

SAP Ariba M

Feature at a Glance Invoice Status Portal

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PUBLIC



Introducing: Invoice status portal

Customer challenge

Buyers transacting with many suppliers with varying processes may be receiving invoices via multiple channels, including email, 3rd party invoicing services, other networks, EDI, etc.

As a result:

- Suppliers have no visibility into their invoice and payment status and must call or email their buyers for updates
- Buyers' accounts payable teams spend significant time fielding supplier inquiries

Solution area

Ariba Network, buyers and suppliers

Meet that challenge with SAP Ariba

The invoice status portal is a self-service platform that allows suppliers to view the status of their invoice, when the invoice is due to be paid on the net payment term and remittance details if provided by the buyer.

Invoices posted to the buyers' ERP will be copied over to the invoice status portal. All suppliers for a buyer will be able to see the status of invoices that are registered in the buyer's accounting system – regardless of invoicing channel or network membership.

Implementation information

This feature is automatically on for all buyer accounts. This feature requires configuration of SAP Ariba Cloud Integration Gateway. The buyer must also enable the transaction rule to configure their invoice status portal. See details under the "Buyer Account Configuration".

Configuration requires administrator role.

Ease of implementation ____ Low touch / simple Geographic relevance ____ Global

Experience key benefits

- Reduction in supplier inquiries
- Improved supplier satisfaction and on-time payment frequency

Prerequisites and Restrictions

- The buyer is a customer of SAP Ariba Commerce Automation, SAP Ariba Supply Chain Collaboration or SAP Digital Supplier Network
- Buyers must configure SAP Ariba Cloud Integration Gateway ERP copy invoices to send those invoices to SAP Business Network
- Buyers must enable the transaction rule to set up the invoice status portal
- Buyers must configure the invoice status portal URL to activate the invoice status portal for suppliers

Section 1: Supplier Experience

Introducing: Supplier access to the invoice status portal

Detailed feature information – Feature Scope

- When an invoice is posted to the buyers' ERP and copied over to the invoice status portal, the supplier will receive an invitation email to the buyer's invoice status portal. The email address that the invitation is sent to is the email address indicated on the invoice. SAP Ariba Cloud integration gateway copies the invoice to the invoice status portal when the invoice is approved or rejected. The email address indicated on the invoice is the buyer has for the supplier in their vendor master.
- Suppliers have **3 ways** to access the invoice status portal:
 - Suppliers can sign into an existing SAP Business Network account to view, filter, sort invoices and subscribe to receive email notifications for invoice status changes
 - Suppliers can view the status of a single invoice (w/o registering) by entering invoice details via quick lookup
 - Suppliers can register for the buyer's invoice status portal, which will give them access to all of the above, but only for a single buyer relationship

Introducing: Supplier access to the invoice status portal

Detailed feature information – Using existing SAP Business Network Account

If the supplier has an existing SAP Business Network account, they can can log in to the buyer's invoice status portal using the same credentials. Logging in will take them to the buyer's invoice status portal where they can access the following invoice-related titles in the workbench: Invoices, Paid Invoices, Invoices Pending Approval, Approval, Approved invoices pending payment, Overdue invoices-approved, Overdue invoices-not approved, Rejected invoices, Credit Memos, Debit Memos and Remittances.



Introducing: Supplier access to the invoice status portal

Detailed feature information – Single Invoice Lookup

The user can choose to perform a single invoice lookup by clicking on the 'look up single invoice' tab*. They will then be presented with a list of fields related to the specific invoice they want to look up. Once completed, the system will ask the user to verify their email address with a one-time verification code sent to that address. If the user inputs the correct code, they can then see the status of their invoice. Possible statuses are: received, approved, paid, rejected and cancelled.



Introducing: Supplier access to the invoice status portal

Detailed feature information – Register for an account on Invoice Status Portal

On the invoice status portal login page, the user will see links for "register now" and "why register". Clicking on "why register" will bring up a pop-up with benefits of the invoice status portal. If the user clicks on "register now", they will see a page with a description, configured by the buyer, of what they can expect after creating an account. The user will need to enter their supplier vendor ID and email. The system will determine if an account may already exists for the user. If an account already exists, the user will be presented with the following options: review accounts, use another existing account or create a new account.



*If the user navigates to the registration link without receiving the invitation email first, they will need to provide their supplier ID and email address.



