



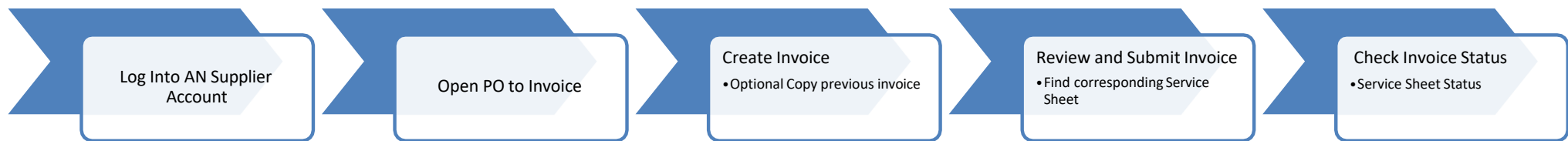
Quick Reference Guide

Suppliers Guide – Service Invoicing

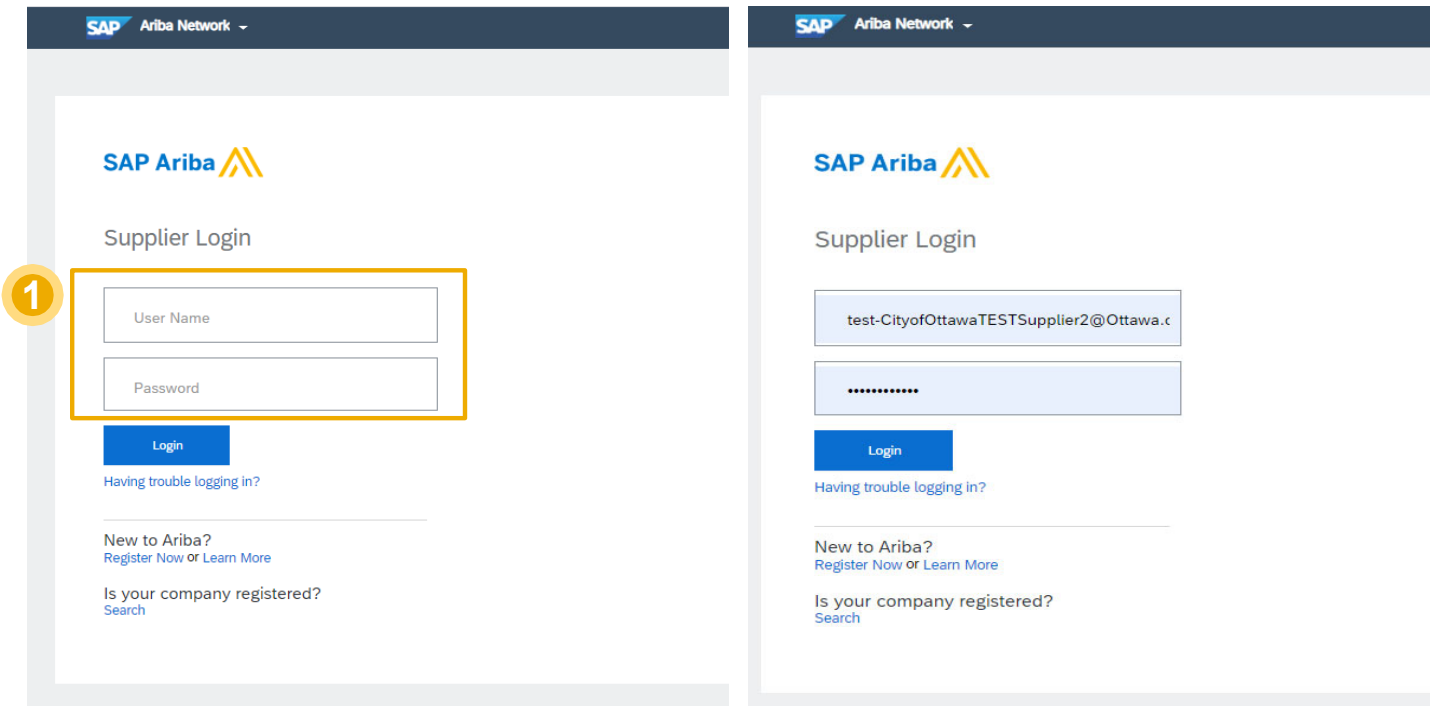
Audience: City of Ottawa –Suppliers

Date: October 17, 2022

Process Flow



Step 1: Log into Supplier Account



SAP Ariba

Supplier Login

1

User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

SAP Ariba

Supplier Login

test-CityofOttawaTESTSupplier2@Ottawa.c

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

1 Input your login credentials:
<https://supplier.ariba.com>

Step 2: Open the New PO to Invoice

The screenshot shows the SAP Ariba Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is selected. Below the navigation bar, there are several cards representing different order statuses: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). The 'Orders' card is highlighted with a yellow circle and the number 2. Below the cards, there is a section for 'Orders (4)' with a filter button and a 'Last 365 days' filter. A table of orders is displayed below, with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains two rows of data.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
0045100751	City of Ottawa - TEST	\$10,175.00 CAD	Apr 26, 2022	Partially Invoiced	\$25.00 CAD	...
0046539307	City of Ottawa - TEST	\$182.00 CAD	Apr 22, 2022	New		...

1 From the Ariba account **Workbench** select:

2 **Orders Tab**
Note: If your workbench does not look like the example [click here](#)

3 Select Purchase Order number, continue to Step 3

Note: *If you **do not** see your PO number listed – please review next slide.*

Step 2: Open the New PO to Invoice – **Edit Filters to view PO's**

The screenshot shows the SAP Ariba Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. Below this, a 'Workbench' section displays various metrics: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). The 'Orders' tab is selected, indicated by a yellow circle with the number 1. Below the metrics, the 'Orders (4)' section is visible, with a yellow circle with the number 2 next to the 'Edit filter' link. The filter section includes fields for 'Customers', 'Order numbers', 'Creation date', 'Order status', 'Company codes', 'Purchasing organizations', 'Customer locations', 'Routing status', 'Min amount', 'Max amount', 'Currency', and 'Visibility'. The 'Creation date' dropdown menu is open, showing options like 'Last 365 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days', and 'Custom date range'. A yellow circle with the number 3 is placed over the 'Last 365 days' option. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

