



SAP Ariba 

機能の概要

シンプルな注文書なし請求書を Guided Buying で作成

Jaideep Tungare、SAP Ariba
一般提供予定: 2020 年 2 月

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機能の概要

説明: シンプルな注文書なし請求書を Guided Buying で作成

導入の難易度
対象エリア

やや複雑
グローバル

今までの課題

ユーザーは、従来の SAP Ariba Buying and Invoicing ユーザーインターフェイスにナビゲートしない限り、Guided Buying でシンプルな注文書なし請求書を作成することができませんでした。

対象ソリューション

以下のソリューションに含まれる Guided Buying 機能:

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

SAP Ariba で問題解決

この機能により、Guided Buying ユーザーは、シンプルな注文書なし請求書を Guided Buying の UI から作成することができます。ユーザーは、注文書なし請求書を作成するために SAP Ariba Buying and Invoicing の画面にナビゲートする必要がありません。

ユーザーは、Guided Buying 内で、注文書なし請求書の作成、状況の確認、請求書の承認を行うことができます。

Guided Buying では、税、会計情報、および添付ファイルのすべてが注文書なし請求書の作成プロセスの一環としてサポートされています。

関連情報

この機能を有効にするには、貴社の指定のサポート担当 (DSC) に連絡してサービスリクエスト (SR) を提出してください。

SAP Ariba サポートが機能を有効化するためのタスクを実行した後 (詳細についてはリリースガイドを参照)、Guided Buying パラメータ PARAM_ENABLE_NON_PO_INVOICE をオンにします。

通常設定の注文書なし請求書フォームを有効にするには、[請求書申請] タイルを追加して商品分類コードに割り当てます。

特定の機能 (例: サプライヤ請求書番号を編集不可にする、インコタームズを無効にする) を有効化するために必要になる可能性がある追加パラメータ設定については、リリースガイドを参照してください。

主なメリット

この機能により、組織とそのユーザーは、1 回限りの購入 (シンプルな 1 回限りのサービス、Guided Buying 外で購入した品目、プロフェッショナル会費の決済や会議参加費の支払いなど) に対して請求書の支払申請を作成することができます。

Guided Buying を介してこれを実行すると、標準の請求ポリシーおよびビジネスルールを履行しつつも、SAP Ariba Buying and Invoicing ソリューションの従来の UI に比べてユーザーの操作性全体が大幅に改善されます。

これにより、サプライヤは Guided Buying から支払申請を作成できるため、経理部門にかかる負荷の軽減と処理の迅速化が実現します。

前提条件と制限事項

貴社サイトで SAP Ariba Buying and Invoicing が有効化されている必要があります。

SAP Ariba カスタマサポートが、まず、貴社サイト用に SAP Ariba API を有効化し、API クライアント "guidedbuy-2lo-client" に対するアクセス権を追加する必要があります。

[注文書なし請求書] タイルの設定

Admin Home <

Any changes are saved automatically and immediately viewable by the end user.

PU: All

Exit

Multi-line invoice for co...

Website

New Title e ef dsf dsf sf...

Website

Request form

Graphic design

801415

All

Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote,

nonpo
non
po
invoice
epay
payment
request
conference
speakers

Line item form

Cathy GB2.0 Simple

76

If no policies defined, will use high touch. RFP will be in draft. When policies defined, they override cc, location

Non-PO Invoice

INV_AutoGenerated

81101507

Non-PO Invoice

Data service invoice

80161506

Use this form to enter ad hoc invoices received for data service requests

Non-PO Invoice

Electrical Engineering Services

81101701

Use this form to enter ad hoc invoices received for Electrical Engineering services requests

Non-PO Invoice

Meeting Planning Services

80161502

Use this form to enter ad hoc invoices received for Meeting planning service requests

+

Add new tile

Create new tile

Landing Page

Brings users to another landing page. When using Page, if you specify information for the resources attribute, those resources show up as tiles on the landing page. Otherwise, a blank resources attribute means that the landing page serves as a read-only page of instructions.

Invoice Request

Allow user to create invoice request to generate Non-PO Invoice

External Site

Redirects users to an external web address, a report folder in your organization's SAP Ariba reporting site, or another specific location in SAP Ariba Buying solutions.

Ad Hoc Item

Brings users to the Request ad hoc item or service page.

Catalog Search

Use this for tiles that you don't want users to locate in search

Jaideep Tungare (jtungare) last visited 12/4/2019 3:27 PM

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[注文書なし請求書] タイルの設定

Admin Home


Any changes are saved automatically and immediately viewable by the end user.

PU: All


Exit



Payment Request



Multi-line invoice for co...



New Title e ef dsf dsf sf...

