



SAP Ariba 

Supplier Guide

PDF Invoices

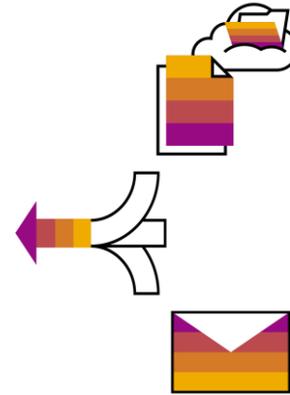
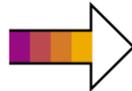
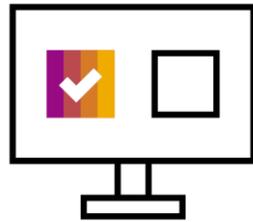
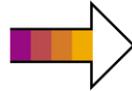
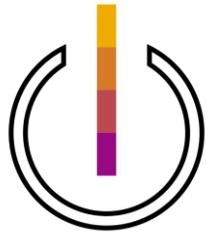
CONFIDENTIAL

 Run Simple

Feature at a Glance

Introducing: PDF Invoices

High Level Process



- Buyer Enables PDF Invoice
- Suppliers uploads 5–10 example invoices which is a representative sample of Supplier Organization's invoices into Ariba Network

- Provider completes supplier invoice mapping
- Supplier sets processing preferences on Ariba Network

- Upload invoice use Ariba Network OR
- Send invoices via e-mail

Set up and Testing

Enabling PDF Invoice feature

- Enablement is initiated by Supplier; time required 10 mins
- Set-up should be done from Supplier's PROD account, which enables use of PDF Invoice for TEST and PROD account "Electronic Invoice Routing Settings" → "PDF Uploader" tab (4 step process)
- Specify the user e-mail who would like to be notified of enablement status
- Upload a representative sample of Invoices (5-10) for creating conversion templates. Template creation and activation takes a maximum of 48 hours
- Finalize processing settings after enablement is complete (step 4)

Testing PDF Invoice feature

- Request a test PO from your customer (optional step)
- Send Invoices to your customer from Ariba Network Test supplier account (-T) account to the Test Buyer account
- Review conversion results and make adjustments if necessary
- Confirm successful receipt of Invoice

Using PDF Invoices in Production

Web Upload of PDF Invoice

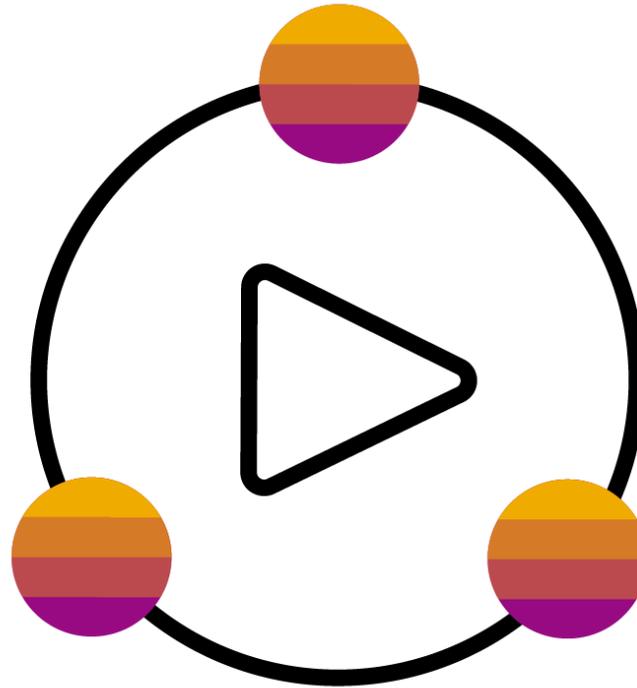
1. Choose “Upload PDF Invoice” from “CSV/PDF Documents” menu on Supplier Account home page
2. Choose <customer> as Customer
3. Upload Invoices
4. Go to OUTBOX → Converted Documents
5. When status is “Converted” go to OUTBOX → Drafts tab to select and review the converted invoice. You can edit data while in drafts tab (4 hour maximum time to convert PDFs)
6. Finish review and submit the Invoice. Invoice will move to “Invoices” tab

E-mail PDF Invoices

1. Ensure that the e-mail address from which **invoices** are sent is updated in step 4 of the enablement process
2. Add pdfinvoice-prod@ansmtp.ariba.com as the to e-mail address
3. Specify <customer>’s ANID in the subject line (ANXXXXXXXXXXXX)
4. Send the e-mail. Repeat steps 4 through 6 to submit Invoice

Please note: Once you are comfortable with the process and no longer needs review, uncheck the option to send converted invoices to drafts folder. Successfully converted invoices will be submitted directly to <customer>

