

Instructions to Enable and Use the SAP Ariba Email PDF Invoice Feature

Purpose of Document: This document will provide W.R. Grace vendors instructions to enable the SAP Ariba PDF invoice conversion feature that will allow your organization to email PDF invoices to the Ariba Network and have SAP Ariba upload the invoice to the Ariba Network.

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- Email Address to send PDF invoices: pdfinvoice-prod@ansmtp.ariba.com
- Grace ANID: **AN01408668911**

Introduction

SAP Ariba is introducing an additional channel for suppliers to submit invoices. Grace vendors can now take advantage of this feature if your organization is creating and submitting digital/text searchable invoices. Digital PDF invoices can be uploaded or emailed to Ariba Network. Ariba will in turn convert them to cXML invoices and scrub them through the network invoicing buyer rules as appropriate. The new feature is at no additional cost to our vendors and both Standard and Enterprise accounts can use this new functionality. This solution is compliant with invoice archiving requirements

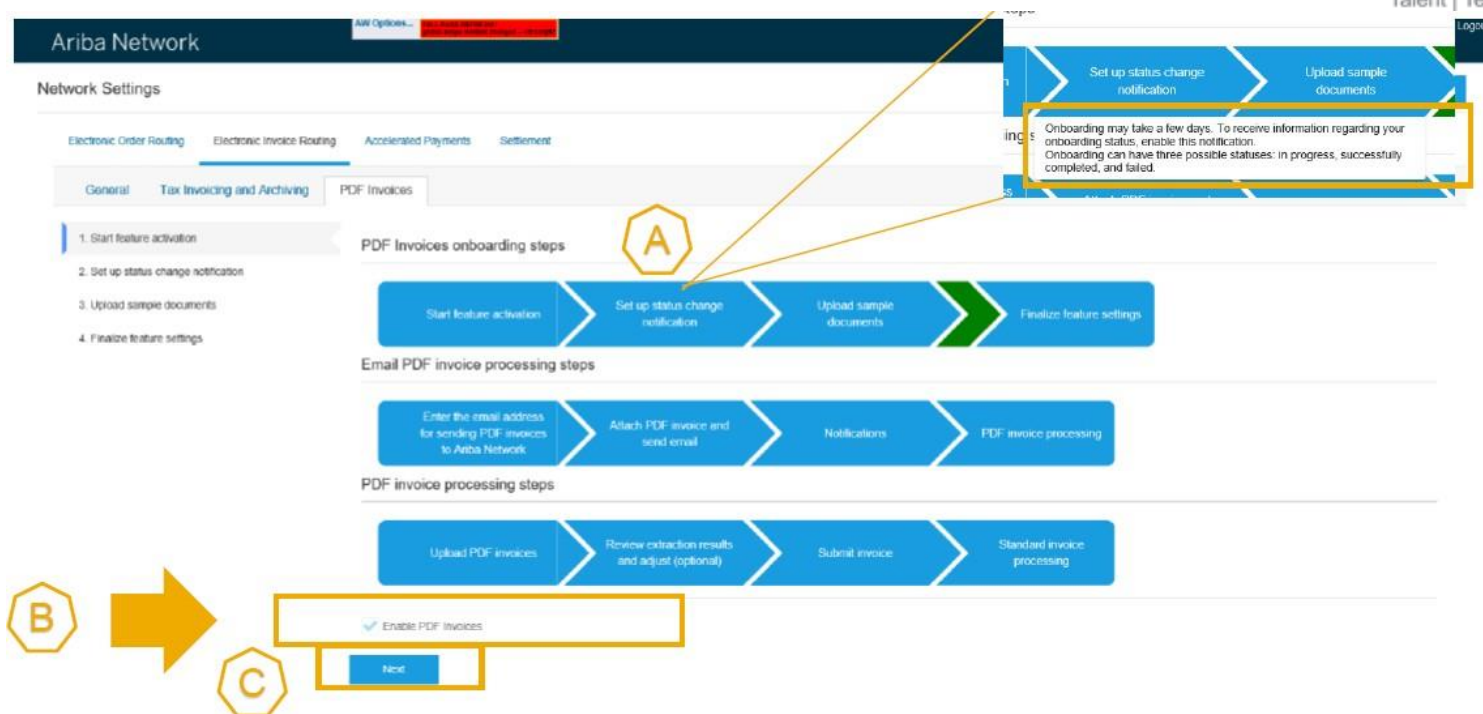
Phase 1: Enabling the PDF Invoice Feature

Time Required by Supplier: 10 Minutes

IMPORTANT NOTE: Set up can only be done in your PRODUCTION account, which enables use of PDF invoicing for TEST and PRODUCTION.

