

# Ariba Network CSV Invoice upload guide

June 2023

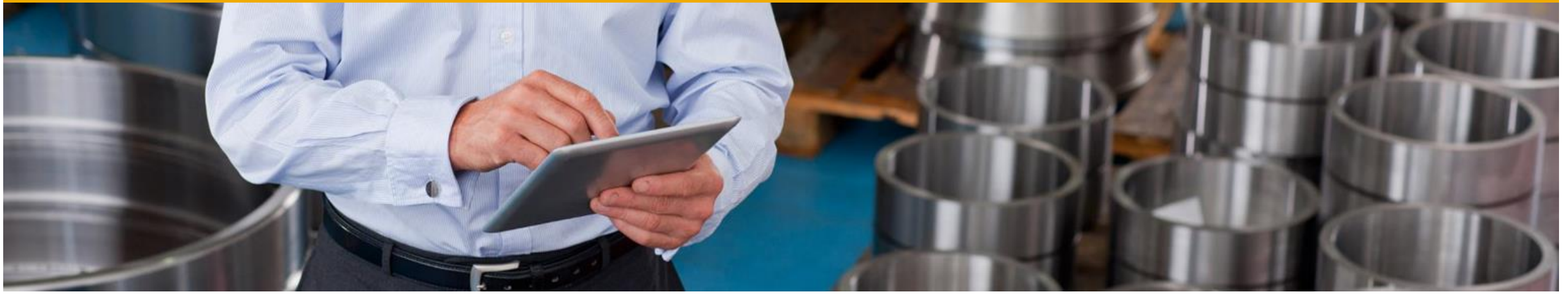


Internal



# Agenda

- CSV Invoice Overview
- CSV Invoice Scope
- Data Requirements
- CSV Field Mapping
- CSV Template
  - Downloading CSV Template
  - Uploading CSV Invoice
  - Tracking Invoice Status
- Troubleshooting CSV Invoices
- CSV Template Change Log
- Contacts and Support



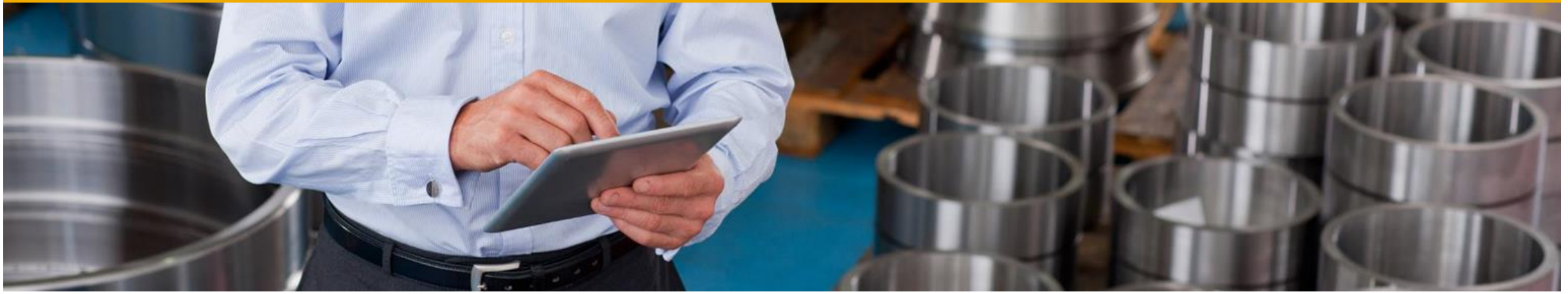
# CSV Invoice Overview

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# CSV Invoice Overview

- CSV stands for Comma Separated Value/Variable file.  
It represents structured way of data stored as **plain text** file.
- CSV Invoice Upload supports the transfer, transformation and loading of comma delimited files (CSV) representing a Supplier's invoices to be rendered as cXML invoices for their Customers.
- Provides an effective means for Suppliers with a large number of invoices to submit these to their Ariba customers electronically when they do not have the immediate means to provide these via cXML or EDI directly.



# CSV Invoice Scope

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# CSV Invoice Scope

## RRD supports the following CSV invoice types:

- **PO Invoices:** invoices against purchase order where the purchase order was received through Ariba Network.
- **Line Level Credit Memo Invoices:** invoices issued with negative amount against previously issued PO invoices.
- **Material Invoices:** Invoices against Material PO
- **Service Invoices:** Invoices that contain reference to an existing Service document in the Customer's system

## Invoices submitted through CSV upload have the following requirements:

- Cannot be greater than 10,000 lines in total
- Cannot be greater than 2500 invoices per file
- One invoice can have maximum of 5000 line items.
- File cannot exceed 40MB in size.



# Data Requirements

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# Invoice Data Requirements

- **invoiceID** must be always present.
- **invoiceDate** format must be: MM/DD/YYYY
- PO based invoices **MUST** use the **orderID** field to capture the PO number. Always use 10-digit PO numbers and include leading zeros when required.
- In order to determine the type of invoice either Standard or Credit, **purpose** is mandatory.
- In order to differentiate between Material & Service invoice we use **lineItem** Field.
- The language code **xmlang** is required, and it is mandatory.
- **originalInvoiceNumberReference** is mandatory for credit Memo.



# Invoice Data Requirements

- The contact data which are mandatory:
  - **remitToAddressID**
  - **remitToName**
  - **remitToStreet**
  - **remitToCity**
  - **remitToState**
  - **remitToPostalCode**
  - **remitToCountry**
  
  - **shipToAddressID**
  - **shipToName**
  - **shipToStreet**
  - **shipToCity**
  - **shipToState**
  - **shipToPostalCode**
  - **shipToCountry**
- **currency** set to ISO currency code, and it's a mandatory field.

