



Introducción

Esta ayuda de trabajo brinda soporte relacionado con la carga de complemento de pago en el Portal de proveedores de Coupa (CSP) para proveedores de México.

Información importante:

Al recibir el pago de la factura, los proveedores de México deben informar el pago al SAT y cargar su archivo XML en el Portal de Proveedores de Coupa (CSP).

Los complementos de pago cargados en Coupa deben hacer referencia a un número de factura de Coupa existente. El complemento de pago fiscal se enlaza al SAT para la validación de su XML. Tras una validación del XML exitosa, el recibo de pago se carga en Coupa y es visible para el cliente.

Portal de Proveedores Coupa (CSP) Link: <https://supplier.coupahost.com>

Para obtener soporte adicional relacionado con el Portal de proveedores de Coupa, comuníquese con el Soporte de Coupa dentro del CSP o envíe un correo electrónico supplierenablement@ball.com

** Nota: se debe acceder a Coupa a través de Chrome, Firefox o Edge. Internet Explorer no debe usarse para Coupa.*

Contenido

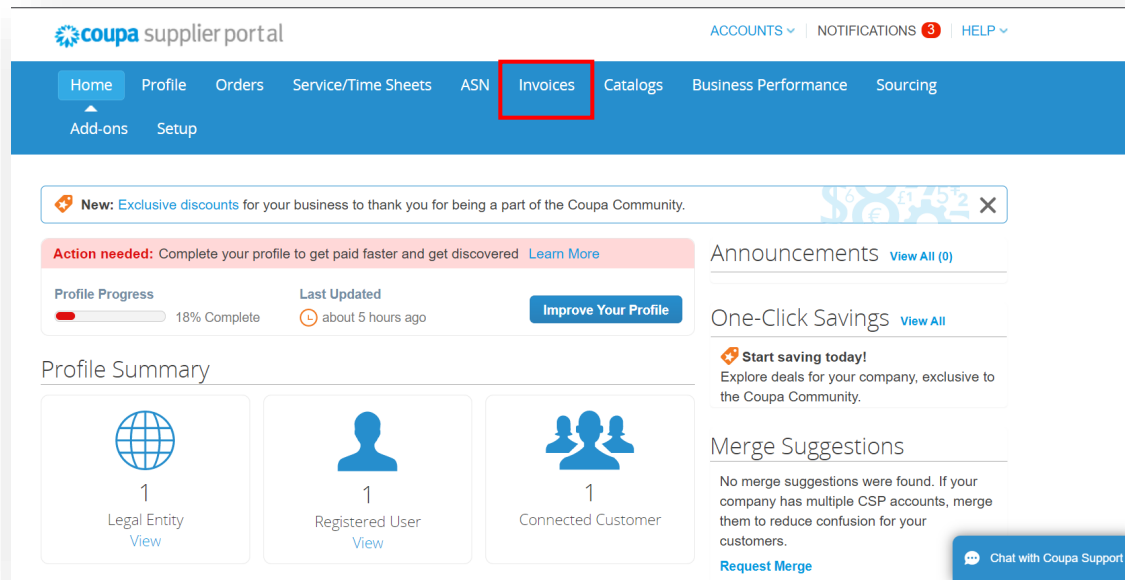
Cargar Recibo de Pago de CFDI en el Portal de Proveedores de Coupa (CSP) **Error!**
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Cargar Recibo de Pago de CFDI en el Portal de Proveedores de Coupa (CSP)

