



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

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CONFIDENTIAL

## 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

### 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。

### 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。

### 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

### 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 X

The screenshot shows the SAP Ariba Admin Home interface with a focus on tile configuration. On the left, several tiles are displayed, including:

- Multi-line invoice for co... (Website)
- New Title e ef df sf sf... (Website)
- Request form: Graphic design (801415) - Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote, nonpo, nonpo, 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) - This tile is selected and highlighted with a blue border. It has edit (pencil), delete (trash), and copy (plus) icons.
- 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.

In the center, there is an "Add new tile" area with a plus sign icon.

On the right, a "Create new tile" sidebar is open, listing tile types:

- 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** (highlighted with a red box): 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.

SAP Ariba logo and copyright information at the bottom:

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 X

Payment Request

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

- 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

Multi-line invoice for co...  
Website

New Title e ef dsf dsf sf...  
Website

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

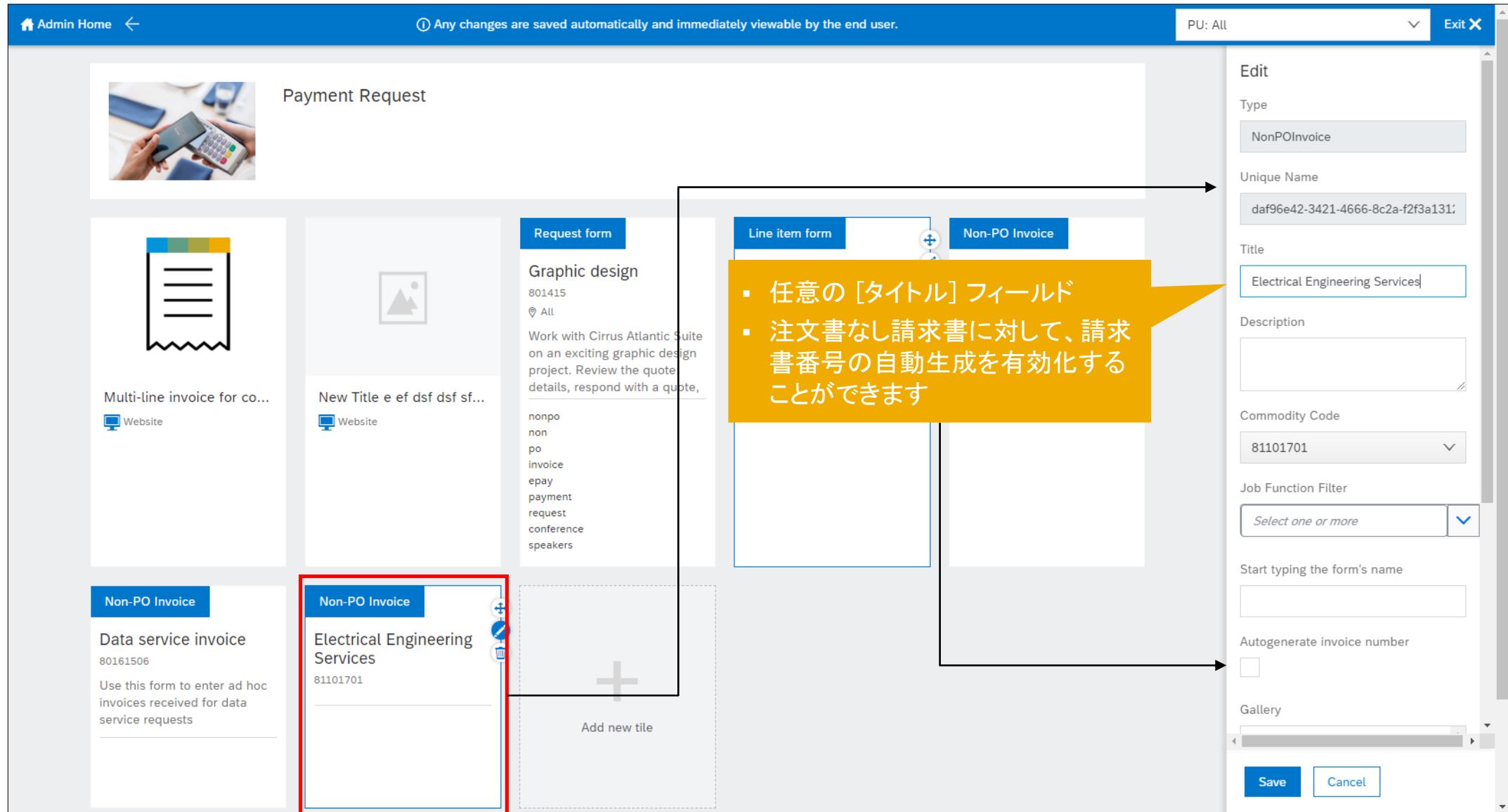
Job Function Filter  
Select one or more

