

Creation of Invoice and Contract Reference Invoicing

3/31

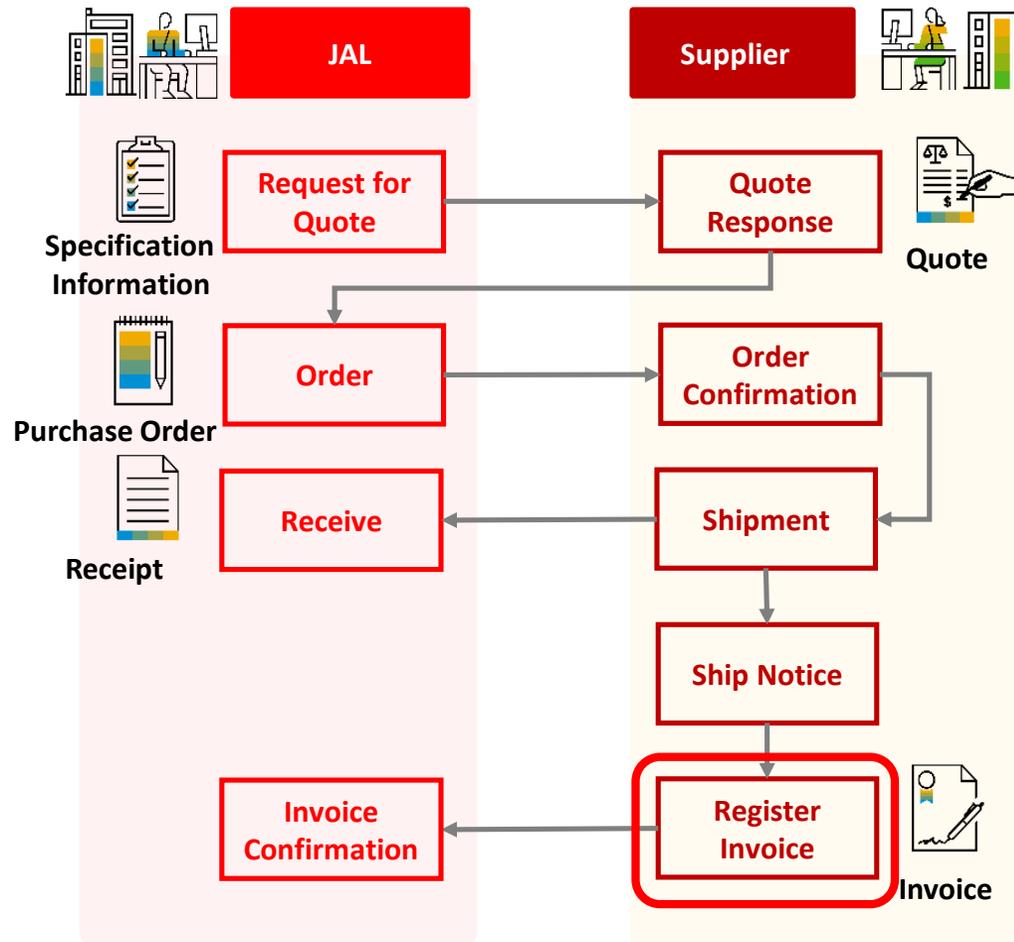


JAPAN AIRLINES

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)

Invoice #:*

example)

Invoice #:* **! Required field**

 Don't use

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4. Other Features

4-1: Re-send Purchase Order Email

2. Create Invoice

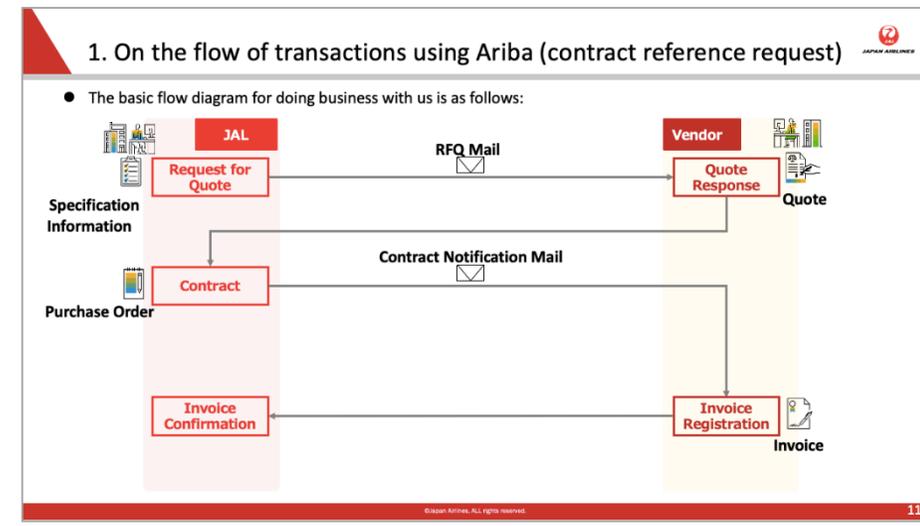
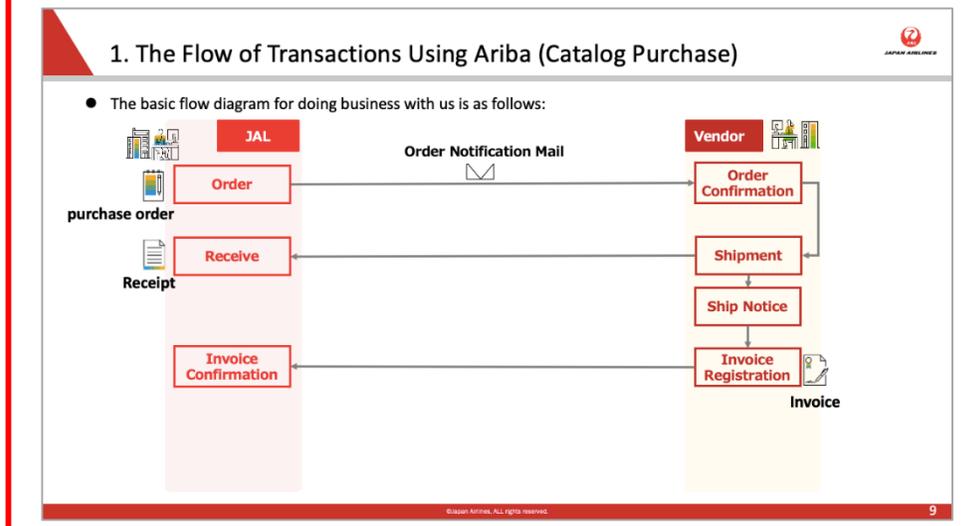
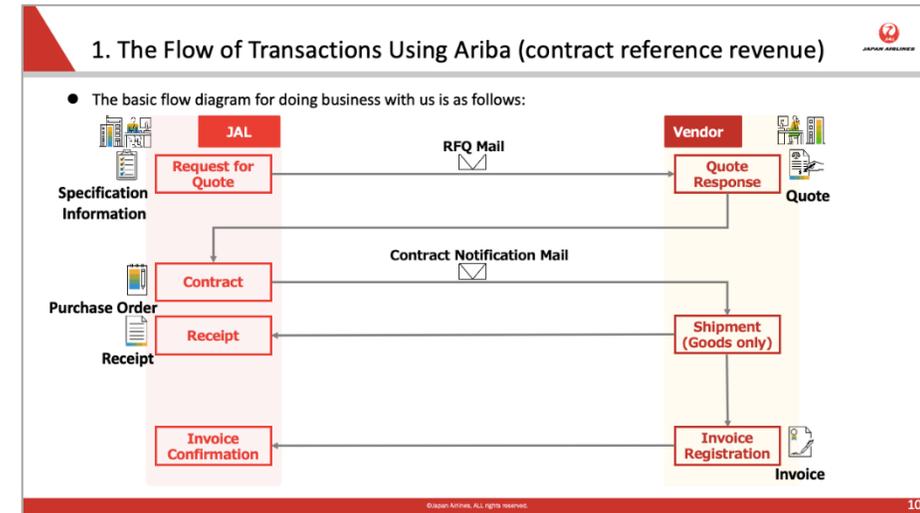
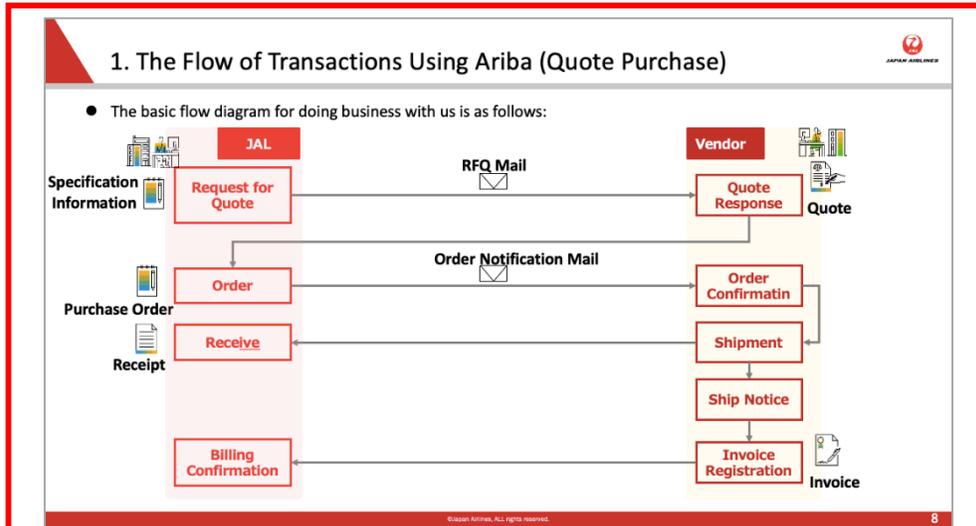
Important



- 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 :

