



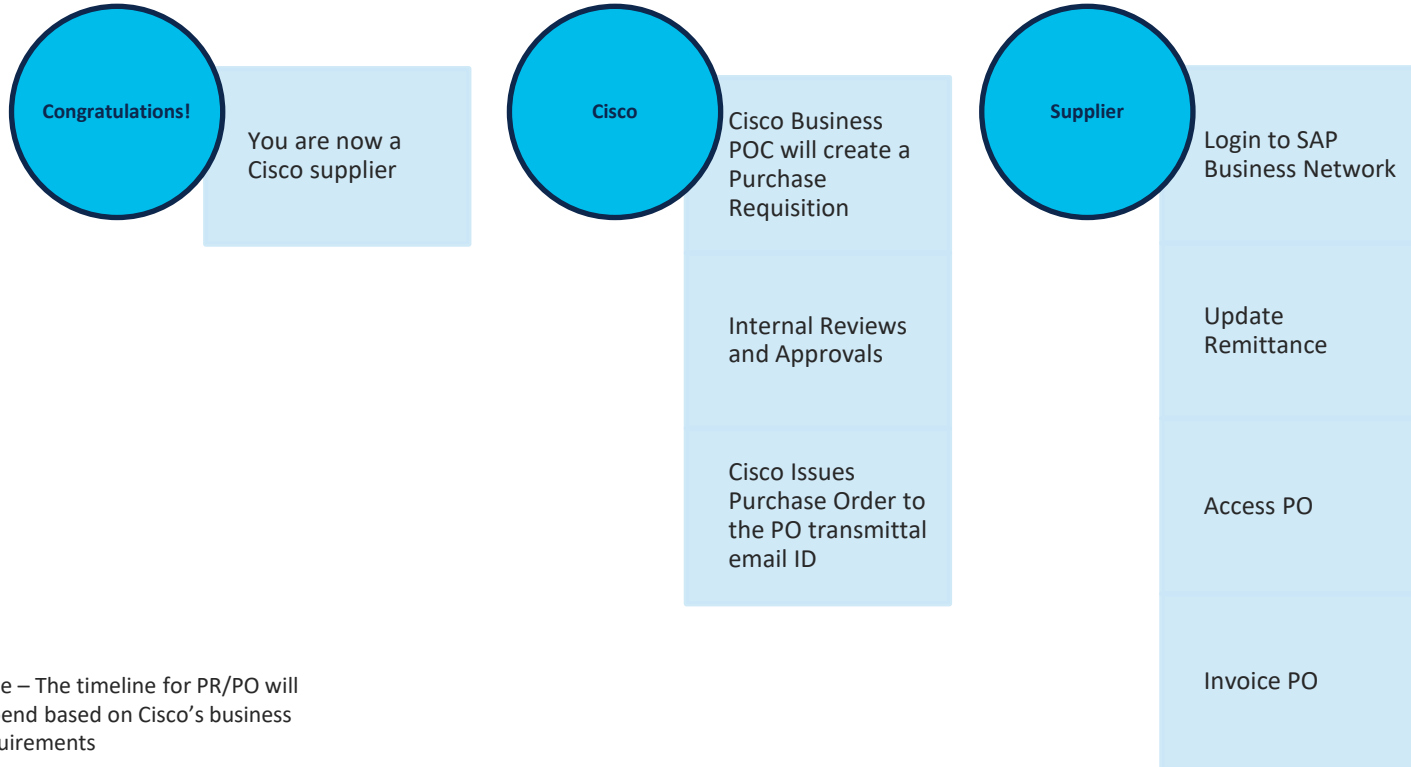
Welcome to Cisco!



Welcome to Cisco

- At Cisco we are committed to transact with our suppliers in a global accessible platform for onboarding, including purchasing through invoicing.
- The following pack provides information on the post on-boarding and enablement of third-party suppliers of goods and services for the Cisco business globally. This includes supporting information on SAP Business Network, and expectations when transacting with Cisco and other related resources to support Suppliers.
- This guide will help you with the below activities:
 - ❑ Expected Flow ([Page 3](#))
 - ❑ Account Creation ([Page 5-10](#))
 - ❑ Update Remittance ([Page 12-15](#))
 - ❑ Accessing PO ([Page 17-18](#))
 - ❑ Submitting invoice against the PO ([Page 20-28](#))
 - ❑ Submitting credit memo against an Invoice ([Page 30-37](#))
 - ❑ Invoice Acceptance criteria based on SAT Validations ([Page 38](#))
 - ❑ Payment Complement Submission ([Page 40](#))

Expected Flow – Next Steps



Note – The timeline for PR/PO will depend based on Cisco's business requirements

Account Creation

New Process – Accept TRR

Old Process – Create Account from PO

Account Creation

New Process – Accept TRR

Initial TRR sent to supplier's registered email ID from SAP Business Network –

ordersender-prod@ansmtp.ariba.com

Cisco

Connect with Cisco to collaborate on SAP Business Network!

To John Doe at Acme Supplier,
Cisco, would like to invite you to connect with us on SAP Business Network.

Click [Get started](#) to connect.

