

## Fujifilm Business Innovation Guide for Ariba Business Network

*This guide supports the supplier workflow for responding to Fujifilm Business Innovation Purchase Orders including Ariba account User setup and Notifications*

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## ARIBA Network Dashboard

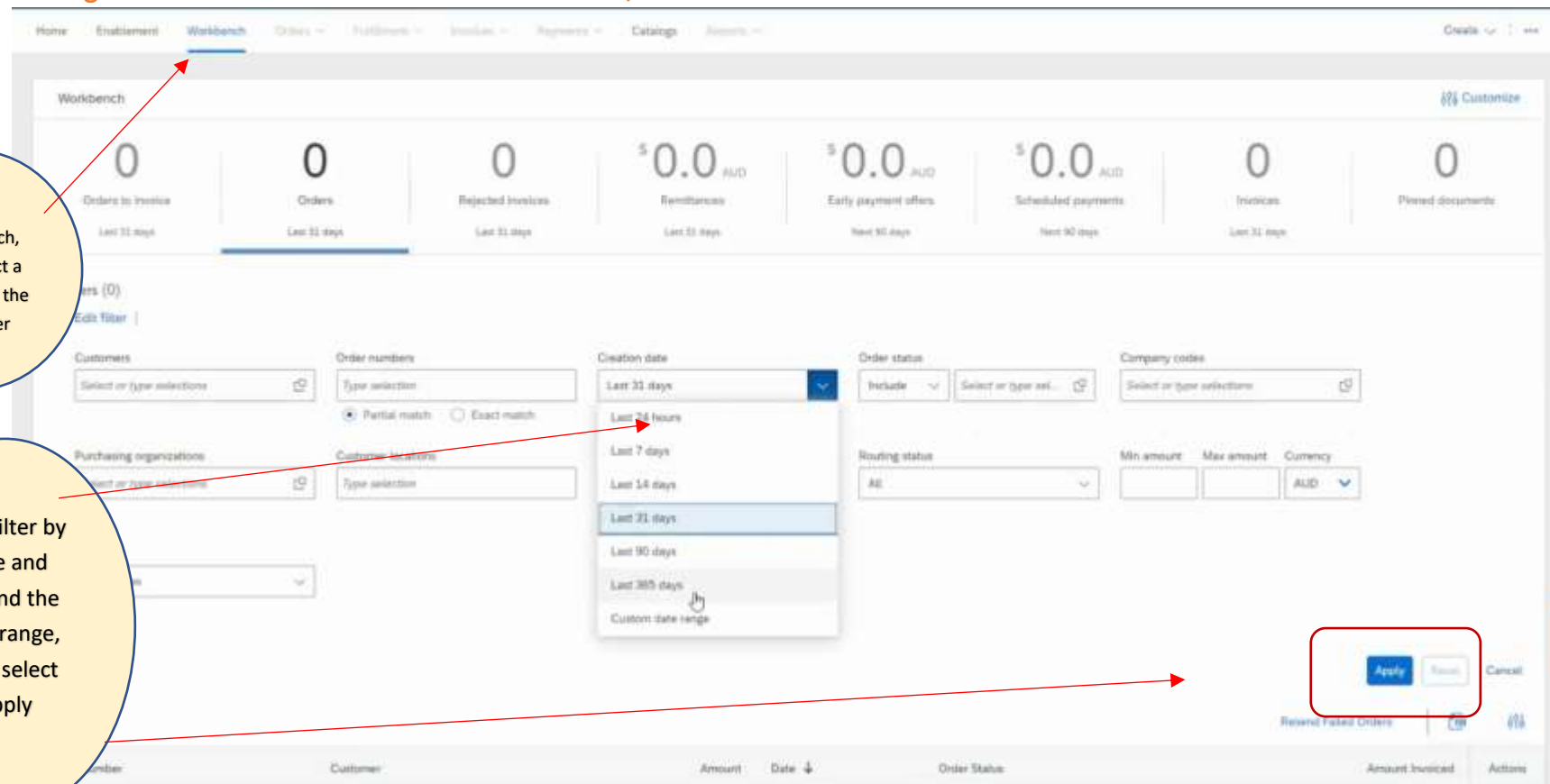
The screenshot shows the SAP Business Network ARIBA Network Dashboard. The top navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main dashboard area is divided into several sections:

- Overview:** A row of six cards showing key metrics: 'Orders to Invoice' (0), 'Orders' (0), 'Rejected invoices' (0), 'Remittances' (\$0.0 AUD), 'Early payment offers' (\$0.0 AUD), and a 'More' button.
- My widgets:** A section with a 'Customize' button and a dropdown menu.
- Activity feed:** A list of recent transactions, including 'Invoice paid' and 'Invoice approved'.
- Purchase orders:** A card showing a total of \$27K AUD and a line chart for the last 3 months.
- Invoice aging:** A card showing a total of \$0 AUD and a bar chart for the last 3 months.
- Company profile:** A card showing a 35% metric.
- On-time payment rate:** A card showing 0% for the last 12 months.
- Payment days late:** A card showing 0.0 for the last 12 months.
- Paid Invoices:** A card showing \$0 USD for the last 12 months.

