

Electronic invoicing

SAP Ariba

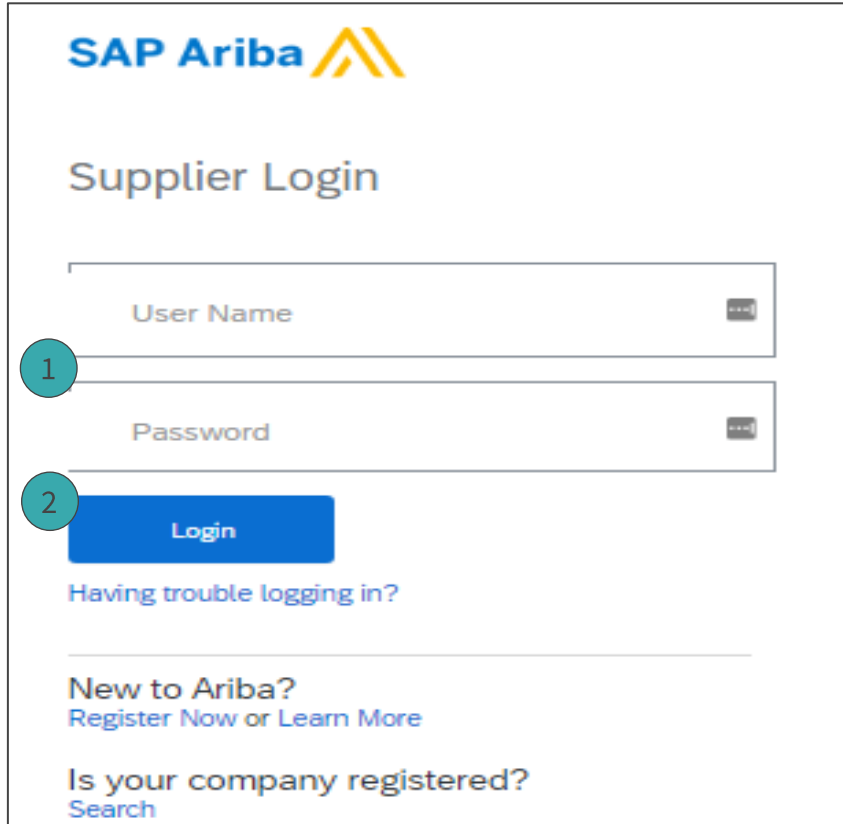


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E-invoicing Process

Log into your account



SAP Ariba

Supplier Login

1

2 [Login](#)

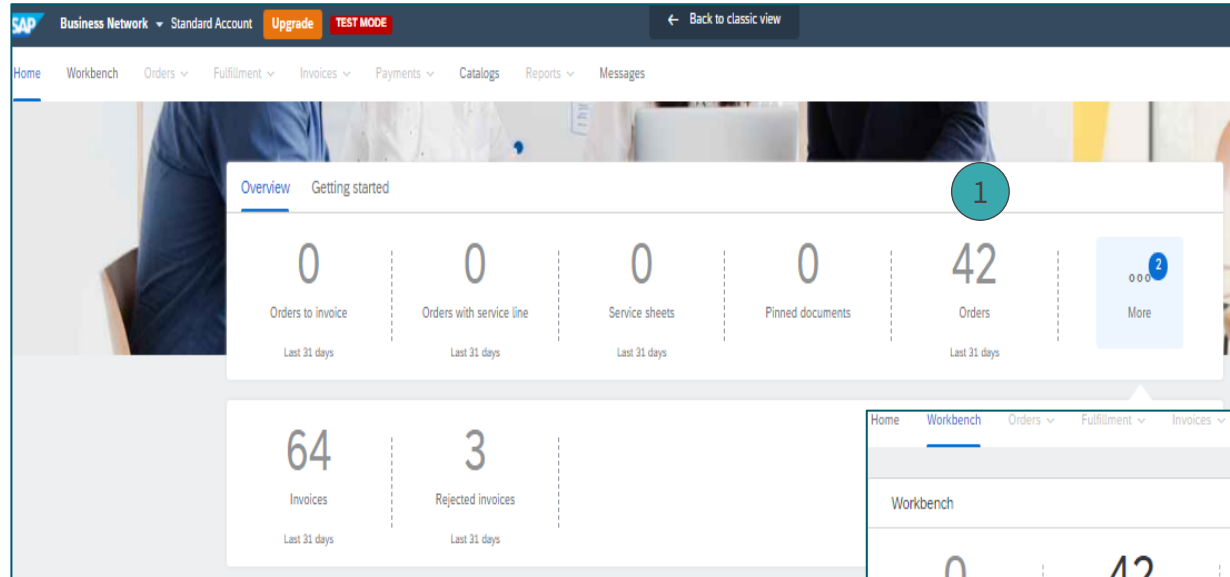
[Having trouble logging in?](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

