

# SAP Ariba MediaProvider.

## User guide for purchase orders enquiries, invoicing and payment status

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SAP ARIBA Commerce Automation (CA)

Version 1.0

September 2024



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## HOW TO ACCESS TO SAP ARIBA NETWORK

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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.

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## HOW TO ACCESS TO SAP ARIBA NETWORK

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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.

Once you have an SAP Ariba Business Network account, you will be able to log through the link <https://supplier.ariba.com> where you must enter your credentials (username and password informed during registration).



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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 comunicáseto 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.

Once you have your account credentials, you will be able to log in through <https://supplier.ariba.com> where you must enter your credentials (username and password indicated during registration).



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.

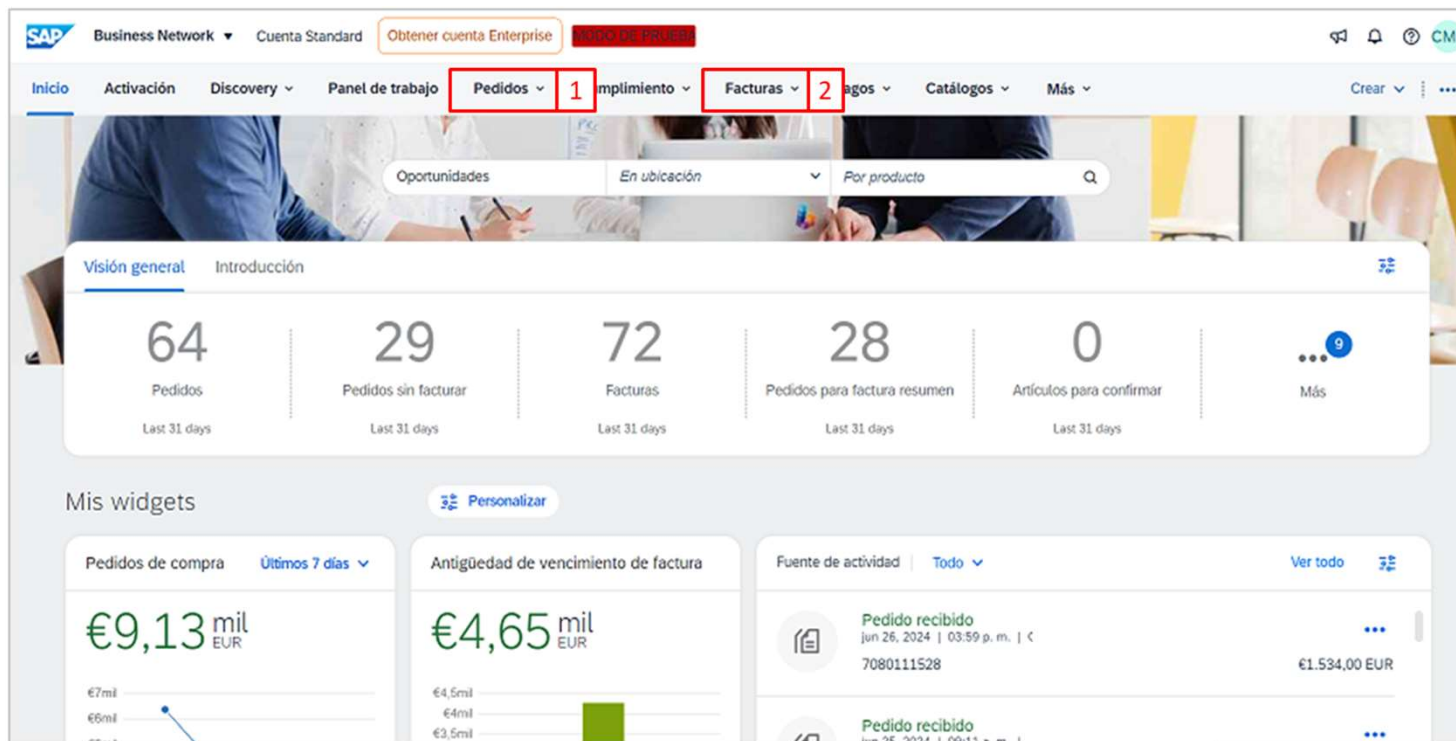
10 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Click Process order to register and connect

Process order

## HOW TO ACCESS TO SAP ARIBA NETWORK

Ariba Network Home Page will show you an 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.