# Invoice Data Requirements

- Billing fields which are mandatory:
  - **invoiceLineNumber** *(this is the supplier's invoice line number)*
  - **lineReferenceNumber** *(this is RRD's PO line number and must be an exact match)*
  - **quantity**
  - **unitOfMeasure**
  - **UnitPrice**

Additional Billing fields which are mandatory **IE** they are on your Purchase Order:

- **PriceUnitQuantity**
- **conversionFactor**
- **PriceUnitOfMeasure**

Additional Billing fields which are mandatory **IE** taxes and shipping are needed for that Purchase Order:

- **SummaryTaxCategory**
- **SummaryTaxPercentageRate**
- **summaryTaxAmount**
- **taxPointDate**
- **SummaryTaxDescription**
- **summaryShippingAmount**
- **summarySpecialHandlingAmount**
- **summarySpecialHandlingDescription**

# Additional Data Requirements

- **Optional fields:**

- Comments
- NetpayInNumberOfDays
- DiscountpayInNumberOfDays
- DiscountpercentageRate
- Classification
- GeneralLedger
- CostCenter
- Percentage
- GLAccount
- punchinItemFromCatalog
- SummaryTaxCategory
- SummaryTaxPercentageRate
- taxPointDate
- SummaryTaxDescription
- supplierPartID

# CSV File Recommendations

## File Requirements

- Alterations or updates to the original CSV file format downloaded from the Network will cause the CSV to fail during the upload process.
- You must keep the CSV file you download in its native format.
- CSV format requires leading zeros to be seen as text.
  - X 0090123456
  - X 90123456
  - ✓ **'0090123456**
- **Do not convert to an Excel file, save as a workbook, add macros, delete/add columns or edit the column names in any way.**
- The application Ron's editor is an example of a CSV File editor.
  - You can download a free trial at:  
[http://www.ronsplace.eu/Products/RonsEditor?utm\\_source=killink](http://www.ronsplace.eu/Products/RonsEditor?utm_source=killink)
  - Note that this is **not** an Ariba software and is **not** supported by Ariba or RRD.



# CSV Template Details

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# CSV Sample / Field Mapping

- The embedded CSV sample template provides:
  - Data sample of valid CSV invoices processed successfully by the Customer.



CSVInvoice\_RRD\_  
703\_V4

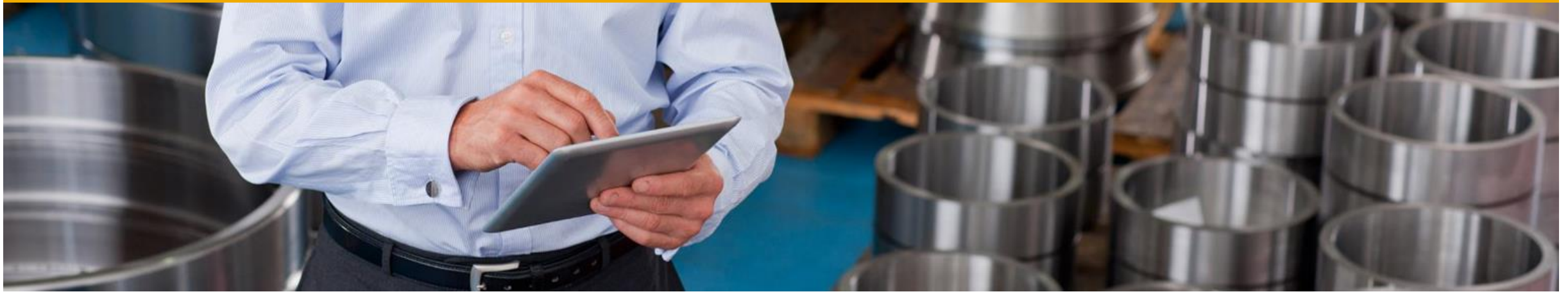
- The embedded field overview provides:
  - Mapping information on field content and requirements.



CSVInvoice\_RRD\_  
Desc

- For accounting and payment questions:
  - Contact RRD at [AP Customer Service](#)
- For CSV upload related questions or errors:
  - Contact Ariba Technical Support