1. Enter your **User Name** and **Password**
2. Click the **Login** button to access your account

Identify Purchase Order



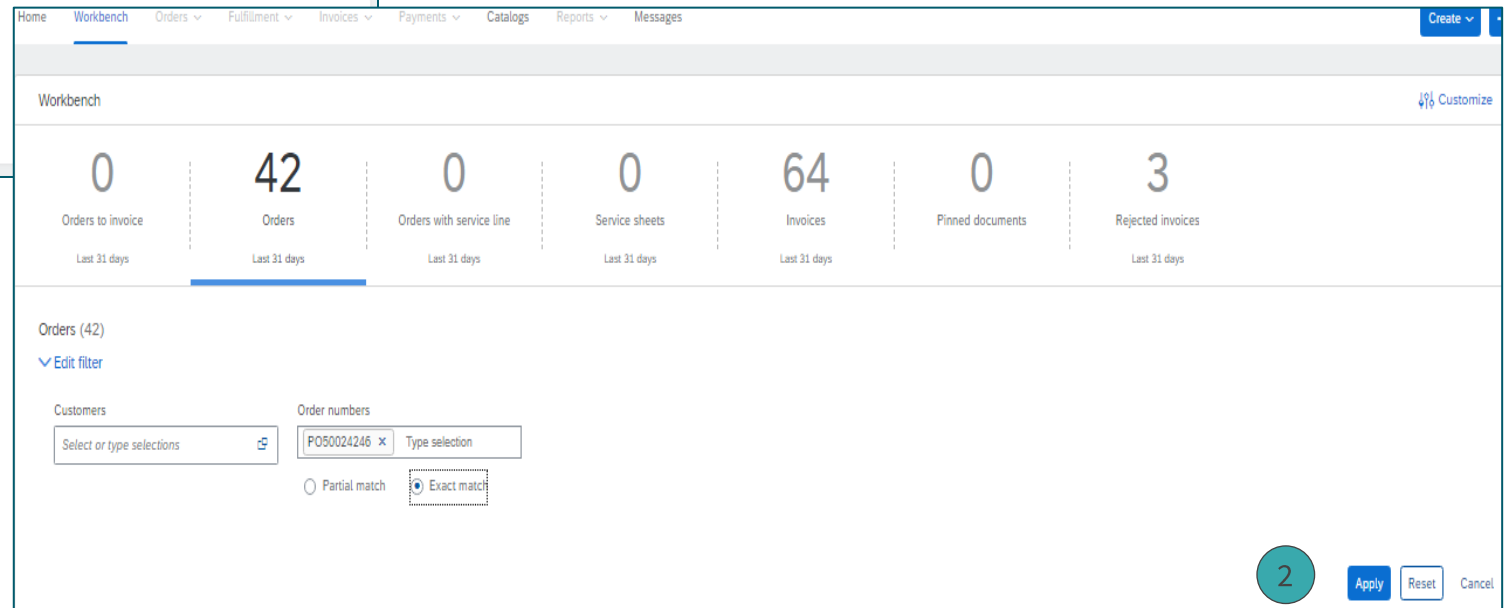
1. From the **Home** page, click **Overview** and then **Orders**
2. To easily identify your order, expand the **Edit filter** section and search by **Order numbers** (ticking **Exact match**), then click **Apply**
3. Click on order number in blue

Orders (1)

> Edit filter | Save filter | PO50024246

Order Number	Customer
PO50024246	Aviva - TEST

A red circle with the number 3 highlights the order number 'PO50024246' in the table.