Introducing: Supplier access to the invoice status portal

Detailed feature information – Register for an account on Invoice Status Portal (Review Accounts)

If a user is attempting to register for the invoice status portal and the system detects that an account(s) already exist for the supplier, the user can click on the "review accounts" option, which lists the top-20 matched user and vendor accounts based on the vendor details that are included in the invoice. The user can select the "use this account" option if they have an active user account in the matched trading partner account, or "contact administrator" if the user does not have an active user account in the matched trading partner account in the matched trading partner account.

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© 2022 SAP SE or an SAP affiliate company. All	I rights reserved. PUBLIC							WASTE MANAGEMENT	Tes	United States OR	NA	Contact administrator	

Introducing: Supplier access to the invoice status portal

Detailed feature information – Register for an account on Invoice Status Portal (Create new account)

If a user chooses to create an account for the buyer's invoice status portal, they will see a registration form pre-populated with the information from the invoice that was copied from their buyer's ERP. If the email address used to create an account is the same as the address that received the invitation, the user can access the portal immediately after an account is created. If the email address used to create an account is not the same as the address that received the invitation, the user will have to verify their email address. The buyer will also receive notification that the supplier's email address has been changed.

Invitation to Invoice status portal - A&B Comporation

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Introducing: Invoice status portal tiles and list

Detailed feature information – Filtering and sorting invoices

The user will see ten tiles available on the invoice status portal: Invoices, Paid Invoices, Invoices Pending Approval, Approved invoices pending payment, Overdue invoices (approved), Overdue invoices (not approved), Rejected invoices, Credit memos, Debit memos and Remittances. Each tile will show a count of documents related to invoices, and the total value for remittances. When the user clicks on a tile, they will see a table with a list of invoices. They can click on the "edit filter" option to see additional filter criteria. Once they click "apply" the list of documents that match the filter criteria will be fetched. They can click on the "configure" icon to view, hide and rearrange the columns in the table. The user can also click on the "export" icon to export the list into an excel sheet.

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Clicking on "edit filter" will bring up additional filters for each tile

Workbench										နံဂိုန် Customiz
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Standard Invoice INV43148	Lion Buyer QA Generic (Ariba)	- TEST PO43683	Order	Papertrivoice	supplier	Feb 18, 2022	\$10.00 USD	Acknowledged	Approved	No
Standard Invoice INV43149	Lion Buyer QA Generic (Ariba)	- TEST PO43688	Order	Paperinvoice	supplier	Feb 18, 2022	\$10.00 USD	Acknowledged	Approved	No

Clicking on the configure icon will bring up the table sorting view

Introducing: Invoice status portal email notifications

Detailed feature information – Configuring email notifications

The user can configure four notifications to be notified when:

- 1. an invoice is undeliverable or rejected
- 2. there is a change in the status of an invoice
- 3. when an invoice is created automatically from receipts on behalf of the supplier
- 4. when an invoice is created automatically from service sheets on behalf of the supplier.

The supplier can configure notifications by clicking on the user settings icon on the top right hand of the navigation bar

Email Notifications	Invoice failure
Enter up to 3 emails per field and use comma to separate the list. Ensure that you have any required user consents before adding email addresses for sending notifications	Notify me when invoices are undeliverable or
	Email
	Invoice status change
	Notify me when invoice status change
	Email
	Invoice created automatically from receipts
	Notify me when an invoice is created automatically from receipts on behalf of your company
	Email
	Invoice created automatically from service sheets
	Notify me when an invoice is created automatically from service sheets on behalf of your company
	Email

Introducing: Invoice status portal support

Detailed feature information – EnableNow Web Assistant

When logged into the invoice status portal, users will see a question mark icon on the top right hand corner of the navigation bar, next to their user icon. Clicking on this icon will launch EnableNow Web Assistant.

From here, suppliers will have the following options:

- 1. Search help topics on the invoice status portal.
 - Help topics are presented on the EnableNow Web Assistant panel.
- 2. Access documentation for the invoice status portal.
- 3. Contact buyer.

The contact buyer option allows the supplier to send an email to an email address configured by the buyer to support suppliers that are using their invoice status portal

Business Netw	work Invoice status portal	18k	Ŀ	2 Key		V				© 63	Help Topics Search Help Topics Documentation
SAPGLOBALDEV - 2 Invoices Last 31 days	Sandbox O Rejected inv Last 31 dd		O Overdue invoices approved Last 31 days	Not	O Overdue invoices - Approved Last 31 days	Invoi	O ces pending approval Last 31 days	2 Approved invoices payment Last 31 day		Paid invoices Last 31 days	Contact buyer Invoice status portal Invoice status Routing status
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Туре	Customer	Invoice Number	Reference	Source Document	Submission Method	Origin	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	Unable to view remittances
Standard Invoice	SAPGLOBALDEV - Sandbox	7689	4501937853	Order	Online	supplier	Apr 1, 2022	€100.00 EUR	Acknowledged	Approved	Receive email notifications on s
Standard Invoice	SAPGLOBALDEV - Sandbox	TEST12345	4501937853	Order	Online	supplier	Apr 1, 2022	€100.00 EUR	Acknowledged	Approved	Creating users for the invoice s Updating company profile SAP Business Network
											Invoice status portal tiles

Clicking on the ? Icon will launch the EnableNow Web Assistant. Suppliers can access help topics, documentation and contact their buyer.

