
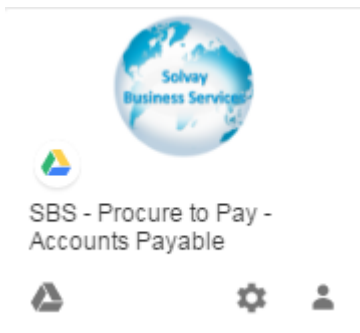


SBS - Procure to Pay - Accounts Payable - Users

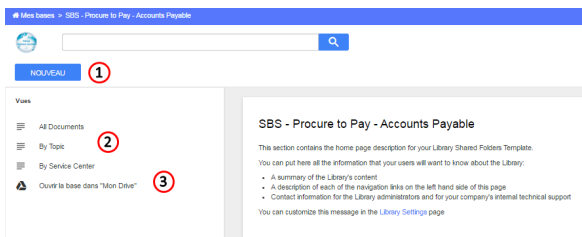
 To access the library **SBS - Procure to Pay - Accounts Payable**

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




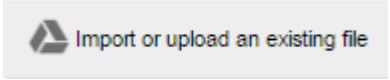
The homepage is displayed. You can

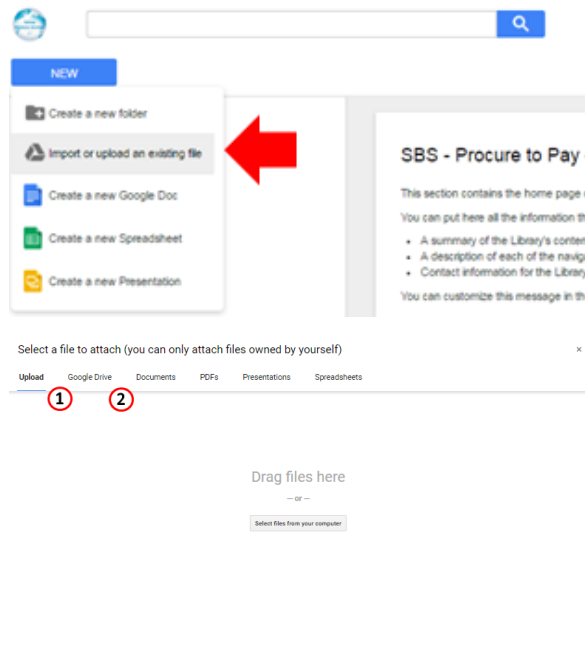
- [1. Import or upload a document](#) 2
- [2. View existing documents](#) 3
- [3. Open the library in your google drive](#) 4






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 

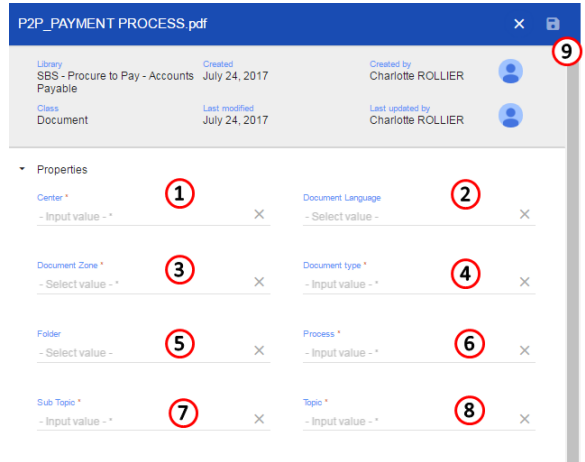
 You can only attach files owned by yourself

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)

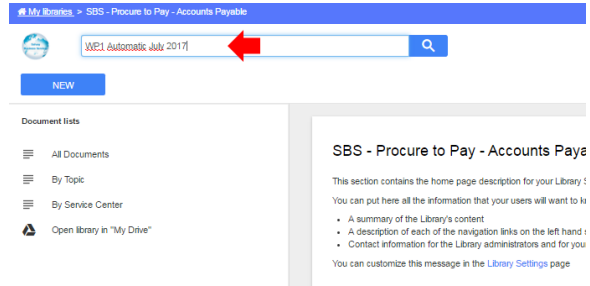
9. SAVE by clicking 



2. View existing documents

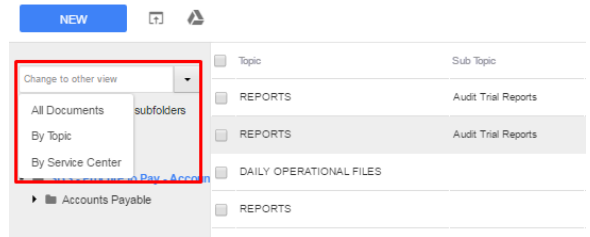
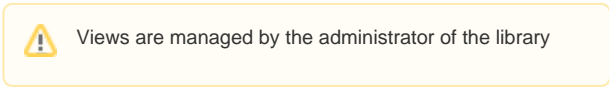
2.1 Using the search bar

