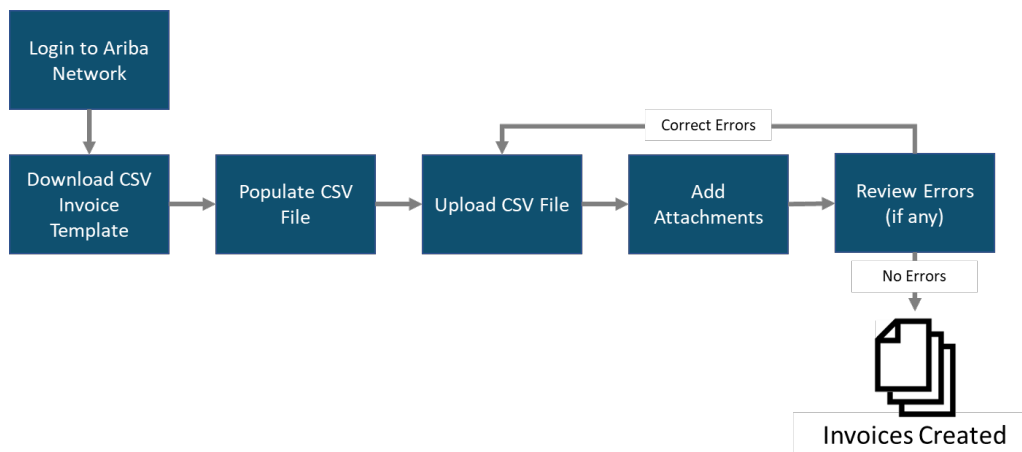


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Overview

The Ariba Network offers suppliers various methods for creating invoices for their customers. In addition to being able to create invoices individually, suppliers may use CSV Invoice functionality as an alternative method to create invoices via a comma separated value (CSV) upload file. With this, suppliers can easily mass create invoices of various types (e.g., PO, Contract) using a consolidated multi-line upload file. This functionality best serves suppliers that have the need to streamline creation of a high number of invoices, invoices with a high number of lines, or both. The following diagram is a summary of the process for CSV Invoicing.



This guide provides an overview of the functionality, lists pre-requisites for using this invoicing method, and provides instructions on how to create invoices using the CSV Invoice file. It also provides useful information for helping troubleshoot issues encountered during the process.

Examples

The following file contains sample data to be used as references when populating your own CSV invoice files. Please reference the “**How to Populate the CSV Invoice Template**” section below on how to correctly populate your template.

These files are not templates and **cannot** be loaded to Ariba. **These include sample values only for illustration purposes.** To download the latest version of the CSV Invoice template, please see the “**How to Download Apache’s CSV Invoice Template**” section below.

- Sample Data for CSV Upload:



Microsoft Excel
Worksheet

Prerequisites

The following are pre-requisites to using CSV Invoicing functionality:

- Your organization must have an **Enterprise Account** as Standard Accounts do not support CSV Invoicing. If you currently have a Standard Account, visit [here](#) to learn more about upgrading to an **Enterprise Account**. Note that **Enterprise Accounts** may require fees.
- CSV files can be imported into the Ariba Network only

