

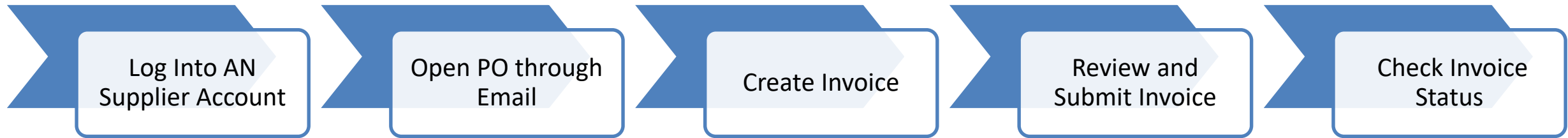


Quick Reference Guide

Standard Supplier – Service 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 feature a dark blue header with the 'SAP Ariba Network' logo and a dropdown arrow. The main content area is white and contains the 'SAP Ariba' logo, the text 'Supplier Login', and a login form. The left screenshot shows the form with empty input fields for 'User Name' and 'Password', which are highlighted by a yellow rectangular box. Below the fields is a blue 'Login' button, a link for 'Having trouble logging in?', and a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'. At the bottom, there is a link for 'Is your company registered?' with a 'Search' option. The right screenshot shows the same form but with the 'User Name' field populated with the email address 'test-CityofOttawaTESTSupplier2@Ottawa.c' and the 'Password' field filled with ten black dots. The 'Login' button and other elements are identical to the left 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

Payment Term

Net Term(days): 2 [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

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 Add to Included Lines

Tax Category: Discount

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 Add to Included Lines

Tax Category: Discount

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

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

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

Line Item Actions: Edit, Add, Tax, Shipping Documents, Special Handling, Discount, Comments, Attachment

Update Save Exit Next

SAP Ariba Privacy Statement Security Disclosure Terms of Use

1

1

Select the line item to take action.

2

2

Select 'Tax'

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.

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

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

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

If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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 ?
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-hBDOW98 2
More(10) »

Routing Status: Acknowledged
Related Documents: NJ_CM_POLine
 CM80
 UUsgdV0R-hBDOW98
More(10) »

1

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

Invoice: UUsqdV0R-hBD0w98

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

Standard Invoice



Status

Invoice: Approved
Routing: Acknowledged
Invoice Number: UUsqdV0R-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



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.