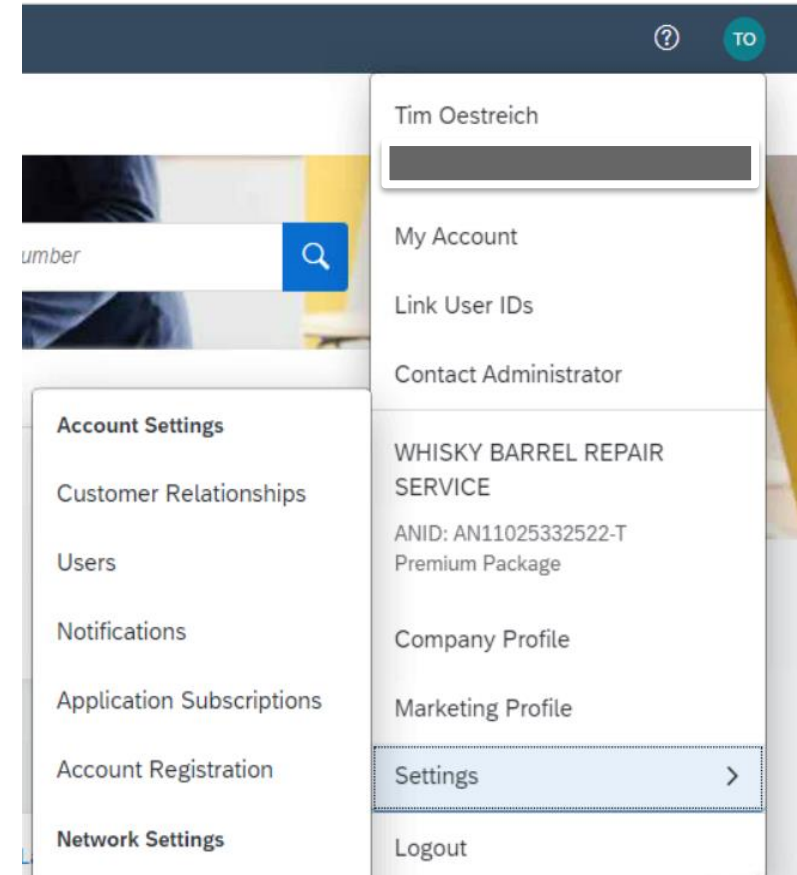
# CSV Template Use

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# Downloading the CSV Template

- From the Home Page of your production AN account, Click the Company Settings tab.
- Click Customer Relationships. 
- AN will display a list of all customers that you have a relationship with on the Ariba Network.
- Click on RRD link within your list. 



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	RR Donnelley - TEST	AN01494374958-T	Trading	7 Mar 2023		Default	Actions ▾



# Downloading the CSV Template (continued)

- Click the Download CSV Invoice Template button. You will be prompted to Open or Save the file.
- Save the file to your local hard drive.
- Once you are finished saving the template file, click the Done button to exit this section.
- You will be back at your Customer Relationship page.

CSV Invoice Fields

This is the list of supported fields in CSV invoice.

CSV Invoice Fields Page 1  »

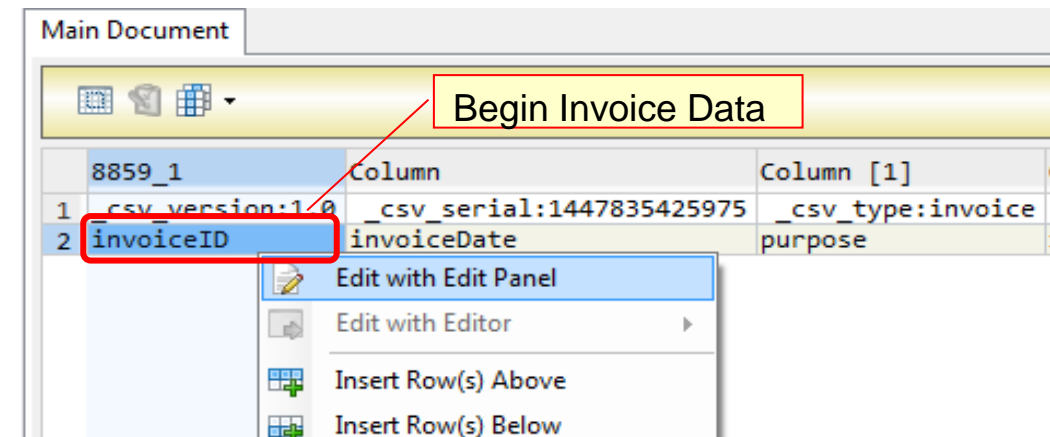
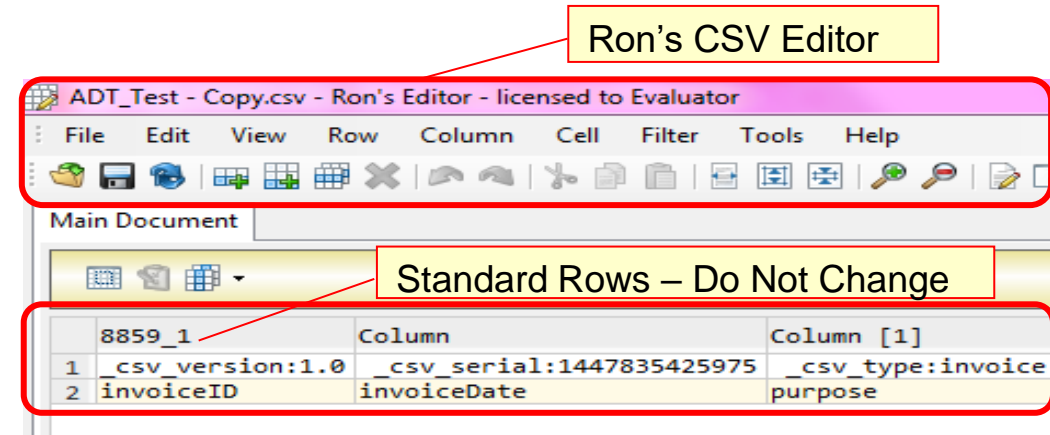
Name	Description
invoiceID	Unique identifier for the invoice (Required), Max - 16 characters
invoiceDate	Date of the invoice (Required) INPUT FORMAT: MM/DD/YYYY
orderID	Reference to the order being invoiced (Required for PO invoices)
purpose	Determines the Type of invoice. Enter either 'standard' or 'credit' (Required)
lineItemtype	Enter either 'Material' or 'Service' (Required)
originalInvoiceNumberReference	Mandatory only in case of credit Memo
xmlLang	XML language code (Required)
remitToAddressID	Remit To Address ID (Required)
remitToName	Remit To Name (Required)

↳ [Download CSV Invoice Template](#)

