

QuickStart Guide – CSV Invoice

Table of Contents

Description	1
CSV Invoice Overview	2
Download the CSV Invoice Template	2
Populating Data Using the CSV Invoice Template	4
Data Requirements.....	4
Example of Invoice Data.....	5
Upload the CSV Invoice Template File	5
Tracking CSV Invoice Status	7
Invoice Status Definitions	8
TroubleShooting CSV Invoices	8
Support.....	9
Appendix A.....	9

DESCRIPTION

This document provides the steps on how to download, input data and upload the CSV Invoice template file in the SAP Business Network. The document shows how to track the status of the CSV invoice in the SAP Business Network and provides general troubleshooting.

Audience: This document is relevant to suppliers who are enabled on the SAP Business Network (i.e. Ariba Network) and have an Enterprise account. This is feature is not currently available for Standard account.

Disclaimer: Any information or numerical values shown in images are provided for training purposes only. They do not reflect actual financial information.

CSV INVOICE OVERVIEW

CSV stands for **Comma Separated Value** file. It represents a structured way of storing data in tabular format.

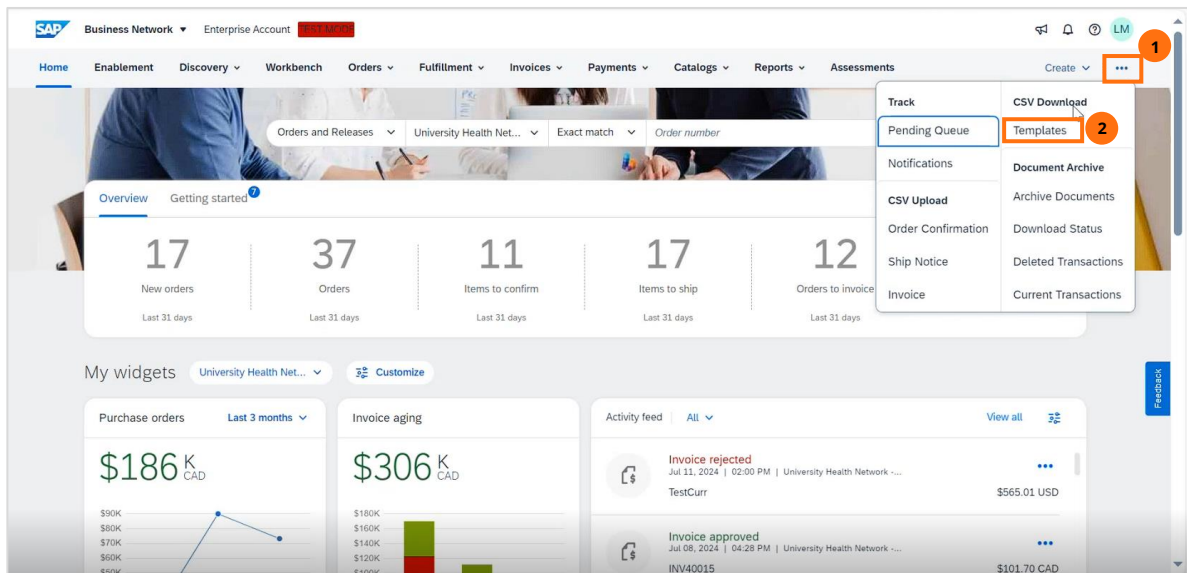
CSV Invoice Upload feature on SAP Business Network supports the transfer, transformation and loading of comma delimited (CSV) files containing information about a supplier's invoices in one-go. The uploaded data is automatically rendered as cXML invoices and received by the customers in their Ariba application (via the SAP Business Network).

This feature provides an effective means for suppliers with a large number of invoices to submit these through Ariba (SAP Business Network) electronically by using the **copy and paste** functionality. This is especially helpful for suppliers who do not have an alternative means to send bulk invoices (i.e. .cXML channel integration or EDI directly).

