
Ariba Supplier Network CSV Invoice Upload Guide



SECTIONS

- CSV Overview
- Customer Requirements
- CSV Invoice Upload
- CSV Reference Table
- Contacts & Resources
- Supplier Support

What is CSV?

- Ariba introduced, with the Ariba Supplier Network AN41 release, a capability to support the transfer, transformation and loading of comma delimited files (CSV) representing a supplier's invoices to be rendered as cXML invoices for their customers.
- This solution provides an effective means for suppliers with a large number of invoices to submit them electronically to their Ariba customers, when they do not have the immediate means to provide these using cXML or EDI directly.

Citi CSV Requirements

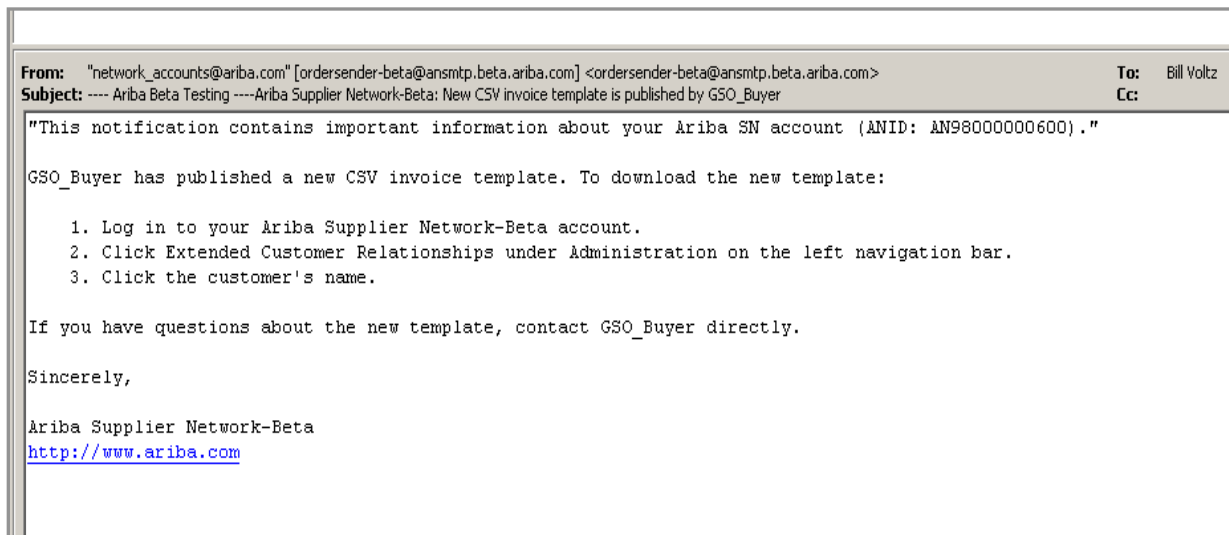
- CSV process will support both Purchase Order (PO) as well as Non-PO invoices.
- Invoices submitted using the CSV upload process cannot exceed 1,000 lines and 50 invoices per file (approximately 1.3 MB).

