

Supplier Training Deck



This Training Presentation is created for Suppliers who have registered with the Ariba Network and have a Trading Relationship with Tata Power.

It contains steps for transacting purchase orders, order confirmations and ship notices and invoices with Tata Power through the Ariba Network.

Agenda



- ✓ Account Configuration
- ✓ Managing Roles and Users
- ✓ Multi-Org & Account Hierarchy



- ✓ Purchase Order Management
- ✓ Order Confirmations
- ✓ Ship Notices
- ✓ PDF Generation



- ✓ Invoice Practices
- ✓ Before you begin Invoicing
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports



- ✓ Ariba Network Support



- ✓ Account Configuration
- ✓ Account Interface
- ✓ Managing Roles and Users

Account Access and Configuration

1. Go to <http://supplier.ariba.com>
2. Enter your login credentials in the **Username & Password** fields.
3. Click **Login**. The **Home Page** will be displayed on your screen.



If you have forgotten your login details:

- a. Click the **Having trouble logging in?** link.
- b. Enter your email address.
- c. A password reset link will be sent to your registered email address.
- d. Click the password reset link, update your security question and answer.
- e. Create a new password which needs to be 8 character long and alphanumeric. E.g. Aribauser1

1



<http://supplier.ariba.com/>

2

User Name

Password

3

Login

[Having trouble logging in?](#)

New to Ariba?

[Register Now](#) or [Learn More](#)



- ✓ Account Configuration
- ✓ Account Interface
- ✓ Managing Roles and Users

Account Interface

The screenshot shows the Ariba Network account interface. At the top, the browser address bar displays the URL: `https://service.ariba.com/Supplier.aw/128435064/aw?awh=r&awssk=1WyVpPDU&dard=1`. A yellow callout box points to this URL with the text "Ariba Network URL: **supplier.ariba.com**".

The main header includes the "Ariba Network" logo and navigation tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. On the right side of the header, there are links for "Company Settings" and a user profile for "Michael Wagner". A yellow callout box labeled "Company Settings" points to the "Company Settings" link, and another yellow callout box labeled "Admin Configuration" points to the user profile.

The main content area is divided into several sections. On the left, there is a "Getting Started with Ariba" sidebar with a list of steps: 1. Get to Know Ariba, 2. Review Ariba Fee Structure, 3. Confirm Billing Contact, and 4. Add Users to Your Account. In the center, there is a video player titled "SAP Ariba First Time User" showing a screenshot of the user registration form. On the right, there is a "Help Center" sidebar with a search bar and a list of frequently asked questions (FAQs) such as "Do I contact Ariba or my customer when I have a question or issue?", "Why can't I find a purchase order in my account?", and "How do I tell when my invoice will be paid?". A yellow callout box labeled "Help Center" points to this sidebar.

Below the "Getting Started" section, there is a summary of "Orders, Invoices and Payments" for "All Customers" over the "Last 14 days". It shows 14 Orders to Invoice, 0 Orders that Need Attention, 0 Orders with Service Lines, and 51 Invoices Pending Payment. Below this summary is a table of orders:

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
C50813-R2	SAP Ariba Education P2P	New	\$29.10 USD	29 Aug 2016	\$0.00 USD	Select
C50836-R1	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select
C50800-R1	SAP Ariba Education P2P	New	\$48.95 USD	29 Aug 2016	\$0.00 USD	Select
C50832-R2	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select
C50800-R1	SAP Ariba Education P2P	New	\$48.95 USD	29 Aug 2016	\$0.00 USD	Select
C50832-R2	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select

At the bottom right, there is a "Tasks" section with a progress bar for "Update Profile Information" at 95%. Below this, there is a "Documentation, Video Tutorials and Support" callout box pointing to the "Documentation" and "Support" links in the footer.

Account Interface (Contd.)

