



INVOICING

SAP BUSINESS NETWORK

SUPPLIER GUIDE

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COUNTRY SPECIFIC

Mexico:

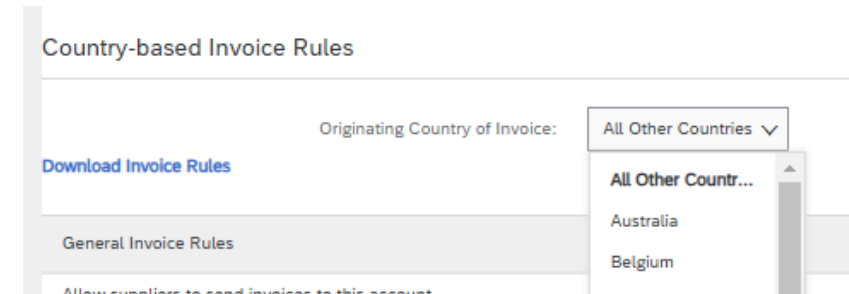
- Submit an Invoice
[Guide](#) (EN/SP) / [Demo](#)
- Submit a Credit Memo
[Guide](#) (EN/SP) / [Demo](#)

INVOICE TYPES

Ariba	ERS	Carbon Copy
▪ Invoices to be submitted in Ariba. ▪ Country rules might apply. ▪ “Create invoice” button will be enabled.	▪ Invoices are created by Solstice on behalf the supplier. ▪ Invoice will be labled as “Is ERS” at PO Line level. ▪ “Create invoice” button is disabled.	▪ Invoices to be sent through email. ▪ Applicable for countries not accepting eInvoice in Ariba. ▪ “Create invoice” button is disabled.

To see Country rules details

1. Click on your initials
2. Then click “Settings”
3. Click “Customer Relationships”.
4. Click on “Solstice”
5. Scroll down to the “Country-based Invoice Rules” section and view the Invoice rules.



SUBMIT AN INVOICE

PART 1

1. Click **Workbench** from headers.
2. Click on **Orders to invoice** tile.
 - If not available, click on “Customize” and add it
3. Identify the **Purchase Order** row to be invoiced.
4. Click the “...” from Actions column of the PO to be invoiced .
5. Click **Standard Invoice** (You can also click on the PO link > “Create invoice” > “Standard Invoice”).
6. Complete requested information such as your Invoice #¹, Invoice Date² and Supplier Tax ID.
7. If Shipping cost needs to be entered, click “Add to header” and add it.
 - Shipping tax must also be added³
 - The amount is subject to tolerance.

Note:

- Make sure to confirm Order and create Ship Notice before creating the invoice.
- ¹: Invoice # is limited to 16 characters.
- ²: Invoices have a backdate limit. Date entered in Ariba will be used by AP for payment purposes.

The screenshot illustrates the SAP Business Network interface for creating an invoice. The top navigation bar includes 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'More'. The 'Workbench' section displays a dashboard with tiles for 'Orders to Summary invoice' (0), 'Orders' (20), 'Orders to invoice' (12), 'Invoices' (0), and 'Remittances' (\$0.0). Below the dashboard, a table lists purchase orders with columns for SystemID, Order Number, Amount, Date, and Order Status. The 'Orders to invoice' tile is highlighted, and a dropdown menu is open, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'. The 'Standard invoice' option is selected. Below the table, the 'Create Invoice' form is shown, with fields for Invoice Header, Summary, and Shipping Cost. The 'Add to Header' dropdown menu is also visible, showing options like 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'.

Attach backup:

If you would like to attach your original invoice, click Add to header > Attachment > Scroll down until “Attachments” section that appeared > Click “Choose file” > Click “Add attachment”

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

SUBMIT AN INVOICE

PART 2

8. Line-item information will display in Ariba as in the PO. You can
 - A. Edit Quantity for partial invoice if needed.
 - B. Include/Exclude line-items to invoice.
 - C. Specify Tax % or Amount which can be modified at header or line-item level⁴. (More tax options are available in Line-Item Actions).
9. Click **Next**.
10. Review the invoice. If correct click **Submit**. Otherwise click **Previous** to edit or **Save** to continue later⁵.

Note:

- ³: Tax will be calculated based on PO tax rate.
- ⁴: Select either to tax at *Header* or *Line-item* level from Tax menu at top. Tax Category should not be changed.
- If Price needs to be updated, reach out to PO buyer for support (Suppliers can only lower price in Ariba).
- ⁵: Saved invoices (Drafts) will be available under Invoices tab from homepage.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Transport Term: FCA

System ID: BRV900

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

☐	No	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	☒	MATERIAL		NUT,HEX	09789	500	EA	\$100.00 USD	\$50,000.00 USD
					5/16-18 ZN					

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1

Description:

Tax

Category: 10

Location:

Description: A/P Tax - Exempt

Regime:

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Line Item Actions

Delete

Reset Tax from PO

Update

Save

Exit

Next

Tax

Header level tax

Line level tax

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CREDIT MEMO

Credit Memos (CM) are eligible for invoices with “**Approved**” status. Otherwise, a Credit Memo is not required, and you might need to follow up with PO buyer.

To create a Credit Memo for an Approved invoice:

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Click on the Invoice number to be offset.
4. Click **Create Invoice**, then “**Line-item credit memo**”.
5. Select the invoice and click on “**Create Line-item Credit Memo**”.
6. Complete required fields marked with an asterisks.
 - Is recommended to add *Credit Memo #* with the same invoice number followed by “-CM”
7. Click **Next**.
8. Review CM, if agreed click **Submit**, otherwise click Previous and edit.

Note:

- Amounts will be shown as negative.

The screenshot displays the software interface for creating a credit memo. It is divided into three main sections: the top navigation bar, the central data table, and the bottom action bars.

Top Navigation Bar: Contains buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". A purple box highlights the "Create Invoice" button, with a callout '4' next to it.

Central Data Table: Titled "Line-Item Memo", it shows a table of "Invoices (1)". The table has columns for "Type", "Invoice #", and "Customer". A purple box highlights the "Standard Invoice" row, with a callout '5' next to it. Below the table, there are two buttons: "Create Line-Item Credit Memo" and "Create Line-Item D". A purple box highlights the "Create Line-Item Credit Memo" button.

