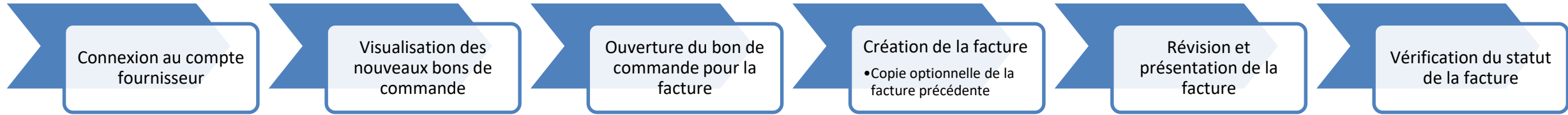




Guide de consultation rapide
***Fournisseurs d'entreprises – Facturation des
biens***

Public cible : Fournisseurs d'entreprises de la Ville d'Ottawa

Date : le 19 juin 2020



The image displays two side-by-side screenshots of the SAP Ariba Supplier Login interface. Both screenshots show the 'SAP Ariba' logo and the 'Supplier Login' heading. The left screenshot shows the empty login form with a yellow box highlighting the 'User Name' and 'Password' input fields. The right screenshot shows the form filled with test credentials: 'test-CityofOttawaTESTSupplier2@Ottawa.c' in the User Name field and a masked password in the Password field. Both screenshots include a 'Login' button, a link for 'Having trouble logging in?', and options for 'New to Ariba?' (Register Now or Learn More) and 'Is your company registered?' (Search).

Étape 2 – Sélection du bon de commande pour la facturation

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' filters. The main content area is titled 'Orders, Invoices and Payments' and features 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 orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A date filter dropdown is open, showing options: Last 24 hours, Last 7 days, Last 14 days (selected), Last 31 days, and Last 200 Documents. Two callouts are present: a yellow circle with '1' pointing to the summary row, and a yellow circle with '2' pointing to the first row of the table.

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

Dans la page d'accueil du compte Ariba, sélectionnez :

- 1 les nouveaux bons de commande;
- 2 le numéro du bon de commande par rapport à la facture.

Remarque
Si vous ne voyez pas le numéro du bon de commande à l'écran, vérifiez le filtre chronologique.

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 ⁱ
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

Line-Item Debit Memo

Create an invoice against the purchase order

1 Dans la zone du bon de commande, cliquez sur « Create Invoice » (Créer la facture).

2 Cliquez sur « Standard Invoice » (Facture standard).

Si vous souhaitez copier une facture existante, veuillez cliquer sur ce [lien](#).

Étape 3 : Création de la facture (Information sur la facture)

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

Tapez le numéro de la facture.

Remarque : Ce numéro est limité à 16 caractères. Les caractères spéciaux admis sont le trait de soulignement, la virgule, le point, le dièse et la barre oblique inverse.

2

Décrivez brièvement les services.

3

Si vous offrez un escompte pour un règlement rapide, vous pouvez le préciser ici. L'escompte indiqué dans cet écran est de 2 % pour un règlement à 15 jours.

Étape 3 : Création de la facture (Information sur les biens)

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

Location: A/P, HST (rebate) applied
Description: A/P, HST (rebate) applied
Regime:

1

Tapez le numéro de pièce.

2

Tapez la quantité.

Étape 3 : Création de la facture (Mise à jour et traitement)

The screenshot shows the SAP Ariba invoice creation interface. At the top, there are four buttons: 'Next' (highlighted in blue), 'Update', 'Save', and 'Exit'. Below these buttons, there is a text field with a red asterisk and the text '* Indicates required field' to its left. To the right of the text field is a button labeled 'Add to Header' with a dropdown arrow. Below the text field, there is a horizontal line. At the bottom of the interface, there are four buttons: 'Update', 'Save', 'Exit', and 'Next' (highlighted in blue). A yellow circle with the number '1' is positioned above the 'Update' button in the top row. A yellow circle with the number '2' is positioned above the 'Next' button in the bottom row. A red-bordered box at the bottom left contains the text: '! Please correct the following errors and resubmit'.

