

Ariba Contract Invoice Submission

Training Manual **Supplier**

V5.0 (August 2021)

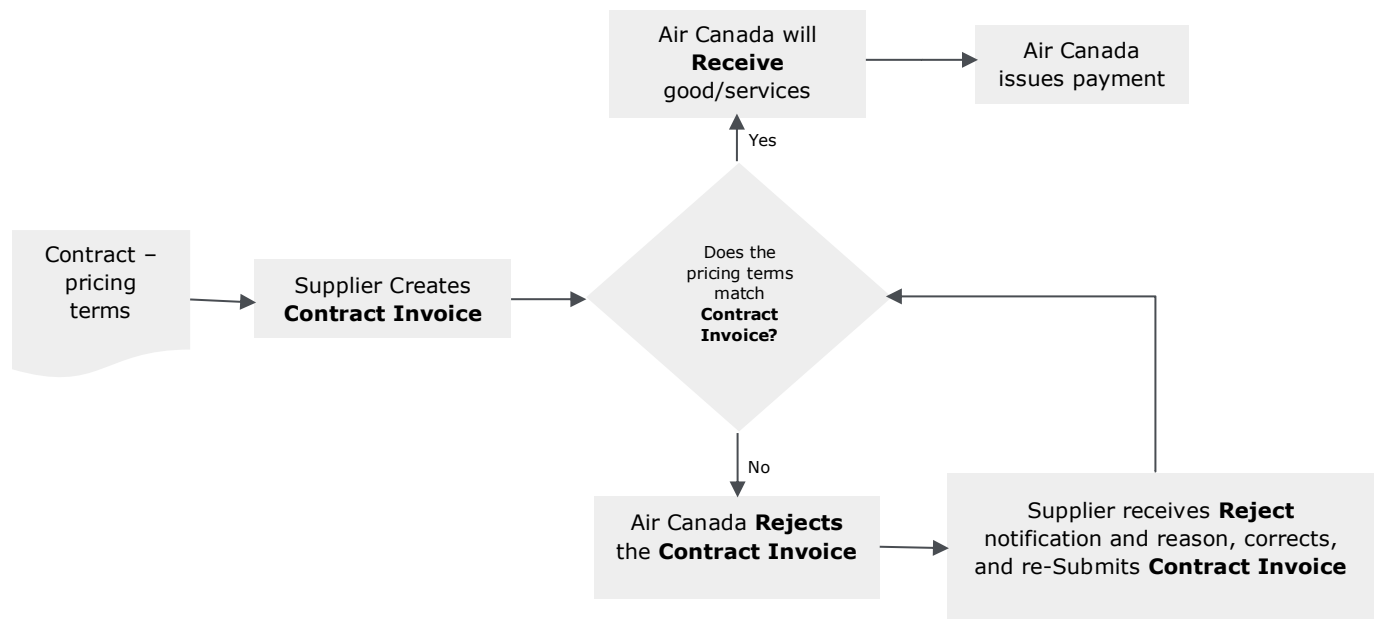
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Introduction to Contract Invoicing

The Ariba Contract Invoicing solution allows you to create invoices against your contracts. Contract invoicing is when a company receives the goods or services of your invoice under your contract and payment is issued. This automated activity enables fast and efficient processing of payment to your contract invoices.

Before we begin with the step-by-step instructions, below is a diagram to define the Contract Invoicing process sequence occurring in Ariba:



This guide serves the purpose of demonstrating the steps required to create a **Contract Invoice**.



Submitting a Contract Invoice

1. Air Canada has advised you that your pricing/contract terms have been created in Ariba and that your contract is eligible for Contract Invoicing
2. As the Supplier, you are now ready to create this invoice against your contract in Ariba
3. Your first step is to login to your respective Supplier Ariba Network page
4. Next, you will click on the **Create** button located on the right-hand-side of the screen and select **Contract Invoice** from the drop-down menu

