Ariba Network September 2018 release guide

THE BEST RUN **SAP**

Content

Enablement

Features are enabled by default unless specified otherwise. When action is required to enable a feature, the information is in the "Enabling this feature" section.

General Ariba Network features

Translation requirements for non-Latin company names and addresses

This feature is applicable to:

- All supplier users who have permission to edit their company profiles
- All buyer users who have permission to edit their company profiles

This feature adds a requirement that all company profiles in Ariba Network supplier and buyer accounts include a company name and address in Latin characters to meet compliance guidelines and help your business partners worldwide find you. If you have provided name and address information in your company profile using non-Latin characters (such as Chinese characters, Japanese kanji and kana, Korean hangul, or a Cyrillic alphabet), you must provide that information in Latin characters in a separate set of fields. This requirement applies to:

- All Ariba Network buyer accounts
- All Ariba Network supplier accounts
- Suppliers who respond to customer orders through Ariba Network using one-time passwords

If you are a buyer or supplier user who has permission to edit your account's company profile, you can log into your account up to three times without providing a company name and address in Latin characters. If you do not provide that information after the third login, you lose access to your account's home page until you do.

All Latin characters are allowed. For example: A-Z, a-z, 0-9, ä, ö, ü, î, ï, ð, ñ.

The following is an example of a company name and address in Japanese characters and in Latin characters:

Company Name: 会社

Company Name (Latin characters): A Company

Street : 88 8 番道り

Street (Latin characters): 88 8th Street

Additionally, if your company profile was imported with corrupted characters like "�", please replace them with the correct characters.

> **i Note**
>
> SAP Ariba might deploy this feature outside of its regular release schedule, either before or after the SAP Ariba September 2018 release.

Deliver PO in the Ariba Network using buyer defined email address

This feature is applicable to:

- All Ariba Network buyer and supplier users

Buyers sometimes want to route purchase orders to a direct supplier sales contact within a supplier organization. Previously this was not possible for public suppliers on Ariba Network as the SAP Ariba solution respected the routing email address preferences entered by those suppliers in their Ariba Network accounts.

Now, buyers can route purchase orders to an additional supplier email address for both public and private suppliers in Ariba Network. Suppliers can be private (unregistered), public registered light account, or public full use account holders on Ariba Network.

Purchase orders can originate from an SAP Ariba Buying or SAP Ariba Buying and Invoicing solution or through cXML from an external system, such as an ERP system.

Prerequisites

- SAP Ariba Buying or SAP Ariba Buying and Invoicing buyers must have their site configured to allow buyer-defined email addresses for order routing. Have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.
- Public (registered) suppliers must set their auto-routing preference for purchase orders to email.

Limitations

This feature is not currently supported for one-time vendor purchase orders originating from SAP ERP systems.

Changes to existing functionality

Currently, if a supplier is not registered on Ariba Network, SAP Ariba honours the supplier contact email address that is provided by the buyer in the purchase order. However, when a supplier is registered on Ariba Network, the supplier can choose their preferred order routing method, and if the preferred routing method is email the supplier can provide up to five email addresses for purchase order delivery. Previously, in this situation, SAP Ariba would honour these contact email addresses and ignore any provided by the buyer.

However, now Ariba Network receives the purchase order cXML and routes it using the following logic:

For private suppliers (those who are not registered on Ariba Network):

- Ariba Network routes the order email to the buyer-specified email address in the existing "Correspondent" section of the purchase order cXML. The content of the email depends on the buyer's entitlement. This is the existing flow.
- If the purchase order cXML contains an additional correspondent (`directSupplierContact`), Ariba Network also sends an interactive email for the purchase order to this correspondent. This email contains two buttons, **Confirm Order** and **Create Invoice**, that the recipient can use to process the order. Regardless of whether the supplier is registered or not with Ariba Network, this email does not provide links for the recipient to register for an Ariba Network account or to log in to an existing account.
- If the additional correspondent email address is the same as that for the existing correspondent, then the email is routed only to the existing correspondent using the logic mentioned in the previous bullet point.

For public suppliers (those who are registered on Ariba Network):

- Ariba Network routes the order email to the supplier-specified email address(s). The content of the email depends on the buyer's entitlement. This is the existing flow.
- If the purchase order cXML contains an additional correspondent (`directSupplierContact`), the Ariba Network also sends the purchase order to that correspondent. This interactive email contains two buttons, **Confirm Order** and **Create Invoice**, that the recipient can use to process the order. Regardless of whether the additional supplier is a private or public supplier, the email does not provide links for the recipient to register for an Ariba Network account or to log in to an existing account.
- If the additional correspondent email address is the same as the one configured by the supplier in their Ariba Network account, the email is routed to the supplier-specified email addresses.

> **i** Note
>
> In all cases, if the email fails to be delivered to any of the addresses it is marked as FAILED for all addresses.

Changes to the purchase order email

When a buyer adds an additional correspondent for a purchase order, the following text is included on purchase order emails to let users know that the email will be sent to other users at the supplier organization:

"If you or your customer have more than one email address associated with your organization for purchase order delivery, a copy of this purchase order will be sent to the other email addresses."

Saving line item credit memo in draft mode with edit and resubmit

This Ariba Network feature is applicable to all supplier users.

This Ariba Network feature allows suppliers to create LICM document drafts, and to edit and resubmit failed LICM documents.

LICM draft creation

This feature allows suppliers to create a draft LICM documents.

> **i Note**
>
> The draft LICM is kept for seven days from the date of creation. If the draft is edited within this period, the retention period is reset to another seven days from the date of change.

Edit and resubmit of LICM for failed invoices

This feature allows a supplier who has a failed LICM cXML, due to buyer rules validation or other reasons, to review, correct and resubmit their LICM documents.

Prerequisites

- Supplier must have a trading relationship with the buyer on Ariba Network
- Supplier must have submitted an original invoice to Ariba Network

Limitations

Currently the following types of LICM are not supported for this feature:

- LICM generation from GRN (Goods Received Note) return - PRO-270
- LICM for return items - only for CSC (Collaborative Supply Chain) customers

Changes to supplier user interface

The following changes were made in the **Create Line-Item Credit Memo** page:

- **Save** button was added
- Exit area was added with the following buttons:
  - **Save** the Line-item credit memo.
  - **Delete** the Line-item credit memo.
  - **Continue** to work on the Line-item credit memo.
- **Edit & Resubmit** button appears when a failed LICM is opened.

  How to create a draft LICM [page 9]

  How to edit and resubmit a failed or rejected LICM [page 9]

How to create a draft LICM

Procedure

1. Log into your Ariba Network supplier account.
2. Select **Outbox** on the supplier **Home** dashboard.
3. Select the invoice for which you want to create LICM. This opens the **Create Line-Item Credit Memo** page.
4. After creating your LICM click the **Save** button. You will get a message in red that you LICM is saved and will be kept until a specific date which is seven days after the creation of the document.

Results

The saved draft LICM is listed on the ▌ **Drafts** ❭ **Invoices** ❭ page where you can review, edit and submit it.

How to edit and resubmit a failed or rejected LICM

Procedure

1. Log into your Ariba Network supplier account.
2. Select ▌ **Outbox** ❭ **Invoices** ❭ on the supplier **Home** dashboard.
3. Click the failed LICM.
4. Click on the **Edit & Resubmit** button. Make your changes to the LICM and click on the **Submit** button to submit your corrected LICM to Ariba Network.

Enhancements to routing exceptions for orders

This Ariba Network feature is applicable to:

- all supplier users

This is an enhancement to an existing feature that allows Ariba Network suppliers to override their default routing method for orders.

Suppliers can use this feature to prevent types of orders from being routed to a supplier's external integration channel. An order that matches the condition specified for an exception is routed to up to five email addresses instead.

Here are the changes:

- Previously, suppliers could specify up to five routing exceptions for orders. Now they can specify up to 20 exceptions.
- Previously, up to four conditions could be enabled for each exception, and the **or** logical operator was used between conditions. Suppliers can now choose **or** or **and** as the logical operator to use between conditions.

The following types of conditions are supported for each order routing exception you create:

- **External Document Type**
- **Item Category**
- **Extrinsic Transaction Category Type**
- **Location Code**

Changes to existing functionality

Supplier user interface changes

Order Routing page

In the section called **New/Change/Cancel Orders Routing Exception**, suppliers can add up to 20 exceptions to override default routing for orders. The exceptions are processed in the order they appear in the user interface.

