



SAP Ariba 

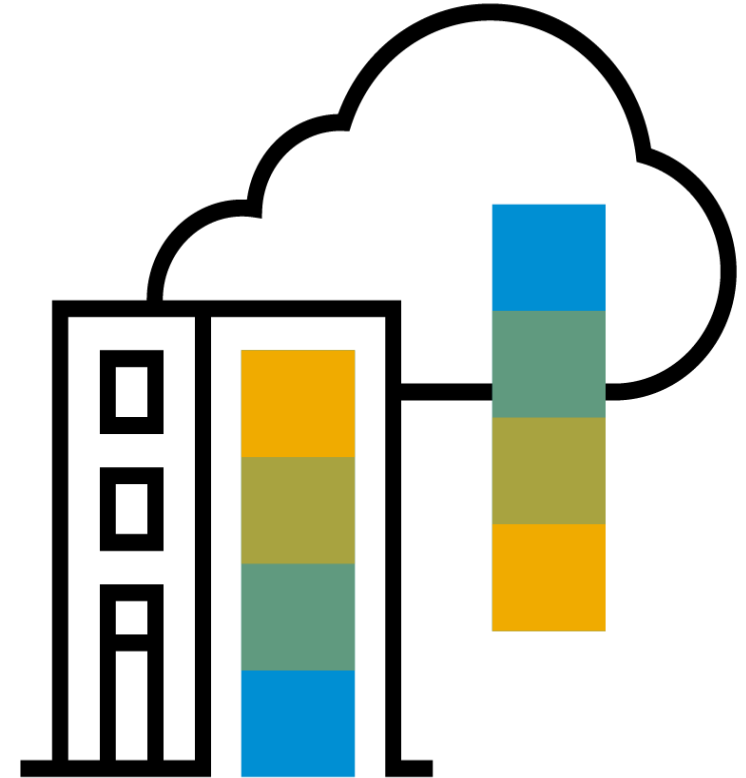
SAP BUSINESS NETWORK | TAX INVOICING GUIDE

PUBLIC

THE BEST RUN 

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



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.

Login

Login at:
supplier.ariba.com

SAP Ariba Network

SAP Ariba

Inicio de sesión de proveedor

Nombre de usuario

Contraseña

Inicio de sesión

¿Tiene problemas para iniciar sesión?

¿Es usted nuevo en Ariba?
Regístrese ahora o bien [Más información](#)

¿Está registrada su empresa?
[Buscar](#)

Your feedback matters!

SAP Ariba is intensely focused on making your relationship with us successful. We want to hear about your experience as a valued SAP Ariba supplier - five to ten minutes of your time is all it takes for your voice to be heard.

Más información

Upload XML (CFDI)

Select:

Documents > “External Document”

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', and 'Cuenta Enterprise'. A navigation bar contains various menu items: 'Página de inicio', 'Oportunidades', 'Panel de trabajo', 'Pedidos', 'Cumplimiento', 'Facturas', 'Pagos', 'Catálogos', 'Informes', and 'Mensajes'. On the right side of the header, there is a 'Crear' button with a dropdown arrow and a three-dot menu icon. A red arrow points to this three-dot menu, which is open, showing a list of options: 'Seguimiento', 'Cola de documentación pendiente', 'Notificaciones', 'Carga CSV', 'Confirmación de pedido', 'Aviso de expedición', 'Documento externo' (highlighted with a red box), 'Descarga de CSV', and 'Plantillas'. Below the navigation bar, there is a search bar with filters for 'Pedidos y órdenes de entrega', 'Grupo Nutresa', and 'Coincidencia exacta', along with a search icon. The main content area features a dashboard with five cards showing key metrics for the last 31 days: 'Solicitudes de colaboración' (4), 'Nuevos pedidos' (40), 'Nuevos pedidos' (0), 'Pedidos sin facturar' (25), and 'Pedidos' (101). At the bottom, there is a 'Mis widgets' section with a 'Grupo Nutresa' filter and a 'Personalizar' button.