Inbox – Documents from your buyer/s

Reports – Run reports and extract content into Excel

Outbox – Your submitted documents

Search – Find documents within your account

Purchase Order Status – Number of POs and their status

Orders, Invoices and Payments




14 Orders to Invoice 0 Orders that Need Attention

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
C50813-R2	SAP Ariba Education P2P	New	\$29.10 USD	29 Aug 2016	\$0.00 USD	Select
C50836-R1	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select
C50800-R1	SAP Ariba Education P2P	New	\$48.95 USD	29 Aug 2016	\$0.00 USD	Select
C50832-R2	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select
C50800-R1	SAP Ariba Education P2P	New	\$48.95 USD	29 Aug 2016	\$0.00 USD	Select
C50832-R2	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select

Account Interface (Contd.)


Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

Now we're mobile.  Get it out.  

15 Orders to Invoice 0 Orders that Need Attention 0 Orders with Service Lines 53 Invoices Pending Payment [More...](#)

Invoice Status – Number of Invoices and their status

Invoice #	Customer	Reference	Date ↑	Amount	Invoice Status
testinv0125	Las Vegas Sands Corp	Contract	25 Jan 2017	900,000.00 MOP	Approved
TestReferenceDate 	Las Vegas Sands Corp	Non-PO	25 Jan 2017	100.00 MOP	Approved
TestPU01	Las Vegas Sands Corp	Contract	25 Jan 2017	100.00 MOP	Sent

Tasks

[Update Profile Information](#) 95%

Configuring Your Account – a. Company Profile

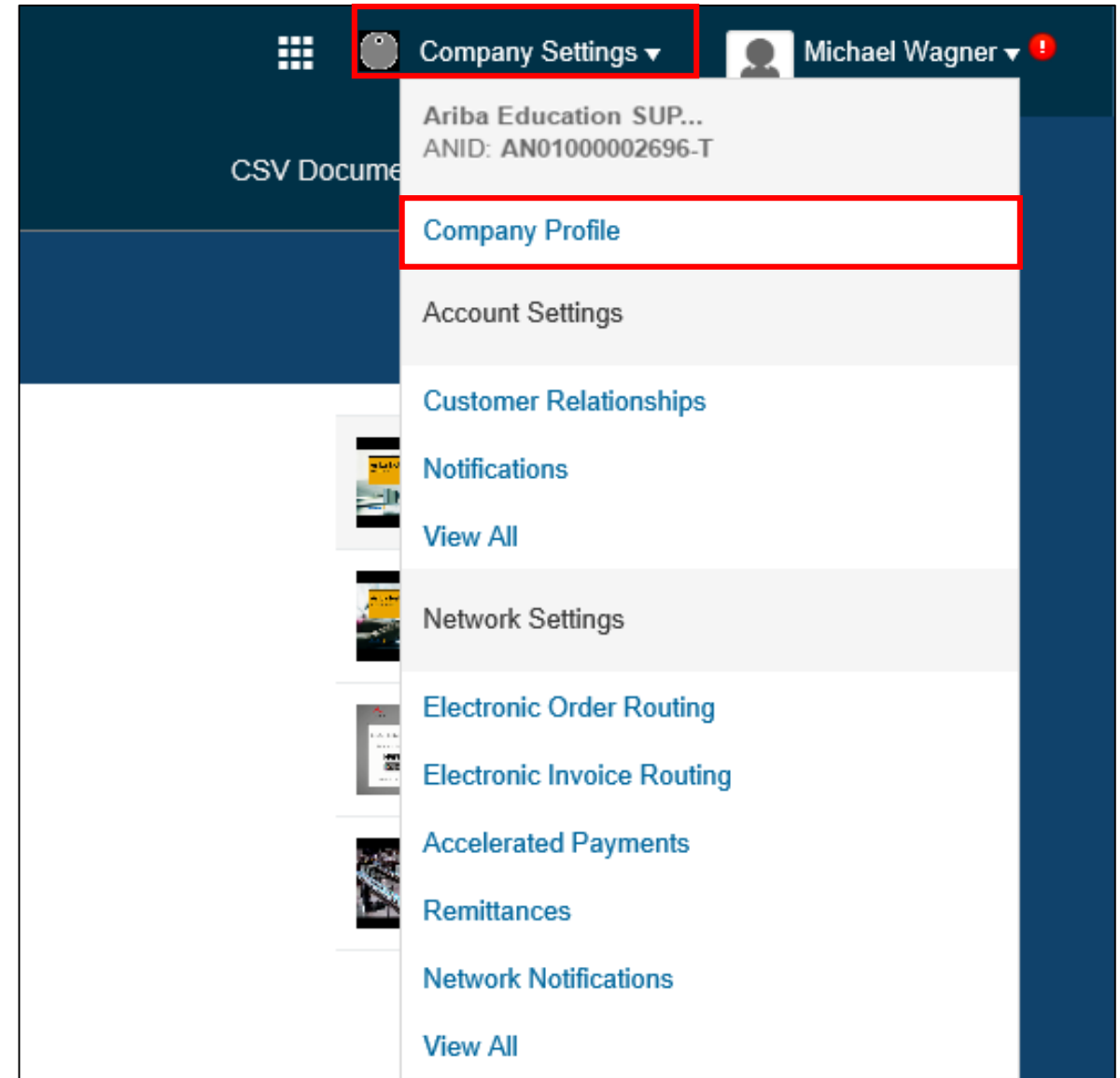
1. On the **Home** page, click the **Company Settings** drop-down menu.
2. Select **Company Profile** and the **Company Profile** screen will be displayed.



