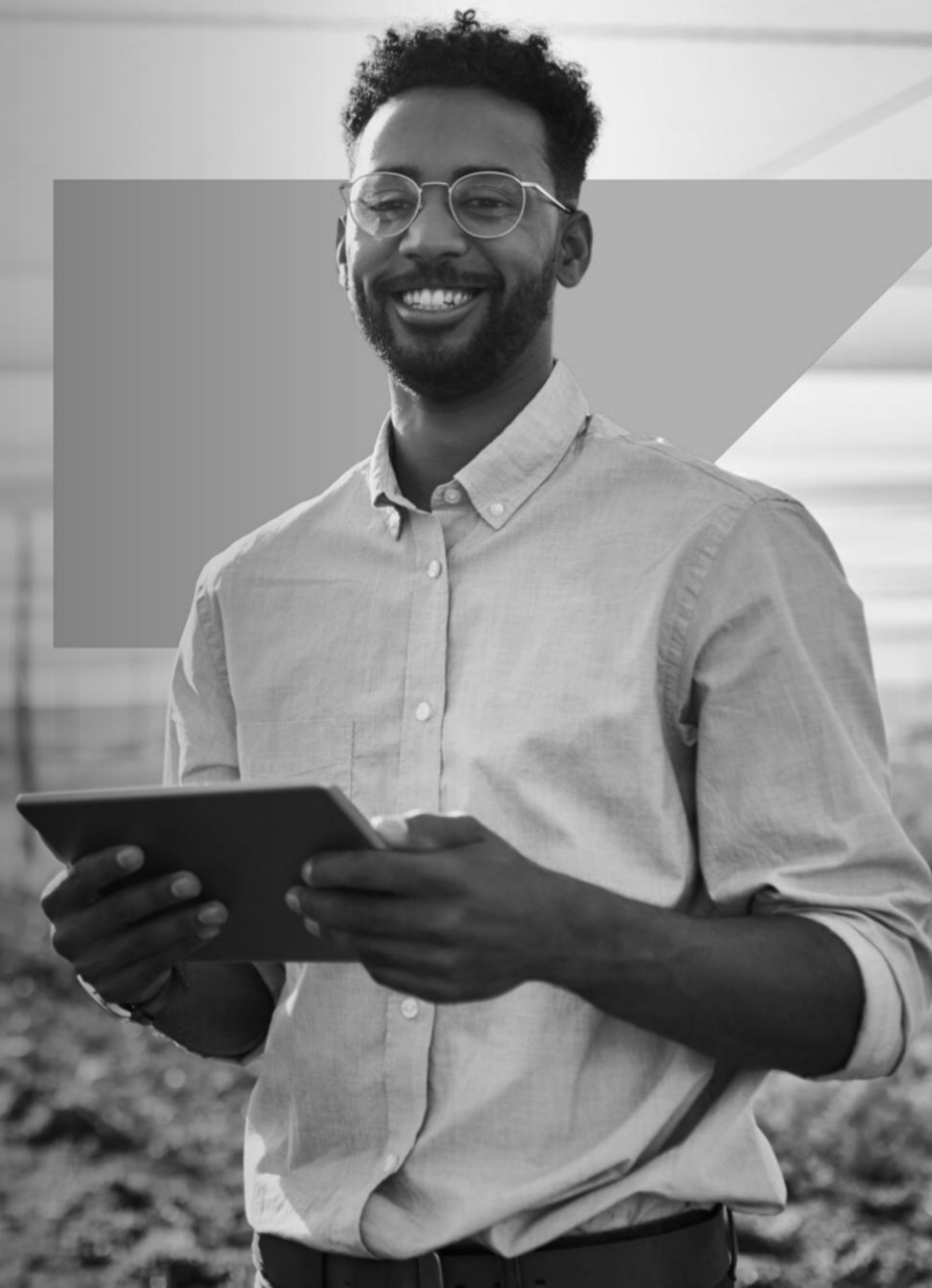


SAP Ariba MediaProveedor. User guide for purchase orders enquiries, invoicing and payment status

SAP ARIBA Commerce Automation (CA)

Version 2.0

March 2026



INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. HELP CENTER

INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. HELP CENTER

HOW TO ACCESS TO SAP ARIBA NETWORK

SAP Ariba Business Network is a dynamic digital marketplace connecting 8 million companies in 190 countries.

Companies digitizing procurement and supply chain processes with SAP solutions are asking their suppliers to operate with Ariba Network.

With your help, we can make more efficient and effective the flow of purchase orders, invoices and payments.

You will need to follow some steps to complete your registration on the SAP Ariba Business Network.

HOW TO ACCESS TO SAP ARIBA NETWORK

If you have an **Ariba Network Enterprise account**, you will have to accept the commercial relationship (TRR) that Grup Mediapro will send you by e-mail. See the attached example.



Conéctese con GRUP MEDIAPRO, S.L.U. para colaborar en SAP Business Network.

Para

Grup Mediapro empezará a trabajar con SAP Ariba Commerce Automation a principios de Octubre de este año 2024.

Por favor, asegúrate de tener establecida la relación comercial con nosotros (TRR) para entonces.

Ante cualquier duda o problema, no dudes en comunicárselo al equipo de soporte de SAP ARIBA el cuál se pondrá en contacto contigo próximamente.

Haga clic en Empezar para conectarse.

[Empezar](#)

HOW TO ACCESS TO SAP ARIBA NETWORK

If you have an **Ariba Network Standard account**, Grup Mediapro will send automatically an e-mail the first time after registering a purchase order. You will then be able to click in the "Process order" button as shown in the image attached. This will lead you to the SAP Ariba webpage where you may log with your existing account or register and create a new one.



A new purchase order from GRUP MEDIAPRO, S.L.U. is waiting for your response on SAP Business Network.

Hello

GRUP MEDIAPRO, S.L.U. would like to invite you to connect with us on SAP Business Network.

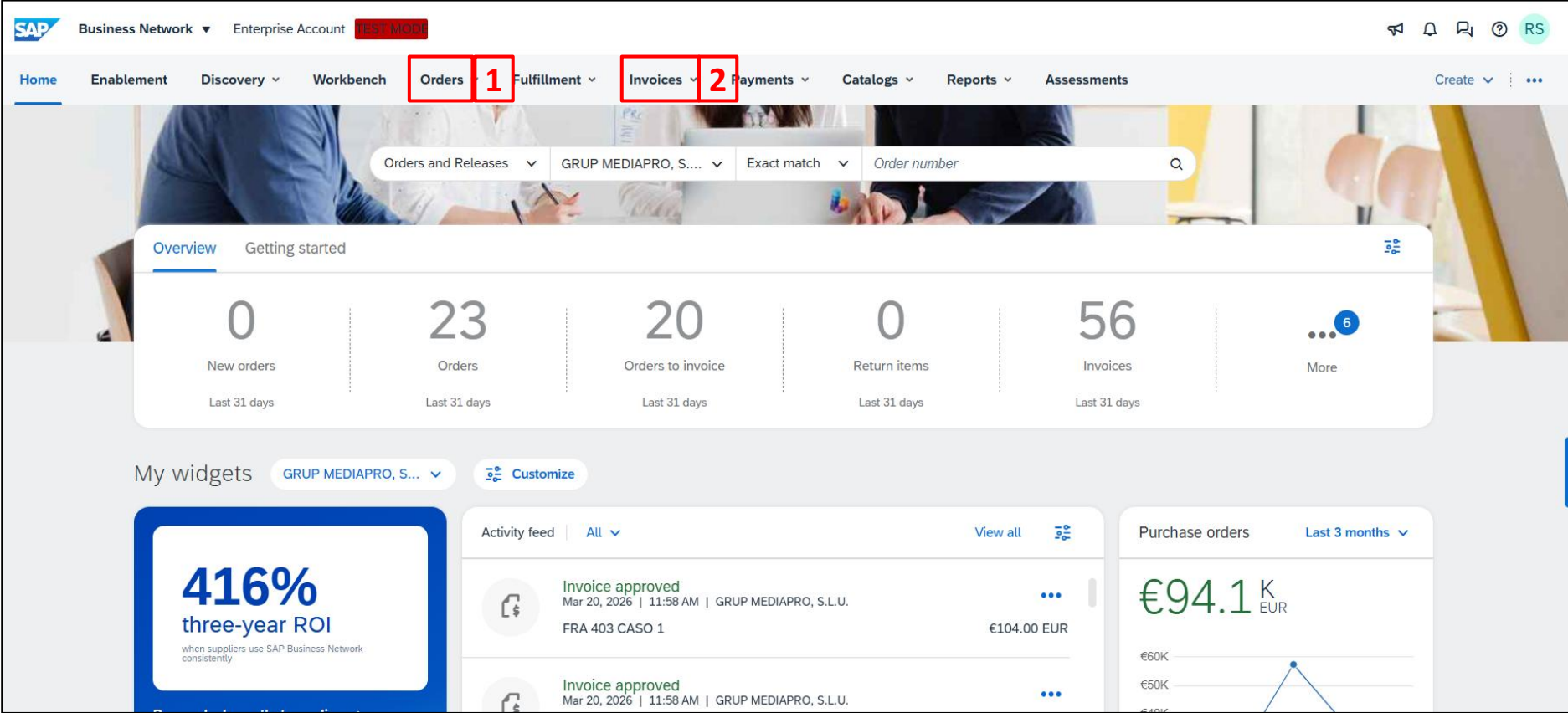
10 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Click Process order to register and connect

Process order

HOW TO ACCESS TO SAP ARIBA NETWORK

Ariba Network Home Page will show you and overview of Purchase Orders and Invoices. You can access and check information in the specific options [1] and [2] and manage configuration functionality on widgets and graphics.



INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
- 2. PURCHASE ORDERS**
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. HELP CENTER

PURCHASE ORDERS OVERVIEW

Clicking "Orders" option will list all placed orders that have been received in Ariba Network. You can also apply different filters to find the one you are looking for.

Workbench Customize

0
New orders
Last 31 days

23
Orders
Last 31 days

20
Orders to invoice
Last 31 days

0
Return items
Last 31 days

56
Invoices
Last 31 days

20
Orders to Summary invoice
Last 31 days

€ 0.0 EUR
Early payment offers
Next 90 days

€ 0.0 EUR
Remittances
Last 31 days

€ 0.0 EUR
Scheduled payments
Next 90 days

0
Paid invoices
Last 31 days

Orders (23)

Edit filter
Save filter
Last 31 days

Customers
Select or type selections

Order numbers
Type selection

Creation date
Last 31 days

Order status
Include

Company codes
Select or type selections

Purchasing organizations
Select or type selections

Customer locations
Type selection

Order type
All

Routing status
All

Min amount
EUR

Max amount

Currency
EUR

Visibility
Not hidden

Orders with inquiry only

Show less
Apply
Reset

[Resend Failed Orders](#)

Order Number	Customer	Amount	Customer Location	Date ↓	Order Status	Amount Invoiced	Actions
4010207123	GRUP MEDIAPRO, S.L.U.	€1000 EUR	11	Mar 20, 2026	Invoiced	€1000 EUR	⋮


PURCHASE ORDERS

MAIN ELEMENTS WITHIN THE PURCHASE ORDER FORM

Purchase Order: 4010207123 Done

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#) |
 1

Order Detail | Order History



GRUP MEDIAPRO

From: Customer
 GRUP MEDIAPRO, S.L.U.
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Phone: +34 () 934761551
 Fax: +34 () 934761552

To:

Purchase Order (Invoiced)
 4010207123
 Amount: 1,000.00 EUR
 Version: 1

Track Order

2

Payment Terms ⓘ
 0.000% 60
 A pagar 60 dias

Contact Information
 Supplier Address

Other Information
 Company Code:
 Purchase Group:
 Purchase Organization:
 Customer VAT/Tax ID:
 Party Additional ID:

Routing Status: Acknowledged
 External Document Type: MDP-Pedido compra (ZNB1)
 Related Documents: FACTURA 20.03
 5004089432

Attachments
 4010207123.pdf (application/pdf; charset=UTF-8) 3

1- Includes available actions that a supplier can perform on the received purchase order.

2- Header information as registered in the purchase order in Grup Mediapro ERP system:

- PO ID Number
- Current status
- Version
- Amount
- Payment conditions
- Remarks, other

3- PO Attached file.

PURCHASE ORDERS

PARTS OF AN ORDER FORM

- 1 - Shipping address as in the purchase order registered in Grup Mediapro.
- 2 - Billing address of the company who issued the purchase order, as registered in Grup Mediapro.

Ship All Items To 1

GRUP MEDIAPRO, S.L.U.
 Av. Diagonal 177-183
 08018 Barcelona
 Barcelona
 Spain
 Ship To Code: 11
 Phone: +34 () 93 476 15 51
 Fax: +34 () 93 476 15 52
 Location Code: 11

Bill To 2

GRUP MEDIAPRO, S.L.U.
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Phone: +34 () 934761551
 Fax: +34 () 934761552
 Buyer ID: 1

Deliver To

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	Alojamientos	000006290100000003	Material		100.000 (UN) ⓘ	20 Mar 2026	10.00 EUR	1,000.00 EUR	Details

Order submitted on: Friday 20 Mar 2026 11:00 AM GMT+01:00
 Received by SAP Business Network on: Friday 20 Mar 2026 10:25 AM GMT+01:00
 This Purchase Order was sent by GRUP MEDIAPRO, S.L.U. AN11196354115-T and delivered by SAP Business Network.

Sub-total: 1,000.00 EUR
 Total Invoiced: 1,000.00 EUR

Header: common information to all positions including the purchase order

Position data: at least 1 position

PURCHASE ORDERS

ORDER STATUS DISPLAY

By logging into the Ariba Network account as a supplier (with the steps described before), you will be able to see the orders created by Grup Mediapro and their status.

The screenshot shows the 'Workbench' section of the Ariba Network interface. At the top, there is a navigation bar with various menu items. Below this, a 'Workbench' header is followed by a row of eight summary cards. The first card, 'Orders', is highlighted with a red box and shows a count of 1. The other cards show counts for 'Orders to invoice' (30), 'Invoices' (67), 'Orders to Summary invoice' (29), 'Items to confirm' (0), 'Items to ship' (0), 'Service sheets' (0), and 'Early payment offers' (€ 0.0 EUR). Below the summary cards, there is a section for 'Orders (1)' with filter options for 'Customers', 'Order numbers', 'Creation date', and 'Order status'. A table below this section displays a single order with the following details:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185518	GRUP MEDIAPRO, S.L.U.	€29.34 EUR	Jun 3, 2024	New	€58.68 EUR	...

- Order status**

 - New
 - Received
 - Modified
 - Invoiced
 - Rejected
 - Paid

PURCHASE ORDERS

ORDER CHANGE

In case of modification of the order by Grup Mediapro, you can check the modified fields (highlighted fields).

Order Number	Supplier	Multi Tier	Copies	Amount	Date ↓	Order Status
4010185532		No		€50 EUR	Jun 11, 2024	Changed

Ship All Items To	Bill To	Deliver To
GRUP MEDIAPRO, S.L.U. Virgilio 2 28223 Pozuelo de Alarcón Madrid Spain Ship To Code: 12 Phone: Fax: GRUP MEDIAPRO, S.L.U. Virgilio 2 28223 Pozuelo de Alarcón Madrid Spain Phone: +34 () 93 476 15 51 Fax: +34 () 93 476 15 52 Location Code: 12	GRUP MEDIAPRO, S.L.U. Av. Diagonal-177-183 08018 Barcelona Barcelona Spain Phone: +34 () 934761551 Fax: +34 () 934761552 Buyer ID: 1	

Line Items

Show Item Details

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	→ Edited		Material		100.000 1.000 (C62)	28 Jun 2024	0.50 EUR	50.00 EUR	Details
									0.50 EUR	
Repuestos de Maquinaria										

Order submitted on: Wednesday 5 Jun 2024 12:00 PM GMT+02:00
 Received by SAP Business Network on: Tuesday 11 Jun 2024 11:40 AM GMT+02:00
 This Purchase Order was sent by GRUP MEDIAPRO, S.L.U. AN11196354115-T and delivered by SAP Business Network.

Sub-total: - 0.50 -EUR	Sub-total: 50.00 EUR
------------------------	----------------------

PURCHASE ORDERS

ORDER CANCELLATION

In the case Grup Mediapro cancels the order, you can check that the PO has been modified to “Canceled” and check different versions of the order.

Purchase Order: 4010185560
Done

Create Invoice ▼

↓
🖨️
⋮

Order Detail

Order History

From:
Customer
GRUP MEDIAPRO, S.L.U.
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Phone: +34 () 934761551
 Fax: +34 () 934761552

To: ..

Purchase Order
(→ Cancelled)
4010185560
 Amount: 0.00 EUR
Version: 1 (Previous Version)

Payment Terms ⓘ
 0.000% 60
 A pagar 60 días

Routing Status: Sent
 External Document Type: MDP-Pedido compra (ZNB1)

INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
- 3. INVOICING**
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. HELP CENTER

INVOICING OVERVIEW

Log in to SAP Ariba Network and search for the **order number** you want to invoice.

Workbench
Customize

2

Orders

Save filter

30

Orders to invoice

Last 31 days

67

Invoices

Last 31 days

29

Orders to Summary invoice

Last 31 days

0

Items to confirm

Last 31 days

0

Items to ship

Last 31 days

0

Service sheets

Last 31 days

Orders (2)

[Edit filter](#) | [Save filter](#) | 4010185566

Customers

Select or type selections 🔍

Order numbers

4010185566 Type selection

Partial match
 Exact match

[Apply](#) [Reset](#)

[Resend Failed Orders](#)

🏠 ⚙️

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185566	GRUP MEDIAPRO, S.L.U.	€2000 EUR	Jun 11, 2024	Partially Received	€850 EUR	⋮

INVOICING

Once in the order you will be able to invoice if the invoice creation button is enabled. Select the **"Standard Invoice"** option to create a new invoice.

