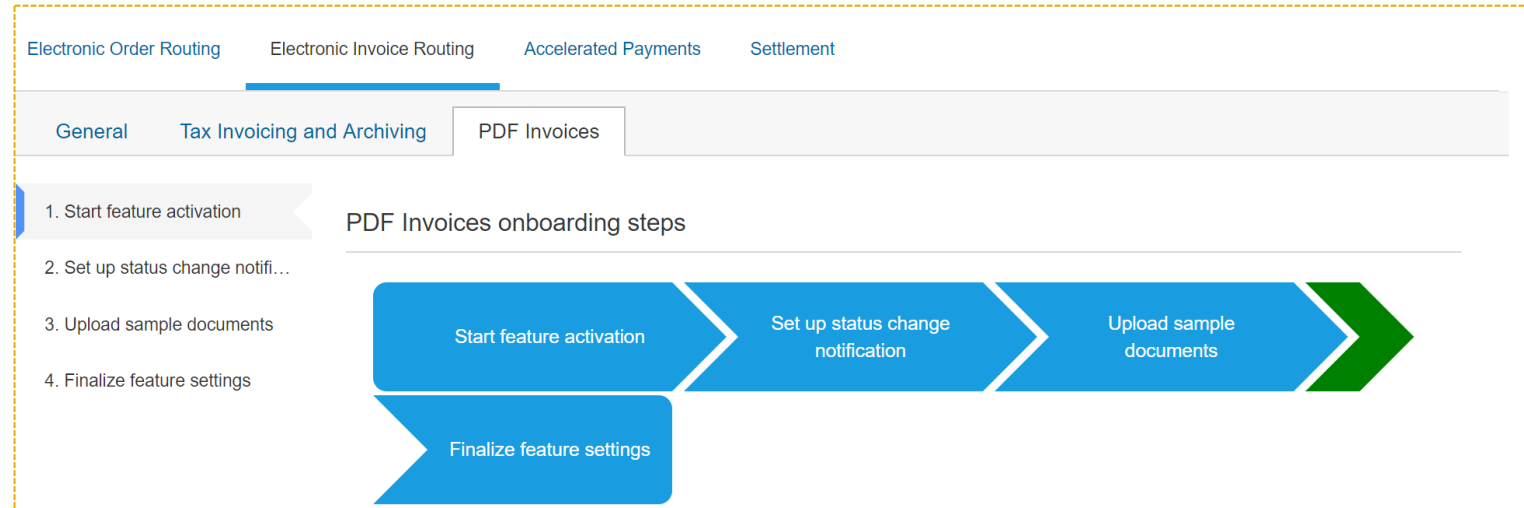
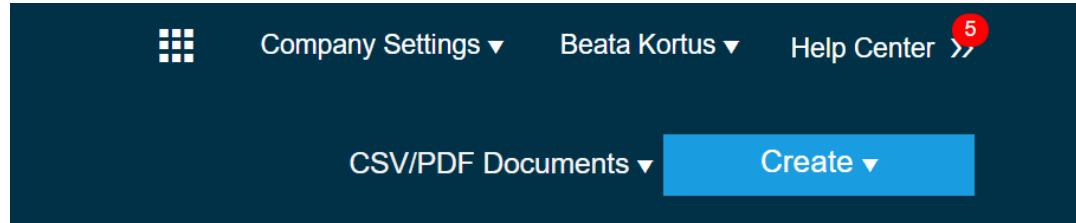


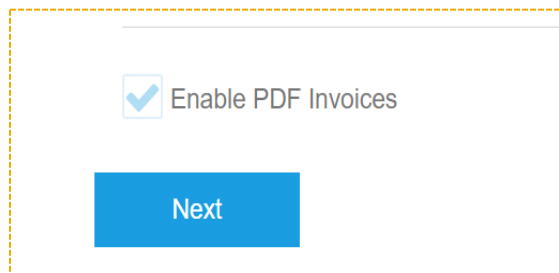
SAP Ariba 

# PDF Invoicing Supplier Onboarding

# Supplier Onboarding – Feature Activation



- Choose **Upload PDF Invoice** from the drop-down list under **CSV/PDF Documents** option or access **Electronic Invoice Routing** tab from **Company Settings** section
- Tick the check box at the bottom of the page: **Enable PDF Invoices**



**Note:** you can only start onboarding from your **Production** account

# Supplier Onboarding – Notification Setup

## CONFIRM ENABLING OF PDF INVOICES

Please note that you are responsible for making sure that the extraction results are in line with the PDF content. You should regularly review the extraction results before submitting the invoice by using the draft creation option. Do not use this invoice submission channel unless you send more than 25 invoices per year.

