

## 19.3 RELEASE NOTES

FOR INVOICING ENHANCEMENTS

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NOVEMBER 11, 2019 - FINAL VERSION



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# WELCOME

The 19.3 **JAGGAER ONE Product Release** will be available in the production environment starting November 11, 2019. The purpose of Release Notes is to prepare administrators for the upcoming release from an application standpoint.

This document provides release notes for the **Invoicing** solution. General release notes, additional solution-specific release notes, and other supplemental information such as a Feature Snapshot, are available on the Product Release Library:

<https://library.jaggaer.com>

**Note:** Please see the 19.3 Release Notes for General Enhancements for information about key release dates and training opportunities.

## This document will help you:

- Understand the impacts of new features on your end-users, approvers, administrators, and other individuals using the system.
- Understand any changes required on your part to enable a feature of the system.
- Provide a starting point of “where to go” to learn more about the features and functionality discussed in this document.

# INVOICING

## Navigation Changes

In this release, there are navigation changes that affect Invoicing users. Please see [Updated Site Navigation and User Interface](#) and [New Search Interface is Mandatory for Specific Document Types and Requests](#) in the General release notes for information about these changes.

## New Virtual Payment Cards

In 19.3, we have begun the implementation of virtual payment cards. We are developing this feature in partnership with various financial institutions, starting in this release with J.P. Morgan Chase. This is the first phase of development that will span more than one release.

Virtual payment cards allow JAGGAER to offer improved fraud protection to our customers by providing the ability to assign a one-time credit card number to an associated order amount. Once the feature is enabled, a virtual payment card can be assigned to a transaction, and it will provide a randomly generated credit card number valid for that specific amount and that specific transaction.

### Customer Impact

- Related Solutions: Invoicing, eProcurement
- Feature Activation: This feature is **OFF** by default and must be enabled by JAGGAER. Administrator setup is also required.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

### USER IMPACT

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- If the feature is enabled for an organization, users who have access to their profile can configure virtual payments for use on POs that the user has created, as long as the supplier has also opted in to use the same virtual credit card. See step 4 in the Administrator Impact section for instructions on how to set this up.
- The virtual payment option is used on PRs and POs as follows:
  1. When a requisition is created with a supplier that accepts virtual payment, a message in the Credit Card Info section of the Billing page indicates that payment will be handled using J.P. Morgan Single-Use Accounts.
  2. When a purchase order is created from the requisition, there is a dedicated workflow step within the purchase order approval process that calls out to the bank to get a single use number to process payment. The History will indicate success or error.
    - If a user does not have a virtual payment configuration assigned to them, the PO will stop on the workflow step until a virtual payment option is selected on their user profile.
    - If a supplier is not set up for a vCard, the workflow step is skipped and the PO is processed as usual.

3. Once a vCard single use account number is received from the bank, it is displayed on the purchase order in the Credit Card Info section of the Billing/Payment page. Users with the correct permission will be able to view the credit card information, otherwise the information is masked.
4. The supplier on the PO will then be able to "swipe" the vCard for either the full PO payment or a partial amount of the PO while the card is valid, which is typically 30 days. Most suppliers "swipe" the card within 3-5 days.

## ADMINISTRATOR IMPACT

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Follow these steps to configure the Virtual Payment Cards:

1. **Contact J.P. Morgan.** If you are interested in using J.P. Morgan vCards with your organization, please first contact J.P. Morgan to complete the JAGGAER Getting Started template for virtual card implementation.
2. **Contact JAGGAER** to enable the Virtual Payment Card feature, set up virtual payment card configurations, and configure workflow.
3. If it is not already set up, add the **Credit Card** field to the active requisition and purchase order document configuration.
4. Assign virtual payment configurations to **user profiles**. The **Virtual Payment Options** page is displayed on user profiles if the Virtual Payment feature is enabled. It shows all active virtual payment options.
  - a. Navigate to **Administer**  > **Manage Users** > **Search for Users**.
  - b. Search for and open the **user profile** to configure.
  - c. In the left menu, click **Default User Settings** and select **Virtual Payment Options**.
  - d. In the **JPMorgan VCard** field, select a **virtual payment configuration** from the drop down list. Choose a different virtual payment configuration by selecting another option in the JPMorgan VCard field, or select Remove to delete the selected card.
5. Add virtual payment options to **supplier profiles**:
  - a. Search for and open the supplier profile to configure.
  - b. In the left menu, click **Contacts and Locations**, then **Fulfillment Centers**.
  - c. Click the **Ordering** tab, then the **Payment Method** sub-tab. If your organization has enabled the virtual payment feature, a **JPMorgan Chase VCard** section is displayed.
  - d. Select the **Use JPMorgan Chase VCard** checkbox to enable use of the J.P. Morgan vCard for the supplier.
    - Enabling this setting indicates that a supplier is opting in to accept single use account payments via J.P. Morgan Chase vCards within JAGGAER.
    - The default settings for the supplier are respected, i.e., all fulfillment centers will inherit the default setting unless it is overridden for a particular fulfillment center.

