

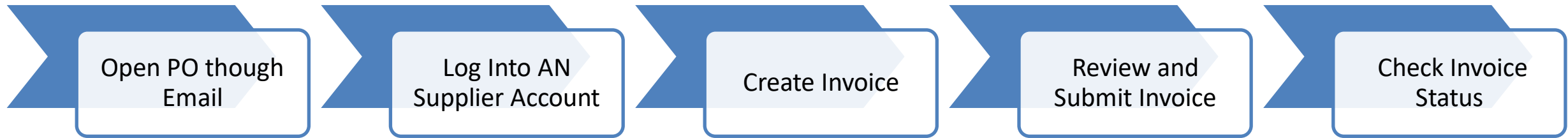


# Quick Reference Guide

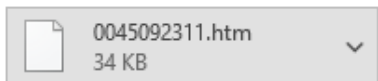
## **Standard Supplier – Service Invoicing**

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

SAP Ariba Network

SAP Ariba

Supplier Login

1

User Name

Password

Login

Having trouble logging in?

New to Ariba?  
[Register Now](#) or [Learn More](#)

Is your company registered?  
[Search](#)

SAP Ariba Network

SAP Ariba

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

# Step 3: Create Invoice

Purchase Order: 0045090741 Done

Create Order Confirmation 1 Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**From:**  
Laurier Headquarters  
110 Laurier Ave West  
Ottawa ON K1P 1J1  
Canada  
Phone: +1 (613) 5606001

**To:**  
City of Ottawa Test 8 - TEST  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada  
Phone:  
Fax:  
Email: [shaun.gobbel@sap.com](mailto:shaun.gobbel@sap.com)

**Purchase Order**  
(New)  
0045090741  
Amount: \$8,000.00 CAD  
Version: 1

Payment Terms i  
NET 30

Routing Status: Sent

**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](#)

**Other Information**  
Company Code: 1000  
Purchasing Unit Name: City of Ottawa

2 Create Invoice Hide | Print | Download PDF | Export cXML

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Create an invoice against the purchase order

**1** From the PO view select 'Create Invoice'

**2** Select Standard Invoice




If you wish to copy an existing invoice [click here](#).


# Step 3: Create Invoice – Select Line

1

Select Item to Create Invoice with Auto-Generated Service Sheet Next Exit

Line Items

| Line #                  | Part ID / Description   |
|-------------------------|---|
| <input type="radio"/> 1 | Not Available <br><i>Testing Invoices</i>    |
| <input type="radio"/> 2 | Not Available <br><i>Testing Invoices #2</i> |
| <input type="radio"/> 3 | Not Available <br><i>Testing Invoices #3</i> |

 Service Sheet Required.

Next Exit

1 Select the line of the invoice for which the invoice will be created.

# Step 3: Create Invoice (Invoice Information)

## Summary

Purchase Order: 0045090741

1

Invoice #: \* ServiceINV#1

Invoice Date: ⓘ 11 May 2020

2

Service Description: General Service #1

Final Service Sheet: ☐

Remit To: City of Ottawa Test 8 - TEST

Ottawa ON  
Canada

Bill To: Laurier Headquarters

Ottawa ON  
Canada

## Payment Term

Net Term(days): 30

3

Add Discount/Penalty Term

## Payment Term

Net Term(days): 30

Discount or Penalty Term(days): ⓘ 15 Percentage(%): \* 2 Remove

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

2 Provide a brief service description

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

# Step 3: Create Invoice (Add Service Line)

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount

| No. | No. | Include | Type          | Part # | Description                      | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-----|---------|---------------|--------|----------------------------------|-----------------|----------|------|------------|----------|
| 1   |     |         | Not Available |        | City of Ottawa - General Service |                 |          |      |            |          |

1 Select Add/Update to add general service item to the invoice.

2 Complete the required fields (Description, Quantity, Unit, Unit Price, Service Start & End Dates)

3 Unit for service POs is 'Each' and **MUST** be selected from the dropdown menu. Start by typing 'e' into the field and a suggestion 'each-each' will appear – select this. If not selected from the dropdown menu, the City cannot approve and will be forced to reject.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount

| No. | Include                             | Type    | Part #               | Description                      | Customer Part #      | Quantity             | Unit                 | Unit Price           | Subtotal   |
|-----|-------------------------------------|---------|----------------------|----------------------------------|----------------------|----------------------|----------------------|----------------------|------------|
| 1   |                                     |         |                      | City of Ottawa - General Service |                      |                      |                      |                      |            |
| 1   | <input checked="" type="checkbox"/> | SERVICE | <input type="text"/> | <input type="text"/>             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$0.00 CAD |

