



SAP Ariba 

Feature at a Glance

PDF Invoices

Ajain Kuzhimattathil, SAP Ariba
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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: PDF Invoices

Customer challenge

The current methods of submitting buyer invoices to Ariba Network is either complex or not scalable enough. Customers are spending resources on converting PDF invoices using OCR or similar technologies and often times these invoices does not pass the buyer rules in addition to incremental cost involved with subscribing to conversion services

Solution area

SAP Ariba Buying and Invoicing
SAP Ariba Invoice Management
Ariba Network

Meet that challenge with SAP Ariba

SAP Ariba is introducing an additional channel for suppliers to submit invoices. Take advantage of this feature if your organization is creating and submitting digital/text searchable invoices. Digital PDF invoices can be uploaded or e-mailed to Ariba Network. Ariba Network will in turn convert them to cXml invoices and scrub them through the network invoicing buyer rules.

Implementation information

This feature is “off” by default. To enable this feature, please submit a Service Request to have this feature turned on for you. All suppliers in the applicable regions will get access to the feature once buyer is activated

Ease of implementation  Low touch / simple
Geographic relevance  Global

Experience key benefits

Easy integration with very little change management. This offering can get you 100% conversion to Ariba Invoicing standards. Customers do not have to wait for Supplier to integrate with network to reap full benefits of the Ariba Commerce Network. Network invoice rules ensure clean invoices to be submitted to buyer. The solution is compliant with invoice archiving requirements.

PDF invoices feature is free to use for Buyer and Supplier. There is no additional cost for Buyers and Suppliers to use this feature. Full and Light supplier accounts can use PDF Invoices

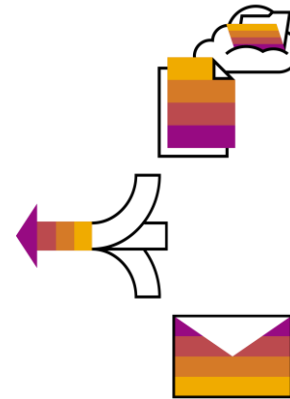
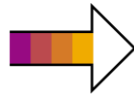
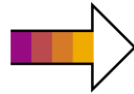
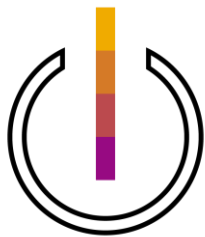
Prerequisites and Limitations

Solution is currently live on four languages, German, English, Dutch and French. Suppliers from the following countries can use this feature – Germany, France, United States, United Kingdom, Sweden, Belgium, Netherlands, Italy and Switzerland

Feature at a Glance

Introducing: PDF Invoices

High Level Process



- Buyer Enables PDF Invoice
- Suppliers uploads 5–10 example invoices which is a representative sample of Supplier Organization's invoices into Ariba Network

- Provider completes supplier invoice mapping
- Supplier sets processing preferences on Ariba Network

- Upload invoice use Ariba Network OR
- Send invoices via e-mail

Set up and Testing

Enabling PDF Invoice feature

- Enablement is initiated by Supplier; time required 10 mins
- Set-up should be done from Supplier's PROD account, which enables use of PDF Invoice for TEST and PROD account "Electronic Invoice Routing Settings" → "PDF Uploader" tab (4 step process)
- Specify the user e-mail who would like to be notified of enablement status
- Upload a representative sample of Invoices (5-10) for creating conversion templates. Template creation and activation takes a maximum of 48 hours
- Finalize processing settings after enablement is complete (step 4)

Testing PDF Invoice feature

1. Set-up processing settings for PDF Invoices under Electronic Invoice Routing/ PDF Invoices in test account
2. Request a test PO from your customer (optional step)
3. E-mail Invoices to Ariba Network adding buyer's ANID in subject line of the e-mail OR upload PDF invoices from supplier portal
4. Review conversion results and make adjustments if necessary
5. Confirm successful receipt of Invoice

Using PDF Invoices in Production

Web Upload of PDF Invoice

1. Choose “Upload PDF Invoice” from “CSV/PDF Documents” menu on Supplier Account home page
2. Choose <customer> as Customer
3. Upload Invoices
4. Go to OUTBOX → Converted Documents
5. When status is “Converted” go to OUTBOX → Drafts tab to select and review the converted invoice. You can edit data while in drafts tab (4 hour maximum time to convert PDFs)
6. Finish review and submit the Invoice. Invoice will move to “Invoices” tab

E-mail PDF Invoices

1. Ensure that the e-mail address from which invoices are sent is updated in step 4 of the enablement process
2. Add pdfinvoice-prod@ansmtp.ariba.com as the to e-mail address
3. Specify <customer>’s ANID in the subject line (ANXXXXXXXXXXXX)
4. Send the e-mail. Repeat steps 4 through 6 to submit Invoice

Please note: Once you are comfortable with the process and no longer needs review, uncheck the option to send converted invoices to drafts folder. Successfully converted invoices will be submitted directly to <customer>



Onboarding with PDF Invoices

How to know if I have gained access to *PDF Invoices*?

Connect to your **Production account**.

If you have access to the *PDF Invoices* solution, you will see on your home screen
« **CSV/PDF Documents** »

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is on the left, and navigation links for 'Company Settings', user ID, 'Feedback', and 'Help' are on the right. Below the logo, a horizontal menu contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A yellow box highlights the 'CSV/PDF Documents' menu item, which is accompanied by a 'Create' button. A large yellow arrow points upwards from the bottom of the page towards this menu item. Below the navigation bar, there is a search area with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' and a 'Last 12 months' filter. To the right of the chart is a sidebar menu with options: 'Purchase Order by Volume', 'Purchase Order by Amount' (which is selected and highlighted), and 'Outstanding Invoices'. At the bottom of the page, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a promotional banner for mobile access.

