



SAP Ariba 

# Supplier Guide

## PDF Invoices

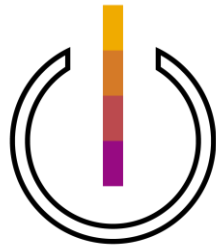
CONFIDENTIAL

THE BEST RUN 

# Feature at a Glance

## Introducing: PDF Invoices

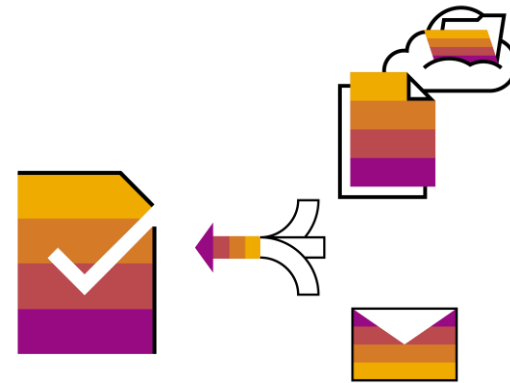
### High Level Process



- Buyer enables PDF Invoices
- Supplier uploads 5-10 example invoices which is a representative sample of Supplier Organization's invoices into Ariba Network



- Provider completes supplier invoice mapping
- Supplier sets processing preferences on Ariba Network



- Upload invoice using Ariba Network OR
- Send invoices via E-mail

# Setup and Testing

## Enabling PDF Invoice Feature

- ❑ Enablement is initiated by Supplier; time required 10 minutes
- ❑ Setup should be done from Supplier's PROD account, which enables use of PDF Invoice for TEST and PROD account "Electronic Invoice Routing Settings" → "PDF Uploader" tab (4 step process)
- ❑ Specify the user E-mail who would like to be notified of enablement status
- ❑ Upload a representative sample of Invoices (5-10) for creating conversion templates. Template creation and activation takes a maximum of 48 hours
- ❑ Finalize processing settings after enablement is complete (step 4)

## Testing PDF Invoice Feature

- ❑ Request a test PO from your customer (optional step)
- ❑ Send Invoices to your customer from Ariba Network Test supplier account (-T) to the Test Buyer account
- ❑ Review conversion results and make adjustments if necessary
- ❑ Confirm successful receipt of Invoice

# Using PDF Invoices in Production

## Web Upload of PDF Invoice

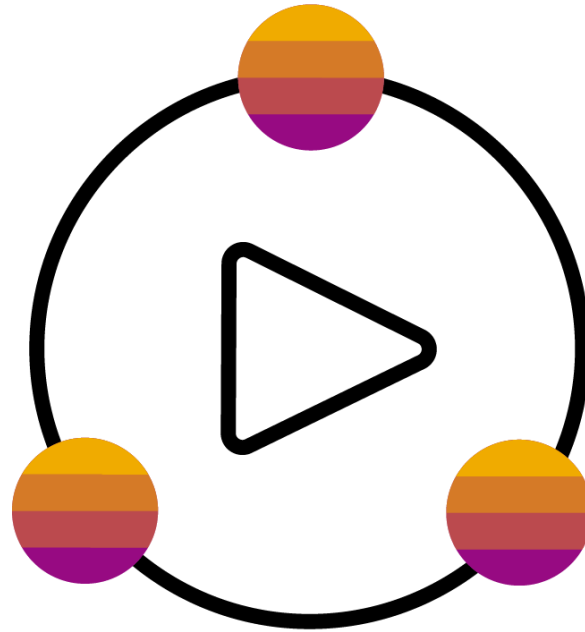
1. Choose "Upload PDF Invoice" from "CSV/PDF Documents" menu on Supplier Account home page
2. Choose <customer> as Customer
3. Upload Invoices
4. Go to OUTBOX → Converted Documents
5. When status is "Converted" go to OUTBOX → Drafts tab to select and review the converted invoice. You can edit data while in drafts tabs (4 hour maximum time to convert PDFs)
6. Finish review and submit the Invoice. Invoice will move to "Invoices" tab

## E-mail PDF Invoices

1. Ensure that the E-mail address from which invoices are sent is updated in step 4 of the enablement process
2. Add [pdfinvoice-prod@ansmtp.ariba.com](mailto:pdfinvoice-prod@ansmtp.ariba.com) as the E-mail address
3. Specify <customer>'s ANID in the subject line (ANXXXXXXXXXXXXXX)
4. Send the E-mail. Repeat steps 4 through 6 to submit Invoice

***Please note: Once you are comfortable with the process and no longer need to review, uncheck the option to send converted invoices to drafts folder. Successfully converted invoices will be submitted directly to <customer>***

# Experience PDF Invoices



# Onboarding with PDF Invoices



# How to know if I have gained access to PDF Invoices?

Connect to your **Production account**.

If you have access to the PDF Invoices solution, you will see on your home screen **<CSV/PDF Documents>**

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is on the left, and navigation links for 'Company Settings', user profile, 'Feedback', and 'Help' are on the right. Below the logo, a horizontal menu contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The 'CSV/PDF Documents' menu item is highlighted with a yellow rectangular box, and a yellow arrow points upwards towards it from the chart area below. To the right of this menu item is a blue 'Create' button. Below the main navigation, there is a search bar with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area features a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' and a 'Last 12 months' time filter. A sidebar on the right lists 'Purchase Order by Volume', 'Purchase Order by Amount' (which is selected), and 'Outstanding Invoices'. At the bottom, there is a section for 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days', and a mobile app promotion.

