

*Introduction and Requests  
for NTT DATA's New Purchasing System*

April 4, 2022

NTT DATA Corporation  
Procurement Department

# Introduction

We, NTT DATA Head Quarter will launch New purchasing system from the end of July, 2022 as company policy.

Today, we introduce the system's overview and our requests to NTT DATA's suppliers.

Thank you in advance for your understanding in regards to this matter.

# Agenda

1. Purpose, scope, and overview of the New purchasing system
2. Requests regarding Use of Ariba
3. Operational rules for Order Confirmation
4. Operational rules for Delivery/invoicing
5. Other information
6. Future schedule and requests
7. Contact information

**(Note)**

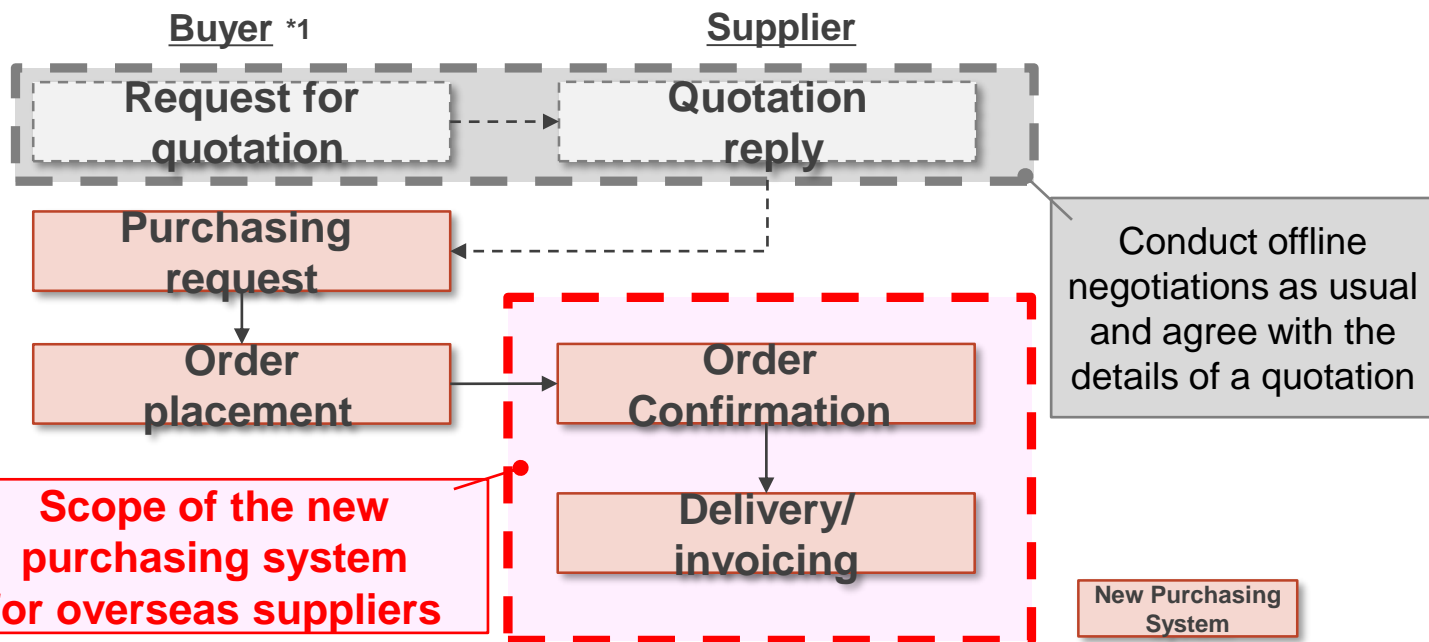
1. **The content of this document, including the screen image and format, is subject to change.**
2. **The term "Ariba Network" on the Ariba Network screen will be changed to "SAP Business Network" in the future.**

# 1. Purpose, scope, and overview of the New purchasing system

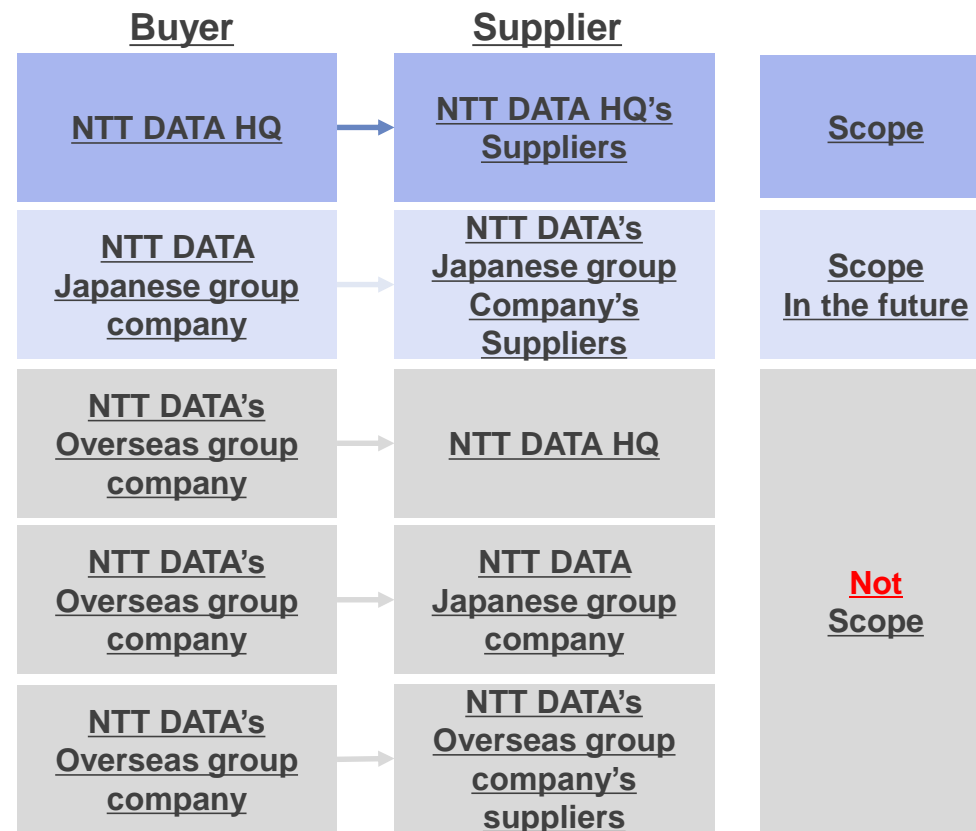
# System Structure and scope of New Purchasing System

- For the purpose of the enhanced efficiency and digitalization of purchasing paperwork, **we will start running the new purchasing system from July 25, 2022. The new purchasing system will use cloud services, Ariba.**
- NTT DATA's suppliers are requested to use this system **as Supplier** on the transaction between them and NTT DATA Head Quarter.

## System Structure and scope



## Scope of Transaction



\* 1 The word Buyer means NTT DATA and the companies of NTT DATA Group which participate in SSC

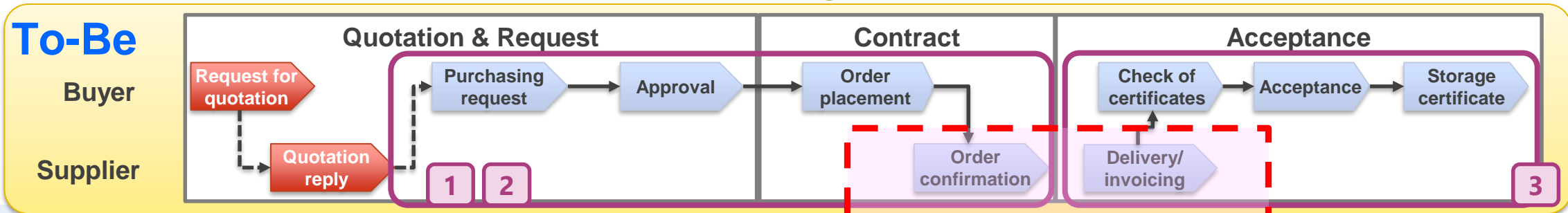
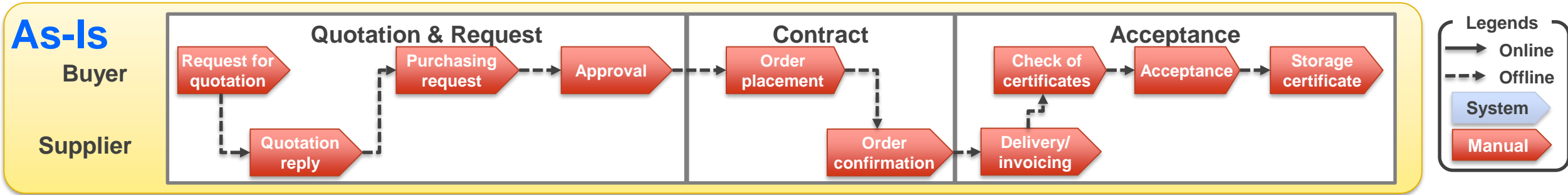
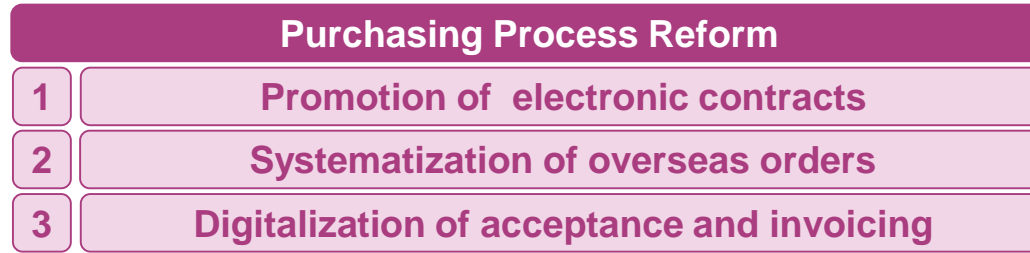
\* For the SSC member companies of NTT DATA Group, see the website below:

<https://www.nttdata.com/jp/ja/about-us/proc/procurement/>

\* The group companies participating in SSC shall be valid from the time when NTT Data makes the announcement.

# Purpose and Overview of starting the New Purchasing system

We will reexamine our purchasing processes from both aspects of operations and systems. We will promote automation by expanding the range of digitalizing data as much as possible.



**Scope of the new purchasing system for overseas suppliers**

Suppliers can digitalize their paper work such as signature on the contract or submit invoices.

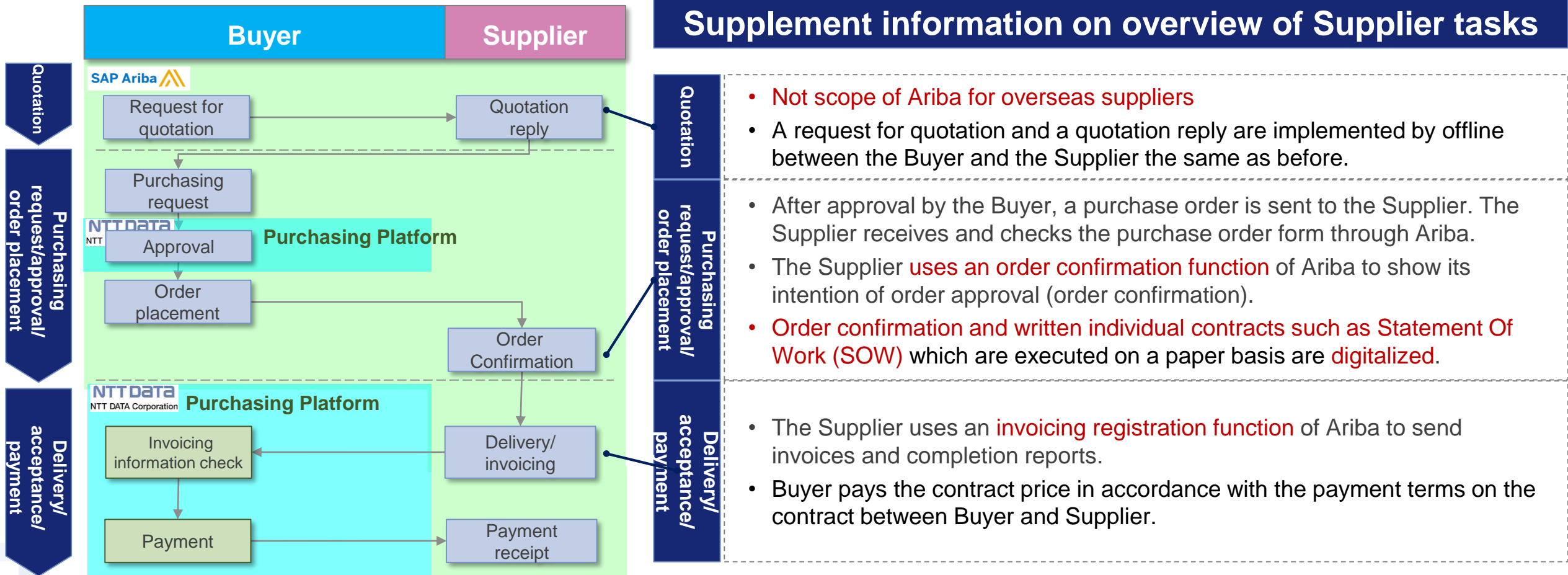
# The main improvements of Purchasing Process Reform

Below is the main improvements in the current purchasing system and the current processes.

	improvement point	Major Changes
1	Promotion of electronic contracts	<ul style="list-style-type: none"><li>• <b>Promote electronic contracts by using Ariba</b>, and thereby accelerate processing of contracts</li><li>• <b>Utilize the “Create Order Confirmation (Order Confirmation button)” on Ariba</b>, and thereby conclude contracts on Ariba</li><li>• Check and agree with contract terms and conditions and written contracts on a screen of Ariba if deals require written individual contracts. In principle, signatures and seals are not placed on written individual contracts</li></ul>
2	Systematization of overseas orders	<ul style="list-style-type: none"><li>• Automate procedures for preparing and mailing contract documents</li><li>• Enhance efficiency of written contract management operations by digitalizing written contracts as data</li></ul>
3	Digitalization of acceptance and invoicing	<ul style="list-style-type: none"><li>• <b>Go paperless by digitalizing acceptance vouchers</b> such as task completion reports, delivery slips and invoices</li><li>• Automate the work for checking invoicing content</li></ul>

# Primary operation on the supplier side

The image of the purchase transaction is as follows.



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



## 2. Requests regarding Use of Ariba

We will send a Trading Relationship Request (TRR) e-mail. You will be asked to check the content and take necessary actions.  
[Sender e-mail address: ordersender-prod@ansmtp.ariba.com]



Pressing the "[Accept your customer's trading relationship request](#)" is deemed as your consent to the "**Terms and Condition of Use AribaNetwork.**" You are asked to assign this task to a "**duly-authorized person**" in your company.

Check the points for Terms and Condition (from the next pages)

## Terms and Condition of Use AribaNetwork - Points for the Terms of Use -

	Points	Main changes	Article numbers
(1)	Operation through Ariba	<ul style="list-style-type: none"> <li>Terms and Condition of Use AribaNetwork defines that those who have legitimate authority to operate the system in their company execute each operation on Ariba.</li> </ul>	Article 4
(2)	Priority Provisions	<ul style="list-style-type: none"> <li>In the event of any discrepancy between items described on an Ariba screen and in attached files, items described on an Ariba screen will take priority.</li> </ul>	Article 7
(3)	Digitalization of order confirmation	<ul style="list-style-type: none"> <li>We will use the “Create Order Confirmation (Order Confirmation button)” on Ariba. A contract shall be concluded just by operating Ariba.</li> </ul>	Article 7
(4)	Digitalization of written individual contracts	<ul style="list-style-type: none"> <li>Regarding deals that have executed written individual contracts, documents for contract terms and conditions will be attached on Ariba. Intention of approval will be shown on Ariba. In principle, written documents will no longer be exchanged.</li> </ul>	Article 7
(5)	Digitalization of acceptance and invoicing	<ul style="list-style-type: none"> <li>Invoicing tasks will be digitalized by using the “Invoicing Registration” on Ariba. You have been required to submit the vouchers regarding delivery/acceptance such as delivery slips and task completion reports and the invoices in paper formats, but these will be replaced by operating the Invoicing Registration and attaching files on Ariba in principle.</li> </ul>	Article 8

## Terms and Condition of Use AribaNetwork - Chapters for Terms of Use-

Article number	Heading	Reference
Article 1	Purpose of This Agreement	-
Article 2	Definitions	-
Article 3	Scope of application	-
Article 4	Operation on the System	P13
Article 5	Quotations through AribaNetwork	-
Article 6	Order through AribaNetwork	-
Article 7	Order Confirmation and the Conclusion of Transaction through AribaNetwork	P14 to 18
Article 8	Delivery, Acceptance, and Request through AribaNetwork	P19

Article number	Heading	Remarks
Article 9	Responsibility to Use AribaNetwork	-
Article 10	Confidentiality	-
Article 11	Store of the Transaction Information	-
Article 12	Indemnification	-
Article 13	Termination	-
Article 14	Termination of MOU to Use AribaNetwork	-
Article 15	Troubleshooting during AribaNetwork Is Stopping	-
Article16	Governing Law	-
Article 17	Dispute Resolution	-
Article 18	Consultation	-

4.01 NTT DATA Group and User shall maintain the system environment so that they can always execute the system operation defined in article 5, 6, 7 and 8 in the Conditions of Use, assure that those who have legitimate authority to operate the system execute them, permit that those who have legitimate authority to operate the system in their company execute each other.