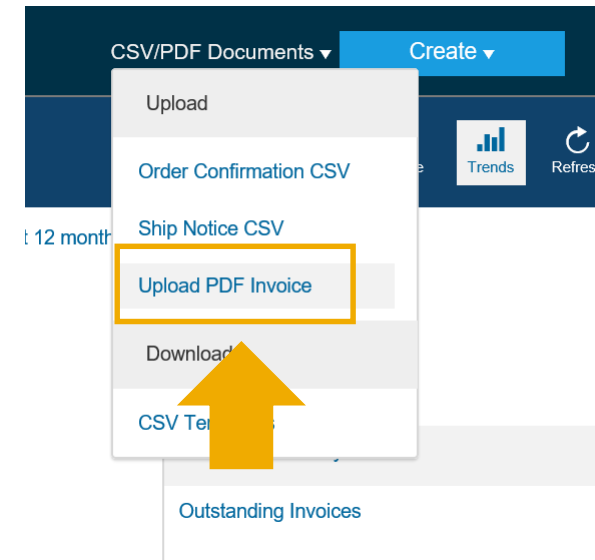
How to onboard with *PDF Invoices*?

Onboarding happens **once** from your **Production account**. You cannot onboard from your test account.

To onboard, follow the steps:

1. Connect to your Production account.
2. From your Home screen, click on « CSV/PDF Documents », then « Upload PDF Invoice »
3. You will be redirected to the onboarding screens*

* Caution! If your onboarding has already been successfully completed, this action will take you to a screen where you can upload PDF invoices to Production. Make sure you have tested before.



Onboarding – step 1

Step 1: Read through the process flows and understand *PDF Invoices* solution.

A. Click on the boxes for more detailed information.

B. Check the « Enable PDF Invoices » box and confirm.

C. Hit « Next ».

The screenshot displays the Ariba Network interface for PDF Invoices onboarding. The top navigation bar includes 'Ariba Network', 'AW Options...', and a 'Logout' button. The main content area is titled 'Network Settings' and contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Under 'Electronic Invoice Routing', there are sub-tabs for 'General', 'Tax Invoicing and Archiving', and 'PDF Invoices'. The 'PDF Invoices' sub-tab is active, showing a list of onboarding steps: '1. Start feature activation', '2. Set up status change notification', '3. Upload sample documents', and '4. Finalize feature settings'. Below this list, three process flow diagrams are shown: 'PDF Invoices onboarding steps' (Start feature activation, Set up status change notification, Upload sample documents, Finalize feature settings), 'Email PDF invoice processing steps' (Enter the email address for sending PDF invoices to Ariba Network, Attach PDF invoice and send email, Notifications, PDF invoice processing), and 'PDF invoice processing steps' (Upload PDF invoices, Review extraction results and adjust (optional), Submit invoice, Standard invoice processing). A yellow callout box 'A' points to the 'Set up status change notification' step in the first flow. Another yellow callout box 'B' highlights a text box that reads: 'Onboarding may take a few days. To receive information regarding your onboarding status, enable this notification. Onboarding can have three possible statuses: in progress, successfully completed, and failed.' At the bottom, a yellow callout box 'C' points to a 'Next' button, which is preceded by a 'Enable PDF Invoices' checkbox that is checked.

Onboarding – step 2

Step 2: Set-up onboarding status change notification.

Here you define the e-mail address to which a notification will be sent after the onboarding has been done.

The notification will either advise that the onboarding was successful or that there was a problem. If there was a problem, you will have 2 more onboarding attempts.

A. Check the box

B. Define e-mail

C. Hit « Next ».

Ariba Network

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving | PDF Invoices

1. Start feature activation

2. Set up status change notification

3. Upload sample documents

4. Finalize feature settings

Notifications

Type	Send notifications when...	To email address
Onboarding Status Change	<input checked="" type="checkbox"/> Send a notification when onboarding statuses change.	elsup180528123002vf6@aribalq.cor

Previous Next

Onboarding – step 3

Step 3: Upload 5 to 10 examples of PDF invoices representative of your invoicing practice with the customer.

A. Prepare example PDF invoices. Hit « Browse » and select the files from your computer. Hit « Add files »

B. Hit « Submit »

Ariba Network

Company Settings | 10-tildeSetzsa6cu24... | Help

Network Settings Close

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | **Tax Invoicing and Archiving** | PDF Uploader

1. Activate feature

2. Set-up status change notific...

3. Upload sample documents A

4. Other configuration

Upload Sample PDF Invoices ⓘ

PDF Invoices: Browse No files selected.

Add Files

File Name	File Size (bytes)
No files added for upload.	

