



CREATE A NON-PO INVOICE ON SAP ARIBA

WHY?

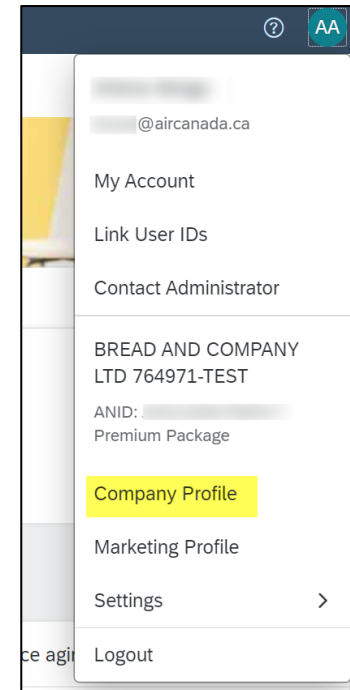
A non-PO invoice is created when there isn't a corresponding purchase order for goods or services provided. The invoice needs to be sent to the person who reviews, codes, and/or approves the invoices. It can be the person who requested the good(s)/service(s) from the company.

1. Air Canada Non-PO invoice Requirements.

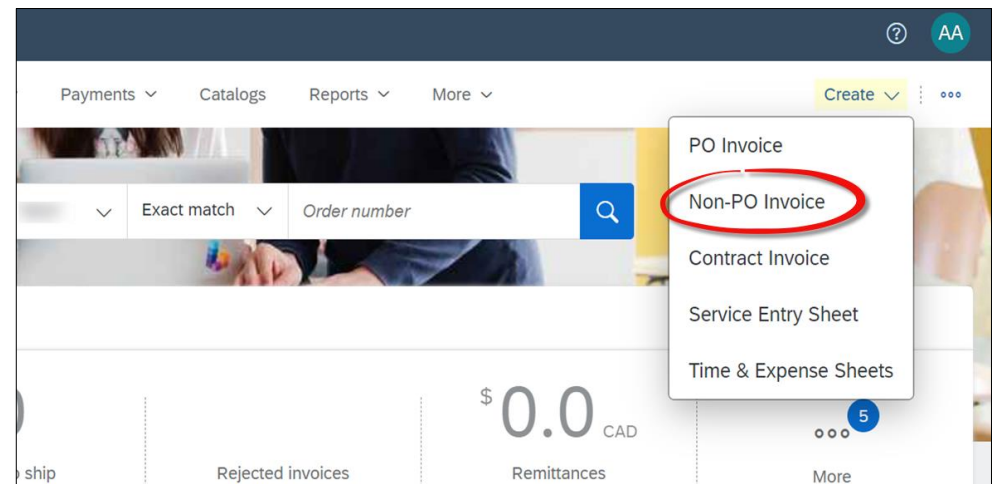
- Suppliers are required to include a **Remit To address** on the invoice.
- Suppliers are allowed to **back-date** invoices for 30 days.
- Suppliers are allowed to **future date** invoices for 30 days.
- Supplier (Canadian) must include **Tax IDs** on invoices.
- Suppliers enter taxes at the **line-item level**; except for HST, taxes must be entered separately e.g. GST + PST.



2. Canadian suppliers 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. From the home screen, on the top right corner, click **Create** and select **Non-PO Invoice**.




4. Select Air Canada and Affiliates as Customer. Choose **Standard Invoice**.

Create Non-PO Invoice

Next Exit

For a trading relationship already on Ariba Network

Customer: AIR CANADA

Type of Invoice: ☒ Standard Invoice  ☐ Credit Memo

5. Enter the required fields on the Invoice Header. Invoice can be backdated for 30 days.

6. The **Bill to** address must reflect the **entity** that is being invoiced **XXX01_A_Montreal_HQ**.

7. A copy of the original invoice must be attached. Select **Attachment** on the drop-down menu of 'Add to Header'.

Invoice Header

* Indicates required field

Add to Header

View/Edit Addresses

Summary

5 Invoice #:

Invoice Date: 3 Aug 2023

Service Description:

GST/HST/VAT #:

Remit To: 355 Portage Ave

Winnipeg MB
Canada

6 Choose Address: AC001_A_MONTREAL_HQ or LCC01_A_MONTREAL_HQ or TCC01_A_MONTREAL_HQ

Bill To: AIR CANADA

DORVAL QC
Canada

AIR CANADA rouge LP

DORVAL QC
Canada

TRANS-CANADA CAPITAL LTD

DORVAL QC
Canada

Subtotal:	\$0.00 CAD
Total Tax:	\$0.00 CAD
Total Gross Amount:	\$0.00 CAD
Total Amount Without Tax:	\$0.00 CAD
Total Net Amount:	\$0.00 CAD
Amount Due:	\$0.00 CAD

8. Enter **your Air Canada contact email address**. The person who reviews, codes, and/or approves your invoices. It can be the person who requested the good(s)/service(s) from your company.

9. Select **Add General Service** or **Add Material** as required in the Line Items section.

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

Additional Fields

Invoice Document Type:

FOB/Incoterms:

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Supplier: ARIBA TEST SUPPLIER
Winnipeg MB
Canada

Bill From: ARIBA TEST SUPPLIER
Winnipeg MB
Canada

Service Start Date:

Service End Date:

8 Enter Customer Email* Address:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

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

Insert Line Item Options

☐ Tax Category: 5% GST / GST ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	No.	No.	Type	Include	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

9

[Update](#) [Save](#) [Exit](#) [Next](#)

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](#)

<input type="checkbox"/>	No.	Type	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		SERVICE	<input checked="" type="checkbox"/>					(no value)		

[Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

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 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).

The screenshot shows the 'Line Items' form with the following details:

- Line Items:** 1 Line Items, 1 Included, 0 Previously Fully Invoiced
- Insert Line Item Options:**
 - ☒ Tax Category: 9.975% QST / QST Quebec
- Taxes:**
 - 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
 - 15% HST / HST NB / NL / NS / PE
- Line Item 1:**
 - No. 1, Type MATERIAL, Include ☒
 - Ship From: ARIBA TEST SUPPLIER, SAINT LAURENT QC, Canada
 - Shipping Cost: \$0.00 CAD
 - Quantity: 1, Unit: EA, Unit Price: \$100.00 CAD, Subtotal: \$100.00 CAD
 - Ship To: AIR CANADA, DORVAL QC, Canada
 - Deliver To: AIR CANADA
 - Shipping Date: [Calendar icon]
- Buttons:** Add to Included Lines (highlighted with a red arrow)

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

13. Click on **Next**.

The screenshot shows the 'Create Invoice' form with the following details:

- Create Invoice:** Update, Save, Exit, Next (highlighted with a red circle)
- Invoice Header:**
 - Invoice #: 123123123
 - Invoice Date: 8 Nov 2023
 - Service Description:
 - GST/HST/VAT #: 123456789
 - Remit To: 355 Portage Ave, Winnipeg MB, Canada
 - Choose Address: AC001_A_MONTREAL_HQ
 - Bill To: AIR CANADA, DORVAL QC, Canada
- Summary:**
 - 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
- Buttons:** Add to Header, View/Edit Addresses

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: 123123123123
Invoice Date: Wednesday 8 Nov 2023 2:00 PM GMT-05:00

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: DE LA COTE-VERTU BLVD WEST 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 Email: aircanada.ca	

