



Feature at a Glance


Simplified Non-PO invoice creation in guided buying

Jaideep Tungare, SAP Ariba
Target GA: Feb, 2020

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Feature at a Glance

Ease of implementation

 Some complexity

Geographic relevance

 Global

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

Admin Home

Any changes are saved automatically and immediately viewable by the end user.

PU: All

Exit

Multi-line invoice for co...

Website

New Title e ef dsf dsf sf...

Website

Request form

Graphic design

801415

All

Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote,

nonpo
non
po
invoice
epay
payment
request
conference
speakers

Line item form

Cathy GB2.0 Simple

76

If no policies defined, will use high touch. RFP will be in draft. When policies defined, they override cc, location

Non-PO Invoice

INV_AutoGenerated

81101507

Non-PO Invoice

Data service invoice

80161506

Use this form to enter ad hoc invoices received for data service requests

Non-PO Invoice

Electrical Engineering Services

81101701

Use this form to enter ad hoc invoices received for Electrical Engineering services requests

Non-PO Invoice

Meeting Planning Services

80161502

Use this form to enter ad hoc invoices received for Meeting planning service requests

+

Add new tile

Create new tile

Landing Page

Brings users to another landing page. When using Page, if you specify information for the resources attribute, those resources show up as tiles on the landing page. Otherwise, a blank resources attribute means that the landing page serves as a read-only page of instructions.

Invoice Request

Allow user to create invoice request to generate Non-PO Invoice

External Site

Redirects users to an external web address, a report folder in your organization's SAP Ariba reporting site, or another specific location in SAP Ariba Buying solutions.

Ad Hoc Item

Brings users to the Request ad hoc item or service page.

Catalog Search

Use this for tiles that you don't want users to locate in search

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Non-PO Invoice Tile configuration

Admin Home


Any changes are saved automatically and immediately viewable by the end user.

PU: All

Exit




Payment Request



Multi-line invoice for co...

Website



New Title e ef dsf dsf sf...

Website

Request form

Graphic design

801415

All

Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote,

nonpo
non
po
invoice
epay
payment
request
conference
speakers

Line item form

Non-PO Invoice

Non-PO Invoice

Data service invoice


80161506

Use this form to enter ad hoc invoices received for data service requests

Non-PO Invoice

Electrical Engineering Services

81101701



Add new tile

Edit

Type

NonPOInvoice

Unique Name

daf96e42-3421-4666-8c2a-f2f3a131

Title

Electrical Engineering Services

Description

Commodity Code

81101701

Job Function Filter

Select one or more

Start typing the form's name

Autogenerate invoice number

☐

Gallery

Save

Cancel

Optional Title field

Auto-generation of Invoice numbers can be enabled for Non-PO Invoices

Feature at a Glance

Introducing: Simple non-PO invoice creation in guided buying

The screenshot displays the SAP Guided Buying interface. At the top, the header shows 'SAP Guided Buying' and a search bar with the text 'Find goods and services'. Below the header, the main content area is titled 'Payment Request'. A navigation bar on the left shows a back arrow and the text 'Payment Request'. The main content area features a grid of tiles. A yellow callout box with the text 'The same Non-PO Invoice form can be referenced to multiple tiles' points to a 'Non-PO invoice form' tile. The tiles include:

- Multi-line invoice for ...** (Website icon)
- New Title eef dsf ds...** (Website icon)
- Request form** (Graphic design, 801415, All, Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote, nonpo non po invoice epay paym...)
- Line item form** (Cathy GB2.0 Simple, 76, If no policies defined, will use high touch. RFP will be in draft. When policies defined, they override cc, location)
- Non-PO invoice form** (INV_AutoGenerated, 81101507)
- Non-PO invoice form** (Data service invoice, 80161506, Use this form to enter ad hoc invoices received for data service requests)
- Non-PO invoice form** (Electrical Engineering Services, 81101701, Use this form to enter ad hoc invoices received for Electrical Engineering services requests)
- Non-PO invoice form** (Meeting Planning Services, 80161502, Use this form to enter ad hoc invoices received for Meeting planning service requests)

Non-PO invoice creation with header level details

SAP Guided Buying

< INVDATASERV_1-1615
Invoice Request / INVDATASERV_1-1615

Total **514.00** USD

Save

Send request

Composing Saved - just now

Charge to

On Behalf Of

Jaideep Tungare

Purchasing Unit

US001

Company Code

3000 (IDES US INC)

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_1

Invoice Date *

9/24/2019

Invoice details

Net amount

500.00

USD

Commodity Code

Data archiving services

Drag and drop file here, or
[browse](#) to upload an invoice

?

Tax support

SAP Guided Buying

INVDATASERV_1-1615 Invoice Request / INVDATASERV_1-1615 Total 514.00 USD Save Send request

Invoice details

Net amount
500.00 USD

Full Description *
Invoice for Data Archiving Services

Taxes

Tax type
VAT

[+ Add tax](#)

[Accounting](#)

Comments
Write your comment...

