

Intelligent Invoice Conversion Support for Inbound Email Channel to Receive PDF and Scanned Invoices **NP-38357**

Target GA: May, 2024



Feature Overview

Introducing: Intelligent Invoice Conversion Support for Inbound Email Channel to Receive PDF and Scanned Invoices NP-38357

Feature Description

Most suppliers use their accounting software and procurement applications to generate invoices and send them as attachments via email to their buyers.

Intelligent Invoice conversion required suppliers to come to their SAP Business Network account to upload their PDF or scanned invoices but now with the new email functionality, it provides an easy touchless automation for suppliers to also send their invoices for processing as attachments via email to a common mailbox

Key Benefits

Suppliers can now send their invoices as attachments via email to a common mailbox on the SAP Business Network efficiently using their current procurement processes and a touchless automation channel without having to come to their supplier account to upload invoices.

Buyers get the advantage of their suppliers email based invoices now getting validated against the business rules they setup on the SAP Business Network and digitally receiving them into their ERP or procurement system using the existing integration channel.

Audience:

Supplier

Enablement Model:

Automatically On

Applicable Solutions:

SAP Business
Network

Prerequisites, Restrictions, Cautions

Prerequisites

- Suppliers should use a standard email client or automated email program to send a multi mime body and attachment content with related content types to ensure the attached invoice (PDF or scanned image) can be read correctly.
- The sender mailbox/inbox that is configured to send invoices to the SAP Business Network, should also be able to receive email responses especially any failure notifications (not setup as a no-reply, ensure the inbox is not full).

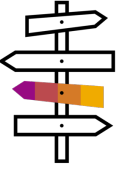
Restrictions

- The SAP Business Network can be configured to receive only upto a maximum of three email addresses from where suppliers can send their invoices as attachments via email.
- Supplier has to ensure that they are providing the correct ANID of a valid buyer account in SAP Business Network, in the subject line of the email when they send their invoice for processing with IIC, as IIC does not try to match the extracted buyer details from the invoice to get the buyer account to use, given there could be many buyer accounts (possibly even for same buyer) with similar names.

Cautions

- Ensure that the email addresses from where suppliers will be sending invoices, are configured correctly in the Supplier test and production accounts so that an invoice meant for the test account is not processed by the production mailbox due to misconfiguration or vice versa as IIC does not restrict the same email addresses to be configured across a supplier's accounts.
- Ensure that the Supplier admin has taken consent of the specific sender or members of the distribution list from where the email with the invoice will be sent for processing.
- Supplier admin has to ensure to remove the email address of any member or remove members from the configured distribution list, if they are not authorized to send an email any more or have left the group or company.
- For best practices on setting up templates when using email upload, see the online help documentation at help.sap.com

User Story



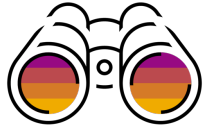
Supplier Admin

- As a Supplier admin, I want to setup a simple email upload for suppliers in my company to send their PDF or scanned invoices via email to our buyers on the SAP Business Network
- In the configuration page for Intelligent Invoice conversion, I will enable email upload option and provide upto three email addresses from where my suppliers will be sending their invoices via email
- I will share the SAP Business Network mailbox details that will be used to process invoices sent to the Test and Production accounts, with the suppliers in my company
- I will configure the email upload option in both my Test and Production supplier accounts and ensure the correct email addresses are configured to send test invoices to the test mailbox and production invoices to the production mailbox respectively.

Supplier

- As a Supplier I will generate a PDF invoice in my accounting system, or scan a paper invoice to send to my buyer.
- I will either use an available automated mail program or manually attach the invoice and use my email client to send via email.
- I will provide the correct mailbox to send this invoice to the SAP Business Network
- I will enter the ANID of the SAP Business Network account of the buyer in the subject line of the email to whom I want to send the invoice or this will be done by the automated mail program.
- If there are any errors while receiving or processing the email on the SAP Business Network, my sender email address (or address of the automated mail program) will be notified of the same and I need to fix the error and resend.

Feature Details



Process Steps

- Supplier Admin will login to their Test and Production accounts and use the Intelligent invoice conversion *configuration* to enable the *Email upload option*
- This will require the Supplier admin to provide upto three email addresses from where, an email with invoices as attachments will be sent specifically for these SAP Business Network accounts
 - This can be an automated email program or a distribution list or personal email.
 - The mailbox for the provided email addresses should be able to receive replies especially for failure notifications.
 - Supplier admin must ensure these are valid email addresses for their company and the specific prod or test accounts
 - There is no restriction on having the same email addresses for both Test and Prod accounts.
 - IIC will only accept invoices from email addresses that are configured for a supplier account and there is no specific validation done as it is the Supplier admin themselves who are configuring these.
- Any email format errors, will be indicated
- Once configured, click on the *Save* button of the configuration.
- Use the SAP Business Network *mailbox* details shown on enabling the *Email upload* configuration in the account, as the mailbox recipient address.
- Recommended that the notifications in the *Notifications* section of the *Configuration* are configured on enabling the *Email upload* option to ensure that all status updates inc. invoice failures and invoices setup in draft requiring review with manual submission are notified, giving full visibility to suppliers once they send the invoices via email.
- Supplier has to then send the email (or using an automated email program if any) with their invoice attached and enter the *ANID of the buyer* to whom the invoice is intended for, in the *subject* line.
- Once an email is received by SAP Business Network to the provided mailboxes, it will check the supplier account that this email is configured for and if not found, it will be rejected notifying the sender but if found then the invoice will be received successfully.
- The mail sender will be notified of any errors found while receiving the email including a Buyer account for the provided ANID not matching or error while reading the attachment.
- Once the invoice is retrieved successfully, the rest of the processing remains the same as the existing *Upload invoice* option and any notifications thereof will be sent to the email addresses configured in the *Notifications* section of the *Configuration*.

Feature Details - Email upload configuration steps

Enable the toggle in the Email upload setup section of the IIC Configuration page, to be able to use the *email based upload* of PDF and scanned invoices in addition to the *manual upload* available by default

Email upload setup



Intelligent Invoice Conversion provides the option to send your PDF and scanned paper invoices as attachments via email to a mailbox on the SAP Business Network. You can enable this option and provide a comma separated list of upto 3 email addresses from where you will send your invoices for processing. You can use this in addition to the available manual upload option.

Provide upto 3 comma separated email addresses from where the emails with the invoice attached will be sent to this supplier account. Use the SAP Business Network mailbox details shown on enabling the *Email upload* for your account, as the mailbox recipient address (See below)

Email upload setup



Sender email addresses*

reise@sap.com,emailsender@sap.com,mypersonaladd@yahoo.com

Please use “,” to separate multiple email addresses. Any email processing failure will be notified to the sender email address as configured above, once the email upload option is enabled.

The mailbox on SAP Business Network to send the email is : supplierics-bn-test@ansmtp.ariba.com

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