[Get started](#)


About this invitation

From:	To:
Cisco	John Doe
170 West Tasman Drive	Acme Supplier
San Jose, CA 95134	123 Main Street, rm 202,
United States	San Francisco, CA 94307
julilee@cisco.com	United States
	+1 6506906996
	john.doe@acme.com

Learn more:

- Visit the [Supplier Information Portal](#) for instructions provided by Cisco.
- [About SAP Business Network](#)

SAP Business Network Privacy Statement | Ariba Data Policy | Help Center

Powered By 

Account Creation

Old Process – Create Account from PO

Unable to find the purchase order in your registered AN account? Follow the steps below :

Initial PO copy email sent to supplier's registered email ID from SAP Business Network – ordersender-prod@ansmtp.ariba.com

Cisco sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

Process order

Account Creation

Select the appropriate option from the below:

Use Existing Account – In case if you already have an existing account or want to use the same account which was used during onboarding

Create New Account – In case you do not have an account or want a new account

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Cisco

Connect with Cisco on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

Powered by SAP

[Help](#)

Registering as a new user

Follow these 4 simple steps:

① Enter **Company Information** fields marked required with an asterisk (*) including:

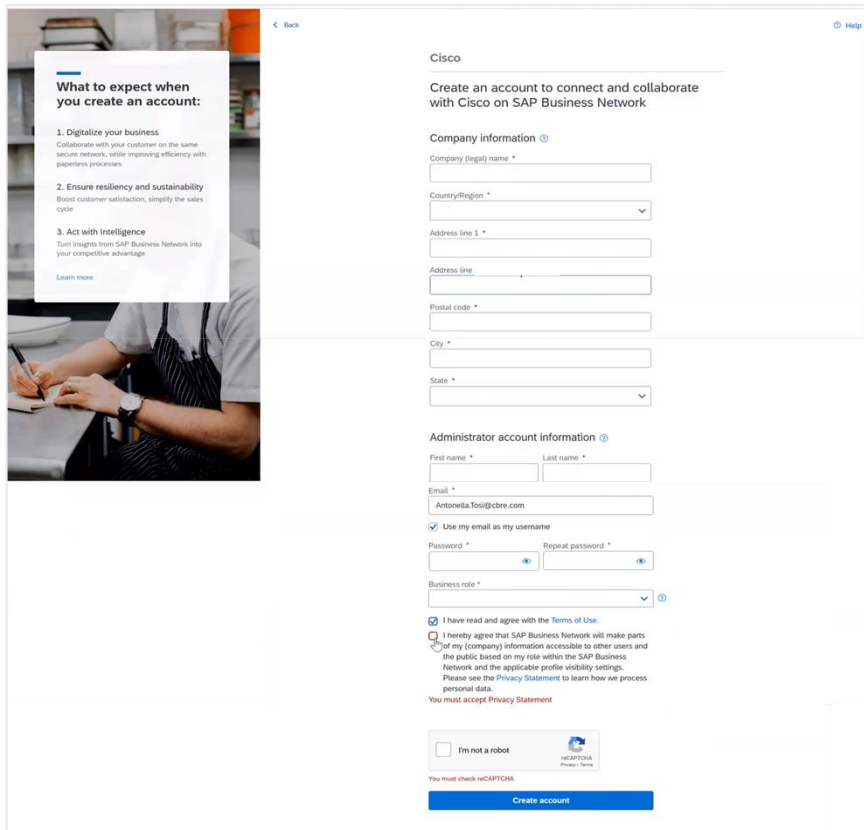
- **Company Name**
- **Country**
- **Address**

② Enter **User Account information** marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

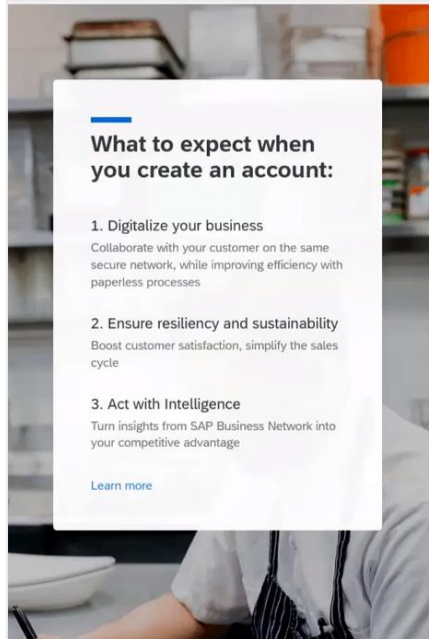
③ Accept the **Terms of Use** by checking the box.

④ Click **Create Account** to proceed to your home screen



The screenshot shows the Cisco registration page. On the left, there is an overlay titled "What to expect when you create an account:" with three numbered points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. The main form is titled "Create an account to connect and collaborate with Cisco on SAP Business Network". It is divided into two sections: "Company information" and "Administrator account information". The "Company information" section includes fields for Company (legal) name, Country/Region, Address line 1, Address line, and Postal code. The "Administrator account information" section includes fields for First name, Last name, Email, Username, Password, and Repeat password. There are checkboxes for "Use my email as my username" and "I have read and agree with the Terms of Use". At the bottom, there is a reCAPTCHA widget and a "Create account" button.

