



CREATE A PO INVOICE ON SAP Ariba

WHY?

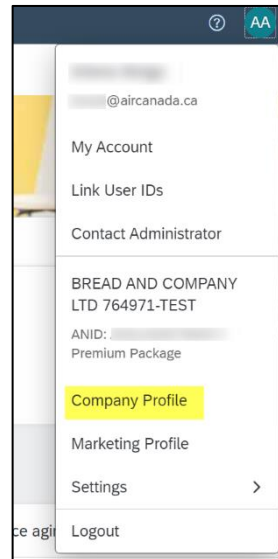
A PO invoice is one that has a purchase order attached to it. PO invoices contain details about the goods or services procured against that purchase order.

1. Air Canada PO invoice Requirements:

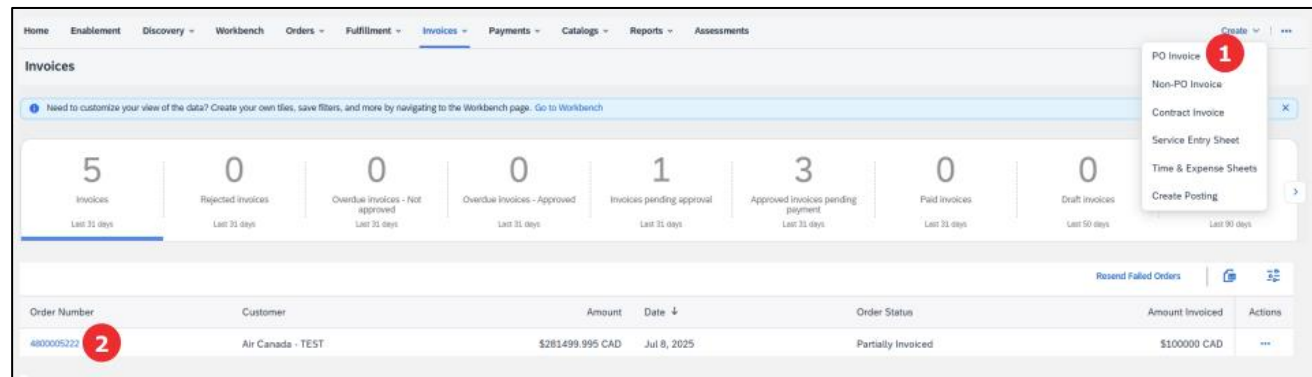
- Suppliers must create an **Order Confirmation for the Purchase Order** before creating the invoice.
- Suppliers **cannot confirm more** than the amount or quantity stated on the PO.
- Supplier invoice number **must not exceed 16 characters**.
- Suppliers are required to include a **Remit To address** 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.](#)

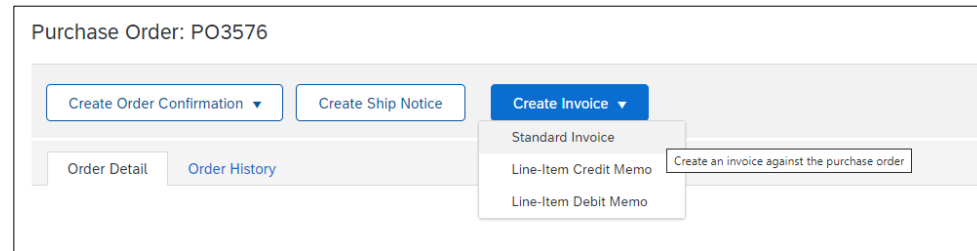


3. Once logged into your Ariba Network account, navigate to the Invoice tab and click on **Create** and select **PO Invoice**.



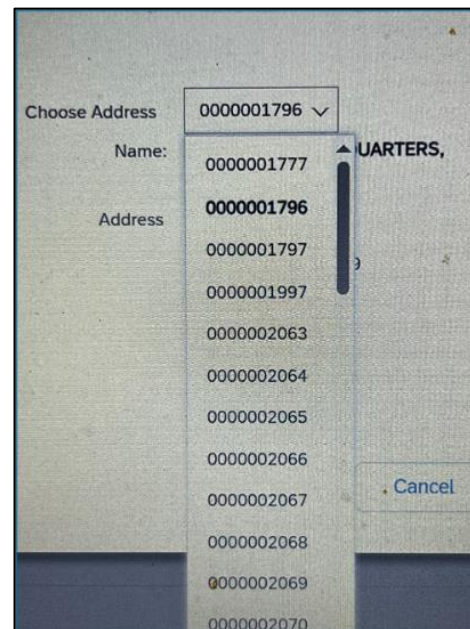
4. From the list of available **Purchase Orders**, select the one you're invoicing against.

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



6. Enter the required fields on the Invoice Header.

7. Select the correct **Bill To** address from the drop-down list:
0000001997: Air Canada
0000001996: Air Canada Rouge
0000001797: Trans-Canada Capital



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

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **BREAD AND COMPANY LTD 764971-TEST**
MONTREAL QC
Canada

Ship To: **AIR CANADA**
SAN FRANCISCO, CA
United States

Deliver To: **Sanad**
AIR CANADA

[View/Edit Addresses](#)

9. All the confirmed items from the PO should appear under the line item section. Taxes will need to be added if applicable.

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

Insert Line Item Options ☐ Tax Category: 5% GST / GST ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL	<input checked="" type="checkbox"/>	Not Available	test item		1	EA	\$100.00 CAD	\$100.00 CAD

10. Verify the required fields:
Line No., Description, Quantity, Unit & Unit price (subtotal before any tax with currency if different from CAD)

11. 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

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

Insert Line Item Options ☒ Tax Category: 9.975% GST / QST Quebec ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL	<input checked="" type="checkbox"/>				1	EA	\$100.00 CAD	\$100.00 CAD

Shipping Ship From: **ARIBA TEST SUPPLIER**
SAINT LAURENT QC
Canada

Shipping Cost Shipping Amount: * \$0.00 CAD

Tag:

Location:

Taxes

- 9.975% GST / QST Quebec
- 7% PST / British Columbia
- 7% PST / PST Manitoba
- 6% PST / PST SK
- 8% PST / BC Short Term accommodation
- 5% GST / GST
- 13% HST / HST ON
- 15% HST / HST NB / NL / NS / PE

Shipping Date:

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)

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

13. Click **Next**.

14. 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.

15. Press **Submit**.

Create Invoice

Previous Save 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: Hello123
Invoice Date: Wednesday 8 Nov 2023 1:46 PM GMT-05:00
Original Purchase Order: PO3576

Subtotal: \$100.00 CAD
Total Tax: \$14.98 CAD
Total Gross Amount: \$114.98 CAD
Total Amount without Tax: \$100.00 CAD
Total Net Amount: \$114.98 CAD
Amount Due: \$114.98 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 Address ID: AC001_A_MONTREAL_HQ	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	

