

FUJIFILM Business Innovation

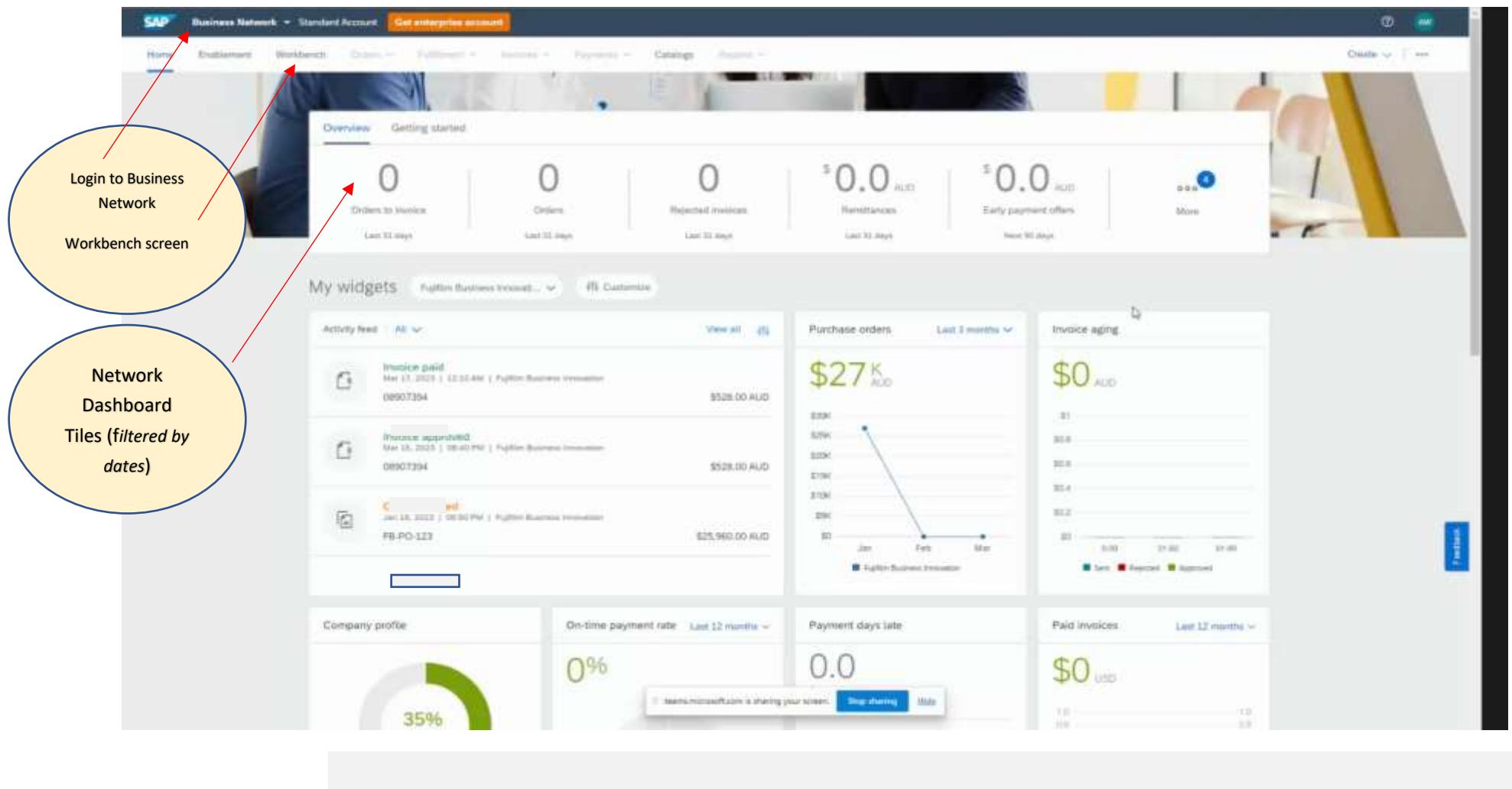
SAP Ariba Guide to Orders and Invoicing for Suppliers (Procure to Pay).

This guide supports the supplier workflow for responding to Fujifilm Business Innovation Purchase Orders including Ariba account User setup and Notifications

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ARIBA Network Dashboard

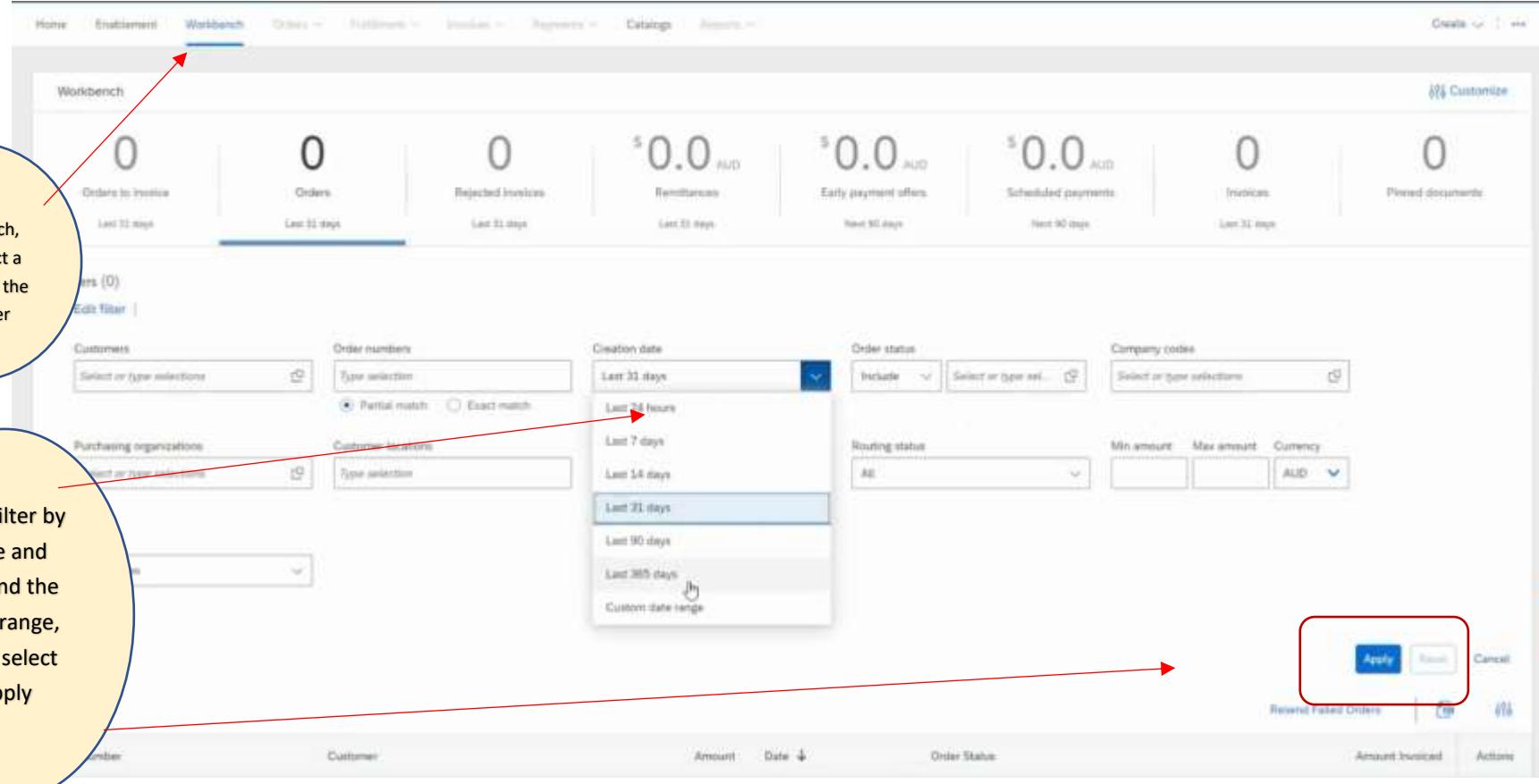


The image shows the ARIBA Network Dashboard interface. At the top, there is a navigation bar with links for Home, E-commerce, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Issues. A red arrow points from a yellow circle labeled 'Login to Business Network' to the 'Workbench' link in the navigation bar. Another red arrow points from a yellow circle labeled 'Network Dashboard Tiles (filtered by dates)' to the 'Workbench' screen area. The main dashboard features a large 'Overview' section with several key performance indicators (KPIs): 0 Orders to vendor (Last 30 days), 0 Orders (Last 30 days), 0 Rejected invoices (Last 30 days), \$0.0 AUD Remittances (Last 30 days), and \$0.0 AUD Early payment offers (Next 30 days). Below this, there is a section titled 'My widgets' with a dropdown menu set to 'Fujifilm Business Innovation'. It displays three tiles: 'Invoice paid' (Mar 11, 2023, 12:33 AM, \$528.00 AUD), 'Invoice approved' (Mar 16, 2023, 08:40 PM, \$528.00 AUD), and 'Purchase orders' (Last 3 months, \$27 K AUD). To the right of these tiles is an 'Invoice aging' chart showing a decline from \$27 K in Jan to \$0 in Mar. The chart includes a legend for 'Sent' (blue), 'Rejected' (red), and 'Approved' (green). At the bottom of the dashboard, there are three more tiles: 'Company profile' (35%), 'On-time payment rate' (0%), and 'Payment days late' (0.0).