1 Orders Tab

2 Select “Edit Filter”

3 Under Creation Date, select “Last 365 days” to view all PO’s issued within the last year.

Step 3: Create Invoice

Purchase Order: 0045100751 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

[Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

Order Detail [Order History](#)

From:
 Laurier Headquarters
 110 Laurier Ave West
 Ottawa ON K1P 1J1
 Canada
 Phone: +1 (613) 5606001

To:
 STANTEC CONSULTING LTD-TEST
 PO Box 310260 RPO Edgemont
 Calgary AB T3A 2B5
 Canada
 Phone:
 Fax:
 Email: shalane.dunlop@ottawa.ca, nevan.sullivan@ottawa.ca

Purchase Order
 (+ Partially Invoiced)
 0045100751
 Amount: \$10,175.00 CAD
 Version: 2 (Previous Version)

Payment Terms
 NET 30

Comments
 Comment Type:
 Save
 Comment Body:
 Procurement File # 33421-92500-501

Routing Status: Acknowledged
 Related Documents: test7788
 test7788

1

From the PO view select 'Create Invoice'.
Note: Ariba is set to auto-generate service sheets when an invoice is submitted. Please DO NOT submit service sheets. This will lead to extra steps and possible delays to payment. **

2

Select Standard Invoice

If you wish to copy an existing invoice [click here](#).




Step 3: Create Invoice – Select Line


1

Select Item to Create Invoice with Auto-Generated Service Sheet

Next Exit

Line Items

Line #	Part ID / Description
<input type="radio"/> 1	Not Available 
	Testing Invoices
<input type="radio"/> 2	Not Available 
	Testing Invoices #2
<input type="radio"/> 3	Not Available 
	Testing Invoices #3

 Service Sheet Required.

Next Exit

1

Select the line of the invoice for which the invoice will be created.

Note – Ariba only allows you to submit against one line at a time. This may mean several submissions for the same invoice.

Step 3: Create Invoice (Invoice Information)

Summary

Purchase Order: 0045090741

Invoice #: * ServiceINV#1

Invoice Date: ⓘ 11 May 2020

Service Description: General Service #1

Final Service Sheet: ☐

Remit To: City of Ottawa Test 8 - TEST

Ottawa ON
Canada

Bill To: Laurier Headquarters

Ottawa ON
Canada

Never check this box

Payment Term

Net Term(days): 30

3

Add Discount/Penalty Term

Payment Term

Net Term(days): 30

Discount or Penalty Term(days): ⓘ

15

Percentage(%): *

2

Remove

1

Complete Invoice Number

Note: Invoice is limited to 16 character. Special Characters allowed are: underscore, comma, period, number sign, back slash

2

Provide a brief service description

3

If providing an additional prompt payment discount it can be added here. The discount shown is 2% in 15 days.