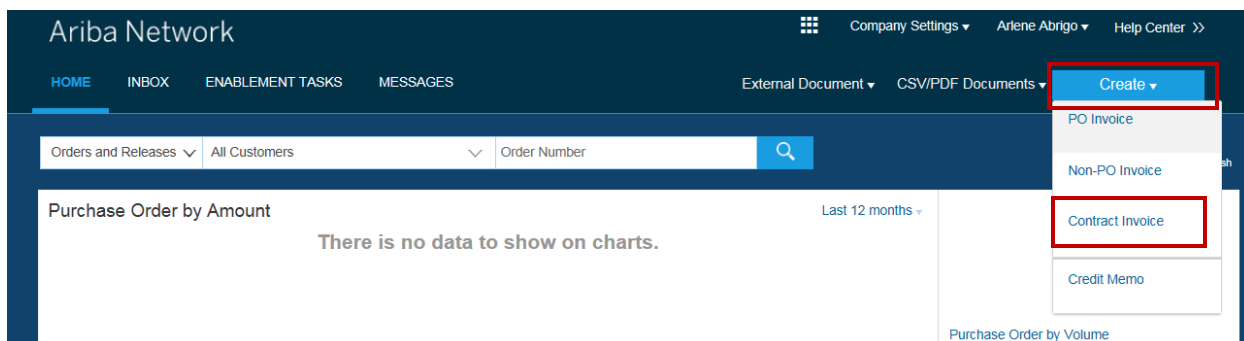


Figure 1: Create Contract Invoice

5. This will take you to the Create Contract Invoice: Select Customer page. Select **Air Canada or affiliates** as the customer and click on **Next**

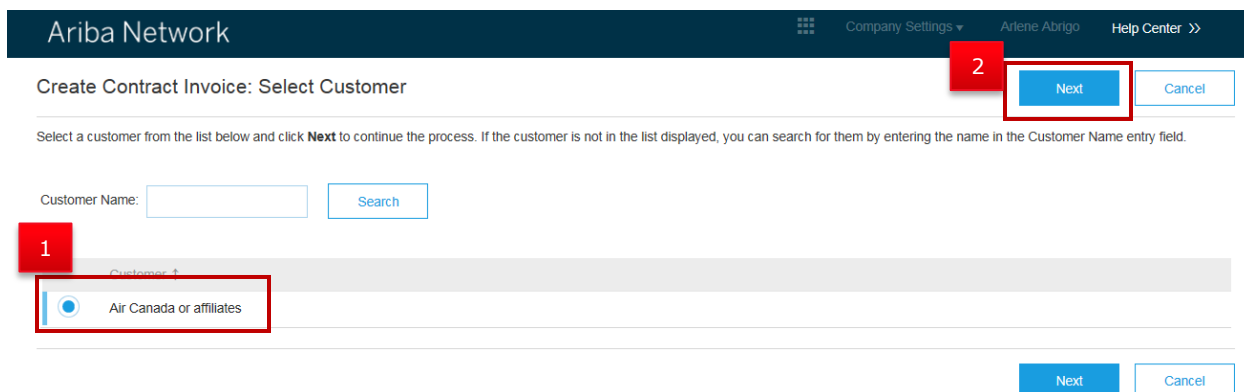


Figure 2: Create Contract Invoice: Select Customer

6. You will then be brought to the **Contract Invoice: Select Customer Contract Site** page. Select the **AC001_A_Montreal_HQ** option and click on **Next**



Ariba Network
Company Settings ▾
Arlene Abrigo
Help Center >>

Contract Invoice: Select Customer Contract Site

2

Next

Cancel

Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

1

Business Unit Address ↑	Contact
AC001_A_LONDON_RADIUS	AIR CANADA
<input checked="" type="radio"/> AC001_A_MONTREAL_HQ	AIR CANADA
<input type="radio"/> AC001_ABBOTSFORD_AIRPORT	AIR CANADA

Page 1 ▾ >>

Figure 3: Create Contract Invoice: Select Customer Contract Site

- You will now be on the **Create Contract Invoice: Select Contract** page. Beside the field titled **Contract**, click on **select** to trigger a pop-up window to appear, where you will select the Contract Title. If the **select** hyperlink does not appear, you will need to Log out and then Log back in and repeat the steps, starting at Step 4.

