

P2P User Guide

# Electronic invoicing

SAP Ariba Standard Accounts

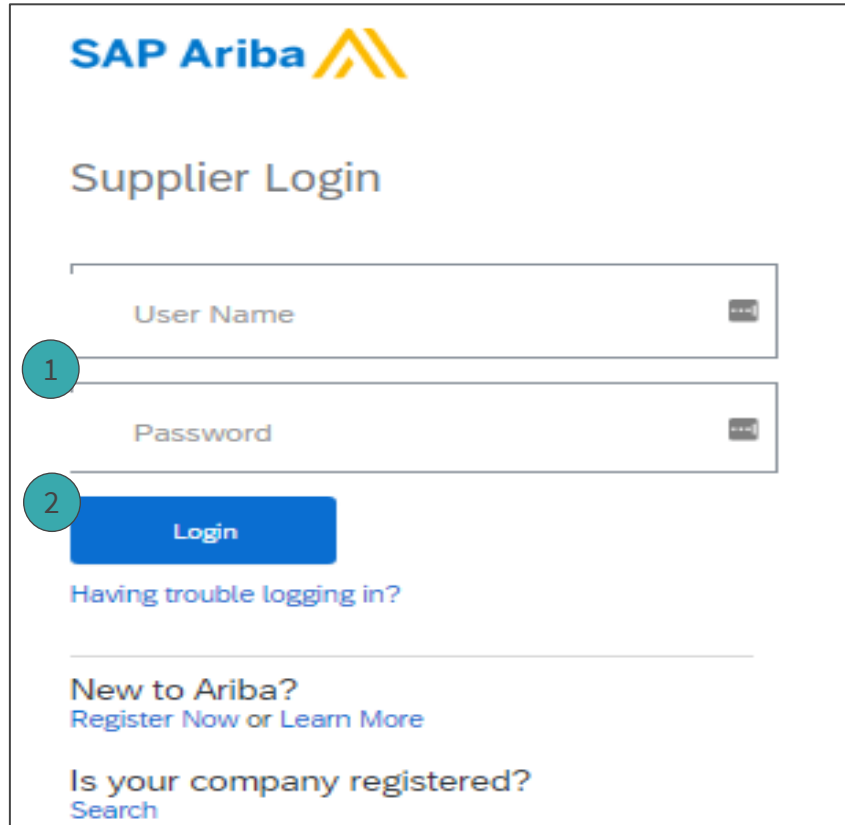


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# Standard Account Process

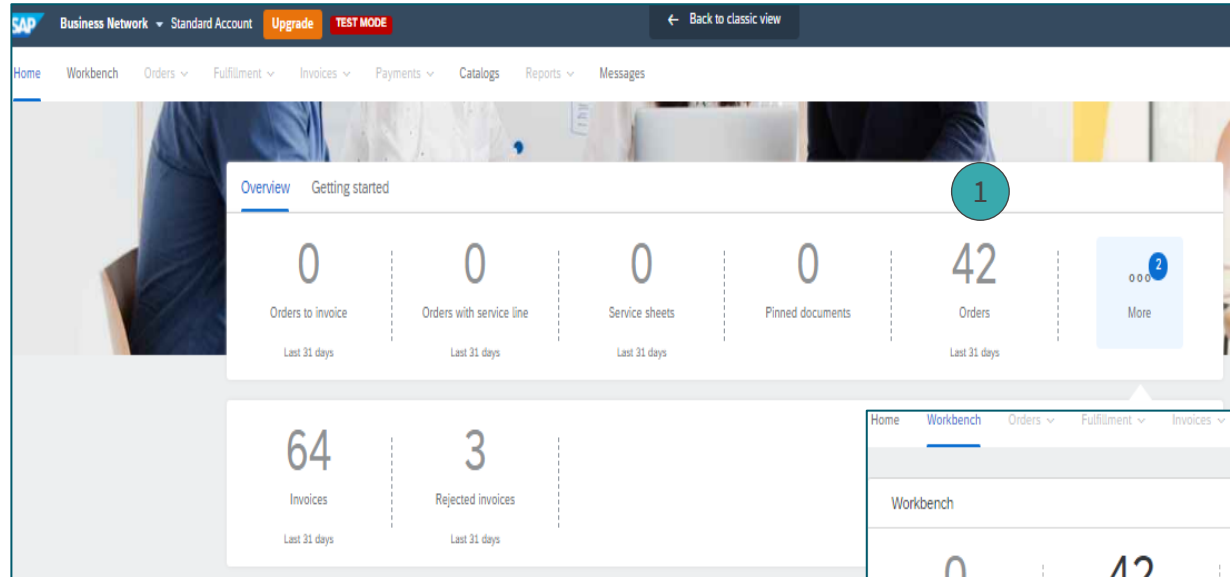
# Log into your account



The screenshot shows the SAP Ariba Supplier Login interface. At the top is the SAP Ariba logo. Below it is the heading 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. A green circle with the number '1' is next to the 'User Name' field. Below the 'Password' field is a blue 'Login' button. A green circle with the number '2' is next to the 'Login' button. Below the button is a link 'Having trouble logging in?'. At the bottom, there are two sections: 'New to Ariba?' with links 'Register Now' and 'Learn More', and 'Is your company registered?' with a 'Search' link.

