

# Invoice First Lump Sum eInvoicing Guide

This guide provides the steps you will follow in Ariba to submit invoices to BC Hydro for the Invoice First Lump Sum process.

## Invoice-First Process

Your invoice submitted in Ariba will automatically generate the SES. BCH approvals are handled in the background.



Vendor



Contract Administrator



Approver



Creates invoice in Ariba  
(payment term starts)

Vendor creates an Invoice in Ariba & attaches their own internal invoice.

SAP will automatically create a SES based on the Ariba invoice.

The Ariba invoice is parked.

Reviews SES and submits for approval

The Contract Admin gets SES notification for review:

1. Validate details (reviews attachment). Can not change quantity or \$.
2. Adjust partners (if required).
3. Adjust/distribute cost account assignment.

Approves SES

Approver receives email notification with a link to SC085 My Inbox.

Reviewer(s) and Approver review and either approve or reject SES through the app.

Ariba invoice is matched against SES and posted

Ariba un parks and sends the invoice to SAP.

3-way match of the invoice against the approved SES (quantities) and PO (prices) is auto-performed by the system.

Invoice auto-posts for payment.

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# Purchase Order (PO) Overview

## INVOICING INITIATES FROM THE PO IN THE INVOICE FIRST PROCESS

The layout of the PO is illustrated here with key information identified.

1. Record of **Invoices submitted**, and **auto-Service Entry Sheets** created
2. **1st point of contact** regarding this specific PO is your Contract Admin. The Contract Admin issues your PO and is the first person to receive and validate your invoice / SES details
3. **2nd point of contact** regarding this specific PO is the BCH Rep. This person approves/rejects payment on your invoices. They should only be contacted if BCH Contract Admin is not reachable.

**BC Hydro**

**From:**  
Customer  
B.C. HYDRO Accounts Payable  
6911 SOUTHPOINT DRIVE  
BURNABY British Columbia V3N 4X8  
Canada  
Phone: + ( ) 604-663-3572  
Fax:

**To:**  
Invoice First Test Supplier  
210 Sixth AVE  
Pittsburgh, PA 15201  
United States  
Phone:  
Fax:  
Email: noreply@ariba.com

**Purchase Order**  
(Partially Serviced)  
4500052067  
Amount: \$2,000.00 CAD  
Version: 1

**Payment Terms**  
0.000% 30  
NET DUE 30 DAYS

**Comments**  
PO REVISION: 0

**ORDER CONFIRMATION INSTRUCTIONS:**  
Submit an Order Confirmation if you accept the terms and conditions as stated in the PO. Otherwise contact the Buyer to adjust the PO, or submit your Rejection along with a reason.

**SERVICE ENTRY INSTRUCTIONS:**  
Submit an Ariba Invoice after the services have been rendered for BC Hydro. This will auto-generate a Service Sheet that will be transmitted to BC Hydro for approval. Once the Service Sheet is approved, Ariba Network will automatically transmit the Ariba Invoice to BC Hydro.

**INVOICE INSTRUCTIONS:**  
For material items, submit an Invoice after the PO in Ariba Network shows that goods have been received.  
For service items, submit an Ariba Invoice after the services have been rendered for BC Hydro. This will auto-generate a Service Sheet that will be transmitted to BC Hydro for approval. Once the Service Sheet is approved, Ariba Network will automatically transmit the Ariba Invoice to BC Hydro.

**PURCHASE ORDER TITLE:**  
Traffic Services - Smithers

**PRIORITY OF DOCUMENTS:**  
This PO is not intended to in any way alter the terms of any already executed contract for the supply of the goods or services covered by this PO. To the extent of any conflict or inconsistency between the terms of this PO and the terms of any such already executed contract, the terms of the already executed contract shall govern. ... [View less](#)

**Contract Number**  
4600000937

**Contact Information**  
**BCH Contract Admin:** 2  
Email:  
Phone: +1 ( ) - - -  
**BCH Buyer:**  
Email:  
Phone:

**BCH Rep:** 3  
Email:  
Phone: +1 ( ) - - -  
**Supplier Address**

**Other Information**  
Company Code: BCH1  
Purchase Group: 138  
Purchase Organization: BCH1  
Party Additional ID: 56935601  
[View less](#)

**Routing Status:** Acknowledged  
**External Document Type:** BCH Fixed PO (NB)  
**Related Documents:** INV3333\_SS\_1  
INV3333  
IFTES17\_SS\_1  
[More\(1\) >](#)

