



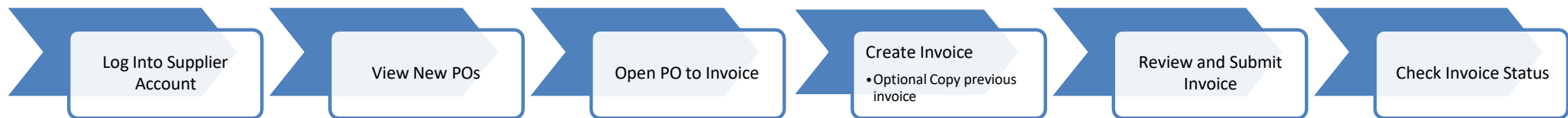
# Quick Reference Guide

## **Suppliers Guide – Goods Invoicing**

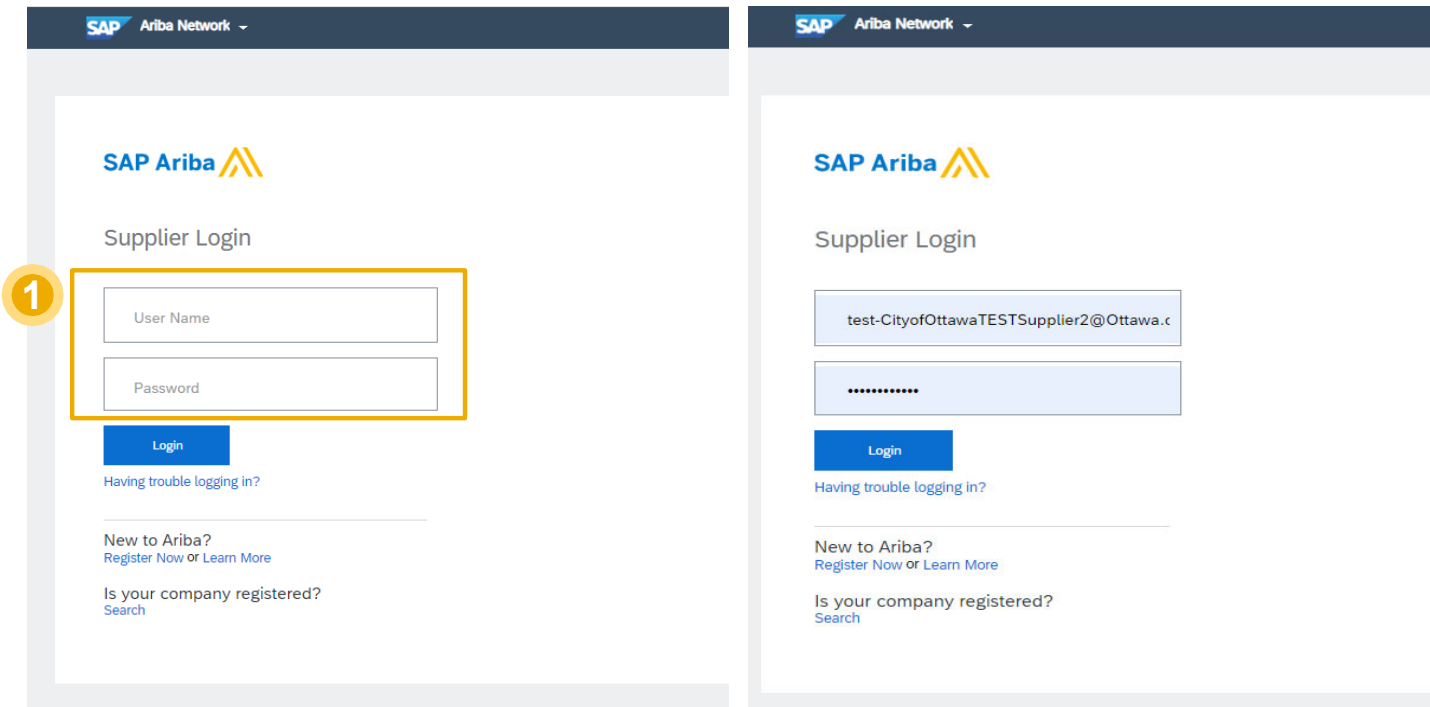
Audience: City of Ottawa – Suppliers

*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](#)

