# Quick Reference Guide
## **How to Submit a nonPO Invoice**

Audience: Vendor

*Date: Oct 06, 2020*

# Process Flow

Step 1: Log In → Step 2: Create nonPO Invoice → Step 3: Review and Submit

# Step 1: Log in

**SAP Ariba** /\\\

Supplier Login

**①**
| User Name |
| Password |
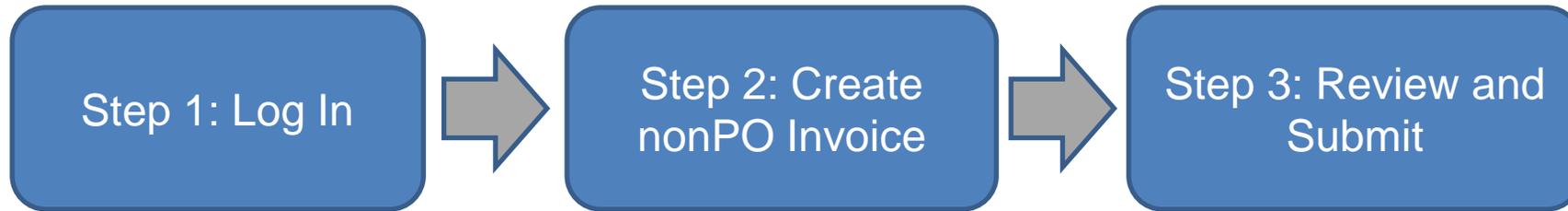
**Login**

Forgot Username or Password

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New to Ariba?

**①** Once you have registered your accounts, log in either through an existing PO, or by logging in through Ariba directly.

★ Please ensure that you are using a compatible browser. Please visit http://supplier.ariba.com for an updated list. Scroll to the support browsers link at the bottom of the page that will display the supported browsers in real time.

# Step 2: Create Non-PO Invoice



From the 'Create' drop down menu, select Non-PO Invoice

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## Create Non-PO Invoice

[Next] [Exit]

**For a trading relationship already on Ariba Network**

**①**

Customer: City of Ottawa - TEST ▾

Type of Invoice: ● Standard Invoice
○ Credit Memo

**For a new trading relationship**

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, *More*

Invoice New Customer (Requires Customer Code)

**②** [Next] [Exit]

**①** Select 'Standard Invoice'

**②** Click 'Next'

5

# Step 2: Create Non-PO Invoice

▼ Invoice Header

\* *Indicates required field*   | Add to Header ▾ |

**Summary**

**①**

| Invoice #: * | .fTUS7ILbaS_gnqd |
| Invoice Date: * | 15 Oct 2020 |
| Service Description: | |
| Remit To: | STANTEC CONSULTING LTD-TEST |

Subtotal: **$0.00 CAD**
Total Tax: **$0.00 CAD**
Amount Due: **$0.00 CAD**

View/Edit Addresses

**①** Enter your invoice number up to 16 characters.

Enter the invoice date.

Enter a Service Description

Calgary AB
Canada

| Choose Address | CityofOttawa ⌄ |

Bill To: **Laurier Headquarters**

Ottawa ON
Canada

# Step 2: Create Non-PO Invoice



**Order Information**

Customer Order #: [                    ]    Contract Number: [                    ]

Sales Order #: [                    ]    Sales Order Date: [          🗓]

**Tax** ⓘ

🔘 Header level tax ⓘ    ⚪ Line level tax ⓘ

Category: * [ 13% Sales Tax / Sales Tax - HST  ▾ ]    Taxable Amount: [ $0.00 CAD ]

Location: [                    ]    Tax Rate Type: [                    ]

Description: Sales Tax - HST    Rate(%): 13

Regime: [          ▾ ]    Tax Amount: $0.00 CAD

[                    ]

**① Do not enter order information.**

**② This tax automatically appears. Do not edit if not necessary.**

# Step 2: Create Non-PO Invoice

**Additional Fields** ①

| | |
|---|---|
| Supplier Account ID #: | |
| Customer Reference: | |
| Supplier Reference: | |
| Payment Note: | |

| | |
|---|---|
| Service Start Date: | |
| Service End Date: | |

Supplier: **STANTEC CONSULTING LTD-TEST**

Calgary AB
Canada

Customer: **Laurier Headquarters**

Ottawa ON
Canada

② Email:

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

Calgary AB
Canada

☐ Tax paid through a Tax Representative

**Supplier VAT**

③ Supplier VAT/Tax ID: *

① Enter any additional information if required.