Purchase Order: 4010185566
Done

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

↓ 🖨️ ⋮

Order Detail
Order History

From:
Customer
GRUP MEDIAPRO, S.L.U.
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Phone: +34 () 934761551
 Fax: +34 () 934761552

To:

Purchase Order
(+ → Received)
4010185566
 Amount: 2,000.00 EUR
 Version: 2 (Previous Version)

Track Order

Payment Terms ⓘ

0.000% 60
 A pagar 60 días

Routing Status: Sent
 External Document Type: MDP-Pedido compra (ZNB1)
 Related Documents: [5003695633](#)

INVOICING

When creating the invoice in AN, most of the data will be prefilled gathered from the purchase order. You will see that within the form there are some Mandatory Fields (marked with an "*") and some optional ones.

Create Invoice [Update] [Save] [Exit] [Next]

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Purchase Order: 4010185566

Subtotal:	1,140.00 EUR
Total Tax:	0.00 EUR
Total Gross Amount:	1,140.00 EUR
Total Amount without Tax:	1,140.00 EUR
Total Net Amount:	1,140.00 EUR
Amount Due:	1,140.00 EUR

[View/Edit Addresses]

Invoice #: * []

Invoice Date: * 5 Jul 2024 []

Service Description: []

Supplier Tax ID: []

Remit To: []

Bill To: GRUP MEDIAPRO, S.L.U.
Barcelona
Barcelona
Spain

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * 0% VAT / IVA 0% []

Location: []

Description: IVA 0% []

Regime: []

Taxable Amount: 1,140.00 EUR []

Tax Rate Type: []

Rate(%): 0

Tax Amount: 0.00 EUR

Exempt Detail: (no value) []

[Remove]

INVOICING

REFERENCE ID LENGHT > 16 CHARACTERS

When creating an invoice from SAP Ariba Network, you may use ID Reference Numbers longer than 16 characters. To cover this point, the *Supplier Reference* field has been enabled in Ariba Network.

A yellow warning message alerts you on how to make proper use of the *Invoice #* and *Supplier Reference* fields.

1. Enter the long reference number (> 16 characters) in the *Supplier Reference* field.
2. Enter the short version of the vendor reference number (last 16 characters of the above field) in the *Invoice #* field.
3. Continue with the invoice creation process shown below.

NOTE: This option is active for both invoice and credit memo creation in SAP Ariba Network.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4070063132

Invoice #: * INV0123456789-01

⚠ If your invoice reference number is longer than 16 characters, please fill in the Supplier Reference field with the complete reference and the Invoice# field with the last 16 characters of the invoice reference. If this rule is not applied, we will not be able to update the status of your invoice. If the invoice reference is less than or equal to 16 characters, you do not need to fill in this field, only Invoice#.

Supplier Reference: TEST_INV0123456789-01

Invoice Date: * 3 Sep 2024

Service Description:

Supplier Tax ID:

Remit To:

Bill To:

INVOICING

The mandatory fields required on the invoice are as follows.

Please note that if they are not completed, the system will not allow the invoice to be issued or sent.

Summary

Purchase Order: 4010207108

Invoice #: *

⚠️ If your invoice reference number is longer than 16 characters, please fill in the Supplier Reference field with the complete reference and the Invoice# field with the last 16 characters of the invoice reference. If this rule is not applied, we will not be able to update the status of your invoice. If the invoice reference is less than or equal to 16 characters, you do not need to fill in this field, only Invoice#.

Supplier Reference:

Invoice Date: * 19 Mar 2026

Service Description:

***Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * 0% VAT / IVA 0%

Location:

Description: IVA 0%

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 18,000.00 EUR

Tax Rate Type:

Rate(%): 0

Tax Amount: 0.00 EUR

Exempt Detail: Exempt

Date Of Supply: 8 Jul 2024

Triangular Transaction

In case the VAT is 0%, the system will indicate that it is mandatory to complete the "Exempt Detail" field, with one of the indicated reasons.

INVOICING

NEW MANDATORY FIELDS

We added two new mandatory fields:

- 1. Material Category:** Suppliers must qualify the kind of goods or services related to the purchase order. It is a dropdown menu with 23 possible values. You must select only one, and it should be the one that best matches the materials in the invoice line items. If there are materials from different categories, you must select one, the most relevant one.
- 2. Cash Based tax regime:** This is a dropdown menu with two values, YES/NO. You will select YES if you are using the special VAT scheme of the Spanish Tax Agency that allows self-employed individuals and companies to avoid paying VAT on invoices received.

Material Category: * (no value) ▾

⚠ You must select one of the most relevant one.

Cash-based tax regime: * (no value) ▾

Add to Header ▾

Line Items

Insert Line Item Options

No.	Description
	10-Right to use equipment/goods
<input type="checkbox"/>	11-Advisory/Consulting
<input type="checkbox"/>	12-Hotels, Restaurants, Catering
<input type="checkbox"/>	13 01-Film and TV rights
<input type="checkbox"/>	13 02-Musical and literary works rights
<input type="checkbox"/>	13 03-Adapted software license
<input type="checkbox"/>	13 04-Right to use news
<input type="checkbox"/>	13 05-Right to use Trademarks/Patents
<input type="checkbox"/>	13 06-Image rights natural person
<input type="checkbox"/>	13 07-Generic software license
<input type="checkbox"/>	15-Dubbing
<input type="checkbox"/>	16-Event/show tickets
<input type="checkbox"/>	17-Interests
<input type="checkbox"/>	19-Advertising
<input type="checkbox"/>	20-Insurance and commissions
<input type="checkbox"/>	21-Lease of real estate
<input type="checkbox"/>	22-Other Services

Part # Description

HP PRODESK

Price Unit: UN ⓘ

Cash-based tax regime: * (no value) ▾

Add to Header ▾

Line Items

Insert Line Item Options

Tax Category:

INVOICING

At the end of the form you will find the item lines contained in the order. At this point you must activate the flag of the lines you want to include in the invoice.

Although the order totals will always be included by default, these fields are modifiable so that, in the case of partial invoicing, you can choose the quantities or the amount to be invoiced.

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

Insert Line Item Options

Tax Category: 21% VAT / 21% VAT Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		HP PRODESK	2VE73AV	1	UN ⓘ	1.00 EUR	1.00 EUR

INVOICING ATTACHMENTS

The inclusion of the invoice as a PDF attachment is mandatory. To do this, from the header button "**Add to Header**" choose the option "**Attachment**".

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4010185566

Invoice #:

Invoice Date: *

Service Description:

Supplier Tax ID:

Subtotal: 2,000.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 2,000.00 EUR
Total Amount without Tax: 2,000.00 EUR
Total Net Amount: 2,000.00 EUR
Amount Due: 2,000.00 EUR

Tax

Shipping Documents

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

A new section will be enabled below where you must include the attachment directly by clicking on the "**Choose File/Elegir Archivo**" button. After selecting the file in question, click "**Add Attachment**" to upload the attachment to the invoice document.

***Attachments**

The total size of all attachments cannot exceed 100MB [Remove](#)

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> FACTURA EN PDF.pdf	186662	application/pdf

↳ Delete

INVOICING

VAT AND WITHHOLDING TAX

Within the invoice you will be able to include taxes within the list provided by the system.

By default VAT is reflected in the header (although it could be managed at item level also in case of multiple lines with different taxes).

To **include withholdings at header level**, you will need to add another tax section similar to the VAT section, as they cannot be charged at the same time.

Create Invoice

Update
Save
Exit
Next

! Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 4010207108

Invoice #:

⚠ If your invoice reference number is longer than 16 characters, please fill in the Supplier Reference field with the complete reference and the Invoice# field with the last 16 characters of the invoice reference. If this rule is not applied, we will not be able to update the status of your invoice. If the invoice reference is less than or equal to 16 characters, you do not need to fill in this field, only Invoice#.

Supplier Reference:

Invoice Date: * 19 Mar 2026

Service Description:

Subtotal: 1.00 EUR

Total Tax: 0.21 EUR

Total Gross Amount: 1.21 EUR

Total Amount without Tax: 1.00 EUR

Total Net Amount: 1.21 EUR

Amount Due: 1.21 EUR

* Indicates required field

Tax
Add to Header ▾

- Shipping Documents
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

INVOICING

VAT AND WITHHOLDING TAX, HEADER LEVEL

Identify the "Tax" section in order to complete the VAT at the appropriate level (in this case, header) and fill in the required data.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: 21% VAT / 21% VAT

Location:

Description: 21% VAT

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 1.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 0.21 EUR

Exempt Detail: (no value) ▾

Date Of Supply: 19 Mar 2026

INVOICING

VAT AND WITHHOLDING TAX, HEADER LEVEL

Another section will be displayed so that the two categories can be completed separately: VAT on one side (section enabled by default) and withholding tax on the other.

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Category * 21% VAT / 21% VAT ▼

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail: ▼

Date Of Supply:

Category * -15% Withholding Tax / 15% Withholding ▼

Location:

Regime:

Taxable Amount: [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

INVOICING

VAT AND WITHHOLDING TAX AT ITEM LEVEL

If the different item lines have different tax rates, you can select "**Item Level Tax**" option and in this way you can include the tax at item level. Repeat this process in this case for each of the invoice lines, applying the corresponding VAT or withholding tax.