DOWNLOAD THE CSV INVOICE TEMPLATE

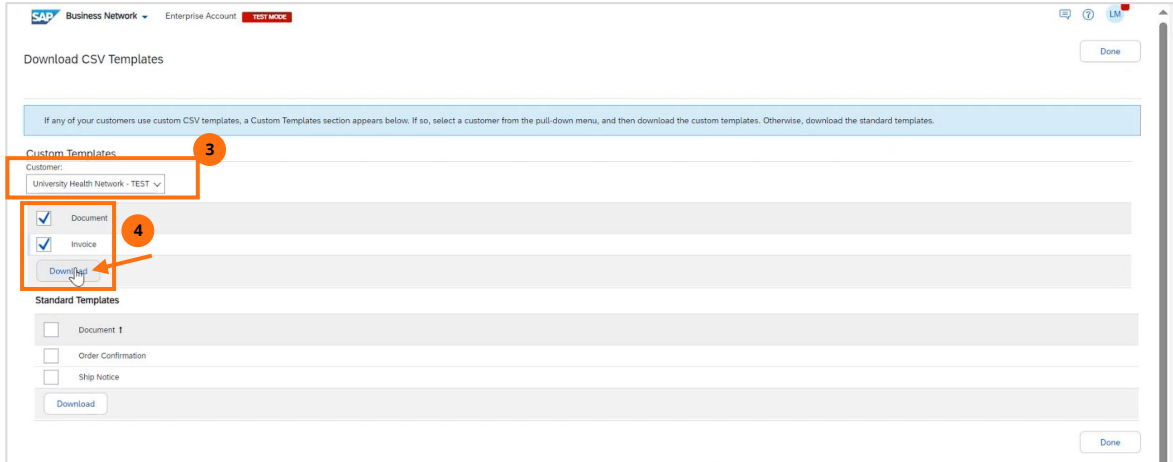
As a UHN trading partner, you can download the CSV template from your Supplier Business Network account.

1. On the **SAP Business Network**, click the ellipses in the top right corner.
2. Under the **CSV Download** header, click **Templates**.

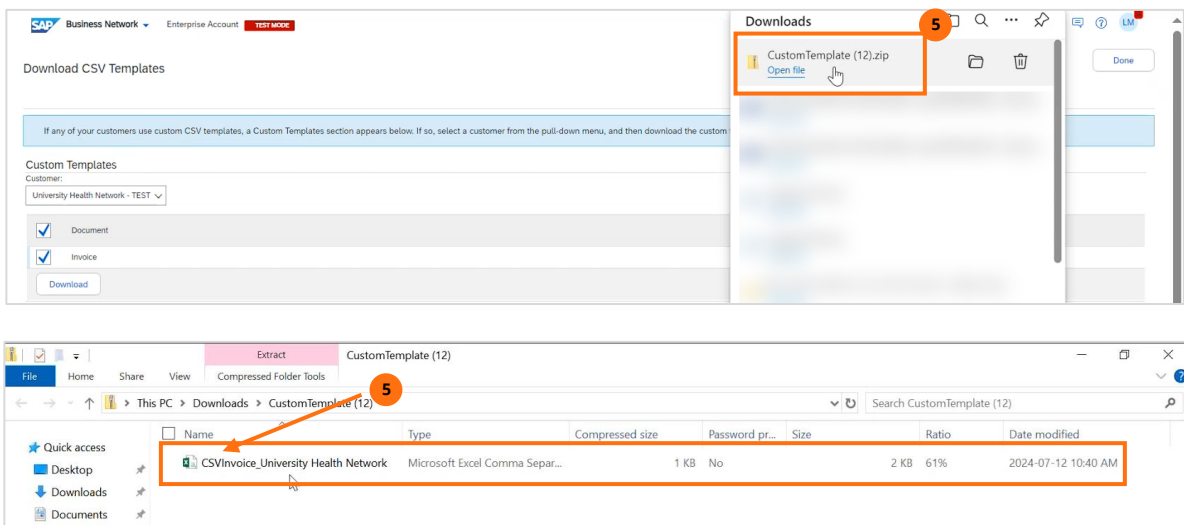


The screenshot displays the SAP Business Network user interface. At the top right, there is a user profile icon with a notification bell and a search icon. A red circle with the number '1' highlights the ellipses menu icon. A dropdown menu is open, showing various options. A red circle with the number '2' highlights the 'Templates' option under the 'CSV Download' section. The main dashboard area shows several widgets: 'Overview' with metrics for New orders (17), Orders (37), Items to confirm (11), Items to ship (17), and Orders to invoice (12); 'Purchase orders' showing a total of \$186K CAD; 'Invoice aging' showing a total of \$306K CAD; and 'Activity feed' with entries for 'Invoice rejected' and 'Invoice approved'.

