

# Ariba Network Service Order Guide



# Introduction

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



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- [Service invoice](#)

# 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.

Ariba Network

HOME INBOX OUTBOX 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+)

Type	Order Number	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500002868	The Tata Power Group Companies	2,000.00 INR	11 Jun 2018	New	Invoice	0.00 INR	Original	Actions
Order	4400000235	The Tata Power Group Companies	5,015.00 INR	6 Jun 2018	New	Invoice	0.00 INR	Original	Actions
Order	6300000591	The Tata Power Group Companies	145,000.00 INR	31 May 2018	Confirmed	Invoice	0.00 INR	Changed	Actions

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

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



# Service Order

- The Service 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

# Open the Purchase Order

1. Click **Inbox** tab on the Dashboard. Page displays: **Orders and Releases**.
2. Click the **Order Number** to open the order. Page displays: **Purchase Order**. Here you can view the details of the Purchase Order.

The screenshot shows the SAP Ariba interface. The top navigation bar includes tabs for HOME, INBOX (highlighted with a red circle and '1'), OUTBOX, CATALOGS, REPORTS, and MESSAGES. Below this, there are sub-tabs for Orders and Releases, Time & Expense Sheets, Early Payments, Scheduled Payments, Remittances, Inquiries, Notifications, and More... A 'Create' button is visible in the top right corner.

The main content area is titled 'Orders and Releases' and contains a search filter section. Below this, there is a table with the following columns: Type, Order Number, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The table shows one inquiry for 'The Tata Power Group Companies' with an order number of '4400000230' (highlighted with a yellow box and a red circle with '2'), an amount of '50,100.00 INR', and a date of '21 May 2018'. The order status is 'New' and the settlement type is 'Invoice'.


Below the table, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Actions' dropdown menu is open, showing options: 'Confirm Entire Order', 'Update Line Items', 'Reject Entire Order', 'Ship Notice', 'Service Entry Sheet', 'Standard Invoice', 'Credit Memo', 'Line Item Credit Memo', 'Line Item Debit Memo', and 'Hide'.

The footer of the page includes the SAP Ariba logo, a test user email address, the date and time of the last visit, and links to the SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use. The copyright notice is © 1996–2018 Ariba, Inc. All rights reserved.

# 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) Tata Power **Contact Information**.
  - 5) Attachments.
  - 6) **Ship To** details.
  - 7) **Bill To** details.
  - 8) Click **Details** to see further Line Level details.
- Scroll down to Line Items

Purchase Order: 4400000230 


[Done](#)

[Create Order Confirmation](#) [Create Service Sheet](#) [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](mailto:apacsupplierenablement@sap.com)


 **Purchase Order (New)**  
4400000230  
Amount: 50,100.00 INR  
Version: 1


**Contact Information**


**Supplier Address**   
**ABB ARiba India**  
Banglore Whitefield  
Old Bangalore  
Karnataka 560043  
India  
Email: [ARIBA-Lalit@tatapower.com](mailto:ARIBA-Lalit@tatapower.com)  
Phone: +91 ( ) 0657-2443560  
Fax: +91 ( ) 224566767  
GST ID: 27AAASDFGT6RY


**Other Information**  
Vendor: 0000100202--ABB ARiba India  
Bank Guarantee: Yes (PBG, ABG, CBG)  
PAN Number: AJGPK8782E  
Place Of Supply: IN-Karnataka  
EMD: No  
Contains Service lines: Yes

[View less »](#)

**Attachments**  
[4400000230.pdf](#) (application/pdf) 

**Ship All Items To**   
**Trombay Generating Station**  
Chembur-Mahul Road  
Mumbai  
Maharashtra 400074  
India  
Ship To Code: 1001

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

**Deliver To** 

Sales  
**Vikas Kumar**

Routing Status: Sent

# 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

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
▼ 10			Service		31 May 2018		50,000.00 INR	9,000.00 INR	<a href="#">Details</a>
	Test Service								
10.10		3017029	Service	10.0 (2M)		5,000.00 INR	50,000.00 INR		<a href="#">Details</a>
	AMC,								
20		251	Material	1.0 (EA)	28 May 2018	100.00 INR	100.00 INR		<a href="#">Details</a>
	Bearing 9001								

Order submitted on: Monday 21 May 2018 12:00 PM GMT+05:30  
 Received by Ariba Network on: Monday 21 May 2018 1:16 PM GMT+05:30  
 This Purchase Order was sent by The Tata Power Group Companies AN01013833833-T and delivered by Ariba Network.

