

Ariba Usage Guide_Delivery/Invoicing_Ver.1.0

NTT DATA Corporation Procurement Department

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

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

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.

1-2. Structure of Ariba Usage Guide

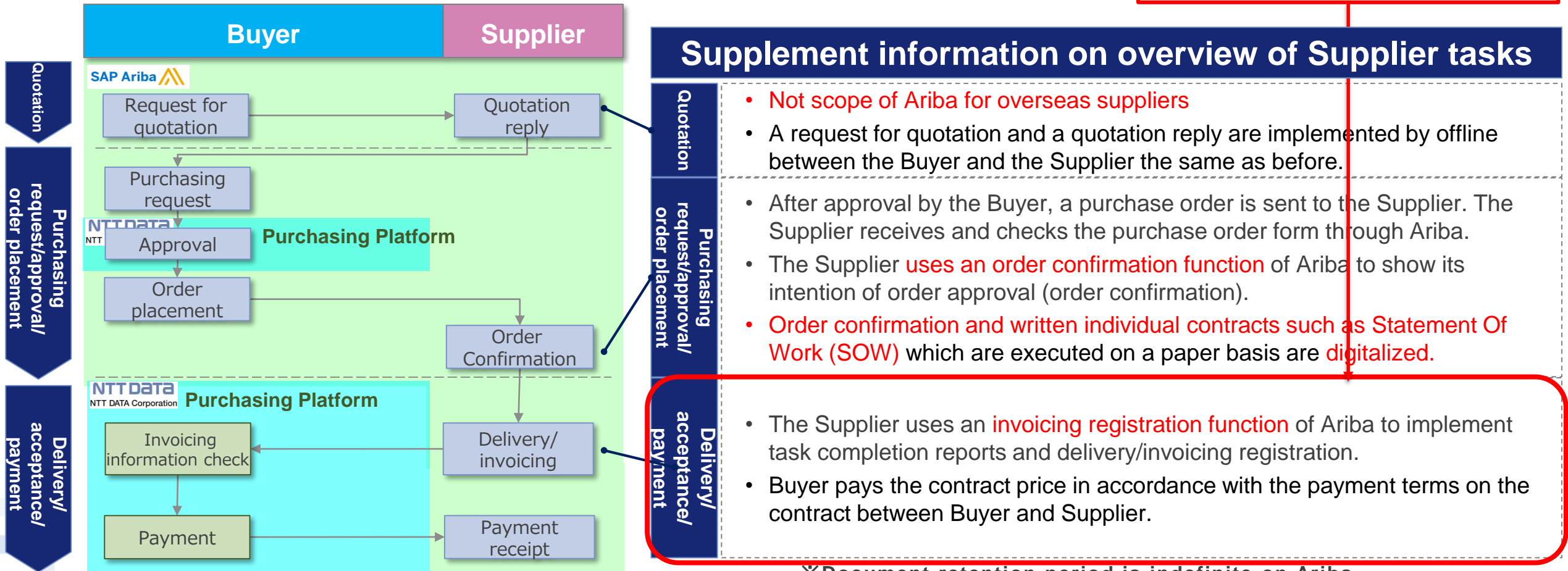
Below is the structure of the “Ariba Usage Guide.” See a guide suitable for your purpose.

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

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



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

1-4. How to See Various Materials

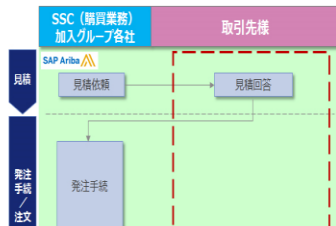
You can see documents such as reference materials for initial settings for use of Ariba and tasks not described in this Guide on our website [<https://www.nttdata.com/jp/ja/about-us/proc/>].

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



概要

SSC (購買業務) 加入グループ各社では、SAP Ariba (以下、Ariba) やe-staffingを用いた購買システムの運用を予定しています。
取引先様に見積から納品/請求までの各業務 (赤枠) をAriba上で実施いただくことで、業務の電子化・効率化や印紙代、郵送料などのコスト削減を進めてまいります。