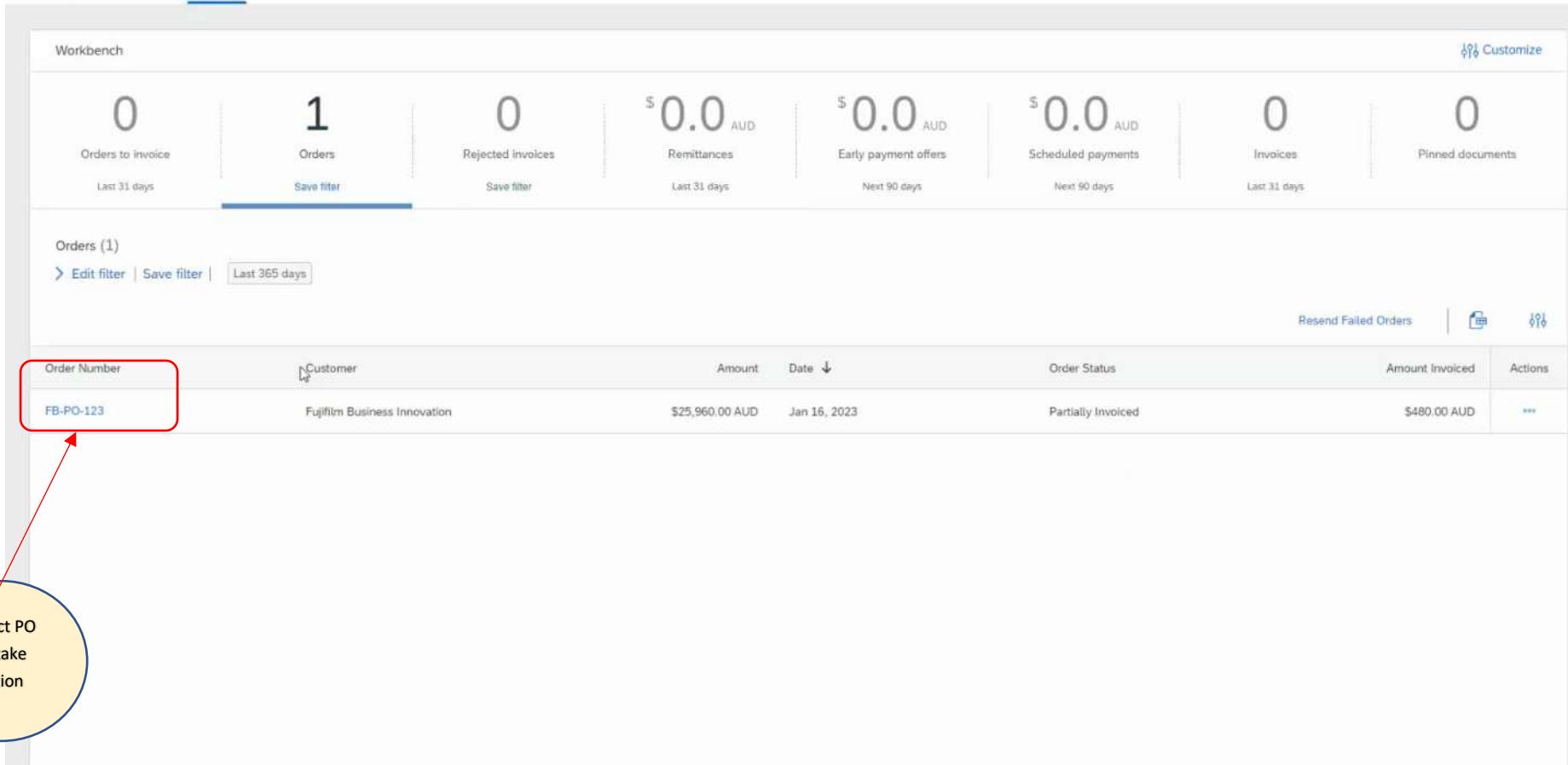
Fujifilm Business Innovation Guide for Ariba Procure to Pay

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Editing the Filters for the Workbench Dashboard / Workbench Tiles



Selecting an issued Purchase Order



The screenshot shows the Ariba Workbench interface with the following data:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
FB-PO-123	Fujifilm Business Innovation	\$25,960.00 AUD	Jan 16, 2023	Partially Invoiced	\$480.00 AUD	...

Select PO to take action

Viewing the Purchase Order Screen

Task 1. If new PO, review PO data and Create order Confirmation

Task 2. After PO Confirmation, create a ship notice upon delivery of goods or services using a reference such as POD, Consignment, Customer Acceptance document or (proforma) Invoice that Fujifilm can validate and create a Goods Receipt

Task 3. After Fujifilm has created a Goods receipt, the function for Create Invoice becomes available

Purchase Order: FB-PO-123

Order Detail Order History

FROM: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)
8 Khattem Road
MACQUARIE PARK 2113
Australia

Payment Terms: NET 30

Comments: Comment Type: Submit
Comment Body: Deliveries/Collection from multiple sites across Australia. To be advised at time of booking.

Comment Type: General
... View more >

Other Information: Purchasing Unit: 1304
Purchasing Unit Name: 1304 - FUJIFILM Business Innovation Australia Pty Ltd

Transport Terms Information

Ship All Items To: FBAU-NHQ-LOC
Level 2, 8 Khattem Road
Macquarie Park 2113
Australia
Ship To Code: 3024982
Email: FBAU-NHQ-LOC
Level 2

Bill To: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)
8 Khattem Road
MACQUARIE PARK 2113
Australia

Deliver To: FBAU-NHQ-LOC
FBAU-NHQ-LOC

Purchase Order
(= Partially Invoiced)
FB-PO-123
Amount: \$25,960.00 AUD
Version: 2 (Previous Version)
Track Order

Routing Status: Acknowledged
Related Document: RC804
RC803
RC802
More(13) >

Fujifilm Business Innovation Guide for Ariba Procure to Pay

Task 1: To Create an Order Confirmation.

Click on “Create order Confirmation” from the PO screen, then select from “Confirm entire order, line item or amend order”.

Purchase Order: FB-PO-123

Create Order Confirmation Create Ship Notice Create Invoice

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Associated Purchase Order #: FB-PO-123
Customer: Fujifilm Business Innovation
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Step 1 Input your own reference against this PO (eg Supplier Order Number in your ERP system) and **Step 2** confirm dates services will start

Step 3 Not mandatory, however you may add any relevant document if required

Once inputted, select “Next” which will take you to a Summary page for your review, before selecting “Submit”.

Fujifilm Business Innovation Guide for Ariba Procure to Pay

Task 2: A) To Create Ship Notice.

Click on “Create Ship Notice” from the PO screen.

Purchase Order: FB-PO-123

Create Order Confirmation | **Create Ship Notice** | Create Invoice

Ship Notice Header

SHIPPING

Packing Slip ID: * AR [input field]
Invoice No.: [input field]
Requested Delivery Date: [input field]
Ship Notice Type: Select [dropdown]
Shipping Date: [input field]
Delivery Date: * 29 Mar 2023 [input field]
Gross Volume: [input field] Unit: [input field]
Gross Weight: [input field] Unit: [input field]

TRACKING

Carrier Name: [input field]
Service Level: [input field]

Step 1 Input your own reference as the Packing Slip ID (eg Supplier Order Number in your ERP system or consignment note or other reference) and
Step 2 confirm date service was delivered
Step 3 Add any supporting document to validate the service delivery; eg POD, Customer Acceptance etc

ATTACHMENTS

Name	Size (bytes)	Content
No items		

Choose File | No file chosen | Add Attachment
The total size of all attachments cannot exceed 100MB

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
FB-PO-123	2	Not Available EPS/O		9,160	EA	5 Dec 2022				Remove

Shipment Status

Total Item Due Quantity: 2,469.5 EA

Confirmation Status

Total Confirmed Quantity: 9,160 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	295.00		- Select Country -		

Add Ship Notice Line

Add Order Line Item

Step 4 Based on the partial delivery or full delivery Input the shipping quantity for this Ship Notice

In this example, the PO has a total value of 9160 units – however this ship notice is for partial delivery of 295 units hence 295 is inputted in this ship notice.

If the PO is amount based instead of quantity based, then input the monetary value (\$) of this shipment notice (exclusive of the Tax amount)

Delivery Terms Description: --

Transport Terms Description: --

Shipping Contract Number: --

Shipping Instructions: --

ADDITIONAL FIELDS

Additional information not provided.

Order Items

[Hide Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
FB-PO-123	2	Not Available	EPS	9,160	EA	5 Dec 2022		\$1.00 AUD	\$9,160.00 AUD	\$916.00 AUD

SHIPMENT STATUS

[Hide Details](#)

▼ 1. Ship Qty: 295.00 EA [\(i\)](#)

No detail information provided.