Experience PDF Invoices



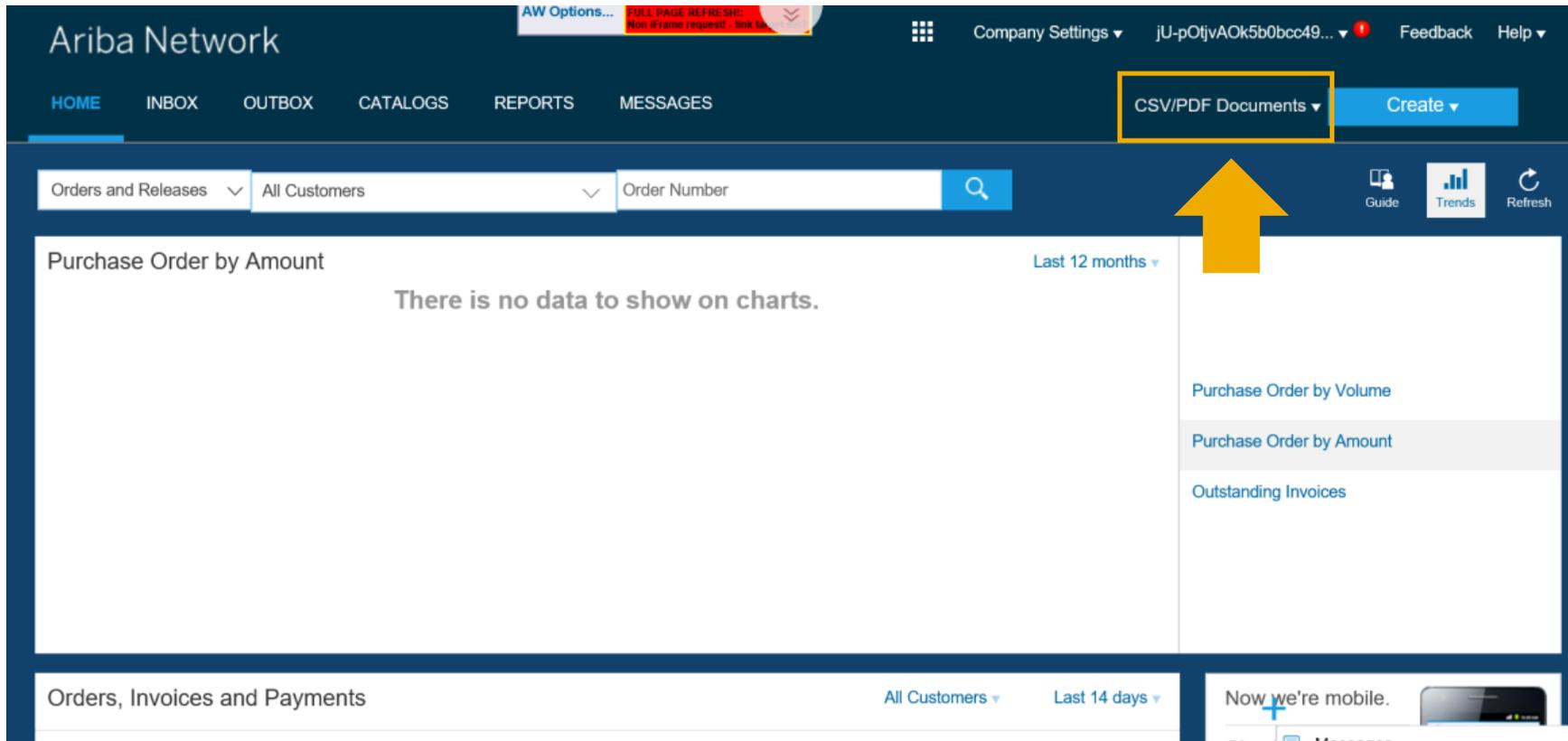


Onboarding with PDF Invoices

How to know if I have gained access to *PDF Invoices*?

Connect to your **Production account**.

If you have access to the *PDF Invoices* solution, you will see on your home screen
« **CSV/PDF Documents** »



The screenshot displays the Ariba Network user interface. At the top, the header includes the 'Ariba Network' logo, a notification banner for 'AW Options...', and user information such as 'Company Settings', 'jU-pOjvAOk5b0bcc49...', 'Feedback', and 'Help'. Below the header, a navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A prominent feature is the 'CSV/PDF Documents' menu item, which is highlighted with a yellow rectangular box. A large yellow arrow points upwards towards this menu item. To the right of the menu is a blue 'Create' button. Below the navigation bar, there is a search area with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' and a 'Last 12 months' filter. On the right side of this chart area, there is a vertical list of options: 'Purchase Order by Volume', 'Purchase Order by Amount' (which is currently selected), and 'Outstanding Invoices'. At the bottom of the screen, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a promotional banner for mobile access.

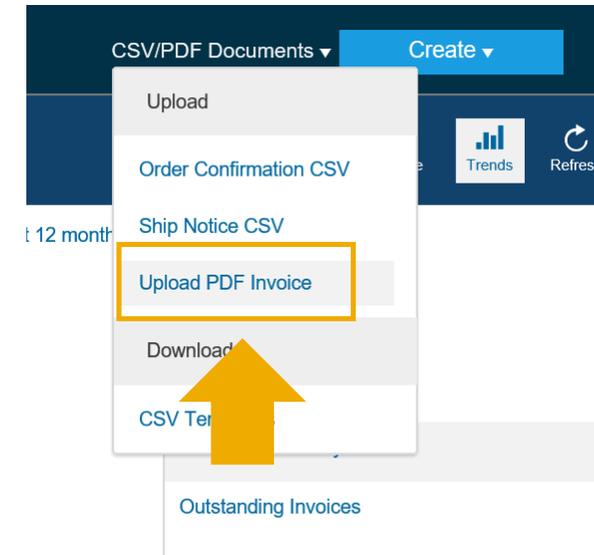
How to onboard with *PDF Invoices*?

Onboarding happens **once from your Production account**. You cannot onboard from your test account.

To onboard, follow the steps:

1. Connect to your Production account.
2. From your Home screen, click on « CSV/PDF Documents », then « Upload PDF Invoice »
3. You will be redirected to the onboarding screens*

* Caution! If your onboarding has already been successfully completed, this action will take you a screen from which you can upload PDF invoices to Production. Make sure you have tested before.



Onboarding – step 2

Step 2: Set-up onboarding status change notification.

Here you define the e-mail address to which a notification will be sent after the onboarding has been done.

The notification will either advise that the onboarding was successful or that there was a problem. If there was a problem, you will have 2 more onboarding attempts.

A. Check the box

B. Define e-mail

C. Hit « Next ».

Ariba Network

AW Options... FULL PAGE REPRESENTATION: 2018 scope content change... V8 script

Company Settings JU-pOjvAOKb0bcc49... Help Messages Logout

Network Settings

Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving PDF Invoices

1. Start feature activation
2. Set up status change notification
3. Upload sample documents
4. Finalize feature settings

Notifications

Type	Send notifications when...	To email address
Onboarding Status Change	<input checked="" type="checkbox"/> Send a notification when onboarding statuses change.	elsup180528123002vf6@aribalq.cor

Previous Next

Close

Onboarding – step 3

Step 3: Upload 5 to 10 examples of PDF invoices representative of your invoicing practice with the customer.

A. Prepare example PDF invoices. Hit « Browse » and select the files from your computer. Hit « Add files »

B. Hit « Submit »

Ariba Network

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving PDF Uploader

1. Activate feature

2. Set-up status change notific...

3. Upload sample documents **A**

4. Other configuration

Upload Sample PDF Invoices ⓘ

PDF Invoices: **Browse** No files selected.

Add Files

File Name	File Size (bytes)
No files added for upload.	

