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SAP Business Network Guide to Invoicing

SAP Business Network
SAP Business Network for Supply Chain
SAP Ariba Buying and Invoicing
SAP Ariba Commerce Automation
SAP Ariba Contract Invoicing

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Content

SAP Business Network Guide to Invoicing

This guide is for SAP Ariba users responsible for creating, editing, monitoring, and approving invoices.

This guide applies to:

- SAP Business Network
- SAP Business Network for Supply Chain
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing

Related Guides

Introducing SAP Business Network Invoicing

SAP Business Network Invoicing

SAP Business 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 SAP Business 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 SAP Business 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 SAP Business 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
- SAP Business Network Commerce Automation, which connects an external ERP to the SAP Business Network to exchange cXML documents via one of the supported SAP Business Network adapters.

Through SAP Business Network, buyers and suppliers can seamlessly integrate their invoicing processes on a single network.
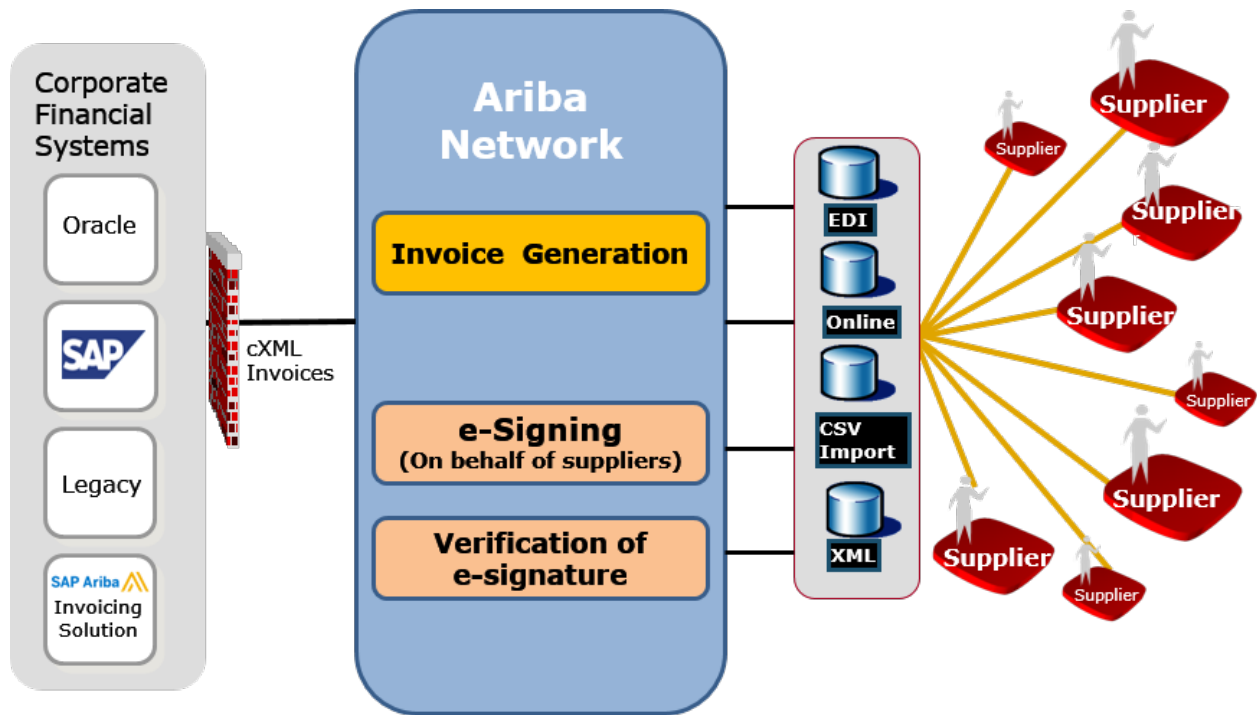
Figure 1: E-Invoice: Architecture and Services

Suppliers can either create invoices online in their SAP Business 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 SAP Business Network are validated against the specific buyer's invoicing rules. Invoices that fail that validation are rejected. Only after they are accepted by SAP Business 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

SAP Business Network User Permissions [page 17]

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 SAP Business 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 SAP Business Network and the SAP Ariba invoicing solutions through Transport Layer Security (TLS).

Invoicing Prerequisites

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

1. If the supplier does not have an account on the SAP Business Network, they either create an account in SAP Business Network or take ownership of an account that the buyer has pre-enabled for them. No matter how a supplier starts using the SAP Business 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.

> ⓘ 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 SAP Business 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/region.
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 SAP Business Network user interface or to transmit them from their own back end system through the SAP Business 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 SAP Business 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 SAP Business 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 SAP Business 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 SAP Business Network. New buyers typically spend several days testing their procurement systems and SAP Business Network configurations. Similarly, new suppliers spend several days testing their order receiving system and SAP Business 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.

Routing and Assigning an External Invoice for Test Accounts

SAP Business Network provides continuous test environment support to perform your testing activities without interruptions. You as a buyer or supplier can configure the **Tax ID** in your production account only once, and the test account will be able to use the same tax ID to perform your testing activities. Thus, you can use both the accounts concurrently.

SAP Business Network also routes and assigns external tax invoices to the respective production and test accounts across all inbound channels.

Within the SAP Business Network system, the **Tax IDs** of both the supplier and buyer test accounts are appended with **-T**. This enables the system to identify the buyer and supplier account type as a test or production account. As a result, the invoice coming from a supplier's test account is routed to the buyer's test account. Similarly, an invoice coming from a supplier's production account are routed to the buyer's production account.

> ⓘ Note
>
> This solution is for internal purposes only. The invoices received or sent from SAP Business Network system do not contain -T with the tax ID.

Based on this solution, the inbound channels of the system are handled in the following ways:

- Email channel
  Suppliers and buyers can use the following email IDs exclusively to send and receive external tax invoices to and from the respective accounts.

Email	Account type
invoicereceiver-prod@ansmtp.ariba.com	Production
invoicereceiver-test@ansmtp.ariba.com	Test

> ⓘ **Note**
>
> Ensure that you use the relevant email ID to send an invoice to the required account.

- Manual upload/CFDI upload
  In this scenario, buyers establish a relationship with the supplier and perform vendor upload activity as a prerequisite. Now, during this activity, the buyer must:
  - Append **-T** to the supplier **Tax ID** to indicate the supplier's profile as a test account.
  - Create and upload a separate file for every supplier with a test account and a production account.
  - Suppliers using the SAP Business Network, must have configured the **Tax ID** in your production account through vendor upload functionality.

  When a supplier sends an invoice to the SAP Business Network, the system considers the type of account into which the supplier has logged in. Using the **Vendor ID** and **Tax ID** (with or without -T) mentioned in the vendor details, the system determines whether to process the invoice to the buyer's test or production account.

Ensure that you as a buyer have a method to route the invoices received in your SAP Business Network test or production account to your ERP system.

For example, if you upload the vendor details, you can use Tax ID and Vendor ID as unique identifiers, and determine the account of the external invoice.

Prerequisites

- Buyer to have the **Tax ID** configured in your SAP Business Network buyer account. Contact your admin to configure the **Tax ID**.
- Buyer to have an SAP Business Network test account in your system.

Restrictions

A misconfigured SAP Business Network supplier or buyer account will not be able to process the invoice because the system will not be able to find appropriate buyer or supplier account to assign the invoice.

This feature supports the following countries:

- Mexico
- Italy

Related Information

SAP Business Network Invoicing—Buyer's Perspective

After a trading relationship has been established with a supplier in SAP Business Network, buyers can download customer catalogs from their suppliers and then use their procurement application to generate purchase orders. Procurement applications send purchase orders to SAP Business 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.

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

Related Information

Invoice Rules [page 112]

Viewing Invoices

While buyers can view their suppliers' invoices on SAP Business Network, 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** page and invoice-based workbench tiles show 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 SAP Business Network. Invoices sent from such service providers are labeled `ICS Paper Invoices` on SAP Business Network.

Buyers who subscribe to an ICS solution can edit and resubmit unassigned invoices on SAP Business Network. An unassigned invoice is an ICS invoice with an unknown supplier, which means SAP Business 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 SAP Business Network invoice rules or by their invoicing application.

Related Information

SAP Business Network Invoicing—Supplier's Perspective

Suppliers in SAP Business Network have two options for generating electronic invoices:

- manually, using the Generate Invoice feature provided in SAP Business 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 SAP Business Network account, or use their own systems to generate cXML or EDI invoices and route them through SAP Business 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 SAP Business Network.

For more information about supplier account configuration for cXML or EDI, see .

Invoice Routing Methods

Suppliers must configure their SAP Business 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 Support.

Payment remittance options include online, cXML, or email.

Invoice-Based Workbench Tiles

Create custom invoice-based workbench tiles to more easily find and take action on your invoices.

Invoices is the most basic tile for users who manage invoices. Invoice-based tiles contain invoices and the list view displays information such as customer, invoice number, reference document, invoice amount, and status. On the workbench, depending on your customer's transaction rules, your user permissions, and document status, you can view the invoices and any referenced documents, create line-item credit and debit memos, and edit or copy invoices.

The workbench offers the following invoice tiles:

- Invoices
- Rejected invoices
- Invoices pending approval
- Invoices pending payment
- Invoice Conversions
- Invoice Conversions
- Draft Invoice Conversions for Review
- Draft invoices
- Paid invoices
- Overdue invoices (Approved)
- Overdue invoices (Not approved)

You can filter invoice tiles on values such as **Customers**, **Invoice number**, **Order number**, **Creation date**, **Invoice status**, **Invoice type**, **Routing status**, **Min amount** and **Max amount** (with **Currency**), **External invoice number**, **Payment net due date**, **From country**, **To country**, **Status change date**, **Approved date**, **Rejected date**, and **Paid date**.

Related Information

SAP Business Network User Permissions

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

Permissions	Allows Users To...
Inbox Access	Work with incoming transaction documents. This includes reviewing purchase orders, generating one-time purchase order reports, creating order confirmations and ship notices, reviewing notifications, and downloading transaction audit report.
Outbox Access	Work with outgoing transaction documents. This includes reviewing invoices including invoices eligible for auction, canceling invoices, generating one-time invoice reports, and searching for specific invoices.

Permissions	Allows Users To...
Invoice Generation	Create invoices against purchase orders routed to SAP Business Network, against purchase orders not routed to SAP Business Network, and/or against contracts. Customers can enable any or all of these invoicing types. Grants access to this area: ▌ **Invoices** > **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.
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: ▌ **Orders** > **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** > **Settings** > **Electronic Order Routing** ❯ and ▌ **Account Settings** > **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** > **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 SAP Business 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 SAP Business Network, or
- by logging in to their SAP Business 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) SAP Business Network Validates Invoice

SAP Business Network processes the invoice as follows:

- The invoice data is converted into cXML; SAP Business Network validates it using buyer-specified and standard rules.
- If the invoice fails validation [page 21], it is rejected and SAP Business Network sends an email notification to the supplier.
- Supplier reviews errors, corrects invoice data and then resubmits.
- If required, SAP Business 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.
- SAP Business 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 SAP Business 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, SAP Business 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 SAP Business Network account to deliver them automatically using HTTPS post.

Invoice Validation

SAP Business 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—SAP Business Network validates online invoices during data entry and displays onscreen messages for any errors that must be corrected. SAP Business Network enforces validation of customer invoice rules by customizing the online display of editable and read-only content.
- cXML—SAP Business 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, SAP Business Network validates them against the buyer's invoice rules.
- CSV—SAP Business Network converts CSV invoices to cXML. SAP Business Network will provide suppliers with the necessary templates for formatting CSV invoices. SAP Business Network checks the CSV invoices against the buyer's invoice format during the import process. If the invoice does not have the proper format, SAP Business Network issues a detailed error message. After successful import, SAP Business Network converts the invoices to cXML and validates them against the buyer's invoice rules.
- EDI—SAP Business Network validates EDI invoices against the ANSI X12 or EDIFACT standard. If the invoice passes validation, SAP Business Network issues a positive Functional Acknowledgement. If the invoice fails validation, SAP Business 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 SAP Business Network account (**Customer Relationships** > **Customer Details**).

Additional Resources About SAP Business Network Invoicing

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

Available for buyer users:

-
-
-

Available for supplier users:

-
-
-
-

Invoice Creation

SAP Business 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. SAP Business Network supports invoicing for material items (goods), general service items such as labor service items, lean service items also known as planned lean service items, limit service items also known as unplanned lean service items, and other service items that require a service sheet.

See the following for more information:

- For information about invoicing rules, see Invoice Rules [page 112].
- For more information on how invoicing rules affect the available fields in invoice forms, see SAP Business Network Invoice Rules and Fields [page 310].
- For suppliers: For information about how to create and manage invoices, see the *Creating and managing invoices* topics.

  Types of Invoices [page 22]

  Draft Invoices [page 24]

  Invoice Compliance for Contract-Based Invoices [page 25]

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  PDF Copy of Invoices [page 37]

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  Long Term Archiving of Tax Invoices [page 45]

  Support for PDF and Scanned Paper Invoices [page 47]

  Support for Ship Notice to Invoices [page 82]

  Support for Summary Invoices [page 85]

Types of Invoices

SAP Business 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 SAP Business Network that do not contain any service lines (lines that require a service sheet).

Invoice type	Description
Service	Another type of standard invoice, these are based on service sheets that suppliers create from service lines in service purchase orders routed through SAP Business Network. Service sheets and service invoices can include both services and material goods.
Lean Service	These are invoices routed through SAP Business Network. A single invoice can be created for all the Lean Service line items in a purchase order.
Limit Service	These are invoices routed through SAP Business Network. A single invoice can be created for all the Limit Service line items in a purchase order.
Limit Order	A Limit Order line item is defined as the fulfillment of a service or material delivery at a price limited by a predetermined amount within a time period specified by the buyer. These are invoices routed through SAP Business Network. A single invoice can be created for all the Limit Order line items in a purchase order.
Non-PO	These invoices reference purchase orders that were not routed through SAP Business 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).

Invoice type	Description
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 customer 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. ⓘ Note Service sheet is not supported for blanket purchase orders in SAP Business Network.
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 SAP Business Network - just as a standard invoice. If suppliers create the entire invoice in the buyer's invoicing site, SAP Business 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	SAP Business 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.

Related Information

Draft Invoices

You can save invoices as draft versions to work on them at different times before you submit them. By default, SAP Business Network stores draft invoices for 50 days after the last time you edited them. Draft invoices can be edited, deleted, or submitted. SAP Business Network automatically deletes draft invoices 50 days after they were last edited. If the draft invoice is edited and saved again during this time period, the time limit resets to 50 days from the most recent edit date.

To open a saved draft invoice, go to ▌ **Invoices** ❯ **Drafts** ▌

Creating a Draft Invoice

Context

You can start creating an invoice, and then save it to complete it in the next 50 days.

Procedure

1. Do one of the following:

   - For suppliers without SAP Business Network for Supply Chain: Choose ▐ **Orders** ❯ **Purchase Orders** ▐.
   - For suppliers with SAP Business Network for Supply Chain: Choose ▐ **Orders** ❯ **Orders and Releases** ▐.

2. Select a purchase order.

3. Click the **Create Invoice** button and select **Save** in the top right corner.

4. The message "Invoice <invoice number> is saved. The saved invoice will be kept until dd/mm/yy" is displayed.

5. Click **Exit**.

6. Select **Save** to save the draft invoice.

   You can submit the draft invoice or edit it again within the next 50 days. If you edit it again, the draft is saved for 50 days from its latest edit date, rather than from the original edit date. You can edit a draft invoice more than once.

   If the invoice is not submitted or edited within 50 days from the last edit date, the draft invoice is automatically deleted.

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 SAP Business Network account to allow suppliers to create compliant contract invoices.

This feature is also available as an optional add-on to buyers using SAP Business Network Commerce 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 customer 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 SAP Business Network:

- Suppliers initiate and finish a contract-based invoice on SAP Business 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 customer 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 SAP Business 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 SAP Business 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. SAP Business 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 customer 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 SAP Business 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 customer 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 theSAP Business 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 field 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, SAP Business 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 SAP Business Network Commerce Automation with SAP Ariba Contract Invoicing

1. Suppliers initiate the contract-based invoice creation from SAP Business Network by selecting the customer for which they are creating the contract-based invoice.
2. SAP Business 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 customer 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 SAP Business 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 customer 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 SAP Business 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, SAP Business 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

SAP Business 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 SAP Business Network.

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

- An agreement is presumed to exist outside SAP Business Network between buyer and supplier approving the usage of ERS/self-billing.
- The buyer transfers ERS/self-billing data from the ERP system to SAP Business Network and makes sure all country/region-required mandatory content is included on self-billing documents.

- If applicable, SAP Business Network adds country/region-specific signatures to the cXML self-billing document based on the supplier's location (country/region) 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.
- SAP Business Network sends signed self-billing invoices to the buyer's account.
- SAP Business 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/regions: Australia, Austria, Belgium, Czech Republic, Denmark, France, Germany, Greece, 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 SAP Business 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.

Workflow for Self Billing

SAP Business Network automatically transmits 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 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 SAP Business 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 SAP Business 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 SAP Business Network.
   SAP Business 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.
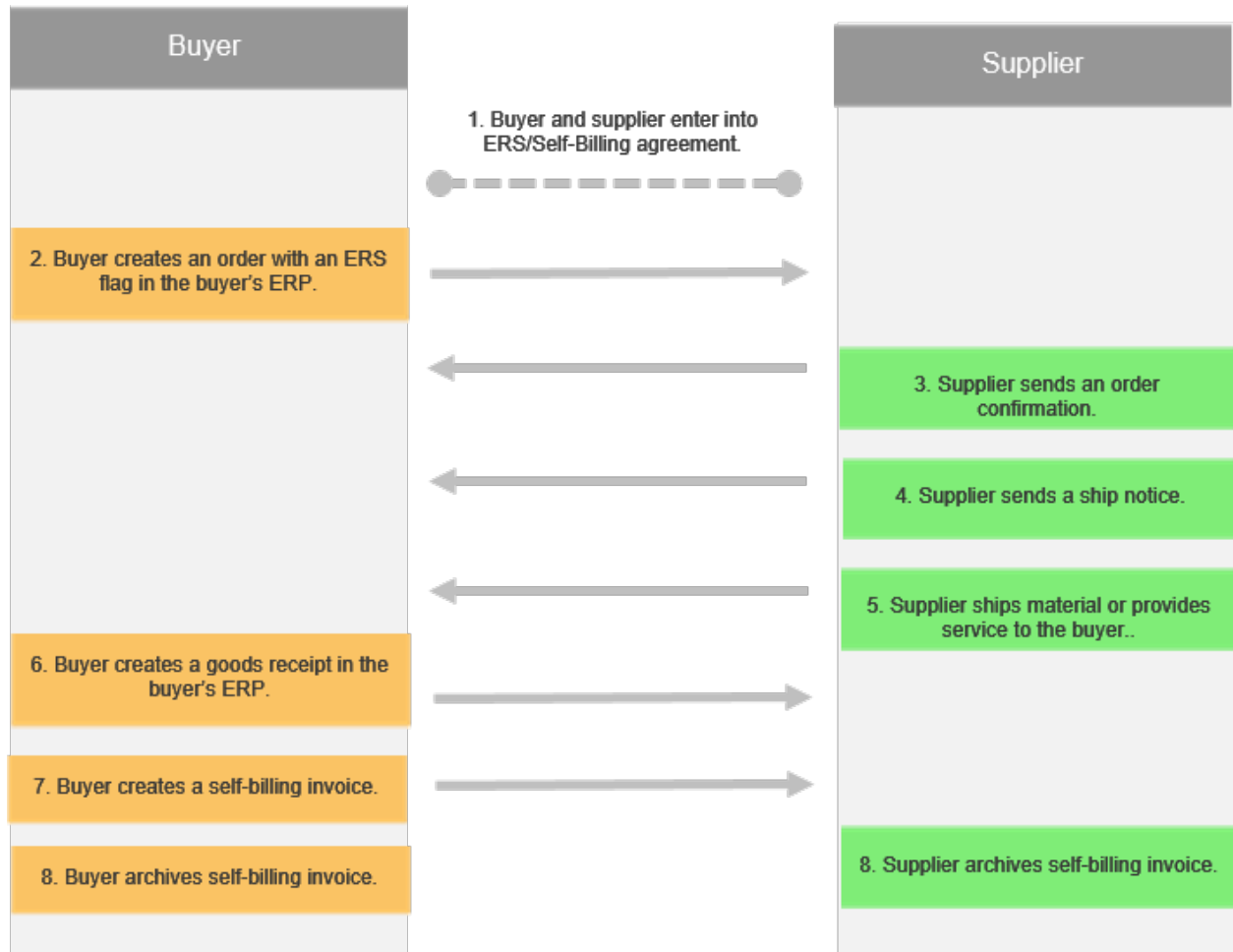
Figure 3: Workflow Process for Self Billing

Invoice Creation Process

The following diagram shows the invoice creation process and interaction between the supplier, buyer, and SAP Business Network:
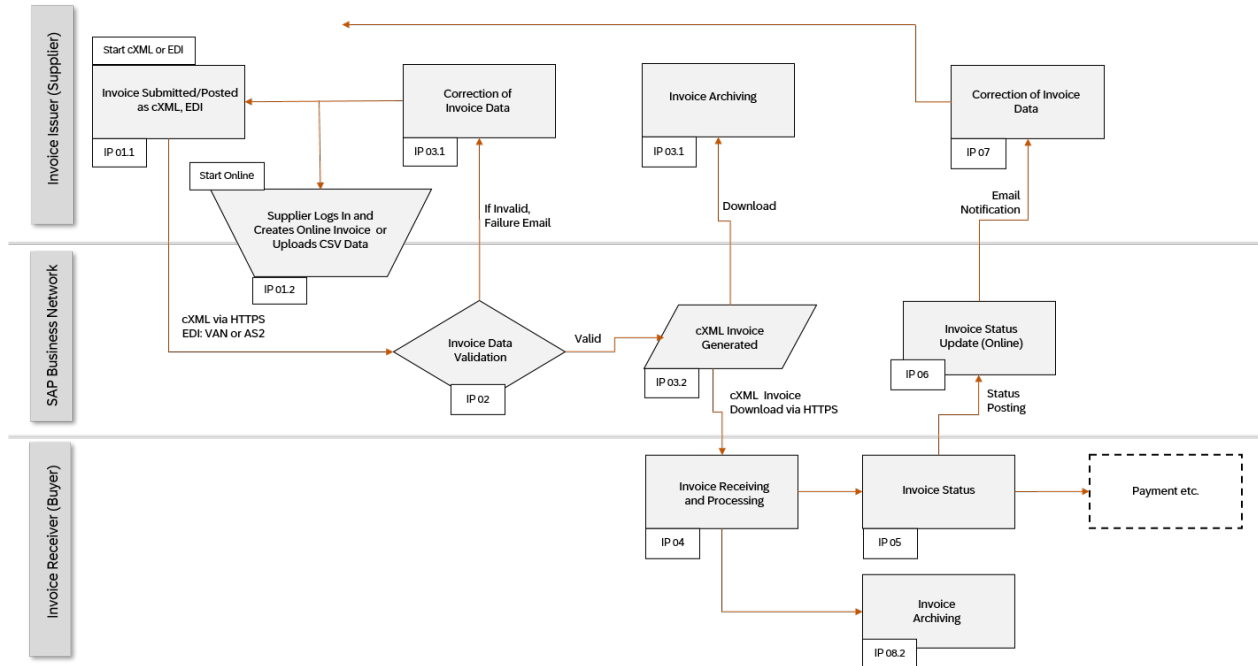
Figure 4: Invoice Creation Process

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 SAP Business Network without human intervention.	• Standard Invoice Field Reference [page 91]
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 91]
IP 02	Invoice data is converted into a cXML invoice message and validated on the SAP Business Network against the invoice rules defined by the buyer for the supplier, supplier group, or invoice country/region 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 112] for a list of available invoice rules and recommendations for their configuration • Foreign Currencies [page 33] • Invoice Addresses and Validation [page 32] • Value-Added Tax (VAT) Compliance Features [page 35]

Process Point	What Happens	Related Information
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 ()
IP 03.2	SAP Business 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 31] • Invoice Creation [page 22]
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 34] • Notification Framework [page 33] • Overdue Documents [page 32]
IP 05	The buyer ERP system sends the result of the invoice reconciliation back to the SAP Business Network to update the invoice status, including comments from the invoice reviewer.	• Routing Statuses [page 107] • Document Statuses [page 108] • Invoice History [page 34]
IP 06	SAP Business Network tracks and logs the status change and may send email notification to the supplier.	• Notification Framework [page 33]
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 ()
IP 08.2	Buyers and suppliers downloads the signed invoices and move them into their archives	• Invoice Archival Options and Delivery [page 42]

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 SAP Business Network, if digital signatures are applied to meet country/region-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 SAP Business 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 SAP Business Network.

Overdue Documents

For documents in the "Pending Queue" that SAP Business Network has not been able to post or that were not downloaded to the buyer's invoicing system for more than three days, SAP Business 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 SAP Business Network.

Invoice Addresses and Validation

For invoice compliance, SAP Business 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.

SAP Business 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 SAP Business 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

SAP Business 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/region 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/region 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, SAP Business Network does not validate local tax currencies.

Notification Framework

SAP Business 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 Online)

- 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 account, 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 Online)

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 onSAP Business Network that have 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 SAP Business 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 SAP Business 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/region 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. SAP Business 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/regions (intra-EU trade) or for trade where at least one non-EU country/region 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/region-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/region to a buyer in a different EU country/region, 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/regions - 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/region to a buyer in a non-EU country/region, 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 SAP Business 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.

Requirement For	Trade Type			Related Invoice Rules
	Domestic	Intra-EU	Cross-Border	
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

SAP Business 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 SAP Business 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

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

To generate a PDF copy of invoice, the maximum size of the cXML invoice must be less than 1MB.

Suppliers can also create a PDF version of a submitted invoice in the SAP Business Network. For more information, see Invoice PDF Generation for Suppliers [page 41].

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 41] version of a submitted invoice in the SAP Business 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:
  - SAP Business Network Commerce Automation

- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing

> ⓘ **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/region-specific XML invoice (for invoices for Brazil and Mexico). 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 SAP Business Network Commerce Automation customers using a custom adapter.

Invoice Copy PDF Creation

If an SAP Business 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.

The PDF invoice generated by the SAP Business Network system, a new field InvoiceTitle is displayed under the Additional Information section. The value of the InvoiceTitle is Original / <Original in Bulgarian language>. This implies that the invoice is originally created in the SAP Business Network system.

In the cXML invoice, the InvoiceTitle is available as an extrinsic field.

> ⓘ **Note**
>
> To meet the local regulatory requirements of Bulgaria, when an invoice is created in SAP Business Network, the title of the invoice is displayed as **Invoice** at the top-left corner. The PDF generated displays the **InvoiceTitle** field with the value **Original / <Original in Bulgarian language>** under the **Additional Information** section. This implies that the invoice is originally created in the SAP Business Network system.
>
> In the cXML invoice, the InvoiceTitle is available as an extrinsic field

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 SAP Business 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, SAP Business 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.

Legal or Regulatory Flow

In several countries, legal profiles refer to supplier accounts registered with their respective tax authorities for electronic invoicing procedures. Legal profiles contain information to facilitate the legal flow of invoices. The **Set Up Legal Profile** check box is available to suppliers in such countries. SAP Business Network displays the **Set Up Legal Profile** check box only if the appropriate country/region is selected. To set up a legal profile, suppliers must provide legal profile information in the **Additional Company Addresses** section of their SAP Business Network **Company Profile**.

> ⓘ **Note**
>
> Legal profiles are also referred to as regulatory profiles in this document.

Legal Flow Requirements for Downloading Auto-Generated Invoice PDF Attachments

- For countries **without** a legal flow, the auto-generated invoice PDF attachment is **not** available for download in the SAP Business Network buyer portal.
- For countries **with** a legal flow, for example Singapore, the auto-generated invoice PDF attachment is available for download in the SAP Business Network buyer portal only if suppliers have already set up their legal profiles in their SAP Business Network supplier accounts.

Invoice PDF Generation for Suppliers

The invoice PDF generation feature enables suppliers to create a PDF version of a submitted invoice on the SAP Business 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

> ⓘ 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.

Generating a PDF

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

Procedure

1. Log into your SAP Business Network supplier account.
2. Choose ▌ **Invoices** ❯ **Invoices** ▌.
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. Click **Standard Template** or **Custom Template**.
6. 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

SAP Business 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, SAP Business 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), SAP Business 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. SAP Business 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 account.

The URL for the archived zip file can be any URL where you want SAP Business Network to automatically deliver the archived zip files. You can specify a URL with an `https` prefix so that communication is encrypted. SAP Business 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 SAP Business Network. For a list of SAP Business Network's trusted certificate authorities, see the .

SAP Business 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 SAP Business 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 SAP Business Network contain one or more of the following types of information:

- Raw invoice data in cXML format. (SAP Business 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 Support).
- A log file that indicates key dates for invoice processing by SAP Business 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/region 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.

> ⓘ 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 SAP Business 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 .

Setting Invoice Archiving Options for Buyers

Prerequisites

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

Procedure

1. Log into your SAP Business Network buyer account as an administrator.
2. Choose ▐▶ **Administration** ❯ **Configuration** ▐.
3. On the **Configuration** page, click **Default Transaction Rules**.
4. Scroll to the **Invoice Archival** section and select your preferred archiving option.
5. Click ▐▶ **Save** ❯ **Done** ▐.

SAP Business Network Guide to Invoicing
Invoice Creation

Setting Invoice Archiving Options for Suppliers

Procedure

1. Log into your SAP Business Network supplier account as an administrator.
2. Click the ● **Account Settings** icon, and choose ▌ **Settings** ❯ **Electronic Invoice Routing** ▐.
3. Click 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/region-specific archiving policies and tax auditing procedures.

Each country/region has a defined retention time for archived invoices. Most countries/regions 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/regions.

SAP Business Network offers a long term archiving solution for tax invoices. Buyers and suppliers in countries/regions that do not have their own archiving process can leverage SAP Business Network's electronic archiving process to archive their tax invoices. SAP Business 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.

To leverage SAP Ariba's invoice archiving process during tax auditing, SAP Business 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, SAP Business Network automatically archives the latest invoices and users can manually archive the older invoices.

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

- **Expiration Date Range**
- **Archive 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 SAP Business Network:

1. Suppliers and buyers enable their account for long-term document archiving.
2. The **Archived Documents** and **Download Status** options are available to users.

- For buyers, these options appear on the **Quick links** dropdown.
- For suppliers, they appear on the **...** dropdown.

3. Account Administrator enables **Archive Access** permission to the relevant users.

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

4. To view archived tax invoices:

- Buyers click ❙▶ **Quick links** ❭ **Archived Documents** ❭ in the **Document Archive** section.
- Suppliers click ❙▶ **...** ❭ **Archived Documents** ❭ in the **Document Archive** section.

Use the **Search Filters** criteria to enable a customized search of archived tax invoices. To download the archived invoices, click the **Request Download** button.

5. To check the status of a download:

- Buyers click ❙▶ **Quick links** ❭ **Download Status** ❭ in the **Document Archive** section.
- Suppliers click ❙▶ **...** ❭ **Download Status** ❭ in the **Document Archive** section.

> ⓘ **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 SAP Business Network.

Restrictions

SAP Business Network supports the electronic archiving of invoices only.

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

SAP Business Network does not apply a digital signature to paper invoices or invoices generated from invoice conversion. Consequently, SAP Ariba invoice conversion services invoices aren't archived as part of the SAP Business Network long-term archiving option.

Support for PDF and Scanned Paper Invoices

SAP Business Network offers two types of PDF invoicing solutions: Partner enabled solution that supports PDF invoices and the out of the box Intelligent Invoice Conversion that supports PDF and Scanned paper invoices. Suppliers can upload PDF or scanned paper invoices, depending on the solution, and SAP Business Network assists in processing and sending the invoices to customers.

SAP Partner Enabled PDF Invoicing

This feature provides suppliers with the ability to send invoice data to their buyers who have subscribed to PDF invoicing on SAP Business Network, by uploading or sending a PDF invoice as an attachment. An SAP partner (third-party service provider) extracts the invoice data from the PDF based on the partner enabled onboarding and buyer inputs. After that, a cXML version of the invoice is generated and sent to SAP Business Network, where it is validated against the business rules setup by the buyer. Suppliers can review the data before submitting the invoice to the buyer, or the invoice gets auto submitted to the buyer after successful validation.

For more information about this solution, refer to Support for PDF Invoices [page 47]

Intelligent Invoice Conversion

This feature offers suppliers a self-service guided onboarding to set up templates for extracting invoice data from PDF and scanned paper invoices, without requiring a buyer subscription.

In the initial release of this feature, suppliers can upload their PDF or scanned paper invoices, which is then processed using the templates to generate a cXML version of the invoice. The cXML version of the invoice is sent to SAP Business Network for validation against the buyer's established business rules. Suppliers have the option to review the data before submitting the invoice to the buyer, or the invoice can be auto-submitted to the buyer after successful validation.

For more information about this solution, refer to About Intelligent Invoice Conversion [page 69]

Support for PDF Invoices

This SAP Business Network feature is applicable to:

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

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

This SAP Business Network feature provides suppliers with the ability to send invoice data to SAP Business Network by uploading PDF invoices or sending them by email. An SAP Business Network partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to SAP Business 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 SAP Business Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction and conversion functionality with the partner.

The feature consists of the following subfeatures:

- Supplier Onboarding for PDF Invoices [page 52]
- PDF Invoices Processing [page 52]
- PDF Invoices - Line Item Credit Memo [page 53]
- Email PDF Invoice Processing [page 53]

Enabling this feature

This feature is disabled by default. To enable it for the buying organization, the buyer's Designated Support Contact must log a service request with SAP Business Network Support. As a result, the buyer will be subscribed to the PDF invoices functionality and once enabled, the feature will be available to all suppliers of the buyer, provided they meet the requirements to use this feature.

General information

- This feature is available for suppliers of enterprise or standard account.
- This feature is appropriate for suppliers who send more than 100 invoices per year to their SAP Business Network 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 Business Network partner, which extracts the PDF invoices, executes validations that are limited to the data necessary to generate valid invoice cXML.
- The SAP Business Network 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 Business Network may decline to activate this feature for a specific supplier at SAP Business Network'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 using the draft invoice configuration, before submitting the invoice.
- SAP Business Network applies all buyer-specific invoice rules (default transaction rules, country-based rules, and supplier group rules) for invoices submitted through methods of PDF uploading or email, in the same way that they are applied to invoices submitted through other methods available on SAP Business Network.

- To see the supported countries/regions and languages, refer to Supported Countries/Regions and Languages for PDF Invoices [page 50]

Prerequisites

- Buyers need to work with the SAP Team to provide the Project Initiation Document (PID) before activating the PDF Invoices feature.
- Buyers have to request the activation of the PDF Invoices solution in their SAP Business Network account from SAP Business Network Support.
- This feature is applicable to suppliers who have at least one buyer who has activated 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 being used, then as part of onboarding 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 SAP Business Network.
- An invoice or LICM PDF must contain the fields listed in PDF Invoicing - Minimum Fields Requirement to post to SAP Business Network
- Before enabling this feature and to ensure the functionality can be used, the buyer's PO and suppliers PDF invoice data must be 100% aligned (Eg. Unit of Measures, number of lines, etc.) as the partner is simply extracting the information present on the layout of the PDF invoice and not performing any data manipulation or enrichment.
- PDF invoicing supports no customization or enrichment and hence the invoice data required to be sent to the buyer should be made available in the PDF Invoice.
- Suppliers are recommended to set the preferred timezone in their supplier **Company Profile**, to ensure that the timezone is used for date related fields in the PDF invoice, else the default Pacific Standard Time (PST) is used.
- Unless there is a business requirement for suppliers to setup the preferred timezone based the country of operation, it is recommended to set the timezone as GMT, so that the invoice dates extracted from the PDF invoice is not changed based on the set timezone.

Restrictions

- The maximum file size of one PDF is 2 MB.
- Only material invoices are supported. Service 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.
- Suppliers can upload up to 10 PDF documents in a single transaction for one buyer.
- Suppliers 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
  - LICM for return items - only for collaborative supply chain (CSC) customers
- The file name must not contain any of the following characters: &, ", ', <, >.
- The invoice number for each file must be unique.
- All invoices being submitted for processing must be in the same layout as the sample files uploaded during onboarding.

Related Information

Supported Countries/Regions and Languages for PDF Invoices

The PDF invoices functionality is currently available for limited countries and languages.

Supplier's Address Must Be in One of the Following Supported Countries/Regions:

Country/Region	Invoice Generated
Australia	cXML invoice
Austria	Signed cXML invoice
Belgium	Signed cXML invoice
Brunei Darussalam	Proforma with standard fields only
Canada	Proforma with standard and country specific fields
Czech Republic	Signed cXML invoice
Denmark	Signed cXML invoice

Country/Region	Invoice Generated
France	Signed cXML invoice
Germany	Signed cXML invoice but with standard fields only.
Hong Kong	Signed cXML invoice
India	Proforma with standard and country specific fields
Ireland	Signed cXML invoice
Italy	Proforma invoice
Macao	Proforma with standard fields only
Malaysia	Signed cXML invoice
Netherlands	Signed cXML invoice
New Zealand	cXML invoice
Philippines	Proforma with standard fields only
Poland	Signed cXML invoice
Singapore	Signed cXML invoice
Slovakia	Signed cXML invoice
Spain	Signed cXML invoice
Sweden	Signed cXML invoice
Switzerland	Signed cXML invoice
Taiwan	Proforma with standard fields only
Thailand	Proforma with standard fields only
United Kingdom	Signed cXML invoice
United States	cXML invoice
Vietnam	Proforma with standard fields only

> ⓘ Note
>
> - India - Proforma invoices with fields mandated by the Indian Tax Portal will be generated for invoices that were already registered with the Indian Tax Portal by suppliers through their procurement system.
> - Germany - XRechnung is not supported.

The Following Languages Are Supported:

Dutch	Italian
English	Spanish
French	Swedish
German	

PDF Invoices

Supplier Onboarding for PDF Invoices

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

To onboard successfully, the supplier has to log in to SAP Business Network with a test account and upload at least five representative sample PDF invoices on SAP Business Network. The supplier needs to upload sample documents for each of the buyers they want to transact with. Then the partner sets up the extraction process for invoices sent by this supplier to the respective buyer and returns the onboarding status to SAP Business Network as part of the onboarding process.

Related Information

PDF Invoices Processing

This feature provides suppliers with the ability to send invoice data to their buyers on SAP Business Network by uploading a PDF invoice. An SAP partner (third-party service provider) extracts the invoice data from the PDF. After that, a cXML version of the invoice is generated and sent to SAP Business Network, where it is validated against the business rules setup by the buyer. Suppliers can review the data before submitting the invoice to the buyer, or the invoice gets auto submitted to the buyer after successful validation.

Related Information

PDF Invoices - Line Item Credit Memo

This SAP Business Network feature provides suppliers with the ability to send invoice data to SAP Business Network by uploading a PDF line item credit memo (LICM). An SAP partner (third-party service provider) extracts the invoice data from the PDF, and after that a cXML version of the LICM is generated and sent to SAP Business Network, where it is validated against the business rules setup by the buyer. Suppliers can review the data before submitting the LICM to the buyer, or the LICM gets auto submitted to the buyer after successful validation.

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 SAP Business Network.

> ⓘ 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 52]
- PDF Invoices Processing [page 52]
- Email PDF Invoice Processing [page 53]

Email PDF Invoice Processing

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

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

Related Information

Workflow for Email PDF Invoice Processing [page 60]

PDF Invoice Workbench Tiles

Use default or create custom PDF invoice workbench tiles to more easily monitor and take action on your PDF invoices.

The workbench offers the following PDF invoice tiles:

- **Invoice Conversions**
- **Draft Invoice Conversions for Review**

PDF Invoice Workflows

Workflow for PDF Invoices

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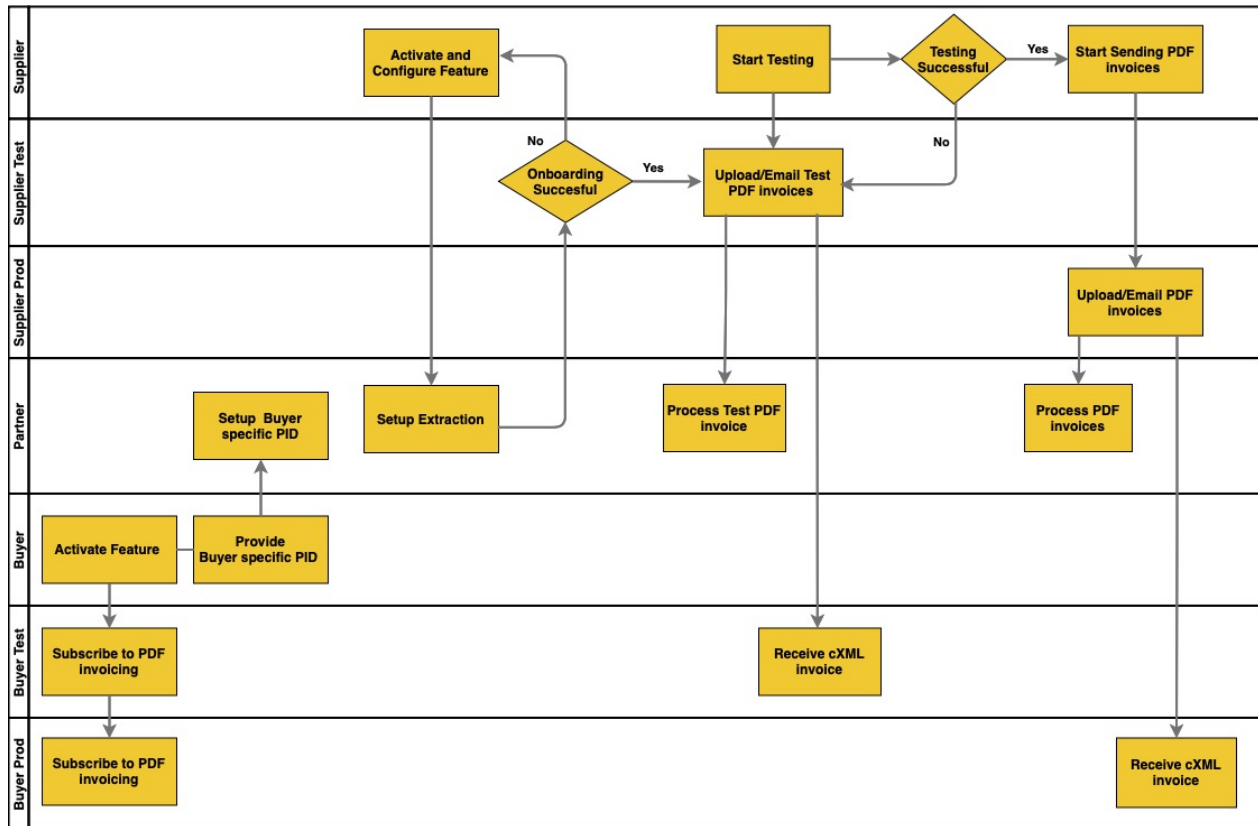
Figure 5: PDF invoices workflow

The following steps describe the activation and onboarding workflow for PDF invoicing:

1. Buyer sends a request to SAP Business Network Support for activation of the PDF invoices feature and is then subscribed to PDF invoices.