(Omission)

The “Terms and Condition of Use AribaNetwork” defines that each operation such as “Order”, “Order Confirmation” and “Invoicing” on Ariba executed by NTT DATA Group and User (User means your company) is deemed to be performed by those who have legitimate authority in their company.

\* The applicable content is extracted from the “Terms and Condition of Use AribaNetwork” (the column on the left is related to the portion of contract terms and conditions)

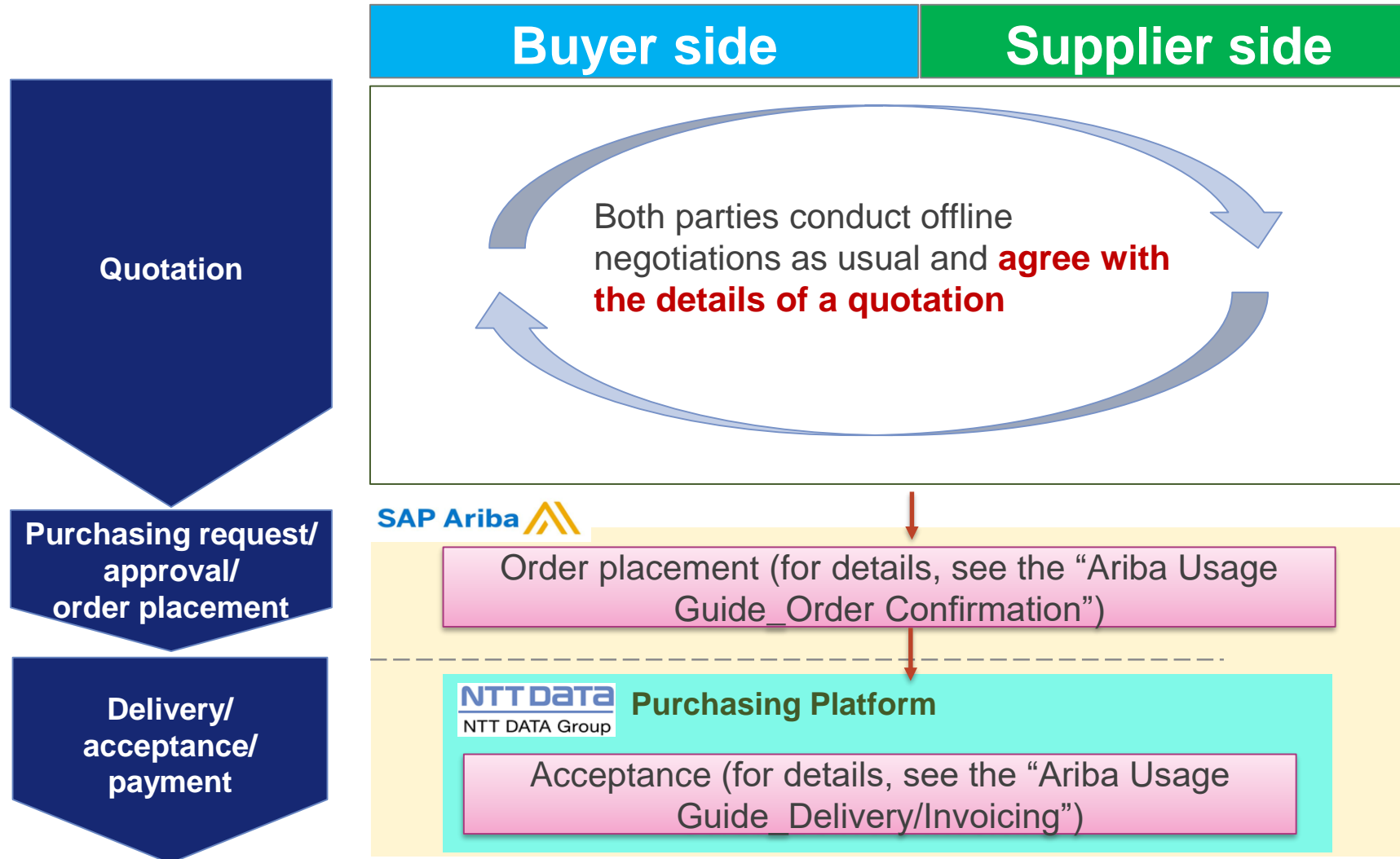
(Omission)

if there is a **conflict between the one described on the display and attached to the display of AribaNetwork as electronic file, the former one shall prevail** over the latter one.

Transactions are done on the assumption that content described on a screen and information in attached files are same. However, this article specifies the priority of content described on an AribaNetwork screen if there is any discrepancy between content described on a screen and in electronic files attached on the screen at the time of Contract conclusion (Article 7) by using Ariba.

\* The applicable content is extracted from the “Terms and Condition of Use AribaNetwork” (the column on the left is related to the portion of contract terms and conditions)

Both parties conduct offline negotiations as usual and agree with the details of a quotation.



As an action equivalent to order confirmation, you will implement the “Order Confirmation (Confirm Overall Order).”

The image displays two screenshots of the SAP Ariba Network interface. The top screenshot shows a purchase order for 'INTERNATIONAL SERVICE CO.LTD. - TEST' with a status of '(New)'. A red box highlights the 'Create Order Confirmation' dropdown menu, which is expanded to show options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red arrow points from this menu to the bottom screenshot. The bottom screenshot shows the same purchase order, but the status is now '(Confirmed)'. A yellow callout box explains that the status changes to '(Confirmed)' after completion. A red box highlights the updated status in the bottom screenshot. A pink callout box at the bottom right states that the pictures are for illustrative purposes.

Purchase Order: P000000 Done

Create Order Confirmation ▼ Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

Create Order Confirmation ▼

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

To: INTERNATIONAL SERVICE CO.LTD. - TEST  
Japan

Purchase Order (New)  
P00000

SAP Ariba Network Enterprise Account

Purchase Order: P00000

Create Order Confirmation ▼ Create Invoice Hide Print Download PDF Export cXML Download

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

To: INTERNATIONAL SERVICE CO.LTD. - TEST  
Japan  
123-0013 TOKYO TO  
大森北1-2-3  
大田区  
Phone: +81 (4) 1120022

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

\* You can also check a series of procedures in the “Ariba Usage Guide\_Order Confirmation” (contained on our website).

After completion of the Order Confirmation, a purchase order status is changed to “(Confirmed)”

The pictures on this document are for illustrative purpose.



(Omission)

Regarding with the Transaction with the Confirmation, if User would like to refuse the Order from NTT Data Group, **within 10 business days** after the log of order through AribaNetwork, User shall express its will to refuse by the way ordered by NTT Data (the way described in the Manual of AribaNetwork). **Unless the expression of will to refuse from User is achieved to the person in charge assigned by NTT Data Group, by recording the log of order on AribaNetwork User is deemed it permits the Order and conclusion of the contract which is based on the Order.**

The completion of issuing a purchase order to the submission of Order Confirmation make the contract concluded.

If the Supplier fails to notify acceptance or rejection within a period after arrival of a purchase order (10 days), **a contract is deemed to have been concluded.**

\* The applicable content is extracted from the “Terms and Condition of Use AribaNetwork”

(Omission)

When a **condition of contract** or any other is attached to the display of Order Form, the expression described in 7.01 shall include the attached condition. When **an Contract Form which signature is required is attached**, also, the expression described in 7.01 shall include the described condition in the attached file, and **by recording the log of "the submission of Order Confirmation" on AribaNetwork** it is deemed **the alternative to sign on the Contract Form.**

(Omission)

Regarding deals that have executed written individual contracts such as Statement Of Work (SOW), files defining contract terms and conditions are attached on Ariba. These terms and conditions are agreed on Ariba. An action of placing signatures are also replaced by an action of the Order Confirmation.

In principle, **exchanging paper-based written contracts are no longer acceptable.**

\* The applicable content is extracted from the "Terms and Condition of Use AribaNetwork"

## Article 8 Digitalization of Invoicing

You are asked to create and submit invoices on Ariba. Regarding the invoices and acceptance vouchers you have submitted in paper formats, you will submit the **content agreed with project manager in advance in electronic files**.