Callouts on the left side of the image point to specific elements:

- A yellow circle labeled 'Login to Business Network' points to the 'SAP Business Network' logo.
- A yellow circle labeled 'Workbench screen' points to the 'Workbench' tab in the navigation bar.
- A yellow circle labeled 'Network Dashboard Tiles (filtered by dates)' points to the 'My widgets' section.

## Editing the Filters for the Workbench Dashboard / Workbench Tiles



Select Workbench, then select a Tile to edit the date filter

Edit Filter by date and expand the date range, then select Apply

### Selecting an issued Purchase Order

Workbench Customize

0 Orders to invoice (Last 31 days) | **1** Orders (Save filter) | 0 Rejected invoices (Save filter) | \$ 0.0 AUD Remittances (Last 31 days) | \$ 0.0 AUD Early payment offers (Next 90 days) | \$ 0.0 AUD Scheduled payments (Next 90 days) | 0 Invoices (Last 31 days) | 0 Pinned documents

Orders (1)  
> Edit filter | Save filter | Last 365 days

Resend Failed Orders | [Print] [Filter]

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
FB-PO-123	Fujifilm Business Innovation	\$25,960.00 AUD	Jan 16, 2023	Partially Invoiced	\$480.00 AUD	...

Select PO to take action

## Viewing the Purchase Order Screen

**Task 1.** If new PO, review PO data and Create order Confirmation

**Task 2.** After PO Confirmation, create a ship notice upon delivery of goods or services using a reference such as POD, Consignment, Customer Acceptance document or (proforma) Invoice that Fujifilm can validate and create a Goods Receipt

**Task 3.** After Fujifilm has created a Goods receipt, the function for Create Invoice becomes available

**Order Detail** | Order History

**FUJIFILM**

From: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARC-LOC)  
8 Kharoum Road  
MACQUARIE PARK 2113  
Australia

To: [Redacted]

Payment Terms: NET 30

Comments:  
Comment Type: Submit  
Comment Body: Deliveries/collection from multiple sites across Australia. To be advised at time of booking.

Other Information:  
Purchasing Unit: 1304  
Purchasing Unit Name: 1304 - FUJIFILM Business Innovation Australia Pty Ltd

Transport Terms Information

Ship All Items To:  
FBAU-NHQ-LOC  
Level 2, 8 Kharoum Road  
8 Kharoum Road  
Macquarie Park 2113  
Australia  
Ship To Code: 3034987  
Email: [Redacted]  
FBAU-NHQ-LOC  
Level 2

Bill To:  
FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARC-LOC)  
8 Kharoum Road  
MACQUARIE PARK 2113  
Australia

Deliver To:  
FBAU-NHQ-LOC  
FBAU-NHQ-LOC

Purchase Order (= Partially Invoiced)  
FB-PO-123  
Amount: \$25,980.00 AUD  
Version: 2 (Previous Version)

Track Order

Routing Status: Acknowledged  
Related Documents: RC604, RC603, RC602, More(13) +

Task 1: To Create an Order Confirmation.

Click on “Create order Confirmation” from the PO screen, then select from “Confirm entire order, line item or amend order”.

The screenshot shows the 'Confirming PO' interface for Purchase Order FB-PO-123. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a red box and an arrow pointing to the main form.

The main form is titled 'Confirming PO' and has a 'Next' button in the top right corner. On the left side, there are two numbered steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The 'Order Confirmation Header' section contains the following fields:

- Associated Purchase Order #: FB-PO-123
- Customer: Fujifilm Business Innovation
- Supplier Reference: [Empty text box]

The 'Shipping and Tax Information' section contains the following fields:

- Est. Shipping Date: [Date picker]
- Est. Delivery Date: [Date picker]
- Est. Shipping Cost: [Text box]
- Est. Tax Cost: [Text box]
- Comments: [Text area]

The 'Attachments' section shows a table with columns for Name, Size (bytes), and Content Type. The table is currently empty, showing 'No items'. Below the table is a 'Choose File' button (with 'No file chosen' text) and an 'Add Attachment' button. A note below the table states: 'The total size of all attachments cannot exceed 100MB'.

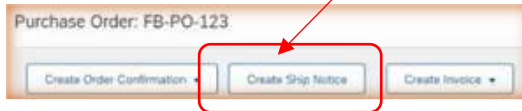
Three callout boxes provide instructions:

- Step 1** (yellow oval): Input your own reference against this PO (eg Supplier Order Number in your ERP system) and
- Step 2** (yellow oval): confirm dates services will start
- Step 3** (yellow oval): Not mandatory, however you may add any relevant document if required

Once inputted, select “Next” which will take you to a Summary page for your review, before selecting “Submit”.

Task 2: A) To Create Ship Notice.

Click on **“Create Ship Notice”** from the PO screen.



