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# SAP Ariba Central Invoice Management

## SAP Ariba Central Invoice Management Overview

- SAP Ariba Central Invoice Management (CIM) provides a unified solution for receiving and managing supplier invoices centrally, natively, and seamlessly
- Provides visibility of supplier invoices connected to multiple systems, such as SAP S/4HANA Cloud Public Edition, SAP S/4HANA, and SAP ERP systems.
- The Inbound Processing module of SAP Ariba CIM provides embedded OCR capabilities and allows users to upload invoice files, edit draft invoices, and save supplier invoices directly to the connected backend system.

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## Key Features



## SAP Ariba Central Invoice Management Key Features

- Insight to all supplier invoices across different channels
- Infused with SAP Business AI for intelligent invoice capture powered by AI/ML document extraction
- Includes SAP Bot to process invoices received by e-mail
- Real-time status visibility across the invoice lifecycle
- Seamless integration with SAP S/4HANA Cloud Public Edition
- Deployed on SAP Business Technology Platform (BTP) to leverage the latest innovations.
- Integration with SAP Business Network and SAP Document Report and Compliance



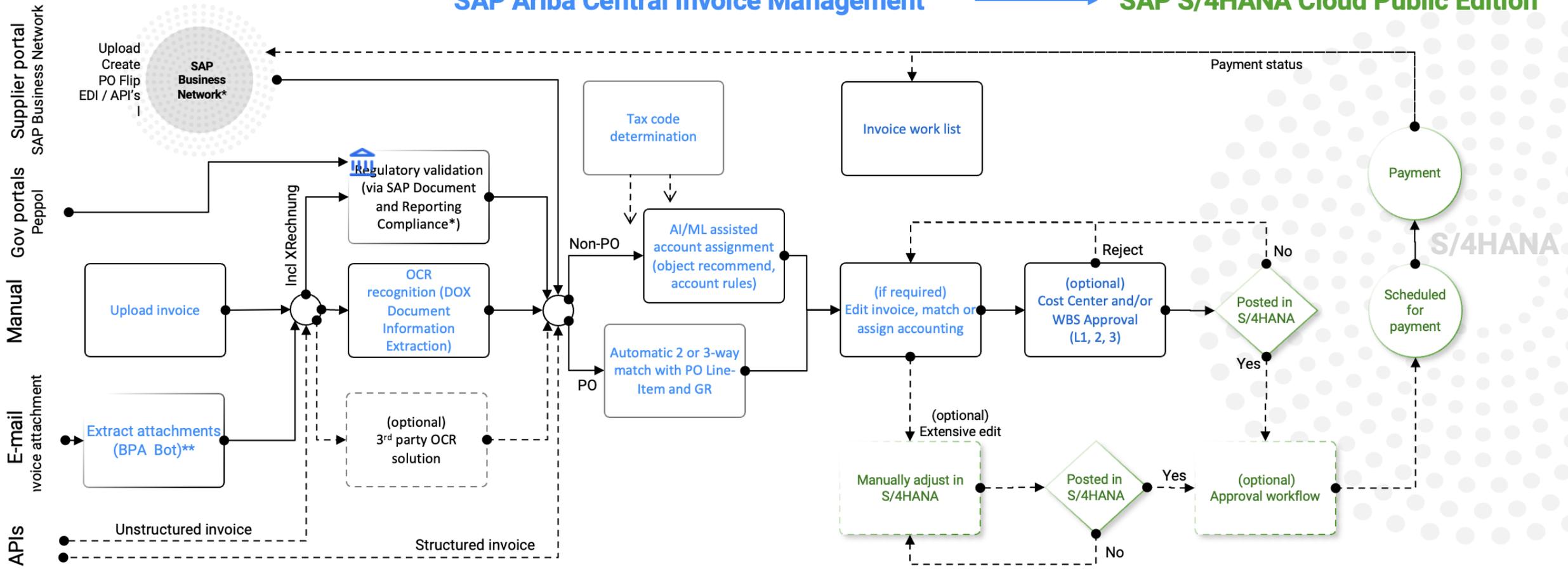
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# Process Flow

