

FUJIFILM Business Innovation

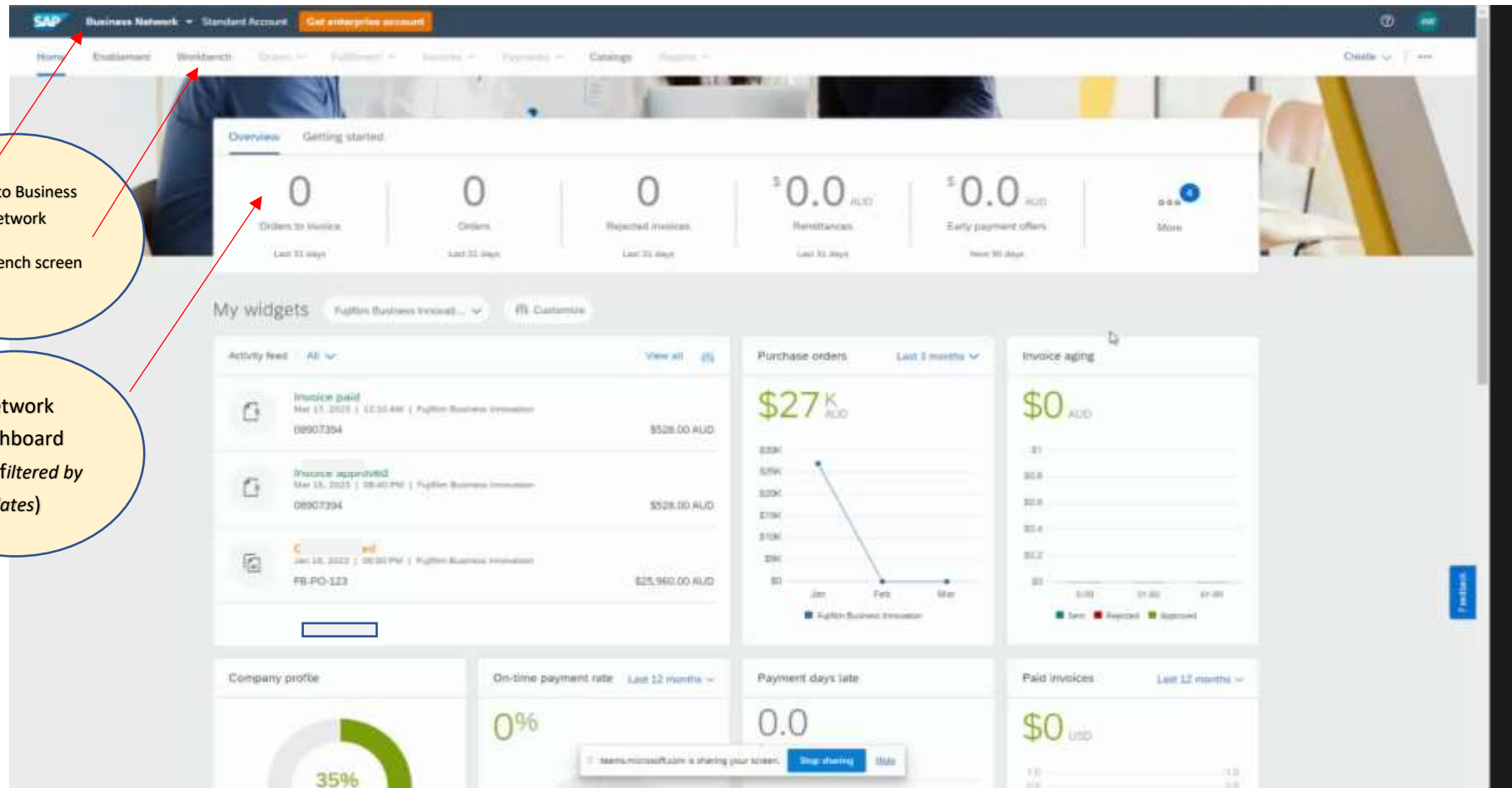
SAP Ariba Guide to Orders and Invoicing for Suppliers (Procure to Pay).

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



Editing the Filters for the Workbench Dashboard / Workbench Tiles

The screenshot shows the Fujifilm Workbench dashboard. At the top, there is a navigation bar with tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. The Workbench tab is selected. Below the navigation bar, there is a 'Workbench' section with a 'Customize' button. The dashboard displays several tiles for metrics like Orders to Invoice, Orders, Rejected Invoices, Remittance, Early payment offers, Scheduled payments, Invoices, and Pinned documents. Below these tiles, there is a filter section with various criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Routing status, Min amount, Max amount, and Currency. The 'Creation date' filter is expanded, showing options: Last 24 hours, Last 7 days, Last 14 days, Last 21 days (highlighted), Last 30 days, Last 365 days, and Custom date range. A red arrow points from the 'Workbench' tab to the 'Creation date' filter. Another red arrow points from the 'Last 21 days' option to the 'Apply' button. A third red arrow points from the 'Apply' button to the 'Apply' button. The 'Apply' button is highlighted with a red box.