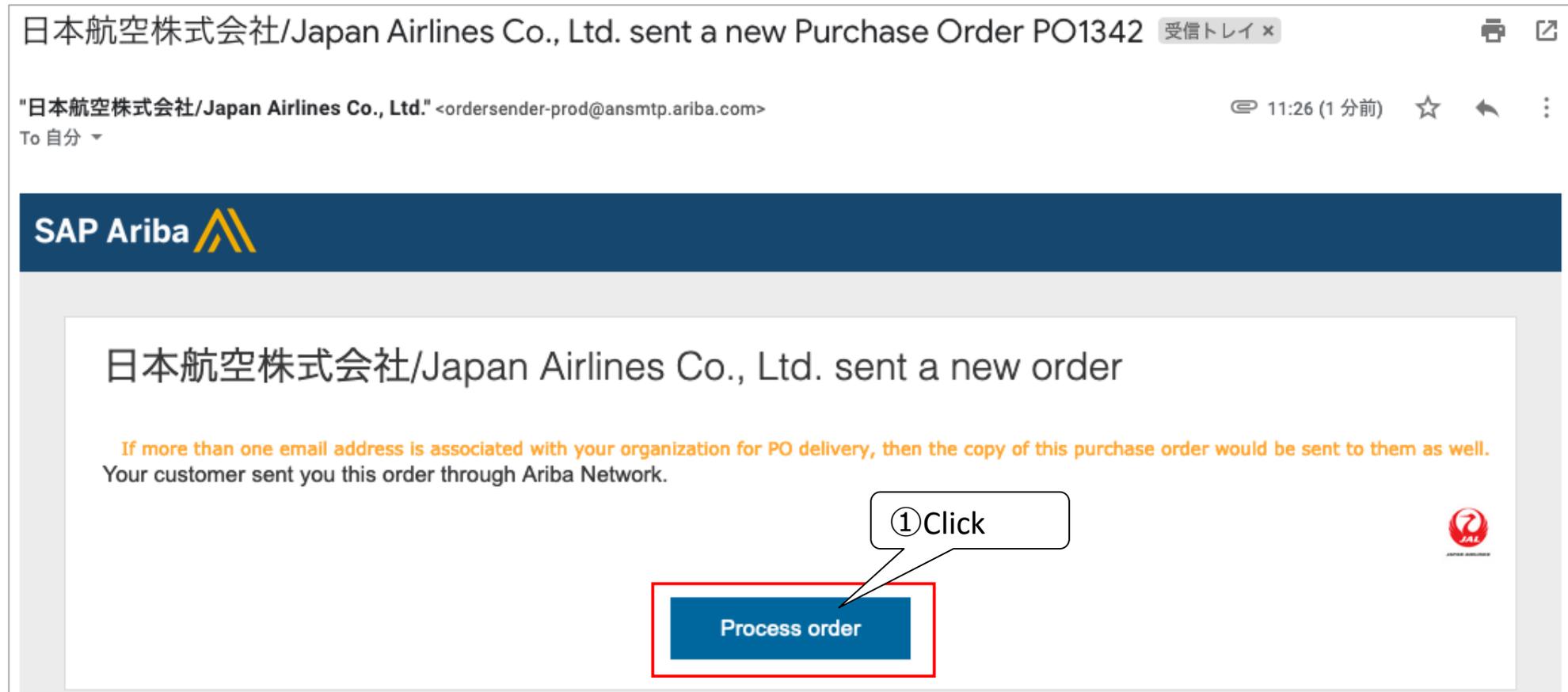


2. Create Invoice

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.**



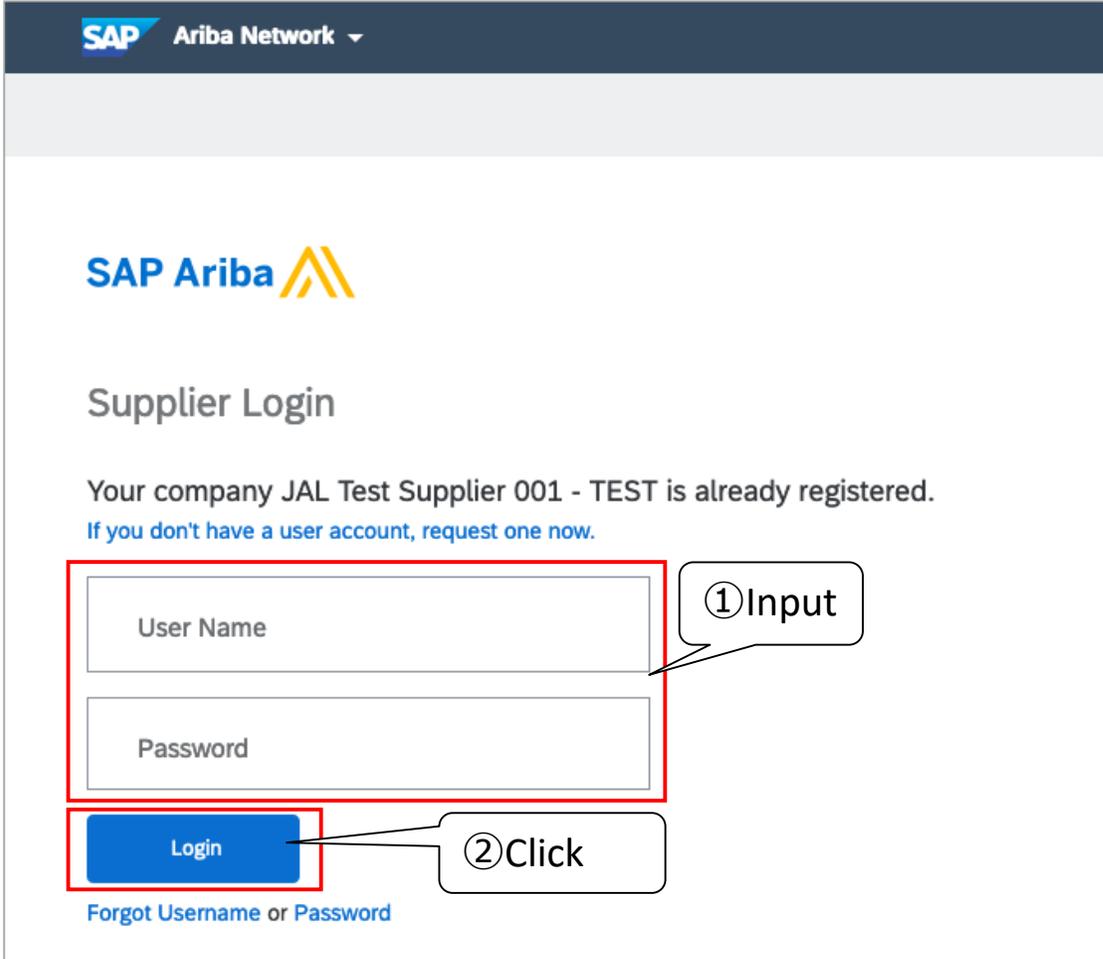
2. Create Invoice

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

(2) Log in to the Ariba Network and open the PO screen.

① Enter the username 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.



SAP Ariba Network

SAP Ariba

Supplier Login

Your company JAL Test Supplier 001 - TEST is already registered.
[If you don't have a user account, request one now.](#)

User Name

Password

Login

[Forgot Username or Password](#)

① Input

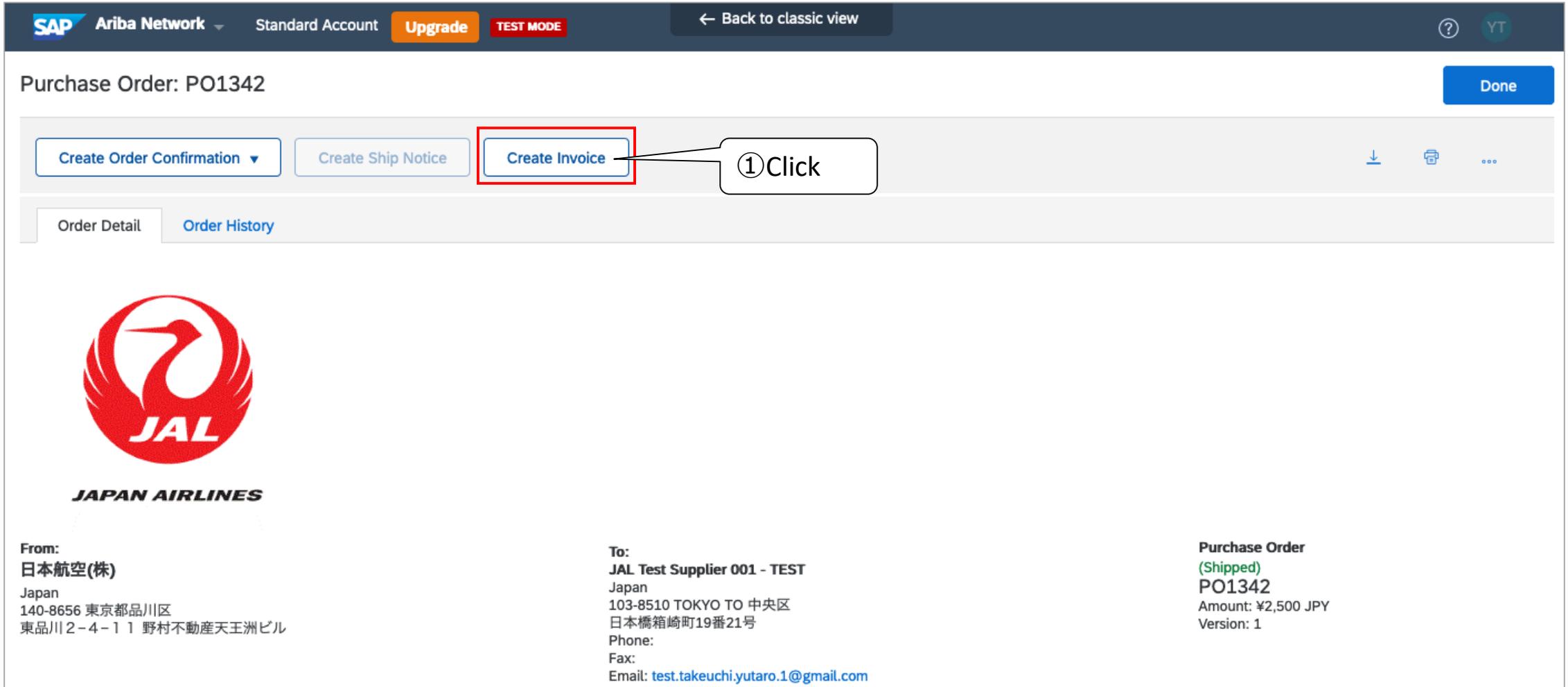
② Click

2. Create Invoice

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

(1) Open the invoice screen from the PO screen.

① Click "Create Invoice" to transition to the invoice creation screen.



The screenshot displays the SAP Ariba Network interface for a Purchase Order (PO1342). The top navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' button. The main content area shows the PO details and a 'Done' button. A row of action buttons includes 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', with the latter highlighted by a red box and a callout bubble labeled '① Click'. Below the buttons are tabs for 'Order Detail' and 'Order History'. The JAL logo and 'JAPAN AIRLINES' text are prominently displayed. The bottom section contains contact information for the sender (Japan Airlines) and the recipient (JAL Test Supplier 001 - TEST), along with purchase order details such as 'Purchase Order (Shipped) PO1342' and 'Amount: ¥2,500 JPY'.

