



Otsuka

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## ARIBA Network Quick Start Guide

Step by Step Guide for Otsuka suppliers to start and use a  
Standard Account on ARIBA NETWORK.  
May 2020 – V6

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## What is covered in this Guide

1. [Introduction and purpose of the Guide](#)
2. [What is the ARIBA Network?](#)
3. [Different types of ARIBA Accounts](#)
4. [How to set up a Trading Relationship with Otsuka on the ARIBA Network from an Interactive Email order – Standard Account](#)
5. [How to create an Electronic Invoice – Standard Account](#)
6. [How to create a Credit Note – Standard Account](#)
7. [How to Mange Account Configurations - Standard Account](#)
8. [Training and Support Services](#)

## Introduction and purpose of this Guide

The purpose of this guide is to provide you, our supplier, a quick step by step overview on how to set up a trading relationship with Otsuka on the ARIBA Network by registering and opening a STANDARD ACCOUNT which is free to use.

At Otsuka we are using the ARIBA Network and would like all our business partners to share in the benefits by registering and transacting with us through this platform so documents can be exchanged electronically. This means that you will receive your Otsuka Purchase Order electronically via email and from this PO you can issue invoices and credit notes electronically. This can be done without the need to purchase or download any software; a regular Internet connection and a web browser are the only requirements.

By using the ARIBA Network to send us your invoices, our Accounts Payable team, will be able to easily reconcile our purchase orders to your invoices and process the invoices quickly and efficiently to ensure you are paid on time.

## New or Existing supplier to Otsuka?

If you are a new supplier to Otsuka or an existing partner, who has not yet set up a trading relationship with us through the Network, then we ask you to go through this easy-to-use guide and register through a previous or the next interactive Purchase Order emailed to you and open a **STANDARD Account**. The guide also provides helpful tips on how to maintain and configure your account once created.

You will see from this guide that setting up a trading relationship through an interactive email order is very easy. Once you start transacting and exchanging documents through your **Standard ARIBA Account** your company will incur **NO** costs no matter how many documents you process.

Finally you may already have an ARIBA Network relationship set up with us but are still sending us invoices via email. If this is the case we ask you to go through this guide and follow the instructions on how to log onto your account and send us electronic invoices through the PO.

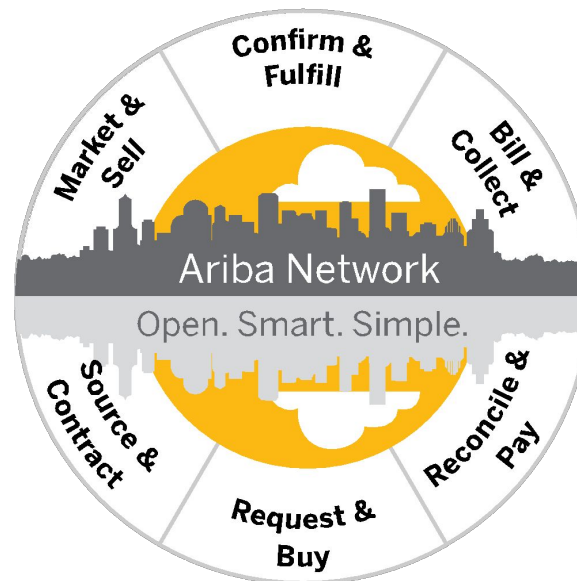


## The ARIBA NETWORK - The worlds largest business Network

The ARIBA Network is a dynamic, digital marketplace where millions of buyers and suppliers, operating in more than 190 countries, will transact \$3 trillion in business commerce this year.

Once registered business partners can transact with one another through the network and issue electronic purchase orders and invoices.

Watch an introduction video on [Ariba Network](#) and [Standard Account](#)



## Standard Versus Enterprise Account

There are two types of accounts that you can open on the ARIBA Network

1. **Standard Account** formerly known as LIGHT account
2. **Enterprise Account** formerly known as FULL account

When you register through an Otsuka Purchase Order described in this guide you will automatically be directed to open a **Standard Account**. This Guide only covers Standard Accounts as this is the account that we recommend, as you can receive PO's from us through the NETWORK, and issue electronic invoices and credit notes, but there are **NO** costs incurred by you.

Use of a STANDARD Account is free no matter how many documents you process with us through the account. [Video on Standard account](#)

At any time you have the option of upgrading to an Enterprise Account if you would like to benefit from the extra services this type of account can offer. However there are charges associated with this type of account. The next slide outlines the benefits of the different types of accounts.

## Benefits of the Standard and Enterprise Accounts

### Standard Account

- Free to use
- Receive purchase orders to an email address that you can specify
- Manage all your customer documents with one Account on the Network
- Send electronic invoices from the interactive email order
- Track invoice and payment status (email notifications)
- Transact an unlimited number of documents based on an interactive email order

**Enterprise Account** [subscription levels and fees](#) are determined by the number of documents and volume of transactions your business runs through the ARIBA Network

- You can create and access all documents directly from your ARIBA Network account rather than through each interactive email PO
- Transform your operations with full ERP integration
- You can provide Supplier-managed catalogues to your customers
- Additional feature through [SAP Ariba Discovery](#)
- 1<sup>st</sup> Line Customer Support from SAP ARIBA

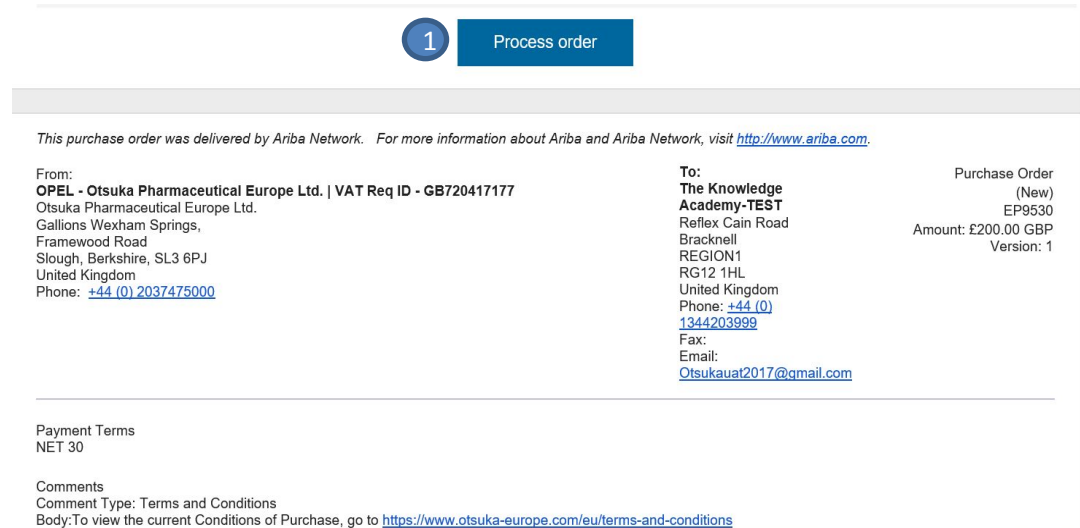
## Receiving a PO from OTSUKA

Otsuka will send you a purchase order from the ARIBA Network from the email address [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com).

NB: Please check your spam folders if you are unable to find the email.

When you open the email you will be taken into a PO such as below.

1. CLICK on the **PROCESS ORDER** button to access the SIGN UP screen.



The screenshot shows an email interface for a purchase order. At the top, there is a blue button labeled '1 Process order'. Below this, a message states: 'This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.' The email content is divided into 'From:', 'To:', and 'Payment Terms' sections. The 'From:' section identifies the sender as OPEL - Otsuka Pharmaceutical Europe Ltd. The 'To:' section identifies the recipient as The Knowledge Academy-TEST. The 'Payment Terms' section specifies NET 30. At the bottom, there are 'Comments' and a link to the current Conditions of Purchase.

**1** Process order

*This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.*

**From:**  
OPEL - Otsuka Pharmaceutical Europe Ltd. | VAT Req ID - GB720417177  
Otsuka Pharmaceutical Europe Ltd.  
Gallions Wexham Springs,  
Framewood Road  
Slough, Berkshire, SL3 6PJ  
United Kingdom  
Phone: [+44 \(0\) 2037475000](tel:+44(0)2037475000)

**To:**  
The Knowledge  
Academy-TEST  
Reflex Cain Road  
Bracknell  
REGION1  
RG12 1HL  
United Kingdom  
Phone: [+44 \(0\) 1344203999](tel:+44(0)1344203999)  
Fax:  
Email:  
[Otsukauat2017@gmail.com](mailto:Otsukauat2017@gmail.com)

Purchase Order  
(New)  
EP9530  
Amount: £200.00 GBP  
Version: 1

**Payment Terms**  
NET 30

**Comments**  
Comment Type: Terms and Conditions  
Body: To view the current Conditions of Purchase, go to <https://www.otsuka-europe.com/eu/terms-and-conditions>

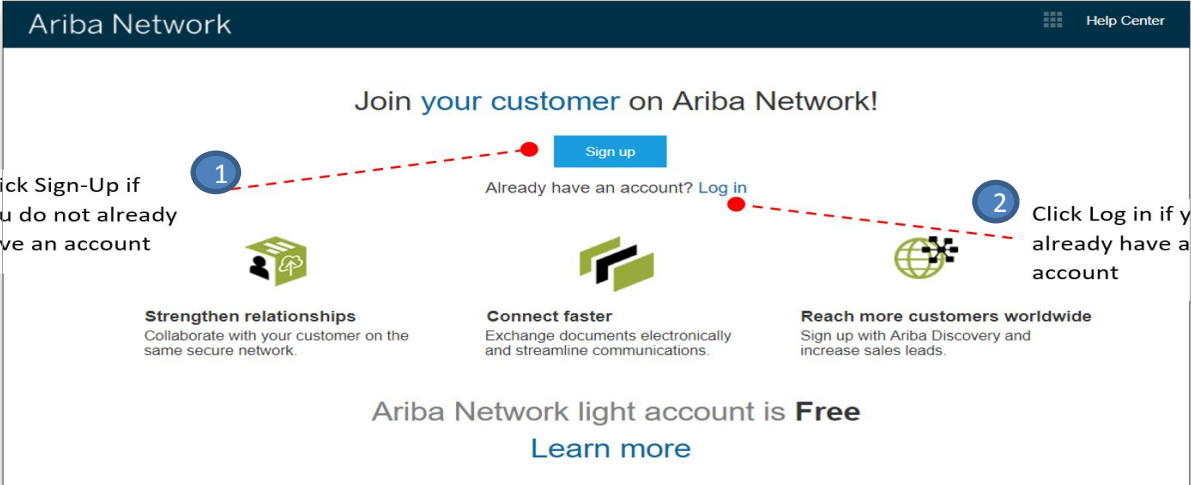


## Signing up and setting up a trading relationship with Otsuka

There are now two different pathways you can follow:

Pathway 1 - Your company has never opened an account on the ARIBA NETWORK. You will need to sign up and register by clicking on the **'Sign up'** button and follow the instructions on the next 3 slides.

