Ariba Usage Guide_Delivery/Invoicing_Ver.1.0

NTT DATA Corporation Procurement Department

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1. Introduction

1-1. About This Guide
1-2. Structure of Ariba Usage Guide
1-3. Scope of This Guide
1-4. How to See Various Materials

2. Delivery/Invoicing Operational Rules

2-1. Preconditions for Delivery/Invoicing
2-2. Points to Note regarding Persons for Implementing the Invoicing Registration
2-3. How to Set Invoice Numbers

3. How to Implement Delivery/Invoicing, Submission and Completion

3-1. Flow for Invoicing Registration Tasks on Ariba
3-2. Procedures for Displaying Orders
3-3. Procedures for Implementing the Invoicing Registration
3-4. How to Check Situations of Implementing the Invoicing Registration
3-5. How to Modify Invoicing Content

Revision History

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1. Introduction

1-1. About This Guide
1-2. Structure of Ariba Usage Guide
1-3. Scope of This Guide
1-4. How to See Various Materials

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1-1. About This Guide

NTT DATA and the group companies participating in SSC (purchasing tasks) (*) (hereinafter called “the Buyer” or “Buyer”) will start using a system provided by SAP Ariba (“Ariba”) for purchasing contract procedures (from orders/order confirmation to delivery/invoicing) with supplier companies (the “Supplier”) at the end of July, 2022.

This document is the guide that enables the Supplier to use Ariba for smooth purchasing transactions with the Buyer.

The guides are prepared per task handled by the Supplier.

Images (especially screen captures) appeared in the guides are as of a date of revising each guide. Images in the guides may be different from images on the system due to changes in UI and other reasons.

Please understand possible differences in advance.

* For group companies participating in SSC (purchasing tasks), see the URL below:
  https://www.nttdata.com/jp/ja/about-us/proc/g-ssc/
* The group companies participating in SSC shall be valid from the time when NTT DATA makes the announcement.
* The name of AribaNetwork has been changed to BusinessNetwork by SAP JAPAN Ltd., however, this document continues to be effective as AribaNetwork.

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1-2. Structure of Ariba Usage Guide

Below is the structure of the “Ariba Usage Guide.” See a guide suitable for your purpose.

Guide title	Outline
Ariba Usage Guide_Common	Explains procedures for logging in and out Ariba and various contact information on how to operate Ariba
Ariba Usage Guide_Order Confirmation	Explains procedures for implementing order confirmation on Ariba
Ariba Usage Guide_Delivery/Invoicing	Explains procedures for creating invoices and checking payment announcement on Ariba

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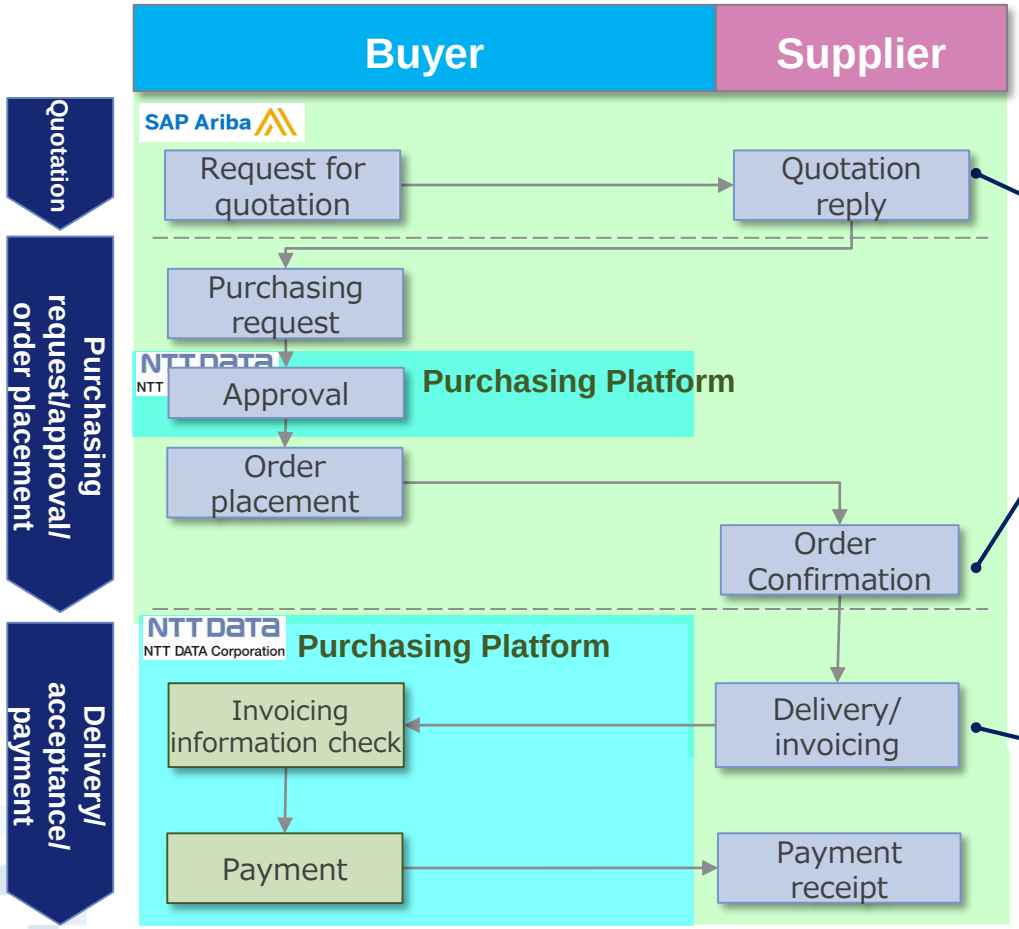
1-3. Scope of This Guide

This section explains the overall image of purchasing contract procedures and the scope of this Guide.



Scope of this Guide

Supplement information on overview of Supplier tasks

Quotation

- Not scope of Ariba for overseas suppliers
- A request for quotation and a quotation reply are implemented by offline between the Buyer and the Supplier the same as before.

Purchasing request/approval/ order placement

- After approval by the Buyer, a purchase order is sent to the Supplier. The Supplier receives and checks the purchase order form through Ariba.
- The Supplier uses an order confirmation function of Ariba to show its intention of order approval (order confirmation).
- Order confirmation and written individual contracts such as Statement Of Work (SOW) which are executed on a paper basis are digitalized.

Delivery/ acceptance/ payment

- The Supplier uses an invoicing registration function of Ariba to implement task completion reports and delivery/invoicing registration.
- Buyer pays the contract price in accordance with the payment terms on the contract between Buyer and Supplier.

※Document retention period is indefinite on Ariba
(You can set 156 months or less if you want to limit it.)

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1-4. How to See Various Materials

You can see documents such as reference materials for initial settings for use of Ariba and tasks not described in this Guide on our website [https://www.nttdata.com/jp/ja/about-us/proc/].

At the bottom of the website, there are some links for the documents in English, and you can download the documents you need.

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2. Delivery/Invoicing Operational Rules

2-1. Preconditions for Delivery/Invoicing
2-2. Points to Note regarding Persons for Implementing the Invoicing Registration
2-3. How to Set Invoice Numbers

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2-1. Preconditions for Delivery/Invoicing

- Submit the report such as completion report for the acceptance test of services or deliverables through Invoicing Registration on Ariba.

- Regarding the result for the acceptance test, please check the e-mail as acceptance certificate from the buyer. ※attached sample

- In the event of any discrepancy between the items shown on an Ariba screen and the content of attached files in the Invoicing Registration, the items on the screen will take priority.

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2-2. Points to Note regarding Persons for Implementing the Invoicing Registration

- Ariba does not have workflows that enable to be used in implementing the Invoicing Registration. We would like to thank you for your consideration on operational aspects. The Invoicing Registration should be implemented directly by or after approval of any person with necessary authorization.

- If the Invoicing Registration is implemented by a non-authorized user, this is deemed to have implemented the effective Invoicing Registration. Please understand it in advance.

- The Supplier should establish operational rules and thoroughly implement them internally.

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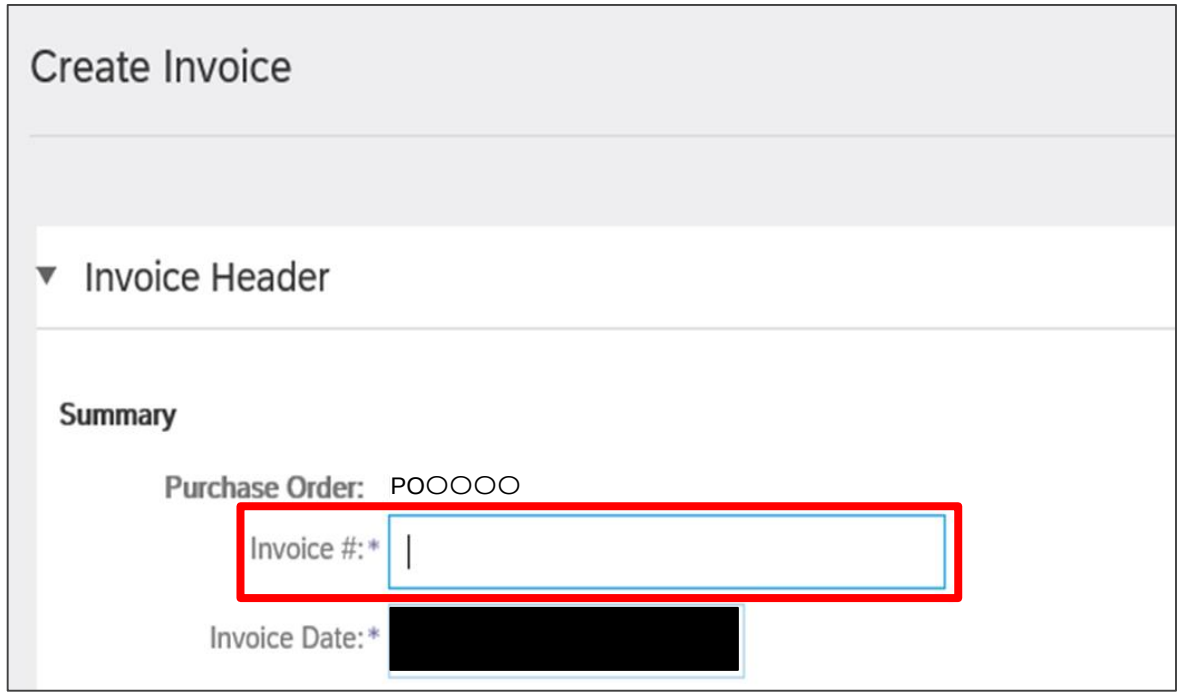
2-3. How to Set Invoice Numbers

When creating an invoice on Ariba, you need to enter an “Invoice Number.”

This Invoice Number is a number used by the Supplier for internal management. Optional values are available. The Supplier should enter the Invoice Number based on internal operational rules.