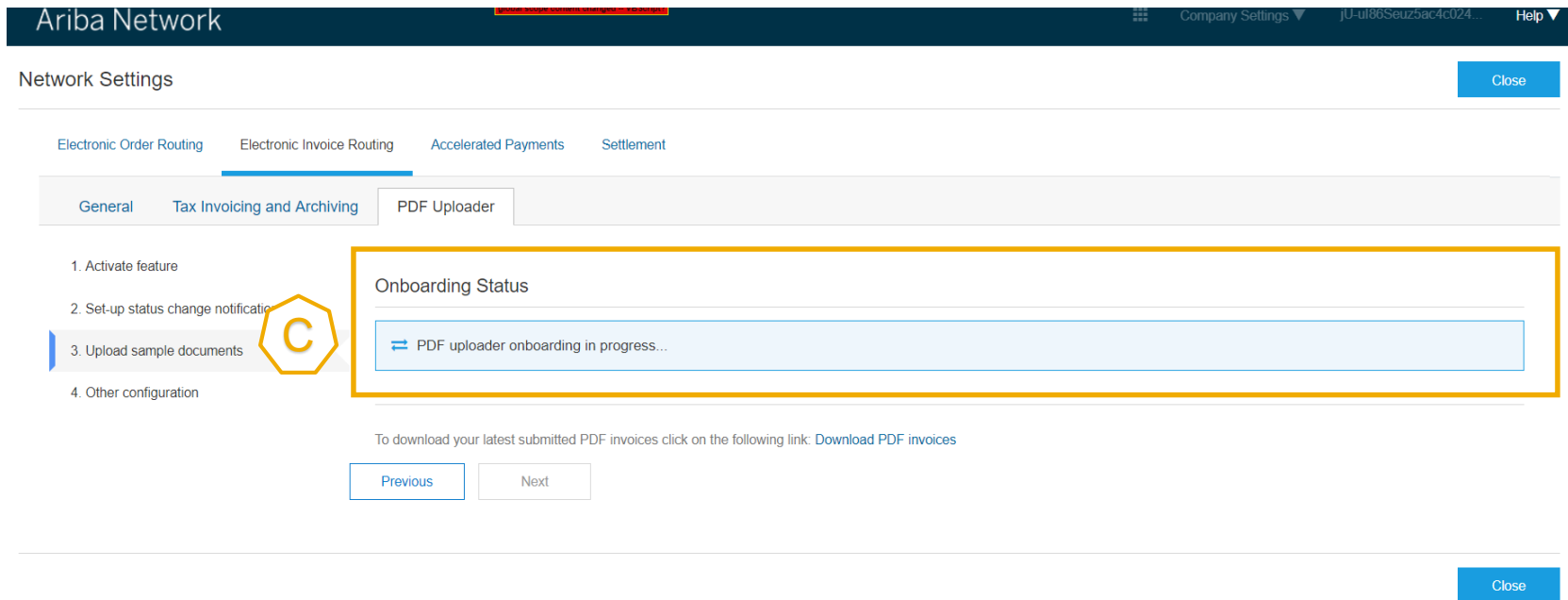
Submit B

Previous Next

Onboarding – step 3

Step 3:

C. Once you have sent the example PDF invoices, the system displays « **Onboarding in progress** ». In 48 hours, you will receive the onboarding status change notification.



The screenshot displays the Ariba Network interface for the PDF Uploader. The top navigation bar includes 'Ariba Network', 'Company Settings', and 'Help'. The main content area is titled 'Network Settings' and features a 'Close' button. Below this, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'PDF Uploader' tab is active, showing a list of steps: '1. Activate feature', '2. Set-up status change notification', '3. Upload sample documents', and '4. Other configuration'. Step 3 is highlighted with a blue bar and a yellow hexagonal icon containing the letter 'C'. The 'Onboarding Status' section is highlighted with a yellow border and contains a message: 'PDF uploader onboarding in progress...'. Below this message, there is a link to 'Download PDF invoices' and two buttons: 'Previous' and 'Next'. A 'Close' button is located at the bottom right of the interface.

Onboarding – step 3

Step 3: If you see the following message on step 3 in your Production account, it means that you have successfully onboarded. You can now run tests with your test account.

D. Hit « Next » to finalize the settings of your Production account.

The screenshot shows the Ariba Network interface. At the top, there's a dark blue header with 'Ariba Network' on the left and navigation links like 'Company Settings', 'Help', and 'Messages' on the right. Below the header, the 'Network Settings' page is displayed. The 'PDF Invoices' tab is selected, and a green message box states: 'Your PDF invoices onboarding was successfully completed. You are ready to submit PDF invoices. For pre-production tests, switch to test ID.' A yellow box highlights the 'Next' button and a 'D' icon. A 'Close' button is visible in the top right corner of the settings panel.

Onboarding – step 4

Step 4: Finalize settings of the Production account.

A. Request a draft invoice to be created out of your PDF before submission to review the extraction results (recommended).

B. Enter the e-mail address of your organization if you want to send PDF invoices via e-mail to Ariba Network.

C. Activate the 2 notifications and put the e-mail address to which they must be sent.

- For Light Account, these notifications will always be sent, using the user's main account e-mail address if they are not set-up here.

D. Hit « Save ».



Testing PDF Invoices

Can I run tests with my test account?

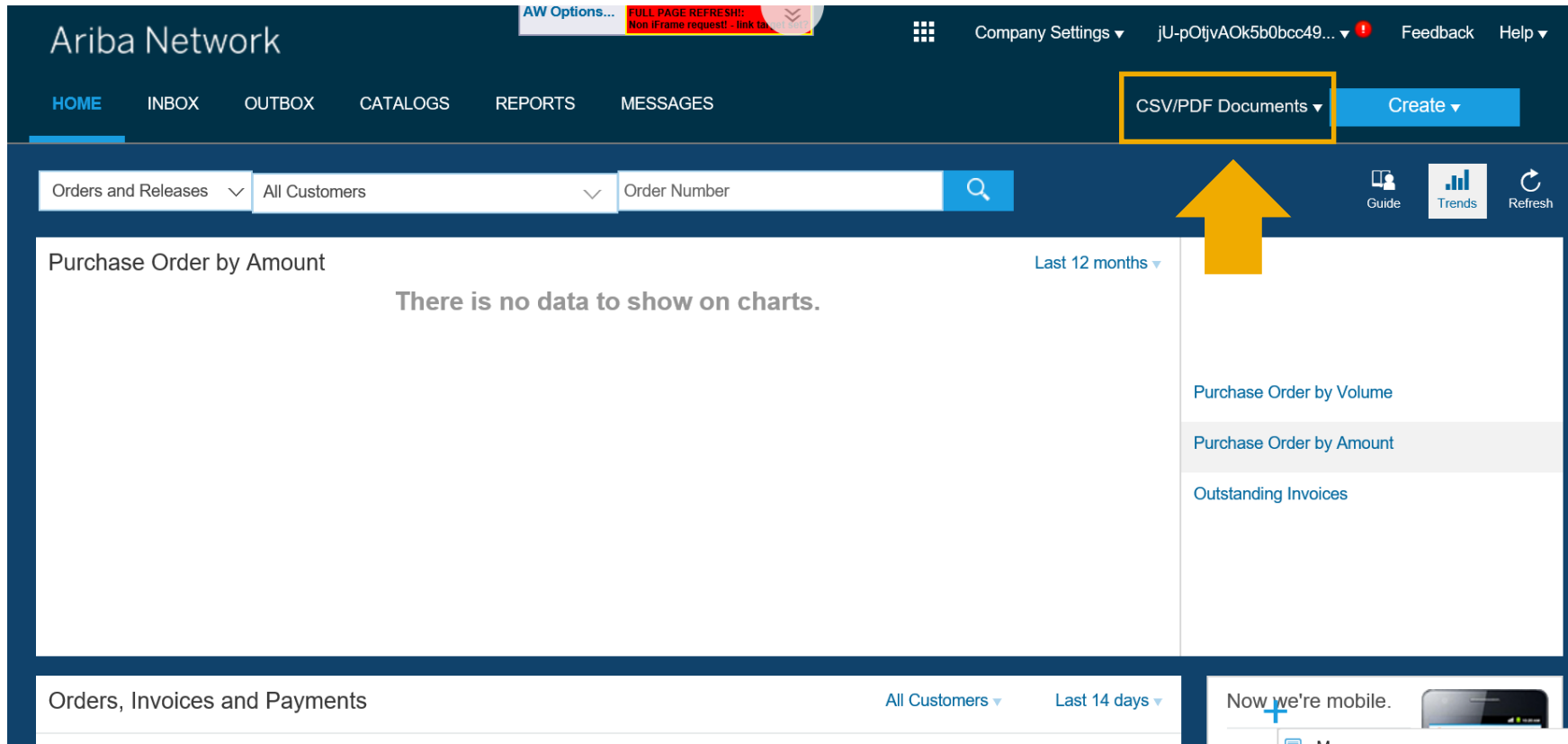
Switch to your **Test account**.

