

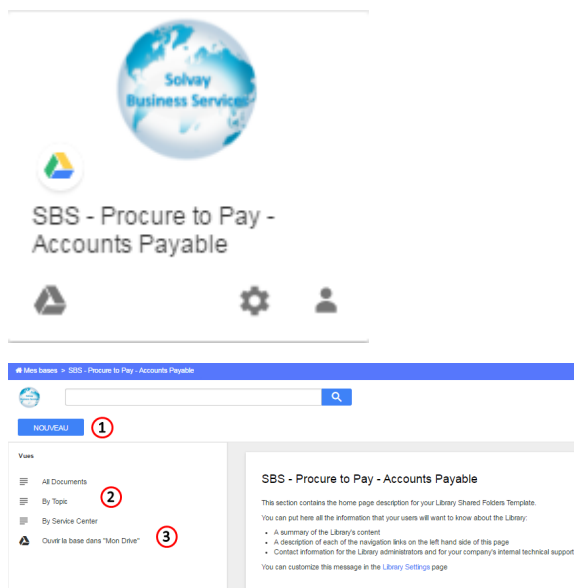
SBS - Procure to Pay - Accounts Payable - Users

 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

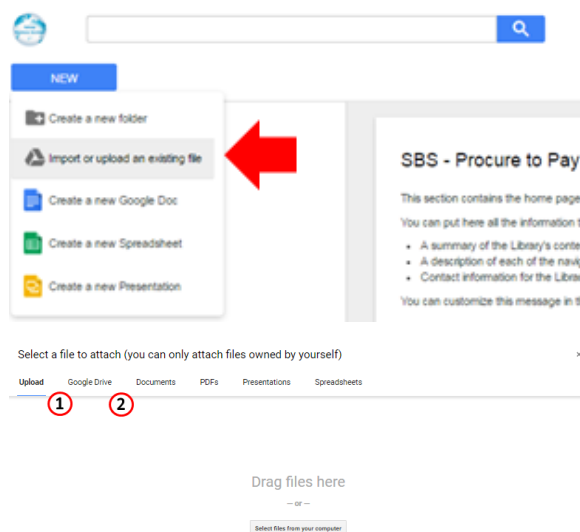


1. Import or upload a document

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 **NEW** then

 Import or upload an existing file



1. Click "Upload" to select files from your computer, select

the file and click

2. Google Drive to select a document stored in your google

drive, select the file and click

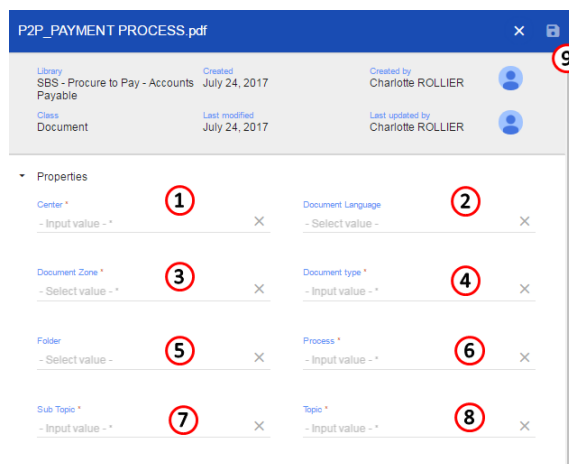
 You can only attach files owned by yourself

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

Library	Created	Created by
SBS - Procure to Pay - Accounts Payable	July 24, 2017	Charlotte ROLLIER
Class	Last modified	Last updated by
Document	July 24, 2017	Charlotte ROLLIER

Properties

Center * 1
Document Language 2

Document Zone * 3
Document type * 4

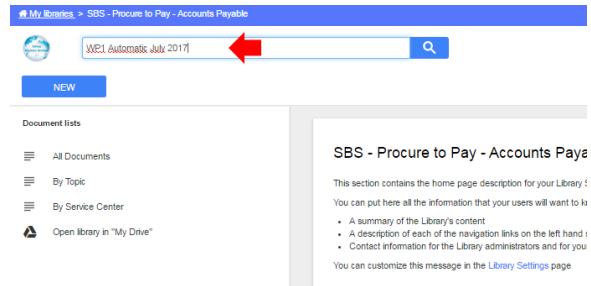
Folder 5
Process * 6

Sub Topic * 7
Topic * 8

2. View existing documents

2.1 Using the search bar

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

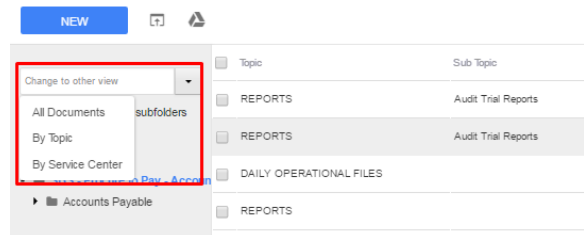


2.2 Using a predefined view

Select a predefined view:



Views are managed by the administrator of the library



All documents to display all documents

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

By Topic to browse by Topic

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

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 ID	Doc Status	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
1	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
2	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
3	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304

Doc	Doc Name	Doc Type	Doc ID	Doc Status	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
1	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
2	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
3	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304

Doc	Doc Name	Doc Type	Doc ID	Doc Status	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
1	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
2	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
3	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304

2.3 Using filters

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



Filters are managed by the administrator of the library

Doc	Doc Name	Doc Type	Doc ID	Doc Status	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
1	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
2	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
3	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304

Doc	Doc Name	Doc Type	Doc ID	Doc Status	Doc Type	Doc Type	Doc Type	Doc Type	Doc Type
1	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
2	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304
3	WP1 Automatic July 2017	REPORTS	1517140304	PLAUS	Report	1517140304	PLAUS	Report	1517140304

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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



[Open library in "My Drive"](#)

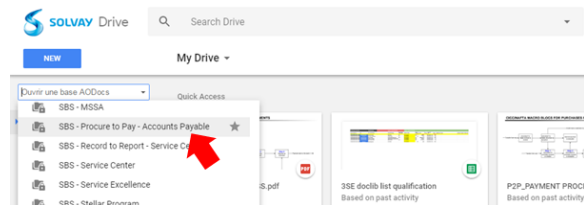
You can also open the library from your drive by clicking on "open an AODOCs library" and select your library



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