



# FUJIFILM Business Innovation

## SAP Ariba Guide to Purchase 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

**Workbench screen**

**Network Dashboard Tiles (filtered by dates)**

**Activity feed**

Date	Event	Amount
Mar 13, 2023	Invoice paid	\$528.00 AUD
Mar 13, 2023	Invoice approved	\$528.00 AUD
Jan 13, 2023	Invoice paid	\$25,960.00 AUD

**Purchase orders**

Month	Amount (AUD)
Jan	\$27K
Feb	\$0
Mar	\$0

**Invoice aging**

Category	Amount (AUD)
Approved	\$0
Rejected	\$0
Not	\$0

**Company profile**

35%

**On-time payment rate**

0%

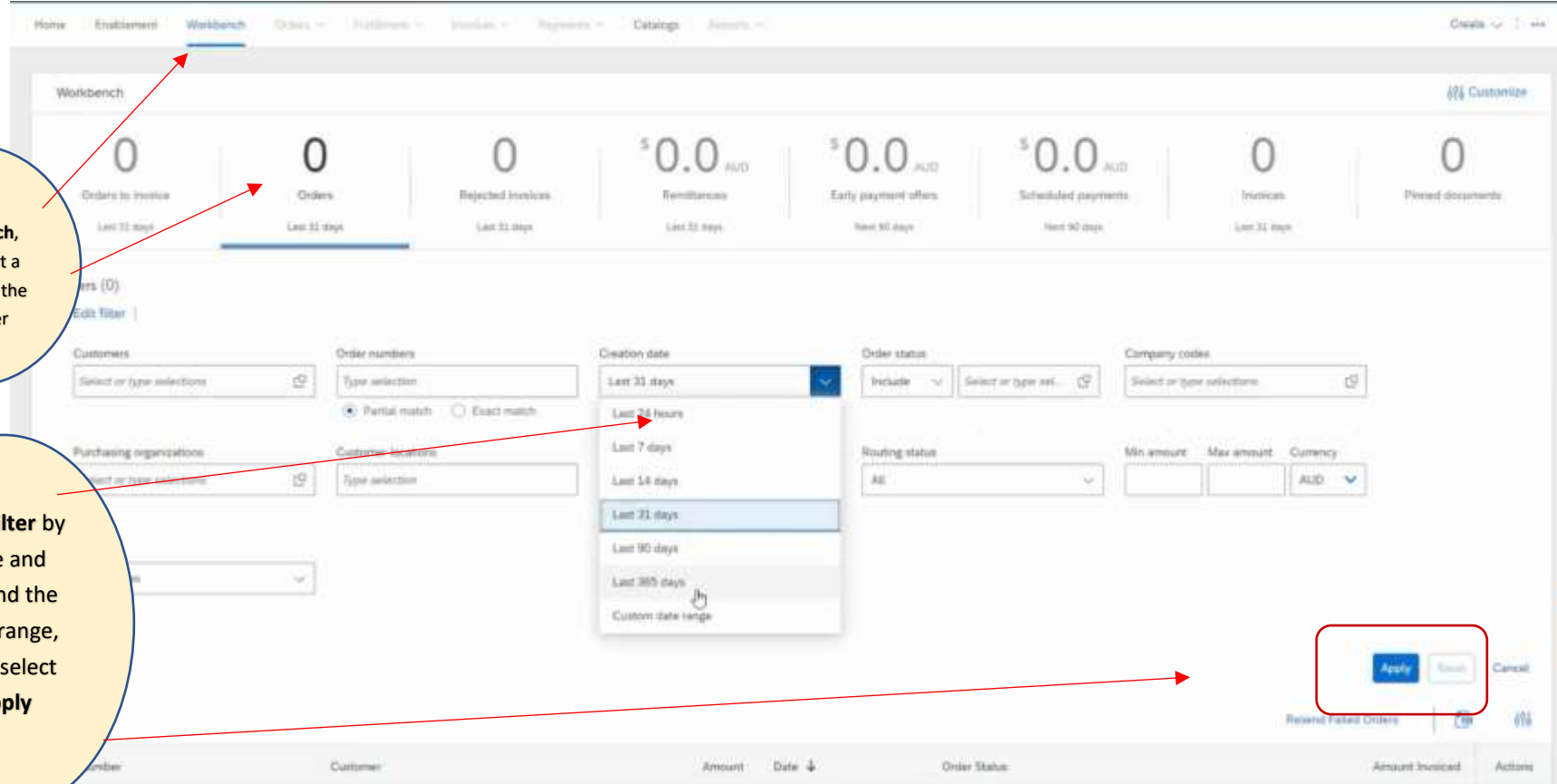
**Payment days late**

0.0

**Paid Invoices**

\$0 AUD

## Editing the Date Filters for the Workbench Dashboard / Workbench Tiles



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 | [Icons]

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 the PO to take action

## Viewing the Purchase Order Screen

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

**(Optional step)** 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. Alternatively, you may email the ship notice directly to the requestor **outside of Ariba**.

**Task 2.** After Fujifilm has created a Goods receipt, the function for **Create Invoice** becomes available

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. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a red box and an arrow pointing to the text above. Below this, the 'Confirming PO' screen is displayed with a sidebar on the left containing two steps: '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: [Empty text box, highlighted with a red box and an arrow pointing to Step 1 text]

Below the header is the 'Shipping and Tax Information' section:

- Est. Shipping Date: [Date picker, highlighted with a red box and an arrow pointing to Step 2 text]
- Est. Delivery Date: [Date picker, highlighted with a red box and an arrow pointing to Step 2 text]
- Est. Shipping Cost: [Text box]
- Est. Tax Cost: [Text box]

At the bottom, there is an 'Attachments' section with a table header: Name, Size (bytes), Content Type. The table currently shows 'No items'. Below the table is a 'Choose File' button (highlighted with a red box and an arrow pointing to Step 3 text) and an 'Add Attachment' button. A note below the attachments section states: 'The total size of all attachments cannot exceed 100MB'. Three yellow callout boxes provide instructions: Step 1 (Supplier Reference), Step 2 (Delivery Date), and Step 3 (Attachments).