CSV Invoice Process



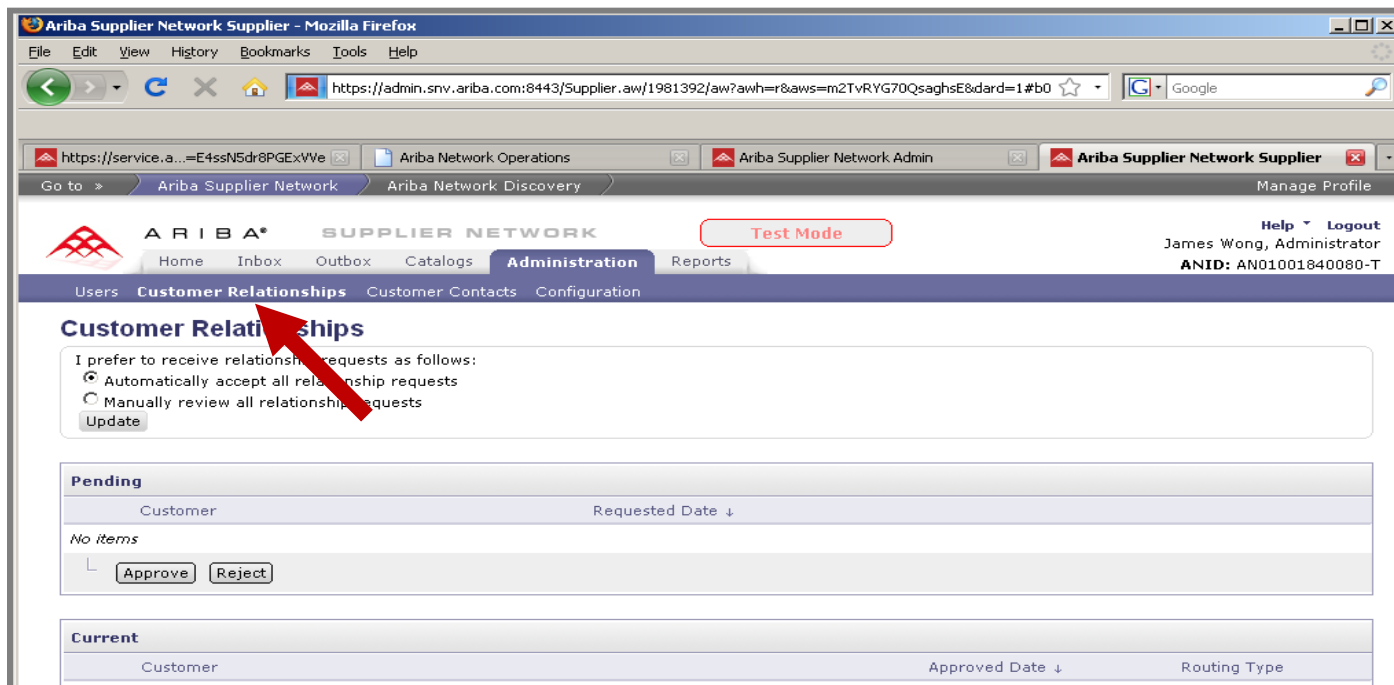
New CSV Invoice Template is Published

1. You will receive an e-mail notification informing you your customer has published a new CSV invoice template to the Ariba Supplier Network.
2. Follow the instructions provided in the e-mail.
3. Log on to your network account.



Access Customer Relationships

- To view all of the customers you currently have a trading relationship with, click the **Customer Relationships** heading under the Administration tab.



Access Customer Relationships

- To View the Customer Details Page, click the name of the customer that sent the New CSV Invoice Template Notification e-mail.