Done

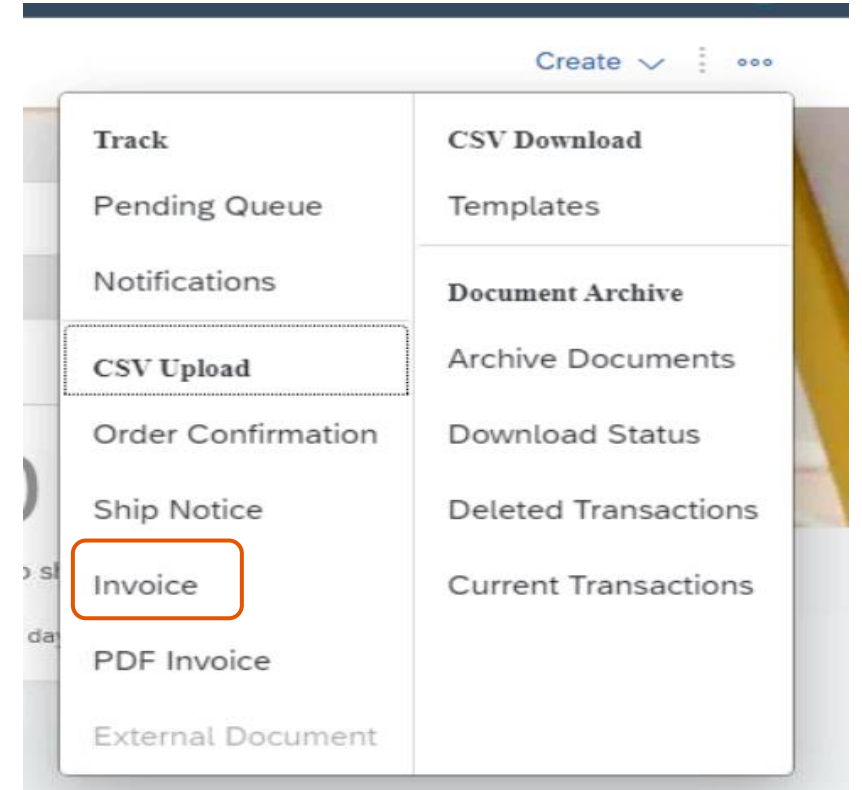
# Populate the CSV Invoice Template

- Populate each available invoice field as appropriate – starting in Row 3, Cell A
- Note that Rows 1 and 2 are CSV File information rows and **cannot be removed or modified in any way**. If these fields are changed or removed, the file will fail at upload.
- To populate value for each field, select that cell, right click and chose option 'Edit with Edit Panel.
- When you have completed populating all fields for your particular invoice, Save the file to your local drive.



# Upload the CSV Invoice

- From the Home Page, locate the CSV Upload documents link on the right side of the page.
- Click Invoice.
- You will see an Import CSV Invoice box.
- Ensure Customer is selected in the Customer drop-down box.
  - Note:** Each customer using the CSV Invoice method has a customized template. You cannot use any other customer's template for RRD.
- Click the Choose File button and find the CSV File you have created and saved.
- Once the file path is shown, click the Import CSV Invoice button.

A screenshot of the 'Import CSV Invoice' form. The form title is 'Import CSV Invoice' and it has a 'Close' button in the top right corner. Below the title is a descriptive paragraph: 'A CSV file is a Comma Separated Value file. A CSV invoice enables you to submit a large number of invoices to customers in one consolidated file. In this page, you can import your CSV invoices into Ariba Network and also check their [More](#)'. The form contains a 'Customer:\*' dropdown menu with 'RR Donnelley - TEST' selected. Below this is a link for 'Download CSV Templates'. The 'CSV invoice file path:\*' field has a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is an 'Import CSV Invoice' button. The entire form area is enclosed in a rounded rectangle with an orange border. Below the form, the text 'CSV Files' is visible.

# Upload the CSV Invoice

Import CSV Invoice Close

A CSV file is a Comma Separated Value file. A CSV invoice enables you to submit a large number of invoices to customers in one consolidated file. In this page, you can import your CSV invoices into Ariba Network and also check their [More](#)

Submit

Customer:\*  Download CSV Templates

CSV invoice file path:\*  No file chosen

Import CSV Invoice

Uploaded: CSVInvoice\_RRD.csv. Documents found: 1 Related documents attached: 0 🗑️

CSVInvTest3	Purchase Order: 0090003008	Document Date: 24 Mar 2023	Total Amount: \$620.00 USD	<input type="text" value="Choose File"/> No file chosen	<span>Upload Related Document</span>
-------------	----------------------------	----------------------------	----------------------------	---	--------------------------------------

Submit

- Once you click on Import CSV Invoice, the CSV file will be uploaded, click on Submit button.



# Upload the CSV Invoice

---

Import CSV Invoice

Close

---

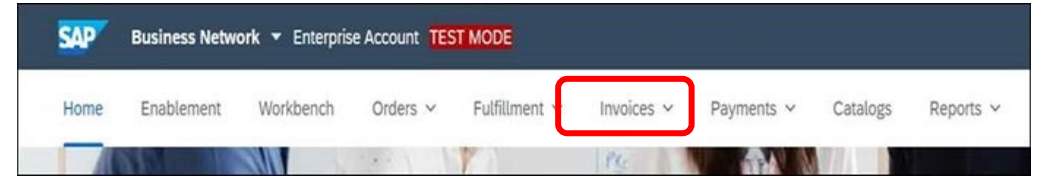
CSV invoice has been successfully imported.  
Ariba Network loaded your 1 document successfully.

Close

- Once you click on Submit, the CSV Invoice will be successfully imported. Click on Close button.