Routing Conditions for Orders page

At the top of the page, suppliers can choose **or** or **and** as the logical operator to use between conditions. Previously, the **or** operator was used by default between conditions.

If you select **or**, only one condition must match an order to route it to email.

If you select **and**, all the specified conditions must match an order to route it to email.

Figure 1: Routing Conditions for Orders page

Service entry sheet usability enhancements

This Ariba Network feature is applicable to:

- all supplier users
- all buyer users
- Ariba Invoice Automation

Previously, while generating service entry sheets, suppliers could not provide a description of the service being provided. Also, if the invoice cXML document sent from an ERP system contains service description information, Ariba Network did not display the information.

Now, while creating a service entry sheet, Ariba Network displays a new field **Service Description** which suppliers can use to provide the required information. When this service sheet is sent to SAP Ariba Buying and Invoicing or an ERP system like SAP ERP system, approvers can use the information written in the **Service Description** field to understand the purpose of the service entry sheet and quickly take a decision. The CSV template for uploading service entry sheet now contains an additional column where suppliers can provide the description of the service entry sheet.

When the service entry sheet is either approved or rejected in the SAP ERP system and a service sheet number is generated, Ariba Network receives a status update from the SAP ERP system containing the service sheet number. Ariba Network now displays this service sheet number on the service entry sheet details page.

With this feature, while creating a service entry sheet, Ariba Network displays a check box using which suppliers can select all the line items and perform an action on them. For example, to delete line items, suppliers can select the required check boxes and click the **Delete** button.

Changes to existing functionality

Supplier user interface changes

While creating a service entry sheet, Ariba Network displays a new **Service Description** text box.

Buyer user interface changes

Ariba Network now displays the **Service Description** field on the service sheet details page.

After a service entry sheet is either approved or rejected by the ERP system and a service sheet ID is generated, a status update containing the service sheet ID is sent to Ariba Network. On the service entry sheet details page, Ariba Network now displays the **ERP SES ID** field containing the service sheet ID generated by the SAP ERP system.

Defaulting the purchase order's currency for a service entry sheet

This Ariba Network feature is applicable to:

- all supplier users
- all buyer users
- Ariba Invoice Automation

Previously, when suppliers created a service entry sheet and added line items from a contract or by punching into SAP Ariba Buying and Invoicing, Ariba Network added the line item with the currency specified in the contract. This currency may be different from the currency used in the purchase order from which the service entry sheet was generated. This resulted in a service entry sheet containing multiple currencies.

With this feature, when a supplier adds a line item by punching in to SAP Ariba Buying and Invoicing where a different currency is used for the line item, Ariba Network converts it to the currency used in the purchase order and calculates an amount as per the exchange rate maintained by Ariba Network. During this creation of the service entry sheet, Ariba Network displays the exchange rate being used and the **Unit Price** column of the line item displays the price in both the currencies. The exchange rate being used for the unit price calculation and the amount in the new currency is stored in the cXML document once the service entry sheet is created.

> ☘ Example
>
> A line item on a service entry sheet page has a unit price of 10 $. The supplier punches into SAP Ariba Buying and Invoicing and selects an item where the unit price is specified in Pounds currency. After the supplier returns to Ariba Network service entry sheet creation page, Ariba Network displays the prevalent currency

> exhange rate between the Pound and the Dollar, converts the unit price of 10 $ to an appropriate amount in Pounds using the displayed exchange rate and displays the amount.

However, on the service entry sheet creation page, Ariba Network does not allow you to add an unplanned line item with a different currency.

Enabling this feature

This feature is enabled for all buyers and suppliers.

Changes to existing functionality

Supplier user interface changes

While creating a service entry sheeet, when a supplier adds a line item by punching in to SAP Ariba Buying and Invoicing where a different currency is used for the line item, and returns to Ariba Network service entry sheet creation page, Ariba Network displays:

- the **Exchange Rate** section with the relevant exchange rate details.
- both the currencies in the **Unit Price** column of the line item.

Flagging line items as not interested in bidding

This Ariba Network feature is applicable to:

- **Quote automation supplier users**
- **Quote automation buyer users**

Suppliers may not be interested in bidding on specific line items for various reasons such as unvailability of stock or transportation delays in procurement.

Previously, suppliers could not indicate their lack of interest in bidding on specific line items. Buyers could not understand the reasons why suppliers did not bid on specific line items.

Now, suppliers can indicate their lack of interest in bidding on specific line items and specify the reasons for not bidding on them. After a supplier indicates lack of interest in bidding on a line item, quote automation displays a **Not Interested** label on the line item and the supplier cannot bid on them again.

Quote automation captures the reasons provided by suppliers for not bidding on line items and sends the information in quote message cXML documents to the ERP system.

Enabling this feature

This feature is enabled for all suppliers entitled for quote automation.

Changes to existing functionality

Supplier user interface changes

- On the RFQ details page, the **Lines** tab now displays the **Not interested in bidding on any line item? Click here.** link. Clicking on this link opens a new window containing the list of nonquoted line items on which the supplier can indicate lack of interest and specify the reasons.

cXML changes

Quote automation uses the new **RejectionReason** extrinsic in the **ItemDetail** section of a quote message cXML document to store the reasons provided for lack of interest in a line item. For example

⌨ Sample Code

```
<QuoteItemIn rank="1" lineNumber="0001" quantity="4" type="award">
    <ItemDetail>
        <Extrinsic name="RejectionReason">Wrong Commodity</Extrinsic>
    </ItemDetail>
</QuoteItemIn>
```

Supplier tasks

How to indicate lack of interest in line items

Context

Suppliers can indicate their lack of interest in bidding on specific line items.

Procedure

1. On SAP Ariba Discovery, access the required RFQ posting to which you want to respond.

   SAP Ariba Discovery opens the RFQ posting details page.
2. On the **Lines** tab, click **Not interested in bidding on any line item? Click here.** link.

   SAP Ariba Discovery displays a window containing the list of line items on which you have not yet quoted.
3. Select the line items that you do not want to bid on.
4. For each line item that you have selected for showing lack of interest in bidding, in the **Comments** text box, specify the reasons for the lack of interest.
5. Click **Submit**.

   In the **Lines** tab, SAP Ariba Discovery displays a **Not Interested** label for the line items in which you have indicated lack of interest.

Extended invoice corrections for real time audit in Hungary

From July 1, 2018, suppliers in Hungary must report all invoices that exceed a VAT of 100,000 Hungarian Forint (HUF) to the Hungarian National Tax and Customs Administration (NAV). This is a mandatory tax regulation initiated by the NAV in Hungary. The NAV is an online system. The invoicing system used by suppliers to create invoices (Ariba Network), must report such invoices online to the NAV immediately after the invoices are issued. Keeping in line with this tax requirement, invoices issued by suppliers in Hungary are reported to the NAV through the Ariba Network interface.

Ariba Network does not report invoices with VAT less than 100,000 HUF to the NAV. However, there is *no* regulation that discourages reporting invoices with less than or equal to 100,000 HUF.

This feature is applicable only to domestic invoices, where suppliers and buyers (or their tax representatives) are located in Hungary. This feature reports only mandatory invoice fields to the NAV.

Enabling this feature

This feature is enabled by default. In addition, the current feature has a dependency on an earlier feature *NP-8767 Hungary eInvoicing enhancements and invoice data reporting*. This feature is also enabled by default. There is no action required from SAP Ariba to enable this feature.

Prerequisites

- Supplier organizations must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.
- If supplier organizations do not have their VAT ID, they must enter the tax ID of their tax representative in the regulatory profile section.

Limitations and risks

- When suppliers use the Ariba Network for invoicing in Hungary, they must ensure that the same invoice content is not reported from another invoicing system (e. g. supplier ERP system). Otherwise, there is a risk of duplication of invoice data at the NAV.
- Only invoices and line item credit memos are reported to the NAV through the Ariba Network interface.
- Supplier organizations are not allowed to create invoices that have a VAT of more than 100,000 HUF if the supplier organization has not registered at the NAV portal:
- Storno and technical annulments will be supported in future enhancements to this feature.

