

# CREATE LINE ITEMS AND APPLY TAXES



1. On the Line Items section, select **Add General Service** or **Add Material** line as required.
2. Enter the **required fields**: Line No., Description, Quantity, Unit & Unit Price (subtotal before any tax).
3. Select the **Service Start Date** and **Service End Date**.
4. **Check mark** the box beside **Tax Category**.
5. Select the appropriate **Tax Category** and rate from the drop-down list.
6. Click on **Add to Included Lines**.
7. Repeat steps 5 and 6 if you have **more than one Tax Category**.
8. Make sure your Tax amounts on Ariba **match** with the ones on your Invoice.
9. If you require further assistance, please do not hesitate to contact Air Canada's Supplier Enablement team by completing this [form](#).

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

Insert Line Item Options Tax Category: 13% HST / HST ON Discount Add to Included Lines

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

Line Item Actions Delete Add Add General Service Add Labor Service Add Material

Update Save Exit Next

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 13% HST / HST ON Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		Apples		5	EA	\$1.50 CAD	\$7.50 CAD

Service Period Service Start Date: 1 Aug 2024 Service End Date: 31 Aug 2024

Line Item Actions Delete Add

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 13% HST / HST ON Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		Apples		5	EA	\$1.50 CAD	\$7.50 CAD

Service Period Service Start Date: 1 Aug 2024 Service End Date: 31 Aug 2024

Line Item Actions Delete Add

Taxes 13% HST / HST ON 9.075% GST / GST Quebec 5% GST / GST 7% PST / PST Manitoba 6% PST / PST SK 15% HST / HST NB / NL / NS / PE 8% PST / BC Short Term accommodation 7% PST / British Columbia

Add to Included Lines

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 5% GST / GST Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		Apples		5	EA	\$1.50 CAD	\$7.50 CAD

Service Period Service Start Date: 1 Aug 2024 Service End Date: 31 Aug 2024

Tax Category: 5% GST / GST Taxable Amount: \$7.50 CAD Tax Rate Type: Rate(%): 5 Tax Amount: \$0.38 CAD Exempt Detail: (no value)

Remove