SAP Ariba

SAP BUSINESS NETWORK | TAX INVOICING GUIDE

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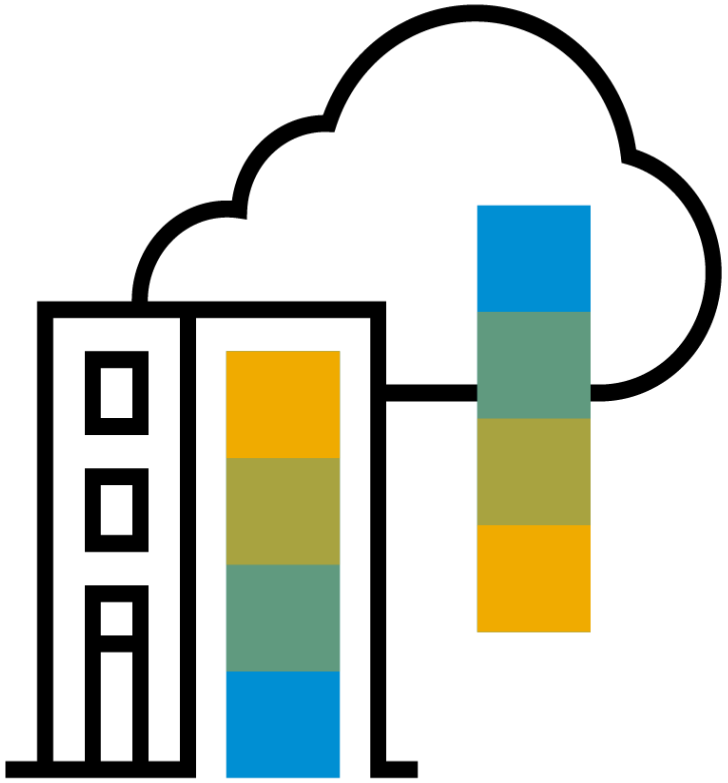
THE BEST RUN SAP

Tax Invoicing Process in Ariba Network

- Process to upload and Submit CFDI Invoices
- Detailed Process
  - ✓ Login
  - ✓ Upload XML (CFDI)
  - ✓ STEP 1. Legal Validations
  - ✓ STEP 2. Upload PDF
  - ✓ STEP 3. Invoice Enrichment
  - ✓ STEP 4. Submit Documents
  - ✓ Invoice Status
- Common Errors in Ariba Network



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Process to upload & submit CFDI invoices

Legal Validations

Suppliers see a new option in Ariba Portal to upload their CFDI invoices

Basic validations are performed to ensure consistency and then, buyer legal validations are run through a PAC service.

If any error, results and details are prompted for users to take proper action.

Upload PDF

Optionally, users can upload their own PDF. Otherwise, the system automatically creates a generic representation according to the local layout.

Invoice enrichment

Users are able to enrich their CFDI invoices by adding/editing business references.

- Several options are available at header level
- The document is transformed into cXML including the references entered.
- CFDI can be uploaded containing references in the Addenda segment.

Review & Submit

Once the document passes the fiscal validations, it can be enriched, confirmed and submitted for business validations and delivery to the buyer's system.

Afterwards, a new upload can be done or user can exit to the outbox page to track invoices.

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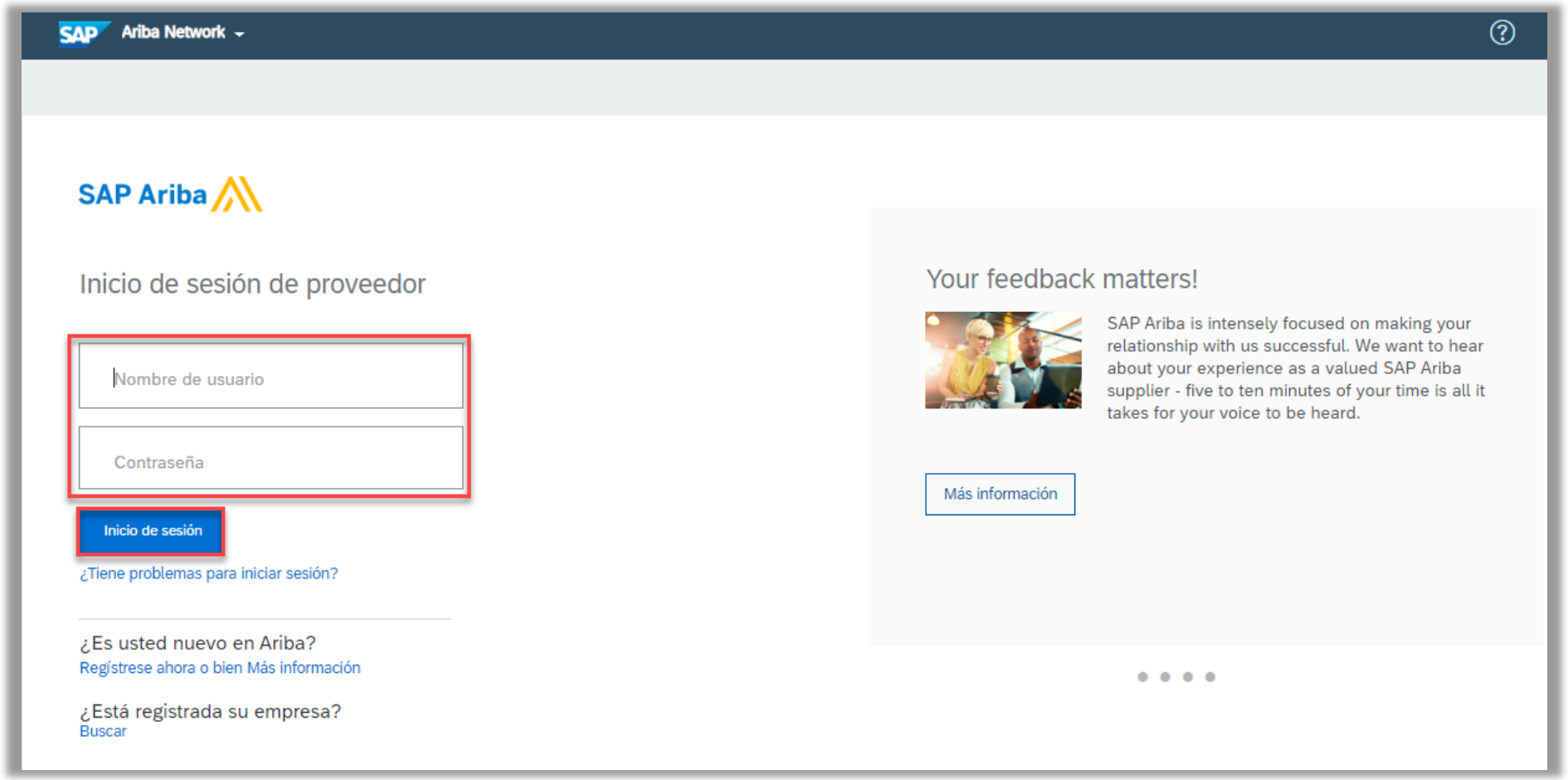
Login