The more information you provide, the more relevant business opportunities you may receive.

You may also add Contacts and upload Certificates to further increase your Profile completeness percentage.

Make sure that all changes you made are saved.

A screenshot of the SAP system interface. The top navigation bar is dark blue. On the left, there is a grid icon and a 'CSV Document' label. On the right, there is a 'Company Settings' dropdown menu (highlighted with a red box) and a user profile for 'Michael Wagner' (also highlighted with a red box). The dropdown menu is open, showing a list of options: 'Ariba Education SUP... ANID: AN01000002696-T', 'Company Profile' (highlighted with a red box), 'Account Settings', 'Customer Relationships', 'Notifications', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The background of the interface is white with blue accents.

Company Profile Screen Tabs

The **Company Profile** screen contains several tabs where you can configure information about your company. Enter information or update all required fields flagged by an asterisk.

Basic: Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**.

Marketing: Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked “Credit and Risk Information from D&B”. *The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the “LEADS” tab at the top of your screen.)

Certifications: Enter and upload certificates along with their expiration date if applicable

Company Profile

Basic (3)

Business (1)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

Save

Close

Business: Enter additional information for your company, such as Tax or VAT IDs

Contacts: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

Additional Documents: Any attachments you cannot assign to the categories above.

Save / Close: Make sure that you save all changes that have been made.

Configuring Legal Profile

1. Select **Company Profile** from the **Company Settings** drop-down lists. In the **Basic** tab, scroll down, you will see the **Additional Company Addresses** section.
2. Click on **Create**.

Company Settings ▼

SAP Ariba
AND: AN01054065266
Standard Package

1 Company Profile

Service Subscriptions

Ariba Network

Company Profile **2**

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> Bharat Supplies	003			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
<input type="radio"/> Headquarters	HQ	HU12345678	12345678	1, Business Centre	Budapest Hungary	Accepted
<input type="radio"/> Hindustan Supplies	002			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
<input type="radio"/> India Office Supplies (Main)	001			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted

3 Create

Configuring Legal Profile

1. Check the box **Set Up Legal Profile** down below the address section, and then it will show up a **Financial Information** area for you to input your GST number.
2. Choose one of the **Supplier Type**.
3. Input your **GST ID**.
4. Click **Save**. The GST information will be shown in the invoice creation page.

Address

1, UB City
Business Center
Kings Street
Bangalore
Karnataka 560066
India

Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

Supplier Type: Full GST Enabled

GSTN ID: 29PMGSP4016J872

Full GST Enabled
Full GST Enabled
Composite Scheme Enabled
GST Exempt

Save Close

Configuring Legal Profile

1. Please refer the image for different supplier type.
2. If you want to update your GST information, choose the one you want to update,
3. And click **Edit**.