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# 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.

**Panel de trabajo** Personalizar

64 Pedidos (Last 31 days) | 29 Pedidos sin facturar (Last 31 days) | 72 Facturas (Last 31 days) | 28 Pedidos para factura resumen (Last 31 days) | 0 Artículos para confirmar (Last 31 days) | 0 Artículos a expedir (Last 31 days) | Hoja >

Pedidos (64)

▼ Editar filtro Guardar filtro Últimos 31 días

Cientes: Seleccionar o escribir selecciones | Números de pedido: Escribir selección | Fecha de creación: Últimos 31 días | Estado del pedido: Incluir | Seleccionar o esc...

Códigos de empresa: Seleccionar o escribir selecciones | Organizaciones de compra: Seleccionar o escribir selecciones | Ubicaciones de cliente: Escribir selección | Tipo de pedido: Todas

Estado del enrutamiento: Todas | Importe mínimo:  | Importe máximo:  | Divisa: EUR | Visibilidad: No oculta

Mostrar menos Aplicar Restablecer

Reenviar pedidos con errores 📄 ⚙️

Número de pedido	Cliente	Importe	Fecha ↓	Estado del pedido	Importe facturado	Acciones
4010185636	GRUP MEDIAPRO, S.L.U.	€1500 EUR	jun 27, 2024	Facturado	€1500 EUR	⋮

# PURCHASE ORDERS

## MAIN ELEMENTS WITHIN THE PURCHASE ORDER FORM

SAP Business Network - Cuenta Standard - MODO DE PRUEBA

Pedido de compra: 4010185607 Completado

[Crear confirmación de pedido](#) | 
 [Crear aviso de expedición](#) | 
 [Crear factura](#) **1**

Detalles del pedido | Histórico de pedidos

Desde:   
 Cliente: GRUP MEDIAPRO, S.L.U.   
 Av. Diagonal-177-183   
 08018 Barcelona   
 Barcelona   
 España   
 Teléfono: +34 (0) 934761551   
 Fax: +34 (0) 934761552

Para: \_\_\_\_\_

**2**

Pedido de compra (Recibido)   
 4010185607   
 Importe: 20.000,00 EUR   
 Versión: 1

[Hacer seguimiento de pedido](#)

Estado del enrutamiento: Recepción confirmada   
 Tipo de documento externo: MDP-Pedido compra (ZNB1)

**2**

Condiciones de pago ⓘ   
 0,0000% 60   
 A pagar 60 días

Comentarios   
 Texto de cabecera:

Información de contacto   
 Dirección del proveedor

Otra información   
 Código de la empresa: 1   
 Grupo de compra: Z01   
 Organización: 1   
 Compras:

Ver más -

**3**

Adjuntos   
 @-4010185607.pdf (application/pdf; charset=UTF-8)

**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.

<b>Expedir todos los artículos a</b> <span style="border: 1px solid red; padding: 2px;">1</span> GRUP MEDIAPRO, S.L.U. Virgilio 2 28223 Pozuelo de Alarcón Madrid España Código de expedición: 12 Teléfono: Fax: Código de ubicación: 12	<b>Facturar a</b> <span style="border: 1px solid red; padding: 2px;">2</span> GRUP MEDIAPRO, S.L.U. Av. Diagonal-177-183 08018 Barcelona Barcelona España Teléfono: +34 () 934761551 Fax: +34 () 934761552 ID de comprador: 1	<b>Entregar a</b>  
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[Mostrar detalles de artículo](#)

Número de línea	Número de repartos	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Devolución	Cant. (Unidad)	Fecha para la que se requiere	Precio por unidad	Subtotal
10	1		000006220000000014	Material		20,000 (UN) ⓘ	28 jun 2024	50,00 EUR	1.000,00 EUR
		Repuestos de Maquinaria							
20	1		000006220000000014	Material		20,000 (UN) ⓘ	28 jun 2024	25,00 EUR	500,00 EUR
		Repuestos de Maquinaria							

Pedido enviado el: miércoles 26 jun 2024 12:00 GMT+02:00  
 Recibido por SAP Business Network el: miércoles 26 jun 2024 18:28 GMT+02:00  
 Este pedido ha sido enviado por GRUP MEDIAPRO, S.L.U. AN11196354115-T y entregado por SAP Business Network.

