



SAP Ariba 

Feature at a Glance

Supplier Onboarding of PDF invoices using the test account

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Target GA: May, 2022

CONFIDENTIAL

Feature at a Glance

Ease of implementation

Low touch / simple

Geographic relevance

Global

Introducing: Supplier onboarding of PDF invoices using the test account

Customer challenge

Currently as part of the enablement of PDF invoicing, suppliers use their production account for onboarding and testing their PDF invoice flow sometimes even without understanding the process and restrictions of this feature or reviewing the extracted invoice data.

This can lead to incorrect invoices possibly sent to their customers, more invoices failing validation of the buyer's transaction rules or creating confusion by sending test invoices to the customer's production account.

Solution area

Ariba Network

Meet that challenge with

SAP Ariba

This feature enhances the current PDF invoice onboarding process and requires suppliers to use the test account to onboard and test the PDF invoice functionality before using the production account to submit PDF invoices to customers.

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use

Experience key benefits

This feature helps suppliers to understand the process flow and restrictions of the PDF invoice functionality on Ariba Network and test and validate the solution before submitting production PDF invoices.

Test accounts enable suppliers to test and validate the solution with different samples of production invoices, review the extracted invoice data, ensure additional configurations like the email-based PDF invoice flow are working correctly and offers better understanding of the functionality including the PDF invoice tiles and draft invoices.

Prerequisites and Restrictions

Suppliers must have:

- A trading relationship with at least one buyer who has enabled PDF invoicing.
- A test account.

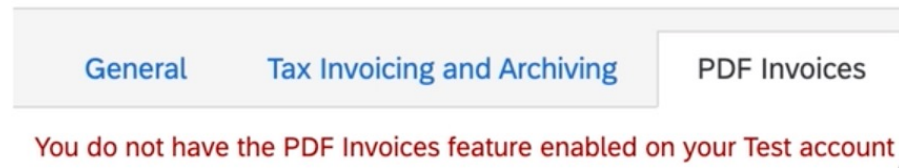
Feature at a Glance

Introducing: **Supplier onboarding of PDF invoices using the test account**

Detailed feature information

Previously, most of the suppliers used the production account for onboarding and submitting invoices to customers without any testing done on the test accounts. With this feature suppliers are allowed to onboard only on a test account.

Suppliers will see the following error in their production account if they try to access the onboarding wizard from *Settings -> Electronic Invoice Routing -> PDF Invoices Tab*



Suppliers will then have to *Switch to their test accounts* where they can go through the onboarding steps and upload the sample documents in their test account. Suppliers are recommended to test their sample invoices on their test account to complete the validation of the process flow and understanding any restrictions of the solution.

On successful onboarding, the production account will be enabled for suppliers to upload PDF invoices online and submit them to their customers. As part of the limited onboarding support on the production account, suppliers can go to the *Finalize feature settings* step of the onboarding to enable draft PDF invoices functionality and configure the supplier account to receive PDF invoices as attachments through emails.

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