



CREATE A CONTRACT INVOICE ON SAP ARIBA

WHY?

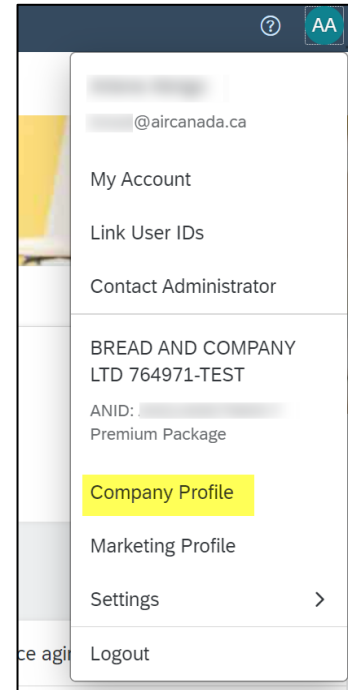
Contract invoicing is when a company receives the supplier's goods or services, and the supplier must invoice under the contract and payment is issued. This automated activity enables fast and efficient processing of payment to the supplier's contract invoices.

1. Air Canada contract invoice requirements.

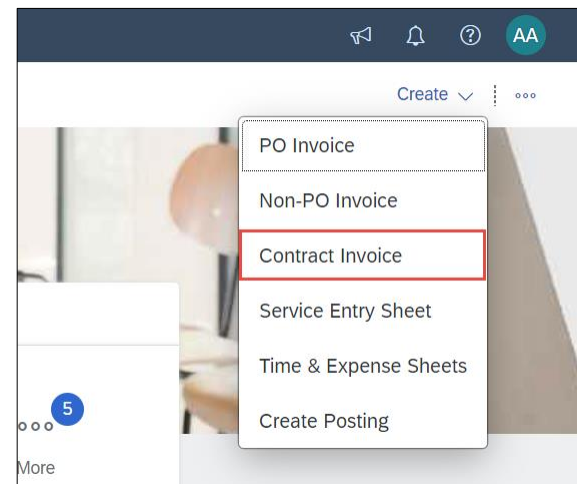
- Suppliers are required to include a **Remit To address** on the invoice.
- Suppliers are allowed to **back-date** invoices for 30 days.
- Suppliers are allowed to **future date** invoices for 30 days.
- Suppliers (Canadian) must include **Tax IDs** on invoices.
- Suppliers enter taxes at the **line-item 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**.

Create Contract Invoice: Select Customer Next

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

Customer ↑

AIR CANADA - TEST

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

Contract Invoice: Select Customer Contract Site Next Cancel Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

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Business Unit Address ↑	Contact
<input type="radio"/> AC001_A_LONDON_RADIUS	AIR CANADA
<input checked="" type="radio"/> AC001_A_MONTREAL_HQ	AIR CANADA
<input type="radio"/> AC001_BRUSSELS_AIRPORT	AIR CANADA
<input type="radio"/> AC001_CHICAGO_AIRPORT	AIR CANADA
<input type="radio"/> AC001_EDMONTON_AIRPORT	Air Canada
<input type="radio"/> AC001_FREDERICTON_AIRPORT	AIR CANADA
<input type="radio"/> AC001_HALIFAX_AIRPORT_CARGO	AIR CANADA
<input type="radio"/> AC001_HEATHROW_AIRPORT_CARGO	AIR CANADA
<input type="radio"/> AC001_IRENA	AIR CANADA
<input type="radio"/> AC001_ISRAEL	AIR CANADA
<input type="radio"/> AC001_LDS_ANGELLES_AIRPORT_CARGO	AIR CANADA
<input type="radio"/> AC001_LYON_SALES	AIR CANADA
<input type="radio"/> AC001_MEXICO	AIR CANADA

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**.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: (no value)

Buyer Contact: *

Contract: * (no value) [select]

Invoice #: * ⓘ

Invoice Date: * 📅

Payment Terms: (no value)

supplierReference:

Contract Type:

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

Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status ↓	
C12-V6	(CW2217898) Testing Contract Invoicing_Bread and Company_Sept 30	Thu, 1 Aug, 2019	Sat, 31 Aug, 2024	Processing	<input type="button" value="Select"/>
C97	(CW2219483) Contract No Release	Mon, 28 Oct, 2019	Thu, 15 Feb, 2024	Open	<input type="button" value="Select"/>
C71-V11	(CW2219030) TEST 3 - CONTRACT INVOICING TEST	Mon, 20 Jan, 2020	Wed, 31 Jan, 2024	Open	<input type="button" value="Select"/>
C336	(CW2230845) Line Item and Contract Value TEST 2	Mon, 1 May, 2023	Fri, 31 May, 2024	Open	<input type="button" value="Select"/>
C321-V6	(CW2230560) Invoice Exception Test	Sat, 1 Apr, 2023	Tue, 30 Apr, 2024	Open	<input type="button" value="Select"/>
C229	(CW2226697) Test Contract Term File - Delete	Wed, 6 Oct, 2021	Wed, 20 Oct, 2027	Open	<input type="button" value="Select"/>
C194	(CW2223655) Ship to Field final testing CW	Mon, 1 Mar, 2021	Wed, 9 Mar, 2022	Open	<input type="button" value="Select"/>

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

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: (no value)

Buyer Contact: * (no value)

Contract: * C10 [select]

Invoice #: * EXEMPLE123

Invoice Date: * Tue, 24 Oct, 2023

Payment Terms: n30

supplierReference:

Contract Type: Item

Ship From: BAKER BOTTS LLP (USA) MOSCOW

BBI To: AIR CANADA

Ship To: (no value)

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**.

Choose Value for Buyer Contact

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Email Address

Email Address ↑	Name	
ADHAM.ANSHASI@AIRCANADA.CA	ADHAM ANSHASI	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM RAFAELSEN	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM QUALMANN	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM PULLEN	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM PUCCI	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM POWELL	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM PISAREK	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM PEREZ	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM PEREIRA	<input type="button" value="Select"/>
NO-REPLY@ANSMTP.ARIBA.COM	ADAM OLAFSON	<input type="button" value="Select"/>

* Indicates required field

- Shipping Documents
- Special Handling
- Special Handling Tax
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment**

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 5% GST / GST Discount

No.	No.	No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions

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**.

The screenshot shows the 'Create Contract Invoice: Add Contract Item' window. At the top, there are 'Done' and 'Cancel' buttons. Below is a search bar with 'Contract: C140-V5' and a search icon. A dropdown menu shows 'Browse By Category' with 'Services' selected. A search bar contains 'All Categories' and 'Search by part #, supplier name, or keyword'. Below this, it says '1 item(s) found'. A list of items is shown, with one item highlighted: 'test item' with a price of '\$100.00 CAD / each'. A red box highlights the 'Qty: 1' field and the 'Add Item' button. At the bottom, there are 'Done' and 'Cancel' buttons.

*** 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).

The screenshot shows the 'Line Items' interface. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below is a table with columns: No., Type, Include, Part #, Taxes, Quantity, Unit, Unit Price, and Subtotal. The first row has '1' in the No. column, 'MATERIAL' in the Type column, a green slider in the Include column, and '\$100.00 CAD' in the Unit Price column. A red box highlights the 'Tax Category' dropdown menu, which is currently set to '9.975% QST / QST Quebec'. A red arrow points to the 'Add to Included Lines' button. Below the table, there are fields for 'Shipping' and 'Shipping Cost'.

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**.