The screenshot displays the 'Create Invoice' screen in SAP Ariba. The top navigation bar includes 'SAP Ariba Network Enterprise Account' and buttons for 'Update', 'Save', 'Exit', and 'Next'. The main section is titled 'Invoice Header' and contains a 'Summary' table with the following data:

Purchase Order:	PO0000	Subtotal:	¥150,000 JPY
Invoice #:	<input type="text"/>	Total Tax:	¥12,000 JPY
Invoice Date:	12 Jan 2020	Total Gross Amount:	¥162,000 JPY
Service Description:	<input type="text"/>	Total Amount without Tax:	¥150,000 JPY
Supplier Tax ID:	<input type="text"/>	Tax:	
Remit To:	大森北1-2-3	Total Net Amount:	¥162,000 JPY
	Japan	Amount Due:	¥162,000 JPY
	TOKYO TO 大田区		
Bill To:	株式会社エヌ・ティ・ティ・データ		
	Japan		
	東京都 江東区		

Below the summary is the 'Attachments' section, which includes a note: 'The total size of all attachments cannot exceed 100MB'. A red dashed box highlights this section, and a red arrow points from the 'Add Attachment' button to the text in the yellow callout box.

Regarding how to create and submit invoices by using Ariba, you can also check a series of procedures in the “Ariba Usage Guide\_Delivery/Invoicing” (contained on our website).

Attach the vouchers to be submitted as of invoicing such as completion reports, written request for prior delivery checks/acceptance notices, and completion notices.

\* They are standard acceptance vouchers. If there are any materials promised in an individual contract, attach the materials.

# 3. Operational rules for Order Confirmation

## Prerequisites for Order Confirmation

Below is the preconditions for implementing the “Order Confirmation”.

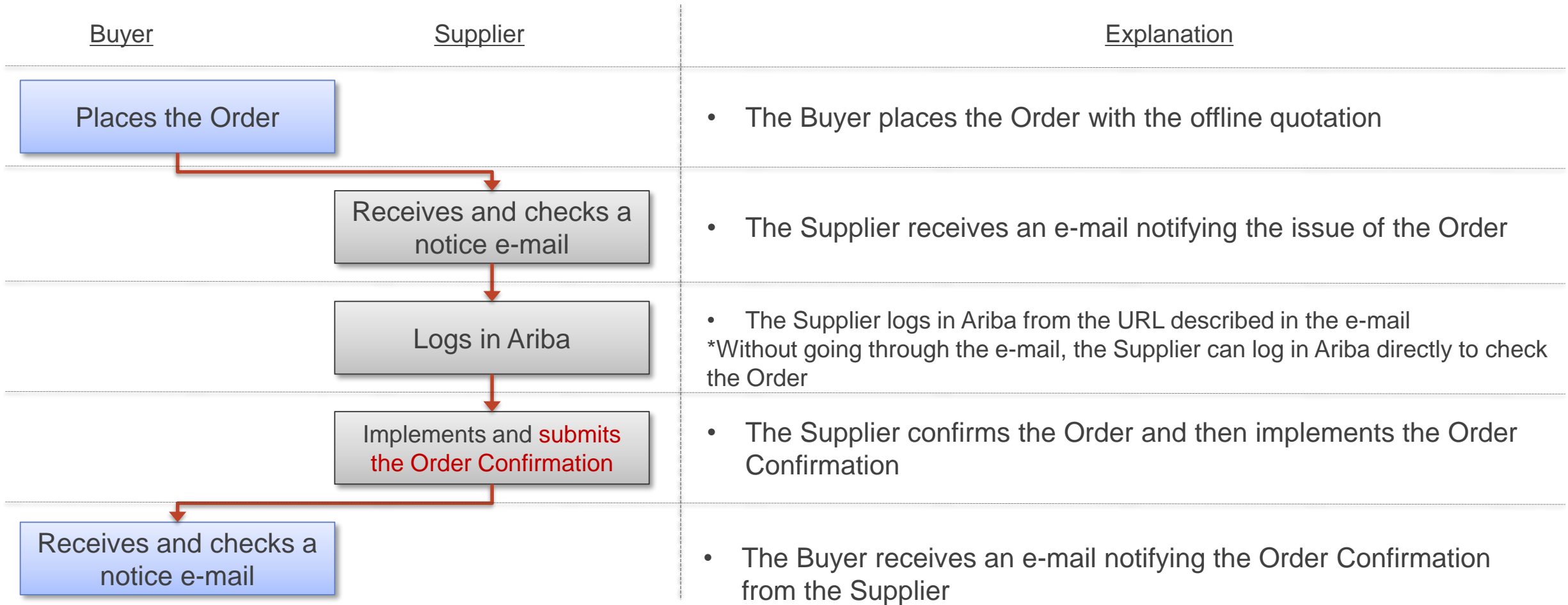
- **Submission of the “Order Confirmation”** on Ariba shall be deemed to have **approved an order (the “Order”)**.
- If you reject the Order due to reasons such as any discrepancy in the content of the Order, you should **notify the Buyer outside Ariba within 10 business days** from the day of placing the Order on Ariba. If you **fail to notify** within the period, you shall be deemed to **have approved** the Order. Without submission of the “Order Confirmation,” you shall be deemed to have approved the Order.
- In the event of any discrepancy of the Order content between the items shown on an Ariba screen and the content of attached files, **the items on the screen will take priority**.
- In principle, contracts are not concluded in writing. If contract documents with signature spaces are attached, submission of the “Order Confirmation” is an alternative to signatures.

## Points to Note regarding Persons for Implementing the Order Confirmation

- Ariba does not have workflows that enable to be used in implementing the Order Confirmation. We would like to thank you for your **consideration on operational aspects**. The Order Confirmation should be **implemented directly by or after approval of any person with necessary authorization**.
- If the Order Confirmation is implemented by a non-authorized user, this is deemed to have implemented the effective Order Confirmation. Please understand it in advance.
- The Supplier should establish operational rules and thoroughly implement them internally.

# Flow for Implementing Order Confirmation Tasks

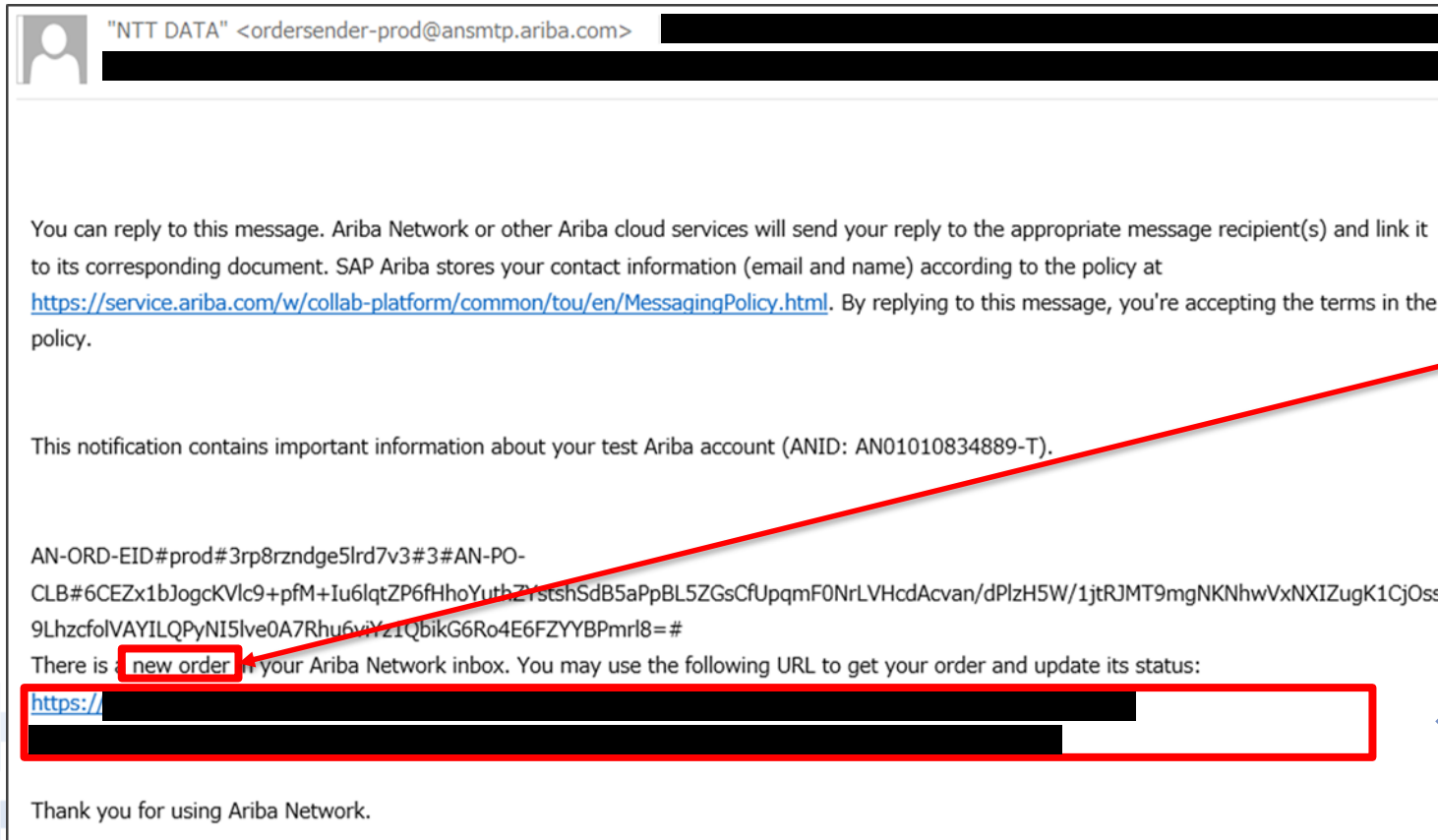
This section explains the standard flow for tasks from receipt, confirmation to submission of the Order.



