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2019-11

Ariba Network guide to invoicing
Ariba Network

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Content

Introducing Ariba Network invoicing

Ariba Network invoicing

Ariba Network is a hosted service that enables a company to form relationships with their suppliers and conduct order and invoicing transactions over the Internet. Buying organizations use Ariba Network to find suppliers from which they want to purchase products or services and invite suppliers to form trading relationships. After a supplier has been enabled on the Ariba Network, the buying organization can view any public catalogs the supplier has created or receive customer-specific catalogs from their suppliers. Buyers can then place orders, and suppliers in turn can create order-based invoices.

If the buyer allows, suppliers can also create invoices that are not based on a purchase order or enable a supplier to punch into the buyer's invoicing system to create contract-based invoices.

Buyer customers use one of the following invoicing solutions to connect to the Ariba Network:

- An SAP Ariba cloud solution: SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management
- An SAP Ariba on premise solution: Ariba Buyer with the Ariba Invoice module
- Ariba Invoice Automation, which connects an external ERP to the Ariba Network to exchange cXML documents via one of the supported Ariba Network adapters.

Through Ariba Network, buyers and suppliers can seamlessly integrate their invoicing processes on a single network.
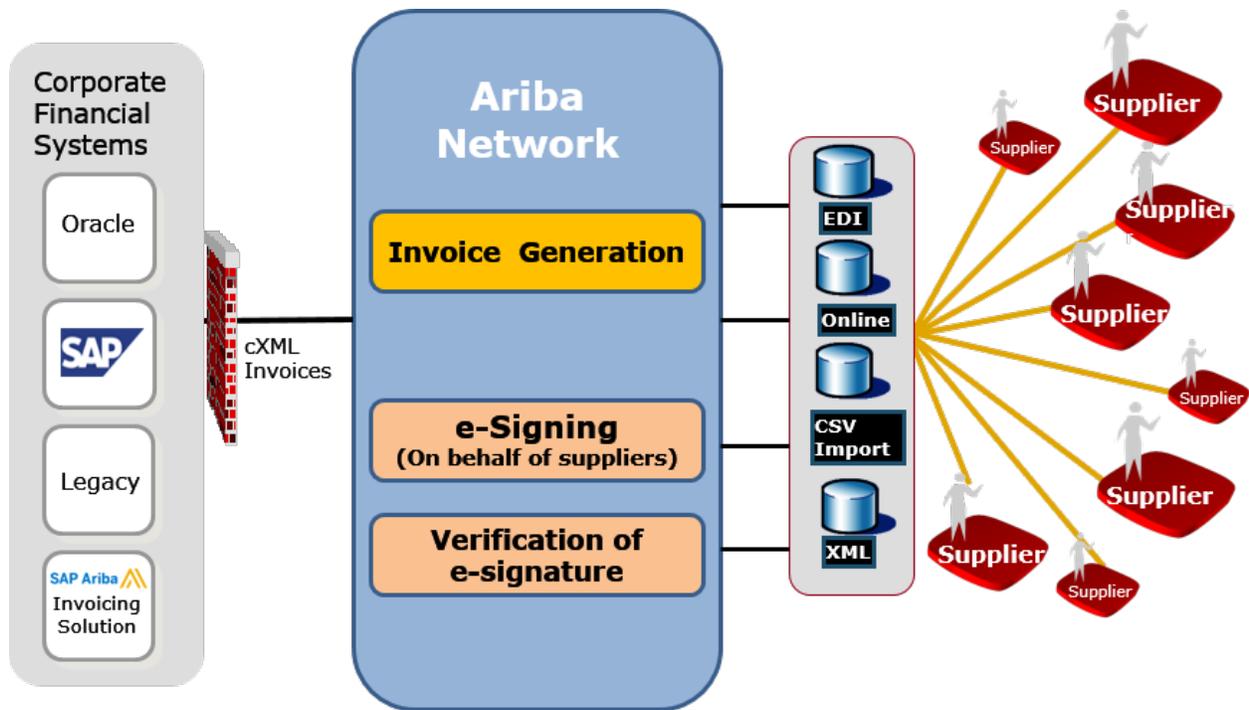
Figure 1: e-Invoice: architecture and services

Suppliers can either create invoices online in their Ariba Network account or submit them electronically from their external system via cXML or EDI. If suppliers create invoices online, then the account administrator can assign specific roles to users that allow them to view purchase orders and create invoices.

All invoices regardless how they are submitted to Ariba Network are validated against the specific buyer's invoicing rules. Invoices that fail that validation are rejected. Only after they are accepted by Ariba Network are they then digitally signed (if required based on the From and To country on the invoice).

Once the invoices are validated and signed, they are downloaded to the buyer's invoicing system for review and approval. If the buyer finds a discrepancy (e.g. between the expected and actual tax amount or a line item invoice to purchase order mismatch) they can then dispute or reject the invoice and require the supplier to resubmit a corrected invoice.

Related Information

Ariba Network user permissions [page 12]

SAP Ariba security practices

The SAP Ariba solution components support general commercial good security practices that ensure confidentiality, security and integrity of the business system. SAP Ariba's current audit report is the WebTrust (http://www.webtrust.org ➦) seal. SAP Ariba is audited against this standard every six months by an external independent auditor for its cloud solutions including the Ariba Network.

The certification provides reasonable assurance that, based on the AICPA/CA Trust Services Criteria for Security Confidentiality, Availability and Processing Integrity Criteria:

- the systems are protected against unauthorized access (both physical and logical);
- the systems are available for operation and use as committed or agreed;
- the system processing is complete, accurate, timely and authorized;
- information designated as confidential is protected as committed or agreed; and
- SAP Ariba has complied with its commitments regarding security, availability, processing integrity, and confidentiality.

SAP Ariba ensures the integrity of invoice data transmitted between Ariba Network and the SAP Ariba invoicing solutions through Transport Layer Security (TLS).

Invoicing prerequisites

The enablement for invoicing in Ariba Network is a buyer-driven process that follows these steps:

1. If the supplier does not have an account on the Ariba Network, they either create an account in Ariba Network or take ownership of an account that the buyer has pre-enabled for them. No matter how a supplier starts using the Ariba Network resources, they first must register and accept the Terms of Use. Acceptance of the Terms of Use is required for all users of a supplier account, regardless if they are the account administrator or a user of the supplier company granted access to the account.
The Terms of Use for suppliers is available for review on http://supplier.ariba.com on the bottom of the page.
2. The supplier and buyer establish the trading relationship.

> i Note
>
> Steps 1 and 2 are recorded with a date ("Network TC Acceptance Date" and "Relationship Status-Last Update") and can be downloaded as part of the buyer side "Supplier Account History" report.

3. The buyer configures their Ariba Network account to accept invoices from the supplier and specifies specific invoice rules that the supplier-submitted invoices must adhere to. By default, these rules govern invoices from all suppliers, however buyers can override these rules for specific groups of suppliers or by country.
4. The supplier reviews the buyer-specific invoice rules under "Customer Relationships" details in the supplier account.

Invoice rules

Buyers must specifically allow authorized suppliers to create invoices using the Ariba Network user interface or to transmit them from their own back end system through the Ariba Network. If a buyer has disabled the invoicing feature for some suppliers, then those suppliers will not have access to the invoicing functionality when reviewing the buyer's purchase orders and they will not be able to enter non-PO invoices for those buyers. If attempts are made by a supplier to send automated invoices using cXML or EDI, those invoices will be automatically rejected.

After a supplier is authorized to send invoices electronically to a buyer, those invoices will be validated against the buyer's configured invoice rules. The rules established on the Ariba Network require that suppliers and buyers exchange invoices and invoice status updates that contain the specific content for a wide range of requirements, including VAT compliance. When a supplier user creates invoices in the Ariba Network user interface, the fields and

validations available to them on the user interface are controlled by the invoice rules that the buyer has configured. If they send invoices through cXML or EDI, the same invoice rules apply and invoices that don't fulfill the specific criteria set forth by the invoice rules will be rejected.

Testing the invoice process

Test accounts are free Ariba Network accounts that allow buyers and suppliers to test purchase order and invoice exchange (routing, creation, and processing). These test accounts enable transaction partners to send and receive test purchase orders and invoices without the risk of actually shipping products or disrupting production transactions.

Test accounts provide a safe way for new and existing buyers and suppliers to exercise Ariba Network. New buyers typically spend several days testing their procurement systems and Ariba Network configurations. Similarly, new suppliers spend several days testing their order receiving system and Ariba Network configurations. Buyers and suppliers also use test accounts when testing their new trading relationships.

Both buyers and suppliers use test accounts, not production accounts, for this testing. When they are confident that the purchase order and invoice processes are working, they switch from their test accounts to their production accounts.

To perform testing, buyers and suppliers must coordinate with each other. Both buyer and supplier must use either test accounts or production accounts; the two types will not communicate with each other.

For more information on test accounts, see the topic "Using Test Accounts in Ariba Network" in the **Product Documentation > For Administrators** section of the Learning Center.

Ariba Network invoicing—buyer's perspective

After a trading relationship has been established with a supplier in Ariba Network, buyers can download catalogs from their suppliers and then use their procurement application to generate purchase orders. Procurement applications send purchase orders to Ariba Network, which either stores them for suppliers to pick up or routes them to suppliers through one of several protocols. Suppliers can respond with order confirmations, ship notices, and invoices.

It is the buyer's responsibility to allow invoicing by setting invoice rules. By enabling the appropriate invoice rules, buyers can allow suppliers to:

- Create standard invoices against purchase orders.
- Create non-PO invoices and credit memos.
- Create invoices against contracts by accessing the customers' contract collaboration sites.

Ariba Network automatically routes purchase orders to suppliers through cXML, email, fax, or EDI. Working with an SAP Ariba representative, buyers can also customize the Ariba Network supplier user interface to allow suppliers to upload invoices in CSV (comma-separated value) format. Suppliers specify their preferred order routing method, and Ariba Network takes care of the format, protocol, and delivery details.

Related Information

Viewing invoices

While buyers can view their suppliers' invoices in their Ariba Network online Inbox, most buyer users review and approve the invoices in their own invoicing solution. Generally, an account administrator might need to review invoices that for some reason cannot be downloaded to the buyer's invoicing solution and then resend stuck invoices after resolving the issue.

The **Invoices** section of the Inbox shows details about each invoice, including columns showing the invoice routing method, origin, and source document (or order type). The transactions list can be configured to show failed invoices, show or hide columns, group transactions by column, export tables to spreadsheet applications such as Microsoft Excel, and control the number of transactions displayed (the default is 100).

Buyer users can also use the cXML Viewer at https://service-2.ariba.com/Buyer.aw/ad/displayInvoice to upload a file containing the cXML invoice to generate a human-readable representation of the actual invoice data.

Editing invoices sent from an Invoice Conversion Service

SAP Ariba invoice conversion services (ICS) solutions facilitate conversion of paper invoices to an electronic format using a process that includes validation. An invoice conversion service provider receives paper invoices on behalf of the buying organization and converts them to an electronic format for posting to Ariba Network. Invoices sent from such service providers are labeled `ICS Paper Invoices` in the Ariba Network inbox.

Buyers who subscribe to an ICS solution can edit and resubmit unassigned invoices on Ariba Network. An unassigned invoice is an ICS invoice with an unknown supplier, which means Ariba Network either did not find a purchase order matching the invoice or cannot verify the supplier ID.

Buyers can also edit and resubmit ICS invoices rejected by their Ariba Network invoice rules or by their invoicing application.

Ariba Network invoicing—supplier's perspective

Suppliers in Ariba Network have two options for generating electronic invoices:

- manually, using the Generate Invoice feature provided in Ariba Network
- programmatically, using cXML or EDI

To generate invoices manually, suppliers do not need to do any special setup once buyers are prepared to receive invoices. Suppliers can generate invoices and credit memos online in their Ariba Network account, or use their own systems to generate cXML or EDI invoices and route them through Ariba Network. To generate invoices programmatically, suppliers must work with buyers to understand their special requirements for invoice

configuration. Also, suppliers must ensure that the date format conforms to the ISO 8601 standard supported by Ariba Network.

For more information about supplier account configuration for cXML or EDI, see the *Configuring document routing* topics in the supplier's help center.

Invoice routing methods

Suppliers must configure their Ariba Network account to choose the routing method for invoices. The account administrator or users with the cXML Configuration permission (only for suppliers using cXML), or the Transaction Configuration permission can set routing methods for invoices.

EDI order routing requires activation by SAP Ariba Customer Support.

Payment remittance options include online (through the Ariba Network Inbox), cXML, or email.

Ariba Network user permissions

Supplier organizations who are authorized to send invoices from their Ariba Network account can enable their users with the following permissions for invoice transactions:

Permissions	Allows users to...
Inbox Access	Work with documents in the Inbox. This includes reviewing purchase orders, generating one-time purchase order reports, creating order confirmations and ship notices, reviewing Inbox notifications, and downloading transaction audit report. Grants access to this area: **Inbox**
Outbox Access	Work with documents in the Outbox. This includes reviewing invoices including invoices eligible for auction, canceling invoices, generating one-time invoice reports, and searching for specific invoices. Grants access to this area: **Outbox**
Invoice Generation	Create invoices against purchase orders routed to Ariba Network, against purchase orders not routed to Ariba Network, and/or against contracts. Customers can enable any or all of these invoicing types. Grants access to this area: **Outbox > Invoices** A user assigned to this role must also have a relationship with a customer that accepts invoices. To assign this permission, the user must also have Inbox Access and Outbox Access permissions.

Permissions	Allows users to...
Contract Access	Access the SAP Ariba invoicing site for customers that support it, and review contracts and create invoices against contracts. Grants access to this area: ▶ Inbox ❭ Contracts ❭ To assign this permission, you must also assign the Inbox Access permission.
Transaction Configuration	Configure the account for electronic transactions. This includes specifying requirements and/or preferences for routing and responding to purchase orders, order request messages, cancel orders, order response documents, and invoices. Grants access to these areas: ▶ Account Settings ❭ Electronic Order Routing Account Settings ❭ Electronic Invoice Routing ❭
Routing Overrides	Override document routing method settings for incoming documents by the buying organization or customer group. This permission is available for Business, Integrated, and Enterprise Package Members only. Grants access to this area: ▶ Account Settings ❭ Customer Relationships ❭ (**Override Routing** link only) To assign this permission, the user must also have the Customer Administration permission.
cXML Configuration	Configure the SAP Ariba account for cXML transactions, including specifying the cXML version supported, the authentication method, profile URL, punchOutSetupRequest URL, and pricing updates. Grants access to this area: ▶ Account Settings ❭ Electronic Order Routing ❭ cXML Setup ❭ Note: Users also need the Transaction Configuration permission to access this area.
Invoice Report Administration	Create, delete, modify, run, and download invoice reports. Grants access to this area: **Reports** (invoice report type only)

Invoice creation process

Use the following diagram to understand the workflow of how an invoice is created and then managed by Ariba Network, the supplier, and the buyer throughout its lifecycle:

1 Supplier Creates Invoice
- ➤ *Supplier posts cXML, CSV, or EDI*
- ➤ *Supplier generates invoice online*

2 Ariba Network Validates
- ➤ *Ariba Network converts to cXML , validates data*
- ➤ *Notifies supplier in case of error*
  - ➤ *Supplier reviews, corrects, resubmits*
- ➤ *Invoice is signed digitally (if required)*

3 Buyer Receives Invoice
- ➤ *Buyer begins invoice reconciliation process*
- ➤ *Buyer sends status to Ariba Network*

4 Supplier Reviews Invoice
- ➤ *Supplier reviews status updates*
- ➤ *Supplier makes corrections as needed*

5 Ariba Network Provides Invoice
- ➤ *Supplier downloads invoice and archives*
- ➤ *Invoice stored in buyer's archive*

Figure 2: High-level invoice creation process

1) Supplier creates invoice

A supplier creates an invoice in one of two ways:

- by posting a cXML (via HTTPS) or EDI message (via VAN or AS2), at which point the invoice data is directly transmitted to the Ariba Network, or
- by logging in to their Ariba Network account and then using the Generate Invoice feature to create an online invoice form (PO Invoice, Non-PO Invoice or Credit Memo). Alternately, a supplier can upload a CSV file with invoice data.

2) Ariba Network validates invoice

Ariba Network processes the invoice as follows:

- The invoice data is converted into cXML; Ariba Network validates it using buyer-specified and standard rules.
- If the invoice fails validation [page 16], it is rejected and Ariba Network sends an email notification to the supplier.
- Supplier reviews errors, corrects invoice data and then resubmits.
- If required, Ariba Network electronically signs the invoice and stores the signature along with a verification protocol.
- The invoice is made available for download or is pushed to the buyer's system.

3) Buyer receives invoice

The buyer manages the invoice within their invoicing solution as follows:

- The buyer receives (or downloads) the invoice and begins the process of invoice reconciliation.
- If errors occur, the **Invoice History** page displays the status and reason.
- Ariba Network tracks and logs status changes and sends notifications to the supplier.

4) Supplier reviews invoice status

Based on the result of the invoice reconciliation, the supplier manages the invoice in Ariba Network as follows:

- The supplier reviews status updates.
- In case of errors, the supplier corrects invoice data, which might result in credit notes and /or new invoices.

5) Ariba archives invoice

After successful completion of the invoice reconciliation process, the invoice is scheduled for payment. Next, Ariba Network manages the invoice as follows:

- If configured, the buyer and supplier can archive their invoices in ZIP format.
- Buyer and supplier can downloaded the archives manually or configure their Ariba Network account to deliver them automatically using HTTPS post.

Invoice validation

Ariba Network validates invoices according to the buyer-configured rules and rejects invoices that do not pass validation. Invoice validation depends on how a supplier generates invoices:

- Online—Ariba Network validates online invoices during data entry and displays onscreen messages for any errors that must be corrected. Ariba Network enforces validation of customer invoice rules by customizing the online display of editable and read-only content.
- cXML—Ariba Network validates cXML invoices against the cXML DTD to ensure proper format and syntax. If the invoice passes syntax validation, the supplier receives a cXML response with a 201 status. If the invoice fails validation, the supplier receives a 500 status and details of the errors. Then, Ariba Network validates them against the buyer's invoice rules.
- CSV—Ariba Network converts CSV invoices to cXML. Ariba Network will provide suppliers with the necessary templates for formatting CSV invoices. Ariba Network checks the CSV invoices against the buyer's invoice format during the import process. If the invoice does not have the proper format, Ariba Network issues a detailed error message. After successful import, Ariba Network converts the invoices to cXML and validates them against the buyer's invoice rules.
- EDI—Ariba Network validates EDI invoices against the ANSI X12 or EDIFACT standard. If the invoice passes validation, Ariba Network issues a positive Functional Acknowledgement. If the invoice fails validation, Ariba Network issues a negative Functional Acknowledgment with details of the errors. It then converts invoices to cXML and validates them against the buyer's invoice rules.

Buyers can use purchase order control keys to override invoice rules. For instance, buyers can use control keys to allow their suppliers to create invoices directly from service orders without a service sheet.

Suppliers can review the rules that have been specified by the buyer for invoice transactions in the **Customer Details** page of their Ariba Network account (**Customer Relationships** > **Customer Details**).

Additional resources about Ariba Network invoicing

For more information about Ariba Network and the invoicing features available to suppliers and buyers, refer to the following product documentation:

Available for buyer users:

- *Ariba Network buyer administration guide*
- *Ariba Network guide to invoice conversion*
- *Ariba Network cXML solutions guide*

Available for supplier users:

- *Account settings and profile configuration* topics
- *Configuring document routing* topics
- *Ariba Network cXML solutions guide*
- *Creating and managing invoices, credit memos, and debit memos* topics

Invoice creation

Creating invoices

Ariba Network supports the creation, validation, and routing of electronic invoices and credit memos. These invoices are detailed statements of products delivered or services rendered, and associated charges for one or more purchase orders or contracts. Ariba Network supports invoicing for material items (goods), general service items labor service items, and service items that require a service sheet.

See the following for more information:

- For information about invoicing rules, see Invoice rules [page 54].
- For more information on how invoicing rules affect the available fields in invoice forms, see Ariba Network invoice rules and fields [page 189].
- For suppliers: For information about how to create and manage invoices, see the *Creating and managing invoices* topics.

Types of invoices

Ariba Network supports the creation of the numerous types of invoices.

Invoice type	Description
Material	Also called purchase order-based, these are standard invoices routed through Ariba Network that do not contain any service lines (lines that require a service sheet).
Service	Another type of standard invoice, these are based on service sheets that suppliers create from service lines in service purchase orders routed through Ariba Network. Service sheets and service invoices can include both services and material goods.

Invoice type	Description
Lean Service	These are invoices routed through Ariba Network. A single invoice can be created for all the Lean Service line items in a purchase order.
Non-PO	These invoices reference purchase orders that were not routed through Ariba Network. Non-PO invoices also allow suppliers to invoice purchase orders that have expired and been deleted, or to generate an invoice that does not have a corresponding purchase order. Non-PO invoices can be issued to a buying organization even if the supplier doesn't already have an active trading relationship with the buying organization. In that case, the buyer provides the supplier with buyer customer code to allow sending a non-PO invoice (quick enablement through invoice).
Credit memo	A credit memo represents an amount owed to a buyer by a supplier, typically from an earlier transaction such as a purchase order or a contract invoice. The amount due is a negative number. There are four types of credit memos: PO-based header level credit memos, PO-based line-level credit memos, non-PO credit memos, and dynamic discounting credit memos. Line-level credit memos can be based on a change in quantity or a price adjustment (price decrease).
Line-level debit memo	Line-level debit memos represent an amount owed to a supplier by a buyer from an earlier transaction. Line-level debit memos are always due to a price adjustment (price increase).
Blanket purchase order based	A blanket purchase order (BPO) is a type of contract that buyers create that forms an agreement to spend a specific amount with a supplier for critical items or services. If the blanket purchase order is used to purchase specific items (item level BPO), and the customer has not enabled their invoicing site or the BPO for collaborative invoicing, then suppliers can create an invoice directly from the BPO the same way as they can from a regular purchase order. If the BPO is a catalog, supplier level or commodity contract, and the buyers are either not using an SAP Ariba invoicing solution, or are using an SAP Ariba invoicing solutions for which collaborative invoicing has been disabled, then suppliers can view the BPO, but must create a non-PO invoice with the contract ID as reference to invoice against the BPO.
Contract-based	A buying organization using an SAP Ariba invoicing solution can allow collaborative invoicing for suppliers. In that case, suppliers punch in to the buyer's invoicing solution to either create the entire invoice in the buyer's invoicing site, or they punch in to retrieve the contract information and add items from the contract to the invoice, but finalize the invoice in and submit the invoice from the Ariba Network - just as a standard invoice. If suppliers create the entire invoice in the buyer's invoicing site, Ariba Network compliance rules do not apply, since the supplier is subject to the invoicing processes and rules configured for the buyer's invoicing solution.
Self billing	Ariba Network can automatically transmit self-billing invoices to suppliers and buyers based on data in purchase orders, scheduling agreements, and goods receipts using an automated process.

Invoice compliance for contract-based invoices

This feature is only available to buying organizations that use either SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management as their invoicing solution. In addition, buyers must configure their invoicing solutions and their Ariba Network account to allow suppliers to create compliant contract invoices.

This feature is also available as an optional add-on to buyers using Ariba Invoice Automation. In that case, contract agents use the SAP Ariba site to define the contracts, and suppliers punch in to the contract site to retrieve information about the contract and add items from the catalog to the invoice, but the invoice is routed directly to the buyer's ERP system.

Invoice Compliance for Contract-based Invoices allows suppliers to create contract-based invoices on the Ariba Network:

- Suppliers initiate and finish a contract-based invoice on Ariba Network using an already familiar user interface and process.
- Suppliers access the buyer's invoicing site transparently to retrieve the contract and add items from the catalog.
- The appropriate invoice rules are applied when the invoice is submitted to ensure that the final invoice complies with the buyer's invoicing rules. This means errors on invoices are detected before the buyer receives the invoice, which facilitates improved electronic invoice and payment processing.
- For countries that require a digital signature, the invoice is digitally signed if the buyer account has been enabled for digital signing.

Workflow overview for SAP Ariba Buying and Invoicing and SAP Ariba Invoice Management

The following describes the workflow between suppliers on Ariba Network and the buyer's SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management site:

1. Suppliers initiate the contract-based invoice creation from Ariba Network by selecting the customer for which they are creating the contract-based invoice. If the customer has multiple procurement applications, they select the business unit address whose contracts they want to access by the Bill To address ID and the contact person.
2. Ariba Network automatically transfers the supplier user to the buyer's SAP Ariba invoicing site, where the supplier user selects the contract and enters the invoice number, invoice date, and the **Sold To Email** (email of

person who requested the goods or services). Depending on the contract specification, the **Sold To Email** address might be defaulted from the contact person on the contract.

3. The supplier user is then returned to the familiar **Create Invoice** page to enter additional invoice header information.
4. To add items to the invoice, the supplier user is again transferred to the buyer's SAP Ariba invoicing site to select the items from the catalog. If allowed, they can also add non-catalog items.
5. Depending on the contract configuration, the supplier might enter accounting information.
6. The line items are validated against the contract line items, and the contract's pricing terms are applied. If any discrepancies are found, the supplier receives an error message to correct the information.
7. The supplier user is returned to Ariba Network.
8. To make changes to the items on the invoice, the supplier user is transferred back to the buyer's SAP Ariba invoicing site. If allowed, the supplier user can change the unit price on the invoice. This effectively overrides the pricing terms defined in the contract for the item. For example, if a catalog level contract is defined with a 10% discount for all items, and the supplier changes the unit price of an item on the invoice, that price will be the final price used on the invoice.
9. On theAriba Network, the supplier user completes the invoice by adding other header fields and adds any comments, attachments, tax, shipping or special handling line items either at the invoice header or at the line item level.
10. The supplier user can always return to the buyer's site to retrieve additional items, change a contract header fields such as the **Sold To Email**, or edit or delete existing line items on the invoice. They can also change the contract, which effectively deletes the current invoice and starts a new invoice.
11. When the supplier submits the invoice, Ariba Network does a final validation against the buyer's invoicing rules and sends the invoice to SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management.
12. In SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management, the invoice is reconciled and then approved for payment if no invoice exceptions are found or all invoice exceptions are resolved.

Workflow overview for Ariba Invoice Automation with SAP Ariba Contract Invoicing

1. Suppliers initiate the contract-based invoice creation from Ariba Network by selecting the customer for which they are creating the contract-based invoice.
2. Ariba Network transfers the supplier user to the buyer's SAP Ariba Contract Invoicing site, where the supplier user selects the contract, enters the invoice number and invoice date, and specifies the requester (person whom the services or goods were sold to). Depending on the contract specification, the requester might be defaulted from the contact person on the contract.
3. The supplier user is then returned to the familiar **Create Invoice** page to enter additional invoice header information.
4. The supplier user selects the line items to be invoiced from the catalog. If allowed, they can also add non-catalog items.
5. Depending on the contract configuration, the supplier might enter accounting information.
6. The line items are validated against the contract line items and the contract's pricing terms are applied. If any discrepancies are found, the supplier receives an error message to correct the information.
7. The supplier user is returned to Ariba Network.
8. If allowed, the supplier user can change the unit price on the invoice. This effectively overrides the pricing terms defined on the contract for the item. For example, if a catalog level contract is defined with a 10%

discount for all items, and the supplier changes the unit price of an item on the invoice, that price will be the final price used on the invoice.

9. On Ariba Network, the supplier user completes the invoice by adding other header fields as well as any comments, attachments, tax, shipping, or special handling line items either to the invoice header or on line item level.

10. The supplier user can always return to the buyer's SAP Ariba contract invoicing site to retrieve additional items or to edit or delete existing line items on the invoice.

11. When the supplier submits the invoice, Ariba Network does a final validation against the buyer's invoicing rules. If the invoice passes the validation rules, it is digitally signed (if required) and sent as a cXML invoice to the buyer's ERP system.

Self-billing invoices

Ariba Network can automatically transmit self-billing invoices to suppliers and buyers based on data in purchase orders, scheduling agreements, and goods receipts using an automated process called Evaluated Receipt Settlement (ERS). The buyer creates a self-billing invoice in an external business system and sends it to the supplier over Ariba Network.

The ERS/self-billing process supports the following features:

- An agreement is presumed to exist outside Ariba Network between buyer and supplier approving the usage of ERS/self-billing.
- The buyer transfers ERS/self-billing data from the ERP system to Ariba Network and makes sure all country-required mandatory content is included on self-billing documents.
- If applicable, the Ariba Network adds country-specific signatures to the cXML self-billing document based on the supplier's location (country) and optionally creates a human-readable PDF based on the cXML data.
- A self-billing invoice is labeled "Self-Billing" in the user interface and in the human-readable PDF.
- Ariba Network sends signed self-billing invoices to the buyer's account.
- Ariba Network sends signed self-billing invoices to the supplier's account and notifies that supplier.
- Suppliers can download self-billing invoices through their network accounts or optionally configure their accounts to receive them through email.
- ERS/self-billing is available for the following countries: Australia, Austria, Belgium, Czech Republic, Denmark, France, Germany, Greece, Hungary, Italy, Netherlands, Poland, Romania, Slovakia, Spain, Sweden, Switzerland, UK, and USA.
- Based on the buyer's and supplier's configuration, self-billing documents optionally can be archived using the Ariba Network long-term document archiving feature.

Prerequisites

To use this feature, a buyer must have an ERS/self-billing agreement in place with a supplier.

Limitations

Suppliers: This feature is not supported for supplier organizations that have the standard account capability enabled.

Workflow for self billing

The following describes the workflow for a self-billing process:

1. The buyer and supplier enter a written agreement on ERS/self-billing.
2. The buyer creates an order with the ERS flag in the buyer's ERP, which sends the order to the supplier on Ariba Network.
3. Optionally, the supplier sends an order confirmation to the buyer.
4. Optionally, the supplier sends a ship notice to the buyer.
5. Outside Ariba Network, the supplier ships material or provides services to the buyer.
6. The buyer creates a goods receipt in the ERP.
7. The buyer creates a self-billing invoice in the ERP, which sends it to Ariba Network.
   Ariba Network makes the self-billing invoice available to the supplier through the user interface, cXML, and PDF.
8. Optionally, the buyer and supplier can archive the self-billing invoice.
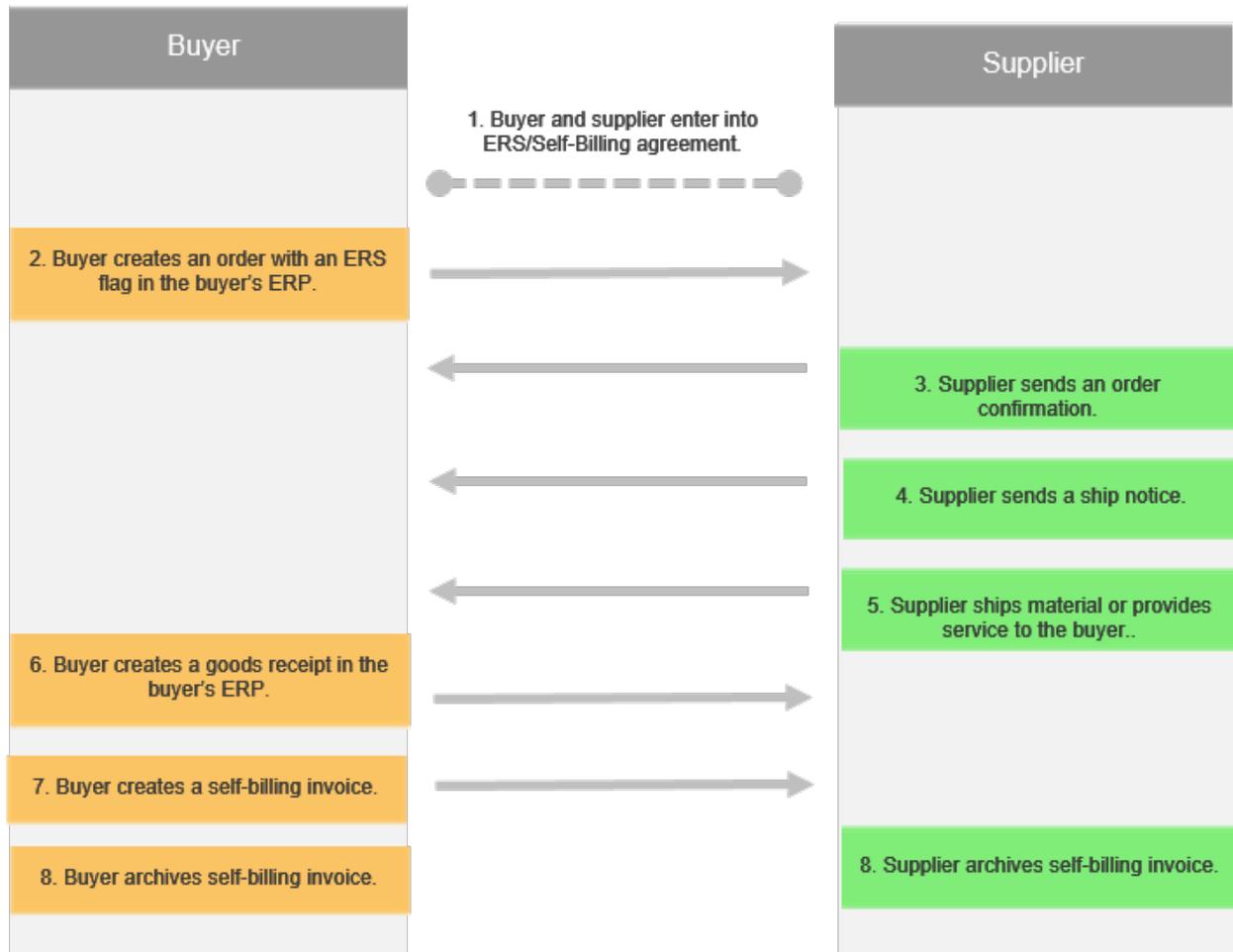
Figure 3: Workflow process for self billing

Invoice creation process

The following diagram shows the invoice creation process and interaction between the supplier, buyer, and Ariba Network:
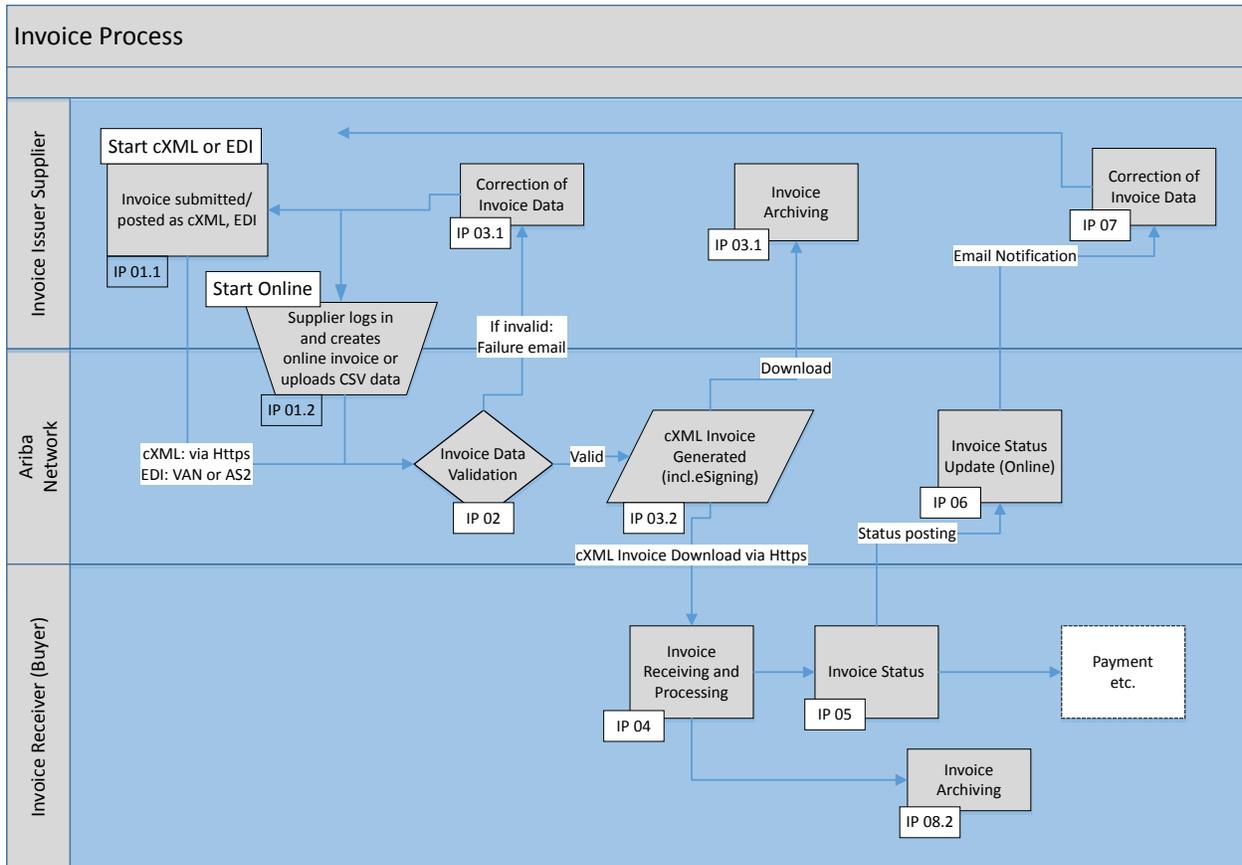
Figure 4: Invoice creation process

Process point	What happens	Related information
IP 01.1	Supplier posts a cXML (via HTTPS) or EDI message (via VAN or AS2) - the invoice data is directly transmitted to the Ariba Network without human intervention.	• Standard invoice field reference [page 169]
IP 01.2	Supplier logs into their account and uses either the online invoice entry form to create a PO-based invoice, a service invoice, a non-PO invoice, or a credit memo; or uploads a CSV file with invoice data.	• Standard invoice field reference [page 169]

Process point	What happens	Related information
IP 02	Invoice data is converted into a cXML invoice message and validated on the Ariba Network against the invoice rules defined by the buyer for the supplier, supplier group, or invoice country of origin: • If invalid data is received the invoice is rejected and an email is sent to the supplier. • If the data passes all validations, the invoice creation process continues with step IP 03.2.	• Invoice rules [page 54] for a list of available invoice rules and recommendations for their configuration • Foreign currencies [page 27] • Invoice addresses and validation [page 26] • Value-added tax (VAT) compliance features [page 29]
IP 03.1	Supplier reviews the error message and corrects the invoice data, for example by resubmitting online created invoices. Suppliers can edit a failed or rejected invoice and resubmit it to the buyer for approval instead of going through the PO flip process and re-entering data.	• Supplier product documentation (*Creating and managing invoices, credit memos, and debit memos* topics)
IP 03.2	Ariba Network electronically signs the invoice and stores the signature along with a verification protocol. At this point the invoice is considered issued as a formal legal document and neither suppliers nor buyers can modify the invoice.	• Invoice dates and date of issue [page 26] • Invoice creation [page 17]
IP 04	The buyer ERP system receives or downloads the invoice and reconciliation occurs. If there are technical errors, the reason and status is available in the invoice history and notifications are sent to the supplier.	• Invoice history [page 28] • Notification framework [page 27] • Overdue documents [page 26]
IP 05	The buyer ERP system sends the result of the invoice reconciliation back to the Ariba Network to update the invoice status, including comments from the invoice reviewer.	• Routing statuses [page 185] • Document statuses [page 186] • Invoice history [page 28]
IP 06	Ariba Network tracks and logs the status change and may send email notification to the supplier.	• Notification framework [page 27]
IP 07	Supplier reviews status updates. If there are discrepancies or errors detected as a result of the buyer's invoice reconciliation process, the supplier might have to correct the invoice by either submitting a credit memo or creating a new invoice.	• Supplier product documentation (*Creating and managing invoices, credit memos, and debit memos* topics)

Process point	What happens	Related information
IP 08.2	Buyers and suppliers downloads the signed invoices and move them into their archives	• Invoice archival options and delivery [page 35]

General invoice creation compliance features

Invoice dates and date of issue

In some countries, the invoice is considered issued when explicit data-level methods have been applied for integrity and authenticity protection, for example, when the invoice is electronically signed. In such cases, receipt of the invoice by the buyer is not required to consider the invoice issued. In other countries, the invoice is considered issued only when it has become available to the buyer.

In Ariba Network, if digital signatures are applied to meet country-specific requirement, the point of invoice issue is the date and time of the invoice after the invoice has passed the business rules and after it has been digitally signed. The issue date, which is a timestamp on the document after it has been signed, is the date that matters in the parties' relationship with tax authorities. Upon issue, the invoice may no longer be disposed of or altered and both supplier and buyer are responsible for guaranteeing its integrity and authenticity until the end of the storage period.

The invoice date is the date that matters in the relationship between the buyer and the supplier. For example, payment terms calculations are generally based on the invoice date.

As a best practice, SAP Ariba recommends that suppliers set the current date as the invoice date. Buyers can mitigate the risk of a different issue and invoice date by setting the rule **Allow invoices to be back-dated the specified number of days** to zero, which means that Ariba Network will reject any invoice with an invoice date earlier than the current date. However, this might not be practical depending on the supplier's backend system integration, where any significant delay in transmitting invoices might then mean that entire invoice batches are rejected by Ariba Network.

Overdue documents

For documents in the "Pending Queue" that Ariba Network has not been able to post or that were not downloaded to the buyer's invoicing system for more than three days, Ariba Network sends an email notification that lists the unacknowledged documents in an email attachment to the buyer. After the buyer has removed those documents from the pending queue, they can resend them either manually or automatically. Deleting a document from the pending queue does not delete it from Ariba Network, the document remains accessible in the Inbox.

Invoice addresses and validation

For invoice compliance, Ariba Network allows buying organizations to use invoicing rules to specify whether values must be provided for the following addresses: Sold To, Bill To, From, Ship To, Ship From, and Remit To.

Ariba Network invoices support up to six standard addresses:

- Issued By (the From address)
- Customer (the Sold To address)
- Bill To
- Ship From
- Ship To
- Remit To

The Sold To and the Bill To addresses are usually the same, although Sold To is more important for VAT purposes. Buyers can require that Ariba Network validate whether Sold To information on invoices matches Bill To information on purchase orders (or Sold To information, if available). This rule applies only to invoices against a single purchase order.

Buyers can also use invoicing rules to configure multiple Sold To addresses with address details, optional associated VAT ID and/or Sold To Address ID. Buyers can then establish business rules that validate the Sold To on a supplier's invoice against the list of Sold To addresses & VAT IDs. Buyers can specify that only Name, ISO Country, and VAT ID are used to validate the Sold To address or that the complete address is used for validation.

Foreign currencies

Ariba Network checks to see if invoice data uses a currency that differs from the currency of the Ship To address. In that case, a second currency for tax amounts and for the exchange rate can be stored in the cXML invoice. Only one exchange rate is stored per invoice and therefore the same Ship To country must be used on each single invoice.

If Ship To details are provided at line item level, then as a best practice buyers and suppliers are advised to ensure that the country of the Ship To addresses and the Sold To address match on the purchase order or invoice.

The cXML invoice supports a currency conversion rate field. For online invoice entry it defaults to the exchange rate from a daily Bloomberg feed (the rates are gathered by Bloomberg from multiple pricing sources). The exchange rate is used to calculate the tax amounts in the local Ship To currency and is stored as a second value in the cXML invoice. As some tax authorities require that the exchange rate is to be retrieved from locally published rates, users can update the defaulted exchange rate.

Incoming invoice data (cXML, EDI or CSV) is validated if the tax information is specified in the currency of the Ship To information. If the tax information is specified at the invoice header level, and there are multiple Ship To countries at line item level, Ariba Network does not validate local tax currencies.

Notification framework

Ariba Network can send automatic notifications by email when certain events affect the supplier and buyer account. Users can use these notifications to monitor activities and debug problems with their account and transmitted messages.

Invoice notifications for suppliers (email and Outbox)

- An invoice is undeliverable or its status has been changed.

Invoice rejection reason banner for suppliers

- In the table of invoices in the supplier's **Outbox**, the invoice status is shown as Rejected for every rejected invoice. When the supplier opens any rejected invoice, a notice appears at the top of the **Invoice Detail** tab summarizing the reason for the rejection. If the invoice was rejected by a buyer's rule, the notice explains what the rule requires. If the buyer rejected the invoice manually, and wrote or chose an explanation for the rejection, the message shows the explanation. The supplier might then edit the invoice to comply with the buyer's rules or requests, and might resubmit the invoice.
- If the supplier tries to resubmit a credit memo, a message tells the supplier this is not allowed, and no response button appears in the banner.

Invoice notifications for buyers (email and Inbox)

An invoice has arrived or been updated by a supplier.

- Duplicate Invoice: A supplier sent multiple invoices with the same amount and date.
- (Email only) Pending Queue: The buyer has documents in their Inbox that Ariba Network has not been able to download to their system for more than three days.
- (via scheduled report) Failed Invoices: the reports contain information about failed or rejected invoices over a maximum range of one week. The buyer can generate a report daily, weekly, or for any week specified. The report includes the reasons why the invoices failed or were rejected

Invoice history

The **History** page of an invoice reports the key moments and statuses in the life cycle of the invoice, such as:

- Date the invoice data is received
- Timestamp for when the e-Signature and the From and To details are requested
- Signature timestamp
- Verification timestamp
- Buyer receipt timestamp.
    - cXML Invoice is pushed to the buying organization
    - cXML Invoice is added to the download queue (the buying organization uses a scheduled download)
- Confirmation of successful (or failed) receipt by the buying organization.
- Invoice status feedback (such as information, rejections, approval, payment status).

Each entry in the invoice history contains a comment explaining the action that was performed, an internal process and process ID that performed the change, and a timestamp. Depending on the action performed on the invoice,

the comments field can contain additional status information, for example if the buyer system detected a discrepancy between the purchase order and the invoice that led to an invoice exception.

The following shows some examples of information tracked in the invoice history comment field:

Sample Invoice Receiving and Signing Comments
The invoice was successfully received.
Digital signature is requested for this document with From country DE and To country DE
This document has been digitally signed.
This document has been digitally verified.

Sample Invoice Status Update Comments
The invoice status has been successfully updated to Processing by `<buyer>`
The invoice status has been successfully updated to Processing by `<buyer>`.
Description: Header Level Exceptions: Invoice Unmatched
Ariba Invoice is unable to match a purchase order to the invoice of amount _119.00 EUR.
The invoice status has been successfully updated to Approved by `<buyer>`.

Value-added tax (VAT) compliance features

Law reference for exempt trade

In most countries, a law reference and explanation is required for tax exempt trades. For example, in the EU invoices for all reverse charge trades need additional statements indicating that the liability for the payment of VAT is reversed to the recipients. In Ariba Network, suppliers use the **Tax Detail**, **Description**, and **Law Reference** fields in the invoice to capture the explanation and law references.

Support for 0% VAT tax rate

Suppliers who submit invoices in Ariba Network can indicate through the tax invoice entry field **Exempt Detail** if a zero percent VAT rate is zero-rated or exempt. Zero-rated goods or services are taxable, but the tax rate is zero. Exempt goods and services are exempt from taxation.

