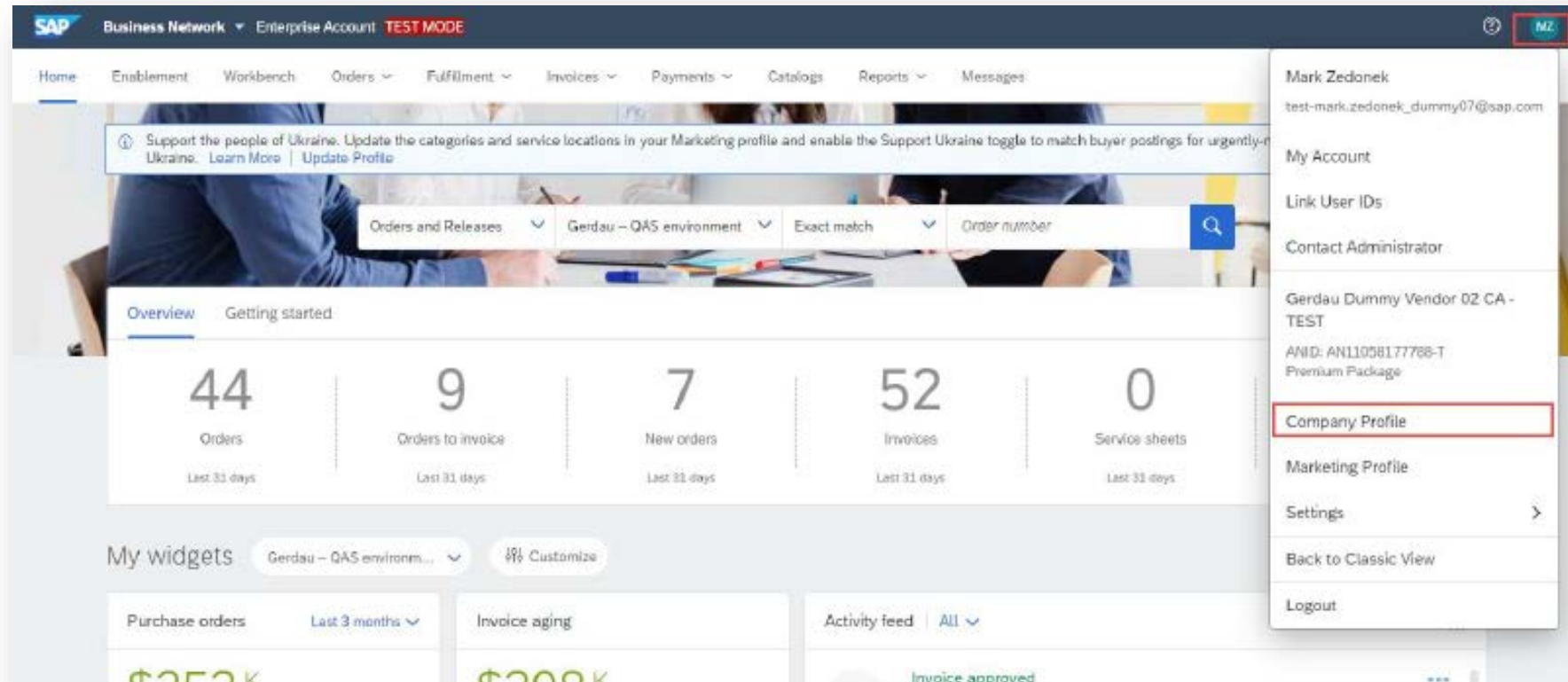


Ariba Invoicing CA Vendors

Updated September 2024

For our Canadian Vendors, it is mandatory per the Canadian Government that your Tax ID 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 set up the Tax ID number so that it will automatically populate on the documents you are creating. There are only a few steps to do this, and it is a one-time set up.



Updating Your Tax Information

First, click on your initials which can be found in the blue button in the top, right-side corner of the screen. A drop down menu will open, click on the “Company Profile” selection.