# SAP Ariba Central Invoice Management for SAP S/4HANA Cloud Public Edition



SAP Ariba Central Invoice Management → SAP S/4HANA Cloud Public Edition





## SAP Ariba Invoicing: The Business Process

High Level End to End Invoice Process Flow



1. Send

2. Receive

3. Transform

4. Verify and complete

5. Manage Exceptions

6. Approve

7. Pay

# View all invoices across all channels with SAP Ariba Central Invoice Management

SAP Manage Supplier Invoices Centrally Search In: "Apps" AL

Standard\_

Central Invoice ID: Invoice Document Number: Fiscal Year: Invoicing Party: Status: Company Code: Posting Date: Invoice Date:

Reference: Workflow Status: Workflow Due Date: Processors: Origin: Process Step: Invoice Receipt Date: Go Adapt Filters (1)

Invoices (321)

Central Invoice ID	Invoice Number	Invoicing Party Name	Process Step	Status	Company Code	Gross Amount	Posting Date	Invoice Date	Reference	
2023-0000046893	5105795630 2023	Inlandsieferant DE (EDI) (S10300903)	In Workflow	Posted	Company Code 1010 (1010)	1,366.00 EUR	4/4/23	1/10/23	BA-PO76	Open Invoice >
2023-0000046892	5105795631 2023	Inlandsieferant DE (EDI) (S10300903)	Accepted	Posted	Company Code 1010 (1010)	833.00 EUR	4/4/23	11/1/23	DEMO-PO78	Open Invoice >
2023-0000046891			Manual Adjustment Required	Draft	Company Code 1010 (1010)	119.00 EUR	4/4/23	10/10/22	12345	>
2023-0000044883		Inlandsieferant DE (EDI) (S10300903)	Manual Adjustment Required	Draft	Company Code 1010 (1010)	770.00 EUR	4/3/23	3/27/23	DEMO-CN5432	>
2023-0000044882	5105793645 2023	Inlandsieferant DE (EDI) (S10300903)	In Workflow	Parked and completed	Company Code 1010 (1010)	833.00 EUR	4/3/23	1/11/23	DEMO-F11234	Open Invoice >
2023-0000044881		Inlandsieferant DE (EDI) (S10300903)	Manual Adjustment Required	Draft	Company Code 1010 (1010)	933.00 EUR	4/3/23	1/11/23	DEMO-FI9876	>
2023-0000044880	5105793644 2023	Inlandsieferant DE (EDI) (S10300903)	Accepted	Posted	Company Code 1010 (1010)	833.00 EUR	4/3/23	11/1/23	DEMO-PO78	Open Invoice >
2023-0000044879	5105793643 2023	Inlandsieferant DE (EDI) (S10300903)	Manual Adjustment Required	With errors	Company Code 1010 (1010)	1,366.00 EUR	4/3/23	10/1/23	BA-PO76	Open Invoice >
2023-0000043558	5105800231 2023	Domestic Supplier IT 1 (0023300001)	Manual Adjustment Required	Parked	Company Code 2310 (2310)	854.00 EUR	3/31/23	3/21/23	555002022	Open Invoice >
2023-0000043557		Domestic IT Supplier 3 (with ERS) (0023300003)	Manual Adjustment Required	Draft	Company Code 2310 (2310)	854.00 EUR	3/31/23	3/21/23	555002022	>
2023-0000043556		Domestic IT Supplier 3 (with ERS) (0023300003)	Manual Adjustment Required	Draft	Company Code 2310 (2310)	854.00 EUR	3/31/23	3/21/23	555002022	>
2023-0000043555	5105792299 2023	Domestic IT Supplier 3 (with ERS) (0023300003)	Manual Adjustment Required	Parked	Company Code 2310 (2310)	854.00 EUR	3/28/23	2/28/23	555002022	Open Invoice >

## Capabilities

An invoice list that provides Accounts Payable visibility of all invoices

- Provide a single view of all invoices
- Filter by status, company code, and workflow to prioritize invoices
- Provide seamless navigation to originating system for workflow tasks and edit

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# Upload Supplier Invoices

## Simple and easy processing PO Invoices, Non-PO Invoices and Credit Memos

The screenshot displays the SAP 'Upload Supplier Invoices Centrally' interface. It features a search bar at the top with 'Search In: Apps' and a 'Standard' filter. Below the search bar are several filter fields: File Name, Company Code, Connected System Name, Description of Upload, and Central Invoice ID. There are also dropdowns for Status and Upload Date, and a text field for 'Uploaded By' with a search icon. A 'Go' button and 'Adapt Filters (1)' link are present.