Buyers can control if **Exempt Detail** is a required or optional invoice field through an invoicing rule. To force suppliers to provide a reason for a zero percent VAT tax rate, buyers must enable the rule **Require explanation for zero-rate VAT**.

Fiscal (tax) representatives

When a supplier sells services or manufactured taxable goods in a country where they are neither established nor resident, they must appoint a fiscal representative who becomes jointly and severally liable for the supplier. In this

case, the fiscal representative's name and address must be included on the invoice. If the fiscal representative pays VAT in another EU member state, then their VAT identification number must also be included on the invoice. Ariba Network provides standard invoice fields to capture this information.

Non-domestic trade

For non-domestic trade scenarios, all fields required on invoices for trade between two EU countries (intra-EU trade) or for trade where at least one non-EU country is involved (cross-border trade) are available and covered by standard invoice fields.

In both intra-EU and cross-border trade, buyers may be required to comply with a range of country-specific requirements. SAP Ariba recommends seeking the advice of a local tax expert when engaging in either of these practices.

The requirements for each of these scenarios are generally as follows:

Intra-EU Trade: When products or services are sold from suppliers in one EU country to a buyer in a different EU country, the supplier uses a zero-rate VAT on the invoice if the buyer can provide a valid VAT ID. The buyer, in turn, must then declare local VAT associated with their acquisition of products or services to the appropriate tax authority (reverse charge) and can then reclaim this amount, provided all tax requirements for tax reclaim are met. If services are purchased, the supplier is also required to clearly note, on the invoice, that the tax liability is with the buyer.

While digital signatures are required for domestic trade, for intra-EU trade the requirements for digital signing are more ambiguous. Therefore, SAP Ariba takes a conservative approach and signs based on both countries - the From and To country.

Cross-Border Trade: Invoices can also be exchanged for cross border trade of products or services that occur either from a supplier in an EU country to a buyer in a non-EU country, or vice versa. From a VAT perspective it is however more important to document the cross-border delivery and receiving of goods or services—the invoice builds only one part of the documentation. In cases of product trade a customs declaration is required and appropriate taxes and customs fees for import/export must be paid.

VAT ID related rules

The table below displays the invoice fields that are impacted by VAT ID related Ariba Network invoices rules. Yes indicates that the field must always be provided; No indicates that the field is optional, but can be made required via invoicing rules or other conditions.

| Requirement for | Trade Type | | | Related Invoice Rules |
	Domestic	Intra-EU	Cross-Border	
Supplier VAT ID	Yes	Yes	No	- Require supplier's VAT ID. - Default Supplier VAT ID can be specified in Supplier Profile - Display text boxes for buyer and supplier VAT IDs in invoice headers.
Buyer VAT ID	Normally not, but some countries do	Yes	No	- Require customer's VAT ID. - Default Company VAT ID can be specified - Display text boxes for buyer and supplier VAT IDs in invoice headers. - Require your company's VAT ID only for intra-EU trade.
VAT Details	Yes	Yes	No	- Require suppliers to provide tax information in invoice headers or line items. - Require suppliers to provide VAT information in invoice headers or line items. - Require VAT details only for domestic and intra-EU trade. - Require explanation for zero rate VAT. - Require supply date when VAT is chosen as tax category.
VAT Amount in Local Currency	Yes	Yes	No	Require tax amounts in local currency

PDF copy of invoices

Ariba Network provides buyers and suppliers with a PDF copy of invoices, which is a fast and easy method to create human readable invoice copies in bulk if requested by a tax authority.

All EU countries and certain other countries require that taxable entities produce records in a human readable form for visual inspection to tax authorities within a reasonable time frame. The PDF invoice copy includes all invoice details as well as digital signature information. PDF invoice copy is an optional feature that requires enablement through SAP Ariba Customer Support.

The PDF rendering includes the text "**Copy of Invoice - Not A Tax Invoice**" to clarify to tax authorities, buyers, and suppliers that the cXML invoice remains the legal document.

The Ariba Network generates the PDF invoice copy in the language of the supplier's locale (which is the preferred language configured for the account administrator). The following languages are supported:

- Brazilian Portuguese
- Danish
- Dutch
- English
- French
- German
- Greek
- Hungarian
- Italian
- Japanese
- Korean
- Norwegian
- Polish
- Romanian
- Russian
- Simplified Chinese
- Spanish
- Swedish
- Traditional Chinese
- Turkish

> **i Note**
>
> If the supplier's locale is not supported for PDF invoice creation, Ariba Network creates the PDF invoice copy in English.

Suppliers can also create a PDF version of a submitted invoice in the Ariba Network. For more information, see Invoice PDF generation for suppliers [page 34].

PDF invoice copy availability

PDF invoice copies are available to suppliers and buyers as follows:

For suppliers

If enabled for PDF invoice copy, suppliers can access a PDF invoice copy through the archival process as part of the archive invoice zip file.

Suppliers can also create a PDF [page 34] version of a submitted invoice in the Ariba Network.

For buyers

Depending on the SAP Ariba invoicing solution, buyers have multiple options for PDF invoice copy enablement:

- Buyers can generate and access PDF invoice copies through the archival process as part of the archive invoice zip file. This option is available to all buyers regardless of their installed invoicing solution.
- PDF invoice copy attachment is supported using the following Ariba invoicing solutions:
  - Ariba Invoice Automation
  - SAP Ariba Invoice Management
  - SAP Ariba Contract Invoicing

> **i Note**
>
> With SAP Ariba Invoice Management and SAP Ariba Contract Invoicing, an attachment to the outbound invoice reconciliation document includes a copy of the cXML tax invoice, PDF invoice copy of the cXML tax invoice, all supplier-provided invoice attachments, and the country-specific XML invoice (for invoices for Brazil, Mexico, and Colombia). By default, invoice reconciliation documents don't include attachments, but customers can enable this functionality through SAP Ariba Customer Support.

- PDF invoice copy attachment is supported using the Ariba Network adapter for SAP NetWeaver or the Ariba Network adapter for Oracle Fusion Middleware.
- With customization, PDF invoice copy attachments can also be utilized by Ariba Invoice on premise customers and Ariba Invoice Automation customers using a custom adapter.

Invoice copy PDF creation

If an Ariba Network buyer account has been enabled to generate PDF invoice copies, PDF invoice copies are generated for the following supplier-submitted invoice types:

- Invoices submitted through EDI or cXML that are not self-signed by the supplier
- Manually created PO-based or non-PO invoices
- Invoices created through CSV import

PDF copies of invoices are not generated for the following invoices:

- Invoice Conversion Services (ICS) invoices
- Supplier self-signed invoices

For these invoices, the provider or supplier is expected to include a PDF invoice copy as an invoice attachment if required.

In the archive invoice zip file, the file name for the invoice copy PDF file is concatenated from the following information:

- Invoice or credit memo date
- Account ANID
- Invoice or credit memo number
- Invoice type
- "From" and "To" countries (if the credit memo or invoice has been digitally signed)

Example: `2012_08_20_AN12345678910_INV_IN5689774-v1_eSigned_FromDE_ToFR.pdf`

If PDF invoice copies are attached to invoices, a random file name is created for the PDF invoice copy attachment.

Generating and sending digitally signed custom PDF invoice documents to buyers

In several countries, suppliers are required to send digitally signed invoices. Based on the requirements, SAP Ariba buyer administrators can configure Ariba Network to receive either the digitally signed copies of the standard template invoices or custom PDF invoices. Once the configuration is done, after a supplier creates an invoice, Ariba Network automatically generates digitally signed PDF invoices in custom format.

Suppliers can also open and view the digitally signed custom PDF invoices, and if required, save them on their computers. The digitally signed custom invoice also contains an appendix section which lists out all the additional details of each line item.

Invoice PDF generation for suppliers

The invoice PDF generation feature enables suppliers to create a PDF version of a submitted invoice on the Ariba Network.

A PDF can be created for any type of invoice or credit memo. All fields visible on the user interface are included in the PDF, including fields added by buyer customization or country-based customizations. The **Download PDF** option is available in the header and footer of the invoice details page when an invoice is submitted.

The following information is added to the PDF footer automatically:

* Username and last name of the PDF creator
* Date and time when the PDF was created, including the supplier location time zone

> **i** Note
>
> The following terms are included on the invoice and credit memo PDFs when these documents are generated by suppliers based in South Africa:
>
> * Standard Invoice / Tax Invoice
> * Credit Memo / Tax Invoice

Prerequisites

To see the **Download PDF** option, the print option must be enabled.

How to generate a PDF

You can create an invoice PDF and view it on Ariba Network or you can save it.

Procedure

1. Log into your Ariba Network supplier account.
2. Select **Outbox** on the supplier **Home** dashboard.
3. Select the invoice for which you want to create a PDF.
4. Click the **Download PDF** link on the header or footer of the **Invoice Details** page.
5. Do one of the following:
   - To view the invoice PDF, click **Open**.
   - To download the invoice PDF directly to your downloads folder, click **Save**.
   - To download the invoice PDF to a location of your choice, click **Save As**.

   When you save a PDF, a file name is generated automatically for the PDF file, using the following format: "invoice number.pdf".

PDF invoice copy attachment to invoices

In buyer accounts enabled for PDF invoice copy attachments to invoices, a PDF copy of the invoice data is automatically added as a MIME (Multipurpose Internet Mail Extension) attachment to the invoice cXML as follows:

```
<InvoiceDetailRequestHeader>

<Extrinsic name="invoicePDF"><Attachment> <URL>cid:18040725.1344960046396@cxml.org</URL></Attachment></Extrinsic>

</InvoiceDetailRequestHeader>
```

Invoice archival options and delivery

Ariba Network can save invoices in zip format (twice a day, daily, every week, every two weeks, or every month) and store them for three months. For each specified invoice archival period, Ariba Network waits for a 30-day period before it begins the archival process unless you want to archive invoices immediately. The 30 day lag time for archiving reflects the average time it takes for an invoice to complete the invoicing cycle.

For example: Using the **Weekly** option, the beginning date for the invoice archival is the date that you start archiving. If you start archiving on December 12, then the end date of the weekly invoice archival period is December 18. After seven days (December 19), Ariba Network waits for a 30 day period to January 18 and then archives the invoices that were created between December 12 through 18.

Archived invoices are available for download from the **Archived Invoices** page in the **Outbox** for suppliers and the **Inbox** for buyers. Ariba Network can also send archived invoice files to the pending queue or automatically deliver them (via HTTPS) as soon as they are available.

Automatic delivery

Regardless of whether your organization chooses to utilize the HTTPS option for automatic delivery, archive invoice files continue to be stored for up to three months in the buyer's Inbox or supplier's Outbox.

The URL for the archived zip file can be any URL where you want Ariba Network to automatically deliver the archived zip files. You can specify a URL with an `https` prefix so that communication is encrypted. Ariba Network uses the HTTPS post method to post the archived zip files to the location specified in the URL. You can authenticate an HTTPS post request based on the client certificate available for Ariba Network. For a list of Ariba Network's trusted certificate authorities, see the *Ariba Network cXML solutions guide*.

Ariba Network provides information about automatic delivery attempts in the **Delivery Status** and **Delivery Date** columns on the Archive Invoices page. If a delivery attempt of an archive fails, then Ariba Network sends an email notification explaining the failure. As an alternative, users can check the status in the **Delivery Failure Reason** column of the **Archive Invoices** page.

Archive zip file contents

The archived invoice zip files created by Ariba Network contain one or more of the following types of information:

- Raw invoice data in cXML format. (Ariba Network invoices are structured based on the cXML Invoices Document Type Definitions).
- A human-readable copy and invoice in PDF format (an optional feature that requires enablement through SAP Ariba Customer Support).
- A log file that indicates key dates for invoice processing by Ariba Network, including signing and verification-related events, start of processing at the receiver side, and approval and payment status.
- Any related attachment files.
- An empty file with the naming convention "`<AN ID of the customer>.anid`". This file is used by archive providers to determine the partition in their document management system / e-Archive for loading the archive file.
- An empty file with the naming convention "`<invoice file name>_<STATUS>.txt`", where `<STATUS>` shows the status of the invoice at the time of the archival.

The zip file uses the same filename structure as the history file, status file, and attachments. These meta attributes allow easy retrieval of archived invoices and provide the following data:

- Invoice or credit memo date
- Buyer ANID / Supplier ANID (for the supplier download)
- Invoice or credit memo number
- CC'ed or invoice conversion (copied invoices)
- "From" and "To" countries (if the credit memo or invoice has been digitally signed)

Under regulations detailed at the country level, all invoices issued and received by enterprises or service providers acting in their name and on their behalf must be archived for a defined number of years at the end of the calendar

year in which the invoice was issued. This archive period also applies to all electronic signatures, certificates, and verification protocols.

The general requirement for an archive is to ensure that invoice data cannot be altered or removed. You can achieve this requirement by using special storage media (such as WORM technology = Write Once, Read Many) and applying a digital signature, which guarantees integrity (a proof that a document is unchanged) in combination with secure access rights to the storage location.

> **i Note**
>
> The certificate used for the digital signature might expire during the archiving period. This is not critical as the certificate only needs to be valid at signing, transmission, and receiving time. After the invoice has been archived, the certificate can expire because the validity of the certificate at the time of issue remains verifiable through the stored verification protocol. The integrity can always be confirmed through a cryptographic verification of the signature regardless of the validity of the certificate at the time of audit.

Download archived invoices from the pending queue

You can choose to automatically send archived invoice files to the pending queue, facilitating secure download.

If archived invoice files are sent to the pending queue, you can download them over an HTTPS connection from your external ERP system to the Ariba Network using a `GetPendingRequest` and `DataRequest` pair.

Only one archived invoice file can be downloaded per `GetPendingRequest` and `DataRequest` pair. When using a `GetPendingRequest` to query for archived invoice files in the pending queue, you must set the `maxMessages` value to 1 to prevent failure in the case of excessive attachment sizes. If you choose to send archived invoices to the pending queue, you cannot also have archived invoice files automatically delivered via HTTPS.

Example GetPendingRequest for archived invoice files

```
<GetPendingRequest lastReceivedTimestamp="2015-02-13T16:00:00-08:00"
maxMessages="1">
    <MessageType>InvoiceArchive</MessageType>
</GetPendingRequest>
```

For additional information about archived invoices and the pending queue, see the *Ariba Network buyer administration guide*.

For more information about configuring and using a `GetPendingRequest` and `DataRequest` pair to pull data from the pending queue, see the *Ariba Network integration guide*

How to set invoice archiving options for buyers

Prerequisites

The **Allow suppliers to send invoices to this account** rule must be checked in your Ariba Network account.

Procedure

1. Log into your Ariba Network buyer account as an administrator.
2. Select ▌▶ **Manage Profile** ❯ **Default Transaction Rules** ❯.
3. Scroll to the **Invoice Archival** section and select your preferred archiving option.
4. Click ▌▶ **Save** ❯ **Done** ❯.

How to set invoice archiving options for suppliers

Procedure

1. Log into your Ariba Network supplier account as an administrator.
2. Click the supplier name drop-down menu on the upper-right corner of the page and select **Electronic Invoice Routing**.
3. Select the **Tax Invoice** tab.
4. Select the **Configure Invoice Archival** tab.
5. Choose your preferred archiving option.
6. Click ▌▶ **Done** ❯ **Save** ❯.

Long term archiving of tax invoices

Long term archiving of tax invoices refer to electronic archiving of invoices for longer periods of time based on country-specific archiving policies and tax auditing procedures.

Each country has a defined retention time for archived invoices. Most countries issuing tax-compliant electronic invoices collaborate with third party archive providers to retain their invoices for longer periods of time. Archive providers are required to store and retain the archived invoices for the time specified by the tax authority of their respective countries.

Ariba Network offers a long term archiving solution for tax invoices. Buyers and suppliers in countries that do not have their own archiving process can leverage Ariba Network's electronic archiving process to archive their tax invoices. Ariba Network partners with third party archive providers to facilitate electronic archiving of tax invoices

and allow tax authorities to access, monitor, and retrieve the archived documents during a tax audit. In addition, users can download the archived tax invoices from the **Document Archive** page on Ariba Network.

To leverage SAP Ariba's invoice archiving process during tax auditing, Ariba Network provides the Tax Auditor role. An auditor or a user with Tax Auditor role can view, access, and search invoices during a tax audit. The **Download Archive Document** link on the **Invoice Details** page allows the user to download archived invoices directly from the archive provider's portal. Suppliers and buyers can configure their account for long term invoice archiving. After the configuration, Ariba Network automatically archives the latest invoices and users can manually archive the older invoices.

On the Ariba Network Home page, the tab named **Document Archive** is visible to both suppliers and buyers only if their accounts are enabled for long term document archiving. The **Document Archive** page contains the following pages:

- **Archived Documents**
- **Download Status**

The **Archived Documents** page displays the details of the documents archived in the **Document List** table on the Ariba Network user interface. The **Request Download** button allows users to download archived invoices.

The following fields in the **Search Filters** pane allows buyers to filter the archived documents search criteria:

- **Expiration Date Range**
- **Archive Status**

The **Download Status** page contains information about the archived documents download status.

On the **Invoice Details** page the link named **Download Archive Document** allows users to download archived documents directly from the service provider's portal.

The following describes the end to end steps to view, search, access, and download archived invoices on Ariba Network:

1. Suppliers and buyers enable their account for long-term document archiving.
2. The **Document Archive** tab appears on the Home dashboard.
3. Account Administrator enables **Archive Access** permission to the relevant users.

> **i Note**
>
> **Archive Access** permission allows suppliers and buyers to access and download the archived tax invoices on Ariba Network.

4. Supplier or buyer user clicks the **Document Archive** tab to view the archived tax invoices.
5. The **Document Archive** tab displays the following sub-tabs:
    - **Archived Documents**
    - **Download Status**
6. **Archived Documents** - click this tab to view the list of all the archived invoices.
    - Use the **Search Filters** criteria to enable a customized search of archived tax invoices.
    - To download the archived invoices, click the **Request Download** button.
7. **Download Status** - click this tab to check the status of the download.

> **i Note**
>
> For auditing purposes, account administrator creates the **Tax Auditor** role and provides **Archive Access** permission. This allows auditors to view, search, access, and download archived tax invoices.

Prerequisites

You must enable your account for long-term invoice archiving.

You must have **Archive Access** permission to access, view, search, and download archived tax invoices on Ariba Network.

Limitations

Ariba Network supports the electronic archiving of invoices only.

For a list of countries supported for long-term invoice archiving, see the E-archiving country coverage page.

Support for PDF invoices

This Ariba Network feature is applicable to:

- all supplier users who are eligible to use PDF invoices
- all buyer users

> **i Note**
>
> Suppliers are eligible to use this feature when their main company address is in one of the supported countries/regions and they have at least one buyer who is subscribed to the PDF invoices.

This Ariba Network feature provides suppliers with the ability to send invoice data to Ariba Network by uploading PDF invoices or sending them by email. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers. Uploading of PDF line item credit memo is also supported.

In order to send PDF invoices to Ariba Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction functionality with the third-party service provider.

The feature consists of the following subfeatures:

- Supplier onboarding for PDF invoices [page 43]
- PDF invoice processing [page 43]
- PDF invoice - line item credit memo [page 44]
- Email PDF invoice processing [page 44]
- PDF invoices standard account support [page 44]

Enabling this feature

This feature is disabled by default. To enable it, the buyer's Designated Support Contact must log a service request with SAP Ariba Support. As a result, the feature will be enabled for all suppliers of the buyer, provided they meet the requirements to use this feature.

General information

- This feature is appropriate for suppliers who send more than 25 invoices per year to their SAP Ariba buyers. If suppliers send more than 1500 invoices per year, they should submit them electronically from their external system via cXML or EDI.
- The SAP Ariba partner, which extracts the PDF invoices, executes validations that are limited to the data necessary to generate valid invoice cXML.
- The SAP Ariba partner may infer any missing data from the PDF in order to build a valid cXML document containing the information required for a paper invoice.
- Purchase order invoices and non-purchase order invoices are supported.
- Typically, it takes between 10 minutes and a couple of hours to receive the cXML after sending the PDF, but it may take longer depending on volume.
- SAP Ariba may decline to activate this feature for a specific supplier at SAP Ariba's discretion, for example due to expectation of low volume or data quality concerns.
- The supplier is responsible for making sure that the extraction results are in line with the PDF content. Suppliers should regularly review the extraction results before submitting the invoice.
- Ariba Network applies all buyer-specific invoice rules (default transaction rules, country-based rules, and supplier group rules) in the same way that they are applied to all other invoices, regardless of how they are submitted to Ariba Network.
- Supplier's address must be in one of the following supported countries/regions:

Belgium	Italy	Switzerland
Brunei Darussalam	Macao, China	Taiwan, China
Canada	Netherlands	Thailand
France	Philippines	United Kingdom
Germany	Singapore	United States
Hong Kong, China	Sweden	Viet Nam

- The following languages are supported:

Dutch	French
English	German

Prerequisites

- Buyers have to request the activation of the PDF Invoices solution in their Ariba Network account from SAP Ariba Customer Support.
- This feature is applicable to suppliers who have at least one buyer using PDF invoices.
- The supplier must successfully complete the supplier onboarding for PDF invoices.
- The supplier must upload data PDF files, not scanned paper invoices.
- The PDF files must be unique and must not contain the same data, for example, the same invoice number, totals, and so on.
- The PDF files must have the same invoice layout.
- One PDF file must contain a single invoice.
- The PDF files must not be password protected.
- All PDF files must be in one language.
- If the email PDF invoice processing functionality is used, the supplier must register the email address for their organization from which they are sending PDF invoices.
- If the PDF invoices for LICM functionality is used, the supplier must have submitted an original invoice to Ariba Network.

Limitations

- The maximum file size of one PDF is 2 MB.
- Only material invoices are supported. Services invoices are not supported.
- PDF invoices feature does not support invoices referring to multiple POs.
- PDF invoices feature does not support debit memos.
- During onboarding the supplier cannot upload less than 5 or more than 10 PDF documents at a time.
- The supplier can upload up to 10 PDF documents in a single transaction for one buyer.
- The supplier can attach only one PDF document if they are sending PDF invoice through email.
- Currently the following types of LICM are not supported:
  - LICM generation from goods receipt note (GRN) return - PRO-270
  - LICM for return items - only for collaborative supply chain (CSC) customers

PDF invoices [page 43]

PDF invoice workflows [page 45]

Uploading and sending PDF invoices [page 50]

Related Information

Workflow for the PDF invoices [page 46]

PDF invoices

Supplier onboarding for PDF invoices

This feature allows online self-service onboarding for suppliers using PDF invoices to send invoices through Ariba Network. The onboarding process allows a supplier to set up their PDF invoice extraction functionality with a third-party service provider in order to send invoice data to Ariba Network by uploading PDF invoices or sending them by email.

To onboard successfully, the supplier has to upload at last five representative sample PDF invoices on Ariba Network. Then the third-party service provider sets up the extraction process and returns the supplier's onboarding status to Ariba Network.

> **i Note**
>
> Please bear in mind that the system allows you only three attempts to onboard successfully.

Related Information

Workflow for the supplier onboarding for PDF invoices [page 47]
How to upload sample PDF invoices [page 50]

PDF invoice processing

This feature provides suppliers with the ability to send invoice data to Ariba Network by uploading a PDF invoice. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers.

Related Information

Workflow for the PDF invoice processing [page 48]
How to upload PDF invoices [page 51]

PDF invoice - line item credit memo

This Ariba Network feature provides suppliers with the ability to send invoice data to Ariba Network by uploading a PDF line item credit memo (LICM). An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the LICM is sent to Ariba Network, where it can be reviewed by suppliers.

This feature has the same functionality as the PDF invoice processing. However, instead of a standard invoice the supplier uploads a PDF LICM document to adjust errors in an invoice that has already been submitted to Ariba Network.

> i Note
>
> The supplier must provide an invoice ID and invoice date in the LICM PDF to identify the invoice with which the LICM is associated.

Since LICM is a type of invoice, you can see how it is processed through the PDF invoices by referring to the following:

- Supplier onboarding for PDF invoices [page 43]
- PDF invoice processing [page 43]
- Email PDF invoice processing [page 44]

Email PDF invoice processing

This feature offers an alternative submission method for suppliers to send invoice data to Ariba Network through email with attached invoice PDF.

> i Note
>
> - The supplier must use the following To email address: pdfinvoice-prod@ansmtp.ariba.com
> - The email Subject must contain Ariba Network buyer ID
> - The supplier's email address must be registered. It can be linked to a single ANID at a time.

Related Information

Workflow for the email PDF invoice processing [page 49]

PDF invoices standard account support

This Ariba Network feature is applicable to all suppliers with standard accounts. This Ariba Network feature provides standard account suppliers with the ability to send invoice data to Ariba Network by uploading PDF invoices or directly submitting them via email by replying to interactive email (IE) order from the buyer. An SAP

Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers. In order to send PDF invoices to Ariba Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction functionality with the third-party service provider.

> ⓘ Note
>
> - For information about the workflow of this feature, see Workflow for the PDF invoices [page 46].
> - In order to use this feature the supplier must successfully complete the supplier onboarding for PDF invoices. This is done from Ariba Network **Home** dashboard ▸ **Company Settings** ▸ **Electronic Invoice Routing** ▸ **PDF Invoices** ▸ **Start feature activation** ▸ page. For more information about PDF invoices onboarding, see Supplier onboarding for PDF invoices [page 43].

Notifications for PDF invoices

Ariba Network sends an email notification to the suppliers for the following scenarios:

- When the PDF document is successfully uploaded to Ariba Network and that it will be sent to the service provider for conversion. The email contains a link to the PDF document – **View PDF**.
- When the PDF document is successfully converted. The email contains a link to the draft document - **Edit Draft**.
- When IE purchase order is sent by the buyer. The email contains a **Send PDF invoice** link. This allows the supplier to send a PDF invoice from their email to Ariba Network.
- When the PDF invoice is undeliverable or rejected. The email contains a link with details of the failed document.
- After the invoice is submitted. Ariba Network sends the cXML invoice to the supplier. Attached to the invoice are Ariba Network generated PDF and the original PDF invoice.

Related Information

PDF invoice workflows

Workflow for the PDF invoices

The following diagram illustrates the PDF invoices process:
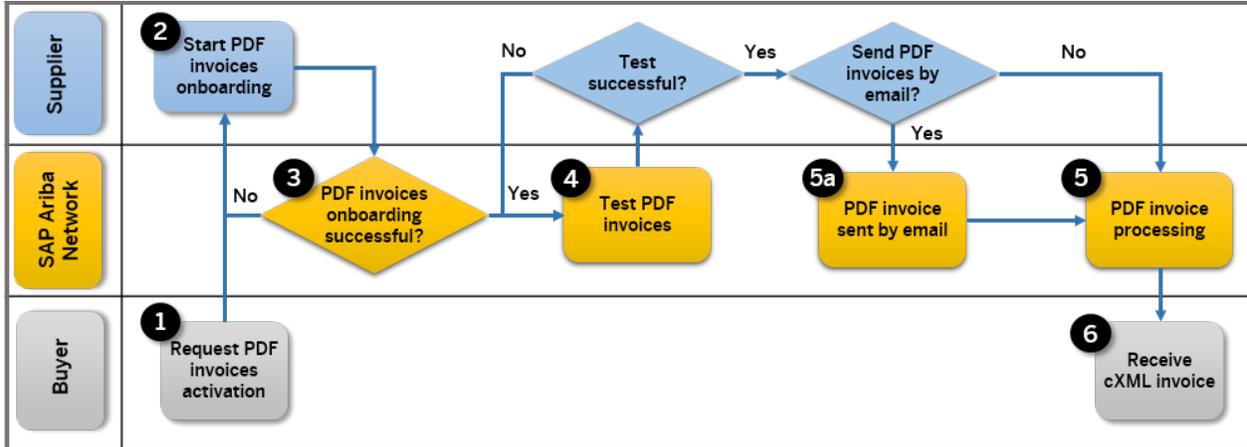
Figure 5: PDF invoices workflow

The following steps describe the PDF invoices workflow:

1. Buyer sends a request to SAP Ariba Customer Support for activation of the PDF invoices feature.
2. Supplier starts PDF invoices onboarding with Ariba Network.
3. Supplier completes PDF invoices onboarding.
4. Supplier tests the feature by uploading test PDFs or sending emails with test PDF to Ariba Network using their test account.
5. Ariba Network processes uploaded PDF invoice.
   1. Ariba Network processes PDF invoice sent by email (an alternative submission method for sending invoice data to Ariba Network).
6. Buyer receives a cXML invoice.

Workflow for the supplier onboarding for PDF invoices

The following diagram illustrates the supplier onboarding for PDF invoices process:
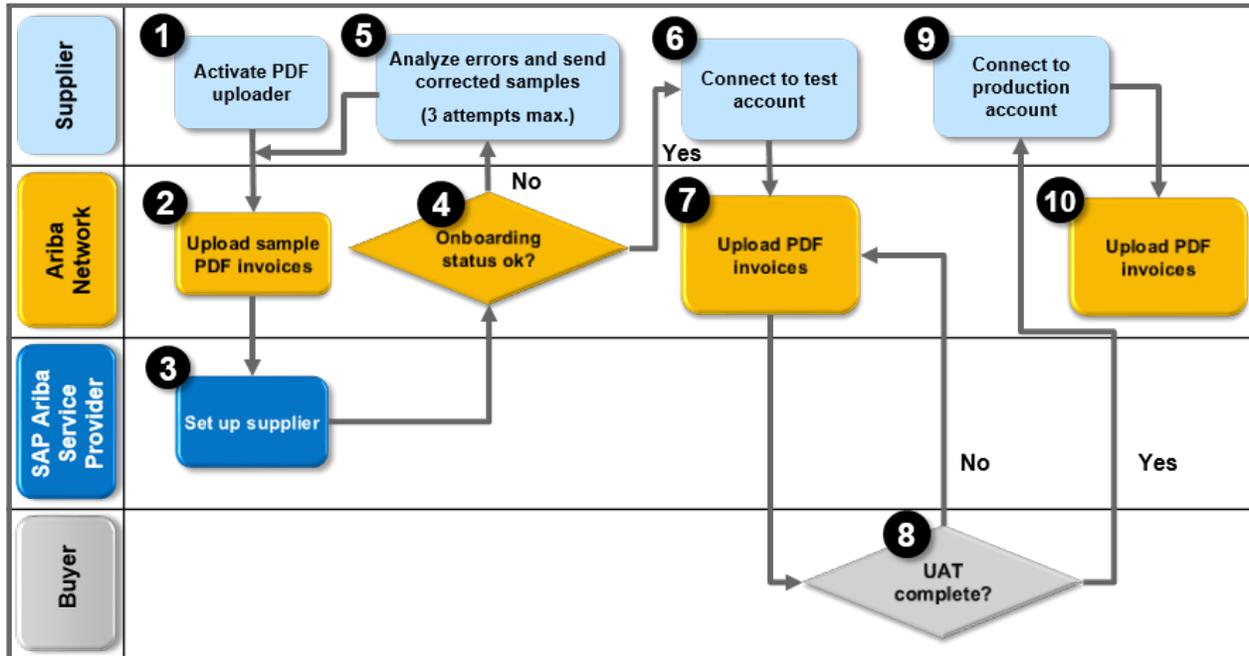
Figure 6: Supplier onboarding for PDF invoices workflow

The following steps describe the onboarding process for a supplier and the third-party service provider:

1. The supplier opens the ▌▶ **Electronic Invoice Routing** ❭ **PDF Invoices** ❭ **1. Start feature activation** ❭ page and checks the **Enable PDF Invoices** checkbox. In the dialog **CONFIRM ENABLING OF PDF INVOICES** that appears, the supplier must confirm with **Yes** to continue with the onboarding.

   > **i** Note
   >
   > Checking the **Enable PDF Invoices** automatically subscribes the supplier to the PDF Extraction Onboarding Service and PDF Extraction Service.

2. On the **2. Set up status change notification** page the supplier can enable **Send notifications when onboarding statuses change** and provide an email address to receive information regarding their onboard status. Enabling of this setting is advisable as the onboarding may take a few days.

3. On the **3. Upload sample documents** page the supplier uploads sample PDF invoices and submits them. This closes the **Upload sample PDF documents** area which is replaced by the **Onboarding Status** area.

4. The third-party service provider processes the PDFs. The status **PDF invoices onboarding in progress...** is displayed in the **Onboarding Status** area.

5. Once the onboarding is complete, the system displays the status **Your PDF invoices onboarding was successfully completed** with additional information what to do next. The system unlocks the PDF invoices functionality, and the user is now ready to upload actual PDF invoices.

6. If there are errors during the onboarding process, the system displays the status **Your PDF invoices onboarding failed due to the following error(s):**, the reasons for the errors and the number of onboarding attempts the supplier has left, maximum three attempts before being locked out of the onboarding system. The supplier then must analyze the errors and upload corrected PDF samples.

7. The supplier can start testing the PDF invoice processing functionality with their test account. This is done from the Ariba Network **Home** dashboard ▶ **User Name** ❯ **Switch To Test ID** ❯ .
8. The supplier uploads actual PDF invoices to complete the user acceptance testing (UAT) with the buyer. For information on how to upload PDF invoices to Ariba Network, see *PDF invoice processing*.
9. The buyer completes the relevant enablement tasks in order to allow the supplier to transact in production.
10. Once the supplier successfully completes testing, they switch to the production account.
11. The supplier is now ready to upload, or email actual PDF invoices to the system.

Workflow for the PDF invoice processing

The following diagram illustrates the PDF invoice processing workflow:
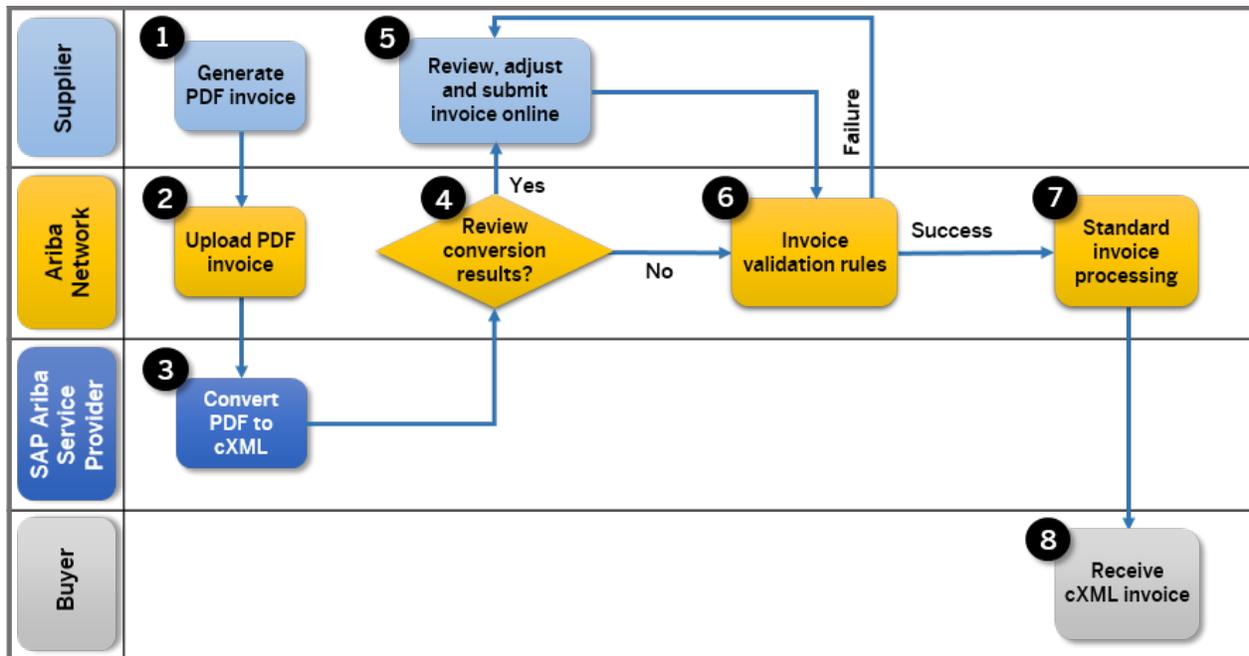
Figure 7: Workflow for uploading PDF invoices to Ariba Network

The following steps describe the workflow process of a supplier who uploads a PDF invoice from their accounting system to Ariba Network:

1. The supplier generates a PDF invoice from their accounting system.
2. The supplier uploads the PDF invoice to Ariba Network. Prior to the upload, the supplier is prompted to choose a buyer.
3. The service provider processes the PDF and posts the invoice cXML to Ariba Network. During the process the document is listed on the **PDF Conversions** page in Ariba Network with the status Conversion Pending. When the conversion is completed successfully, the result can be seen on the **PDF Conversions** page with the status Converted.
   If errors occur during the conversion process, the supplier sees the status Conversion Failed on the **History** tab of the **PDF Document Details** page. Also, if the setting **Send a notification when PDF invoices are undeliverable or rejected** is enabled, Ariba Network sends an email to the supplier stating the reason for the failure.

4. The supplier may choose to review conversion results before submission (which is recommended), or to automatically submit the converted PDF invoices to Ariba Network.

5. If the supplier wants to review the conversion results before submission, Ariba Network generates a draft invoice, which is visible in the **Drafts** tab of the supplier's **Outbox**. The original PDF invoice from the supplier is included as an attachment in the generated draft invoice. The supplier must review the draft invoice within seven days, edit it to correct any errors, and submit the invoice. Otherwise the status of the draft invoice is set to Failed. This review is done on the **Drafts** tab of the supplier's **Outbox**.

6. When the supplier chooses to submit the extraction result without manual validation, the cXML invoice is created and the supplier can view the invoice status on the **Invoices** tab of the supplier's **Outbox**, or if they have subscribed to receive email notifications, they receive an email notification of the invoice status. After successful validation, the invoice status is updated to Sent on the **Invoices** tab of the supplier's **Outbox**. If errors occur during the automatic submission process, then the invoice appears with the status Failed on the **Invoices** tab. The supplier can edit the invoice in order to comply with the validation rules and resubmit it. The record of the previous failed invoice remains in the system with the status Obsoleted.

7. From this point, invoice processing converges with the standard Ariba Network process:
   1. The cXML is digitally signed (depending on the originating and destination countries).
   2. The cXML and the original PDF from the supplier are optionally archived based on the buyer and supplier configuration.

8. The invoice is routed to the buyer using the standard integration option of their choice.

Workflow for the email PDF invoice processing

The following diagram illustrates the email PDF invoicing process:
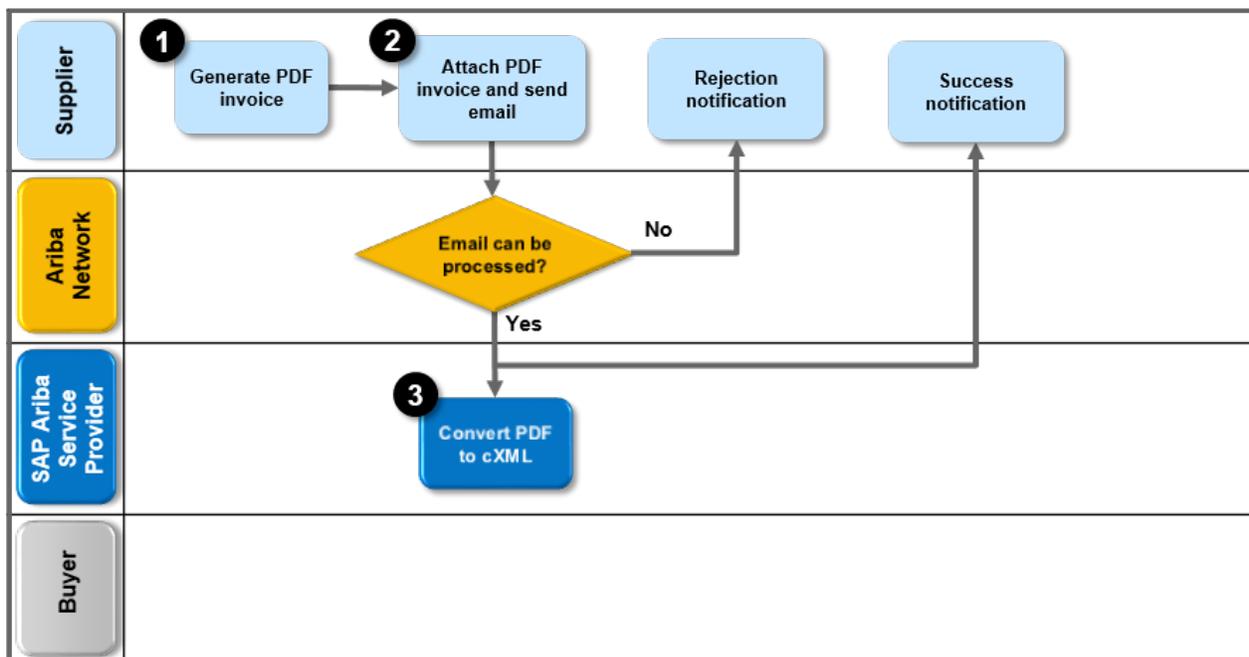
Figure 8: Email PDF invoice processing workflow

The following steps describe the email PDF invoice processing workflow:

1. The supplier generates a PDF invoice.
2. The supplier sends an email to Ariba Network (using the following email address: pdfinvoice-prod@ansmtp.ariba.com) containing invoice data in PDF format.
   1. If the email can be processed, the process continues at step 3.
   2. If the email cannot be processed, the system sends a rejection notification message to the email provided in ▌**Finalize feature settings** ❯ **Notifications** ❯ **PDF Invoice Failure** ▌.

      All rejection notifications are logged on the ▌**Outbox** ❯ **PDF Conversions** ▌ page, except for the case when Ariba Network is unable to identify the supplier, and a reply is sent back to the originating email address.
3. A third-party service provider converts the PDF to cXML. From this point, the process converges with the standard PDF invoice processing. For more information, see *PDF invoice processing*.

Uploading and sending PDF invoices

How to upload sample PDF invoices

Procedure

1. Log into your Ariba Network supplier account.
2. Click ▌**Company Settings** ❯ **Electronic Invoice Routing** ❯ **PDF Invoices** ▌ to open the **Start feature activation** page.
3. Check **Enable PDF Invoices** at the bottom of the page and click **Yes** in the dialog **CONFIRM ENABLING OF PDF INVOICES** that appears. Click **Next**.
4. On the **Set up status change notification** page enter an email address to receive the notifications about onboarding results. Click **Next**.
5. On the **3. Upload sample documents** page, select the **PDF Invoices** browse button to upload between 5 and 10 PDF files and then click **Add Files**. A list of the selected files appears. You can add or remove files if needed.
6. Click **Submit** to upload the files, and a notification **PDF invoices onboarding in progress...** appears on the page. At this stage, no further files can be uploaded or removed. When the upload is completed, the link **Download sample PDF invoices** will appear. You can use this link to download a zip archive of your submitted invoices.

How to upload PDF invoices

Procedure

1. Log into your Ariba Network supplier account.
2. On the **Home** dashboard, choose **Upload PDF Invoice** from the **CSV/PDF Documents** menu.
3. Select a customer from the **Customer** dropdown.
4. Select the **PDF Files** browse button to choose files to upload, and then click **Upload Files**.

How to upload PDF invoices with the creation of a draft invoice

Context

You can upload a PDF invoice with the option to edit your converted invoice on Ariba Network before submitting it to your customer.

> **i Note**
>
> Make sure **Send converted PDF invoices to the Drafts tab in my Outbox for my review** is checked in the
> ▶ **Electronic Invoice Routing** ❯ **PDF Invoices** ❯ **Finalize feature settings** ❯ **Notifications** ◗ section.
> Otherwise, Ariba Network will process the extracted cXML without your review.

Procedure

1. Log into your Ariba Network supplier account
2. On the **Home** dashboard, choose **Upload PDF Invoice** from the **CSV/PDF Documents** menu.
3. Select a customer from the **Customer** dropdown.
4. Select the **PDF Files** browse button and then click **Upload Files**.
5. You will receive an email notification that your PDF document was successfully uploaded to Ariba Network and that it will be sent to the service provider for conversion. Click the **View PDF** button to view the uploaded PDF document. You can see the document status in the **History** tab.
6. When the PDF document is successfully converted you will receive a notification with a link to the draft document (**Edit Draft**).
7. Click the **Edit Draft** link to edit and submit the document. You will receive a notification with the cXML invoice and the original PDF. It may also contain the Ariba Network generated PDF of the invoice.

How to send PDF invoices by email

Send invoice data to Ariba Network through email with attached invoice PDF.

Prerequisites

- You must register the email address for your organization from which you are sending PDF invoices. This email address can be linked to a single ANID at a time.

> **i Limitations**
> - You can attach only one PDF document in your email.
> - The maximum file size of one PDF is 2 MB.

> **i Note**
> For all prerequisites and limitations, see Support for PDF invoices [page 40].

Context

You can send a PDF invoice to Ariba Network where you can edit your converted invoice before submitting it to your customer.

Procedure

1. Enter the following To email address: pdfinvoice-prod@ansmtp.ariba.com in your email client.
2. Enter the Ariba Network buyer ID in the email Subject.
3. Attach your PDF invoice and then click **Send**.

How to send PDF invoices by replying to buyer's IE order

Context

You can send a PDF invoice to Ariba Network by replying to an interactive email purchase order from your customer.

Procedure

1. You receive IE order to your email address. Click the **Send PDF invoice** link which opens an email form with prepopulated To email address and Subject Ariba Network buyer ID.

2. Attach your PDF invoice.

3. You will receive an email notification that the PDF invoice was successfully sent to Ariba Network. Click the **View PDF** link to view the PDF document. You can view the document status in the History tab.

4. When the PDF invoice is successfully converted, you will receive a notification for the created draft with a link to the draft document.

5. Click the **Edit Draft** link to edit and submit the document. You will receive a notification with the cXML invoice and the original PDF. It may also contain the Ariba Network generated PDF of the invoice.

Invoice rules

About Ariba Network invoice rules

The Ariba Network invoice rules control that suppliers submit invoices that meet the buyer's requirement for invoice content. Some rules can be set to require suppliers to provide certain information, other rules control if a supplier is granted a choice to include certain information or not.

Ariba Network evaluates these rules against online, cXML, or EDI invoices from suppliers. It rejects invoices that fail validation, so buyers receive only invoices that are compatible with their procurement system configuration.

Buyers can configure rules in the **Invoice Rules** section of the **Default Transaction Rules** page in their Ariba Network account (❙▶ **Administration** ❭ **Configuration** ❭ **Default Transaction Rules** ❭). However, they can override them for specific suppliers and supplier groups or the country from where the invoice is sent.

Suppliers can review the rules that have been specified by the buyer for invoice transactions in the **Customer Details** page of their Ariba Network account (**Customer Relationships** > **Customer Details**).

Invoice rule levels

Ariba Network categorizes invoice rules into the following levels:

- Default Transaction Rules
  These rules are available in the **Default Transaction Rules** page.
- Supplier Group Rule Level
  These rules are supplier-group specific rules that are enabled in the **Supplier Group Transaction Rules** page. Supplier group rules are a subset of the rules available at the default transaction rule level and they override the invoice rules specified on the **Default Transaction Rules** page. However, the way in which Ariba Network applies the rules is different when the supplier belongs to a supplier group and the buyer has enabled country-based invoice rules for the supplier's country.
- Country-based Invoice Rule Level
  The country-based invoice rules are a subset of the default transaction rules and supplier group rules. Buyers can define country-based invoice rules for any country.
  SAP Ariba provides a set of invoice rules that have predefined settings in the form of templates for a list of countries. These templates reflect SAP Ariba's current knowledge of invoice requirements for those countries.

