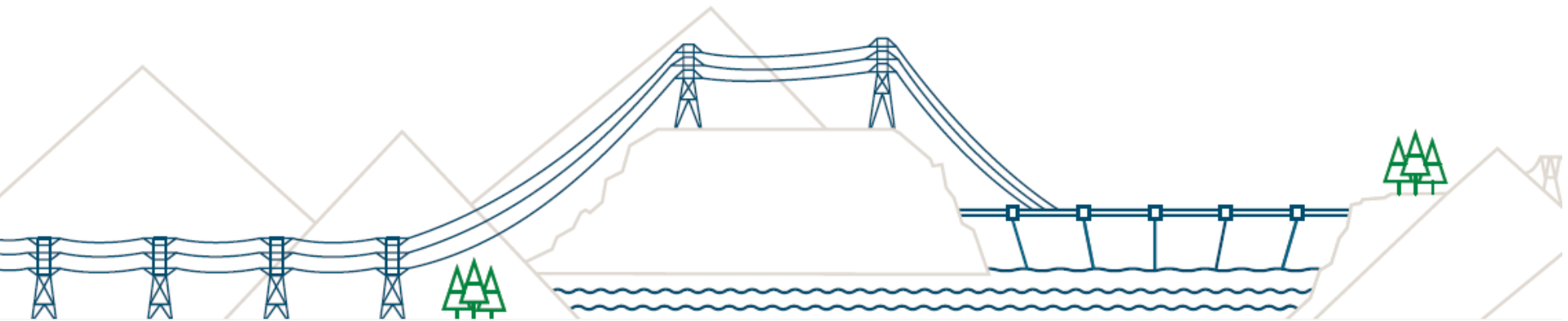


# BC Hydro quick invoicing guide.

## How to invoice in 5 steps



May 2018

# STEP 1: Find your contract/purchase order.

## Orders and Releases

Orders and Releases    Items to Ship

1 Search Filters

Customer: All Customers

2 Order Number: \* C0006715200058 ⓘ

Partial number     Exact number 3

4 Search    Reset

Order	C00091935	1	BC Hydro - TEST	BCHYDRO, BC Canada	\$100,000.00 CAD	13 Apr 2016	New	\$0.00 CAD	Original	Actions ▾
5 Order	C0006715200058	4	BC Hydro Development - TEST	6911 SOUTHPOINT DR., TOWER BURNABY, BC Canada	\$47,876.00 CAD	12 Apr 2016	Partially Invoiced	\$2,000.00 CAD	Changed	Actions ▾
Order	C00092446	1	BC Hydro Development - TEST	BC HYDRO BCHYDRO, BC Canada	\$10,000.00 CAD	12 Apr 2016	Partially Invoiced	\$1,500.00 CAD	Original	Actions ▾

## Contract Orders begin with a capital C – case sensitive

- **C** indicates a contract order for services
  - Followed by **two** or **three zeroes**, a **five** or **six digit order number**; and a **five digit release** if assigned
  - **C00055849xxxxx** or **C00109987xxxxx**
  - **55849** or **109987** is the order number and **xxxxx** indicates the release number
  - Your order will appear as either:
    - C00055849 – no release number
    - C0005584900023 – with a release number

\* An Order number and / or a Release number is required to invoice in Ariba – if you do not see your order number contact your BC Hydro representative

# STEP 2: Create the invoice.

Purchase Order: C0006715200058

Done

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Hide Changes | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**From:**  
B.C.HYDRO  
BC Hydro Accounts Payable  
6911 Southpoint Drive  
BURNABY BC V3N 4X8  
Canada

**To:**  
BC Hydro - Test Supplier 5 - TEST  
333 Dunsmuir St.  
Vancouver BC V6B 5R3  
Canada  
Phone: +1 (604) 528-2382  
Fax:  
Email: ecommerce@bchydro.com

**Purchase Order**  
(+ Change)  
C0006715200058  
Amount: \$47,876.00 CAD  
Version: 4 (Previous Version)

**Payment Terms**  
NET 30

**Comments**  
\*\*\*\* SIGNATURE BASED ORDER \*\*\*\*

Standard Name: INSURANCE Rev. 001 Standard Title: INSURANCE CLAUSE-NO WORK TO COMMENCE