Service Sheet Required

Sub-total: 50,100.00 INR

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

10

Done

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 





# 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.

**For Tata Power you will not be able to partially confirm or reject the entire order. All suppliers of Tata Power must confirm the entire order before creating an invoice against it.**

# 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: Purchase Order Details.
3. View the Purchase Order.
4. Click **Create Order Confirmation**.
5. Select **Confirm Entire Order**. The **Confirm Entire Order** tab will be displayed.

HOME **INBOX** 1 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 Release (3)

Type	Order Number	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200000327	The Tata Power Group Companies	100.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions
Order	5000000341	The Tata Power Group Companies	500.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions
Order	4400000230	The Tata Power Group Companies	50,100.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions

Purchase Order: 4400000230 3 Done

Create Order Confirmation 4 Create Service Sheet Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order 5 Update Line Items Order History Reject Entire Order

# Order Confirmation – Confirm Entire Order

6

6. There are no mandatory fields on this page. Click the **Next** button.
7. Review the order confirmation and click **Submit**. Your order confirmation is sent to Tata Power.
8. Once the order confirmation is submitted, the Order Status will change to **Confirmed** on the **Order Details** page.

Confirming PO [Exit](#) [Next](#)

1 Confirm Entire Order

2 Review Order Confirmation

**Order Confirmation Header** \* Indicates required field

Confirmation #:

Associated Purchase Order #: 4400000230

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	Tax
▼ 10	Test Service			31 May 2018			9,000.00 INR
	Current Order Status: <b>Confirmed As Is</b>						
10.10	AMC,	3017029	10.0 (2M)		5,000.00 INR	50,000.00 INR	
20	Bearing 9001	251	1.0 (EA)	28 May 2018	100.00 INR	100.00 INR	
	Current Order Status: <b>1.0 Confirmed As Is</b>						

Confirming PO [Previous](#) [Submit](#) [Exit](#)

1 Confirm Entire Order

2 Review Order Confirmation

**Confirmation Update** 7

Confirmation #: Untitled 06/13/2018

Supplier Reference:

**Purchase Order** 8

**(Confirmed)**

4400000230

Amount: 50,100.00 INR

Version: 1



# Service Sheet

- The Service Sheet is the claim for the service work carried out
- Once submitted to Tata Power the Service Sheet will be reviewed and either Approved or Rejected.
- **All suppliers of Tata Power must create the Service Sheet before creating an invoice against it. The Service Sheet must be submitted to the buyer for review. Once the Service Sheet has been approved an Invoice will need to be created in the Ariba Network.**



# Service Sheet First

[Create an Service Sheet before creating a Service Invoice](#)

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Create Service Sheet

Step 4: Send to Tata Power for Approval

Step 5: Create Invoice

# Open the Service Sheet

1. Click **Inbox** tab on the Dashboard. page displays: Orders and Releases.
2. Click the **Order Number** to open the order. page displays: Purchase Order Detail.
3. Click **Create Service Sheet**. page displays: Create Service Sheet.

