

ARIBA INVOICING & CANADIAN VENDOR TAX CONFIGURATION

Vendor Training 5/17/2022 and 5/19/2022

For our Canadian Vendors, we understand that it is mandatory as per the Canadian Government that your Tax number(s) need to be present on Invoice documents. Although the invoices you are creating in Ariba are digital, there is still a need to set up the Tax ID number so that it will default into the Invoice you are creating and then will show up if the invoice would be examined. There are only a few steps to do this, and it is a one-time set up.

Please complete the following steps to get your Tax ID number defaulted into your invoice documents.

First, click on your initials which can be found in the blue button in the top, right-side corner of the screen. When you click here, a drop down will come up. In addition to showing your Ariba ANID number, there are other selections that can be made. To get to the fields to enter your Tax ID number, click on the “Company Profile” selection.

The screenshot displays the SAP Business Network Enterprise Account interface in TEST MODE. The top navigation bar includes links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A user profile button with initials 'MZ' is highlighted in the top right corner. A dropdown menu is open, showing the user's name 'Mark Zedonek', email 'test-mark.zedonek_dummy07@sap.com', and various account management options. The 'Company Profile' option is highlighted with a red box. The main dashboard area shows a search bar and a summary of key metrics: 44 Orders, 9 Orders to invoice, 7 New orders, 52 Invoices, and 0 Service sheets, all for the last 31 days. Below this, there are sections for 'My widgets' and 'Activity feed'.

SAP Business Network Enterprise Account **TEST MODE**

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed goods and services from Ukraine. [Learn More](#) | [Update Profile](#)

Orders and Releases Gerdau – QAS environment Exact match Order number

Overview Getting started

44 Orders Last 31 days

9 Orders to invoice Last 31 days

7 New orders Last 31 days

52 Invoices Last 31 days

0 Service sheets Last 31 days

My widgets Gerdau – QAS environm... Customize

Purchase orders Last 3 months

Invoice aging

Activity feed All

Invoice approved

Mark Zedonek
test-mark.zedonek_dummy07@sap.com

My Account

Link User IDs

Contact Administrator

Gerdau Dummy Vendor 02 CA - TEST
ANID: AN11058177788-T
Premium Package

Company Profile

Marketing Profile

Settings >

Back to Classic View

Logout

This will take you to the sections of your profile where you can enter your company’s details. Click on the “Business” tab to get to enter this information.

If you are not able to get to the “Business” tab, you may need to enter some information on the “Basic” tab. Usually this is the Products and Service Categories section. You can Browse to select what most closely describes your business and the area you serve – this can be very general. After you Save those entries, you can then click on the “Business” tab.

** This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or-

! You must provide at least one commodity

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select the US, but a goods manufacturer may ship globally.

-or-

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? [Try Search >](#)

Agricultural & Fishing Services >	Plumbing Fixtures >	Angles >	Aluminum channels >
Apparel, Luggage & Personal Care >	Portable Structure Building Components >	Bar >	Brass channels >
Chemicals >	Portable Structures >	Beams >	Bronze channels >
Cleaning Supplies >	Prefabricated Structures >	Billets >	Copper channels >
Computer Hardware, Software & Telecom >	Roads & Landscape >	Braid >	Ferrous alloy channels >
Construction & Maintenance Services >	Structural Building Products >	Channels >	Iron channels > ✓
Construction Materials >	Structural Materials & Basic Shapes >	Coil >	Lead channels >
		Enil >	Magnesium channels >

My Selections (1)

☐ Iron channels (View)

Save changes

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

Tax Information

Tax Classification:	(no value) ▾
Taxation Type:	(no value) ▾
Tax ID:	123456789 RT 0001 ⓘ Do not enter dashes
State Tax ID:	<input type="text"/> Do not enter dashes
Regional Tax ID:	<input type="text"/> Do not enter dashes
Vat ID:	<input type="text"/>
	<input type="checkbox"/> VAT Registered
VAT Registration Document:	<No document> Upload
	<input type="checkbox"/> Tax Clearance
Tax Clearance Number:	<input type="text"/>
Tax Clearance Document:	<No document> Upload
Tax Clearance Expiry Date:	<input type="text"/>
Supplier GST/HST Registration Number:	<input type="text"/>
Supplier PST Registration Number:	<input type="text"/>
Supplier QST Registration Number:	<input type="text"/>

Goods and Services Tax. Registration Number Example: 123456789 RT 0001 (9-digit root + 2-character program identifier + 4-digit account sequence number).

In the “Business” tab, scroll down into the “Tax Information”.

Enter your main (HST or GST) number in the “Tax ID” field.