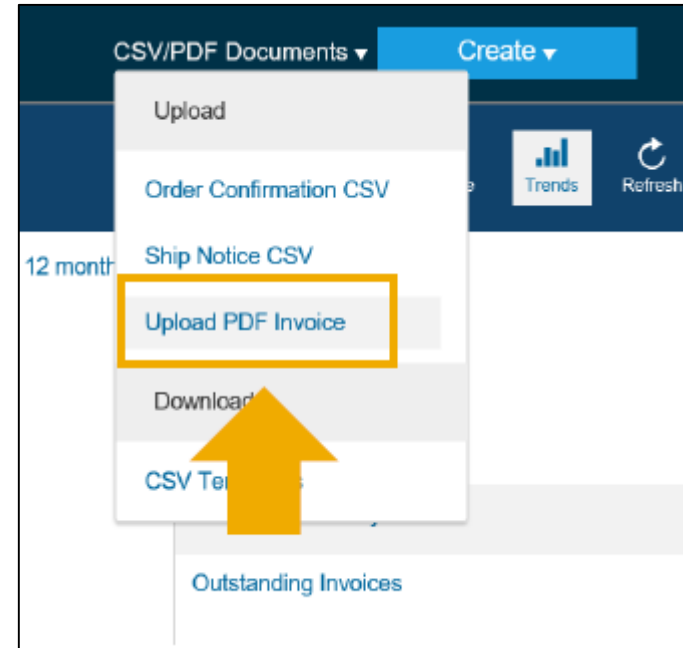
# How to onboard with PDF Invoices?

Onboarding happens **once** from your **Production account**. You cannot onboard from your Test account.

To onboard, follow these steps:

1. Connect to your Production account
2. From your Home screen, click on <CSV/PDF Documents>, then <Upload PDF Invoice>
3. You will be redirected to the onboarding screens\*

\*Caution! If your onboarding has already been successfully completed, this action will take you to a screen from which you can upload PDF Invoices to Production. Make sure you have tested before.



# Onboarding – Step 1

**Step 1:** Read through the process flows and understand the *PDF Invoices* solution

- A. Click on the boxes for more detailed information
- B. Check the <Enable PDF Invoices> box and column
- C. Hit <Next>

The screenshot shows the 'Ariba Network' interface for 'Network Settings' under the 'PDF Invoices' tab. The page is divided into three main sections: 'PDF Invoices onboarding steps', 'Email PDF invoice processing steps', and 'PDF invoice processing steps'. The 'onboarding steps' section includes a list of four steps on the left and a corresponding flowchart on the right. Step 2, 'Set up status change notification', is highlighted with a yellow hexagon labeled 'A'. A callout box points to this step, containing the text: 'Onboarding may take a few days. To receive information regarding your onboarding status, enable this notification. Onboarding can have three possible statuses: in progress, successfully completed, and failed.' Below the flowcharts, there is a checkbox labeled 'Enable PDF Invoices' with a checked mark, highlighted with a yellow box and labeled 'B'. A large yellow arrow points from this checkbox to the right, where a 'Next' button is highlighted with a yellow box and labeled 'C'.

# Onboarding – Step 2

**Step 2:** Setup onboarding status change notification.

Here you define the E-mail 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 2 more onboarding attempts.

- A. Check the box
- B. Define E-mail
- C. Hit <Next>

The screenshot displays the 'Network Settings' interface for 'Ariba Network'. The 'PDF Invoices' tab is active, showing a progress bar with four steps. Step 2, 'Set up status change notification', is the current step. A yellow hexagon 'C' is positioned over the 'Next' button. The 'Notifications' section contains a table with the following data:

Type	Send notifications when...	To email address
Onboarding Status Change	<input checked="" type="checkbox"/> Send a notification when onboarding statuses change.	rebup180528123002vf6@ariba1q.com

Yellow hexagons 'A' and 'B' are placed over the checkbox and the email address field, respectively. The 'Previous' button is disabled, and the 'Next' button is highlighted with a yellow border. A 'Close' button is located in the top right corner of the settings panel.

# Onboarding – Step 3

**Step 3:** Upload 5 to 10 examples of PDF invoices representative of your invoicing practice with the customer.

- A. Prepare example PDF invoices. Hit <Browse> and select the files from your computer. Hit <Add files>
- B. Hit <Submit>

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 **A**

4. Other configuration

Upload Sample PDF Invoices ⓘ

PDF Invoices: **Browse** No files selected.