Purchase Order: PO1342 Done

Create Order Confirmation Create Ship Notice **Create Invoice** ① Click

Order Detail Order History


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:
JAL Test Supplier 001 - TEST
Japan
103-8510 TOKYO TO 中央区
日本橋箱崎町19番21号
Phone:
Fax:
Email: test.takeuchi.yutaro.1@gmail.com

Purchase Order
(Shipped)
PO1342
Amount: ¥2,500 JPY
Version: 1

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.

<Invoice Creation Screen>



Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

(Omitted)

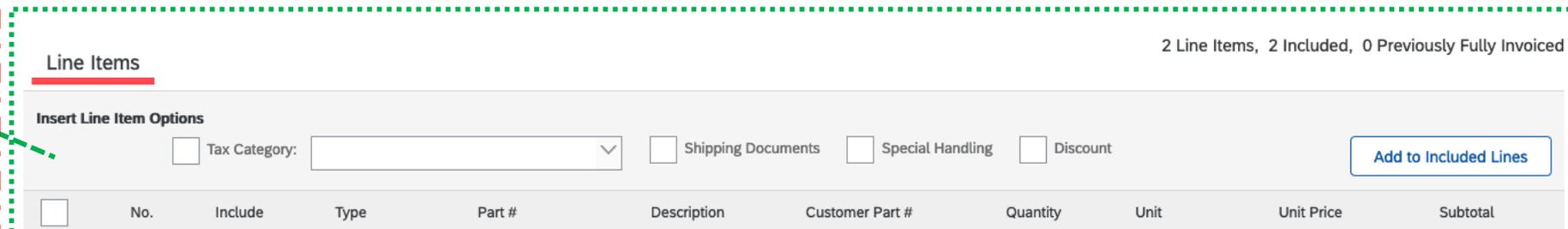
Line Items

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.



Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
--------------------------	-----	---------	------	--------	-------------	-----------------	----------	------	------------	----------

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 create 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 .

SAP Ariba Network
Standard Account
Upgrade
TEST MODE
← Back to classic view

Create Invoice

▼ Invoice Header

Summary

Purchase Order: PO1342		Subtotal: ¥2,500 JPY
Invoice #:	<input style="width: 90%;" type="text" value=""/>	Total Tax: ¥250 JPY
Invoice Date:	<input style="width: 90%;" type="text" value="21 Apr 2021"/>	Total Gross Amount: ¥2,750 JPY
Service Description:	<input style="width: 90%;" type="text" value=""/>	Total Net Amount: ¥2,750 JPY
Supplier Tax ID:	<input style="width: 90%;" type="text" value=""/>	Amount Due: ¥2,750 JPY
Remit To: JAL Test Supplier 001 - TEST		
Japan TOKYO TO 中央区		
Bill To: 日本航空(株)		
Japan 東京都品川区		

2. Create Invoice

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.

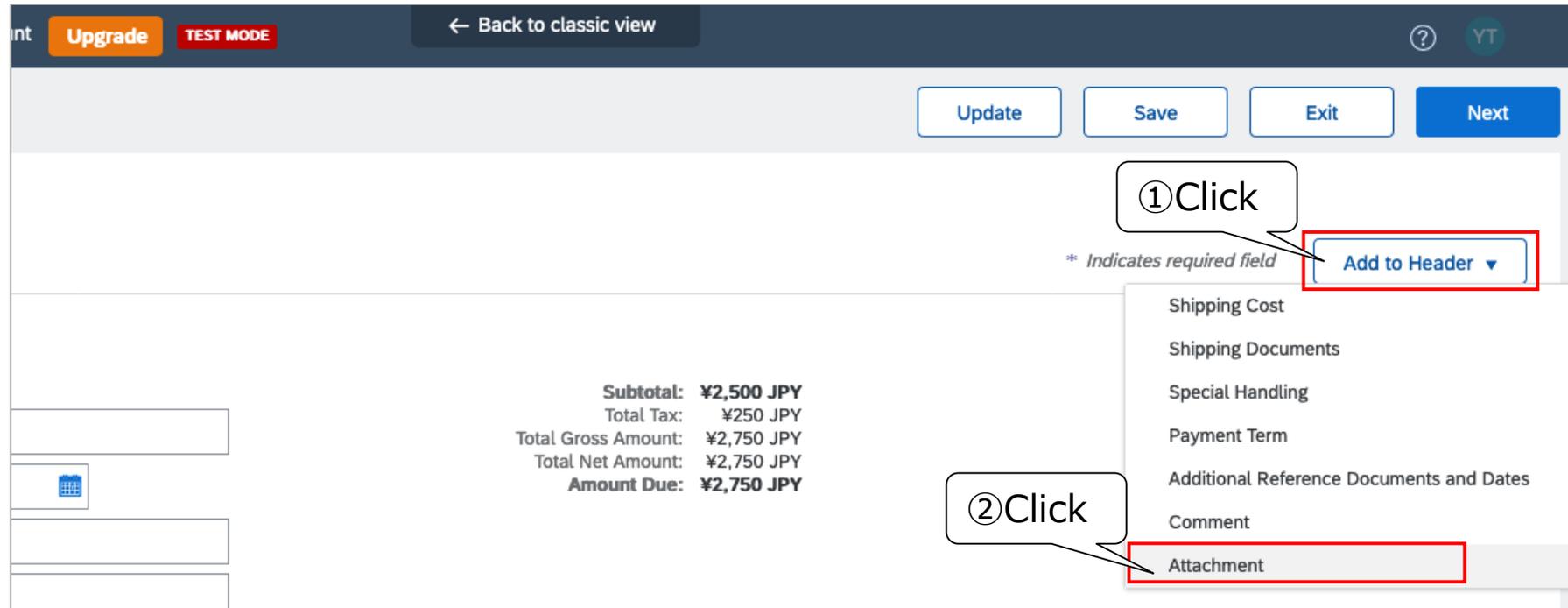
① Click "Add to Header".

② Click "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



The screenshot shows the invoice system interface. At the top, there are buttons for 'Upgrade', 'TEST MODE', and 'Back to classic view'. Below these are buttons for 'Update', 'Save', 'Exit', and 'Next'. A dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Payment Term', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Add to Header' button is highlighted with a red box and a callout '① Click'. The 'Attachment' option in the dropdown is also highlighted with a red box and a callout '② Click'. A note '* Indicates required field' is visible near the dropdown.

Summary of invoice amounts shown in the screenshot:

Subtotal:	¥2,500 JPY
Total Tax:	¥250 JPY
Total Gross Amount:	¥2,750 JPY
Total Net Amount:	¥2,750 JPY
Amount Due:	¥2,750 JPY

2. Create Invoice

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

(1) Enter the invoice header information.

(C) Attachment

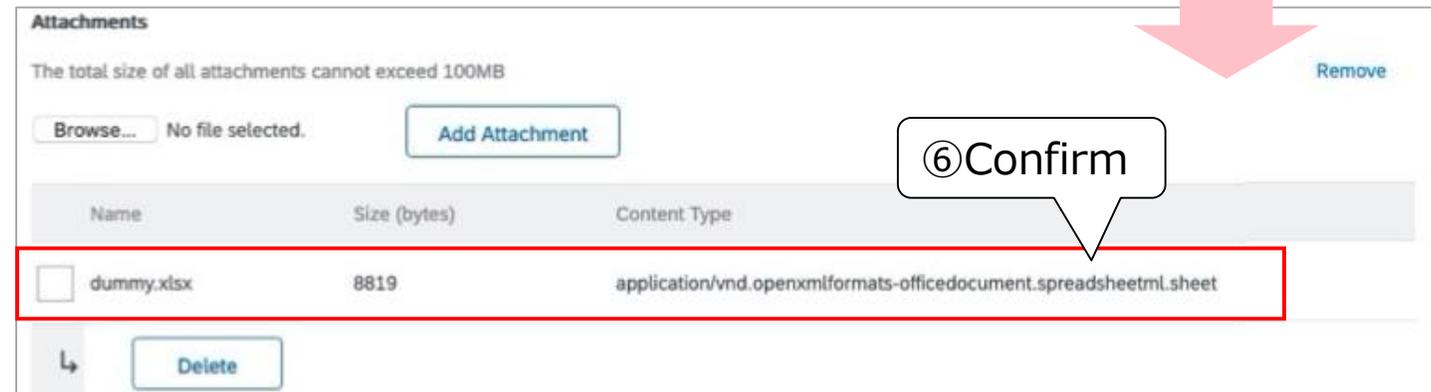
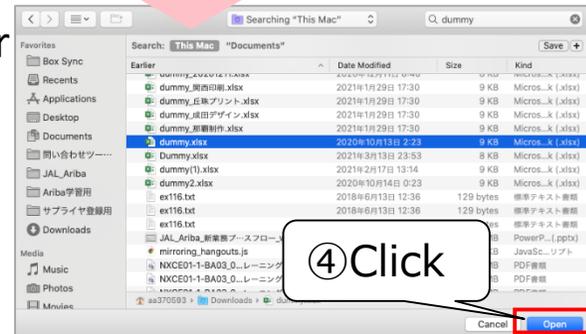
Attach the invoices that have been PDF.

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

④ Select the appropriate file from your PC.

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

⑥ Confirm that the attached file has been added.



2. Create Invoice

Important



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

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.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test_01		<input type="text" value="1"/>	EA	¥1,000 JPY	¥1,000 JPY

Inspection Date:

Tax

Category:* [Remove](#)

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

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:



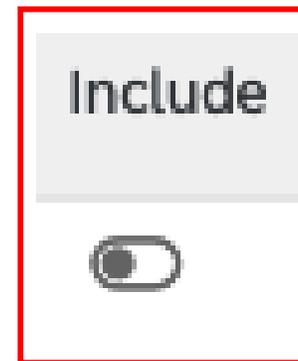
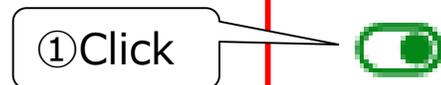
* If you click it again, it will return to "include" (green) mark.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test_01		1	EA	¥1,000 JPY	¥1,000 JPY



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.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

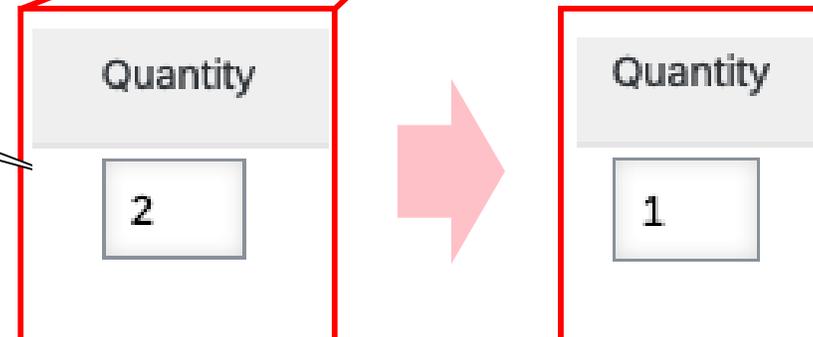
Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test_01		1	EA	¥1,000 JPY	¥1,000 JPY

Inspection Date:

① Enter



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)

Important



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.

