



# CREATE A PO INVOICE ON SAP ARIBA

## WHY?

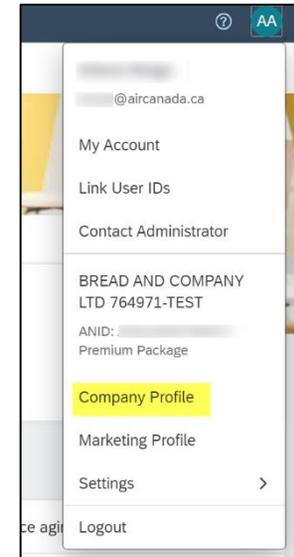
A PO invoice is one that has a purchase order attached to it. PO invoices contain details about the goods or services procured against that purchase order.

### 1. Air Canada PO invoice Requirements.

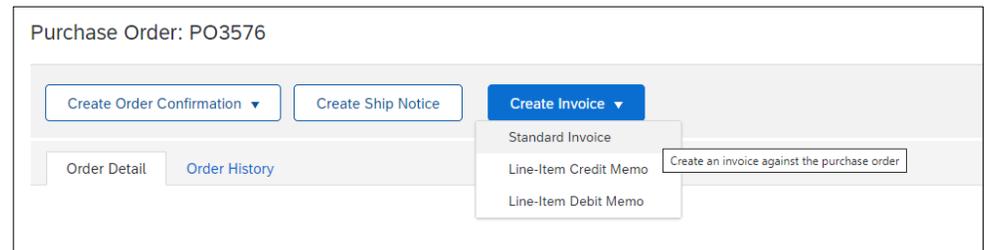
- Suppliers must create an **Order Confirmation for the Purchase Order** before creating the invoice.
- Suppliers **cannot confirm more** than the amount or quantity stated on the PO.
- Suppliers are required to include a **Remit To address** on the invoice.
- Suppliers are allowed to **future date** 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**.



6. 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](#)

7. 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](#)

<input type="checkbox"/>	<span style="color: red;">7</span> No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	MATERIAL		Not Available	test item		1	EA	\$100.00 CAD	\$100.00 CAD

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.**

The screenshot displays the 'Line Items' section of an Ariba invoice. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The main area is titled 'Insert Line Item Options' and features a table with columns for 'No.', 'Type', 'Include', and 'Part #'. A red circle highlights the 'Tax Category' dropdown menu, which is currently set to '9.975% QST / QST Quebec'. A red box highlights the 'Taxes' dropdown menu, which lists several tax options: '9.975% QST / 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', and '15% HST / HST NB / NL / NS / PE'. A red arrow points to the 'Add to Included Lines' button. The table below shows one line item with a quantity of 1, unit of EA, unit price of \$100.00 CAD, and subtotal of \$100.00 CAD. Shipping information is also visible, including 'Ship From: ARIBA TEST SUPPLIER' and 'Ship To: AIR CANADA'.

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**.

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
<b>Amount Due:</b>	<b>\$114.98 CAD</b>

**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