Create an invoice

Purchase Order: PO50037556

1

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

Order Detail Order History

2

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

From:
Aviva Canada Inc
Accounts Payable;Aviva Canada Inc;Company No: 13985;Tax No: 13985 2784;10 Aviva Way;Suite 100
Markham ON L6D 0G1
Canada

TO:
Canada Test ON 30
123 ANY STREET
TORONTO ON M1L 4S8
Canada
Phone:
Fax:
Email:

Purchase Order
(New)
PO50037556
Amount: \$2,500.00 CAD
Version: 1

Payment Terms ⓘ
NET 0

Comments
Comment Type: Terms and Conditions
Body:In the absence of any Contract between the parties for the goods/services referred to on this purchase order, the Aviva standard terms and conditions of purchase apply and are available at <http://www.aviva.com/purchasing/Canada> ... [View more »](#)

Other Information
Customer VAT/Tax ID: 13985 2784 RT0001
Purchasing Unit: CA
Purchasing Unit Name: Aviva Canada Inc
Legal Terms and Conditions of Purchase: In the absence of any Contract between the parties for the goods/services referred to on this purchase order, the Aviva standard terms and conditions of purchase apply and are available at <http://www.aviva.com/purchasing/Canada>
Invoicing Terms and Conditions of Purchase: In the absence of any Contract between the parties for the goods/services referred to on this purchase order, the Aviva standard terms and conditions of purchase apply and are available at <http://www.aviva.com/purchasing/Canada>
[View less »](#)

To begin creating an invoice:

1. Click the **Create Invoice** button
2. Select **Standard Invoice** from the dropdown list

Invoice via PO Flip

Header

The invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable

1. Enter an **Invoice #** which is your unique number for invoice identification (special characters such as +_@/\.=* are permitted) . The Invoice Date will auto-populate
2. Select the **Remit To** address from the dropdown box if you have entered more than one
3. Check that the **Supplier VAT/Tax ID** and **Customer VAT/Tax ID** fields are populated. Aviva's GST number, if not pre-populated is **13985 2784 RT0001**
4. To add one/more supporting documents (e.g. PDF invoices, spreadsheets, etc.):
 - a. Click **Add to Header** and then select **Attachment**
 - b. Click **Choose file** and search for the required document(s)
 - c. Click **Add attachment**

Scroll down to the Line Items section to select the line items to be invoiced

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:* INV_1084497223 1

Invoice Date:* 15 Apr 2016 2

Remit To DEFAULT VALUE ▾

Supplier VAT 3 Customer VAT

Supplier VAT/Tax ID:* Customer VAT/Tax ID:*

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment 4a

Attachments 4c

The total size of attachments cannot exceed 10MB

Choose File 4b Text ...iva_2021.pdf Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> 2021 billing.xlsx	10668	application/vnd.openxmlformats-

Invoice via PO Flip

Line Items

The Line Items section shows the line items from the Purchase Order

1. Review or update the **Quantity** or **Subtotal** for each line item you are invoicing

Note: Only adjust price or quantity-based orders if incorrect. Do not amend these fields for amount-based orders when entering the Subtotal

2. To exclude an item from the invoice click the line item's **green slider** OR click the check box to the left of the item and click Delete. You can create another invoice for that item at a later date
3. To apply tax, click the **check box** to the left of the item. To apply the same tax to multiple line items, select all applicable items
4. In the **Tax Category** field select the appropriate option for tax from the dropdown box
5. Click **Add to Included Lines** to add tax on the relevant line

1

Quantity	Unit	Original Price	Unit Price	Subtotal
1	EA ⓘ			\$2,500.00 CAI

2

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions ▼ Delete

3

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

4

Include	Type
<input checked="" type="checkbox"/>	0% HST / Overseas non-re...
<input type="checkbox"/>	13% HST / Overseas regist...
<input type="checkbox"/>	-15% Withholding Tax / 105 WHI- Import...
<input type="checkbox"/>	Other Tax