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: To Create an Invoice

Note: An Invoice can only be created **after** a goods receipt has been created by Fujifilm. To assist with the goods receipt creation, ensure you email the confirmation of the completion of the work, or proof of delivery of the goods or services to the requestor.

Purchase Order: FB-PO-123

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

Payment Terms: NET 30

Comments: Deliveries/collection from multiple sites across Australia. To be advised at time of booking.

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

Ship All Items To: FBAU-NT-MACQ-LOC  
Level 2, 8 Kharitum Road  
Macquarie Park 2113  
Australia  
Ship To Code: 0014880

Deliver To: FUJIFILM Business Innovation Australia North Ryde (FBAU-NT-MACQPARC-LOC)  
8 Kharitum Road  
MACQUARIE PARK 2113  
Australia

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

Routing Status: Acknowledged  
Related Documents: RC901  
RC902  
RC903  
More(13) +

Prior to **Creating an Invoice**, you may also select the **Related Documents** section to view Receipts and associated information (eg. Quote, Invoice etc), that are available for conversion to Invoice. Select **"More"** to see the full page



Related Documents

Select the [Receipt \(RCxxx\)](#) document number to view. After reviewing, select [Previous](#) to return to the PO page

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Document Number	Date	Type
RC292	16 Mar 2023 2:48 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
08907294	25 Jan 2023 12:00 PM AEDT	Invoice

Done Previous

After reviewing available receipts to convert, you can then Select **Create Invoice**



Select receipts to be invoiced

Next Cancel

Receipt List

<input type="checkbox"/>	Receipt Number 1	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	RC001	Fujifilm Business Innovation	17 Mar 2023 5:15:51 PM	Sent
<input type="checkbox"/>	RC002	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/>	RC003	Fujifilm Business Innovation	17 Mar 2023 5:15:54 PM	Sent
<input type="checkbox"/>	RC004	Fujifilm Business Innovation	17 Mar 2023 5:15:57 PM	Sent
<input type="checkbox"/>	RC005	Fujifilm Business Innovation	17 Mar 2023 5:15:52 PM	Sent
<input type="checkbox"/>	RC006	Fujifilm Business Innovation	17 Mar 2023 5:15:53 PM	Sent

Next Cancel

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Selecting **Create Invoice** will show the Receipt references that are available for Invoice conversion

The screenshot shows the 'Create Invoice' form in SAP Business Network. The form is divided into several sections: Invoice Header, Summary, Shipping, Payment Term, and Additional Fields. The 'Invoice Header' section includes fields for Purchase Order (FB-PO-123), Invoice #, Invoice Date (20 Mar 2023), Service Description, Supplier Tax ID, and Billing To (FUJIFILM Business Innovation Australia North Ryde). The 'Summary' section includes Billing To (FUJIFILM Business Innovation Australia North Ryde) and Billing Address (MACQUARIE PARK, Australia). The 'Shipping' section includes Shipping From (New South Wales, Australia) and Shipping To (FBAU-NHQ-LOC, Macquarie Park, Australia). The 'Payment Term' section includes Net Term (days) 30. The 'Additional Fields' section includes Supplier Account ID and Service Start Date. Annotations include a yellow circle around the 'Invoice #' field with the text 'Important Step 1: Input the Invoice number in the exact same format as your Supplier Tax Invoice.' and a hint 'Hint: If adding multiple invoices to match the value of one receipt, only enter the first Invoice number.' Another yellow circle around the 'Supplier Tax ID' field has the text 'Hint: If the Supplier Tax ID field is empty, setup your Tax ID / ABN in the Company Profile. Look at Step 1 of the Additional Settings guide for how to do this.'

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

Hint: If adding multiple invoices to match the value of one receipt, only enter the first Invoice number.

Hint: If the Supplier Tax ID field is empty, setup your Tax ID / ABN in the Company Profile. Look at [Step 1 of the Additional Settings guide](#) for how to do this.

The screenshot shows the SAP Business Network 'Create Invoice' interface. A yellow oval annotation with a red arrow points to the 'Invoice Date' field, which is set to '20 Mar 2023'. The annotation text reads: 'Important Step 2: Input the Invoice Date to be the same as your own Tax Invoice. This date drives the payment terms for Invoice processing.'

**Create Invoice**

Update Save Exit Next

Invoice Header

Summary

Purchase Order: FB-PO-123  
Invoice #: 06907481  
Invoice Date: 20 Mar 2023  
Service Description: Mar 23  
Supplier Tax ID: [blank]  
Bill To: [blank]  
MACQUARIE PARK, Australia

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

Shipping

Header level shipping (selected) | Line level shipping

Ship From: [blank] New South Wales, Australia  
Ship To: FBAU-NHQ-LOC, Macquarie Park, Australia  
Deliver To: [blank] FBAU-NHQ-LOC

Payment Term

Net Term (days): 30

Additional Fields

Supplier Account ID #: [blank]  
Customer Reference: [blank]  
Service Start Date: [blank]  
Service End Date: [blank]

The screenshot shows the 'Create Invoice' interface in SAP Business Network. The top navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. The main header area has 'Create Invoice' and buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a 'Summary' with fields for Purchase Order (FB-PO-123), Invoice ID (09907), Invoice Date (13 Mar 2023), Service Description (OCC collector), and Supplier Tax ID (883). It also displays 'Subtotal: \$254.50 AUD', 'Total Tax: \$25.45 AUD', and 'Amount Due: \$279.95 AUD'. A 'Shipping' section at the bottom has radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. A callout box with a blue border and yellow background contains the text: 'Important Step 3: Select "Add to Header" then select "Attachment" to be able to upload your own Tax Invoice further down the screen'. Red arrows point from this box to the 'Add to Header' button and the 'Attachment' option in a dropdown menu.