Ariba Network
Help Center

Create Contract Invoice: Select Contract

Prev

Next

Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: (no value)
Buyer Contact: * (no value) ▾

Contract: * (no value) [select]

Invoice #: * ⓘ
Invoice Date: *
Payment Terms: (no value)

Figure 4: Create Contract Invoice: Select Contract



8. A window will pop-up where you will need to **Choose Value for Contract**. Select a contract title that Air Canada has provided to you for invoicing

Choose Value for Contract

ID

Search

ID	Title	Effective Date	Expiration Date	Status	↑
C16-V3	(CW2224801) CC_Testing Supplier Level_ARIBA TEST SUPPLIER_07172018	Sun, 1 Jul, 2018	Wed, 30 Jun, 2021	Open	Select
C18	(CW2225864) CC_Testing Item Level_ARIBA TEST SUPPLIER_11062018	Thu, 1 Nov, 2018	Sun, 31 Oct, 2021	Open	Select
C15-V4	(CW2224797) CC_Testing Item Level_ARIBA TEST SUPPLIER_07172018	Sun, 1 Jul, 2018	Wed, 30 Jun, 2021	Received	Select

Done

Figure 5: Create Contract Invoice: Select Contract

9. Based on the contract selected, some fields will be populated. The remaining fields will need to be completed.

Ariba Network

Help Center

Create Contract Invoice: Select Contract

PrevNextCancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

1 Buyer Contact: * (no value)

Contract: * Search more

2 Invoice #: * testABC

3 Invoice Date: * Fri, 30 Aug, 2019

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

4 Ship To: AIR CANADA

Bill To: AIR CANADA

Figure 6: Create Contract Invoice: Select Contract

10. **Buyer Contact** should be the Air Canada contact who ordered the goods or services. Click on the downward facing arrow and click on **Search more**



Create Contract Invoice: Select Contract

Prev

Next

Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * (no value) ▼

Contract: *

Invoice #: * testABC ⓘ

Invoice Date: * Fri, 30 Aug, 2019

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: AIR CANADA ▼

Bill To: AIR CANADA ▼

Figure 7: Create Contract Invoice: Select Contract

11. You will then type in the name or email address of your Air Canada contact on the search field and click on the **Search** button

Choose Value for Buyer Contact

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Email Address

Email Address ↑	Name	
	AHOJVA SHULMAN	<input type="button" value="Select"/>
Aabid.Pirani@aircanada.ca	AABID PIRANI	<input type="button" value="Select"/>
Aafreen.Gazal@aircanada.ca	AAFREEN GAZAL	<input type="button" value="Select"/>
Aakash.Hooda@aircanada.ca	AAKASH HOODA	<input type="button" value="Select"/>
Aalan.Mohammad@aircanada.ca	AALAN MOHAMMAD	<input type="button" value="Select"/>
Aamir.Kalu@aircanada.ca	AAMIR KALU	<input type="button" value="Select"/>
Aamir.Shaikh@aircanada.ca	AAMIR SHAIKH	<input type="button" value="Select"/>
Aadi.Steen@aircanada.ca	AADI MILES STEEN	<input type="button" value="Select"/>

Figure 8: Create Contract Invoice: Select Contract



12. Once you have populated the **Buyer Contact** field, you can continue on to complete the **Invoice#** and **Invoice Date** fields. Invoices can be dated up to 30 days in the past or in the future

Create Contract Invoice: Select Contract

[Prev](#)[Next](#)[Cancel](#)

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * APRIL CALLANDER

Contract: * C18 [select]

Invoice #: *

Invoice Date: *

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: (no value)

Bill To: AIR CANADA

Figure 9: Create Contract Invoice: Select Contract

13. The next step is to complete the **Ship To** field by clicking on the downward facing arrow and click on **Search More**

Create Contract Invoice: Select Contract

[Prev](#)[Next](#)[Cancel](#)

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * APRIL CALLANDER

Contract: * C18 [select]

Invoice #: *

Invoice Date: *

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: (no value)

Bill To: AIR CANADA

AIR CANADA

Search more

Figure 10: Create Contract Invoice: Select Contract

14. Here, you must **Select** the location where the good(s) is shipped to. Selecting the correct ship-to location (province/state) has tax implications whereby tax validations are being implemented and this field will be used to confirm the taxes used.



15. Note that services are directly tied to the contract, which is primarily executed at the Air Canada HQ in Montreal. Therefore, all services will have GST and possibly QST applied