* The maximum digits of an Invoice Number is 15



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3. How to Implement Delivery/Invoicing, Submission and Completion

3-1. Flow for Invoicing Registration Tasks on Ariba
3-2. Procedures for Displaying Orders
3-3. Procedures for Implementing the Invoicing Registration
3-2. How to Check Situations of Implementing the Invoicing Registration
3-5. How to Modify Invoicing Content

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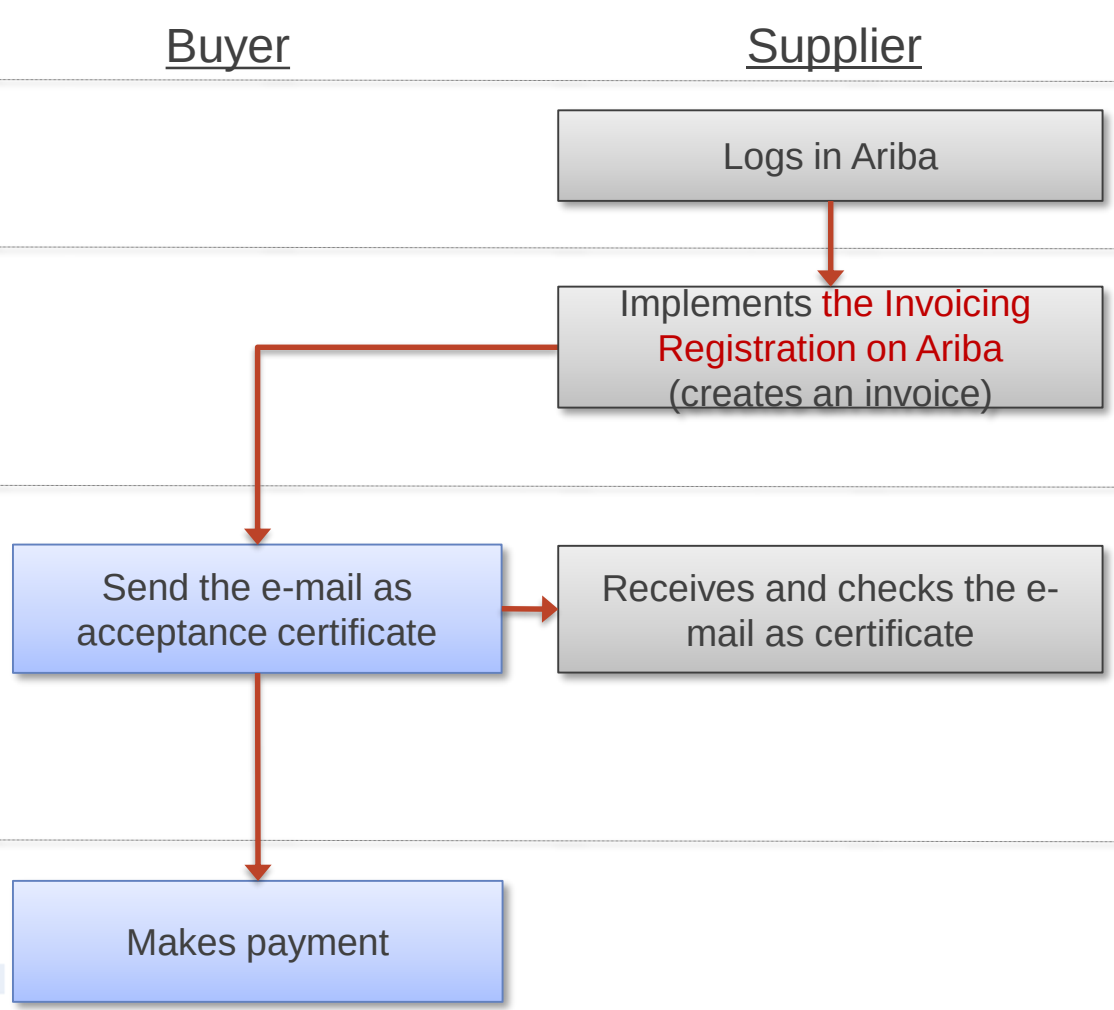
3-1. Flow for Invoicing Registration Tasks on Ariba

This section explains the standard flow for tasks from the Invoicing Registration to payment receipt confirmation.



Explanation

- The Supplier logs in Ariba in order to implement the Invoicing Registration
- The Supplier selects the applicable Order and implements the Invoicing Registration (creates an invoice)
- The Buyer checks an invoice and the report such as completion report for the acceptance test of services or deliverables through Invoicing Registration on Ariba by the supplier
- After the above procedure, the Buyer sends the e-mail as acceptance certificate
- The Buyer makes payment to the Supplier

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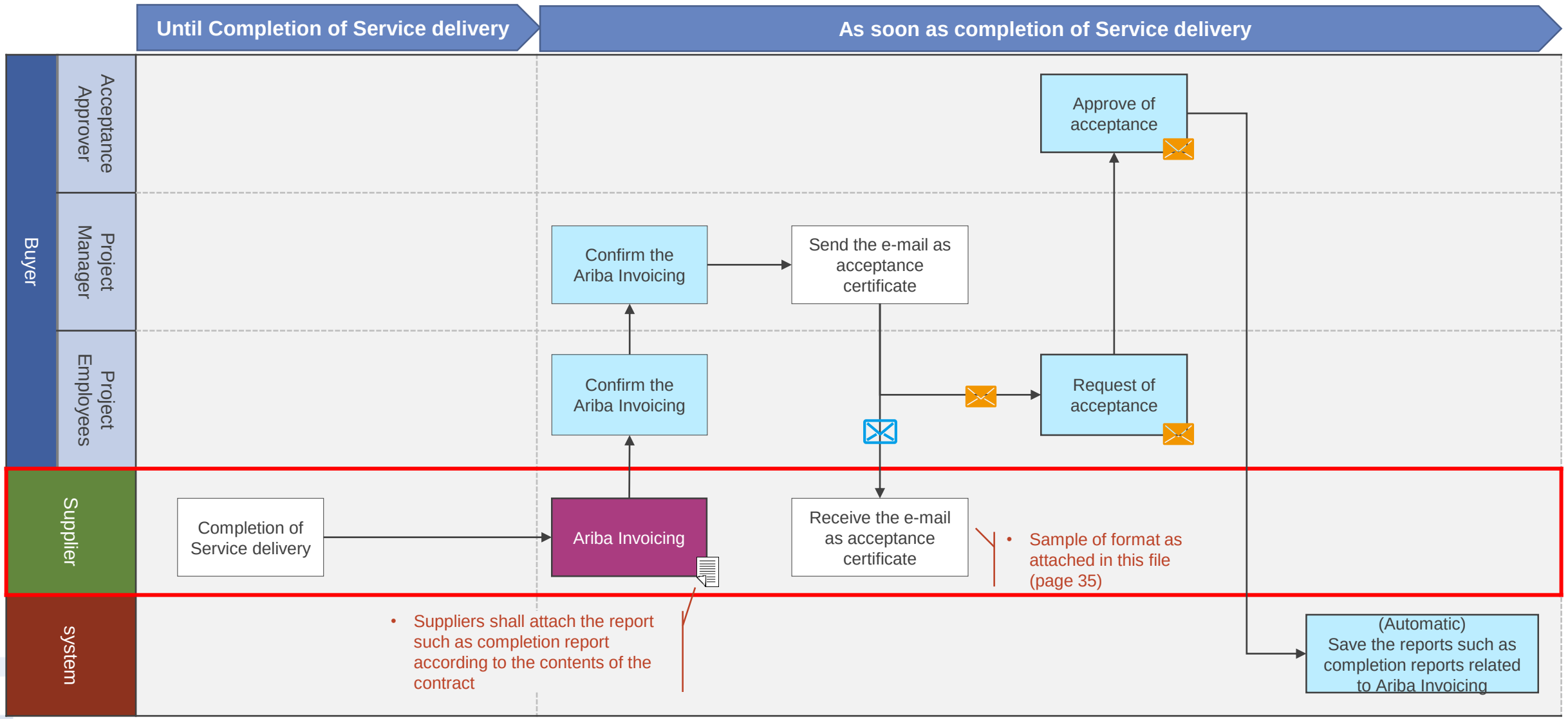
[Reference] Operational flow for Delivery/Invoicing -Service-



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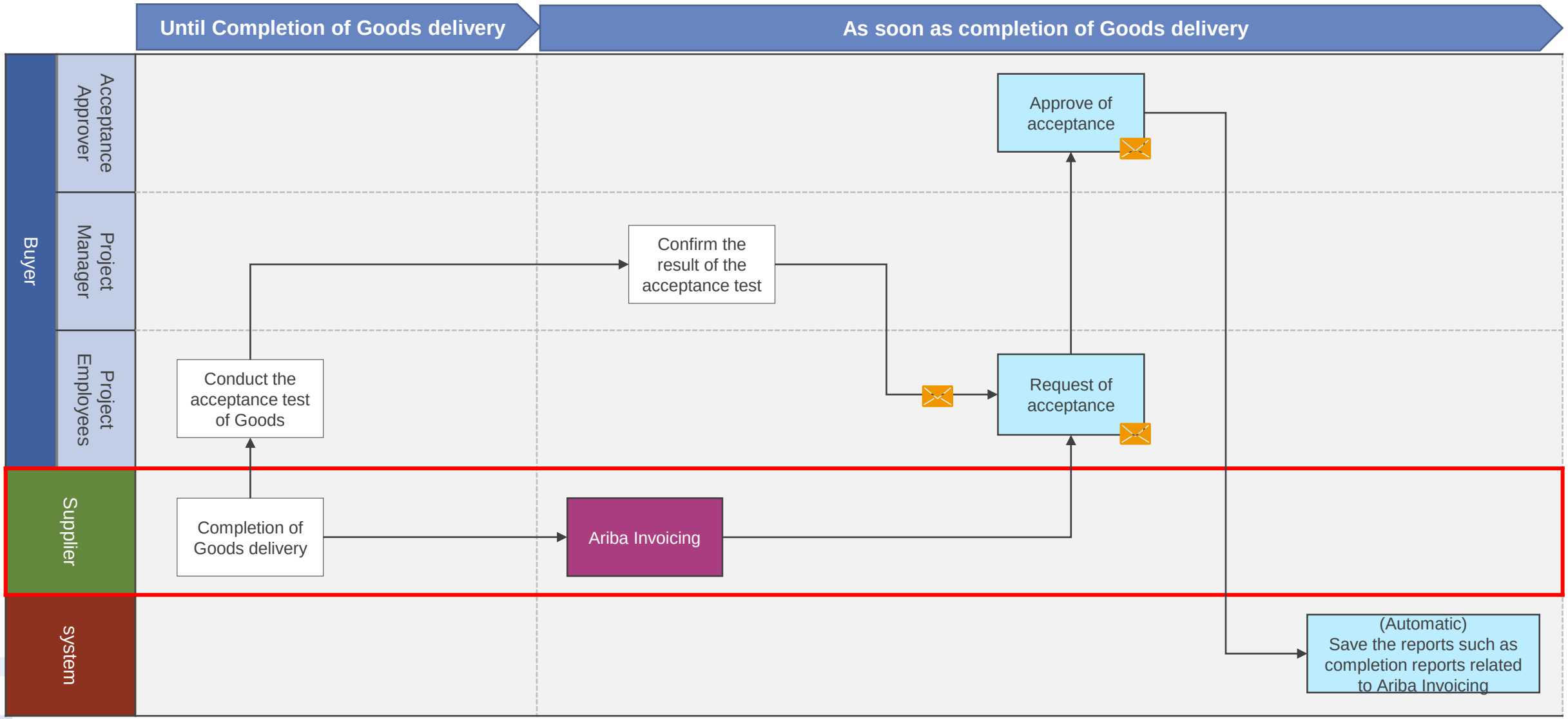
[Reference] Operational flow for Delivery/Invoicing -Goods-



