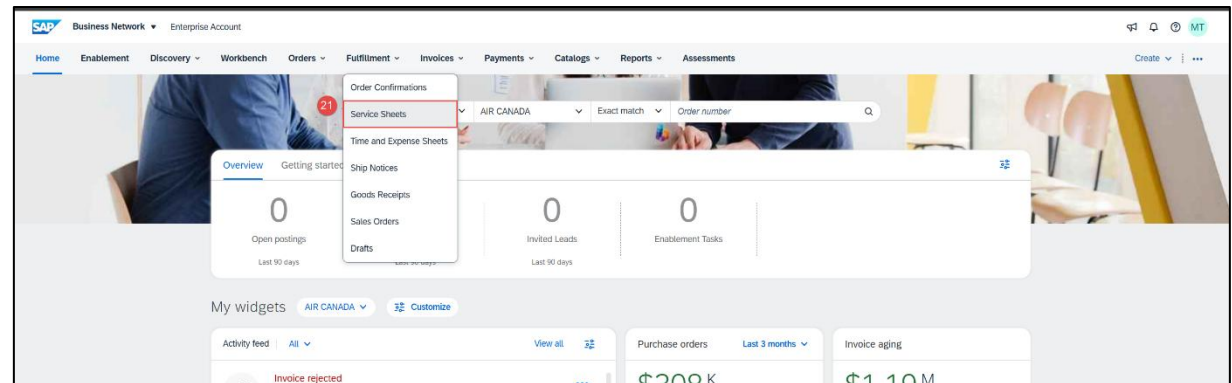
19. You will notice that the status of your invoice will be '**pending approval**' and routing will say '**on Hold**'.

20. Until your **auto-generated service sheet** is approved by your Air Canada contact, **your invoice will remain on hold**.

21. To retrieve your service sheet and track its status, from the Homepage, click on fulfilment, then click on service sheet.

Standard Invoice

Status		
Invoice:	Pending Approval	19
Routing:	On Hold	
Invoice Number:	11223344556	
Invoice Date:	Tuesday 25 Nov 2025 11:15 AM GMT-05:00	
Original Purchase Order:	4800005688	
Submission Method:	Online	
Origin:	Supplier	
Source Document:	Order	
SERVICE PERIOD		
Start Date :	1 Nov 2025	
End Date :	24 Nov 2025	
Subtotal:		\$10.00 CAD
Total Tax:		\$0.50 CAD
Total Amount without Tax:		\$10.00 CAD
Amount Due:		\$10.50 CAD



22. Once your auto-generated service sheet has been approved, your invoice will be submitted to Air Canada for payment.

Service Sheet: 11223344556_SS_1

Done

Create Invoice

Copy SES

Download

Print

Detail

History

Service Sheet
(Sent) ←

Subtotal: \$10.00 CAD

11223344556_SS_1

Date: 25 Nov 2025

Final Service Sheet: No

Purchase Order: 4800005688

Subtotal: \$10.00 CAD

Service Start Date: 1 Nov 2025

Service End Date: 24 Nov 2025

Service Sheet: 11223344556_SS_1

Done

Create Invoice

Copy SES

Download

Print

Detail

History

Service Sheet
(Approved) ←

Subtotal: \$10.00 CAD

11223344556_SS_1

Date: 25 Nov 2025

Final Service Sheet: No

Purchase Order: 4800005688

Subtotal: \$10.00 CAD

Service Start Date: 1 Nov 2025

Service End Date: 24 Nov 2025

