Cisco Supplier Early Invoicing Guide

Overview

Cisco's procurement policies require purchase orders (POs) to be pre-approved prior to issuance in order to be eligible for payment in advance of goods being provided or services being rendered.

To ensure continued compliance with Cisco policies and timely supplier payments, please carefully review the below details:

Key Updates

Effective 15-May, 2023, Cisco will no longer accept invoices submitted in **SAP Business Network (previously SAP Ariba)** prior to services commencing for all service-based purchase orders unless approved for early invoicing by Cisco prior to PO issuance.

Actions Required

Please work with Cisco PO owners to ensure that early invoicing is disclosed on the purchase order as required.
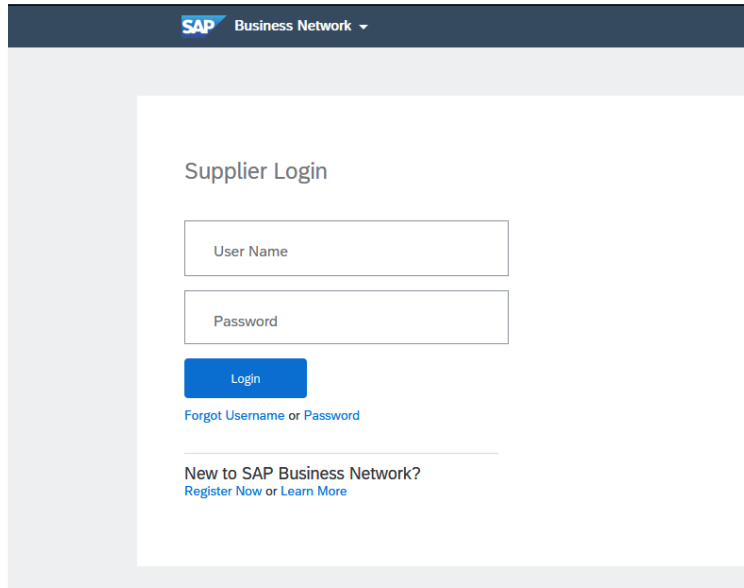
Resources and Training

Please refer to the following additional sections for guidance.

Validating if a Cisco PO has been rejected for early invoicing non-compliance

Suppliers will need to log in to the SAP Business Network (Ariba Network) in order to view and validate if a Cisco PO has been rejected for early invoicing non-compliance.
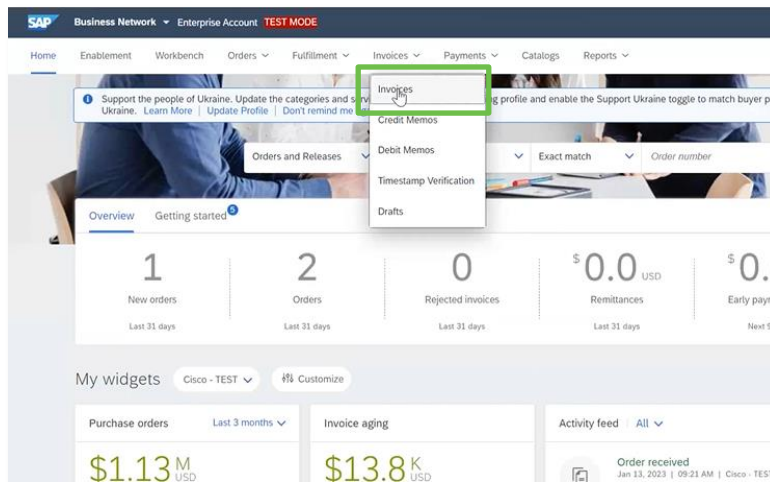
1

2

1 Log into the SAP Business Network (Ariba Network) with your Ariba credentials.

2 Navigate to the "Invoices" tab and **select** "Invoices" from the drop-down menu.

Validating if a Cisco purchase order has been rejected for early invoicing non-compliance

SAP Business Network will list all invoices submitted in the last 31 days:

3 Filter invoices as required.

4 **Click on** the desired invoice number.

Note: Invoice status will be listed as "rejected" if denied by Cisco.

5 Validate the rejection reason and required next steps.

If the invoice has been rejected, the rejection reason will appear as follows:

"Cisco Early Invoicing: This purchase order (PO) has not been approved by Cisco for invoicing prior to the services commencing. Please resubmit this invoice once the service has been provided or connect with the Cisco Requester to amend the PO and obtain the mandatory approval."