Subtotal: 1.500,00 EUR  
 Total facturado: 0,00 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 displays the 'Workbench' section of the Ariba Network interface. At the top, a navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench' (highlighted with a red box), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below the navigation bar, a 'Workbench' header contains a 'Customize' button. The main area features a dashboard with eight summary cards: 'Orders' (1, highlighted with a red box), '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 dashboard, the 'Orders (1)' section includes filter options for 'Customers', 'Order numbers' (4010185518), 'Creation date' (Last 31 days), and 'Order status' (Include). A 'Show more' link and 'Apply'/'Reset' buttons are also present. At the bottom, a table lists the order 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**

**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

**Bill To**

**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	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1	→ Edited		Material		100.000 <del>1.000 (C62)</del>	28 Jun 2024	0.50 EUR	50.00 EUR	<a href="#">Details</a>
									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 ▾

↓ 📄 ⋮

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Order Detail

Order History

<p><b>From:</b>  <b>Customer</b>                  GRUP MEDIAPRO, S.L.U.                  Av. Diagonal-177-183                  08018 Barcelona                  Barcelona                  Spain                  Phone: +34 () 934761551                  Fax: +34 () 934761552</p>	<p><b>To:</b> ..</p>	<p><b>Purchase Order</b>  <span style="border: 1px solid #ff69b4; padding: 2px;">(+ Canceled)</span>                  4010185560                  Amount: 0.00 EUR  <span style="border: 1px solid #ff69b4; padding: 2px;">Version: 1 (Previous Version)</span></p>
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**Payment Terms** ⓘ

0.000% 60  
 A pagar 60 días

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

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# 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