Continue with the account creation



What to expect when you create an account:

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

© Help

Cisco


Create an account to connect and collaborate with Cisco on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

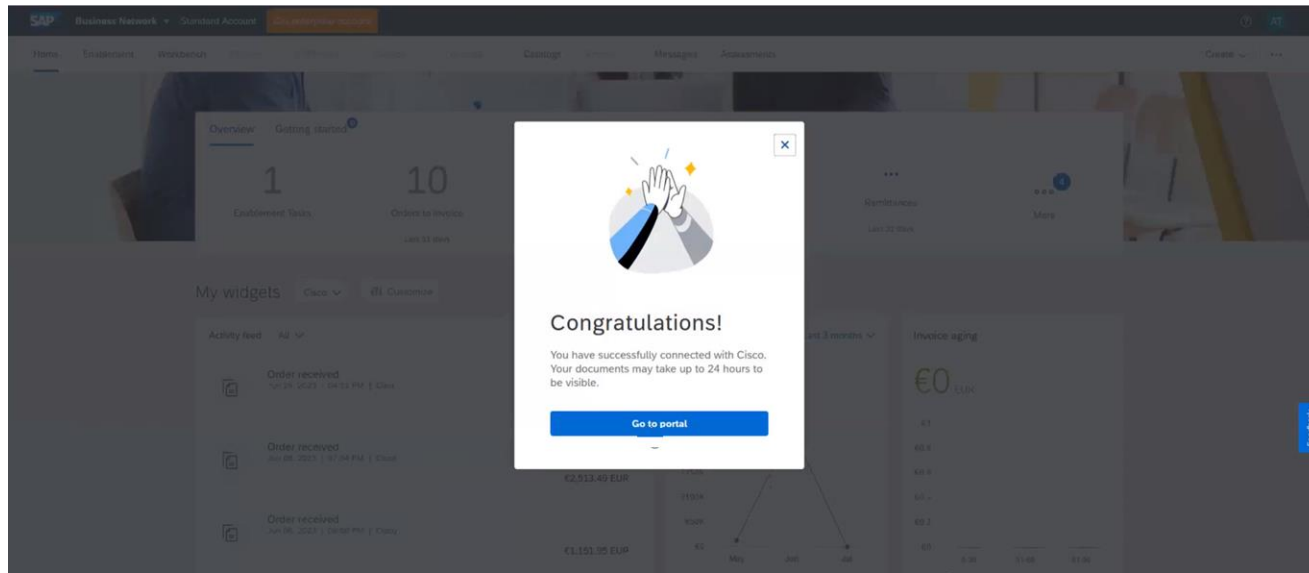
[Continue account creation](#)

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Successful account creation

You will be prompted with the successful account creation. Click here to log into the portal.



Update Remittance

If there is any change in site details, please connect with Cisco for new Remittance ID and update your Business Account

Click “Company Settings” and select “Remittances”

The screenshot displays the Ariba Network user interface. At the top, there is a navigation bar with the text "Upgrade from standard account" and a "Learn More" button. Below this, the main header shows "Company Settings" and "Light Supplier 3" with a notification icon. A dropdown menu is open under "Company Settings", listing various options: "Test Light Supplier 3 - TEST ANID: AN01433292303-T", "Company Profile", "Account Settings", "Customer Relationships", "Users", "Notifications", "Application Subscriptions", "View All", "Network Settings", "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", "Remittances", "Network Notifications", "Audit Logs", and "View All". The "Remittances" option is highlighted. On the right side, there is a "Help Center" section with a search bar and several FAQ items, including "I need help accessing a sourcing event", "Does Ariba offer live webinar training?", "Introducing New Supplier Account Names on Ariba Network", "Why can't I find an event?", "Where do I find my Ariba Network ID (ANID) number?", "What is an Ariba Network error (ANERR), and how do I resolve the issue?", "How do I process an order in my Ariba Network Standard account?", "Why does a pending task on my Enablement Tasks tab not go away?", and "How do I accept a customer's trading relationship request / invitation?".

Check remittances

Check the box next to the address you would like to update and click “Edit”
In some cases, this section is blank and needs to be filled in.

Network Settings

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#)

* Indicates a required field

EFT/Check Remittances

Address ↑	City
<input checked="" type="checkbox"/> 855 HARD ROAD	WEBSTER, NY
↪	Edit Delete Create

Supplier Auto Acceptance Rule

Remittance address

Ensure the address is valid and place the remit ID in the box next to “Cisco” under your list of customers. Remit to ID is provided in the email.

Remittance Address

Address 1:* 855 HARD ROAD

Address 2:

Address 3:

City:* WEBSTER, NY

State:* New York

Zip:* 14580

Country:* United States [USA]

Contact: Select contact

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
Cisco - DEV	
Cisco - TEST	11111111

Include Bank Account Information in invoices.

Next steps

Click “Ok”

Edit Remittance Address / Payment Info

OK Cancel

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:* 855 HARD ROAD

Address 2:

Click “Save”

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input checked="" type="radio"/> 855 HARD ROAD	WEBSTER, NY	NY	United States	Yes

Edit Delete Create

Supplier Auto Acceptance Rule

Access PO

Account View

Your account homepage will give you an overview snapshot of orders placed with your organization. To view the detailed break down of your orders, click on **Workbench** menu

The screenshot displays the SAP Business Network account homepage. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. The main navigation menu contains 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A 'Create' button is visible on the right. The main content area features a dashboard with the following metrics:

Metric	Value	Time Period
Enablement Tasks	1	
Orders to Invoice	10	Last 31 days
Orders	10	Last 31 days
Rejected Invoices	0	Last 31 days
Remittances	€ 0.0 EUR	Last 31 days
More	4	

At the bottom, there is a 'My widgets' section with a 'Cisco' dropdown and a 'Customize' button.