**Attachments**  
The total size of all attachments cannot exceed 100MB

No file chosen

**Line Items** 1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: 0% GST  Shipping Documents  Special Handling  Discount

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

**Important Step 4:** To upload, Select "[Choose File](#)". Once you have selected the file from your folder, click on "[Add Attachment](#)" then wait for the uploaded file to show.

Line Items

Insert Line Item Options

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

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

Receipt #: RC292 Receipt Line #: 1

**Tax**

Category: GST  
Location:   
Description: Australia - GST 10%  
Region:

Taxable Amount: \$254.50 AUD  
Tax Rate Type:   
Rate(%): 10  
Tax Amount: \$25.45 AUD  
Exempt Detail: (no value)

Line Item Actions:

**Important Step 5:** Check the **Taxable Amount in Ariba** matches the ex GST amount of your Invoice line. Edit the **Taxable Amount** as required to match your Tax invoice.

**Hint:** When performing partial invoicing against a multi-line PO, select this toggle (On/Off) to include or not include the line for Invoice creation.

**Important Step 6:** In some cases, certain goods in a basket may be tax exempt. If the **Tax amount** is incorrectly calculated in Ariba, you can manually edit this Tax Amount field to match your Tax Invoice.

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	Subtotal: \$254.50 AUD
Invoice Date: Monday 13 Mar 2023 12:00 PM GMT+11:00	Total Tax: \$25.45 AUD
Original Purchase Order: FB-PO-123	Amount Due: \$279.95 AUD
Receipt: #C292	

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 Kharoum Road  
MACQUARIE PARK 2113  
Australia  
Address ID: 2079644

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 Kharoum Road  
MACQUARIE PARK 2113  
Australia  
Address ID: 2079644

SHIPPING INFORMATION:

SHIP FROM:

SHIP TO:

Previous Save **Submit** Exit

**Important Step 7:** Review the Summary screen; ensure the (1) invoice number, (2) invoice date, (3) non-taxable and taxable amounts match your invoice and (4) that your Tax Invoice is attached. You can then select **Submit**

**Hint:** If the amounts do not match the Invoice, select **Previous** and edit the values as shown on for **Steps 5 or 6** to match your Tax Invoice.