① The invoice header contains a "subtotal" and "total tax". Please verify that this tax totals and the tax total calculated by the supplier are the same. **If it does not match, you will need to modify the tax amount.**

The screenshot shows the 'Create Invoice' interface in SAP Ariba Network. The 'Invoice Header' section is expanded, showing a 'Summary' of invoice details. On the right, a summary of tax amounts is displayed. A callout box highlights the 'Subtotal' and 'Total Tax' values, with a 'Confirm' label pointing to them.

Field	Value
Purchase Order:	PO1091
Invoice #:	*
Invoice Date:	21 Apr 2021
Service Description:	
Supplier Tax ID:	
Remit To:	テスト仕入先 100TEST001

Field	Value
Subtotal:	¥100 JPY
Total Tax:	¥9 JPY
Total Gross Amount:	¥109 JPY
Total Net Amount:	¥109 JPY
Amount Due:	¥109 JPY

Field	Value
Subtotal:	¥100 JPY
Total Tax:	¥9 JPY
Total Gross Amount:	¥109 JPY
Total Net Amount:	¥109 JPY
Amount Due:	¥109 JPY

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.

- ① Fix the tax amount in the line items when there are a tax differences.
- ② Click on "Update".

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	税額修正パターン6_3	<input type="text" value="1"/>	EA	¥34 JPY	¥34 JPY

Inspection Date:

Tax

Category: *

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Line Item Actions ▾

① Fix

② Click

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.

③ Confirm that the tax rate is updated along with the revised tax rate.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	税額修正パターン6_3	<input type="text" value="1"/>	EA	¥34 JPY	¥34 JPY

Inspection Date:

Tax

Category: *

Location:

Description:

Regime:

Taxable Amount: [Remove](#)

Tax Rate Type:

Rate(%): ③ Confirm

Tax Amount:

Line Item Actions ▾

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.

SAP Ariba Network Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: PO1091

Invoice #:* tes

Invoice Date:* 21 Apr 2021

Subtotal: ¥100 JPY
Total Tax: ¥10 JPY
Total Gross Amount: ¥110 JPY
Total Net Amount: ¥110 JPY
Amount Due: ¥110 JPY

④ Confirm

Subtotal: ¥100 JPY
Total Tax: ¥10 JPY
Total Gross Amount: ¥110 JPY
Total Net Amount: ¥110 JPY
Amount Due: ¥110 JPY

2. Create Invoice

2-6: Publish Invoice (1/3)

(1) Review the invoice contents and issue it.

① After 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**.

Tax				Remove
Category:*	<input type="text" value="Sales Tax"/>	Taxable Amount:	<input type="text" value="¥1,500 JPY"/>	
Location:	<input type="text"/>	Tax Rate Type:	<input type="text"/>	
Description:	<input type="text" value="消費税10%"/>	Rate(%)	<input type="text" value="10"/>	
Regime:	<input type="text"/>	Tax Amount:	<input type="text" value="¥150 JPY"/>	

↳
Line Item Actions ▼
Delete
Reset Tax from PO

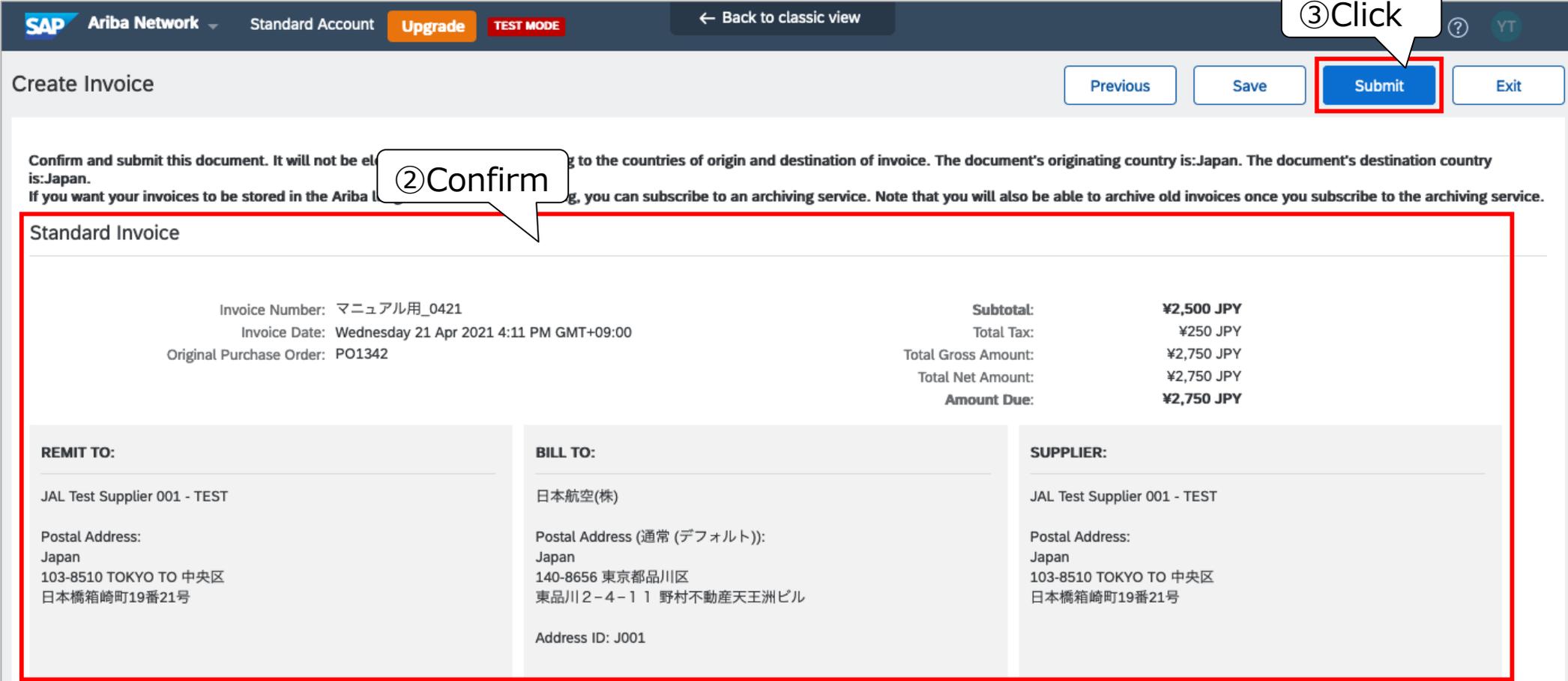
① Click

Update
Save
Exit
Next

2. Create Invoice

2-6: Publish Invoice (2/3)

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



SAP Ariba Network Standard Account Upgrade TEST MODE ← Back to classic view

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will not be eligible for the countries of origin and destination of invoice. The document's originating country is: Japan. The document's destination country is: Japan. If you want your invoices to be stored in the Ariba Network, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

② Confirm

③ Click

Standard Invoice

Invoice Number: マニュアル用_0421 Invoice Date: Wednesday 21 Apr 2021 4:11 PM GMT+09:00 Original Purchase Order: PO1342	Subtotal: ¥2,500 JPY Total Tax: ¥250 JPY Total Gross Amount: ¥2,750 JPY Total Net Amount: ¥2,750 JPY Amount Due: ¥2,750 JPY
---	--

REMIT TO: JAL Test Supplier 001 - TEST Postal Address: Japan 103-8510 TOKYO TO 中央区 日本橋箱崎町19番21号	BILL TO: 日本航空(株) Postal Address (通常 (デフォルト)): 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 Address ID: J001	SUPPLIER: JAL Test Supplier 001 - TEST Postal Address: Japan 103-8510 TOKYO TO 中央区 日本橋箱崎町19番21号
---	---	---

2. Create Invoice

2-6: Publish Invoice (3/3)

(1) Review the invoice contents and issue it.

④ Click "Exit" to transition to the purchase order screen.