Section 2: Buyer Configuration Guide

Introducing: Invoice status portal support

Configuration information – Enable Invoice Status Portal

To enable the Invoice Status Portal in Default Transaction Rules, the buyer user must have administrator permissions or assigned a role with the Transaction Configuration permission. From the buyer portal, navigate to the "Administration" menu item -> Configuration and select "Default Transaction Rules". Under the section for Invoice Status Portal Rules, check the box for "Enable Invoice status portal".

	Ariba Network → Ariba Network
attachment file extensions.	
e file extensions only:	
	Configuration
Enter comma-separated file extensions. For example: exe, mp3, avi. 🛈	
Filename Rule	Review and update company settings such as contact information, order routing preferences, system notifications, and payment settings. Select any link from the li
w these characters in filename of attachments:	Personal Information
mation, Ship Notice, and Component Receipt Attachment Rules	covar securgo
	Fieldglass Configuration
pliers to include attachments with order confirmations.	Cloud Integration Gateway Setup
ppliers to include attachments with ship notices.	Docušijan Integration Setup
ppliers to include attachments with component receipts.	Company Profile
t Consumption Rules	Company Business Information
	Upload Company Logo
ow consumption to exceed balance quantity in component inventory.	Extended Profile Settings and Information
uyer batch matching in component inventory.	Additional Information
pliers to provide a unique asset serial number for each purchase order line item with consumed components.	Notifications
ne total count of shipment serial numbers to not exceed the total quantity shipped for line items with consumed components.	Data Deletion Criteria
suppliers to provide asset serial numbers for the total shipped quantity of line items with consumed components.	Default Transaction Rules
plement Rules	Currency Precision and Rounding
ck Enablement. ①	Country-based Invoice Rules
	Supplier Self-Nomination
Invoice Quick Enablement Customer Code : 5DT292M ()	Payment Profile
us Portal Rules	Catalog Validation Preferences
	Document Number Preferences
vicie status portal.	Manage Business Units
	Supply Chain Financing Enablement
	API Client ID Configuration
	Messaging Configuration
	Manage Handling Unit Profile for Ship Notice
	Analytics Configuration

Introducing: Invoice status portal buyer configuration

Configuration information – General

On the "General" tab, the buyer can customize basic information for their invoice status portal. The company name and the logo can be configured by the buyer on their SAP Business Network profile. The fields are read-only in the invoice status portal configuration page. The logo will appear on the invitation emails, login page/landing page and the registration page. The buyer can add a designated contact in the "buyer email" field. This is the email address that will be surfaced to suppliers when they click on "Contact Buyer" within EnableNow Web Assist of the invoice status portal. The buyer must add a unique URL to their invoice status portal that will be recognizable to their suppliers. The URL suffix is required and should not be changed once saved.

Ariba Network -	← Back to classic view	0
Portal Configuration		Save
Customize the invoice status portal to provide a better experience to your sup	ppliers	
General Invitation email Registration Single invoice lookup		
General Customize basic information of the Invoice Status Portal	Company Information Company Name	
	Buyer Email ① test@buyer.com	
	URL () https://fg.cobalt.ariba.com/invoice-portal/ul/?bus=AN02000567841	
		Save

Buyer email address that will be surfaced to suppliers when they click on "Contact Buyer" within the EnableNow Web Assist of the invoice status portal. It is recommended that buyers do not use an email address that is personally identifiable.

Unique URL suffix for the buyer's invoice status portal. This should not be changed once saved.

Introducing: Invoice status portal buyer configuration

Configuration information – Invitation Email

On the "Invitation Email" tab, the buyer can configure the frequency that suppliers will receive invitation emails when a new invoice is available. The buyer can also add a custom message and add localized country-specific content. 27 languages are supported.