Standard Invoice
Credit Memo
Line-Item Credit Memo

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

---

**Payment Terms** ⓘ  
 0.000% 60  
 A pagar 60 días

**To:**

**Purchase Order**  
(+ Received)  
**4010185566**  
 Amount: 2,000.00 EUR  
 Version: 2 [\(Previous Version\)](#)

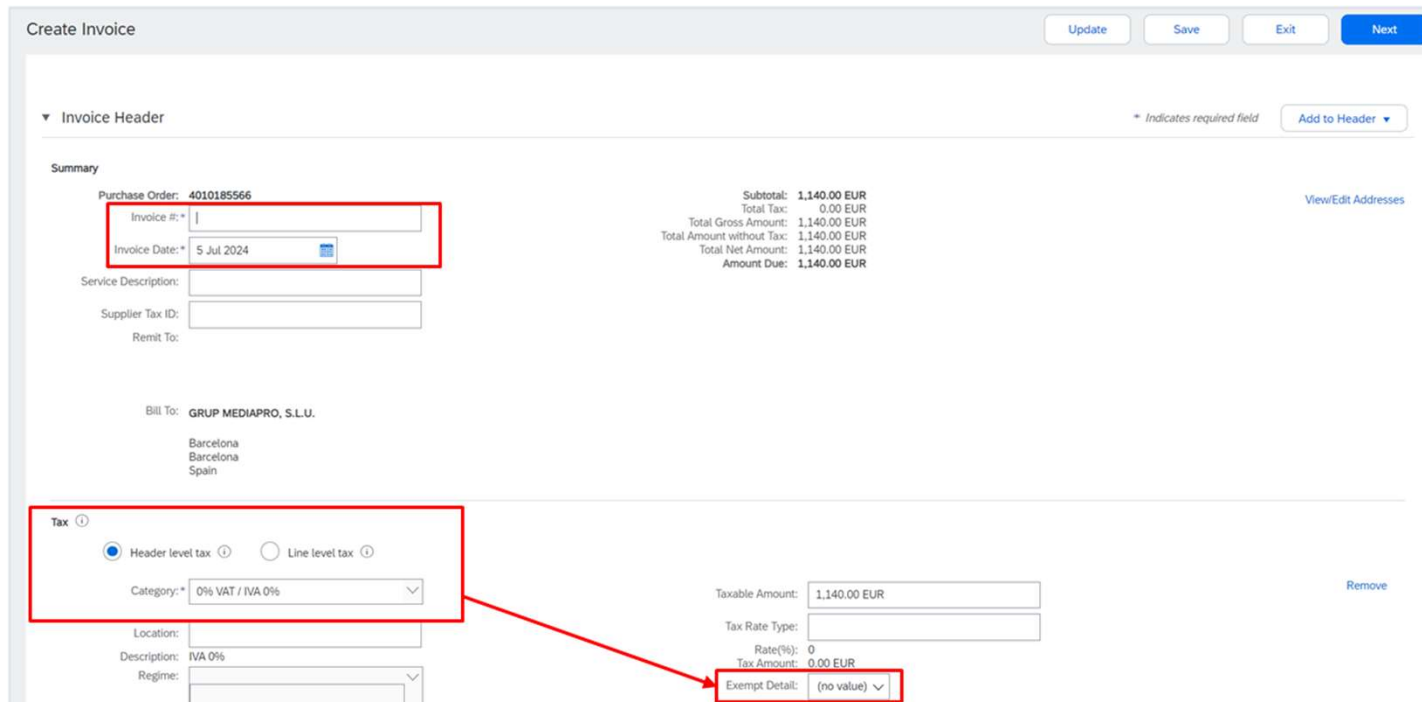
Track Order

---

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

Invoice #: \* [ ]

Invoice Date: \* 5 Jul 2024

Service Description: [ ]

Supplier Tax ID: [ ]

Remit To: [ ]

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

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.

▼ Cabecera de la factura

Resumen

Pedido de compra: 4010185607

Factura N°: \*

Fecha de la factura: \* 8 Jul 2024

Descripción del servicio:

ID fiscal del proveedor:

Dirección de remesa:

\*Adjuntos

El tamaño total de todos los documentos adjuntos no puede sobrepasar los 100 MB

Choose File No file chosen

Agregar adjunto

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

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.

Líneas de factura 1 artículo(s) en línea, 1 Incluido(s), 0 Facturado(s) previamente al completo

Insertar opciones de artículo en línea

Categoría de impuesto: 0% IVA / IVA 0%  Documentos de expedición  Porte especial  Descuento Agregar a líneas incluidas

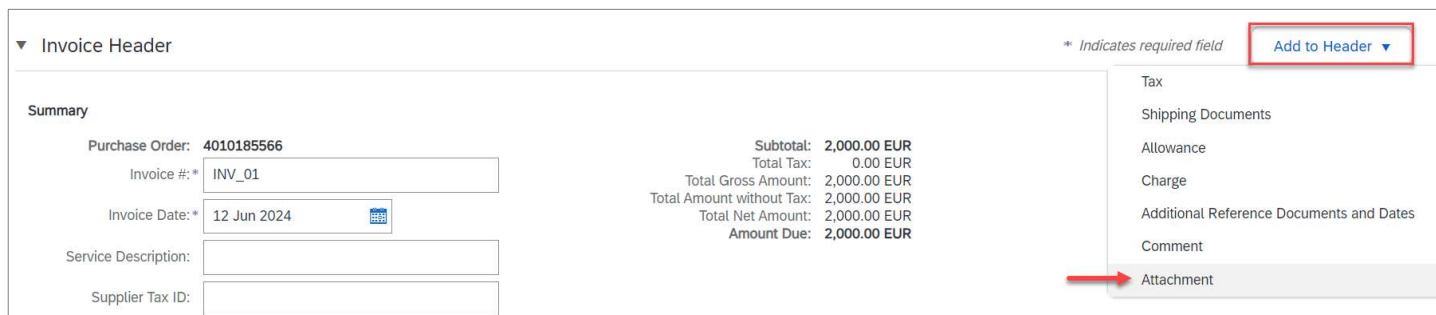
<input type="checkbox"/>	Nº	Incluir	Tipo	Nº de pieza	Descripción	Nº de pieza de cliente	Cantidad	Unit	Precio por unidad	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	1.00	UN ⓘ	20,00 EUR	20.000,00 EUR