2. Buyers who want to activate PDF invoices for their suppliers, have to work with SAP Business Network team on a buyer specific Project Initiation Document (PID), which is a document to present all data that may be extracted directly from an invoice or a credit note, and to select which data must be presented to process the document correctly based on the PDF layout.

   - For buying organizations, this step serves as a communication method to inform the supplier as to which data will be required in the invoice.

   - For supplier organizations, this step can act as a guide when creating invoices.

3. The PID is shared with the SAP 3rd party partner to set up the extraction and transformation process for the invoices to be sent to the buyer.

4. Supplier starts onboarding and configuring their SAP Business Network test account for setting up PDF invoicing.

5. Supplier completes PDF invoices onboarding on their test account for all the buyers they want to transact with.

6. The partner sets up the extraction based on the samples and the buyer specific PID.

7. Supplier tests the feature by uploading test PDF invoices in their test account, or by sending emails with test PDF invoices attached from their procurement system, and then ensures that the buyer receives the cXML invoice with all relevant and correct invoice data.

8. Supplier starts sending production invoices by uploading their PDF invoices in their SAP Business Network production account, or through the email channel with the production PDF invoice attached.

9. The partner receives the PDF file, extracts the invoice data, converts it to cXML and sends it to SAP Business Network.

10. Buyer receives the cXML invoice.

Workflow for Supplier Onboarding for PDF Invoices in the Test Account

The following diagram illustrates the supplier onboarding for PDF invoices process:
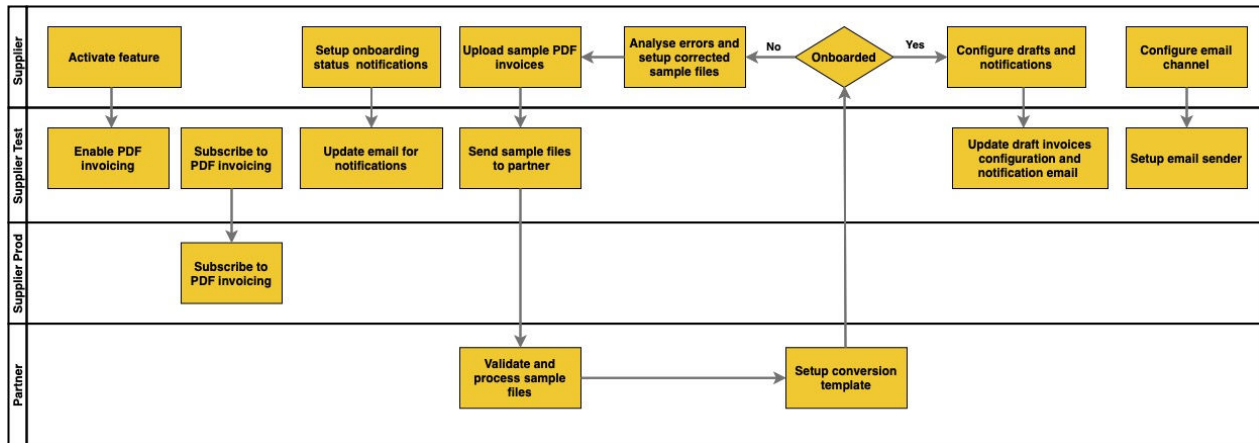
Figure 6: Supplier Onboarding for PDF Invoices Workflow

The following steps describe the onboarding process for a supplier and the SAP 3rd party partner:

> ⓘ Note
>
> It is mandatory that Supplier use the Test account for onboarding the PDF Invoices feature and complete the testing activities here. This helps not only in reviewing the extracted invoice data is correct and to ensure the invoice cXML gets submitted successfully but also for the supplier to understand the restrictions of this feature before uploading invoices into the production system.

1. Supplier has to login to the Test account or if using the Production account, then first switch to the Test account.

2. The supplier goes to **Account Settings** and chooses ▌ ❭ **Settings** ❭ **Electronic Invoice Routing** ❭ **Invoice Conversions** ❭, starts the onboarding with the **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.

   > ⓘ Note
   >
   > Checking the **Enable PDF Invoices** confirms that the supplier wants to start the onboarding process for PDF Invoices.

3. On the **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 onboarding status. Enabling of this setting is advisable as the onboarding may take some time to complete and suppliers can receive the notification of the status offline.

4. On the **Upload sample documents** page, the supplier provides sample documents and buyer information to the SAP 3rd party partner to setup the extraction rules.

For this, the supplier clicks on the **Upload sample documents** button which shows the list of buyers that the supplier can submit the sample documents for.

> ⓘ Note
>
> Buyers who meet the following conditions will appear in in the list of buyers:
> - Buyers who have subscribed to PDF invoicing.
> - Buyers who have a trading relationship with your organization.

5. Select the buyer and then click the **Browse** button to select sample documents to upload. The info icon shows the restrictions on the sample documents that can be uploaded. Once uploaded, click **Submit**.
6. After successful upload of sample documents, the page shows a **Sample document upload summary** area, which lists the buyer names along with the sample upload status of each buyer.
7. While the SAP 3rd party partner is processing the uploaded documents and buyer information, the status is **Pending**.
8. Once there is a successful response from the SAP 3rd party partner, the status is updated to **Onboarded**. The supplier can use the **+ New upload** link to upload the sample files for another buyer and follow the same steps.

> ⓘ Note
>
> At any given time, the supplier can always download the sample documents by clicking on ⬇ under the **Action** column.

9. If there are errors returned by the partner during the uploading process, the status is updated to **Failed**. In this case the supplier can click on ↻ which will show the error that was returned and allows the supplier to analyse the errors, correct the files and re-upload all the sample documents again. For details about error handling, see Managing Errors During PDF Invoice Onboarding and Processing [page 61].

> ⓘ Note
>
> Though suppliers can retry any number of times when the SAP 3rd party partner returns a failure, suppliers have to ensure they are taking actions based on the error before uploading and retrying, so that the onboarding can be completed in a timely manner.

> ⓘ Note
>
> For suppliers who have already onboarded the PDF invoices before the buyer specific sample document uploading feature was introduced, there is an entry **Default** under **Buyer name** at the **Sample document upload summary** area, which indicates that they can continue transacting with their existing buyers.
>
> When one of the **Default** buyers decides to update the fields they want to extract using a new PID, the buyer will be automatically added to the list of buyers, and the supplier will need to follow the above Steps 4 ~9 to upload sample documents for the buyer.

10. Now the supplier can upload PDF invoices and edit the converted invoices before submitting them to the buyer. For details, see Uploading PDF Invoices with the Creation of a Draft Invoice [page 66].
11. Supplier can optionally configure the email channel to send invoice data to SAP Business Network through email with attached invoice PDF. For details, see Sending PDF Invoices by Email [page 67].

> ⓘ Note
>
> To see the list of common errors during onboarding, refer to Managing Errors During PDF Invoice Onboarding and Processing [page 61]

Workflow for Testing PDF Invoices in the Test Account

After successful onboarding, suppliers need to test the PDF invoices functionality in their Test account.

The following diagram illustrates the PDF invoice processing workflow:
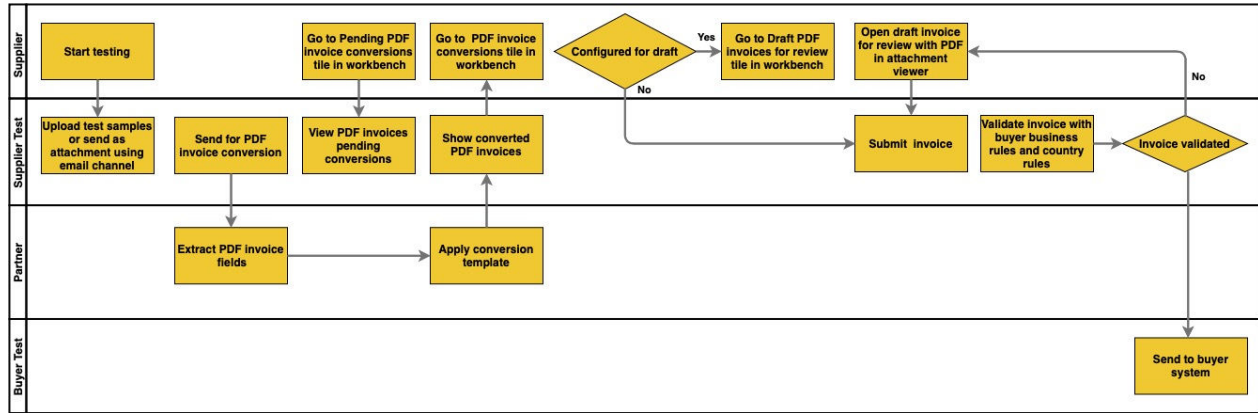
Figure 7: Workflow for testing PDF invoices in the Test account

The following steps describe the workflow process for suppliers to test the PDF invoices functionality in their Test account:

1. The supplier generates a PDF invoice from its accounting system.
2. The supplier logs in to SAP Business Network using the Test account.
3. The supplier uploads the PDF invoice to SAP Business Network. Prior to the upload, the supplier is prompted to choose a buyer to whom this PDF invoice will be submitted.
4. SAP Business Network then sends the PDF invoice to the SAP 3rd party partner for processing.

   - The supplier can check the invoices that are pending conversion by the partner from the **Invoice Conversions** tile on the suppliers workbench page.
   - The partner extracts and converts the PDF invoice data to a cXML invoice and posts the cXML invoice along with the attached PDF invoice to SAP Business Network. During the process, the document is listed in the **Invoice Conversions** tile listing page of the supplier workbench with the status **Conversion Pending**. When the conversion is completed successfully, the result can be seen with the status **Converted**.
   - If errors occur during the conversion process, the supplier sees the status **Conversion Failed** in the **Invoice Conversions** tile listing page of the supplier workbench and if SAP Business Network rejected any message from the partner, the rejection message will be available on the **History** tab of the **PDF Document Details** page. Also, if the setting **Send a notification when PDF invoices are undeliverable or rejected** has been enabled as part of the onboarding configuration, SAP Business Network sends an email to the supplier stating the reason for the failure.

5. The supplier may choose to review conversion results before submission (which is recommended), or to automatically submit the converted PDF invoices to SAP Business Network.
6. If the supplier wants to review the conversion results before submission:

   - To review the PDF invoice conversion results, the supplier must have configured the setting **Send converted PDF invoices to the drafts tab in my outbox for my review** during onboarding.
   - Once the conversion is successful, SAP Business Network generates a draft invoice, which is visible in the **Draft Invoice Conversions for Review** tile listing page in the supplier's workbench, or using the reference link in the **Invoice Conversions** tile listing page for invoices that are in **Converted** status.
   - 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 50 days, edit it to correct any errors, and submit the invoice. Otherwise the status of the draft invoice will be set to **Failed**.

- An attachment viewer is available for the draft invoice that can be used to view the original PDF Invoice to review the draft invoice data. To open the Attachment viewer, click the **Show PDF attachment** button and **Hide PDF attachment** to close it.

7. 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 in the **Invoices** tile listing page of the supplier's workbench, 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**.

   If errors occur during the automatic submission process, then the invoice appears with the status **Failed** in the **Invoices** tile listing page. The supplier can edit the invoice in order to comply with the business transaction rules set up by the buyer and resubmit it. The record of the previous failed invoice remains in the system with the status **Obsoleted**.

8. From this point, invoice processing converges with the standard SAP Business 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.

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

Workflow for PDF Invoice Processing in the Production Account

The following diagram illustrates the PDF invoice processing workflow in suppliers' production account:
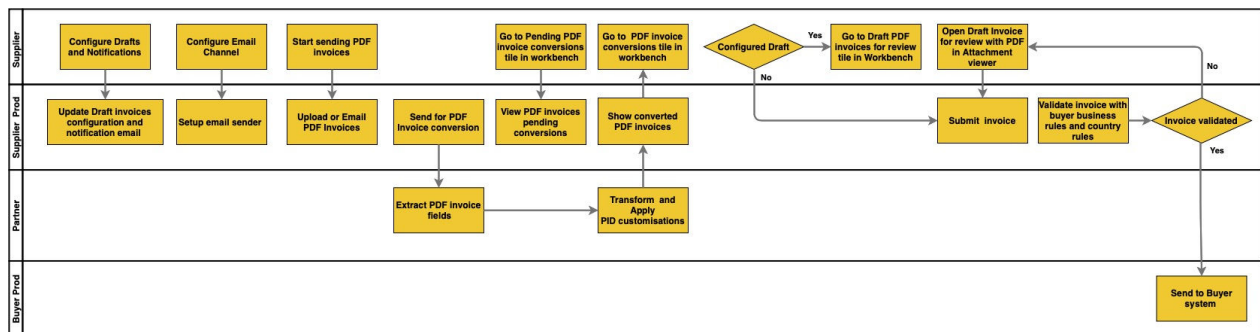
Figure 8: Workflow for PDF invoices in the Production account

The following steps describe the workflow process for suppliers to test the PDF invoices functionality in their Production account:

1. The supplier generates a PDF invoice from its accounting system.
2. The supplier logs in to SAP Business Network using the Production account.
3. The supplier uploads the PDF invoice to SAP Business Network. Prior to the upload, the supplier is prompted to choose a buyer to whom this PDF invoice will be submitted.
4. SAP Business Network then sends the PDF invoice to the SAP 3rd party partner for processing.

   - The supplier can check the invoices that are pending conversion by the partner from the **Invoice Conversions** tile on the suppliers workbench page.

   - The partner extracts and converts the PDF invoice data to a cXML invoice and posts the cXML invoice along with the attached PDF invoice to SAP Business Network. During the process, the document is listed

in the **Invoice Conversions** tile listing page of the supplier workbench with the status **Conversion Pending**. When the conversion is completed successfully, the result can be seen with the status **Converted**.

- If errors occur during the conversion process, the supplier sees the status **Conversion Failed** in the **Invoice Conversions** tile listing page of the supplier workbench and if SAP Business Network rejected any message from the partner, the rejection message will be available on the **History** tab of the **PDF Document Details** page. Also, if the setting **Send a notification when PDF invoices are undeliverable or rejected** has been enabled as part of the onboarding configuration, SAP Business Network sends an email to the supplier stating the reason for the failure.

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

6. If the supplier wants to review the conversion results before submission:

   - To review the Invoice Conversions results, the supplier must have configured the setting **Send converted PDF invoices to the drafts tab in my outbox for my review** during onboarding.

   - Once the conversion is successful, SAP Business Network generates a draft invoice, which is visible in in the **Draft Invoice Conversions for Review** tile listing page in the supplier's workbench, or using the reference link in the **Invoice Conversions** tile listing page for invoices that are in **Converted** status.

   - 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 50 days, edit it to correct any errors, and submit the invoice. Otherwise the status of the draft invoice will be set to **Failed**.

   - An attachment viewer is available for the draft invoice that can be used to view the original PDF Invoice to review the draft invoice data. To open the Attachment viewer, click the **Show PDF attachment** button and **Hide PDF attachment** to close it.

7. 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 in the **Invoices** tile listing page of the supplier's workbench, 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**.
   If errors occur during the automatic submission process, then the invoice appears with the status **Failed** in the **Invoices** tile listing page. The supplier can edit the invoice in order to comply with the business transaction rules set up by the buyer and resubmit it. The record of the previous failed invoice remains in the system with the status **Obsoleted**.

8. From this point, invoice processing converges with the standard SAP Business 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.

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

Workflow for Email PDF Invoice Processing

The following diagram illustrates the email PDF invoicing process:
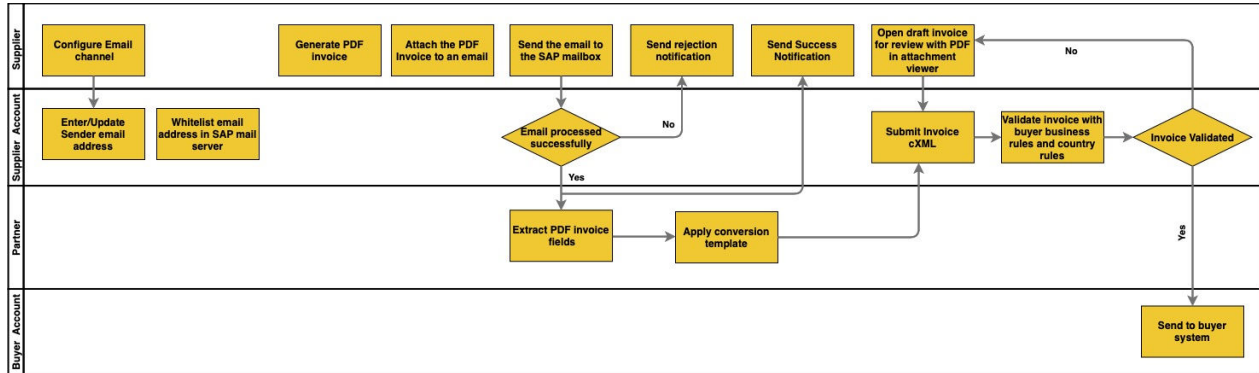
Figure 9: Email PDF Invoice Processing Workflow

The following steps describe the email PDF invoice processing workflow:

1. In the PDF invoice onboarding process: go to **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions** > **Finalize Feature Settings**, and provide the sender email address at **Email for your organization to send PDF invoices to the Ariba Network**, from where the supplier sends the email with the attached PDF invoices to SAP Business Network.
2. The sender email address must be whitelisted on the SAP mail server, so that SAP Business Network can accept emails sent from the sender address, else it will be rejected.
3. The supplier generates a PDF invoice.
4. The supplier sends an email with invoice data in PDF format attached to SAP Business Network using the following email address: pdfinvoice-prod@ansmtp.ariba.com.
   1. 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**.
   2. All rejection notifications are logged on the **Invoices PDF Conversion** page, except for the case when SAP Business Network is unable to identify the supplier, and a reply is sent back to the originating email address.
5. An SAP 3rd party partner converts the PDF to cXML. From this point, the process converges with the standard PDF invoice processing. For more information, see PDF Invoices Processing [page 52].

Managing Errors During PDF Invoice Onboarding and Processing

During the processing of PDF invoices, suppliers are able to view the conversion status and error messages, so as to take actions accordingly. When there is an error or missing data, suppliers can either edit the converted draft invoice temporarily and submit to the buyer, or update the PDF invoice and re-upload.

During PDF invoice onboarding process, you can see the onboarding results returned by the partner in the onboarding page after submitting your sample PDF invoice files.

To see the errors during the PDF invoice processing, follow the steps of:

1. Go to **Invoices** > **Invoice Conversions**.
2. In the list under **Source File Name**, click on the hyperlink corresponding to the PDF invoice you want to check.
3. On the **PDF invoice details** page, click on the **History** tab to view any errors that occurred during the conversion of the PDF invoice.

The following tables describe possible errors and messages that may appear during the onboarding and processing of PDF invoices:

Possible errors and messages during onboarding of PDF invoices:

Error Code	Message
200/201	You are onboarded to PDF invoices successfully.
Default	The documents you uploaded cannot be recognized due to unsupported format or there was a failure to map the data - <list of file names>. Please upload documents in a supported format or contact SAP Customer Support for assistance.
451	Unsupported language for PDF invoices
452	The PDF document is password protected.
453	The PDF document is corrupted.
454	The PDF invoice is an image document and is not supported.
455	Missing mandatory data <list of data missing> in the PDF invoice.
456	The PDF invoice does not contain any line items.
457	Unsupported file type for PDF invoices
458	Not enough sample PDF invoices uploaded. You must upload at least five sample PDF invoices.
459	The PDF invoices you uploaded contains more than one format. Please upload PDF invoices in a unified format.
460	The PDF invoices you uploaded contains more than one language. Please upload PDF invoices in a unified language.
461	We're sorry. There are multiple technical errors occurred (error codes). Please contact your technical support for assistance.
470	The layout of the PDF invoice you uploaded is inconsistent with that of the sample PDF invoices during onboarding. Please make sure they are in consistent format.
471	The Ariba Network ID of your buyer organization cannot be found in the sample PDF invoices you provided. Please provide the buyer ANID in your sample PDF invoices and upload again. For more information, click here .
472	Your buyer organization has not provided the Project Initiation Document (PID) to the SAP Partner. PID is required to process your onboarding request and your PDF invoices. For more information, click here .
473	You must upload at least five sample PDF documents with the identical layout and fields covering all your invoice use case scenarios, and make sure that all fields are recognizable for extraction. For more information, click here .

Possible errors and messages during the conversion processing of PDF invoices:

Error Code	Message
200/201	Document was converted successfully.
470	General error. This document is not recognized or fails to map data. Please upload a document in a supported format or contact SAP Business Network Support for assistance.
471	The document is secured or contains text that cannot be read by the system. Please upload an unsecured version or a version with different settings
472	The document does not contain text that can be read by the system. It might be an image or it might contain only scanned pages. Please upload a PDF generated from a text document.
473	Unsupported file type. Please upload a PDF generated from a text document
474	The document is recognized as a credit note. Please upload an invoice document.
475	The document does not contain any lines. Please enter the required information and upload a new invoice document
476	Missing mandatory data - {0}. Please enter the missing data and upload a new invoice document. {0} is the mandatory data that are missing from converted cXML.
477	The invoice document contains a discrepancy between the sum of the amounts for all line items and the total amount on the invoice document. Please enter the required information and upload a new invoice document.

Upload and Send PDF Invoices

Uploading Sample PDF Invoices

Procedure

1. Log into your SAP Business Network supplier account.
2. Click the ● **Account Settings** icon, and choose ▌▶ **Settings** ❯ **Electronic Invoice Routing** ▐▶.
3. Click **Invoice Conversions** tab to open the **Start feature activation** page.
4. 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**.

5. On the **Set up status change notification** page, enter an email address to receive the notifications about onboarding results. Click **Next**.

6. On the **3. Upload sample documents** page, choose a buyer, click on the **Browse** button to upload between 2 and 10 sample documents and then click on **Submit**. A list of the selected buyers' names along with the sample upload status of each buyer appears. You can add, download, or remove sample documents if needed. For details about choosing buyers duing PDF invoices onboarding, refer to How to Choose Buyers During PDF Invoices Onboarding [page 64]

How to Choose Buyers During PDF Invoices Onboarding

This topic describes steps on how to choose buyers during the sample upload step of the PDF Invoices onboarding in the test account.

Context

- If you are onboarding the PDF Invoices feature for the first time, do the following steps on the **3. Upload sample documents** page.
- If you have already onboarded the PDF Invoices, go to the **3. Upload sample documents page**. On the popup **Setup sample documents** window, click on **Set up new sample document upload** and do the following steps.

Procedure

1. Go to **Account Settings** and choose Settings **Electronic Invoice Routing** **PDF Invoices** **3. Upload sample documents** .

2. In the **Sample document upload summary** area, click on **Go to setup**.

3. In the popup **Setup sample documents** window, click on the drop-down arrow button to show the buyer list.

   > ⓘ Note
   >
   > Buyers who meet the following conditions will appear in in the list:
   >
   > - Buyers who have subscribed to PDF invoicing.
   > - Buyers who have a trading relationship with your organization.

4. In the list of buyers, select a buyer for whom you want to upload sample documents.

   > ⓘ Note
   >
   > To quickly locate the buyer, type in the first few letters of your buyer's name, and the desired buyer appears on top of the list.

5. After you select the buyer, click on **Browse** to select sample documents for the buyer.

> ⓘ Note
>
> You must select no less than 2 and up to 10 sample documents for each buyer.

6. After you finish select sample documents, click on **Submit**.
7. **Optional:** You can continue upload sample documents for more buyers by clicking on **Setup new sample document upload** on top right of the **Sample document upload summary** area.

Results

In the **Sample document upload summary** area, a table is displayed, which lists the buyer names along with the sample upload status of each buyer. You can also download the list of sample documents for a buyer by clicking on ⤓ under the **Action** column.

Status	Description
Pending	The PDF invoices sample upload and processing are in progress.
Completed	The PDF invoices sample upload and processing were successfully completed.
Failed	The PDF invoices sample upload and processing were failed due to some errors.

Related Information

Managing Errors During PDF Invoice Onboarding and Processing [page 61]

Uploading PDF Invoices

Procedure

1. Log into your SAP Business Network supplier account.
2. Choose ••• > **PDF/ scanned paper invoice**.
3. Select a customer from the **Customer** dropdown.

> ⓘ Note
>
> A supplier can transact with a customer when:
>
> - The customer has subscribed to PDF Invoicing.
> - The customer has a trading relationship with the supplier.

Additionally for suppliers who are new to PDF Invoicing, they have to go through the steps to onboard buyers to be able to transact with them.

4. Select the **PDF Files** browse button to choose files to upload, and then click **Upload Files**.

Uploading 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 SAP Business Network before submitting it to your customer.

> ⓘ **Note**
>
> Make sure **Send converted PDF invoices to the Drafts tab in my Outbox for my review** is checked in the ▌ **Electronic Invoice Routing** ❭ **Invoice Conversions** ❭ **Finalize feature settings** ❭ **PDF Invoice settings** ▐ section. Otherwise, SAP Business Network will process the extracted cXML without your review.

To receive notifications for the converted PDF invoices when sent to Drafts tab, go to ▌ **Notifications** ❭ **Draft invoice creation** ▐ section on this page. By default, the **Send a notification when draft invoices are created from the converted PDF invoices** is automatically enabled if the converted invoices are configured to be sent to the Drafts tab in this page. Additionally, the **Send a notification to the user in my organization who uploaded this PDF Invoice for which the draft is created** setting can be enabled and is recommended as this will allow users to be notified that the PDF invoice they uploaded are sent to the Drafts tab and are waiting for their review before submitting to the customer.

Procedure

1. Log into your SAP Business Network supplier account
2. Choose ••• > **PDF/ scanned paper invoice**.
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 SAP Business Network and that it will be sent to the SAP 3rd party partner 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 SAP Business Network generated PDF of the invoice.

Sending PDF Invoices by Email

Send invoice data to SAP Business 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.

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

> ⓘ Note
>
> For all prerequisites and restrictions, see Support for PDF Invoices [page 47].

Context

You can send a PDF invoice to SAP Business 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 SAP Business Network buyer ID in the email subject.

   > ⓘ Note
   >
   > A supplier can transact with a customer when:
   >
   > - The customer has subscribed to PDF Invoicing.
   > - The customer has a trading relationship with the supplier.

   Additionally for suppliers who are new to PDF Invoicing, they have to go through the Uploading Sample PDF Invoices [page 63] steps to onboard buyers to be able to transact with them.

   Supplier has to enter the SAP Business Network buyer ID in the email subect accordingly, else the attached PDF invoice will be rejected.
3. Attach your PDF invoice and then click **Send**.

Support for Intelligent Invoice Conversion

Intelligent invoice conversion is a self-service PDF and Scanned paper invoice conversion service for suppliers on SAP Business Network.

This feature introduces a new channel for automating invoice processing through a guided self-service onboarding for suppliers on SAP Business Network. It involves intelligent extraction, digitization of invoices, data enrichment and invoice validation against business rules.

In the initial release of this feature, suppliers can upload their PDF or (scanned) paper invoice documents on SAP Business Network. These invoices are processed using invoice conversion templates that are set up by the supplier administrator through a guided self-service onboarding procedure. The processed invoice data is then sent to their customers.

For more information about Intelligent Invoice Conversion, refer to About Intelligent Invoice Conversion [page 69]

Prerequisites

- Currently the Intelligent Invoice Conversion service is only available to supplier Enterprise account.
- Suppliers need to establish a trading relationship with their buyers on the SAP Business Network in order to send invoices using this solution.
- Suppliers must have a Test account associated with their Production account.
- Suppliers need to complete the onboarding process in their Test account to set up the invoice conversion template and subsequently publish it to their Production account.
- Suppliers must be enabled with the following permissions for intelligent invoice conversion:

Permissions	Allows users to...
Transaction Configuration	Access the onboarding in a read-only mode.
DOX Extraction Access	Complete and manage the onboarding.
Inbox/Outbox	Access the "document (PDF) upload" functionality for uploading PDF or (scanned) paper invoice documents.

Restrictions

- Sample File Upload Requirements [page 71]
- Invoice File Upload Requirements [page 71]

User Tasks

Onboarding to Intelligent Invoice Conversion

-
-

Uploading your Invoices

-

About Intelligent Invoice Conversion

Intelligent Invoice Conversion is a self-service PDF and Scanned paper invoice conversion service for suppliers on SAP Business Network.

Previously, suppliers sent PDF or (scanned) paper invoice documents to their buyers using channels outside the SAP Business Network, such as email. This required the buyer to utilize partner solutions, OCR tools, or ICS to extract, review and validate the invoice data before sending it to their backend procurement systems or ERP for reconciliation. Alternatively, suppliers had to manually input the data from these PDF or (scanned) paper invoice documents into the online invoice portal on their SAP Business Network account and forward them to the buyer. This process was not only time-consuming but also susceptible to errors.

With Intelligent Invoice Conversion, suppliers are provided with a user-friendly solution that uses intelligent technologies like machine learning. This solution leverages the capabilities of SAP Business Network to extract data, validate against the buyer's business rules and enhance the invoice. These features help the buyer minimize errors when receiving invoices, resulting in faster reconciliation and quicker payment for the supplier.

Invoice Conversion

Your PDF and scanned paper invoices can be uploaded into your supplier account. From there, the invoice data is extracted, converted into the SAP Business Network cXML invoice format, and validated against your buyer's business transaction rules. Finally, it is sent to your buyer through any of the configured routing end points.

Intelligent Conversion

In its initial version, the Intelligent Invoice Conversion employs machine learning to automatically extract fundamental invoice data from both the header (e.g., Invoice Number, Invoice Date) and line items (for example, Quantity, Unit Price, Subtotal Amount).

Invoice Conversion Template

A template represents the layout and invoice data of your PDF or (scanned) paper invoice documents. An invoice conversion template is used to process invoices that match a specific template, extracting the invoice data and converting it into SAP Business Network cXML invoices.

Schema

A schema comprises a collection of invoice header and line item fields that represent the desired information to be extracted from a specific document and transferred into the SAP Business Network cXML invoice. Alongside the standard fields, there may exist invoice fields that are unique to a buyer, such as customization fields that the buyer has included in the cXML invoice. The fields within a schema are versioned to accommodate future updates, allowing for the inclusion of additional fields in newer versions of the schema. These additional fields can encompass country-specific fields as well as support for line item credit memos or service invoices, among others.

Annotations

During the creation of an invoice template, you use annotations to map the invoice data in your PDF or (scanned) paper invoice documents to the available out-of-the-box invoice fields. When an invoice is uploaded, the matching template with annotations is used to convert the invoice data into the SAP Business Network cXML invoice format.

Document User Interface

A user interface that enables you to review automatically extracted invoice data and provides a tool for annotating the original invoice file. This allows you to associate invoice data in the file with the available invoice fields for conversion into the SAP Business Network cXML invoice format.

Managing Templates

Templates can be created, viewed and edited or deleted.

The **Default** template is used to extract invoice data from your PDF or (scanned) paper invoice documents, at the header and line item level. This data is associated with the standard schema of invoice fields available out of the box for conversion. By default, this template will be used to process invoices for all of your buyers.

The **Custom** template is used to extract invoice data from your PDF or (scanned) paper invoice documents for a specific buyer you have a trading relationship with, specifically the buyer's customization fields setup as a part of the customization project, in addition to the standard invoice fields that are available with the **Default** template. This template is used to process invoices for a specific buyer.

Sample File Upload Requirements

This page describes the requirements and restrictions related to the sample PDF and scanned paper invoices that you upload during onboarding.

- The sample file can be in PDF format or image formats (PNG, JPEG or TIFF) of scanned paper invoices.
- Each sample file must contain only one invoice.
- Sample files for a specific template should have a consistent layout. While the number of line items can vary in each sample file, the structure of the invoice data should remain similar.
- Each of the sample files must be unique and should not contain the same data. For example, the invoice number and amount should be different.
- Sample PDF files should not be password protected.
- The size of each sample file should not exceed 50 MB.
- You can upload up to 5 sample files for each template, and it is recommended to upload at least 2 files.
- The sample file name should not include any of the following characters: &, ", ', <, >.
- Sample files must be in one of the supported languages: Czech, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Polish, Portuguese, Slovak, Slovene, Spanish or Swedish

> ⓘ Note
>
> If your sample files are not in any of the mentioned languages but are encoded with the Latin-1 (ISO-8859-1) character set, there is a possibility that your language is supported and you can still test your sample files.

- Both purchase order-based invoices and non-purchase order invoices are supported.
- Invoices that reference multiple purchase orders are not supported.
- Standard invoices are supported.
- Credit memos, line item credit memos, and debit memos are not supported.
- Material invoices are supported, but service invoices are not supported.

> ⓘ Note
>
> For the initial release of this functionality, the schema of out-of-the-box fields available for conversion can be found in <Link>.

Invoice File Upload Requirements

This page describes the requirements and restrictions related to the PDF and scanned paper invoices that you upload to SAP Business Network and send to your buyer.

- The invoice file can be in PDF format or image formats (PNG, JPEG or TIFF) of scanned paper invoices.
- Each invoice file must contain only one invoice.
- Invoice PDF files should not be password protected.
- The size of each invoice file should not exceed 50 MB.
- You can upload a maximum of 10 invoice files at once.
- The invoice file name should not include any of the following characters: &, ", ', <, >.

- Invoice files must be in one of the supported languages: Czech, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Polish, Portuguese, Slovak, Slovene, Spanish or Swedish.

> ⓘ **Note**
>
> If your invoice files are encoded with the Latin-1 (ISO-8859-1) character set and the language is not included in the mentioned languages, it is possible that your language is supported. However, it is recommended to test it in your test account before uploading it in production.

- Both purchase order-based invoices and non-purchase order invoices are supported.
- Invoices that reference multiple purchase orders are not supported.
- Standard invoices are supported.
- Credit memos, line item credit memos, and debit memos are not supported.
- Material invoices are supported, but service invoices are not supported.

Setting up Your Invoice Conversion Template

SAP Business Network provides a simple guided onboarding process for enabling the Intelligent Invoice Conversion service in your test account. As part of this onboarding, a supplier administrator with specific permissions sets up invoice conversion templates. These templates are then used to process the PDF and scanned paper invoices uploaded by supplier users in their test or production accounts. For more details on templates, see About Intelligent Invoice Conversion [page 69]

Prerequisites

Suppliers need to establish a trading relationship with their buyers on the SAP Business Network in order to send invoices using this solution.

Suppliers must be enabled with the following permissions for Intelligent Invoice Conversion:

Permissions	Allows users to...
Transaction Configuration	Access the onboarding in a read-only mode.
DOX Extraction access	Complete and manage the onboarding.
Inbox/Outbox	Access the "document (PDF) upload" functionality for uploading PDF or scanned paper invoice documents.

Context

SAP Business Network uses rule-based annotations and machine learning to extract data from supplier's invoices using templates and then generates the cXML invoice with the extracted invoice data and send to their customers.

A guided onboarding process in the supplier's test account takes the supplier through the steps of creation of a template, testing the template and then publishing the template to their production account. It also provides a

complete template management process, allowing suppliers to see a detailed summary of all their templates and be able to view, edit and delete their templates.

This onboarding is exclusively available in the Test account for suppliers to set up and test this solution before implementing it in production.

The following diagram illustrates the steps in your test account for onboarding to the Intelligent Invoice Conversion:
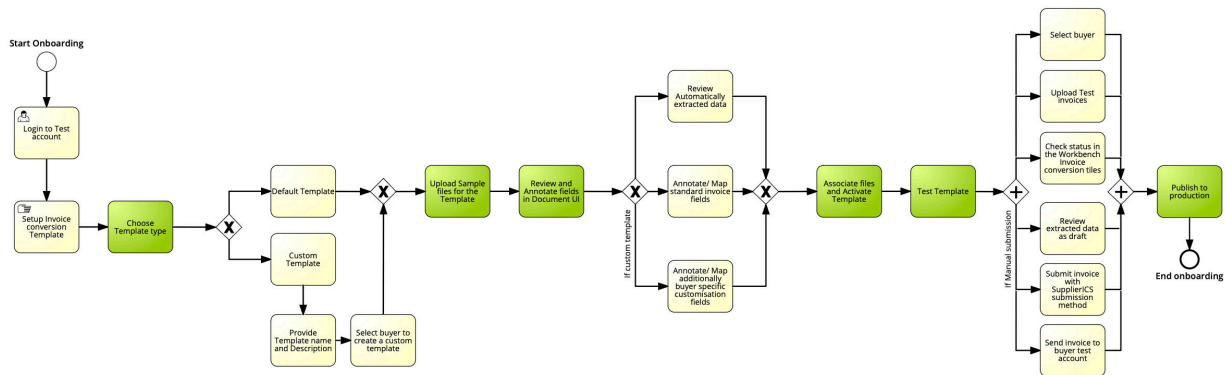
The steps as part of this onboarding process are provided below:

Procedure

1. Log in to your test account or if you are using the production account, switch to your test account.
2. Choose **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions**. You start the onboarding by clicking **Setup template**. On the pop-up **Before you start** message box, make sure you read the message and click **Yes**.

    > ⓘ Note
    >
    > By clicking **Yes**, you confirm that you are ready to set up Intelligent Invoice Conversion on your test account, having understood the functionality and restrictions associated with this feature.

3. Select a default or a custom template using the radio buttons. Click **Next**.

    > ⓘ Note
    >
    > • Choose the **Default template** as your base template to set up the conversion of invoice data from your PDF and scanned paper invoices. This will enable you to process the schema of standard fields that are available out of the box.
    >
    > • Choose the **Custom template** to create templates specific to your buyers who have created customization fields for an invoice in their buyer account. This enables you to extract customization fields that are specific to each buyer, in addition to the standard fields available out of the box. As a result, you can create a template that is tailored to each buyer's customization fields.
    > To create a **Custom template**, choose a **Customer** from the dropdown list for whom you want to create the template. Then, provide a **Template name** and **Description** to easily distinguish between different custom templates.

> ⓘ **Note**
>
> It is recommended to first create a **Default** template for processing and sending PDF and scanned paper invoices to any of your buyers. Afterward, you can create **Custom** templates for specific buyers to whom you want to send your invoices.
>
> Once a custom template is created for a customer, that customer will not be listed in the dropdown when creating a custom template again.
>
> Customers are listed based on the following conditions:
>
> 1. Those who have a corresponding production account.
> 2. Those who have invoice customizations published in their production account.

4. In the **Upload sample files** area, upload your sample PDF or scanned paper invoice files by clicking **Upload sample files**. You can delete any sample files by clicking 🗑 and add more sample files by clicking ＋. Click **Next** after you finish uploading sample files.

> ⓘ **Note**
>
> You can upload up to five sample files, but it is recommended to upload at least two sample files. For more information on the requirements and restrictions of sample files, go to Sample File Upload Requirements [page 71].

5. In the **Annotate and Activate template** area:

   a. Click on the dropdown file chooser and choose a file. The dropdown file chooser lists all uploaded sample files with initial **Status** as **Pending**.

   b. A **Document annotation** UI page automatically appears, displaying the document view and extraction details of the selected file.

   c. Review the annotations, manually annotate additional fields as needed, and click **Confirm** when finished. This will change the status of the file to **Confirmed**.

   > ⓘ **Note**
   >
   > The status near the file chooser shows the total number of files and how many are currently confirmed.

   d. Repeat this process for each file, and once all files are in **Confirmed** status, the **Activate template** button becomes enabled.

   e. Click on **Activate template** to activate this template.

6. When all sample files you uploaded are in the **Associated** status, click **Activate template** to activate the template.

   > ⓘ **Note**
   >
   > - The **Activate template** button is available only when all sample files are in the **Associated** status.
   > - The activation process may take some time to finish, so make sure that the annotations for each sample file have been completed.
   > - Upon clicking on the **Activate template** button, you can see the progress of the template activation process in the **Activate template** area.

7. When the template activation process is completed, go to the next step to test the template with the following workflow as shown in this area:

   a. Click on the **Start testing** button.

b. After conversion, invoices using this channel can be configured to be submitted in the following manner:

- **Manual submission** (default): Once you upload the invoice documents, they are processed and stored as drafts. This allows you to review the data before manually submitting them to your buyer.

> ⓘ Note
>
> This option is also beneficial if the fields in the current schema for this solution do not meet all your business requirements. By keeping your converted invoice in **Manual submission**, you can enter additional data that was not available for extraction in the draft invoice before submitting the invoice manually.

- **Auto submission**: Once you upload the invoice documents, they are automatically processed and submitted to your buyer.

We strongly advise you to test with multiple invoice documents and manually review the data before switching to the **Auto submission**. This can be done in the **Configuration** page which is accessible by clicking on ⚙ located on the **Invoice conversion templates** page.

c. On the next **Upload invoice file** page, choose a buyer and upload one or more test PDF or scanned paper invoice files for testing.

> ⓘ Note
>
> You can upload up to 10 invoice files at once. For more information regarding requirements and restrictions on the supported invoice files, go to Invoice File Upload Requirements [page 71].

d. To see the extraction status of the test invoice files, click on the **View invoice conversions** button which will take you to your workbench, where you can click on the **Invoice Conversions** tile to see the listing of all the invoices you have uploaded. You can also upload more invoice files by clicking on the **Continue uploading files** button.

e. Under the **Invoice Conversions** tile, the initial **Status** of each uploaded invoice is displayed as **Conversion pending**. You can refresh the tile to see if the **Status** changes to **Converted**. Now, you can click on the link in the **Reference** column to access and view the invoice draft. Alternatively, you can go to the **Draft Invoice Conversions for Review** tile and click on the **Edit draft** button under the **Action** column to open the **Draft invoice view** page. This is where you can review the data extracted from your invoice file.