**Add Files**

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

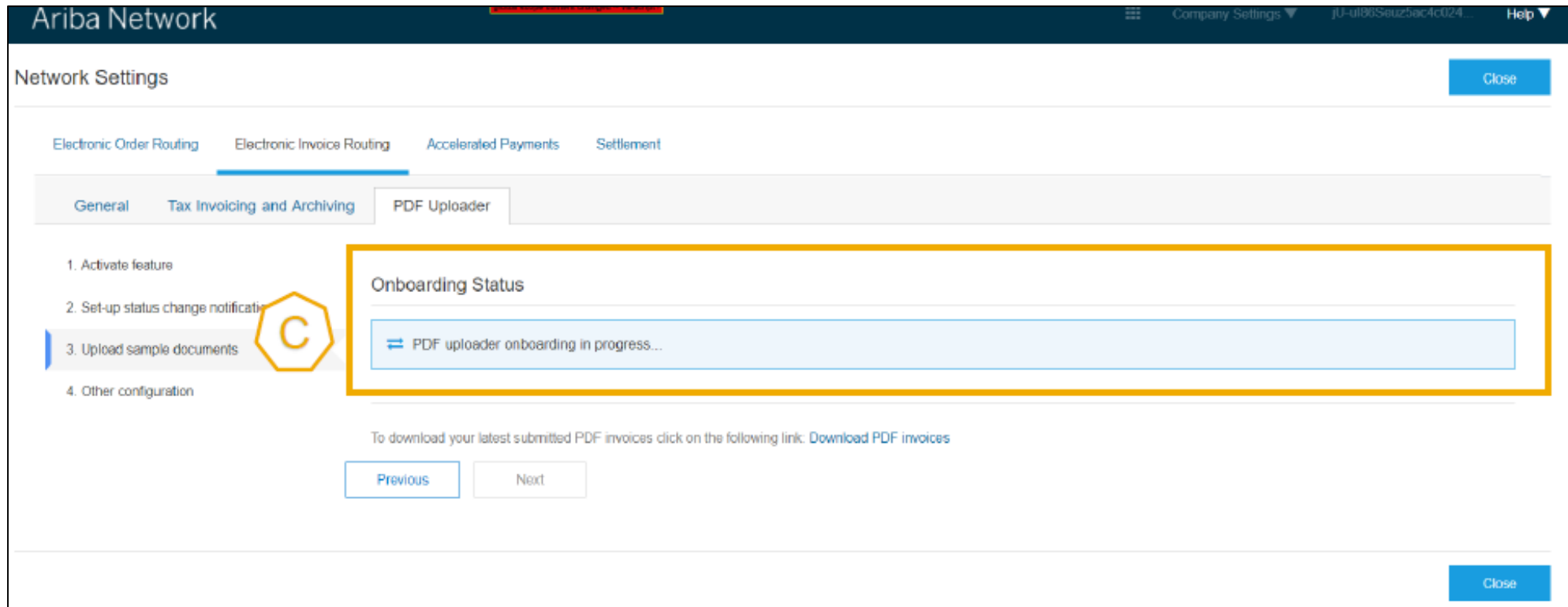
**Submit** **B**

Previous Next

# Onboarding – Step 3

## Step 3:

- 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.



The screenshot displays the Ariba Network interface for the 'PDF Uploader' section. The page title is 'Ariba Network' and the sub-header is 'Network Settings'. The main navigation includes 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'PDF Uploader' tab is active, showing a progress list on the left with four steps: '1. Activate feature', '2. Set-up status change notification', '3. Upload sample documents', and '4. Other configuration'. Step 3 is highlighted with a blue bar and a yellow hexagonal icon containing the letter 'C'. The main content area is titled 'Onboarding Status' and contains a blue box with the text 'PDF uploader onboarding in progress...'. Below this, there is a link: 'To download your latest submitted PDF invoices click on the following link: [Download PDF invoices](#)'. At the bottom, there are 'Previous' and 'Next' buttons, and a 'Close' button in the bottom right corner.

# Onboarding – Step 3

**Step 3:** If you see the following message on step 3 in your Production account, it means that you have successfully onboarded. You can now run tests with your test account.

- D. Hit <Next> to finalize the settings of your Production account.

The screenshot displays the Ariba Network interface. At the top, the 'Ariba Network' logo is visible on the left, and navigation links for 'Company Settings', 'Help', and 'Messages' are on the right. The main content area is titled 'Network Settings' and includes a 'Close' button in the top right corner. Below this, there are four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Underneath, three sub-tabs are shown: 'General', 'Tax Invoicing and Archiving', and 'PDF Invoices'. A list of steps is on the left: 1. Start feature activation, 2. Set up status change notification, 3. Upload sample documents (highlighted with a blue bar), and 4. Finalize feature settings. A large green box with a checkmark icon contains the message: 'Onboarding Status: Your PDF invoices onboarding was successfully completed. You are ready to submit PDF invoices. For pre-production tests, switch to test ID.' Below this message is a link: 'To download your latest submitted sample PDF invoices click on the following link: Download sample PDF invoices'. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a yellow box. A yellow hexagon with the letter 'D' is also present near the bottom left. A 'Close' button is located at the bottom right of the settings panel.

# Onboarding – Step 4

**Step 4:** Finalize settings of the Production account.

- A. Request 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 if you want to send PDF invoices via E-mail to Ariba Network.
- C. Activate the 2 notifications and put the E-mail address to which they must be sent.
  - For standard accounts, if notifications are not set, notification will be sent to the E-mail address from user's account
- D. Hit <Save>

Ariba Network

AW Options... All field values are read only. Review changes.

Company Settings | JJJyOjyAOKSt00045 | Help | Messages

### 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 Outbox for my review.

Your email address for sending PDF invoices to Ariba Network

By providing this email address and agreeing, you are authorizing SAP 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: marinova@gmail.com

#### 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.	marina.marinova@sap.com
Draft Invoice Creation	<input type="checkbox"/> Send a notification when draft invoices are created from the converted PDF invoices.	setsup180528123002vfr@ariba.com