Ariba Network 🗸	← Back to classic view		
Portal Configuration			
Customize the invoice status portal to provide a better experience to your suppliers			
General Invitation email Registration Single invoice lookup			
Invitation Email Customize the email invitation of the Invoice status portal	Email invitation Enable email invitation ① Please specify the maximum number of times invoice Status Portal invitation is sent		Buyers can enable or disable invitations by switching the toggle on or off
	Number		Buyers can enter a number to specify the maximum number of times an invitation is sent
	Default Language Preview Please create English content first, and then you can create content specific to other languages and countries Language		to each supplier to the Invoice Status Portal when a new invoice is available
	English (EN) v	-	
	B I II III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Buyers can add a custom message to appear on the email invitations. Buyers can click on
			the "preview" link to view the email invitation.
	Save		
	Additional Language Add country-specific content by choosing the language and country combination. English (EN) - Italy [ITA] Italian (IT) - Italy [ITA]		Buyers can add additional countries and languages for the custom message in the invitation. A message in English must be added
	Add language		first as the default language.

Introducing: Invoice status portal buyer configuration

Configuration information – Registration

On the "Registration" tab, buyers can add a title and brief description to inform suppliers what to expect after creating an account. The buyer can also add a tool tip message to help suppliers locate their supplier vendor ID. The description must be created in English first, then the buyer can add localized country-specific content. The buyer can create country-specific content by choosing country and language combinations. Similar to the email invitations, 27 languages are supported.



Introducing: Invoice status portal buyer configuration

Configuration information – Single Invoice Lookup

On the "Single Invoice Lookup" tab, buyers can determine if they want to allow suppliers to lookup individual invoices without registering for the invoice status portal. Buyers can also enable fields that suppliers must provide in addition to invoice number. Enabling the additional fields can provide assurance that the user performing the single invoice lookup does indeed have the authorization or access to the original invoice sent to the buyer.



Introducing: Invoice status portal buyer configuration

Configuration information – Multiple email address

On the "Single Invoice Lookup" tab, buyers can determine if they want to allow suppliers to be able to look up invoices by entering the email address listed on the invoice.

If the toggle for "allow suppliers to look up invoices based on contact email for the invoice" is OFF, only the user with the email address that matches the email address on the supplier record can look up single invoices. The user will need not need to input that email address and supplier vendor ID during single invoice lookup if they are navigating from the invitation email.

If the toggle for "allow suppliers to look up invoices based on contact email for the invoice" is ON, users with email address that either match the email address on the supplier record or email address that matches the email on the invoice can perform the lookup. If the user navigates from the invitation email, they will not need to enter their vendor ID and email address before entering the invoice details. Otherwise, the user will need to enter vendor ID and email address before entering the invoice details. Otherwise, the user will need to enter vendor ID and email address before entering the invoice details.



Introducing: Buyer insights on the new buyer portal

invoice status portal suppliers.

With the new buyer portal releasing in Q3, buyers will be able to add a widget on their homepage to track the adoption of their Invoice Status Portal. Buyers can see how many suppliers have registered for the invoice status portal, used the guick look up functionality, not accessed or accepted TRR invites.

In the new workbench, buyers will also be able to see the following tiles: invoice status portal suppliers, non-accessed suppliers, registered suppliers, quick lookup suppliers, and transacting suppliers. Each tile will show a count of the corresponding suppliers. Navigating to the tile will show a list of suppliers, and buyers have the ability to filter and search for suppliers within each tile. Under the actions column, buyers are able to resend the invitation email to suppliers.

The buyer is also able to extend the collaboration type to Fulfillment and send an invitation to transact with them.

SAF	SAP Busir	ness Network	
Home	e Orders V	Fulfillment $ imes $	Invoices
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1	-		
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	Registered	Transacting	1

Business Networ	rk Enterþrise acci	punt							0		
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Email Type selection		Country Select or typ	e selection	Network ID	e selection	ð	A	Apply R	eset ∮?↓		Buyers can resend the invitation to specific
Supplier↓	end trading relations	DUNS number	Industry	Email	Address 1355 Hillview Ave.	Network ID	Status Single lookup	Invita On			suppliers or send a trading relationship request.
A&B Coporation A&B Coporation A&B Coporation	V-09721763 V-09721763	1234566	Helath Helath Helath	sam.smith@abcorp.com sam.smith@abcorp.com sam.smith@abcorp.com	Palo Alto, CA, USA 1355 Hillview Ave. Palo Alto, CA, USA 1355 Hillview Ave.	•	Single lookup Single lookup Single lookup	On On On	000		
A&B Coporation	V-09721763 V-09721763	1234566 1234566	Helath	sam.smith@abcorp.com	Palo Alto, CA, USA 1355 Hillview Ave. Palo Alto, CA, USA		Single lookup	On			





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