The main area shows a table titled 'Uploaded Invoices (34)'. The table has the following columns: File Name, Company Code, Connected System Name, Description of Upload, Central Invoice ID, Status, Upload Date, and Uploaded By. The table lists various invoice files with their respective details.

On the right side, there is a panel titled 'Upload Invoices'. It includes a 'Company Code \*' field with 'Company Code 1010 (CCF\_715/1010)' and a 'Description of Upload' field with 'Demo'. Below this is a 'Files to upload (5)' section with a 'Start Upload' button and a 'Select' button. The files listed are:

- Invoice\_PO\_Price.pdf (File Size: 45.99 KB, Status: Ready to upload)
- Invoice\_PO\_Autopost.pdf (File Size: 49.07 KB, Status: Ready to upload)
- Invoice\_FI2876\_EN\_EUR.pdf (File Size: 38.46 KB, Status: Ready to upload)
- Invoice\_FI1234\_EN\_EUR.pdf (File Size: 38.45 KB, Status: Ready to upload)
- FI\_CreditNote\_EN\_EUR.pdf (File Size: 38.16 KB, Status: Ready to upload)

## Capabilities

A single application for Accounts Payable to upload invoice images

- Easy drag-and-drop user interface
- Multiple files can be added at once
- Simple listing of uploaded invoices

