
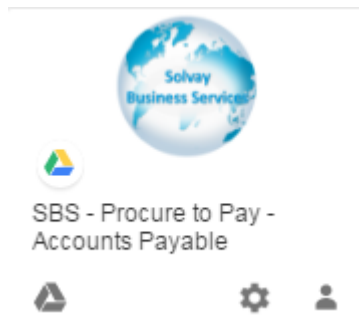


# SBS - Procure to Pay - Accounts Payable - Users

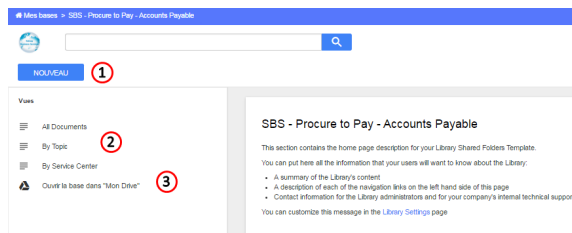
 To access the library **SBS - Procure to Pay - Accounts Payable**

Click on the icon of the library or click [here](#)




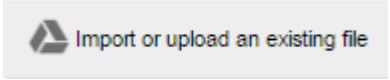
The homepage is displayed. You can

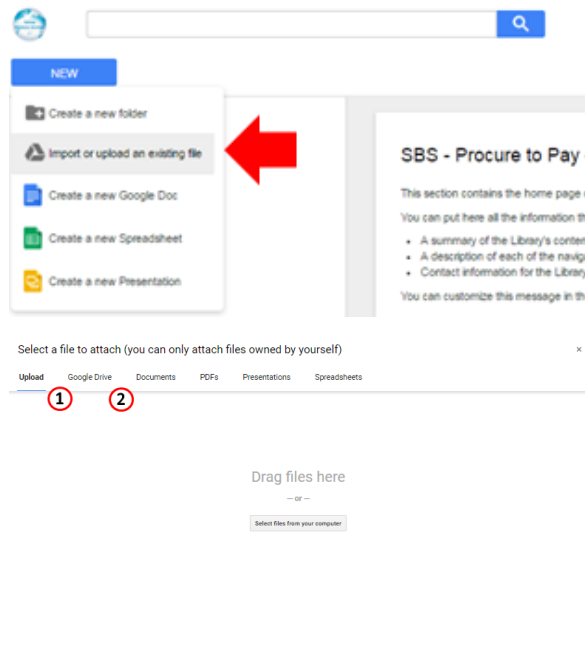
- 1. Import or upload a document ..... 2
- 2. View existing documents ..... 3
- 3. Open the library in your google drive ..... 4





# 1. Import or upload a document

**i** To import a document you must be part of the google group **\$AODocs.PtP Accounts Payable-Contributors**  
 If you are not, ask the manager of the group to be included.

Upload a document by clicking the button  then  en



1. Click "Upload" to select files from your computer, select the file and click  or
2. Google Drive to select a document stored in your google drive, select the file and click 

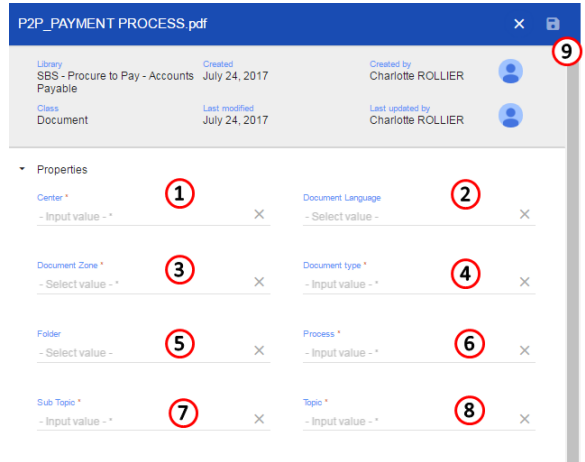
**!** You can only attach files owned by yourself

Enter the properties of the document

**!** If you can not find a value in a list, you can add it manually

1. Center (=service center) \* (mandatory)
2. Document language (optional)
3. Document zone, select the Zone and then the country \* (mandatory)
4. Select the document type \* (mandatory)
5. Folder: by default select "Accounts payable"
6. Process \* (mandatory)
7. Sub Topic \* (mandatory)
8. Topic \* (mandatory)

