

How to submit a Non-PO invoice on Ariba

Training guide Supplier

V1.0 (February 2022)

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How to create a Non-Po Invoice

1. Open the Ariba website: <http://supplier.ariba.com>
2. Enter your username and password to log in to your account
3. **The first step is to update your Tax ID on your business profile. This is a one-time step.** Click on your initials (1) on the right top corner, then on Company profile (2)
4. Click on the **Business tab** (3), then go under the **Tax Information** section (4)
5. Enter your 9 digits **GST number**- with no dash, space, additional number, or letter- under **Tax ID** (5)
6. Enter your 10 digits **QST number** - with no dash, space, additional number, or letter - under **VAT ID** (6)

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Supplier Legal Form:

Penalty Information:

Discount Information:

D-U-N-S® Number:

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

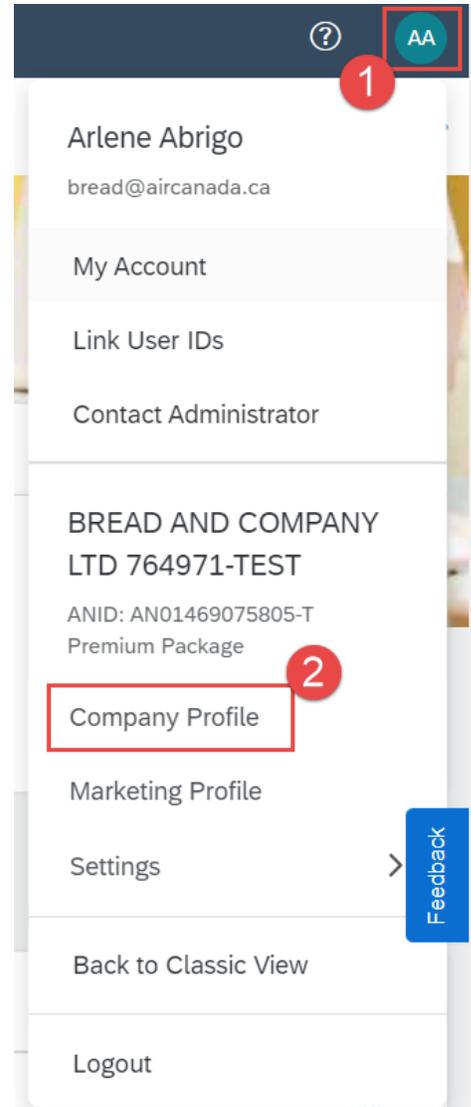
5 Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

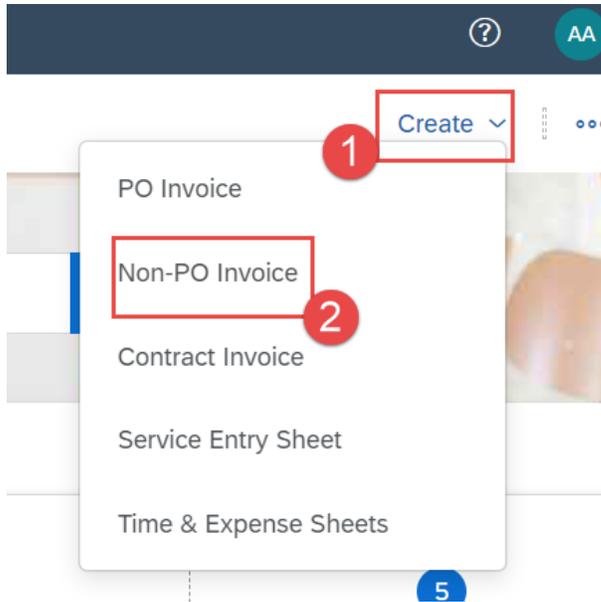
Regional Tax ID: Do not enter dashes

6 Vat ID:

VAT Registered



7. Do not enter your Tax numbers under any other field. **Save & Close** the page
8. Click on the scroll-down menu **Create (1)** and select **Non-PO invoice (2)**



