SAP Ariba

Invoice Against a
Limit Purchase Order (PO)

Invoice Against a Limit PO – Process Overview

Invoice Against a Limit PO – Select and Review PO

- A Canadian Pacific Limit PO will typically be for Services and will not contain any specific part numbers.

- Begin by selecting correct PO and PO Version. **Obsoleted** status indicates that a new PO version exists. Obsoleted versions will not allow invoice entry.

- All PO versions can be located via **Search Filters → Exact number** search.

▼ Search Filters

Customer: All Customers

Order Number: * ○ Partial number ● Exact number

7000011200

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status ↓
▼ Customer: Canadian Pacific Railway (CP Rail) - TEST (3)						
○ Order	7000011200	2	CPR - Canadian Pacific Railway Attn IS Deskside Support Bldg 7 Wininpeg, MB Canada	$20,000.00 CAD	16 Dec 2021	Partially Serviced
○ Order	7000011200	1	CPR - Canadian Pacific Railway Attn IS Deskside Support Bldg 7 Wininpeg, MB Canada	$20,000.00 CAD	12 Nov 2021	Obsoleted

- Open valid PO version by clicking on PO number and verify following information:

  a) PO scope is relevant to invoice (correct project reference, province/state of operation, scope breakdown per PO line items).

  b) Remaining PO budget is sufficient to cover invoice value. *Remaining PO budget is the difference between the **Sub-Total** and **Total Serviced** value.*

Line Items   Show Item Details

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1			Not Available	Service		1 (EA) ⓘ	11 Dec 2021	$20,000.00 CAD	$20,000.00 CAD	Details

Service Description /Scope is provided here

Order submitted on: Thursday 16 Dec 2021 3:54 PM GMT-07:00
Received by Ariba Network on: Thursday 16 Dec 2021 3:55 PM GMT-07:00
This Purchase Order was sent by Canadian Pacific Railway (CP Rail) - TEST AN01469267434-T and delivered by Ariba Network.

🖥 Service Sheet Required.

Sub-total: $20,000.00 CAD
Total Serviced: $ 2,552.50 CAD
Total Invoiced: $ 2,552.50 CAD

Invoice Against a Limit PO – Select and Review PO

- Obsolete PO versions, Invoice and Service Sheet history are located in **Related Documents** section.

- Available PO budget is PO-line specific. Click on **Show/Hide Item Details** to confirm remaining amounts per line.

Purchase Order
(⟶ Partially Serviced)
7000011200
Amount: $20,000.00 CAD
Version: 2 (Previous Version)

[Track Order]

Routing Status: Acknowledged
Related Documents: 7000011200-5_SS_1
7000011200-5
7000011200-IMS_SS_1
More(4) »

Line Items — Show Item Details

Line #	No.	Qty (Unit)	Need By	Price	Subtotal	
1		1 (EA) ⓘ	11 Dec 2021	$45,000.00 CAD	$45,000.00 CAD	Details
2		1 (EA) ⓘ	8 Jan 2022	$5,000.00 CAD	$5,000.00 CAD	Details

Line Items — Hide Item Details

Line #	No. Schedule Lines	Change	Part # / Description		Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1			Not Available	📋	Service		1 (EA) ⓘ	11 Dec 2021	$45,000.00 CAD	$45,000.00 CAD	Summary

Service Description / Scope is provided here

Status
Invoiced Amount: $2,552.50 CAD
Serviced Amount: $2,552.50 CAD

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4   4

Invoice Against a Limit PO – Create Invoice (Single Line Item)

- To Invoice against a Limit PO, click on the **Create Invoice** button within the Purchase Order form.

- Select **Standard Invoice** option. This is preferred invoicing method. It is recommended to avoid using other shortcuts, such as landing page menu.

- The **Create Service Sheet** button is typically inactive in CP layout. The default process assumes that Service Sheets are created automatically based on Invoice content. Do **not** use the Create Service Sheet button to invoice, even if it is active.