Login at:

supplier.ariba.com



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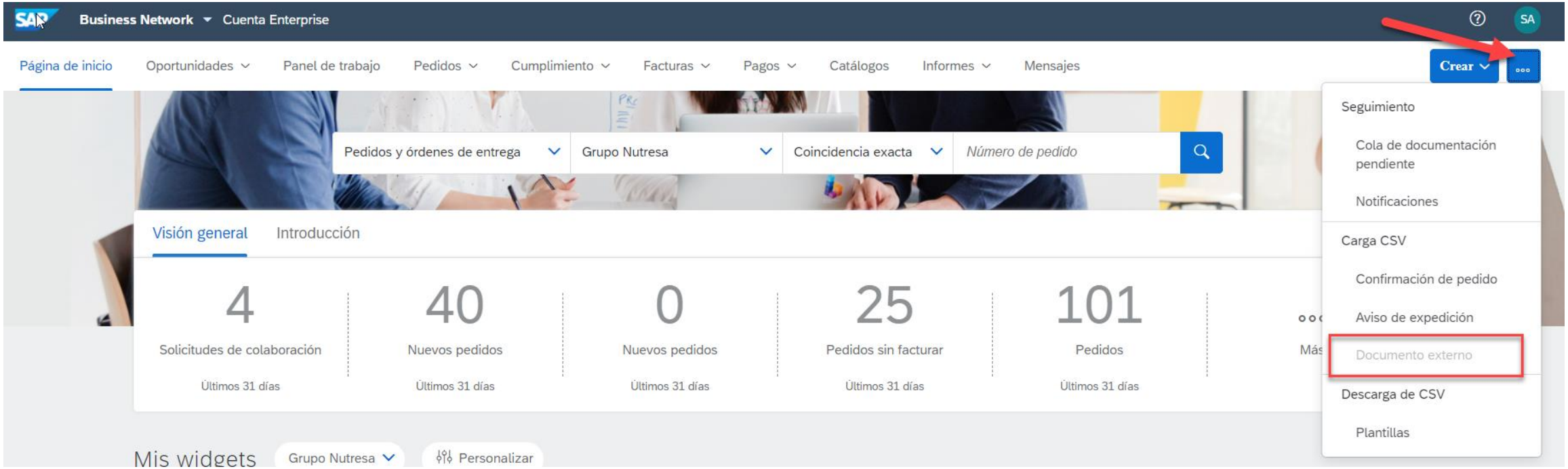
Upload XML (CFDI)

Select:

Documents > “**External Document**”



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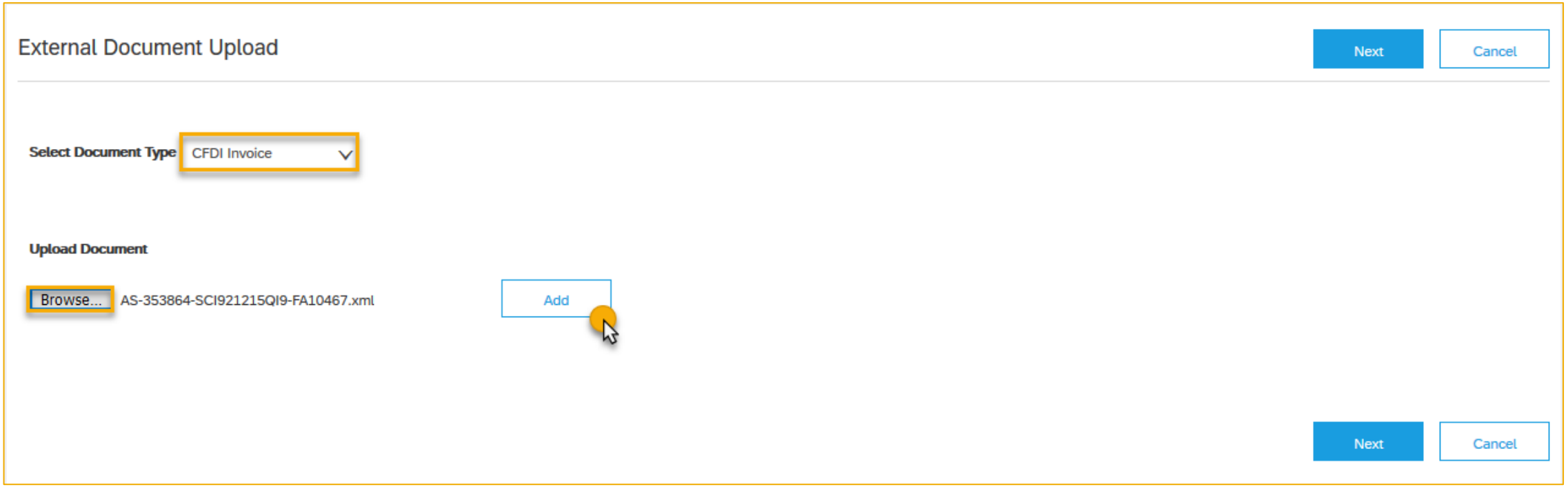
Upload XML (CFDI)

- Select Document Type “CFDI Invoice” from the dropdown menu, browse to select the XML to upload and click Add to complete the load of xml.



- Once the XML has been uploaded click Next for Legal Validations.