> ⓘ Note
>
> While you review the invoice data, you have the option to click on **View original invoice**. This will open a document viewer displaying the original invoice you uploaded. This allows you to compare and review the invoice data alongside the original invoice file.

- If you have reviewed the invoice data that has been extracted, you can proceed by clicking on the **Submit** button. This action will submit the invoice to the Test account of your buyer after the invoice is validated against your buyer's transaction rules.

- If the extracted data is not correct, go to the **Invoice conversion templates** page under the **Invoice Conversions** tab, where you can select the template that was used to process this test invoice and review and make changes to the template again. For details, refer to Managing Your Invoice Conversion Templates [page 77]

8. Once the template testing process is complete, you are now prepared to publish your template to production. The workflow steps for the **Publish to production** process are outlined in the onboarding as follows:

a. Go back to the **Invoice Conversion templates** page under **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions**.

b. Select the template you have recently tested and click on **View/Edit** under the **Action** column. This will direct you to the **View invoice conversion template** page, where you can access the template information in read-only mode.

c. To publish the template to your production account, navigate to the **Publish to production** section within the **View invoice conversion template** page. Select the checkbox indicating that you have tested the template and confirmed that you are ready to use it in production. Finally, click on the **Publish to production** button located at the top right of the page to publish the template to your production account.

> ⓘ Note
>
> Suppliers must utilize the onboarding process in the test account to verify that the template accurately extracts and generates the invoice data based on the restrictions and limitations of the feature, before publishing and employing it to process invoices in the production account.

Results

During the onboarding process, templates can have different statuses as outlined below:

Table 1: Status of Templates

Status	Description	Text Highlight Color
Draft	The template is partially created but not yet activated.	Gray
Ready to test	The template is created but has not been tested successfully yet.	Orange
Publishing to production	The template is being published to your production account.	Orange
Published to production	The template has been published to your production account.	Green

> ⓘ Note
>
> Once you have published templates to your production account, you can locate them in your production account by navigating to the **Invoice conversion templates** page under **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions**.
>
> For details on the steps to view, edit or delete your templates, see Managing Your Invoice Conversion Templates [page 77]

Related Information

Managing Your Invoice Conversion Templates [page 77]
Uploading PDF Invoices with the Creation of a Draft Invoice [page 66]

Managing Your Invoice Conversion Templates

Intelligent Invoice Conversion offers comprehensive management of your invoice conversion templates, featuring easily identifiable details and all necessary actions for creating viewing, editing, updating and deleting these templates.

Procedure

1. Access the list of invoice conversion templates by navigating to **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions**. Here, you can find basic information about each template, such as the **Template name** and **Template type**, **Customer name** (if it's a custom template), **Created by**, **Created date**, **Last updated date**, and the color-highlighted **Status** of the template.

Table 2: Status of Templates

Status	Description	Text Highlight Color
Draft	The template has been created but not active.	Gray
Ready to test	The template is active and ready for testing or currently undergoing testing.	Orange
Publishing to production	The template is being published to your production account.	Orange
Published to production	The template has been published to your production account.	Green

To delete a template, go to **Action** and click ••• > **Delete** > **Continue**.

> ⓘ Note
>
> When you delete a template, the template is deactivated, and all the sample files and annotations/mappings for these sample files are also deleted and cannot be recovered.

2. To view or edit the template you want to make changes, go to **Action** and click ••• > **View/edit**.

   a. The next **View invoice conversion template** page shows the basic information and the sample file details of the template, as well as additional information to indicate the onboarding step from where you had exited previously, and now you can continue the onboarding steps.

   > ⓘ Note
   >
   > You can review your annotations/mappings using the **View annotations** action for each of your sample files in the **Activate template** step, but please note that this will be in read-only mode.

   b. To edit the template, click **Edit** on the top right of the **View invoice conversion template** page.

   > ⓘ Note
   >
   > • When you click **Edit**, the template is deactivated and is in **Draft** status. You need to activate the template by clicking **Activate template** in the **Active template** area after you make changes.

> • The **Edit** button is disabled when the template is in the **Publishing to production** status.

c. On the next **Edit invoice conversion template** page, you can make the following changes on the template as per the status of the template:

- Add sample files associated to the template.
- Delete sample files associated to the template.
- Update annotations of sample files in the **Document UI**.

> ⓘ Note
>
> - You can not change the type of the template in the **Select type of template** area.
> - For details about each onboarding step, refer to Setting up Your Invoice Conversion Template [page 72]

Configure Your Invoice Conversion Templates

Context

To configure your templates, click on ⚙ on top right of the **Invoice conversion templates** summary page. On the next **Invoice conversion template configuration** page, you can perform the following configurations on your templates:

1. In the **Submission Method area**, choose a **Submission Method** for each of your template.
   - **Manual submission** (default): Once you upload the invoice documents, they are processed and stored as drafts. This allows you to review the data before manually submitting them to your buyer.

   > ⓘ Note
   >
   > This option is also beneficial if the fields in the current schema for this solution do not meet all your business requirements. By keeping your converted invoice in **Manual submission**, you can enter additional data that was not available for extraction in the draft invoice before submitting the invoice manually.

   - **Auto submission**: Once you upload the invoice documents, they are automatically processed and submitted to your buyer.

   > ⓘ Note
   >
   > We strongly advise you to test with multiple invoice documents for each template and manually review the data before switching to the **Auto submission**.

2. In the **Notifications** area, enter your email address to receive email notifications in case of the following scenarios:
   - When the invoice conversion fails.
   - When the status of the template changes.
   - When an invoice is set for manual submission after conversion.
   - When the status of the template changes.

> ⓘ **Note**
>
> You can set multiple email addresses for each notification by using a comma (',') to separate them.

Update Your Invoice Conversion Templates

Context

The intelligent invoice conversion templates are used to annotate available fields for extraction and once activated, these templates can be used to process PDF and scanned paper invoices. Currently only a minimal set of fields are available for extraction that can be annotated by the supplier.

To support extraction of additional invoice data, a mechanism is provided to incrementally make additional fields available for extraction. Suppliers can then update their template to include these fields based on their business requirements.

Next Steps

When a new set of invoice fields becomes available:

- A notification banner appears on your template listing page at **Network Settings** > **Electronic Invoice Routing** > **Invoice Conversions**, along with a **Learn more** link.
- An **Available templates for update** area is available in the **Invoice conversion template configuration** page, which lists all the templates that have not been updated with the new available fields and check boxes for each template.
- An **Update** button is available on top right of the **Select templates for update** area.

1. A notification banner of **New set of fields are available for your templates. Please review the fields and use the Configuration to update them.** appears on your template listing page at **Network Settings > Electronic Invoice Routing > Invoice Conversions**, along with a "**Learn more**" link. Click on the **Learn more** link to see the steps to update your template and view any new fields available for extraction and decide whether to apply these fields to your templates.
2. If you want to apply the new fields to your templates, go to the template listing page at **Network Settings > Electronic Invoice Routing > Invoice Conversions** and click on **Configuration**.
3. On the following **Invoice Conversion Template Configuration** page, in the **Available templates for update** area, choose the templates you want to update and then click on **Update**.

   > ⓘ **Note**
   >
   > - Upon clicking on **Update**, the status of your template changes to **Applying fields** and you can only review the template.
   > - Only templates that have not been updated with the latest set of available fields will be listed in the **Available templates for update** area.

4. Once the template update is completed, you receive an email notification, if you have configured notification for changes to template status. Meanwhile, the **Status** of your invoice template changes to **Draft**, after which

you can use the **View/edit** option that allows you to view the new fields, annotate them as needed, activate and test the updated template and finally publish the template to your production account.

> ⓘ **Note**
>
> If the update fails for any reason, the template's status changes to **Applying fields failed**, along with information to provide to the SAP Support team.

> ⓘ **Note**
>
> When creating a new template, the latest set of fields available for extraction are automatically provided for annotation.

Uploading Your Invoices for Invoice Conversion

Context

After completing the onboarding process, a supplier user can upload a PDF or scanned invoice to their test or production account. The invoice will be converted to the SAP Business Network cXML invoice and sent to the buyer.

The following diagram shows the process to upload, review and finally submit the invoices to your buyer:
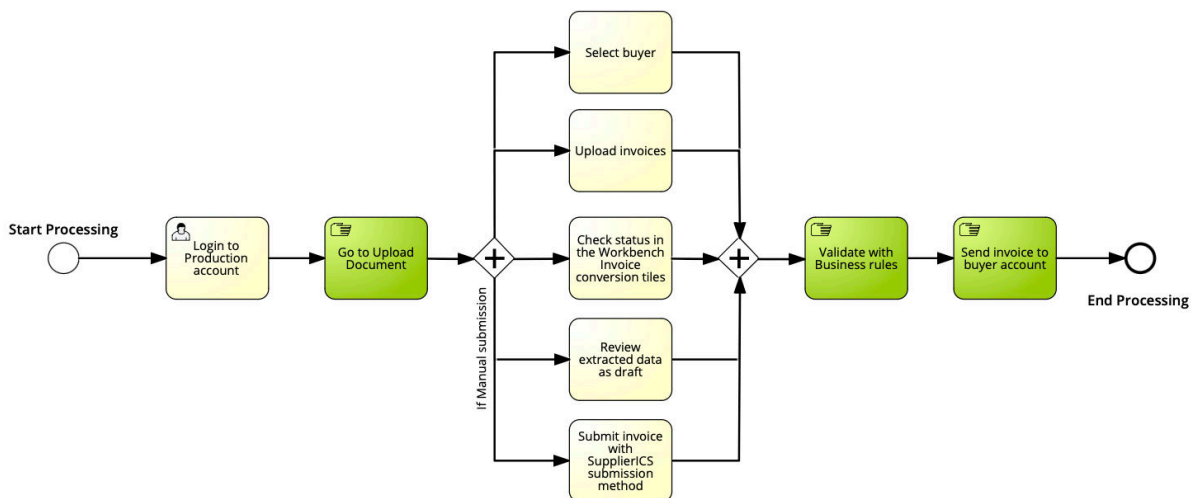
Procedure

1. Log into your SAP Business Network Test or Production supplier account.

2. From the home page, go to **Documents** > **PDF/scanned paper invoice**

3. Select a buyer from the **Buyer** dropdown.

4. Select the **Browse** button to choose files to upload, and then click **Upload**

> ⓘ **Note**
>
> You can select up to 10 files at a time to upload. These files can be in PDF or scanned paper invoice formats.
>
> For requirements and restrictions of the supported invoice files, see Invoice File Upload Requirements [page 71]

Results

To view the extraction status of the invoice files, click on the **View invoice conversions** button. This will take you to your workbench, where you can access the **Invoice Conversions** tile to see the listing of all the uploaded invoice files.

You can also upload more invoice files by clicking on the **Continue uploading files** button.

Initially, the **Status** of invoices in the **Invoice Conversions** tile is shown as **Conversion pending**. Once the the invoice is converted to the SAP Business Network cXML invoice, the status changes to **Converted**.

If your administrator has configured your invoices for manual submission, the **Reference** column will contain a link to the draft invoice that was converted from your uploaded invoice. This draft invoice is available for review and manual submission to your buyer. Additionally, you can access the **Draft Invoice Conversions for Review** tile to view the invoice draft and review the extracted data from your PDF invoice file. If the configuration is set for auto submission, the converted invoice will be automatically sent to your buyer. In this case, you will see the link to the submitted invoice under the **Reference** column in the listing.

> ⓘ **Note**
>
> While reviewing the invoice data, you can click **View original invoice** to open a document viewer that displays the uploaded invoice. This allows you to compare and review the converted invoice data with the original invoice file.
>
> If you have reviewed the invoice data and it is accurate, you can review the invoice data and proceed by clicking on the **Submit** button. This will submit the invoice to your buyer's account.
>
> If the extracted data is incorrect, you can update it with the correct information and submit it again.

> ⓘ **Note**
>
> It is always recommended to inform your account administrator, who set up the templates, about any incorrect extraction. This will allow them to review and potentially correct the template.

Support for Ship Notice to Invoices

This feature enables suppliers to create a summary invoice based on multiple ship notices by using the **Ship notices to invoice** tile. Suppliers can also create a summary invoice based on multiple ship notices as well as their corresponding ship notices by using the **Ship notices to invoice** tile.

Prerequisites

- Your customers must enable the business rule **Allow suppliers to create summary invoices**,**Allow suppliers to create summary invoices**, **Require suppliers to include only shipped quantities on invoices**, and **Require references to ship notices on invoices**
- You must have received two or more ship notices from your customer on SAP Business Network for Supply Chain after your customer enabled business rule **Allow suppliers to create summary invoices**.
- Your customer must have licensed SAP Business Network for Supply Chain.

Restrictions

See Restrictions for Summary Invoices.

Changes to Existing Functionality

Previously, suppliers could only create invoices for one purchase order with references to ship notices at a time from the user interface. Suppliers had to upload CSV invoices or post cXML invoices to create a single invoice for multiple purchase orders with references to ship notices.

Now, suppliers can create a summary invoice based on multiple ship notices by using the **Ship notices to invoice** tile. Suppliers can also edit and resubmit a summary invoice that has been rejected or failed.

Supplier User Interface Changes

The following operations are now available in the **Ship notices to invoice** tile:

Name	Type	Description
Create invoice	Drop down Button	After selecting ship notices, you can click the **Create invoice** drop down button and choose: • **Create invoice by ship notices**, if you want to create an invoice for specific ship notice(s) you selected within the group. • **Create invoice by entire group**, if you want to create an invoice for all ship notices of one group. In this case, all ship notices within the group are selected. ⓘ **Note** You can only select ship notices of the same group for summary invoicing. If you select ship notices from different groups and click **Create invoice**, the error message "You must select items within the same group." will appear.
Column grouping	Tab button	You can set grouping rules for ship notices by choosing ⚏ > **Column grouping**. In the **Column grouping** area, ship notices are grouped by default with attributes of **Customer**, **Company code**, **Currency**, and Order group, which are locked and cannot be removed. You can add the following grouping rules on top of the default ones: 1. Packing slip ID 2. Created 3. Order number 4. Actual shipping date (as specified at the time of creation of the ship notice) 5. Actual delivery date (as specified at the time of creation of the ship notice) 6. Routing status 7. Supplier reference 8. Ship from address (country) 9. Ship to address (country) 10. Purchasing organizations 11. Purchasing groups ⓘ **Note** For details about setting grouping rules for ship notices, refer to .
Check boxes	Check boxes	Select multiple ship notices in the same group by clicking the check boxes to the left of each ship notice. You can also select all ship notices in a group by clicking on the checkbox on top left of the group. ⓘ **Note** You can only select ship notices of the same group for summary invoicing.

User tasks

Related Information

How to Create a Summary Invoice Based on Multiple Ship Notices

Supply Chain Collaboration suppliers can create a summary invoice based on multiple ship notices by using the **Ship notices to invoice** tile.

Procedure

1. On the **Workbench** page, click the **Ship notices to invoice** tile.

   > ⓘ Note
   >
   > - On the **Ship notices to invoice** tile, ship notices that can be invoiced are listed and grouped by default with the values of **Customer**, **Company code**, and **Currency**.
   > - You can set up additional grouping rules to group ship notices as needed. For details about setting up grouping rules for ship notices, refer to .
   > - You can set up filtering rules to show or hide ship notices as needed. For details about setting up filtering rules for ship notices, refer to

2. Select ship notices for which you want to create a summary invoice.

   > ⓘ Note
   >
   > - You can only select ship notices of the same group for summary invoicing.
   > - You can also select all ship notices in a group by selecting the check box at the header of each group.

3. When you finish selecting ship notices, click on the drop down button **Create invoice**.
   a. Choose **Create invoice by ship notices** if you want to create an invoice for specific ship notice(s) you selected within the group.
   b. Choose **Create invoice by entire group** if you want to create an invoice for all ship notices of one group. In this case, all ship notices within the group are selected.

4. On the next page, select the purchase order to use as the default for the header-level information of the invoice. Click **Next.**

5. On the **Create invoice** page, enter invoice information. For more information about entering invoice information, refer to .

   > ⓘ Note
   >
   > On the **Create invoice** page:
   > - Header-level information such as **Customer**, **Address**, **Payment term**, etc. are automatically filled in based on the purchase order you just selected as the header-level information of the invoice.

> - In the **Line items** area of the bottom part of the **Create invoice** page, it lists purchase orders to which the ship notices you selected belong. Under each purchase order, it lists ship notices with their line items of each purchase order.
> - By default, all line items of purchases are collapsed.

6. Enter or modify line item information or header information for the invoice.
7. Click **Next**.
8. Review the invoice.
9. Click **Submit**.

Support for Summary Invoices

This feature enables suppliers to create a summary invoice based on multiple purchase orders by using the **Orders to summary invoice** tile. Suppliers can also create a summary invoice based on multiple purchase orders as well as their corresponding ship notices by using the **Orders to summary invoice** tile.

Prerequisites

- Your customers must enable the business rule **Allow suppliers to create summary invoices**.

> ⓘ Note
>
> If you want to also include ship notice information in your summary invoice, your customer must enable business rules **Allow suppliers to create summary invoices**, **Require suppliers to include only shipped quantities on invoices**, and **Require references to ship notices on invoices**

- You must have received two or more purchase orders from your customer on SAP Business Network after your customer enabled the business rule **Allow suppliers to create summary invoices**.

Restrictions

- Purchase orders that were received before your customer enabled the summary invoicing feature cannot be invoiced together.
- Summary invoicing is not available for subcontracting POs and POs with line items that are associated with an outline agreement.
- Summary invoicing is not available for service orders and invoices that require references to good receipts.
- You cannot add ad-hoc items to a summary invoice, that is, adding items outside of the purchase orders you selected for summary invoicing.
- Purchase orders must have the same values in header fields **Customer**, **Company code**, and **Currency**, so that they can be invoiced together.

> ⓘ **Note**
>
> Purchase orders are also grouped by **Order group**, which is used to determine what orders can be invoiced together.

- Purchase orders that can be invoiced together must have the same structure for:
    - **Allowances**, either at header level or at the line level, or do not have these fields at all.
    - **Charges**, either at header level or at the line level, or do not have these fields at all.
    - **Taxes**, either at header level or at the line level, or do not have these fields at all

Changes to Existing Functionality

Previously, suppliers could only create invoices for one purchase order at a time from the user interface. Suppliers had to upload CSV invoices or post cXML invoices to create a single invoice for multiple purchase orders.

Now, suppliers can create a summary invoice based on multiple purchase orders by using the **Orders to summary invoice** tile. Suppliers can also create a summary invoice based on multiple purchase orders as well as their corresponding ship notices by using the **Orders to summary invoice** tile. Suppliers can also edit and resubmit a summary invoice that has been rejected or failed.

Supplier User Interface Changes

The following operations are now available in the **Orders to summary invoice** tile:

Name	Type	Description
Create invoice	Drop-down Button	After selecting purchase orders, you can click the **Create summary invoice** dropdown button and choose: • **Create invoice by POs**, if you want to create an invoice for specific purchase order(s) you selected within the group. • **Create invoice by entire group**, if you want to create an invoice for all purchase orders of one group. In this case, all purchase orders within the group are selected. > ⓘ **Note** > You can only select purchase orders of the same group for summary invoicing. If you select purchase orders from different groups and click **Create summary invoice**, the error message "You must select items within the same group" will appear.

Name	Type	Description
Column grouping	Tab button	You can set grouping rules for purchase orders by choosing ⚙ > **Column grouping**. In the **Column grouping** area, purchase orders are grouped by default with attributes of **Customer**, **Company code**, **Currency**, and **Order group**, which are locked and cannot be removed. You can add the following grouping rules on top of the default ones: 1. External Document Type 2. Purchasing Organization 3. Purchasing Group 4. Ship To Address 5. Ordering Address 6. Customer Location 7. Min Amount 8. Max Amount 9. Order Status 10. Amount Invoiced 11. Date 12. Type 13. Version 14. Routing Status 15. Order Number 16. Revision 17. Settlement 18. Inquiries ⓘ **Note** For details about setting grouping rules for purchase orders, refer to .
Check boxes	Check boxes	Select multiple purchase orders in the same group by clicking the check boxes to the left of each purchase order. You can also select all orders in a group by clicking on the checkbox on top left of the group. ⓘ **Note** You can only select purchase orders of the same group for summary invoicing.

User tasks

-
-
-

Related Information

How to Create a Summary Invoice Based on Multiple Purchase Orders

Suppliers can create a summary invoice based on multiple purchase orders by using the **Orders to summary invoice** tile.

Prerequisites

Your customers must enable the business rule **Allow suppliers to create summary invoices**.

Procedure

1. On the **Workbench** page, click the **Orders to summary invoice** tile.

   > ⓘ Note
   >
   > - On the **Orders to summary invoice** tile, purchase orders that can be invoiced are listed and grouped by default with the value of the attributes of **Customer**, **Company code**, and **Currency**.
   > - You can set up additional grouping rules to group purchase orders as needed. For details about setting up grouping rules for purchase orders, refer to .
   > - You can set up filtering rules to show or hide purchase orders as needed. For details about setting up filtering rules for purchase orders, refer to

2. Select purchase orders for which you want to create a summary invoice.

   > ⓘ Note
   >
   > - You can only select purchase orders of the same group for summary invoicing.
   > - You can also select all purchase orders in a group by selecting the checkbox at the header of each group.

3. When you finish selecting purchase orders, click the dropdown button **Create invoice**.
   a. Choose **Create invoice by POs** if you want to create an invoice for specific purchase order(s) you selected within the group.
   b. Choose **Create invoice by entire group** if you want to create an invoice for all purchase orders of one group. In this case, all purchase orders within the group are selected.

4. On the next page, select a purchase order to determine which purchase order to use as the default for the header-level information of the invoice. Click **Next.**

5. On the **Create invoice** page, enter invoice information. For more information about entering invoice information, refer to .

> ⓘ Note
>
> On the **Create invoice** page:
> - Header-level information such as **Customer**, **Address**, **Payment term**, etc. are automatically filled in based on the purchase order you just selected as the header-level information of the invoice.
> - In the **Line items** area of the bottom part of the **Create invoice** page, it lists purchase orders you selected. Under each purchase order, it lists line items of each purchase order.
> - By default, all line items of purchase orders are collapsed.

6. Enter or modify line item information or header information for the invoice.
7. Click **Next**.
8. Review the invoice.
9. Click **Submit**.

How to Create a Summary Invoice Based on Multiple Purchase Orders and Ship Notices

Suppliers can create a summary invoice based on multiple purchase orders and ship notices by using the **Orders to summary invoice** tile.

Prerequisites

Your customer must enable business rules of **Allow suppliers to create summary invoices**, **Require suppliers to include only shipped quantities on invoices**, and **Require references to ship notices on invoices**.

Procedure

1. On the **Workbench** page, click the **Orders to summary invoice** tile.

> ⓘ Note
>
> - On the **Orders to summary invoice** tile, purchase orders that can be invoiced are listed and grouped by default with the values of **Customer**, **Company code**, and **Currency**.
> - You can set up additional grouping rules to group purchase orders as needed. For details about setting up grouping rules for purchase orders, refer to .
> - You can set up filtering rules to show or hide purchase orders as needed. For details about setting up filtering rules for purchase orders, refer to

2. Select purchase orders for which you want to create a summary invoice.

> **ⓘ Note**
>
> - You can only select purchase orders of the same group for summary invoicing.
> - You can also select all purchase orders in a group by selecting the checkbox at the header of each group.

3. When you finish selecting purchase orders, click the dropdown button **Create invoice**.

   a. Choose **Create invoice by POs** if you want to create an invoice for specific purchase order(s) you selected within the group.

   b. Choose **Create invoice by entire group** if you want to create an invoice for all purchase orders of one group. In this case, all purchase orders within the group are selected.

4. Select ship notices to be included in the invoice.

> **ⓘ Note**
>
> You can filter ship notices by Packing Slip ID and Actual Shipping Date.

5. On the next page, select a purchase order to determine which purchase order to use as the default for the header-level information of the invoice. Click **Next.**

6. On the **Create invoice** page, enter invoice information. For more information about entering invoice information, refer to .

> **ⓘ Note**
>
> On the **Create invoice** page:
> - Header-level information such as **Customer**, **Address**, **Payment term**, etc. are automatically filled in based on the purchase order you just selected as the header-level information of the invoice.
> - In the **Line items** area of the bottom part of the **Create invoice** page, it lists purchase orders you selected. Under each purchase order, it lists ship notices with their line items of each purchase order.
> - By default, all line items of purchase orders are collapsed.

7. Enter or modify line item information or header information for the invoice.

8. Click **Next**.

9. Review the invoice.

10. Click **Submit**.

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.

SAP Business Network can automatically add digital signatures to invoices for customers in the European Union and in some non-European Union countries/regions.

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 resending it.
Invoice Date	By default, SAP Business 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 ▌ **Account Settings** ▷ **Settings** ▷ **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. SAP Business 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. > ⓘ **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 SAP Business Network. SAP Business 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 SAP Business Network)	Active link to the purchase order	Purchase Order
Customer Order # (does not exist in SAP Business 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 SAP Business 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). SAP Business 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/regions, where the invoicing route does not follow the movement of shipped products. See "Additional Fields (Header Only)" [page 99].

How SAP Business Network Calculates Total Tax

When SAP Business 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.

SAP Business 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.

> ⓘ Note
>
> Suppliers are responsible for correctly entering tax amounts in SAP Business 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. SAP Business 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. SAP Business 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.

Field	Description
Discount or Penalty Term (days) Percentage(%)	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	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

SAP Business 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.

Work Order Fields

SAP Business Network supports these fields for the work order information:

Field	Description
Work Order ID	The work order identifier from the purchase order. Multiple WorkOrder IDs are displayed as comma-separated IDs at the line level. This field is displayed at the line level under work order information only if buyers have enabled the rule **Allow suppliers to view work order information** in their SAP Business Network accounts.
Equipment ID	The equipment identifier from the purchase order. This field is displayed at the line level under work order information only if buyers have enabled the rule **Allow suppliers to view work order information** in their SAP Business Network accounts.

Comments and Attachments Fields

SAP Business 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** ❭ **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. ⓘ 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, SAP Business 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. ⓘ **Note** This check box is visible only for the suppliers whose buyers have enabled that option. Buyers need to enable the display of this check box for supplier's use. To have this feature enabled in your site, contact SAP Ariba Support.
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/regions that require commercial registration) The relevant district court where the supplier is registered.
Supplier Commercial Identifier	(Countries/regions that require commercial registration) The supplier's registration number with the country/region's Commercial Registry and the city where the supplier is registered.
Supplier Legal Form	(Countries/regions 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/regions 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/regions 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/region 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

Field	Description
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/regions only) The supplier's goods and services tax registration number.
Supplier PST Registration Number	(Certain countries/regions 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/regions only) The buyer's goods and services tax registration number.
Buyer PST Registration Number	(Certain countries/regions only) The buyer's provincial sales tax registration number.
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/regions.

Blanket Purchase Order Fields

SAP Business 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 SAP Business 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.
• 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. • Customer Catalog: The contract includes all items from a customer 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.

> ⓘ Note
>
> If the contract type is either a supplier, commodity code, or customer 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

SAP Business 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.
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.

Field	Description
Accounting Reference (Edit Mode Only)	Information used by some buyers to indicate which cost center (account) to charge for individual line items.
• Reference ID • Description	• 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

SAP Business 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.
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. ⓘ **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, SAP Business Network uses the supplier's organization's default currency for non-PO invoices, and the purchase order currency for PO-based invoices.

Field	Description
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 98] and the .
Subtotal	The Quantity multiplied by Unit Price. SAP Business 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

SAP Business 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. SAP Business 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.

Field	Description
• 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/Region-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 Chilean-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. For a list of official economic activity codes and their descriptions, see https://www.sii.cl/ayudas/ayudas_por_servicios/1956-codigos-1959.html .
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 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

SAP Business 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.

For documents from your customer, such as orders, releases, time sheets, and remittances, the routing status lets you know whether the document reached SAP Business Network and any additional systems that you configured to accept incoming documents.

SAP Business 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	SAP Business Network could not send the document. In the case of a purchase order from your customer, SAP Business 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 SAP Business Network from successfully sending the order. You can resend 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	SAP Business Network is in the process of sending the document. Contact SAP Business Network Support if a document remains in this status for more than 30 minutes.

Status	Description
Sent	SAP Business Network sent the document successfully. For invoices or service sheets, SAP Business 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. > ⓘ **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, SAP Business 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.

For documents from your customer, such as orders and releases, the document status tells you where you are with regard to processing the document.

SAP Business 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. > ⓘ **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.

Status	Description
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.
	SAP Business 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.
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. SAP Business 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.
	ⓘ **Note** Not every customer sends remittance information to SAP Business 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.

Status	Description
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 SAP Business Network. • Your customer rejected the document in their processing system. ⓘ **Note** You can edit and resubmit rejected invoices or service sheets.
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. ⓘ **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.

Status	Description
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. > ⓘ 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 SAP Business Network account.

Invoice Rules

The SAP Business 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.

SAP Business 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 SAP Business Network account (▐ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▐). However, they can override them for specific suppliers and supplier groups or the country/region 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 SAP Business Network account (**Customer Relationships** > **Customer Details**).

Invoice Rule Levels

SAP Business 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 SAP Business 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/region.
- 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/region.
  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 .

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

SAP Business 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/region 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/region 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/region 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/region 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/region of the invoice or the buyer has not activated the rules for that country/region.
- The rule exists at the supplier group level, but not at the country/region rule level and the supplier belongs to that supplier group.

Evaluation of Country/Region-Based Invoice Rules

Country/region-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/region-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/region rule level for a supplier to be allowed to perform a certain action.

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Example:

Invoice Rule	Supplier Group Rule or Default Transaction Rule	Country/Region-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/region-based rule level.

Example:

Invoice Rule	Supplier Group Rule or Default Transaction Rule	Country/Region-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/Region-Based Invoice Rules

Country/region-based invoice rules allow buyers to ensure that invoices meet certain country/region 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/region-specific invoice rules that enforce certain rules based on the originating country/region identified for the invoice.

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

SAP Ariba maintains default country/region-based invoice rules for the countries based on research with our tax advisors and field experience. Although recommended, the default settings for the country/region-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	Hungary	Slovakia
Austria	Iceland	South Africa
Belgium	India	Spain
Brazil	Ireland	Sweden
Bulgaria	Italy	Switzerland
Canada	Japan	United Arab Emirates
Chile	Latvia	United Kingdom
Cyprus	Luxembourg	United States
Czech Republic	Malaysia	
Denmark	Mexico	
Estonia	Netherlands	
Finland	New Zealand	
France	Norway	
Germany	Poland	
Greece	Romania	
Hong Kong	Singapore	

Originating Country/Region of an Invoice

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

To determine the originating country/region, SAP Business Network checks the invoice for the following information in the order given below:.

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

Document Label Based on Originating Country/Region

SAP Business Network will determine the label on invoices and credit memos based on the originating country/region of the invoice/credit memo. This means that SAP Business Network now consistently applies the same

validation logic to determine if country/region-specific requirements exist based on the 'From' country/region on the invoice.

Country/Region-Based Invoice Rules for Blanket Purchase Orders

Buyers can configure blanket purchase order (BPO) invoice rules at the default transaction, supplier group, or country/region 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/region-based rule level or at the country/region-based rule level and not at the supplier group/default transaction rule level, SAP Business Network applies the blanket purchase order invoice rules as follows:

- If BPO-specific invoice rules are enabled at the country/region-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 SAP Business 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/region.
  If the supplier does not belong to the supplier group, then SAP Business Network applies the Require/Allow rule process to BPO invoices originating from that country/region 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/region-based rule level), and if the supplier belongs to the supplier group, then SAP Business Network applies the Require/Allow rule process using the values in the **PO and Non-PO Invoice Field Rules** section at the country/region-based rule level to BPO invoices originating from that country/region.
  If the supplier does not belong to the supplier group, then SAP Business Network applies the Require/Allow rule process to BPO invoices originating from that country/region using the **PO and Non-PO Invoice Field Rules** section at the country/region-based rule values.

Country/Region-Based Invoice Rule to Restrict Partial Credit

SAP Business Network buyers in the United States and Australia can enable a country/region-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.

> **ⓘ 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/Region-Based Invoice Rule for Automatic Invoice Creation from Receipts

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

The following country/region-based invoice rule allows SAP Business 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 SAP Business 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/region-based rule.

Source of Data for Automatically-Generated Invoices

When SAP Business 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**.

> ⓘ 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.

To ensure that line-item-level taxes for allowances and charges in standard invoice are copied from the purchase order, the buyer must enable the following default transaction subrule: **Copy tax for allowances and charges from purchase order to standard invoice**.

> ⓘ 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.

Related Information

Country/Region-Based Invoice Rule for Automatic Invoice Creation from Approved Service Entry Sheets

SAP Business Network buyers can enable a country/region-based invoice rule to automatically create invoices from approved service entry sheets in the 4R2 integration scenario.

Automating the invoicing process increases efficiency and reduces the possibility of invoices not matching service entry sheets. Buyers can enable the automatic generation of invoices from approved service entry sheets feature by enabling the **Enable automatic generation of invoices from approved service entry sheets** invoice rule from the **Default Transaction Rules** page in their SAP Business Network account (Administration Configuration Country-based Invoice Rules).

Before invoices can be automatically generated based on service entry sheets, suppliers must confirm automatic invoice creation for each buyer that has enabled the rule. They must also specify whether they want the invoices to be saved as drafts or submitted for approval. However, if tax information is not specified at the purchase order line-item level, the generated invoices are saved as drafts even if supplier administrators have specified that the invoices be submitted for approval.

This feature is applicable only in the **Service Procurement with SAP Business Network and SAP Fieldglass (4R2)** integration scenario. The 4R2 integration scenario involves integration between SAP S/4HANA Cloud, SAP Fieldglass, and SAP Business Network for services procurement and supports the exchange of documents such as orders, service sheets, and invoices. All data is routed through SAP Integration Suite, managed gateway for spend management and SAP Business Network.

> ⓘ Note
>
> Invoices are generated only for those service entry sheets that are associated with purchase order line items containing planned lean-service items.

Prerequisites

- Ensure that the following integration scenarios have been implemented:
  - Automation of Source-to-Pay with SAP Business Network (42K)
  - Service Procurement with SAP Business Network and SAP Fieldglass (4R2)
- Ensure that the **Enhanced order confirmation integration capabilities for hosted and integrated suppliers** entitlement is enabled.
- Ensure that the following transaction rules are enabled in the SAP Business Network buyer account:
  - **Allow exchange of documents between Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement**
  - **Require suppliers to fully confirm line items before fulfillment**
  - **Require delivery dates for order confirmations**
- Ensure that the country-region-based invoice rule, **Enable automatic generation of invoices from approved service entry sheets** is enabled.
- Ensure that the **Ignore country-based invoice rules** transaction rule is disabled in the SAP Business Network buyer account.

- Ensure that the **Auto-generate service sheets from service invoices** transaction rule is disabled in the SAP Business Network buyer account.

Restrictions

- Tax information in purchase orders is not sent from SAP S/4HANA Cloud to SAP Business Network.
- This feature is not applicable to suppliers who invoice through an integrated ERP system.
- Automatic generation of credit memos from correction service entry sheets is not supported.
- Allowances and charges information in the purchase orders is not carried over to the automatically created invoices.
- Service entry sheets originating from SAP Fieldglass cannot be edited in SAP Business Network.
- Enabling the **Allow suppliers to create invoices directly from service POs without a service sheet** rule takes no effect when the **Allow exchange of documents between Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement** rule is enabled.
- Service entry sheets are not generated upon invoice submission (invoice status is **Sent**) when the following conditions are met
  - **Allow suppliers to create invoices directly from service POs without a service sheet** is enabled using the buyer's account (▐ **Administration** ▶ **Configuration** ▶ **Default Transaction Rules** ▶).
  - **Allow suppliers to create invoices directly from service POs without a service sheet** is enabled using the SAP Business Network administrator's account.
    1. Go to the **Buyers** tab.
    2. Search for the buyer.
    3. Click the user ID link and choose **User Details**.
    4. In the **Entitlement Information** section, select **Allow suppliers to create invoices directly from service POs without a service sheet**.

Workflow of Automatic Creation of Invoices from Approved Service Entry Sheets

Workflow of Automatic Creation of Invoices from Approved Service Entry Sheets In the 4R2 Integration Scenario

The following steps explain the high-level workflow of automatic creation of invoices from approved service entry sheets in the 4R2 integration scenario:

1. A buyer administrator enables the **Enable automatic generation of invoices from approved service entry sheets** invoice rule in their SAP Business Network account.
2. A supplier administrator reviews the rule in the Customer Details page of their SAP Business Network account and accepts the automatic creation of invoices from approved service entry sheets.

The supplier administrator also specifies whether the invoices are to be saved as drafts or submitted for approval.

3. A purchase order containing only planned lean-service items is created in SAP S/4HANA Cloud and sent to SAP Business Network.

4. Supplier confirms the order and order confirmation document is sent to SAP S/4HANA Cloud.
   After the order is fully confirmed, SAP Business Network routes the order to SAP Fieldglass.

5. An associated statement of work (SOW) is created in SAP Fieldglass. The buyer checks the SOW and releases it to the supplier in SAP Fieldglass.

6. In SAP Fieldglass, a worker creates and submits proof of service documents against the lean-service items in the SOW.
   A single proof of service document can be created against multiple lean-service items.

   > ⓘ Note
   >
   > The quantity in the proof of service documents should not exceed the quantity specified in the SOW.

7. After the buyer approves the proof of service documents, SAP Fieldglass converts them to service entry sheets and sends them to SAP Business Network.

   > ⓘ Note
   >
   > In SAP Business Network, supplier users are prevented from creating service entry sheets against orders that contain lean-service items.

8. SAP Business Network routes these service entry sheets to SAP S/4HANA Cloud for approval.

9. After the service entry sheet is approved or rejected, a status update is sent from SAP S/4HANA Cloud to SAP Business Network which is routed to SAP Fieldglass.

10. In SAP Business Network, invoices are automatically created from approved service entry sheets.
    To help identify auto-generated invoices, an **AUTO-SAVED** label is displayed against such invoices in the user interface.

    > ⓘ Note
    >
    > If tax information is not specified at the purchase order line-item level, the generated invoices are saved as drafts even if supplier administrators have specified that the invoices be submitted for approval.

11. SAP Business Network sends the automatically created invoices to SAP S/4HANA Cloud for approval.

12. After the invoices are approved or rejected, status updates are sent from SAP S/4HANA Cloud to SAP Business Network.

13. Upon approval of the invoices in SAP S/4HANA Cloud, SAP Business Network sends copies of the invoices to SAP Fieldglass.

    > ⓘ Note
    >
    > If an invoice is not approved, SAP Business Network does not send a copy of it to SAP Fieldglass.

14. A corresponding payment notice is automatically created in SAP Fieldglass.

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/region-based invoice rules are configured.

General Invoice Rules

The following rules are located under **General Invoice 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/region-based Invoice Rule Setting: Default template rule is set to allow for all countries/regions, but buyers might want to uncheck this rule until their systems are fully configured for each country/region to process invoices from them.

Allow invoices for information purpose

Allows buyer administrators to make the **Information Purposes Only** checkbox visible (or not) to their suppliers. This rule is not checked by default.

Suppliers can view and mark an invoice as an "Information Purposes Only" invoice only if their buyers enable this business rule.

Allow suppliers to send invoices with service information

Allows suppliers to submit invoices with detailed general or labor service items (with `InvoiceDetailServiceItem` elements). SAP Business 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.

Require invoice date to not be before the order date

Requires suppliers to send an invoice with a date prior to the date on the purchase order. Therefore, suppliers will be able to send an invoice with a date prior to the date on the purchase order only if their buyers have this rule disabled in their SAP Business Network accounts. This rule is not checked by default.

> ⓘ Note
>
> There is a business rule that reads **Allow invoices to be back-dated the specified number of days**. This rule specifies the number of calendar days suppliers can back-date invoices (a value of zero rejects back-dated invoices). If both the rules are enabled simultaneously, and if the invoice is being created exactly on the purchase order date, the rule **Require invoice date to not be before the order date** will take precedence and override the rule **Allow invoices to be back-dated the specified number of days**.

Allow users to view invoices on Ariba Network from your application

Allows users in the buyer's organization to view invoices submitted from SAP Business Network from the buyer's ERP system.

> ⓘ Note
>
> This rule is available only after your account has been configured to use SAP Ariba's SiteMinder SSO Authentication. Contact your SAP Ariba Support representative for assistance.

Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines

By default, SAP Business Network does not allow suppliers to add tax to a charge when creating an invoice.

You can override this behavior so that tax can be added to a charge at line-item level. Check this rule to let suppliers add tax to charges at line-item level.

> ⓘ Note
>
> If this rule is enabled, the **Allow shipping tax entered at header level** rule is disabled.

Require suppliers to enter only one instance of VAT or GST category at the header and line-item level for charges, allowances, shipping costs, and special handling costs

Requires suppliers to enter only one instance of VAT or GST category at the header and line-item level for charges, allowances, shipping costs, and special handling costs. This helps in avoiding the duplication of taxes for the same category.

Allow suppliers to send non-PO invoices / Allow suppliers to send invoices with a contract reference

These two rules control the invoicing options for invoices that do not refer to purchase orders routed through the SAP Business 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/region-based Invoice Rule Setting: Disallow for all countries/regions or regions except the U.S., Canada, and Hong Kong (default).

Allow suppliers to create credit memos where the line-item quantity is zero

Allows suppliers to create credit memos where a line-item quantity is zero. Suppliers can create credit memos to make line-item level adjustments by making the line-item quantity zero if required, to provide discounts per line item.

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.
- **Quantity Adjustment for Contract line-level credit memo**—Allows suppliers to make quantity adjustments to contract line items while creating line-item credit memos.
- **Price Adjustment for Contract line-level credit memo**—Allows suppliers to make price adjustments to contract line items while creating line-item credit memos.

Country/region-based Invoice Rule Setting: Quantity adjustment allowed for all countries/regions (default). Price adjustment not allowed for all countries/regions (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 SAP Business 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 create debit memos where the line-item price is zero

Allows suppliers to create debit memos where a line-item price is zero.

Suppliers can create debit memos to make line-item level adjustments by making the line-item price zero if required, and to handle unplanned charges like shipping, freight costs, special handling among others.

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/region-based Invoice Rule Setting: Price adjustment not allowed for all countries/regions (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 SAP Business 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/region-based Invoice Rule Setting: Require for all countries/regions (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 enabled.

When the rule is enabled, the line-item credit memo must contain a reference to another invoice using the `DocumentReference` cXML element.