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 first, most likely in the Products and Service Categories section. You can Browse to select what most closely describes your business and the area you serve. After you Save those entries, you can then click on the “Business” tab.

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

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 >

Apparel, Luggage & Personal Care >

Chemicals >

Cleaning Supplies >

Computer Hardware, Software & Telecom >

Construction & Maintenance Services >

Construction Materials >

Plumbing Fixtures >

Portable Structure Building Components >

Portable Structures >

Prefabricated Structures >

Roads & Landscape >

Structural Building Products >

Structural Materials & Basic Shapes >

Angles >

Bar >

Beams >

Billets >

Braid >

Channels >

Coil >

Enil >

Aluminum channels

Brass channels

Bronze channels

Copper channels

Ferrous alloy channels

Iron channels ✓

Lead channels

Manganese channels

My Selections (1)

☐ Iron channels (View)

Remove

Cancel

OK

** This column displays your registration status with Alibaba'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.

Enter Product and Service Categories

Add

-or-

Browse

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 "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location

Add

-or-

Browse

[No Title]

GO GERDAU

Shape the future

Updating Your Tax Information

Tax Information

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

Then 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 information button ⓘ 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”. From now on your ID(s) will automatically populate on your invoices.

Creating an Invoice

To create your invoice for a non-service order, you must go to the Orders tile from the Workbench screen or click on the Orders tab at the top of the screen and select “Purchase Orders” from the drop down. Click on the Order number that you want to invoice. Then click on the “Create Invoice” button and then select “Standard Invoice” from the drop-down menu 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: mark.zedonek@sap.com

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

Creating an Invoice

Enter the invoice number that you want to use (max. 16 characters) and enter the invoice date.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4518806801

Invoice #: *

Invoice Date: * 4 Sep 2024

Supplier Tax ID:

Remit To: Gerdau

Pittsburgh, PA
United States

Bill To: US-ML-WILTON

WILTON, IA
United States

Subtotal: \$24,845.00 USD

Total Tax: \$1,739.15 USD

Amount Due: \$26,584.15 USD

[View/Edit Addresses](#)

Ship From: Gerdau

Pittsburgh, PA
United States

Ship To: US-ML-WILTON

WILTON, IA
United States

Deliver To: Telephone:

Email:

Fax:

Buyer:

[View/Edit Addresses](#)

Creating an Invoice

Adjust the invoice line-item information related to quantities to be invoiced and lines to be included or excluded, if necessary.

Customer Part #	Quantity	Unit
	<div>10</div>	EA ⓘ
Price Unit Quantity: *		<div>1</div>

Excluded lines will have a toggle that looks like this:

	No.	Include	Type	Part #	De
<input type="checkbox"/>	1	<div></div>	MATERIAL		Li

Included lines will have a toggle that looks like this:

	No.	Include	Type	Part #	De
<input type="checkbox"/>	2	<div></div>	MATERIAL		Li

Configuring Tax Presets

NEW Taxes on invoiced lines must be added at the line-item level.

If you are not going to be charging tax, you still need to enter a tax line at a \$0 value with the correct tax categories selected.

To make this easy, we will configure a tax category preset by clicking on the drop down next to Category, then selecting Configure Tax Menu.

Line Items

	No.	Include	Type	Part #	Description	Customer Part #	Quantity
	1	<input checked="" type="checkbox"/>	MATERIAL		Shipping Tax Test Item 1		4,96

Pricing Details

Price Unit:

Unit Conversion: *

Tax

Category: *

Location:

Description:

Regime:

Line Items

	No.	Include	Type	Part #	Description	Customer Part #	Quantity
	1	<input checked="" type="checkbox"/>	MATERIAL		Shipping Tax Test Item 1		4,96

Pricing Details

Price Unit:

Unit Conversion: *

Tax

Category: *

Location:

Description:

Regime:

Line Item Actions

Delete

Reset Tax from PO

Taxes

1% SalesTaxCity / SalesTaxCity

6% SalesTaxState / SalesTaxState

8.25% Sales Tax / sales

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Configuring Tax Presets

Any tax presets that you’ve already configured will show in this screen. To create a new one, click on Create

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
No Items		

Create

OK

Cancel

Click on the drop down and select “Other”

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Sales Tax</div><div>▼</div></div>	<div></div> %	<div></div>

↳

Other

Sales Tax

VAT

GST

Use Tax

PST

QST

HST

Withholding Tax

Create

OK

Cancel

SAP

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Configuring Tax Presets

After you've selected "Other", a blank field will appear to the right (red arrow in the screenshot below). This field must contain the correct tax category for the invoices you will be submitting, and the values are case sensitive. For Canadian HST, the value must be entered as "HSTTax". You can use the Tax Description field to label this preset for ease of use, then click OK to save.

This is a one-time configuration, but these presets can be modified and more can be added as needed.

Acceptable values for Canadian tax types are as follows:

- HSTTax
- GSTTax
- PSTTax
- QSTTax

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Other</div><div>▼</div></div> <div>HSTTax</div>	<div>13</div> <div>%</div>	<div>HSTTax</div>

↳

Delete

|

Create

OK

Cancel

Configuring Tax Presets

The screenshot below shows the proper configuration for the various Canadian tax types. Note: you can configure two presets for a single tax type (PSTTax in example below), one to use for invoicing a dollar value for that tax category, and one for invoicing with that tax category billed at 0% . If you are invoicing to Manitoba, you MUST set up both GSTTax and PSTTax. If you do not charge PST, then enter the rate as 0%.

For Manitoba invoices, you must have both GSTTax and PSTTax lines entered, even if the tax rate is 0% for one of them. Failure to include the required tax categories could result in a delay in invoice processing time.

Configure Tax

OK

Cancel

	* Tax Category		* Rate		Tax Description
<input type="radio"/>	Other ▾	HSTTax	13	%	HSTTax
<input type="radio"/>	Other ▾	GSTTax	5	%	GSTTax
<input type="radio"/>	Other ▾	PSTTax	7	%	PSTTax
<input checked="" type="radio"/>	Other ▾	PSTTax	0	%	PSTTax at 0%

↳

Delete

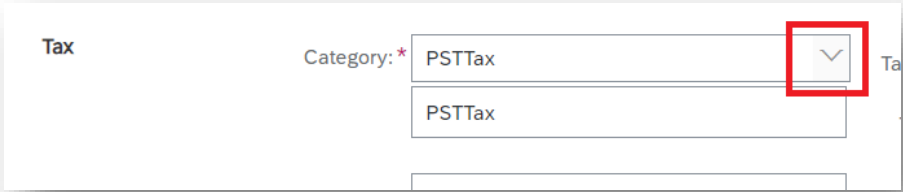
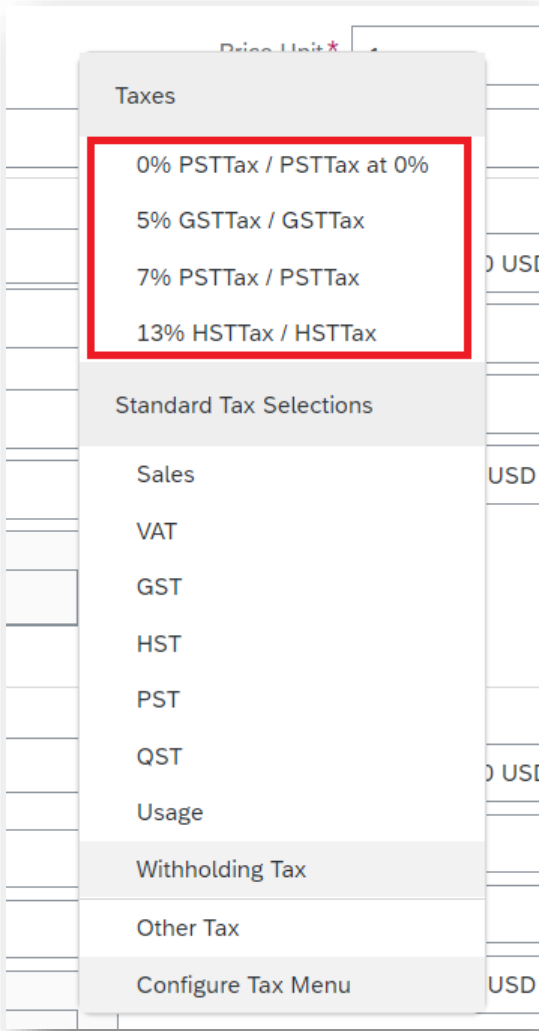
|