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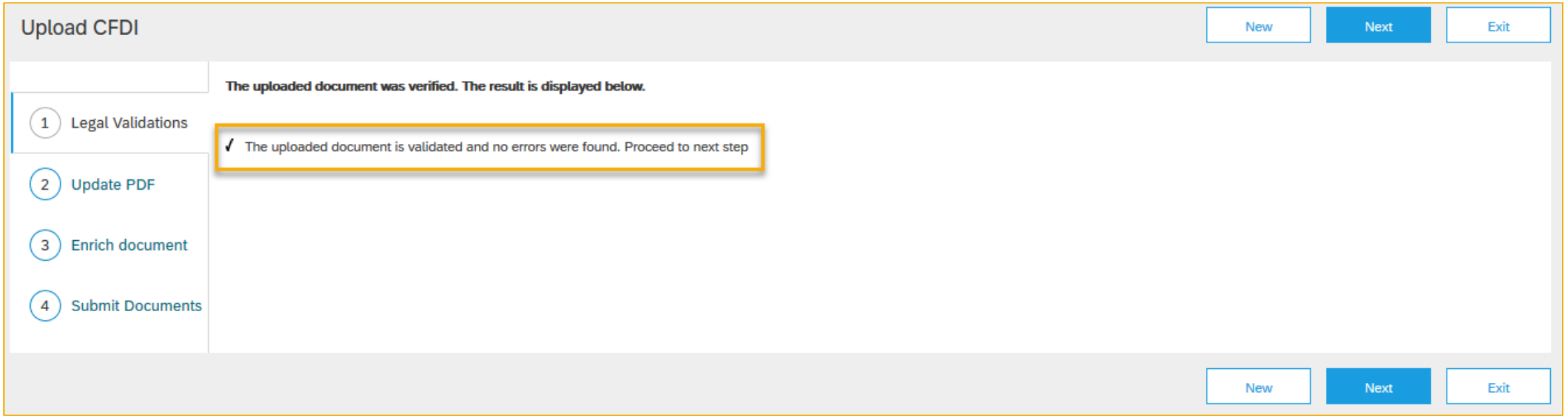
Step 1. Legal Validations



- Basic validations are performed to ensure consistency and then, buyer legal validations are run through a PAC service.
- If any error, results and details are prompted for users to take proper action.

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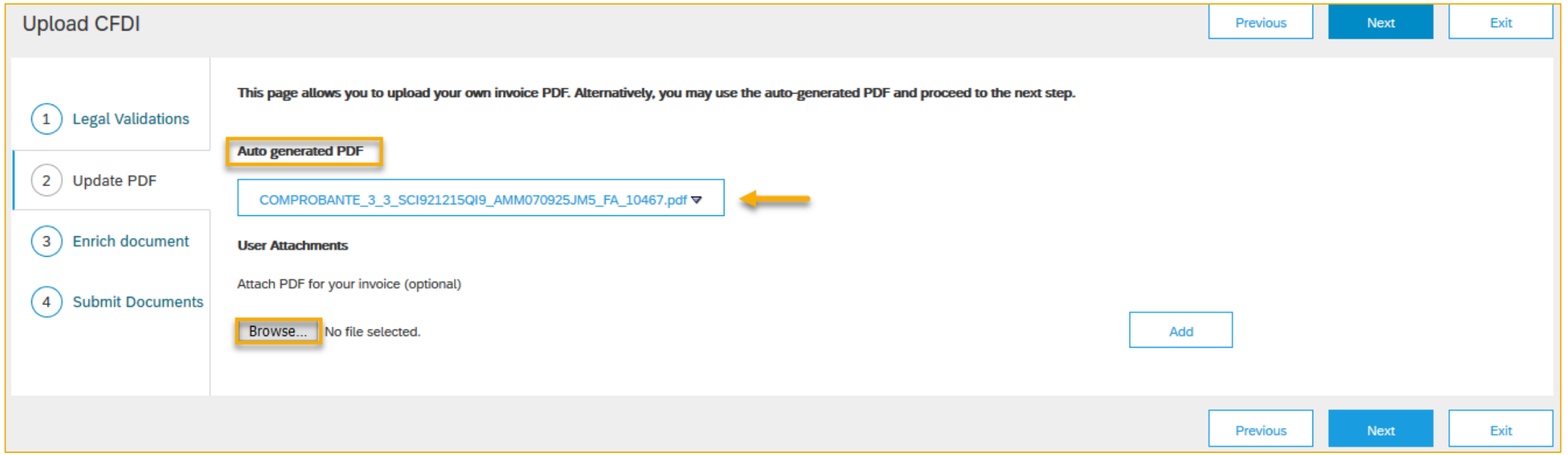
Step 2. Update PDF



- Optionally, users can upload their own PDF. Otherwise, the system automatically creates a generic representation according to the local layout.

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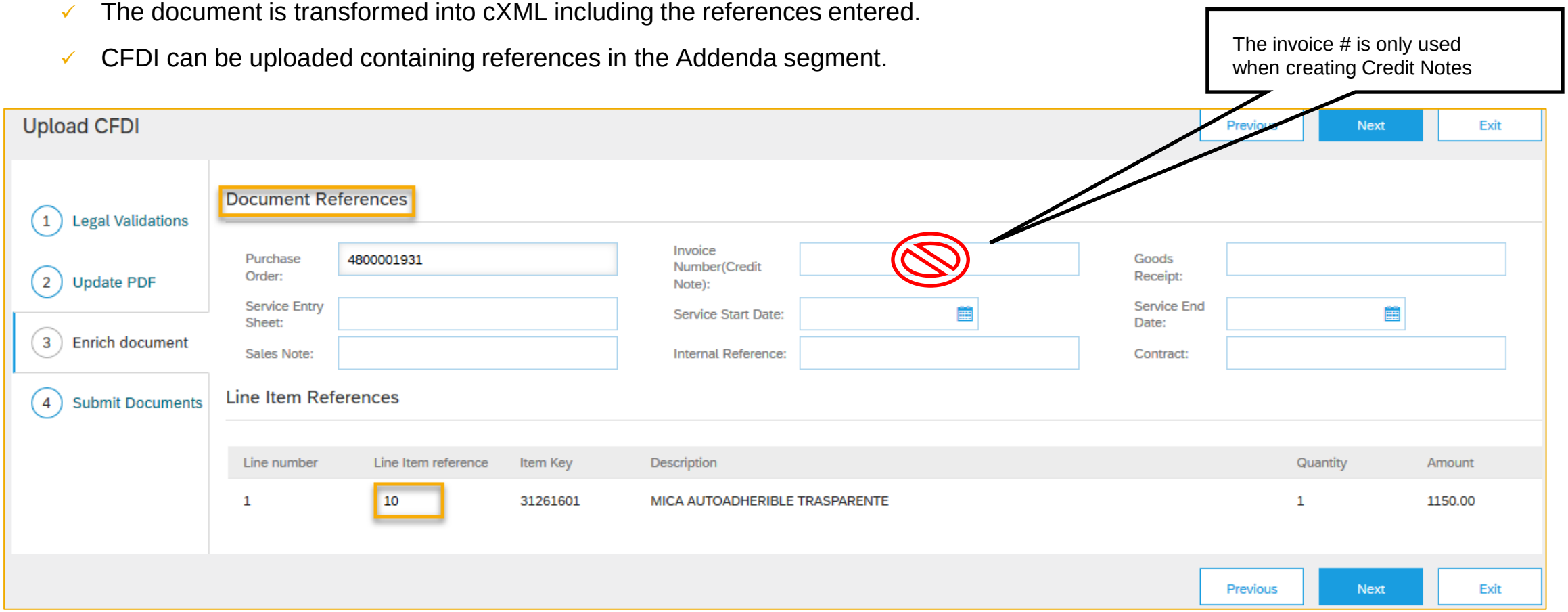
Step 3. Invoice Enrichment

- Users are able to enrich their CFDI invoices by adding/editing business document references.
  - ✓ Several options are available at header level
  - ✓ The document is transformed into cXML including the references entered.
  - ✓ CFDI can be uploaded containing references in the Addenda segment.