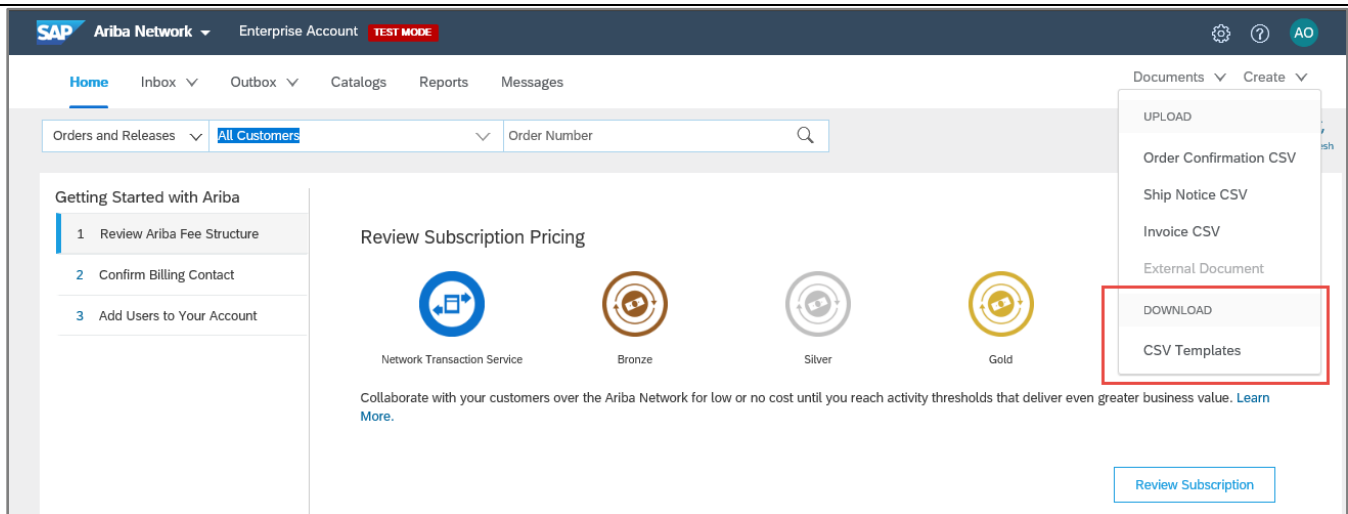
Accessing the Ariba Network Supplier Portal

To access the Ariba Network Supplier Portal, type the following URL into your web browser: <https://supplier.ariba.com>. Log in with the user credentials provided to you by your Account Administrator.

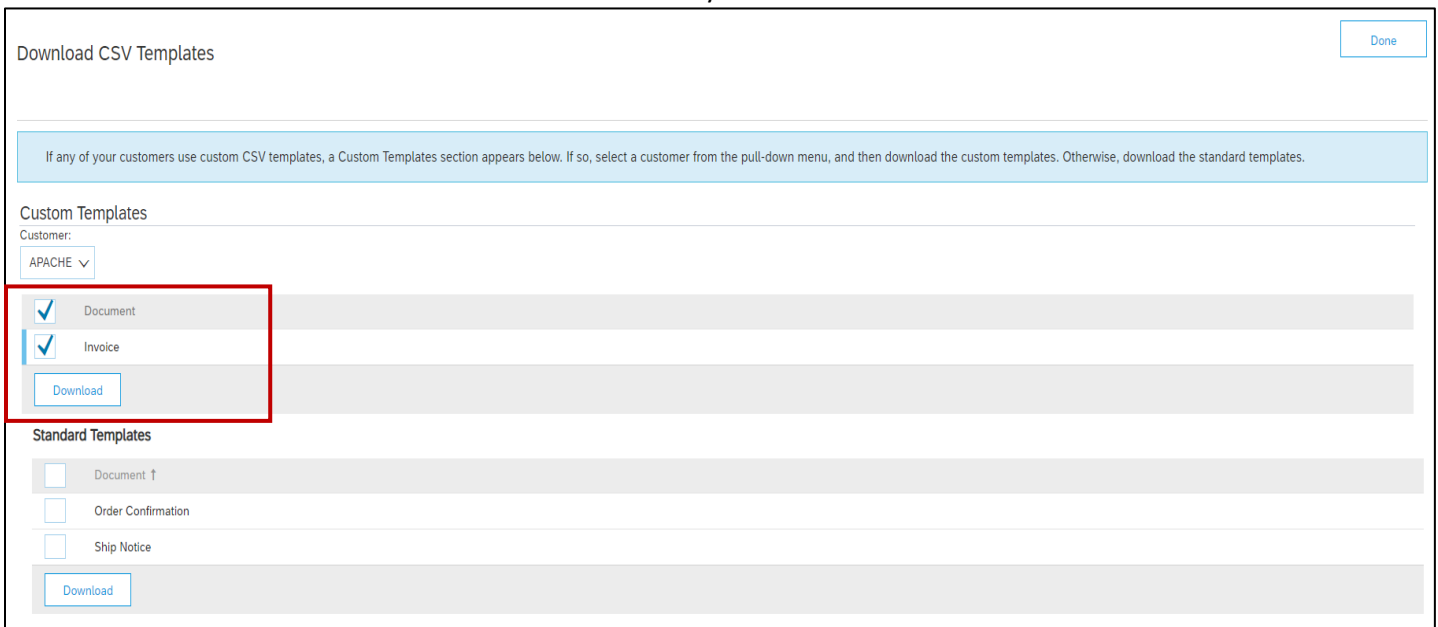
How to Download Apache’s CSV Invoice Template

1. Log in to Ariba Network with your supplier account. On your home page, go to **Documents** then click **Download > CSV Templates**.