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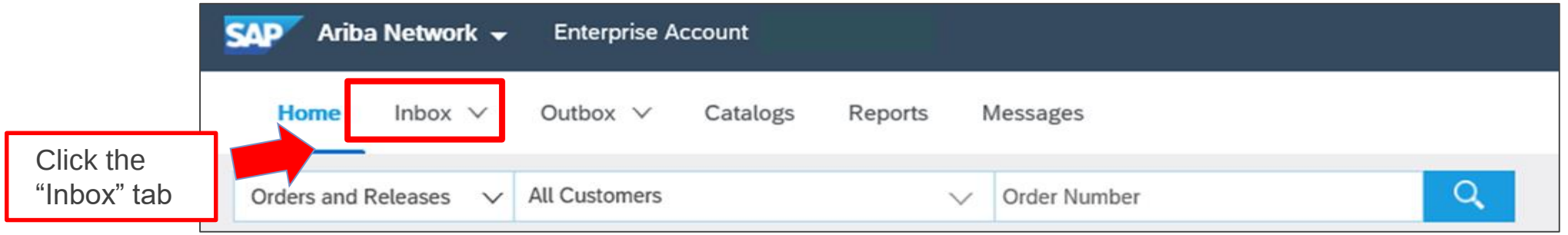
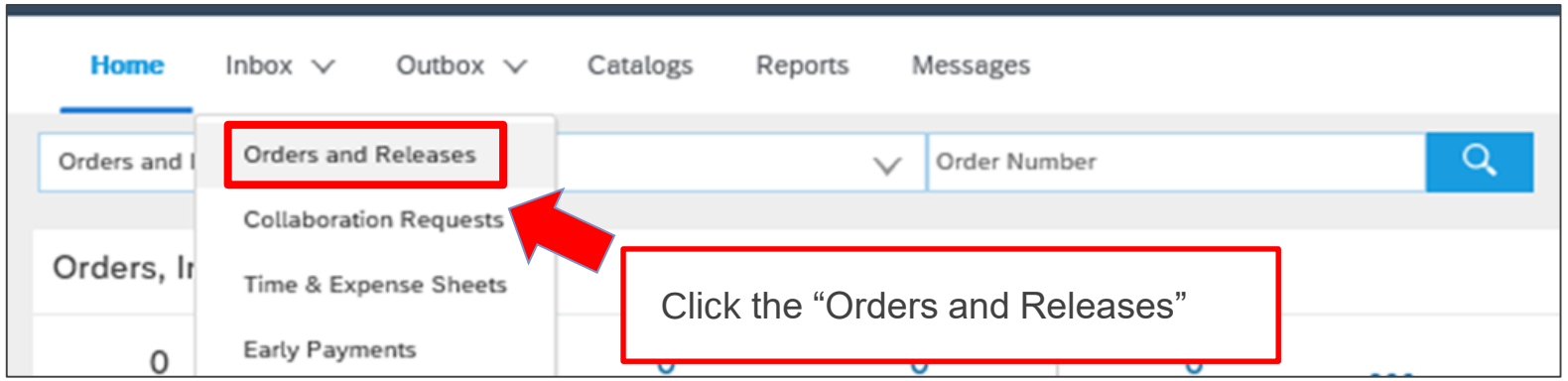
3-2. Procedures for Displaying Orders_1/4

This section explains procedures for displaying the Order in order to implement the Invoicing Registration.

1. Log in Ariba and click the “Inbox” tab



2. Click the “Order/Release” on the displayed submenu



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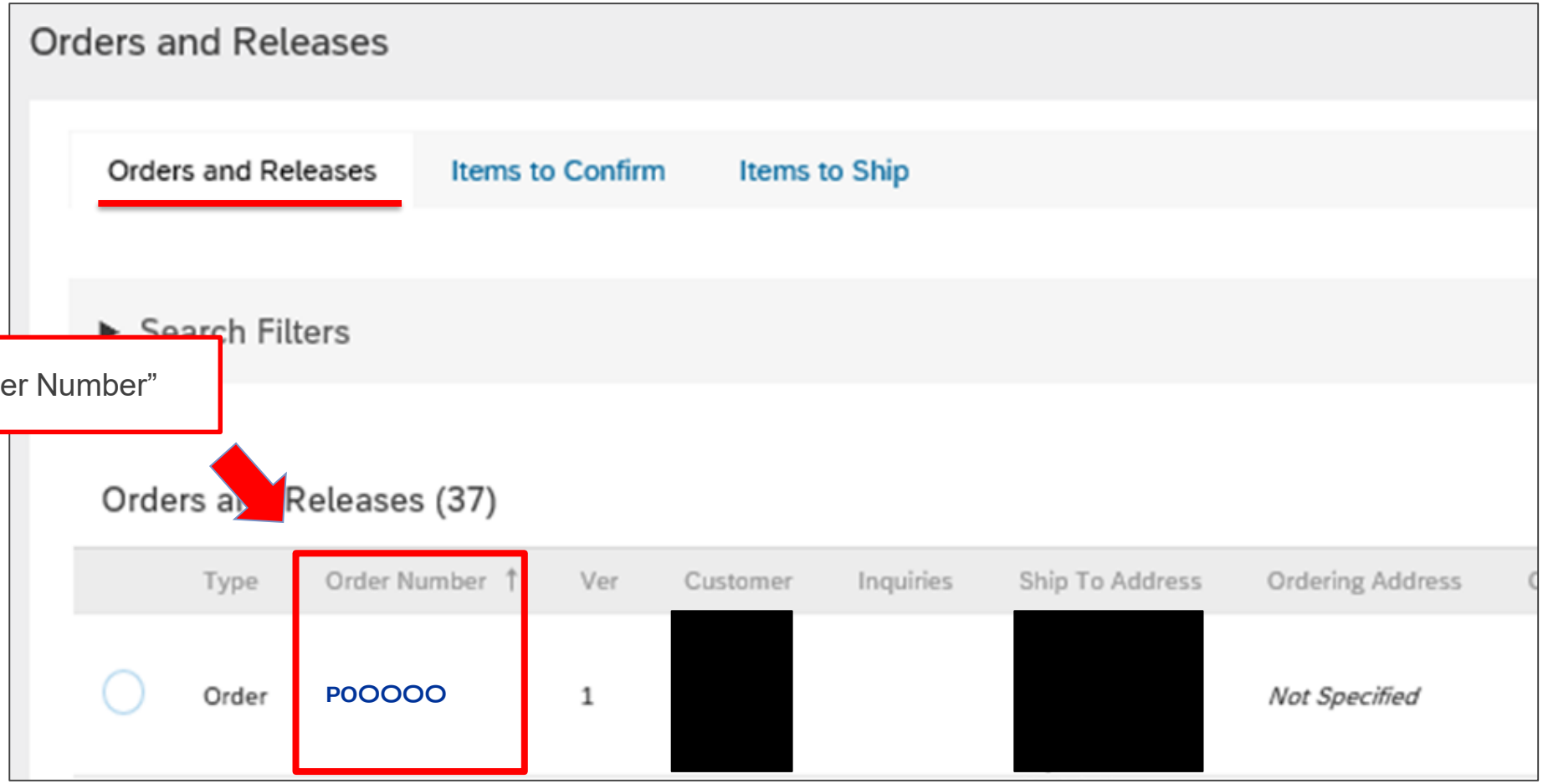
3-2. Procedures for Displaying Orders_2/4

3. The “Order/Release” screen appears. Click the “Order Number” for the applicable Order



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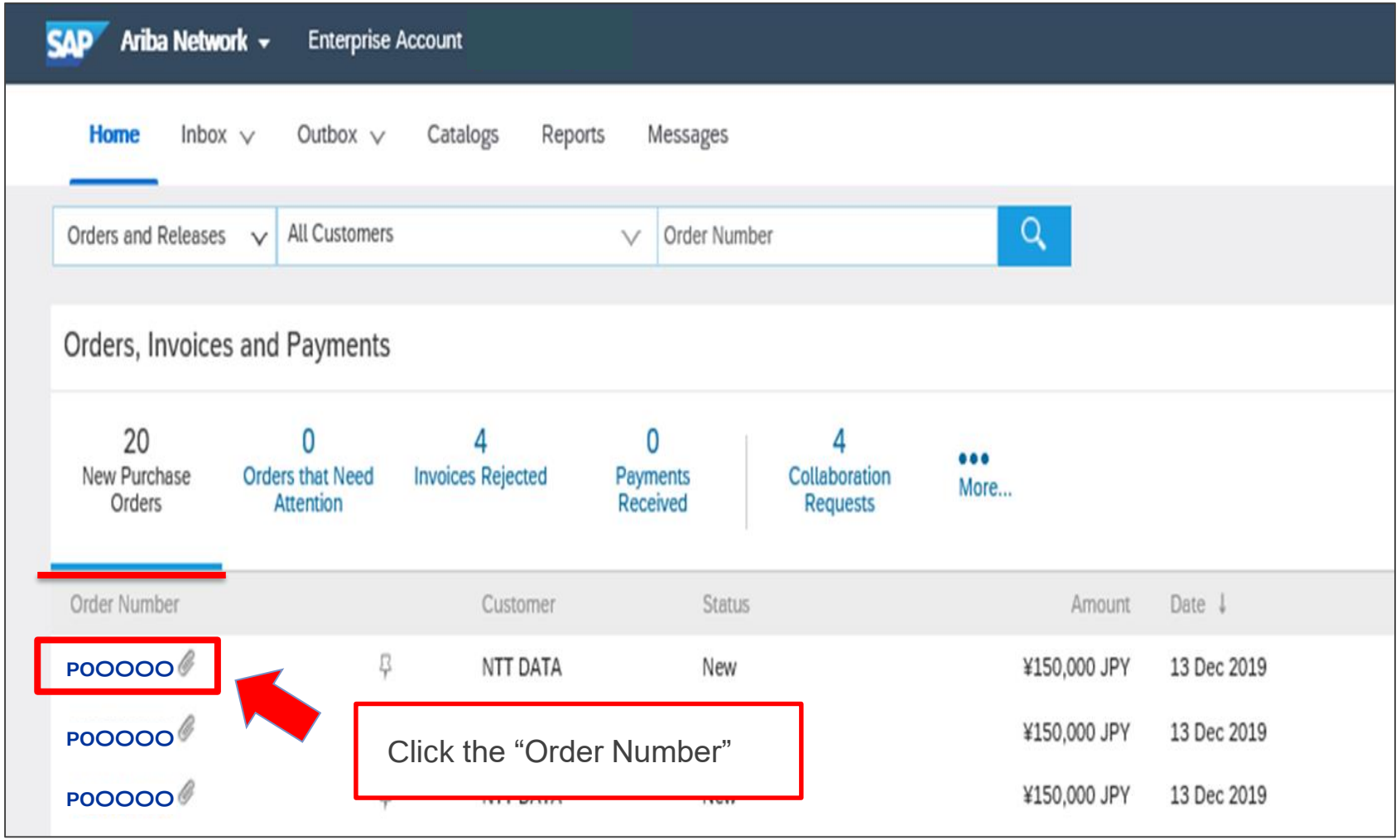
3-2. Procedures for Displaying Orders_3/4

* You can also select the applicable Order from the list of the Orders requiring invoice processing. The list is displayed on the Ariba Home Screen.