Buyers can use these templates as a starting point to configure their country-based invoice rules, since the country-based default settings may not be appropriate for every organization. SAP Ariba strongly recommends that buyers consult their tax and/or legal advisors to determine the applicability of any business rule implementation.

ICS invoice rules

For buyers that subscribe to SAP Ariba invoice conversion services (ICS), SAP Ariba provides a separate set of invoice rules for invoices sent from an ICS provider. For information about ICS invoice rules, see the *Ariba Network guide to invoice conversion*.

Invoice rule types

Rules are categorized into the following rule types:

- Allow Rules. When these rules are checked, suppliers have the option to enter values per rule setting or not. If these rules are not checked, the rule behavior is enforced.
  For example, enabling the PO-based invoice rule **Allow suppliers to change the unit price** makes the unit price an editable field. If the rule is not checked, then suppliers cannot modify the unit price when creating an invoice online, and the unit price of the invoice is validated against the purchase order unit price when submitting a cXML or EDI invoice.
- Require Rules. When these rules are checked, the buyer mandates that the supplier provides certain information on the invoice. When these rules are not checked, suppliers have the option to leave that information blank.
  For example, enabling the rule **Require suppliers to provide a reason for each credit memo** requires that suppliers enter a reason when submitting a credit memo. If the rule is not checked, suppliers can still enter a reason for a credit memo, but the invoice is not rejected if they don't.
- Other Rules
  The following are other rules that don't start with Allow or Require, but that are processed as Require rules:
  - Enforce strict address validation for required address fields
  - Display text boxes for buyer and supplier VAT IDs in invoice headers
  - Display invoice totals as Subtotal, Tax Amount, and Amount Due
  - Copy Bill To address on purchase orders to Sold To address on invoices

Invoice rule application

Ariba Network applies rules that are available for configuration at the default transaction rule level, the supplier group rule level, and the country-based rule level.

Generally, supplier group rules override default transaction rules, and the country-based rules are evaluated either against the default transaction rules or supplier group rules (if defined) to determine how to enforce a rule based on the rule type (Require or Allow rule).

Evaluation of default transaction rules

A default transaction level rule is applied if any of the following conditions are met:

- The rule only exists at the default transaction rule level.
- Country-based invoice rules are not enabled or not activated for the invoice country of origin and the supplier does not belong to a supplier group.
- Country-based invoice rules are not enabled or not activated for the invoice country of origin and the supplier belongs to a supplier group that is configured to use the default transaction rules.
- Country-based invoice rules are defined and activated for the invoice country of origin but the supplier belongs to a supplier group that is configured to use the default transaction rules and the buyer has not enabled country-based rules (the rule **Ignore country-based invoice rules** is checked at the default transaction rule level).

Evaluation of supplier group rules

A supplier group level rule is applied if any of the following conditions are met:

- Country-based invoice rules are defined or are active for the originating country of the invoice, however the buyer has not enabled country-based rules for the supplier group to which the supplier belongs.
- Country-based invoice rules are enabled for the supplier group and the supplier belongs to that supplier group, but there are no rules defined for the originating country of the invoice or the buyer has not activated the rules for that country.
- The rule exists at the supplier group level, but not at the country rule level and the supplier belongs to that supplier group.

Evaluation of country-based invoice rules

Country-based invoice rules are always evaluated together with either the default transaction rules (if no supplier group rules apply) or supplier group rules (if the supplier for which the invoice is evaluated belongs to a supplier group).

There is no hierarchy to invoice rules. A country-based rule does not override a supplier group rule or a default rule. Buyers must set the rules as shown in the following tables for the rules to be applied. Generally, if a Require rule is checked at any level, the rule is enforced. For an Allow rule to take effect, it must be allowed on both levels.

Allow rule evaluation

Allow rules must be checked at both the supplier group level or default transaction level and the country rule level for a supplier to be allowed to perform a certain action.

Example:

Invoice rule	Supplier group rule or default transaction rule	Country-based rule	Rule applied in invoice
Allow suppliers to send header credit memos and debit memos	No	Yes	No
	Yes	No	No
	Yes	Yes	Yes
	No	No	No

Require rule evaluation

A Require rule is enforced if this rule is checked at either the supplier group level or country-based rule level.

Example:

Invoice rule	Supplier group rule or default transaction rule	Country-based rule	Rule applied in invoice
Require suppliers to provide a reason for each credit memo	No	Yes	Yes
	Yes	No	Yes
	Yes	Yes	Yes
	No	No	No

Country-based invoice rules

Country-based invoice rules allow buyers to ensure that invoices meet certain country requirements and at the same time group suppliers based on business-related criteria. For example, a buyer that allows some suppliers to send non-PO invoices can now still group them into a supplier group, and in addition define country-specific invoice rules that enforce certain rules based on the originating country identified for the invoice.

Buyers are responsible for editing and then activating country-based invoice rules. The country-based invoice rules apply to invoices created once the rules have been activated for that country. SAP Ariba recommends that buyers discuss these rules with their suppliers to avoid unnecessary invoice rejections due to invoice rule enforcement.

Some country-based invoice rules can be configured by suppliers. For more information, see Country-based invoice rules configurable by suppliers [page 61].

SAP Ariba maintains default country-based invoice rules for the countries based on research with our tax advisors and field experience. Although recommended, the default settings for the country-based invoice rules may not be appropriate for your organization. Consult your tax and/or legal advisors to determine how to configure your invoice rules.

SAP Ariba offers invoice rules that have predefined settings in the form of templates for the following countries or regions:

Australia	Hong Kong, China	Singapore
Austria	Hungary	Slovakia
Belgium	Iceland	South Africa
Brazil	India	Spain
Bulgaria	Ireland	Sweden
Canada	Italy	Switzerland
Chile	Japan	United Arab Emirates
Colombia	Latvia	United Kingdom
Cyprus	Luxembourg	United States
Czech Republic	Malaysia	
Denmark	Mexico	
Estonia	Netherlands	
Finland	New Zealand	
France	Norway	
Germany	Poland	
Greece	Romania	

Originating country of an invoice

Ariba Network uses the originating country on the invoice to check if active country-based rules exists and must be applied. Ariba Network determines the originating country by first checking the prefix of the supplier's VAT ID. If this is not available, Ariba Network uses the supplier's address on the invoice.

To determine the originating country, Ariba Network checks the invoice for the following information in the order given below:.

Order	Originating Country Determined by...
1	Tax representative's VAT ID prefix
2	Tax representative's country code
3	Supplier's VAT ID prefix
4	'From' address's country code

Document label based on originating country

Ariba Network will determine the label on invoices and credit memos based on the originating country of the invoice/credit memo. This means that Ariba Network now consistently applies the same validation logic to determine if country-specific requirements exist based on the 'From' country on the invoice.

Country-based invoice rules for blanket purchase orders

Buyers can configure blanket purchase order (BPO) invoice rules at the default transaction, supplier group, or country rule level. If blanket purchase order (BPO) invoice rules are configured either at the supplier group/default transaction rule level but not at the country-based rule level or at the country-based rule level and not at the supplier group/default transaction rule level, Ariba Network applies the blanket purchase order invoice rules as follows:

- If BPO-specific invoice rules are enabled at the country-based rule level only (that is, **Enable BPO-specific invoice rules** is set to **No** at the default transaction or supplier group level), and if the supplier belongs to the supplier group, then Ariba Network applies the Require/Allow rule process using the values available in the **PO and Non-PO Invoice Field Rules** section at the supplier group level to BPO invoices originating from that country.
  If the supplier does not belong to the supplier group, then Ariba Network applies the Require/Allow rule process to BPO invoices originating from that country using the **PO and Non-PO Invoice Field Rules** section at the default transaction values level.
- If BPO-specific invoice rules are enabled at the default transaction or supplier group level only (**Enable BPO-specific invoice rules** is set to **No** at the country-based rule level), and if the supplier belongs to the supplier group, then Ariba Network applies the Require/Allow rule process using the values in the **PO and Non-PO Invoice Field Rules** section at the country-based rule level to BPO invoices originating from that country.
  If the supplier does not belong to the supplier group, then Ariba Network applies the Require/Allow rule process to BPO invoices originating from that country using the **PO and Non-PO Invoice Field Rules** section at the country-based rule values.

Country-based invoice rule to restrict partial credit

Ariba Network buyers in the United States and Australia can enable a country-based invoice rule to restrict partial credit for invoices.

The following rule appears in the **General Invoice Rules** section:

- **Require suppliers to credit the full invoice amount on line-item credit memos**—This rule is available only when the **Allow suppliers to send line-item credit memo** rule is checked. When this rule is checked, it requires suppliers to credit the full invoice amount when they send a line-item credit memo. Suppliers can use a credit memo to reverse an invoice's charges, but they can't credit only part of the invoice line item. This rule applies to line-item credit memos created against material invoices and service invoices.

> **i Note**
>
> When this rule is checked:
>
> - **Price Adjustment** rules for credit memos and debit memos are both automatically unchecked.
>
> The following invoice rules also affect line-item credit memos:
>
> - **Allow suppliers to send invoice attachments**—If this rule is checked, then suppliers can add the **Attachment** section to the header of a line-item credit memo, and they can attach files.
> - **Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available)**—If this rule is checked, a line-item credit memo displays a warning if the Sold To information doesn't match the Bill To information from the order.

- Require your company's VAT ID for domestic trade—If this rule is checked, the **Customer VAT** field is required.

The following invoice rules are ignored for line-item credit memos:

- **Require suppliers to provide tax information in invoice headers or line items**
- **Require VAT**
- **Require your company's VAT ID only for intra-EU trade**

Country-based invoice rule for automatic invoice creation from receipts

Ariba Network buyers in the United States, Australia, and South Africa can enable a country-based invoice rule to automatically create invoices from receipts.

The following country-based invoice rule allows the Ariba Network buyers in the United States, Australia, and South Africa to invoice automatically when the buyer sends a receipt for received quantities:

- **Enable automatic invoice creation from receipts**

This rule is effective only when the default transaction rule **Require suppliers to include only received quantities on invoices** is checked. The **Enable automatic invoice creation from receipts** rule causes the Ariba Network to automatically create an invoice when the buyer sends a receipt for material goods. The rule ensures that invoices are based on goods that the buyer has received. This rule makes the invoicing process more efficient, and it reduces the possibility of invoices not matching goods receipts. For suppliers, the rule automates invoice creation for material goods and it reduces the possibility of invoices being rejected for not matching goods receipts.

To automatically generate invoices based on receipts sent from a buyer, the supplier must agree to automatic invoicing by completing the **Automatic Invoice Creation Acceptance** page for each buyer that has enabled the country-based rule.

Source of data for automatically-generated invoices

When the Ariba Network generates an invoice automatically based on a receipt submitted by the buyer, it gathers information for the invoice from the purchase order, the receipt, and the supplier's company profile. Header-level information for the invoice comes from the purchase order. If the tax information is not present on the order, the VAT information is obtained from the supplier's company profile.

Item-level information for the invoice comes from the purchase order with the exception of the following two fields, which come from the receipt:

- Order Line Number
- Quantity

Taxes

All taxes for invoices generated automatically from receipts must come from the purchase order. Taxes can be specified at the header-level of the purchase order or at the line-item level, but not in both places. To ensure that line item level taxes for standard invoices are copied from the purchase order, the buyer must enable the following default transaction rule: **Copy tax from purchase order to standard invoice**.

> **i Note**
>
> The **Copy tax from purchase order to standard invoice** rule does not copy header-level taxes from the purchase order, and it does not apply to line item credit memos. For line item credit memos, taxes at line item level default from the invoice and not from the purchase order.

Allowances and Charges

Allowances and charges for invoices generated automatically from receipts must come from the purchase order. Allowances and charges can be specified at the header-level of the purchase order and at the line-item level. Like taxes, all allowances and charges should be specified as a percentage rate on the purchase order. The percentage is applied to all invoices generated for the order.

> **i Note**
>
> If an allowance or charge is specified as a flat amount on the purchase order, it is applied to every invoice generated from a receipt, which could result in cumulatively higher allowances or charges than the customer intended.

For more information about creating automatic invoices from receipts, see *Creating and managing invoices, credit memos, and debit memos*.

Country-based invoice rules configurable by suppliers

This optional Ariba Network feature is available to all public suppliers.

This feature allows Ariba Network suppliers to configure their own country-based invoice rules for any country.

Suppliers can configure more than 20 rules for any country or region from where their invoices may originate. The rules are a subset of the country-based invoice rules that are available to buyers. If a supplier would choose to define their own country-based invoice rules, an invoice from the supplier must pass those rules before it is validated against any invoice rules configured by their buyers.

SAP Ariba offers invoice rules that have predefined settings in the form of templates for the countries and regions in the table below. The default settings for the country-specific invoice rules may not be appropriate for the supplier's organization. Suppliers must consult their tax and/or legal advisors to determine the applicability of any business rule they choose to implement and adjust the settings accordingly.

Suppliers are responsible for editing and then activating country-based invoice rules. The country-based invoice rules apply to invoices created once the rules have been activated for that country or region.

Australia	Finland	New Zealand
Austria	France	Norway
Belgium	Germany	Poland
Brazil	Greece	Romania
Bulgaria	Hong Kong, China	Singapore
Canada	Ireland	Slovakia
Chile	Italy	South Africa
Colombia	Latvia	Spain
Cyprus	Luxembourg	Sweden
Czech Republic	Malaysia	Switzerland
Denmark	Mexico	United States
Estonia	Netherlands	United Kingdom

Any invoices from a supplier, which do not pass the country-based invoice rules defined by that supplier, are rejected and are not created on Ariba Network.

Ariba Network uses the originating country or region on the invoice to check if active country-based rules exist and must be applied.

To determine the originating country or region, Ariba Network checks the invoice for the following information in the order given below:

Order	Originating country determined by...
1	Tax representative's VAT ID prefix
2	Tax representative's country
3	Supplier's VAT ID prefix
4	'Sold From' address' country

The Ariba Network administrator with the supplier may reach out to SAP Ariba Support and request to have their country-based invoice rules functionality locked/unlocked.

When a supplier has locked their country-based invoice rules functionality, no countries or regions can be added or removed – and no settings can be changed for countries or regions that the supplier has defined rules for. When the configuration is locked, the validations will still be applied for all activated country or region configurations.

Enabling this feature

This feature is disabled by default. To enable this feature, please contact SAP Ariba Customer Support.

Limitations

Country templates are only available in the countries or regions listed above.

Country-based invoice rules available to suppliers

General invoice rules

- **Require a reason for each credit memo**
  Suppliers must enter a comment for each credit memo.
- **Allow reuse of invoice numbers only for failed invoices**
  Controls whether suppliers can resend invoices in failed status with their original invoice numbers. By default, Ariba Network does not allow duplicate invoice numbers, and suppliers cannot resend invoices with this status unless they first change the invoice number.
- **Allow reuse of invoice numbers from past calendar years**
  Controls whether suppliers can resend invoices with an invoice number previously used in a past calendar year.

PO and Non-PO Invoice Field Rules

- **Require my company's tax ID on invoices**
  Suppliers must include their tax ID on invoices.
- **Require tax entry at line item level**
  When this rule is checked, suppliers cannot enter taxes at header level. When the rule is not checked, then suppliers can add taxes at header level or line item level.
- **Allow invoices to be future dated the specified number of days**
  This rule allows suppliers to configure future dates on invoices for a specified number of days (up to 365) beyond the current date. To reject future-dated invoices, enter 0.
- **Require my company's commercial identifier on invoices**
  If this rule is checked, suppliers must provide their commercial identifier, which is the registration number of the supplier company as entered in the commercial register on the invoice. To pass the rule, suppliers must fill in the **Supplier Commercial Identifier** field.
- **Require my company's legal form on invoices**
  If this rule is checked, suppliers must provide the legal form of their business on the invoice, such as Inc., Ltd. S.A., S.A.S, or other. To pass the rule, suppliers must fill in the **Supplier Legal Form** field.
- **Require my company's capital amount and currency on invoices**
  If this rule is checked, suppliers must provide their company capital amount and currency in field **Supplier Company Capital**.
- **Require line item descriptions**
  Each invoice line item on the invoice must have a description. This rule does not apply to invoice lines based on service sheets, where the description is always based on the service sheet and is never editable on the invoice.

Invoice Address Rules

- **Require a Sold To address on invoices**
  Suppliers must provide a complete Sold To address.
- **Require a From address on invoices**
  Suppliers must provide a complete Sold From address.
- **Require Ship From and Ship To addresses on invoices**
  Suppliers must provide a complete Ship From and Ship To addresses.

Invoice Payment Rules

- **Require penalty information or terms on invoices**
  This rule requires suppliers to provide a penalty term or penalty information on the invoice. To pass the rule, at least one of the following must be available on the invoice:
  - positive values in the **Discount or Penalty Term (days)** and **Percentage (%)** fields
  - value in the **Penalty Information** field
- **Require discount information or terms on invoices**
  This rule requires suppliers to provide discount information or terms on invoices.
- **Require net term information on the invoices**
  This rule requires suppliers to provide a net term on the invoices in field **Net Term (days)**.
- **Require bank account details on invoices**
  This rule enforces the inclusion of bank account number and SWIFTBIC on invoices. When checked, the sub rule **Require IBAN** appears. The **Require IBAN** rule enforces the inclusion of IBAN on invoices, and only applies to suppliers in countries where IBAN is used.

  > **i Note**
  >
  > This rule does **not** apply to suppliers in the United States of America.

VAT Rules

- **Require customer's VAT/Tax ID**
  Buyer's company VAT or tax identification number.
- **Require my company's VAT/Tax ID**
  Suppliers must provide VAT or tax identification number.
- **Require VAT information in invoice headers or line items**
  Suppliers must provide VAT information.
- **Require supply date when VAT is chosen as tax category**
  Suppliers must provide VAT supply dates.
- **Require explanation for zero rate VAT**
  If suppliers enter 0 for VAT, they must fill out the comments field to explain why the VAT is zero.
- **Require detailed tax information in tax summaries**
  Suppliers must provide required detailed tax information in tax summaries. This rule effects suppliers who provide invoices through cXML or EDI integration rather online on Ariba Network.

- **Require customer's VAT ID only for intra-EU trade**
  Ariba Network can determine if an invoice is for intra-EU trade, and apply VAT rules appropriate for this type. Intra-EU is defined as trade within the European Union, where the From and To country codes are in the European Union and are different countries.
- **Require customer's VAT ID for domestic trade**
  Ariba Network can determine if an invoice is for domestic trade and apply VAT rules appropriate for this trade type. This rule applies if both the From and To country codes are for the same country.
- **Require VAT details only for domestic and intra-EU trade**
  Ariba Network can determine if an invoice is for domestic or cross-border trade, and apply VAT rules appropriate for each type. Domestic is defined as trade within the same EU country. Cross-border is defined as trade from a European Union country to a non-European Union country. This rule applies if both the From and To country codes are within the European Union.

Supplier country-based invoice rules configuration

How to configure invoice rules for a country

A supplier can define country-based invoice rules for its Ariba Network account after having enabled this feature.

Procedure

1. Log into your Ariba Network supplier account.
2. Click ▌ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **Country-based Invoice Rules** ❯ tab.
3. Click the **Select Country** dropdown and choose a country.
4. Click **Add Country Rules**.
   A list of invoice rules appears.
5. View the list of invoice rules for the country, and edit them if necessary. SAP Ariba recommends that you consult your tax and legal advisors to determine the applicability of any business rule you implement.
6. Click **Save**. The saved configuration is activated by default.

How to edit country-based invoice rules

For each country that a supplier has defined country-based invoice rules for its Ariba Network account, the supplier can view and edit the rules.

Procedure

1. Log into your Ariba Network supplier account.
2. Click ▌ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **Country-based Invoice Rules** ❯ tab.
3. Click the radio button next to country name that you want to edit.
4. Click **Edit**.

   A list of the invoice rules appears.
5. View the list of invoice rules for the country, and edit them if necessary.
6. Click **Save** to save rules. Saved configuration is activated by default.

How to revert country-based invoice rules to default settings

A supplier may choose to revert their settings back to the default country-based invoice rules that is suggested by SAP Ariba.

Procedure

1. Log into your Ariba Network supplier account.
2. Click ▌ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **Country-based Invoice Rules** ❯ tab.
3. Click the radio button next to country name that you want to edit.
4. Click **Edit**.

   A list of the invoice rules appears
5. Click **Restore Default Settings**.
6. Click **Save** to save rules, or click **Cancel** to not revert to the country's default settings.

Invoice rule reference

These topics provide information about available invoice rules. Some rules include a "Country-based Invoice Rule Setting" section that lists the default settings and/or SAP Ariba's recommendations if country-based invoice rules are configured.

General invoice rules

The following rules are located under **General Rules** in the **Invoice Rules** section:

- **Allow suppliers to send invoices to this account**.
  This rule enables suppliers to send invoices to the buyer's account.
  Country-based Invoice Rule Setting: Default template rule is set to allow for all countries, but buyers might want to uncheck this rule until their systems are fully configured for each country to process invoices from them.

- **Allow suppliers to send invoices with service information.**
  Allows suppliers to submit invoices with detailed general or labor service items (with InvoiceDetailServiceItem elements). Ariba Network displays a new section on the **Generate Invoice** page for suppliers, which enables them to enter detailed service-related information. This rule does not apply to invoices based on service sheets, which suppliers can submit for any purchase orders with service lines that require service sheets.

- **Allow users to view invoices on Ariba Network from your application.**
  Allows users in the buyer's organization to view invoices submitted from Ariba Network from the buyer's ERP system. Important: This rule is available only after your account has been configured to use SAP Ariba's SiteMinder SSO Authentication. Contact your SAP Ariba Customer Support representative for assistance.

- **Allow suppliers to send non-PO invoices / Allow suppliers to send invoices with a contract reference**
  These rules control the invoicing options for invoices that do not refer to purchase orders routed through the Ariba Network. Depending on how you set these rules, you can control the type of invoice you allow. For example, if you only accept contract invoices, do not allow suppliers to submit non-PO invoices, but allow them to submit contract invoices. The following table describes the behavior of these rules:

Allow non-PO invoices	Allow invoices with a contract reference	Action on non-PO invoice creation page	Allow import of non-PO invoice	Allow import of invoices with a contract reference
Y	Y	Contract ID is allowed but not required. Order information optional or required based on the **Require suppliers to provide order information** rule.	Allowed	Allowed
N	Y	Contract ID required. No other order information allowed.	Not Allowed	Allowed
Y	N	Error if Contract ID specified. Order information optional or required based on the **Require suppliers to provide order information** rule	Allowed	Not Allowed
N	N	Customer not displayed in the Customer pull-down menu.	Not Allowed	Not Allowed

- **Allow suppliers to send invoices if a PCard or credit card was included in the order.**
  Allows suppliers to submit invoices against purchase orders that list a PCard or credit card.
- **Allow suppliers to send header credit memos and debit memos.**
  Allows suppliers to submit header-level credit and debit memos. Suppliers can create two types of credit memos: header-level or line-item. To allow suppliers to create header-level credit memos, click this check box. Country-based Invoice Rule Setting: Disallow for all countries or regions except the US, Canada, and 'Hong Kong, China' (default).
- **Allow suppliers to send line-item credit memo**
  Allows suppliers to create line-item credit memos for quantity or price adjustments.
  - **Quantity Adjustment**—Allows suppliers to send line-item credit memos to make quantity adjustments at the line level.
  - **Price Adjustment**—Allows suppliers to send line-item credit memos to make price adjustments at the line level. This includes changes to taxes, shipping, and special handling charges.

  Country-based Invoice Rule Setting: Quantity adjustment allowed for all countries (default). Price adjustment not allowed for all countries (default).
- **Allow suppliers to create line-item credit memo without reference to an existing invoice in Ariba Network.**
  Allows suppliers to enter any external reference (outside of Ariba Network) in the `DocumentReference` cXML element.
- **Allow suppliers to create line-item credit memo that exceeds the invoice amount**
  - If enabled, allows suppliers to create a line-item credit memo with an amount that is more than the invoiced amount.
  - If disabled, does **not** allow suppliers to create a line-item credit memo with an amount that is more than the invoiced amount.
- **Allow suppliers to send line-item debit memo**
  Allows suppliers to create line-item debit memos for price adjustments.

- ○ **Price Adjustment**—Allows suppliers to send line-item debit memos to make price adjustments at the line level. This includes changes to taxes, shipping, and special handling charges.
  Country-based Invoice Rule Setting: Price adjustment not allowed for all countries (default).
- **Allow suppliers to create line-item debit memo without reference to an existing invoice in Ariba Network.**
  Allows suppliers to enter any external reference (outside of Ariba Network) in the `DocumentReference` cXML element.
- **Require suppliers to provide a reason for each credit memo.**
  Suppliers must enter a comment for each credit memo.
  Country-based Invoice Rule Setting: Require for all countries (default).
- **Require line-item credit memo to reference another invoice**
  You can require suppliers to reference another invoice while creating a line-item credit memo.
  This rule is available only after the rule **Allow suppliers to send line-item credit memo** is checked.
  When the rule is checked, the line-item credit memo must contain a reference to another invoice using the `DocumentReference` cXML element.

> **i Note**
>
> This rule only applies to invoices sent through cXML.

- **Allow suppliers to cancel invoices they create.**
  If suppliers make mistakes on invoices, they might want to cancel them. If suppliers are allowed to reuse invoice numbers, they can correct invoices and resubmit them using the original numbers.
  Country or Region Based Invoice Rule Setting: Allow for the US, 'Hong Kong, China', Austria, Belgium, the Czech Republic, Denmark, France, Germany, Hungary, Italy, Latvia, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the UK (default).
- **Require suppliers to create an order confirmation for the PO before creating an invoice.**
  This rule requires suppliers to create an order confirmation against the purchase order before they can submit an invoice. This rule does not prevent a supplier from invoicing a partially confirmed order.
  For suppliers that submit invoices through cXML or EDI, if the supplier submits an invoice without first creating an order confirmation, Ariba Network rejects the invoice and the supplier receives an email notification that specifies why the invoice was rejected. The supplier can also log on to http://supplier.ariba.com and view the error message on the order history page.
  Suppliers cannot confirm service purchase orders (purchase orders with at least one line that requires a service sheet) with any hidden amounts, and will therefore be unable to invoice those orders if this rule is checked.
  For suppliers that submit invoices online, the invoice button will be disabled if the order has not been confirmed. By moving the mouse over the disabled invoice button, the supplier can view the reason why they are not allowed to submit the invoice.
- **Require suppliers to create invoice with line item quantity greater than zero.**
  This rule requires suppliers to create invoices with material line item quantities greater than zero. This rule is ignored for service items.
  This rule can be configured for all suppliers or specific supplier groups.
- **Require suppliers to create invoice with line item price greater than zero.**
  This rule requires suppliers to create invoices with material line item prices greater than zero. This rule is ignored for service items.
  This rule can be configured for all suppliers or specific supplier groups.
- **Allow suppliers to send invoice attachments.**
  Allows suppliers to attach files to invoices to give more explanation or supporting information. For example, a supplier might attach proof of delivery or terms and conditions. Attachments can be in any format, such as Word documents, fax images, or Excel spreadsheets.

Ariba Network stores attachments online, and displays them in the online Outbox. Attachments expire 18 months after Ariba Network receives them. After 18 months, they are no longer available online.
By default, attachments are limited to 10MB, but customers can request SAP Ariba Customer Support to increase that limit up to 100MB.
If this rule is checked, the rule **Your procurement application can download invoice attachments (MIME multipart messages)** is displayed. If the buyer's procurement application does not support downloading of invoice attachments, then buyers can check the rule **Send URLs to view attachments on Ariba Network**.

> **i Note**
>
> Buyer accounts can be enabled to generate PDF invoice copies and attach them to each invoice. To use this feature, the ERP system must support downloading of MIME attachments. The invoicing rule **Allow suppliers to send invoice attachments** does not impact the PDF invoice copy attachment generation, and therefore the option to send URLs to view attachments on Ariba Network is only available for attachments added by the supplier.

- **Require suppliers to send invoice attachments**.
  This rule requires suppliers to include attachments when they create invoices against purchase orders you submit to them. The **Allow suppliers to send invoice attachments** rule must be checked to see and enable this rule.
  When the **Require suppliers to send invoice attachments** rule is checked, the following options are displayed:
  - **For All Invoices**
    By default, this option is selected. Suppliers must add at least one attachment to all types of invoices.
  - **For Material Invoices**.
    Buyers can select this option if they require suppliers to send an attachment for invoices containing only material line items. Suppliers must add at least one attachment to material invoices.
  - **For Service Invoices**
    Buyers can select this option if they require suppliers to send an attachment for invoices containing a service line item.

  This rule applies to both cXML invoices, and invoices generated from the Ariba Network user interface. This rule applies to non-PO invoices and contract invoices.
  This rule can be configured for all suppliers or specific supplier groups.
  For suppliers that submit invoices through cXML, if the supplier submits an invoice without an attachment, Ariba Network rejects the invoices. For suppliers that submit invoices online, they will see an error message if they try to submit an invoice without an attachment.
  EDI and CSV invoices cannot have attachments; if you require suppliers to send invoice attachments, these invoices will fail. In this case, your suppliers can edit the failed invoice in the Ariba Network user interface to include an attachment, and resubmit the invoice.

- **Require suppliers to send credit memo attachments**.
  This rule requires suppliers to include attachments when they create credit memos against purchase orders you submit to them. The **Allow suppliers to send invoice attachments** rule must be checked to see and enable this rule.
  This rule applies to both cXML credit memos, and credit memos generated from the Ariba Network user interface. This rule applies to non-PO credit memos.
  This rule can be configured for all suppliers or specific supplier groups.
  For suppliers that submit credit memos through cXML, if the supplier submits a credit memo without an attachment, Ariba Network rejects the credit memo. For suppliers that submit credit memos online, they will see an error message if they try to submit a credit memo without an attachment.

- **Allow suppliers to reuse invoice numbers.** Controls whether suppliers can resend invoices in Canceled, Rejected, or Failed status with their original invoice numbers. By default, Ariba Network does not allow duplicate invoice numbers, and suppliers cannot resend invoices with these statuses unless they first change

the invoice number. Ariba Network accepts invoice numbers from invoices that have been deleted for 18 months.

Country-based Invoice Rule Setting: Allow reuse of invoice numbers for all countries and regions, but disallow reuse of invoice numbers for canceled invoices for all countries or regions except the US, Canada and 'Hong Kong, China' (default).

- **Allow suppliers to reuse invoice numbers from past calendar years.** Controls whether suppliers can resend invoices with an invoice number previously used in a past calendar year. This rule is configurable only if **Allow suppliers to reuse invoice numbers** is checked.

> **i Note**
>
> If you receive invoices from Italian suppliers, it is recommended that you configure **Allow suppliers to reuse invoice numbers from past calendar years** as a country-based invoice rule for Italy.
>
> In Italy, as per legal requirements, invoices must be numbered progressively, allowing univocal identification of each invoice. Numbers assigned to invoices must be consecutive and without gaps, sequentially numbered by entry date. In some cases, suppliers choose to use progressive numbering on an yearly basis, starting with invoice number 01, and continuing sequentially until the end of the calendar year; at the start of the next calendar year, invoice number 01 is used again, and invoice numbers follow sequentially thereafter.

- **Allow suppliers to enter advanced pricing details at line item level.**
  Controls whether to allow suppliers to enter advanced pricing details (price unit quantity, price unit, unit conversion, and pricing description) for a line item in non-service invoices as follows:
  - On non-PO invoices, if this rule is checked, suppliers can enter advanced pricing details.
  - On Ariba Network-validated contract invoices, if the contract allows suppliers to modify the unit price or add non-catalog items to the invoice, suppliers can enter advanced pricing details for an invoice line. If this rule is not checked, the invoice will fail validation when it is submitted.
  - On PO-based invoices or invoices based on blanket purchase orders (BPOs), suppliers can enter advanced pricing details if:
    — The following three rules are checked: **Allow suppliers to enter advanced pricing details at line item level**, **Allow supplier to change the unit price**, and **Allow suppliers to increase line item subtotals**. If these rules are checked, suppliers can enter advanced pricing details on all PO or BPO-based invoices.
    — The PO or BPO contains one or more line items with advanced pricing details, and the following two rules are checked: **Allow suppliers to change the unit price** and **Allow suppliers to increase line item subtotals**. In this case, even if the rule **Allow suppliers to enter advanced pricing details at line item level** is not checked, suppliers can enter advanced pricing details on the invoice if the PO or BPO contains items with advanced pricing details.
    If the rule **Allow suppliers to enter advanced pricing details at line item level** is checked, but the rules **Allow supplier to change the unit price** and **Allow suppliers to increase line item subtotals** are unchecked, suppliers receive an error message if they try to enter advanced pricing details on PO or BPO-based invoices.
    When validating the subtotal price for a line item with advanced pricing details, the subtotal amount tolerance specified by the buyer for order confirmations and invoices is also considered. The unit price tolerance is used while validating the unit price for a line item.
    To validate the unit price of a line item with advanced pricing details, Ariba Network uses the calculated unit price based on the pricing details as follows:
    Calculated Unit Price = (Unit Conversion/Price Unit Quantity) * Unit Price of the line item
    When the value of the subtotal exceeds the subtotal tolerance and the unit price exceeds the unit price tolerance specified by the buyer, Ariba Network rejects the invoices created by the supplier against the purchase order.

Service invoices do not allow advanced pricing details on any lines.

- **Allow suppliers to change advanced pricing details at the line-item level**.
  This rule controls whether suppliers are allowed toe edit **Price Unit Quantity**, **Unit Conversion**, **Price Unit**, and **Pricing Description** values on invoices.

  > **i Note**
  >
  > The ability to edit **Unit Price** is governed by the rule **Allow suppliers to change unit price**.

  If **Allow suppliers to change advanced pricing details at the line-item level** is unchecked, and **Allow suppliers to enter advanced pricing details at the line-item level** is checked, advanced pricing details cannot be added to or edited for existing line items; advanced pricing details can still be added to new line items that did not exist in the original purchase order.

- **Allow the Bill To Address to be mapped to the corresponding system ID for non-PO invoices sent through cXML, CSV, or EDI**.
  This rule is applicable only for non-PO invoices sent through a cXML or CSV file by an integrated supplier. This rule controls if Ariba Network must map the Bill To Address with the corresponding system ID for the buyer account.
  When this rule is checked, Ariba Network maps the Bill To Address with the corresponding system ID of the buyer account for all non-PO invoices sent through cXML or CSV documents.
  Country-based Invoice Rule Setting: Do not require for any country (default).

- **Allow case-insensitive invoice matching.**
  Controls whether Ariba Network disregards the case in invoice numbers when matching invoice status updates to invoices. For SAP-enabled ERP systems, invoices received are automatically renumbered using uppercase characters (for example, `inv-123` becomes `INV-123`). When there is case-insensitive invoice matching, Ariba Network matches invoice status updates to invoices that are numbered the same except for case. This configuration setting only affects how Ariba Network matches invoice status updates to invoices, not how invoices are matched to purchase orders.

- **Allow suppliers to add allowances and charges to invoices.**
  This rule allows suppliers to do the following:
  - Create PO-based invoices that include all taxes, allowances, and charges cost elements from the purchase order on the invoice.
    When the supplier creates PO-based invoices, the taxes, allowances, and charges information in the purchase order is carried over to the new invoice. That is, all the total landed cost fields in the new invoice are pre-populated with the taxes, allowances, and charge cost information from the purchase order. In addition, suppliers can add new allowances and charges, modify and remove the taxes, allowances, and charge cost elements carried over from the corresponding purchase order. Total landed cost information in the purchase order is also carried over to documents such as change orders, credit memo, and order confirmations.
  - Create non-PO invoices with taxes, allowances, charges and taxes on allowances, and charge cost elements.
  - Add allowances and charges as a rate or a fixed amount.
  - Add tax on the allowances and charges amount.
  - Add charge and tax on charge on the Credit Memo page.
    Service invoices do not allow allowances or charges on any line items.

    > **i Note**
    >
    > This rule does not prevent suppliers from adding discounts, shipping, and special handling charges to invoices.

> If this rule is unchecked, suppliers cannot add new allowances and charges to invoices. However, they can change the description, dates, and the amount/rate of allowances and charges from the PO, and taxes.

Buyers can configure a list of allowances and charges that are available to suppliers when this rule is checked.

- **Configure list of allowances and charges**

  This link enables buyers to create a customized list of allowances and charges. When a customized list is created, the customized list is presented to suppliers instead of the default list when they are creating all types of invoices, including the following:

  - Purchase order invoices
  - Non-purchase order invoices
  - Credit memos
  - Line item credit memos
  - Service sheets

  If the buyer does not choose to customize the list of allowances and charges, the current (default) list of allowances and charges is displayed to suppliers when creating invoices.

  When creating an invoice, the supplier is presented with an alphabetically sorted list of allowances or charges. This applies to regular and non-purchase order invoices, and at header and line item levels.

  If a buyer chooses to customize the list of values and doesn't enter any value for some allowances or charges, then the supplier sees the default list of allowances and charges for the relevant list entry during the creation of an invoice. For example, if the buyer enters a customized list of charges but they leave the list of allowances empty, Ariba Network displays the default list of allowances to suppliers along with the buyer's customized list of charges.

  If the buyer has added a customized list and has also checked the rule **Allow suppliers to include taxes, freight, special handling, discounts, allowances, and charges on automatically-generated service sheets**, the customized list is available in the invoice.

  If the buyer has defined a list of customized allowances and charges, Ariba Network validates that the service codes entered for allowances and charges in the cXML invoice match the service codes defined in the list of customized allowances and charges. If the service codes of allowances and charges in the cXML don't match to the service codes of allowances and charges defined in the buyer's list, the invoice is rejected.

  If a buyer customizes the list of allowances and charges while a supplier has invoices in the draft state that contain default allowances and charges, the supplier is prompted to use the customized list during the invoice submission.

  If a supplier copies an existing invoice that contains default allowances and charges after the buyer customized the allowances and charges list, then the customized list is available on the invoice copy during the invoice creation.

  > i Note
  >
  > Specific to users in France: If the parafiscal rule is checked and the buyer has defined a customized list of allowances and charges, then both the customized list and the parafiscal charges are available during invoice creation.

  When a buyer opens this link, the Ariba Network displays a page where buyers can enter allowances and charges. In this page, buyers can add allowances and charges, and modify or delete them. This page contains the Service Code Name and Service Code fields.

- **Require suppliers to include only shipped quantities on invoices.**

  This rule requires suppliers to create invoices based on the shipped quantities against a specific purchase order. Also, the rule prevents suppliers from creating invoices that exceed the shipped quantities limit. Since

service invoices are based on approved service sheet quantities rather than shipped quantities, this rule is ignored for service invoices.

> **i Note**
>
> If this rule is checked, suppliers must include only shipped quantities on invoices. Enabling this rule unchecks the rule **Require suppliers to include only received quantities on invoices**.

- **Apply line-item shipped quantity tolerances to invoices**
  This rule has the following fields:
  - Upper tolerance limit
  - Lower tolerance limit

> **i Note**
>
> Ariba Network displays this rule ony if the **Require suppliers to include only shipped quantities on invoices** rule is enabled.

Buyers can specify the tolerance limits applicable for shipped quantities in the invoice. This allows suppliers to generate invoices from ship notices where the quantity shipped value in the invoice can differ from the quantities specified in the ship notice within the specified tolerance limits. Buyers can set both the upper and lower tolerance limits within which the suppliers are allowed to modify the shipped quantities in the generated invoice. When the **Require suppliers to include only shipped quantities on invoices** rule is enabled, by default, the upper and lower tolerance limits are not set to any value. Buyers can specify either one of the tolerance limits or both the upper and lower limits. Buyers can also enable this rule for supplier groups.

> **⁛ Example**
>
> The buyer generates a purchase order for 100 units. Buyer sets the upper tolerance limit to 5% and the lower tolerance level to 10% for the shipped quantities in an invoice. Now, the upper tolerance level is 105 units and the lower tolerance level is 90 units. Supplier can generate an invoice for the corresponding purchase order with the shipped quantity value ranging from 90 to 105 units.

> **⁛ Example**
>
> The buyer generates a purchase order for 100 units and sets the upper tolerance limit to 10% and the lower tolerance level to 10% for the shipped quantities in an invoice. Now, the supplier generates two ship notices. The supplier specifies 30 units in the first ship notice and 70 units in the second ship notice. When an invoice is generated against ship notice 1, the supplier can enter a value ranging from a maximum of 33 units to a minimum of 27 units in the invoice. When an invoice is generated against ship notice 2, the supplier can enter a value ranging from a maximum of 77 units to a minimum of 63 units in the invoice.

- **Require references to ship notices on invoices**
  This rule allows suppliers to flip a PO to an invoice for shipped quantities. The invoice includes references to ship notices for each line item. If there are multiple ship notices for a PO, suppliers can select which ship notices to invoice against.
- **Require suppliers to include only received quantities on invoices**.
  This rule requires suppliers to create invoices based on the received quantities against a specific purchase order. Also, the rule prevents suppliers from creating invoices that exceed the received quantities set limit. Since service invoices are based on approved service sheet quantities rather than received quantities, this rule is ignored for service invoices. This rule is also ignored for blanket orders.

> ### i Note
>
> - If this rule is checked, suppliers must include only received quantities on invoices. Enabling this rule unchecks the rule **Require suppliers to include only shipped quantities on invoices.**
> - If the purchase order contains line item quantity or unit price tolerances, Ariba Network compares the purchase order tolerances with shipped or received quantities set limit. Ariba Network then uses the following method to calculate the maximum allowed limit to create invoices based on shipped or received quantity:
>   For shipped quantities:
>   Maximum allowed limit = Minimum of (purchase order item quantity + purchase order tolerances) and shipped quantity.
>   For received quantities:
>   Maximum allowed limit = Minimum of (purchase order item quantity + purchase order tolerances) and received quantity.
> - There is a special entitlement that allows buyers to apply receipt-based invoice verification at the line item level. Enabling this entitlement forces a three-way match between PO, receipt, and invoice quantities for any PO line items in which a control key specifies receipt-based invoice verification. For example, the following control key specifies receipt-based invoice verification for a line item:
>
>   ```
>   <ControlKeys>
>       <InvoiceInstruction verificationType="goodsReceipt" />
>   </ControlKeys>
>   ```
>
>   PO line items without this control key do not require a receipt for invoicing, resulting in a two-way match between PO and invoice quantities.
>
>   > ### i Note
>   >
>   > The entitlement to apply receipt-based invoice verification at the line item level is disabled by default. To enable it, have your Designated Support Contact log a service request.
>
> - If this rule and the rule **Require references to receipts on invoices** are both checked, buyers can reference the original goods receipt in goods receipt returns and reversals. Or, if references to original receipt in returns or reversals are missing, the system uses ship notice references. With this information, Ariba Network determines the correct available quantity to be invoiced. This capability eliminates the need for suppliers to adjust these quantities manually.
>
>   > ### i Note
>   >
>   > When ship notices references are used, the system cannot use a ship notice that more than one receipt references with received quantities.

- **Require references to receipts on invoices**
  This rule allows suppliers to flip a PO to an invoice for received quantities. The invoice includes references to receipts for each line item. If there are multiple receipts for a PO, suppliers can select which receipts to invoice against.

  > ### i Note
  >
  > - You can only enable one of the following two rules at a time:
  >   - **Require references to receipts on invoices**
  >   - **Require references to ship notices on invoices**

- The purchase order has one associated receipt. When the supplier creates an invoice, it includes only items from that receipt.
- The purchase order has one associated receipt with both received and returned items. When the supplier creates an invoice, it cannot exceed the balance of received and returned quantities for each item on the receipt:
  sum(received quantity) – sum(returned quantity)
  For example, if 10 items are received and 5 are returned, 5 can be invoiced.
- The purchase order has multiple associated receipts. If the supplier creates an invoice, they can select which receipts with positive received values to invoice against. Again, the invoiced quantity cannot exceed the balance of received and returned quantities for each item.
- If the buyer checked the **Require suppliers to include only received quantities on invoices** rule but unchecked the **Require references to receipts on invoices rule**, then the supplier cannot select which receipts to invoice against for a purchase order, although they can invoice up to the balance of received and returned quantities for each item.
- If this rule and the rule **Require suppliers to include only received quantities** are both checked, buyers can reference the original goods receipt in goods receipt returns and reversals. Or, if references to original receipt in returns or reversals are missing, the system uses ship notice references. With this information, Ariba Network determines the correct available quantity to be invoiced. This capability eliminates the need for suppliers to adjust these quantities manually.

  > **i Note**
  >
  > When ship notices references are used, the system cannot use a ship notice that more than one receipt references with received quantities.

- **Require suppliers to include the Polish invoice title for invoices and credit memos in EDI or cXML invoices.**
  Country-based invoice rule for Poland only.
  This rule controls if invoices and credit memos that Polish suppliers create in their Ariba Network account must include the Polish document title for invoices and credit memos in the extrinsic element InvoiceTitle in the invoice cXML. This allows auditors to identify the type of invoice document in Polish in the invoice cXML when reviewing invoices in the invoice archive.
  If this rule is checked, it adds Polish document titles automatically to the invoice cXML for invoices created by a Polish supplier through the Ariba Network user interface. Polish suppliers that submit invoices through cXML, EDI, or CSV must configure their backend system to include the InvoiceTitle extrinsic with the following exact values in their invoice documents:
  For invoices: `Faktura`
  For credit memos: `Faktura Korygująca`
- **Allow Ariba Network to send failed invoices to buyer system.**
  When this rule is checked, Ariba Network sends failed invoices to the buyer's system. This rule does not apply to ICS invoices (invoices sent from an invoice conversion service).
- **Allow suppliers to create multiple invoices for an amount-based service item.**
  When this rule is checked, it allows suppliers to create multiple invoices on amount-based lines on a service purchase order. When the rule is unchecked, suppliers can create only one invoice for amount-based lines on a service purchase order.
- **Allow suppliers to create invoices directly from service POs without a service sheet.**
  This rule is available if SAP Ariba has enabled the entitlement of the same name in the buyer account. The rule enables suppliers to flip a service order with item groups into a service invoice without first creating a service sheet. The invoice flipped from the service order maintains the same hierarchy shown in the order. This rule is for buyers who manage their service sheets outside of the Ariba Network. If this rule is checked, suppliers cannot create service sheets for service orders.

When this rule is unchecked, the following rule is available to configure: **Auto-generate service sheets from service invoices.**

- **Require suppliers to specify a delivery note date for each material item on an invoice.**
  This rule allows suppliers to specify the delivery date for each material line-item in an invoice. Sometimes buyers do not accept service sheets and ship notices for transactions. However, the buyer may need to know date-related information such as the delivery date for each material line item. When this rule is checked, suppliers can specify the delivery date for each material line-item on the **Create Invoice** page.