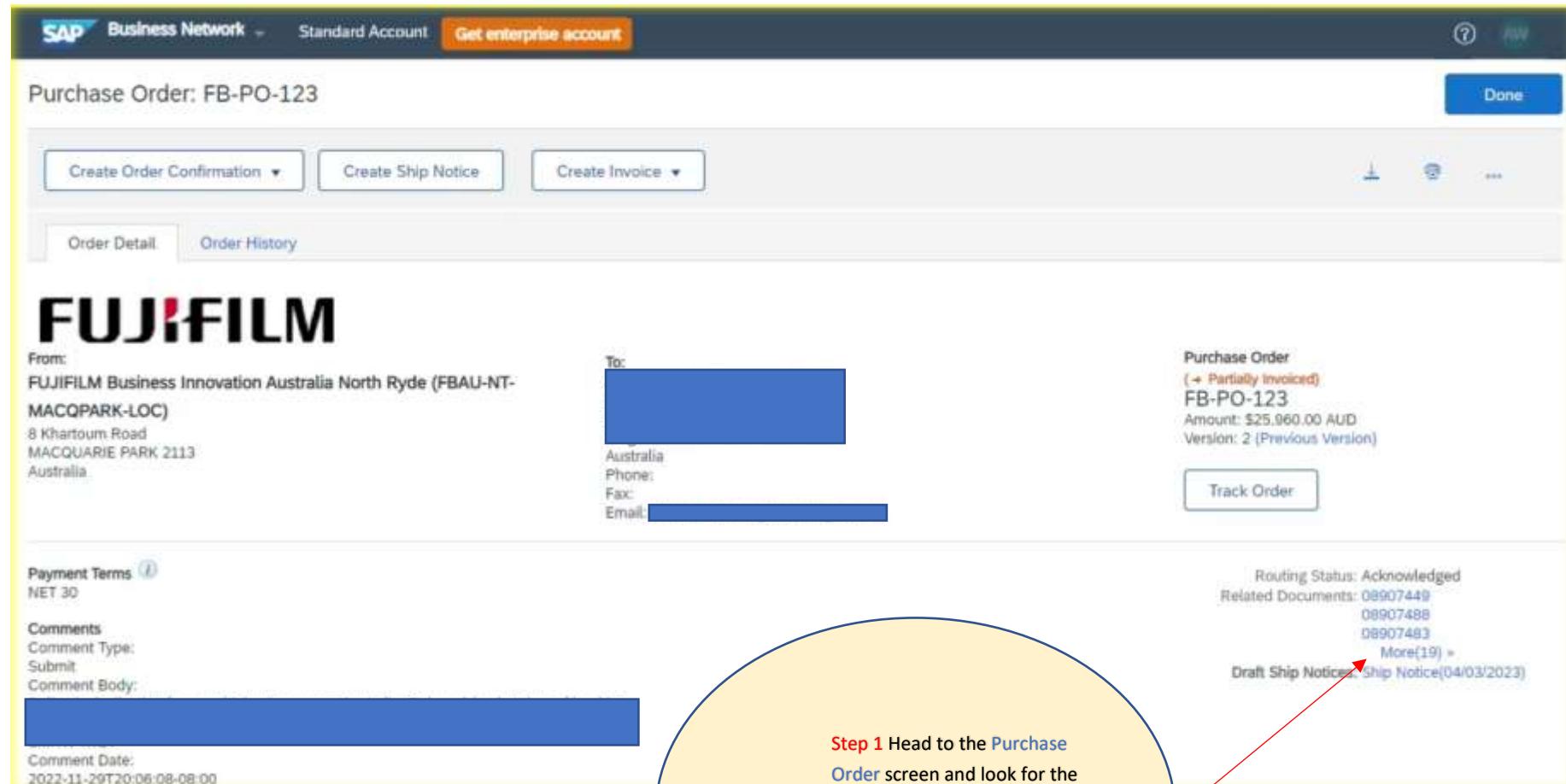
[Additional Information](#)

Step 5 Once you have filled in all mandatory data for the Ship Notice, please review the summary screen, then select "Submit"

[Previous](#)
[Save](#)
[Submit](#)
[Exit](#)

Task 2: B) Editing a Ship Notice prior to Creating an Invoice

Important: A Ship Notice cannot be edited if an Invoice has already been issued against it.



SAP Business Network - Standard Account Get enterprise account

Purchase Order: FB-PO-123

Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History

FUJIFILM

From: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)
8 Khartoum Road
MACQUARIE PARK 2113
Australia

To: [REDACTED]
Australia
Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

Purchase Order
(+ Partially Invoiced)
FB-PO-123
Amount: \$25,960.00 AUD
Version: 2 (Previous Version)

Track Order

Payment Terms: NET 30

Comments
Comment Type:
Submit
Comment Body:
Comment Date: 2022-11-29T20:06:08-08:00

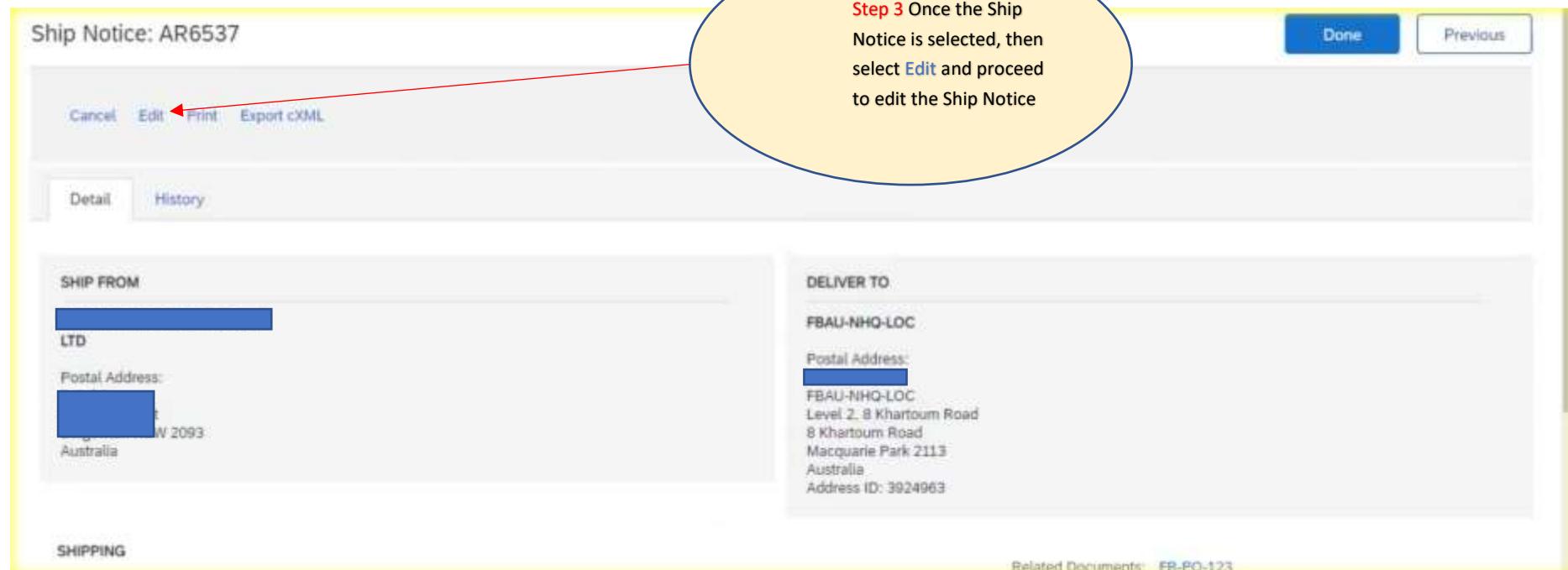
Routing Status: Acknowledged
Related Documents: 08907449
08907488
08907483
More(19) >
Draft Ship Notices: [Ship Notice\(04/03/2023\)](#)

Step 1 Head to the Purchase Order screen and look for the Related Documents section. Select a document or select More for the entire list

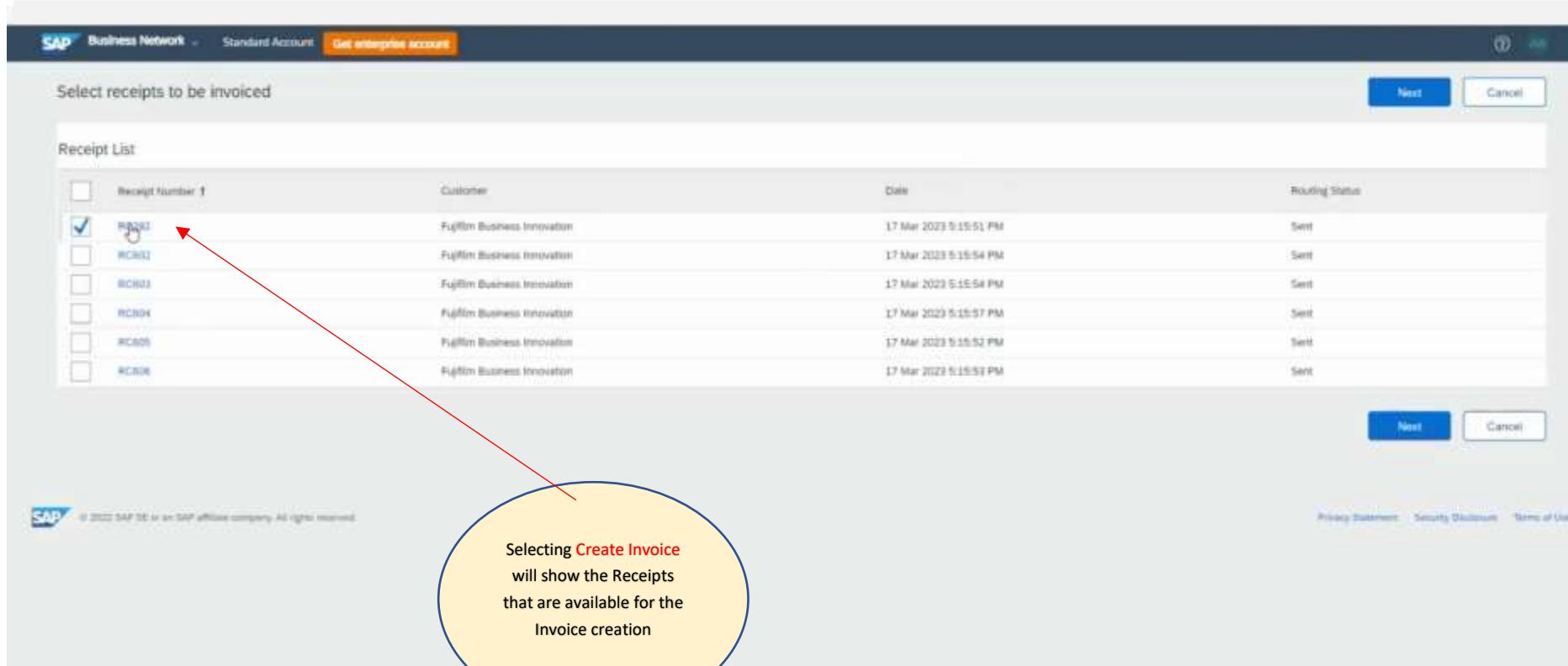
Step 2 Select the **Ship Notice** document number to edit