4. Usually one PO line (line 10) is present with one or more generic service lines (depending on taxes used)
5. Lump sum POs use a \$1 unit price with quantities used to match totals

**Ship All Items To**  
BC Hydro  
Phone:  
Email:  
Location Code:

**Bill To**  
B.C. HYDRO Accounts Payable  
6911 SOUTHPOINT DRIVE  
BURNABY British Columbia V3N 4X8  
Canada  
Buyer ID: BCH1

**Deliver To**

Line Items Show Item Details

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1	UNAVAILABLE		Service			31 Mar 2023		\$3,000.00 CAD	
		Traffic Services - Smithers								
10.10		UNAVAILABLE	9000173	Service		1,000.000 (ACT)		\$1.00 CAD	\$1,000.00 CAD	\$50.00 CAD
		TRAFFIC MANAGEMENT SERVICES P1								
10.20		UNAVAILABLE	9000173	Service		2,000.000 (ACT)		\$1.00 CAD	\$2,000.00 CAD	\$100.00 CAD
		TRAFFIC MANAGEMENT SERVICES P2								

Order submitted on: Sunday 23 Oct 2022 12:00 PM GMT-07:00  
Received by Ariba Network on: Sunday 23 Oct 2022 1:30 PM GMT-07:00  
This Purchase Order was sent by BC Hydro - SUSTAINMENT TEST AN0105584327 T and delivered by Ariba Network.

Service Sheet Required

Sub-total: \$3,000.00 CAD  
Total Services: \$1,000.00 CAD  
Total Invoiced: \$1,000.00 CAD  
Est. Total Tax: \$ 150.00 CAD  
Est. Grand Total: \$3,150.00 CAD

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Done

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Messages

## Submit Invoice in Ariba from PO

### ENTER HEADER INFORMATION

1. From the main menu navigate to **Orders > Purchase Orders**.

SAP Business Network Enterprise Account

Home Enablement Workbench **Orders** Fulfillment Invoices Payments Catalogs Reports Messages

Purchase Orders  
Order Inquiries

Orders and Releases All customers Exact match

Overview Getting started

2. Click on the **Order Number** to open the PO.

**Important:** Review the entire PO to ensure that you have chosen the correct one.

Orders

9 Orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

2 New orders Last 31 days

1 Changed orders Last 31 days

Orders (9)

[> Edit filter](#) | [Last 31 days](#)

Order Number ↓	Customer	Amount	Date	Order Status
4500052067	BC Hydro - SUSTAINMENT TEST	\$3,000.00 CAD	Oct 23, 2022	Partially Serviced
4500052059	BC Hydro - SUSTAINMENT TEST	\$6,220.00 CAD	Oct 14, 2022	Changed
4500052056	BC Hydro - SUSTAINMENT TEST	\$6,200.00 CAD	Oct 12, 2022	Partially Invoiced

3. Click **Invoice > Standard Invoice** from the menus at the top or bottom of the PO.

Purchase Order: 4500052067

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Create an invoice against the purchase order

4. Close the warning message if it appears.

**WARNING!**

✓ This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

Don't show me this message again

5. Enter your company's internal **Invoice #**.
6. Verify **Supplier Tax ID** is defaulted from your profile; if not, enter your BC GST number.
  - **Each invoice must have a unique invoice number.**
  - When **resubmitting a rejected invoice**, you need a unique invoice number e.g. 1234567 becomes 1234567A or 1234567R...
  - The **invoice date can't be back dated**.

▼ Invoice Header

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Summary

Purchase Order: 4500052067

Invoice #:\* 1234567

Invoice Date: ⓘ 4 Nov 2022

Service Description:

Final Service Sheet:

Supplier Tax ID:\* 55555555

Remit To: Invoice First Test Supplier

Pittsburgh, PA  
United States

Bill To: **B.C. HYDRO Accounts Payable**

BURNABY British Columbia  
Canada

Subtotal: \$2,000.00 CAD  
Total Tax: \$100.00 CAD  
Total Gross Amount: \$2,100.00 CAD  
Total Net Amount: \$2,100.00 CAD  
Amount Due: \$2,100.00 CAD

## ADD YOUR INVOICE BACKUP DOCUMENTS

7. Click **Add to Header** > Attachment, located on the left in the middle section of your invoice screen
  - **Backup documents must be added for invoice verification.**
  - These include your internal company invoice and other supporting documents (approved timesheets, expense receipts, etc.).
  - **Submissions without the required attachments will be rejected.**
8. Click **Choose File** to browse for your document and then click **Add Attachment**.
  - Repeat this step for multiple documents.
  - **We can't accept attachment file names with special characters.** For example, **do not use #, \$, %, @, etc.** or additional periods as this will cause your invoice to be rejected.