- **Require suppliers to provide start and end dates on service invoices.**
  Check **At line level** to require suppliers to include both start and end dates for service invoice line items. The rule applies only to service items, not material items. Check **At header** to require suppliers to include both start and end dates at the service invoice header. When either option is checked, the subrule **Do not allow invoices for services that are still in progress** is available.

  > **i Note**
  >
  > If Ariba Network generates service sheets automatically and start and end dates are required in service sheets, then they are also required in service invoices, regardless of this rule's settings.

  Default setting (for both line level and header): No

- **Auto-generate service sheets from service invoices.**
  This rule allows suppliers to skip the manual service sheet creation process, generating service sheets automatically instead. When this rule is checked, suppliers can create service invoices for each service line, and the service sheets are generated automatically and sent to the customer for approval.
  This rule is available only if the rule **Allow suppliers to create invoices directly from service POs without a service sheet** is not checked. When buyers allow suppliers to create service invoices without service sheets, suppliers cannot submit manual or automatically generated service sheets through the Ariba Network.

- **Allow suppliers to edit service sheet invoice dates and retain them when using auto-generated service sheets.**
  When this rule is checked, suppliers enter invoice dates in invoices and Ariba Network retains them for use in auto-generated service sheets. If this rule is unchecked, Ariba Network uses the date the service sheet is approved by the buyer, which is usually later than what suppliers expect. Enabling this rule produces the payment timeline that suppliers expect.
  This rule works with the rules for invoice back dating and future dating. Ariba Network evaluates the back dating and future dating rules during invoice creation, not when the service sheet is approved and the invoice is released.
  This rule is available only if the rule **Auto-generate service sheets from service invoices** is checked.

- **Ignore return items when creating an invoice.**
  When the rule is checked, items marked for return are excluded from standard invoices. This also excludes return items from line-item credit memos because they are created from invoices. The rule is unchecked by default.
  This rule allows buyers to prevent suppliers from invoicing for the difference between regular items and return items. When this rule is checked, suppliers must submit a regular invoice for goods and a separate credit memo for return items, keeping the two transactions transparent and auditable.
  When this rule is unchecked, suppliers can invoice for the difference between regular items and return items (that is, they can add both material goods and return items to standard invoices and line item credit memos).

- **Require suppliers to provide negative tax on allowances on invoices.**
  When the rule is checked, buyers can control how suppliers can make changes to the allowances section of an invoice. Buyers can require suppliers to enter negative taxes on allowances in an invoice. When this subrule is enabled, in credit memos, suppliers can enter only positive values as taxes on allowances. The new subrule is

applied to allowances at both the line item level and the header level, and to all types of invoices and credit memos.

Service sheet rules

The following rules are located in the **Service Sheet Rules** section:

- **Require suppliers to create an order confirmation before creating a service sheet.**
  Requires suppliers to partially or fully confirm an order before creating any service sheets from it.
  Default setting: No

- **Require suppliers to provide approver information on service sheets.**
  Requires suppliers to provide the email address of the person at buyer's company responsible for approving the service sheet (and therefore that the work was completed according to the service sheet description) when creating a service sheet.
  If the supplier specifies the email address in the approver details section within the **Additional Details** section on the service entry sheet page, Ariba Network sends email notifications to the approver whenever modifications are made to the service entry sheet or if the status of the service entry sheet changes.
  Default setting: Yes

- **Require suppliers to create an order confirmation before creating a service sheet.**
  Requires suppliers to partially or fully confirm a purchase order before creating any service sheets from it.
  Default setting: No

- **Allow suppliers to send service sheet attachments.**
  Allows suppliers to add attachments to service sheets. Service sheets only support attachments at the header level.
  Default setting: No

- **Your procurement application can download service sheet attachments (MIME multipart messages).**
  Allows the buyer's procurement application to download header-level service sheet attachments if the buyer allows suppliers to add them.
  The additional setting, **Send URLs to view attachments on Ariba Network**, is also unchecked by default.
  Default setting: No

- **Require suppliers to send service sheet attachments.**
  Requires suppliers to add at least one attachment to each service sheet. If buyers check this rule, the buyers must also check the **Allow Suppliers to send service sheet attachments** rule.

  > **i Note**
  >
  > There is no way for suppliers to add attachments to service sheets uploaded as CSV files. If buyers check this rule for suppliers who upload service sheets as CSV files, their uploads will fail and they must log into Ariba Network and edit and resubmit the failed service sheets with attachments.

  Default setting: No

- **Allow suppliers to add ad hoc line items to service sheets.**
  Allows suppliers to add items to service sheets that were not included in the original order. If buyer places unplanned service orders and the buyer's Ariba Network buyer account is not integrated with SAP Ariba Procurement solutions, the buyer should check this setting so that suppliers can add items as they fulfill the orders.
  Default setting: No

- **Allow suppliers to change units of measure on service sheets.**

Allows suppliers to change units of measure on service sheets. If buyers check this rule, the **Allow suppliers to increase item quantities on service sheets** rule is automatically checked as well. Buyers cannot set an exception tolerance when this rule is checked.
Default setting: No

- **Allow suppliers to increase item quantities on service sheets.**
  Allows suppliers to increase item quantities on service sheets without restriction. Buyers cannot set an exception tolerance when this rule is checked.
  If buyers uncheck this rule, suppliers can only increase item quantities on service sheets up to the tolerance level that the buyers specify. The default exception tolerance is 0%.
  Default setting: No

- **Allow suppliers to change unit prices on service sheets.**
  Allows suppliers to change unit prices on service sheets without restriction. Buyers cannot set an exception tolerance when this rule is checked.
  If buyers uncheck this rule, suppliers can only change unit prices on service sheets within the tolerance level that buyers specify. To set unit price tolerance, select **Check Price Tolerance**.
  Default setting: No

- **Allow suppliers to change subtotal amounts on service sheets**
  Allows suppliers to change subtotal amounts on service sheets without restrictions. Buyers cannot set exception and absolute amount tolerances when this rule is checked.
  If buyers uncheck this rule, suppliers can only change subtotal amounts on service sheets up to either the exception tolerance or the absolute amount tolerance, whichever computed amount is smaller. For example, if the subtotal is $100 and buyer sets an exception tolerance of 15% and an absolute amount tolerance of $100, the supplier can increase the subtotal up to $115. However, if the subtotal is $1000, the supplier can only increase the subtotal to $100, since 15% of $1000 is $150 and exceeds the absolute amount tolerance. The default exception tolerance is 0%; there is no default absolute amount tolerance.

  > **i Note**
  >
  > This rule does not apply to unplanned order lines.

  Default setting: No

- **Allow suppliers to create multiple service sheets for an amount-based service item**
  Allows suppliers to create multiple service sheets for an amount-based service item.
  If buyers check this rule, suppliers can create multiple service sheets on amount-based lines on a service purchase order.
  If this rule is unchecked, suppliers can create only one service sheet for amount-based lines on a service purchase order. If a supplier attempts to create multiple service sheets against an amount-based service line purchase order when the rule is unchecked, Ariba Network displays an error message.
  Default setting: Yes

- **Allow suppliers to include taxes, freight, special handling, discounts, allowances, and charges, on automatically-generated service sheets**
  Allows suppliers to include other charges such as taxes, freight, special handling, discounts, allowances, and charges on automatically-generated service sheets if buyers' procurement application supports them. These charges also appear on the related invoice.
  If buyer's procurement application does not support the processing of additional charges on a service sheet, the buyer should uncheck this rule. If the rule is unchecked, additional charges are excluded from automatically-generated service sheets.
  Default setting: No

- **Allow suppliers to include multiple parent PO lines per service sheet**

Allows suppliers to include multiple parent PO lines per service sheet. If buyers check this rule, suppliers won't be prompted to select an outline item when they create a service sheet or an invoice for the order. Instead, all parent PO lines are automatically added to the service sheet and the invoice.
If the rule is unchecked, suppliers can include only one parent PO line per service sheet.
Default setting: No

- **Allow suppliers to reuse service sheet numbers**
  Allows suppliers to reuse a service sheet number if the service sheet has been rejected or failed. Select at least one of the two options, **Rejected** and **Failed**.
  If buyers disable this rule, suppliers can't reuse service sheet numbers. If a service sheet is rejected or failed, they must use a new number when they resubmit it.
  Default setting: No

- **Require suppliers to create service entry sheets where the line item quantity is not zero**
  Prevents suppliers from creating service entry sheets where the line item quantity is zero.
  Default setting: No

- **Do not allow part number to exceed specified characters for ad hoc line items**
  Buyers can prevent suppliers from specifying part numbers (for ad hoc line items in service sheets) which exceed the configured number of characters. The maximum allowed number is 99.

- **Require suppliers to provide description for ad hoc line items**
  Requires suppliers to provide part descriptions for ad hoc line items.
  Default setting: No

- **Require suppliers to provide line item quantity for ad hoc line items**
  Requires suppliers to provide line item quantities for ad hoc line items in service sheets.
  Default setting: No

- **Require suppliers to provide account assignment information**
  Buyers can specify U (Unknown) as the value for the account assignment category for service line items on purchase orders. Buyers can enable this rule to ensure that suppliers submit service sheets only after they replace the value U (Unknown) with the appropriate account assignment category values. Suppliers can punch in to SAP Ariba Buying and Invoicing to retrieve the appropriate value for the account assignment category and then submit their service sheets.
  Default setting: No

- **Allow suppliers to create correction service sheets**
  Allow suppliers to create a correction service sheet for those service sheets which are invoiced. Suppliers must enter a negative quantity value in the correction entry sheet. While creating a correction entry sheet, suppliers cannot:
  - Copy a line item.
  - Edit details of the **Price**, **Part# / Description**, and **Subtotal** fields.
  - Delete line items.

  > **i Note**
  >
  > While creating a correction service entry sheet:
  > - Suppliers cannot copy or create an invoice for an approved correction service entry sheet.
  > - Suppliers cannot enter a negative quantity per line item which exceeds the total quantity value of the original service sheet.

  Default setting: No

List of allowances and charges

Buyers can create a customized list of allowances and charges.

When a customized list is created, the customized list is presented to suppliers instead of the default list when they are creating all types of invoices, including the following:

- Purchase order invoices
- Non-purchase order invoices
- Credit memos
- Line item credit memos
- Service sheets

If the buyer does not customize the list of allowances and charges, the current (default) list of allowances and charges is displayed to suppliers when creating invoices both at the header and the line item levels.

If they prefer, buyers can choose to customize only one of the allowances and charges lists. For example, if the buyer enters a customized list of charges but they leave the list of allowances empty, Ariba Network displays the default list of allowances to suppliers along with the buyer's customized list of charges.

If the buyer has added a customized list and has also checked the **Allow suppliers to include taxes, freight, special handling, discounts, allowances, and charges on automatically-generated service sheets** rule, then the customized list is available in the invoice.

If the buyer has defined a list of customized allowances and charges, Ariba Network validates that the service codes entered for allowances and charges in the cXML invoice match the service codes defined in the list of customized allowances and charges. If the service codes of allowances and charges in the cXML don't match to the service codes of allowances and charges defined in the buyer's list, the invoice is rejected.

If a buyer customizes the list of allowances and charges while a supplier has invoices in the draft state that contain default allowances and charges, the supplier is prompted to use the customized list during the invoice submission.

If a supplier copies an existing invoice that contains default allowances and charges after the buyer customized the allowances and charges list, then the customized list is available on the invoice copy during the invoice creation.

For users in France

If the parafiscal rule is checked and the buyer has defined a customized list of allowances and charges, then both the customized list and the parafiscal charges are available during invoice creation.

PO invoice fields

The following rules specify whether suppliers can change values while creating invoices for purchase orders:

- **Allow suppliers to add line items to PO invoices.**
  This rule allows suppliers to bill for items that do not appear in the original purchase order.
- **Allow suppliers to change auxiliary part ID.**
  This rule allows suppliers to edit the **Auxiliary Part ID** field on invoices.

> **i Note**
>
> At the item level, suppliers can provide an auxiliary part ID to further identify items that have newer or replacement part numbers, particularly for orders of non-catalog items.

- **Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available).**
  (For VAT compliance) This rule applies only to invoices against a single purchase order. If this rule is checked, the rule **Copy Bill To address on purchase orders to Sold To address on invoices** is automatically checked in the **Online Invoice Form Rules** section.
  Country-based Invoice Rule Setting: Require for all countries (default).

- **Copy tax from purchase order to standard invoice.**
  This rule copies line item tax information from a purchase order when it is flipped to a standard invoice or when the Ariba Network generates a standard invoice automatically based on a receipt submitted by the buyer. This rule does not copy header-level taxes, and it is available only for buyers that integrate directly with their ERP or SAP Ariba Procurement solutions.
  If you don't want suppliers to add or change line item taxes, check the **Make line item tax on invoice view-only** box. If suppliers change a line item quantity, taxes are adjusted.
  This rule does not apply to line item credit memos. For line item credit memos, taxes at line item level default from the invoice and not from the purchase order, even when this rule is enabled. The following scenarios apply for this rule:
  - When the **Copy tax from purchase order to standard invoice** rule is enabled and the sub-rule **Make line item tax on invoice view-only** is disabled, taxes are copied from the invoice for line item credit memos, not from the purchase order. Suppliers can manually update the taxes on the invoice for changes to be reflected on the line item credit memo.
  - When the **Copy tax from purchase order to standard invoice** rule and the sub-rule **Make line item tax on invoice view-only** are both enabled, taxes on the line item credit memo are read-only and cannot be changed.

PO and non-PO invoice fields

- **Allow invoices to be back-dated the specified number of days.**
  The number of calendar days suppliers can back-date invoices (a value of zero rejects back-dated invoice). SAP Ariba recommends to not allow back-dating of invoices. See Invoice dates and date of issue [page 26].

- **Allow shipping tax entered at header level**
  For Ariba Invoice Automation customers: This rule allows suppliers to enter the tax amount for the shipping amount if the shipping amount is specified at the header level.
  Buying organization that are using SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management must not check this rule since these solutions allow shipping taxes on invoice line level only. The rule **Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines** allows adding taxes to shipping or special handling charges at the line level.

- **Require suppliers to provide their tax ID on invoices.**
  Suppliers must include their tax ID on invoices.
  Country-based Invoice Rule Setting: Do not require for any country except Belgium and France (default).

- **Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines.**
  For VAT compliance, Ariba Network can create a service line containing shipping and special handling costs and the corresponding taxes. Shipping and special handling costs are taxable in Europe, the Middle East, and Asia.

Country-based Invoice Rule Setting: Allow for all countries (default).

SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management customers must check this rule in order to allow taxes on shipping and special handling charges.

- **Require suppliers to enter taxes at line item level**

  When this rule is checked, suppliers cannot enter taxes at header level. When the rule is not checked, then suppliers can add taxes at header level or line item level. SAP Ariba recommends that buyers allow suppliers to apply VAT and withholding taxes at the line level only.

  This rule does not enforce that suppliers enter taxes at line level. To enforce that suppliers enter taxes at line level, also check the rule **Require suppliers to provide VAT information in the invoice headers or line items**.

  Country-based Invoice Rule Setting: Require for all countries and regions except the US and 'Hong Kong, China' (default).

- **Require supplier GST and QST registration numbers when GST/HST or QST are chosen as tax categories respectively.**

  This selection ensures that suppliers enter their GST and QST registration numbers when they selct GST/HST or QST as tax categories respectively while creating invoices. This rule is applicable only to suppliers in Canada.

- **Require suppliers to provide order information**

  This rule is applicable for non-PO invoices or credit memos. If the rule is checked, a supplier must enter a value in at least one of the Order Information fields (Customer order #, Sales order #, Contract #). If the rule is unchecked, the values in the Order Information fields are optional.

  This rule currently applies only to invoices entered manually in Ariba Network. For non-PO invoices submitted through EDI or cXML, including ICS invoices (invoices sent from an invoice conversion service), order information is not required. In a future release, SAP Ariba will strictly enforce this rule regardless of whether the invoice is manually entered in Ariba Network or submitted through EDI or cXML.

- **Allow suppliers to enter discounts in the invoice header**

  Suppliers can be prevented from entering header level discounts and taxes, which is particularly important since many invoice lines can have different discount rates.

  This rule can be specified at the default transactions rule level, supplier group rule level, and the country rule level.

  If the rule is checked, suppliers can enter discounts on the invoice header or at line level on PO-based and non-PO invoices. If this rule is not checked, then suppliers can only enter discount at the line level.

  Country/Region-based Invoice Rule Setting: Allow for the US, 'Hong Kong, China', Malaysia, Austria, Belgium, the Czech Republic, Denmark, France, Germany, Hungary, Italy, Latvia, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the UK (default).

- **Include allowances and charges in the unit price.**

  If this rule is checked, suppliers can only add allowances and charges on unit price level when they send invoices to you.

  If the SAP Ariba procurement solution supports taxes and charges on purchase orders, uncheck this rule to ensure correct calculation of the unit price of invoice line items.

- **Allow invoices to be future-dated the specified number of days.**

  This rule allows the buyer administrator to configure future dates on invoices for a specified number of days (up to 365) beyond the current date. To reject future-dated invoices, enter 0.

- **Require suppliers to provide their supplier legal form of their business on invoices.**

  If this rule is checked, suppliers have to provide the legal form of their business on the invoice, such as such as Inc., Ltd. S.A., S.A.S, or other. To pass the rule, suppliers must fill in the **Supplier Legal Form** field.

  Country-based Invoice Rule Setting: Disallow for all countries except Belgium, the Czech Republic, Denmark, France, Germany, Hungary, Latvia, Norway, Poland, Portugal, Romania, Slovakia, and Slovenia (default).

- **Require suppliers to provide their commercial identifier on invoices.**

If this rule is checked, suppliers have to provide their commercial identifier, which is the registration number of the supplier company as entered in the commercial register on the invoice. To pass the rule, suppliers must fill in the **Supplier Commercial Identifier** field.

Country-based Invoice Rule Setting: Disallow for all countries except Austria, Belgium, the Czech Republic, Denmark, France, Germany, Hungary, Latvia, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the UK (default).

- **Require suppliers to provide their supplier company capital amount and currency on invoices.**
  If this rule is checked, suppliers have to provide their company capital amount and currency on the invoice. To pass the rule, suppliers must fill in the **Supplier Company Capital** field.
  Country-based Invoice Rule Setting: Disallow for all countries except France (default).

- **Require invoice Sold To Address and VAT ID (if defined) to match Sold To list.**
  (For VAT compliance) This setting appears when a buyer has configured one or more Sold To addresses. Buyers can require that all of the invoice address fields and the VAT ID match the pre-defined list. If this rule is checked, Ariba Network displays the rule **Require only Name, ISO Country Code, and VAT ID (if defined) to match invoice Sold To Address** (see following description).

- **Require only Name, ISO Country Code, and VAT ID (if defined) to match invoice Sold To Address.**
  (For VAT compliance) This rule ensures that only key Sold To address information on invoices matches information on the list of Sold To addresses.

Invoice address rules

These rules specify the information required for invoices:

- **Require a Bill To address on invoices.**
  Suppliers must provide a complete Bill To address.

- **Require a Sold To address on invoices.**
  Suppliers must provide a complete Sold To address.
  Country/Region-based Invoice Rule Setting: Require for all countries/regions except the US and 'Hong Kong, China' (default).

- **Require a From address on invoices.**
  Suppliers must provide a complete From address.
  Country-based Invoice Rule Setting: Require for all countries (default).

- **Require a Remit To address on invoices.**
  Suppliers must provide a complete Remit To address.
  Country-based Invoice Rule Setting: Do not require for any country except for France (default).

- **Require Ship From and Ship To addresses on invoices.**
  Suppliers must provide a complete Ship From and Ship To addresses.
  Country-based Invoice Rule Setting: Require for all VAT countries and Canada (default).

- **Enforce strict address validation for required address fields.**
  Ariba Network can ensure that suppliers provide complete address information on online invoices (PO flip and non-PO invoices), and on invoices sent electronically through EDI or cXML. If the rule is unchecked, suppliers can omit name and address information.
  Country-based Invoice Rule Setting: Allow for Austria, Belgium, the Czech Republic, Denmark, France, Germany, Hungary, Italy, Latvia, the Netherlands, Norway, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the UK (default).

Blanket purchase order rules

These rules specify information required for invoices for item-level blanket purchase orders:

- **Enable BPO-specific invoice rules.**
  When checked, the table expands to include the Order Confirmation and Ship Notice Rules, PO Invoice Rules, and Non-PO Invoice Rules that can be applied to blanket purchase orders.
  Country-based Invoice Rule Settings: Enable for all countries (default).
  In addition, buyers can set the following BPO-only rules:
- **Allow suppliers to change line item descriptions when creating invoices for BPOs.**
  Allows suppliers to edit the line item description in the invoice. When unchecked, then suppliers must use the same line item description as shown on the original blanket purchase order.
- **Allow Ship To information in BPOs to be changed in invoices.**
  Allow suppliers to edit the Ship To information in the invoice. If unchecked, then suppliers must use the same Ship To information as shown on the original blanket purchase order.

> **i Note**
>
> Suppliers cannot create invoices for supplier-, commodity-, and catalog-level BPOs. However, buyers can allow suppliers to access their site to create these types of invoices in their procurement application.

Invoice payment rules

- **Require suppliers to include bank account details on invoices**
  This rule enforces the inclusion of bank account number and SWIFTBIC on invoices. When checked, the subrule **Require IBAN** appears. The **Require IBAN** rule enforces the inclusion of IBAN on invoices, and only applies to suppliers in countries where IBAN is used.
- **Require suppliers to provide net term information on the invoice**
  This rule requires suppliers to provide a net term on the invoices. To pass the rule, a value in the **Net Term(days)** field must be present on the invoice.
  Country-based Invoice Rule Setting: Disallow for all countries except Austria, Belgium, the Czech Republic, Denmark, Germany, Hungary, Latvia, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, and the UK (default).
- **Require suppliers to provide penalty information or terms on invoices**
  This rule requires suppliers to provide a penalty term or penalty information on the invoice. To pass the rule, at least one of the following must be available on the invoice:
  - positive values in the **Discount or Penalty Term(days)** and **Percentage(%)** fields
  - value in the **Penalty Information** field

  Country-based Invoice Rule Setting: disallow for all countries except France and the UK (default).
- **Allow suppliers to change payment net term as shown on purchase orders**
  This rule allows suppliers to change the payment due date (net term) as shown on the purchase order. Regardless of this rule, Ariba Network accepts payment net terms for purchase orders that do not specify them.
- **Allow suppliers to change payment discount terms as shown on purchase orders**
  This rule allows suppliers to create their own payment discount terms or override the discount terms on the purchase order. Regardless of this rule, Ariba Network accepts payment discount terms for purchase orders that do not specify these terms.

- **Allow suppliers to omit payment terms in PO invoices**
  This rule allows Ariba Network to not fail invoices if the payment terms are not specified. Instead, if a new payment term appears in the invoice, Ariba Network validates that the net terms on the invoice match the net terms on the purchase order.

VAT rules

These rules specify which fields are mandatory to ensure that invoices comply with the invoicing requirements of a trading relationship. For example, VAT compliance might require that a buyer set up various supplier groups, depending on the type of trade and the countries involved.

- **Require customer's VAT/Tax ID.**Buyer's company VAT or tax identification number.
  Country-based Invoice Rule Settings: Require for Belgium, Bulgaria, Cyprus, Czech Republic, Lithuania, Poland, Portugal, Romania, Slovakia, South Africa, South Korea, Malaysia (default).
- **Require supplier's VAT/Tax ID.**Suppliers must provide VAT or tax identification number.
  Country/Region-based Invoice Rule Settings: Require for all countries/regions except the US and 'Hong Kong, China' (default).
- **Require suppliers to provide VAT information in invoice headers or line items.**
  Suppliers must provide VAT information.
  Country-based Invoice Rule Settings: Require for all VAT countries (default).
- **Require supply date when VAT is chosen as tax category?**
  Suppliers must provide VAT supply dates.
  Country-based Invoice Rule Settings: Require for all VAT countries (default).
- **Require tax amounts in local currency.**
  VAT is required in either the buyer's or supplier's local currency. When this rule is checked, Ariba Network requires the supplier to choose the buyer's currency when generating invoices. Ariba Network uses this to calculate the VAT when it generates the invoice and displays it online.
  Country-based Invoice Rule Settings: Require for all countries (default).
- **Require subtotal and amount due in local currency**.
  Displays the subtotal amount and amount due in the buyer's local currency.
  Country-based Invoice Rule Settings: Require for Bulgaria, Czech Republic, Portugal, Singapore, Australia, New Zealand (default).
- **Determine local currency based on supplier country**.
  If you require tax amounts or subtotal and amount due in the local currency, enable this rule to determine the local currency based on the country of the supplier. Otherwise, the local currency is determined from the ship-to country.
- **Require explanation for zero-rate VAT.**
  If suppliers enter 0 for VAT, they must fill out the comments field to explain why the VAT is zero.
  Country-based Invoice Rule Settings: Require for all VAT countries (default).
- **Require detailed tax information in tax summaries.**
  Tax summaries must include detailed information on tax rates, and Ariba Network validates the information suppliers enter in those fields against tax information in the invoice and the buyer's other VAT rules. This rule effects suppliers who provide invoices through cXML or EDI integration rather online on Ariba Network. They receive error messages when they submit invoices with tax summaries with missing required information or invalid information, including information in the summary that does not match totals from lines, tax amounts not specified in the local currency as required, or missing required Supply Date.
  Country-based Invoice Rule Settings: Require for all VAT countries and Canada (default).

- **Show your company's default VAT ID.**
  Displays the buyer's VAT identification number in the text box.
- **Display text boxes for buyer and supplier VAT IDs in invoice headers.**
  Ariba Network displays VAT-related fields, such as VAT IDs, on invoices.
  Country-based Invoice Rule Settings: Display for all countries (default).
- **Require your company's VAT ID only for intra-EU trade.**
  Ariba Network can determine if an invoice is for intra-EU trade, and apply VAT rules appropriate for this type. Intra-EU is defined as trade within the European Union, where the From and To country codes are in the European Union and are different countries.
  Country-based Invoice Rule Settings: Require for all VAT countries except Norway, Switzerland, South Africa, South Korea (default).
- **Require VAT details only for domestic and intra-EU trade.**
  Ariba Network can determine if an invoice is for domestic or cross-border trade, and apply VAT rules appropriate for each type. Domestic is defined as trade within the same EU country. Cross-border is defined as trade from a European Union country to a non-European Union country. This rule does not apply if both the From and To country codes are not within the European Union.
  Country-based Invoice Rule Settings: Set to Require for all EU VAT countries.
- **Require your company's VAT ID for domestic trade**
  Ariba Network can determine if an invoice is for domestic trade and apply VAT rules appropriate for this trade type. This rule applies if both the From and To country codes are for the same country.
  Country-based Invoice Rule Settings: By default, this rule is set to not require suppliers to specify the company's VAT ID for domestic trade.
- **Display invoice totals as Subtotal, Tax Amount, and Amount Due.**
  Ariba Network can hide the net and gross amount fields at the line level and summary level on invoices. Leave unchecked to display the net and gross amount fields at the line level and summary level.
  Country/Region-based Invoice Rule Settings: Display for all countries/regions except the US, Canada, and 'Hong Kong, China' (default).
- **Allow suppliers to submit self-signed invoices.**
  Suppliers can implement their own digital signature solution (using cXML) and create self-signed invoices. See Invoice signing process [page 96].

Online invoice forms

These rules specify how online invoices are handled:

- **Allow suppliers to use remittance addresses without remittance IDs.**
  Allows suppliers to select remittance addresses that do not have unique IDs in the case where the invoicing application requires each address to have an ID. Otherwise, suppliers must select remittance addresses that have IDs unless none of the remittance addresses include a remittance ID.
  If the rule is deactivated, and none of the remittance addresses is assigned a remittance ID, this rule does not prevent the suppliers from submitting invoices without a remittance ID. The remittance address of the invoice will be defaulted to the address suppliers have configured in their Basic Profile configuration.
- **Allow suppliers to change Ship To information as shown on purchase orders.**
  Suppliers can change the Ship To information from the original purchase order.
- **Allow suppliers to change Bill To information as shown on purchase orders.**
  Suppliers can change the Bill To information from the original purchase order.

- **Default Bill To Address**
  Specifies the default Bill To address used for invoices from supplier groups. This field is mainly for non-PO invoices.
- **Default Sold To Address**
  Specifies the default Sold To address used for invoices from supplier groups. This field is mainly for non-PO invoices and is required in countries that require VAT compliance.
- **Configure list of Sold To Addresses with VAT IDs.**
  Allows buyers to create a list of Sold To addresses and, if necessary, associate them with one or more VAT IDs. When a supplier creates a PO invoice or a non-PO invoice, Ariba Network displays the list and allows the supplier to choose an address. If a VAT ID is associated with the address, Ariba Network displays it on the invoice.
  As a best practice, SAP Ariba recommends that buyers using Ariba Purchase Order Automation or SAP Ariba Invoice Management to import purchase orders from an external system include the Sold To address and VAT ID in the purchase order cXML to eliminates the need for the supplier to provide this information on the invoice.
- **Copy Bill To address on purchase orders to Sold To address on invoices.**
  Specifies whether to use Bill To addresses on purchase orders as Sold To addresses on invoices. This rule is automatically checked if the **Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available)** rule is checked.
  As a best practice, SAP Ariba recommends that buyers using SAP Ariba Buying and Invoicing check this rule.
- **Copy selected Sold To list entry into Non-PO invoice or Non-PO credit memo Bill To section.**
  (For VAT compliance) This setting appears when one or more Sold To addresses are configured. Ariba Network populates the **Bill To** section on non-PO invoices or non-PO credit memos with the address information from the Sold To list entry selected by suppliers.
- Ariba Network does not allow multi-ERP customers that have configured multiple Bill To and Sold To addresses to specify this invoicing rule.

Some of the rules in the **Invoice Fields** section allow Ariba Network to accumulate and track invoice quantities and subtotals against associated purchase orders (invoice aggregation). When a supplier reaches the value limit plus the exception tolerance specified, Ariba Network disables further invoicing against the purchase order. If suppliers exceed the limit, Ariba Network rejects the invoices.

Ariba Network displays invoiced subtotal amounts in purchase order lists. It also displays invoiced quantities and subtotal amounts in the purchase order details page. If an invoice is canceled or rejected, all the aggregation data for that invoice is deleted. Suppliers can use credit memos to adjust aggregated amounts. Ariba Network does not aggregate information-only invoices.

PO and BPO invoice fields

These rules specify whether suppliers can change values while creating invoices for purchase orders or blanket purchase orders. Check the rule **Enable BPO-specific invoice rules** to configure these rules for BPOs.

- **Allow suppliers to change the currency for unit price.**
  This rule allows suppliers to bill for items in any currency. If a buyer does not allow a change in currency, then suppliers must use the same currency as shown on the original purchase order. This rule does not apply to invoice lines based on service sheets, where the currency is always based on the service sheet and is never editable on the invoice.
- **Allow suppliers to change the unit price.**

Suppliers might need to increase the unit price for an item due to variations in pricing or availability. If this rule is checked, Ariba Network does not check unit prices. If unchecked (default), the buyer can click **Check Price Tolerance** and enter a percentage by which invoice unit prices can exceed those on purchase orders.

For example, if there is a unit price tolerance of 10% for an item that is listed at $100, a supplier could price the item on the invoice up to $110, a supplier can price the item in the invoice up to $110. An exception tolerance of 0% allows no change in unit prices.

This rule does not apply to invoice lines based on service sheets, where the unit price is always based on the service sheet and is never editable on the invoice.

- **Allow suppliers to change the unit of measure.**
  Suppliers might need to change how an item is packaged or delivered, particularly for non-catalog items. This rule does not apply to invoice lines based on service sheets, where the unit of measure is always based on the service sheet and is never editable on the invoice.

- **Allow suppliers to increase item quantities.**
  Suppliers might need to increase item quantity for best pricing or shipment, particularly for non-catalog items. If this rule is checked, Ariba Network does not check invoice quantities. If unchecked, Ariba Network displays an exception tolerance field. This rule does not apply to invoice lines based on service sheets, where the item quantity is always based on the service sheet and is never editable on the invoice.

- **Allow suppliers to increase line item subtotals.**
  Suppliers might need to increase line item subtotals due to variations in pricing or availability. If this rule is checked, Ariba Network does not check invoice line item subtotals. If unchecked, Ariba Network displays two exception tolerance text boxes, named **Exception Tolerance** and **Absolute Amount Tolerance**. In the **Exception Tolerance** text box, enter a percentage by which invoice line item subtotals can exceed those on purchase orders.

  For example, if the buyer orders a line item that subtotals $50, an exception tolerance of 10% allows suppliers to invoice that line item for up to $55. An exception tolerance of 0% allows no increase in line item subtotals. In the **Absolute Amount Tolerance** text box, enter an absolute monetary exception amount. For example, the buyer might allow a percentage exception of 10%, but not allow any exception over $100. If the buyer does not have an absolute monetary exception limit, then this text box is blank. Ariba Network converts the monetary exception amount to the currency specified in the invoice if necessary.

  If the buyer wants suppliers to view and edit the pricing details for blanket purchase orders, then the buyer must define both the above rules in the **Blanket Purchase Order Invoice Rules** section also.

  This rule does not apply to invoice lines based on service sheets, where the line item subtotal is always based on the service sheet and is never editable on the invoice.

- **Allow suppliers to change part numbers.**
  Suppliers might need to use newer or replacement part numbers, particularly for non-catalog items. This rule does not apply to invoice lines based on service sheets, where the part number is always based on the service sheet and is never editable on the invoice.

PO, BPO, and non-PO invoice fields

These rules specify whether suppliers can change values while creating invoices. Check the rule **Enable BPO-specific invoice rules** to configure these rules for BPOs.

- **Require suppliers to provide line item descriptions.**
  Each invoice line item on the invoice must have a description. This rule does not apply to invoice lines based on service sheets, where the description is always based on the service sheet and is never editable on the invoice.

- **Require suppliers to choose from your list of valid tax values.**

Buyers can create a list of valid tax rates (for example, withholding tax) that suppliers must use on their online invoices. Buyers can also apply tax rate validation to invoices submitted through EDI or cXML.

Country-based Invoice Rule Setting: By default, this rule is set to not require suppliers to choose from a list of valid tax value. However, SAP Ariba recommends that buyers configure valid tax values for the respective countries and require that suppliers choose from that list.

- **Allow suppliers to create a tax rate and type for invoices and credit memos.**
  Buyers can allow suppliers to specify their own tax values when generating an invoice or credit memo, instead of using the buyer's predefined tax values.

  Country-based Invoice Rule Setting: By default, this rule is set to allow for all countries. However, SAP Ariba recommends to set this rule to not allow supplier-created tax rates and types and require suppliers to choose from a list of valid tax values.

- **Allow net amounts to exceed subtotals.**
  Suppliers might need to increase invoice special handling, shipping, and tax amounts. When this rule is checked, Ariba Network does not check invoice net amounts; otherwise Ariba Network displays an exception tolerance field.

Digital signature process

Digital signature concepts

Digital signatures (also called eSignatures) provide an electronic method of authenticating the creators of documents and of ensuring content integrity and authenticity. They are also used to meet country-specific requirements, including VAT.

Digital signatures are based using a Public Key Infrastructure (PKI). PKI is a technique that associates electronic credentials (called certificates) with two cryptographic keys that are related so that what is encoded with one can only be decoded with the other. The keys cannot be derived from one another. One key (the private key) is kept secret by the holder of the certificate; the other key (the public key) is published as part of the certificate. The certificate is issued by a Certification Authority (CA) which uses secure processes and technology to uniquely identify the certificate holder. The CA also publishes data showing whether or not a certificate has been revoked. If the certificate holder uses their private key to encrypt data, then anyone holding the associated public key can technically check the authenticity of the sender and the integrity of the signed data.

Digital signatures enable buying organizations and suppliers to prove that an invoice is unaltered. If a digitally signed invoice is changed after it is signed, the signature is invalid.

Ariba Network can apply a digital signature to invoices generated online, through cXML, EDI, or CSV. SAP Ariba compares the originating and destination countries on the invoice to determine whether the invoice should be digitally signed. If either country is listed on the SAP Ariba invoice signing matrix, Ariba Network digitally signs the invoice. In some cases, Ariba Network applies digital signatures with both the originating and the destination country certificates.

When an invoice meets SAP Ariba invoice signing matrix criteria, Ariba Network automatically applies the relevant digital signatures to invoices regardless of how they are submitted. The supplier automatically sees the following text at the top of the invoice entry page when submitting an invoice online:

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is:<originating country>**. The document's destination is:**<destination country>**.**

After submitting the invoice, the supplier sees a confirmation that the invoice is digitally signed.

> **i Note**
>
> Ariba Network does not apply a digital signature for CC invoices (invoices that are entered by the buyer in their invoicing solution based on a paper invoice and send to Ariba Network as a CC invoice) or ICS invoices (invoices sent from an invoice conversion service provider).

Related Information

[Ariba Network e-signing methods [page 100]](#)

Digital signing prerequisites

Prior to the invoice creation and signing process two essential steps must be in place:

- The digital signing service provider must acquire a certificate that complies with the country requirements.
- The invoice creator and receiver have to accept agreements that mandate SAP Ariba to create, sign and verify invoice data.
  The process involves the following parties who are considered to be a) separate legal entities and b) using physically separated hardware components:
- Certificate Authority (CA): accredited as a Trust Center
- eSigning ASP/Hub: The electronic signing and verification of invoices is executed by a third party under contract with SAP Ariba for this service, which is currently TrustWeaver AB.
- Invoice issuer: participant who creates invoices (supplier). In Europe and other countries where SAP Ariba applies a digital signature, the invoice issuers authorize SAP Ariba's subcontractor TrustWeaver AB to issue the e-invoices on their behalf.
- Invoice receiver: participant who receives invoices (buyer).

The digital signing service provider ensures that only valid certificates are being used. This process is managed through an extensive case management system controlling issues and life cycle events in relation to keys and certificates (for example, the system administrators received automated notification emails in time for appropriate renewal).

The potential event of a confidentiality breach is covered via an incident response plan. To prevent any such case only authorized administrators are allowed to log on to servers and infrastructure components using individual accounts. Logon is not allowed without a valid case number. All logon activities are monitored and reviewed on a daily basis and verified by the Security Officer on a weekly basis. Any logon attempt (successful or unsuccessful) sends alerts to administrators and Security Officer. All changes to the service follow defined and approved checklists and follow up adhere to defined procedures.

The eSigning service provider (or an authorized representative) purchases the cards from third party CAs that have been verified to issue compliant certificates following the normal order process provided by the CA in question. Statutorily, the eSigning service provider may be represented by the CEO or Board members. Where pseudonyms are available under the applicable laws of the country in question and if the CA offers this as a service for the appropriate certificates, the authorized representatives (or their appointees, see above) may choose to use the eSigning service provider's name as a pseudonym.

Only the Authorized Representative Signatory has access and is in constant control of the physical whereabouts and codes of the certificate cards, both when they are slotted and when they are not slotted.

The authority to invalidate certificates is given to the eSigning service provider via a specific agreement, with each certificate holder so that in cases of (reasonably suspected) private key compromise the deployed private key would be revoked (under obligation).

Use the following diagram to understand the process points in the workflow for setting up a Smart Card:

Certificate/Smart Card Setup

Certificate Authority (CA)

- Signatory has been identified — SC 02
- yes → Issues Smart Card with Certificate (advanced or qualified) — SC 03

eSigning ASP/Hub

- Request for Smart Card — SC 01 — **Start ASP**
- Smart Card received and implemented into S S CD + Pin entered — SC 04
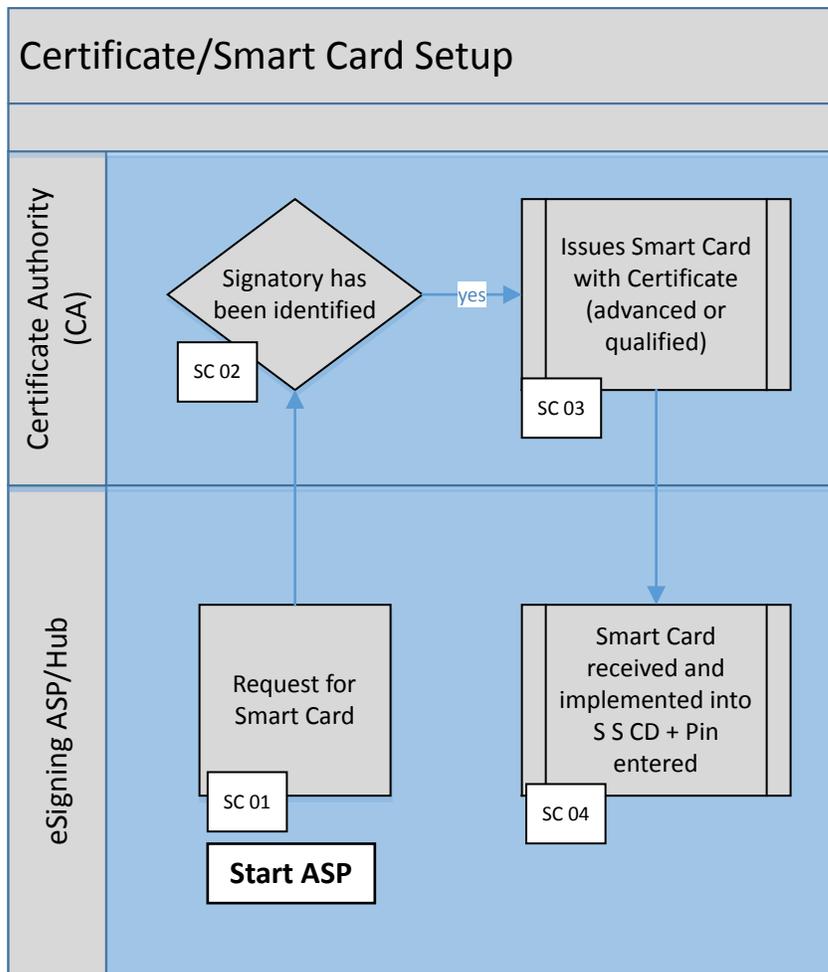
Figure 9: Smart Card workflow process

SC 01: eSigning Service Provider requests Smart Card with qualified certificate

SC 02: CA identifies requester based on Passport or a document with equal security level

SC 03: CA issues Smart Card with qualified certificate

SC 04: A qualified certificate and corresponding private key is received. The Smart card is implemented as part of the compliant Secure Signature Creation Device (SSCD). The SSCD and certificate are installed in a secure data center. Keys, Pin-codes are handled in accordance with related requirements (such as requirements for periodical re-entry of PIN and country requirements for certified soft- and hardware components).

Ariba Network guide to invoicing
Digital signature process
CONFIDENTIAL   **93**

Digital signing agreement / mandate process
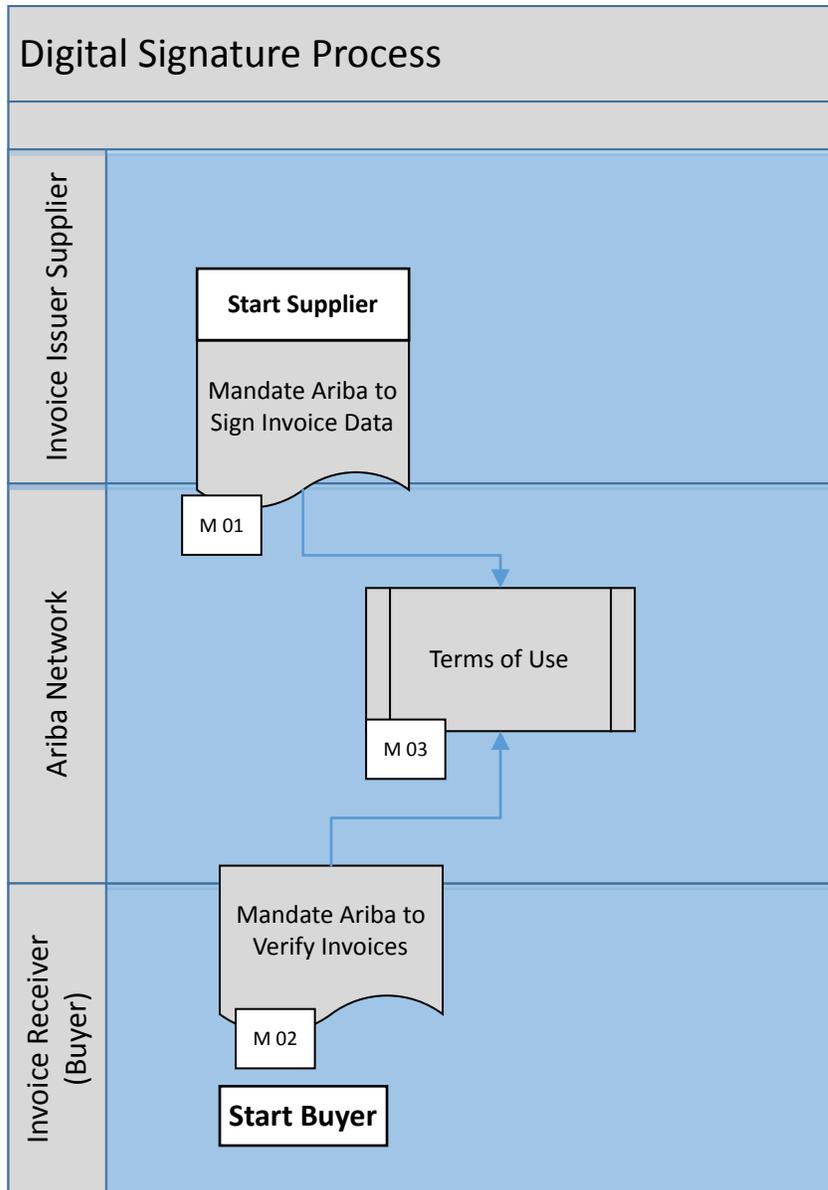
Figure 10: Digital signature workflow process

M 01: By accepting the SAP Ariba Terms of Use, the supplier mandates SAP Ariba to create invoices on their behalf, which includes the electronic signing of the invoice data. Only after accepting the Terms of Use can the supplier submit invoices through the Ariba Network.

M 02: By accepting the SAP Ariba Terms of Use, the buyer mandates SAP Ariba to verify the authenticity and integrity of the supplier's invoice on their behalf. Only after accepting the Terms of Use can the buyer receive invoices through the Ariba Network.

M 03: Ariba Network Terms of Use details the agreements.

SAP Ariba Terms of Use

Buyers and suppliers must follow a click-through process to accept the Terms of Use (TOU) which logs the user's full name, email address, and date of acceptance. This is important because SAP Ariba's Terms of Use serves as "an electronic invoicing mandate" between SAP Ariba, as a service provider, and each trading partner. As defined by the law in France, for example, the mandate must specify that suppliers are entirely and solely responsible for their own invoicing obligations and consequences with regards to VAT.

In addition, the mandate must also indicate that the trading partner entrusts the service provider, such as SAP Ariba, with the issuance of invoices—and that the buyer is prepared to accept invoices from the service provider. For suppliers the TOU is available on the bottom right corner of each page in their Ariba Network account (including on the logon page). For buyers, the TOU is available when they first log in.