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.

External Document Upload

Select Document Type: CFDI Invoice

Upload Document

Browse... AS-353864-SCI921215QI9-FA10467.xml Add

Next Cancel

Next Cancel

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

Step 1. Legal Validations

The screenshot displays the 'Upload CFDI' application interface. At the top left, the title 'Upload CFDI' is visible. In the top right corner, there are three buttons: 'New', 'Next' (highlighted in blue), and 'Exit'. On the left side, a vertical navigation menu contains four steps: '1 Legal Validations' (highlighted in blue), '2 Update PDF', '3 Enrich document', and '4 Submit Documents'. The main content area features a message: 'The uploaded document was verified. The result is displayed below.' Below this message, a box with a checkmark icon contains the text: '✓ The uploaded document is validated and no errors were found. Proceed to next step'. At the bottom right, there are three buttons: 'New', 'Next' (highlighted in blue), and 'Exit'.

- 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.

Step 2. Update PDF

Upload CFDI

Previous Next Exit

1 Legal Validations

2 Update PDF

3 Enrich document

4 Submit Documents

This page allows you to upload your own invoice PDF. Alternatively, you may use the auto-generated PDF and proceed to the next step.

Auto generated PDF

COMPROBANTE_3_3_SCI921215QI9_AMM070925JM5_FA_10467.pdf

User Attachments

Attach PDF for your invoice (optional)

Browse... No file selected.

Add

Previous Next Exit

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

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.

The invoice # is only used when creating Credit Notes

Upload CFDI

Previous Next Exit

1 Legal Validations

2 Update PDF

3 Enrich document

4 Submit Documents

Document References

Purchase Order:	<input type="text" value="4800001931"/>	Invoice Number(Credit Note):	<input type="text"/>	Goods Receipt:	<input type="text"/>
Service Entry Sheet:	<input type="text"/>	Service Start Date:	<input type="text"/>	Service End Date:	<input type="text"/>
Sales Note:	<input type="text"/>	Internal Reference:	<input type="text"/>	Contract:	<input type="text"/>

Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text" value="10"/>	31261601	MICA AUTOADHERIBLE TRASPARENTE	1	1150.00

Previous Next Exit

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.

The screenshot shows the 'Cargar CFDI' interface in SAP Business Network. The left sidebar contains four steps: 1. Validaciones, 2. Actualizar PDF, 3. Enriquecer el documento (highlighted), and 4. Enviar documentos. The main area is divided into 'Referencias del documento' and 'Referencias del artículo en línea'. In the 'Referencias del documento' section, the 'Número de factura (abono)', 'Fecha de inicio del servicio', and 'Recepción de bienes' fields are marked with red 'no' symbols. The 'Referencia interna' field is highlighted with a red box. A callout box points to this field with the text: 'The invoice # is only used when creating Credit Notes'. In the 'Referencias del artículo en línea' section, a table shows one line item with a red arrow pointing to an empty 'Referencia de artículo en línea' field, which is also highlighted with a callout box labeled 'Opcional'. Navigation buttons 'Anterior', 'Siguiete', and 'Salir' are present at the top and bottom right.

Número de línea	Referencia de artículo en línea	Clave de artículo	Descripción	Cantidad	Importe
1		71001002	GENEVAL	1	7182.00