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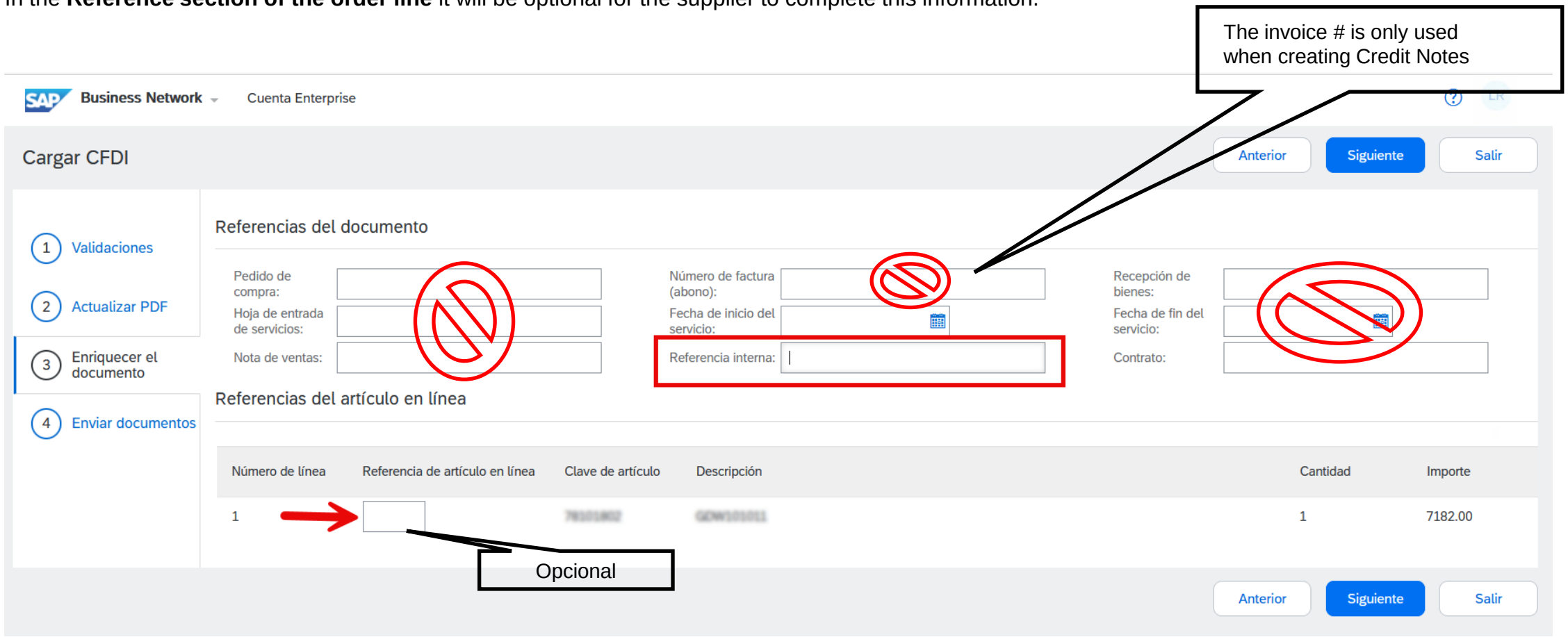
Step 3.1 Invoice Enrichment

NON-PO Reference

When the supplier processes an invoice without a SAP BN Purchase Order Number, in the **Reference section of the document** he must use the “Internal Reference” field in which he must enter any number. The Purchase Order field must be left empty.
In the **Reference section of the order line** it will be optional for the supplier to complete this information.



English Version
Rule description

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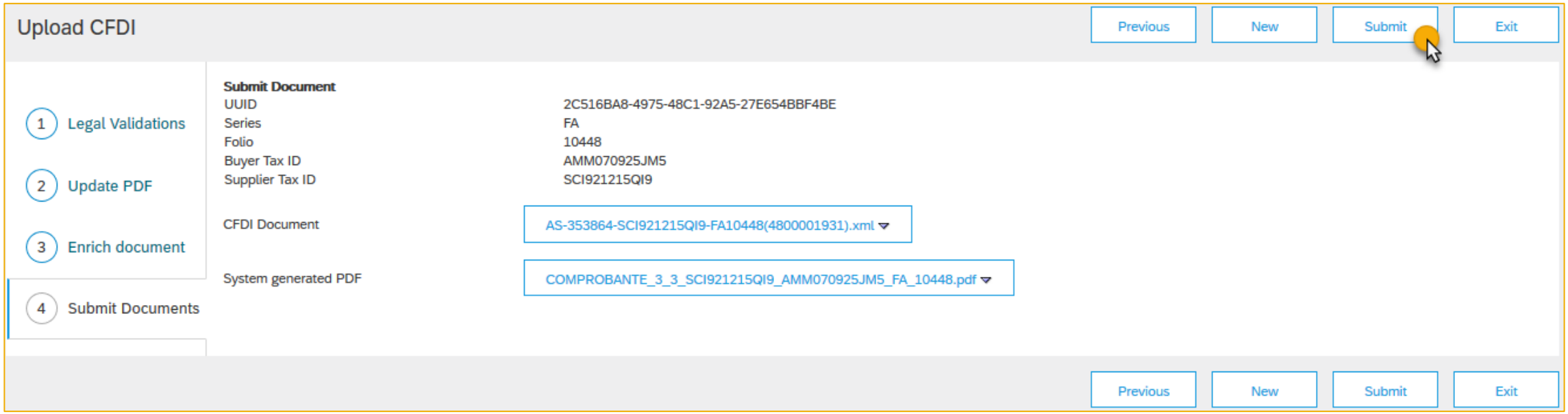
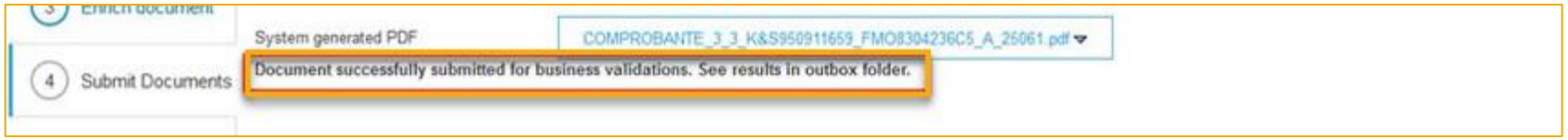
Step 4 Submit Documents



- Once the document passes the fiscal validations, it can be enriched, confirmed and submitted for business validations and deliver to the buyer's system.
- A message will appear stating: **Document successfully submitted for business validations. See results in outbox folder.**



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Outbox Folder

Invoice Status

- In the Outbox Folder, suppliers can review the status of the invoices and identify if the invoice was **Approved** or **Rejected**.
- If the invoice was **Rejected**, click on the Invoice # to see the Invoice Details and Rejection Reason.

