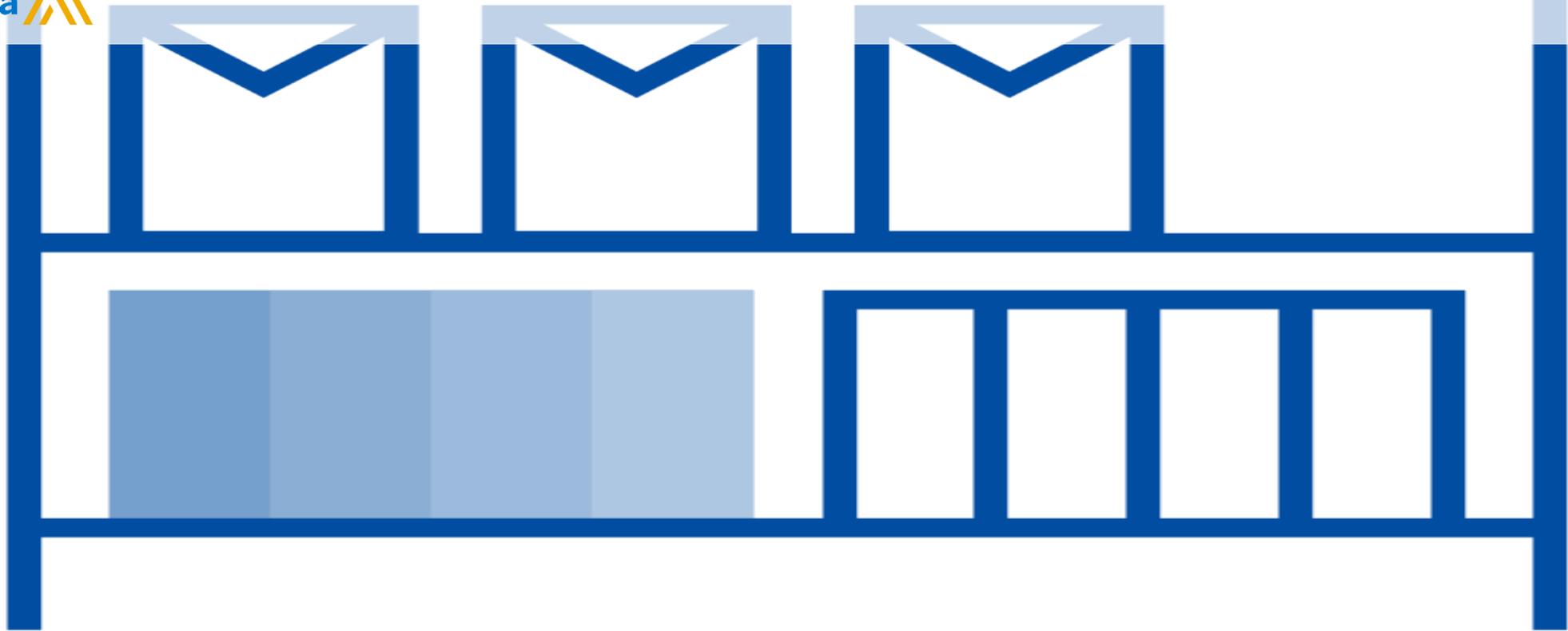


Ariba Network

Purchase Order & Material Order Guide

SAP Ariba 





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with The Tata Power via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between The Tata Power and supplier.



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Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from Buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Type	Order Number ↓	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001916	1	Name of Buyer	\$900.00 AUD	7 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4900001915	1	Name of Buyer	\$100.00 AUD	7 Oct 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4900001910	1	Name of Buyer	\$100.00 AUD	7 Oct 2017	Invoiced	Invoice	\$100.00 AUD	Original	Actions ▾
Order	4900001902	1	Name of Buyer	\$200.00 AUD	6 Oct 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4900001901	1	Name of Buyer	\$200.00 AUD	5 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4900001900	1	Name of Buyer	\$500.00 AUD	5 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4900001899	1	Name of Buyer	\$500.00 AUD	5 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions ▾

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

N

The **Order Number** is the buyers Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order



Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered

View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number.
- 2) Order History.
- 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) The Tata Power **Contact Information**.
- 5) **Terms, Comments and Other Information**.
- 6) **Ship To** details.
- 7) **Bill To** details.
- 8) Click **Details** to see further Line Level details.