- A warning may pop up, confirming automated Service Sheet setup. This is expected and not an error. Close the warning to continue. The message may be removed by clicking on the **Don't show me this message again** box.
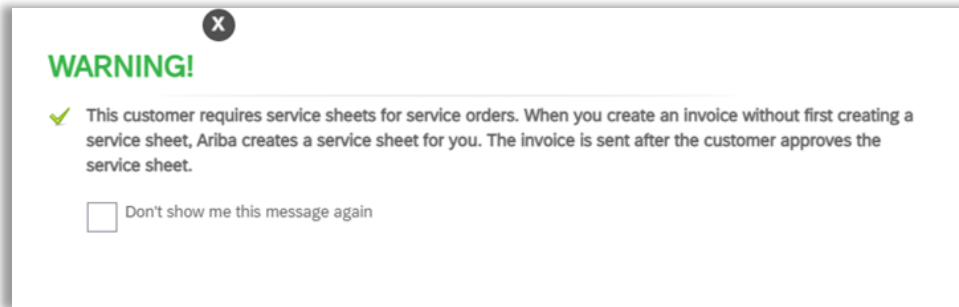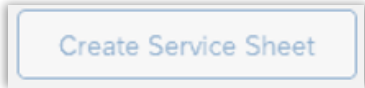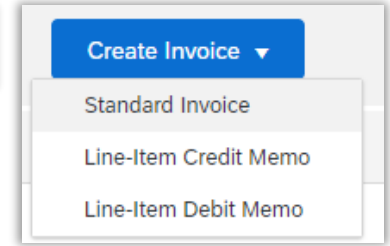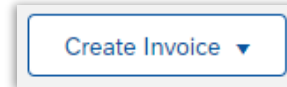
- **Note:** An invoice can be saved at any time of entry, should work be interrupted. The invoice draft will stored in the **Related Documents** section of the Purchase Order.

Invoice Against a Limit PO – Create Invoice (Multiple Line Items)

- If the Limit PO has multiple lines, after clicking **Create Invoice**, select the Line Item of the PO against which the Invoice is to be created. An invoice can only be submitted against one PO Line Item at a time.

- Select the radio button next to the required Line Item, then click **Next** to proceed.

Note: A PO Line Item may be invoiced multiple times up to the Subtotal limit, but invoices an only be created against one Line Item at a time. Only one radio button can be clicked at a time in the screen below.

- To invoice against each line of the PO, after submitting the invoice for one line, return to the PO and create another invoice.

Invoice Against a Limit PO – Complete Invoice Header Detail

- Enter your **Invoice #**, **Service Description**, **Supplier Tax ID**, and **Remit To**.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 7000011200

Invoice #:*

Invoice Date: ⓘ 16 Dec 2021

Service Description:

Supplier Tax ID:* 12345678

Remit To: 71 TH SREET ⌄

Invoice Number must be unique. Duplicates are not permitted.

If previously rejected invoices requires re-submission, best practice is to append original invoice number with additional character (a, b or c) for easier sorting and tracking of replacements. It is best to avoid addition of special characters like dots or apostrophes.

Service Description may include references to serviced areas, equipment, project codes or other useful information as agreed with CP project manager.

Supplier Tax ID is a free-text entry. It can be also be saved in AN account profile with default value.

Prior to starting the invoice, ensure that the CP Remittance ID is configured in your remittance Address in the Remittances page of your Ariba Network account per the initial email from AribaSupplier@cpr.ca or the CP Accounts Payable department, if your CP contracts are operated by more than one business unit.

Invoice Against a Limit PO – Complete Invoice Header Detail

- Enter **Service Start Date** and **Service End Date**.

Service Start Date:	
Service End Date:	

- Enter **Approver Name** and **Email**. **Note:** Approver details can be copied from Ship-To detail of the Purchase Order display and pasted into relevant field.