Step 4 Submit Documents

Upload CFDI

Previous New Submit Exit

1 Legal Validations

2 Update PDF

3 Enrich document

4 Submit Documents

Submit Document

UUID 2C516BA8-4975-48C1-92A5-27E654BBF4BE

Series FA

Folio 10448

Buyer Tax ID AMM070925JM5

Supplier Tax ID SCI921215QI9

CFDI Document AS-353864-SCI921215QI9-FA10448(4800001931).xml

System generated PDF COMPROBANTE_3_3_SCI921215QI9_AMM070925JM5_FA_10448.pdf

Previous New Submit Exit

- 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.**

3 Enrich document

System generated PDF COMPROBANTE_3_3_K&S950911659_FMO8304236C5_A_25061.pdf

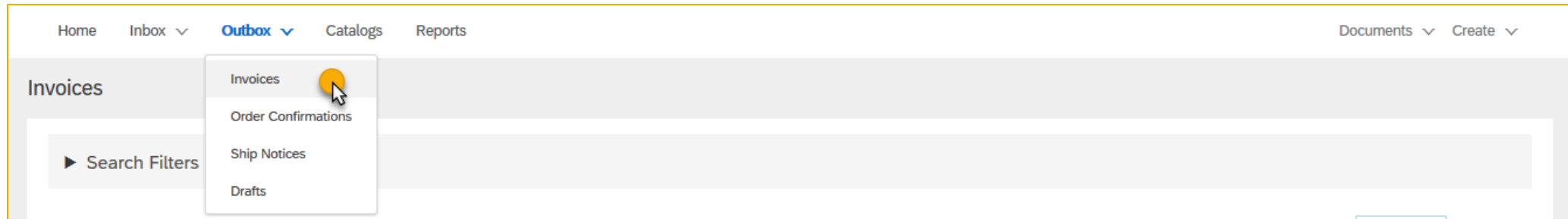
4 Submit Documents

Document successfully submitted for business validations. See results in outbox folder.

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.

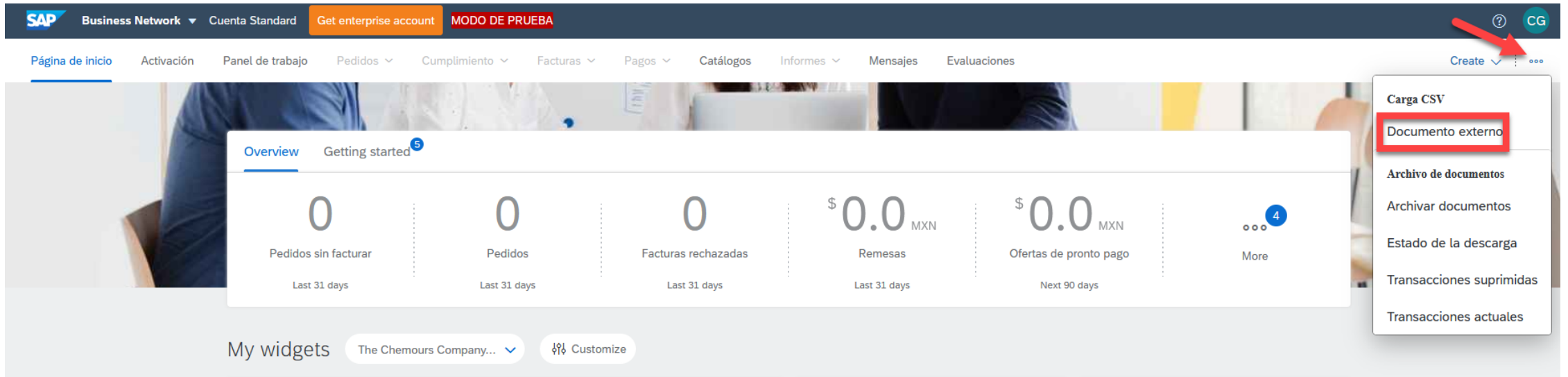


Invoices (42)											Page	1	»	☰
	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status			
	FA10415	Buyer Name	4800002247	External XML Invoice	Supplier	No		3 Mar 2020	\$33,408.00 MXN	Acknowledged	Approved			
	FA10785	Buyer Name	4800002239	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			

Credit Memo Upload

Select:

Click button >  "External Document"



