

Instruction on how you can manage invoice notifications

Follow the instructions on the next few slides to set up your preferences when it comes to email notifications.

Why so many invoice notifications?

Ingka's new invoice management system, Ariba Invoicing, uses the SAP Business Network to issue invoice status updates via system generated notifications. This is a standard feature, and all invoicing suppliers are affected. As default, a notification is generated each time the invoice is touched, and the notification is sent to the supplier email address that we host in Ariba. Particularly for suppliers who invoice us frequently, the notification volumes are significant.

How can invoice notifications be turned off or managed?

You manage the invoice notification setting on the SAP Business Network. If you already established an account and connected it to Ingka, you simply adapt the notification to your needs in your account settings. If you did not yet establish an account or connected your account to Ingka you can do so via the link in one of the notification documents.

What if we do not want to create a network account?

An SAP Business Network Account is required to manage the invoice notifications. There is no other way. Creating an SAP Business Network account is simple and there are no charges connected to the account as a Standard account is **FREE of charge**.

What if I want to connect the account to my existing Enterprise account?

If you connect the account to an existing Enterprise account, please be mindful that the notification documents are chargeable!

How to setup invoice notification preferences

While invoicing outside the SAP Business Network, you may receive this email notifications updating you about your invoice status.



An invoice from IKEA has been updated on SAP Business Network

Hello Arysza,

IKEA is using SAP Business Network to provide invoice status visibility to you. You can view and track your invoice.

Click [View invoice](#) to register and connect

[View invoice](#)

Reply to this email to send your customer a message. If your company received this email by mistake, you can [stop receiving invoice updates](#) via SAP Business Network.

