

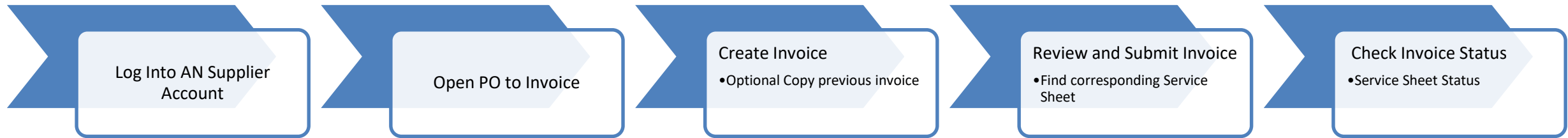


Quick Reference Guide

Enterprise Supplier – Service 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 empty input fields for 'User Name' and 'Password', and a 'Login' button. A yellow box highlights these two input fields. Below the form are links for 'Having trouble logging in?', 'New to Ariba? Register Now or Learn More', and 'Is your company registered? Search'. The right screenshot shows the same form with the username 'test-CityofOttawaTESTSupplier2@Ottawa.c' entered in the 'User Name' field and a masked password in the 'Password' field. The 'Login' button is highlighted in blue. The same links are present below the form.

Step 2: Open the New PO to Invoice

Home | Inbox | Outbox | Catalogs | Reports

Orders and Releases | All Customers | Order Number

Purchase Order by Amount

Line chart showing Purchase Order amounts from 28 Apr 2020 to 11 May 2020. The y-axis ranges from \$0 to \$10K. The x-axis shows dates. A peak is visible on 6 May 2020. The chart is for 'City of Ottawa - TEST'.

Dropdown menu options: Last 14 days (selected), Last 24 hours, Last 7 days, Last 31 days, Last 200 Documents.

Orders, Invoices and Payments

Summary: 2 New Purchase Orders, 2 Orders that Need Attention, 0 Invoices Rejected, 0 Payments Received, 12 Purchase Orders.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
0045090741	City of Ottawa - TEST	New	\$8,000.00 CAD	11 May 2020	\$0.00 CAD	Select
0045090653	City of Ottawa - TEST	New	\$5,000.00 CAD	30 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

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 | Line-Item Credit Memo | Line-Item Debit Memo

Create an invoice against the purchase order

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 (Add Service Line)

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

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available		City of Ottawa - General Service					

Line Item Actions

1

Select Add/Update to add general service item to the invoice.

2

Complete the required fields (Description, Quantity, Unit, Unit Price, Service Start & End Dates)

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

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 CAD

Service Period Service Start Date: * Service End Date: *

Tax Line Item Actions

2

Note:
Unit for service POs is 'Each' and **MUST** be selected from the dropdown menu.
If not selected from the dropdown menu the City of Ottawa cannot approve the service sheet and will be forced to reject.

Step 3: Create Invoice (Add taxes)

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

Insert Line Item Options Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	1			Not Available	City of Ottawa - General Service						Add/Update
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Service #1	<input type="text"/>	1	each	\$2,500.00 CAI	\$2,500.00 CAI	

Service Period
Service Start Date: * 5 May 2020
Service End Date: * 7 May 2020

Tax

- Edit
- Add
- Tax**
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

SAP Ariba Privacy Statement Security Disclosure Terms of Use

1

1

Select the line item to take action.

2

Select 'Tax'

2

Step 3: Create Invoice (Add Taxes)

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

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	City of Ottawa - General Service					
1	<input checked="" type="checkbox"/>	SERVICE		Service #1		1	each	\$2,500.00 CAI	\$2,500.00 CAI

Service Period: Service Start Date: 5 May 2020 Service End Date: 7 May 2020

Tax: Category: Sales Tax Location: Description: Regime:

Taxable Amount: \$2,500.00 CAD
Tax Rate Type:
Rate(%):
Tax Amount:

Line Item Actions

Taxable Amount: \$2,500.00 CAD

Tax Rate Type:

1 Rate(%): 13

Tax Amount: \$325.00 CAD

1

Enter tax rate percentage

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 a 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.

Create Invoice

Previous | Save | Submit | Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

<p>Invoice Number: ServiceINV#1 Invoice Date: Monday 11 May 2020 1:24 PM GMT-04:00 Original Purchase Order: 0045090741</p>	<p>Subtotal: \$2,500.00 CAD Total Tax: \$325.00 CAD Amount Due: \$2,825.00 CAD</p>
--	--

REMIT TO:

City of Ottawa Test 8 - TEST

Postal Address:
 100 Constellation Dr
 Ottawa ON K2G 6J8
 Canada

BILL TO:

Laurier Headquarters

Postal Address (Default):
 110 Laurier Ave West
 Ottawa ON K1P 1J1
 Canada
 Address ID: 0200
 Phone (work): +1 (613) 5606001

SUPPLIER:

City of Ottawa Test 8 - TEST

Postal Address:
 100 Constellation Dr
 Ottawa ON K2G 6J8
 Canada

Note: The Ariba Network will autogenerate a corresponding Service Sheet from the submitted invoice. This service sheet will be the document that is sent to the City of Ottawa for approval. Once approved the invoice will be sent to request payment for services.

1

1

Review and Submit the invoice.

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

Step 5: Invoice & Service Sheet 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 items: 'Invoices' (marked with a yellow circle containing the number 1), 'Order Confirmations', 'Ship Notices', 'Service Sheets' (marked with a yellow circle containing the number 2), and 'Drafts'. The background shows a 'Purchase Order by A' with values of \$10K, \$8K, and \$6K.

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

Step 5: Service Sheet Status

Service Sheet: eRs3I7#Q.P44mFM3

Create Invoice Copy This SES Print Download PDF Export cXML

Detail History

1 Service Sheet (Sent) Subtotal: \$2,500.00 CAD

eRs3I7#Q.P44mFM3
Date: 11 May 2020
Final Service Sheet: No
Purchase Order: [0045090741](#)
Service Description: General Service #1
Subtotal: \$2,500.00 CAD

From
City of Ottawa Test 8 - TEST
OTTAWA FASTENER SUPPLY - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

Bill From
City of Ottawa Test 8 - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

Bill To
Laurier Headquarters
110 Laurier Ave West
Ottawa ON K1P 1J1
Canada
Phone: +1 (613) 5606001
Address ID: 0200

Remit To
City of Ottawa Test 8 - TEST
100 Constellation Dr
Ottawa ON K2G 6J8
Canada

2 Routing Status: Acknowledged
Related Documents: [0045090741](#)
[ServiceINV#1](#)

1

Service Sheet Possibilities are: Sent, Approve, Rejected

2

From the service sheet vendors can view related documents. The invoice that autogenerated the service sheet will be listed here.

Invoice: ServiceINV#1

Copy This Invoice
Print
Download PDF ▼
Export cXML

Detail
Scheduled Payments
History

Standard Invoice

1

Status

Invoice: Pending Approval

Routing: On Hold

Invoice Number: ServiceINV#1

Invoice Date: Monday 11 May 2020 1:24 PM GMT-04:00

Original Purchase Order: [0045090741](#)

Submission Method: Online

Origin: Supplier

Source Document: Order

1

The Invoice will remain 'Pending Approval' until the service sheet has been approved.

Invoice Status possibilities:
On Hold, Sent, Approved, Paid, Rejected, Cancelled and Pending Approval

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 and correct service dates, if needed.