The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Cuenta Standard', 'Get enterprise account', and 'MODO DE PRUEBA'. A secondary navigation bar contains links for 'Página de inicio', 'Activación', 'Panel de trabajo', 'Pedidos', 'Cumplimiento', 'Facturas', 'Pagos', 'Catálogos', 'Informes', 'Mensajes', and 'Evaluaciones'. The main content area features a 'Create' button with a dropdown arrow and a 'More' button with a notification badge '4'. A dropdown menu is open, listing options: 'Carga CSV', 'Documento externo' (highlighted with a red box), 'Archivo de documentos', 'Archivar documentos', 'Estado de la descarga', 'Transacciones suprimidas', and 'Transacciones actuales'. Below the main content, there is a 'My widgets' section for 'The Chemours Company...' with a 'Customize' button.

Metric	Value	Period
Pedidos sin facturar	0	Last 31 days
Pedidos	0	Last 31 days
Facturas rechazadas	0	Last 31 days
Remesas	\$ 0.0 MXN	Last 31 days
Ofertas de pronto pago	\$ 0.0 MXN	Next 90 days

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.

The screenshot shows the SAP Business Network interface for uploading a document. The header includes the SAP logo, 'Business Network', 'Cuenta Standard', 'Obtener cuenta Enterprise', and 'MODO DE PRUEBA'. The main content area is titled 'Carga de documento externo' and contains the following elements:

- A dropdown menu labeled 'Seleccionar tipo de documento' with the selected option 'Factura CFDI (Comprobante fiscal digital por Internet)'.
- A 'Cargar documento' section with a 'Browse...' button and the filename 'ELECTRONICA INDUSTRIAL MONCLOVA - N-1961 - 5A9FA645-6CD4-ED4A-A070-4484CDFC9F99.xml'.
- An 'Agregar' button with a red arrow pointing to it and the text 'Clic en el botón Agregar para'.
- Two 'Siguiete' buttons (one at the top right and one at the bottom right, highlighted with a red box) and a 'Cancelar' button.

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

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.

The screenshot displays the 'Cargar CFDI' (Load CFDI) interface in the Ariba Network. The page title is 'Ariba Network' and the user is logged in as 'Configuración de empresa'. The main heading is 'Cargar CFDI'. On the right side, there are two buttons: 'Nuevo' and 'Siguiete'. On the left side, there is a vertical navigation menu with four steps: 1. Validaciones legales, 2. Actualizar PDF, 3. Enriquecer el documento, and 4. Enviar documentos. The first step, 'Validaciones legales', is highlighted with a blue border. A red box highlights a message box that says: 'Se verificó el documento cargado. El resultado se muestra a continuación.' Below this message, there is a checkmark and the text: '✓ El documento cargado está validado y no se encontraron errores. Continúe con el paso siguiente'. At the bottom right, there are two buttons: 'Nuevo' and 'Siguiete', with the 'Siguiete' button highlighted by a red box.

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.

- 1 Legal Validations
- 2 Update PDF
- 3 Enrich document**
- 4 Submit Documents

Document References

PO Number:	<input type="text"/>	Invoice Number(Credit Note):	<input type="text" value="1961"/>	Goods Receipt Number:	<input type="text"/>
SES Number:	<input type="text"/>	Service Start Date:	<input type="text"/>	Service End Date:	<input type="text"/>
Sales Note:	<input type="text"/>	Internal Reference:	<input type="text"/>	Contract:	<input type="text"/>

Line Item References

Serial	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text" value="80"/>	24121503	PAD CRG PERFORADO 3*2 PZAS 1 KILOS	12.000	11863.32

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.**

1	Legal Validations		
2	Update PDF		
3	Enrich document		
4	Submit Documents		

Submit Document	
UUID	4F68E5F0-6A58-4407-AC5B-1DFB378782EE
Series	Ir
Folio	3031
Buyer Tax ID	CLD0507145H6
Supplier Tax ID	CCO0612142P2
CFDI Document	Ir3031 with addenda.xml ▼
System generated PDF	COMPROBANTE_3_3_CCO0612142P2_CLD0507145H6_Ir_3031.pdf ▼

Anterior Nuevo **Enviar** Salir

Thanks.

