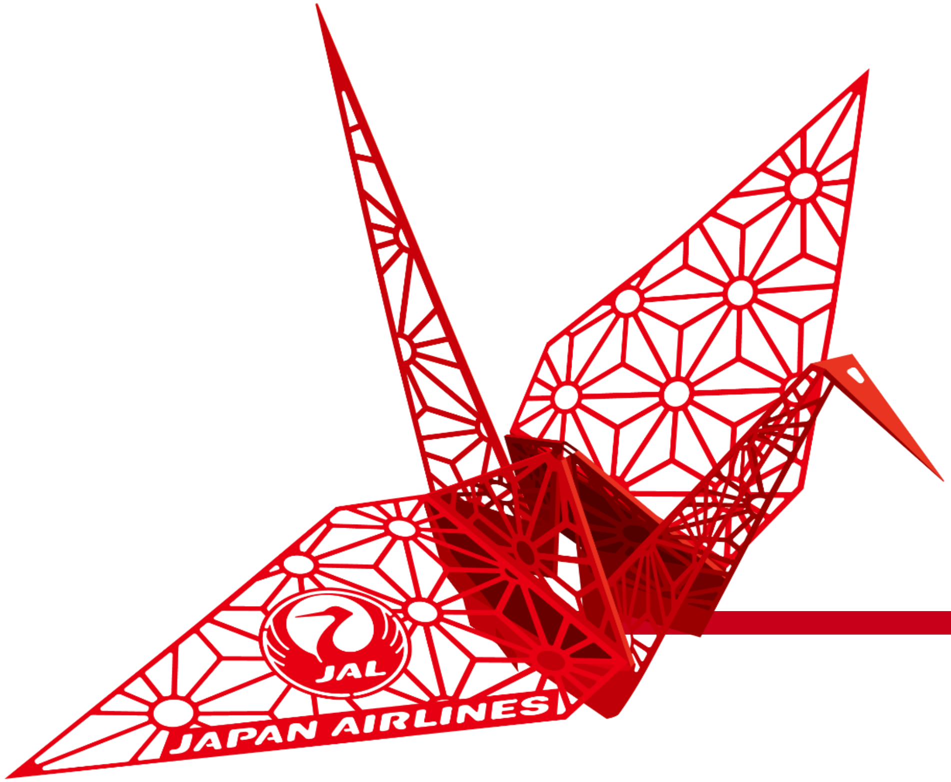


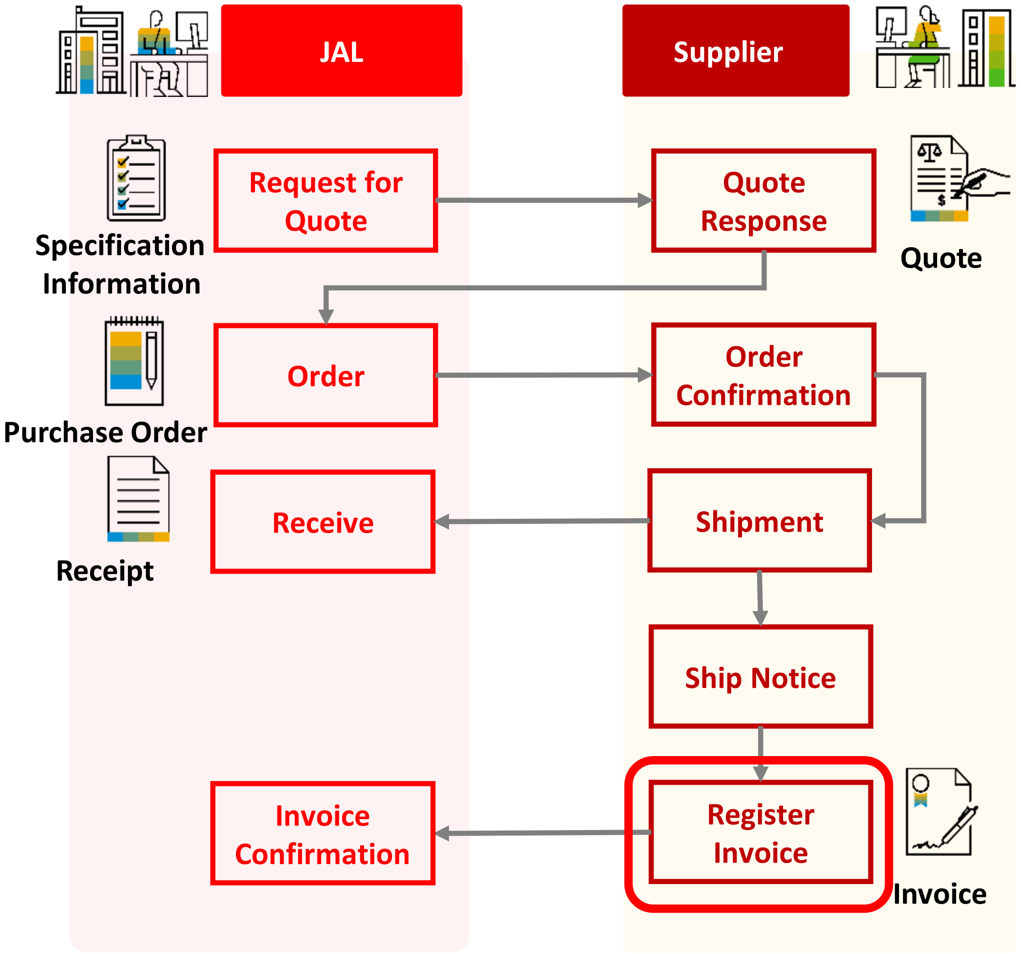
Creation of Invoice and Contract Reference Invoicing

3/31

Positioning of This Document

This document shows operation of invoice creation in the procurement 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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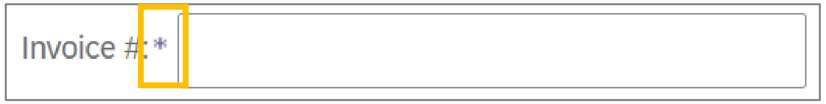
1. Notes

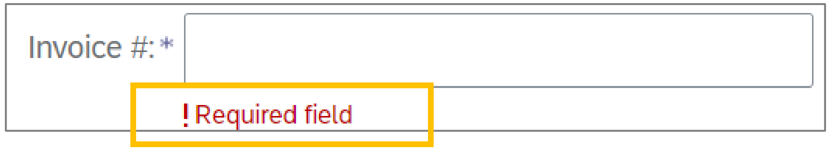
- Be aware of the following when entering values in Ariba:

- 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.

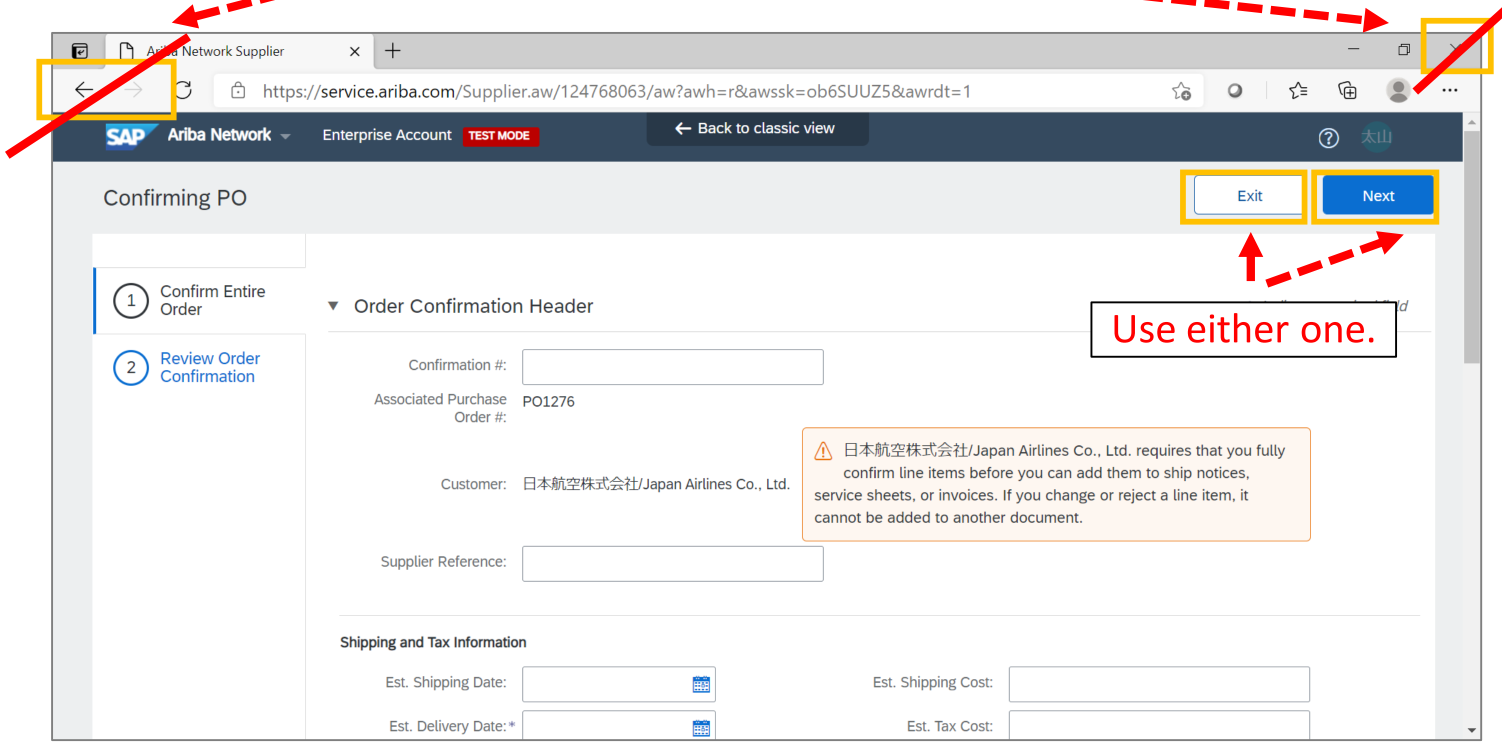
example)



example)



Don’t use



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2. Create Invoice

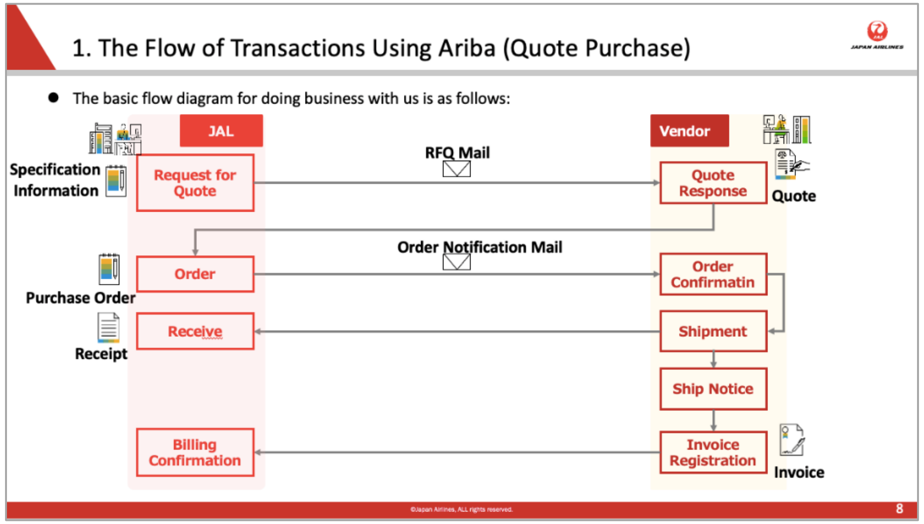
Important

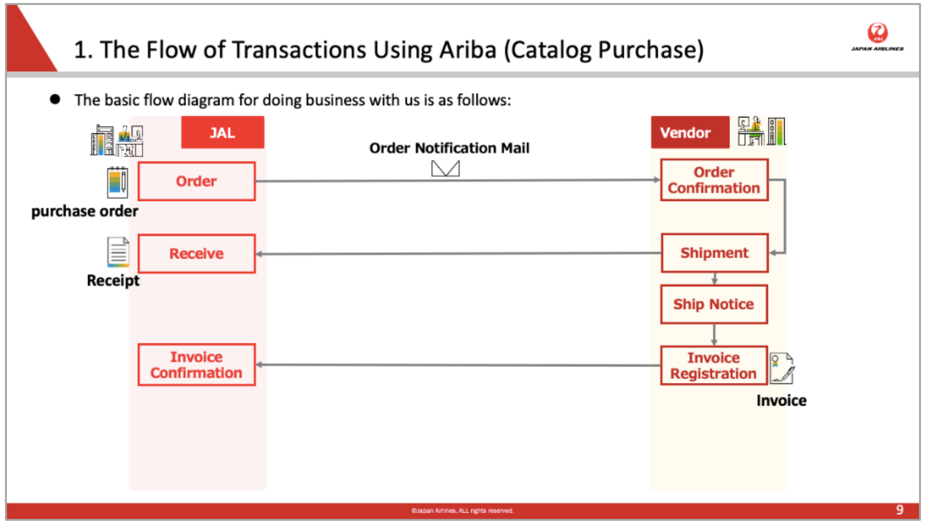
JAPAN AIRLINES

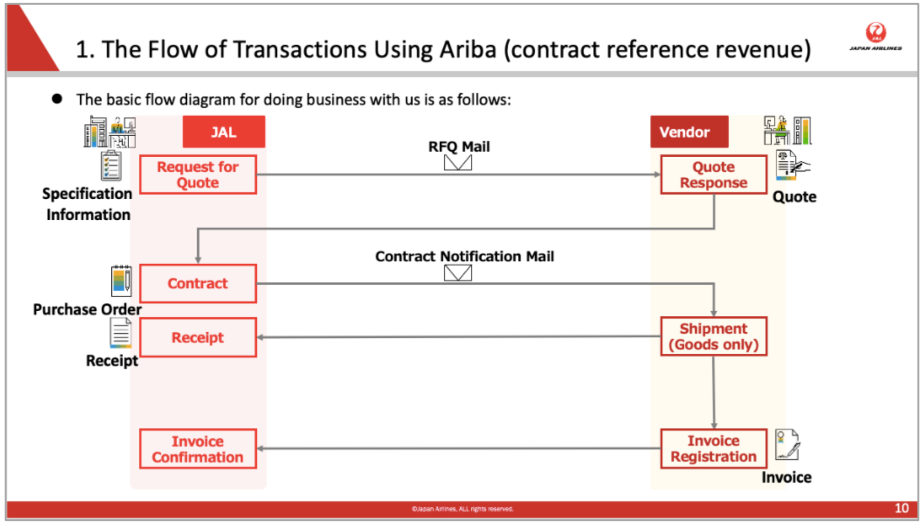
- Describes the procedure for creating invoices for a received purchase order. The information of the purchase order (order content, billing information, etc.) is automatically copied to the invoice , so you can easily submit the invoice.
- The invoice has a header part and a line items part for each product. When the invoice is issued, you will need to fill in the header and the lines parts.
- You can also split the contents of one purchase order into multiple invoices.
- Please create an invoice immediately. In the case of the delivery of goods, create invoice after the shipment is notified. In the case of the service, do it after the service is provided.
- **Please issue the invoice before the deadline (the second business day of the month following the month of delivery).**

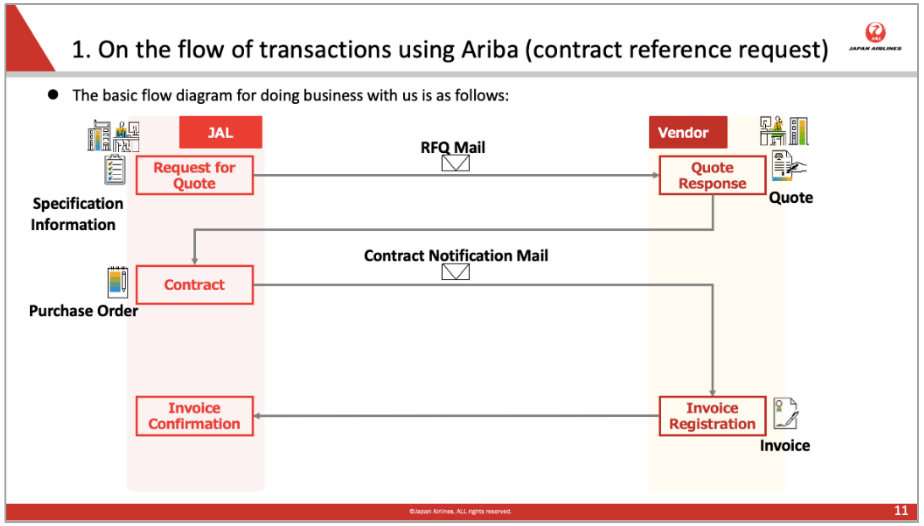
2. Create Invoice

- Describes the invoice registration for the following purchasing patterns marked with red border :