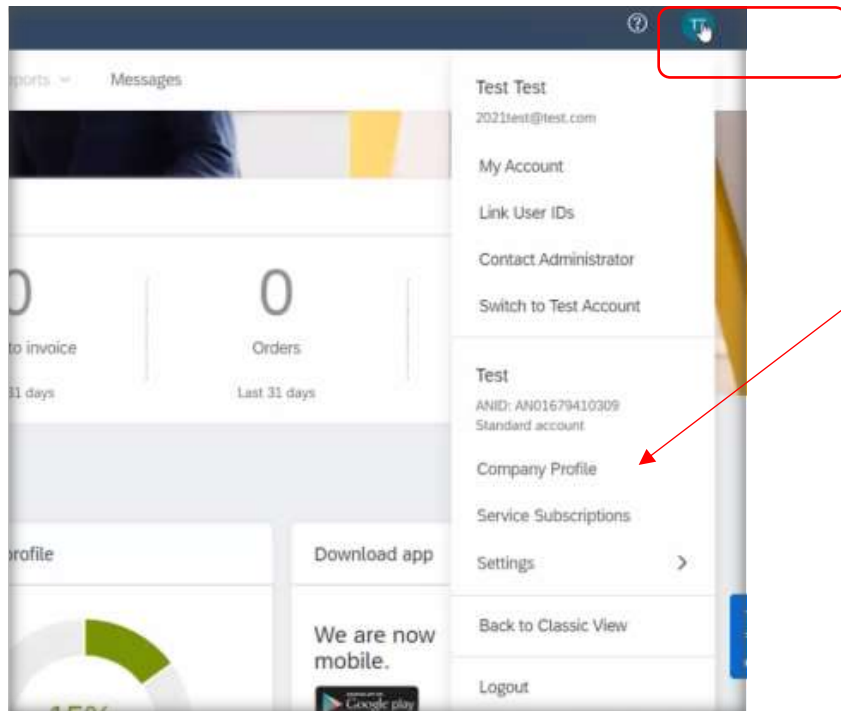


## Additional Settings Guide for initial Supplier Account and User Setup

### 1. Setting up Company Profile (Address, Tax ID/ ABN etc)

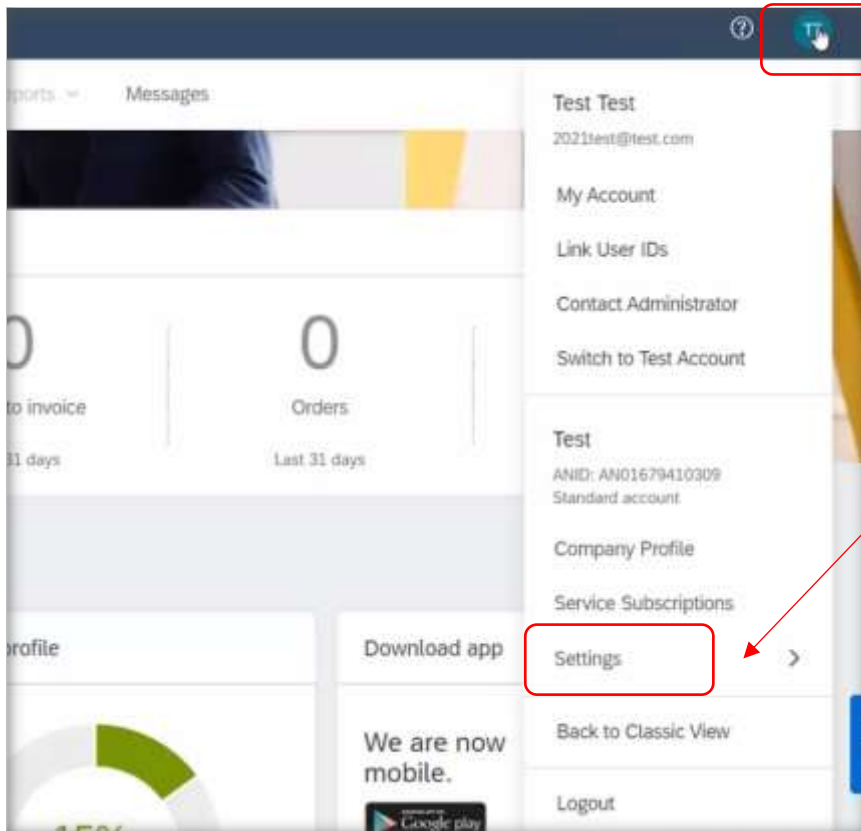
Using the Ariba **Administrator** account, select the “**Initials**” at the Top Right menu, then select “**Company Profile**” from the drop down.

Fill in the various details in each tab and **Save**.