**Important Note:** The J.P. Morgan vCard feature cannot be enabled if the Corporate Payment Service vPayment feature is also enabled. The latter must first be turned off.

6. Click **Save**.

## INTEGRATION IMPACT

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- PO Export to an organization's ERP will include J.P. Morgan's vCard information.
- Supplier import/export (via XML) has been updated with new vCard payment options on supplier profiles (located in the Fulfillment Center section on a supplier's profile).
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

## Supplier Impact

- If this feature is enabled, a new vCard setting can be enabled on supplier profiles that allows them to accept single use account payments via J.P. Morgan Chase vCards within JAGGAER. The J.P. Morgan vCard feature cannot be enabled if the Corporate Payment Service vPayment feature is also enabled. The latter must first be turned off.
- The supplier on the PO will be able to "swipe" the vCard for either the full PO payment or a partial amount of the PO while the card is valid, which is typically 30 days. Most suppliers "swipe" the card within 3-5 days. Suppliers can swipe multiple times within expiration up to the maximum value of the order.

## New Receipt Workflow

We have created a new Receipt Workflow that allows our customers to send their receipts through an approval process. Similar to existing workflow configurations, the new workflow includes ADW and static rules, notifications, and approval options.

## Customer Impact

- Related Solutions: Invoicing, Inventory Management
- Feature Activation: This feature is **OFF** by default and must be enabled by JAGGAER. Administrator setup is also required.
- New Permissions related to this feature: These permissions are displayed if Receipt Workflow has been enabled for an organization (Permission Settings > Approvals > Receipt Approvals):
  - **Approve/Reject Receipt** - Provides the ability to approve or reject receipts within an approver's folders.
  - **Expedite Receipt Approval Workflow** - Provides the user with the ability to expedite a receipt through the receipt approval process. A user with this permission can "pull" a receipt through any pending workflow steps that permit expediting.

- **Expedite Receipt Approval Workflow Through all Steps** - Provides the capability for the approver to expedite to any workflow step including the End step (completes workflow). In addition, the user will be able to expedite past any receipt workflow steps configured as "do not allow by-pass". All steps skipped as part of the expedite will be recorded as part of the receipt's audit trail.
- **Manage Other Approver's Receipt Approval Folders** - Provides the capability for a user to view and manage another approver's personal and shared receipt workflow folders. With this permission, the user will be able to search for and select approvers within their department permissions (user settings>document access) for management. Any action performed on a receipt will have an audit record created stating the user performing the action on behalf of the approver. Managing another approver's receipt approval folders allows the user to perform the following folder management actions: Assign the receipt to the user's personal folder, Assign receipts from shared workflow folders to personal folder.
- **Edit My Pending Receipts** - Provides the ability to edit and update any pending receipts within the approver's folders.
- **Edit Pending Receipt (Any Approval Folder)** - Allows the user to edit any pending receipts. The types of pending receipts that can be edited are the following: Unassigned receipts in a shared folder, Receipts assigned to another approver's personal workflow folder, Receipts in a workflow error state in an automated workflow step.
- **Approve/Reject Receipts on behalf of another Approver** - Provides the ability for a user to approve or reject a receipt currently assigned to another approver's personal workflow folder. The approval actions are recorded for the user on behalf of the managed approver. Please note that the Approve/Reject Receipts permission is also required.
- New Notifications related to this feature: These notifications are displayed if Receipt Workflow has been enabled for an organization under a new section **Notification Preferences > Receipts**:
  - **Receipt submitted into Workflow** - Notifies the received by user that their receipt has been submitted into the receipt workflow for approval.
  - **Receipt pending Workflow approval** - Notifies an approver that there are new receipts in their receipt workflow folder that require approval.
  - **Receipt rejected** - Notifies the received by user that an approver has rejected a receipt submitted for approval.
  - **Receipt Workflow complete** - Notifies the received by user that a receipt has successfully completed the workflow review process.