Ship All Items To

CPR - Canadian Pacific Railway Attn IS Deskside Support Bldg 7
478 McPhillips Street
Wininpeg MB R2X 2G8
Canada
Ship To Code: 1011IT01
Email: ▮▮▮▮▮▮▮▮

Bill To

Canadian Pacific Railway company
7550 Ogden Dale Road SE
Calgary AB T2C 4X9
Canada

Approver

Name: ▮▮▮▮▮▮
Email: ▮▮▮▮▮▮

- Back-up files can be added at this stage of invoice entry, or before submission.

a) click on the **Add to Header** button. **Attachments** section will open just above the Line Items section

b) click on **Choose File**. This will allow you to search on your local computer for the file to attach. After clicking on the local file, click on the **Add Attachment** button.

The file will upload and appear in the Attachments section with an option to **Delete** if needed.

Add to Header ▼
Shipping Documents
Additional Reference Documents and Dates
Comment
Attachment

Important: Attachments are expected on **Add to Header** level only. Do not add attachment via other shortcuts.

Attachments
The total size of all attachments cannot exceed 10MB
Choose File   No file chosen   Add Attachment

Add to Header ▼

Line Items

Insert Line Item Options
☐ Tax Category:

See **Appendix 1** for more information on uploading attachments (filename and content restrictions, size limits).

Invoice Against a Limit PO – Complete Service Line Items Detail

- Line items can be entered with the **Add/Update** button.

- Select dropdown option that applies depending on the item type.

2 types of line items are allowed:

1) Contract based rates, which can be selected from the rates catalog maintained by CP:
   → Select **Add Contract/Catalog Items**
2) Approved variable costs and lump sums not included in catalogs (3rd party charges, additional expense, material costs, etc.):
   → Select **Add General Service**

Note: Do not use **Add Labor Service** or **Add Material** options.

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Invoice Against a Limit PO – Complete Service Line Items Detail (Add Contract/Catalog Items)

- Once the **Add Contact/Catalog Items** option is selected, Ariba will push you into **Create Service Sheet: Add Item** screen with a list of available rates.

- Click on **Browse By Category** or search by **Part # (SMR)**, **Keyword**, or **Contract Number** to find rates. If no contract rates are found, or found with incorrect details (price, description, etc.), contact your respective Contract/Sourcing Specialist at CP to update.

1. Select the appropriate part from the Contract/Catalog, input a **Qty**, then click **Add to Cart**. Multiple items can be added in the same page. Note that multiple pages may be available to select from.

2. Optional: Click on the **Shopping Cart** icon to view rates and adjust quantity to be added to invoice.

3. Click **Done** to return to the invoice. The rates and quantities selected will be populated on the invoice.

Invoice Against a Limit PO – Complete Service Line Items Detail (Add General Service)

- Once the **Add General Service** option is selected, Ariba will generate an additional sub-line with blank fields.

- To add non-Contract/Catalog entries to an Invoice Line Item, enter a **Description**, **Quantity**, **Unit** and **Unit Price** fields. **Part #** and **Customer Part #** is optional.

- <u>IMPORTANT</u>: Correct **Unit** (unit of measure) entry is extremely important for successful invoice processing in automated workflows. Sending an invalid **Unit** will cause your invoice to be rejected.

  - For correct entry, start typing the name of a unit of measure into the **Unit** field and click on **Search for more…** to select a valid unit from the picklist. Units codes are case-sensitive (all capitals) and language-sensitive.

- **Note:** It is recommended that invoiced quantities and prices are rounded to 2 decimal places (ie. $X.XX). Subtotals exceeding 2 decimal places may result in invoicing errors.

See Appendix 2 for more information on selecting a valid unit (unit of measure).

CANADIAN PACIFIC   11

Invoice Against a Limit PO – Complete Service Line Items Detail

- Line items can be excluded from the invoice submission (If entered in error) by switching "Include" indicator off:

- All invoice lines require **Service Start Date** and **Service End Date** entry per line item.

