Ariba Network
CSV Invoice upload guide

March, 2024

SAP Ariba

BEST BUY.

Agenda

- CSV Invoice overview

- CSV Invoices scope

- Data Requirements

- CSV fields mapping

- CSV template use

  - Downloading CSV template

  - Uploading CSV Invoice

  - Tracking Invoice status

- Troubleshooting CSV Invoices

- CSV template Change log

- Contacts and Support

CSV Invoice Overview

CSV Invoice Overview

- CSV stands for Comma Separated Value/Variable file.
  It represents structured way of data stored as plain text file.

- CSV Invoice Upload
  Supports the transfer, transformation and loading of comma delimited files (CSV) representing a Supplier's invoices to be rendered as cXML invoices for their Customers.

  Provides an effective means for Suppliers with a large number of invoices to submit these to their Ariba customers electronically when they do not have the immediate means to provide these via cXML or EDI directly.

CSV Invoice Scope

CSV Invoice Scope

Best Buy Purchasing LLC supports the following CSV invoice types:

– **PO Invoices:** invoices against purchase order where the purchase order was received through Ariba Network
– **Line Level Credit Memo Invoices**: invoices issued with negative amount against previously issued PO invoices
– **Material Invoices**: Invoices against Material PO
– **Service Invoices:** Invoices against Material Services
– **Contract Invoices:** Invoices against Contracts/Agreements (This would be included as part of the future scope)

Invoices submitted through CSV upload have the following requirements:

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

Data Requirements

Invoice Data Requirements

- invoiceID must be always present.

- invoiceDate format must be: MM/DD/YYYY.

- PO based invoices MUST use the orderID field to capture the PO number.

- Purpose should be filled with either 'standard' or 'lineLevelCreditMemo'

- The contact roles from, soldTo, remitTo, shipFrom, shipTo from are mandatory fields.

- In order to differentiate between material & Service invoice we use lineItemType Field.

- supplierPartID is required when punchinItemFromCatalog = yes; supplierPartID is optional when punchinItemFromCatalog = no

- Tax details, are required only if it matches the condition "isTaxInLine"=Y.

- serviceStartDate, serviceEndDate is required for Service Invoices.

- originalInvoiceNumberReference is mandatory for credit Memo.

Additional Data Requirements

- **Required fields:**

  - InvoiceID, invoiceDate, orderID, purpose, lineItemType, xmllang, remitTo details, from details, soldTo details, payInNumberOfDays, currency, invoiceLineNumber, lineReferenceNumber, quantity, UnitOfMeasure, unitPrice, itemDescription, shipFrom details, shipTo details, Unspscclassification, soldToAddressID, shipToAddressID

  - **Optional fields:**

  - remitToaddressID, fromAddressID, DiscountpayInNumberOfDays, supplierVatID, paymentMethod, totalNumberOfLineItems, punchinContractInvoice, AribainvoiceCartHeaderExtrinsics, paymentTermTitle, paymentTermID, PurchasingUnit, PaymentHold, AribacontractIDEditable, AribacreatedThroughInvoiceCart, AribainvoiceCartInfo, AribadefaultHeaderShipping, Comments, ClassificationCode, lineShippingAmount, punchinItemFromCatalog, parentPOLineNumber, isLineFromPO, AmountBasedReceiving, extLineNumber, AribauserEditState, AribainvoiceCartLineItemExtrinsics, GRBasedInvoice, OriginatingSystemLineNumber, receiptID, ReferenceDate, ReceiptLineNumber, summaryTaxdescription, summaryTaxcategory, summaryTaxPercentageRate, summaryShippingAmount, summarySpecialHandlingAmount, supplierTaxID, remitTo contact details, from contact details, billFrom details, shipFromAddressID, shipFrom contact details, shipTo contact details

  - **Conditional fields:**

  - originalInvoiceNumberReference, isAccountingInLine, isShippingInLine, isTaxInLine, serviceStartDate, serviceEndDate, Percentage, supplierPartID, lineTaxCategory, lineTaxPercentageRate, lineTaxDescription, SupplierorderID, masterAgreementID

CSV File Recommendations

- File Requirements

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

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

  - Do not convert to an Excel file, save as a workbook, add macros, delete/add columns or edit the column names in any way.

CSV template details

CSV Sample / Field Mapping

- The embedded CSV sample template provides:

  Data sample of valid CSV invoices processed successfully by the Customer.