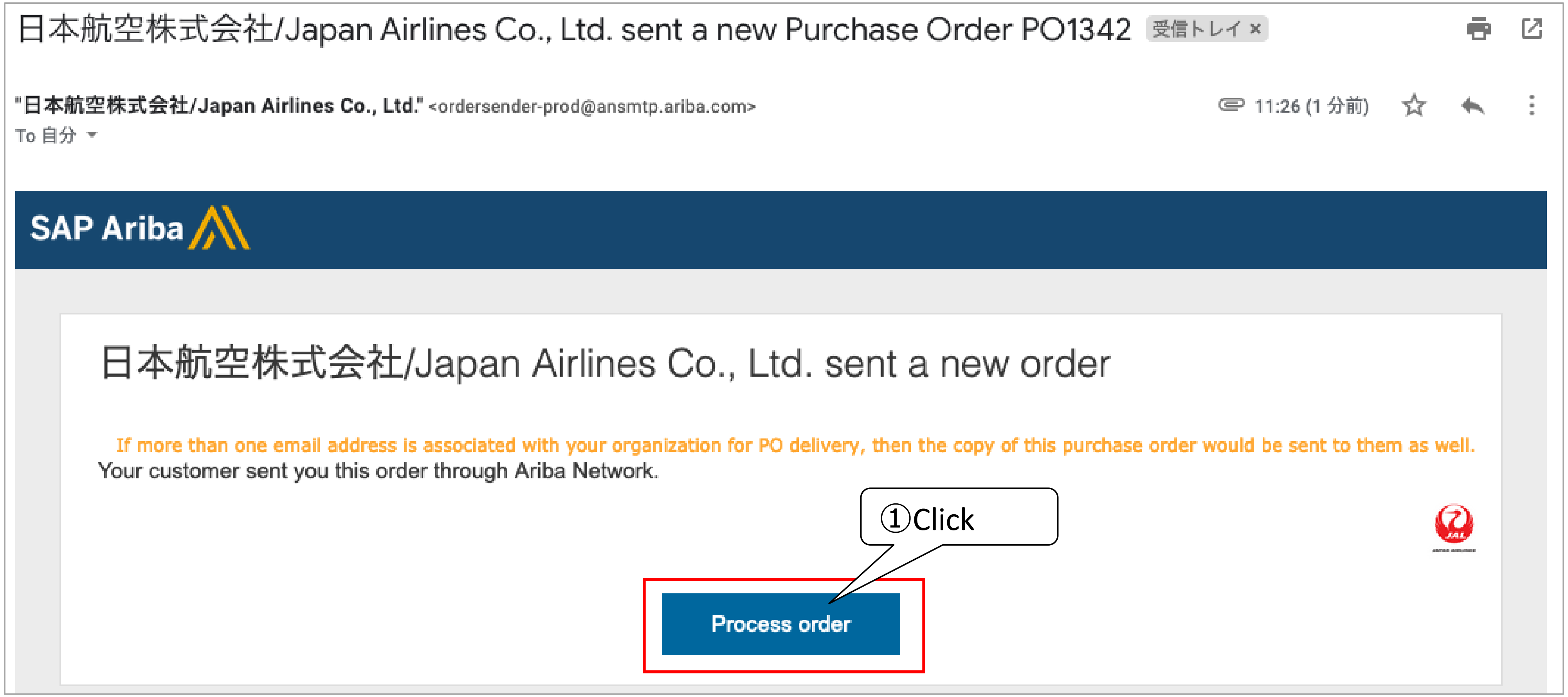




2. Create Invoice
2-1: Access Invoice Creation Screen From PO Mail (1/3)

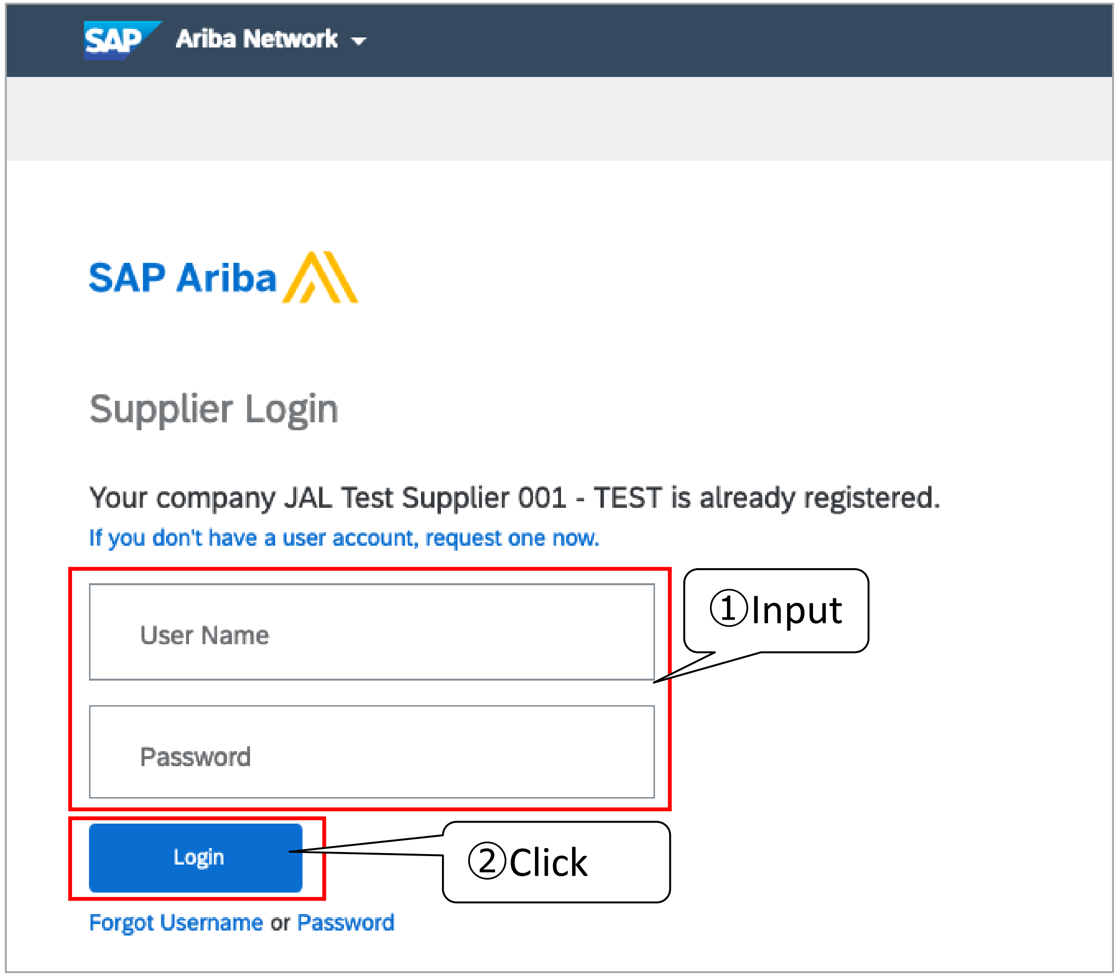
(1) Click the "Process Order" in the order email when you receive it. The Ariba login screen is displayed.

*Please keep purchase order mails sent from the Ariba Network. You can do order confirmation, create shipment notice and create invoice from the PO mail. If you lost the purchase order mail, see P43 to P45.



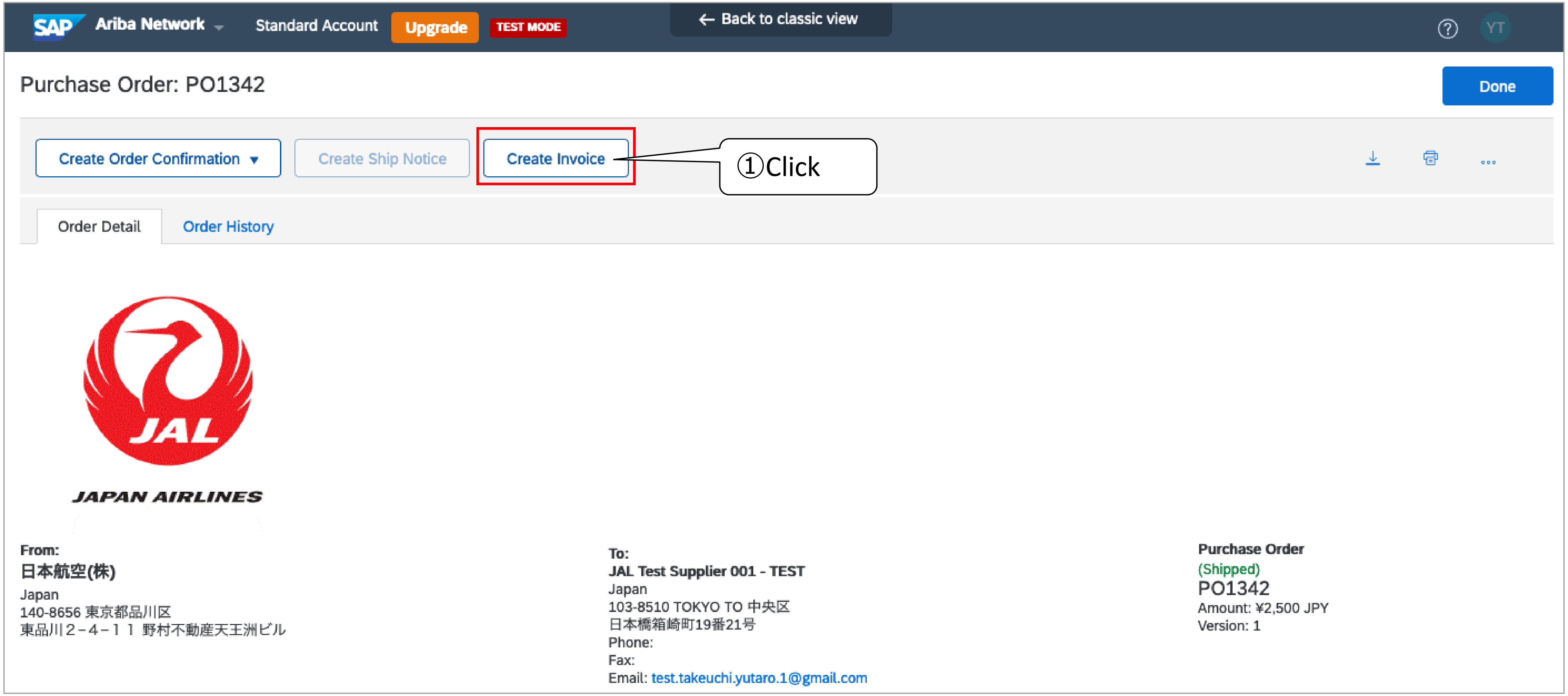
2-1: Access Invoice Creation Screen From PO Mail (2/3)

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



2. Create Invoice
2-1: Access Invoice Creation Screen From PO Mail (3/3)

(1) Open the invoice screen from the PO screen.
①Click "Create Invoice" to transition to the invoice creation screen.



2. Create Invoice
2-2: Invoice Header and Line Items

The invoice is divided into a header part and line items' part. Please enter each required item.

Header

Information on the entire invoice

ex)

Invoice #:

Attachments: Please attach the invoice in PDF as needed.

Line Items

Information on each product

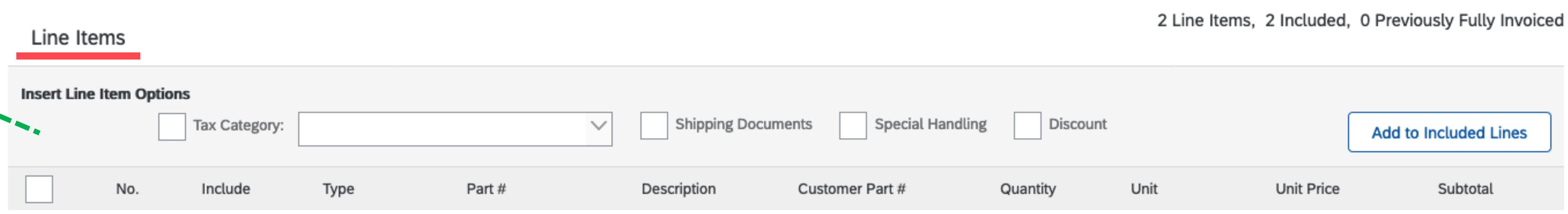
ex)

・The subtotal of the product (unit price * quantity)

・Tax: In the case that the tax is calculated for each product and summed up.

<Invoice Creation Screen>

(Omitted)

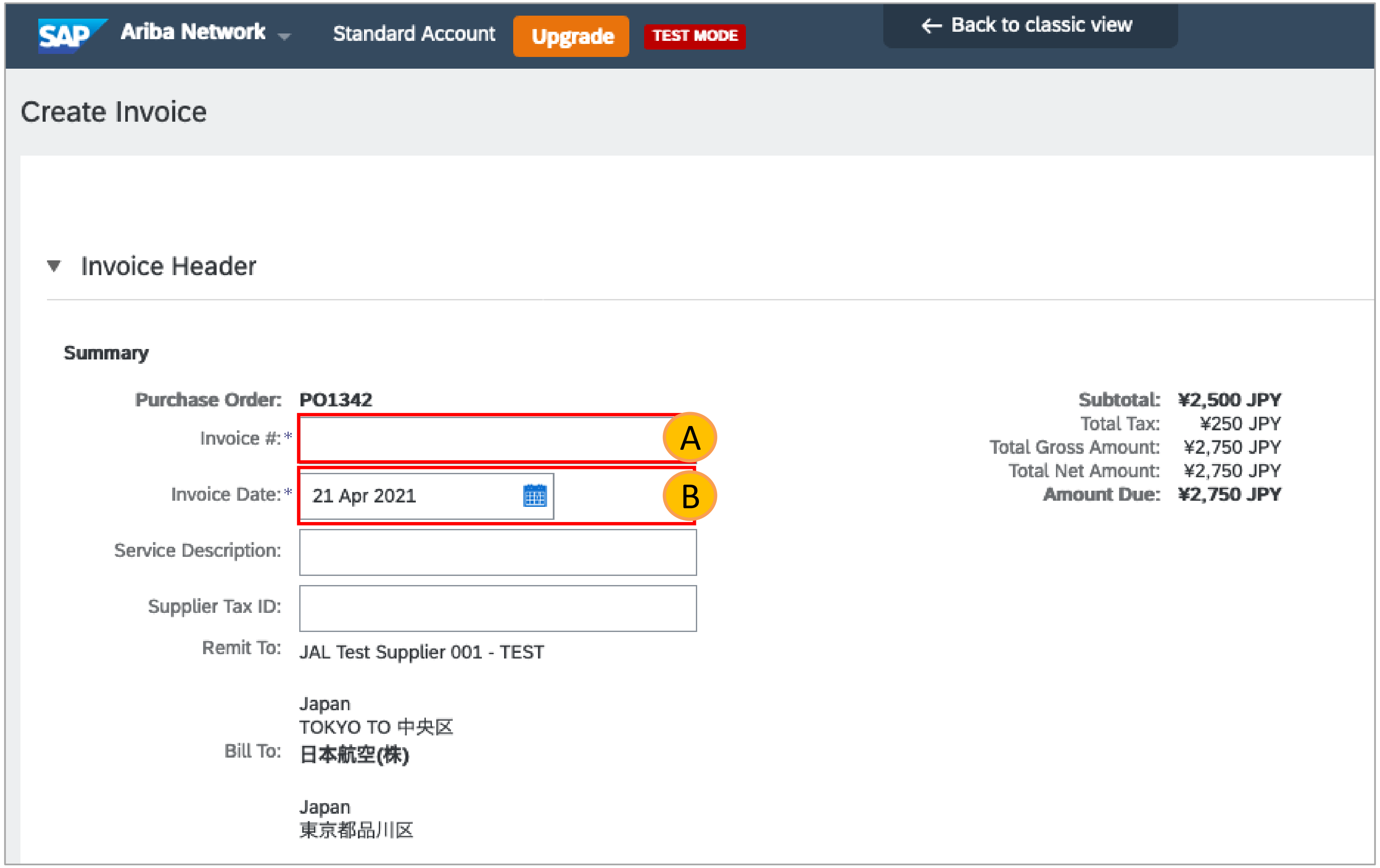


2. Create Invoice
2-3: Enter Header Information (1/3)

(1)Enter the invoice header information.