Pathway 2 – Your company already has an existing ARIBA account with another customer. There is no need to register and open a new account for Otsuka; you can **'Log in'** using your existing User ID and password and set up a trading relationship with Otsuka under the existing account. Skip to [slide 13](#) to see further instructions.



The screenshot shows the Ariba Network sign-up page. At the top, it says "Ariba Network" and "Help Center". The main heading is "Join your customer on Ariba Network!". Below this, there are two main pathways:

- Pathway 1:** "Click Sign-Up if you do not already have an account". This is indicated by a red dashed line starting from a blue circle with the number "1" and pointing to a blue "Sign up" button. Below this, there is a green icon of two people and the text: "Strengthen relationships. Collaborate with your customer on the same secure network."
- Pathway 2:** "Click Log in if you already have an account". This is indicated by a red dashed line starting from a blue circle with the number "2" and pointing to a "Log in" button. Below this, there is a green icon of a globe with a plus sign and the text: "Reach more customers worldwide. Sign up with Ariba Discovery and increase sales leads."

In the center, there is a green icon of two overlapping rectangles and the text: "Connect faster. Exchange documents electronically and streamline communications."

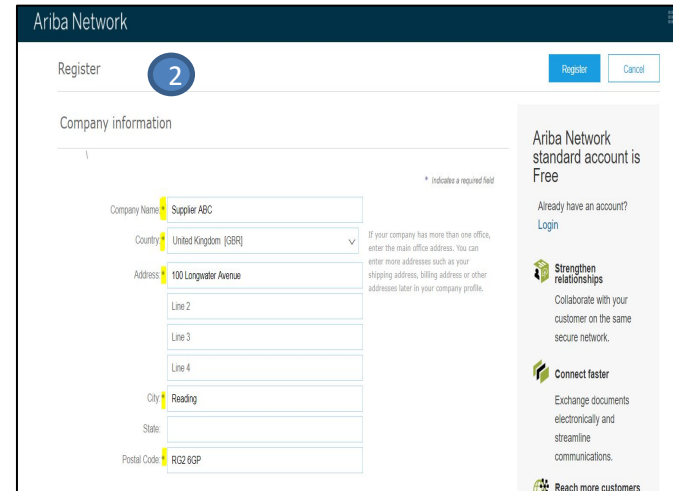
At the bottom, it says "Ariba Network light account is **Free**" and "Learn more".

### Completing information about your company and Setting up User ID

#### 2. Complete Company Information

Complete your company information and amend if required.

An asterisk (\*) indicates a required field

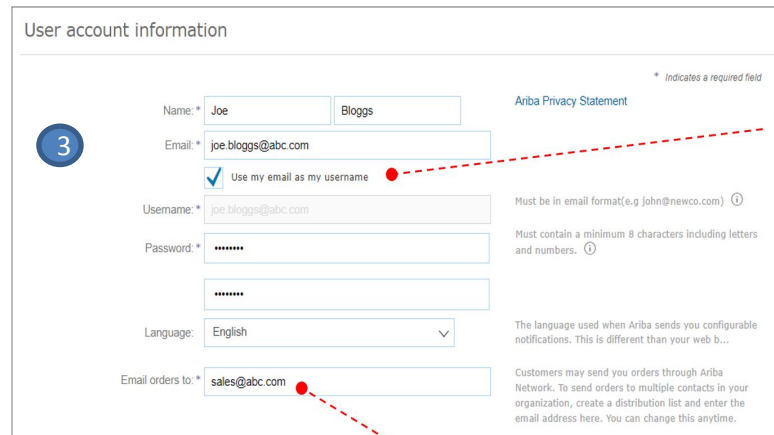


#### 3. Complete the User account information

This User ID and Password entered here will be required when you next login so make a note of it.

NB: The email you enter here will determine where future Otsuka Purchase Orders are sent.

A central mail box that is manned by more than one person and has no 'out of the office' replies is recommended.



Untick this box if you wish to specify a different user name from your email address

If more than one person is responsible for processing orders from Otsuka, it is recommended to enter a central mailbox email address

### Completing the Registration Process

4. You must **Tick** the box to accept the SAP Ariba Network Terms of Use and the Ariba Privacy Statement.
5. Now Click **Register** to complete the Registration Process

Tell us more about your business ▶

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Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

**4**  I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

**5**

6. You will receive an email confirming your Ariba Network account details
  - Company name
  - Administrator email
  - Your unique Ariba Network ID (ANID)
  - Username

Mon 18/11/2019 14:20  
 AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>  
 Ariba Network Registration Confirmation

To: [REDACTED]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

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**SAP Ariba**

**6** Welcome to Ariba Network Standard Account

Thank you for registering for an Ariba Network standard account. Here are some info to get you started

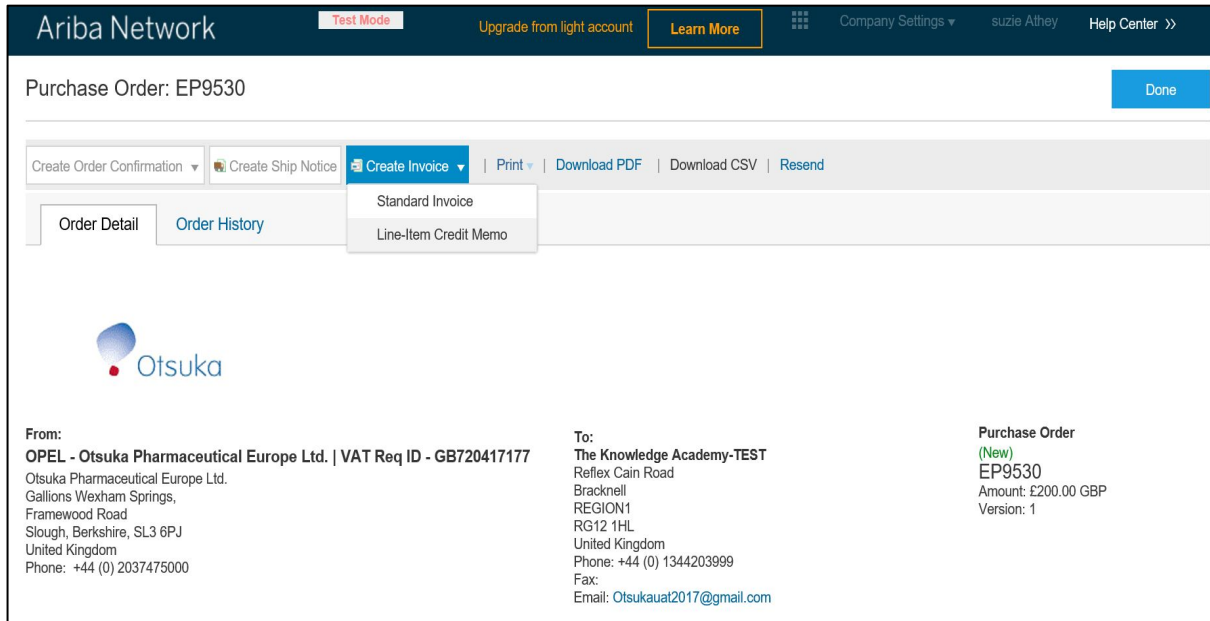
**Your Account Information**

Company name	Test supplier-TEST
Administrator email	[REDACTED]
Ariba Network ID	AN01393760163-T
Username	john.smith@supplierabc.com

## Completing the Registration Process

**RESULT** – You will be taken into the PO which you can now process.

Please ensure you do not delete the email for each order from your email inbox as you will need to access the PO through the email when you are ready to invoice



The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID EP9530. The header includes the Ariba Network logo, a 'Test Mode' indicator, and account information: 'Upgrade from light account' and 'Learn More'. User settings for 'suzie Athey' and 'Company Settings' are visible. The main content area shows the PO ID 'Purchase Order: EP9530' and a 'Done' button. Below this, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice' (highlighted with a dropdown menu), 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Invoice' dropdown menu is open, showing options for 'Standard Invoice' and 'Line-Item Credit Memo'. Navigation tabs for 'Order Detail' and 'Order History' are also present. The Otsuka logo is displayed in the center. At the bottom, contact information is provided for both the sender (OPEL - Otsuka Pharmaceutical Europe Ltd.) and the recipient (The Knowledge Academy-TEST), along with PO details like amount (£200.00 GBP) and version (1).