Steps:

- 1) Log into your Ariba Network supplier account.
- 2) Click Company Settings > Electronic Invoice Routing > PDF Invoices to open the Start feature activation page.



- a) Click on the boxes for more details information on the process
 - b) Check Enable PDF Invoices at the bottom of the page and click Yes in the dialog CONFIRM ENABLING OF PDF INVOICES that appears.
 - c) Click Next.
- 3) Set-up status change notification action (step 2 under PDF Invoices). Here you define the email 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 two more onboarding attempts*

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

Notifications

Type	Send notifications when...	To email address
Onboarding Status Change	<input checked="" type="checkbox"/> Send a notification when onboarding statuses change.	<input type="text" value="etsup180528123002vf6@ariba1q.com"/>



Previous **Next**



Close

- a) Check the box
- b) Enter the appropriate email address
- c) Click Next.

4) Upload sample documents page (step 3 under PDF Invoice)

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

4. Other configuration

Upload Sample PDF Invoices ⓘ

PDF Invoices: No files selected.

Browse

Add Files

File Name	File Size (bytes)
No files added for upload.	

Submit

Previous Next

- Select the PDF Invoice browse button to upload between 5 and 10 PDF files and click Add Files. A list of the selected files appears.
- Click Submit. At this stage, no further files can be uploaded or removed. When the upload is completed, the link Download sample PDF invoices will appear. You can use this link to download a zip archive of your submitted invoices.

- 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
j0-4d86Sauc25ac4cd024
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

If you see the following message on step 3 in your PRODUCTION account, it means that you have successfully onboarded. You can now run test within your TEST 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

If there are errors during the onboarding process, the system will display the status *Your PDF invoices onboarding failed due to the following error(s) and will outline what needs to be corrected*. You will need to correct the errors and move back to step 3 and upload the corrected PDF invoices. You have a total of 3 attempts

d) Hit Next to finalize the settings of your PRODUCTION account.

5) Finalize feature settings (step 4 within PDF Invoices)

Ariba Network AW Options... Full Page Headers and Footer Content Target - off screen Company Settings ju-p01vAQm500cc49... 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 Outlook for my review. ⓘ

Your email address for sending PDF invoices to Ariba Network

By entering this email address and providing your own, you authorize Ariba to send 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="marisa.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="setsup180928123002vf6@ariba1q.com"/>

Previous Save

- 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 to send PDF invoices via email to the Ariba Network
- c) Activate the 2 notifications and put the e-mail address to which they must be sent
 - i) For Standard accounts, these notifications will always be sent, using the user's main account e-mail address if they are not set-up here.
- d) Hit Save