The screenshot displays the Ariba Network dashboard. At the top, the user profile dropdown menu is open, showing options: Logout, My Account, Switch To, and Link User IDs. The 'Switch To' option is expanded, revealing a list of user accounts. One account is highlighted with a yellow box and a yellow arrow pointing to it. The account details shown are: 'JU-p0tjvAOK5b0bcc4910009204238', 'lastName', and 'seksun180528123002vif@aribaq.com'. Below the main dashboard area, there are sections for 'Orders, Invoices and Payments' and 'Tasks'. The 'Orders, Invoices and Payments' section shows a table with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The 'Tasks' section shows 'Update Profile Information' with a progress bar at 35%.

Can I run tests with my test account?

In your **Test account**, if you have successfully onboarded following the process in the previous section, you will see on your home screen « **CSV/PDF Documents** ».

It means you can test *PDF Invoices*.



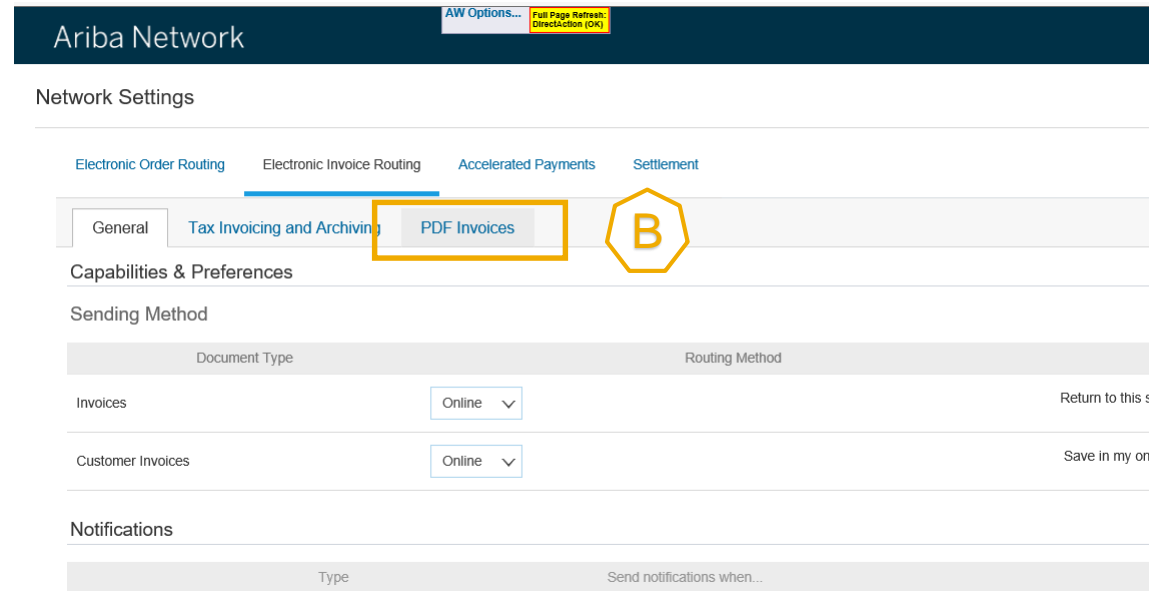
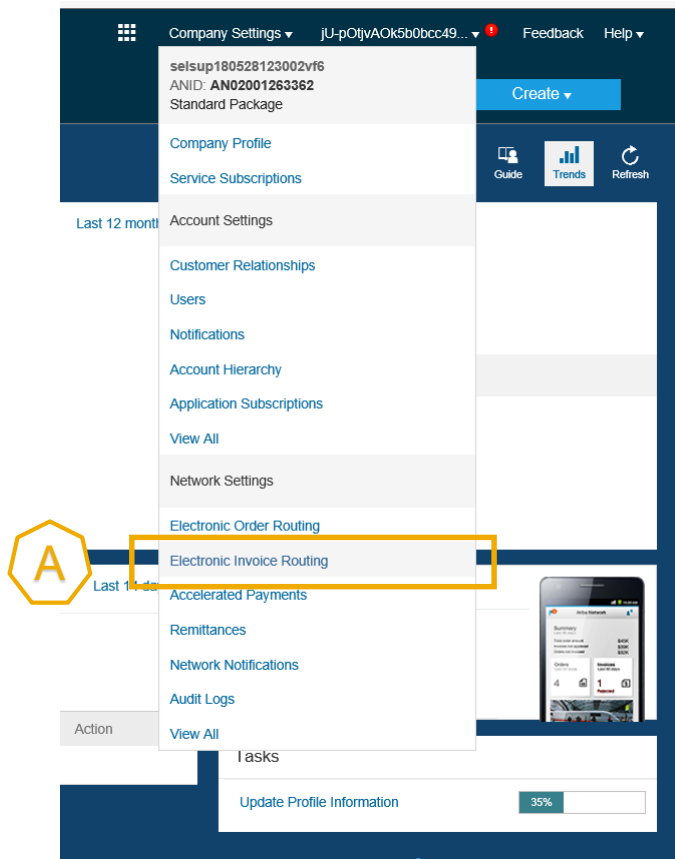
The screenshot displays the Ariba Network user interface. At the top, the header includes the Ariba Network logo, a notification banner for 'AW Options...' with a 'FULL PAGE REFRESH!' warning, and user information including 'Company Settings', a user ID 'jU-pOjvAOk5b0bcc49...', and links for 'Feedback' and 'Help'. Below the header is a navigation bar with tabs for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A 'CSV/PDF Documents' dropdown menu is highlighted with a yellow box, and a yellow arrow points to it from below. To the right of this menu is a 'Create' button. Below the navigation bar is a search and filter section with dropdowns for 'Orders and Releases' and 'All Customers', and a search input field labeled 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' for the 'Last 12 months' period, with the message 'There is no data to show on charts.' To the right of the chart is a sidebar menu with options: 'Purchase Order by Volume', 'Purchase Order by Amount' (which is selected and highlighted), and 'Outstanding Invoices'. At the bottom of the screen, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a promotional banner for 'Now we're mobile.' with a smartphone image.