**From:**  
OPEL - Otsuka Pharmaceutical Europe Ltd. | VAT Req ID - GB720417177  
Otsuka Pharmaceutical Europe Ltd.  
Gallions Wexham Springs,  
Framewood Road  
Slough, Berkshire, SL3 6PJ  
United Kingdom  
Phone: +44 (0) 2037475000

**To:**  
The Knowledge Academy-TEST  
Reflex Cain Road  
Bracknell  
REGION1  
RG12 1HL  
United Kingdom  
Phone: +44 (0) 1344203999  
Fax:  
Email: Otsukauat2017@gmail.com

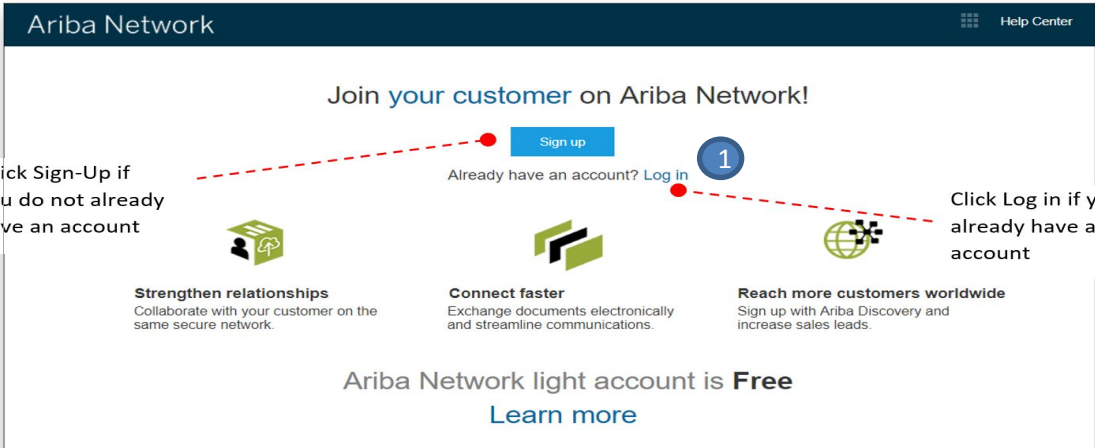
**Purchase Order**  
(New)  
EP9530  
Amount: £200.00 GBP  
Version: 1

**NB: Make sure you do NOT accidentally upgrade to an Enterprise account by clicking on upgrade option unless you are willing to pay for the extra services it offers you. [Slide 37](#) shows you how you upgrade or what you need to do if you unintentionally upgrade to an Enterprise Account**

## Add purchase order to an existing Account

### Pathway 2

Select option 'Log in' using your existing User ID and password to add a trading relationship with Otsuka under your existing account.



The screenshot shows the Ariba Network sign-up page. At the top, it says "Ariba Network" and "Help Center". The main heading is "Join your customer on Ariba Network!". Below this, there are three columns of text and icons. The first column is "Strengthen relationships" with an icon of two people and a tree. The second column is "Connect faster" with an icon of two overlapping rectangles. The third column is "Reach more customers worldwide" with a globe icon. In the center, there is a "Sign up" button and a "Log in" link. A red dashed line with a blue circle containing the number "1" points to the "Log in" link. Annotations on the left and right sides of the page provide instructions: "Click Sign-Up if you do not already have an account" and "Click Log in if you already have an account". At the bottom, it says "Ariba Network light account is Free" and "Learn more".

Ariba Network

Help Center

Join your customer on Ariba Network!

Click Sign-Up if you do not already have an account

Click Log in if you already have an account

Strengthen relationships  
Collaborate with your customer on the same secure network.

Connect faster  
Exchange documents electronically and streamline communications.

Reach more customers worldwide  
Sign up with Ariba Discovery and increase sales leads.

Sign up

1

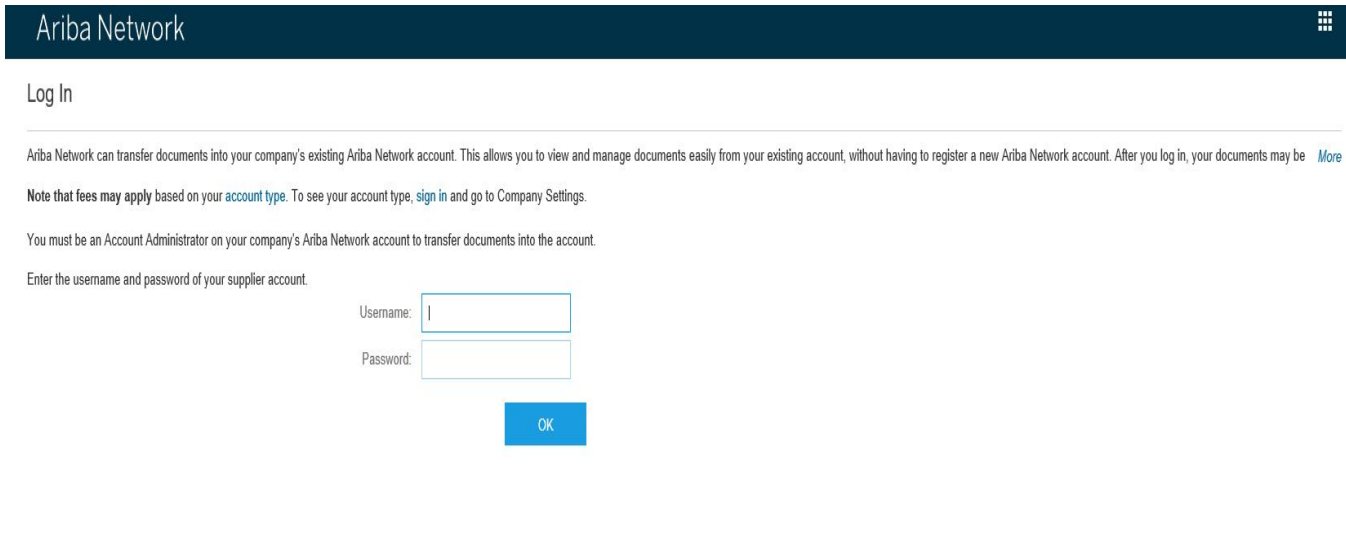
Already have an account? Log in

Ariba Network light account is **Free**

[Learn more](#)

## Merging Accounts if you already have an ARIBA account

- If you merged the new customer relationship with an Enterprise account, **the documents from your new relationship are added to your Inbox**
- If you merged the new customer relationship with a Standard account, **you'll see the documents from your new relationship on the home dashboard.**
- You'll also receive an email notification from SAP Ariba when the customer relationship and documents are fully transferred to your existing account
- If you don't see the documents immediately, you might have to log out and log back in again for the changes to take effect



Ariba Network

Log In

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be [More](#)

Note that fees may apply based on your account type. To see your account type, [sign in](#) and go to Company Settings.

You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

Enter the username and password of your supplier account.

Username:

Password:

OK

## Creating an invoice from an interactive Email PO

Once you have registered, you can now start transacting through the Ariba Network and issue electronic invoices for Otsuka's purchase orders once the invoices are due.

1. To issue an invoice for a PO you must open the email that contains the relevant PO.

Click on 'Process Order'

Now that you are registered you will be taken straight into a log in page below.

1 [Process order](#)

*This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.*

From:  
**OPEL - Otsuka Pharmaceutical Europe Ltd.** | VAT Req ID - GB720417177  
Otsuka Pharmaceutical Europe Ltd.  
Gallions Wexham Springs,  
Framewood Road  
Slough, Berkshire, SL3 6PJ  
United Kingdom  
Phone: [+44 \(0\) 2037475000](tel:+44(0)2037475000)

To:  
**The Knowledge  
Academy-TEST**  
Reflex Cain Road  
Bracknell  
REGION1  
RG12 1HL  
United Kingdom  
Phone: [+44 \(0\)  
1344203999](tel:+44(0)1344203999)  
Fax:  
Email:  
[Otsukaat2017@gmail.com](mailto:Otsukaat2017@gmail.com)

Purchase Order  
(New)  
EP9530  
Amount: £200.00 GBP  
Version: 1

Payment Terms  
NET 30

Comments  
Comment Type: Terms and Conditions  
Body: To view the current Conditions of Purchase, go to <https://www.otsuka-europe.com/eu/terms-and-conditions>

2. Enter your User ID and password that you set up when you first registered and you will be navigated to the purchase order.

2

SAP Ariba 

Supplier Login

User Name

Password

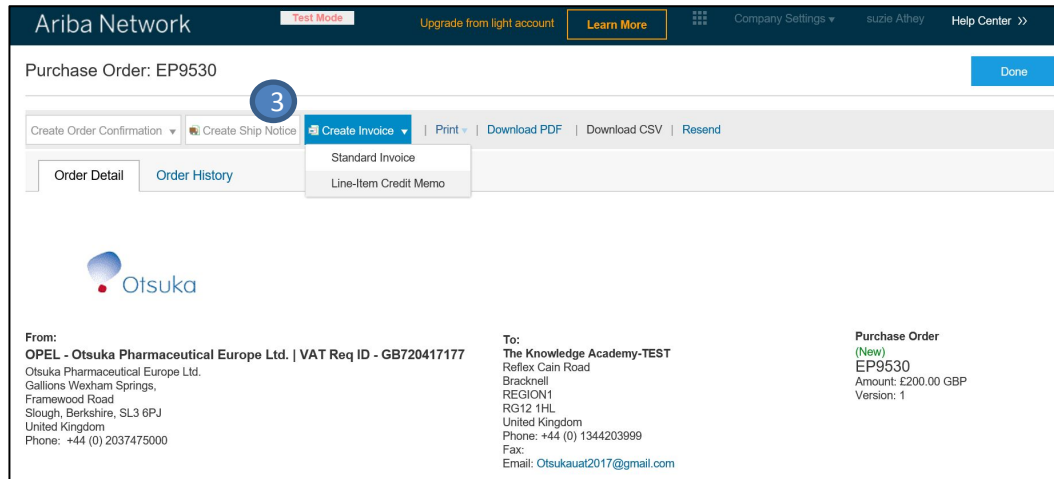
Login

[Having trouble logging in?](#)

## Creating an invoice from an interactive Email

Otsuka PO's have a numbering sequence starting with EP E.g. EP1234

3. Select **Standard Invoice** from drop down list by clicking on **Create Invoice** as below



The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID EP9530. The top navigation bar includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', 'Learn More', 'Company Settings', 'suzie Althey', and 'Help Center'. The main content area shows the PO details and a 'Done' button. A dropdown menu is open under the 'Create Invoice' button, with 'Standard Invoice' selected. The menu also includes 'Order Detail', 'Order History', and 'Line-Item Credit Memo'. Below the menu, the Otsuka logo is visible. The 'From' section lists OPEL - Otsuka Pharmaceutical Europe Ltd. with VAT Reg ID - GB720417177. The 'To' section lists The Knowledge Academy-TEST with address details. The 'Purchase Order' section shows (New) EP9530, Amount: £200.00 GBP, and Version: 1.