1. Send

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6. Approve

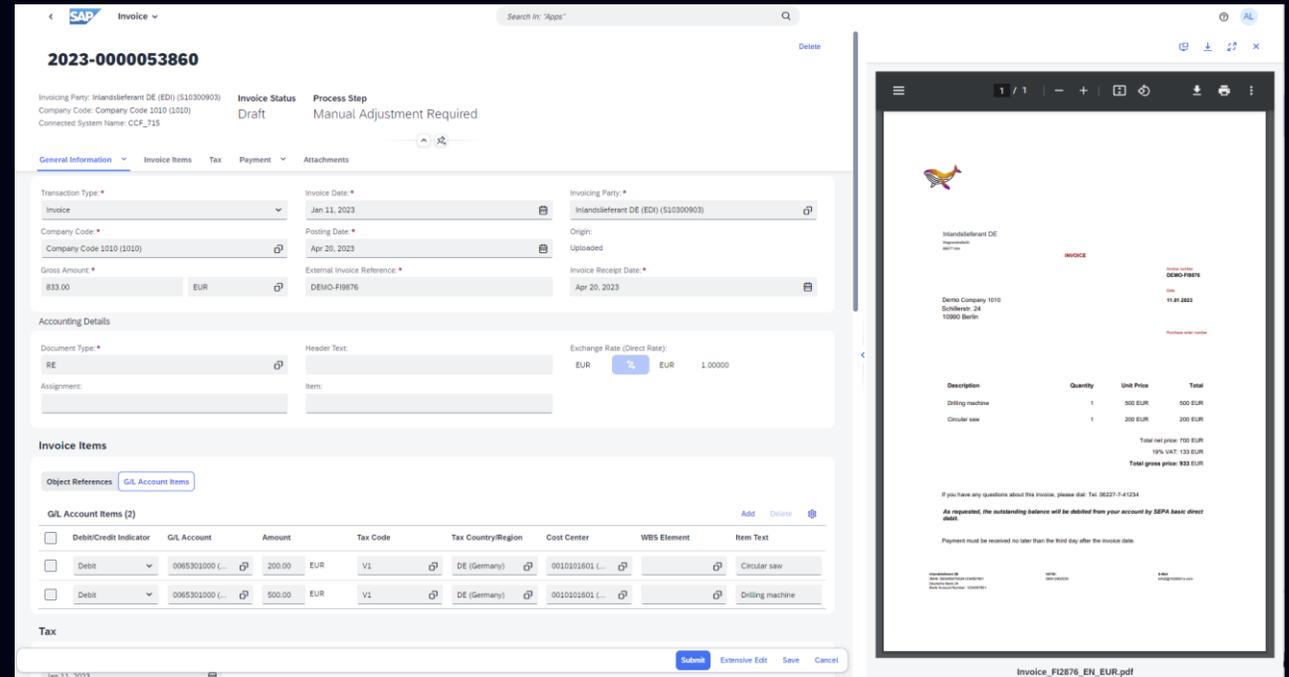
7. Pay

# Robotic Process Automation

Increase automation of tasks



SAP Robot



Customer receives email with PDF invoices attached

Robot extracts documents from email and sends to OCR processing

Invoices are then created in SAP Ariba Central Invoice Management

1. Send

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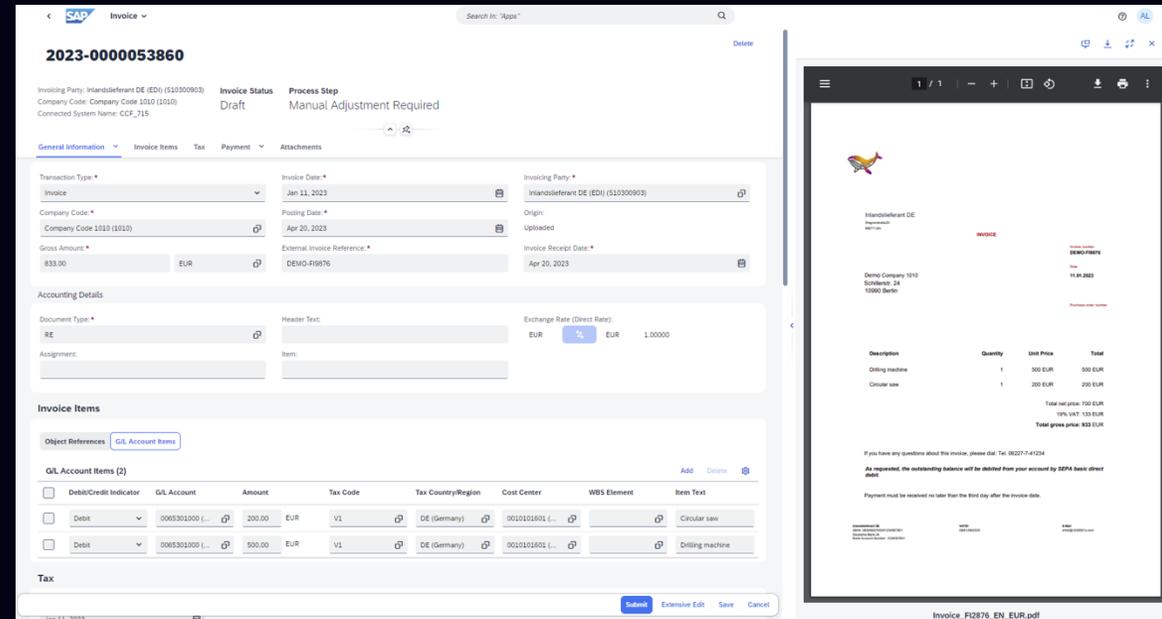
# Embedded OCR processing with SAP Ariba Central Invoice Management



SAP Document  
Information  
Extraction  
Service



Master  
Data



Customer receives  
email with PDF  
invoices attached

Documents are sent to  
OCR processing

Invoices are then created in SAP Ariba Central  
Invoice Management

1. Send

2. Receive

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## Automatic detection of duplicate invoices

The screenshot shows the SAP Invoice interface. At the top, the SAP logo and 'Invoice' are visible. The invoice number is 2024-0000008773. The Invoicing Party is 'Inlandslieferant DE (0010100088)', the Company Code is 'Company Code 1010 UPDATE (1010)', and the Connected System Name is 'HC6\_718'. The Invoice Status is 'Draft' and the Process Step is 'Manual Adjustment Required'. A warning dialog box is displayed in the center, titled 'Warning', with the message: 'A duplicate entry has been detected in the system and can be resolved before submitting the invoice. Submit this invoice anyway? One or more duplicate invoices have been detected based on the data you have entered for the following fields:'. The fields listed are: Invoicing Party, Currency, Company Code, Reference, Invoice Date, and Gross Amount. The dialog has 'Submit' and 'Cancel' buttons. The background shows the 'General Information' tab with fields for Transaction Type (Invoice), Company Code (1010 U), and Gross Amount (5,950.00).

