SAP BUSINESS NETWORK | TAX INVOICING GUIDE FOR VIASAT SUPPLIERS

Viasat

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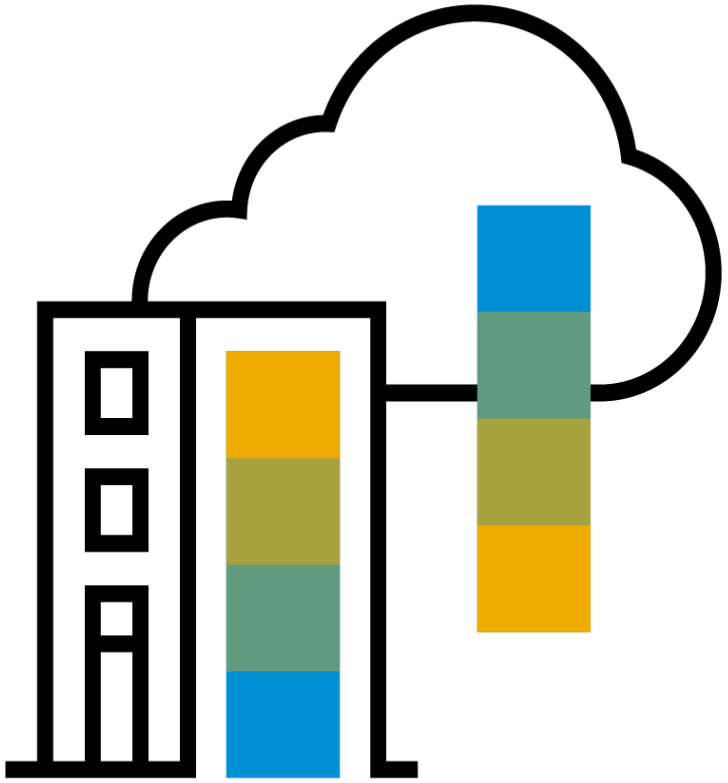
Tax Invoicing Process in Ariba Network

- 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



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Transaction Rules

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

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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

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.

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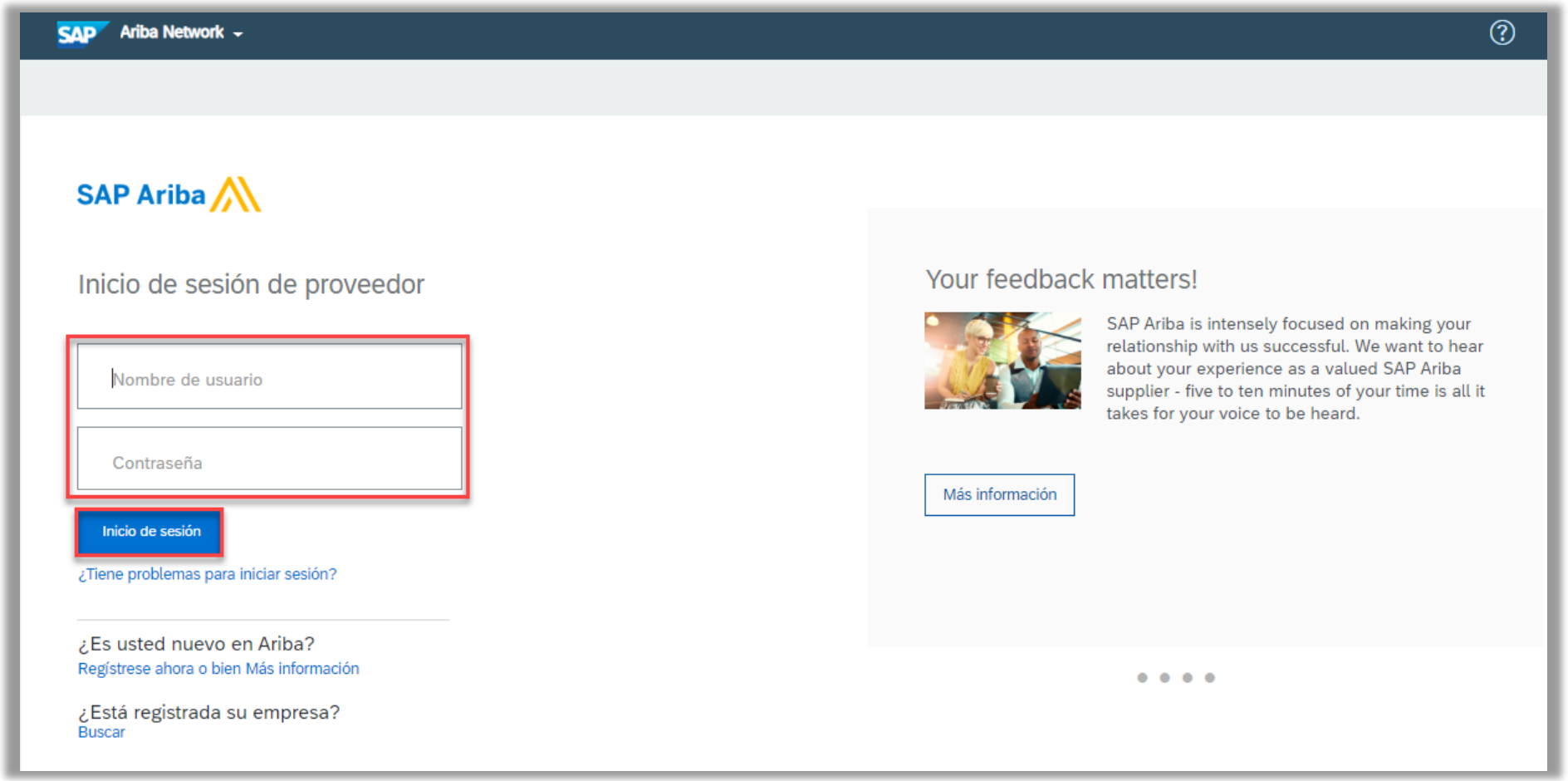
Login