# Order Notice E-Mails

After placing the Order, a notice e-mail is sent. This notice e-mail describes an URL for a screen of the details of the Order. Without going through the e-mail, you can log in Ariba directly to check the Order.

## Notice e-mail sample



\* For procedures for setting notice e-mails, see the "Ariba Account Settings Guide"

\* If it is an order notice e-mail for a change contract, this e-mail shows the words "changed order"

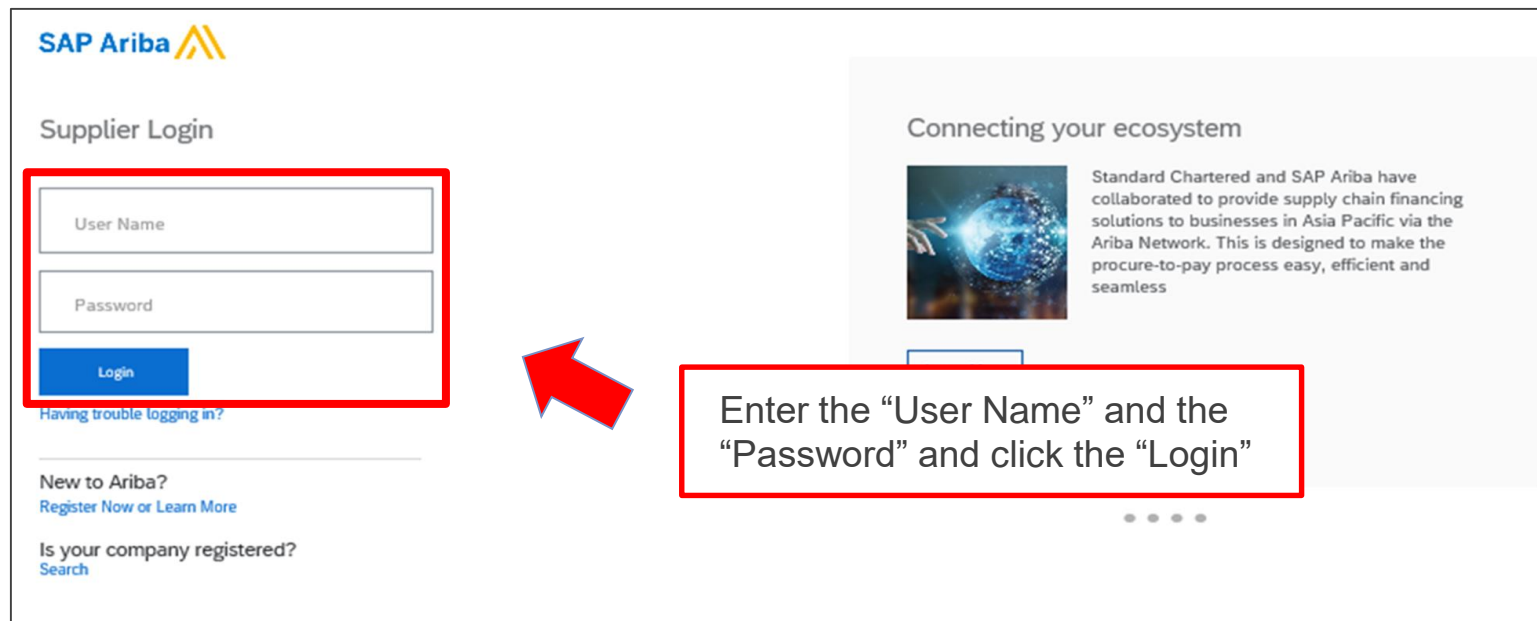
This portion shows a link to a screen for the Order Confirmation on Ariba



# Procedures for Displaying the Order Confirmation Screen - via Notice E-mails - \_1/2

This section explains procedures for checking the content of the Order on Ariba from an URL described in a notice e-mail.

1. Open an order notice e-mail and click the described URL
2. The Ariba Supplier Login Screen appears. Enter the “User Name” and the “Password” and log in Ariba
  - \* For the details of login procedures, see the “Ariba Usage Guide\_Common”



The screenshot shows the SAP Ariba Supplier Login interface. On the left, there is a login form with fields for "User Name" and "Password", and a "Login" button. A red box highlights these fields and the button. A red arrow points from a text box on the right towards the login form. The text box contains the instruction: "Enter the 'User Name' and the 'Password' and click the 'Login'". The text box is also highlighted with a red box. The background of the login screen features the SAP Ariba logo, the text "Supplier Login", and a section titled "Connecting your ecosystem" with an image of a globe and text describing a collaboration between Standard Chartered and SAP Ariba.

## 3. When successfully logging in, the notified Order appears. Check the content.

The screenshot displays the SAP Ariba Network Enterprise Account interface for a Purchase Order (PO) with ID PO0000. The header includes the SAP logo, 'Ariba Network', and 'Enterprise Account'. Below the header, the PO ID 'Purchase Order: PO0000' is shown with a 'Done' button. A toolbar contains options: 'Create Order Confirmation', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The main content area has tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the 'NTT DATA' logo and tagline 'Trusted Global Innovator'. The 'From' field lists '株式会社エヌ・ティ・ティ・データ' (NTT DATA) with address and phone number. The 'To' field is redacted. The 'Purchase Order (New)' section shows 'PO0000', 'Amount: ¥150,000 JPY', and 'Version: 1'. A wavy line separates the header from the 'Line Items' section. The 'Line Items' table has columns: Line #, Part # / Description, Type, Qty (Unit), Need By, Unit Price, and Subtotal. One item is listed: Line # 1, Part # SC194-019105, Type Service, Qty 15 (pcs), Unit Price ¥4,444 JPY, Subtotal ¥66,660 JPY. Below the table, there is a note: '【単個契約】家電製品・家電リサイクル'. The 'Order submitted on' and 'Received by Ariba Network on' fields are redacted. A 'Sub-total: ¥66,660 JPY' box is visible. A bottom toolbar contains the same options as the top toolbar, and a 'Done' button is at the bottom right.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	SC194-019105	Service	15 (pcs)		¥4,444 JPY	¥66,660 JPY

# Procedures for Implementing the Order Confirmation

After confirming that there are no problems in the content of the Order, click the “Create Order Confirmation” to click the “Confirm Entire Order” on the displayed submenu.

**SAP Ariba Network Enterprise Account**

Purchase Order: PO00000 Done

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

**Confirm Entire Order**  
Update Line Items  
Reject Entire Order

**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:**  
[Redacted]

**Purchase Order**  
(New)  
PO00000  
Amount: ¥66,660 JPY  
Version: 1

1 Click the “Create Order Confirmation”

2 Click the “Confirm Entire Order”

## Order Modification/Rejection

In principal, the content of the Order is agreed before the Ariba operation between the Buyer and the Supplier, so it is believed that no modification arises after receipt of the Order.

**If you need to modify the content after receipt of the Order due to unavoidable reasons, you should use means such as e-mails to harmonize recognition with the Buyer outside Ariba.** The Supplier cannot reject the Order on Ariba. The Supplier should wait until the Buyer cancels the Order, modifies the content and then places the Order again.



\*If you do not accept or reject the order within a certain period of time (10 days) after the order has arrived, **the agreement shall be deemed to have been concluded.** Please be care for the above if you wish to revise or reject the order.

