



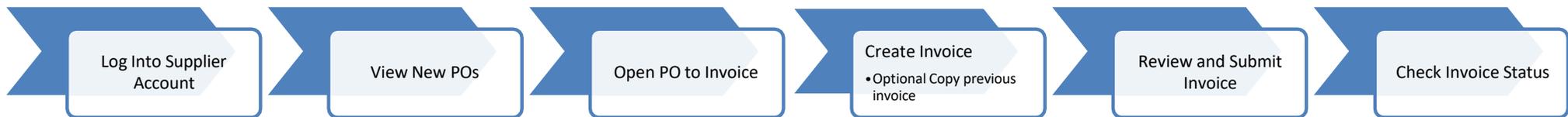
# Quick Reference Guide

## Suppliers Guide – Goods Invoicing

Audience: City of Ottawa – Suppliers

Date: October 17, 2022

# Process Flow



# Step 1: Log into Supplier Account

SAP Ariba Network

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 Network

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 – Select PO for Invoicing

The screenshot shows the SAP Ariba Workbench interface. At the top, there is a navigation bar with 'Home', 'Enablement', 'Workbench', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is selected and highlighted with a yellow circle '1'. Below the navigation bar, there are several summary cards for different 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' card is highlighted with a yellow circle '2'. Below the summary cards, there is a section for 'Orders (4)' with options to 'Edit filter', 'Save filter', and 'Last 365 days'. At the bottom, there is a table with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The first row is highlighted with a yellow circle '3'.

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.\*

The screenshot shows the SAP Ariba Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. The 'Orders' tab is active. Below the navigation, there are several summary cards: 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 1. Below the summary cards, there is a section for 'Orders (4)' with an 'Edit filter' dropdown menu. The dropdown menu is open, showing a list of filters: Last 365 days, Last 24 hours, Last 7 days, Last 14 days, Last 31 days, Last 90 days, Last 365 days (highlighted with a yellow circle and the number 3), and Custom date range. Other filter options include Customers, Order numbers, Order status, Company codes, Purchasing organizations, Customer locations, Routing status, Min amount, Max amount, and Currency. The 'Apply', 'Reset', and 'Cancel' buttons are visible at the bottom right of the filter section.

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

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 0045100751. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header displays the PO number and a 'Done' button. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A yellow circle with the number '1' highlights the 'Create Invoice' button. A dropdown menu is open under 'Create Invoice', showing options: 'Standard Invoice' (highlighted in yellow), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Ottawa Laurier Headquarters), 'To' (STANTEC CONSULTING LTD-TEST), and 'Purchase Order' details (0045100751, Amount: \$10,175.00 CAD). At the bottom, there are sections for 'Payment Terms' (NET 30), 'Comments', and 'Routing Status' (Acknowledged).

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

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.

## Payment Term

Net Term(days):

2

## Payment Term

Net Term(days):

Discount or Penalty Term(days):  Percentage(%): \*

# 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

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

Email:

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	<input type="text"/>	Apples and Bananas	<input type="text"/>	20	each	\$20.00 CAD	\$400.00 CAD

Tax

Category:  Tax

Location: A/P, HST (rebate) applied

Regime:

Taxable Amount: \$400.00 CAD  
Rate(%): 13  
Tax Amount: \$52.00 CAD

Line Item Actions

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

tax - 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

↳ [Delete](#)

[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:

- 1 Select 'Header Level Shipping'
- 2 Under 'Add to Header', click on 'Shipping Cost'.

Supplier VAT/Tax ID:\*

**Add to Header** ▼

- 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 Item

Customer Part #    Quantity    Unit

No item selected

Update

Feedback

# 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:

**1** A new 'Shipping Cost' section will open.

**2** Enter the shipping amount before tax and the shipping date.

Shipping Cost

**1**

Shipping Amount:

\$12.99 CAD

Shipping Date:

18 Feb 2021



**2**

# Step 3: Create Invoice Adding Shipping

Supplier VAT/Tax ID:\*

Add to Header ▼

- 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

Item	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

1

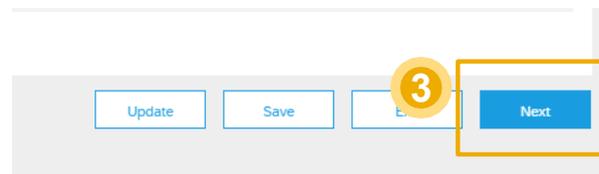
A new 'Shipping Tax' section will open.

2

Select the tax category from the drop down menu.

2

# 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

Standard Invoice

Invoice Number: UUsgdV0R-hBD0w98  
 Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00

Subtotal: \$400.00 CAD  
 Total Tax: \$52.00 CAD

Standard Invoice

Invoice Number: UUsgdV0R-hBD0w98  
 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:**

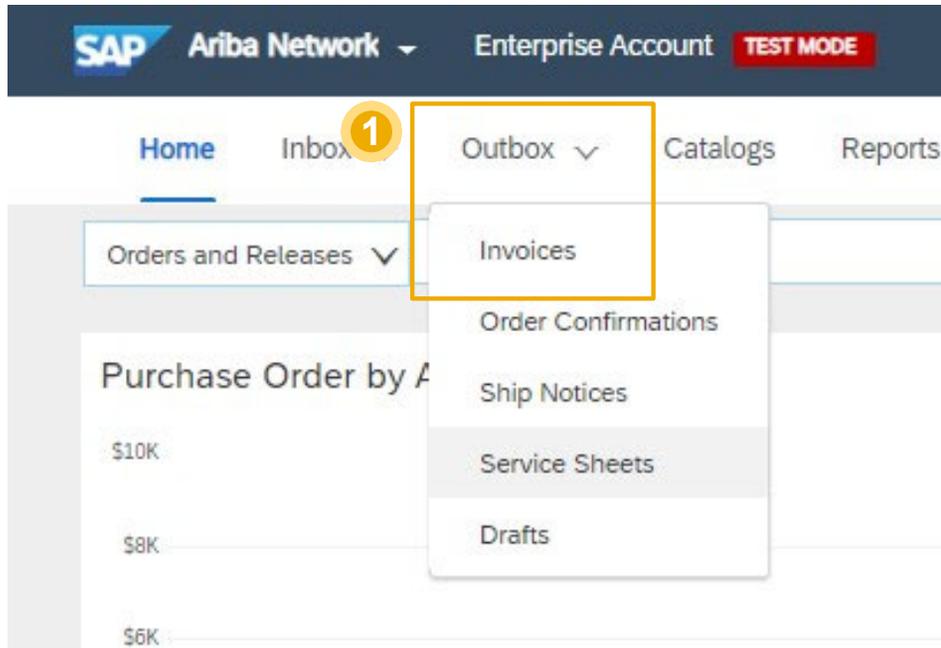
City of Ottawa TEST Supplier 2 - TEST

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

Buttons: Create Line-Item Credit Memo, Copy This Invoice, Print, Download PDF, Export cXML

Navigation: 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)

The screenshot illustrates the process of copying an invoice in SAP Ariba. It is divided into three numbered steps:

- Step 1:** From the home page, select 'Invoices' from the 'Outbox' dropdown menu.
- Step 2:** From the list of invoices, select the invoice you wish to copy. The table below shows the selected invoice:

Invoice #	Customer	Reference
ServiceINV#1	City of Ottawa - TEST	0045090741

- Step 3:** Once the invoice is open, select 'Copy This Invoice'.

- 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 key performance indicators (KPIs) as 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 'Customize' button with a red notification icon is highlighted with a yellow circle containing the number '1'. Below the KPIs, 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'