

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.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. A user profile dropdown menu is open, showing the user's name 'Mark Zedonek' and email 'test-mark.zedonek_dummy07@sap.com'. The menu items include 'My Account', 'Link User IDs', 'Contact Administrator', 'Gerdau Dummy Vendor 02 CA - TEST', 'ANID: AN11058177768-T Premium Package', 'Company Profile' (highlighted with a red box), 'Marketing Profile', 'Settings', 'Back to Classic View', and 'Logout'. The main dashboard area shows a search bar with 'Orders and Releases', 'Gerdau - QAS environment', 'Exact match', and 'Order number'. 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 'My widgets' section includes 'Purchase orders' (Last 3 months), 'Invoice aging', and 'Activity feed' (All).

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.

The image displays two screenshots from the GerdaU system. The top screenshot shows the 'Company Profile' page with the 'Business (2)' tab selected. The bottom screenshot shows the 'Product and Service Category Selection' dialog box. In this dialog, the 'Browse' tab is active, and a list of categories is shown. 'Construction Materials' is selected in the left pane, and 'Channels' is selected in the middle pane. In the right pane, 'Iron channels' is selected with a checkmark. The 'OK' button is highlighted in red. The top right screenshot shows the 'Product and Service Categories, Ship-to or Service Locations, and Industries' section, with the 'Browse' button highlighted in red.

Updating Your Tax Information

The screenshot shows a 'Tax Information' form with the following fields and options:

- Tax Classification: (no value) [dropdown]
- Taxation Type: (no value) [dropdown]
- Tax ID: 123456789 RT 0001 [text input, highlighted with a red box] ⓘ Do not enter dashes
- State Tax ID: [text input] Do not enter dashes
- Regional Tax ID: [text input] Do not enter dashes
- Vat ID: [text input]
- VAT Registered
- VAT Registration Document: <No document> [text input] Upload
- Tax Clearance
- Tax Clearance Number: [text input]
- Tax Clearance Document: <No document> [text input] Upload
- Tax Clearance Expiry Date: [calendar icon]
- Supplier GST/HST Registration Number: ⓘ [text input]
- Supplier PST Registration Number: [text input]
- Supplier QST Registration Number: [text input]

A tooltip is visible over the 'Supplier GST/HST Registration Number' field, containing the text: '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

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 Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4518806801	Subtotal: \$24,845.00 USD	View/Edit Addresses
Invoice #: * <input type="text"/>	Total Tax: \$1,739.15 USD	
Invoice Date: * 4 Sep 2024 <input type="text"/>	Amount Due: \$26,584.15 USD	
Supplier Tax ID: <input type="text"/>		

Remit To: Gerdau

Pittsburgh, PA
United States

Bill To: US-ML-WILTON

WILTON, IA
United States

Ship From: Gerdau	Ship To: US-ML-WILTON	View/Edit Addresses
Pittsburgh, PA United States	WILTON, IA United States	
	Deliver To: Telephone:	
	Email:	
	Fax:	
	Buyer:	

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
	<input type="text" value="10"/>	EA ⓘ
Price Unit Quantity:*		<input type="text" value="1"/>

Excluded lines will have a toggle that looks like this:

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

Included lines will have a toggle that looks like this:

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

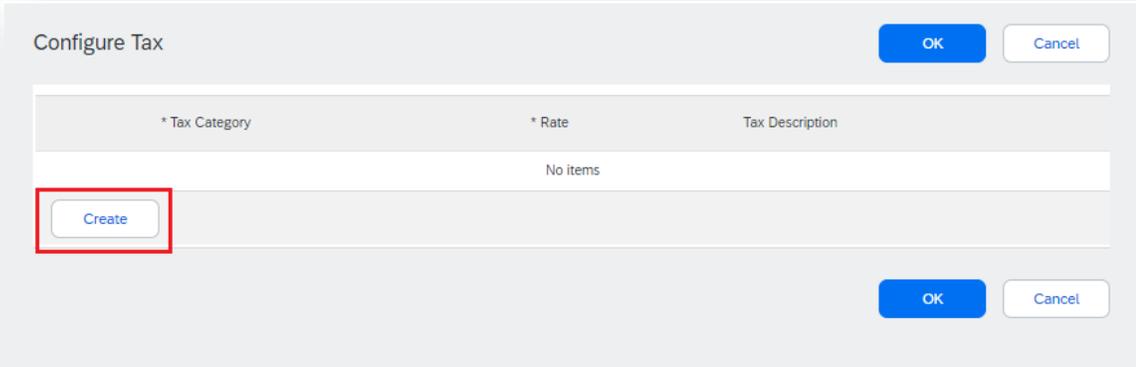
To make this easy, we will configure a tax category preset by clicking on the drop down next to Category, then selecting Configure Tax Menu.