Select Workbench, then select a Tile to edit the date filter

Edit Filter by date and expand the date range, then select Apply

Selecting an issued Purchase Order

Workbench Customize

0
Orders to invoice
Last 31 days

1
Orders
[Save filter](#)

0
Rejected invoices
[Save filter](#)

\$ 0.0 AUD
Remittances
Last 31 days

\$ 0.0 AUD
Early payment offers
Next 90 days

\$ 0.0 AUD
Scheduled payments
Next 90 days

0
Invoices
Last 31 days

0
Pinned documents

Orders (1)
[Edit filter](#) | [Save filter](#) | [Last 365 days](#)

[Resend Failed Orders](#) | [Reprint](#) | [Customize](#)

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

The screenshot shows the SAP Business Network interface for a Purchase Order (FB-PO-123). The header includes the SAP logo, Business Network, Standard Account, and a link to Get enterprise account. The main content area displays the Purchase Order details, including the Fujifilm logo, From/To addresses, Payment Terms (NET 30), Comments, and Other Information. The bottom section shows the Ship To and Deliver To addresses. Three red arrows point from the task callouts to specific buttons: 'Create Order Confirmation' (Task 1), 'Create Ship Notice' (Task 2), and 'Create Invoice' (Task 3).

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**”.

The screenshot shows the 'Confirming PO' interface for Purchase Order FB-PO-123. The interface includes a sidebar with '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Associated Purchase Order:** FB-PO-123
- Customer:** Fujifilm Business Innovation
- Supplier Reference:** A text input field with a red box around it and an arrow pointing to it from a yellow callout box.
- Shipping and Tax Information:**
 - Est. Shipping Date:** A date picker field.
 - Est. Delivery Date:** A date picker field with an asterisk, highlighted with a red box and an arrow from a yellow callout box.
 - Est. Shipping Cost:** A text input field.
 - Est. Tax Cost:** A text input field.
- Comments:** A text area.
- Attachments:** A table with columns 'Name', 'Size (bytes)', and 'Content Type'. It currently shows 'No items'.
- Buttons:** 'Choose File' (highlighted with a red box and an arrow from a yellow callout box), 'Add Attachment', 'Exit', and 'Next'.

Three yellow callout boxes provide instructions:

- 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

A note at the bottom states: 'The total size of all attachments cannot exceed 100MB'.

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

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:

Delivery Date: *

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

ATTACHMENTS

Name	Size (bytes)	Content
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

- 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

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		9,160	EA	5 Dec 2022				

Remove

EPS/O

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 Details

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: --
Shipping Contract Number: --
Transport Terms Description: --
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		9,160	EA	5 Dec 2022		\$1.00 AUD	\$9,160.00 AUD	\$916.00 AUD
EPS										

SHIPMENT STATUS
[Hide Details](#)

▼ 1. Ship Qty: 295.00 EA ⓘ
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.

The screenshot shows the Fujifilm Business Network interface for a Purchase Order (FB-PO-123). The top navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main header displays the purchase order number and a 'Done' button. Below this, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the Fujifilm logo and contact information for 'FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQ PARK-LOC)'. To the right, there is a 'To:' field with a blue box, and a 'Purchase Order' summary showing 'FB-PO-123' with an amount of '\$25,960.00 AUD' and version '2'. A 'Track Order' button is also present. At the bottom left, there is a 'Payment Terms' section (NET 30) and a 'Comments' section with a text area and a 'Submit' button. On the bottom right, the 'Routing Status' is 'Acknowledged', and a list of 'Related Documents' is shown, including '08907449', '08907488', and '08907483'. A red arrow points from a yellow callout box to the 'More(19)' link in the 'Related Documents' section.

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

Related Documents

Page 1

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

Document Number	Date	Type
RC605	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	25 Jan 2023 12:00 PM AEDT	Invoice

Done Previous

Ship Notice: AR6537

Cancel Edit Print Export cXML

Detail History

SHIP FROM

[Redacted]

LTD

Postal Address:

[Redacted]
W 2093
Australia

DELIVER TO

FBAU-NHQ-LOC

Postal Address:

[Redacted]
FBAU-NHQ-LOC
Level 2, 8 Khartoum Road
8 Khartoum Road
Macquarie Park 2113
Australia
Address ID: 3924963

SHIPPING

Related Documents: FB-PO-123

Step 3 Once the Ship Notice is selected, then select **Edit** and proceed to edit the Ship Notice

Done Previous

Task 3: To Create an Invoice

Select receipts to be invoiced

Next Cancel

Receipt List

Receipt Number	Customer	Date	Routing Status
<input checked="" type="checkbox"/> RCN01	Fujifilm Business Innovation	17 Mar 2023 5:15:51 PM	Sent
<input type="checkbox"/> RCN02	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/> RCN03	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/> RCN04	Fujifilm Business Innovation	17 Mar 2023 5:15:57 PM	Sent
<input type="checkbox"/> RCN05	Fujifilm Business Innovation	17 Mar 2023 5:15:52 PM	Sent
<input type="checkbox"/> RCN06	Fujifilm Business Innovation	17 Mar 2023 5:15:53 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: Update Save Exit Next

▼ Invoice Header * indicates required field Add to Header ▼

Summary

Purchase Order: FB-PO-123

Invoice #:

Invoice Date: 20 Mar 2023

Service Description:

Supplier Tax ID:

Remit To:

New South Wales
Australia

Bill To: FUJIFILM Business Innovation Australia North
Ryde (FBAU-NT-MACQPARC-LOC)

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:

New South Wales
Australia

Ship To: FBAU-NHQ-LOC
Macquarie Park
Australia [View/Edit Addresses](#)

Deliver To:

FBAU-NHQ-LOC

Payment Term

Net Term(days): 30

Additional Fields

Supplier Account ID:

Service Start Date:

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

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

Create Invoice

Update Save Exit Next

Invoice Header

Indicator required field [Add to Header](#)

Summary

Purchase Order: FB-PO-123

Invoice ID: 06907481

Invoice Date: 20 Mar 2023

Service Description: Mar 23

Supplier Tax ID: 1 2 3 4

Remit To: 5 6 7 8 9 10 11

Bill To: 12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

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: New South Wales, Australia

Ship To: FBAU-MHQ-LOC, Macquarie Park, Australia

Deliver To: FBAU-MHQ-LOC

[View/Edit Addresses](#)

Payment Terms

Net Term(days): 30

Additional Fields

Supplier Account ID in:

Customer Reference:

Service Start Date:

Service End Date:

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

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

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: FB-PO-123

Invoice #: 09907

Invoice Date: 13 Mar 2023

Service Description: OCC collection

Supplier Tax ID: 883

Remit To: [Redacted]

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

Ship To: [Redacted] New South Wales Australia
B2B To: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACGPARK-LDC)
MACQUARIE PARK Australia

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: [Redacted] New South Wales Australia

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

Indicates required field

Add to Header

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

Important Step 3:
Select "Add to Header" then select "Attachment" to be able to upload your own Tax Invoice further down the screen

Attachments

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoice

Insert Line Item Options

Tax Category: 0% GST

Shipping Documents

Special Handling

Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal

Important Step 4:
To upload, Select
"Choose File" and
follow the
prompts

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 10% GST ☐ Shipping Documents ☐ Special Handling ☐ Discount

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

Receipt Details

Receipt #: RC292

Receipt Line #: 1

Tax

Category: GST

Location:

Description: Australia - GST 10%

Regime:

Taxable Amount: \$254.50 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$25.45 AUD

Exempt Detail: (no value)

Remove

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
Original Purchase Order: FB-PO-123
Receipt: #C292

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

REMIT TO:

Postal Address:

Australia

Tax ID of Supplier:

BILL TO:

FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)

Postal Address (Default):
8 Khartoum Road
MACQUARIE PARK 2113
Australia
Address ID: 2078644

SUPPLIER:

Postal Address:
Level 1
Australia

BILL FROM:

Postal Address:

Australia

CUSTOMER:

FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARK-LOC)

Postal Address:
8 Khartoum Road
MACQUARIE PARK 2113
Australia
Address ID: 2078644

SHIPPING INFORMATION:

SHIP FROM:

SHIP TO:

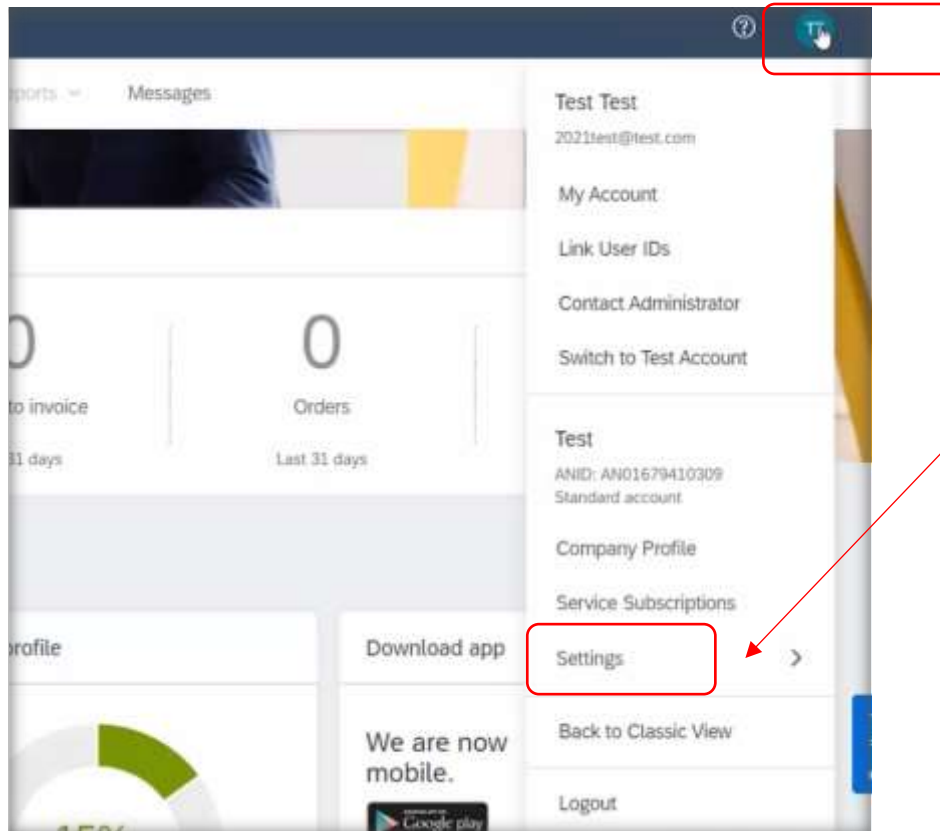
Previous Save **Submit** Exit

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

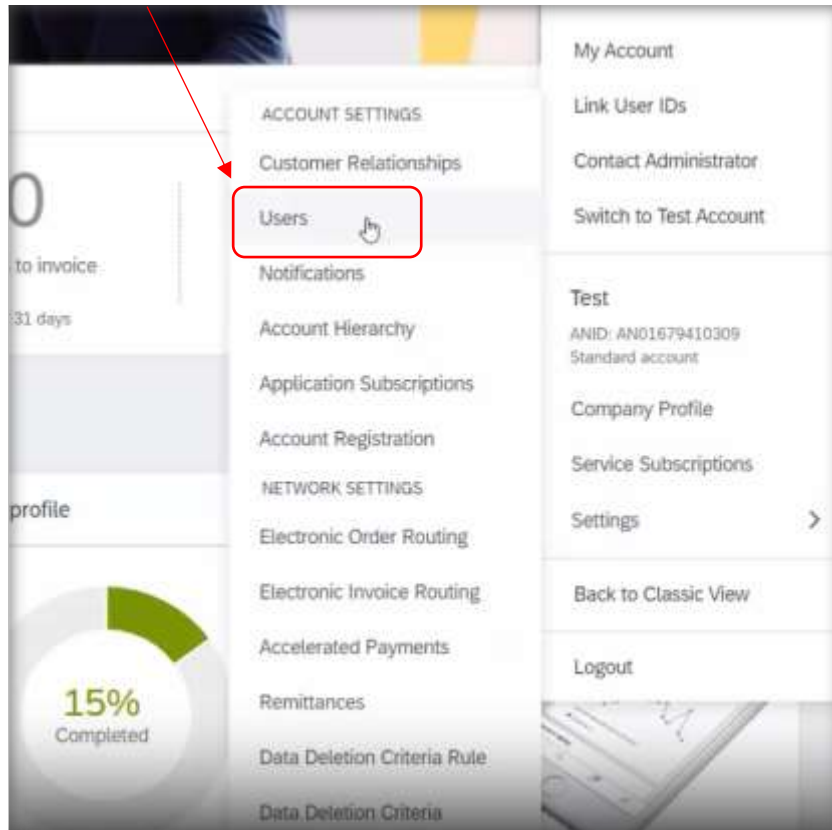
Additional Settings Guide for initial Supplier Account and User Setup

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

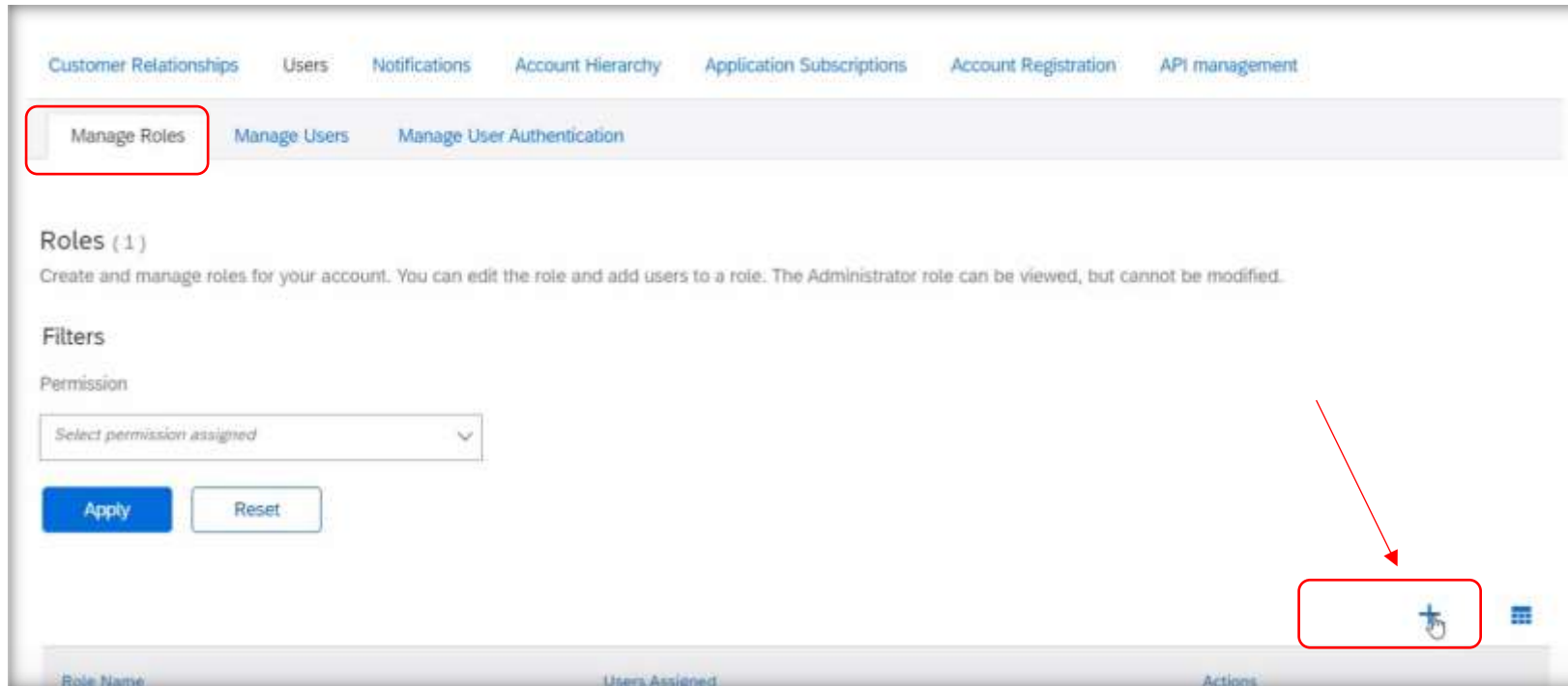
Using the Ariba **Administrator** account, select the “**Initials**” at the Top Right menu, then select “**Settings**” from the drop down.