# Tracking CSV Invoice status

## Checking Invoice Status



- From your Home Page, click on the Invoices tab.
- You will see a listing of all the invoices you have sent.
- Each invoice number is a link to open and view that invoice.
- There are two status types provided:
  - Routing Status: show the routing status of the invoice through the Ariba network to RRD.
  - Invoice Status: shows the status of the invoice itself specifically through its payment process.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
<a href="#">CSVInvTest2</a>	RR Donnelley - TEST	<a href="#">0090003008</a>	Mar 24, 2023	\$620.00 USD	Acknowledged	Sent			⋮

# Tracking CSV Invoice status

## Routing Status

- **Obsoleted:** You canceled the invoice.
- **Failed:** The invoice failed the RRD invoicing rules as set within their Ariba Network account.
- **Queued:** Ariba Network received the invoice from a suppliers Network account but has not sent it to the RRD network account.
- **Sent:** Ariba Network sent the invoice to RRD Ariba Network account. The invoice is awaiting download into the RRD invoicing application.
- **Acknowledged:** The invoice has been sent from the RRD network account into their invoicing application.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
CSVInvTest2	RR Donnelley - TEST	0090003008	Mar 24, 2023	\$620.00 USD	Acknowledged	Sent			...

# Tracking CSV Invoice status

## Invoice Status

- **Sent** : RRD has received the invoice.
- **Rejected**: RRD has rejected the invoice. If RRD subsequently accepts the invoice or approves it for payment, invoice status updated to Sent indicating invoice was accepted .
- **Failed**: Ariba Network experienced a problem routing the invoice.
- **Approved**: RRD has approved the invoice for payment.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To e	Actions
CSVInvTest2	RR Donnelley - TEST	0090003008	Mar 24, 2023	\$620.00 USD	Acknowledged	Sent			...



# Troubleshooting CSV Invoices

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# Troubleshooting CSV Invoices

## General Checks

- Be sure the application which is being used to create the file is a true CSV editing application.
- Be sure all value fields such as unit price, tax, subtotal, gross, etc., are entered properly, (for example 2.25 or .58).
- Ensure the file does not contain any special characters (dollar sign, asterisk, quotation marks, etc.).
- Ensure none of the file data within the first three rows of the template sample has been modified from its original state.
- Ensure you are using the correct version of the CSV template for RRD.
- Once the invoices are uploaded using the CSV channel, the Supplier will see the message saying – ‘csv file uploaded successfully’ but may not immediately see the invoice on the Network GUI. This is because the server may take some time to update the UI screen. In case the Supplier needs to refer the invoice immediately but doesn’t find it on the UI, they may use the invoice search option to find the uploaded CSV invoice. The server will process the request and fetch the invoice from the Database.



# Troubleshooting CSV Invoices

- When is the problem occurring?
  1. Is it at the point of uploading the file?
  2. Is it after the file is uploaded and invoices show a failed status?
  3. Is it after the file is uploaded and invoices show a rejected status?
- If the problem happens at #1
  - The file itself does not meet the basic CSV requirements. You will see specific error messaging on the screen to help identify which field needs to be reviewed/changed. This could be:
    - Missing header information or missing data in a required field
    - Incorrect formatting in any field
    - **The problem within the file must be corrected and the entire file must be uploaded again – nothing was loaded from the CSV file.**
- If the error happens at #2
  - The invoices (as opposed to the file) failed the invoice rule validation. When the invoices are converted from the .csv file to actual individual invoice documents on the AN, they are then validated based on the Invoice Rules set in the Customer's Ariba Network account.
    - Check the 'History' tab on the individual invoice to see which rule was violated and caused the invoice to fail.
    - **The problem within the file must be corrected BUT only those invoices that failed need to be resent.**
- If the error happens at #3
  - The invoices passed .csv validation and Ariba Network validation but were rejected by Customer (either by their invoicing system automatically or by an end user manually).
    - Check the History tab on the individual invoice for additional details.
    - **The problem with the individual invoices must be corrected and only those invoices that were rejected need to be resent. Invoice numbers must be modified.**



# CSV Template Change Log

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# Moving from one version to another

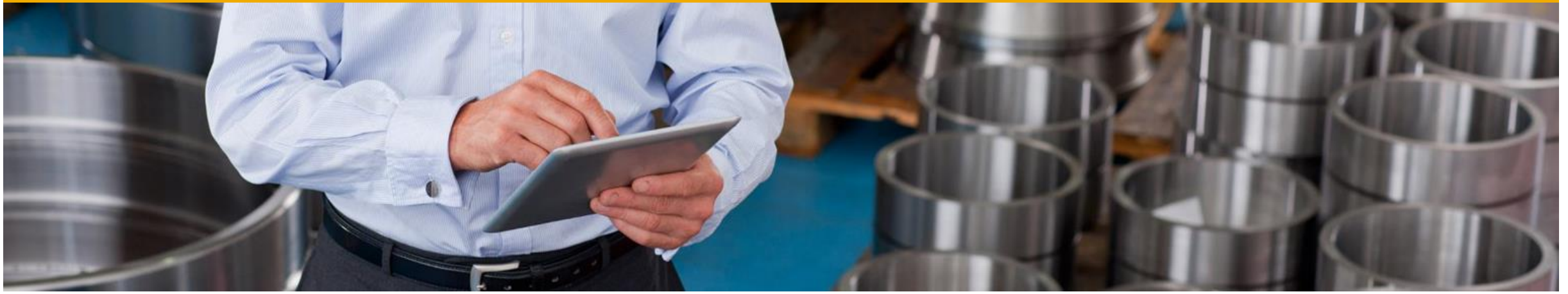
## Important notice:

Whenever new version of csv template is released, or mapping rules are modified, there is new unique template serial number generated by Ariba Network. This number is part of the template and being sent back with upload (sample: `_csv_serial:1423025640524`).