How do I start testing?

Make sure you complete the PDF Invoices settings in your **Test account**.

A. Go to « *Electronic Invoice routing* »

B. Click on « *PDF Invoices* ».



How do I start testing?

You will only be able to see **step 4** there. Do the same set-up as on slide 16:

- A. Request a draft invoice to be created out of your PDF before submission to review the extraction results (recommended).
- B. Enter the e-mail address of your organization if you want to send PDF invoices via e-mail to Ariba Network..
- C. Activate the 2 notifications and put the e-mail address to which they must be sent.
- D. Hit « Save » and close the page.

Ariba Network

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving | PDF Invoices

1. Start feature activation

2. Set up status change notification

3. Upload sample documents

4. Finalize feature settings

A PDF Invoice Settings

Send converted PDF invoices to the Drafts tab in my Outbox for my review. ⓘ

Your email address for sending PDF invoices to Ariba Network

B Email address:

Notifications

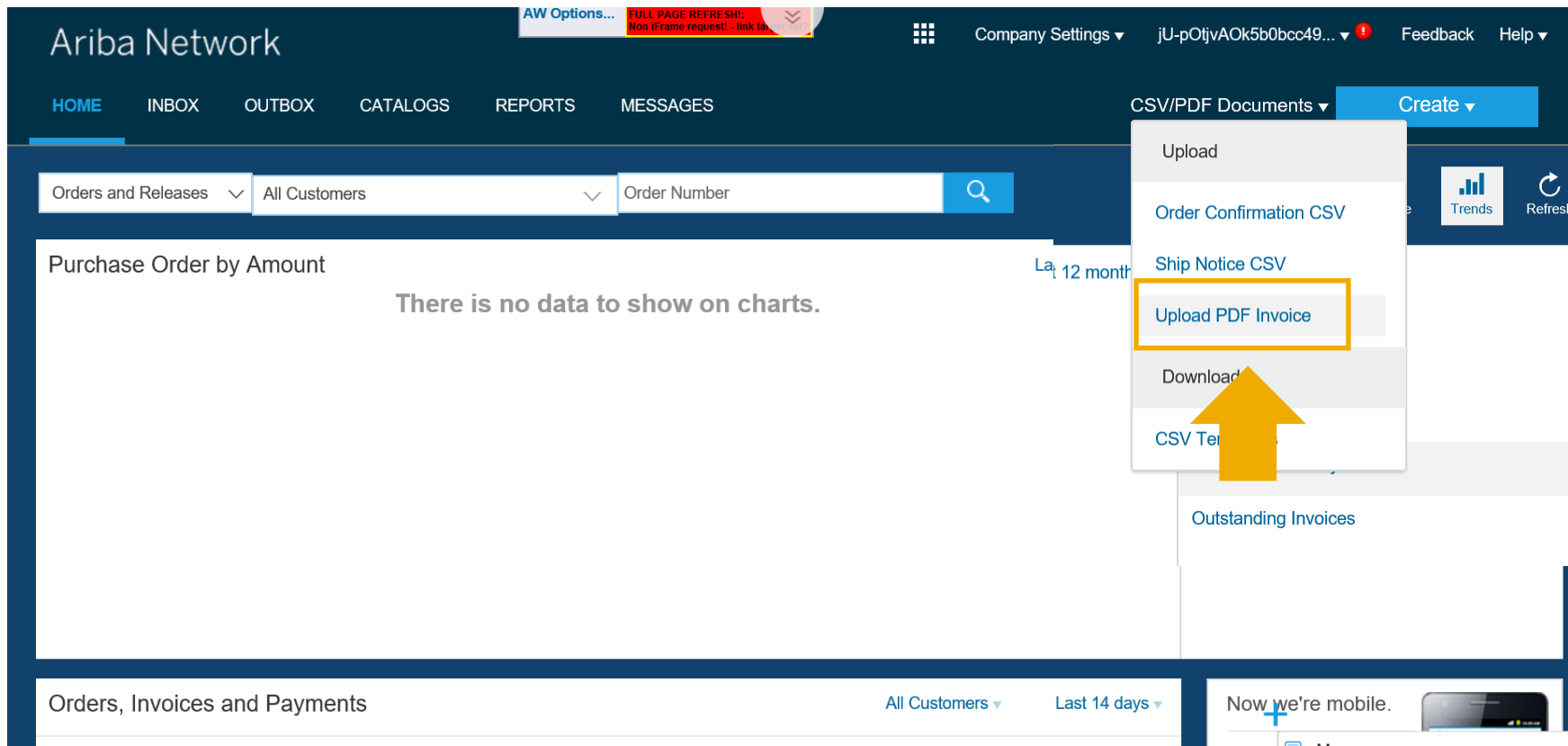
Type	Send notifications when...	To email address
C PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	<input type="text" value="marina.marinova@sap.com"/>
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="selsup180528123002vf6@aribalq.cor"/>

D Save

Previous

How to send a PDF invoice in test?

In your **Test account**, click on « **CSV/PDF Documents** », then hit « **Upload PDF Invoice** ».