- You can mass edit Service Start and End dates on multiple line items:

  1. Select all line items via the first check box on the left side of the screen.

  2. Choose **Line Item Actions → Edit**.

  3. On the next screen, enter Service Start and End Dates.

Invoice Against a Limit PO – Add Tax

- To add Tax to one or many Line Items:

1. Place a **check** in the box to the left of the item(s).

2. Check the **Tax Category** box and select the applicable Tax Category from drop-down menu (GST, PST, HST, Other).

3. Click the **Add to Included Lines** button. A **Tax** section will appear under each line item checked off.

4. Enter the **Rate(%)** value. If services are not subject to Sales Tax, enter 0 for the Rate (%). Withholding tax is entered as negative rate. Click the **Update** invoice button for Ariba to auto-calculate the **Tax Amount**.

- If incorrect tax category was added or duplicated, it can be corrected in the line items via the **Category** dropdown, or by clicking **Remove**.

Invoice Against a Limit PO – Add Tax (Additional Rules on Tax Category Application)

1. All line items on an invoice for Services must have the tax rates applied consistently, and it needs to follow the same information, i.e.:

a) If a line item has PST **and** GST, all lines will need to have PST **and** GST.

b) If a line item has GST **or** HST, all line items will need to have GST **or** HST only.

c) If a line items is exempt, all line items will need to be exempt.

d) The same sales tax rate is applied to all line items for US Sales Taxes.

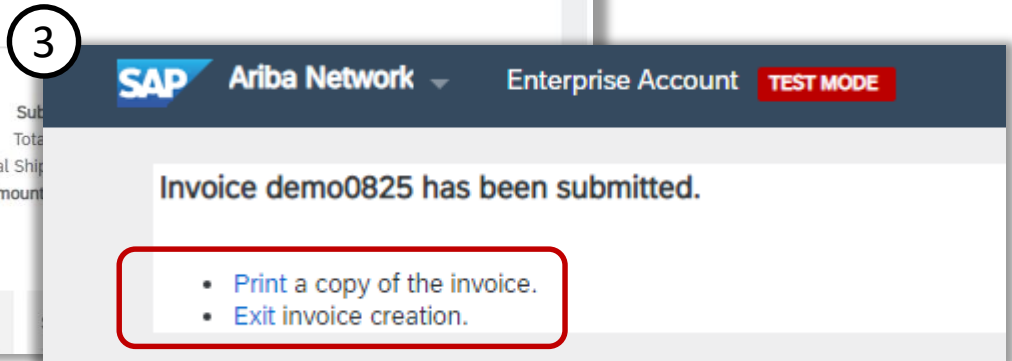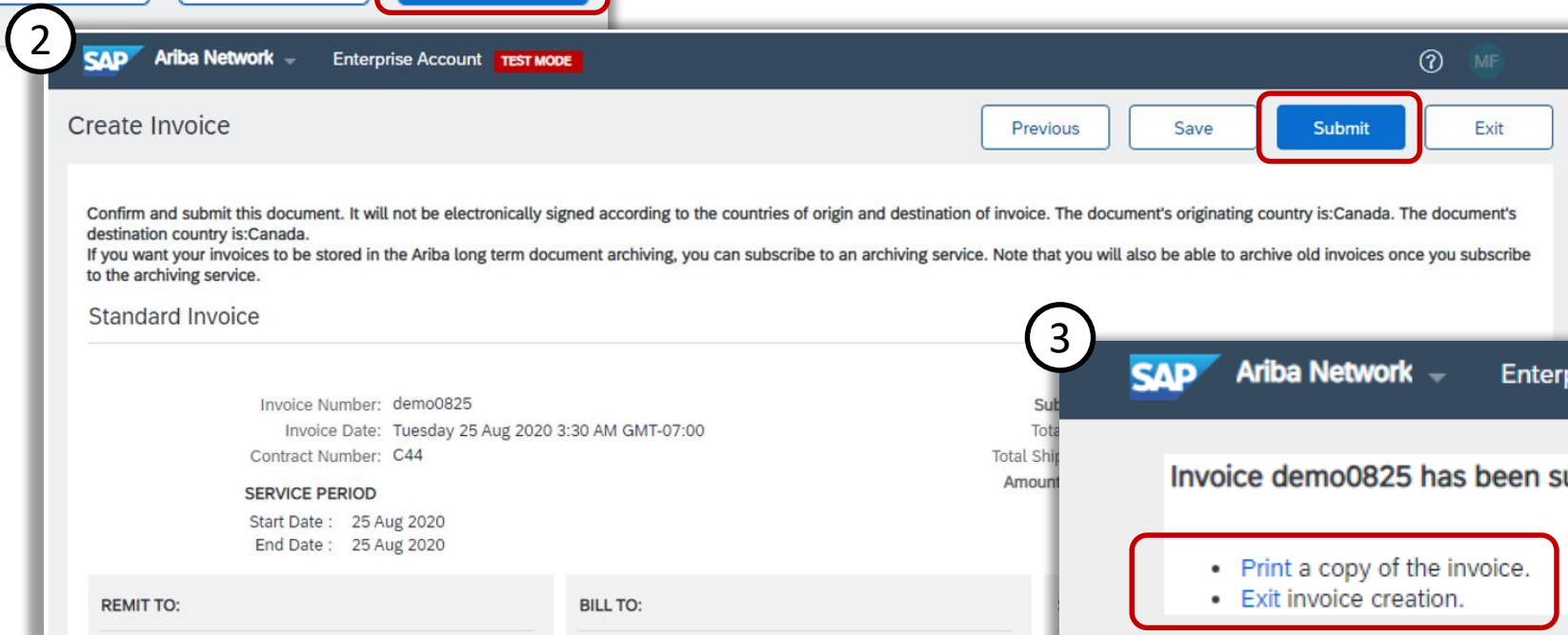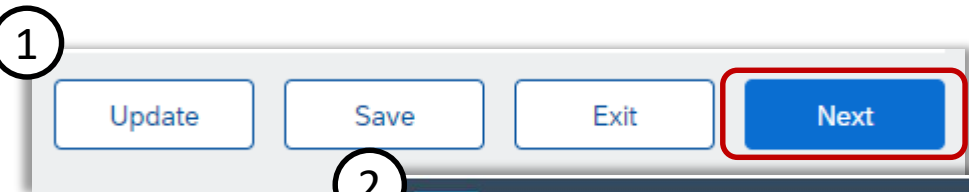e) If one line item has GST and Withholding tax included, all of them will have the same.