The screenshot shows the Ariba Supplier Network Supplier interface in Mozilla Firefox. The browser address bar displays the URL: <https://admin.snv.ariba.com:8443/Supplier.aw/1981392/aw?awh=r&aws=m2TvRYG70QsaghsE&dard=1#b0>. The interface includes a navigation menu with options like Home, Inbox, Outbox, Catalogs, Administration, and Reports. The current page is titled "Customer Relationships" and features a "Test Mode" indicator. Below the navigation, there are sections for "Pending", "Current", and "Rejected" customer relationships. The "Current" section contains a table with the following data:

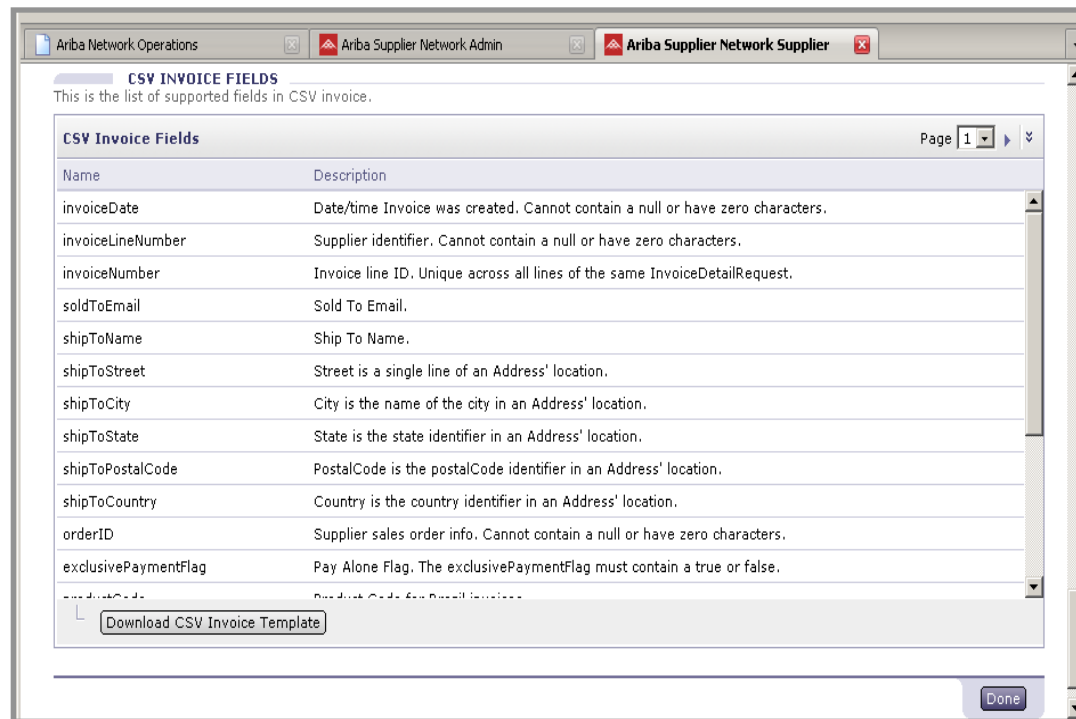
Customer	Approved Date ↓	Routing Type
<input type="checkbox"/> Citigroup Technology, Inc. - Supplier Connectivity - TEST	1 Aug 2008	Default

