

Receive Purchase Order and Create Order Confirmation · Ship Notice

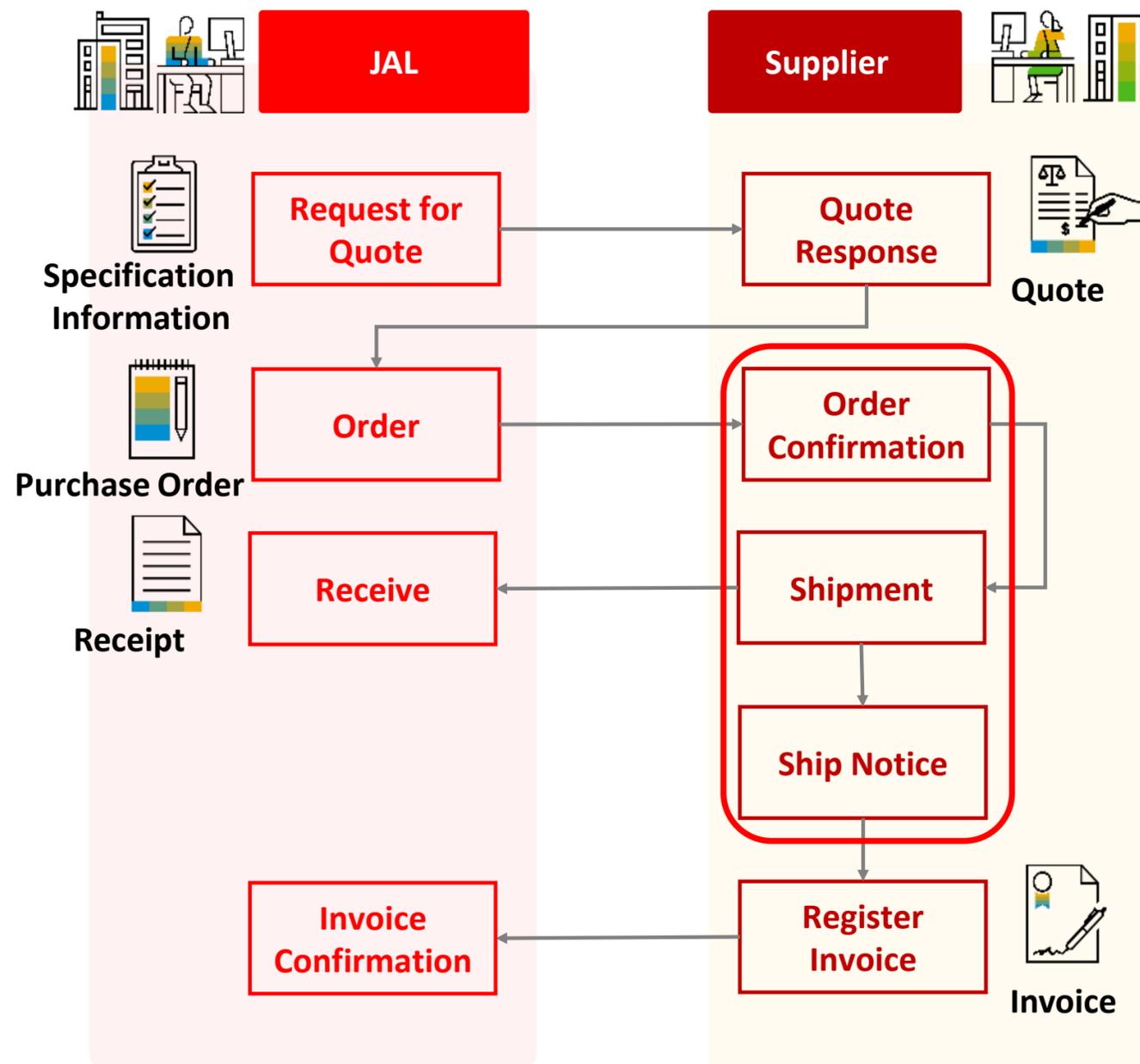


JAPAN AIRLINES

Positioning of this document

This document shows operations from order confirmation to ship notice in the purchasing process with using Ariba.

Image Diagram



Operation in the Supplier Side

Quote Response	Delivery of the quote's request/response is digitized. Enter the information for the quote on the system.
Order Confirmation	After you review the purchase order, click "Create Order Confirm" on SAP Ariba to contact that you received the order.
Ship Notice	On SAP Ariba, click "Create Ship Notice" to communicate the shipping date and delivery date. It is not eligible for any services that do not have shipments.
Receipt Information	You can click the receipts tab to view the orders which already have been done till receiving process on the JAL side.
Invoice Creation	Refer to the order information and register the "Invoice" on SAP Ariba.

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1. Common Notes

1-1. Common Notes for Purchase Order, Order Confirmation and Ship Notice

- Be aware of the following when entering values in Ariba:

- Fields with "*" next to the input item name are input-required items.

- If you press "Next" without entering a required item, the screen will not change to the next screen but the error items are displayed in the red.

- Don't use the browser's "Back" and "Next". Use "Exit" or "Next" button which are top-right or bottom-left of the screen.

Example) Packing Slip ID:*

Example) Packing Slip ID:*

! Required field



DO NOT USE

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2. Purchase Order

- This manual explains how to confirm the order from JAL on the Ariba network.
- Each purchase order contains information such as the part number, quantity, unit price, and delivery date of the ordered item, as well as information such as the shipping address and billing address.
- Please write the purchase order number or the contract number in the shipping label or in the item label upon delivery.

2. Purchase Order

2-1: Receive Purchase Order Mail

(1) Click "Log in to Ariba Network" in the order email when the order mail is received. The Ariba login screen is displayed.

*Please keep the purchase order mails sent from the Ariba Network carefully. You will be able to carry out the order confirmation, creating a ship notice and creating an invoice from the purchase order mail. Please refer to p36 - p38 in the case that you lose the purchase order email.

You have received a new order PO1354

SAP Ariba 

You have received a new order.
ANID: AN01642367311-T

Customer	日本航空株式会社/Japan Airlines Co., Ltd.
Order No.	PO1354
Order Date	22 Apr 2021 2:12:38 PM GMT+09:00
Supplier	テスト仕入先 100TEST001
Total amount	¥100 JPY

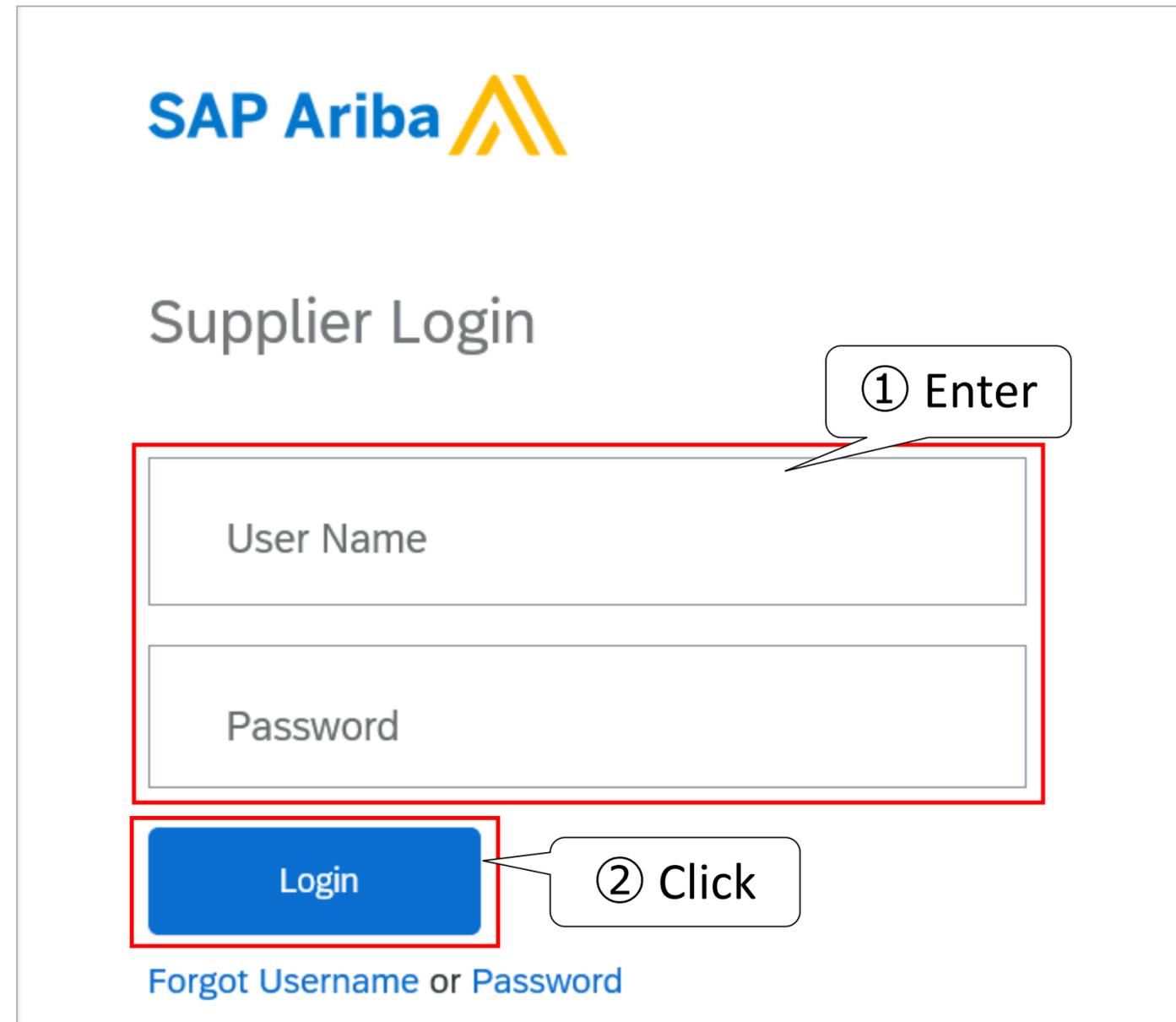
Click

[Log in to Ariba Network](#) for more information about this order.

2. Purchase Order

2-2: Open Purchase Order Screen

- (1) Log in to the Ariba Network and open the PO screen.
- ① Enter the User Name and Password that you registered in advance.
- ② After entering your login information, click "Login". After clicking it, you will transition to the PO screen.



The screenshot shows the SAP Ariba Supplier Login interface. At the top left is the SAP Ariba logo. Below it is the text "Supplier Login". There are two input fields: "User Name" and "Password". A red box highlights both input fields, with a callout bubble containing "① Enter" pointing to the User Name field. Below the input fields is a blue "Login" button, which is also highlighted with a red box and a callout bubble containing "② Click". At the bottom of the form, there is a link that says "Forgot Username or Password".

2. Purchase Order

2-3: Content of Purchase Order (1/6)

(1) Check the contents of the purchase order. The information written in the purchase order is as follows.