> **ⓘ 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/region Based Invoice Rule Setting: Allow for the U.S., Hong Kong, 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, SAP Business 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.

> ⓘ Note
>
> - By default, the cumulative size of attachments associated with a document cannot exceed 10 MB. Customers can request to change that limit, which can be changed from 10 MB to 100 MB.
> - During file upload, attachment files are converted to plain ASCII text using base64 encoding. This conversion increases the file size by approximately 35%. Therefore, the actual file size limit is 65% of the configured maximum limit. For example, if the maximum allowed limit is set to 10 MB (10000 KB), the actual total attachment file size that users can add is 6500 KB.
> - SAP Business Network stores attachments for a maximum period of eighteen months, after which the attachments expire and are no longer available online.

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**.

> ⓘ 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 SAP Business 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 SAP Business 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, SAP Business 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.

This rule applies to EDI and CSV invoices. To include attachments on your CSV invoice, you need to download your supplier's CSV template, update the CSV template information, and then upload the CSV template and the attachment.

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 cXML, EDI, and CSV invoices, and invoices generated from the SAP Business Network user interface.

To include attachments on your CSV invoice, you need to download your supplier's CSV template, update the CSV template information, and then upload the CSV template and the attachment.

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, SAP Business 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.

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, SAP Business Network does not allow duplicate invoice numbers, and suppliers cannot resend invoices with these statuses unless they first change the invoice number. SAP Business Network accepts invoice numbers from invoices that have been deleted for 18 months.

Country/region-based Invoice Rule Setting: Allow reuse of invoice numbers for all countries/regions, but disallow reuse of invoice numbers for canceled invoices for all countries/regions except the U.S., Canada and Hong Kong (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 enabled.

> ⓘ **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/region-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 enabled, suppliers can enter advanced pricing details.
- On SAP Business 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 disabled, 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, SAP Business 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, SAP Business 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 to edit **Price Unit Quantity**, **Unit Conversion**, **Price Unit**, and **Pricing Description** values on invoices.

> ⓘ 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 SAP Business Network must map the Bill To Address with the corresponding system ID for the buyer account.

When this rule is checked, SAP Business 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/region-based Invoice Rule Setting: Do not require for any country/region (default).

Allow case-insensitive invoice matching

Controls whether SAP Business 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, SAP Business Network matches invoice status updates to invoices that are numbered the same except for case. This configuration setting only affects how SAP Business 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.

> ⓘ 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, SAP Business 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, SAP Business 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.

> ⓘ 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 SAP Business 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.

> ⓘ 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

> ⓘ Note
>
> SAP Business Network displays this rule only 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.

> ⓘ 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, SAP Business Network compares the purchase order tolerances with shipped or received quantities set limit. SAP Business 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.

> ⓘ 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, SAP Business Network determines the correct available quantity to be invoiced. This capability eliminates the need for suppliers to adjust these quantities manually.

  > ⓘ 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.

> ⓘ 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, SAP Business Network determines the correct available quantity to be invoiced. This capability eliminates the need for suppliers to adjust these quantities manually.

  > ⓘ 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/region-based invoice rule for Poland only.

This rule controls if invoices and credit memos that Polish suppliers create in their SAP Business 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 SAP Business 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 SAP Business Network to send failed invoices to buyer system

When this rule is checked, SAP Business Network sends failed invoices to the buyer's system.

> ⓘ Note
>
> 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 SAP Business 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.

> ⓘ Note
>
> If SAP Business 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 SAP Business 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 SAP Business Network retains them for use in auto-generated service sheets. If this rule is unchecked, SAP Business 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. SAP Business 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.

List of Allowances and Charges

Buyers can create a customized list of allowances and charges.

Configure 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, SAP Business 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, SAP Business 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 customizes the allowances and charges list, then the customized list is available on the invoice copy during the invoice creation.

Configuring Allowances and Charges

Buyers can define allowances and charges by navigating to ⬤▶ **Account Settings** ❯ **Manage Profile** ❯ **Configuration** ❯ **Default Transaction Rules** ❯ **General Invoice Rules** ❯ and select the **Configure list of allowances and charges** hyperlink.

On the **Configure Allowances and Charges** page, buyers can create a list of authorized allowances and charges for invoices that are displayed to suppliers on the invoice creation page. To create a list of allowances and charges, buyers can add the following information:

- Service Code: An eight-digit United Nations Standard Products and Services Code (UNSPSC) numeric code.
- Service Code Name: User-defined service name for the allowances and charges.

> ⓘ Note
>
> Service codes for allowances and charges must match the service codes in the cXML invoice. See .

If buyers do not add allowances and charges, a default list of allowances and charges are displayed.

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.

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, SAP Business 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.

> ⓘ 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 SAP Business 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 SAP Business 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.

> ⓘ 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, SAP Business 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.

> ⓘ 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

Allow exchange of documents between Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement.

Check this rule to allow exchange of documents such as orders, service sheets, and invoices between SAP Business Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement in the Service Procurement with Ariba Network and SAP Fieldglass (4R2) integration scenario.

Default setting: No

PO Invoice Rules

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.

> ⓘ 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/Region-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 SAP Business 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.

To allow suppliers to manually create taxes for Contract/Customer Catalog items, make sure that the following rules are enabled:

- **Copy tax from purchase order to standard invoice**
- **Require suppliers to enter taxes at line item level**
- **Allow suppliers to include taxes, freight, special handling, discounts, allowances, and charges on automatically-generated service sheets**
- **Auto-generate service sheets from service invoices**

Copy tax for allowances and charges from purchase order to standard invoice - To copy line-item-level taxes for allowances and charges in standard invoice from the purchase order, enable this subrule. It is disabled by default.

Make line item tax on invoice view-only - If you do not want suppliers to add or change line item taxes, enable this subrule. 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 Rules

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 31].

Allow shipping tax entered at header level

For SAP Business Network Commerce 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/region-based Invoice Rule Setting: Do **not** require for any country/region except Hungary.

Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines

For VAT compliance, SAP Business 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/region-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/region-based Invoice Rule Setting: Require for all countries and regions except the US and Hong Kong (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 SAP Business 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 SAP Business 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/region 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, 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/region-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/region-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/region-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, SAP Business 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 (default).

Require a From address on invoices.

Suppliers must provide a complete From address.

- Country/region-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/region-based Invoice Rule Setting: Do not require for any country/region 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/region-based Invoice Rule Setting: Require for all VAT countries and Canada (default).

Enforce strict address validation for required address fields.

SAP Business 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/region-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

The blanket purchase order rules are located under **▌▶ Account Settings ❯ Manage Profile ❯ Default Transaction Rules ❯ Blanket Purchase Order Invoice Rules ❯**. The following rules specify information required for invoices for item-level blanket purchase orders:

Enable BPO-specific invoice rules

When the rule is 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. See PO and BPO Invoice Fields [page 153] and PO, BPO, and Non-PO Invoice Fields [page 155].

- Country/region-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

When the rule is checked, suppliers can edit the line item description in the invoice. When this rule is unchecked, 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

When the rule is checked, suppliers can edit the Ship To information in the invoice. When this rule is unchecked, suppliers must use the same Ship To information as shown on the original blanket purchase order.

Allow adding a child item to an invoice for blanket purchase orders

When the rule is checked, suppliers can add child items while creating an invoice for blanket purchase orders or from a purchase order with limit order line items. The rule is checked by default.

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

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, SAP Business 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, SAP Business Network does not check invoice quantities.

If unchecked, SAP Business 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, SAP Business Network does not check invoice line item subtotals.

If unchecked, SAP Business 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. SAP Business 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/region-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/region-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, SAP Business Network does not check invoice net amounts; otherwise SAP Business Network displays an exception tolerance field.

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/region-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

When checked, the subrule **Apply this rule to contract invoices** appears.

- Country/region-based Invoice Rule Setting: disallow for all countries except France and the UK (default).

Require suppliers to provide discount information or terms on invoices

This rule requires suppliers to provide discount information or terms on invoices. This rule is applicable to standard invoices. It is not applied to credit memos.

When checked, the subrule **Apply this rule to contract invoices** appears.

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, SAP Business 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, SAP Business 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 SAP Business Network to not fail invoices if the payment terms are not specified. Instead, if a new payment term appears in the invoice, SAP Business 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/region-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 (default).

Require suppliers to provide VAT information in invoice headers or line items.

Suppliers must provide VAT information.

- Country/region-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/region-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, SAP Business Network requires the supplier to choose the buyer's currency when generating invoices. SAP Business Network uses this to calculate the VAT when it generates the invoice and displays it online.

- Country/region-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/region-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/region of the supplier. Otherwise, the local currency is determined from the ship-to country/region.

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/region-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 SAP Business 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 SAP Business 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/region-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.

SAP Business Network displays VAT-related fields, such as VAT IDs, on invoices.

- Country/region-based Invoice Rule Settings: Display for all countries (default).

Require your company's VAT ID only for intra-EU trade.

SAP Business 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/region codes are in the European Union and are different countries/regions.

- Country/region-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.

SAP Business 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/region. Cross-border is defined as trade from a European Union country/region to a non-European Union country/region. This rule does not apply if both the From and To country/region codes are not within the European Union.

- Country/region-based Invoice Rule Settings: Set to Require for all EU VAT countries.

Require your company's VAT ID for domestic trade

SAP Business 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/region codes are for the same country/region.

- Country/region-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.

SAP Business 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 (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 168].

Online Invoice Forms

These rules specify how online invoices are handled:

Some of the rules in the **Invoice Fields** section allow SAP Business 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, SAP Business Network disables further invoicing against the purchase order. If suppliers exceed the limit, SAP Business Network rejects the invoices.

SAP Business 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. SAP Business Network does not aggregate information-only invoices.

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, SAP Business Network displays the list and allows the supplier to choose an address. If a VAT ID is associated with the address, SAP Business 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. SAP Business 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.

> ⓘ Note
>
> SAP Business Network does not allow multi-ERP customers that have configured multiple Bill To and Sold To addresses to specify this invoicing rule.

Digital Signature Process

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/region-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.

SAP Business 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/region is listed on the SAP Ariba invoice signing matrix, SAP Business Network digitally signs the invoice. In some cases, SAP Business Network applies digital signatures with both the originating and the destination country/region certificates.

When an invoice meets SAP Ariba invoice signing matrix criteria, SAP Business 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.

> ⓘ Note
>
> SAP Business 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 SAP Business Network as a CC invoice) or ICS invoices (invoices sent from an invoice conversion service provider).

Digital Signing Prerequisites [page 164]

Invoice Signing Process [page 168]

SAP Business Network E-Signing Methods [page 172]

Self-Signed Invoices for Suppliers [page 174]

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/region 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/region 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
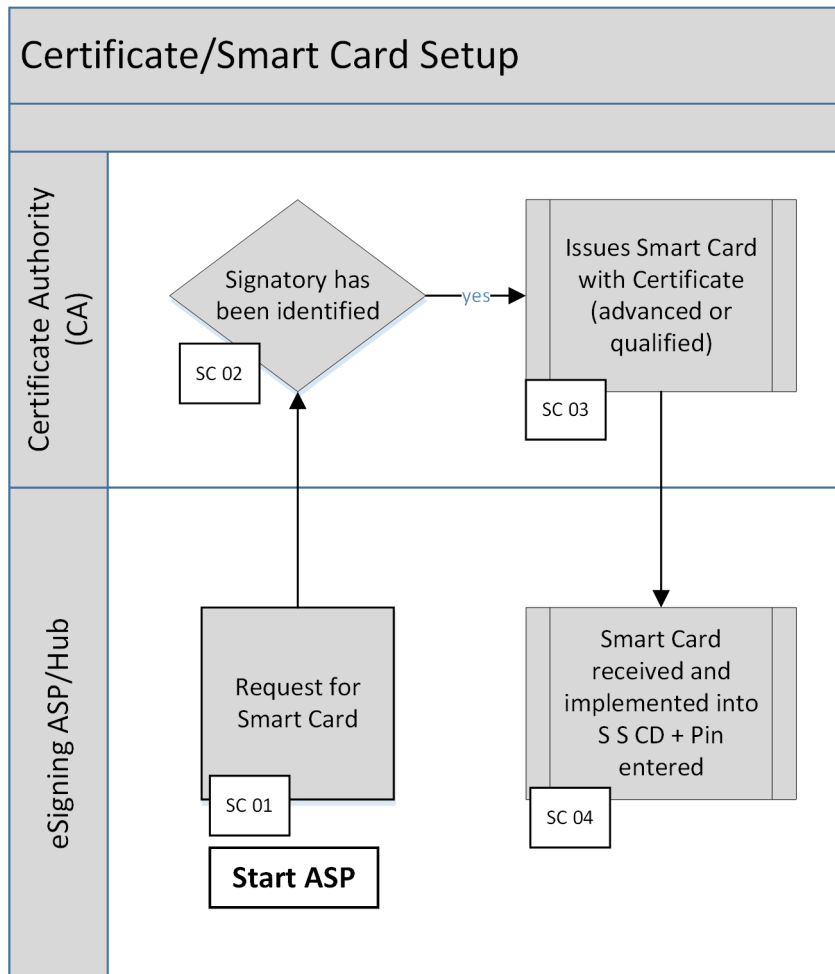
Figure 10: Smart Card Workflow Process

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/region requirements for certified soft- and hardware components).

Digital Signing Agreement / Mandate Process

Digital Signature Process

Invoice Issuer Supplier

Start Supplier

Mandate Ariba to Sign Invoice Data

M 01

Ariba Network

Terms of Use

M 03

Invoice Receiver (Buyer)

Mandate Ariba to Verify Invoices

M 02

Start Buyer
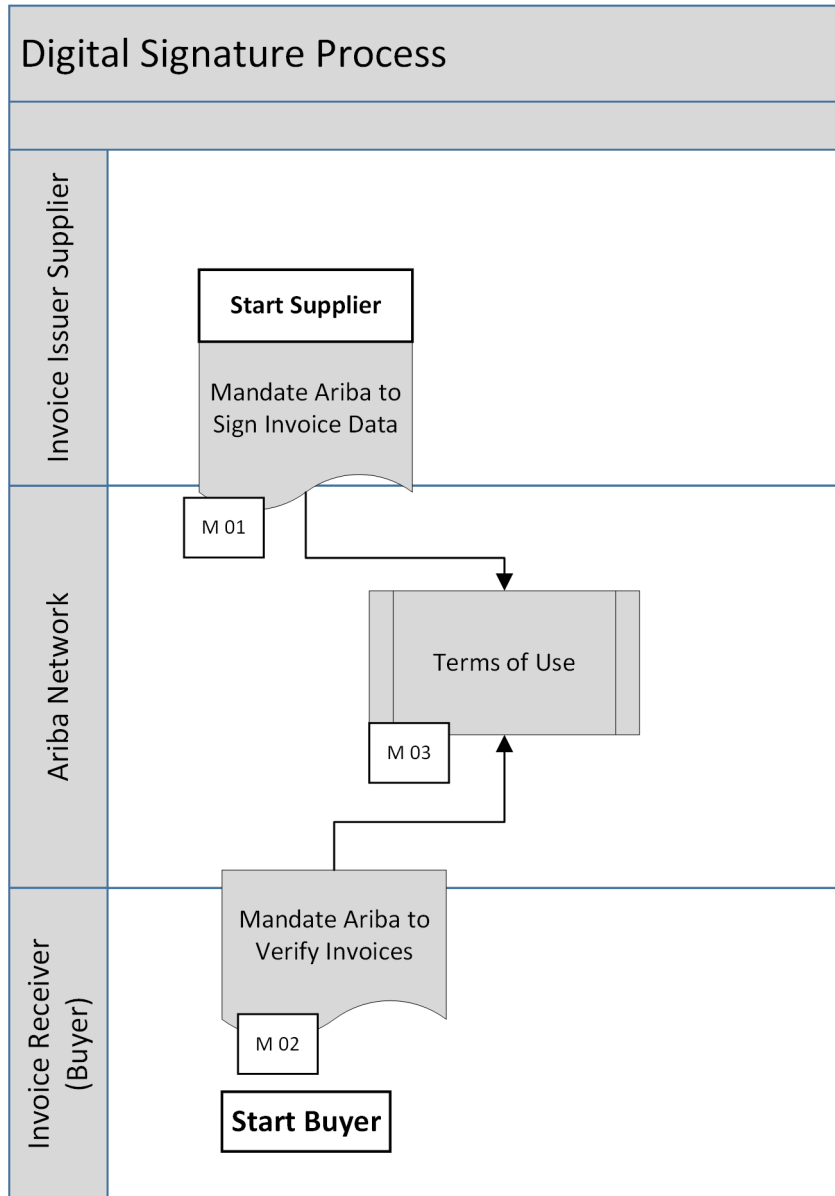
Figure 11: Digital Signature Workflow Process

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 SAP Business 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 SAP Business Network.

M 03: SAP Business 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 SAP Business 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 SAP Business Network in the invoice digital signature workflow:
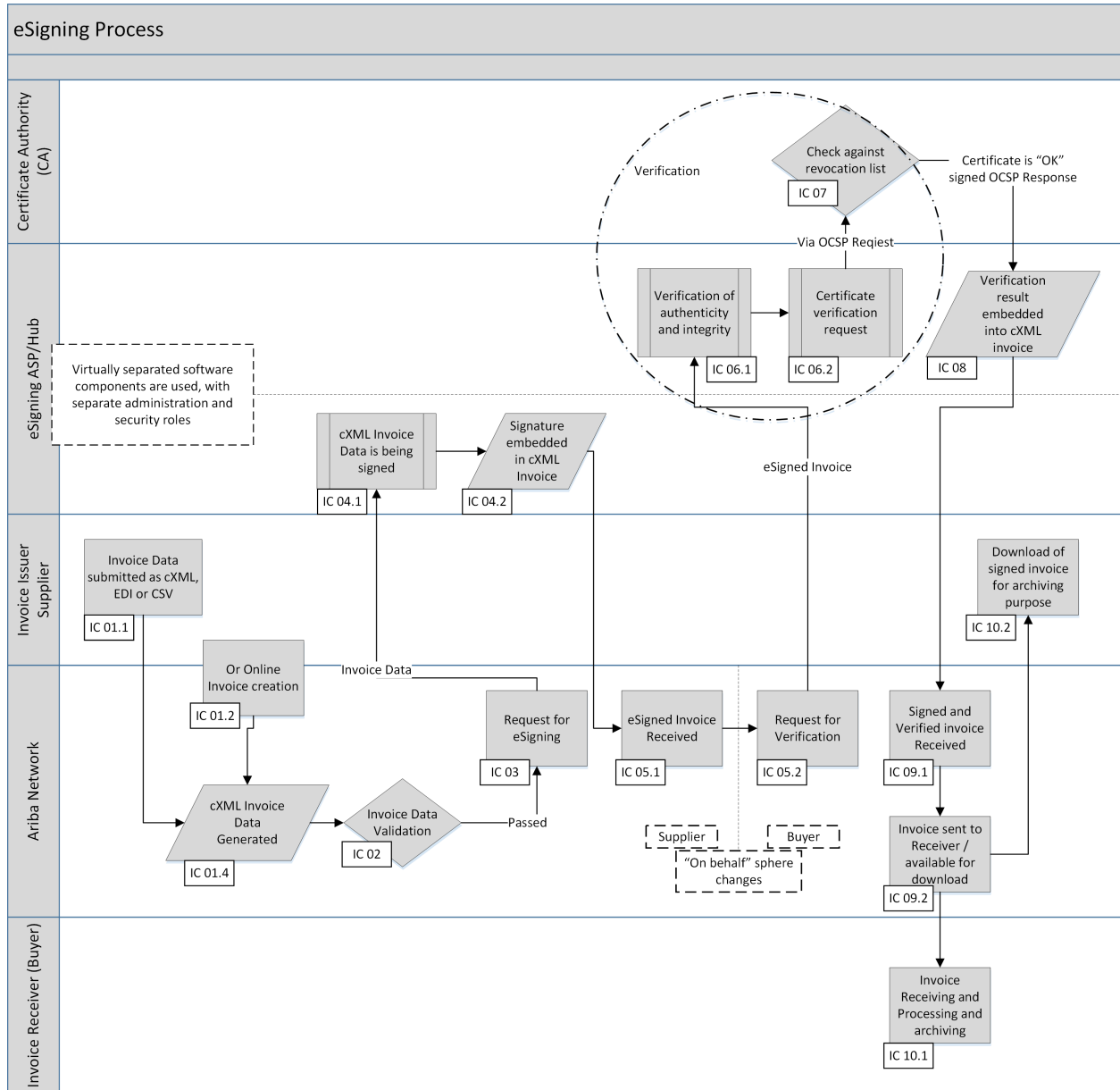
Figure 12: eSigning Workflow Process

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 SAP Business Network.	• Integrity Protection for Invoice Data Transmission [page 170]
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 112]
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/region 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/region XX and To country/region 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."	• SAP Business Network E-Signing Methods [page 172] • Determination for Certificate Selection [page 171] • Integrity Protection for Invoice Data Transmission [page 170] • Invoice History [page 34] • Invoices with File Attachments [page 173]
IC 04.1	The ASP signs the cXML invoice using the software/hardware solution compliant to country/region-specific requirements. The invoice is not stored or backed up at the eSigning Service Provider.	• Separation of Hardware and Service Components [page 173]
IC 04.2	The eSignature is embedded into the cXML Invoice using XML-DSIG / XAdES components and sent (via HTTPS) back to SAP Business Network. This step is recorded in the invoice history as "This document has been digitally signed."	• Invoice History [page 34]
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 173]
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 173]
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 173] • Signature Authorization Validation [page 172]
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 172]

Process Point	What Happens	Related Information
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 173] • SAP Business Network Certificate Details [page 172]
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 SAP Business 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 34]
IC 09.2	The cXML invoice is made available to the receiver (buyer) and the issuer (supplier).	• Integrity Protection for Invoice Data Transmission [page 170]
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.	• SAP Business Network Certificate Validity Period [page 172] • Invoice Archival Options and Delivery [page 42]
IC 10.2	The issuer (issuer) can archive the signed invoices in their local archive.	• SAP Business Network Certificate Validity Period [page 172] • Invoice Archival Options and Delivery [page 42]

Related Information

Integrity Protection for Invoice Data Transmission [page 170]
Determination for Certificate Selection [page 171]
SAP Business Network E-Signing Methods [page 172]
SAP Business Network Certificate Details [page 172]
SAP Business Network Certificate Validity Period [page 172]
Signature Authorization Validation [page 172]
Separation of Hardware and Service Components [page 173]
"On Behalf Of" Supplier to Buyer Change [page 173]
Invoices with File Attachments [page 173]

Integrity Protection for Invoice Data Transmission

Before signing, SAP Business 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. SAP Business Network authenticates online sessions by requiring users to log in with a unique user ID/password pair. It encrypts 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. SAP Business 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. SAP Business 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.

> ⓘ 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/region to determine if digital signature is supported and required based on the SAP Ariba eSigning supported country/region list.

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

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

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

If either country/region is part of the SAP Ariba supported country/region 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, SAP Business Network uses locally compliant e-signatures for countries with stringent requirements, which results in two eSignatures if the From and To country/region fall into this category.

Related Information

SAP Business Network E-Signing Methods [page 172]

SAP Business Network E-Signing Methods

E-signing methods for electronic invoices vary per country/region.

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

SAP Business 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/region 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

SAP Business 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 SAP Business Network digital signature solution.
- If the SAP Business 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/region as part of the signature verification. For supplier self-signed invoices, SAP Business 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 SAP Business 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 SAP Business 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 SAP Business 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/region 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.

> ⓘ 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, SAP Business 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/region.
- 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/region 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/region 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/region where SAP Ariba supports tax invoicing.

SAP Ariba Tax Invoicing Framework Process

The following diagram illustrates the SAP Ariba Tax Invoicing Framework workflow:
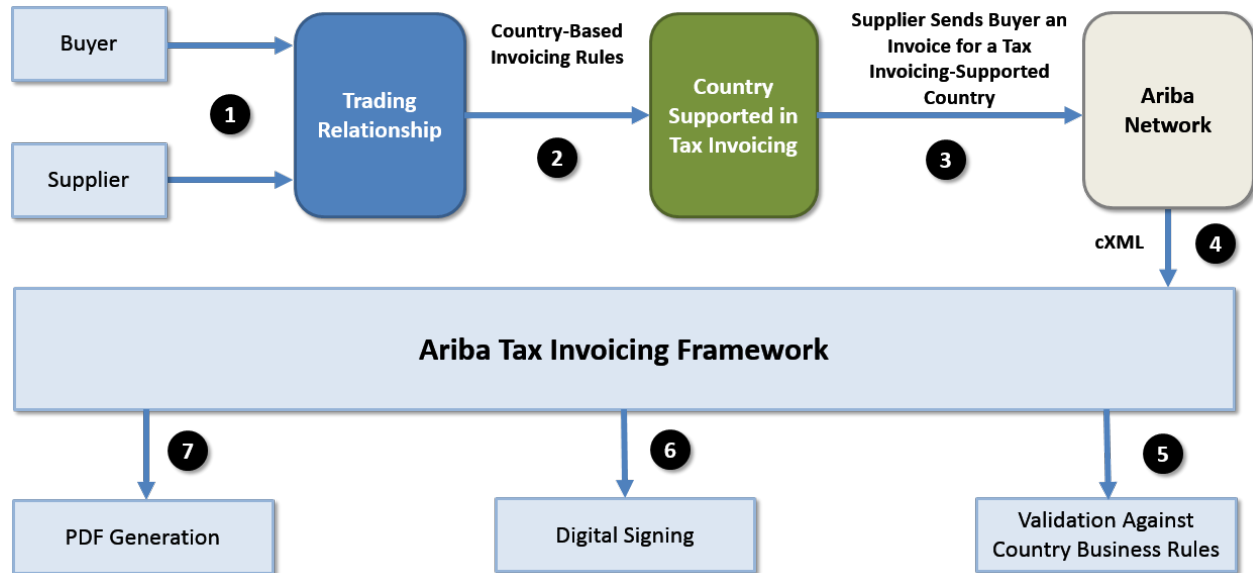
Figure 13: SAP Ariba Tax Invoicing Framework Workflow

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 SAP Business Network.
2. The buyer has added the country/region-based invoicing rules for a country/region supported in the SAP Ariba tax invoicing framework.
3. A tax invoice issued in the same country/region is sent from the supplier to the buyer. The invoice is sent via the SAP Business 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/region, where it is issued.
6. The invoice is digitally signed. Digital signatures vary from one country/region to another.

> ⓘ Note
>
> If the invoice is received from an integrated ERP system and is signed outside of the SAP Business 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/Region-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 SAP Business 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 3: Types of Electronic Invoices for Brazil:

Invoice Name	Invoice Type	Description
Nota Fiscal Eletrônica (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 transportation-related services for the invoiced items. The legal validity of the document is determined by the digital signature of the sender and the authorization receipt by the tax authorities.
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.

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

Table 4: Type of Invoice Versions Supported

Type of Invoice	Versions Supported
NFe	4.00
CTe	3.00 and 4.00
CCe	1.00

> ⓘ Note
>
> SEFAZ mandates usage of invoice of type CTe version 4.00, however, SAP Business Network continues to support CTe version 3.00.
>
> The PDF generated in SAP Business Network system for CTe version 4.00 contains a QR code. The QR code displays the originial invoice.
>
> The system also supports validation of CTe 4.00 invoices with SEFAZ. All the received external CTe 4.00 invoices in the system are sent to SEFAZ and the validation status of the invoices are displayed on the Invoice History tab.

The NFe sent to SAP Business Network (as an external invoice), can have multiple Purchase Orders (PO) in one single invoice. The POs must be associated to the same invoice and are displayed subsequently in the **Original Purchase Order** field. Buyers and suppliers can click on the required PO to view it and also view the material that is linked to the PO number on the invoice that is mentioned above every line-item. The PO number and PO line-item number fields are respectively mapped from tags `xPed` and `nItemPed` coming within the NFe.xml. In the invoice's cXML, each PO number is displayed within the `InvoiceDetailOrderInfo` tag. On the Invoice inbox page of your

SAP Business Network account, the **Reference** column displays **Multiple POs** to identify the external invoices containing multiple POs.

The following diagram is a high level illustration of the Brazilian electronic invoicing process:

Legal compliance procedure requires digitally signed XML invoices in the specific format to be sent to the tax authority of Brazil – SEFAZ.	Graphic representation of the invoice – DANFe (PDF) is a legal mandate and is placed on the truck that carries the shipment.	Customs officials mandate an official validation check and scans the DANFe to ensure that the invoiced items on the truck match the SEFAZ validation.

Figure 14: 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.

> ⓘ Note
>
> To test the invoice flow in test environments using production invoices, SAP Business 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 SAP Business 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 SAP Business 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 SAP Business Network [page 181]

Brazil Tax Invoicing Process on SAP Business Network

The following diagram illustrates electronic invoicing workflow for Brazil in detail:
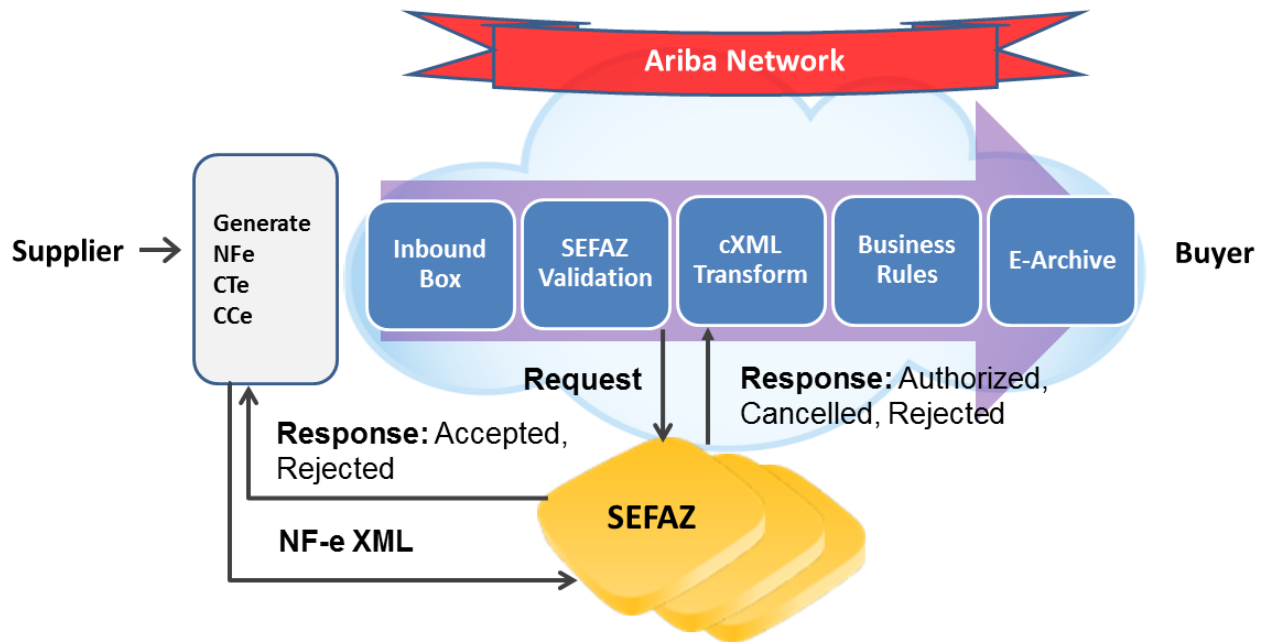
Figure 15: Brazil Tax Invoicing Workflow Process

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.

   > ⓘ Note
   >
   > Brazilian suppliers use their ERP systems to create invoices and not SAP Business Network's electronic invoicing solutions. The invoice issued from the suppliers ERP system is sent to SEFAZ for automatic checking before sending to SAP Business 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 SAP Business Network through email or HTTPS. If the invoice sent by the supplier is not in the XML format, SAP Business 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.

   > ⓘ Note
   >
   > SAP Business Network accepts only XML- based invoices.

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

4. SAP Business 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 SAP Business Network through an accredited web service.

7. SAP Business Network receives the SEFAZ response and stores it. If SEFAZ validation fails, the invoice is not processed further.

8. SAP Business 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 SAP Business Network and the invoice status is updated accordingly.

> ⓘ 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 SAP Business Network. If the CCe document does not match its corresponding NFe, the document is rejected by SAP Business Network.
> - Suppliers send CCe to SEFAZ website for automatic checking. However, when SAP Business 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 SAP Business 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.

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.

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 SAP Business 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).

> ⓘ Note
>
> Electronic invoicing regulations in Mexico do not apply to cross-border invoices.
>
> Both buyers and suppliers must be registered with their corresponding Tax IDs.
>
> The use of generic Tax IDs/RFCs such as XEXX010101000 in Production is not supported as Tax IDs can exclusively be linked to only one Network account.

SAP Business Network. For more information, see .

Suppliers can also send external CFDI invoices and payment receipts through an e-mail as an attachment to the e-mail address - **invoicereceiver-prod@ansmtp.ariba.com** using any e-mail service provider such as, Gmail, Yahoo, and so on. SAP Business Network accepts the e-mail with CFDI document as an attachment and routes the CFDI document to the relevant buyer using the Tax ID as an identifier in the attached document. Multiple CFDI documents are allowed (upto 10 attachments recommended), and non-CFDI files are ignored by the system. The CFDI document cleared through any Certified Provider (PAC) must be sent to the buyer as is, without any modifications except for the **Addenda** section, , which is not affected by digital signature. SAP Business Network will not route a modified document to the buyer.

> ⓘ Note
>
> SAP Business Network processes only the CFDI document to the respective buyer tax ID, and ignores other types of file formats such as, PDF and text files.

SAP Business 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 SAP Business Network account. Suppliers then send it to the buyer's system through SAP Business Network after passing all the business validations set by each buyer.

> ⓘ **Note**
>
> SAP Business Network supports external CFDI version 4.0 and does not support creation of CFDI 4.0 invoices within the SAP Business Network system.
>
> For further information about CFDI 4.0, refer to the SAP portal 🡕 .

Tax Invoice Extrinsic Fields

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

Table 5: 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.
`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.

Extrinsic Name	This Field Stores...
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.
buyerTaxRegime	Attribute required to incorporate the tax regime key of the recipient taxpayer (RegimenFiscalReceptor) to which the tax effect of this voucher will apply. This was added by SAT as of CFDI 4.0.

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

Table 6: 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.
withholdingTaxType	Withholding Tax type code associated to an item line.
exemptCode	ObjetoImp - Attribute required at line-item level to express whether or not the commercial operation is subject to tax. • 01: No subject to tax • 02: Subject to tax • 03: Subject to tax and not required to breakdown.

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 SAP Business 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
- Note namespace xmlns cannot be overridden as it causes problems to read the Addenda

How to upload CFDI Invoices and PDF Attachments

Context

Suppliers in SAP Business Network must upload their digitally signed CFDI invoices using the following steps from their SAP Business 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.
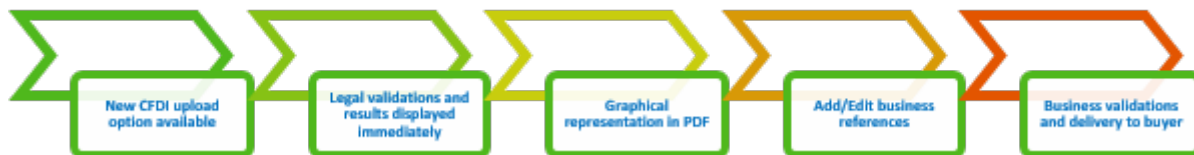
Procedure

1. Log in to your SAP Business Network supplier account.
2. Choose ▎▶ **Documents** ❯ **External Document** ▎.
3. Browse and upload a CFDI document.
4. **Validations**: In the first step of the CFDI upload process, SAP Business 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**: You can upload your own invoice PDF.

   Due to the legal validation transition for Mexico Add-on, SAP Business Network will not be generating a PDF when a supplier uploads a CFDI document.

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. SAP Business 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 SAP Business Network.

Configurations to Enable E-Mail Channel to Send External CFDI Documents

The following configurations must be considered during enablement of e-mail channel to send external CFDI documents:

- Ensure that the **Allow Quick Enablement** rule is enabled in the SAP Business Network buyer account under ▌ **Configuration** ❯ **Default Transaction Rules** ❯ **Quick Enablement Rules** ❯ section. This is required for suppliers who are not registered on SAP Business Network to create a new SAP Business Network account on behalf of suppliers and initiate document transaction.
  If **Allow Quick Enablement** rule is not enabled, SAP Business Network will not process the email. As a result, buyers will not receive the email.

- Ensure that the your tax ID is registered on SAP Business Network. If the tax ID is not configured, you will not receive the attached documents.

- Generate failed external invoice reports daily, weekly or monthly, to know more information about failed external invoices.

> ⓘ Note
>
> Buyer must provide proper support to suppliers that do not access SAP Business Network to track status of their invoices.

Support for Payment Receipts (Complemento De Pago)

Description

SAP Business Network extends support for payment receipts (known as Complemento de Pago in Mexico) submitted by suppliers.

Payment receipts must be issued by suppliers in Mexico when they receive partial payments or payments in full from their buyers after the invoice is issued.

Buyers in Mexico who wish to receive cXML payment receipts must configure business endpoints in their SAP Business Network accounts. Buyers can either approve or reject payment receipts. Buyers can also run reports for visibility into the payment receipts they have received, and also for invoices that have no payment receipts issued.

Suppliers can configure their SAP Business Network accounts to receive notifications on the payment receipt confirmation status updates from their buyers.

What is a payment receipt?

A payment receipt is a document given by a supplier to a buyer as proof of full or partial payment for a product or service. It is also referred to as a 'receipt for payment' and is created after payment has been entered on a given sale. The amount of payment can be the full amount stated on the invoice for the sale, or a partial amount. Payment receipts are useful to both the seller and the buyer, and are an additional document used in communication in the sales process.

One payment receipt may be linked to one or more invoices. Therefore, suppliers can group many invoices related to the same buyer in one document. It can also be additionally linked to another payment receipt.

Payment receipt (complemento de pago in Mexico) is a new tax document type defined by the Mexican Tax Authority (SAT). Payment receipts must be issued by suppliers in Mexico when they receive partial payments or payments in full after the invoice date from their buyers. They must be issued by suppliers no later than the tenth calendar day of the month immediately following the corresponding payment date received. Failure to comply may result in a penalty. 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.

Mexican suppliers can submit payment receipts in Mexico in the following form:

Manually upload a CFDI payment receipt and the corresponding PDF (that were probably created in the suppliers' ERP or other back-office systems) using a wizard in SAP Business Network. A CFDI invoice must be uploaded in SAP Business Network and sent to buyers before a CFDI payment receipt is uploaded for acknowledging the payment of that invoice.

These documents can be also emailed as done for CFDI invoices using the same mailboxes enabled.

For more information, see Uploading Payment Receipts [page 193].

> ⓘ **Note**
>
> After a payment receipt is uploaded or emailed, it is automatically sent for fiscal validation through a direct connection with a certified provider (PAC).

Prerequisites

- Buyers must enable the rule **Allow suppliers to send payment receipts for partially or fully paid invoices** in ▶ **Administration** ▶ **Configuration** ▶ **Default Transaction Rules** ▶.

  > ⓘ **Note**
  >
  > If this rule is not enabled:
  > - Buyers receive payment receipt documents through email.
  > - The email contains only CFDI and PDF attachments.
  > - SAP Business Network does not generate the corresponding `PaymentReceiptConfirmationRequest` cXML document.

> • Buyers do not have the option of approving or rejecting the payment receipt CFDI document.

- Buyers and suppliers that use their own cXML-enabled applications must upgrade to cXML 1.2.045 or later to support attributes added to the cXML standard.
- Supplier VAT ID in the payment receipt must match Supplier VAT ID configured in SAP Business Network for the logged in organization.
- Buyer VAT ID in the payment receipt must match VAT ID configured by buyer in SAP Business Network.
- Supplier and buyer must have an active trading relationship for which the payment receipt is being uploaded.
- The uploaded payment receipt must be digitally signed by SAT. Unsigned documents are rejected.

Workflow for Mexico Tax Invoicing Support for Payment Receipt
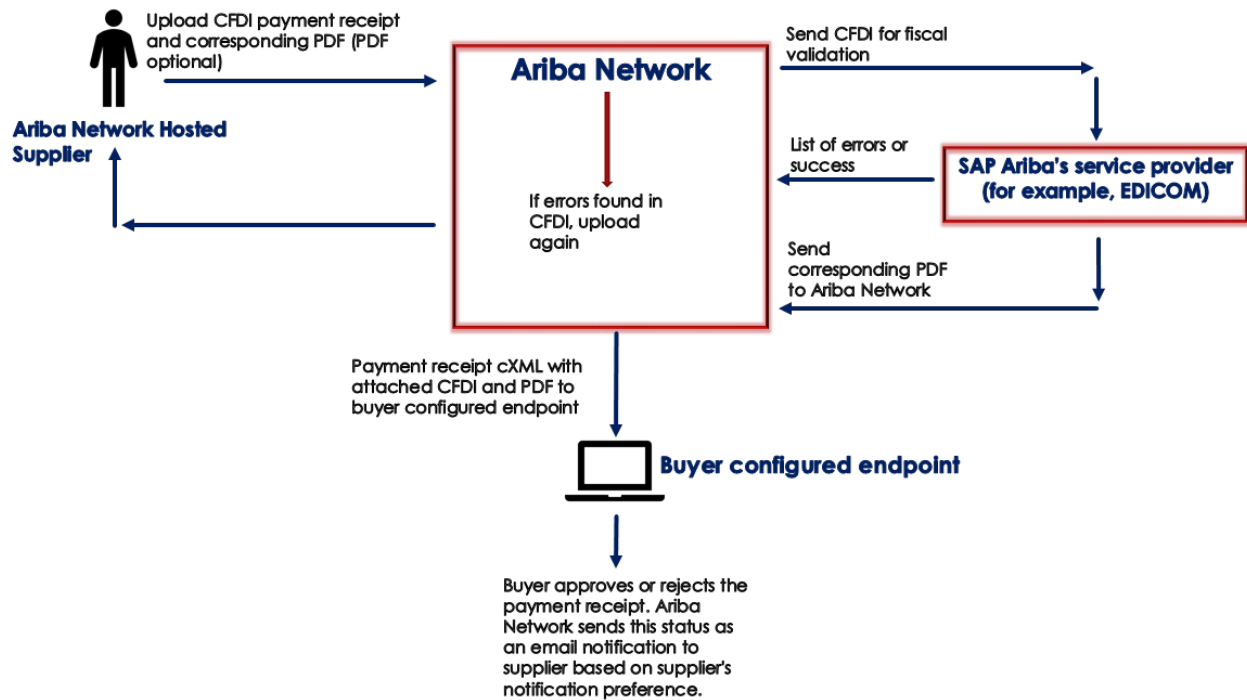
1. Supplier logs in to SAP Business Network.
2. Supplier uses the **External Document Upload** wizard to upload a CFDI payment receipt. For details, see Uploading Payment Receipts [page 193].
3. If there are no errors in the uploaded document, SAP Ariba's accredited service provider returns a positive response.
4. If the CFDI document validation fails, the errors will be shown to the supplier. The supplier must correct the errors and upload the document again.
5. SAP Ariba's service provider automatically generates a PDF of the payment receipt and sends it back to SAP Business Network. Supplier either:
   - uploads their own PDF if available, or
   - submits the payment receipt with the PDF generated by the service provider
6. SAP Business Network generates and sends the payment receipt cXML document to the endpoint configured in the buyer's SAP Business Network account if they have enabled the rule **Allow suppliers to send payment**

receipts for partially or fully paid invoices in ▌▶ Administration ❭ Configuration ❭ Default Transaction Rules ❭. The PDF and the CFDI document are attached to the cXML document. For more information on cXML routing to endpoints, see

> ⓘ Note
>
> If this rule is **not** enabled:
>
> - Buyers receive payment receipt documents through email.
> - The email contains only CFDI and PDF attachments.
> - SAP Business Network does not generate the corresponding `PaymentReceiptConfirmationRequest` cXML document.
> - Buyers do not have the option of approving or rejecting the payment receipt CFDI document.