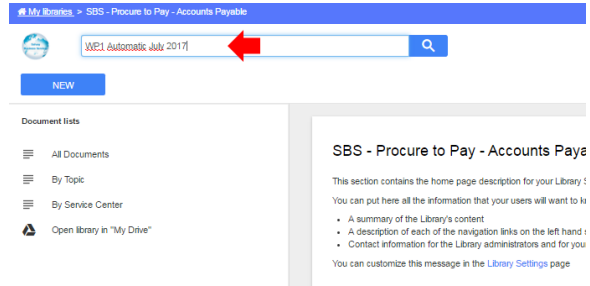
9. SAVE by clicking 



## 2. View existing documents

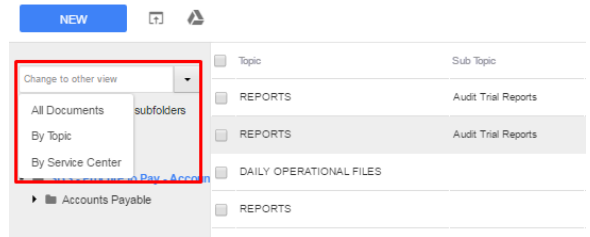
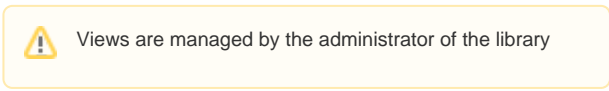
### 2.1 Using the search bar

Enter the name of the document in the search bar and click



### 2.2 Using a predefined view

Select a predefined view:



**All documents** to display all documents

(note: it corresponds to the view "All documents" that was used in the former library in Teamsite)

Doc	Doc Name	Doc Type	Doc Status	Doc Owner	Doc Date	Doc Size	Doc Location	Doc Description
1	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
2	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
3	Building system MPL	DAILY OPERATIONAL FILES		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
4	Auto Test July 2017	REPORTS		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report

**By Topic** to browse by Topic

(note: it corresponds to the view "By Topic" that was used in the former library in Teamsite)

Doc	Doc Name	Doc Type	Doc Status	Doc Owner	Doc Date	Doc Size	Doc Location	Doc Description
1	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
2	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
3	Building system MPL	DAILY OPERATIONAL FILES		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
4	Auto Test July 2017	REPORTS		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report

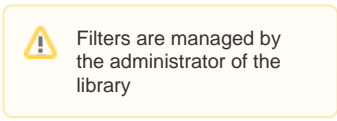
**By center** to browse by Service center

(note: it corresponds to views "Bangkok", "Curitiba" & "Lisbon" that were used in the former library in Teamsite)

Doc	Doc Name	Doc Type	Doc Status	Doc Owner	Doc Date	Doc Size	Doc Location	Doc Description
1	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
2	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
3	Building system MPL	DAILY OPERATIONAL FILES		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
4	Auto Test July 2017	REPORTS		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report

### 2.3 Using filters

Click **Show filters** to filter the content of your library



Doc	Doc Name	Doc Type	Doc Status	Doc Owner	Doc Date	Doc Size	Doc Location	Doc Description
1	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
2	MPI Center July 2017	REPORTS	Auto Test Report	PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
3	Building system MPL	DAILY OPERATIONAL FILES		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report
4	Auto Test July 2017	REPORTS		PLU-BO	17-07-2017	1.1 MB	PLU-BO	Report

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Name	Owner	Last modified
ES	aodocs storage 63	Jul 19, 2017
N Block	aodocs storage 63	Jul 19, 2017
PT	aodocs storage 63	Jul 19, 2017
01.06.zip	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_09_2014.xls	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_10_2014.xlsx	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_11_2014.xlsx	aodocs storage 63	Jul 22, 2017

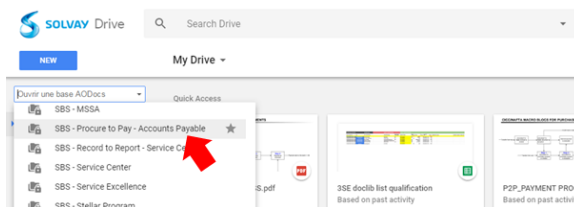
### 3. Open the library in your google drive

You can open the library in your google drive by clicking



You can also open the library from your drive by clicking on "open an AODOcs library" and select your library

**Tip**  
Click the star  
SBS - Procure to Pay - Accounts Payable   
beside the library name to add it in your favorite



**Know more**  
Go to [AODOCS](#) to find user guides and trainings