Phase 2: Testing the PDF Invoice Option

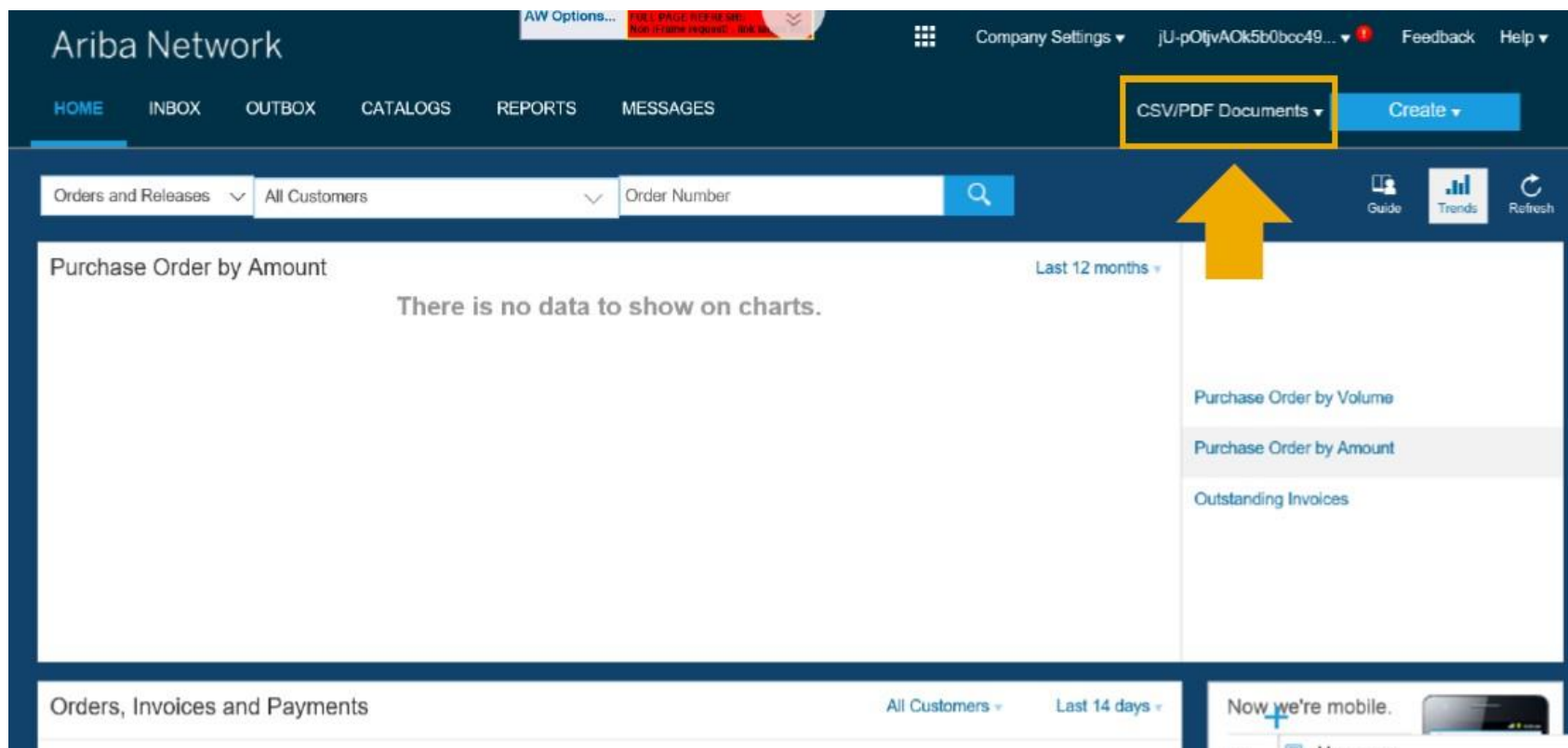
Time Required by Supplier: 10 Minutes

Steps:

- 1) Switch to your TEST Account

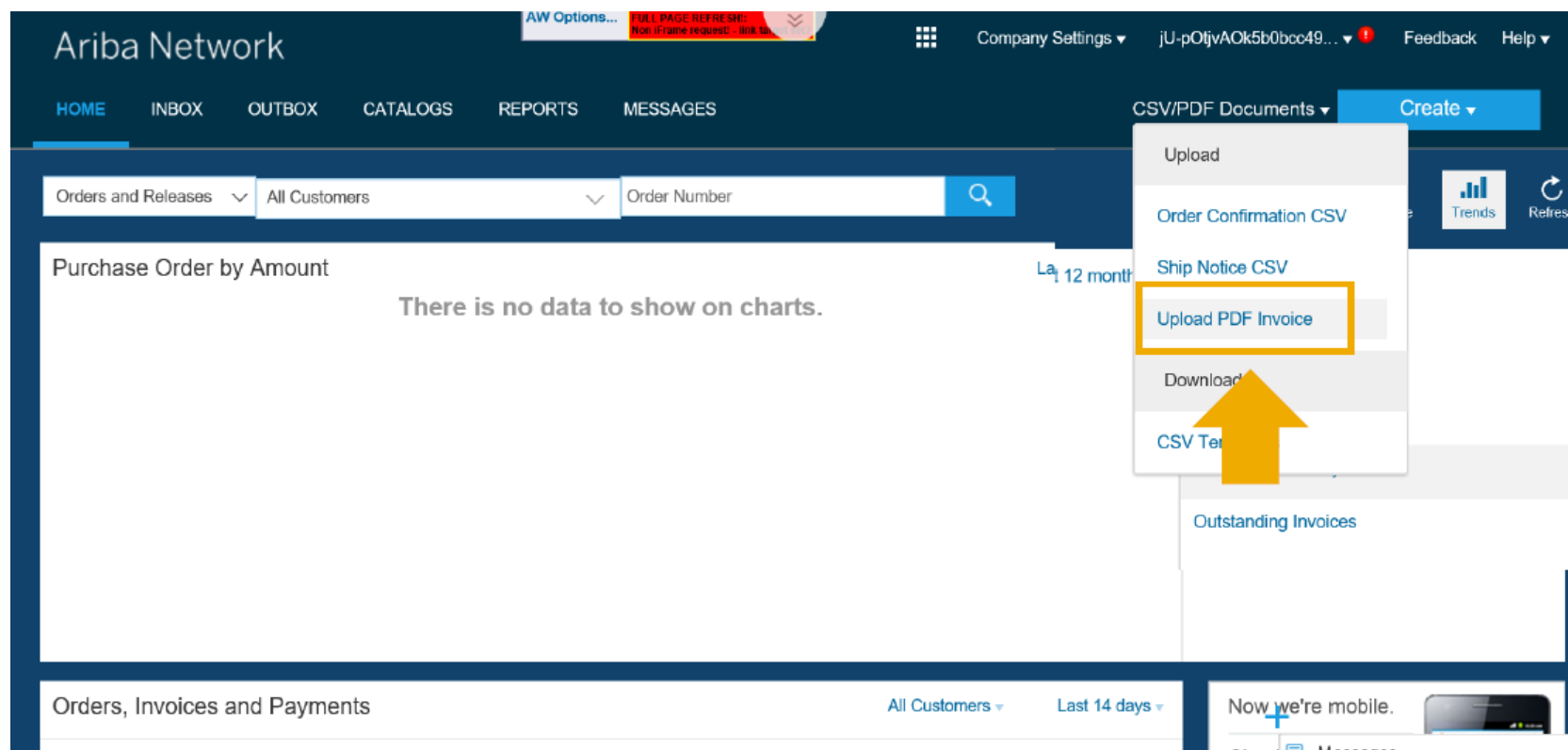
The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible on the left, and user account information is on the right. A dropdown menu is open, showing options: 'Logout', 'My Account', 'Switch To', and a list of user IDs. The 'Switch To Test ID' option is highlighted with a yellow box. A large yellow arrow points from the 'Purchase Order by Amount' chart area towards the dropdown menu. The main content area shows a 'Purchase Order by Amount' chart with the message 'There is no data to show on charts.' Below this, there's a section for 'Orders, Invoices and Payments' with various status counts (0 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Pinned Documents). At the bottom, a table header is visible with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The right sidebar contains a 'Now we're mobile.' section with app store links and a 'Tasks' section with a progress bar for 'Update Profile Information' at 35%.

- 2) In your TEST account, if you have successfully onboarded PDF Invoices, you will see on your home screen << **CSV/PDF Documents** >>



- 3) Make sure you complete the PDF Invoice settings in your TEST account. Click Company Settings > Electronic Invoice Routing > PDF Invoices to open the Start feature activation page.

- 5) Back on the Home Page in your TEST account, click on << **CSV/PDF Documents** >>, then hit << **Upload PDF Invoice** >>



6) Upload PDF Invoice

The first screenshot shows the 'Upload PDF Invoice' form in the Ariba Network. It includes a 'Customer' dropdown menu (labeled A), a 'Browse' button to select a PDF file (labeled B), and an 'Upload Files' button (labeled C). The second screenshot shows the same form after a file has been uploaded. A success message box (labeled D) appears, stating: 'The selected file was successfully uploaded. If you want to be redirected to the PDF Conversions page, click on the following link: [PDF Conversions](#)'.

