



# Quick Reference Guide

## ***Enterprise Supplier – Goods Invoicing***

Audience: City of Ottawa – Enterprise Suppliers

*Date: June 19, 2020*



# Step 1: Log into Supplier Account

The image displays two side-by-side screenshots of the SAP Ariba Supplier Login page. Both screenshots show the 'SAP Ariba' logo and the 'Supplier Login' heading. The left screenshot shows the login form with 'User Name' and 'Password' fields highlighted by a yellow box. The right screenshot shows the same form with the username 'test-CityofOttawaTESTSupplier2@Ottawa.c' and a masked password '\*\*\*\*\*' entered. Both screenshots include a 'Login' button, a link for 'Having trouble logging in?', and options for 'New to Ariba?' and 'Is your company registered?'.

# Step 2 – Select PO for Invoicing

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. Below this is a search bar with 'Orders and Releases' and 'All Customers' dropdowns, and an 'Order Number' search field. The main section is titled 'Orders, Invoices and Payments' and includes a summary row with statistics: 5 New Purchase Orders, 8 Orders to Invoice, 0 Orders that Need Attention, 1 Invoices Rejected, and 26 Purchase Orders. Below the summary is a table of purchase orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A callout box points to the 'Last 14 days' filter dropdown, which is open, showing options: Last 24 hours, Last 7 days, Last 14 days (selected), Last 31 days, and Last 200 Documents.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
0045090685	City of Ottawa - TEST	New	\$135,480.00 CAD	4 May 2020	\$0.00 CAD	Select ▾
0045090642	City of Ottawa - TEST	New	\$244.61 CAD	30 Apr 2020	\$0.00 CAD	Select ▾
0045090628	City of Ottawa - TEST	New	\$45,500.00 CAD	28 Apr 2020	\$0.00 CAD	Select ▾
0045090616	City of Ottawa - TEST	New	\$2,600.00 CAD	28 Apr 2020	\$0.00 CAD	Select ▾
0045090571	City of Ottawa - TEST	New	\$15,000.00 CAD	24 Apr 2020	\$0.00 CAD	Select ▾

From the Ariba account Homepage select:

- 1 New Purchase Orders
- 2 Order Number to invoice

Note:  
If you do not see the PO number listed, check the timeframe filter.

# Step 3: Create Invoice

Purchase Order: 0045090741

Done

Create Order Confirmation | Create Service Sheet | **Create Invoice** | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**TEST Ottawa**

From: Laurier Headquarters  
110 Laurier Ave West  
Ottawa ON K1P 1J1  
Canada  
Phone: +1 (613) 5606001

To: City of Ottawa Test 8 - TEST  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada  
Phone:  
Fax:  
Email: shaun.gobbel@sap.com

Purchase Order (New)  
0045090741  
Amount: \$8,000.00 CAD  
Version: 1

Payment Terms: NET 30

Routing Status: Sent

Comments  
Comment Type: Terms and Conditions  
Body: The City's General Terms and Conditions in effect on the date of award are incorporated by reference in this Purchase Order, unless otherwise indicated. A copy of the terms and conditions is available on the ... [View more](#)

Other Information  
Company Code: 1000  
Purchasing Unit Name: City of Ottawa

**Create Invoice** | Hide | Print | Download PDF | Export cXML | I

Standard Invoice | **2**

Line-Item Credit Memo | Create an invoice against the purchase order

Line-Item Debit Memo

**1**  
From the PO view select 'Create Invoice'

**2**  
Select Standard Invoice

If you wish to copy an existing invoice [click here](#).

# Step 3: Create Invoice (Invoice Information)

**Summary**

Purchase Order: 0045090741

Invoice #: \*  1

Invoice Date: ⓘ 11 May 2020

Service Description:  2

Final Service Sheet:

Remit To: City of Ottawa Test 8 - TEST

Ottawa ON  
Canada

Bill To: Laurier Headquarters

Ottawa ON  
Canada

---

**Payment Term**

Net Term(days):  3 [Add Discount/Penalty Term](#)

---

**Payment Term**

Net Term(days):  Discount or Penalty Term(days): ⓘ  Percentage(%): \*  [Remove](#)

1

Complete Invoice Number  
**Note:** Invoice is limited to 16 character. Special Characters allowed are: underscore, comma, period, number sign, back slash

2

Provide a brief service description

3

If providing an additional prompt payment discount it can be added here.  
The discount shown is 2% in 15 days.