Service Period

Service Start Date:

Service End Date:

Tax

Unit

e

each - each



# Step 3: Create Invoice (Add taxes)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount [Add to Included Lines](#)

| No. | Include                             | Type    | Part #        | Description                      | Customer Part # | Quantity | Unit | Unit Price     | Subtotal       |
|-----|-------------------------------------|---------|---------------|----------------------------------|-----------------|----------|------|----------------|----------------|
| 1   |                                     |         | Not Available | City of Ottawa - General Service |                 |          |      |                |                |
| 1   | <input checked="" type="checkbox"/> | SERVICE |               | Service #1                       |                 | 1        | each | \$2,500.00 CAI | \$2,500.00 CAI |

Service Period: Service Start Date: \* 5 May 2020 Service End Date: \* 7 May 2020

Tax

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

SAP Ariba Privacy Statement Security Disclosure Terms of Use

1 Select the line item to take action.

2 Select 'Tax'

# Step 3: Create Invoice (Add taxes)

1

Category:\* 13% Sales Tax / Sales Tax - HST ▼

Location:

Description:

Sales Tax - HST

Regime:

▼

2

Taxes

13% Sales Tax / Sales Tax - HST

0% Sales Tax / Sales Tax - 0%

5% Sales Tax / Sales Tax - GST

8% Sales Tax / Sales Tax - PST

Taxable Amount:

\$0.00 CAD

Tax Rate Type:

Rate(%):

13

Tax Amount:

\$0.00 CAD

- 1 Click on the drop down menu to select tax type.
- 2 Select 'Sales Tax' unless an alternate tax applies.

# 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

Insert Line Item

No

Lin

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

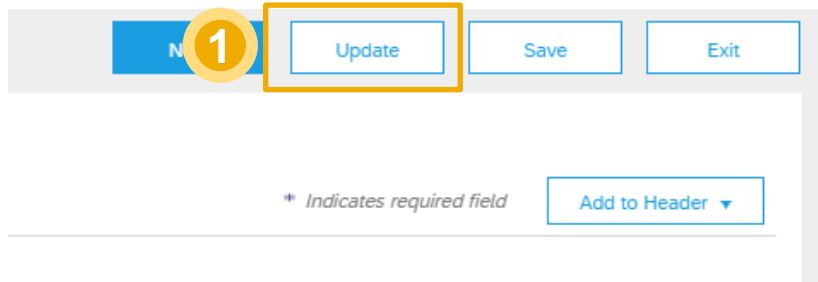
A new 'Shipping Tax' section will open.

2

Select the tax category from the drop down menu.



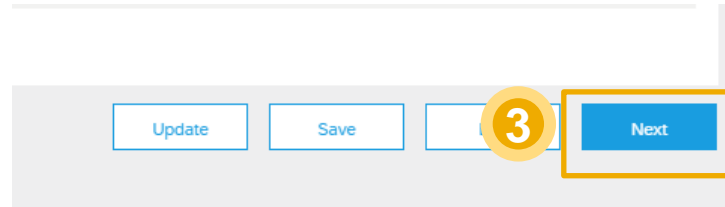
# Step 3: Create Invoice (Update and Proceed)



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

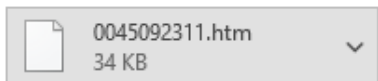
1 Previous 2 Submit Exit

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

|   |  |   |
|---|--|---|
| <b>REMIT TO:</b><br><br>City of Ottawa TEST Supplier 2 - TEST<br><br>Postal Address:<br>100 Constellation Dr<br>Ottawa ON K2G 6J8<br>Canada | <b>BILL TO:</b><br><br>Laurier Headquarters<br><br>Postal Address (Default):<br>Email Inv To: AP-CF@ottawa.ca<br>Ottawa ON K2G 6J8<br>Canada<br>Address ID: 0200<br><br>Phone (work): +1 (613) 5606001 | <b>SUPPLIER:</b><br><br>City of Ottawa TEST Supplier 2 - TEST<br><br>Postal Address:<br>100 Constellation Dr<br>Ottawa ON K2G 6J8<br>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

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

Invoice: UUsgdV0R-hBDOW98

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

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

Standard Invoice

**Status**

1 Invoice: **Approved**

Routing: Acknowledged

Invoice Number: UUsgdV0R-hBDOW98

Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00

2 Original Purchase Order: **0045089767**

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.