Any information in blue can be selected to provide more details

Purchase Order: 4000001414 Done

Create Order Confirmation | **Create Ship Notice** | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | **Order History**

From:
The Tata Power Co. Ltd.
 Corporate Center, Block 'B'
 Mumbai
 Maharashtra 400009
 India
 Phone: +91 () 91-022-2049131
 Fax: +91 () 91-022-2045359

To:
ABB Ariba India
 100202 - MUMBAI
 Mumbai
 Maharashtra 400001
 India
 Phone: +1 (451) 2344324
 Fax:
 Email: apacsupplierenablement@sap.com

Purchase Order (Confirmed)
4000001414
 Amount: 345,000.00 INR
 Version: 1

Contact Information
Supplier Address
ABB ARiba India

Sales **Vikas Kumar**

Routing Status: Acknowledged
 Related Documents: [CNF125](#)

Other Information
 Vendor: 0000100202--ABB ARiba India
 Bank Guarantee: No
[View more >](#)

Attachments
[4000001414.pdf \(application/pdf\)](#)

Ship All Items To

Trombay Generating Station
 Chembur-Mahul Road
 Mumbai
 Maharashtra 400074
 India
 Ship To Code: 1001
 Phone: +91 () 66687000/66687008
 Fax: +91 () 66687000-67
 GST ID: 27AAACT0054A1Z1

Bill To

The Tata Power Co. Ltd.
 Corporate Center, Block 'B'
 Mumbai
 Maharashtra 400009
 India
 Phone: +91 () 91-022-2049131
 Fax: +91 () 91-022-2045359
 Company Code: 1000

Deliver To

Line Items [Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
10		2000000384	Material	1,000.0 (EA)	6 Jun 2018	345.00 INR	345,000.00 INR	Details
ERSA test Material(Nitesh)								

View Purchase Order Details – Line Item Level

9) Click **Details** to see further Line Level details.

10) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items

[Show Item Details](#) 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	\$1.00 AUD	\$1.00 AUD	\$0.00 AUD	 Details
GR								

Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00
Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00
This Purchase Order was sent by
delivered by Ariba Network.

Sub-total: \$1.00 AUD
Est. Total Tax: \$0.00 AUD
Est. Grand Total: \$1.00 AUD

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#) 

[Done](#)

View Purchase Order Details – Line Item Level Show Item Details

Note: When reviewing a Purchase Order use Show Item Details to identify any comments or further information from The Tata Power.

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 

Line Items								Hide Item Details 
Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	11 Oct 2017	\$1.00 AUD	\$1.00 AUD	\$0.00 AUD	Summary
GR								
Status								
1 Unconfirmed								
Tax								
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail		
GST	0.00	\$1.00 AUD	\$0.00 AUD		Goods and Services Tax			
Accounting								
Percentage		Percentage				100		
GL Account		ID				0615100102		
Cost Center		ID				8015000006		
Other Information								
Req. Line No.:		1						
Requester:		P2PTestUser8						
PR No.:		PR31958						
Order submitted on: Thursday 5 Oct 2017 1:32 AM GMT+11:00 Received by Ariba Network on: Thursday 5 Oct 2017 1:33 AM GMT+11:00 This Purchase Order was sent by delivered by Ariba Network.								
						Sub-total: \$1.00 AUD Est. Total Tax: \$0.00 AUD Est. Grand Total: \$1.00 AUD		

Order History

Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4900001902 Done

Order Detail | Order History

Purchase Order: 4900001902
Order Status: Confirmed
Submitted On: 6 Oct 2017 1:20:55 AM GMT+11:00

