



SAP Ariba 

# Supplier Guide

## PDF Invoices

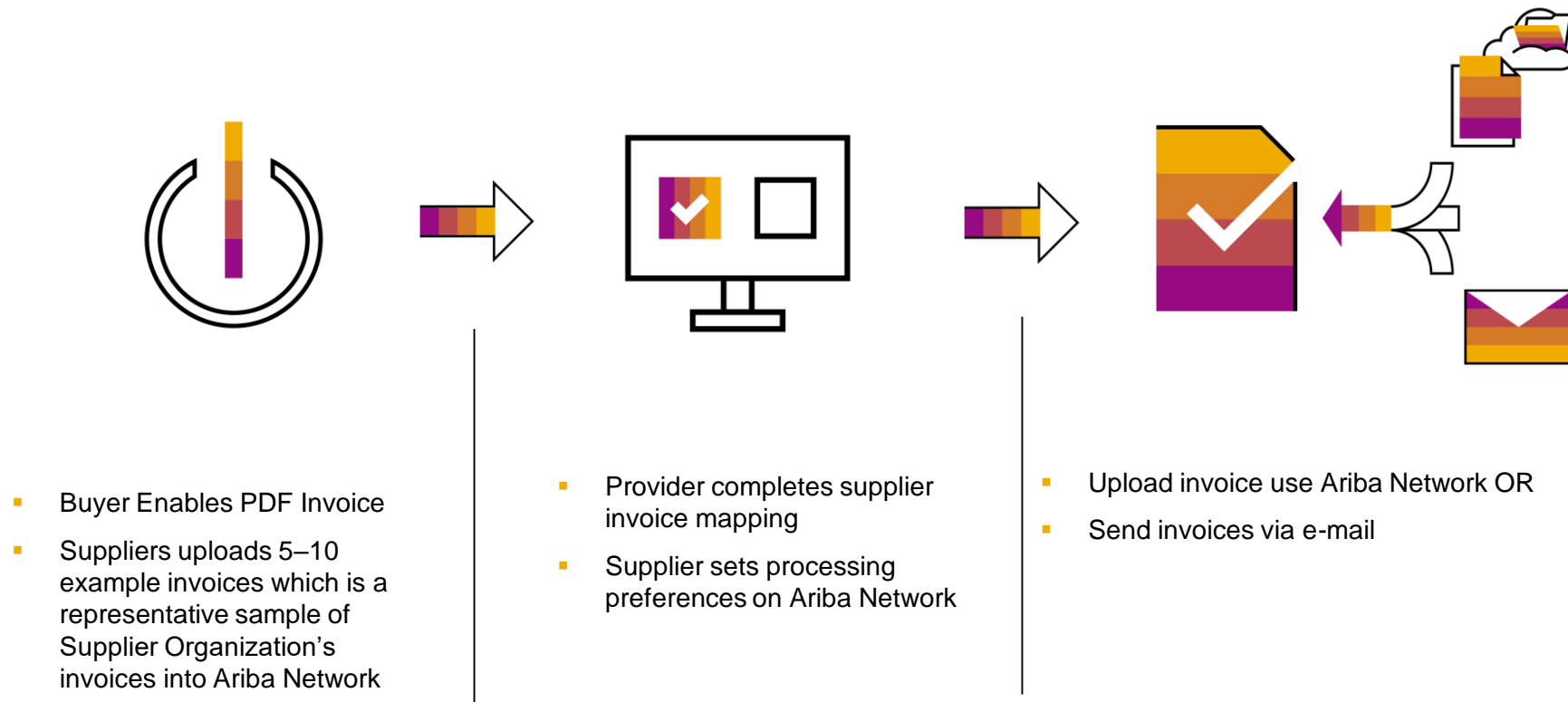
CONFIDENTIAL

 **Run Simple**

# Feature at a Glance

## Introducing: **PDF Invoices**

### High Level Process



# 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

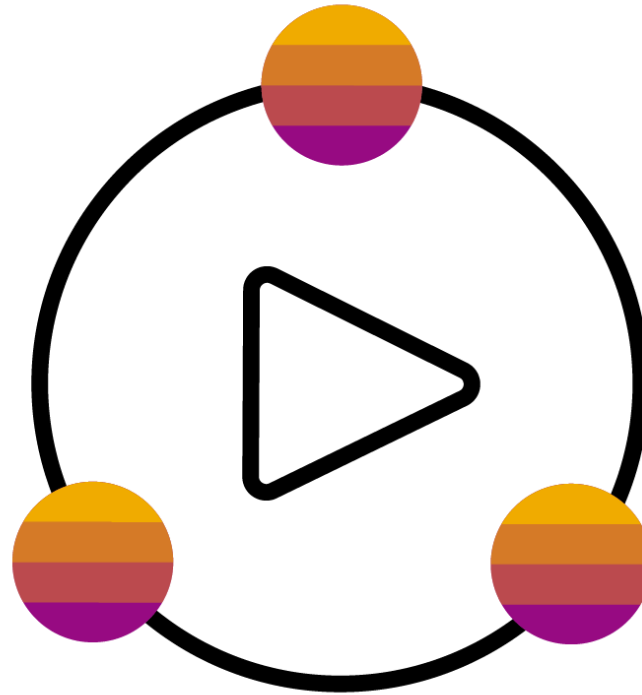
1. Choose “Upload PDF Invoice” from “CSV/PDF Documents” menu on Supplier Account home page
2. Choose <customer> as Customer
3. Upload Invoices
4. Go to OUTBOX → Converted Documents
5. When status is “Converted” go to OUTBOX → Drafts tab to select and review the converted invoice. You can edit data while 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](mailto: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