## 4. Operational rules for Delivery/invoicing

## Preconditions for Delivery/Invoicing

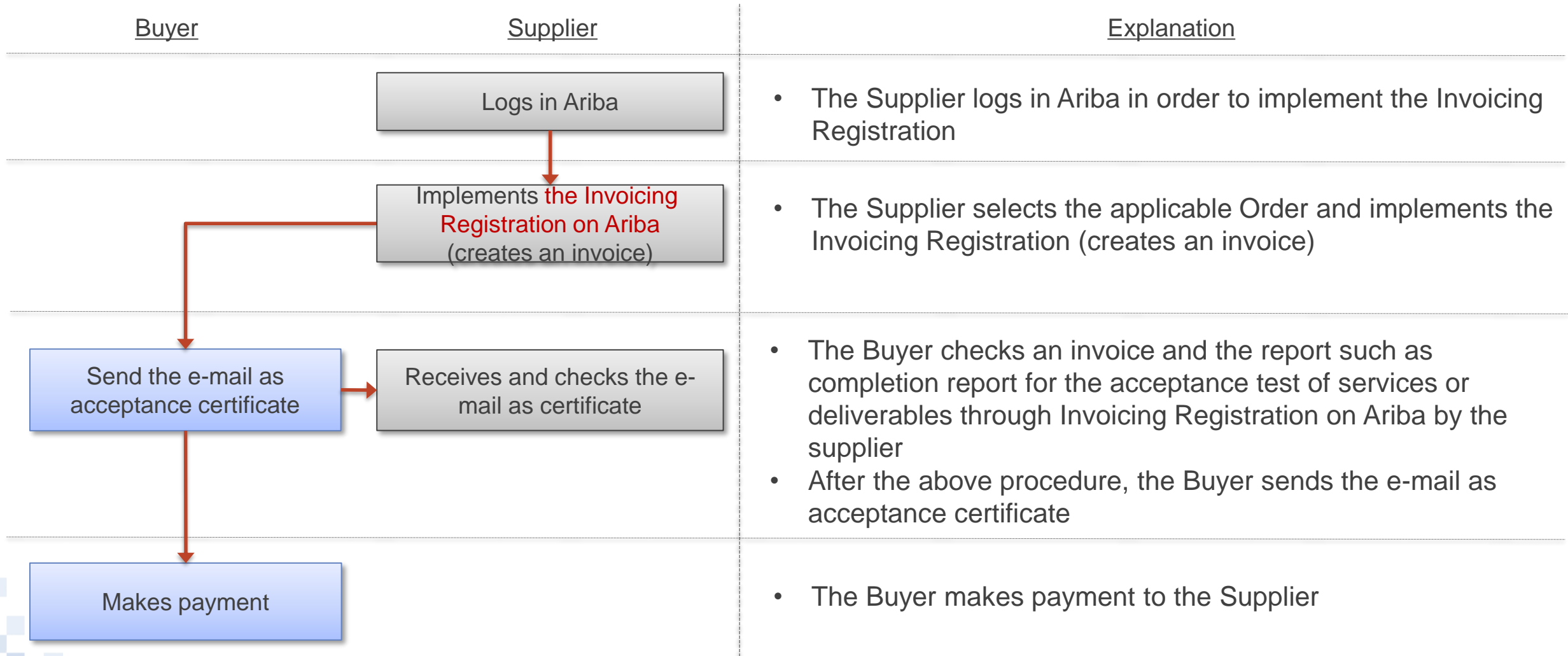
- Submit the report such as completion report for the acceptance test of services or deliverables through Invoicing Registration on Ariba.
- Regarding the result for the acceptance test, please check the e-mail as acceptance certificate from the buyer. ✕attached sample
- In the event of any discrepancy 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.**

## 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.
- If category is a good, attaching the delivery slip is optional. If category is service, please **attach the report as the Completion Report** when Ariba invoicing.