Previous | Save

# Testing PDF Invoices



# Can I run tests with my Test account?

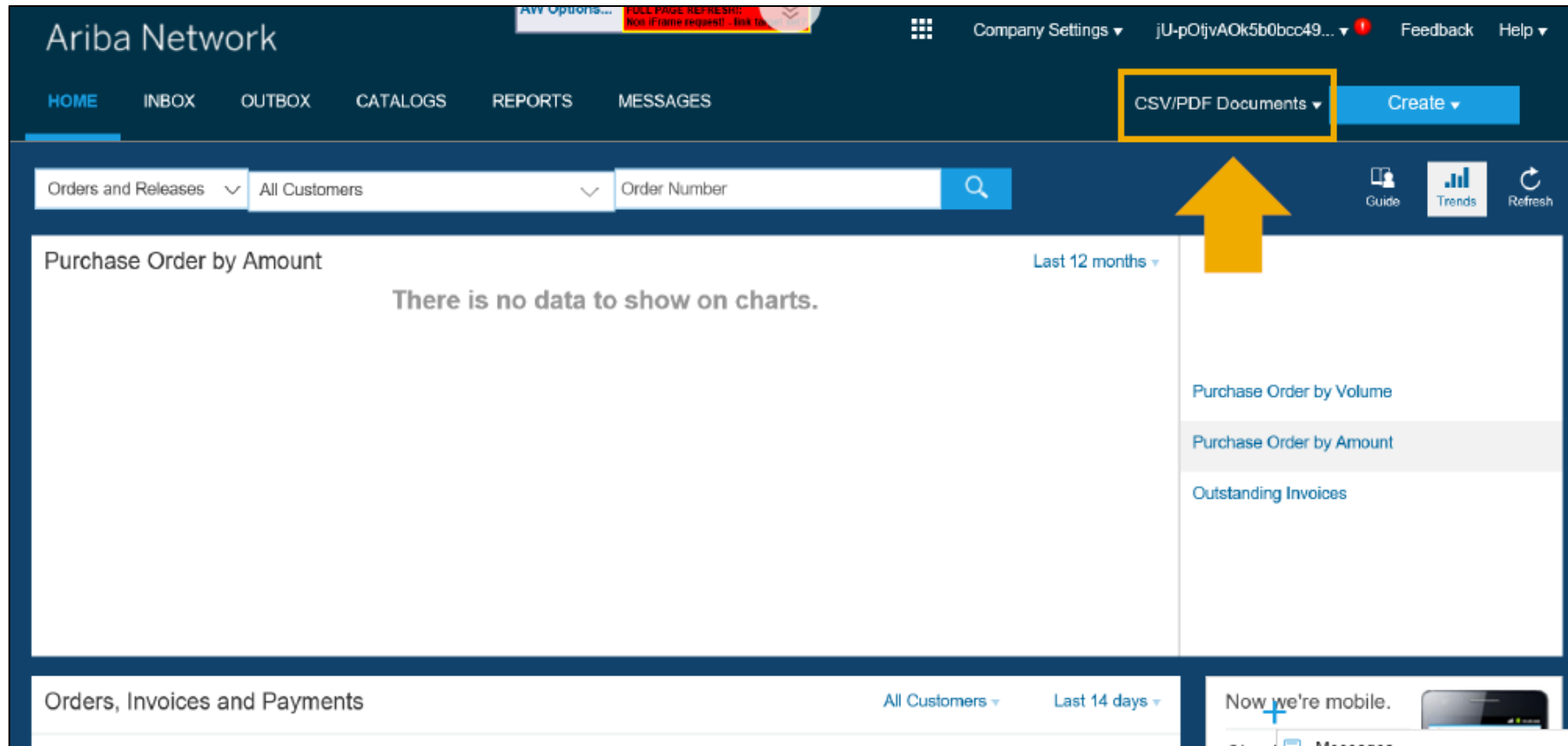
Switch to your **Test account**.

The screenshot displays the Ariba Network dashboard. At the top, the navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A search bar is present with 'Orders and Releases' and 'All Customers' selected. The main content area features a chart titled 'Purchase Order by Amount' with the message 'There is no data to show on charts.' and a 'Last 12 months' filter. A yellow arrow points from this filter to a dropdown menu that is open, showing options: 'Logout', 'My Account', 'Switch To', 'jU-p0tjvAOk5b0bcc4910009204238', 'lastName', 'www.mf80325432000v6@ariba.com', 'Switch To Test ID' (highlighted with a yellow box), and 'Link User IDs'. Below the chart, there is a section for 'Orders, Invoices and Payments' with various metrics (0 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Pinned Documents) and a table with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A message states 'You do not have any Orders and Releases.' On the right side, there is a mobile app promotion and a 'Tasks' section with 'Update Profile Information' at 10% completion.

# Can I run tests with my Test account?

In your **Test account**, if you have successfully onboarded following the process in the previous section, you will see on your home screen **<CSV/PDF Documents>**.

It means you can test PDF Invoices

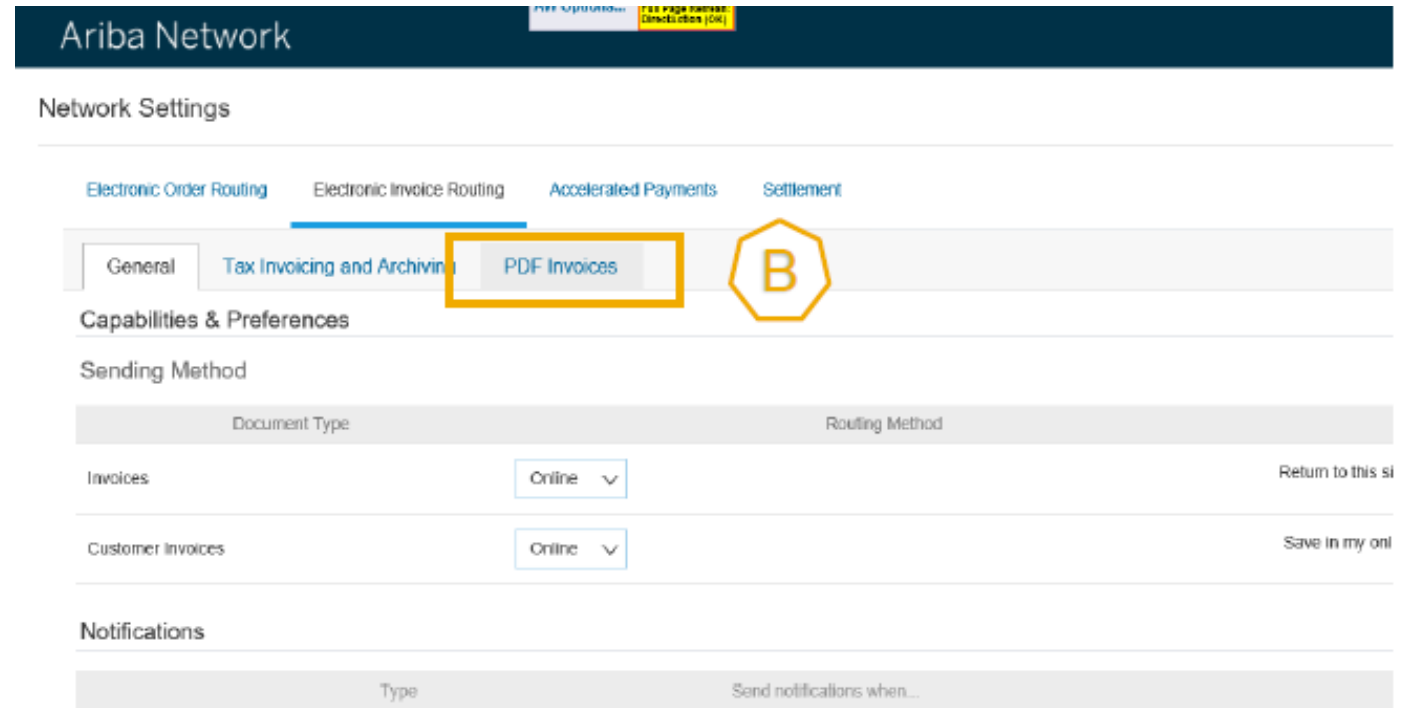
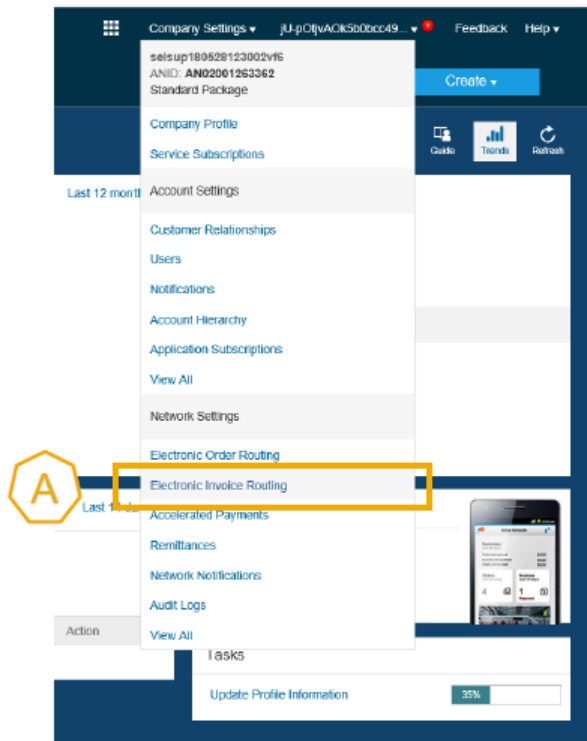