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

# Identify Purchase Order

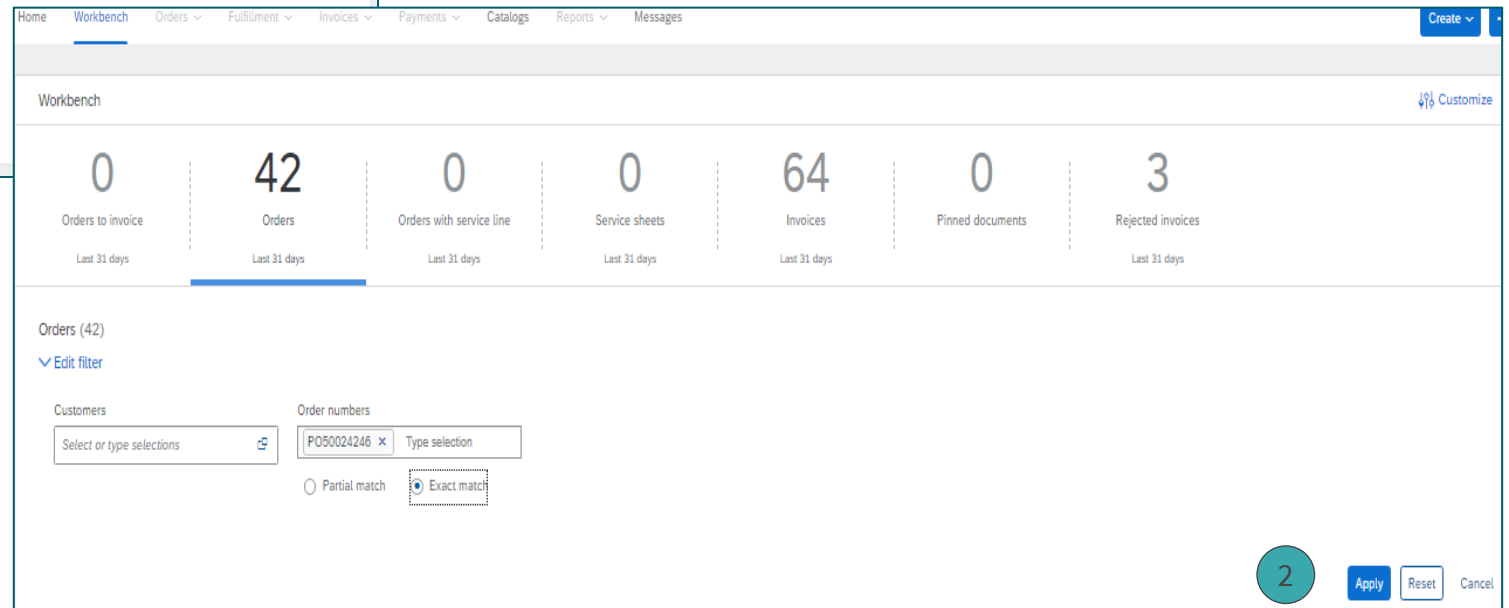


1. Once on **Home** page, click on **Overview** and then on **Orders**.
2. To easily identify your order select **Edit filter** and search by **Order numbers** (ticking **Exact match**), then click on **Apply**
3. Click on order number in blue

Orders (1)

[Edit filter](#) | [Save filter](#) | PO50024246

Order Number	Customer
PO50024246	Aviva - TEST



# 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 (special characters +\_@/\.=\* are allowed as well) for invoice identification. 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.
4. You can add one/more supporting documents (e.g. PDF invoices/ supporting spreadsheet) by following the below steps:
  - a. Click on **Add to Header** and then select **Attachment**
  - b. **Choose file** and browse in order to select needed document
  - c. Click on **Add attachment**

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

The screenshot displays the 'Invoice Header' form. It includes a 'Summary' section with fields for 'Purchase Order' (1084497223), 'Invoice #' (INV\_1084497223), 'Invoice Date' (15 Apr 2016), and 'Remit To' (DEFAULT VALUE). Below this are 'Supplier VAT' and 'Customer VAT' sections, each with a 'VAT/Tax ID' field. A dropdown menu is open, showing options like 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted. Below the dropdown is an 'Attachments' section with a warning that the total size of all attachments cannot exceed 10MB. It includes a 'Choose File' button, a text input field containing 