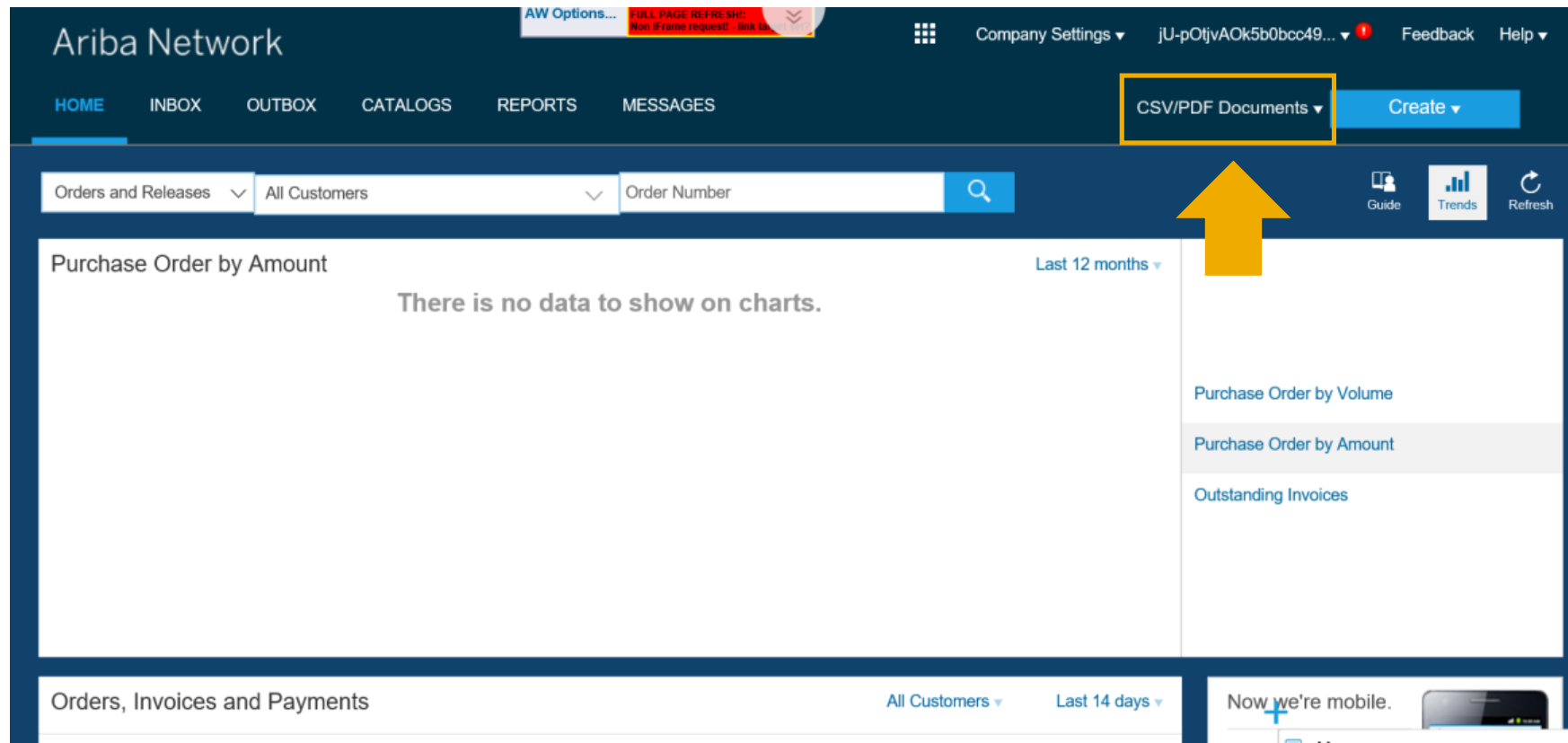


# Onboarding with PDF Invoices

# 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** »



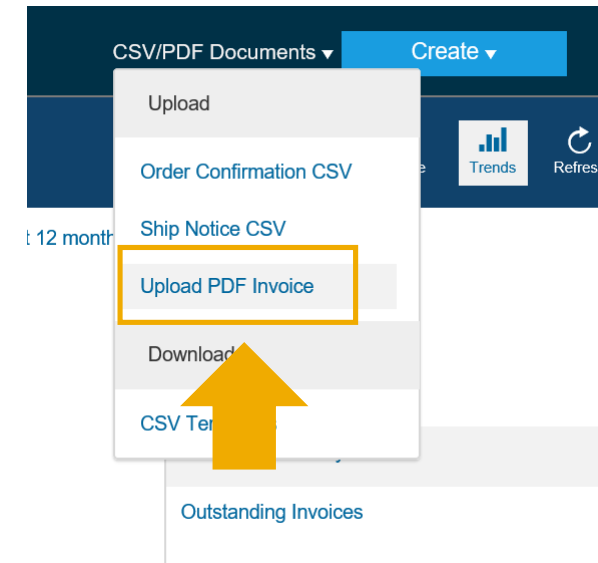
# How to onboard with *PDF Invoices*?

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.