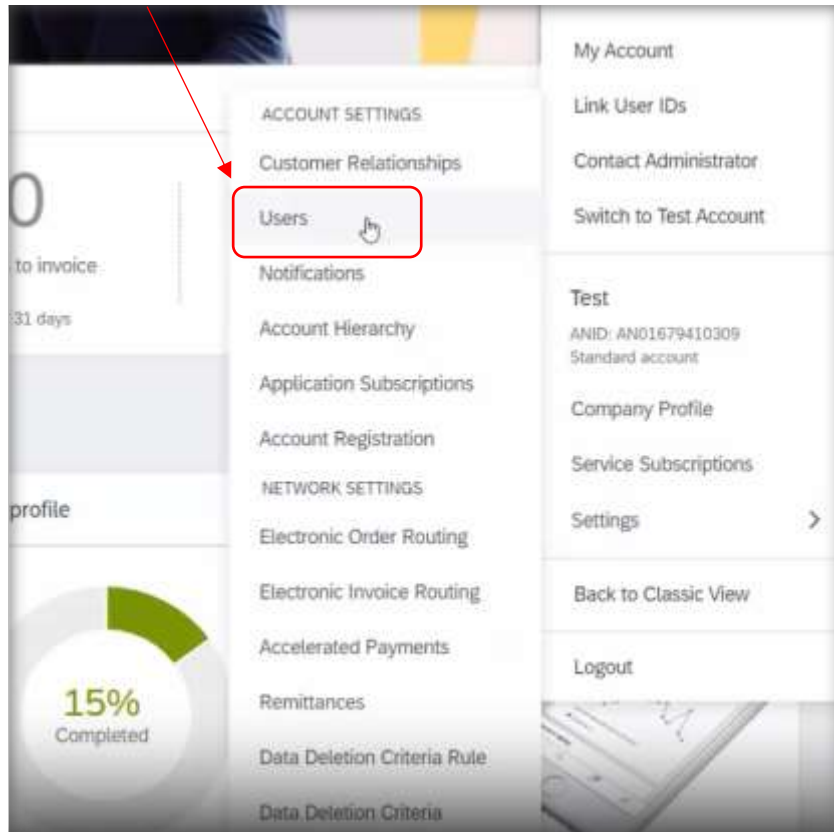


## 2. Creating a Role (to manage the Purchase Orders and invoices)

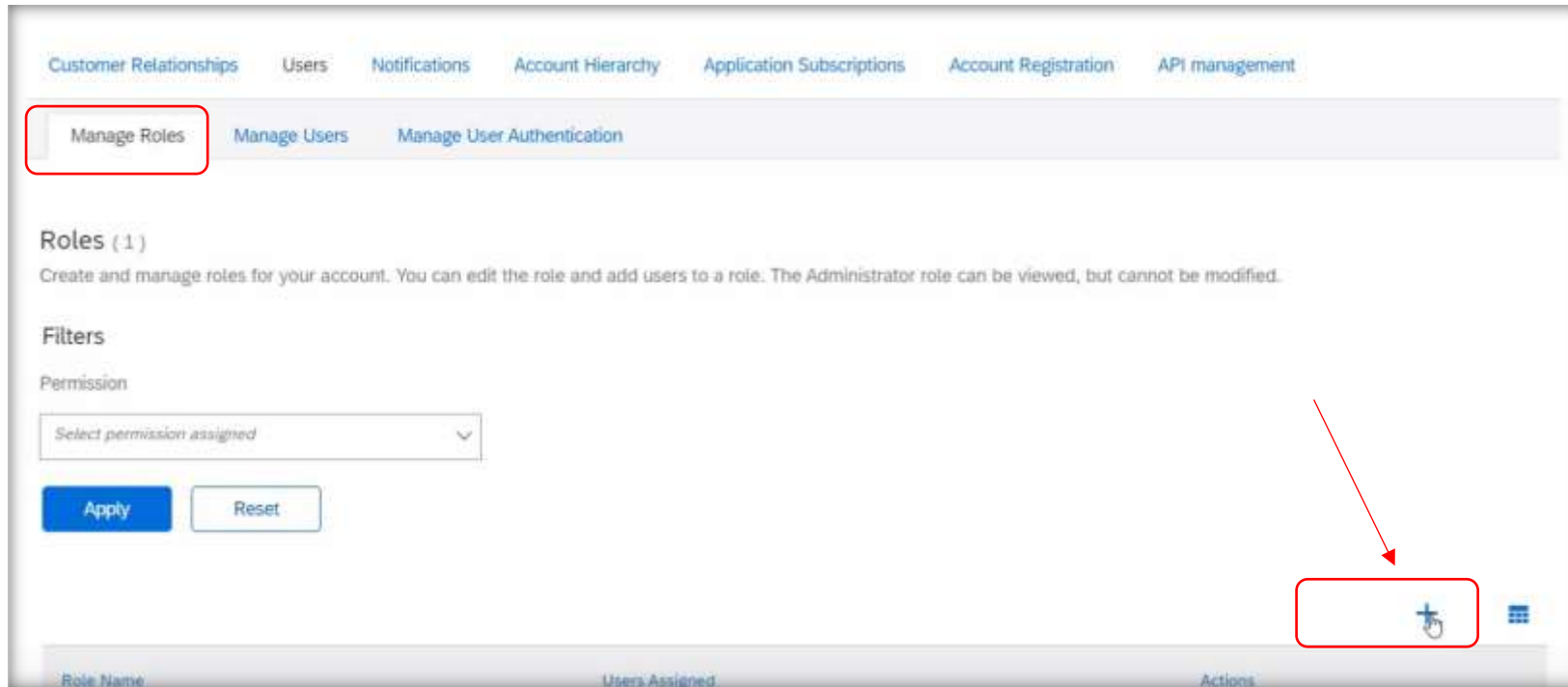
Using the Ariba **Administrator** account, select the “Initials” at the Top Right menu, then select “Settings” from the drop down.



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

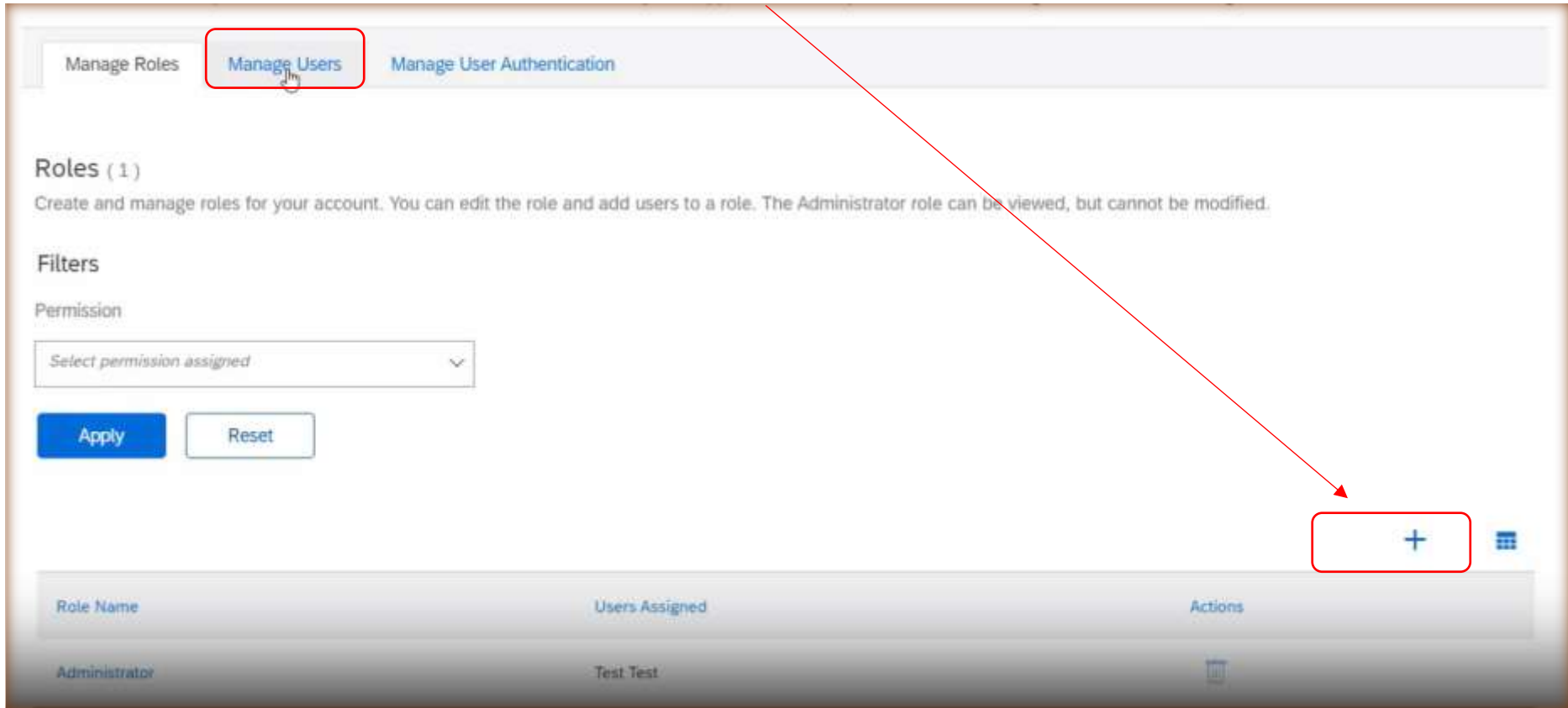
Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