  BBY Test File   BBY Test file

- The embedded field overview provides:

  Mapping information on field content and requirements.

  BBY Description   BBY Description
  file csv   File

  - Mandatory
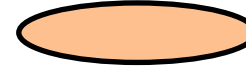
  - Conditional

  - Optional

- For CSV upload related questions or errors:

  Contact Ariba Technical Support

CSV template use

SAP Ariba

Downloading the CSV Template

- From the Home Page of your production AN account, Click the Company Settings tab.

- Click Customer Relationships.

- AN will display a list of all customers that you have a   relationship with on the Ariba Network.
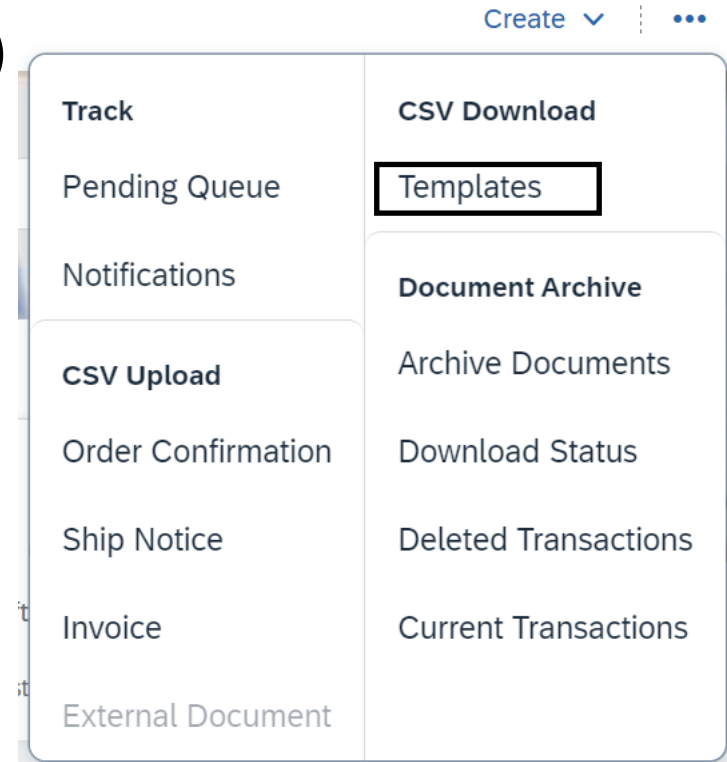
- Click on Best Buy Purchasing LLC link within your list.
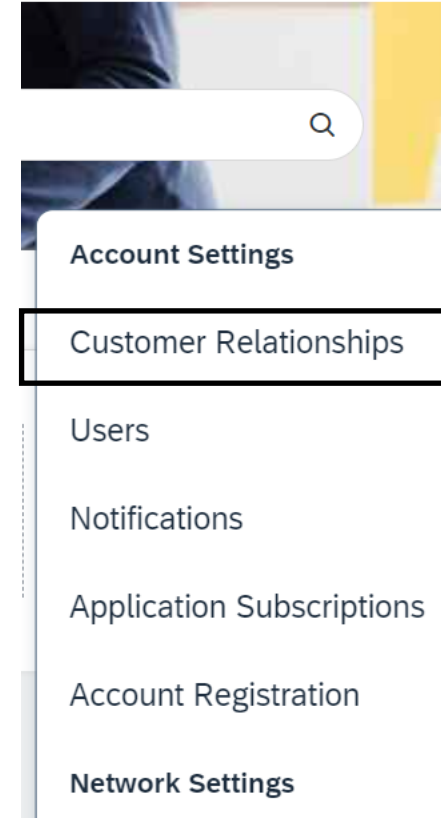
Downloading the CSV Template (continued)

- Click the Download CSV Invoice Template button. You will be prompted to Open or Save the file.

- Save the file to your local hard drive.

- Once you are finished saving the template file, click the Done button to exit this section.

- You will be back at your Customer Relationship page.