You can watch a video tutorial on invoice creation [here](#)



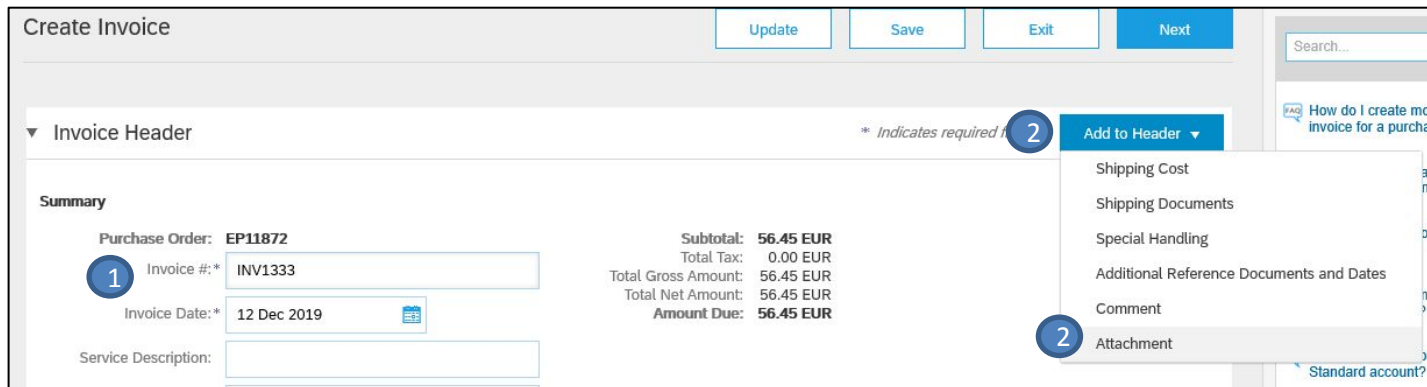
## Entering you Invoice Number at Header Level

A draft invoice will appear on your screen which is prepopulated with PO information at header and line level.

1. All you have to do is add your invoice number in the **Invoice field** (there is a limit of 16 characters) and the Invoice date will be auto populated with the current date.
2. Attach hardcopy of your invoice on header level for reference.

Now scroll down to get to line level information.

**NB: Otsuka cannot accept TAX or shipping at header level, only at line level as explained on the following slides.**



Create Invoice

Update Save Exit Next

Search...

How do I create mo  
invoice for a purcha

▼ Invoice Header \* Indicates required f

Summary

Purchase Order: EP11872

1 Invoice #: INV1333

Invoice Date: 12 Dec 2019

Service Description:

Subtotal: 56.45 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 56.45 EUR  
Total Net Amount: 56.45 EUR  
Amount Due: 56.45 EUR

2 Add to Header ▼

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- 2 Attachment

Standard account?

## Line item section shows the line item from the Purchase order

1. Review and if required update Quantity or price for each line item you are invoicing. If a partial quantity is entered, the remaining quantity can be invoiced under a different invoice by entering the same PO at a later date.
2. If the purchase order contains multiple line items and you want to invoice only some of them, click the check box to the left from the item number and click **Delete** to remove the line item from the invoice

NB: Removed line items can still be invoiced on another invoice by entering the same PO at a later date.

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 item		5	EA	11.29 EUR	56.45 EUR
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test item		5	EA	11.29 EUR	56.45 EUR

↳
Line Item Actions ▼
Delete
Add ▼

## Applying Tax at line level

1. To apply tax to each line item tick the line item check box. You can select multiple lines to apply the same tax by ticking all the relevant line items.
2. Tick on '**Tax Category**' box to bring up a drop down list of tax types. Select the relevant tax type.  
**NB: VAT and Withholding Tax are the only categories Otsuka accepts.**
3. By clicking on 'Configure Tax Menu' you can set up the tax default setting so that the same tax type and rate will be applied on future invoices saving you time and effort. See next slide to see how this is done.

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:   Special Handling  Discount

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	5	EA	11.29 EUR	56.45 EUR
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	5	EA	11.29 EUR	56.45 EUR

Line Item Actions

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

## Configure Tax menu

1. Use the **Configure Tax Menu** option to preconfigure most commonly used tax rates.
  
2. Preconfigured tax rates will appear on top of the tax list drop down on.
  
3. The settings will be kept for when you create future invoices.

	* Tax Category	* Rate	Tax Description
1	<input type="radio"/> VAT	20 %	Standard
	<input type="radio"/> VAT	5 %	Reduced rate
	<input checked="" type="radio"/> VAT	0 %	Zero rate

|

**Line Items**

Insert Line Item Options

Tax Category: VAT

	No.	Include	Type	Part
3	1	<input checked="" type="checkbox"/>	MATERIAL	Not A
	2	<input checked="" type="checkbox"/>	MATERIAL	Not A

|

2 Line Items, 2 Included, 0 Previously Fully Invoiced

g Documents
  Special Handling
  Discount

Customer Part #	Quantity	Unit	Unit Price	Subtotal
	5	EA	11.29 EUR	56.45 EUR
	5	EA	11.29 EUR	56.45 EUR

**Taxes**

- 0% VAT / Zero rate
- 5% VAT / Reduced rate
- 20% VAT / Standard

**Standard Tax Selections**

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**

## Line item section shows the line item from the Purchase order

1. Now the rates are configured Click on **‘Add to Included Lines’**
2. The Tax rate is populated and the tax amount is calculated automatically. If you have not configured the tax categories, the tax rate amount will need to be entered manually.
3. Click the **‘Line Item Actions’** button to add additional info such as comments on line-item level.

**Insert Line Item Options**

Tax Category: 20% VAT / Standard
 Shipping Documents
  Special Handling
  Discount
 1
Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test item		5	EA	11.29 EUR	56.45 EUR

**Tax**

Category: \* 20% VAT / Standard

Location:

Description: Standard

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 56.45 EUR Remove

2 Rate(%): 20

Tax Amount: 11.29 EUR

Exempt Detail: (no value)

Date Of Supply: 22 Nov 2019

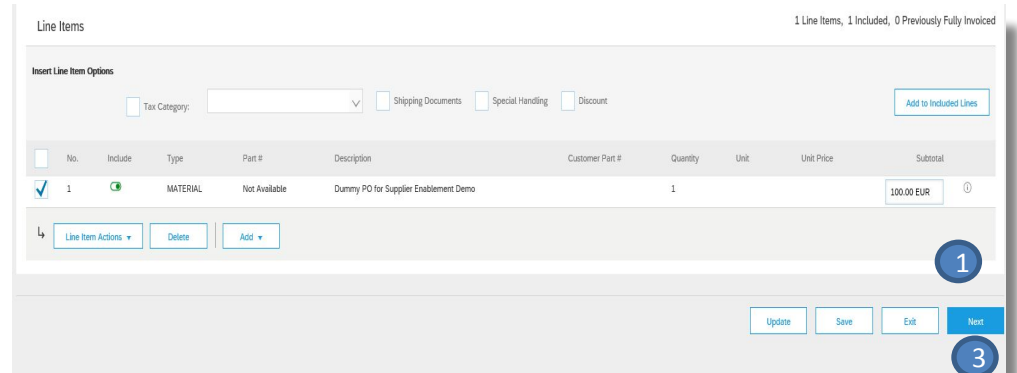
Triangular Transaction

⚠ Only enter Tax Rates -- tax amounts will be calculated by the system

3
Line Item Actions ▼
Delete
Add ▼

## Reviewing and submitting Invoice

1. Once all lines have been completed click on the **‘Next’** button to bring up a summary of the invoice.
2. If there are any errors they will appear now. Ariba Network validates the content of your invoice against transaction rules defined by Otsuka.
3. Correct any issues if they appear and click on **‘Next’** button again.
4. Once resolved review the invoice and submit the invoice by clicking on the **‘Submit’** button.



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 checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Dummy PO for Supplier Enablement Demo		1			100.00 EUR

Line Item Actions



Invoice Header

Summary

Purchase Order: EP11861

Invoice #:  Required field

Invoice Date: 18 Nov 2019

Service Description:

Subtotal: 100,000.00 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 100,000.00 EUR  
Total Net Amount: 100,000.00 EUR  
Amount Due: 100,000.00 EUR



Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, 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.