Login at:

supplier.ariba.com



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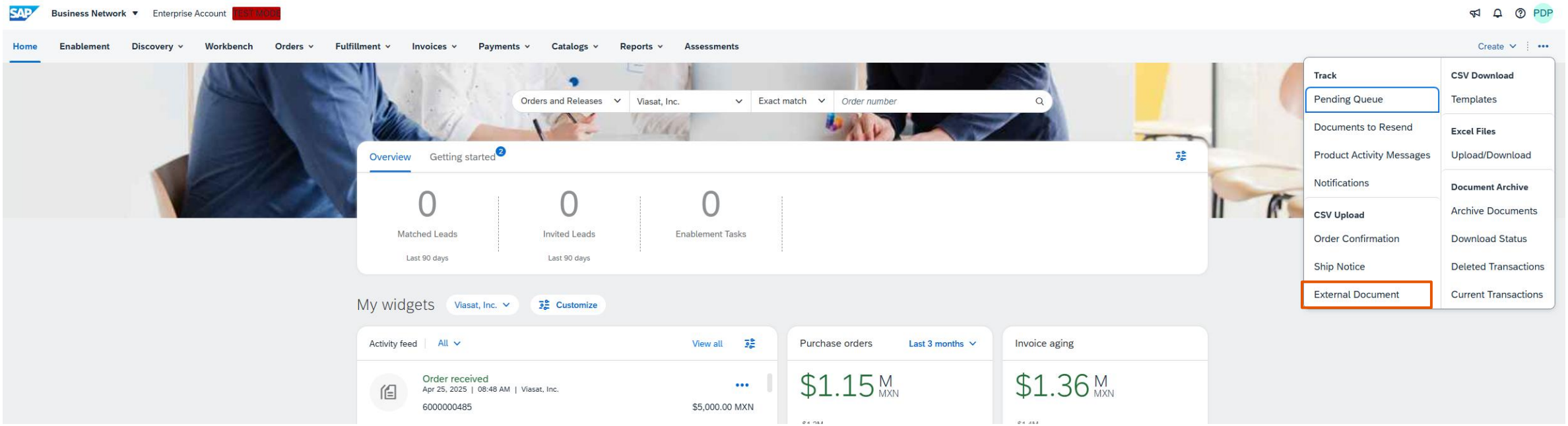
Upload XML (CFDI)

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



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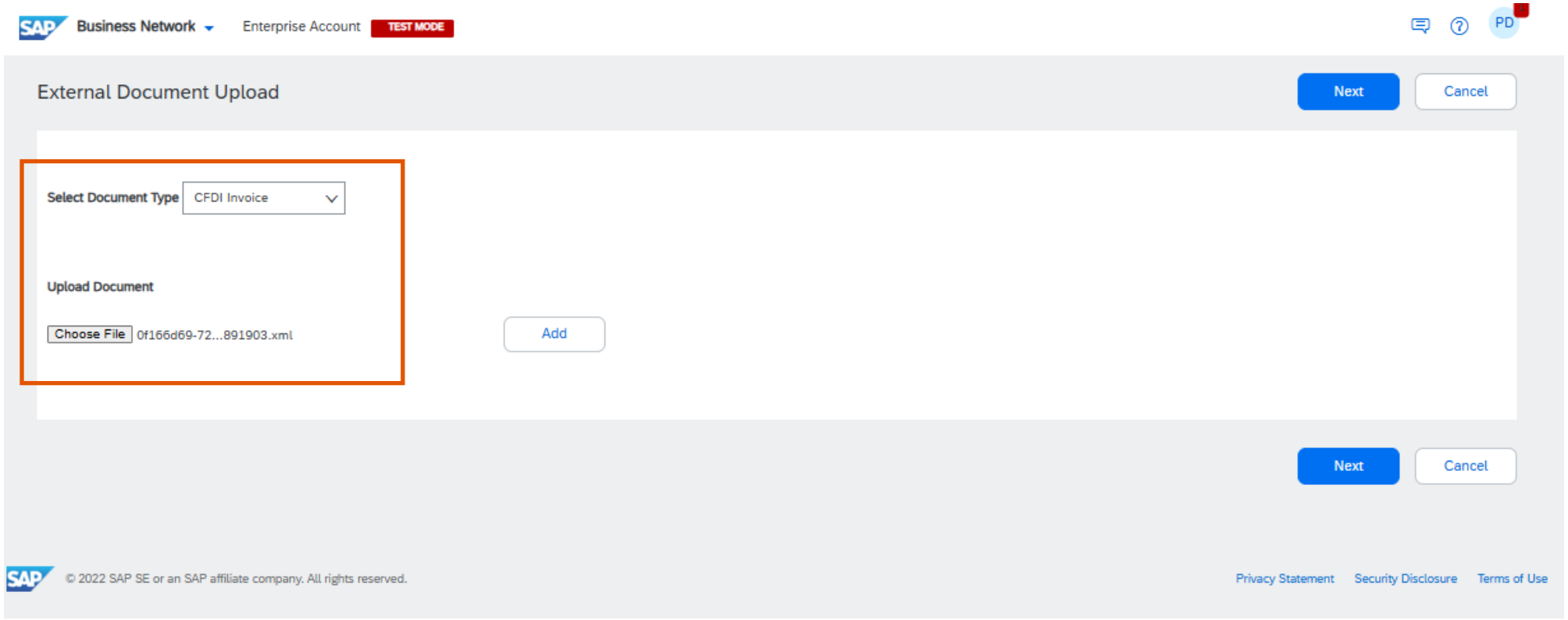
Upload XML (CFDI)