Step 3: Create Invoice (Invoice Information)

Payment Term

Net Term(days):

Additional Fields

1 ☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Service Start Date:

Customer Reference:

Service End Date:

Supplier Reference:

Payment Note:

Supplier: **ALEXANDER DENNIS (CANADA)
INC-TEST**

Customer: **Laurier Headq**

VAUGHAN ON
Canada

Ottawa ON
Canada

Email:

Bill From: **ALEXANDER DENNIS (CANADA)
INC-TEST**

VAUGHAN ON
Canada

☐ Tax paid through a Tax Representative

Supplier VAT

1 DO NOT SELECT THIS BOX.

Checking this box will result in the entire document being rendered as information only and will not be payable.

Step 3: Create Invoice (Add Service Line)

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1				Not Available	City of Ottawa - General Service						

1 Select Add/Update to add general service item to the invoice.

2 Complete the required fields (Description, Quantity, Unit, Unit Price, Service Start & End Dates

3 Unit for service POs is 'Each' and **MUST** be selected from the dropdown menu. Start by typing 'e' into the field and a suggestion 'each-each' will appear – select this. If not selected from the dropdown menu the City cannot approve and will be forced to reject.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	City of Ottawa - General Service					
1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Period

Service Start Date:

Service End Date:

Tax

Unit

e

each - each

Search for more...

Step 3: Create Invoice (Add taxes)

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

Insert Line Item Options ☐ Tax Category: ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1				Not Available	City of Ottawa - General Service				
1	<input checked="" type="checkbox"/>	SERVICE		Service #1		1	each	\$2,500.00 CAI	\$2,500.00 CAI

Service Period Service Start Date: 5 May 2020 Service End Date: 7 May 2020

Tax Line Item Actions Delete

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

Update Save Exit Next

SAP Ariba Privacy Statement Security Disclosure Terms of Use

1 Select the line item to take action.

2 Select 'Tax'

Step 3: Create Invoice (Add taxes)

1 Category:* 13% Sales Tax / Sales Tax - HST ▼

Location:

Description: Sales Tax - HST

Regime: ▼

2

Taxes

- 13% Sales Tax / Sales Tax - HST
- 0% Sales Tax / Sales Tax - 0%
- 5% Sales Tax / Sales Tax - GST
- 8% Sales Tax / Sales Tax - PST

Taxable Amount: \$0.00 CAD

Tax Rate Type:

Rate(%): 13

Tax Amount: \$0.00 CAD

- 1** Click on the drop down menu to select tax type.
- 2** Select 'Sales Tax' unless an alternate tax applies.

Step 3: Create Invoice Adding an Attachment

Supplier VAT/Tax ID: *

1 Add to Header ▾

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

0 Line Items, 0 Ir

Insert Line

ax - HST

Discount

Description	Customer Part #	Quantity	Unit
No item selected			

add ▾

Feedback

Update

1 To add a supporting document, click on 'Add to Header' to add an attachment if required.

Step 3: Create Invoice

Adding an Attachment

1

Attachments

The total size of all attachments cannot exceed 10MB

[Remove](#)

2

Browse...

Add Attachment

3

1

A new section with appear titled 'Attachments'

2

Click 'Browse' to select your document.

3

Once you've selected your document, click 'Add Attachment'.

Name	Size (bytes)	Content Type
<input type="checkbox"/> 281043_Search_R_blue.png	26685	image/png
<input type="checkbox"/> rd-rider-guide.pdf	3599778	application/pdf
<div> Delete </div>		

Add to Header ▼

Step 3: Create Invoice Adding Shipping

1 Shipping

☒ Header level shipping ⓘ
 ☐ Line level shipping ⓘ

Ship From: **STANTEC CONSULTING LTD-TEST**
 Calgary AB
 Canada

Ship To: **City of Ottawa - TEST**
 Ottawa ON
 Canada
 Deliver To:

Supplier VAT/Tax ID: *

Add to Header ▾

2

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items, 0 Ir

HST ▾

☐ Discount

Option Customer Part # Quantity Unit

No item selected

Feedback

Update

1

Select 'Header Level Shipping'

2

Under 'Add to Header', click on 'Shipping Cost'.

Step 3: Create Invoice Adding Shipping

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **STANTEC CONSULTING LTD-TEST**

Calgary AB
Canada

Ship To: **City of Ottawa - TEST**

Ottawa ON
Canada

Deliver To:

Shipping Cost

1

Shipping Amount:

\$12.99 CAD

Shipping Date:

18 Feb 2021



2

1

A new 'Shipping Cost' section will open.