Invoice signing process

The following diagram shows the process points involved between the supplier, Certificate Authority, buyer, and Ariba Network in the invoice digital signature workflow:
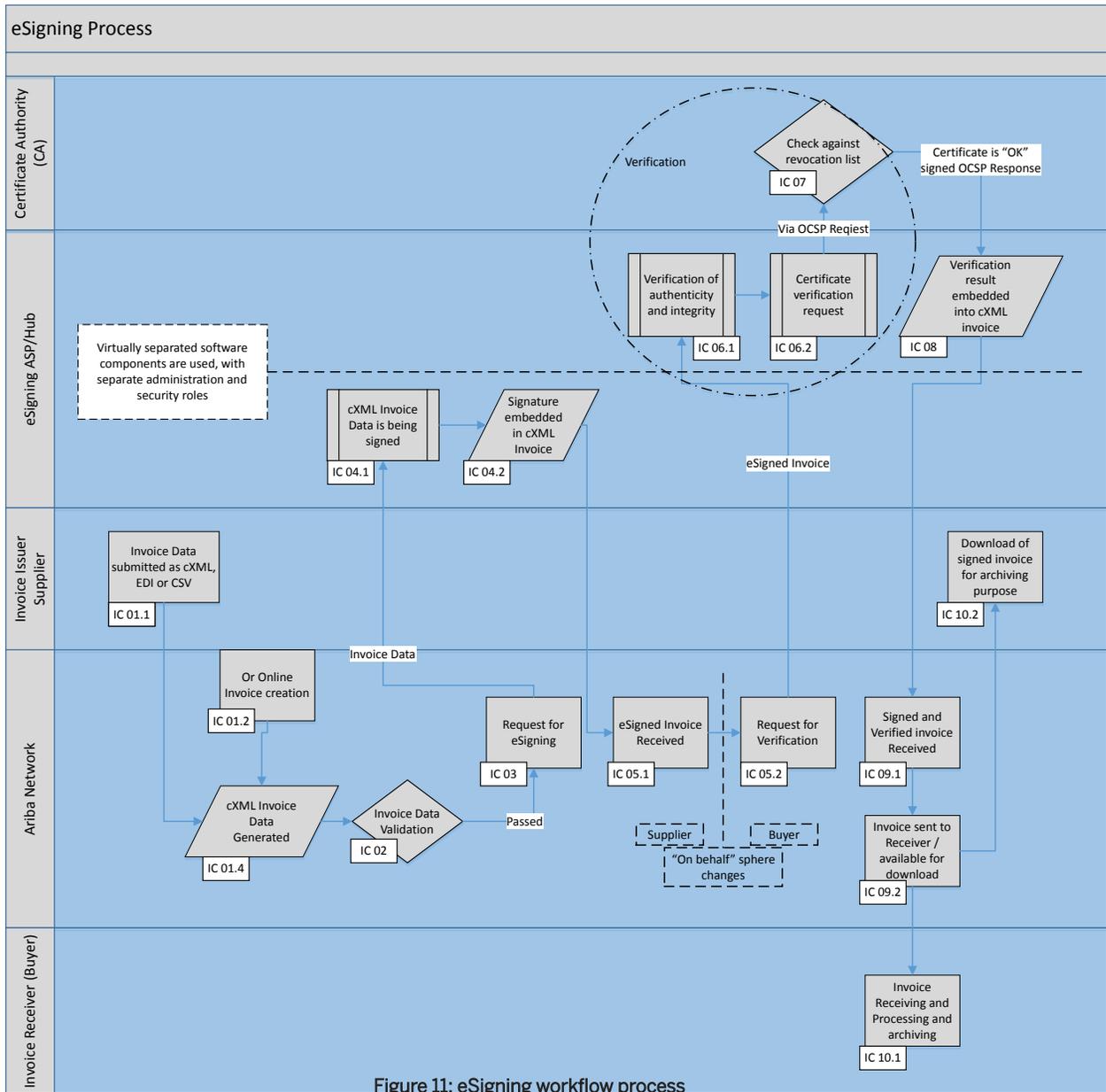
Figure 11: eSigning workflow process

The following table explains each process point identified in the diagram and provides links and references to related topics:

Process Point	What Happens	Related Information
IC 01.1 - 01.2	The supplier submits invoice data as cXML or EDI or CSV data or uses the online invoice entry form provided in Ariba Network.	• Integrity protection for invoice data transmission [page 98]
IC 01.3	The invoice data is stored as cXML invoice data.	
IC 02	The Invoice is validated against invoice rules (standard and customer-specific) and the From and To countries are determined.	• Invoice rules [page 54]
IC 03	If the From and To countries match the Compliance Map for supported and required eSignatures, a request for signature (on behalf of the invoice issuer) is sent to the ASP. This request includes the invoice data as cXML message. The attributes for the From and To country codes are used to determine the correct signing certificate base on the compliance map at the ASP. This step is recorded in the invoice history as "Digital signature is requested for this document with From country XX and To country YY." Prior to sending the eSigning request the following text is added to the cXML invoice data: "Created in the name of and on behalf of the supplier."	• Ariba Network e-signing methods [page 100] • Determination for certificate selection [page 99] • Integrity protection for invoice data transmission [page 98] • Invoice history [page 28] • Invoices with file attachments [page 101]
IC 04.1	The ASP signs the cXML invoice using the software/hardware solution compliant to country- specific requirements. The invoice is not stored or backed up at the eSigning Service Provider.	• Separation of hardware and service components [page 101]
IC 04.2	The eSignature is embedded into the cXML Invoice using XML-DSIG / XAdES components and sent (via HTTPS) back to Ariba Network. This step is recorded in the invoice history as "This document has been digitally signed."	• Invoice history [page 28]
IC 05.1	The digitally signed cXML invoice is received (via HTTPS); the on behalf of the Supplier ends.	• "On behalf of" supplier to buyer change [page 101]
IC 05.2	The complete cXML signed invoice is sent (via HTTPS) with the request for validation (on behalf of the invoice receiver) to the eSigning ASP; the on behalf of the Buyer starts.	• "On behalf of" supplier to buyer change [page 101]
IC 06	Signature verification for authenticity of origin and integrity of data is performed using SigG-compliant library.	• Separation of hardware and service components [page 101] • Signature authorization validation [page 100]
IC 06.2	Full chain certification and verification against a revocation list occurs using the OCSP request to the corresponding CA.	• Signature authorization validation [page 100]
IC 07	The CA validates if the certificate is listed on the revocation list; the result is sent back in a digitally-signed OCSP response to the eSignature ASP.	• Separation of hardware and service components [page 101] • Ariba Network certificate details [page 100]

Process Point	What Happens	Related Information
IC 08	The verification results, including the OCSP response, are stored in the cXML invoice using XAdES-A protocol. The invoice data is not stored or backed up at the eSigning Service Provider.	
IC 09.1	The digitally signed and verified cXML invoice is received by the Ariba Network. This step is recorded in the invoice history as "This document has been digitally verified." The invoice is stored for the agreed retention time.	• Invoice history [page 28]
IC 09.2	The cXML invoice is made available to the receiver (buyer) and the issuer (supplier).	• Integrity protection for invoice data transmission [page 98]
IC 10.1	The buyer receives or downloads the invoice for further processing. After the invoice is transmitted and validated, the routing status is updated and stored in the invoice history. The receiver (buyer) can archive the signed invoices in their local archive.	• Ariba Network certificate validity period [page 100] • Invoice archival options and delivery [page 35]
IC 10.2	The issuer (issuer) can archive the signed invoices in their local archive.	• Ariba Network certificate validity period [page 100] • Invoice archival options and delivery [page 35]

Related Information

Integrity protection for invoice data transmission

Before signing, Ariba Network transmits invoice data in a way that both protects the integrity of the data communicated, and authenticates the source of the data.

The affected process points (illustrated in the previous diagram) are as follows:

- Online invoice data entry (step IC 01.2) uses HTTPS. Ariba Network authenticates online sessions by requiring users to log in with a unique user ID/password pair. It uses Data Encryption Standard (DES) software to encrypt account passwords before storing them. Each organization can view only its own information.
- cXML, EDI or CSV submitted invoice data (step IC 01.1) uses HTTPS. Ariba Network provides two methods for authenticating received cXML documents: a) Shared Secret (default), or b) digital certificate.
- Transmission to the eSigning service (step IC 03) uses HTTPS and digital certificate.
- cXML transmission of invoice to the buyer's system (step IC 09.2) uses HTTPS. Ariba Network provides two methods for authenticating: a) Shared Secret (default), or b) digital certificate. In addition, the invoice is digitally signed and an integrity check is performed for customers using SAP Ariba Buying and Invoicing, SAP Ariba Invoice Management, or Ariba Buyer 8.2.

> **i Note**
>
> SAP Ariba enforces a minimum of 128-bit encryption for HTTPS, which is the currently acceptable standard in terms of encryption strength.

Determination for certificate selection

The invoice process step IC 03 (refer to the previous diagram) requires extraction of the invoice's originating (From) and destination (To) country to determine if digital signature is supported and required based on the SAP Ariba eSigning supported country list.

To determine the originating (From) country, the Ariba Network first checks the supplier's VAT ID country prefix. If that isn't available, SAP Ariba uses the From address' country code on the invoice. If a supplier tax representative is used the same logic is applied against the representative details.

> **i Note**
>
> EU VAT IDs use a country prefix concept. For example, DE1234567890 is a German VAT ID.

To determine the destination country (To), SAP Ariba first checks the buying organization's VAT ID country prefix. If that isn't available, SAP Ariba uses the Ship To address.

If either country is part of the SAP Ariba supported country list, the invoice data will be digitally signed.

At this time most tax authorities do not have the technical and administrative means to verify foreign e-signatures; therefore, Ariba Network uses locally compliant e-signatures for countries with stringent requirements, which results in two eSignatures if the From and To country fall into this category.

Related Information

Ariba Network e-signing methods

E-signing methods for electronic invoices vary per country.

For a complete list of e-signing methods that Ariba Network suppliers authorize for use in each country, see the
SAP Ariba e-invoicing reference page.

Ariba Network certificate details

For authenticity verification, the certificate details such as serial numbers or certificate owner names are available
for review in the per-country worksheet as part of the TrustWeaver Compliance Map™. See https://
knowledge.ariba.com/Ariba_eSigning_CountryMatrix for more information.

Standard certificate attributes are listed below and can be reviewed per invoice in Ariba:

- Version number of certificate format
- Serial number (unique number from CA)
- Certificate signature algorithm
- Issuer (name of CA)
- Valid-from/valid-to dates
- Subject (name of company or person certified)
- Subject's public key and algorithm
- Digital signature created with CA's private key

Ariba Network certificate validity period

Each eSignature includes a certificate validity period represented as "Valid From" and "Valid To". These dates are
critical at the signing, transmission, and receiving time – once the invoice is archived, the certificate can expire
because Ariba uses embedded revocation information in the signature format and protects the signature and
certificate validation steps through separate timestamps. By making the validity of the timestamps long enough
systems can ensure long-term verifiable evidence of integrity and authenticity of the invoices during the mandatory
storage period.

In addition, the eSigning service provider used by Ariba will make sure that only valid certificates are used at
signature time.

Signature authorization validation

Signature authorization validation is required for certain countries, such as Germany. Currently the following
situation exists:

- All invoices created online and all invoices submitted via CSV, EDI or cXML (without eSignature) will use the
  eSigning service provider's own certificates.

- If enabled by the buyer, cXML suppliers can post cXML invoices with eSignatures based on supplier-owned certificates (supplier self-signed invoices). Therefore all cXML suppliers must confirm if they use supplier-owned certificates or plan to leverage the Ariba Network digital signature solution.
- If the Ariba Network digital signature solution is used, the eSigning service provider validates if the certificate used was issued by an approved CA for the From and To country as part of the signature verification. For supplier self-signed invoices, Ariba Network validates only the integrity of the signature.
  As part of the signature validation process, a pre-defined list of "authorized" certificates is used to ensure the signature authorization is granted:
- By default all eSigning service provider's owned certificates are authorized. These certificates are documented in the *Ariba eSigning Country Matrix* at https://knowledge.ariba.com/Ariba_eSigning_CountryMatrix.
- If an invoice is not signed with one of the authorized certificates, the verification fails and the supplier and buyer are notified by Ariba Network.

For supplier self-signed invoices, the buyer is responsible to ensure the certificates used by the supplier meet legal invoice requirements.

Separation of hardware and service components

As both the signature and signature verification process is performed by Ariba and its 3rd party service provider, a clear segregation of duties is required as follows:

- Step IC 04 and IC 06 (refer to the previous diagram) run on the same hardware. In order to make sure that these functions are clearly separated, virtually separated software components are used, with separate administration and security roles.
- Step IC 07 is performed by a distinct legal entity using completely separate hardware and software components (including separate administration of such). The OCSP data response is the key evidence for long-term verification of the invoice.

"On behalf of" supplier to buyer change

Between Step IC 05.1 and IC 05.2 the outsourced "on behalf of" changes from supplier to buyer tasks. The invoice creation on behalf of the Supplier is accomplished in IC 05.1. With IC 05.2 the receiving and verification on behalf of the Buyer starts.

Invoices with file attachments

Suppliers can add external supporting files (attachments) to invoices, which Ariba Network can route with the invoice to the buyer's invoicing system. Depending on the invoice receiving system, the buyer can choose to store these attachments on Ariba Network or have the attachment sent in the HTTPS message as a separate MIME message. The attachment will be referenced using the "URL/URI reference." The URL reference contains a content-id (cid). The cid is a globally unique identifier, usually generated by concatenation of the time and date timestamp of the server with the sender host's domain name, for example, `<Attachment><URL>cid:`
`12346.98765@buyer.ariba.com</URL><Attachment>`.

The file attachment itself will not be digitally signed. Please refer to http://www.ietf.org/rfc/rfc2111.txt ✎ for more details.

Self-signed invoices for suppliers

Suppliers can implement their own digital signature solution (using cXML) and create self-signed invoices. Buyers must check the rule **Allow suppliers to submit self-signed invoices** to allow suppliers to submit self-signed invoices.

This process assumes that the supplier is the issuer of the invoice, and can also validate on behalf of the buyer. Suppliers must use the signature validation method specified for canonicalization as described in the W3C specifications before signing the invoice.

Suppliers are free to determine the following using their established business logic for determining when and how to apply digital signatures (this may be quite different from the SAP Ariba process):

- Which invoices to sign (in some cases the supplier may choose to not apply a digital signature at all)
- What country combinations of origin and destination to use
- Which certificates to use for signing invoices

Note that if suppliers create self-signed invoices, the suppliers must also provide the human readable invoice copy.

If the invoice is not canonicalized before signing, any third party (for example, Infomosaic, Apache) validation of the signature will fail. SAP Ariba's digital signature feature utilizes TrustWeaver as the third-party eSigning ASP.

> **i Note**
>
> SAP Ariba strongly recommends using Apache for signature validation (and not Microsoft.NET). Refer to http://www.w3.org/TR/xml-c14n ✎ for more information on XML canonicalization.

Requirements for self-signed invoices

Self-signed invoices must conform to the following specifications:

- W3C XML Digital Signature TR specifications
- cXML specification for cXML digital signatures

Validating supplier self-signed invoices

While validating supplier self-signed invoices, Ariba Network only validates that the data content of the cXML invoice has not changed since it was signed.

Suppliers who are self-signing invoices are responsible to ensure that

- the certificate used to sign the cXML invoice is valid and not revoked at the time the signature was created.

- the correct certificate is used for signing in accordance to the set of countries that require digital signatures based on the *SAP Ariba eSigning Country Matrix* at https://knowledge.ariba.com/ Ariba_eSigning_CountryMatrix.

SAP Ariba Tax Invoicing Framework

The SAP Ariba Tax Invoicing Framework is a general framework used for handling tax invoicing for different countries.

The SAP Ariba Tax Invoicing Framework includes several modules that can be configured for all supported countries:

- The first module is responsible for validating the specific business rules for the configured country.
- The second module is responsible for generating a PDF version of the invoice. This is necessary in case the original tax invoice is not in a human-readable format.
- The next module handles the communication with third-party applications used for digitally signing the generated PDF invoice. Different countries have their own requirements regarding digital signatures.
- The next module handles the communication with third-party applications used for archiving. Archiving requirements also vary from one country to another.

SAP Ariba Tax Invoicing Framework prerequisites

For Buyers

Buyers must add and activate the **Country-based Invoice Rules** for at least one country where SAP Ariba supports tax invoicing.

For Suppliers

Suppliers must have a trading relationship with at least one buyer who has added and activated the **Country-based Invoice Rules** for at least one country where SAP Ariba supports tax invoicing.

SAP Ariba Tax Invoicing Framework process

The following diagram illustrates the SAP Ariba Tax Invoicing Framework workflow:
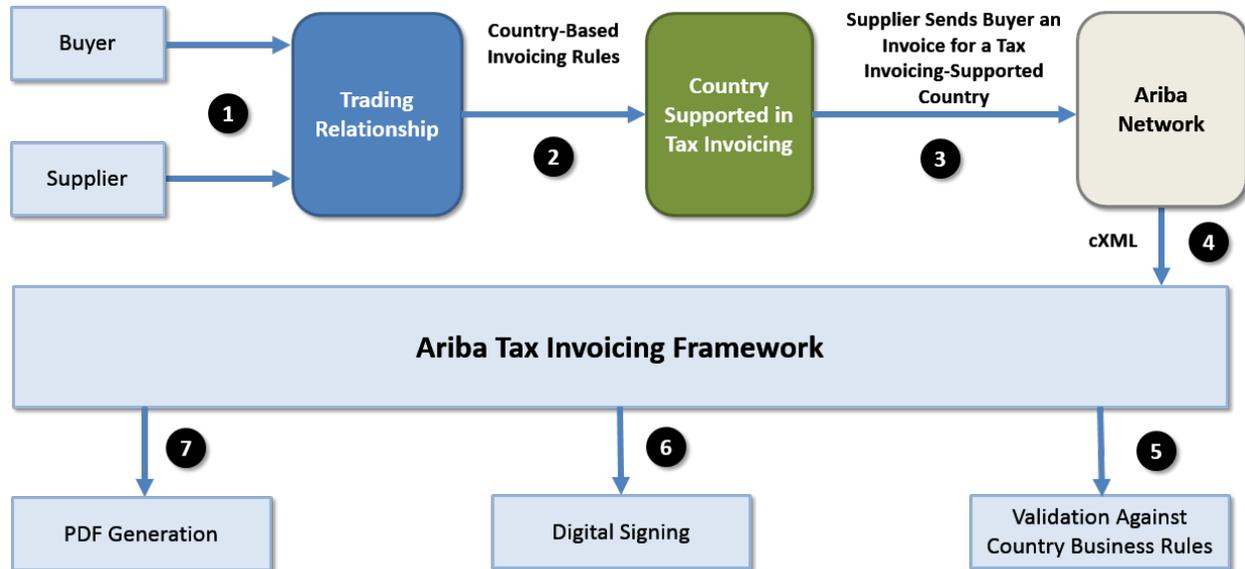
Figure 12: SAP Ariba Tax Invoicing Framework workflow

The following is a step-by-step description of the workflow for the SAP Ariba tax invoicing framework:

1. A buyer and supplier have a trading relationship on the Ariba Network.
2. The buyer has added the country-based invoicing rules for a country supported in the SAP Ariba tax invoicing framework.
3. A tax invoice issued in the same country is sent from the supplier to the buyer. The invoice is sent via the Ariba Network or through cXML .
4. The invoice, in cXML format, is received and processed by the SAP Ariba Tax Invoicing Framework.
5. The invoice is validated based on the customer's business configurations for the country, where it is issued.
6. The invoice is digitally signed. Digital signatures vary from one country to another.

> **i Note**
>
> If the invoice is received from an integrated ERP system and is signed outside of the Ariba Network, the digital signature is verified and a verification report is generated.

7. A human-readable version of the invoice in PDF format is generated in case one is not available.

Country-specific tax invoicing process

Tax invoicing in Brazil

Tax invoicing in Brazil provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

Brazilian tax authority known as Secretaria da Fazenda (SEFAZ) mandates legal compliance on all the commercial transactions between the suppliers and buyers. SEFAZ also mandates the use of a defined electronic standard invoice known as Nota Fiscal Eletrônica (NFe) to standardize the transaction document used between the tax authority and the tax payers (suppliers and buyers). NFe is considered as an indispensable legal document necessary for all business enterprises to implement and accomplish legal compliance on all their commercial transactions.

Though NFe is the official electronic invoice of Brazil there are few other types of invoices such as Conhecimento de Transporte (CTe), Carta de Correção Eletrônica (CCe), Documento Auxiliar do Nota Fiscal Eletrônica (DANFe), and Documento Auxiliar do Conhecimento de Transporte (DACTe) used for different business transactions.

Table 1: Types of electronic invoices for Brazil:

Invoice Name	Invoice Type	Description
Nota Fiscal Eletrôn-ica (NFe)	Electronic Invoice	An electronic invoice issued and stored electronically for tax purposes. The legal validity of the document is determined by the digital signature of the sender and the authorization receipt by the tax authorities.
Conhecimento de Transporte (CTe)	Electronic Freight invoice	An electronic freight invoice issued and stored electronically for all the trans-portation-related services for the invoiced items. The legal validity of the document is determined by the digital signature of the sender and the au-thorization receipt by the tax authorities.

Invoice Name	Invoice Type	Description
Carta de Correção Eletrônica (CCe)	Electronic Rectification Letter	An electronic rectification letter issued for the purpose of correcting or updating additional information related to an invoice (NFe). Additional information includes details such as updating addressee's business, discounts, and offers. The updated information does not impact or affect the tax variables for the tax calculation of the related invoice.
		Note: There is no validation against SEFAZ for the CCe.
Documento Auxiliar do Nota Fiscal Eletrônica (DANFe)	Paper NFe (PDF file of NFe)	A simplified physical representation of the NFe electronic invoice. It contains essential transaction details such as the sender, the recipient and most important numeric barcode.
Documento Auxiliar do Conhecimento de Transporte (DACTe)	Paper CTe (PDF file of CTe)	A simplified physical representation of the CTe electronic invoice. It contains essential transaction details such as the sender, the recipient and most important the numeric barcode.

Ariba Network only supports the following XML versions of Brazilian transaction documents:

Type of Invoice	Versions Supported
NFe	3.10, 2.00
CTe	2.00, 1.04
CCe	1.00

The following diagram is a high level illustration of the Brazilian electronic invoicing process:
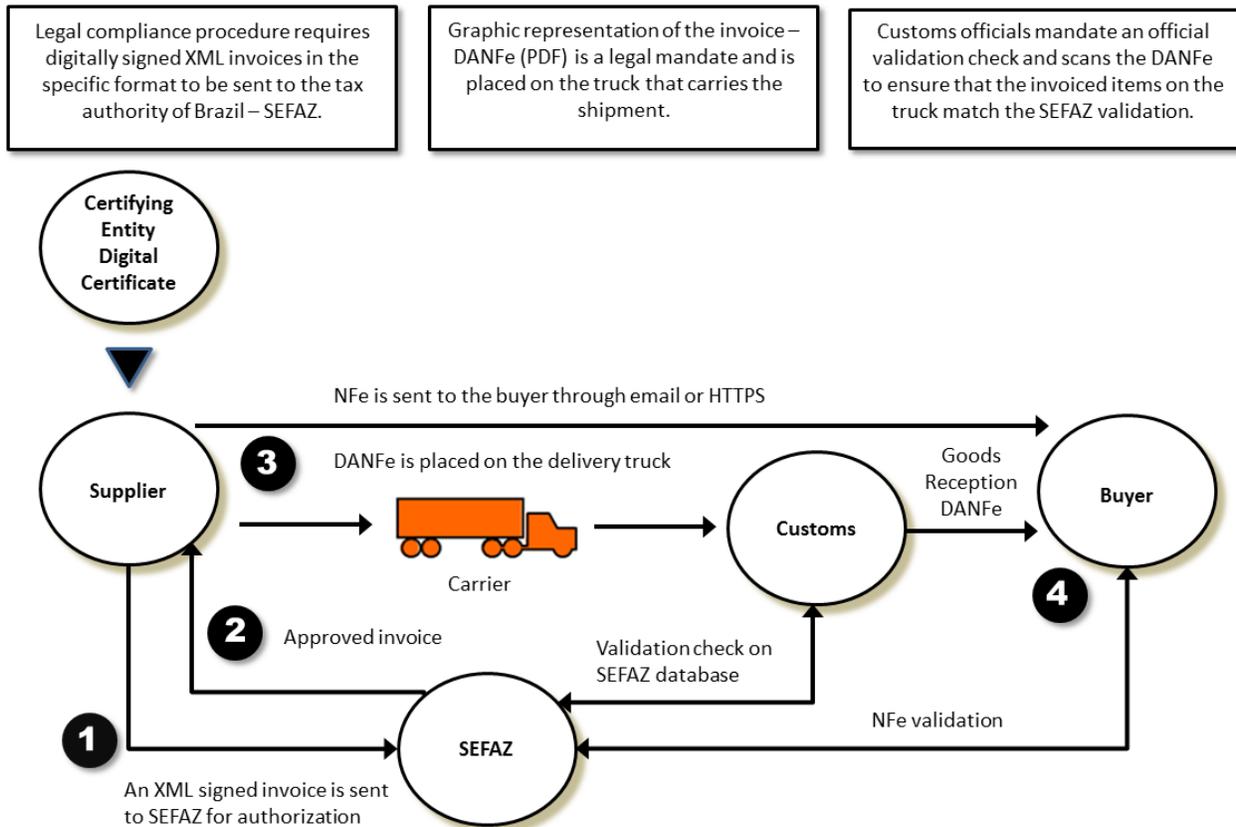
Figure 13: High-level Brazilian electronic invoicing process

1. Supplier sends the signed NFe to SEFAZ for legal validation.
2. SEFAZ validates the document and sends it back to the supplier. Supplier generates DANFe (pdf version of NFe) along with the embedded approval code received from SEFAZ.
3. Supplier sends the legally authorized invoice to the buyer.
   ○ NFe which is an electronic invoice, is sent to the buyer through email or HTTPS.
   ○ For physical goods, DANFe is printed and placed on the carrier truck.
4. Buyer receives the invoice and validates the SEFAZ authorization on the invoice on the SEFAZ website.

> **i Note**
>
> To test the invoice flow in test environments using production invoices, Ariba Network provides an option to validate these invoices against the Production SEFAZ service. Buyers are now provided an option to test the production invoices against the Production SEFAZ service using their test accounts on Ariba Network. This option is provided because invoices may have their data changed or corrupted in test scenarios because of end to end testing. As a result, these invoices may fail SEFAZ validation. To enable this option that is available only in test environments, sign in to **Ariba Network Administration**, click the **Buyer** tab, navigate to the **User Detail - Buyer Information** page, and check the **Skip SEFAZ validation?** box.

Brazil tax invoicing process on Ariba Network [page 109]

Notifications for Brazilian tax invoices [page 110]

Brazil tax invoicing process on Ariba Network

The following diagram illustrates electronic invoicing workflow for Brazil in detail:
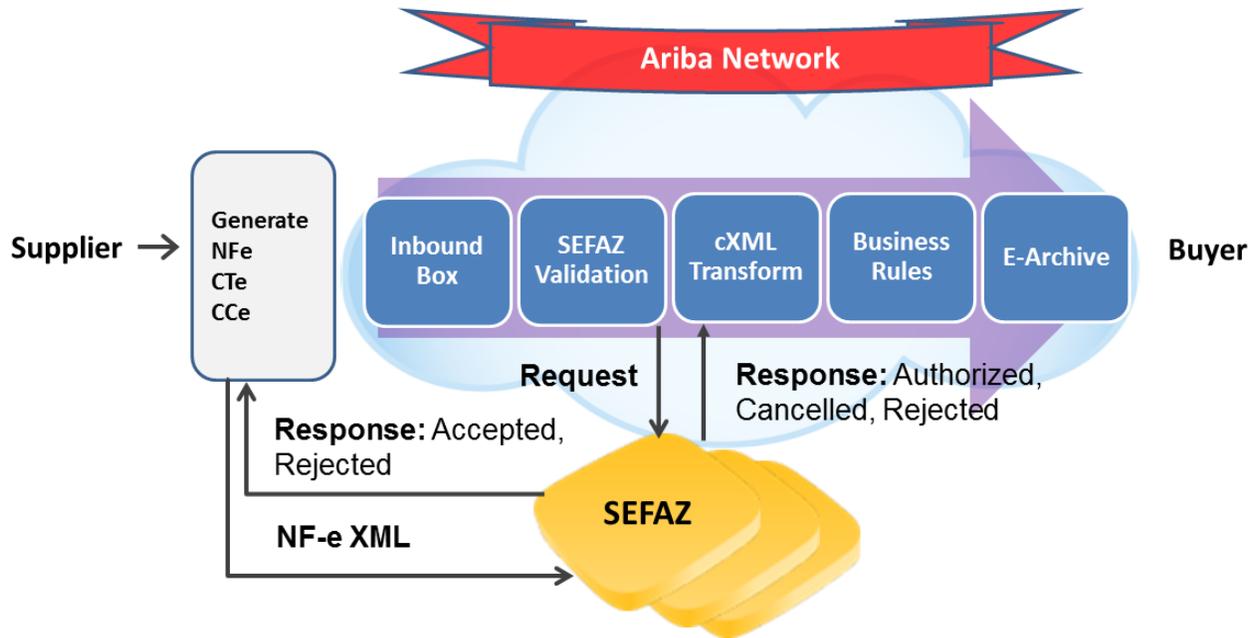
Figure 14: Brazil tax invoicing workflow process

The following steps describe the workflow of the electronic invoicing process for Brazil in detail:

1. The supplier user creates and generates electronic invoices such as NFe or CTe from their electronic invoicing solution and uses the private key number issued by the government to sign the invoice.

   > **i Note**
   >
   > Brazilian suppliers use their ERP systems to create invoices and not Ariba Network's electronic invoicing solutions. The invoice issued from the suppliers ERP system is sent to SEFAZ for automatic checking before sending to Ariba Network for authorization process. The generated invoice is considered valid and legal only after the automatic checking on the SEFAZ website.

2. The signed XML invoice document is sent to the Ariba Network through email or HTTPS. If the invoice sent by the supplier is not in the XML format, Ariba Network rejects the invoice and an email is sent to notify the supplier about the format error. An invoice in the correct format is processed further.

   > **i Note**
   >
   > Ariba Network accepts only XML- based invoices.

3. Ariba Network receives the invoice and checks if the invoice contains valid legal fields and an electronic signature. If yes, Ariba Network transforms the invoice to required invoice format and generates the PDF versions of NFe and CTe as DANFe and DACTe respectively.

4. Ariba Network performs data validation on the transformed NFe invoice. The data validation includes checking of details such as PO Number, PO Line Item Number, Freight Charges. If the validation is successful, the invoice is processed further; else the invoice is rejected.

5. The transformed NFe invoice with electronic signature is sent to SEFAZ for SEFAZ validation on the NFe invoice.

6. SEFAZ receives the invoice and validates the invoice document based on the legal parameters such as electronic signature, CNPJ number, and assigns an approval code on the document. SEFAZ returns the authorized document back to Ariba Network through an accredited web service.
7. Ariba Network receives the SEFAZ response and stores it. If SEFAZ validation fails, the invoice is not processed further.
8. Ariba Network processes the successfully validated invoice to the buyer's system. The buyer receives and processes the invoices. The appropriate invoice response is sent to the Ariba Network and the invoice status is updated accordingly.

> **i Note**
>
> - DANFe and DACTe are used during the shipment of physical goods. The printed version of the document with embedded approval code is placed on the truck with the shipment.
> - If a supplier want to cancel an NFe, the supplier user must initiate the cancellation process within 24 hours of invoice submission by creating and submitting a new NFe (invoice).
> - If a supplier wants to add, modify, and update an invoice, the supplier user can send a letter detailing the required modifications and update on the submitted invoice. The letter containing additional details of the invoice is known as CCe (Invoice Addendum).
> - Ensure to refer the CCe (Invoice Addendum) document with its corresponding invoice number (NFe). For example, if the NFe invoice number is xx, the CCe document must refer the NFe invoice number xx in the document to successfully process the CCe document through Ariba Network. If the CCe document does not match its corresponding NFe, the document is rejected by Ariba Network.
> - Suppliers send CCe to SEFAZ website for automatic checking. However, when Ariba Network receives the CCe document from SEFAZ it is not validated by SEFAZ. SEFAZ validation is mandatory only for NFe and CTe.

Related Information

Notifications for Brazilian tax invoices

The Ariba Network sends an email notification to the suppliers for the following scenarios:

- When the digital certificate is about to expire.
- When the digital certificate has expired.
- When the municipality delays the issuance of NFS-e invoice, the Ariba Network sends an email to the buyer indicating the delay and attaches RPS document as an interim invoice document.

Suppliers can enable notification of certificate expiration in the **Contact Details** section of the **Set Up Legal Profile** page or in the **Notifications** section of the **Electronic Order Routing** page.

> **i Note**
>
> If you have enabled notification for digital certificate expiration in the **Contact Details** section, the notification settings provided in the **Electronic Order Routing** page is not considered.

Tax invoicing in Mexico

Tax invoicing in Mexico provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

The tax authority of Mexico, known as Servicio de Administracion Tributaria (SAT) mandates companies to use the SAT-authorized electronic invoicing process for all domestic commercial transactions. SAT also mandates the use of a defined XML invoice format known as Comprobante Fiscal Digital por Internet (CFDI) as the only acceptable invoice document format. With the SAT-authorized electronic invoicing process in Mexico, it is mandatory for suppliers in Mexico to have an accredited e-invoicing solution provider to create and generate invoices and an organization that facilitates in providing authorized digital signatures required for the invoices. These organizations are called Proveedor Autorizado de Certificación (PACs).

> **i Note**
>
> Electronic invoicing regulations in Mexico do not apply to cross-border invoices.

Mexican suppliers can submit invoices in Mexico through manual upload of a CFDI invoice (that was cleared in the suppliers' ERP or their other in-house systems) using a wizard in Ariba Network. For more information, see How to upload CFDI and PDF invoices [page 113].

Ariba Network converts the uploaded invoice into cXML and validates it against an authorized service. Buyers can receive the invoice with the electronic stamped CFDI and a PDF version that are available on the supplier's Ariba Network account. Suppliers then send it to the buyer's system through Ariba Network after passing all the business validations set by each buyer.

Mexico tax invoice extrinsic fields

The cXML invoice document for Mexico contains the following extrinsic fields:

Table 2: cXML extrinsic fields

Extrinsic Name	This Field Stores...
taxInvoiceNumber (UUID)	The UUID allocated by PAC is required for tax purposes and should be stored in the ERP/accounting system.
taxStampingDate	Date on which the document was stamped by a PAC.
paymentMethod	The details of the mode of payment. This must be in compliance with SAT catalogue: c_FormaPago. SAP Ariba validates its format and the PAC will validate that is valid code.

Extrinsic Name	This Field Stores...
paymentNote	The details of the payment installments. It must be in compliance with SAT catalogue: c_MetodoPago. SAP Ariba validates its format and PAC will validate that is valid code: • PUE: Pago en una sola exhibición (only one payment) • PPD: Pago en parcialidades o diferido (payment done in instalments or deferred) • PID: Pago inicial y parcialidades (Down payment and installments)
withholdingTaxType	The details of the withholding tax category according to SAT catalog: c_Impuesto. For example, ISR or IVA.
taxType	This extrinsic holds tax type information for withholding tax in cXML invoices.
serviceCode (domain="CFDI")	The five digit numeric service code to identify the service type, in compliance with SAT catalogue: c_UsoCFDI
Classification (domain="GTIN")	The product/service code must be added at item level in compliance with SAT catalogue: c_ClaveProdServ (GTIN domain). SAP Ariba validates that it is an 8-digit code and PAC validates that is valid code. Ideally, purchase orders should include this value according to the SAT catalogue, so that suppliers do not have to enter this information.
Unit of Measure (UOM)	This value must follow the SAT catalogue: c_ClaveUnidad. Ideally, purchase orders should include this value (For example: "EA" for each, "H87" for piece, among others). If purchase orders do not include this value, suppliers must modify the UOM accordingly. Otherwise, their invoices will be rejected by SAP Ariba's PAC.

In addition, the cXML invoice document for Mexico contains the following element:

Table 3: cXML Element

Element Name	This Field Stores...
TaxRegime	The details about the supplier's tax type. TaxRegime is an element that must be in compliance with SAT catalogue: c_RegimenFiscal.

Localization of the cXML is required (through extrinsic fields, for example, to be delivered by SAP Ariba integration teams) to capture this additional information and automatically load it into the buyer´s ERP system for tax purposes.

Addenda

Addenda is an open section within the structured CFDI for suppliers to insert additional information.

SAP Ariba has designed its own Addenda to standardize and facilitate the exchange of information between different buyers and suppliers. By using addenda information, suppliers can upload their CFDI invoices with all the business references required by their buyers, bypassing the need of manual entry in Ariba Network.

The chosen structure is simple and easy for suppliers to adopt because it contains the minimum additional information required by buyers to process their invoices, automate internal processes, and reduce processing times.

The required data are business references that allow linking a CFDI invoice with its supporting documents traded on the SAP Ariba platform to ensure compliance with buyer requirements.

- Business references at header level: purchase orders, service entry sheets, goods receipt notes, sales orders, internal references, contracts.
- Line item number at line level

How to upload CFDI and PDF invoices

Context

Suppliers in Ariba Network must upload their digitally signed CFDI invoices using the following steps from their Ariba Network accounts. The corresponding PDF versions of the CFDI invoices must also be uploaded; however, suppliers can choose to upload their own PDFs or the PDF generated by EDICOM, SAP Ariba's authorized service partner.
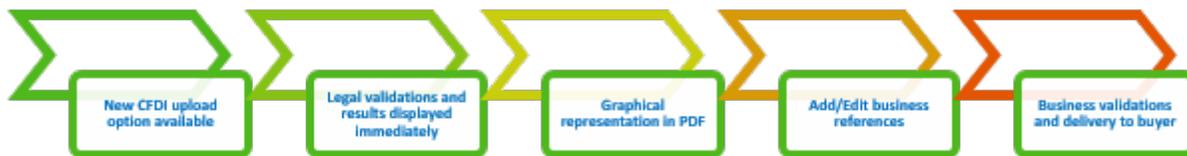
Procedure

1. Log in to your Ariba Network supplier account.
2. Go to **External Document** > **Document**.
3. Browse and upload a CFDI document.
4. **Legal Validations**: In the first step of the CFDI upload process, Ariba Network checks for errors in the CFDI document. If no errors are found during the validation, you can proceed to the next step. However, if the CFDI document validation fails, you must correct the errors and upload the document again.

5. **Update PDF**: Ariba Network automatically generates a PDF of the invoice for you. You also have a choice to upload your own invoice PDF. You can proceed to the next step with the auto-generated PDF, or you can upload your own PDF.

6. **Enrich Document**: In this page, you can enrich your invoice by providing additional document references like purchase order number, service entry sheet number, goods receipt note number, sales note, contract or internal reference, service delivery start and end dates, sales order number, and so on. Ariba Network guides your inputs by providing relevant error messages.

7. **Submit Documents**: In this page, you can perform a final review of your inputs and submit your documents.

8. Business validations: After the documents are submitted, they are validated against the set of business rules configured by the corresponding buyer. Suppliers can see the final status in their Outbox on Ariba Network.

Support for payment receipts (Complemento de Pago)

Mexico: support for payment receipts (Complemento de Pago)

Ariba Network extends support for payment receipts (known as Complemento de Pago in Mexico) submitted by suppliers. This is a document type defined by the Mexican Tax Authority (SAT).

Payment receipts must be issued by suppliers in Mexico when they receive part payments or payments in full from their buyers. This is an effort by tax authorities to avoid inappropriate cancellations of invoices by suppliers. This mandatory ruling came into effect on August 31, 2018. The new document type format is CFDI.

Mexican suppliers can now submit payment receipts in Mexico in the following forms:

- Post a payment receipt and the corresponding PDF (optional) to Ariba Network.
- Manually upload CFDI payment receipt and the corresponding PDF (that were probably created in the suppliers' ERP or other inhouse systems) using a wizard in Ariba Network.

Prerequisites and restrictions

- Supplier VAT ID in the payment receipt must match Supplier VAT ID configured in Ariba Network for the logged in organization.
- Buyer VAT ID in the payment receipt must match VAT ID configured by buyer in Ariba Network.
- Supplier and buyer must have an active trading relationship for which the payment receipt is being uploaded.
- Uploaded payment receipt must be digitally signed by SAT. Unsigned documents are rejected.
- Payment receipt documents are not converted to cXML. The uploaded payment receipt document and associated PDF are mailed to the buyer.

How to upload a payment receipt

Uploading a payment receipt document to Ariba Network.

Context

Suppliers in Ariba Network can upload their digitally signed payment receipts using the following steps from their Ariba Network accounts. The payment receipts are mandatory. The PDF versions of the payment receipts may also be uploaded; however, the PDF versions are optional.

Procedure

1. Log in to your Ariba Network supplier account.
2. Go to **External Document** > **Document**.
3. Browse and upload a CFDI payment receipt.
4. Click **Next**.

   The **Legal Validations** tab is displayed. If the uploaded payment receipt does not contain any errors, you will receive a response from SAP Ariba's accredited partner (for example, EDICOM) that the uploaded document was validated and that no errors were found. However, if the CFDI payment receipt document validation fails, you must correct the errors and upload the document again.
5. Click **Next**.
6. The **Update PDF** tab is displayed. Ariba Network's accredited service provider automatically generates a PDF of the CFDI payment receipt for you. You also have a choice to upload your own invoice PDF. You can proceed to the next step with the auto-generated PDF, or you can use your own PDF.
7. Click **Next**.
8. The **Submit Documents** tab is displayed. In this page, you can perform a final review of your inputs and submit your documents.

How buyers enter email addresses to receive payment receipt documents

The process for buyers to enter email addresses to receive payment receipt documents.

Context

As a buyer, you can enter multiple email addresses in your Ariba Network account to receive payment receipt documents.

Procedure

1. Log in to your Ariba Network buyer account.
2. Click **Administration** > **Configuration** > **Notifications**.

   By default, all notifications are sent to your administrator's email address.
3. In the **Other Notifications** area, select the box 'Send other important notifications to this email address when they do not belong to a specific notification category.'
4. Enter multiple email addresses in the box provided. Use a comma between addresses.
5. Click **Save**.

Tax invoicing in Chile

Tax invoicing for Chile provides electronic invoicing solution which includes receiving, validating, transforming and transmitting tax invoices to the buying organizations through the Ariba Network.

The Ariba Network supports the XML format for Chilean e-invoicing, DTE (electronic tax document) mandated by the Chilean tax authority (Servicio de Impuestos Internos, or SII). When suppliers create a Chilean tax invoice on the Ariba Network, the Ariba Tax Invoicing Framework automatically converts it from cXML to DTE before sending it to the authorized service provider for digital signature. When suppliers create a Chilean tax invoice using an integrated service provider, the service provider sends a signed DTE invoice to the Ariba Network.

Tax invoicing for Chile supports the following:

- Country-based invoice rules and required fields
- Receiving, sending, and transforming DTE XML invoices
- Chilean e-signing process

Ariba Network supports the following Chilean invoice types:

Type of invoice	Supported Chilean invoice types
Material goods invoice	- Tax Invoice (Type Code = 33) - Tax Exempt Invoice (Type Code = 34) - Line Item Credit Memo (Type Code = 61)
Service invoice	- Tax Invoice (Type Code = 33) - Tax Exempt Invoice (Type Code = 34)

> **i Note**
>
> Chilean suppliers do not need to have an existing trading relationship with an Ariba Network buyer to submit a Chilean tax invoice to the buyer. If the supplier does not have a trading relationship with the buyer when the Chilean tax invoice is received, the Ariba Network sets one up automatically.

Chile tax invoicing process using an integrated service provider

The following diagram illustrates the workflow process for creating Chilean tax invoices using an integrated service provider.
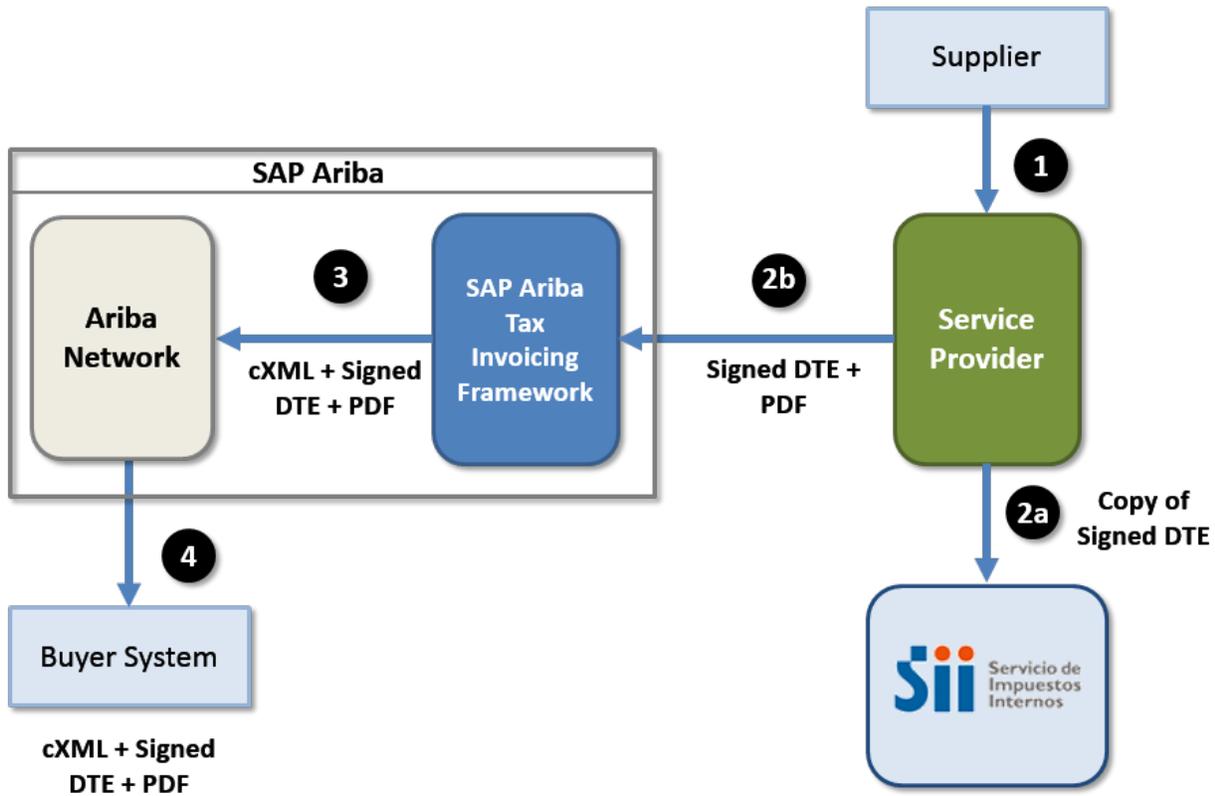
Figure 15: Workflow for creating Chilean tax invoices using an integrated service provider

The following steps describe the workflow process of a supplier who creates a Chilean tax invoice on a service provider's portal or generates a Chilean tax invoice from their accounting system:

1. A supplier's accounting system submits a DTE invoice to a SII-accredited service provider (for example, Signature). Alternatively, the service provider may send the DTE invoice directly to Ariba Network on behalf of the supplier.
2. The service provider verifies that the DTE invoice complies with all established regulations. It generates a PDF version of the invoice and stores the documents, including a history log and ACK messages, according to country rules.
   1. The service provider reports the DTE invoice to the tax authority of Chile (SII).
   2. The service provider submits the digitally-signed DTE invoice and the PDF to Ariba Network.
3. The SAP Ariba Tax Invoicing Framework validates the DTE invoice according to SII guidelines, ensuring that it conforms to the DTE XML DTD. If it is a valid DTE invoice, the framework transforms the invoice to cXML.
4. Ariba Network sends the cXML invoice to the buyer. Attached to the invoice are the original digitally-signed DTE invoice and its associated PDF.