Workflow

1. Supplier organizations register at the NAV portal.
2. They generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key**.
3. They provide these details in their Ariba Network user accounts in the **Access information to the online invoice platform operated by NAV** section.
4. If an invoice contains a VAT value that is equal to or greater than 100,000 HUF, Ariba Network sends the mandatory invoice data to the NAV after the supplier submits the invoice.
5. The NAV processes the invoice data and sends back a status report to Ariba Network.
6. Suppliers can check the invoice status in the **History** tab of their user accounts in Ariba Network.

> **i** Note
>
> The **History** tab appears at the top of each invoice. All the invoices that a supplier has submitted are shown in the **Outbox** tab of a supplier's account. The **History** tab displays the status messages of an invoice. These messages include error and warning messages received from the NAV. For more information on error and warning messages, see https://onlineszamla-test.nav.gov.hu/api/files/container/download/Online%20Szamla_Interfesz%20specifik%C3%A1ci%C3%B3_EN.pdf ↗ .

7. If the invoice status is a success, and all other buyer defined invoice criteria are met by the invoice, Ariba Network propagates the invoice to the buyer organization.

Supplier administrator tasks

This sections describes supplier administrator tasks that suppliers in Hungary must complete.

How to set up a regulatory profile for Hungarian suppliers

Context

Regulatory profiles refer to supplier accounts registered with the tax authorities in Hungary for electronic invoicing procedures. Suppliers in Hungary can have multiple VAT IDs. However, one VAT ID can have only one regulatory profile associated with it. The **Set Up Legal Profile** check box is available to suppliers in Hungary. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Hungary.

> **i Note**
>
> All the existing (legacy) regulatory profiles associated with a supplier's VAT ID are migrated to the Legal Profile page. When you create the first regulatory profile, you will be asked to confirm if you wish to migrate your existing regulatory profiles. The current enhancement facilitates the creation of new regulatory profiles in Ariba Network.

Procedure

1. Click ▎▶ **Company Settings** ❯ **Company Profile** ❯.
2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the following required fields in the **Address Name** section :

   ○ **Address Name** - Supplier's company address
   ○ **VAT ID** - Supplier's VAT ID
   ○ **Tax ID**

   Supplier VAT ID can contain a maximum of 20 digits. It must begin with HU, and must be followed by a minimum of 8 digits.

   Tax ID is an 8-digit numeric value. You cannot have same Tax ID for different supplier profiles.
4. Enter the following required fields in the **Address** section:

   ○ **Address 2** - Your company's additional branch address in Hungary.
   ○ **Postal Code** - This is a four digit number.
   ○ **Country**

5. Select the **Set Up Legal Profile** check box.

Results

The regulatory profile for the VAT ID is created, and suppliers can now set up tax invoice number ranges for this regulatory profile. After a standard invoice or line item credit memo is submitted, Ariba Network processes these invoices sequentially and assigns a folio number that is configured in the regulatory profile. This number is captured in the `taxInvoiceNumber` extrinsic. The document is then sent to TrustWeaver for digital signing.

How to set up a tax invoice number range

Context

A tax invoice number range (also called a folio) is a range of numbers that a supplier defines in Ariba Network. When a standard tax invoice is created, Ariba Network automatically assigns a number sequentially from the active range to the invoice. Note that even though you can have multiple tax invoice number ranges defined, only one range can be active at any time.

To create a tax invoice number range:

Procedure

1. In the **Financial Information** section, select **Standard Invoice** or **Line Item Credit Memo** depending on the invoice type you want to create.
2. Click **Create**.
3. Enter your choice of numbers in the **Initial Tax Invoice Number** and **Final Tax Invoice Number** fields.
4. If you want to make this the active tax invoice number range, click **Activate**.

    The **Legal Profile Status** column displays the registration status with SAP Ariba's accredited service provider.
5. Click **Save**.

    A tax invoice number range already in use cannot be deleted.

How to register NAV information

Context

Supplier organizations in Hungary must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.

To register your NAV information as a supplier in Hungary, follow these instructions:

Procedure

1. Visit the online portal of the Hungarian National Tax and Customs Administration (NAV) and generate the required information by following the instructions in the online portal.
2. Log in to your Ariba Network supplier account.
3. Set up your legal profile and provide your financial information in their respective sections. For details, see sections How to set up a regulatory profile for Hungarian suppliers [page 17] and How to set up a tax invoice number range [page 18].
4. In the section **Access information to the online invoice platform operated by NAV**, enter your **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** information (that you generated in the NAV portal) in their respective fields.

5. Click **Save**.

Appendix A - sample XML document sent to NAV

This is a sample cXML invoice:

⇆ Sample Code

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Invoice xmlns="http://schemas.nav.gov.hu/OSA/1.0/data" xmlns:xalan="http://
xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.nav.gov.hu/OSA/1.0/datahttp://
schemas.nav.gov.hu/OSA/1.0/data/invoiceData.xsd">
  <invoiceExchange>
    <invoiceHead>
      <supplierInfo>
      <supplierTaxNumber>
      <taxpayerId>12342659</taxpayerId>
      </supplierTaxNumber>
      <supplierName>hungaryAddress</supplierName>
      <supplierAddress>
      <simpleAddress>
```