9. The page below will appear. Make sure the **Customer** selected is **Air Canada or affiliates (1)**, **Standard Invoice (2)** is selected, then click on **Next (3)**

Create Non-PO Invoice Next Exit

For a trading relationship already on Ariba Network

Customer: Air Canada or affiliates - TEST 1

Type of Invoice: Standard Invoice 2
 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, you must request [More Invoice New Customer](#) (Requires Customer Code)

3 Next Exit



10. The first section to complete is **Summary**

Summary

1 Invoice #:*

2 Invoice Date:* 2 Feb 2022 

3 Service Description:

4 Supplier Tax ID: 123456789

5 Remit To 355 Portage Ave 

Winnipeg MB
Canada

6 Choose Address AC001_A_MONTREAL_HQ 

Bill To: AIR CANADA

DORVAL QC
Canada

Subtotal: \$0.00 CAD
Total Tax: \$0.00 CAD
Total Gross Amount: \$0.00 CAD
Total Amount without Tax: \$0.00 CAD
Total Net Amount: \$0.00 CAD
Amount Due: \$0.00 CAD

- (1) **Invoice #:** Enter a name/number for your invoice. Use your own invoice number as a reference. This must be a unique number for each invoice.
- (2) **Invoice Date:** Select a date for your invoice. Your invoice can be backdated up to 30 days ago.
- (3) **Service Description:** This is an optional field. You can enter a short description of the service you have provided
- (4) **Supplier Tax ID:** Make sure the correct GST number appear in this section. If it's not there, please enter your 9 digits GST number under this field- with no dash, space or additional letter/number
- (5) **Remit to:** Select the right Remit To address using the scroll-down menu
- (6) **Choose Address:** Choose the correct Bill To address, as instructed by your Air Canada Contact. If you didn't receive specific instruction, use **MONTREAL_HQ**

Please, select the correct Bill to address regarding of who you are trying to bill.

AC001: Air Canada

LCC001: Air Canada Rouge

TCC001: Trans-Canada Capital



REMIT TO ADDRESS

If you have **multiple Remit to Address**, you will need to **configure your Remittance addresses and IDs** on your profile and carefully select the correct one when creating an invoice. **See instructions at the end of this manual.**

11. Under the section **Additional Field**

Additional Fields

Information Only. No action is required from the customer.

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"/>		
Payment Note:	<input type="text"/>		

Supplier: **BREAD AND COMPANY LTD 764971-TEST**
MONTREAL QC
Canada

Customer: **Air Canada or affiliates - TEST**
Winnipeg MB
Canada

Bill From: **BREAD AND COMPANY LTD 764971-TEST**
MONTREAL QC
Canada

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

You need to enter your Air Canada contact email address. This is the person who requested/ordered your services/goods and who is going to be responsible to approve your invoice.

*****Do not enter your own email address*****

Air Canada/AC001: Enter an email with a domain name of **@aircanada.ca**

Air Canada Rouge/LCC001: Enter the email contact as: **apacrouge@aircanada.ca**

Trans-Canada Capital/TCC01: Enter the email contact as: **billing@transcanadacapital.com**



12. Under the **Supplier VAT** section

Supplier VAT

Supplier VAT/Tax ID:

vendorTerms:

transactionCategoryOrType:

Buyer Purchasing Code:

Make sure **your correct QST number appears under the Supplier VAT/Tax ID field**, if you have one. If it's not there, please enter your 10 digits QST number – with no dash, space or additional letter/number.

13. The next step is to attach a copy of your official invoice to your Ariba one.

Click on the scroll-down menu of **Add to Header (1)**, then on **Attachment (2)**

The screenshot shows a software interface with a dropdown menu open. The dropdown menu is titled 'Add to Header' and contains the following options: Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Discount, Allowance, Charge, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red box and a circled '2'. The 'Add to Header' button is also highlighted with a red box and a circled '1'. In the background, there is a table with columns: Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table currently shows 'No item selected'. There are also buttons for 'Update', 'Save', 'Exit', and 'Next' at the bottom right.