External tax invoice handling

An external tax invoice is any tax invoice in electronic format that is not created online in Ariba Network. External tax invoice handling allows buyers to apply a specific set of Ariba Network transaction rules to all external tax invoices irrespective of the supplier that is referenced in the invoice. This set of configurable transaction rules is called External Tax Invoice Rules. The configured external tax invoice rules are applied **only** to external electronic tax invoices.

To prevent automatic invoice field validations, buyers typically would like to have less stringent rules for external tax invoices than for regular invoices.

- Buyers are given the option to configure a set of invoice rules to be applied to all external tax invoices.
- Buyers can configure transaction rules for external tax invoices by creating supplier groups and configuring appropriate rules for such groups.

The following table summarizes what Ariba Network does with external tax invoices and regular invoices when a buyer account has external tax invoice rules configured.

Invoice Scenario	Supplier Is in a Supplier Group	Ariba Network Action
Any external tax invoice	Does not matter	Applies external tax invoice rules
Regular invoice created in Ariba Network	Yes	Applies group-specific transaction rules
	No	Applies default transaction rules

Workflow for external tax invoice handling

When a buyer's account in Ariba Network is configured to use external tax invoice rules:

1. Buyer administrators configure external tax invoice rules. These rules are a subset of default transaction rules.
2. Suppliers send an external tax invoice to Ariba Network from their ERP systems or through their service provider.
3. Ariba Network receives the external tax invoice invoice and applies external tax invoice rules.

How to configure transaction rules for external tax invoices

Context

You can create a general set of transaction rules that apply to all external tax invoices regardless of other custom transaction rules (for example, country-specific rules).

Procedure

1. Log in to your Ariba Network buyer account as an administrator.
2. Click **Manage Profile** in the home dashboard.

   Ariba Network displays the **Configuration** page.
3. Click **External Tax Invoice Rules**.

   Ariba Network displays the External Tax Invoice Rules page.
4. Select or clear the rule checkboxes to configure the rules.
5. Click **Save**.

Tax invoicing in Hungary

Tax invoicing in Hungary provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

Tax invoicing in Hungary requires suppliers to maintain a range of invoice numbers in accordance with the directives of the Hungarian tax authorities. In addition, tax regulations in Hungary require suppliers to present tax invoice reports for auditing purposes.

From July 1, 2018, suppliers in Hungary must report all invoices that exceed a VAT of 100,000 Hungarian Forint (HUF) to the Hungarian National Tax and Customs Administration (NAV). This is a mandatory tax regulation initiated by the NAV in Hungary. The NAV is an online system. The invoicing system used by suppliers to create invoices (Ariba Network), must report such invoices online to the NAV immediately after the invoices are issued. Keeping in line with this tax requirement, invoices issued by suppliers in Hungary are reported to the NAV through the Ariba Network interface.

Ariba Network does not report invoices with VAT less than 100,000 HUF to the NAV. However, there is *no* regulation that discourages reporting invoices with less than or equal to 100,000 HUF.

This is applicable only to domestic invoices, where suppliers and buyers (or their tax representatives) are located in Hungary. This regulation makes it compulsory to report *only* mandatory invoice fields to the NAV.

The National Tax and Customs Administration of Hungary introduced version 1.1 of the format supported by the online invoicing system. This version is effective from May 02, 2019. For more information see Schema update version 1.1 [page 121].

Salient features

The salient features in Ariba Network to tax invoicing in Hungary are listed below:

- Hungarian suppliers can create a tax profile with details of:
  - Locations
  - Associated Tax and VAT IDs
  - Folio ranges with numbers that are associated with each invoice

- Hungarian buyers can provide their Tax IDs and intra-EU VAT IDs in their Ariba Network profiles.
- Tax Determination Date - Suppliers can specify this date on the invoice header. This is the date from which tax is due. The date can be a past or a future date, and is mandatory. If this field is not populated, the invoice date is considered for the tax invoice report.
- Tax invoice number association - An invoice that is received by or created in Ariba Network is assigned a tax invoice number from an active folio range.
- Sending tax invoices to TrustWeaver for electronic signing. The signed invoices are then propagated to buyers.
- Hungarian suppliers can download tax invoice summary reports for auditing purposes.

Prerequisites for suppliers

- Hungarian suppliers must configure their SAP Ariba accounts before they can submit tax invoices.
- Users must be logged in as administrator to make configuration changes.
- Before creating invoices, Hungarian suppliers must specify the supplier's country of origin as Hungary on the Company Profile page of their SAP Ariba account.
- Supplier organizations must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.
- If supplier organizations do not have their VAT ID, they must enter the tax ID of their tax representative in the regulatory profile section.

Prerequisites for buyers

- Users must be logged in as administrator to make configuration changes.
- The buyer administer must enable the following five Hungary specific country based rules:
  - Require tax amounts in local currency.
  - Require subtotal and amount due in local currency.
  - Determine local currency based on supplier country.
  - Require detailed tax information in tax summaries.
  - Require suppliers to choose from your list of valid tax values.

> **i Note**
>
> If any of the preceding five Hungary specific country based rules are unchecked, Ariba Network may fail to report invoices with VAT exceeding 100,000 HUF to NAV, and may result in gaps in the folio number sequence.

Information about Ariba Network invoicing software

Hungarian suppliers using Ariba Network to create invoices in Ariba Network may need the following information. However, there is no general registration requirement for Ariba Network or for suppliers using Ariba Network.

- Software name: Ariba Network
- Software ID: SAPARIBA-AN-201807
- Developer name: SAP SE
- Developer VAT ID: DE 143454214
- Name of the seller: (for example) SAP Hungary Ltd.
- VAT ID of the seller: (for example) 12342659-2-44
- System name: SAPARIBA-AN-201807
- System accessibility: https://service.ariba.com/Supplier.aw

Limitations

- The report can be downloaded only for a period of three months at a time. This means that if a report is required for a year, the supplier must download four reports – one for each quarter.
- When suppliers use the Ariba Network for invoicing in Hungary, they must ensure that the same invoice content is not reported from another invoicing system (e. g. supplier ERP system). Otherwise, there is a risk of duplication of invoice data at the NAV.
- Only invoices and line item credit memos are reported to the NAV through the Ariba Network interface.
- Supplier organizations are not allowed to create invoices that have a VAT of more than 100,000 HUF if the supplier organization has not registered at the NAV portal:

Schema update version 1.1

Improved data reporting to NAV

NAV has introduced an updated version of the schema for NAV reporting, Version **1.1**. NAV will continue to accept the current XML electronic invoice version 1.0 till April 30, 2019. From May 01, 2019 NAV accepts electronic invoices only in version 1.1. The new XSD schema and the latest specification document are available at https://onlineszamla-test.nav.gov.hu/.Ariba Network has effected the required changes in its software to ensure the usage of the new schema introduced by NAV in Hungary.

The following table describes the scope of the current feature:

Table 4: **Scope of Hungary schema update v1.1**

Backward compatibility	The new XSD schema and the latest specification document are available at https://onlineszamla-test.nav.gov.hu/ 🔗 . If an invoice has been reported to NAV with version 1.0, the invoice can be modified (corrected) using version 1.1 of the NAV schema. However, the converse is not true. In other words, if an invoice has been reported to NAV in version 1.1, the invoice cannot be modified using version 1.0.
Request version	The `requestVersion` tag will include version 1.1 instead of version 1.0 with the introduction of the new schema.

Valid VAT rate percentages	NAV mandates that only the following VAT rates are valid and authorized in Hungary: 5%, 7%, 12%, 18%, 20%, 25%, and 27%. However, for goods and services that are exempt from VAT, suppliers must enter 0% as the VAT rate. If suppliers use a VAT rate that is not part of this NAV-authorized list, their invoices will fail when they are reported to NAV. In addition, suppliers will lose the system-generated invoice number (also called folio number). • If VAT rate is non-zero, suppliers must not select any value for the **Exempt Detail** field in Ariba Network. • If VAT rate is zero, suppliers must select 'Exempt' from the **Exempt Detail** drop-down menu. i Note Buyers must ensure that they configure the list of valid VAT rates for their suppliers to choose from. If buyers do not do so, their suppliers' invoices might fail at NAV because of invalid VAT rates.
Tax determination date	Suppliers must specify this date on the invoice header. This is the date from which tax is due. The date can be a past or a future date, and is mandatory. However, if it is a past date, it cannot precede January 01, 2010. i Note If this field is not populated, the invoice date is considered for the tax invoice report.
Mandatory currency exchange rate	• If the invoice currency is Hungarian Forint (HUF), Ariba Network populates 1 as the exchange rate value in the report. • If the invoice currency is not HUF, then Ariba Network reports the value of the **taxExchangeRate** extrinsic in the invoice cXML document. If the invoice cXML document does not contain the **taxExchangeRate** extrinsic value, then Ariba Network calculates the exchange rate by dividing the alternate total tax amount by the total tax amount.
Mandatory line level description	If suppliers have their legal profile configured, a description of the product or service at the invoice line level is now mandatory while creating a tax invoice.
Unit of Measure values	If the cXML invoice element unitOfMeasure contains any of these values: PIECE, KILOGRAM, TON, KWH, DAY, HOUR, MINUTE, MONTH, LITER, KILOMETER, CUBIC_METER, METER, LINEAR_METER, CARTON, or PACK, the report sent to NAV contains the translated values exactly. Otherwise, in the report sent to NAV, Ariba Network replaces the cXML invoice element **unitOfMeasure** with the **OWN** cXML invoice element and also includes the **unitOfMeasureOWN** cXML element containing the value specified by the supplier.
Warning messages	When invoice data reported to NAV does not meet the required guidelines, NAV issues warning and error messages depending on the severity of the error. With version 1.1 of the NAV reporting schema, NAV has introduced a few new warning messages. A few existing warning messages have also been updated for greater clarity. These warning messages will be displayed in the History tab of the invoice in Ariba Network.
Unique line item number reference	While creating line item credit memos, integrated suppliers must ensure that the line item number reference is unique.

Correction and storno invoices

In Hungary, the correction invoice option allows you to create correction invoices for products or services that were previously invoiced, but need amendments. The need for amendments may arise as a result of incorrect

information provided in the original invoice, or because of changes that have occurred to the quantities, prices or tax amounts.

When you make a correction to a previous invoice or if you reverse (*storno*) it, according to legal regulations, you must create a correction invoice or reversal invoice depending on the type of change.

Correction invoice: A correction invoice is issued when a previously issued invoice needs to be corrected. The corrections may be needed to change the item quantity, tax amount, and so on. A correction invoice in Hungary contains:

- **Correction Invoice** as the invoice header label (title). This label appears on the cXML, online (Ariba Network UI), and PDF versions of invoices.
- reference to the original invoice that is being corrected. Ariba Network auto-populates this information in the correction invoice.
- the corrected amount with a negative sign.
- the new invoice item.
- the difference between the data in the original invoice and the correction invoice.

> **i Note**
>
> Correction and *storno* invoices are reported to the NAV even if the VAT amount is less than or equal to 100000 HUF.

Storno **invoice**: A *storno* invoice is created when

- goods (or services) in an original invoice were not provided.
- an invoice is issued to a customer other than the intended customer.
- all the line item quantities in an invoice are set to zero (because of corrections).

A storno invoice in Hungary contains:

- *Storno* **Invoice** as the invoice header label (title). This label appears on the cXML, online (Ariba Network UI), and PDF versions of invoices.
- reference to the original invoice. Ariba Network auto-populates this information in the *storno* invoice.
- the corrected amount with a negative sign.

Technical annulment of NAV invoices in Hungary

Suppliers in Hungary can annul an invoice from the Ariba Network. Suppliers can annul invoices that were incorrectly reported to NAV (and were subsequently rejected or failed in Ariba Network) by using an option in Ariba Network. Annulled invoices cannot be edited, or re-submitted to NAV. For information on how to annul an invoice, see .

How to set up a regulatory profile for Hungarian suppliers

Context

Regulatory profiles refer to supplier accounts registered with the tax authorities in Hungary for electronic invoicing procedures. Suppliers in Hungary can have multiple VAT IDs. However, one VAT ID can have only one regulatory

Ariba Network guide to invoicing
Country-specific tax invoicing process
CONFIDENTIAL **123**

profile associated with it. The **Set Up Legal Profile** check box is available to suppliers in Hungary. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Hungary.

> **i Note**
>
> All the existing (legacy) regulatory profiles associated with a supplier's VAT ID are migrated to the Legal Profile page. When you create the first regulatory profile, you will be asked to confirm if you wish to migrate your existing regulatory profiles. The current enhancement facilitates the creation of new regulatory profiles in Ariba Network.

Procedure

1. Click ▎ **Company Settings** ❯ **Company Profile** ▎.
2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the following required fields in the **Address Name** section :

   ○ **Address Name** - Supplier's company address
   ○ **VAT ID** - Supplier's VAT ID
   ○ **Tax ID**

   Supplier VAT ID can contain a maximum of 20 digits. It must begin with HU, and must be followed by a minimum of 8 digits.

   Tax ID is an 8-digit numeric value. You cannot have same Tax ID for different supplier profiles.
4. Enter the following required fields in the **Address** section:

   ○ **Address 2** - Your company's additional branch address in Hungary.
   ○ **Postal Code** - This is a four digit number.
   ○ **Country**
5. Select the **Set Up Legal Profile** check box.

Results

The regulatory profile for the VAT ID is created, and suppliers can now set up tax invoice number ranges for this regulatory profile. After a standard invoice or line item credit memo is submitted, Ariba Network processes these invoices sequentially and assigns a folio number that is configured in the regulatory profile. This number is captured in the `taxInvoiceNumber` extrinsic. The document is then sent to TrustWeaver for digital signing.

How to set up a tax invoice number range

Context

A tax invoice number range (also called a folio) is a range of numbers that a supplier defines in Ariba Network. When a standard tax invoice is created, Ariba Network automatically assigns a number sequentially from the active

range to the invoice. Note that even though you can have multiple tax invoice number ranges defined, only one range can be active at any time.

To create a tax invoice number range:

Procedure

1. In the **Financial Information** section, select **Standard Invoice** or **Line Item Credit Memo** depending on the invoice type you want to create.
2. Click **Create**.
3. Enter your choice of numbers in the **Initial Tax Invoice Number** and **Final Tax Invoice Number** fields.
4. If you want to make this the active tax invoice number range, click **Activate**.

   The **Legal Profile Status** column displays the registration status with SAP Ariba's accredited service provider.
5. Click **Save**.

   A tax invoice number range already in use cannot be deleted.

How to register NAV information

Context

Supplier organizations in Hungary must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.

To register your NAV information as a supplier in Hungary, follow these instructions:

Procedure

1. Visit the online portal of the Hungarian National Tax and Customs Administration (NAV) and generate the required information by following the instructions in the online portal.
2. Log in to your Ariba Network supplier account.
3. Set up your legal profile and provide your financial information in their respective sections. For details, see sections How to set up a regulatory profile for Hungarian suppliers [page 123] and How to set up a tax invoice number range [page 124].
4. In the section **Access information to the online invoice platform operated by NAV**, enter your **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** information (that you generated in the NAV portal)

in their respective fields.

Access information to the Online Invoice Platform operated by NAV

For invoices with a total VAT amount equal to or higher than 100.000 HUF and issued for the domestic partner registered under the Hungarian VAT law, SAP Ariba will submit the mandatory invoice information to the Online Invoice Platform maintained by the Hungarian National Tax and Customs Administration (NAV). SAP Ariba will not report invoice data for invoices with a total VAT amount below 100.000 HUF. Ensure that you do not report this invoice data also from any other system (e. g. ERP system) to avoid duplication of your invoice data at the NAV. SAP Ariba may change this threshold (currently 100.000 HUF) if there is a future regulatory requirement. You may contact SAP Ariba customer support in case you do not accept the current threshold applicable to your invoices maintained by SAP Ariba.   ⓘ

Technical User ID: [   ] | Enter the technical user information that you have configured during your registration process in the NAV-system here, in order to enable Ariba to report your invoice data.

Password: [   ]

Signature Key: [   ]

Replacement Key: [   ]

---

5. Click **Save**.

How to opt out of tax invoicing in Hungary

Context

Suppliers in Hungary who wish to report their invoices to the NAV only through their ERP systems (or other in-house systems) can choose to opt out of tax reporting using Ariba Network. In such cases, invoices issued by suppliers are proforma invoices. Proforma invoices are abridged or estimated invoices that contain only essential information for buyers, and cannot be considered as a request for payment. Ariba Network provides a check box to allow suppliers to opt out of NAV reporting. To opt out of NAV reporting, follow these steps:

Procedure

1. Click ▶ **Company Settings** ▶ **Electronic Invoice Routing** ▶ **Tax Invoicing and Archiving** ▶.
2. Scroll down to **Tax Invoicing for Hungary**.
3. Select the box **Disable Tax Invoicing for Hungary**.

    When you check this box, your invoices will not be reported to the NAV, and will therefore not represent a tax invoice according to the tax regulations in Hungary. Invoices created in Ariba Network after you check this box will be considered proforma invoices. Proforma invoices are abridged or estimated invoices that contain only essential information for buyers, and cannot be considered as a request for payment.

4. Click **Save**.

How to update email notification preference

Context

When your invoices are undeliverable or rejected for any reason, Ariba Network sends you email notifications if you have already configured your preference. To change the notifications you receive, and edit the associated email address(es):

Procedure

1. Click **Company Settings** in the upper right corner of the Home page.
2. Select **Notifications** under **Account Settings**.
3. Click the **Network** tab.
4. Check the box that reads 'Invoice Failure - Send a notification when invoices are undeliverable or rejected.'

   You can update the email address(es) for the notification type by changing the address(es) in the To email addresses (one required) column. Enter up to three email addresses per notification type, separated by commas.

How to annul an invoice

Context

As a supplier, you can annul only those invoices that were previously reported to NAV successfully, but were later rejected or failed on Ariba Network. When you place a request for technical annulment, NAV will be informed that the invoice contains incorrect information. NAV will subsequently annul the invoice.

> **i Note**
> - You can annul only those invoices that are in 'Rejected' or 'Failed' status.
> - After an invoice is annulled by NAV, you cannot edit or resubmit the invoice.

To annul an invoice, follow these steps:

Procedure

1. In your Ariba Network supplier account, go to your Outbox.
2. Open the invoice that you want to annul, and check the status of the invoice in the invoice header (**Detail** tab).
3. Check if the status of the invoice shows 'Rejected' or 'Failed'.
4. Click the **Annul** button.

5. In the page that opens, select the Annulment Code from the drop-down options, and enter the Annulment Reason.

6. Click OK.

7. After a few minutes, open the **History** tab to track the annulment request that was sent to NAV.

Results

The History tab displays comments in the following sequence:

1. "Technical annulment was initiated for the invoice."
2. "The invoice was accepted for technical annulment at NAV. The invoice will be annulled after NAV approval. Contact NAV for more information."

Invoice summary reports

Context

The **Invoice Summary** report type is used to generate a summary report in XML format for all Hungarian suppliers. The report includes details of invoices based on a range of invoice dates. Hungarian suppliers can retrieve information in a standard format as mandated by the Hungarian tax authority in the event of a tax audit.

> **i** Note
>
> Invoices that are created at least a day in advance are available for generating the report.

Procedure

1. On the **Reports** page, click **Create**. .
2. Enter details in the **Report Description** page.
3. Select **Invoice Summary** from the **Report Type** pull-down menu and click **Next**.

   Hungarian suppliers must specify the supplier's country of origin as Hungary on the **Company Profile** page of their Ariba account. For more information, see the *Seller Account Settings and Profile Configuration Guide*.

4. On the **Criteria** page, enter the following details:
   a. **Start Date**
   b. **End Date**
5. Review your selection and click **Submit**.

   The newly generated report is listed on the **Reports** page. Select the report and click **Download** to save the report in XML format to your local system.

Appendix A - sample XML file sent to NAV

⌨ Sample Code

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Invoice xmlns="http://schemas.nav.gov.hu/OSA/1.0/data" xmlns:xalan="http://
xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.nav.gov.hu/OSA/1.0/data http://
schemas.nav.gov.hu/OSA/1.0/data/invoiceData.xsd">
<invoiceExchange>
<invoiceHead>
<supplierInfo>
<supplierTaxNumber>
<taxpayerId>12342659</taxpayerId>
</supplierTaxNumber>
<supplierName>hungaryAddress</supplierName>
<supplierAddress>
<simpleAddress>
<countryCode>HU</countryCode>
<postalCode>1133</postalCode>
<city>Budapest</city>
<additionalAddressDetail>ST Tower Nandhi</additionalAddressDetail>
</simpleAddress>
</supplierAddress>
</supplierInfo>
<invoiceData>
<invoiceNumber>32</invoiceNumber>
<invoiceCategory>NORMAL</invoiceCategory>
<invoiceIssueDate>2019-03-17</invoiceIssueDate>
<invoiceDeliveryDate>2018-08-03</invoiceDeliveryDate>
<currencyCode>HUF</currencyCode>
<exchangeRate>1</exchangeRate>
<invoiceAppearance>ELECTRONIC</invoiceAppearance>
</invoiceData>
</invoiceHead>
<invoiceLines>
<line>
<lineNumber>1</lineNumber>
<advanceIndicator>false</advanceIndicator>
<lineExpressionIndicator>true</lineExpressionIndicator>
<lineDescription>d</lineDescription>
<quantity>1000</quantity>
<unitOfMeasure>METER</unitOfMeasure>
<unitPrice>1000.00</unitPrice>
<lineAmountsNormal>
<lineNetAmount>1000000.00</lineNetAmount>
<lineVatRate>
<vatPercentage>0.12</vatPercentage>
</lineVatRate>
<lineVatAmount>120000.00</lineVatAmount>
<lineVatAmountHUF>120000.00</lineVatAmountHUF>
<lineGrossAmountNormal>1120000.00</lineGrossAmountNormal>
</lineAmountsNormal>
</line>
<line>
<lineNumber>2</lineNumber>
<advanceIndicator>false</advanceIndicator>
<lineExpressionIndicator>false</lineExpressionIndicator>
<lineDescription>service</lineDescription>
<lineAmountsNormal>
<lineNetAmount>10000.00</lineNetAmount>
<lineVatRate>
<vatPercentage>0.05</vatPercentage>
</lineVatRate>
<lineVatAmount>500.00</lineVatAmount>
<lineVatAmountHUF>500.00</lineVatAmountHUF>
```

