

# Ariba Usage Guide\_Common\_Ver.1.0

NTT DATA Corporation Procurement Department

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## Revision History

# 1. Introduction

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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.

## 1-2. Structure of Ariba Usage Guide

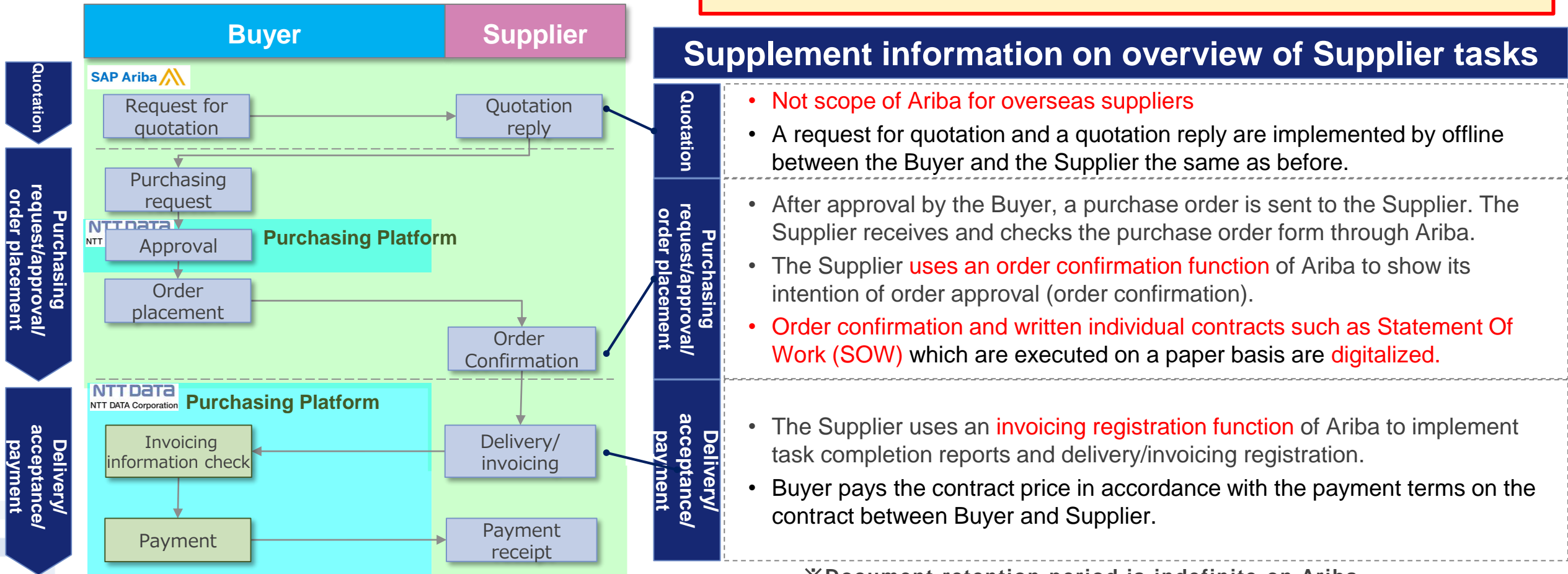
Below is the structure of the “Ariba Usage Guide.” See a guide suitable for your purpose.

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.

This Guide explains common matters for implementing each task



## Supplement information on overview of Supplier tasks

- **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.
- 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**.
- 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.)**

# 1-4. How to See Various Materials

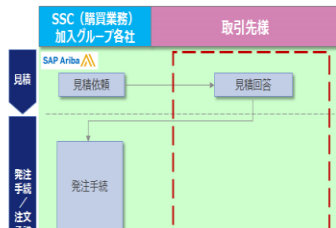
You can see documents such as reference materials for initial settings for use of Ariba and tasks not described in this Guide on our website [<https://www.nttdata.com/jp/ja/about-us/proc/>].

