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Feature at a Glance
Configuring invoice and service sheet document numbering

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Feature at a Glance

Introducing: Configuring invoice and service sheet document numbering

Customer challenge

Some ERP and procurement systems allow to define how invoice and service sheets can be identified with a "number" or "ID".

When invoice and service sheet documents with IDs not matching the rules set in the receiving system flow to the ERP or procurement system, the documents may be rejected. In such scenarios, suppliers have to correct the documents and resubmit them.

Meet that challenge with
SAP Ariba

Previously, Ariba Network enabled buyer administrators to specify the maximum number of characters that can be used as the invoice and service sheet document number and to specify if these numbers could be reused.

Now, Ariba Network allows buyer administrators to specify the numbering preferences of invoice and service sheet for selected suppliers.

Experience key benefits

You can now ensure that the numbering of service sheet and invoice documents is matching the rules and restrictions configured in your ERP, thus avoiding document rejection by the ERP, and process costs to resolve the document number issues.

Solution area

Ariba Network
SAP Ariba Document Automation
SAP Ariba Document Automation Membership

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

Prerequisites and Restrictions

NONE

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Buyer administrator: Previous user interface

Previously the buyer administrator could, in **Configuration** > **Document Number Preferences**:
- specify the maximum number of characters that can be used as the invoice and service sheet document number
- In the case of service sheet, specify if the auto-generated service sheet number should have a suffix or not.

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Buyer administrator: New user interface

The administrator of a buyer company can now configure invoices and service sheet document numbering preferences for each supplier with whom they have an active trading relationship.

Procedure
1. Click **Administration** > **Configuration**.
2. Click **Document Number Preferences**.

The screen **Configure Document Numbering Preferences** appears like shown besides.

You can **Edit** or **Delete** **(1)** an existing numbering configuration or create new ones with the **Create** button **(2)**.

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Configure Document Numbering Preferences   [Save] [Close]

Invoice

Supplier	Prefix	Suffix	Length	Include Numbers	Include Uppercase	Include Lowercase	Special Characters	Actions
					No items			

↳ [Create]

Service Sheet

Supplier	Prefix	Suffix	Length	Include Numbers	Include Uppercase	Include Lowercase	Special Characters	Actions
ABC Design Service	AB-	-YZ	16	Yes	No	No		Edit Delete
Boilermaker Inc			16	Yes	Yes	No		Edit Delete

↳ [Create] ②

Advanced Ship Notice

Supplier	Prefix	Suffix	Rolling	Max. characters	From	To	Current number	Actions
					No items			

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Buyer administrator: Selecting suppliers to which to apply numbering preferences

The numbering preferences apply to **All Suppliers** by default.

You can also select in the **Suppliers** drop-down list between 1 and 10 suppliers to which the numbering preference being created will be applied **(1)**.

The **Search more** link **(2)** allows to modify the list of 10 suppliers shown in the list.

You can also select one **Supplier Group (3)** defined in **Supplier Enablement**.

You cannot select both a specific supplier and a **Supplier Group (4)**.

Specific preferences configured for a supplier take precedence over general preferences set for all suppliers.

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Buyer administrator: Numbering preference options

The allowed options are:

- Include a prefix which is limited to three characters;
- Include a suffix which is limited to three characters;
- Specify the maximum length of an ID;
- Whether an ID can include numbers;
- Whether an ID can include upper case letters;
- Whether an ID can include lower case letters;
- Whether an ID can include special characters and listing the allowed special characters. The following special characters are supported: **`**, **~**, **!**, **@**, **#**, **$**, **%**, **^**, **&**, *****, **(,** **)**, **-**, **_**, **=**, **+**, ****, **|**, **'**, **"**, **;**, **:**, **/**, and **?**. However, we recommend that you use these special characters only if necessary.
- Currently, Ariba Network supports only the English alphabet to be used in the document number.

Click **OK** to save the numbering preference.

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Supplier users: Auto-numbering in Create Service Sheet and Create Invoice

When you create a service sheet or an invoice and a numbering rule applies to you, the number field is automatically filled with a valid number which you can change. This automatic number shows you which categories of characters are allowed and what is the maximum length for the field. Try to identify any prefix or suffix (up to 3 characters). You can also ask to your Buyer contact what is the numbering preference applied to you.

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Introducing: **Configuring invoice and service sheet document numbering**

Supplier users: Number control in Create Service Sheet and Create Invoice

When you create a service sheet or an invoice and numbering preferences apply to you, the number you enter is controlled against the preferences and you cannot submit the service sheet if the number does not match the preferences. You can use the automatically generated number or ask to your Buyer contact what is the numbering preference applied to you.

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