

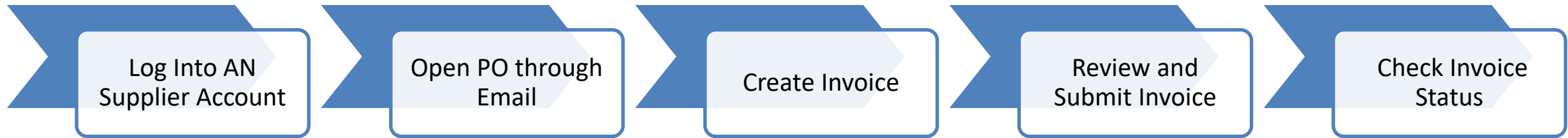


# Quick Reference Guide

## ***Standard Supplier – Goods Invoicing***

Audience: City of Ottawa – Standard Account 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 interface. 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 border. Below the fields is a blue 'Login' button and 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 'User Name' field containing 'test-CityofOttawaTESTSupplier2@Ottawa.c' and the 'Password' field masked with dots. The 'Login' button and other links are also present in the right screenshot.

# Step 2: Open the New PO to Invoice

"City of Ottawa - TEST" <ordersender-prod@ansmtp.ariba.com>  
To: Sullivan, Nevan  
Wed 2020-Mar-18 2:25 PM

0045089899.htm  
44 KB

**SAP Ariba**

Dear City of Ottawa TEST Supplier 2 - TEST,  
City of Ottawa - TEST sent you a purchase order through the [Ariba Network](#).  
If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Sincerely,  
The Ariba Network Team  
<http://www.ariba.com>

**TEST**  
**Ottawa**

1 Create Invoice

From the Email containing the PO details select:

1

Create Invoice

# Step 3: Create Invoice (Invoice Information)

**Summary**

Purchase Order: 0045089767

Invoice #: \*  1

Invoice Date: \*

Remit To: City of Ottawa TEST Supplier 2 - TEST

Ottawa ON  
Canada

Bill To: Laurier Headquarters

Ottawa ON  
Canada

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**Payment Term**

Net Term(days):  2 [Add Discount/Penalty Term](#)

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**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

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, a note '\* Indicates required field', and an 'Add to Header' dropdown menu. 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. A red-bordered box at the bottom left contains the text: '!Please correct the following errors and resubmit'.

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
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<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
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**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

City of Ottawa - TEST sent a new Purchase Order **0045089767**

"City of Ottawa - TEST" <ordersender-prod@ansmtp.ariba.com>  
 To: Landriault, Emilie; Sullivan, Nevan  
 Thu 2020-Mar-05 9:15 AM

[↶ Reply](#)
[↶ Reply All](#)
[➔ Forward](#)
⋮

0045089767.htm  
 25 KB

**CAUTION: This email originated from an External Sender. Please do not click links or open attachments unless you recognize the source.**

**ATTENTION : Ce courriel provient d'un expéditeur externe. Ne cliquez sur aucun lien et n'ouvrez pas de pièce jointe, excepté si vous connaissez l'expéditeur.**

✖ Right-click or tap and

Dear City of Ottawa TEST Supplier 2 - TEST,  
 City of Ottawa - TEST sent you a purchase order through the [Ariba Network](#).  
 If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Sincerely,  
 The Ariba Network Team  
<http://www.ariba.com>

✖

1
Create Invoice

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

1

To view the status of the invoice, select 'Access the Order' from the PO email.

Purchase Order: 0045089767 Done

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

**From:**  
Laurier Headquarters  
Email: Inv To: AP-CF@ottawa.ca  
Ottawa ON K2G 6J8  
Canada  
Phone: +1 (613) 5606001

**To:**  
City of Ottawa TEST Supplier 2 - TEST  
100 Constellation Dr  
Ottawa ON K2G 6J8  
Canada  
Phone:  
Fax:  
Email: brent.przybylski@sap.com

**Purchase Order**  
(Partially Invoiced)  
0045089767  
Amount: \$4,000.00 CAD  
Version: 1

**Payment Terms** i  
NET 30

**Comments**  
Comment Type:  
ExternalCommentType  
Comment Body:  
Invoices must be emailed to AP-CF@ottawa.ca  
Comment By:  
aribasystem  
Comment Date:  
2020-03-05T06:13:57-08:00

**Routing Status:** Acknowledged  
**Related Documents:** NJ\_CM\_POLine  
 CM80  
 UUsgdV0R-hBD0w98 2  
More(10) »

**1** **1**

1

To view the status of the invoice, select the invoice number listed for the Related Documents to the PO

Invoice: UUsgdV0R-hBD0w98

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF ▾](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice

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

**Note:**  
 To return to the PO select the PO number listed. Selecting 'Done' will take the user back to the homepage instead of the PO.