



SAP Ariba 

# Advanced Data Automation for Invoices- 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

The screenshot shows an email composition window with the following details:

- To:** pdfinvoice-prod@ansmtp.ariba.com
- Cc:** (empty)
- Subject:** AN01009994047
- Attached:** Invoice\_BK\_20092018\_RETAIL\_Supplier.pdf (42 KB)

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

# Submitting an invoice via email

The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with 'Ariba Network' on the left and 'Company Settings', 'John Shoe', and 'Help Center' on the right. Below this is a secondary navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. The 'OUTBOX' tab is highlighted. To the right of this bar are 'CSV/PDF Documents' and a 'Create' button. Below the navigation is a sub-navigation bar with 'Invoices', 'Order Confirmations', 'Ship Notices', 'Drafts', and 'PDF Conversions'. The 'PDF Conversions' tab is selected. The main content area is titled 'PDF Conversions' and includes a 'Search Filters' section. Below that, it says 'PDF Conversions (7)'. A table displays the conversion details for three invoices. The table has columns for File Name, File Type, Customer, Status, Submission Method, Date, and Reference. The first row shows an invoice with a 'Conversion Pending' status. The second and third rows show invoices with a 'Converted' status and a reference number 'SA090418-1a2'. A pagination control shows 'Page 1'.

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

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

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