- Select **Grace** as the customer you want to invoice
- Select the PDF invoice you want to send from your computer. Hit <<Browse>> and choose the file
- Upload the file
- After the file is uploaded, click on the link redirecting you to the page << PDF Conversions >>. This is where you can track the status of your uploaded document

7) In your TEST account, by clicking on the << PDF Conversion>> link, you will be brought to the below page

Ariba Network

Company Settings | JLU-p0qjvACk5t0bcc49... | Feedback | Help

HOME | INBOX | **OUTBOX** | CATALOGS | REPORTS | MESSAGES

CSV/PDF Documents | Create

Invoices | Order Confirmations | Ship Notices | Drafts | **PDF Conversions**

PDF Conversions

Search Filters

PDF Conversions (1)

File Name	File Type	Customer	Status ⓘ	Submission Method	Date	Reference
pdfdemo2.pdf	pdf	selbuy180528123002717	Conversion Pending	Online	Jul 11, 2018 5:21 PM	

You will see the status of the invoice. Review the extraction results, make any corrections if needed and submit the invoice. If invoice was successfully submitted, it will move to the “invoices” tab.

8) If testing was successful, you are ready to begin emailing the PDF invoices to the Ariba Network.

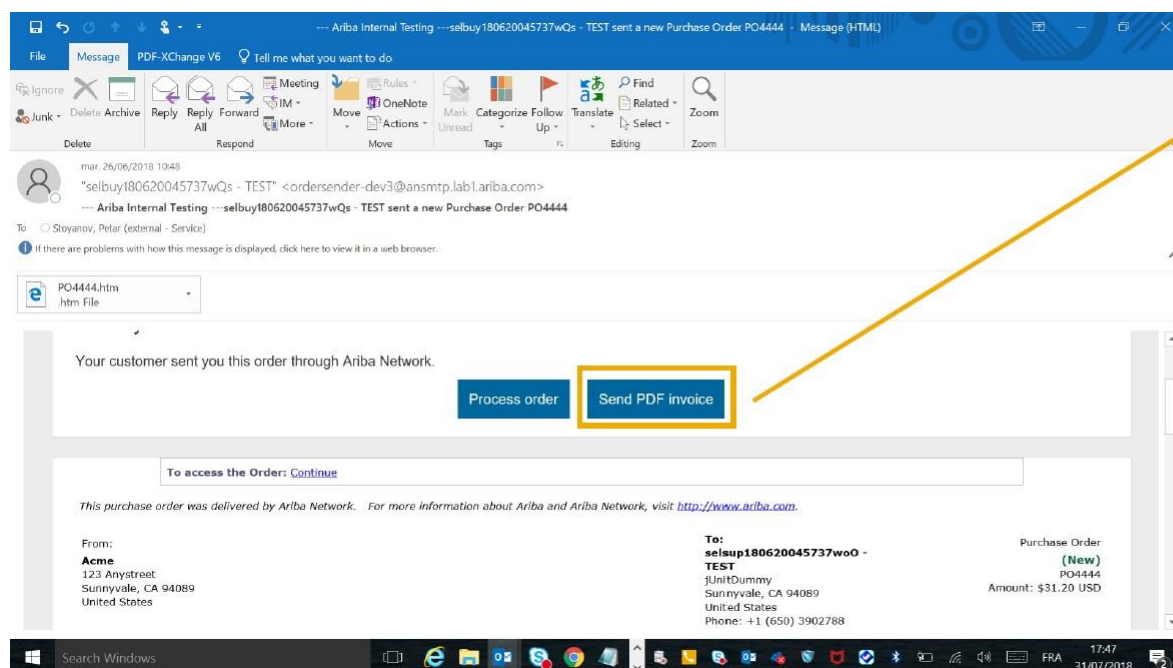
How to send PDF invoices by Email

Four very important simple steps left

1. Enter the following email address in the “TO” line of the email pdfinvoice-prod@ansmtp.ariba.com
2. Place the Grace ANID number **AN01408668911** in the Subject Line of the email.
3. Attached your PDF invoice
4. Click Send