2

Enter the shipping amount before tax and the shipping date.

Step 3: Create Invoice Adding Shipping

Supplier VAT/Tax ID: *

Add to Header ▼

1 **Line Item**

Insert Line Item

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items, 0 Ir

HST ▼ ☐ Discount

Option Customer Part # Quantity Unit

No item selected

Feedback

Update

1

Under 'Add to Header',
click on 'Shipping Tax'.

Step 3: Create Invoice

Adding Shipping

Shipping Cost

Shipping Amount:

Shipping Date:

1 Shipping Tax

Category: *

Location:

Description: Sales Tax - HST

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%): 13
Tax Amount: \$1.69 CAD

2

- 1 A new 'Shipping Tax' section will open.
- 2 Select the tax category from the drop down menu.

Step 3: Create Invoice (Update and Proceed)

2

!Please correct the following errors and resubmit

- 1 From either the top or bottom of the invoice, select 'Update' to validate invoice information
- 2 The following message will appear at the top of the invoice if there is invalid information.
- 3 If no errors select 'Next' to proceed to the invoice review.

Step 4: Review and Submit Invoice

Create Invoice

1 Previous 2 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 Ariba 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: ServiceINV#1	Subtotal: \$2,500.00 CAD
Invoice Date: Monday 11 May 2020 1:24 PM GMT-04:00	Total Tax: \$325.00 CAD
Original Purchase Order: 0045090741	Amount Due: \$2,825.00 CAD

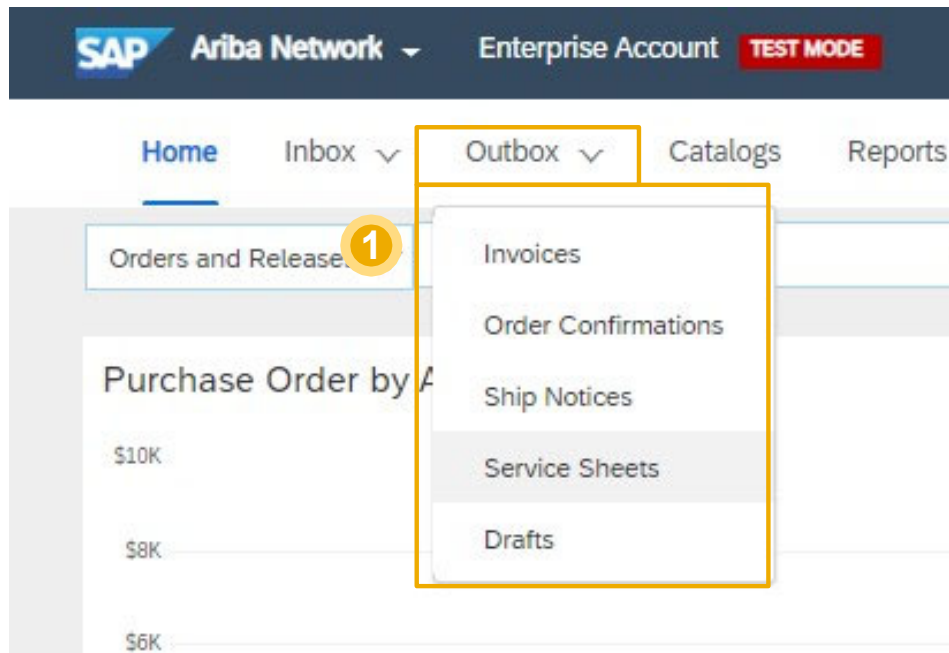
REMIT TO: City of Ottawa Test 8 - TEST Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada	BILL TO: Laurier Headquarters Postal Address (Default): 110 Laurier Ave West Ottawa ON K1P 1J1 Canada Address ID: 0200 Phone (work): +1 (613) 5606001	SUPPLIER: City of Ottawa Test 8 - TEST Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada
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1 If corrections need to be made select 'Previous' to return to the invoice creation screen.

2 Review and Submit the invoice.

Note: The Ariba Network will autogenerate a corresponding Service Sheet from the submitted invoice. This service sheet will be the document that is sent to the City of Ottawa for approval. Once approved the invoice will be sent to request payment for services.

Step 5: Invoice & Service Sheet Status



1

Suppliers can view the status of their invoices and service sheets through the Outbox dropdown menu.