Account Detailed View

All your purchase orders will be listed below from Cisco as a customer.
Choose dropdown to Last 365 days under “Creation Date” (highlighted) and Apply.

The screenshot displays the 'Account Detailed View' interface. At the top, there are seven summary cards showing various metrics: Orders to invoice (10), Orders (10), Rejected invoices (0), Remittances (€ 0.0 EUR), Early payment offers (€ 0.0 EUR), Scheduled payments (€ 0.0 EUR), Invoices (0), and Pinned documents (0). Below these cards, the 'Orders to invoice (10)' section is active, featuring a filter bar with options for 'Customers', 'Order numbers', 'Creation date' (set to 'Last 31 days'), 'Order status' (set to 'Include'), and 'Company codes'. The 'Creation date' dropdown is highlighted. Below the filter bar, there are 'Show more', 'Apply', and 'Reset' buttons. The main content area is a table of purchase orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table lists five orders from Cisco, all with a status of 'New'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
ESP90	Cisco	€214.61 EUR	Jun 29, 2023	New		...
ESP00	Cisco	€216272 EUR	Jun 27, 2023	New		...
ESP00	Cisco	€323.46 EUR	Jun 26, 2023	New		...
ESP00	Cisco	€251.26 EUR	Jun 26, 2023	New		...
ESP00	Cisco	€342.17 EUR	Jun 12, 2023	New		...
ESP00	Cisco	€633.13 EUR	Jun 12, 2023	New		...

Submit Invoice against a PO

Account Detailed View

Log in to Ariba with your username and password.

Check that the PO number in Ariba matches the number in the subject line of the email.

Select the PO and Click “Create Invoice” and select “Standard Invoice”.

Order Number	Customer	Amount	Date ↓	Order Status
MEX060EP450944	Cisco - TEST	\$8620690 MXN	Sep 15, 2023	New
MEX060EP450942	Cisco - TEST	\$422265 MXN	Sep 14, 2023	New
MEX060EP450940	Cisco - TEST	\$202668.6 MXN	Sep 14, 2023	New
MEX060EP450939	Cisco - TEST	\$102608080.31 MXN	Sep 14, 2023	New
MEX060EP450938	Cisco - TEST	\$641783900 MXN	Sep 14, 2023	New

Purchase Order:

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Create an invoice against the purchase order

Account Detailed View

Complete all fields marked with (*).

Invoice #: Your invoice number.

Invoice Date: Date of the invoice (same date mentioned in invoice copy).

▼ Invoice Header

* Indicates required field

Add to Header ▼

If support is needed when creating an invoice, [click here](#) for more information.

⚠ For tax purposes, Cisco Systems requires you to attach a matching ERP-generated invoice as your company's official invoice. Please know that your supplier record in Ariba must correspond to the invoice submitted and once processed, this will be attached to the Ariba record.

Cisco's Payment Terms are calculated from receipt of a compliant/accurate invoice as per [Cisco's invoicing guidelines](#). If you submit an invoice which is dated prior to the PO issuance date, it will be flagged for a Compliance review, and this could negatively impact your future Payment Terms.

Summary

Purchase Order:

Invoice #:

Invoice Date:

Service Description:

Subtotal: **\$8,620,690.00 MXN**
Total Tax: \$0.00 MXN
Total Amount without Tax: **\$8,620,690.00 MXN**
Amount Due: **\$8,620,690.00 MXN**

[View/Edit Addresses](#)

⚠ If there are multiple Remittance Addresses please choose the correct Remittance ID as per the PO

Remit To:

Mexico
Ciudad de México
Mexico

Bill To: **Cisco Systems de Mexico S DE R L DE CV**

05120 Mexico D F
Ciudad de
Mexico



Account Detailed View

Supplier VAT/Tax ID: This is your Company's organization number.

Customer VAT/Tax ID: This is Cisco's organization number – 979322437.

Date of Supply: Date must be after the date you received the PO email, and before invoice date.

Supplier VAT	Customer VAT
Supplier VAT/Tax ID:*	Customer VAT/Tax ID:* 979322437
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	
Bill From Country:*	NO
Bill To Country Currency:*	(no value) ▾
Tax Currency Exchange Rate:	
Currency Exchange Rate Date:	
Date of Supply:*	
Payment Reference Number:	
Does supplier has a status of Small Entrepreneur according to Polish VAT law?:	(no value) ▾

Account Detailed View

If applicable add Shipping Cost. Click “Add to Header”, and select “Shipping Cost”, Attachments (1 PDF only and 1 XML per invoice only).

If there is Shipping Cost Tax, repeat process, and select “Shipping Tax”.

The screenshot shows a software interface with a dropdown menu open. The dropdown menu is titled "Add to Header" and contains the following options: "Shipping Cost", "Shipping Tax", "Shipping Documents", "Special Handling", "Special Handling Tax", "Allowance", "Charge", "Additional Reference Documents and Dates", "Comment", and "Attachment". The "Shipping Cost" and "Shipping Tax" options are highlighted in yellow. Below the dropdown menu, there are three buttons: "Line Item Actions", "Delete", and "Add".