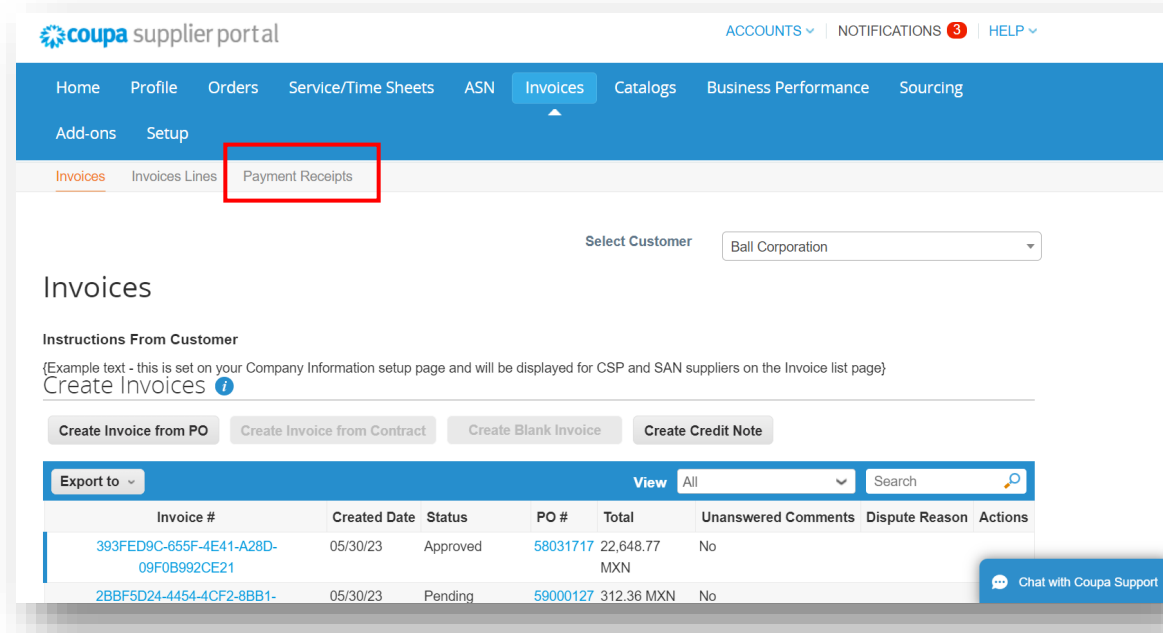
Una vez que se emite el pago de una factura aprobada, los proveedores de México deben generar un recibo de pago (complemento de pago) con el SAT y cargar el archivo XML en el Portal de Proveedores de Coupa.

1. Inicie sesión en el Portal de proveedores de Coupa utilizando el inicio de sesión de su empresa. Desde la página de Inicio, HAGA CLIC en **Facturas**.



The screenshot shows the Coupa Supplier Portal home page. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, **Invoices** (highlighted with a red box), Catalogs, Business Performance, and Sourcing. Below the navigation menu, there is a notification banner for exclusive discounts, an action needed banner to complete the profile, and a profile progress indicator showing 18% completion. The profile summary section displays three metrics: 1 Legal Entity, 1 Registered User, and 1 Connected Customer. On the right side, there are sections for Announcements, One-Click Savings, and Merge Suggestions.

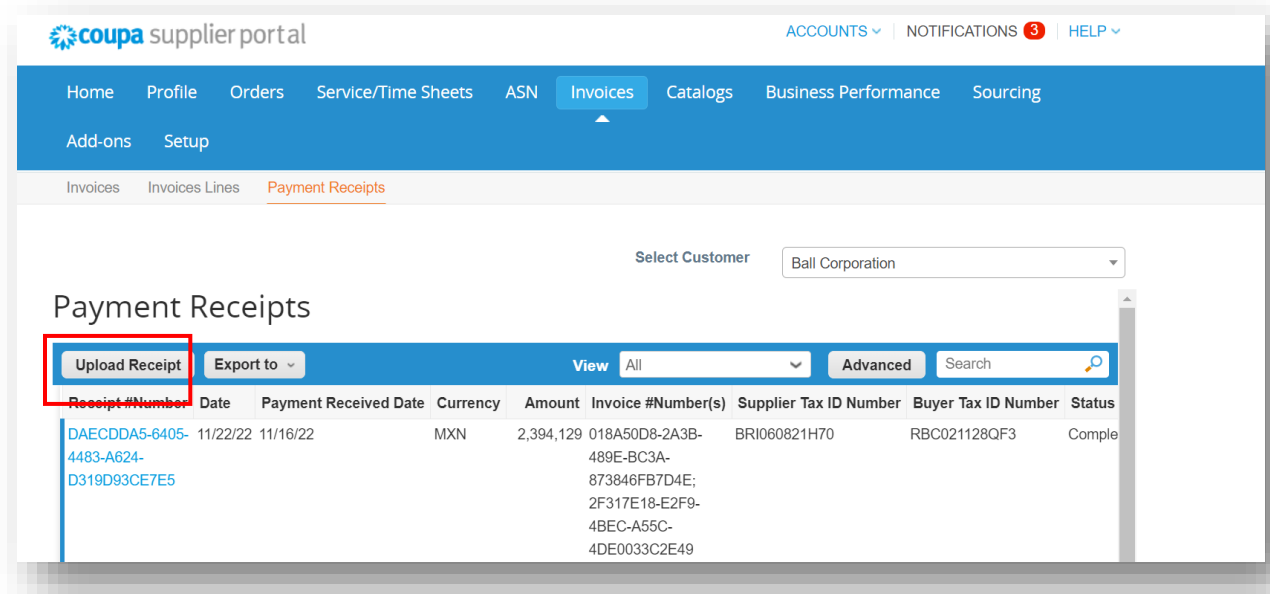
2. En la página Facturas, HAGA CLIC en la subpestaña **Recibos de pago**.