Standard Name: PYMT - N30 Rev. 000 Standard Title: NET DUE 30 DAYS

Standard Name: TAX - 02 Rev. 006 Sta ... View more >

**Contact Information**  
Buyer Headquarter Address  
ISABEL M DUNLOP  
Phone: +1 (604) 5295548

**Supplier Address**  
Shawn Barton TERVITA CORPORATION

**Other information**  
contract: ROCK BAY REMEDIATION - WA3 SSP VOID CLEANING

Routing Status: Sent  
Related Documents: AFR11REFPOP

**Ship All Items To**

6911 SOUTHPOINT DR., TOWER  
6911 SOUTHPOINT DR., TOWER  
BURNABY BC V3N 4X8  
Canada

**Bill To**

B.C.HYDRO  
BC Hydro Accounts Payable  
6911 Southpoint Drive  
BURNABY BC V3N 4X8  
Canada

**Deliver To**

Create Invoice

Update

Save

Exit

Next

Invoice Header

\* Indicates required field

Add to Header

Summary

Purchase Order: C0006715200058

Invoice #: TEST20160419

Invoice Date: 19 Apr 2016

Supplier Tax ID: 55555555

Remit To: BC Hydro - Test Supplier 5 - TEST

Vancouver BC  
Canada

Bill To: B.C.HYDRO

BURNABY BC  
Canada

Subtotal: \$0.00 CAD  
Total Tax: \$0.00 CAD  
Total Gross Amount: \$0.00 CAD  
Total Net Amount: \$0.00 CAD  
Amount Due: \$0.00 CAD

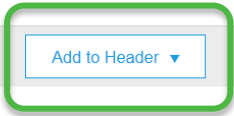
View/Edit Addresses

2  
3  
4

Review your order for accuracy

1. Click on the Create Invoice button
2. Enter the Invoice Number; limited to 16 characters; only capital letters and numbers - no special characters or spaces
3. Date will auto populate – BC Hydro pays 30 days from date of receipt
4. Tax ID will auto populate (configure in account settings)

# Step 3: Enter quantity & pre-tax subtotal.



8

Line Items

1 Line Items, 1 Included, 1 Previously Invoiced

## Insert Line Item Options

Tax Category: Sales Tax

Shipping Documents

Special Handling

Discount

5

6

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1000	<input checked="" type="checkbox"/>	MATERIAL	99067152	ROCK BAY REMEDIATION - WA3 SSP VOID CLEANING		1	EA	\$1,000.00 CAD	\$1,000.00 CAD

Tax

4

Category: \* +GST

Location:

Description:

Regime:

Taxable Amount:

Rate(%): 5

Tax Amount: \$50.00 CAD

Remove

## Additional Fields

Packing List:

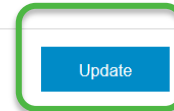


Line Item Actions

Delete

Reset Tax from PO

7



Save

Exit

Next

4. Under Include - slide the button so it shows as green

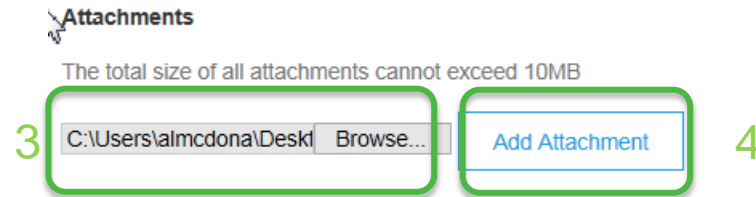
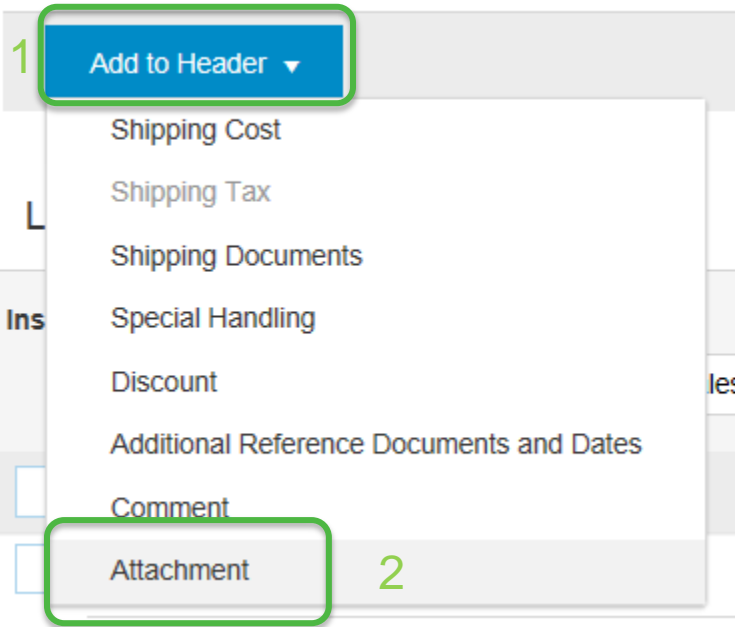
5. Quantity must be 1

6. The Unit Price is auto-populated with the full amount of the CO; **change to the pre-tax subtotal for this invoice**

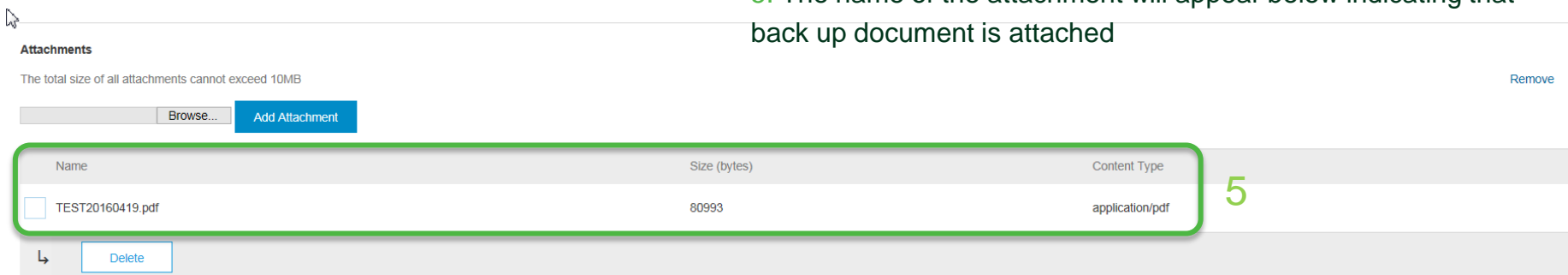
7. Click the Update button to auto-populate the taxes

8. At Add to Header attach backup documentation

# Step 4: Attach backup documentation



1. Select Add to Header
2. Select Attachment
3. Browse & Select your backup document
4. Click Add Attachment – to ensure the backup is attached
5. The name of the attachment will appear below indicating that back up document is attached



- o BC Hydro has a 10MB limit for the attachment size & BC Hydro's system will only accept one document – consolidate backup

# Step 5: Submit your invoice

- Review all your data before submitting the invoice
- Click submit to send the invoice

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is Canada. The document's destination country is Canada. If you want your invoices to be stored in the Arriba 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.

Invoice # TEST020419  
Invoice Date: Tuesday, 19 Jun 2018 10:11 AM GMT-7:00  
Original Purchase Order: 000001000000

Supplier: B108039 CAD  
Total Tax: \$0.00 CAD  
Total Gross Amount: \$1,000.00 CAD  
Total Net Amount: \$1,000.00 CAD  
Amount Due: \$1,000.00 CAD

**REMIT TO:**  
BC Hydro - Test Supplier S - TEST  
Postal Address:  
223 Columbia St.  
Vancouver BC V5B 9R3  
Canada  
Tax ID of Supplier: 898888888

**BILL TO:**  
B-C-HYDRO  
Postal Address:  
BC Hydro Accounts Payable  
8871 - 88th Street Drive  
Burnaby BC V3N 4G8  
Canada