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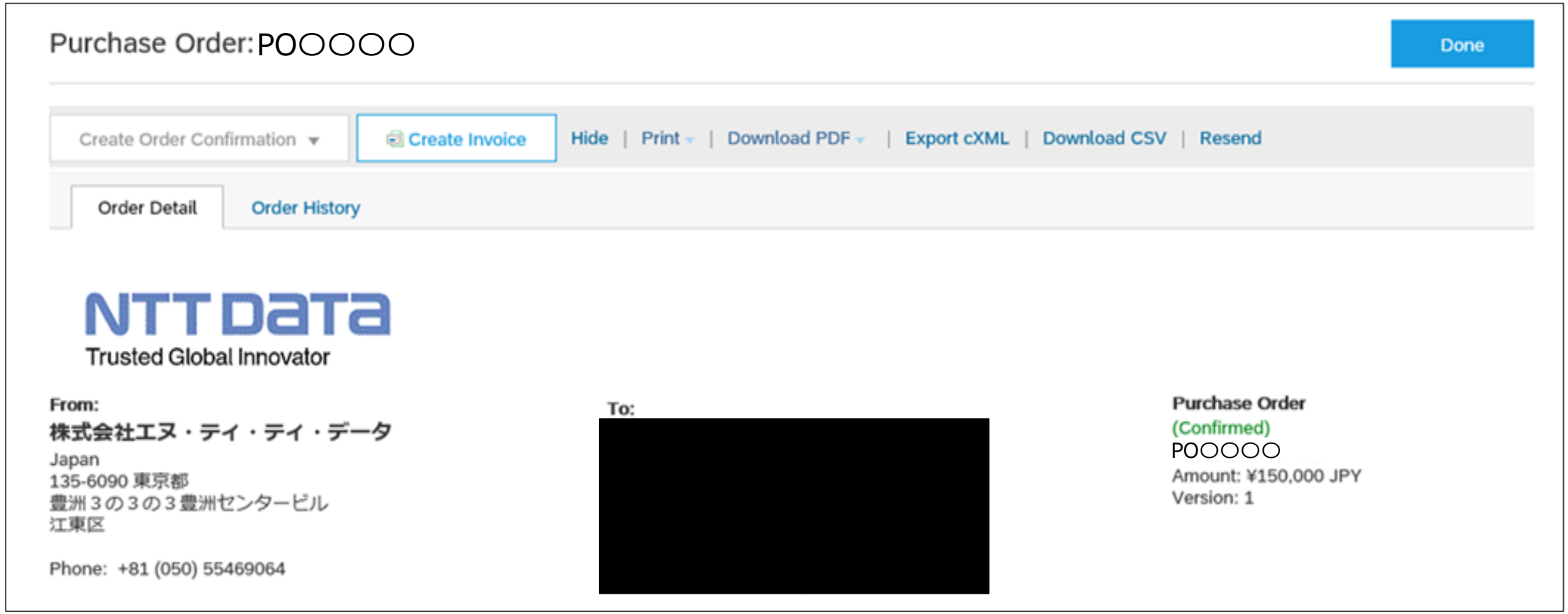
3-2. Procedures for Displaying Orders_4/4

3. The Order for conducting the Delivery/Invoicing appears



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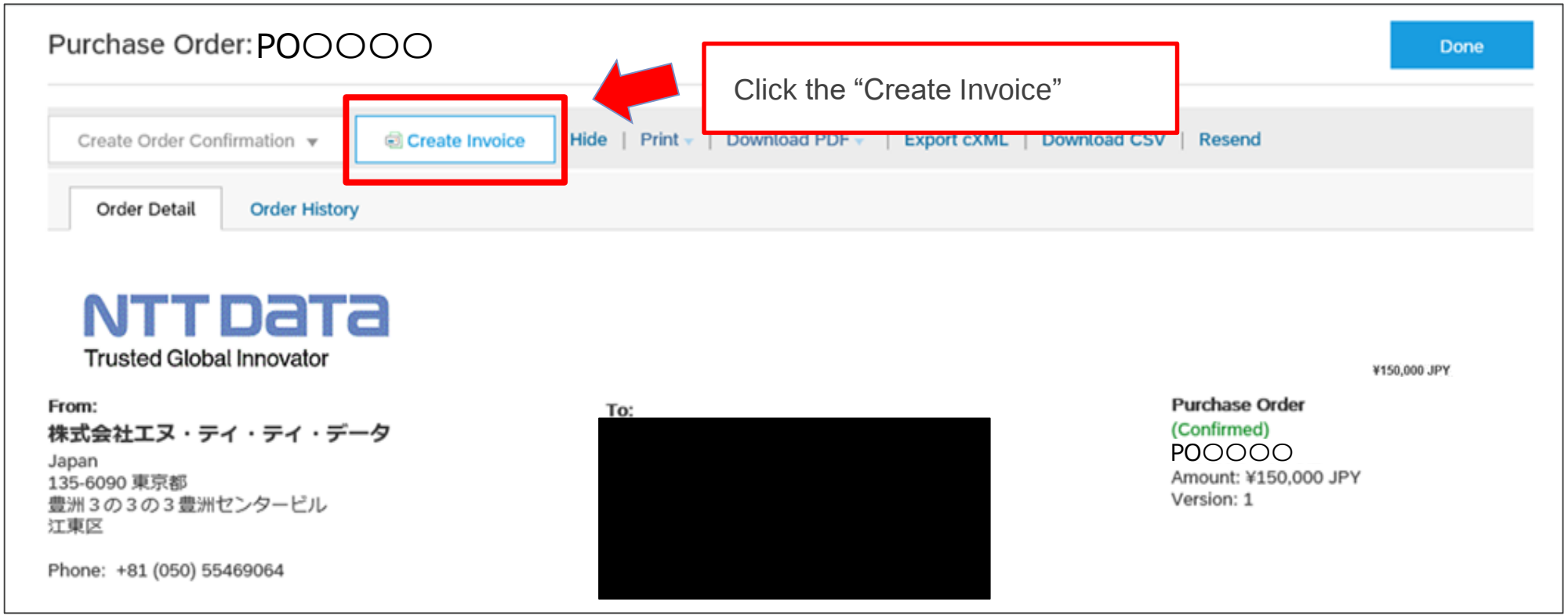
3-3. Procedures for Implementing the Invoicing Registration_1/14

This section explains procedures for implementing the Invoicing Registration on the Order screen.

1. Click the “Create Invoice”



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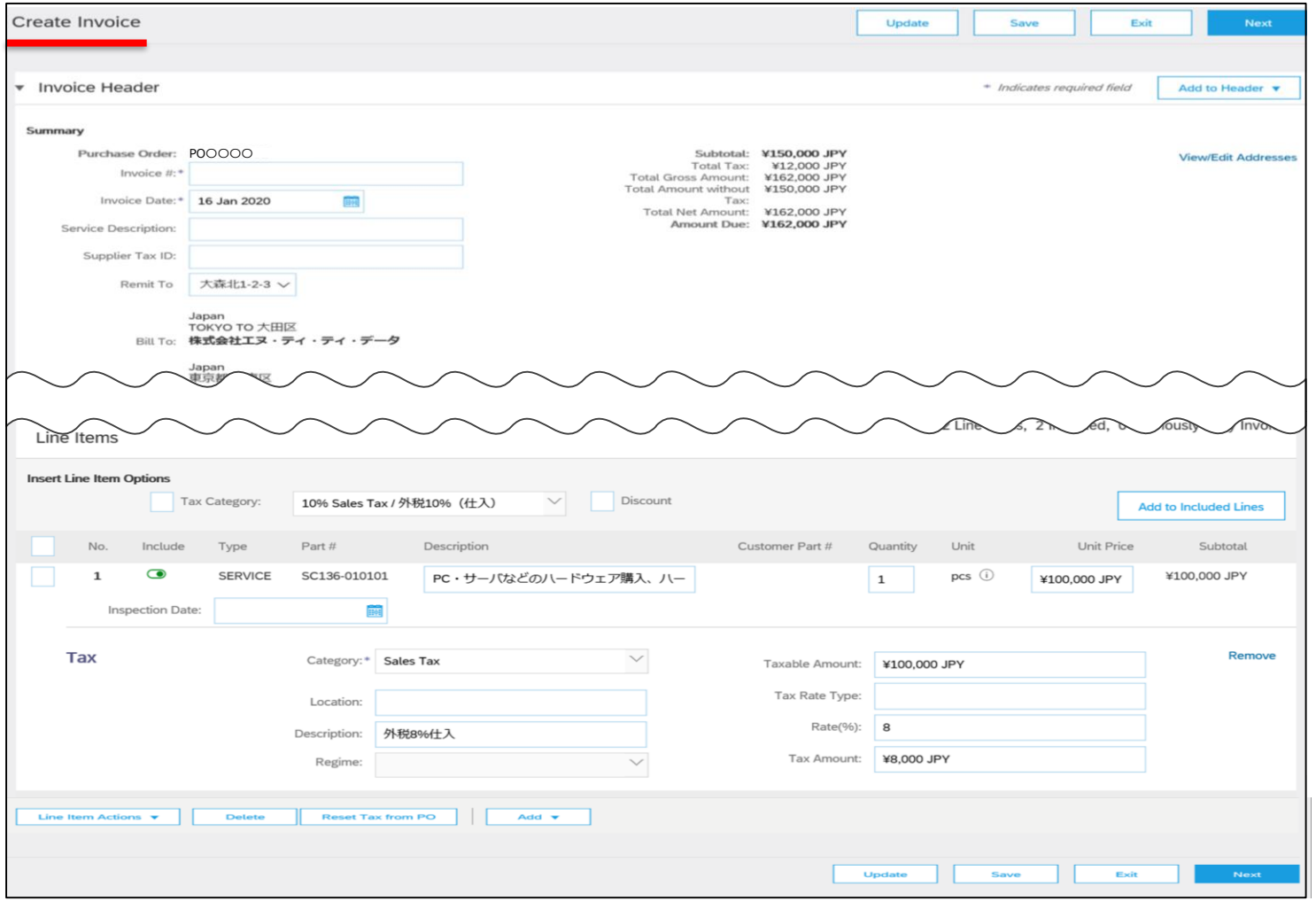
3-3. Procedures for Implementing the Invoicing Registration_2/14