The screenshot shows the Coupa Supplier Portal Invoices page. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, **Invoices** (highlighted with a red box), Catalogs, Business Performance, and Sourcing. Below the navigation menu, there is a sub-tab menu with Invoices, Invoices Lines, and **Payment Receipts** (highlighted with a red box). The page displays a dropdown menu for 'Select Customer' with 'Ball Corporation' selected. Below this, there is a section for 'Instructions From Customer' and a 'Create Invoices' button. There are four buttons for creating invoices: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below these buttons, there is a table of invoices with columns for Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
393FED9C-655F-4E41-A28D-09F0B992CE21	05/30/23	Approved	58031717	22,648.77 MXN	No		
2BBF5D24-4454-4CF2-8BB1-	05/30/23	Pending	59000127	312.36 MXN	No		

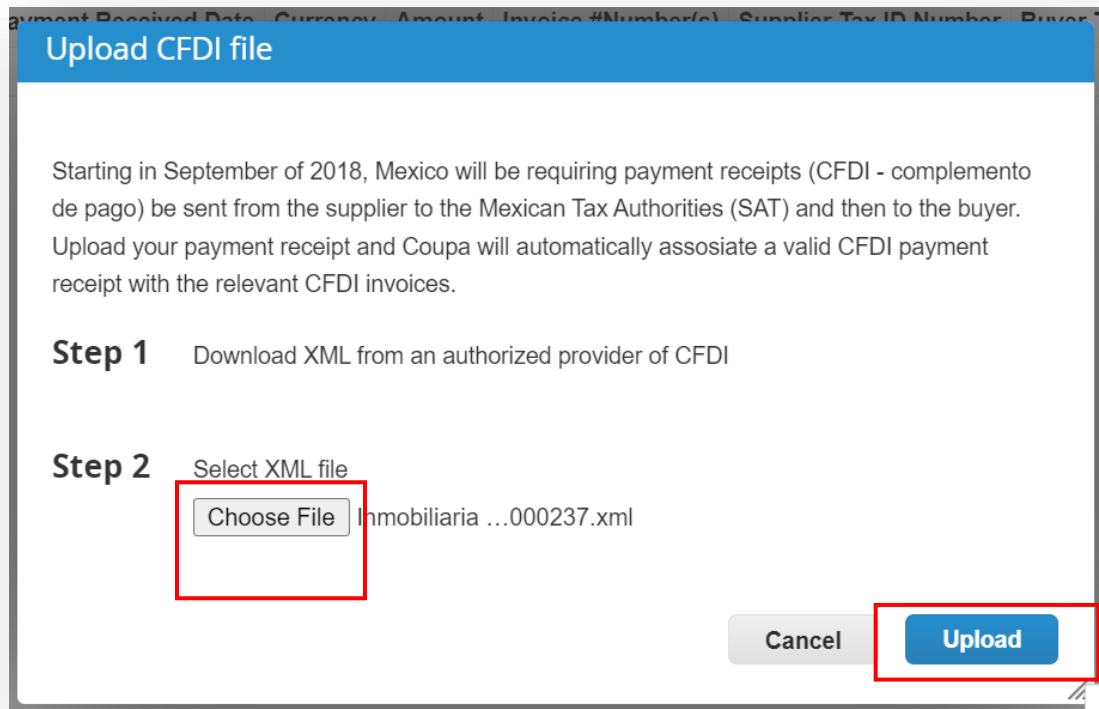
3. La página de Recibo de Pagos es donde cargará el complemento de pagos y podrá ver los complementos de pagos cargados previamente.
4. Haga CLIC en **Cargar recibo**.