**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、郵送費などのコスト削減を進めてまいります。



# 2. Ariba Basic Operations

- 2-1. Ariba Usage Environment
- 2-2. Login Procedures
- 2-3. Logout Procedures



## 2-1. Ariba Usage Environment

To use Ariba, it is necessary to prepare system environments that meet the conditions below. Check your internal system environments and take necessary actions.

### Internet environment

Any environment that enables access to the URL below

[URL]:

- <https://supplier.ariba.com>

### E-mail environment

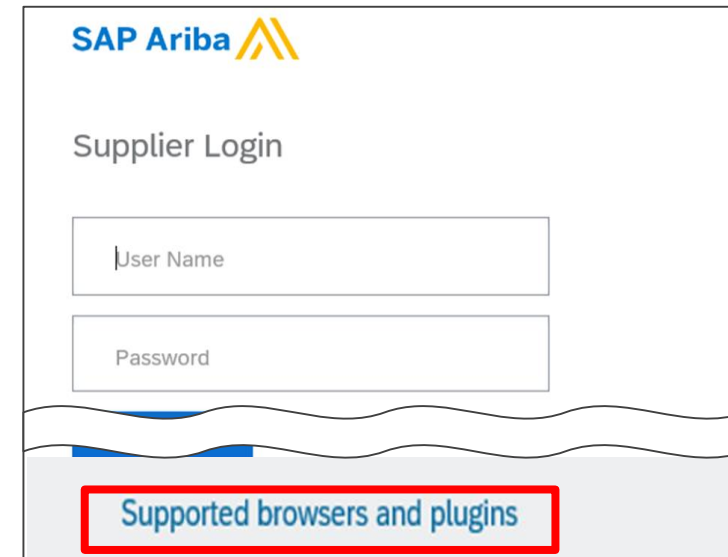
Any environment that enables receipt of e-mails from the domains below:

[Domains]:

- ○ ○ ○ @ariba.com
- ● ● ● @ansmtp.ariba.com
- ○ ○ ○ @sap.com

### \*Supported browsers/plugins

Access the URL described in the “Internet environment” and check information from the lower-left “Supported browsers and plugins”



