

Aviva eInvoicing Enabling Attachments and Invoice Numbers

Dear Supplier,

Aviva, in conjunction with our platform provider Ariba, have made some improvements to the way you submit invoices to us via the Ariba Network.

You can now attach supporting documents including PDF invoice copies, spreadsheets etc., when you submit your electronic invoices via the Ariba Network. This is highly recommended as it facilitates the approval and payment of invoices.

In addition we have now enabled the use of special characters (for example _ , - , / ,) meaning invoice numbers can now be submitted exactly as per the format of invoice numbers generated from your own accounting software.

Please follow the instructions below that demonstrate how to add an attachment to your invoice submission:

- After adding the **Supplier VAT/Tax ID**

Supplier VAT	Customer VAT
Supplier VAT/Tax ID: * <input type="text"/>	Customer VAT/Tax ID: * <input type="text" value="13985 2784 RT0001"/>
<input type="button" value="Add to Header"/>	

- Click on **Add to Header**

Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Comment
Attachment



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- Select **Attachment**.

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen

- **Choose file** and browse in order to select needed document

Attachments

The total size of all attachments cannot exceed 10MB

Choose File Dummy_Invoice (1).docx

- Click on **Add attachment**
- Scroll down to the Line Items section to select the line items to be invoiced

If you have any queries about this new functionality, in the UK and Ireland please contact Accounts Payable at accpay@aviva.com or in Canada please contact APServicesCanada@aviva.com

Regards,
Accounts Payable