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2. Select **APACHE** from the Customer dropdown. Then mark the box next to **Invoice** under the Custom Templates section and click **Download**. A .CSV file will be downloaded to your local machine.



How to Populate the CSV Invoice Template

1. Open the downloaded file in a spreadsheet editor (e.g. Microsoft Excel) and ensure that you have populated all the required data in the CSV Invoice template. The table below contains a list of the various fields contained in the CSV Invoice template and should be referenced when populating the file. Refer to the sample files

ID	Field	Description	Guidance	Required	Format	Max Length
----	-------	-------------	----------	----------	--------	------------

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1	invoiceID	Unique identifier for the invoice	No lowercase characters are allowed	Yes	Text	16
2	invoiceDate	Date of the invoice	Date should be provided in a MM/DD/YYYY format	Yes	Text	10
3	orderID	Purchase order number (for PO Invoices)	Apache PO numbers are 10 digit numeric values	Yes	Text	22
4	contractNumber	Contract reference number (for Contract Invoices)	Contract numbers start with "C". Contact ApacheAriba.US@apachecorp.com if you have not already received this information	Yes	Text	50
5	isTaxInLine	Indicates whether tax is indicated at the line level or at the summary level. Enter 'Y' if tax will be entered at line level (lineTax fields) else enter 'N' to enter tax at summary level (summaryTax fields)	If the invoice has zero taxes, enter "Y" to isTaxInLine and complete the lineTax fields. For lineTaxPercentage, enter "0" (zero).	Yes	Text	1
6	supplierGroup	Enter 'NS' if you are a North Sea Supplier or 'US' if you are a United States Supplier		Yes	Text	2
7	soldToEmail	Apache Contact Email (for Contract Invoices)		Yes	Text	1000
8	remitToAddressID	Remit To AddressID that was provided by Apache (e.g. 0000699999:0000699999 or 0000699999:GB_1)	This is a unique value for your company. Contact ApacheAriba.US@apachecorp.com if you have not previously received this information	Yes	Text	50
9	remitToName	Remit To Name	A name for your Remit To address (e.g. your company name)	Yes	Text	128
10	remitToStreet	Remit To Street	The street address for your Remit To address	Yes	Text	1024
11	remitToCity	Remit To City	The city for your Remit To address	Yes	Text	50
12	remitToState	Remit To State	The state for your Remit To address	Yes	Text	50
13	remitToPostalCode	Remit To PostalCode	The postal code for your Remit To address	Yes	Text	50
14	remitToCountry	Remit To Country	The country for your Remit To address	Yes	Text	50

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15	shipToCode	Apache Ship To Address ID		Yes	Text	4
16	shipToName	Apache Ship To Entity Name		Yes	Text	-
17	shipToStreet	Apache Ship To Address Street		Yes	Text	-
18	shipToCity	Apache Ship To Address City		Yes	Text	-
19	shipToState	Apache Ship To Address State		Yes	Text	2
20	shipToPostalCode	Apache Ship To Address Postal Code		Yes	Text	5
21	shipToCountry	Apache Ship To Address Country		Yes	Text	2
22	supplierTaxID	supplier Tax ID		Yes if Supplier Group is 'NS', No if Supplier Group is 'US'	Text	50
23	supplierVatID	supplier Vat ID		Yes if Supplier Group is 'NS', No if Supplier Group is 'US'	Text	50
24	SupplierAccountID	Supplier Account ID	This field can be used for your internal reference	No	Text	50
25	billToAddressID	Bill To Address ID	A unique identifier for the Apache Bill To address	Yes	Text	50
26	billToName	Bill To Name	The name for Apache's Bill To address	Yes	Text	128
27	billToStreet	Bill To Street	The street address for Apache's Bill To Address	Yes	Text	1024
28	billToCity	Bill To City	The city for Apache's Bill To Address	Yes	Text	50
29	billToState	Bill To State	The state for Apache's Bill To Address	Yes	Text	50
30	billToPostalCode	Bill To PostalCode	The postal code for Apache's Bill To Address	Yes	Text	50
31	billToCountry	Bill To Country	The country for Apache's Bill To Address	Yes	Text	50
32	serviceStartDate	Service Start Date	Date should be provided in a MM/DD/YYYY format	Yes	Text	10
33	serviceEndDate	Service End Date	Date should be provided in a MM/DD/YYYY format	Yes	Text	10
34	payInNumberOfDays	Net Payment Terms		Yes	Text	2

