# **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 ID & 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.
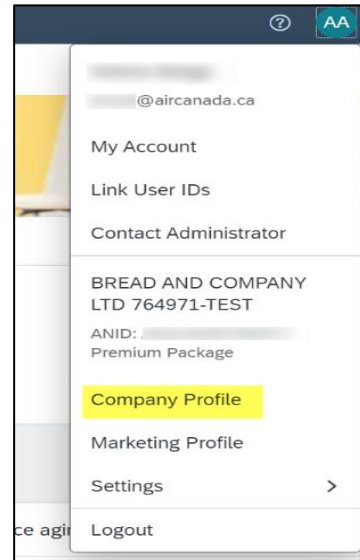
3. All suppliers must update their remittance information on their profile **before submitting any invoice**. Please refer to the following guide on Air Canada - Remittance Guide for instructions.
   Important: If you do not know your company's remittance ID, you can request for this information via the Supplier Support
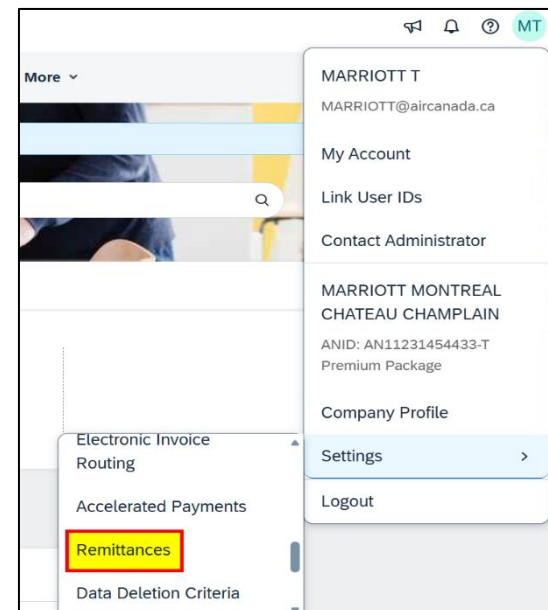
[Request Form](#) before proceeding.

4. Once the above steps are completed, you can create your invoice.

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

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

7. Once the order is confirmed, click **Create Invoice**. Select **Standard Invoice**.
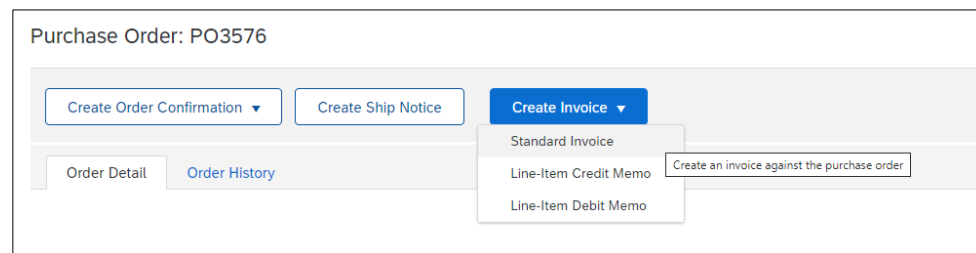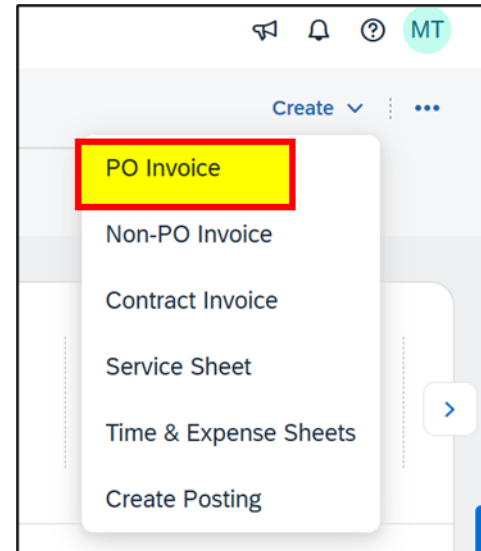
8. Enter the required fields on the Invoice Header.

9. Select the correct **Bill To** address from the drop-down list:

10-digit Bill To code	Air Canada Entity
0000001997	Air Canada
0000001777	Aeroplan
0000001796	Air Canada Rouge
0000001797	Trans-Canada Capital

Canada

Choose Address   0000001797 ⌄

Bill To: UARTERS, MONTREAL

0000001777

0000001796

0000001797

0000001997

10. 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

11. All the confirmed items from the PO should appear under the line

item section. Taxes will need to be added if applicable.

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

13. 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)

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

15. Click **Next**.

16. Review the invoice. Confirm that the **Amount Due** is the same as the invoice copy attached and that the **Remit to ID & Address, Bill To** and **Tax IDs** are valid.

17. Press **Submit**.

Invoice Number: 12345678
Invoice Date: Thursday 20 Nov 2025 3:01 PM GMT-05:00
Original Purchase Order: 4800005656

Subtotal: $110.00 CAD
Total Tax: $16.47 CAD
Total Amount without Tax: $110.00 CAD
Amount Due: $126.47 CAD

REMIT TO:

MARRIOTT MONTREAL CHATEAU CHAMPLAIN

Postal Address:
1 1 Place du Canada
Montreal QC H3M 2V2
Canada
Remit To ID: 0011000320:0011000320

Tax ID of Supplier: 764079885

BILL TO:

AV. CORDOBA 656 PBAIR CANADA - SUCURSAL AGENTINA

Postal Address (predeterminada):
AV. CORDOBA 656 PB
C1054AAN BUENOS AIRES
Argentina
Address ID: 0000002105

SUPPLIER:

MARRIOTT MONTREAL CHATEAU CHAMPLAIN

Postal Address:
1 Place du Canada
Montreal QC H3M 2V2
Canada

GST ID: 764079885

BILL FROM:

MARRIOTT MONTREAL CHATEAU CHAMPLAIN

Postal Address:
1 Place du Canada
Montreal QC H3M 2V2
Canada

CUSTOMER:

AIR CANADA

Postal Address:
730 COTE-VERTU O
DORVAL QC H4S 1Y9
Canada
Email: Air.Canada@Aircanada.ca