Bottom Action Bars: There are two bars. The top bar contains "Update", "Save", "Exit", and "Next" buttons. A purple box highlights the "Next" button, with a callout '7' next to it. The bottom bar contains "Previous", "Submit", "Save", and "Exit" buttons. A purple box highlights the "Submit" button, with a callout '8' next to it.

SEARCH INVOICES AND CHECK STATUS

Search Invoices

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Use filters to locate your invoices.
 - Increase date range on **Invoice date**.
 - Use “**Exact match**” if you have invoice #.

Check Status

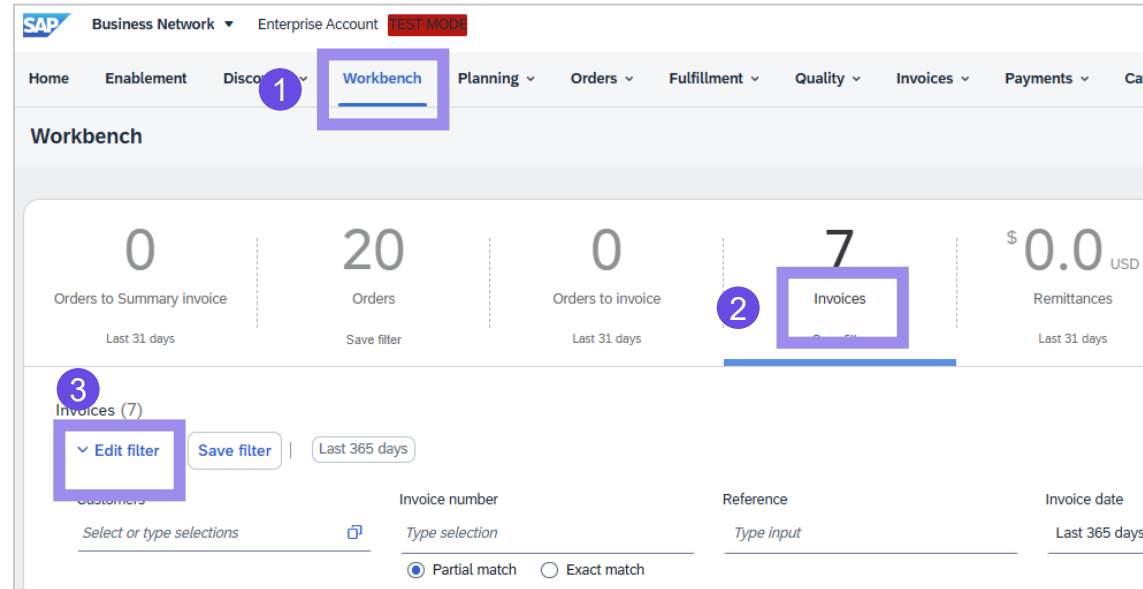
4. Scroll down and refer to “Invoice Status” column. If not available, click “Settings” and add the column.

Status Meaning

- **Sent** – Invoice is being reviewed.
- **Paid** – Invoice Paid.
- **Approved** – Invoice will be scheduled for payment.
- **Failed** – Ariba experienced a problem routing the invoice.
- **Rejected** – There is a discrepancy identified. This requires PO buyer resolution. Typically, supplier would need to resubmit invoice with a variation on invoice # to resubmit.
 - A. You can see more details of rejection under **History** tab from invoice view.
 - B. Some Rejected invoice will allow to **Edit**.

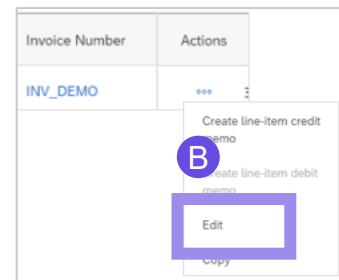
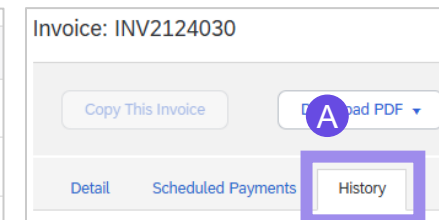
Note:

- Invoice Status is different from Routing status. The 2nd refers to the email routing.



4

Invoice Number ↓	Invoice Status	Routing Status
INV4420018016	Sent	Acknowledged
INV4420017666	Sent	Acknowledged
INV4420015225	Sent	Acknowledged
INV2124030	Sent	Acknowledged



SUMMARY INVOICE

INVOICE INCLUDING MULTIPLE PO

When having shipments containing multiple POs, creating one invoice for them is preferred. POs must have the **same order group** in header (Customer, Company Code and Currency) which will automatically group together.

You can create a Summary invoice by

1. Going to **Workbench**.
2. Click on **Orders to Summary Invoice**.
 - If not available, click on “Customize” and add it.
3. Increase date range from filters.
4. Click Apply.
5. Select the POs to be invoiced together with the same parameters.
6. Click on “**Create Invoice**” and then “Create invoice by PO/Entire Group”.
7. Select a PO as invoice Header.
8. Click Next.
9. Submit invoice as usual.
10. Click Next.
11. Review the Summary Invoice, if agreed click **Submit**, otherwise click Previous and edit.

Note:

- Make sure there's no variation in Tax rate among Invoice and PO.
- If invoice is subject of rejection, supplier will need to resubmit it corrected. We recommend using summary invoice wisely.
- Ensure there is no header shipping cost over USD 80.
- Credit Memo for Summary invoice is not applicable.

The screenshot shows the 'Orders to Summary Invoice' interface. At the top, there are summary statistics: 12 Orders to Summary invoice, 0 Orders, 0 Orders to invoice, 0 Invoices, \$0.0 USD Remittances, and \$0.0 USD Scheduled payments. Below this, the 'Orders to Summary invoice (12)' section includes filters for Customers, Order numbers, Creation date (Last 365 days), and Order status. A 'Show more' button is visible. A 'Create invoice' dropdown menu is open, showing options: 'Create invoice by POs', 'Create invoice by entire group', and 'Create invoice by PO/Entire Group'. A table lists orders with columns: Order number, Date, Purchasing organization, Ordering address, Customer location, Invoiced amount, and Amount. The first row is highlighted, showing order 4420015478. At the bottom, there are 'Next', 'Previous', and 'Submit' buttons.

