

Canadian Vendor Tax Guidance - Manitoba

UPDATED 1/10/2023

For our Canadian Vendors, we understand that it is mandatory as per the Canadian Government that your Tax number(s) need to be present on Invoice documents. Although the invoices you are creating in Ariba are digital, there is still a need to enter the Tax ID number so that it will default into the Invoices you are creating. There are only a few steps to do this, and it is a one-time configuration.

Please complete the following steps to get your Tax ID number defaulted into your invoice documents.

If you have already completed these steps, please go to slide 6 to see how tax should be configured and applied when invoicing.

First, click on your initials which can be found in the blue button in the top, right-side corner of the screen. When you click here, a drop down will come up. In addition to showing your Ariba ANID number, there are other selections that can be made. To get to the fields to enter your Tax ID number, click on the “Company Profile” selection.

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. A user profile button with the initials 'MZ' is highlighted in the top right corner. A dropdown menu is open, showing the user's name 'Mark Zedonek', email 'test-mark.zedonek_dummy07@sap.com', and various account management options. The 'Company Profile' option is highlighted with a red box. The main dashboard area shows a search bar with filters for 'Orders and Releases', 'Gerdau – QAS environment', and 'Exact match'. Below the search bar, there are five key metrics: 44 Orders, 9 Orders to invoice, 7 New orders, 52 Invoices, and 0 Service sheets, all for the last 31 days. The bottom section features 'My widgets' with a 'Gerdau – QAS environm...' filter and a 'Customize' button. The widgets include 'Purchase orders' (Last 3 months), 'Invoice aging', and 'Activity feed' (All). The 'Activity feed' shows an 'Invoice approved' status.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-r Ukraine. [Learn More](#) | [Update Profile](#)

Orders and Releases Gerdau – QAS environment Exact match Order number

Overview Getting started

44 Orders Last 31 days

9 Orders to invoice Last 31 days

7 New orders Last 31 days

52 Invoices Last 31 days

0 Service sheets Last 31 days

My widgets Gerdau – QAS environm... Customize

Purchase orders Last 3 months

Invoice aging

Activity feed All

Invoice approved

Mark Zedonek
test-mark.zedonek_dummy07@sap.com

My Account

Link User IDs

Contact Administrator

Gerdau Dummy Vendor 02 CA - TEST
ANID: AN11058177788-T
Premium Package

Company Profile

Marketing Profile

Settings >

Back to Classic View

Logout

This will take you to the sections of your profile where you can enter your company’s details. Click on the “Business” tab to get to enter this information.

If you are not able to get to the “Business” tab, you may need to enter some information on the “Basic” tab. Usually this is the Products and Service Categories section. You can Browse to select what most closely describes your business and the area you serve – this can be very general. After you Save those entries, you can then click on the “Business” tab.

** This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or-

! You must provide at least one commodity

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select the US, but a goods manufacturer may ship globally.

-or-

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Services >	Plumbing Fixtures >	Angles >	Aluminum channels >
Apparel, Luggage & Personal Care >	Portable Structure Building Components >	Bar >	Brass channels >
Chemicals >	Portable Structures >	Beams >	Bronze channels >
Cleaning Supplies >	Prefabricated Structures >	Billets >	Copper channels >
Computer Hardware, Software & Telecom >	Roads & Landscape >	Braid >	Ferrous alloy channels >
Construction & Maintenance Services >	Structural Building Products >	Channels >	Iron channels > ✓
Construction Materials >	Structural Materials & Basic Shapes >	Coil >	Lead channels >
		Enil >	Magnesium channels >

My Selections (1)

☐ Iron channels (View)

Save change

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax ID: 123456789 RT 0001 ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

☐ VAT Registered

VAT Registration Document: <No document>
[Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Tax Clearance Expiry Date:

Supplier GST/HST Registration Number: ⓘ

Supplier PST Registration Number:

Supplier QST Registration Number:

Goods and Services Tax. Registration Number Example: 123456789 RT 0001 (9-digit root + 2-character program identifier + 4-digit account sequence number).

In the “Business” tab, scroll down into the “Tax Information”.

Enter your main (HST or GST) number in the “Tax ID” field.

Continue down until you get to the fields for HST/GST, PST, and QST. Enter your Tax ID number(s) in the appropriate fields as well. For these fields, you will need to use the format that is noted when you click on the little “i” in a circle next to the field.