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35	comments	Comments related to the invoice		No	Text	4000
36	supplierReference	Relevant supplier reference number	This field can be populated with a value your company can reference	No	Text	255
37	CustomerReference	Relevant customer reference number	This field can be populated with a value that Apache can reference	No	Text	255
38	paymentNote	Payment Note	This field can be populated with a note regarding invoice payment	No	Text	255
39	CompanyCode	Apache Company Code for billing purposes		Yes	Text	50
40	invoiceLineNumber	Unique identifier for an invoice line		Yes	Text	50
41	lineReferenceNumber	PO or Contract line item number. For Contract Invoices, if not known, enter '1'		Yes	Text	50
42	currency	Currency code. Must be a 3-character code		Yes	Text	3
43	unitPrice	Unit price of the item		Yes	Text	-
44	unitOfMeasure	Unit of Measure		Yes	Text	64
45	quantity	Quantity of the line item		Yes	Text	-
46	itemDescription	Description of Line or Product (for Contract invoice)		Yes	Text	2000
47	commodityCode	Commodity classification code (for Contract invoice)		Yes	Text	50
48	supplierPartID	Supplier Part number		No	Text	1000
49	supplierPartAuxiliaryID	<i>Supplier's Tax ID</i>		No	Text	11
50	lineTaxPercentage	Tax Percentage of the respective line item (if TaxInLine field is 'Y')		Yes	Text	3
51	lineTaxCategory	Tax Category of the line item (if TaxInLine field is 'Y')		Yes	Text	50
52	lineTaxDescription	Line Tax Description (if TaxInLine field is 'Y')		Yes	Text	100
53	GeneralLedger	Apache accounting reference number for General Ledger		No	Text	50
54	CostCenter	Apache accounting reference number for Cost Center		Yes if AccountCategory is 'K', No if Account Category is not 'K'	Text	50

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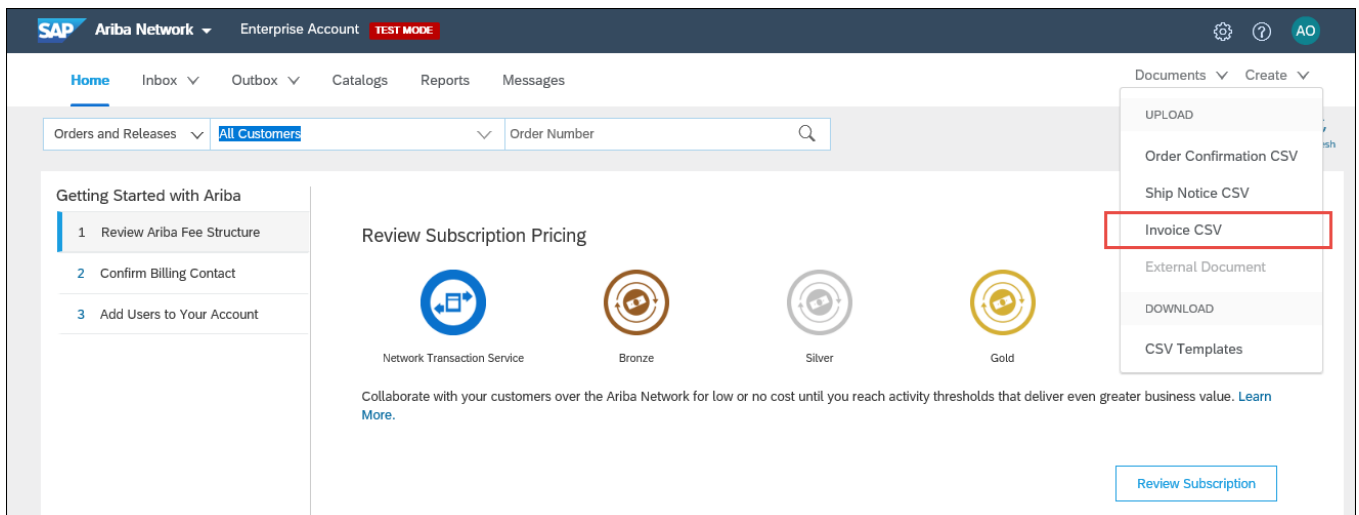
55	WBS	Apache accounting reference number WBS Element		Yes if AccountCategory is 'P', No if Account Category is not 'P'	Text	50
56	OrderNumber	Apache accounting reference number for Internal Order Number		Yes if AccountCategory is 'F', No if Account Category is not 'F'	Text	50
57	AccountCategory	Apache account category reference code that identifies the type of account being billed. Enter 'K' for CostCenter, 'P' for WBS, 'F' for Internal Order, or 'X' for unknown (at least one of Cost Center, WBS, or OrderNumber must be provided if 'X')		No if OrderID is populated, Yes if OrderID is not populated	Text	1
58	summaryTaxCategory	Summary/Header Tax Category of the invoice (if TaxInLine is 'N')		Yes	Text	50
59	summaryTaxPercentage	Summary/Header Tax Percentage of the invoice (if TaxInLine is 'N')		Yes	Text	3
60	summaryTaxDescription	Summary Tax Description (if TaxInLine is 'N')		Yes	Text	100
61	summaryShippingAmount	Shipping charges at header level		No	Text	-
62	summarySpecialHandlingAmount	Special Handling charges at header level		No	Text	-