Tax ⓘ

Header level tax ⓘ

Line level tax ⓘ

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

Insert Line Item Options

Tax Category: 0% VAT / IVA 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 type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	0000622000000014	100	UN ⓘ	20.00 EUR	2,000.00 EUR

Pricing Details

Price Unit: UN Price Unit Quantity:* 1

Unit Conversion:* 1 Description:

Tax [Remove](#)

Category:* 21% VAT / IVA Taxable Amount: 2,000.00 EUR

Location: Rate(%): 21

Description: IVA Tax Amount: 420.00 EUR

Regime: Exempt Detail: (no value) v

Date Of Pre-Payment: Date Of Supply: 12 Jun 2024

Law Reference: Triangular Transaction

INVOICING

VAT AND WITHHOLDING TAX AT ITEM LEVEL

Withholding can be reported at item level. To do so, chose the "**Line Item Actions**" dropdown and select "**Tax**".

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

Insert Line Item Options

Tax Category: 21% VAT / 21% VAT Shipping Documents Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		HP PRODESK	2VE73AV	1	UN ⓘ	1.00 EUR	1.00 EUR

Pricing Details

Unit Conversion: 1 Price Unit: UN ⓘ Price Unit Quantity: 1 Description:

Line Item Actions ▾ Delete

- Edit
- Add
- Tax
- Shipping Documents
- Pricing Details
- Allowance
- Charge
- Comments

Update Save Exit Next

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INVOICING

VAT AND WITHHOLDING TAX AT ITEM LEVEL

Once deployed, you will need to select the “**Category**” field and select the withholding value from those available.

Insert Line Item Options

Tax Category: 21% VAT / 21% VAT
 Shipping Documents
 Special Handling
 Discount
 [Add to Included Lines](#)

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		HP PR Taxes		1	UN ⓘ	1.00 EUR	1.00 EUR

Pricing Details

Unit Conversion: 1 Price Unit: Price Unit Quantity: 1

Description:

Tax

Category: * 21% VAT / 21% VAT
 Location:
 Description: 21% VAT
 Regime:
 Date Of Pre-Payment: ⓘ
 Law Reference:

- 19% Withholding Tax / 19% Withholding Tax
- 24% Withholding Tax / 24% Withholding Tax
- 7% Withholding Tax / 7% Withholding Tax
- 15% Withholding Tax / 15% Withholding Tax
- 1% Withholding Tax / 1% Withholding Tax

4% VAT / 4% IPSI / VAT
 5% VAT / 5% IGIC / VAT
 0% VAT / 0% VAT
 13.5% VAT / 13,5% IGIC
 3% VAT / 3% IPSI / IGIC
 7% VAT / 7% IGIC
 8% VAT / 8% IPSI

-2% Withholding Tax / 2% Withholding Tax

 Other Tax

Taxable Amount: 1.00 EUR
 Rate(%): 21
 Tax Amount: 0.21 EUR
 Exempt Detail: (no value) v
 Date Of Supply: 19 Mar 2026 ⓘ

[Remove](#)

[Line Item Actions](#) v [Delete](#)

INVOICING

VAT AND WITHHOLDING TAX AT ITEM LEVEL

By proceeding as explained before, you will be able to register at item level, the VAT and withholding tax values if applicable.

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

Insert Line Item Options

Tax Category: 21% VAT / 21% VAT
 Shipping Documents
 Special Handling
 Discount
 [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		HP PRODESK	2VE73AV	1	UN	1.00 EUR	1.00 EUR

Pricing Details

Unit Conversion: 1 Price Unit: UN Price Unit Quantity: 1 Description:

Tax

Category: * 21% VAT / 21% VAT

Location:

Description: 21% VAT

Regime:

Date Of Pre-Payment: Date Of Supply: 19 Mar 2026

Law Reference:

Taxable Amount: 1.00 EUR [Remove](#)
 Rate(%): 21
 Tax Amount: 0.21 EUR
 Exempt Detail: (no value)

Category: * -15% Withholding Tax / 15% Withholding

Location:

Regime:

Taxable Amount: 1.00 EUR [Remove](#)
 Rate(%): -15
 Tax Amount: -0.15 EUR

↳ [Line Item Actions](#) [Delete](#)

INVOICING

FINANCIAL CHARGES, DIGITAL LICENSE FEE AND EARLY PAYMENT DISCOUNT

If you **include finance charges, digital license fees or early payment discount** in the invoice, please proceed as follows. Select the corresponding line item and indicate the desired action in the **"Line Item Actions"** field.

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

Insert Line Item Options

Tax Category: 21% VAT / 21% VAT
 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		HP PRODESK	2VE73AV	1	UN ⓘ	1.00 EUR	1.00 EUR

Pricing Details Price Unit: UN ⓘ Price Unit Quantity: 1 Description:

Unit Conversion: 1

Line Item Actions ▾
Delete

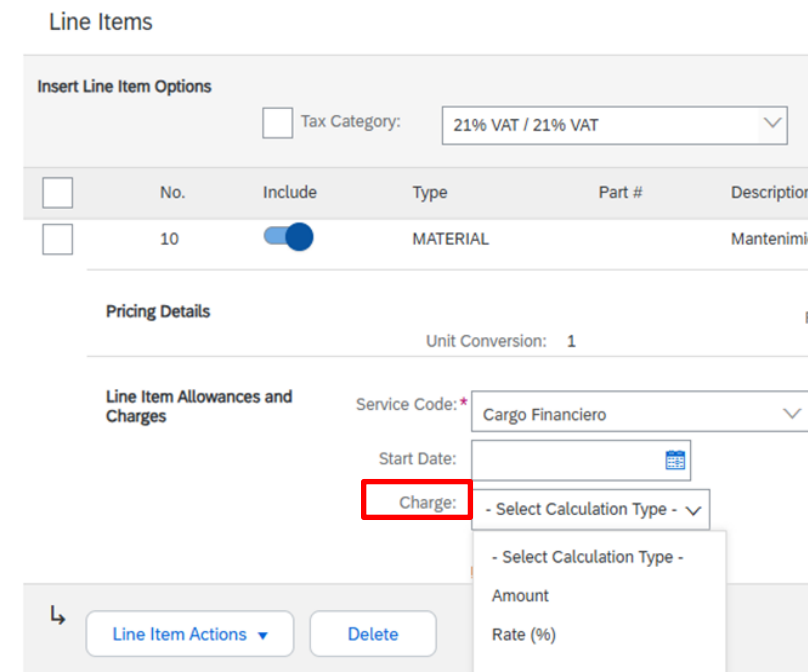
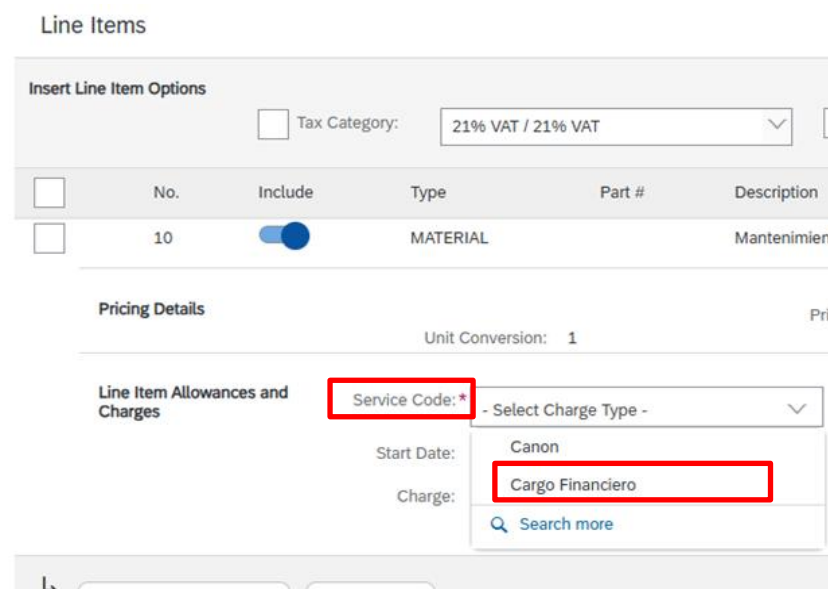
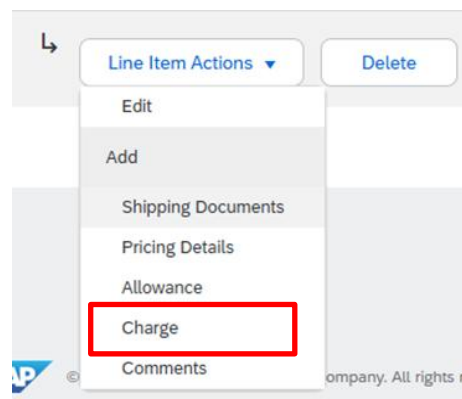
- Edit
- Add
- Shipping Documents
- Pricing Details
- Allowance
- Charge
- Comments