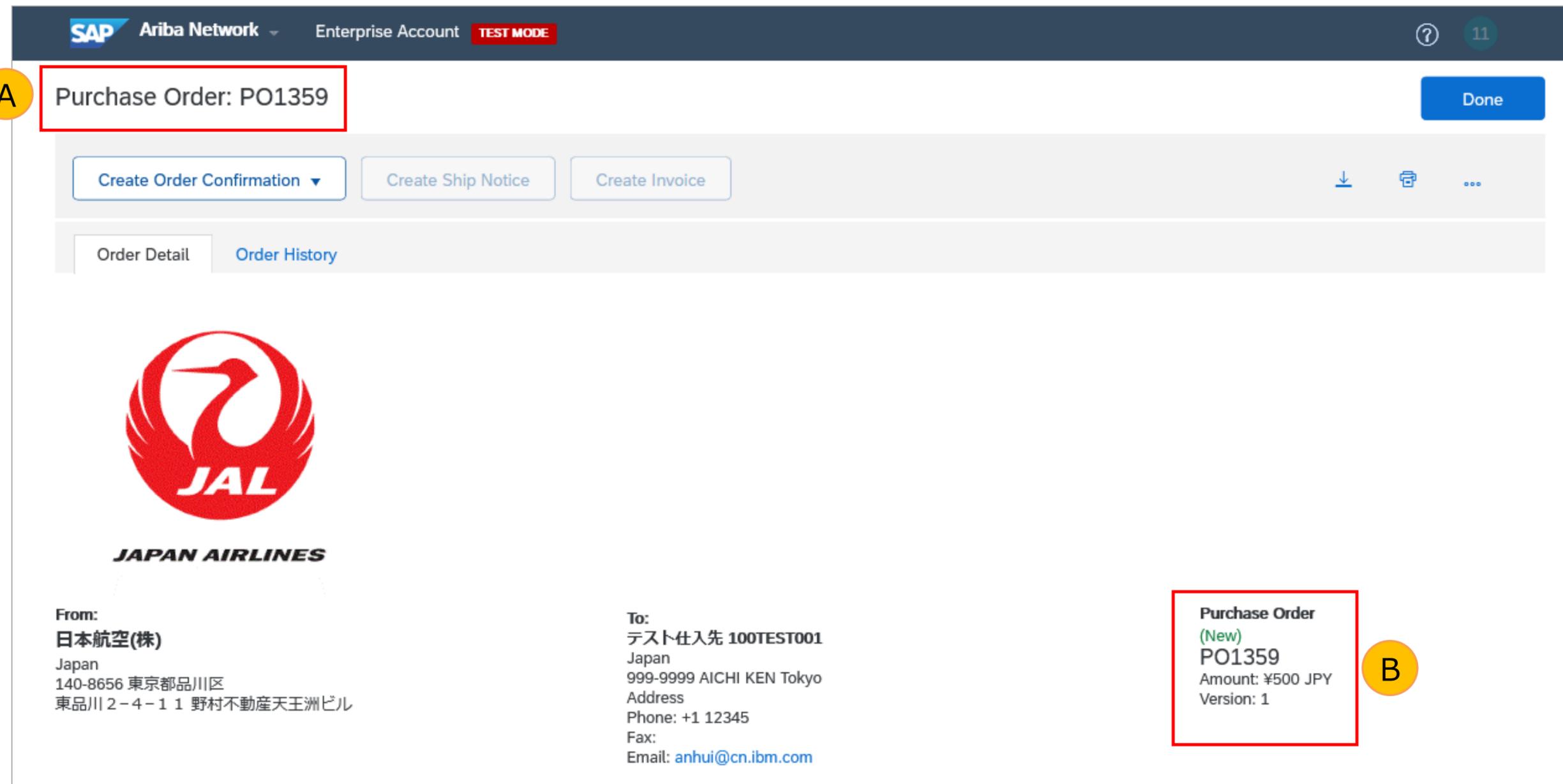
Header Information

(A) Order Number

- Order number is displayed in the numbering style, POxxx.

(B) Status of Order

- The status such as "New", "Confirmed", and "Partially Confirmed" is displayed.
- The amount in the header is displayed without tax.
- If the purchase order is changed, the version number will be increased.



The screenshot shows the SAP Ariba Network interface for a purchase order. At the top, the header includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Purchase Order: PO1359', which is highlighted with a red box and a yellow circle labeled 'A'. Below the title are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. There are also icons for download, print, and a menu. Below these are tabs for 'Order Detail' and 'Order History'. The main content area features the Japan Airlines logo and the text 'JAPAN AIRLINES'. Below the logo, there are two columns of contact information: 'From: 日本航空(株) Japan 140-8656 東京都品川区 東品川 2-4-1 1 野村不動産天王洲ビル' and 'To: テスト仕入先 100TEST001 Japan 999-9999 AICHI KEN Tokyo Address Phone: +1 12345 Fax: Email: anhui@cn.ibm.com'. On the right side, there is a summary box with a red border and a yellow circle labeled 'B' containing the text: 'Purchase Order (New) PO1359 Amount: ¥500 JPY Version: 1'. A blue 'Done' button is located in the top right corner.

2. Purchase Order

2-3: Content of Purchase Order (2/6)

(1) Check the contents of the purchase order. The information written in the purchase order is as follows.

Header Information

(C) Terms and Conditions

There is a description of order conditions in the comment section.

(D) Ship All Items to

(E) Bill to

(F) Deliver To

It is displayed according to the following rules.

Receiver name _ Receiver's phone number _ Floor number of the building and Department name

(G) Payment Terms

For more detail explanation, go to the next page.

Routing Status: Sent

Payment Terms i
 NET 99901

C
Comments
 Comment Type: Terms and Conditions
 Body: JALグループの発注条件は下記URLに記載のとおりです。ただし個別に契約を締結する場合は、契約書に記載の条件を優先します。
 URL : <https://www.jal.com/ja/outline/client/terms.html>

G
Other Information
 Payment Terms: 月末締 翌々月15日支払(休日の場合翌営業日) (納入日が1~15日の場合は翌月末日支払(休日の場合前営業日))
 month-end closing. Payment on 15th day of the month after next (Previous working day for holidays)(Payment at the end of the following month if the delivery date is 1-15 days((Previous working day f

Ship All Items To D

 日本航空(株)_野村不動産天王洲ビル
 Japan
 140-8656 東京都品川区
 東品川 2-4-1 1 野村不動産天王洲ビル

 Ship To Code: ADR-J001-N-001
 Email: testhoshi106@gmail.com

Bill To E

 日本航空(株)
 Japan
 140-8656 東京都品川区
 東品川 2-4-1 1 野村不動産天王洲ビル

Deliver To F

 星七海_0000000000_14階
 日本航空(株)_野村不動産天王洲ビル

※ Please note how to confirm the delivery address. Please refer to p14-16.

2. Purchase Order

2-3: Content of Purchase Order (3/6)

(1) Check the contents of the purchase order. The information written in the purchase order is as follows.

Header Information

(G) Payment Terms

"【外送】 Payment Term4 30days" is set by default.

If the payment terms is not "【外送】 Payment Term4 30days", the correct payment terms that were modified by JAPAN AIRLINES when ordering or registering contract term will be displayed.

2. Purchase Order

2-3: Content of Purchase Order (4/6)

(1) Check the contents of the purchase order. The information written in the purchase order is as follows.

Line Items Information

(H)The part number, quantity, need by date, unit price, subtotal of each line item

(I)Total of the line Item
Click "Details" on the right of the line item to see detail information about the item.

Line Items
Sho 

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		UT00000001_105 (前払対象)冊子	Material		5 (EA)	3 May 2021	¥100 JPY	¥500 JPY	¥50 JPY	Details

Order submitted on: Thursday 22 Apr 2021 5:27 PM GMT+09:00
 Received by Ariba Network on: Thursday 22 Apr 2021 5:27 PM GMT+09:00
 This Purchase Order was sent by 日本航空株式会社/Japan Airlines Co., Ltd. AN01553561828-T and delivered by Ariba Network.

Create Order Confirmation ▼

Create Ship Notice

Create Invoice





Done

Click

H

I

Sub-total: ¥500 JPY
 Est. Total Tax: ¥ 50 JPY
 Est. Grand Total: ¥550 JPY

2. Purchase Order

2-3: Content of Purchase Order (5/6)

(1) Check the contents of the purchase order. The information written in the purchase order is as follows.

Line Items Information

(J) Status

Order status of each item

(K) Comments

Comment is displayed when the JAL requester added a comment on the line item.

(L) Attachment

A File is displayed when the JAL requester attached a file on the line item.

Line Items										Hide Item Details
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		UT00000001_105 (前払対象)冊子	Material		5 (EA)	3 May 2021	¥100 JPY	¥500 JPY	¥50 JPY	Summary
(J) Status										
5 Unconfirmed										
(K) Comments										
<ul style="list-style-type: none"> by 要求部担当者03, on Thursday 22 Apr 2021 5:25 PM GMT+09:00 This is comment. 										
(L) Attachment										
test_sample.xlsx (application/vnd.openxmlformats-officedocument.spreadsheetml.sheet)										
Tax										
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail				
Sales	10	¥500 JPY	¥50 JPY		消費税10%					
Other Information										
Req. Line No.:	1									
Requester:	要求部担当者03									
PR No.:	PR3277									
Classification Domain:	custom									
Classification Code:	Q0010001V									

2. Purchase Order

2-3: Content of Purchase Order (6/6)

(2) The status of the purchase order is as follows.

Status of Order	Definition
New	Initial status. The status in which an order has been received.
Changed	The status in which JAL has changed or canceled the order.
Confirmed	The status in which you has confirmed the contents of the order and registered the order confirmation.
Partially Confirmed Partially Shipped Partially Invoiced Partially Rejected	<p>The order is being processed.</p> <p>When you update a part of a purchase order, the Ariba Network reports the status of the entire purchase order as "partially ...".</p> <p>For example, if you confirm a part of an order and ship the ordered items which is previously confirmed or the other ordered line item, the purchase order status is set as "Partially Shipped". Until you have confirmed all order details, you can continue to confirm the order regardless of shipping status.</p>
Received	The status that JAL have received the products or services.
Shipped	The status that you has created a ship notice to JAL.
Invoiced	The status that you has issued an invoice to JAL.
Failed	The status in which data transmission to JAL has failed. Please send the data again.

2. Purchase Order

2-4: Confirm Shipping Address (1/3)

There are two patterns in which the shipping address is described, and the locations to check them are different. Please check the address according to each pattern.

Pattern 1 : When there is an address in the "Ship All Items To".

Ship All Items To	Bill To	Deliver To
JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc 1521 Francisco Street Unit A TORRANCE , CA 90501 United States Ship To Code: ADR-J001-993 Email: Tomoko.Arai2@ibm.com	日本航空(株) Japan 140-8656 東京都品川区 東品川 2 - 4 - 1 1 野村不動産天王洲ビル	NikkoTaro_000000_14F Procurement Dept. JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc

Pattern 2 : When there is a description asking to check the comment in the "Ship All Items To".

Ship All Items To	Bill To	Deliver To
JAPAN AIRLINES CO., LTD_One Time Address JAPAN 000-0000 <div style="border: 1px solid red; padding: 2px;"> To the Supplier : Please check the shipping address in the comments section. </div> Ship To Code : ADR-J001-999	日本航空(株) Japan 140-8656 東京都品川区 東品川 2 - 4 - 1 1 野村不動産天王洲ビル	NikkoTaro__000000000000_14F Procurement Dept. 日本航空(株)_野村不動産天王洲ビル

2. Purchase Order

2-4: Confirm Shipping Address (pattern 1)(2/3)

In the case of pattern 1, specify Deliver To from the section of "Ship All Items To" and "Deliver to".

Ship All Items To	Bill To	Deliver To
JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc 1521 Francisco Street Unit A TORRANCE , CA 90501 United States Ship To Code: ADR-J001-993 Email: Tomoko.Arai2@ibm.com	日本航空(株) Japan 140-8656 東京都 品川区 東品川 2 - 4 - 1 1 野村不動産天王洲ビル	NikkoTaro_000000_14F Procurement Dept. JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc

Information of Deliver To	Section Name	Line number	Example
ZIP code	Ship All Items To	4 line	90501
Company Name	Ship All Items To	1 line	JAPAN AIRLINES CO., LTD c/o Kokusai Soko America, Inc
Shipping Address	Ship All Items To	3-4 line	1521 Francisco Street Unit A TORRANCE , CA
Shipping Address(Floor Number+ Department Name)	Deliver To	1 line	14F Procurement Dept.
Receiver Name	Deliver To	1 line	Nikko Taro
Receiver Phone Number	Deliver To	1 line	0000000

2. Purchase Order

2-4: Confirm Shipping Address (pattern 2) (3/3)

In the case of pattern 2, information such as prefecture , address and building name is written in the "comment" field. Please specify delivery address from the section "Ship All Items To", "Deliver To", and "Comments".

