



SAP Ariba 

Feature at a Glance

Configuring invoice and service sheet document numbering

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CONFIDENTIAL

Feature at a Glance

Ease of implementation  Low-touch / simple
Geographic relevance  Global

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.

Before

Ariba Network Help

Configure Document Numbering Preferences Save Close

Service Sheet

Remove suffix for auto-generated Service Sheet. ⓘ

Maximum number of characters:

Invoice

Maximum number of characters:

Advanced Ship Notice

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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).

SAP Ariba Network

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								

Advanced Ship Notice

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

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Buyer administrator: **Selecting suppliers to which to apply numbering preferences**

The screenshot displays the SAP Ariba Network interface for configuring numbering preferences. It features a 'Service Sheet' form with fields for Suppliers, Prefix, and Suffix. A dropdown menu for 'Suppliers' is open, showing a list of suppliers and a 'Search more' link. A second 'Service Sheet' form is overlaid, showing the 'Supplier Group' dropdown menu with options like 'Select Supplier group', 'Test No Auto SES', 'Standard Account', and 'Invoice only receipt'. A third dropdown menu is shown at the bottom, displaying 'Boilermaker Inc' and 'Test No Auto SES' with a warning message: '! Cannot select both Supplier and Supplier group.' Numbered callouts (1, 2, 3, 4) highlight key features: (1) the 'Suppliers' dropdown, (2) the 'Search more' link, (3) the 'Supplier Group' dropdown, and (4) the specific preference selection.

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

Service Sheet

Suppliers: All Suppliers

Supplier Group: Select Supplier group

Prefix: P

Suffix: S

Maximum length: 16

Include numbers:

Include uppercase letters:

Include lowercase letters:

Include special characters:

Enter special characters that need to be included in document number. No space or ; needed to separate the characters

OK Cancel

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<https://service.ariba.com/Buyer.aw/125001035/aw?awh=r&awssk=c530AMul&awrdt=1#>

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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Introducing: Configuring invoice and service sheet document numbering

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.

The screenshot shows the 'Create Service Sheet' interface in SAP Ariba Network. The form is titled 'Create Service Sheet' and includes buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Service Sheet Header' section contains a 'Summary' table with the following fields:

Purchase Order:	PO4957	Subtotal:	\$0.00 USD
Service Sheet #:	80YDNSGS3I6ROSS	Service Start Date:	
Service Sheet Date:	16 Dec 2019	Service End Date:	
Final Service Sheet:	<input type="checkbox"/>	<input type="checkbox"/> Copy the service start and end dates to the service line items	
Service Description:			

The 'Additional Fields' section includes:

- Supplier Reference:
- From: **Boilermaker Inc**
359 Northwestern Ave
W Lafayette, IN 47996
United States
- To: **New York**
691 Broadway
NEW YORK, NY 10001
United States
- Field Contractor: Name:
- Field Engineer: Name:

Feature at a Glance

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.

The screenshot shows the 'Create Service Sheet' interface in SAP Ariba Network. At the top, the header includes the SAP logo, 'Ariba Network', and 'Enterprise Account'. Below the header, the title 'Create Service Sheet' is displayed on the left, and an 'Update' button is on the right. A red error message states: '! Please correct the following errors and resubmit'. The main form area is titled 'Service Sheet Header' and contains a 'Summary' section. In the summary, the 'Purchase Order' is 'PO4957'. The 'Service Sheet #' field contains 'chezibcoe' and has a red error message below it: '! The SES ID does not match document numbering preferences'. The 'Service Sheet Date' is '16 Dec 2019'. Other fields include 'Subtotal:', 'Service Start Date:', 'Service End Date:', 'Final Service Sheet:', and 'Service Description:'. There is also a checkbox labeled 'Copy the service start ar items'.

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