Order number	Date	Purchasing organization	Ordering address	Customer location	Invoiced amount	Amount
4420015478	May 4	Proj & Services	CONTAINER LLC	5780	\$1,700.40 USD	

REMITTANCES AND SCHEDULED PAYMENTS

Search Remittances

1. Go to **Workbench**.
2. Click on “**Remittances**” tile.
 - If not available, click on “Customize” and add it.
3. Use **filters** to locate payment.
4. Click on Transaction # to see details.

Search Scheduled Payments

There are 2 ways to see **Estimated** payment date from **Approved invoices**:

A. From Scheduled Payments Tile

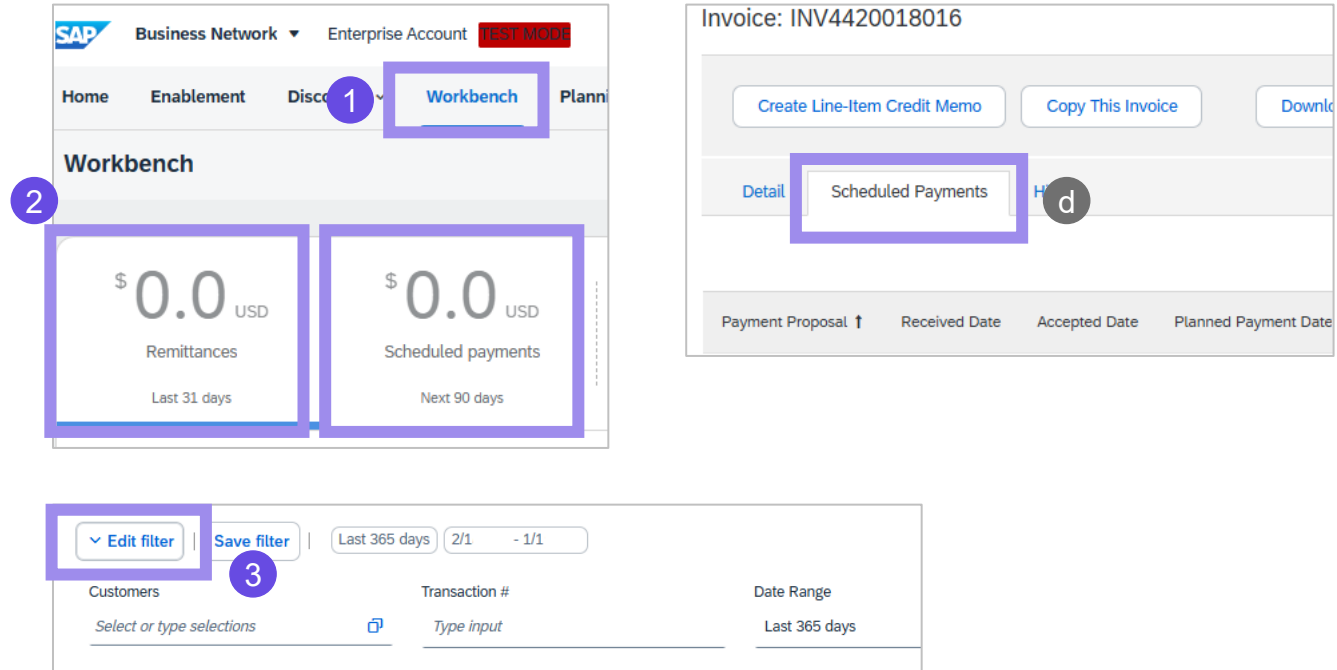
1. Go to **Workbench**.
2. Click on “**Scheduled Payments**” tile.
 - If not available, click on “Customize” and add it.
3. Use **filters** to locate coming payments.
4. Click “Payment proposal #” to see details.

B. From Invoice information

- a. Go to **Workbench**.
- b. Click on “**Invoice**” Tile.
- c. Click on the invoice number.
- d. Click “**Scheduled Payment**” tab.

Note:

- To know the **Exact** payment date, reach out to your PO buyer.
- Remittances can be sent through email by configuring it under **Electronic Invoice Routing>Settlement** on account Settings.



REPORTS

Download reports with detailed information by:

1. Going to **Reports** and then **Reports**.
2. Click **Create**.
3. Enter required information such Title and select an Invoice **Report Type** (Failed Invoice or Invoice).
4. Click **Next**.
5. Complete required **filters**.
6. Click **Submit**.
7. **Select** the report.
8. Click **Run** and then **Ok**.
9. Click **Refresh** until Status shows “**Processed**”.
10. Click **Download**.

SAP Business Network - Enterprise Account - TEST MODE

Home Enablement Discovery Workbench Planning Orders Fulfillment

Quality Invoices Payments Catalogs Messages Assessments

Reports 1

Use CSV or Excel reports to download purchase orders and invoices. Report files are

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct	

Run Download Edit Copy Delete Create 2

Report

Next 4

1 Report Description

Enter a title and description for this report. Check the Time

2 Criteria 3

Title: *

Description:

Time zone: Asia/Calcutta

Language: English

Report type: *

Failed Invoice

Failed Order

Goods Receipt

5

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 1 Jan To 30 Jan

Maximum Results Returned: 100

Previous Submit 6

Report Templates

7

Title	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
Invoices	Manual	Invoice	Processed	25 Oct	25 Oct			1 KB

8 10 9

Run Download Edit Copy Delete Create Refresh Status

CONSIGNMENT SETTLEMENT INVOICE

SOLSTICE INITIATED

Consignment invoices are submitted by Solstice based on based on the consumption made.

Supplier can see posted invoices by

1. Going to Workbench.
2. Click Invoices.
3. Click on “Show more” from filters and filter “**Customer**” under “**Submitted by**” field.

The screenshot displays the SAP Business Network Workbench interface. At the top, the 'Workbench' tab is highlighted with a blue box and a circled '1'. Below the Workbench header, there are four summary cards: 'Orders to Summary invoice', 'Orders', 'Orders to invoice', and 'Invoices'. The 'Invoices' card is highlighted with a blue box and a circled '2'. Below the summary cards, the 'Invoices (0)' section is visible. It includes filter buttons for 'Edit filter', 'Save filter', 'Last 365 days', and 'Customer'. Below the filters, there are three columns of search criteria: 'Customers', 'Invoice number', and 'Reference'. The 'Submitted by' filter is highlighted with a blue box and a circled '3', showing a dropdown menu with 'Customer' selected.