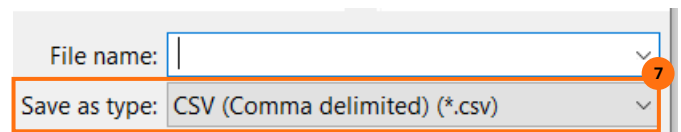
3. If you have multiple customer relationships on the Ariba Network, ensure you have selected University Health Network in the **Customer** field.
4. Select the **Invoice** checkbox. The **Document** checkbox selects automatically. Click **Download**.



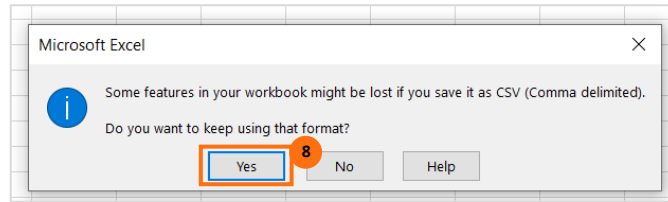
5. The **CSV Invoice template** file will download. Open the **Custom Template** file.



6. **Save** the file to your local computer as a **CSV file**.
7. Save as type: **CSV (Comma delimited) (*.csv)**



- For the warning message, click **Yes** to keep the original format.



POPULATING DATA USING THE CSV INVOICE TEMPLATE



Alterations or updates to the original CSV file format downloaded from the Network will cause the CSV to fail during the upload process.

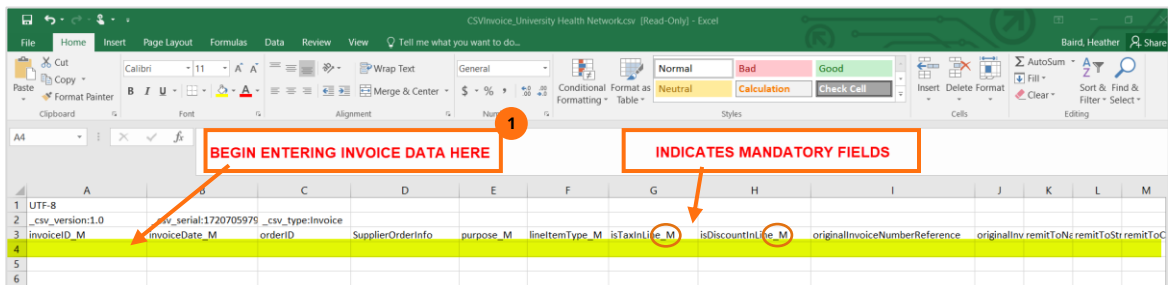
You must keep the CSV file you download in its native format.

Do not change the file format. Only use file type .CSV



The following steps are shown using Microsoft Excel to input data in the CSV template. Any CSV editor software may be used.

- Open the template with any CSV editor software and input the data for each available field.
- If using Microsoft Excel, input data for each available invoice field – starting at **Row 4, Cell**. Header names with **_M** indicates a **mandatory** field.
Do not convert to an Excel file, save as a workbook, add macros, delete/add columns or edit the column names in any way.



DATA REQUIREMENTS

Note the following data requirements for the CSV template file applicable to all invoices.

- 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 for Non-PO, PO and Credit memo invoices can be inputted in one CSV template file

See [Appendix A](#) for a comprehensive list of all the CSV template fields listed in the order they appear in the downloaded template. Mandatory fields have been indicated for each PO, Non-PO and Credit Memo invoices and specific formatting requirements are noted.

