



# Feature at a Glance

## Non-PO invoices for one-time vendors

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CONFIDENTIAL

# Feature at a Glance

## Introducing: Non-PO invoices for one-time vendors

### Customer challenge

Customers do not want to have to create vendor master records in SAP ECC for non frequent, one-off supplier invoices. For those invoices, SAP ECC allows the buyer to create a one-time vendor record that can be used to key in invoices. The majority of transactions that buyers are keying in using one-time vendor records are non-PO invoices on paper.

SAP Ariba does not however support non-PO invoices from one-time vendor records, so SAP Ariba may not be used to reconcile and approve such invoices.

### Solution area

SAP Ariba Buying and Invoicing

### Meet that challenge with SAP Ariba

Customers can enter and process invoices from vendors that aren't in their established list of suppliers.

For example, a customer might use a temporary supplier if their usual supplier is unavailable, or a manager might purchase a celebratory cake from a local baker. Customers can now process non-PO invoices for these purchases without having to add a new supplier record to their master data. All the payment information is stored directly on the invoice.

In addition, capabilities exist to restrict the number of times invoices can be processed this way without having to create a new supplier record, along with extended reporting abilities to report on such invoices.

### Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a **Service Request (SR)**.

Parameter name:

- Application.Invoicing.AllowOneTimeVendorInvoices

Ease of implementation



Some complexity

Geographic relevance



Global

### Experience key benefits

Customers can now reconcile and approve non-PO invoices for one-time vendors in SAP Ariba Buying and Invoicing.

### Prerequisites and Restrictions

- This feature is only available for SAP integrated sites
- Only non-PO invoices are supported
- Credit memos and debit memos are not supported
- The feature it is not supported by SAP Ariba Invoice Conversion Services (however, Open ICS is supported)
- Some configurations require the support of SAP Ariba Services

## Feature at a Glance

### Overview: **Non-PO invoices for one-time vendors**

Buyers do not want to have the burden of setting up suppliers in their vendor master with suppliers they rarely execute business. These buyers are instead creating one-time vendor accounts in SAP ERP that can be used to create transactions for multiple vendors. Normally, a buyer would have to create the supplier with separate master data in the vendor master, including address, bank account, terms of payment, payment methods, etc.

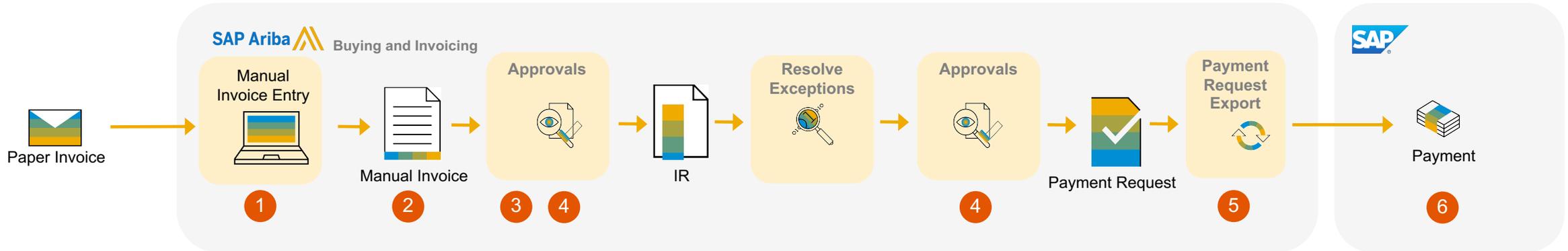
*One-time vendor is an SAP ERP concept:*

With the support of one-time vendor, the buyer can setup one-time vendor accounts in SAP ERP without the detailed master data, since the one-time vendor will be used to create transactions for multiple suppliers. In SAP Ariba Buying and Invoicing, the one-time vendor account can then be used to create invoices for e.g. a catering service used for a company outing, a baker used for a company celebration, or an applicant that is getting paid for the expenses that he/she had in relation to a job interview with the company. A one-time vendor can also be used when goods or services are ordered from a supplier when the usual supplier is not able to provide the goods or services.



# Feature at a Glance

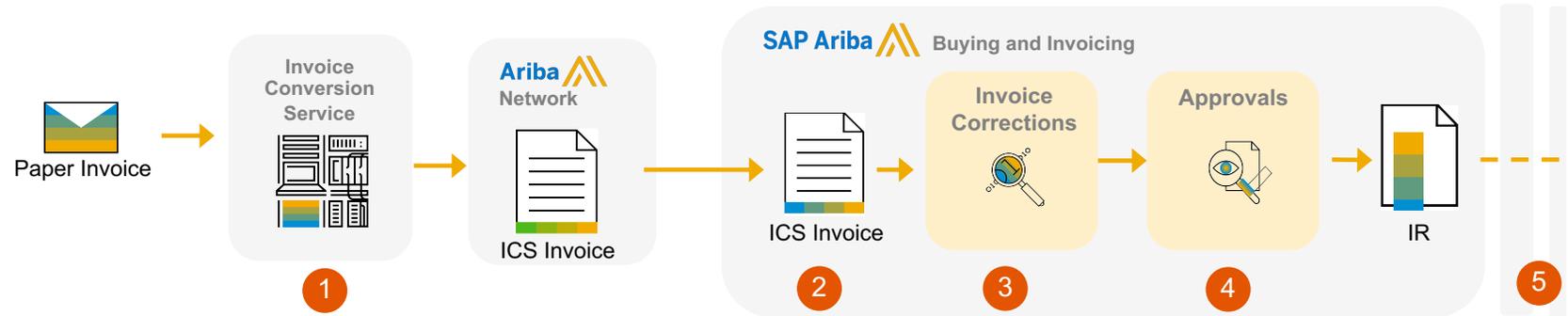
## Process: Manual non-PO invoices for one-time vendors