② **REQUIRED**
Enter the email address of the City contact who placed the order.
Ex John.Smith@Ottawa.ca

③ Enter your tax ID

Line Items

0 Line Items,  0 Included,  0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: | 13% Sales Tax / Sales Tax - HST ▽ | Discount | Add to Included Lines

| | No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

No item selected

Line Item Actions ▾ | Delete | Add ▾

Add General Service
Add Labor Service
Add Material

Update | Exit | Next

**1** Click 'Add' to select either a General Service of Material line.

9

# Step 2: Create Non-PO Invoice

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoice

Insert Line Item Options

| | Tax Category: | 13% Sales Tax / Sales Tax - HST ⌄ | | Shipping Documents | | Special Handling | | Discount | | Add to Included Lines |

| | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|---|-----|---------|------|--------|-------------|-----------------|----------|------|-----------|----------|
| ☐ | | ⬤ | MATERIAL | | | | | | | |

Line Item Actions ▾    Delete    Add ▾

Unit    Unit P-

e

each - each

Search for more...

**1** Enter line item information.

**2** For the Unit of Measure, type 'e' to generate the drop down menu. Select 'each-each' from the drop down menu.

DO NOT type the word 'each' into this field.

10

# Step 2: Create Non-PO Invoice
## Adding an Attachment

Supplier VAT/Tax ID: *

**(1)** Add to Header ▼

Tax

Shipping Cost

Shipping Tax

Line It L

Shipping Documents

Special Handling

Insert Lines

Special Handling Tax

ax - HST    Discount

Payment Term

scription    Customer Part #    Quantity    Unit

Additional Reference Documents and Dates

No item selected

Comment

Attachment

dd ▼

Feedback

Update

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

# Step 2: Create Non-PO Invoice
## Adding an Attachment

**1** Attachments

The total size of all attachments cannot exceed 10MB                                                    Remove

**2** | Browse... | | **Add Attachment** | **3**

| Name | Size (bytes) | Content Type |
| --- | --- | --- |
| ☐ 281043_Search_R_blue.png | 26685 | image/png |
| ☐ rd-rider-guide.pdf | 3599778 | application/pdf |
| ↳ **Delete** | | |

Add to Header ▼

**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'.

# Step 2: Create Non-PO Invoice
# Adding Shipping

**1** Shipping

◉ Header level shipping ⓘ     ◯ Line level shipping ⓘ

Ship From: **STANTEC CONSULTING LTD-TEST**          Ship To: **City of Ottawa - TEST**
                                                              Ottawa ON
           Calgary AB                                         Canada
           Canada                                  Deliver To:

Supplier VAT/Tax ID:*  [                    ]

[ Add to Header ▾ ]
                          Tax
**2**                     Shipping Cost
Line Iten                 Shipping Tax                           0 Line Items,  0 In
                          Shipping Documents
Insert Line Ite           Special Handling
                          Special Handling Tax              HST  ⌄   ☐ Discount
                          Payment Term
          No              Additional Reference Documents and Dates    ption  Customer Part #   Quantity   Unit
                          Comment                              No item selected
          Lin  Attachment

[ Update ]

**1** Select 'Header Level Shipping'

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

# Step 2: Create Non-PO Invoice
## Adding Shipping

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**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 2: Create Non-PO Invoice Adding Shipping

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## Order Information

| | |
|---|---|
| Customer Order #: | Contract Number: |
| Sales Order #: | Sales Order Date: |

## Tax ⓘ

**1** ◯ Header level tax ⓘ  🔵 Line level tax ⓘ

## 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:

★ This step is only applicable when adding shipping to a Non-PO. Tax will only need to be entered at the line level when you've added shipping and shipping tax at the header level.

