CREATE A CONTRACT INVOICE ON SAP ARIBA

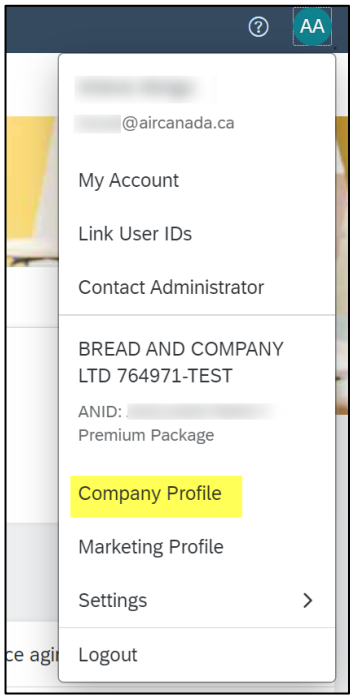
WHY?

Contract invoicing is when a company receives the supplier's goods or services, and the supplier must invoice under the contract and payment is issued. This automated activity enables fast and efficient processing of payment to the supplier's contract invoices**.**

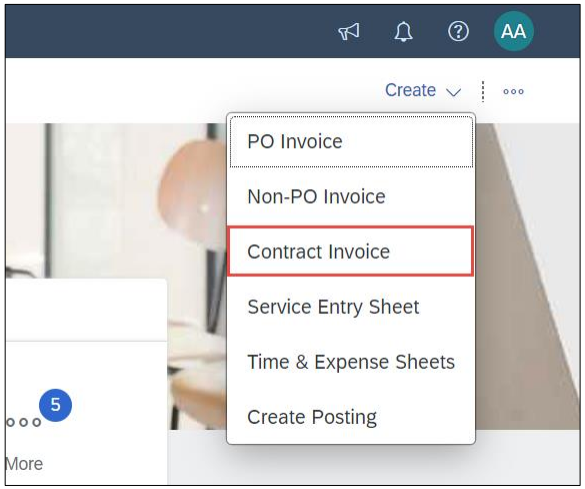
1. Air Canada contract invoice requirements.

- 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.

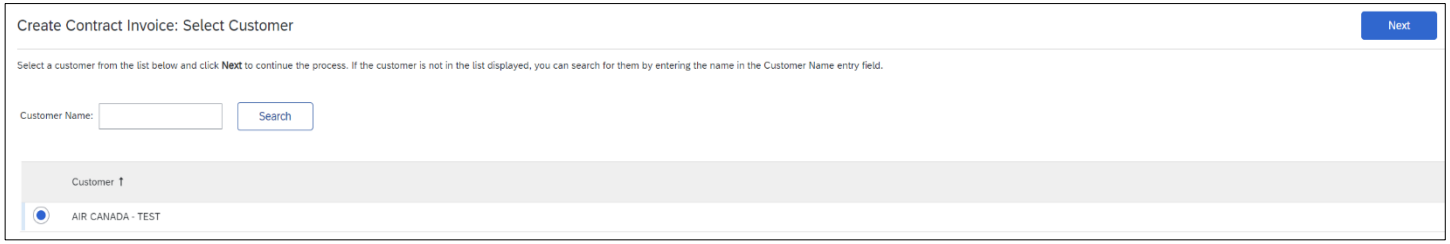
2. Canadian suppliers must enter their Tax Registration number under their Company profile. Refer to the quick guide on how to Update Company's Tax ID numbers.



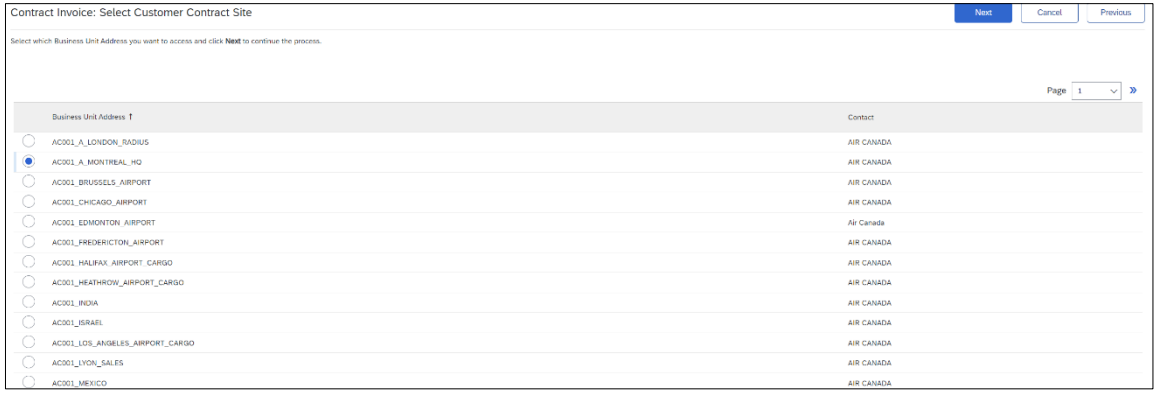
3. From the home screen at the top right corner, click Create and select Contract Invoice.