Create ∨

Track	CSV Download
Pending Queue	Templates
Notifications	**Document Archive**
CSV Upload	Archive Documents
Order Confirmation	Download Status
Ship Notice	Deleted Transactions
Invoice	Current Transactions
External Document	

Custom Templates
Customer:

Best Buy Purchasing LLC - TEST ∨

☑ Document

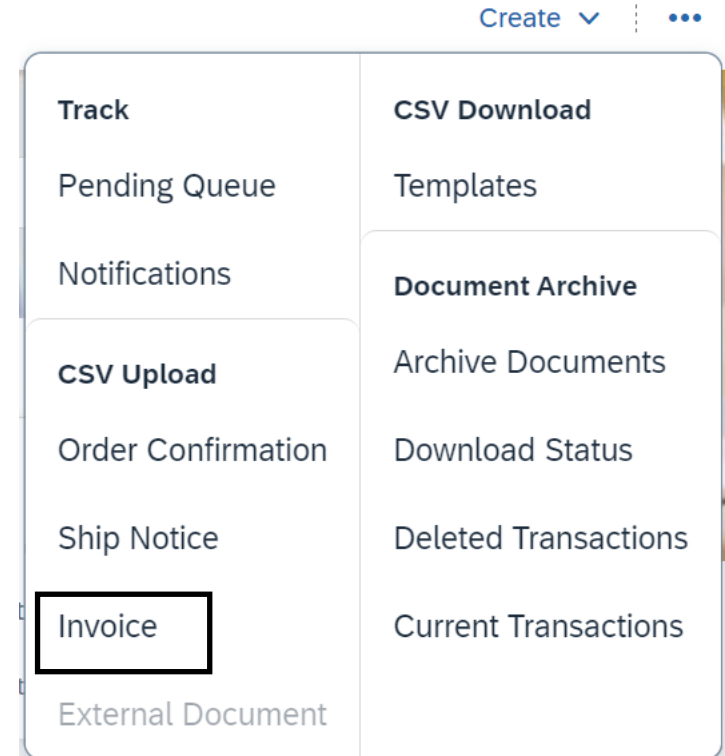☑ Invoice

Download

Done

Populate the CSV Invoice Template

- Populate each available invoice field as appropriate – starting in <u>Row 3, Cell A.</u>

- Note that. Rows 1 and 2 are CSV File information rows and cannot be removed or modified in any way. If these fields are changed or removed, the file will fail at upload.

- To populate value for each field select that cell, right click and chose option 'Edit with Edit Panel.

- When you have completed populating all fields for your particular invoice, Save the file to your local drive.

Ron's CSV Editor

Standard Rows – Do Not Change

Begin Invoice Data
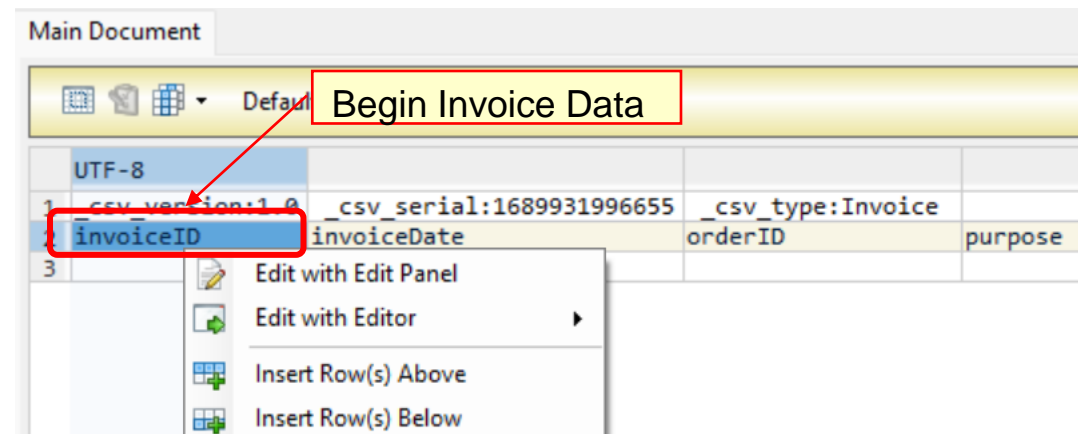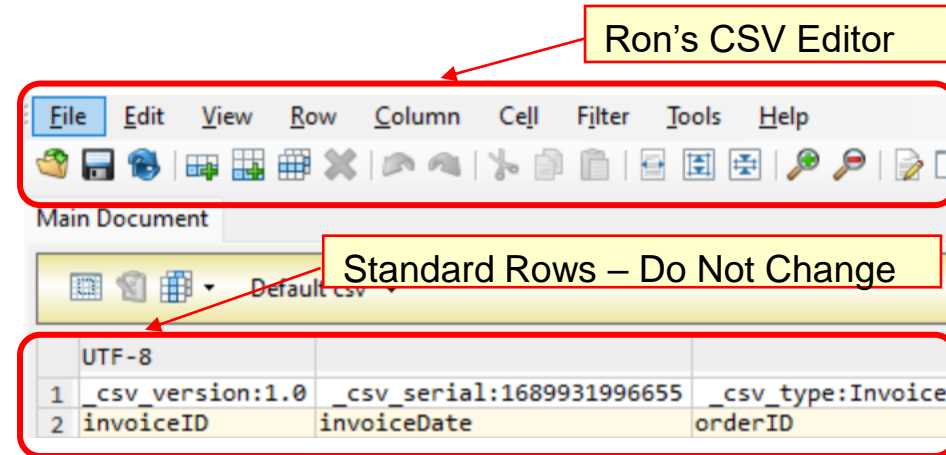
Upload the CSV Invoice