Document Number	Date	Type
H0605	16 Mar 2023 2:56 PM AEDT	Receipt
RC292	16 Mar 2023 2:40 PM AEDT	Receipt
AR6432	15 Mar 2023 4:35 PM AEDT	Ship Notice
AR6415, 6429, 6430, 6441, 6497	15 Mar 2023 4:32 PM AEDT	Ship Notice
AR6473	15 Mar 2023 4:31 PM AEDT	Ship Notice
AR6398, 6416, 6439	15 Mar 2023 4:28 PM AEDT	Ship Notice
AR6342	15 Mar 2023 4:25 PM AEDT	Ship Notice
AR6482	15 Mar 2023 4:12 PM AEDT	Ship Notice
08907394	26 Jan 2023 12:00 PM AEDT	Invoice

Done **Previous**



Task 3: To Create an Invoice



SAP Business Network - Standard Account [Get enterprise account](#)

Select receipts to be invoiced

Receipt List

Receipt Number	Customer	Date	Routing Status
<input type="checkbox"/> RCH01	Fujifilm Business Innovation	17 Mar 2023 5:15:51 PM	Sent
<input type="checkbox"/> RCH02	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/> RCH03	Fujifilm Business Innovation	17 Mar 2023 5:15:56 PM	Sent
<input type="checkbox"/> RCH04	Fujifilm Business Innovation	17 Mar 2023 5:15:57 PM	Sent
<input type="checkbox"/> RCH05	Fujifilm Business Innovation	17 Mar 2023 5:15:58 PM	Sent
<input type="checkbox"/> RCH06	Fujifilm Business Innovation	17 Mar 2023 5:15:59 PM	Sent

[Next](#) [Cancel](#)

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Selecting **Create Invoice**
will show the Receipts
that are available for the
Invoice creation

SAP Business Network - Standard Account [Get enterprise account](#)

Create Invoice

* Invoice Header

Important Step
1: Input the
Invoice number
in exact same
format as your
Supplier Tax
Invoice

Summary

Purchase Order: FB-PO-123
Invoice ID:
Invoice Date: 20 Mar 2023

Service Description:

Supplier Tax ID:
Remit To:
Australia: New South Wales
FBIU: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)

EE To: MACQUARIE PARK Australia

Subtotal: \$254.50 AUD
Total Tax: \$25.45 AUD
Amount Due: \$279.95 AUD

View/Edit Addresses

Shipping

Header level shipping Line level shipping

Ship From:
Australia: New South Wales

Ship To: FBAU-NHQ-LOC
Macquarie Park Australia
Deliver To: FBAU-NHQ-LOC

View/Edit Addresses

Payment Term

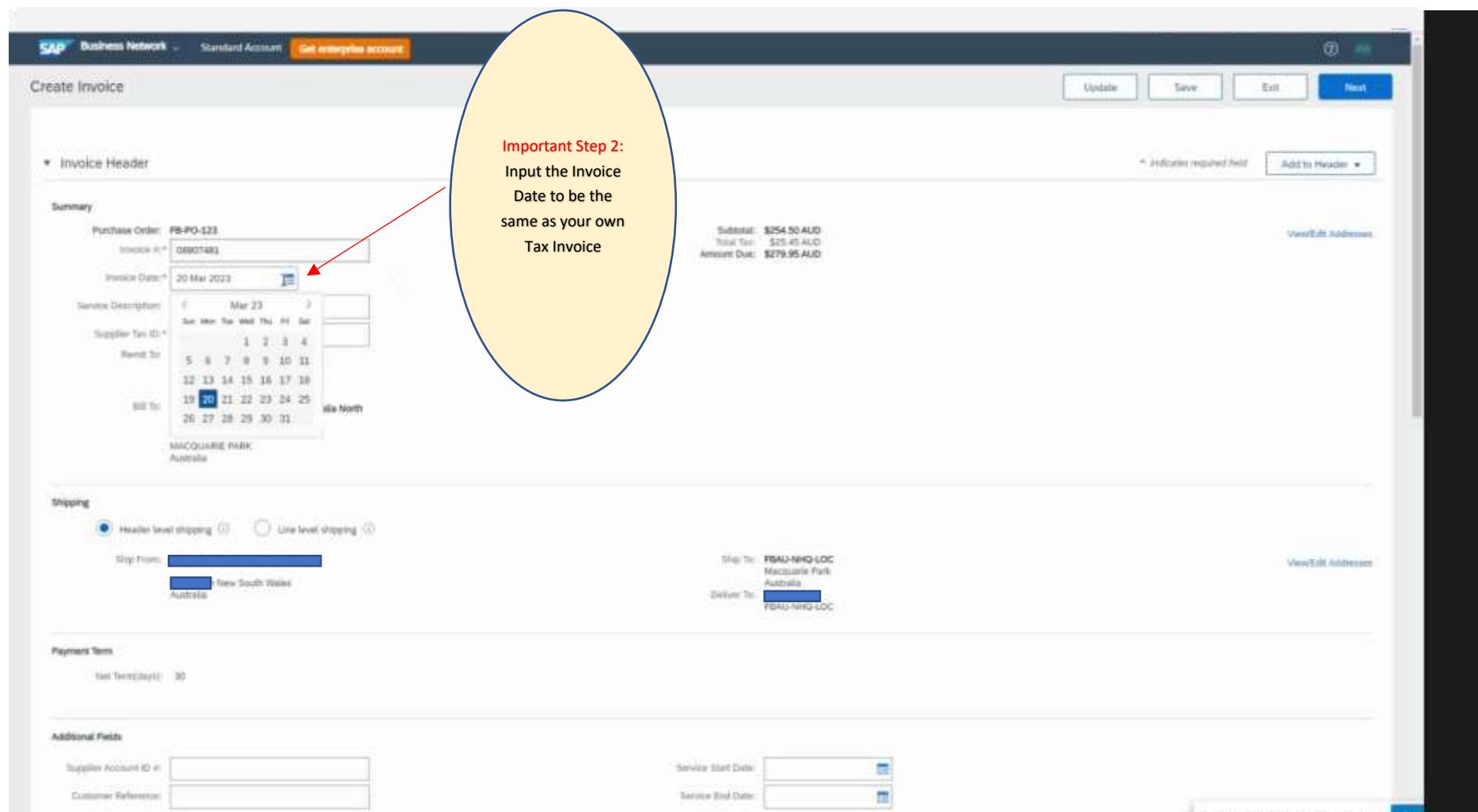
Net Term(s): 30

Additional Fields

Supplier Account ID:
Service Start Date:

Update Save Exit Next

* indicates required field Add to Header



Important Step 2:
Input the Invoice Date to be the same as your own Tax Invoice

Create Invoice

Invoice Header

Summary

Purchase Order: FB-PO-123
Invoice No.: 08807483
Invoice Date: **20 Mar 2023**

Service Description:

Supplier Tax ID:

Remit To:

1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Bill To: MACQUARIE PARK Australia

Shipping

Header level shipping Line level shipping

Ship From: **NSW New South Wales Australia**

Ship To: **FBAU-NHQ-LOC Macquarie Park Australia**

Deliver To: **FBAU-NHQ-LOC**

Payment Terms

Net Term (days): 30

Additional Fields

Supplier Account ID:
Customer Reference:

Service Start Date:
Service End Date:

Create Invoice

* Invoice Header

Summary

Purchase Order: FB-PO-123
Invoice #: 08907
Invoice Date: 13 Mar 2023
Service Description: OCC collection
Supplier Tax ID: 103
Remit To:
Australia: New South Wales
Bill To: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LDC)
MACQUARIE PARK
Australia

Subtotal: \$254.50 AUD
Total Tax: \$25.45 AUD
Amount Due: \$279.95 AUD

Shipping

Header level shipping Line level shipping

Ship From: New South Wales
Australia

Ship To: FBAU-NHQ-LOC
Macquarie Park
Australia
Deliver To: SMITH TROY
FBAU-NHQ-LOC