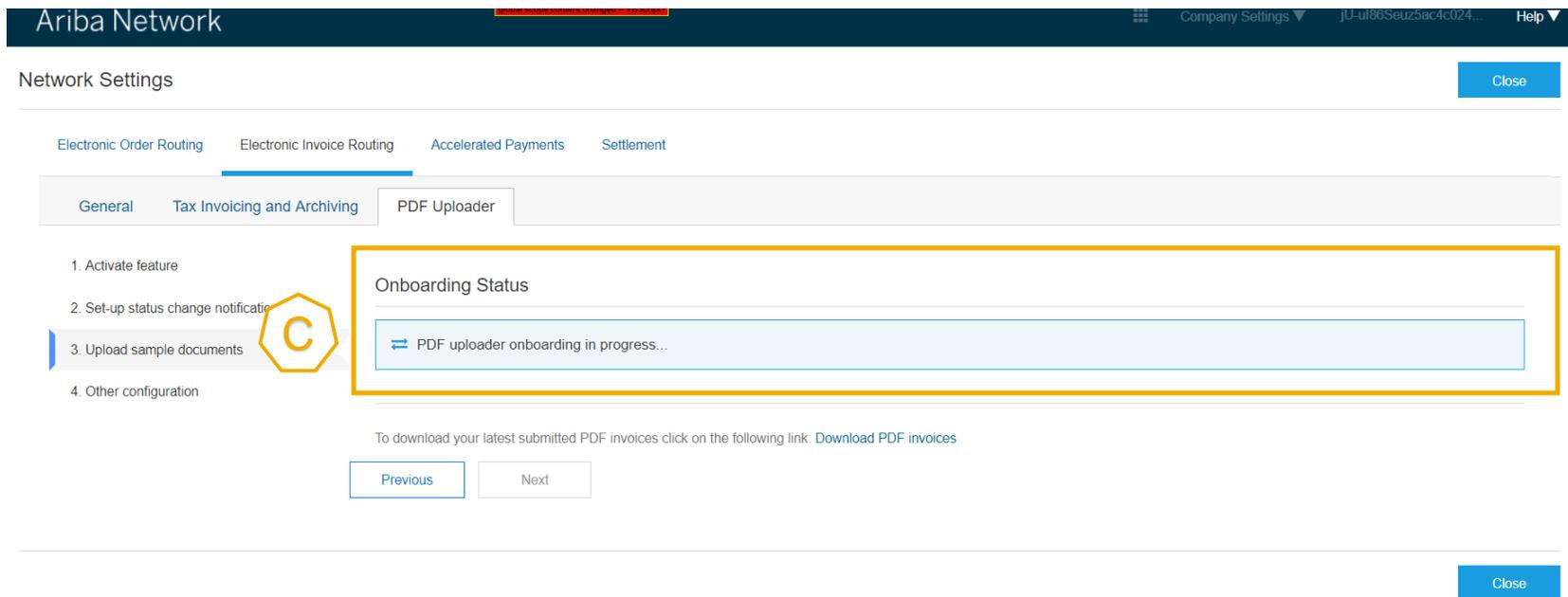
Submit **B**

Previous Next

Onboarding – step 3

Step 3:

C. Once you have sent the example PDF invoices, the system displays « **Onboarding in progress** ». In 48 hours, you will receive the onboarding status change notification.



The screenshot displays the Ariba Network interface for the PDF Uploader. The top navigation bar includes 'Ariba Network', 'Company Settings', and 'Help'. The main content area is titled 'Network Settings' and contains a 'Close' button. Below this, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'PDF Uploader' tab is active, showing a progress list on the left with steps: '1. Activate feature', '2. Set-up status change notification', '3. Upload sample documents', and '4. Other configuration'. Step 3 is highlighted with a blue bar and a yellow hexagonal icon containing the letter 'C'. The main content area shows the 'Onboarding Status' section, which is highlighted with a yellow border and contains a blue box with the text 'PDF uploader onboarding in progress...'. Below this, there is a link to 'Download PDF invoices' and 'Previous' and 'Next' buttons. A 'Close' button is located at the bottom right of the interface.

Onboarding – step 3

Step 3: If you see the following message on step 3 in your Production account, it means that you have successfully onboarded. You can now run tests with your test account.

D. Hit « Next » to finalize the settings of your Production account.

The screenshot shows the Ariba Network interface for 'Network Settings'. The top navigation bar includes 'Ariba Network', 'AW Options...', and a red notification banner. The main content area is titled 'Network Settings' and has a 'Close' button. Below this, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Under 'Electronic Invoice Routing', there are sub-tabs for 'General', 'Tax Invoicing and Archiving', and 'PDF Invoices'. The 'PDF Invoices' sub-tab is active, showing a list of steps: '1. Start feature activation', '2. Set up status change notification', '3. Upload sample documents', and '4. Finalize feature settings'. Step 3 is highlighted. A large green box with a checkmark contains the message: 'Onboarding Status: Your PDF invoices onboarding was successfully completed. You are ready to submit PDF invoices. For pre-production tests, switch to test ID.' Below this message is a link: 'To download your latest submitted sample PDF invoices click on the following link: Download sample PDF invoices'. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted. A yellow circle with the letter 'D' is overlaid on the 'Next' button. A 'Close' button is located at the bottom right of the interface.

Onboarding – step 4

Step 4: Finalize settings of the Production account.

A. Request a draft invoice to be created out of your PDF before submission to review the extraction results (recommended).

B. Enter the e-mail address of your organization if you want to send PDF invoices via e-mail to Ariba Network..

C. Activate the 2 notifications and put the e-mail address to which they must be sent.

- For light accounts, if notifications are not set, notification will be sent to e-mail address from user's account

D. Hit « Save »



Testing PDF Invoices

Can I run tests with my test account?