- From the Home Page, locate the CSV Documents link on the right side of the page.

- Click Invoice CSV.

- You will see an Import CSV Invoice box.

- Ensure Customer is selected in the Customer drop-down box.

- **Note:** Each customer using the CSV Invoice method has a customized template. You cannot use any other customer's template for Best Buy Purchasing LLC.

- Click the Choose File button and find the CSV File you have created and saved.

- Once the file path is shown, click the Import CSV Invoice button.

Upload the CSV Invoice

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

- Attachments are optional and not required, Click on **Choose File** & **upload the related Document**. Click on **Submit**.

- Supplier should provide the supporting documentation per invoice

Upload the CSV Invoice

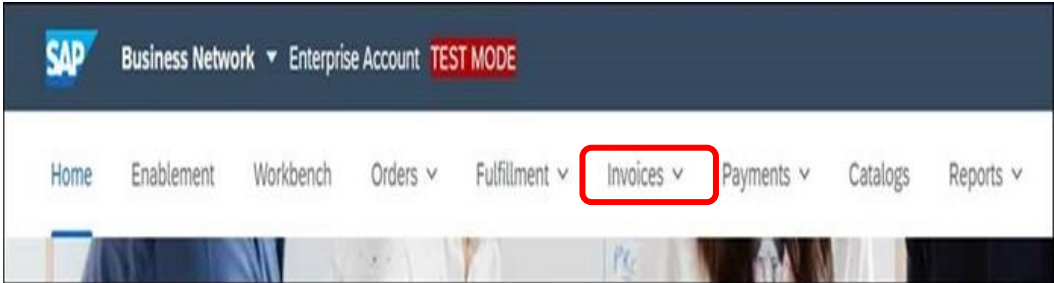| Import CSV Invoice	Close
CSV invoice has been successfully imported. Ariba Network loaded your 1 document successfully.	
	Close

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

Tracking CSV Invoice status

Checking Invoice Status

- From your Home Page, click on the Outbox tab.

- You will again, see a listing of all of the invoices you have sent.

- Each invoice number is a link to open and view that invoice.

- There are two status types provided:
  - Routing Status: show the routing status of the invoice through the Ariba network to Best Buy Purchasing LLC.
  - Invoice Status: shows the status of the invoice itself specifically through it's payment process.

Invoice Number	Customer	Reference	Submission Method	Invoiced Date ↓	Amount	Routing Status	Invoice Status
CSVINV04TD	Best Buy Purchasing LLC - T EST	PO100338	CSVUpload	Apr 5, 2024	$843.98 USD	Acknowledged	Sent
CSVINV04	Best Buy Purchasing LLC - T EST	PO97279	CSVUpload	Mar 16, 2024	$1100 USD	Acknowledged	Sent

Tracking CSV Invoice status

Routing Status

- **Obsoleted:** You canceled the invoice.

- **Failed:** The invoice failed the Best Buy Purchasing LLC invoicing rules as set within their Ariba Network account.

- **Queued:** Ariba Network received the invoice from a suppliers Network account, but has not sent it to the Best Buy Purchasing LLC network account.

- **Sent:** Ariba Network sent the invoice to Best Buy Purchasing LLC Ariba Network account. The invoice is awaiting download into the Best Buy Purchasing LLC invoicing application.

- **Acknowledged:** The invoice has been sent from the Best Buy Purchasing LLC network account into their invoicing application.

