

Supplier QRG – Create line items and apply taxes

1. On the Line Items section, select **Add General Service** or **Add Material** line as required.
2. Enter the required fields: **Line No.**, **Description**, **Quantity**, **Unit** & **Unit Price** (subtotal before any tax).
3. Select the **Service Start Date** and **Service End Date**.
4. Check **mark** the box beside **Tax Category**.
5. Select **Tax Category** drop-down list. See next slide to **Configure Tax Menu**.
6. Select the correct **Tax Category** on top of the list from the ones you have previously configured.
7. Click on **Add to Included Lines**
8. Repeat steps 5 to 7 if you have more than one Tax Category.
9. **Make sure your Tax amounts on Ariba match with the ones on your Invoice.**
10. If you have any questions do not hesitate to contact the Air Canada Supplier Enablement Team at supplierdesk@aircanada.ca

****Note**, the **Sales Tax** category should **NOT** be used, unless you are providing/delivering your services/goods in the US and USD is charged. ******

The screenshot displays the SAP Supplier QRG interface for creating line items and applying taxes. The interface is divided into several sections:

- Line Items Section:** At the top, it shows '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown (set to '1% Sales Tax / Florida Sales Tax') and a 'Discount' checkbox. An 'Add to Included Lines' button is also present.
- Line Item Table:** A table with columns: No., No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. The first row is selected, showing 'SERVICE' type, 'Test Only' description, and a unit price of \$10.00. The 'Service Start Date' is '1 Jan 2021' and the 'Service End Date' is '31 Jan 2021'.
- Tax Category Selection:** A dropdown menu is open, showing a list of tax categories: 5% GST / GST, 7% PST / PST, 9.975% QST / QST, 13% HST / HST, and 'Configure Tax Menu' (highlighted with a red box).
- Add to Included Lines:** A button at the bottom right of the interface, highlighted with a red box.
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