<p>Ship All Items To</p> <p>JAPAN AIRLINES CO., LTD_One Time Address Japan 000-0000 To the Supplier : Please check the shipping address in the comments section. Ship To Code : ADR-J001-999 Email: testhoshi106@gmail.com</p>	<p>Deliver To</p> <p>NikkoTaro_00000000000_14F Procurement Dept. 日本航空(株)_野村不動産天王洲ビル</p>	<p>Comments Comment Type: General Comment Body: 140-8656 Nomura Real Estate Bldg., 2-4-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo Comment By: 要求部担当者03 Comment Date: 2021-04-22T02:11:04-07:00</p>
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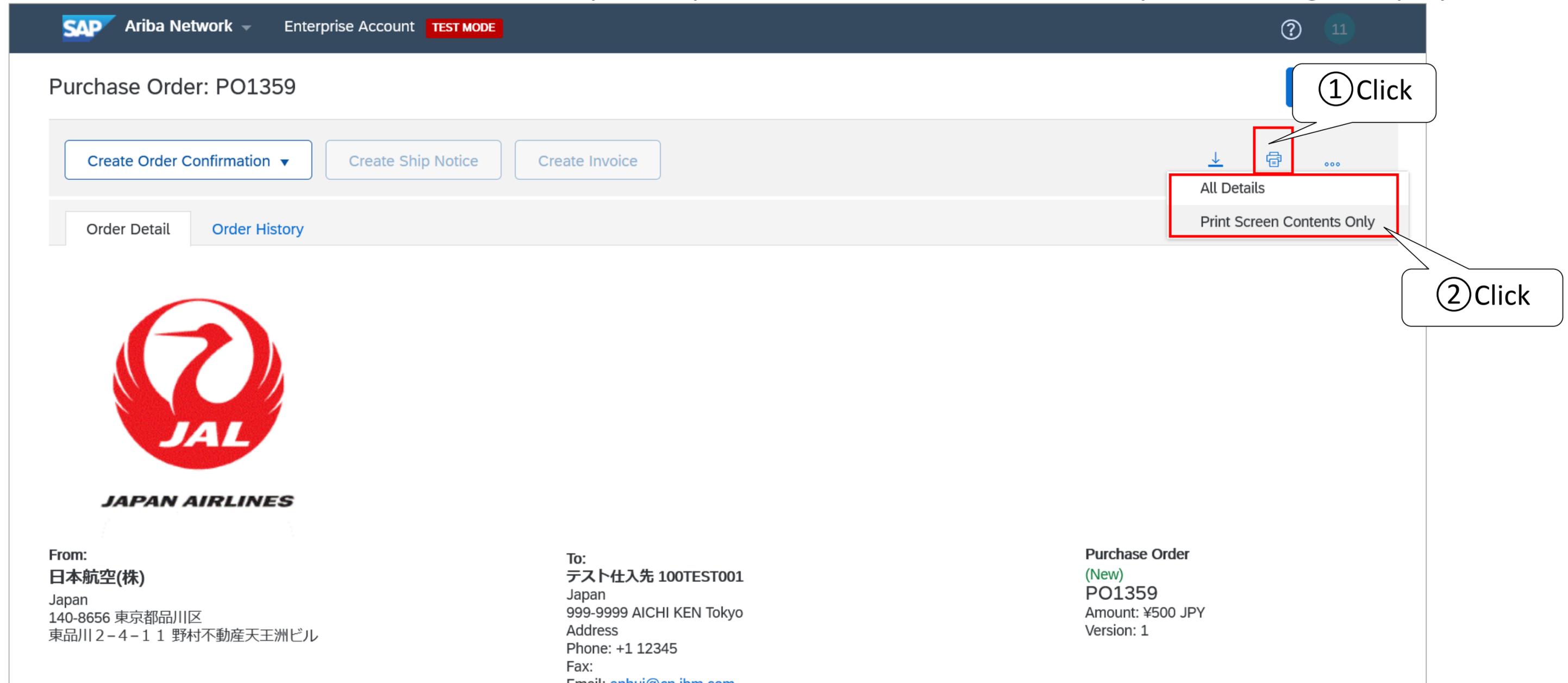
Information of Deliver To	Section Name	Line Number	Example
ZIP code	Comment	—	140-8586
Ship-to Company Name	Ship All Items To	1 line	JAPAN AIRLINES CO., LTD
Shipping Address(House Number)	Comments	—	2-4-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo
Shipping Address(Building Name)	Comments	—	Nomura Real Estate Bldg.
Shipping Address(Floor Number+ Department Name)	Deliver To	1 line	14F Procurement Dept.
Receiver Name	Deliver To	1 line	Nikko Taro
Receiver phone number	Deliver To	1 line	0000000000

2. Purchase Order

2-5: Other Features: Print and Save PDF (1/2)

You can print the purchase order by the following methods.

- ① Click the "Printer" mark.
- ② Click "All Details" or "Print Screen Contents Only". The print screen of the browser that you are using is displayed.



The screenshot shows the SAP Ariba Network interface for a purchase order (PO1359). The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A printer icon is highlighted with a red box and a callout bubble labeled '① Click'. A dropdown menu is open, showing 'All Details' and 'Print Screen Contents Only', with a callout bubble labeled '② Click' pointing to the 'Print Screen Contents Only' option. The main content area features the JAL logo and 'JAPAN AIRLINES' text. Below this, there is a 'From:' section with Japanese address information, a 'To:' section with contact details for 'テスト仕入先 100TEST001', and a 'Purchase Order (New) PO1359' section with 'Amount: ¥500 JPY' and 'Version: 1'.

Purchase Order: PO1359

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

① Click

All Details
Print Screen Contents Only

② Click

JAL
JAPAN AIRLINES

From:
日本航空(株)
Japan
140-8656 東京都品川区
東品川2-4-1 1 野村不動産天王洲ビル

To:
テスト仕入先 100TEST001
Japan
999-9999 AICHI KEN Tokyo
Address
Phone: +1 12345
Fax:
Email: anhui@cp.ibm.com

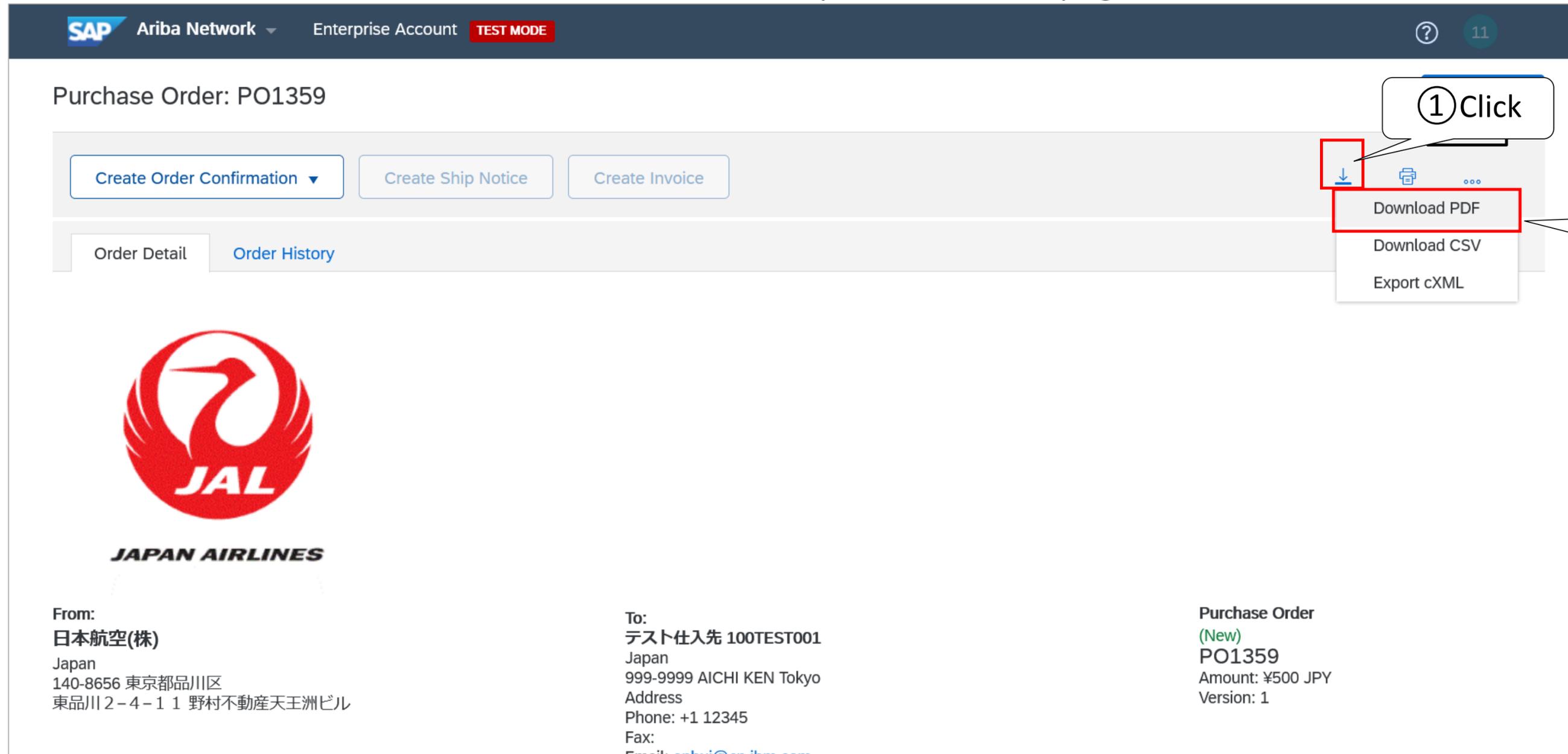
Purchase Order
(New)
PO1359
Amount: ¥500 JPY
Version: 1

2. Purchase Order

2-5: Other Features: Print and Save PDF (2/2)

The contents of the purchase order can be downloaded as a PDF.

- ① Click the "↓" mark
- ② Click "Download PDF" to download the PDF version of the purchase order page.



The screenshot displays the SAP Ariba Network interface for a purchase order (PO1359). The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area shows the purchase order details, including the JAL logo and 'JAPAN AIRLINES'. The 'From' and 'To' information is provided, along with the purchase order details: 'Purchase Order (New) PO1359', 'Amount: ¥500 JPY', and 'Version: 1'. A red box highlights the 'Download PDF' option in the 'More' menu, which is accessed by clicking the '↓' mark. A callout box labeled '① Click' points to the '↓' mark, and another callout box labeled '② Click' points to the 'Download PDF' option.