# How do I start testing?

Make sure you complete the PDF Invoices settings in your Test account.

A. Go to <Electronic Invoice Routing>

B. Click on <PDF Invoices>



# How do I start testing?

- 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 if you want to send PDF invoices via E-mail to Ariba Network.
- C. Activate the 2 notifications and put the E-mail address to which they must be sent.
- D. Hit <Save> and close the page.

**Ariba Network** | [Company Settings](#) | [Help](#) | [Messages](#)

### 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

#### 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

To receive this email address, and messages from you, subscribe to PDF Invoices to send from 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="marina.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="setsup180528123002vf6@aribaq.com"/>

[Previous](#) | [Save](#)

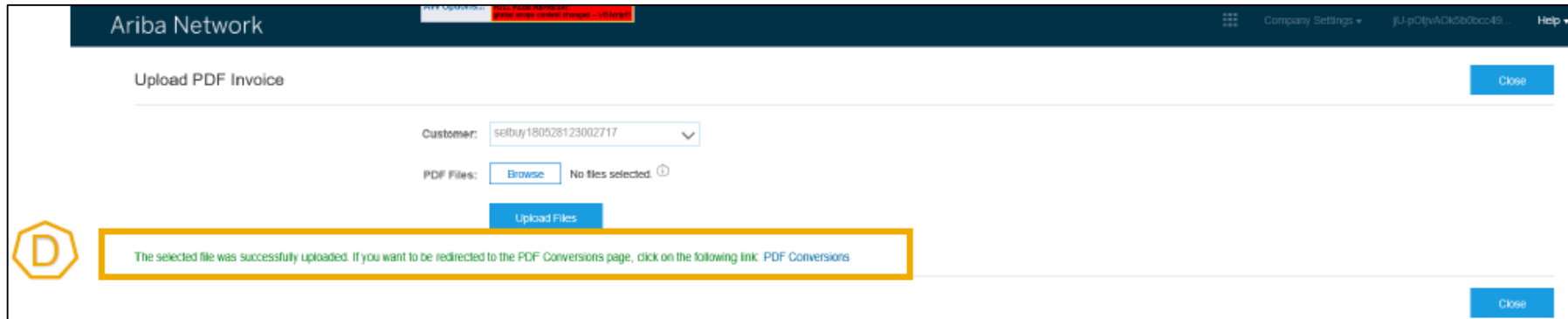
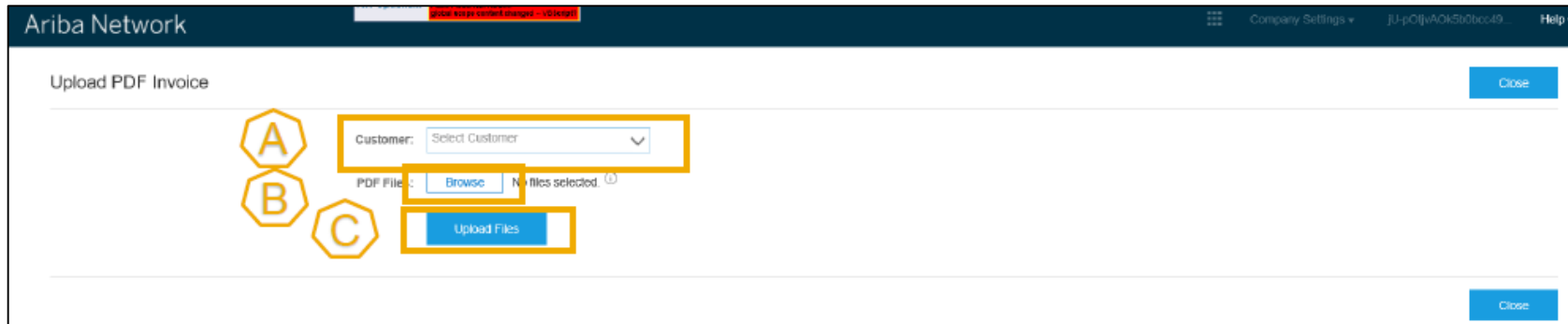
# How do I send a PDF invoice in test?