```xml
<lineGrossAmountNormal>10500.00</lineGrossAmountNormal>
</lineAmountsNormal>
</line>
<line>
<lineNumber>3</lineNumber>
<advanceIndicator>false</advanceIndicator>
<lineExpressionIndicator>true</lineExpressionIndicator>
<lineDescription>service 2</lineDescription>
<quantity>10</quantity>
<unitOfMeasure>HOUR</unitOfMeasure>
<unitPrice>200.00</unitPrice>
<lineAmountsNormal>
<lineNetAmount>2000.00</lineNetAmount>
<lineVatRate>
<vatPercentage>0.07</vatPercentage>
</lineVatRate>
<lineVatAmount>140.00</lineVatAmount>
<lineVatAmountHUF>140.00</lineVatAmountHUF>
<lineGrossAmountNormal>2140.00</lineGrossAmountNormal>
</lineAmountsNormal>
</line>
</invoiceLines>
<invoiceSummary>
<summaryNormal>
<summaryByVatRate>
<vatRate>
<vatPercentage>0.12</vatPercentage>
</vatRate>
<vatRateNetAmount>1000000.00</vatRateNetAmount>
<vatRateVatAmount>120000.00</vatRateVatAmount>
<vatRateVatAmountHUF>120000.00</vatRateVatAmountHUF>
</summaryByVatRate>
<summaryByVatRate>
<vatRate>
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</vatRate>
<vatRateNetAmount>2000.00</vatRateNetAmount>
<vatRateVatAmount>140.00</vatRateVatAmount>
<vatRateVatAmountHUF>140.00</vatRateVatAmountHUF>
</summaryByVatRate>
<invoiceNetAmount>1012000.00</invoiceNetAmount>
<invoiceVatAmount>120640.00</invoiceVatAmount>
<invoiceVatAmountHUF>120640.00</invoiceVatAmountHUF>
</summaryNormal>
</invoiceSummary>
</invoiceExchange>
</Invoice>
```

Appendix B - APIs invoked by Ariba Network

The NAV in Hungary has made the following APIs available to enable suppliers to register and report invoices:

- `tokenExchange`: This API is invoked to receive a token which in turn is used to invoke the other APIs

- `manageInvoice`: This API is invoked to report invoice data to the NAV
- `queryInvoiceStatus`: This API is invoked to check the status of the invoice after it is sent to the NAV
- `queryTaxpayer`: This API is invoked to check if a supplier is registered at NAV

Tax invoicing in France

French parafiscal taxes

Parafiscal taxes are specific taxes used in France and enforced by French law.

The idea of the parafiscal taxes is to create dedicated funds for different causes. When selling particular products, French sellers are obliged to collect parafiscal taxes for specific purposes, which they ultimately pay to a third party, responsible for investing the funds according to their purpose. For example, if a customer buys a polluting product from a French seller, then this customer has to pay an environment tax.

Ariba Network allows French suppliers to add parafiscal taxes on both line and header level. Parafisal taxes can be added to non-PO invoices and credit memos. Furthermore, as parafiscal taxes are subject to VAT taxes, Ariba Network suppliers can add a VAT tax to parafiscal taxes.

Prerequisites for entering French parafiscal taxes on invoices

To allow their suppliers to use French parafiscal taxes on invoices, buyers must do the following:

- Check the **Allow suppliers to add allowances and charges to invoices** rule located on the **Default Transaction Rules** page.
- Activate the **Country-based Invoice Rules for France** and check the rule **Allow suppliers to include parafiscal taxes**.
- Uncheck the **Ignore country-based invoice rules** rule located on the **Default Transaction Rules** page.

French parafiscal taxes process on the Ariba Network

The following general steps describe the workflow for including parafiscal taxes in French invoices:

1. A supplier creates an invoice.
2. The supplier's default address is French or the supplier updates the address on the invoice to a French address.

> **i** Note
>
> Parafiscal taxes can only be added to invoices if the supplier address is French.

3. The supplier adds a charge to the header or to a line item.
4. The supplier selects **Parafiscal Tax** from the list of available charges and fills in the necessary information for the parafiscal tax. Optionally, the supplier adds a VAT tax to the parafiscal tax.
5. The supplier completes and sends the invoice.
6. The buyer receives the invoice and views the parafiscal tax information.

French tax invoicing audit reports

Audit reports in France for buyers and suppliers exchanging invoices electronically.

Ariba Network provides audit reports for French buyers and French suppliers who exchange invoices electronically. Summary List and Partner File reports are commonly used by French organizations to facilitate the tax invoicing process. The reports are required by French tax authorities when trading partners use the EDI method of exchanging invoices according to Article 289 3° of the French General Tax Code. Otherwise, the default method used by SAP Ariba is the digital signature according to Article 289 2° of the French General Tax Code. The Ariba Network generates the reports automatically regardless of the methods used.

The reports are fiscal objects, which provide information about the French tax invoices, exchanged between trading partners. They are maintained per VAT ID and they are generated automatically in the Ariba Network. If a buyer or a supplier user has more than one VAT ID, several reports are generated for them - one for each VAT ID. Every VAT ID is associated with one or more addresses. Buyers and suppliers on the Ariba Network can add as many addresses and VAT IDs, as they need. They can also enter unique names for each address, so they can easily differentiate between them. Each VAT ID, together with its address(es) and address name is considered a single legal entity. The header of each French Summary List and Partner File report contains information about the legal entity, for which it has been generated. This legal entity is the report owner.

Both the French Summary List and the Partner File reports are generated in PDF format and they are digitally signed and archived. The signed PDF files, together with signature verification files, are sent to the SAP Ariba Long-Term Document Archiving service for the corresponding buyer and supplier. Archived reports can be accessed on the **Document Archive** page. The retention time of the reports in the **Document Archive** depends on the time, set for France in the SAP Ariba Tax Archiving Framework. To check the retention time for France, go to the Ariba Terms Center , click **Country Coverage** under **Terms and Policies for Services**, and find the **Retention Period** for France.

The French Summary List and Partner File reports are used for auditing purposes and they are required by French tax authorities when the EDI method of exchanging invoices is used. The reports are checked together by tax auditors. The French Partner File report helps tax inspectors view all trading partners of an organization. From auditing perspective each legal entity is considered a single trading partner. The French Summary List reports should summarize all invoices, which have been exchanged between the owner of the report and the trading

partners, listed in the organization's French Partner File report. The legal entity information of a trading partner must be the same on both the Summary List and the Partner File reports.

Prerequisites for French tax invoicing audit reports

For Buyers

Buyers must have added and activated the **Country-based Invoice Rules** for France.

For Suppliers

Suppliers must have a trading relationship with at least one buyer who has added and activated the **Country-based Invoice Rules** for France.

For Buyers and Suppliers

At least one successful French tax invoice must be exchanged between a buyer and a supplier for the Ariba Network to start generating reports.

French Summary List report

The French Summary List report lists all invoices processed by SAP Ariba for a buyer or supplier legal entity registered for VAT in France for a given day. Reports are generated every day and they contain all invoices transacted on the previous day. If no invoices were sent or received by the legal entity for a given day, no report is generated. Each report file can contain up to 1,000 invoices. If more than 1,000 invoices are transacted on a given day, the contents of the report are split into multiple files.

Each French Summary List report contains a header and a body in a table format. The header contains the legal entity information of the report owner, including the owner's role - buyer or supplier. The body contains a table listing all invoices that have been received or sent by the report owner, depending on the role. Each row from the table contains information for a single invoice, like the invoice number, the date when it was issued and the total amount of the invoice. For more information about the contents, see Contents of the French Summary List Report [page 133].

Contents of French Summary List report

Each French Summary List report contains a header and a body. The header is the title, which contains the legal entity name, address, VAT ID, and the date of creation of the report. The body contains a table with information

about all invoices sent or received during the day by the report owner registered for VAT in France. One report lists up to 1,000 invoices. If more invoices were sent or received for a single day, more than one report is generated for that day. Refer to the table below to view the columns, contained in the body of each French Summary List report.

> **i Note**
>
> The minimal content of the Summary List report is defined by law in Appendix IV, Article 41 septies, IV-1 of the French General Tax Code. Reports are generated in French, as they are meant to be read by a French audience.

Table 5: Contents of French Summary List report

Column in report	Description
Invoice Number	The number of the invoice as found in the invoice summary - **Invoice #**
Invoice Date	The **Invoice Date** as found in the invoice summary
Invoice Creation Date	The date when the invoice was created
Net Amount	The **Total Net Amount** as found in the invoice summary
Total Tax	The **Total Tax** as found in the invoice summary
Gross Amount	The **Amount Due** as found in the invoice summary
Currency	The invoice currency
Type	The type of the document - Standard Invoice, Credit Memo, etc.
Invoice Source	The source of the invoice - Online, cXML, EDI, Supplier Self-Signed
Archive Status	The **Archive Status** of the invoice as found on the **Document Archive** page
Archive Date	The Archived Date of the invoice as found on the **Document Archive** page
Archive ID	The **External Reference Number** of the invoice as found on the **Document Archive** page
Buyer Address	The address, VAT ID and e-mail of the buyer
Supplier Address	The address, VAT ID and e-mail of the supplier
Error	In case any errors have been registered by the Ariba Network during tax invoicing validation, they will be added here
Version	The software version number of the application, which creates tax invoices

French Partner File report

The French Partner File report lists all electronic invoicing relationships that exist between the report owner and all trading partners of the owner. Each Partner File report is generated once and then regenerated when an update on its contents is required. The updating process is done simultaneously for the buyers and suppliers who are involved. A new file is created whenever a trading relationship is created or ended. Updates can also be triggered when buyer or supplier legal entity information is changed. For example, if the buyer address is changed, a new Partner File report is generated for all legal entities that are impacted. Each report file can contain up to 1,000 trading partners. If the report owner has more than 1,000 trading partners, the contents of the report are split into multiple files.

Each Partner File report contains a header and a body in a table format. The header contains the legal entity information of the report owner, including the name, address, VAT ID and role - buyer or supplier. The body contains a table listing all current trading relationships of the report owner. Each row from the table contains

information for a single legal entity, which has a trading relationship with the owner. This means that if a user, which has a trading relationship with the owner, has more than one VAT ID, a separate row will be created for each. For more information about the contents, see Contents of the French Partner File Report [page 135].

Contents of the French Partner File report

Each French Partner File report contains a header and a body. The header is the title, which contains the legal entity name, address, VAT ID, the role of the report owner - buyer or supplier, and the date of creation of the report. The table contains information about all trading relationships of the report owner up to the date when the report was generated. One report lists up to 1,000 trading partners. If a report owner has more than 1,000 trading partners, more than one report is generated for that owner. Refer to the table below to view the columns, contained in each French Partner File report.

> **i Note**
>
> The minimum content of the Partner File report is defined by law in the Appendix IV, Article 41 septies, V of the French General Tax Code. Reports are generated in French, as they are meant to be read by a French audience.

Table 6: Contents of French Partner File report

Column in Report	Description
Legal Entity Name	The name of the legal entity. This name coincides with the **Address Name** entered by the user.
Address	The address of the trading partner. This column also contains the legal entity VAT ID and e-mail address.
Start Date	The date when the trading relationship was created.
End Date	The date when the trading relationship was ended, if applicable.

> **i Note**
>
> If the legal entity information of a certain trading partner is updated, the line with the old information will be updated with the correct information.

End date in French Partner file report

This Ariba Network feature is applicable to French buyers and French suppliers who exchange invoices electronically. An end date in the French partner file report is populated when a trading relationship is ended or when a legal entity information (name, address, VAT ID) is modified or deleted.

When a new trading relationship is created, or when a closed relationship is reopened, Ariba Network does not generate a report.

A report with a new start date is generated only after the first invoice From or To a trading partner has been processed.

Populating end date in the partner file report occurs in any of the following cases:

- Buyer edits/deletes their **Sold To** address
- Supplier edits/deletes their **From** address
- There is a closure of trading relationship on Ariba Network

Each Partner File report is generated once and then regenerated when an update on its contents is required. The updating process is done simultaneously for the buyers and suppliers who are involved.

Report owner is the legal entity in the header section of the Partner File report. The header is the title which contains the legal entity name, address, VAT ID, the role of the report owner – buyer or supplier, and the date of creation of the report.

Trading partner of the owner is the legal entity in the body of the Partner File report. The body is a table which contains information about all trading relationships of the report owner up to the date when the report was generated.

The following table explains cases of Partner File report generation:

Table 7: French Partner File report generation

	Action	Result for the report owner	Result for the trading partner of the report owner
1	Editing or deleting of legal entity information of a certain trading partner.	The partner file is regenerated with an end date for all members. Report header contains the old data of the edited or deleted legal entity.	Partner files are regenerated, and an end date is entered to the line corresponding to the old information in all impacted partner file reports.
2	A relationship between a buyer and supplier is ended (rejected by the supplier or deleted by the buyer).	The partner files, for all French legal entities that sent or received an invoice from the partner, are regenerated with an end date for all rows for the partner.	Partner files are regenerated, and an end date is entered in all impacted partner file reports.
3	Processing of the first invoice after editing a legal entity or reopening of a closed trading relationship.	A new partner file is generated with a start date only for the trading partner to whom the invoice is sent to. Report header contains the new data of the legal entity.	The partner file is regenerated with a new entry for the new legal entity with start date and all other previous records.

> **i Note**
>
> For action 1 - "Editing or deleting of legal entity information of a certain trading partner", file regeneration will not be triggered by changes to only the Address ID and/or Tax ID fields.

Configuring French legal entities

You can configure French legal entities for your Ariba Network account in the following ways:

- Add them manually by associating your company addresses with VAT IDs.
  Buyers do this by creating **Sold To** addresses. Suppliers do this by creating **Additional Addresses**.
- Create them automatically from information contained in invoices.
  If a successfully transacted invoice contains a French address that does not coincide with the already existing addresses of the corresponding buyer or supplier, the Ariba Network adds it as a new legal entity in the system database.

> **i Note**
>
> Legal entities that are created automatically cannot be viewed or edited through the user interface. They are used solely for creating French Summary List and Partner File reports. It is the user's responsibility to make sure that information entered in invoices is correct.

Legal entities can be created automatically for both buyers and suppliers, depending on the information added on the invoice:

- Buyer legal entities are created from the **Customer** address in the **Additional Fields** section or the `Contact role="soldTo"` tag from the DTD when the country is France.
- Supplier legal entities are created from the **Bill From** address in the **Additional Fields** section or the `Contact role="billFrom"` tag from the DTD when the country is France.

The following table shows the information from which invoice fields and DTD tags is stored for every legal entity and how it is presented in the French summary list and partner file reports:

Table 8: Legal entity information

Field in Create Invoice Wizard	DTD Tag	Presentation French Summary List and Partner File Reports
Name	`Name`	**Legal Entity Name**
Address 1, Address 2	`Street`	**Address**
Postal Code	`PostalCode`	**Address**
City	`City`	**Address**
Country	`Country`	**Address**
- For suppliers: **Supplier VAT/Tax ID** - For buyers: **Customer VAT/Tax ID**	- For suppliers: `Extrinsic name="supplierVatID"` - For buyers: `Extrinsic name="customerVatID"`	**Address** - in parentheses

How to configure French legal entities for buyers

You can configure French legal entities for your Ariba Network buyer account by associating **Sold To** addresses with VAT IDs.

Procedure

1. Log into your Ariba Network buyer account as an administrator.
2. Click ▌ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▌.
3. Scroll to the **Online Invoice Form Rules** section.
4. Click the **Configure list of Customer (Sold To) Addresses with VAT IDs** option.
   The **Configure Customer (Sold To) Addresses** page appears.
5. Click **Create**.
6. In the dialog box that appears, choose **France** from the **Country** dropdown. Fill in the necessary information, including the **VAT ID**. Click **OK**.

   You have successfully created a French legal entity.

How to configure French legal entities for suppliers

You can configure French legal entities for your Ariba Network supplier account by associating **Additional Company Addresses** with VAT IDs.

Procedure

1. Log into your Ariba Network supplier account as an administrator.
2. Click on your company name or logo in the upper right corner of the dashboard and then click **Company Profile**.
3. Scroll down to the **Additional Company Addresses** section and click **Create**.
4. Scroll to the bottom of the bottom of the **PO and Non-PO Field Rules** section.
5. In the page that appears, choose **France** from the **Country** dropdown. Fill in the necessary information, including the **VAT ID**. Click **Save** and then **Close**.

   You have successfully created a French legal entity.

How to create new French legal entities from invoices

You can create new French legal entities by adding the necessary information directly on invoices.

Procedure

1. Log into your Ariba Network supplier account.
2. On the **Home** page, click **Create > Non-PO Invoice**.
3. On the **Create Non-PO Invoice** page, choose the desired buyer from the **Customer** dropdown and click **Next**.
4. In the **Create Invoice Wizard** go to the **Additional Fields** section.
5. To create a new buyer legal entity, click the upper **View/Edit Addresses** option. In the dialog that appears, choose **France** from the **Country** dropdown. Legal entities are created automatically only for French addresses. Enter all desired data under **Customer**. Make sure to fill in all required fields. Click **OK**. Enter the corresponding VAT ID in the **Customer VAT/Tax ID** field below.
6. To create a new supplier legal entity, click the lower **View/Edit Addresses** option. In the dialog that appears, choose **France** from the **Country** dropdown. Enter all desired data. Make sure to fill in all required fields. Click **OK**. Enter the corresponding VAT ID in the **Supplier VAT/Tax ID** field below.

   Legal entities are created automatically only for French addresses.
7. Complete the rest of the invoice and click **Next**.
8. Review the invoice data in the **Create Invoice** page and click **Submit**.

Viewing French tax invoicing audit reports

How to view French Summary List reports

Procedure

1. Log into your Ariba Network buyer or supplier account.
2. On the **Home** dashboard, click the **Document Archive** tab.
3. Click the expand arrow to open **Search Filters**.
4. Click the **Document Type** dropdown, and choose **Summary List Report**.

   > **i Note**
   >
   > If you have several legal entities, you can also specify a **VAT ID** to display the Summary List reports for only one legal entity.

5. Click **Search**.

   You can view all your French Summary List reports in the **Archived Documents** table.

> **i** Note
>
> The **To Country** visible under ▌▶ **Document Archive** ❯ **Summary List Report** ❯ is the country configured in the buyer company profile (main address), which may not be the same as the country where the invoice is transacted (**Sold To** address).

How to view French Partner File reports

Procedure

1. Log into your Ariba Network buyer or supplier account.
2. On the **Home** dashboard, click the **Document Archive** tab.
3. Click the expand arrow to open **Search Filters**.
4. Click the **Document Type** dropdown, and choose **Partner File Report**.

   > **i** Note
   >
   > If you have several legal entities, you can also specify a **VAT ID** to display the Partner File reports for only one legal entity.

5. Click **Search**.

   You can view all your French Partner File reports in the **Archived Documents** table.

Tax invoicing in India

Tax invoicing in India provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

Support for eInvoicing with GST in India

GST is a comprehensive indirect tax on manufacture, sale, and consumption of goods and services in India. eInvoicing with GST in India provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

This feature is applicable to:

- all suppliers with Indian addresses
- all buyers who trade with India based suppliers

> **i Note**
>
> The information provided in this document is valid as of August, 2017. For the latest information and guidelines related to electronic invoicing with GST in India, refer to the Central Board of Excise and Customs website: http://www.cbec.gov.in/htdocs-cbec/gst ↗

The Finance Ministry of India mandates that buyers and suppliers in India must adhere to the India Goods and Services Tax (GST) act of 2016 starting from July 1, 2017.

GST is a comprehensive indirect tax levy on manufacture, sale, and consumption of goods and services. GST replaces all the indirect taxes levied on goods and services by the Indian central and state governments. GST is applicable to most goods and services in India.

Prerequisites

- Suppliers must set up a legal profile for each state in which they operate.
- Suppliers and buyers in the North Eastern states of India, with an annual turnover of more than INR 1000000, must get registered under GST.
- Suppliers and buyers in the rest of India with an annual turnover of more than INR 2000000 must get registered under GST.

Limitations

In the context of eInvoicing with GST in India, archiving of invoices in Ariba Network is available only on request.

GST categories

There are four kinds of Goods and Services Taxes applicable in India:

- **CGST or Central GST**: The revenue is collected by the central government.
- **SGST or State GST**: The revenue is collected by the state governments for intra-state (within a sate) sales.
- **IGST or Integrated GST**: The revenue is collected by the central government for inter-state sales.
- **UTGST or Union Territory GST**: The revenue is collected by the Union Territory.

GST supplier types

Suppliers in India are categorized into one of three types under the GST purview. These supplier types are shown in the table below:

Supplier Type	Criteria	GST registration mandatory?
Full GST enabled	Turnover > INR 15000000	Yes
Composite scheme	INR 4000000 < Turnover < INR 15000000 (Rest of India)	Yes
GST Exempt	Turnover < INR 4000000	No

Defining intra-state and inter-state supply of goods and services

Intra-state supply of goods and services: when the location of the supplier and the place of supply (location of the buyer) are in the same state. In such intra-state transactions, the seller must collect both CGST and SGST from the buyer. The CGST gets deposited with the central government and the SGST gets deposited with the state government.

Inter-state supply of goods and services: when the location of the supplier and the place of supply (location of the buyer) are in different states. In addition, the following are considered inter-state transactions:

● export or import of goods or services
● supply of goods or services made to, or by a Special Economic Zone (SEZ) unit

In such inter-state transactions, the seller must collect IGST from the buyer.

Defining bill of supply and tax invoices

The invoice summary page and the invoice PDF display the following labels at header level:

● Bill of supply
● Tax invoice

The following are bills of supply:

● Invoices created by non-GST registered suppliers.
● Invoices created by GST registered suppliers for items that are tax exempt.

The following are tax invoices:

● Invoices created by GST registered suppliers.
● Invoices that do not contain tax exempt items or that contain zero tax.

> i Note
>
> Tax exempt is **not** the same as zero taxes.

Rules for determining which invoice and credit memo labels are displayed

The following rules are applied to determine the labels that are displayed on invoices and credit memos.

Supplier Type	Taxes Present?	Invoice Label
Full GST enabled	Yes	Tax Invoice
Full GST enabled	No	Bill of supply
Composite scheme	Yes	Bill of supply
Composite scheme	No	Bill of supply
GST exempt	No	Bill of supply

Rules for determining GSTIN inputs in Invoices

The GSTIN fields in invoices are auto-populated with values from the Ariba Network supplier and buyer profiles. The tables below show the rules that determine valid GSTIN values. The two states that are used for illustration are Karnataka and Maharashtra.

Bill From	Sold From	Supplier GSTIN can be from..
Karnataka	Karnataka	Karnataka
Karnataka	Maharashtra	Karnataka
Maharashtra	Karnataka	Maharashtra

> i Note
>
> - Both the states must have regulatory profiles configured if the Bill From and Sold From addresses are different.
> - Suppliers can change their pre-populated GSTIN based on regulatory requirements.

Ship to	Sold to	Buyer GSTIN can be from..
Karnataka	Karnataka	Karnataka
Karnataka	Maharashtra	Karnataka
Maharashtra	Karnataka	Maharashtra

> i Note
>
> - Suppliers can create multiple addresses for a state, but only one regulatory profile is allowed per state. Additional addresses for a state will use the GSTIN provided in the regulatory profile set up for the state.

- Suppliers can edit the pre-populated GSTIN of the buyer based on regulatory requirements.

How to set up a supplier legal profile for tax invoicing in India

Context

Regulatory profiles refer to supplier accounts registered with tax authorities in India for electronic invoicing procedures. Regulatory profiles contain information to facilitate the legal flow of invoices. The **Set Up Legal Profile** check box is available to suppliers in India. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as India. To set up a regulatory profile as a supplier in India, follow these steps:

Procedure

1. Click ▶ **Company Settings** ▶ **Company Profile** ▶.
2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the **Address Name** field in the **Address Name** section :
4. Enter the following required fields in the **Address** section:

   ○ **Address 1** - Your company's additional branch address in India.
   ○ **City**
   ○ **State**
   ○ **Postal Code**
   ○ **Country**

5. Select the **Set Up Legal Profile** check box.

   A supplier can have only one regulatory profile per state.

6. Select the **Supplier Type** field. The **Supplier Type** is one of three categories.

   Full GST Enabled

   Composite Scheme Enabled

   GST Exempt

7. In the **GSTIN** field, enter your 15-character GSTIN.

   GSTIN is a unique, state-wise, 15-character Goods and Services Tax Identification Number (GSTIN). The first two digits of this number represent the state code.

   SAP Ariba does not validate the authenticity of the GSTIN. It is entirely the responsibility of the supplier to provide an authentic GSTIN.

8. Click **Save**.

Results

The regulatory profile for the supplier's address is created.

How to create customer (sold to) address

Context

Buying organizations in India must create their Customer Address. This is also called 'Sold To' address. To configure the Customer (Sold To) Address, follow these steps:

Procedure

1. In the upper right corner of the Ariba Network Home page, click **Manage Profile**.
2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down in the **Default Transaction Rules** page and click the entry **Configure list of Customer (Sold To) Addresses with VAT IDs**.
4. In the **Configure Customer (Sold To) Addresses** page, click **Create**.
5. Enter the **Address Name** and **Address 1** fields.
6. In the **Country** field, select **India**.

   This selection will refresh the page content with India-specific information.
7. Enter the **City**, **State**, and **Postal Code** fields.
8. Enter the **GSTIN** field.

   The GSTN ID must be 15 characters long, and the first two digits must be the state code. For example, 29XXXXXxxxxX (29 is the state code for Karnataka).

   SAP Ariba does not validate the authenticity of the GSTIN. It is entirely the responsibility of the customer to provide an authentic GSTIN.

How to configure country based invoice rules

Context

Buyers may configure country-based invoice rules for their Ariba Network suppliers before suppliers can submit tax invoices for a particular country. Configuring country based invoice rules overrides the default transaction rules.

Procedure

1. In the upper right corner of the page, click **Manage Profile**.
2. On the **Configuration** page, click **Country-based Invoice Rules**.
3. Click the **Select Country** pull-down menu and select **India**.
4. Go to the section **PO and Non-PO Invoice Field Rules**.
5. Configure the rules as applicable to your business.

Tax invoicing in UAE

Tax invoicing in UAE provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

The United Arab Emirates (UAE) introduced Value Added Tax (VAT) on goods and services in the UAE from January 1, 2018. The rate of taxation has been standardized at 5% currently. This document describes the invoicing solution for UAE provided by Ariba Network. This solution facilitates suppliers in UAE in creating standard and tax invoices. This feature is applicable only to domestic buyers and suppliers in the UAE.

Enabling this feature

This feature is disabled by default. To enable this feature, contact SAP Ariba Support. Buyers can request to have this feature enabled for their own organizations and also for their UAE suppliers.

Prerequisites

The following prerequisites must be met for this feature to be completely functional.

- Buyers who wish to receive tax invoices from their suppliers must request SAP Ariba Support to enable tax invoicing for UAE. SAP Ariba Support must select the option **Enable tax invoicing for UAE** in the administrator application, for buyers who wish to receive tax invoices.
- Suppliers must confirm that their organization is VAT registered.

  How to configure additional addresses and confirm VAT registration [page 147]

How to configure additional addresses and confirm VAT registration

Context

To set up a profile as a supplier in UAE and to confirm your VAT registration in Ariba Network, follow these steps.

> **i Note**
>
> If your primary address is a UAE address, you must update your company profile to add your Vat ID before you configure additional company addresses. You can also confirm your VAT registration status in the **Business** section of the **Company Profile** page.

If you, as a supplier, have multiple addresses in UAE:

Procedure

1. Click ▶ **Company Settings** ❯ **Company Profile** ❯ .
2. Go to the **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the **Address Name** field in the **Address Name** section :
4. Enter the following required fields in the **Address** section:

    ○ **Address 1** - Your company's additional branch address in the UAE.
    ○ **City**
    ○ **Postal Code**
    ○ **Country**

5. Select your option for the question **Are You VAT Registered**?

    The field **VAT ID** is mandatory if you are VAT registered. It is a 15-digit number issued by the UAE tax authorities.

6. Click **Save**.

Results

The profile for the supplier's address is created.

Tax invoicing in Italy

Tax invoicing in Italy provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

Suppliers in Italy must report all electronic invoices through the governmental electronic invoicing platform Sistema di Interscambio (SDI). This is a mandatory regulation initiated by the SDI (Italian Revenue Agency) in Italy, and is applicable to all industries.

The SDI is an online system operated and maintained by the Italian tax authorities. Suppliers in Italy must send their domestic electronic invoices online to the SDI system in order to get issued.

Furthermore, suppliers must create electronic invoices in the `FatturaPA` format only. The `FatturaPA` is an electronic invoice in XML format, and is the only type of invoice that is valid and accepted by the Italian tax authorities. Suppliers must get their invoices electronically signed, and submit the signed invoices to the SDI portal.

Only invoices sent to the SDI portal and approved by the SDI are considered valid invoices. Invoices not reported to the SDI system are not accepted. In addition, penalties are levied on defaulting suppliers according to the tax laws prevalent in Italy.

Prerequisites

- Buyers and suppliers must register their organiztations at the SDI portal. The VAT ID/Tax ID are the relevant identifications for the SDI portal.
- Buying organizations must configure their SDI accounts to get their invoices routed to TrustWeaver and SAP Ariba.
- Buyers must upload supplier master data to Ariba Network in order to allow matching from VAT ID/Tax ID to the buyer's vendor IDs.
- Non-Ariba Network suppliers must get their invoices digitally signed by approved service providers, create their electronic invoices outside Ariba Network, and send them to the SDI portal for issuance.

Workflow - non-Ariba Network supplier

Invoices in Italy go through the following workflow originating from a non-Ariba Network supplier to a buyer's ERP system or SAP Ariba Procurement solution:

1. A non-Ariba Network supplier creates a tax invoice (in `FatturaPA` XML format) in a system outside Ariba Network.
2. The supplier submits the tax invoice to the SDI portal and receives a positive confirmation after technical validation in SDI.
3. The SDI transaction ID is included in the invoice cXML as an extrinsic.
4. Ariba Network creates a PDF of the invoice. The PDF is generated from the `FatturaPA` XML or from the cXML based on the buyer's preference.
5. An SAP Ariba representative uploads the vendor master data CSV file in the buyer's Ariba Network account with accurate data in the required fields.

6. Ariba Network sends the following documents to the buyer's ERP system or SAP Ariba procurement solution:
   ○ invoice PDF
   ○ cXML invoice
   ○ original `FatturaPA` XML invoice (attached to the cXML invoice)
   ○ delivery receipt received from SDI (attached to the cXML invoice)

Workflow - Ariba Network supplier

This section describes the workflow starting from the creation of the invoice in Ariba Network to the time when the buyer systems receive the invoice.

1. The supplier flips a purchase order to create an invoice, or creates a non-purchase order invoice in Ariba Network.
2. Ariba Network performs validation checks for mandatory fields in the invoice.
3. TrustWeaver converts, signs, and sends the signed `FatturaPA` XML to SDI.
4. SDI receives the supplier invoice and performs its own validation of the mandatory invoice fields.
5. TrustWeaver receives a status update from SDI, and in turn provides the success or rejecton status to Ariba Network.
6. Ariba Network creates a PDF of the invoice. The PDF is generated from the `FatturaPA` XML or from the cXML based on the buyer's preference.
7. An SAP Ariba representative uploads the vendor master data CSV file in the buyer's Ariba Network account with accurate data in the required fields.
8. Ariba Network sends the following documents to the buyer's ERP system or SAP Ariba procurement solution:
   ○ invoice PDF
   ○ cXML invoice
   ○ original `FatturaPA` XML invoice (attached to the cXML invoice)

SDI transaction identifier

For Ariba Network suppliers	For non-Ariba Network suppliers
The SDI transaction ID is included in the invoice cXML as an extrinsic. The extrinsic field used is `externalTransactionIdentifier`.	The SDI delivery receipt is sent (as an attachment to the cXML invoice) to the buyer's ERP system or SAP Ariba procurement solution. The `FatturaPA` XML and invoice PDF are also attached to the cXML invoice. As a result, the buyer's account receives all the documents including the metadata file.

Italy specific tax invoicing fields

The following fields are specific to tax invoicing in Italy:

Ariba Network online invoice fields

The following is a line level field in the online invoice page on Ariba Network. The field is a pull-down menu item with three options. This field also appears on the invoice summary and invoice PDF.

> **i Note**
>
> This field is made visible only when the tax category selected is VAT.

- **VAT Due Time Code**
  - **VAT due immediately**: The total tax is added to the subtotal to calculate the amount due. VAT becomes due when the invoice is issued.
  - **VAT payment deferred**: The total tax is added to the subtotal to calculate the amount due. VAT becomes due when the invoice is paid.
  - **Split payment**: The total tax subject to split payment is not added to the amount due. The buyer must pay the VAT amount that is subject to split payment directly to the tax authorities in Italy, and not to the supplier. In other words, the buyer has to 'split' the total amount due by paying the suppliers for their goods/services, and transferring the VAT due directly to the Italian tax authorities.

    > **i Note**
    >
    > When the VAT Due Time Code is Split Payment, the reason for tax exemption cannot be '(N6) Reverse Charge'. This is applicable to invoices created online in Ariba Network, and also to invoices created in external systems, such as suppliers' ERPs and other in-house systems.

The following is a line level field in the online invoice page on Ariba Network. The field is a pull down menu item with two options. This field also appears on the invoice summary and invoice PDF.

- **Withholding Tax Type**
  - (RT01)Supplier administrator
  - (RT02)Legal personnel

> **i Note**
>
> If multiple line items in an invoice contain withholding tax, the withholding tax type and tax rate must be identical in all those line iems.
>
> Multiple tax categories cannot be added in the same line item of an invoice.

External tax invoice handling

An external tax invoice is any tax invoice in electronic format that is not created online in Ariba Network. External tax invoice handling allows buyers to apply a specific set of Ariba Network transaction rules to all external tax

invoices irrespective of the supplier that is referenced in the invoice. This set of configurable transaction rules is called External Tax Invoice Rules. The configured external tax invoice rules are applied **only** to external electronic tax invoices.

To prevent automatic invoice field validations, buyers typically would like to have less stringent rules for external tax invoices than for regular invoices.

- Buyers are given the option to configure a set of invoice rules to be applied to all external tax invoices.
- Buyers can configure transaction rules for external tax invoices by creating supplier groups and configuring appropriate rules for such groups.

The following table summarizes what Ariba Network does with external tax invoices and regular invoices when a buyer account has external tax invoice rules configured.

Invoice Scenario	Supplier Is in a Supplier Group	Ariba Network Action
Any external tax invoice	Does not matter	Applies external tax invoice rules
Regular invoice created in Ariba Network	Yes	Applies group-specific transaction rules
	No	Applies default transaction rules

Workflow for external tax invoice handling

When a buyer's account in Ariba Network is configured to use external tax invoice rules:

1. Buyer administrators configure external tax invoice rules. These rules are a subset of default transaction rules.
2. Suppliers send an external tax invoice to Ariba Network from their ERP systems or through their service provider.
3. Ariba Network receives the external tax invoice invoice and applies external tax invoice rules.

How to configure transaction rules for external tax invoices

Context

You can create a general set of transaction rules that apply to all external tax invoices regardless of other custom transaction rules (for example, country-specific rules).

Procedure

1. Log in to your Ariba Network buyer account as an administrator.
2. Click **Manage Profile** in the home dashboard.

   Ariba Network displays the **Configuration** page.
3. Click **External Tax Invoice Rules**.

Ariba Network displays the External Tax Invoice Rules page.

4. Select or clear the rule checkboxes to configure the rules.

5. Click **Save**.

Tax invoicing in Malaysia

Tax invoicing in Malaysia provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through Ariba Network.

In Malaysia, the Goods and Services Tax (GST) was replaced with the Sales and Services Tax (SST) with effect from September 01, 2018. Ariba Network has effected changes to its software to enable suppliers and buyers to adhere to the new tax regime. Suppliers who create online invoices in Ariba Network and integrated suppliers who create invoices in their own accounting systems (or through their service providers) must adopt the new taxation guidelines while creating invoices.

A trading organization that engages in business practices in Malaysia must now register for an SST ID. The service tax rate in Malaysia is fixed and is 6%. The sales tax rates can be one of 0%, 5%, or 10%.

Tax invoicing in Malaysia supports the following:

- Country-based invoice rules and required fields
- Receiving and sending cXML invoices
- Digital signing process
- Ability to add SST ID for buyers and suppliers
- Ability to add sales and service tax on invoices

Ariba Network supports the following Malaysian invoice types:

Table 9: Invoice types in Malaysia

Type of invoice	Supported Malaysian invoice types
Goods invoice	Tax invoice
	Line Item Debit Memo
	Line Item Credit Memo
Service invoice	Tax invoice
	Line Item Debit Memo
	Line Item Credit Memo

> **i Note**
>
> Goods and service items must not be combined in the same invoice. Suppliers must create goods and services invoices separately.

Invoice labels and Tax ID labels

The following rules are applied to determine invoice labels and Tax ID labels on invoices:

Table 10: Invoice labels and Tax ID labels

Additional company addresses Country = Malaysia	SST registration ID provided?	Invoice label	Tax ID label on invoice
Yes	Yes	Invoice	SST ID
Yes	No	Invoice	SST ID
No	NA	Depends on country of origin of invoice	Depends on country of origin of invoice

Primary company address Country = Malaysia	VAT ID provided?	Invoice label	Tax ID label on invoice
Yes	Yes	Invoice	SST ID
Yes	No	Invoice	SST ID
No	Yes	Depends on country of origin of invoice	Depends on country of origin of invoice
No	Yes	Depends on country of origin of invoice	Depends on country of origin of invoice

Tax invoicing prerequisites for Malaysia

Suppliers

- Suppliers must configure their SST ID in the **Additional Company Addresses** section only. See How to configure SST ID in supplier profile [page 157].
- Sellers supplying only material must configure their legal profiles with the SST ID registered for supplying material goods.
- Sellers offering only services must configure their legal profiles with the SST ID registered for service offerings.
- If suppliers have Sales Tax ID and Service Tax ID, they must create two Malaysian addresses (one for each tax ID) in the **Additional Company Addresses** section.

Buyers

- Buyers must have an active Ariba Network account.
- Buyers must configure their SST ID in their Ariba Network profiles.
- Buyers must configure their address (Sold To address) in their Ariba Network accounts. See How to create customer (sold to) address [page 156].
- If buyers have Sales Tax ID and Service Tax ID, they must create two Sold To addresses (one for each tax ID).

Configuring Sales tax and Service Tax

The following options are recommended to configure sales tax and service tax in Ariba Network buyer and supplier profiles.

- Buyers can configure 'Sales Tax' and 'Service Tax' entries in the Country-based rules for Malaysia. See How to configure country-based invoice rules for Malaysia [page 156] for more information. Suppliers can then choose the tax categories configured by buyers from the Category drop-down menu while creating invoices.
- Suppliers can configure taxes while creating invoices by choosing the 'Configure Tax Menu' > 'Other' option from the Category drop-down menu. For example, if suppliers choose to include service tax at the header or line level, they can create a new category called Service Tax using the 'Configure Tax Menu' > 'Other' option. This newly configured tax category will appear in the Category drop-down options.

Workflows for tax invoicing in Malaysia

Creating Malaysian tax invoices on Ariba Network

The following diagram illustrates the workflow process for creating Malaysian tax invoices on Ariba Network.
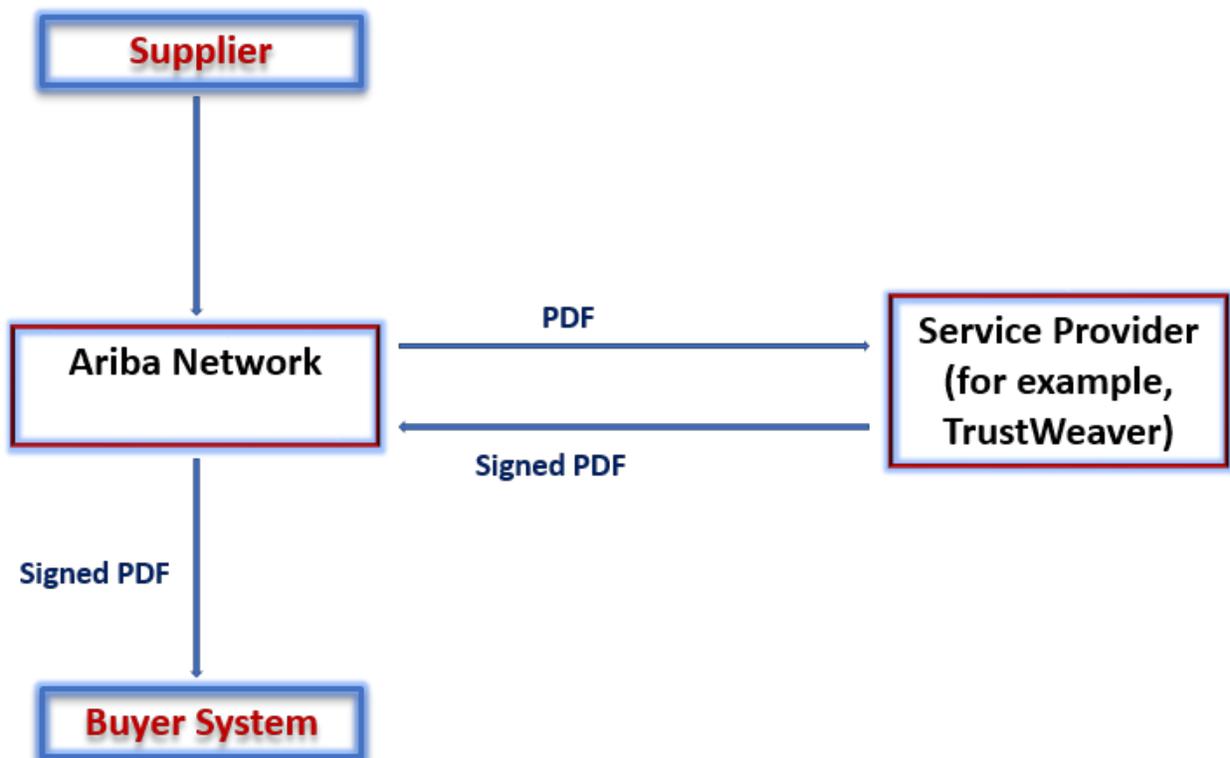
The following steps describe the workflow process of a supplier creating a Malaysian tax invoice on Ariba Network. These steps assume that suppliers have met the requirements for tax invoicing, including configuring their company profile.

1. An Ariba Network supplier user logs into their Ariba Network account and creates either an online invoice or uploads a cXML invoice.

> **i Note**
>
> The cXML invoice must contain all the essential details (invoice ID, invoice type, and buyer and supplier tax IDs) to successfully upload the cXML on Ariba Network.

2. Ariba Network sends the cXML invoice to an authorized third party service provider for digital signature.
3. The service provider verifies that the invoice satisfies all established regulations, generates a PDF version of the invoice, and stamps its unique digital signature on the PDF.
    1. The service provider submits the digitally-signed PDF invoice to Ariba Network.
4. Ariba Network sends the signed PDF invoice to the buyer.

Creating Malaysian tax invoices using an integrated service provider

The following diagram illustrates the workflow process for creating Malaysian tax invoices using an integrated service provider.
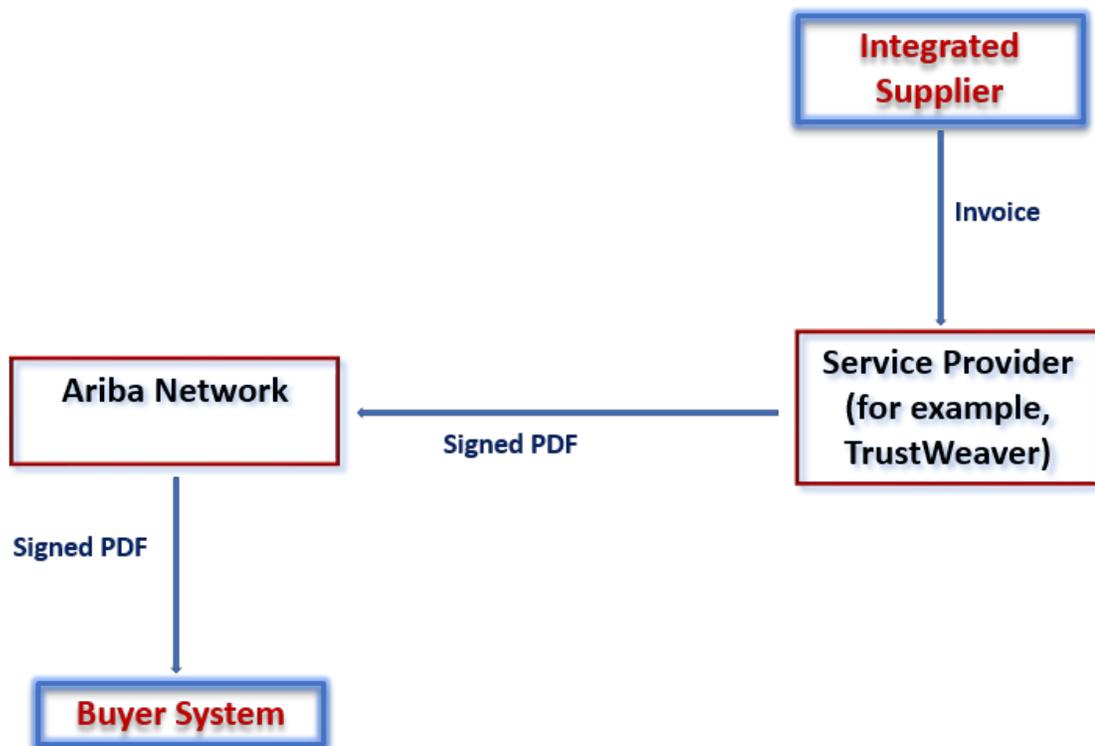
The following steps describe the workflow process of a supplier who creates a Malaysian tax invoice on a service provider's portal or generates a Malaysian tax invoice from their accounting system:

1. A supplier's accounting system submits an invoice to an accredited service provider (for example, TrustWeaver). Alternatively, the service provider may send the invoice directly to Ariba Network on behalf of the supplier.
2. The service provider verifies that the invoice satisfies all established regulations. It generates a PDF version of the invoice and stores the documents, including a history log and ACK messages, according to country rules.
3. The service provider submits the digitally-signed PDF to Ariba Network
4. Ariba Network sends the digitally-signed PDF invoice to the buyer.

cXML changes for tax invoicing in Malaysia

Ariba Network added the following cXML extrinsic elements to `InvoiceDetailRequestHeader` to support additional information required by the Malaysian tax authority:

Extrinsic Name	Description
`buyerVatID`	Buyer SST ID
`supplierVatID`	Supplier SST ID

Buyer user tasks

This section describes how buyers can configure their SST ID and country-based invoice rules for Malaysia.

How to configure country-based invoice rules for Malaysia

Context

Buyers may configure country-based invoice rules for their Ariba Network suppliers before suppliers can submit tax invoices for a particular country. Configuring country-based invoice rules overrides the default transaction rules.

Procedure

1. As a buyer, in the upper right corner of the page, click **Manage Profile**.
2. On the **Configuration** page, click **Country-based Invoice Rules**.
3. Click the **Select Country** pull-down menu and select **Malaysia**.
4. Click **Add Country Rules**.
5. Go to the section **PO and Non-PO Invoice Field Rules**.
6. Configure the rules as applicable to your business.

How to create customer (sold to) address

Context

Buying organizations in Malaysia must create their Customer Address. This is also called 'Sold To' address. To configure the Customer (Sold To) Address, follow these steps:

Procedure

1. Log in to Ariba Network as a buyer. Click **Administration** > **Configuration**.
2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down in the **Default Transaction Rules** page and click the entry **Configure list of Customer (Sold To) Addresses with VAT IDs**.
4. In the **Configure Customer (Sold To) Addresses** page, click **Create**.
5. Enter the **Address Name** and **Address 1** fields.
6. In the **Country** field, select **Malaysia**.

   This selection will refresh the page content with Malaysia-specific information.
7. Enter the **City** and **Postal Code** fields.
8. If your business is SST registered, enter your SST ID.
9. Click OK.

Supplier user tasks

This section describes how suppliers can configure their SST ID in their Ariba Network profiles.

How to configure SST ID in supplier profile

Context

As a supplier in Malaysia, you must configure your SST ID in your Ariba Network profile.

To configure SST ID:

Procedure

1. Log in to your Ariba Network supplier account.
2. Navigate to **Company Settings** > **Company Profile**.
3. In the **Address** section, select the country as Malaysia.
4. Scroll down to the **Additional Company Addresses** section.
5. Click **Create**.
6. Enter your **SST ID** and **Country** as Malaysia.

   The format for SST ID is a 15-character alphanumeric value. For example, 'MYS-YYMM-XXXXXXXX'.
7. Click **Save**.

Tax invoicing in Singapore

Goods and Services Tax (GST) is a self assessed tax levied on the supply of goods and services in Singapore. GST is also charged on imports of goods into Singapore. GST is an indirect tax. It is expressed as a percentage (currently 7%) on the selling price of goods and services.

The Inland Revenue Authority of Singapore (IRAS) is the tax authority in Singapore. GST registered business entities act as collecting agents on behalf of IRAS.

Suppliers based in Singapore are required to declare their GST ID in their Ariba Network profile if they are registered for Goods and Services Tax (GST). Field labels on invoices are different depending on whether or not a supplier is registered for GST.

Prerequisites

The prerequisites outlined below are for buyers and suppliers.

- If you are a Singapore-based buyer who trades with Singapore-based suppliers, you must ensure that the following rules are **disabled** in the buyer's Country-based Invoice Rules for Singapore:
  - Require suppliers to provide their tax ID on invoices
  - Require suppliers to provide tax information in invoice headers or line items
  - Require customer's VAT/Tax ID
  - Require supplier's VAT/Tax ID

  > **i Note**
  >
  > If these rules are enabled, suppliers are required to provide their GST registration details before creating invoices. This would lead to difficulties for non-GST registered suppliers because they would not be able to provide their GST registration information.

- When suppliers create an invoice from a purchase order in Ariba Network, they must select the correct Sold From address.

Rules for determining tax invoice and standard invoice

In a broad sense, here are the definitions of standard invoice and tax invoice.

The following are standard invoices:

- Invoices created by non-GST registered suppliers
- Invoices created by GST registered suppliers and if tax is not charged - that is, zero rated, tax exempt, or out of scope supplies.
- Invoices created for goods that are shipped out of Singapore.

The following are tax invoices:

- Invoices created by GST registered suppliers

- Invoices that contain at least one item that is charged 7% tax

> **i Note**
>
> Tax exempt is **not** the same as zero taxes.

The following rules are applied to determine the labels that are displayed on invoices - tax invoice or standard invoice.

> **i Note**
>
> * Suppliers must select the address where they have a legal profile registered. Rows 4 and 5 below indicate that the supplier has not updated their legal profile, but has chosen a location with a Singapore address.

Is Supplier Legal Profile Registered?	Is Supplier GST Registered?	Is 'From' Location Singapore?	Is GST Charged?	Invoice Label Displayed
Yes	Yes	Yes	Yes	Tax Invoice
Yes	No	Yes	Yes	Standard Invoice
Yes	No	Yes	No	Standard Invoice
No	Not Applicable	Singapore*	Yes	Standard Invoice
No	Not Applicable	Singapore*	No	Standard Invoice
Yes	Yes	Yes	No	Standard Invoice
Yes	Yes	No	Yes	Standard Invoice
Yes	Yes	No	No	Standard Invoice

Workflow for Singapore invoicing

The following steps describe the process of a supplier creating a tax invoice on Ariba Network. These steps assume that suppliers have met the requirements for tax invoicing, including configuring their company profile.

1. An Ariba Network supplier user logs into their Ariba Network account and creates either an online invoice or uploads a cXML invoice.

   > **i Note**
   >
   > The cXML invoice must contain all the essential details (invoice ID, buyer and supplier GST IDs, From Address name and so on) to successfully upload the cXML on Ariba Network.

2. Ariba Network generates an invoice PDF from the online invoice or cXML invoice created by the supplier. The invoice PDF has one of the following labels:
   - Standard Invoice
   - Tax Invoice
3. Ariba Network sends the PDF version to an authorized third party for digital signing. In the case of Singapore GST, Trustweaver is the authorized service provider.

4. Trustweaver stamps its unique digital signature on the invoice PDF.
5. Trustweaver submits the digitally signed invoice PDF to Ariba Network.
6. Ariba Network sends the signed invoice PDF to the buyer's system as an attachment.

Standard invoice fields for Singapore

Field label changes are reflected in online invoice creation pages and on invoice PDFs.

The following fields are displayed on standard invoices.

These changes are applicable to invoices that are:

- created online in Ariba Network
- received through cXML

Singapore-specific Field Label	Description
Standard Invoice	This label is added at the top of the invoice creation summary page and on the invoice PDF.
Supplier GST Registration Number	This field is only displayed for GST-registered suppliers. This is the Singapore GST registration number of the supplier and appears by default in the invoice creation pages and on the invoice PDF.
Amount Payable	The total amount due to be paid to the supplier.
GST Type	Indicates if a zero percent GST rate is zero-rated, out of scope supplies, or exempt. Zero-rated goods or services are taxable, but the tax rate is zero. Exempt goods and services are exempt from taxation. i Note The default rate percent for these GST types will be 0%.
Exempt Reason	Reason for tax exemption.
Tax Summary	This field is only displayed for GST-registered suppliers. This is displayed at the bottom of the standard invoice creation summary page and on the invoice PDF.

Tax invoice fields for Singapore GST registered suppliers

Field label changes are reflected in online invoice creation pages and on invoice PDFs.

The following fields are displayed on tax invoices when the supplier is registered for GST.

> i Note
>
> For suppliers that are registered for GST, when creating a tax invoice, **GST** is one of the options available in the Tax **Category** drop-down menu. Also, it is now possible to select **Exempt** to identify items that are GST exempt in Singapore when creating tax invoices.

Singapore-specific Field Label	Description
Tax Invoice	This label is added at the top of the invoice creation summary page and on the invoice PDF.
Supplier GST Registration Number	The Singapore GST registration number of the supplier. This is in the Company Profile and appears by default in the invoice creation pages and on the invoice PDF.
Subtotal	The total invoice amount, not including GST.
Amount Payable	The total invoice amount, including GST.
Tax Summary	This is displayed at the bottom of the tax invoice creation summary page and on the invoice PDF.
Type of Supply	Indicates the mode of transaction between buyer and supplier for an invoice. For example, Cash Sale, Credit Sale, Hire Purchase, Loan etc.

> **i Note**
>
> Invoices that contain a mix of items that are taxable (either at a set percentage or zero rated) and tax exempt are treated as tax invoices, and contain tax invoice fields.

Debit Note fields for Singapore GST registered suppliers

Field label changes are reflected in online debit notes and on debit note PDFs.

Table 11: Fields visible to GST-registered suppliers

Singapore-specific Field Label	Description
Create Debit Note	The label that appears at the top of the create debit note pages in the user interface.
Debit Note Number	A number added by the supplier that acts as an identifier for the debit note.
Debit Note Date	The date on which the debit note was created.
Supplier GST Registration Number	This is the Singapore GST registration number of the supplier. This is entered on the **Business** tab of the supplier's company profile.

> **i Note**
>
> - If a debit note for a standard rated invoice (at 7%) is greater than 1000 SGD, the label of such a debit note is displayed as 'Tax Invoice'.
> - A debit note for an invoice with exempt, zero rated, or out of scope supplies is labeled as 'Debit Note' even if the amount is greater than 1000 SGD.

Credit Note fields for Singapore GST registered suppliers

Field label changes are reflected in online credit notes and on credit note PDFs.

Table 12: Fields visible to GST-registered suppliers

Singapore-specific Field Label	Description
Create Credit Note	The label that appears at the top of the create credit note pages in the user interface.
Credit Note Number	A number added by the supplier that acts as an identifier for the credit note.
Credit Note Date	The date on which the credit note was created.
Supplier GST Registration Number	This is the Singapore GST registration number of the supplier. This is entered on the **Business** tab of the supplier's company profile.
Reason for Issuance of Credit Note	The reason for issuing the credit note.

Supplier user tasks for Singapore invoicing

The following section describes how suppliers can set up a regulatory profile in their Ariba Network accounts.

How to set up a regulatory profile for suppliers in Singapore

Context

Regulatory profiles refer to supplier accounts registered with tax authorities in Singapore for electronic invoicing procedures. Regulatory profiles contain information to facilitate the legal flow of invoices. The **Set Up Legal Profile** check box is available to suppliers in Singapore. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Singapore. To set up a regulatory profile as a supplier in Singapore, follow these steps:

> i Note
>
> Suppliers must provide regulatory profile information in the section **Additional Company Addresses** only. Regulatory profiles must **not** be added in the Business tab of the supplier profile.

Procedure

1. Click **Company Settings** > **Company Profile** .
2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.

3. Enter the **Address Name** field in the **Address Name** section :

4. Enter the following required fields in the **Address** section:

   ○ **Address 1** - Your company's additional branch address in India.
   ○ **City**
   ○ **Postal Code**
   ○ **Country**

5. Select the **Set Up Legal Profile** check box.

6. In the Financial Information section, select your option for the question **Are You GST Registered**?

   The field **GST ID** is mandatory if you are GST Registered.

7. Click **Save**.

Results

The regulatory profile for the supplier's address is created.

Buyer user tasks for Singapore invoicing

The following sections describe buyer user tasks in the Singapore GST context.

How to create customer (sold to) address

Context

Buying organizations in Singapore must create their Customer Address. This is also called 'Sold To' address. To configure the Customer (Sold To) Address, follow these steps:

Procedure

1. In the upper right corner of the Ariba Network Home page, click **Manage Profile**.

2. On the **Configuration** page, click **Default Transaction Rules**.

3. Scroll down in the **Default Transaction Rules** page and click the entry **Configure list of Customer (Sold To) Addresses with VAT IDs**.

4. In the **Configure Customer (Sold To) Addresses** page, click **Create**.

5. Enter the **Address Name** and **Address 1** fields.

6. In the **Country** field, select **Singapore**.

   This selection will refresh the page content with Singapore-specific information.

7. Enter the **City** and **Postal Code** fields.

8. If your business is GST registered, select Yes, and enter your GST ID.

9. Click OK.

How to configure country based invoice rules

Context

Buyers may configure country-based invoice rules for their Ariba Network suppliers before suppliers can submit tax invoices for a particular country. Configuring country based invoice rules overrides the default transaction rules.

Procedure

1. In the upper right corner of the page, click **Manage Profile**.

2. On the **Configuration** page, click **Country-based Invoice Rules**.

3. Click the **Select Country** pull-down menu and select **Singapore**.

4. Click **Add Country Rules**.

5. Go to the section **PO and Non-PO Invoice Field Rules**.

6. Configure the rules as applicable to your business.

    See the Prerequisites section for more information on the rules to be configured.

Tax invoicing in countries that require credit memo creation when discounts are accepted

Many countries with Value Added Tax (VAT) or similar indirect taxes require suppliers to issue credit memos when a buyer and supplier agree to an early payment discount after a tax invoice has been issued.

Buyers can configure Ariba Network to automatically generate credit memos that align to your original tax invoice. These dynamic discounting credit memos are generated at the time of payment, upon receipt of the buyer remittance. The credit memo copies content from the original tax invoice, adjust taxable amount, prices, and tax amount using the discount %, and applies any country-specific e-signatures or business rules. You can use the **Early Payment (details)** report to make tax adjustments, and may archive the automatically generated dynamic discounting credit memo cXML and PDF through the Archive Zip process or SAP Ariba's archiving service.

The automatic generation of credit memos functionality is enabled by your buyer and confirmed by you. For more information about dynamic discounting credit memos, see *Managing discounts*.

Timestamp verification of invoices in Japan

Invoices in Japan must be timestamped and verified by government approved service providers to ensure authenticity and integrity of invoices.

Ariba Network interacts with timestamp service providers such as Seiko to timestamp and verify invoices in Japan. Suppliers, buyers, or auditors appointed by the National Tax Authority can submit invoices from Ariba Network to timestamp and further verify the invoices. In addition, buyers and suppliers enable auditors to verify invoices by creating special user profiles for them in Ariba Network.

Cross border and domestic transactions

Transactions in Ariba Network are considered 'cross border' transactions if either the buyer or the supplier is outside of a country. If both the buyer and supplier are from within the country, the transactions are considered domestic transactions.

According to the eDocument Act in Japan, every invoice that is associated with a cross border transaction or a domestic transaction must be timestamped and verified by a service provider.

Invoices in Japan are required to be:

1. Timestamped
2. Made available for verification

Timestamping of invoices

Invoices are automatically sent to Seiko when administrators configure a rule in Ariba Network to enable timestamping and verification of invoices. The timestamping vendor, Seiko, attaches a timestamp token to each invoice and sends the invoices back to Ariba Network. The timestamp token can be used in future to detect any tampering of invoice data.

Verification of invoices

Seiko sends the timestamped invoices back to Ariba Network. These invoices are now ready to be verified. Buyers, suppliers, or auditors can select a group of invoices and send them for verification. Seiko verifies the timestamps and sends them back to Ariba Network. Ariba Network displays the verification status in the Timestamp Verification tab of invoices.

> **i Note**
>
> - It is not possible to initiate timestamp verification of invoices from other systems. Integrated suppliers also must log in to Ariba Network to initiate verification of invoices.

- Timestamping and verification of invoices does **not** apply to Standard and Light Account suppliers.

Validity of invoices

The invoices that are timestamped have a validity of 11 years, 1 month, and 0 days.

How to enable the timestamp rule for buyers

The timestamp rule for invoices is disabled by default. Buyer administrators can enable this rule in Ariba Network.

Procedure

1. Click ▌▶ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▌.
2. Scroll down to **Timestamp Rules**.
3. Check the box **Apply a timestamp to invoices from Japan**.

   For this rule to be visible, at least one of the following conditions must be true:
   - The buying organizations' primary address in their Ariba Network profile must be located in Japan.
   - At least one of the **Sold to** addresses must be located in Japan. This condition allows buying organizations with headquarters outside of Japan to enable timestamping without having their primary address changed to Japan.
4. Click **Save**.

Results

After the **Apply a timestamp to invoices from Japan** rule is enabled, an invoice that has either a **Sold to** or **Ship to** address located in Japan will be timestamped.

How to enable the timestamp rule for suppliers

The timestamp rule for invoices is disabled by default. Supplier administrators can enable this rule in Ariba Network.

Procedure

1. Click ▌ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **Tax Invoicing and Archiving** ▌.
2. Scroll down to the **Timestamp Rules** check box.
3. Check the **Apply a timestamp to invoices from Japan** box.

   For this rule to be visible, the address in the Company Profile must be a Japan address.
4. Click **Save**.

How to batch verify timestamped invoices

Context

Invoices that have been timestamped can be sent to Seiko for verification as a batch. If you wish to send more than **ten** invoices for verification at a time:

Procedure

1. Go to the **Timestamp Verification** tab.
