

Recommendation for Updating Document Retention Period in SAP Ariba

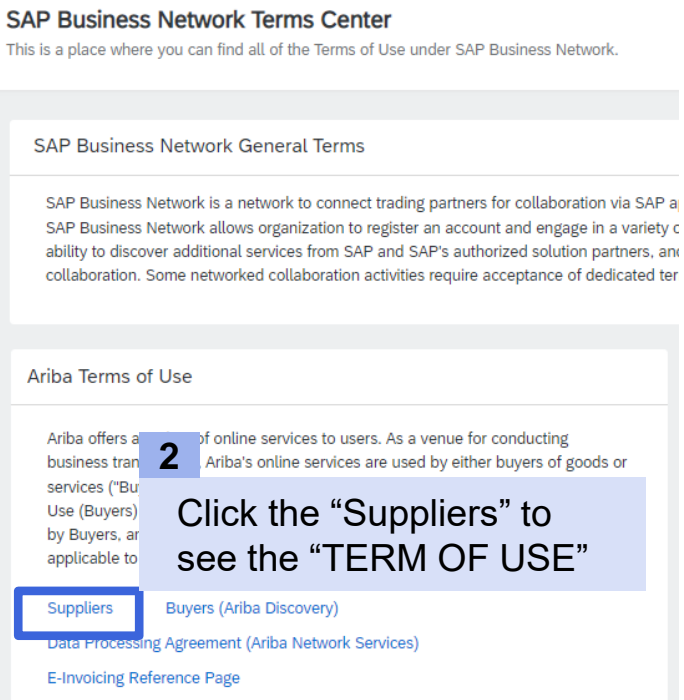
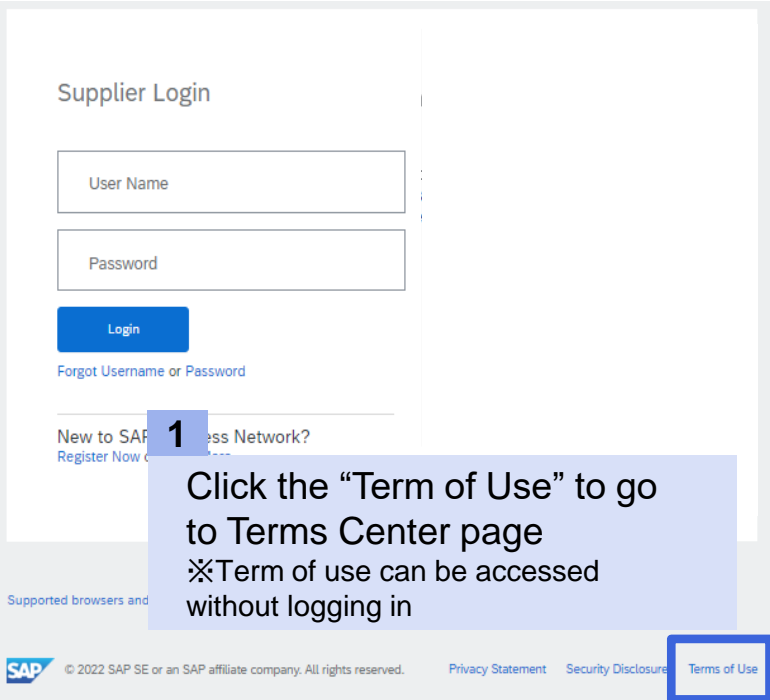
December 14th, 2022
NTT Data Corporation
Procurement Department

Recommendation for Updating Document Retention Period in SAP Ariba

***Please check the legal requirements for document retention in your country.**

We are recommending every supplier to make an additional setting due to specification changes made by SAP Ariba. By updating your date deletion setting, you will be able to store “Purchasing Orders” and “Order Confirmations” on Ariba Network indefinitely.

If you are not willing to update your setting, documents (Purchasing Orders, Order Confirmations, and Invoices) that are 18 months old from the date of last update may be deleted without prior notice.