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:

- 1 Validations
- 2 Update PDF
- 3 Enrich document
- 4 Submit Documents

Document References

Error Code	Error Description
ExtDoc-8	The purchase order '123456789' does not exist in Ariba Network.

Purchase Order:

Invoice Number(Credit Note):

Goods Receipt:

Service Entry Sheet:

Service Start Date:

Service End Date:

Sales Note:

Internal Reference:

Contract:

Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text"/>	81161700	PO_4528761757 GR_MOD ING_96757_MCI SANBORNS SAN ANTONIO	0.75	2250.00

[Previous](#) [Next](#) [Exit](#)

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:

The screenshot displays the 'Document References' section of an SAP interface. On the left, a navigation pane contains four steps: 1. Validations, 2. Update PDF, 3. Enrich document (highlighted), and 4. Submit Documents. The main area shows an error message: 'ExtDoc-11 The line items in the invoice must reference the line items in the purchase order.' Below this, there are several input fields for document references, including 'Purchase Order: 4530218471', 'Invoice Number(Credit Note):', 'Goods Receipt:', 'Service Entry Sheet:', 'Service Start Date:', 'Service End Date:', 'Sales Note:', 'Internal Reference:', and 'Contract:'. A red arrow points to the 'Line Item References' table below. The table has columns for Line number, Line Item reference, Item Key, Description, Quantity, and Amount. The first row shows Line number 1, an empty Line Item reference field, Item Key 81161700, Description 'PO_ 4528761757 GR_ MOD ING_96757_MCI SANBORNS SAN ANTONIO', Quantity 0.75, and Amount 2250.00. At the bottom right, there are 'Previous', 'Next', and 'Exit' buttons.

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1		81161700	PO_ 4528761757 GR_ MOD ING_96757_MCI SANBORNS SAN ANTONIO	0.75	2250.00

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..

- 1 Validations
- 2 Update PDF
- 3 Enrich document
- 4 Submit Documents

Document References

Error Code	Error Description
ExtDoc-14	If you do not provide a valid purchase order reference or number, you must enter the service entry sheet number, goods receipt number, contract number, internal reference, or the sales note.

Purchase Order: Invoice Number(Credit Note): Goods Receipt:

Service Entry Sheet: Service Start Date: Service End Date:

Sales Note: Internal Reference: Contract:

Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text"/>	81161700	PO_ 4528761757 GR_ MOD ING_96757_MCI SANBORNS SAN ANTONIO	0.75	2250.00

Previous Next Exit

Common Erros

Service Entry Sheet

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

- 1 Validations
- 2 Update PDF
- 3 Enrich document
- 4 Submit Documents

Document References

Error Code	Error Description
ExtDoc-21	The service entry sheet '123456789' does not exist in Ariba Network.

Purchase Order:

Invoice Number(Credit Note):

Goods Receipt:

Service Entry Sheet:

Service Start Date:

Service End Date:

Sales Note:

Internal Reference:

Contract:

Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text"/>	81161700	PO_4528761757 GR_MOD ING_96757_MCI SANBORNS SAN ANTONIO	0.75	2250.00

Common Errors

Good Receipt

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

- 1 Validations
- 2 Update PDF
- 3 Enrich document
- 4 Submit Documents

Document References

Error Code	Error Description
ExtDoc-22	The goods receipt '123456789' does not exist in Ariba Network.

Purchase Order: Invoice Number(Credit Note):

Service Entry Sheet: Service Start Date:

Sales Note: Internal Reference:

Goods Receipt:

Service End Date:

Contract:

Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text"/>	81161700	PO_4528761757 GR_ MOD ING_96757_MCI SANBORNS SAN ANTONIO	0.75	2250.00

Previous Next Exit