Then continue down until you get to the fields for HST/GST, PST, and QST. Enter your Tax ID number(s) in the appropriate fields as well. For these fields, you will need to use the format that is noted when you click on the little “i” in a circle next to the field.

For example: Goods and Services Tax. Registration Number Example: 123456789 RT 0001 (9-digit root + 2-character program identifier + 4-digit account sequence number).

Once you are done, scroll to the bottom and click “Save”. Now your ID will automatically show in your invoices.

To create your invoices for Standard (free) accounts, opening the Ariba invoice notification email will take you to the PO to be invoiced directly or you can log into your Ariba account and go to Orders in your Workbench tile. Enterprise (paid) accounts can just log into their Ariba home page, click on the orders tab at the top, and select which PO you want to invoice. Click on the “Create Invoice” button and then on “Standard Invoice” to get started.

Purchase Order: 4514379488

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Standard Invoice

Credit Memo

Line-Item Credit Memo


↓

🖨

⋮

Order Detail

Order History



From:

CA-ML-WHITBY

1 GERDAU CT

WHITBY ON L1N 5T1

Canada

Phone:

Fax:

To:

GerdaU Dummy Vendor 02 CA - TEST

100 Queen St W

Toronto ON M5H 2N1

Canada

Phone:

Fax:

Email: mark.zedonek@sap.com

Purchase Order

(New)

4514379488

Amount: \$400.00 CAD

Version: 1

Track Order

Payment Terms ⓘ

2.000% 15

0.000% 60

D050-2% 15, Net 60

Routing Status: Sent

External Document Type: ZAR1 PO-Auto-ARIBA (ZAR1)

Comments

General Comments to Supplier:

Copy of Copy of NON-CAT SHIPPING VARIANCE

Contact Information

Supplier Address

Vendor CA DUMMY

Email: TEST@motion-ind.com

Fax:

Address ID: 0190079511


Tax ID: 888888888

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511



Enter the invoice number that you want to use and enter the invoice date. Note that you can back date when you are creating an invoice. The next step is to click the toggle button for Tax and set it to be Header Level Tax.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4514379322

Subtotal: \$400.00 CAD

Total Tax: \$52.00 CAD

Amount Due: \$452.00 CAD

[View/Edit Addresses](#)

Invoice #:*

Invoice Date:* 5 May 2022

Service Description:

Supplier Tax ID:

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Bill To: CA-ML-WHITBY

WHITBY ON
Canada

Tax ⓘ

☐ Header level tax ⓘ ☒ Line level tax ⓘ

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Ship To: CA-ML-WHITBY
WHITBY ON
Canada

Deliver To: Buyer: Teri Vandreumel
Email: teri.vandreumel@gerdau.com
Telephone: 905-668-8811 EXT.2126
Fax: 905-668-6469

[View/Edit Addresses](#)

Payment Term

Discount or Penalty Term(days): 15 Percentage(%): 2.000

 GERDAU

After you select the Header Level Tax toggle button. If a tax field doesn't automatically appear, go to the top of the screen and click the Add to Header button. In the drop down, select Tax. For Provinces with PST, you'll need to charge two taxes, so do this process twice, even if one tax charge will be \$0.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

Summary

Purchase Order: 4514379488

Invoice #:* 1234567890

Invoice Date:* 12 May 2022

Service Description:

Supplier Tax ID:

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Bill To: CA-ML-WHITBY

WHITBY ON
Canada

Subtotal: \$400.00 CAD

Total Tax: \$0.00 CAD

Amount Due: \$400.00 CAD

Tax

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

* Indicates required field

Add to Header ▼

Tax ⓘ

☒ Header level tax ⓘ

☐ Line level tax ⓘ

Category:* Sales Tax ▼

Location:

Description:

Regime: ▼

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

GO

GERDAU

Configuring your tax categories is the easiest way to make sure that the correct tax is charged. This is a one-time step that will allow the system to correctly recognize the tax categories to match what Gerdau has mapped in our side of Ariba.

Please do not use the GST/HST/PST/QST that are showing pre-populated in the drop-down. The invoices will not process if you use these. Instead, click on Configure Tax Menu and proceed.

Tax ⓘ

☒ Header level tax ⓘ☐ Line level tax ⓘ

Category:*

Location:

Description:

Regime:

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

☒ Header level shipping ⓘ☐ Line level shipping ⓘ

The Configure Tax section should now be showing. Click on the Create button to enter your first tax category.

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
No items		
<div>Create</div>		

OK

Cancel

A new line will appear with the Tax Category usually defaulted to be Sales Tax. This isn't what we need, so click on the drop-down arrow and select Other.