Ship Notice Header

**SHIPPING**

Packing Slip ID: \* AR6527

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date: \* 29 Mar 2023

Gross Volume:

Gross Weight:

**TRACKING**

Carrier Name:

Service Level:

**ATTACHMENTS**

Name	Size (bytes)	Content
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

**Step 1** Input your own reference as the Packing Slip ID (eg Supplier Order Number in your ERP system or consignment note or other reference) and

**Step 2** confirm date service was delivered

**Step 3** Add any supporting document to validate the service delivery; eg POD, Customer Acceptance etc

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
FB-PO-123	2	Not Available EPS/O		9,160	EA	5 Dec 2022				

Shipment Status

Total Item Due Quantity: 2,469.5 EA

Confirmation Status

Total Confirmed Quantity: 9,160 EA    Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	295.00		- Select Country -		

Add Ship Notice Line

↳ Add Order Line Item

**Step 4** Based on the partial delivery or full delivery Input the shipping quantity for this Ship Notice  
 In this example, the PO has a total value of 9160 units – however this ship notice is for partial delivery of 295 units hence 295 is inputted in this ship notice.  
  
 If the PO is amount based instead of quantity based, then input the monetary value (\$) of this shipment notice (exclusive of the Tax amount)



Delivery Terms Description: --      Shipping Contract Number: --  
Transport Terms Description: --      Shipping Instructions: --

**ADDITIONAL FIELDS**  
*Additional information not provided.*

---

**Order Items** [Hide Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
FB-PO-123	2	Not Available		9,160	EA	5 Dec 2022		\$1.00 AUD	\$9,160.00 AUD	\$916.00 AUD

EPS:  

**SHIPMENT STATUS**

▼ 1. Ship Qty: 295.00 EA ⓘ [Hide Details](#)

*No detail information provided.*

Additional Information

**Step 5** Once you have filled in all mandatory data for the Ship Notice, please review the summary screen, then select "Submit"

Task 2: B) Editing a Ship Notice prior to Creating an Invoice

**Important:** A Ship Notice cannot be edited if an Invoice has already been issued against it.

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) titled 'Purchase Order: FB-PO-123'. At the top, there are navigation options like 'Business Network', 'Standard Account', and 'Get enterprise account'. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the Fujifilm logo and contact information for 'FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)'. To the right, there is a 'Purchase Order' summary showing 'FB-PO-123' with an amount of '\$25,960.00 AUD' and a 'Track Order' button. Below this, the 'Related Documents' section lists several documents, including 'Draft Ship Notice(04/03/2023)'. A yellow circle highlights this document, and a red arrow points to it from a text box that reads: 'Step 1 Head to the Purchase Order screen and look for the Related Documents section. Select a document or select More for the entire list'.

**Related Documents**

Page 1

Document Number	Date	Type
HL605	16 Mar 2023 2:56 PM AEDT	Receipt
RC292	16 Mar 2023 2:40 PM AEDT	Receipt
AR6432	15 Mar 2023 4:35 PM AEDT	Ship Notice
AR6415, 6429, 6430, 6441, 6497	15 Mar 2023 4:32 PM AEDT	Ship Notice
AR6473	15 Mar 2023 4:31 PM AEDT	Ship Notice
AR6398, 6416, 6439	15 Mar 2023 4:28 PM AEDT	Ship Notice
AR6342	15 Mar 2023 4:25 PM AEDT	Ship Notice
AR6482	15 Mar 2023 4:12 PM AEDT	Ship Notice
08907394	25 Jan 2023 12:00 PM AEDT	Invoice

Done Previous

**Step 2** Select the Ship Notice document number to edit

Ship Notice: AR6537

Cancel Edit Print Export cXML

Done Previous

Detail History

**SHIP FROM**

[Redacted]

LTD

Postal Address:

[Redacted] W 2093  
Australia

**DELIVER TO**

FBAU-NHQ-LOC

Postal Address:

[Redacted]  
FBAU-NHQ-LOC  
Level 2, 8 Khartoum Road  
8 Khartoum Road  
Macquarie Park 2113  
Australia  
Address ID: 3924963

SHIPPING

Related Documents: FB-PO-123

**Step 3** Once the Ship Notice is selected, then select **Edit** and proceed to edit the Ship Notice

Task 3: To Create an Invoice

Select receipts to be invoiced

Next Cancel

Receipt List

<input type="checkbox"/>	Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	RCB01	Fujifilm Business Innovation	17 Mar 2023 5:15:51 PM	Sent
<input type="checkbox"/>	RCB02	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/>	RCB03	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/>	RCB04	Fujifilm Business Innovation	17 Mar 2023 5:15:57 PM	Sent
<input type="checkbox"/>	RCB05	Fujifilm Business Innovation	17 Mar 2023 5:15:52 PM	Sent
<input type="checkbox"/>	RCB06	Fujifilm Business Innovation	17 Mar 2023 5:15:53 PM	Sent

Next Cancel

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Selecting **Create Invoice** will show the Receipts that are available for the Invoice creation

SAP Business Network - Standard Account [Get enterprise account](#)

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: FB-PO-123

Invoice #:

Invoice Date: 20 Mar 2023

Service Description:

Supplier Tax ID:

Item To:

Address:  New South Wales  
Australia

Bill To: FUJIFILM Business Innovation Australia North  
Ryde (FBAU-NT-MACQPARK-LOC)  
MACQUARIE PARK  
Australia

Subtotal: \$254.50 AUD  
Total Tax: \$25.45 AUD  
Amount Due: \$279.95 AUD

View/Edit Addresses

Shipping

Header level shipping  Line level shipping

Ship From:  New South Wales  
Australia

Ship To: FBAU-NHQ-LOC  
Macquarie Park  
Australia

Deliver To: FBAU-NHQ-LOC

View/Edit Addresses

Payment Term

Net Term(days): 30

Additional Fields

Supplier Account ID:

Service Start Date:

**Important Step**  
**1:** Input the Invoice number in exact same format as your Supplier Tax Invoice



SAP Business Network Standard Account Get enterprise account

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: FB-PO-123  
Invoice #: 06007481  
Invoice Date: 20 Mar 2023  
Service Description: Mar 23  
Supplier Tax ID: 1 2 3 4  
Remit To: 5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31  
Via North  
MACQUARIE PARK  
Australia

Subtotal: \$254.50 AUD  
Total Tax: \$25.45 AUD  
Amount Due: \$279.95 AUD  
View/Edit Address

Shipping

Header level shipping Line level shipping  
Ship From: [Redacted] New South Wales Australia  
Ship To: FBAU-NHQ-LOC Macquarie Park Australia  
Deliver To: [Redacted] FBAU-NHQ-LOC  
View/Edit Address

Payment Term

Net Term (days): 30

Additional Fields

Supplier Account ID in: [Redacted]  
Customer Reference: [Redacted]  
Service Start Date: [Redacted]  
Service End Date: [Redacted]

**Important Step 2:**  
Input the Invoice Date to be the same as your own Tax Invoice

SAP Business Network - Standard Account [Get enterprise account](#)

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: FB-PO-123

Invoice #: 09907

Invoice Date: 13 Mar 2023

Service Description: OCC collector

Supplier Tax ID: 883

Subtotal: \$254.50 AUD  
Total Tax: \$25.45 AUD  
Amount Due: \$279.95 AUD

Bill To: [Redacted] New South Wales Australia  
FJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LDC)  
MACQUARIE PARK Australia

Shipping

Header level shipping (selected) Line level shipping

Ship From: [Redacted] New South Wales Australia

Ship To: FBAU-NHQ-LDC Macquarie Park Australia  
Deliver To: SMITH TROY FBAU-NHQ-LDC

Indicates required field

Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

**Important Step 3:**  
Select "Add to Header" then select "Attachment" to be able to upload your own Tax Invoice further down the screen



**Attachments**

The total size of all attachments cannot exceed 100MB [Remove](#)

No file chosen

**Line Items** 1 Line Items, 1 Included, 0 Previously Fully Invoice

**Insert Line Item Options**

Tax Category:   Shipping Documents  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
--------------------------	-----	---------	------	--------	-------------	-----------------	----------	------	------------	----------

**Important Step 4:**  
To upload, Select  
"Choose File" and  
follow the  
prompts

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 10% GST  Shipping Documents  Special Handling  Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	EPS/OCC/		254.1	EA	\$1.00 AUD	\$254.50 AUD

**Important Step 5:**  
Check the **Tax Category** is correctly selected and that the **Quantity** reflects the ex GST amount for the Invoice line

Receipt Details

Receipt #: RC292

Receipt Line #: 1

Tax

Category: GST  
Location:  
Description: Australia - GST 10%  
Regime:

Taxable Amount: \$254.50 AUD  
Tax Rate Type:  
Rate(%): 10  
Tax Amount: \$25.45 AUD  
Exempt Detail: (no value)

Remove

Line Item Actions

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Australia. The document's destination country is Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Invoice Number: 08907	Subtotal: \$254.50 AUD
Invoice Date: Monday 13 Mar 2023 12:00 PM GMT+11:00	Total Tax: \$25.45 AUD
Original Purchase Order: FB-PO-123	Amount Due: \$279.95 AUD
Receipt: #C292	

**REMIT TO:**  
[Redacted]  
Postal Address:  
[Redacted]  
Australia  
Tax ID of Supplier: [Redacted]

**BILL TO:**  
FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPRK-LOC)  
Postal Address (Default):  
8 Khartoum Road  
MACQUARIE PARK 2113  
Australia  
Address ID: 2079644

**SUPPLIER:**  
[Redacted]  
Postal Address:  
Level 1  
[Redacted]  
Australia

**BILL FROM:**  
[Redacted]  
Postal Address:  
[Redacted]  
Australia

**CUSTOMER:**  
FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPRK-LOC)  
Postal Address:  
8 Khartoum Road  
MACQUARIE PARK 2113  
Australia  
Address ID: 2079644