Step 5: Service Sheet Status

Service Sheet: eRs3I7#Q.P44mFM3

Create Invoice

Service Sheet
(Sent)
eRs3I7#Q.P44mFM3
Date: 11 May 2020
Final Service Sheet: No
Purchase Order: 0045090741
Service Description: General Service #1
Subtotal: \$2,500.00 CAD

Subtotal: \$2,500.00 CAD

From
City of Ottawa Test 8 - TEST
OTTAWA FASTENER SUPPLY - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

Bill From
City of Ottawa Test 8 - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

Bill To
Laurier Headquarters
110 Laurier Ave West
Ottawa ON K1P 1J1
Canada
Phone: +1 (613) 5606001
Address ID: 0200

Remit To
City of Ottawa Test 8 - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

Routing Status: Acknowledged
Related Documents: 0045090741
 ServiceINV#1

Routing Status: Acknowledged
Related Documents: 0045090741
 ServiceINV#1

- Service Sheet Possibilities are: Sent, Approve, Rejected
- From the service sheet vendors can view related documents. The invoice that autogenerated the service sheet will be listed here.

Step 5: Invoice Status

Invoice: ServiceINV#1

[Copy This Invoice](#)
[Print](#)
[Download PDF ▼](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice

1
Status
Invoice: Pending Approval
Routing: On Hold

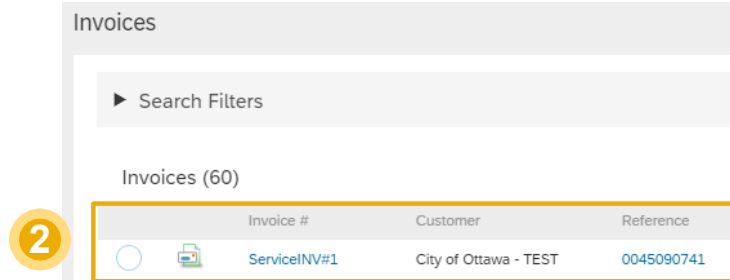
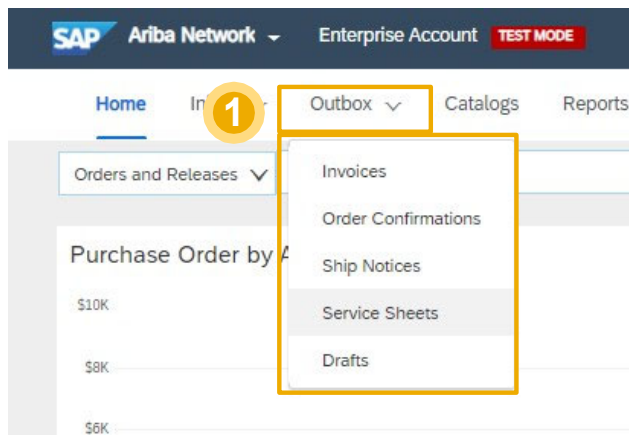
Invoice Number: ServiceINV#1
Invoice Date: Monday 11 May 2020 1:24 PM GMT-04:00
Original Purchase Order: [0045090741](#)
Submission Method: Online
Origin: Supplier
Source Document: Order

1 The Invoice will remain 'Pending Approval' until the service sheet has been approved.

Invoice Status possibilities:
On Hold, Sent, Approved,
Paid, Rejected, Cancelled
and Pending Approval

Copy Existing Invoice

(Enterprise Accounts Only)



Invoice: ServiceINV#1



- 1 From the home page select Invoices from the Outbox dropdown menu
- 2 From the list of invoices select the invoice you wish to copy.
- 3 Once the invoice is open select 'Copy This Invoice'

Note: The copied invoice will include all of the information from the original invoice. Vendors must create a new invoice number and correct service dates, if needed.

Add Tiles to Workbench

The screenshot shows the SAP Ariba Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. Below this, the 'Workbench' section displays several tiles: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). A yellow circle with the number '1' highlights the 'Customize' button in the top right corner of the Workbench section. Below the tiles, there's a section for 'Orders (4)' with a table of order details.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
0045100751	City of Ottawa - TEST	\$10,175.00 CAD	Apr 26, 2022	Partially Invoiced	\$25.00 CAD	...
0046539307	City of Ottawa - TEST	\$182.00 CAD	Apr 22, 2022	New		...
0046542766	City of Ottawa - TEST	\$7,400.00 CAD	Apr 11, 2022	New		...
0045100367	City of Ottawa - TEST	\$28,500.00 CAD	Oct 18, 2021	New	\$-23,092.50 CAD	...

1 From the Workbench select Customize.

2. Select and remove action tiles as desired. You can drag and drop your selected tiles.

3. Select "Apply" at the bottom of your screen'