- 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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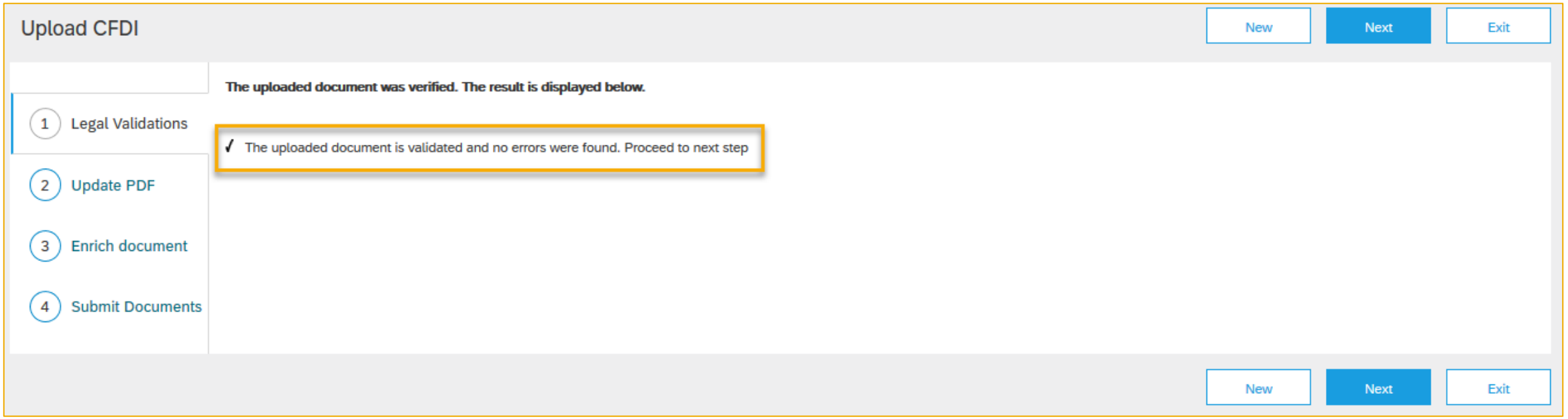
Step 1. Legal Validations



- 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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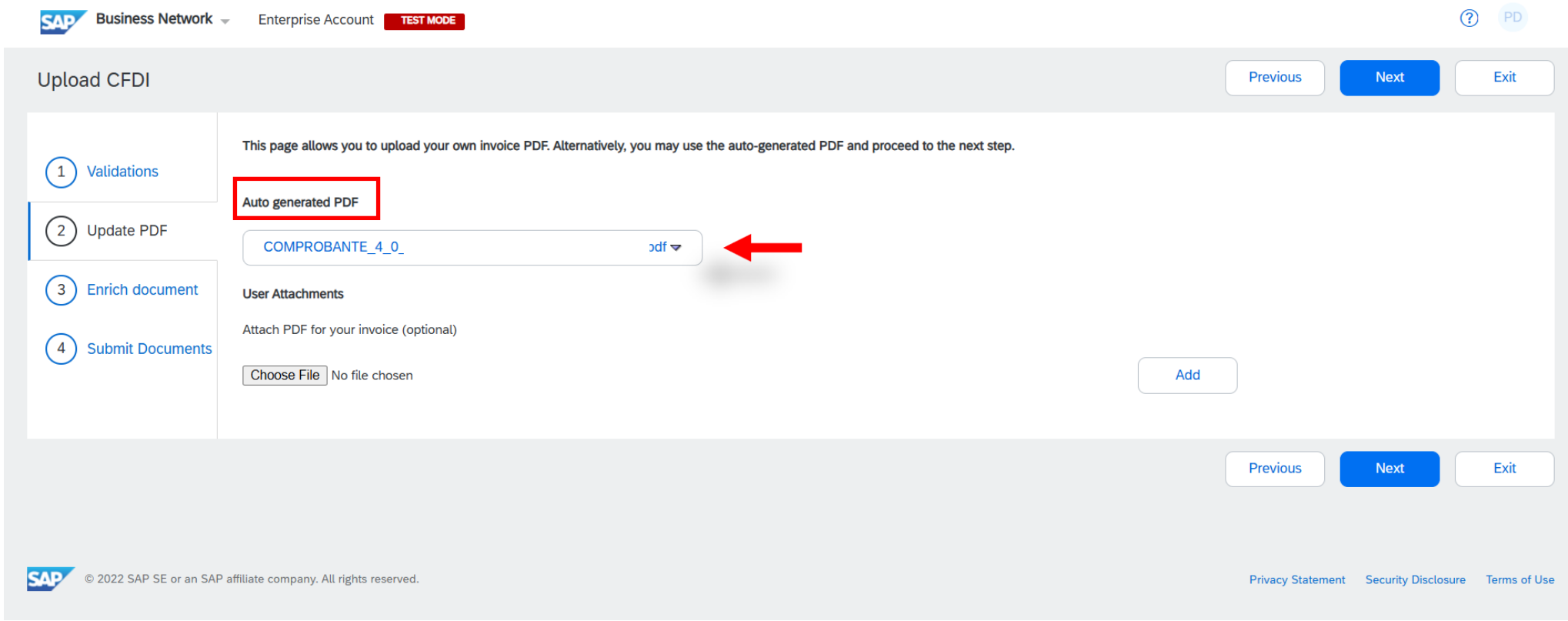
Step 2. Update PDF