Update
Save
Exit
Next

INVOICING

FINANCIAL CHARGES, DIGITAL LICENSE FEE AND EARLY PAYMENT DISCOUNT

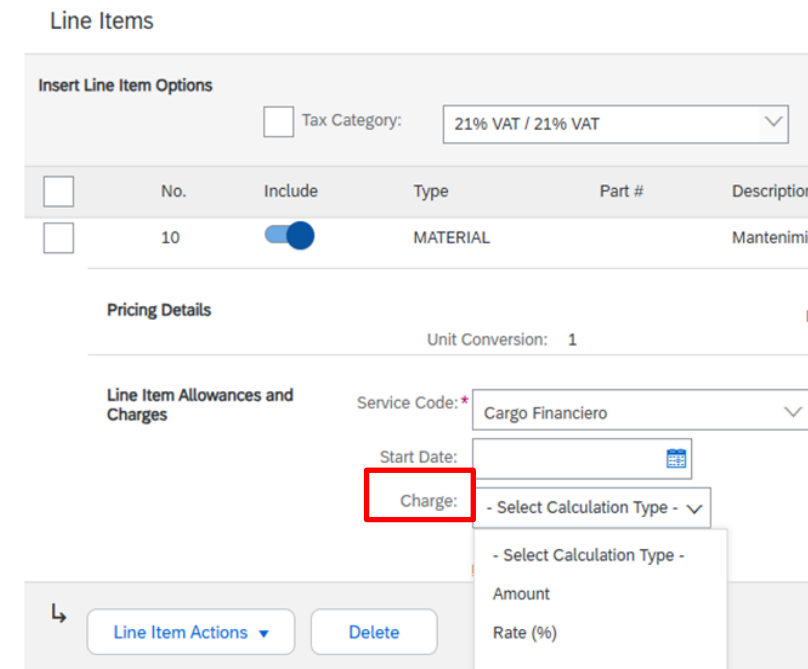
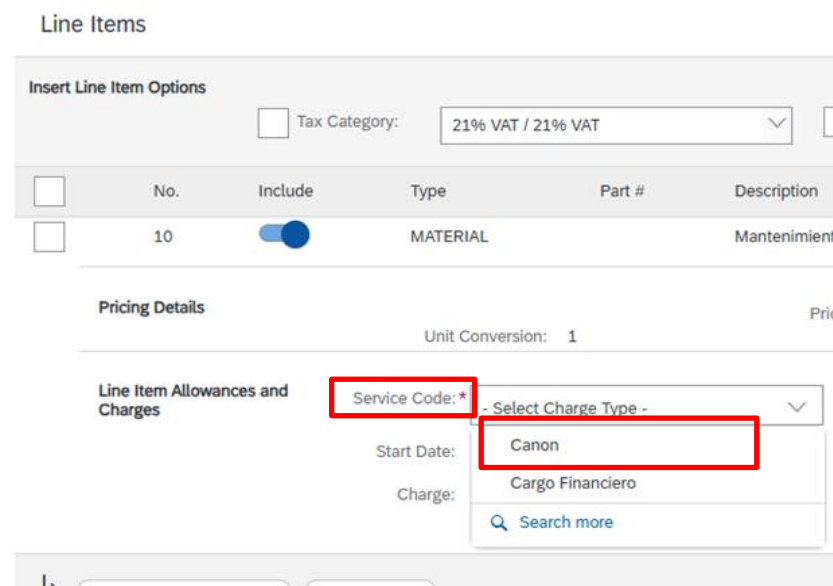
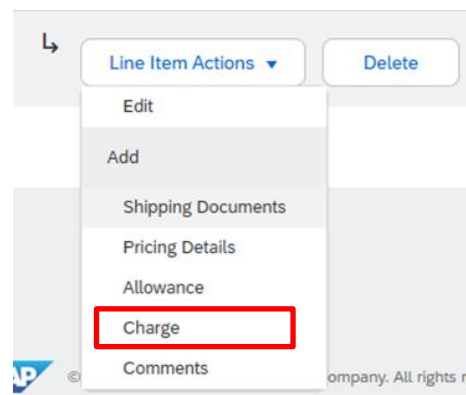
Financial charges: select the “Charge” option from the dropdown under the “Line Item Actions” field . This action will open a new field called “Service Code” where you should choose “Cargo Financiero” option. Once selected, you will then need to select under the “Charge” field whether the discount will be done in amount or percentage.



INVOICING

FINANCIAL CHARGES, DIGITAL LICENSE FEE AND EARLY PAYMENT DISCOUNT

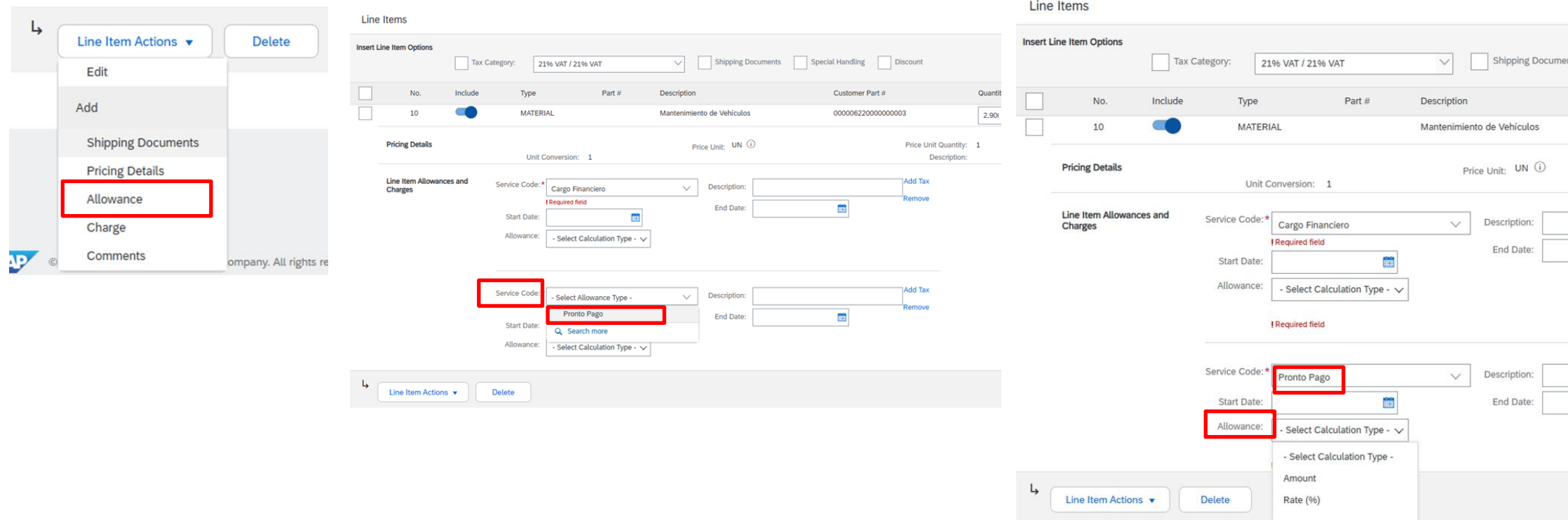
Digital license fee: select the “Charge” option from the dropdown under the “Line Item Actions” field . This action will open a new field called “Service Code” where you should choose “Canon” option. Once selected, you will then need to select under the “Charge” field whether the discount will be done in amount or percentage.



INVOICING

FINANCIAL CHARGES, DIGITAL LICENSE FEE AND EARLY PAYMENT DISCOUNT

Early payment discount: select the “Allowance” option from the dropdown under the “Line Item Actions” field . This action will open a new field called “Service Code” where you should choose “Pronto Pago” option. Once selected, you will then need to select under the “Allowance” field whether the discount will be done in amount or percentage.



The image shows a multi-step process for configuring an early payment discount in the invoicing system.

Step 1: Line Item Actions

- A dropdown menu is open under the “Line Item Actions” field.
- The “Allowance” option is highlighted with a red box.

Step 2: Line Item Configuration

- The “Line Item Actions” dropdown is now closed.
- The “Service Code” dropdown is open, and the “Pronto Pago” option is highlighted with a red box.

Step 3: Allowance Configuration

- The “Allowance” dropdown is open, showing options for “Amount” and “Rate (%)”.
- The “Rate (%)” option is highlighted with a red box.

Final Configuration:

- The “Service Code” is set to “Pronto Pago”.
- The “Allowance” is set to “Rate (%)”.

The interface also shows a table of line items with the following details:

No.	Include	Type	Part #	Description	Customer Part #	Quantity
10	<input checked="" type="checkbox"/>	MATERIAL		Mantenimiento de Vehiculos	000006220000000003	2.90

Additional fields visible include “Tax Category: 21% VAT / 21% VAT”, “Shipping Documents”, “Special Handling”, “Discount”, “Pricing Details”, “Unit Conversion: 1”, “Price Unit: UN”, and “Price Unit Quantity: 1”.

INVOICING

Once you have finished completing the invoice with the mandatory data, as well as the taxes, withholdings and the mandatory invoice attachment, access the next screen ("*Next*") to review the summary of the invoice created. After checking the data, click on "*Submit*" to transfer the invoice through *Commerce Automation* to Grup Mediapro.