Inclusion of line items with different taxation rules (i.e. first line item GST, second line item 0%) may result in invoice rejection and re-work.

2. Withholding tax is applied with the negative rate as displayed.

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Invoice Against a Limit PO – Validate Invoice Content and Submit Invoice

1. Once the invoice entry is completed and is ready to submit, click on the **Next** button to move to the confirmation screen.

2. On the **Create Invoice** confirmation screen, review that the information on the invoice is correct and click on the **Submit** button.

3. A message will display indicating the Invoice was submitted. Click to **Print** a copy of the invoice or **Exit** invoice creation.

Invoice Against a Limit PO – Service Sheet/Invoice Rejection

- Each submitted Invoice generates two documents: a **Service Sheet** and an **Invoice**. The Service Sheet comprises a part of Invoice, net of taxes.

- Service Sheets and Invoices undergo own stages of approval. Document statuses are indicated on respective dashboards. Look for notes on Rejected documents to find the reason for rejection.

- **Note:** If a Service Sheet is Rejected, the Invoice is also always Rejected. If an Invoice is Rejected, the Service Sheet however may stay Approved.

Service Sheet may be rejected if:
a) Wrong Purchase Order applied.
b) Incorrect scope invoiced, or duplicate charge identified.
c) Missing or incorrect Unit of Measure.
d) Line item value rounding math resulted in sub-total going over PO amount (no tolerances allowed).
e) Invalid attachment content.
f) Already Rejected Service Sheet was edited for resubmission, not created anew. Edited Service Sheet may block PO from further charges.

