



SAP Ariba 

Feature at a glance

Include attachments in invoice approval emails

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: **Include attachments in invoice approval emails**

Ease of implementation



Some complexity

Geographic relevance



Global

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.

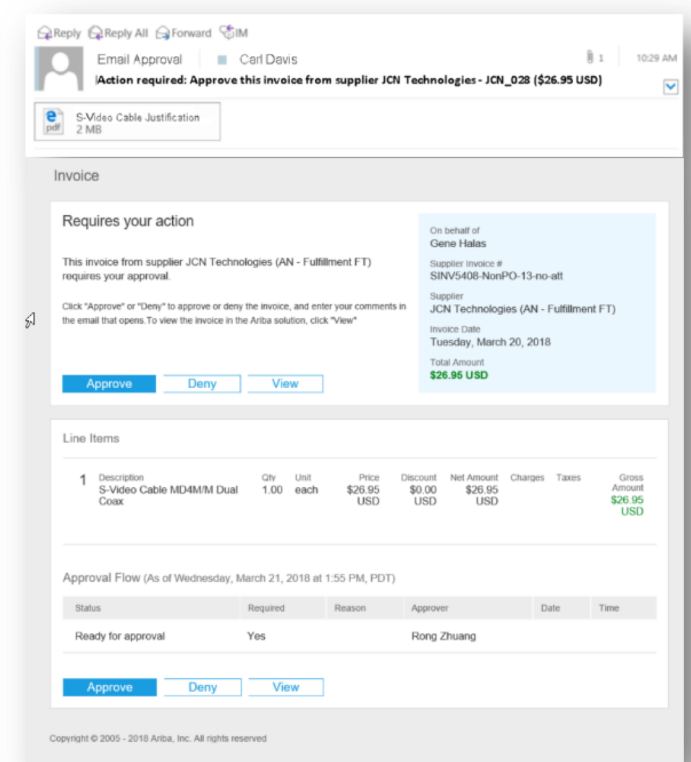
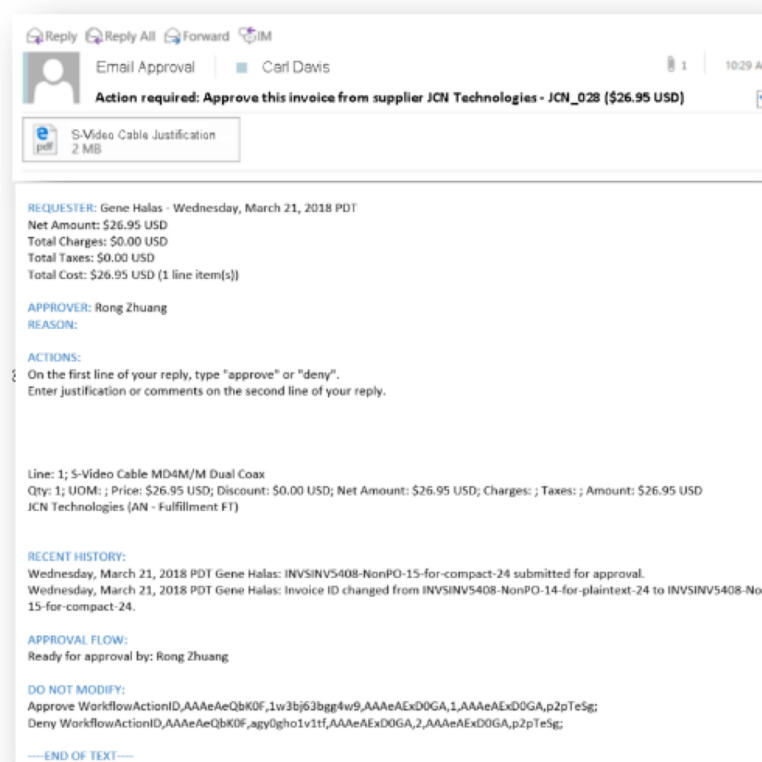
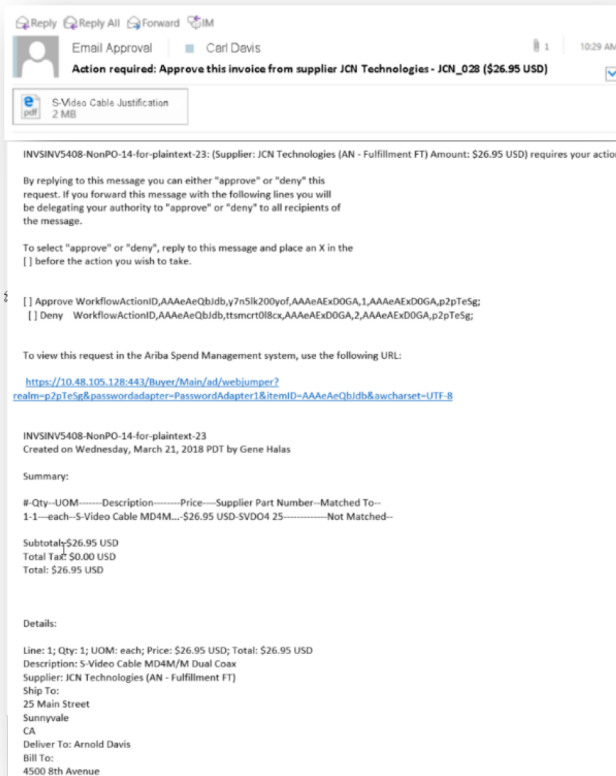
The sum of all attachments cannot exceed 10MB.

