

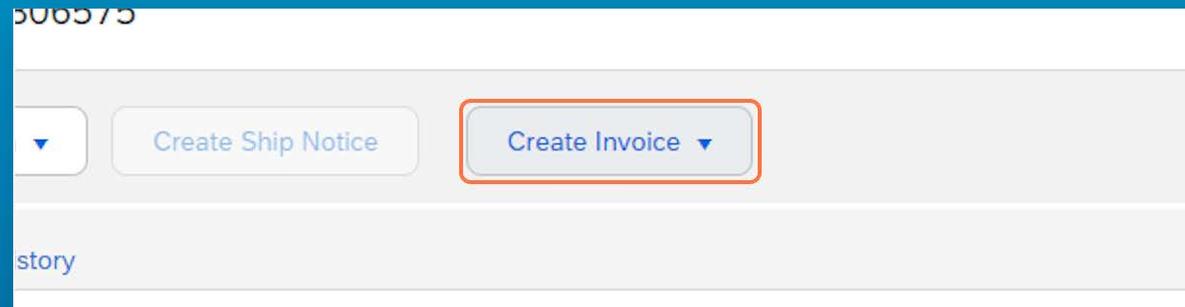
Ariba Invoice Creation with Shipping and Handling

Purpose: The purpose of this training is to provide the step by step instructions on how to create an invoice in Ariba with shipping and handling charges and add the associated taxes for the shipping and handling charge.

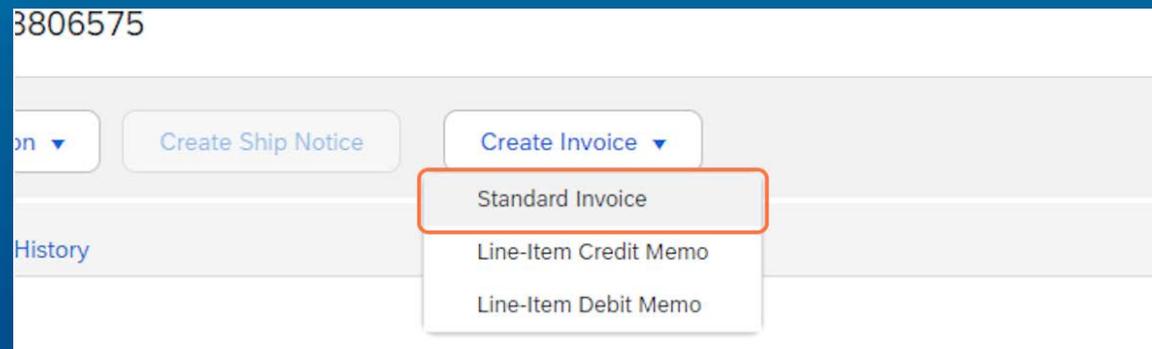
After reviewing the training if you have additional questions or require additional help please reach out to your local Accounts Payable contact at Gerdau.

Create Invoice

1. From within the Purchase Order you would like to invoice against, click on Create Invoice



2. Select Standard Invoice



Entering Invoice Header Information

3. Enter the Invoice number (don't include any leading zeros)

▼ Invoice Header

Summary

Purchase Order: 4518806575

Invoice #:*

Invoice Date:* 31 Jul 2024

Supplier Tax ID: 123456789 RT 0001

4. If needed, adjust the quantity to be invoiced. Use the toggle to exclude any lines not currently being invoiced.

Customer Part #	Quantity	Unit
	<input type="text" value="10"/>	EA

Price Unit Quantity:*

Excluded lines will have a toggle that looks like this:

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

Included lines will have a toggle that looks like this:

Line Items					
<input type="checkbox"/>	No.	Include	Type	Part #	Dr
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		Li

Adding Shipping/Handling Charges

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

To add shipping charges, click on the Add to Header button

Bill From: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Supplier GST/HST
Registration Number:

Line Items

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

Adding Shipping/Handling Charges

6. Select Shipping Cost (or Special Handling, if applicable)

Canada

Bill From: **Gerdau Dummy Vendor 02 CA - TEST**

Toronto ON
Canada

Supplier GST/HST
Registration Number:

[Add to Header](#) ▾

- Shipping Cost**
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment

Part #	Description	Customer Part
	Line 2	

Price Unit:

Adding Shipping/Handling Charges

7. Enter the Amount of the Shipping Cost in the field that is now visible in the header area.

Ship From: Gerda Building Vendor 02 ON 1201

Toronto ON
Canada

Shipping Cost

Shipping Amount:

Shipping Tax

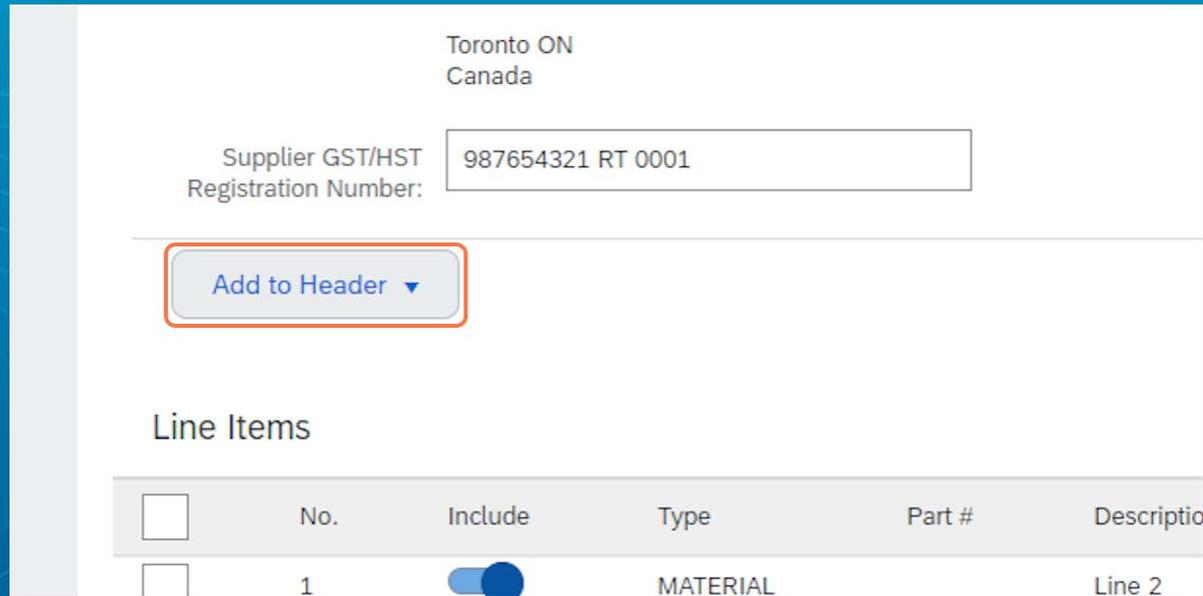
Payment Term

8. Enter the Shipping Date

Shipping Date:

Adding Shipping/Handling Taxes

9. Scroll back down to just above the line items and click on Add to Header again



Toronto ON
Canada

Supplier GST/HST
Registration Number: 987654321 RT 0001

Add to Header ▾

Line Items

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

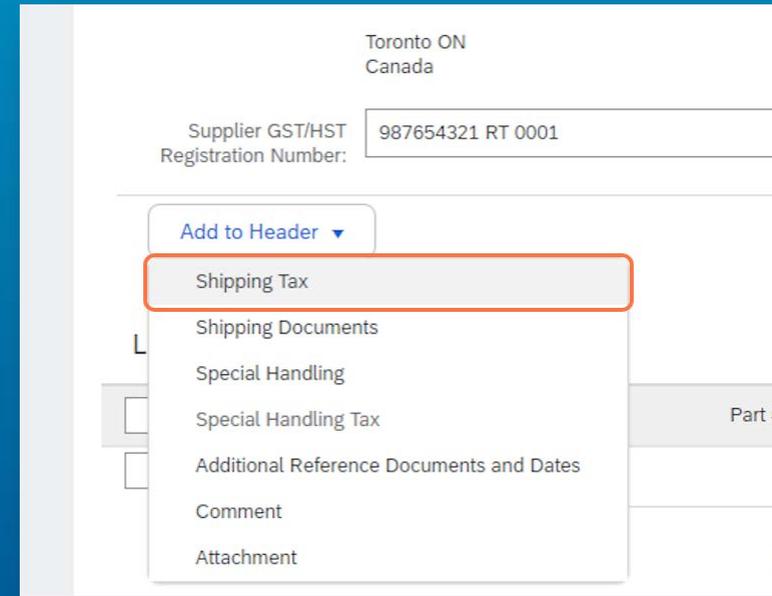
Please Note:

Shipping 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 included on your invoice line items.

Example: If you are billing GST and PST taxes on the line items of the invoice then the Shipping Taxes entered MUST contain the same tax categories, GST and PST, to match the line items.