If csv template headers are not changed, it is still possible to use the old version of the template however supplier is notified every time outdated version is used.

**⚠ WARNING: The uploaded CSV uses a deprecated format. Please upgrade to the latest version (`_csv_serial: 1415622106417`).**

In case csv template change consists of headers update or add of new columns suppliers **must** download new version and start using this one otherwise the upload will fail with mapping failure message.



# Contacts and Support

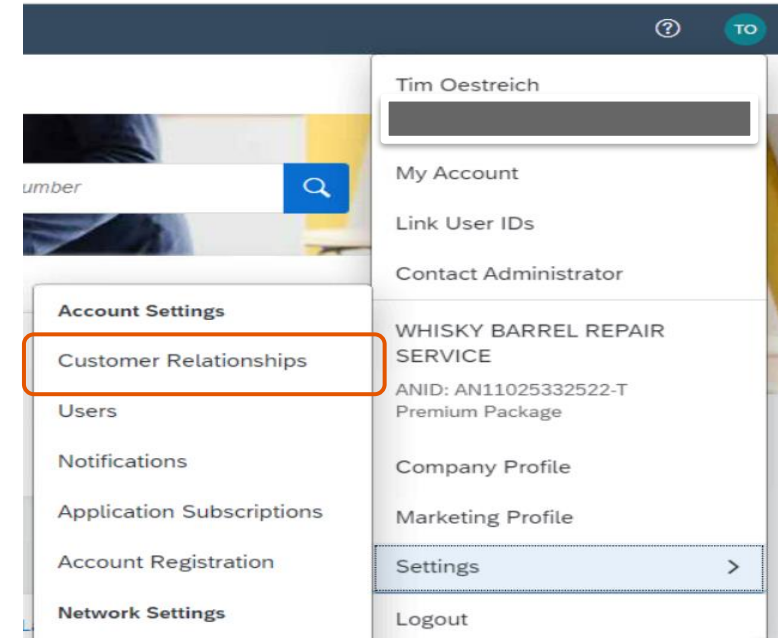
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# Training and Resources

## RRD Information Portal

- **Supplier Information Portal** contains specific documentation and training material.
- From the home page of your account, click the **Company Settings** and then click the **Customer Relationships** tab.
- The portal link is located next to your customers name in the middle of the screen



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	RR Donnelley - TEST	AN01494374958-T	Trading	7 Mar 2023		Default	Actions ▾

[Reject](#)

# Ariba Network Standard Documentation

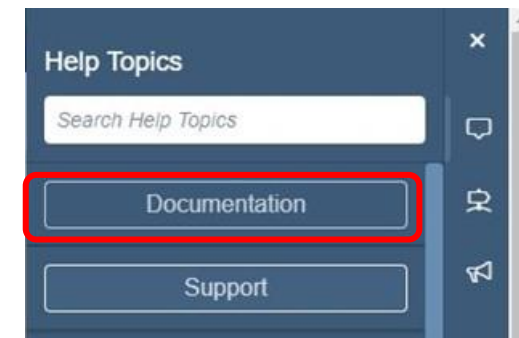
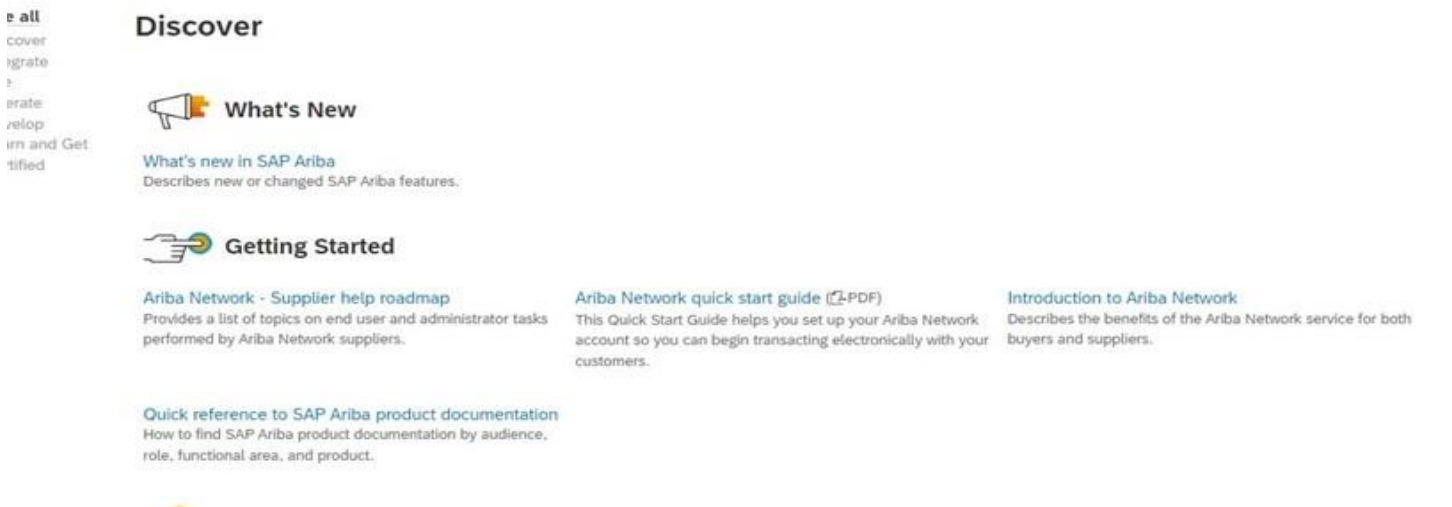
- Go to: <http://supplier.ariba.com>
- Click on the **Help Center** in the upper right-hand corner of the page.
- Bottom right-hand corner has access to **Documentation**. Click to view **Product Documentation**.