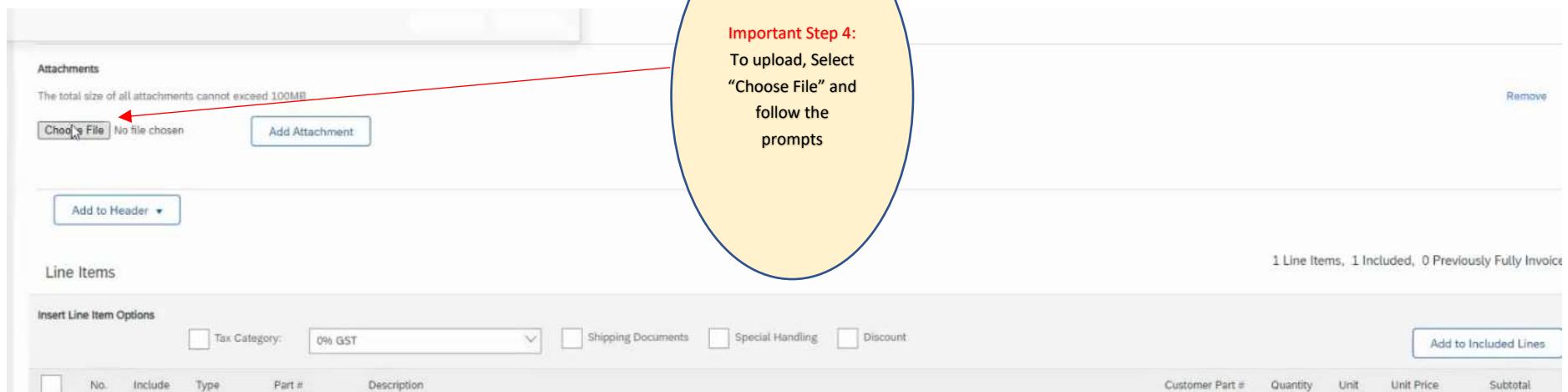
View/Edit Address

Update Save Exit Next

* Indicates required field

Add to Header

Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Comment
Attachment



Line Items

Insert Line Item Options

Tax Category: **10% GST** Shipping Documents Special Handling Discount Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	EPS/OCC/i		254.1	EA	\$1.00 AUD	\$254.50 AUD

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Receipt Details

Receipt #: RC292

Receipt Line #: 1

Tax

Category: GST	Taxable Amount: \$254.50 AUD	Remove
Location:	Tax Rate Type:	
Description: Australia - GST 10%	Rate(%): 10	
Regime:	Tax Amount: \$25.45 AUD	
	Exempt Detail: (no value)	

↳ Line Item Actions ▾ Delete Reset Tax from PO

Update Save Exit Next

Important Step 5:
Check the **Tax Category** is correctly selected and that the **Quantity** reflects the **ex GST amount for the Invoice line**

Create invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Australia. The document's destination country is Australia. 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.

Tax Invoice

Invoice Number: 08907	Invoice Date: Monday 13 Mar 2023 12:00 PM GMT+11:00	Subtotal: \$254.50 AUD
Original Purchase Order: FI-PO-123	Total Tax: \$25.45 AUD	Amount Due: \$279.95 AUD
Recipient: #C292		
REMIT TO: [REDACTED] Postal Address: [REDACTED] Australia Tax ID of Supplier: [REDACTED]	BILL TO: FUJIFILM Business Innovation Australia North Ryde (FIAU-NT-MACQFRUR-LOC) Postal Address (Default): 8 Kharstum Road MACQUARIE PARK 2113 Australia Address ID: 3979644	SUPPLIER: [REDACTED] Postal Address: Level 1 [REDACTED] Australia
BILL FROM: [REDACTED] Postal Address: [REDACTED] Australia	CUSTOMER: FUJIFILM Business Innovation Australia North Ryde (FIAU-NT-MACQFRUR-LOC) Postal Address: 8 Kharstum Road MACQUARIE PARK 2113 Australia Address ID: 3979644	
SHIPPING INFORMATION:		
SHIP FROM:	SHIP TO:	

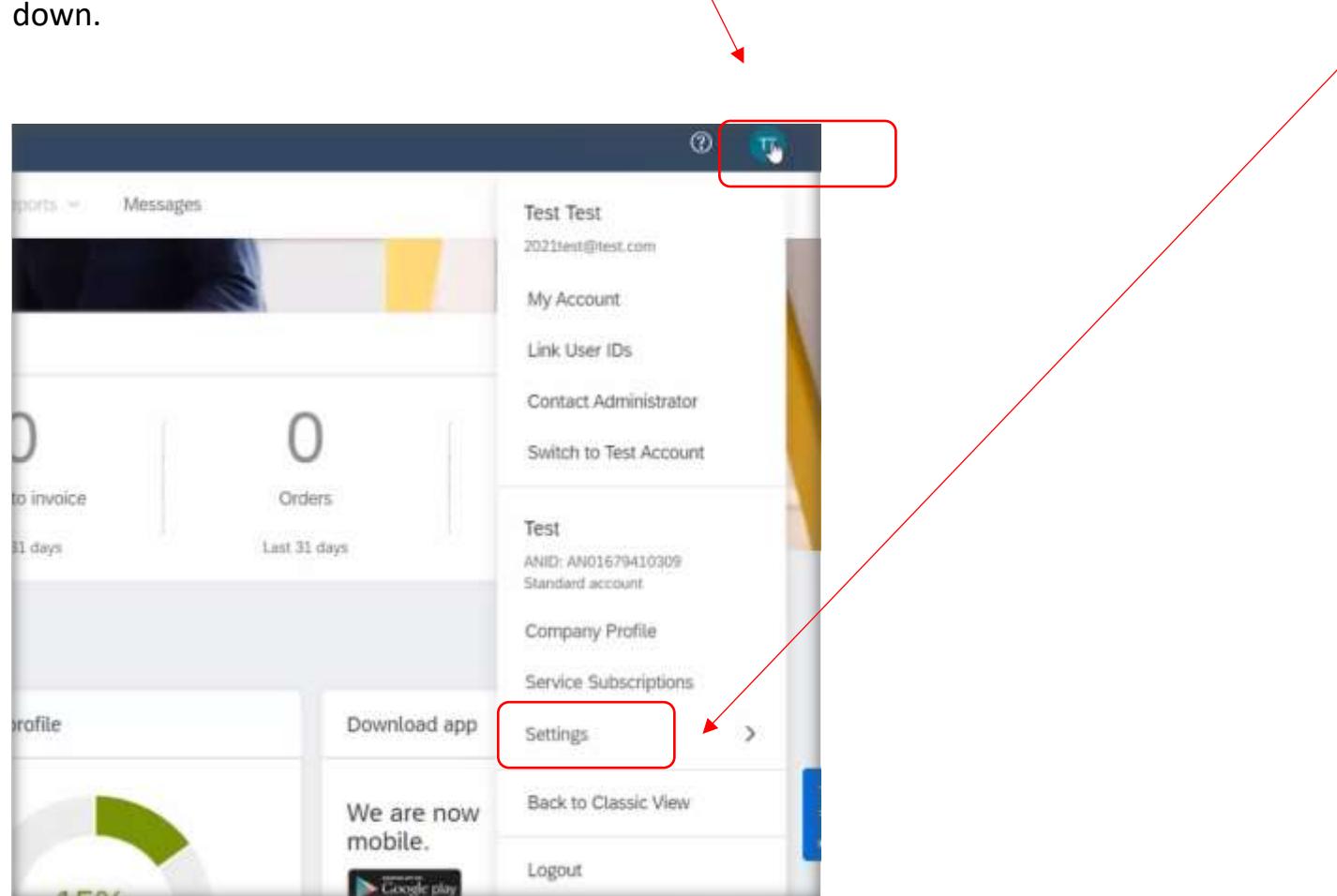
[Previous](#) [Save](#) **Submit** [Exit](#)

Important Step 6:
Review the Summary
screen, ensure the
Tax Invoice is
attached and then
select **Submit**

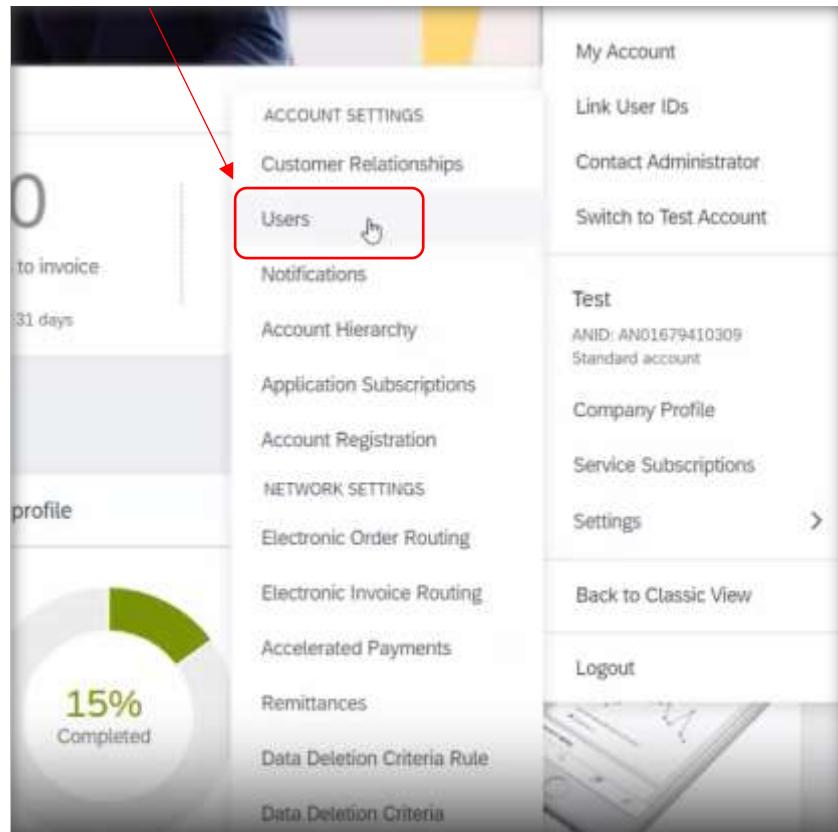
Additional Settings Guide for initial Supplier Account and User Setup

