



# Supplier Guide

SAP Ariba 

THE BEST RUN 



# HOME – Table of Contents



**Section 1.  
Ariba Network Overview**



**Section 2.  
Account Set Up**



**Section 3.  
Purchase Orders**



**Section 4.  
Other Documents**



**Section 5.  
Invoice Methods**



**Section 6.  
Help Resources**

## Section 5: Invoice Methods



### Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



### Invoice Methods

[PO Flip](#)

[Copy Invoices](#)



### Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

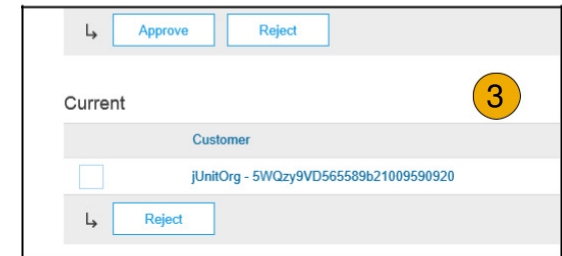
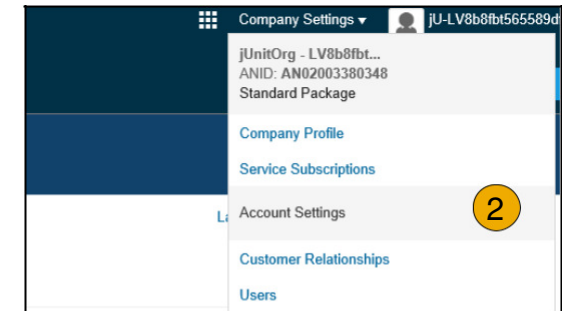
[Invoice Archival](#)

# Review Atmus Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via [supplier.ariba.com](http://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Atmus).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Atmus enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.

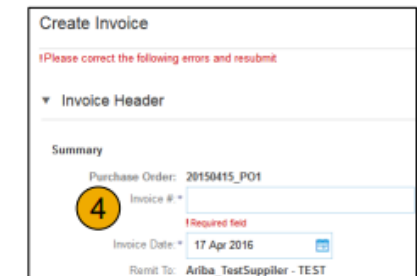
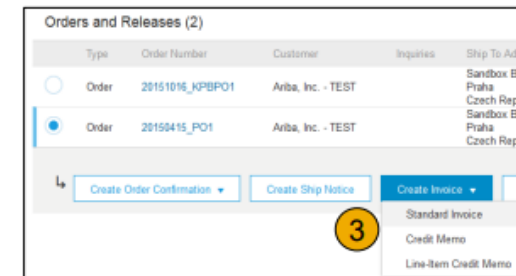
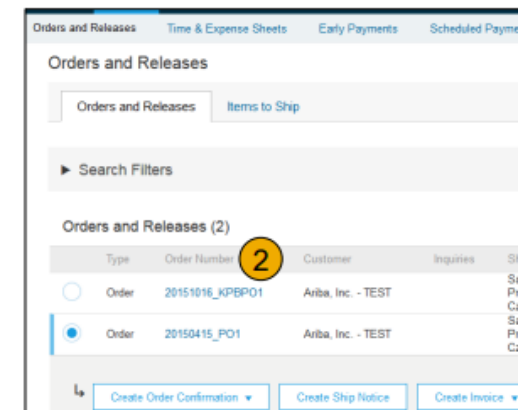
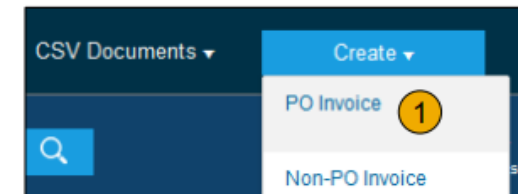
INTERNAL



# Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Atmus.



# Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

**Note:** Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:\* INV\_1084497223 1

Invoice Date:\* 15 Apr 2016 2

Remit To: DEFAULT VALUE 2

Tax 3

Header level tax ⓘ  Line level tax ⓘ

Shipping 3

Header level shipping ⓘ  Line level shipping ⓘ

\* Indicates required field Add to Header ▼

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment



# Invoice via PO Flip

## Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: \* BX  
Unit Conversion: \* 1

Line Item Actions ▾ Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: \* VAT

Location:

Description:

Regime:

Date Of Pmt Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions ▾ Delete Add ▾

Add to Included Lines



# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**  
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

Tax

Header level tax  Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Remove

View/Edit Addresses

Configure Tax

Tax Category: Sales Tax

Rate: %

Tax Description:

Delete Create

Ship From: Ariba\_TestSupplier - TEST

Ship To: Sandbox Buyer - Test

Shipping

Praha 5

Czech Republic

Praha

Czech Republic

Deliver To: Cristian Mihalache  
2nd Floor, SI Team

Shipping Cost

Shipping Amount: 0.00 EUR

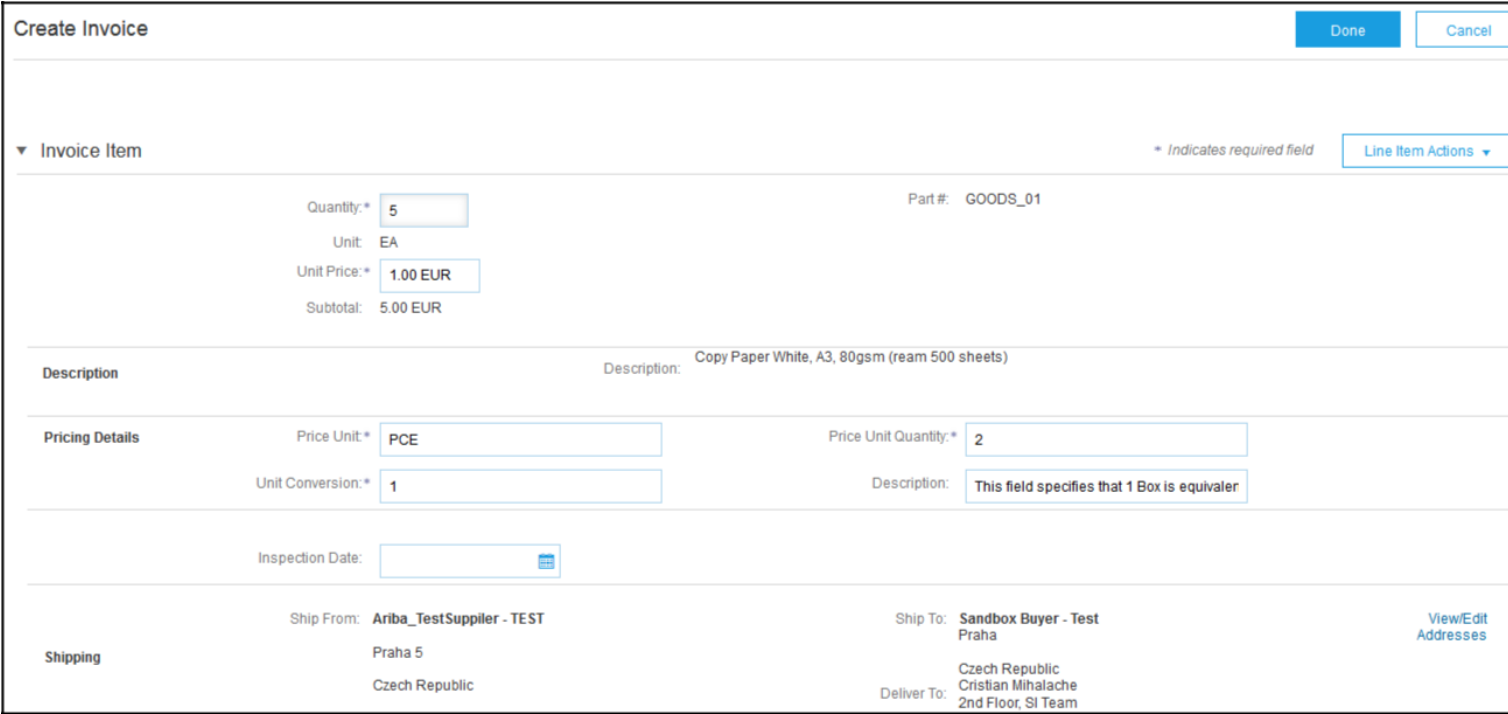
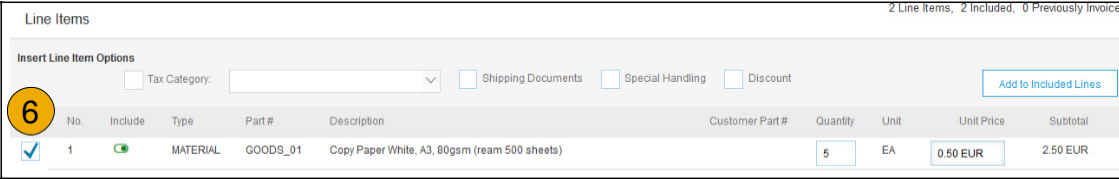
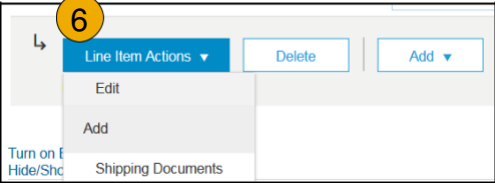
Shipping Date:



# Invoice via PO Flip

## Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.