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

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.**

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

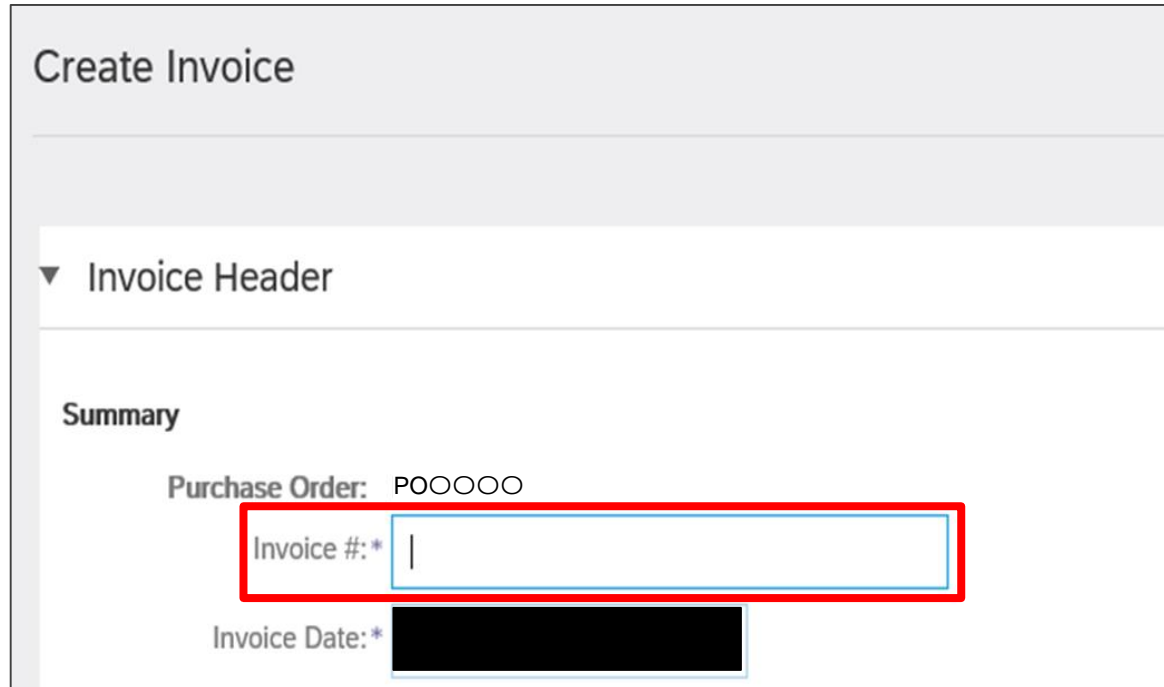
- Ariba does not have workflows that enable to be used in implementing the Invoicing Registration. We would like to thank you for your **consideration on operational aspects**. The **Invoicing Registration** should be **implemented directly by or after approval of any person with necessary authorization**.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