7. Buyer approves **or** rejects the payment receipt using a `StatusUpdateRequest` cXML.
8. SAP Business Network sends payment receipt status updates provided by the buyer to the supplier, as an email notification based on the notification configuration settings in their SAP Business Network account.

Buyer tasks

Configuring cXML Routing to Endpoint ID

Context

If you wish to receive cXML payment receipts sent by your suppliers in your preferred system endpoint:

- You must enable the rule **Allow suppliers to send payment receipts for partially or fully paid invoices** in ▌▶ Administration ❭ Configuration ❭ Default Transaction Rules ❭.

  > ⓘ Note
  >
  > If this rule is **not** enabled:
  > - You receive payment receipt documents through email.
  > - The email contains only CFDI and PDF attachments.
  > - SAP Business Network does not generate the corresponding `PaymentReceiptConfirmationRequest` cXML document.
  > - You do not have the option of approving or rejecting the payment receipt CFDI document.

- You must configure an endpoint in your SAP Business Network account as described below.

Procedure

1. Choose one of the following:

   - If you are connected to multiple ERP systems: ▌▶ Administration ❭ Configuration ❭ Business Application IDs and End Points (cXML and OData Setup) ❭

- If you are connected to a single ERP system: ▎▶ **Administration** ❯ **Configuration** ❯ **Business End Points (cXML and OData Setup)** ▎.

This opens the **Configure Business Applications IDs** user interface. The table in this user interface lists system IDs assigned to your business application. If your organization has multiple business applications, you can create an ID for each of them.

2. In the **List of System IDs** table, click **End Points** under the **Actions** column.

3. On the **Manage Business Application ID** user interface, click **Configure Document Routing**.

4. Configure your end point in the **Payment Receipt Confirmation Request** entry.

   The payment receipts sent by your suppliers will be sent to this endpoint.

5. Click **OK**.

Related Information

Creating Payment Receipt Reports

Context

The payment receipt report provides detailed information on payment receipts received from your suppliers, including supplier details, payment dates, payment amounts, and statuses. These reports allow you to track the statuses of payment receipts status quickly outside the ERP system that issued the payment.

Procedure

1. Choose **Reports** from the menu bar.

2. Click **Create**.

3. Enter a unique title that will help you and other users easily identify this report from a list. For example, "Monthly Payment Receipt Report."

4. Enter a description.

5. Choose a value from the **Time zone** list

6. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.

7. In the **Report type** drop-down box, choose **Payment Receipt Report**.

8. Click **Next**. SAP Business Network displays the **Report Schedule** page with details for the report type you selected.

   There is no change in behavior for scheduled reports.

9. Select **Manual Report**.

10. On the **Criteria** page, choose the parameters for the report.

11. Click **Submit**.

    SAP Business Network puts your report into the queue. You can view and download it when its status is Processed.

12. To view and download the report, select the report template and click **Download**. Click one of the following:

    - **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
    - **Save** to save the report to your hard disk.

Creating Invoice Reports with Filter "Invoices Without Payment Receipts"

Context

As a buyer, you now have the option of filtering out only those invoices that do not have associated payment receipts.

Procedure

1. Choose **Reports** from the menu bar.

2. Click **Create**.

3. Enter a unique title that will help you and other users easily identify this report from a list. For example, "Invoices without payment receipts."

4. Enter a description.

5. Choose a value from the **Time zone** list

6. Choose a language.

    SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.

7. In the **Report type** drop-down box, choose **Invoice**.

8. Click **Next**. SAP Business Network displays the **Report Schedule** page with details for the report type you selected.

    There is no change in behavior for scheduled reports.

9. Select **Manual Report**, and click **Next**.

10. On the **Criteria** page, choose the parameters for the report.

11. Check the box **Invoices without Payment Receipts** after selecting the **Invoice Status** field.

12. Click **Submit**.

    SAP Business Network puts your report into the queue. You can view and download it when its status is Processed.

13. To view and download the report, select the report template and click **Download**. Click one of the following:

- **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
- **Save** to save the report to your hard disk.

Supplier tasks

Uploading Payment Receipts

Context

Suppliers in SAP Business Network can upload their digitally signed payment receipts using the following steps from their SAP Business 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 SAP Business Network supplier account.
2. Choose ▌ **Documents** ▶ **External 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. SAP Ariba's accredited service provider automatically generates a PDF of the CFDI payment receipt for you. You also have a choice to upload your own payment receipt 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.

Configuring Notifications for Payment Receipt Status Updates

Context

As a supplier, you can configure your SAP Business Network account to receive notifications from your buyers when they approve or reject your payment receipts. You must have the necessary permissions to be able to configure your account to receive notifications.

Procedure

1. Click the ⬤ **Account Settings** icon, and choose ▶ **Settings** ❯ **Notifications** ❯ .
2. Scroll down to the **Settlement** section.
3. In the entry **Payment Receipt Confirmation Request Status Updates**, check the box for each notification type you want to receive.

   - **Send a notification when the status of the payment receipt is updated**: If you select this option, an email notification is sent to the email address that you specified whenever the status is updated by your buyer.
   - **Send a notification only when the payment receipt is rejected by the buyer**: If you select this option, an email notification is sent to you only if the payment receipt is rejected by your buyer.

Creating Payment Receipt Reports

Context

The payment receipt report provides detailed information on payment receipts received by your buyers, including buyer details, payment dates, payment amounts, and statuses. These reports allow you to track the statuses of payment receipts status quickly outside the ERP system that issued the payment.

Procedure

1. Log in to your SAP Business Network supplier account.
2. Choose **Reports** from the menu bar.
3. Click **Create**.
4. Enter a unique title that will help you and other users easily identify this report from a list. For example, "Monthly Payment Receipt Report."
5. Enter a description.
6. Choose a value from the **Time zone** list
7. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.

8. In the **Report type** drop-down box, choose **Payment Receipt Report**.
9. Click **Next**. SAP Business Network displays the **Report Schedule** page with details for the report type you selected.

   There is no change in behavior for scheduled reports.

10. Select **Manual Report**.
11. On the **Criteria** page, choose the parameters for the report.

12. Click **Submit**.

    SAP Business Network puts your report into the queue. You can view and download it when its status is Processed.

13. To view and download the report, select the report template and click **Download**. Click one of the following:

    - **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
    - **Save** to save the report to your hard disk.

Creating Invoice Reports with Filter "Invoices Without Payment Receipts"

Context

As a supplier, you have the option of filtering out only those invoices that do not have associated payment receipts.

Procedure

1. Log in to your SAP Business Network supplier account.
2. Choose **Reports** from the menu bar.
3. Click **Create**.
4. Enter a unique title that will help you and other users easily identify this report from a list. For example, "Invoices without payment receipts."
5. Enter a description.
6. Choose a value from the **Time zone** list
7. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.

8. In the **Report type** drop-down box, choose **Invoice**.
9. Click **Next**. SAP Business Network displays the **Report Schedule** page with details for the report type you selected.

   There is no change in behavior for scheduled reports.

10. Select **Manual Report**, and click **Next**.
11. On the **Criteria** page, choose the parameters for the report.
12. Check the box **Invoices without Payment Receipts** after selecting the **Invoice Status** field.
13. Click **Submit**.

    SAP Business Network puts your report into the queue. You can view and download it when its status is Processed.

14. To view and download the report, select the report template and click **Download**. Click one of the following:

    - **Open** to view the report. Your browser starts Microsoft Excel and displays the report.
    - **Save** to save the report to your hard disk.

Sample CFDI Payment Receipt

Sample CFDI Payment Receipt

The data in the sample CFDI payment receipt provided below is obtained from a test system. The data is for representational and general information purposes only.

⟨·⟩ Sample Code

```
<?xml version="1.0" encoding="UTF-8"?>
-<cfdi:Comprobante xsi:schemaLocation="http://www.sat.gob.mx/cfd/3 http://
www.sat.gob.mx/sitio_internet/cfd/3/cfdv33.xsd http://www.sat.gob.mx/Pagos
http://www.sat.gob.mx/sitio_internet/cfd/Pagos/Pagos10.xsd" xmlns:xsi="http://
www.w3.org/2001/XMLSchema-instance" xmlns:pago10="http://www.sat.gob.mx/Pagos"
xmlns:cfdi="http://www.sat.gob.mx/cfd/3" Version="3.3" Total="0"
TipoDeComprobante="P" SubTotal="0" Serie="REP"
Sello="DZoCMhtwym4BHSZx46WIoJxecW4Sp4E+c7Sta7fvxrY7nLF5kvkv/
mmpOQ8nOXM6ixDPZpAU2x+v0HiN6J/c0/igXrvxVPH2eQhme/
lXSJzVU0N975I2fg7V5KIlfAhGR7sWkiAMoVwm39dqVSvn2fwVAeRdaBkIW0HS78pjOpKooGBGOhQB5zx
gh3SjHtHcxBnrbSQ41Fvsc5OiRBJDGGIAN0+z8GgMvp5H3nWXmrS9iMOiu9anU09JTBsbPxpRJZI+TNno
N6Kga3006hZ/6j6xOn124cP4gRV/
uoh49ZVWQp4qGZkkE0rqz8xxCAup+SqvFBouzrbKF9Vti8b26g=="
NoCertificado="00001000000405634470" Moneda="XXX" LugarExpedicion="55070"
Folio="45" Fecha="2019-11-05T14:16:06" Certificado="MIIGEzCCA/
ugAwIBAgIUMDAwMDEwMDAwMDA0MDU2MzQ0NzAwDQYJKoZIhvcNAQELBQAwggGyMTgwNgYDVQQDDC9BLkM
uIGRlbCBTZXJ2aWNpbyBkZSBBZG1pbmlzdHJhY2nDs24gVHJpYnV0YXJpYTEvMC0GA1UECgwmU2Vydmlj
aW8gZGUgQWRtaW5pc3RyYWNpw7NuIFRyaWJ1dGFyaWExODA2BgNVBAsML0FkbWluaXN0cmFjacOzbiBkZ
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Rk1lpSaWirqPPh+6jtTJoKiSOiJnwHzSKMdtpl5gZp6D8nE/
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boAZ53RRJ1DEdK5IsFOLIvkjlSHoenv1YoL/
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QT8A5c4VNCQJY2GXo8unEN8iIvJCCiiJ7zji74kSgycN9n7K0/6HmbYYa7MK50GkoR0OifVMH4j9pdmX/
1CElp8=">
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DE CV"/>
    <cfdi:Receptor Rfc="PXXXXXXXXX7A" Nombre="PROMECO S.A. DE C.V."
UsoCFDI="P01"/>
    -<cfdi:Conceptos>
        <cfdi:Concepto ValorUnitario="0" Importe="0" Descripcion="Pago"
ClaveUnidad="ACT" ClaveProdServ="84111506" Cantidad="1"/>
    </cfdi:Conceptos>
```

```
   -<cfdi:Complemento>
       -<pago10:Pagos Version="1.0">
           -<pago10:Pago RfcEmisorCtaBen="XXXXXXXXXXXX" Monto="270323.83"
MonedaP="MXN" FormaDePagoP="03" FechaPago="2018-10-24T12:00:00"
CtaBeneficiario="XXXXXXXXXXXXXXXXXXX">
               <pago10:DoctoRelacionado Serie="F" Folio="243"
TipoCambioDR="1.000000" NumParcialidad="1" MonedaDR="USD" MetodoDePagoDR="PPD"
ImpSaldoInsoluto="0.00" ImpSaldoAnt="13922.09" ImpPagado="13922.09"
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           </pago10:Pago>
           </pago10:Pagos>
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TimbreFiscalDigital http://www.sat.gob.mx/sitio_internet/cfd/timbrefiscaldigital/
TimbreFiscalDigitalv11.xsd" Version="1.1" xmlns:tfd="http://www.sat.gob.mx/
TimbreFiscalDigital" UUID="4XXDXXXC-522C-414E-9875-51D19D990A1B"
SelloSAT="JsNvEOLiKSF3ZgFrnlJqlR/
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N6Kga3006hZ/6j6xOn124cP4gRV/
uoh49ZVWQp4qGZkkE0rqz8xxCAup+SqvFBouzrbKF9Vti8b26g=="
RfcProvCertif="XXXXXXXXXXXXX" NoCertificadoSAT="00001000000404486074"
FechaTimbrado="2018-11-05T14:16:14"/>
   </cfdi:Complemento>
</cfdi:Comprobante>
```

Legal Validation Transition of CFDI Documents for Mexico Add-Ons

As a part of SAP's transition to a partner-based model for necessary extensions in SAP Business Network localizations, the fiscal validations embedded into the Mexico tax invoice add-on are being decoupled from it. Due to this transition, the validation services can be optionally offered and provided by different partners through upcoming applications that will be available in the SAP Store. This helps in delivering more and new value-added options

However, all the buyers who have purchased the Mexico add-on, the current validation services will be guaranteed until the future model is fully implemented. All the contracts will be honoured without any action required by the buyer.

After the contract, SAP Business Network continues to validate the CFDI documents internally with respect to SAP ARIBA buyer rules configured in the system only and not legal validations.

> ⓘ Note
>
> Due to this change, the PDF is not generated when a supplier uploads a CFDI document to send it to the buyer.

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 SAP Business Network.

The SAP Business 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 SAP Business 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 SAP Business Network.

Tax invoicing for Chile supports the following:

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

SAP Business 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)

> ⓘ Note
>
> Chilean suppliers do not need to have an existing trading relationship with an SAP Business 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 SAP Business 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.
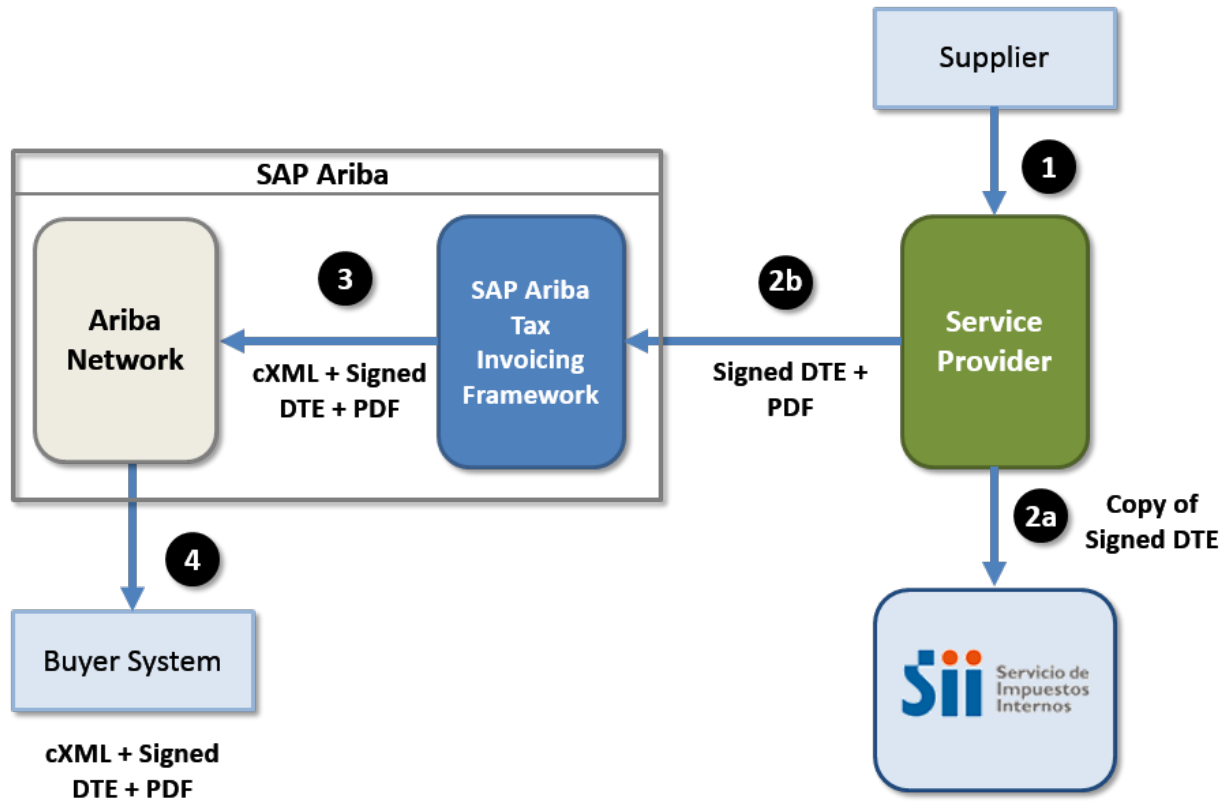
Figure 16: Workflow for Creating Chilean Tax Invoices Using an Integrated Service Provider

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 SAP Business 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/region 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 SAP Business 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. SAP Business Network sends the cXML invoice to the buyer. Attached to the invoice are the original digitally-signed DTE invoice and its associated PDF.

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 SAP Business 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 January 01 2021, suppliers in Hungary must report all invoices (domestic and cross border) to the Hungarian National Tax and Customs Administration (NAV) if the supplier VAT ID is Hungarian. This is a mandatory tax regulation by the NAV in Hungary. The NAV is an online system. The invoicing system used by suppliers to create invoices (for example, SAP Business Network) must report all such invoices online to the NAV immediately after invoices are issued. Keeping in line with this tax requirement, all invoices issued by suppliers in Hungary are reported to the NAV through the SAP Business Network interface.

> ⓘ Note
>
> All invoices issued by Hungarian suppliers on SAP Business Network and configured for reporting to the NAV are reported without considering the former VAT threshold of 100,000 HUF. SAP Business Network does **not** report supplier invoices that get issued in other systems such as the supplier's ERP or other business systems. In such cases, suppliers must use the opt-out feature in SAP Business Network.

This is applicable to all invoices in Hungary, and makes it compulsory to report **only** mandatory invoice fields to the NAV.

Salient Features

The salient features in SAP Business 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 SAP Business 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 SAP Business 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/region 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 SAP Business 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/region based rules:
  - Require tax amounts in local currency.
  - Require subtotal and amount due in local currency.
  - Determine local currency based on supplier country/region.
  - Require detailed tax information in tax summaries.
  - Require suppliers to choose from your list of valid tax values.

> ⓘ Note
>
> If any of the preceding five Hungary specific country/region based rules are unchecked, SAP Business Network may fail to report invoices to the NAV, and it may result in gaps in the folio number sequence.

Restrictions

- When suppliers use the SAP Business Network for invoicing in Hungary, they must ensure that the same invoice content is not reported from another invoicing system (for example, 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 SAP Business Network interface.
- Supplier organizations are not allowed to create invoices if the organizations have not registered at the NAV portal.
- Unit price values in invoices can have at most ten digits after the decimal point.

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 (SAP Business Network UI), and PDF versions of invoices.
- reference to the original invoice that is being corrected. SAP Business 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.

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 (SAP Business Network UI), and PDF versions of invoices.
- reference to the original invoice. SAP Business 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 SAP Business Network. Suppliers can annul invoices that were incorrectly reported to NAV (and were subsequently rejected or failed in SAP Business Network) by using an option in SAP Business Network. Annulled invoices cannot be edited, or re-submitted to NAV. For information on how to annul an invoice, see Annulling an Invoice [page 207].

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

> ⓘ 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 SAP Business Network.

Procedure

1. Click the ● **Account Settings** icon, and choose **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/Region**
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, SAP Business 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.

Setting 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 SAP Business Network. When a standard tax invoice is created, SAP Business 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.

Registering 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 SAP Business 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 SAP Business Network supplier account.

3. Set up your legal profile and provide your financial information in their respective sections. For details, see sections Setting Up a Regulatory Profile for Hungarian Suppliers [page 203] and Setting Up a Tax Invoice Number Range [page 204].

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: [   ]

Password: [   ]

Signature Key: [   ]

Replacement Key: [   ]

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.

---

5. Click **Save**.

Opting 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 SAP Business 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. SAP Business 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 the ● **Account Settings** icon, and choose ▎▶ **Settings** ❯ **Electronic Invoice Routing** ❯.
2. Click the **Tax Invoicing and Archiving** tab.
3. Scroll down to **Tax Invoicing for Hungary**.
4. 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 SAP Business 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.
5. Click **Save**.

Updating Email Notification Preference

Context

When your invoices are undeliverable or rejected for any reason, SAP Business 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 the ● **Account Settings** icon, and choose ▎▶ **Settings** ❯ **Notifications** ❯.
2. Click the **Network** tab.
3. Check the box that reads **Send a notification when invoices are undeliverable or rejected**.
4. Update the email addresses in the **To email addresses (one required)** column. Enter up to three email addresses per notification type, separated by commas.
5. Click **Save**.

Annulling 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 SAP Business 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.

> ⓘ 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. Do one of the following:

   - Click ▶ **Invoices** ▶ **Invoices** ▶.
   - Navigate to an invoice-based workbench tile.
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 suppliers in Hungary. The report includes details of invoices based on a range of invoice dates. You can retrieve information in a standard format as mandated by the Hungarian tax authority in the event of a tax audit.

> ⓘ 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**.

   You must specify the country/region of origin as Hungary on the **Company Profile** page of your account. For more information, see .

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.