Invoice details

Invoice number

INV-9826812

Invoice date

11 Mar 2024

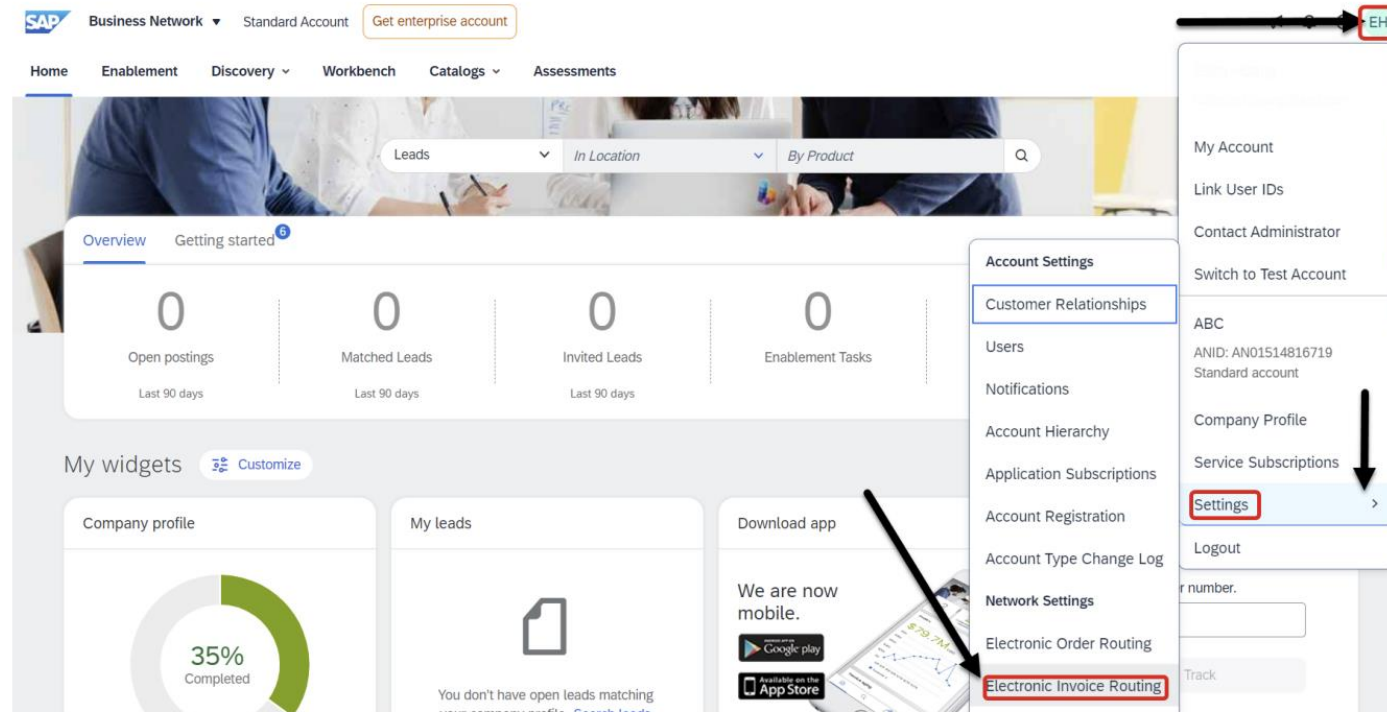
Invoice Amount

\$ 400.00 USD

How to setup invoice notification preferences

To update notifications about Invoice status:

- In the upper-right corner of the application, click **[user initials]** > **Settings** and select **Electronic Invoice Routing**.



How to setup invoice notification preferences

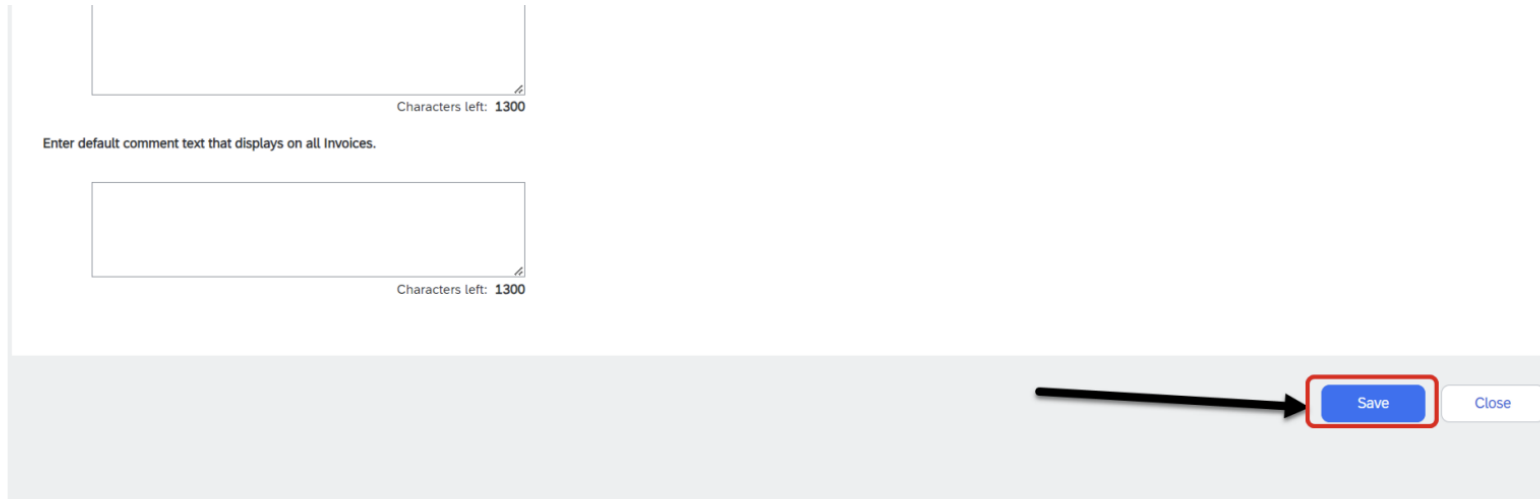
- Under **Notifications**, check the box to turn on/off notification types based on your preferences.

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	* abc@example.com,123@example.cc
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* abc@example.com,123@example.cc
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* abc@example.com
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* abc@example.com
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	* abc@example.com
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	* abc@example.com
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	* abc@example.com
Invoice PDF Routing Error	<input checked="" type="checkbox"/> Send a notification when an error occurs in invoice PDF routing.	* abc@example.com

How to setup invoice notification preferences

- You can enter up to three email addresses separated by a comma(no spaces) for multiple notification emails.
- Click **Save** at the bottom of the page.



The screenshot shows a web form for setting invoice notification preferences. It features two text input fields, each with a 'Characters left: 1300' indicator at the bottom right. The first field is empty, and the second field contains the placeholder text 'Enter default comment text that displays on all invoices.' At the bottom right of the form, there is a blue 'Save' button and a light blue 'Close' button. A black arrow points to the 'Save' button, which is also highlighted with a red rectangular border.