Select [Users](#).



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



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

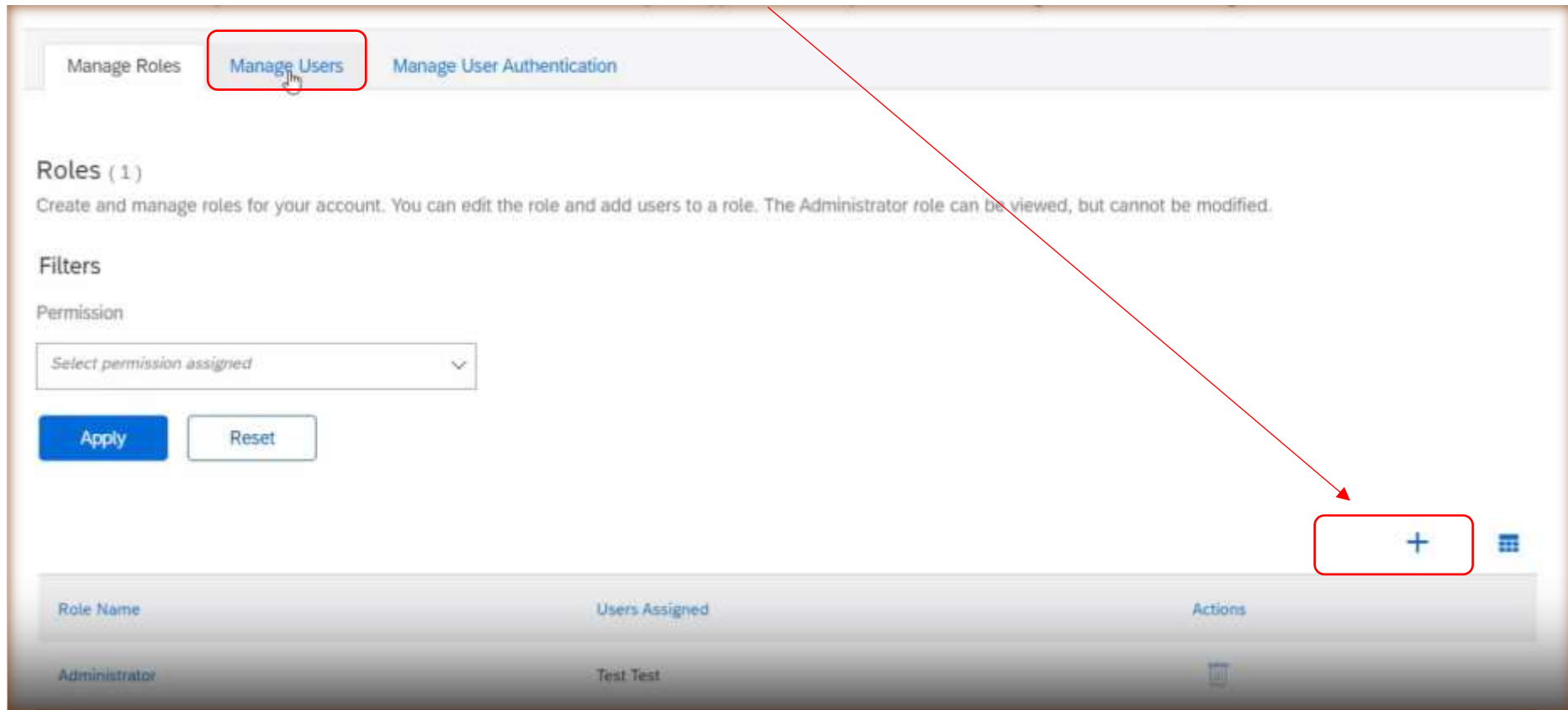
Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

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.



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 Done

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: USA 1 Area: Number:

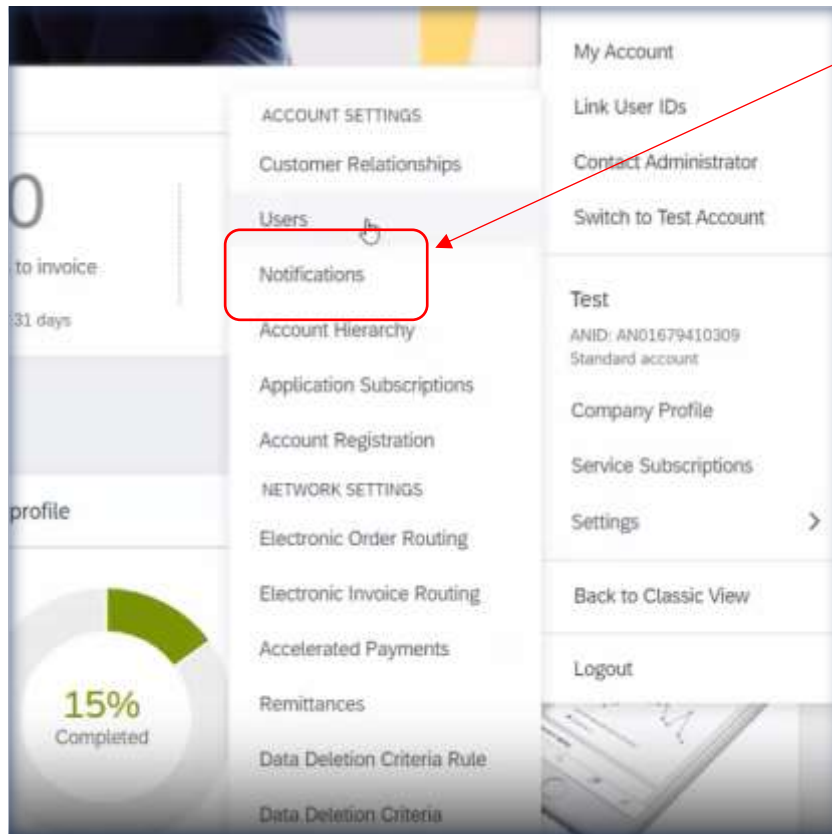
Role Assignment

Name:	Description
-------	-------------

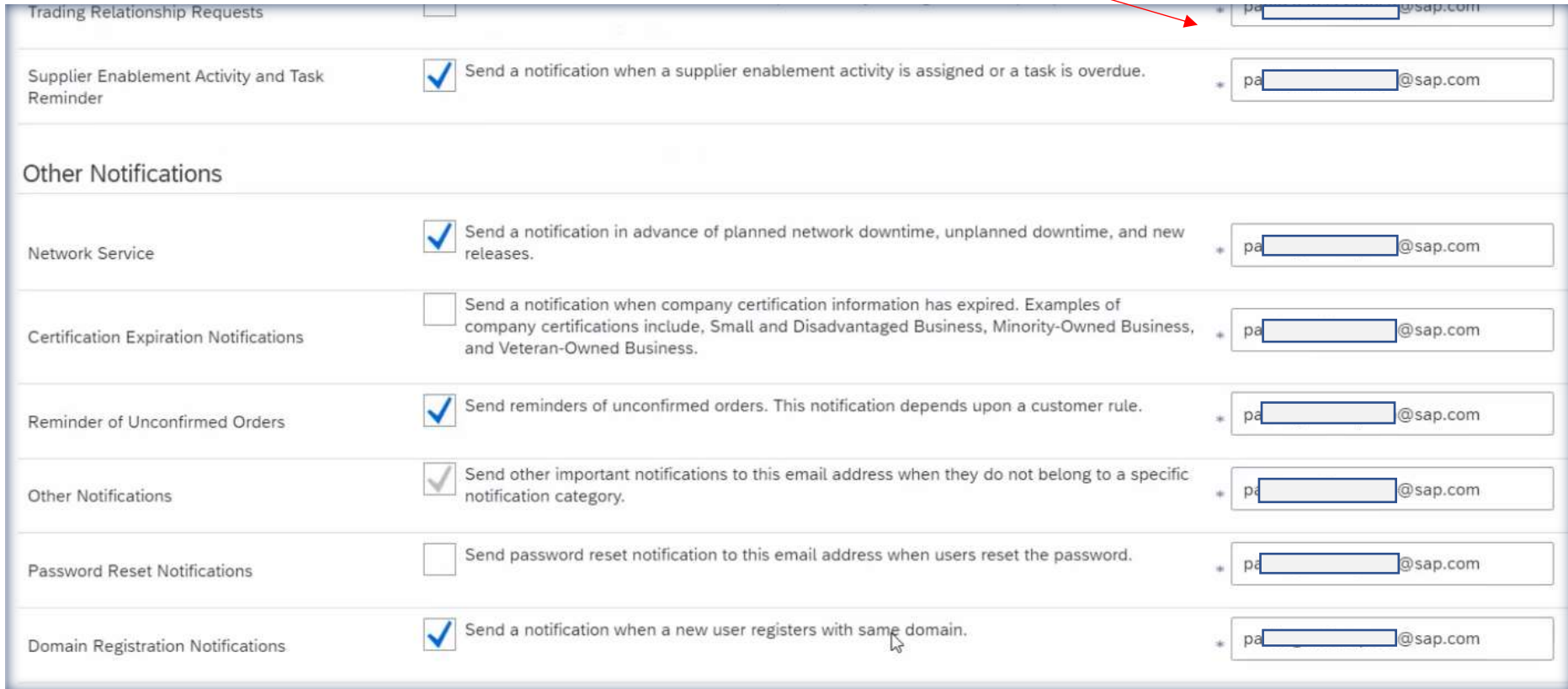
Select **Save** once you have finished with the Create user Screen.