Create Invoice

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: EXEMPLE123
Invoice Date: Tuesday 24 Oct 2023 3:30 AM GMT-07:00
Contract Number: C10

Subtotal:	\$75.00 CAD
Total Tax:	\$11.23 CAD
Total Shipping:	\$0.00 CAD
Total Gross Amount:	\$86.23 CAD
Total Amount without Tax:	\$75.00 CAD
Total Net Amount:	\$86.23 CAD
Amount Due:	\$86.23 CAD

REMIT TO:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
355 Portage Ave
Winnipeg MB R3B 2C3
Canada
Tax ID of Supplier: 123456789

BILL TO:
AIR CANADA
Postal Address:
730 COTE VERTU O
DORVAL QC H4S 1Y9
Canada

SUPPLIER:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
123MAIN STREET
MONTREAL QC H4Y 3H1
Canada

BILL FROM:
BREAD AND COMPANY LTD 764971-TEST
Postal Address:
123MAIN STREET
MONTREAL QC H4Y 3H1
Canada

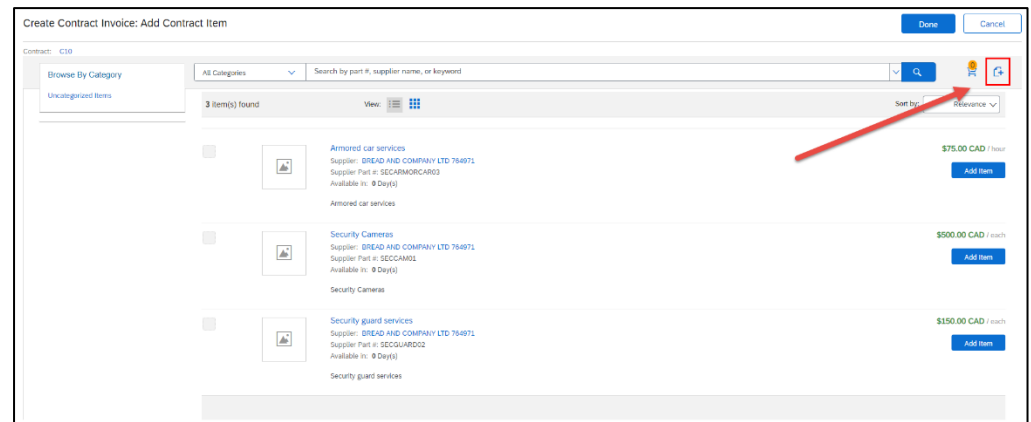
CUSTOMER:
AIR CANADA - TEST
Postal Address:
355 Portage Avenue
Winnipeg MB R3B 2C3
Canada
Email: aircanada.ca

Previous Save **Submit** Exit

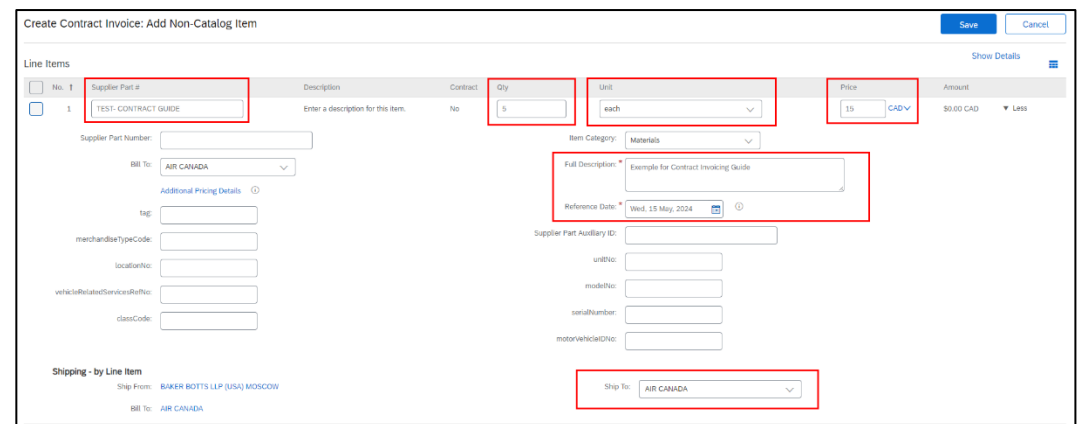
INVOICING **ADHOC NON-CATALOG** ITEMS ON A CONTRACT INVOICE

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.

