

SAP Ariba /

Feature at a glance Include attachments in invoice approval emails

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CONFIDENTIAL





Introducing: Include attachments in invoice approval emails

Customer challenge

Invoice approvers cannot view the attachments to the invoice without signing on to SAP Ariba Buying and Invoicing, or SAP Ariba Invoice Management. Adds delay to invoice reconciliation process and possibly affects working capital goals

Meet that challenge with SAP Ariba

SAP Ariba Buying and Invoicing and SAP Ariba Invoice Management now includes attachments at the invoice header level as well as attachments at the invoice line level in the invoice approval e-mail.

Experience key benefits

Approvers can view supporting documents required to make the decision in the e-mail approval request without having to log into Ariba applications. Makes approval process easier and faster.

Solution area

SAP Ariba Buying and Invoicing SAP Ariba Invoice Management

Implementation information

This feature is "off" by default. This can be turned on by setting the parameter Application.Invoicing.AttachmentsInApprovalNotifications

Prerequisites and Limitations

A prerequisite for this feature is that our customer has the existing parameter Application.Base.EmailApprovalEnabled set to Yes.

The sum of all attachments cannot exceed 10MB.

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Detailed feature information

In organizations using email approval, users can now receive invoice-related attachments in their email approval notifications so they can make informed decisions without logging in to the application. Maximum 10 MB is supported and if attachment size exceeds 10MB, it should be viewed by logging into application. All formats such as Plain Text, Compact Text, HTML and Simple HTML are supported. Buyers that have enabled to keep attachments on the network would still need to log into SAP Ariba Buying and Invoicing, or SAP Ariba Invoice Management to view attachments.

Beply QReply All Groward SIM Email Approval Carl Davis 1 1029 AM Action required: Approve this invoice from supplier JCN Technologies - JCN_028 (\$26.95 USD)	Graphy Graphy All Graph	9	Reply Reply All Forward Email Approval	Carl Davis) 1 1029 A	
SV/deo Cable Justification	Action required: Approve this invoice from supplier JCN Technologies - JCN_028 (\$26.95 USD)		S-Video Cable Justification 2 MB]		
INVSNV5408-NonPO-14-for-plaintext-23: (Supplier: JCN Technologies (AN - Fulfillment FT) Amount: \$26.95 USD) requires your action By replying to this message you can either "approve" or "deny" this request. If you forward this message with the following lines you will	per 2 MB		Invoice			
be delegating your authority to "approve" or "deny" to all recipients of the message.	REQUESTER: Gene Halas - Wednesday, March 21, 2018 PDT Net Amaunt: \$26.95 USD Total Charges: \$0.00 USD		Requires your action		On behalf of Gene Halas	
[] before the action you wish to take. [] Approve WorkflowActionID,AAAeAeQbidb.y7n5lk200yof,AAAeAExD0GA,JAAAeAExD0GA,g2pTe5g;	Total Taxes: \$0.00 USD Total Cost: \$26.95 USD (1 line item(s))		requires your approval.	echnologies (AN - Fulfillment FT)	Supplier Invoice # SINV5408-NonPO-13-no-att Supplier	
[] Deny WorkflowActionID,AAAAeQbJdb,ttsmcrt0l8cx,AAAeAExD0GA,2,AAAeAExD0GA,p2pTeSg;	APPROVER: Rong Zhuang REASON:	Click "Approve" or "Deny" to approve or der the email that opens. To view the invoice in		In JCN Technologies (AN - Fulfillment FT) Invoice Date Tuesday, March 20, 2018		
To view this request in the Ariba Spend Management system, use the following URL: https://10.48.109.128:443/fluyer/Main/ad/webjumper? alm-p2pIc5g8.passwordadapter-PasswordAdapter18.itemID-AAAeAeQbidb8.awcharset-UTF-8	ACTIONS: 2 On the first line of your reply, type "approve" or "deny". Enter justification or comments on the second line of your reply.		Approve Deny	View	Total Amount \$26.95 USD	
INVSINV5408-NonPO-14-for-plaintext-23 Created on Wednesday, March 21, 2018 PDT by Gene Halas			Line Items			
Summary: #-QtyUOMDescriptionPriceSupplier Part NumberMatched To 1-1—each-S-Video Cable MD-MM\$26.95 USD-SVDO4 25Not Matched	Line: 1; S-Video Cable MD4M/M Dual Coax Qty: 1; UOM: ; Price: \$26.95 USD; Discount: \$0.00 USD; Net Amount: \$26.95 USD; Charget: ; Taxes: ; Amount: \$26.95 USD JCN Technologies (AN - Fulfillment FT)		1 Description S-Video Cable MD4M/M Coax	Qty Unit Price Dual 1.00 each \$26.95 USD	Discount Net Amount Charges Taxes Gross \$0.00 \$26.95 Amount USD USD \$26.95 USD USD	
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Details:						
Line: 1; (1ty: 1; UDM: each; Price: \$26.95 USD; Total: \$26.95 USD Description: S-Video Cable MD4M/M Dual Coax Supplier: ICN Technologies (AN - Fulfillment FT) Shio To:	APPROVAL FLOW: Ready for approval by: Rong Zhuang DO NOT MODIFY:		Ready for approval Approve Deny	Yes	Rong Zhuang	
25 Main Street Sunnyvale CA Deliver 72: Arnold Davis	Approve WorkflowActionID,AAAeAeQbK0F,1w3bj63bgg4w9,AAAeAExD0GA,1,AAAeAExD0GA,p2pTeSg; Deny WorkflowActionID,AAAeAeQbK0F,agy0gho1v1tf,AAAeAExD0GA,2,AAAeAExD0GA,p2pTeSg;		Copyright © 2005 - 2018 Ariba, Inc. All rig	hts reserved		
Denter II. A Amou Davis Bill To: 4500 8th Avenue	END OF TEXT		_	_		

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In case the sum of all attachments exceeds 10 MB, the approval e-mail will be sent without attachments, and the approver will be able to view the attachments by signing on to SAP Ariba Buying & Invoicing / SAP Ariba Invoice Management. The e-mail body explains that the document contains large size attachments and that they are not sent out along with this email.

The maximum attachment size on the Ariba Network for a buyer is controlled with rule "Maximum attachment size" in the admin app. The maximum attachment size on the Ariba Network must be equal to or greater than 10 MB for this feature.

The buyer's e-mail server must allow attachments to emails to be equal to, or greater than, 10 MB.



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Attachments will not be included in consolidated e-mail notification messages.

In consolidated e-mail notification messages, the approver may take different actions on the invoices in the notification, and will do so by signing on to the SAP Ariba solution to handle the approvable.

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You have: S Notifi View	cation(s). Click on the URL in each sect Message IRSINV5408-NonPO-47-coderevie Amount: \$20.78 USD) has added y	w-line-40 - (Supplier: JCN Te	-	Requester	Created Wednesday, April 4, 2018 at 11:07 AM, PDT
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APPROVABLES RE View	QUIRING YOUR APPROVAL Message IRSINV5408-NonPO-45-coderevie Technologies (AN - Fulfiliment FT) Click "View" to go to invoice reconciliation	requires your approval.	nciliation from supplier JC	Requester N Gene Halas	Created Wednesday, April 4, 2018 at 9:52 AM, PDT
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