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	Process	Document type	Document type	Document type	Document type	Document type	Document type
1	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
2	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
3	Building services MPL	DAILY OPERATIONAL FILES		PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
4	Audit Trail July 2017	REPORTS		PLA-BDO	General Agreement	17-07-14-03:00 PM	all	17-08	17-08

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	Process	Document type	Document type	Document type	Document type	Document type	Document type
1	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
2	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
3	Building services MPL	DAILY OPERATIONAL FILES		PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
4	Audit Trail July 2017	REPORTS		PLA-BDO	General Agreement	17-07-14-03:00 PM	all	17-08	17-08

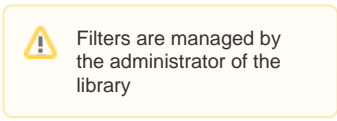
By center to browse by Service center

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

Doc	Doc Name	Doc Type	Process	Document type	Document type	Document type	Document type	Document type	Document type
1	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
2	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
3	Building services MPL	DAILY OPERATIONAL FILES		PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
4	Audit Trail July 2017	REPORTS		PLA-BDO	General Agreement	17-07-14-03:00 PM	all	17-08	17-08

2.3 Using filters

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



Doc	Doc Name	Doc Type	Process	Document type	Document type	Document type	Document type	Document type	Document type
1	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
2	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
3	Building services MPL	DAILY OPERATIONAL FILES		PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
4	Audit Trail July 2017	REPORTS		PLA-BDO	General Agreement	17-07-14-03:00 PM	all	17-08	17-08

Doc	Doc Name	Doc Type	Process	Document type	Document type	Document type	Document type	Document type	Document type
1	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
2	MPI Center July 2017	REPORTS	Audit Trail Reports	PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
3	Building services MPL	DAILY OPERATIONAL FILES		PLA-BDO	Report	17-07-14-03:00 PM	all	17-08	17-08
4	Audit Trail July 2017	REPORTS		PLA-BDO	General Agreement	17-07-14-03:00 PM	all	17-08	17-08

Shared with me > SBS - Procure to Pay - Accounts Payable > Accounts Payable


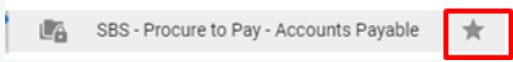
Name	Owner	Last modified
ES	aodocs storage 63	Jul 19, 2017
N Block	aodocs storage 63	Jul 19, 2017
PT	aodocs storage 63	Jul 19, 2017
01.06.zip	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_09_2014.xls	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_10_2014.xlsx	aodocs storage 63	Jul 22, 2017
0128_0306_5960_PT_11_2014.xlsx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

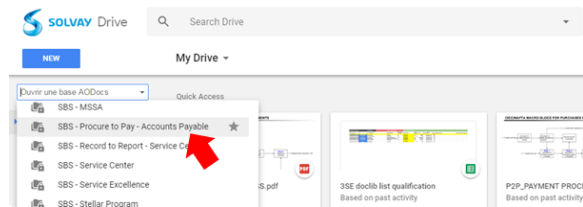
3. Open the library in your google drive


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

beside the library name to add it in your favorite








 **Know more**

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

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 13, 2017	Actor	Type	Activity	Version
Published	 Gaetan ANDRIA	State	changed state to Published at 10:04 am	v6
To be approved	 Gaetan ANDRIA	State	gave <i>Approvers</i> approval at 10:04 am	
Aug 12, 2017				
	 Comala Document Management	State	changed state to To be approved at 10:55 am <i>State Expired</i>	v6
Aug 07, 2017				
Published	 Marc Claustre	State	changed expiry date to '12 Aug, 2017 09:34 am' at 9:34 am	
		State	changed state to Published at 9:34 am (Space Initialization)	v6
Draft	 Marc Claustre	State	gave <i>Approvers</i> approval at 9:34 am	