The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible on the left, and navigation links for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES' are in the center. On the right, there are links for 'Company Settings', a user profile 'jU-pOtlvAOk5b0bcc49...', 'Feedback', and 'Help'. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' A dropdown menu is open under the 'CSV/PDF Documents' header, listing options: 'Upload', 'Order Confirmation CSV', 'Ship Notice CSV', 'Upload PDF Invoice' (highlighted with a yellow box), 'Download', and 'CSV Template'. A yellow arrow points to the 'Upload PDF Invoice' option. At the bottom, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a promotional banner for mobile access.

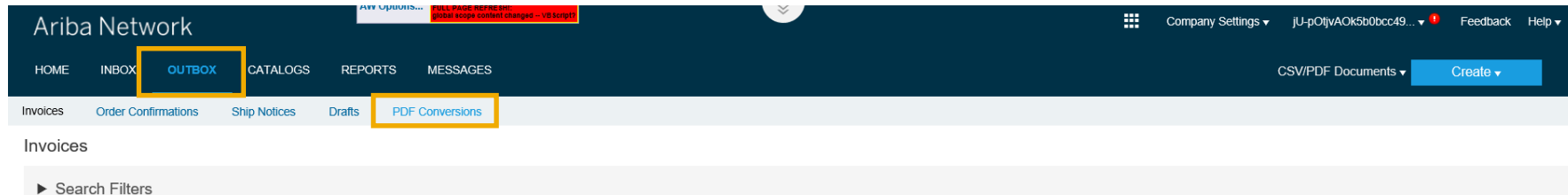
How to send a PDF invoice in test?

- A. Select the customer you want to invoice.
- B. Select the PDF invoice you want to send from your computer. Hit « Browse » and choose the file.
- C. Upload the file.
- D. After the file is uploaded, click on the link suggesting to redirect you to the page « PDF Conversions ». This is where you can track the status of your document.

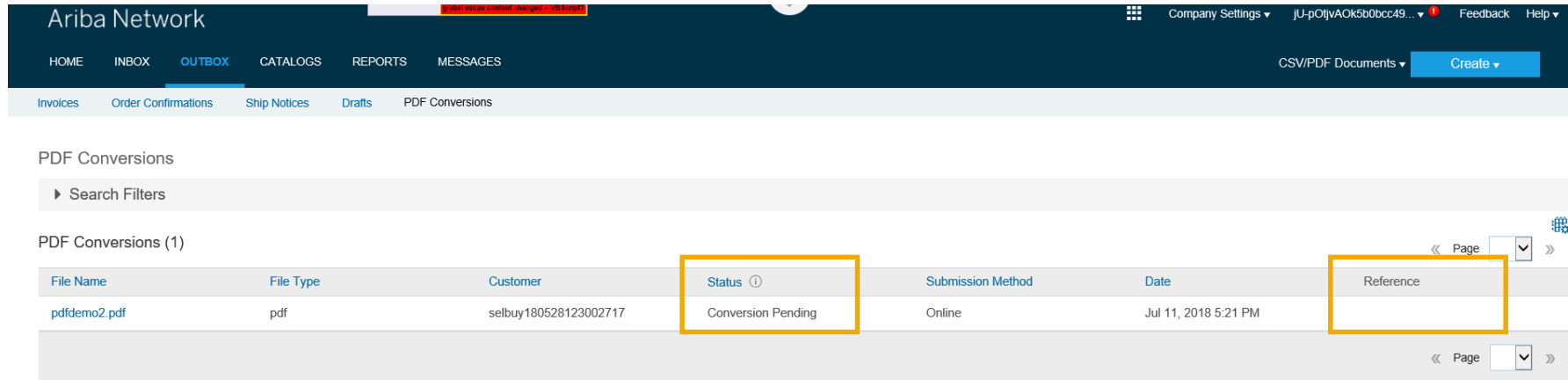
The image displays two screenshots of the Ariba Network 'Upload PDF Invoice' interface. The top screenshot shows the initial state with three yellow hexagonal callouts: 'A' points to the 'Customer: Select Customer' dropdown menu; 'B' points to the 'Browse' button next to the 'PDF Files' field; and 'C' points to the 'Upload Files' button. The bottom screenshot shows the same interface after a file has been uploaded. A yellow hexagonal callout 'D' points to a message box that reads: 'The selected file was successfully uploaded. If you want to be redirected to the PDF Conversions page, click on the following link: PDF Conversions'. The interface includes a dark blue header with 'Ariba Network', 'Company Settings', and 'Help' options. A 'Close' button is present in the top right corner of the modal window in both screenshots.

How to track the status of my PDF invoice?

In your **Test account**, go to « **OUTBOX** », then hit « **PDF Conversions** ».



The screenshot shows the Ariba Network user interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The 'OUTBOX' tab is highlighted with a yellow box. Below the navigation bar, there is a secondary menu with 'Invoices', 'Order Confirmations', 'Ship Notices', 'Drafts', and 'PDF Conversions'. The 'PDF Conversions' tab is also highlighted with a yellow box. The main content area shows 'Invoices' and a 'Search Filters' button.



The screenshot shows the 'PDF Conversions' section of the Ariba Network interface. It features a table with the following data:

File Name	File Type	Customer	Status	Submission Method	Date	Reference
pdfdemo2.pdf	pdf	selbuy180528123002717	Conversion Pending	Online	Jul 11, 2018 5:21 PM	

The 'Status' and 'Reference' columns are highlighted with yellow boxes. The table also includes a 'Search Filters' button and pagination controls at the bottom.

Once your invoice has been converted, go to « **OUTBOX** » > > « **Drafts** » or click on the « **Reference** » corresponding to your invoice on the « **PDF Conversions** » screen above. Review the extraction results, make any corrections if needed and submit the invoice.



Sending PDF Invoice via email

Supplier registers From e-mail address online

Ariba Network AW Options... FULL PAGE REFRESH: global scope content changed - VBscript Company Settings jU-pOjvAOK5b0bcc49... Help Messages Log

Network Settings Close

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#)

[General](#) [Tax Invoicing and Archiving](#) [PDF Invoices](#)

1. Start feature activation
2. Set up status change notification
3. Upload sample documents
4. Finalize feature settings

PDF Invoice Settings

Send converted PDF invoices to the Drafts tab in my Outbox for my review. ⓘ

Your email address for sending PDF invoices to Ariba Network

By entering this email address and pressing Save, 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.