In your **Test account**, click on **<CSV/PDF Documents>**, then hit **<Upload PDF Invoice>**.

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible on the left, and navigation links for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES' are in the center. On the right, there are links for 'Company Settings', a user profile, 'Feedback', and 'Help'. Below the navigation bar, a search bar contains filters for 'Orders and Releases', 'All Customers', and 'Order Number'. A chart titled 'Purchase Order by Amount' is shown with the message 'There is no data to show on charts.' A dropdown menu for 'CSV/PDF Documents' is open, showing options: 'Upload', 'Order Confirmation CSV', 'Ship Notice CSV', 'Upload PDF Invoice' (highlighted with a yellow box), 'Download', and 'CSV Test'. A yellow arrow points to the 'Upload PDF Invoice' option. Below the dropdown, there is a link for 'Outstanding Invoices'.

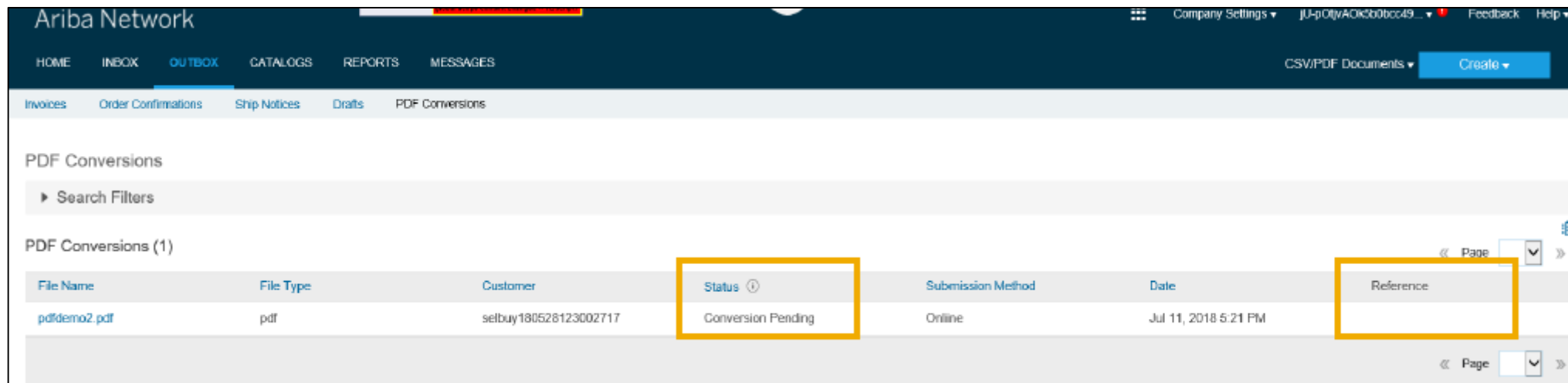
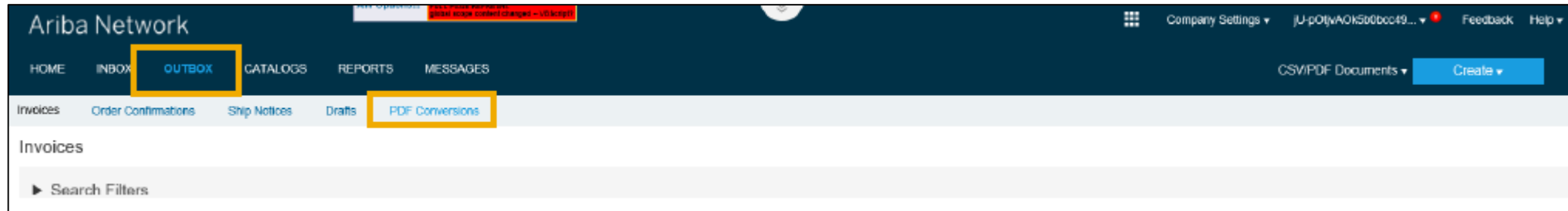
# How do I send a PDF invoice in test?

- A. Select the customer you want to invoice.
- B. Select the PDF invoice you want to send from your computer. Hit <Browse> and choose the file.
- C. Upload the file
- D. After the file is uploaded, click the link suggesting to redirect you to the page <PDF Conversions>. This is where you can track the status of your document.



# How to track the status of my PDF invoice?

In your **Test account**, go to <Outbox>, then hit <PDF Conversions>.



Once your invoice has been converted, go to <Outbox> → <Drafts> or click on the <Reference> corresponding to your invoice on the <PDF Conversions> screen above. Review the extraction results, make any corrections if needed and submit the invoice.

# **Sending PDF Invoice via E-mail**



# Supplier registers From E-mail address online

Ariba Network AW Options... FULL PAGE REFRESH: global scope content changed - VB script! Company Settings jU-pOtlvAOk5b0bcc49... 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 Outbox for my review. ⓘ