Ariba Network

Standard Account

Upgrade

TEST MODE

← Back to classic view



Invoice マニュアル用_0421 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

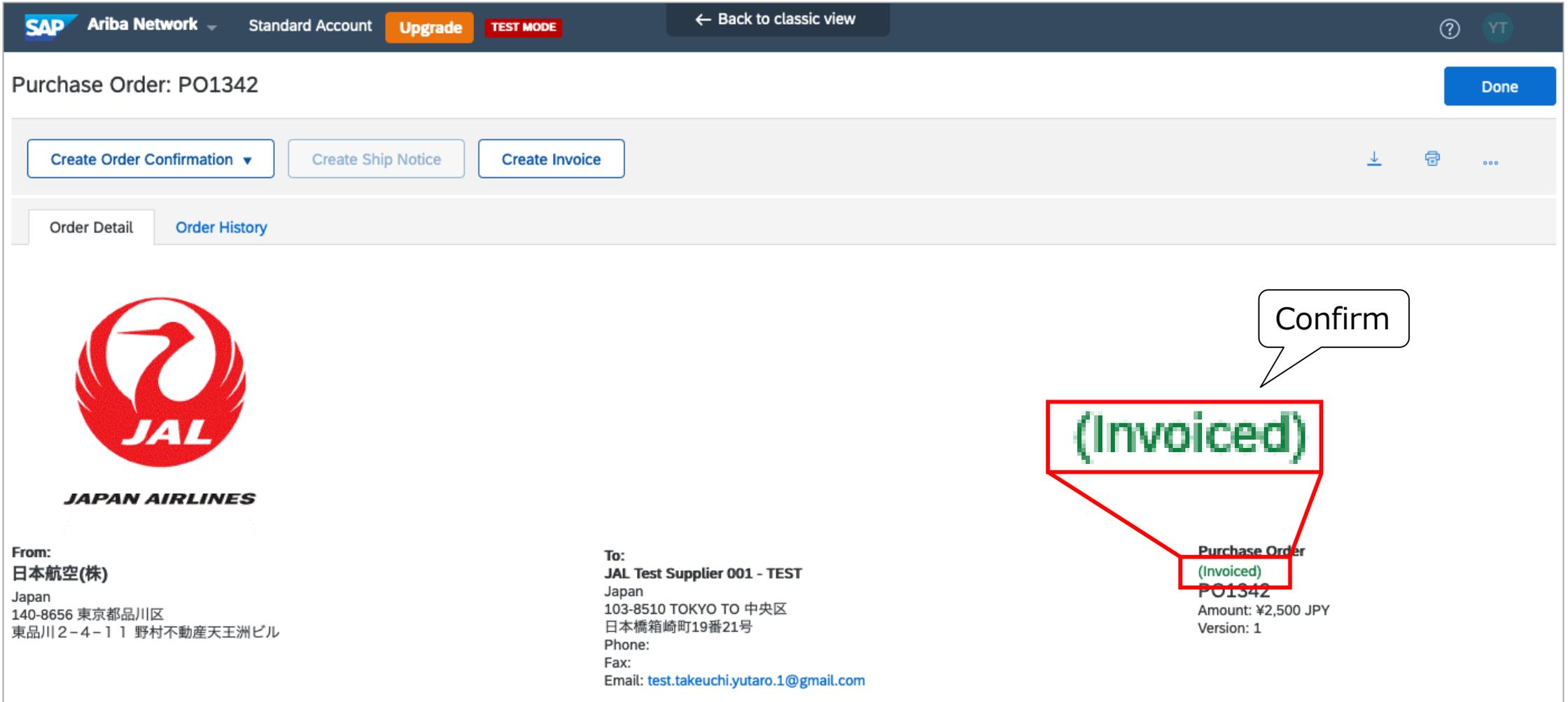
Exit

④ Click

2. Create Invoice

2-7: Checking the status of the invoices

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



The screenshot displays the SAP Ariba Network interface for a purchase order. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' button. The main header shows 'Purchase Order: PO1342' and a 'Done' button. Below the header are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the JAL logo and 'JAPAN AIRLINES'. A red box highlights the status '(Invoiced)' in green text, with a callout bubble saying 'Confirm'. The 'Purchase Order (Invoiced) PO1342' summary shows 'Amount: ¥2,500 JPY' and 'Version: 1'. The 'From' and 'To' contact information is also visible.

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:
JAL Test Supplier 001 - TEST
Japan
103-8510 TOKYO TO 中央区
日本橋箱崎町19番21号
Phone:
Fax:
Email: test.takeuchi.yutaro.1@gmail.com

Purchase Order (Invoiced) PO1342
Amount: ¥2,500 JPY
Version: 1

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2-7: Checking the status of the invoices

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

3-1: Access the Screen to Create Contract Invoices

3-2: Input Prerequisite

3-3: Enter Header Information

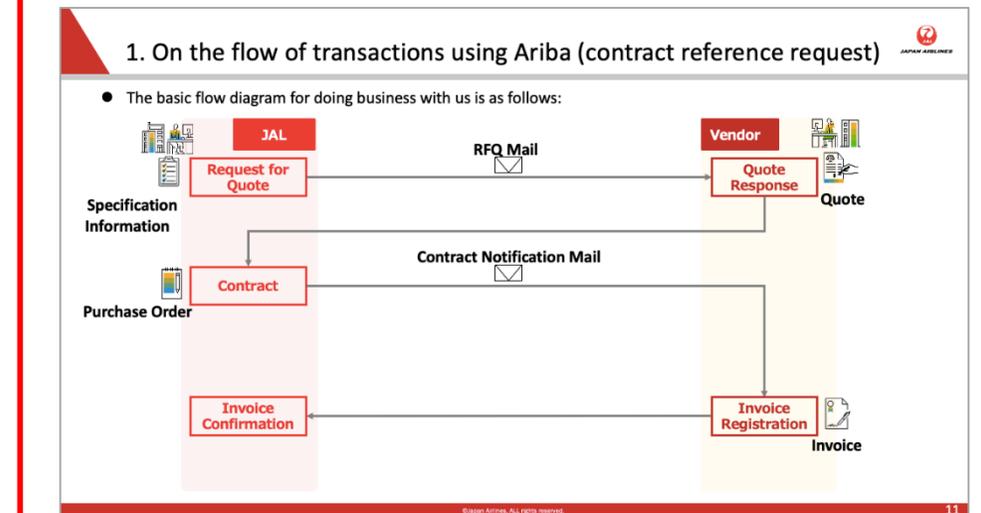
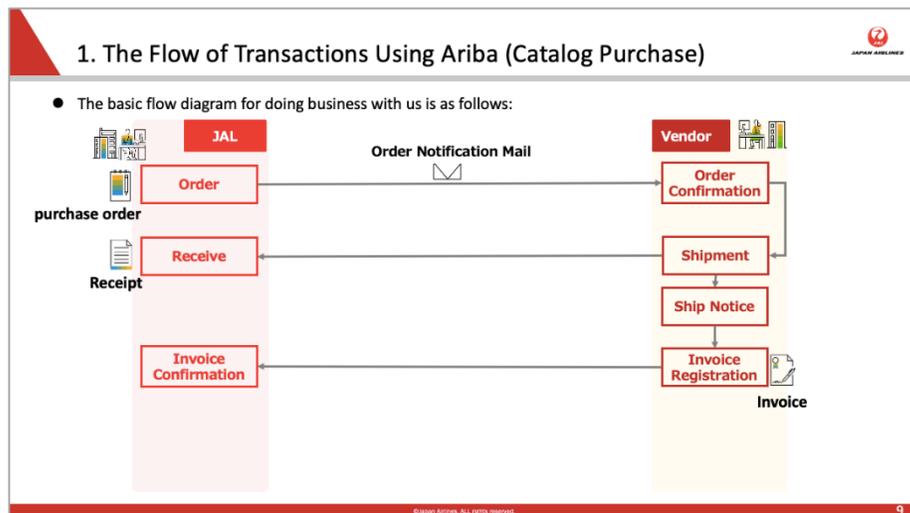
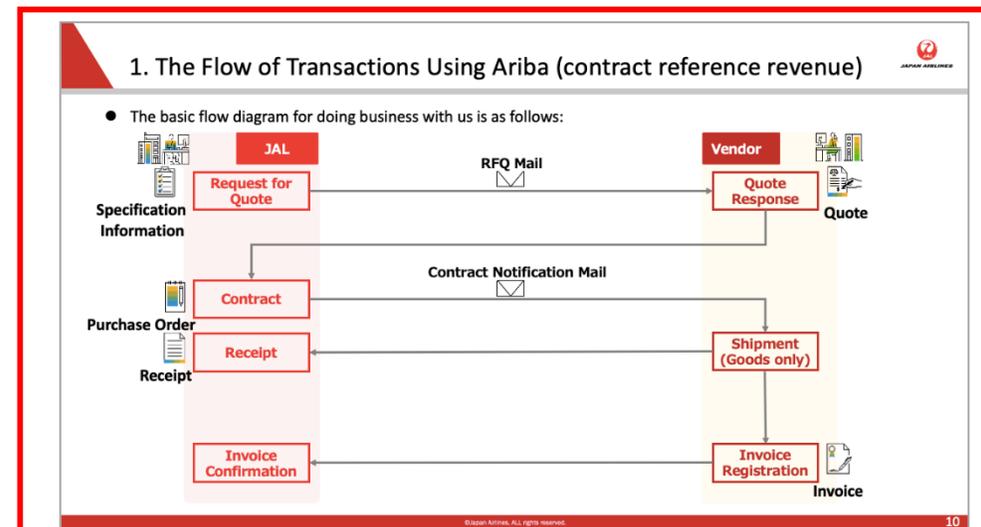
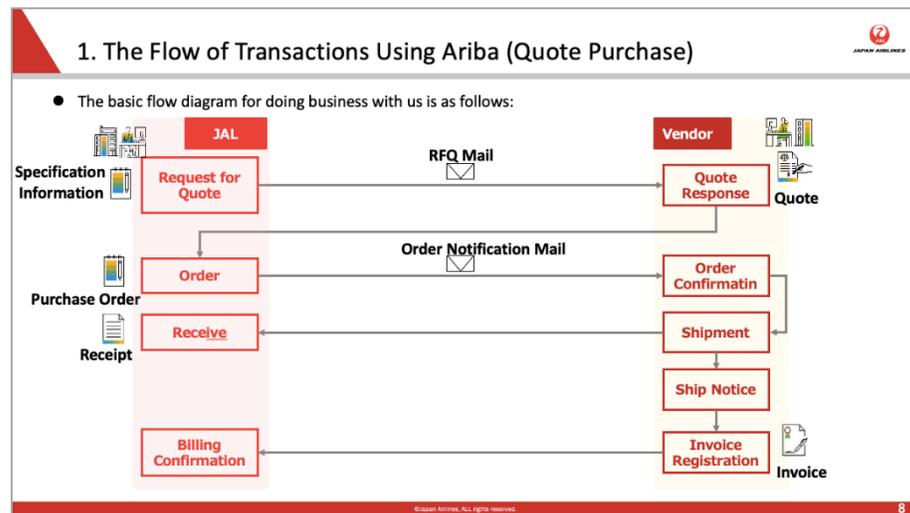
3-4: Enter Line Information