Request form

Graphic design

801415

All

Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote...

nonpo
non
po
invoice
epay
payment
request
conference
speakers

Line item form

Non-PO Invoice

Non-PO Invoice

Data service invoice


80161506

Use this form to enter ad hoc invoices received for data service requests

Non-PO Invoice

Electrical Engineering Services

81101701



Add new tile

Edit

Type

NonPOInvoice

Unique Name

daf96e42-3421-4666-8c2a-f2f3a131...

Title

Electrical Engineering Services

Description

Commodity Code

81101701

Job Function Filter

Select one or more

Start typing the form's name

Autogenerate invoice number

☐

Gallery

Save

Cancel

任意の [タイトル] フィールド

注文書なし請求書に対して、請求書番号の自動生成を有効化することができます

機能の概要

説明: シンプルな注文書なし請求書を Guided Buying で作成

The screenshot displays the SAP Guided Buying interface for a 'Payment Request'. The top navigation bar includes the SAP logo, 'Guided Buying' text, a search bar with 'Find goods and services', and notification icons. The main content area shows a grid of tiles for different invoice types. A yellow callout box with the text '複数のタイルで同じ [注文書なし請求書] フォームを参照することができます' (Multiple tiles can reference the same [No PO Invoice] form) points to a group of three 'Non-PO invoice form' tiles at the bottom, which are highlighted with a red border. These tiles are for 'Data service invoice', 'Electrical Engineering Services', and 'Meeting Planning Services'. Other visible tiles include 'Multi-line invoice for ...', 'New Title eef dsf ds...', 'Request form' for 'Graphic design', 'Line item form' for 'Cathy GB2.0 Simple', and 'Non-PO invoice form' for 'INV_AutoGenerated'.

ヘッダーレベルの詳細を使用した注文書なし請求書の作成

SAP Guided Buying

< INVDATASERV_1-1615
Invoice Request / INVDATASERV_1-1615

Total 514.00 USD

Save

Send request

Composing Saved - just now

Charge to

On Behalf Of
Jaideep Tungare

Purchasing Unit
US001

Company Code
3000 (IDES US INC)

Pay to

Supplier *
Boilermaker Inc.

Remit To Address
Boilermaker HQ
359 Northwestern Ave, West Lafayette, IN, 46062, US

Supplier Contact
Boilermaker HQ

Supplier Invoice # *
DATASERV_1

Invoice Date *
9/24/2019

Invoice details

Net amount
500.00 USD

Commodity Code
Data archiving services

Drag and drop file here, or
browse to upload an invoice

税サポート

The image displays two screenshots of the SAP Guided Buying interface, illustrating the tax support functionality.

Left Screenshot (Invoice Request INVDATASERV_1-1615):

- Net amount:** 500.00 USD
- Full Description:** Invoice for Data Archiving Services
- Taxes:** VAT (highlighted with a red box)
- Accounting:** (link)

Right Screenshot (Invoice Request INV1619):

- Net amount:** 0.00 USD
- Full Description:** Electrical engineering services
- Taxes:** (highlighted with a red box)
- Accounting:** (link)

Add new tax dialog box (highlighted with a red box):

- Add by tax type or tax code:** Tax type (selected), Tax code
- Name:** Search for tax type
- Table:**

Name	Choose
SED	Choose
VAT	Choose
SH Edu Cess	Choose
State Sales/Use	Choose
State Sales/Use_1	Choose
City Sales/Use_1	Choose

- Buttons:** Cancel

分割会計

SAP

Guided Buying

367

1

JP

<

INV1619

Invoice Request / INV1619

Total 0.00 USD

Save

Send request

> Taxes

< Accounting

Account Assignment *

K (Cost center)

Split accounting

Unallocated 0 % Split 100 %

Split by

Percentage

Amount

Amount to split

0.00 USD

> Cost Center (0000002300 (Procurement))

100 %

> Cost Center (0000002300 (Procurement))

0 %

+ Add split

Total amount

0.00 USD

Net amount

0.00 USD

Taxes

0.00 USD

Comments

Write your comment...

Add

注文書なし請求書での分割会計のサポート

送金先住所

SAP Guided Buying

INV1695 Invoice Request / INV1695

Total 0.00 USD Send request Save ...

Composing Saved - a minute ago

Charge to

On Behalf Of
Jaideep Tungare

Company Code
3000 (IDES US INC)

Pay to

Supplier *
Search for supplier

Supplier Contact

Supplier Invoice # *
 12/18/2019

Invoice details

Net amount
0.00 USD

Commodity Code
Data archiving services

Full Description *

Remit To Address

Name Search for Remit To Address

Name	Street	City	State/Province/Region	Postal Code	Country
No data					

注文書なし請求書の作成 – コメントおよび添付ファイル

SAP

Guided Buying

INVDATASERV_1-1615

Invoice Request / INVDATASERV_1-1615

Total 514.00 USD

Save

Send request

Taxes14.00 USD

?