A red arrow points to the customer name "Citigroup Technology, Inc. - Supplier Connectivity - TEST" in the table.

CSV Invoice Fields

- Scroll down to the Customer Details page to view the CSV Invoice Fields that are available.

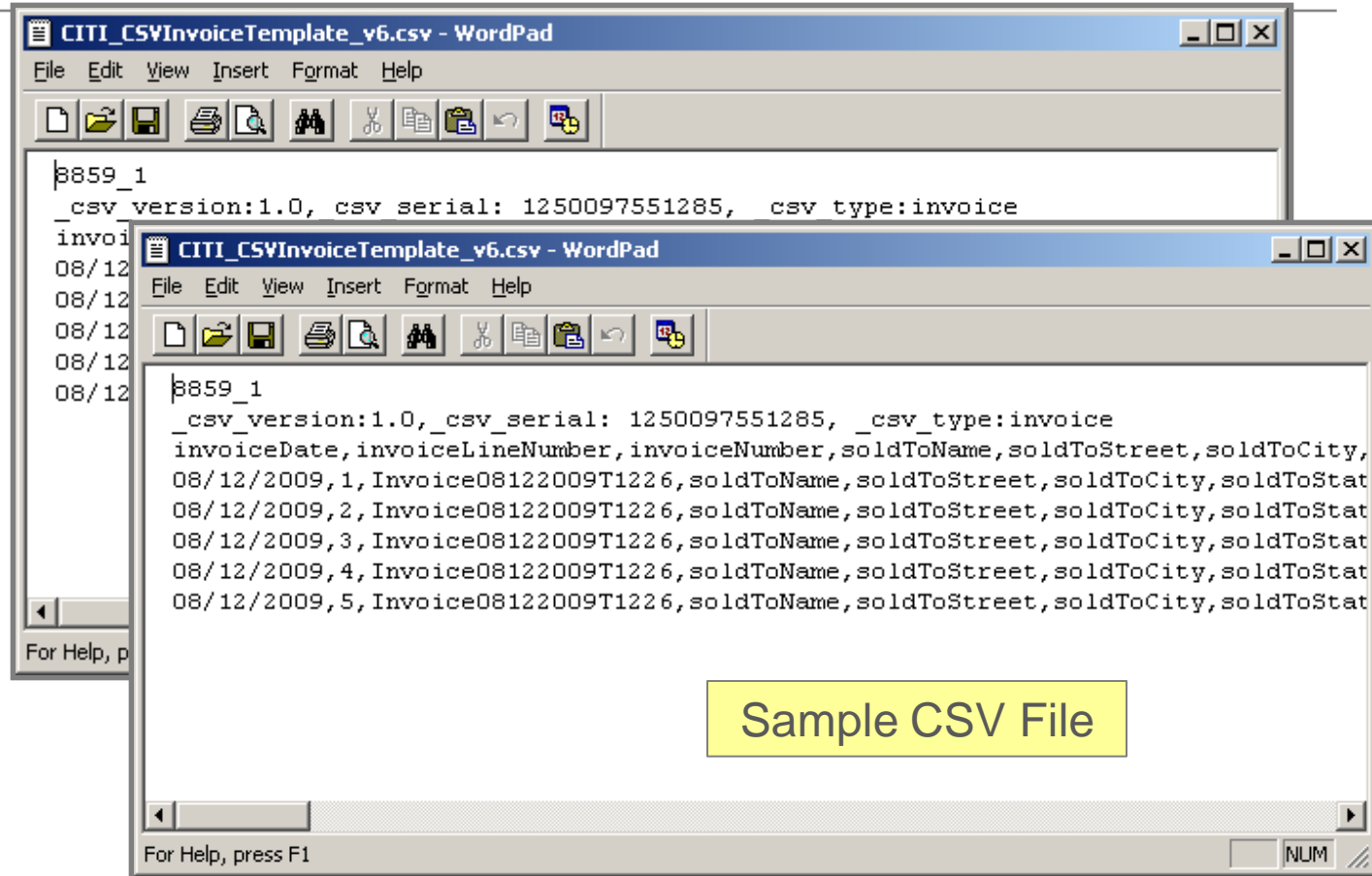
Note: You may want to take screen shots of this page so you can refer to it when creating your CSV invoice.