(A) Invoice #
Please enter an Invoice Number.
*Invoice numbers that you have entered in the past cannot be used.

(B) Invoice Date
The date on which you creat the invoice is entered as a default date.
Re-enter the billing date if required.
*The future date cannot be entered, and the date until 28 days ago can be entered .

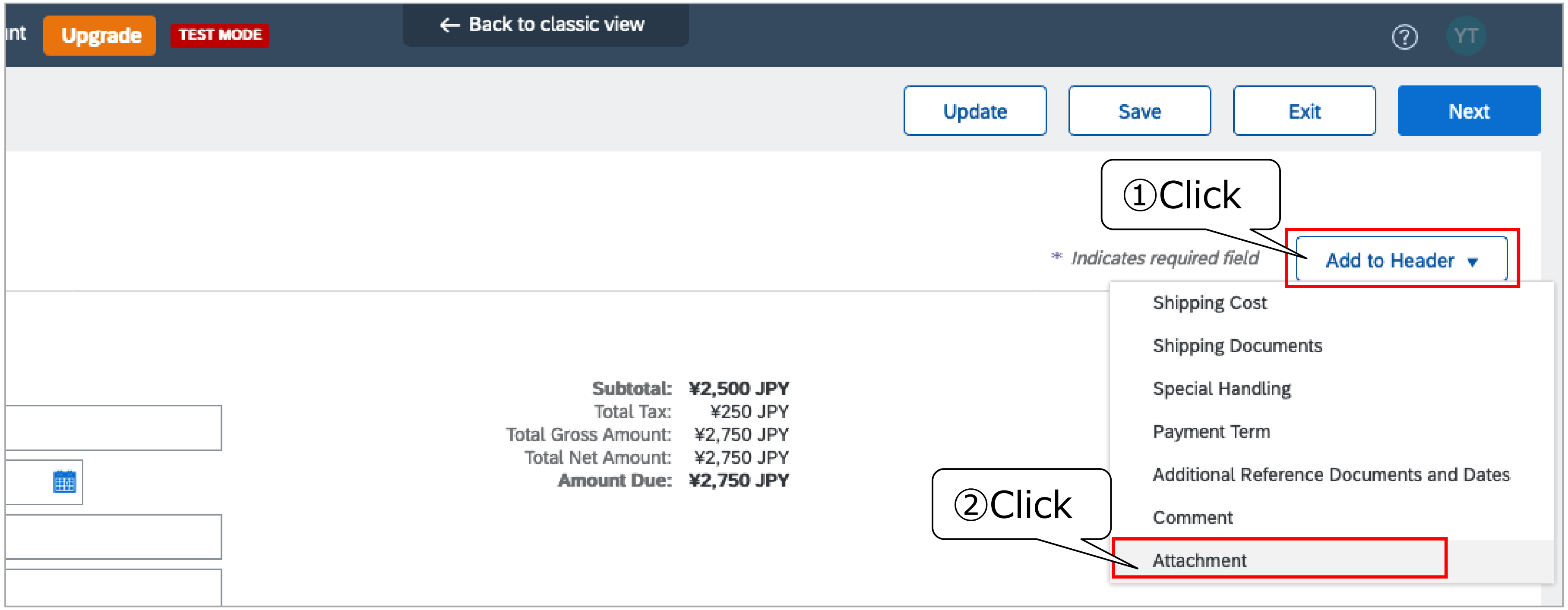


2-3: Enter Header Information (2/3)

(1)Enter the invoice header information.

(C) Attachment
Attach the invoices that have been PDF.

The attachment procedure is as follows.
①Click "Add to Header".
②Click "Attachment".
After clicking it, a section for adding attachments is added in the bottom of the invoice header.
Scroll down the screen to confirm.



Go to the next page

(1)Enter the invoice header information.

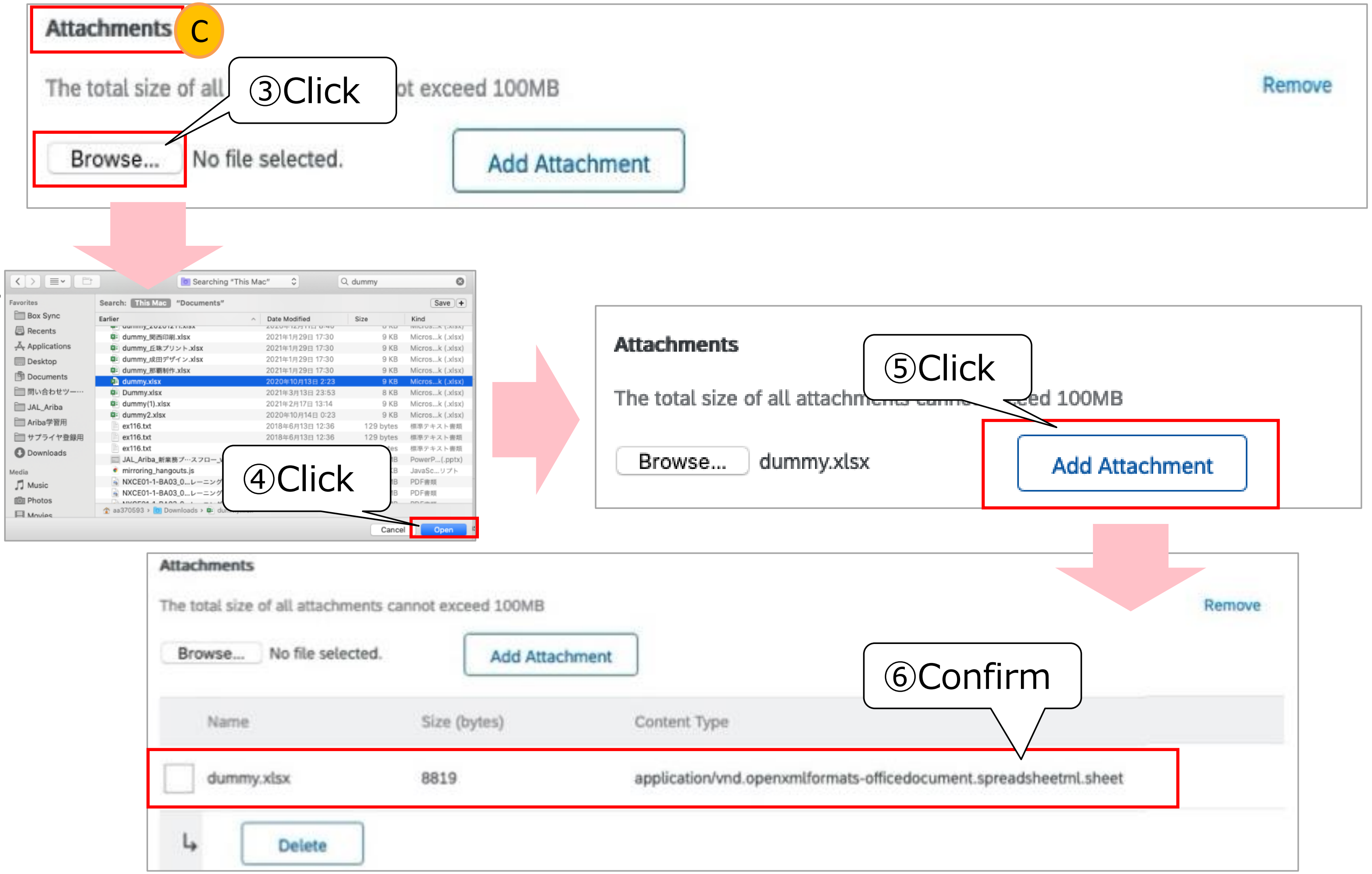
(C) Attachment
Attach the invoices that have been PDF.

The attachment procedure is as follows.
③Click "Browse…" in the attachmets' section.

④Select the appropriate file from your PC.

⑤Make sure that the file is selected and click ' Add Attachment '

⑥Confirm that the attached file has been added.

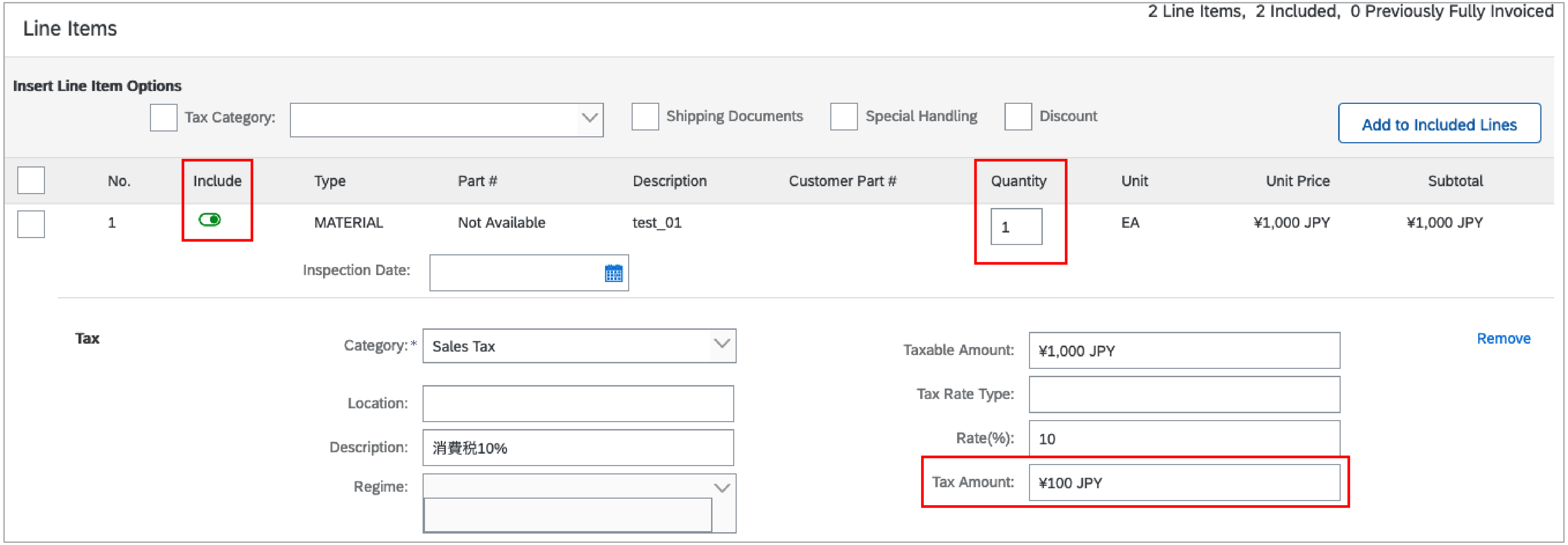


2. Create Invoice
2-4: Enter Line Items Information (1/4)

Important

JAPAN AIRLINES

Please edit the following information mainly in line item.
(1) Select the products to be included in the invoice.
(2) Select the quantity of the goods to be billed.
(3) Confirm and correct the tax amount of line UOM. **(Please do not forget to do so.)**
Do not edit any other part.



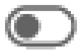
2. Create Invoice
2-4: Enter Line Items Information (2/4)

(1) Select the products to be included in the invoice.
The initial values of the products in the invoice line are the same products as the products that are included in the purchase order.
If you have any products that you do not want to bill in the purchase order, do the following actions.

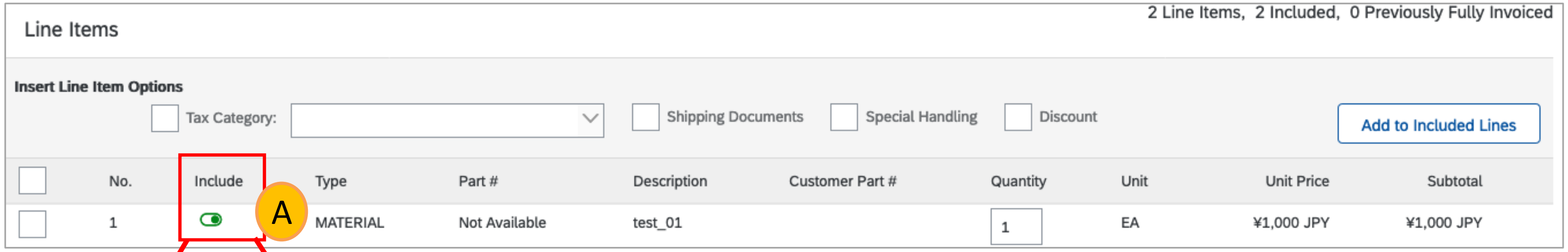
(A) Include
Click with the mouse

which is next to the product number

→ It is replaced by the following marks:



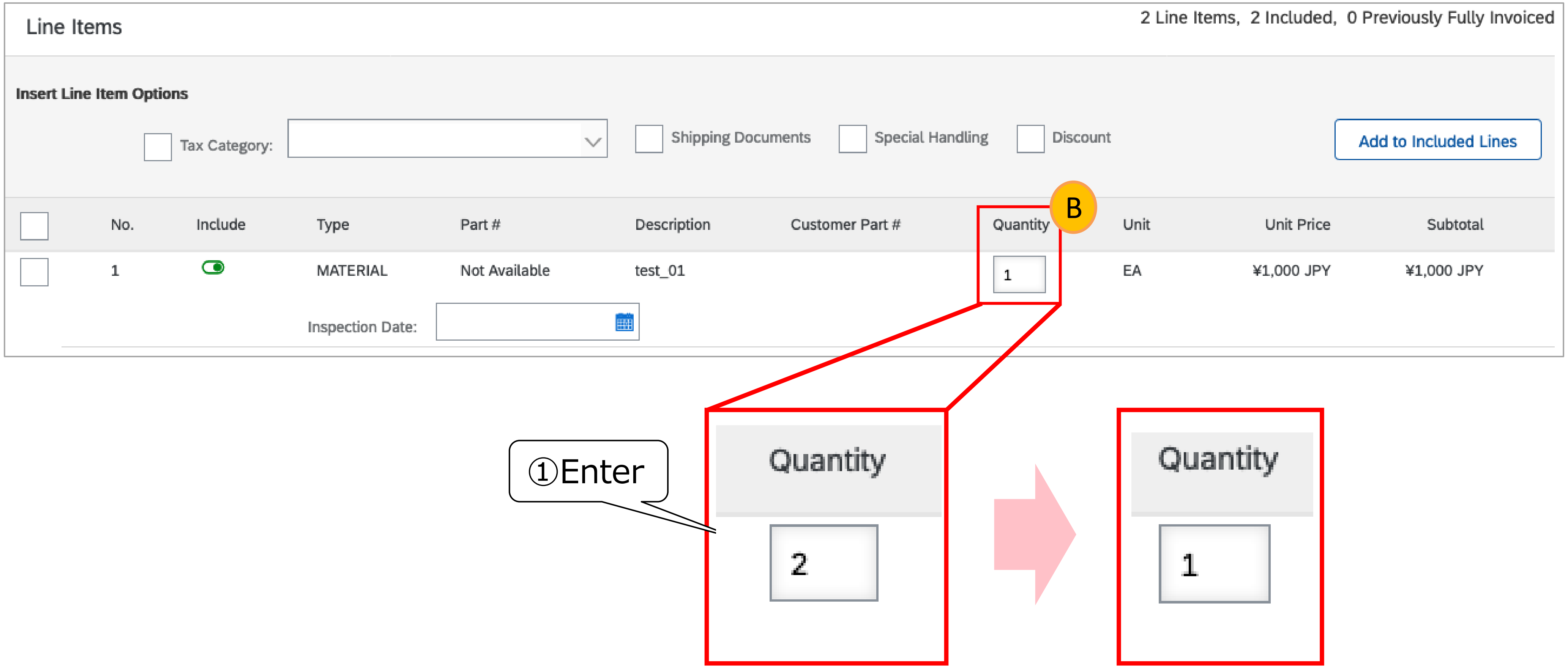
* If you click it again, it will return to "include" (green) mark.



2. Create Invoice
2-4: Enter Line Items Information (3/4)

(2) Select the quantity of the goods to be billed.
The initial value of the product quantity in an invoice line items is the same quantity as the one in the purchase order.
If you want to change it, please do the following actions.

(B) Quantity
Please enter the quantity billed.