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



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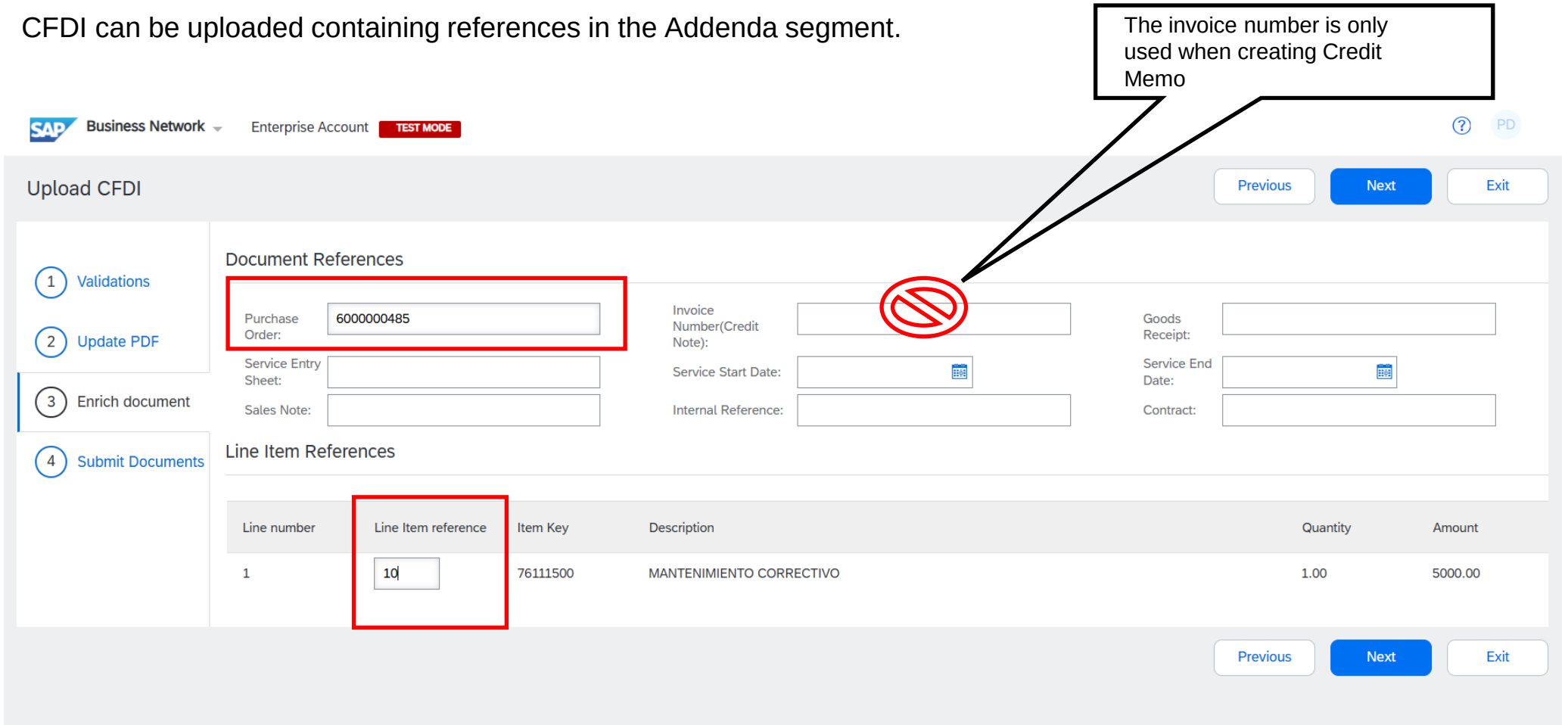
Step 3. Invoice Enrichment SCC Suppliers

- 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.



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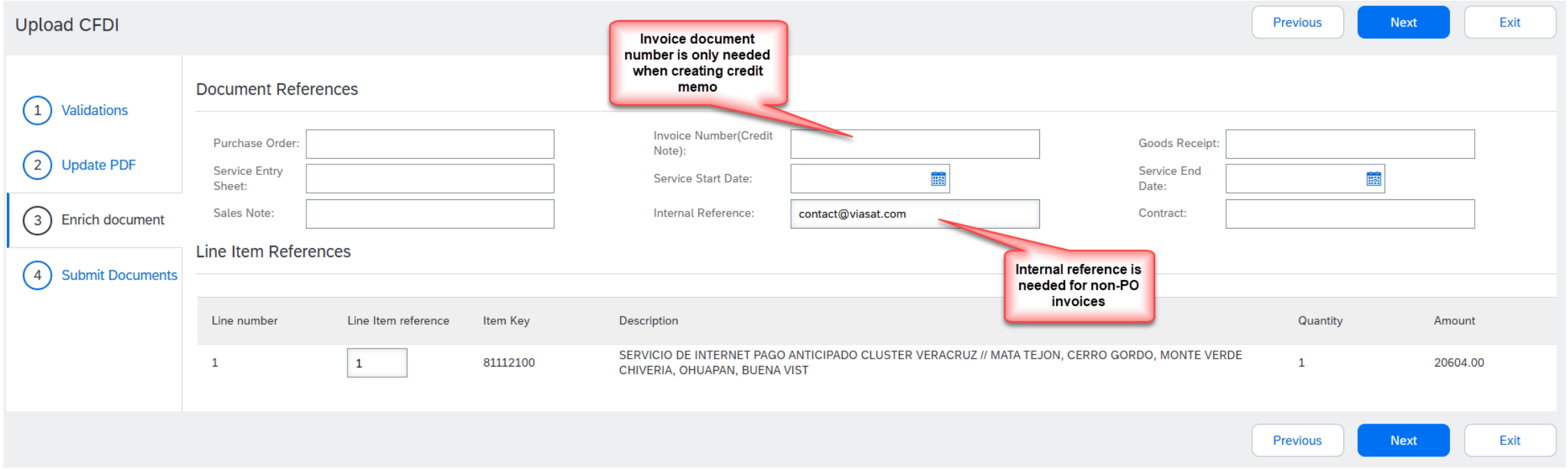
Step 3. Invoice Enrichment Indirect Suppliers (Non-PO Invoices)

- 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.