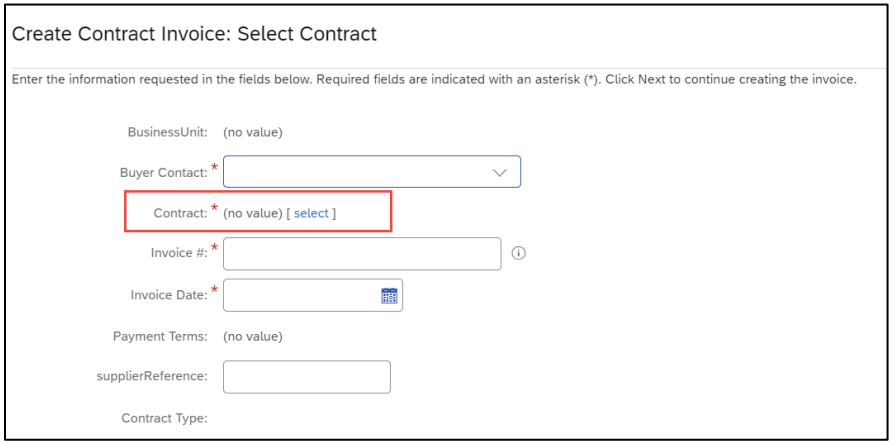
4. Select Customer page: Select Air Canada or Affiliates as the customer and click on Next.



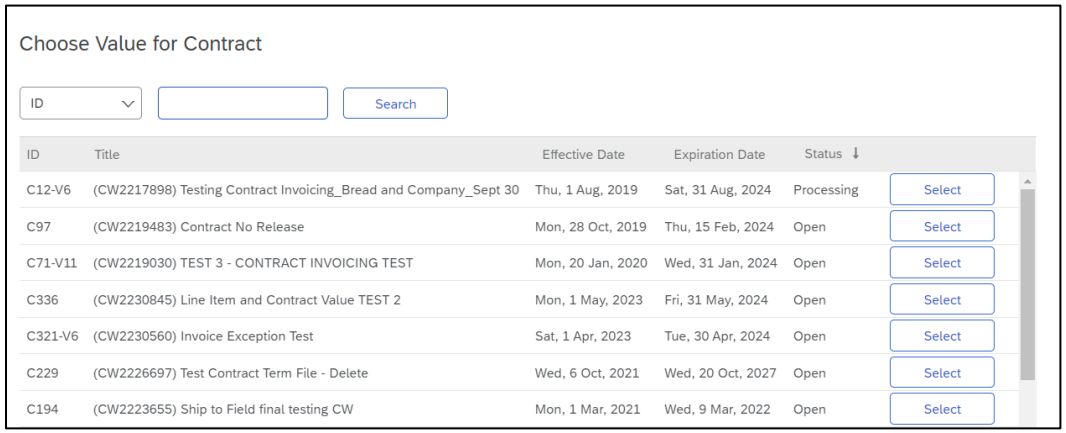
5. Select Customer Contract Site page: Select **AC001_A_Montreal_HQ** and click on Next.



6. Select Contract page: Beside the field titled Contract, click on Select to trigger a pop-up window to appear, then select the Contract Title.



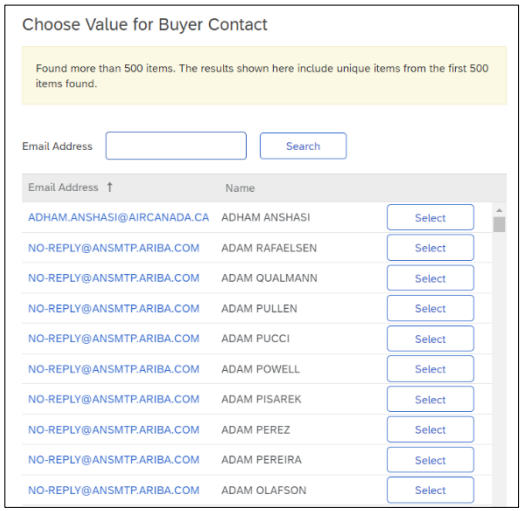
7. Select the contract title that you wish to invoice.