Invoices (42)

Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
FA10415	Buyer Name	4800002247	External XML Invoice	Supplier	No		3 Mar 2020	$33,408.00 MXN	Acknowledged	Approved
FA10785	Buyer Name	4800002239	External XML Invoice	Supplier	No		28 Feb 2020	$406.00 MXN	Acknowledged	Approved
FA10143	Buyer Name	4800002233	External XML Invoice	Supplier	No		26 Feb 2020	$493.00 MXN	Acknowledged	Approved
FA11136	Buyer Name	4800002230	External XML Invoice	Supplier	No		25 Feb 2020	$127.60 MXN	Acknowledged	Approved
FA10536	Buyer Name	4800002200	External XML Invoice	Supplier	No		6 Feb 2020	$3,712.00 MXN	Failed	Rejected

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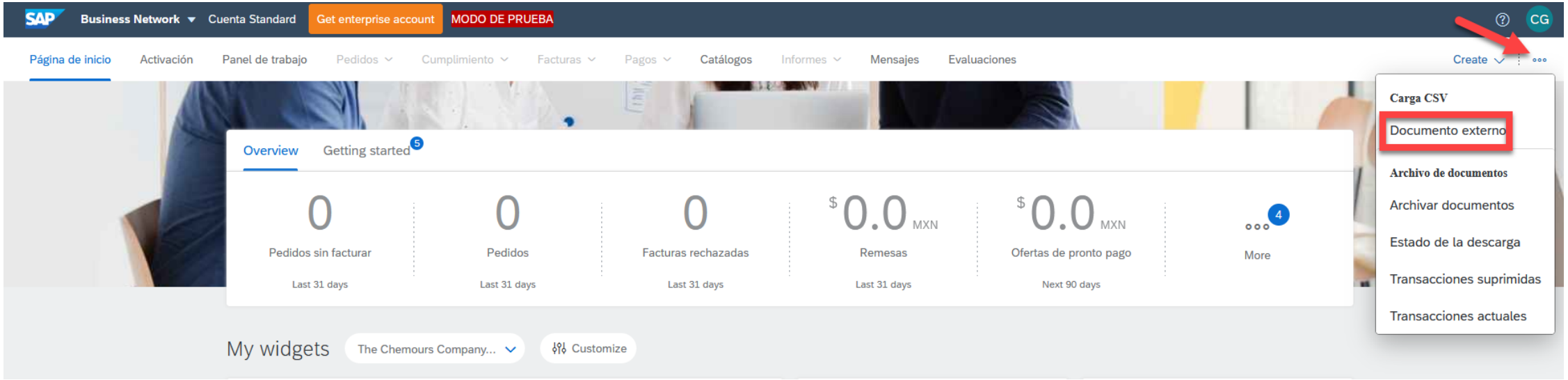
Credit Memo Upload

Select:

Click button > ••• “**External Document**”



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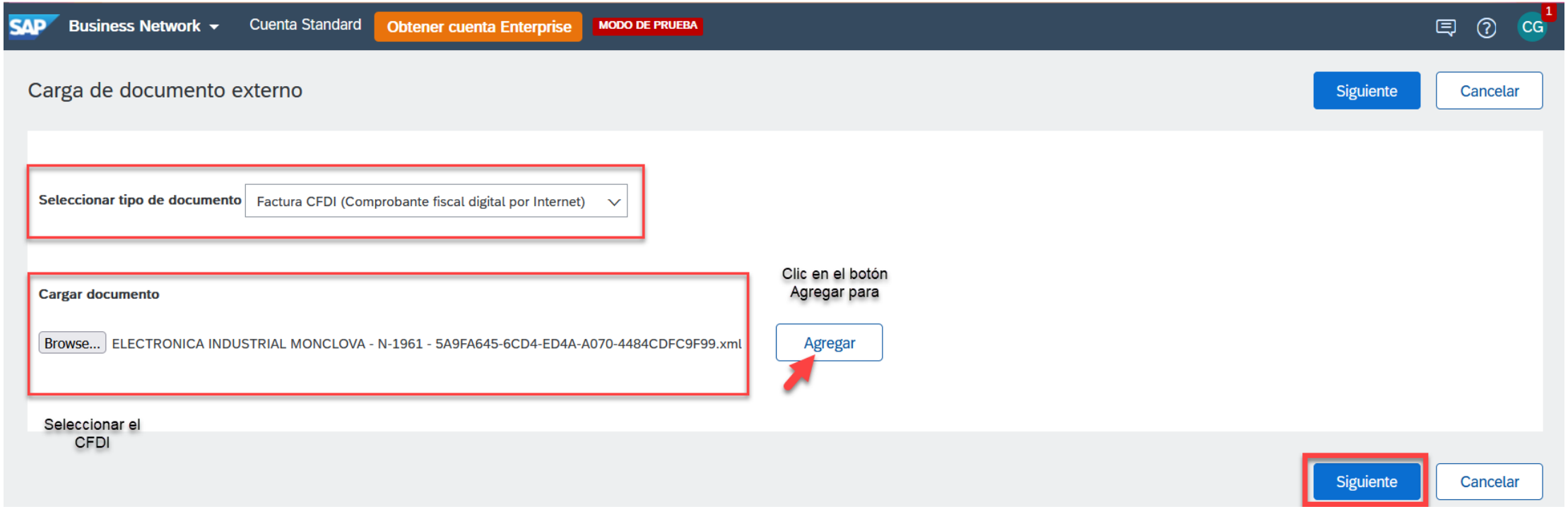
Credit Memo Upload

- Select Document Type “CFDI Invoice” from the dropdown menu, browse to select the XML to upload and click Add to complete the load of xml.



- Once the XML has been uploaded click Next for Legal Validations.