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>
```

```xml
<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>
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<lineExpressionIndicator>true</lineExpressionIndicator>
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<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>
<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>
<vatPercentage>0.05</vatPercentage>
</vatRate>
<vatRateNetAmount>10000.00</vatRateNetAmount>
<vatRateVatAmount>500.00</vatRateVatAmount>
<vatRateVatAmountHUF>500.00</vatRateVatAmountHUF>
</summaryByVatRate>
<summaryByVatRate>
<vatRate>
<vatPercentage>0.07</vatPercentage>
</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>
```

Tax Exemption or VAT Out of Scope Reason

Effective April 1, 2021, the National Tax and Customs Administration (NAV) mandates the use of 3.0 XSD schema. The invoicing solution provides suppliers an option to enter an exemption or VAT out of scope reason as required by 3.0 XSD schema.

The invoicing user interface displays the list of exemption or VAT out of scope reasons provided by NAV, and you as a supplier can specify the reason for zero-rate VAT during invoice creation. To do so, choose the relevant reason in the **Reason for Tax Exemption** field. If you do not maintain a reason, the system displays a message asking you to maintain the same.

The **Reason for Tax Exemption** field lists the following exemption or VAT out of scope reasons provided by the NAV:

Table 7: Exemption or VAT Out of Scope Reasons

Code	Reason
AAM	Personal tax exemption.
TAM	Tax-exempt activity or tax-exempt due to being in public interest or special in nature.
KBAET	Intra-Community exempt supply, without new means of transport.

Code	Reason
EAM	Tax-exempt, extra-community sales of goods (export of goods to a non-EU country).
NAM	Tax-exempt on other grounds related to international transactions.
ATK	Outside the scope of VAT.
EUFAD37	Based on section 37 of the VAT Act, a reverse charge transaction carried out in another Member State.
EUFADE	Reverse charge transaction carried out in another Member State, not subject to Section 37 of the VAT Act.
EUE	Non-reverse charge transaction performed in another Member State.
HO	Transaction in a third country.
KBAUK	Tax-exempt, intra-community sales of new means of transport.

cXML Information

Following is a sample code and reason that you as an integrated suppliers should provide against the tax detail section for zero-rate VAT in cXML.

Table 8:

Intrinsic	Sample Code

TaxExemption	⟨·⟩ Sample Code
	
	``xml
	<TaxExemption exemptCode="AAM">
	        <ExemptReason
	xml:lang="en-US">Personal tax
	exemption.</ExemptReason>
	    </TaxExemption>
	``

APIs Invoked by SAP Business 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.

SAP Business 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, SAP Business 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 SAP Business 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.

> ⓘ 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.

SAP Business 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 SAP Business 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 SAP Business 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 SAP Business 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 SAP Business 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 214].

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.

> ⓘ 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 9: 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 SAP Business 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

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.

> ⓘ 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 10: 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.

> ⓘ 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 SAP Business 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, SAP Business 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 SAP Business 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 11: 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.

> ⓘ 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 SAP Business 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 SAP Business Network adds it as a new legal entity in the system database.

> ⓘ 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/region 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/region 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 12: 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/Region	`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

Configuring French Legal Entities for Buyers [page 218]

Configuring French Legal Entities for Suppliers [page 219]

Creating New French Legal Entities from Invoices [page 219]

Configuring French Legal Entities for Buyers

You can configure French legal entities for your SAP Business Network buyer account by associating **Sold To** addresses with VAT IDs.

Procedure

1. Log into your SAP Business Network buyer account as an administrator.
2. Choose ▶ **Administration** ❯ **Configuration** ❯.
3. On the **Configuration** page, click **Default Transaction Rules**.
4. Scroll to the **Online Invoice Form Rules** section.

5. Click the **Configure list of Customer (Sold To) Addresses with VAT IDs** option.
   The **Configure Customer (Sold To) Addresses** page appears.

6. Click **Create**.

7. In the dialog box that appears, choose **France** from the **Country/Region** dropdown. Fill in the necessary information, including the **VAT ID**. Click **OK**.

   You have successfully created a French legal entity.

Configuring French Legal Entities for Suppliers

You can configure French legal entities for your SAP Business Network supplier account by associating **Additional Company Addresses** with VAT IDs.

Procedure

1. Log into your SAP Business Network supplier account as an administrator.

2. Click the ⬤ **Account Settings** icon, and choose **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/Region** dropdown. Fill in the necessary information, including the **VAT ID**. Click **Save** and then **Close**.

   You have successfully created a French legal entity.

Creating 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 SAP Business Network supplier account.

2. Choose ▌**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/Region** 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/Region** 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

Viewing French Summary List Reports

Procedure

1. Log into your SAP Business 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**.

   > ⓘ 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.

   > ⓘ Note
   >
   > The **To Country** visible under ▌▶ **Document Archive** ❯ **Summary List Report** ▐ is the country/region configured in the buyer company profile (main address), which may not be the same as the country/region where the invoice is transacted (**Sold To** address).

Viewing French Partner File Reports

Procedure

1. Log into your SAP Business 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**.

> **ⓘ 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 SAP Business Network.

There are two types of tax regulations in India:

India 2017 Tax Regulation

Learn about India 2017 tax regulation.

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 SAP Business Network.

This feature is applicable to:

- all suppliers with Indian addresses
- all buyers who trade with India based suppliers

> **ⓘ Note**
>
> 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.

Restrictions

In the context of eInvoicing with GST in India, archiving of invoices in SAP Business 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.

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.

> ⓘ 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.

> ⓘ Note
>
> In the following table:
>
> - Cr stands for Crore (10,000,000)
> - L stands for Lakh (100,000)

Supplier Type	Turnover	Tax	Buyer Location	Document Type
Fully GST Enabled	> 1.5 Cr	GST Provided	Non-SEZ	Tax Invoice
Fully GST Enabled	> 1.5 Cr	0 Rated Supply	Non-SEZ	Tax Invoice
Fully GST Enabled	> 1.5 Cr	Exempt Supply	Non-SEZ	Tax Invoice/Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	GST Provided	Non-SEZ	Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	0 Rated Supply	Non-SEZ	Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	Exempt Supply	Non-SEZ	Bill of Supply
Exempt	< 75L	GST Provided	Non-SEZ	Tax Invoice/Bill of Supply

Supplier Type	Turnover	Tax	Buyer Location	Document Type
Exempt	< 75L	0 Rated Supply	Non-SEZ	Tax Invoice/Bill of Supply
Exempt	< 75L	Exempt Supply	Non-SEZ	Tax Invoice/Bill of Supply
Fully GST Enabled	> 1.5 Cr	GST % Provided	SEZ	Tax Invoice
Fully GST Enabled	> 1.5 Cr	0 Rated Supply	SEZ	Tax Invoice
Fully GST Enabled	> 1.5 Cr	Exempt Supply	SEZ	Tax Invoice/Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	GST % Provided	SEZ	Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	0 Rated Supply	SEZ	Bill of Supply
Composition Scheme	> 75L & < 1.5 Cr	Exempt Supply	SEZ	Bill of Supply
Exempt	< 75L	GST % Provided	SEZ	Tax Invoice/Bill of Supply
Exempt	< 75L	0 Rated Supply	SEZ	Tax Invoice/Bill of Supply
Exempt	< 75L	Exempt Supply	SEZ	Tax Invoice/Bill of Supply

Rules for Determining GSTIN Inputs in Invoices

The GSTIN fields in invoices are auto-populated with values from the SAP Business 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

> ⓘ 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

Ship to	Sold to	Buyer GSTIN can be from..
Karnataka	Maharashtra	Karnataka
Maharashtra	Karnataka	Maharashtra

> ⓘ 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.

Setting 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. SAP Business 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 the ● **Account Settings** icon, and choose **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/Region**

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.

Creating 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. Choose ▶ **Account settings** ❯ **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/Region** 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.

Configuring Country/Region-Based Invoice Rules

Context

Buyers may configure country-based invoice rules for their SAP Business Network suppliers before suppliers can submit tax invoices for a particular country/region. Configuring country based invoice rules overrides the default transaction rules.

Procedure

1. Choose ▶ **Account settings** ❯ **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.

India 2019 Tax Regulation

Learn about India 2019 tax regulation.

Description

The tax authority in India requires online submission of invoices to the Invoice Registration Portal (IRP) for a select set of suppliers. Suppliers with turnover more than INR 50 crore (INR 500 million) must report their invoices to the IRP online. Invoices must be submitted in JSON format using version 1.03 of the schema published by the tax authority. The IRP validates the invoice data, taxes, invoice values, and cess (if applicable). If the invoice data meets all the requirements, the IRP signs the JSON invoice. The IRP provides a unique Invoice Reference Number (IRN) and a QR code. Suppliers are required to generate a human readable format (such as a PDF) of the invoices before submitting them to their buyers.

The tax authority requires the following fields also on invoices:

- GST ID of supplier
- Type of Supply (B2B, Export, SEZ)
- Place of Supply
- State Code (if location is India)
- Other (if location is not in India)
- HSNSAC Code
- URP if the buyer is not in India

- Port Code (in case of exports)
- Unit of Measure (UoM)

SAP Business Network now provides a solution where suppliers in India with turnover greater than INR 50 crores (INR 500 million) will be able to submit their invoices to the IRP online.

> ⓘ Note
>
> - From January 01 2021, suppliers with turnover greater than INR 50 crore (INR 500 million) will be required to report invoices to the tax authorities via APIs.
> - From April 01 2021, all the suppliers will be required to report invoices to the tax authorities via APIs.
> - The tax authorities in India may revise this criteria in future. Suppliers are advised to verify their eligibility for reporting invoices online to the IRP, with the tax authorities.

For Suppliers with 2019 tax regime profile, invoices and credit memos label for all scenarios will be Tax Invoice/Bill of Supply.

For the latest information and guidelines on master codes (UQC Code, HSN Code, State Code, Port Code, Country Code), refer to https://einvoice1.gst.gov.in/Others/MasterCodes ↗ .

For the latest information and guidelines related to electronic invoicing with GST in India, refer to http://www.cbec.gov.in/htdocs-cbec/gst ↗ .

e-Invoice API Developer's Portal: https://einv-apisandbox.nic.in/api-error-codes-list.html ↗

Prerequisites

- Suppliers must ensure that all India-specific legal profiles, if present, are deleted before adopting the new India GST 2020 tax invoicing solution. Suppliers must set up a legal profile for each state in which they operate.
- Suppliers and buyers in India with an annual turnover of more than INR 50 crore (INR 500 million) must submit their invoices to the IRP.
- Buyers must assess the impact of customized invoice fields on the India GST 2020 solution with their customization teams. If buyers have customized invoices for India, a few fields may not be reported accurately to the IRP. Therefore, invoices may fail at the IRP.
- Suppliers must refer to the latest notifications from the tax authorities to know their eligibility for submission of invoices online to the IRP, and also to know the latest invoice schema version supported by the IRP.

Restrictions

- SAP Business Network suppliers must set up a legal profile for each state in which they operate.
- SAP Business Network does not support EDI and CSV invoices for the India GST legalization flow.
- SAP Business Network does not support header level credit memos in the India GST 2020 solution.
- Archiving of invoices in SAP Business Network is available only on request.
- In SAP Business Network, while creating the invoice, suppliers can add TCS either as a charge or as a tax on invoice. Tax authority portal (IRP) in India accepts TCS as a charge only, therefore, if the TCS is added as a tax on the invoice,SAP Business Network will submit the TCS to IRP as a charge.

Detailed Description - India GST 2019 Tax Invoice Solution

Types of GST

There are three types of GST applicable in India. While creating invoices in SAP Business Network, suppliers must select the tax that is applicable.

- **CGST or Central GST**: Revenue is collected by the central government for intra-state (within a sate) sales.
- **SGST or State GST**: Revenue is collected by the state governments for intra-state (within a sate) sales.
- **IGST or Integrated GST**: Revenue is collected by the central government for inter-state sales.

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.

Turnover, Location, and Invoice Type

Supplier Turnover	Supplier Location	Buyer Location	Invoice Type
> INR 50 crore (INR 500 million)	Non-SEZ	Domestic	• B2B – Domestic • Submit invoice to IRP • Submit IRP approved invoice to buyer
> INR 50 crore (INR 500 million)	Non-SEZ	Cross Border	• Export with payment / without payment • Submit invoice to IRP • Submit IRP approved invoice to buyer
> INR 50 crore (INR 500 million)	Non-SEZ	Domestic (Deemed Export)	• Deemed Export • Submit invoice to IRP

Supplier Turnover	Supplier Location	Buyer Location	Invoice Type
			• Submit IRP approved invoice to buyer
> INR 50 crore (INR 500 million)	SEZ	Any	• SEZ Invoice • Submit invoice to IRP • Submit IRP approved invoice to buyer
> INR 50 crore (INR 500 million)	Non-SEZ	SEZ	• Invoice to SEZ • Submit invoice to IRP • Submit invoice to buyer
> INR 50 crore (INR 500 million)	SEZ	SEZ	• Invoice from SEZ • Do not submit invoice to IRP • Submit invoice to buyer
< INR 50 crore (INR 500 million)	Any	Any	PDF invoice (per 2017 regulations) Do not submit invoice to IRP Submit invoice to buyer

Workflow for India GST 2019 Tax Invoice Solution
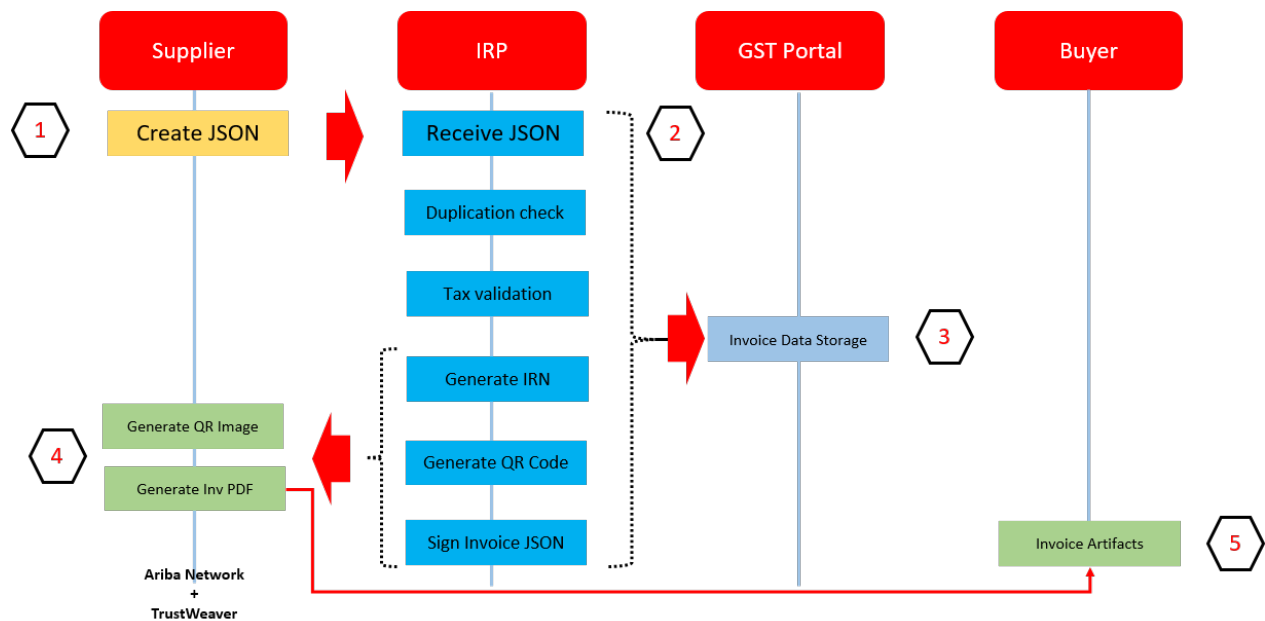
The workflow diagram above depicts a high level overview of the India GST solution.

1. Supppliers in India register with the GST portal and obtain a GSTIN (Goods and Services Tax Identification Number).

> ⓘ **Note**
>
> This is a one-time activity.

2. Suppliers create and submit an online invoice in SAP Business Network.
3. SAP Business Network performs necessary validations and converts the invoice to cXML format. See Invoice Field Validations Performed in SAP Business Network [page 240].
4. SAP Business Network submits the cXML invoice to Sovos (formerly TrustWeaver, SAP Business Network's accredited service provider).
5. Sovos converts the cXML invoice to the government mandated JSON format.
6. Sovos submits the invoice in JSON format to the Invoice Registration Portal (IRP) through a GST Suvidha Provider (GSP).
7. The IRP:
   - validates the information in the invoice
   - signs the invoice digitally
   - generates a QR code that uniquely identifies the invoice
   - generates a unique invoice reference number
8. The IRP sends the following to SAP Business Network through Sovos:
   - Digitally signed invoice JSON
   - QR code
   - Invoice Reference Number file
9. SAP Business Network generates three human readable PDF copies of the invoice and displays a QR image (generated from the QR code) on the PDFs.

> ⓘ **Note**
>
> SAP Business Network does **not** digitally sign any of the three PDF copies that it generates.

10. SAP Business Network sends the following to the buyer:
    - cXML invoice
    - Digitally signed invoice JSON (this is the legally accepted document)
    - Invoice PDF with the QR code image affixed
    - Invoice Reference Number file

> ⓘ **Note**
>
> Types of invoices supported in this solution:
> - online invoice
> - cXML invoice for integrated suppliers

Supplier User Interface Changes (From the 2017 Solution)

The following new fields are added in the SAP Business Network interface:

> ⓘ **Note**
>
> Suppliers must use SAP Business Network provided fields only. The invoices may be rejected by the IRP if the fields required by the IRP are not present in the invoice in the exact format as required.

Table 13: **Legal profile related interface changes**

SAP Business Network UI location	User Interface Change - New Field Added
For more information on these fields, see Setting Up a Supplier Legal Profile for Tax Invoicing [page 236].	
Financial Information section	Check box: **Is SEZ Location**
	GST ID
	GST User Name
	GST Password
	Branch Admin Email

Table 14: **Invoice related interface changes**

SAP Business Network UI location	User Interface Change - New Field Added
For more information on these fields, see Entering Additional India Specific Information While Creating Invoices [page 238].	
Additional India Specific Information in the invoice creation page	**Supplier Legal Name**: is fetched from the **Company Profile**. Ensure that the company name registered in India is provided in the **Company Profile**.
	Port Code: must be provided only if the Type of Supply is Export (with or without payment)
	Type of Supply
	Place of Supply
	If you select a legal profile that requires you to use the **2017 tax regime**, your invoices will not submitted to the IRP. They will only be submitted to the buyer.
	If you select a legal profile that requires you to use the **2019 tax regime**, a message is displayed that reads "Your administrator has chosen to report invoices to IRP. This invoice will be reported to IRP and subsequently submitted to the buyer."
Tax Category field in line items	**State GST, Central GST, Integrated GST, Central Cess, and State Cess** fields
Line item in the invoice creation page	**Domain**
	Code (HSNSAC code)
Additional Information section in supplier invoice, credit, and debit memo (summary section)	**Port Code**
	Supplier Legal Name
	Invoice Reference Number: is the unique reference number provided by the IRP if the invoice is successfully registered with the IRP. It is not visible on the summary section at the time of invoice submission.
	Type of Supply
	Place of Supply
	Other Place of Supply: Displayed only if **Place of Supply** is selected as **Other**.

> ⓘ **Note**
>
> Your invoices will be submitted to the buyer or to the IRP depending on the confiigurations set up by your administrator.
>
> - **Tax Invoice - submit to IRP** - If you are using SAP Business Network to create tax invoices, select this option.
> - **Pre-approved tax invoice - do not submit to IRP** - If you already have pre-approved invoices (by the tax authority), select this option. These invoices will be directly submitted to the buyer and will not be submitted to the tax authorities.
> - **SEZ originated invoice - do not submit to IRP** - Select this option if your invoice has originated from an SEZ location. These invoices will not be submitted to the IRP. These will be submitted directly to your buyer.

Buyer tasks

Creating Customer (Sold To) Address

Context

Buying organizations in India must add their registered address in SAP Business Network under the Sold To address section. To configure the Customer (Sold To) Address, follow these steps:

Procedure

1. Log in to your SAP Business Network buyer account.
2. Go to ▌ **Account settings** ❯ **Manage Profile** ▐.
3. On the **Configuration** page, click **Default Transaction Rules**.
4. Scroll down in the **Default Transaction Rules** page and click the entry **Configure list of Customer (Sold To) Addresses with VAT IDs**.
5. In the **Configure Customer (Sold To) Addresses** page, click **Create**.
6. Enter the **Address Name** and **Address 1** fields.
7. In the **Country** field, select **India**.

   This selection will refresh the page content with India-specific information.
8. Enter the **City**, **State**, and **Postal Code** fields.
9. Enter the **GST ID** 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).

   > ⓘ **Note**
   >
   > SAP Ariba does not validate the authenticity of the GST ID. It is entirely the responsibility of the customer to provide an authentic GST ID.

Configuring Country/Region-Based Invoice Rules

Context

Buyers may configure country-based invoice rules for their SAP Business Network suppliers before suppliers can submit tax invoices for a particular country. Configuring country based invoice rules overrides the default transaction rules.

> ⓘ **Note**
>
> For more information, see Country/Region Rules to Be Configured by Buyers [page 241] .

Procedure

1. Log in to your SAP Business Network buyer account.
2. Go to ▎▶ **Account settings** ❭ **Manage Profile** ❭.
3. On the **Configuration** page, click **Country-based Invoice Rules**.
4. Click the **Select Country** pull-down menu and select **India**.
5. Go to the section **PO and Non-PO Invoice Field Rules**.
6. Configure the rules as applicable to your business.

Allowing Suppliers to Enter Allowances and Charges on Invoices

An SAP Business Network buyer administrator can configure a rule to allow suppliers to enter allowances and charges on invoices.

Procedure

1. Log into your SAP Business Network buyer account as an administrator.
2. Click ▎▶ **Administration** ❭ **Configuration** ❭.
   The **Configuration** page appears.
3. Click **Default Transaction Rules**.
4. In the **General Invoice Rules** section, select the **Allow suppliers to add allowances and charges to invoices** rule.

   If this rule is enabled, suppliers can add allowances and charges to PO-based invoices, non-PO invoices, and credit memos.
5. Click **Save**.

Creating a List of Allowances and Charges

Procedure

1. Log in to your SAP Business Network buyer account.

2. Select ▌ **Administration** ❯ **Configuration** ❯ **Default Transaction Rules** ▌.

3. Scroll to the **General Invoice Rules** section under **Invoice Rules** and select the **Configure list of allowances and charges** option to do one of the following:

   - To create an Allowance, click ▌ **Allowances** ❯ **Create** ▌.
   - To create Charge, click ▌ **Charges** ❯ **Create** ▌.

4. Fill in the **Service Code** and the **Service Name** fields.

5. Click **OK** and **Done**.

   Configure the following charges in exactly the same format as shown below:

Charge Code	Charge Value
CesNonAdvlAmt	Central Cess Non Ad Valorem
StateCesNonAdvlAmt	State Cess Non Ad Valorem
Other Charges	Other Charges
AdditionalHeaderLevelCharge	Additional Header Level Charge
TCS	Tax Collected at Source As a buyer, you can configure TCS as either a tax or a charge. • If you expect TCS in invoices as a charge, you must add TCS as mentioned in this procedure. • If you expect TCS in invoices as a tax, you must add TCS as mentioned in Configuring India Specific Taxes [page 235].

   For more information, see Allowing Suppliers to Enter Allowances and Charges on Invoices [page 234].

Configuring India Specific Taxes

Context

As a buyer, you can configure India specific taxes.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Go to **Administration** > **Configuration**.

3. On the **Configuration** page, click **Country-based Invoice Rules**.

4. Click the **Select Country** pull-down menu and select India.

5. Enable the rule **Require suppliers to choose from your list of valid tax values**.

6. In the **Configure Tax** table, enter the State GST, Central GST, and Integrated GST values.

7. In the "Other" category, enter State Cess, Central Cess, and TCS.

> ⓘ **Note**
>
> The value you enter for the **Other** tax category type is case sensitive, enter the value exactly as mentioned above.

Table 15: Configure Tax

Tax Category		Rate (Enter Tax Percentage as Applicable)	Tax Description	Is Withholding Tax
State GST				
Central GST				
Integrated GST				
Other	State Cess			
Other	Central Cess			
Other	TCS			

If you send your taxes in purchase orders, ensure that you follow the exact naming convention as mentioned in the table above.

Supplier tasks

Setting Up a Supplier Legal Profile for Tax Invoicing

Context

Legal profiles refer to supplier addresses registered with tax authorities in India for electronic invoicing procedures. Legal profiles contain information to facilitate the legal flow of invoices. SAP Business Network displays the **Set Up Legal Profile** check box only if you have selected the Country as India. You can have only **one** legal profile per state.

> ⓘ **Note**
>
> • If you do not create a legal profile in SAP Business Network, the invoices you create in and send through SAP Business Network are considered proforma invoices. Proforma invoices are not considered legal tax invoices and cannot be used for tax audit purposes according to Indian tax laws.
>
> • Create a new legal profile only if you are eligible to report invoices to the IRP (using the 2020 India GST solution) and have received an invitation email from the government. If you plan to report your invoices using the older 2017 India GST solution, you must continue using your older legal profiles.

To set up a legal profile as a supplier in India, follow these steps:

Procedure

1. Click the ⬤ **Account Settings** icon, and choose **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 mandatory 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.

   The Financial Information section is displayed.

6. In the **GST ID** field, enter your 15-character GST ID.

   GST ID is a unique, state-wise, 15-character Goods and Services Tax identification number. The first two digits of this number represent the state code.

   SAP Ariba does not validate the authenticity of the GST ID. It is entirely the responsibility of the supplier to provide an authentic GST ID.

7. Select the option **2019 tax regime**.
8. In the **Legal Profile Type** pull-down menu, select one of these options as applicable:

   - **Tax Invoice - submit to IRP** - If you are using SAP Business Network to create tax invoices, select this option.
   - **Pre-approved tax invoice - do not submit to IRP** - If you already have pre-approved invoices (by the tax authority), select this option. These invoices will be directly submitted to the buyer and will not be submitted to the tax authorities.
   - **SEZ originated invoice - do not submit to IRP** - Select this option if your invoice has originated from an SEZ location. These invoices will not be submitted to the IRP. These will be submitted directly to your buyer.

9. If you select **Tax Invoice - submit to IRP**, enter the following three mandatory fields:

   - **GST User Name**: Enter the GST user name with which you registered at the GST portal.
   - **GST Password**: Enter your password for the GST portal.
   - **Branch Admin Email**: Enter the administrator's email address. This field is required to create a secure domain for your organization with an accredited service provider of SAP Ariba.

   The three credentials above will be used to automatically report the required invoice information to the IRP.

   To obtain Production username and password, see "How to register on the e-invoicing portal and obtain production API credentials" in *NP-20207: India GST 2020 tax invoice solution*.

10. Click **Save**.

Results

Your legal profile is created, and you can use this legal profile to report your invoices to the IRP.

Entering Additional India Specific Information While Creating Invoices

Context

While creating tax invoices in India, you must specify certain fields for India specific information. This topic describes only the steps required for the section **Additional India Specific Information**.

> ⓘ Note
>
> Only invoice values in INR are supported. Invoice values in other currencies are not supported.

For detailed information on creating invoices from your SAP Business Network account, see:

- "How to create a PO-based invoice" in *Creating and managing invoices, credit memos, and debit memos*.
- "How to create a non-PO invoice" in *Creating and managing invoices, credit memos, and debit memos*.

For the latest information and guidelines on master codes (UQC Code, HSN Code, State Code, Port Code, Country Code), refer to https://einvoice1.gst.gov.in/Others/MasterCodes ↗ .

Procedure

1. Log in to your SAP Business Network supplier account.
2. Choose an India address (legal profile) as your address in the **Additional Fields** section. See Setting Up a Supplier Legal Profile for Tax Invoicing [page 236] for information on setting up a legal profile.

   The section **Additional India Specific Information** is displayed right below the **Additional Fields** section.

   - The **Supplier GSTIN** field is auto-populated from the address you selected in the previous step.
   - The **Supplier Legal Name** field is auto-populated from your Company Profile. This is the name of your company registered in India.
3. Select the **Type of Supply** from one of the six values.

   - If you select **Export without payment** or **Export with payment**, you must enter the **Port Code** value. The Customer GSTIN is auto populated with URP.
   - If you select **Deemed Export**, **SEZ without payment**, **SEZ with payment**, or **Business to Business**, the **Port Code** input box is not displayed.
   - If you select **SEZ without payment**, ensure that you provide tax (IGST or CGST & SGST) as 0%.
4. Enter the **Customer GSTIN** based on your selection in the step above.
5. Select the **Place of Supply**.

   If you select **Other**, the **Other place of supply** input box is displayed.
6. Enter a value for **Other place of supply**.

7. If you wish to add Tax Collected at Source (TCS) at the line level, use the charge "TCS".

   Do not add TCS as a tax. If you add TCS as a tax, your invoice will be rejected by the the tax authority.

Entering Allowances, Charges, and Discounts on Invoices

Context

> ⓘ Note
>
> - Add "Other" charges only at the header level.
> - Add Central Non Ad valorem Cess and State Non Ad valorem Cess only at the line level.
> - If you wish to add any other charge, add it as a separate line item.
> - If you wish to add Tax Collected at Source (TCS) at the line level, use the charge "TCS". Do not add TCS as a tax. If you add TCS as a tax, your invoice will be rejected by the the tax authority.

Allowed	Not Allowed
Header level charges and allowances	Header level discounts
Line level charges and discounts	Line level allowances

Procedure

1. If you are working with a PO-based invoice, open the **Create Invoice** page, review any allowances and charges sections displayed from the purchase order.
2. To modify the allowances and charges, click the specific field text box and enter the desired value.
3. To add allowances to an invoice header, select ❚▶ **Add to Header** ❯ **Allowance** ❳ and enter the following details in the **Allowances** section:
   - **Service Code**
   - **Description**
   - **Start Date and End Date**
   - **Allowance Amount**
4. To add charges to an invoice header, select ❚▶ **Add to Header** ❯ **Charge** ❳ and enter the following details in the **Charge** section:
   - **Service Code**
   - **Description**
   - **Start Date and End Date**
   - Select **Rate** or **Amount** from the pull-down menu and enter the corresponding value.
5. To apply allowances and charges at the line-item level, click the **Line Item Actions** link.

Registering on the E-Invoicing Portal and Obtain Production API Credentials

Context

As a supplier, you must register with the GST portal to obtain a GSTIN number. In addition, you must obtain production API credentials. These credentials are needed for authentication purposes. To obtain production API credentials, you must register on the e-invoicing portal. This registration can only be done with a valid GSTIN.

Procedure

1. Navigate to your e-invoicing portal. Click the **Registration** button. If you already have login credentials for the e-waybill portal, use the same credentials to log in to the e-invoicing portal.

   The e-invoice registration form is displayed.

2. Fill in your details. These include a name, mobile number, and email address.

   These details must match with the earlier registered details that you used to obtain the GSTIN.

3. Verify your details by clicking "Send OTP".

   A one time password (OTP) is sent to your registered mobile number.

4. Enter the one time password and click "Verify OTP".

5. After successful OTP verification, enter a user name and password of your choice.

6. After logging in, navigate to "API Registration". Select "Create API User" under "User Credentials". Next, select the option "Through GSP".

7. Select "IRIS Business Services Ltd". Enter your user name and password. Click "Submit".

Invoice Field Validations Performed in SAP Business Network

The following invoice field validations are performed in SAP Business Network:

> ⓘ Note
>
> The validations shown below are not performed if:
>
> - Suppliers have not created a legal profile.
> - Suppliers check the box **Is SEZ Location** when they create their legal profile.

Field	Format validation
Invoice #	Between 1 and 16 alpha-numeric characters. The first character must not be a special character or 0. For example, IN-INV-INDSEP18
Classification Domain	Domain must be HSNSAC

Classification Code	• **Material line item**: must be greater than or equal to 4 characters • **Service line item**: must be greater than or equal to 4 characters
Port Code	Mandatory if **Type of Supply** is one of: • **Export without payment** • **Export with payment**
Supplier Entity Name (Supplier Legal Name)	Mandatory; is auto-populated from the supplier's company name in the profile.
Shipping	Only header level shipping must be added while creating invoices
Taxes	Only line level taxes must be added while creating invoices
Other place of supply	Optional if **Place of Supply** is selected as **Other**.

Country/Region Rules to Be Configured by Buyers

The list below shows a list of country/region rules that must be **enabled**:

Allow suppliers to send invoices to this account
Allow suppliers to send line-item credit memo
Allow the invoice numbers of invoices in the Canceled state to be reused
Allow the invoice numbers of invoices in the Rejected state to be reused
Allow the invoice numbers of invoices in the Failed state to be reused
Require suppliers to choose from your list of valid tax values
Require suppliers to enter taxes at line item level
Require a Sold To address on invoices
Require a From address on invoices
Require Ship From and Ship To addresses on invoices
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
Display invoice totals as Subtotal, Tax Amount, and Amount Due
Enable Tax Summary by Tax Category and Tax Rate
Allow suppliers to send invoice attachments

The list below shows a list of country/region rules that must be **disabled**:

Allow suppliers to send header credit memos and debit memos

Allow suppliers to cancel invoices they create

Allow suppliers to reuse invoice numbers from past calendar years

Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available)

Apply the following rule to invoices sent through cXML or EDI: Require suppliers to choose from your list of valid tax values

Require suppliers to provide their tax ID on invoices

Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines

Allow suppliers to enter discounts at the header level

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

Require a Remit To address on invoices

Enforce strict address validation for required address fields

Enable BPO-specific invoice rules

Require suppliers to choose from your list of valid tax values when creating invoices for a blanket purchase order

Apply the following rule to invoices sent through cXML or EDI for a blanket purchase order: Require suppliers to choose from your list of valid tax values

Allow suppliers to create a tax rate and type in invoices and credit memos created for a blanket purchase order

Require suppliers to provide penalty information or terms on invoices

Require suppliers to provide discount information or terms on invoices

Require suppliers to provide net term information on the invoice

Require suppliers to include bank account details on invoices

Require suppliers to include IBAN on invoices

Require customer's VAT/Tax ID

Require supplier's VAT/Tax ID

Require suppliers to provide VAT information in invoice headers or line items

Require supply date when VAT is chosen as tax category

Require explanation for zero rate VAT

Require explanation for zero rate GST

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

Require VAT details only for domestic and intra-EU trade

Enable automatic invoice creation from Receipts

Copy Bill To address on purchase orders to Sold To address on invoices

Require suppliers to provide tax information in invoice

Hide Bill From address on invoices

Allow the Customer Tax Representative to be displayed in GUI, cXML, and PDF

Allow suppliers to view the Payment Due Date field on the invoice creation page

Require suppliers to provide the Payment Due Date information on the invoice creation page

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

Require suppliers to provide their supplier company capital amount and currency on invoices

cXML Information

Integrated suppliers specify the following in their cXML invoices:

Table 16: **extrinsics to be added by suppliers in cXML**

Extrinsic	Sample Code
`placeOfSupply` ⓘ **Note** This is an existing extrinsic re-used in the current solution.	‹·› **Sample Code** ``` <InvoiceDetailRequest> .... <InvoiceDetailRequestHeader> <Extrinsic name="placeOfSupply">IN-KA</Extrinsic> </InvoiceDetailRequestHeader> .... </InvoiceDetailRequest> ```
`otherPlaceOfSupply`	‹·› **Sample Code** ``` <InvoiceDetailRequest> .... <InvoiceDetailRequestHeader> <Extrinsic name="otherPlaceOfSupply">Egypt</ Extrinsic> </InvoiceDetailRequestHeader> .... </InvoiceDetailRequest> ```
`portCode`	‹·› **Sample Code** ``` <InvoiceDetailRequest> .... <InvoiceDetailRequestHeader> <Extrinsic name="portCode">INMYB1</Extrinsic> </InvoiceDetailRequestHeader> .... </InvoiceDetailRequest> ```

Extrinsic	Sample Code

`supplierEntityName`	**‹·› Sample Code**
	
	``xml
	<InvoiceDetailRequest>
	    ....
	    <InvoiceDetailRequestHeader>
	        <Extrinsic name="supplierEntityName">Ariba Supply
	Company Pvt Ltd</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

`typeOfSupply`	**‹·› Sample Code**
	
	``xml
	<InvoiceDetailRequest>
	    ....
	    <InvoiceDetailRequestHeader>
	        <Extrinsic name="typeOfSupply">B2B</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

The extrinsics shown in the table below are not provided by the supplier. Instead, they are generated and added to the cXML invoice by SAP Ariba.

Table 17: **New extrinsics added by SAP Ariba in cXML**

Extrinsic	Sample Code

`QRCodeImage`
 	
ⓘ Note
Used internally. Not required for reporting to the GST portal.
	‹·› Sample Code
	
	``xml
	<InvoiceDetailRequest>
	    <InvoiceDetailRequestHeader>
	        <Extrinsic name="QRCodeImage">data:image/
	png;base64,iVBORw0KGgoA...</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

`externalTransactionIdentifier`
 	
ⓘ Note
This is the unique Invoice Reference Number received from the IRP.
	‹·› Sample Code
	
	``xml
	<InvoiceDetailRequest>
	    <InvoiceDetailRequestHeader>
	        <Extrinsic
	name="externalTransactionIdentifier">f0cd523e988d1db74.
	..</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

Conversion of United Nations Unit of Measure (UN-UOM) to India Unique Quantity Code (UQC)

There are approximately 45 three-character units of measure (UQC/UOM) supported by the online tax portal in India. Customers usually use 2-digit UN UOMs in their ERPs. It is impractical for customers to make changes to their ERPs to cater to Indian invoices. The UOM that reaches SAP Business Network in purchase orders remain unchanged in all subsequent documents. Therefore, the UN UOMs that such suppliers send in invoices are converted into UOMs that the tax portal in India is familiar with, using the corresponding values in the table below.

UN-UOM appearing in SAP Business Network invoices...	Converted to the following India Unique Quantity Code
BG	BAG
BL	BAL
BE	BDL
BIL	BOU
BB	BOX
BX	BOX
BO	BTL
CA	CAN
CMQ	CCM
CMT	CMS
MTQ	CBM
CT	CTN
DZN	DOZ
DPC	DOZ
DR	DRM
GGR	GGK
GRM	GMS
GRO	GRS
GY	GYD
KGM	KGS
K6	KLR
KTM	KME
KMT	KME
MTR	MTR
MD	MTS
CCT	MTS
TIC	MTS
TIP	MTS

UN-UOM appearing in SAP Business Network invoices...	Converted to the following India Unique Quantity Code
LUB	MTS
TNE	MTS
NAR	NOS
NBB	NOS
NCL	NOS
NIU	NOS
JWL	NOS
N2	NOS
MV	NOS
NMP	NOS
NPR	NOS
NPL	NOS
NPT	NOS
NRL	NOS
NJ	NOS
D68	NOS
H87	PCS
PR	PRS
HK	QTL
HDW	QTL
HKM	QTL
RO	ROL
SET	SET
FTK	SQF
MTK	SQM
YDK	SQY
U2	TBS
MIL	THD
L84	TON
L86	TON
TU	TUB
GLI	UGS
GLL	UGS
YRD	YDS
MLT	MLT

UN-UOM appearing in SAP Business Network invoices...	Converted to the following India Unique Quantity Code
BKL	BKL
BUN	BUN
MLS	MLS
OTH	OTH
TGM	TGM
UNT	UNT
BAG	BAG
BAL	BAL
BDL	BDL
BOU	BOU
BOX	BOX
BTL	BTL
CAN	CAN
CCM	CCM
CMS	CMS
CBM	CBM
CTN	CTN
DOZ	DOZ
DRM	DRM
GGK	GGK
GMS	GMS
GRS	GRS
GYD	GYD
KGS	KGS
KLR	KLR
KME	KME
LTR	LTR
MTS	MTS
NOS	NOS
PCS	PCS
PRS	PRS
QTL	QTL
ROL	ROL
SET	SET
SQF	SQF

UN-UOM appearing in SAP Business Network invoices...	Converted to the following India Unique Quantity Code
SQM	SQM
SQY	SQY
TBS	TBS
THD	THD
TON	TON
TUB	TUB
UGS	UGS
YDS	YDS
MLT	MLT
BKL	BKL
BUN	BUN
MLS	MLS
OTH	OTH
TGM	TGM
UNT	UNT
Any other UOM not in the list above maps to..	OTH

Frequently Asked Questions

Question	Answer
If an entity is already registered on the GST portal, is it required to again register on the e-invoice portal?	Yes, even if an entity is registered on the GST portal, the entity must register again on the e-invoice portal.
For how long will the generated e-invoice be available on the government portal?	After the validation of an invoice by the IRP, the invoice will be available for tax payers on the e-invoice system for 24 hours.
Can the IRN be generated twice for a single invoice?	No, the e-invoice system will check under the Central Registry of GST system to ensure that the invoice is not uploaded twice for re-generation of IRN.
Can an IRN be canceled?	An IRN once generated cannot be deleted/modified. However, it can be canceled and freshly generated if incorrect information is uploaded on the invoice. But such cancelation must be done within 24 hours from the time of generation of the IRN. Cancellation can be done only on the GST portal.
Who can generate the IRN from the e-invoice system?	IRN can be generated only by the tax payers who have been notified. That is, tax payers whose turnover is more than INR 500 crores (INR 5 billion).

Question	Answer
Is an e-invoice required to be signed again by the taxpayer?	After the e-invoice is registered, it will not be required to be signed by anyone else.
At present the e-Invoice API is for those GSTINs where the turnover is greater than 5,00,00,00,000. What about small traders?	Small traders are not required to submit their invoices to the IRP. They only need to submit their invoices in human readable format to their buyers.
Should the IRN be captured in the supplier's ERP?	It is advised that suppliers maintain the IRN in their ERP.
There are certain fields today that are optional and a few that are mandatory. How are these to be used?	- Mandatory fields are those that must be present on an invoice, and must be valid under the e-invoice standard. - The registration of an e-invoice will only be possible after it has all the mandatory fields uploaded into the IRP. - Optional fields are those that may be needed for the specific business needs. These have been incorporated in the schema based on current business practices in India. - An optional field not having any value can be reported with null, or can be omitted from the payload.

TCS Calculation for India

Learn about TCS calculation for Indian tax regime.

SAP Business Network automates calculation of the TCS amount for suppliers during creation of invoices. The TCS taxable amount is calculated based on the line item amount, GST, cess, discount at the line item, and charges. This helps suppliers to avoid manual calculation of TCS amount.

The TCS taxable amount is calculated as follows:

TCS **Taxable Amount** = Line item **Subtotal** + GST **Tax Amount** + Cess (Central or State) **Tax Amount** – **Discount Amount** – **Charge**

TCS **Tax Amount** = TCS **Taxable Amount** * **Rate(%)** / 100

> ⓘ Note
>
> Ensure that you as a buyer configure the country-specific fields for India. For more information see, Configuring India Specific Taxes [page 235]

Automatic calculation is applicable for both India 2017 and 2019 tax regulations.

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 SAP Business 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 SAP Business 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.

Prerequisites

Suppliers must confirm that their organization is VAT registered. For more information, see Configuring Additional Addresses and Confirm VAT Registration [page 250].

Configuring Additional Addresses and Confirm VAT Registration

Context

To set up a profile as a supplier in UAE and to confirm your VAT registration in SAP Business Network, follow these steps.

> ⓘ 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 the ⬤ **Account Settings** icon and choose **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/Region**
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.

Additional Information Required on Credit Notes

Tax regulations in the UAE require a few specific items of information on tax invoices and credit notes in addition to the regular information that suppliers provide while creating invoices in SAP Business Network.

SAP Business Network includes the following additional information on credit notes as stipulated by the tax authority of the UAE:

Credit notes issued in SAP Business Network display the following three additional columns at the header level:

- **Original**: The original amount of the invoice on which the credit note is being issued
- **Credit**: The credit issued to the buyer
- **Effective**: The effective amount, which is Original Invoice Value - Credit Note Value

The invoiced amount, credit amount, and effective amount correspond only to the current credit note document. For example, if a different credit note with credit amount 'x' was previously issued on the same invoice, the current credit note does not take into account the earlier credit value. In other words, previously issued credits on an invoice do not apply to current credit notes.

> ⓘ Note
>
> The current tax invoicing solution provides the required additional information only on credit notes issued in SAP Business Network, and not on debit notes.

Tax Invoicing in United Kingdom and Northern Ireland

In accordance with Brexit, effective January 1, 2021, the United Kingdom is no longer part of the European Union (EU). Northern Ireland remains considered as a European Union country for supply of goods to the European Union (EU), but not for supply of services.

SAP Business Network now provides an enhanced invoicing solution for the United Kingdom and Northern Ireland as below:

- Changes for UK - Transaction between a UK VAT registered supplier or buyer and an EU counterpart, now qualifies as cross-border trade. The Invoice Summary screen, displays such a transaction as **Cross-Border**. Transaction in SAP Business Network is considered cross-border if either the buyer or the supplier is outside of the European Union (EU).

- Changes for Northern Ireland:
  - Transaction between a Northern Ireland VAT registered supplier or buyer and an EU counterpart, for supply of goods, continue to qualify as Intra-European Union trade. For such a transaction, buyers and suppliers now need to maintain VAT registration number prefixed by XI as country code instead of GB. SAP Business Network considers the signing country as GB and the Invoice Summary screen, displays such a transaction as **Intra EU**.
    Transaction in SAP Business Network is considered as Intra EU if both the supplier and buyer are from within the EU.
  - Transaction between a Northern Ireland VAT registered supplier or buyer and an EU counterpart, for supply of services, now qualifies as cross-border trade. For such a transaction, buyers and suppliers continue to use VAT registration number prefixed by GB as country code. The Invoice Summary screen, displays such a transaction as **Cross-Border**.

> ⓘ **Note**
>
> To maintain multiple VAT IDs, a supplier or buyer can create an additional address and maintain corresponding VAT ID.

Supplier User Interface Changes

See

Configuring Additional Addresses and Confirm VAT Registration

Context

To set up a profile as a supplier in Northern Ireland and to confirm your VAT registration in SAP Business Network, follow these steps.

> ⓘ **Note**
>
> If your primary address is a United Kingdom address, you must update your company profile to add your VAT ID before you configure additional company addresses. You update your VAT ID in the **Business** section of the **Company Profile** page. Additionally, you can also confirm your VAT registration status in the same section.

Procedure

1. Click the 🔵 **Account Settings** icon, and choose **Company Profile**.
2. Go to the **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** - Your company's additional branch address in the North Ireland.
    - **Address ID**
    - **VAT ID** - The field VAT ID is mandatory if you are VAT registered. It is a VAT registration number prefixed by XI or GB as country code.

        > ⓘ Note
        >
        > - For transaction of supply of goods between you and your European Union (EU) counterpart, maintain a VAT ID prefixed by XI.
        > - For transaction of services between you and your European Union (EU) counterpart, maintain a VAT ID prefixed by GB.

4. Enter the following required fields in the **Address** section:

    - **Address 1** - Your company's additional branch address in Northern Ireland.
    - **City**
    - **Postal Code**
    - **Country/Region**

5. 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 SAP Business 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

- Suppliers must have their legal profiles configured in SAP Business Network.
- Buyers and suppliers must register their organizations 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 SAP Business Network in order to allow matching from VAT ID/Tax ID to the buyer's vendor IDs.
- For configuring Buyer VAT ID on SAP Business Network, buyers need to create a support request.
- Non-SAP Business Network suppliers must get their invoices digitally signed by approved service providers, create their electronic invoices outside SAP Business Network, and send them to the SDI portal for issuance.

Restrictions

- Suppliers can add VAT and Withholding taxes in the same line item when creating an invoice. However, the following restrictions are applied:
    - Multiple VATs or Withholding taxes are not allowed in the same invoice line item.
    - Withholding tax rate and type need to remain the same throughout the invoice for different line items.
- FPa PDF document will not be generated if the FPa document size is more than 1.5MB.

Workflow - Non-SAP Business Network Supplier

Invoices in Italy go through the following workflow originating from a non-SAP Business Network supplier to a buyer's ERP system or SAP Ariba Procurement solution:

1. A non-SAP Business Network supplier creates a tax invoice (in FatturaPA XML format) in a system outside SAP Business 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. SAP Business 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 only once in the buyer's SAP Business Network account with accurate data in the required fields. The Buyer is responsible to maintain the vendor master data CSV file for future uploads.
6. SAP Business 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 - SAP Business Network Supplier

This section describes the workflow starting from the creation of the invoice in SAP Business 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 SAP Business Network.
2. SAP Business 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 rejection status to SAP Business Network.
6. SAP Business 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 SAP Business Network account with accurate data in the required fields.
8. SAP Business 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 SAP Business Network suppliers	For non-SAP Business 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:

Table 18: Supplier User Interface Changes

Location in SAP Business Network UI	Invoice Field	Mandatory?
Additional Italy Specific Fields in the invoice creation page	**External Document Type**. The corresponding pull-down menu contains the following values: TD01, TD02, TD03, TD06, TD16, TD17, TD18, TD22, TD23, TD24, TD25, and TD26 ⓘ Note • For standard invoices, the default value is TD01. Suppliers can choose other values from a pull-down menu. • For credit memos, the default value is TD04. Only a non-editable label is displayed. • For debit memos, the default value is TD05. Only a non-editable label is displayed.	Yes
Additional Italy Specific Fields in the invoice creation page	**Has Stamp Duty** Stamp duty must be included if certain tax exempt conditions like "out of scope supplies" or "exempt" transactions are met. Suppliers may optionally enter a value in the **Stamp Duty** input box.	Mandatory if stamp duty value is entered.
Additional Italy Specific Fields in the invoice creation page	The **Payment Method** pull-down menu includes an additional value called **PagoPA**. PagoPA is a payment interface.	Yes
Line level field in the invoice creation page.	The **Tax Type** pull-down menu: • **(RT01) Natural persons** • **(RT02) Legal persons** • **(RT03) INPS contribution** • **(RT04) ENASARCO contribution** • **(RT05) ENPAM contribution** • **(RT06) Other social security contribution** 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. ⓘ Note This field appears only if the **Tax Category** is chosen as **Withholding Tax**.	Yes

Location in SAP Business Network UI	Invoice Field	Mandatory?
Description field at line level in the invoice creation page. ⓘ Note This field appears only if the **Tax Category** is chosen as **Withholding Tax**.	The pull-down menu from which values can be selected is titled **Select Reason for Payment**.	Yes
Line level field in the invoice creation page. Also appears on the invoice summary and invoice PDF.	**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.	Yes
Line level field in the invoice creation page. ⓘ Note This field appears only if the **Tax Category** is chosen as **VAT**.	The **Reason for Tax Exemption** pull-down menu includes several values: N2.1 N2.2, N3.1, N3.2, N3.3, N3.4, N3.5, N3.6, N6.1, N6.2, N6.3, N6.4, N6.5, N6.6, N6.7, N6.8, and N6.9 ⓘ Note If the **VAT Due Time Code** is Split Payment, the Reason for Tax Exemption must **not** be any of the N6 series values. This is applicable to invoices created online in SAP Business Network, and also to invoices created in external systems, such as suppliers' ERPs and other business systems.	Yes
The **Additional Information** section in the invoice review page (the page displayed after the invoice is duly filled, and just before it is submitted).	These three fields are displayed (along with values entered by the supplier): • **External Document Type** • **Has Stamp Duty** • **Stamp Duty**	Not applicable

Imposta di Bollo (Stamp Duty) in Invoices

In Italy, suppliers must add a specific stamp duty on invoices if certain tax exempt conditions like 'out of scope supplies' or 'exempt' transactions are met.

> ⓘ Note
>
> The stamp duty is called **Imposta di bollo** in Italy.

SAP Business Network supports the addition of stamp duty on inbound invoices (invoices created by suppliers in a system outside SAP Business Network) by creating an extrinsic in the cXML invoice.

SAP Business Network also provides suppliers the ability to add a stamp duty amount to invoices created online in SAP Business Network.

> ⓘ Note
>
> - Buying organizations must be configured for outbound SDI invoice flow (invoices created by suppliers within SAP Business Network).
> - SAP Business Network does **not** provide Imposta di bollo support when buyers pay stamp duty.

Outcomes of Entering Stamp Duty

An optional field, **Stamp duty amount**, is included at the header level of online invoices in Italy.

The SDI mandated 'Bollo' segment (2.1.1.6 'DatiBollo') gets created in the fatturaPA.	**‹›› Sample Code** ``` <DatiBollo> <BolloVirtuale>SI</BolloVirtuale> <ImportoBollo>2.00</ImportoBollo> </DatiBollo> ```
The SAP Business Network user interface and SAP Business Network human readable PDF document display the stamp duty amount entered by suppliers.	The **Additional Information** section displays the stamp duty entered by suppliers.
The cXML receives the `stampDuty` extrinsic in the `InvoiceDetailRequestHeader` segment.	**‹›› Sample Code** ``` <InvoiceDetailRequest> <InvoiceDetailRequestHeader> <Extrinsic name="stampDuty"> <Money currency="EUR">123.00</Money> </InvoiceDetailRequestHeader> </InvoiceDetailRequest> ```

SDI Notification Date in Invoices

In Italy, buying organizations receive the timestamp when SDI acknowledges receipt of supplier invoices. This can be used for periodical tax reporting purposes in their accounting system.

Buying organizations must be configured for the SDI invoice using the 'inbound' and/or 'outbound' flows for Italy.

SAP Business Network provides this timestamp as part of the invoice cXML in both the following cases:

- Outbound flow where suppliers create invoices from within SAP Business Network
- Inbound flow where SAP Business Network receives invoices created by suppliers on the SDI portal, through use of the third party provider, TrustWeaver.

For SAP Business Network suppliers (outbound flow)	For non- SAP Business Network suppliers (inbound flow)
- This SDI timestamp is not supported by the FPA schema. Instead, SDI provides this timestamp as part of the delivery receipt schema issued for outbound invoices in the element `DataOraConsegna:<DataOraConsegna>2019-10-31T13:32:03.000+01:00</DataOraConsegna>` - SAP Business Network extracts the SDI notification timestamp from the `DataOraConsegna` element in the delivery receipt document, and includes this in a new extrinsic in the cXML invoice. This extrinsic field is called `ClearanceSystemAcknowledgementDate`. - The extrinsic field `ClearanceSystemAcknowledgementDate` is displayed in the online invoice and the human readable PDF.	- This SDI timestamp is received from TrustWeaver as part of the integration with the SDI portal. The timestamp is **not** provided by SDI in this flow. Instead, TrustWeaver provides the timestamp when it received this invoice from SDI. - The extrinsic field `ClearanceSystemAcknowledgementDate` captures this timestamp. The timestamp is displayed in the user interface and in the human readable PDF generated by SAP Ariba. - The timestamp conforms with the SDI timestamp format.

> ⓘ Note
>
> The timestamp is displayed in the user interface and in the human readable PDF generated by SAP Ariba **only**. The timestamp is **not** displayed in the TrustWeaver generated FPA PDF, which is generated based on the official stylesheet from SDI.

cXML Information

The following extrinsic element appears under `InvoiceDetailRequestHeader`:

⟨⟩ Sample Code

```
<InvoiceDetailRequestHeader invoiceDate="2020-02-09T12:58:52+05:30"
        invoiceID="1213123" operation="new"
         purpose="standard">
        <Extrinsic
name="ClearanceSystemAcknowledgementDate">2013-06-06T12:01:00Z</Extrinsic>
```