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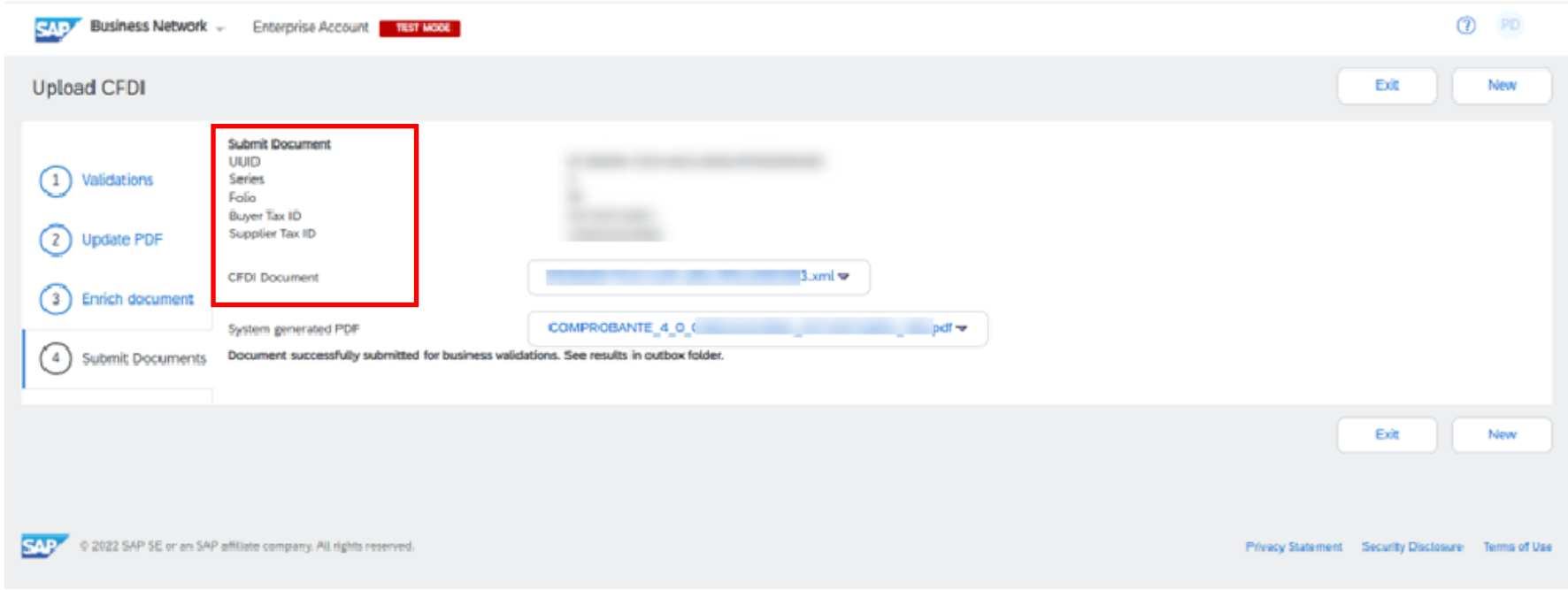
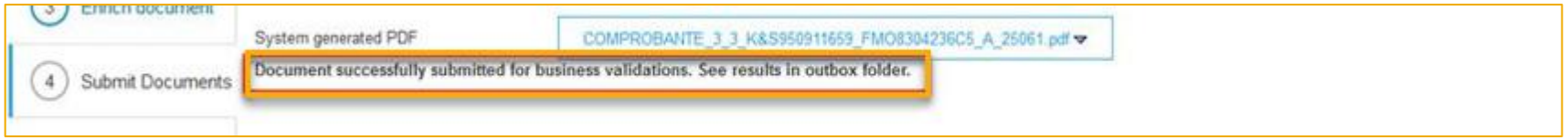
Step 4 Submit Documents

- 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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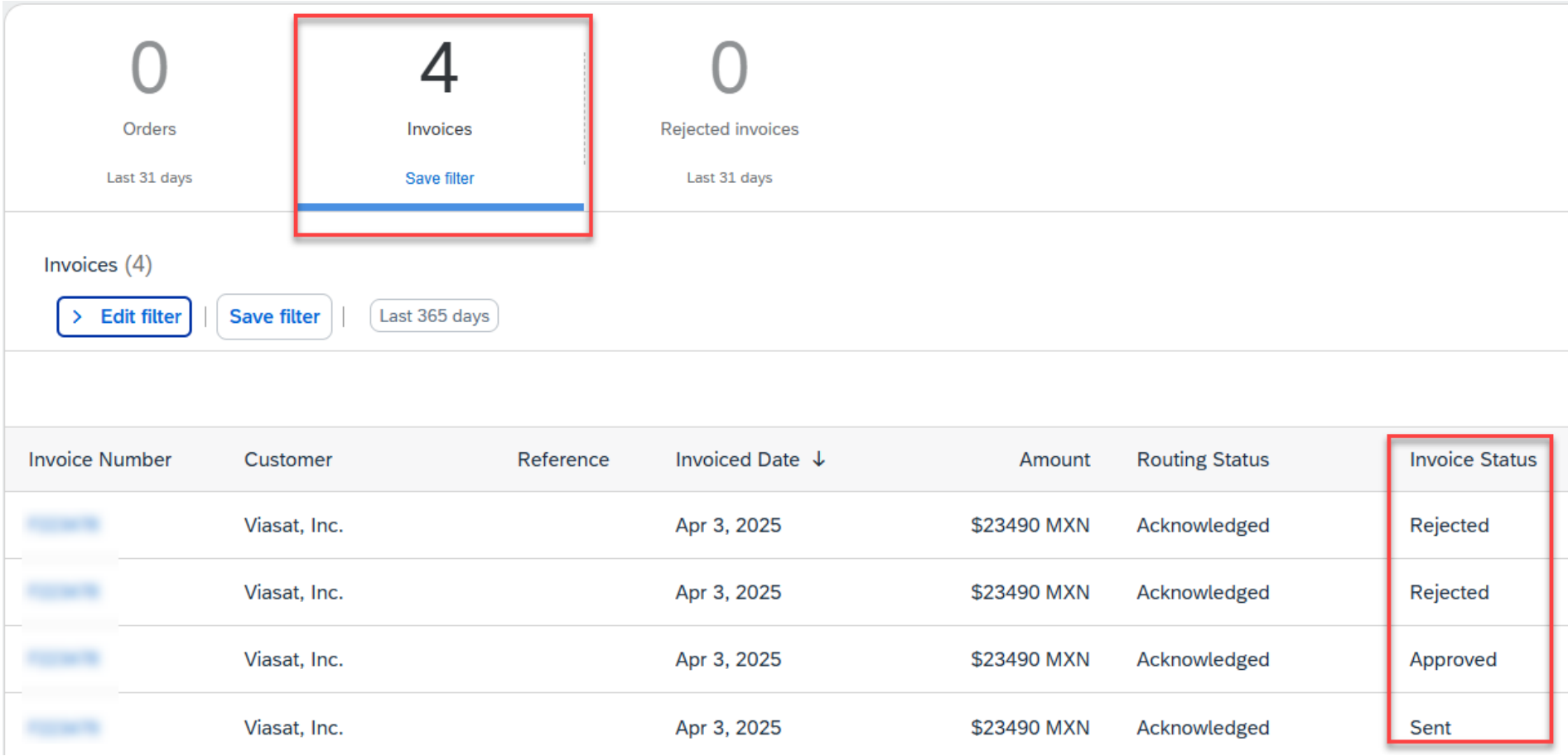
Outbox Folder

- 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.