The screenshot shows the 'Line Items' form in SAP. The 'Tax' section is visible, with the 'Category' field set to 'Sales Tax'. A red box highlights the dropdown arrow next to the 'Sales Tax' text. Other fields in the 'Tax' section include 'Location', 'Description' (set to 'sales'), and 'Regime'. The 'Pricing Details' section above shows 'Price Unit' as 'EA' and 'Unit Conversion' as '1'.

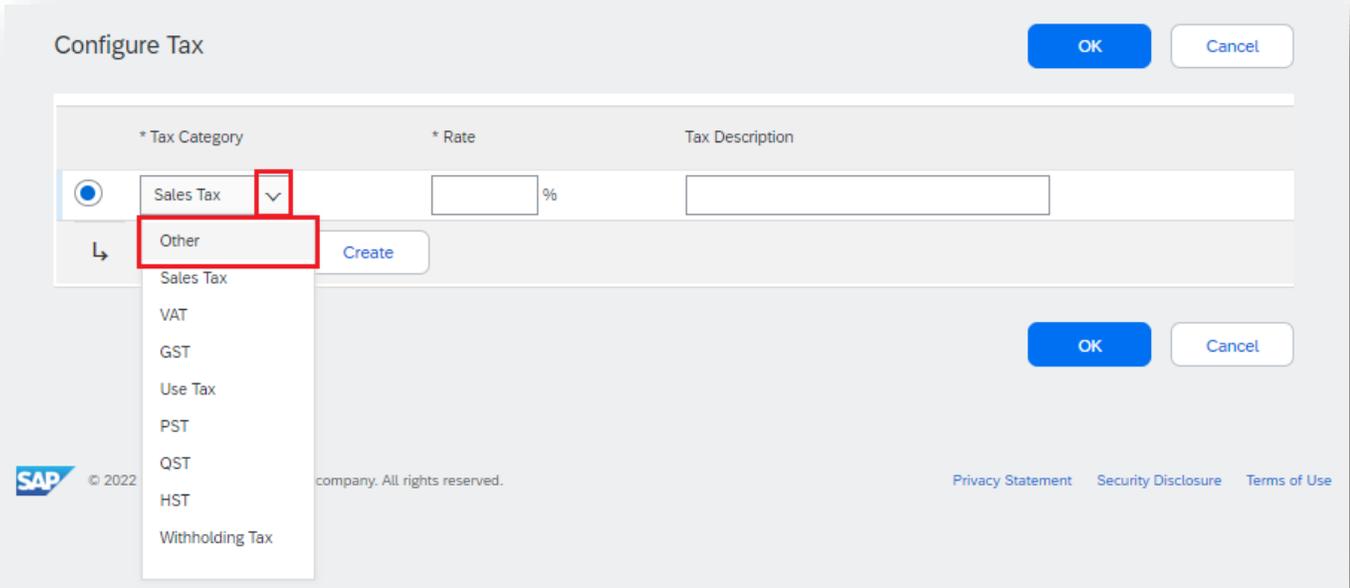
This screenshot shows the same 'Line Items' form, but with the dropdown menu for the 'Category' field open. The menu lists various tax options under 'Standard Tax Selections', including 'Sales', 'VAT', 'GST', 'HST', 'PST', 'QST', 'Usage', and 'Withholding Tax'. The 'Configure Tax Menu' option is highlighted with a red box. The 'Line Item Actions' bar at the bottom includes 'Delete' and 'Reset Tax from PO' buttons.