2. Select the date range of invoices to be sent for timestamp verification.
3. Click **Verify**.

   The verification process is initiated and an entry with details such as the user who created the report, the start and end dates of invoices, and the status of the verification request is added to the table. The total document count is also displayed, regardless of the number of results returned.
4. To download a batch verification report, select the report and click **Download**.

   The batch verification report is downloaded as a CSV file to your local computer. This file can be opened with any spreadsheet editor, for example, Microsoft Excel.

Next Steps

An email notification is sent to users after the verification report is processed.

Standard invoice field reference

Invoice header and line item fields

Invoices are generally comprised of two sections: header-level fields and line-level fields. The available fields depend on what actions are performed at the header level, and what invoicing rules have been applied. Buyers can also specify custom fields to appear on invoices.

Invoice header fields

Invoice header fields apply to the entire invoice:

- Summary
- Tax (unless the buyer requires the supplier to enter it on the line level)
- Shipping (unless the buyer requires the supplier to enter it on the line level)
- Additional Fields
- Order Information (for non-PO invoices only).

The buyer-specified rules control whether the following fields are available for addition:

- **Shipping Cost**
- **Discount**
- **Special Handling**
- **Payment Term**
- **Comment**
- **Attachment**
- **Pricing Details**

Invoice line item fields

The fields available at the line level depend on the supplier's header actions and the buyer's invoicing rule settings. By default, a supplier can add discount, special handling charges and comments to invoice detail lines. If a buyer requires tax information on line item level, then an additional Tax option is available as a line level action. If a buyer

places a service order (purchase order with at least one line requiring a service sheet), service sheet information is available at the line item level as well.

Ariba Network can automatically add digital signatures to invoices for customers in the European Union and in some non-European Union countries.

Invoice field descriptions

Buyers can specify custom fields to appear on invoices. Suppliers with questions regarding those fields must contact their customers directly.

Buyers can also enable certain invoice rule settings to allow suppliers to add or edit the line items with advanced pricing details.

Since the buyer's invoicing rules determine which fields and actions are available for each of their suppliers, fields and controls displayed might differ between invoices for different buyers.

Summary fields (header only)

Invoice summary fields contain required invoice header information and aggregated invoice amount information.

Field	Description
Invoice #	A unique invoice number for this invoice. Typically, the supplier's order processing system generates these numbers. This field is case-sensitive, so `INV123` is different from `inv123`.
	If the buyer accepts duplicate invoice numbers, the supplier can resend invoices with the status "Rejected," "Failed," or "Canceled" without having to change the invoice number. Otherwise, the supplier must change the original invoice number before re-sending it.
Invoice Date	By default, Ariba Network enters the current date, but users can modify it.
Purchase Order	The purchase order number from the purchase order.
Remit To Address	The address of the entity that will be paid. The address is specified in the ▶ **company name or logo in the upper right corner of the dashboard** ❯ **Remittances** ❯ page of the supplier's account. Each remittance address associated with a preferred payment method.
	If suppliers have marked a **Remit To** address as the address of a factoring service, a new line, saying **Factoring Service** will be displayed below the **Remit To** address. When suppliers use a factoring service, the factoring company pays the amount of the invoice to the supplier as soon as the invoice is issued. Afterwards, the factoring company collects the payment from the buyer by the official invoice due date. Thanks to this service, the supplier gets paid earlier than the due date. In exchange, the factoring company gets a commission on the invoice amount.
Supplier Tax ID	The number used to identify the supplier's company for tax purposes.
Bill To	The name and address of the person being billed. Ariba Network uses values from the purchase order.
View/Edit Addresses	Click this link to review Remit To and Bill To address details, edit the Bill To address fields if allowed by the buyer's invoicing rules, and edit the following fields:
	• **Remit To ID**: An ID for uniquely identifying the remittance address. It allows the buyers to match remittance addresses with the suppliers in their accounting system.
	• **Account Receivable ID**: The identification code or number used by the supplier's accounts receivables department for this invoice.
	• **Supplier Tax ID**: The number used for tax identification purposes.
	> ℹ Note
> If the buyer does not allow editing the Bill To address, the Bill To address field appears grayed and noneditable.

Order information (header only)

These fields are only displayed for non-PO invoices, which are invoices for purchase orders that were not routed through Ariba Network. Ariba Network does not validate this information. Buyers might require that suppliers enter a value in at least one of the order information fields.

Field	Description
Customer Order #	A purchase order number.
Sales Order #	A sales order number.
Contract #	A contract number, often from a contract on the contract collaboration site.

The following values are displayed in the **Source Doc** and **Reference Document** fields on the Invoices page:

Supplier enters value...	Reference Field	Source Doc Field
Contract ID	Contract	Contract
Sales Order #	Non-PO	Sales Order
Customer Order # (exists in Ariba Network)	Active link to the purchase order	Purchase Order
Customer Order # (does not exist in Ariba Network)	Non-PO	Customer Order
No value in the order information	Non-PO	Non-PO

If a non-PO invoice or credit memo does not contain a customer order number or contract number, the **Source Doc** field value now displays, "Non-PO."

The **Invoice** report and **Failed Invoice** report also display "Non-PO" in the **Source Doc** column when a non-PO invoice is created in the following cases:

- Sales Order Number is provided
- If Customer Order Number is not provided or not available on Ariba Network
- Order Information is not provided

Tax fields

If the buyer allows tax entry on header level, the tax fields are only available if the radio button **Header level tax** is checked. To add additional tax sections, click on **Add to Header** and choose **Tax.**

Field	Description
Category	The category for the tax. Choose an entry from the dropdown: Sales Tax VAT (Value Added Tax; not used in the United States) GST (Goods and Services Tax) PST (Provincial Sales Tax) QST (Quebec Sales Tax) HST (Harmonized Sales Tax) Usage (Usage Tax) Other Withholding Tax The **Rate** field is required for any selected tax category.
Location	The name of the locale in which the tax will be paid.
Description	A brief description of the tax. For example, "California sales tax."
Taxable Amount	Sum of all line item amount values. (VAT Only) If the buyer requires tax amounts in local (the buyers's) currency, suppliers enter the amount and the buyer's currency (e.g. 150EUR). Ariba Network uses the exchange rate at the time of invoice generation to calculate the amount. To change the Tax Exchange Rate, use the **Additional Fields** section.
Rate	The tax rate as a numeric value, with decimal point if appropriate. Do not enter a percentage symbol (%).
Tax Amount	The calculated tax. Buyers can optionally allow suppliers to edit the Tax Amount directly.
Date of Pre-Payment	(VAT Only) The date on which pre-payment is made.
Date of Supply	(VAT Only) The date on which the service or product was delivered (can be different from the invoice date). The default value is the invoice date.
Exempt Detail	(VAT Only) Indicates if the tax on services or goods is zero rated or exempt. Zero rated goods or services are taxable, but the tax rate is zero. Exempt goods and services are exempt from taxation.
Law Reference	(VAT Only) Specifies the relevant European Union or national law covering VAT.
Triangular Transaction	(VAT Only) Indicates a transaction between organizations in at least three different countries, where the invoicing route does not follow the movement of shipped products. See "Additional Fields (Header Only)" [page 176].

How Ariba Network calculates total tax

When Ariba Network adds the tax categories to calculate the Total Tax, it rounds Total Tax to the number of decimal places according to the currency precision. For example, if Subtotal is $1.235, Total Tax is calculated for $1.24.

Ariba Network uses the following algorithm to calculate Total Tax:

1. For each Tax Category at the invoice line level, it rounds Total Tax to the same number of decimal places as the currency's minor unit precision.
2. It adds all Tax Categories in a particular invoice line and that total becomes the total tax of that line.
3. It adds the tax of all invoice lines and that total becomes the Total Tax of the invoice.

> **i Note**
>
> Suppliers are responsible for correctly entering tax amounts in Ariba Network.

Shipping and shipping cost fields

Field	Description
SHIPPING	
Ship From	The address from which items are shipped, with email address, if any. Users can set this information in the Configuration area of their account.
Ship To	The company name and address, from the customer's account information. (For non-PO invoices, these fields are editable.)
Deliver To	The person or department to deliver the goods or services to.
Edit/View Addresses	Displays the Ship From and Ship To addresses details for edit and review. The ability to edit the Ship To address depends on the buyer's invoicing rules.
SHIPPING COST	
Shipping Amount	A positive amount for the shipping charge. Do not enter a currency symbol. Ariba Network uses the organization's default currency; to override it, enter a currency code after the numerals.
Shipping Date	The shipping date

Payment terms fields

Payment terms are a combination of the payment due date and the discount rate or penalty rate.

For example, a supplier can indicate that a balance paid in 15 days will generate a 2% discount, but if the balance is paid in 30 days, no discount is given. Similarly, a supplier can indicate that a balance paid after 30 days will generate a 2% penalty rate. If a supplier uses either Discount or Penalty Term or Percentage, both are required. If the buyer allows suppliers to edit payment terms, the terms are displayed in editable format. By default, suppliers cannot edit payment terms. Ariba Network allows suppliers to edit payment terms if purchase orders do not specify them.

Field	Description
Net Term (days)	The number of days in which net payment is due.
Discount or Penalty Term (days)	The **Discount or Penalty Term(days)** field is used together with the **Percentage(%)** field in either one of the following ways, depending on the needs of the supplier:
Percentage(%)	- If suppliers need to add a discount term, they must enter positive values in both the Discount or Penalty Term(days) and Percentage(%) fields. - If suppliers need to add a penalty term, they must enter negative values in both the Discount or Penalty Term(days) and Percentage(%) fields.

Field	Description
Discount Information	Suppliers can use this field for additional information related to discounts. The field can also be used as an alternative to the **Discount or Penalty Term(days)** field. If suppliers have not added a discount term, they can use the **Discount Information** field instead.
Penalty Information	Suppliers can use this field for additional information related to penalties. The field can also be used as an alternative to the **Discount or Penalty Term(days)** field. If suppliers have not added a penalty term, they can use the **Penalty Information** field instead.
Net Term Information	This field is used for additional information related to the net term. The **Net Term Information** field is only displayed after posting a correct cXML invoice containing the `netTermInformation` element.

Discount fields

Ariba Network supports these fields for the discount on goods or services:

Field	Description
Discount Percentage	Enter a discount percentage, as a simple numeral. This number is for information only.
Discount Amount	The amount of the discount. If you enter an information-only discount percentage, you must enter the discount amount, since it is not calculated for you. However, you can add a flat discount amount without entering a percentage.

Comments and attachments fields

Ariba Network supports these fields for comments and attachments:

Field	Description
Comments	Additional information for the buyer, for example details about the status of a back ordered item, or information that this invoice differs in certain details from the related purchase order. This text appears in the **Comments** section.
Default Invoice Comment Text	Can be used to include standard disclaimer text or VAT-related comment as required. Suppliers can pre-define standard text on the **Account Settings** > **Electronic Invoice Routing** > **Extended Profile Settings and Information** page. This text appears in the **Comments** section.
Attachments	Available on Header only. Allow suppliers to add additional supporting files to invoices. > **i Note** > Attachments are not part of a digitally signed invoice and cannot contain VAT or tax-related details.

Advanced pricing details fields

By default, suppliers cannot edit the advanced pricing details. If the buyer allows suppliers to add or edit pricing details for all line items, Ariba Network allows suppliers to add these values, regardless if the purchase order includes advanced pricing details or not.

Field	Description
Price Unit Quantity	The quantity corresponding to the unit price of the item specified by the supplier. The unit price is based on the price unit quantity of the item.
	This field appears in the **Pricing Details** section.
Price Unit	The unit of measure for the unit price.
	This field appears in the **Pricing Details** section.
Unit Conversion	Ratio used to convert the ordered unit to the price unit. The unit price is based on the price unit quantity and the price unit. SAP Ariba uses the unit conversion to calculate the subtotal of an item using the following formula:
	Subtotal = Quantity * (Unit Conversion/Price Unit Quantity) * Unit Price
	This field appears in the **Pricing Details** section.
Pricing Description	Any information for advanced pricing details. Buyers can use this field to store additional information on the unit conversion calculation.
	This field appears in the **Pricing Details** section.

Additional fields (header only)

Field	Description
Information Only	Click the check box to inform customers that this invoice is not a request for payment. This information is displayed in read-only format if the purchase order contains PCard information.
Supplier Account ID #	The account identification number used by the buyer.
Customer Reference	The account identification number, often assigned by the buyer.
Service Period	(Service Invoices Only) The period covered by a service invoice, expressed as Start Date and End Date.
Supplier	Name and address of the organization generating the invoice.
Customer	Name, email, and address of the organization that ordered the items or services (Sold To Address)
Supplier Commercial Register Court	(Countries that require commercial registration) The relevant district court where the supplier is registered.
Supplier Commercial Identifier	(Countries that require commercial registration) The supplier's registration number with the country's Commercial Registry and the city where the supplier is registered.

Field	Description
Supplier Legal Form	(Countries that require commercial registration) The type of the supplier's business entity or legal status (such as Inc., S.A., S.A.S, or LLC)
Supplier Company Capital	(Countries that require commercial registration) The amount of the supplier's company capital or share capital. Suppliers can enter only the amount of their company capital if it is in the default currency of the invoice. If it is in a different currency, suppliers must enter the correct 3-digit code of the corresponding currency next to the amount.
Supplier Commercial Credentials	(Countries that require commercial registration) The legal status and amount of share capital of the supplier.
Tax paid through a Tax Representative	A flag to indicate that a supplier has delegated the VAT tax payment to another legal entity, because they themselves are not a legal tax entity in the country that they need to pay VAT to.
Registered Office	Registered office to receive correspondence.
Subsequent Buyer Information	(VAT Only). This section is only displayed if **Triangular Transaction** is checked in the **Tax** section.
VAT ID	The VAT ID of the customer receiving the products in a triangular transaction
Customer Name	The customer name receiving the products in a triangular transaction
Tax Exchange Rate	(VAT Only) Displays the exchange rate for review and edit if the buyer requires tax amounts in local (the buyers's) currency, and the supplier's currency differs from the buyer's currency. These fields are only displayed if the buyer's invoicing rules require the supplier to enter a value in a local (buyer's) currency.
Edit/View Addresses	Displays the supplier and customer (Sold To) address fields for review and edit
Supplier VAT	
Supplier VAT/Tax ID	The supplier's VAT ID. This field is only displayed if the customer's invoicing rules require the supplier's VAT IDs on invoices.
Supplier GST Registration Number	(Certain countries only) The supplier's goods and services tax registration number.
Supplier PST Registration Number	(Certain countries only) The supplier's provincial sales tax registration number.
Supplier QST Registration Number	(Canada only) The supplier's Quebec sales tax registration number.
Customer VAT	
Customer VAT/Tax ID	The buyer's VAT or Tax ID.
Buyer GST Registration Number	(Certain countries only) The buyer's goods and services tax registration number.
Buyer PST Registration Number	(Certain countries only) The buyer's provincial sales tax registration number.

Field	Description
Buyer QST Registration Number	(Canada only) The buyer's Quebec sales tax registration number.

Allowances and charges fields

Allowances and charges fields are available at the header and line-item level of invoices.

Field	Description
Total Charges	Total charges applied on the invoice.
Total Allowances	Total allowances applied on the invoice.
Total Amount without Tax	Total amount due without tax. The value is displayed at the line item level and in summary and subtotal areas on invoices. The value of Total Amount without Tax is calculated as follows: Total Amount without Tax = Subtotal + Shipping + SpecialHandling + Charges - Allowances - DiscountTotal The Total Amount without Tax field is consistent with tax regulations in various countries.

Blanket purchase order fields

Ariba Network displays these read-only fields for blanket purchase orders:

Field	Description
BPO Status	Can be one of the following: • Open: The BPO is effective or has been opened manually. • Closed: The BPO has expired or has been closed manually. • Obsolete: The BPO has been updated in the buyer's procurement application, thereby making the current BPO obsolete.
Amount Available	The amount available in the BPO. Note that the buyer's procurement application sends frequent updates to Ariba Network, and that this value might not always be current.
BPO Type	Can be one of the following: • Release BPO: Requires purchase orders before funds can be released. Used to cover frequent purchases from the same supplier. • No Release Required: Does not require purchase orders before funds can be released. Used to cover ongoing costs.
Effective Date	The date the BPO is effective and invoices can be accepted.
Expiration Date	The date the BPO expires. If the term "Perpetual" appears here, the BPO does not expire.
Other Information	This section provides additional details about the BPO attribute of the contract.

Field	Description
• **List of authorized users**	The list of users who can create release purchase orders against the BPO.
• **Contract Type**	Can be one of the following: • Supplier: The contract includes all products from a supplier. • Catalog: The contract includes all items from a catalog. • Commodity: The contract includes all products identified by specific commodity codes from a supplier. • Item: The contract includes specific items from a supplier.
• **Hierarchical Type**	Can be one of the following: • Standalone: Not part of a hierarchy. • Master: The top-most contract in a hierarchy. • Subagreement: A contract associated with a parent contract in a hierarchy. A subagreement can have only one parent, but can have multiple children.

> **i Note**
>
> If the contract type is either a supplier, commodity code, or catalog level contract configured for direct invoicing, the supplier can invoice the blanket purchase order by punching in to the buyer's contract site, provided the buyer has configured their account to enable supplier punch-in.

Line item details for items invoiced from service sheets

Ariba Network supports these standard fields for both service and material goods lines added to invoices from underlying service sheets on the invoice data entry form.

Additional line level fields can only be modified by editing the detail lines. Buyers may have a customized entry form that allows or requires suppliers to enter additional fields when editing detail lines.

Field	Description
PO Line #	The purchase order line number referenced by the invoice line. This number always comes from the service sheets on which the invoice is based and is not editable. It is blank for items added to the service sheet that were not on the original purchase order.
Service Line #	The service sheet line number referenced by the invoice line. This number always comes from the service sheets on which the invoice is based and is not editable.
Include	An icon that shows if line items are included on or excluded from the invoice. A green check mark indicates that the line item is included; a grayed-out check mark indicates it is excluded but has not been deleted and can be added back easily. Click the icon to include or exclude items quickly. When a supplier creates a service invoice, and no items from the underlying service sheets have been invoiced before all items are included by default. If the supplier excludes items from an invoice and then creates a new invoice, all items are displayed on the invoice page, but only the items that have not yet been invoiced before are checked for inclusion.

Field	Description
Service Sheet #	The number of the service sheet that included the line. This number always comes from the service sheets on which the invoice is based and is not editable. An invoice can include multiple approved service sheets from the same purchase order.
Part #	The complete part number. This number always comes from the service sheets on which the invoice is based and is not editable.
Description	A textual description of the line item. This text always comes from the service sheets on which the invoice is based and is not editable.
Quantity	The quantity, as a numeral. This number always comes from the service sheets on which the invoice is based and is not editable.
Unit	The unit of measure, such as EA for each or HR for hour. The unit of measure always comes from the service sheets on which the invoice is based and is not editable.
Unit Price	The price per unit of measure. This number always comes from the service sheets on which the invoice is based and is not editable.
Subtotal	Quantity multiplied by Unit Price. This number always comes from the service sheets on which the invoice is based and is not editable.
Service Period	The Service Start Date and Service End Date for the line. This number always comes from the service sheets on which the invoice is based and is not editable.
Contract #	The number of the contract for the purchase order line referenced by the invoice line. This number always comes from the service sheets on which the invoice is based and is not editable.
Inspection Date (Edit Mode Only)	The date on which the goods or services were inspected by the supplier. This field is required for trading partners in Japan.
Accounting Reference (Edit Mode Only) • Reference ID • Description	Information used by some buyers to indicate which cost center (account) to charge for individual line items. • The reference ID typically refers to a specific buyer account. • A textual description for the accounting reference.
Type	The **Type** column in the purchase order details page displays the type of service line purchase order. The value can be **Amount-based**, **Information** or **Contingency**.

Goods and general service line item details

Ariba Network supports these standard fields for goods and general service line items on the data entry form.

Additional line level fields can only be modified by editing the detail lines. Buyers may have a customized entry form that allows or requires suppliers to enter additional fields when editing detail lines.

Field	Description
No.	The line reference number for each line item, corresponding to the purchase order line number. This number is editable for line items added during invoice creation.

Field	Description
Include	An icon that shows if line items are included on or excluded from the invoice. A green check mark means the line item is included, a grayed-out check mark means it is excluded. Click the icon to include/exclude items quickly. When a supplier creates a PO-based invoice, and no items have been invoiced before, all items are included by default. If items are excluded and subsequently another invoice is created for the remaining items, all items are displayed on the invoice page, but only the items that have not been invoiced before are checked for inclusion.
Part #	The complete part number. If the buyer allows changes to the part number, or if this is a non-PO invoice, the part number is displayed in editable format.
Description	A textual description of the line item.
Quantity	The quantity, as a numeral. For PO-based invoices, enter partial quantities to create partial invoices.
Unit	The unit of measure, such as "ea" for "each" or "mo" for "month." This is a required field unless the corresponding line item in the purchase order is empty. The tooltip for this field displays the allowed and accumulated quantity information. i Note When an unplanned ad hoc line item is added in a service entry sheet, suppliers can specify any unit of measure (UOM) specified in the UOM file uploaded by the buyer. If a buyer did not upload a UOM master file, then suppliers must mandatorily specify the unit of measure, and it is mandatory for the suppliers to specify the UOM.
Unit Price	The price per unit of measure. By default, Ariba Network uses the supplier's organization's default currency for non-PO invoices, and the purchase order currency for PO-based invoices.
Pricing Details	The advanced pricing details for a line item. Enter or edit the values in the following fields: • Price Unit • Price Unit Quantity • Unit Conversion • Pricing Description For more information on advanced pricing details, see Advanced pricing details fields [page 176] and the *Catalog format reference guide*.
Subtotal	The Quantity multiplied by Unit Price. Ariba Network calculates the Subtotal for Quantity and Unit Price entries. For service items, enter just the Subtotal.
Service Period	(Service items only) The period covered by a service invoice, expressed as From and To dates.
Inspection Date (Edit Mode Only)	(Japan only) The actual date on which the goods were inspected by the supplier. This field is required for trading partners in Japan.
Accounting Reference (Edit Mode Only) • Reference ID • Description	Information used by some customers to indicate which cost center (account) to charge for individual line items: • The reference ID typically refers to a specific customer account. • A textual description for the accounting reference.

Labor service item details

Ariba Network displays these fields for labor service items:

Field	Description
Rate	The Term, Rate, and Unit for the labor item.
• **Term**	A brief description of the category for this term, for example, "regular" or "overtime."
• **Rate**	The amount of pay, expressed in numerals. Do not enter a currency symbol. Ariba Network uses the supplier's organization's default currency. To override it, enter a currency code after the numerals.
• **Unit**	The unit by which time worked is measured, for example, "hour" or "day."
Labor Detail	Details about the labor service item.
• **Time Sheet Number**	The time sheet number. Buyers can use this number to reconcile information in their back-end system.
• **Contractor Name**	The name of the contractor.
• **Contractor Identifier**	(Customer Reference ID or Supplier Reference ID) A reference number for the customer or supplier, used to identify the employee.
• **Supervisor Name**	The name of the employee's supervisor at the work site.
• **Job Description**	A textual description of the job.
• **Work Location**	The name of the location where the job was done, for example, "Acme Corporate Headquarters."
• **Address**	The address of the work location.
• **Service Period**	The period covered by a service line item, expressed as From and To dates.

Direct material fields

The following sections and fields appear in the invoice header:

- **Sales Order Date** in the **Order Information** section (for non-purchase-order invoices only)
- In the **Add to Header** menu:
  - **Shipping Documents** section
  - **Amount Details** section
  - **Additional Reference Documents and Dates** section

The following sections and fields appear in the invoice line items:

- **Customer Part #**
- In the **Line Item Actions** menu:
  - **Shipping Documents** section
  - **Retail Details** section
  - **Informational Pricing** section

Country-specific tax invoice fields

Tax invoice fields for Brazil

These fields are displayed in the **Additional Information** section of the Brazilian invoice:

Field	Description
External Invoice Number	The invoice number generated from the supplier's electronic invoicing solution.
SEFAZ Date	The date on which the SEFAZ authorized the invoice.
Protocol Number	The number issued by the tax authority of Brazil to identify transactions such as authorization, denial, and NFe cancellations.
SEFAZ Response Description	The details of SEFAZ document processing status.

Tax invoice fields for Chile

When you create a Chilean tax invoice, the following fields are added to the invoice header in a section called **Additional Supplier-Related Country-Specific Fields**.

Field	Description
Resolution Number	Number of the resolution where the Chilean Tax Authority (SII) announced that the company was authorized to use DTE invoicing.
Resolution Date	Date of the resolution publication.
Economic Activity Code	Code related to an activity that involves the production, distribution, and consumption of goods and services. This field is required for Chilean suppliers. For a list of official economic activity codes and their descriptions, see http://www.sii.cl/catastro/codigos.htm.
Economic Activity Description	Description of an activity that involves the production, distribution, and consumption of goods and services. This field is required for Chilean suppliers.
RUT (Rol Único Tributario)	The Chilean taxpayer ID.

These fields are populated with values from the supplier's company profile, although you can edit them. They are all required.

There is also a section called Additional Customer-Related Country-Specific Fields, which contains the following fields:

- **RUT** (Rol Único Tributario, the Chilean taxpayer ID).
- **Economic Activity Description**

Tax invoice fields for Colombia

When you create a Colombian tax invoice, the following fields are added to the invoice header in a section called **Additional Colombian-Specific Fields**:

Field	Description
Fiscal Regime Type	The DIAN recognizes two separate categories of IVA: common and simplified. The first refers to businesses with estimated patrimony over 68 million Colombian pesos (about 34,000 USD), and the second refers to patrimony less than that amount.
Auto Deduction Status	Legal entity listed as such through resolution by the Assistant Director of Management and Customer Support. The company itself applies retentions in their notices.
Special Regime Status	Applies to nonprofit corporations, associations, and so on.
Taxpayer Type	(Gran Contribuyente) Person or entity, listed as such by the Director of the DIAN through resolution. These companies have a large operating volume or their tax collection is very important for the government.
Supplier NIT	El Número de Identificación Tributaria, the Colombian taxpayer ID
Customer NIT	El Número de Identificación Tributaria, the Colombian taxpayer ID

These fields are populated with values from the supplier's and buyer's company profile, but you can edit them. For header-level or line-level taxes, there is a new tax category for Colombian tax invoices: **16% VAT / IVA**.

Tax invoice fields for Mexico

These fields are displayed in the **Additional Information** section of the Mexican invoice:

Field	Description
Regime	Specifies the supplier's tax regime. Each tax regime represents a specific tax type and taxes are applied on the invoice depending on the tax type. This is an optional field for non-Mexican suppliers but a mandatory field for Mexican suppliers.
Municipality	A new field called Municipality is added in the **From** address section of the supplier. Municipality field is a mandatory field in the Mexican invoice.

Invoice status levels

Ariba Network reports routing status and document status for invoices. Routing status describes the progress of the document as it travels to the customer, and document status describes customer updates to invoices received.

Routing statuses

The **Routing Status** field describes whether a document made it successfully to its destination system.

For documents you create, such as invoices and service sheets, the routing status informs you whether your document reached your customer's system. You can view routing statuses for documents you send in your **Outbox**.

For documents from your customer, such as orders, releases, time sheets, and remittances, the routing status lets you know whether the document reached Ariba Network and any additional systems that you configured to accept incoming documents. You can view routing statuses for documents you receive in your **Inbox**.

Ariba Network shows the following routing statuses:

Status	Description
Acknowledged	The document reached its destination system. This is the final routing status for documents.
Duplicated	This status applies only to remittance advice documents. A remittance advice document has this routing status if it's a duplicate of another remittance advice.
Failed	Ariba Network could not send the document. In the case of a purchase order from your customer, Ariba Network couldn't send the order to you through email, fax, cXML, or EDI. For example, your order fulfillment system could have experienced a problem that prevented Ariba Network from successfully sending the order. You can re-send orders that have a **Failed** routing status by clicking **Resend** at the top of the order. For failed invoices or service sheets, you need to correct any errors and resubmit them to your customer. For any other failed documents, contact your customer to resend them.
Obsoleted	After you cancel an invoice or edit and resubmit an invoice or service sheet, the original document moves to **Obsoleted** status, which indicates that you don't need to take any further action on the original document. Once a document has this routing status, you can't make any changes to it.
Queued	Ariba Network is in the process of sending the document. Contact SAP Ariba Support if a document remains in this status for more than 30 minutes.
Sent	Ariba Network sent the document successfully. For invoices or service sheets, Ariba Network sent the document to your customer, but your customer hasn't yet acknowledged that they received it. If your document stays in this status for an extended period of time, contact your customer to see what needs to happen next. i Note If your customer allows it, you can cancel an invoice with a routing status of **Sent**.

Document statuses

A document's status, such as **Order Status** or **Invoice Status**, describes where the document stands in its processing. If you update part of a document, Ariba Network reports the partial status for the entire document, such as **Partially Invoiced**.

For documents you create, such as invoices and service sheets, the document status lets you know where your customer is in the approval process for that document. You can view statuses for documents you send in your **Outbox**.

For documents from your customer, such as orders and releases, the document status tells you where you are with regard to processing the document. You can view statuses for documents you receive in your **Inbox**.

Ariba Network shows the following document statuses:

Status	Description
Approved	This status applies to invoices, service sheets, and time sheets.
	If the document doesn't have any errors, your customer approves it. After a document reaches **Approved** status, you can't make any changes.
	i Note An approved invoice means that your customer has approved it for payment. If you made a mistake, you need to send a credit memo to your customer.
Canceled	This status applies to invoices, service sheets, and remittance advice documents. After a document reaches **Canceled** status, you can't make any changes.
	In the case of a remittance advice document, your customer canceled the payment transaction. When a payment transaction fails, it needs to be canceled to allow for a subsequent attempt to complete the payment.
Changed	This status applies to orders and releases. Your customer sent a new version to replace the original document.
Confirmed / Partially Confirmed	These statuses apply to orders, releases, and time sheets.
	For orders and releases, **Confirmed** means that you agreed to ship all line items, while **Partially Confirmed** means that you agreed to ship some items.
Failed	This status applies to orders, releases, and remittance advice documents.
	Ariba Network experienced a problem routing the document to your account or any additional systems that you configured to accept incoming documents. You can resend orders that have a **Failed** status by clicking **Resend** at the top of the order.
	For remittance advice documents, a **Failed** status means that the payment transaction failed.
Invalid	This status applies only to time sheets. Contact your customer to find out how to handle an invalid time sheet.

Status	Description
Invoiced / Partially Invoiced	These statuses apply to orders, releases, and service sheets.
	You have invoiced for the full amount of the document. **Partially Invoiced** means that you invoiced for only a part of the document amount.
	The **Amount Invoiced** column shows how much money you have invoiced or charged against the document.
New	This status applies to orders and releases for which you haven't yet updated the status.
Obsoleted	This document status applies only to time sheets that were replaced by an updated version. Ariba Network shows only the updated version of the time sheet.
On Hold	This status applies only to remittance advice documents whose payment transaction was put on hold.
Paid / Partially Paid	These statuses apply to invoices and remittance advice documents.
	For invoices, your customer paid the invoice or is in the process of issuing payment.
	i Note Not every customer sends remittance information to Ariba Network. If your invoice doesn't move past **Approved** status, you'll need to contact your customer to find out when to expect payment.
	For remittance advice documents: • **Paid** status means that the payment transaction was completed successfully. • **Partially Paid** status means that payment is still due for the remaining amount shown on the remittance advice.
Received / Partially Received	These statuses apply to orders and releases.
	Your customer creates receipt documents in their system to acknowledge the products they physically received. The information from these receipts causes your purchase order status to update.
	When viewing a purchase order's details in your account, each line item shows the quantity of goods received.
Rejected / Partially Rejected	These statuses apply to invoices, service sheets, remittance advice documents, and time sheets.
	Invoices and service sheets are rejected in two cases: • They fail validation on Ariba Network. • Your customer rejected the document in their processing system.
	i Note You can edit and resubmit rejected invoices or service sheets.

Status	Description
Returned	This status applies to orders and releases. Your customer creates receipt documents in their system to acknowledge the products they need to return. The information from these receipts causes your purchase order status to update. When viewing a purchase order's details in your account, each line item shows the quantity of goods returned.
Sent	This status applies to invoices and service sheets. The document reached your customer's system, but they haven't yet approved or rejected it. If your document stays in this status for a while, contact your customer to see what needs to happen next. i Note If your customer allows it, you can cancel invoices in **Sent** status.
Serviced / Partially Serviced	These statuses apply to service orders and releases. When a document reaches **Serviced** status, you can't create any more service sheets against planned service lines items. You can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which may be larger than their subtotals). The document status is set to **Partially Serviced** until all of the service lines are serviced.
Shipped / Partially Shipped	These statuses apply to orders and releases. **Shipped** status means that you shipped the entire order, while **Partially Shipped** means that you shipped only some of the items from the order. i Note You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Submitted	This status applies only to time sheets that were submitted to your Ariba Network account.

Ariba Network invoice rules and fields

Suppliers are responsible for providing invoices on time and ensuring that all required invoice content is present (same as for paper invoices). Buyers are responsible for enabling specific rules for that cover how suppliers create invoices, as many rules determine the allowed values for certain fields.

Buyers can enable rules in the **Invoice Rules** section of the **Default Transaction Rules** page in their Ariba Network account (**Manage Profile > Default Transaction Rules**). However, they can override them for specific suppliers, supplier groups or the country from where the invoice is sent.

Suppliers can review the rules that have been specified by the buyer for invoice transactions in the Customer Details page of their Ariba Network account (**Customer Relationships > Customer Details**).

The following rules specify the types of invoices that suppliers can create, and whether any additional invoicing functionality is enabled:

General	Related Rules
Invoice type creation	• Allow suppliers to send invoices to this account. • Allow suppliers to send non-PO invoices. • Allow suppliers to send invoices if a PCard or credit card was included in the order. • Allow suppliers to send header credit memos and debit memos. • Allow suppliers to send line-item credit memos. • Require suppliers to create an order confirmation for the PO before creating an invoice.
Invoice operation	• Allow suppliers to cancel invoices they create. • Allow suppliers to send invoice attachments.

Invoice fields and related rules

Invoice rules related to invoice fields can impact their values or data.

The Required column can contain the following values:

- Y to indicate that the field must always be provided
- (N) to indicate that the field is optional, but can be made required via invoicing rules or other conditions
- (Y) to indicate that the field is required in some circumstances only
- N to indicate the field is always optional

Field names	Required	Related rules	Field details
Invoice Number	Y	**Allow suppliers to reuse invoice numbers**	The unique invoice number. If an invoice has the same supplier, date, and amount as another invoice, Ariba Network can warn the buyer that it might be a duplicate invoice (set up via buyer side notification)

Field names	Required	Related rules	Field details
Invoice Date	Y	**Allow invoices to be back-dated the specified number of days**	Date and time invoice was created
To	Y		For online invoice entry: Automatically retrieved from the customer Ariba Network account details. In the cXML Invoice: Customer AN-ID
From	Y		For online invoice entry: Automatically retrieved from the supplier Ariba Network account details. In the cXML Invoice: Supplier AN-ID
Customer (Sold To)	(N)	• **Require a Sold To address on invoices** • **Copy Bill To address on purchase orders to Sold To address on invoices** • **Default Sold To Address** • **Configure list of Sold To Addresses with VAT IDs** • **Require invoice Sold to Address and VATID (if defined to match Sold To) list** • **Require only Name, ISO Country code, and VAT ID (if defined to match invoice Sold To Address** • **Copy Sold To list entry into Non-PO invoice or Non-PO credit memo Bill to section**	Name, email, and address of the organization that ordered the items or services.
External Invoice Number			The invoice number generated from the supplier's electronic invoicing solution.
SEFAZ Date			The date on which the SEFAZ authorized the invoice. (This field is specific to Brazilian invoice - NFe.)
Protocol Number			The number issued by the tax authority of Brazil to identify transactions such as authorization, denial, and NFe cancellations. (Specific to Brazilian invoice)
SEFAZ Response Description			The details of SEFAZ document processing status. (Specific to Brazilian invoice.)
Original Purchase Order	(N)	**Allow suppliers to send non-PO invoices**	The purchase order number from the purchase order.
Original Invoice Number	(Y) only on Credit Memos	**Allow suppliers to send credit memos and debit memos**	Credit related Invoice Number
Original Invoice Date			Credit related Invoice Date

Field names	Required	Related rules	Field details
Not displayed: **Original Invoice Payload ID**			Credit related Invoice Payload ID—Ariba Network required
Customer Order#	(N)	**Require suppliers to provide order information**	The purchase order number
Contract # (for Non-PO Invoices only)	(N)	**Allow suppliers to send invoices with a contract reference**	A contract number, often from a contract on the customer's contract collaboration site. If the rule **Allow suppliers to send invoices with a contract reference** is checked, and the rule **Allow suppliers to send non-PO invoices** is unchecked, then a contract ID is required.
Sales Order # (for Non-PO Invoices only)	(N)	**Require suppliers to provide order information**	A sales order number.
Sold To Email	(Y)		Email address from Sold To (Customer)—This field is required if only a "Sales Order #" was entered—email format is validated for online entry
Payment Terms	(N)	**Allow suppliers to change payment discount terms as shown on purchase orders** **Allow suppliers to omit payment terms in PO invoices**	(N) If the Purchase Order specifies payment terms they have to be repeated in the Invoice. By default, payment terms cannot be edited. However, Ariba Network allows editing of payment terms if purchase orders do not specify them.
Remit To	(N)	**Require a Remit To address on invoices**	Remit To Address Details
Remit To ID	(N)	**Allow suppliers to use remittance addresses without remittance IDs** (online invoice only)	An ID from the customer to uniquely identify the supplier's remittance address. It allows the customer to match remittance addresses with ones in its accounting system. Supplier may have multiple IDs for different purchase categories
Account Receivable ID			The identification code or number used by the supplier's accounts receivable department for the invoice
Bill To	(N)	**Require a Bill To address on invoices** **Allow suppliers to change Bill To information as shown on purchase orders** (online invoice only) **Default Bill To Address**	The name and address of the person being billed. For PO-Flip the Ariba Network uses values from the purchase order.
Supplier (From)	(Y)	**Require a From address on invoices**	From address, for online invoice entry defaults to address of logged in user.
Municipality	(N)		The **Municipality** field is added in the address section for all Mexico buyers and suppliers. In a Mexican invoice the **Municipality** field is a mandatory field in the **From** address section of the supplier.

Ariba Network guide to invoicing
Ariba Network invoice rules and fields
CONFIDENTIAL   **191**

Field names	Required	Related rules	Field details
Supplier VAT/TAX ID	(N)	• **Require supplier's VAT ID** Default Supplier VAT ID can be specified in Supplier Profile • **Display text boxes for buyer and supplier VAT IDs in invoice headers**	VAT registration number, The number used to identify the supplier for VAT purposes.
Supplier GST Registration Number	(N)		(Certain countries only) The supplier's goods and services tax registration number.
Supplier PST Registration Number	(N)		(Certain countries only) The supplier's provincial sales tax registration number.
Supplier QST Registration Number	(N)		(Canada only) The supplier's Quebec sales tax registration number.
Tax ID Of Supplier	N	**Require suppliers to provide their tax ID on invoices**	Tax registration number. The number used to identify the supplier for tax purposes.
Tax Representative (`Contact role="taxRepresentative"`)	(N)		
Tax Representative VAT Number	(N)	**Require supplier's VAT ID**	
Customer VAT/Tax ID	(N)	• **Require customer's VAT/Tax ID** • **Display text boxes for buyer and supplier VAT IDs in invoice headers** • **Require your company's VAT ID only for intra-EU trade** • **Require your company's VAT ID for domestic trade**	Buyer's VAT registration number
Buyer GST Registration Number	(N)		(Certain countries only) The buyer's goods and services tax registration number.
Buyer PST Registration Number	(N)		(Certain countries only) The buyer's provincial sales tax registration number.
Buyer QST Registration Number	(N)		(Canada only) The buyer's Quebec sales tax registration number.
Shipping Detail	(N)		Shipping can be specified on header or line level, see Shipping Detail

Field names	Required	Related rules	Field details
Subsequent Buyer Info (Triangular Transaction)	N		
Triangular VAT ID			This field can appear for triangular transactions.
Customer Name			This field can appear for triangular transactions.
Tax Summary	(N)	• Require suppliers to provide VAT information in invoice headers or line items • Require detailed tax information in tax summaries	
Tax Category	(N)	• Require suppliers to provide VAT information in invoice headers or line items • Require detailed tax information in tax summaries	Appears in the **Tax Summary** section
Tax Rate	(N)		Appears in the **Tax Summary** section. For line-level tax invoice: If you require detailed tax information in tax summaries, the Network will check that the tax summary contains all VAT rates specified at line level
Taxable Amount	(N)		Appears in the **Tax Summary** section.
Tax Amount			
Tax Location	N		Appears in the **Tax Summary** section.
Description	(N)		Appears in the **Tax Summary** section.
Date Of Pre-Payment	N		Appears in the **Tax Summary** section for VAT only.
Date Of Supply	(N)	Require supply date when VAT is chosen as tax category	Appears in the **Tax Summary** section for VAT only.
Triangular Transaction	N		Appears in the **Tax Summary** section for VAT only.
Law Reference	N		Appears in the **Tax Summary** section for VAT only.
Regime			Specifies the supplier's tax regime. Each tax regime represents a specific tax type and taxes are applied on the invoice depending on the tax type. This is an optional field for non-Mexican suppliers but a mandatory field for Mexican suppliers.
Net Term (days)	(N)	Require suppliers to provide net term information on the invoice	The number of days in which net payment is due.

Field names	Required	Related rules	Field details
Discount or Penalty Term (days) Percentage(%)	(N)	Require suppliers to provide penalty information or terms on invoices Require suppliers to provide discount information or terms on invoices	The **Discount or Penalty Term(days)** field is used together with the **Percentage(%)** field in either one of the following ways, depending on the needs of the supplier: • If suppliers need to add a discount term, they must enter positive values in both the **Discount or Penalty Term(days)** and **Percentage(%)** fields. • If suppliers need to add a penalty term, they must enter negative values in both the **Discount or Penalty Term(days)** and **Percentage(%)** fields.
Discount Information	(N)	Require suppliers to provide discount information or terms on invoices	Suppliers can use this field for additional information related to discounts. The field can also be used as an alternative to the **Discount or Penalty Term(days)** field. If suppliers have not added a discount term, they can use the **Discount Information** field instead.
Penalty Information	(N)	Require suppliers to provide penalty information or terms on invoices	Suppliers can use this field for additional information related to penalties. The field can also be used as an alternative to the **Discount or Penalty Term(days)** field. If suppliers have not added a penalty term, they can use the **Penalty Information** field instead.
Net Term Information	N		This field is used for additional information related to the net term. The **Net Term Information** field is only displayed after posting a correct cXML invoice containing the `netTermInformation` element.
Supplier Commercial Identifier	(N)	Require suppliers to provide their commercial identifier on invoices	The supplier's registration number with the Companies and Commercial Registry and the city where the supplier is registered, for example, **SIRET: 451 684 559 00011—Inscrite au Registre du Commerce de Versailles sous le numéro B 451 684 559**.
Supplier Commercial Credentials	N		The legal status and amount of share capital of the supplier, for example, **SARL au capital de 1.500 Euros**.
Supplier Legal Form	(N)	Require suppliers to provide their supplier legal form of their business on invoices	The type of the supplier's business entity or legal status (such as Inc., S.A., S.A.S, or LLC).
Supplier Company Capital	(N)	Require suppliers to provide their supplier company capital amount and currency on invoices	The amount of the supplier's company capital. Suppliers can enter only the amount of their company capital if it is in the default currency of the invoice. If it is in a different currency, suppliers must enter the correct 3-digit code of the corresponding currency next to the amount.
Opted for VAT on debits	N		Applicable in France only. This field is displayed only if the cXML invoice includes the extrinsic `VATonDebits` with a value of `"yes"`.

Field names	Required	Related rules	Field details
Subtotal	Y		Sum of line item quantities multiplied by unit price
Total Tax	Y	Require tax amounts in local currency	Total tax information
Total Charges			Total charges applied on the invoice.
Total Allowances			Total allowances applied on the invoice.
Total Amount without Tax			Total amount due without tax. The value is displayed at the line item level and in summary and subtotal areas on invoices. The value of **Total Amount without Tax** is calculated as follows:
			Total Amount without Tax = Subtotal + Shipping + SpecialHandling + Charges - Allowances - DiscountTotal
			The Total Amount without Tax field complies with tax regulations in various countries.
Total Tax	(N)	Require tax amounts in local currency	Some buyers require total tax in local currency (only if invoice currency differs from ShipTo country currency).
Currency conversion rate	(N)	Require tax amounts in local currency	Currency conversion rate for tax in local currency
Total Special Handling	N		Total special handling charge. Suppliers can optionally add a `Description` element to explain the charge.
Total Shipping	N		Total shipping charge
Total Gross Amount	N	Display invoice totals as Subtotal, Tax Amount, and Amount Due	Sum of subtotal, taxes, special handling charges, and shipping charges, before discounts. By default, Ariba Network includes withholding tax in the gross amount calculation. If you want to exclude withholding tax from the gross amount calculation, contact SAP Ariba Customer Support.
Total Discount Amount	N		The total discount or penalty applied in the invoice
Total Net Amount	Y	• **Allow net amounts to exceed subtotals** • **Display invoice totals as Subtotal, Tax Amount, and Amount Due**	Total GrossAmount minus discounts
Amount Due	Y		Total amount due and payable
Comments	N	Require suppliers to provide a reason for each credit memo	Supplier can add additional information for the customer. For example, details about the status of a backordered item, or inform the customer that this invoice differs in certain details from the related purchase order.

Field names	Required	Related rules	Field details
Attachments	N	• Allow suppliers to send invoice attachments • Require suppliers to send invoice attachments	Supplier can add external supporting files to invoices and Ariba Network can route them along with the invoice to the customers.
Language	Y		The language used for address names and product descriptions; for online invoice entry defaulted to en-US.
Line Item			
Type	Y		The type of line item: material or service, in read-only format for online invoice entry. Service type is only available if the buyer has checked the **Allow suppliers to send invoices with service information** rule.
Invoice Line	Y		The line item number, each line item of an invoice must have a unique number (continuous) – for online invoice entries this number is set in the back ground
Line Ref #	Y*		The line reference number for each line item, corresponding to the purchase order line number. *) For PO-Invoice: The related purchase order line number of current line item must exist.
Part #	Y	**Allow suppliers to change part numbers**	The complete part number. If the customer allows suppliers to change the part number, or if creating a non-PO invoice, the part number is displayed in editable format.
Quantity	Y	**Allow suppliers to increase item quantities**	The quantity, as a numeral.
Description	Y	**Require suppliers to provide line item descriptions**	A textual description of the line item.
Customer Part #	N		Customer part number for the item.
Unit	Y	**Allow suppliers to change the unit of measure**	UN/CEFACT Unit of Measure code; for example, "EA"
Unit Price	Y	• **Allow suppliers to change the currency for unit price** • **Allow suppliers to change the unit price**	The price per unit of measure. (Hint: use negative values for credit notes.)
Pricing Details	(N)	• **Allow suppliers to change the unit price** • **Allow suppliers to increase line item subtotals** • **Allow suppliers to enter advanced pricing details at line item level** • **Allow suppliers to change advanced pricing details at the line-item level**	The advanced pricing details for a line item.

Field names	Required	Related rules	Field details
Classification	N		Line item classification, for example, 78120000—value cannot be entered online
Classification Domain	N		For example, UNSPSC.
Shipping Details	N	**Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines**	Shipping details can be specified on header or line level.
Tax Details	N	• **Require suppliers to provide tax information in invoice headers or line items** • **Require suppliers to provide VAT information in invoice headers or line items** • **Require VAT details only for domestic and intra-EU trade**	Tax can be specified on header or line level.
Tax Category	Y		The category for the tax. Possible values are: Sales Tax, VAT (Value Added Tax), Withholding Tax, GST (Goods and Services Tax), PST (Provincial Sales Tax), QST (Quebec Sales Tax), HST (Harmonized Sales Tax), Usage (Usage Tax), Other This field appears at the line-item level.
Tax Rate	Y	• **Require suppliers to choose from your list of valid tax values** • **Allow suppliers to create a tax rate and type for invoices and credit memos**	For online invoice entry: If a tax category is selected, the tax rate field is required. The tax rate as a numeric value, with decimal point if appropriate.
Taxable Amount	Y		The amount that is taxable. This field appears at the line-item level.
Tax Amount	Y		The calculated tax. For Online Invoice entry: Customers can optionally edit the Tax Amount directly for category "Sales Tax"
Tax Amount in local currency	(N)	**Require tax amounts in local currency**	The tax amount in local currency (only required if ShipTo country currency differs to invoice currency) This field appears at the line-item level.
Location	N		The name of the locale in which this tax will be paid. This field appears at the line-item level.

Field names	Required	Related rules	Field details
Tax Description	(N)	**Require explanation for zero rate VAT**	A brief description of the tax. For example, "California sales tax." or "exempt", "zero tax"
			Some customers (UK) might require this value.
			This field appears at the line-item level for VAT only.
Date Of Payment	N		The date on which payment must be made. Used only for transactions in France.
			This field appears at the line-item level for VAT only.
Date Of Supply	(N)	**Require supply date when VAT is chosen as tax category**	The date on which VAT payment is due. VAT is used mostly in the European Union
			In cXML: `taxPointDate`
			This field appears at the line-item level for VAT only.
Triangular Transaction	N		A triangular transaction is a transaction that occurs among organizations in at least three different countries when the invoicing route does not follow the movement of shipped products. Used mostly in the European Union.
			This field appears at the line-item level for VAT only.
Law Reference	N		Specifies the relevant European Union or national law covering VAT.
			This field appears at the line-item level for VAT only.
Discount Percentage	N		
Discount Amount	N		
Shipping Details			
Shipping Information			
Shipping Amount	N		
Shipping Date	N		
Ship To	(N)	• **Require Ship From and Ship To addresses on invoices** • **Allow suppliers to change Ship To information as shown on purchase orders** (online only)	`Contact role="shipTo"` and `Contact role="shipFrom"` are required if the **Require Ship From and Ship To addresses on invoices** rule is checked and shipping information is at line level
Ship From	(N)	**Require Ship From and Ship To addresses on invoices**	`Contact role="shipTo"` and `Contact role="shipFrom"` are required if the **Require Ship From and Ship To addresses on invoices** rule is checked and shipping information is at line level.

Field names	Required	Related rules	Field details
Email	N		Only available for PO Invoices if already included in the PO. This field is displayed in the **Ship To** section.
Deliver To	N		Only available for PO Invoices if already included in the PO
Special Handling Amount	N		Special handling charge.
Special Handling Description	N		Description of a special handling charge.

Ariba Network global e-invoicing

Global e-invoicing requirements

Electronic tax invoicing (e-invoicing) is the sending, receipt and storage of invoices in electronic format without the use of paper-based invoices as tax originals. For e-invoices to be recognized on an equivalent audit basis as paper invoices for value-added tax (VAT) or similar indirect taxes, most countries require e-invoices to meet the requirements for content, authenticity, integrity, and archiving. Failure to meet such requirements can lead to sanctions, including fines and the possibility of buyers having to repay already deducted VAT.

Implementing a cost-effective tax compliant e-invoicing system requires a holistic approach that takes into account technical, process, and legal aspects of a corporation's invoice processes throughout the relevant disciplines in the company. However, the approach must be driven by a tax perspective, which means first deciding on the desired outcome of an audit process and then designing the system from the resulting requirements.

Trading partner tax responsibilities and liabilities

SAP Ariba does not play a tax advisor role. When a Trading Partner uses a Service Provider, it does not transfer its tax responsibilities or liabilities to the Service Provider.

Tax authorities offer system audits to the taxable customer. These audits typically address the "end to end" process. SAP Ariba supports reviews of its components by offering process documentation and technical advisory services. However, SAP Ariba cannot support non-SAP Ariba components or processes such as tax reports generated in the Trading Partners' AP/ERP systems.

In Europe, local Tax Authorities don't deliver formal certification/authorization letters to providers of e-invoicing features like SAP Ariba. For legal and regulatory compliance, each Trading Partner needs to, at its own expense, perform the following tasks:

- Obtain all necessary regulatory approvals applicable to its business.
- Obtain any necessary permits for its business and comply in all material respects with all laws and regulatory requirements applicable.

SAP Ariba makes no representation as to whether its e-invoicing features satisfy the applicable legal requirements regarding tax. Customers should consult with their tax and legal advisor on such issues.

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality
- the existing content is incorrect or user feedback indicated that important content is missing

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Month/year of update	Updated chapter/section	Short description of change
November 2019	Country-specific tax invoicing process	Added a new chapter 'Tax invoicing in Singapore'
	Tax invoicing in Chile	Added information about external tax invoice handling in Chile
	Tax invoicing in Italy	Added information about external tax invoice handling in Italy
	Country-specific tax invoicing process	Added a new chapter 'Tax invoicing in Malaysia'
	Tax invoicing in Italy	Added information on attaching SDI delivery receipt to cXML invoices in Italy
September 2019	Ariba Network global e-invoicing	Removed the following sections: • Partnership with Deloitte Touche Tohmatsu Limited • Country guides • Deloitte certification of Ariba Network e-invoicing for Germany • Partnership with SAP Globalization Services
August 2019	Support for PDF invoices	Updated the Enabling this feature section
	Invoice rules	Updated "General invoice rules": • Added two new rules for material line items. • Updated two rules with the ability to reference the original goods receipt in goods receipt returns and reversals.
	Tax invoicing in Italy	Suppliers in Italy from all industries must report all electronic invoices through SDI.
	Online invoice forms	Updated the rule behavior for 'Allow suppliers to use remittance addresses without remittance IDs.'
	Country specific tax invoicing process	Removed the older tax invoicing process in Malaysia.
	Country specific tax invoicing process	Removed the topic 'Creating Chilean tax invoices on Ariba Network' from 'Tax invoicing in Chile'.

Month/year of update	Updated chapter/section	Short description of change
	Country specific tax invoicing process	Updated the topic 'Mexico tax invoice extrinsic fields'.
	Country specific tax invoicing process	Added the topic 'Support for payment receipts' in the chapter 'Tax invoicing in Mexico'.
	Invoice rules	Added two new buyer rules for line-item credit and debit memos in Invoice rules > Invoice rule reference > General invoice rules.
	Types of invoices	Added line-level debit memo for price adjustments.
May 2019	Support for PDF invoices	Updated the list of supported countries/regions.
	Country-specific tax invoicing process	Updated country specific invoicing for Italy, Mexico, and Hungary.
May 2019	Invoice rule reference	Added a new topic "Service sheet rules".
March 2019	Country specific tax invoicing process - France	Added a new topic "End date in French Partner file report".
March 2019	How to view French Summary List reports	Added a clarification note under Step 5.
March 2019	Support for PDF invoices	Updated the list of supported countries/regions.
February 2019	Multiple topics	Changed "light account" to "standard account".
	Tax invoicing in Mexico and Italy	Updated the tax invoicing processes in Mexico and Italy.
	Invoice copy PDF creation	Added a topic on generating and sending digitally signed custom PDF invoice documents to buyers.

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