HOME **INBOX** OUTBOX 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 (3)

Type	Order Number	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200000327	The Tata Power Group Companies	100.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions
Order	5000000001	The Tata Power Group Companies	500.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions
Order	4400000230	The Tata Power Group Companies	50,100.00 INR	21 May 2018	New	Invoice	0.00 INR	Original	Actions

Purchase Order: 4400000230 Done

Create Order Confirmation **Create Service Sheet** Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

# Service Sheet – Header Level

4. Enter any alpha-numeric number of your choice in the **Service Sheet #** field. All fields marked with an asterisk are mandatory.
5. Enter the field engineer's name and email id in the respective fields. **Contact Tata Power if you don't have these details.**
6. **It is mandatory to add attachments.** These attachments should be a proof of the service rendered for eg: an approved attendance sheet. You can only attach documents in the PDF format. Click the **Add Attachment** button to select PDF document on your computer.

### Create Service Sheet

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

▼ Service Sheet Header \* Indicates required field [Add to Header ▼](#)

---

**Summary**

Purchase Order: 4400000230 4

Subtotal: 50,000.00 INR

Service Sheet #: \*

Service Start Date:

Service Sheet Date: 13 Jun 2018

Service End Date:

---

**Additional Fields**

Supplier Reference:

To: **The Tata Power Co. Ltd.**

From: **ABB Ariba India**

Corporate Center, Block 'B'

100202 - MUMBAI  
Mumbai  
Maharashtra 400001  
India 5

Field Engineer - Approver:

Name: \*

Email: \*

Phone: USA 1     6

---

**\*Attachments**

The total size of all attachments cannot exceed 100MB

[Browse...](#) [Add Attachment](#) [Remove](#)

# Service Sheet – Line Level

7. Scroll down to the **Service Entry Sheet Lines** section, to enter the **Description** of the service rendered and edit the quantity in the **Qty/Unit** field.
8. Enter the **Start** and **End Date** of the service period (mandatory).
9. Click **Update** if you have modified the quantity or excluded any Line Item number. Click the **Next** button to review the sheet.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #						
▼ 10	Test Service							
	Include <input type="checkbox"/>	<input type="text"/>	Type <input type="text" value="Service"/>	Item Type <input type="text" value="Planned"/>	Qty / Unit <input type="text" value="10"/>	Price <input type="text" value="5,000.00 INR"/>	Subtotal <input type="text" value="50,000.00 INR"/>	<a href="#">Delete</a>
		AMC,						
<b>SERVICE PERIOD</b>								
		Start Date:*	<input type="text"/>	End Date:*	<input type="text"/>			
			! Required Field		! Required Field			
<b>COMMENTS</b>								
		Add Comments:	<input type="text"/>					
<a href="#">Add Pricing Details</a>								
<b>Update</b> <b>Save</b> <b>Exit</b> <b>Next</b>								



# Service Sheet – Line Level



- 10. Review the Service Sheet Information.
- 11. Click **Submit**.

**Confirm and submit this document.**

---

**Service Sheet**  
 4400000230SS  
 Date: 13 Jun 2018  
 Purchase Order: 4400000230  
 Subtotal: 50,000.00 INR

Subtotal: 50,000.00 INR

---

**From**  
**ABB Ariba India**  
 ABB Ariba India  
 100202 - MUMBAI  
 Mumbai  
 Maharashtra 400001  
 India

**To**  
**The Tata Power Co. Ltd.**  
 The Tata Power Group Companies  
 Corporate Center, Block 'B'  
 Mumbai  
 IN-MH 400009  
 India

---

**Attachments**  
 pic2.pdf (application/pdf)

---

**Field Engineer**

**Field Contractor**

**Approver**  
 Sreenath Reddy  
 Email: [gaurav@tatapower.com](mailto:gaurav@tatapower.com)

---

**Service Entry Sheet Lines** [Show Item Details](#)

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 10		<i>Test Service</i>						
1	Service	Test 3017029 AMC,	Planned		10 (2M)	5,000.00 INR	50,000.00 INR	<a href="#">Details</a>

---

**11** **Service Entry Summary**  
 Subtotal: 50,000.00 INR

[Previous](#)

[Save](#)

[Submit](#)

[Exit](#)

# Service Sheet – Line Level

12. A success message that the service sheet #... has been submitted is displayed.

13. The Service Sheet Status will change to either **Partially Serviced** or **Serviced** based on the information entered. In this example it is **Serviced**.