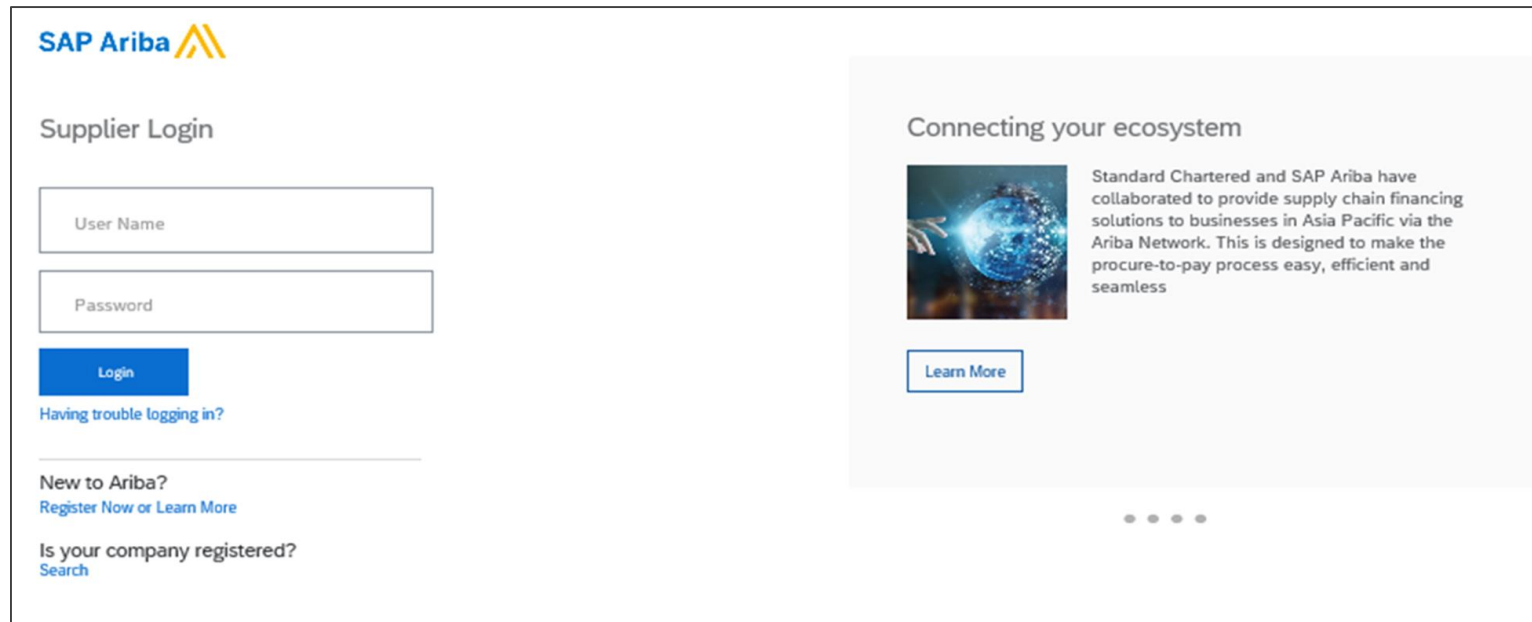
## 2-2. Login Procedures\_1/2

This section explains procedures for logging in Ariba.