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

# Step 2 – Select PO for Invoicing

**Workbench**

0 New orders  
Last 31 days

4 Orders to invoice  
Last 365 days

4 Orders  
Last 31 days

36 Invoices  
Last 31 days

0 Rejected invoices  
Last 31 days

\$ 0.0 CAD Scheduled payments  
90 prochains jours

0 Orders with service line  
31 derniers jours

0 Paid invoices  
31 derniers jours

Orders (4)  
> Edit filter | Save filter | Last 365 days

Resend Failed Orders

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** Order 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 several 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
1
Create Invoice
Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History


**TEST**

**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-S01

Routing Status: Acknowledged  
 Related Documents: test7788  
 test7788

1 From the PO view select 'Create Invoice'

2 Select Standard Invoice

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

# Step 3: Create Invoice (Invoice Information)

## Summary

Purchase Order: 0045089767

1 Invoice #: \*

Invoice Date: \*

Remit To: City of Ottawa TEST Supplier 2 - TEST

Ottawa ON  
Canada

Bill To: Laurier Headquarters

Ottawa ON  
Canada

## Payment Term

Net Term(days):

2 [Add Discount/Penalty Term](#)

## Payment Term

Net Term(days):

Discount or Penalty Term(days): ⓘ  Percentage(%): \*  [Remove](#)

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

2 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 (Goods Information)

Line Items

Insert Line Item Options

☐ Tax Category: 
☐ Shipping Documents
 ☐ Special Handling
 ☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATER		Apples and Bananas		20	each	\$20.00 CAD	\$400.00 CAD

Tax

Category:

Location:

Description:

Regime:

Taxable Amount: \$400.00 CAD

Rate(%): 13

Tax Amount: \$52.00 CAD

Line Item Actions

Delete

1 Enter Part Number

2 Enter Quantity

## 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 Items

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)

Buttons: Next, Update, Save, Exit

\* Indicates required field

Add to Header ▼

Buttons: Update, Save, Next

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

Standard Invoice

Invoice Number: UUsgdV0R-hBDow98  
Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00  
Original Purchase Order: 0045089767

Subtotal: \$400.00 CAD  
Total Tax: \$52.00 CAD  
Amount Due: \$452.00 CAD

REMIT TO:

City of Ottawa TEST Supplier 2 - TEST

Postal Address:  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada

BILL TO:

Laurier Headquarters

Postal Address (Default):  
Email Inv To: AP-CF@ottawa.ca  
Ottawa ON K2G 6J8  
Canada  
Address ID: 0200  
Phone (work): +1 (613) 5606001

SUPPLIER:

City of Ottawa TEST Supplier 2 - TEST

Postal Address:  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada



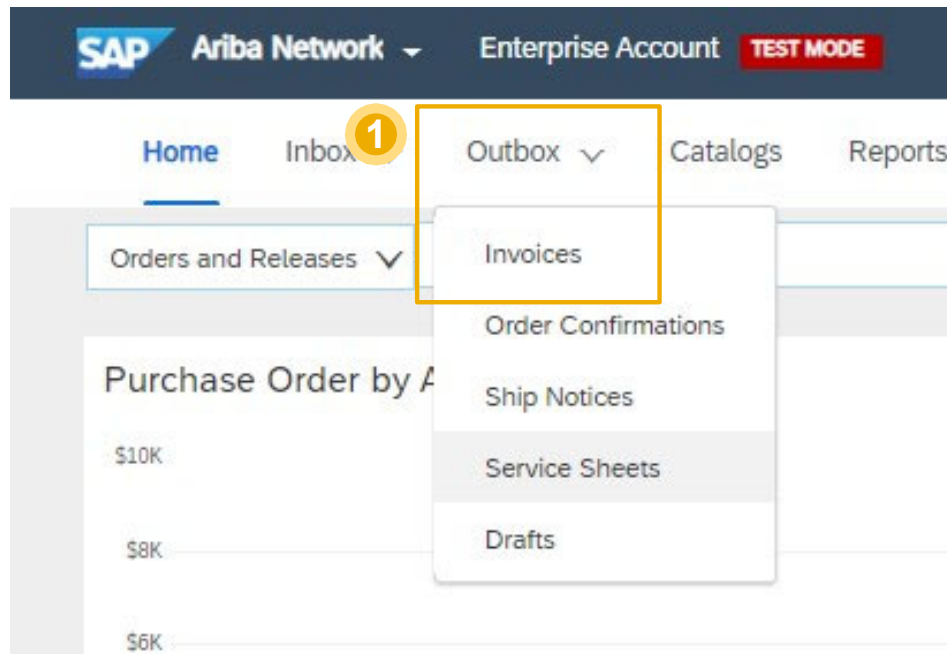
1

Review the Invoice. If corrections need to be made select 'Previous' to return to the invoice creation screen.