DO NOT EDIT Rejected SERVICE SHEET. Create replacement invoice according to procedure (slide 7).

Invoice may be rejected for:
a) Errors in tax calculation or applicable tax rate.
b) Incorrect Remittance ID choice.
c) Missing back-up attachment.
d) Wrong Purchase Order application (identified after Service Sheet approval).
e) Duplication.

Rejected INVOICE (while Service Sheet remains approved) can be edited for tax values only.

Invoice Against a Limit PO – Credit Memo

While the **Create Invoice/Line-Item Credit Memo** option is available in Ariba, it is first recommended to consult with CP (AribaSupplier@cpr.ca) to determine the appropriate invoicing route. Age and payment status of original invoice may impact available corrective actions.
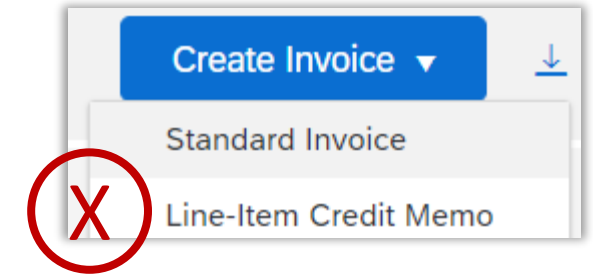
Current setup does not allow partial negative entries in invoices.

Generally, two options are suggested:

1) If **PARTIAL** credit is required, notify both the CP Project Manager and AribaSupplier@cpr.ca, and await further instructions.

2) If **FULL** reversal of previously submitted invoice is required, you may submit a credit memo with appropriate reference to original invoice. CP will track the FULL credit memo to be cleared against original costs. Clearing will result in rejected original service sheet, original invoice and subsequent credit memo altogether. Upon reconciliation, "Serviced and Invoiced" values of applicable Purchase Order will be corrected to accommodate the proposed credit.

Appendix 1: Invoice Against a Limit PO – Add Attachment

1. To add an attachment, click on the **Add to Header** button just above **Line Items**. This will add the **Attachments** section to the Invoice.

2. Click on **Choose File**. This will allow you to search on your local computer for the file to attach. After clicking on the local file, click on the **Add Attachment** button.

3. The file will upload and appear in the **Attachments** section with an option to **Delete** if needed.

Important:

- Total files size can not exceed **100 MB**.

- Special characters in the filename are not allowed: **! @ # $ % ^ & * ( ) _ - + = , ? ' or "**

- Active components in file content will make whole submission invalid, resulting in rejection. The following is not recommended: macros in Excel files, email links or messages. **Flat print pdf forms work best**.

- Attachments are only expected through the **Add to Header** button. Do not add attachment via other shortcuts (line item level, etc).

Appendix 2: Invoice Against a Limit PO – Selecting Unit of Measure

- To select a valid **Unit** of measure, begin typing into the **Unit** field, then click on **Search for more…** .

  Important: A Valid **Unit** is critical for you invoice to post. Sending an invalid **Unit** will cause your invoice to be rejected.

Direct input of the Code into the Invoice Line Item is allowed if a valid Code is known. Valid Codes include HUR for hour and EA for Each. If unsure, EA for Each is a valid Code.

After clicking on **Search for more…**, input the first character of a desired unit of measure, then click **Search**.

(May need to sort or move through multiple pages of valid Codes.)

Click **Select** for the desire unit of measure to return to the Invoice Line Item.

The selected **Unit** will be added into the Invoice Line Item and the Unit Price field will show a reminder that the Unit Price is also required.

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Appendix 3: Invoice Against a Limit PO – Configure Tax Menu

- Tax rates can be pre-set by supplier with standard or custom values to automate inputs and avoid entry errors.

- Use **Configure Tax Menu** option in Tax Category drop-down to enter and save % values along with texts.