Standard Invoice

Invoice Number: INVEP11861  
Invoice Date: Monday 18 Nov 2019 2:33 PM GMT+01:00  
Original Purchase Order: EP11861

Subtotal: 100.00 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 100.00 EUR  
Total Net Amount: 100.00 EUR  
Amount Due: 100.00 EUR

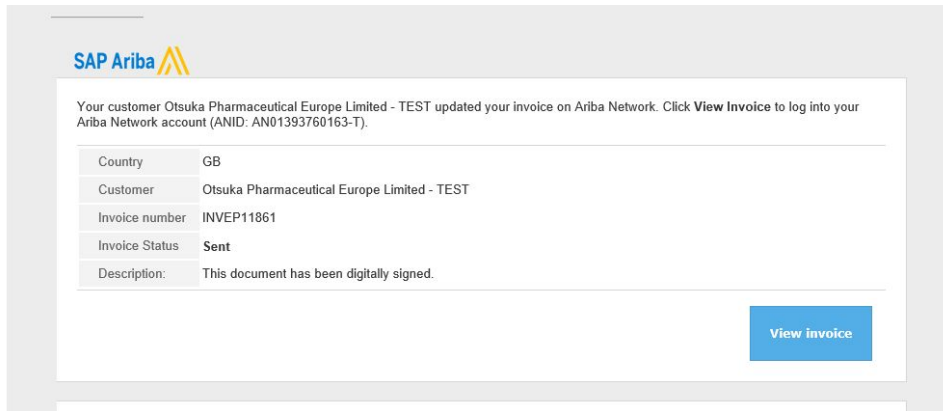
REMIT TO:  Test supplier-TEST  
Postal Address:

BILL TO:  Otsuka Pharmaceutical Europe Ltd. | VAT Req ID - GB720417177  
Postal Address (Default):

SUPPLIER:  Test supplier-TEST  
Postal Address:

## Confirmation and notifications

- Ariba will send you notification for every invoice status update via email – next slide tell you what the different statuses mean.
- Ariba will send you an email with a PDF copy of the invoice and the invoice data in cXML format to support your local business records storage and archiving requirements

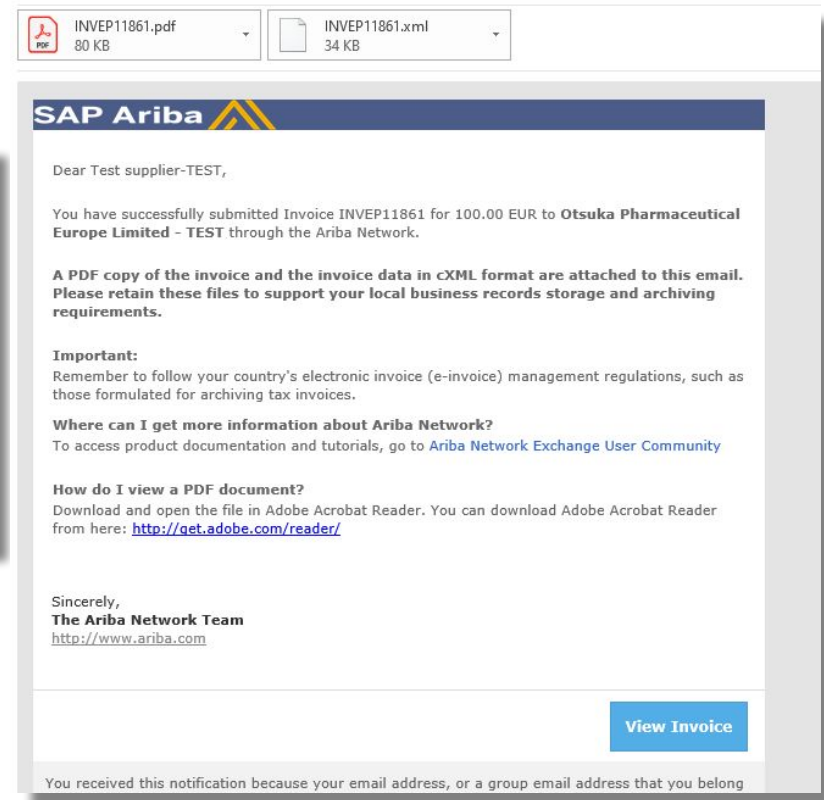


**SAP Ariba**

Your customer Otsuka Pharmaceutical Europe Limited - TEST updated your invoice on Ariba Network. Click [View Invoice](#) to log into your Ariba Network account (ANID: AN01393760163-T).

Country	GB
Customer	Otsuka Pharmaceutical Europe Limited - TEST
Invoice number	INVEP11861
Invoice Status	<b>Sent</b>
Description:	This document has been digitally signed.

[View invoice](#)



INVEP11861.pdf 80 KB

INVEP11861.xml 34 KB

**SAP Ariba**

Dear Test supplier-TEST,

You have successfully submitted Invoice INVEP11861 for 100.00 EUR to **Otsuka Pharmaceutical Europe Limited - TEST** through the Ariba Network.

**A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.**

**Important:**  
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

**Where can I get more information about Ariba Network?**  
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

**How do I view a PDF document?**  
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,  
**The Ariba Network Team**  
<http://www.ariba.com>

[View Invoice](#)

You received this notification because your email address, or a group email address that you belong

## What the Notification statuses mean

Status	Description
Approved	<p>This status applies to invoices</p> <p>If the document doesn't have any errors, Otsuka will approve it. Changes are not possible once the document is in approved status.</p> <p>Note an approved invoice means that Otsuka has approved it for payment. Should there be any issues with your approved invoice, you will need to submit a credit note to Otsuka.</p>
Failed	<p>Failed status applies to orders, releases, and remittance advice documents.</p> <p>Ariba Network experienced a problem routing the document to your account or any additional systems that you configured to accept incoming documents. You can resend orders that have a Failed status by clicking Resend at the top of the order. For remittance advice documents, a failed status means that the payment transaction has failed.</p>
Invoiced / Partially	<p>These statuses apply to orders and releases.</p>
Invoiced	<p>You have invoiced for the full amount of the document. Partially Invoiced means that you invoiced for only a part of the document amount. The Amount Invoiced column shows how much money you have invoiced or charged against the document.</p>
New	<p>This status applies to orders and releases for where you haven't yet updated the status.</p>
On Hold	<p>This status applies only to remittance advice documents whose payment transaction was put on hold.</p>
Paid / Partially	<p>These statuses apply to invoices and remittance advice documents.</p>
Paid	<p>Paid status means that the payment instruction was completed successfully. The remittance will be sent with the next available payment run (there are two payment runs a month).</p>
Rejected / Partially	<p>These statuses apply to invoices. Invoices and service sheets are rejected in two</p>
Rejected	<p>cases:</p> <p>They fail validation on Ariba Network.</p> <p>Your customer rejected the document in their processing system. Note: You can edit and resubmit rejected invoices</p>
Sent	<p>This status applies to invoices.</p> <p>The document reached your customer's system, but they haven't yet approved or rejected it. If your document stays in this status for a while, contact your customer to see what needs to happen next.</p> <p>Otsuka allows you to cancel invoices in Sent status.</p>

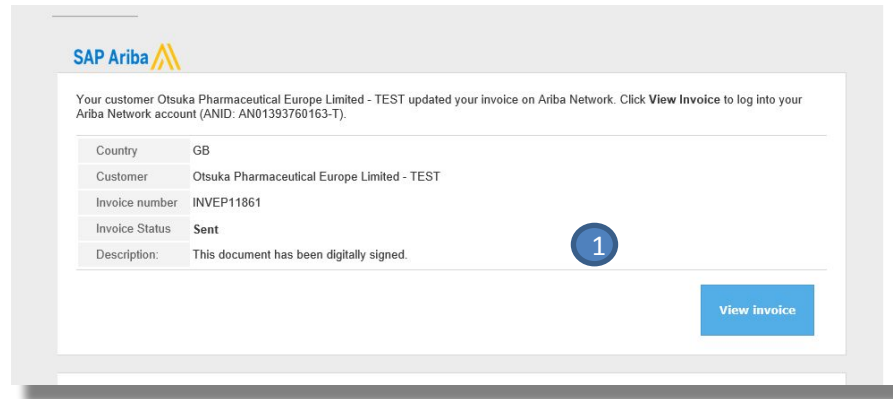


## Credit Notes

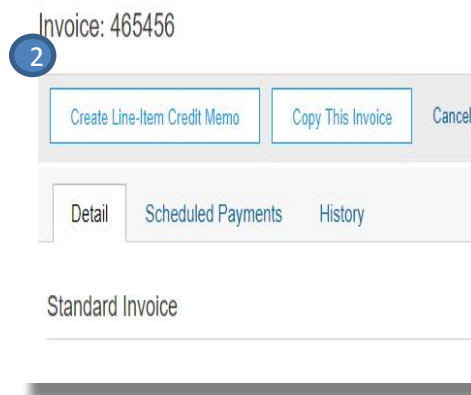
If you have charged too much on an invoice you can issue Credit Notes through the ARIBA network unless the invoice has Paid status as instructed below.