Choose Value for Ship To

Location ↑	Name	Country	City	State/Province/Region	Street	
AC001_A_LONDON_RADIUS	AIR CANADA	United Kingdom	FELTHAM	MDDSX	AIR CANADA RADIUS PARK, FAGGS ROAD, HATTON CROSS	Select
AC001_A_MONTREAL_HQ	AIR CANADA	Canada	DORVAL	QC	AIR CANADA DE LA COTE-VERTU BLVD WEST	Select
AC001_A_TORONTO_2150_ISLINGTON	AIR CANADA	Canada	ETOBICOKE	ON	AIR CANADA 2150 ISLINGTON AVENUE	Select
AC001_ABBOTSFORD_AIRPORT	AIR CANADA	Canada	ABBOTSFORD	BC	AIR CANADA 30550 LIBERATOR AVENUE, ABBOTSFORD AIRPORT	Select
AC001_AFGHANISTAN	AIR CANADA	Afghanistan	ALL LOCATIONS	**	AIR CANADA AFGHANISTAN	Select
AC001_ALGERIA	AIR CANADA	Algeria	ALL LOCATIONS	**	AIR CANADA ALGERIA	Select
AC001_ANCHORAGE_AIRPORT	AIR CANADA	United States	ANCHORAGE	AK	AIR CANADA 5100 OLD INTERNATIONAL AIRPORT ROAD	Select
AC001_ANGOLA	AIR CANADA	Angola	ALL LOCATIONS	**	AIR CANADA ANGOLA	Select

Done

Figure 11: Create Contract Invoice: Select Contract

16. Now that you have completed all fields, click on **Next**

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)
 Buyer Contact: * APRIL CALLANDER
 Contract: * C18 [select]
 Invoice #: * TestABC
 Invoice Date: * Mon, 26 Aug, 2019
 Payment Terms: n45
 Contract Type: Item
 Ship From: ARIBA TEST SUPPLIER
 Ship To: AIR CANADA
 Bill To: AIR CANADA

Figure 12: Create Contract Invoice: Select Contract

17. Within the **Invoice Header** section:

- Click on the **Add to Header** button, if you have attachments or any backup required by Air Canada
- Verify that the correct, **Remit To**, address is selected
- Validate that the **GST/HST/VAT #** is populated, if any of these taxes will be invoiced. If the company profile is filled out, this field will be auto-populated



▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Contract Number: C18	Subtotal: \$0.00 CAD	Edit Header
Invoice #: TestABC	Total Tax: \$0.00 CAD	
Invoice Date: 21 Aug 2019	Total Gross Amount: \$0.00 CAD	
Service Description: <input type="text"/>	Total Amount without Tax: \$0.00 CAD	
Sold To Email: April.Callander@aircanada.ca	Total Net Amount: \$0.00 CAD	
Payment Terms: n45	Amount Due: \$0.00 CAD	

Remit To: TEST ADDRESS ▼	Bill To: AIR CANADA	View/Edit Addresses
WINNIPEG MB Canada	DORVAL QC Canada	
GST/HST/VAT #: <input type="text"/>		

Tax ⓘ

Figure 13: Create Contract Invoice: Invoice Header section

18. In the Tax section – select **Line level tax**

Tax ⓘ

☐ Header level tax ⓘ

☒ Line level tax ⓘ

Figure 14: Create Contract Invoice: Tax section

19. In Additional Fields section, ensure **QST** registration number is populated, if **QST** tax will be applied and invoiced. Once again, if your company profile is completed, this field will be auto-populated

Additional Fields

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

Invoice Document Type: Invoice ▼

FOB/Incoterms:

Supplier Account ID #: <input type="text"/>	Service Start Date: <input type="text"/>
Customer Reference: <input type="text"/>	Service End Date: <input type="text"/>
Supplier Reference: <input type="text"/>	

Supplier: **ARIBA TEST SUPPLIER** Email: April.Callander@aircanada.ca [View/Edit Addresses](#)

Winnipeg MB
Canada

Bill From: **ARIBA TEST SUPPLIER** [View/Edit Addresses](#)

Winnipeg MB
Canada

QST Tax ID:

Figure 15: Create Contract Invoice: Tax section



20. In the **Line Items** section, click on **Add Items**

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

Insert Line Item Options

☐ Tax Category: ☐ 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 [Add Items](#)

Figure 16: Create Contract Invoice: Add items

21. In the **Create Contract Invoice: Add Contract Item** section, a list of items to invoice will appear. Identify the item(s) you wish to invoice, enter a **Quantity** for the selected item(s) to equal your subtotal for that line and click on the **Add Item** button. Once all items are selected, click on **Done**

Note: Do not modify the amount/rates that are provided. Only edit the qty so that it equals your invoice amount or click on the "+" beside the shopping cart and create an adhoc line item

Create Contract Invoice: Add Contract Item 2 [Done](#) [Cancel](#)