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

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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

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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.

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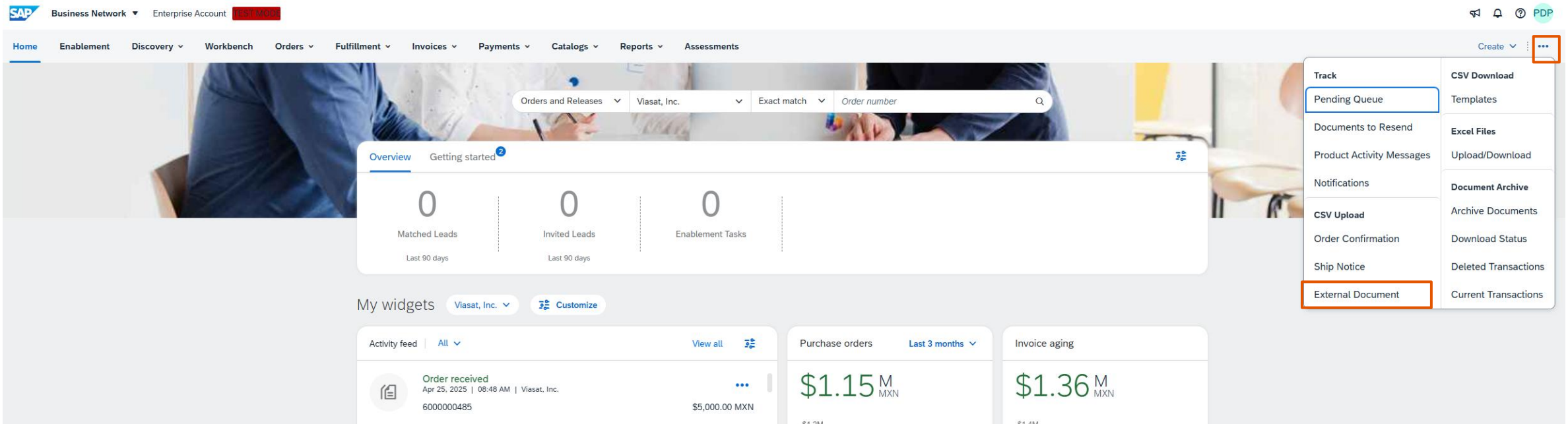
Credit Memo Upload

Select:

Click button > “**External Document**”



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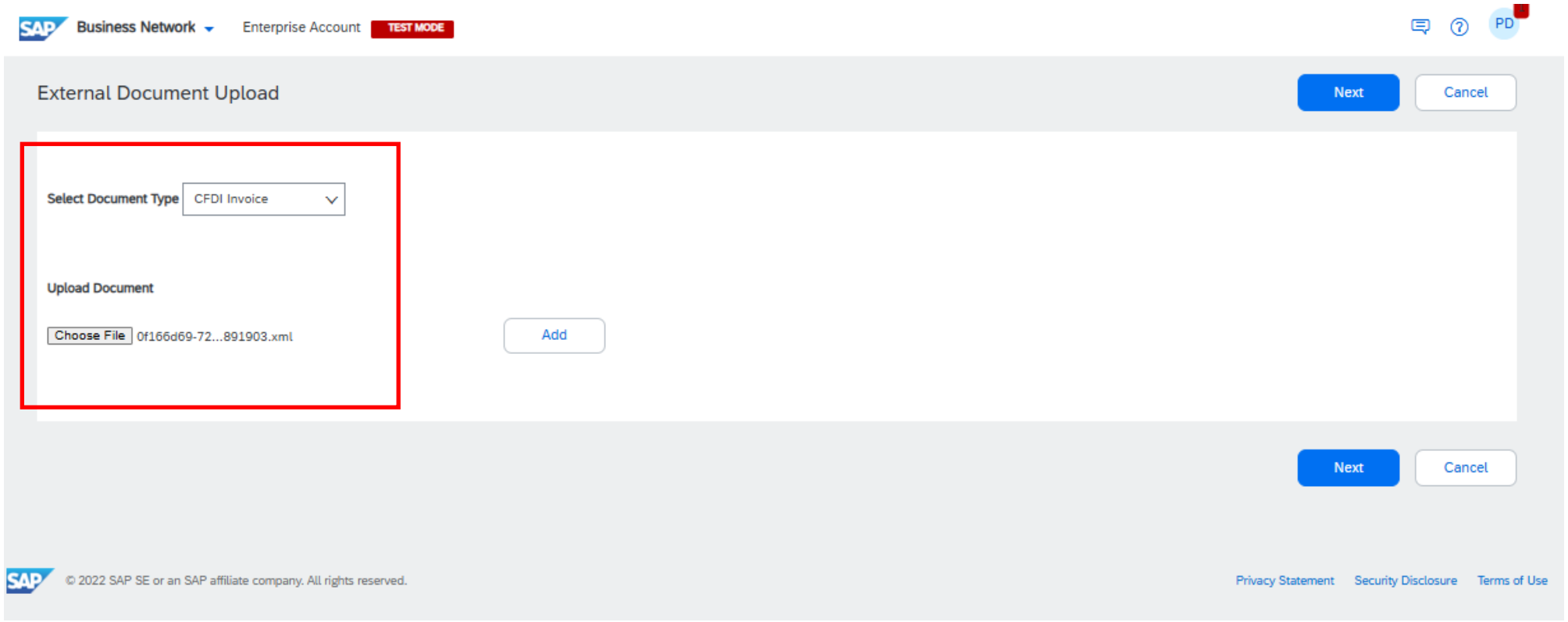
Credit Memo Upload