```
</InvoiceDetailRequestHeader>
```

Sample SDI Notification Date

> ⓘ Note
>
> The data in the SDI delivery receipt provided below is obtained from a test system. The data is for representational and general information purposes only.

> ⟨·⟩ Sample Code
>
> ```
> <?xml version="1.0" encoding="UTF-8"?>
> -<q1:RicevutaConsegna xmlns:q1="http://ivaservizi.agenziaentrate.gov.it/docs/xsd/
> fattura/messaggi/v1.0" FlussoSemplificato="Si" versione="1.0">
>     <IdentificativoSdI>54010</IdentificativoSdI>
>     <NomeFile>SE556613626201_01isU.xml</NomeFile>
>     <Hash>b3381d82f7e3a20a343729c43cf6c7e6b016a9e19e4a0615d287a38be83ebc98</Hash>
>     <DataOraRicezione>2013-06-06T12:00:00Z</DataOraRicezione>
>     <DataOraConsegna>2013-06-06T12:01:00Z</DataOraConsegna>
>     <Destinatario>
>         <Codice>AAA111</Codice>
>         <Descrizione>Amministrazione di prova</Descrizione>
>     </Destinatario>
> ```

Long Term Archive Deposit Report

Italy has a specific country/region mandate for a deposit report. This is a report of archived invoices including storage information. SAP Business Network provides a report of the invoice archive deposit information for buyers and suppliers in Italy who have enabled long term archiving storage.

Prerequisites

Buyers and suppliers must enable long term archiving in their SAP Business Network accounts to be able to download long term archive deposit reports. For more information, see:

- Buyers:
- Suppliers:

Restrictions

This functionality is not available to SAP Business Network standard account (formerly light account) suppliers.

Generating Long Term Archive Deposit Reports in Italy for Buyers

Context

Buyers in Italy can generate long term archive deposit reports using the following procedure:

Procedure

1. Click the **Reports** tab on the dashboard.
2. Click **Create**.
3. Enter a unique report title in the **Title** field in the **Report Description** section.
4. Enter a description.
5. Choose a value from the **Time zone** dropdown.

   Date and times in your report file use the time zone you select here, expressed as GMT +/-. In addition, SAP Business Network uses the time zone to determine the range of information collected for the report.
6. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.
7. Choose **Long Term Archive Deposit Report** from the **Report Type** dropdown.
8. Click **Next**.

   The **Report Schedule** section is displayed with details for the report type you selected.
9. Choose **Manual Report** or **Scheduled Report**.

   - To generate a manual report, choose **Manual Report** and click **Next**.
   - To generate scheduled reports, choose **Scheduled Report** and enter the following details.
     - Choose a **Start Date** and **End Date**.
     - Choose a schedule from the **Automatically Run** dropdown. the possible values are **Monthly**, **Weekly**, **Daily**, and **Daily (Except Sat, Sun)**.
     - Enter an email ID to receive email notifications in the **Email notification**.
   SAP Business Network automatically generates scheduled reports using the frequency that you specify.
10. Click **Next**.

    The **Criteria** section is displayed. In this section, the **Archive Country** field has Italy as the only option and it is selected by default. If you are a buyer that does not receive Italian invoices, an empty report will be generated.
11. Enter the archive date range for which you want the report.

    The date range specified in this step is the range for which the archive report is generated. It is different from the date range in the previous step. The date range in the previous step denotes the range during which the report schedule will be run.
12. Click **Submit**.

    SAP Business Network puts your report into a queue. You can view and download it when its status is **Processed**.

13. To download the report, select the report template and click **Download**.

The report generated contains the following columns:

Column	Description
Document Number	The unique number given to the invoice by the user.
External Invoice Number	A unique number generated by the SDI (the tax authority in Italy) used to identify invoices.
Document Hash	Hash of the invoice content stored along with the archive.
Hash Algorithm	Hash algorithm used to calculate the document hash.
Storage Date	The date that the invoice was archived in the archive service provider's system.

Generating Long Term Archive Deposit Reports in Italy for Suppliers

Context

Suppliers can generate reports for long term archive deposit report in Italy using the following procedure:

Procedure

1. Click the **Reports** tab on the dashboard.
2. Click **Create**.
3. Enter a unique report title in the **Title** field in the **Report Description** section.
4. Enter a description.
5. Choose a value from the **Time zone** dropdown.

   Date and times in your report file use the time zone you select here, expressed as GMT +/-. In addition, SAP Business Network uses the time zone to determine the range of information collected for the report.
6. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.
7. Choose **Long Term Archive Deposit Report** from the **Report type** dropdown.
8. Click **Next**.

   The **Criteria** section is displayed. In this section, the **Archive Country** field has Italy as the only option and it is selected by default. If you are a supplier that does not send Italian invoices, an empty report will be generated.
9. Choose the archive date range from the **Archive Date** field.

   The date range specified in this step is the range for which the archive report is generated. It is different from the date range in the **Report Schedule** section (if you have an Enterprise SAP Business Network account, you will see the **Report Schedule** section and can run scheduled reports). The date range in the **Report Schedule** section denotes the range during which the report schedule will be run.

10. Click **Submit**.

    SAP Business Network puts your report into a queue. You can view and download it when its status is **Processed**.

11. To download the report, select the report template and click **Download**.

    The report generated contains the following columns:

Column	Description
Document Number	The unique number given to the invoice by the user.
External Invoice Number	A unique number generated by the SDI (the tax authority in Italy) used to identify invoices.
Document Hash	Hash of the invoice content stored along with the archive.
Hash Algorithm	Hash algorithm used to calculate the document hash.
Storage Date	The date that the invoice was archived in the archive service provider's system.

Setting Up a Regulatory Profile for Italian Suppliers

Context

Regulatory profiles refer to supplier accounts registered with the tax authorities in Italy for electronic invoicing procedures. Suppliers in Italy can have multiple VAT IDs. However, one VAT ID can have only one regulatory profile associated with it. The **Set Up Legal Profile** check box is available to suppliers in Italy. SAP Business Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Italy.

Procedure

1. Click the ● **Account Settings** icon, and choose **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

    Supplier VAT ID must begin with IT, and must be followed by a 11 digits.

4. Enter the following required fields in the **Address** section:

    - **Address 2** - Your company's additional branch address in Italy.
    - **Postal Code** - This is a four digit number.
    - **Country/Region**

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, SAP Business 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.

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 SAP Business Network.

In Malaysia, the Goods and Services Tax (GST) was replaced with the Sales and Services Tax (SST) with effect from September 01, 2018. SAP Business 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 SAP Business 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/region-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

SAP Business Network supports the following Malaysian invoice types:

Table 19: 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

> ⓘ 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 20: 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/region of origin of invoice	Depends on country/region 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/region of origin of invoice	Depends on country/region of origin of invoice
No	Yes	Depends on country/region of origin of invoice	Depends on country/region of origin of invoice

Tax Invoicing Prerequisites for Malaysia

Suppliers

- Suppliers must configure their SST ID in the **Additional Company Addresses** section only. See Configuring SST ID in Supplier Profile [page 269].
- 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 SAP Business Network account.
- Buyers must configure their SST ID in their SAP Business Network profiles.
- Buyers must configure their address (Sold To address) in their SAP Business Network accounts. See Creating Customer (Sold To) Address [page 269].
- 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 SAP Business Network buyer and supplier profiles.

- Buyers can configure 'Sales Tax' and 'Service Tax' entries in the Country-based rules for Malaysia. See Configuring Country/Region-Based Invoice Rules for Malaysia [page 268] 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 SAP Business Network

The following diagram illustrates the workflow process for creating Malaysian tax invoices on SAP Business Network.
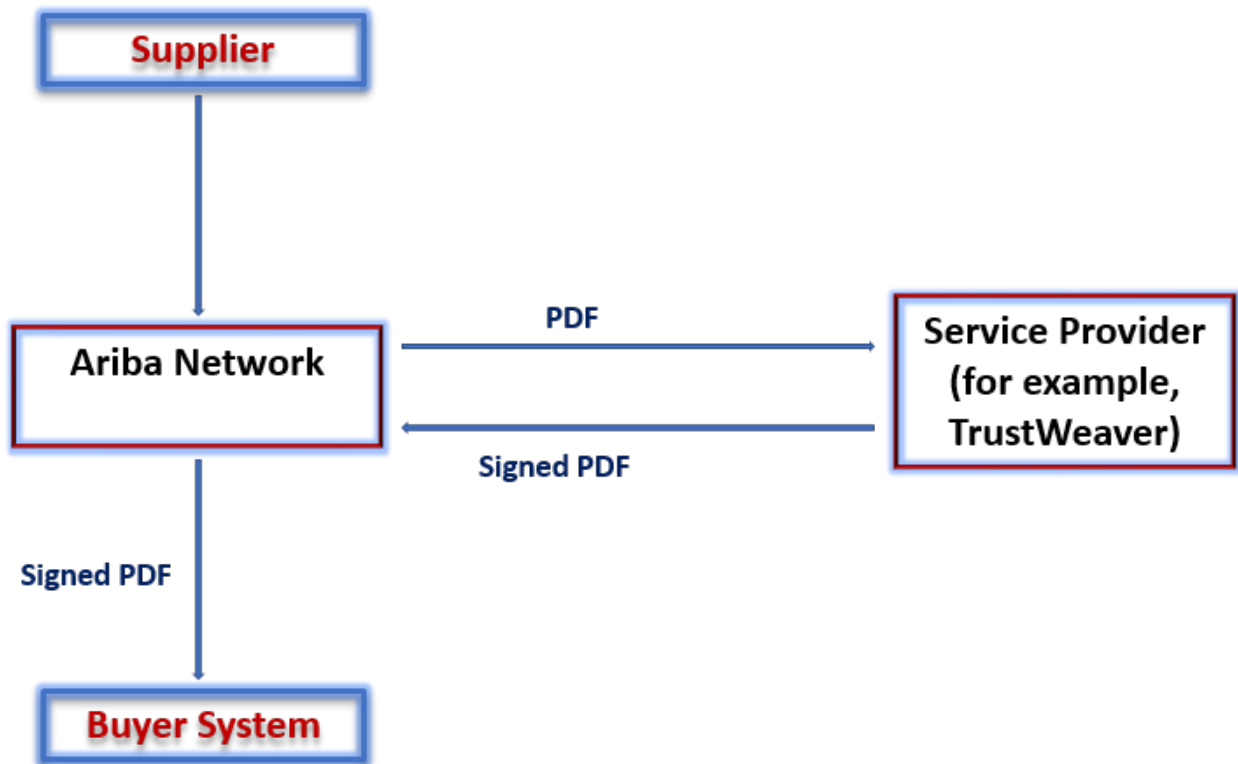
The following steps describe the workflow process of a supplier creating a Malaysian tax invoice on SAP Business Network. These steps assume that suppliers have met the requirements for tax invoicing, including configuring their company profile.

1. An SAP Business Network supplier user logs into their SAP Business Network account and creates either an online invoice or uploads a cXML invoice.

> ⓘ 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 SAP Business Network.

2. SAP Business 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 SAP Business Network.
4. SAP Business 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.
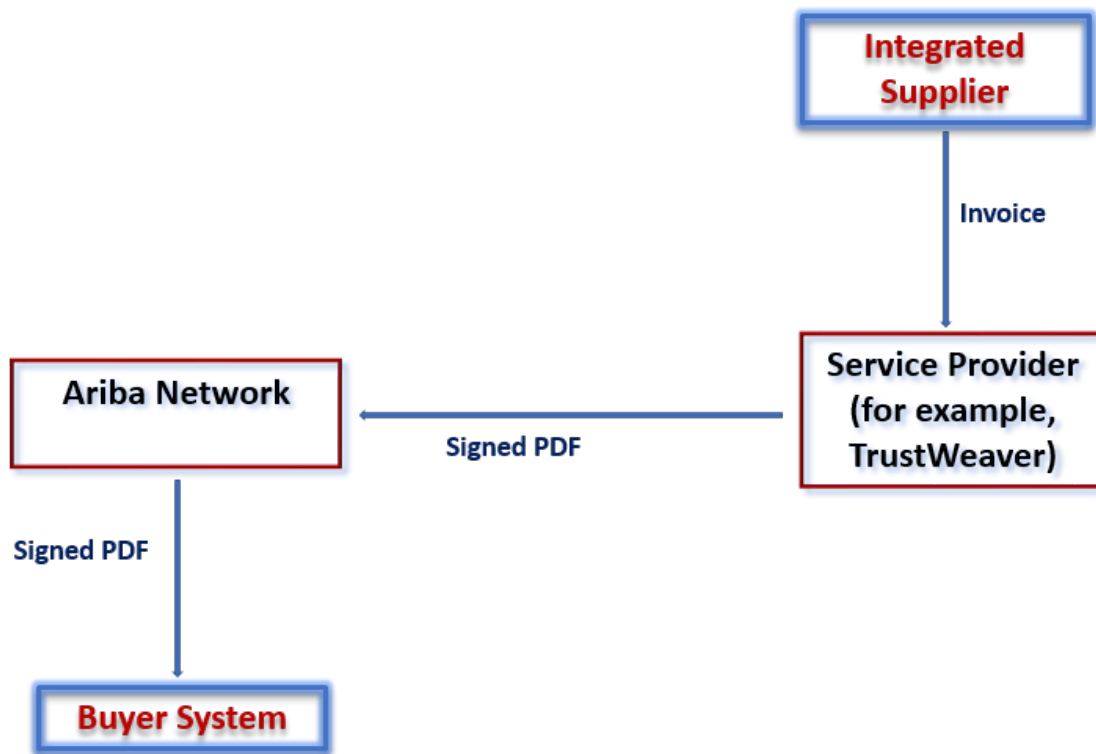
The following steps describe the workflow process of a supplier who creates a Malaysian tax invoice on a service provider's portal or generates a Malaysian tax invoice from their accounting system:

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 SAP Business 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/region rules.

3. The service provider submits the digitally-signed PDF to SAP Business Network
4. SAP Business Network sends the digitally-signed PDF invoice to the buyer.

cXML Changes for Tax Invoicing in Malaysia

SAP Business 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/region-based invoice rules for Malaysia.

Configuring Country/Region-Based Invoice Rules for Malaysia

Context

Buyers may configure country/region-based invoice rules for their SAP Business Network suppliers before suppliers can submit tax invoices for a particular country/region. Configuring country/region-based invoice rules overrides the default transaction rules.

Procedure

1. Choose ▌▶ **Account settings** ❯ **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.

Creating 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. Choose **Account settings** > **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/Region** 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 SAP Business Network profiles.

Configuring SST ID in Supplier Profile

Context

As a supplier in Malaysia, you must configure your SST ID in your SAP Business Network profile.

To configure SST ID:

Procedure

1. Log in to your SAP Business Network supplier account.

2. Click the ● **Account Settings** icon, and choose **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/Region** 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 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 SAP Business 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.

> ⓘ Note
>
> The current tax invoicing solution for Singapore does **not** support the following types of invoices:
>
> - **CC Invoices**: Sometimes suppliers do not create invoices in SAP Business Network. These invoices are routed to buying organizations differently (for example, as paper invoices). The invoice is then created manually in the buyer's ERP system and sent to SAP Business Network as a copy.
> - **Evaluated Receipt Settlement (ERS)**: Supplier invoices are posted automatically based on information in the purchase order and goods receipt note.

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/region-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

> **ⓘ 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 SAP Business 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

> **ⓘ 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.

> **ⓘ 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

Is Supplier Legal Profile Registered?	Is Supplier GST Registered?	Is 'From' Location Singapore?	Is GST Charged?	Invoice Label Displayed
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 SAP Business Network. These steps assume that suppliers have met the requirements for tax invoicing, including configuring their company profile.

1. An SAP Business Network supplier user logs into their SAP Business Network account and creates either an online invoice or uploads a cXML invoice.

   > ⓘ 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 SAP Business Network.

2. SAP Business 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. SAP Business 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 SAP Business Network.
6. SAP Business 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 SAP Business 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.

Singapore-Specific Field Label	Description
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. ⓘ 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.

> ⓘ 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.

> ⓘ 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 21: Fields Visible to GST-Registered Suppliers

Singapore-Specific Field Label	Description
Create Line-Item 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.

> ⓘ 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 22: 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.

Overview of Legal profile for Singapore

This topic describes the overview of legal profile handling for Singapore buyers and suppliers.

SAP Business Network mandates suppliers in Singapore to configure a legal profile in the SAP Business Network supplier accounts.

When a buyer enables the country/region-specific rule for Singapore, the system validates the status of the supplier's legal profile. This validation enables suppliers to send only regulatory-compliant invoices by selecting the relevant legal profile.

> ⓘ Note
>
> The legal profile must be in the **Accepted** status.

Prerequisites

- Buyers must enable the rule **Require suppliers to send Tax Invoice documents** under ⫸ **Configuration** ⟩ **Country-based Invoice Rules** ⟩ **General Invoice Rules** ⟩ in the SAP Business Network buyer account.
- Suppliers have a legal profile configured in the SAP Business Network supplier account. You must have a valid GSTIN.
  To configure a legal profile, see Setting Up a Regulatory Profile for Suppliers in Singapore [page 276].
  Contact your admin if you do not have authorization to configure a legal profile.

Information for Buyers

You can confine this feature for a specific group of suppliers that include registered GST suppliers and non-GST registered suppliers. Create a separate group for them and disable the country/region-specific rule **Require suppliers to send Tax Invoice documents**. These suppliers can continue to send only standard invoices without a legal profile.

Information for Suppliers

During invoice creation, the system displays an error message if you have not created a legal profile. Create a legal profile to continue creating the invoice.

For more information about the rules for determining tax invoice and standard invoice, see https://help.sap.com/docs/ARIBA_NETWORK/d0837e988978469ab79e35634c89480b/ec7181c897d0493995a7e6eddf3a308a.html#rules-for-determining-tax-invoice-and-standard-invoice.

> ⓘ Note
>
> The error message is displayed only for domestic invoices.

Supplier User Tasks for Singapore Invoicing

The following section describes how suppliers can set up a regulatory profile in their SAP Business Network accounts.

Setting 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. SAP Business 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:

> ⓘ 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 the ⬤ **Account Settings** icon, and choose **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/Region**

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.

Creating 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. Choose ▐▶ **Account settings** ❯ **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/Region** 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.

Configuring Country/Region-Based Invoice Rules

Context

Buyers may configure country/region-based invoice rules for their SAP Business Network suppliers before suppliers can submit tax invoices for a particular country/region. Configuring country/region-based invoice rules overrides the default transaction rules.

Procedure

1. Choose ▌▶ **Account settings** ❯ **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/Regions 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 SAP Business 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/region 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.

> ⓘ Note
>
> Automatic generation of dynamic discounting credit memos is limited to supplier-submitted invoices on SAP Business Network in countries/regions that requires credit memos.

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 .

QR-Bill Payment Reference for SAP Business Network Invoices in Switzerland and Liechtenstein

Switzerland allows a new QR-Bill that enables suppliers to send payment reference information or a QR code along with their invoices and credit memos that buyers can use to process payments efficiently for their suppliers. As part of this, SAP Business Network has added country/region transaction rules that allow buyers to receive additional payment references from their suppliers in Switzerland and Liechtenstein. Suppliers in these two regions can now include a QR-IBAN (with a mandatory QR Reference) or use their existing IBAN (with an optional Creditor Reference) and also pass additional billing information that uses SWICO tags as part of the bank information in their invoices and credit memos.

Prerequisites

- Buyers must activate the country/region-based invoice rules for Switzerland and Liechtenstein.
  For more information on country/region-based invoice rules in SAP Business Network, see Country/Region-Based Invoice Rules [page 115].

- Buyers must uncheck the rule **Ignore country-based invoice rules** in **Default Transaction Rules**.

- Suppliers must select the **From** address as Switzerland or Liechtenstein while creating invoices.

Workflow for QR-Bill Support

Buyer enables country rules:
- Only "Require IBAN" OR
- "Require IBAN" and "Apply this rule to receive QR-IBAN"

- While creating remittance addresses, supplier selects "Include Bank Account Information in invoices".
- While creating remittance addresses, supplier selects IBAN or QR-IBAN.
- While creating invoices or credit memos, supplier selects appropriate Remit To address.

Remit To address with IBAN Data
- Creditor Reference is optional
- Additional Remittance Information is optional

Remit To address with QR-IBAN Data
- QR Reference is mandatory
- Additional Remittance Information is optional

1. Buyers enable Switzerland/Liechtenstein country/region based rules depending on the payment reference they can receive in their invoices and credit memos:

   - Only **Require IBAN** OR

   - **Require IBAN** and **Apply this rule to receive QR-IBAN**.

2. If suppliers are setting up payment using wire transfers, as in this case, they must click **Include Bank Account Information in invoices**.
   For detailed instructions on adding or editing bank account information, see .

3. Suppliers set up their remittance information:
   Suppliers create remittance addresses for Switzerland/Liechtenstein and save these remittance addresses with remittance IDs. While creating remittance addresses, suppliers are required to select IBAN or QR-IBAN

if the chosen payment method is **Wire Transfer**. Later, when suppliers create invoices or credit memos, these remittance IDs are displayed in the **Remit-To** pull-down menu from which suppliers select the desired remittance ID.

- If buyers have enabled only the **Require IBAN** rule, the **Remit To** pull-down menu will show the list of remittance IDs that have an associated IBAN.

- If buyers have enabled both **Require IBAN** and **Apply this rule to receive QR-IBAN**, the **Remit To** pull-down menu will show the list of remittance IDs that are associated with IBAN and QR-IBAN.

4. If suppliers select remittance address for an **IBAN** in step 3, they may enter an optional **Creditor Reference** and an optional **Additional Remittance Information**.

5. If suppliers select remittance address for a **QR-IBAN** in step 3, they must enter a mandatory **QR Reference** and an optional **Additional Remittance Information**.

Allowing Suppliers to Provide a QR-IBAN in Their Remit To Address

Context

As a buyer, you can allow your suppliers to provide a QR-IBAN instead of an IBAN in the **Remit To** field of invoices and credit memos.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Go to ▌ **Administration** 〉 **Configuration** 〉 **Country-based Invoice Rules** ▐.

   > ⓘ Note
   >
   > Configuring country/region based invoice rules overrides the default transaction rules.

3. If the country/region based invoice rules are not already added for Switzerland and Liechtenstein, click **Select Country**, and then click **Add Country Rules**.

   If Switzerland and Liechtenstein have already been added, you will see them in the **Countries** list.

4. Select Switzerland or Liechtenstein. Click **Edit**.

5. Go to the section **Invoice Payment Rules**.

6. Check the box **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.

7. Check the box **Require IBAN**. The rule **Apply this rule to receive QR-IBAN** appears.

   The **Require IBAN** rule enforces the inclusion of IBAN on invoices, and only applies to suppliers in countries where IBAN is used.

If this rule is enabled:

the supplier will be provided a list of remittance IDs that were set up with an IBAN, in the **Remit To** pull down menu while creating an invoice or credit memo.

8. Check the box **Apply this rule to receive QR-IBAN**.

If this rule is enabled:

the supplier will be provided a list of remittance IDs set up for both IBAN and QR-IBAN in the **Remit To** pull-down menu while creating an invoice or a credit memo. The supplier can then choose a remittance ID associated with a QR-IBAN from this list.

Selecting IBAN or QR-IBAN

Context

As a supplier, you can select IBAN or QR-IBAN when you create your remittance address or payment information in SAP Business Network.

Procedure

1. Log in to your SAP Business Network supplier account.
2. Click the ● **Account Settings** icon, and choose ▌ **Settings** ▌ **Remittances** ▌.

   You create remittance addresses for Switzerland/Liechtenstein and save these remittance addresses with remittance IDs. While creating remittance addresses, you are required to select an IBAN or QR-IBAN if the selected payment method is **Wire Transfer**. Later, when you create invoices, these remittance IDs are displayed in the **Remit To** pull-down menu from which you select the desired remittance ID. For detailed instructions on adding or editing your payment information, see .

3. If you have selected the **Country/Region** as Switzerland or Liechtenstein, you will see a pull-down menu option **Select IBAN type** in the Beneficiary Bank section of **Wire Transfer**. Select **IBAN** or **QR-IBAN**.
4. Click **Save**.

Entering QR Reference in Invoices

Context

The QR-Bill in Switzerland also covers Liechtenstein, a member of the European Economic Area. Liechtenstein partakes in a customs union with Switzerland and uses the Swiss Franc as the national currency. The QR-Bill is a new payment slip type that will eventually replace the existing traditional paper-based in-payment slips (ISR) with one that contains not only billing data, but also integrated payment details, a QR code, and a receipt. The electronically readable Swiss QR Code contains all payment relevant data and the same data will also be printed on

the QR-Bill slip. This solution will help payment references to be transferred electronically, aiding better monitoring and automating the end-to-end process - from initiating party to recipient, thus simplifying payment reconciliation and supporting faster payments.

When you create invoices:

- if your buyer has enabled the rule **Require IBAN** only, the **Remit To** pull-down menu displays a list of remittance IDs that have an associated IBAN.
- if your buyer has enabled the rule **Require IBAN** and also enabled **Apply this rule to receive QR-IBAN**, the **Remit To** pull-down menu displays a list of remittance IDs that are associated with IBAN and QR-IBAN.

Procedure

1. Log in to your SAP Business Network supplier account.
2. For information on creating invoices from your SAP Business Network account, see:

   -
   -

3. Choose a Switzerland or Liechtenstein address as your address in the **Additional Fields** section.
4. If you have a QR Reference, select an address with QR-IBAN data in the **Remit To** field.

   The **QR Reference** and **Additional Remittance Information** fields are displayed.
5. Enter the **QR Reference**.

   QR Reference is a mandatory field and must be exactly 27 digits long. For example, 135426879546278157862781578.
6. Enter the **Additional Remittance Information**.

   Additional Remittance Information is an optional field. This provides additional information that can contain:
   - structured information complying with SWICO tags
   - unstructured information that can be used to indicate the payment purpose
   - additional textual information about payments with a structured reference

Entering Creditor Reference in Invoices

Context

When you create invoices:

- if your buyer has enabled the rule **Require IBAN** only, the **Remit To** pull-down menu displays a list of remittance IDs that have an associated IBAN.
- if your buyer has enabled the rule **Require IBAN** and also enabled **Apply this rule to receive QR-IBAN**, the **Remit To** pull-down menu displays a list of remittance IDs that are associated with IBAN and QR-IBAN.

Procedure

1. Log in to your SAP Business Network supplier account.

2. For information on creating invoices from your SAP Business Network account, see:

   •

   •

3. Select a Switzerland or Liechtenstein address as your address in the **Additional Fields** section.

4. Select a Remittance ID with IBAN data in the **Remit To** field.

   The **Creditor Reference** and **Additional Remittance Information** fields are displayed.

5. Enter the **Creditor Reference**.

   Creditor Reference is an **optional** field. It must start with RF and have a maximum of 25 characters. For example, RF13abc426.

6. Enter the **Additional Remittance Information**.

   Additional Remittance Information is an optional field. This provides additional information that can contain:

   • structured information complying with SWICO tags
   • unstructured information that can be used to indicate the payment purpose
   • additional textual information about payments with a structured reference

Additional cXML Fields for QR-Bill

Integrated suppliers must specify the following additional values in their cXML invoices:

Table 23: Additional Extrinsics Used in cXML

Extrinsic	Sample Code

QR Reference	‹› Sample Code
	
	``
	<InvoiceDetailRequest>
	    ....
	    <InvoiceDetailRequestHeader>
	        <Extrinsic
	name="qrReference">08980980980980808080808098</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

Extrinsic	Sample Code

Additional Remittance Information	**‹·› Sample Code**
	
	``
	<InvoiceDetailRequest>
	    ....
	    <InvoiceDetailRequestHeader>
	        <Extrinsic name="additionalRemitInfo">Order of 15
	June 2020//S1/01/20170309/11/10201409</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

QR IBAN	ⓘ **Note**
	
	The existing IdReference `ibanId` will now have the IBAN or the QR-IBAN ID as per the **Remit To** address selected. The `isQRIban` extrinsic will help identify if the IdReference is for an IBAN or a QR-IBAN.
	
	If a QR-IBAN is being passed in the IdReference, the cXML will have the following:
	
	‹·› Sample Code
	
	``
	<InvoiceDetailRequest>
	    ....
	    <InvoiceDetailRequestHeader>
	        <Extrinsic name="isQRIban">yes</Extrinsic>
	    </InvoiceDetailRequestHeader>
	    ....
	</InvoiceDetailRequest>
	``

New intrinsic used in cXML

The `invoice partner` element contains the new intrinsic IdReference, `creditorRefID`:

‹·› Sample Code

```
<InvoicePartner>
    <Contact role="remitTo">
        <Name xml:lang="en">Supplier_abc</Name>
        <PostalAddress>
            <Street>CityStreet</Street>
            <Street/>
            <City>Vaduz</City>
            <State>Schaan</State>
            <PostalCode>12345</PostalCode>
            <Country isoCountryCode="LI">Liechtenstein</Country>
        </PostalAddress>
    </Contact>
    <IdReference domain="creditorRefID" identifier="RF1350TBST5CUF46LBW4HFY"/>
</InvoicePartner>
```

Tax Invoicing in the Kingdom of Saudi Arabia

Electronic tax invoicing solution in the Kingdom of Saudi Arabia (KSA) includes creating, validating, and signing tax invoices between supplier and buyer organizations through SAP Business Network.

The Kingdom of Saudi Arabia tax authority, known as the Saudi Arabian Tax and Customs Authority (ZATCA), mandates electronic invoicing between suppliers and buyers.

The regulations related to electronic invoicing in KSA is effective December 4, 2021. As a part of this regulation, SAP Business Network supports the following guidelines:

- All domestic taxpayers must generate, amend, and store electronic invoices and related documents such as, credit and debit notes.
- Documents must be in structured file formats. For example, cXML.
- Uncontrolled access, modifying invoices and logs, and multiple invoice sequences are prohibited.

> ⓘ Note
>
> SAP Business Network does not support Arabic user interface. Suppliers should enter the invoice content in Arabic to ensure it is issued according to KSA invoice requirements.

The required SAP Business Network rules such as country-based rules, and default transaction rules are also applicable for KSA. As a buyer, ensure that the rules are thoroughly checked and applied for the country if you are adding the invoice rules for the first time for KSA. For more information, see .

> ⓘ Note
>
> In the SAP Business Network buyer account, ensure that you:
>
> - Enable the rule **Require suppliers to send Tax Invoice documents** under ▐▶ **Configuration** ❯ **Country-based Invoice Rules** ❯ **General Invoice Rules** ❯. This rule allow suppliers to sign an invoice / credit memo / debit memo / other documents on SAP Business Network.
> - Ensure that you disable the rule **Ignore country-based invoice rules** under ▐▶ **Configuration** ❯ **Default Transaction Rules** ❯. Disabling this rule allows the country-specific rules configured for the country to precede over the default rules configured for your account on SAP Business Network.

cXML Information

Suppliers need to specify the extrinsics in their cXML invoices.

Extrinsics	Sample Code

`invoiceTypeCode`	```
	<InvoiceDetailRequest>
	                ....
	                        <InvoiceDetailRequestHeader>
	                                        <Extrinsic
	name="invoiceTypeCode">010010</Extrinsic>
	                        </InvoiceDetailRequestHeader>
	                ....
	</InvoiceDetailRequest>
	``

`buyerGroupVatID`	```
	<InvoiceDetailRequest>
	                ....
	                        <InvoiceDetailRequestHeader>
	                                        <Extrinsic
	name="buyerGroupVatID">SABUYVAT12345</Extrinsic>
	                        </InvoiceDetailRequestHeader>
	                ....
	</InvoiceDetailRequest>
	``

`supplierGroupVatID`	```
	<InvoiceDetailRequest>
	                ....
	                        <InvoiceDetailRequestHeader>
	                                        <Extrinsic
	name="supplierGroupVatID">SASUPVAT12345</Extrinsic>
	                        </InvoiceDetailRequestHeader>
	                ....
	</InvoiceDetailRequest>
	``

Processing External UBL Document

Suppliers can share the external UBL document to buyers in SAP Business Network system.

Workflow - SAP Business Network Supplier

SAP Business Network suppliers in the Kingdom of Saudi Arabia can send UBL invoices to buyers using the standard attachment functionality in SAP Business Network. The attached UBL invoice must be issued on the supplier's ERP system and approved by ZATCA.

> ⓘ Note
>
> Suppliers can continue to send the PDF invoice as an attachment along with the UBL invoice.

During invoice creation, the system validates the attached UBL invoice against the information entered on the Create Invoice page. The following fields are verified:

Field name on the invoice creation page	Parameter name in UBL	Parameter name in cXML
Invoice #	ID	invoiceID

Field name on the invoice creation page	Parameter name in UBL	Parameter name in cXML
Invoice Date	IssueDate	invoiceDate
Supplier VAT/Tax ID	AccountingSupplierParty\PartyTax-Scheme\CompanyID	supplierVatID / supplierGroupVatID
Customer VAT/Tax ID	AccountingCustomerParty\PartyTax-Scheme\CompanyID	buyerVatID / buyerGroupVatID
Subtotal	TaxExclusiveAmount	TotalAmountWithoutTax
Total Tax	TaxAmount	TaxAmount
Total Net Amount	TaxInclusiveAmount	NetAmount

The **Type of Invoice** selected during invoice creation and the **Currency** selected for your transaction are also considered when validating the UBL invoice.

The supplier will be able to send an invoice to the buyer only when the information entered on the fields of the invoice creation page matches the data on the UBL invoice. The system displays an error message if the data is mismatched. Correct the data entered on the fields of the invoice creation page.

> ⓘ Note
>
> This feature is applicable only for domestic invoices.

Prerequisites

Buyers must enable the rule **Allow suppliers to send invoice attachments** under ▶ **Manage Profile** ▶ **Default Transaction Rules** ▶ **Invoice Rules** ▶ **General Invoice Rules** ▶ in the SAP Business Network buyer account.

Workflow - nonSAP Business Network Supplier

Non-SAP Business Network suppliers can send external UBL invoice to buyers in the Kingdom of Saudi Arabia through email. Suppliers can email the external UBL document to the email ID **ordersender-sc1man02@m1.lab-us.cloud.ariba.com**, and send upto only one attachment in the email.

SAP Business Network converts the UBL document into cXML invoice format. The system then routes the cXML invoice to the relevant buyer along with the original UBL document as an attachment.

The external UBL document can either be a:

- Tax invoice
- Debit note
- Credit note

SAP Business Network considers the external UBL document with Type Code 381 as a Credit note and 383 as a Debit note. UBL documents with any other Type Code are considered as a Tax invoice.

> ⓘ Note
>
> The UBL document must have the file extension as .xml.

Prerequisite

- If you are a domestic buyer, create a support request to configure the VAT ID for your SAP Business Network buyer account. This enables you to receive the UBL document through email.

Buyer Information

Ensure that the External Tax Invoice Rules are enabled to handle the external invoices. The External Tax Invoice Rules apply a specific set of SAP Business Network transaction rules to all the external tax invoices irrespective of the supplier that is referenced in the invoice. For more information, see .

Related Information

X-Rechnung Support for Germany

Learn about the optional X-Rechnung support in SAP Business Network for domestic German invoices.

The optional feature, X-Rechnung support in Germany includes creating, validating, and signing tax invoices between supplier and buyer organizations through SAP Business Network.

SAP Business Network supports creating and processing of X-Rechnung invoices to address relevant German B2G regulations, if the buyer activates this feature. In this case, the X-Rechnung invoice issued in the SAP Business Network shall constitute the legal invoice, whereas the cXML file is used only for data transfer and processing purposes. Both files are derived from the same data.

The X-Rechnung invoice is available under the Attachment(s) section. As the cXML does not constitute as a legal invoice (as compared to SAP Business Network German invoice processing for German invoices), it will not be digitally signed.

> ⓘ Note
>
> X-Rechnung format is not supported for self-billed invoices.
>
> If **Long Term Archiving** is activated, then the X-Rechnung file is also archived.

The required SAP Business Network rules such as country-based rules, and default transaction rules are also applicable for Germany. As a buyer, ensure that the rules are thoroughly checked and applied for the country if you are adding the invoice rules for the first time for Germany. For more information, see Country/Region-Based Invoice Rules [page 115].

How SAP Business Network groups Header Level Taxes

SAP Business Network groups header level taxes for X-Rechnung based on the **Rate** and **Category** values entered during invoice creation. On the **Invoice Summary** page, the system displays the grouped value of the header level taxes.

Buyer Task

Enable the rule **Require suppliers to send tax invoice documents** in your SAP Business Network buyer account under ▶ **Configuration** ❯ **Country-based Invoice Rules** ❯ **General Invoice Rules** ❯. This enables German suppliers to send invoice in X-Rechnung format.

> ⓘ Note
>
> This rule is not applicable for non-domestic suppliers.
>
> Ensure that you disable the rule **Ignore country-based invoice rules** in your SAP Business Network buyer account under ▶ **Configuration** ❯ **Default Transaction Rules** ❯. Disabling this rule allows the country-specific rules configured for the country to precede over the default rules configured for your account on SAP Business Network.

If you do not enable this rule, the invoice will not be issued in the X-Rechnung format. The invoice will be available in the standard cXML format along with the digital signature.

Supplier Tasks

> ⓘ Note
>
> It is important to create remittance details before creating an invoice. For more information, see .

During invoice creation, ensure that you enter the following values:

- Under the **Line items** section, if the **Tax rate** is zero rated, then choose the required option for the **Reason for exemption** drop-down list.
- Under the **Additional Germany Specific Fields**, the **Buyer Leitweg ID** field is auto-populated if the buyer has enabled the **Require suppliers to send tax invoice documents** rule and has configured the value in the **SoldToAddress**.
  If the buyer has enabled the **Require suppliers to send tax invoice documents** rule and has not configured the value in the **SoldToAddress**, supplier must enter the value for the **Buyer Leitweg ID** field.

  > ⓘ Note
  >
  > The **Additional Germany Specific Fields** section is not displayed when the buyer has not enabled the rule **Require suppliers to send tax invoice documents**.

The cXML file provided must mandatorily contain the Leitweg ID.

- Click here [page 290] to know how to view the X-Rechnung invoice created in your SAP Business Network account.

Viewing X-Rechnung Invoice

Learn to download and view X-Rechnung invoice.

Procedure

1. Log in to your SAP Business Network supplier account.
2. Choose ▌ **Invoices** ❯ **Invoices** ▐. The list of invoices sent to buyers appears.
3. Select the required invoice sent to the German buyer. The **Detail** tab opens by default.
4. Go to the **Attachment(s)** section. The X-Rechnung format of the invoice is available as X_RECHNUNG.XML file.
5. Double-click the X_RECHNUNG.XML file to view it. The file is automatically downloaded to your local system.

Tax Invoicing in Japan

The tax authority in Japan will follow the new invoice format, TEKIKAKU SEIKYUSHO TOU HOZON HOUSHIKI, effective October 2023.

Supplier organizations need to register with the tax authority in Japan. The tax authority issues a unique ID for each supplier called as Tax Registration Number. This Tax Registration Number enables the buyers and suppliers using the SAP Business Network to continue business transactions and identify the business transactions with qualified invoices to claim VAT returns.

The invoice created by the supplier must contain the Tax Registration Number that is used as an identifier in SAP Business Network to route it to the relevant buyer.

During invoice creation, the tax amount is calculated for the line items that belong to the same tax **Category** and **Rate**. SAP Business Network then rounds-off the total taxable amount based on the round-off rule configured in the system for Japan. This enables buyers to receive invoices with accurate round-off value for the total tax amount, which is displayed on the **Tax Summary** section of the invoice.

Thus, invoices created in the SAP Business Network system will have the tax summarization calculated at the header level during invoice creation. The tax rounding (round up, round half-up, round down) occurs only once per tax rate in a single invoice.

To know more about the tax calculation, see Sample Tax Calculation [page 292].

You as a buyer, can configure your own precision and round-off value rules for the invoices that the suppliers can create in SAP Business Network. See Configuring Currency Precision and Round-Off Rules [page 295].

> ⓘ Note
>
> If you do not wish to apply any round-off rule, SAP Business Network applies the default round-off rule **Round-half up** for tax calculations.

SAP Business Network recommends domestic suppliers to setup a Legal Profile in your SAP Business Network supplier account. As a supplier, you need to provide additional information such as Tax Registration Number.

Additionally, buyers can generate reports to verify if the supplier has a Legal Profile in SAP Business Network. As a buyer, you can generate reports for all the suppliers with whom you have established a business connection in the system.

Prerequisites

- Buyer Prerequisite
    - You must enable the rule **Require suppliers to send tax invoice documents** under ⫸ **Manage Profile** ⟩ **Configuration** ⟩ **Country-based Invoice Rules** ⟩ **General Invoice Rules** ⟩ section in your SAP Business Network buyer account. This rule enables supplier to send invoices as per the new invoicing method.
    - If multiple tax types are used at the header in SAP Ariba Buying and Invoicing, ensure that you use the same configuration in SAP Business Network. See Configuring Tax Types [page 296].

        > ⓘ Note
        >
        > This is to overcome the restrictions of SAP Ariba Buying and Invoicing to allow only one tax type and tax rate at the header.

    - Ensure that you disable the rule **Ignore country-based invoice rules** in your SAP Business Network buyer account under ⫸ **Account Settings** ⟩ **Manage Profile** ⟩ **Configuration** ⟩ **Default Transaction Rules** ⟩. Disabling this rule allows the country-specific rules configured for the country to precede over the default rules configured for your account on SAP Business Network.
- Supplier Prerequisite
    - You must setup a Legal Profile in your SAP Business Network supplier account. See Setting Up a Legal Profile for Suppliers in Japan [page 297].

Restrictions

Legal Profile creation is only for domestic suppliers with registered addresses in Japan.

Related Links

- Invoicing Process in Japan for SAP Ariba Buying and Invoicing.

Supplier Information

If you are a registered supplier, then you need to add the Tax Registration Number to the cXML invoice to send the invoice to the buyer on SAP Business Network. The following cXML sample code snippet describes the tag where you can add your Tax Registration Number details.

```
⟨·⟩ Sample Code

<InvoicePartner><Contact
              role="billFrom"><Name

xml:lang="en-US">dev3sup06</Name><PostalAddress><Street>Aguascalientes</
Street><Street>Aguascalientes</Street><Street/><Street/><City>Aguascalientes</
City><Municipality>Aguascalientes</Municipality><State
              isoStateCode="MX-AGU">Aguascalientes</
State><PostalCode>10119</PostalCode><Country
              isoCountryCode="MX">Mexico</Country></PostalAddress><IdReference
              domain="taxID"
          identifier="T1234567890111"/></Contact></InvoicePartner>
```

On SAP Business Network, you can view the supplier Tax Registration Number under the ▶ BILL FROM ❯ Tax ID ❯ section of the invoice.

You need to send the tax summarization per tax rate and category in the cXML invoice as required by the buyer's system.

During invoice creation, the following field is displayed under the **Additional Japan Specific Information** section.

- **Supplier Tax Registration Number** - Displays the Tax Registration Number that is entered by the supplier during Legal Profile creation. You can also edit the field to update the Tax Registration Number.
  This field displays a value only when a supplier enters a Tax Registration Number while creating Legal Profile.

Sample Tax Calculation

Here is an example of how SAP Business Network performs the tax calculations for Japan.

The table below displays the three line items and their corresponding values added by the supplier during invoice creation.

Line Item	Unit Price (Yen)	Category	Rate (%)
Line Item 1	5000	SalesTax_10	10
Line Item 2	10000	SalesTax_10	10
Line Item 3	2000	SalesTax_8	8

The line items 1 and 2 belong to the same **Rate** and **Category**, hence the total amount of line items 1 and 2 sums upto 15000. The total tax value of both the line items sums upto 1500.

The line item 3 belong to a different **Rate** and **Category**, hence the total amount of line item 3 is 2000. The total tax value is 160.

The SAP Business Network system sums up the total amount of the three line items as 17000 and the total tax amount as 1660. The summarized value is then displayed on the Invoice Summary section.

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
SalesTax_10	10%		¥15,000 JPY	¥1,500 JPY		Sales10 Standard Rate		
Sales tax	8%		¥2,000 JPY	¥160 JPY		Sales8 Standard Rate		

Invoice Summary

Subtotal:	¥17,000 JPY
Total Tax:	¥1,660 JPY
Total Gross Amount:	¥18,660 JPY
Total Net Amount:	¥18,660 JPY
Amount Due:	¥18,660 JPY

Buyer Task

Generating Reports for Supplier Legal Profile

Context

Buyers in Japan can generate reports to view a supplier's Legal Profile status in SAP Business Network.

Follow the steps to create and download a report:

Procedure

1. Login to your SAP Business Network buyer account.
2. Click the **Reports** tab.

3. Choose **Create**.

4. Enter a unique report title in the **Title** field in the **Report Description** section.

5. Enter a description.

6. Choose a value from the **Time zone** dropdown.

   The date and time on the report uses the time zone you select here, expressed as GMT +/-. In addition, SAP Business Network uses the time zone to determine the range of information collected for the report.

7. Choose a language.

   SAP Business Network uses this language for labels in the resulting report file. It displays report data in the language in which the information was entered into the system.

8. Choose **Supplier Legal Profile** from the **Report Type** dropdown.

9. Choose **Next**.

   The **Report Schedule** section appears with details of the report type you selected.

10. Choose **Manual Report** or **Scheduled Report**.

    - To generate a manual report, choose **Manual Report**, and click **Next**.
    - To generate scheduled reports, choose **Scheduled Report** and enter the following details.
        - Choose a **Start Date** and **End Date**.
        - Choose a schedule from the **Automatically Run** dropdown. The possible values are **Monthly**, **Weekly**, **Daily**, and **Daily (Except Sat, Sun)**.
        - Enter an email ID to receive email notifications in the **Email notification**.
      SAP Business Network automatically generates scheduled reports using the frequency that you specify.

11. Click **Next**.

    The **Criteria** section appears.

12. Select the **Country/Region** as Japan.

13. Choose **Submit**.

14. Choose **Run** to generate a report.

    The system displays the report status as **Queued**. Refresh the page to change the status as **Processed** for the report. Now, you will be able to view and download the report.

15. Select the required report template and choose **Download** to download the report.

Results

The generated report contains the following columns and corresponding details of the supplier:

- Company Profile Name
- Supplier ANID
- Address Name
- City
- Country
- Legal Profile Status - For a domestic supplier with a Legal Profile, this column displays the status as **Accepted**.

Configuring Currency Precision and Round-Off Rules

Context

To set the round-off value for all the items on the invoice, perform the following configuration:

> ⓘ Note
>
> It is recommended to set the rounding rule as **Round down** to meet the Japanese qualified invoice system requirements.

Procedure

1. Log in to your SAP Business Network buyer account.
2. On the **Administration** tab, choose ❙▶ **Configuration** ❭ ❭ **Currency Precision and Rounding** ❭.

   The **Configure currency precision and rounding rules** page appears.
3. Choose **Add currency**.

   The **Add currency overrides for Default (All systems)** screen appears.
4. In the **Currency drop-down** list, select **JPY**.
5. In the **Decimal place for amounts** drop-down list, select **00** (recommended value).
6. In the **Decimal places for unit price** drop-down list, select **00** (recommended value).
7. In the **Rounding rule** drop-down list, select **Round down**.
8. In the **Tax** drop-down list, select **Round down**.
9. In the **Allowances** drop-down list, select **Round down**.
10. In the **Charges** drop-down list, select **Round down**.
11. Choose **Save**.

    The JPY round-off rule is added on the **Configure currency precision and rounding rules** page.
12. Select the **Enable currency precision and rounding overrides checkbox**.

    A confirmation dialog box appears.
13. Choose **Yes** to confirm the changes applied.

Configuring Tax Types

Context

Follow the steps to configure the tax types in SAP Business Network:

Procedure

1. Go to ▌ **Account Settings** ❯ **Manage Profile** ❯ **Configuration** ❯ **Country-based Invoice Rules** ❯.

    The **Country-based Invoice Rules** page is displayed.

2. Under **PO and Non-PO Invoice Rules** section, go to the rule **Require suppliers to choose list from your list of valid tax values**.

PO and Non-PO Invoice Field Rules	
Require suppliers to choose from your list of valid tax values.	● Yes Configure
	○ No
	☐ Apply this rule to electronic invoices. ⓘ

3. Select **YES** and click **Configure**.

    The **Configure Tax** page is displayed.

4. Add the tax values.

	* Tax Category		* Rate		Tax Description	Is Withholding Tax
○	Other ▼	SalesTax_8	8	%	Reduced rate	☐
○	Other ▼	SalesTax_10	10	%	Standard rate	☐
↳	Delete	|	Create			

5. Select **Create**.

Supplier Task

Setting Up a Legal Profile for Suppliers in Japan

Context

Legal Profiles refer to supplier accounts registered with tax authorities in Japan for electronic invoicing procedures. Legal Profiles contain information to facilitate the legal flow of invoices. Legal Profile is available to suppliers in Japan only.

Follow the steps to set up a legal profile for suppliers in Japan:

Procedure

1. Login to your SAP Business Network supplier account.

2. Click the ● **Account Settings** icon, and choose **Company Profile**.

3. Go to **Additional Company Addresses** section and choose **Create** to configure additional supplier addresses.

4. Enter the **Address Name** field in the **Address Name** section.

5. Enter the following required fields in the **Address** section for your company's additional branch address in Japan.

    *   **Address 1** -
    *   **City**
    *   **Postal Code**
    *   **Country/Region**

6. Select the **Set Up Legal Profile** check box.

    The **Tax Registration Information** section appears.

7. In the **Tax Registration Information** section, select one of the following options for the **Tax Registration Type** drop-down:

    *   **Tax Registered** - Select this option if you are a registered supplier with Japanese tax authority and have a Tax Registration Number.
    *   **Non-Tax Registered** - Select this option if your transactions are below the taxable threshold limit as per Japan tax regulations. As a result, you have not registered with Japanese tax authority and do not have a Tax Registration Number.
    *   **Exempt** - Select this option if your transactions do not require registration with the Japanese tax authority and do not have a Tax Registration Number. For example, NGOs.

    The **Tax Registration Number** field appears, if you have selected the **Tax Registered** option. Enter your Tax Registration Number.

8. Enter your Tax Registration Number in the **Tax Registration Number** field. This field appears only if you have selected the option as **Tax Registered** in the **Tax Registration Type** drop-down.

9. Choose **Save**.

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.

SAP Business 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 SAP Business 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 SAP Business Network.

Cross Border and Domestic Transactions

Transactions in SAP Business Network are considered 'cross border' transactions if either the buyer or the supplier is outside of a country/region. If both the buyer and supplier are from within the country/region, 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 SAP Business 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 SAP Business 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 SAP Business 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 SAP Business Network. SAP Business Network displays the verification status in the Timestamp Verification tab of invoices.

> ⓘ **Note**
>
> It is not possible to initiate timestamp verification of invoices from other systems. Integrated suppliers also must log in to SAP Business Network to initiate verification of invoices.

Validity of Invoices

The invoices that are timestamped have a validity of 10 years.

Enabling the Timestamp Rule for Buyers

The timestamp rule for invoices is disabled by default. Buyer administrators can enable this rule in SAP Business Network.

Procedure

1. Choose ▶ **Administration** ❯ **Configuration** ❯.
2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down to **Timestamp Rules**.
4. 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 SAP Business 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.
5. 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.

Enabling the Timestamp Rule for Suppliers

The timestamp rule for invoices is disabled by default. Supplier administrators can enable this rule in SAP Business Network.

Procedure

1. Click the ● **Account Settings** icon, and choose ▌▶ **Settings** ❯ **Electronic Invoice Routing** ▌▶ .
2. Click the **Tax Invoicing and Archiving** tab.
3. Scroll down to the **Timestamp Rules** check box.
4. Check the **Apply a timestamp to invoices from Japan** box.

   > ⓘ Note
   >
   > For this rule to be visible, the address in the **Company Profile** must be a Japan address.

5. Click **Save**.

Batch Verifying 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.

Tax Invoicing in Poland

Tax invoicing in Poland provides an electronic invoicing solution that includes receiving, validating, transforming, and transmitting tax invoices to buying organizations through SAP Business Network for inbound invoices (invoices created by suppliers in a system outside SAP Business Network).

Buyers can receive the inbound invoices directly from the tax authority portal of Poland known as Krajowy System e-Faktur (KSeF). These invoices are then processed in SAP Business Network for further business transactions. SAP Business Network uses SAP Document and Reporting Compliance, cloud edition to get the required invoices from the KSeF portal. The system then converts the invoice to the cXML format.

> ⓘ Note
>
> The Polish mandated XML invoice format is further referred as FA(2) e-invoice in this document.

Buyers need to configure the external document provider details in the SAP Business Network buyer account. This enables you as a buyer to establish a connection with SAP Document and Reporting Compliance, cloud edition and the frequency at which the invoices must be retrieved from KSef portal to your buyer account. The configurations include information about country/region, Service Provider, and scheduling details.

Prerequisites

- General Prerequisite
    - Buyers and suppliers must register their organizations at the KSeF portal. The VAT ID (NIP) is the relevant identifications for the KSeF portal.
- Buyer Prerequisites
    - To activate this feature, you must have:
        - An enterprise global account on SAP Business Technology Platform (BTP).
        - A subscription to SAP Document and Reporting Compliance, cloud edition.
    - This allows you to receive invoices from the KSeF portal to your SAP Business Network buyer account. For more information, contact your SAP Account Executive.

        > ⓘ Note
        >
        > You can reuse the SAP Document and Reporting Compliance, cloud edition license if you already have a subscription for using Peppol related transactions in SAP Business Network.
        >
        > For more information, see to set up initial configuration of SAP Document and Reporting Compliance, cloud edition.

Restrictions

- For corrective invoices, SAP Business Network maps/converts the data either to a header credit memo or to a debit memo based on the corrective document type.

Workflow of E-Invoicing in Poland

This topic describes the workflow of e-invoicing in Poland.

The following graphic is an example of the workflow of e-invoicing in Poland where supplier creates a purchase order (PO) in SAP Business Network using the external invoice.
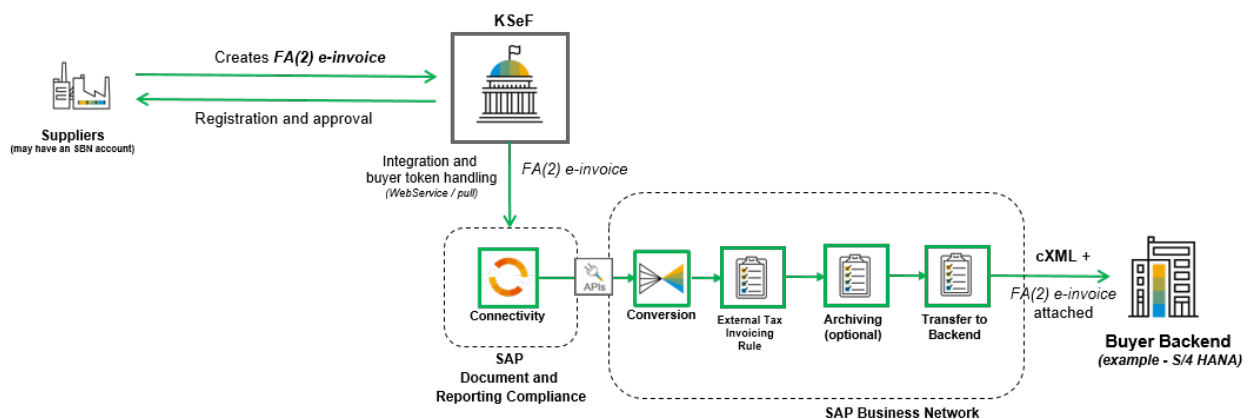
Prerequisite

- Buyer has configured the country/region-specific and Service Provider details in SAP Business Network. This enables the buyer to receive the required external invoice. Click here [page 303] to perform the configurations.

1. The supplier creates the FA(2) e-invoice in the respective backend system and submit it to the KSeF portal for issuance.
2. The KSeF portal validates the invoice and approves or rejects based on the authenticity of the invoice.
3. The SAP Document Reporting and Compliance, cloud edition retrieves the FA(2) e-invoice format from KSeF portal and sends it to SAP Business Network.
4. SAP Business Network converts the FA(2) e-invoice format into cXML format.
5. The Buyer in SAP Business Network can view the external invoice validations, and archive the invoice. The original FA(2) e-invoice is also received as an attachment.
6. The invoice is sent to the buyer's backend system.

> ⓘ **Note**
>
> The workflow of e-invoicing process is the same for both SAP Business Network suppliers and non-SAP Business Network suppliers.

Buyer Information

Ensure that the **External Tax Invoice Rules** are enabled to handle the external invoices. The **External Tax Invoice Rules** apply a specific set of SAP Business Network transaction rules to all the external tax invoices irrespective of the supplier that is referenced in the invoice. For more information, see .

> ⓘ Note
>
> The Poland tax portal does not support invoice rejections, hence the standard SAP Business Network rules cannot be used.

You as a buyer can view the extrinsic fields of the cXML in the invoice inbox. Open the required cXML to view them.

