

# CloudTrade's PDF Invoicing Add-on Services

## Automated Buyer ANID insertion in supplier email subject line

Additional Add-on services available for PDF Invoicing – the no touch processing of inbound PDF invoices with 100% accuracy, validated against Ariba's Network rules



### Solution Overview

A unique solution to allow a PDF Invoicing registered supplier to email sales invoices to the Ariba Network for their Buyer directly from their billing system.



### Benefits

Allows the supplier to generate and email their invoice to the Ariba Network directly from their billing system



### SAP Solution Integration

SAP Ariba PDF invoicing channel



### Special Routes to Market

PDF Invoicing Customizations are available via the SAP Ariba Apps Centre and these include;

- PDF Invoicing configuration, optimization and enablement services
- Automated buyer ANID email subject line inclusion
- Image file processing via Open ICS
- 2 Way PO matching via PO API look up

### Regional Opt-In

NA LAT EMEA MEE APJ GC



### Cost

Standard service attracts NO additional Network charge.. Customizations POA

## About the Solution



### App Description

CloudTrade's PDF Invoicing automates the receiving of inbound PDF invoices directly into the Ariba Network with no touches and with 100% accuracy. PDF Invoicing is an additional value-added channel for supplier invoice submission to the Ariba Network. The additional add-on services compliment and enhance the existing PDF Invoicing solution, further reducing manual input for the Accounts Payable team and ensuring full product benefit is achieved.

This add on service allows the supplier to generate their sales invoice in their billing system and automatically email the invoice to the Ariba Network via the CloudTrade service.

The standard PDF Invoice channel requires the supplier to insert the buyers ANID in the email subject line, which requires a manual process. This service allows the automation of invoice submission



### Supplier requirements and process steps

#### Supplier email subject line inclusion of the Buyer ANID

- This service will automate the inclusion of the buyer ANID in the supplier's email subject line as this is a requirement of the AN. Currently this is a manual process to ensure automation downstream – CloudTrade removes this barrier.
- Upon request, CloudTrade create a unique domain name for the receipt of invoices from a particular supplier to a particular buyer
  - The supplier updates the email within the Ariba Network to the unique supplied email address we will provide, the format will be similar to [SupplierANID@sap.docanalytics.net](mailto:SupplierANID@sap.docanalytics.net)
  - For any rejections/error messages the supplier must provide an alternate email address with SAP Ariba support by checking the additional support email tab and entering their email address on service registration
  - The sender updates the email address within their billing systems to [SupplierANID.BuyerANID@sap.docanalytics.net](mailto:SupplierANID.BuyerANID@sap.docanalytics.net)
  - Upon receipt within the CloudTrade service, CloudTrade will amend the recipient email address to [SupplierANID@sap.docanalytics.net](mailto:SupplierANID@sap.docanalytics.net), extracting the BuyerANID reference and including that within the subject line of the email. Any current subject is ignored and then replaced by the Buyer ANID specified in the to email address.
  - This email and attachments are then forwarded to the SAP email address with the Buyer's ANID in the subject line
  - No amendments are made to the PDF document and the service will extract the PDF Invoice using the standard SAP Ariba PDF Invoicing service
- SAP will then send back the documents to CloudTrade for processing and submission into the Ariba Network.



### Timing

The service will be activated once the processing agreement has been signed by both the buyer and supplier. The buyer will need to have activated the PDF Invoice channel on the Ariba Network (by raising a service request (SR) with Ariba.

The supplier will need to have followed the enablement and onboarding steps and once their test submission has been completed the ANID service submission email address needs to be registered as a 'white listed' email address with Ariba, see instructions above



### Terms of Service

As CloudTrade will be intercepting the invoice submission and uploading the invoice to the Ariba Network for processing a simple processing agreement is required between the buyer and supplier. Please complete and return the form on the next page.