2. The “Create Invoice” screen appears. Check the content of the Order



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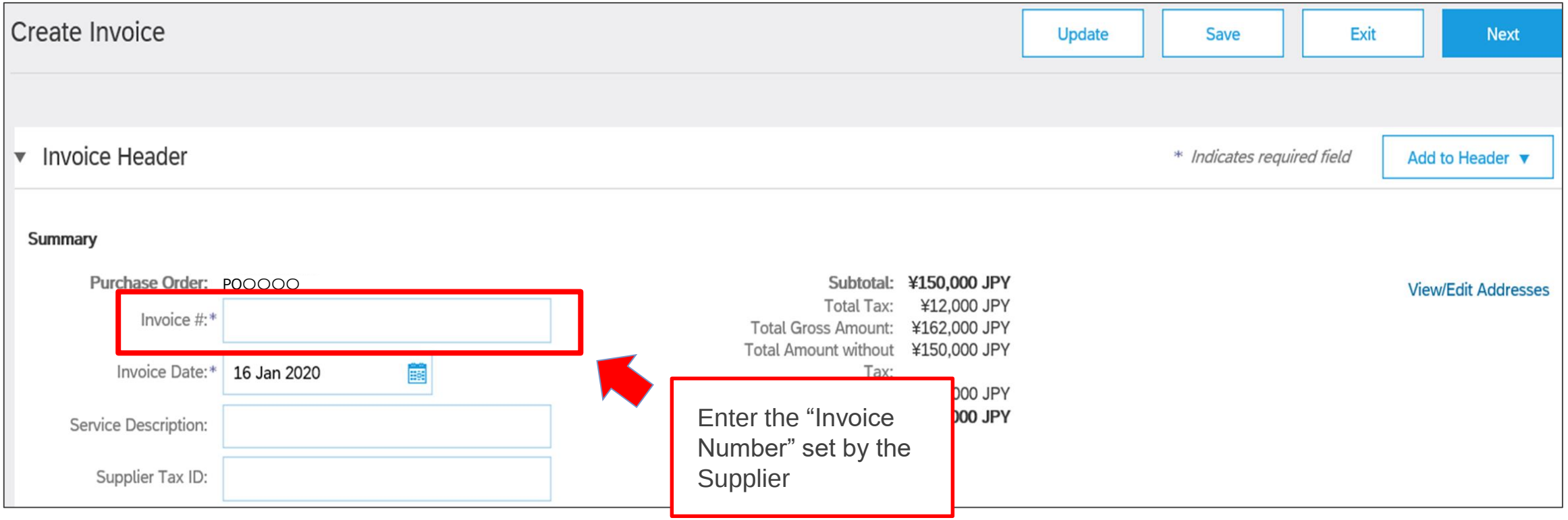
3-3. Procedures for Implementing the Invoicing Registration_3/14

3. Confirm that there are no errors in the displayed content and enter the “Invoice Number”



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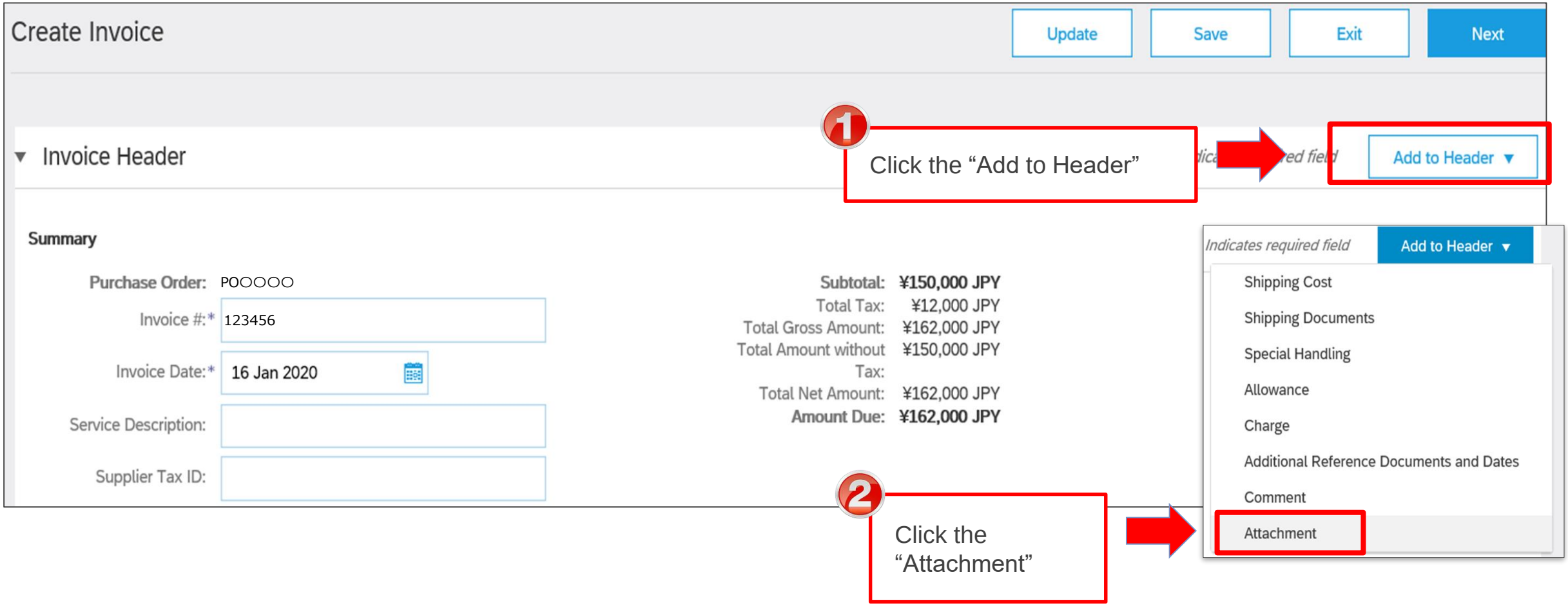
3-3. Procedures for Implementing the Invoicing Registration_4/14

4. Click the “Add to Header” and click the “Attachment” on the displayed submenu



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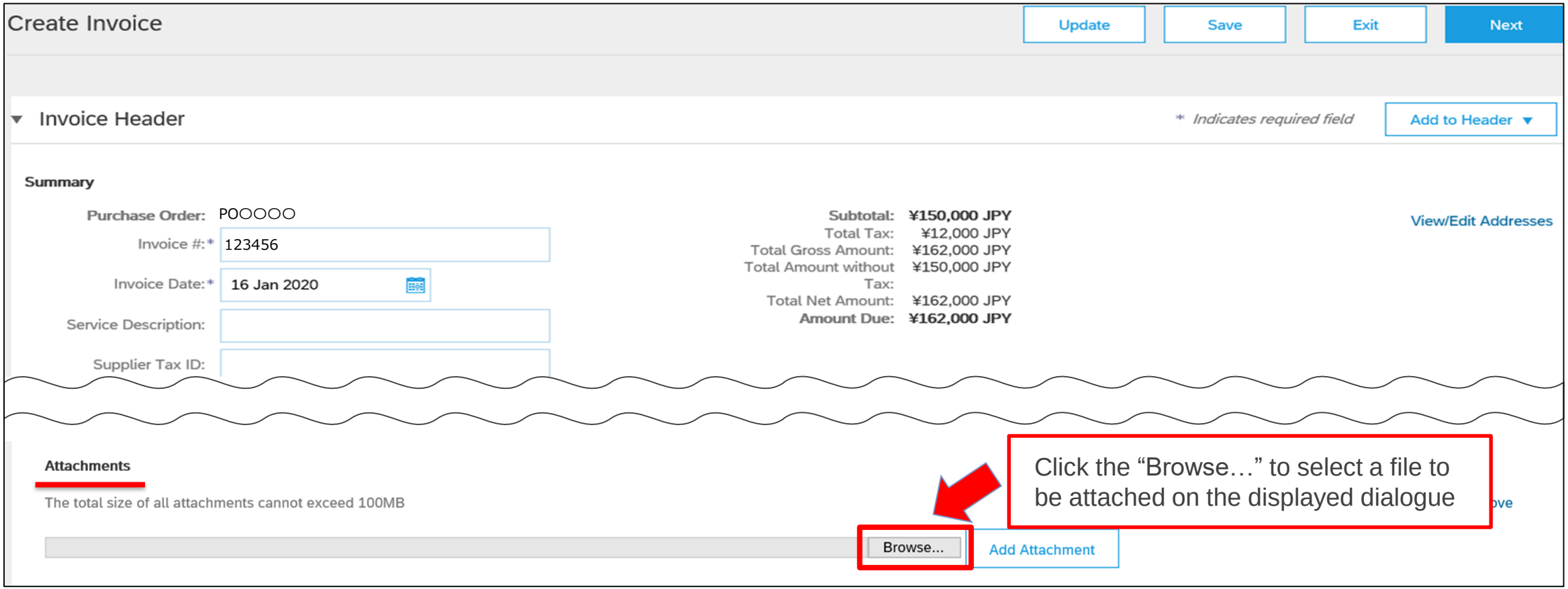
3-3. Procedures for Implementing the Invoicing Registration_5/14

5. The attached file section is added. Select a file such as a task completion report from the “Browse”



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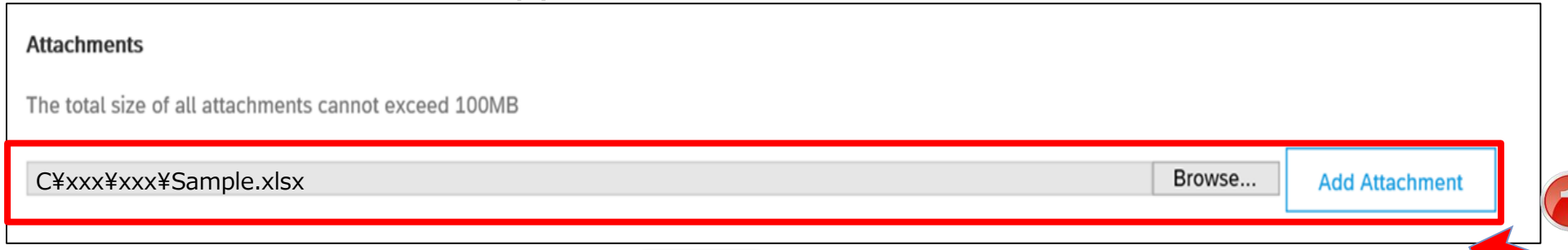
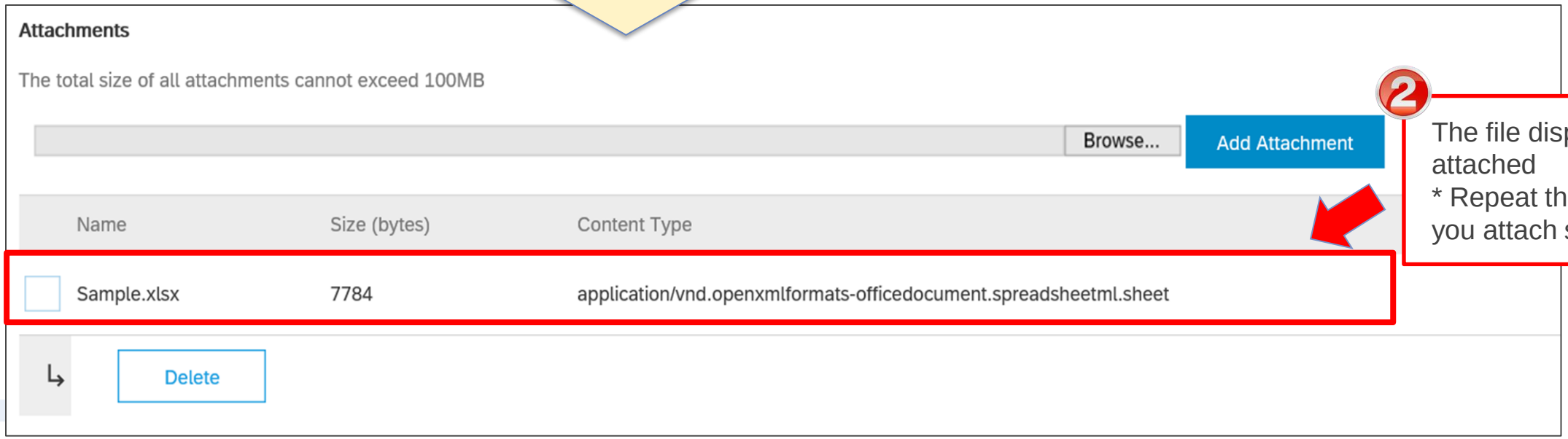
3-3. Procedures for Implementing the Invoicing Registration_6/14