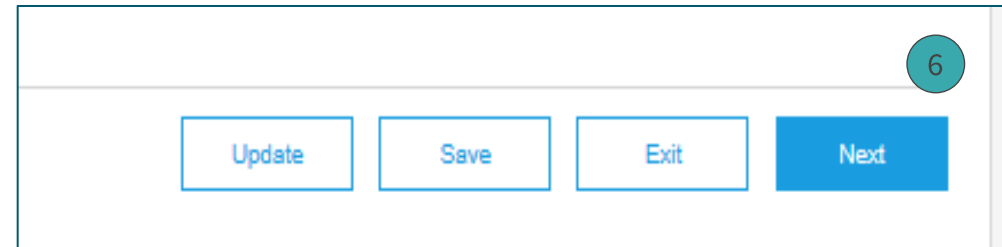
5

Add to Included Lines

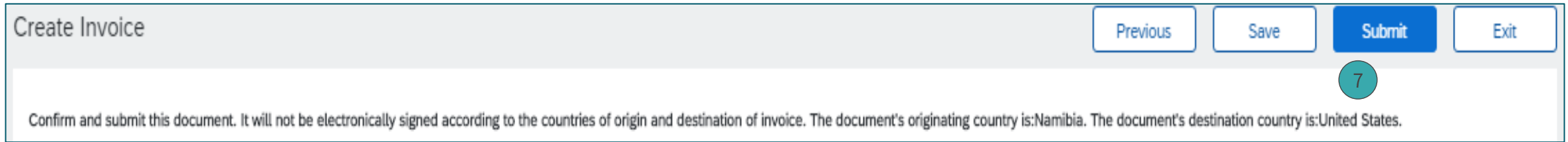
Invoice via PO Flip

Line Items

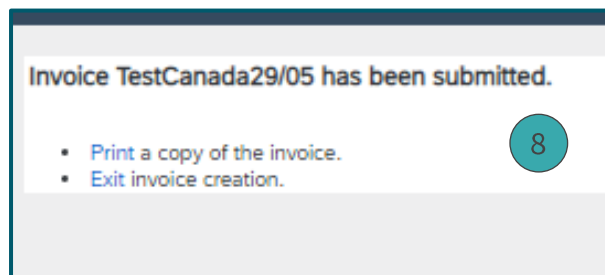
6. Click **Next** once all details have been added
7. Review the **Create Invoice** summary and click **Submit**
8. You will receive an email confirming that the **invoice has been submitted**



A screenshot of a software interface showing four buttons: 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted in blue. A green circle with the number '6' is positioned above the 'Next' button.



A screenshot of a software interface titled 'Create Invoice'. It features four buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted in blue. A green circle with the number '7' is positioned above the 'Submit' button. Below the buttons, a text box contains the following message: '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:Namibia. The document's destination country is:United States.'



A screenshot of an email confirmation message. The text reads: 'Invoice TestCanada29/05 has been submitted.' Below this, there are two bullet points: '• [Print](#) a copy of the invoice.' and '• [Exit](#) invoice creation.' A green circle with the number '8' is positioned to the right of the bullet points.

Invoice via PO Flip

Line Items - Tax Split

If you need to split the tax being charged on one Purchase Order line:

1. Click on **'Add'** and select **'Add General Service'** from the dropdown list to add a second invoice line
2. In the **No.** field enter '2' and copy the order line details from the original invoice line
3. Select a different **Tax Category** to have two different taxes, one applied to each invoice line
4. To apply the desired tax code click on **Line Item Actions** and select **Tax** from the dropdown list

The screenshot illustrates the process of splitting taxes on a line item in the Aviva PO Flip system. It is divided into four numbered sections:

- Section 1:** A dropdown menu for 'Add' is open, showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add General Service' option is highlighted.
- Section 2:** A table with columns: No., Include, Type, Part #, and Description. The first row has '2' in the 'No.' field, a checked 'Include' box, 'SERVICE' in the 'Type' field, and 'Create a PR for marketing services provided' in the 'Description' field. Below the table, there are fields for 'Service Period' and 'Service Start Date'.
- Section 3:** A section titled 'Insert Line Item Options' with a checked 'Tax Category' dropdown menu showing '5% GST / 5% CAN Overseas...'.
- Section 4:** A dropdown menu for 'Line Item Actions' is open, showing options: 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', and 'Discount'. The 'Tax' option is highlighted.