Create

OK

Cancel

Selecting Tax Presets



Now when you go back 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 Header button at the top right and click on Tax. Then you can select the ones you need. Again, the rate and tax amount will be auto-populated for you. (Shown on the following slides.) If you are not charging tax and Ariba will not allow you to create an invoice without it, simply add the appropriate tax category to the header and change the rate to 0%.

Adding/Modifying Line-item Taxes

The line-items for any given PO that you are invoicing may or may not show one or more tax categories by default on each line. You can modify these by clicking the drop-down arrow in the Category field. They can be removed by clicking the Remove link to the right-hand side.

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 1	

Pricing Details

Price Unit: EA

Unit Conversion: 1

Tax

No.	Include	Type	Part #	Description	Customer Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		Line 2	

Pricing Details

Price Unit: EA

Unit Conversion: 1

Tax

Line Item Actions ▼ Delete Reset Tax from PO

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 1		980	EA	\$50.00 USD	\$49,000.00 USD

Pricing Details

Price Unit: EA

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Tax

Category: PSTTax

Remove

Location:

Description: PSTTax

Regime:

Taxable Amount: \$49,000.00 USD

Tax Rate Type:

Rate(%): 7

Tax Amount: \$3,430.00 USD

Category: 5% GSTTax / GSTTax

Remove

Location:

Description: GSTTax

Regime:

Taxable Amount: \$49,000.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$2,450.00 USD

To add tax categories to a line that does not already have them, select the check box next to each line you want to modify (or use the ‘select all’ check box at the top) and then click on the “Line Item Actions” button at the bottom. You can now edit the tax category as needed from the drop-down menu.

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 1		980	EA	\$50.00 USD	\$49,000.00 USD

Pricing Details

Price Unit: EA

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Tax

Category: 0% PSTTax / PSTTax at 0%

Remove

Location:

Description: PSTTax at 0%

Regime:

Taxable Amount: \$49,000.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Shipping and Special Handling Charges

To add shipping or handling charges to an invoice, click on the “Add to Header” button

This process is identical for both Shipping Cost and Special Handling Charges.

To add these charges, click on the Add to Header button, then select either Shipping Cost or Special Handling from the drop-down menu.

Add to Header ▾

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 2

Add to Header ▾

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Part #	Description
	Line 2

Price Unit:

EA

Adding Shipping Costs

A field for the shipping or handling cost will appear in the header section of the invoice.

Input the amount of your charge and the relevant shipping date.

