

SAP Solution Brief

SAP Ariba Solutions | Electronic Invoicing

Streamline Accounts Payable Processes with Cloud-based Electronic Invoicing

THE BEST RUN





Achieve “touchless” invoice processing on a global scale

Eliminating invoice errors and supplier inquiries has become a priority for world-class accounts payable (AP) departments. Now, you can get closer than ever to this goal with SAP® Ariba® electronic invoicing solutions. You can digitalize 100% of your invoices, speed invoice approvals, improve compliance, and achieve new levels of invoice processing performance.

SAP Ariba electronic invoicing solutions let you capture and automate the processing of all your invoices, including PDF invoices, non-PO invoices, and invoices for complex services. A key feature is our smart invoicing approach, where more than 80 business rules drive high levels of touchless invoice processing. Business users can configure and update these rules with no IT assistance or programming expertise.

By empowering AP with a touchless e-invoicing process, you can improve productivity and lower

invoice processing costs. You can also elevate the AP department to a strategic role within corporate finance, as well as make it an asset to procurement.

Instead of focusing on data entry or answering supplier calls about invoice status, your AP staff can encourage suppliers to adopt electronic invoicing. With AP automation, you can enforce compliance to POs and contracts, identify early-payment discount opportunities, and get other value-added support.

Achieve “touchless” invoice processing on a global scale



Collaborate **more effectively** with suppliers

SAP Ariba electronic invoicing solutions are fully integrated with Ariba Network, a global community of millions of trading partners. Companies often find that many of their suppliers are already part of this network, which speeds the transition to electronic invoice processing. And with no technical barriers to participation, you can easily onboard any suppliers that are not connected to the network.

Rules-based automation is a key differentiator for SAP Ariba electronic invoicing solutions. These rules automatically detect invoice errors and exceptions on submission, returning problem invoices to suppliers for correction before posting to your payables system. This helps ensure that invoices can be processed without manual intervention, eliminating common processing delays.

A self-service portal allows suppliers to update their contact and banking information and access current information on invoice status and payment scheduling. That means they won't need to call you.

Collaborate more effectively with suppliers

Configure workflows to address specific requirements

Lose the paper – Go digital

Manage complex services and non-PO invoices effectively

Comply with global regulatory requirements



SAP Ariba electronic invoicing solutions enable **collaboration** with suppliers to drive invoice processing efficiency.



Configure workflows to address specific requirements

Designed for use by AP professionals rather than technology experts, the SAP Ariba Invoice Management solution offers an on-demand workflow that allows business users to build, test, and deploy invoice workflows and create and monitor workflow queues – without IT involvement.

With best-practice templates, you can manage invoice approvals, apply cost codes, and quickly resolve invoice exceptions. And any business user can modify workflow rules with intuitive drag-and-drop functionality.

You can also use the solution to meet specific business workflow requirements. For example, you can automatically route employee services invoices to your human resources department or invoices with taxes to your tax or legal departments.

Dashboard-style reporting helps staff manage payables effectively, and advanced analytics help you track key measures, such as accruals, payment cycle time, and cash forecasting. There's also mobile-enabled functionality, so you can approve invoices from any location using a mobile device.

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Adapt workflows to meet the needs of your business with SAP Ariba Invoice Management.



Lose the paper – Go digital

Paper invoices are responsible for many invoice exceptions, supplier inquiry calls, and processing delays. With the outsourced paper invoice conversion services of SAP Ariba electronic invoicing solutions, you can digitalize paper invoices without incurring the high costs of scanning and OCR equipment and eliminate the need for expensive storage facilities.

Moreover, Ariba Network supports the receipt of PDF invoices from suppliers. Invoice data is extracted from the PDF and transformed to a full cXML legal e-invoice, then sent to you through the

network. Now you can consolidate the processing of PDF, paper and electronic invoices, applying the same automated validation and exception-handling workflow across the board.

SAP Ariba electronic invoicing solutions also offer digital archiving to bring further reductions in paper handling. And with tools for inviting suppliers to join Ariba Network and transact electronically once they reach certain invoice volume thresholds, you can reduce your paper invoice volume.

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Manage complex services and non-PO invoices **effectively**

Non-PO invoices and invoices for complex, project-based services are typically labor intensive and error prone. These invoice categories require more time and effort to process, and too often they increase compliance risks and the chance of overpayment.

To better manage non-PO invoices, the SAP Ariba Contract Invoicing solution provides a way for suppliers to create invoices against contracts. Available for supplier-, commodity-, catalog-, and item-level contracts, the solution simplifies account coding, accounting edits, and creation of contract invoice templates for consolidating items you need on a

recurring basis. These and other valuable features help ensure that non-PO invoices meet the level of compliance your business requires.

For complex, project-based services, companies often turn back to inefficient manual methods for processing. SAP Ariba Contract Invoicing overcomes these limitations so that suppliers can access contracts and rate data to create service entry sheets for planned and unplanned services. Suppliers can then simply “flip” these service entry sheets into invoices for touchless processing. With this collaborative approach, you enjoy a greater level of error-free invoice processing and improved contract compliance for project-based services.