Note:

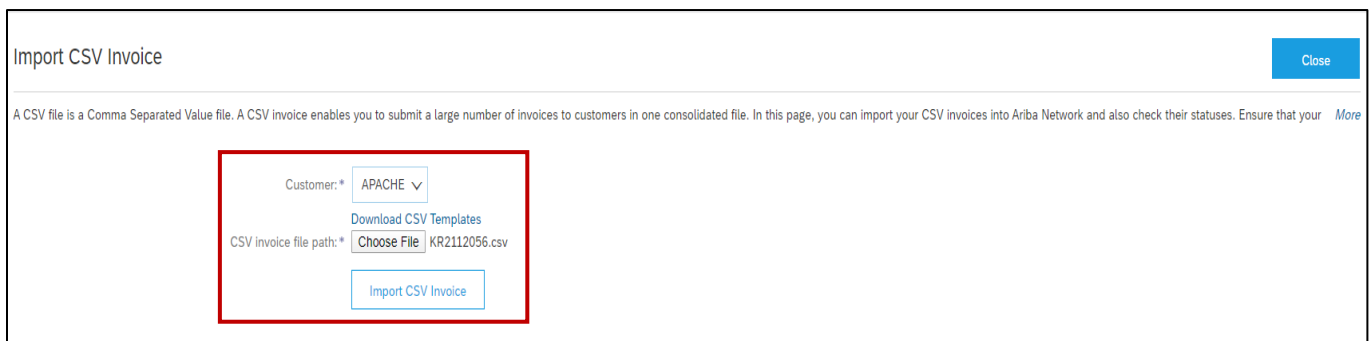
- a. Note that our Company Code and Bill To ID's are **0010**. When you open in Excel, it strips out leading zeroes. Those cells need to be changed to text to support the leading zeroes.
- b. When Entering Cost Centers and GL codes please format as text and include all leading 0's.
- c. IsTaxinLine (Y or N) controls whether the line level tax fields are required, or the header level tax fields are required. Most suppliers send us header level taxes
- d. Some fields are just text fields for reference (e.g. supplier account field, etc.)
- e. You will need to use your own Contract Number and Remittance ID in Production
- f. Do not alter or update the original CSV invoice format that you downloaded from Ariba Network. This will cause the import process to fail. Always preserve the downloaded CSV Invoice template in its native format.
- g. Do not add, modify, rearrange, or delete columns in the CSV Invoice template.
- h. Do not add macros to the CSV Invoice template.

How to Upload the CSV Invoice Template and Other Attachments

1. To upload the invoice, from your home page, go to **Documents** then click **Upload > Invoice CSV**.



2. Choose the file from your local machine and click **Import CSV Invoice**.



3. You will see a list of invoices included in your uploaded file appear. To add attachments to these invoices, per invoice, choose the relevant file from your local machine and then click **Upload Related Document**.

