

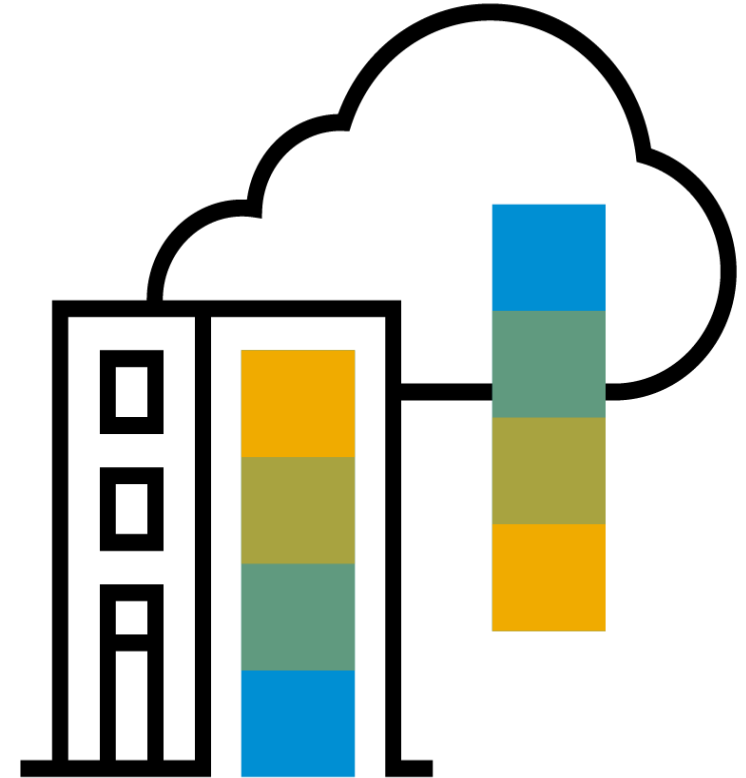


SAP BUSINESS NETWORK | TAX INVOICING GUIDE **FOR VIASAT SUPPLIERS**



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



Transaction Rules

- Documents in scope: PO-Based Invoice, Non-PO Invoice and Credit Memo.

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

The system automatically creates a generic PDF 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

The screenshot shows the SAP Ariba Network login interface. At the top, there is a dark blue header with the SAP logo and 'Ariba Network' text. Below the header, the SAP Ariba logo is displayed. The main heading is 'Inicio de sesión de proveedor'. There are two input fields: 'Nombre de usuario' and 'Contraseña', both highlighted with a red border. Below these fields is a blue 'Inicio de sesión' button, also highlighted with a red border. Underneath the button, there are three links: '¿Tiene problemas para iniciar sesión?', '¿Es usted nuevo en Ariba? Regístrese ahora o bien Más información', and '¿Está registrada su empresa? Buscar'. To the right of the login form is a promotional banner titled 'Your feedback matters!' featuring a photo of two people and a text block encouraging feedback. A 'Más información' button is located below the banner. At the bottom right of the banner, there are four small grey dots.

Upload XML (CFDI)

From Home page, select the three dots next to Create button > “External Document”

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'Business Network' and 'Enterprise Account' (with a 'TEST MODE' badge). Below this is a secondary navigation bar with various menu items: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for 'Orders and Releases', 'Viasat, Inc.', and 'Exact match', and a search input field containing 'Order number'. The main content area features a 'Getting started' widget with three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. Below this is a 'My widgets' section with a 'Viasat, Inc.' filter and a 'Customize' button. Three widget cards are visible: 'Activity feed' showing an 'Order received' event on Apr 25, 2025, with a value of \$5,000.00 MXN; 'Purchase orders' showing a total of \$1.15 M MXN for the last 3 months; and 'Invoice aging' showing a total of \$1.36 M MXN. On the right side, a 'Create' dropdown menu is open, listing various options. The 'External Document' option is highlighted with an orange border.

Track	CSV Download
Pending Queue	Templates
Documents to Resend	Excel Files
Product Activity Messages	Upload/Download
Notifications	Document Archive
CSV Upload	Archive Documents
Order Confirmation	Download Status
Ship Notice	Deleted Transactions
External Document	Current Transactions

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.

The screenshot displays the 'External Document Upload' interface in SAP Business Network. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. The main content area is titled 'External Document Upload' and features a 'Next' button and a 'Cancel' button in the top right corner. A red box highlights the 'Select Document Type' dropdown menu, which is currently set to 'CFDI Invoice'. Below this, the 'Upload Document' section shows a file upload area with a 'Choose File' button and a file named '0f166d69-72...891903.xml'. An 'Add' button is positioned to the right of the file name. At the bottom right of the main content area, there are 'Next' and 'Cancel' buttons. The footer contains the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Step 1. Legal Validations

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

- 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

➤ The system will automatically create a generic PDF representation according to the local layout.