## USER IMPACT

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- If **Receipt Workflow** is enabled for your organization, cost and quantity receipts can be submitted into workflow for approval.
  - Click the **Approvals** tab to view Receipt Workflow steps.
  - A **Submit** button replaces the Complete button. Click **Submit** to send a receipt into the approval the workflow.
  - Receipts in Draft status can be submitted into the workflow, as well as receipts with matching statuses of Partially matched, Fully matched, and No Matches.
- After a receipt is submitted into the approval workflow, a receipt number is assigned to the receipt and it

moves to Pending status.

- Approvers can view the receipts submitted for approval in their Approvals folder. They have the option to approve or reject receipts in the application.

## ADMINISTRATOR IMPACT

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- Receipt workflow uses the standard workflow setup with the Advanced Dynamic Workflow, Shared Workflow Folders and Workflow Process tabs.
- Organizations require the Receipt Manager license to use this feature.
- Follow these steps to set up **Receipt Workflow** for your organization:
  1. Contact **JAGGAER** to enable the Receipt Workflow feature and set up your initial workflow.
  2. Once Receipt Workflow is configured, administrators can add approvers and configure ADW rules as needed.
    - a. Navigate to **Setup**  > **Workflow Setup** > **Receipt Workflow Setup**.
    - b. When adding rules for ADW workflow:


These **Document-Level** rules are available:

- **Document Total Quantity** - Route receipt approval based on the total quantity on a receipt. The rule will trigger when the quantity of items on a receipt meets the number defined on the rule.
- **Number of Lines on Receipt** - Route the receipt approval based on the number of lines on a quantity or cost receipt. The rule will trigger when the number of lines on a receipt meets the number defined on the rule.
- **Receipt Total Amount** - Route receipt approval based on the receipt total amount. The rule will trigger when the receipt total amount from all documents on the receipt meets the amount defined on the rule.
- **Supplier Class** - Route receipt approval based on supplier class. The rule will trigger if a supplier on the receipt matches a supplier class defined on the rule.

This **Line-Level** rule is available:

- **Line Total Quantity** - Route receipt approval based on the quantity of line items on the receipt. The rule will trigger if the quantity of a line item on a receipt meets the amount defined on the rule.



3. Configure these organization settings related to Receipt Workflow:
  - a. Navigate to **Setup**  > **Workflow Setup** > **General Workflow Settings**.
  - b. Enable these settings as required:
    - **Allow users to manually approve receipts they have submitted** - Select the checkbox to allow approvers to manually approve receipts they own. The setting is off by default.
    - **Enforce unique approvers in Receipt Workflow** - Select the checkbox to enforce unique approvers across Receipts Workflow so that the same approver cannot approve a receipt more than once. An approver also cannot reject a receipt if they have previously approved it in an earlier step. The setting is off by default.
4. Enable **Receipt Approvals** permissions (Permission Settings > Approvals) and notifications (Notification Preferences > Receipts) on user profiles or user roles:
  - **User profiles** - Go to **Administer** > **Manage Users** > **Search for Users**.
  - **User roles** - Go to **Setup** > **Organization Structure and Settings** > **Manage User Roles**.

#### INTEGRATION IMPACT

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This feature does not impact integration.

#### Supplier Impact

This feature does not impact suppliers.

## Invoice Approval Permissions Moved

The **Invoice Approval** permissions have been moved from the Accounts Payable section to the Approvals section for consistency.

#### Customer Impact

- Related Solutions: Invoicing
- Feature Activation: This feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None



#### USER IMPACT

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This feature does not impact users.

