



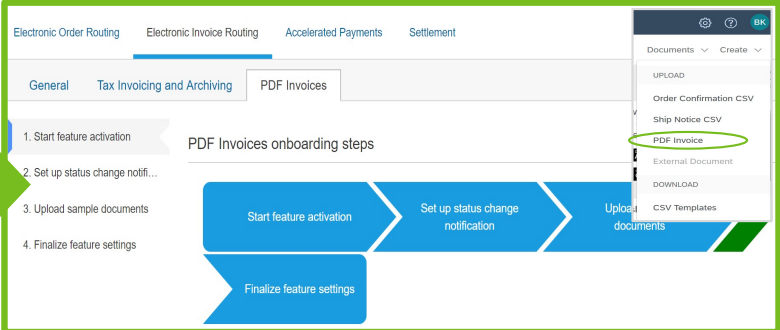
## PDF Invoicing on the SAP Business Network

How to create an Invoice via PDF and uploaded to the SAP Business Network

- PDF invoicing is an additional channel for both Standard and Enterprise Account suppliers to **submit digital PDF invoices** to their customers through **upload or email** via the SAP Business Network
- PDF invoicing is **only supported for the following countries**: Australia, Austria, Belgium, Brunei, Canada, France, Germany, Hong Kong, India, Ireland, Italy, Macau, Malaysia, Netherlands, Philippines, Singapore, Spain, Sweden, Switzerland, Taiwan, Thailand, UK, US, Vietnam

### Onboarding with PDF Invoices

1. Ensure you have access to PDF invoicing by logging into your account and selecting **Documents** and then **PDF Invoices**.
2. Read through the process flows and understand the PDF Invoices solution. Click on the boxes for more detailed information, and check the **Enable PDF Invoices** box, then hit **Next**.
3. Setup onboarding status change notification by defining the email address.



### Test PDF Invoice via Upload

1. Testing must be done in your test account from the menu
2. Upload between 5 and 10 PDF Invoice samples, using the **Browse** and **Add Files** buttons.
3. Make sure that you provide enough variety in the documents (different taxes, material groups, multiple line items, etc.). 2MB is the max doc size.
4. Ensure that you do not include any scanned copies of the invoices – they need to be PDF extracts
5. Click **Submit**. The status changes to **PDF invoices onboarding in progress** and you will receive a notification once the onboarding process is complete.

### Configuration After Testing

1. Go to **Electronic Invoice Routing > PDF Invoice**
2. Make sure that you **untick** "Send converted PDF invoices to the Drafts tab in my Outbox for my review"
3. You can now upload PDF Invoices directly from your supplier account (up to 10 documents at the time)
4. You can also setup an e-mail address from which you can send the invoices to the SAP Business Network. E-mail PDF attachment to: [pdfinvoice-prod@ansmtf.ariba.com](mailto:pdfinvoice-prod@ansmtf.ariba.com) with your buyer ANID in subject line. **You can only send 1 PDF attachment at a time.**

### Using PDF invoicing after Testing

1. From your Home screen, click on **Documents**, then **Upload PDF Invoice**.
2. Choose your customer (Micron) from the drop-down list
3. Browse for PDF Invoices and choose the files you want to upload. Note: you can upload max 10 docs, each 2 MB.
4. You will get a message confirming the upload.
5. To email instead, compose an email to [pdfinvoice-prod@ansmtf.ariba.com](mailto:pdfinvoice-prod@ansmtf.ariba.com). Put buyer ANID in the subject line and attach PDF invoice to the e-mail. Only 1 invoice per email.