- 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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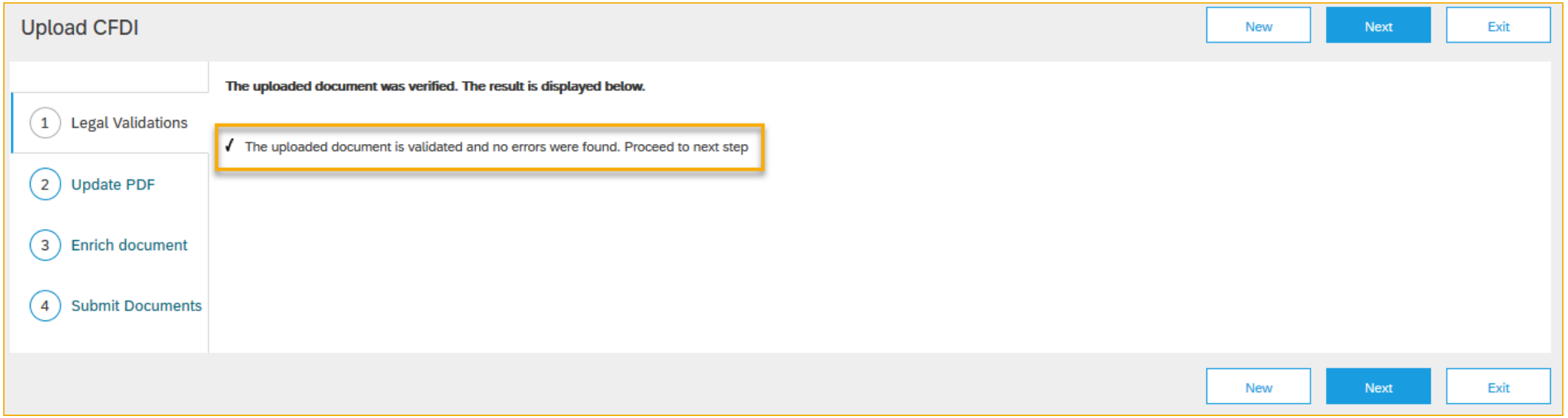
Credit Memo Upload

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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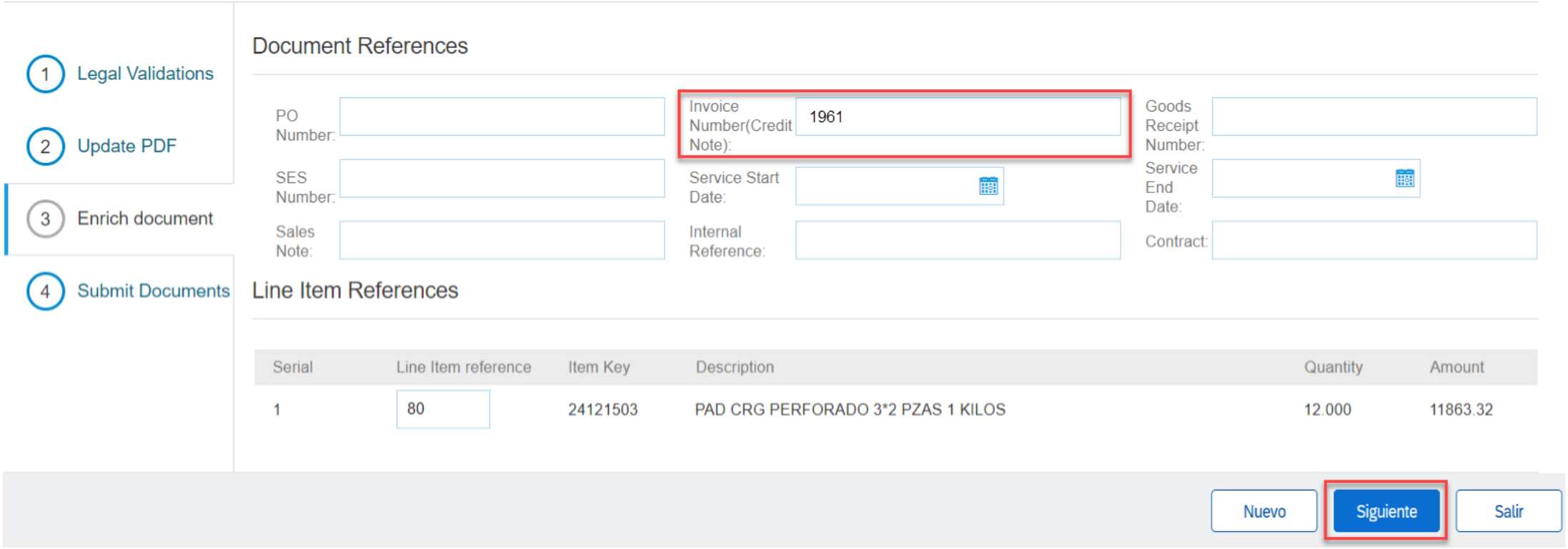
Credit Memo Upload

