

Display SAP document attachments and AP invoices from SAPgui and Atlas

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Context

What types of documents are stored on the SAP Enterprise Cloud document server?

- Invoices for Purchase Orders and other MIT payments
- Attachments to Purchase Orders and Requisitions

What options are available for viewing invoices and SAP document attachments?

Atlas

- In Atlas, display the Purchase Order, and click the button Display Invoice/Payment History. Then click the link for View Invoice.
- When viewing invoices and document attachments via Atlas applications for Display Requisition or Display Purchase Order, documents can be opened by the native OS image viewer, Adobe Acrobat or Excel, depending on the document type. You may need to take additional steps to associate the file type with the appropriate application for opening the file.
- See below for browser specific instructions.

SAPgui

- For opening documents from within SAPgui, the Java Open Text Applet Viewer is needed. [Learn more about Java Open Text Applet Viewer](#).
- Prior to the migration to the SAP Enterprise Cloud, while Java Open Text Applet Viewer was the recommended solution, the desktop installed software, Open Text Viewer, also known as Livelink Imaging or IXOS, continued to be available as an alternative solution.
- The Open Text Viewer desktop software is no longer supported. Uninstall Open Text Viewer or Livelink Imaging via Control Panel >> Programs and Features.

Atlas: View invoices for Purchase Orders

Firefox on Windows

- When you first click on the View Invoice link, you may see a Firefox popup asking whether to open or save the file. The popup states that it is a TIFF file.
- Choose open with, then select Windows Photo Viewer.
- Place a check to **Always open files of this type with this application**

Internet Explorer on Windows

- Verify that Livelink Imaging and OpenText Viewer are not installed.
 - In Control Panel >> Programs and Features, verify whether Livelink Imaging or OpenText Viewer are installed.
 - If present, uninstall Livelink Imaging or OpenText Viewer are installed, uninstall.
- When you click on View Invoice, you may see a bar at the bottom of the Internet Explorer window, prompted to Open or Run.
- Chose Open, then choose to Open With Windows Photo Viewer.
- Place a check to Always open this file type with this application.

Google Chrome on Windows

- By default, Chrome will download the file.
- Invoice files are most often .TIFF files. Add the .TIFF extension and open in Windows Photo Viewer.

Atlas: View invoices for Purchase Orders

Firefox

- You may be prompted to select the application to use to open the image.
- Choose Windows Photo Viewer

Google Chrome

- Right click on the invoice link, and choose Save Link As ...
- Add .TIFF to the file name.
- After the file downloads, open the file with your default application for viewing images, or with Windows Photo Viewer.

Atlas: View Excel attachments to requisitions or purchase orders

Firefox

- You may be prompted to select the application to use to open the spreadsheet.
- Choose to open the spreadsheet with Microsoft Excel.

Internet Explorer

- You may see a prompt that the file type cannot be recognized or that the file may be corrupted.
- Choose Yes to open the file in Excel.

SAPgui on Windows: View invoices for Purchase Orders

Step one: Uninstall Livelink Imaging and OpenText Viewer

- In Control Panel >> Programs and Features, verify whether Livelink Imaging or OpenText Viewer are installed.
- If present, uninstall Livelink Imaging or OpenText Viewer are installed, uninstall.

Step two: Set Firefox or Internet Explorer as the default browser for the Windows computer

- Google Chrome does not support the Java plugin

Step three: Install or update Java and enable Java in the browser

- [Upgrade to the most recent Java Runtime Environment version.](#)
- [Enable the Java plugin.](#)
- Accept the prompt to trust the Open Text Viewer applet.
- Click Run to run the Open Text Viewer applet.

Additional details

- Documents were formerly stored on premise, on boxwood.mit.edu
- Documents are currently stored on the SAP enterprise cloud server, vhmipotpai01.hec.mit.edu