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

### 3. 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:

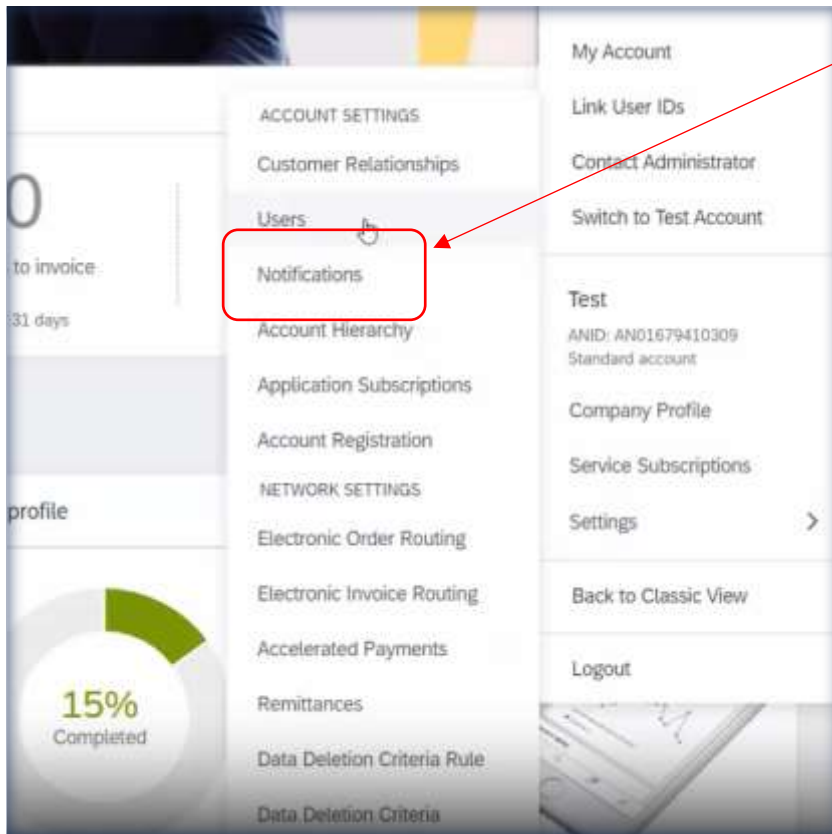
### Role Assignment

Name	Description
------	-------------

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

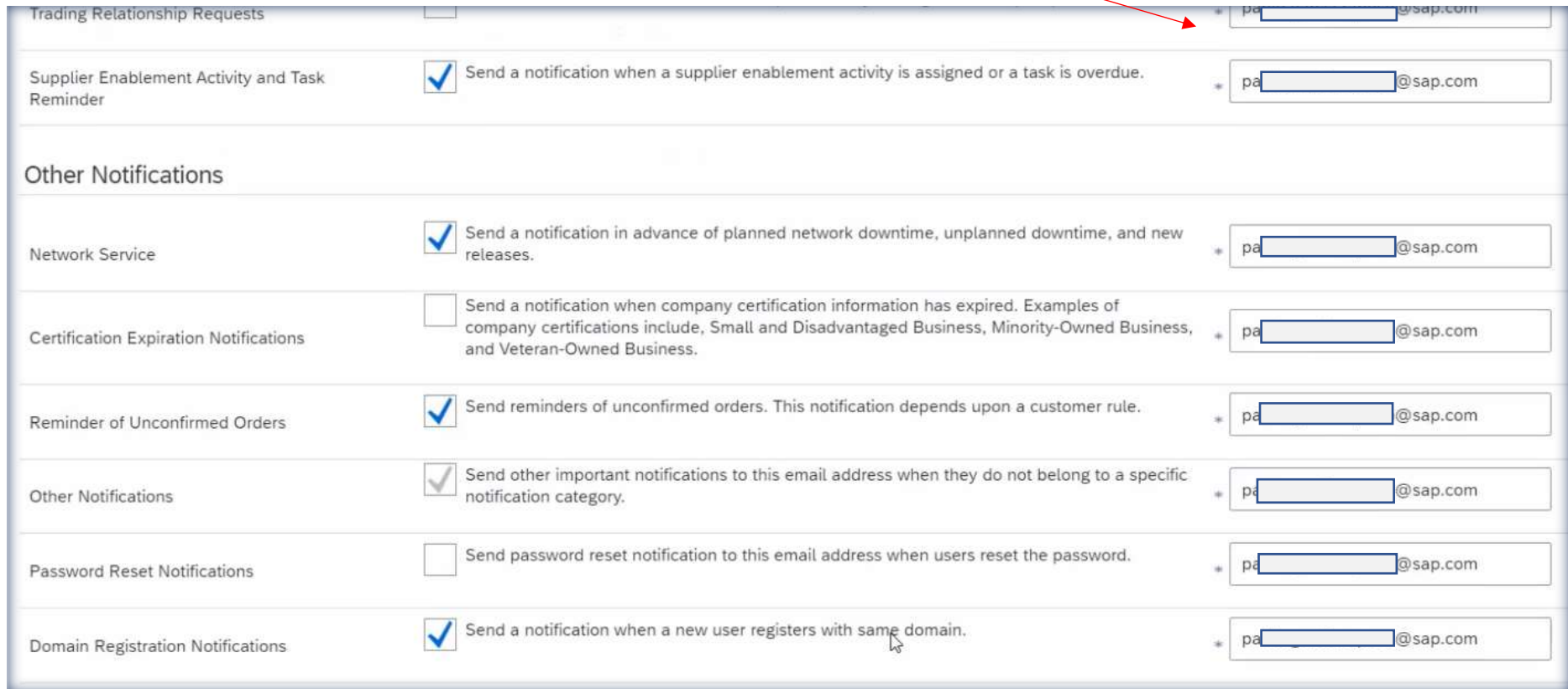
4. Set the Notifications to be informed of activities

- 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.