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV_CML_290824AB	Subtotal: 250.00 EUR
Invoice Date: Thursday 29 Aug 2024 3:17 PM GMT+02:00	Total Withholding Tax: -37.50 EUR
Original Purchase Order: 4010185737	Total Tax: 52.50 EUR
	Total Gross Amount: 265.00 EUR
	Total Amount without Tax: 250.00 EUR
	Total Net Amount: 265.00 EUR
	Amount Due: 265.00 EUR

REMIT TO:	BILL TO:	SUPPLIER:
	GRUP MEDIAPRO, S.L.U. Postal Address: Av. Diagonal-177-183 08018 Barcelona Barcelona Spain Address ID: 1 Phone : +34 () 934761551 Fax : +34 () 934761552	

Feedback

INVOICING

INVOICES WITH MORE THAN ONE ASSOCIATED ORDER.

Enter in the "Orders to Summary invoice" section.

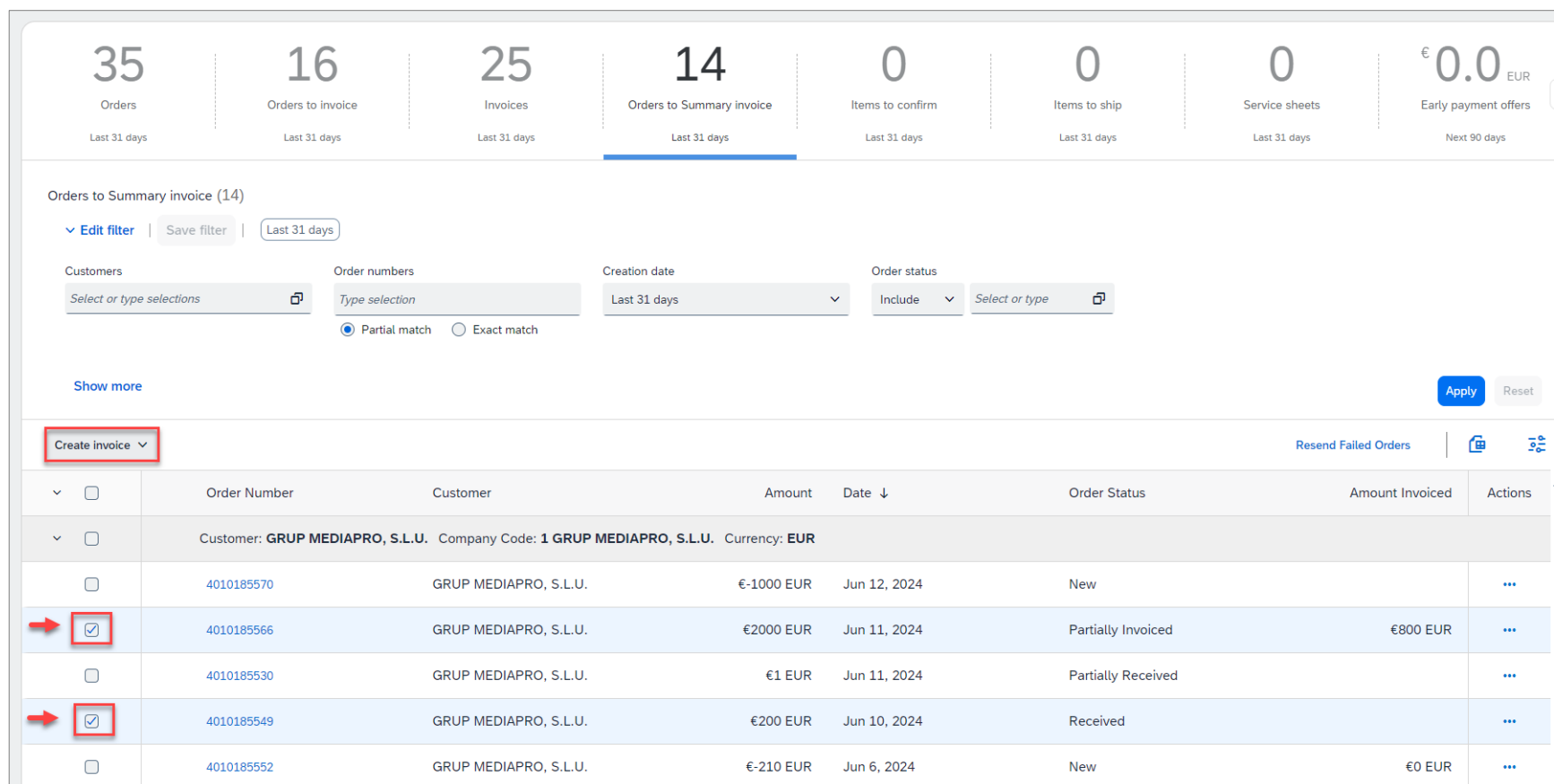
The screenshot shows the SAP Business Network dashboard. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this is a main navigation menu with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. A search bar is visible with filters for 'Leads', 'In Location', and 'By Product'. The main content area features a 'Getting started' section with five metrics cards: '35 Orders Last 31 days', '16 Orders to invoice Last 31 days', '25 Invoices Last 31 days', '14 Orders to Summary invoice Last 31 days' (highlighted with a red box), and '0 Items to confirm Last 31 days'. A 'More' button with a notification badge of '9' is also present.

Metric	Value	Period
Orders	35	Last 31 days
Orders to invoice	16	Last 31 days
Invoices	25	Last 31 days
Orders to Summary invoice	14	Last 31 days
Items to confirm	0	Last 31 days

INVOICING

INVOICES WITH MORE THAN ONE ASSOCIATED ORDER.

The orders you can choose to invoice will be listed. Select the ones you wish to invoice and click on "**Create Invoice**".



The screenshot displays the Invoicing interface. At the top, there is a summary of various order metrics:

- 35 Orders (Last 31 days)
- 16 Orders to invoice (Last 31 days)
- 25 Invoices (Last 31 days)
- 14 Orders to Summary invoice (Last 31 days)
- 0 Items to confirm (Last 31 days)
- 0 Items to ship (Last 31 days)
- 0 Service sheets (Last 31 days)
- € 0.0 EUR Early payment offers (Next 90 days)

Below the summary, the "Orders to Summary invoice (14)" section is active. It includes filter options: "Edit filter", "Save filter", and "Last 31 days". There are also search and filter controls for Customers, Order numbers, Creation date, and Order status.

The "Create invoice" button is highlighted with a red box. Below it, a table lists the orders available for invoicing:

<input type="checkbox"/>	Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<input type="checkbox"/>	Customer: GRUP MEDIAPRO, S.L.U. Company Code: 1 GRUP MEDIAPRO, S.L.U. Currency: EUR						
<input type="checkbox"/>	4010185570	GRUP MEDIAPRO, S.L.U.	€-1000 EUR	Jun 12, 2024	New		...
<input checked="" type="checkbox"/>	4010185566	GRUP MEDIAPRO, S.L.U.	€2000 EUR	Jun 11, 2024	Partially Invoiced	€800 EUR	...
<input type="checkbox"/>	4010185530	GRUP MEDIAPRO, S.L.U.	€1 EUR	Jun 11, 2024	Partially Received		...
<input checked="" type="checkbox"/>	4010185549	GRUP MEDIAPRO, S.L.U.	€200 EUR	Jun 10, 2024	Received		...
<input type="checkbox"/>	4010185552	GRUP MEDIAPRO, S.L.U.	€-210 EUR	Jun 6, 2024	New	€0 EUR	...

INVOICING

INVOICES WITH MORE THAN ONE ASSOCIATED ORDER.

A summary of all the selected orders will appear and you will have to choose which one will be used as Header.

Create Invoice Next Cancel

Select an order as the invoice header

The information of the order you selected will be taken as the header level information of the invoice

	Order number ↑	Date	Purchasing organization	Ordering address	Customer location	Invoiced amount	Amount	Order status
<input checked="" type="radio"/>	4010185549	10 Jun 2024	GRUP MEDIAPRO, S.L.U		11		200.00 EUR	Received
<input type="radio"/>	4010185566	11 Jun 2024	GRUP MEDIAPRO, S.L.U		12	800.00 EUR	2,000.00 EUR	Partially Invoiced

INVOICING

INVOICES WITH MORE THAN ONE ASSOCIATED ORDER.

Once you have completed the entire form, send the invoice. First click on  and you will see a summary of the invoice you are going to send. Then click on "**Submit**" to send the invoice to Grup Mediapro.

Create Invoice

[Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain.
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV_03	Subtotal:	500.00 EUR
Invoice Date: Wednesday 12 Jun 2024 5:51 PM GMT+02:00	Total Tax:	105.00 EUR
Original Purchase Order: Multiple	Total Gross Amount:	605.00 EUR
	Total Amount without Tax:	500.00 EUR
	Total Net Amount:	605.00 EUR
	Amount Due:	605.00 EUR

INVOICING

INVOICES WITH MORE THAN ONE ASSOCIATED PURCHASE ORDER.

Check in SAP Business Network that the status of the invoice is "Acknowledged" to check if it has been correctly received by Grup Mediapro. As soon as the invoice is posted by Grup Mediapro, the status of the invoice, which is now shown as Sent, will change to Approved.