COPY INVOICES

DUPLICATE SAME INVOICE VALUES AND UPDATE

1. Go to **Workbench**.
2. Click on **Invoices** tile.
3. Click on the Invoice number to be duplicated.
4. Click **Copy This Invoice**.
5. The invoice will duplicate under the same PO.
Complete/Edit required fields marked with an asterisks.
6. Click **Next**.
7. Review Invoice, if agreed click **Submit**, otherwise click Previous and edit.

Invoice: INV4420017666

Create Line-Item Credit Memo **4** Copy This Invoice

Detail Scheduled Payments History

Update Save Exit **6** Next

Previous **7** Submit Save Exit

INVOICE ARCHIVAL

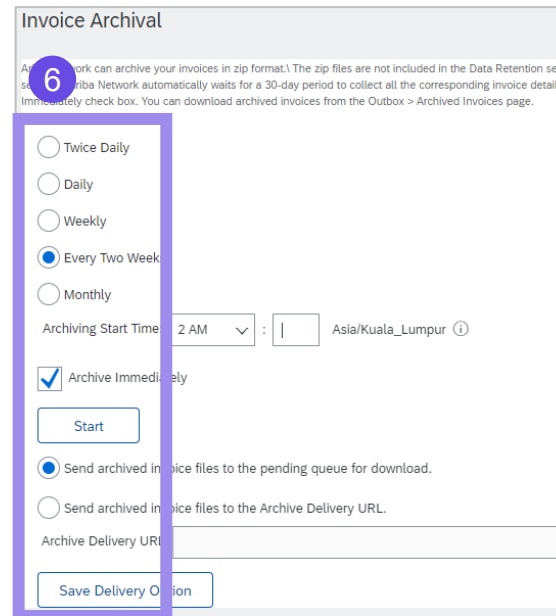
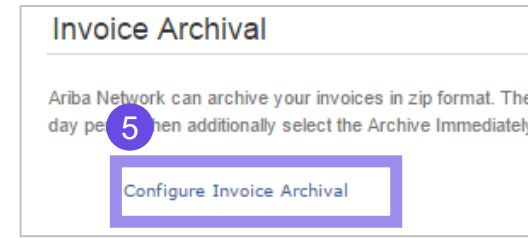
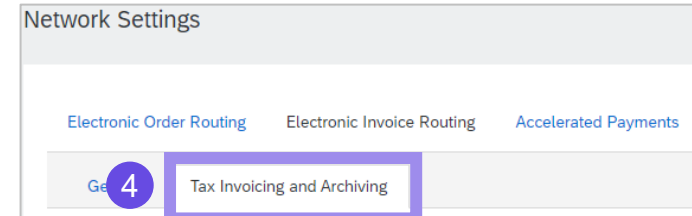
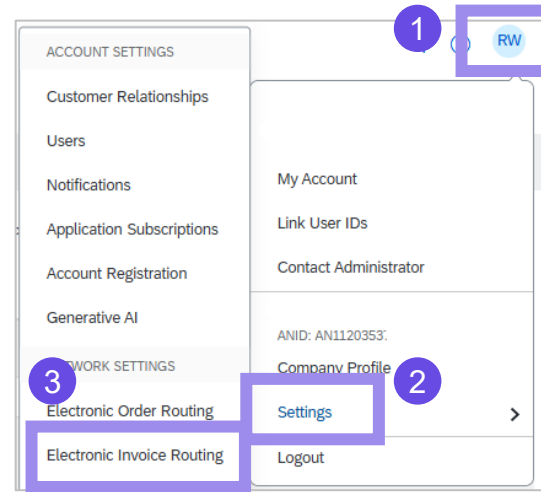
Allows to specify the frequency, immediacy, and delivery of zipped invoice archives.

How to set up invoice archival:

1. Click on your initials.
2. Click **Settings**.
3. Select **Electronic Invoice Routing**.
4. Go to **Tax Invoicing and Archiving** tab.
5. Select “**Configure Invoice Archival**” from **Invoice Archival** section.
6. Enter required information.
7. Click Save.

Note:

- for an integrated archiving solution, go back to “**Tax Invoicing and Archiving**” tab subscribe to Long-Term Document Archiving.



COUNTRY RULES FOR EINVOICE

Solstice Country	Vendor Country (Domestic)	Vendor Country (Import)
Algeria - DZ	CC	CC
Angola - AO	CC	CC
Australia - AU	AN	AN
Austria - AT	AN	AN
Bahamas - BS	CC	CC
Bahrain - BH	CC	CC
Belgium - BE	AN	AN
Brazil - BR	CC	CC
Bulgaria - BG	CC	AN
Canada - CA	AN	AN
China - CN	CC	AN
Croatia - HR	AN	AN
Cyprus - CY	AN	AN
Czech Republic - CZ	AN	AN
Denmark - DK	CC	AN
Egypt - EG	CC	CC
Finland - FI	CC	AN
France - FR	AN	AN
Germany - DE	AN	AN
Greece - GR	AN	AN
Hong Kong - HK	AN	AN
Hungary - HU	CC	CC
India - IN	CC	CC
Indonesia - ID	CC	CC
Iraq - IQ	CC	CC
Ireland - IE	CC	AN
Israel - IL	CC	CC

Solstice Country	Vendor Country (Domestic)	Vendor Country (Import)
Italy - IT	CC	CC
Japan - JP	AN	AN
Jordan - JO	CC	CC
Kazakhstan - KZ	CC	CC
South Korea - KR	CC	CC
Kuwait - KW	CC	CC
Luxembourg - LU	AN	AN
Macau - MO	AN	AN
Malaysia - MY	CC	AN
Mexico - MX	AN	AN
Netherlands - NL	AN	AN
New Zealand - NZ	AN	AN
Nigeria - NG	CC	CC
Norway - NO	CC	AN
Oman - OM	CC	CC
Pakistan - PK	CC	CC
Philippines - PH	CC	CC
Poland - PL	AN	AN
Portugal - PT	CC	CC
Qatar - QA	CC	CC
Romania - RO	CC	CC
Russian Federation - RU	CC	CC
Saudi Arabia - SA	CC	CC
Singapore - SG	CC	AN
Slovakia - SK	AN	AN
South Africa - ZA	CC	CC
Spain - ES	AN	AN

Solstice Country	Vendor Country (Domestic)	Vendor Country (Import)
Sweden - SE	CC	AN
Switzerland - CH	CC	AN
Taiwan - TW	CC	AN
Thailand - TH	CC	CC
Trinidad and Tobago - TT	CC	CC
Tunisia - TN	CC	CC
Turkey - TR	CC	CC
Ukraine - UA	CC	CC
United Arab Emirates - AE	AN	AN
United Kingdom - GB	AN	AN
United States - US	AN	AN
Vietnam - VN	CC	CC

Note: Invoice regulations may vary by specific plants and are subject to changes. If the "Create Invoice" option is enabled on your PO an invoice is required in Ariba. If the option is disabled, then a CC invoice (PDF invoice) must be submitted through e-mail.