**Detalles de determinación de precios**  
 Precio por unidad: UN  Cantidad de unidades de\*   
 Conversión de unidad:\*  Descripción:

↳ Acciones de línea ▼ Suprimir

## 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".



The screenshot shows the 'Invoice Header' section of a software interface. On the left, there is a 'Summary' section with fields for 'Purchase Order: 4010185566', 'Invoice #: INV\_01', 'Invoice Date: 12 Jun 2024', 'Service Description', and 'Supplier Tax ID'. In the center, there is a summary of financial values: 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, and Amount Due: 2,000.00 EUR. On the right, there is an 'Add to Header' dropdown menu with a red box around it. The dropdown menu is open, showing options: Tax, Shipping Documents, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. A red arrow points to the 'Attachment' option.

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.



The screenshot shows the 'Attachments' section of the software interface. At the top, it says '\*Attachments' and 'The total size of all attachments cannot exceed 100MB'. There is a 'Remove' button. Below this, there is a 'Choose File' button with a red box around it and a red arrow pointing to an 'Add Attachment' button, also with a red box around it. Below the buttons, there is a table with columns for 'Name', 'Size (bytes)', and 'Content Type'. The table contains one row: 'FACTURA EN PDF.pdf', '186662', and 'application/pdf'. At the bottom left, there is a 'Delete' button.

## INVOICING

### TAXES AND WITHHOLDINGS

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 only), you will need to add another tax section similar to the VAT section, as they cannot be charged at the same time.

▼ Cabecera de la factura

*\* Indica campo necesario*

Agregar a cabecera ▼

<p><b>Resumen</b></p> <p>Pedido de compra: <b>4010185634</b></p> <p>Factura N°: * <input type="text"/></p> <p>Fecha de la factura: * 2 jul 2024 <input type="text"/></p> <p>Descripción del servicio: <input type="text"/></p> <p>ID fiscal del proveedor: <input type="text"/></p> <p>Dirección de remesa: <input type="text"/></p>	<p><b>Subtotal: 1.500,00 EUR</b></p> <p>Impuesto total: 0,00 EUR</p> <p>Importe bruto total: 1.500,00 EUR</p> <p>Importe total sin impuestos: 1.500,00 EUR</p> <p>Importe neto total: 1.500,00 EUR</p> <p><b>Importe adeudado: 1.500,00 EUR</b></p>	<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Impuesto</div> <ul style="list-style-type: none"> <li>Coste de expedición</li> <li>Documentos de expedición</li> <li>Porte especial</li> <li>Deducción o descuento</li> <li>Cargo</li> <li>Fechas y documentos de referencia adicional</li> <li>Comentario</li> <li>Adjunto</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## INVOICING

### TAXES AND WITHHOLDINGS

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

**Impuesto** ⓘ

Impuesto a nivel de cabecera ⓘ  Impuesto a nivel de línea ⓘ

Categoría: \* 21% IVA / IVA 21% ▼

Ubicación:

Descripción: IVA 21%

Régimen:

Fecha de prepago:  ⓘ

Referencia legal:

Base imponible: 100,00 EUR

Tipo de tipo impositivo:

Porcentaje (%): 21  
Importe de los impuestos: 21,00 EUR

Detalles de exención: (sin valor) ▼

Fecha de suministro: 3 jul 2024 ⓘ

Transacción triangular



# INVOICING

## TAXES AND WITHHOLDINGS

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

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	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 Tax Amount: 420.00 EUR