Configuring Tax Presets

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



Click on the drop down and select "Other"



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

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> Other <input type="text" value="HSTTax"/>	<input type="text" value="13"/> %	<input type="text" value="HSTTax"/>

↳ |

Configuring Tax Presets

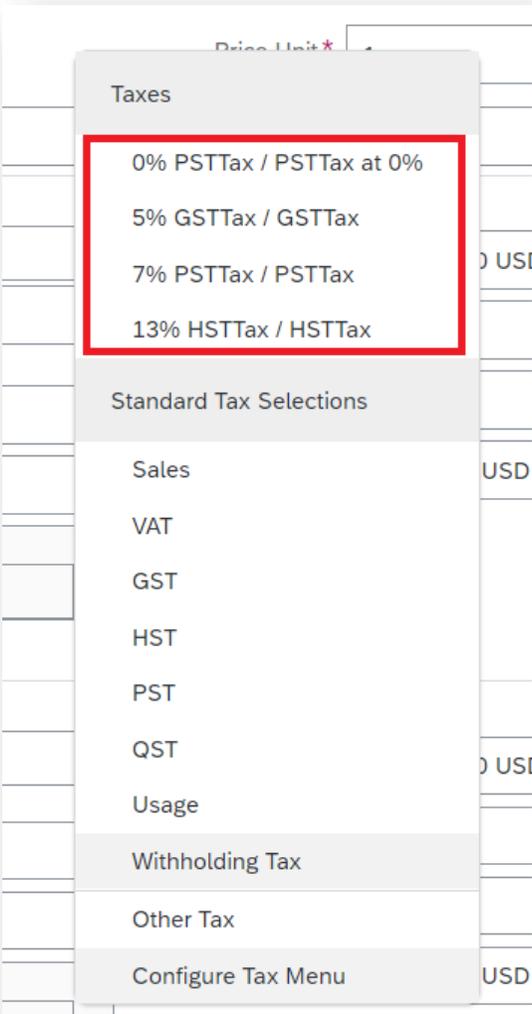
The screenshot below shows the proper configuration for the various Canadian tax types. Note: you can configure two presets for a single tax type (PSTTax in example below), one to use for invoicing a dollar value for that tax category, and one for invoicing with that tax category billed at 0% . If you 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.

The screenshot shows a 'Configure Tax' dialog box with a table of tax configurations. The table has three columns: '* Tax Category', '* Rate', and 'Tax Description'. There are four rows of configurations. The first row is HSTTax with a rate of 13%. The second row is GSTTax with a rate of 5%. The third row is PSTTax with a rate of 7%. The fourth row is PSTTax with a rate of 0%. The third and fourth rows are highlighted with red boxes. Below the table are 'Delete' and 'Create' buttons. At the top right and bottom right of the dialog are 'OK' and 'Cancel' buttons.

* Tax Category	* Rate	Tax Description
Other ▾ HSTTax	13 %	HSTTax
Other ▾ GSTTax	5 %	GSTTax
Other ▾ PSTTax	7 %	PSTTax
Other ▾ PSTTax	0 %	PSTTax at 0%

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"/>	2	<input checked="" type="checkbox"/>	MATERIAL		Line 2	

Pricing Details

Price Unit: EA

Unit Conversion: * 1

Tax

Line Item Actions

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
PSSTax	
Location:	
Description: PSSTax	
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