Contract: C18

Browse By Category All Categories Search by part #, supplier name, or keyword

Uncategorized Items

3 item(s) found View: ☐ ☒ Sort by: Relevance

☐ [Add Item](#) [Compare Items](#)




<input type="checkbox"/>		Admin Fees Supplier: ARIBA TEST SUPPLIER 759315 Supplier Part #: C18-3_FeeItem Available in: 0 Day(s)	\$225.00 CAD / month Qty: 1 Add Item
<input type="checkbox"/>		Security Cameras Supplier: ARIBA TEST SUPPLIER 759315 Supplier Part #: SECCAM1 Available in: 0 Day(s)	\$1,500.00 CAD / each Qty: 1 Add Item
<input type="checkbox"/>		Security Guard Services Supplier: ARIBA TEST SUPPLIER 759315	\$50.00 CAD / hour

Figure 17: Create Contract Invoice: Add items



22. For each invoice line where taxes are applicable, select the line(s) by ensuring the **Include** slider is green. Then "check" the box to the left of **Tax Category**, open up the drop down menu to the right of **Tax Category** and select the appropriate tax to apply on each line, then click on **Add to Included Lines**. Repeat this if multiple taxes have to be applied (example: GST + QST or GST + PST).

It is recommended to **Configure Tax Menu**, if not already done. This will assist you on all future invoice entries as it will apply the correct Tax Description (GST/HST/QST/PST) and rate (%) as seen enclosed in blue below.

Figure 18: Create Contract Invoice: Select Tax

23. Once completed, click **Next** at the top or bottom of the page

Figure 19: Create Contract Invoice: Invoice Submission



24. A summary view of the invoice will be presented. Review all information to confirm correct

25. **Submit** the invoice

Ariba Network

Company SettingsArlene Abrigo

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Canada. The document's destination is more than one country. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TestABC

Invoice Date: Wednesday 21 Aug 2019 3:30 AM GMT-07:00

Contract Number: C18

Subtotal: \$1,000.00 CAD

Total Tax: \$22.50 CAD

Total Shipping: \$0.00 CAD

Total Gross Amount: \$1,022.50 CAD

Total Amount without Tax: \$1,000.00 CAD

Total Net Amount: \$1,022.50 CAD

Amount Due: \$1,022.50 CAD

REMIT TO:

ARIBA TEST SUPPLIER

Postal Address:

TEST ADDRESS

WINNIPEG MB R2B 2C3

Canada

BILL TO:

AIR CANADA

Postal Address (Default):

AIR CANADA DE LA COTE-VERTU BLVD WEST

DORVAL QC H4S 1Y9

Canada

SUPPLIER:

ARIBA TEST SUPPLIER

Postal Address:

355 Portage Ave

Winnipeg MB R2E 0H5

Canada

BILL FROM:

ARIBA TEST SUPPLIER

Postal Address:

355 Portage Ave

Winnipeg MB R2E 0H5

Canada

CUSTOMER:

Air Canada or affiliates

Postal Address:

7373 DE LA CÔTE-VERTU BLVD WEST

Dorval QC H4S 1Y9

Canada

Email: April.Cailander@aircanada.ca

PAYMENT TERMS:

Figure 20: Create Contract Invoice: Invoice Submission

26. You will then receive confirmation of your submission

Ariba Network

Invoice TestABC has been submitted.

Print a copy of the invoice.

Exit invoice creation.

Figure 21: Create Contract Invoice: Invoice Submission



Invoicing Adhoc Non-Catalog Items on a Contract Invoice

1. If you are submitting an item not listed on the contract, you are submitting an Adhoc Non-Catalog item on the Contract Invoice
2. It is preferred that Adhoc Non-Catalog items are invoiced separately from the items listed on a contract
3. To create an Adhoc Non-Catalog Invoice, follow steps 3 through to 19 and then follow the below instructions
4. If your contract is setup to allow Adhoc Non-Catalog items, the button on the right-hand-side of the page, beside the shopping cart, will be available to add items not listed

Create Contract Invoice: Add Contract Item

Contract: C18

Browse By Category

Uncategorized Items

All Categories

Search by part #, supplier name, or keyword

3 item(s) found

View: [List View Icon] [Grid View Icon]