Type	Part #
MATERIAL	Not Available

Account Detailed View

Scroll up, and add “Shipping Cost”, shipping date and tax.

Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

Shipping Tax

⚠ Tax Category defaults the tax rate for the invoice and can be overridden. For codes not on the list choose the 0% VAT - Other Rate and override the tax rate applicable to the invoice

Category:

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

⚠ Enter tax amount in the Local Country Currency without the currency code.

Tax Amount in Local Currency:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Triangular Transaction

[Remove](#)

Account Detailed View

Line items – select the correct Tax Category and click Add to Include Lines.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 16% VAT / MX VAT - 16% - STANDARD Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	AMT50K					\$8,620,690.00	ⓘ

Tax

⚠ Tax Category defaults the tax rate for the invoice and can be overridden. For codes not on the list choose the 0% VAT - Other Rate and override the tax rate applicable to the invoice

Category: 16% VAT / MX VAT - 16% - STANDARD

Location:

Description: MX VAT - 16% - STANDARD

Regime:

Date Of Pre-Payment:

Law Reference:

⚠ Enter tax amount in the Local Country Currency without the currency code.

Tax Amount in Local Currency:

Taxable Amount: \$8,620,690.00 MXN

Rate(%): 16

Tax Amount: \$1,379,310.40 MXN

Exempt Detail: (no value)

Triangular Transaction Remove

Additional Fields

⚠ In order to successfully submit the invoice, please enter Not Available in the Part# field if it has defaulted blank in the line item

Classification Domain: custom Code: 72153600 Remove

Line Item Actions

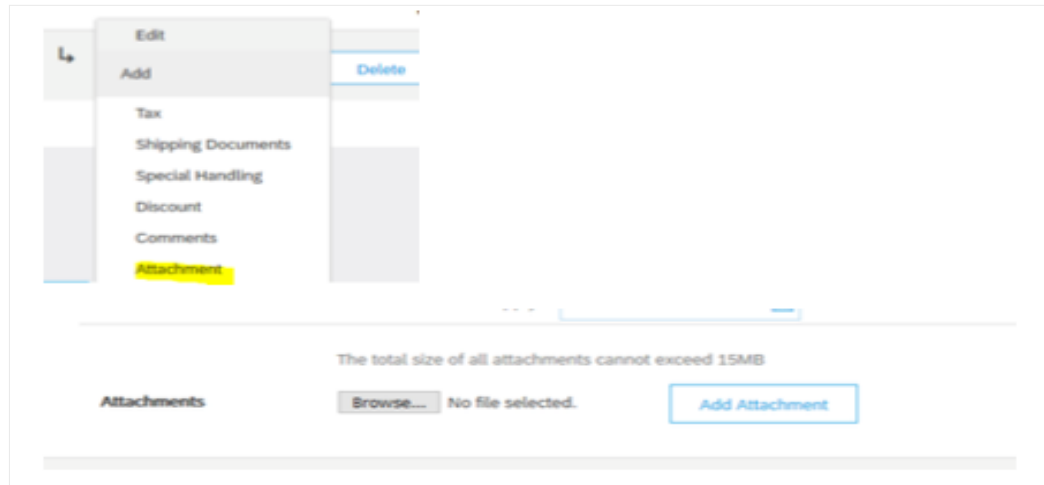
Account Detailed View

Select the line for the product or service. Click “Line Items Actions” and select “Attachment”

Click “Browse...”, select your invoice (pdf) and click “Add Attachment”

Remember that PO number have to be mentioned on PDF invoice.

Cisco requires 1 PDF copy of the invoice and 1 XML Copy to be attached in SAP Business Network per invoice.



Account Detailed View

When everything looks ok, click “Next”

Line Items 1 Line Items, 1 Included, 0 Previously Fatty Invoice

Insert Line Item Options

Tax Category: 16% VAT / MX VAT - 16% - STANDARD Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test PR PO					\$0.00 MXN

Tax

Category: 16% VAT / MX VAT - 16% - STANDARD

Location:

Description: MX VAT - 16% - STANDARD

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$0.00 MXN

Rate(%): 16

Tax Amount: \$0.00 MXN

Exempt Detail: (no value)

Triangular Transaction

Additional Fields

Classification Domain: custom Code: 86132001

Line Item Actions

Account Detailed View

If all of the information is correct, click “submit”.
The invoice is now uploaded and sent to Cisco!

SAP Business Network Enterprise Account TEST MODE

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Mexico. The document's destination country is:Mexico.