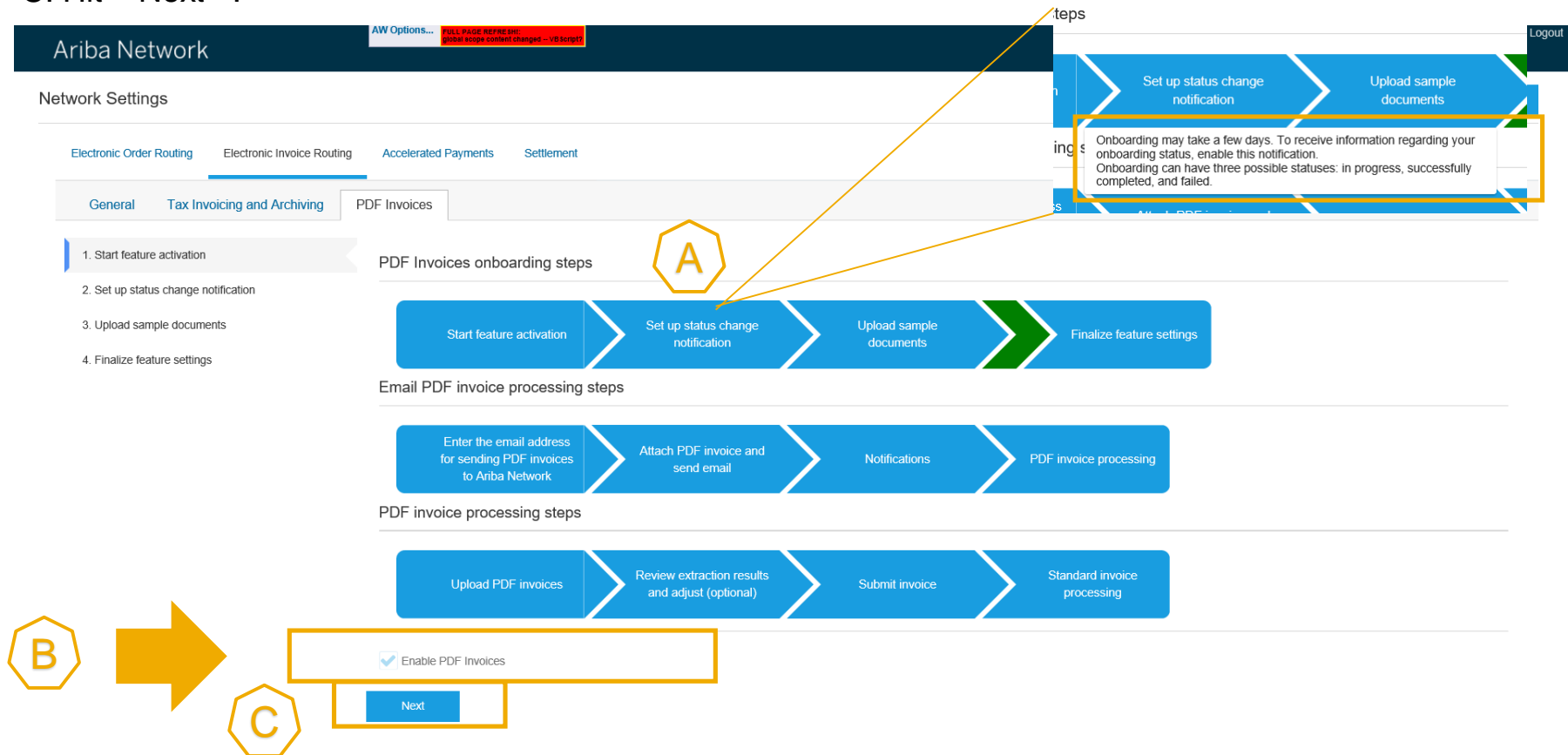
# Onboarding – step 1

**Step 1:** Read through the process flows and understand *PDF Invoices* solution.

A. Click on the boxes for more detailed information.

B. Check the « Enable PDF Invoices » box and confirm.

C. Hit « Next ».



# 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

Network Settings

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.	setsup180528123002vf6@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.

Ariba Network

Company Settings | jU-ul86Seuz5ac4cU24... | Help

### Network Settings

Close

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

General | Tax Invoicing and Archiving | PDF Uploader

1. Activate feature

2. Set-up status change notification

3. Upload sample documents

4. Other configuration

#### Onboarding Status

PDF uploader onboarding in progress...

To download your latest submitted PDF invoices click on the following link: [Download PDF invoices](#)

Previous | Next

Close

# 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.

Ariba Network

Network Settings

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

**Onboarding Status**

✓ **Your PDF invoices onboarding was successfully completed.**  
You are ready to submit PDF invoices.  
For pre-production tests, switch to test ID.

To download your latest submitted sample PDF invoices click on the following link: [Download sample PDF invoices](#)

Previous Next

# 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 »

Ariba Network

Network Settings

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

Email address: marinova@gmail.com

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.

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.	marina.marinova@sap.com
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	selsup180528123002vf6@ariba1q.cor

Previous

Save



# Testing PDF Invoices

# Can I run tests with my test account?

Switch to your **Test account**.

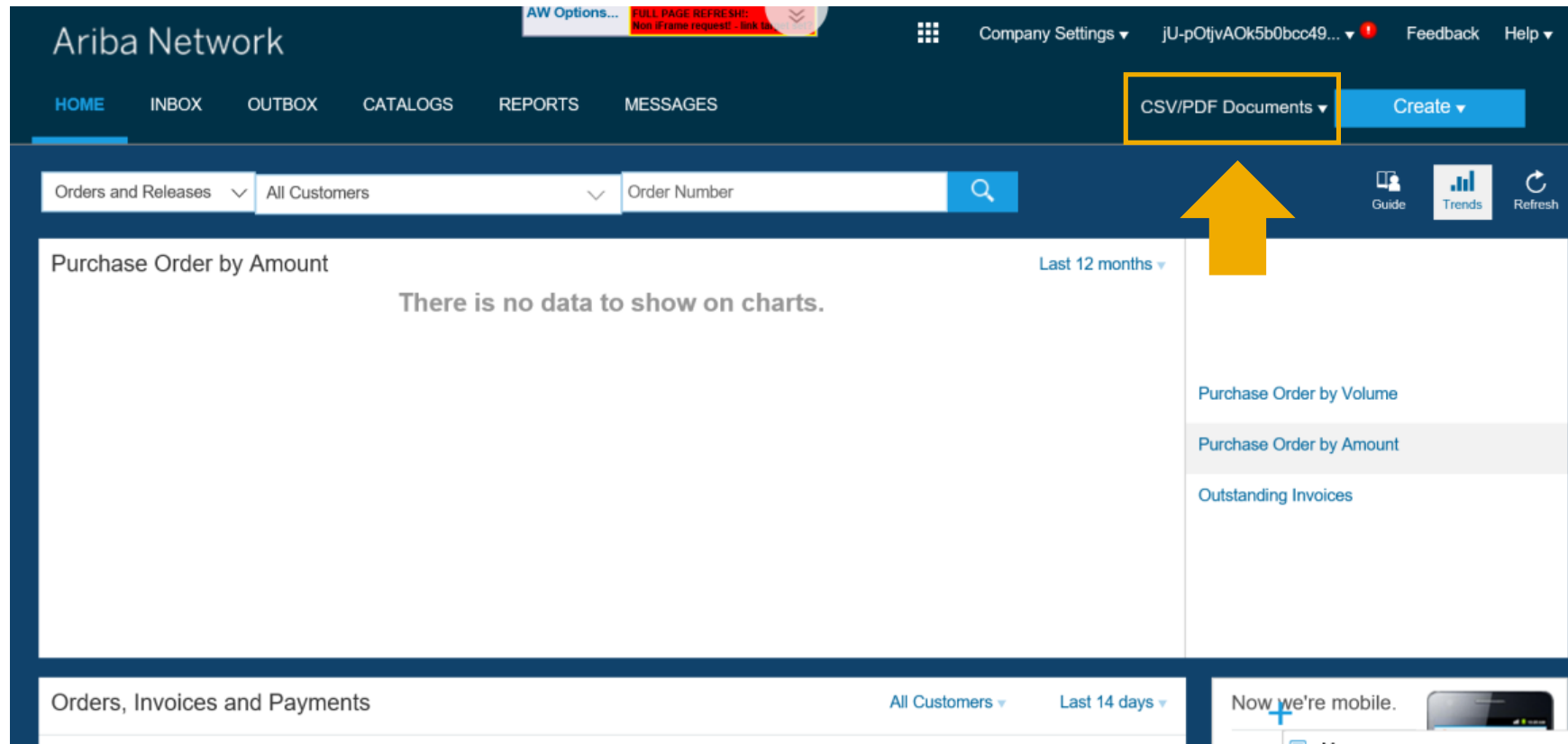
The screenshot displays the Ariba Network dashboard. At the top, the navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A search bar is present with 'Orders and Releases' selected and 'All Customers' as the filter. The main content area shows a 'Purchase Order by Amount' chart with the message 'There is no data to show on charts.' and a 'Last 12 months' time range. A large orange arrow points from this chart area to the 'Switch To Test ID' option in the user profile dropdown menu. The dropdown menu is open, showing options: 'Logout', 'My Account', 'Switch To', 'JU-pOqivAOk5b0bcc4910009204238', 'lastName', 'setun100528121002v46@aribaq.com', 'Switch To Test ID' (highlighted with an orange box), and 'Link User IDs'. Below the chart, there is a section for 'Orders, Invoices and Payments' with various status indicators (0 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Pinned Documents) and a table header with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A message states 'You do not have any Orders and Releases.' On the right sidebar, there is a 'Now we're mobile.' section with App Store and Google Play links, and a 'Tasks' section with 'Update Profile Information' at 30% completion.