Sort by: Relevance

Add Item

Compare Items

Admin Fees

Supplier: ARIBA TEST SUPPLIER 759315

\$225.00 CAD / month

Done

Cancel

Figure 22: Create Contract Invoice: Adding Adhoc Non-Catalog items

5. Enter the **Supplier Part#, Qty, Unit, Price, Currency** and **Full Description** for each item

6. Click on Save to add the item to the cart

Create Contract Invoice: Add Non-Catalog Item

Save

Cancel

Line Items

1

2

3

4

5

No.	Supplier Part#	Description	Contract	Qty	Unit	Price	Amount
1	testing123	Enter a description for this item.	No	1	each	500.00 CAD	\$0.00 CAD

Supplier Part Number:

Bill To: AIR CANADA

Item Category: Materials

Full Description: *testing Contract Invoicing

Additional Pricing Details

Reference Note: 1 added on Aug 2020

Show Details

Figure 23: Create Contract Invoice: Adding Adhoc Non-Catalog items

7. To complete the submission of the invoice once all items are entered, click on **Done**



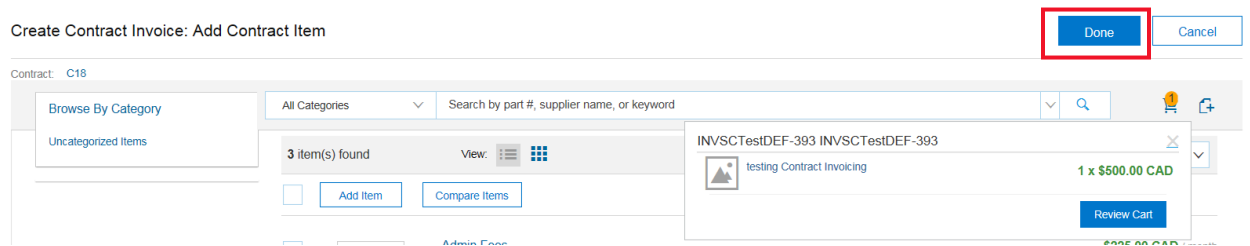


Figure 24: Create Contract Invoice: Submitting Adhoc Non-Catalog items

8. If you would like to review what is in your cart, click on the **shopping cart** icon and then click **Review Cart**

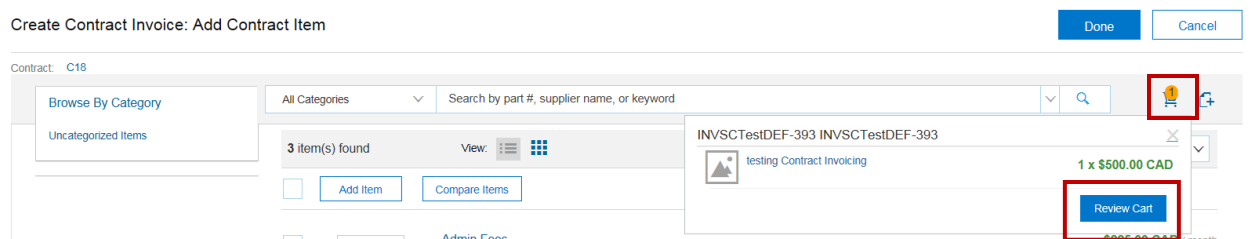


Figure 25: Create Contract Invoice: Submitting Adhoc Non-Catalog items

9. When you have added all Adhoc Non-Catalog items, follow steps 21 through to 26 to **Submit** the invoice.



Rejected Invoice and Next Steps

1. For Standard Accounts, you will receive an email indicating that your invoice has been Rejected
2. Click on the link on your email to review the rejected invoice
3. Otherwise, if you are an Enterprise Account, you can verify if your invoice is rejected on the Ariba Network
4. Go to your **Outbox** and click on the hyperlink found under the Invoice# column for the **Rejected** invoice

1

HOMEINBOXOUTBOXCATALOGSENABLEMENT TASKSMESSAGES

External Document ▾CSV/PDF Documents ▾Create ▾

InvoicesOrder ConfirmationsShip NoticesDrafts

Invoices

► Search Filters

Invoices (100+)Page 1 ▾»☰

	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
<div>2</div>	TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	29 Aug 2019	\$12.00 CAD	Acknowledged	Rejected
<div><div></div><div></div></div>	TestHeaderTax	Air Canada or affiliates	Non-PO	Paper Invoice	Supplier	No	Non-PO	28 Aug 2019	\$3.70 CAD	Acknowledged	Approved
<div><div></div><div></div></div>	testVAT	Air Canada	Contract	Online	Supplier	No	Contract	29 Aug 2019	\$347.50 CAD	Acknowledged	Rejected