Invoice Number	Customer	Reference	Submission Method	Invoiced Date ↓	Amount	Routing Status	Invoice Status
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CSVINV04	Best Buy Purchasing LLC - T EST	PO97279	CSVUpload	Mar 16, 2024	$1100 USD	Acknowledged	Sent

Tracking CSV Invoice status

Invoice Status

- **Sent :** Best Buy Purchasing LLC has received the invoice.

- **Rejected:** Best Buy Purchasing LLC has rejected the invoice. If Best Buy Purchasing LLC subsequently accepts the invoice or approves it for payment, invoice status updated to Sent indicating invoice was accepted.

- **Failed:** Ariba Network experienced a problem routing the invoice.

- **Approved:** Best Buy Purchasing LLC has approved the invoice for payment.

Invoice Number	Customer	Reference	Submission Method	Invoiced Date ↓	Amount	Routing Status	Invoice Status
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Troubleshooting CSV Invoices

Troubleshooting CSV Invoices

General Checks

- Be sure that the application that is being used to create the file is a true CSV editing application.

- Be sure that all value fields such as unit price, tax, subtotal, gross, etc., are entered properly, (for example 2.25 or .58).

- Ensure that the file does not contain <u>any</u> special characters, (dollar sign, asterisk, quotation marks, etc.).

- Ensure that none of the file data within the <u>first three rows</u> of the template sample has been modified from its original state.

- Ensure you are using the correct version of the CSV template for Best Buy Purchasing LLC.

- IMP - Once the invoices are uploaded using the CSV channel, Supplier will see the message saying –' csv file uploaded successfully' but may not immediately see the invoice on the Network GUI .This is because the server may take sometime to update the UI screen. In case the Supplier need to refer the invoice immediately but doesn't find it on the UI, they may use the invoice search option to find the uploaded CSV invoice. The server will process the request and fetch the invoice from the Database.

Troubleshooting CSV Invoices

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

CSV template Change log

Moving from one version to another

Important notice:

Whenever new version of csv template is released or mapping rules are modified there is new unique template serial number generated by Ariba Network. This number is part of the template and being sent back with upload (sample: _csv_serial:1685102840987).

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

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

In case csv template change consists of headers update or add of new columns suppliers have to download new version and start using this one.

Otherwise upload will fail with mapping failure message.

Contacts and Support

Training and Resources

Best Buy Purchasing LLC Supplier Information Portal

- **Supplier Information Portal** contains specific documentation and training material.

- From the home page of your account, click the **Company Settings** and then click the **Customer Relationships** tab.

- The portal link is located next to your customers name in the middle of the screen.

TD

Tina Deschene

test-tina@lakeside.com

My Account

Link User IDs

Contact Administrator

Tina's Lakeside UAT
ANID: AN11179225194-T
Premium Package

Company Profile

Settings

Logout

More ▾

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings
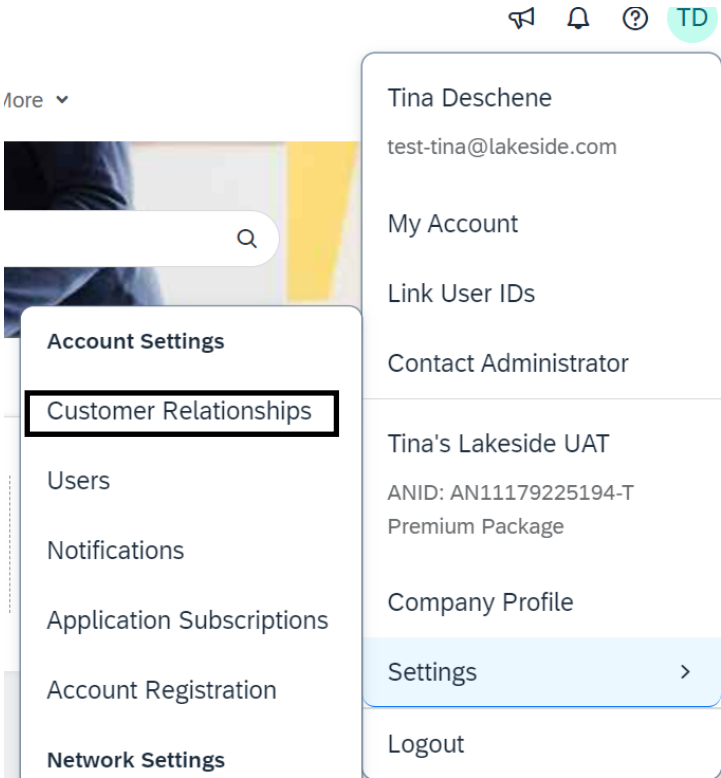
	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	Best Buy Purchasing LLC - TEST	AN11075486053-T	Trading	26 May 2023	↗	Default	Actions ▾

Ariba Network Standard Documentation

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

Ariba Network Standard Documentation

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

Supplier Support

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

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Forgot your password? No Problem!