Standard Invoice

Invoice Number: 132	Subtotal: \$0.00 MXN
Invoice Date: Saturday 8 Jul 2023 12:00 PM GMT+05:30	Total Tax: \$0.00 MXN
Original Purchase Order: MEX060EP450788L	Total Amount without Tax: \$0.00 MXN
	Amount Due: \$0.00 MXN

REMIT TO: OFFICE DEPOT DE MEXICO SADECV - TEST Postal Address: JUAN SALVADOR AGRAZ 101 COL. SANTA FE 10002 Mexico Mexico Remit To ID: 28958-28958-241942661	BILL TO: Cisco Systems de Mexico S DE R L DE CV Postal Address (predeterminada): Cisco Systems de Mexico S DE R L DE CV Av Paseo de Tamarindos No 400 A Piso 30 Bosques de las Lomas 05120 Mexico D F Ciudad de Mexico Address ID: 143 Phone (work): +52 (5) 2671013 Fax (work): +52 (5) 2671099	SUPPLIER: OFFICE DEPOT DE MEXICO SADECV - TEST Postal Address: av México 110 Del Carmen 04100 Coyoacán Ciudad de México Mexico
---	---	--

BILL FROM: OFFICE DEPOT DE MEXICO SADECV - TEST Postal Address: av México 110 Del Carmen 04100 Coyoacán Ciudad de México Mexico	CUSTOMER: Cisco Systems de Mexico S DE R L DE CV Postal Address: Cisco Systems de Mexico S DE R L DE CV Av Paseo de Tamarindos No 400 A Piso 30 Bosques de las Lomas 05120 Mexico D F Ciudad de Mexico Address ID: 143
---	---

SHIPPING INFORMATION:

Submit Credit Memo against
an Invoice

Account Detailed View

Log in to Ariba with your username and password.

Go to Invoice Tab and

Select the Invoice you want to credit

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

Invoices

62 Invoices Last 31 days	35 Rejected invoices Last 31 days	0 Overdue invoices - Not approved Last 31 days	0 Overdue invoices - Approved Last 31 days	20 Invoices pending approval Last 31 days	5 Approved invoices pending payment Last 31 days	2 Paid invoices Last 31 days	0 Draft invoices Last 50 days
--------------------------------	---	--	--	---	--	------------------------------------	-------------------------------------

Invoices (62)

[Edit filter](#) | Last 31 days

Customers:

Invoice number: Partial match Exact match

Reference:

Invoice date:

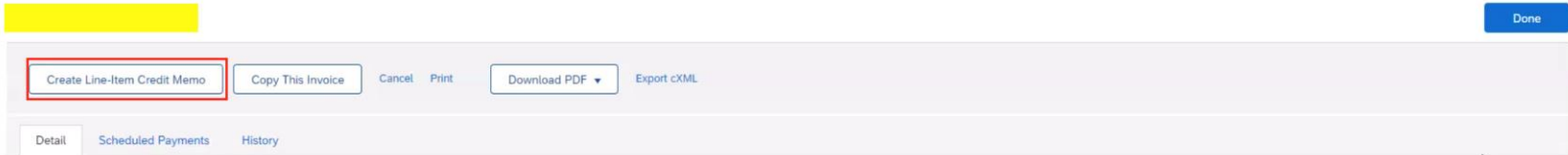
Invoice type:

[Show more](#) [Apply](#) [Reset](#)

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
TEST1TEST1	Cisco - TEST	MEX060EP450938	Oct 3, 2023	\$6 MXN	Acknowledged	Rejected	PRIM EVENTOS SA DE CV - TEST, Ecatepec de Mor...	Cisco Systems de Mexico S DE R L DE CV, 05120 Me...	...
FRGNINVT001	Cisco - TEST	MEX060EP450955A	Oct 3, 2023	\$3480 MXN	Acknowledged	Sent	PRIM EVENTOS SA DE CV - TEST, Ecatepec de Mor...	Cisco Systems de Mexico S DE R L DE CV, 05120 Me...	...
3OCTCANCELSTATUS	Cisco - TEST	MEX060EP450795	Oct 3, 2023	\$116 MXN	Acknowledged	Rejected	PRIM EVENTOS SA DE CV	Cisco Systems de Mexico S	...

Account Detailed View

Click on “Create Line-Item credit memo”.



The screenshot shows the top navigation bar with a yellow highlight on the left and a blue 'Done' button on the right. Below the navigation bar is a toolbar containing the following buttons: 'Create Line-Item Credit Memo' (highlighted with a red box), 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF' (with a dropdown arrow), and 'Export cXML'. Below the toolbar are three tabs: 'Detail' (selected), 'Scheduled Payments', and 'History'. The main content area is titled 'Standard Invoice' and contains the following information:

Status		Subtotal:	\$3,000.00 MXN
Invoice:	Sent	Total Tax:	\$480.00 MXN
Routing:	Acknowledged	Total Amount without Tax:	\$3,000.00 MXN
Invoice Number:	[Redacted]	Amount Due:	\$3,480.00 MXN
Invoice Date:	Tuesday 3 Oct 2023 8:10 PM GMT+05:30		
Original Purchase Order:	[Redacted]		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

REMIT TO:	BILL TO:	SUPPLIER:
Testcontact	Cisco Systems de Mexico S DE R L DE CV	[Redacted]
Postal Address: Puebla No. 143. Col. Roma, Del. Cuauhtémoc 06700 México 01030 Mexico Ciudad de México Mexico Remit To ID: 210297689-210297689-210297689	Postal Address (predeterminada): Cisco Systems de Mexico S DE R L DE CV Av Paseo de Tamarindos No 400 A Piso 30 Bosques de las Lomas 05120 Mexico D F Ciudad de Mexico Address ID: 143 Phone (work): +52 (5) 2671013 Fax (work): +52 (5) 2671099	Postal Address: av México 110 Fracc Jardines de Cerro Gordo 55100 Ecatepec de Morelos México Mexico

Account Detailed View

You can create a credit with quantity adjustment for cisco

Complete all fields marked with (*).