Purchase Order: PO1359

Create Order Confirmation ▼ Create Ship Notice Create Invoice

Order Detail Order History


JAPAN AIRLINES

From: 日本航空(株)
Japan
140-8656 東京都品川区
東品川2-4-1 1 野村不動産天王洲ビル

To: テスト仕入先 100TEST001
Japan
999-9999 AICHI KEN Tokyo
Address
Phone: +1 12345
Fax:
Email: anbui@cn.ibm.com

Purchase Order
(New)
PO1359
Amount: ¥500 JPY
Version: 1

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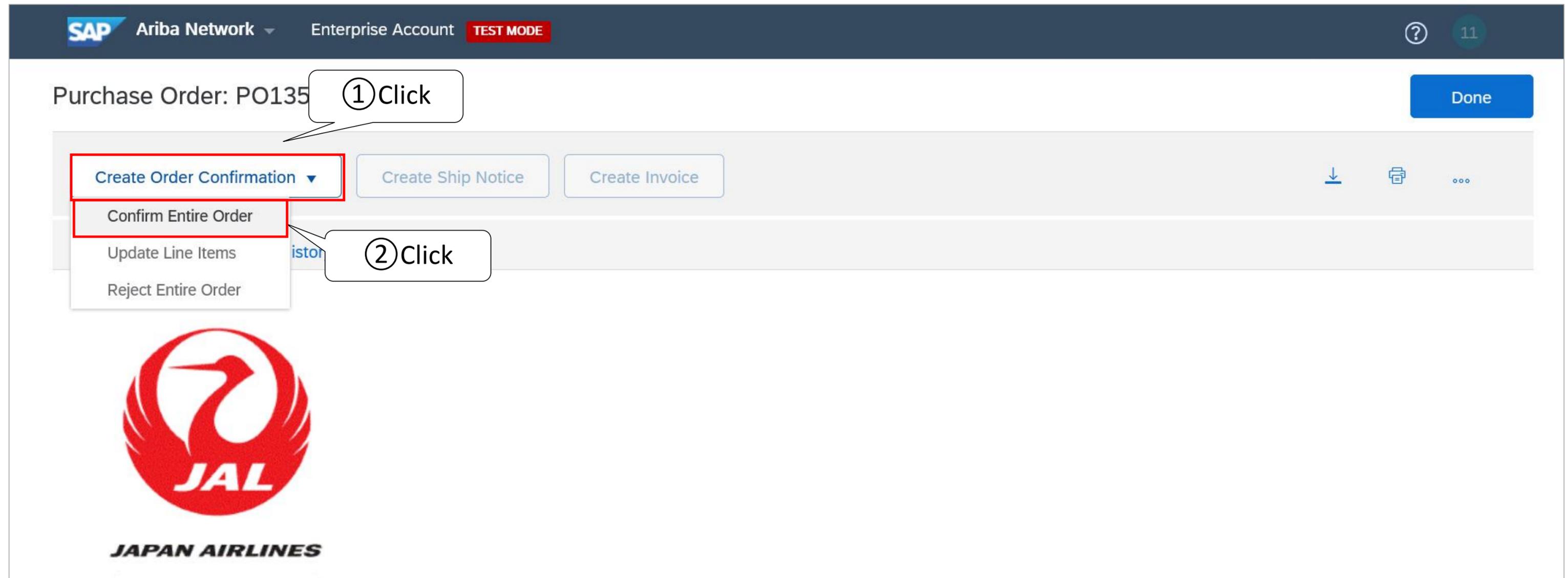
3. Order Confirmation

- If there is no problem with the order contents, you will carry out order confirmation.
*JAL and JAL group requires order confirmation.
If you don't do the order confirmation, you will not be able to perform subsequent tasks such as creating ship notice or invoices.
- Confirm Entire Order: It is an act equivalent to "order confirmation".
*If you cannot create the order confirmation due to lack of stock etc. , please contact our requests department.
- In the case of providing services, please **create an invoice immediately** right after the service is provided.

3. Order Confirmation

3-1: Confirm the Entire Order (1/5)

- (1) Open the purchase order screen to confirm the order. (Open the purchase order screen while referring to 1-2.)
- (2) Implement the Order Confirmation.
 - ① Click "Create Order Confirmation".
 - ② Click "Confirm Entire Order". After clicking it, the screen will change to the order confirmation screen.



The screenshot displays the SAP Ariba Network interface for a purchase order. The header shows 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Purchase Order: PO135' and includes a 'Done' button. A toolbar contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a red box and a callout '① Click'. A dropdown menu is open below it, with 'Confirm Entire Order' highlighted by a red box and a callout '② Click'. Other options in the dropdown include 'Update Line Items' and 'Reject Entire Order'. The JAL logo and 'JAPAN AIRLINES' text are visible at the bottom of the screen.

3. Order Confirmation

3-1: Confirm the Entire Order (2/5)

- (3) Enter the required information for confirming entire order.
- ① Enter the information from A to D.

(A) Enter the order confirmation number (any number chosen by your company)

(B) Enter the estimated shipping date and delivery date

(C) Fill in comments as needed

SAP Ariba Network Enterprise Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: **A**

Associated Purchase Order #: PO1359

Customer: 日本航空株式会社/Japan Airlines Co., Ltd.

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: **B**

Est. Delivery Date: **B**

Est. Shipping Cost:

Est. Tax Cost:

Comments: **C**

* Indicates required field

⚠️ 日本航空株式会社/Japan Airlines Co., Ltd. requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Exit Next

3. Order Confirmation

3-1: Confirm the Entire Order (3/5)

(3) Enter the required information for confirming entire order.

① Enter the information from A to D.

② Click "Next" at the bottom right or top right of the screen to transit to the confirmation screen of the input contents.

(D) Add attachments as needed

Attachments

Name	Size (bytes)	Content Type
No items		

Browse... No file selected.
 Add Attachment
D

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	UT00000001_105 (前払対象)冊子	5 (EA)	3 May 2021	¥100 JPY	¥500 JPY	¥50 JPY

Current Order Status:
5 Confirmed As Is

② Click

Exit

Next

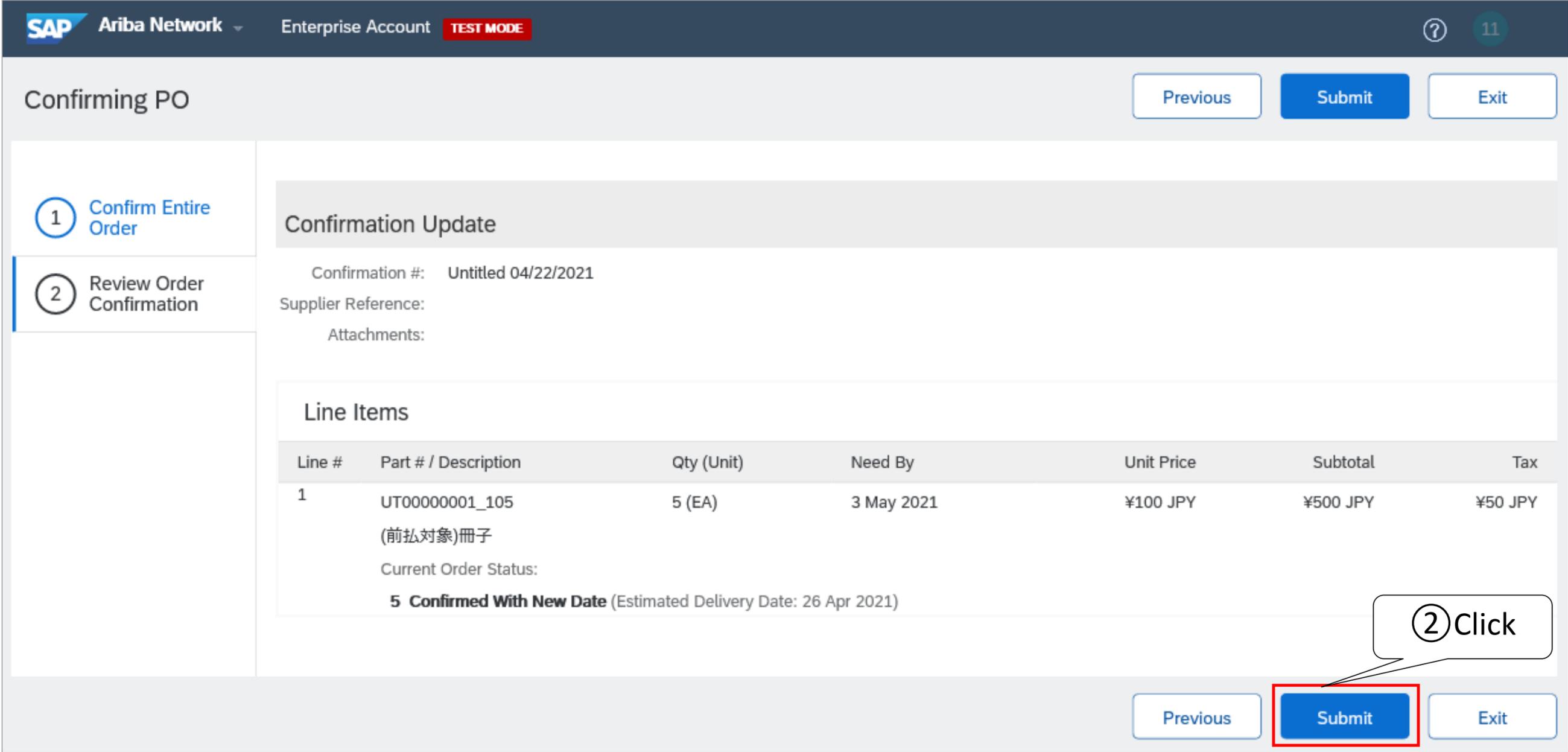
3. Order Confirmation

3-1: Confirm the Entire Order (4/5)

(4) Confirm the entered contents. After the confirmation is completed, submit the order confirmation.

① Check the displayed information.

② Click "Submit". After clicking it, the screen will change to the purchase order screen.



SAP Ariba Network Enterprise Account TEST MODE

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 04/22/2021

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	UT00000001_105 (前払対象)冊子	5 (EA)	3 May 2021	¥100 JPY	¥500 JPY	¥50 JPY

Current Order Status:
5 Confirmed With New Date (Estimated Delivery Date: 26 Apr 2021)

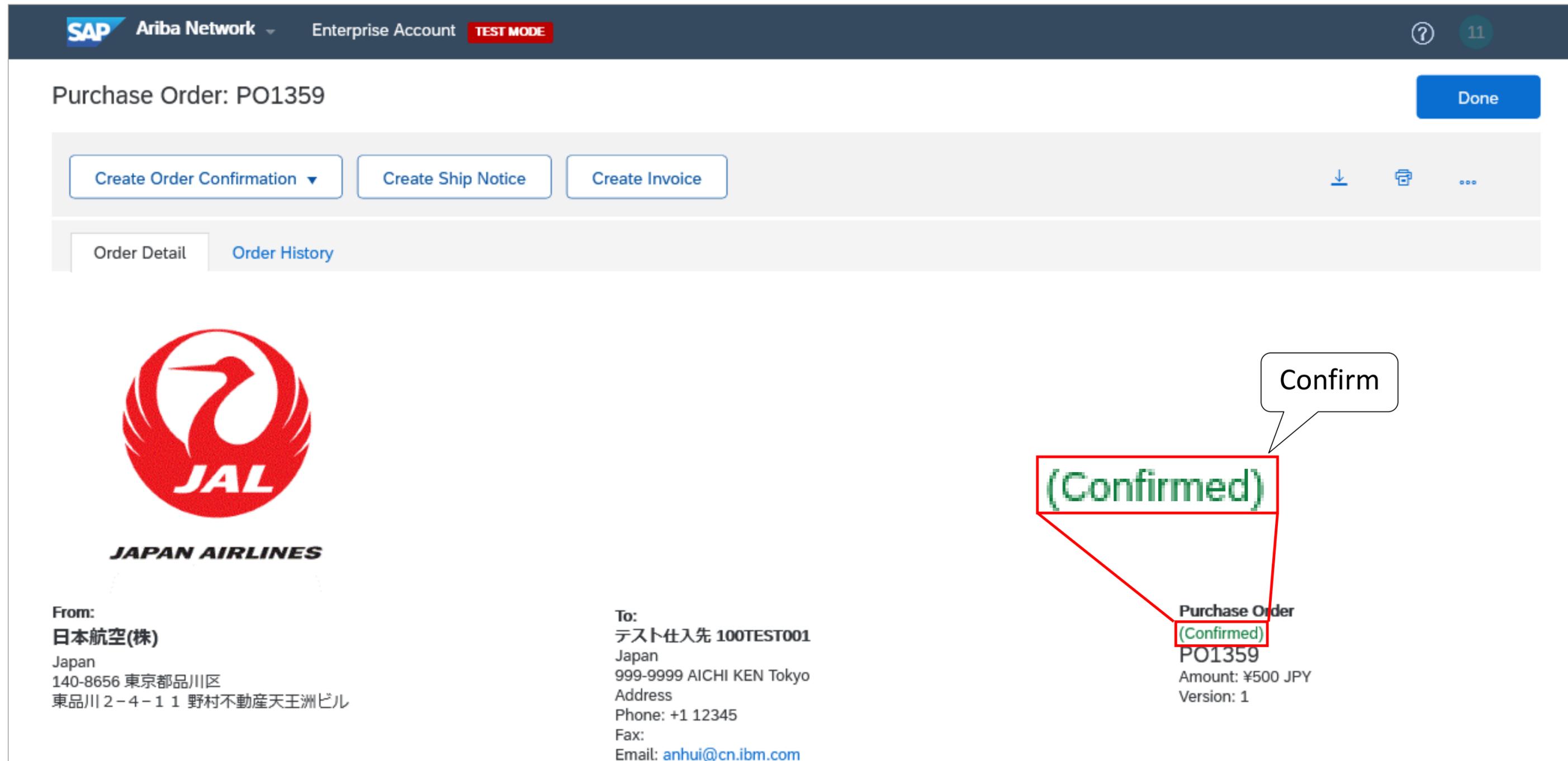
Previous Submit Exit

② Click

3. Order Confirmation

3-1: Confirm the Entire Order (5/5)

(4) Confirm that the status of the purchase order screen is "confirmed".