## ADMINISTRATOR IMPACT

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- Invoice Approval permissions have been moved from **Permissions > Accounts Payable** to:
  - *User profiles* - Navigate to **Administer  > Manage Users > Search for Users** and open a user profile. Select **Permission Settings > Approvals** in the left menu and scroll down in the right panel to see the **Invoice Approvals** sub-heading.
  - *User roles* - Navigate to **Setup  > Organization Structure and Settings > Manage User Roles > Permissions > Approvals** and open a user role. Select **Permissions > Approvals** in the left menu and scroll down in the right panel to see the **Invoice Approvals** sub-heading.
- Permissions remain the same and function as before.

## INTEGRATION IMPACT

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This feature does not impact integration.

## Supplier Impact

This feature does not impact suppliers.

# New Remit To Address Format for Check Request Forms

Currently, users who want to select a Remit To address on legacy check request forms need to select an address title from a drop down list before they can view the entire address. This means that users sometimes need to repeat this action frequently in order to select the correct address.

In 19.3, a new tile-based Remit To Address format has been created for legacy check request forms. If configured, users can click a "Select Remit To Address..." link to open a window and select an address. In the new format:

- All available addresses are fully displayed in one view.
- A search option is available for use with a large number of addresses.
- Users can add or change addresses, and set an address as the default address for future use.

## Customer Impact

- Related Solutions: Invoicing
- Feature Activation: This feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

## USER IMPACT


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- If this feature is implemented, users who are submitting a legacy check request form can click the **Select Remit To Address...** link next to the Remit To Address field to select an address. This option is available on check request forms in Draft or Pending status.
- Clicking the link opens a **Select a new address...** window. All active Remit To addresses are available for selection and users can select an address. In the **Select a new address...** window:
  - The currently selected address is displayed with a star next to it.
  - The active **Remit To** addresses that can be selected are displayed in a tile format. They are in alphabetical order, from left to right, top to bottom.
  - A **Search** field allows users to search for addresses containing the specified search terms.
  - Click the **Use** button next to an address button to select it. This opens an additional window containing address information. In this window:
    - Click the **Use** button to save the selection and return to the form window where the selected address is displayed in the Remit To Address field.
    - Click **Cancel** to return to the address selection window without changing the selected address.
    - A **Check this box to make this the default address in the future** option can be selected to designate the address as the primary Remit To address for the supplier on future check requests.
  - For organizations that use the MBU feature, options may be restricted based on settings for Restrict Remit To Address Search by Business Unit Only or Restrict Remit To Address Search by Fulfillment Center Business Unit.
- All updates are recorded in History.

## ADMINISTRATOR IMPACT

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- There are now two **Remit To Address** elements available on legacy check request forms:
  - The **Remit To Address (Tile Option)** element is the *new* format and it must be added to a legacy check request form before it is available for use.
  - The **Remit To Address** element is the *existing* format. Forms that currently use this element will not change.
- The new **Remit To Address (Tile Option)** element must be added to legacy check request forms to make the new format available as follows. Existing forms will not change unless the new element is added to a check request form:

1. Navigate to **Administer**  > **Shopping Settings > Manage Forms**.
2. Open a Draft version of a check request form for editing.
3. If needed, remove the existing **Remit To Address** element. This is used for the existing format and has not changed.
4. In the appropriate section, click **Group Menu > Add Field**.
5. Expand the **All Fields** heading and select the new **Select Remit To Address (Tile Based)** element.
6. Complete the fields and **Save**.
7. **Activate** the form.

## INTEGRATION IMPACT

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This feature does not impact integration.

## Supplier Impact

This feature does not impact suppliers.

# Ability to Restrict Remit To Address Search by Business Unit

For organizations that use the MBU feature, the **Restrict Remit-To Address search by Business Unit** setting previously allowed organizations to restrict the Remit To address search on invoices, check requests, multi-check requests, and credit memos by a fulfillment center's business unit. If configured, search results included all Fulfillment addresses and all Remittance addresses tied to the business unit, as well as Remittance addresses not tied to a fulfillment center. This sometimes resulted in many addresses being available for selection and could make choosing the correct Remit To address difficult.

In 19.3, new settings allow organizations to restrict Remit To Address search results by business unit only, and also to assign supplier Remit To addresses directly to business units, so that users who are selecting a Remit To address will see addresses with the same business unit as the document. If the document does not have a business unit, users will see addresses based on the business unit assigned to the user.