Description: IVA Exempt Detail: (no value) v

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

Law Reference:  Triangular Transaction

## INVOICING

### TAXES AND WITHHOLDINGS

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

**Impuesto** ⓘ

Impuesto a nivel de cabecera ⓘ   
  Impuesto a nivel de línea ⓘ

<p>Categoría: * <span style="border: 1px solid red; padding: 2px;">21% IVA / IVA 21%</span> ▼</p> <p>Ubicación: <input type="text"/></p> <p>Descripción: IVA 21%</p> <p>Régimen: <input type="text"/> ▼</p> <p>Fecha de prepago: <input type="text"/> ⓘ</p> <p>Referencia legal: <input type="text"/></p>	<p>Base imponible: <input type="text" value="100,00 EUR"/></p> <p>Tipo de tipo impositivo: <input type="text"/></p> <p>Porcentaje (%): 21 Importe de los impuestos: 21,00 EUR</p> <p>Detalles de exención: <input type="text" value="(sin valor)"/> ▼</p> <p>Fecha de suministro: <input type="text" value="3 jul 2024"/> ⓘ</p> <p><input type="checkbox"/> Transacción triangular</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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<p>Categoría: * <span style="border: 1px solid red; padding: 2px;">-19% Retención fiscal / Retención 19%</span> ▼</p> <p>Ubicación: <input type="text"/></p> <p>Régimen: <input type="text"/> ▼</p>	<p>Base imponible: <input type="text" value="100,00 EUR"/></p> <p>Tipo de tipo impositivo: <input type="text"/></p> <p>Porcentaje (%): -19 Importe de los impuestos: -19,00 EUR</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## INVOICING

### TAXES AND WITHHOLDINGS

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

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
	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 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with filters for 'Leads', 'In Location', and 'By Product'. The main dashboard area features a 'Getting started' section with five cards: 'Orders' (35), 'Orders to invoice' (16), 'Invoices' (25), 'Orders to Summary invoice' (14), and 'Items to confirm' (0). The 'Orders to Summary invoice' card is highlighted with a red border. A 'More' button with a notification badge of 9 is also visible.

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".

Summary Dashboard:

- 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)

Orders to Summary invoice (14)

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

Customers: [Select or type selections](#)

Order numbers: [Type selection](#)

Creation date: [Last 31 days](#)

Order status: [Include](#) | [Select or type](#)

Match:  Partial match  Exact match

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

[Create invoice](#) [Resend Failed Orders](#)

<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
	<b>Amount Due: 605.00 EUR</b>

# INVOICING

## INVOICES WITH MORE THAN ONE ASSOCIATED ORDER.

Check in SAP Business Network that the status of the invoice is "Receipt Confirmed" 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.

SAP Business Network - Cuenta Standard - MODO DE PRUEBA

Factura: INV\_0023 Completado Anterior

[Crear abono de artículo en línea](#)
[Copiar esta factura](#)
[Imprimir](#)
[Descargar PDF](#)
[Exportar cXML](#)

[Detalles](#)
[Pagos programados](#)
[Histórico](#)

Factura estándar Adjuntos

<b>Estado</b>		<b>Subtotal:</b>	<b>40.000,00 EUR</b>
Factura:	Enviado	Impuesto total:	0,00 EUR
Enrutamiento:	Recepción confirmada	Importe bruto total:	40.000,00 EUR
Número de factura:	INV_0023	Importe total sin impuestos:	40.000,00 EUR
Fecha de la factura:	martes 23 jul 2024 21:11 GMT+02:00	Importe neto total:	40.000,00 EUR
Pedido de compra original:	4010185661 , 4010185662	<b>Importe adeudado:</b>	<b>40.000,00 EUR</b>
Método de envío:	En línea		
Origen:	Proveedor		
Documento origen:	Pedido		



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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



**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)  
**4010185636**  
Amount: 1,500.00 EUR  
Version: 1

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 <span style="font-size: 0.8em;">(i)</span>	Invoice Status <span style="font-size: 0.8em;">(i)</span>
<span style="border: 2px solid red; padding: 2px;">👁️</span> INV_4000	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.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**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
<p><b>Pricing Details</b></p> <p>Price Unit: UN Price Unit Quantity:* 1</p> <p>Unit Conversion:* 1 Description:</p>										
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL		Repuestos de Maquinaria	000006220000000014	-20	UN ⓘ	25.00 EUR	-500.00 EUR
<p><b>Pricing Details</b></p> <p>Price Unit: UN Price Unit Quantity:* 1</p> <p>Unit Conversion:* 1 Description:</p>										

↳ 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
	<b>Amount Due: -750.00 EUR</b>