This screen will display the invoice fields REQUIRED for entry by Citigroup.

Populate the CSV Invoice Template

1. Populate each available invoice field as appropriate.
2. Save the file to your local drive once you have completed the file.



Upload the CSV Invoice

1. Navigate to the home page and click on the **CSV Invoice** option.
2. Click the **Browse** button to select the newly created CSV Invoice file and click on the **Import CSV Invoice** button to upload your invoice.
3. Once you have uploaded the invoice you will see the following message, “**CSV invoice has been successfully imported.**”
4. Click **Done**.

Partially Invoiced (0)

Invoices
Failed (0)
Rejected (0)

Create
PO Invoice
Non-PO Invoice
CSV Invoice

Purchase Order Status Customers: 1 of 1 View: Today

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Citigroup Techn...	0	0	0	0	0	0	0

Last Refresh: 19 Sep 2008 11:18:13 AM

Invoice Status Customers: 1 of 1 View: Today

Customer	Sent	Approved	Paid	Rejected	Failed
Citigroup Techn...	0	0	0	0	0

Last Refresh: 19 Sep 2008 11:18:13 AM

ARIBA* SUPPLIER NETWORK Test Mode Help James Wong, Administrator ANID: AN01001840080-T

Import CSV Invoice Done

* Customer: Citigroup Technology, Inc. - Supplier Connectivity - TEST

* CSV invoice file path: Browse... Import CSV Invoice

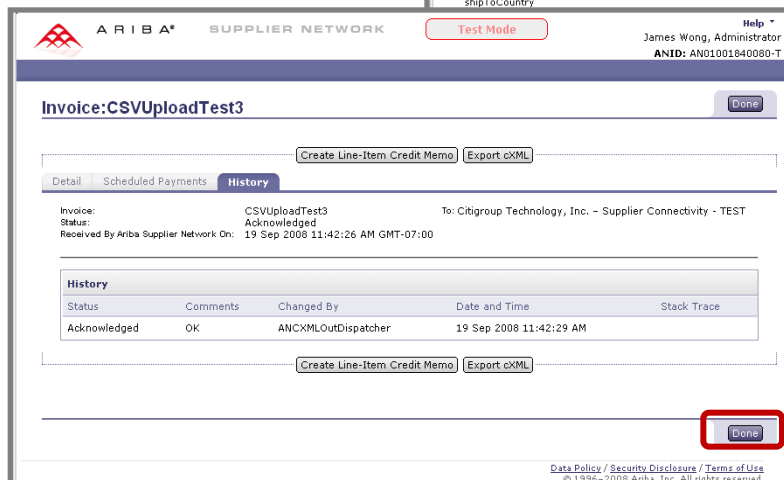
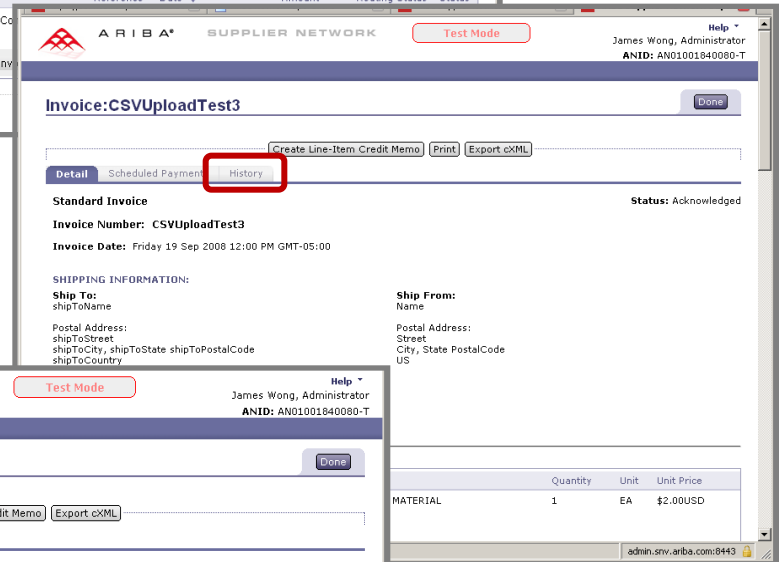
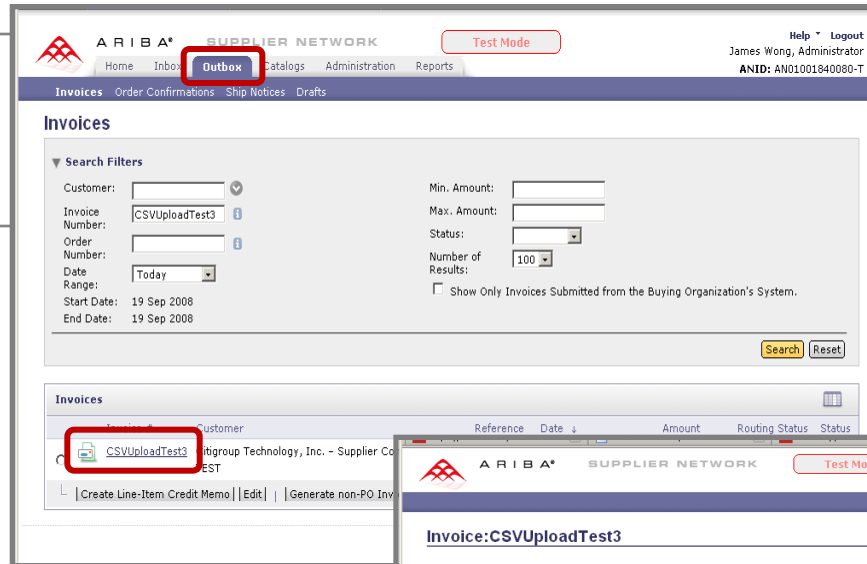
Done

Check invoice status

1. To check invoice status, select the **Outbox**, and click on the invoice number link.
2. To view status details and invoice transaction history, click on the **History** tab.

Note: History and status comments for the transaction can be used to troubleshoot failed or rejected transactions.

3. When you are finished reviewing the history, click the **Done** button.



Citigroup CSV Reference Table



Citigroup Reference Table

- The table on the following slide provides a reference to the CSV template downloaded from Ariba SN
- Required fields are noted as well as relevant data entry comments
- Header/Line indicates at what level the invoice data will be populated once it is posted to Ariba SN