4803 8683

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

Learn More

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

Invoicing   ✕ 🔍

Refine   2990 results for **Invoicing**   Relevance ⌄

Type   **I need help with invoicing**

Enter a topic that you   How do I submit an **invoice**? Why isn't the Create **Invoice** option available on my purchase order? How do I edit and resubmit an **invoice**? If I have already **invoiced** my purchase order once, how do I   ❓
would like assistance   **invoice** for the remaining amount? What should I do if my **invoice** has been rejected? When will my **invoice** will be paid? Where can I find my saved **invoice** or draft **invoice**? Looking for more?
with into the search bar   FAQ

☐ Tutorial   2   Invoices   View homepage

☐ Release Update   1   Apr 3, 2022

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

Tags   Question How do I cancel an **invoice** that I've sent? Can I delete an **invoice**? **invoice** so you can resend it. > **Invoices** . Canceling an **invoice** is only recommended for Non-PO or Contract **invoices**. reject
                                    the **invoice**.   ❓
☐ cXML routing   190
                                                                                                                                                                  FAQ
☐ Invoicing   165
                                    Invoices   Search invoices   Invoice status   Invoice rejection messages   **Intro questions may appear, providing**
☐ Cloud integration gateway 65   **additional information based on your search**
                                    Apr 3, 2022   **term.**
☐ Purchase orders   62
                                    When will my invoice be paid? (Enterprise users)
☐ Invoices   52
                                    When will my **invoice** be paid? Please note that SAP Ariba Customer Support cannot provide any information about the payment of your **invoice** Additional Information After you submit an **invoice**, your
☐ Electronic invoice routing 50   customer receives the **invoice** and begins to If the **invoice** does not have any errors, your customer approves the **invoice** for payment, which changes the **invoice** status to Approved .   ❓

☐ Ship notices   45   FAQ

☐ PunchOut catalog   39   Invoices   Search invoices   Invoice status   Search scheduled payments   View invoice   View homepage

☐ Catalogs   38   Jun 15, 2022

☐ Service sheets   37   **Why was my invoice or service entry sheet rejected?**

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

Home   Learning   Contact us

1. Start here to find your answer.

Invoicing   ✕ 🔍

2. Browse below for our AI-based recommendations*

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

📄 Support Note
Apr 3, 2022

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

⑦ FAQ
Apr 3, 2022

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

⑦ FAQ
Jul 1, 2022

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

⑦ FAQ
Aug 24, 2021

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

⑦ FAQ
Apr 3, 2022

*Powered by SAP Incident Solution Matching

3. Choose from the options below to continue.

What do you need to do?

[Create new invoice] [Create credit memo] [Raise another invoice against PO] [Invoice was rejected] [Edit and resubmit invoice] [Receive payment] [Something else]

Do you already have an account?

[Yes] [No]

3. Choose from the options below to continue.

What do you need to do?

Create new invoice   Create credit memo   Raise another invoice against PO   Invoice was rejected   Edit and resubmit invoice   Receive payment   Something else

Do you already have an account?

Yes   **No**

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

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

Yes   **No**

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

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

1. Start here to find your answer.

report   ✕ 🔍

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

2. Browse below for our AI-based recommendations*

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

⊘ FAQ
Oct 1, 2019

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

⊘ FAQ
Jun 8, 2021

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

⊘ FAQ
Apr 3, 2022

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

⊘ FAQ
Jun 15, 2021

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

⊘ FAQ
Apr 3, 2022

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

⊘ FAQ
Jan 22, 2022

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

⊘ FAQ
Feb 8, 2022

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

⊘ FAQ
Oct 2, 2021

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

⊘ FAQ

Can't find what you're looking for?   Contact us

Thank you.

Contact information:

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SAP