1. Creating a Role (to manage the Purchase Orders and invoices)

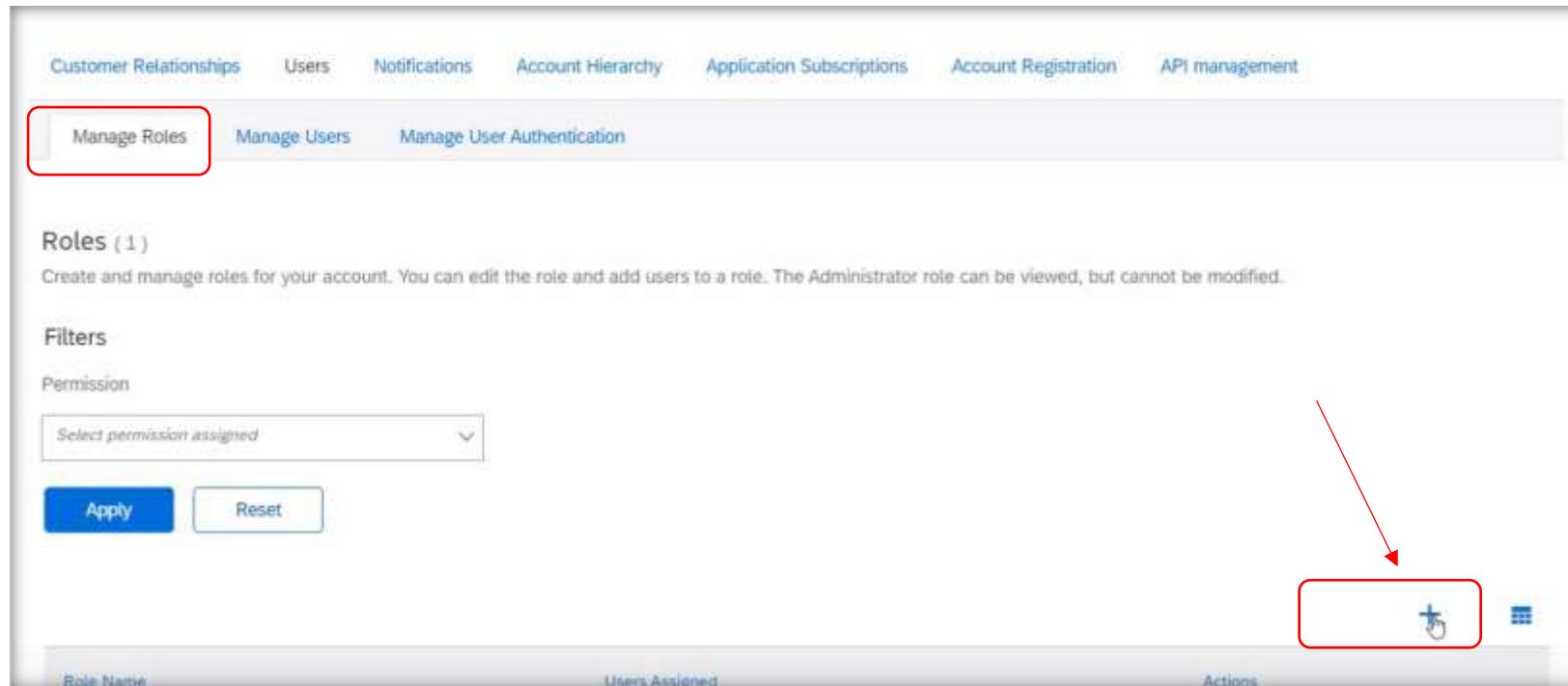
Using the Ariba **Administrator** account, select the “**Initials**” at the Top Right menu, then select “**Settings**” from the drop down.



Select [Users](#).



Select [Manage Roles](#), then select the [+](#) button.



Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Roles (1)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	0	Edit Delete

To Create a **Role**; add a **Name** and **Description**, then **check the boxes** on multiple pages to allocate permissions

Once completed, Select the “**Save**” button. You have now created a Role.

Create Role

* Indicates a required field

New Role Information

Name:

Description:

Permissions

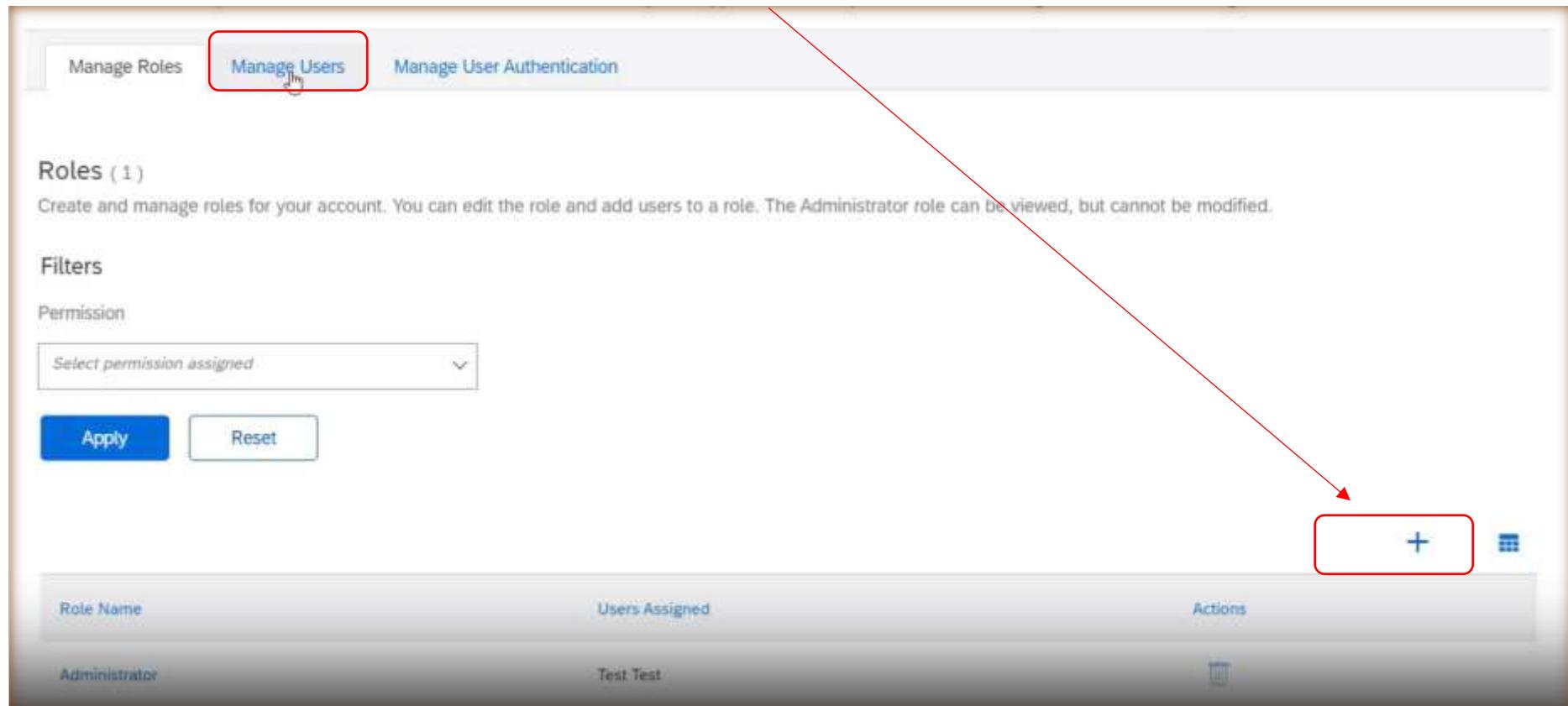
Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network

2. Create Users to act against Customer Purchase orders

- Select **Manage Users**, then Select the **+** button to create a user.

