

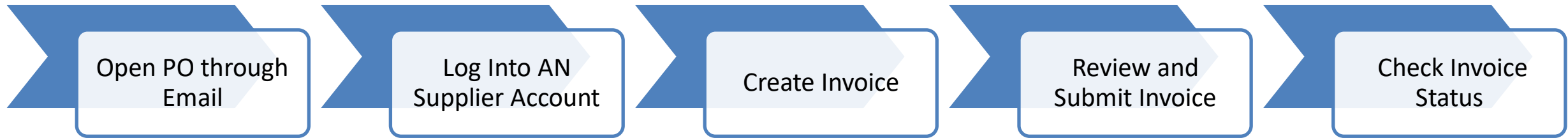


# Quick Reference Guide

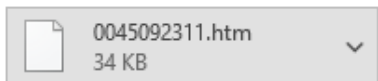
## **Standard Supplier – Goods Invoicing**

Audience: City of Ottawa – Standard Account Suppliers

*Date: June 19, 2020*



# Step 1: Open the New PO to Invoice



**From:** "City of Ottawa - TEST" <[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)>

**Sent:** June 10, 2020 11:32 AM

**To:** Dunlop, Shalane <[Shalane.Dunlop@ottawa.ca](mailto:Shalane.Dunlop@ottawa.ca)>

**Subject:** City of Ottawa - TEST sent a new Purchase Order 0045092311



## City of Ottawa - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



1


Process order


1

From the Email containing the PO details select:  
Process order

To access the Order: [Continue](#)

# Step 2: Log into Supplier Account





Supplier Login

1

User Name

Password

Login


[Having trouble logging in?](#)


New to Ariba?

[Register Now](#) or [Learn More](#)

Is your company registered?

[Search](#)





Supplier Login

test-CityofOttawaTESTSupplier2@Ottawa.c

.....

Login

[Having trouble logging in?](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

Is your company registered?

[Search](#)

1

Enter your username and password to log into your SAP Ariba account

## Summary

Purchase Order: 0045089767

1 Invoice #: \*

Invoice Date: \*

Remit To: City of Ottawa TEST Supplier 2 - TEST

Ottawa ON  
Canada

Bill To: Laurier Headquarters

Ottawa ON  
Canada

1 Complete Invoice Number  
**Note:** Invoice is limited to 16 character. Special Characters allowed are: underscore, comma, period, number sign, back slash

2 If providing an additional prompt payment discount it can be added here.  
The discount shown is 2% in 15 days.

## Payment Term

Net Term(days):

2 [Add Discount/Penalty Term](#)

## Payment Term

Net Term(days):

Discount or Penalty Term(days): ⓘ  Percentage(%): \*  [Remove](#)

# Step 3: Create Invoice (Invoice Information)

## Payment Term

Net Term(days):

30

## Additional Fields

**1** ☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

**ALEXANDER DENNIS (CANADA)  
INC-TEST**

VAUGHAN ON  
Canada

Bill From:

**ALEXANDER DENNIS (CANADA)  
INC-TEST**

VAUGHAN ON  
Canada

☐ Tax paid through a Tax Representative

Supplier VAT

Service Start Date:

Service End Date:

Customer: **Laurier Headq**

Ottawa ON  
Canada

Email:

**1**

**DO NOT SELECT THIS BOX.**

Checking this box will result in the entire document being rendered as information only and will not be payable.

# Step 3: Create Invoice (Goods Information)

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATER	<input type="text"/>	Apples and Bananas	<input type="text"/>	20	each ⓘ	\$20.00 CAD	\$400.00 CAD

Tax

Category: \* [Sales Tax](#)

Location: A/P, HST (rebate) applied

Regime:

Taxable Amount: \$400.00 CAD  
Rate(%): 13  
Tax Amount: \$52.00 CAD

Line Item Actions

1 Enter Part Number

2 Enter Quantity

# Step 3: Create Invoice

## Adding an Attachment

Supplier VAT/Tax ID:\*

**1** Add to Header ▾

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

0 Line Items, 0 Ir

Insert Lines

tax - HST

Discount

Description	Customer Part #	Quantity	Unit
No item selected			

add ▾

Feedback

Update

**1** To add a supporting document, click on 'Add to Header' to add an attachment if required.



# Step 3: Create Invoice

## Adding an Attachment

1

### Attachments

The total size of all attachments cannot exceed 10MB

[Remove](#)

2

Browse...

Add Attachment

3

1

A new section with appear titled 'Attachments'

2

Click 'Browse' to select your document.

3

Once you've selected your document, click 'Add Attachment'.

Name	Size (bytes)	Content Type
<input type="checkbox"/> 281043_Search_R_blue.png	26685	image/png
<input type="checkbox"/> rd-rider-guide.pdf	3599778	application/pdf
<div>  Delete </div>		

Add to Header ▼

# Step 3: Create Invoice

## Adding Shipping

1 Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **STANTEC CONSULTING LTD-TEST**

Calgary AB  
Canada

Ship To: **City of Ottawa - TEST**

Ottawa ON  
Canada

Deliver To:

Supplier VAT/Tax ID: \*

Add to Header ▼

2

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items, 0 Ir

HST

☐ Discount

Option

Customer Part #

Quantity

Unit

No item selected

Feedback

Update

1

Select 'Header Level Shipping'

2

Under 'Add to Header', click on 'Shipping Cost'.