The screenshot displays the SAP Ariba Network interface for a purchase order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main title is 'Purchase Order: PO1359' with a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the JAL logo and 'JAPAN AIRLINES'. The 'From' field lists '日本航空(株)' (Japan Airlines) with its address in Tokyo. The 'To' field lists 'テスト仕入先 100TEST001' (Test Supplier 100TEST001) with its address in Aichi, Japan. The 'Purchase Order' field is highlighted in green and labeled '(Confirmed)', with a callout box pointing to it containing the word 'Confirm'. Other details include 'Amount: ¥500 JPY' and 'Version: 1'.

Purchase Order: PO1359

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History


JAPAN AIRLINES

From:
日本航空(株)
Japan
140-8656 東京都品川区
東品川 2-4-1 1 野村不動産天王洲ビル

To:
テスト仕入先 100TEST001
Japan
999-9999 AICHI KEN Tokyo
Address
Phone: +1 12345
Fax:
Email: anhui@cn.ibm.com

Purchase Order
(Confirmed)
PO1359
Amount: ¥500 JPY
Version: 1

Confirm

1. Common Notes

1-1: Common Notes for Purchase Order, Order Confirmation and Ship Notice

2. Purchase Order

2-1: Receive Purchase Order Mail

2-2: Open Purchase Order Screen

2-3: Content of Purchase Order

2-4: Confirm Shipping Address

2-5: Other Features: Print and Save PDF

3. Order Confirmation

3-1: Confirm the Entire Order

4. Ship Notice

4-1: Create Ship Notice

5. Other Features

5-1: Resend PO Mail

5-2: Confirm Order History

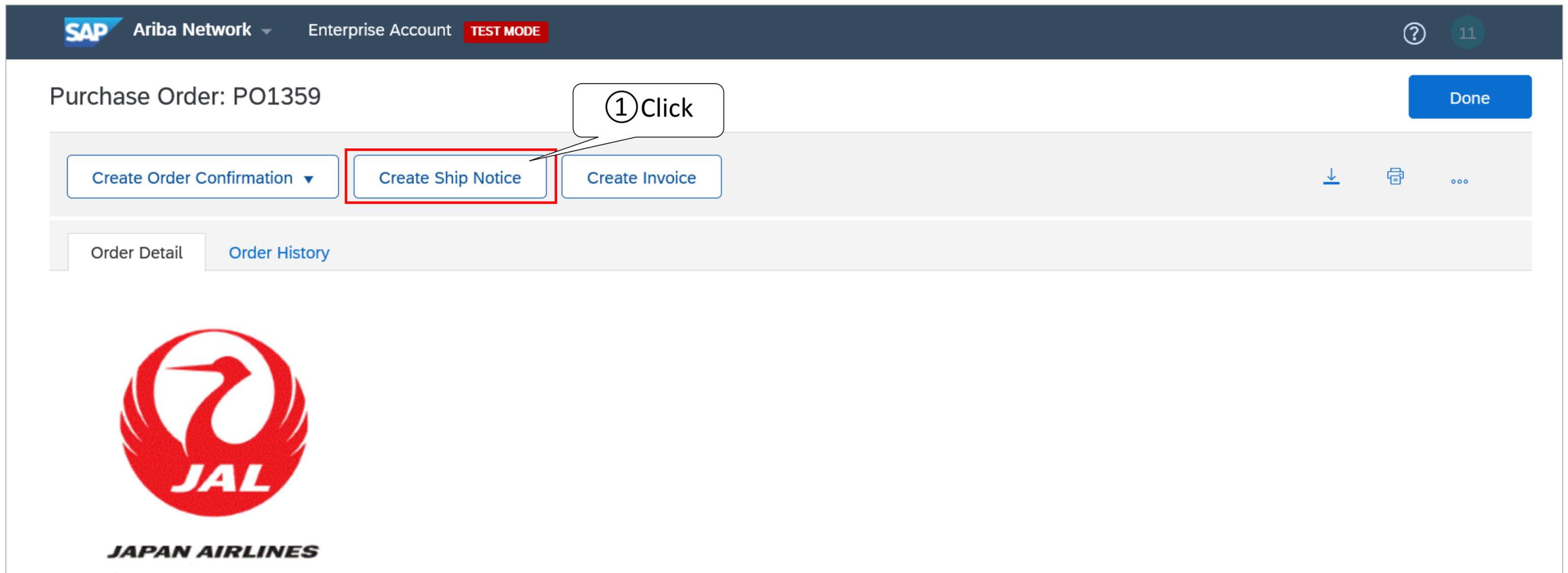
4. Ship Notice

- Once the shipping date of the item has been decided, please contact us about the shipping information such as the estimated arrival date and tracking number by sending the ship notice.
- It is also possible to create multiple ship notices for one purchase order.
- Creating a ship notice is optional, but please **be sure to** create a ship notice if the item you are handling is a material.
- Please make the delivery note as a PDF file and attach it to the ship notice.
- Please **create an invoice immediately** after creating the ship notice. We kindly ask for your cooperation.

4. Ship Notice

4-1: Create Ship Notice (1/6)

- (1) Open the purchase order screen to create a Ship Notice. (Open the purchase order screen while referring to 1-2.)
- (2) Create a Ship Notice.
 - ① Click "Create Ship Notice". After clicking it, the screen will change to Create Ship Notice screen.



The screenshot displays the SAP Ariba Network interface for a purchase order (PO1359). The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. The main content area shows the purchase order details and a toolbar with three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Ship Notice' button is highlighted with a red rectangular box, and a callout bubble with the text '① Click' points to it. To the right of the buttons are icons for download, print, and a menu. Below the buttons are tabs for 'Order Detail' and 'Order History'. The bottom of the screen features the JAL logo and the text 'JAPAN AIRLINES'.

4. Ship Notice

4-1: Create Ship Notice (2/6)

(2) Create a Ship Notice.

② Enter the required information A to E to create the ship notice.

Header Information

(A) Packing Ship ID
(Any number used by your company)

(B) Shipping Date

(C) Delivery Date

*Other items are optional.
Please fill in them if necessary.

* Indicates required field

SHIP FROM テスト仕入先 100TEST001 Update Address Japan AICHI KEN Tokyo	DELIVER TO 日本航空(株)_野村不動産天王洲ビル Update Address Japan 東京都品川区
--	---

Ship Notice Header

SHIPPING Packing Slip ID: * <input type="text"/> A Invoice No.: <input type="text"/> Requested Delivery Date: -- Ship Notice Type: Select <input type="text"/>	TRACKING Carrier Name: <input type="text"/> <input type="text"/> Service Level: <input type="text"/>
Shipping Date: * <input type="text"/> <input type="text"/> B Delivery Date: * <input type="text"/> <input type="text"/> C	
Gross Volume: <input type="text"/> Unit: <input type="text"/> Gross Weight: <input type="text"/> Unit: <input type="text"/>	

4. Ship Notice

4-1: Create Ship Notice (3/6)

(2) Create a Ship Notice.

② Enter the required information A to E to create the ship notice.

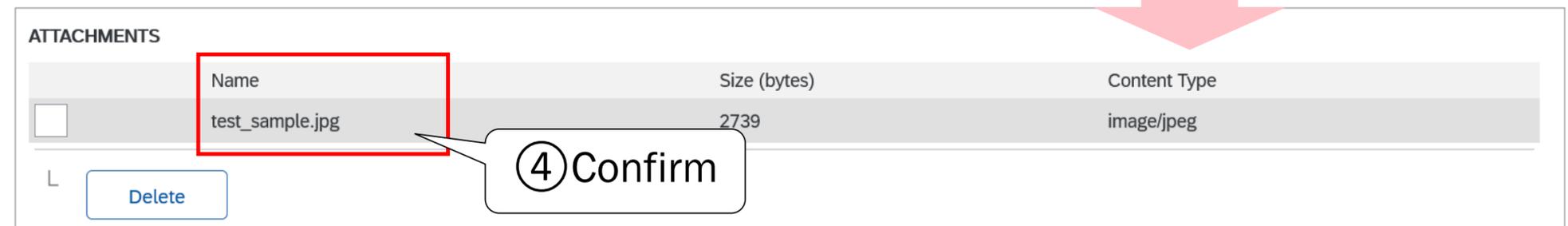
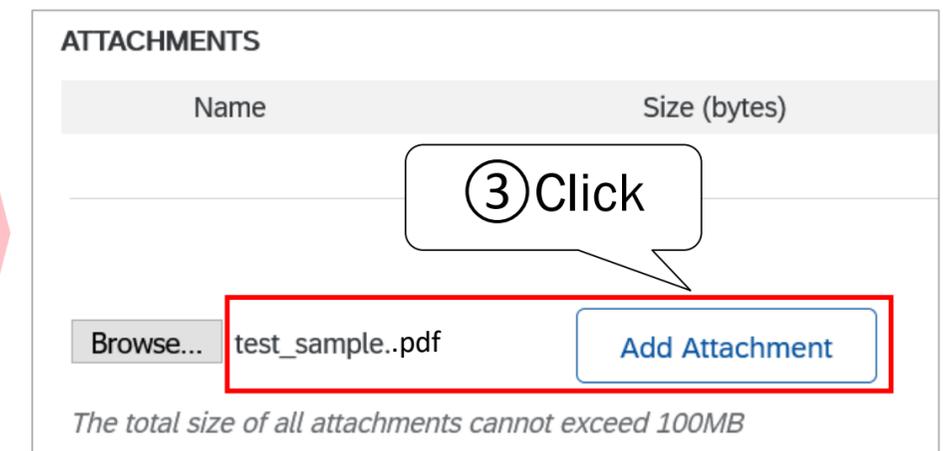
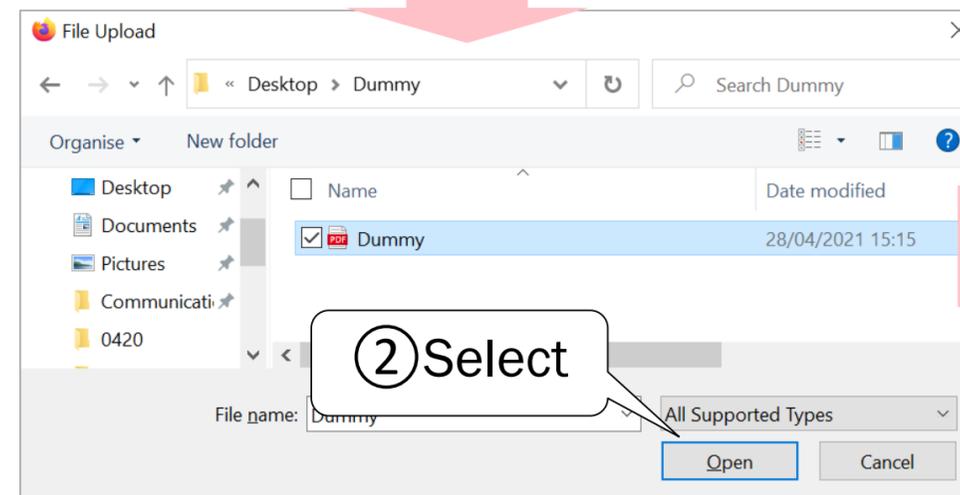
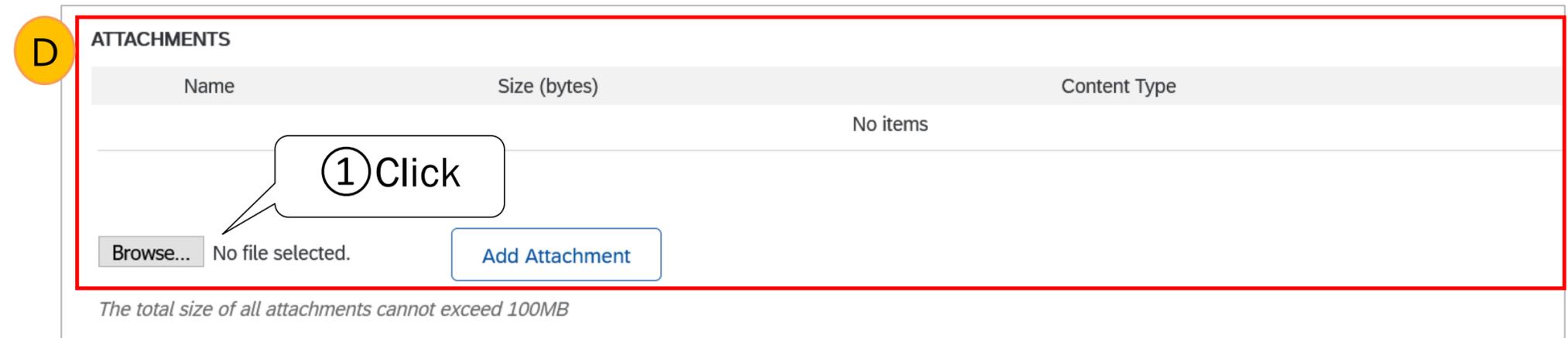
Header Information