Configure Tax

OK Cancel

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> Sales Tax	<input type="text"/> %	<input type="text"/>
<input type="radio"/> Other		

Create

OK Cancel

Sales Tax
VAT
GST
Use Tax

If you are only going to be charging the Harmonized Sales Tax, HST, you will enter the category name exactly this way, case-sensitive: HSTTax. Then enter 13 in the % Rate box, then enter HSTTax as the Text description. Then click OK.

If you are invoicing to Manitoba you MUST set up both GST and PST, so you need to create 2 separate lines. Each time you will select Other as the tax category and then will enter case-sensitive GSTTax and 5 for the rate on one line; enter PSTTax and 7 for the rate on the second line. NOTE: If you do not charge PST, then enter the rate as 0. Then click OK.

If you are doing business with both Manitoba and Ontario locations, you will need to create 3 lines, one for each type of tariff, still using the Tax Category Other.

Remember, this is a one-time step, but if you need to modify something in the future, you can always go back and re-configure the tax to be what you need.

FOR MANITOBA INVOICING, YOU MUST HAVE GST AND PST TAX LINES ENTERED EVEN IF THE RATE is 0% FOR ONE.

Configure Tax

OKCancel

	* Tax Category		* Rate		Tax Description
<input type="radio"/>	Other	HSTTax	13	%	HSTTax
<input type="radio"/>	Other	GSTTax	5	%	GSTTax
<input checked="" type="radio"/>	Other	PSTTax	7	%	PSTTax

↳

Delete

|

Create

OK

Now when you go back to select the tax category, all of the ones you configured will show at the top. You can select the one you need, and it will auto-populate the rate and tax amount in the fields on the right. Note that if you are needing more than one tax category, you can just go to the Add to Header button at the top right and click on Tax. Then you can select the ones you need. Again, the rate and tax amount will be auto-populated for you. (Shown on the following slides.) If you are not charging tax and Ariba will not allow you to create an invoice without it, simply add the appropriate tax category to the header and change the rate

Tax ⓘ

☒ Header level tax ⓘ☐ Line level tax ⓘ

Category:*Sales Tax

Location:

Description:

Regime:

Taxes

5% GSTTax / GSTTax

7% PSTTax / PSTTax

13% HSTTax / HSTTax

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Taxable Amount:\$400.00 CAD

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

Shipping

☒ Header level shipping ⓘ☐ Line level shipping ⓘ

Ship From:Gerdau Dummy Vendor 02 CA - TEST

Toronto ON

Canada

Ship To:CA-ML-WHITBY

WHITBY ON

Canada

Deliver To:Telephone: 905-668-8811 EXT.2126

Buyer: Teri Vandreumel

Email: teri.vandreumel@gerdau.com

Fax: 905-668-6469

View/Edit Addresses

Payment Term

GO GERDAU

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category:* 13% HSTTax / HSTTax ▼

Location:

Description: HSTTax

Regime: ▼

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%): 13

Tax Amount: \$52.00 CAD

Create Invoice

[Update](#)[Save](#)[Exit](#)[Next](#)

▼ Invoice Header

*** Indicates required field*

[Add to Header ▼](#)

Summary

Purchase Order: **4514379488**

Invoice #:* 1234567890

Invoice Date:* 12 May 2022

Service Description:

Supplier Tax ID:

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Bill To: **CA-ML-WHITBY**

WHITBY ON
Canada

Subtotal: **\$400.00 CAD**
Total Tax: **\$28.00 CAD**
Amount Due: **\$428.00 CAD**

Tax

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category:* 7% PSTTax / PSTTax

Location:

Description: PSTTax

Regime:

Taxable Amount: \$400.00 CAD

[Remove](#)

Tax Rate Type:

Rate(%) 7

Tax Amount: \$28.00 CAD

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: 7% PSTTax / PSTTax ▼

Location:

Description: PSTTax

Regime: ▼

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%): 7

Tax Amount: \$28.00 CAD

[Remove](#)

Category: 5% GSTTax / GSTTax ▼

Location:

Description: GSTTax

Regime: ▼

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$20.00 CAD

[Remove](#)

Shipping

To charge Freight on an invoice, toggle the button to apply Header Level Shipping, then go to the Add to Header button at the top of the screen and select Shipping Cost.

