

The screenshot shows the SAP Ariba Workbench interface. At the top, there is a navigation bar with 'Home', 'Enablement', and 'Workbench' (highlighted with a yellow circle 1). Below this is a summary dashboard with several cards: 'New orders' (0), 'Orders to invoice' (4), 'Orders' (4, highlighted with a yellow circle 2), 'Invoices' (36), 'Rejected invoices' (0), 'Scheduled payments' (\$0.0 CAD), 'Orders with service line' (0), and 'Paid invoices' (0). Below the dashboard, there is a section for 'Orders (4)' with a filter dropdown set to 'Last 365 days'. At the bottom, a table lists the orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

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	Tax
1		Edited	Not Available	Service		1 ( EA )	21 Nov 2020	\$5,000.00 CAD	\$5,000.00 CAD	\$650.00 CAD <del>\$130.26 CAD</del>

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	Tax
2		Edited	Not Available	Service		1 ( EA )	21 Nov 2020	\$1,000.00 CAD	\$1,000.00 CAD	\$130.00 CAD

2

Details

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

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: [tPifvWs8HF8yP,DzYMCDeaozoC-l.26u8XcjlVnN1CFkl](#)  
[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.