# 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*.

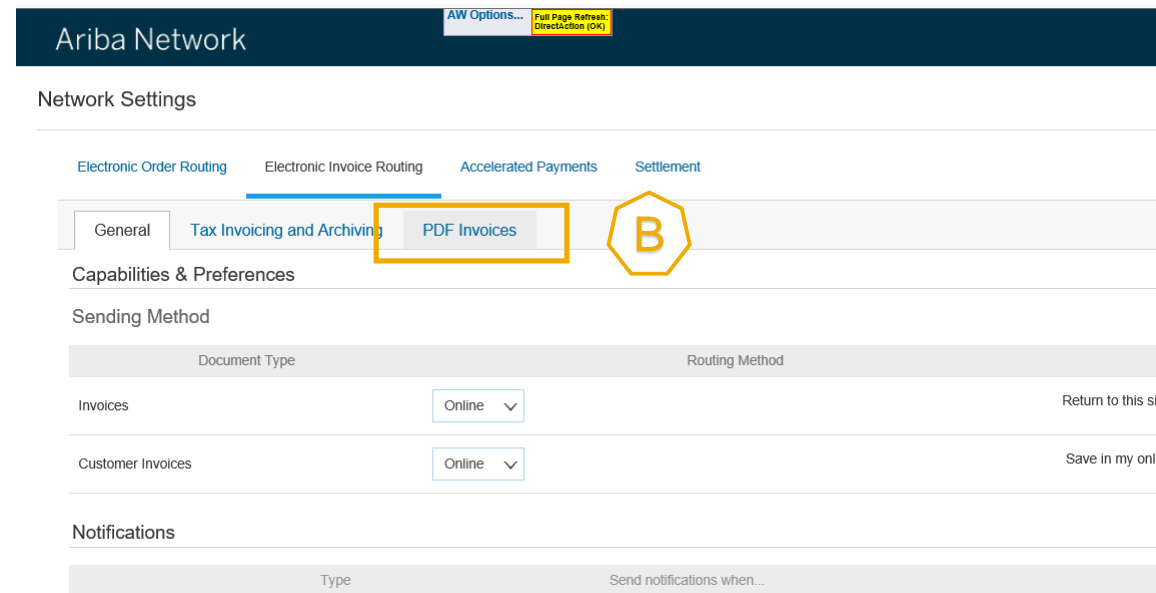
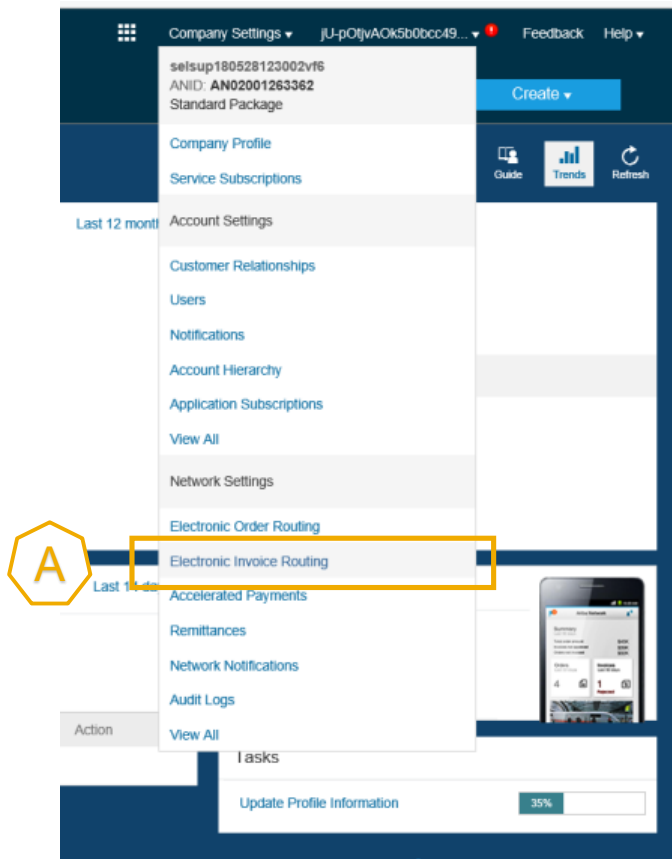