The screenshot displays the 'Create Invoice' interface. At the top right, there are 'Done' and 'Cancel' buttons. The main section is titled 'Invoice Item' and includes a 'Line Item Actions' dropdown menu. The form contains the following fields and values:

- Quantity: 5
- Unit: EA
- Unit Price: 1.00 EUR
- Subtotal: 5.00 EUR
- Part #: GOODS\_01
- Description: Copy Paper White, A3, 80gsm (ream 500 sheets)
- Price Unit: PCE
- Price Unit Quantity: 2
- Unit Conversion: 1
- Description: This field specifies that 1 Box is equivalent
- Inspection Date: (empty field)
- Ship From: Ariba\_TestSupplier - TEST, Praha 5, Czech Republic
- Ship To: Sandbox Buyer - Test, Praha, Czech Republic
- Deliver To: Cristian Mihalache, 2nd Floor, SI Team



# Invoice via PO Flip

## Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Plo Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		12	BX	25.00 EUR	250.00 EUR

<b>Pricing Details</b>	Price Unit* <input type="text" value="BX"/>	Price Unit Quantity* <input type="text" value="1"/>
	Unit Conversion* <input type="text" value="1"/>	Description: <input type="text"/>

<b>Shipping</b>	Ship From: <b>Arriba_TestSupplier - TEST</b> Praha 5 Czech Republic	Ship To: <b>Sandbox Buyer - Test</b> Praha Czech Republic Cristian Mihaiache 2nd Floor, St Team	<a href="#">View/Edit Addresses</a>
-----------------	---	---	-------------------------------------

<b>Shipping Cost</b>	Shipping Amount* <input type="text" value="0.00 EUR"/>	Shipping Date: <input type="text"/>
----------------------	--	-------------------------------------

<b>Allowances and Charges</b>	Service Code* <input type="text"/>	Description: <input type="text"/>	<a href="#">Add Tax</a>
	Start Date: <input type="text"/>	End Date: <input type="text"/>	<a href="#">Remove</a>
	Allowance: <input type="text"/>		

[Link Item Address](#)

**Summary**

Purchase Order: 2016041E\_PO1

Invoice #\*

Invoice Date\* 15 Apr 2016

Remit To: Arriba\_TestSupplier - TEST

Praha 5  
Czech Republic  
Bill To: Sandbox Buyer - Test  
Praha  
Czech Republic

---

**Tax**

Header level tax  Line level tax

Category\* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

---

**Shipping**

Header level shipping  Line level shipping

Ship From: Arriba\_TestSupplier - TEST  
Praha 5  
Czech Republic

**1**

---

**Allowances and Charges**

Service Code\*  Description:  [Add Tax](#)

Start Date:  End Date:  [Remove](#)

Allowance:

# Invoice via PO Flip

## Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The image shows two screenshots from the SAP interface. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is further open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. Other options in the 'Add' dropdown include 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', and 'Attachment'. The 'Line Item Actions' dropdown also includes 'Edit' and 'Delete'. In the background, there are buttons for 'Update', 'Save', 'Exit', and 'Next', with the 'Next' button highlighted in blue and marked with a yellow circle containing the number '3'. The bottom screenshot shows a 'Comments' field with a yellow circle containing the number '2' next to it. The field is empty and has a 'Remove' button to its right.

# Invoice via PO Flip

## Add Service Lines to Invoices

1. Select the **Add** dropdown menu and select **Add General Service** OR **Add Labor Service**.
2. Enter details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields including rate, term, and contractor information.

This screenshot shows the 'Line Items' interface. At the top right, it says '1 Line Items, 1 Included, 0 Previous'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table below has columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A row is visible with 'SERVICE' in the 'Type' column. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. At the bottom, there are buttons for 'Line Item Actions', 'Delete', and 'Add'. A yellow circle with the number '1' highlights the 'Add' button, which has a dropdown menu open showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'.

This screenshot shows the 'Line Items' interface. It includes the 'Insert Line Item Options' section and the table from the previous screenshot. The 'SERVICE' row is selected. Below the table, the 'Service Period' section is visible, with a yellow circle and the number '2' highlighting the 'Service Start Date' field. At the bottom, there are buttons for 'Line Item Actions', 'Delete', and 'Add'.