### Capabilities

When submitting a new invoice to a connected system, the system checks if the invoice already exists in the database. The system considers the invoice as a duplicate if all the following fields are identical to another invoice:

- Invoicing Party
- Currency
- Company Code
- Gross Invoice Amount
- Reference
- Invoice Date

1. Send

2. Receive

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# Provide automatic processing of incoming invoices including enrichment and validation of G/L account items for Non-PO invoices

The screenshot displays the SAP Ariba Central Invoice Management interface for invoice 5105793645. The interface is divided into several sections:

- Header:** Invoice number 5105793645, year 2023, and a search bar.
- Metadata:** Invoicing Party: Islandbiererei DE (ID# 510300902), Gross Amount: 833.00 EUR, Invoice Status: Parked and completed, Workflow Status: In Progress, Processor: ApAccountant.
- General Information:** Transaction Type: Invoice, Invoice Date: Jan 11, 2023, External Invoice Reference: DEMO-R1234, Company Code: 1010 (1010), Posting Date: Apr 3, 2023, Origin: Uploaded.
- Invoice Items:** A table with columns: G/L Account, Item Text, Debit/Credit Indicator, Amount, Tax Code, Assignment, and Cost Center. Two items are listed, both with G/L Account 0065301000 and Cost Center 001001001.

G/L Account	Item Text	Debit/Credit Indicator	Amount	Tax Code	Assignment	Cost Center
0065301000	Circular saw	Debit	200.00 EUR	V1		001001001
0065301000	Drilling machine	Debit	500.00 EUR	V1		001001001
- Tax:** Tax Date (Tax Calculation Date): Jan 11, 2023. Tax Items (1) table:

Debit/Credit Indicator	Tax Code	Tax Country/Region	Tax Amount
Debit	V1	DE	133.00 EUR

## Capabilities

Automatic invoice line-item creation for Non-PO invoices based on OCR extraction

- Configuration of rules to automatically determine the G/L account and cost object assignment of these line items
- Manual correction of non-PO invoice line items directly in the SAP Ariba Central Invoice Management invoice detail screen, for invoices which could not be processed in the backend
- Extensive edit parks the invoice in SAP S/4HANA Cloud Public Edition and allows editing directly in SAP S/4HANA Cloud Public Edition screen

# Purchase Order Handling (3-way match PO, GR and Invoice)

Invoice with Item Assigned automatically (including Receipt ID from GR)

The screenshot displays the SAP Invoice Item Matching interface. The top navigation bar includes 'General Information', 'Reference Objects', 'Invoice Items', 'Tax', 'Payment', and 'Attachments'. The main content area is divided into 'Reference Objects' and 'Invoice Items'.

**Reference Objects:** A card for '450000297 Purchasing Document' is visible.

**Invoice Items:** The interface is split into 'Received Invoice Items' and 'Posting Items'.

**Received Invoice Items:**

- Item 1: Description 'BMW Lenovo X1 Carbon 118i (7 325GB 1TB)', Quantity 1.000, List Price 1.553.00 EUR, Amount 1.553.00 EUR. Reference Object Posting Number is 1.
- Item 2: Description 'Apple iPhone 14 128GB Midnight'.