'Invoice\_...iva\_2021.pdf', and an 'Add Attachment' button. A table lists the attachment: '2021 billing.xlsx' with a size of 10668 bytes and content type 'application/vnd.openxmlformats-'. Numbered callouts 1 through 4c are placed over various fields and buttons.

**Invoice Header**

**Summary**

Purchase Order: 1084497223

Invoice #: INV\_1084497223

Invoice Date: 15 Apr 2016

Remit To: DEFAULT VALUE

Supplier VAT: Supplier VAT/Tax ID: \*

Customer VAT: Customer VAT/Tax ID: \*

**Add to Header**

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

**Attachments**

The total size of all attachments cannot exceed 10MB

Choose File: Invoice\_...iva\_2021.pdf Add Attachment

Name	Size (bytes)	Content Type
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

The screenshot illustrates the Aviva PO Flip interface with five numbered callouts indicating the steps for applying tax to a line item:

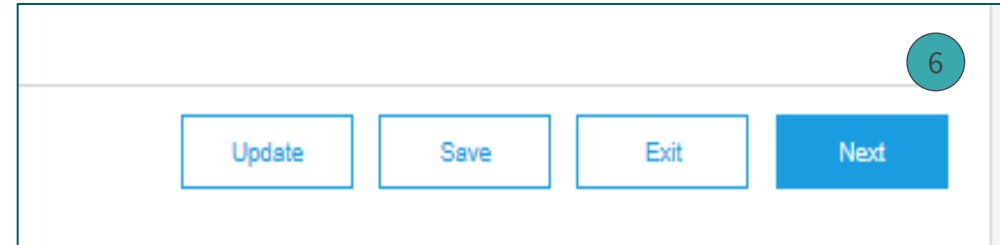
- 1:** A table showing line item details: Quantity (1), Unit (EA), Original Price, Unit Price, and Subtotal (\$2,500.00 CAI).
- 2:** A table showing line item details: No. (2), Include (green slider), Type (MATERIAL), and Part # (GOODS\_02). Below this is the "Pricing Details" section with Price Unit (B) and Unit Conversion (1).
- 3:** A table showing line item details: No. (2), Include (checked checkbox), Type (MATERIAL), and Part # (GOODS\_02).
- 4:** A dropdown menu for "Tax Category" showing options: 0% HST / Overseas non-re..., 13% HST / Overseas regist..., -15% Withholding Tax / 105 WHI- Import..., and Other Tax.
- 5:** A button labeled "Add to Included Lines".