Yes No

- Confirm that you want to enable PDF Invoices feature by clicking **YES** button in the pop-up notification
- You will be able to setup notification regarding the status of your onboarding process

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 **Notifications**

3. Upload sample documents

4. Finalize feature settings

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="beata.kortus@sap.com"/>

Previous   Next

Close

# Supplier Onboarding – Upload of the samples

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

Upload Sample PDF Invoices ⓘ

PDF Invoices:  11 files selected.

No more than 10 files are allowed for upload.

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

- Upload minimum 5 and maximum 10 PDF Invoice samples
- Make sure that you provide variety of documents (different taxes, different material groups, multiple line items)
- Maximum document size is 2MB
- Make sure that you do not include any scanned copies of the invoices – they need to be PDF extracts

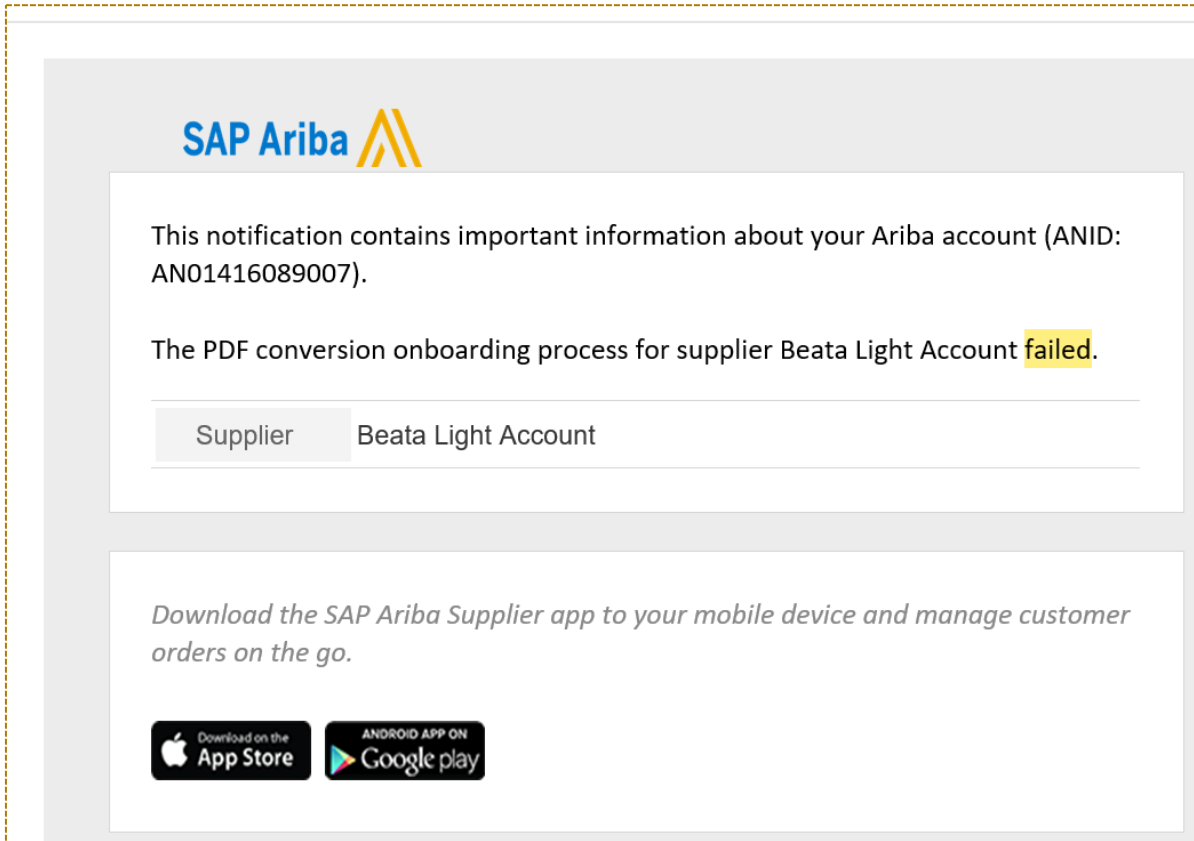
# Supplier Onboarding – In Progress

The screenshot displays the SAP Supplier Onboarding interface. At the top, there are four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Below these, there are three sub-tabs: 'General', 'Tax Invoicing and Archiving', and 'PDF Invoices'. The 'PDF Invoices' tab is active. On the left side, there is a vertical list of steps: '1. Start feature activation', '2. Set up status change notifi...', '3. Upload sample documents', and '4. Finalize feature settings'. Step 3 is highlighted with a blue bar. The main content area is titled 'Onboarding Status' and contains a blue box with a double-headed arrow icon and the text 'PDF invoices onboarding in progress...'. Below this, there is a link: 'To download your latest submitted sample PDF invoices click on the following link: [Download sample PDF invoices](#)'. At the bottom left, there are two buttons: 'Previous' and 'Next'. At the bottom right, there is a blue 'Close' button.

- After completing the upload, you will see the status: *PDF invoices onboarding in progress*
- You will receive the notification, once the onboarding process is complete by Ariba Provider
- You have 3 attempts to provide the data

**Note:** that it can takes up to **48 hours** to complete the extraction and the mapping

# Supplier Onboarding – Failure





**SAP Ariba**

This notification contains important information about your Ariba account (ANID: AN01416089007).

The PDF conversion onboarding process for supplier Beata Light Account **failed**.

Supplier	Beata Light Account
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*Download the SAP Ariba Supplier app to your mobile device and manage customer orders on the go.*

- In case the data quality is insufficient to complete the extraction and the mapping process, you will receive a notification that the onboarding failed
- You have 3 attempts to upload the data.
- If the Onboarding fails 3 times, contact customer support
- Support team will assess the issue and unlock the attempts, if applicable