Invoice: FACTURA 20.03

Done

Previous

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Attachment(s)

Standard Invoice

Status: Sent
 Invoice: Sent
 Routing: Acknowledged
 Invoice Number: FACTURA 20.03
 Invoice Date: Friday 20 Mar 2026 10:30 AM GMT+01:00
 Original Purchase Order: 4010207123
 Submission Method: Online
 Origin: Supplier
 Source Document: Order

Subtotal:	1,000.00 EUR
Total Tax:	0.00 EUR
Total Gross Amount:	1,000.00 EUR
Total Amount without Tax:	1,000.00 EUR
Total Net Amount:	1,000.00 EUR
Amount Due:	1,000.00 EUR

INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. HELP CENTER

TOTAL AND PARTIAL CREDIT MEMO INVOICED ORDERS

In the case of having to make a credit memo to subsequently make a positive corrective invoice, proceed as follows.

Choose an already invoiced order and within the order, click on the "**Create Invoice**" button and choose "**Line-Item Credit Memo**" to create a Credit Memo.


Purchase Order: 4010185636 Done

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

↓ 🖨 ⋮

Order Detail
Order History

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



MEDIAPRO

To: -

Purchase Order
(Invoiced)
4010185636
Amount: 1,500.00 EUR
Version: 1

From:
Customer
GRUP MEDIAPRO, S.L.U.
Av. Diagonal-177-183
08018 Barcelona
Barcelona
Spain
Phone: +34 () 934761551
Fax: +34 () 934761552

Track Order

TOTAL AND PARTIAL CREDIT MEMO INVOICED ORDERS

The following screen shows all the invoices linked to the selected order. At this point you must select the invoice on which you want to create the Credit Memo and click on the create button highlighted in the red box below.

Line-Item Memo
Done

Invoices (1) ☰

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status (i)	Invoice Status (i)
🔍 INV_4000 <small>📎</small>	GRUP MEDIAPRO, S.L.U.	4010185636	Online	Supplier	No	Order	27 Jun 2024	1,500.00 EUR	Acknowledged	Sent

↳ Create Line-Item Credit Memo
Create Line-Item Debit Memo
Edit
Copy
Create Non-PO Invoice

TOTAL AND PARTIAL CREDIT MEMO

INVOICED ORDERS

At the end of the form (the same as for the standard invoice creation) the line items will appear with the total of the units included in the selected invoice. The fields are modifiable. If you do not want to include all invoice lines in the credit memo, click on the **"include"** cursor of the line to be removed to exclude it.

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% VAT / IVA 0% 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 type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	-20	UN ⓘ	50.00 EUR	-1,000.00 EUR
Pricing Details			Price Unit: UN		Price Unit Quantity:* 1		Unit Conversion:* 1		Description:	
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	-20	UN ⓘ	25.00 EUR	-500.00 EUR
Pricing Details			Price Unit: UN		Price Unit Quantity:* 1		Unit Conversion:* 1		Description:	

↳ [Line Item Actions](#) [Delete](#)

TOTAL AND PARTIAL CREDIT MEMO

INVOICED ORDERS

Once you have completed the entire form, send the Credit Memo to Grup Mediapro from Ariba Network. First click on "**Next**" (the summary of the data entered in the credit memo to be sent will be displayed) and then you must click on "**Submit**" for the invoice to be sent.

Create Line-Item Credit Memo

Previous
Submit
Save
Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain.
 If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV_4000)

Credit Memo Number: CM_00123	Subtotal: -750.00 EUR
Credit Memo Date: Wednesday 3 Jul 2024 11:36 AM GMT+02:00	Total Tax: 0.00 EUR
Original Invoice Number: INV_4000	Total Gross Amount: -750.00 EUR
Original Invoice Date: Thursday 27 Jun 2024 12:59 PM GMT+02:00	Total Amount without Tax: -750.00 EUR
Original Purchase Order: 4010185636	Total Net Amount: -750.00 EUR
	Amount Due: -750.00 EUR

REMIT TO:

BILL TO:

GRUP MEDIAPRO, S.L.U.

Postal Address:
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Address ID: 1

Phone : +34 () 934761551
 Fax : +34 () 934761552

SUPPLIER:

TOTAL AND PARTIAL CREDIT MEMO INVOICED ORDERS

Once the Credit Memo is sent, the status of the invoice in Ariba will change. In this example we show a "**Partial Credit Memo**", so now the status is "**Partially Invoiced**".

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185636	GRUP MEDIAPRO, S.L.U.	€1500 EUR	Jun 27, 2024	Partially Invoiced	€750 EUR	...

TOTAL AND PARTIAL CREDIT MEMO RETURN ORDERS

In the case of having to make a final credit memo without a subsequent corrective invoice, we will proceed as follows. Grup Mediapro will create a return order, following the current procedures, which can be viewed and managed in Ariba Network.

62
Orders
Last 31 days

30
Orders to invoice
Last 31 days

65
Invoices
Last 31 days

29
Orders to Summary invoice
Last 31 days

0
Items to confirm
Last 31 days

0
Items to ship
Last 31 days

Orders (62)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers

Order numbers

Partial match Exact match

Creation date

Order status

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

[Resend Failed Orders](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185603	GRUP MEDIAPRO, S.L.U.	€-1000 EUR	Jul 5, 2024	New		...

TOTAL AND PARTIAL CREDIT MEMO RETURN ORDERS

When logging into the Ariba Network, the updated order will appear in the Ariba Network with a status of "Returned".

62
Orders
Last 31 days

30
Orders to invoice
Last 31 days

65
Invoices
Last 31 days

29
Orders to Summary invoice
Last 31 days

0
Items to confirm
Last 31 days

0
Items to ship
Last 31 days

Orders (62)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers

[Select or type selections](#)

Order numbers

[Type selection](#)

Partial match
 Exact match

Creation date

[Last 31 days](#)

Order status

[Include](#) | [Select or type](#)

[Show more](#)

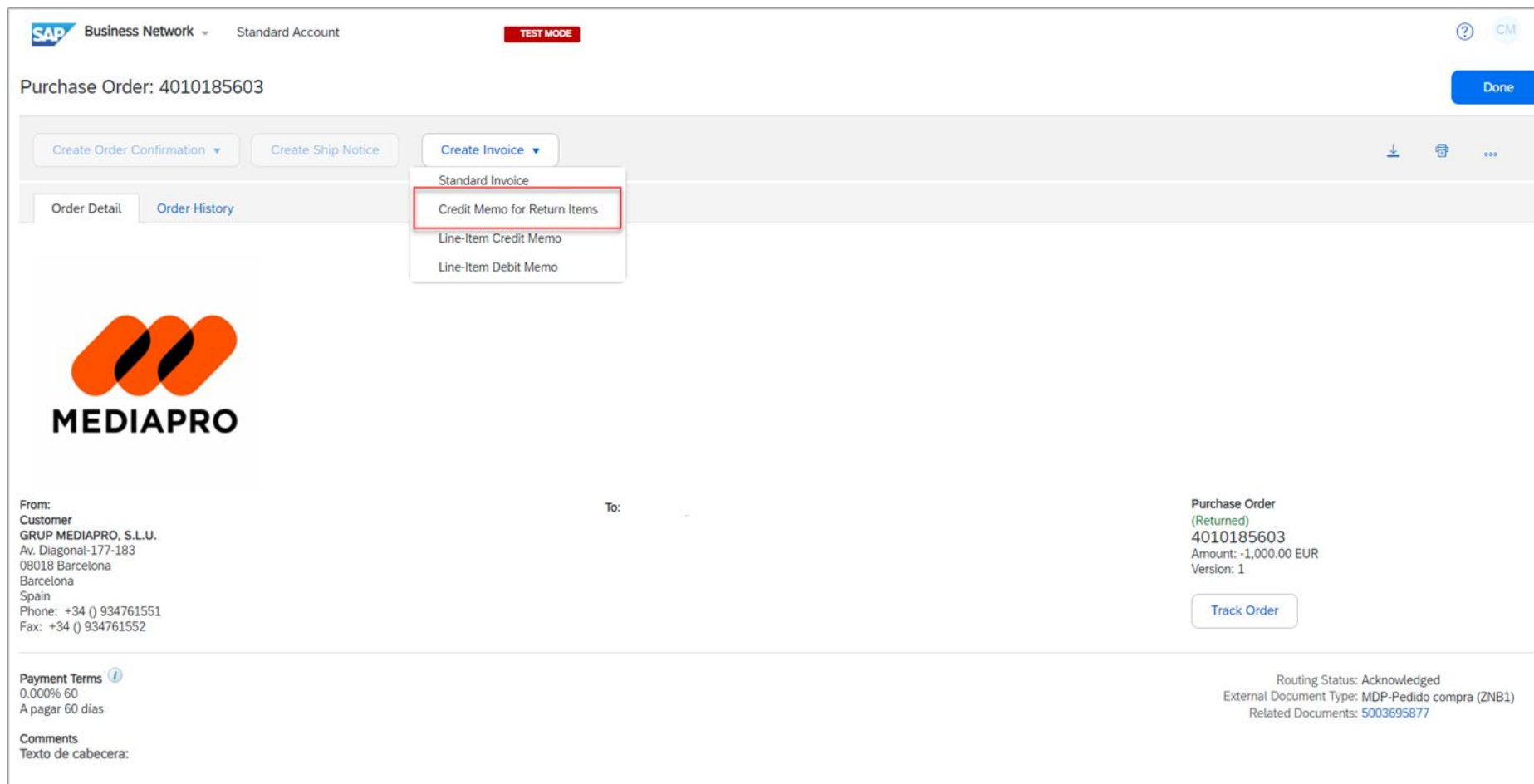
[Apply](#) [Reset](#)

[Resend Failed Orders](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185603	GRUP MEDIAPRO, S.L.U.	€-1000 EUR	Jul 5, 2024	Returned		...
4010185601	GRUP MEDIAPRO, S.L.U.	€200 EUR	Jul 5, 2024	Partially Invoiced	€60 EUR	...