From Customer:
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562063	6 Oct 2017 1:21:04 AM
	Email order was sent to	ANPODispatcher-128558027	6 Oct 2017 1:22:00 AM
Sent	Email order was sent to	OrderDispatcher - Email	6 Oct 2017 1:22:01 AM
Confirmed	Untitled 10/10/2017	Sangram Mohanty	10 Oct 2017 3:06:42 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available MATERIAL 001	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
Status						
1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017)						
2	Not Available MATERIAL 002	1 (EA)	12 Oct 2017	\$100.00 AUD	\$100.00 AUD	\$0.00 AUD
Status						
1 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2017)						

Sub-total: \$200.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$200.00 AUD

Done



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order
 - 2) Update Line Item: please use Confirm Entire Order or Reject Entire Order
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Begin the Order Confirmation

1. Click **Inbox** tab on the Dashboard. Page displays Orders and Releases.
2. Click the **Order Number** to open the order. Page displays the Purchase Order. View the Purchase Order.
3. Click **Create Order Confirmation**. Drop down box displays available options:
 - **Confirm Entire Order**
 - **Update Line Item**
 - **Reject Entire Order**
4. Make the applicable selection. The Page displays **Create Order Confirmation**.

Ariba Network Test Mode Company Settings Test Test Help Center

HOME **INBOX** CATALOGS REPORTS MESSAGES CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	4000001413	The Tata Power Group Companies	345,000.00 INR	30 May 2018	New	Invoice	0.00 INR	Original	Actions
<input type="radio"/>	4000001412	The Tata Power Group Companies	345,000.00 INR	30 May 2018	Partially Received	Invoice	0.00 INR	Original	Actions
<input type="radio"/>	5000000348	The Tata Power Group Companies	25,000.00 INR	29 May 2018	Partially Serviced	Invoice	0.00 INR	Changed	Actions

Purchase Order: 4000001413 Done

Create Order Confirmation Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order Update Line Items Reject Entire Order

Order Confirmation – Confirm Entire Order - Header Level

There are no mandatory fields on this screen. Click the **Next** button.

1. Click on **Next**

NOTE: Confirm the **Line Items** before moving ahead.

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #:

Associated Purchase Order #: 4000001413



Customer: The Tata Power Group Companies

⚠ The Tata Power Group Companies requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

SHIPPING AND TAX INFORMATION

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10		2000000384	1,000.0 (EA)	6 Jun 2018	345.00 INR	345,000.00 INR

ERSA test Material(Nitesh)

Current Order Status:

1,000.0 Confirmed As Is

Order Confirmation – Confirm Entire Order - Line Level

Page displays Review Order confirmation.

2. Review and then click **Submit**. Page displays the purchase order.

Note: The status of the purchase order changes to Confirmed.

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 05/21/2018
Supplier Reference:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	ERSA test Material(Nitesh)	2000000384	10.0 (EA)	18 May 2018	345.00 INR	3,450.00 INR

Current Order Status:
10.0 Confirmed As Is

Previous **Submit** Exit

1 Update Item Status

2 Review Confirmation

Confirming PO

Confirmation #:
Supplier Reference:
Est. Delivery Date: 25 Oct 2017

Attachments:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	1,000 (EA)	10 Oct 2017	\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD

Current Order Status:
100 Rejected (Rejection Reason: Unable to Supply Item ; Comments: The supplier of raw materials can no longer supply)
500 Confirmed With Changes (Comments: Price reduction due to new supply source ; Estimated Delivery Date: 25 Oct 2017 ; Confirmed Unit Price: \$0.927 AUD)
400 Backordered (Comments: Manufacturing Equipment Failure ; Estimated Delivery Date: 25 Oct 2017)

Previous **Submit** Exit

Purchase Order
(Confirmed)
4000001414
Amount: 345,000.00 INR
Version: 1





Ship Notice

- The Ship Notice is the delivery information and is sent to The Tata Power to advise them of the ship date for the materials.
- The Ship Notice is an ***optional*** document for transacting with The Tata Power
- 2 methods for creating a Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

Begin a Ship Notice

1. Click **Inbox** tab on the Dashboard. Page displays **Orders and Releases**.

Note: Only **Confirmed** purchase orders should have a Ship Notice created.