```
        <countryCode>HU</countryCode>
        <postalCode>7163</postalCode>
        <city>Budapest</city>
        <additionalAddressDetail>jUnitDummy</additionalAddressDetail>
        </simpleAddress>
        </supplierAddress>
        </supplierInfo>
        <invoiceData>
        <invoiceNumber>120703</invoiceNumber>
        <invoiceCategory>NORMAL</invoiceCategory>
        <currencyCode>HUF</currencyCode>
        <invoiceAppearance>ELECTRONIC</invoiceAppearance>
        </invoiceData>
    </invoiceHead>
    <invoiceLines>
        <line>
        <lineNumber>1</lineNumber>
        <advanceIndicator>false</advanceIndicator>
        <lineDescription>ddd</lineDescription>
        <quantity>10</quantity>
        <unitOfMeasure>EA</unitOfMeasure>
        <unitPrice>100000.09</unitPrice>
        </line>
    </invoiceLines>
    <invoiceSummary>
        <summaryNormal>
           <invoiceNetAmount>1100000.91</invoiceNetAmount>
           <invoiceVatAmount>100000.01</invoiceVatAmount>
           <invoiceVatAmountHUF>100000.01</invoiceVatAmountHUF>
        </summaryNormal>
    </invoiceSummary>
   </invoiceExchange>
</Invoice>
```

Appendix B - APIs invoked by Ariba Network

The NAV in Hungary has made the following APIs available to enable suppliers to register and report invoices:

- `tokenExchange`: This API is invoked to receive a token which in turn is used to invoke the other APIs
- `manageInvoice`: This API is invoked to report invoice data to the NAV
- `queryInvoiceStatus`: This API is invoked to check the status of the invoice after it is sent to the NAV
- `queryTaxpayer`: This API is invoked to check if a supplier is registered at NAV

Appendix C - information about Ariba Network invoicing software

Hungarian suppliers using Ariba Network to create invoices in Ariba Network may need the following information. However, there is no general registration requirement for Ariba Network or for suppliers using Ariba Network.

- Software name: Ariba Network
- Software ID: SAPARIBA-AN-201807
- Developer name: SAP SE

- Developer VAT ID: DE 143454214
- Name of the seller: (for example) SAP Hungary Ltd.
- VAT ID of the seller: (for example) 12342659-2-44
- System name: SAPARIBA-AN-201807
- System accessibility: https://service.ariba.com/Supplier.aw

Enabling suppliers to add custom search keywords in their company profiles

This Ariba Network feature is applicable to:

- all supplier users

While creating a company profile, suppliers specify product and service categories, and ship-to or service locations, which are provided by Ariba Network. This information helps buyers search for suppliers matching their requirement.

Previously, suppliers could not specify custom keywords which can describe their company's area of business.

Now, on the **Company Profile** page, suppliers can add custom keywords which help them to be more discoverable when buyers search for suppliers. By default, Ariba Network allows suppliers to add a maximum of 200 keywords. The maximum length of a keyword can be 1000 characters.

On SAP Ariba Discovery, buyers can search for suppliers using the new **Company Keywords** field in the **Advanced Search** functionality.

Enabling this feature

This feature is enabled for all suppliers.

External document type visibility

This Ariba Network feature is applicable to:

- All buyer users
- All supplier users

ERP customers usually have customized item types that are associated with specific types of orders, such as rush or return orders. The order type can be transferred to Ariba Network and the `ExternalDocumentType` element is included in the cXML syntax for purchase orders. However, external document types were not also displayed in the Ariba Network user interface or in generated reports for purchase orders.

With the external document type visibility feature, customized purchase order type information is now also displayed in the Ariba Network user interface and reports. Suppliers can now easily identify when a purchase order is a custom order type and appropriately handle the order.

Enabling this feature

This feature is enabled for all buyers and suppliers. For information about how to configure this feature, see the administrator topics.

Prerequisites

To display the **External Document Type** column on the **Orders and Releases** page, the column must be checked in the table options menu ▦.

Limitations

The **External Document Type** field is not available as a search filter.

Changes to existing functionality

User interface changes

This feature provides the following functionalities for both buyers and suppliers:

- An **External document type** line displays in headings of the following details pages:
  - Purchase orders
  - Scheduling agreements
  - Scheduling agreement releases
  - Blanket purchase orders
- The **Orders and Releases** page includes the **External Document Type** column.

Changes to reporting

This feature adds the **External Document Type** column to the Order Report and the Failed Order Report.

PDF invoices

This Ariba Network feature is applicable to:

- all supplier users who are eligible to use PDF invoices
- all buyer users

This Ariba Network feature provides suppliers with the ability to send invoice data to Ariba Network by uploading PDF invoices or sending them by email. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers. Uploading of PDF line item credit memo is also supported.

In order to send PDF invoices to Ariba Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction functionality with the third-party service provider.

The feature consists of the following subfeatures:

- Supplier onboarding for PDF invoices [page 25]
- PDF invoice processing [page 25]
- PDF invoice - line item credit memo [page 26]
- Email PDF invoice processing [page 26]
- PDF invoices light account support [page 27]

Enabling this feature

This feature is disabled by default. To enable this feature, the buyer Designated Support Contact must log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

General information

- This feature is appropriate for suppliers who send more than 25 invoices per year to their SAP Ariba buyers. If suppliers send more than 1500 invoices per year, they should submit them electronically from their external system via cXML or EDI.
- The SAP Ariba service provider, which extracts the PDF invoices, executes validations that are limited to the data necessary to generate valid invoice cXML.
- The third-party service provider may infer any missing data from the PDF in order to build a valid cXML document containing the information required for a paper invoice.
- Purchase order invoices and non-purchase order invoices are supported.
- Typically, it takes between 10 minutes and a couple of hours to receive the cXML after sending the PDF, but it may take longer depending on volume.
- SAP Ariba may decline to activate this feature for a specific supplier at SAP Ariba's discretion, for example due to expectation of low volume or data quality concerns.
- The supplier is responsible for making sure that the extraction results are in line with the PDF content. Suppliers should regularly review the extraction results before submitting the invoice.
- Ariba Network applies all buyer-specific invoice rules (default transaction rules, country-based rules, and supplier group rules) in the same way that they are applied to all other invoices, regardless of how they are submitted to Ariba Network.
- Supplier's address must be in one of the following supported countries:

Belgium	Italy	Switzerland
France	Netherlands	United Kingdom
Germany	Sweden	United States

- The following languages are supported:

Dutch	French
English	German

Prerequisites

- Buyers have to request the activation of the PDF Invoices solution in their Ariba Network account from SAP Ariba Customer Support.
- This feature is applicable to suppliers who have at least one buyer using PDF invoices.
- The supplier must successfully complete the supplier onboarding for PDF invoices.
- The supplier must upload data PDF files, not scanned paper invoices.
- The PDF files must be unique and must not contain the same data, for example, the same invoice number, totals, and so on.
- The PDF files must have the same invoice layout.
- One PDF file must contain a single invoice.
- The PDF files must not be password protected.
- All PDF files must be in one language.
- If the email PDF invoice processing functionality is used, the supplier must register the email address for their organization from which they are sending PDF invoices.
- If the PDF invoices for LICM functionality is used, the supplier must have submitted an original invoice to Ariba Network.

Limitations

- The maximum file size of one PDF is 2 MB.
- Only material invoices are supported. Services invoices are not supported.
- PDF invoices feature does not support invoices referring to multiple POs.
- PDF invoices feature does not support debit memos.
- During onboarding the supplier cannot upload less than 5 or more than 10 PDF documents at a time.
- The supplier can upload up to 10 PDF documents in a single transaction for one buyer.
- The supplier can attach only one PDF document if they are sending PDF invoice through email.
- Currently the following types of LICM are not supported:
  - LICM generation from goods receipt note (GRN) return - PRO-270
  - LICM for return items - only for collaborative supply chain (CSC) customers

Related Information

Supplier onboarding for PDF invoices

This feature allows online self-service onboarding for suppliers using PDF invoices to send invoices through Ariba Network. The onboarding process allows a supplier to set up their PDF invoice extraction functionality with a third-party service provider in order to send invoice data to Ariba Network by uploading PDF invoices or sending them by email.