8. Based on the contract selected, some fields will be populated. The remaining required fields will need to be completed.

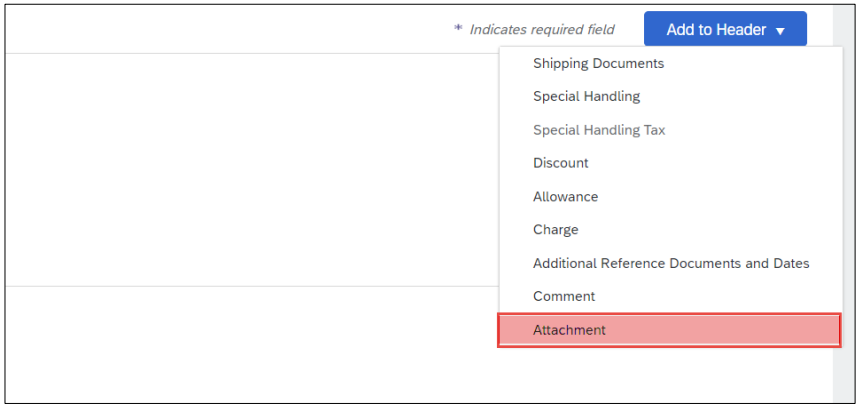
9. The Buyer Contact is the person who reviews, codes, and/or approves your invoices. It can be the person who requested the good(s)/service(s) from your company.

10. Click on the downward-facing arrow and click on Search More.

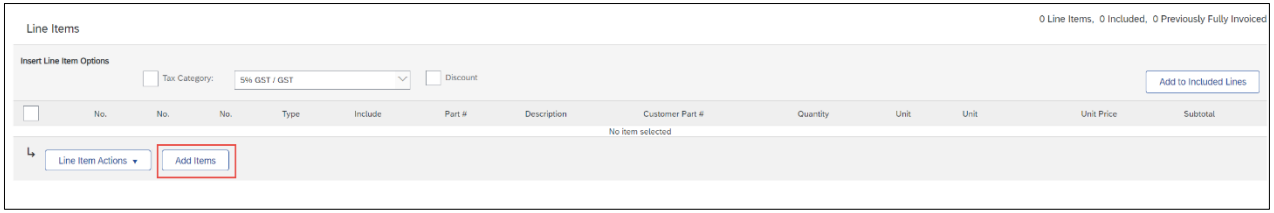


11. Type in the name or email address of the Air Canada contact on the search field and click on the Search button.

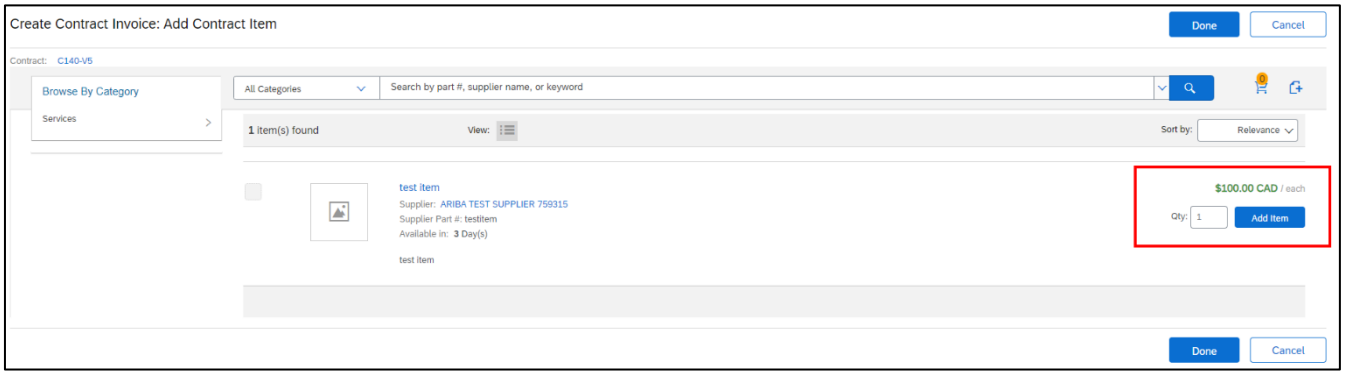
12. Click on the Add to Header button to add an attachment.