3. Set the Notifications to be informed of activities

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



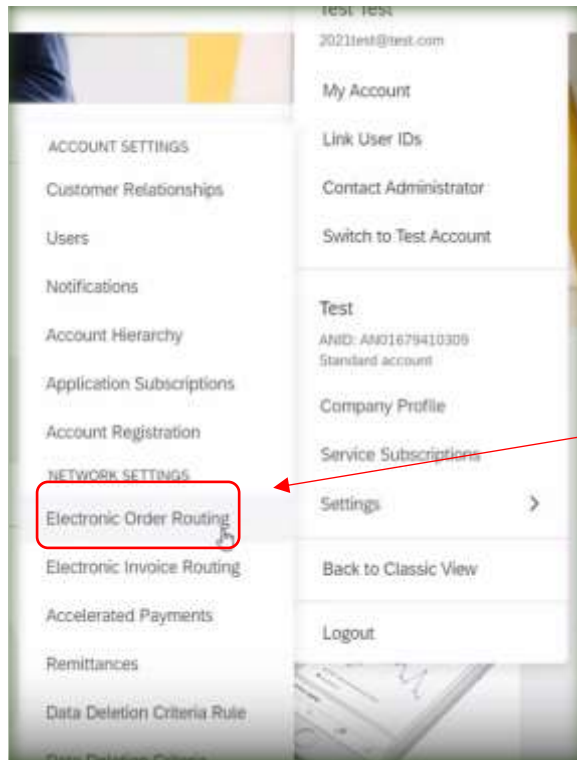
You can [add up to 3 email addresses](#) (separated only by a comma after the last email address), then **'Save'** your changes.



Trading Relationship Requests	<input type="checkbox"/>		* pa[]@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.	* pa[]@sap.com
Other Notifications			
Network Service	<input checked="" type="checkbox"/>	Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* pa[]@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.	* pa[]@sap.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/>	Send reminders of unconfirmed orders. This notification depends upon a customer rule.	* pa[]@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.	* pa[]@sap.com
Password Reset Notifications	<input type="checkbox"/>	Send password reset notification to this email address when users reset the password.	* pa[]@sap.com
Domain Registration Notifications	<input checked="" type="checkbox"/>	Send a notification when a new user registers with same domain.	* pa[]@sap.com

4. Set the Electronic Order Routing Workflow

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



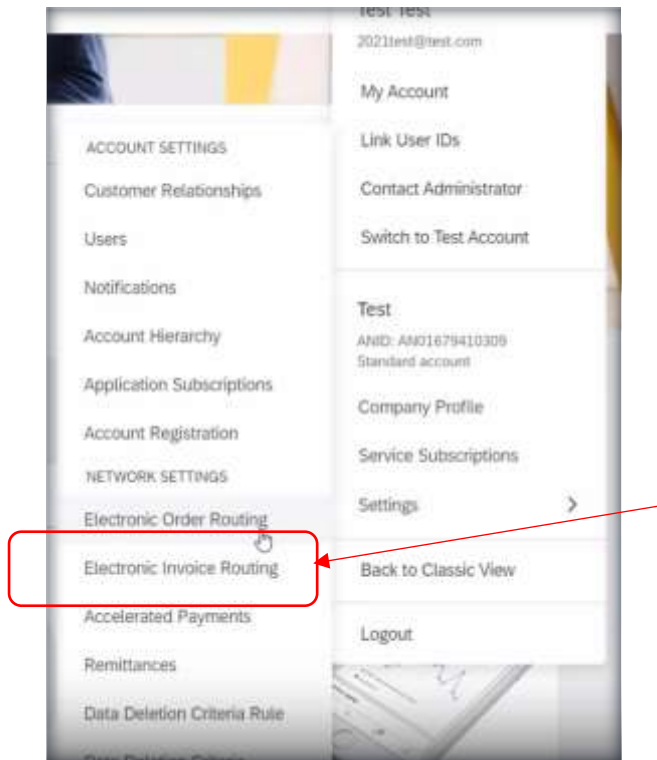
Scroll down to the “[New Orders](#)” section and [add up to 3 email addresses](#) (separated only by a comma) to receive notifications of new purchase orders, then “[Save](#)” your changes.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: 2021test@test.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <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". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