To onboard successfully, the supplier has to upload at last five representative sample PDF invoices on Ariba Network. Then the third-party service provider sets up the extraction process and returns the supplier's onboarding status to Ariba Network.

> **i Note**
>
> Please bear in mind that the system allows you only three attempts to onboard successfully.

Related Information

PDF invoice processing

This feature provides suppliers with the ability to send invoice data to Ariba Network by uploading a PDF invoice. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers.

Related Information

PDF invoice - line item credit memo

This Ariba Network feature provides suppliers with the ability to send invoice data to Ariba Network by uploading a PDF line item credit memo (LICM). An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the LICM is sent to Ariba Network, where it can be reviewed by suppliers.

This feature has the same functionality as the PDF invoice processing. However, instead of a standard invoice the supplier uploads a PDF LICM document to adjust errors in an invoice that has already been submitted to Ariba Network.

> **i Note**
>
> The supplier must provide an invoice ID and invoice date in the LICM PDF to identify the invoice with which the LICM is associated.

Since LICM is a type of invoice, you can see how it is processed through the PDF invoices by referring to the following:

- Supplier onboarding for PDF invoices [page 25]
- PDF invoice processing [page 25]
- Email PDF invoice processing [page 26]

Email PDF invoice processing

This feature offers an alternative submission method for suppliers to send invoice data to Ariba Network through email with attached invoice PDF.

> **i Note**
>
> - The supplier must use the following To email address: pdfinvoice-prod@ansmtp.ariba.com
> - The email Subject must contain Ariba Network buyer ID

Related Information

PDF invoices light account support

This Ariba Network feature is applicable to all suppliers with light accounts. This Ariba Network feature provides light account suppliers with the ability to send invoice data to Ariba Network by uploading PDF invoices or directly submitting them via email by replying to interactive email (IE) order from the buyer. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers. In order to send PDF invoices to Ariba Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction functionality with the third-party service provider.

> i Note
>
> - Ariba Network Light Account support must be activated for suppliers.
> - For information about the workflow of this feature, see Workflow for the PDF invoices [page 28].
> - In order to use this feature the supplier must successfully complete the supplier onboarding for PDF invoices. This is done from Ariba Network **Home** dashboard **Company Settings** **Electronic Invoice Routing** **PDF Invoices** **Start feature activation** page. For more information about PDF invoices onboarding, see Supplier onboarding for PDF invoices [page 25].

Notifications for PDF invoices

Ariba Network sends an email notification to the suppliers for the following scenarios:

- When the PDF document is successfully uploaded to Ariba Network and that it will be sent to the service provider for conversion. The email contains a link to the PDF document – **View PDF**.
- When the PDF document is successfully converted. The email contains a link to the draft document - **Edit Draft**.
- When IE purchase order is sent by the buyer. The email contains a **Send PDF invoice** link. This allows the supplier to send a PDF invoice from their email to Ariba Network.
- When the PDF invoice is undeliverable or rejected. The email contains a link with details of the failed document.
- After the invoice is submitted. Ariba Network sends the cXML invoice to the supplier. Attached to the invoice are Ariba Network generated PDF and the original PDF invoice.

Related Information

Workflow for the PDF invoices [page 28]
Changes to supplier user interface for PDF invoices light account support [page 35]
How to upload PDF invoices with the creation of a draft invoice [page 37]
How to send PDF invoices by replying to buyer's IE order [page 37]

Workflows

Workflow for the PDF invoices

The following diagram illustrates the PDF invoices process:

Figure 2: PDF invoices workflow

The following steps describe the PDF invoices workflow:

1. Buyer sends a request to SAP Ariba Customer Support for activation of the PDF invoices feature.
2. Supplier starts PDF invoices onboarding with Ariba Network.
3. Supplier completes PDF invoices onboarding.
4. Supplier tests the feature by uploading test PDFs or sending emails with test PDF to Ariba Network using their test account.
5. Ariba Network processes uploaded PDF invoice.
    1. Ariba Network processes PDF invoice sent by email (an alternative submission method for sending invoice data to Ariba Network).
6. Buyer receives a cXML invoice.

Workflow for the supplier onboarding for PDF invoices

The following diagram illustrates the supplier onboarding for PDF invoices process:
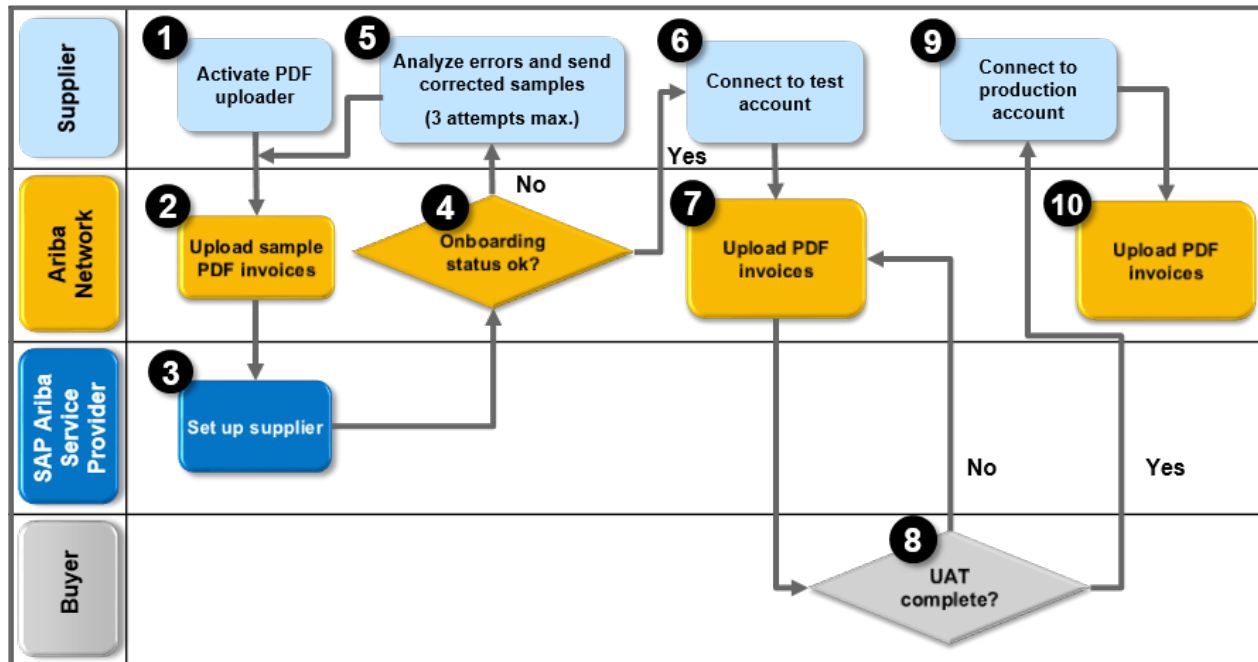
Figure 3: Supplier onboarding for PDF invoices workflow

The following steps describe the onboarding process for a supplier and the third-party service provider:

1. The supplier opens the ▶ **Electronic Invoice Routing** ❭ **PDF Invoices** ❭ **1. Start feature activation** ❭ page and checks the **Enable PDF Invoices** checkbox. In the dialog **CONFIRM ENABLING OF PDF INVOICES** that appears, the supplier must confirm with **Yes** to continue with the onboarding.

   > **i Note**
   >
   > Checking the **Enable PDF Invoices** automatically subscribes the supplier to the PDF Extraction Onboarding Service and PDF Extraction Service.

2. On the **2. Set up status change notification** page the supplier can enable **Send notifications when onboarding statuses change** and provide an email address to receive information regarding their onboard status. Enabling of this setting is advisable as the onboarding may take a few days.

3. On the **3. Upload sample documents** page the supplier uploads sample PDF invoices and submits them. This closes the **Upload sample PDF documents** area which is replaced by the **Onboarding Status** area.

4. The third-party service provider processes the PDFs. The status **PDF invoices onboarding in progress...** is displayed in the **Onboarding Status** area.

5. Once the onboarding is complete, the system displays the status **Your PDF invoices onboarding was successfully completed** with additional information what to do next. The system unlocks the PDF uploader functionality, and the user is now ready to upload actual PDF invoices.

6. If there are errors during the onboarding process, the system displays the status **Your PDF uploader onboarding failed due to the following error(s):**, the reasons for the errors and the number of onboarding attempts the supplier has left, maximum three attempts before being locked out of the onboarding system. The supplier then must analyze the errors and upload corrected PDF samples.

7. The supplier can start testing the PDF uploader invoice processing functionality with their test account. This is done from the Ariba Network **Home** dashboard ❙▶ **User Name** ▶ **Switch To Test ID** ▶.

8. The supplier uploads actual PDF invoices to complete the user acceptance testing (UAT) with the buyer. For information on how to upload PDF invoices to Ariba Network, see *PDF invoice processing*.

9. The buyer completes the relevant enablement tasks in order to allow the supplier to transact in production.

10. Once the supplier successfully completes testing, they switch to the production account.

11. The supplier is now ready to upload, or email actual PDF invoices to the system.

Workflow for the PDF invoice processing

The following diagram illustrates the PDF invoice processing workflow:
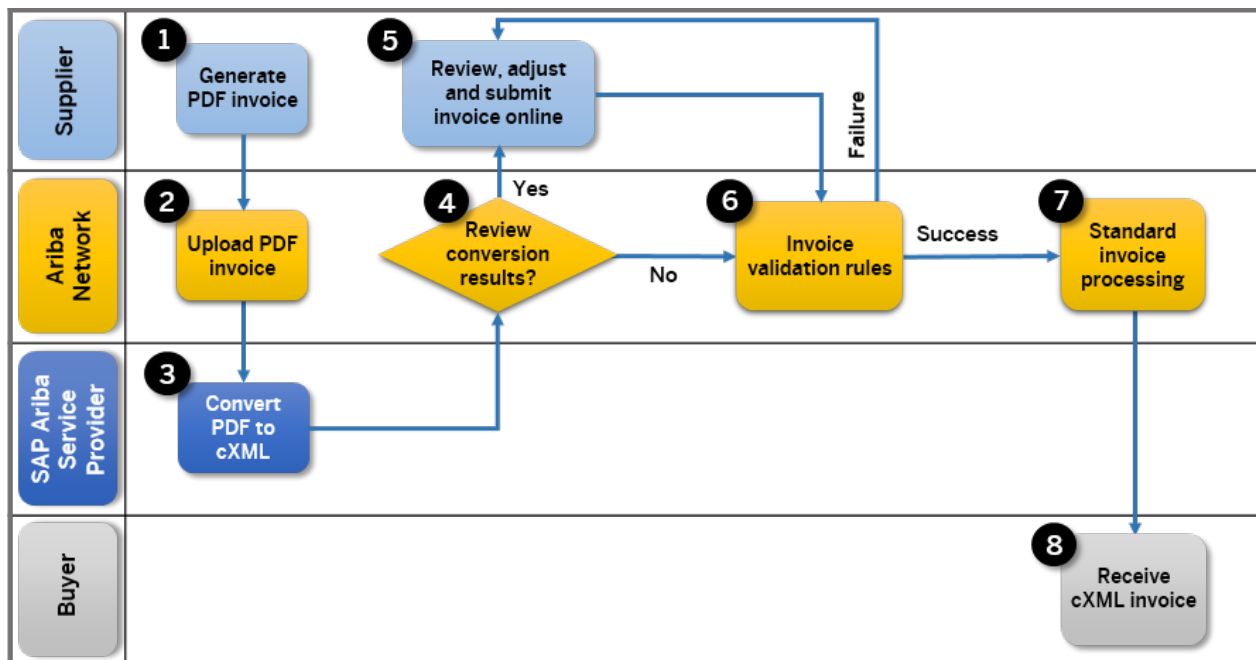
Figure 4: Workflow for uploading PDF invoices to Ariba Network

The following steps describe the workflow process of a supplier who uploads a PDF invoice from their accounting system to Ariba Network:

1. The supplier generates a PDF invoice from their accounting system.

2. The supplier uploads the PDF invoice to Ariba Network. Prior to the upload, the supplier is prompted to choose a buyer.

3. The service provider processes the PDF and posts the invoice cXML to Ariba Network. During the process the document is listed on the **PDF Conversions** page in Ariba Network with the status Conversion Pending. When the conversion is completed successfully, the result can be seen on the **PDF Conversions** page with the status Converted.
   If errors occur during the conversion process, the supplier sees the status Conversion Failed on the **History** tab of the **PDF Document Details** page. Also, if the setting **Send a notification when PDF invoices are undeliverable or rejected** is enabled, Ariba Network sends an email to the supplier stating the reason for the failure.

4. The supplier may choose to review conversion results before submission (which is recommended), or to automatically submit the converted PDF invoices to Ariba Network. For information about automatic submission or review of converted PDF invoices, see *Changes to supplier user interface for PDF invoice processing*, **PDF Invoice Settings**.