As part of this update, the **Restrict Remit-To Address search by Business Unit** setting has been renamed to **Restrict Remit-To Address search by Fulfillment Center Business Unit**.

## Customer Impact

- Related Solutions: Invoicing
- Feature Activation: This feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: None
- New Notifications related to this feature: None


## USER IMPACT

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- If this feature is enabled, document owners who are viewing or editing an invoice, check request, multi-check request or credit memo will see supplier Remit To addresses with the same business unit as the document. If the document does not have a business unit, users will see addresses based on the business unit assigned to the user.

## ADMINISTRATOR IMPACT

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- For organizations that use the MBU feature, two new settings are used to restrict Remit To address search by business unit:
  - The new **Restrict Remit-To Address search by Business Unit Only** setting must be enabled for each business unit you want to apply the Remit To Address search restrictions to.
    - The existing **Restrict Remit-To Address search by Business Unit** field name has been changed to **Restrict Remit-To Address search by Fulfillment Center Business Unit** for clarity. The functionality remains the same – this option is used to restrict the Remit To Address search by business units assigned to fulfillment centers.
    - Only one option can be selected – organizations can either restrict Remit To Address search by fulfillment center or by business unit, but not both.
  - Business units must be assigned to supplier profiles.
    - A new **Business Unit Assignment** field on supplier profiles is displayed on each remittance address on the Remittance Addresses page only. It allows administrators with the appropriate permissions to assign business units directly to a supplier's Remittance Address. The field does not display for other address types.
    - The **Edit Assignments** link next to the field enables administrators with **Manage Supplier Profile** permission to add, modify or delete business units from this field. Hovering a mouse over the field shows a list of business units assigned to the address. Users without the permission will not see the Edit Assignments link and business unit assignments on the Remittance Address page are read only.
- To configure:
  1. Enable **Restrict Remit-To Address search by Business Unit Only** setting:
    - a. Navigate to **Setup**  > **Organization Structure and Settings** > **Add/Manage Business Units**.
    - b. Click the **Business Units** tab.
    - c. Select a **business unit** and click the **Configuration** tab.
    - d. Select the **Restrict Remit-To Address search by Business Unit Only** checkbox. If the setting is enabled, Remit To Address search results on invoices, check requests, multi-check requests and credit memos are limited to Remittance addresses associated with a business unit on the supplier profile.

**Important Note:** Either the **Restrict Remit-To Address search by Fulfillment Center Business Unit** or the **Restrict Remit-To Address search by Business Unit Only** setting can be enabled, but not both.

- e. Repeat for each applicable business unit.
2. Assign **business units** to **supplier profiles**. The Manage Supplier Profile permission is needed to perform this task:
    - a. Search for and open a **supplier profile**.
    - b. Go to **Contacts and Locations > Addresses**.
    - c. Select a **Remittance** address.
    - d. In the **Business Unit Assignment** field, click the **Edit Assignment** link. **Note:** This field does not display for other address types.

**Note:** Users without the **Manage Supplier Profile** permission will not see the Edit Assignments link and business unit assignments on the Remittance Address page are read only.

- e. Select the checkbox next to each **business unit** to associate with the address. Multiple business units can be selected.
  - f. **Save** the changes.
  - g. Repeat for each applicable supplier profile.
- Once the feature is configured:
    - When an invoice, check request, multi-check request or credit memo is created, users who are viewing or editing the document so that users who are selecting a Remit To address will see addresses with the same business unit as the document. If the document does not have a business unit, users will see addresses based on the business unit assigned to the user.
    - If there is no business unit on a user's profile, there is no restriction and the user will see all available Remit To addresses for the selected supplier.
    - If a business unit is not associated with any active Remit To address, the user will see all Remit To addresses that have not been associated with any business unit.

## INTEGRATION IMPACT

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- **Note: The following update will NOT be available with the 19.3 major release. It will be made available in a regularly scheduled Maintenance Release after the 19.3 production release.** For organizations with MBU, a **New Business Units Assigned** element will be added to the Supplier Import and Export file to allow Business Unit Assignment by Remit To Address to be set in bulk on suppliers uploaded into the JAGGAER system.

- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

## Supplier Impact

This feature does not impact suppliers.