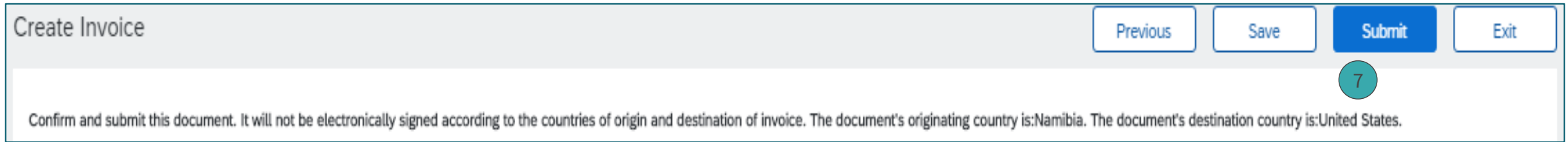
# Invoice via PO Flip

## Line Items

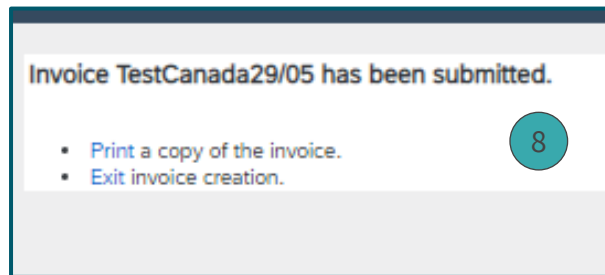
6. Click **Next** once all details have been added
7. Review the **Create Invoice** summary and click **Submit**
8. You will receive an email confirming that the **invoice has been submitted**



A screenshot of a user 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 in the top right corner of the interface.



A screenshot of a 'Create Invoice' summary screen. At the top, the text 'Create Invoice' is on the left, and four buttons ('Previous', 'Save', 'Submit', 'Exit') are on the right. The 'Submit' button is highlighted in blue. Below the buttons, a green circle with the number '7' is shown. The main content area contains the text: '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 in the top right corner of the message box.