5. If the supplier wants to review the conversion results before submission, Ariba Network generates a draft invoice, which is visible in the **Drafts** tab of the supplier's **Outbox**. The original PDF invoice from the supplier is included as an attachment in the generated draft invoice. The supplier must review the draft invoice within seven days, edit it to correct any errors, and submit the invoice. Otherwise the status of the draft invoice is set to Failed. This review is done on the **Drafts** tab of the supplier's **Outbox**.

6. When the supplier chooses to submit the extraction result without manual validation, the cXML invoice is created and the supplier can view the invoice status on the **Invoices** tab of the supplier's **Outbox**, or if they have subscribed to receive email notifications, they receive an email notification of the invoice status. After successful validation, the invoice status is updated to Sent on the **Invoices** tab of the supplier's **Outbox**. If errors occur during the automatic submission process, then the invoice appears with the status Failed on the **Invoices** tab. The supplier can edit the invoice in order to comply with the validation rules and resubmit it. The record of the previous failed invoice remains in the system with the status Obsoleted.

7. From this point, invoice processing converges with the standard Ariba Network process:
    1. The cXML is digitally signed (depending on the originating and destination countries).
    2. The cXML and the original PDF from the supplier are optionally archived based on the buyer and supplier configuration.

8. The invoice is routed to the buyer using the standard integration option of their choice.

Workflow for the email PDF invoice processing

The following diagram illustrates the email PDF invoicing process:

Figure 5: Email PDF invoice processing workflow

The following steps describe the email PDF invoice processing workflow:

1. The supplier generates a PDF invoice.
2. The supplier sends an email to Ariba Network (using the following email address: pdfinvoice-prod@ansmtp.ariba.com) containing invoice data in PDF format.
   1. If the email can be processed, the process continues at step 3.
   2. If the email cannot be processed, the system sends a rejection notification message to the email provided in ▶ **Finalize feature settings** ❭ **Notifications** ❭ **PDF Invoice Failure** ❭.

      All rejection notifications are logged on the ▶ **Outbox** ❭ **PDF Conversions** ❭ page, except for the case when Ariba Network is unable to identify the supplier, and a reply is sent back to the originating email address.
3. A third-party service provider converts the PDF to cXML. From this point, the process converges with the standard PDF uploader invoice processing feature. For more information, see *PDF invoice processing*.

Changes to existing functionality

Changes to supplier user interface for supplier onboarding for PDF invoices

The following changes were made to the supplier user interface:

The following pages (1 - 4) were added to ▶ **Electronic Invoice Routing** ❭ **PDF Invoices** ❭:

- **1. Start feature activation** page displays a quick start guide diagram with the workflows of Supplier onboarding for PDF invoices, Email PDF invoice processing, and PDF invoice processing features. **Enable PDF Invoices** confirmation checkbox, where supplier enables the PDF invoices processing features.
- **2. Set up status change notification** page with **Send a notification when onboarding statuses change** checkbox, and a **To email address** field, where the supplier enters an email address to receive the notifications about onboarding results. This is the supplier's default email address, but they may enter another valid email address.
- **3. Upload sample documents** page containing the following areas:
  - **Upload Sample PDF Invoices**, where the supplier uploads their PDF documents. After PDF files have been uploaded, they will be visible in the documents table, from where they can be removed or more documents can be uploaded. This area closes upon the successful submission of sample PDF invoices. The following link **To download your latest submitted sample PDF invoices click on the following link: Download sample PDF invoices** will appear. This enables the supplier to download a zip archive of the latest sample PDF files, which they uploaded.
  - **Onboarding Status** area which appears after uploading of PDF documents and where one of the following status messages is displayed:

- o PDF uploader onboarding in progress…
    - o Your PDF uploader onboarding was successfully completed.
      You are ready to submit PDF invoices.
      For pre-production tests, switch to test ID.
    - o Your PDF uploader onboarding failed due to the following error(s):
      <Error message>
      You have 3 attempts left
    - o Your PDF uploader onboarding could not be completed due to the following error(s):
      <Error message>
      Please use another invoice submission channel or contact SAP Ariba Customer Support.
- **4. Finalize feature settings** page containing the following areas:
    - o **PDF Invoice Settings** area with the setting **Send converted PDF invoices to the Drafts tab in my Outbox for my review**. When checked (which is the default setting), all converted PDF invoices are sent to the **Drafts** tab in the supplier's **Outbox** for further review and validation. If unchecked, converted PDF invoices are processed without further validation by the supplier.
    - o An **Email address** field under **Email address for your organization to send PDF invoices to Ariba Network**. By entering this email address and clicking the **Save** button, you authorize SAP Ariba to accept invoices on behalf of your organization, without any additional authentication, but merely based on receipt of PDF files from this entered email address. A new consent agreement text with a checkbox was added under the **Email address** field, which has to be read and agreed with in order to register an email address.
    - o **To email address** field in ❙▶ **Notifications** ❭ **PDF Invoice Failure** ❭ with the setting **Send a notification when PDF invoices are undeliverable or rejected**. Checking this field and entering an email address enables you to receive notifications when PDF invoices you have sent are either undeliverable or rejected. This is checked by default.
    - o **To email** address field in ❙▶ **Notifications** ❭ **Draft Invoice Creation** ❭ with the setting **Send a notification when draft invoices are created from the converted PDF invoices**. This is unchecked by default.

Changes to supplier user interface for PDF invoice processing

The following changes were made on the supplier user interface:

- On the Ariba Network **Home** dashboard, the **CSV Documents** menu changes to **CSV/PDF Documents** when the feature is activated.
- An **Upload PDF Invoice** button was added in the **CSV/PDF Documents** menu. Clicking **Upload PDF Invoice** here opens the **Upload PDF invoice** page where the supplier can upload PDF invoices.
- A new **PDF Conversions** tab was added to the **Outbox** page. This opens the **PDF Conversions** page, which displays a list of the uploaded PDF files and the associated extracted cXML invoices. The table on this page contains a **Reference** column displaying the following cases:
    - o If the PDF invoice failed to convert or there was no response from the service provider, nothing is listed in **Reference** column.
    - o If the invoice is in the **Drafts** tab of the supplier's **Outbox**, the draft name is listed in this column.
    - o If the invoice was submitted to the customer's system, its name is a link to the processed invoice.
- The table on the **PDF Conversions** page also contains a **File Name** column displaying a list of the uploaded PDF invoices. Each file name is a link to the **PDF Document Details** page containing the following tabs:
    - o The **Preview** tab of the **PDF Document Details** page where you can preview the uploaded PDF document or you can download it.

- The **History** tab of the **PDF Document Details** page displays the converted document status in the **Status** column and the respective explanation in the **Comments** column.

Ariba Network shows the following statuses of the PDF document on the **History** tab:

Status	Definition
Queued	The document is going to be sent to the service provider for conversion.
Conversion Pending	The document was successfully sent to the service provider.
Converted	The service provider successfully extracted data from the PDF file and created a cXML invoice. Ariba Network created either an invoice or a draft invoice depending on the supplier's configuration.
Conversion Failed	The service provider was unable to extract a valid cXML document from the PDF file.
Failed	A document can have the **Failed** status at any stage. For example, the service provider system is down or unreachable.

- A new page **Finalize feature settings** was added to ❘▶ **Electronic Invoice Routing** ❯ **PDF Uploader** ❮. This page contains the following:
  - **PDF Invoice Settings** area with the setting **Send converted PDF invoices to the Drafts tab in my Outbox for my review**. When checked (which is the default setting), all converted PDF invoices are sent to the **Drafts** tab in the supplier's **Outbox** for further review and validation. If unchecked, converted PDF invoices are processed without further validation by the supplier.
  - **To email address** field in ❘▶ **Notifications** ❯ **PDF Invoice Failure** ❮ with the setting **Send a notification when PDF invoices are undeliverable or rejected**. Checking this field and entering an email address enables you to receive notifications when PDF invoices you have sent are either undeliverable or rejected. This is checked by default.