**SHIPPING INFORMATION:**

**SHIP FROM:** [Redacted]      **SHIP TO:** [Redacted]

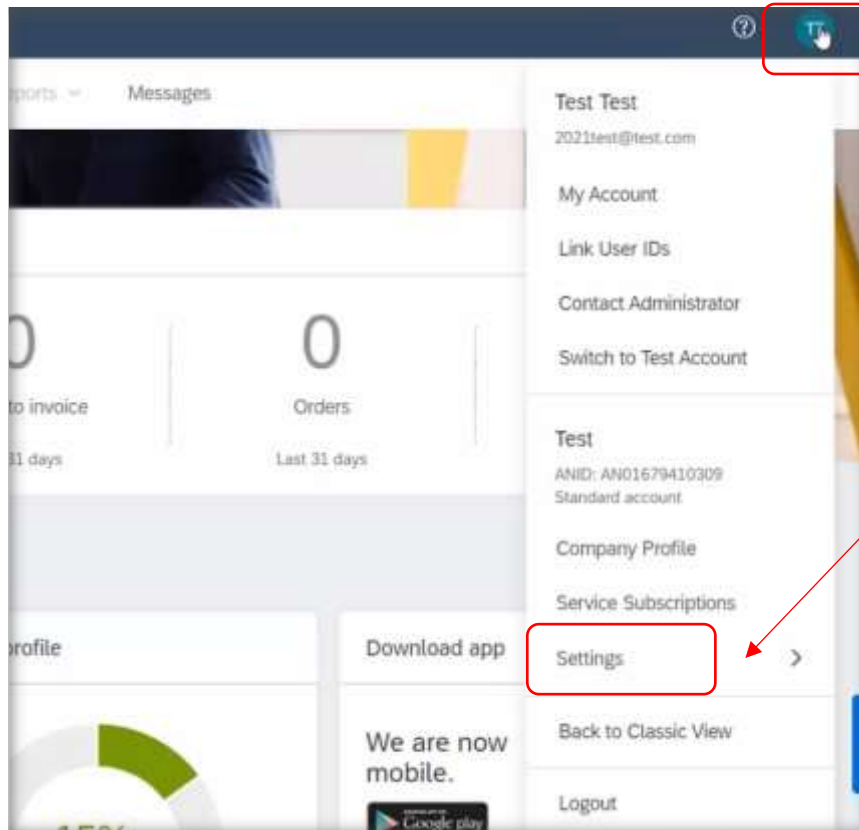
Previous Save **Submit** Exit

**Important Step 6:**  
Review the Summary screen, ensure the Tax Invoice is attached and then select **Submit**

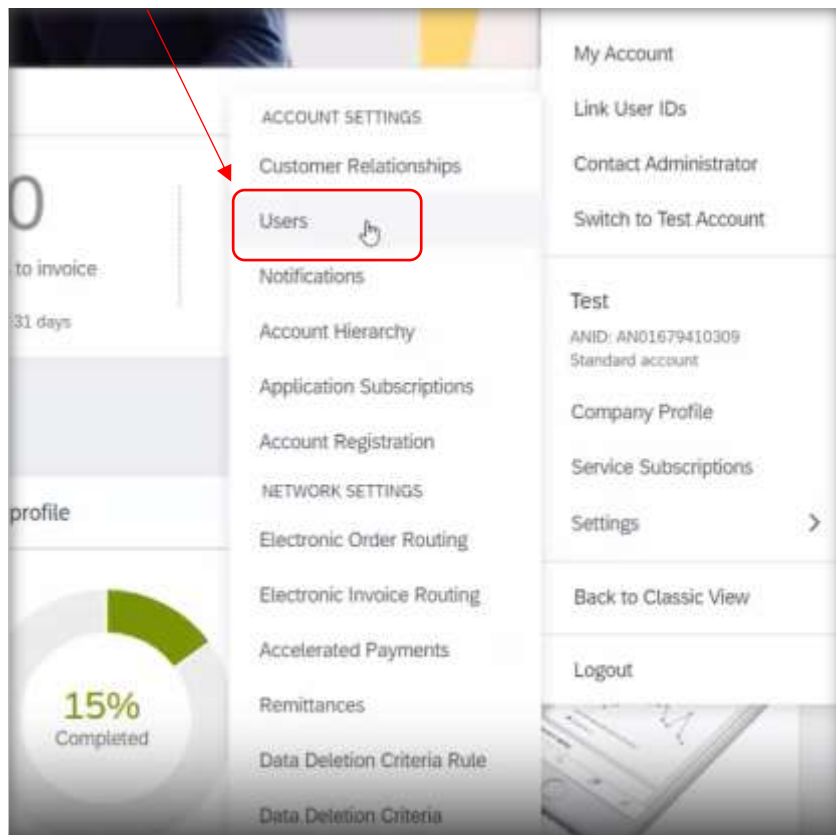
## Additional Settings Guide for initial Supplier Account and User Setup

### 1. Creating a Role (to manage the Purchase Orders and invoices)

Using the Ariba **Administrator** account, select the “Initials” at the Top Right menu, then select “Settings” from the drop down.



Select [Users](#).



Select [Manage Roles](#), then select the + button.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

**Roles ( 1 )**  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

**Filters**

Permission

Select permission assigned

Apply Reset

Role Name Users Assigned Actions

To Create a **Role**; add a **Name** and **Description**, then **check the boxes** on multiple pages to allocate permissions

Once completed, Select the **“Save”** button. You have now created a Role.