Start typing the form's name

Autogenerate invoice number

Gallery

Save Cancel



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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

The screenshot shows the SAP Guided Buying interface with a search bar at the top. Below it, a navigation bar includes a back arrow, the title "Payment Request", and a magnifying glass icon. A yellow callout box on the right side states: "複数のタイトルで同じ [注文書なし請求書] フォームを参照することができます". The main content area displays several cards representing different forms:

- Request form**: Graphic design (801415). Description: Work with Cirrus Atlantic Suite on an exciting graphic design project. Review the quote details, respond with a quote, nonpo non po invoice epay paym...
- Line item form**: Cathy GB2.0 Simple (76). Description: If no policies defined, will use high touch. RFP will be in draft. When policies defined, they override cc, location.
- Non-PO invoice form**: INV\_AutoGenerated (81101507).
- Non-PO invoice form**: Data service invoice (80161506). Description: Use this form to enter ad hoc invoices received for data service requests.
- Non-PO invoice form**: Electrical Engineering Services (81101701). Description: Use this form to enter ad hoc invoices received for Electrical Engineering services requests.
- Non-PO invoice form**: Meeting Planning Services (80161502). Description: Use this form to enter ad hoc invoices received for Meeting planning service requests.

A red box highlights the first three cards (Request form, Line item form, Non-PO invoice form), and a black arrow points from the text in the yellow callout box to the "Request form" card.

# 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)

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

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

Commodity Code: Data archiving services

USD

# 税サポート

The screenshot displays two overlapping SAP Guided Buying interfaces. The background window shows an 'Invoice Request' for 'INVDATASERV\_1-1615' with a total of 514.00 USD. The foreground window shows an 'Invoice Request' for 'INV1619' with a total of 0.00 USD. A red box highlights the 'Taxes' section in the left sidebar of the INV1619 window, which contains a 'VAT' entry and a '+ Add tax' button. A larger red box highlights the 'Add new tax' dialog box, which is centered over the main window. This dialog box has a title 'Add new tax' and instructions 'Add by tax type or tax code.' It includes radio buttons for 'Tax type' and 'Tax code'. A search bar with 'Name' and a 'Search for tax type' input field is present. Below the search bar is a list of tax codes with 'Choose' buttons next to them. The list includes:

- SED
- VAT
- SH Edu Cess
- State Sales/Use
- State Sales/Use\_1
- Citv Sales/Use\_1

At the bottom right of the dialog box are 'Cancel' and 'Add' buttons.

# 分割会計

The screenshot shows the SAP Guided Buying interface for an invoice request (INV1619). The top navigation bar includes the SAP logo, 'Guided Buying', and various status icons. The main content area displays the invoice details: 'Total 0.00 USD' and buttons for 'Save' and 'Send request'. On the left, a sidebar shows 'Taxes' and 'Accounting' sections, with 'Account Assignment \*' set to 'K (Cost center)'. A red box highlights the 'Split accounting' section, which allows splitting the total amount (0.00 USD) into two cost centers. The 'Amount to split' is 0.00 USD. One entry shows 'Cost Center (0000002300 (Procurement))' with 100% allocation, and another shows 'Cost Center (0000002300 (Procurement))' with 0% allocation. A yellow callout points to this section with the text '注文書なし請求書での分割会計のサポート' (Support for split accounting in orderless invoices). Below the split accounting, the 'Total amount' is 0.00 USD, broken down into 'Net amount' and 'Taxes' both at 0.00 USD. A comments section at the bottom allows users to add comments.