For example: Goods and Services Tax.
Registration Number Example: 123456789 RT 0001 (9-digit root + 2-character program identifier + 4-digit account sequence number).

Once you are done, scroll to the bottom and click “Save”.

Now your ID will automatically show in your invoices.

To create your invoices for Standard (free) accounts, opening the Ariba invoice notification email will take you to the PO to be invoiced directly or you can log into your Ariba account and go to Orders in your Workbench tile. Enterprise (paid) accounts can just log into their Ariba home page, click on the orders tab at the top, and select which PO you want to invoice. Click on the “Create Invoice” button and then on “Standard Invoice” to get started.

Purchase Order: 4514379488

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail

Order History



From:

CA-ML-WHITBY

1 GERDAU CT
WHITBY ON L1N 5T1
Canada
Phone:
Fax:

To:

GerdaU Dummy Vendor 02 CA - TEST
100 Queen St W
Toronto ON M5H 2N1
Canada
Phone:
Fax:
Email:

Purchase Order

(New)

4514379488

Amount: \$400.00 CAD
Version: 1

Track Order

Payment Terms ⓘ

2.000% 15
0.000% 60
D050-2% 15, Net 60

Routing Status: Sent

External Document Type: ZAR1 PO-Auto-ARIBA (ZAR1)

Comments

General Comments to Supplier:

Copy of Copy of NON-CAT SHIPPING VARIANCE

Contact Information

Supplier Address

Vendor CA DUMMY

Email: TEST@motion-ind.com

Fax:

Address ID: 0190079511

Tax ID: 888888888

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511



Enter the invoice number that you want to use and enter the invoice date. Note that you can back date up to 90 days when you are creating an invoice. Next, click the toggle button for Tax and set it to be Line Level Tax.

Create Invoice

UpdateSaveExitNext

Please correct the following errors and resubmit

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4514384329

Subtotal: \$50.00 CAD

Invoice #: *

Total Tax: \$0.00 CAD

Invoice Date: * 10 Jan 2023

Amount Due: \$50.00 CAD

View/Edit Addresses

Service Description:

Supplier Tax ID: 123456789 RT 0001

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON

Canada

Bill To: CA-ML-MANITOBA

SELKIRK MB

Canada

Tax

Header level tax

Line level tax

Shipping

Header level shipping

Line level shipping

Ship From: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON

Canada

Ship To:

Deliver To:

Buyer: Vera Keyede

View/Edit Addresses

Payment Term

Feedback

GERDAU

Configuring your tax categories is the easiest way to make sure that the correct tax is charged. This is a one-time step that will allow the system to correctly recognize the tax categories to match what Gerdau has mapped in our side of Ariba. Scroll down to the Line Items information and click on the Tax Category check box. You can click the drop down in the category field and select “Configure Tax Menu”.

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

Insert Line Item Options

☒ Tax Category: 5% GSTTax / GSTTax ☐

☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		TEST LINE 1		10	EA ⓘ	\$5.00 CAD	\$50.00 CAD

Pricing Details

Price Unit:

Unit Conversion: *

Tax

Line Item Actions ▾

Delete

Taxes

5% GSTTax / GSTTax

7% PSTTax / PSTTax

13% HSTTax / HSTTax

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Price Unit Quantity: *

Description:

Update

Save

Exit

Next

The Configure Tax section should now be showing. Click on the Create button to enter your first tax category

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
No items		
<div>Create</div>		

OK

Cancel

A new line will appear with the Tax Category usually defaulted to be Sales Tax. This isn't what we need, so click on the drop-down arrow and select Other.

Configure Tax

OKCancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Sales Tax</div><div></div></div>	<div></div> %	<div></div>
<div><div><div></div></div><div>Other</div><div></div></div>		
<div><div><div></div></div><div>Sales Tax</div><div></div></div>		
<div><div><div></div></div><div>VAT</div><div></div></div>		
<div><div><div></div></div><div>GST</div><div></div></div>		
<div><div><div></div></div><div>Other Tax</div><div></div></div>		

Create

OKCancel

For Manitoba invoicing, you **MUST** set up both GST and PST, so you need to create 2 separate lines. Each time you will select Other as the tax category and then will enter case-sensitive “GSTTax” and 5% for the rate on one line; create another line and enter case-sensitive “PSTTax” and 7% for the rate on the second line. **NOTE:** If you do not charge PST, then enter the rate as 0%. Then click OK.