### Qualifying Questions

- As a registered PDF Invoicing supplier on the Ariba Network, do you;
  - Bill directly from your finance application?
  - Want to avoid PO Flip?
- If the answer is yes to these simple questions, then this service is for you

## Ideal Customer Profile



### Customer Segment

Customers wanting to use the PDF invoice channel or those who currently enjoy the benefits but require this automated feature

### Further Information and Customer Assets

[Link to demo video](#)  
[About PDF Invoicing – video](#)

Contact Us

Have a question, need assistance with enabling the service then please email [sap@cloudtrade.zendesk.com](mailto:sap@cloudtrade.zendesk.com) and we will respond within 48 hours.

# CloudTrade Customisation Service

## SAP Ariba Network Automated Buyer ANID Inclusion in the Suppliers email subject line



### Cost

Standard service attracts NO additional charge.  
Customizations POA

## Terms of Service



Please read these terms of service ("terms of service", "terms") carefully before using the Ariba Network PDF Invoicing service for the automated inclusion of the buyers ANID in the Suppliers email subject line when submitting invoices to the Ariba Network ("service") operated by CLOUD TRADE TECHNOLOGIES ("us", "we", "our", "CT").

### Conditions of use

By using this service, you certify that you have read and reviewed this Agreement and that you agree to comply with its terms. If you do not want to be bound by the terms of this Agreement, you are advised to not process any documents via this customised Ariba Network PDF Invoicing service. CLOUDTRADE TECHNOLOGIES only grants use and access of this service to those who have accepted its terms.

### The Service

CT will create a unique email address for the sender based on the sender and buyer Ariba Network Identification Numbers (ANID) provided on this form and use its own preparatory process to create an email account to be used for the sender/receiver combination. CT will confirm the unique email address for the sender to use to send invoices to the buyer for processing through the SAP Ariba Network. The receivers (buyer) ANID will be extracted from the email address and translated to the Subject line for the receivers (buyer) prior to submission to SAP Ariba. Both parties (sender & receiver) agree to distribute to the other these Sender Terms of Service for signature and service will not commence until the sender, receiver and CloudTrade have signed the agreement and the sender & receiver ANID's have been added to this agreement

### Data Protection

CT acts as your data sub processor in this arrangement with only your sender's and buyers ANID being captured and will comply with all of it's responsibilities under the General Data Protection Regulation

### Intellectual property

Sender & Receiver agree that all materials, products, and services provided by CT and used in the provision on this service are the property of CT, its affiliates, directors, officers, employees, agents, suppliers, or licensors including all copyrights, trade secrets, trademarks, patents, and other intellectual property. You also agree that you will not reproduce or redistribute CT's intellectual property in any way, including electronic, digital, or new trademark registrations.

### Applicable law

You agree that the laws of the U.S State of Delaware, without regard to principles of conflict laws, will govern these terms and conditions, or any dispute of any sort that might come between CT and you, or its business partners and associates.

### Disputes

Any dispute related in any way to your visit to this website or to products you purchase from us shall be arbitrated by state or federal court in the United Kingdom and you consent to exclusive jurisdiction and venue of such courts.

### Indemnification

You agree to indemnify CT and its affiliates and hold CT harmless against legal claims and demands that may arise from your misuse of our services. We reserve the right to select our own legal counsel.

### Limitation on liability

CT is not liable for any damages that may occur to you as a result of your misuse of this service.

CT reserves the right to edit, modify, and change this Agreement any time. We shall let our users know of these changes through electronic mail. This Agreement is an understanding between CT the Sender and Receiver, and this supersedes and replaces all prior agreements regarding the use of this customisation service.

**Please sign and add your ANID to the box below and return by email to [sap@cloudtrade.zendesk.com](mailto:sap@cloudtrade.zendesk.com) from your reply to email address.**

Accepted for and on behalf of the sender **(Supplier)**

Company Name: \_\_\_\_\_

SAP ARIBA Sender ANID \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Authorised signature \_\_\_\_\_

Date \_\_/\_\_/\_\_ Supplier Contact Email.....

Accepted for and on behalf of the receiver **(Buyer)**

Company Name: \_\_\_\_\_

SAP ARIBA Receiver (Buyer) ANID \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Authorised signature \_\_\_\_\_

Date \_\_/\_\_/\_\_ Buyer Contact Email.....