  - **To email** address field in ❘▶ **Notifications** ❯ **Draft Invoice Creation** ❮ with the setting **Send a notification when draft invoices are created from the converted PDF invoices**. This is unchecked by default.
- The following new action tiles were added to the **Home** dashboard:
  - **Documents Pending Conversion**. This tile shows the number of PDF documents pending conversion and clicking on it displays a list of these documents.
  - **Draft PDFs for Review**. This tile shows the number of drafts from converted PDF documents that are pending review and clicking on it displays a list of these drafts.

Changes to supplier user interface for email PDF invoice processing

The following changes were made to the supplier user interface:

A new page **Finalize feature settings** field was created ❘▶ **Electronic Invoice Routing** ❯ **PDF Invoices** ❮, containing the following areas:

- An **Email address** field under **Email address for your organization to send PDF invoices to Ariba Network**. By entering this email address and clicking the **Save** button, you authorize SAP Ariba to accept invoices on behalf of your organization without any other authentication, but based solely on receipt of PDF files from this email address. A new consent agreement text with a checkbox was added under the **Email address** field, which has to be read and agreed with in order to register an email address.

- **To email address** field in ▶ **Notifications** ❯ **PDF Invoice Failure** ❯ with the setting **Send a notification when PDF invoices are undeliverable or rejected**. By checking this field and entering an email address, you receive notifications when the PDF invoices you sent are undeliverable or rejected. This is checked by default.

Changes to supplier user interface for PDF invoices light account support

The following changes were made on the supplier user interface:

- On the Ariba Network **Home** dashboard, the **CSV Documents** menu was renamed to **CSV/PDF Documents**.
- An **Upload PDF Invoice** button was added in the **CSV/PDF Documents** menu. Clicking **Upload PDF Invoice** here opens the **Upload PDF invoice** page where the supplier can upload PDF invoices. If the supplier is not onboarded for the PDF invoices, clicking the **Upload PDF Invoice** opens the onboarding wizard.
- When PDF invoice onboarding is complete, the following settings are visible on the ▶ **Electronic Invoice Routing** ❯ **PDF Invoices** ❯ page:
  - **Finalize feature settings** page containing the following areas:
    - **PDF Invoice Settings** area with the setting **Send converted PDF invoices to the Drafts tab in my Outbox for my review**. When checked (which is the default setting), supplier receives email notification for created draft invoice containing a link to the document for further review and validation. If unchecked, converted PDF invoices are processed without further validation by the supplier.
    - **To email address** field in ▶ **Notifications** ❯ **PDF Invoice Failure** ❯ with the setting **Send a notification when PDF invoices are undeliverable or rejected**. Checking this field and entering an email address enables supplier to receive notifications when the PDF invoices they have sent are either undeliverable or rejected. This is checked by default. If this is unchecked, the notification is sent to supplier's default email address.
    - **To email** address field in ▶ **Notifications** ❯ **Draft Invoice Creation** ❯ with the setting **Send a notification when draft invoices are created from the converted PDF invoices**. If this is unchecked (which is the default setting), the notification is sent to supplier's default email address.
- The following new action tiles were added to the Ariba Network **Home** dashboard:
  - **Documents Pending Conversion**. This tile shows the number of PDF documents pending conversion and clicking on it displays a list of these documents in Ariba Network document table. Under the **Action** column the supplier can click **Select** which resends an email notification, to the supplier, that the PDF document was uploaded to Ariba Network, and which includes the **View PDF** link.
  - **Draft PDFs for Review**. This tile shows the number of drafts from converted PDF documents that are pending review and clicking on it displays a list of these drafts in Ariba Network document table. Under the **Action** column the supplier can click the **Select** which resends an email notification, to the supplier, that the PDF document was converted and a draft invoice was created on Ariba Network, and which includes the **Edit Draft** link.

Supplier user tasks

How to upload sample PDF invoices

Procedure

1. Log into your Ariba Network supplier account.
2. Click ▌ **Company Settings** ❯ **Electronic Invoice Routing** ❯ **PDF Uploader** ▐ to open the **Start feature activation** page.
3. Check **Enable PDF Uploader** at the bottom of the page and click **Yes** in the dialog **CONFIRM ENABLING OF PDF UPLOADER** that appears. Click **Next**.
4. On the **Set up status change notification** page enter an email address to receive the notifications about onboarding results. Click **Next**.
5. On the **3. Upload sample documents** page, select the **PDF Invoices** browse button to upload between 5 and 10 PDF files and then click **Add Files**. A list of the selected files appears. You can add or remove files if needed.
6. Click **Submit** to upload the files, and a notification **PDF uploader onboarding in progress...** appears on the page. At this stage, no further files can be uploaded or removed. When the upload is completed, the link **Download sample PDF invoices** appears. You can use this link to download a zip archive of your submitted invoices.

How to upload PDF invoices

Procedure

1. Log into your Ariba Network supplier account.
2. On the **Home** dashboard, choose **Upload PDF Invoice** from the **CSV/PDF Documents** menu.
3. Select a customer from the **Customer** dropdown.
4. Select the **PDF Files** browse button to choose files to upload, and then click **Upload Files**.

How to upload PDF invoices with the creation of a draft invoice

Context

You can upload a PDF invoice with the option to edit your converted invoice on Ariba Network before submitting it to your customer.

> **i Note**
>
> Make sure **Send converted PDF invoices to the Drafts tab in my Outbox for my review** is checked in the
> ▷ **Electronic Invoice Routing** ❯ **PDF Invoices** ❯ **Finalize feature settings** ❯ **Notifications** ◁ section.
> Otherwise, Ariba Network will process the extracted cXML without your review.

Procedure

1. Log into your Ariba Network supplier account
2. On the **Home** dashboard, choose **Upload PDF Invoice** from the **CSV/PDF Documents** menu.
3. Select a customer from the **Customer** dropdown.
4. Select the **PDF Files** browse button and then click **Upload Files**.
5. You will receive an email notification that your PDF document was successfully uploaded to Ariba Network and that it will be sent to the service provider for conversion. Click the **View PDF** button to view the uploaded PDF document. You can see the document status in the **History** tab.
6. When the PDF document is successfully converted you will receive a notification with a link to the draft document (**Edit Draft**).
7. Click the **Edit Draft** link to edit and submit the document. You will receive a notification with the cXML invoice and the original PDF. It may also contain the Ariba Network generated PDF of the invoice.

How to send PDF invoices by replying to buyer's IE order

Context

You can send a PDF invoice to Ariba Network by replying to an interactive email purchase order from your customer.

Procedure

1. You receive IE order to your email address. Click the **Send PDF invoice** link which opens an email form with prepopulated To email address and Subject Ariba Network buyer ID.
2. Attach your PDF invoice.
3. You will receive an email notification that the PDF invoice was successfully sent to Ariba Network. Click the **View PDF** link to view the PDF document. You can view the document status in the History tab.
4. When the PDF invoice is successfully converted, you will receive a notification for the created draft with a link to the draft document.
5. Click the **Edit Draft** link to edit and submit the document. You will receive a notification with the cXML invoice and the original PDF. It may also contain the Ariba Network generated PDF of the invoice.

Chile Tax Invoicing partner expansion for DTE invoices

This Ariba Network feature is applicable to all supplier and buyer users.

Ariba Network now supports an integration with Acepta, an e-invoicing provider in Chile, for inbound tax documents (DTE). Buyers using Acepta as their selected provider can receive and process their inbound DTE invoices through Ariba Network with no need to migrate to another local e-invoicing provider.

For more details about the tax invoicing process in Chile, see the Ariba Network *Guide to invoicing*.

SAP Ariba Supply Chain Collaboration features

Quality certificates in ship notices

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

Based on the material specification in the ERP system, some materials have a requirement to receive quality certificates as part of each delivery. With this feature, a buyer can require suppliers to attach quality certificates to a ship notice. When the buyer receives the ship notice with attached quality certificates, a quality certificate record is automatically created in the ERP system.

Enabling this feature