Excerpt from “TERM OF USE”

II.GENERAL TERMS

H. System Integrity, Data Integrity, Data Storage.

3.Storage of Data

The Online Services will allow You to access Data You send to or receive from the Online Services for a limited period of time, as may be announced by Ariba from time to time and which may vary for specific Online Services or functions. Notwithstanding the foregoing, Ariba will not delete the transaction Data you retain on the Ariba Network that has been stored on the Ariba Network for less than eighteen-months, provided that your account is active and in good standing. You are solely responsible for saving all of Your Data. Therefore, You should take proactive measures to store Your Data within Your own computers, in order to preserve the accessibility of such Data beyond the Online Services retention period applicable to You. ※You have also agreed to the "Ariba Terms of Use" as part of the process of using Ariba in your dealings with us

How to Setup 1/3

To setup the data deletion criteria, please access the Home screen of Ariba Business Network and follow the procedure below.

1 Click the "Account Setting" Icon

2 Click the "Settings"

3 Click the "Data Deletion Criteria"

The screenshot shows the Ariba Business Network Home screen. A blue box highlights the 'Account Setting' icon in the top right corner. A callout box with the number '1' and the text 'Click the "Account Setting" Icon' points to it. Below the icon, a dropdown menu is open, showing various account-related options. A blue box highlights the 'Settings' option in this menu, with a callout box containing the number '2' and the text 'Click the "Settings"'. At the bottom of the menu, the 'Data Deletion Criteria' option is highlighted with a blue box, and a callout box with the number '3' and the text 'Click the "Data Deletion Criteria"' points to it. A large blue arrow points from the 'Settings' option towards the right, indicating the next step in the process.

4 Click the "Request" button, and the "Submit" button will appear

The screenshot shows the 'Network Settings' page. At the top, there are several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. The 'Data Deletion Criteria' tab is selected. Below the tabs, there is a heading 'By requesting recurring or one-time deletion, your transactions that meet the criteria will be permanently deleted from our system on the scl'. There are two main sections: 'Recurring deletion' and 'One time deletion'. The 'Recurring deletion' section is highlighted with a blue box and contains the text 'Perform deletion automatically on first day of every month.' and a blue 'Request' button. A callout box with the number '4' and the text 'Click the "Request" button, and the "Submit" button will appear' points to this 'Request' button. The 'One time deletion' section contains the text 'Perform a non recurring deletion, which is queued for processing as soon as possible.' and a blue 'Request' button.

How to Setup 2/3

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion | **5**

By requesting recurring or one-time deletion, your transactions that

Request recurring deletion

Delete transactions older than months.

If you would like to request less than 18 months, please log a [service request](#).

Submit | **Cancel**

5 Enter the Retention Period

- Can be set up to 999 months.
→Please set the period according to your country's regulation.
- New recurring deletion can be updated at any time.

6 Click the "Submit" button

Request

Request

One time deletion

Perform a non recurring deletion, which is queued for processing as soon as possible.

The following message may appear, but regardless of its content, it will not affect your settings. Please ignore the message if it appears.

Error: unbalanced tags detected. Need to close the following tags: [AWLocal]

How to Setup 3/3

7
Click the "Save" button to confirm

Network Settings

Save Close

8
This message will appear when registration is complete

✓ Your profile has been successfully updated.

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement
- Data Deletion Criteria

By requesting recurring or one-time deletion, your transactions that meet the criteria will be permanently deleted from our system on the scheduled date. [Learn more](#)

Recurring deletion

Perform deletion automatically on first day of every month.

Status	Criteria	Next deletion run date	Last deletion run date	Start date	Started by	Action
Scheduled	Older than 999 months	1 Jan 2023		6 Dec 2022	Takehide.Hashimoto.bp@jp.nttdata.com	Cancel

⚠ To receive notifications regarding data d

The entered Retention Period will be displayed here

You can click the "Cancel" button to request a new recurring deletion

History log

You can check the past deletion setting by clicking "History log"

Contact Information

If you have any inquiries as for the new purchasing system, please contact NTT DATA purchasing department as follows.

