

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 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 2. Below the summary cards, there is a section for 'Orders (4)' with links for 'Edit filter', 'Save filter', and 'Last 365 days'. 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. The first row is highlighted with a yellow circle and the number 3, indicating the selection of a purchase order number.

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** open PO by selecting:

2 Orders Tab

3 Select Purchase Order number

# How to See Amount Invoiced Against a PO Line

Line Items

Show Item Details

1

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Ta
1		Edited	Not Available	Service		1 ( EA )	21 Nov 2020	\$5,000.00 CAD	\$5,000.00 CAD	\$650.00 CAD
								\$1,002.00 CAD	\$1,002.00 CAD	

2

Summary

3

Status

Invoiced Amount: \$220.00 CAD

Serviced Amount: \$220.00 CAD

1 Unconfirmed

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
Sales	13	\$5,000.00 CAD	\$650.00 CAD		A/P, HST (rebate) applied	

Service Period

Service Start Date: 28 Oct 2020

Service End Date: 29 Jan 2021

Other Information

Expected Value for Unplanned Spend: \$5,000.00 CAD

Classification Domain: unspsc

Classification Code: 8110

1

When your PO is open in Ariba, scroll down to the line items.

2

Click on the “details” hyperlink to the right of each line item for more details.

3

This will tell you how much you’ve already invoiced against the line.


Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Ta
2		Edited	Not Available	Service		1 ( EA )	21 Nov 2020	\$1,000.00 CAD	\$1,000.00 CAD	\$130.00 CAD
3		Edited	Not Available	Service		1 ( EA )	21 Nov 2020	\$1,003.00 CAD	\$1,003.00 CAD	\$130.39 CAD

2

Details

Details

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](mailto:shalane.dunlop@ottawa.ca), [nevan.sullivan@ottawa.ca](mailto:nevan.sullivan@ottawa.ca)

**Purchase Order**  
(Partially Invoiced)  
0045093494  
Amount: \$10,000.00 CAD  
Version: 1

**Payment Terms** ⓘ  
NET 30

**Comments**  
Comment Type: Terms and Conditions  
Body: The City's General Terms and Conditions in effect on the date of award are incorporated by reference in this Purchase Order unless otherwise indicated. A copy of the terms and conditions is available on the ... [View more »](#)

1 Routing Status: Acknowledged  
Related Documents: [t8/tPifvWs8HF8yP,DzYMCDeaozoC-l.26u8XcjbNn1CFkl](#)  
[More\(3\) »](#)

- 1 To view invoices related to this PO, scroll back up to the top of the PO and view "Related Documents".

From here you can click on a hyperlink to open a document.