**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
<a href="#">4010185636</a>	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: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include

Partial match (selected) | Exact match

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

Order numbers

Partial match
  Exact match

Creation date

Order status

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

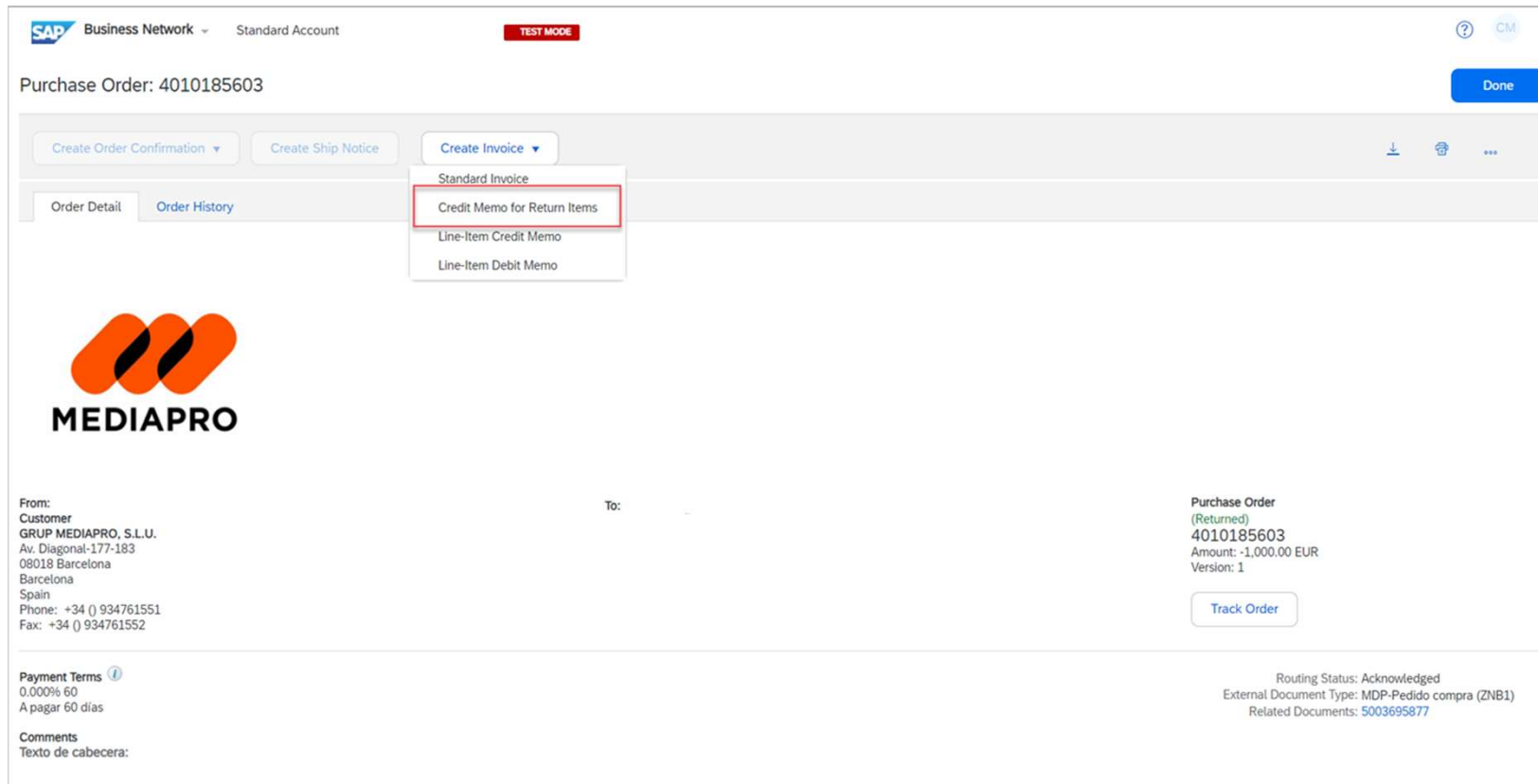
[Resend Failed Orders](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4010185603	GRUP MEDIAPRO, S.L.U.	€-1000 EUR	Jul 5, 2024	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 a 'TEST MODE' indicator, a 'Done' button, and various navigation options like 'Order Detail' and 'Order History'. The Mediapro logo is prominently displayed in the center. Below the logo, there is contact information for the customer and details about the returned purchase order.