# 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

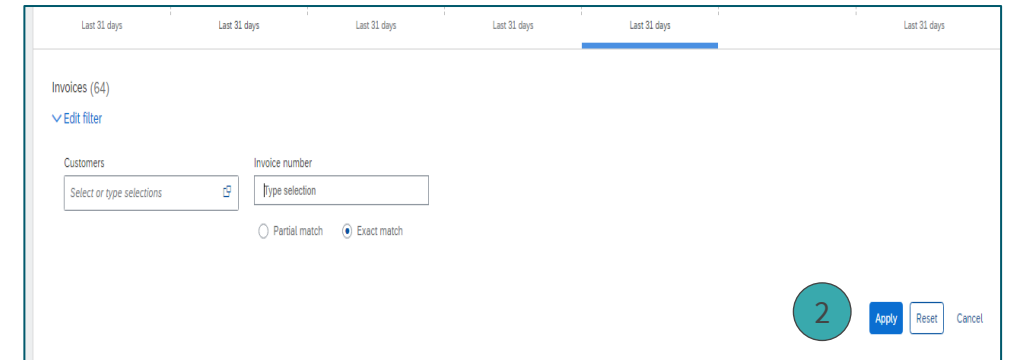
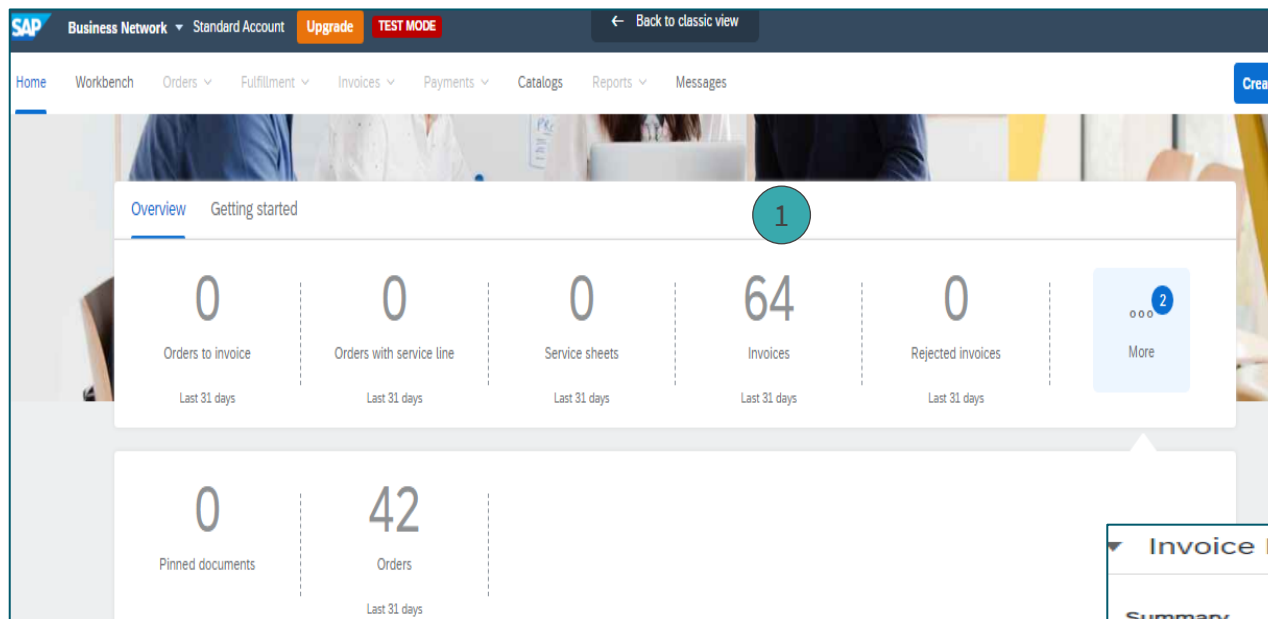
The screenshot illustrates the process of splitting taxes on a line item in the Aviva PO Flip system. It is divided into four numbered sections:

- Section 1:** A dropdown menu for 'Add' is open, showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'. A teal circle with the number '1' is next to the 'Add' button.
- 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. A teal circle with the number '2' is next to the 'No.' field.
- Section 3:** A form titled 'Insert Line Item Options' with a checked 'Tax Category' dropdown set to '5% GST / 5% CAN Overseas...'. A teal circle with the number '3' is next to the 'Tax Category' label.
- Section 4:** A dropdown menu for 'Line Item Actions' is open, showing options: 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', and 'Discount'. A teal circle with the number '4' is next to the 'Line Item Actions' button.

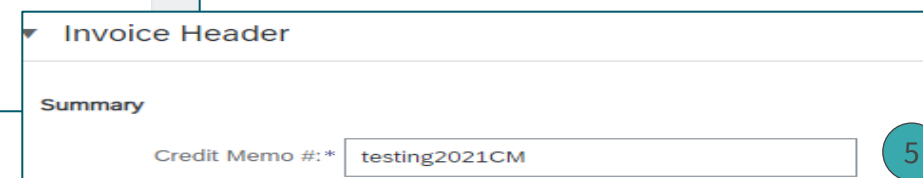
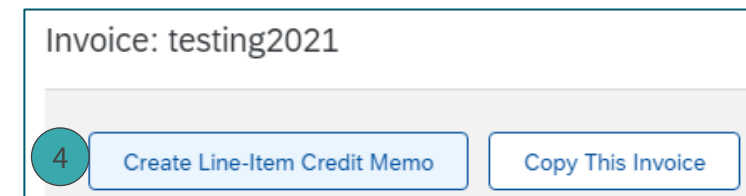
# Create a credit memo