**Create Role**

\* Indicates a required field

**New Role Information**

Name: \*

Description:

**Permissions**

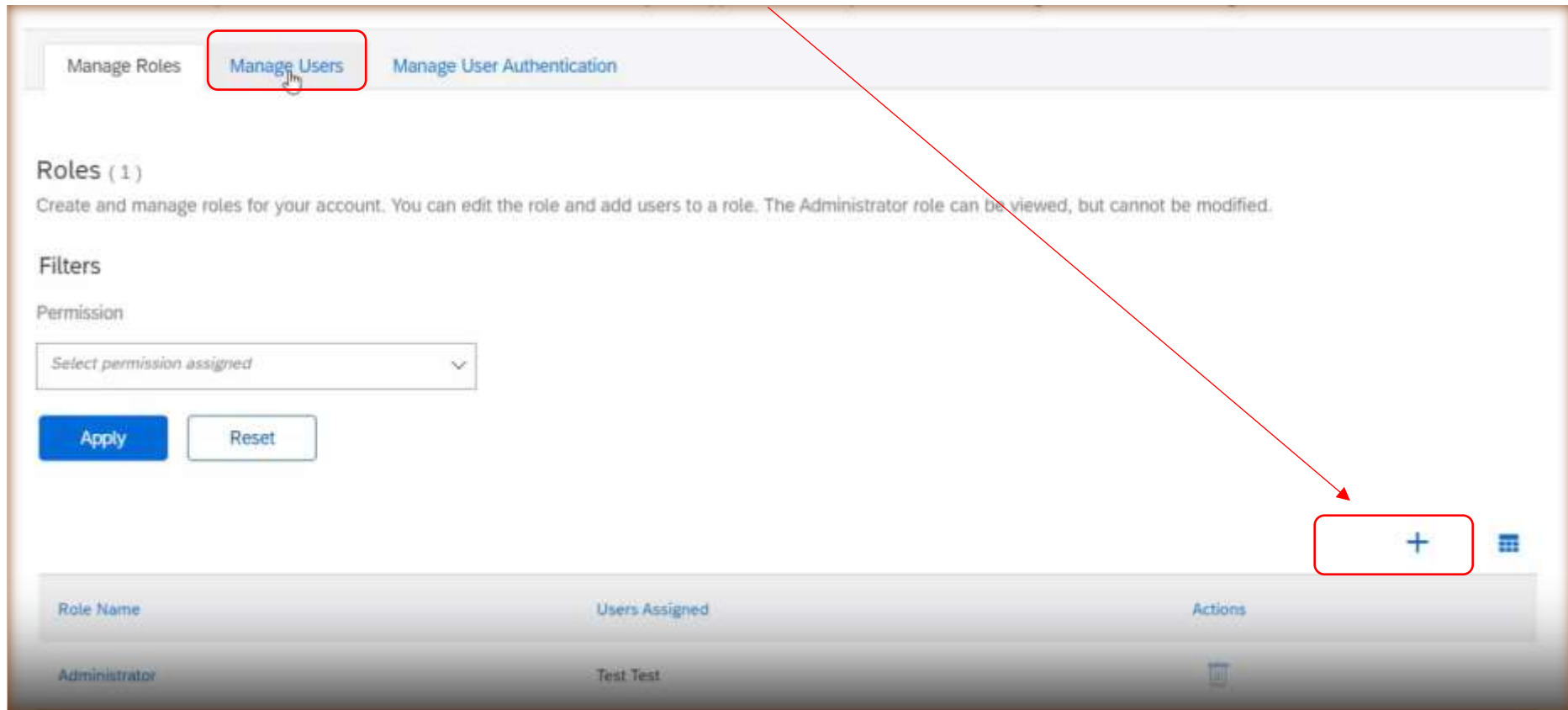
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network

2. Create Users to act against Customer Purchase orders

- Select **Manage Users**, then Select the **+** button to create a user.





## Input the **New user** information

- **Input data** for the four mandatory fields, then select the **Role** to allocate, then save by selecting “**Done**”.

The screenshot shows the 'Create User' form with the following elements:

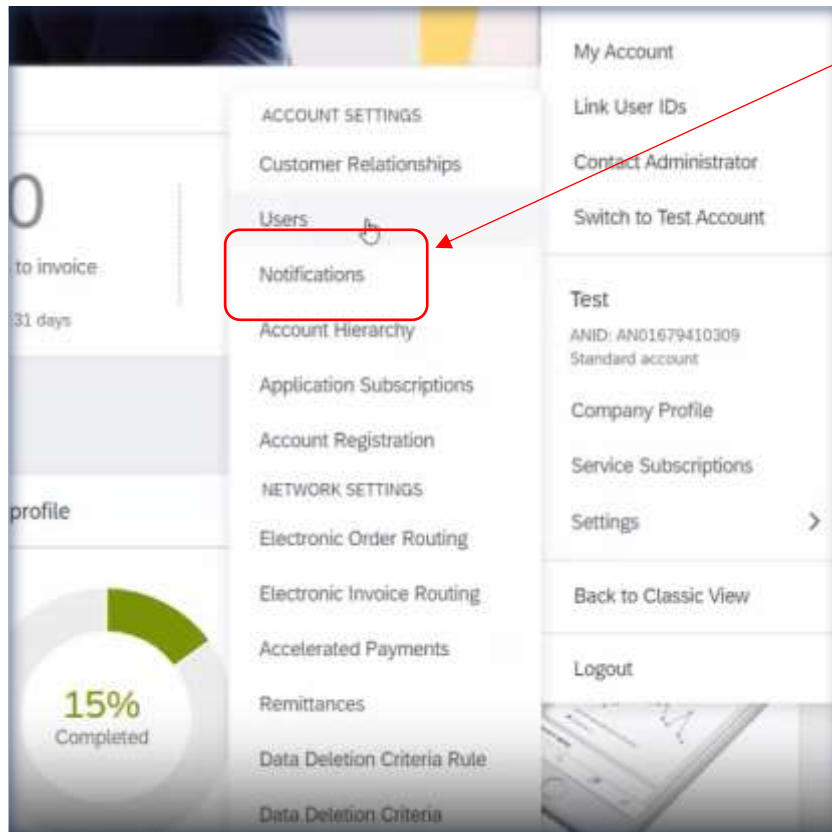
- Header:** 'Create User' title and a blue 'Done' button in the top right corner.
- Instructions:** 'Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.'
- New User Information Section:**
  - Username:\*** (Mandatory field, circled in red)
  - Email Address:\*** (Mandatory field)
  - First Name:\*** (Mandatory field)
  - Last Name:\*** (Mandatory field)
  - Do not allow the user to resend invoices to the buyer's account.
  - This user is the Ariba Discovery Contact
  - Limited access
  - Office Phone:** Country (USA 1), Area, and Number fields.
- Role Assignment Section:** A table with columns 'Name' and 'Description'.