Create a credit memo

Header

1. From the **Home** page, click **Overview** and then **Invoices**
2. To easily identify your invoice, expand the **Edit filter** section and search by **Invoice number** (ticking **Exact match**), then click **Apply**
3. Click the invoice number in blue
4. To create a credit memo, click **Create Line-Item Credit Memo**
5. Enter a unique **Credit Memo #** (special characters such as + - _ @ / \ . = * are permitted)

Invoices (1)

[Edit filter](#) | [Save filter](#) |

Type	Invoice Number	Customer	Reference	Source Document	Submission Method
Standard Invoice	testing2021	Aviva - TEST	PO50041687	Order	Online

Invoice: testing2021

[Create Line-Item Credit Memo](#) [Copy This Invoice](#)

Invoice Header

Summary

Credit Memo #: *

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Home Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

Overview Getting started

0 Orders to Invoice Last 31 days

0 Orders with service line Last 31 days

0 Service sheets Last 31 days

64 Invoices Last 31 days

0 Rejected invoices Last 31 days

More

Invoices (64)

Edit filter

Customers Invoice number

Select or type selections Type selection

Partial match Exact match

Apply Reset Cancel

Create a credit memo

Line items

1. Review or update the **Quantity** and **Subtotal** for each line item you are crediting
2. To exclude an item from the **credit memo** click the line item's **green slider** OR click the check box to the left of the item and click Delete

No.	Include	Type	Part #
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions ▼ Delete

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	We require security support for a 5 day trip to the US. We are estimating 5 days at \$500/day		-1	EA			\$-375.00 CAI

Tax

Category: HST

Location:

Description: Overseas registered

Regime:

Taxable Amount: \$-375.00 CAD

Rate(%): 13

Tax Amount: \$-48.75 CAD

Remove

Category: VAT

Location:

Description:

Regime:

Taxable Amount: \$-375.00 CAD

Rate(%): 0

Tax Amount: \$0.00 CAD

Exempt Detail: (no value)

Remove

Date Of Pre-Payment: 17 Jun 2020

Law Reference:

Date Of Supply: 29 May 2020

☐ Triangular Transaction

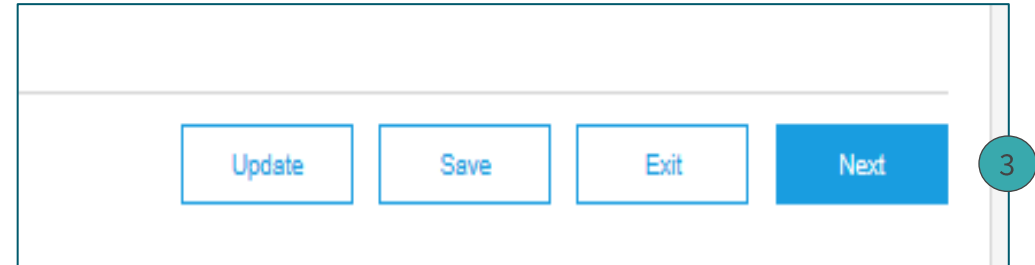
Line Item Actions ▼ Delete

Update Save Exit Next

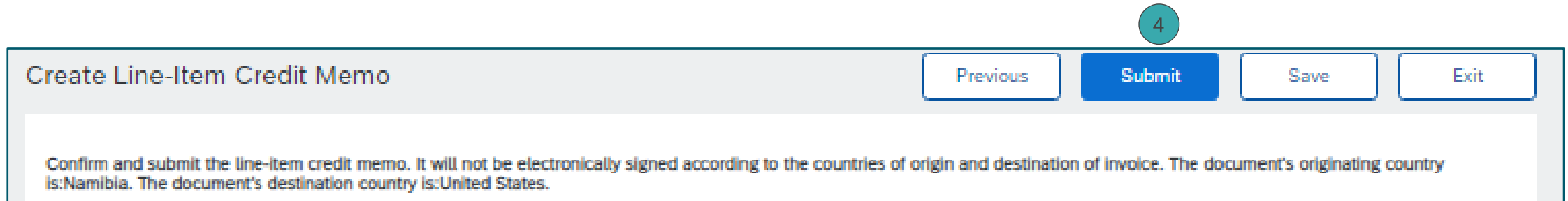
Create a credit memo

Line items

3. Click **Next** once all details have been added
4. Review the **Create Line-Item Credit Memo** summary and click **Submit**
5. You will receive a notification confirming that the **Credit has been submitted**



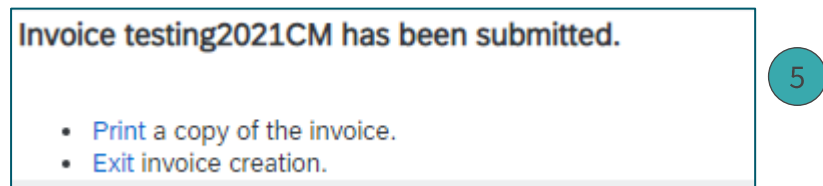
Update Save Exit **Next**



Create Line-Item Credit Memo

Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Namibia. The document's destination country is: United States.



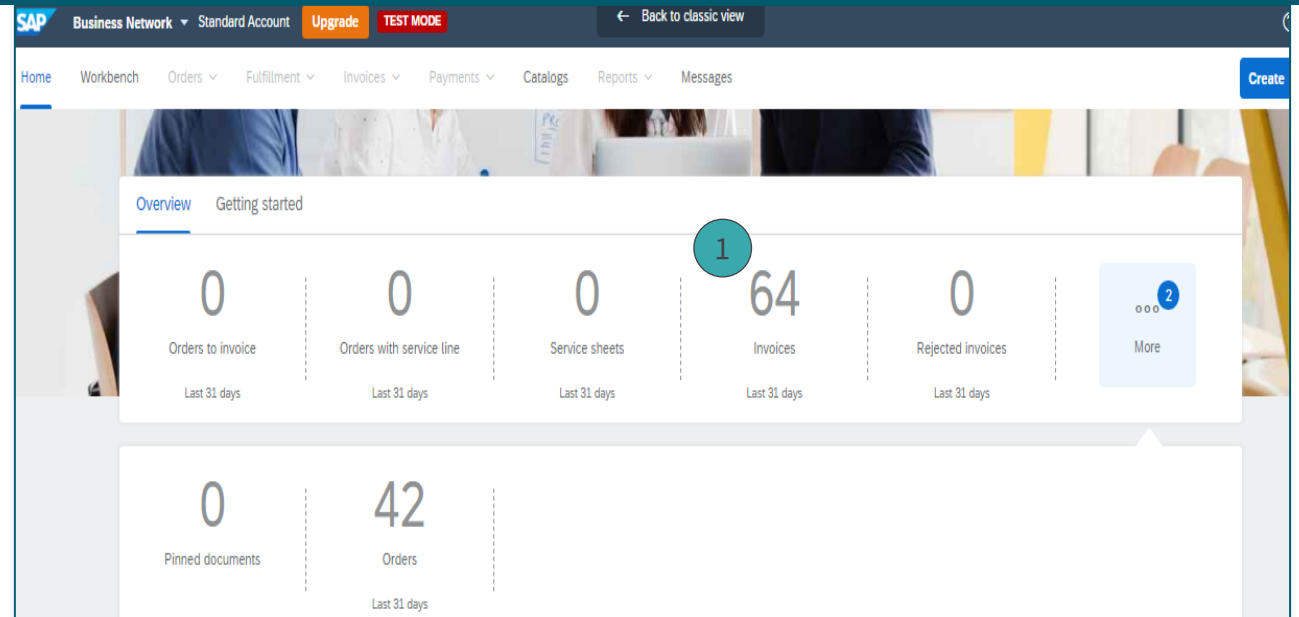
Invoice testing2021CM has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