## Header

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



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



# 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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
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

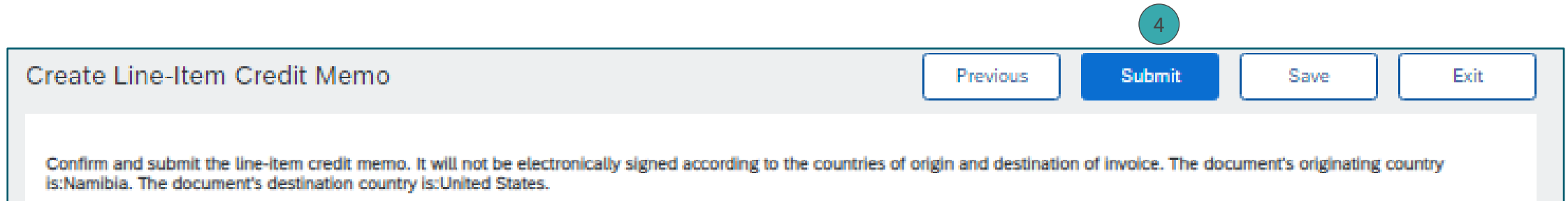
# Create a credit memo

## 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**



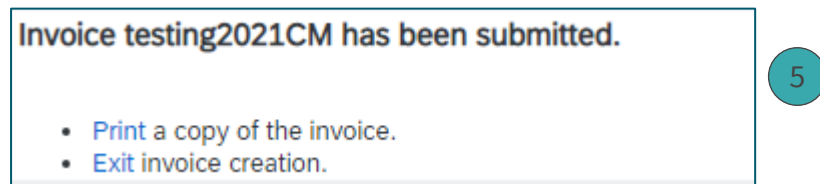
Update Save Exit **Next**



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.



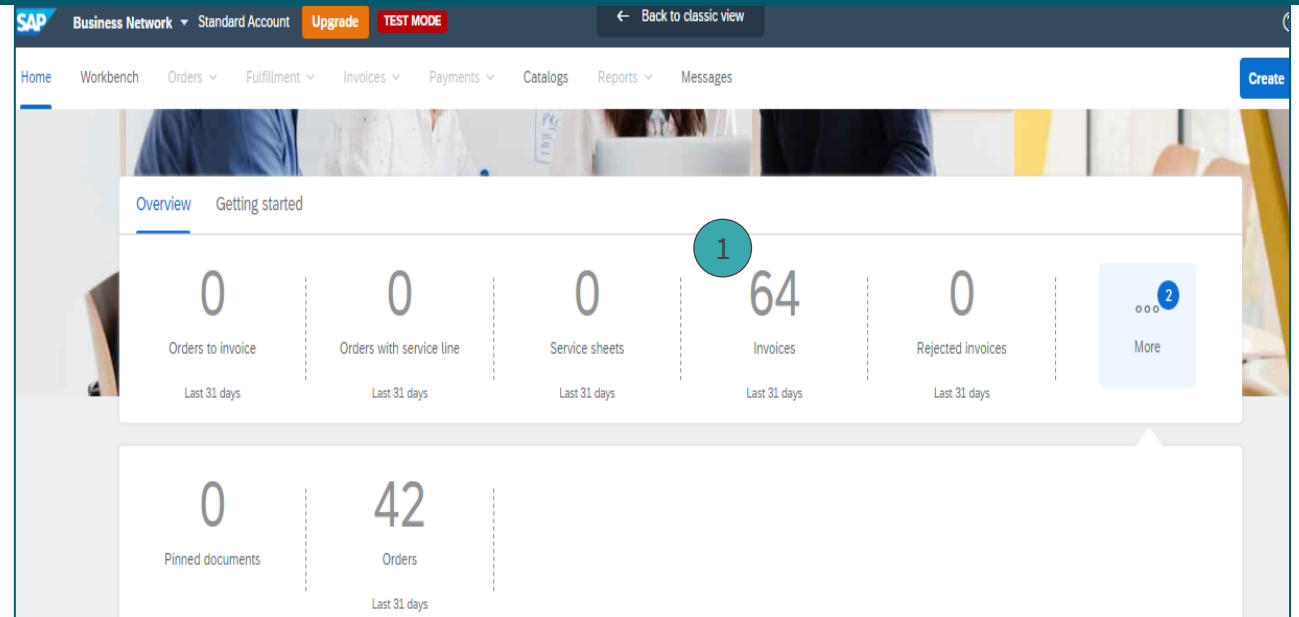
Invoice testing2021CM has been submitted.

