

Canadian Vendor Tax Guidance

UPDATED 11/27/2022

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 enter the Tax ID number so that it will default into the Invoices you are creating. There are only a few steps to do this, and it is a one-time configuration.

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

If you have already completed these steps, please go to slide 6 to see how tax should be configured and applied when invoicing.

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, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. A user profile button with the 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 a list of navigation options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Gerdau Dummy Vendor 02 CA - TEST', 'ANID: AN11058177788-T Premium Package', 'Company Profile' (highlighted with a red box), 'Marketing Profile', 'Settings', 'Back to Classic View', and 'Logout'. The main dashboard area shows a search bar with filters for 'Orders and Releases', 'Gerdau - QAS environment', and 'Exact match'. Below the search bar, there are five key metrics: '44 Orders', '9 Orders to invoice', '7 New orders', '52 Invoices', and '0 Service sheets', all for the 'Last 31 days'. The 'My widgets' section at the bottom includes '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.

-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 change

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

Tax Classification:

(no value)

Taxation Type:

(no value)

Tax ID:

123456789 RT 0001

i

 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:

i

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.

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. Next, 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

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

Subtotal: \$400.00 CAD

Total Tax: \$52.00 CAD

Amount Due: \$452.00 CAD

[View/Edit Addresses](#)

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

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. For HST, there should be 1 tax line, for PST/GST you need 2.

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

* 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:* Sales Tax ▼

Location:

Description:

Regime: ▼

Taxable Amount: \$400.00 CAD

Tax Rate Type:

Rate(%):


Tax Amount:

Remove

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ



This content is Internal.

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

OKCancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Sales Tax</div><div>▼</div></div>	<div></div> %	<div></div>
<div><div>↳</div><div>Other</div><div><div>Sales Tax</div><div>VAT</div><div>GST</div><div>Other Tax</div></div></div>	<div>Create</div>	

OK

Cancel

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	HSTTax	13	%	HSTTax
<input type="radio"/>	Other	GSTTax	5	%	GSTTax
<input checked="" type="radio"/>	Other	PSTTax	7	%	PSTTax

↳

Delete

Create

OK

Cancel

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 to 0%.

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

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



Thank you!