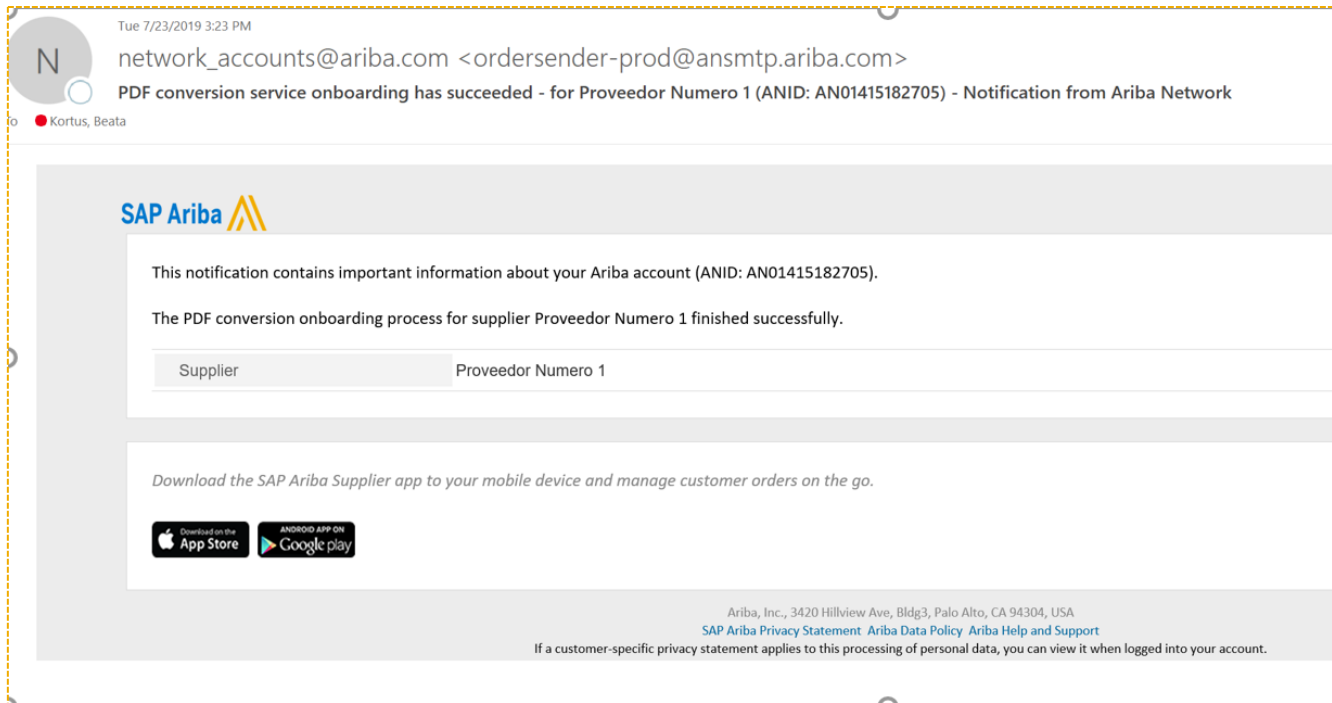
## Onboarding Status

**✘ Your PDF invoices onboarding failed due to the following error:**

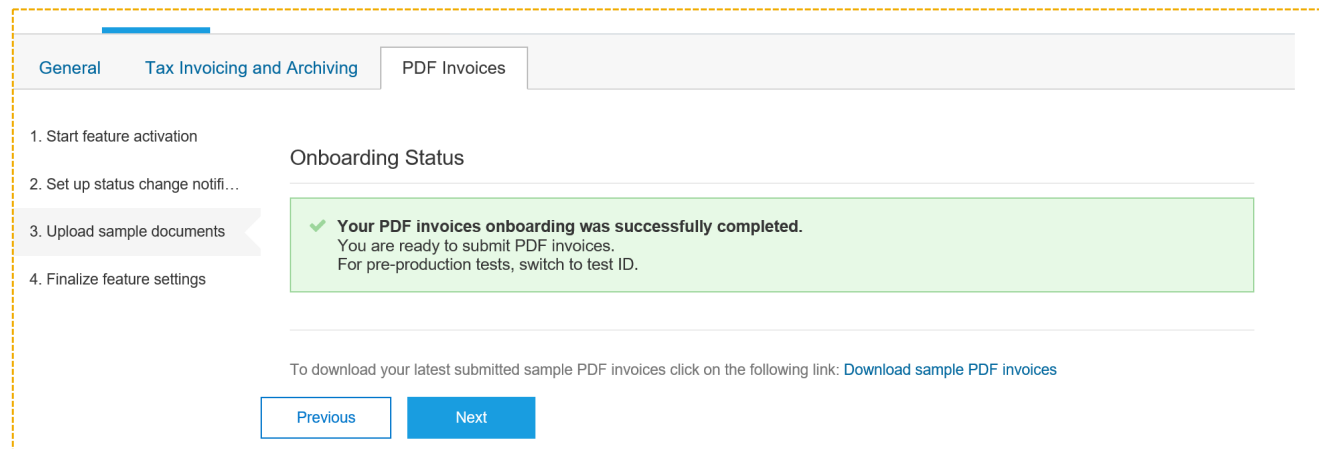
General error. These documents are not recognized or fail to map data - Invoice Number. Please upload documents in a supported format or contact SAP Ariba Customer Support for assistance.

You have 2 attempts left.

# Supplier Onboarding – Success



- If the Onboarding is successful you will get a notification that the process was finalized successfully.



# Supplier Onboarding - Configuration

1. Start feature activation

2. Set up status change noti...

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"/>

- You can upload PDF Invoices directly from your supplier account (**up to 10 documents at the time**)
- You can also setup an e-mail address from which you can send the invoices to Ariba Network. E-mail PDF attachment to: [pdfinvoice-prod@ansmtp.ariba.com](mailto:pdfinvoice-prod@ansmtp.ariba.com) with your buyer ANID in subject line. **You can only send 1 PDF attachment at the time**
- You can now switch to TEST and complete Testing with your customer