SAP Ariba

Feature at a Glance
Simplified Non-PO invoice creation in guided buying

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THE BEST RUN **SAP**

Feature at a Glance

Introducing: **Simple non-PO invoice creation in guided buying**

Customer challenge

It was not possible for users to create simple Non-PO invoices in Guided Buying without navigating to the classical SAP Ariba Buying and Invoicing user interface.

Solution area

Guided Buying capability as part of the following solutions:
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

Meet that challenge with

SAP Ariba

This feature allows Guided Buying users to create simple Non-PO invoices from the guided buying UI. The user does NOT need to navigate to the SAP Ariba Buying and invoicing screens to create the Non-PO invoice.

Users can create non-PO invoices, check their statuses, approve them within Guided Buying.

Taxes, Accounting information and attachments are all supported as part of the non-PO invoice creation process in Guided Buying.

Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a **Service Request (SR)**.

After SAP Ariba Support performs tasks to enable the feature (See release guide for details), turn ON the Guided Buying parameter, PARAM_ENABLE_NON_PO_INVOICE.

Default Non-PO invoice form can be enabled by adding an 'Invoice Request' tile and assigning it a commodity code

Refer to the release guide for any additional parameter settings that may be required to enable specific features (e.g. Making Supplier Invoice No. Non-editable, suppressing incoterms etc.)

Experience key benefits

This capability will benefit organizations and its users by allowing them to create invoice request payments for one-off purchases such as for simple one-off services or for items purchased outside of guided buying or for clearing professional dues or paying conference fees etc.

Doing this through Guided Buying significantly enhances the overall user experience than that provided by classical UI of the SAP Ariba Buying and Invoicing solution, while enforcing standard invoicing policies and business rules.

This will help create payment requests for suppliers through guided buying, leading to less workload on AP and faster processing.

Prerequisites and Restrictions

SAP Ariba Buying and Invoicing must be enabled on your site.

SAP Ariba Customer Support must first enable the SAP Ariba APIs for your site and add access for the API client "guidedbuy-2lo-client."

Non-PO Invoice Tile configuration

Non-PO Invoice Tile configuration

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The same Non-PO Invoice form can be referenced to multiple tiles

Non-PO invoice creation with header level details

Tax support

Split accounting

Split accounting support in Non-PO invoice

Remit to Address

'Name' field in the Remit-To bank chooser

Non-PO Invoice creation – Comments and Attachments

PDF invoice view – side-by-side with Non-PO invoice creation

Approval flow of a submitted invoice

Supplier Invoice number behavior

SAP Guided Buying

INVDATASERV_2-1615

Invoice Request / INVDATASERV_2-1615

Total **514.00** USD

Pay to

Supplier

Boilermaker Inc.

Remit To Address

Boilermaker HQ
359 Northwestern Ave, West Lafayette, IN, 46062, US

Supplier Contact

Boilermaker HQ

Supplier Invoice #

DATASERV_2

Invoice Date

September 24, 2019

Invoice details

Net amount

500.00 USD

Commodity Code

Data archiving services

Full Description

Invoice for Data Archiving Services

> Taxes

> Accounting

Total amount | **514.00 USD**
Net amount | 500.00 USD
Taxes | 14.00 USD

Supplier Invoice number can be made read-only for scenarios in which invoice is processed in external systems after it is submitted in GB.

SAP Ariba Procurement solutions parameter named 'Application.Invoicing.InputCategoriesFreezeInvoiceNumber ' can be used to make the Invoice no. read-only.

Invoice History

Invoice with Reconciling status in SAP Ariba Buying and Invoicing

Invoice sent to the Ariba Network

Searching Invoice requests by Invoice status

Validation of Non-PO Invoices in Guided Buying

- Non-PO invoice forms in guided buying can be validated using the guided buying validation policies. The policies are evaluated immediately after a user submits the request.

- Invoice validation rules configured in SAP Ariba Buying and Invoicing shall be used for Non-PO invoices in guided buying

- Errors and Warnings will be displayed on the guided buying UI

- Validation errors or warnings received from the Validate and Enrich API (if configured for the Non-PO Invoice) can also be viewed within the guided buying UI.