Import CSV Invoice Close

A CSV file is a Comma Separated Value file. A CSV invoice enables you to submit a large number of invoices to customers in one consolidated file. In this page, you can import your CSV Invoices into Ariba Network and also check their statuses. Ensure that your [More](#)

Submit

Customer: * APACHE ▼ ! This Customer mandates attachments for each uploaded document

[Download CSV Templates](#)

CSV Invoice file path: * Choose File No file chosen

Import CSV Invoice

Uploaded: KR2112056.csv. Documents found: 1. Related documents attached: 0

INVKR2112056	Purchase Order: unknown	Document Date: 19 Feb 2020	Total Amount: £26,612.00 GBP	Choose File Sample Invo...Apache.docx	Upload Related Document
--------------	-------------------------	----------------------------	------------------------------	--	--------------------------------------

Submit

4. Click **Submit**.

Uploaded: KR2112056.csv. Documents found: 1. Related documents attached: 1

INVKR2112056	Purchase Order: unknown	Document Date: 19 Feb 2020	Total Amount: £26,612.00 GBP	Choose File No file chosen	Upload Related Document
--------------	-------------------------	----------------------------	------------------------------	---	--------------------------------------

Sample Invoice - Apache.docx

Submit

5. You will see a message indicating that the CSV Invoice had been successfully imported along with the number of documents loaded. These invoices should now appear in the Invoices listed in your Outbox.

Import CSV Invoice

CSV invoice has been successfully imported.
Ariba Network loaded your 1 document successfully.

How to Check the Status of an Uploaded CSV Invoice File

1. From your home page, go to **Documents** then click **Upload > Invoice CSV**. Under the CSV Files section, you will see a list of previously loaded CSV Invoice files. To retrieve specific files from your history, use the Search Filters to modify the search criteria (e.g. time range). Click on the CSV File Name to retrieve details of that uploaded file.

CSV Invoicing Guide



Import CSV Invoice Close

A CSV file is a Comma Separated Value file. A CSV invoice enables you to submit a large number of invoices to customers in one consolidated file. In this page, you can import your CSV invoices into Ariba Network and [More](#)

Customer: * Download CSV Templates

CSV invoice file path: * No file chosen

CSV Files

► Search Filters

Showing 1 - 1 of 1

CSV File Name	Customer	Date Created ↓	Created By
KR2112063.csv	APACHE	24 Feb 2020 9:46 PM CST	test-GLOBALENERGY@apache.com

- In the CSV Invoice Details section, click the link in the **Invoice Status** column for the respective invoice you wish to retrieve the status for. You will be shown a history of the invoice document as it is processed and routed on the Ariba Network.

CSV File Information Download ▼ Refresh Close

CSV File Name: KR2112054.csv Date Created: 20 Feb 2020 3:29 AM CST

Customer: APACHE Created By: test-PATRIOTPREMIUM@apache.com

CSV Invoice Details

Showing 1 - 1 of 1

Invoice Number ↓	Invoice Status
KR2112054	Sent

Status:

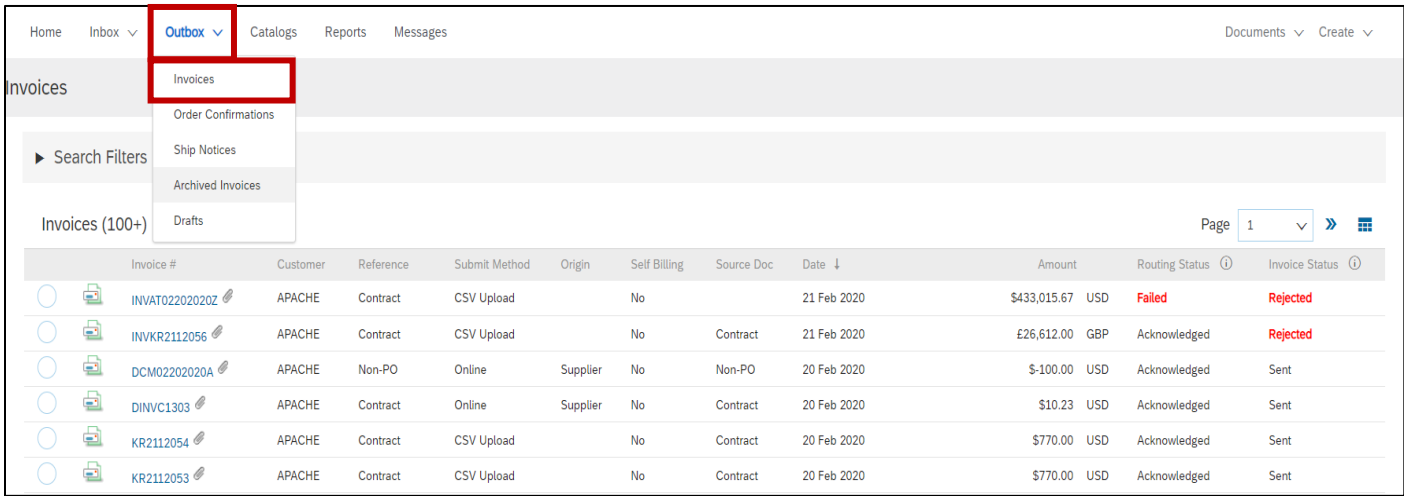
History

Comments	Changed By	Date and Time
Comments from APACHE: Route document to end point Ariba of system id AWTCCLNT200 of org AN01395497962-T	PropogationProcessor-125006067	20 Feb 2020 3:29:55 AM
	Supplier	20 Feb 2020 3:29:55 AM
The invoice status has been successfully updated to Processing by APACHE. Description:	PropogationProcessor-124996058	20 Feb 2020 3:32:33 AM
	Supplier	20 Feb 2020 3:32:33 AM

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3. An alternative method to view the status of invoices loaded from the CSV Invoice file is to access to invoices from your Outbox. From your home page, go to **Outbox** tab then click **Invoices**.



Limitations and Troubleshooting Issues with CSV Invoices

The CSV Invoice has several limitations to be aware of. The following limitations apply:

- **Maximum Lines per File:** 10,000
- **Maximum Number of Unique Invoices per File:** 2,500
- **Maximum File Size:** 40MB
- **Maximum Invoice Attachment File Size:** 10MB-100MB

User might encounter the following problems when trying to view, create, and submit CSV invoices on Ariba Network. The table below describes a few possible issues and their solutions.

Issue	Solution
I am unable to import the CSV invoice to Ariba Network.	Does your file meet the basic CSV requirements? Look for specific error messages to help identify fields that may need to be corrected. For example, review the CSV invoice for the following potential issues, correct the issues, and import the CSV Invoice file again: <ul style="list-style-type: none"> • Missing header information • Missing data in required fields • Incorrect formatting in fields
My file was imported successfully, but a few invoices show a "Failed" status in my outbox.	Do your invoices meet your customer-configured invoice rules? When invoices are loaded from the CSV file to individual invoice documents on Ariba Network, they are validated based on the invoice rules set by Apache. Click the History tab for error messages or additional status information about the invoice. Correct any customer-configured invoice rule deviations that you detect in the invoice and resend the invoice. Note: Resend only those invoices that show a "Failed" status.
My file was imported successfully, but a few invoices show a "Rejected" status in my outbox.	This means that the invoices passed the CSV and Ariba Network validations checks, but were rejected either by Apache due to invoice-specific validation rules. Click the History tab for error messages or additional status information about the invoice. Correct any problems with individual invoices and resend them. Note: Resend only those invoices that show a "Rejected" status.

CSV Invoicing Guide



Issue	Solution
My CSV invoice is rejected because of a mathematical invoice exception error.	You may have submitted your CSV invoice by rounding line amounts, and then entering the net invoice amount. This can cause differences in calculated totals in SAP Ariba Invoice Management or SAP Ariba Buying and Invoicing and generate an error. Do not round line amounts or net invoice amounts as it will affect Ariba's calculations when the invoice is validated.
INV-52: The sub-total of line item <line item> exceeds the buying organization's line item sub-total limits.	It is possible that the purchase order has already been fully invoiced for that line item. Contact your customer and place a request for increasing the line item limit, or submit an order confirmation updating the quantity or price of the line item.
INV-21: The invoice net payment terms do not match the net payment terms in the purchase order <purchase order ID>.	Verify the purchase order specified in the error message and ensure that the payment terms in the invoice and purchase order match.
Mapping Failure: string to double conversion: no digits found.	Verify the mapping file and confirm that all the required amount fields are populated. For example, if tax is not applicable for an invoice, but it is a required field, do not leave the field empty. Instead, enter '0' in the taxAmount field. Ensure that there are no empty rows in the CSV invoice. If there are empty rows, delete them and re-submit the invoice.
Mapping Failure: processing terminated by xsl.	Ensure that there are no empty rows in the CSV invoice. If there are empty rows, delete them and re-submit the invoice.
Mapping Failure: illegal field name.	This error could result because: <ul style="list-style-type: none"> a field name was changed, or a field was removed from the CSV template. Download the latest CSV invoice template and verify that all the fields are accurate.
Failed to parse mapping result.	A CSV invoice can have values in either the orderID or agreementID fields, but not both. Verify the invoice and ensure that only one of these two fields is populated.
The 'Summary' columns pick up only the first line entry value even if I enter multiple line entry values.	If there are multiple line entries from the same invoice, add up all the line data and manually enter the total in the first row of the summary column.