## Updates to New Invoice Experience

JAGGAER is currently redesigning **Invoices** and **Credit Memos** with a new, modern user interface.

In 19.3 we have added PO search, accounting codes, document actions, and the ability to edit line items to the New Invoice Experience, along with several more updates as development of this feature continues.

**Note:** Some standard invoicing features are not yet available in the new invoice design. These features will be added in future releases. Please continue to monitor **Maintenance Release Notes** and **Product Release Notes** for information on these updates.

## Customer Impact

- Related Solutions: Invoicing
- Feature Activation: This feature is **ON** by default for users who have the new invoice experience enabled.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

### USER IMPACT

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- Updates to the new invoice experience include:
  - **Document actions** are functional and have been moved to a drop-down list next to the header, in the top left corner of the page.
  - **Summary, Matching, Invoice Image, Comments** and **History** tabs are displayed along the top of the page. Users can click a tab to view and edit the information in it. Comments have been moved to the Comments tab (previously they were accessed by clicking an icon in the top right corner of the page).
  - **Discount, Tax, Shipping & Handling** can be edited at the header level.
  - **Codes** - Accounting code information is displayed in a read-only view.
  - Invoices can be created from contracts, including contract search capability and the ability to create an invoice from contract using the **Create Invoice** overlay that is displayed when accessed from the main navigation path (Accounts Payable > Invoices > Create new Invoice, Credit Memo).
  - **Line Items** - Line actions are functional. Users can edit tax, shipping and handling information on line

items.

- **Related Documents** are listed in the right panel in their own drop down section, just above the **What's next?** text.

#### ADMINISTRATOR IMPACT

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This feature does not impact administrators.

#### INTEGRATION IMPACT

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This feature does not impact integration.

### Supplier Impact

This feature does not impact suppliers.

## Global Invoicing - Supplier Tax/VAT No. Override

For Global Invoicing, a supplier's country of origin should always be aligned with the Remit To address country for tax compliancy. To meet this requirement, we have made the **Tax Identification Number** and **VAT Number** fields editable on the buyer invoice if a supplier's country of origin does not match the Remit To address country, so that the values can be adjusted.

### Customer Impact

- Related Solutions: Invoicing, Supplier Management
- Feature Activation: For customers with Global Invoicing, this feature is **ON** by default.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

#### USER IMPACT

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- On **buyer invoices**, if a supplier's country of origin is different than the country on their Remit To address, the **Tax Identification Number** and **VAT Number** fields become editable on the buyer invoice so that the values can be adjusted. If the supplier's country of origin and the country on the Remit To address match, the fields are *not* editable.
- Overridden values only apply to the buyer or sales invoice where it is entered. It does not replace the Tax ID or VAT Number on a supplier's profile.

#### ADMINISTRATOR IMPACT

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This feature does not impact administrators.



## INTEGRATION IMPACT

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This feature does not impact integration.

### Supplier Impact

- On **sales invoices** in the supplier portal, if a supplier's country of origin is different than the country on the Remit To address, the **Supplier Tax ID** field and **VAT Registration Number** fields become editable on the sales invoice so that the values can be adjusted. If the country of origin and the country on the Remit To address match, the fields are *not* editable.
- Overridden values only apply to the buyer or sales invoice where it is entered. It does not replace the Tax ID or VAT Number on a supplier's profile.
- In addition, the **Buyer Tax ID** and **Buyer Representative Tax ID** system fields that are displayed on supplier portal sales invoices have been updated so that only the field that is populated in the supplier's profile is displayed on the sales invoice, as both fields would not be populated at the same time. If both fields are empty on the supplier profile, neither field displays on the UI/PDF.

## Global Invoicing - Ability to Re-Submit Sales Invoices

Previously, if a global invoicing sales invoice failed issuance by TrustWeaver during the signing step, suppliers had no way to fix the invoice. In this release, we have added the ability for suppliers to re-submit sales invoices when the invoices fail this step. New eInvoice issuance alerts are available to notify suppliers and buyers when this happens.