2. Create Invoice
2-4: Enter Line Items Information (4/4)

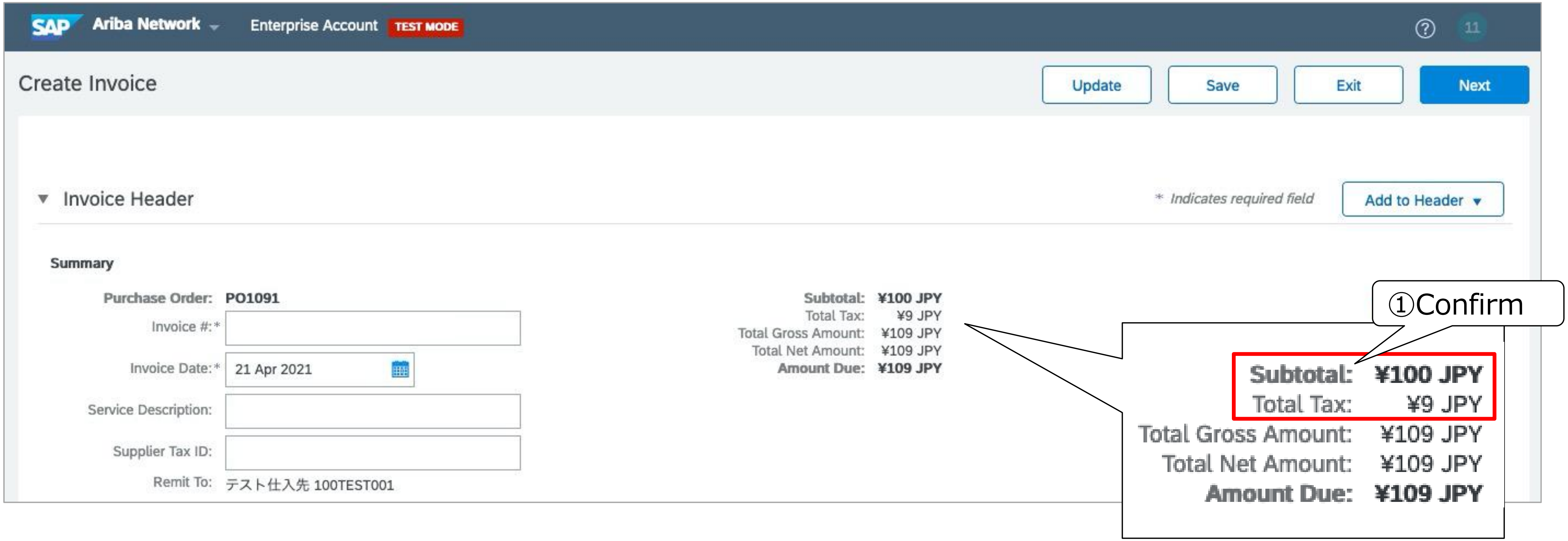
Important

(3) Confirm and correct the tax amount of line UOM. * See "p. 18 ~ 21".

(Please do not forget to do so.)

2. Create Invoice
2-5: Modify Tax Difference (1/4)

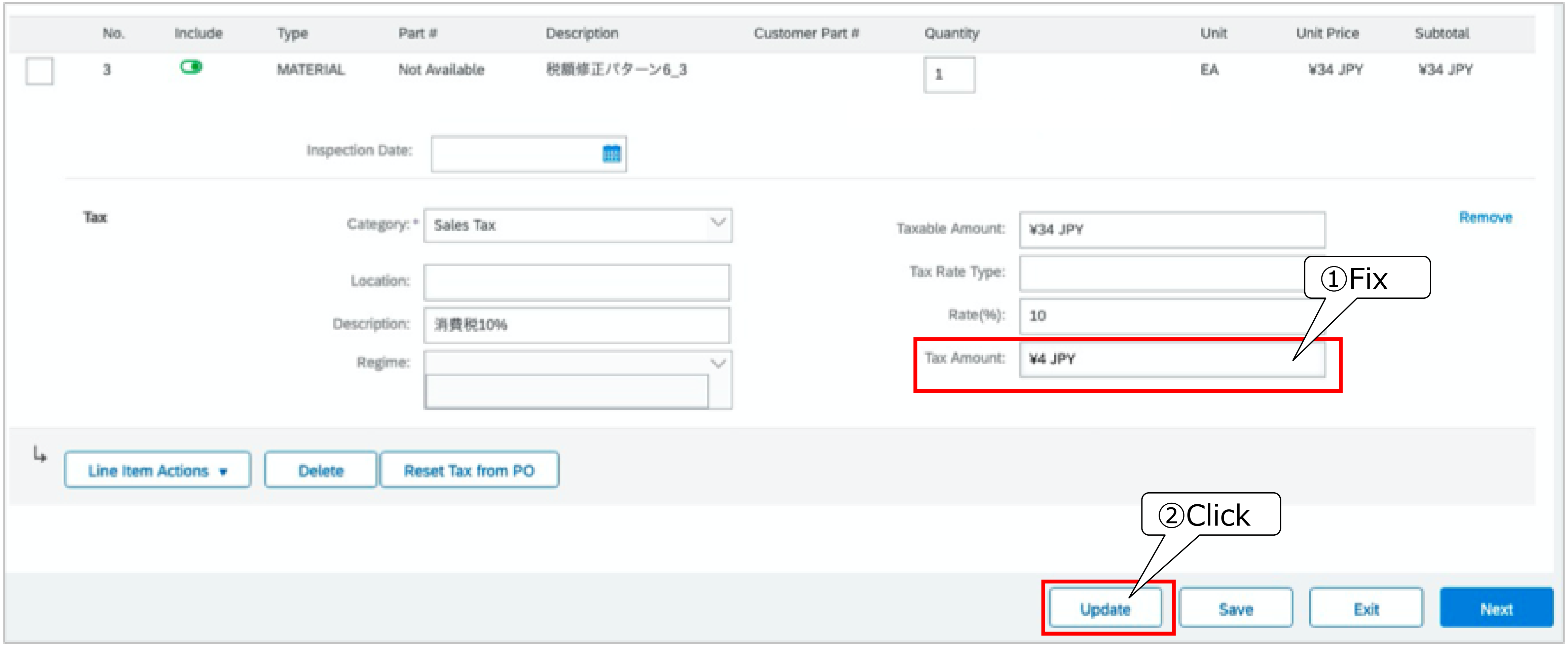
If there is a difference in tax amount, you must make corrections at the line level.
(1) Before submitting the invoice, check the calculated total tax amount to see that there are any differences the amount and the tax calculated by the supplier.
①The invoice header contains a "subtotal" and "total tax". Please verify that this tax totals and the tax total calculated by the suppler are the same. **If it does not match, you will need to modify the tax amount.**



2. Create Invoice
2-5: Modify Tax Difference (2/4)

Important

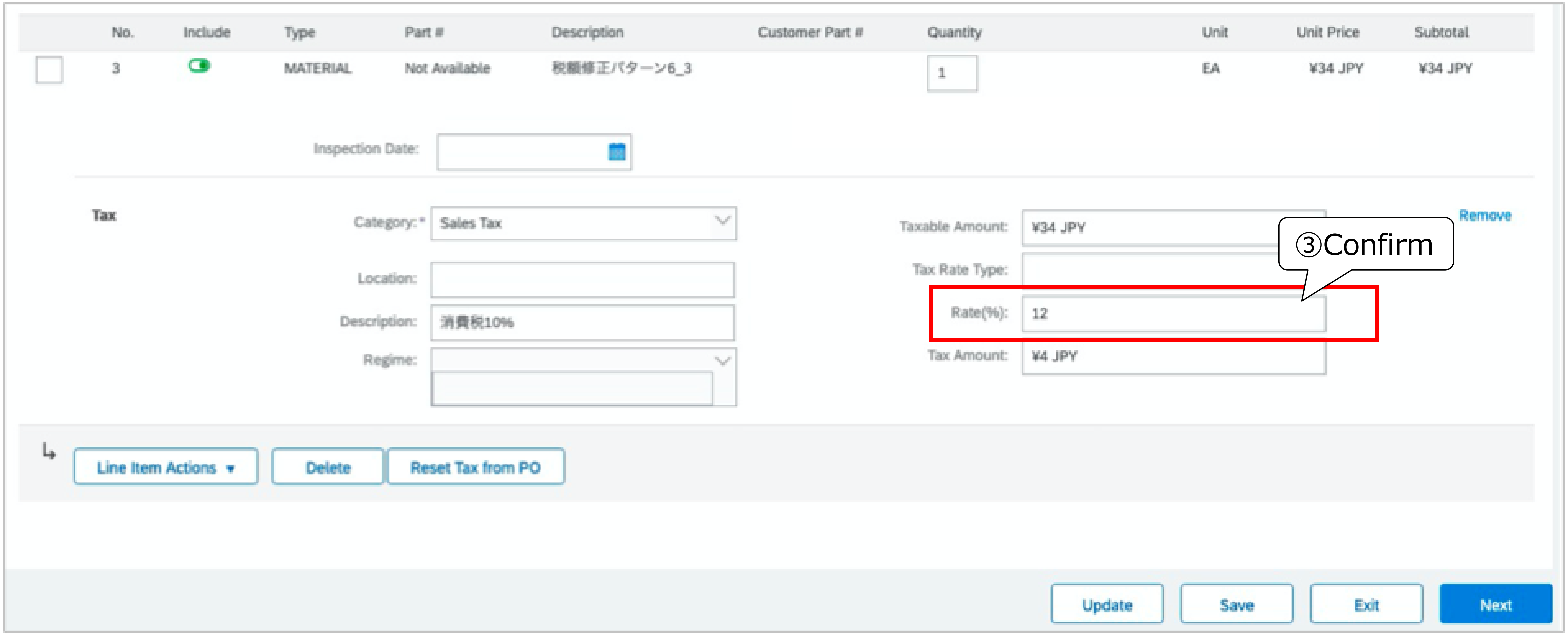
(2) If there is a tax difference, adjust the amount in each line item.
①Fix the tax amount in the line items when there are a tax differences.
②Click on "Update".



2. Create Invoice
2-5: Modify Tax Difference (3/4)

Important

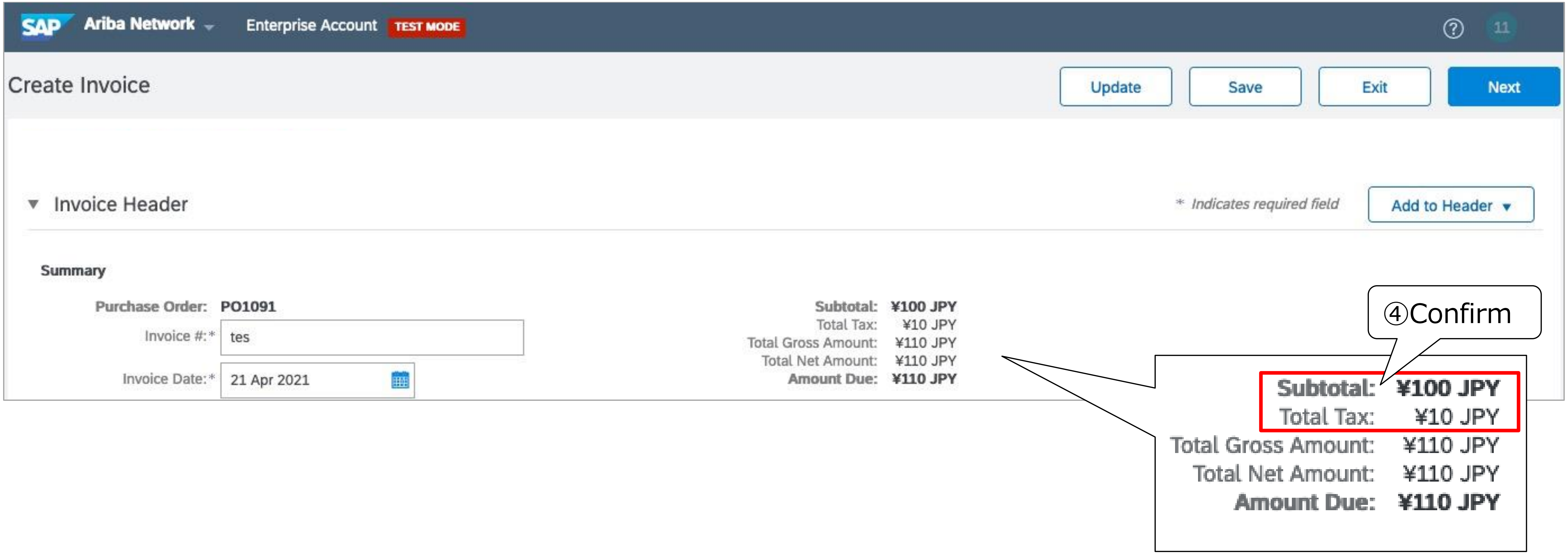
(2) If there is a tax difference, adjust the amount in each line item.
③Confirm that the tax rate is updated along with the revised tax rate.



2. Create Invoice
2-5: Modify Tax Difference (4/4)

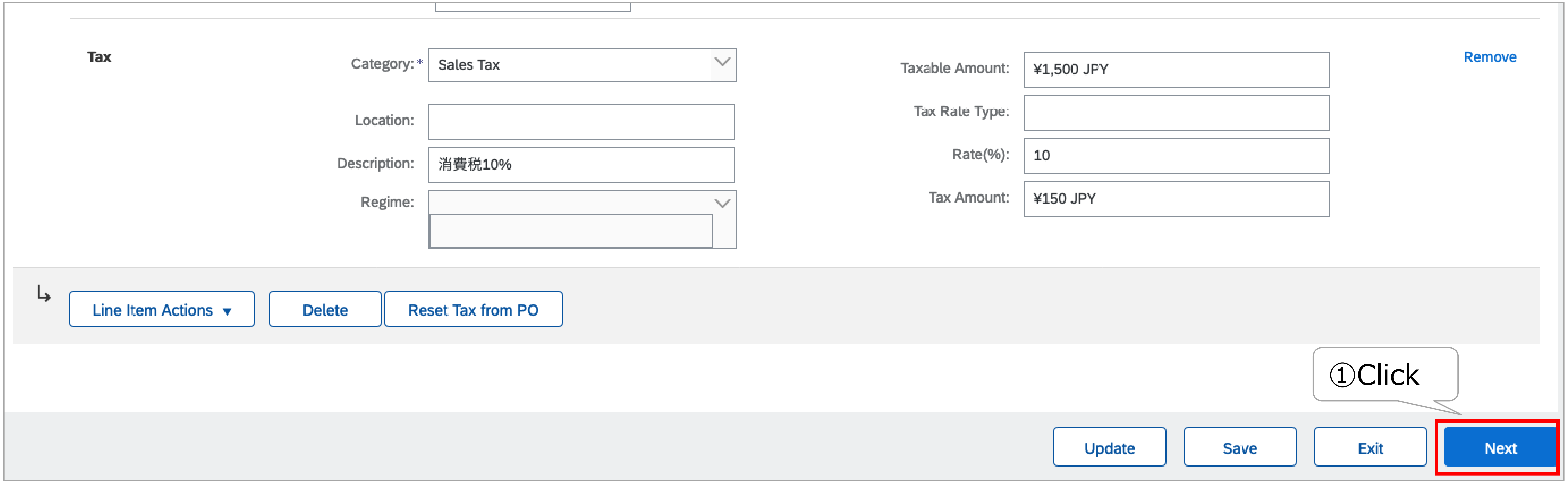
Importance

(2) If there is a tax difference, adjust the amount in each line item.
④ Confirm that the tax amount in the header part has been modified.