13. In the Line item section, click on Add items.

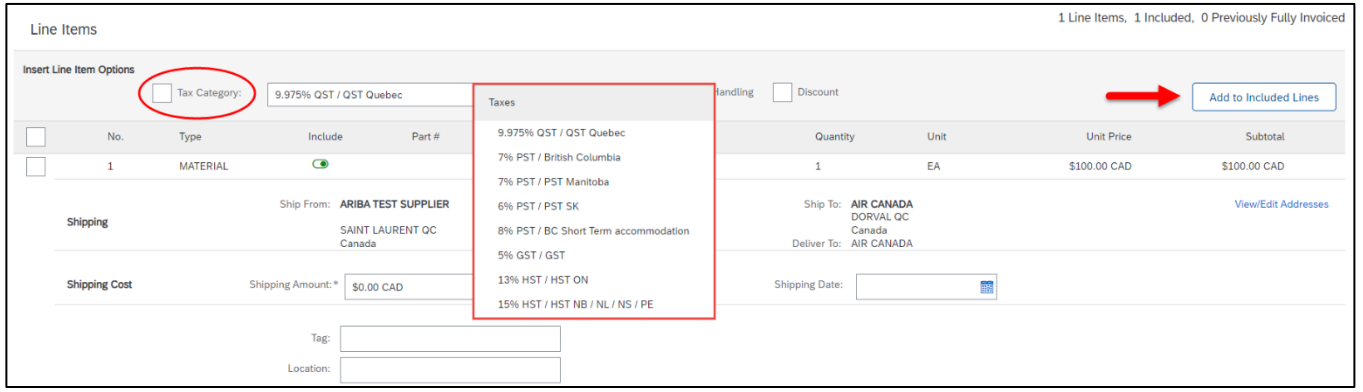


14. Add Contract Item section: a list of items to invoice will appear. Identify the item(s) to invoice, add the quantity and click on the Add Item button. Once all items are selected, click on Done.



**** If you need to add an item that does not figure in the list, go to page 8 of this guide to learn how to add them****

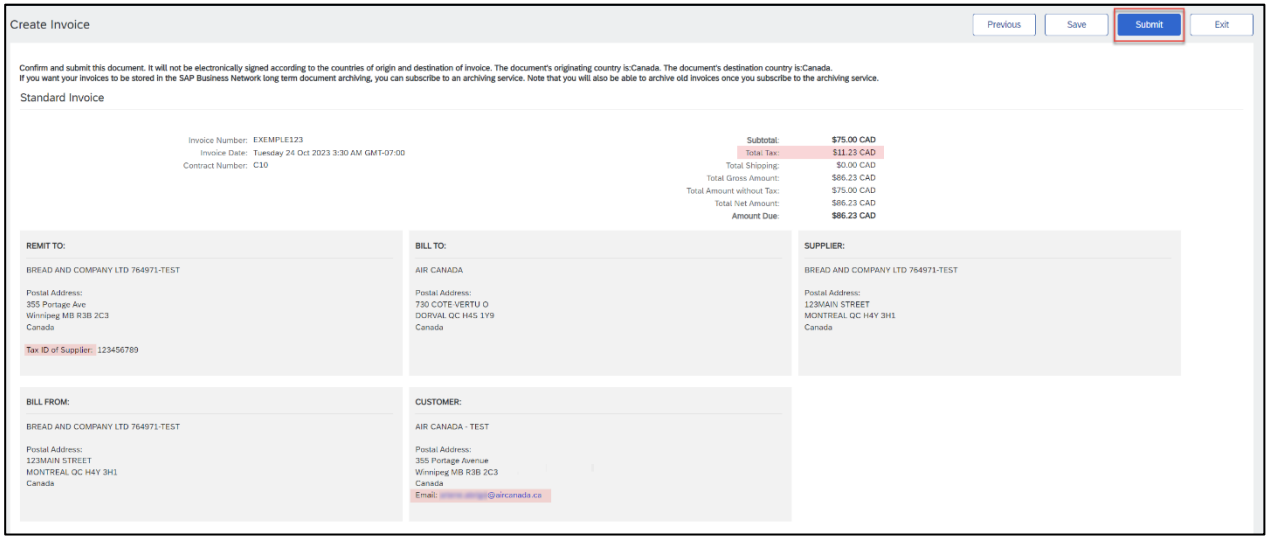
15. For each invoice line where taxes are applicable, select the line(s) by ensuring the Include slider is green. Then "check" the box to the left of Tax Category, open the drop-down menu to the right of Tax Category and select the appropriate tax to apply on each line, then click on Add to Included Lines. Repeat this if multiple taxes have to be applied (example: GST + QST or GST + PST).



16. Once complete, press next.

17. 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.