### Customer Impact

- Related Solutions: Invoicing
- Feature Activation: For customers with Global Invoicing, this feature is **ON** by default. Additional configuration may be required.
- New Permissions related to this feature: None
- New Notifications related to this feature: New notifications are available under Notification Preferences > Accounts Payable:
  - **eInvoice Issuance Confirmation** - Notifies a buyer invoice owner that an eInvoice has successfully been issued (signed).
  - **eInvoice Issuance Failure** - Notifies a buyer invoice owner that an eInvoice has failed issuance (signing).

## USER IMPACT

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- In cases where a sales invoice submitted from the supplier portal fails issuance by TrustWeaver during the signing step, the associated buyer invoice is deleted (including the PDF and XML) and can no longer be found via search. Suppliers can edit and resubmit the invoice.

## ADMINISTRATOR IMPACT

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- Suppliers can edit and resubmit an invoice sent to a global invoicing customer that failed the issuance/signing step in the workflow. It works as follows:
  - If a sales invoice submitted from the supplier portal fails issuance by TrustWeaver during the signing step, the sales invoice returns to a Draft status and becomes editable again in the supplier portal. The History records the issuance error. The supplier automatically receives an email issuance failure email and notification.
  - In the buyer organization, the buyer invoice created by the sales invoice is deleted (including the PDF and XML) and can no longer be found via search.
  - New notifications indicate the success or failure of issuance. Suppliers are automatically sent notifications.
  - These system emails have been added under Email Management > Accounts Payable:
    - **Sales eInvoice Notification Issuance Confirmation** - Indicates that an eInvoice has successfully been issued (signed). It is automatically sent to the supplier who created the sales invoice in the supplier portal (no subscription).
    - **Sales eInvoice Notification Issuance Failure** - Indicates that an eInvoice has failed issuance (signing). It is automatically sent to the supplier who created the sales invoice in the supplier portal (no subscription).
    - **Buyer eInvoice Notification Issuance Confirmation** - Indicates that an eInvoice has successfully been issued (signed). It is sent to the buyer invoice owner if they have subscribed to the **eInvoice Issuance Confirmation** notification.
    - **Buyer eInvoice Notification Issuance Failure** - Indicates that an eInvoice has failed issuance (signing). It is sent to the buyer invoice owner if they have subscribed to the **eInvoice Issuance Failure** notification.

## INTEGRATION IMPACT

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- Integration settings have been updated to accommodate new fields and settings.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

## Supplier Impact

- If a sales invoice that has been submitted to a global invoicing customer fails issuance by TrustWeaver during the signing workflow step, the sales invoice returns to a Draft status and becomes editable again in the portal.

- The History records the issuance error.
- The supplier receives an email issuance failure email and notification.
- Suppliers can edit and resubmit the invoice.

## Global Invoicing - Supplier Insolvency Status

In some countries, Global Invoicing requires that we allow suppliers to declare if they have any financial insolvency or liquidation legal restrictions. In this release, we have added a new setting and a new field that allows suppliers to declare if they have any financial insolvency or liquidation legal restrictions on sales invoices in the supplier portal. For 19.3, this field will only be used for clients and suppliers in Italy.

### Customer Impact

- Related Solutions: Invoicing
- Feature Activation: For customers with Global Invoicing, this feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: None
- New Notifications related to this feature: None


### USER IMPACT


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- If this feature is enabled for an organization, the **Supplier Insolvency Status** field is completed by a supplier on the sales invoice to declare if they have any financial insolvency or liquidation legal restrictions on a sales invoice in the supplier portal, and it is displayed on buyer invoices.

### ADMINISTRATOR IMPACT

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- Configuration of this feature requires insolvency statuses to be entered in the AP Configuration page and the **Supplier Insolvency Status** system field to be added to the active buyer invoice document configuration, as follows:
  1. Create insolvency statuses for each country that is configured for global invoicing:
    - a. Navigate to **Accounts Payable**  > **AP Administration** > **Configure AP Settings** and click the **AP Configuration** tab.
    - b. Under **Accounts Payable Settings**, locate the **Configure Supplier Insolvency** setting and click **Configure**.
    - c. Complete these fields:
      - **Country** - Select a country from the drop down list.
      - **Insolvency Status** - Enter an insolvency status. This will be one of the drop down options displayed in the Supplier Insolvency Status field in the Regulatory Information section on sales invoices for global invoicing customers in the supplier portal. Suppliers will select a drop down when they complete the invoice.