### Your email address for sending 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:

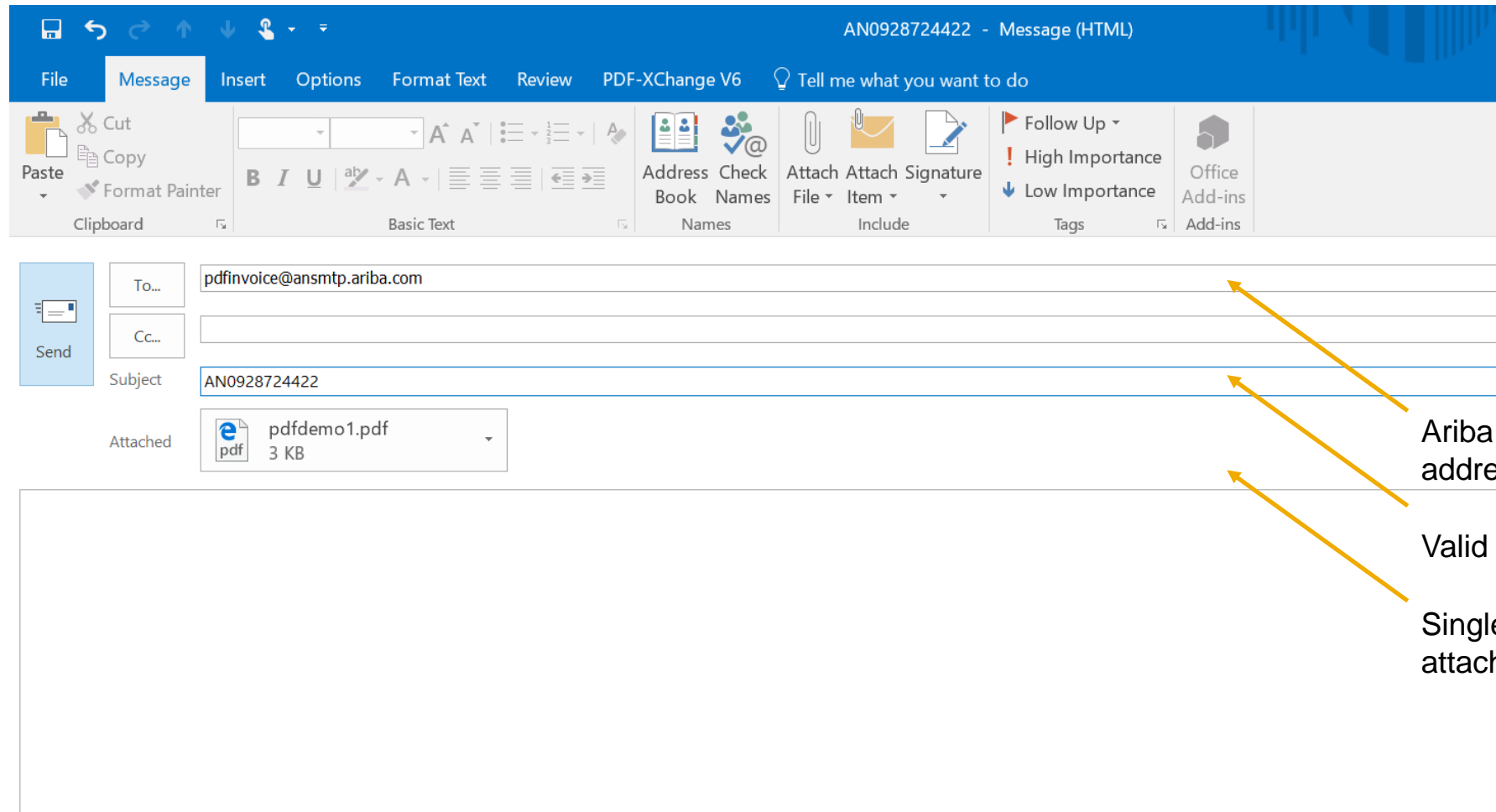
### Notifications

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="marina.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="selsup180528123002vf6@aribalq.cor"/>

Previous Save

Enter your originating E-mail address that Ariba Network will consider as authorized to send PDF invoices on behalf of your Supplier account.

# Supplier sends a PDF invoice via E-mail



Ariba Network Production E-mail address

Valid buyer ANID

Single PDF invoice as an attachment

# Notifications

Suppliers only receive a notification if there was a problem with processing the PDF.

If the processing of the PDF document happened successfully, suppliers receive:

- A notification for draft creation (if set up) or
- A notification that the invoice was successfully submitted (if set up)

# Using PDF Invoices from Standard Account



# Receiving an Interactive E-mail order

mar. 26/06/2018 10:48  
"selsup180620045737woO - TEST" <ordersender-dev3@ansmtp.lab1.ariba.com>  
--- Ariba Internal Testing ---selsup180620045737woO - TEST sent a new Purchase Order PO4444

To: Stoyanov, Petar (external - Service)

If there are problems with how this message is displayed, click here to view it in a web browser.

PO4444.htm  
.htm File

Your customer sent you this order through Ariba Network.

[Process order](#) [Send PDF invoice](#)

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:  
**Acme**  
123 Anystreet  
Sunnyvale, CA 94089  
United States

To:  
**selsup180620045737woO - TEST**  
jUnitDummy  
Sunnyvale, CA 94089  
United States  
Phone: +1 (650) 3902788

Purchase Order  
**(New)**  
PO4444  
Amount: \$31.20 USD

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



# PDF Invoices Standard Account support

The screenshot shows a web browser window with the URL <https://app184.lab1.ariba.com:10558/Supplier.aw/100266103/aw?awh=r&ε>. The browser tabs include 'Certificate error', 'Ariba Network Supplier', and 'Ariba Network Supplier'. The browser's address bar shows several open tabs: 'New Ticket - BNG trac', 'BNG trac', 'Elena 14s tax invoicing doc...', 'Galerie de composants ...', 'Marina Marinova - Outlook...', 'Sign In', and 'Sites suggérés'. The Ariba Network header is dark blue with the logo on the left, 'Upgrade from light account' in the center, and 'Learn More' in a yellow box. On the right, there are links for 'Company Settings', 'jU-kdoYfgIF5b45b773...', 'Feedback', and 'Help'. A 'Done' button is visible in the top right corner of the page content area.

The main content area is titled 'PDF Document Details' and has two tabs: 'Preview' (selected) and 'History'. A 'Download PDF' link is located on the right side. The page is labeled 'PAGE 1/1'.

The invoice content is displayed in two columns:

Emetteur	Facture N° T8CB_915
FOURNISSEUR B 0033411000775	Date de la facture : 28/11/2011
ADRESSE FOURNISSEUR B	<b>Adresse de facturation</b>
75003 PARIS FR	Code Client : 0033411000779
N° TVA : FR61523963750	ACHETEUR 1 0033411000779
RCS PARIS 523963750	ADRESSE ACHETEUR 1
SIREN : 523963750	75010 PARIS FR
	<b>SIREN : 523963751</b>
	<b>TVA : FR37523963751</b>

The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and system tray information including the date '31/07/2018' and time '17:39'.