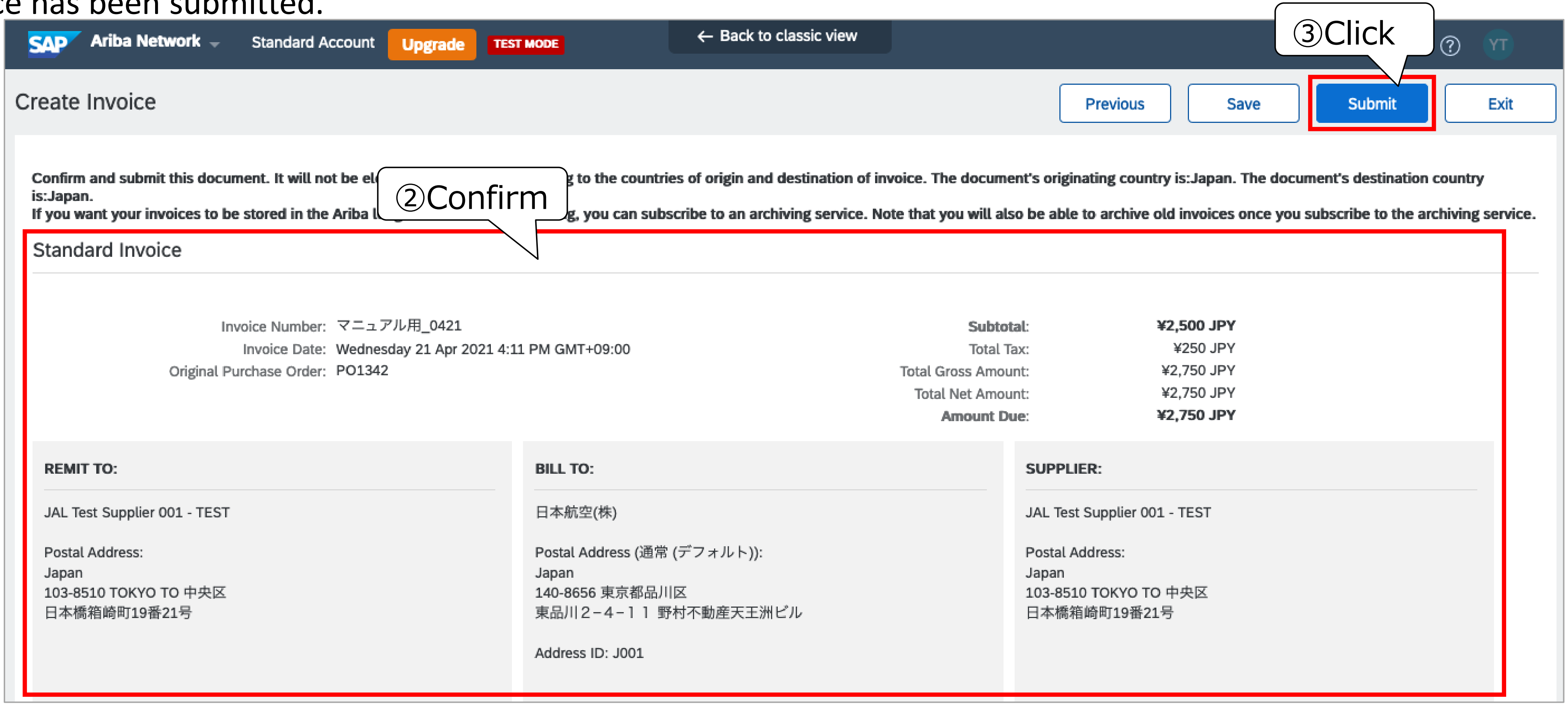
2. Create Invoice
2-6: Publish Invoice (1/3)

(1) Review the invoice contents and issue it.
①After you have finished entering the header and line items’ information, click the "Next" button at the top right or bottom right of the screen.
You will transition to the confirmation screen of the invoice.
* If the screen does not change, it is possible that the required fields have not been entered. Scroll the screen to find out the error item in red.



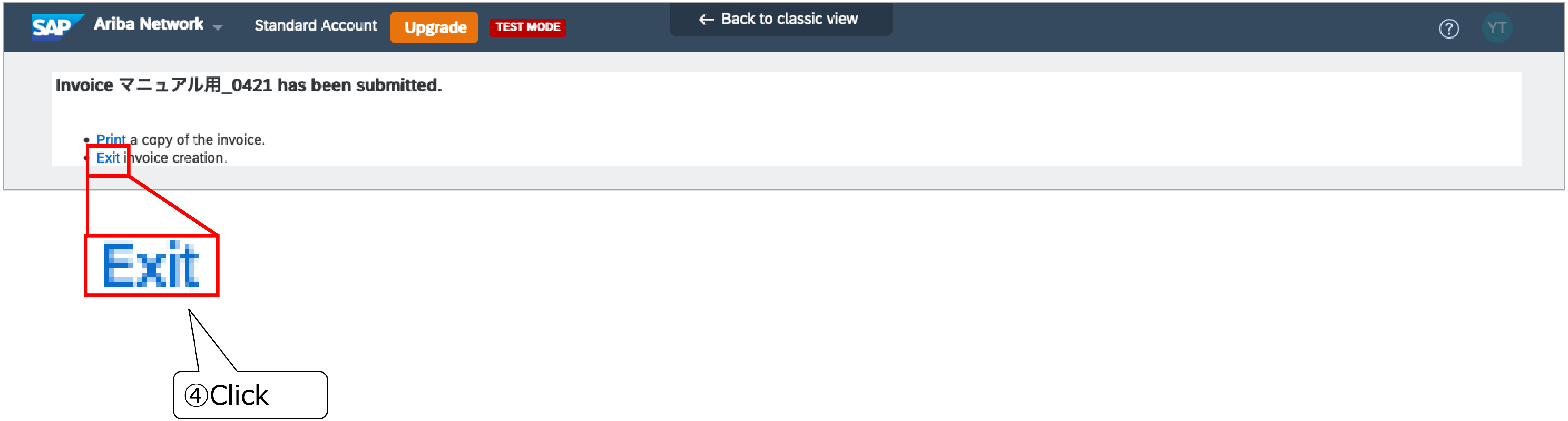
2. Create Invoice
2-6: Publish Invoice (2/3)

(1) Review the invoice contents and issue it.
②After the content confirmation screen is displayed, confirm it while scrolling.
③Click the "Submit" button after confirming the contents. You will transition to the screen which shows that the invoice has been submitted.



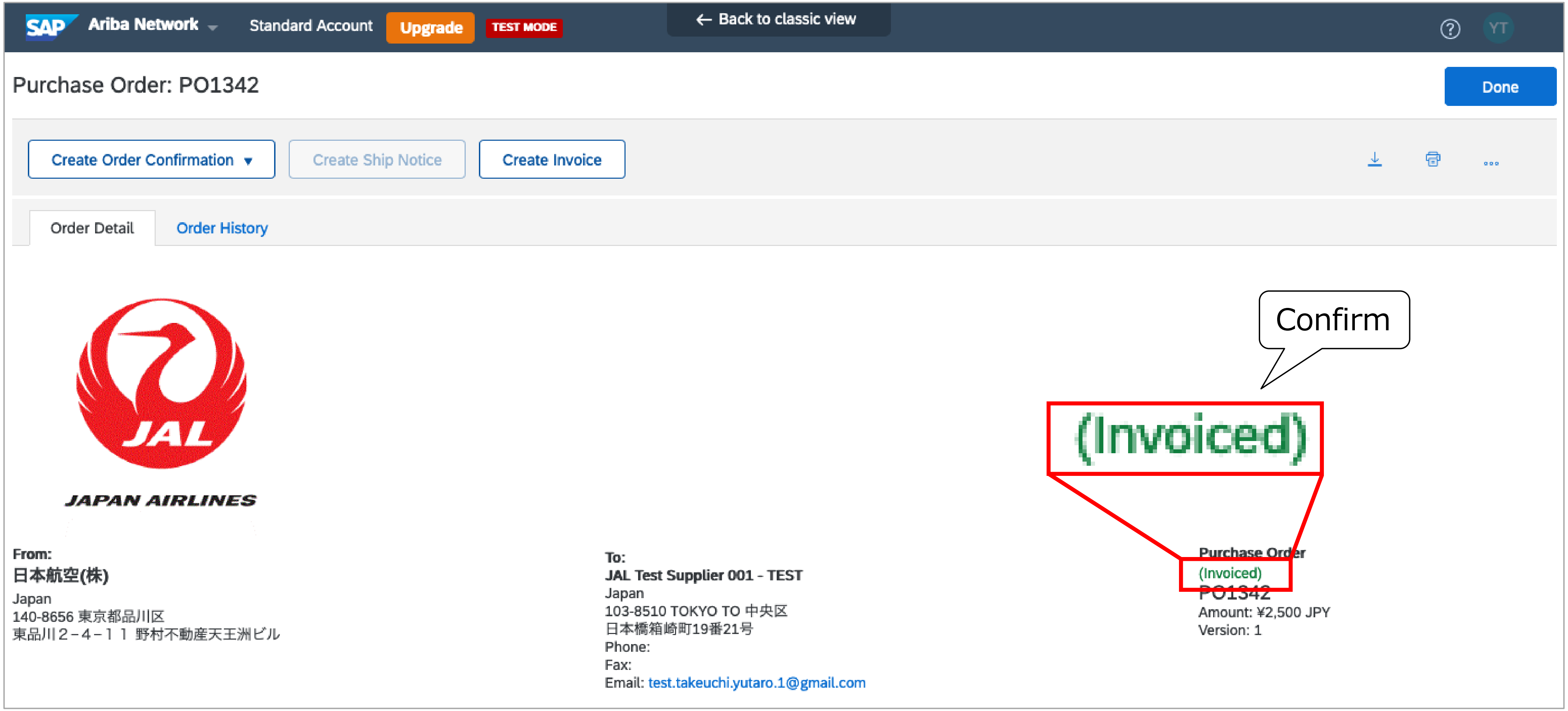
2. Create Invoice
2-6: Publish Invoice (3/3)

(1) Review the invoice contents and issue it.
④Click "Exit" to transition to the purchase order screen.



2. Create Invoice
2-7: Checking the status of the invoices

Confirm that the status of the purchase orders screen is "Invoiced".



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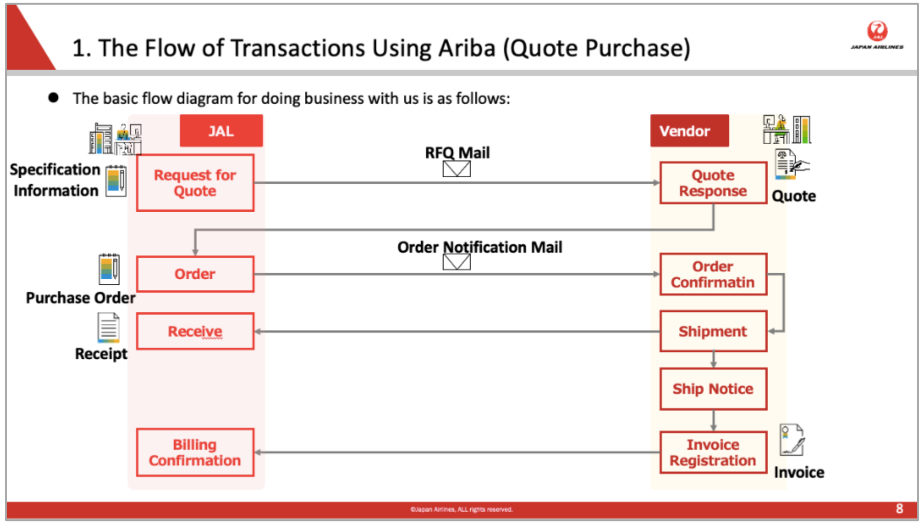
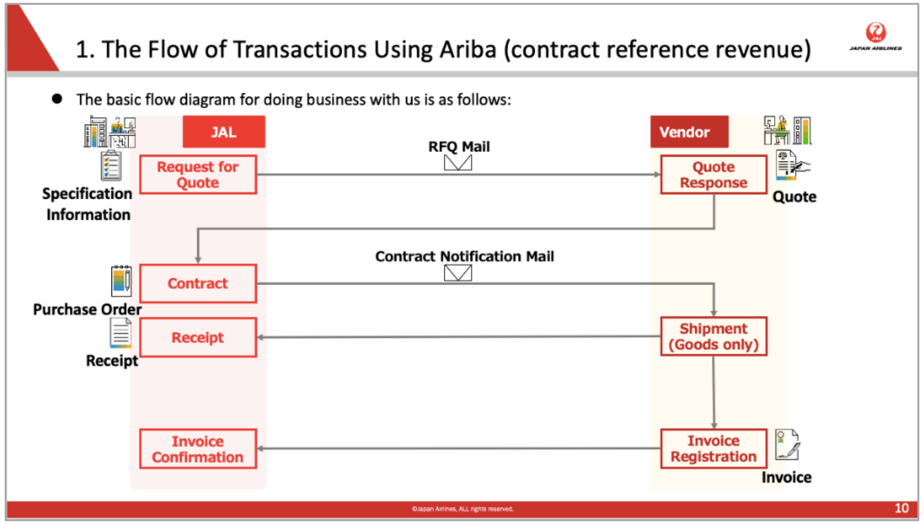
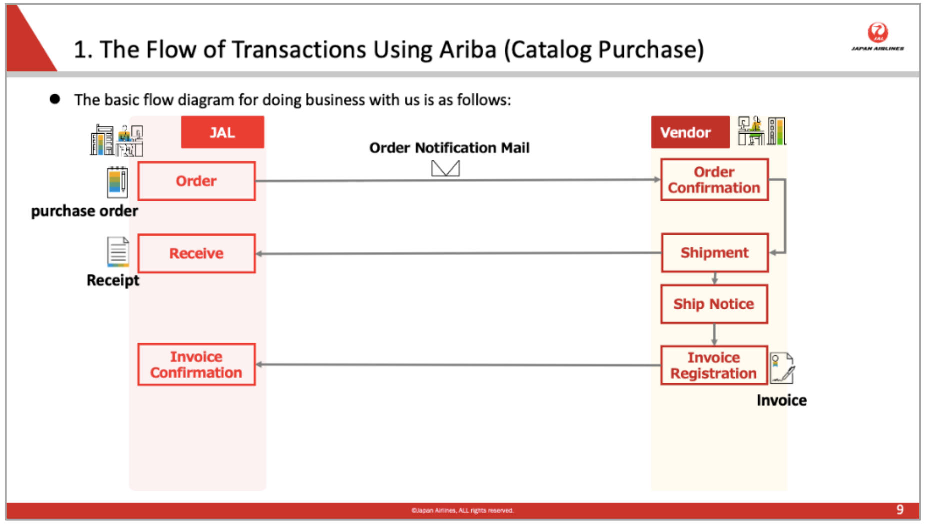
3. Create Contract Invoices (Payment of Actual Cost, Deferred Payment)

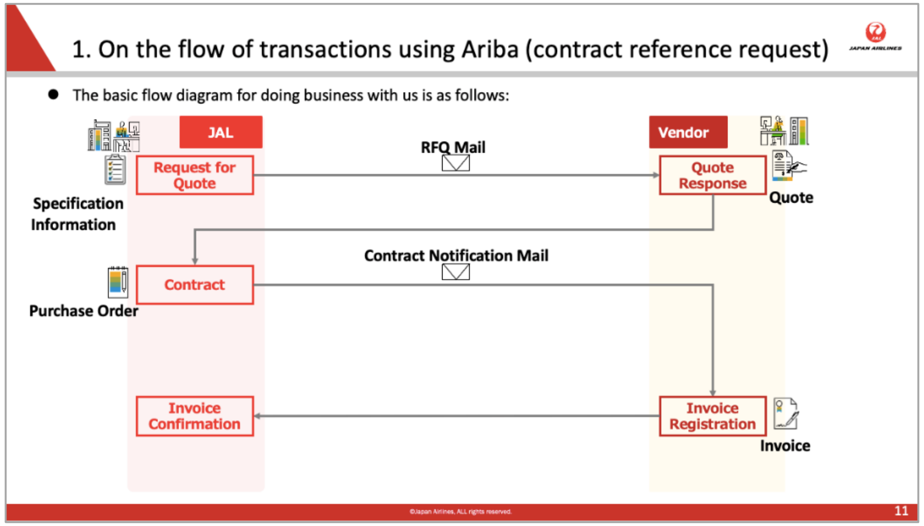
JAPAN AIRLINES

- Describes the invoice registration for the following purchasing patterns marked with red border :