The screenshot shows the 'Upload CFDI' interface in SAP Business Network. At the top, it displays 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Upload CFDI' and contains a sidebar with four steps: 1. Validations, 2. Update PDF (highlighted), 3. Enrich document, and 4. Submit Documents. The 'Update PDF' step is active, showing a message: 'This page allows you to upload your own invoice PDF. Alternatively, you may use the auto-generated PDF and proceed to the next step.' Below this message, there is a dropdown menu labeled 'Auto generated PDF' with the value 'COMPROBANTE_4_0_' and a file type of 'pdf'. A red arrow points to this dropdown. Below the dropdown, there is a section for 'User Attachments' with the text 'Attach PDF for your invoice (optional)' and a 'Choose File' button. At the bottom right of the main content area, there is an 'Add' button. The interface also includes navigation buttons: 'Previous', 'Next', and 'Exit' at the top right and bottom right. The footer contains the SAP logo, copyright information '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Step 3. Invoice Enrichment SCC Suppliers

- 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 number is only used when creating Credit Memo


SAP Business Network Enterprise Account TEST MODE

Upload CFDI

1 Validations
2 Update PDF
3 Enrich document
4 Submit Documents

Document References

Purchase Order: 6000000485

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	10	76111500	MANTENIMIENTO CORRECTIVO	1.00	5000.00

Previous Next Exit

Step 3. Invoice Enrichment Indirect Suppliers (Non-PO Invoices)

- Users are able to enrich their CFDI invoices by adding/editing business document or internal 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.

Upload CFDI Previous Next Exit

1 Validations

2 Update PDF

3 Enrich document

4 Submit Documents

Document References

Purchase Order:

Service Entry Sheet:

Sales Note:

Invoice Number(Credit Note):

Service Start Date:

Internal Reference:

Goods Receipt:

Service End Date:

Contract:

Invoice document number is only needed when creating credit memo

Internal reference is needed for non-PO invoices

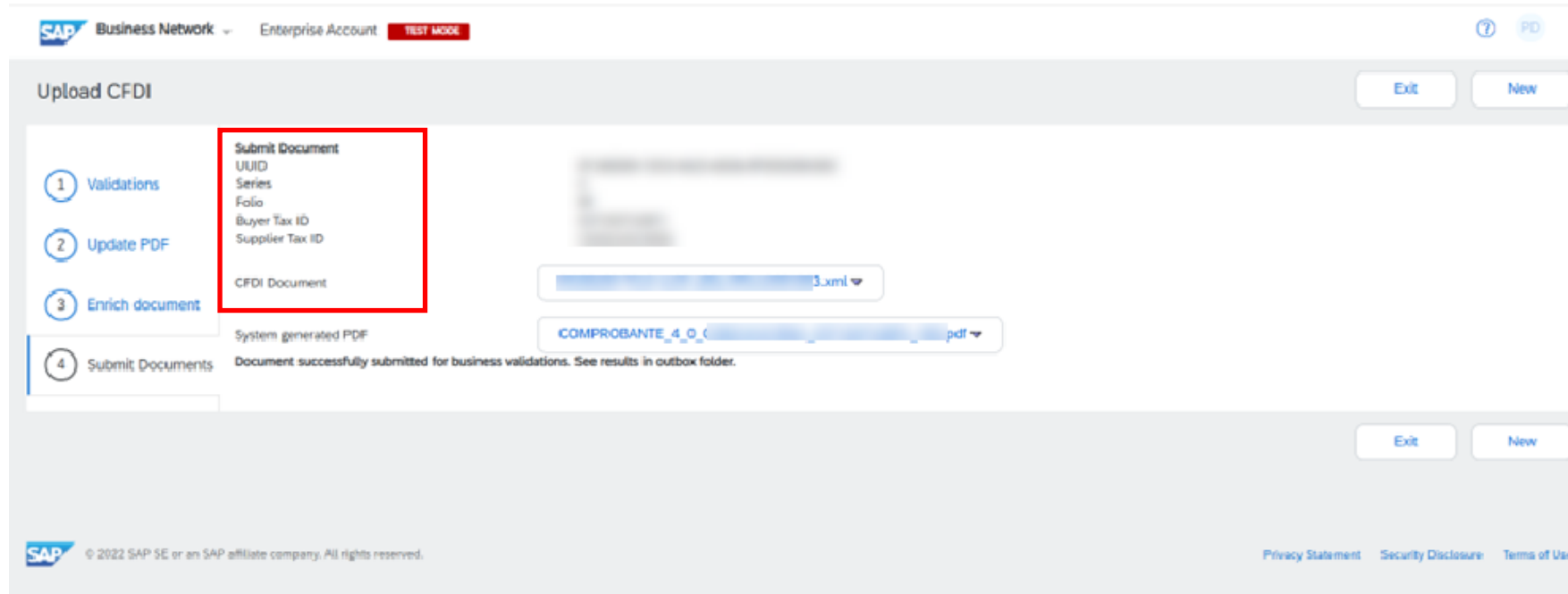
Line Item References

Line number	Line Item reference	Item Key	Description	Quantity	Amount
1	<input type="text" value="1"/>	81112100	SERVICIO DE INTERNET PAGO ANTICIPADO CLUSTER VERACRUZ // MATA TEJON, CERRO GORDO, MONTE VERDE CHIVERIA, OHUAPAN, BUENA VIST	1	20604.00

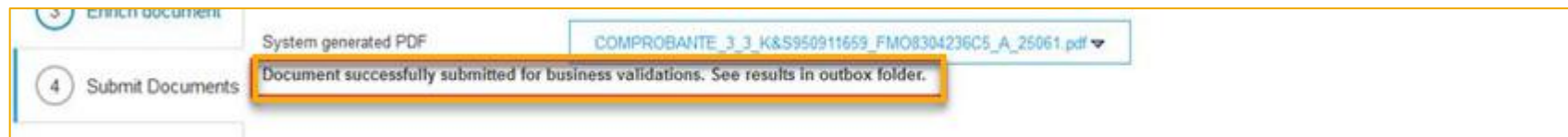
Previous Next Exit

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.**



Outbox Folder

- From Workbench select Invoices tile, 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.

The screenshot displays the SAP Outbox Folder interface. At the top, there are three summary cards: 'Orders' with a count of 0, 'Invoices' with a count of 4 (highlighted with a red box), and 'Rejected invoices' with a count of 0. Below these cards, there are filter controls for 'Invoices (4)', including 'Edit filter', 'Save filter', and 'Last 365 days'. The main part of the interface is a table with the following columns: Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, and Invoice Status. The 'Invoice Status' column is highlighted with a red box. The table contains four rows of data, all for 'Viasat, Inc.' and dated 'Apr 3, 2025'. The first two rows are 'Rejected', the third is 'Approved', and the fourth is 'Sent'.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
[blurred]	Viasat, Inc.		Apr 3, 2025	\$23490 MXN	Acknowledged	Rejected
[blurred]	Viasat, Inc.		Apr 3, 2025	\$23490 MXN	Acknowledged	Rejected
[blurred]	Viasat, Inc.		Apr 3, 2025	\$23490 MXN	Acknowledged	Approved
[blurred]	Viasat, Inc.		Apr 3, 2025	\$23490 MXN	Acknowledged	Sent

Routing Status

The **Routing Status** field describes whether your invoice made it to your customer's invoice processing system.

- **Failed** - This status means that the invoice didn't follow your customer's invoicing rules. Failed invoices aren't sent to your customer's invoice processing system. You can edit and resubmit a failed invoice.
- **Obsoleted** - After you cancel an invoice or edit and resubmit an invoice, the original invoice moves to **Obsoleted** status to indicate that you don't need to take any further action on the original invoice. Once an invoice has this routing status, you can't make any changes to it.
- **Queued** - SAP Business Network is in the process of sending the invoice to your customer. Contact SAP Support if your invoice remains in this status for more than 30 minutes.
- **Sent** - SAP Business Network sent the invoice to your customer, but your customer hasn't yet acknowledged that they received the invoice. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can cancel an invoice with this routing status.
- **Acknowledged** - The invoice reached your customer's invoice processing system. **Acknowledged** is the final routing status for invoices