# How do I start testing?

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

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: marinova@gmail.com

Notifications

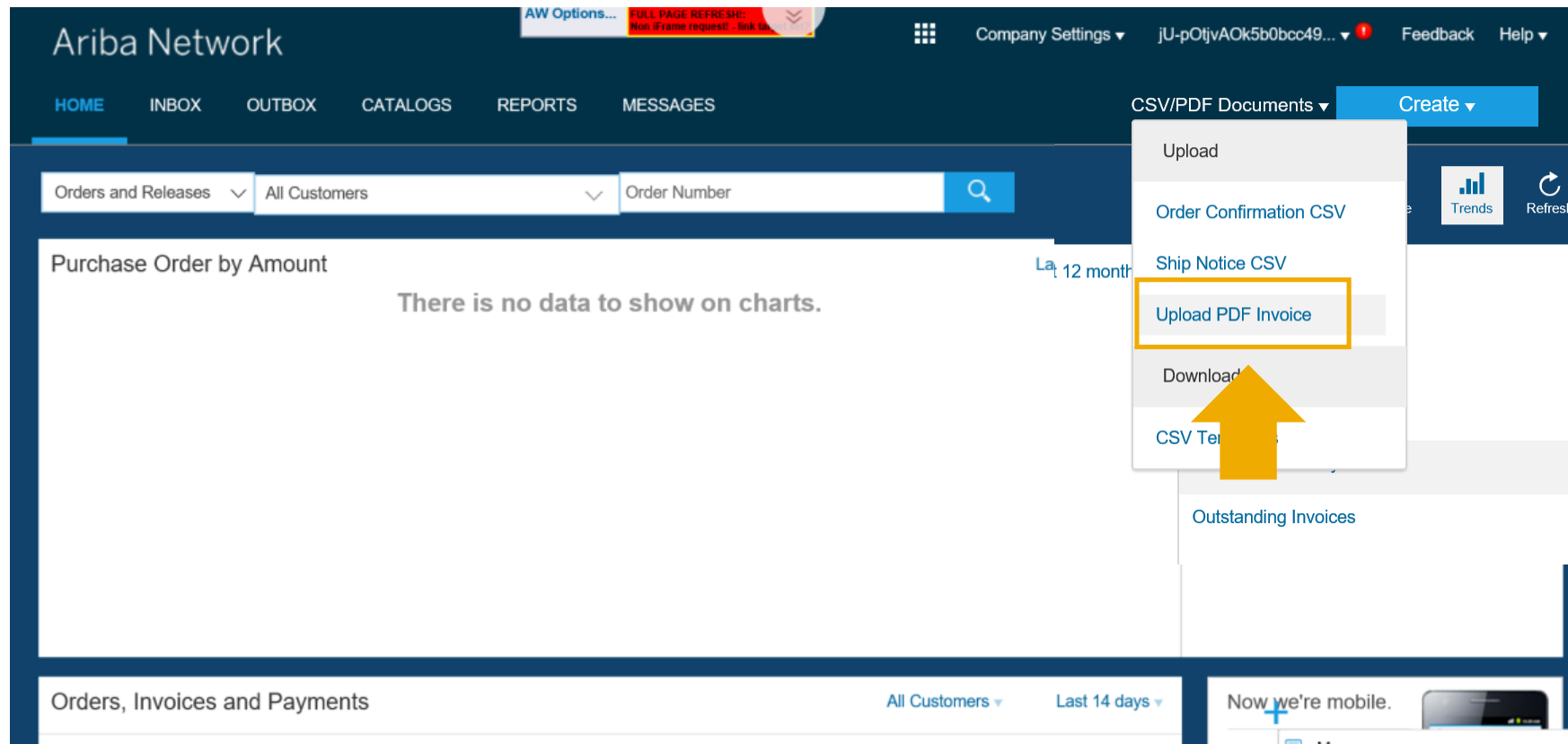
Type	Send notifications when...	To email address
PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	marina.marinova@sap.com
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from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

Previous

Save

# How to send a PDF invoice in test?

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



# 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, illustrating the steps to send a PDF invoice in test.

**First Screenshot (Initial State):**

- Header:** Ariba Network, Company Settings, jU-p0IqvA0k5b0bcc49...
- Form Title:** Upload PDF Invoice
- Form Fields:**
  - Customer:** Select Customer (Dropdown menu)
  - PDF Files:** Browse (Button), No files selected. ⓘ
  - Upload Files:** (Button)
- Annotations:** Three yellow hexagonal labels A, B, and C are placed over the Customer dropdown, the Browse button, and the Upload Files button respectively.

**Second Screenshot (Post-Upload State):**

- Header:** Ariba Network, Company Settings, jU-p0IqvA0k5b0bcc49...
- Form Title:** Upload PDF Invoice
- Form Fields:**
  - Customer:** selbuy180528123002717 (Dropdown menu)
  - PDF Files:** Browse (Button), No files selected. ⓘ
  - Upload Files:** (Button)
- Message:** A yellow box contains the text: "The selected file was successfully uploaded. If you want to be redirected to the PDF Conversions page, click on the following link: [PDF Conversions](#)".
- Annotations:** A yellow hexagonal label D is placed over the success message box.

# 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 interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The 'OUTBOX' tab is selected. Below the navigation bar, there is a sub-navigation bar with 'Invoices', 'Order Confirmations', 'Ship Notices', 'Drafts', and 'PDF Conversions'. The 'PDF Conversions' tab is selected. The main content area shows a table of PDF conversions. The table has columns: File Name, File Type, Customer, Status, Submission Method, Date, and Reference. A single row is visible with the following data: File Name: pdfdemo2.pdf, File Type: pdf, Customer: selbuy180528123002717, Status: Conversion Pending, Submission Method: Online, Date: Jul 11, 2018 5:21 PM, Reference: (empty). The 'Status' column is highlighted with a yellow box, and the 'Reference' column is also highlighted with a yellow box. The page number '1' is shown at the bottom right.

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.



# Sending PDF Invoice via email

# Supplier registers From e-mail address online

Ariba Network AW Options... FULL PAGE REFRESH: global scope content changed - v2.jsrpt3 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