# Flow for Invoicing Registration Tasks on Ariba

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

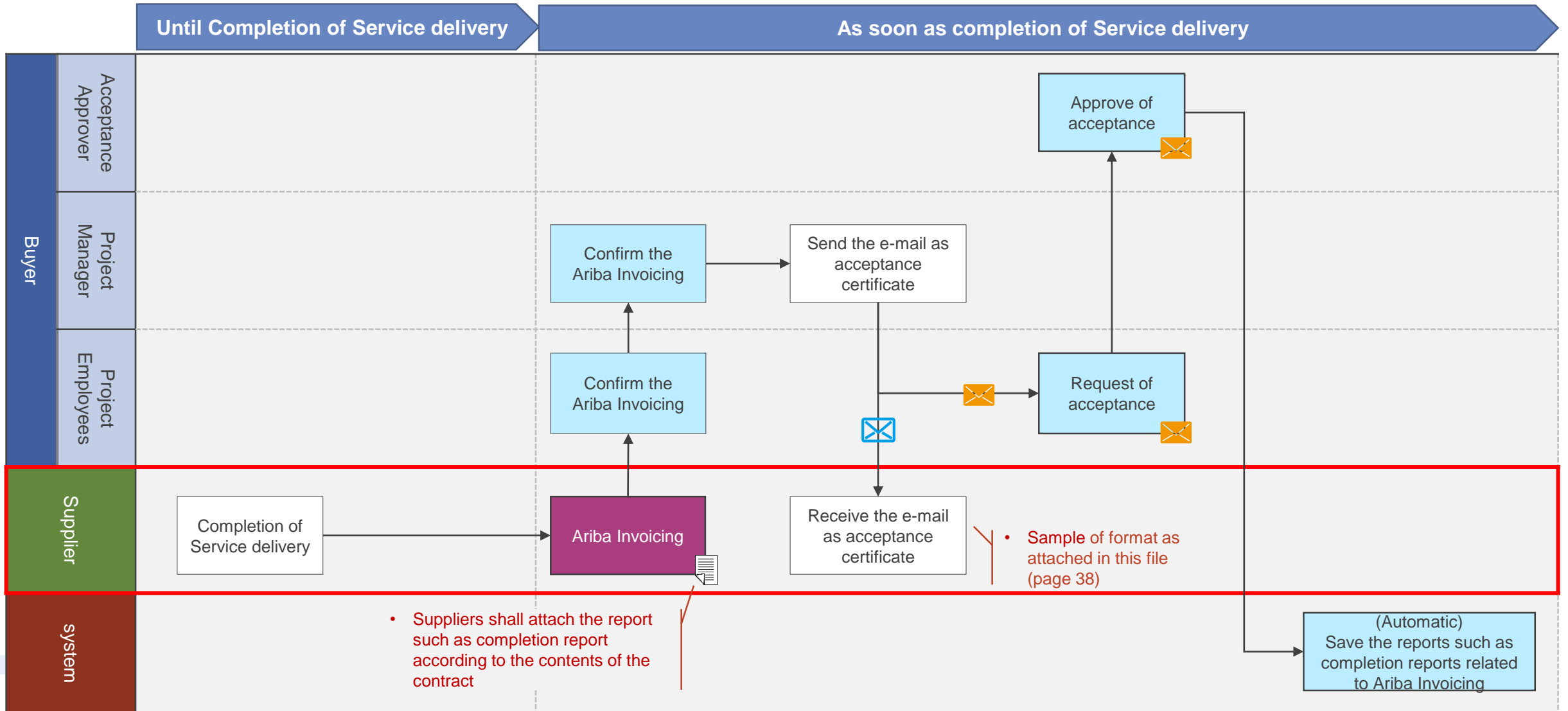




# [Reference] Operational flow for Delivery/Invoicing -Service-

**[Legend]**

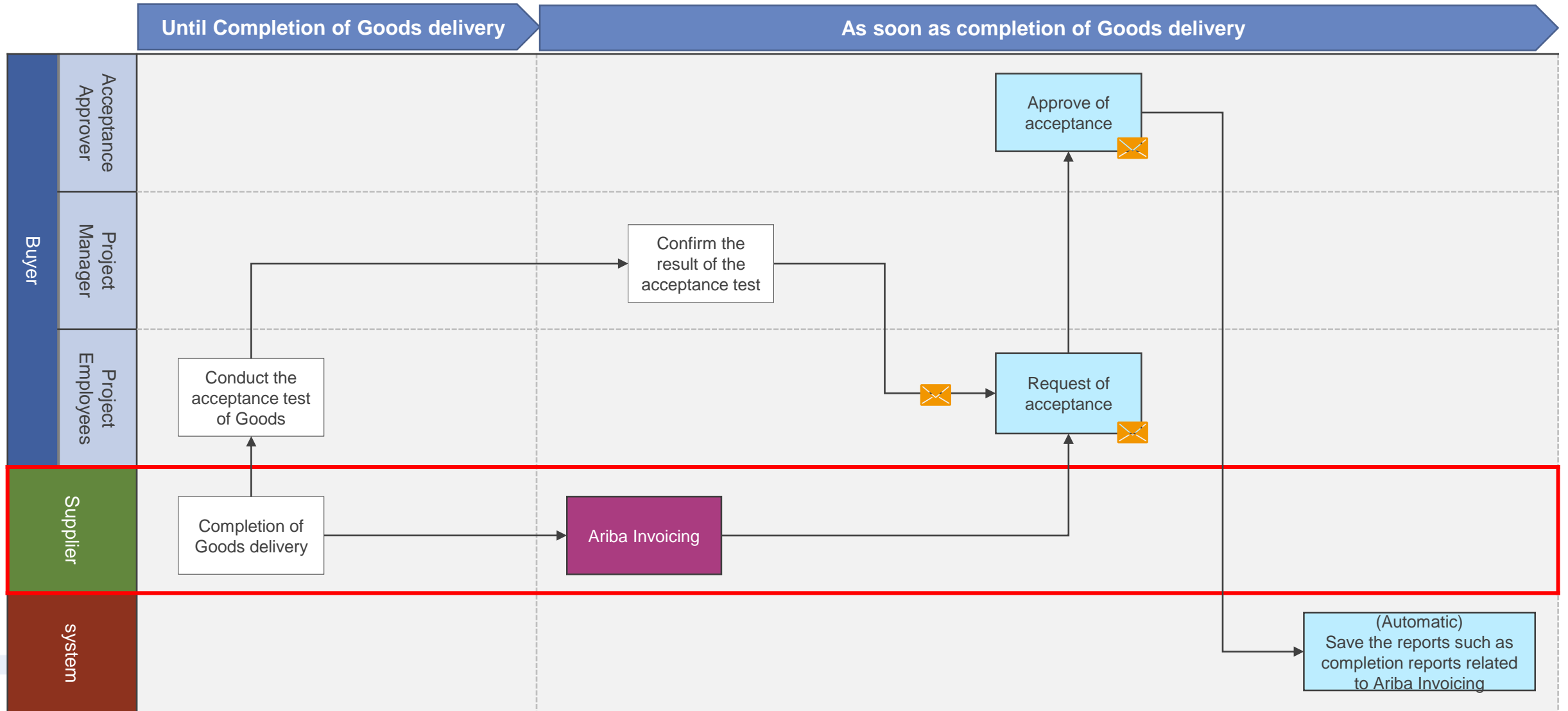
- Ariba
- Buyer System
- Offline
- Other system
- Supplementary explanation
- Internal Mail
- Mail for Supplier
- Reports



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

**[Legend]**

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



# Procedures for Implementing the Invoicing Registration\_1/5

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

## 1. Click the “Create Invoice”

Purchase Order: PO00000 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)  
PO00000  
Amount: ¥150,000 JPY  
Version: 1

## 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'. The main section is titled 'Invoice Header' and includes a 'Summary' area with the following details:

- Purchase Order: P00000
- Invoice #: [Empty field]
- Invoice Date: 16 Jan 2020
- Service Description: [Empty field]
- Supplier Tax ID: [Empty field]
- Remit To: 大森北1-2-3
- Japan, TOKYO TO 大田区, Bill To: 株式会社エヌ・ティ・ティ・データ
- Japan, 東京都 [Empty field]

Summary Totals:

- 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

Below the summary is the 'Line Items' section. It includes 'Insert Line Item Options' with a 'Tax Category' dropdown set to '10% Sales Tax / 外税10% (仕入)' and a 'Discount' checkbox. A table lists the line items:

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

Below the table is a 'Tax' section with the following details:

- Category: Sales Tax
- Location: [Empty field]
- Description: 外税8%仕入
- Regime: [Empty field]
- Taxable Amount: ¥100,000 JPY
- Tax Rate Type: [Empty field]
- Rate(%): 8
- 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. 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](#)

000 JPY  
000 JPY

Enter the “Invoice Number” set by the Supplier

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

**Create Invoice** [Update] [Save] [Exit] [Next]

▼ Invoice Header

**Summary**

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

Indicates required field [Add to Header ▼]

- Shipping Cost
- Shipping Documents
- Special Handling
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment**

1 Click the “Add to Header”

2 Click the “Attachment”

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

**Create Invoice** [Update] [Save] [Exit] [Next]

▼ Invoice Header \* Indicates required field [Add to Header ▼]

**Summary**

Purchase Order: P00000	Subtotal: ¥150,000 JPY	<a href="#">View/Edit Addresses</a>
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

購様169本

## Completion Report

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

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.

# 5. Other information

Information for suppliers regarding the new purchasing system will be developed and shared as needed on the official NTT DATA site, so please refer to it accordingly. (<https://www.nttdata.com/jp/ja/about-us/proc/purchasing/>)

Please note that all documents can be found at the bottom of the page.

The screenshot displays the NTT DATA website interface. The top navigation bar includes links for 'DATA INSIGHT', 'サービス', '業種別ソリューション', '企業情報', 'サステナビリティ', 'IR情報', and '採用情報'. The main content area is titled '購買システム' (Purchasing System) and provides information for suppliers. A sidebar on the right lists various documents related to the system, such as 'AribaNetworkに関する利用条件', 'Aribaアカウント設定ガイド', and 'Ariba利用の手引書'. A diagram at the bottom illustrates the process flow between 'SSC (購買業務) 加入グループ各社' and '取引先様' (Suppliers).

**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。

取引先様に見積り/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。

**SSC (購買業務) 加入グループ各社** | **取引先様**

見積: SAP Ariba | 見積依頼 | 見積回答

発注手続/注文: 発注手続

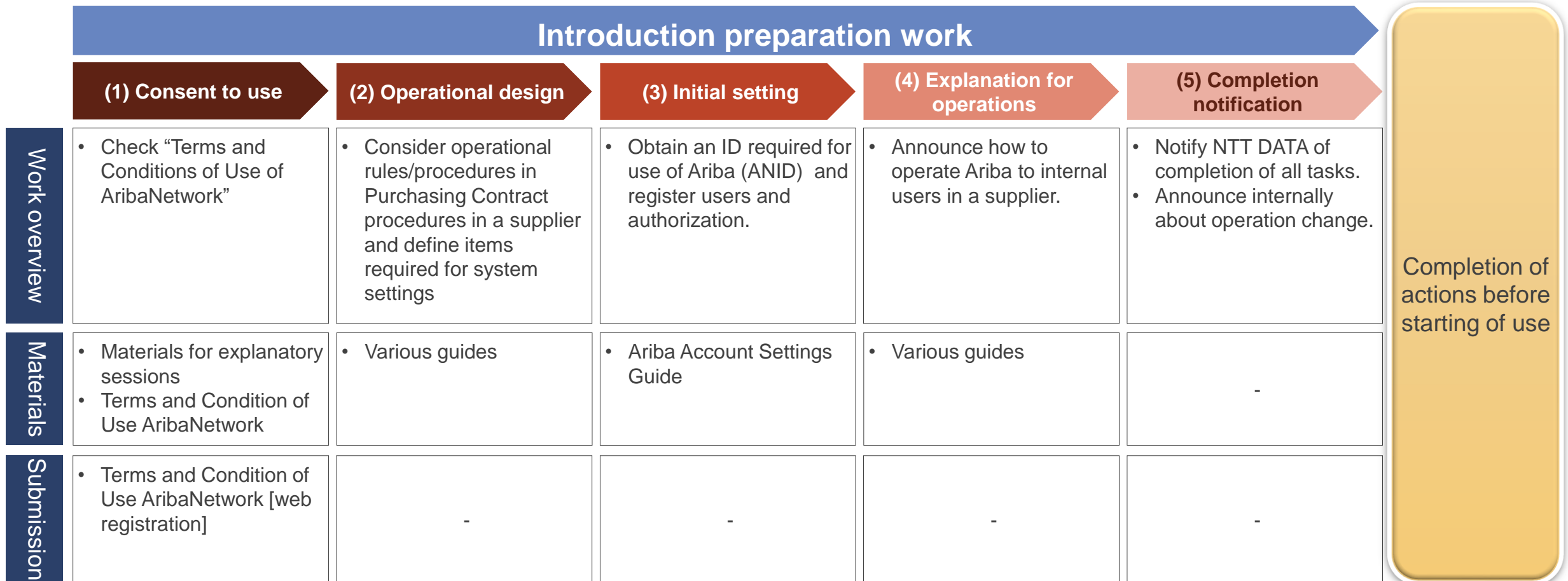
# 6. Future schedule and requests

# Schedule for Preparation for Introduction of Ariba

## ■ Preparation for Introduction of Ariba

All suppliers are necessary.