Sample CSV Invoice Requirement Spreadsheet

	A	B	C	D	E	F
1	CSV TEMPLATE FIELDS	Description	TYPE	PO Requirements	Non-PO Requirements	EXAMPLE
2	<i>Bold = Required</i>					
3						
4	<u>Header Level</u>					
5	invoiceDate	Date and time this Invoice was created (should be earlier than the document's timestamp). An invoiceDate cannot contain a null or have less than zero characters. The MM/DD/YYYY invoiceDate format is required.	Date	Required	Required	01/01/2008
6	invoiceLineNumber	Supplier defined ID for the current invoice line. It should be unique across all invoice lines of the same InvoiceDetailRequest.	Numeric	Required	Required	1
7	invoiceNumber	A supplier-generated identifier for this Invoice. Identical to the Invoice Number which appears at the top of a physical Invoice. An invoiceNumber cannot contain a null or have less than zero characters.	String	Required	Required	testInvoice
8	soldToName	Sold To Name.	String	Required	Required	Citigroup, Inc.
9	soldToStreet	Sold To Street.	String	Required	Required	3800 Citibank Center
10	soldToCity	Sold To City.	String	Required	Required	Tampa
11	soldToState	Sold To State.	String	Required	Required	FL
12	soldToPostalCode	Sold To Postal Code.	String	Required	Required	33610
13	soldToCountryCode	Sold To Country Code.	String	Required	Required	US
14	soldToCountry	Sold To Country.	String	Required	Required	United States
15	soldToEmail	Sold To Email	String	Required	Required	soldToEmail@email.com
16	shipToName	Ship To Name.	String	Required	Required	
17	shipToStreet	Street is a single line of an Address' location.	String	Required	Required	
18	shipToCity	City is the name of the city in an Address' location.	String	Required	Required	
19	shipToState	State is the state identifier in an Address' location.	String	Required	Required	
20	shipToPostalCode	PostalCode is the postalCode identifier in an Address' location.	String	Required	Required	
21	shipToCountry	Country is the country identifier in an Address' location.	String	Required	Required	
22	salesOrderNumber	Sales Order Number. Required if purchaseOrderNumber is not populated.	String	Optional	Optional	Sales123
23	purchaseOrderNumber	Purchase Order Number. Required if salesOrderNumber is not populated.	String	Optional	Optional	PO123
24	headerLevelComments	Header Level Comments for Invoice Description.	String	Optional	Optional	
25						

Sample CSV Invoice Requirement Spreadsheet - Continued

A	B	C	D	E	F	
25						
26	Header Level Extrinsic					
27	exclusivePaymentFlag	Pay Alone Flag. The exclusivePaymentFlag must contain a true or false.	String	Optional	Optional	N
28	productCode	Product Code for Brazil invoices.	String	Optional	Optional	
29	servicesInvoices	Services Invoices. NF de Servico value for Brazil Invoices.	String	Optional	Optional	
30	collectionDocumentNumber	Collection Document Number. Only for Brazil Orbital Payments/ Brazil REMS Invoices	String	Optional	Optional	
31						
32	Rem Level					
33	quantity	The quantity being actually invoiced for the current line item.	Numeric	Required	Required	2
34	unitOfMeasure	The unit of measure.	String	Required	Required	EA
35	currencyCode	ISO 4217 Currency Code.	String	Required	Required	USD
36	unitPrice	The unit price.	Numeric	Required	Required	5
37	lineReferenceNumber	The line number of current line item, copied from OrderRequest. A unique identification of an item.	Numeric	Required	Required	1
		For US Suppliers, if the line is a Tax, Shipping or Special Handling line, supplierPartID must contain TAX, SHIPPING or SPECIAL HANDLING. If the line is a MATERIAL line, supplierPartID must contain MATERIAL.				
		For Non-US Suppliers, if there is Tax, it should be included at the line and the supplierPartID must contain MATERIAL. If the line is a Shipping or Special Handling line, supplierPartID must contain SHIPPING or SPECIAL HANDLING.				
38	supplierPartID		String	Required	Required	supplierPartID
39	lineItemDescription	The line item description, copied from OrderRequest.	String	Required	Required	lineItemDescription
40	lineSubtotalAmount	The invoice subtotal of the current item = unit price x invoiced quantity. Represents a tax line item.	Numeric	Required	Required	10
		For US Suppliers, Tax has to be individual lines on the invoice with a unitPrice and lineSubtotalAmount equal to zero.				
41	lineItemTaxAmount	For Non-US Suppliers, Tax should be included as apart of the MATERIAL line.	String	Optional	Optional	0
42	lineItemTaxCode	Represents a tax code. Required if there is lineItemTaxAmount.	String	Optional	Optional	GST07
43	lineItemSpecialHandlingAmount	Represents a special handling line item. Special handling lines have to be individual lines on the invoice with a unitPrice and lineSubtotalAmount equal to zero.	String	Optional	Optional	0
44	lineItemShippingAmount	Represents a shipping line item. Shipping lines have to be individual lines on the invoice with a unitPrice and lineSubtotalAmount equal to zero.	String	Optional	Optional	0
45	billingAccount	Billing Account structure is as follows, segments are separated by a "." (or "-" in GBGBP) to appear as: "12345.00123456789.1234567890.1234512345.12345.12345" Required when no Purchase Order Number is provided on the invoice (Non-Match to PO).				
46						
47	Rem Level Extrinsic					
48	poShipmentNumber	Shipment Number from the Purchase Order. If PO not provided (Non-Match to PO), then nothing is entered for the data element.		Optional	Optional	
49	gcibCodeType	GCIB CODE TYPE for the invoice line. The valid values are: DEAL, BEA, or CUSTOMER. (GCIB/CGML Invoices Only)		Optional	Optional	
50	gcibCode	GCIB CODE for the GCIB CODE TYPE populated in the above field. (GCIB/CGML Invoices Only)		Optional	Optional	
51	ritsID	RITS ID of the employee for whom the invoice line is being charged. This is valid for GCIB/CGML invoices only.		Optional	Optional	
52	poDistributionNumber	PO Distribution Number from the Purchase Order. If PO not provided (non-matched POs), then nothing is entered for the data element.		Optional	Optional	
53	awtGroupName	Automatic withholding tax group name for REMS invoicing.		Optional	Optional	
54	relationshipCode	Relationship Code.		Optional	Optional	
55						