2. Click the **Order Number** to open the order. Page displays the **Purchase Order**. View the Purchase Order.

3. Click **Create Ship Notice**. Page displays **Create Ship Notice**.

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted with a red circle and the number 1. Below the dashboard, the 'Orders and Releases' section is visible. A table lists orders, with the first row highlighted by a red circle and the number 2. The order number '4000001414' is highlighted with a red circle and the number 3. Below the table, the 'Purchase Order: 4000001414' details are shown, including the 'Create Ship Notice' button, which is highlighted with a red circle and the number 3. The 'From' and 'To' information is displayed at the bottom of the page.

Ariba Network Company Settings ▾ Help Center >>

HOME **INBOX** CATALOGS REPORTS MESSAGES CSV Documents ▾ Create ▾

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More... ▾

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+) Page 1 ▾ >> >>

Type	Order Number	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Inquiries: (100)									
Order	4000001414	The Tata Power Group Companies	345,000.00 INR	30 May 2018	Confirmed	Invoice	0.00 INR	Original	Actions ▾

Purchase Order: 4000001414 Done

Create Order Confirmation ▾ Create Ship Notice Invoice ▾ Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From: The Tata Power Co. Ltd.
Corporate Center, Block 'B'

To: ABB Ariba India
100202 - MUMBAI

Purchase Order (Confirmed) 4000001414

Ship Notice – Address Update

4. Check if the **Deliver To** address needs editing. If so, Click on **Update Address**.

Ariba Network Company Settings ▾ Test Test

Create Ship Notice Save Exit Next

** Indicates required field*

SHIP FROM	DELIVER TO
ABB Ariba India Update Address Mumbai IN-MH India	Trombay Generating Station Update Address Mumbai IN-MH India

▼ Sh

VIEW / EDIT ADDRESSES

** Indicates required field*

SHIP FROM	DELIVER TO
Name: <input type="text" value="Ariba_TestSupplier- TEST"/> Department Name: <input type="text"/>	Name: <input type="text" value="Sandbox Buyer - Test"/> Department Name: <input type="text"/>
ADDRESS Address 1:* <input type="text" value="Radlicka 3201/14"/> Address 2: <input type="text"/> Postal Code:* <input type="text" value="150 00"/> City:* <input type="text" value="Praha 5"/> State: <input type="text"/> Country:* <input type="text" value="Czech Republic [CZE]"/> ▾ <small>This selection will refresh the page content.</small>	ADDRESS Address 1: <input type="text" value="Radlicka"/> Address 2: <input type="text"/> Postal Code: <input type="text" value="15000"/> City: <input type="text" value="Praha"/> State: <input type="text"/> Country: <input type="text" value="Czech Republic [CZE]"/> ▾ <small>This selection will refresh the page content.</small>

Cancel OK



Ship Notice – Header

5. Enter the Packing Slip ID, this is the number you provide to The Tata Power.

6. Enter the **Actual Delivery Date**. Select the date from the calendar pop up.

Scroll Down to **Order Items**

▼ Ship Notice Header

SHIPPING

Packing Slip ID: * 

Invoice #:

Requested Delivery Date: --

Ship Notice Type: ▼

Actual Shipping Date:  

Actual Delivery Date: * 

Gross Volume: Unit:

TRACKING

Carrier Name:

Service Level:

Ship Notice – Order Items

7. Enter the **Ship Qty** to mention the quantity of items being shipped.

8. Click on **Next**. Page displays **Create Ship Notice Confirmation**.

9. Click on **Submit**

Note: The Purchase order will now display a status of Shipped or partially Shipped.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Tax	
4900001676	1	123cp CJP Pump 1		3	EA	28 Sep 2017	\$123.00 USD	\$369.00 USD	\$0.00 USD	Remove

Shipment Status
Total Item Due Quantity: 3 EA

Confirmation Status
Total Confirmed Quantity: 3 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

Purchase Order
(Shipped) 
4900001706
Amount: \$45.00 USD
Version: 1

Purchase Order
(Partially Shipped) 
4900001676
Amount: \$369.00 USD
Version: 1

Create Ship Notice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. 

SHIP FROM _____ DELIVER TO _____

Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home Page2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Registration or Configuration Support	E: apacsupplierenablement@sap.com