```
<Extrinsic name="taxInvoiceVerification"/>
<Extrinsic name="buyerVatID">3781736133</Extrinsic>
<Extrinsic name="supplierVatID">3426417844</Extrinsic>
<Extrinsic name="taxInvoiceRepresentation">Tax</Extrinsic>
<Extrinsic name="taxInvoiceAttachmentName">cid:FA_VAT</Extrinsic>
<Extrinsic name="invoiceSubmissionMethod">LegalDocumentViaXML</Extrinsic>
<Extrinsic name="taxInvoiceFormat">FA_VAT</Extrinsic>
<Extrinsic name="taxInvoiceNumber">9519085102-20240108-E0551478959C-F4</Extrinsic>
<Extrinsic name="originalInvoiceNumber">PL_IN_FEB15-06</Extrinsic>
<Extrinsic name="referenceTaxInvoiceNumber">7998033294-20240201-B8DD68CA97A0-56</
Extrinsic>
<Extrinsic name="originalInvoiceDate">2023-08-31</Extrinsic>
<Extrinsic name="externalDocumentType">VAT</Extrinsic>
<Extrinsic name="paymentMethod">cash</Extrinsic>
<Extrinsic name="isSplitPayment">Yes</Extrinsic>
<Extrinsic name="splitPaymentDescription">mechanizm podzielonej płatno ci</
Extrinsic>
<Extrinsic name="isReverseCharge">Yes</Extrinsic>
<Extrinsic name="discountInformation">you get discount if you pay early</Extrinsic>
```

The extrinsic fields that are specific for corrective invoices are given below.

```
<Extrinsic name="originalInvoiceNumber">PL_IN_FEB15-06</Extrinsic>
<Extrinsic name="referenceTaxInvoiceNumber">7998033294-20240201-B8DD68CA97A0-56</
Extrinsic>
<Extrinsic name="originalInvoiceDate">2023-08-31</Extrinsic>
```

Configuring External Document Service Details

This topic describes the procedure for buyers to configure external document service details to receive external documents.

Context

Follow these steps to configure the external document service details to receive external documents in SAP Business Network.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▶ **Manage Profile** ⟩ **Configuration** ⟩ **External Document Service Configuration** ⟩.

   The **External Document Service Configuration** page appears.

3. Choose **Create**.

   The **Create Configuration** screen appears.

4. In the **Country/Region** field, select a country/region name. Here, Poland.

   The **Create Configuration** screen is populated with more fields. The **Service Provider** field displays the default Service Provider, SAP Document Reporting and Compliance.

5. In the **Tax ID** field, enter the tax ID.

6. In the **Authentication Type** field, select the authentication method for the Service Provider. Here, select OAuth.

7. In the **Authentication** section, enter the **Client ID**, **Client Secret**, and **Token URL** of the **Service Provider**.

   These details of the Service Provider are created in the SAP BTP cockpit. For more information, see section Integrating the Cloud Edition with SAP Business Network.

   > ⓘ Note
   >
   > Ensure that you append **?grant_type=client_credentials** at the end of the Token URL that you copy from the SAP BTP cockpit.
   >
   > For example, if the Token URL in the SAP BTP cockpit is**https://**************.com/oauth/ **token**, you need to configure in the Buyer account as **https://**************.com//oauth/token? grant_type=client_credentials**.

8. In the **Scheduling Details** section, enter t section, select the start date from when you wish to retrieve the external invoices from the KSeF portal.

9. Specify the start time.

10. Choose **Save**.

Results

The **Status** column on the **External Document Service Configuration** page displays the status as **NEW**.

You need to activate the created External Document Service configurations to start receiving the external documents in your SAP Business Network buyer account. This configuration is activated only once per country.

For more information, see Activating External Document Service Configurations [page 305].

Activating External Document Service Configurations

This topic describes the procedure to activate the external document service configurations created to receive external documents.

Context

Follow the steps to activate the external document service configurations.

Procedure

1. Log in to your SAP Business Network buyer account.
2. Navigate to �{} **Manage Profile** ❯ **Configuration** ❯ **External Document Service Configuration** ▮.

   The **External Document Service Configuration** page appears.
3. On the **External Document Service Configuration** page, for the required country/region, choose ▮ **Actions** ❯ **Activate** ▮.

   The **Activate Configuration** screen appears.
4. Enter the time interval at which the documents must be retrieved from the KSeF portal to your SAP Business Network buyer account.
5. Choose **Save**.

Results

The **Status** column on the **External Document Service Configuration** page displays the status as **ENABLED**.

Editing External Document Service Configurations

Prerequisites

The **Status** column on the **External Document Service Configuration** page for the specific country/region must be displayed as **Enabled**.

Context

Follow the steps to edit the external document service configurations.

Procedure

1. Log in to your SAP Business Network buyer account.
2. Navigate to ▶ **Manage Profile** > **Configuration** > **External Document Service Configuration** ▶.

   The **External Document Service Configuration** page appears.
3. On the **External Document Service Configuration**, for the required country/region, choose ▶ **Actions** > **Edit** ▶.

   The **Edit Configuration** screen appears.
4. On the **Edit Configuration** screen, edit the required fields.

   You can edit only the **Authentication Detail** section of the Service Provider.
5. Choose **Save** to save the changes.

Disabling External Document Service Configurations

This topic describes the procedure to disable the external document service configurations created for a specific country/region to receive external documents.

Prerequisites

You can disable the the external document service configurations if you have activated it. Thus, the **Status** column on the **External Document Service Configuration** page for the specific country/region must be displayed as **ENABLED**.

Context

Follow the steps to disable the external document service configurations.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▶ **Manage Profile** ❯ **Configuration** ❯ **External Document Service Configuration** ❯.

   The **External Document Service Configuration** page appears.

3. On the **External Document Service Configuration** page, choose ▶ **Actions** ❯ **Disable** ❯.

   The **CONFIRMATION** dialog box appears.

4. Choose **Yes** to disable the external document service configurations.

Results

The **Status** column on the **External Document Service Configuration** page displays the status as **DISABLED**.

Enabling External Document Service Configurations

This topic describes the procedure to enable the external document service configurations created for a specific country/region to receive external documents.

Prerequisites

You can enable the external document service configurations if you have disabled them. Thus, the **Status** column on the **External Document Service Configuration** page for the specific country/region must be displayed as **DISABLED**.

Context

Follow the steps to enable the external document service configurations.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▶ **Manage Profile** ❯ **Configuration** ❯ **External Document Service Configuration** ❯.

   The **External Document Service Configuration** page appears.

3. On the **External Document Service Configuration** page, choose ▌ **Actions** ❯ **Enable** ▌.

   The **CONFIRMATION** dialog box appears.

4. Choose **Yes** to enable the external document service configurations.

Results

The **Status** column on the **External Document Service Configuration** page displays the status as **Enabled**.

Poland Split Payment Mandate

Overview

Poland introduced a split payment mechanism for certain categories of goods and services. Polish and cross border (foreign) suppliers selling goods or offering services from those categories must mark an invoice, which documents the delivery of such goods or services, as subject to the mandatory split payment method. The invoice is then applicable for split payment if at least one product or service falls under the defined categories, and if a certain threshold is exceeded.

This feature is applicable **only** to suppliers from Poland. To determine whether the supplier is from Poland, SAP Business Network first checks the VAT ID/TAX ID of the supplier. If VAT ID/TAX ID is not present, SAP Business Network checks the "From" address.

> ⓘ Note
>
> The buyer VAT ID/TAX ID does not have any impact on the split payment functionality.

To maintain regulatory consistency in its Poland operations, SAP Business Network provides suppliers an option to indicate whether an invoice is subject to the split payment mandate or not.

The section, **Additional Poland Specific Information**, contains a mandatory question 'Invoice subject to split payment mechanism?' Suppliers must choose either **Yes** or **No** in the drop-down box. If suppliers do not answer this question and try to submit the invoice, they are prompted to provide an answer with a message "Please select Yes/No for the Split Payment mechanism."

The cXML invoice contains the extrinsic `splitPayment`:

❮❯ Sample Code

```
<InvoiceDetailRequest>
    <InvoiceDetailRequestHeader>
        <Extrinsic name="splitPayment">Yes</Extrinsic>
    </InvoiceDetailRequestHeader>
</InvoiceDetailRequest>
```

If the extrinsic element `splitPayment` is present in the cXML invoice, it's value must be either 'Yes' or 'No'. If suppliers leave this vaue empty or enter any value other than 'Yes' or 'No', the invoice might fail. Suppliers can view the invoice status in the **History** tab of the invoice.

SAP Business 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 SAP Business Network account (**Manage Profile > Default Transaction Rules**). However, they can override them for specific suppliers, supplier groups or the country/region 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 SAP Business 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, SAP Business 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 SAP Business Network account details. In the cXML Invoice: Customer AN-ID
From	Y		For online invoice entry: Automatically retrieved from the supplier SAP Business 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—SAP Business 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, SAP Business 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 SAP Business 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.

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/region 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, SAP Business 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 back-ordered 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 SAP Business 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.)

Field Names	Required	Related Rules	Field Details
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.
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.

Field Names	Required	Related Rules	Field Details
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/region 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.
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			

Field Names	Required	Related Rules	Field Details
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.
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.

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.

Invoice Status Portal Configuration

Buyers transacting with different suppliers receive invoices through different channels such as email, fax, and more. These invoices are processed based on location and buyer configuration. The status of an invoice can be received, approved, paid, or rejected. Throughout the invoice lifecycle, suppliers can have multiple queries regarding the status of the invoices and payments. Buyers spend a significant amount of resources to manually communicate with suppliers on such queries regarding the status of invoices and payments.

The invoice status portal is a self-service platform that allows suppliers to view the status and details of their invoices at any time. Suppliers can create a new account on your invoice status portal or use an existing account on SAP Business Network to view invoice details. Suppliers can also look up a single invoice without logging in to your invoice status portal.

You configure the invoice status portal to suit your requirements and profile. The invoice status portal you configure is unique and contains your company name and logo. While setting up the invoice status portal, you can specify the logo, criteria for invoice search, and the portal URL. When the invoice status portal is set up and an ERP copy invoice is received on the invoice status portal, a customized invitation email is also sent to the supplier to visit the portal to view status of their invoices.

> ⓘ Note
>
> - Once the invoice status portal is set up, when an ERP copy invoice is received, a quick enablement email invitation to SAP Business Network are not sent to suppliers. Instead, they are invited to your invoice status portal.
> - Email invitations for your invoice status portal are also sent to suppliers for invoices of legacy purchase orders.

On the invoice status portal, a supplier can either look up the status of a single invoice or register on to your invoice status portal to view the status of the invoices the supplier has sent to you.

When a supplier receives an invitation email to your invoice status portal, the supplier can access the invoice status portal from the link in the email. When suppliers click on the link to the invoice status portal, they will land on your invoice status portal login page. Suppliers can perform the following actions on the invoice status portal:

- **Register for your invoice status portal:** Suppliers can register on your invoice status portal to view invoices that they have sent to you. On registration, they get access to invoices in different statuses categorized in the form of tiles. Clicking on each tile displays the list of invoices with the same status. Suppliers can also edit the filters to view invoices that meet specific criteria. They can sort the list of invoices, hide and display columns, and export the results into an Excel file.
  Invoice tiles available on the portal include statuses for: all invoices, paid, rejected, invoices pending approval, approved invoices pending payment, overdue invoices - approved, and overdue invoices - not approved, and remittances.
- **Sign in using existing SAP Business Network credentials:** Suppliers who already have an account on SAP Business Network can log into the invoice status portal using the same credentials.
- **Single invoice lookup:** Suppliers can look up the status of a single invoice without having to create an account on the invoice status portal or SAP Business Network. The status of a single invoice is displayed based on supplier vendor ID, email address, and the invoice number given by suppliers.

You can integrate support for net payment due date in ERP-initiated invoices and Invoice Status Update (ISU) messages using SAP Integration Suite, managed gateway for spend management and SAP Business Network.

Prerequisites

- You must have a license to SAP Business Network Commerce Automation, SAP Business Network for Supply Chain, or SAP Business Network Commerce Automation, foundation option.
- You must configure SAP Integration Suite, managed gateway for spend management and SAP Business Network. You must configure ERP copy invoices to send those invoices to SAP Business Network. For more information on configuring ERP copy invoices, see Configuring ERP-initiated invoice in SAP ERP and SAP S/4HANA.
  You must configure payment remittance requests to to allow suppliers to view remittance details on the invoice status portal. For more information on configuring payment remittance requests, see Configuring payment remittance request in SAP ERP and SAP S/4HANA.
- You must enable the transaction rule to set up the invoice status portal. For more information, see Enabling the Invoice Status Portal [page 324].
- You must configure the invoice status portal URL to activate the invoice status portal for suppliers. For more information, see Setting Up the Invoice Status Portal [page 324].

> ⓘ Note
>
> You must ensure that the email address they keep for the supplier in your vendor master data is the email address that should receive the invitation to your invoice status portal.

Restrictions

To know the restrictions of invoice status portal, refer to the chapter in SAP Ariba Cloud Integration Gateway Overview Guide.

Workflow for the Invoice Status Portal

The following is the workflow for the invoice status portal:

- You deploy and configure SAP Ariba Cloud Integration Gateway.
- You configure the invoice status portal on SAP Business Network.
- When an ERP copy invoice is received on SAP Business Network, an invitation email is sent to suppliers to visit your invoice status portal for status and header-level details of invoices.
- Suppliers can create an account on your invoice status portal. If a supplier already has an account on SAP Business Network with a trading relationship with you, they can use the existing account to log in to your invoice status portal. Suppliers can also sign on to SAP Business Network to create users and update their company profile.

Suppliers can view the invoices they have sent to you. They can view the details of invoices including invoice status, invoice date, received date, and net payment due date.

- Alternatively, suppliers can look up details of a single invoice without registering or logging into your invoice status portal. The invoice details are retrieved based on the invoice number and the supplier vendor ID that you keep in your vendor master data for suppliers.

  Suppliers can view header-level details of the invoice including invoice status, invoice date, and net payment due date. Suppliers can also view the timeline of the status of an invoice.

> ⓘ Note
>
> For suppliers to look up details of a single invoice, you must enable single invoice lookup while configuring the invoice status portal.

Enabling the Invoice Status Portal

Context

You must enable the transaction rule for the invoice status portal to configure your invoice status portal.

Procedure

1. Click **Administration** > **Configuration**.
2. Click **Default Transaction Rules**.

   This opens the Default Transaction Rules page.
3. In the Invoice Status Portal Rules section, check the rule **Enable invoice status portal**.
4. Click **Save**.

Setting Up the Invoice Status Portal

Context

You can set up the invoice status portal for suppliers and configure the portal to reflect your requirements. You can also configure the invitation email to the supplier.

Procedure

1. Log in to SAP Business Network.

2. Choose **Administration** > **Configuration**.

3. Choose **Invoice Status Portal Configuration**.

    This opens the **Invoice Status Portal Configuration** page.

4. Under the **General** tab, add the company information under the following fields:

    • **Company Name**: The name of your organization configured under **Configuration** > **Company profile** on SAP Business Network is displayed.

    • **Company Logo**: The company logo configured under **Configuration** > **Company profile** on SAP Business Network is displayed. For more information, see How to upload your logo.

    • **Buyer Email**: Add the email address shared with suppliers on invoice status portal for help and additional information.

    • **URL**: Give a name to the endpoint of the invoice status portal URL to be shared with suppliers.

5. Under the **Invitation email** tab, configure the email invitation for the invoice status portal. The invitation email content in English has to be set up first.

    • **Language**: **English** is chosen as the default language.

    • **Content**: Enter the content for the email invitation.

    You can also set up email invitation content in other languages. For the detailed process to add language and content, see Setting Up the Invoice Status Portal Invitation Email [page 325].

6. Under the **Registration** tab, you can manage the information displayed to suppliers on the registration page of the invoice status portal. For the detailed process to set up the invoice status portal registration page, see Setting Up Registration Page for the Invoice Status Portal [page 326].

7. Under the **Single invoice lookup** tab, you can choose to allow or not allow suppliers to look up a single invoice without registering on your invoice status portal. For the detailed process to set up single invoice lookup, see Setting Up Single Invoice Lookup [page 327].

8. Click **Save** to save the invoice status configuration.

Setting Up the Invoice Status Portal Invitation Email

Context

You can configure the email invitation to suppliers for the invoice status portal. The invitation email content has to be set up in English first. If no content has been set up for a specific language, the invitation is sent in English.

If the **Enable email invitation** toggle is turned off, suppliers will not automatically receive an invitation to the invoice status portal when ERP copy invoices are sent to SAP Business Network. However, you can manually invite suppliers to your invoice status portal by navigating to **Manage Vendors**, selecting suppliers, and adding the suppliers by clicking **Add** > **Invite to Invoice Status Portal**. Suppliers added to your invoice status portal will receive an email invitation. You can also use this functionality to resend the invitation email to suppliers.

Procedure

1. On the **Invoice Status Portal Configuration** page, choose the **Invitation email** tab.
2. Turn on the **Enable email invitation** toggle to enable email invitation to suppliers for the invoice status portal.
3. Enter the maximum number of times the invoice status portal invitation email is to be sent to a supplier under the **Email Invitation Threshold** section. By default, an email invitation is sent to the supplier for every ERP copy invoice unless you configure a maximum threshold number. This email is sent to the supplier email address to which the invitation email was sent.
4. Choose language from the **Choose language** dropdown.
5. Choose country/region from the **Choose country** dropdown.
6. Enter the subject of the invitation email in the **Title** field.
7. Enter the body of the email invitation in the **Description** field.
8. Enter the help text to help suppliers access/locate their vendor ID. For instance, you can explain how suppliers can access the vendor ID from a purchase order or from the invitation email.
9. Click **Add**.

Setting Up Registration Page for the Invoice Status Portal

Context

You can manage the information displayed to suppliers on the registration page of the invoice status portal. The registration page content has to be set up in English first. If no content has been set up for a specific language, the informtaion is displayed in English.

Procedure

1. On the **Invoice Status Portal Configuration** page, choose the **Registration** tab.
2. Enter the title of the registration page in the **Title** field.
3. Enter the description for the registration page in the **Description** field.
4. Enter the help text to help suppliers access/locate their vendor ID.

Setting Up Single Invoice Lookup

Context

You can choose to allow or not allow suppliers to look up details of a single invoice.

Procedure

1. On the **Invoice Status Portal Configuration** page, choose the **Single invoice lookup** tab.
2. Allow single invoice lookup by enabling the **Allow single invoice lookup** toggle.
3. Choose the fields to be displayed on the single invoice lookup page. **Invoice number** is mandatory and it cannot be removed during configuration. **Invoice amount** and **Invoice date** are the other two available fields. You can choose to make these fields visible and mandatory.

   The selected fields are displayed on the single invoice lookup page and are used, along with the supplier's vendor ID and email address, to retrieve the details of the requested invoice.

   If the supplier has sent more than one invoice with the same invoice number, the most recent invoice is displayed to the supplier.
4. Enable the **Allow supplier users listed in the Contact section of an invoice to look up the invoice** to allow supplier users listed in the Contact section of an invoice to look up that particular invoice.

Peppol Integration for SAP Business Network

Learn how Peppol is integrated with SAP Business Network.

Description

SAP Business Network supports integration with Peppol network. This allows buyers using SAP Business Network to receive invoices from Peppol network, provided both the buyer and supplier are registered with Peppol network.

This feature is available for buyers and suppliers in Germany, Australia, New Zealand, Belgium, Norway, Japan and the Netherlands.

> ⓘ Note
>
> Peppol in the Netherlands supports invoices in SI 1.2, 2.0 and UBL 3.0 formats. SAP Business Network only supports UBL 3.0, so we recommend that suppliers do not send SI 1.2 and SI 2.0 invoices.

Prerequisites

- Activation of this feature requires a license for SAP Document and Reporting Compliance, cloud edition.
- To enable this feature, contact your SAP Ariba Customer Success Partner, Customer Engagement Executive, or Account Executive.
- The following rules must be enabled under ▮▶ **Default Transaction Rules** ❯ **Invoice Rules** ❯ **General Invoice Rules** ❯ section:
  - **Allow suppliers to send invoices to this account**
  - **Allow suppliers to send invoice attachments**

The following additional prerequisites are applicable for Japan only.

- Buyers must establish connection between Peppol Exchange service for SAP Document and Reporting Compliance and SAP Business Network. This is a one-time activity.
  For more information, see Setting Up Connectivity (Relevant Only for Japan).
  Click to see the procedure to setup Peppol connectivity with SAP Business Network for Japan.
- Buyers must have credentials to access the Open API to receive external documents from SAP Document and Reporting Compliance.
  - To create an application and request access to use the SAP Ariba APIs relevant to this feature, you must have access to the SAP Ariba developer portal. For details refer to in .
  - All queries made to this API must be authenticated using OAuth authentication. For details refer to in .

    > ⓘ Note
    >
    > Ensure that you use OAuth version 2.0 for authentication.

Restrictions

- Buyers will be able to receive invoice documents only. SAP Business Network only supports UBL 3.0, so we recommend that suppliers do not send SI 1.2 and SI 2.0 invoices.

Information for Buyers

- Invoices created by supplier contain identifiers such as the Peppol participant ID. SAP Business Network depends on this identifier to link the buyer and supplier.
- When you quit, you must delete your corresponding Peppol profile in SAP Business Network and SAP Document and Reporting Compliance, and then exit.
- The standard digital signature will not be applied for Peppol invoices.

Related Information

What Is SAP Document and Reporting Compliance, Cloud Edition
Integrating Peppol Exchange with SAP Ariba
Peppol
Open API for SAP Business Network [page 336]

Workflow of Peppol Integration with SAP Business Network

Describes an inbound flow of an invoice from Peppol network to SAP Business Network.

The image below depicts a typical inbound flow of an invoice through Peppol network. In this scenario, the supplier is the sender and is not a user of SAP Business Network. The buyer is a registered user of SAP Business Network and is a part of the receiving entity.
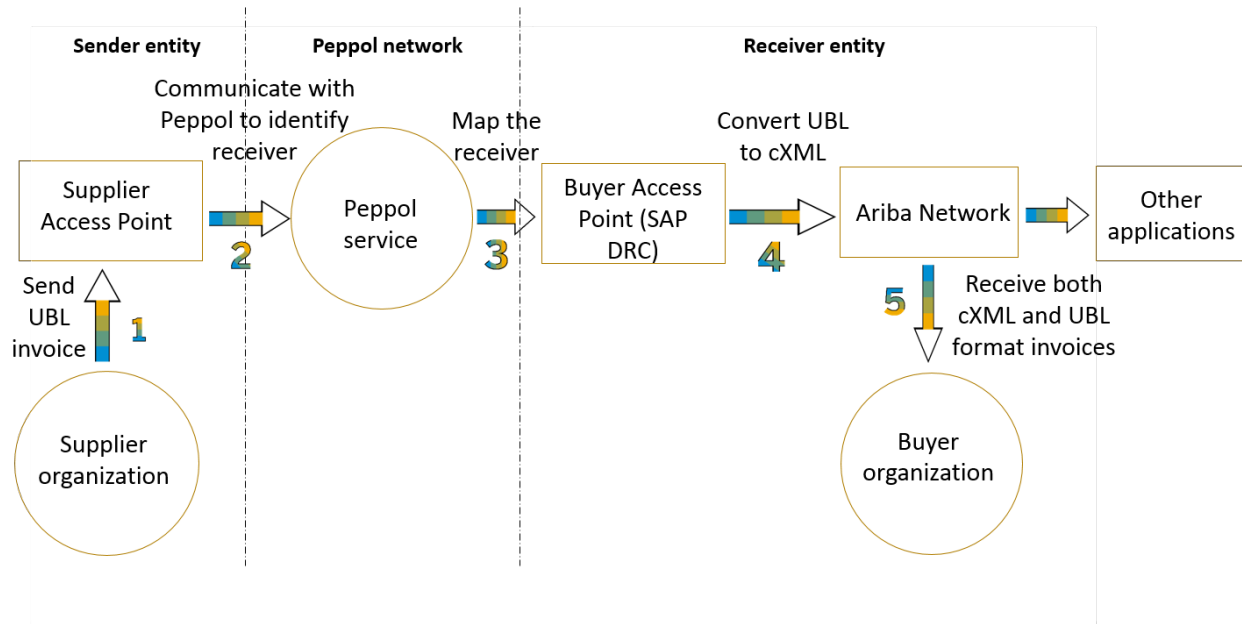
1. Supplier is a registered participant of Peppol network and uses a Peppol registered Access Point to send an invoice in the UBL format.
2. The supplier Access Point communicates with Peppol network to identify the buyer in the network. The supplier Access Point also validates the UBL invoice.
3. Peppol network sends the invoice to the relevant buyer who is also a registered participant of Peppol network. The buyer is identified by the buyer's Peppol participant ID available in the UBL invoice.
4. SAP Business Network uses SAP Document and Reporting Compliance as the Access Point to receive the invoice from Peppol network. SAP Document and Reporting Compliance routes the UBL invoice to CIG, and CIG converts the UBL to cXML format.

> ⓘ Note
>
> Incase of Japan, SAP Document and Reporting Compliance routes the UBL invoice to SAP Business Network through the SAP Open Application Programming Interface (API) called **externaltaxdocservice**. This API allows buyers to receive the external tax documents directly in SAP Business Network from supplier's backend system or third-party application or SAP partners like Document Reporting and Compliance.

5. Buyer receives the invoice in cXML format and the UBL invoice as an attachment.

> ⓘ Note
>
> The workflow of an invoice from Peppol network to SAP Business Network remains the same if the supplier is a user of SAP Business Network.

Buyer Tasks

Tasks that a buyer must perform to work with Peppol.

1. Set up the connection between SAP Business Network and SAP Document and Reporting Compliance, cloud edition.
   For more information, see Setting Up Connectivity.

2. Configure the same Peppol participant details on SAP Business Network. Enter other information such as, Network Type, Country/Region, and so on. This enables you to receive invoices.
   - Configuring Peppol Participant Details to Receive an Invoice [page 331]

   > ⓘ Note
   >
   > Ensure that the information added in SAP Business Network is the same as entered in SAP Document and Reporting Compliance.

   You can also modify and delete your peppol profile details configured on SAP Business Network .
   - Modifying Peppol Profile Configuration [page 332]
   - Deleting a Peppol Profile Details [page 333]

3. Add the supplier master data in the vendor upload template. This enables the SAP Business Network system to identify the supplier and map the Peppol invoice to the relevant buyer.
   - Uploading Supplier Master Data [page 333]

4. View the invoice received from the Peppol network.
   - Viewing an Invoice Received from Peppol Network [page 334]

Configuring Peppol Participant Details to Receive an Invoice

Learn to configure Peppol participant details to receive an invoice in SAP Business Network and view your external network details.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▐▶ **Administration** ❯ **Configuration** ❯ **Configure External Network Identifiers** ▐.

   The **Configure External Network Identifiers** page appears.

3. Choose **Create**.

   The **Create Configuration** screen appears.

4. Select the **Network Type** as Peppol.

5. Enter your company name in the **Company Name** field.

6. Select the **Country/Region**, **Scheme Type**, and **System ID**.

    > ⓘ Note
    >
    > The list items in the **System ID** dropdown list is populated when you configure multi-ERP systems on **Configure Business Application IDs** page in SAP Business Network.

7. Enter the tax identifier of the corresponding country in the **Network Identifier** field.

8. Choose **Save**.

Results

The **Configure External Network Identifiers** page displays the configured details. The **External Identifier** is used as an identifier to map the invoice coming from Peppol to the buyer in SAP Business Network.

Modifying Peppol Profile Configuration

Learn to edit your Peppol profile details in SAP Business Network.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▌ **Administration** ❯ **Configuration** ❯ **Configure External Network Identifiers** ▌.

    The **Configure External Network Identifiers** page appears.

3. On the **Configure External Network Identifiers** page, for the required profile, choose ▌ **Action** ❯ **Edit** ▌.

    The **Edit Configuration** screen appears.

4. Edit the required fields.

    > ⓘ Note
    >
    > You cannot edit the **Network Type**, **Country/Region** and **Scheme Type** dropdown lists.

5. Choose **Save** to save your changes.

Deleting a Peppol Profile Details

Learn to delete a your Peppol profile details in SAP Business Network.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Navigate to ▶ **Administration** ❯ **Configuration** ❯ **Configure External Network Identifiers** ❯.

   The **Configure External Network Identifiers** page appears.

3. On the **Configure External Network Identifiers** page, for the required profile, choose ▶ **Action** ❯ **Delete** ❯.

   A confirmation message appears.

4. Choose **Yes** to delete the profile.

Results

The peppol profile is deleted from Peppol network and SAP Business Network's configuration. You will not be able to receive any invoices from suppliers on Peppol network.

Uploading Supplier Master Data

Learn how to upload supplier master data to receive invoices from Peppol network.

Context

Supplier master data upload activity enables SAP Business Network to map the supplier Peppol participant ID to the correct vendor ID in SAP Business Network when the Peppol invoice is routed through SAP Business Network.

> ⓘ Note
>
> If the supplier is a user of SAP Business Network, then mention the supplier's **Ariba Network ID** in the vendor upload template.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Choose ▶ **Supplier Enablement** ❯ **Upload Vendors** ❯.

   The **Upload Vendors** page appears.

3. In the **Upload File** section, choose **Download latest template version**

   The Upload_Vendor_Template.csv file is dowloaded to your local system.

4. Enter the required supplier master data in the downloded template.

5. In the **External Network Type** field, enter **PEPPOL** as the external network provider.

6. In the **Partner Scheme Type** field, enter the scheme type for the external network. For example, DE:VAT. The table below describes the country and its supported partner scheme types.

Country	Partner Scheme Type
Germany	DE:VAT
	DE:LWID
Australia	AU:ABN
New Zealand	GLN
Norway	NO:ORG
Belgium	BE:VAT
	BE:EN
Netherlands	NL:KVK
	NL:OINO
	NL:VAT

7. In the **Partner Identifier** field, enter the supplier's Peppol participant ID.

8. Choose **Upload**.

   The uploaded supplier details are available under the **Upload Details** section.

9. Choose **Done**.

Viewing an Invoice Received from Peppol Network

Buyers learn to view the invoice sent from Peppol network.

Procedure

1. Log in to your SAP Business Network buyer account.

2. Select ▶ **Invoices** ❯ **Invoices** ❯.

A list of all the received invoices are displayed.

3. Select the required invoice to view it.

4. Scroll down to the **Attachment(s)** section to view the attachments sent by the supplier.

> ⓘ Note
>
> PeppolUBL.xml is the invoice sent by the supplier among the other attachments such as PDF.

Open API for SAP Business Network

An Open Application Programming Interface (API) called **externaltaxdocservice** is introduced to enable suppliers to have a new standard and secure way to post external tax documents to SAP Business Network.

Buyers can now receive the external tax documents directly in SAP Business Network from supplier's backend system or third-party application or SAP partners like Document Reporting and Compliance. Suppliers can integrate and use the **externaltaxdocservice** API to customize their backend system with additional metadata updates.

> ⓘ Note
>
> However, suppliers can continue to send external tax documents through the existing channels enabled in SAP Business Network for each country (email, manual upload, among others applicable).

When sending external tax documents, SAP Business Network performs the following actions:

- Country-specific validations
- Transformation of country-specific format to cXML
- Fiscal validations, if any
- Provide notifications such as email, if the external document processing fails in the system

This feature supports the following types of external documents for the respective countries:

- FA xml - Poland
- DTE xml - Chile
- CFDI xml - Mexico
- NFe, CTe, CCe xmls - Brazil

The endpoint of the **externaltaxdocservice** API uses the Post method and expects a multipart request to send the tax document to SAP Business Network.

Method	Endpoint	Description
POST	{{runtime_URL}}/v1/taxdocument	Entry point for accepting external legal tax documents. The endpoint v1/taxdocument is a part of the "externaltaxdocservice" rest service.

The runtime URL varies based on your data center. Replace {{runtime_URL}} with the desired runtime URL from the **Environment details** table on the SAP Ariba developer portal discovery page for this API.

When the tax document is successfully accepted at SAP Business Network, the endpoint sends a response as a message.

```
202
        "Accepted"
```

In case of an error, the endpoint sends a response as a message to the backend system/third-party application/SAP partner. The code below displays an example of the error response.

```
400
{
    "errors": [
        "Document processing failure. No matching customer was found on the Ariba
Network. Correct the customer information and resend the document."
    ],
    "errorId": "11032"
}
```

The error can be caused due to the following reasons:

Error	HTTP Response Error codes
Bad request	400
Unauthorized	401
Forbidden	403
Internal Server Error	500

Prerequisites

- To create an application and request access to use the SAP Ariba APIs relevant to this feature, you must have access to the SAP Ariba developer portal. For details refer to in .
- All queries made to this API must be authenticated using OAuth authentication. For details refer to in .

> ⓘ Note
>
> Ensure that you use OAuth version 2.0 for authentication.

- Buyers must configure the client ID in the SAP Business Network buyer account. For more information, see Buyer Configuration [page 339].

Configuration of the externaltaxdocservice API

The Multipart/formdata request of the **externaltaxdocservice** API contains two parts:

- First part - JSON definition

Type	JSON
Name	json
Required	True

When you define the JSON part of the request to integrate the **externaltaxdocservice** API in your third-party system / backend system, update the JSON input parameters with the following information:

JSON Element	Type	Required	Description	Validation
additionalInfo	String	Optional	Important note regarding the tax document	NA
documentName	String	Mandatory	Name of the tax document	Legal document (XML) name should match with the name of the attached country-specific document
documentType	String	Mandatory	The following document types are supported: • NFe , CTe, CCe (Brazil) • CFDI33 and CFDI40 (Mexico) • DTE (Chile) • FA_VAT (Poland)	Only valid document type for specific country is allowed
environment	String	Mandatory	Supports the following values: • TEST • PRODUCTION	Only supported values are allowed and it is case sensitive
issuerCountryCode	String	Mandatory	ISO Alpha-2 country code	Only valid ISO country code is allowed
receiverCountryCode	String	Optional	ISO Alpha-2 country code	Only valid ISO country code is allowed

Here is an example of a JSON code.

⟨·⟩ Sample Code

```
{
"issuerCountryCode": "MX",
"environment": "TEST",
"documentType": "CFDI",
"additionalInfo": "The tax document has been validated according to the local
regulations",
"documentName": "tr_pay_rcpt_2.xml"
}
```

• Second part - File attachment

Type	Binary
Name	file

Required	True. At least one file attachment of the legal tax document. Additionally, you can send a PDF attachment. Maximum size of each file attachment is 10MB.

You must attach the country-specific tax document with the same name that you define in the JSON part of the request as mentioned in the element `documentName`.

Additionally, you must add the following HTTP header in your backend system.

HTTP Header Name	Value
X-ARIBA-NETWORK-ID	Enter your SAP Business Network ID

Buyer Configuration

Procedure

1. Login to your SAP Business Network buyer account.
2. Go to ▎ **Manage Profile** ▷ **API Client ID Configuration** ▷ **Add** ▷ **Updated Client ID** ▎.
3. Copy the OAuth ID from the SAP Ariba Developer Portal and paste the ID in the **Client ID** field.
4. Choose **Save**.

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