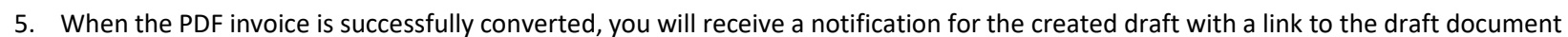
Grace Vendors on the Standard Account Platform

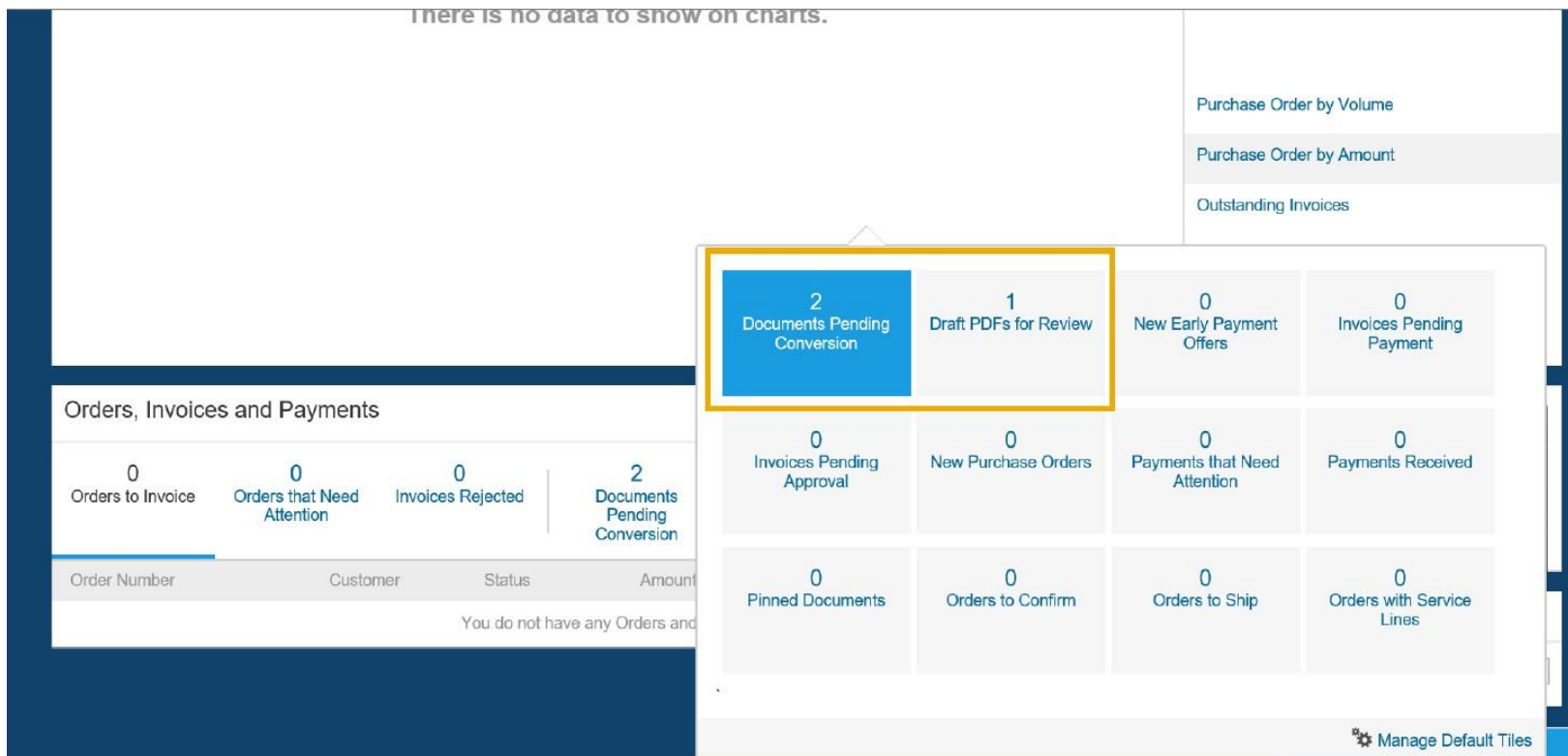
1. For vendors on the Standard Account platform, after you have completed the steps mentioned in the document above, when you receive your interactive E-mail order from Grace, you will see the icon Send PDF invoice