The screenshot shows the 'Payment Receipts' page in the Coupa Supplier Portal. The page has a navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below the navigation bar, there are tabs for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A 'Select Customer' dropdown menu is set to 'Ball Corporation'. The main content area is titled 'Payment Receipts' and includes a table with columns: Receipt #Number, Date, Payment Received Date, Currency, Amount, Invoice #Number(s), Supplier Tax ID Number, Buyer Tax ID Number, and Status. The 'Upload Receipt' button is highlighted with a red box.

Receipt #Number	Date	Payment Received Date	Currency	Amount	Invoice #Number(s)	Supplier Tax ID Number	Buyer Tax ID Number	Status
DAECDDA5-6405-4483-A624-D319D93CE7E5	11/22/22	11/16/22	MXN	2,394,129	018A50D8-2A3B-489E-BC3A-873846FB7D4E; 2F317E18-E2F9-4BEC-A55C-4DE0033C2E49	BRI060821H70	RBC021128QF3	Comple

5. SELECCIONE el XML del recibo de pago para cargar y luego HAGA CLIC en **Cargar**.



The screenshot shows the 'Upload CFDI file' dialog box. It contains the following text: 'Starting in September of 2018, Mexico will be requiring payment receipts (CFDI - complemento de pago) be sent from the supplier to the Mexican Tax Authorities (SAT) and then to the buyer. Upload your payment receipt and Coupa will automatically associate a valid CFDI payment receipt with the relevant CFDI invoices.' Below this text, there are two steps: 'Step 1 Download XML from an authorized provider of CFDI' and 'Step 2 Select XML file'. Under Step 2, there is a 'Choose File' button and a text field containing 'Inmobiliaria ...000237.xml'. The 'Choose File' button and the 'Upload' button are highlighted with red boxes.

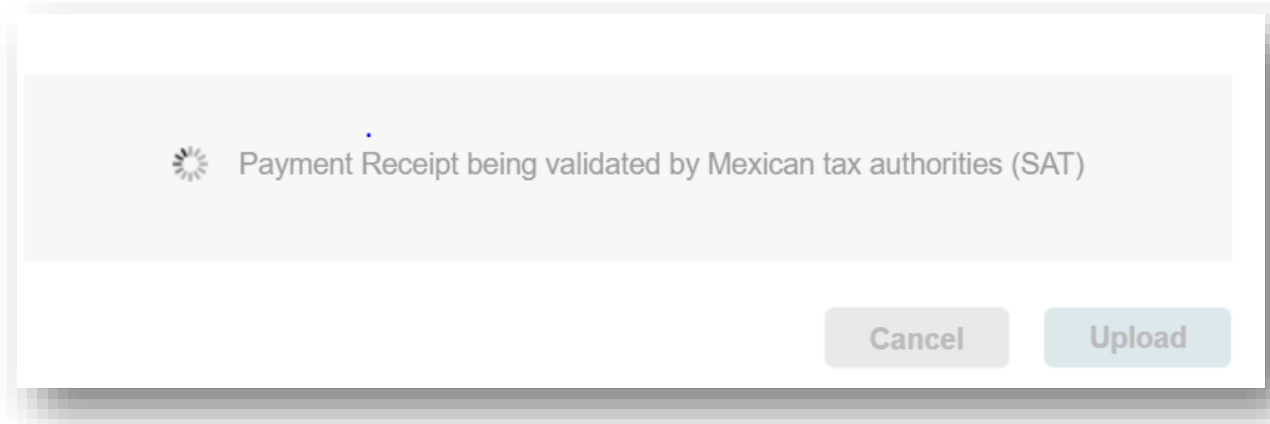
Step 1 Download XML from an authorized provider of CFDI

Step 2 Select XML file

Choose File Inmobiliaria ...000237.xml

Cancel Upload

- Al momento de la carga, el XML es validado por el SAT. Si se identifican errores durante la validación, corrija el recibo de pago y vuelva a cargarlo.



- El Recibo de Pago se carga correctamente y es visible en la página. El XML del recibo de pago también es visible para el equipo de cuentas por pagar de Ball en Coupa.