Feature at a Glance

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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.



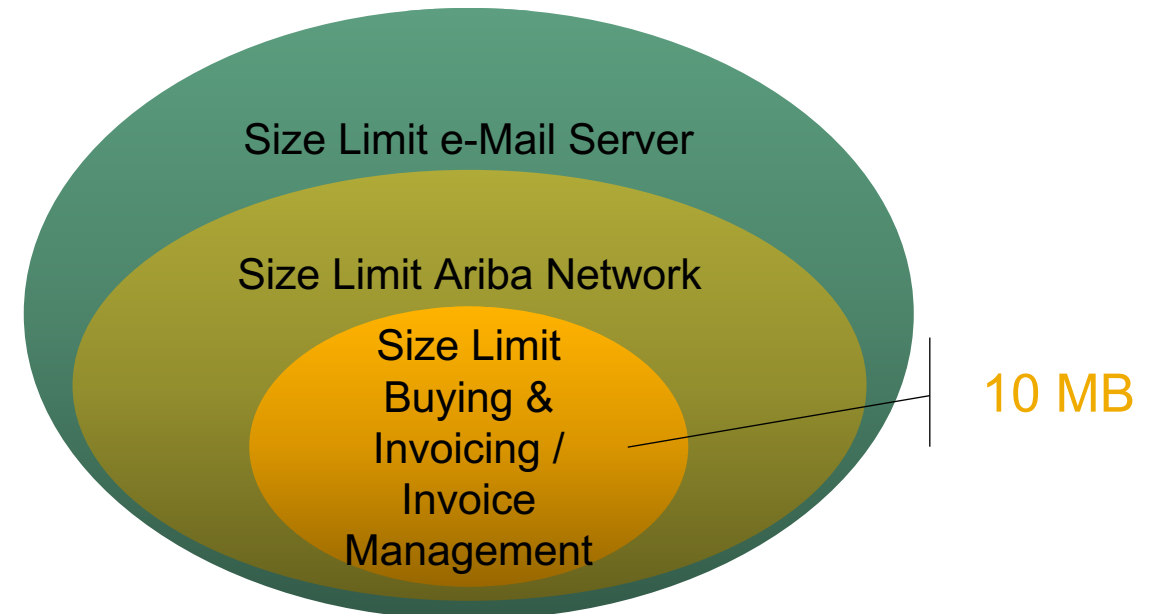
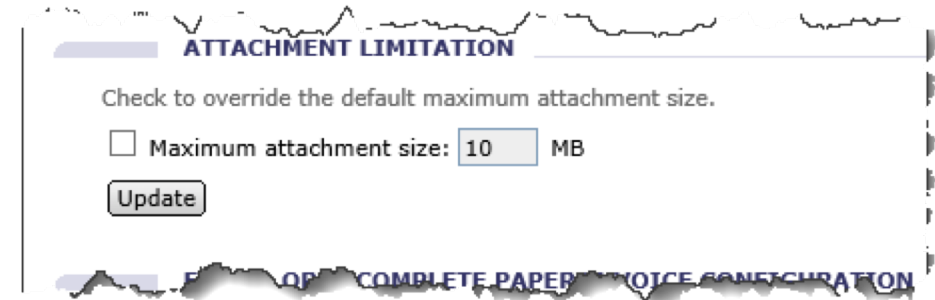
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In case the sum of all attachments exceeds 10 MB, the approval e-mail will be sent without attachments, and the approver will be able to view the attachments by signing on to SAP Ariba Buying & Invoicing / SAP Ariba Invoice Management. The e-mail body 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 e-mails to be equal to, or greater than, 10 MB.



Feature at a Glance

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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.