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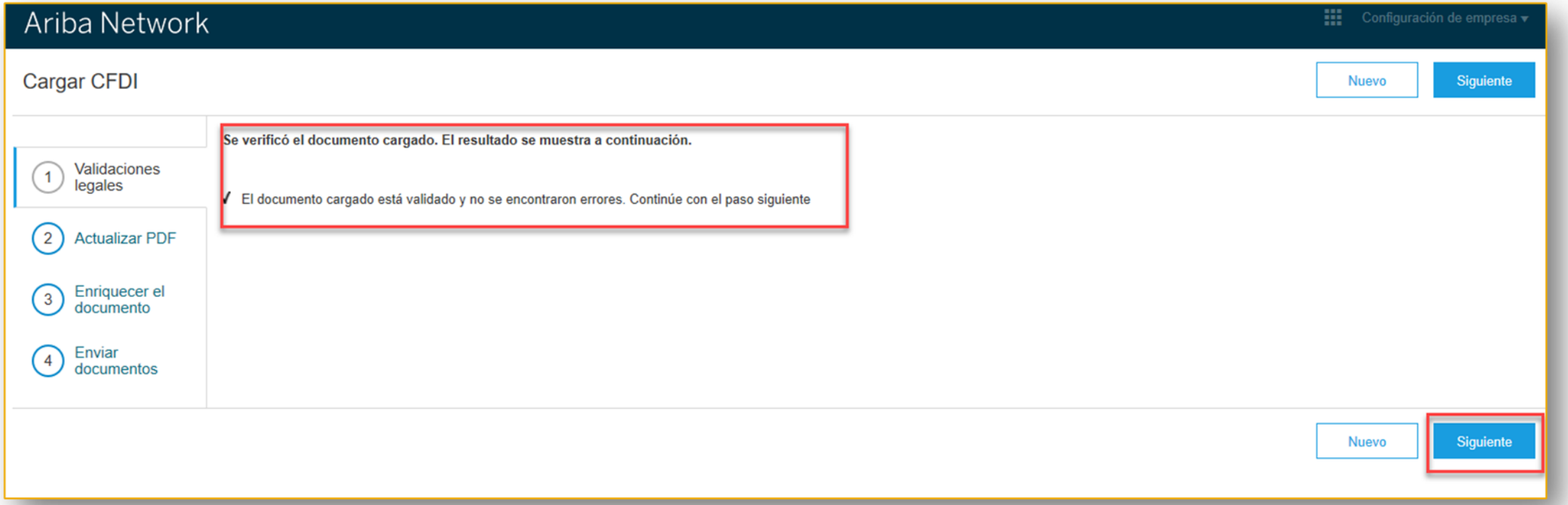
Credit Memo Upload

Legal Validation

- Basic validations are performed to ensure consistency and then legal buyer validations are run through a PAC service.
- If any errors occur, results and details are requested for users to take appropriate action.



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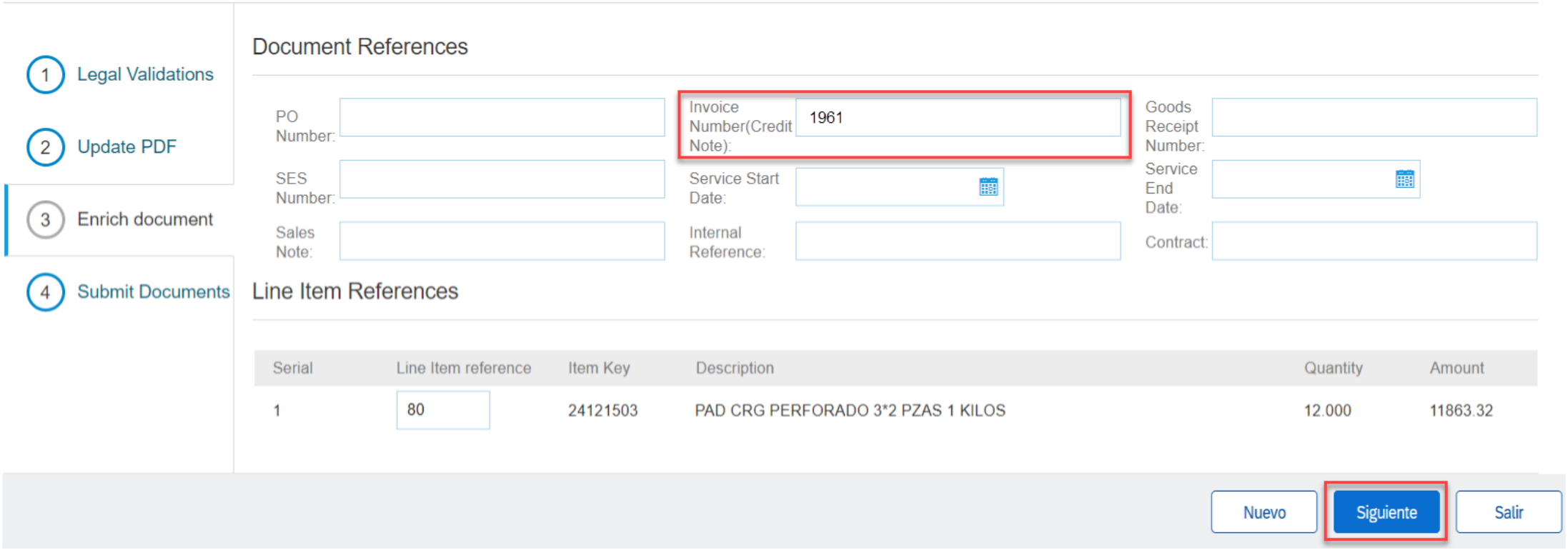
Credit Memo Upload

Document enrichment

In the case of a credit note, you must complete the section to enrich the document with the number of the invoice referred to in the credit note.