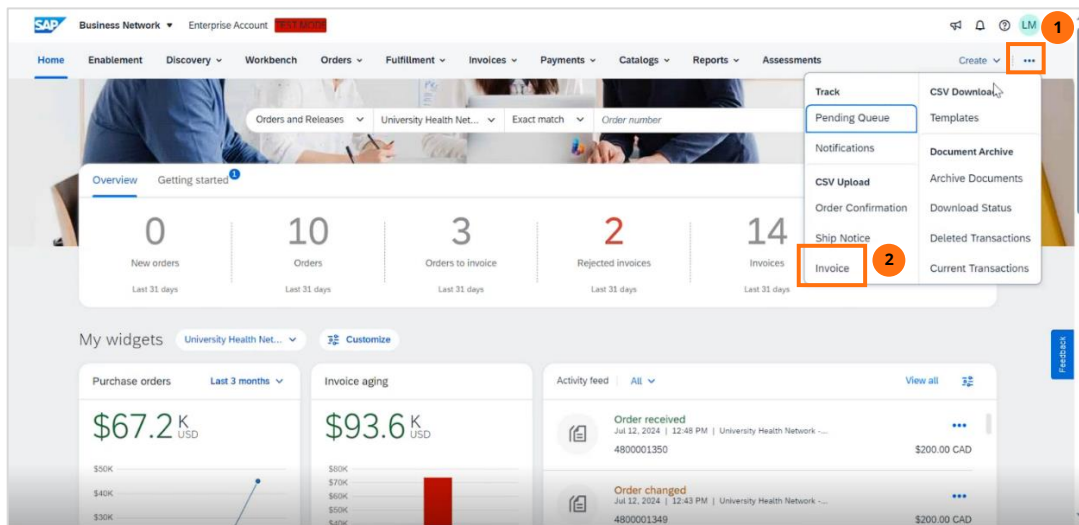
EXAMPLE OF INVOICE DATA

Click on the link below to see examples of data inputted into the CSV template for Non-PO and PO invoices.

[CSV Invoice Test Data](#)

UPLOAD THE CSV INVOICE TEMPLATE FILE

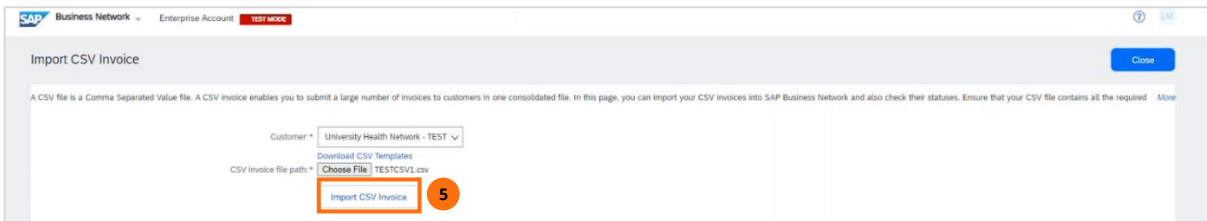
1. On the **SAP Business Network** homepage, click the ellipses in the top right corner.
2. Under the **CSV Upload** header, click **Invoice**.



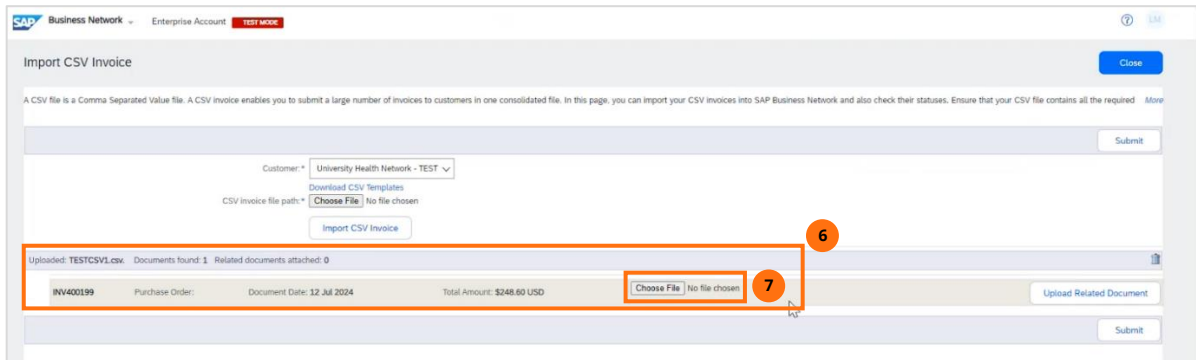
3. If you have multiple customer relationships on the Ariba Network, ensure you have selected University Health Network in the **Customer** field.
4. Click **Choose File** to select the CSV invoice file path that you saved to your local hard drive and open it.