4. Other Features

4-1: Re-send Purchase Order Email

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

- 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.**

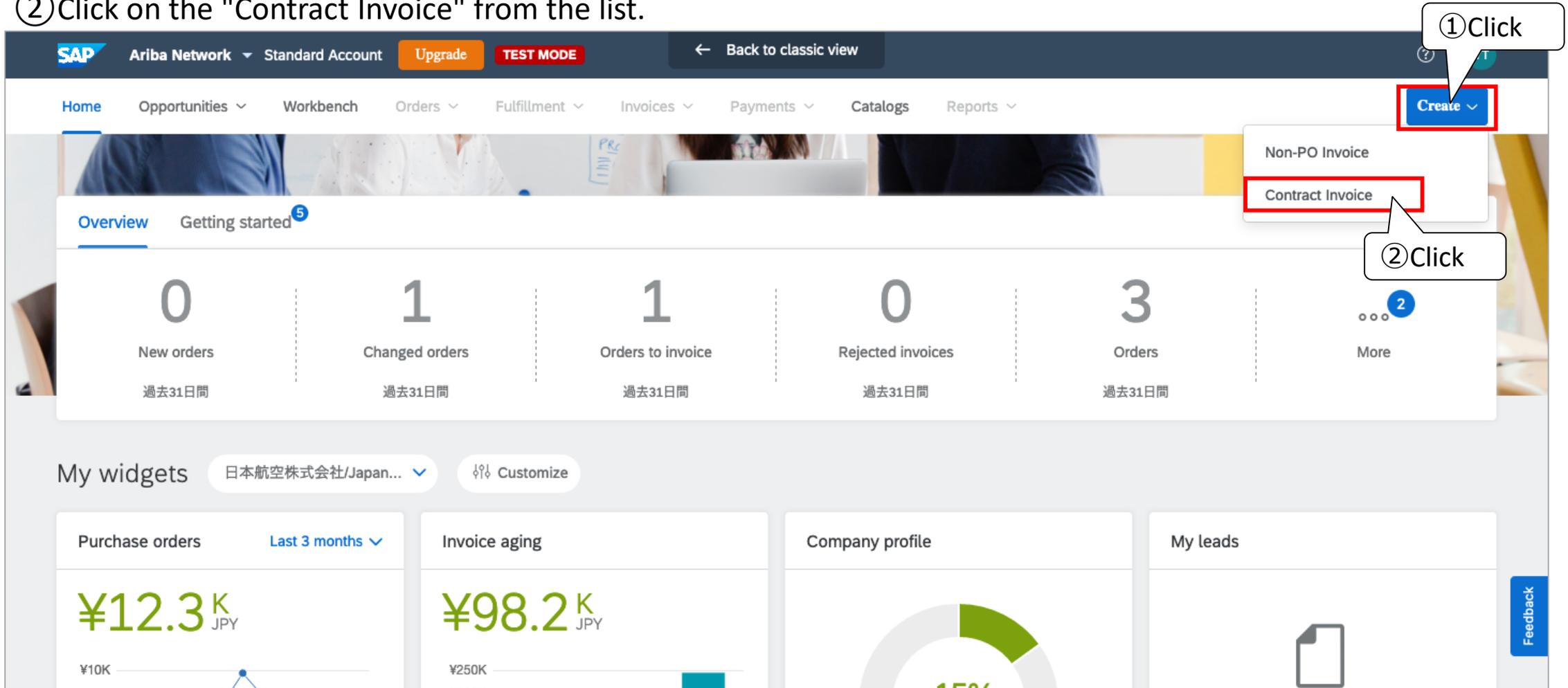


3. Creating Contract Invoices (Payment of Actual Cost, Deferred Payment)

3-1: Access the Screen to Create Contract Invoice

Transition to the screen of create contract invoices .

- ① Click "Create" at the top right of the home screen.
- ② Click on the "Contract Invoice" from the list.



The screenshot shows the SAP Ariba Network home screen. The top navigation bar includes 'SAP', 'Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. A 'Back to classic view' button is also present. The main navigation menu includes 'Home', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is highlighted with a red box and a callout bubble labeled '① Click'. A dropdown menu is open, showing 'Non-PO Invoice' and 'Contract Invoice', with 'Contract Invoice' highlighted by a red box and a callout bubble labeled '② Click'. Below the navigation, there are several key performance indicators (KPIs) for the last 31 days: 0 New orders, 1 Changed orders, 1 Orders to invoice, 0 Rejected invoices, and 3 Orders. A 'More' button with a '2' notification is also visible. The 'My widgets' section includes 'Purchase orders' (¥12.3K JPY), 'Invoice aging' (¥98.2K JPY), 'Company profile', and 'My leads'. A 'Feedback' button is located in the bottom right corner.

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

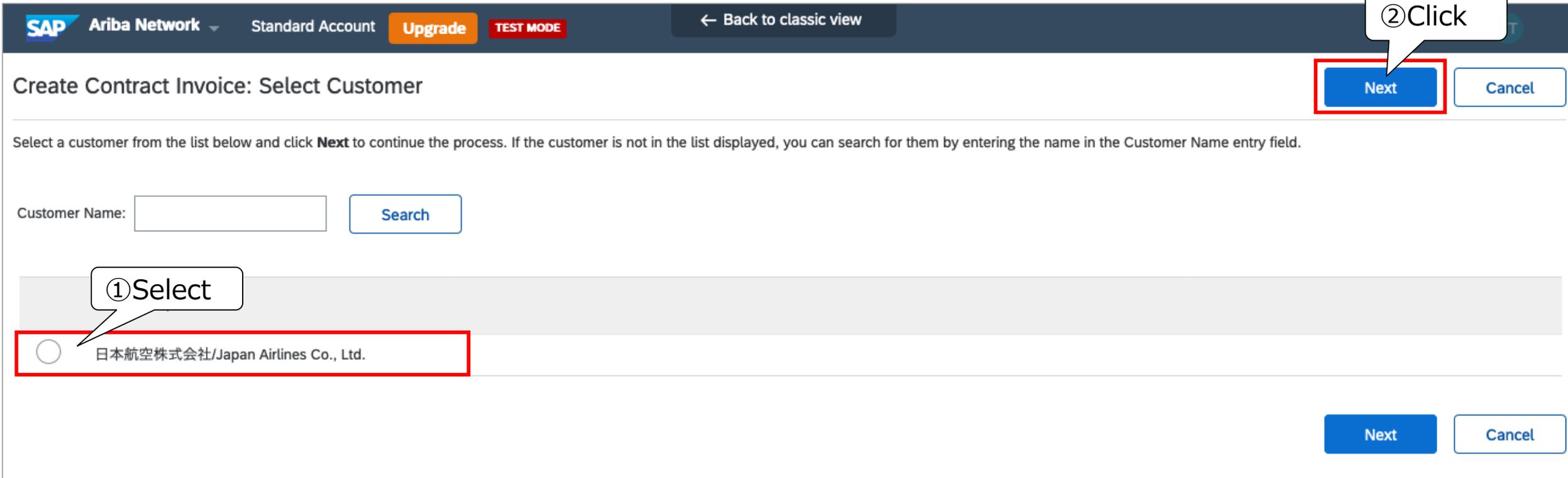
3-2: Input Prerequisite (1/5)

(1) Select the company for which the invoice is created.

① Select "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.

② Click "Next".



SAP Ariba Network Standard Account Upgrade TEST MODE ← Back to classic view

Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

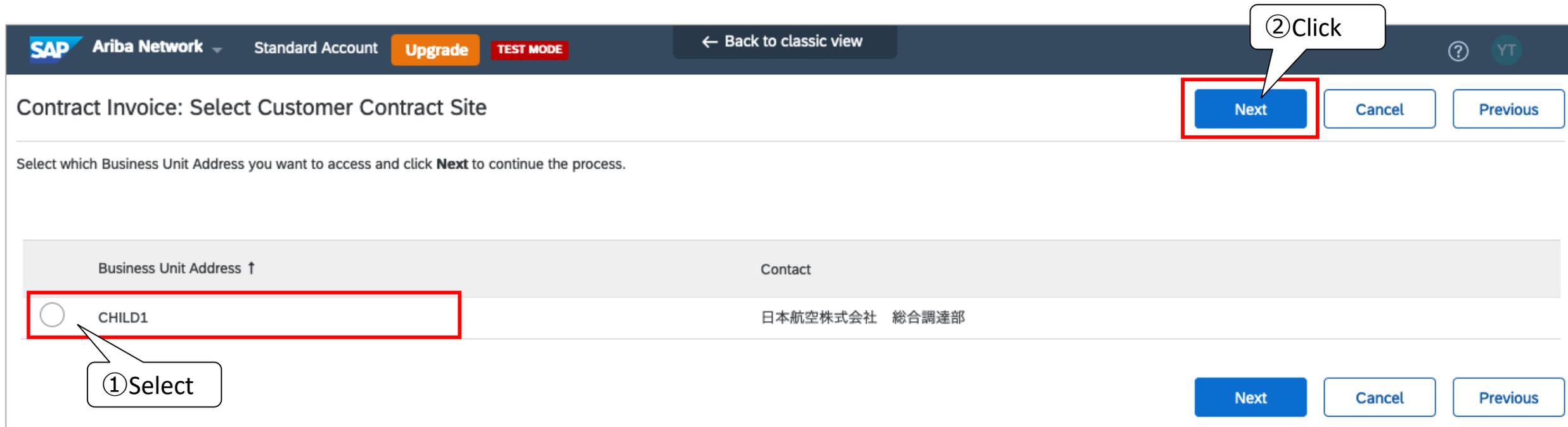
日本航空株式会社 /Japan Airlines Co., Ltd.

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

3-2: Input Prerequisite (2/5)

(2) Select the contract site.

- ① Select "CHILD1" for the business unit address.
- ② Click "Next".



SAP Ariba Network Standard Account Upgrade TEST MODE ← Back to classic view

Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input type="radio"/> CHILD1	日本航空株式会社 総合調達部

① Select

② Click

Next Cancel Previous

Next Cancel Previous

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

3-2: Input Prerequisite (3/5)

(3) Select the contract to be billed.

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

Yamada Taro
Company Settings ▼
Go To Ariba Apps
Upgrade from standard account [Learn More](#)

Test Site

Create Contract Invoice: Select Contract [Prev](#) [Next](#) [Cancel](#)

Enter the information requested in the fields below. Required fields are marked with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) [[select](#)]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [[select](#)]

Ship From: Tokyo

Ship To: (no value)

[Prev](#) [Next](#) [Cancel](#)

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



3-2: Input Prerequisite (4/5)

(3) Select the contract to be billed.

② Find 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.

Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status ↑	
C252	(CW3739) 東京エムケイ(株)とのハイヤー契約_test02	Thu, 28 Jan, 2021	Wed, 31 Mar, 2021	Inactive	<input type="button" value="Select"/>
C56	(CW2589) YT20201204_契約参照検収の検収日関連確認用	Fri, 4 Dec, 2020	Fri, 3 Dec, 2021	Open	<input type="button" value="Select"/>

②Click

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

3-2: Input Prerequisite (5/5)

(4) Enter billing information for the contract.

① Enter the information about the contract which is to be billed.

② After entering the information, click "Next". And you will transition to the screen of creating an invoice.