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Credit Memo Upload

Send Document

- Una vez que el documento aprueba las validaciones fiscales, puede enriquecerse, confirmarse y enviarse para validaciones comerciales y entregarse al sistema del comprador.
- Aparecerá un mensaje que dice: **Documento enviado con éxito para validaciones empresariales.**

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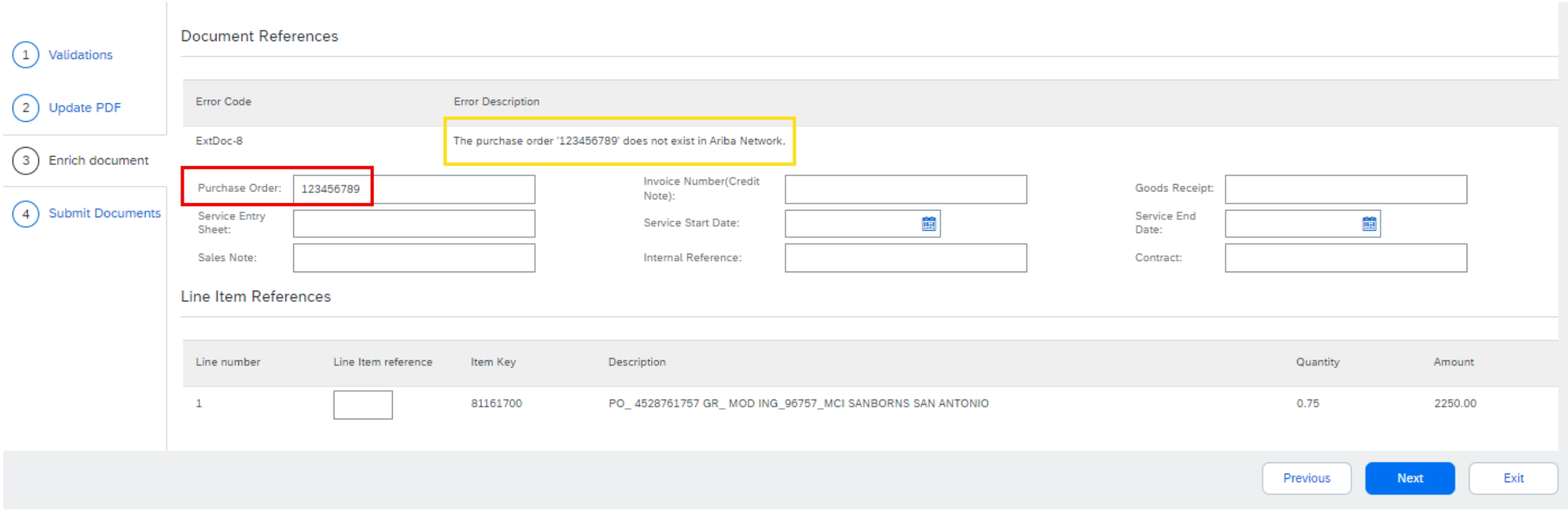
Common Errors

Enrichment at header level (Purchase Order)

The Purchase Order field is used when the Order was sent to the SAP Business Network account. If the Purchase Order is not in your SAP Business Network account you will receive the following error:



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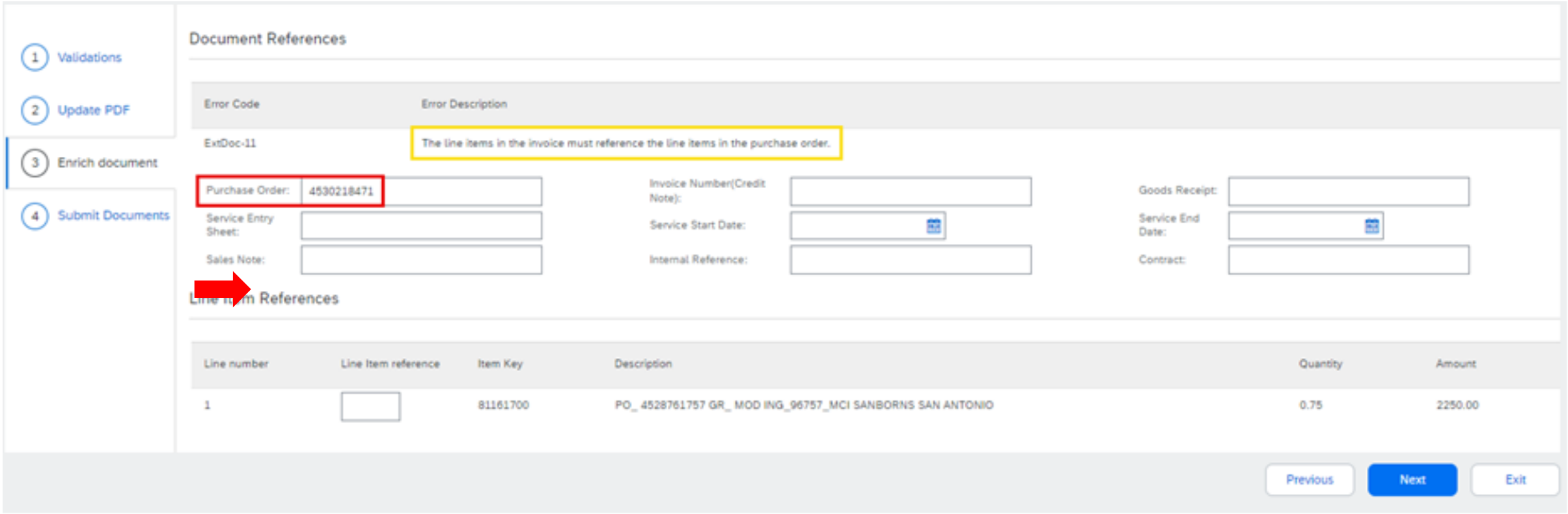
Common Errors

Line level enrichment

At the line level, it is mandatory to enter the reference of the purchase order line being invoiced, otherwise the following error will be received:



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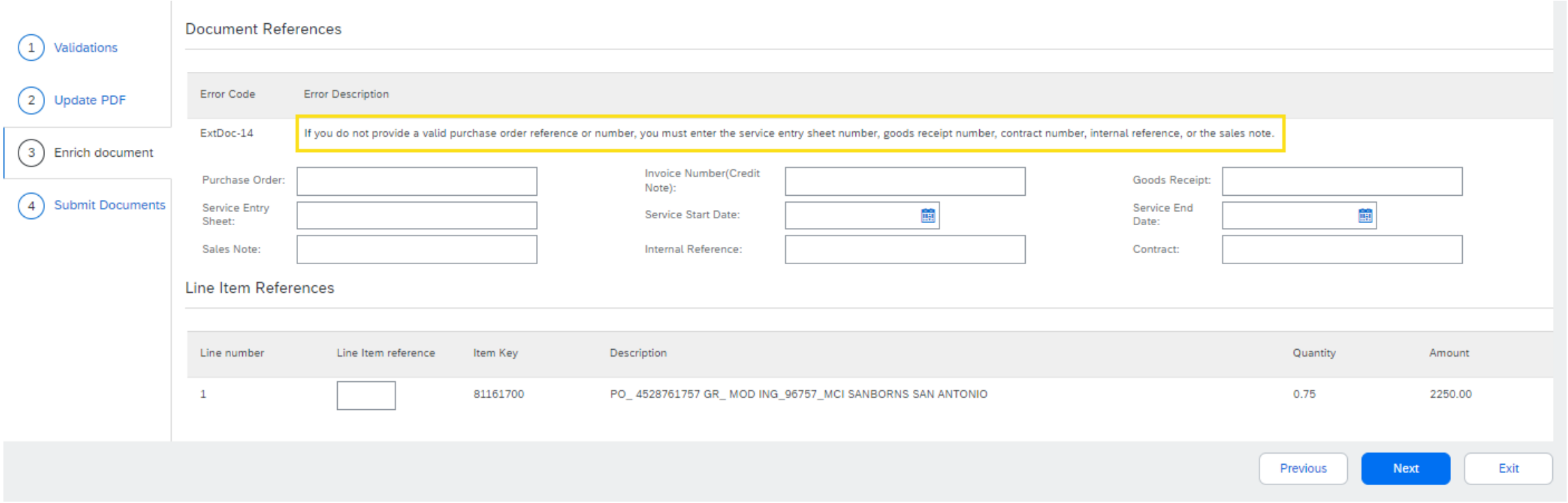
Common Errors