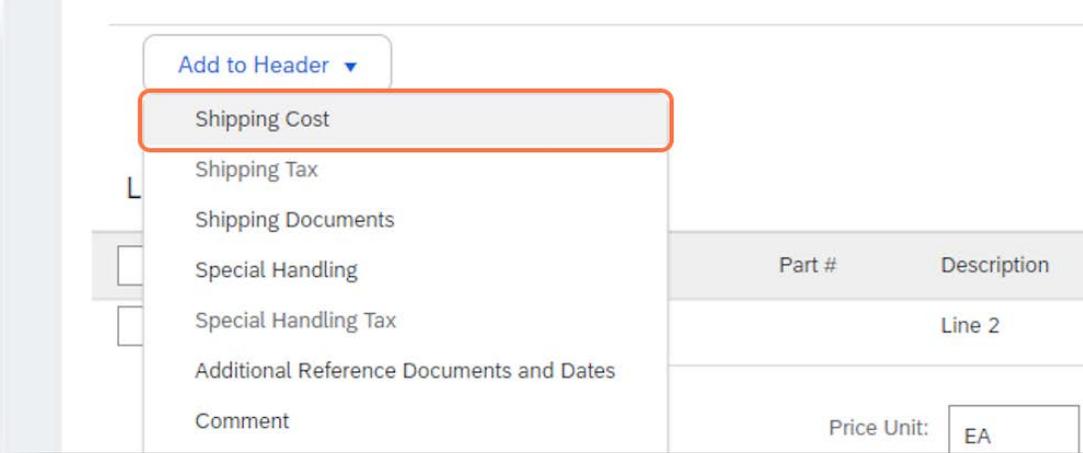
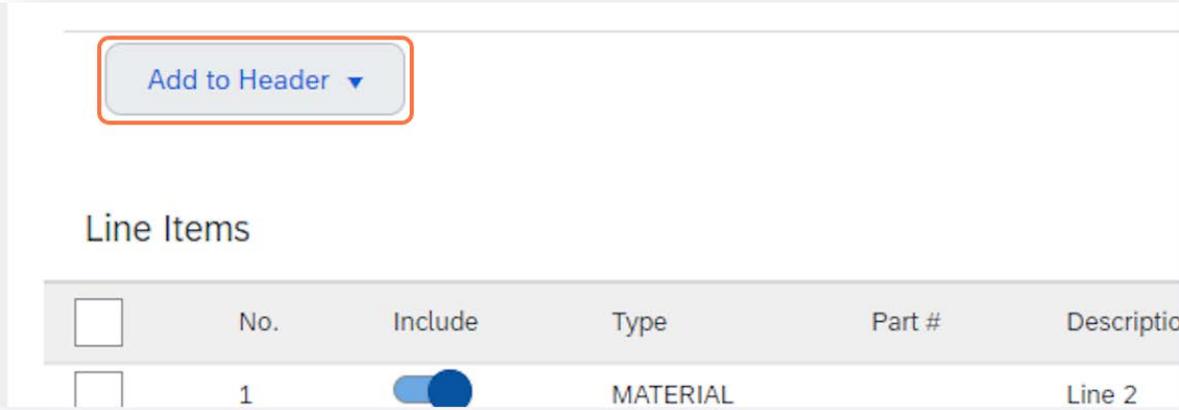
Category: * 0% PSTTax / PSTTax at 0%	Remove
Location:	
Description: PSTTax at 0%	
Regime:	
Taxable Amount: \$49,000.00 USD	
Tax Rate Type:	
Rate(%): 0	
Tax Amount: \$0.00 USD	

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.



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:

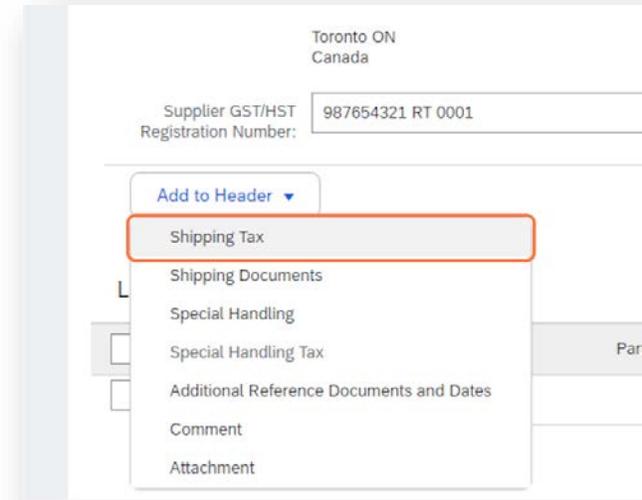
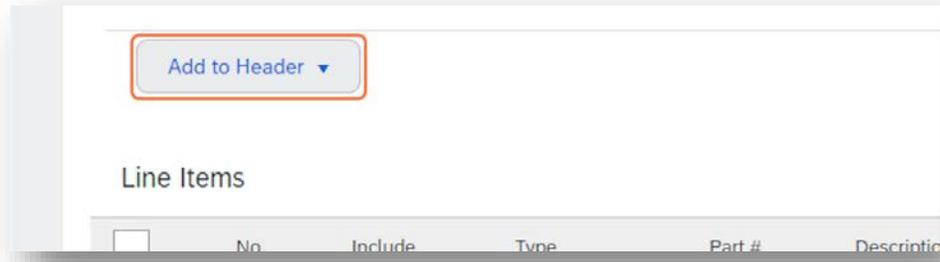
Shipping Tax

