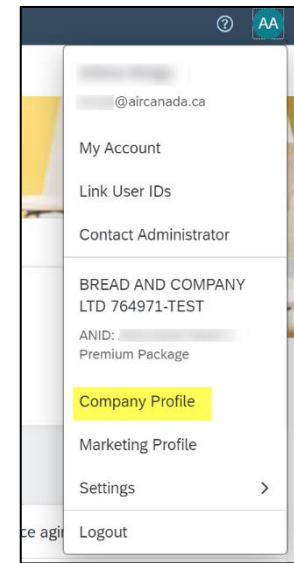# CREATE A PO INVOICE ON SAP ARIBA

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.

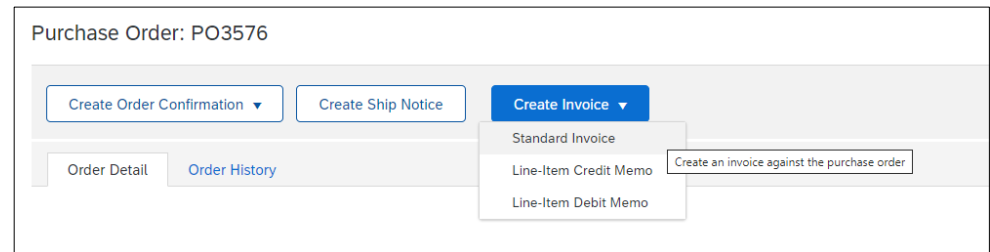**1.** Air Canada PO invoice Requirements.

- 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.
- 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. Refer to the quick guide on how to Update Company's Tax ID numbers.

3. Once the order is confirmed, click on the Create Invoice. Select Standard Invoice.

4. Enter the required fields on the Invoice Header.

5. The Bill to address must be **XXX01_A_Montreal_HQ**.

@aircanada.ca

My Account

Link User IDs

Contact Administrator

BREAD AND COMPANY LTD 764971-TEST

ANID:
Premium Package

Company Profile

Marketing Profile

Settings

Logout

Purchase Order: PO3576

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾

Standard Invoice

Order Detail | Order History | Line-Item Credit Memo | Create an invoice against the purchase order

Line-Item Debit Memo

▾ Invoice Header

Summary

Purchase Order: PO3576

Invoice #:*

Invoice Date:* 8 Nov 2023

Service Description:

GST/HST/VAT #: 123456789

Remit To 355 Portage Ave ∨

Winnipeg MB
Canada

Bill To: AIR CANADA

DORVAL QC
Canada

Subtotal: $100.00 CAD
Total Tax: $0.00 CAD
Total Gross Amount: $100.00 CAD
Total Amount without Tax: $100.00 CAD
Total Net Amount: $100.00 CAD
Amount Due: $100.00 CAD

* Indicates required field   Add to Header ▾

View/Edit Addresses

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

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

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

9. 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).

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

11. Click Next.

12. 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.

13. Press submit.