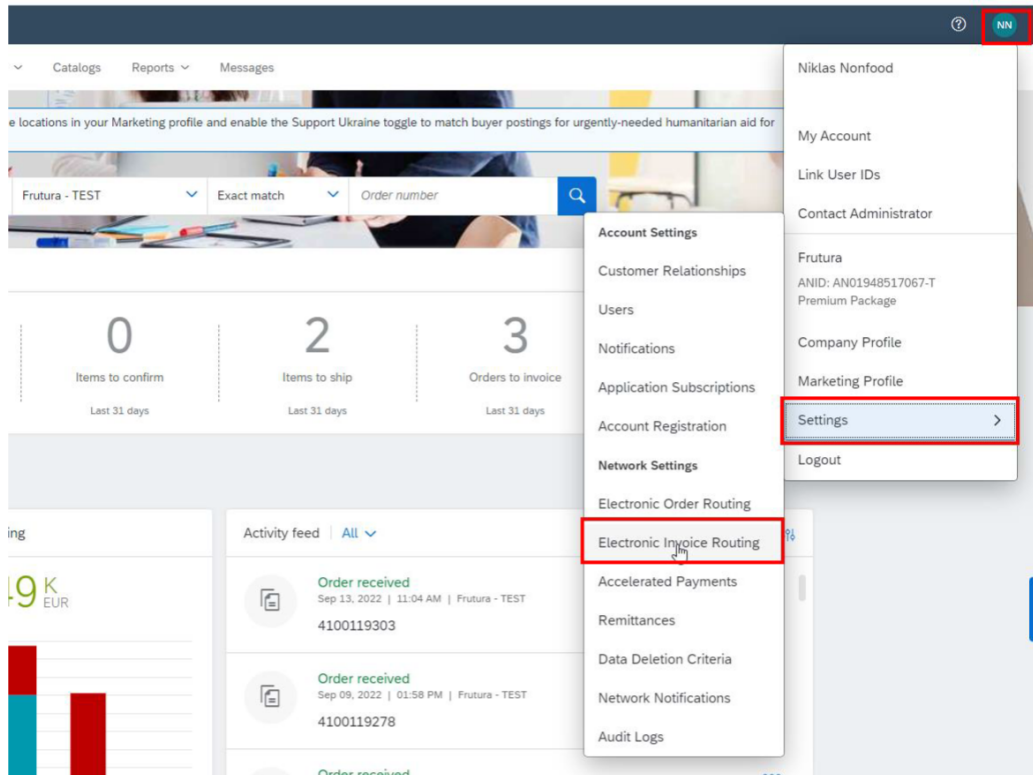
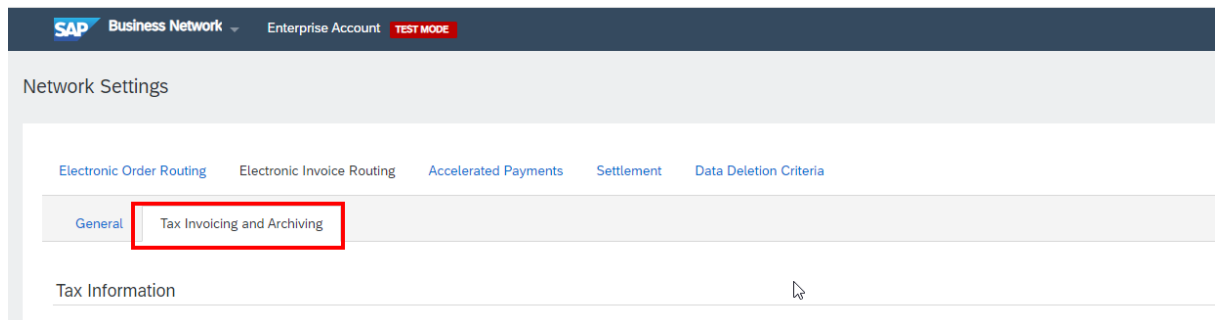


Setup Invoice Archiving

Please click on Settings and “Electronic Invoice Routing”



Now Choose „Tax Invoicing and Archiving”



First, click on „Enable long-term archiving” and confirm the Popup

Second, click on “Configure Invoice Archival”

Supplier GST Registration Number: VAT Registered

VAT Registration Document: <No document>
Upload

Tax Clearance Number: Tax Clearance

Tax Clearance Document: <No document>
Upload

Tax Clearance Expiry Date:

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

[Configure Invoice Archival](#) 2

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Ariba Network collaborates with accredited archive providers to support country-specific archiving timeframes. You can view and download the archives for your invoices.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries supported for long-term archiving, click [view countries](#).

If recurring or one time data deletion feature is enabled, the invoices from Ariba Network will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

1

Please use this recommended setup and click on “Update Frequency” and after that on the “Save Delivery Option” button.

SAP Business Network Enterprise Account TEST MODE

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

Archiving Start Time: 0 AM : 0 Europe/Vienna

Archive Immediately

Stop Update Frequency

The next archive file will be available on 10/13/2022

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option

Download Archived Invoices

If you want to download archived invoices, simply click on the 3 dots on the upper right corner and choose “Archive Documents”. All invoices are archived from the time invoice archiving was set up, no past invoices.