Invoice status

Dashboard

1. From the **Home** page, click **Overview** and then **Invoices**
2. To easily identify your invoices, expand the **Edit filter** section, enter a date range in the **Creation date** field and then click **Apply**
3. The status of each invoice (Sent, Approved, Paid, Rejected) is listed in the **Invoice Status** column
 - **Sent** – The invoice is being validated against the PO
 - **Approved** – The invoice has been matched successfully to the PO and will be paid within the Payment Terms
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected



Invoices (64)					
Edit filter Save filter 5/1/2019 - 1/9/2020					
Invoice Number	Date	Amount	Routing Status	Invoice Status	Actions
0c112	Jun 27, 2019	£87.00 GBP	Acknowledged	Sent	...
0c11234	Jun 27, 2019	£30,000.00 GBP	Acknowledged	Sent	...
0c112345	Jun 27, 2019	£72,000.00 GBP	Acknowledged	Sent	...
0c1456	Jun 27, 2019	£6,480,000.00 GBP	Acknowledged	Sent	...

Invoices (64)

[Edit filter](#)

Customers <input type="text" value="Select or type selections"/>	Invoice number <input type="text" value="Type selection"/>	Order number <input type="text" value="Type selection"/>	Creation date <input type="text" value="Custom date range"/>
<input checked="" type="radio"/> Partial match <input type="radio"/> Exact match			
Invoice status <input type="text" value="All"/>	Invoice type <input type="text" value="All"/>	Routing status <input type="text" value="All"/>	Min amount <input type="text"/>
External invoice number <input type="text" value="Type selection"/>	View <input type="text" value="All"/>	Submitted by <input type="text" value="All"/>	Max amount <input type="text"/>
Currency <input type="text" value="GBP"/>			

[Apply](#) [Reset](#) [Cancel](#)

Invoice status

Dashboard

4. To see detailed information about an invoice, click on the invoice number in blue.

[> Edit filter](#) | [Save filter](#) | Last 365 days Standard Invoice

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount	Routing Status	Invoice Status	Self Billing	Actions
Standard Invoice	testing2021	4 - TEST	PO50041687	Order	Online	supplier	Jul 27, 2021	\$11.30 CAD	Acknowledged	Sent	No	...

Invoice status

Scheduled Payments

5. The **Detail** tab captures all the information about the invoice.

Invoice: testing2021

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

5

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: testing2021

Invoice Date: Tuesday 27 Jul 2021 1:40 PM GMT+01:00

Original Purchase Order: [PO50041687](#)

Submission Method: Online

Origin: Supplier

Source Document: Order

Subtotal:

Total Tax:

Amount Due:

\$10.00 CAD

\$1.30 CAD

\$11.30 CAD

Invoice status

Scheduled Payments

6. Click the **Scheduled Payments** tab to see when the invoice will be paid

Invoice: TestCanadaWrong29/05

Create Line-Item Credit Memo

Copy This Invoice

Download PDF ▾

Export cXML

Detail

Scheduled Payments

6

mittance

History

Payment Proposal	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Discount	Adjustment	Amount Due	Status
PAYTestCanadaWrong29/05-16747	30 May 2020		29 May 2020	ACH	\$423.75 CAD	\$0.00 CAD	\$0.00 CAD	\$423.75 CAD	Paid

Create Line-Item Credit Memo

Copy This Invoice

Download PDF ▾

Export cXML

Invoice rejection

1. From the **Home** page, click **Overview**, then **More** and then **Invoices**
2. To see detailed information about an invoice, click on the invoice number in blue
3. On the **Detail** tab review why the invoice was rejected, then click **Edit & Resubmit** to make changes