Email address:

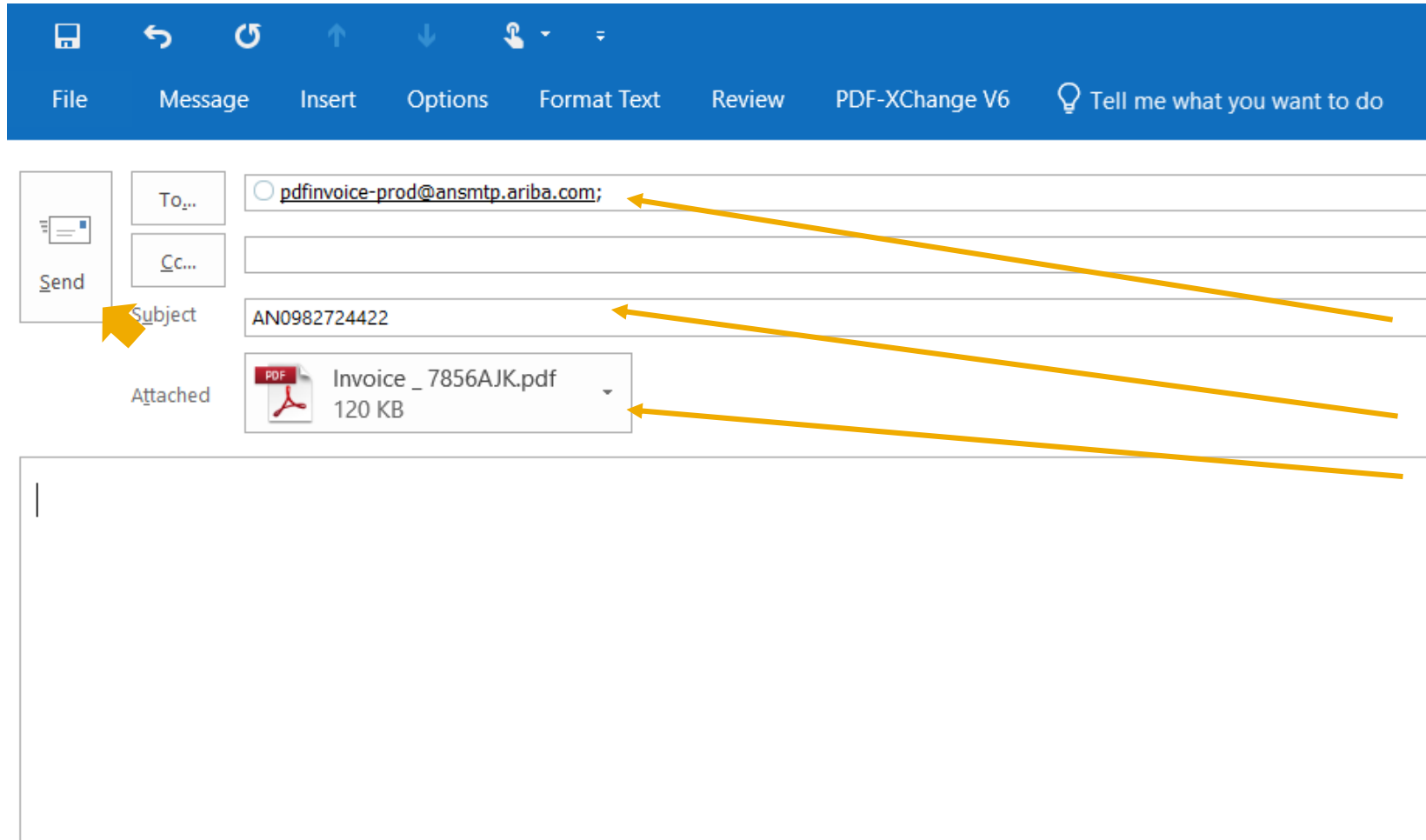
Notifications

Type	Send notifications when...	To email address
PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	<input type="text" value="marina.marinova@sap.com"/>
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="selsup180528123002vf6@aribalq.cor"/>

Previous Save

Enter here your orginitaing e-mail address that Ariba Network will consider as authorized to send PDF invoices on behalf of your *Supplier account*.

Supplier sends a PDF invoice via e-mail



Ariba Network Production e-mail address

Valid buyer ANID

Single PDF invoice as an attachment

Notifications

Suppliers only receive a notification if there was a problem with processing the PDF.

If the processing of the PDF document happened successfully, suppliers receive:

- A notification for draft creation (if set-up) or
- A notification that the invoice was successfully submitted (if set-up).



Using PDF Invoices from Light Account

Receiving an Interactive E-mail order

The screenshot shows an email client window with the following details:

- Subject:** "selbuy180620045737wQs - TEST" <ordersender-dev3@ansmtp.lab1.ariba.com>
- From:** "selbuy180620045737wQs - TEST" <ordersender-dev3@ansmtp.lab1.ariba.com>
- To:** Stoyanov, Petar (external - Service)
- Attachments:** PO4444.htm .htm File
- Body:** "Your customer sent you this order through Ariba Network."
- Buttons:** "Process order" and "Send PDF invoice" (highlighted with a yellow box and an arrow).
- Footer:** "To access the Order: [Continue](#)"
- Metadata:** "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>."
- Sender Info:** From: Acme, 123 Anystreet, Sunnyvale, CA 94089, United States.
- Recipient Info:** To: selup180620045737woO - TEST, jUnitDummy, Sunnyvale, CA 94089, United States, Phone: +1 (650) 3902788.
- Order Info:** Purchase Order (New) PO4444, Amount: \$31.20 USD.

This button is available on the Interactive E-mail order only if the supplier has successfully onboarded with PDF Invoices.