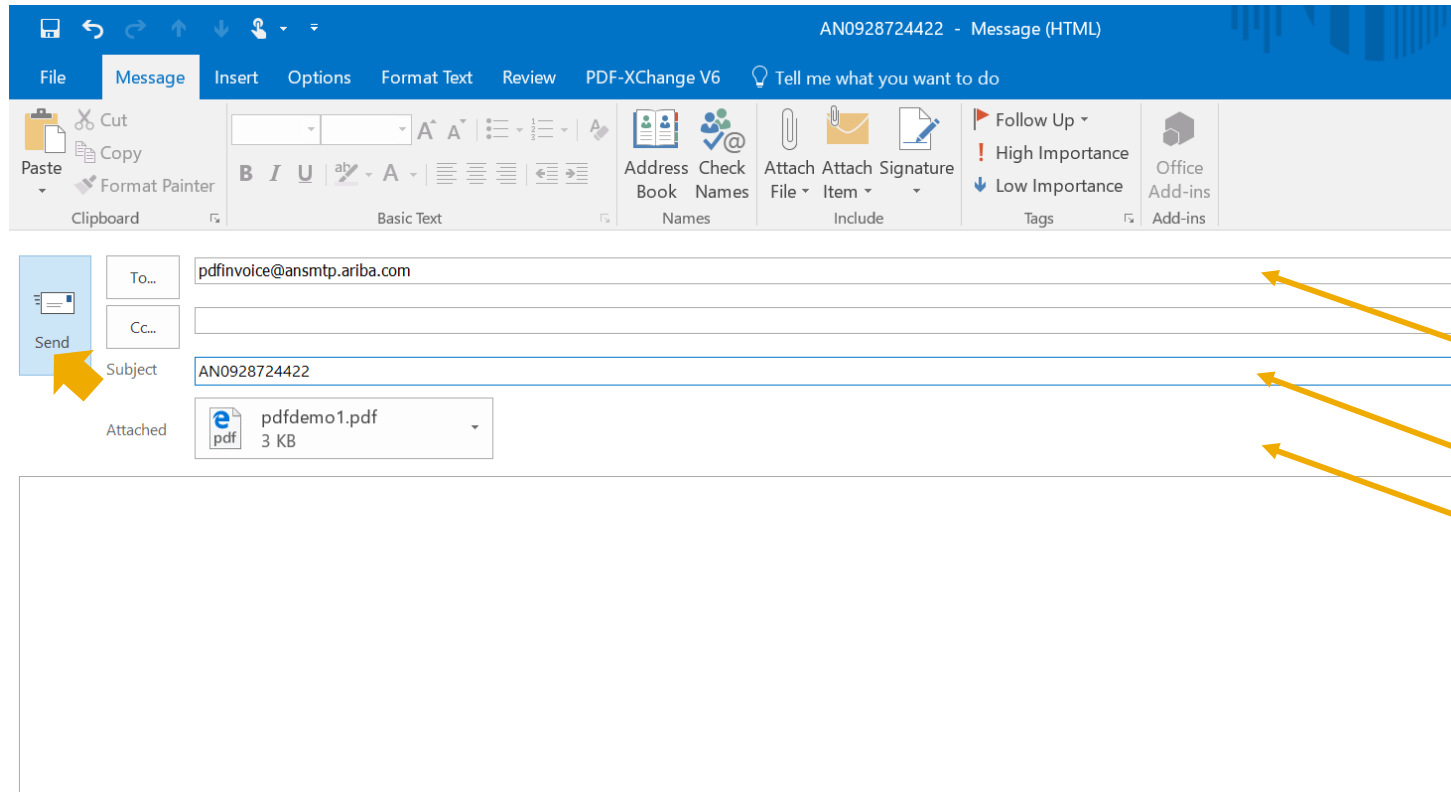
Type	Send notifications when...	To email address
PDF Invoice Failure	<input checked="" type="checkbox"/> Send a notification when PDF invoices are undeliverable or rejected.	<input type="text" value="marina.marinova@sap.com"/>
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="selSUP180528123002vf6@ariba1q.cor"/>

Previous Save

Enter here your organization's 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.

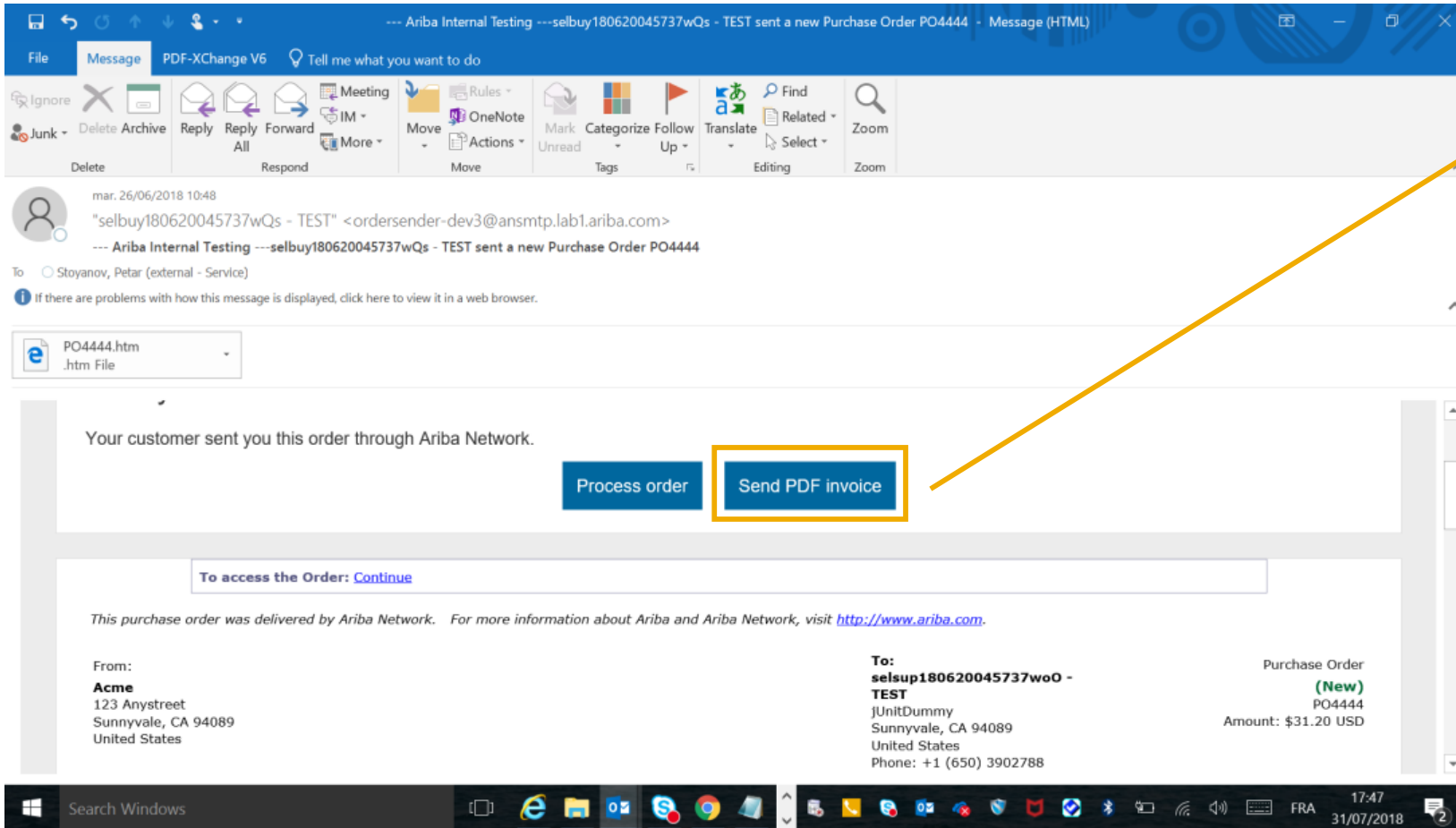
If the processing of the PDF document happened successfully, suppliers receive:

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



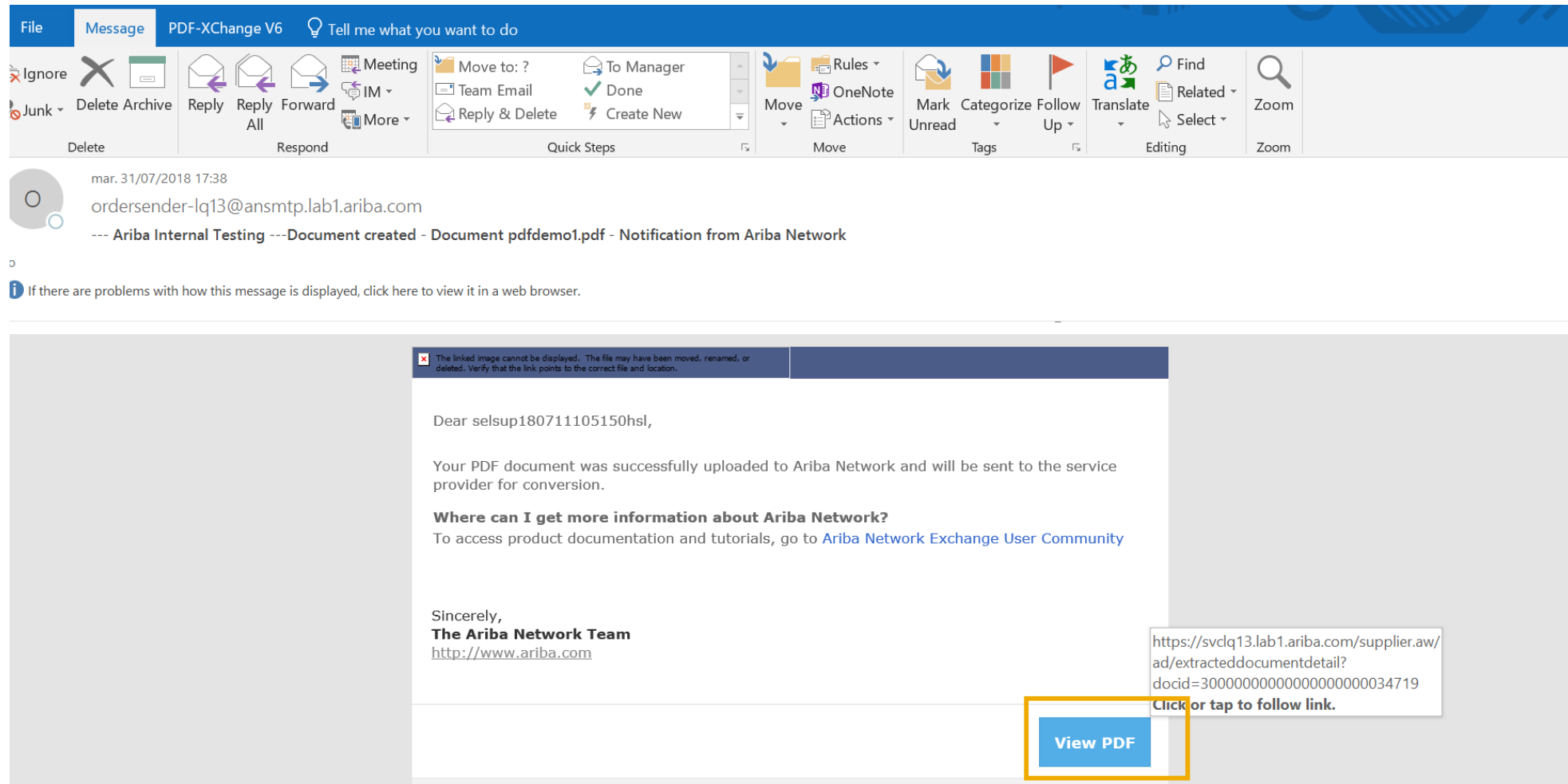
# Using PDF Invoices from Light Account

# 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



# PDF Invoices Light Account support

The screenshot displays the Ariba Network Supplier interface. The browser address bar shows the URL: <https://app184.lab1.ariba.com:10558/Supplier.aw/100266103/aw?awh=r&...>. The page header includes the Ariba Network logo, a navigation menu with 'Company Settings', 'jU-kdoYfglF5b45b773...', 'Feedback', and 'Help', and a 'Done' button. Below the header, the 'PDF Document Details' section is active, with tabs for 'Preview' and 'History'. A 'Download PDF' link is visible. The main content area shows the invoice details for 'PAGE 1/1'.

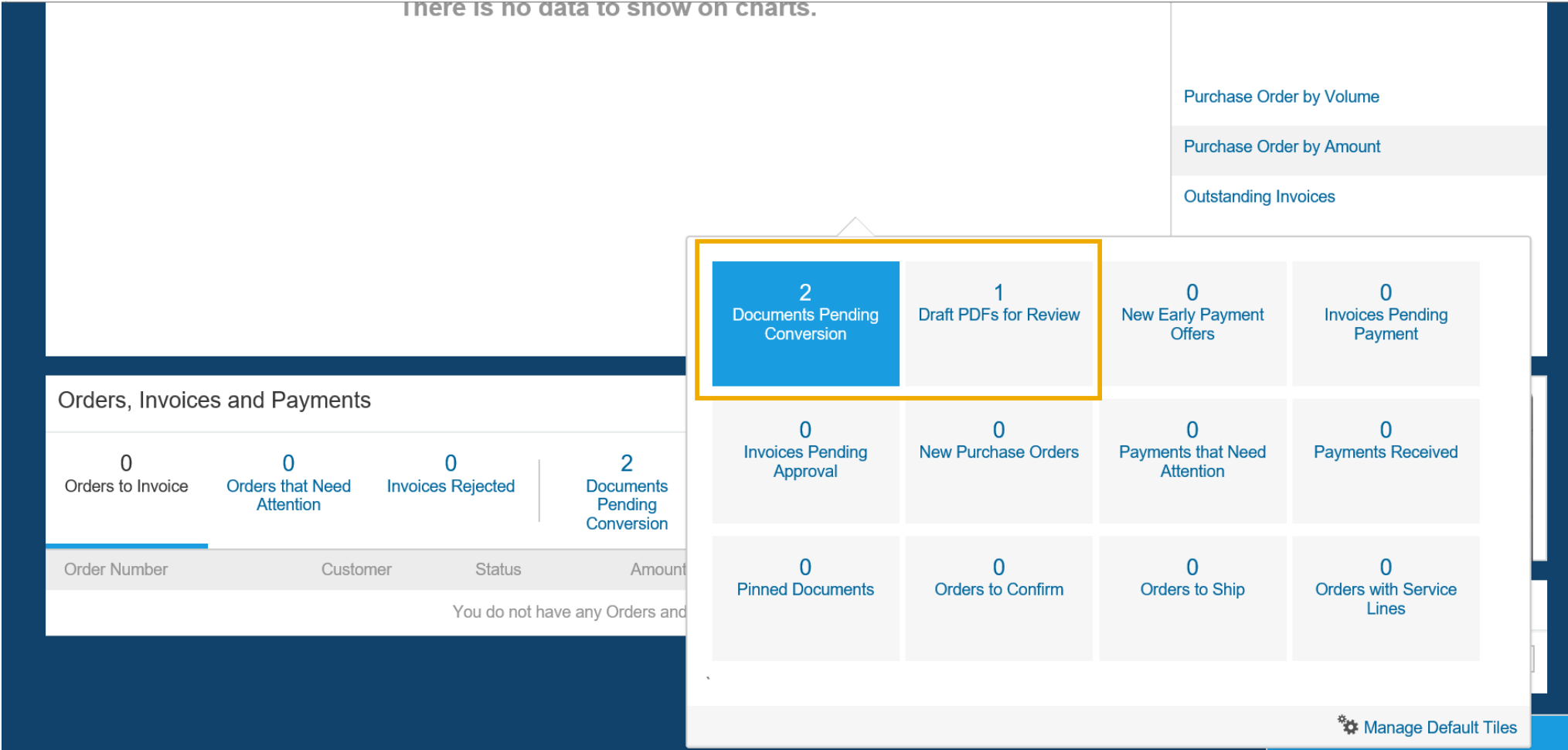
Emetteur	
FOURNISSEUR B 0033411000775	
ADRESSE FOURNISSEUR B	
75003 PARIS FR	
N° TVA : FR61523963750	
RCS PARIS 523963750	
SIREN : 523963750	