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

# Invoice status

## Dashboard

1. Once on **Home** page, click on **Overview** and then on **Invoices**
2. To easily identify your invoices select **Edit filter** , **Creation date** range and then click on **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

Customers Select or type selections

Invoice number Type selection

Order number Type selection

Creation date Custom date range 5/1/2019 - 1/9/2020

Partial match Exact match

Invoice status All

Invoice type All

Routing status All

Min amount Max amount Currency GBP

External invoice number Type selection

View All

Submitted by All

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	<a href="#">testing2021</a>	4 - TEST	<a href="#">PO50041687</a>	Order	Online	supplier	Jul 27, 2021	\$11.30 CAD	Acknowledged	Sent	No	...

# Invoice status

## Scheduled Payments

- 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
<a href="#">PAYTestCanadaWrong29/05-16747</a>	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. Once on **Home** page, click on **Overview** then on **More** and **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

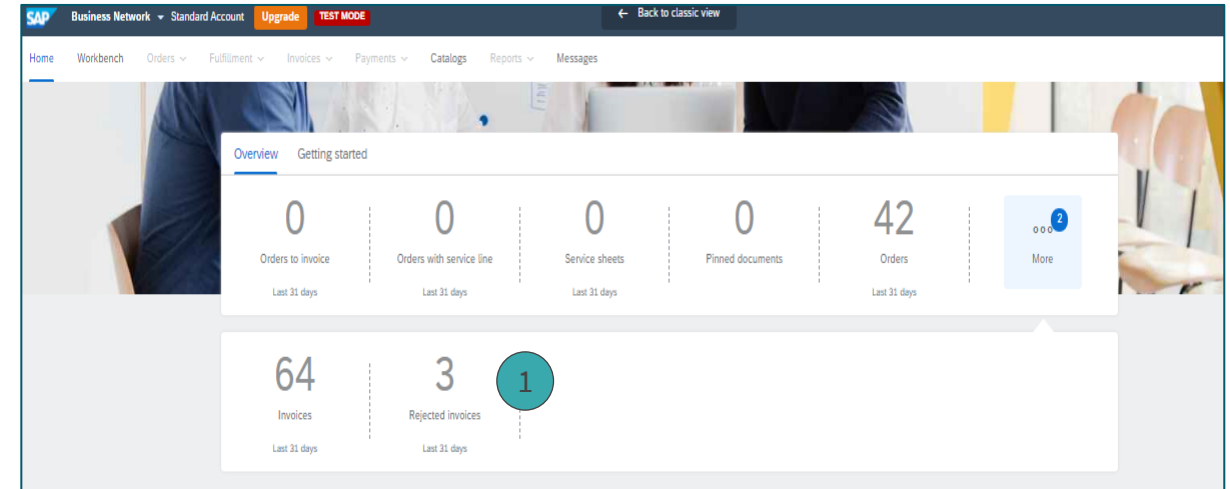
Workbench Customize

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	<a href="#">INV_SKY_022</a>	TEST	PO50024246	Order	Oct 8, 2019	£3,042.00 GBP	Acknowledged	Rejected	...
Standard Invoice	<a href="#">INV_TEST_01</a>	Aviva - TEST	PO50024245	Order	Oct 8, 2019	£3,042.00 GBP	Acknowledged	Rejected	...
Standard Invoice	<a href="#">holds1</a>	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](#)