NON-PO

It is important to note that when the Purchase Order number is not available, a different reference must be entered.
In the case of Ericsson suppliers, they must always use the internal reference, otherwise they will receive the following error.
The internal reference can be any number. At the line level, it is not mandatory to enter the reference line..



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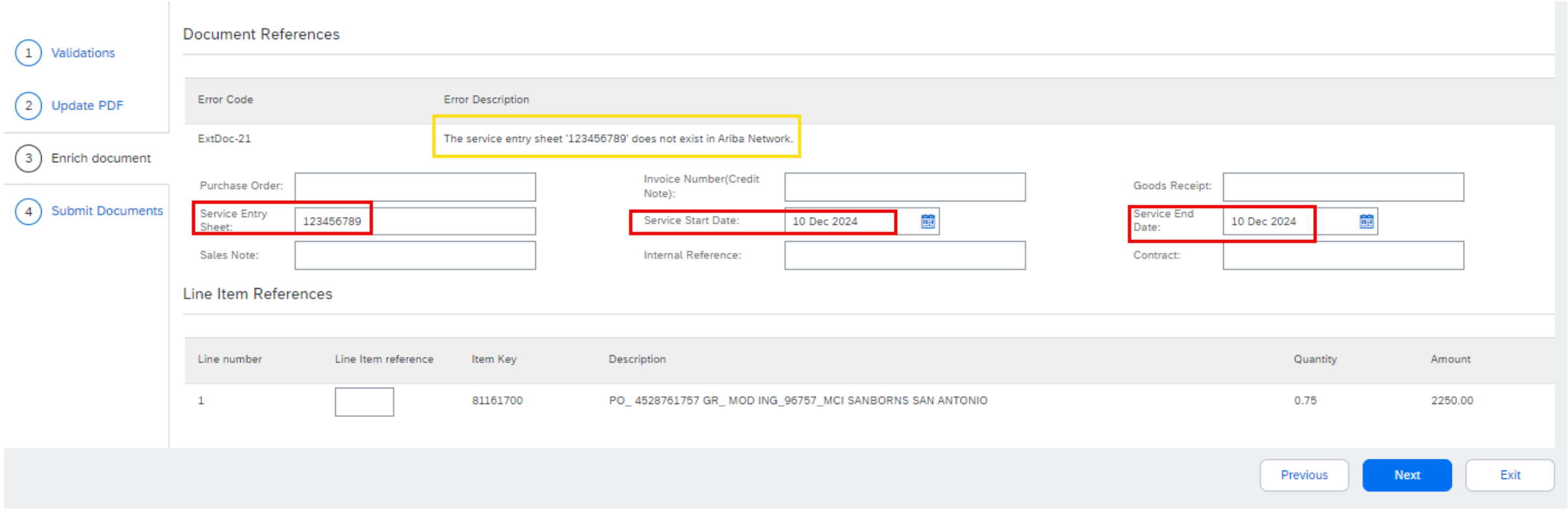
Common Erros

Service Entry Sheet

This option is outside the scope of **Ericsson** supplier documents, the Service Sheet fields must remain empty.



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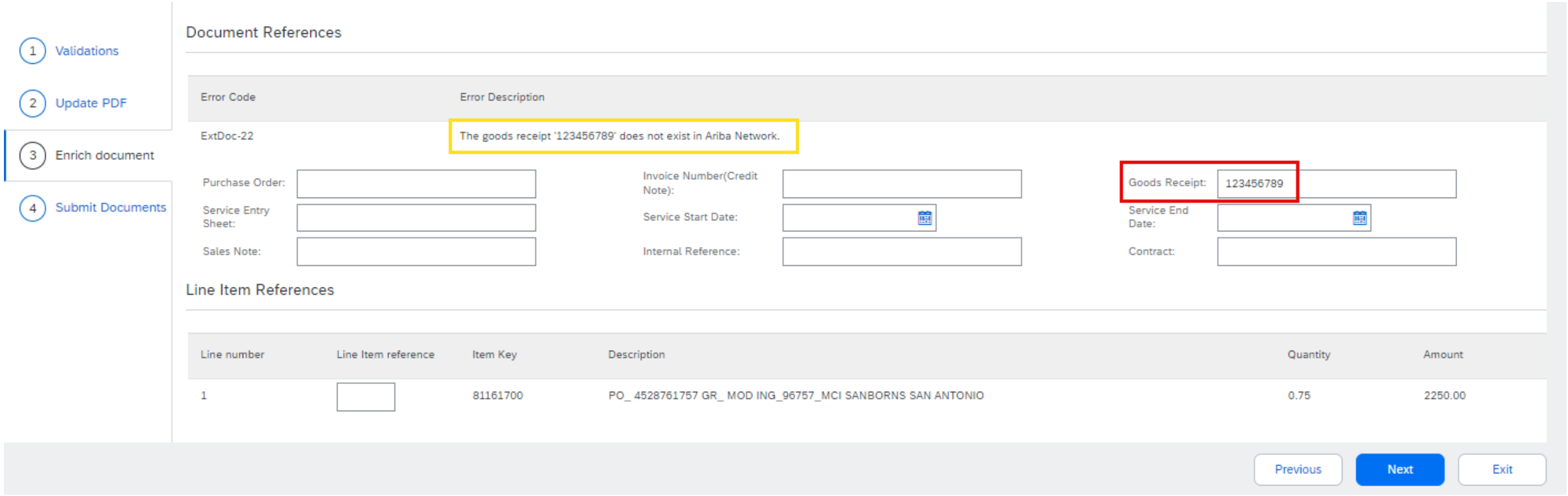
Common Errors

Good Receipt

This option is outside the scope of **Ericsson** supplier documents, this field must remain empty at all times.



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