- This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, but requires configuration. To configure this feature, see the information that follows. Then, enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the** *SAP Ariba Supply Chain Collaboration integration and configuration guide*.
- This feature also requires that buyers are entitled for the quality collaboration component.

Prerequisites

This feature requires that the buyer system has been entitled for SAP Ariba Supply Chain Collaboration and the quality collaboration component, and that a buyer administrator has enabled the supplier for SAP Ariba Supply Chain Collaboration.

Changes to existing functionality

Buyer user interface changes

The following addition has been made to the **Order Confirmation and Ship Notice Attachment Rules**:

- **Require suppliers to provide a quality certificate for line items on ship notices.**
  When this rule is checked, suppliers must attach required quality certificates to a ship notice.

Supplier user interface changes

The following additions have been made:

- On the **Purchase Order** page, a **Quality Certificates on Ship Notice** section lists the certificates to attach to the ship notice.
- On the **Create ship notice** page, a **Quality Certificates** section lists the required certificates. The section provides an **Attach file** link and delete icon (🗑) for adding and removing quality certificate files.

Subcontracting enhancements for maintenance, repair, and overhaul scenarios

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

With the subcontracting enhancements for maintenance, repair, and overhaul scenarios feature, suppliers can now more effectively handle the subcontracting process for subcontracted maintenance, repair, and overhaul. This feature adds support for buyers to set a **Subcontract** type in purchase order line items for suppliers who act as subcontractors, to indicate which type of service the subcontractor would provide.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, and requires no configuration. Enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the** *SAP Ariba Supply Chain Collaboration integration and configuration guide*.

Workflow for subcontracting enhancements for maintenance, repair, and overhaul scenarios

The following describes an example workflow for subcontracting enhancements for maintenance, repair, and overhaul scenarios. Variations of this workflow are possible, to meet individual requirements as defined between buyers and suppliers.

1. The buyer creates a maintenance order. The order defines the type of service:
   - A repair (no material change)
   - An upgrade (material change)
2. In response to the maintenance order, the buyer system automatically sends a subcontracting purchase order to Ariba Network.
3. The supplier assesses the defect material, makes a quote for the repair cost, and optionally determines a delivery date. The supplier then confirms the purchase order with the new date, if applicable, and with an updated price (the quote).
4. The supplier sends the order confirmation, which contains the added details, to enable the buyer to trigger related backend processes. The buyer has the option to send the subcontracting purchase order with the updated price to Ariba Network.
5. After repair or maintenance of the material is done, the supplier ships the goods and informs the buyer by creating the advanced ship notice.
6. The buyer creates a goods receipt based on the purchase order.
7. The buyer sends a goods receipt to the supplier, indicating that the supplier can create the invoice, the last step of the process.

Changes to existing functionality

Buyer user interface changes

- This feature adds support for the **Subcontract** type in line items on the ❯ **Purchase Order** ❯ **Order Detail** ❯ tab for suppliers who act as subcontractors. The supported **Subcontract** types are:
  - **Refurbishment without Change**
  - **Refurbishment with Change**
  - **Replacement**
  - **Regular**

Supplier user interface changes

This feature adds the **Subcontract** type to:

- Line items on the ❯ **Purchase Order** ❯ **Order Detail** ❯ tab.
- The **Category** search filter dropdown for the **Items to Confirm** and **Items to Ship** pages. When **Subcontract** is selected, an optional **Only Replacement and Refurbishment** checkbox appears.

Batch validation in component consumption

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

With the batch validation in component consumption feature, it is possible for SAP Ariba Supply Chain Collaboration suppliers to link a supplier batch to component consumption.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, and requires no configuration. Enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the** *SAP Ariba Supply Chain Collaboration integration and configuration guide*.

Supplier user interface changes

On the **Create Consumption Document** page, this feature adds a **Look Up** link that appears next to any empty **Customer Batch #** field in the **Order Items** and **Components Consumed** tables. This link displays a selectable lookup table of batches that correspond to:

1. The supplier or buyer component part number on the purchase order, validated against component inventory.
2. The component inventory batch number that the buyer provided during consumption.

Transaction document reports

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer administrator users

With the transaction document reports feature, buyers can generate a custom list to show the status of of multiple types of documents. The report filters let buyers control which document types and other information to include, such as error codes and error messages for failed documents. The report is downloaded in Excel format.

Enabling this feature

This feature is enabled by default for all buyer administrators entitled for SAP Ariba Supply Chain Collaboration features, but requires configuration. To configure this feature, follow the configuration instructions. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** in the *SAP Ariba Supply Chain Collaboration integration and configuration guide*.

Prerequisites

SAP Ariba Customer Support must enable alternate cXML document routing on the buyer system for the supplier-buyer relationship. Ask your Designated Support Contact to log a service request.

Limitations

Transaction document reports can contain up to 20,000 records.

Changes to existing functionality

The transaction document reports feature provides buyer administrators with a tool to help monitor the status of documents of multiple types. The report:

- Finds documents based on user-defined search criteria.
- Provides each document's status and other information.
- Is downloaded in Excel format.

Changes to the buyer administrator user interface

In the ❘▶ **File Downloads** ❯ **Jobs** ❯ **Create/Edit Job** ❘ dialog:

- A **Transaction Document Report** choice is added to the **Type** search filter.
- When the **Transaction Document Report** type is chosen, the following search criteria are displayed:
  - **Supplier**
  - **Document Type**
  - **Start Date**

- End Date
- Document Status

How to create a transaction document reports job

Prerequisites

- You are a buyer administrator.
- You configured and enabled alternate cXML document routing is configured.
- Suppliers you want to include in the report have alternate cXML document routing enabled for the buyer-supplier relationship.

Procedure

1. In the ❚▶ **Upload/Download** ❯ **Create/Edit Job** ❯ dialog, enter the name to give the job.
2. In the **Type** field, select **Transaction Document Report**.
3. In the **Supplier** field, specify a supplier name or leave blank to include all suppliers.
4. In the **Document Type** field, select from the pull-down menu. The default value **All** includes all document types.
5. In the **Start Date** and **End Date** fields, choose the dates during which included documents had any activity.
   - The date range can cover no more than seven days.
   - The **Start Date** can be no earlier than 180 days before the current date. The default is 7 days before the current date.
   - The **End Date** can be no later than the current date. The default is the current date.
6. For **Document Status**, select from the pull-down menu. The default value **All** includes all document statuses.
7. Click **Save And Close**.

Next Steps

How to run a transaction document reports

Prerequisites

- You have buyer administrator authorizations.
- The transaction document reports job is created [page 44].

Procedure

1. In the ▶ **Upload/Download** ❯ **Create/Edit Job** ❯ dialog, choose the job to build.
2. Click **Run**.

   The **Downloads** page opens and adds a row for the job. When processing completes, a download icon ⤓ appears at the end of the row.

   > **i Note**
   >
   > The page does not refresh automatically when the build is finished. Click **Refresh Status** to update the job processing status.

3. Click the download icon ⤓ to download the Excel file.
4. Open the downloaded Excel file to view the results.
   The transaction document reports displays each document, its status, error codes and error messages for failed documents, and other information.

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- Software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality
- The existing content is incorrect or user feedback indicated that important content is missing

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.

Month/year of update	Updated topics	Short description of change
August 2018	n/a	Initial version

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