**SUPPLIER:**  
BC Hydro - Test Supplier S - TEST  
Postal Address:  
223 Columbia St.  
Vancouver BC V5B 9R3  
Canada

**BILL FROM:**  
BC Hydro - Test Supplier S - TEST  
Postal Address:  
223 Columbia St.  
Vancouver BC V5B 9R3  
Canada

**CUSTOMER:**  
BC Hydro Development - TEST  
Postal Address:  
223 Columbia St.  
Vancouver BC V5B 9R3  
Canada

**SHIPPING INFORMATION:**

**SHIP FROM:**  
BC Hydro - Test Supplier S - TEST  
Postal Address:  
223 Columbia St.  
Vancouver BC V5B 9R3  
Canada

**SHIP TO:**  
8871 - 88th Street Drive  
1010888  
Postal Address:  
8871 - 88th Street Drive  
Burnaby BC V3N 4G8  
Canada

**PAYMENT TERMS:**  
Net Term: 30 Days

Original Purchase Order: 000001000000

Line #	Line Desc	Total	Print Description	Qty / Unit	Unit Price	Sub Total
1	INTERVAL ROCK BAY REMEDIATION- WAS ESP VOID CLEANING			1 EA	\$1,000.00 CAD	\$1,000.00 CAD

**DETAILS**  
Agency Part ID:  
Manufacture Part #:  
Manufacture Name:  
Country of Origin:  
Product Name #:  
Product Series #:  
Additional Information:  
No

**Tax Details:**

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Tax Region	External Code
+GST	6%		\$60.00 CAD				

**Tax Description:**  
+GST

**Tax Summary:**

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Tax Region	External Code
+GST	6%		\$60.00 CAD				

**Tax Description:**  
+GST

**Invoice Summary**

Attachments:  
Name: TEST020419.pur  
Content Type: application/pdf

Previous Back **Submit** Exit

Supplier: B108039 CAD  
Total Tax: \$0.00 CAD  
Total Gross Amount: \$1,000.00 CAD  
Total Net Amount: \$1,000.00 CAD  
Amount Due: \$1,000.00 CAD

Previous Back **Submit** Exit

SAP Arriba  
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- Please ensure that the information entered here matches the totals on your backup document / attachment

# Who to call

<b>Invoicing, Payment and Early Payment Offers (EPOs) Questions</b>	<b>Accounts Payable Helpdesk</b> <ul style="list-style-type: none"><li>○ 604 663 3572</li><li>○ <a href="mailto:AccountsPayable@bchydro.com">AccountsPayable@bchydro.com</a></li></ul>
<b>Step by step instructions</b>	<b>The Supplier Information Portal</b> <ul style="list-style-type: none"><li>○ From your home page click on the Company Settings drop down menu, under Account Settings select Customer Relationships</li><li>○ From the Customer Relationship page and the Current Relationships tab click on Supplier Information Portal</li><li>○ You will find training videos, tip sheets and guidelines</li></ul>
<b>Business Process Issues</b> <ul style="list-style-type: none"><li>○ Cancelled invoice</li><li>○ Order not in Ariba</li><li>○ Invoice not paid</li><li>○ Need a work inspection</li></ul>	<b>Your BC Hydro representative</b> <ul style="list-style-type: none"><li>○ Contact the person who ordered the work / the invoice approver / your BC Hydro rep</li></ul>
<b>Ariba Network Account Issues</b>	<ul style="list-style-type: none"><li>○ From <a href="#">Supplier Login</a> page click on <b>Help Center</b> in the upper right corner</li><li>○ From the drop down menu click on <b>Support</b> in the bottom right corner</li><li>○ From the <b>Support Center</b> you can enter a request for a phone call or an email or participate in a live chat with an Ariba representative</li></ul>
<b>Forgot your user name or password</b>	<b>Supplier Login page</b> <ul style="list-style-type: none"><li>○ Click; Having trouble logging in?</li><li>○ Follow the steps as prompted</li></ul>



**BC Hydro**

Power smart