Red arrows point to the 'Done' button, the 'New User Information' section, and the 'Role Assignment' section.

Select **Save** once you have finished with the Create user Screen.

3. Set the Notifications to be informed of activities

- Select the **Initials** from the Top Right menu, select “**Settings**” then Select “**Notifications**”.

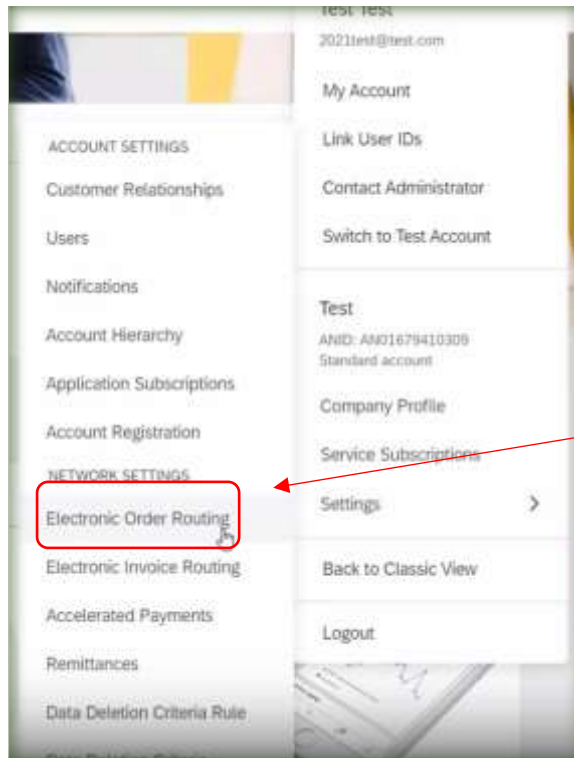


You can [add up to 3 email addresses](#) (separated only by a comma after the last email address), then 'Save' your changes.

Trading Relationship Requests	<input type="checkbox"/>		* pa[ ]@sap.com
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/>	Send a notification when a supplier enablement activity is assigned or a task is overdue.	* pa[ ]@sap.com
<b>Other Notifications</b>			
Network Service	<input checked="" type="checkbox"/>	Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* pa[ ]@sap.com
Certification Expiration Notifications	<input type="checkbox"/>	Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	* pa[ ]@sap.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/>	Send reminders of unconfirmed orders. This notification depends upon a customer rule.	* pa[ ]@sap.com
Other Notifications	<input checked="" type="checkbox"/>	Send other important notifications to this email address when they do not belong to a specific notification category.	* pa[ ]@sap.com
Password Reset Notifications	<input type="checkbox"/>	Send password reset notification to this email address when users reset the password.	* pa[ ]@sap.com
Domain Registration Notifications	<input checked="" type="checkbox"/>	Send a notification when a new user registers with same domain.	* pa[ ]@sap.com

4. Set the Electronic Order Routing Workflow

- Again, select the **Initials**, then select '**Settings**' then '**Electronic Order Routing**'.



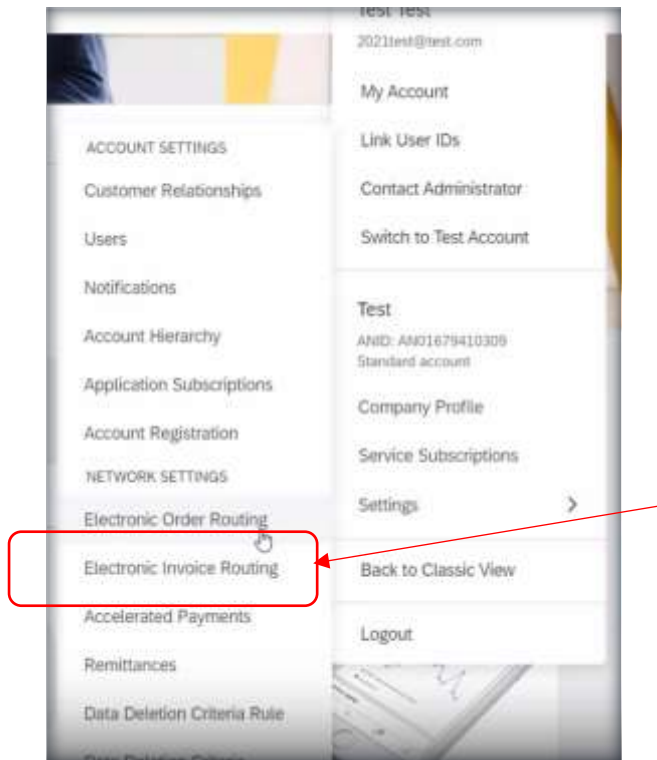
Scroll down to the “New Orders” section and add up to 3 email addresses (separated only by a comma) to receive notifications of new purchase orders, then “Save” your changes.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: 2021test@test.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