**Please note this process is temporarily not available – please send your credit memos via email to [OBSC.BCN@otsuka-europe.com](mailto:OBSC.BCN@otsuka-europe.com).**

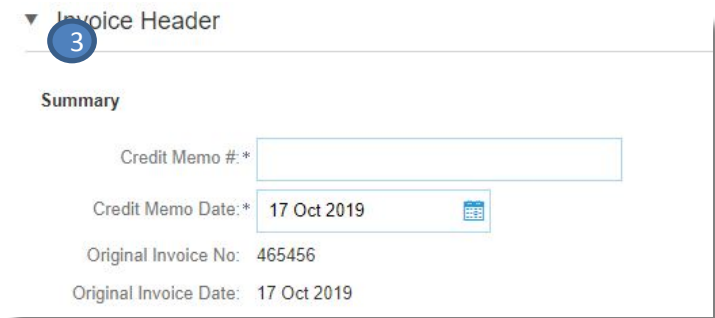
1. Click **View invoice** in invoice status update notification



2. Click **Create Line-Item Credit Memo**



3. Credit memo is prepopulated based on the invoice date. Please update credit memo number.



## Credit Notes

4. Adjust quantity for partial credit memo
5. Click **Next** and **Submit**

Shipping Documents  
  Special Handling  
  Discount

Add to Included Lines

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
for a description for this item.		-10	EA	100.00 EUR	-1,000.00 EUR

Triangular Transaction

Remove

4

5

Update

Save

Exit

Next

## Managing Users on your Account

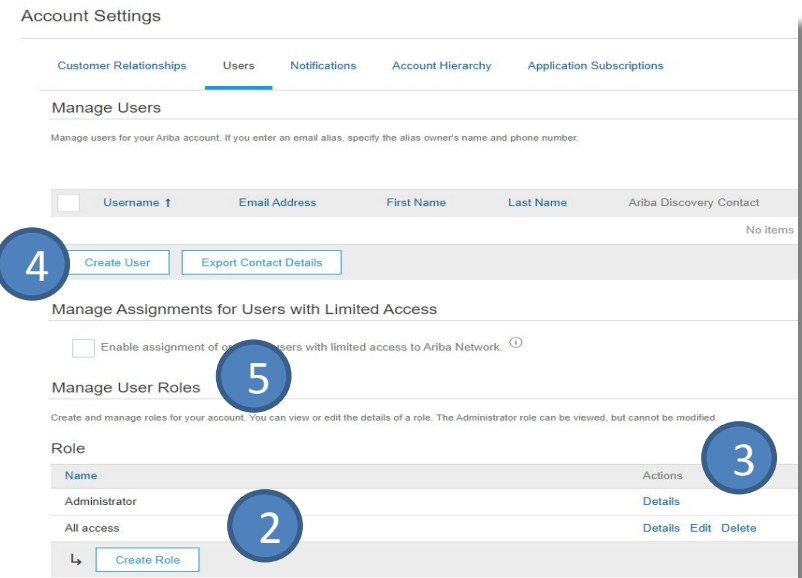
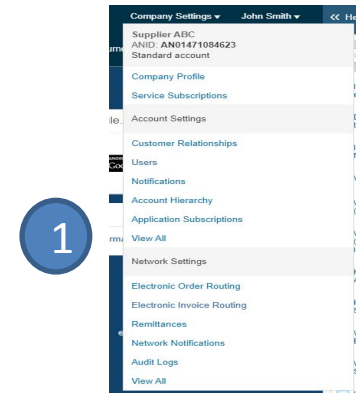
The person who initially registered will be assigned the Administrator role. The role has the following responsibilities:

- Manage your account configuration under company settings
- Primary point of contact for all your users with questions or problems
- Create additional users and roles on your company account

The next slides explains how the Administrator can add new users and how their roles can be defined according to their position in the company.

## Managing Users on your Account

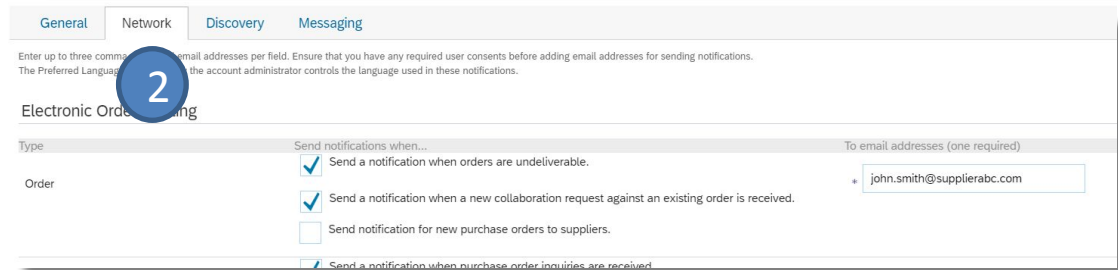
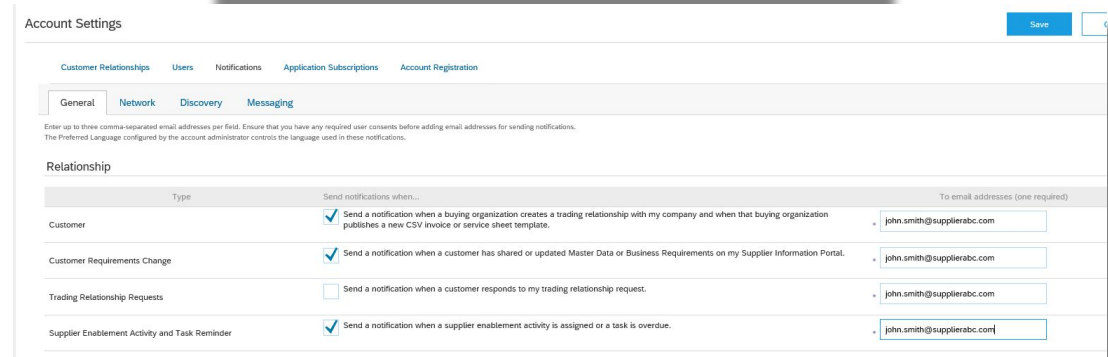
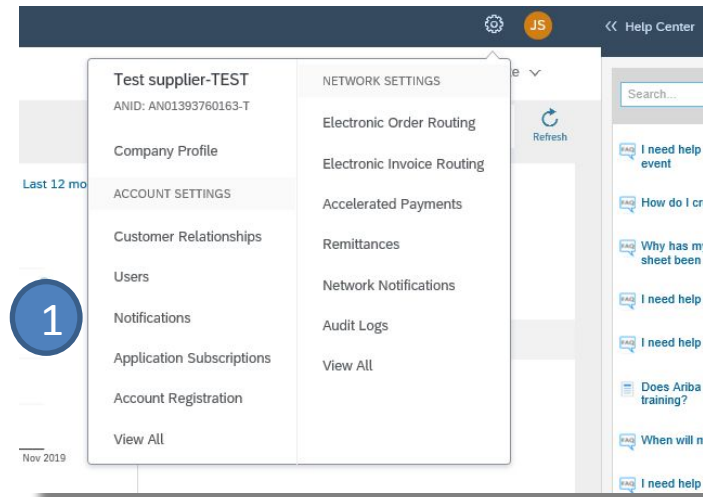
1. Click on the **Users** tab on the Administration Navigator. The Users page will load.
2. Click on the **Create Role** button in the Manage Roles section and type in the Name and a Description of the Role.
3. Add Permissions to the Role that correspond to the user's actual/ job responsibilities by checking the proper boxes and click save to create the role.
4. To Create a User Click on the **Create User** button and add all relevant information about the user including name and contact info.
5. Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account



### Changing who receives Notifications

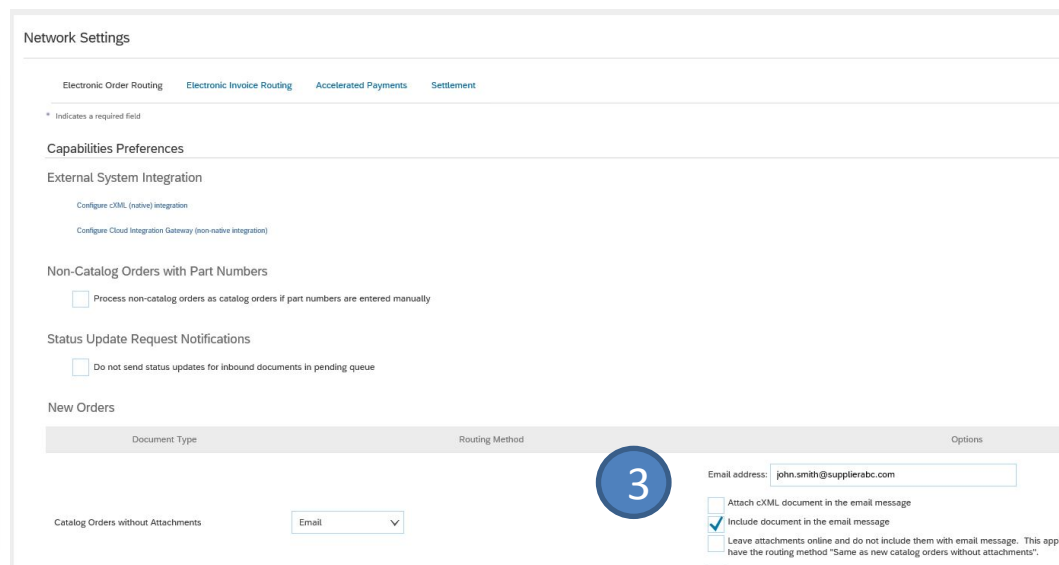
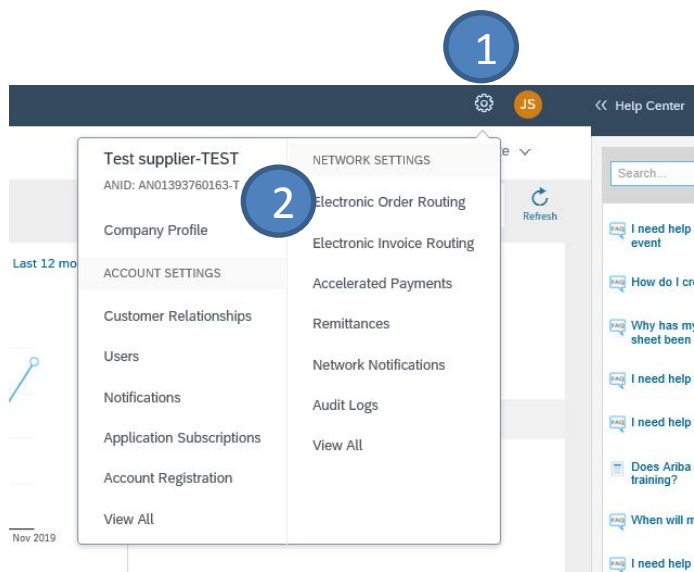
As already stated the ARIBA Network will send you standard notifications to the email address defined when you register. The Administrator is able review and amend which notifications are received or who receives them. They can add additional User to the notifications. This can be done under company setting.