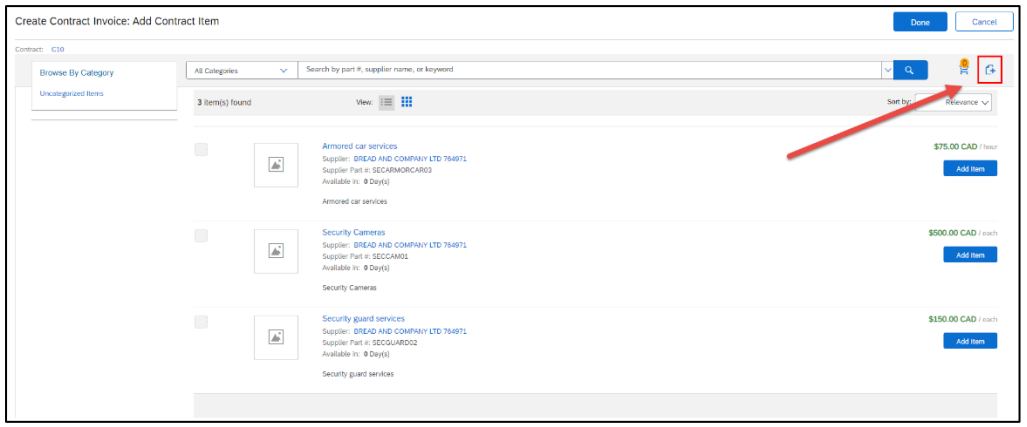
18. Press submit.



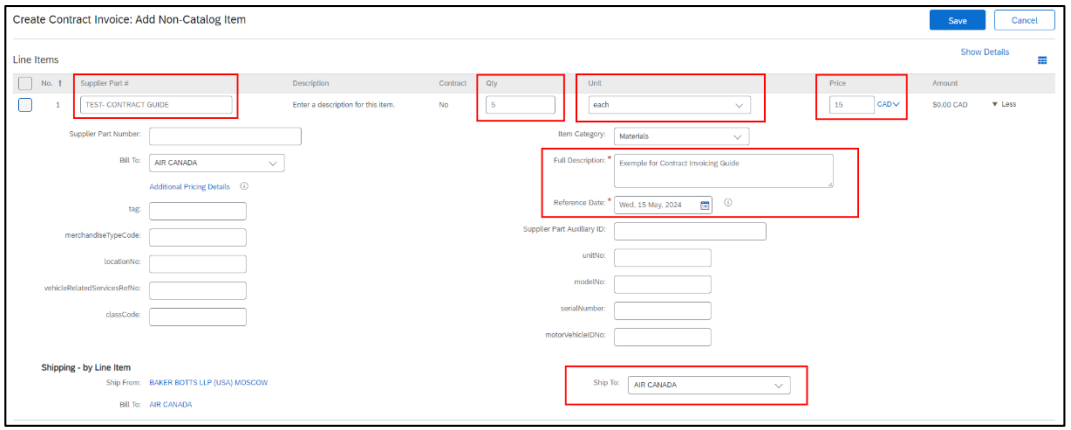
INVOICING **ADHOC NON-CATALOG** ITEMS ON A CONTRACT INVOICE

If you are submitting an item not listed on the contract, you are submitting an Adhoc Non-Catalog item on the Contract Invoice. To create an Adhoc Non-Catalog Invoice, follow steps **3** through **13** and then follow the below instructions.

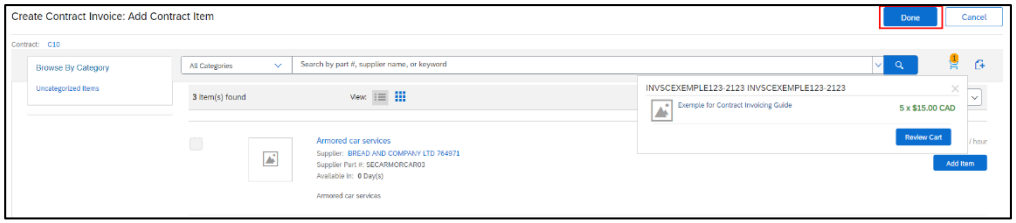
1. If your contract is setup to allow Adhoc Non-Catalog items, the button on the right-hand side of the page, beside the shopping cart, will be available to add items not listed.



2. Enter the Supplier Part#, Qty, Unit, Price, Currency and Full Description for each item. Select the Ship To address if applicable.



3. To complete the submission of the invoice once all items are entered, click on Save.

4. If you would like to review what is in your cart, click on the shopping cart icon and then click Review Cart.

5. When you have added all your Adhoc Non-Catalog items, follow steps **15** through **18** to Submit the invoice.