**Note: Additional email addresses must also be a user in the Ariba account to act in the Ariba Platform.**

5. Set the Electronic Invoice Routing Workflow

- Again, select the **Initials**, then select 'Settings' then "Electronic Invoice Routing".



Add up to 3 email addresses (separated only by a comma) to receive notifications of Invoice activity then “Save” your changes.

The screenshot displays the 'Notifications' section of a user profile. It features a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Three notification types are listed, each with a checked checkbox: 'Invoice Failure', 'Invoice Status Change', and 'Invoice Created Automatically'. The 'To email addresses' column contains three input fields, each with a plus sign and the text 'pa [redacted]@sap.com'. A red arrow points to this column, and a red rounded rectangle highlights the three email address input fields. Below the notifications section is the 'Extended Profile Settings and Information' section, which includes a question: 'Do you provide invoices to customers through Ariba Network?' with a radio button for 'Yes'.

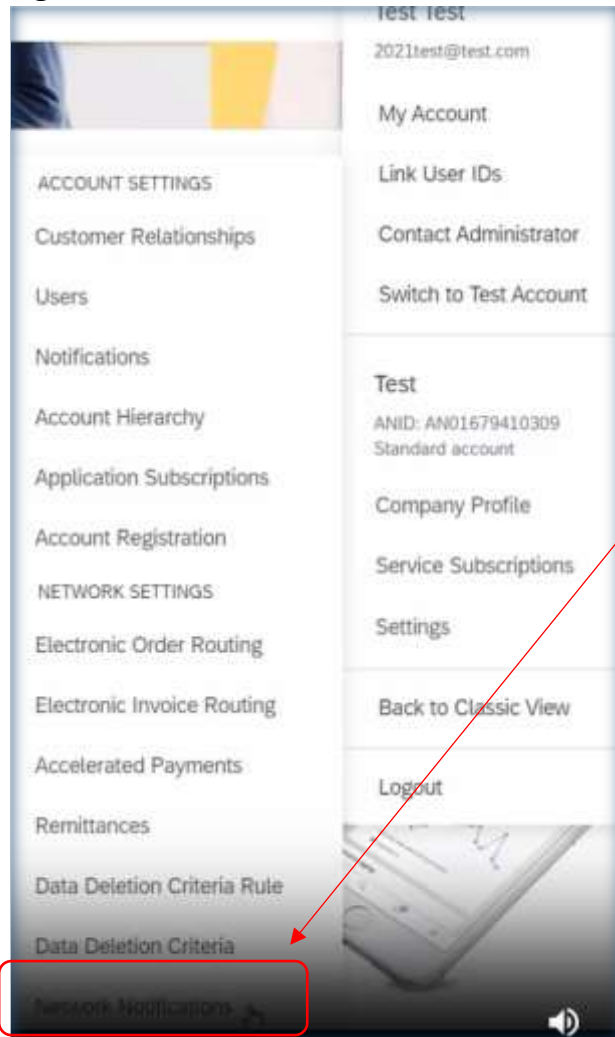
Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ pa [redacted]@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ pa [redacted]@sap.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	+ pa [redacted]@sap.com

Extended Profile Settings and Information

Do you provide invoices to customers through Ariba Network?

Yes

6. Select the “Network Notifications” workflow  
Again, select the **Initials**, then select ‘Settings’ then “Network Notifications”.





Add up to 3 email addresses (separated only by a comma) to receive notifications of Order activity then “Save” your changes.

Make sure the following checkboxes are ticked for Order and Purchase Order Inquiry.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy Application Subscriptions Account Registration API management

General **Network** Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	pa [ ] @sap.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	pa [ ] @sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	pa [ ] @sap.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	pa [ ] @sap.com

Add up to 3 email addresses (separated only by a comma) to receive notifications of Receipt activity then “Save” your changes.

Make sure the following checkboxes are ticked for Receipts.

The screenshot shows a notification settings interface with four sections: Receipt, Broadcast Status Update Request, Accelerated Payments, and Settlement. Each section has a table with columns for Type, Send notifications when..., and To email addresses (one required). In the Receipts section, the checkbox for 'Send a notification when a new receipt is received.' is highlighted with a red box, and a red arrow points to it from the text above. Another red arrow points to the email address input field in the same section.

Type	Send notifications when...	To email addresses (one required)
Receipt	<input type="checkbox"/> Send a notification when a new receipt is received.	* p[ ]@sap.com
Broadcast	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	* p[ ]@sap.com
Buyer-Initiated Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* p[ ]@sap.com
Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.	* p[ ]@sap.com