6. The selected file name appears. Click the “Add Attachment” and attach the file to the invoice



1 Check the displayed file name and click the “Add Attachement”



2 The file displayed in ① is attached
* Repeat the procedures if you attach several files

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3-3. Procedures for Implementing the Invoicing Registration_7/14

7. Confirm the「Quantity」and the「Unit Price」on the invoice.

“The Fixed price” case

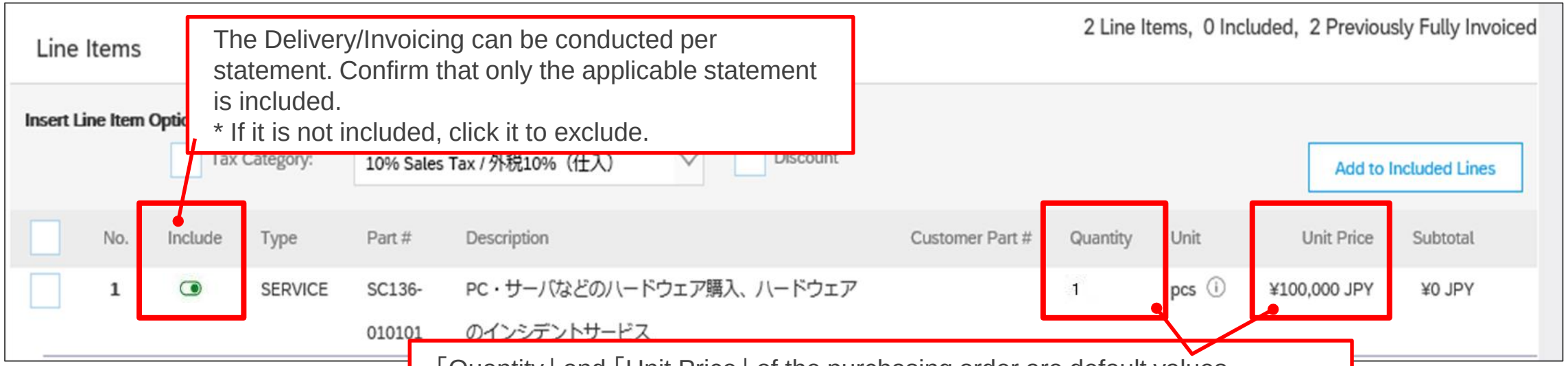
(example) Purchasing goods

- If you want to change the Quantity, please notify the person in charge of this purchasing order outside Ariba since a change contract is required.
- Partial delivery is unavailable.
- Also, please don’t change the Unit Price.

“Flexible price” case

(example) Service

- Please enter the actual amount price in the Unit Price according to actual result.



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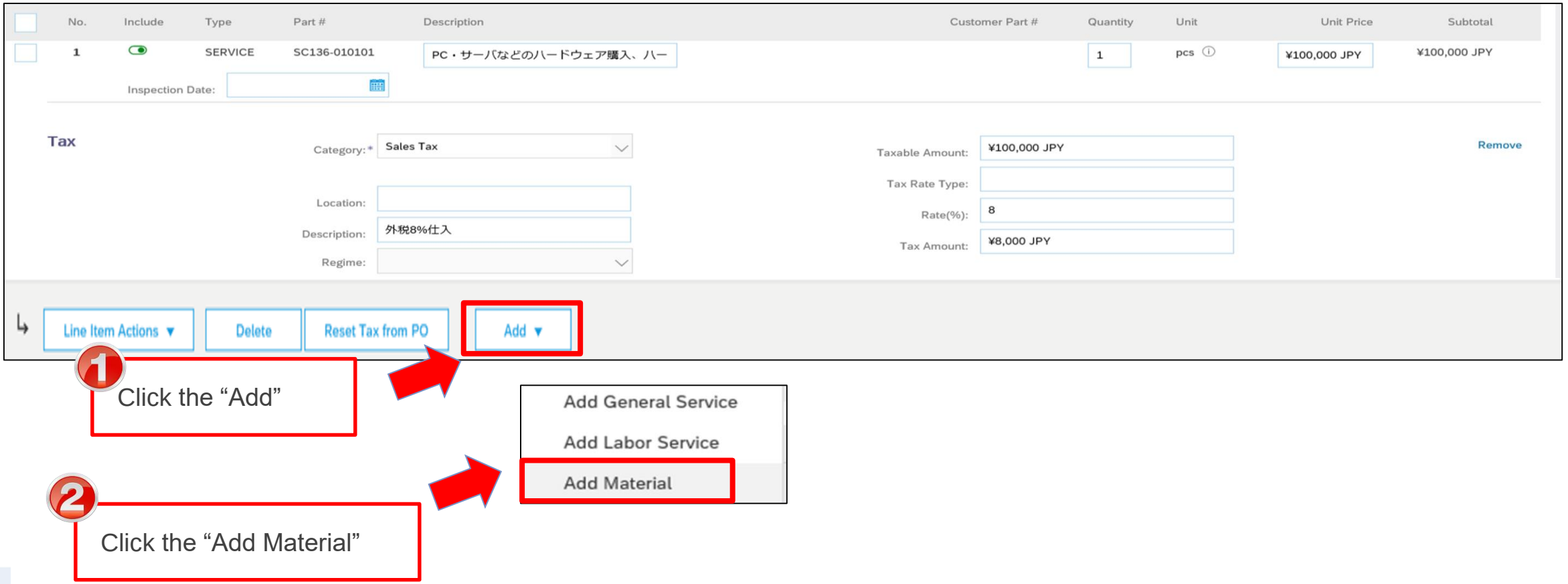
3-3. Procedures for Implementing the Invoicing Registration_8/14

8. The pages explain invoicing procedures if you incurred any Out-of-Pocket expenses.
   Click the “Add” and click the “Add Products” on the displayed submenu

* If there are Out-of-Pocket expenses incurred, and the contract stipulates that the buyer should bear Out-of-Pocket expenses, please operate following procedure.



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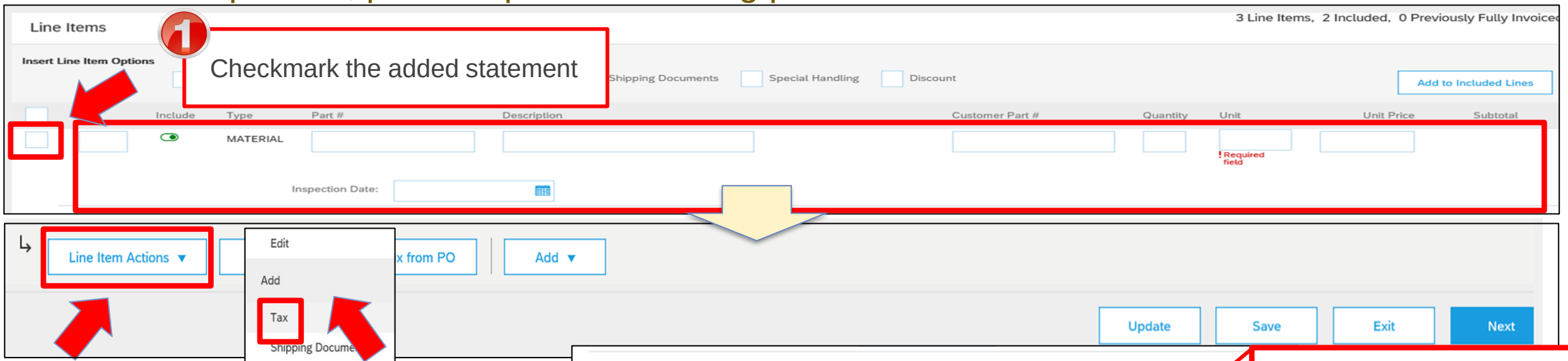
3-3. Procedures for Implementing the Invoicing Registration_9/14

9. The blank statement is added. Checkmark the added statement and click the “Process Statement.”
   Click the “Tax” on the displayed submenu.

* If there are Out-of-Pocket expenses incurred, and the contract stipulates that the buyer should bear Out-of-Pocket expenses, please operate following procedure.



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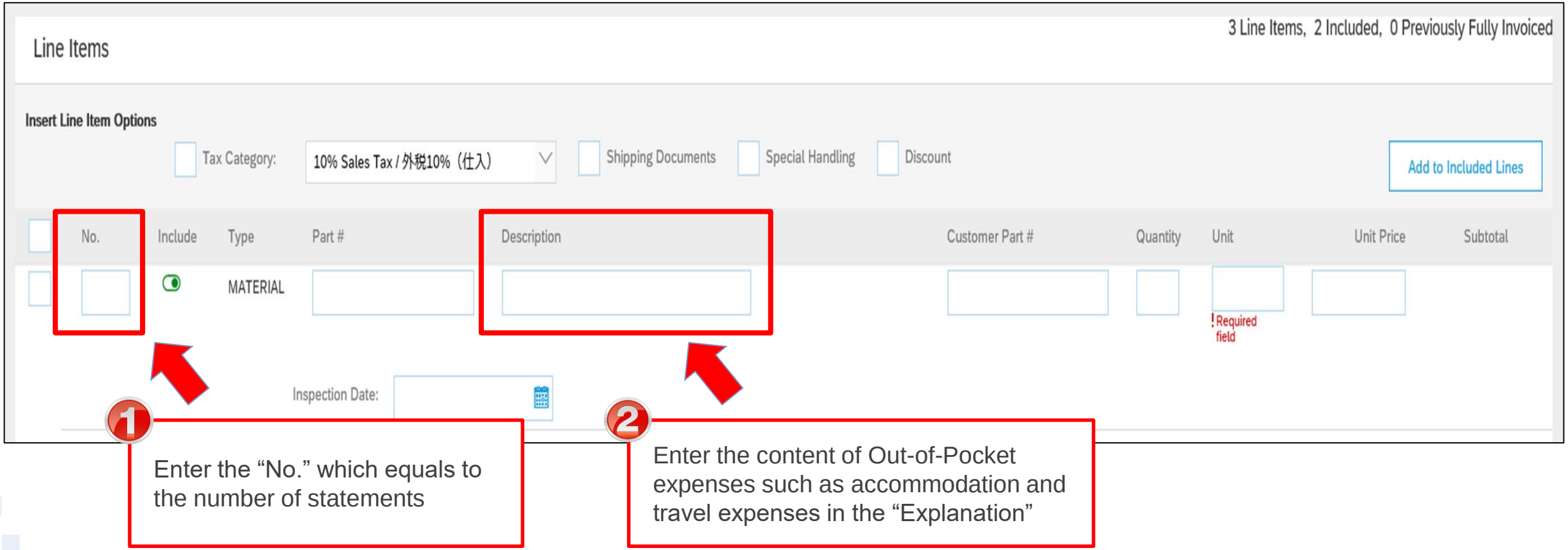
3-3. Procedures for Implementing the Invoicing Registration_10/14

10. Enter the “No.” and the “Explanation” for the added statement

* If there are Out-of-Pocket expenses incurred, and the contract stipulates that the buyer should bear Out-of-Pocket expenses, please operate following procedure.