Ship From: Gerda Building Vendor 02 ON - TEL

Toronto ON
Canada

Shipping Cost

Shipping Amount: 250.00

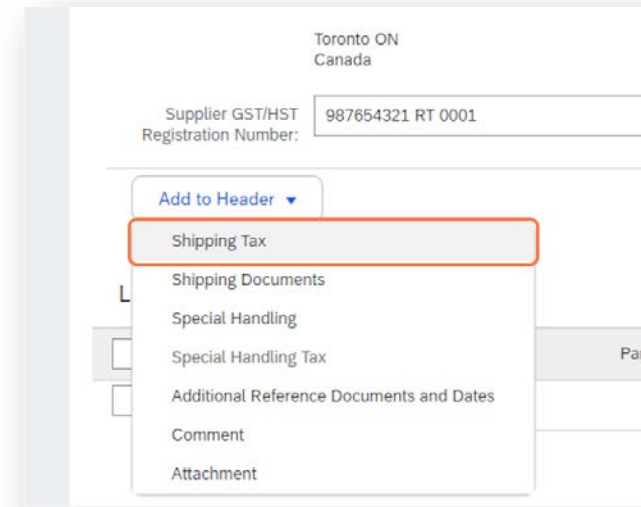
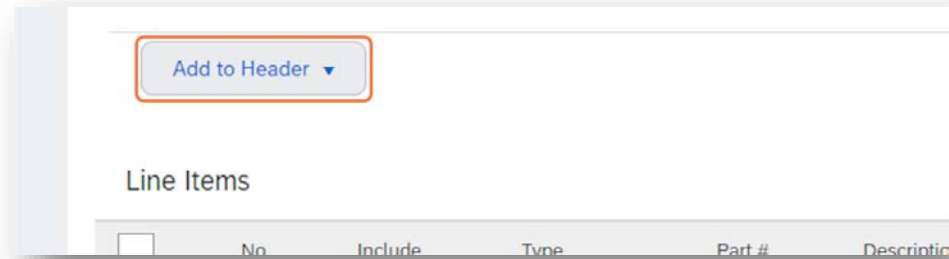
Shipping Tax

Payment Term

Shipping Date: 07/31/2024

Adding Shipping Tax

Scroll back down to just above the line items section and click on **Add to Header** again, then select **Shipping Tax**



Please Note:

Shipping and handling tax categories must match the line-item tax categories exactly.

You will need to click "Add to Header" and Select "Shipping tax" one time for each tax category that is to be included on your invoice line items.

Adding Shipping Tax

Select the correct tax categories for your Shipping Cost, **again be sure to match these selections to the tax categories used on the line items.**

Even if the tax amounts you are billing are \$0, the appropriate tax categories must be added to indicate \$0 tax is being charged. This is required on both the line-item taxes and any shipping or handling charges added to the header.

Shipping Cost

Shipping Amount:

\$250.00 USD

Shipping Date:

28 Aug 2024

Shipping Tax

Category: *

0% SalesTax / SalesTax 0%

Location:

Description:

SalesTax 0%

Regime:

Taxable Amount:

\$250.00 USD

Tax Rate Type:

Rate(%):

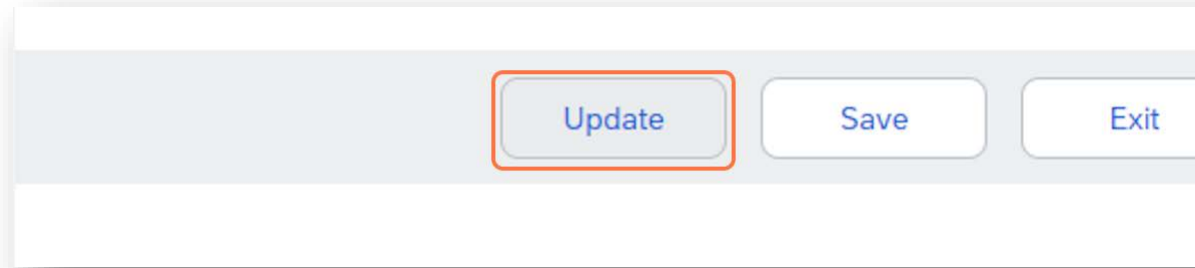
0

Tax Amount:

\$0.00 USD

Submitting the Invoice

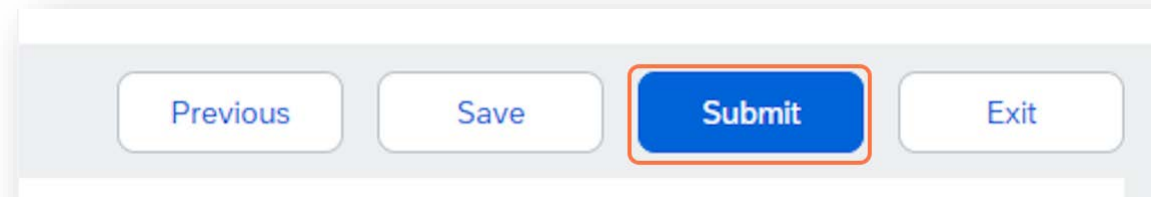
Click on Update to refresh all values. Review and confirm accuracy.



Click on Next



Click on Submit to create the invoice. You will be taken to a page that displays a message confirming the invoice has been submitted.



Example: Manitoba Invoice with Shipping charge, GST at 5% PST at 7%

Line-item with taxes

Line Items 2 Line Items, 2 Included, 0 Prev

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	MATERIAL		Line 1		980	EA	\$50.00 USD

Pricing Details

Price Unit: Price Unit Quantity: *

Unit Conversion: * Description:

Tax

Category: * **5% GSTTax / GSTTax** Taxable Amount: \$49,000.00 USD

Location: Tax Rate Type:

Description: GSTTax Rate(%): 5

Regime: Tax Amount: \$2,450.00 USD

Category: * **7% PSTTax / PSTTax** Taxable Amount: \$49,000.00 USD

Location: Tax Rate Type:

Description: PSTTax Rate(%): 7

Regime: Tax Amount: \$3,430.00 USD

Shipping Charge with Taxes

Shipping Cost

Shipping Amount: Shipping Date:

Shipping Tax

Category: * **5% GSTTax / GSTTax** Taxable Amount: \$250.00 USD

Location: Tax Rate Type:

Description: GSTTax Rate(%): 5

Regime: Tax Amount: \$12.50 USD

Category: * **7% PSTTax / PSTTax** Taxable Amount: \$250.00 USD

Location: Tax Rate Type:

Description: PSTTax Rate(%): 7

Regime: Tax Amount: \$17.50 USD

Example: Manitoba Invoice with Shipping charge, GST at 5%, PST on the line item at 7%, PST on Shipping at 0%

Line-item with taxes

Line Items 2 Line Items, 2 Included, 0 Prev

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	MATERIAL		Line 1		980	EA	\$50.00 USD

Pricing Details

Price Unit: Price Unit Quantity: *

Unit Conversion: * Description:

Tax

Category: *

Taxable Amount:

Location:

Tax Rate Type:

Description:

Rate(%):

Regime:

Tax Amount:

Category: *

Taxable Amount:

Location:

Tax Rate Type:

Description:

Rate(%):

Regime:

Tax Amount:

Shipping Charge with Taxes

Shipping Cost

Shipping Amount: Shipping Date:

Shipping Tax

Category: *

Taxable Amount:

Location:

Tax Rate Type:

Description:

Rate(%):

Regime:

Tax Amount:

Category: *

Taxable Amount:

Location:

Tax Rate Type:

Description:

Rate(%):

Regime:

Tax Amount:

Example: Ontario Invoice with a Shipping charge, HST billed at 13%

Line-item with taxes

Line Items 2 Line Items, 2 Included, 0 Previously Fully

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Line 1		980	EA	\$50.00 USD	\$49,000.00 USD

Pricing Details

Price Unit: Price Unit Quantity: *

Unit Conversion: * Description:

Tax

Category: 13% HSTTax / HSTTax Taxable Amount:

Location: Tax Rate Type:

Description: Rate(%):

Regime: Tax Amount:

Shipping Charge with Taxes

Shipping Cost

Shipping Amount: Shipping Date:

Shipping Tax

Category: 13% HSTTax / HSTTax Taxable Amount:

Location: Tax Rate Type:

Description: Rate(%):

Regime: Tax Amount:

Thank you!