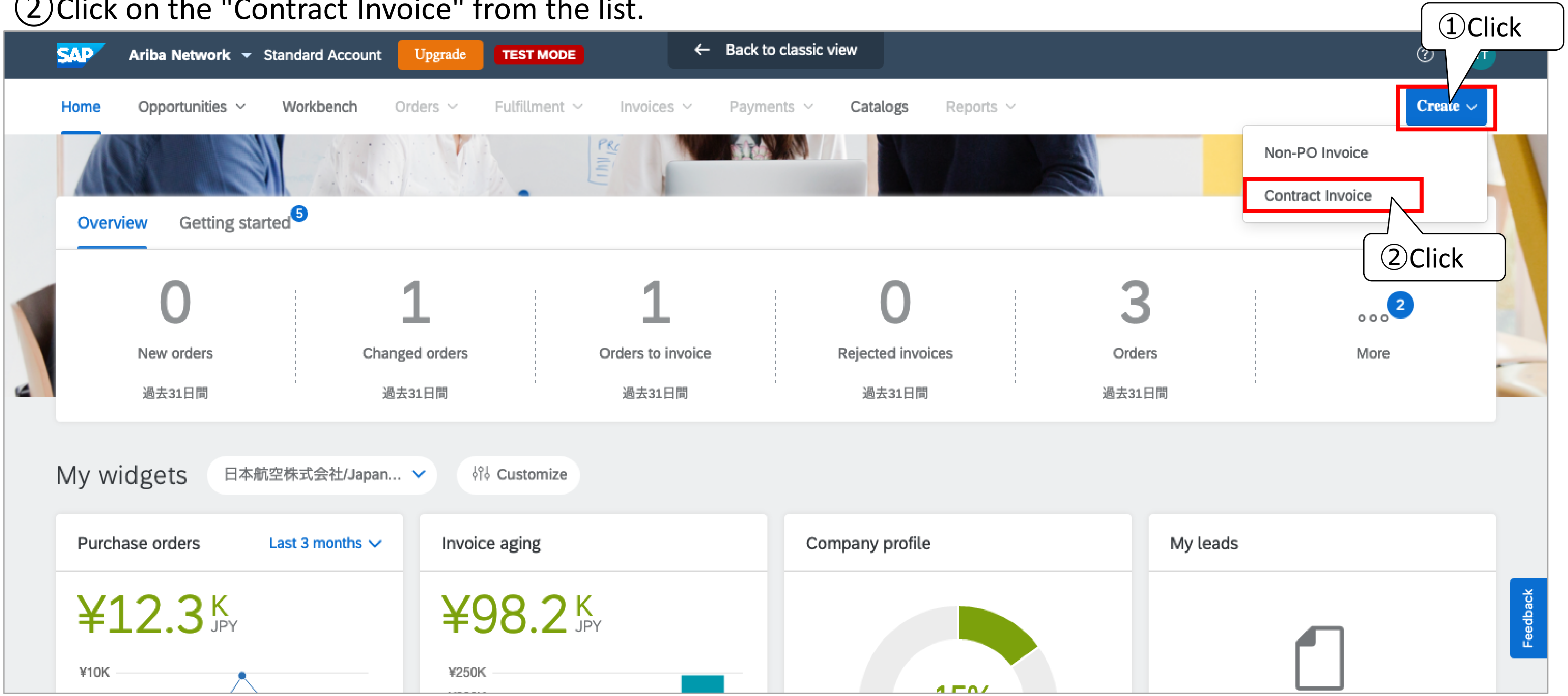


3. Create Contract Invoices (Payment of Actual Cost, Deferred Payment)

- Describes the procedure to create an invoice in the case that the payment is done based on the actual cost in accordance with the price and conditions that are agreed in advance by contracts etc.
- When the contract terms are published, you will receive an email notification which is similar with the following. Please create a contract reference invoice after confirming the contract number.
- **Please print the contract number to the delivery label or the product label at the time of delivery.**

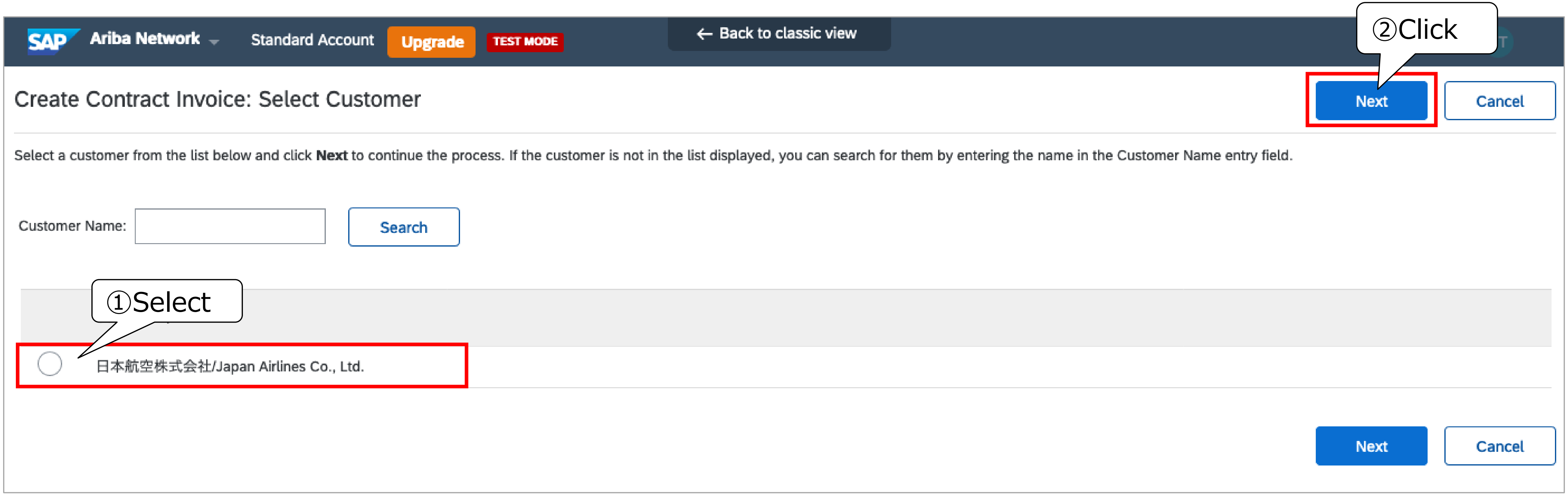
3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-1: Access the Screen to Create Contract Invoice

Transition to the screen of create contract invoices .
①Click "Create" at the top right of the home screen.
②Click on the "Contract Invoice" from the list.



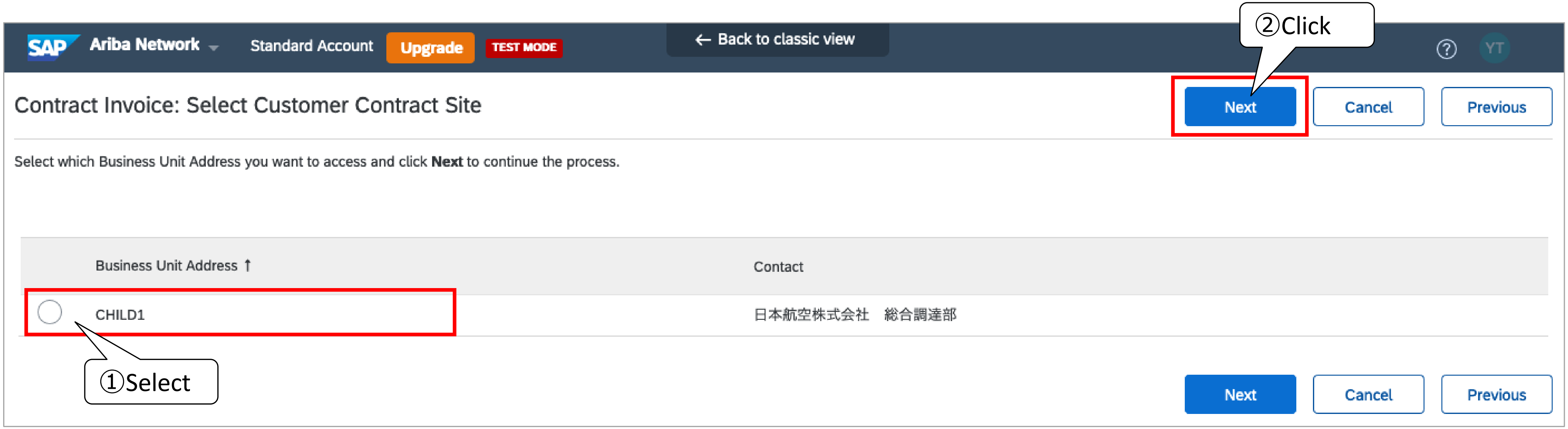
3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-2: Input Prerequisite (1/5)

(1) Select the company for which the invoice is created.
①Select "日本航空株式会社 /Japan AirlinesCo.Ltd."
*Please select above name in order to charge to an JAL Group company also.
②Click "Next".



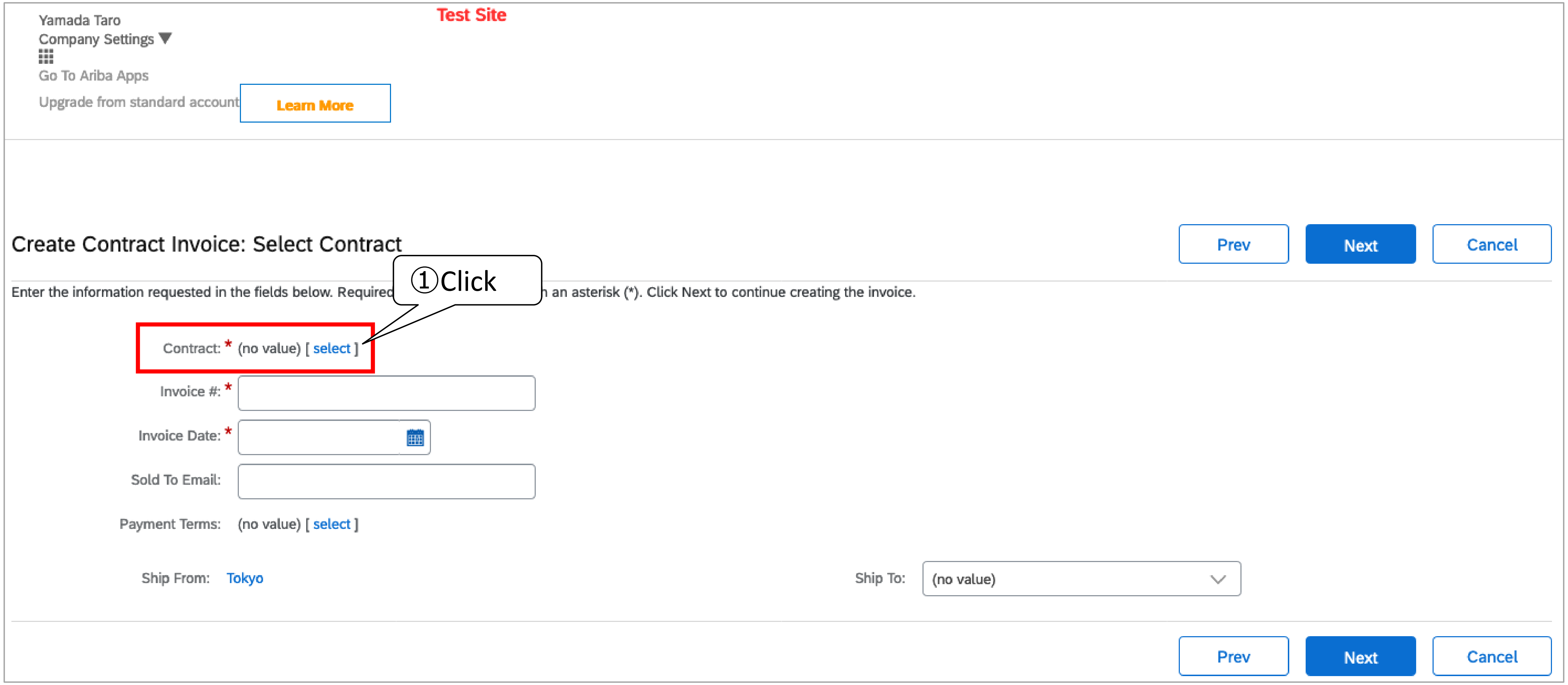
3-2: Input Prerequisite (2/5)

(2) Select the contract site.
① Select "CHILD1" for the business unit address.
② Click "Next".



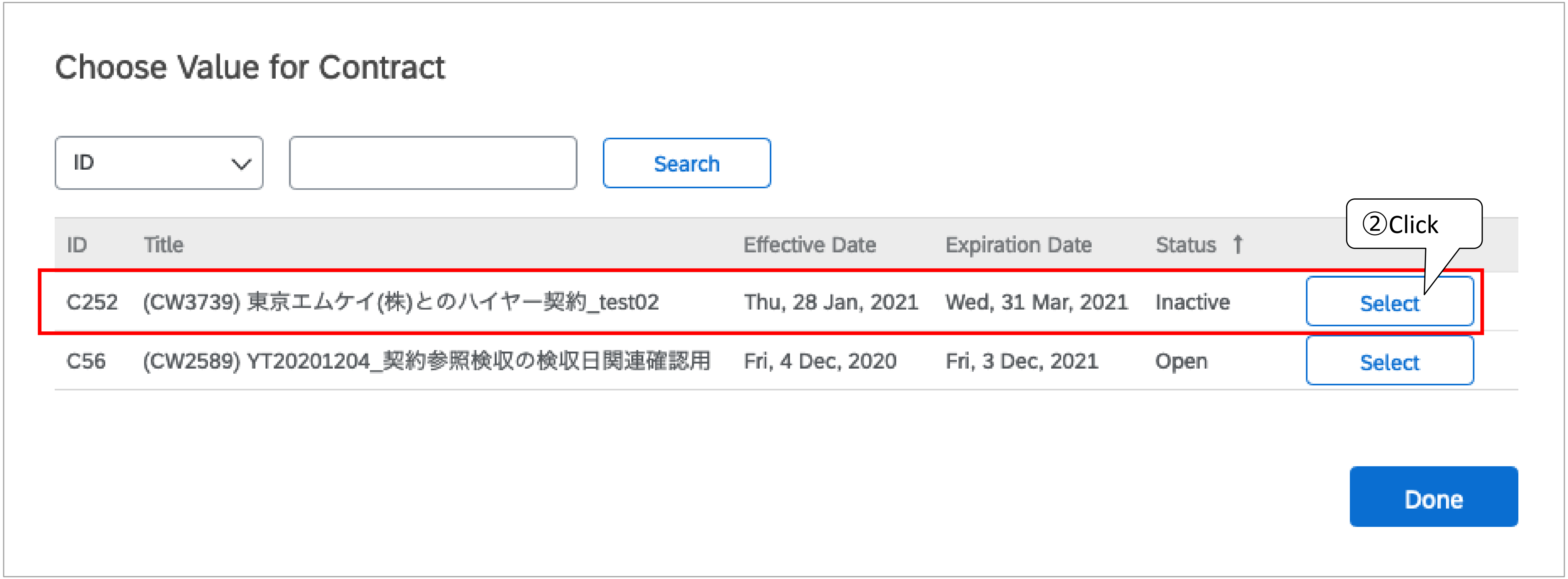
JAPAN AIRLINES

(3) Select the contract to be billed.
①Click "Select" to the right of the contract. And you will transition to the screen where the list of contracts is displayed.



3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-2: Input Prerequisite (4/5)

(3) Select the contract to be billed.
②Find the contract which is to be billed by the contract number, and click "Select" on the right of the target contract.
* The project title is displayed in the contract title.

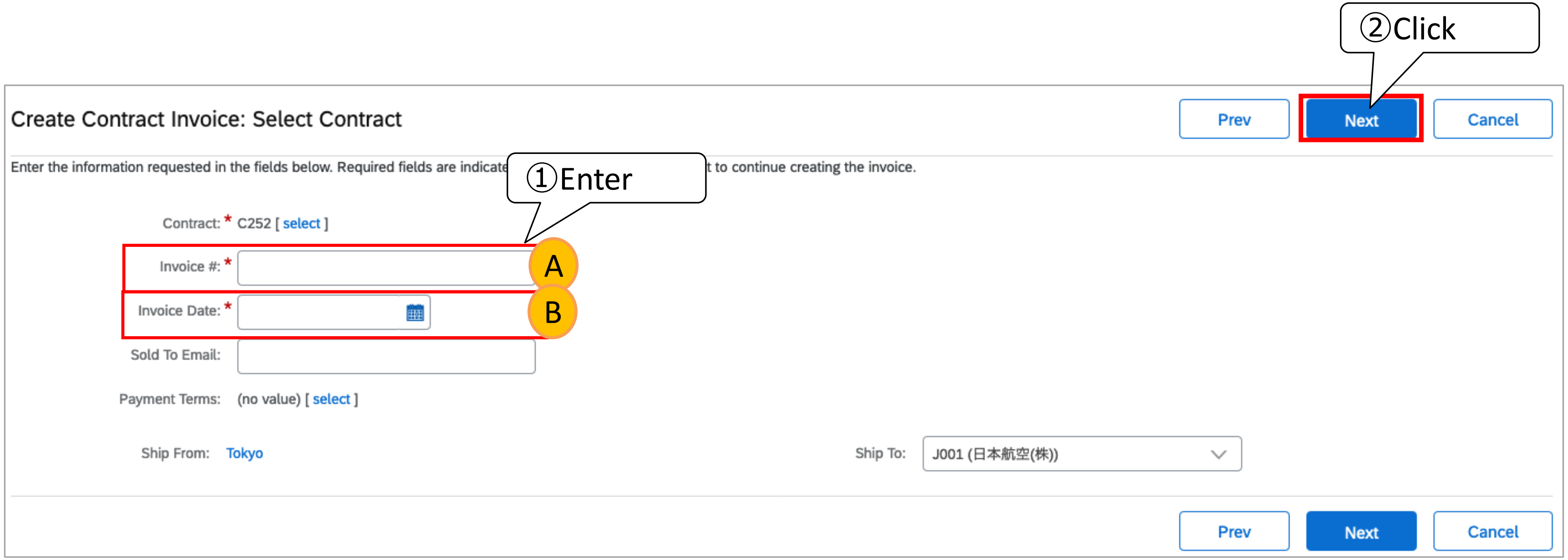


3-2: Input Prerequisite (5/5)

(4) Enter billing information for the contract.
①Enter the information about the contract which is to be billed.
②After entering the information, click "Next". And you will transition to the screen of creating an invoice.