Supplier Type	1	Fully GST enabled	turnover > INR 75,000,00
			Invoice label: Tax Invoice
		Opted for Composite scheme	> INR 20,000,00
			< INR 100,000,00
		Exempt	< INR 20,000,00
			Bill of Supply

Additional Company Addresses

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/>	Bharat Supplies	003			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
<input type="radio"/>	Headquarters	HQ	HU12345678	12345678	1, Business Centre	Budapest Hungary	Accepted
<input type="radio"/>	Hindustan Supplies	002			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
<input type="radio"/>	India Office Supplies (Main)	001			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
<input type="radio"/>	WAREHOUSE	WH01			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted

2

3

Edit

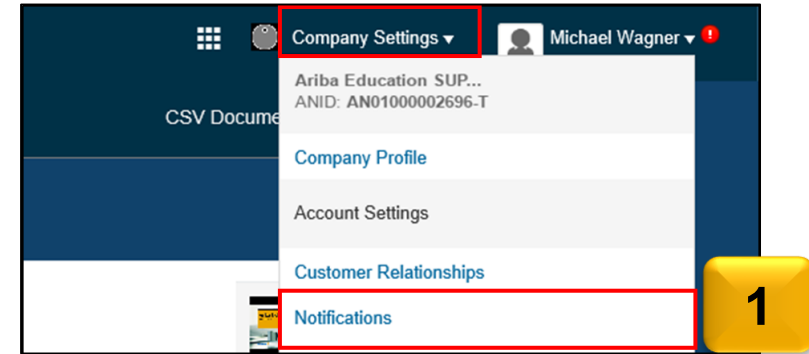
Delete

Create

Configuring Your Account – Email Notifications

The **Network Notifications** section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Click on **Notifications** under **Company Settings**.
2. Network Notifications can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.
3. You can enter up to 5 email addresses per notification type. You must separate each address with a comma, but include NO spaces between the emails.