**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

**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**  
 (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:

1 Line Items, 1 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 <sup>Ⓢ</sup>	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

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

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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.

Factura: PAYTMP02 Completado Anterior

Exportar cXML

Detalles Pagos programados Remesa Histórico

Nº de referencia	Tipo	Propuesta de pago	Estado	Fecha de pago	Método	Recibido el
Z.20240724.1400002391			Pagado	24 jul 2024	Otros	24 jul 2024

Bruto: 242,00 EUR  
 Descuento: 0,00 EUR  
 Ajuste:  
 Neto: 242,00 EUR

Exportar cXML

## INVOICE PAYMENT STATUS

From the invoice itself, in the "Payment Remittance" tab, you will be able to access the document corresponding to the payment remittance generated. This document will also be accessible from the main menu Payments > Remittances.

Factura: PAYTMP02 Completado

Crear abono de artículo en línea
Copiar esta factura
Descargar PDF ▼
Exportar cXML

Detalles
Pagos programados
Remesa
Histórico

Nº de referencia	Tipo	Propuesta de pago	Estado	Fecha de pago	Método	Recibido el
Z.20240724.1400002391			Pagado	24 jul 2024	Otros	24 jul 2024
						Bruto: 242,00 EUR
						Descuento: 0,00 EUR
						Ajuste:
						Neto: 242,00 EUR

Crear abono de artículo en línea
Copiar esta factura
Descargar PDF ▼
Exportar cXML

# INVOICE PAYMENT STATUS

The same remittance can contain payment information from different invoices.

**De**  
GRUP MEDIAPRO, S.L.U.  
PAGADOR: GRUP MEDIAPRO, S.L.U.  
(Mostrar detalles del pagador)

**A**  
BULTO VIZOSO,ROMAN-TEST  
(Mostrar detalles del beneficiario)

**AVISO DE REMESA**  
**Z.20240807.1400002434 (Pagado)**  
Importe bruto: 52.050,00 EUR  
Retención fiscal: (7.950,00 EUR)  
**Importe pagado: 52.050,00 EUR**  
Liquidación estimada para el 7 ago 2024

**Detalles de pago**

Método de pago: **Otros (unknown)** Estado del enrutamiento: **Enviado**  
 Número de referencia: **1400002434** Fecha de transacción: **5 ago 2024**  
 Pago relacionado: **Z.20240807.1400002434**  
 Diferencias identificadas: ⚠ 3 Artículo(s) en línea: **-9.024,79 EUR**

**INFORMACIÓN ADICIONAL** 🔗

**Artículos en línea (11)** Página 1 1 »

Número de línea	Referencia de cuentas a pagar	Importe bruto	Descuento	Retención fiscal	Ajuste	Importe neto pagado	Pago programado
1	Factura: INV_FL_LEON_04 <small>(Mostrar detalles)</small>	1.000,00 EUR	0,00 EUR			1.000,00 EUR	
<b>INFORMACIÓN ADICIONAL</b>							
buyerInvoiceID: 1700005561 OriginalInvoiceNo: INV_FL_LEON_04 Código de la empresa: 1 fiscalYear: 2024							
2	Factura: INV_FL_LEON_05 <small>(Mostrar detalles)</small>	1.000,00 EUR	0,00 EUR			1.000,00 EUR	
<b>INFORMACIÓN ADICIONAL</b>							
buyerInvoiceID: 1700005562 OriginalInvoiceNo: INV_FL_LEON_05 Código de la empresa: 1 fiscalYear: 2024							

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6. **HELP CENTER**



## HELP CENTER

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Questions related to supplier operations [onboardingariba@mediapro.tv](mailto:onboardingariba@mediapro.tv)

### Questions related to SAP Business Network

- Help Center: access through [https://support.ariba.com/Help\\_Center/help?locale=es](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>

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# THANK YOU

 GRUP MEDIAPRO