## ■ Overview of introduction work (please complete the work within **1-1.5 month (target)**)



Here are the main requests for suppliers. Please understand and cooperate with us, although we may impose a burden on you to change the operation.

### Take actions for starting new operations

- **Take actions for the use of the new purchasing system such as registration of AribaNetwork.**
- **Announce information** regarding the new purchasing system **and take actions for starting new operations in your company.**
- Also related to the new purchasing system, **please dissemination within your company and preparation for the start of new operation.**
- Especially, thoroughly operate the following point which is major change point in the new purchasing system:
  - ✓ **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 send invoices and completion reports.**

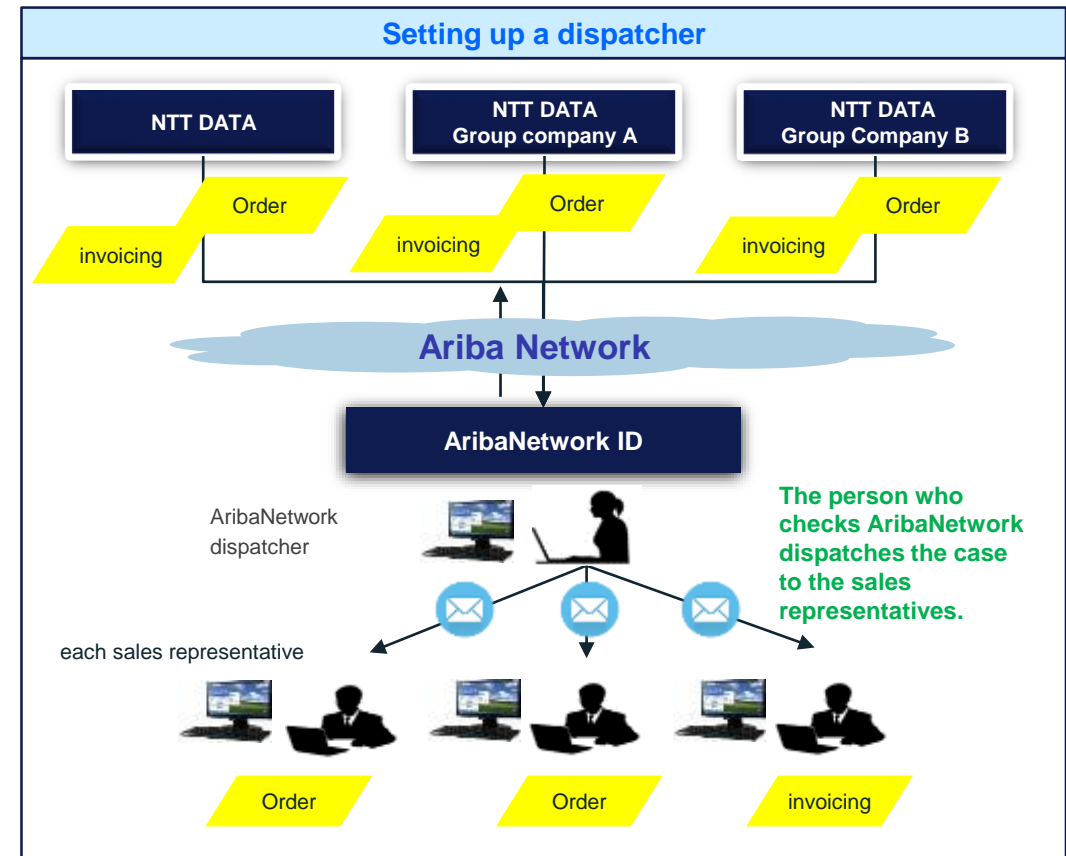
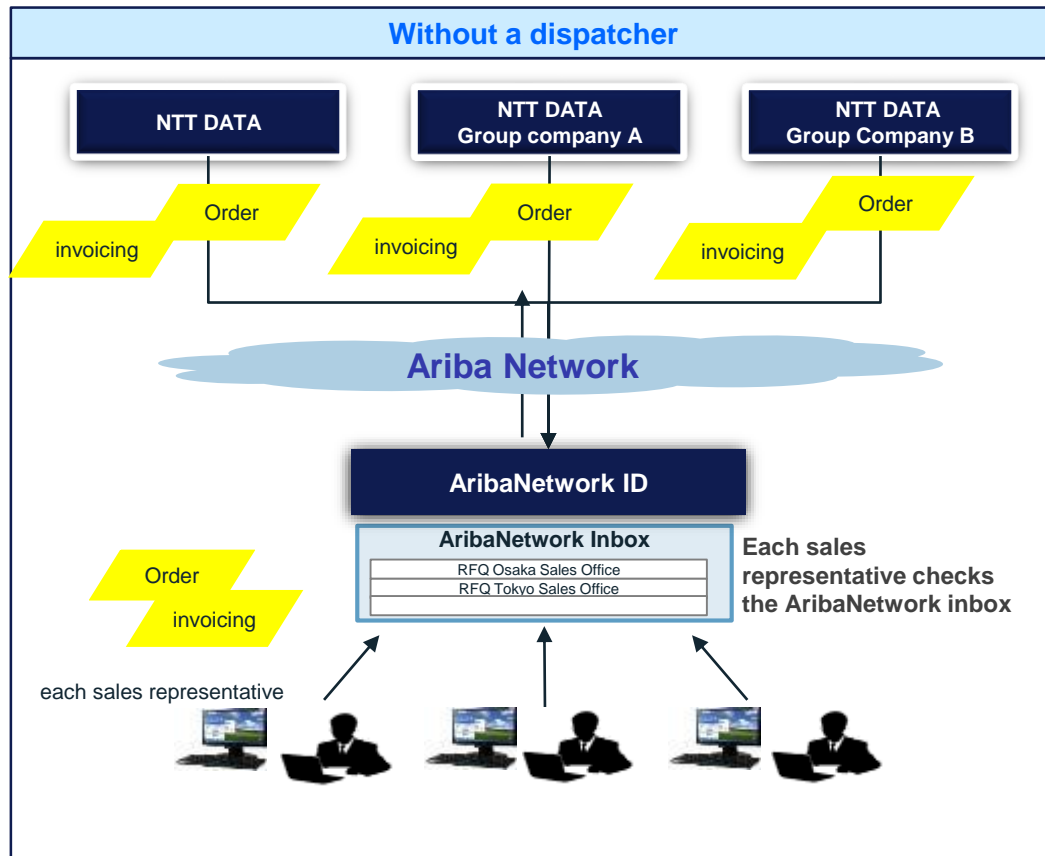
# [Reference] Introduction of operational examples of placing dispatcher to deal with orders

Order cannot be sent to all Sales Representatives \*.

Therefore, each sales representative will review their orders on Ariba.

You will need to implement order confirmation and invoicing.

If necessary, please consider the following workaround example (setting up a dispatcher) in your company.



\* Up to 3 notification email addresses can be configured (up to 5 notification email addresses for orders)

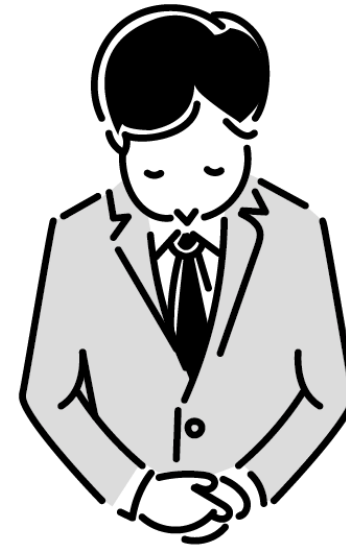


# 7. Contact information


**For inquiries about the new purchasing system, please contact the following email address.  
We will reply within 3 business days (including the primary response in the case that it takes time such as investigation).**

### ■ Contact information

Planning Officer, NTT DATA Procurement Department, IT Group  
E-mail: [cobuyoverseassup@am.nttdata.co.jp](mailto:cobuyoverseassup@am.nttdata.co.jp)



## Support Structure and Contact Information

	Inquiry items	Contact information
<b>NTT DATA</b>	<ul style="list-style-type: none"><li>➤ Questions about overall electronic procurement</li><li>➤ Rules and procedures, etc. for business purchasing transactions</li><li>➤ Tasks/operation</li></ul> <p>[Example] When purchase orders will be sent through Ariba Network? Whether or not is it necessary to create invoices? We would like to request changes in the content of a purchase order ,etc.</p>	<p>Main e-mail address E-mail: <a href="mailto:cobuyoverseassup@am.nttdata.co.jp">cobuyoverseassup@am.nttdata.co.jp</a></p>
<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> 

# Revision History

# Revision History

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



# NTT DATA

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