Exceptions: CA ship to regions exception: British Columbia (BC), Saskatchewan (SK), Manitoba (MB), Quebec (QC).

CC: Carbon Copy

AN: Ariba Network e-invoice

SUPPLIER TAX ID

HOW TO DEFAULT IT

Default Supplier TAX ID so it prepopulates when submitting new invoices. Only the administrator can set up this section.

1. Click on your **initials**.
2. Click on **Company profile**.
3. Click **Business information**.
4. Complete **Tax Information** section as needed.

The screenshot illustrates the steps to default a Supplier Tax ID in the SAP Business Network interface. The interface is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

Left Sidebar:

- My Account
- Link User IDs
- Contact Administrator
- Company Profile** (highlighted with a purple box and a blue circle with the number 2)
- Settings
- Logout

Central Content Area:

- Header: SAP Business Network, Enterprise Account, [Redacted]
- Navigation: Home, Enablement, Discovery, Workbench, Planning
- Section: **Company Profile**
- Message: Your company organization structure is now visible
- Profile Card: [Redacted] (highlighted with a purple box and a blue circle with the number 1)
- Menu: Overview, Credentials, Certifications, Sustainability Ratings, Organization Structure, Business Information (highlighted with a purple box and a blue circle with the number 3)

Right Sidebar:

- Section: **Additional Information**
- Tabs: Additional Addresses, Business, Customer Requested, Additional Information
- Section: **Financial Information**
- Fields: Penalty Information, Discount Information, Legal Name, State of Incorporation (Alabama), Global Location Number
- Section: **Tax Information** (highlighted with a purple box and a blue circle with the number 4)
- Fields: Tax Classification (no value), Taxation Type (no value), Tax ID, State Tax ID, Regional Tax ID, VAT ID, VAT Registered

INVOICE RESOLUTION

For invoices not being approved nor paid, can be reviewed by PO Buyer to provide further details.

Who is my PO buyer

1. Go to Workbench.
2. Open the PO related to conflicting invoice.
3. In the top-left you will find your PO Buyer contact.
4. Click on Transaction # to see details.

Why was my invoice Rejected?

A brief description of Rejection Reason will be added to Ariba. Invoice resolution process should be escalated to PO buyer for further assistance.

See Rejection Reason brief description:

- i. Open your rejected invoice in Ariba
- ii. Click History header tab
- iii. Scroll down on "History" section

SAP Business Network

Purchase Order: 4420996173

Order Detail Order History

Solstice

From:
Customer
3 Solstice Advanced Materials USA Inc.
315 E Stephenson St.
Freeport, Illinois 61032
United States
Buyer's e-mail: ri @solstice.com

Detail Scheduled Payments Rejected History

Invoice: 377/20669910
Invoice Status: Rejected
Received By SAP Business Network On: 14 Feb 2024 9:10:36 AM

History

Status	Comments
--------	----------

EMAIL NOTIFICATIONS

ELECTRONIC ROUTING

ORDER AND INVOICE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Configure as needed. Recommended to set up:

Orders notification recommendations

- ☐ Payment Remittances
- ☐ Send notification for new purchase orders to suppliers.
- ☐ Send notification to suppliers when purchase orders are changed.

Invoice notification recommendations

- Invoice Failure
- Invoice Status Change
- Invoice Created Automatically from Receipts (*if you are ERS*)

Account Registration **1** Settings

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Logout

Routing Method **2**

Email

Options

Email address:

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☒ Attach PDF document in the email message

To email addresses (one required)

REMITTANCE NOTIFICATIONS

1. Click Initials > Settings > Electronic Order Routing or Invoice Routing
2. Click "Settlement" tab
3. Configure as needed. Recommended to set up:

Payment Remittance notification recommendations

- Payment Remittance
- Payment Remittance Status Updates

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement** **2**

Note:

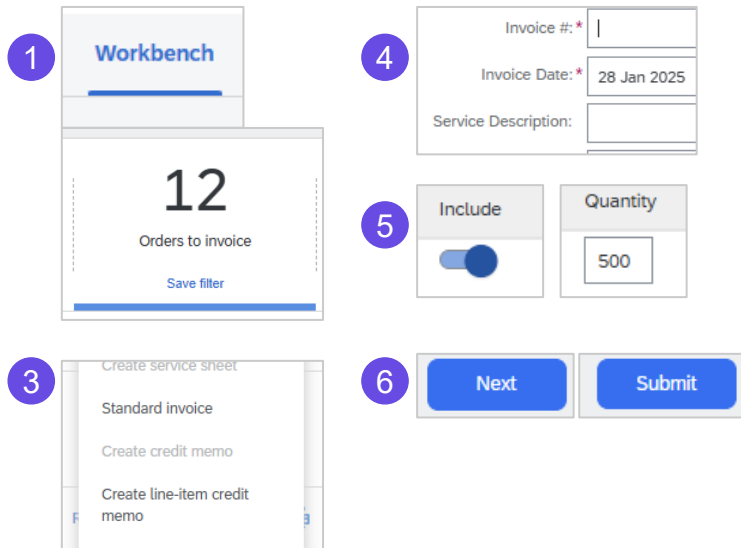
- You can add up to 5 email addresses per notification type. Each email separated by comma and no space.