This screenshot shows the 'Line Items' interface with the 'Add Labor Service' option selected. It includes the 'Insert Line Item Options' section and the table. The 'SERVICE' row is selected. Below the table, the 'Rate' section is visible, with a yellow circle and the number '2' highlighting the 'Rate' field. The 'Contractor' section includes fields for 'Contractor Name', 'Contractor Identifier', and 'Job Description'. The 'Work Location' section includes fields for 'Supervisor Name', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', and 'Country'. A note at the bottom says 'This selection will refresh the page content.'

# Invoice via PO Flip

Review, Save, or Submit to Customer

1. Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click Submit to send the invoice to Atmus.
3. If changes are needed, click Previous to return to previous screens and make corrections before submitting.
4. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from Outbox>Drafts on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts 5

Drafts

**Note:** In the even of errors, there will be a notification in red where information must be corrected



# Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click** Next, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

**Invoices**

► Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Invoice: INV\_20150415

# Search for Invoice

(Quick & Refined)

## Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Atmus from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

**Refined Search:** Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. Enter the criteria to build the desired search filter.
6. Click Search.

This screenshot shows the top navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the navigation bar is a search interface with three main sections: a document type dropdown menu (labeled 1) currently set to 'Invoices', a customer dropdown menu (labeled 2) set to 'All Customers', and a search input field (labeled 3) with a search icon. The HOME tab is highlighted in blue.

This screenshot shows the navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. The OUTBOX tab is highlighted in blue. Below the navigation bar are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' sub-tab is selected. Below the sub-tabs is a 'Search Filters' button (labeled 4) with a right-pointing arrow.

This screenshot shows the 'Invoices' search filters page. It features a 'Search Filters' section with several input fields and options: 'Customer' (dropdown menu set to 'All Customers'), 'Invoice Number' (text input), 'Order Number' (text input), 'Date Range' (dropdown menu set to 'Last 24 hours'), and 'Supplier Reference' (text input). There are also radio buttons for 'Partial number' (selected) and 'Exact number'. On the right side, there are 'Min. Amount' and 'Max. Amount' text inputs, an 'External Invoice Number' text input, and a 'Status' dropdown menu set to 'All'. Below these are two checkboxes: 'Show Only Invoices Submitted from the Customer's System.' and 'Show only Invoices with Invoice Addendums'. At the bottom right, there is a 'Number of Results' dropdown menu set to '100', a 'Search' button (labeled 6), and a 'Reset' button. A yellow circle labeled 5 is placed over the 'Invoice Number' field.



# Check Invoice Status

## Routing Status To Your Customer

### Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

### Routing Status

Reflects the status of the transmission of the invoice to Atmus via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Atmus invoicing rules. Atmus will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Atmus invoicing application has acknowledged the receipt of the invoice





# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Atmus's action on the Invoice.

- **Sent** – The invoice is sent to the Atmus but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Atmus approved the invoice cancellation
- **Paid** – Atmus paid the invoice / in the process of issuing payment. Only if Atmus uses invoices to trigger payment.
- **Approved** – Atmus has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Atmus has rejected the invoice or the invoice failed validation by Ariba Network. If Atmus accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