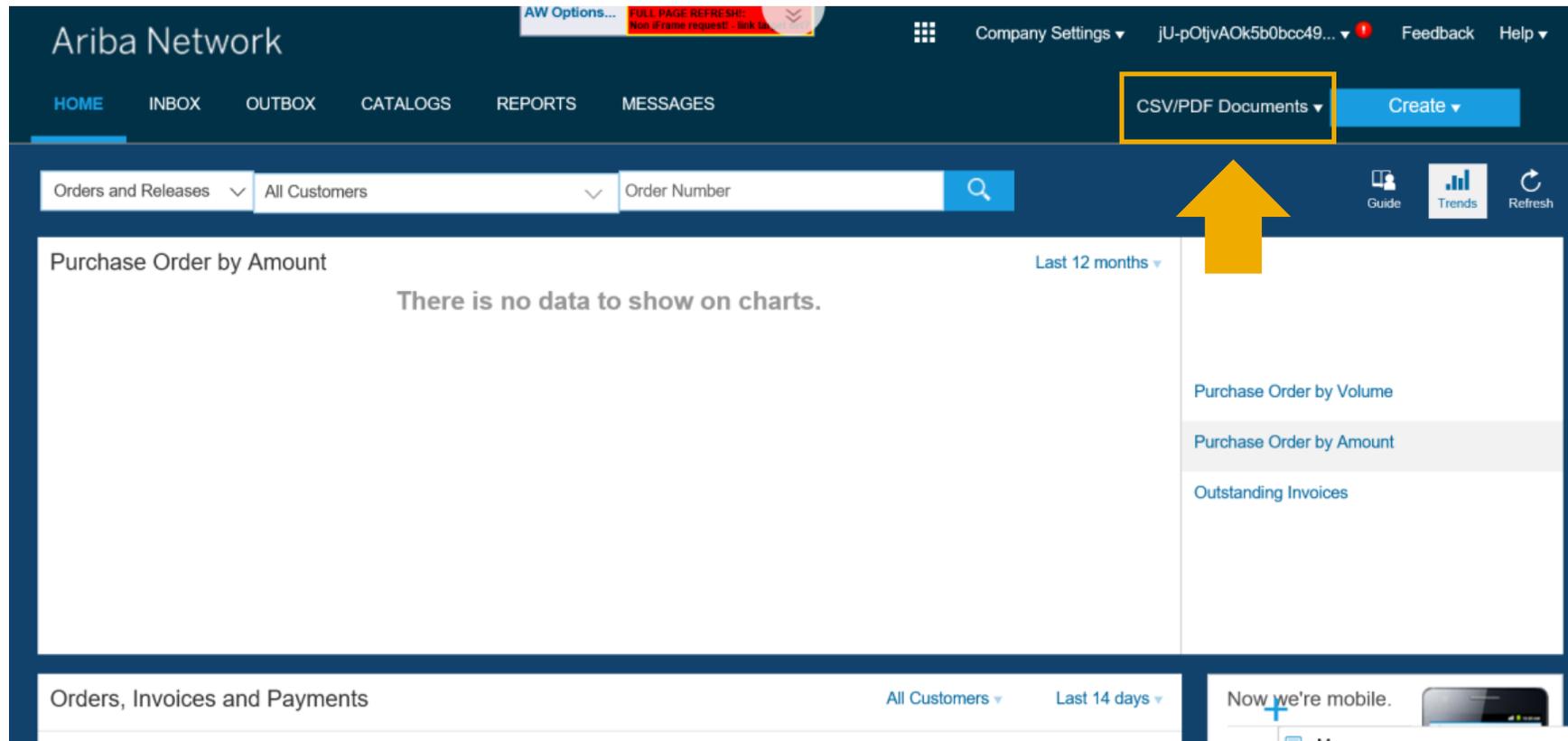
Switch to your **Test account**.

The screenshot displays the Ariba Network dashboard. At the top, the navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A search bar is present with 'Orders and Releases' selected and 'All Customers' as the filter. The main content area shows a 'Purchase Order by Amount' chart with the message 'There is no data to show on charts.' Below this is a section for 'Orders, Invoices and Payments' with various status indicators and a table header. On the right side, a user profile dropdown menu is open, showing options like 'Logout', 'My Account', 'Switch To', and 'Switch To Test ID'. A yellow arrow points to the 'Switch To Test ID' option. Other options include 'Link User IDs', 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. A mobile app promotion and a 'Tasks' section are also visible at the bottom right.

Can I run tests with my test account?

In your **Test account**, if you have successfully onboarded following the process in the previous section, you will see on your home screen « **CSV/PDF Documents** ».

It means you can test *PDF Invoices*.



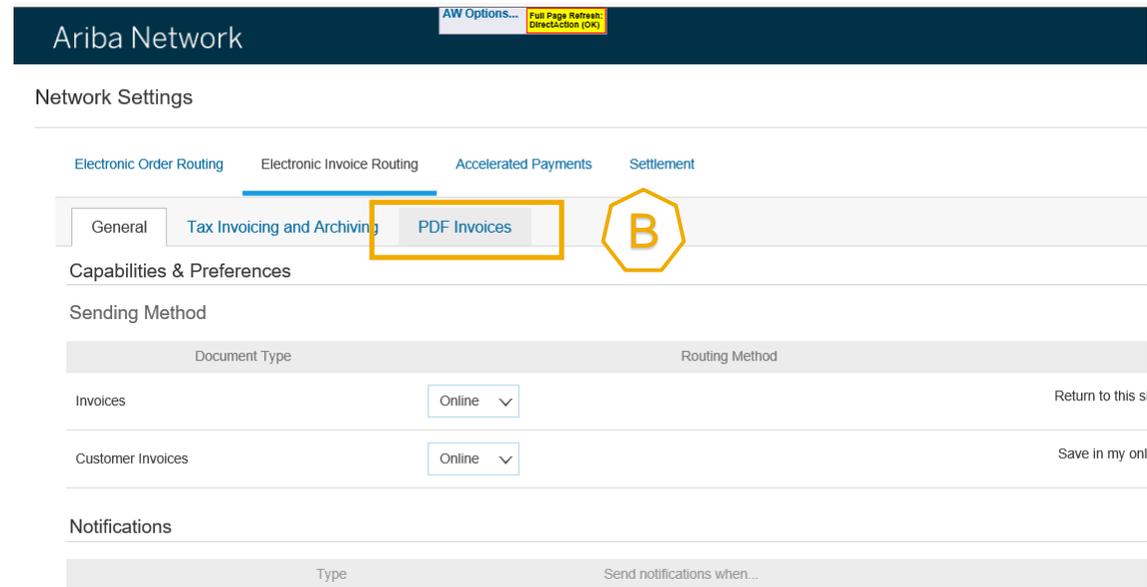
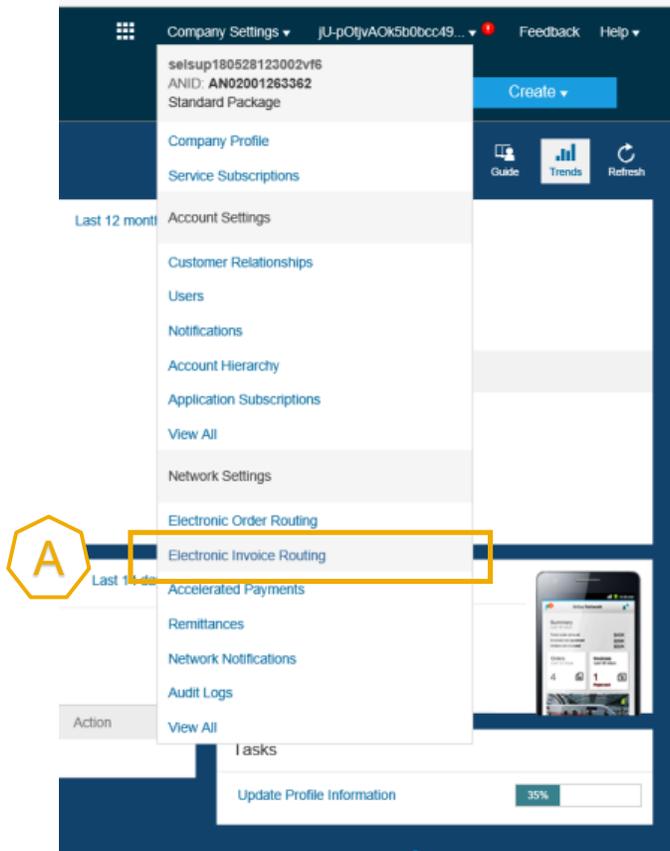
The screenshot displays the Ariba Network user interface. At the top, the header includes the Ariba Network logo, a notification banner for 'AW Options...', and user information such as 'Company Settings', 'jU-pOjvAOk5b0bcc49...', 'Feedback', and 'Help'. Below the header, a navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A prominent feature is the 'CSV/PDF Documents' menu item, which is highlighted with a yellow rectangular box. A yellow arrow points upwards from the main content area towards this menu item. To the right of the menu item is a blue 'Create' button. Below the navigation bar, there is a search and filter section with dropdowns for 'Orders and Releases', 'All Customers', and a search input field labeled 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' for the 'Last 12 months' period, with the message 'There is no data to show on charts.' To the right of the chart is a sidebar menu with options: 'Purchase Order by Volume', 'Purchase Order by Amount' (which is currently selected), and 'Outstanding Invoices'. At the bottom of the interface, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a promotional banner for 'Now we're mobile.' with a smartphone icon.