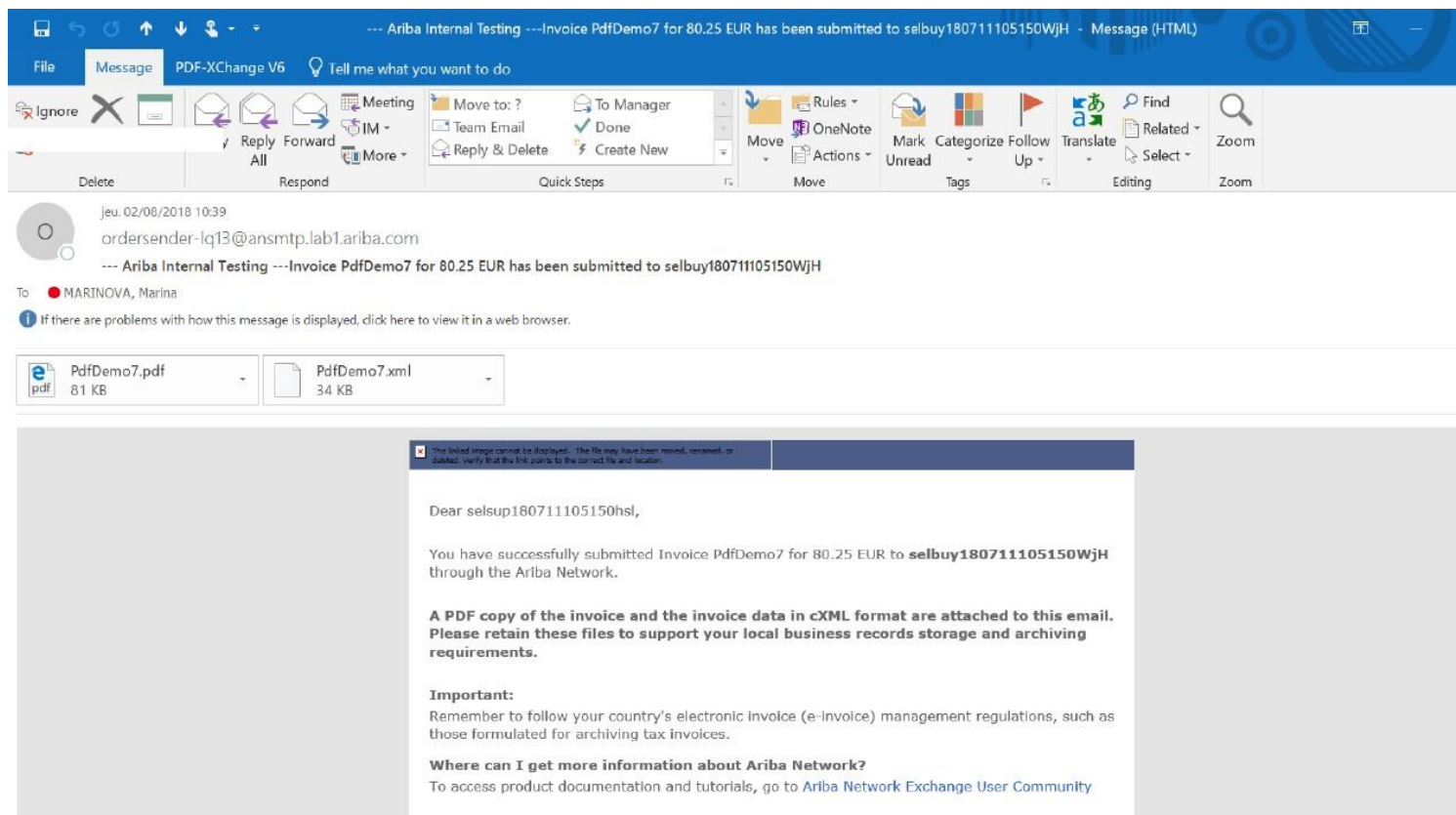
This button is available on the Interactive E-mail order only if the supplier has successfully onboarded with PDF Invoices.