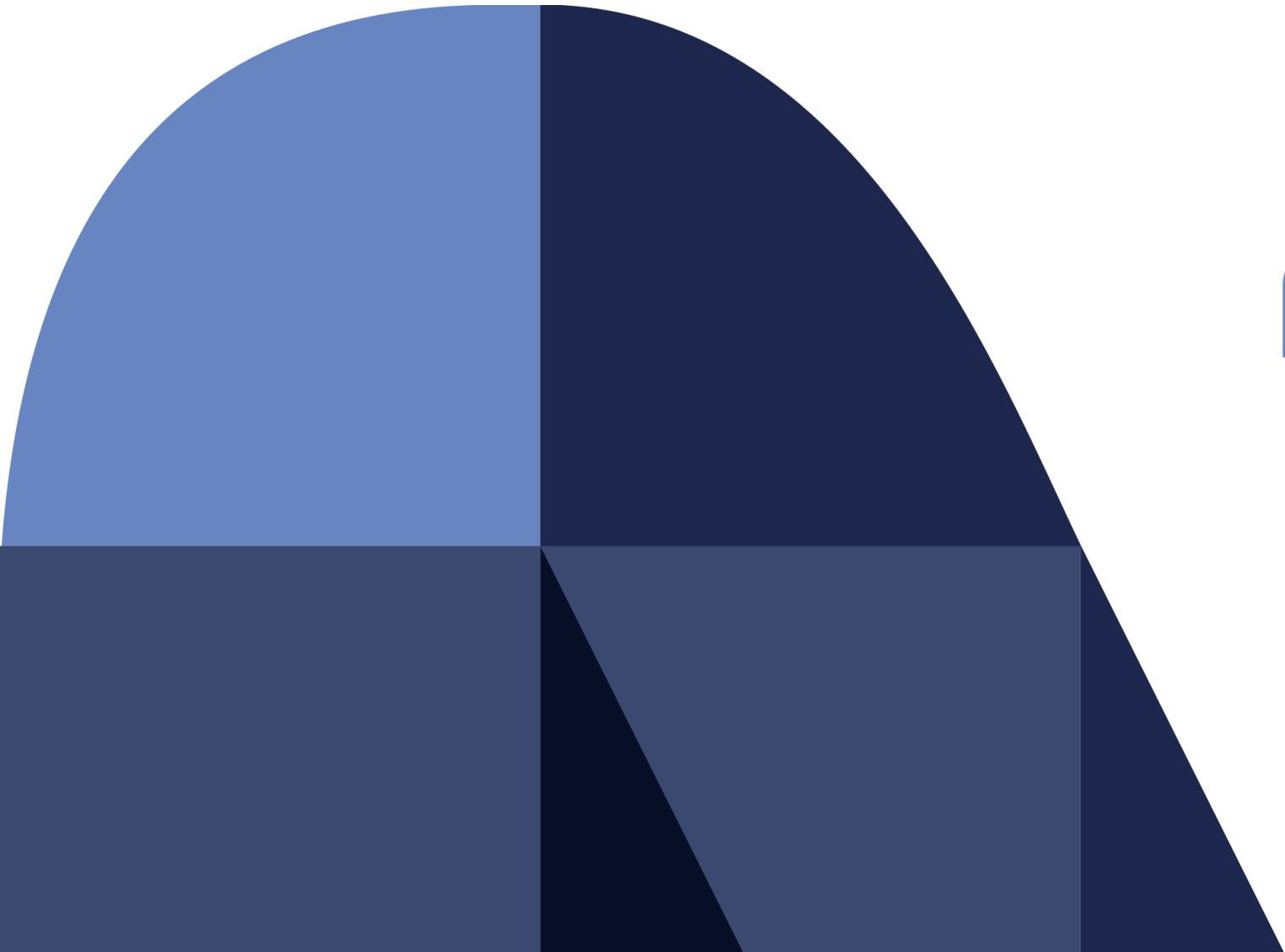
■ Contact Information:

E-mail address : cobuyoverseassup@am.nttdata.co.jp

*If you have any inquiries, please contact the above, not the person in charge of the purchaser.

Revision History

#	Revision date	Portion revised	Revision overview	Ver.
1	2022/12	-	First edition	1.0
2				
3				
4				
5				
6				
7				
8				



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