# Step 3: Create Invoice (Goods Information)

Line Items

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Apples and Bananas	<input type="text"/>	20	each	\$20.00 CAD	\$400.00 CAD

Tax

Category: Sales Tax

Location: A/P, HST (rebate) applied

Regime:

Taxable Amount: \$400.00 CAD  
Rate(%): 13  
Tax Amount: \$52.00 CAD

Line Item Actions

1

Enter Part Number

2

Enter Quantity

The screenshot shows the SAP Ariba invoice creation interface. At the top, there is a navigation bar with buttons for 'Next', 'Update', 'Save', and 'Exit'. A yellow circle with the number '1' is positioned above the 'Update' button. Below the navigation bar, there is a section with a horizontal line and a button labeled 'Add to Header' with a dropdown arrow. A red box highlights an error message: '! Please correct the following errors and resubmit'. At the bottom of the interface, there is another navigation bar with buttons for 'Update', 'Save', 'Exit', and 'Next'. A yellow circle with the number '2' is positioned above the 'Next' button.

**1**  
From either the top or bottom of the invoice, select 'Update' to validate invoice information

**Note:**  
The following message will appear at the top of the invoice if there is invalid information.

**2**  
If no errors select 'Next' to proceed to the invoice review.



# Step 4: Review and Submit Invoice

**1**

Previous Save **Submit** Exit

Standard Invoice

Invoice Number: UUsgdV0R-hBD0w98 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
---	--

<b>REMIT TO:</b> City of Ottawa TEST Supplier 2 - TEST  Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada	<b>BILL TO:</b> 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	<b>SUPPLIER:</b> City of Ottawa TEST Supplier 2 - TEST  Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada
---	--	---

**1**

Review and Submit the invoice.

If corrections need to be made select 'Previous' to return to the invoice creation screen.

# Step 5: Invoice Status

The screenshot shows the SAP Ariba Network interface. At the top, there is a dark blue header with the SAP logo, 'Ariba Network', 'Enterprise Account', and a red 'TEST MODE' button. Below the header is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Outbox' menu is open, showing a list of options: 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. The 'Invoices' option is highlighted with a yellow circle containing the number '1'. In the background, there is a 'Purchase Order by A' card with values \$10K, \$8K, and \$6K.

Suppliers can view the status of their invoices through the Outbox dropdown menu.

# Step 5: Invoice Status

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below this is a menu with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Outbox' menu is expanded. The main content area is titled 'Invoices' and includes a 'Search Filters' section. Below that, it says 'Invoices (60)'. A table header is visible with columns: Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The 'Invoice Status' column header is highlighted with a yellow box. A tooltip is shown below the table, listing various invoice statuses and their descriptions.

Amount	Routing Status	Invoice Status
<b>Sent:</b>		The invoice is on the customer's system.
<b>Approved:</b>		Your customer has approved the invoice for payment.
<b>Paid:</b>		Your customer has indicated that the invoice is paid or in the process of being paid.
<b>Rejected:</b>		The invoice has failed validation on Ariba Network or your customer has rejected the invoice.
<b>Canceled:</b>		You have canceled the invoice.
<b>Pending approval:</b>		The invoice is on hold until your customer has approved the auto-generated service sheet.

Suppliers can view the status of their invoices through the Outbox dropdown menu.

1

Invoice: UUsgdV0R-hBD0w98

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

1

**Status**

Invoice: Approved  
Routing: Acknowledged  
Invoice Number: UUsgdV0R-hBD0w98  
Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00  
Original Purchase Order: [0045089767](#)  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

1

Invoice Status can also be seen when opening the invoice.

# Copy Existing Invoice

**1** From the home page select Invoices from the Outbox dropdown menu

**2** From the list of invoices select the invoice you wish to copy.

**3** Once the invoice is open select 'Copy This Invoice'

Note: The copied invoice will include all of the information from the original invoice. Vendors must create a new invoice number.