



# Quick Reference Guide

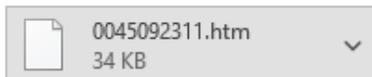
## **Standard Supplier – Service Invoicing**

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

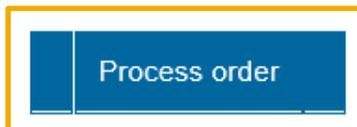


## City of Ottawa - TEST sent a new order

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



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

  
  
[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

  
  
[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 | **Create Invoice** | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**TEST**  
**Ottawa**

**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

**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

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

**2** Select Standard Invoice

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

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

**Standard Invoice**

Line-Item Credit Memo Create an invoice against the purchase order

Line-Item Debit Memo

# Step 3: Create Invoice – Select Line

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

Line Items

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

Service Sheet Required.

Next Exit

1

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)

0 Line Items, 0 Included, 0 Previously Fully Invoiced

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)

1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE							\$0.00 CAD

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.

# 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

1

1

Select the line item to take action.

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

2

2

Select 'Tax'

Update Save Exit Next

SAP Ariba Privacy Statement Security Disclosure Terms of Use

# Step 3: Create Invoice (Add taxes)

1

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:

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			

**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

↳ [Delete](#)

[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:

- 1 Select 'Header Level Shipping'
- 2 Under 'Add to Header', click on 'Shipping Cost'.

Supplier VAT/Tax ID:\*

**Add to Header** ▼

- 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

Description	Customer Part #	Quantity	Unit
No item selected			

Feedback

Update

# 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** ▼

- 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

Position	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

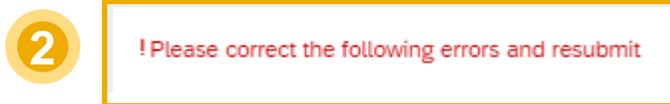
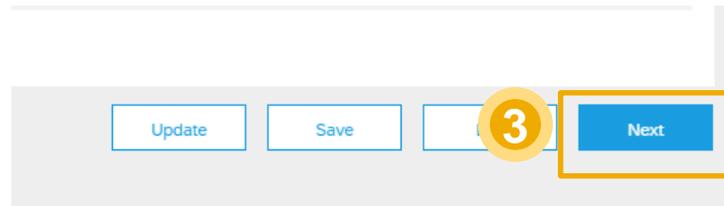
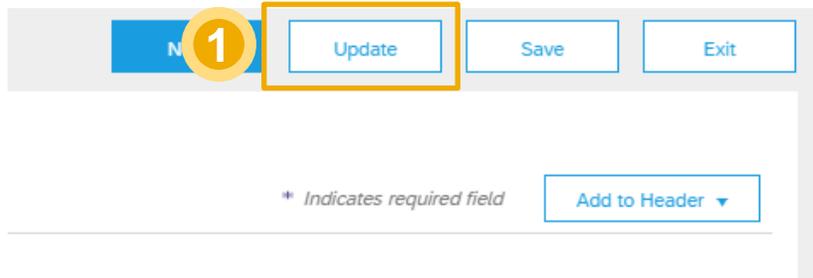
2

1

A new 'Shipping Tax' section will open.

2

Select the tax category from the drop down menu.



- 1 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.



Standard Invoice

Invoice Number: UUsqdV0R-hBD0w98  
 Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00  
 Original Purchase Order: 0045089767

Subtotal: \$400.00 CAD  
 Total Tax: \$52.00 CAD  
 Amount Due: \$452.00 CAD

**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.

0045092311.htm  
34 KB

**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-hBD0w98  
More(10) »

Routing Status: Acknowledged  
Related Documents: NJ\_CM\_POLine  
 CM80  
**1** UUsgdV0R-hBD0w98  
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-hBD0w98

[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-hBD0w98  
 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.