The screenshot displays the SAP Ariba Network user interface. At the top, the SAP logo is on the left, followed by 'Business Network', 'Enterprise Account', and 'TEST MODE'. A navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, and More. A search bar is present with a magnifying glass icon. A notification banner at the top reads: 'Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile'. Below this is a search filter section with 'Orders and Releases', a dropdown menu, 'Exact match', and 'Order number'. The main dashboard area shows a 'Getting started' section with a grid of metrics: 799 New orders (Last 31 days), 935 Orders (Last 31 days), 159 Orders to invoice (Last 31 days), 6 Rejected invoices (Last 31 days), and 58 Invoices (Last 31 days). On the right, a 'Help Topics' sidebar is visible, with a search bar and a list of topics. The 'Documentation' button is highlighted with a red rectangle. Other topics include 'Support', 'What's new in Enterprise ac...', 'What is SAP Business Netw...', 'Introducing the new SAP Busin...', 'Introducing the new help ce...', 'Finding orders, invoices, an...', 'Adding payment files (2:48)', and 'Discovering new insights'.



# Ariba Network Standard Documentation

- Standard Documentation can also be accessed from your account. Click on **Help Center** button on Home page of your account,
- Click **Documentation** on bottom right-hand corner to view Ariba Network Administrator's documentation.



# Supplier Support

- Go to <http://supplier.ariba.com>
- If you forgot your username or password click on the link **Having trouble logging in?**

## Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?

[Register Now](#) or [Learn More](#)

## Forgot your password? No Problem!



Introducing the ability to reset your SAP Ariba password through the Ariba Supplier mobile app. Watch this video to see how simple it is to generate a one-time use password that lets you access your Ariba Network account!

[Learn More](#)



SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Messages Create

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More Update Profile

Orders and Releases Exact match Order number

Overview Getting started

796 New orders Last 31 days

932 Orders Last 31 days

159 Orders to invoice Last 31 days

6 Rejected invoices Last 31 days

Invoices Last 31 days

More

My widgets ST Customize

Purchase orders Last 3 months

\$34 M USD

Invoice aging

\$13.6 M USD

Activity feed All View all

Order received Jul 07, 2022 | 10:03 AM | A000001864 \$200.00 USD

Order received Jul 07, 2022 | 09:54 AM | A000001863 \$200.00 USD

Order received Jul 07, 2022 | 09:28 AM | A000001862 \$500.00 USD

Feedback

RY

Click on this symbol from anywhere within your Ariba Network supplier account or at the login page

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs More Create

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile

Orders and Releases Exact match Order number

Overview Getting started

796	932	159	6	58
New orders	Orders	Orders to invoice	Rejected invoices	Invoices
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

My widgets Customize

Purchase orders Last 3 months

\$34M USD

Invoice aging

\$13.6M USD

Activity feed All

Order received	Jul 07, 2022   10:03 AM	A000001864	\$200.00 USD
Order received	Jul 07, 2022   09:54 AM	A000001863	\$200.00 USD
Order received	Jul 07, 2022   09:28 AM	A000001862	\$500.00 USD

Help Topics

Search Help Topics

Documentation

**Support**

What's new in Enterprise ac...  
What is SAP Business Netw...  
Introducing the new SAP Busin...  
Introducing the new help ce...  
Finding orders, invoices, an...  
Adding payment tiles (2:48)  
Discovering new insights  
Common browser issues  
How do I create an invoice?  
I need help accessing a sou...  
Why has my invoice or servi...  
When will my invoice be paid?  
How do I know which type o...  
I need help connecting with ...  
On-time payment rate widget  
Value and volume of paid invoic...

Feedback

**Click on "Support"**

Invoicing



Refine

Type

Enter a topic that you would like assistance with into the search bar

- Tutorial 2
- Release Update 1

Tags

- cXML routing 190
- Invoicing 165
- Cloud integration gateway 65
- Purchase orders 62
- Invoices 52
- Electronic invoice routing 50
- Ship notices 45
- PunchOut catalog 39
- Catalogs 38
- Service sheets 37

2990 results for Invoicing

Relevance ▾

### I need help with invoicing

How do I submit an **invoice**? Why isn't the Create **Invoice** option available on my purchase order? How do I edit and resubmit an **invoice**? If I have already **invoiced** my purchase order once, how do I **invoice** for the remaining amount? What should I do if my **invoice** has been rejected? When will my **invoice** will be paid? Where can I find my saved **invoice** or draft **invoice**? Looking for more?



FAQ

[Invoices](#) [View homepage](#)

Apr 3, 2022

### How do I cancel or delete an invoice or credit memo?

Question How do I cancel an **invoice** that I've sent? Can I delete an **invoice**? **invoice** so you can resend it. > **Invoices** . Canceling an **invoice** is only recommended for Non-PO or Contract **invoices**. reject the **invoice**.



FAQ

[Invoices](#) [Search invoices](#) [Invoice status](#) [Invoice rejection messages](#)

Apr 3, 2022

### When will my invoice be paid? (Enterprise users)

When will my **invoice** be paid? Please note that SAP Ariba Customer Support cannot provide any information about the payment of your **invoice** Additional Information After you submit an **invoice**, your customer receives the **invoice** and begins to If the **invoice** does not have any errors, your customer approves the **invoice** for payment, which changes the **invoice** status to Approved .