Customer Relationships **2** Notifications Account Hierarchy

General **Network** Discovery Sourcing & Contracts

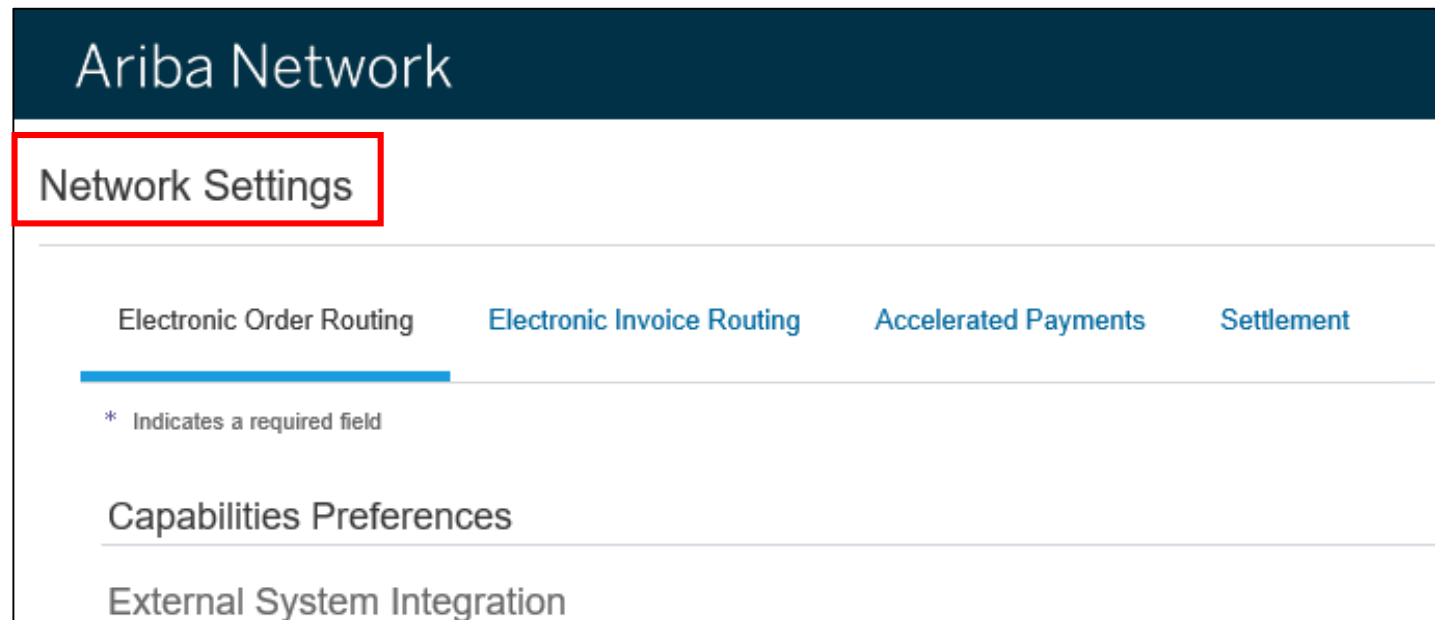
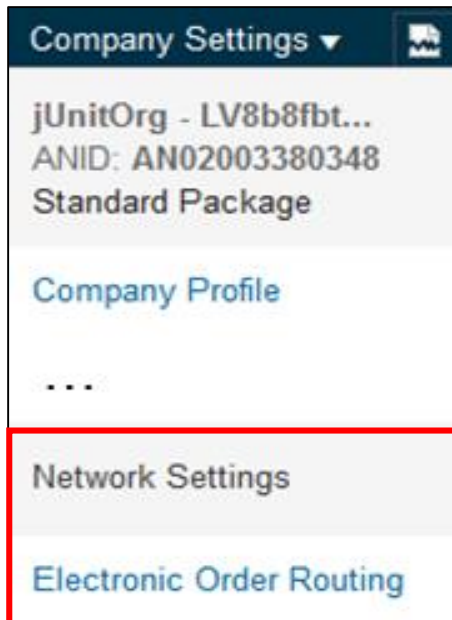
Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one req
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	3 junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* junk@phoenix.ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.ariba.com

Configure Company Settings: Electronic Order Routing

Select **Electronic Order Routing** from the **Company Settings** drop-down menu, under the **Network Settings** section. The **Network Setting** screen is displayed.
















Electronic Order Routing Methods

- 1. Online Routing:** This means that the PO is sent to your Ariba Inbox without additional copies being sent elsewhere. If you select any of the other methods, you can choose to send additional copies to the routing method selected (We recommend email routing).
- 2. Email Routing:** Select the check box Include document in the email message to include a complete copy of the PO in the email. It is recommended that you use a non- personalized/distribution list email. After purchase orders are sent to mailboxes that respond with "OOO" messages, the orders will not fail and the network will indicate that it received the auto-reply in the order history log. Note: Make sure that Ariba Network notes do not fall into the junk or spam mail box.
- 3. cXML/EDI Routing:** If you prefer to Integrate your ERP system with your account and need assistance, please contact us at: CommerceAssistance@ariba.com