Click on **Choose File (3)** and select the correct file in your documents. Click on **Add Attachment (4)** to finalize the attachment of your document.

Attachments

The total size of all attachments cannot exceed 10MB

[Remove](#)

No file chosen



14. The next step is to enter your Line Items.

Click on the scroll down menu **Add**, then depending on what you have provided, select **Add General Service** or **Add Material**

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

Insert Line Item Options

Tax Category: 5% GST / GST Quebec 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

- Add General Service
- Add Labor Service
- Add Material

General Service:

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

Insert Line Item Options

Tax Category: 5% GST / GST Quebec Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>							

Service Period

Service Start Date: Service End Date:

Line Item Actions

- (1) Enter a line number
- (2) Enter a short **description** of the service you have provided
- (3) Put the right **Quantity**
- (4) Select the right **Unit** (each, hours, etc)
- (5) Enter the **Unit Price, before Taxes**
- (6) Enter the **Start & End Date** of when you have provided the service

15. **You will need to configure your Tax Menu.** You will need to do this step only the first time. Then your Tax Menu is going to be configured for your futures invoices.



Line Items

Insert Line Item Options

Tax Category: 5% GST / GST

No.	No.	No.	Include	Type	Part #	Des	#
						Standard Tax Selections	

Line Item Actions ▼ Delete Add ▼

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Taxes

- 5% GST / GST
- 7% PST / PST
- 9.975% QST / QST
- 13% HST / HST
- Standard Tax Selections
- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Click on the **scroll-down menu next to Tax Category (1)**, then select **Configure Tax Menu (2)**

Configure Tax

OK Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> GST	5 %	GST
<input type="radio"/> PST	7 %	PST
<input type="radio"/> QST	9.975 %	QST
<input type="radio"/> HST	13 %	HST

Delete Create

- (1) Click on **Create**
- (2) Select the correct **Tax Category**- ****Do not select Sales Tax, unless you have provided/delivered your services/goods in the US and invoicing in USD****
- (3) Enter the correct **Rate** according to the Tax Category you have selected
- (4) Enter the correct **Tax name under Description**
- (5) Click on **OK**



16. This step is only if you have Taxes to apply to your invoice.

Line Items v Line Items, v Included, v Previously Rptd Invoice

Insert Line Item Options

Tax Category: 5% GST / GST

5% GST / GST

7% PST / PST

9.975% QST / QST

13% HST / HST

Standard Tax Selections

Sales

VAT

GST

Add to Included Lines

No.	No.	No.	Include	Type	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
					No item selected						

Line Item Actions | Delete | Add

- (1) Checkmark the **Tax Category** box
- (2) Click on the **drop-down menu** next to it and **select the correct tax** from the menu you just configured.
- (3) Click on **Add to Included Lines**
- (4) **Repeat the steps** if you have **more than 1 Tax** to apply.

Make sure your Tax Amounts match with the ones on your invoice.

17. When everything is completed, click on **Next** at the right bottom or top of your page.

18. That will bring you to our **invoice summary**. Please, **double-check everything on your invoice before submitting:**

- Subtotal, Total Tax and Amount match with the ones on your invoice
- You have selected the correct Remit to/Bill to address
- You can see your correct GST number under your Remit To address
- You have entered your Air Canada contact person email address
- You have correctly added your Line Items and your Taxes
- You can see your correct QST number on top of your Line Items
- An official copy of your invoice is attached to your Ariba one

