



SAP Ariba 

PDF Invoicing - Supplier Guide

Submission via email

Initial configuration for direct UI submission

1. Start feature activation

2. Set up status change notifi...

3. Upload sample documents

4. Finalize feature settings

PDF Invoice Settings

Send converted PDF invoices to the Drafts tab in my Outbox for my review. ⓘ

Email for your organization to send PDF invoices to Ariba Network ⓘ

By entering this email address and pressing Save, you authorize SAP Ariba to accept invoices on behalf of your organization without any other authentication but based solely on receipt of PDF files from this email address.

Email address:

By entering this email address which may be personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

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="bianco@emaht.com"/>
Draft Invoice Creation	<input checked="" type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	<input type="text" value="bianco@emaht.com"/>

- Fill in e-mail address from which invoices will be sent to Ariba Network
- You can only register 1 email address
- If you have a test account, you can register separate email address in TEST

Submitting an invoice using email

AN01009994047 - Message (HTML)

File Message Insert Options Format Text Review Tell me what you want to do

To... pdfinvoice-prod@ansmtp.ariba.com

Cc...

Subject AN01009994047

Attached Invoice_BK_20092018_RETAIL_Supplier.pdf 42 KB

Send

- Attach PDF invoice to the e-mail
- *E-mail needs to be sent to following address:*pdfinvoice-prod@ansmtp.ariba.com
- Put buyer ANID in the subject line

Submitting an invoice via email

PDF Conversions (7)

File Name	File Type	Customer	Status ⓘ	Submission Method	Date	Reference
Invoice_1909201802_2018-11-03.pdf	pdf	Cumulus Medio One	Conversion Pending	Online	Sep 25, 2018 2:55 PM	
Invoice_BK2009201802_RETAIL_Supplier.pdf	pdf	Cumulus Medio One	Converted	Online	Sep 20, 2018 11:38 AM	SA090418-1a2
Invoice_BK_20092018_RETAIL_Supplier.pdf	pdf	Cumulus Medio One	Converted	Online	Sep 20, 2018 10:53 AM	SA090418-1a2

You can see the status in *Outbox*, under *PDF Conversions* tab

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