How do I start testing?

Make sure you complete the PDF Invoices settings in your **Test account**.

A. Go to « *Electronic Invoice routing* »

B. Click on « *PDF Invoices* ».



How do I start testing?

You will only be able to see **step 4** there. Do the same set-up as on slide 16:

- A. Request a draft invoice to be created out of your PDF before submission to review the extraction results (recommended).
- B. Enter the e-mail address of your organization if you want to send PDF invoices via e-mail to Ariba Network..
- C. Activate the 2 notifications and put the e-mail address to which they must be sent.
- D. Hit « Save » and close the page.

Ariba Network

Network Settings Close

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving | PDF Invoices

1. Start feature activation
2. Set up status change notification
3. Upload sample documents
4. Finalize feature settings

A PDF Invoice Settings

Send converted PDF invoices to the Drafts tab in my Outbox for my review. ⓘ

Your email address for sending PDF invoices to Ariba Network

B Email address:

By entering this email address and clicking Save, you authorize SAP Ariba to accept invoices on behalf of your organization without any other authentication but based solely on receipt of PDF files from this email address.

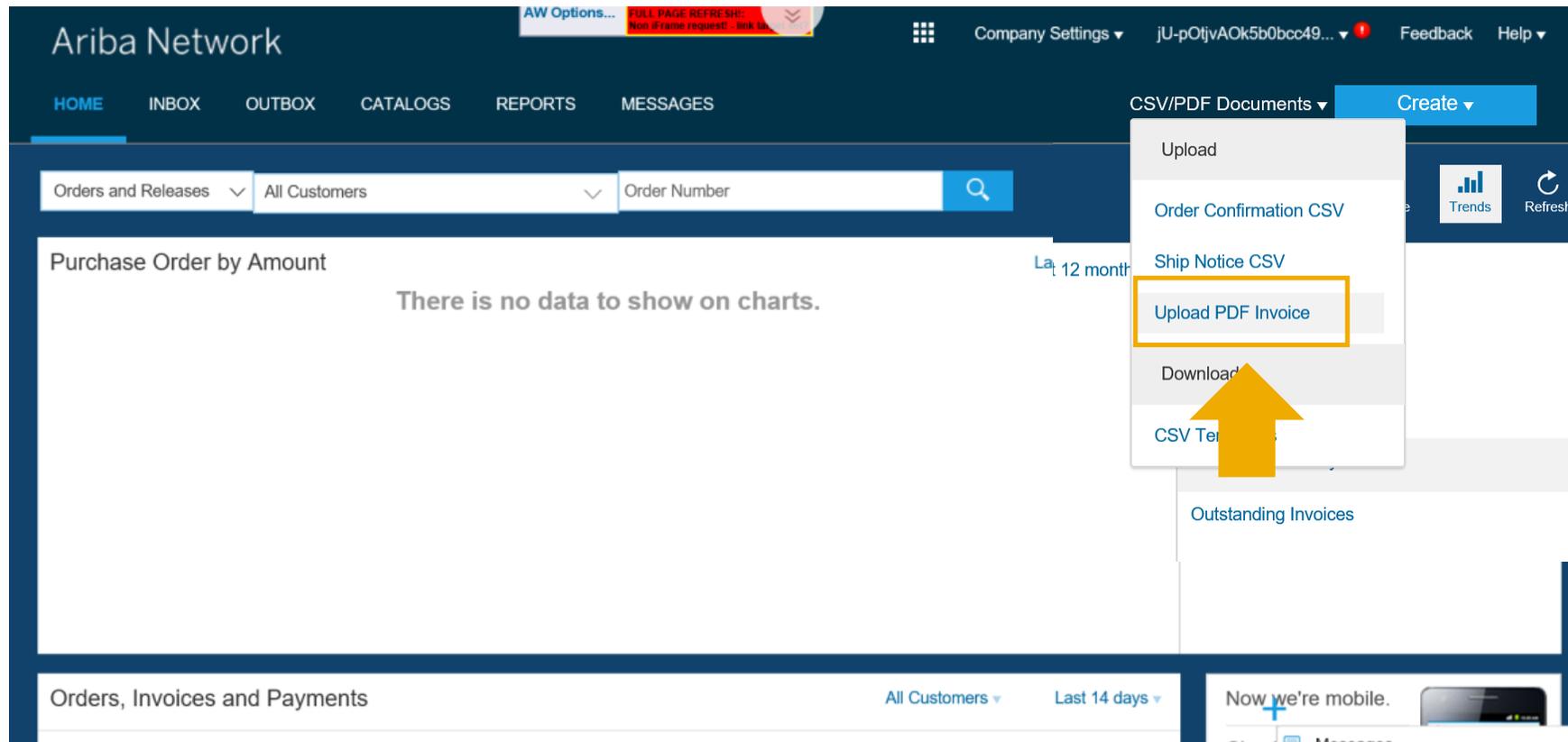
Notifications

Type	Send notifications when...	To email address
C PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	<input type="text" value="marina.marinova@sap.com"/>
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="selsup180528123002vf6@ariba1q.cor"/>

Previous **D** Save

How to send a PDF invoice in test?

In your **Test account**, click on « **CSV/PDF Documents** », then hit « **Upload PDF Invoice** ».



The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible on the left, and navigation links for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES' are in the center. On the right, there are links for 'Company Settings', a user profile, 'Feedback', and 'Help'. Below the navigation bar, there are filters for 'Orders and Releases', 'All Customers', and a search box for 'Order Number'. The main content area shows a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' A dropdown menu is open under the 'CSV/PDF Documents' header, listing options: 'Upload', 'Order Confirmation CSV', 'Ship Notice CSV', 'Upload PDF Invoice' (highlighted with a yellow box), 'Download', and 'CSV Templates'. A yellow arrow points to the 'Upload PDF Invoice' option. Below the dropdown, there is a section for 'Outstanding Invoices' and a footer with 'Orders, Invoices and Payments' and 'Now we're mobile.'.

How to send a PDF invoice in test?

- A. Select the customer you want to invoice.
- B. Select the PDF invoice you want to send from your computer. Hit « Browse » and choose the file.
- C. Upload the file.
- D. After the file is uploaded, click on the link suggesting to redirect you to the page « PDF Conversions ». This is where you can track the status of your document.

The image displays two screenshots of the Ariba Network 'Upload PDF Invoice' interface. The top screenshot shows the initial form with a 'Customer' dropdown menu, a 'Browse' button, and an 'Upload Files' button. The bottom screenshot shows the same form with the 'Customer' dropdown menu set to 'selbuy180528123002717' and a message box indicating the file was successfully uploaded, with a link to 'PDF Conversions'.

How to track the status of my PDF invoice?

In your **Test account**, go to « **OUTBOX** », then hit « **PDF Conversions** ».

The screenshot shows the Ariba Network user interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The 'OUTBOX' menu item is highlighted with a yellow box. Below the navigation bar, there is a secondary menu with 'Invoices', 'Order Confirmations', 'Ship Notices', 'Drafts', and 'PDF Conversions'. The 'PDF Conversions' menu item is also highlighted with a yellow box. The main content area shows 'Invoices' and a 'Search Filters' button.

The screenshot shows the 'PDF Conversions' page in the Ariba Network interface. The top navigation bar is the same as in the previous screenshot. The secondary menu highlights 'PDF Conversions'. Below the navigation bar, there is a 'Search Filters' button. The main content area shows a table with one row of data. The 'Status' column is highlighted with a yellow box, showing 'Conversion Pending'. The 'Reference' column is also highlighted with a yellow box. The table has columns for 'File Name', 'File Type', 'Customer', 'Status', 'Submission Method', 'Date', and 'Reference'. The 'Status' column has a dropdown arrow next to it. The 'Reference' column has a dropdown arrow next to it. The table is titled 'PDF Conversions (1)'. There are 'Page' dropdown menus on the right side of the table.

File Name	File Type	Customer	Status	Submission Method	Date	Reference
pdfdemo2.pdf	pdf	selbuy180528123002717	Conversion Pending	Online	Jul 11, 2018 5:21 PM	

Once your invoice has been converted, go to « **OUTBOX** » >> « **Drafts** » or click on the « **Reference** » corresponding to your invoice on the « **PDF Conversions** » screen above. Review the extraction results, make any corrections if needed and submit the invoice.

Supplier registers From e-mail address online

Ariba Network AW Options... FULL PAGE REFRESH: global scope content changed -- VBScript Company Settings JU-p0IjvAOK5b0bcc49... Help Messages Log

Network Settings Close

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#)

[General](#) [Tax Invoicing and Archiving](#) [PDF Invoices](#)

1. Start feature activation
2. Set up status change notification
3. Upload sample documents
4. Finalize feature settings

PDF Invoice Settings

Send converted PDF invoices to the Drafts tab in my Outbox for my review. ⓘ

Your email address for sending PDF invoices to Ariba Network

By entering this email address and pressing Save, you authorize SAP Ariba to accept invoices on behalf of your organization without any other authentication but based solely on receipt of PDF files from this email address.

Email address:

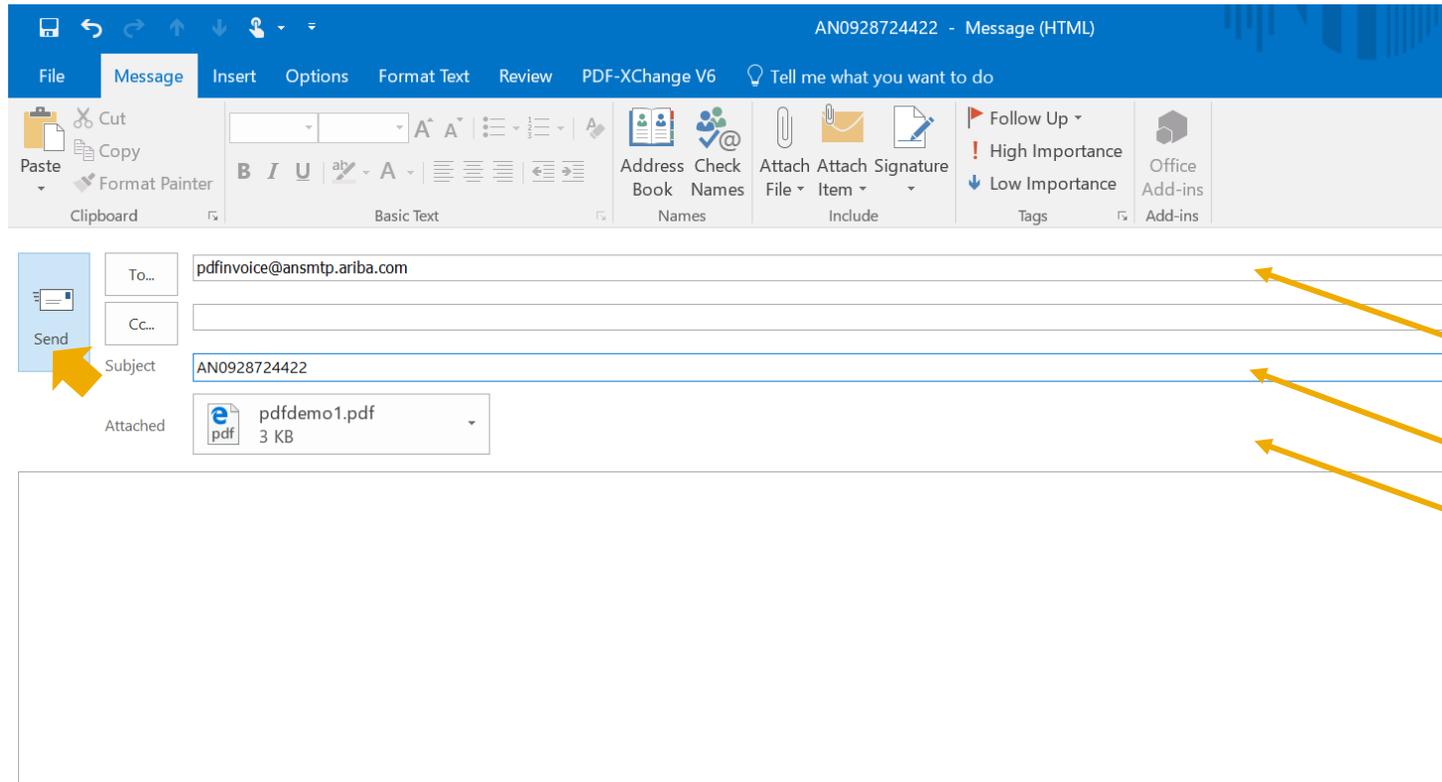
Notifications

Type	Send notifications when...	To email address
PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	<input type="text" value="marina.marinova@sap.com"/>
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="seSup180528123002vf6@ariba1q.cor"/>

Previous Save

Enter here your organizing e-mail address that Ariba Network will consider as authorized to send PDF invoices on behalf of your *Supplier account*.

Supplier sends a PDF invoice via e-mail



Ariba Network Production e-mail address

Valid buyer ANID

Single PDF invoice as an attachment

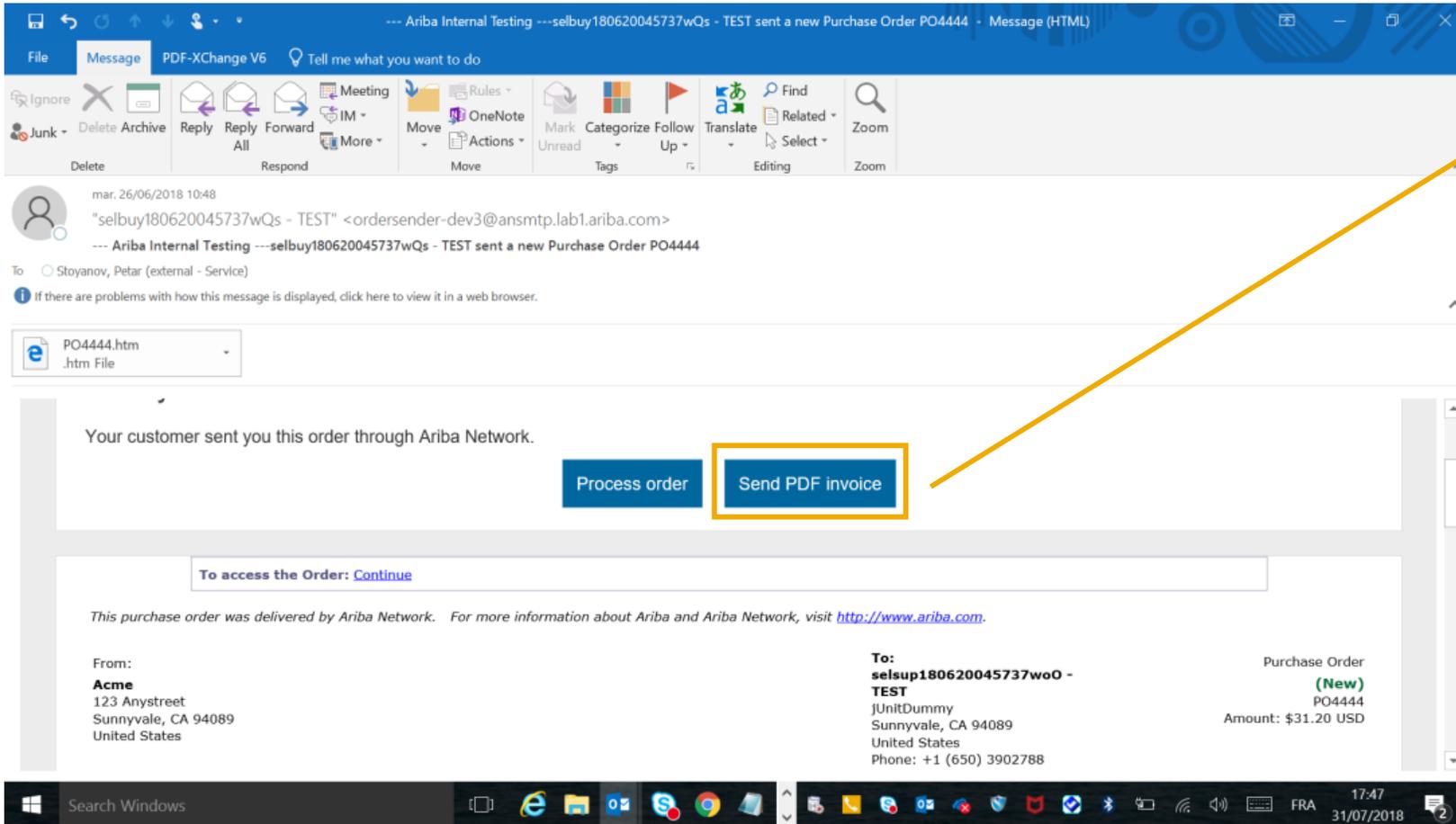
Notifications

Suppliers only receive a notification if there was a problem with processing the PDF.