FAQ

[Invoices](#) [Search invoices](#) [Invoice status](#) [Search scheduled payments](#) [View invoice](#) [View homepage](#)

Jun 15, 2022

### Why was my invoice or service entry sheet rejected?

**Invoices** are rejected either: Automatically by your customer's **invoicing** rules Manually by your customer The rejection happens when the **invoice** violates **invoicing** requirements established by your customer. Click the **invoice** number hyperlink. The **invoice** rejection notes appear across the top of the Detail and History tabs of the **invoice**. If you understand the **invoice** rejection reason, you can edit and resubmit the **invoice** to your customer



FAQ

Clicking “Yes” will display additional instructions and hyperlinks that may help to resolve your issue.

1. Start here to find your answer.

2. Browse below for our AI-based recommendations\*

**Unable to invoice against BPO due to “Quantity exceeds the allowed limit” error**

Issue Why do I receive the error Quantity exceeds the allowed limit when creating an invoice against a blanket purchase order (BPO)? Cause Your customer may have disabled the Allow suppliers to increase item quantities in invoice

Support Note  
Apr 3, 2022

**How do I view my customer's transaction rules?**

Question How do I view my customer's transaction rules? Answer To view your customer's transaction rules: Sign in to the Ariba Network . In the upper-right corner, click your [user initials] > Settings > Customer

FAQ  
Apr 3, 2022

**How is the country determined for country-based invoicing rules?**

Question How is the country determined for country-based invoicing rules? Answer The originating country is the country that you specify as the From invoicing partner. If you specify a VAT ID in your company profile, the prefix det

FAQ  
Jul 1, 2022

**Supplier unable to invoice a commodity-level BPO contract. Why?**

Question Why am I getting an error when invoicing a commodity-level Blanket Purchase Order (BPO) contract using Commerce eXtensible Markup Language (cXML)? Error: INV-102: This blanket PO BPO40100 does not allow direct invoicing. Error: INV-

FAQ  
Aug 24, 2021

**Why can't I change certain information on the invoice?**

Question Why can't I change certain information on the invoice? Answer Your customer has certain rules for invoicing that determine what you can and can't do on an invoice. In addition to receiving error messages when the invoice via

FAQ  
Apr 3, 2022

\*Powered by SAP Incident Solution Matching

3. Choose from the options below to continue.

What do you need to do?

Create new invoice

Create credit memo

Raise another invoice against PO

Invoice was rejected

Edit and resubmit invoice

Receive payment

Something else

Do you already have an account?

Yes

No



3. Choose from the options below to continue.

What do you need to do?

Create new invoice

Create credit memo

Raise another invoice against PO

Invoice was rejected

Edit and resubmit invoice

Receive payment

Something else

Do you already have an account?

Yes

No

**Clicking “No” will present another question or hyperlinks that will help to proceed in different way.**

Have you received a purchase order or other invitation from your customer in your email inbox?

Yes

No

You can do a walk-up registration by going to the [SAP Ariba home page](#) and clicking the **Register Now** link. Once you have filled in all pertinent information, you can establish a trading relationship with a customer by providing them with your ANID (Ariba Network Identification) number, which they will use to send you a relationship request. Once you accept the request, you can begin transacting with your customer.

Please note that if you have not yet received a purchase order and are expecting one, you will have to contact your customer.

1. Start here to find your answer.

**Certain search terms may not provide any intro questions and links to proceed further.**

2. Browse below for our AI-based recommendations\*

**Why is data missing on Multi-fact report?**

Question Why is data missing on Multi-fact report? Answer The reason is because the data missing does not meet the criteria set on the report. Multi-fact reporting has it's own limitation. It uses a set of pre-defined relationships to jo

FAQ  
Oct 1, 2019

**How do I create an open order report?**

Question How do I create an open order report? Answer Please follow the below steps to create an open order report: Click Reports Click Create Enter the Report Des

FAQ  
Jun 8, 2021

**How do I create a purchase order report?**

Question How do I create a purchase order report? Answer In order to create a purchase order report, follow the below steps: Login to your SAP Ariba Network account From your Homepage click Reports and click Create Provide

FAQ  
Apr 3, 2022

**How do I create a long term archive deposit report for Italy as a supplier?**

Question Italy has a specific country mandate for a deposit report which is a report of archived invoices, including storage information. As a supplier, how to I run this long term archive deposit report for Italy? Answer Ariba Networ

FAQ  
Jun 15, 2021

**How do I set dynamic date filters on Analytical reports?**

Question How do I set dynamic date filters on Analytical reports? Answer Report design doesn't support dynamic filters to change automatically everyday . We need to run report and manually edit the filters . Additional Information

FAQ  
Apr 3, 2022

**Why is 'Report data was last updated on' timestamp on reports showing old value?**

Question Why is ' Report data was last updated on ' timestamp on reports showing old value? Answer The Report data was last updated on timestamp on reports refers to the time when the primary fact of the report created was updated. It d

FAQ  
Jan 22, 2022

**How do I get details of invoices submitted over a period of time?**

Question How do I get details of invoices submitted over a period of time? Answer To run a report for invoices created during a particular date range: Go to the Reports tab and c lick Create . Enter a Title , and sel

FAQ  
Feb 8, 2022

**What's the difference between skipping an event and marking an event as Unable to Report?**

Question What's the difference between skipping an event and marking an event as Unable to Report ? Answer If you don't have the information to report the event currently displayed in the Events to Report worklist, you can skip the eve

FAQ  
Oct 2, 2021

**Why my order report in Ariba Network does not show all orders?**

Question I created an order report in Ariba Network, and I can't find an order which was supposed to be listed. Why is this happening, and how can I fix this? Answer Ariba Network reports have a limited

FAQ  
11/8/2022

Can't find what you're looking for?

Contact us

# Thank you

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