Contacts & Resources



Contacts & Resources

- **On-line Support**

1. If you are already registered on the Network
2. Go to <http://supplier.ariba.com>
3. Log in with your company's username and password
4. Once logged in, click on the Support link on the left hand navigation bar
5. Completely fill out the web form and submit

- **If you experience problems logging on to your account**

1. Go to <http://supplier.ariba.com>.
2. Click on, “Forget Username” or “Forget Password” and follow the steps.

- **By Telephone**

- **USA:** 1-800-577-1522
- **International:** 512-652-9117

Supplier Support



Help – Contact Support

The screenshot displays the Ariba Supplier Network Supplier interface in Mozilla Firefox. The main navigation bar includes the Ariba logo, a 'Test Mode' button, and a 'Help' button. A red box highlights the 'Help' button, and a red arrow points to it. Below the navigation bar, there are sections for 'Quick Links', 'Search', and 'Alerts and Messages'. The 'Quick Links' section shows 'Purchase Orders' and 'Invoices' with counts. The 'Search' section lists 'Purchase Orders' and 'Purchase Order Status'. The 'Alerts and Messages' section shows '2 Items'. An inset window shows the 'Support' page in Microsoft Internet Explorer, which contains a 'Contact Ariba' form. The form includes fields for 'Your Name', 'Your Company Name', 'Your Phone #', and 'Your email:'. The 'Your Name' field is filled with 'Renee Lim', 'Your Company Name' with 'GSO_Supply 1', and 'Your Phone #' with '+1 (650) 390-1743'. The 'Your email:' field is filled with 'Gso.Support@ariba.com'. There is also a 'Type:' dropdown menu set to 'Development' and a 'Category of Issue:' dropdown menu set to 'Select Category'. The form also includes a 'Submit' button and a 'Help' link.

Help – Documentation and Tutorials

The screenshot shows the Ariba Supplier Network interface in Mozilla Firefox. The 'Documentation and Tutorials' menu item is highlighted with a red box. An arrow points from this menu item to a separate browser window displaying the 'Documentation@Ariba' page for the Ariba Supplier Network. The documentation page lists various guides and manuals such as 'Ariba SN Brochure', 'Ariba SN Buyer's Guide', and 'Ariba SN Account Management Guide'.

Documentation@Ariba
Ariba Supplier Network

Product Documentation
This section contains the official documentation for this product.

- [Ariba SN Brochure](#) PDF 100KB
- [Ariba SN Buyer's Guide](#) PDF 100KB
- [Ariba SN Functional Overview](#) PDF 100KB
- [Logging In and Process Overview](#) PDF 100KB
- [Ariba SN Account Management Guide](#) PDF 100KB

[Advanced Configuration](#)
[Managing Users and Roles](#)
[Managing Customer Relationships](#)
[Managing Customer Contacts](#)
[Managing Services](#)
[Finding Business Opportunities](#)
[Technical Infrastructure](#)

[Introduction](#)
[Configuration](#)
[Managing Supplier Relationships](#)
[Generating Reports](#)
[Management Supplier Contacts](#)
[Managing Users and Roles](#)
[Managing Catalogs](#)
[Overview of Transactions](#)
[Viewing Incoming Documents](#)
[Viewing Outgoing Documents](#)
[Using Your Test Account](#)
[Managing Services](#)
[Managing RFXs](#)
[Technical Infrastructure](#)