2. Once you click on the Send PDF invoice icon, your email form will prepopulate to the email address and Subject Ariba Network buyer ID
3. Simply attach your PDF invoice





6. Click the Edit Draft link to edit and submit the document.
7. You will receive a notification with the cXML invoice and the original PDF



8.

Support for PDF invoices

For Supplier's needing support, you can access the Help Center at <http://supplier.ariba.com>.

For additional support, please contact AribaSupplierEnablement@grace.com

This Ariba Network feature is applicable to:

- all supplier users who are eligible to use PDF invoices

Note Suppliers are eligible to use this feature when their main company address is in one of the supported countries/regions and they have at least one buyer who is subscribed to the PDF invoices.

This Ariba Network feature provides suppliers with the ability to send invoice data to Ariba Network by uploading PDF invoices or sending them by email. An SAP Ariba partner (third-party service provider) extracts the invoice data from the PDF and then a cXML version of the invoice is sent to Ariba Network, where it can be reviewed by suppliers. Uploading of PDF line item credit memo is also supported.

In order to send PDF invoices to Ariba Network, the supplier must first complete an onboarding process allowing them to set up their PDF invoice extraction functionality with the third-party service provider.

Enabling this feature

This feature is disabled by default. To enable this feature, the buyer Designated Support Contact must log a service request and an SAP Ariba Customer Support representative will follow up to complete the request.

General information

- This feature is appropriate for suppliers who send more than 25 invoices per year to their SAP Ariba buyers. If suppliers send more than 1500 invoices per year, they should submit them electronically from their external system via cXML or EDI.
- The SAP Ariba service provider, which extracts the PDF invoices, executes validations that are limited to the data necessary to generate valid invoice cXML.
- The third-party service provider may infer any missing data from the PDF in order to build a valid cXML document containing the information required for a paper invoice.

- Purchase order invoices and non-purchase order invoices are supported.
- Typically, it takes between 10 minutes and a couple of hours to receive the cXML after sending the PDF, but it may take longer depending on volume.
- SAP Ariba may decline to activate this feature for a specific supplier at SAP Ariba's discretion, for example due to expectation of low volume or data quality concerns.
- The supplier is responsible for making sure that the extraction results are in line with the PDF content. Suppliers should regularly review the extraction results before submitting the invoice.
- Ariba Network applies all buyer-specific invoice rules (default transaction rules, country-based rules, and supplier group rules) in the same way that they are applied to all other invoices, regardless of how they are submitted to Ariba Network.
- Supplier's address must be in a supported country/region. Refer to [Supported Countries/Regions and Languages for PDF Invoices | SAP Help Portal](#) for available countries and languages.

Prerequisites

- Buyers have to request the activation of the PDF Invoices solution in their Ariba Network account from SAP Ariba Customer Support.
- This feature is applicable to suppliers who have at least one buyer using PDF invoices.
- The supplier must successfully complete the supplier onboarding for PDF invoices.
- The supplier must upload data PDF files, not scanned paper invoices.
- The PDF files must be unique and must not contain the same data, for example, the same invoice number, totals, and so on.
- The PDF files must have the same invoice layout.
- One PDF file must contain a single invoice.
- The PDF files must not be password protected.
- All PDF files must be in one language.
- If the email PDF invoice processing functionality is used, the supplier must register the email address for their organization from which they are sending PDF invoices.
- If the PDF invoices for LICM functionality is used, the supplier must have submitted an original invoice to Ariba Network.

Limitations

- The maximum file size of one PDF is 2 MB.
- Only material invoices are supported. Services invoices are not supported.
- PDF invoices feature does not support invoices referring to multiple POs.
- PDF invoices feature does not support debit memos.
- During onboarding the supplier cannot upload less than 5 or more than 10 PDF documents at a time.
- The supplier can upload up to 10 PDF documents in a single transaction for one buyer.

- The supplier can attach only one PDF document if they are sending PDF invoice through email.
- Currently the following types of LICM are not supported:
 - LICM generation from goods receipt note (GRN) return - PRO-270
 - LICM for return items - only for collaborative supply chain (CSC) customers