注文書なし請求書での分割会計のサポート

# 送金先住所

The screenshot shows the SAP Guided Buying interface for creating an invoice request. The main screen displays fields for 'Charge to' (On Behalf Of: Jaideep Tungare, Company Code: 3000 (IDES US INC)) and 'Pay to' (Supplier: Search for supplier). A modal dialog titled 'Remit To Address' is open, showing a search bar with 'Name' and a dropdown arrow, and a placeholder 'Search for Remit To Address'. A yellow callout box points to the 'Name' field with the Japanese text '送金先銀行選択リストの [名称] フィールド' (Field for selecting remittance bank address list [Name]). The background shows a total amount of 0.00 USD and buttons for 'Send request', 'Save', and more.

送金先銀行選択リストの  
[名称] フィールド

Remit To Address

Name

Drag and drop file here, or

Name Street City State/Province/Region Postal Code Country

No data

12/18/2019

Invoice details

Net amount: 0.00 USD Commodity Code: Data archiving services

Full Description \*

# 注文書なし請求書の作成 – コメントおよび添付ファイル

The screenshot shows the SAP Guided Buying interface for creating an invoice request. The top navigation bar includes the SAP logo, 'Guided Buying', and various icons for notifications (366), cart (1), and user profile.

The main content area displays the following information:

- Invoice Request ID:** INVDATASERV\_1-1615
- Total Amount:** 514.00 USD
- Taxes:** 14.00 USD
- Comments:** A section labeled 'Comments' with a red border contains a text input field placeholder 'Write your comment...' and a 'Save' button.
- Attachments:** A section labeled 'Attachments' with a red border contains a file upload area with instructions 'Drag and drop file here, or browse to upload' and an 'Add' button. It also shows a preview of a file uploaded by 'Jaideep Tungare' on 9/24/2019, named 'SupplierInvoice...', which is 14 KB in size. There is a 'Remove all' link below the preview.
- Actions:** Buttons for 'Delete request' and 'Send request' are located at the bottom right.

The footer includes the SAP Ariba logo, copyright information (© 1996–2019 Ariba, Inc. All rights reserved), and links to Privacy Statement, Terms of Use, and Participant Terms.

# 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

The screenshot displays the SAP Guided Buying application interface. At the top, the header includes the SAP logo, 'Guided Buying', and a navigation bar with icons for search, notifications (374), cart, and user profile.

The main area shows an 'Invoice Request' for document number 'INV1629'. The status is 'Composing' and was saved 4 minutes ago. The total amount is '0.00 USD'. Buttons for 'Save' and 'Send request' are visible.

The left side of the screen contains fields for 'Charge to' (On Behalf Of: Jaideep Tungare, Purchasing Unit: US001, Company Code: 3000 (IDES US INC)) and 'Pay to' (Supplier: Search for supplier).

A central modal window titled 'AEugAQNcuhgjFU' shows a detailed view of an invoice. It includes:

- Additional Information:** Customer VAT/Tax ID: 1000001048000VG, Supplier VAT/Tax ID: 11000101, Original Purchase Order: 4800129013.
- Line Item Table:** One item listed: Line Ref # 1, Part # / Description Not Available, Qty / Unit 1,000 EA, Unit Price 10.00 AED, Sub Total 10,000.00 AED.
- DETAILS:** Auxiliary Part ID: Network Vendor - Tolerance Testing.
- Additional Information:** Subtotal: 10,000.00 AED, Gross Amount: 10,000.00 AED, Net Amount: 10,000.00 AED.
- Tax Summary:** Tax Details: VAT Category VAT, Tax Rate 5%, Taxable Amount 10,000.00 AED, Tax Amount 500.00 AED, Tax Location VAT, Tax Regime VAT.
- 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.

The right side of the screen shows a preview of the generated PDF file, titled 'Invoice.pdf' (83 KB). The PDF content matches the modal window.

# 提出された請求書の承認経路

SAP Guided Buying

You have submitted your request for approval.