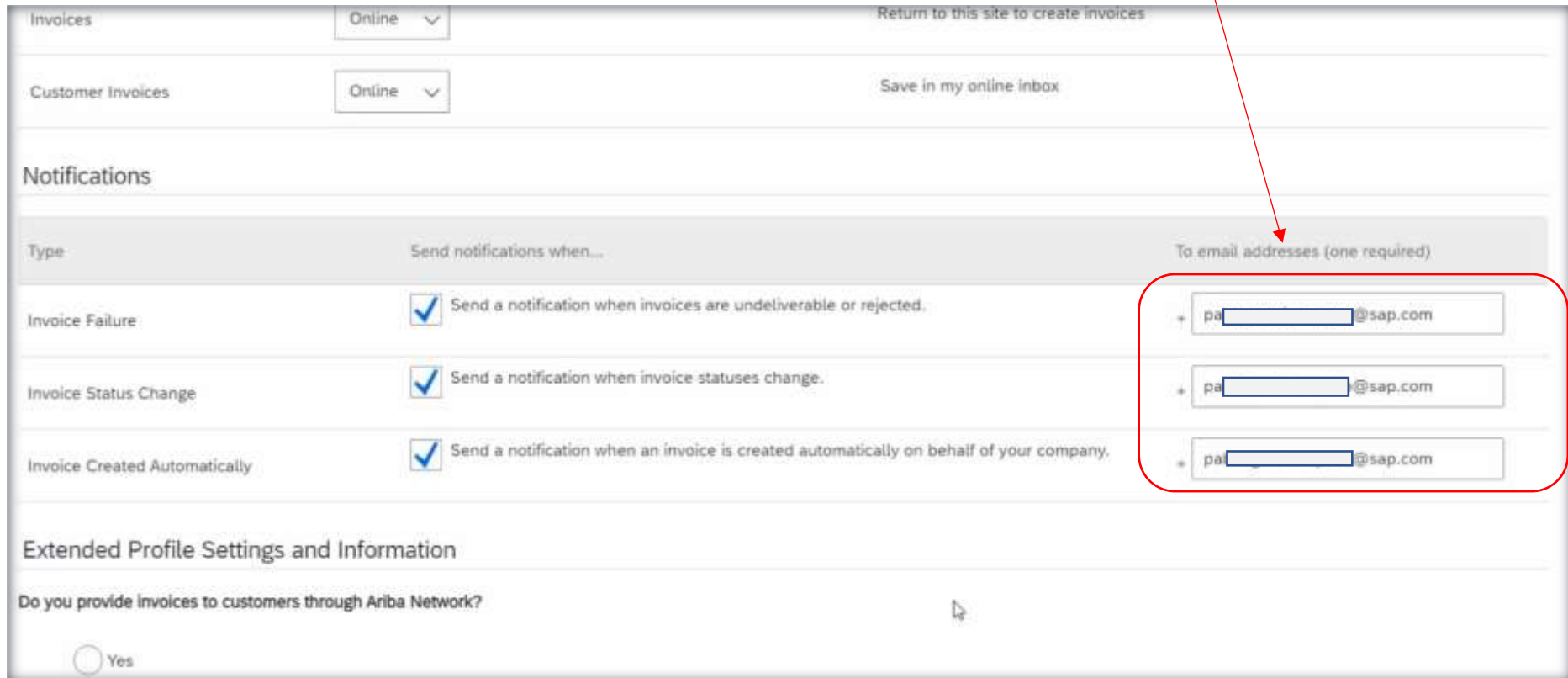
Note: Additional email addresses must also be a user in the Ariba account to act in the Ariba Platform.

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...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ pa[]@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ pa[]@sap.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	+ pa[]@sap.com

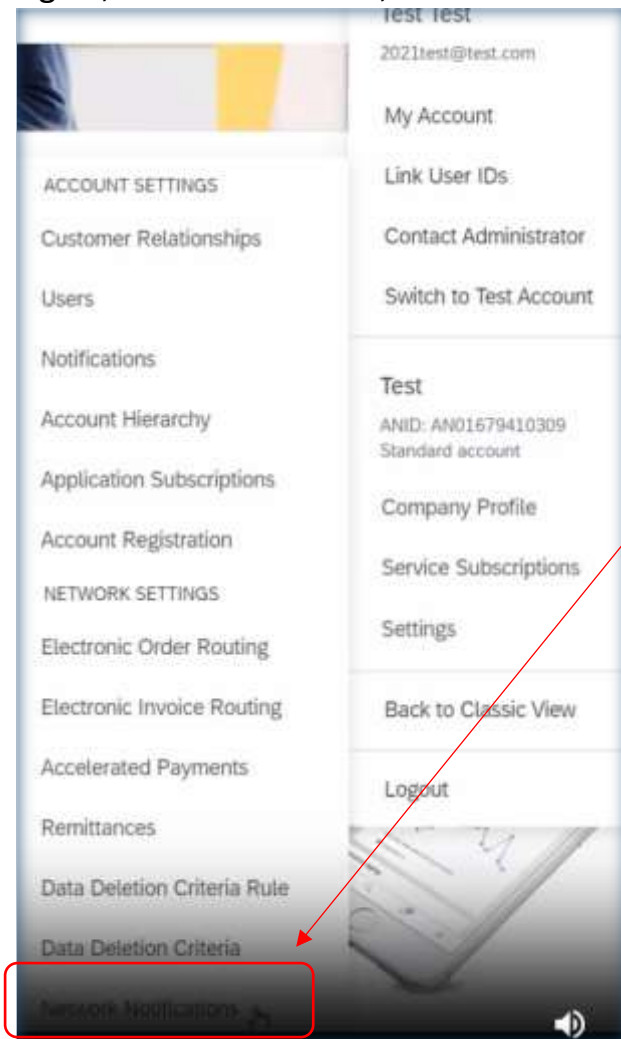
Extended Profile Settings and Information

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

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.	* pa []@sap.com
	<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.	
Purchase Order Inquiry	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	* pa []@sap.com
	<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.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* pa []@sap.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* pi []@sap.com

Save

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.

The screenshot shows the 'Receipt' section of the notification settings. It includes a 'Type' dropdown set to 'Receipt', a 'Send notifications when...' section with a checkbox for 'Send a notification when a new receipt is received.', and a 'To email addresses (one required)' field with a placeholder email address 'p[redacted]@sap.com'. The 'Broadcast Status Update Request' section is also visible, with a 'Type' dropdown set to 'Broadcast' and a checkbox for 'Send a notification when a Broadcast Status Update Request is received.'. The 'Accelerated Payments' section includes two options: 'Buyer-Initiated Early Payment Offers' and 'Early Payment Offers', each with a checkbox and a description. The 'Settlement' section is partially visible at the bottom.