(A) Invoice #
Please enter an Invoice Number.
*Invoice numbers that you have entered in the past cannot be entered.

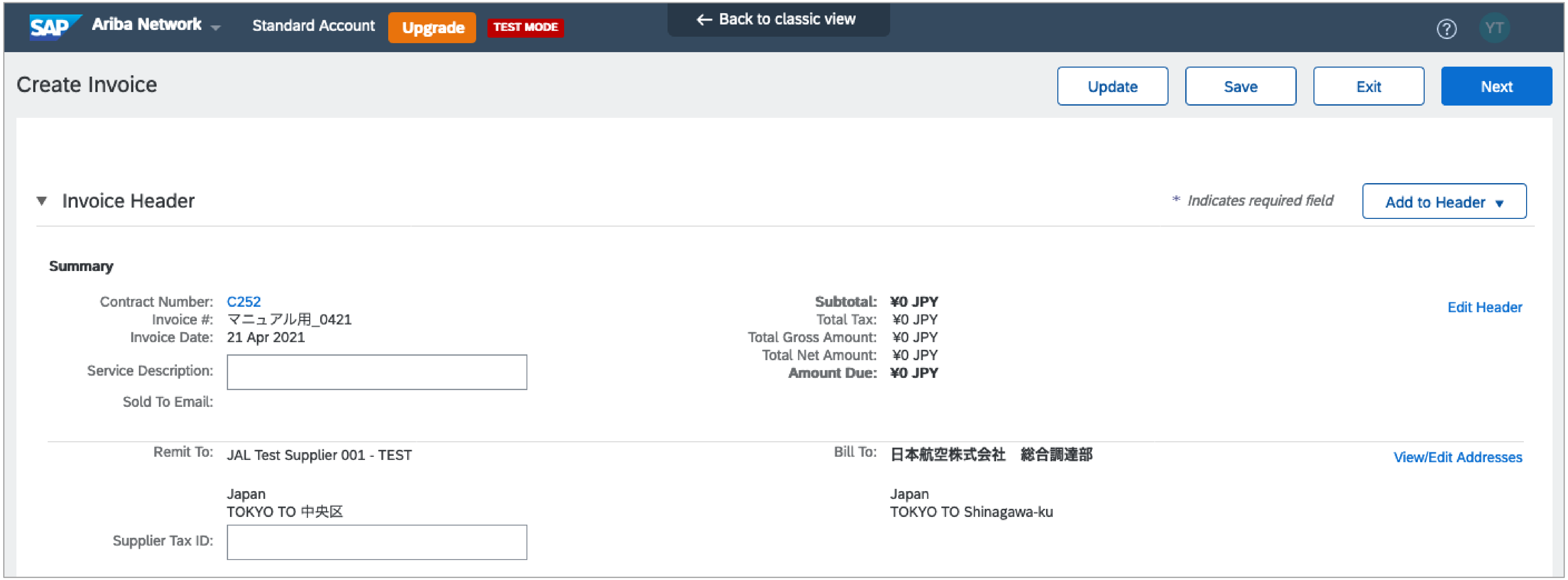
(B) Invoice Date
The date on which you created the invoice is entered as a default date. Re-enter the billing date if required.
*The future date cannot be entered, and the date can be entered until 28 days ago.



3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-3: Enter Header Information

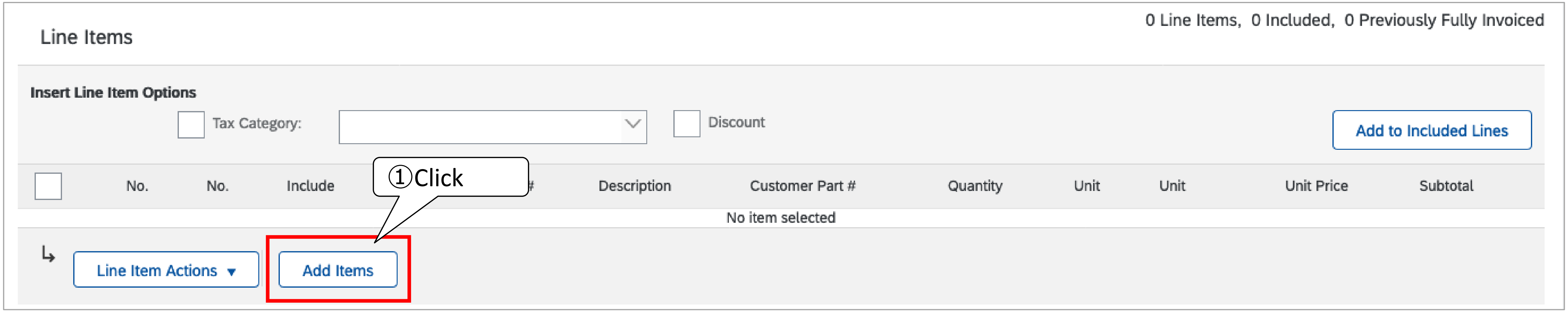
JAPAN AIRLINES

You don’t need to enter the invoice number or invoice date as the header information of the contract reference invoice because those information is entered on the previous screen.
Please attach only PDF file of the invoice. * Refer to the P12 - 13 for more detail procedure.



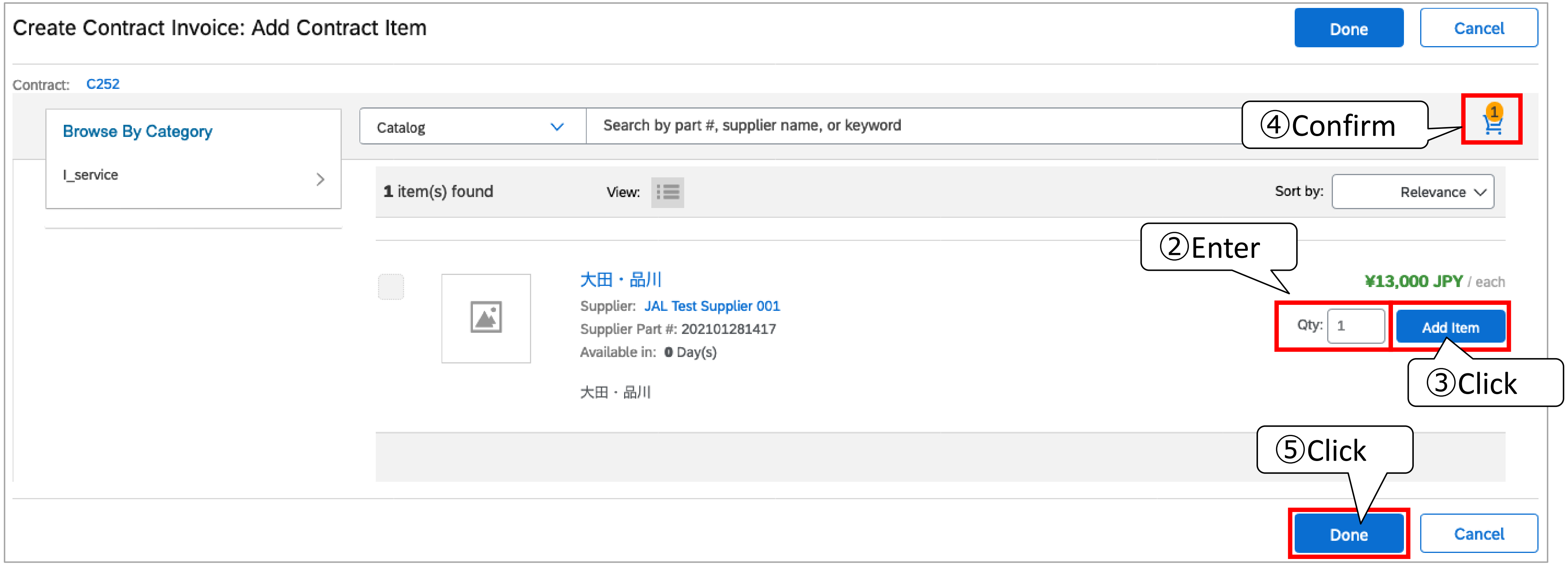
3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-4: Enter Line Information (1/6)

When you create a contract invoice, you need to add the item because the items are not set automatically.
(1) Add a line item.
①Click "Add Items". After clicking it, a screen for selecting and adding the items that are assigned to the contract is displayed.



3-4: Enter Line Information (2/6)

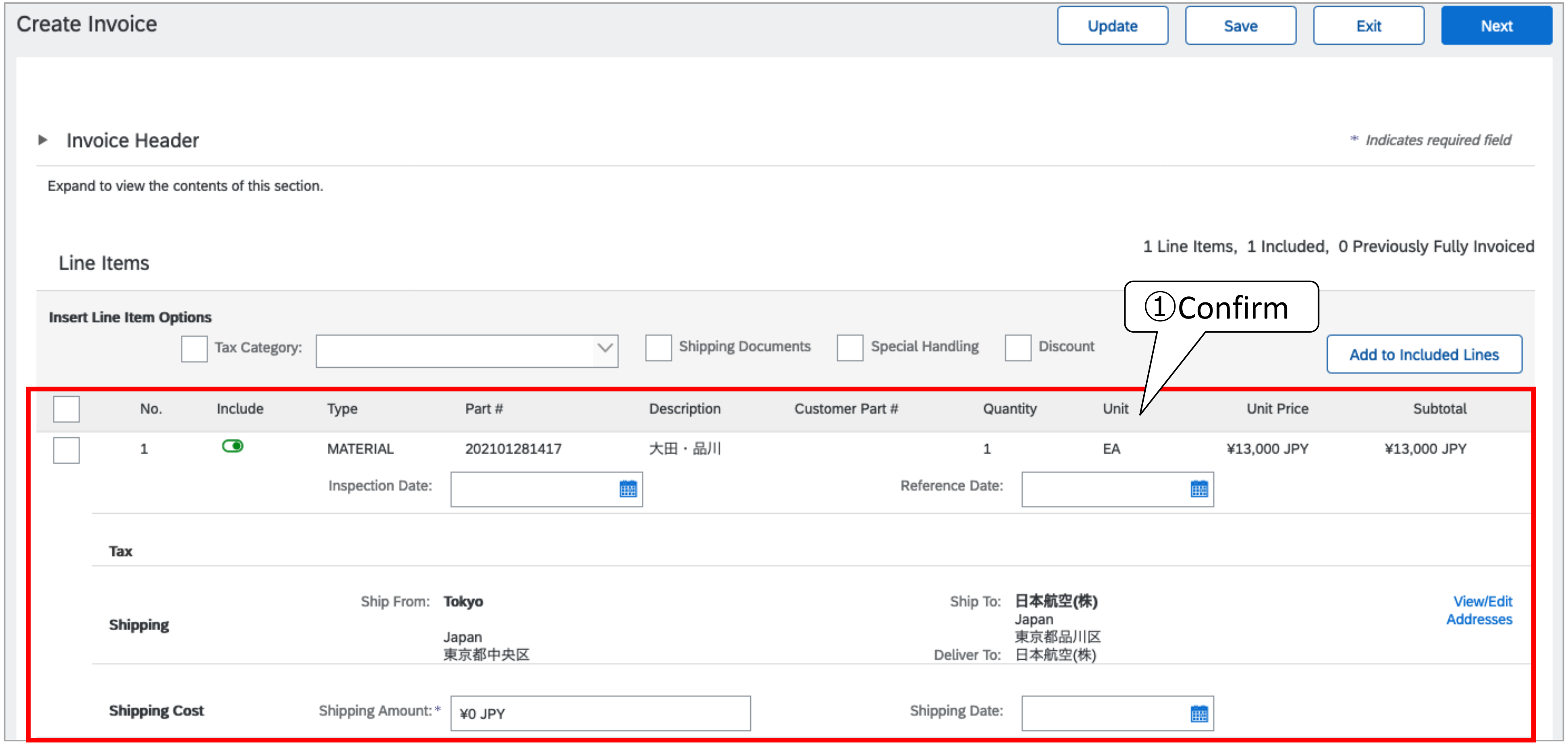
When you create a contract invoice, you need to add the item because the items are not set automatically.
(1) Add a line item.
②Enter the quantity on the right of the line item.
③Click "Add Line Item" after entering the quantity.
④After carrying out the step ③, confirm that the quantity displayed on the cart has been updated.
⑤Click "Done ".



3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-4: Enter Line Information (3/6)

JAPAN AIRLINES

When you create a contract invoice, you need to add the item because the items are not set automatically.
(2) Verify that the item has been added.
① Confirm that the selected line item has been added.



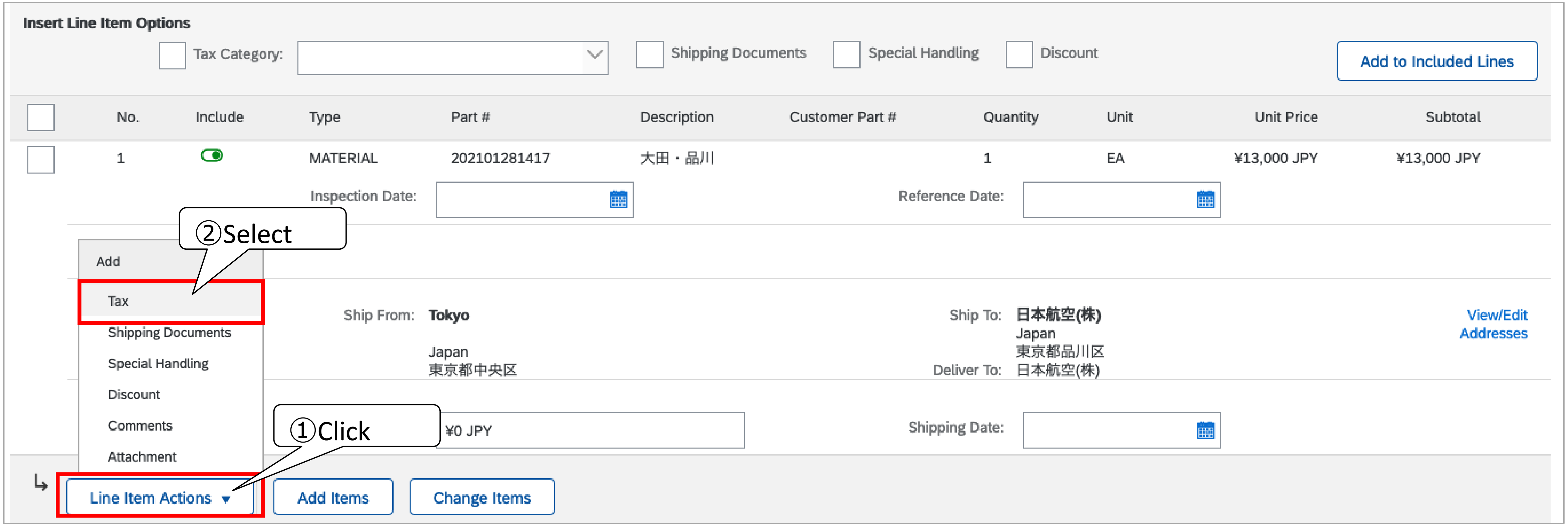
3-4: Enter Line Information (4/6)

When you create a contract invoice, you need to add the item because the items are not set automatically.

(3) Enter the tax information.

①Click on "Line Item Actions".

②Select "Tax".