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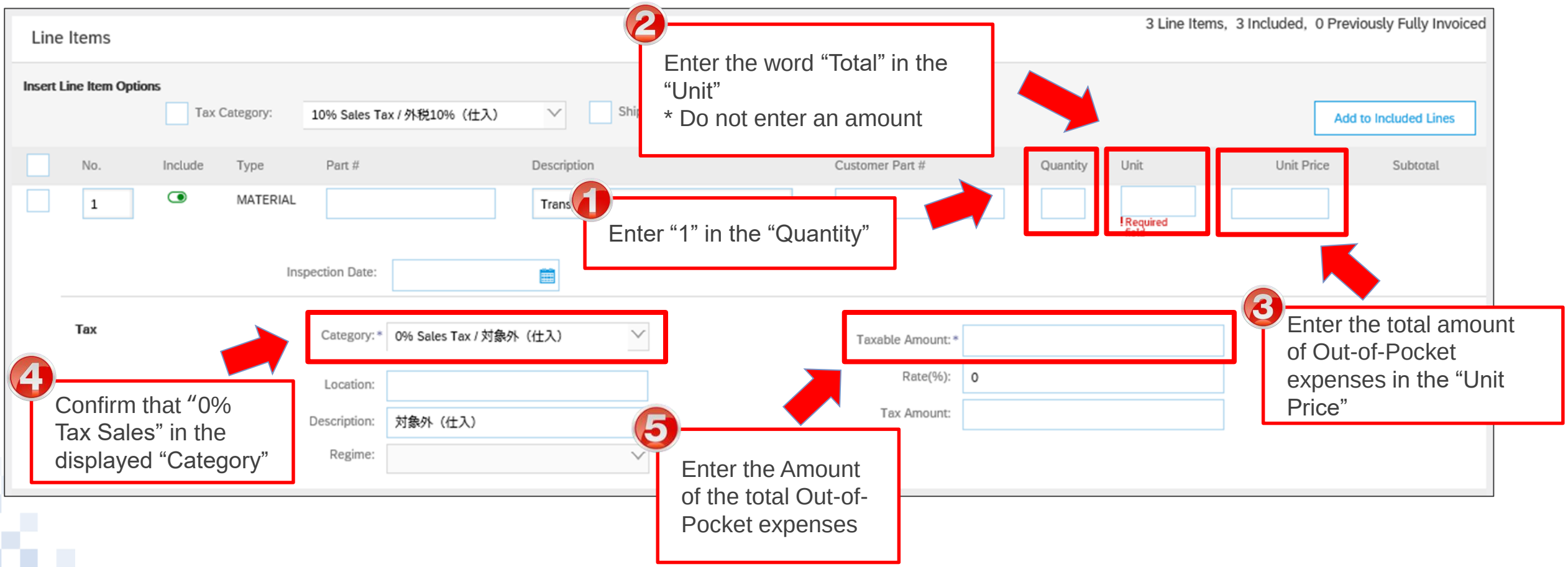
3-3. Procedures for Implementing the Invoicing Registration_11/14

11. Enter the “Volume,” the “Unit” and “the Unit Price” for the added statement

* If there are Out-of-Pocket expenses incurred, and the contract stipulates that the buyer should bear Out-of-Pocket expenses, please operate following procedure.



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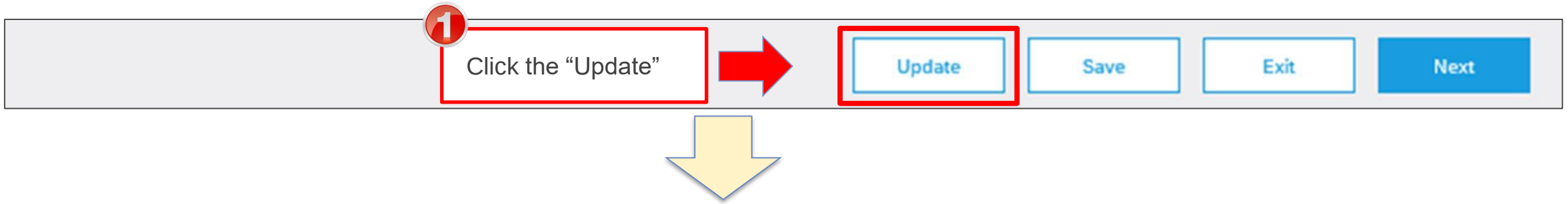
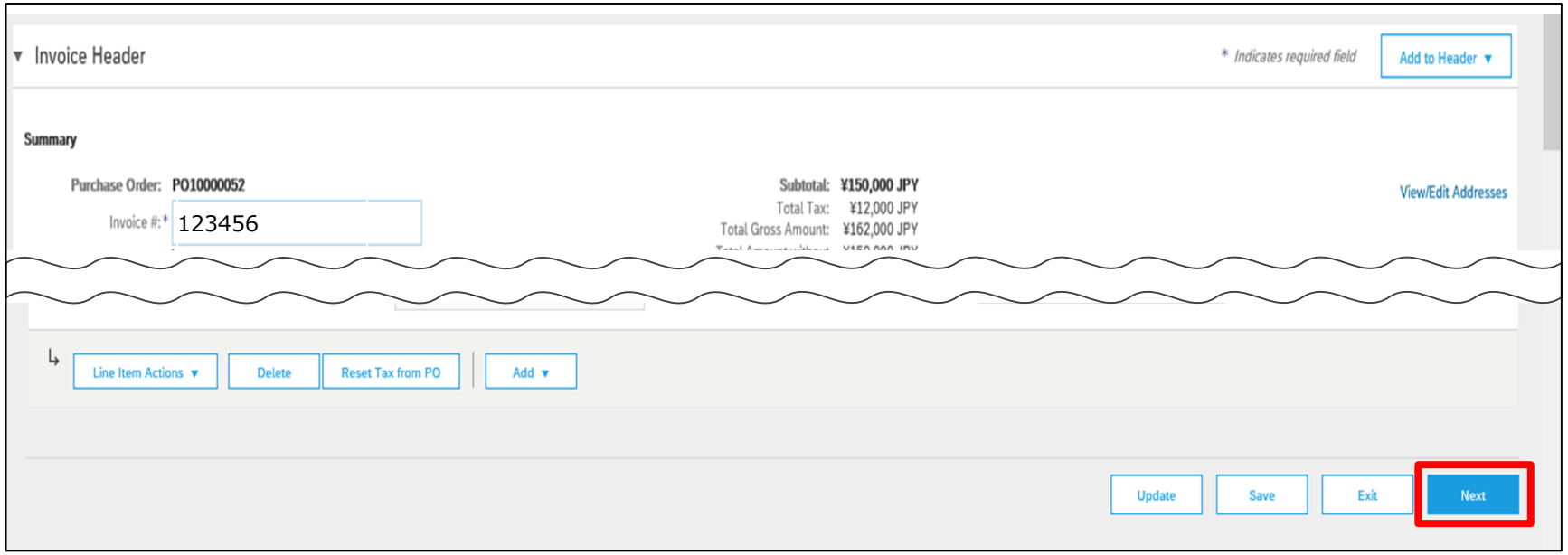
3-3. Procedures for Implementing the Invoicing Registration_12/14

12. Click the “Update.” After confirming that the information is updated on the screen, click the “Next”

* If there are Out-of-Pocket expenses incurred, and the contract stipulates that the buyer should bear Out-of-Pocket expenses, please operate following procedure.





2 Confirm that the content of the Delivery/Invoicing is updated, and then click the “Next”

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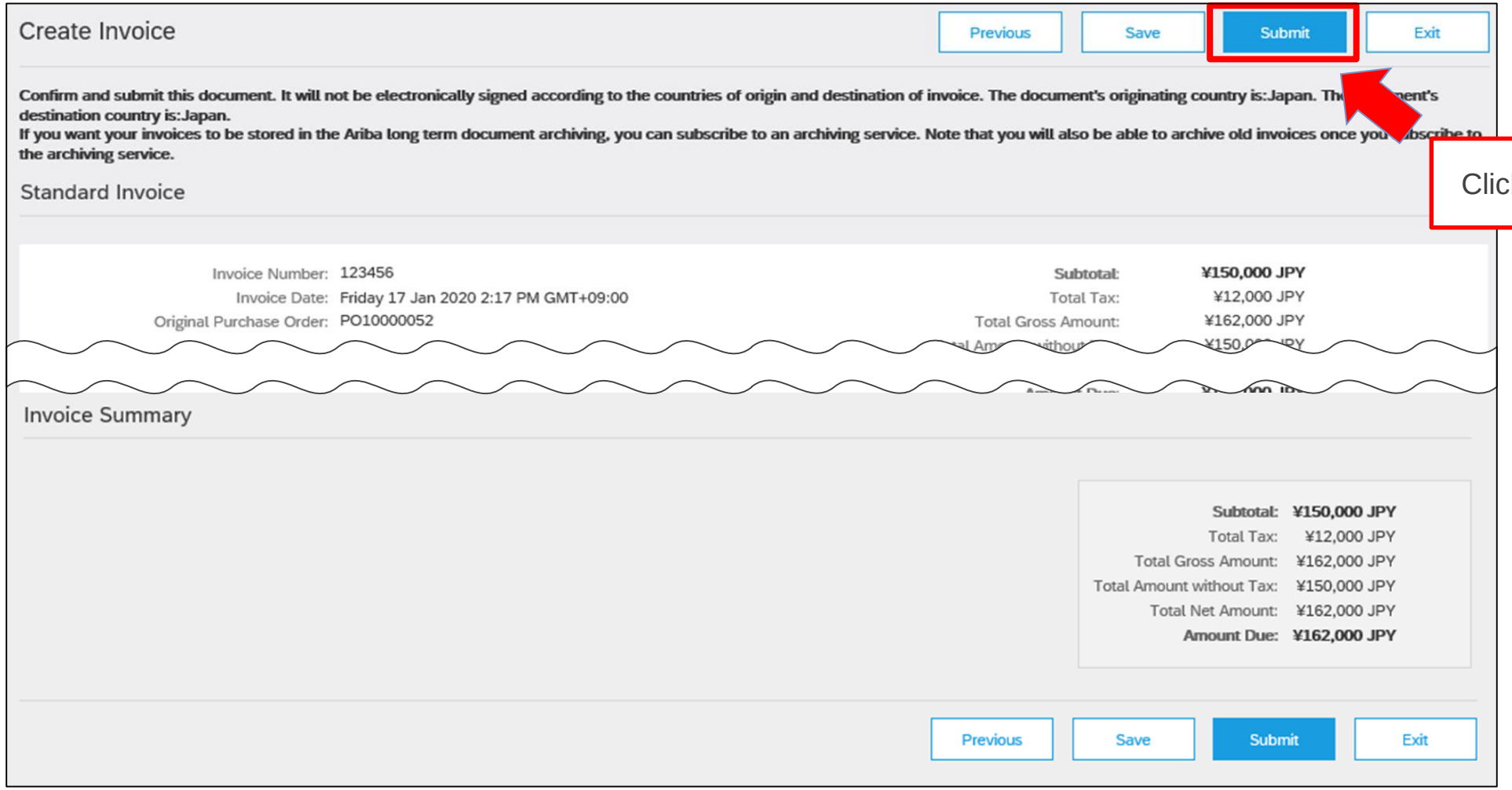
3-3. Procedures for Implementing the Invoicing Registration_13/14