TOTAL AND PARTIAL CREDIT MEMO RETURN ORDERS

From Ariba Network you will be able to make the corresponding negative Invoice, choosing the following option.




The screenshot shows the SAP Business Network interface for a Purchase Order (4010185603). The 'Create Invoice' dropdown menu is open, and the 'Credit Memo for Return Items' option is highlighted with a red box. The interface includes the Mediapro logo, contact information for the customer, and details about the purchase order, including its amount and version.

SAP Business Network Standard Account TEST MODE ? CM

Purchase Order: 4010185603 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

[Standard Invoice](#)
Credit Memo for Return Items
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)



From:
 Customer
 GRUP MEDIAPRO, S.L.U.
 Av. Diagonal-177-183
 08018 Barcelona
 Barcelona
 Spain
 Phone: +34 () 934761551
 Fax: +34 () 934761552

To:

Purchase Order
 (Returned)
 4010185603
 Amount: -1,000.00 EUR
 Version: 1

[Track Order](#)

Payment Terms ⓘ
 0.000% 60
 A pagar 60 días

Comments
 Texto de cabecera:

Routing Status: Acknowledged
 External Document Type: MDP-Pedido compra (ZNB1)
 Related Documents: 5003695877

TOTAL AND PARTIAL CREDIT MEMO RETURN ORDERS

You will be able to include comments and attachments (mandatory, the latter) at header level. Additionally, at item level you will be able to modify the "Quantity" field and also add other useful information.

[Add to Header](#) ▼

- [Tax](#)
- [Shipping Cost](#)
- [Special Handling](#)
- [Allowance](#)
- [Charge](#)
- [Comment](#)
- [Attachment](#)

Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

[Add to Header](#) ▼

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:
 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 type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	-20	UN ⓘ	50.00 EUR	-1,000.00 EUR

Pricing Details

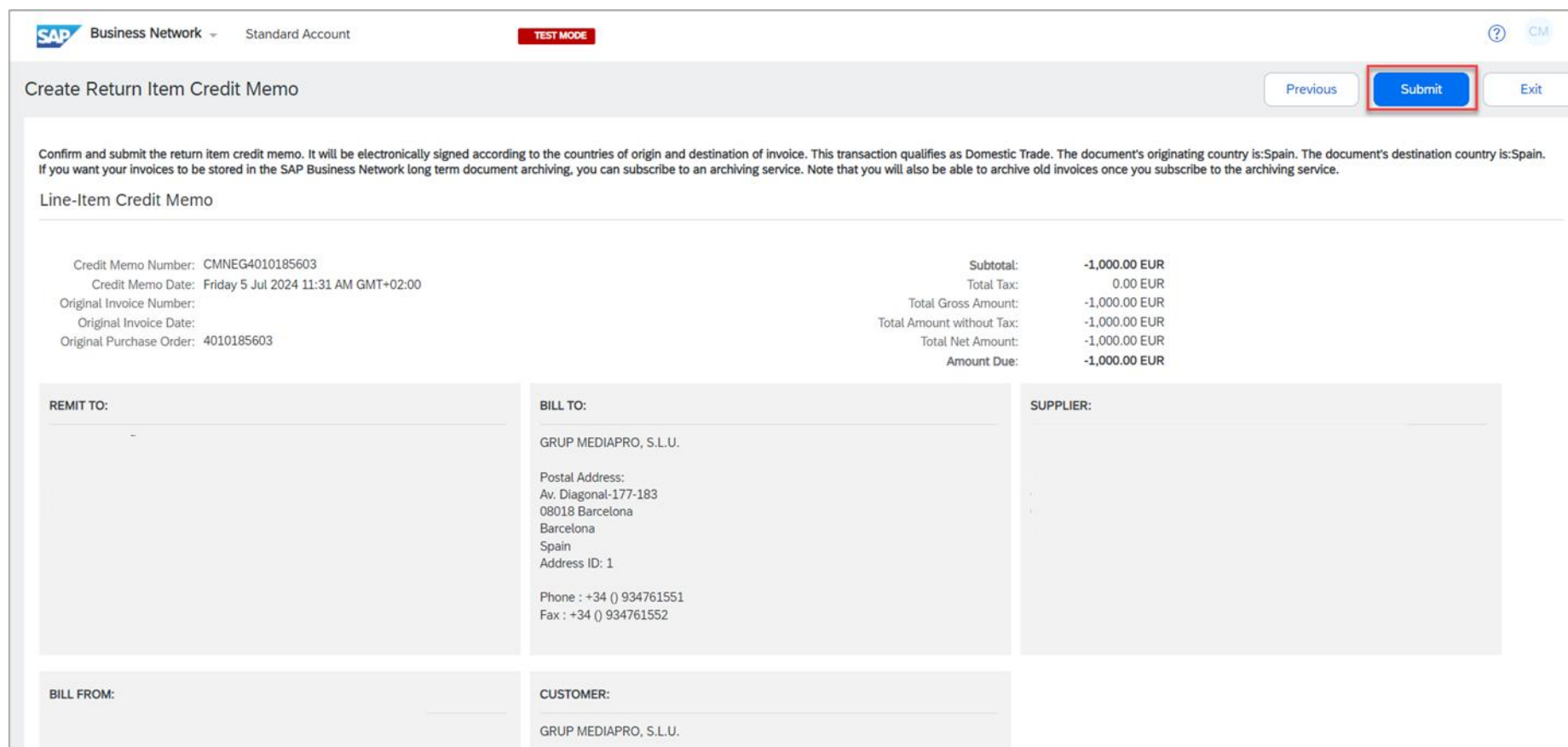
Price Unit: Price Unit Quantity:*

Unit Conversion:* Description:

↳ [Line Item Actions](#) ▼ [Delete](#)

TOTAL AND PARTIAL CREDIT MEMO RETURN ORDERS

Once you have completed the form, click on the "Next" button and the portal will return a summary of the "Credit Memo" to be sent. To send it to Grup Mediapro, you must click on "Submit".



SAP Business Network Standard Account TEST MODE ? CM

Create Return Item Credit Memo Previous **Submit** Exit

Confirm and submit the return item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

Credit Memo Number: CMNEG4010185603	Subtotal: -1,000.00 EUR
Credit Memo Date: Friday 5 Jul 2024 11:31 AM GMT+02:00	Total Tax: 0.00 EUR
Original Invoice Number:	Total Gross Amount: -1,000.00 EUR
Original Invoice Date:	Total Amount without Tax: -1,000.00 EUR
Original Purchase Order: 4010185603	Total Net Amount: -1,000.00 EUR
	Amount Due: -1,000.00 EUR

REMIT TO:	BILL TO:	SUPPLIER:
	GRUP MEDIAPRO, S.L.U.	
	Postal Address: Av. Diagonal-177-183 08018 Barcelona Barcelona Spain Address ID: 1	
	Phone : +34 () 934761551 Fax : +34 () 934761552	
BILL FROM:	CUSTOMER:	
	GRUP MEDIAPRO, S.L.U.	

INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. **INVOICE PAYMENT STATUS**
6. HELP CENTER

INVOICE PAYMENT STATUS

To know the status of a registered invoice, enter SAP Ariba Network and search for the invoice and check out the payment status.

Invoice: INV_4010206493_2

Create Line-Item Credit Memo
Copy This Invoice
Print
Download PDF ▼
Export cXML

Detail
Scheduled Payments
History

Standard Invoice

Status
 Invoice: Paid
 Routing: Acknowledged
 Invoice Number: INV_4010206493_2
 Invoice Date: Monday 5 May 2025 8:14 AM GMT+02:00
 Original Purchase Order: [4010206493](#)
 Submission Method: Online
 Origin: Supplier
 Source Document: Order

Subtotal:	71.28 EUR
Total Tax:	14.97 EUR
Total Gross Amount:	86.25 EUR
Total Amount without Tax:	71.28 EUR
Total Net Amount:	86.25 EUR
Amount Due:	86.25 EUR

INDEX

1. HOW TO ACCESS TO SAP ARIBA NETWORK
2. PURCHASE ORDERS
3. INVOICING
4. TOTAL AND PARTIAL CREDIT MEMOS
 - 4.1. INVOICED PURCHASE ORDERS
 - 4.2. RETURN PURCHASE ORDERS
5. INVOICE PAYMENT STATUS
6. **HELP CENTER**

HELP CENTER

Questions related to supplier operations onboardingariba@mediapro.tv

Questions related to SAP Business Network

- Help Center: access through https://support.ariba.com/Help_Center/help?locale=es

Grup Mediapro Supplier Information Portal

<https://mediapro.tv/ca/proveedor>

<https://mediapro.tv/es/proveedor>

<https://mediapro.tv/en/supplier>

THANK YOU

 GRUP MEDIAPRO