Attachments
Drag and drop file here, or browse to upload

SAP Guided Buying

INV1619 Invoice Request / INV1619 Total 0.00 USD Save Send request

0.00 USD Electrical engineering services

Full Description *

Taxes

[+ Add tax](#)

[Accounting](#)

Comments
Write your comment...

Attachments
Drag and drop file here, or browse to upload

Add new tax

Add by tax type or tax code.

☒ Tax type ☐ Tax code

Name Search for tax type

Name	
SED	Choose
VAT	Choose
SH Edu Cess	Choose
State Sales/Use	Choose
State Sales/Use_1	Choose
City Sales/Use_1	Choose

[Cancel](#)

Split accounting

SAP

Guided Buying

367

1

JT

<

INV1619

Invoice Request / INV1619

Total 0.00 USD

Save

Send request

> Taxes

< Accounting

Account Assignment *

K (Cost center)

Split accounting

Unallocated 0 % Split 100 %

Split by

Percentage

Amount

Amount to split

0.00 USD

> Cost Center (0000002300 (Procurement))

100 %

> Cost Center (0000002300 (Procurement))

0 %

+ Add split

Total amount

0.00 USD

Net amount

0.00 USD

Taxes

0.00 USD

Comments


Write your comment...

Add

Split accounting support
in Non-PO invoice

Remit to Address

SAP Guided Buying

INV1695  Invoice Request / INV1695

Total **0.00** USD Send request Save ...

Composing *Saved - a minute ago*

Charge to


On Behalf Of
Jaideep Tungare

Company Code
3000 (IDES US INC)


Pay to

Supplier *
Search for supplier

Supplier Contact

Supplier Invoice # *
 12/18/2019 



Invoice details

Net amount
0.00 USD 

Commodity Code
Data archiving services

Full Description *

Remit To Address

Name  

Name	Street	City	State/Province/Region	Postal Code	Country
No data					

'Name' field in the Remit-To bank chooser

Non-PO Invoice creation – Comments and Attachments

SAP

Guided Buying

INVDATASERV_1-1615

Invoice Request / INVDATASERV_1-1615

Total 514.00 USD

Save

Send request

Taxes

14.00 USD

Comments

Write your comment...

Add

Attachments

Drag and drop file here, or [browse](#) to upload

Add

JT

Jaideep Tungare

9/24/2019

×

SupplierInvoice...

14 KB

Remove all

Delete request

SAP Ariba

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

INV1629

Invoice Request / INV1629

Total 0.00 USD

Save

Send request

Composing

Saved - 4 minutes ago

Charge to

On Behalf Of

Jaideep Tungare

Purchasing Unit

US001

Company Code

3000 (IDES US INC)

Pay to

Supplier *

Search for supplier

Remit To Address

Supplier Contact

Supplier Invoice # *

>> Hide invoice

Invoice.pdf
83 KB

AEugAQNCuhgjJFU

2 / 2

Net Term: 30 days

Additional Information:
Customer VAT/Tax ID: 1000001048000VG
Supplier VAT/Tax ID: 11000101
Original Purchase Order: 4800129013

Line #	Line Ref #	Part # / Description	Qty / Unit	Unit Price	Sub Total
1	1	Not Available	1,000 EA	10.00 AED	10,000.00 AED
MATERIAL Network Vendor - Tolerance Testing					

DETAILS

Auxiliary Part ID:
Manufacturer Part #:
Manufacturer Name:
Country of Origin:
Additional Information:

Subtotal: 10,000.00 AED

Gross Amount: 10,000.00 AED

Net Amount: 10,000.00 AED

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	5%		10,000.00 AED	500.00 AED		VAT		

Date of Supply: Tuesday 5 Dec 2017 12:00 AM GMT+05:30

Invoice Summary

Subtotal: 10,000.00 AED

Total Tax: 500.00 AED

Total Gross Amount: 10,500.00 AED

Total Net Amount: 10,500.00 AED

Amount Due: 10,500.00 AED

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Approval flow of a submitted invoice

SAP Guided Buying

366

1

JT

✓ You have submitted your request for approval.

<

INVDATASERV_2-1615

Invoice Request / INVDATASERV_2-1615

Total 514.00 USD

Edit

Done

Submitted

Process

Request

Jaideep Tungare

Reconciling

Comments

Write your comment...