2

Submit the invoice.

## Step 5: Invoice Status



- 1 Suppliers can view the status of their invoices through the Outbox dropdown menu.

# Step 5: Invoice Status

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Reports Documents Create

Invoices

Search Filters

Invoices (60)

Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
-----------	----------	-----------	---------------	--------	--------------	------------	------	--------	------------------	------------------

1

Amount	Routing Status ⓘ	Invoice Status ⓘ
<b>Sent:</b>	The invoice is on the customer's system.	
<b>Approved:</b>	Your customer has approved the invoice for payment.	
<b>Paid:</b>	Your customer has indicated that the invoice is paid or in the process of being paid.	
<b>Rejected:</b>	The invoice has failed validation on Ariba Network or your customer has rejected the invoice.	
<b>Canceled:</b>	You have canceled the invoice.	
<b>Pending approval:</b>	The invoice is on hold until your customer has approved the auto-generated service sheet.	

1 Suppliers can view the status of their invoices through the Outbox dropdown menu.

## Step 5: Invoice Status

Invoice: UUsqdV0R-hBDow98

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF ▼](#)
[Export cXML](#)

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

Standard Invoice

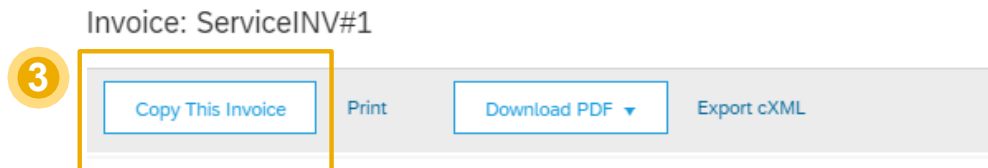
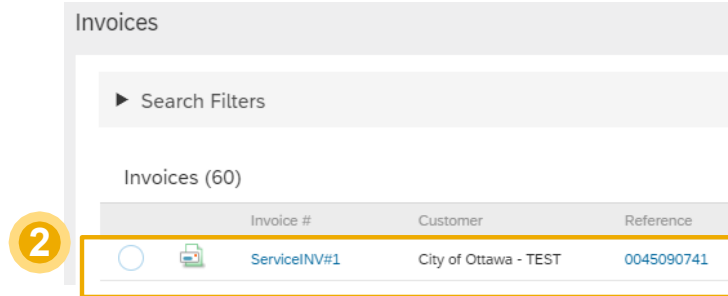
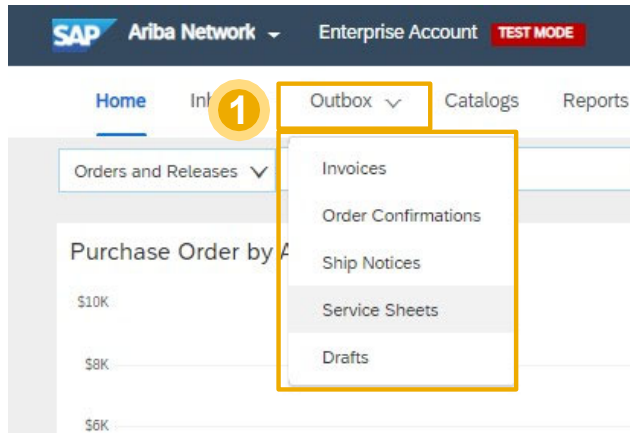
**1**

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: UUsqdV0R-hBDow98
Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00
Original Purchase Order: <a href="#">0045089767</a>
Submission Method: Online
Origin: Supplier
Source Document: Order

**1** Invoice Status can also be seen when opening the invoice.

# Copy Existing Invoice

(Enterprise Account Only)



- 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.

# 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'