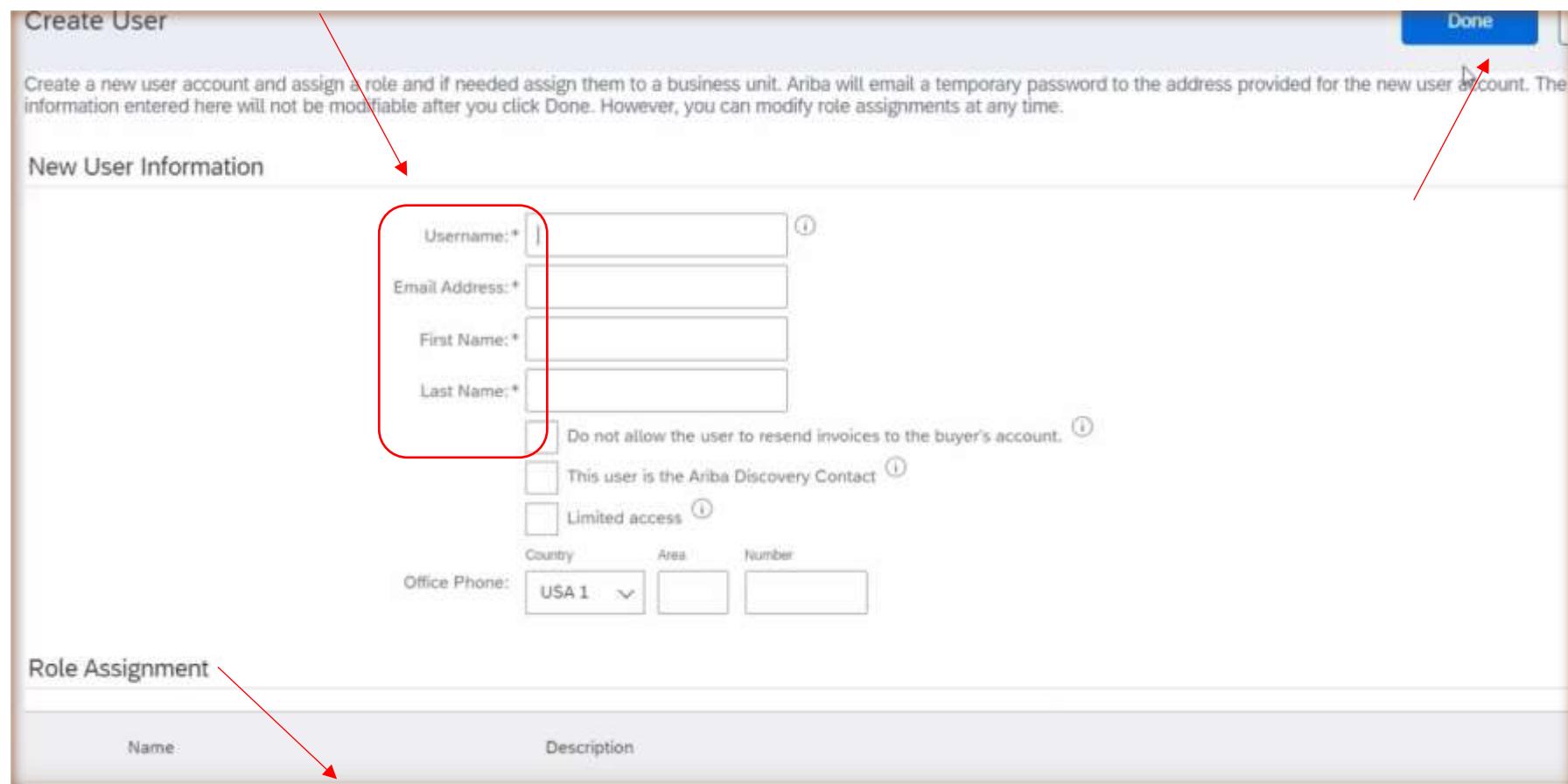


The screenshot shows a user interface for managing users. At the top, there are three tabs: 'Manage Roles', 'Manage Users' (which is highlighted with a red box and has a red arrow pointing to it from the list item), and 'Manage User Authentication'. Below the tabs, the page title is 'Roles (1)'. A descriptive text states: 'Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.' Underneath this, there are 'Filters' and 'Permission' sections. The 'Permission' section includes a dropdown menu set to 'Select permission assigned' and two buttons: 'Apply' (blue) and 'Reset'. At the bottom of the page, there is a table with three columns: 'Role Name', 'Users Assigned', and 'Actions'. The table contains one row for the 'Administrator' role, which is assigned to 'Test Test'. The 'Actions' column for this row includes a trash can icon. To the right of the table, there is a blue '+' button and a grid icon, both of which are highlighted with a red box and a red arrow pointing to them from the list item.

Role Name	Users Assigned	Actions
Administrator	Test Test	

Input the New user information

- Input data for the four mandatory fields, then select the **Role** to allocate, then save by selecting “**Done**”.



Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: *

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

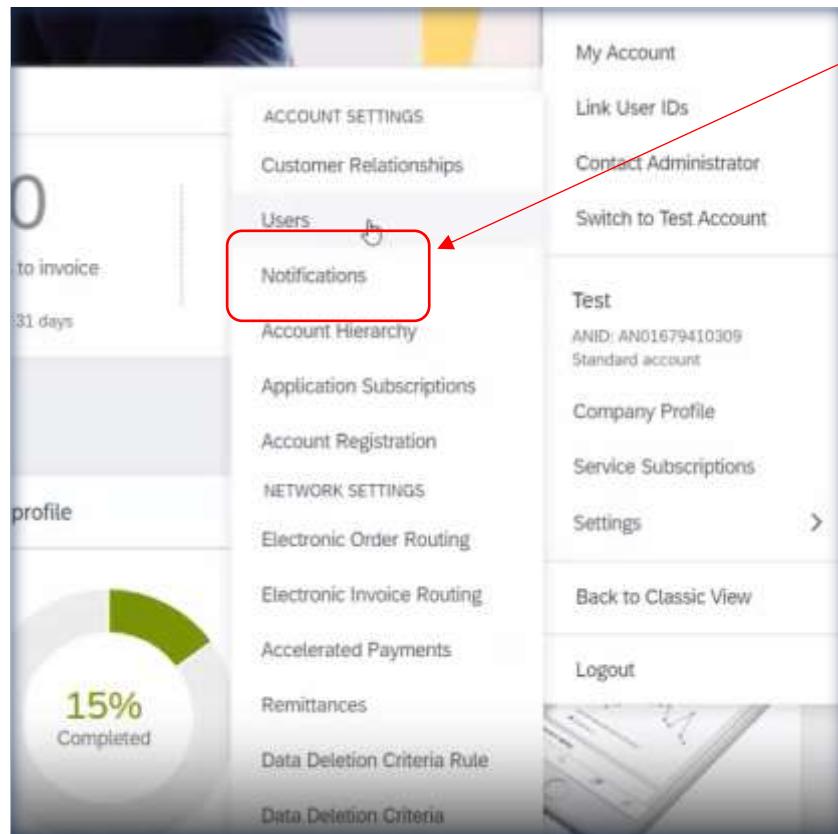
Name	Description

Select **Save** once you have finished with the Create user Screen.

Fujifilm Business Innovation Guide for Ariba Procure to Pay

3. Set the Notifications to be informed of activities

- Select the **Initials** from the Top Right menu, select “**Settings**” then Select “**Notifications**”.

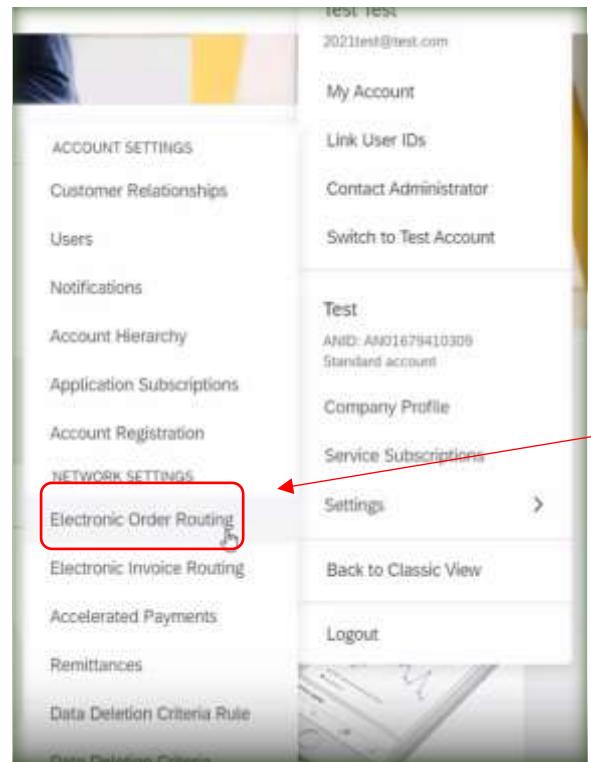


You can [add up to 3 email addresses](#) (separated only by a comma after the last email address), then '[Save](#)' your changes.

Trading Relationship Requests	<input type="text" value="pa[REDACTED]@sap.com"/>
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue. <input type="text" value="pa[REDACTED]@sap.com"/>
Other Notifications	
Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases. <input type="text" value="pa[REDACTED]@sap.com"/>
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business. <input type="text" value="pa[REDACTED]@sap.com"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule. <input type="text" value="pa[REDACTED]@sap.com"/>
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category. <input type="text" value="pa[REDACTED]@sap.com"/>
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password. <input type="text" value="pa[REDACTED]@sap.com"/>
Domain Registration Notifications	<input checked="" type="checkbox"/> Send a notification when a new user registers with same domain. <input type="text" value="pa[REDACTED]@sap.com"/>

4. Set the Electronic Order Routing Workflow

- Again, select the **Initials**, then select '**Settings**' then '**Electronic Order Routing**'.



Scroll down to the “[New Orders](#)” section and [add up to 3 email addresses](#) (separated only by a comma) to receive notifications of new purchase orders, then “[Save](#)” your changes.