Payment Term

Shipping Date:

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

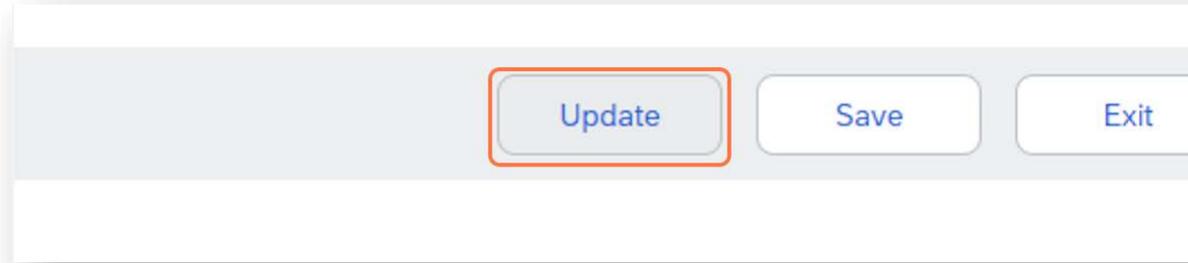
Select the correct tax categories for your Shipping Cost, **again be sure to match these selections to the tax categories used on the line items.**

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: <input type="text" value="\$250.00 USD"/>	Shipping Date: <input type="text" value="28 Aug 2024"/>
Shipping Tax	
Category: * <input type="text" value="0% SalesTax / SalesTax 0%"/>	Taxable Amount: <input type="text" value="\$250.00 USD"/>
Location: <input type="text"/>	Tax Rate Type: <input type="text"/>
Description: <input type="text" value="SalesTax 0%"/>	Rate(%): <input type="text" value="0"/>
Regime: <input type="text"/>	Tax Amount: <input type="text" value="\$0.00 USD"/>

Submitting the Invoice

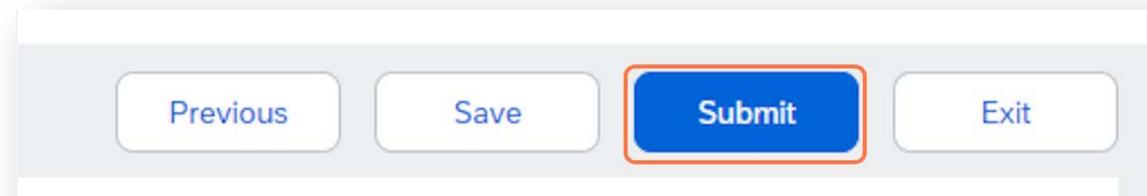
Click on Update to refresh all values. Review and confirm accuracy.



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: * **5% GSTTax / GSTTax** Taxable Amount: \$49,000.00 USD
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Category: * **7% PSTTax / PSTTax** Taxable Amount: \$49,000.00 USD
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Shipping Charge with Taxes

Shipping Cost

Shipping Amount: Shipping Date:

Shipping Tax

Category: * **5% GSTTax / GSTTax** Taxable Amount:
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Category: * **0% PSTTax / PSTTax at 0%** 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

<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 (i)	\$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: (calendar icon)

Shipping Tax

Category: 13% HSTTax / HSTTax Taxable Amount:
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Thank you!