**Add to Header** ▼

- Shipping Documents
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

**Attachments**

The total size of all attachments cannot exceed 100MB

**Choose File** Invoice\_1234567.pdf **Add Attachment**

9. Review your invoice and supporting documents

- To delete an item, select it and click **Delete** to remove

**Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice_1234567.pdf	32342	application/pdf
<input type="checkbox"/> Signed Timesheet Oct 1-11 2022.xlsx	15846	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

## UPDATE LINE-ITEM QUANTITIES

**Important:** By default, Ariba will include all line items and remaining quantities from your PO into your invoice.

- Review your service item(s) lines. Click the **toggle** to exclude any lines not being invoiced. **Ensure you select the right service line** with the correct tax treatment (GST only or GST + PST).
- Only quantities can be adjusted** on line items. Adjust the **quantity** in \$ for this invoice for each applicable line. (Example shows \$1,000.00 as entered in **Quantity**).
- If instructed by your BC Hydro contact, update the **Description** of the service line text to aid in invoice approval. For example, the location, dates, or crew information...

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 12% HBC / 7% PST, 5% GST  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input type="checkbox"/>	UNAVAILABLE		RENTALS - CS - SITE C 5L15/16/17					
10.10	<input checked="" type="checkbox"/>	SERVICE	UNAVAILABLE	EQUIPMENT RENTAL-P1 (GST+PST)	9000173	0	ACT	\$1 CAD	\$0 CAD
<i>Excluded line items cannot be modified.</i>									
10.20	<input type="checkbox"/>	SERVICE	UNAVAILABLE	EQUIPMENT RENTAL-P2 (GST ONLY)	9000173	1,000	ACT	\$1 CAD	\$1,000.00 CAD

Pricing Details

Price Unit: ACT Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

Service Period

Service Start Date:  Service End Date:

Category: GST

Location:

Description: PST Exempt, 5% GST

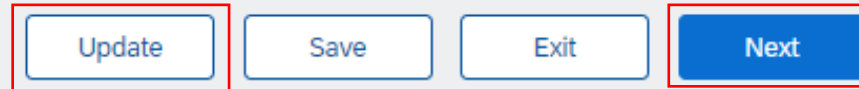
Regime:

Taxable Amount: \$1,000.00 CAD  
Tax Rate Type:   
Rate(%): 5.000  
Tax Amount: \$50.00 CAD

**Don't change tax dropdown.** Taxes are pre-assigned to the service lines. If the taxes are incorrect, please contact your Contract admin

Quantity will default to remaining value on the PO Line. Make sure to adjust according to your pre-tax amount.

13. After adjusting the quantity click **Update** at the bottom of the screen to update the service item line totals.
14. Click **Next** at the bottom of the screen.



## REVIEW & SUBMIT

15. Ensure you're invoicing from the correct PO.
16. Confirm the required supporting documents are attached.
17. Confirm subtotals and line-item details. The totals **must match** with the attached internal company invoice.
  - If the totals do not match your internal invoice there may be a quantity, extra service line, or incorrect tax issue. Click **Previous** to edit invoice
18. When you're ready, click **Submit**.

Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

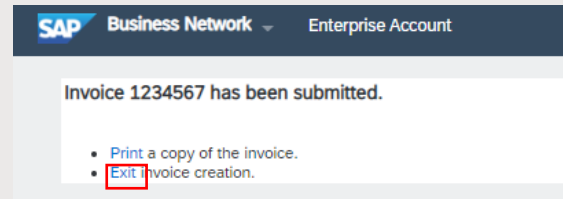
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United States. The document's destination country is: Canada. If you want your invoices to be stored in the Ariba long term document 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: 1234567          Invoice Date: Friday 4 Nov 2022 12:54 PM GMT-07:00          Original Purchase Order: 4500052067</p>	<table border="1" style="width: 100%;"> <tr> <td>Subtotal:</td> <td style="text-align: right;">\$1,000.00 CAD</td> </tr> <tr> <td>Total Tax:</td> <td style="text-align: right;">\$50.00 CAD</td> </tr> <tr> <td>Total Gross Amount:</td> <td style="text-align: right;">\$1,050.00 CAD</td> </tr> <tr> <td>Total Net Amount:</td> <td style="text-align: right;">\$1,050.00 CAD</td> </tr> <tr> <td>Amount Due:</td> <td style="text-align: right;">\$1,050.00 CAD</td> </tr> </table>	Subtotal:	\$1,000.00 CAD	Total Tax:	\$50.00 CAD	Total Gross Amount:	\$1,050.00 CAD	Total Net Amount:	\$1,050.00 CAD	Amount Due:	\$1,050.00 CAD
Subtotal:	\$1,000.00 CAD										
Total Tax:	\$50.00 CAD										
Total Gross Amount:	\$1,050.00 CAD										
Total Net Amount:	\$1,050.00 CAD										
Amount Due:	\$1,050.00 CAD										

REMIT TO:	BILL TO:	SUPPLIER:
Invoice First Test Supplier  Postal Address: 210 Sixth AVE Pittsburgh, PA 15201 United States  Tax ID of Supplier: 555555555	B. C. HYDRO Accounts Payable  Postal Address: 8911 SOUTHPOINT DRIVE BURNABY BC V3N 4N8 Canada Address ID: BCH1	Invoice First Test Supplier  Postal Address: 210 Sixth AVE Pittsburgh, PA 15201 United States

19. You will receive a confirmation of your invoice submission. Click **Exit** to return to the PO.





20. Both the invoice and auto-created Service Entry Sheet (SES) will appear as a related documents on your PO.

## HANDLING INCORRECT INVOICES

21. Once your invoice is submitted, a SES is automatically generated and routed for approval(s).

- If a SES is rejected, you will be notified in Ariba (and by email if you are set-up to receive notifications).
- A rejection notice with reason code and comments will be provided to help you rectify the issue and resubmit your invoice.
- Contact the Contract Admin listed on your PO if further clarification is required.

22. Sample rejected SES email notification sent from Ariba.

- You **must have notifications set-up** in your Ariba account settings to receive these.

23. **Sample rejection notice** displayed directly on the Ariba invoice.

- If you require further clarification regarding the rejection notice, please contact your Contract Admin.
- When you are ready to resubmit your invoice, click **Edit** and **Resubmit**. Remember to use a unique invoice number, e.g. 1234567 becomes 1234567A or 1234567R

**Rejected Invoice:**  
Reasons:  
INV-38: The invoice was successfully received.  
DOC-1: cXML InvoiceDetailRequest queued  
INV-95: The invoice status has been successfully updated to Rejected by BC Hydro. Description: Your service sheet 1000498922 for PO 4500062151 item 10 has been rejected for the following reason: 95 - Other (see comments). If you know how to resolve this, please Edit & Resubmit your service sheet. If you have any questions, please contact HydroRep@bchydro.com referencing PO 4500062151 item 10 and the BC Hydro service sheet number 1000498922. Buyer comment: 28.11.2022 13:02:51 This invoice has been rejected as the work is incorrect Please replace 14857669-1 with 14857153-1. 4433 Maxwell Rd. and resubmit invoice.  
DOC-1:

:Your service sheet 1000498922 for PO 4500062151 item 10 has been rejected for the following reason: 95 - Other (see comments). If you know how to resolve this, please Edit & Resubmit your service sheet. If you have any questions, please contact HydroRep@bchydro.com referencing PO 4500062151 item 10 and the BC Hydro service sheet number 1000498922. Buyer comment: 28.11.2022 13:02:51 This invoice has been rejected as the work is incorrect Please replace 14857669-1 with 14857153-1. 4433 Maxwell Rd. and resubmit invoice.

[Edit & Resubmit](#)

[Attachment\(s\)](#)

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Standard Invoice

<b>Status</b>		<b>Subtotal:</b>	<b>\$840.00 CAD</b>
Invoice: Rejected		Total Tax:	\$42.00 CAD
Routing: Rejected		Total Gross Amount:	\$882.00 CAD
Invoice Number: 39470		Total Net Amount:	\$882.00 CAD
Invoice Date: Monday 21 Nov 2022 6:04 PM GMT-08:00		<b>Amount Due:</b>	<b>\$882.00 CAD</b>
Original Purchase Order: 4500062151			
Submission Method: Online			
Origin: Supplier			
Source Document: Order			