(D) Attachments

If you have a delivery note, please attach the PDF file of the delivery note.

The procedure for adding attachments is as follows.

- ① Click "Browse..."
- ② Select the relevant file from your PC.
- ③ Make sure that the file is selected and click "Add Attachment".
- ④ Confirm that the attached file has been added.



4. Ship Notice

4-1: Create Ship Notice (4/6)

(2) Create a Ship Notice.

② Enter the required information A to E to create the ship notice.

③ After completing the input, click "Next" at the bottom right or top right of the screen. The screen will transition to the confirmation screen.

Line items Information(Order Items)

(E) Ship Quantity

Change the shipping quantity as needed.

* Other items are optional.
Please fill in them if necessary.

* The "Add Order Line Item" button cannot be used.

▶ Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
PO1359	1	UT00000001_105 (前払対象)冊子		5	EA	3 May 2021		¥100 JPY	¥500 JPY	¥50 JPY	Remove

Shipment Status

Total Item Due Quantity: 5 EA

Confirmation Status

Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input style="border: 2px solid red;" type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

↳

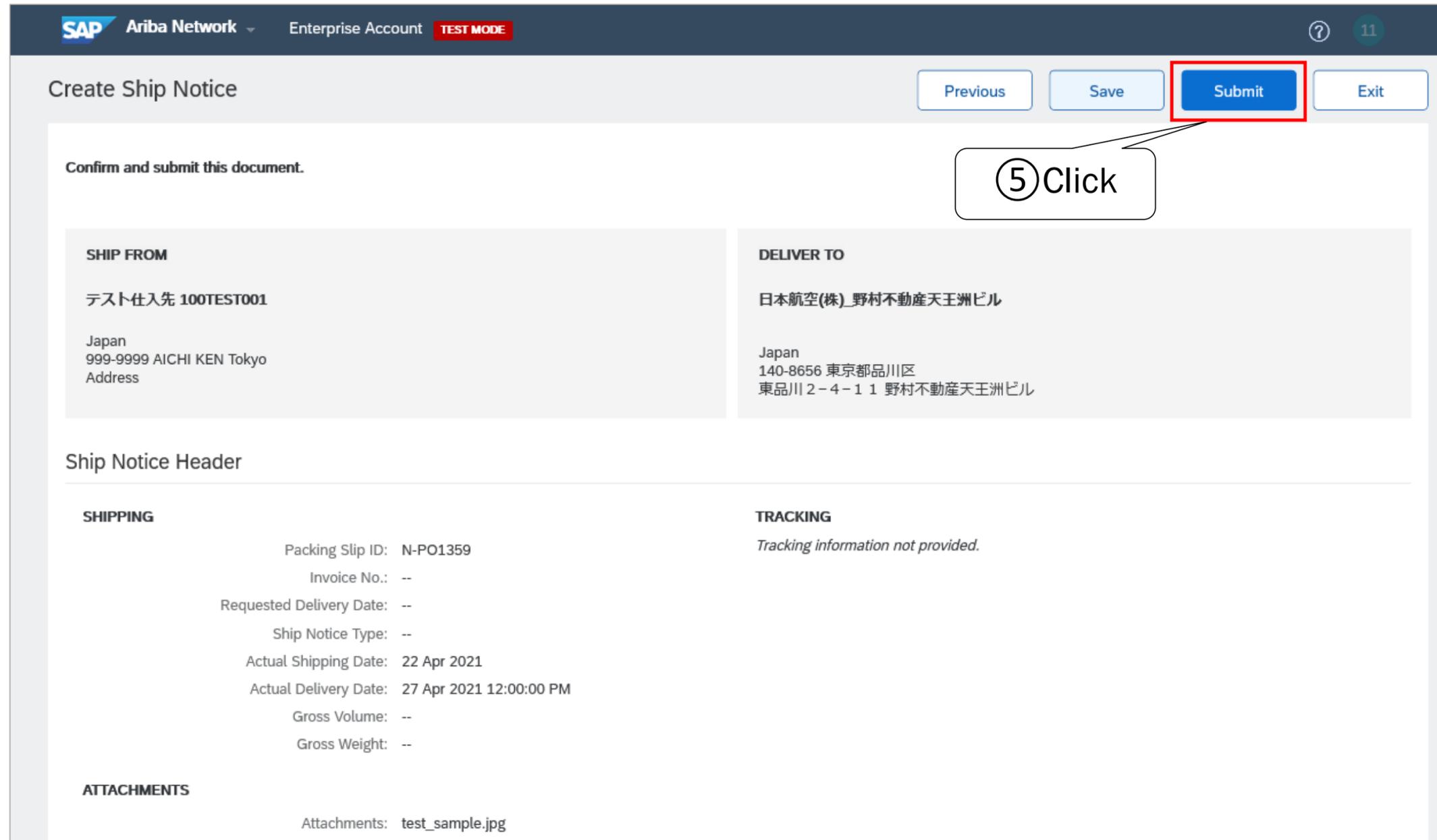
③ Click

Next

4. Ship Notice

4-1: Create Ship Notice (5/6)

- (2) Create a Ship Notice.
- ④ Confirm the input contents on the confirmation screen of the ship notice.
- ⑤ If there is no problem, click the "Submit" button at the top right or bottom right of the screen.



SAP Ariba Network Enterprise Account **TEST MODE** 11

Create Ship Notice Previous Save **Submit** Exit

Confirm and submit this document.

SHIP FROM
 テスト仕入先 100TEST001
 Japan
 999-9999 AICHI KEN Tokyo
 Address

DELIVER TO
 日本航空(株) 野村不動産天王洲ビル
 Japan
 140-8656 東京都品川区
 東品川 2-4-1 1 野村不動産天王洲ビル

SHIP NOTICE HEADER

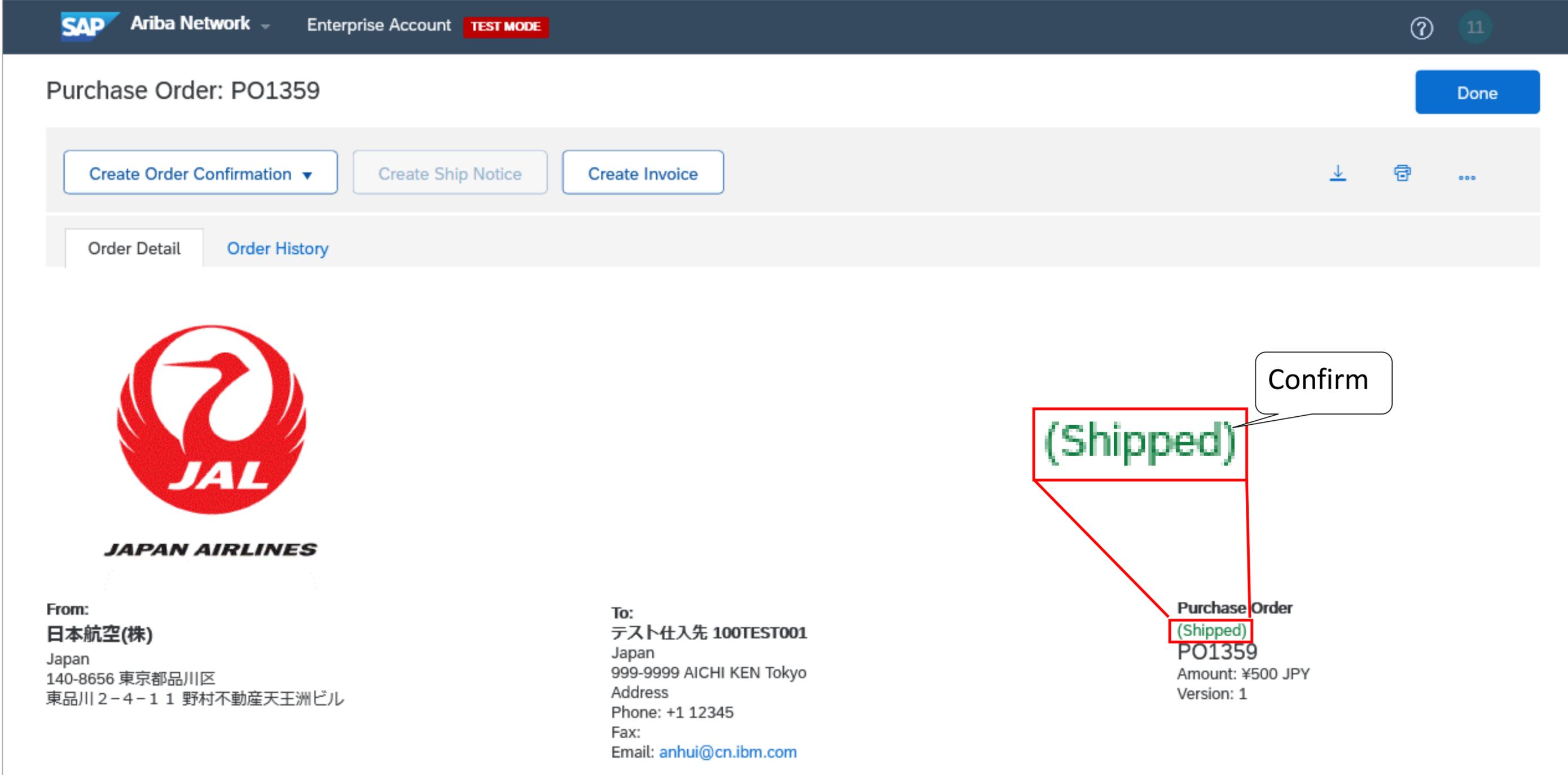
SHIPPING	Packing Slip ID: N-PO1359 Invoice No.: -- Requested Delivery Date: -- Ship Notice Type: -- Actual Shipping Date: 22 Apr 2021 Actual Delivery Date: 27 Apr 2021 12:00:00 PM Gross Volume: -- Gross Weight: --	TRACKING Tracking information not provided.
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ATTACHMENTS
 Attachments: test_sample.jpg

4. Ship Notice

4-1: Create Ship Notice (6/6)

(3) Confirm that the status of the purchase order screen is "Shipped".