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



Create Invoice

▼ Invoice Header

Summary

Purchase Order: P00000

Invoice #:*

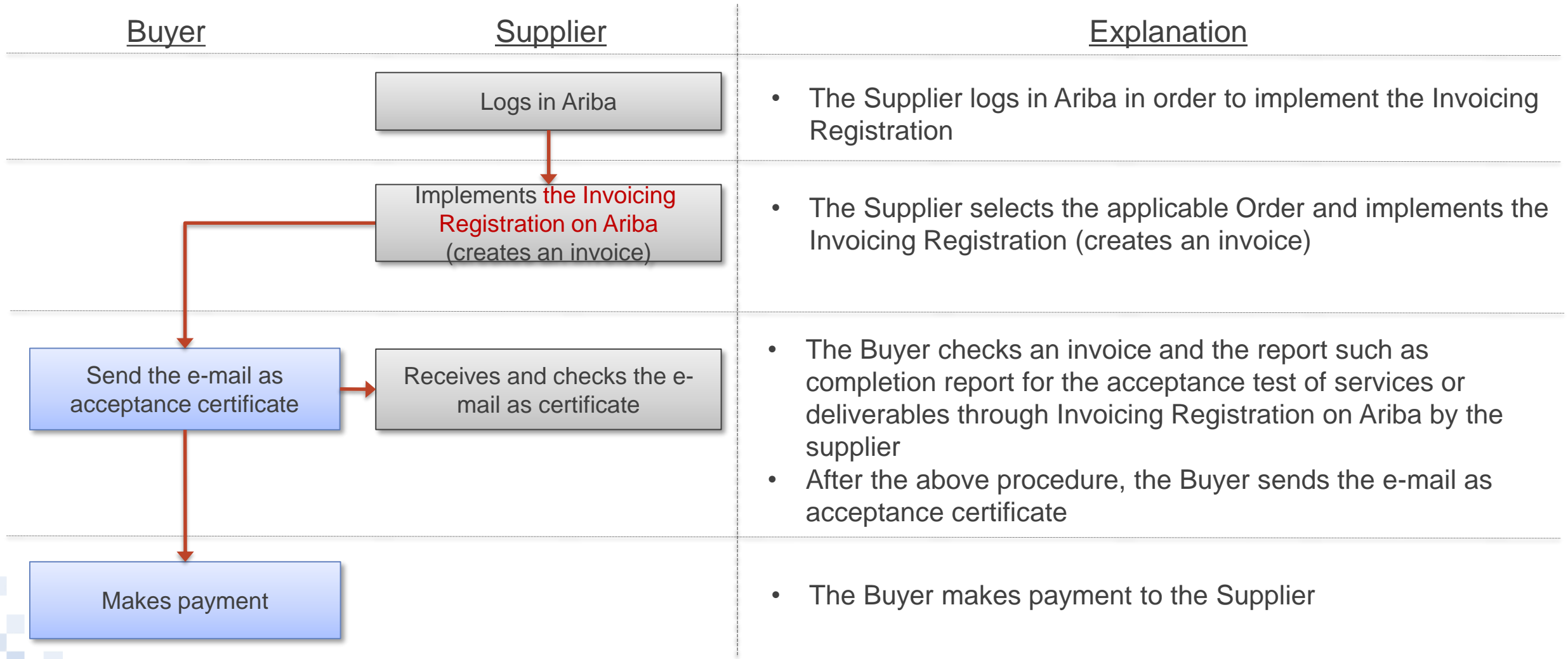
Invoice Date:*

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

3-1. Flow for Invoicing Registration Tasks on Ariba

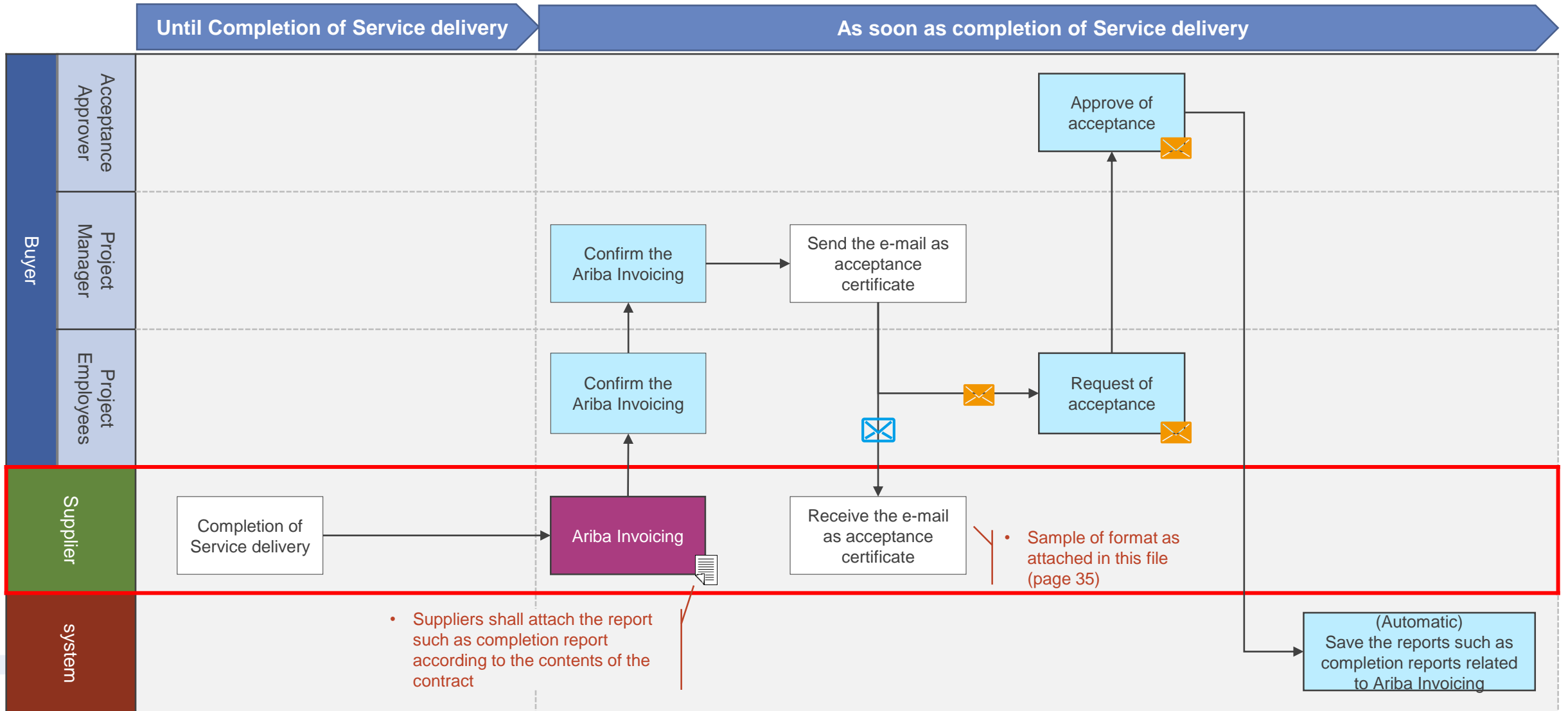
This section explains the standard flow for tasks from the Invoicing Registration to payment receipt confirmation.