The following table contains a list of validation rules applied to invoices loaded through the CSV Invoice file. If you encounter this error, review the description of the issue, correct the value(s) in your CSV Invoice file, and attempt reloading the file.

Validation Message	Description
invoiceID_CannotBe_Empty	The invoiceID field is not populated for one or more lines.
invoiceID_CannotBeMoreThan_16_Characters	The value in invoiceID cannot be more than 16 characters.
isTaxInLine_CannotBeEmpty	The isTaxInLine field is not populated for one or more lines.
isTaxInLine_MustBe_Y_or_N_Only	The value in isTaxInLine must be either 'Y' or 'N': <ul style="list-style-type: none"> 'Y' indicates that taxes are maintained at the invoice line-level 'N' indicates that taxes are maintained at the invoice header level
purpose_ShouldBe_standard_Or_lineLevelCreditMemo_Only	
supplierGroup_Is_Required_Should_Be_Either_NS_Or_US	The value in the supplierGroup field must be either 'NS' or 'US': <ul style="list-style-type: none"> 'NS' indicates you are invoicing Apache's North Sea business 'US' indicates you are invoicing Apache's United States business

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supplierTaxID_Is_Required'(When SupplierGroup = NS)'	The supplierTaxID field is required when the value in supplierGroup is 'NS'
payInNumberOfDays_Cannot_Be_Blank	payInNumberOfDays is a required field
serviceStartDate_Is_Required	serviceStartDate is a required field
serviceEndDate_Is_Required	serviceEndDate is a required field
Please_Enter_Either_orderID_Or_contractNumber	The invoice must either reference a PO or a Contract. Populate either one of the orderID or contractNumber fields.
lineItemType_Must_Be_MATERIAL_Or_SERVICE_Only	The value in the lineItemType field must be "Material"
itemDescription_Is_Required_For_Contract_Invoice_Please_Fill_In_Line_(n)	The itemDescription field is required for Contract-based invoices
lineTaxPercentage_Is_Required_When_isTaxInLine_Is_Y_Please_Fill_Tax_In_Line_(n)	lineTaxPercentage is required when taxes are maintained at the invoice line-level
orderID_Is_Required_When_AccountCategory_Is_Blank	Accounting information is not needed for invoices referencing Purchase Orders. Ensure that orderID is populated.
When_AccountCategory_Is_X_Then_Either_CostCenter_Or_WBS_Or_OrderNumber_Is_Required_Please_Update_In_Line_(n)	When the value in AccountCategory is 'X', then only one of fields CostCenter , WBS , or OrderNumber should be populated.
When_AccountCategory_Is_K_Only_CostCenter_Is_Required_Please_Update_In_Line_(n)	When the value in AccountCategory is 'K', then only the CostCenter field should be populated.
When_AccountCategory_Is_P_Only_WBS_Is_Required_Please_Update_In_Line_(n)	When the value in AccountCategory is 'P', then only the WBS field should be populated.
When_AccountCategory_Is_F_Only_OrderNumber_Is_Required_Please_Update_In_Line_(n)	When the value in AccountCategory is 'F', then only the OrderNumber field should be populated.
CommodityCode_Is_Required_For_Contract_Invoice_Please_Fill_In_Line_(n)	The CommodityCode field is required for Contract-based invoices
summarySpecialHandlingAmount_Must_Be_Numeric	summarySpecialHandlingAmount must be a numeric value.