(A) Invoice

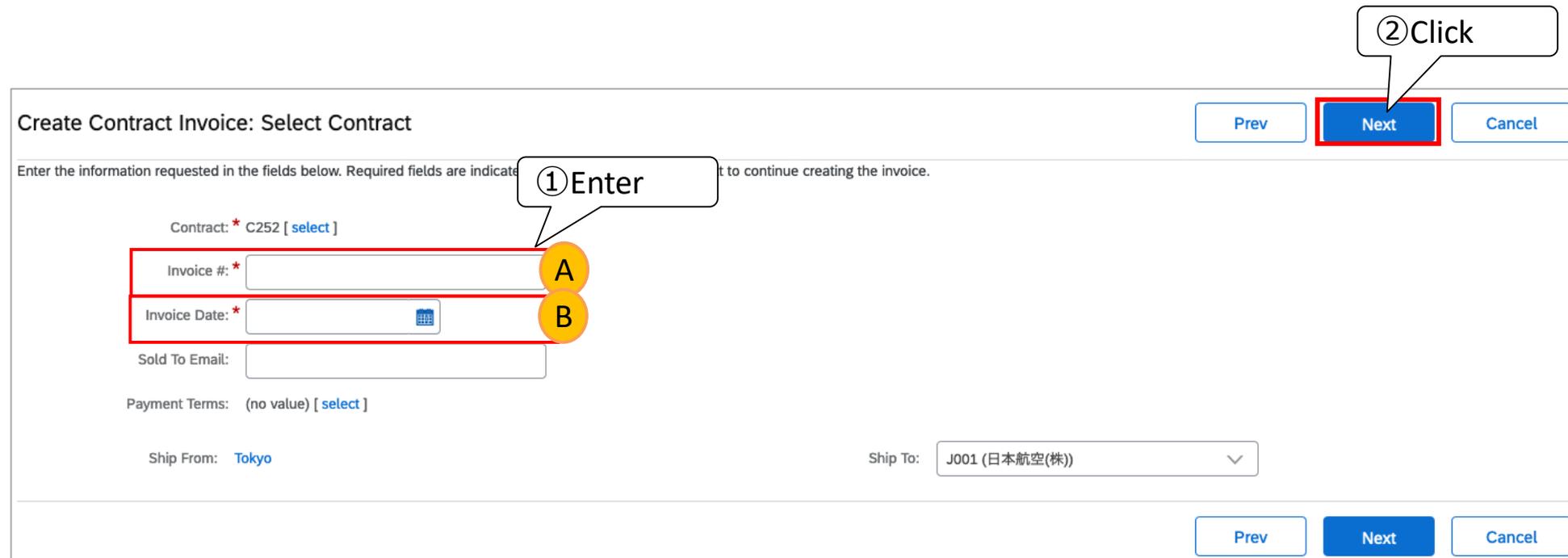
Please enter an Invoice Number.

*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.



Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated by an asterisk to continue creating the invoice.

Contract: * C252 [select]

Invoice #: * A

Invoice Date: * B

Sold To Email:

Payment Terms: (no value) [select]

Ship From: Tokyo

Ship To: J001 (日本航空(株))

Prev Next Cancel

② Click

① Enter

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



3-3: Enter Header Information

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.

SAP Ariba Network Standard Account Upgrade TEST MODE Back to classic view ? YT

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Contract Number: C252	Subtotal: ¥0 JPY	Edit Header
Invoice #: マニュアル用_0421	Total Tax: ¥0 JPY	
Invoice Date: 21 Apr 2021	Total Gross Amount: ¥0 JPY	
Service Description: <input type="text"/>	Total Net Amount: ¥0 JPY	
Sold To Email:	Amount Due: ¥0 JPY	

Remit To: JAL Test Supplier 001 - TEST	Bill To: 日本航空株式会社 総合調達部	View/Edit Addresses
Japan TOKYO TO 中央区	Japan TOKYO TO Shinagawa-ku	

Supplier Tax ID:

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.

① Click "Add Items". After clicking it, a screen for selecting and adding the items that are assigned to the contract is displayed.

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	No.	Include	#	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

↳ [Line Item Actions](#) [Add Items](#)

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

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.

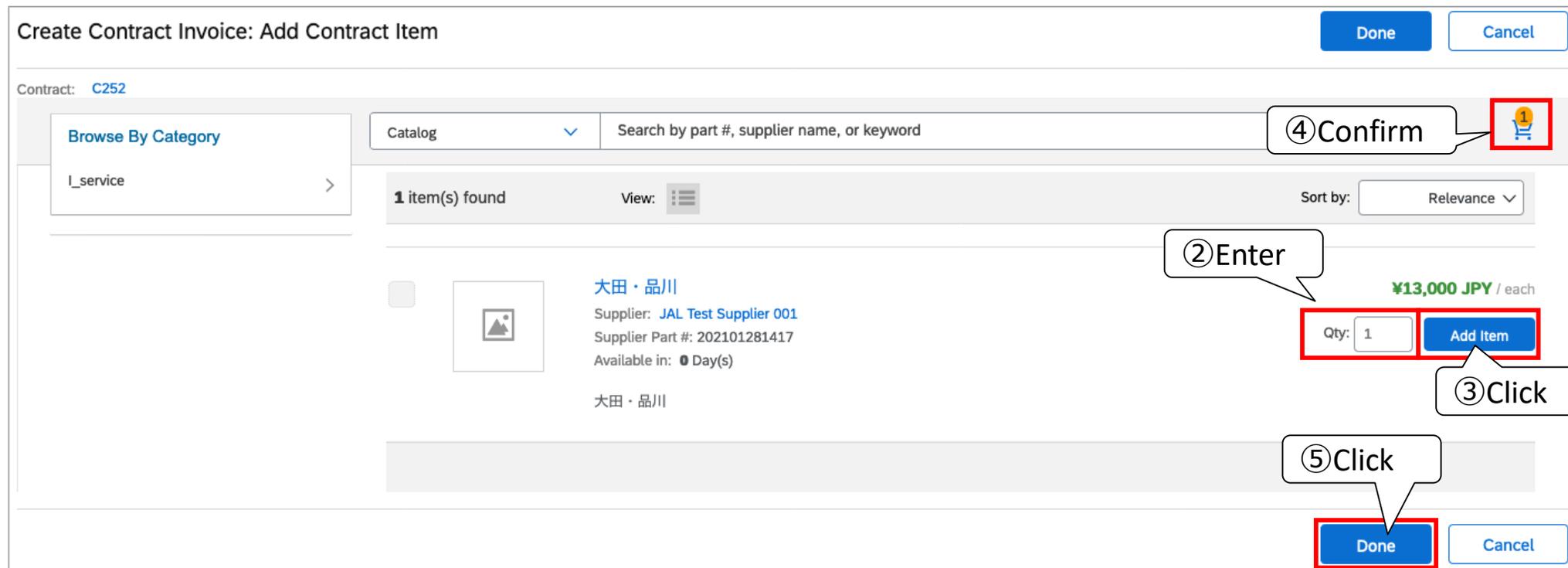
(1) Add a line item.

② Enter the quantity on the right of the line item.

③ Click "Add Line Item" after entering the quantity.

④ After carrying out the step ③, confirm that the quantity displayed on the cart has been updated.

⑤ Click "Done".



The screenshot shows the 'Create Contract Invoice: Add Contract Item' interface. At the top right, there are 'Done' and 'Cancel' buttons. Below the title, the contract ID 'C252' is displayed. A search bar contains the text 'Search by part #, supplier name, or keyword'. A 'Browse By Category' dropdown menu is set to 'I_service'. The search results show '1 item(s) found'. The item details are: '大田・品川', 'Supplier: JAL Test Supplier 001', 'Supplier Part #: 202101281417', and 'Available in: 0 Day(s)'. The price is '¥13,000 JPY / each'. A quantity input field shows '1' and an 'Add Item' button is next to it. A shopping cart icon with a '1' is in the top right. At the bottom, there are 'Done' and 'Cancel' buttons. Numbered callouts indicate the following steps: ① Confirm (shopping cart icon), ② Enter (quantity field), ③ Click (Add Item button), ④ Confirm (shopping cart icon), and ⑤ Click (Done button).

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

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

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.

Create Invoice Update Save Exit Next

▶ Invoice Header * Indicates required field

Expand to view the contents of this section.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	202101281417	大田・品川		1	EA	¥13,000 JPY	¥13,000 JPY

Inspection Date: Reference Date:

Tax

Shipping Ship From: Tokyo Ship To: 日本航空(株) Japan 東京都品川区 Deliver To: 日本航空(株) View/Edit Addresses

Shipping Cost Shipping Amount: * ¥0 JPY Shipping Date:

① Confirm

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

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.

① Click on "Line Item Actions".

② Select "Tax".

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	202101281417	大田・品川		1	EA	¥13,000 JPY	¥13,000 JPY

Inspection Date: Reference Date:

Ship From: **Tokyo**
Japan
東京都中央区

Ship To: **日本航空(株)**
Japan
東京都品川区

Deliver To: **日本航空(株)**

¥0 JPY Shipping Date:

Line Item Actions Add Items Change Items

② Select (points to Tax in dropdown)

① Click (points to Line Item Actions button)

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

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".

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	202101281417	大田・品川		1	EA	¥13,000 JPY	¥13,000 JPY

Inspection Date: Reference Date:

Tax

Category: * Taxable Amount: ¥13,000 JPY [Remove](#)

Location: Rate(%): ③ Enter

Description: Tax Amount:

Regime:

④ Click

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.