QUICK REFERENCE GUIDE

INVOICING

SUBMIT INVOICES

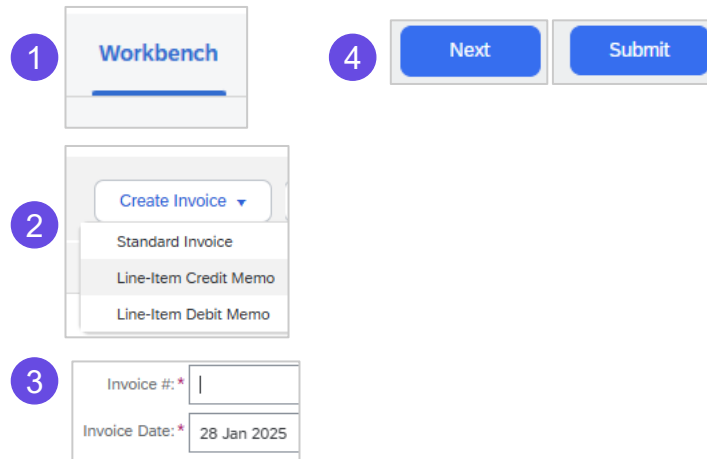
1. Go to Workbench > Orders to invoice tile.
2. Look for PO to be invoiced.
3. Click “...” > Standard Invoice (or open the PO > Create invoice > Standard Invoice)
4. Complete requested information.
5. Edit Line-item information as needed (select Quantity to invoice, Include/Remove line-items, etc.) > Next.
6. Review the invoice. If correct click Submit. Otherwise click Previous to edit or Save to continue later



CREATE A CREDIT MEMO

Needed to cancel/offset an approved invoice that is not correct. Needed for AP Team to offset the incorrect invoice.

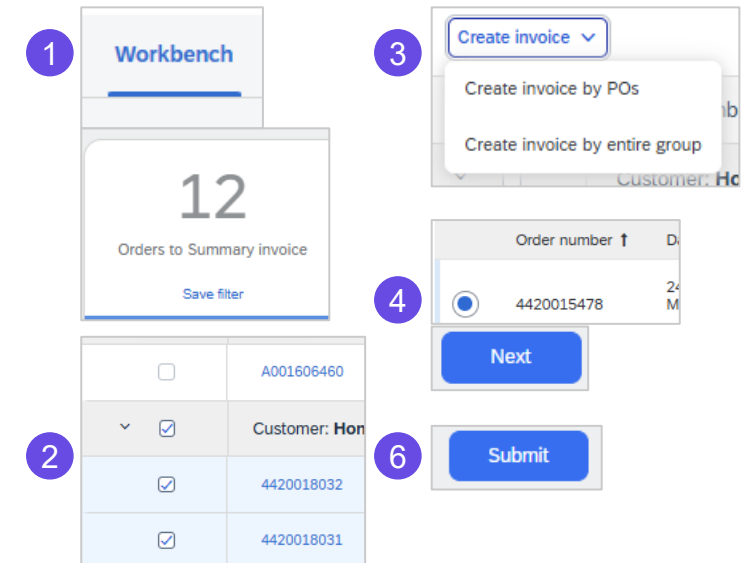
1. Go to Workbench > Invoice tile
2. Open invoice to cancel > Create Invoice > Line-item credit memo
3. Complete required fields (*Recommended to use same invoice number followed by “-CM”*) > Click Next.
4. Review CM, if agreed click Submit, otherwise click Previous and edit.



MULTIPLE-PO INVOICE

Submit an invoice including multiple POs.

1. Go to Workbench > Orders to Summary Invoice.
2. Select the POs to be invoiced together
3. Click on Create Invoice > Create invoice by PO/Entire Group.
4. Select a PO as invoice Header > Next
5. Submit invoice as usual > Next.
6. Review the Summary Invoice, if agreed click Submit, otherwise click Previous and edit.



QUICK REFERENCE GUIDE

INVOICING

SEARCH AND INV STATUS

1. Go to Workbench > Invoices tile.
2. Use filters. These are the most used:
 - Increase Invoice date range.
 - By Invoice using “Exact match”.
 - By PO under “Reference”.
3. Invoice Status reflects status. Not Routing status.

Status Meaning

- Sent – Inv. is being reviewed.
- Approved – Inv. will be scheduled for payment.
- Paid – Inv. is paid.
- Failed – Ariba experienced a problem routing the invoice.
- Rejected – Inv. with discrepancy. Follow up with PO buyer.

1 **Workbench**

2

Invoice number	Type selection	
	☒ Partial match ☐ Exact match	
Reference	Invoice date	
Type input	Last 365 days	

3

Invoice Number	Invoice Status	Routing Status
INV4420018016	Sent	Acknowledged

EST. PAYMENT DATE AND REMITTANCES

Est. Payment Date

1. Go to Workbench > Invoices tile
2. Open Invoice > Scheduled Payment
 - Date is an estimation. More details with PO buyer.

or

3. Go to Workbench > Scheduled Payments tile
4. Use filters > Click Payment proposal #

Remittance

1. Go to Workbench > Remittances tile.
2. Use filters to locate payment.
3. Click on Transaction # to see details.

1 **Workbench**

2

7	\$ 0.0 USD
Invoices	Scheduled payments
Save filter	Next 90 days

2

Detail	Scheduled Payments	History
--------	--------------------	---------

REPORTS

1. Go to Reports > Reports.
2. Click Create > Enter required information
3. Select Report Type (Failed Invoice or Invoice) > Next.
4. Complete filters > Submit.
5. Select the report > Run > Ok.
6. Click Refresh until Status shows “Processed” > Click Download.

1 **Reports**

2 **Create**

3 **Next**

4

Customer:	All Customers	Select
Invoice Number:		
Invoice Amount:		to
Routing Status:	Any	▼
Invoice Status:	Any	▼
Submit		