13. Confirm the content of the displayed invoice and click the “Submit”



Click the “Submit”

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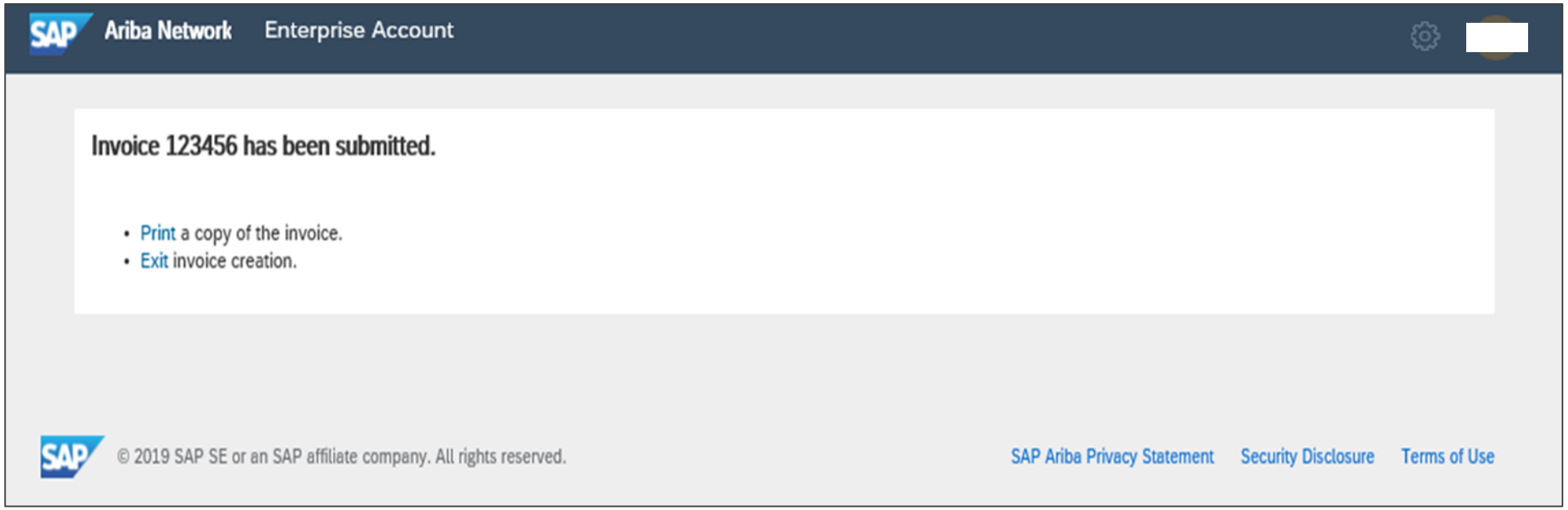
3-3. Procedures for Implementing the Invoicing Registration_14/14

14. The invoice has been submitted. The Invoicing Registration is completed



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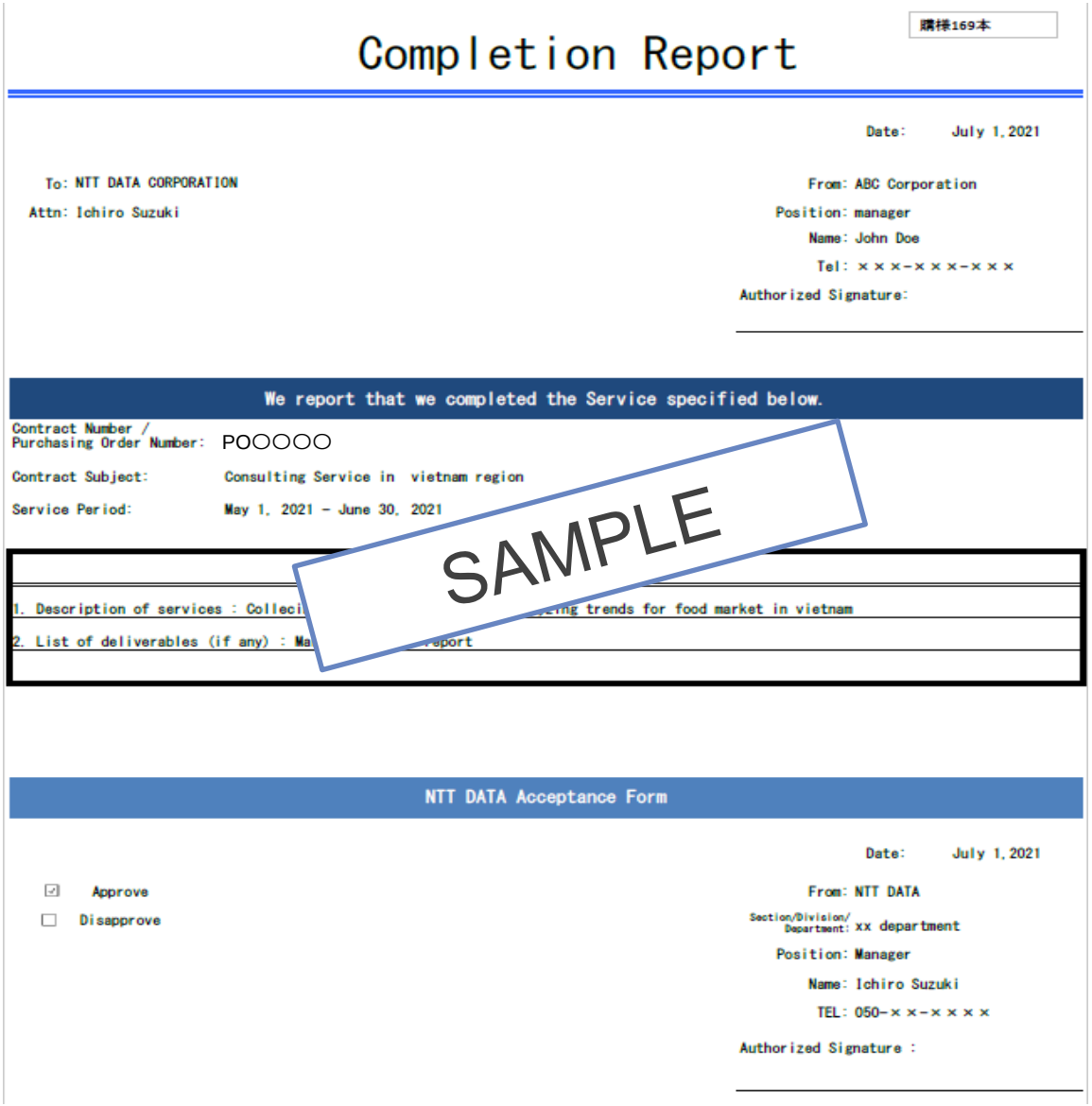
[Reference] Format of completion report



購様169本

Completion Report

Date: July 1, 2021

To: NTT DATA CORPORATION
Attn: Ichiro Suzuki

From: ABC Corporation
Position: manager
Name: John Doe
Tel: ×××-××××-××××
Authorized Signature:

We report that we completed the Service specified below.

Contract Number / Purchasing Order Number: POOOOO
Contract Subject: Consulting Service in vietnam region
Service Period: May 1, 2021 – June 30, 2021

SAMPLE

1. Description of services : Collecting trends for food market in vietnam
2. List of deliverables (if any) : Report

NTT DATA Acceptance Form

Date: July 1, 2021

☑ Approve
☐ Disapprove

From: NTT DATA
Section/Division/Department: xx department
Position: Manager
Name: Ichiro Suzuki
TEL: 050-××××-××××
Authorized Signature :

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[Reference] Sample format of the e-mail as acceptance certificate by Buyer

The e-mail as the acceptance certificate is sent by the Buyer in accordance with the following rules.

SAMPLE

To : **Responsible Person (the Supplier)**

From : **Project manager (the Buyer)**
CC : **Project Employees**

Subject : **Confirmation of completion of system development contract**

Body

We have confirmed that you have carried out your work with respect to the content of the attached work completion report we received.

(Attachments)

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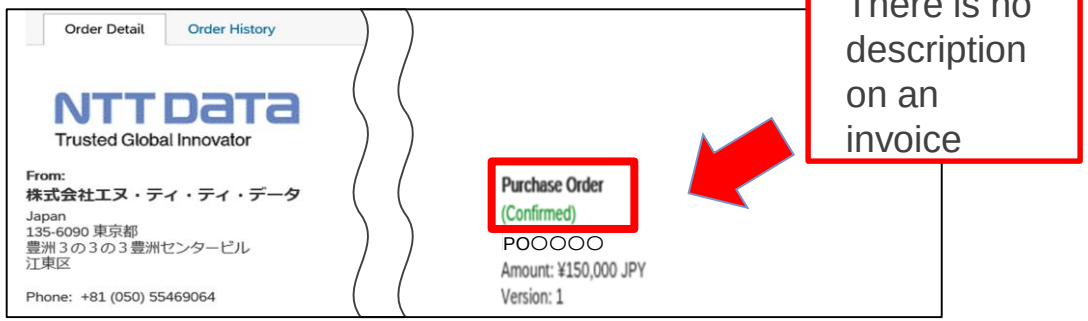
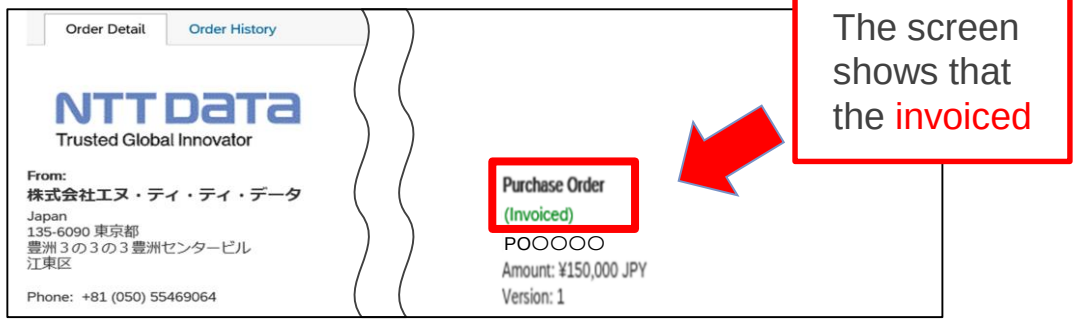
3-4. How to Check Situations of Implementing the Invoicing Registration

On the “Order Status” which is an item displayed on a screen, you can check the situations of implementing the Invoicing Registration.

The Order Status can be checked on the Order/Release screen and the Order Details screen.

	Before Invoicing Registration	After Invoicing Registration
Order/ Release screen	Order Status: “Confirmed”	Order Status: “Invoiced"
Order Details screen	Order Status: “Confirmed”	Order Status: “Invoiced"





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The pictures on this document are for illustrative purpose.

3-5. How to Modify Invoicing Content

If you need to modify the content after implementing the Invoicing Registration due to unavoidable reasons, you should use means such as e-mails to harmonize recognition with the Buyer outside Ariba. The Supplier cannot cancel the Order on Ariba. The Supplier should ask the Buyer to reject the issued invoice, edit the invoice after the Buyer completes necessary actions and issue the invoice again.

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Revision History

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Revision History

#	Revision date	Portion revised	Revision overview	Ver.
1	2022/5	-	First edition	1.0
2				
3				
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8				
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