

# 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](mailto: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. **\*\***

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

Insert Line Item Options

Tax Category: 1% Sales Tax / Florida Sales Tax  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 1

Add General Service  
Add Labor Service  
Add Material

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Test Only		1	EA	\$10.00

Service Start Date:\* 1 Jan 2021 3

Service End Date:\* 31 Jan 2021

Line Item Actions Delete Add

Add to Header

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

Insert Line Item Options 4

Tax Category: 5% GST / GST 5

No.	No.	Include	Type	Pa	Standard Tax Selections	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
					No item selected						

Line Item Actions Delete Add

Taxes 6

- 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

Add to Included Lines 7

Update Save Exit Next

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