5

Title ↑

☐ Invoices **Run**

6

Refresh Status

Status

Processed

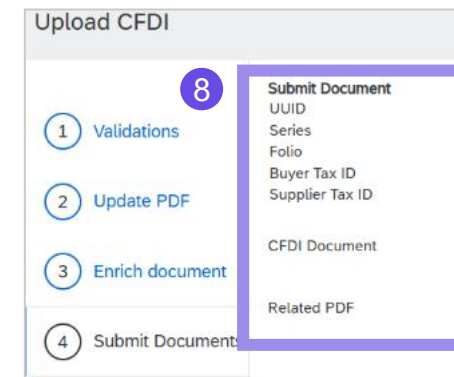
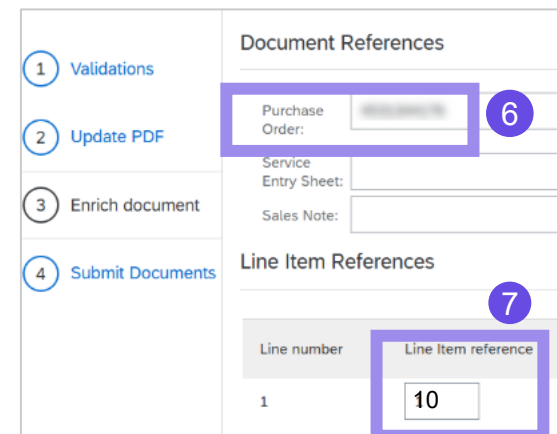
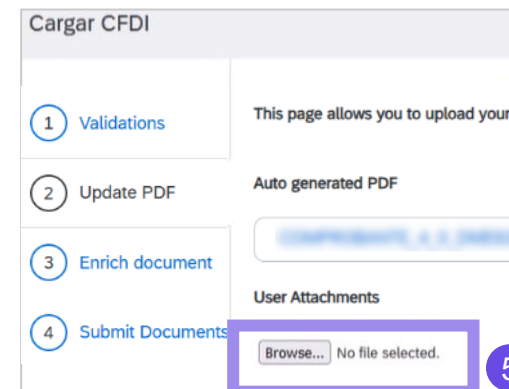
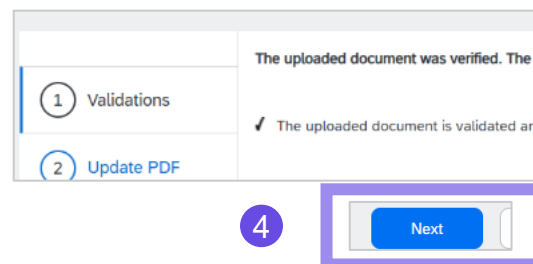
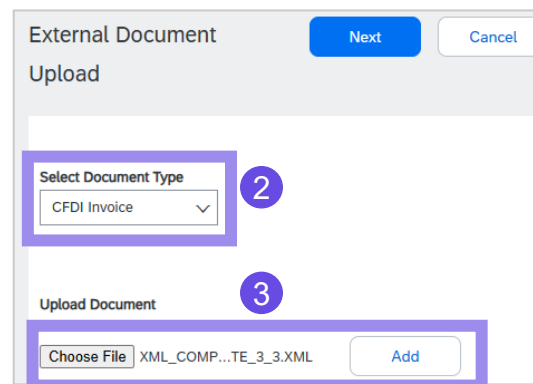
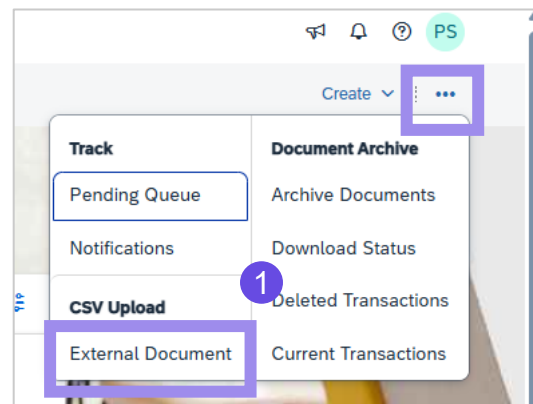
Download

COUNTRY SPECIFIC

SUBMIT AN INVOICE

MEXICO

1. Click “...” in the top-right corner > Click “**External document**”
2. Select “**CFDI Invoice**” from Document Type dropdown menu
3. Click **Browse** > select **XML** file > **Add** > **Next**
4. Basic validations are performed > **Next**
5. Click **Browse** > Upload **PDF** invoice > **Add** > **Next**
6. Only complete **Purchase Order** number from header section
7. Complete line-item reference from your invoice to **match Solstice’s PO line-items** (they go from 10, 20, 30..) > **Next**
8. A validation screen will show > **Submit**
 - A message will appear stating: “*Document successfully submitted for business validations. See results in outbox folder.*”
9. You can locate your invoice following the steps from “**SEARCH INVOICES** and **CHECK STATUS**” section from this guide.



Note: Do not complete “invoice number” field from step 6. It is only applicable for Credit Notes. Your invoice # is already taken from XML

ENVIAR UNA FACTURA MÉXICO

1. Haga clic en "... " en la esquina superior derecha > haga clic en **"Documento externo"**
2. Seleccione **"Factura CFDI"** en el menú desplegable Tipo de documento
3. Haga clic en **Browse** > seleccione el archivo XML > **Agregar** > **Siguiente**
4. Se realizarán validaciones > **Siguiente**
5. Haga clic en **Browse** > Cargué el **PDF de la factura** > **Agregar** > **Siguiente**
6. Complete solamente el **número de orden de compra** de la sección de encabezado
7. En la columna "número de línea" verá la información de su factura. Complete la columna de **"Referencia de líneas"** colocando el numero de línea que coincida con la línea de la orden de compra. (Es decir si en su factura "línea X" es la 1 y en la orden es la 10, coloque 10 para que coincida con la orden de compra) > **siguiente**
8. Se mostrará una pantalla de validación > **Enviar**
 - Aparecerá un mensaje que dice: *"Documento enviado con éxito para validaciones comerciales."*
9. Puede localizar su factura siguiendo los pasos del apartado **"SEARCH INVOICES and CHECK STATUS"** de esta guía.

The screenshot shows the 'Create' dropdown menu in the 'Documents' section. The menu is open, displaying several options. A red circle highlights the 'External Document' option at the bottom. Another red circle highlights the 'More' icon (three dots) in the top right corner of the 'Create' dropdown.

External Document

Next

Cancel

Upload

Select Document Type

CFDI Invoice

2

Upload Document

3

Choose File

XML_COMP...TE_3_3.XML

Add

Se verificó el documento cargado. El resultado se muestra a continuación.

✓ El documento cargado está validado y no se encontraron errores. Continúe.

Next

4

Cargar CFDI

1 Validaciones

2 Actualizar PDF

3 Enriquecer el documento

4 Enviar documentos

Esta página le permite cargar su propio PDF

PDF generado automáticamente

COMPROBANTE_4_0_CIA91010

Adjuntos de usuario

Adjunte PDF para la factura

Browse...

No file selected.