**Service Sheet 4400000230SS has been submitted.**

- [Print](#) a copy of the service sheet.
- [Exit](#) service sheet creation.



Purchase Order: 4400000230

Done

Create Order Confirmation ▾

[Create Service Sheet](#)

[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](mailto:apacsupplierenablement@sap.com)



Purchase Order

**(Serviced)**

4400000230

Amount: 50,100.00 INR

Version: 1



# Service Sheet Status

- The Service Sheet Status advises that the buyer has received the Service Sheet and whether they Approve or Reject the details on the Service Sheet.

**All Service orders require the Service Sheet Status of Approved prior to invoicing.**



# Service Invoice

- A Service Invoice (SINV) is a claim for the services carried out and is sent to Tata Power for approval prior to a Service Sheet being automatically created by Ariba
- All SINV require an attachment of supporting documentation (e.g. signed time sheet, invoice, service report)
- Can only be created from “Accepted” Service Order lines
- Multiple SINV’s can be created against the same PO line up to the quantity/value available on that PO line
- Maximum of 200 lines (including the Parent Line)

# Create the Invoice

To create an invoice:

1. Click the **Create Invoice** button.
2. Enter information in all the fields marked as mandatory. The **Invoice #** is any alpha-numeric number of your choice and has to be of 16 characters only. The **Invoice Date** is auto-populated.



Ariba Network

Service Sheet: SES#327

**1** Create Invoice Print Download PDF Export cXML

Detail History

Service Sheet  
(Approved)  
SES#327  
Date: 25 Apr 2018  
Purchase Order: 5000000327  
Subtotal: 790.00 INR

## Create Invoice

### ▼ Invoice Header

#### Summary

Purchase Order: 5000000327

Invoice #: \*

Invoice Date: \* 21 May 2018

Supplier Tax ID:

Remit To: ABB Ariba India

Gurgaon  
Delhi  
India

Bill To: The Tata Power Co. Ltd.

Mumbai  
Maharashtra  
India

# Invoice – Header Level

Adding attachments is mandatory. It has to be a scanned copy of the original invoice. It has to be in the PDF format only and shouldn't exceed the 100 MB limit.

3. To add attachments, click the **Add to Header** drop-down menu and select **Attachment**.
4. Scroll down to the **Attachments** section.
5. Click the **Browse** button.
6. Select the file on your computer and click **Add Attachment**.

The screenshot shows the top navigation bar with buttons for 'Update', 'Save', 'Exit', and 'Next'. Below the navigation bar, there is a search bar and a FAQ section. The 'Add to Header' dropdown menu is open, showing options: 'Shipping Cost', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a yellow box. A red circle with the number '3' is placed above the 'Add to Header' button. A note '\* Indicates required field' is visible in the background.

The screenshot shows the 'Attachments' section. The title '\*Attachments' is highlighted with a yellow box and has a red circle with the number '4' above it. Below the title, there is a message: 'The total size of all attachments cannot exceed 100MB'. At the bottom right, there are two buttons: 'Browse...' and 'Add Attachment'. The 'Browse...' button has a red circle with the number '5' above it, and the 'Add Attachment' button has a red circle with the number '6' above it. Both buttons are highlighted with yellow boxes.

# Invoice – Line Level

7. Scroll down to the **Additional India Specific Information** section. Enter the **Tax Invoice Number**. It will be auto-populated if you have created your legal profile.
8. Select the **Scanning Location**. It is the same location where the service has been rendered and the hard copy of the invoice is submitted.
9. Enter the **Engineer's Email ID**. Contact Tata Power if you don't have this information.

**Additional India Specific Information**

Supplier GSTIN:	07145134fc51251	Customer GSTIN:	20AAACT0054A2ZE
<b>7</b> Tax Invoice Number: *	<input type="text"/>	Place of Supply:	Select <input type="button" value="v"/>
Scanning Location: *	(no value) <input type="button" value="v"/>	<b>8</b>	
<b>9</b> Engineer's Email: *	<input type="text"/>		
PAN Number:	AJGPK8782E		

# Invoice – Line Level

10. Scroll down to the Line Items section. You can include/exclude any line item by clicking the green toggle button or delete it by selecting the respective checkbox.