INVDATASERV\_2-1615  
Invoice Request / INVDATASERV\_2-1615

Total 514.00 USD

Edit Done

Submitted

Process

```
graph LR; A((Request)) --> B((Jaideep Tungare)); B -.-> C((Reconciling))
```

Comments

Write your comment... Add

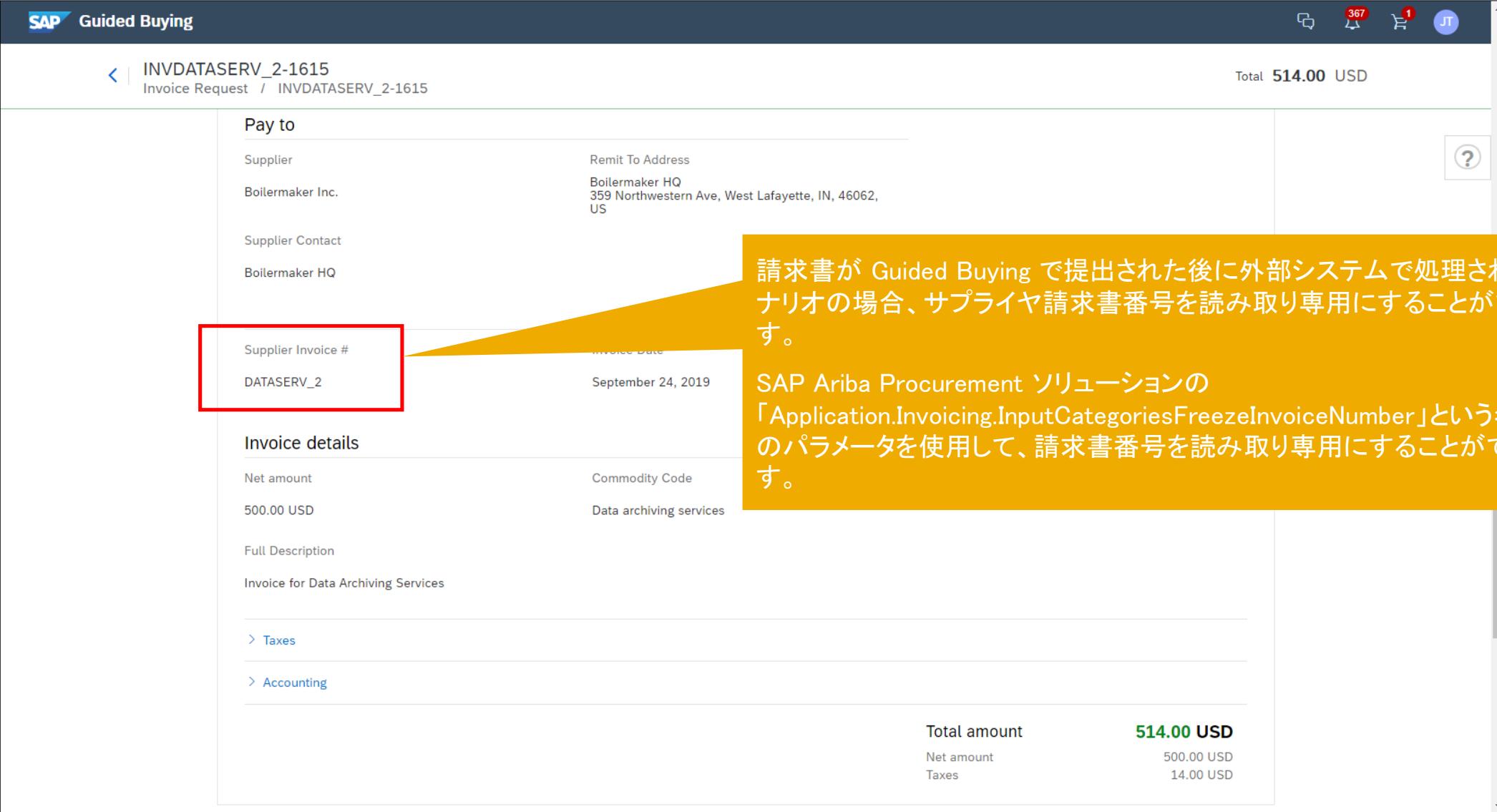
Attachments

Drag and drop file here, or browse to upload Add

JT Jaideep Tungare 9/24/2019

This screenshot shows the SAP Guided Buying application interface for managing invoice requests. At the top, a message indicates that a request has been submitted for approval. The main area displays the invoice details: INVDATASERV\_2-1615, Invoice Request, total amount of 514.00 USD, and two buttons for Edit and Done. Below this, the status is shown as 'Submitted'. The 'Process' section contains a flowchart with three nodes: 'Request' (green circle), 'Jaideep Tungare' (blue circle), and 'Reconciling' (grey circle). A solid green line connects 'Request' to 'Jaideep Tungare', and a dashed blue line connects 'Jaideep Tungare' to 'Reconciling'. The 'Comments' section includes a text input field for adding a comment and a 'Add' button. The 'Attachments' section features a drag-and-drop area and a 'Add' button. A history entry for 'JT' dated 9/24/2019 is listed at the bottom.