Cargar CFDI

1

Validaciones

2

Actualizar PDF

3

Enriquecer el documento

4

Enviar documentos

8

Enviar documento

UUID

Serie

Folio

ID fiscal de comprador

ID fiscal del proveedor

Documento CFDI

PDF generado por el sistema

1

Validations

2

Update PDF

3

Enrich document

4

Submit Documents

6

Document References

Purchase Order:

Invoice Number(Credit Note):

Service Start Date:

Entry Sheet:

Sales Note:

Internal Reference:

7

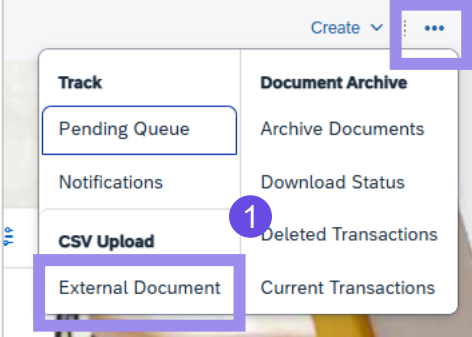
Line Item References

Line number	Line Item reference	Item Key	Description
1	1		

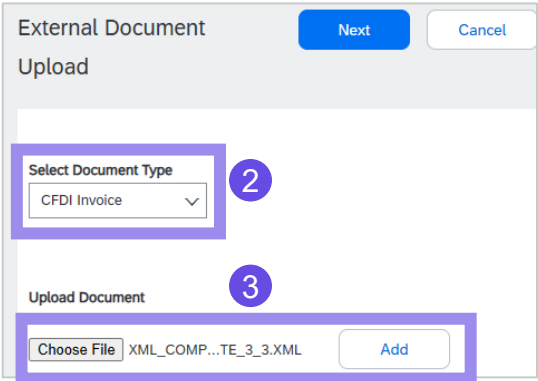
Nota: No complete el campo "número de factura". Solo es aplicable para Notas de Crédito. Su número de factura ya está tomada de XML

CREDIT MEMO MEXICO

1. Click "...” in the top-right corner > Click “**External document**”
2. Select “**CFDI Invoice**” from Document Type dropdown menu
3. Click **Browse** > select **XML** file > **Add** > **Next**
4. Basic validations are performed > **Next**
5. Click **Browse** > Upload **PDF** invoice > **Add** > **Next**
6. Only complete **Invoice number** to be offset
7. A validation screen will show > **Submit**
 - A message will appear stating: *Document successfully submitted for business validations. See results in outbox folder.*
8. You can locate your credit note following the steps from “**SEARCH INVOICES** and **CHECK STATUS**” section from this guide.



1



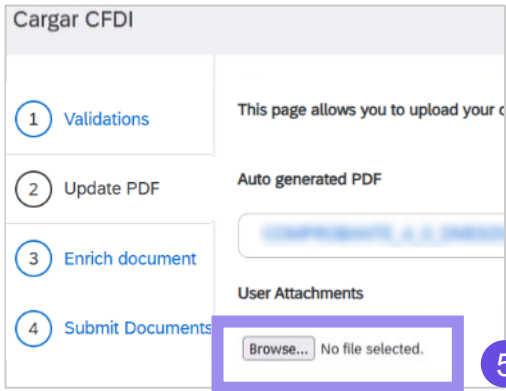
2

3

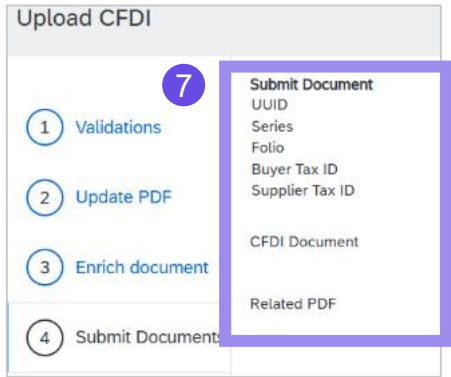
Se verificó el documento cargado. El resultado se muestra a continuación.

✓ El documento cargado está validado y no se encontraron errores. Continúe.

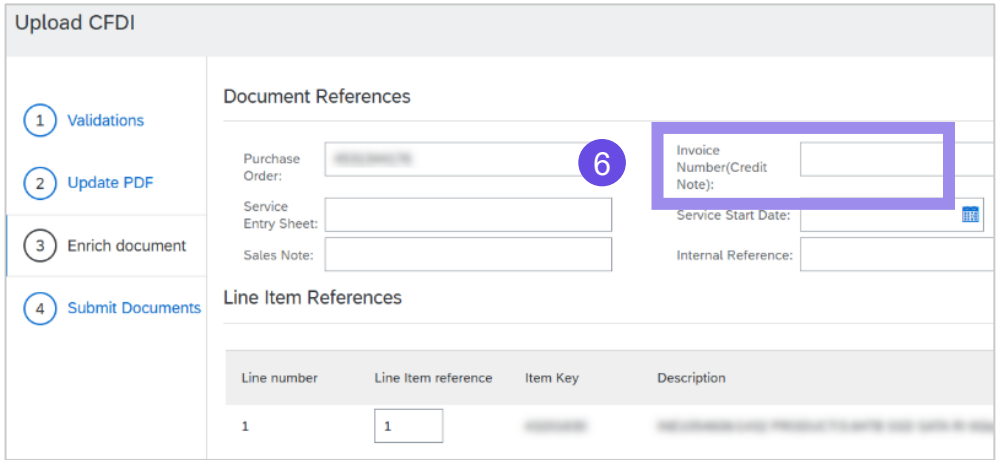
4



5



7



6

NOTA DE CRÉDITO MÉXICO

- Haga clic en "..." en la esquina superior derecha > haga clic en "Documento externo"
- Seleccione "Factura CFDI" en el menú desplegable Tipo de documento
- Haga clic en **Browse** > seleccione el archivo XML (de la factura de egreso / Nota de crédito) > **Agregar > Siguiente**
- Se realizarán validaciones > **Siguiente**
- Haga clic en **Browse** > Cargué el **PDF de la factura** > **Agregar > Siguiente**
- Solamente complete el **número de factura** en este apartado
- Se mostrará una pantalla de validación > **Enviar**
 - Aparecerá un mensaje que dice: *Documento enviado con éxito para validaciones comerciales. Ver los resultados en la carpeta de la bandeja de salida.*
- Puedes localizar tu nota de crédito siguiendo los pasos de la sección "BUSCAR FACTURAS Y COMPROBAR ESTADO" de esta guía.