The screenshot displays the SAP Ariba Network interface for a purchase order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area shows the purchase order details for PO1359, with a 'Done' button in the top right. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the JAL logo and the text 'JAPAN AIRLINES'. The 'From' field lists '日本航空(株)' (Japan Airlines) with its address in Tokyo. The 'To' field lists 'テスト仕入先 100TEST001' (Test Supplier 100TEST001) with its address in Aichi, Japan. The 'Purchase Order' field shows the status '(Shipped)' in green, which is highlighted with a red box and a callout bubble labeled 'Confirm'. Other details include 'Amount: ¥500 JPY' and 'Version: 1'.

Purchase Order: PO1359

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History


JAPAN AIRLINES

From:
日本航空(株)
Japan
140-8656 東京都品川区
東品川 2-4-1 1 野村不動産天王洲ビル

To:
テスト仕入先 100TEST001
Japan
999-9999 AICHI KEN Tokyo
Address
Phone: +1 12345
Fax:
Email: anhui@cn.ibm.com

Purchase Order
(Shipped)
PO1359
Amount: ¥500 JPY
Version: 1

Confirm

4. Ship Notice

Appendix: Creating a Ship Notice: When Sending a Ship Notice Partially

If you have multiple line items and you want to send a ship notice for a part of items, click "Remove" at the right end of the line items that are not eligible for shipping to delete the item information.

▶ Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
PO1359	1	UT00000001_105 (前払対象)冊子		5	EA	3 May 2021		¥100 JPY	¥500 JPY	¥50 JPY	Remove

Shipment Status
Total Item Due Quantity: 5 EA

Confirmation Status
Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

[Add Ship Notice Line](#)

↳ [Add Order Line Item](#)

Click

1. Common Notes

1-1: Common Notes for Purchase Order, Order Confirmation and Ship Notice

2. Purchase Order

2-1: Receive Purchase Order Mail

2-2: Open Purchase Order Screen

2-3: Content of Purchase Order

2-4: Confirm Shipping Address

2-5: Other Features: Print and Save PDF

3. Order Confirmation

3-1: Confirm the Entire Order

4. Ship Notice

4-1: Create Ship Notice

5. Other Features

5-1: Resend PO Mail

5-2: Confirm Order History

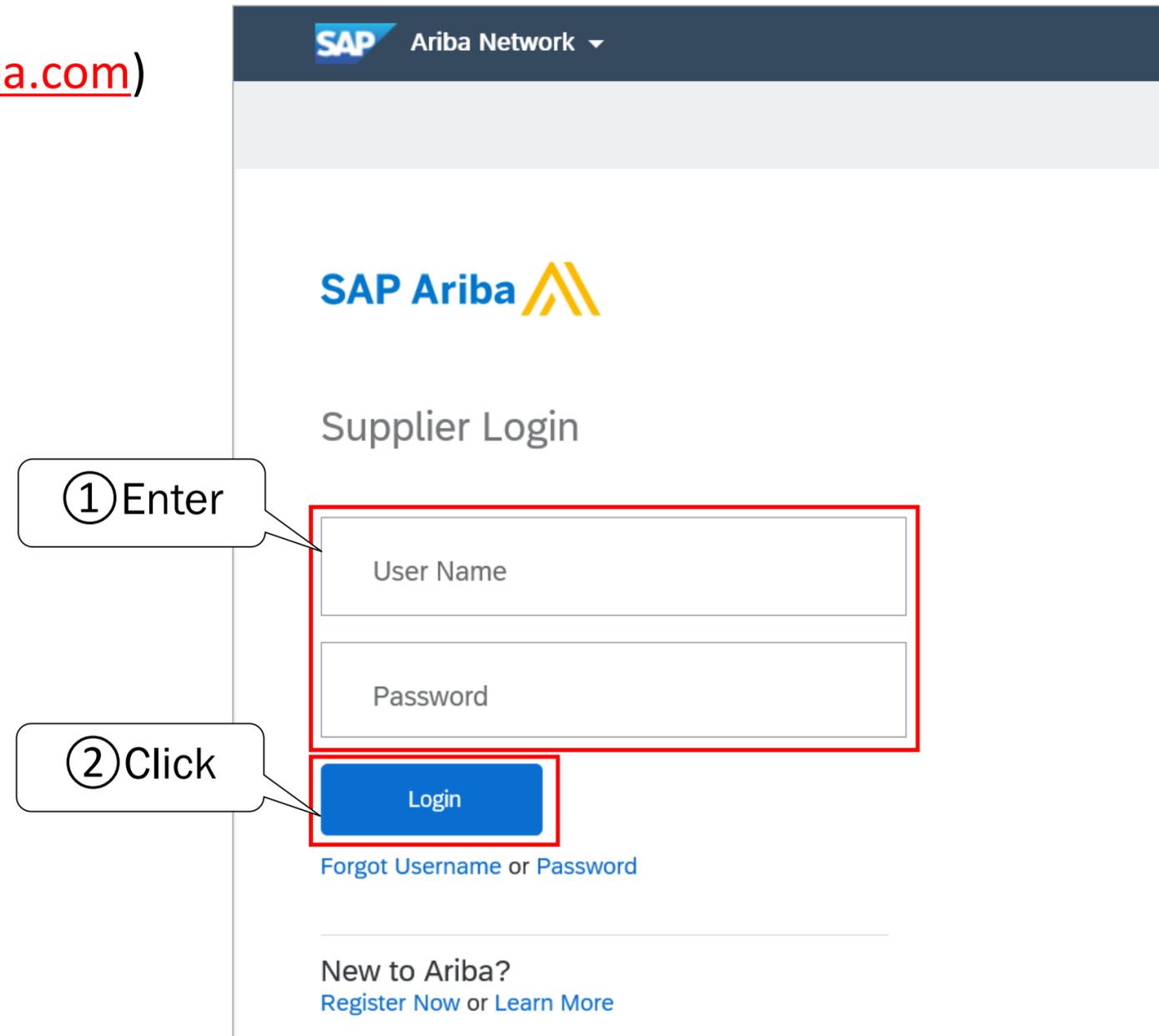
5. Other Features

5-1: Resend Purchase Order Mail (1/4)

If you accidentally delete or lose your "Purchase Order Email", or if you want to do the "Order Confirmation" and "Ship Notice" that you have already done once again, Ariba Network can resend you a "Purchase Order Email"

(1) Log in to Ariba Network. (<https://supplier.ariba.com>)

- ① Enter your login information.
- ② Click "Login". After clicking it, the screen will change to the home screen.

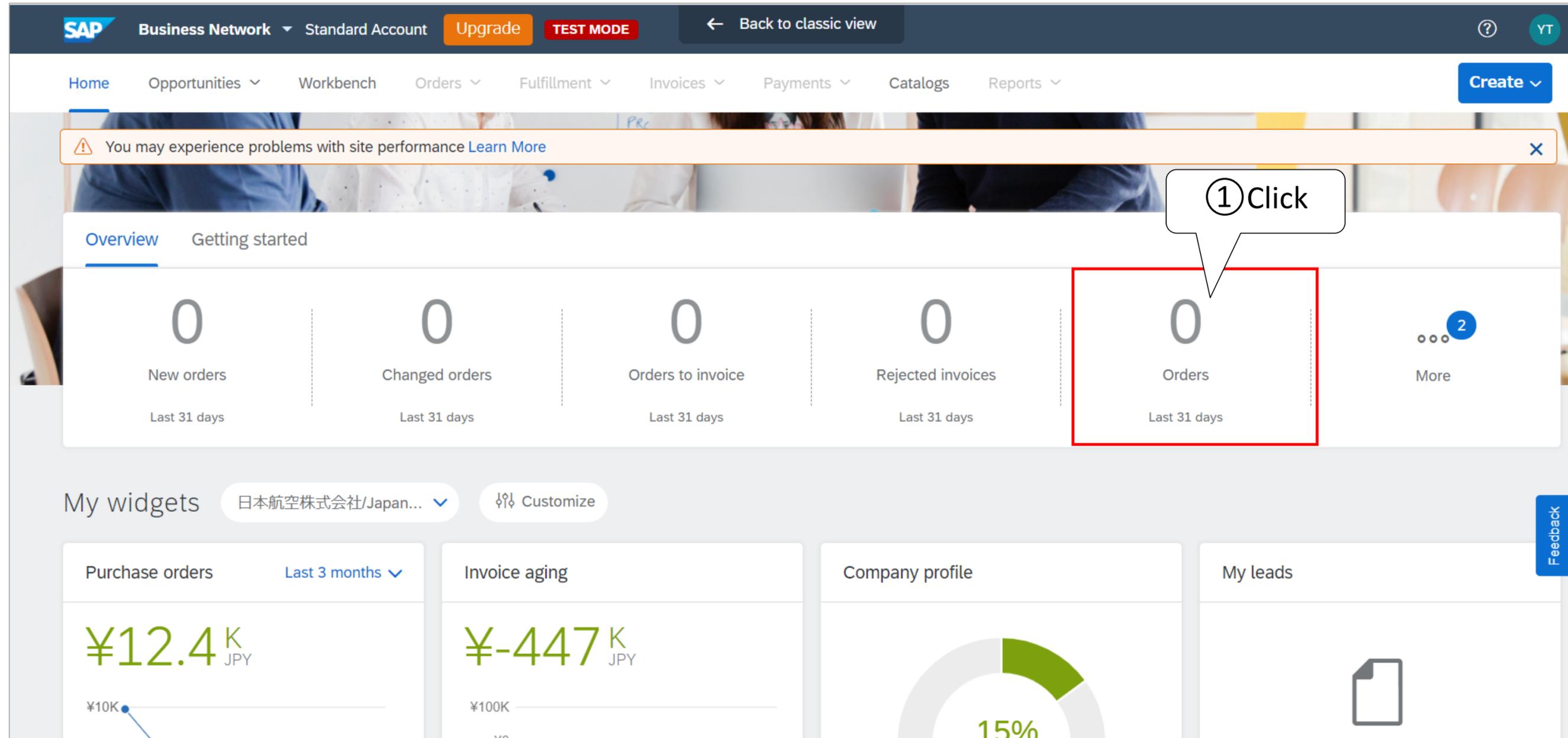


5. Other Features

5-1: Resend Purchase Order Mail (2/4)

(2) Resend the purchase order on the home screen.

① Click the "Orders" tab.