11. Make the required changes to the fields and click the **Next** button.

2 Line Items, 2 Included, 0 Previously Fully Invoiced

10
Line Items

Insert Line Item Options

Tax Category: Integrated GST  Discount Add to Included Lines

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	10			Bearing 9001					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Servcies for a PUMP	3017032	1	EA	778.00 INR	778.00 INR
Service Sheet Details		Service Sheet #: SES#327			Service Line #: 1				
Service Period		Service Start Date: * <span style="border: 1px solid #ccc; padding: 2px;">25 Apr 2018</span>			Service End Date: * <span style="border: 1px solid #ccc; padding: 2px;">25 Apr 2018</span>				
Classification		Domain: <span style="border: 1px solid #ccc; padding: 2px;">not available</span>			Code: <span style="border: 1px solid #ccc; padding: 2px;">SERVICING</span> <span style="color: blue; font-size: small;">Remove</span>				
	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Servcies for a PUMP	3017032	1	EA	12.00 INR	12.00 INR
Service Sheet Details		Service Sheet #: SES#327			Service Line #: 2				
Service Period		Service Start Date: * <span style="border: 1px solid #ccc; padding: 2px;">26 Apr 2018</span>			Service End Date: * <span style="border: 1px solid #ccc; padding: 2px;">27 Apr 2018</span>				
Classification		Domain: <span style="border: 1px solid #ccc; padding: 2px;">not available</span>			Code: <span style="border: 1px solid #ccc; padding: 2px;">SERVICING</span> <span style="color: blue; font-size: small;">Remove</span>				

↳
Line Item Actions ▼
Delete
Reset Tax from PO

Update
Save
Exit
11
Next



# Invoice – Line Level

- Review the Invoice. Click the **Submit** button. If there are any changes to be made click the **Previous** button to back to the previous page.
- You will now see a message that the Invoice has been submitted.

Ariba Network Test Mode 12 Test Test

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India.  
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.

**Bill Of Supply**

Invoice Number : 5000000327-INV	Subtotal : 790.00 INR
Invoice Date : Monday 21 May 2018 12:51 PM GMT+05:30	Total Tax : 0.00 INR
Original Purchase Order : 5000000327	Amount Due : 790.00 INR

<b>REMIT TO:</b> ABB Ariba India  Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India	<b>BILL TO:</b> The Tata Power Co. Ltd.  Postal Address (THE TATA POWER COMPANY LIMITED): Corporate Center, Block 'B' Mumbai IN-MH 400009 India  Phone : +91 ( ) 91-022-2049131 Fax : +91 ( ) 91-022-2045359	<b>SUPPLIER:</b> 100202 - ABB India  Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India
--	--	---

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**Invoice 5000000327-INV has been submitted.**

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.





# Support

Support Type	Contact
<b>Ariba Technical Helpdesk</b>	<ol style="list-style-type: none"> <li>1. Click on the <b>Help Centre – Support</b></li> <li>2. Select support option; <ul style="list-style-type: none"> <li>• <b>Email SAP Ariba Customer Support</b></li> <li>• <b>Get help by Live Chat</b></li> <li>• <b>Get help by Phone</b></li> </ul> </li> </ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"> <li>1. On the <b>Home</b> page</li> <li>2. Click on <b>Company Settings</b></li> <li>3. Click on <b>Customer Relationships</b></li> <li>4. Click on <b>Supplier Information Portal</b></li> </ol>
<b>Ariba Network Registration or Configuration Support</b>	E: <a href="mailto:apacsupplierenablement@sap.com">apacsupplierenablement@sap.com</a>

**Tata Power Business Process Support:**  
Please contact your respective buyers for all your business process support needs.

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