# PDF Invoices Standard Account support

There is no data to show on charts.

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

2 Documents Pending Conversion	1 Draft PDFs for Review	0 New Early Payment Offers	0 Invoices Pending Payment
0 Invoices Pending Approval	0 New Purchase Orders	0 Payments that Need Attention	0 Payments Received
0 Pinned Documents	0 Orders to Confirm	0 Orders to Ship	0 Orders with Service Lines

Orders, Invoices and Payments

0 Orders to Invoice	0 Orders that Need Attention	0 Invoices Rejected	2 Documents Pending Conversion
------------------------	---------------------------------	------------------------	-----------------------------------

Order Number	Customer	Status	Amount
You do not have any Orders and			

Manage Default Tiles

# PDF Invoices Standard Account support

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

Your PDF document was successfully converted and a draft invoice was created on Ariba Network for your review.

**Important:**

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

**Where can I get more information about Ariba Network?**

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

Sincerely,  
**The Ariba Network Team**  
<http://www.ariba.com>

[Edit Draft](#)

# PDF Invoices Standard Account support

Ariba Network AW Options... Full Page Refresh: DirectAction (OK) Company Settings ▾ jU-kdoYfgIF5b45b773... Help ▾

[Upgrade from light account](#) [Learn More](#)

Create Invoice Update Save

▼ Invoice Header \* Indicates required field

**Summary**

Invoice #:	<input type="text" value="PdfDemo7"/>	<b>Subtotal:</b>	<b>67.10 EUR</b>
Invoice Date:	<input type="text" value="27 Feb 2018"/>	Total Tax:	13.15 EUR
Supplier Tax ID:	<input type="text"/>	Total Shipping:	0.00 EUR
Bill To:	<b>ACHETEUR 1 0033411000779</b>	Total Gross Amount:	80.25 EUR
	PARIS	Total Net Amount:	80.25 EUR
	France	<b>Amount Due:</b>	<b>80.25 EUR</b>

**Order Information**

(Enter at least one of the following)

Customer Order #:	<input type="text" value="02251809"/>	Contract Number:	<input type="text"/>
-------------------	---------------------------------------	------------------	----------------------

# PDF Invoices Standard Account support

Ariba Network

AW Options...

Upgrade from light account

Learn More



Company Settings ▾

jU-kdoYfglF5b45b773...

Help ▾

Messages

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France.

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : PdfDemo7  
Invoice Date : Tuesday 27 Feb 2018 12:00 PM GMT+01:00  
Original Purchase Order : 02251809

Subtotal : 67.10 EUR  
Total Tax : 13.15 EUR  
Total Shipping : 0.00 EUR  
Total Gross Amount : 80.25 EUR  
Total Net Amount : 80.25 EUR  
Amount Due : 80.25 EUR

**ISSUER OF INVOICE:**

FOURNISSEUR B

Postal Address:  
ADRESSE FOURNISSEUR B  
75003 Paris

France  
Address ID: 0033411000775

**BILL TO:**

ACHETEUR 1 0033411000779

Postal Address:  
ADRESSE ACHETEUR 1  
75010 PARIS

France

**SUPPLIER:**

FOURNISSEUR B

Postal Address:  
ADRESSE FOURNISSEUR B  
75003 Paris

France  
Address ID: 0033411000775

**CUSTOMER:**

ACHETEUR 1 0033411000779

# PDF Invoices Standard Account support

File Message PDF-XChange V6 Tell me what you want to do

Ignore X Delete Archive Reply Reply Forward Meeting IM More  
Delete Respond

Move to: ? To Manager Done Create New  
Quick Steps

Rules OneNote Actions Move  
Move

Mark Unread Categorize Follow Up Tags  
Tags

Translate Find Related Select Editing  
Editing

Zoom Zoom

jeu. 02/08/2018 10:39  
ordersender-lq13@ansmtp.lab1.ariba.com  
--- Ariba Internal Testing --- Invoice PdfDemo7 for 80.25 EUR has been submitted to selbuy180711105150WjH

To MARINOVA, Marina

If there are problems with how this message is displayed, click here to view it in a web browser.

PdfDemo7.pdf 81 KB  
 PdfDemo7.xml 34 KB

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selbuy180711105150hsl,

You have successfully submitted Invoice PdfDemo7 for 80.25 EUR to **selbuy180711105150WjH** through the Ariba Network.

**A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.**

**Important:**  
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

**Where can I get more information about Ariba Network?**  
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

# PDF Invoices Standard Account support

Purchase Order by Volume  
Purchase Order by Amount  
Outstanding Invoices

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

0 Orders to Invoice   0 Orders that Need Attention   0 Invoices Rejected   **1 Invoices Pending Payment** More...

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status	Action
PdfDemo7	selbuy180711105150WjH	Non-PO	2 Aug 2018	80.25 EUR	Sent	Select ▾ Send me a copy to take action

Now we're mobile.  
Check it out.

Tasks  
Profile information 15%

# FAQ



# FAQ

1	What should I test?	Test all scenarios such as PO and non-PO invoices. Have your customer send you a test PO for testing purposes. If you test credit notes, they must refer to a previous invoice sent to Ariba.
2	What happens if my invoice template changes?	If your invoice template changes, you can contact Ariba support and initiate a request to adjust for template changes.
3	Do converted invoices have special rules?	No. All buyer network rules will be applied on invoices generated from PDFs
4	Does this support any other document type?	No. Only invoices are supported in this services
5	Is there a fee to use PDF Invoices	No. PDF Invoice feature is free for buyers and suppliers
6	Can buyer/customer modify converted PDF invoice	No. Only suppliers can edit and modify converted invoices
7	Do I need to enroll from test account and production account?	No. Enablement is required only from production account. Once enabled, switch to test account for validation prior to submitting production invoices