1. Use a web browser to access Ariba Supplier (<https://supplier.ariba.com>)

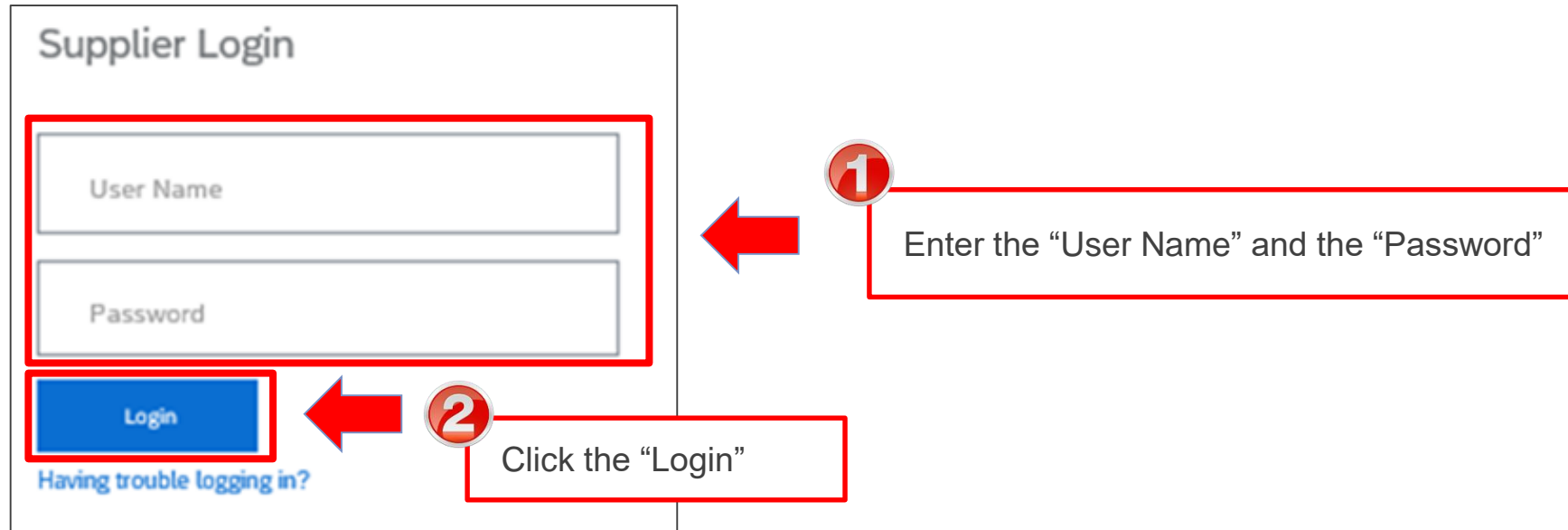


2. The Ariba Supplier Login Screen appears



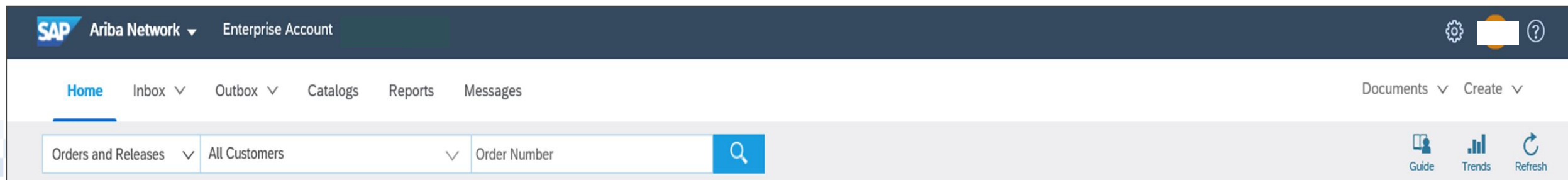
## 2-2. Login Procedures\_2/2

3. Enter the “Username” and the “Password” and click the “Login”



The image shows a 'Supplier Login' form with two input fields: 'User Name' and 'Password'. A red box highlights both fields, with a red arrow pointing to it from a callout box labeled '1' containing the text 'Enter the “User Name” and the “Password”'. Below the input fields is a blue 'Login' button, which is also highlighted with a red box and a red arrow pointing to it from a callout box labeled '2' containing the text 'Click the “Login”'. A link 'Having trouble logging in?' is located below the 'Login' button.

4. Ariba Home Screen appears



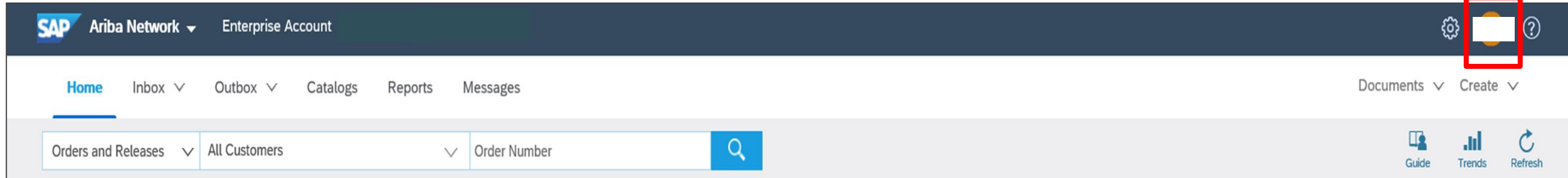
The image shows the Ariba Home Screen. The top navigation bar includes the SAP logo, 'Ariba Network', and 'Enterprise Account'. Below this is a secondary navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. A search bar is present with 'Orders and Releases' and 'All Customers' dropdowns, and 'Order Number' as the search term. On the right side, there are 'Documents' and 'Create' dropdowns, and icons for 'Guide', 'Trends', and 'Refresh'.

## 2-3. Logout Procedures\_1/2

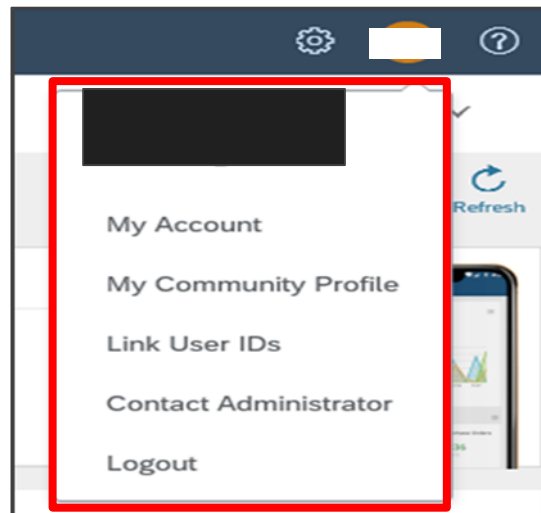
This section explains procedures for logging out Ariba.