If everything is correct, click on Submit

19. You will receive an **email confirming** your invoice has been **submitted**.



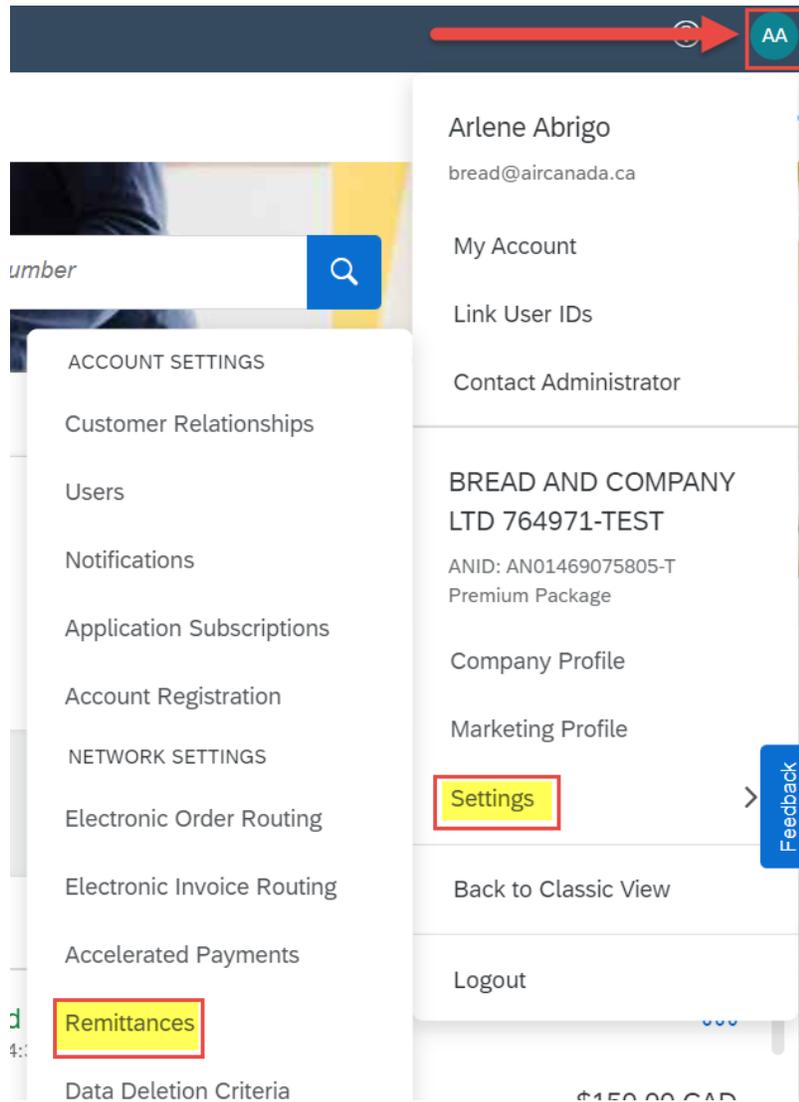
20. If your invoice gets **rejected**, you will receive a notification email about it.

You will need to **(1) Create a new invoice by repeating steps 8 to 18 and correct the error if you have a Standard Account** or **(2) Go back on your rejected invoice on your Ariba Dashboard and click on Edit & Resubmit if you have an Enterprise account**. You will need to correct the error before resubmitting.



Remit to Address and IDs

Click on your Username initial at the top right corner and select **Remittances** under Settings.



Under Settlement tab, **EFT/Check Remittances** section select “Create”

EFT/Check Remittances

Address ↑	City	State
<input type="radio"/> 355 Portage Ave	Winnipeg	MB

↳

Fill all the required fields (marked with *) and add the **Remittance ID** in the field for your Customer, click **OK**.

Remittance Address

Address 1: *

Address 2:

Address 3:

City: *

State: * Alabama [US-AL]

Zip: *

Country/Region: * United States [USA]

Contact:

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Air Canada or affiliates - TEST	<input type="text"/>

If you are finished click **Save**.



Your remittance ID is the 6 digits number you have been assigned by Air Canada when your vendor profile has been created. Example below:

BREAD AND COMPANY
LTD 764971-TEST

When invoicing:

Select Remittance ID starting by **7** if you are trying to invoice **Air Canada**

Select Remittance ID starting by **4** if you are trying to invoice **Air Canada Rouge**

Select Remittance ID starting by **6** if you are trying to invoice **Trans-Canada Capital**

If you are not sure about your Remittance IDs, please contact supplierdesk@aircanada.ca