1. Click on **Notifications** under Company Settings to review general notifications
2. Click on **Network** tab to review notifications for failed purchase orders and invoices



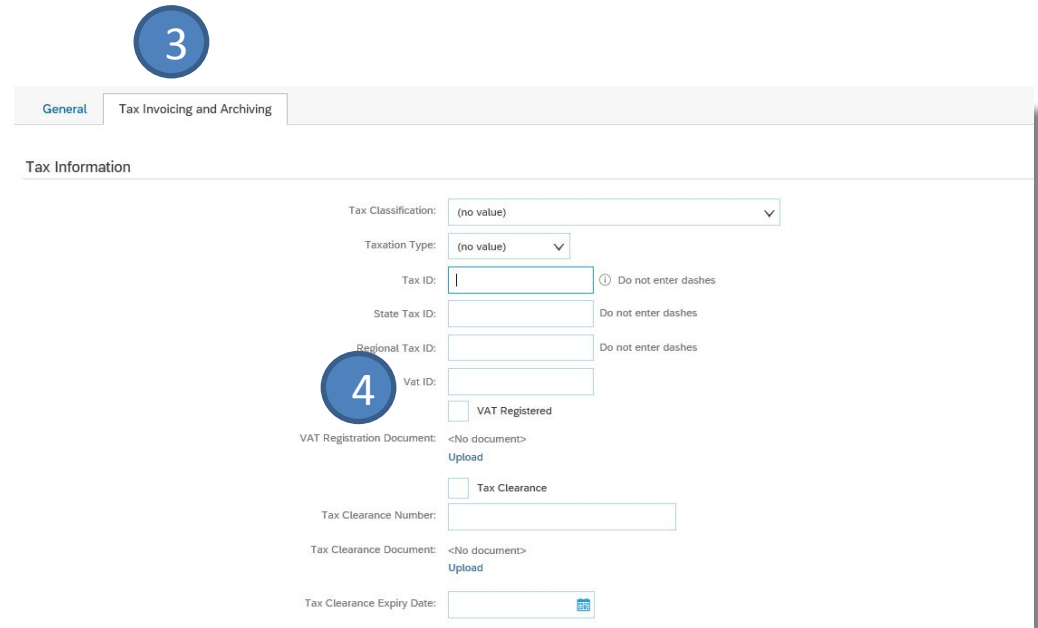
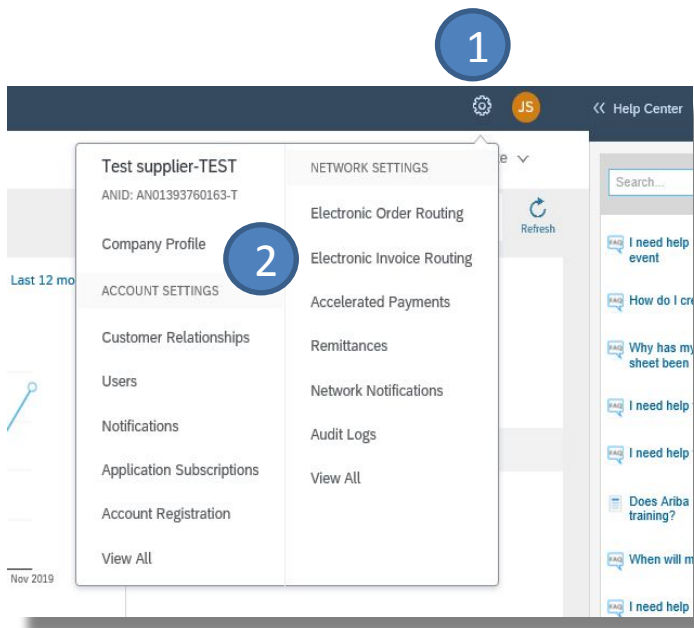
### Changing who receives Notifications for new purchase orders

1. Click **Company Settings**
2. Electronic Order Routing
3. Select Email - Select the check box Include document in the email message to include a complete copy of the purchase order in the email notification. It is recommended that you use a non- personalized/distribution list email



### Configure your supplier VAT ID in your profile

1. Click Company Settings
2. Electronic Invoice Routing
3. Click Tax Invoicing and Archiving
4. Update your VAT ID and click Save to automatically prepopulate your VAT ID in all your invoices



# Standard Account Page

You can visit Ariba Standard Account webpage with info on Standard Account in multiple languages [here](#).



[Български](#) | [Čeština](#) | [Dansk](#) | [Deutsch](#) | [Ελληνικά](#) | [English](#) | [Español](#) | [Suomi](#) | [Français](#) | [Hrvatski](#) | [Magyar](#) | [Italiano](#) | [日本語](#) | [한국어](#) | [Nederlands](#) | [Norsk](#) | [Polski](#) | [Português](#) | [Română](#) | [Русский](#) | [Svenska](#) | [Türkçe](#) | [简体中文](#) | [繁體](#)



**Ariba Network, standard account capability lets you quickly transact with SAP Ariba buyer customers for free.**

The standard account capability of Ariba Network gives you a fast, free way to automate your customer (buyer) transactions. With instant onboarding and no fees, you can sign up in seconds with zero worrying about hidden fees. Support for most transaction types helps you maximize efficiency and keep your customers happy. And if you want advanced features, it's easy to upgrade.

Sign up for a standard account today!

Need help? Watch these short videos:

[Register and reply to your customer](#)

[Send an invoice from a standard account](#)

Need more help? Register for a [weekly Live Webinar with Q&A](#), or watch a [recording](#) (18 min) of the webinar at your convenience.

Check out the Ariba Network standard account capabilities listed below that provide barrier-free access from email and web browser.

Capabilities	Ariba Network, standard account
<b>Access</b>	<ul style="list-style-type: none"> <li>Access standard account using emails and notices sent by your customer or Ariba Network. Retain these emails for subsequent reference and processing.</li> </ul>
<b>Company Profile</b>	<ul style="list-style-type: none"> <li>Set up a company profile to share with your customers on Ariba Network.</li> </ul>
<b>Orders*</b>	<ul style="list-style-type: none"> <li>Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.</li> </ul>
<b>Invoices*</b>	<ul style="list-style-type: none"> <li>Convert orders into an e-invoice with the click of a button.</li> <li>Create non-PO invoices and credit memos.</li> </ul>
<b>Invoice Status Notifications*</b>	<ul style="list-style-type: none"> <li>Receive invoice status notifications.</li> <li>Payment proposals</li> <li>Remittance details</li> </ul>
<b>Payments**</b>	<ul style="list-style-type: none"> <li>Access SAP Ariba Payables such as dynamic discounting and payment capability.</li> </ul>
<b>Legal Archive</b>	<ul style="list-style-type: none"> <li>Email notification and online download provide access to invoices for your local archiving.</li> </ul>
<b>Customer Relationships</b>	<ul style="list-style-type: none"> <li>Transact with an unlimited number of customers using a single standard account.</li> </ul>
<b>Multi-users</b>	<ul style="list-style-type: none"> <li>Create user accounts with permissions for different roles in your company.</li> </ul>



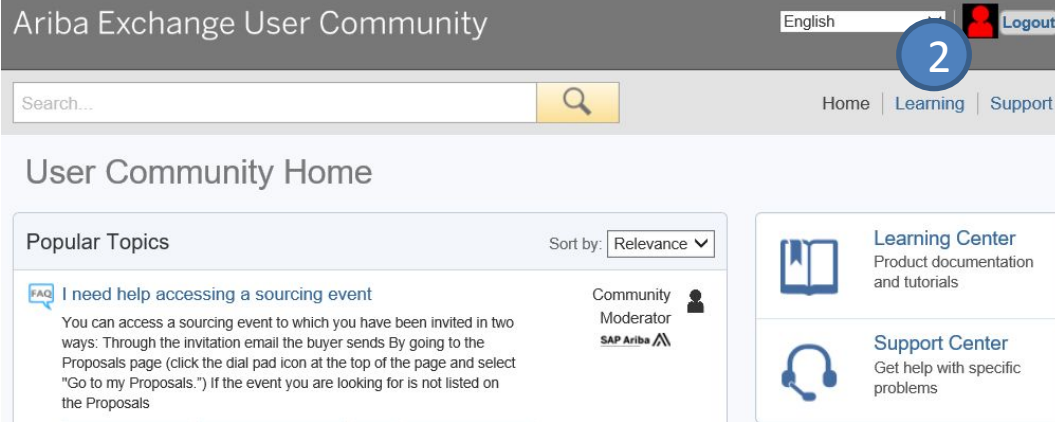
## Ariba Help Center

1. Click on Help Centre to access Standard Documentation materials
2. Click Learning
3. View Ariba Network documentation

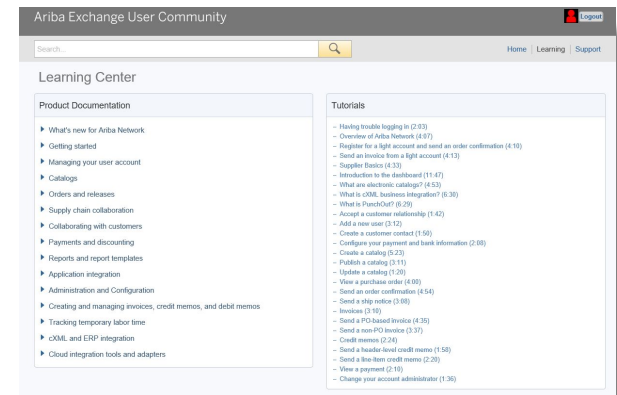
1



The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', 'Document Archive', and 'Messages'. Below this, there is a search bar and a 'Purchase Order by Amount' chart. On the right side, there is a 'Help Center' sidebar with a search bar and a list of help topics: 'I need help accessing a sourcing event', 'How do I create an invoice?', 'Why has my invoice or service entry sheet been rejected?', 'I need help with invoicing', and 'I need help with purchase orders'. A blue circle with the number '1' is overlaid on the top right corner of the interface.