1. *New fields* introduced for non-PO invoices using one-time vendors.
  - Pick one time vendor type.
  - Enter supplier details and payment information – payment fields available can be defined by SAP Ariba Services.
2. The system *check that the threshold* defined for number of invoices for the unique one-time vendor is not exceeded for the supplier.
  - What constitute a unique one-time vendor, such as supplier VAT ID, or IBAN, can be configured by SAP Ariba Services.
  - Validation is made to capture and raise an error message for variations / misspelled supplier name based on how a unique supplier is identified.
3. Ability to configure *segregation of duties*, so the first invoicing agent can only give invoice and supplier information, and the invoice is routed to a different function to give payment information.
  - Users belonging to the new group “**Edit One Time Vendor Invoice Payment Information**” can edit Payment information.
4. As with other invoices, additional approvals can be configured, also taking one-time vendor information into account.
5. *New supplier and payment fields* have been added to the payment header CSV file for non-PO invoices for one-time vendors.
6. The payment and invoice in SAP is against the one-time vendor record and with the supplier details and payment information provided. Remittance and payment details are reflected in SAP Ariba.

# Feature at a Glance

## Process: Open ICS invoices for one-time vendors



1. New fields added to the invoice cXML for one-time vendor invoice, and supplier name for ICS invoices using the Open ICS interface.
2. Similar to manually entered invoices, the system *check that the threshold* defined for number of invoices for the unique one-time vendor is not exceeded for the supplier.
  - What constitute a unique one-time vendor, such as supplier VAT ID, or IBAN, can be configured by SAP Ariba Services.
  - Validation is made to capture and raise an error message for variations / misspelled supplier name based on how a unique supplier is identified.
3. If there are errors, these can be corrected by the user.
4. As with other invoices, additional approvals can be configured, also taking one-time vendor information into account.
5. The process continues the same as for manually entered invoices.

# Feature at a Glance

## Process: Invoice Entry

When the invoice agent determines that the invoice should be created as a non-PO invoice for a one-time vendor, the invoice agent should:

1. Select checkbox One-time Vendor.
2. Select the one-time vendor record to use in field One-time Vendor Type.
3. Specify the supplier name, ship from, remit to, and payment information.

### Capabilities:

- Which supplier fields are required, available, mandatory, etc for one-time invoices can be configured by SAP Ariba Services.
- Duplicate supplier check – see next slide.
- Segregation of duties are supported and payment information can be edited by users belonging to the “**Edit One Time Vendor Invoice Payment Information**” group (4).
- Specific approval of one-time vendor invoices can be configured using IsOneTimeVendorInvoice attribute.

Header information a

Type  Non-PO  One-time Vendor  PO-Based  Contract-Based

One-time vendor type \* Catering

Supplier Invoice # \* INV-00012

Invoice Date \* Wed, 21 Mar, 2018

Supplier Sales Order #

On Behalf of

Custom(H)

My Labels Apply Label... +

Payment Terms (no value) [select]

Ship To New York Sales  
4500 5th Avenue  
New York NY 10037  
United States

Company Code (no selection)

3 SUPPLIER INFORMATION

Supplier \*

Ship From

Country \*

Address 1 \*

Address 2 (optional)

Address 3 (optional)

City \*

State \*

Zip Code \*

Remit To

Country \*

Address 1 \*

Address 2 (optional)

Address 3 (optional)

City \*

State \*

Zip Code \*

4 PAYMENT INFORMATION

Payment Method \* ACH Wire Transfer

Bank Account Type \* Checking

Bank Account ID Type \* Bank Account ID

Bank Account ID \* 000123456789

Bank ID Type \* ABA Routing Number

ABA Routing number \* 123456789

Bank Name

Branch Name

Bank Address

Country \*

Address 1 \*

Address 2 (optional)

Address 3 (optional)