Payment Receipts

Receipt #Number	Date	Payment Received Date	Currency	Amount	Invoice #Number(s)	Supplier Tax ID Number	Buyer Tax ID Number	Status
C6E397A4-6D3E-4626-BA7A-CC00BEEE270B	05/23/23	05/19/23	MXN	2,837.85	2FF4E2C7-02A0-4ADE-8635-6853C0D1E190	IDO850702MQ3	BGS161202RG8	Completed

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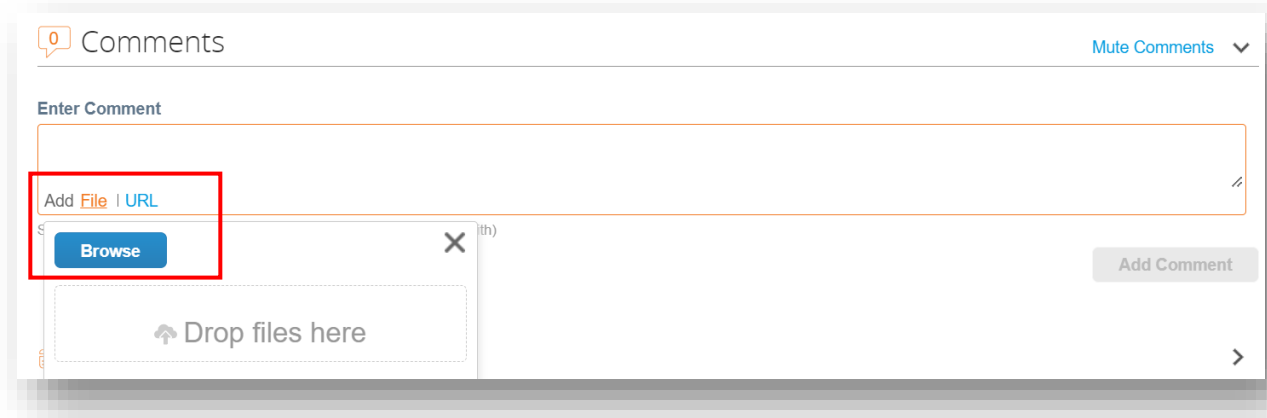
- Si es posible, se debe cargar una versión en pdf del recibo de pago en la sección comentarios de la factura. HAGA CLIC en el **número de factura**.

Payment Receipts

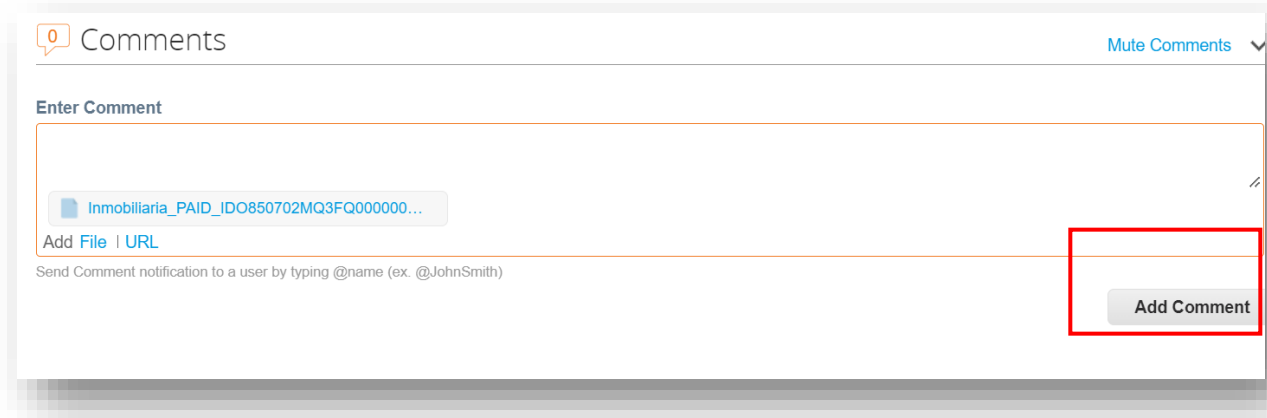
Receipt #Number	Date	Payment Received Date	Currency	Amount	Invoice #Number(s)	Supplier Tax ID Number	Buyer Tax ID Number	Status
C6E397A4-6D3E-4626-BA7A-CC00BEEE270B	05/23/23	05/19/23	MXN	2,837.85	2FF4E2C7-02A0-4ADE-8635-6853C0D1E190	IDO850702MQ3	BGS161202RG8	Completed

Per page: 15 | 45 | 90

9. Desplácese hacia abajo hasta la sección comentario. HAGA CLIC en **Archivo** y luego seleccione el documento pdf.



10. Después de cargar el documento, haga CLIC en **Agregar comentario**.



11. Esto completa el proceso de complemento de pago en Coupa.