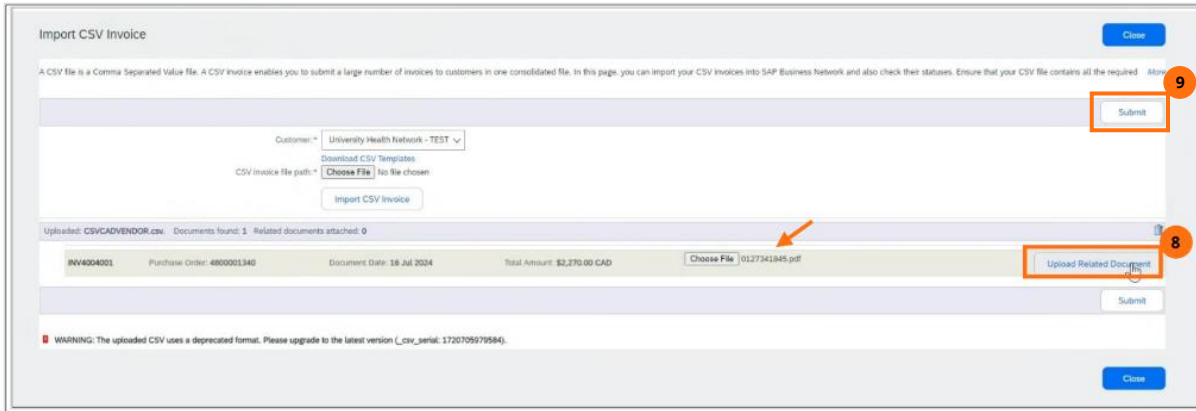
5. Once the file path is shown, click **Import CSV Invoice**.



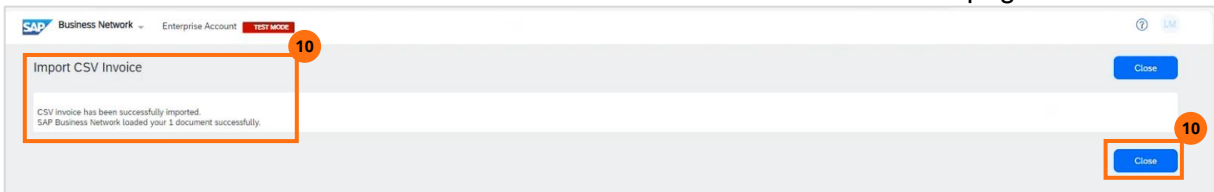
6. The CSV invoice will populate. You must attach the supplier invoice to each invoice listed on the template.
7. Click **Choose File** on the invoice line to attach the according supplier invoice.



8. The file will populate. Click **Upload Related Document** to attach the supplier invoice. Repeat this step for all invoices listed on the CSV template.
9. When all supplier invoices are attached, click **Submit** to complete the upload.



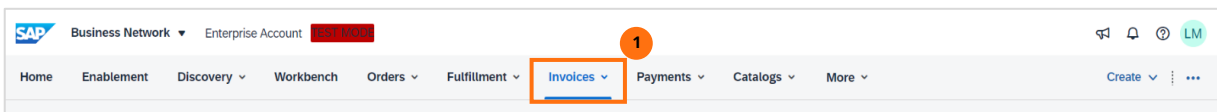
10. A confirmation message indicates the CSV invoice has successfully imported into the SAP Business Network. Click **Close** to exit and return to the home page.



TRACKING CSV INVOICE STATUS

Checking Invoice Status in the SAP Business Network.

1. From the **SAP Business Network** home page, click on the **Invoices** tab.



2. You will see a listing of all the invoices you have sent. Each invoice number is a link to open and view that invoice.
3. There are two status types provided:
 - a. **Routing Status:** show the routing status of the invoice through the SAP Business Network to UHN.
 - b. **Invoice Status:** shows the status of the invoice itself specifically through its payment process.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status ^a	Invoice Status ^b	From address	Actions
INV454	University Health Net work - TEST		Jul 15, 2024	\$5000 USD	Acknowledged	Approved		...

INVOICE STATUS DEFINITIONS

Status Types	Routing Status	Invoice Status
Obsoleted	You canceled the invoice.	
Failed	The invoice failed to meet the UHN invoicing rules as set within their SAP Business Network account.	SAP Business Network experienced a problem routing the invoice.
Queued	SAP Business Network received the invoice from a suppliers Network account but has not sent it to the UHN network account.	
Sent	SAP Business Network sent the invoice to UHN Ariba Network account. The invoice is awaiting download into Ariba Buying and Invoicing.	UHN has received the invoice.
Acknowledged	The invoice has been sent from the UHN network account into Ariba Buying and Invoicing.	
Rejected		UHN has rejected the invoice. If UHN subsequently accepts the invoice or approves it for payment, the invoice status will be updated to Sent indicating invoice was accepted.
Approved		UHN has approved the invoice for payment.

TROUBLESHOOTING CSV INVOICES

General Checks:

- 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 headers of the template sample are modified from its original state.
- 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 SAP Business Network. This is because the server may take some time to update the user interface (UI) screen. In case the supplier needs to refer to 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.