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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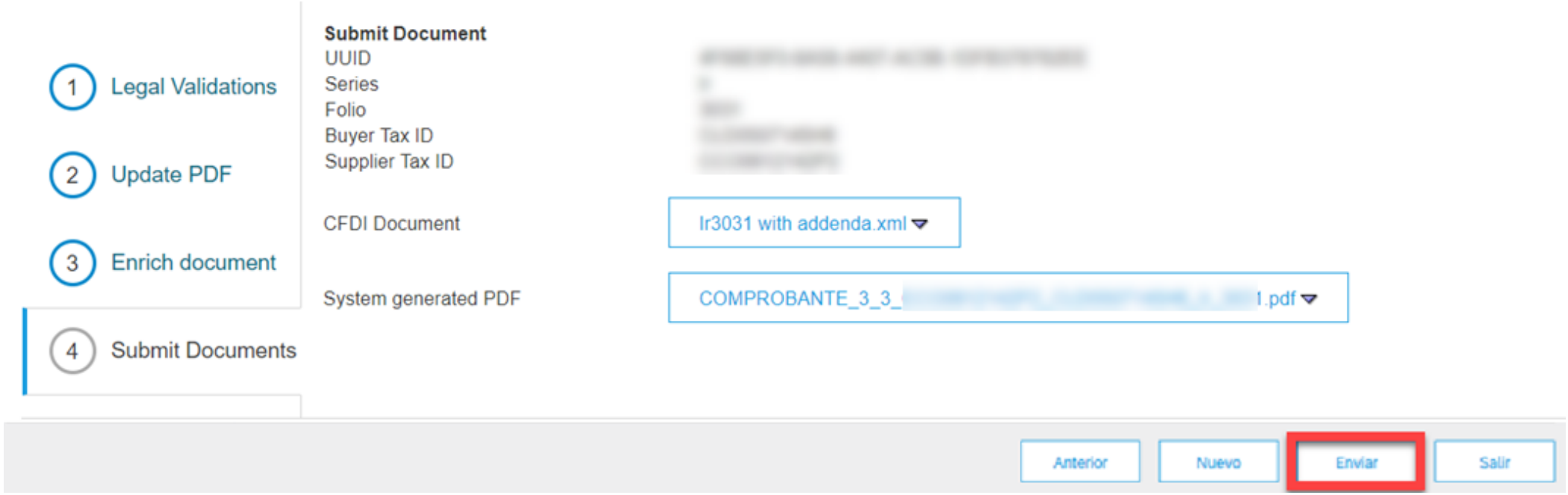
Credit Memo Upload

Send Document

- 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.**



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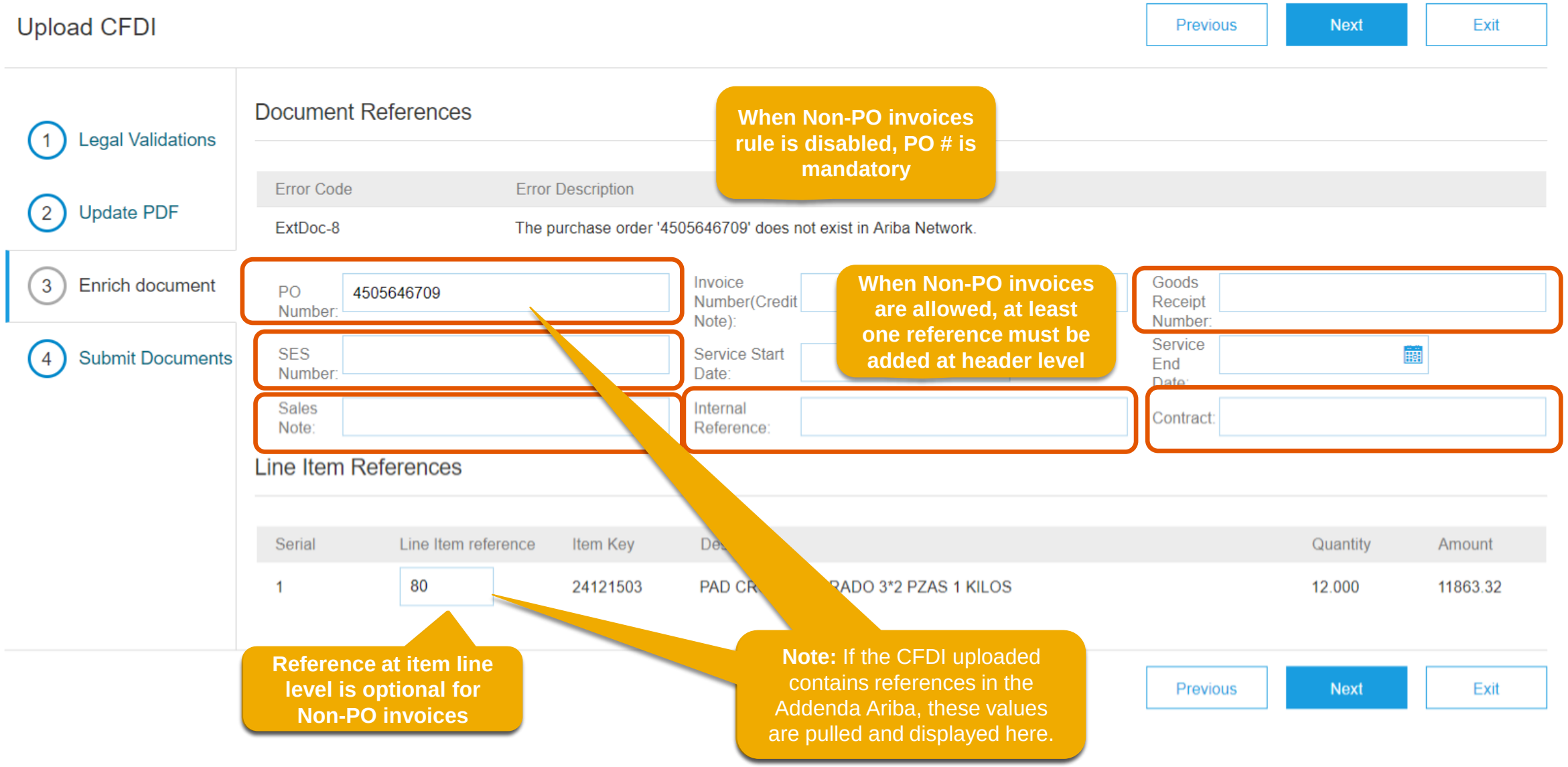
Invoice enrichment screen



When enter the service entry sheet number then service start date and end date validation happens

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