1. Click the upper-right “Account Settings” icon on the screen

Click the “Account Settings”  
\* This Guide modifies  
indications



2. A submenu appears below the icon

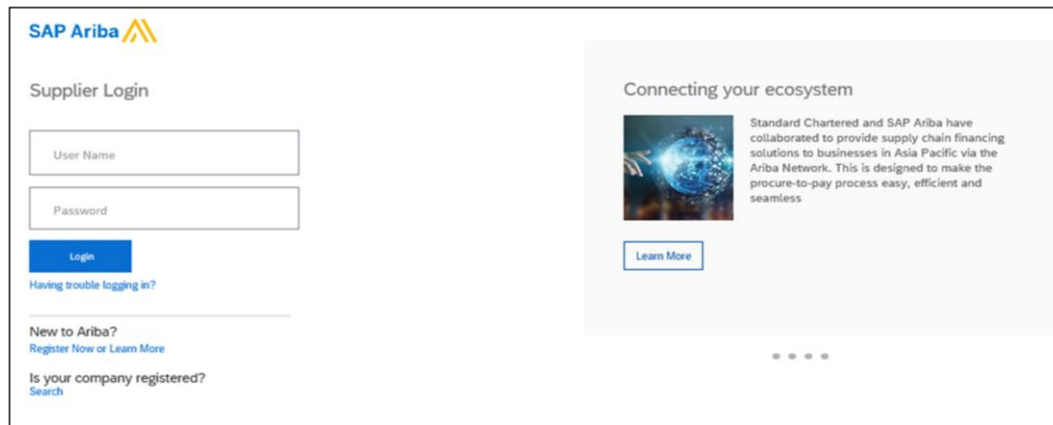


## 2-3. Logout Procedures\_2/2

3. Click the “Logout” on the displayed submenu



4. The Ariba Supplier Login Screen appears



# 3. Contact Information

- 3-1. Procedures for Checking the Supplier Information Portal
- 3-2. How to See Ariba Training Materials
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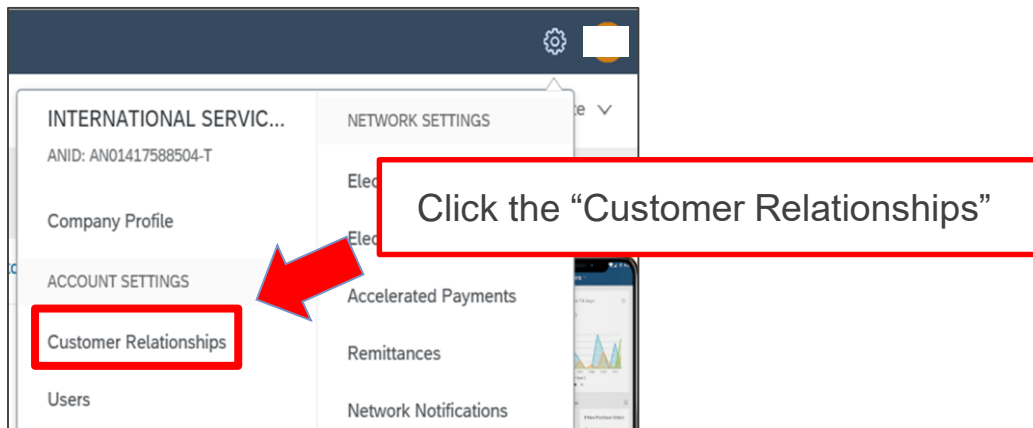
## 3-1. Procedures for Checking the Supplier Information Portal\_1/2

You can see materials for the Supplier such as guides on the Portal.  
Before you inquire about transactions with the Buyer, check the Portal.