The screenshot shows the Ariba Exchange User Community Home page. At the top, there is a search bar and a 'Logout' button. Below this, there is a 'User Community Home' section with a 'Popular Topics' list. The first topic is 'I need help accessing a sourcing event' with a brief description. To the right, there is a 'Learning Center' section with a book icon and the text 'Product documentation and tutorials', and a 'Support Center' section with a headset icon and the text 'Get help with specific problems'. A blue circle with the number '2' is overlaid on the top right corner of the interface.



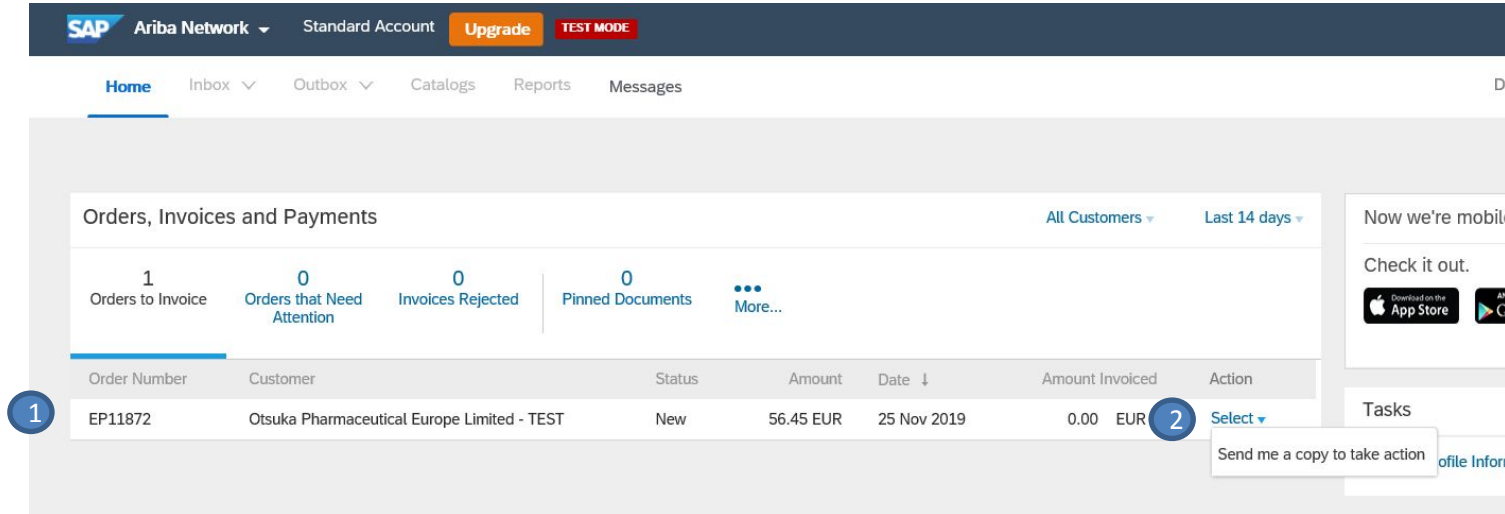
The screenshot shows the Ariba Exchange User Community Learning Center page. It features a search bar and a 'Home | Learning | Support' navigation bar. The main content is divided into two sections: 'Product Documentation' and 'Tutorials'. The 'Product Documentation' section lists various topics such as 'What's new for Ariba Network', 'Getting started', 'Managing your user account', 'Catalogs', 'Orders and releases', 'Supply chain collaboration', 'Collaborating with customers', 'Payments and discounting', 'Reports and report templates', 'Application integration', 'Administration and Configuration', 'Creating and managing invoices, credit memos, and debit memos', 'Tracking temporary labor time', 'iXML and ESP integration', and 'Client integration tools and adapters'. The 'Tutorials' section lists various topics such as 'Having trouble logging in', 'Overview of Ariba Network', 'Register for a light account and send an order confirmation', 'Send an invoice from a light account', 'Supplier Basics', 'Introduction to the marketplace', 'What are electronic catalogs?', 'What is iXML business integration?', 'What is PunchOut?', 'Accept a customer relationship', 'Create a customer contact', 'Configure your payment and bank information', 'Create a catalog', 'Publish a catalog', 'Update a catalog', 'View a purchase order', 'Send an order confirmation', 'Send a ship notice', 'Invoices', 'Send a PO-based invoice', 'Send a non-PO invoice', 'Credit memos', 'Send a header-level credit memo', 'Send a line-item credit memo', and 'View a payment'. A blue circle with the number '3' is overlaid on the top right corner of the interface.

## Lost the PO? Re-send another copy of the Purchase Order

Go to 'supplier.ariba.com' and login with the details you have previously created.

1. On the HOME page, find the PO you wish to resend
2. Click **Select** and **Send me a copy to take action**

The PO will be sent again by email to the email address set up during registration.



SAP Ariba Network Standard Account Upgrade TEST MODE

Home Inbox Outbox Catalogs Reports Messages

Orders, Invoices and Payments All Customers Last 14 days

1 Orders to Invoice 0 Orders that Need Attention 0 Invoices Rejected 0 Pinned Documents More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
EP11872	Otsuka Pharmaceutical Europe Limited - TEST	New	56.45 EUR	25 Nov 2019	0.00 EUR	Select Send me a copy to take action

Now we're mobile  
Check it out.  
Download on the App Store  
Tasks  
file Inform

## Forgotten password

If you forget your password, go to **supplier.ariba.com** and follow these steps:

1. Click **Having trouble logging in?**
2. Select **I forgot my password** and click **Continue**
3. Enter email address linked to your username and click **Continue**

You will receive a password reset email from **ordersender-prod@ansmtp.ariba.com**.

SAP Ariba 

Supplier Login

User Name

Password

Login

1

Having trouble logging in?

Having trouble logging in?

Please select one:

- 2
- I forgot my username.
  - I forgot my password.
  - I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)

Forgot Password

Enter your email address. You will receive an email message with further instructions on how to reset your password.

3

Email Address:

## Forgotten password

If you forget your password, go to **supplier.ariba.com** and follow these steps:

1. Click **Having trouble logging in?**
2. Select **I forgot my password** and click **Continue**
3. Enter email address linked to your username and click **Continue**

You will receive a password reset email from **ordersender-prod@ansmtp.ariba.com**.

SAP Ariba 

Supplier Login

User Name

Password

Login

1

Having trouble logging in?

Having trouble logging in?

Please select one:

- 2
- I forgot my username.
  - I forgot my password.
  - I want to log in with a one-time password using the Ariba Supplier mobile app. [Learn more](#)

Forgot Password

Enter your email address. You will receive an email message with further instructions on how to reset your password.

3

Email Address:

## Otsuka Supplier Enablement Team

In addition to resources available in Ariba Help Center, you can contact Otsuka Supplier Enablement Team at [SupplierManagement@otsuka-europe.com](mailto:SupplierManagement@otsuka-europe.com).

We will be happy to help you with any questions regarding registration and configuration of your Ariba Network account, electronic invoice creation or other Ariba Network related questions.

Also If you decide you want to upgrade to Enterprise Account the next slide shows you how to do this and we can talk to you about the services it provides as well as sending you a guide on how to use the Enterprise Account.

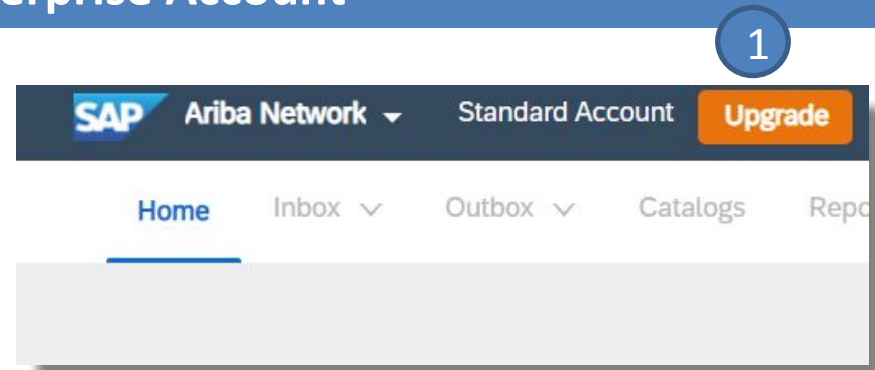
If you have any queries with regard to payment of invoices you can contact our Accounts Payable Team on email address [obsc.bcn@otsuka-europe.com](mailto:obsc.bcn@otsuka-europe.com)

## Upgrade to Enterprise Account

Once the Standard account is registered, you can upgrade to an Enterprise account. Login to your Ariba Network Standard account and follow these steps:

1. Click **Upgrade** at the top of the page.
2. Compare the benefits of a Standard account and an upgraded account.
3. Click **Upgrade**.
4. Choose the checkbox to agree to the terms of use, and then click **Upgrade**.

If you decide not to use Enterprise account anymore and you would like to start using a Standard account again, please send an email to [SupplierManagement@otsuka-europe.com](mailto:SupplierManagement@otsuka-europe.com) and we will create a new Standard account for you.



### Upgrade to realize the full value of Ariba Network

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
Orders and invoices	<ul style="list-style-type: none"> <li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>✓ Use CSV uploads to manage large documents.</li> </ul>
Catalogs		<ul style="list-style-type: none"> <li>✓ Publish catalogs that detail your products and services</li> </ul>
Integration		<ul style="list-style-type: none"> <li>✓ Integrate with your backend systems through CXML or EDI</li> </ul>
Legal Archive		<ul style="list-style-type: none"> <li>✓ Access to long-term invoice archiving (regional restrictions apply)</li> </ul>
Reporting		<ul style="list-style-type: none"> <li>✓ Get reports to track transactions and sales activities</li> </ul>
Support	Help Center	<ul style="list-style-type: none"> <li>✓ Help Center, phone, chat, and web form</li> </ul>
Fees	Free	Based on usage