Figure 26: Rejected invoice

5. This will take you to the Invoice and Detail tab of the invoice. This section will provide the reason for the rejected invoice and allows you to **Edit & Resubmit**. Click on this button to begin editing the invoice



Invoice: TestOnly

Done

Edit

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

History

Rejected Invoice:

Reasons:

AutoRejection: Air Canada Tax Registration Review - GST

Line item: Line Number:2 Part Number: Description:Tax Exceptions: Air Canada Tax Registration Review - GST Tax Registration number does not meet the requirements. Air Canada Tax Registration Review - GST TAX REG # MISSING or NO MATCH. Update in your Company profile>Business: GST/HST in TAX id field. Advise APvendor@aircanada.ca of this change. DO NOT RESUBMIT until APvendor@aircanada.ca has acknowledged that the change has been made in AC system. Line item: Line Number:3 Part Number: Description:QST Exceptions: Air Canada Tax Registration Review - QST TAX REG # MISSING or NO MATCH. Update in your Company profile>Business: QST in VAT ID field. Advise APvendor@aircanada.ca of this change. DO NOT RESUBMIT until APvendor@aircanada.ca has acknowledged that the change has been made in AC system. Air Canada Tax Registration Review - QST Tax Registration number does not meet the requirements.

Edit & Resubmit

Standard Invoice

Status
Invoice: Rejected
Routing: Acknowledged
Invoice Number: TestOnly
Invoice Date: Thursday 29 Aug 2019 1:52 PM GMT-05:00

Original Purchase Order:

Subtotal: \$10.00 CAD
Total Tax: \$2.00 CAD
Total Gross Amount: \$12.00 CAD
Total Amount without Tax: \$10.00 CAD
Total Net Amount: \$12.00 CAD
Amount Due: Messages

Figure 27: Rejected invoice

- Once you click on the Edit & Resubmit button, Ariba will take you to the **Edit Invoice** page to fix the error. Fix the error and click on **Next**

Edit Invoice

Update

Exit

Next

Invoice Header

* Indicates required field

Add to Header

Summary

Invoice #: TestOnly
Invoice Date: 29 Aug 2019
Service Description:
GST/HST/VAT #:
Remit To: TEST ADDRESS
WINNIPEG MB
Canada
Choose Address: AC001_A_LONDON_RADIUS
Bill To: AIR CANADA
FELTHAM
MDD5X
United Kingdom

Subtotal: \$10.00 CAD
Total Tax: \$0.70 CAD
Total Gross Amount: \$10.70 CAD
Total Amount without Tax: \$10.00 CAD
Tax:
Total Net Amount: \$10.70 CAD
Amount Due: \$10.70 CAD

View/Edit Addresses

Order Information

Figure 28: Rejected invoice



- You will then review your invoice and select **Submit** once you feel that you have fixed it correctly.

Edit Invoice

Previous

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TestOnly
Invoice Date: Thursday 29 Aug 2019 12:00 PM GMT-05:00

Subtotal: \$10.00 CAD
Total Tax: \$0.70 CAD
Total Gross Amount: \$10.70 CAD
Total Amount without Tax: \$10.00 CAD
Total Net Amount: \$10.70 CAD
Amount Due: \$10.70 CAD

REMIT TO:

ARIBA TEST SUPPLIER

Postal Address:
TEST ADDRESS
WINNIPEG MB R2B 2C3
Canada

BILL TO:

AIR CANADA

Postal Address:
AIR CANADA
RADIUS PARK,FAGGS ROAD, HATTON CROSS
FELTHAM
MDD5X
TW6 0NJ
United Kingdom
Address ID: AC001_A_LONDON_RADIUS

SUPPLIER:

ARIBA TEST SUPPLIER

Postal Address:
355 Portage Ave
Winnipeg MB R2E 0H5
Canada

Figure 29: Rejected invoice

- On the following page, you will click on the button **Done** and Ariba will take you back to the **Invoices** page where you will see the **Invoice Status** as **Sent**

Invoices

► Search Filters

Invoices (100+)

Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	2 Sep 2019	\$10.70 CAD	Queued	Sent
TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	29 Aug 2019	\$12.00 CAD	Obsolete	Rejected

Figure 30: Rejected invoice