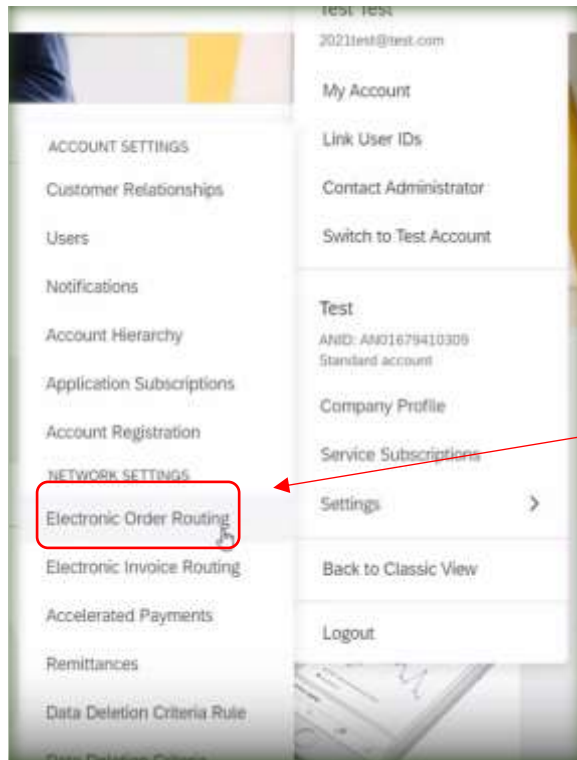


The screenshot shows a settings page for notifications. A red arrow points from the text above to the email address field for 'Trading Relationship Requests'. The page lists several notification categories with checkboxes and email address input fields.

Notification Category	Enabled	Description	Email Address
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
<b>Other Notifications</b>			
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

### 5. Set the Electronic Order Routing Workflow

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



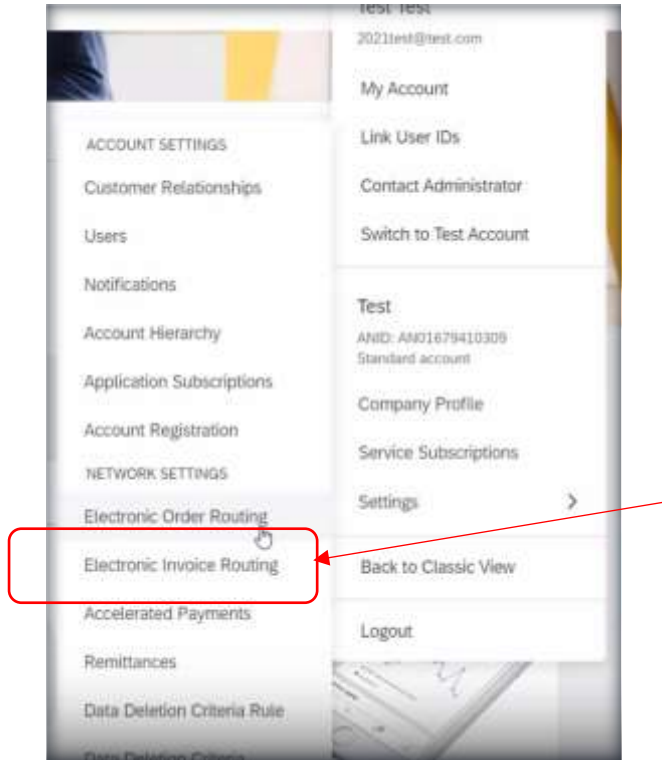
Scroll down to the “New Orders” section and add up to 3 email addresses (separated only by a comma) to receive notifications of new purchase orders, then “Save” your changes.

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.