1. Log in Ariba and then click the “Company Settings” icon

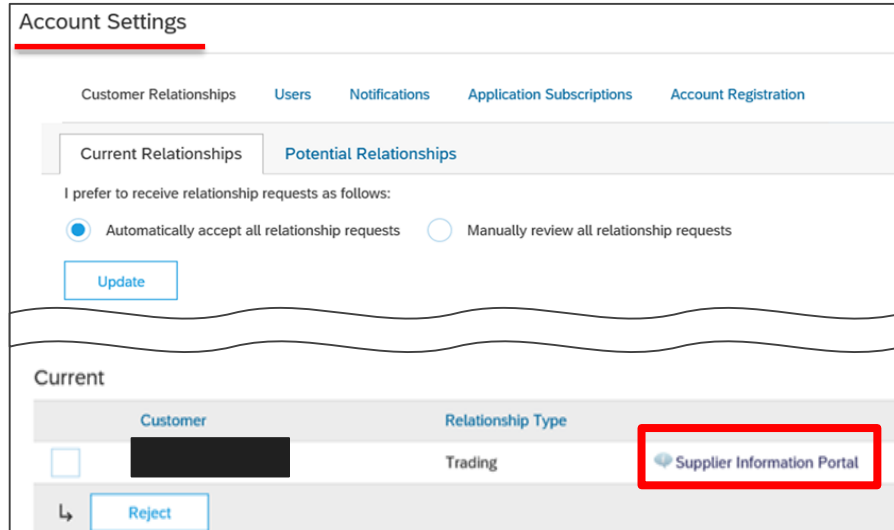


2. Click the “Customer Relationships” on the displayed submenu



# 3-1. Procedures for Checking the Supplier Information Portal\_2/2

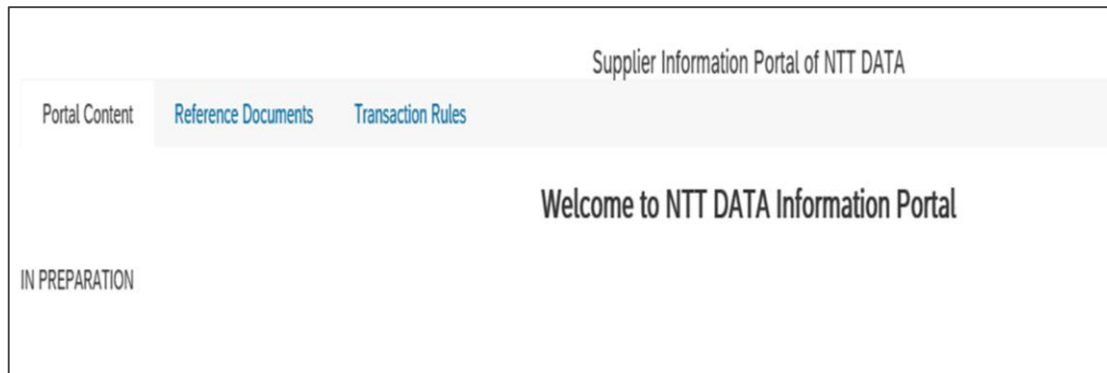
3. The “Account Settings” screen appears. Click the “Supplier Information Portal”



The screenshot shows the 'Account Settings' page with tabs for Customer Relationships, Users, Notifications, Application Subscriptions, and Account Registration. Under 'Current Relationships', there are two sub-tabs: 'Current Relationships' and 'Potential Relationships'. Below these, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. Below a wavy line, there is a table with columns 'Customer' and 'Relationship Type'. A row shows a customer with a redacted name and 'Trading' relationship type. A link labeled 'Supplier Information Portal' is highlighted with a red box. A 'Reject' button is at the bottom left of the table.

Click the “Supplier Information Portal”  
\*All companies you are contracted are displayed Click the one of NTT Data

4. The “Supplier Information Portal” appears



The screenshot shows the 'Supplier Information Portal of NTT DATA'. It has tabs for 'Portal Content', 'Reference Documents', and 'Transaction Rules'. The main content area displays 'Welcome to NTT DATA Information Portal' and 'IN PREPARATION'.