Invoice Statuses

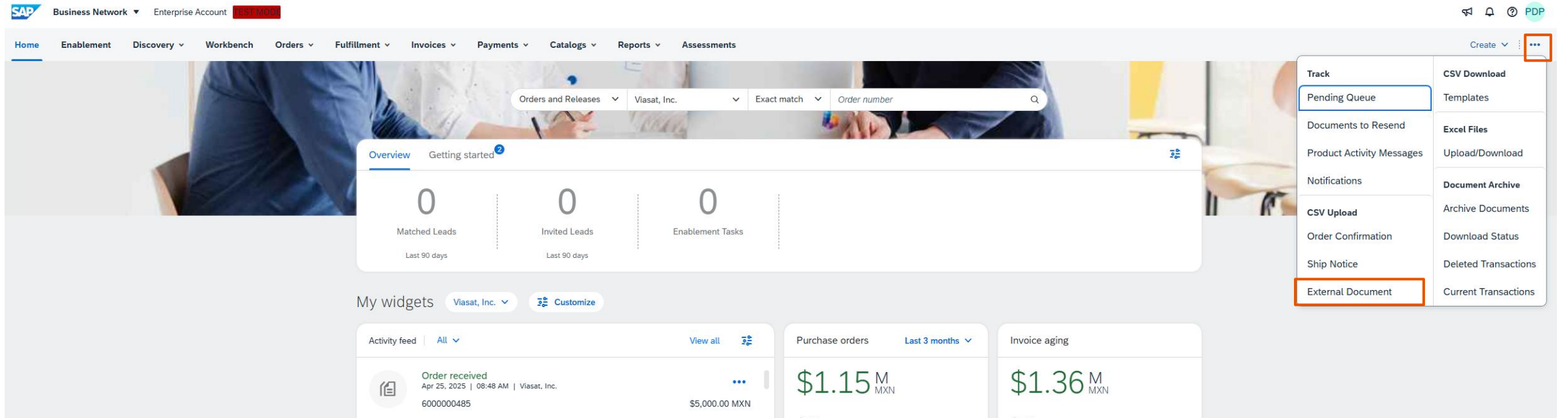
The **Invoice Status** field lets you know where your customer is in the invoice approval and payment process. The turnaround time for an invoice to move between statuses, such as from **Sent** to **Approved**, depends on your customer's internal processes.

- **Canceled** - You canceled the invoice and can't make any further changes to it.
- **Sent** - Your customer received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can cancel an invoice with this invoice status.
- **Rejected** - The invoice failed validation on SAP Business Network, or your customer rejected the invoice in their invoice processing system. You can edit and resubmit a rejected invoice.
- **Approved** - If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to **Approved**. After an invoice reaches **Approved** status, you cannot make changes to it. You'll need to send a credit memo if you made a mistake.
- **Paid** - Your customer paid the invoice or is in the process of issuing payment.

Credit Memo Upload

Select:

Click button >  "External Document"



The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Business Network', 'Enterprise Account', and 'JUST MOU'. Below this, a secondary navigation bar lists various modules: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for 'Orders and Releases', 'Viasat, Inc.', 'Exact match', and 'Order number'. The main content area features a 'Getting started' section with three metrics: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the 'Last 90 days'. Below this is a 'My widgets' section with a 'Viasat, Inc.' filter and a 'Customize' button. Three widget cards are visible: 'Activity feed' showing an 'Order received' event on Apr 25, 2025, for \$5,000.00 MXN; 'Purchase orders' showing a total of \$1.15 M MXN for the last 3 months; and 'Invoice aging' showing a total of \$1.36 M MXN. On the right side, a 'Create' dropdown menu is open, listing various actions such as 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV Download', 'Templates', 'Excel Files', 'Upload/Download', 'Document Archive', 'Archive Documents', 'Download Status', 'Deleted Transactions', and 'Current Transactions'. The 'External Document' option is highlighted with an orange border.

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 displays the 'External Document Upload' interface in SAP Business Network. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. On the right, there are icons for chat, help, and a profile picture labeled 'PD'. The main content area is titled 'External Document Upload' and features a 'Next' button and a 'Cancel' button in the top right corner. A red rectangular box highlights the 'Select Document Type' dropdown menu, which is currently set to 'CFDI Invoice'. Below this, the 'Upload Document' section contains a 'Choose File' button and a file name '0f166d69-72...891903.xml'. An 'Add' button is located to the right of the file name. At the bottom right of the main content area, there are 'Next' and 'Cancel' buttons. The footer includes the SAP logo, copyright text '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

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

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

- 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.**

Submit Document
UUID
Series
Folio
Buyer Tax ID
Supplier Tax ID

CFDI Document: Ir3031 with addenda.xml

System generated PDF: COMPROBANTE_3_3_...1.pdf

Anterior Nuevo **Enviar** Salir

Thanks.



Invoice enrichment screen

Upload CFDI

Previous

Next

Exit

1 Legal Validations

2 Update PDF

3 Enrich document

4 Submit Documents

Document References

When Non-PO invoices rule is disabled, PO # is mandatory

Error Code Error Description

ExtDoc-8 The purchase order '4505646709' does not exist in Ariba Network.

PO Number: 4505646709

Invoice Number(Credit Note):

When Non-PO invoices are allowed, at least one reference must be added at header level

Goods Receipt Number:

SES Number:

Service Start Date:

Service End Date:

Sales Note:

Internal Reference:

Contract:

Line Item References

Serial	Line Item reference	Item Key	Description	Quantity	Amount
1	80	24121503	PAD CR... RADO 3*2 PZAS 1 KILOS	12.000	11863.32

Reference at item line level is optional for Non-PO invoices

Note: If the CFDI uploaded contains references in the Addenda Ariba, these values are pulled and displayed here.

Previous

Next

Exit