

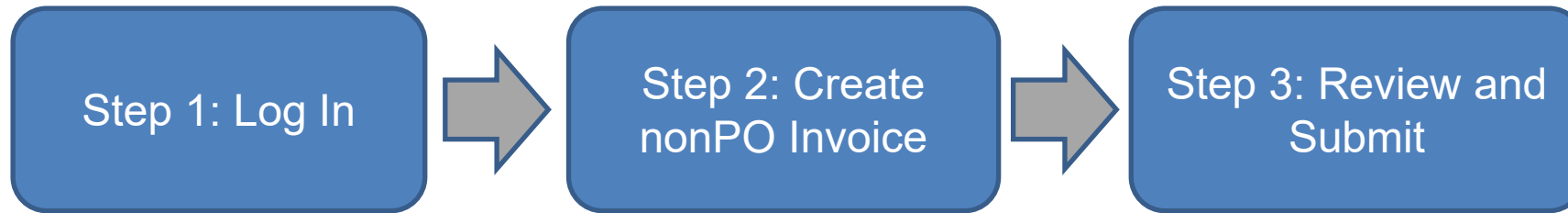


# Quick Reference Guide

## How to Submit a nonPO Invoice

Audience: Vendor

Date: Oct 06, 2020



# Creating your Invoice

# Step 1: Log in



## Supplier Login

1

[Forgot Username or Password](#)

[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

work

Standard Account

Upgrade

TEST MODE

?

SD

Outbox

Catalogs

Reports

Documents

Create

0

Orders that Need Attention

3

Invoices Rejected

8

Invoices

More...

Customer	Status	Amount	Date ↓	Amount Invoiced		Action
City of Ottawa - TEST	Partially Invoiced	\$5,374.27 CAD	7 Oct 2020	\$1,208.59 CAD		Select
City of Ottawa - TEST	Partially Invoiced	\$5,508.17 CAD	3 Oct 2020	\$779.50 CAD		Select

Now we're mobile.

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Tasks

Update Profile Information 15%

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1

CREATE

Non-PO Invoice

1

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

# Step 2: Create Non-PO Invoice

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'

# Step 2: Create Non-PO Invoice

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Summary

1

Invoice #: \*

Invoice Date: \*

Service Description:

Remit To:

STANTEC CONSULTING LTD-TEST

Calgary AB  
Canada

Choose Address

▼

Bill To: Laurier Headquarters

Ottawa ON  
Canada

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

# Step 2: Create Non-PO Invoice

1

**Order Information**

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:

1

Do not enter order information.

Tax ⓘ

2

☒ Header level tax ⓘ ☐ Line level tax ⓘ

3

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

Tax should remain at the header level, unless you are submitting multiple lines on your invoice that have varying tax rates.

3

The header level tax automatically appears at 13%. Do not edit if not necessary.



# Step 2: Create Non-PO Invoice

1

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Supplier:

STANTEC CONSULTING LTD-TEST

Customer:

Laurier Headquarters

Calgary AB

Canada

Ottawa ON

Canada

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

# Step 2: Create Non-PO Invoice

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

<input type="checkbox"/>	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.

# 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL							

Line Item Actions

2

Unit

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.

# Adding an Attachment

Adding attachment section only applicable to your invoice if you'd like to add supplementary information to your submission, otherwise skip this section.

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

## Adding an Attachment

1

Attachments

The total size of all attachments cannot exceed 10MB

2

Browse...

3

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 ▾

- 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'.

# Adding Taxes at the Line Level

Taxes are only to be added at the line level if your invoice has multiple line items with various tax rates OR if your invoice has shipping, otherwise skip this section.

# Step 2: Create Non-PO Invoice

## Line-Level Taxes

### 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 you have multiple lines on your invoice with different tax rates.

1

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



# Step 2: Create Non-PO Invoice Line-Level 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

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This step is only applicable when you have multiple lines on your invoice with different tax rates.

\*Repeat this step for each line item.

1

Select the line item to take action.

2

Select 'Tax' from the Line Item Actions drop down menu

# Step 2: Create Non-PO Invoice Line-Level Taxes



This step is only applicable when you have multiple lines on your invoice with different tax rates.

\*Repeat this step for each line item.

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

1

Click on the drop down menu to select tax type.

2

Select 'Sales Tax' unless an alternate tax applies.

# Adding Shipping

Shipping is to be added to the header level, not the line level. If shipping is not applicable, skip this section.

# Step 2: Create Non-PO 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

1

Select 'Header Level Shipping'

2

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

0 Line Items, 0 Ir

HST ▼ ☐ Discount

Customer Part # Quantity Unit

No item selected

Feedback

Update

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

## Adding Shipping

### 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.

# Step 2: Create Non-PO Invoice

## Adding Shipping

Supplier VAT/Tax ID: \*

**Add to Header ▼**

1 Line Item

Insert 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

Customer Part #

Quantity

Unit

No item selected

Feedback

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



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 2: Create Non-PO Invoice Adding Shipping

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	<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

Update Save Exit Next

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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



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

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

Taxable Amount: \$0.00 CAD

Location:

Tax Rate Type:

Description: Sales Tax - HST

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

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

1

Click on the drop down menu to select tax type.

2

Select 'Sales Tax' unless an alternate tax applies.

# Adding Payment Terms

Payment terms are net 30, unless otherwise agreed to by the City. Please only modify this section if alternate payment terms have been agreed to, otherwise skip this section.

# Step 2: Create Non-PO Invoice

## Adding Payment Terms

Supplier VAT/Tax ID: \*

**Add to Header ▼**

Line Item

Insert Line Item

1

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

Customer Part #

Quantity

Unit

No item selected

Feedback

Update

1

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

# Step 2: Create Non-PO Invoice

## Adding Payment Terms

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

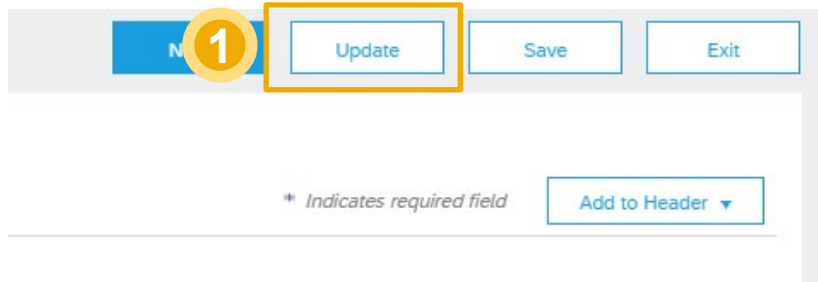
Net Term will always be 30 days.

3

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

Review and Submit

# Step 2: Create Non-PO Invoice



1

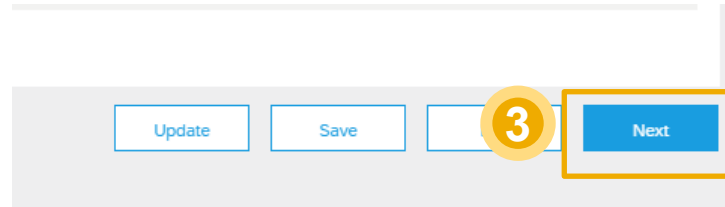
Update

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 3: Review and Submit Invoice

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.