



## Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with Fujifilm Business Innovation Co. Ltd please follow the steps below:

1

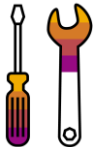


### Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

[SAP Business Network Supplier Training](#)

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### Review the specifics of transacting with Fujifilm Business Innovation Co. Ltd

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using SAP Business® Network!

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## SCOPE OF FUJIFILM BUSINESS INNOVATION CO. LTD. 'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship
<ul style="list-style-type: none"> <li>• <b>Purchase Orders (PO)</b> Orders sent from your customer through SAP Business Network to your company               <ul style="list-style-type: none"> <li>○ <b>Goods</b></li> </ul> </li> <li>• <b>Purchase Order Confirmations (OC) - optional</b> Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</li> <li>• <b>Ship Notices (ASN) - optional</b> Advice to your customer on what has been shipped and delivery date.</li> <li>• <b>Goods Receipt Notices (GRN)</b> Informational documents advising the correct receipt of goods by your customer</li> <li>• <b>Invoices - mandatory</b> Your company's tax invoice for goods delivered.               <ul style="list-style-type: none"> <li>○ <b>Full and Partial Invoices</b></li> </ul> </li> <li>• <b>Line-Item Credit Memos</b> Item level credits; price/quantity adjustments</li> <li>• <b>Contract Invoices</b> Create invoice against a contract</li> <li>• <b>Blanket Purchase Order Invoices</b> Create invoice against a blanket PO</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li> <li>• <b>Service Sheets (SES)</b> Pre invoice validation/approval of services and service delivery times.</li> <li>• <b>Header Level Credit Memos</b> This feature is not supported by your customer</li> <li>• <b>Remittance Advices</b> Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes..</li> <li>• <b>Schedule Payments</b> Displays payment information for specific invoices</li> </ul>

## TRANSACTION VALIDATION RULES

Please note, Fujifilm Business Innovation Co. Ltd has configured custom validation rules on the SAP Business Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices. Review these settings from your supplier account on the Ariba Network.

## SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in your SAP Business Network account as minimum requirements in order to successfully transact.

- Complete your Company Profile
- Complete your Legal Profile, if you are located in Singapore and are GST registered.
- For all Malaysia and Australia suppliers, click **Company Profile > Business tab > Tax Information** section, enter your **SST ID** (Malaysia) or your **ABN number** in the **Tax ID** field.
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications
- Set up a test account

## TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with Fujifilm Business Innovation Co. Ltd on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [SUPPLIER TRAINING PAGE](#).

## SPECIFIC CUSTOMIZATIONS FOR PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by Fujifilm Business Innovation Co. Ltd through SAP Business Network.

- If you see any discrepancy in the purchase order, contact Cognizant and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.
- The **Terms and Conditions** of the Purchase Order will be available on the **Comments** section or through a URL available in the **Comments** section.
- All documents submitted by you like the order confirmation, ship notice and the invoice will be attached to the purchase order and you can view it on the Purchase Order details page under the **Related Documents** sections. The Goods Receipt sent by Fujifilm Business Innovation Co. Ltd. will also be attached to the purchase order under the **Related Documents** sections

## SPECIFIC CUSTOMIZATIONS PO CONFIRMATIONS

- PO Confirmations are supported by Fujifilm Business Innovation Co. Ltd. for material POs to improve customer experience but are not mandatory.
- You may send an order confirmation at either the header or the line-item level.
- You are required to provide an estimated delivery date on order confirmations.
- You may only FULLY reject the PO at the header level. You can provide a reason when you reject an order.

## SPECIFIC CUSTOMIZATIONS FOR SHIP NOTICES

- Ship Notices are supported by Fujifilm Business Innovation Co. Ltd. to improve customer experience but are not mandatory.
- You are required to provide an actual or estimated delivery date on ship notices.
- You can do partial shipment by editing the **Ship QTY** field.

## SPECIFIC CUSTOMIZATIONS FOR INVOICES

- Once the material has been shipped out and the Goods Receipt has been sent by Fujifilm Business Innovation Co. Ltd., the invoicing process can be done.
- Enter the original **Invoice #**. The invoice number should match the invoice number on the attachment being sent across via the SAP Business Network.
- Enter the **Supplier Tax ID** (if not configured).
- Retain the shipping at the header level.
- Enter information in the **Supplier Commercial Identifier** and **Supplier Legal Form** fields.
- Enter the **Tax Invoice Number**.
- Attach the scanned copy of the original invoice.
- In the **Line Items** section, Select the **Tax Category** from the dropdown and enter the tax **Rate(%)**.

## SPECIFIC CUSTOMIZATIONS FOR CONTRACT INVOICES

- Select the **Contract**.
- Enter the **Invoice #**.
- Enter the **Invoice Date**.
- To add Line Items, click the **Add Items** button and select from the catalog list displayed. Click the **Add Item** button after selecting the item and entering the quantity. Then click the **Done** button.
- Based on the Legal Profile you setup while configuring your account, you can follow the invoice rules corresponding to it.

## SPECIFIC CUSTOMIZATIONS FOR BLANKET PURCHASE ORDER INVOICES

- Once the material has been shipped out and the Goods Receipt has been sent by Fujifilm Business Innovation Co. Ltd., the invoicing process can be done.
- Enter the original **Invoice #**. The invoice number should match the invoice number on the attachment being sent across via the SAP Business Network.
- Enter the **Supplier Tax ID** (if not configured).
- Retain the shipping at the header level.
- Enter information in the **Supplier Commercial Identifier** and **Supplier Legal Form** fields.
- Enter the **Tax Invoice Number**.
- Attach the scanned copy of the original invoice.
- To add **Line Items** section, Select the **Line Item** and click the **Create** dropdown. Select the **Goods** option.
- In the **Blanket PO Item** page, enter the **Quantity**.
- To add **Tax**, click the **Line Items Actions** dropdown and select the **Tax** option.
- Select the **Tax Category** from the dropdown.
- Enter **0** in the **Shipping Amount** section.

## SPECIFIC CUSTOMIZATIONS FOR CREDIT MEMOS

- You may create a credit memo at the line-item level for price and quantity adjustments.
- Header level credit memos cannot be created.
- Each credit memo must reference a previous **Invoice #**.
- You are required to provide a reason for every credit memo.

## HELP & SUPPORT

- **Help Centre** is located within your account and used to access documentation, FAQs, and live support. Raise a Service Request for Support to contact you
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)
- For assistance regarding business processes, please find below the regional buyer contact details: [dgi-fbap-regional.procurement@fujifilm.com](mailto:dgi-fbap-regional.procurement@fujifilm.com)

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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**THE BEST RUN**