City \*

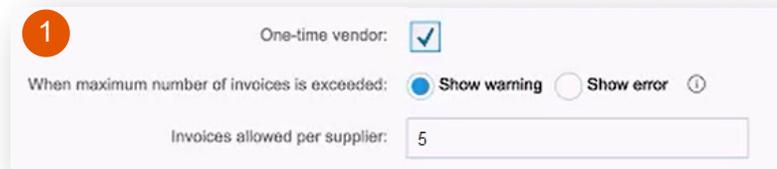
State \*

Zip Code \*

# Feature at a Glance

## Capability: Invoice and supplier checks

- **Number of invoices created:** Makes it possible to restrict the number of invoices that has been created for a certain supplier.
  - The customer can define what field(s) should be deployed as a unique identifier for suppliers for one-time vendors through SAP Ariba Services. The unique identifier can be the bank account ID, the VAT ID, the tax ID, custom fields. There is an or-condition between the unique identifiers.  
Note: If no unique identifier has been deployed, the supplier name will be used to count the number of invoices.
  - The number of invoices per unique supplier is defined on the one-time vendor record in SAP Ariba, where the user can define if a warning or error message should be displayed (**See 1 below**).
- **Misspellings/variations in supplier name:** The unique identifier that is deployed is also used to alert the buyer that the name that was keyed in for the supplier is not the same as the name that was used for the most recent invoice for the supplier given the value in the deployed unique identifier.
  - If an invoice is found where e.g. the same bank account ID has been used but the supplier name is different from the supplier name that was keyed in for the most recent invoice using the same bank account ID, the user is given the option to change the supplier name on the invoice to the supplier name that was used for the most recent invoice that was found (**See 2 below**).
- **Duplicate invoice number:** The unique identifier that is deployed is also used to check for duplicates of invoice number.

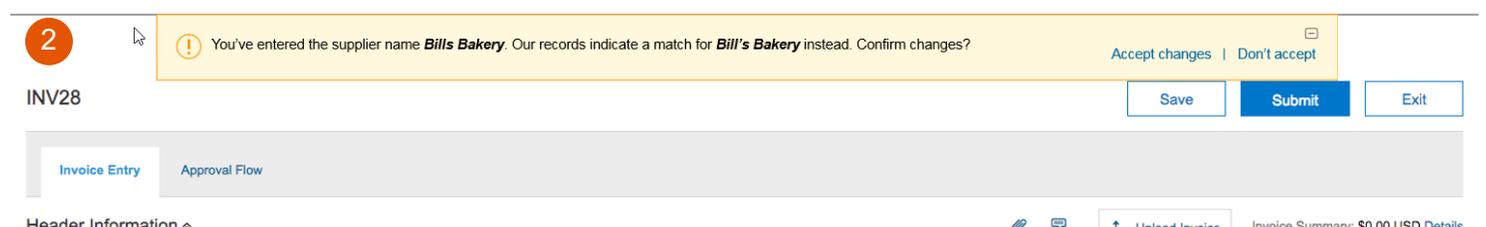


1

One-time vendor:

When maximum number of invoices is exceeded:  Show warning  Show error ⓘ

Invoices allowed per supplier:



2

ⓘ You've entered the supplier name **Bills Bakery**. Our records indicate a match for **Bill's Bakery** instead. Confirm changes? [Accept changes](#) | [Don't accept](#)

INV28

Invoice Entry Approval Flow

Header Information ^

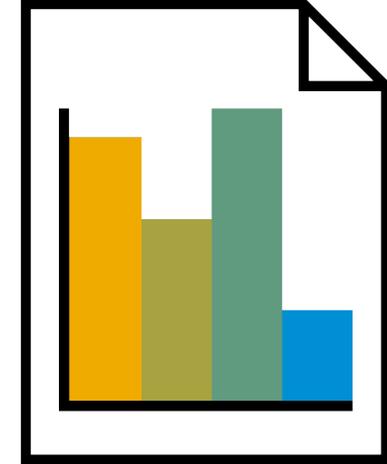
Invoice Summary: \$0.00 USD Details

## Feature at a Glance

### Capability: Reporting in SAP Ariba Analysis

A new fact table is introduced: **One Time Vendor**

- The Invoice fact table includes one-time vendor invoices as well as regular invoices. It can be joined with the One Time Vendor fact table to include one-time vendor invoice amounts and counts separately from the combined invoice amount and counts already included in the Invoice fact table.
- It is possible to, in SAP Ariba Analysis, view the total number of invoices and aggregated invoice amount per supplier for a one-time vendor type for a selected time period, e.g. total invoice count and total invoice amount for suppliers that are keyed in using one-time vendor record “Charities” for period 2018-01-01 to today’s date, and order those by e.g. total invoice amount\*.
- In searches for invoices, IR documents, and payment request in SAP Ariba Buying and Invoicing, the Supplier chooser includes one-time vendor records as well as regular suppliers. In the search results region, column One-time Vendor Name can be added. This column displays the value that is in the Supplier Name field of one-time vendor invoices so you can see which invoices are for each supplier associated with a particular one-time vendor type.



# Feature at a Glance

## Restrictions

- i. Supplier records on the Ariba Network that are used as one-time vendor records are not marked as one-time vendor records on the network.
- ii. Only non-PO invoices are supported.
- iii. Credit memos and debit memos are not supported.
- iv. This feature supports ICS invoices from the buyer's own invoice conversion service (a.k.a. Open ICS). However, it is not supported by SAP Ariba Invoice Conversion Services.
- v. To configure unique identifiers for one-time vendor invoices require an engagement from SAP Ariba Services.
- vi. To configure what payment fields appear based on the value in field payment method require an engagement from SAP Ariba Services.