Comments

Write your comment...

Add

Attachments

Drag and drop file here, or [browse](#) to upload

Add

JT

Jaideep Tungare

9/24/2019

SupplierInvoice...

14 KB

Remove all

Delete request

SAP Ariba


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PDF 請求書ビュー – 注文書なし請求書の作成画面と並列表示

SAP Guided Buying

< | INV1629 

Invoice Request / INV1629

Total 0.00 USD

Save

Send request

Composing Saved - 4 minutes ago

Charge to

On Behalf Of

Jaideep Tungare

Purchasing Unit

US001

Company Code

3000 (IDES US INC)

Pay to

Supplier *

Search for supplier

Remit To Address

Supplier Contact




Supplier Invoice # *

>> Hide invoice

Invoice.pdf
83 KB

AEugAQNCuhgjFU

2 / 2



Net Term: 30 days

Additional Information:

Customer VAT/Tax ID: 1000001048000VG

Supplier VAT/Tax ID: 11000101

Original Purchase Order: 4800129013

Line #	Line Ref #	Part #	Description	Qty / Unit	Unit Price	Sub Total
1	1		Not Available	1,000 EA	10.00 AED	10,000.00 AED
		MATERIAL	Network Vendor - Tolerance Testing			

DETAILS

Auxiliary Part ID:

Manufacturer Part #:

Manufacturer Name:

Country of Origin:

Additional Information:

Subtotal: 10,000.00 AED

Gross Amount: 10,000.00 AED

Net Amount: 10,000.00 AED

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	5%		10,000.00 AED	500.00 AED		VAT		

Date of Supply: Tuesday 5 Dec 2017 12:00 AM GMT+05:30

Invoice Summary

Subtotal: 10,000.00 AED

Total Tax: 500.00 AED

Total Gross Amount: 10,500.00 AED

Total Net Amount: 10,500.00 AED

Amount Due: 10,500.00 AED

提出された請求書の承認経路

SAP

Guided Buying

366

1

JT

✓

You have submitted your request for approval.

<

INVDATASERV_2-1615

Invoice Request / INVDATASERV_2-1615

Total

514.00

USD

Edit

Done

Submitted

Process

Request

Jaideep Tungare

Reconciling

Comments

Write your comment...

Add

Attachments

Drag and drop file here, or [browse](#) to upload

Add

JT

Jaideep Tungare

9/24/2019

x

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サプライヤ請求書番号の動作

SAP Guided Buying

INVDATASERV_2-1615
Invoice Request / INVDATASERV_2-1615

Total **514.00 USD**

Pay to

Supplier	Remit To Address
Boilermaker Inc.	Boilermaker HQ 359 Northwestern Ave, West Lafayette, IN, 46062, US
Supplier Contact	
Boilermaker HQ	

Supplier Invoice #
DATASERV_2

Invoice Date
September 24, 2019

Invoice details

Net amount	Commodity Code
500.00 USD	Data archiving services
Full Description	
Invoice for Data Archiving Services	

> Taxes

> Accounting

Total amount	514.00 USD
Net amount	500.00 USD
Taxes	14.00 USD

請求書が Guided Buying で提出された後に外部システムで処理されるシナリオの場合、サプライヤ請求書番号を読み取り専用にすることができます。

SAP Ariba Procurement ソリューションの「Application.Invoicing.InputCategoriesFreezeInvoiceNumber」という名前のパラメータを使用して、請求書番号を読み取り専用にすることができます。

請求書の履歴

SAP Guided Buying

< INVDATASERV_2-1615

Invoice Request / INVDATASERV_2-1615

Total 514.00 USD

> Accounting

Total amount514.00 USD

Net amount500.00 USD

Taxes14.00 USD

History

Date	Real User	User	Action	Summary
9/24/2019, 11:49 PM		aribasystem	Sent to Ariba Network.	Successfully sent to Ariba Network.
9/24/2019, 11:49 PM	Jaideep Tungare	Jaideep Tungare	Approved	INVDATASERV_2-1615 approved.
9/24/2019, 11:48 PM	Jaideep Tungare	Jaideep Tungare	Submitted	INVDATASERV_2-1615 submitted for approval.
9/24/2019, 11:48 PM	Jaideep Tungare	Jaideep Tungare	Invoice ID Changed	Invoice ID changed from INVDATASERV_1-1615 to INVDATASERV_2-1615.