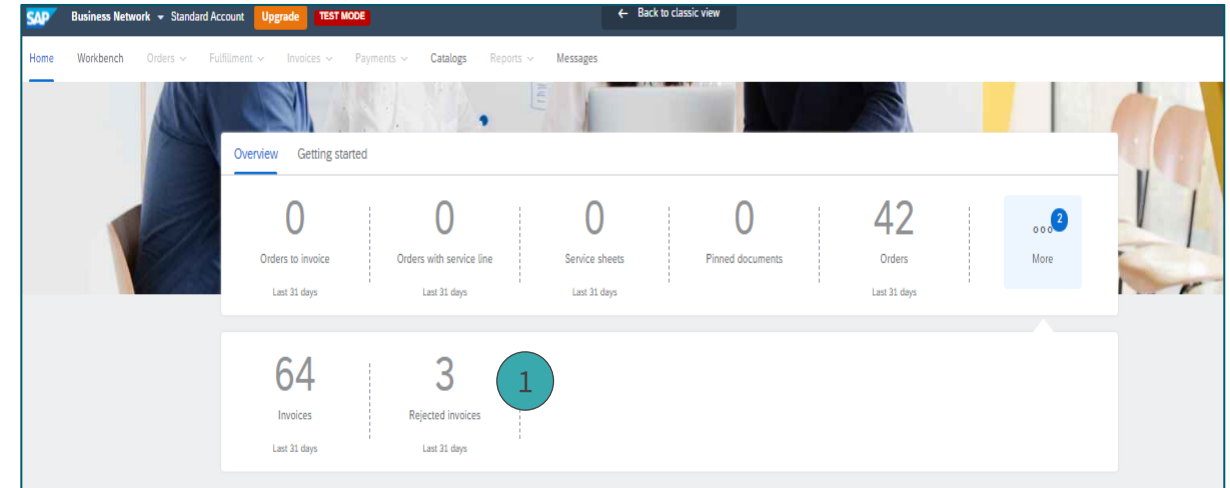
Workbench Customize

0	42	0	0	64	0	3
Orders to invoice	Orders	Orders with service line	Service sheets	Invoices	Pinned documents	Rejected invoices
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Rejected invoices (3)

[Edit filter](#) | [Save filter](#) | [1/1/2019 - 1/1/2020](#) | [Rejected](#)

Type	Invoice Number	Customer	Reference	Source Document	Date ↓	Amount	Routing Status	Invoice Status	Actions
Standard Invoice	INV_SKY_022	TEST	PO50024246	Order	Oct 8, 2019	£3,042.00 GBP	Acknowledged	Rejected	...
Standard Invoice	INV_TEST_01	Aviva - TEST	PO50024245	Order	Oct 8, 2019	£3,042.00 GBP	Acknowledged	Rejected	...
Standard Invoice	holds1	Aviva - TEST	PO50014824	Order	Jul 9, 2019	£36.00 GBP	Acknowledged	Rejected	...



Invoice: INV12345NW4 Done

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

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

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-54: Comments from Aviva - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by Aviva - TEST. Description:
INV-35: The invoice status has been successfully updated to Rejected by Aviva - TEST. Description:Comment: Rejected as tax calculation failed due to tax code not matching between Network and Buying and Invoicing. (Simon Harrowing, 2020-06-11T06:09:28-07:00) Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Line item: Line Number:3 Part Number:null Description:NBHSTTax (auto-generated) Exceptions: Under Tax Variance The Amount field on the invoice tax line item, \$0.00 CAD, is less than the line item's calculated Tax Amount, \$120.00 CAD, and the difference is not within the tolerance defined in your configuration.

Comment: Rejected as tax calculation failed due to tax code not matching between Network and Buying and Invoicing. (Simon Harrowing, 2020-06-11T06:09:28-07:00)Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration.Line item: Line Number:3 Part Number:null Description:NBHSTTax (auto-generated) Exceptions: Under Tax Variance The Amount field on the invoice tax line item, \$0.00 CAD, is less than the line item's calculated Tax Amount, \$120.00 CAD, and the difference is not within the tolerance defined in your configuration.

[Edit & Resubmit](#)

Where to go for additional help and support

Additional support

The following resources are available if you have questions:

- Ariba's Customer Support Line
Canada: 412-222-6153
United States: 1-866-218-2155
- Ariba's Help Center
- Ariba Network Standard Account [Support Page](#)
- Ariba weekly webinars with live Q&A
- Aviva's Advice Centre

Email: APServicesCanada@aviva.com