Add

Attachments

📎

Drag and drop file here, or [browse](#) to upload

Add

JT Jaideep Tungare

9/24/2019

x

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Supplier Invoice number behavior

SAP Guided Buying

< INVDATASERV_2-1615
Invoice Request / INVDATASERV_2-1615

Total **514.00** USD

Pay to

Supplier	Remit To Address
Boilermaker Inc.	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	Commodity Code
500.00 USD	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

SAP

Guided Buying

<

INVDATASERV_2-1615

Invoice Request / INVDATASERV_2-1615

Total 514.00 USD

> Accounting

Total amount514.00 USD

Net amount500.00 USD

Taxes14.00 USD

History

Date	Real User	User	Action	Summary
9/24/2019, 11:49 PM		aribasystem	Sent to Ariba Network.	Successfully sent to Ariba Network.
9/24/2019, 11:49 PM	Jaideep Tungare	Jaideep Tungare	Approved	INVDATASERV_2-1615 approved.
9/24/2019, 11:48 PM	Jaideep Tungare	Jaideep Tungare	Submitted	INVDATASERV_2-1615 submitted for approval.
9/24/2019, 11:48 PM	Jaideep Tungare	Jaideep Tungare	Invoice ID Changed	Invoice ID changed from INVDATASERV_1-1615 to INVDATASERV_2-1615.

4 records

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Complete History on GB Invoice shows the progress of the Invoice all the way through to the supplier on Ariba Network

Invoice with Reconciling status in SAP Ariba Buying and Invoicing

← Back

Resume Customization

Q

4

Help

Jaideep Tungare

INVDATASERV_2-1615

Status: Reconciling

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Copy

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Print

Summary

Approval Flow

Reference

Messages

History

Header Information

Invoice Summary: \$514.00 USD Details

Supplier: VDR1533050 (Boilermaker Inc.)

Supplier Contact: Boilermaker HQ

Invoice ID: INVDATASERV_2-1615

Supplier Invoice #: DATASERV_2

Invoice Date: Tue, 24 Sep, 2019

Type: Non-PO

Supplier Sales Order #:

On Behalf Of: Jaideep Tungare

Invoice Submission Method: Online

Invoice Origin: Supplier

Purchasing Unit: US001

Company Code: 3000 (IDES US INC)

My Labels: Apply Label...

Payment Terms: 0001

Ship From: Boilermaker HQ
4876 Northwestern Ave
W Lafayette IN 47996
United States

Plant: New York
691 Broadway
NEW YORK NY 10001
United States

Remit To Address: Boilermaker HQ
359 Northwestern Ave
West Lafayette IN 46062
United States

Deliver To:

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (1)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Invoice for Data Archiving Services	1	each	\$500.00 USD	\$500.00 USD			\$14.00 USD	\$514.00 USD	(1)	Details

Details

Accounting Details

Base Amount: \$500.00 USD

Discount: \$0.00 USD

Charge: \$0.00 USD

Tax: \$14.00 USD

Payable To Supplier: \$514.00 USD

SAP Ariba

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Invoice sent to the Ariba Network

Ariba Network

Company Settings ▾

John Boilermaker

Help Center >>

Invoice: DATASERV_2

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

Attachment(s)

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: DATASERV_2

Invoice Date: Tuesday 24 Sep 2019 3:30 AM GMT-07:00

Submission Method: Online

Origin: Supplier

Source Document: Non-PO

Subtotal: \$500.00 USD

Total Tax: \$14.00 USD

Total Special Handling: \$0.00 USD

Total Shipping: \$0.00 USD

Total Charges: \$0.00 USD

Total Gross Amount: \$514.00 USD

Total Discount Amount: \$0.00 USD

Total Net Amount: \$514.00 USD

Amount Due: \$514.00 USD

BILL TO:

New York

Postal Address (Default):
691 Broadway
NEW YORK , NY 10001
United States
Address ID: 3000

Phone (work): +1 (3) 4833500
Fax (work): + ()

REMIT TO:

Boilermaker HQ

Postal Address (Default):
359 Northwestern Ave
West Lafayette , IN 46062
United States
Remit To ID: AD155993151

SUPPLIER:

Boilermaker HQ

Postal Address (Default):
4876 Northwestern Ave
W Lafayette , IN 47996
United States
Address ID: AD135147204

SHIPPING INFORMATION:

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Searching Invoice requests by Invoice status

Your Requests

All (10)Quotes (0)To receive (0)Custom forms (0)Invoice requests (15)

Last 3 months▼Invoice status▼No Choice▼

Invoice IdInvoice numberInvoice titleSupplier nameInvoice status

Requested 9/25/19Amount\$0.00 USD

INV1619INV1619

Requested 9/25/19Amount\$0.00 USD

INV1617INV1617

Your Requests

All (10)Quotes (0)To receive (0)Custom forms (0)Invoice requests (15)

Last 3 months▼Invoice status▼No Choice▼

No ChoiceComposingDeniedLoadedSubmittedSubmitted with ErrorsCanceledCC Invoice To ANAwaiting ReceiptsReconciliation DelayedReconcilingPayingPaidPaying FailedRejected

Requested 9/25/19Amount\$0.00 USD

INV1619INV1619

Requested 9/25/19Amount\$0.00 USD

INV1617INV1617

Requested 9/25/19Amount\$0.00 USD

INV1616INV1616

Requested 9/24/19Amount\$514.00 USD

Reconciling

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.