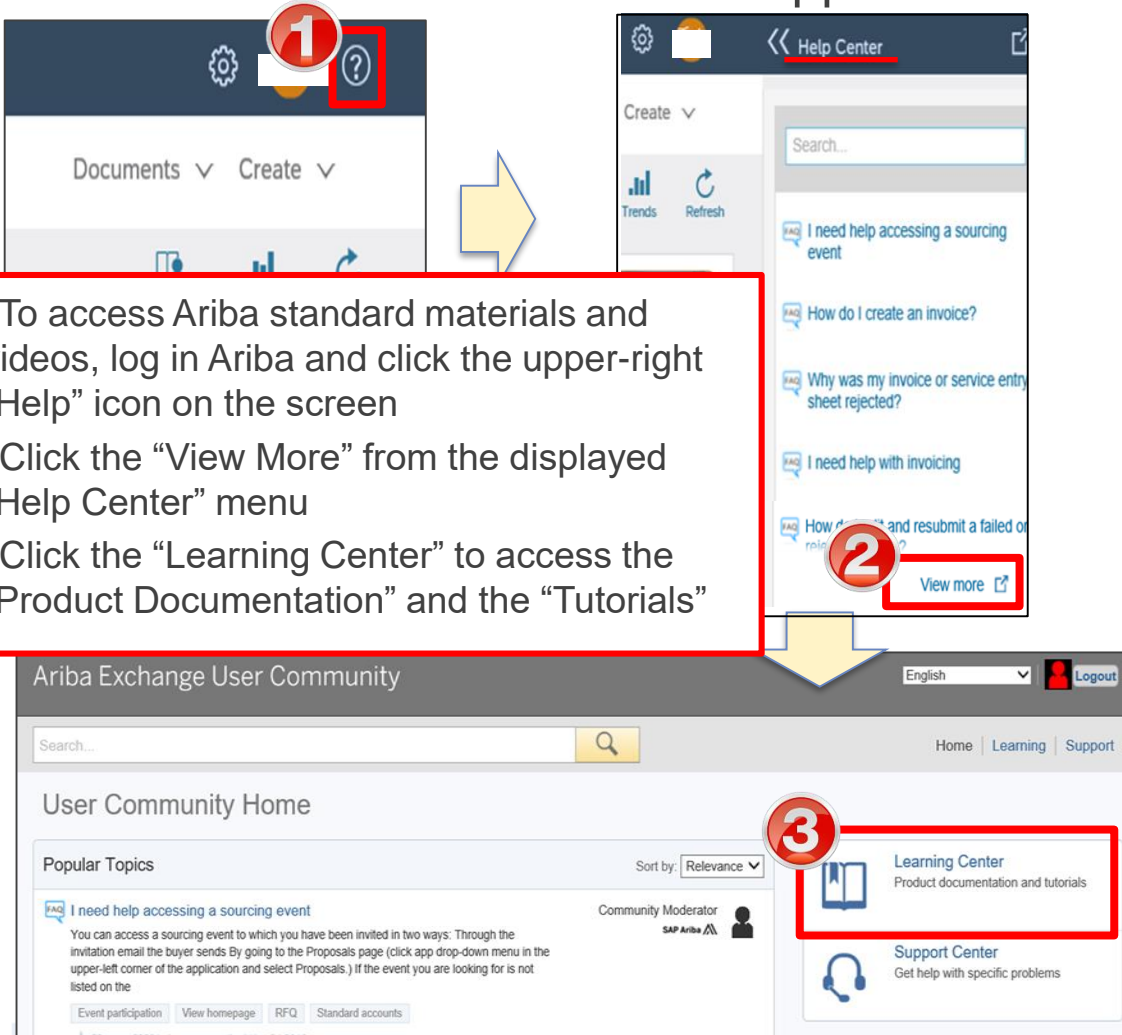


## 3-2. How to See Ariba Training Materials

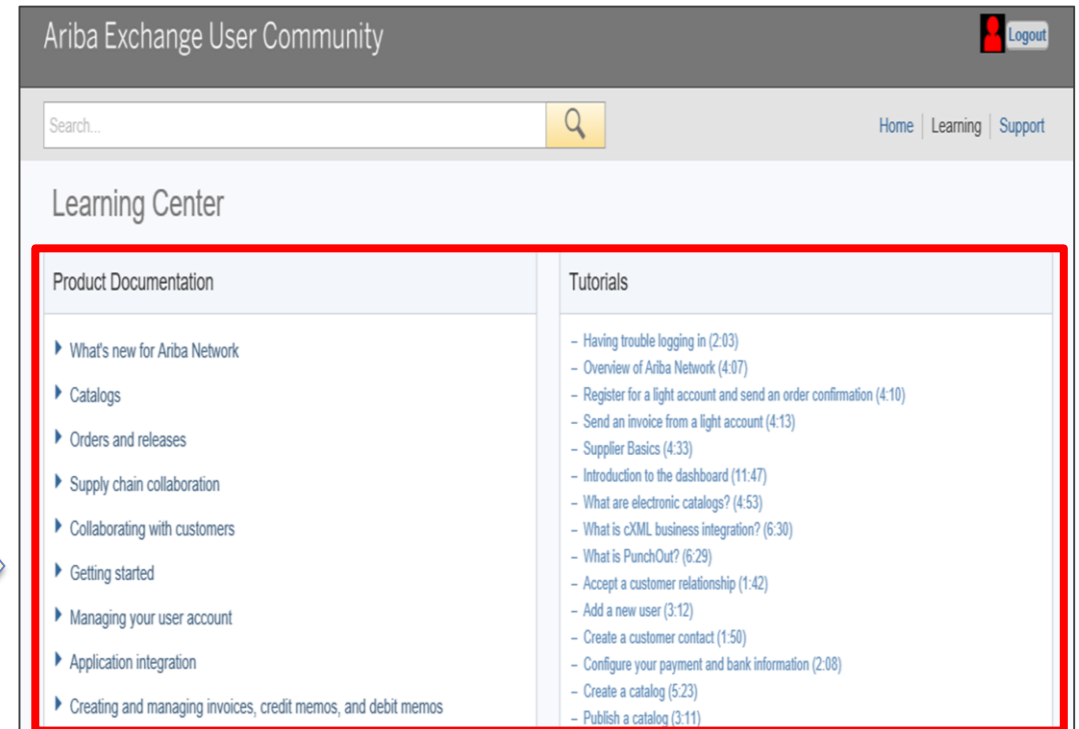
You can see the standard materials and videos provided by SAP Ariba. Use them in combination of the Supplier Information Portal.

**Note:** In an environment before logging in, you can see only part of the documents.

- (1) To access Ariba standard materials and videos, log in Ariba and click the upper-right “Help” icon on the screen
- (2) Click the “View More” from the displayed “Help Center” menu
- (3) Click the “Learning Center” to access the “Product Documentation” and the “Tutorials”




The “Learning Center” is created to enable the users who are interested in product technical documents to see the entire library for product documents and tutorials.



## 3-3. Ariba Contact Information

Contact below for inquiries about Ariba registration procedures and Ariba operations

	Inquiry items	Contact information
<b>SAP Ariba Ariba Network during registration procedures</b>	<ul style="list-style-type: none"><li>➤ Questions about registration procedures<ul style="list-style-type: none"><li>• Procedures for registering Ariba Network</li><li>• Initial settings such as users and authorization</li></ul></li></ul>	<p>SAP Ariba Supplier Management Department E-mail: <a href="mailto:SE.Japan@sap.com">SE.Japan@sap.com</a></p> <p>* Write the description [NTT Data] in your e-mail subject at the time of inquiries. If you know your ANID, specify it.</p>
<b>SAP Ariba Ariba Network after completion of registration</b>	<ul style="list-style-type: none"><li>➤ Questions <b>after</b> registration<ul style="list-style-type: none"><li>• How to change various settings</li><li>• Inquiries about passwords</li><li>• Various operations after running the system</li></ul></li></ul>	<p>Global Customer Support: Click the icon to find the appropriate support line</p> 

## 3-4. Contact Information on AribaNetwork Terms of Use

Contact below if you have any inquiry about the “AribaNetwork Terms of Use” you need to consent before starting use of Ariba.

Person in charge of planning in NTT DATA Corporation Procurement Department

E-mail : [cobuyoverseassup@am.nttdata.co.jp](mailto:cobuyoverseassup@am.nttdata.co.jp)

# Revision History

# Revision History

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

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