**1** Select 'Line level tax' for the invoice so that you can add header level shipping tax.

Supplier VAT/Tax ID: *

Add to Header ▼

Tax

① Line Iten

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

Insert Line Ite

HST ▼     ☐ Discount

☐   No          tion   Customer Part #   Quantity   Unit

No item selected

Lin ▼

Feedback

0 Line Items, 0 Ir

Update

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

# Step 2: Create Non-PO 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

Taxable Amount:   $12.99 CAD

Location:

Tax Rate Type:

Description:   Sales Tax - HST

Rate(%):   13

Tax Amount:   $1.69 CAD

Regime:

**1** A new 'Shipping Tax' section will open.

**2** Select the tax category from the drop down menu.

# Step 2: Create Non-PO Invoice Adding Shipping



This step is only applicable when adding shipping to a Non-PO. Tax will only need to be entered at the line level when you've added shipping and shipping tax at the header level.

**1** Select the line item to take action.

**2** Select 'Tax'

# Step 2: Create Non-PO Invoice
# Adding Shipping

| | | |
|---|---|---|
| **1** | Category:* | 13% Sales Tax / Sales Tax - HST ∨ |

Location: [ ]

Description: Sales Tax - HST

Regime: [ ] ∨

[ ]

Taxable Amount: $0.00 CAD

Tax Rate Type: [ ]

Rate(%): 13
Tax Amount: $0.00 CAD

**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

★ This step is only applicable when adding shipping to a Non-PO. Tax will only need to be entered at the line level when you've added shipping and shipping tax at the header level.

**1** Click on the drop down menu to select tax type.

**2** Select 'Sales Tax' unless an alternate tax applies.

# Step 2: Create Non-PO Invoice
# Adding Payment Terms

Supplier VAT/Tax ID: *

Add to Header ▼

Tax

Line Iten | Shipping Cost

0 Line Items, 0 In

Line Ite | Shipping Tax

Shipping Documents

Insert Line Ite | Special Handling

Special Handling Tax

HST ⌄ | ☐ Discount

① | Payment Term

No | Additional Reference Documents and Dates | otion | Customer Part # | Quantity | Unit

Comment

No item selected

└→ Lin | Attachment | ▼ | Feedback

Update

① Under 'Add to Header', click on 'Payment Term'.

20

Regime:

**1** Payment Term

**2** Net Term(days): 30    Discount or Penalty Term(days): 15    Percentage(%): 2    **3** Add Discount/Penalty Term

**Additional Fields**

Supplier Account ID #:    Service Start Date:

**1** A new 'Payment Term' section will open.

**2** Net Term will always be 30 days.

**3** You can offer a Discount for early payment. No Penalty can be applied..

# Step 2: Create Non-PO Invoice

**Ottawa**

| | Update | Save | Exit |

**1**

* *Indicates required field* | Add to Header ▼

| Update | Save | | Next |

**3**
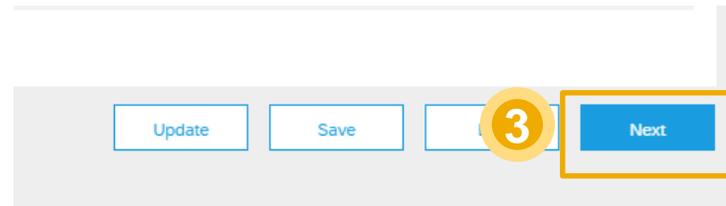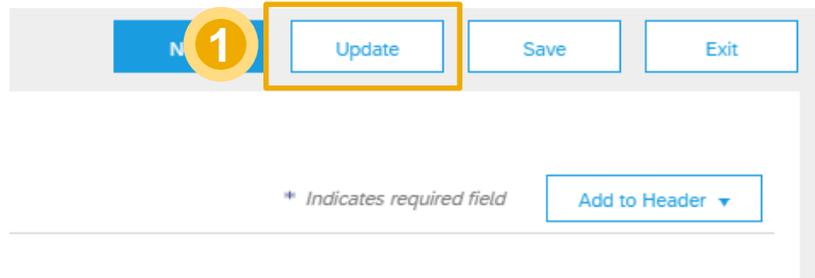
**2** ! Please correct the following errors and resubmit

**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.

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① Previous ② Submit Exit

Standard Invoice

Invoice Number: UUsgdV0R-hBDOw98
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.