# サプライヤ請求書番号の動作



The screenshot shows the SAP Guided Buying interface for an invoice request. The top navigation bar includes the SAP logo, 'Guided Buying', and various status indicators (367 notifications, 1 pending tasks, and a Japanese language icon). The main page displays an invoice request for supplier 'Boilermaker Inc.' with a total amount of **514.00 USD**. The 'Pay to' section shows the supplier's name and address: 'Boilermaker HQ, 359 Northwestern Ave, West Lafayette, IN, 46062, US'. A yellow callout box points from the 'Supplier Invoice #' field (containing 'DATASERV\_2') to a text block explaining the functionality.

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。

Supplier Invoice #

DATASERV\_2

Invoice Date

September 24, 2019

Invoice details

Net amount

500.00 USD

Commodity Code

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

# 請求書の履歴

SAP Guided Buying

INVDATASERV\_2-1615  
Invoice Request / INVDATASERV\_2-1615

Total 514.00 USD

> Accounting

Total amount 514.00 USD  
Net amount 500.00 USD  
Taxes 14.00 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

Jaideep Tungare (jtungare) last visited 9/24/2019 7:26 PM

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367 1 JT

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

SAP Back Resume Customization Help Jaideep Tungare Status: Reconciling

INVDATASERV\_2-1615

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 Invoice Summary: \$514.00 USD Details

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)	\$514.00 USD		

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   
Jaideep Tungare (jtungare) last visit 9/24/2019 7:20 PM | Cirrus Atlantic Suite | C176\_UH1  
Security Disclosure Privacy Statement Cookie Statement © 1998 - 2019 Ariba Inc. All Rights Reserved

# Ariba Network に送信された請求書

Ariba Network

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**

<b>Status</b>	<b>Subtotal:</b> \$500.00 USD
Invoice: Sent	Total Tax: \$14.00 USD
Routing: Acknowledged	Total Special Handling: \$0.00 USD
Invoice Number: DATASERV_2	Total Shipping: \$0.00 USD
Invoice Date: Tuesday 24 Sep 2019 3:30 AM GMT-07:00	Total Charges: \$0.00 USD
Submission Method: Online	Total Gross Amount: \$514.00 USD
Origin: Supplier	Total Discount Amount: \$0.00 USD
Source Document: Non-PO	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:**

# 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	Amount	Invoice Id	Invoice number	Invoice title	Supplier name	Invoice status
9/25/19	\$0.00 USD	INV1619	INV1619			Composing
9/25/19	\$0.00 USD	INV1617	INV1617			Composing
9/25/19	\$0.00 USD	INV1619	INV1619			Composing
9/25/19	\$0.00 USD	INV1617	INV1617			Composing
9/25/19	\$0.00 USD	INV1616	INV1616			Composing
9/24/19	\$514.00 USD					Reconciling

Invoice status▼

No Choice▼

- No Choice
- Composing
- Denied
- Loaded
- Submitted
- Submitted with Errors
- Canceled
- CC Invoice To AN
- Awaiting Receipts
- Reconciliation Delayed
- Reconciling
- Paying
- Paid
- Paying Failed
- Rejected

Reconciling

This screenshot illustrates the SAP Fiori interface for searching invoice requests based on their status. The main area shows a list of 15 invoice requests, each with a creation date, amount, and a list of invoice numbers. A dropdown menu is open over the third request, specifically for the 'Invoice status' filter. This dropdown lists various statuses: No Choice, Composing, Denied, Loaded, Submitted, Submitted with Errors, Canceled, CC Invoice To AN, Awaiting Receipts, Reconciliation Delayed, Reconciling, Paying, Paid, Paying Failed, Rejected, and Reconciling. The 'Composing' status is currently selected. An arrow points from the 'Reconciling' status in the dropdown back to the main list, highlighting it.

# 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。