4 records

SAP Ariba

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Guided Buying 請求書の完全な履歴には、Ariba Network を使用しているサプライヤに請求書が送信されるまでの進行状況がすべて表示されます

SAP Ariba Buying and Invoicing での [照合中] 状況の請求書

← Back

Resume Customization

Q

4

Help

Jaideep Tungare

INVDATASERV_2-1615

Status: Reconciling

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Copy

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Print

Summary

Approval Flow

Reference

Messages

History

Header Information

Supplier: VDR1533050 (Boilermaker Inc.)

Supplier Contact: Boilermaker HQ

Invoice ID: INVDATASERV_2-1615

Supplier Invoice #: DATASERV_2

Invoice Date: Tue, 24 Sep, 2019

Type: Non-PO

Supplier Sales Order #:

On Behalf Of: Jaideep Tungare

Invoice Submission Method: Online

Invoice Origin: Supplier

Purchasing Unit: US001

Company Code: 3000 (IDES US INC)

My Labels: Apply Label...

Payment Terms: 0001

Ship From: Boilermaker HQ
4876 Northwestern Ave
W Lafayette IN 47996
United States

Plant: New York
691 Broadway
NEW YORK NY 10001
United States

Remit To Address: Boilermaker HQ
359 Northwestern Ave
West Lafayette IN 46062
United States

Deliver To:

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (1)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Invoice for Data Archiving Services	1	each	\$500.00 USD	\$500.00 USD			\$14.00 USD	\$514.00 USD	(1)	Details

Details

Accounting Details

Base Amount: \$500.00 USD

Discount: \$0.00 USD

Charge: \$0.00 USD

Tax: \$14.00 USD

Payable To Supplier: \$514.00 USD

SAP Ariba

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Ariba Network に送信された請求書

Ariba Network

Company Settings ▾

John Boilermaker

Help Center >>

Invoice: DATASERV_2

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

Attachment(s)

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: DATASERV_2

Invoice Date: Tuesday 24 Sep 2019 3:30 AM GMT-07:00

Submission Method: Online

Origin: Supplier

Source Document: Non-PO

Subtotal: \$500.00 USD

Total Tax: \$14.00 USD

Total Special Handling: \$0.00 USD

Total Shipping: \$0.00 USD

Total Charges: \$0.00 USD

Total Gross Amount: \$514.00 USD

Total Discount Amount: \$0.00 USD

Total Net Amount: \$514.00 USD

Amount Due: \$514.00 USD

BILL TO:

New York

Postal Address (Default):
691 Broadway
NEW YORK , NY 10001
United States
Address ID: 3000

Phone (work): +1 (3) 4833500
Fax (work): + ()

REMIT TO:

Boilermaker HQ

Postal Address (Default):
359 Northwestern Ave
West Lafayette , IN 46062
United States
Remit To ID: AD155993151

SUPPLIER:

Boilermaker HQ

Postal Address (Default):
4876 Northwestern Ave
W Lafayette , IN 47996
United States
Address ID: AD135147204

SHIPPING INFORMATION:

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請求書の状況による請求書申請の検索

< | Your Requests

All (10) Quotes (0) To receive (0) Custom forms (0) Invoice requests (15)

Last 3 months▼

Invoice status▼

No Choice▼

Requested 9/25/19 Amount \$0.00 USD

INV1619
INV1619

Requested 9/25/19 Amount \$0.00 USD

INV1617
INV1617

All (10) Quotes (0) To receive (0) Custom forms (0) Invoice requests (15)

Last 3 months▼

Invoice status▼

No Choice▼

Requested 9/25/19 Amount \$0.00 USD

INV1619
INV1619

Requested 9/25/19 Amount \$0.00 USD

INV1617
INV1617

Requested 9/25/19 Amount \$0.00 USD

INV1616
INV1616

Requested 9/24/19 Amount \$514.00 USD

Reconciling

Invoice status▼

No Choice

Composing

Denied

Loaded

Submitted

Submitted with Errors

Canceled

CC Invoice To AN

Awaiting Receipts

Reconciliation Delayed

Reconciling

Paying

Paid

Paying Failed

Rejected

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17

Guided Buying での注文書なし請求書の検証

- Guided Buying の注文書なし請求書フォームは、Guided Buying 検証規定を使用して検証できます。これらの規定は、ユーザーが申請を提出した直後に評価されます。
- Guided Buying では、注文書なし請求書に対して、SAP Ariba Buying and Invoicing で設定された請求書検証ルールを使用する必要があります
- エラーおよび注意は、Guided Buying の UI に表示されます
- Validate and Enrich API から受信した検証エラーや注意も（注文書なし請求書に対して設定されている場合）、Guided Buying の UI 内で確認することができます。