# Step 3: Create Invoice

## Adding Shipping

### Shipping

☒ Header level shipping ⓘ
 ☐ Line level shipping ⓘ

Ship From: **STANTEC CONSULTING LTD-TEST**  
 Calgary AB  
 Canada

Ship To: **City of Ottawa - TEST**  
 Ottawa ON  
 Canada  
 Deliver To:

Shipping Cost

1

Shipping Amount:

\$12.99 CAD

Shipping Date:

18 Feb 2021



2

- 1 A new 'Shipping Cost' section will open.
- 2 Enter the shipping amount before tax and the shipping date.

# Step 3: Create Invoice

## Adding Shipping

Supplier VAT/Tax ID: \*

Add to Header ▼

1

Line Item

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items, 0 Ir

HST ▼ ☐ Discount

Option	Customer Part #	Quantity	Unit
No item selected			

Feedback

Update

1 Under 'Add to Header', click on 'Shipping Tax'.

# Step 3: Create Invoice

## Adding Shipping

### Shipping Cost

Shipping Amount:

\$12.99 CAD

Shipping Date:

18 Feb 2021



1

### Shipping Tax

Category: \*

13% Sales Tax / Sales Tax - HST



Location:

Description: Sales Tax - HST

Regime:

Taxable Amount:

\$12.99 CAD

Tax Rate Type:

Rate(%): 13

Tax Amount: \$1.69 CAD

2

1

A new 'Shipping Tax' section will open.

2

Select the tax category from the drop down menu.

1

Update Save Exit

\* Indicates required field Add to Header ▼

Update Save 3 Next

2

! Please correct the following errors and resubmit

- 1 From either the top or bottom of the invoice, select 'Update' to validate invoice information
- 2 The following message will appear at the top of the invoice if there is invalid information.
- 3 If no errors select 'Next' to proceed to the invoice review.

# Step 4: Review and Submit Invoice

Standard Invoice

1
Previous
2
Submit
Exit

<p>Invoice Number: UUsgdV0R-hBD0w98          Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00          Original Purchase Order: 0045089767</p>	<p>Subtotal: \$400.00 CAD          Total Tax: \$52.00 CAD          Amount Due: \$452.00 CAD</p>
--	---

**REMIT TO:**

City of Ottawa TEST Supplier 2 - TEST

Postal Address:  
 100 Constellation Dr  
 Ottawa ON K2G 6J8  
 Canada

**BILL TO:**

Laurier Headquarters

Postal Address (Default):  
 Email Inv To: AP-CF@ottawa.ca  
 Ottawa ON K2G 6J8  
 Canada  
 Address ID: 0200  
 Phone (work): +1 (613) 5606001

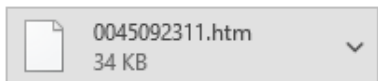
**SUPPLIER:**

City of Ottawa TEST Supplier 2 - TEST

Postal Address:  
 100 Constellation Dr  
 Ottawa ON K2G 6J8  
 Canada

- 1
 If corrections need to be made select 'Previous' to return to the invoice creation screen.
- 2
 Review and Submit the invoice.

Note: The Ariba Network will autogenerate a corresponding Service Sheet from the submitted invoice. This service sheet will be the document that is sent to the City of Ottawa for approval. Once approved the invoice will be sent to request payment for services.



**From:** "City of Ottawa - TEST" <[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)>

**Sent:** June 10, 2020 11:32 AM

**To:** Dunlop, Shalane <[Shalane.Dunlop@ottawa.ca](mailto:Shalane.Dunlop@ottawa.ca)>

**Subject:** City of Ottawa - TEST sent a new Purchase Order 0045092311



## City of Ottawa - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



Process order

1

To access the Order: [Continue](#)

1

To view the status of the invoice, select 'Access the Order' from the PO email.



Purchase Order: 0045089767

Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History



**From:**  
Laurier Headquarters  
Email Inv To: AP-CF@ottawa.ca  
Ottawa ON K2G 6J8  
Canada  
Phone: +1 (613) 5606001

**To:**  
City of Ottawa TEST Supplier 2 - TEST  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada  
Phone:  
Fax:  
Email: brent.przybylski@sap.com

**Purchase Order**  
(Partially Invoiced)  
0045089767  
Amount: \$4,000.00 CAD  
Version: 1

**Payment Terms** ⓘ  
NET 30

**Comments**  
Comment Type:  
ExternalCommentType  
Comment Body:  
Invoices must be emailed to AP-CF@ottawa.ca  
Comment By:  
aribasystem  
Comment Date:  
2020-03-05T06:13:57-08:00

Routing Status: Acknowledged  
Related Documents: NJ\_CM\_POLine  
CM80  
UUsgdV0R-hBDOW98  
More(10) »

Routing Status: Acknowledged

Related Documents:

- NJ\_CM\_POLine
- CM80
- UUsgdV0R-hBDOW98
- More(10) »

1

1

To view the status of the invoice, select the invoice number listed for the Related Documents to the PO

# Step 5: Invoice Status

Invoice: UUsgdV0R-hBDOW98

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF ▼](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice

1

Status

2

Original Purchase Order: [0045089767](#)

Invoice: **Approved**  
Routing: Acknowledged  
Invoice Number: UUsgdV0R-hBDOW98  
Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**1** Invoice Status possibilities:  
On Hold, Sent, Approved,  
Paid, Rejected, Cancelled  
and Pending Approval

**2** To return to the PO select  
the PO number listed.  
Selecting 'Done' will take  
the user back to the  
homepage instead of the  
PO.