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	202101281417	大田・品川		1	EA	¥13,000 JPY	¥13,000 JPY

Inspection Date: Reference Date:

Tax

Category: * Taxable Amount: [Remove](#)

Location: Rate(%):

Description: **Tax Amount:**

Regime:

⑤ Confirm

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4. Other Features

4-1: Re-send Purchase Order Email

4. Other Features

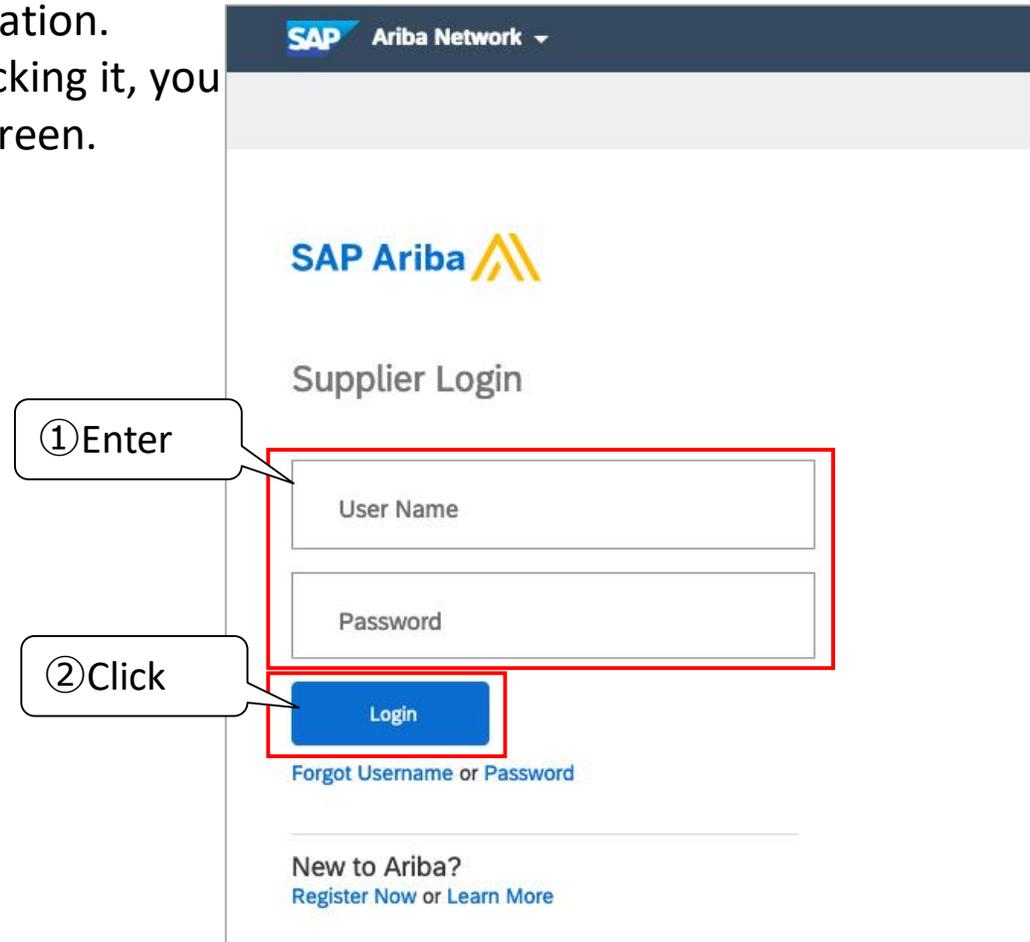
4-1: Re-send Purchase Order Email (1/3)

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>)

① Enter the login information.

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

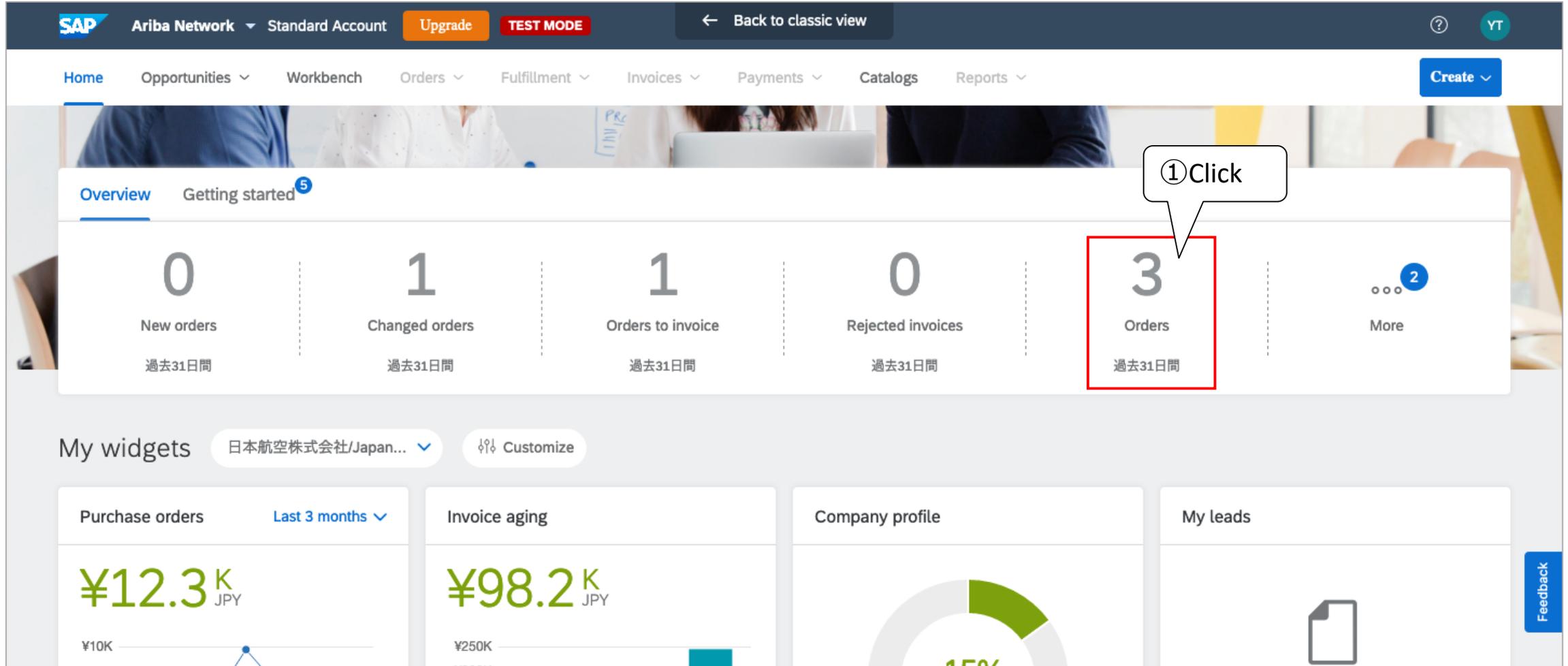


4. Other Features

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

(2) Resend a purchase order from the home screen.

① Click on the "Order" tab.



The screenshot shows the SAP Ariba Network interface. At the top, there's a navigation bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', 'TEST MODE', and 'Back to classic view'. Below that is a main navigation menu with 'Home', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is on the right. The main content area has a 'Getting started' notification and a dashboard with several cards: 'New orders' (0), 'Changed orders' (1), 'Orders to invoice' (1), 'Rejected invoices' (0), 'Orders' (3), and 'More' (2). The 'Orders' card is highlighted with a red box and a callout bubble labeled 'Click'. Below the dashboard is a 'My widgets' section with 'Purchase orders' (¥12.3K JPY), 'Invoice aging' (¥98.2K JPY), 'Company profile' (15%), and 'My leads'.

4. Other Features

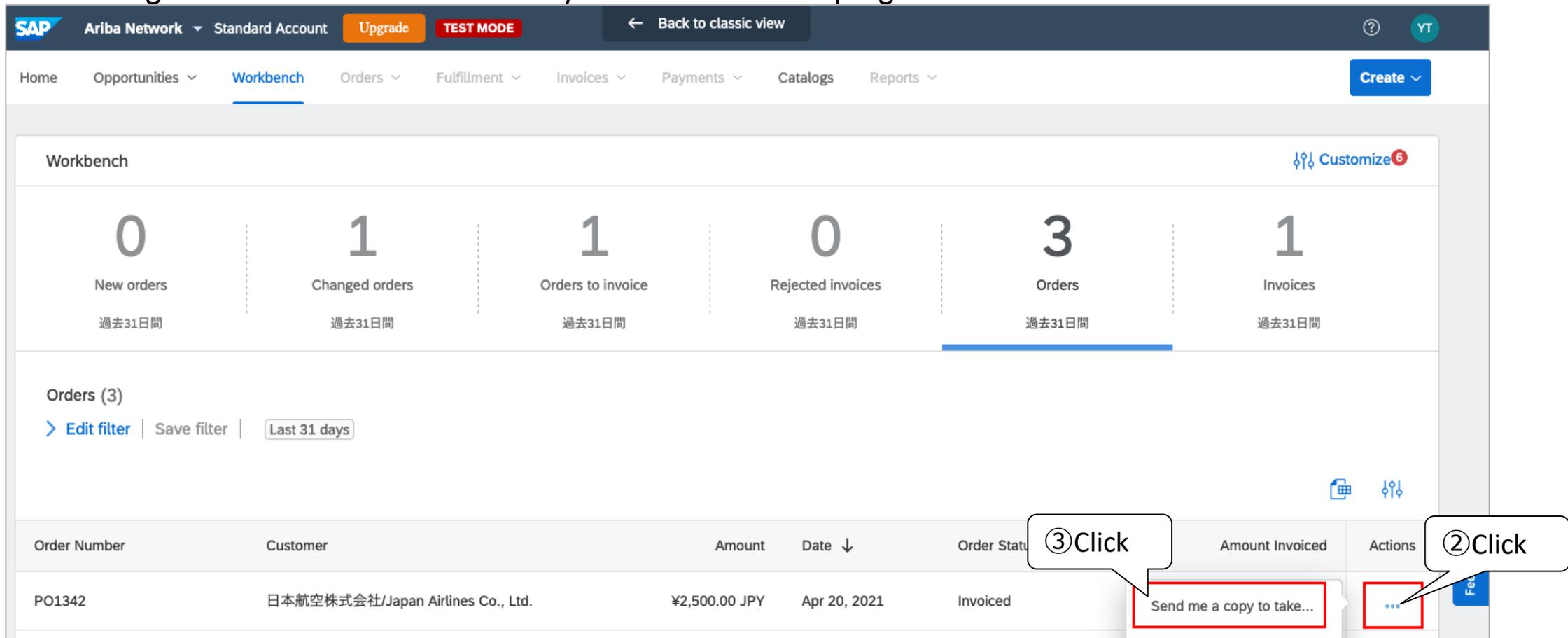
4-1: Re-send Purchase Order Email (3/3)

(2) Resend a purchase order from the home screen.

② Click "Actions" on the right of the order whose email is needed to be sent.

③ Click "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.



The screenshot shows the SAP Ariba 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 in the top right. Below the navigation is a 'Workbench' section with six cards showing statistics for the last 31 days: New orders (0), Changed orders (1), Orders to invoice (1), Rejected invoices (0), Orders (3), and Invoices (1). The 'Orders (3)' card is highlighted. Below this is a table of orders with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first row shows Order Number PO1342, Customer 日本航空株式会社/Japan Airlines Co., Ltd., Amount ¥2,500.00 JPY, Date Apr 20, 2021, and Order Status Invoiced. A callout '③ Click' points to the 'Send me a copy to take...' option in the Actions column. Another callout '② Click' points to the 'Actions' menu icon (three dots) in the Actions column.

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		Send me a copy to take... ⋮

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

Approval History

Ver.	Approval date	approved by	Approval Comment