

# 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**

## 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-stopshop, 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 corr ectly 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.

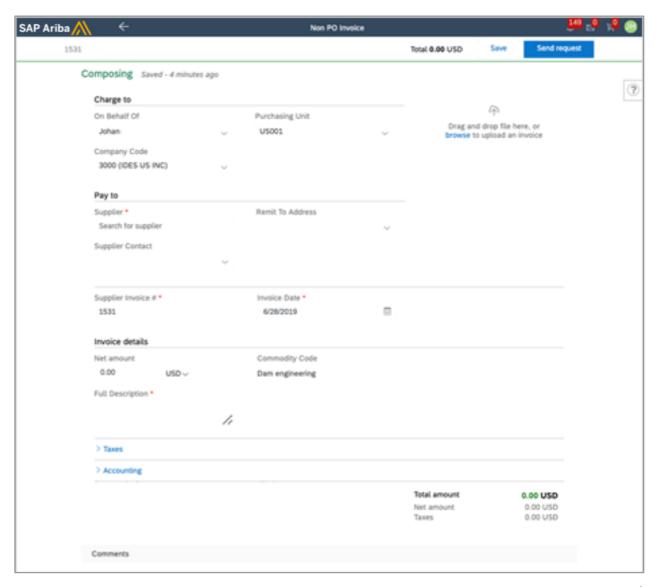
- Supports only INV documents
- Supports invoices up to 10 lines
- Does not support charges and discounts

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**

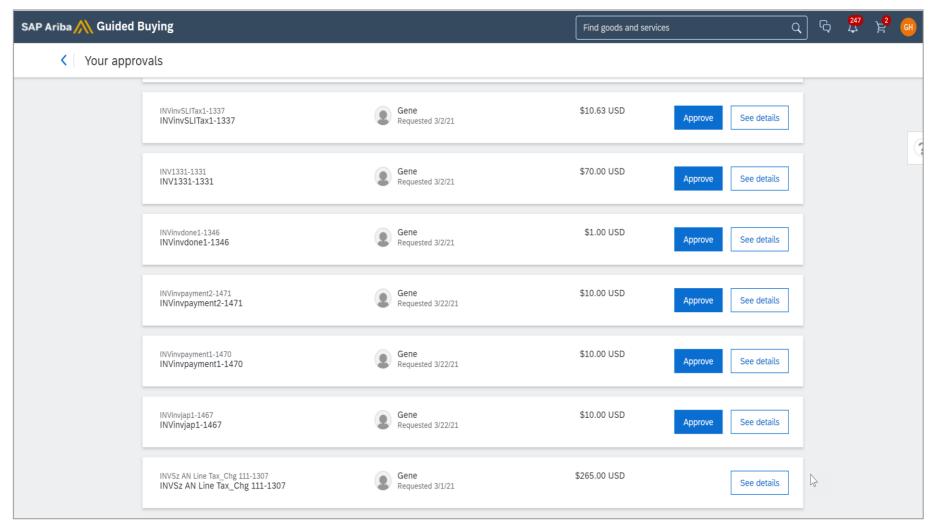
- With Guided Invoicing, the new screens on the Guided Buying platform provide the casual user, who has to edit and approve invoices, an intuitive, simplified user experience.
- Invoicing users can now leverage the Guided Buying capability offerings, such as seamless navigation, error display palette 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.



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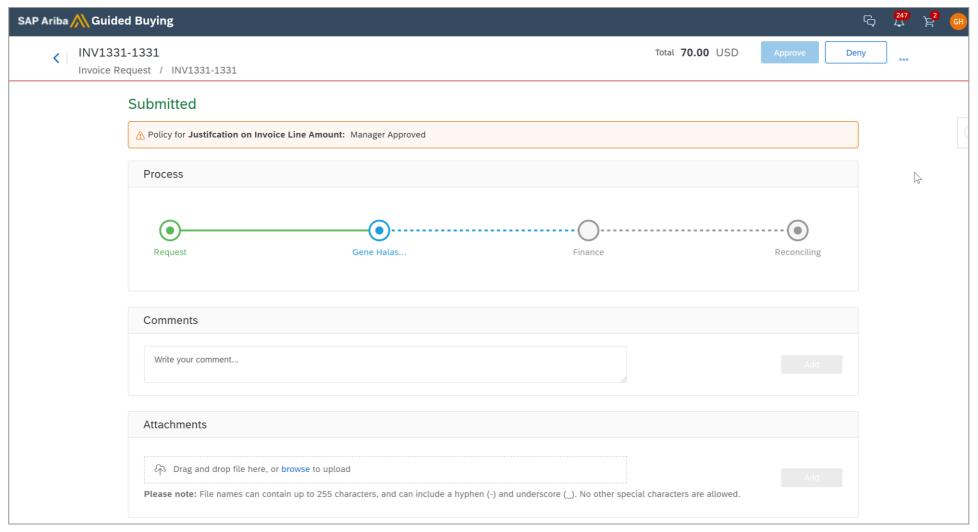
Approvable/Editable invoices are now part of the user's To-Do in Guided Buying



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## **Guided Invoicing Evolving the user experience**

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



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