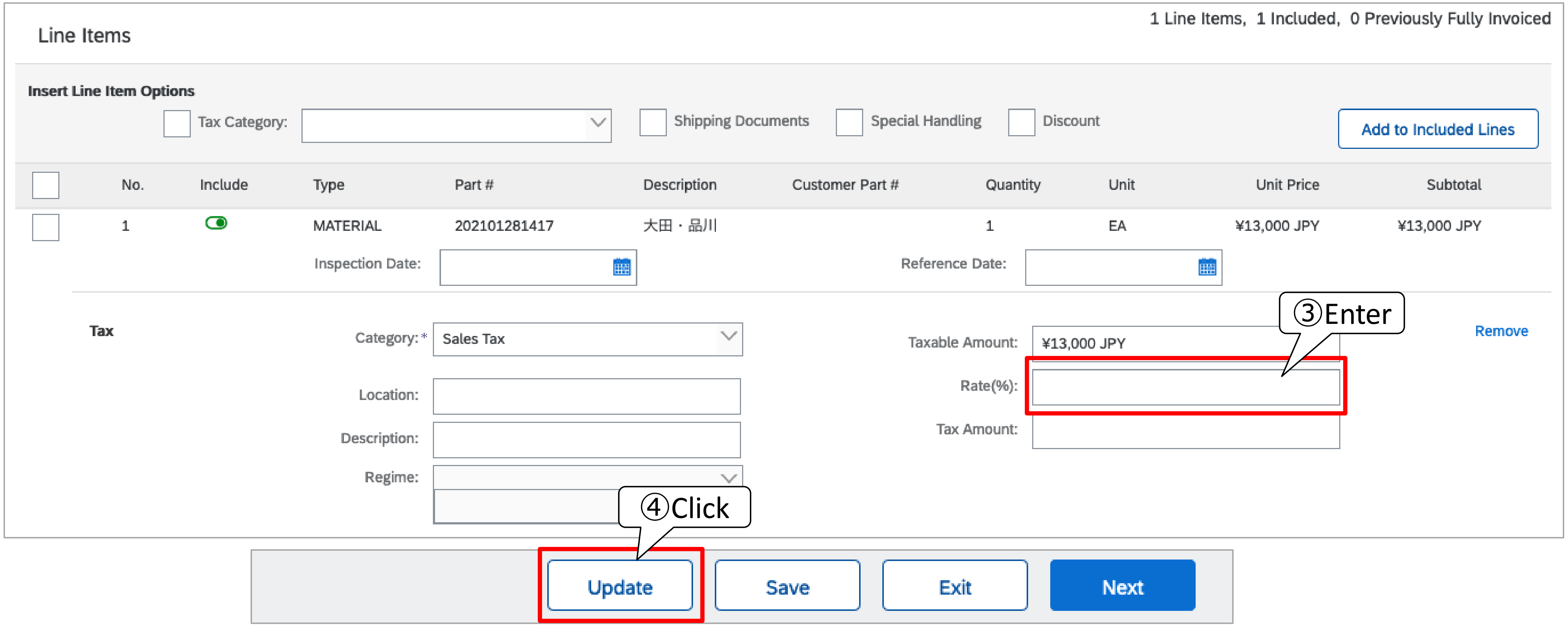
3-4: Enter Line Information (5/6)

When you create a contract invoice, you need to add the item because the items are not set automatically.

(3) Enter the tax information.

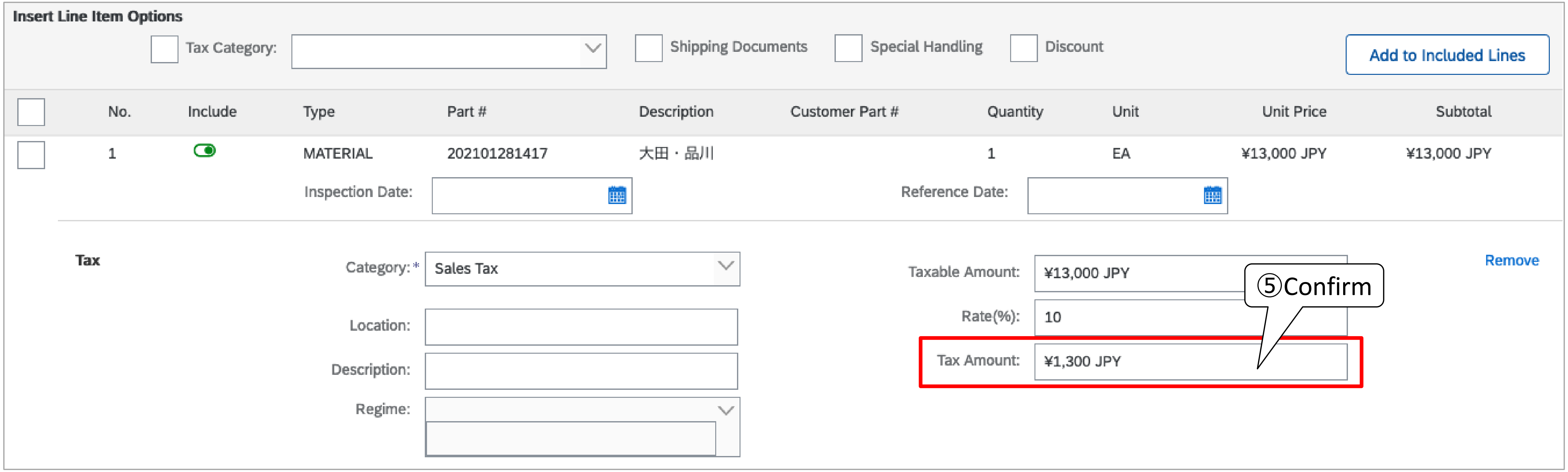
③ Enter the tax rate.

④ Click "Update".



3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)
3-4: Enter Line Information (6/6)

When you create a contract invoice, you need to add the item because the items are not set automatically.
(3) Enter the tax information.
⑤ Confirm that the tax amount has been updated.
For further processing, see from P18 in this manual.



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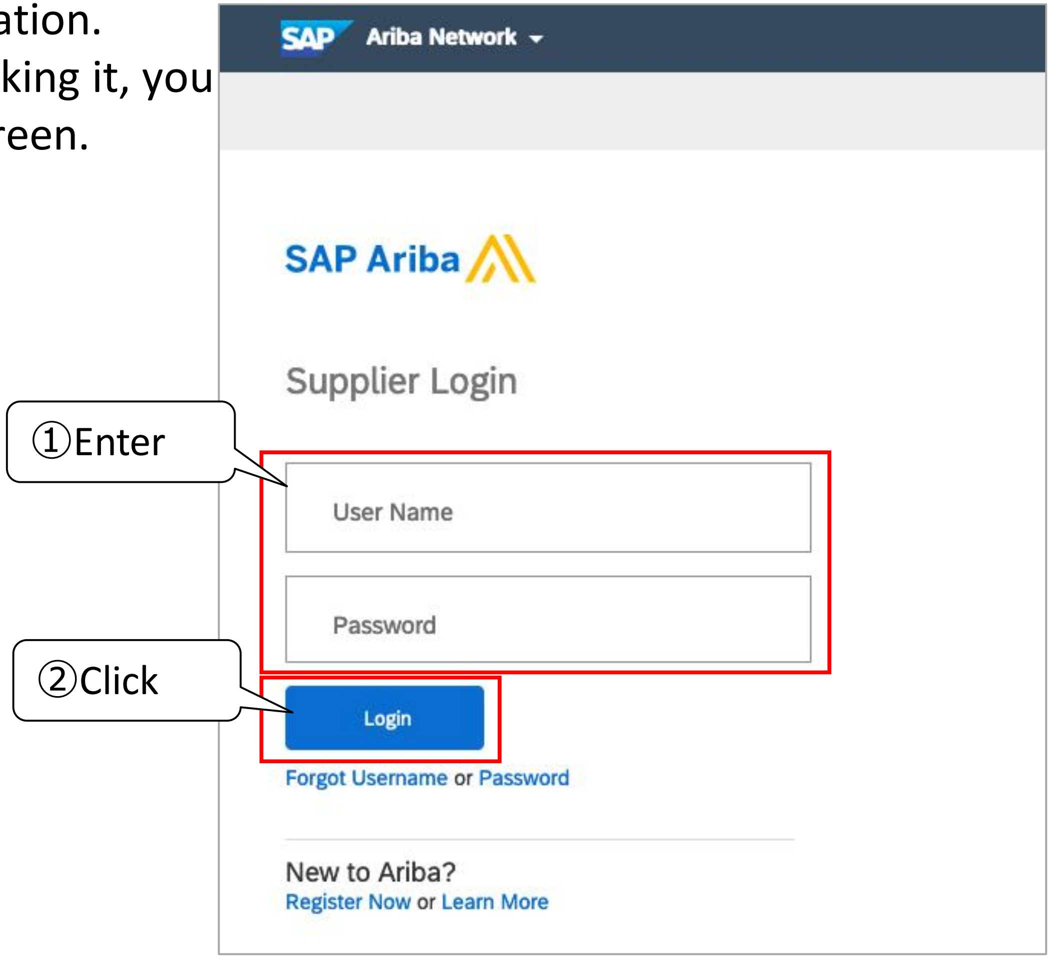
4-1: Re-send Purchase Order Email (1/3)

If you accidentally delete or lose the "purchase order email", or you want to do the "order confirmation" or "shipment notice" again even if you have already did them, you can re-submit the purchase order email from the Ariba Network.

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

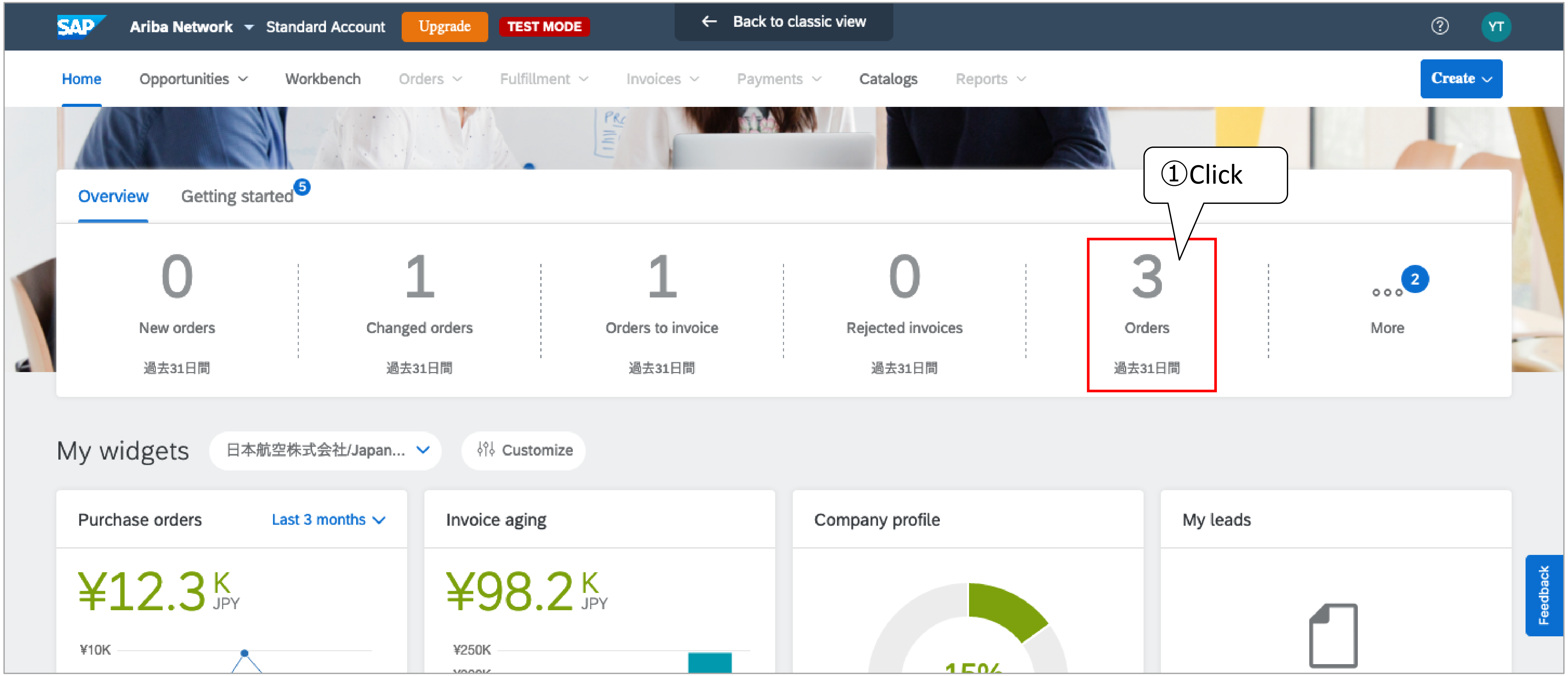
①Enter the login information.

②Click "Login". After clicking it, you will transition to home screen.



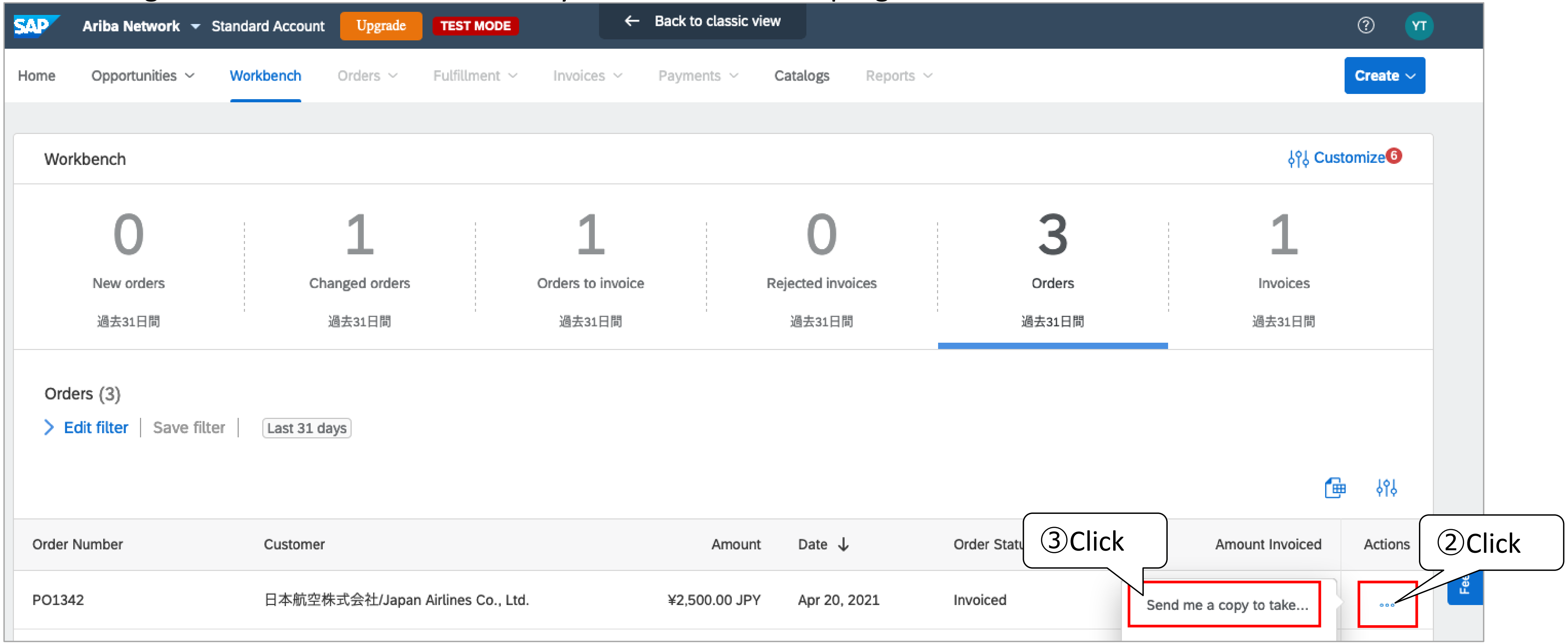
4. Other Features
4-1: Re-send Purchase Order Email (2/3)

(2) Resend a purchase order from the home screen.
①Click on the "Order" tab.



4. Other Features
4-1: Re-send Purchase Order Email (3/3)

(2) Resend a purchase order from the home screen.
②Click "Actions" on the right of the order whose email is needed to be sent.
③Click "Send me a copy to take action".
* You can change the e-mail address from "My Account" at the top right of the home screen.



Modification Log

File Name	JAL_Ariba_SA_3_Suppliers Manuals _ Creation of Invoice and Contract Reference Invoicing _v0.1
File Location	-

Change History

Ver.	Date Modified	Responsible	Where to change	What to change	Review date	Review by
0.1	2021/4/7	IBM Iwasaki	-	Draft Creation		
0.1	2021/4/23	IBM Utsumi	-	Create English Version	2021/4/26	IBM Arai

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Ver.	Approval date	approved by	Approval Comment