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Achieving regulatory compliance is essential to any successful global e-invoicing initiative. SAP Ariba electronic invoicing solutions help organizations in more than 190 countries, making transactions in over 70 currencies, to comply with tax legislation and other e-invoicing requirements. This includes the ability to support complex tax regulations such as those in Latin America, Italy, Hungary, India, the United Arab Emirates, and many other countries around the world.

With SAP Ariba electronic invoicing solutions, you can configure up to 40 business rules at a country level and apply them to e-invoice templates. These rules are based on best practices and expert tax research into e-invoicing legislation relating to domestic, cross-border, and intra-EU trade. To prove invoice authenticity and integrity, SAP Ariba electronic invoicing solutions also support e-signatures for 36 countries worldwide.

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Comply with global regulatory requirements



Customize your **e-invoice templates** using country-specific business rules.



SAP partners with global tax auditing firms that bring a deep understanding of SAP Ariba solutions. You can work with these partners to support your tax management and audit requirements. And with our application programming interfaces (APIs), you can easily integrate your SAP Ariba electronic invoicing solution with leading cloud-based tax management solutions.

To help ensure compliance with regulations for storing financial records, SAP Ariba solutions offer several options for archiving your invoice documents. You can download invoices in various formats for archiving according to your company policies. Alternatively, in cooperation with a third-party service provider, we will automatically store your documents.

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Reduce compliance risk with SAP Ariba electronic invoicing solutions.





Improve compliance and cash management with e-invoicing

SAP Ariba solutions extend your enterprise resource planning or AP system to an intelligent, e-invoicing network that connects you to global suppliers through a cloud-based platform. While alternative approaches to invoice automation may deliver documents electronically, SAP Ariba solutions go well beyond just document delivery. Our electronic invoicing approach validates the accuracy of invoice data, allowing you to apply generic and configurable business rules across many business processes and document types for touchless invoice processing.

The ability to create invoices from purchase orders (through the PO-Flip feature), contracts, and service entry sheets is another strength of SAP Ariba electronic invoicing solutions. This helps enforce compliance of invoices to preferred suppliers and negotiated prices.

SAP Ariba electronic invoicing solutions also improve cash management. Because you can process a clean, valid invoice in a few days, you can capture all available early-payment discounts. This allows you to increase your cash earnings while reducing risk in your supply chain.

Improve compliance and cash management with e-invoicing



Summary

SAP® Ariba® electronic invoicing solutions enable you to work collaboratively with your suppliers to achieve a highly compliant, touchless invoice process. By automating invoice processing over Ariba Network, you can eliminate invoice errors and exceptions, speed up invoice approval cycles, manage cash better, and build stronger supplier relationships.

Objectives

- Automate invoice processing to handle growing volumes with fewer staff
- Reduce invoice errors and exceptions
- Accommodate all types of invoices, including paper, PDF, PO, and non-PO invoices
- Capture all available early-payment discounts

Solution

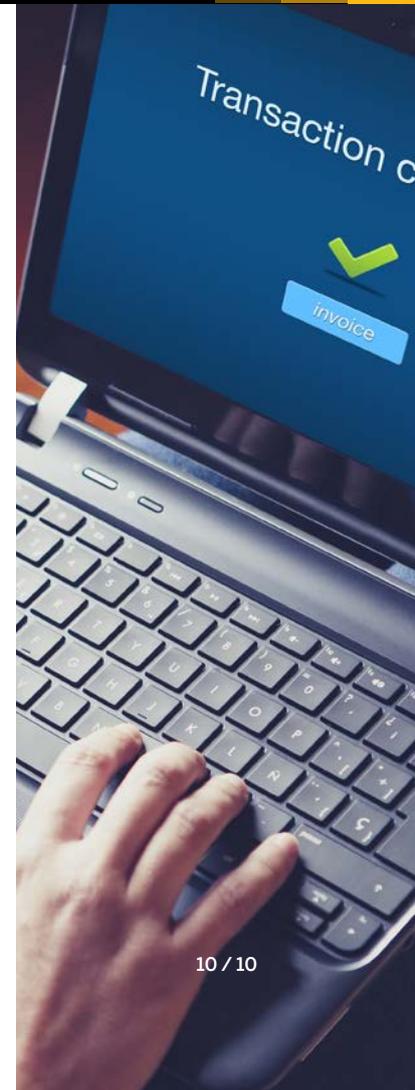
- Electronic invoicing over Ariba Network for touchless processing
- Electronic workflows designed for nontechnical users
- Support for managing non-PO invoices, PDF invoices, and project-based services spend
- Outsourced paper invoice conversion services for 100% digitalization of invoices

Benefits

- Enable faster, more accurate processing to lower costs and capture early-payment discounts
- Provide Web-based access to invoice status and cash forecasting
- Comply with company policies and global e-invoice regulations
- Transform accounts payable staff from data-entry clerks to business analysts

Learn more

To find out more about SAP Ariba electronic invoicing solutions, visit us [online](#) or call your SAP representative today.



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