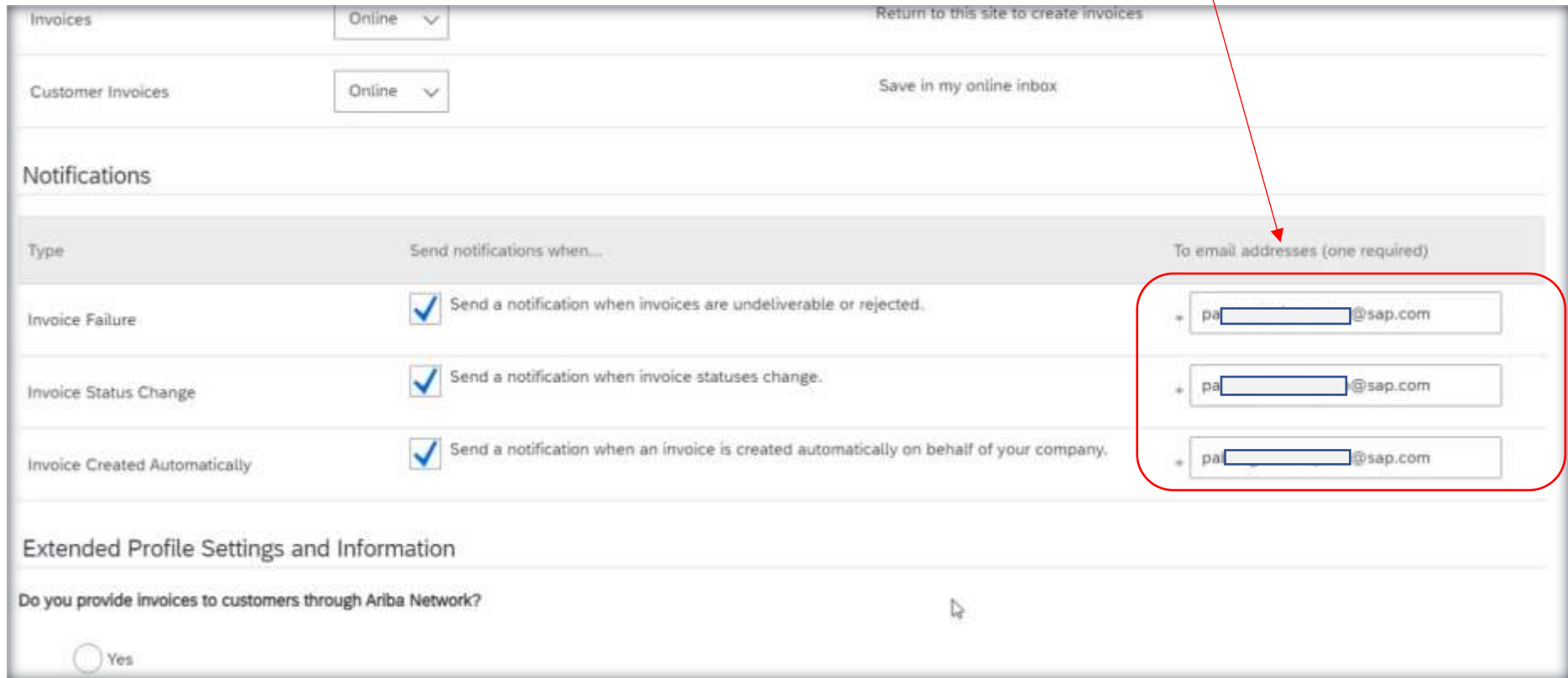
Note: Additional email addresses must also be a user in the Ariba account to act in the Ariba Platform.

6. 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.



The screenshot displays the 'Notifications' section of the Fujifilm Ariba Procure to Pay interface. It features a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Three notification types are listed: 'Invoice Failure', 'Invoice Status Change', and 'Invoice Created Automatically', each with a checked checkbox. The 'To email addresses' column contains three input fields, each with a plus sign and the text 'pa [redacted]@sap.com'. A red arrow points from the top right towards the first email address field, which is also circled in red. Below the notifications section is the 'Extended Profile Settings and Information' section, which includes a question: 'Do you provide invoices to customers through Ariba Network?' with a radio button for 'Yes'.

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 [redacted]@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ pa [redacted]@sap.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	+ pa [redacted]@sap.com

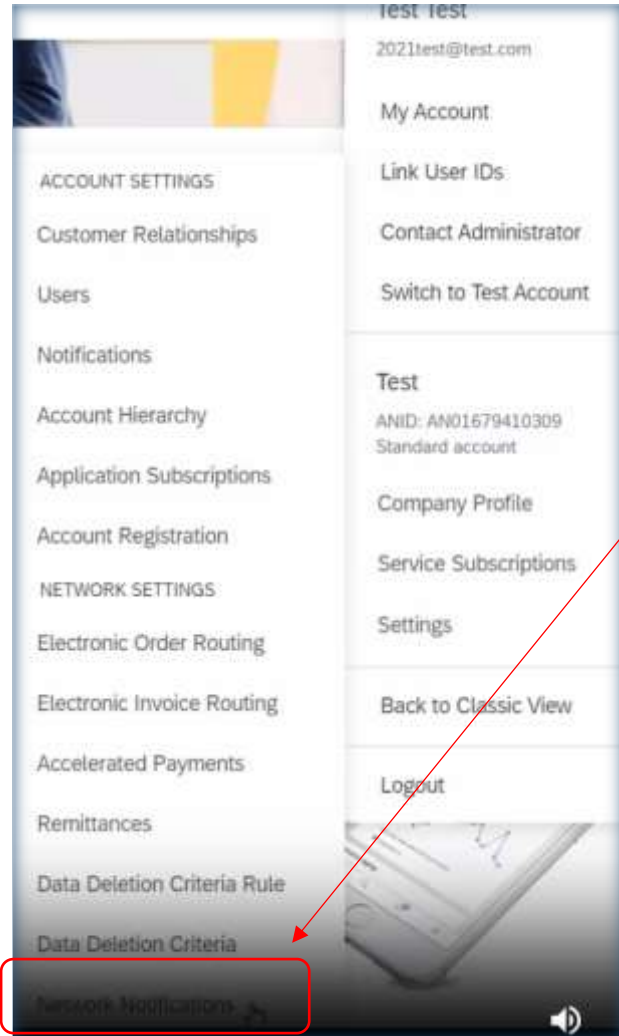
Extended Profile Settings and Information

Do you provide invoices to customers through Ariba Network?

Yes

7. 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.	
Purchase Order Inquiry	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	* pa [ ]@sap.com
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* pa [ ]@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Pending Queue	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* pa [ ]@sap.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	

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 notification settings for various transaction types in the Fujifilm Ariba Procure to Pay system. The 'Receipt' section is highlighted with a red box around the checkbox and the email address field. Red arrows point from the text above to these specific elements.

Type	Send notifications when...	To email addresses (one required)
Receipt	<input type="checkbox"/> Send a notification when a new receipt is received.	* p[ ]@sap.com
Broadcast Status Update Request	<input type="checkbox"/> Send a notification when a Broadcast Status Update Request is received.	* p[ ]@sap.com
Buyer-Initiated Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* p[ ]@sap.com
Early Payment Offers	<input type="checkbox"/> 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.	* p[ ]@sap.com