If the processing of the PDF document happened successfully, suppliers receive:

- A notification for draft creation (if set-up) or
- A notification that the invoice was successfully submitted (if set-up).

Receiving an Interactive E-mail order



This button is available on the Interactive E-mail order only if the supplier has successfully onboarded with PDF Invoices.

PDF Invoices Light Account support

The screenshot shows a web browser window with the Ariba Network Supplier interface. The address bar displays the URL: <https://app184.lab1.ariba.com:10558/Supplier.aw/100266103/aw?awh=r&>. The page header includes the Ariba Network logo, navigation links like 'Upgrade from light account' and 'Learn More', and user information 'Company Settings' and 'jU-kdoYfglF5b45b773...'. Below the header, there are tabs for 'Preview' and 'History', and a 'Download PDF' link. The main content area displays the following invoice details:

Emetteur	
FOURNISSEUR B	0033411000775
ADRESSE FOURNISSEUR B	
75003 PARIS FR	
N° TVA : FR61523963750	
RCS PARIS 523963750	
SIREN : 523963750	

Facture N° T8CB_915	
Date de la facture : 28/11/2011	

Adresse de facturation	
Code Client :	0033411000779
ACHETEUR 1	0033411000779
ADRESSE ACHETEUR 1	
75010 PARIS FR	
SIREN :	523963751
TVA :	FR37523963751

PAGE 1/1

At the bottom of the browser window, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the date 31/07/2018 and time 17:39.

PDF Invoices Light Account support

There is no data to show on charts.

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

2
Documents Pending Conversion

1
Draft PDFs for Review

0
New Early Payment Offers

0
Invoices Pending Payment

Orders, Invoices and Payments

0 Orders to Invoice	0 Orders that Need Attention	0 Invoices Rejected	2 Documents Pending Conversion
------------------------	---------------------------------	------------------------	-----------------------------------

0
Invoices Pending Approval

0
New Purchase Orders

0
Payments that Need Attention

0
Payments Received

0
Pinned Documents

0
Orders to Confirm

0
Orders to Ship

0
Orders with Service Lines

Manage Default Tiles

PDF Invoices Light Account support

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

Your PDF document was successfully converted and a draft invoice was created on Ariba Network for your review.

Important:

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

[Edit Draft](#)

PDF Invoices Light Account support

Ariba Network AW Options... Full Page Refresh: DirectAction (OK) Company Settings ▾ jU-kdoYfglF5b45b773... Help ▾

[Upgrade from light account](#) [Learn More](#)

Create Invoice Update Save

▼ Invoice Header * Indicates re

Summary

Invoice #:	<input type="text" value="PdfDemo7"/>	Subtotal:	67.10 EUR
Invoice Date:	<input type="text" value="27 Feb 2018"/>	Total Tax:	13.15 EUR
Supplier Tax ID:	<input type="text"/>	Total Shipping:	0.00 EUR
Bill To:	ACHETEUR 1 0033411000779	Total Gross Amount:	80.25 EUR
	PARIS	Total Net Amount:	80.25 EUR
	France	Amount Due:	80.25 EUR

Order Information

(Enter at least one of the following)

Customer Order #:	<input type="text" value="02251809"/>	Contract Number:	<input type="text"/>
-------------------	---------------------------------------	------------------	----------------------

PDF Invoices Light Account support

Ariba Network

AW Options...

Upgrade from light account

Learn More



Company Settings ▾

jU-kdoYfgIF5b45b773...

Help ▾

Messages

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France.

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.

Standard Invoice

Invoice Number : PdfDemo7
Invoice Date : Tuesday 27 Feb 2018 12:00 PM GMT+01:00
Original Purchase Order : 02251809

Subtotal : 67.10 EUR
Total Tax : 13.15 EUR
Total Shipping : 0.00 EUR
Total Gross Amount : 80.25 EUR
Total Net Amount : 80.25 EUR
Amount Due : 80.25 EUR

ISSUER OF INVOICE:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

BILL TO:

ACHETEUR 1 0033411000779

Postal Address:
ADRESSE ACHETEUR 1
75010 PARIS

France

SUPPLIER:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

CUSTOMER:

ACHETEUR 1 0033411000779

PDF Invoices Light Account support

The screenshot shows an Outlook email window with the following details:

- Subject:** --- Ariba Internal Testing ---Invoice PdfDemo7 for 80.25 EUR has been submitted to selbuy180711105150WjH - Message (HTML)
- Sender:** ordersender-lq13@ansmtp.lab1.ariba.com
- Recipient:** MARINOVA, Marina
- Attachments:** PdfDemo7.pdf (81 KB) and PdfDemo7.xml (34 KB)
- Message Content:**

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

You have successfully submitted Invoice PdfDemo7 for 80.25 EUR to **selbuy180711105150WjH** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

PDF Invoices Light Account support

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

0 Orders to Invoice 0 Orders that Need Attention 0 Invoices Rejected **1 Invoices Pending Payment** More...

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status	Action
PdfDemo7	selbuy180711105150WJH	Non-PO	2 Aug 2018	80.25 EUR	Sent	Select ▾ Send me a copy to take action

Tasks

Profile information

15%

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FAQ

FAQ

1	What should I test?	Test all scenarios such as PO and non-PO invoices. Have your customer send you a test PO for testing purposes. If you test credit notes, they must refer to a previous invoice sent to Ariba.
2	What happens if my invoice template changes?	If our invoice template changes, you can contact Ariba support and initiate a request to adjust for template changes
3	Does converted invoices have special rules?	No. All buyer network rules will be applied on invoices generated from PDF
4	Does this support any other document type?	No. Only invoices are supported in this service
5	Is there a fee to use PDF Invoices	No. PDF Invoice feature is free for buyers and suppliers
6	Can buyer/customer modify converted PDF invoice	No. Only suppliers can edit and modify converted invoices
7	Do I need to enroll from test account and production account?	No. Enablement is required only from production account. Once enabled, switch to test account for validation prior to submitting production invoices