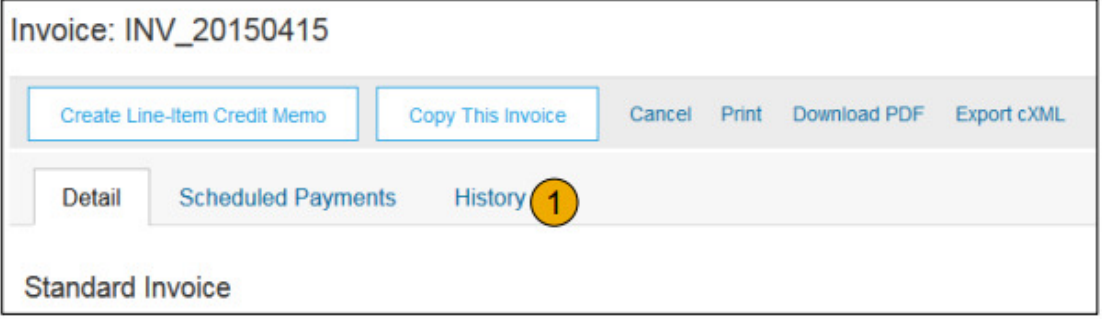


# Review Invoice History

## Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

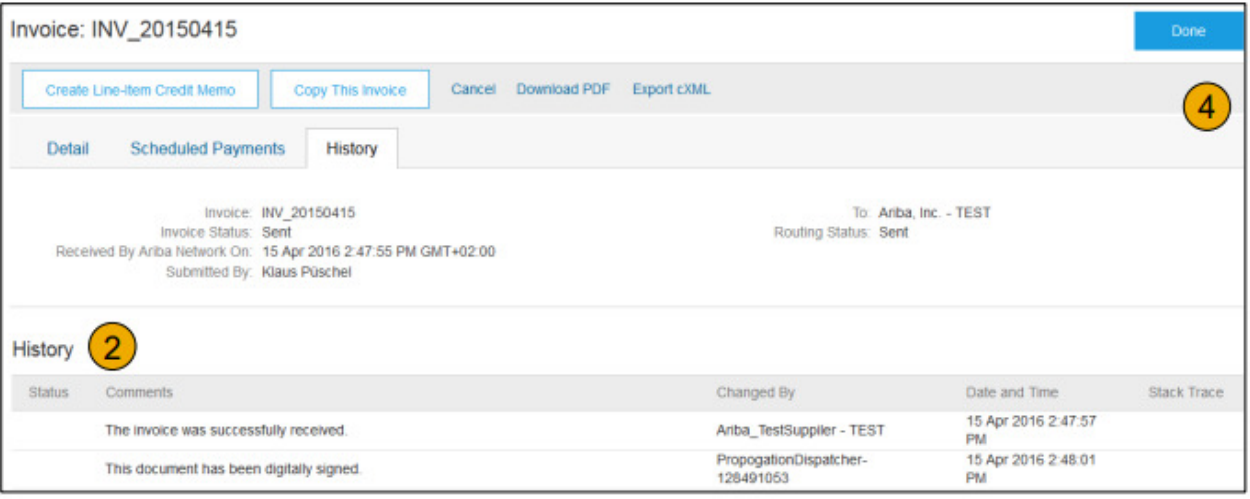


Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History **1**

Standard Invoice



Invoice: INV\_20150415 Done **4**

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV\_20150415 To: Ariba, Inc. - TEST  
Invoice Status: Sent Routing Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

History **2**

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a yellow circle 1), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The main content area displays a table of invoices with columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Date', 'Amount', 'Routing Status', and 'Invoice Status'. Two invoices are listed: XYZ123456 and XYZ12345. A yellow circle 2 highlights the 'Invoice #' column. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit' (highlighted with a yellow circle 4), 'Copy', and 'Create Non-PO Invoice'.

The screenshot shows the details page for Invoice: XYZ123456. At the top, there are buttons for 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. A yellow circle 3 highlights the 'Cancel' button. Below these buttons, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

The screenshot shows a confirmation dialog titled 'Cancel Invoice?' with a yellow circle 3. The dialog asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'.

# Download Invoice Reports

## Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

### Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

#### Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.



# Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

**Note:** For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.



This screenshot shows the 'Report' form at the 'Report Description' step. The form includes a 'Title' field, a 'Description' text area, and dropdown menus for 'Time zone' (set to US/Michigan), 'Language' (set to English), and 'Report Type' (set to Select). A yellow circle with the number '3' highlights the 'Title' field. At the top right, a blue 'Next' button and a white 'Exit' button are visible, with a yellow circle and the number '4' highlighting the 'Next' button.

This screenshot shows the 'Report' form at the 'Criteria' step. It features a 'Customer' dropdown menu (set to All Customers), a 'Filter Invoice By' dropdown menu (set to Date Invoice Created), and a 'Date Range' field with two date pickers (set to 21 Feb 2017 and 28 Feb 2017). A yellow circle with the number '5' highlights the 'Customer' dropdown, and another yellow circle with the number '6' highlights the 'Date Range' field. At the bottom, there are 'Previous', 'Submit', and 'Exit' buttons.

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)
- 6.



INTERNAL

Invoice Archival

Ariba Network can archive your invoices in zip format. The zipped invoices are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

[Configure Invoice Archival](#) 3

Invoice Archival

Ariba Network can archive your invoices in zip format. The zipped invoices are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

Twice Daily  
 Daily  
 Weekly  
 Biweekly  
 Monthly

Archiving Start Time: 11 : 0  AM  PM Etc/GMT0 ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.  
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business. You can view and download the archived invoices from the Document Archive > Archived Documents page for the selected time span.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

**Thank you.**