1

Dans le haut ou dans le bas de la facture, cliquez sur « Update » (Mettre à jour) pour valider l'information sur la facture.

Remarque

Le message ci-contre s'affiche dans le haut de la facture s'il y a des données invalides.

2

S'il n'y a pas d'erreur, cliquez sur « Next » (Suivant) pour enchaîner avec l'examen de la facture.

1

Standard Invoice

<p style="font-size: small; margin: 0;"> Invoice Number: UUsgdV0R-hBD0w98 Invoice Date: Monday 27 Apr 2020 3:21 PM GMT-04:00 Original Purchase Order: 0045089767 </p>	<p style="font-size: small; margin: 0;"> Subtotal: \$400.00 CAD Total Tax: \$52.00 CAD Amount Due: \$452.00 CAD </p>
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<p>REMIT TO:</p> <hr/> <p>City of Ottawa TEST Supplier 2 - TEST</p> <p style="font-size: x-small; margin-top: 10px;"> Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada </p>	<p>BILL TO:</p> <hr/> <p>Laurier Headquarters</p> <p style="font-size: x-small; margin-top: 10px;"> Postal Address (Default): Email Inv To: AP-CF@ottawa.ca Ottawa ON K2G 6J8 Canada Address ID: 0200 Phone (work): +1 (613) 5606001 </p>	<p>SUPPLIER:</p> <hr/> <p>City of Ottawa TEST Supplier 2 - TEST</p> <p style="font-size: x-small; margin-top: 10px;"> Postal Address: 100 Constellation Dr Ottawa ON K2G 6J8 Canada </p>
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1

Examinez la facture et soumettez-la.

S'il faut y apporter des corrections, cliquez sur « Previous » (Précédent) pour rappeler l'écran de création de la facture.

The screenshot displays the SAP Ariba Network user interface. At the top, a dark navigation bar contains the SAP logo, 'Ariba Network', 'Enterprise Account', and a red 'TEST MODE' button. Below this, a secondary navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Outbox' menu is expanded, showing a list of document types: 'Invoices' (highlighted with a yellow circle containing the number 1), 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. In the background, a 'Purchase Order by A' is visible with a table of values: \$10K, \$8K, and \$6K.

Les fournisseurs peuvent consulter le statut de leurs factures dans le menu déroulant de la boîte d'envoi (Outbox).

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, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Outbox' tab is selected. The main content area is titled 'Invoices' and shows a list of invoices with columns: Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The 'Invoice Status' column is highlighted with a yellow box. A tooltip is shown below the table, listing various invoice statuses and their descriptions.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Sent: The invoice is on the customer's system.										
Approved: Your customer has approved the invoice for payment.										
Paid: Your customer has indicated that the invoice is paid or in the process of being paid.										
Rejected: The invoice has failed validation on Ariba Network or your customer has rejected the invoice.										
Canceled: You have canceled the invoice.										
Pending approval: The invoice is on hold until your customer has approved the auto-generated service sheet.										

Les fournisseurs peuvent consulter le statut de leurs factures dans le menu déroulant de la boîte d'envoi (Outbox).



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

On peut aussi consulter le statut de la facture en ouvrant cette facture à l'écran.

1 Dans la page d'accueil, cliquez sur « Invoices » (Factures) dans le menu déroulant de la boîte d'envoi (Outbox).

2 Dans la liste des factures, sélectionnez la facture que vous voulez copier.

3 Lorsque la facture est ouverte à l'écran, cliquez sur « Copy this Invoice » (Copier cette facture).

Remarque : La facture copiée comprend toute l'information provenant de l'original de la facture. Les fournisseurs doivent créer un nouveau numéro de facture.