**Posting Items:**

- Posting Item 1: Assigned to Invoice Item 1. Debit/Credit indicator: Debit. Item Text: 'BMW Lenovo X1 Car...'. Quantity: 1.000 EA. Amount: 1.553.00 EUR. Tax Code: V1. Tax Country/Region: DE (Germany). Purchasing Document / Item: 450000297 / 10. Available Quantity: 1 EA. Order Quantity: 5 EA. Order Price: 1.553.00 EUR. Item Text: 'Lenovo X1 Carbon 32GB 1TB'. Receipt ID: 900000140 / 1. Delivery Note: LE73889.
- Posting Item 2: Assigned to Invoice Item 2. Debit/Credit indicator: Debit. Item Text: 'Apple iPhone 14 12...'. Quantity: 1.000 EA. Amount: 834.99 EUR. Tax Code: V1. Tax Country/Region: DE (Germany). Purchasing Document / Item: 450000297 / 20. Available Quantity: 1 EA. Order Quantity: 5 EA. Order Price: 834.99 EUR. Item Text: 'Apple iPhone 14 128GB Midnight'. Receipt ID: 900000140 / 2. Delivery Note: LE73889.

**Available Reference Object Items:** A table with columns: Purchasing Document / Item, Item Text, Available Quantity, Ordered Quantity, Order Price, Receipt ID, Delivery Note. A message states: 'There are no available reference object items. Please select an invoice item.'

## Capabilities

- With this feature, automatic matching has been enhanced to include goods receipts and service entry sheets.
- During the **Reference Object Matching** process step, goods receipts and service entry sheets are also considered before proposing an automatic match to the invoice items.
- The three-way match feature improves upon the **Enhanced invoice item matching for invoices with reference objects** process. Previously, only purchase order items were considered during automatic matching with invoice items. Now, goods receipts and service entry sheets are also considered.

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## Request for Information Workflow

The screenshot displays the SAP Invoice interface. At the top, the SAP logo and 'Invoice' are visible. The invoice number '2023-0000383777' is prominently displayed. Below this, a table provides key details: Invoicing Party (Company Code 1010), Gross Amount (119.00 EUR), Invoice Status (Draft), and Process Step (Manual Adjustment Required). A 'Request Information' button is located in the top right corner. A dialog box titled 'Request Information For Invoice 2023-0000383777' is open, featuring a 'Description' field with the text 'Could you please check, if the invoice is valid?' and a 'Send To' dropdown menu currently set to 'Purchasing Manager (cb9990000896)'. The dialog also includes 'Request' and 'Cancel' buttons at the bottom.

### Capabilities

- In the Manage Supplier Invoices Centrally app, this feature empowers users with the required access to send a work item (a message) to one or more company employees, soliciting information about a specific invoice
- This feature helps to achieve higher level of collaboration and to reduce errors in invoicing processing

1. Send

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# Workflow for Supplier Invoice Approval in SAP Ariba Central Invoice Management

## My Inbox App

The screenshot displays the SAP My Inbox App interface. On the left, a sidebar shows 'All Tasks (1)' with a task titled 'Approval of Complete Invoice 2024-0000000117 - 0010300001' marked as 'High'. The main area shows an 'Approval Task' for invoice '2024-0000000117'. Key details include: Invoicing Party: Inlandlieferant DE 1 (0010300001), Company Code: Company Code 1010 (1010), Gross Amount: 100.00 EUR, Invoice Status: Draft and Completed, Process Step: In Approval, Workflow Status: In Progress, and Processor: Srinivasa Murthy V. Below this, there are tabs for 'General Information', 'Invoice Items', 'Tax', 'Workflows', 'Payment', and 'Attachments'. The 'General Information' tab is active, showing fields for Transaction Type (Invoice), Invoice Date (Oct 3, 2024), Reference (agentest2), First (555), Company Code (Company Code 1010 (1010)), Posting Date (Oct 3, 2024), and Origin (Uploaded). The 'Invoice Items' section shows a table with one item: G/L Account 0065000000, Item Text test1, Debit/Credit Indicator Debit, Amount 100.00 EUR, Tax Code V0, Assignment, and Cost Center 0010101101. The 'Tax' section shows Tax Date (Oct 3, 2024) and a table with one tax item: Debit/Credit Indicator Debit, Tax Code V0, Tax Country/Region DE, and Tax Amount. At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', 'Release', and 'Forward'.

