

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 user interface. At the top right, a blue button with the initials 'MZ' is highlighted with a red box. 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 navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. Below this is a search bar with filters for 'Orders and Releases', 'Gerdau - QAS environment', and 'Exact match'. The dashboard features five key metrics: 44 Orders, 9 Orders to invoice, 7 New orders, 52 Invoices, and 0 Service sheets, all for the last 31 days. At the bottom, there are widget sections for 'Purchase orders', 'Invoice aging', and 'Activity feed'.

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.

Enter Product and Service Categories -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.

Enter Ship-to or Service Location -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
		Fill >	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: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

VAT Registration Document: <No document>
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Tax Clearance Expiry Date:

Supplier GST/HST Registration Number: ⓘ

Supplier PST Registration Number:

Supplier QST Registration Number:

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 [View/Edit Addresses](#)

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

Payment Term

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

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 * 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: \$0.00 CAD
Amount Due: \$400.00 CAD

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: Sales Tax
Location:
Description:
Regime:

Taxable Amount: \$400.00 CAD Remove
Tax Rate Type:
Rate(%):
Tax Amount:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Dropdown Menu:

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

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

* Tax Category	* Rate	Tax Description
No items		

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"/>
 Other	<input type="text"/>	<input type="text"/>
Sales Tax		
VAT		
GST		
Use Tax		

Create

OK Cancel

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 OK Cancel

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

↳ |

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 [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

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

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

Tax Rate Type:

Rate(%): 7

Tax Amount: \$28.00 CAD

[Remove](#)

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 * Indicates required field **Add to Header** ▼

Summary

Purchase Order: 4514379488	Subtotal: \$400.00 CAD
Invoice #: 1234567890	Total Tax: \$52.00 CAD
Invoice Date: 12 May 2022	Amount Due: \$452.00 CAD
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 ⓘ

Category: 13% HSTTax / HSTTax	Taxable Amount: \$400.00 CAD	Remove
Location:	Tax Rate Type:	
Description: HSTTax	Rate(%): 13	
Regime:	Tax Amount: \$52.00 CAD	

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Gerdau Dummy Vendor 02 CA - TEST	Ship To: CA-ML-WHITBY	View/Edit Addresses
Toronto ON Canada	WHITBY ON Canada	
	Deliver To: Telephone: 905-668-8811 EXT.2126	

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

[View/Edit Addresses](#)

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

Shipping Cost

Shipping Amount:

Shipping Date: 

[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	Subtotal: \$400.00 CAD
Invoice #:* 1234567890	Total Tax: \$52.00 CAD
Invoice Date:* 12 May 2022	Total Shipping: \$50.00 CAD
Service Description:	Amount Due: \$502.00 CAD
Supplier Tax ID:	
Remit To: Gerdau Dummy Vendor 02 CA - TEST	
Toronto ON Canada	
Bill To: CA-ML-WHITBY	

- 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: Shipping Date: [Remove](#)

Special Handling [Remove](#)

Amount:

Description:

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**



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 Previous Save Submit Exit

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	Subtotal: \$400.00 CAD
Invoice Date: Thursday 12 May 2022 7:59 AM GMT-04:00	Total Tax: \$20.00 CAD
Original Purchase Order: 4514379488	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
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THANK YOU!