PDF Invoices Light Account

The screenshot shows an Outlook email interface. The ribbon at the top includes 'File', 'Message', and 'PDF-XChange V6'. The ribbon contains various action buttons such as 'Ignore', 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Meeting', 'IM', 'More', 'Move to:?', 'To Manager', 'Done', 'Create New', 'Move', 'Actions', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', 'Find', 'Related', 'Select', and 'Zoom'. The email header shows the sender as 'ordersender-lq13@ansmtp.lab1.ariba.com' with the subject '--- Ariba Internal Testing --- Document created - Document pdfdemo1.pdf - Notification from Ariba Network'. Below the header, there is an information icon and a link: 'If there are problems with how this message is displayed, click here to view it in a web browser.' The main body of the email contains a message from 'The Ariba Network Team' with a link to 'http://www.ariba.com'. A blue button labeled 'View PDF' is highlighted with a yellow border. A tooltip next to the button displays the URL: 'https://svclq13.lab1.ariba.com/supplier.aw/ad/extracteddokumentdetail?docid=3000000000000000000034719' and the text 'Click or tap to follow link.' A small error message at the top of the email body states: 'The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.'

PDF Invoices Light Account

The screenshot displays the Ariba Network Supplier interface. At the top, the browser address bar shows the URL: <https://app184.lab1.ariba.com:10558/Supplier.aw/100266103/aw?awh=r&e>. The page header includes the Ariba Network logo, navigation links for 'Company Settings', 'Feedback', and 'Help', and a 'Done' button. Below the header, the 'PDF Document Details' section is active, with 'Preview' selected over 'History'. A 'Download PDF' link is visible on the right. The main content area shows 'PAGE 1/1' and two boxes containing invoice details:

Emetteur	Facture N° T8CB_915
FOURNISSEUR B 0033411000775	Date de la facture : 28/11/2011
ADRESSE FOURNISSEUR B	Adresse de facturation
75003 PARIS FR	Code Client : 0033411000779
N° TVA : FR61523963750	ACHETEUR 1 0033411000779
RCS PARIS 523963750	ADRESSE ACHETEUR 1
SIREN : 523963750	75010 PARIS FR
	SIREN : 523963751
	TVA : FR37523963751

The Windows taskbar at the bottom shows the system tray with the date 31/07/2018 and time 17:39.

PDF Invoices Light Account

There is no data to show on charts.

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

2
Documents Pending Conversion

1
Draft PDFs for Review

0
New Early Payment Offers

0
Invoices Pending Payment

Orders, Invoices and Payments

0 Orders to Invoice	0 Orders that Need Attention	0 Invoices Rejected	2 Documents Pending Conversion
------------------------	---------------------------------	------------------------	-----------------------------------

0
Invoices Pending Approval

0
New Purchase Orders

0
Payments that Need Attention

0
Payments Received

0
Pinned Documents

0
Orders to Confirm

0
Orders to Ship

0
Orders with Service Lines

You do not have any Orders and

Manage Default Tiles

PDF Invoices Light Account

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

Your PDF document was successfully converted and a draft invoice was created on Ariba Network for your review.

Important:

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

[Edit Draft](#)

PDF Invoices Light Account

Ariba Network

AW Options...

Full Page Refresh:
DirectAction (OK)



Company Settings ▾

jU-kdoYfglF5b45b773...

Help ▾

Upgrade from light account

Learn More

Create Invoice

Update

Save

▼ Invoice Header

* Indicates required

Summary

Invoice #:

PdfDemo7

Invoice Date:

27 Feb 2018



Supplier Tax ID:

Bill To: **ACHETEUR 1 0033411000779**

PARIS

France

Subtotal: 67.10 EUR

Total Tax: 13.15 EUR

Total Shipping: 0.00 EUR

Total Gross Amount: 80.25 EUR

Total Net Amount: 80.25 EUR

Amount Due: 80.25 EUR

Order Information

(Enter at least one of the following)

Customer Order #:

02251809

Contract Number:

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Ariba Network

AW Options...

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Company Settings ▾

jU-kdoYfgIF5b45b773...

Help ▾

Messages

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:France. The document's destination country is:France.

If you want your invoices to be stored in the Ariba 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 : PdfDemo7
Invoice Date : Tuesday 27 Feb 2018 12:00 PM GMT+01:00
Original Purchase Order : 02251809

Subtotal : 67.10 EUR
Total Tax : 13.15 EUR
Total Shipping : 0.00 EUR
Total Gross Amount : 80.25 EUR
Total Net Amount : 80.25 EUR
Amount Due : 80.25 EUR

ISSUER OF INVOICE:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

BILL TO:

ACHETEUR 1 0033411000779

Postal Address:
ADRESSE ACHETEUR 1
75010 PARIS

France

SUPPLIER:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

CUSTOMER:

ACHETEUR 1 0033411000779

PDF Invoices Light Account

The screenshot shows an Outlook email window with the following details:

- Subject:** --- Ariba Internal Testing ---Invoice PdfDemo7 for 80.25 EUR has been submitted to selbuy180711105150WjH - Message (HTML)
- Sender:** ordersender-lq13@ansmtp.lab1.ariba.com
- Recipient:** MARINOVA, Marina
- Attachments:** PdfDemo7.pdf (81 KB) and PdfDemo7.xml (34 KB)
- Message Content:**

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

You have successfully submitted Invoice PdfDemo7 for 80.25 EUR to **selbuy180711105150WjH** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

PDF Invoices Light Account

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

0 Orders to Invoice

0 Orders that Need Attention

0 Invoices Rejected

1 Invoices Pending Payment

More...

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status	Action
PdfDemo7	selbuy180711105150WJH	Non-PO	2 Aug 2018	80.25 EUR	Sent	Select ▾ Send me a copy to take action

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Tasks

Profile information

15%



FAQ

FAQ

1	What should I test?	Test all scenarios such as PO and non-PO invoices. Have your customer send you a test PO for testing purposes. If you test credit notes, they must refer to a previous invoice sent to Ariba.
2	What happens if my invoice template changes?	If our invoice template changes, you can contact Ariba support and initiate a request to adjust for template changes
3	Does converted invoices have special rules?	No. All buyer network rules will be applied on invoices generated from PDF
4	Does this support any other document type?	No. Only invoices are supported in this service
5	Is there a fee to use PDF Invoices	No. PDF Invoice feature is free for buyers and suppliers
6	Can buyer/customer modify converted PDF invoice	No. Only suppliers can edit and modify converted invoices
7	Do I need to enroll from test account and production account?	No. Enablement is required only from production account. Once enabled, switch to test account for validation prior to submitting production invoices