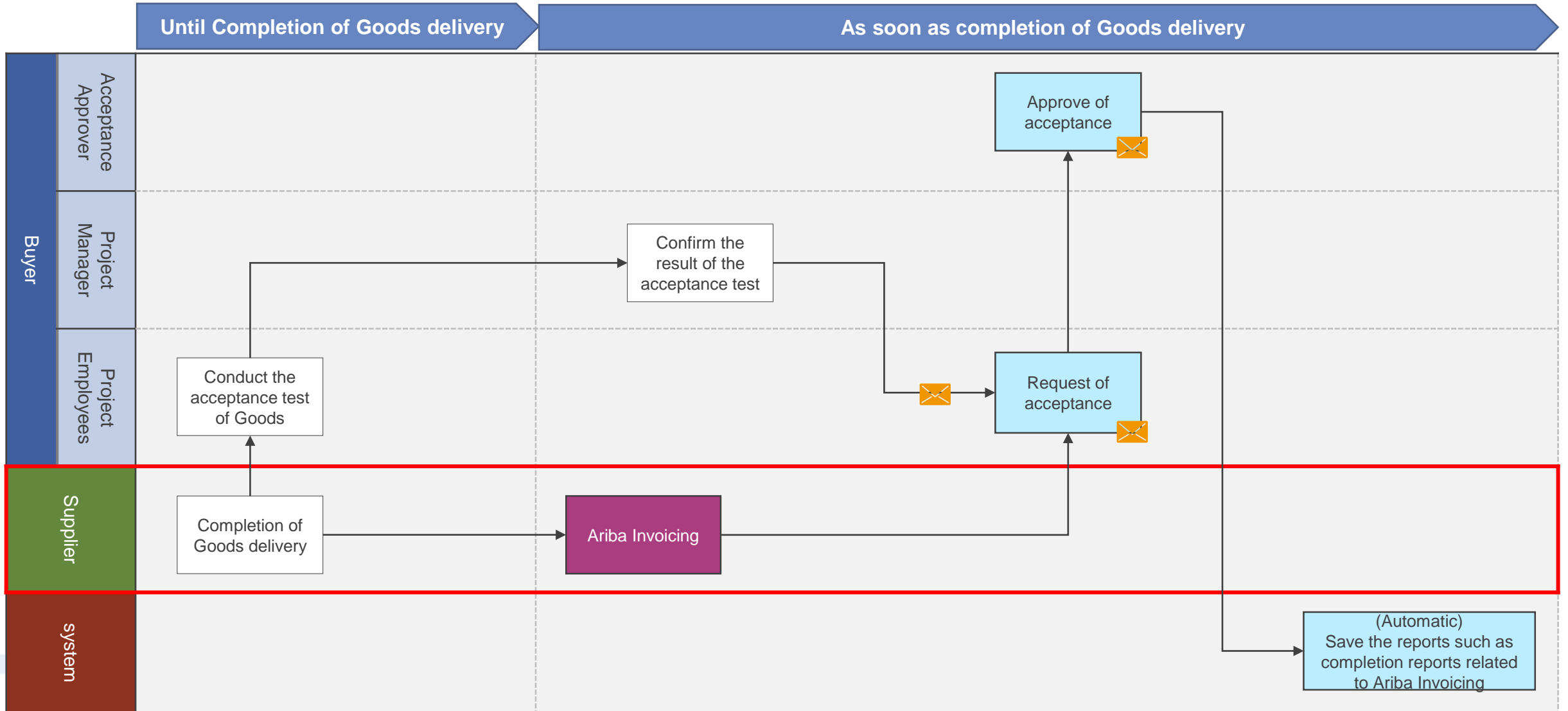
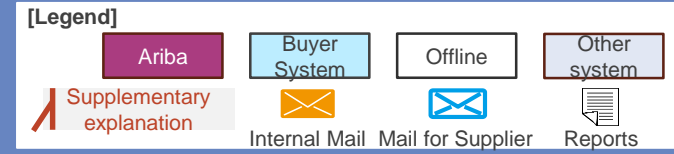
[Reference] Operational flow for Delivery/Invoicing -Service-

[Legend]

- Ariba
- Buyer System
- Offline
- Other system
- Supplementary explanation
- Internal Mail
- Mail for Supplier
- Reports



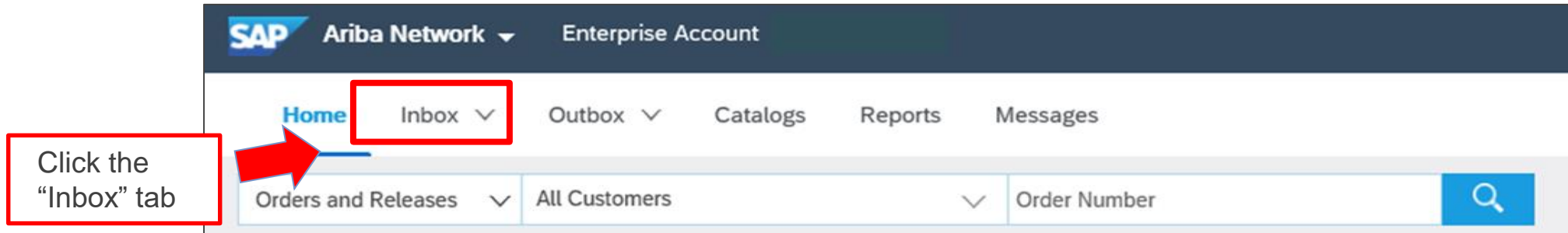
[Reference] Operational flow for Delivery/Invoicing -Goods-



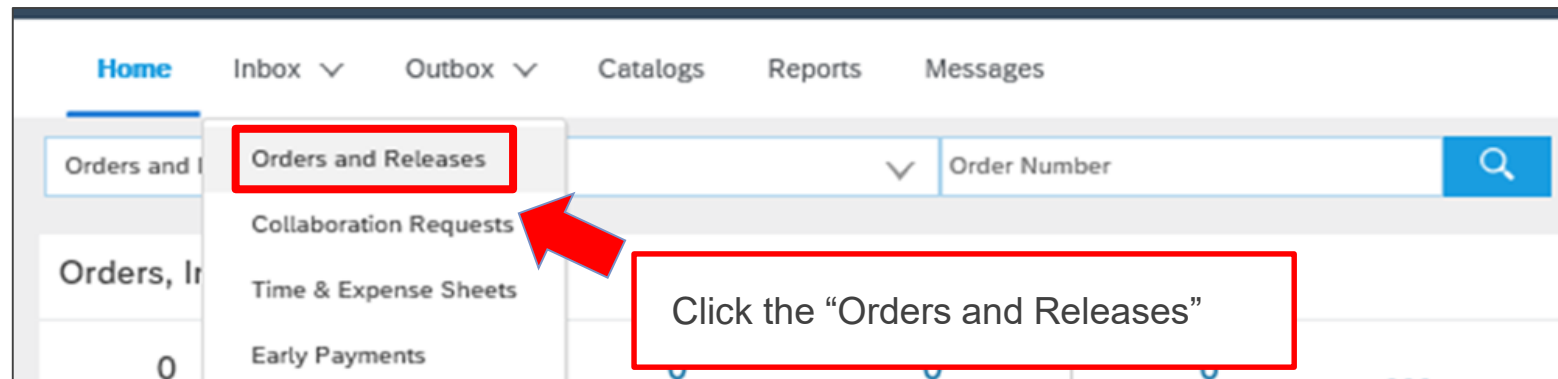
3-2. Procedures for Displaying Orders_1/4

