



Feature at a Glance

Edit and Approve invoices in Guided Buying

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INTERNAL

Ariba Guided Invoicing Evolving the User Experience

Feature at a Glance

Ease of implementation ● High
Geographic relevance ● Global

Introducing: **Edit and Approve invoices in Guided Buying**

Customer challenge

Previously, only simple one-line non-PO invoices could be edited and approved in guided buying. For any other type of invoice (ex. PO, multi-line, etc.) when users clicked an invoice in Guided Buying, they were redirected to SAP Ariba Buying and Invoicing to perform editing and approval. This created confusion for the end users, who had to switch between different user interfaces.

Meet that challenge with **SAP Ariba**

Now, Guided Buying offers a simplified, one-stop-shop, more efficient invoicing experience for most types of invoices by eliminating the need to navigate between two separate solutions. You can now edit and approve non-PO and PO-based invoices natively in Guided Buying without being redirected to SAP Ariba Buying and Invoicing. Invoices continue to be reconciled in SAP Ariba Buying and Invoicing after they're approved.

Experience key benefits

End users and requesters can now manage their non-PO and PO invoices natively in Guided Buying. By empowering requesters to edit and approve invoices, customers can achieve higher levels of efficiency and better use of AP resources.

Solution area

SAP Ariba Buying and Invoicing

Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

There are several administration tasks and configurations necessary to correctly leverage this functionality.

Please refer to the What's new in SAP Ariba guide for additional details.

Prerequisites and Restrictions

This feature requires Guided Buying already setup.

- Supports only INV documents
- Supports invoices up to 10 lines
- Does not support charges and discounts

Credit memos, debit memos, service invoices, contract invoices, and summary (multi-PO) invoices can only be edited and approved in your SAP Ariba B&I solution.

Please refer to the What's new in SAP Ariba guide for additional details.

Guided Invoicing **Evolving the user experience**

- With Guided Invoicing, the new screens on the Guided Buying platform provide the casual user, who has to edit and approve invoices, an intuitive, simplified user experience.
- Invoicing users can now leverage the Guided Buying capability offerings, such as seamless navigation, error display palette and policy engine support.
- Support Edit and Approval of both PO and Non-PO Invoices.
- Ability for the customer to configure the size of Invoices (No. of lines) that are displayed in Guided Buying.
- Back-end integration ensures invoices are searchable both across B&I and Guided Invoicing screens and reportable in the core engine of SAP Ariba Buying and Invoicing.

The screenshot displays the SAP Ariba 'Non PO Invoice' screen in a 'Composing' state, saved 4 minutes ago. The interface includes a top navigation bar with the SAP Ariba logo, a back arrow, and the title 'Non PO Invoice'. The main content area is divided into several sections:

- Charge to:** Includes 'On Behalf Of' (Johan), 'Purchasing Unit' (US001), and 'Company Code' (3000 (IDES US INC)).
- Pay to:** Includes 'Supplier' (Search for supplier) and 'Remit To Address'.
- Supplier Invoice #:** 1531
- Invoice Date:** 6/28/2019
- Invoice details:** Includes 'Net amount' (0.00 USD) and 'Commodity Code' (Dam engineering).
- Full Description:** A field for additional details.
- Taxes:** A section for tax information.
- Accounting:** A section for accounting information.

At the bottom right, a summary table shows:

Total amount	0.00 USD
Net amount	0.00 USD
Taxes	0.00 USD

The screen also features a 'Send request' button and a 'Comments' section at the bottom.

Guided Invoicing **Evolving the user experience**

- Approvable/Editable invoices are now part of the user's To-Do in Guided Buying

The screenshot displays the 'Your approvals' section in the SAP Ariba Guided Buying interface. The page header includes the SAP Ariba logo, the text 'Guided Buying', a search bar with the placeholder 'Find goods and services', and notification icons for 247 alerts, 2 items in the shopping cart, and a 'GH' icon. The main content area lists seven invoices, each with a unique ID, a requester named 'Gene', a request date, and an amount in USD. Each invoice entry includes an 'Approve' button and a 'See details' button.

Invoice ID	Requester	Requested Date	Amount (USD)	Actions
INVinSLITax1-1337 INVinSLITax1-1337	Gene	Requested 3/2/21	\$10.63 USD	Approve, See details
INV1331-1331 INV1331-1331	Gene	Requested 3/2/21	\$70.00 USD	Approve, See details
INVinvdone1-1346 INVinvdone1-1346	Gene	Requested 3/2/21	\$1.00 USD	Approve, See details
INVinpayment2-1471 INVinpayment2-1471	Gene	Requested 3/22/21	\$10.00 USD	Approve, See details
INVinpayment1-1470 INVinpayment1-1470	Gene	Requested 3/22/21	\$10.00 USD	Approve, See details
INVinjap1-1467 INVinjap1-1467	Gene	Requested 3/22/21	\$10.00 USD	Approve, See details
INVSz AN Line Tax_Chg 111-1307 INVSz AN Line Tax_Chg 111-1307	Gene	Requested 3/1/21	\$265.00 USD	See details

Guided Invoicing **Evolving the user experience**

- Guided Buying Policies are configurable to customize the user experience:

The screenshot displays the SAP Ariba Guided Buying interface for an invoice request. The header shows the SAP Ariba logo and 'Guided Buying' text. The breadcrumb navigation indicates the request ID 'INV1331-1331' and its status as an 'Invoice Request'. The total amount is '70.00 USD'. Action buttons for 'Approve' and 'Deny' are visible, along with a notification icon showing '247' and a shopping cart icon with '2' items.

The main content area is titled 'Submitted' and features a policy notification: 'Policy for Justification on Invoice Line Amount: Manager Approved'. Below this is a process flow diagram with four stages: 'Request' (completed), 'Gene Halas...' (current step), 'Finance', and 'Reconciling'. The 'Comments' section includes a text input field with the placeholder 'Write your comment...' and an 'Add' button. The 'Attachments' section features a dashed box for file uploads with the instruction 'Drag and drop file here, or browse to upload' and an 'Add' button. A note below the attachments section states: 'Please note: File names can contain up to 255 characters, and can include a hyphen (-) and underscore (_). No other special characters are allowed.'

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