Credit Memo #: Your credit memo number.

Invoice Date: Date of the credit memo as per ERP generated PDF copy

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #:	<input type="text"/>	Subtotal:	\$-3,000.00 MXN	View/Edit Addresses
Credit Memo Date:	4 Oct 2023	Total Tax:	\$-480.00 MXN	
Original Invoice No:	<input type="text"/>	Total Amount without Tax:	\$-3,000.00 MXN	
Original Invoice Date:	3 Oct 2023	Amount Due:	\$-3,480.00 MXN	

⚠ If there are multiple Remittance Addresses please choose the correct Remittance ID as per the PO

Remit To:

Mexico
Ciudad de México
Mexico

Bill To: **Cisco Systems de Mexico S DE R L DE CV**

05120 Mexico D F
Ciudad de
Mexico

Account Detailed View

Supplier VAT/Tax ID: This is your organization's organization number.

Customer VAT/Tax ID: This is Cisco's organization number – 979322437.

Date of Supply: Date must be after the date you received the PO email, and before invoice date.

Supplier VAT

Supplier VAT/Tax ID:*

Customer VAT

Customer VAT/Tax ID:*

Comment

Reason for Credit Memo:*

Default Credit Memo
Comment Text:

Bill From Country:*

▲ For tax reporting of foreign currency invoices enter the local currency code of the billing country (e.g GBP in UK, AUD in Australia, PLN in Poland)

Local Country Currency
Code:*

▲ Please enter exchange rate between Invoice currency to Local Currency.

Tax Currency Exchange
Rate:

Currency Exchange Rate
Date:

Date of Supply:*

Payment Reference
Number:

Does supplier has a
status of Small
Entrepreneur according
to Polish VAT law?:

Account Detailed View

Line items – select the correct Tax Category and click Add to Include Lines.

Insert Line Item Options Tax Category: 16% VAT / MX VAT - 16% - STANDARD Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	PPR27		-1	each	\$3,000.00 MXN	\$-3,000.00 MXN

Tax Remove

⚠ Tax Category defaults the tax rate for the invoice and can be overridden. For codes not on the list choose the 0% VAT - Other Rate and override the tax rate applicable to the invoice

Category: VAT
Location:
Description: MX VAT - 16% - STANDARD
Regime:
Date Of Pre-Payment:
Law Reference:

Exempt Detail: (no value)

Triangular Transaction

⚠ Enter tax amount in the Local Country Currency without the currency code.

Tax Amount in Local Currency:

Comments Remove

Additional Fields **⚠ In order to successfully submit the invoice, please enter Not Available in the Part# field if it has defaulted blank in the line item**

Classification Domain: custom Code: 32140000 Remove

Line Item Actions Delete

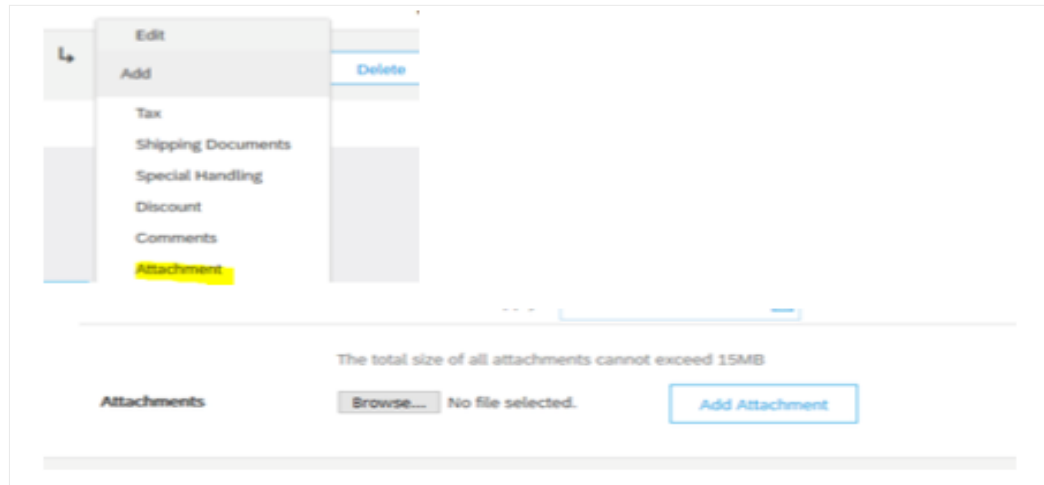
Account Detailed View

Select the line for the product or service. Click “Line Items Actions” and select “Attachment”

Click “Browse...”, select your invoice (pdf) and click “Add Attachment”

Remember that PO number have to be mentioned on PDF invoice.

Cisco requires PDF copy of the invoice to be attached in SAP Business Network.



Account Detailed View

When everything looks ok, click “Next”

Line Items 1 Line Items, 1 Included, 0 Previously Fatty Invoices

Insert Line Item Options

Tax Category: 16% VAT / MX VAT - 16% - STANDARD Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test PR PO					\$0.00 MXN

Tax

Category: 16% VAT / MX VAT - 16% - STANDARD

Location:

Description: MX VAT - 16% - STANDARD

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$0.00 MXN

Rate(%): 16

Tax Amount: \$0.00 MXN

Exempt Detail: (no value)

Triangular Transaction

Additional Fields

Classification Domain: custom Code: 86132001

Line Item Actions

Account Detailed View

If all of the information is correct, click “submit”.
The credit memo is now uploaded and sent to Cisco!