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



3-2. Procedures for Displaying Orders_2/4

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

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (37)

Type	Order Number ↑	Ver	Customer	Inquiries	Ship To Address	Ordering Address
Order	P00000	1				Not Specified

Click the “Order Number”

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.

The screenshot shows the SAP Ariba Network Enterprise Account Home screen. The navigation bar includes Home, Inbox, Outbox, Catalogs, Reports, and Messages. Below the navigation bar, there are filters for 'Orders and Releases' (set to 'All Customers') and a search field for 'Order Number'. The main content area displays 'Orders, Invoices and Payments' with summary cards for: 20 New Purchase Orders, 0 Orders that Need Attention, 4 Invoices Rejected, 0 Payments Received, and 4 Collaboration Requests. Below the summary cards is a table of orders. The first row of the table is highlighted with a red box around the 'Order Number' 'P00000'. A red arrow points from a text box containing 'Click the "Order Number"' to this cell. The table columns are Order Number, Customer, Status, Amount, and Date.

Order Number	Customer	Status	Amount	Date ↓
P00000	NTT DATA	New	¥150,000 JPY	13 Dec 2019
P00000			¥150,000 JPY	13 Dec 2019
P00000			¥150,000 JPY	13 Dec 2019

3-2. Procedures for Displaying Orders_4/4

3. The Order for conducting the Delivery/Invoicing appears

Purchase Order: P000000 Done


Create Order Confirmation ▾ **Create Invoice** Hide | Print ▾ | Download PDF ▾ | Export cXML | Download CSV | Resend

Order Detail **Order History**

NTT DATA
Trusted Global Innovator

From:
株式会社エヌ・ティ・ティ・データ
Japan
135-6090 東京都
豊洲3の3の3豊洲センタービル
江東区

Phone: +81 (050) 55469064

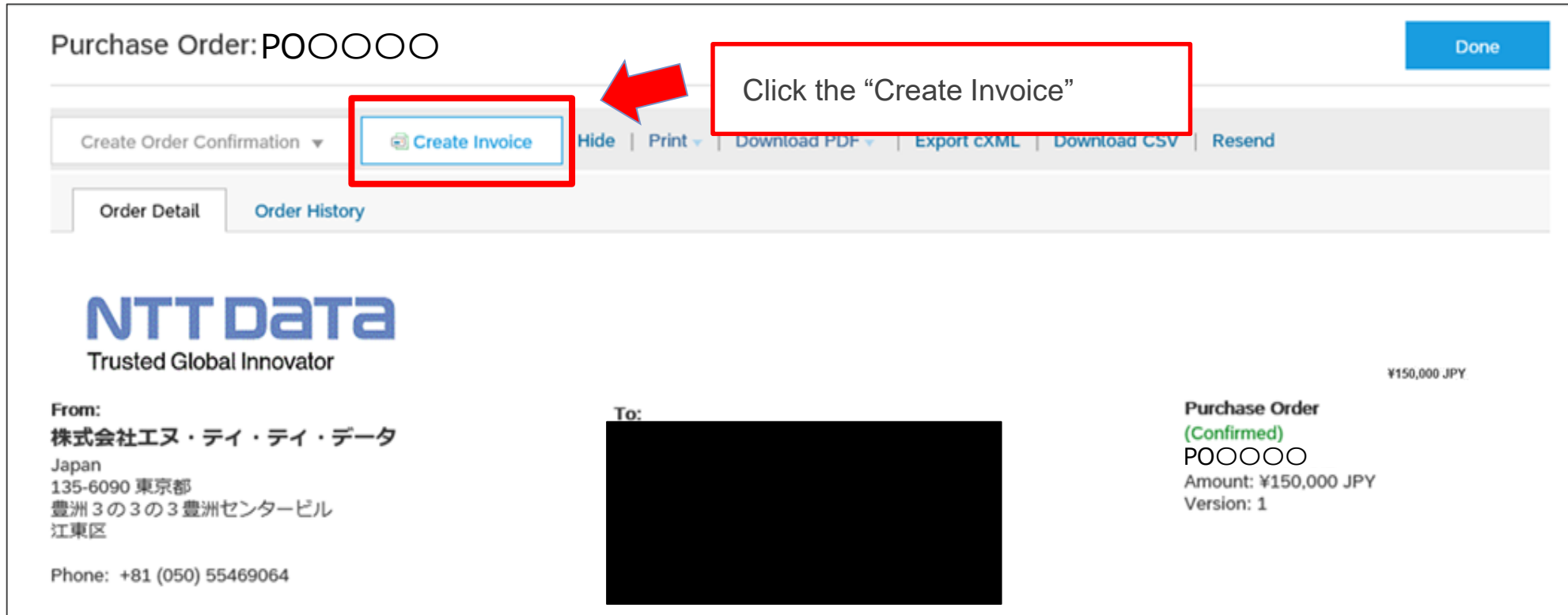
To:


Purchase Order
(Confirmed)
P000000
Amount: ¥150,000 JPY
Version: 1

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”



Purchase Order: P000000 Done

Create Order Confirmation ▾ **Create Invoice** Hide | Print ▾ | Download PDF ▾ | Export cXML | Download CSV | Resend

Order Detail | Order History

NTT DATA
Trusted Global Innovator

¥150,000 JPY

From:
株式会社エヌ・ティ・ティ・データ
Japan
135-6090 東京都
豊洲3の3の3 豊洲センタービル
江東区
Phone: +81 (050) 55469064

To:
[Redacted]

Purchase Order
(Confirmed)
P00000
Amount: ¥150,000 JPY
Version: 1

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

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

The screenshot displays the 'Create Invoice' interface. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this is the 'Invoice Header' section, which includes a 'Summary' area with fields for Purchase Order (P00000), Invoice #, Invoice Date (16 Jan 2020), Service Description, Supplier Tax ID, and Remit To (大森北1-2-3). A summary table shows Subtotal (¥150,000 JPY), Total Tax (¥12,000 JPY), Total Gross Amount (¥162,000 JPY), Total Amount without Tax (¥150,000 JPY), Total Net Amount (¥162,000 JPY), and Amount Due (¥162,000 JPY). The Bill To information is listed as 株式会社エヌ・ティ・ティ・データ in Tokyo. Below the header is the 'Line Items' section, featuring 'Insert Line Item Options' with a 'Tax Category' dropdown set to '10% Sales Tax / 外税10% (仕入)'. A table lists one line item: No. 1, Include checked, Type SERVICE, Part # SC136-010101, Description PC・サーバなどのハードウェア購入、ハー, Quantity 1, Unit pcs, Unit Price ¥100,000 JPY, and Subtotal ¥100,000 JPY. Below the table is a 'Tax' section with fields for Category (Sales Tax), Location, Description (外税8%仕入), Regime, Taxable Amount (¥100,000 JPY), Tax Rate Type, Rate (%) (8), and Tax Amount (¥8,000 JPY). At the bottom, there are buttons for 'Line Item Actions', 'Delete', 'Reset Tax from PO', 'Add', 'Update', 'Save', 'Exit', and 'Next'.

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”

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: P00000

Invoice #:*

Invoice Date:* 16 Jan 2020

Service Description:

Supplier Tax ID:

Subtotal: ¥150,000 JPY
Total Tax: ¥12,000 JPY
Total Gross Amount: ¥162,000 JPY
Total Amount without Tax: ¥150,000 JPY

[View/Edit Addresses](#)

Enter the “Invoice Number” set by the Supplier

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

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

The screenshot shows the 'Create Invoice' application interface. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below these is the 'Invoice Header' section, which is expanded to show a 'Summary' section. The 'Summary' section contains several fields: 'Purchase Order: P00000', 'Invoice #: 123456', 'Invoice Date: 16 Jan 2020' (with a calendar icon), 'Service Description:', and 'Supplier Tax ID:'. To the right of these fields is a summary of financial amounts: 'Subtotal: ¥150,000 JPY', 'Total Tax: ¥12,000 JPY', 'Total Gross Amount: ¥162,000 JPY', 'Total Amount without Tax: ¥150,000 JPY', 'Total Net Amount: ¥162,000 JPY', and 'Amount Due: ¥162,000 JPY'. On the right side of the interface, there is a dropdown menu labeled 'Indicates required field' with an 'Add to Header' button. The dropdown menu is open, showing a list of options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a red box. A red arrow points from a callout box labeled '1' to the 'Add to Header' button. Another red arrow points from a callout box labeled '2' to the 'Attachment' option in the dropdown menu.

1 Click the “Add to Header”

2 Click the “Attachment”

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”

Create Invoice Update Save Exit Next

▼ **Invoice Header** * Indicates required field Add to Header ▼

Summary

Purchase Order: P00000	Subtotal: ¥150,000 JPY	View/Edit Addresses
Invoice #: * 123456	Total Tax: ¥12,000 JPY	
Invoice Date: * 16 Jan 2020	Total Gross Amount: ¥162,000 JPY	
Service Description:	Total Amount without Tax: ¥150,000 JPY	
Supplier Tax ID:	Total Net Amount: ¥162,000 JPY	
	Amount Due: ¥162,000 JPY	

Attachments

The total size of all attachments cannot exceed 100MB

Browse... Add Attachment

Click the “Browse...” to select a file to be attached on the displayed dialogue

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

Attachments

The total size of all attachments cannot exceed 100MB

C¥xxx¥xxx¥Sample.xlsx

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

Attachments

The total size of all attachments cannot exceed 100MB

Name	Size (bytes)	Content Type
<input type="checkbox"/> Sample.xlsx	7784	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

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

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.

Line Items 2 Line Items, 0 Included, 2 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% Sales Tax / 外税10% (仕入) Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	SC136-010101	PC・サーバなどのハードウェア購入、ハードウェアのインシデントサービス		1	pcs ⓘ	¥100,000 JPY	¥0 JPY

The Delivery/Invoicing can be conducted per statement. Confirm that only the applicable statement is included.
* If it is not included, click it to exclude.