## Capabilities

- With the Workflow for Supplier Invoice Approval, the customer can create in SAP Ariba Central Invoice Management an approval workflow for supplier invoices. This ensures the correctness of the supplier invoice before it is posted to the connected system.
- This feature allows to define one-step or multi-step approval processes according to the requirement. The approvers defined during the process, can approve or reject corresponding tasks in the My Inbox app. Approval by cost center owner, WBS element owner, user, or user group is supported for this workflow.

# Workflow Approval using Flexible Workflow in SAP S/4HANA Cloud Public Edition

The screenshot displays the 'Edit Workflow' configuration page in SAP S/4HANA Cloud. The title is 'Workflow for blocked invoices (price variance) - CompCode 1010'. The 'Start Conditions' tab is active, showing two preconditions: 'Company code of supplier invoice is 1010' and 'Blocking due to price variance exists'. Below this, the 'Steps' section contains a table of workflow steps.

Type	Name	Recipients	Step Conditions	Exclude Restricted Agents
<input type="radio"/>	1. Approval by Cost Center Manager	Persons responsible for all used cost centers		>
<input type="radio"/>	2. Approval by Project Manager	Example ProjectManagerProf	Invoice Amount is equal to or greater than 1,000.00 EUR	>

Buttons for 'Save' and 'Cancel' are visible at the bottom right of the steps table.

## Capabilities

The customer can also use the “Workflow for Supplier Invoices” available in **SAP S/4HANA Cloud Public Edition**

Workflow possible for

- Blocked invoices (with payment block)
- Parked and completed invoices
- Setup dynamic and flexible approval rules without programming skills, configuration and adaption possible without technical knowledge
- Separated n-step approval workflows for different company codes with dynamic start conditions (preconditions) and dynamic approver determination

1. Send

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# Workflow History integrated to SAP Ariba Central Invoice Management

The screenshot displays the SAP Ariba Central Invoice Management interface for invoice 5105803074. The invoice status is 'Parked and completed' and the workflow status is 'In Progress' with the processor 'ApAccountant'. The interface includes sections for General Information, Invoice Items, Tax, and Workflow Details. The Workflow Details section shows a flowchart with three steps: Start, Release of Completed Invoice, and End. The 'Start' step is currently active, and the 'ApAccountant' user is shown as 'Ready' to proceed.

**Invoice Summary:**

- Invoice ID: 5105803074
- Invoice Status: Parked and completed
- Workflow Status: In Progress
- Processor: ApAccountant
- Gross Amount: 595.00 EUR
- Invoice Date: Apr 11, 2023
- Posting Date: Apr 14, 2023

**Invoice Items:**

GL Account	Item Text	Debit/Credit Indicator	Amount	Tax Code	Assignment	Cost Center	Orders
5005201000	Drinking machine	Debit	500.00 EUR	VS		0000110001	

**Tax:**

Debit/Credit Indicator	Tax Code	Tax Country/Region	Tax Amount
Debit	VS	DE	95.00 EUR

**Workflow Details:**

```
graph LR; Start((Start)) --> Release((Release of Completed Invoice)); Release --> End((End)); User1[Unknown User] --> Start; User2[ApAccountant] --> Release;
```

## Capabilities

Workflow information integrated into SAP Ariba Invoicing

- Status and processor are displayed in invoice list
- Status and workflow details are displayed in invoice detail screen

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What's new in 2602?

## Renamed as SAP Ariba Invoicing



## Invoice Processing with SAP Ariba Invoicing (7YH)

As of the SAP S/4HANA Cloud 2602 release,

- SAP Ariba Central Invoice Management (Scope item - 4N6) is under deprecation and is no longer available to new customers
- If you are interested in these capabilities, the recommendation is to choose the successor scope item Invoice Processing with SAP Ariba Invoicing (7YH) instead.

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# Roadmap and Vision

## Useful Links



### Process Navigator

[Invoice Processing with SAP Ariba Invoicing](#)



### SAP Ariba Invoicing roadmap

[SAP Road Map Explorer](#)



### SAP Help Portal

[What's New in SAP Ariba Invoicing | SAP Help Portal](#)



### Check this out:

[Next-gen SAP Ariba Invoicing](#)

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Demo

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Thank You.