Note that If you ship to provinces that charge HTS, please create another category the same way but title it case-sensitive “HSTTax”. Then enter 13 in the % Rate box, then enter HSTTax as the Text description. Then click OK.

Remember, this is a one-time step, but if you need to modify something in the future, you can always go back and re-configure the tax to be what you need.

FOR MANITOBA INVOICING, YOU MUST HAVE GST AND PST TAX LINES ENTERED EVEN IF THE RATE is 0%.

Please do not use the GST/HST/PST/QST that are showing pre-populated in the drop-down. The invoices will not process if you use these. Instead, click on Configure Tax Menu and proceed.

Configure Tax

OK

Cancel

	* Tax Category		* Rate		Tax Description
<input type="radio"/>	Other ▾	HSTTax	13	%	HSTTax
<input type="radio"/>	Other ▾	GSTTax	5	%	GSTTax
<input checked="" type="radio"/>	Other ▾	PSTTax	7	%	PSTTax

↳

Delete

Create

OK

Cancel

Now when you're creating your invoice and you go to select the tax category, all of the ones you configured will show at the top. You can select the one you need, and it will auto-populate the rate and tax amount in the fields on the right. Note that if you are needing more than one tax category, you can just go to the "Add to Included Lines" button at the right and click on Tax. Then you can select the ones you need. Then change the tax category to the next one you need and click "Add to Included Lines" button again. Again, the rate and tax amount will be auto-populated for you. (Shown on the following slides.) If you are not charging tax, simply add the appropriate tax category to the header and manually change the rate to 0%.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒

Tax Category:

5% GSTTax / GSTTax

☐

Special Handling

☐

Discount

☒

1

Include

☒

5% GSTTax / GSTTax

7% PSTTax / PSTTax

13% HSTTax / HSTTax

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Unit Conversion: *

1

Tax

Line Item Actions

Delete

Reset Tax from PO

Customer Part #

Quantity

Unit

Unit Price

Subtotal

5

EA

\$20.00 USD

\$100.00 USD

Price Unit Quantity: *

1

Description:

Add to Included Lines

Update

Save

Exit

Next

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒

Tax Category:

7% PSTTax / PSTTax

☐

Shipping Documents

☐

Special Handling

☐

Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		TEST LINE 1 CANADA VENDOR LARRY		10	EA ⓘ	\$5.00 CAD	\$50.00 CAD

Pricing Details

Price Unit:

EA

Price Unit Quantity: *

1

Unit Conversion: *

1

Description:

Tax

Category: *

5% GSTTax / GSTTax

☐

Location:

Description:

GSTTax

Regime:

☐

Taxable Amount:

\$50.00 CAD

Remove

Rate(%):

5

Tax Amount:

\$2.50 CAD

Category: *

7% PSTTax / PSTTax

☐

Location:

Description:

PSTTax

Regime:

☐

Taxable Amount:

\$50.00 CAD

Remove

Rate(%):

0

Tax Amount:

\$0.00 CAD



You can add your tax to each individual line item or you can select all lines to apply the tax. Note that If all lines are selected, you will be adding the same cost to each line if you enter a dollar amount. If all lines are selected and you enter the Tax Rate, the system will automatically calculate that tax amount for each line. To select all lines, click the box at the top of the column of the line numbers.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒

Tax Category:

7% PSTTax / PSTTax

☐

Shipping Documents

☐

Special Handling

☐

Discount

Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		TEST LINE 1 CANADA VENDOR LARRY		10	EA	\$5.00 CAD	\$50.00 CAD

Pricing Details

Price Unit:

EA

Price Unit Quantity: *

1

Unit Conversion: *

1

Description:

Tax

Category: *

5% GSTTax / GSTTax

Location:

Description:

GSTTax

Regime:

Taxable Amount:

\$50.00 CAD

Rate(%):

5

Tax Amount:

\$2.50 CAD

Remove

Category: *

7% PSTTax / PSTTax

Location:

Description:

PSTTax

Regime:

Taxable Amount:

\$50.00 CAD

Rate(%):

0

Tax Amount:

\$0.00 CAD

Remove



Thank you!