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	

The Windows taskbar at the bottom shows the system clock as 17:39 on 31/07/2018, with the location set to FRA.

# PDF Invoices Light Account support



# 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](#)

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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 required field

Summary

Invoice #: PdfDemo7

Invoice Date: 27 Feb 2018

Supplier Tax ID:

Bill To: ACHETEUR 1 0033411000779

PARIS

France

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

Order Information

(Enter at least one of the following)

Customer Order #: 02251809

Contract Number:

# PDF Invoices Light Account support

Ariba Network

AW Options...

Upgrade from light account

Learn More

Company Settings ▾

jU-kdoYfglF5b45b773...

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

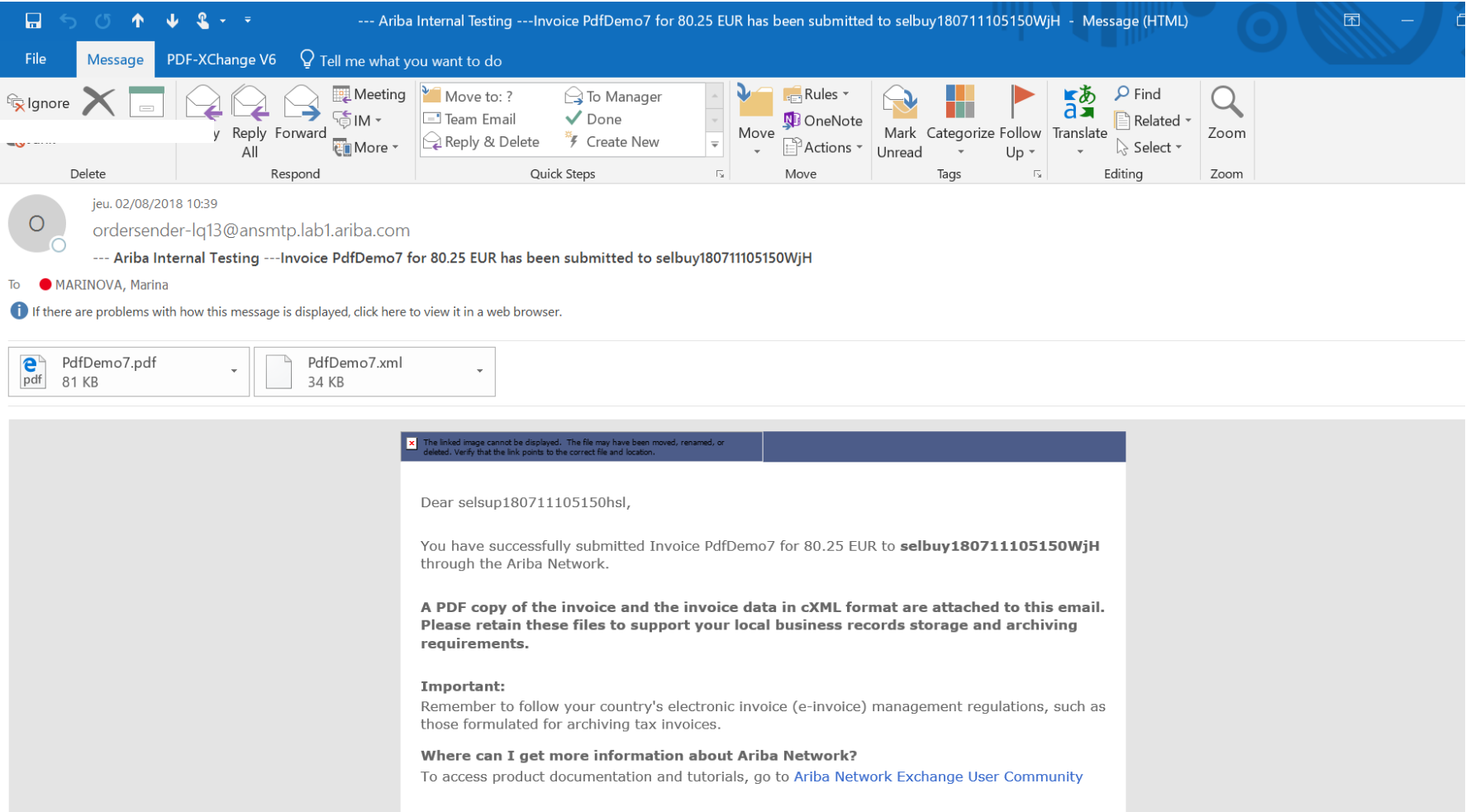
France

Address ID: 0033411000775

CUSTOMER:

ACHETEUR 1 0033411000779

# PDF Invoices Light Account support



# 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	<div>Select ▾<div>Send me a copy to take action</div></div>

Tasks

Profile information

15%

Now we're mobile.

Check it out.

Download on the App Store

ANDROID APP ON Google play



# FAQ

# FAQ

1	What should I test?	Test all scenarios such as PO and non-PO invoices. Have your customer sent 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 change?	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