「Quantity」 and 「Unit Price」 of the purchasing order are default values.
Please carry out invoicing registration according to the above for each case.

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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	SC136-010101	PC・サーバなどのハードウェア購入、ハー		1	pcs	¥100,000 JPY	¥100,000 JPY

Inspection Date:

Tax

Category: *

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

Line Item Actions ▾ Delete Reset Tax from PO **Add ▾**

1

Click the “Add”

2

Click the “Add Material”

Add General Service

Add Labor Service

Add Material

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.

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Shipping Documents Special Handling Discount

1 Checkmark the added statement

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	MATERIAL							

Inspection Date:

Line Item Actions

Edit

Add

2 Click the “Line Item Actions”

3 Click the “Tax”

Shipping Documents

Special Handling

Discount

Allowance

Charge

Attach

Update Save Exit Next

Tax

Category:* 10% Sales Tax / 外税10% (仕入)

Location:

Description: 外税10% (仕入)

Regime:

Taxes

- 10% Sales Tax / 外税10% (仕入)
- 10% Sales Tax / 内税10% (仕入)
- 8% Sales Tax / 軽減外税8% (仕入)
- 8% Sales Tax / 軽減内税8% (仕入)
- 0% Sales Tax / 対象外 (仕入)**
- 8% Sales Tax / 外税8% (仕入)
- 8% Sales Tax / 内税8% (仕入)
- 5% Sales Tax / 外税5% (仕入)
- 5% Sales Tax / 内税5% (仕入)
- Other Tax

4 Note that you should select “0% Sales Tax”.

No.	Include	Type	Part #	Description
1	<input checked="" type="checkbox"/>	SERVICE	SC136-010101	PC・サーバなど

Inspection Date:

Tax

Category:* 0% Sales Tax / 対象外 (仕入)

The pictures on this document are for illustrative purpose.

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.

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% Sales Tax / 外税10% (仕入) Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="text"/>	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Inspection Date:

1 Enter the “No.” which equals to the number of statements

2 Enter the content of Out-of-Pocket expenses such as accommodation and travel expenses in the “Explanation”

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.

The screenshot shows a software interface for entering line items. It features a table with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. Below the table is a 'Tax' section with fields for Category, Location, Description, Regime, Taxable Amount, Rate(%), and Tax Amount. Five red callout boxes with numbered circles (1-5) and arrows point to specific fields: 1. Quantity field (value: 1); 2. Unit field (value: Total); 3. Unit Price field (value: total amount of Out-of-Pocket expenses); 4. Tax Category dropdown (value: 0% Sales Tax / 对象外 (仕入)); 5. Taxable Amount field (value: total Out-of-Pocket expenses).

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% Sales Tax / 外税10% (仕入) Ship

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Trans		1	Total	[Total Amount]	

Inspection Date: []

Tax

Category: * 0% Sales Tax / 对象外 (仕入)

Location: []

Description: 对象外 (仕入)

Regime: []

Taxable Amount: * [Total Amount]

Rate(%): 0

Tax Amount: []

1 Enter "1" in the "Quantity"

2 Enter the word "Total" in the "Unit"
* Do not enter an amount

3 Enter the total amount of Out-of-Pocket expenses in the "Unit Price"

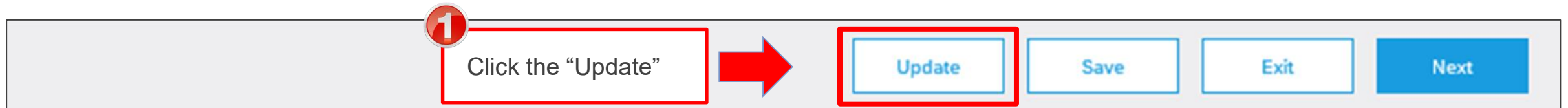
4 Confirm that "0% Tax Sales" in the displayed "Category"

5 Enter the Amount of the total Out-of-Pocket expenses

[Add to Included Lines](#)

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.



Invoice Header

Summary

Purchase Order: PO10000052

Invoice #: 123456

Subtotal: ¥150,000 JPY

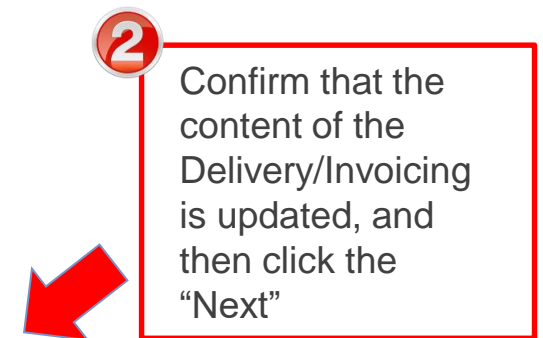
Total Tax: ¥12,000 JPY

Total Gross Amount: ¥162,000 JPY

View/Edit Addresses

Line Item Actions Delete Reset Tax from PO Add

Update Save Exit Next



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

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

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Japan. The document's destination country is: Japan.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123456	Subtotal: ¥150,000 JPY
Invoice Date: Friday 17 Jan 2020 2:17 PM GMT+09:00	Total Tax: ¥12,000 JPY
Original Purchase Order: PO10000052	Total Gross Amount: ¥162,000 JPY
	Total Amount without Tax: ¥150,000 JPY