	Email	▼
1	Online	
	cXML	
2	Email	
	EDI	
3	cXML Pending Queue	
	Fax	

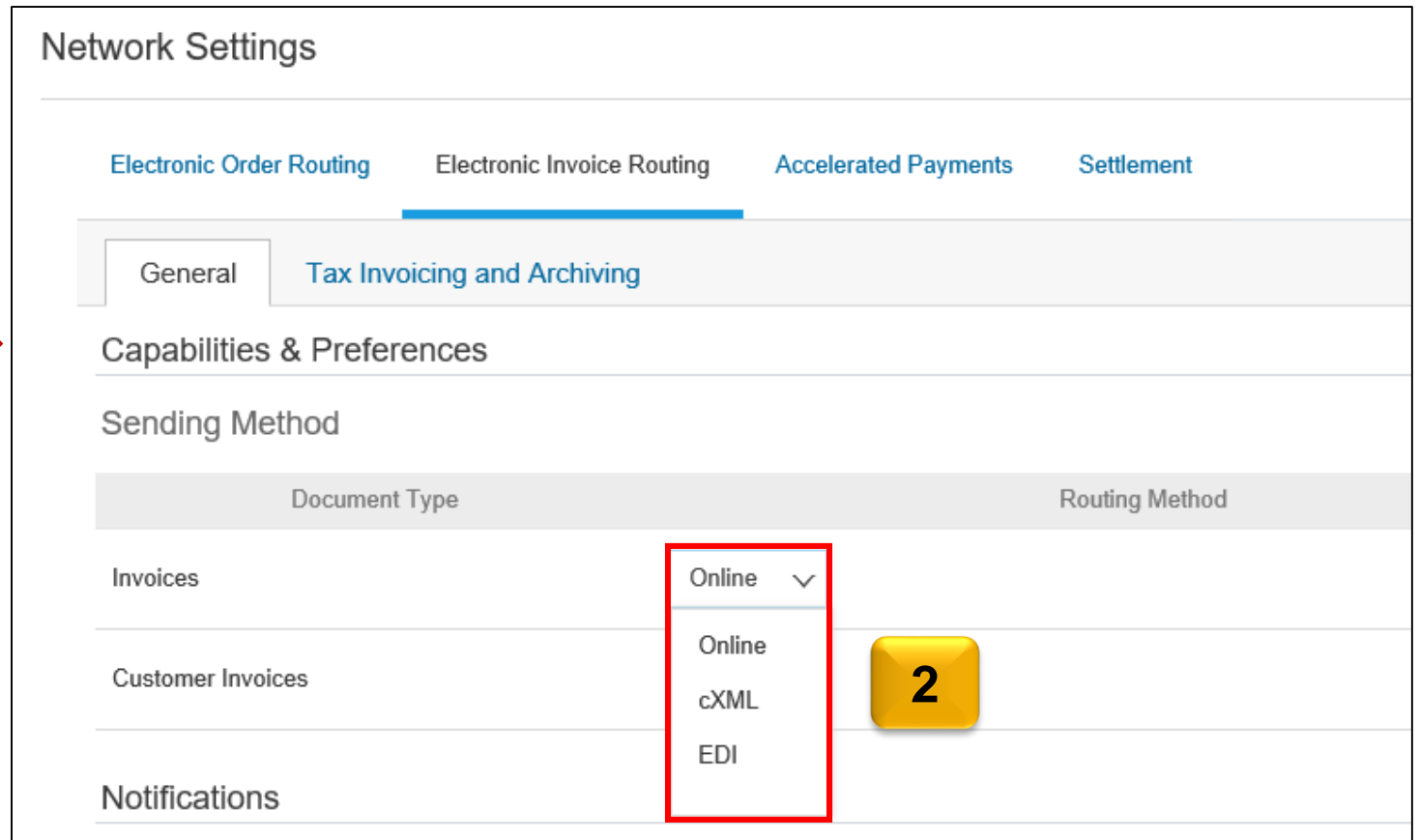
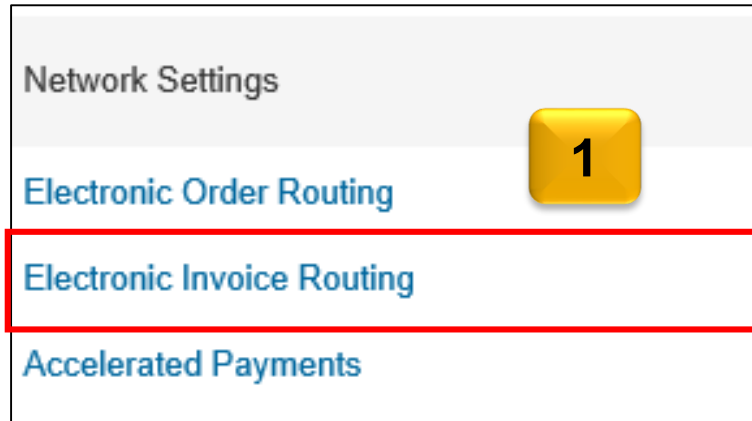
Electronic Order Routing - Notifications