Create Line-Item Credit Memo

Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Mexico. The document's destination country is:Mexico.

Line-Item Credit Memo

(Original Invoice No: [REDACTED])

Credit Memo Number: [REDACTED]	Subtotal: \$-3,000.00 MXN
Credit Memo Date: Wednesday 4 Oct 2023 4:18 PM GMT+05:30	Total Tax: \$-480.00 MXN
Original Invoice Number: [REDACTED]	Total Amount without Tax: \$-3,000.00 MXN
Original Invoice Date: Tuesday 3 Oct 2023 8:10 PM GMT+05:30	Amount Due: \$-3,480.00 MXN
Original Purchase Order: [REDACTED]	

REMIT TO: Testcontact Postal Address: Puebla No. 143. Col. Roma, Del. Cuauhtémoc 06700 México 01030 Mexico Ciudad de México Mexico Remit To ID: 210297689-210297689-210297689	BILL TO: Cisco Systems de Mexico S DE R L DE CV Postal Address (predeterminada): Cisco Systems de Mexico S DE R L DE CV Av Paseo de Tamarindos No 400 A Piso 30 Bosques de las Lomas 05120 Mexico D F Ciudad de Mexico Address ID: 143 Phone (work): +52 (5) 2671013 Fax (work): +52 (5) 2671099	SUPPLIER: [REDACTED] Postal Address: av México 110 Fracc Jardines de Cerro Gordo 55100 Ecatepec de Morelos México Mexico
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BILL FROM: [REDACTED] Postal Address: av México 110 Fracc Jardines de Cerro Gordo 55100 Ecatepec de Morelos México Mexico	CUSTOMER: Cisco Systems de Mexico S DE R L DE CV Postal Address: Cisco Systems de Mexico S DE R L DE CV Av Paseo de Tamarindos No 400 A Piso 30 Bosques de las Lomas 05120 Mexico D F Ciudad de Mexico Address ID: 143
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Invoice Rejection and SAT Validations

Invoice Acceptance Criteria

To successfully submit an invoice, ensure you follow the Invoice Acceptance Criteria based on SAT (Servicio de Administración Tributaria) Validation

Scenario	Rejection Reason and Remediation
SAT Validation failed	We are unable to accept/process your invoice because your organization has failed the SAT validation on SAT portal of Mexican Government. Kindly resubmit the valid Invoice/Credit Memo along with the authenticated Mexican Government Folio fiscal stamped XML copy and PDF(a mandatory requirement).
Blacklist Validation failed	We are unable to accept/process your invoice as your organization is part of the Deny list as updated by the Mexico Tax Authorities. You cannot submit invoices to cisco.
Cancelled status invoice	Invoice XML submitted by you is a cancelled invoice XML as per SAT validations. Please resubmit authenticated Mexican Government Folio Fiscal stamped XML copy and PDF attachment for successfully processing the invoice.
No XML	Invoice was submitted without mandatory attachment : XML and PDF. Kindly resubmit the Invoice/Credit Memo along with the authenticated Mexican Government Folio fiscal stamped XML copy and PDF (a mandatory requirement). Please ensure to upload only single invoice and XML per invoice submission in Ariba. Uploading multiple Zip files may result in Rejection.
Multiple XML	Invoice was submitted with multiple XML's. Kindly resubmit the Invoice/Credit Memo along with the authenticated Mexican Government Folio fiscal stamped XML copy and PDF (a mandatory requirement). Please ensure to upload only single invoice and XML per invoice submission in Ariba. Uploading multiple Zip files may result in Rejection.
Mandatory Attachment Rejection : XML and PDF	Invoice was submitted without mandatory attachment : XML and PDF. Kindly resubmit the Invoice/Credit Memo along with the authenticated Mexican Government Folio fiscal stamped XML copy and PDF (a mandatory requirement). Please ensure to upload only single invoice and XML per invoice submission in Ariba. Uploading multiple Zip files may result in Rejection.

Payment Complement Submission Guidelines

Please Note the **Payment Complement Submission** guidelines below for Cisco to make successful payments to the supplier.

As per Mexico Tax authority policies, it is mandatory for all suppliers to upload the Payment complement within the time limit of 5th day of next month in the SAT portal for all the invoices paid by Cisco.

In case the payment complement is not submitted within that time, then that amount is not deductible for Cisco for tax purposes.

□ For e.g.: If payment date is 3rd June, then payment complement must be uploaded by supplier on SAT portal by 5th July.

Also, if the suppliers are not uploading the payment complement in the SAT portal within 3 months from due date (5th day of next month from payment month), then that suppliers will be put on payment hold and no payments will be made to supplier for their current and future invoices, until Cisco receive the missing payment complements.

To remind supplier about payment complement default in submission, Cisco will be sending email communication reminders to ensure supplier is uploading the payment complements in the SAT portal.

To ensure the communication is delivered on right email address please update the Cisco Account payable team with the correct email address for getting the notification. Reach this email id [vendor setup email](#) to get the correct email address updated.

Thank You