- d. Click **Add Selected**.
  - e. Repeat the steps above to add additional insolvency statuses.
  - f. When all insolvency statuses have been added for the country, click **Submit**.
  - g. Repeat to add more global invoicing countries and insolvency statuses. Click Remove at any time to remove an insolvency status.
  - h. Click **Save** on the AP Configuration tab.
2. Add the **Supplier Insolvency Status** system field to the active buyer invoice document configuration:
    - a. Navigate to **Setup**  > **Configure Documents** > **Configure Buyer Invoice Document**.
    - b. Open the **Draft** copy of the active buyer invoice document configuration and click on the **Layout Details** tab.
    - c. Locate the **Supplier Insolvency Status** field in the **Global Invoicing Fields** section and add it to the document layout.
    - d. Save changes.
    - e. Define how the field appears for each global invoicing country by completing settings in the **Supplier Country Specific Configuration** section. See *Global Invoicing: Configure Buyer Invoice Document* in the online searchable help for more information.
    - f. Finalize and activate the document configuration.
  - If the **Supplier Insolvency Status** field is configured on the active buyer invoice document configuration, it is displayed on sales invoices in the supplier portal, where suppliers complete the field to declare if they have any financial insolvency or liquidation legal restrictions. The field and the option selected by the supplier are displayed on buyer invoices.

## INTEGRATION IMPACT

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- Integration settings have been updated to accommodate the new field.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

## Supplier Impact

- If this feature is configured by an organization, on sales invoices for global invoicing customers, after the Remit To address country is selected, the **Supplier Insolvency Status** field is displayed in the **Regulatory Information** section with other global eInvoicing fields. Suppliers can select an option from the drop down list to declare if they have any financial insolvency or liquidation legal restrictions.

# Global Invoicing - Declare Self-Billing

For Global Invoicing compliance, there is a requirement that the words "Self-Billed" appear on the invoice PDF in the associated language when an invoice is submitted by an internal user rather than a supplier. To meet this compliance requirement, a new Self-Billed (PDF) Global Invoicing field is now available to be added to the buyer invoice document configuration.

## Customer Impact

- Related Solutions: Invoicing
- Feature Activation: For Global Invoicing customers, this feature is **OFF** by default but can be enabled by an organization administrator.
- New Permissions related to this feature: None
- New Notifications related to this feature: None

## USER IMPACT

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- For invoices created manually in the customer organization, or created via email invoicing, OCR/DMR, and ERS, "Self-Billed" appears on the invoice PDF. It does not appear if the invoice has been submitted by a supplier or via cXML.

## ADMINISTRATOR IMPACT

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- The **Self-Billed (PDF)** Global Invoicing field needs to be added to the buyer invoice document configuration to enable this feature.

**Note:** Adding the field to the buyer invoice document does not cause the field to be displayed on an invoice. It causes the "Self-Billed" text to appear on the invoice PDF and XML only when an invoice is created manually in the customer organization, or created via email invoicing, OCR/DMR, and ERS.

- To configure:
  1. Navigate to **Setup**  > **Configure Documents** > **Configure Buyer Invoice Document**.
  2. Open the **Draft** copy of the active buyer invoice document configuration and click on the **Layout Details** tab.
  3. Locate the **Self-Billed (PDF)** field in the **Global Invoicing Fields** section and add it to the document layout.
  4. Save changes.
  5. Define how the field appears for each global invoicing country by completing settings in the **Supplier Country Specific Configuration** section. See Global Invoicing: Configure Buyer Invoice Document in the online searchable help for more information on these global invoice settings.

**Note:** If the default PDF/XML Field Name has not been edited, it will be translated in the language associated with the invoice. If the default value has been overridden, it will not be translated.

6. Finalize and activate the document configuration. For invoices created manually in the customer organization, or created via email invoicing, OCR/DMR, and ERS, "Self-Billed" appears on the invoice PDF.

## INTEGRATION IMPACT

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- Integration settings have been updated to accommodate new field.
- **Important!** If an organization uses import or export files to integrate with other internal systems, the change to these files may cause issues with that integration. Please check with your system administrator to determine the impact of these changes.

## Supplier Impact

This feature does not impact suppliers.