5. Other Features

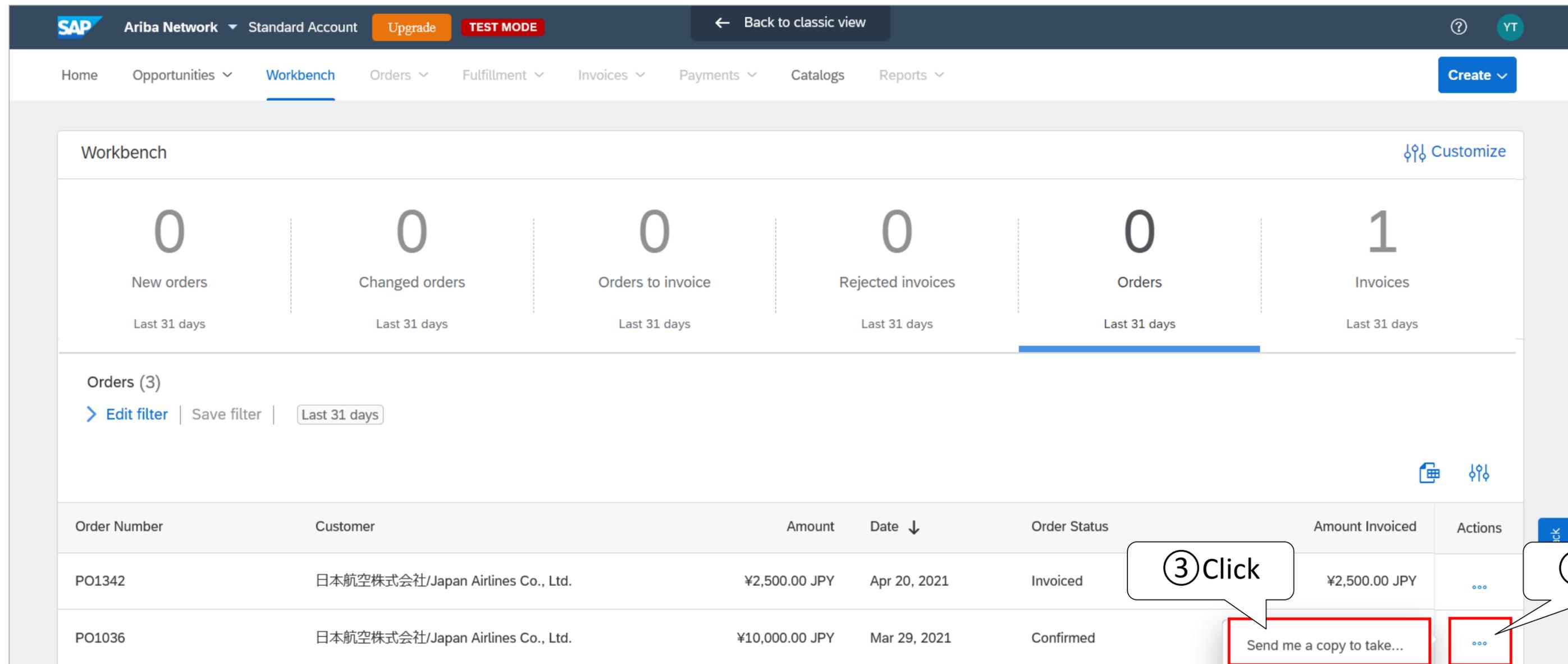
5-1: Resend Purchase Order Mail (3/4)

(2) Resend the purchase order on the home screen.

② Click "Actions" to the right of the order number for which you want to resend the purchase order email.

③ Click "Send me a copy to take..."

* You can change the email address from "My Account" at the top right of the home screen.



The screenshot shows the SAP Ariba Network Workbench interface. At the top, there are navigation tabs: Home, Opportunities, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible on the right. Below the navigation is a 'Workbench' section with a 'Customize' link. It displays six summary cards for 'Last 31 days': New orders (0), Changed orders (0), Orders to invoice (0), Rejected invoices (0), Orders (0), and Invoices (1). Below this is an 'Orders (3)' section with filter options: 'Edit filter', 'Save filter', and 'Last 31 days'. A table of orders is shown below:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PO1342	日本航空株式会社/Japan Airlines Co., Ltd.	¥2,500.00 JPY	Apr 20, 2021	Invoiced	¥2,500.00 JPY	⋮
PO1036	日本航空株式会社/Japan Airlines Co., Ltd.	¥10,000.00 JPY	Mar 29, 2021	Confirmed		⋮

Callouts in the image indicate: ③ Click on the 'Send me a copy to take...' option in the Actions column for order PO1036, and ② Click on the '⋮' (Actions) icon in the Actions column for order PO1036.

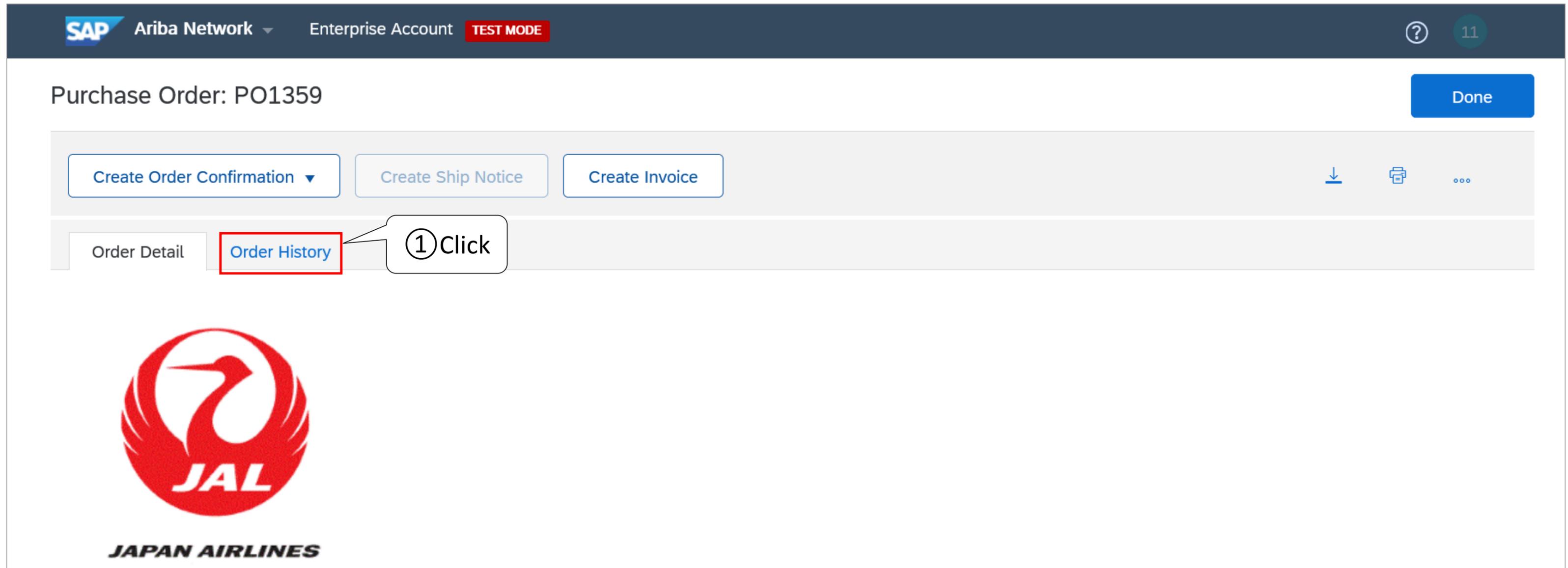
5. Other Features

5-1: Resend Purchase Order Mail (4/4)

You can check the sending and receiving history of the documents such as Purchase Orders, Order Confirmation, Ship Notice, and Invoices.

Example) Purchase order history

① Click "Order History" with the purchase order screen opened.



The screenshot displays the SAP Ariba Network interface for a purchase order. At the top, the header shows 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Purchase Order: PO1359' and includes a 'Done' button. Below the title, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. To the right of these buttons are icons for download, print, and a menu. Below the buttons, there are two tabs: 'Order Detail' and 'Order History'. The 'Order History' tab is highlighted with a red box, and a callout bubble with '① Click' points to it. At the bottom of the page, the JAL logo and 'JAPAN AIRLINES' text are displayed.

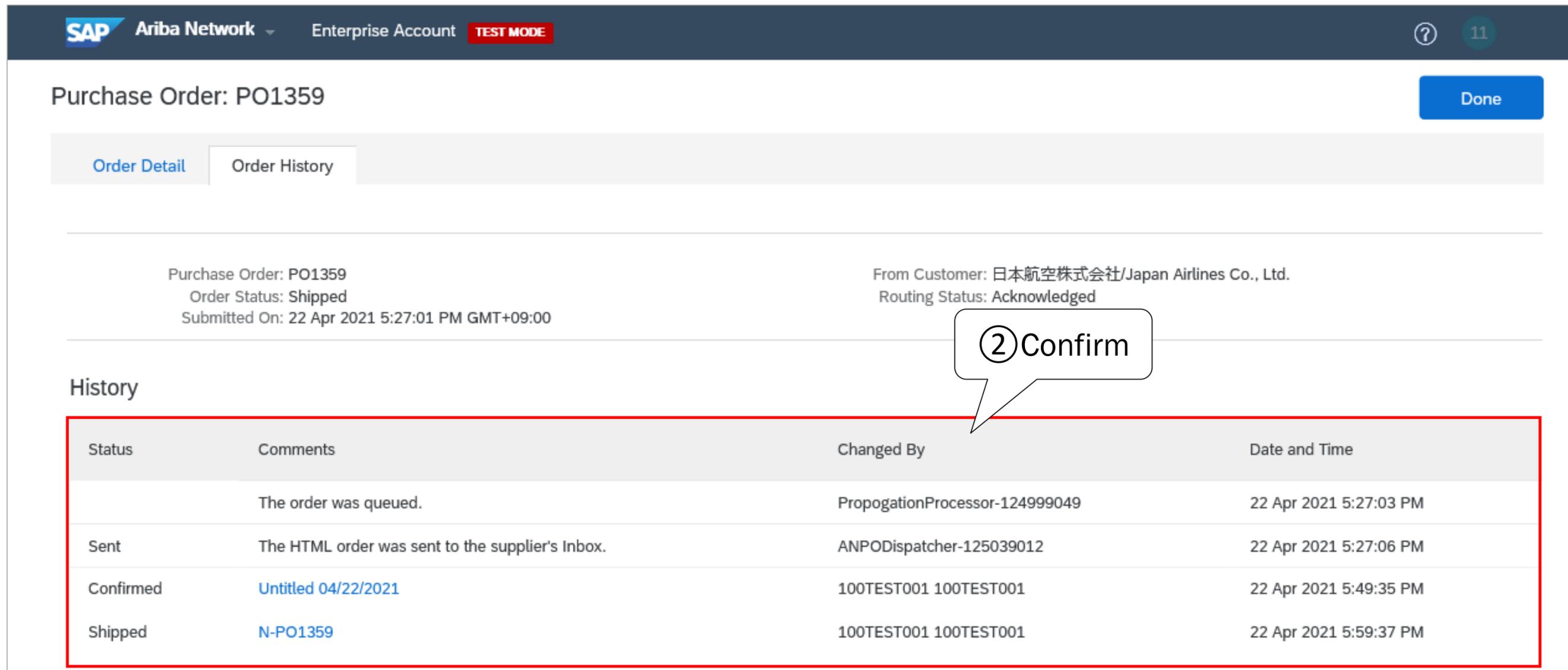
5. Other Features

5-2: Confirm Order History

You can check the sending and receiving history of the documents such as Purchase Orders, Order Confirmation, Ship Notice, and Invoices.

Example) Purchase order history

② Check the contents of the history of sending and receiving orders.



Purchase Order: PO1359 Done

Order Detail | Order History

Purchase Order: PO1359
 Order Status: Shipped
 Submitted On: 22 Apr 2021 5:27:01 PM GMT+09:00

From Customer: 日本航空株式会社/Japan Airlines Co., Ltd.
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-124999049	22 Apr 2021 5:27:03 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-125039012	22 Apr 2021 5:27:06 PM
Confirmed	Untitled 04/22/2021	100TEST001 100TEST001	22 Apr 2021 5:49:35 PM
Shipped	N-PO1359	100TEST001 100TEST001	22 Apr 2021 5:59:37 PM

File Name	JAL_Ariba_SA_2_Supplier Operation Manual _Receive Purchase Order and Create Order Confirmation ▪ Ship Notice_v0.1
File Location	-

Change History

Ver.	Date Modified	Responsible	Where to change	What to change	Review date	Review by
0.1	2021/4/1	IBM Iwasaki	-	Draft Creation		
0.1	2021/4/26	IBM Hoshi	-	Create English Version	2021/4/28	IBM Arai

Approval History

Ver.	Approval date	approved by	Approval Comment