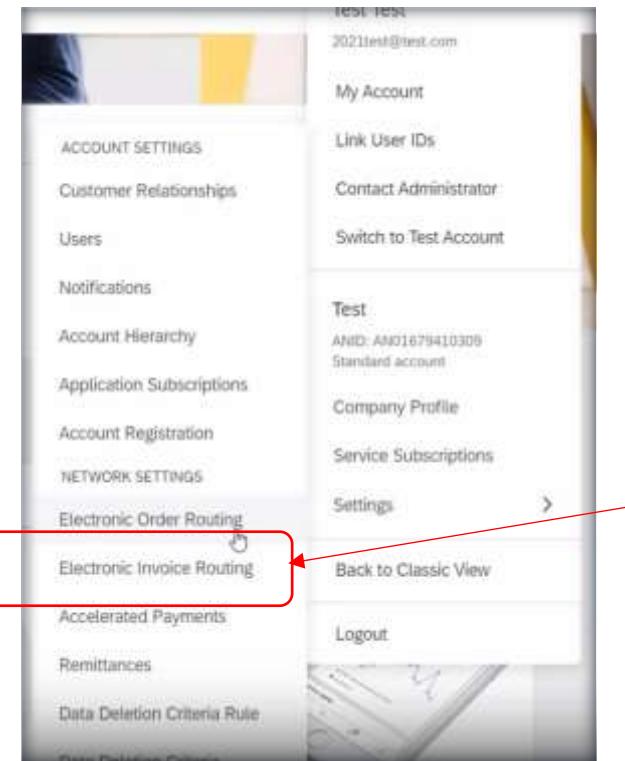
New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<input type="button" value="Email"/>	<p>Email address: <input type="text" value="2021test@test.com"/></p> <p><input checked="" type="checkbox"/> Attach cXML document in the email message.</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p> <p><input type="checkbox"/> Attach PDF document in the email message</p>
Catalog Orders with Attachments	<input type="button" value="Same as new catalog orders without attachments"/>	<p>Current Routing method for new orders: Email</p> <p>⚠ Attachments will be included in the order.</p>
Non-Catalog Orders without Attachments	<input type="button" value="Same as new catalog orders without attachments"/>	<p>Current Routing method for new orders: Email</p>
Non-Catalog Orders with Attachments	<input type="button" value="Same as new catalog orders without attachments"/>	<p>Current Routing method for new orders: Email</p> <p>⚠ Attachments will be included in the order.</p>

Note: Additional email addresses must also be a user in the Ariba account to act in the Ariba Platform.

5. Set the Electronic Invoice Routing Workflow

- Again, select the **Initials**, then select 'Settings' then "Electronic Invoice Routing".



Add up to 3 email addresses (separated only by a comma) to receive notifications of Invoice activity then “Save” your changes.



Invoices Online Return to this site to create invoices

Customer Invoices Online Save in my online inbox

Notifications

Type Send notifications when...

Invoice Failure Send a notification when invoices are undeliverable or rejected.

Invoice Status Change Send a notification when invoice statuses change.

Invoice Created Automatically Send a notification when an invoice is created automatically on behalf of your company.

To email addresses (one required)

- + pa[REDACTED]@sap.com
- + pa[REDACTED]@sap.com
- + pa[REDACTED]@sap.com

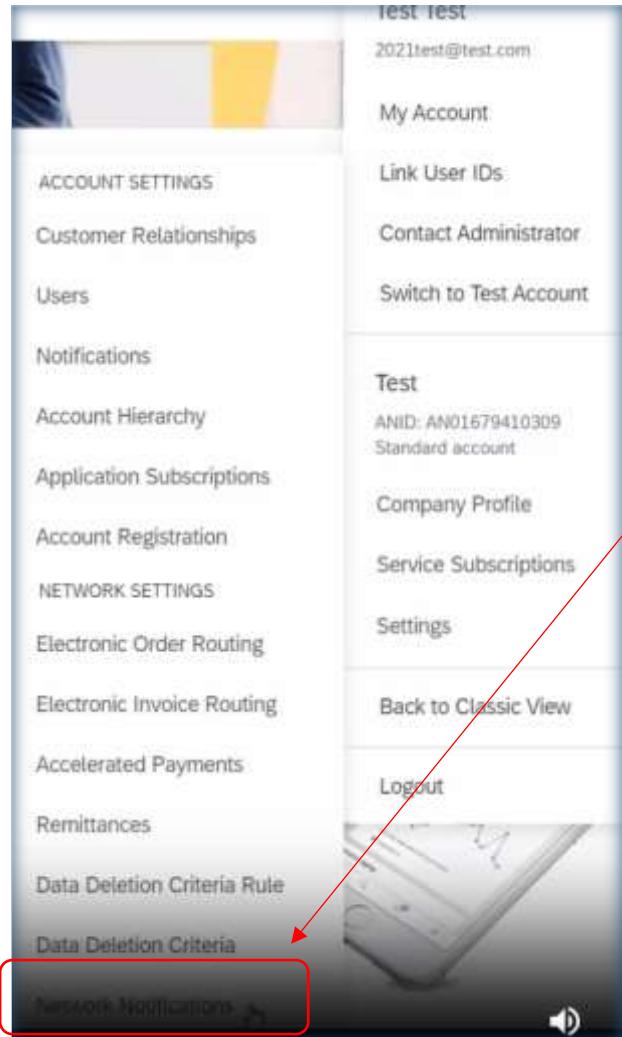
Extended Profile Settings and Information

Do you provide invoices to customers through Ariba Network?

Yes

6. Select the “Network Notifications” workflow

Again, select the **Initials**, then select ‘**Settings**’ then “**Network Notifications**”.



Add up to 3 email addresses (separated only by a comma) to receive notifications of Order activity then “Save” your changes.

Make sure the following checkboxes are ticked for Order and Purchase Order Inquiry.

Account Settings

Save

Customer Relationships Users **Notifications** Account Hierarchy Application Subscriptions Account Registration API management

General **Network** Discovery Sourcing & Contracts Messaging

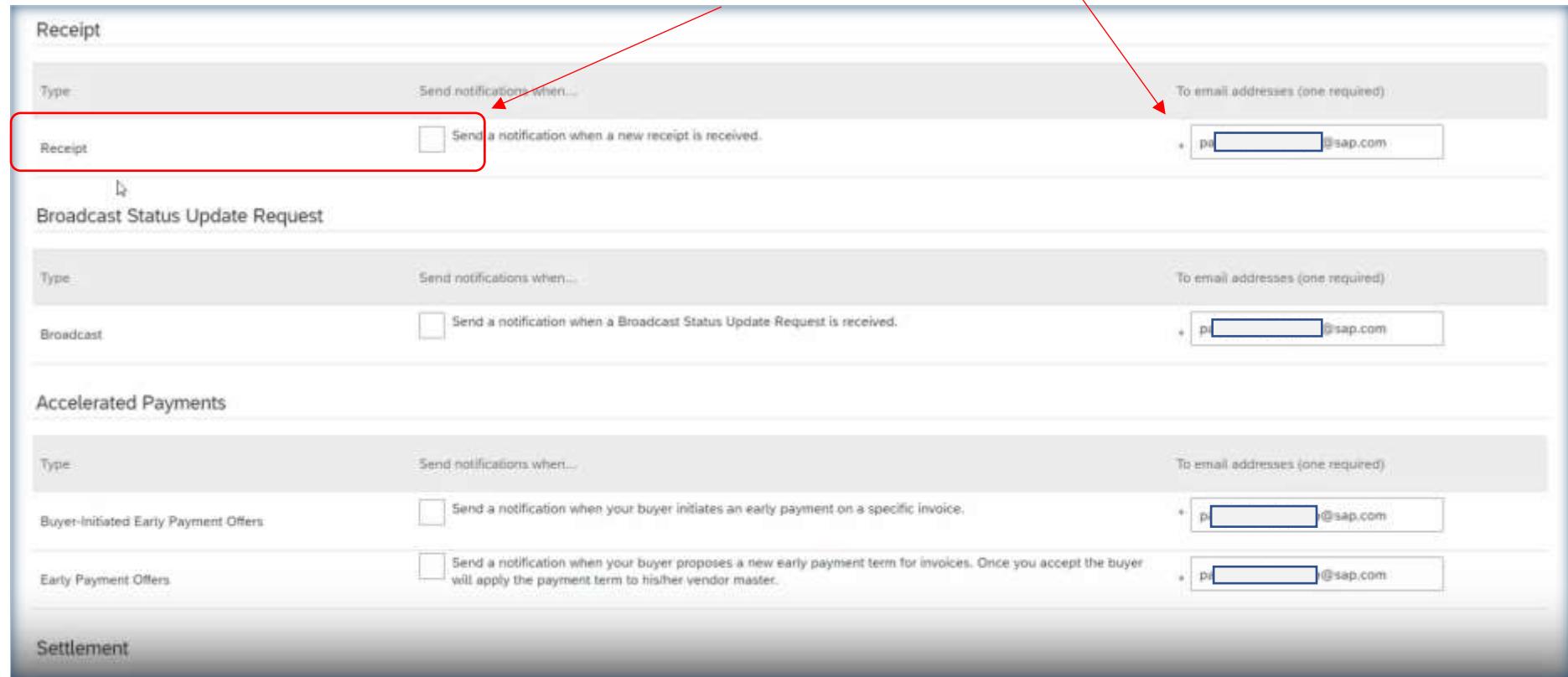
Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	<input type="text"/> pa [REDACTED]@sap.com
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. <input type="checkbox"/> Send a notification when time sheets are undeliverable.	<input type="text"/> pa [REDACTED]@sap.com <input type="text"/> pa [REDACTED]@sap.com
Time Sheet	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	<input type="text"/> pa [REDACTED]@sap.com
Pending Queue		<input type="text"/> pa [REDACTED]@sap.com

Add up to 3 email addresses (separated only by a comma) to receive notifications of Receipt activity then “Save” your changes.

Make sure the following checkboxes are ticked for [Receipts](#).



Receipt

Type: **Receipt** Send notifications when... Send a notification when a new receipt is received. To email addresses (one required) + p[REDACTED]@sap.com

Broadcast Status Update Request

Type: **Broadcast** Send notifications when... Send a notification when a Broadcast Status Update Request is received. To email addresses (one required) + p[REDACTED]@sap.com

Accelerated Payments

Type: **Buyer-Initiated Early Payment Offers** Send notifications when... Send a notification when your buyer initiates an early payment on a specific invoice. To email addresses (one required) + p[REDACTED]@sap.com

Type: **Early Payment Offers** Send notifications when... Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master. To email addresses (one required) + p[REDACTED]@sap.com

Settlement