▼ Invoice Header

Summary

Purchase Order: 4514379488

Invoice #: 1234567890

Invoice Date: 12 May 2022

Service Description:

Supplier Tax ID:

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Bill To: CA-ML-WHITBY

WHITBY ON
Canada

Subtotal: \$400.00 CAD

Total Tax: \$52.00 CAD

Amount Due: \$452.00 CAD

* Indicates required field

Add to Header ▼

Tax

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Tax ⓘ

☒ Header level tax ⓘ

☐ Line level tax ⓘ

Category: 13% HSTTax / HSTTax

Location:

Description: HSTTax

Regime:

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%): 13

Tax Amount: \$52.00 CAD

Remove

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ


Ship From: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Ship To: CA-ML-WHITBY
WHITBY ON
Canada

Deliver To: Telephone: 905-668-8811 EXT.2126

View/Edit Addresses



You will see an added line where you can enter the Shipping Amount and then a field to select the Shipping Date. If you have put the charge in and want to remove it, click the blue word Remove and you can take the shipping information off the invoice.

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: **Gerdau Dummy Vendor 02 CA - TEST**

Toronto ON
Canada

Ship To: **CA-ML-WHITBY**

WHITBY ON
Canada

Deliver To: Telephone: 905-668-8811 EXT.2126

Buyer: Teri Vandreumel


Email: teri.vandreumel@gerdau.com

Fax: 905-668-6469

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount: \$50.00 CAD

Shipping Date: 12 May 2022 

[Remove](#)

Payment Term

Adding Special Handling works the same way as the Shipping charges do, however, there is no toggle button to select where to apply the charge. Special Handling automatically goes at the header level. Go to the Add to Header button and select Special Handling from the drop down to get the line added.

Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4514379488

Invoice #:* 1234567890

Invoice Date:* 12 May 2022

Service Description:

Supplier Tax ID:

Remit To: Gerdau Dummy Vendor 02 CA - TEST

Toronto ON
Canada

Bill To: CA-ML-WHITBY

Subtotal: \$400.00 CAD

Total Tax: \$52.00 CAD

Total Shipping: \$50.00 CAD

Amount Due: \$502.00 CAD

Tax

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Once the Special Handling line is added, enter the Amount and then note the details in the Description field.

Shipping Cost

Shipping Amount:

\$50.00 CAD

Shipping Date:

12 May 2022

Remove

Special Handling

Amount:

50.00

Description:

Special Handling Charge

Remove

Payment Term

Discount or Penalty Term(days): 15

Percentage(%): 2.000

To continue with the invoice, scroll to the bottom to reach the Line Items. If you have multiple lines on the order, but only want to invoice some, you can change the slider button under the “Include” header. The slider will change to gray, and that item will not be included in the invoice you’re creating. The item will remain open on the order to be invoiced at a later time. If you are shipping a partial quantity, you can change it on this line. Note that you will not be able to modify the pricing. Once you have the line items set, click on the Next button.

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 5% GSTTax / GSTTax ▾

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		TESTING SHIPPING VARIANCE ITEM 1		2	EA ⓘ	\$200.00 CAD	\$400.00 CAD

Pricing Details

Price Unit: EA

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

↳ Line Item Actions ▾

Delete

Update

Save

Exit

Next

GO GERDAU

This last page gives you the overview of your invoice details. You can save it here and return to it at another time if needed or just click Submit to sent the invoice to Ariba on Gerdau's side.

Create Invoice

PreviousSaveSubmitExit

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: 1234567890
Invoice Date: Thursday 12 May 2022 7:59 AM GMT-04:00
Original Purchase Order: 4514379488

Subtotal: \$400.00 CAD
Total Tax: \$20.00 CAD
Total Special Handling: \$50.00 CAD
Total Shipping: \$50.00 CAD
Amount Due: \$520.00 CAD

REMIT TO:
Gerdau Dummy Vendor 02 CA - TEST

Postal Address:
100 Queen St W
Toronto ON M5H 2N1
Canada

BILL TO:
CA-ML-WHITBY

Postal Address:
1 GERDAU CT
WHITBY ON L1N 5T1
Canada

SUPPLIER:
Gerdau Dummy Vendor 02 CA - TEST

Postal Address:
100 Queen St W
Toronto ON M5H 2N1
Canada

BILL FROM:
Gerdau Dummy Vendor 02 CA - TEST

Postal Address:
100 Queen St W
Toronto ON M5H 2N1
Canada

CUSTOMER:
Gerdau – QAS environment

Postal Address:
Av. Dra. Ruth Cardoso
08501-000 Sao Paulo SP
Sao PauloBrazil

SHIPPING INFORMATION:

SHIP FROM:
Gerdau Dummy Vendor 02 CA - TEST

Postal Address:
100 Queen St W
Toronto ON M5H 2N1
Canada

SHIP TO:
CA-ML-WHITBY

Postal Address (Default):
Telephone: 905-668-8811 EXT.2126
Business Hours: 9:00 AM - 5:00 PM
Canada

THANK YOU!