10. Click on Shipping Tax



Toronto ON
Canada

Supplier GST/HST
Registration Number: 987654321 RT 0001

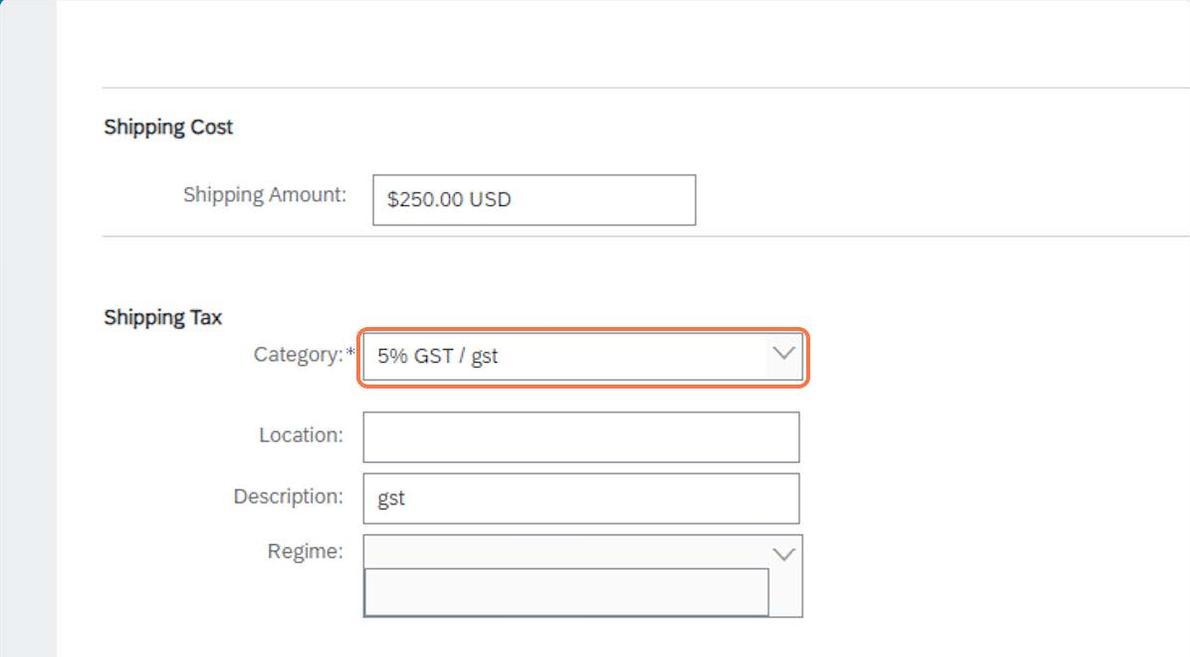
Add to Header ▾

- Shipping Tax**
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

Selecting the Tax Categories

11. 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 items and any shipping or handling charges added to the header.



The screenshot shows a form with two main sections: "Shipping Cost" and "Shipping Tax".

Shipping Cost

Shipping Amount: \$250.00 USD

Shipping Tax

Category:* 5% GST / gst

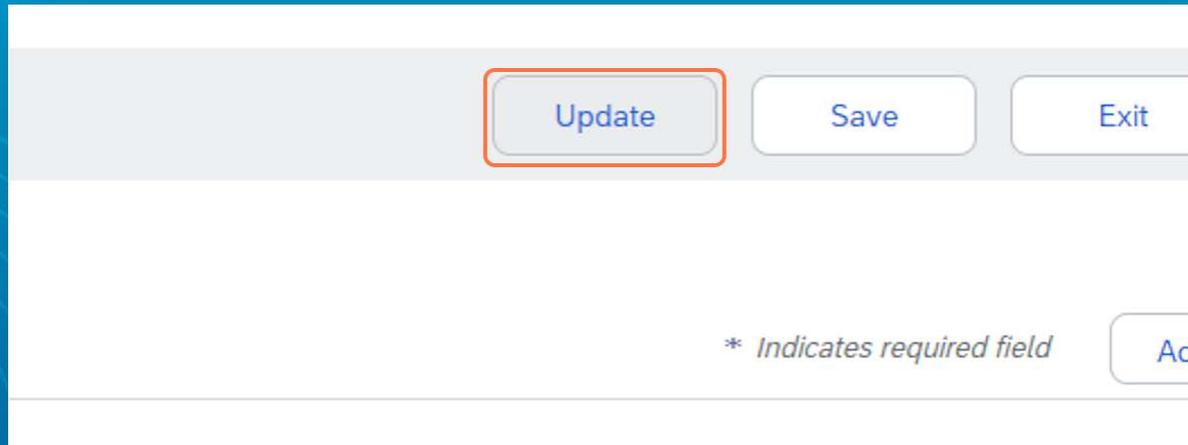
Location:

Description: gst

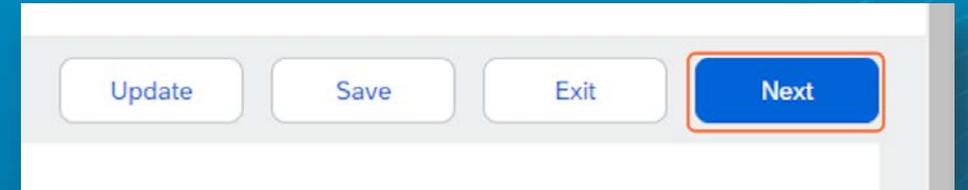
Regime:

Submitting the Invoice

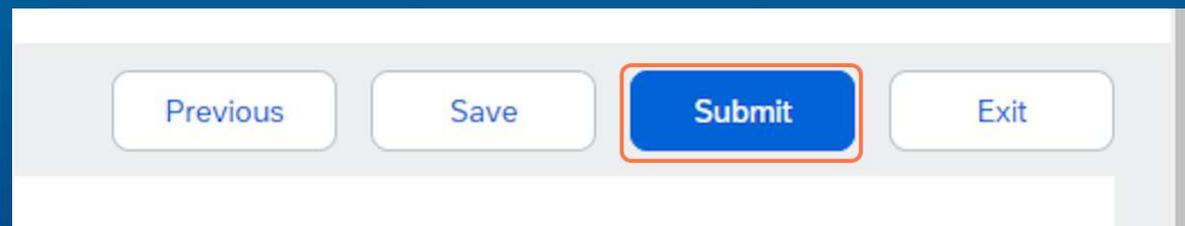
12. Click on Update to refresh all values. Review and confirm accuracy.



13. Click on Next



14. 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 – U.S. Sales Tax

See below example of correct tax information for invoice submissions. Tax rates will vary based on the bill to location. If no taxes are being charged, the correct tax categories must still be present, and the dollar amount/rate changed to zero.

Shipping Cost and Taxes in Header

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:

Invoice Line Items and Taxes

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Shipping Tax Test Item 1		4.97	EA	\$5.00 USD	\$24.895.00 USD

Pricing Details

Price Unit: Price Unit Quantity: *
Unit Conversion: * Description:

Tax

Category: * Taxable Amount: [Remove](#)
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Category: * Taxable Amount: [Remove](#)
Location: Tax Rate Type:
Description: Rate(%):
Regime: Tax Amount:

Example – Manitoba PST and GST

See below example of correct tax information for invoice submissions. If no taxes are being charged, the correct tax categories must still be present, and the dollar amount/rate changed to zero. In Manitoba if you are only charging GST we still require you to include the PST tax category at \$0. In the below example you can see how the shipping tax category and line item tax category match.

Shipping Cost and Taxes in Header

Shipping Cost

Shipping Amount: \$250.00 USD Shipping Date: 22 Aug 2024 [Remove](#)

Shipping Tax

Category: 7% PSTTax / PSTTax Taxable Amount: \$250.00 USD [Remove](#)

Location: Tax Rate Type:

Description: PSTTax Rate(%): 7

Regime: Tax Amount: \$17.50 USD

Category: 5% GSTTax / GSTTax Taxable Amount: \$250.00 USD [Remove](#)

Location: Tax Rate Type:

Description: GSTTax Rate(%): 5

Regime: Tax Amount: \$12.50 USD

Invoice Line Items and Taxes

Line Items

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: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

Tax

Category: PSTTax Taxable Amount: \$49,000.00 USD [Remove](#)

Location: Tax Rate Type:

Description: Rate(%): 7.00

Regime: Tax Amount: \$3,430.00 USD

Category: GSTTax Taxable Amount: \$49,000.00 USD [Remove](#)

Location: Tax Rate Type:

Description: Rate(%): 5.00

Regime: Tax Amount: \$2,450.00 USD

Example – Ontario HST

See below example of correct tax information for invoice submissions. If no taxes are being charged, the correct tax categories must still be present, and the dollar amount/rate changed to zero. In the below example you can see how the shipping tax category and line item tax category match.

Shipping Cost and Taxes in Header

Shipping Cost

Shipping Amount: Shipping Date:

Shipping Tax

Category: * Taxable Amount:

Location: Tax Rate Type:

Description: Rate(%):

Regime: Tax Amount:

Invoice Line Items and Taxes

Line Items

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Test Shipping tax		1	EA	\$100.00 CAD	\$100.00 CAD

Pricing Details

Price Unit: Price Unit *
Quantity:
Unit Conversion: * Description:

Tax

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

Ariba Shipping Tax Reminders

- Shipping, Special Handling, and Taxes on Shipping and Handling must be entered at the header-level using the “Add to Header” button
- Line-Item Taxes must now be entered at the line-item level
- Correct Tax Categories must be used to ensure automatic invoice processing
- Tax Categories on the line Items and any header-level shipping or handling charges must be aligned
- Acceptable Tax Categories:
 - Please note, these are case sensitive

Canada	US
HSTTax	SalesTax
GSTTax	SalesTaxCity
PSTTax	SalesTaxCounty
QSTTax	SalesTaxState