Invoice Summary

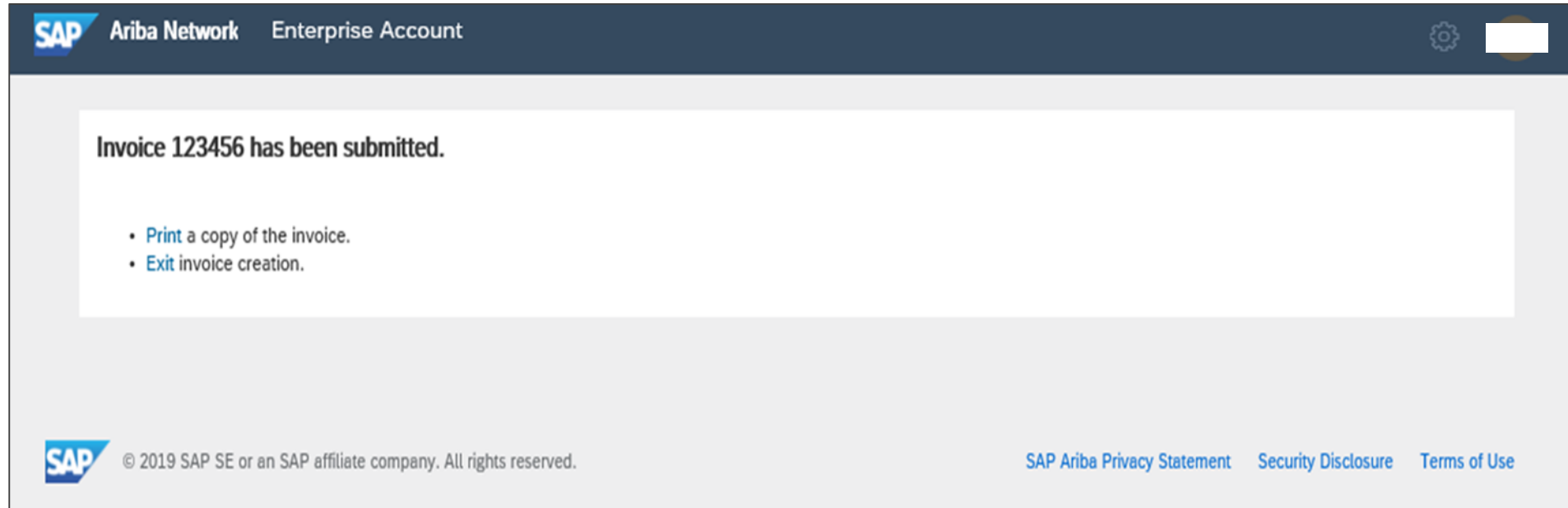
Subtotal: ¥150,000 JPY
Total Tax: ¥12,000 JPY
Total Gross Amount: ¥162,000 JPY
Total Amount without Tax: ¥150,000 JPY
Total Net Amount: ¥162,000 JPY
Amount Due: ¥162,000 JPY

Previous Save **Submit** Exit

Click the “Submit”

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

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



[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: x x x - x x x - x x x
Authorized Signature: _____

We report that we completed the Service specified below.

Contract Number /
Purchasing Order Number: P00000

Contract Subject: Consulting Service in vietnam region

Service Period: May 1, 2021 - June 30, 2021

1. Description of services : Collec	ing trends for food market in vietnam
2. List of deliverables (if any) : Ma	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-x x-x x x x
Authorized Signature : _____

[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.

<p>To : Responsible Person (the Supplier)</p> <p>From : Project manager (the Buyer)</p> <p>CC : Project Employees</p>	
<p>Subject : Confirmation of completion of system development contract</p> <p>Body</p> <p>We have confirmed that you have carried out your work with respect to the content of the attached work completion report we received.</p> <p>(Attachments) </p>	

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”

Orders and Releases (37)						
Type	Order Number ↑	Ver	Customer	Inquiries	Ship To Address	Order Status
Order	P00000	1	[Redacted]	[Redacted]	[Redacted]	Confirmed

Order Status: “Invoiced”

Orders and Releases (37)						
Type	Order Number ↑	Ver	Customer	Inquiries	Ship To Address	Order Status
Order	P00000	1	[Redacted]	[Redacted]	[Redacted]	Invoiced

Order Details screen

Order Status: “Confirmed”

Order Detail | Order History

NTT DATA
Trusted Global Innovator

From:
株式会社エヌ・ティ・ティ・データ
Japan
135-6090 東京都
豊洲3の3の3 豊洲センタービル
江東区
Phone: +81 (050) 55469064

Purchase Order (Confirmed)
P00000
Amount: ¥150,000 JPY
Version: 1

There is no description on an invoice

Order Status: “Invoiced”

Order Detail | Order History

NTT DATA
Trusted Global Innovator

From:
株式会社エヌ・ティ・ティ・データ
Japan
135-6090 東京都
豊洲3の3の3 豊洲センタービル
江東区
Phone: +81 (050) 55469064

Purchase Order (Invoiced)
P00000
Amount: ¥150,000 JPY
Version: 1

The screen shows that the invoiced

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.

Revision History

Revision History

#	Revision date	Portion revised	Revision overview	Ver.
1	2022/5	-	First edition	1.0
2				
3				
4				
5				
6				
7				
8				
9				
10				



NTT DATA

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