When is the problem occurring?	Uploading the file?	After the file is uploaded and invoices show a failed status?	After the file is uploaded and invoices show a rejected status?
	<p>The file itself does not meet the basic CSV requirements.</p> <p>You will see specific error messaging on the screen to help identify which field needs to be reviewed/changed.</p>	<p>The invoices (as opposed to the file) failed the invoice rule validation.</p> <p>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.</p> <p>Check the History tab on the individual invoice to see which rule was violated and caused the invoice to fail.</p>	<p>The invoices passed .csv validation and SAP Business Network validation but were rejected by Customer (either by their invoicing system automatically or by an end user manually).</p> <p>Check the History tab on the individual invoice for additional details.</p>
Resolution	The problem within the file must be corrected and the entire file must be uploaded again – nothing was loaded from the CSV file.	The problem within the file must be corrected BUT only those invoices that failed need to be resent.	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.

SUPPORT

Please refer to the [UHN Supplier Information Portal](#)

APPENDIX A

CSV Template Fields	Mandatory Fields			Formatting
	PO	Non-PO	Credit Memo	
invoiceID_M	Yes	Yes	Yes	
invoiceDate_M	Yes	Yes	Yes	MM/DD/YYYY
orderID	Yes	No	No	Enter PO number
SupplierOrderInfo	No	Yes	No	
purpose_M	Yes	Yes	Yes	
lineItemType_M	Yes	Yes	Yes	

isTaxInLine_M	Yes	Yes	Yes
isDiscountInLine_M	Yes	Yes	Yes
originalInvoiceNumberReference	No	No	Yes
originalInvoiceDate	No	No	Yes
remitToName_M	Yes	Yes	Yes
remitToStreet_M	Yes	Yes	Yes
remitToCity_M	Yes	Yes	Yes
remitToState_M	Yes	Yes	Yes
remitToPostalCode_M	Yes	Yes	Yes
remitToCountry_M	Yes	Yes	Yes
supplierTaxID_M	Yes	Yes	Yes
fromName_M	Yes	Yes	Yes
fromStreet_M	Yes	Yes	Yes
fromCity_M	Yes	Yes	Yes
fromState_M	Yes	Yes	Yes
fromPostalCode_M	Yes	Yes	Yes
fromCountry_M	Yes	Yes	Yes
soldToEmail	No	Yes	No
shipToName_M	Yes	Yes	Yes
shipToStreet_M	Yes	Yes	Yes
shipToCity_M	Yes	Yes	Yes
shipToState_M	Yes	Yes	Yes
shipToPostalCode_M	Yes	Yes	Yes
shipToCountry_M	Yes	Yes	Yes
shipFromName_M	Yes	Yes	Yes
shipFromStreet_M	Yes	Yes	Yes
shipFromCity_M	Yes	Yes	Yes
shipFromState_M	Yes	Yes	Yes
shipFromPostalCode_M	Yes	Yes	Yes
shipFromCountry_M	Yes	Yes	Yes
NetpayInNumberOfDays	Yes	No	No
DiscountpayInNumberOfDays	No	No	No
DiscountPayPercentage	No	No	No
ServiceDescription	No	No	No
taxExchangeRate	No	No	No
currency_M	Yes	Yes	Yes
comments	No	No	Yes
invoiceLineNumber_M	Yes	Yes	Yes
lineReferenceNumber	No	No	No
supplierPartID	No	No	No
quantity_M	Yes	Yes	Yes

unitOfMeasure_M	Yes	Yes	Yes
unitPrice_M	Yes	Yes	Yes
itemDescription_M	Yes	Yes	Yes
classification	Yes	No	No
serviceEntryDate	No	No	No
serviceEntryID	No	No	No
serviceLineNumber	No	No	No
serviceStartDate	Yes	Yes	No
serviceEndDate	Yes	Yes	No
lineDiscountAmount	No	No	No
Linecomments	No	No	No
punchinItemFromCatalog_M	Yes	Yes	Yes
lineTaxCategory	No	No	No
lineTaxPercentageRate	No	No	No
lineTaxDescription	No	No	No
lineTaxAlternateCurrency	No	No	No
lineTaxCurrency	No	No	No
summaryShippingAmount	No	No	No
summaryInvoiceDetailDiscountAmount	No	No	No
summarySpecialHandlingAmount	No	No	No