1. Select **Same as new catalog orders without attachments** option under the **Change Orders** and **Other Document Types** sections , to automatically have the settings duplicated. You can also set it according to your preference.
2. Select a method and a user, from the **Order Response Documents** drop-down list, to send Confirmations and Ship Notices.

Change/Cancel Orders		
Document Type	Routing Method	
Catalog Orders without Attachments	Same as new catalog orders without attachments 	
Catalog Orders with Attachments	Same as new catalog orders without attachments 	
Non-Catalog Orders without Attachments 	Same as new catalog orders without attachments 	
Non-Catalog Orders with Attachments 	Same as new catalog orders without attachments 	
Other Document Types		
Document Type	Routing Method	
Blanket Purchase Orders	Same as new catalog orders without attachments 	
Time Sheets	Online 	
Order Status Request	Online 	
Order Response Documents	Online 	

Electronic Invoice Routing Modes

1. Select **Electronic Invoice Routing** from the **Company Settings** drop-down list, under the **Network Settings** section. The **Network Settings** screen is displayed.
2. Select one of the available Routing methods: **Online** (Portal), **cXML**, **EDI**. It is recommended to configure Notifications to email (the same way as in Order Routing).





- ✓ Account Configuration
- ✓ Account Interface
- ✓ Managing Roles and Users

Administrators and Users



Administrator

- ❖ Automatically linked to the username and login entered during registration
- ❖ Responsible for account configuration and management
- ❖ Primary point of contact for users with questions or problems.
- ❖ Creates roles for the account

User

- ❖ Can have different roles, which correspond to the user's actual job responsibilities
- ❖ Responsible for updating personal user information



Role Creation

To create a user, to have to first create a role.
To create a role:

1. Select the **Users** option under the **Account Settings** section, from the **Company Settings** drop-down list. The **Users** screen will be displayed.
2. Click the **Create Role** button under the **Manage User Roles** section, and type in the **Name** and a **Description** for the role.
3. Add permissions to the role that correspond to the user's actual job responsibilities by selecting the appropriate check- boxes, and click **Save** to create the role.

Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings **1**

Customer Relationships

Users

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be...

Role

Name	Actions
Administrator	Details
All Access	Details Edit Delete
↳ Create Role	

Create Role

* Indicates a required field

New Role Information

Name: * **3**

Description:

Permissions

Each role must have at least one permission.

Page 1 ▾ » **4**

Permission	Description
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel

User Creation

To create a user:

1. Click **Create User** and add all relevant information about the user including name and contact info.
2. Select a role in the **Role Assignment** section, and click **Done**. You can add up to 250 users to your Ariba Network account

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

↳ [Edit](#) [Delete](#) [Add to Contact List](#) [Remove from Contact List](#) [Make Administrator](#) | [Create User](#)

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details
All Access	Details Edit Delete

↳ [Create Role](#)

Modify Users

1. Select the **Users** option under the **Account Settings** section, from the **Company Settings** drop-down list. The **Users** screen will be displayed.
2. Click **Edit** for the selected user.
3. Click the **Reset Password** button to reset the password of the user.
4. Other available options are:
 - ✓ Delete User
 - ✓ Add to Contact List
 - ✓ Remove from Contact List
 - ✓ Make Administrator

Users						
<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access
↳	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Add to Contact List"/>	<input type="button" value="Remove from Contact List"/>	<input type="button" value="Make Administrator"/>	<input type="button" value="Create User"/>

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username:	rebecca.novotny@sap.com
Email Address:	rebecca.novotny@sap.com
First Name:	Rebecca
Last Name:	Novotny
Office Phone:	

This user is the Ariba Discovery Contact



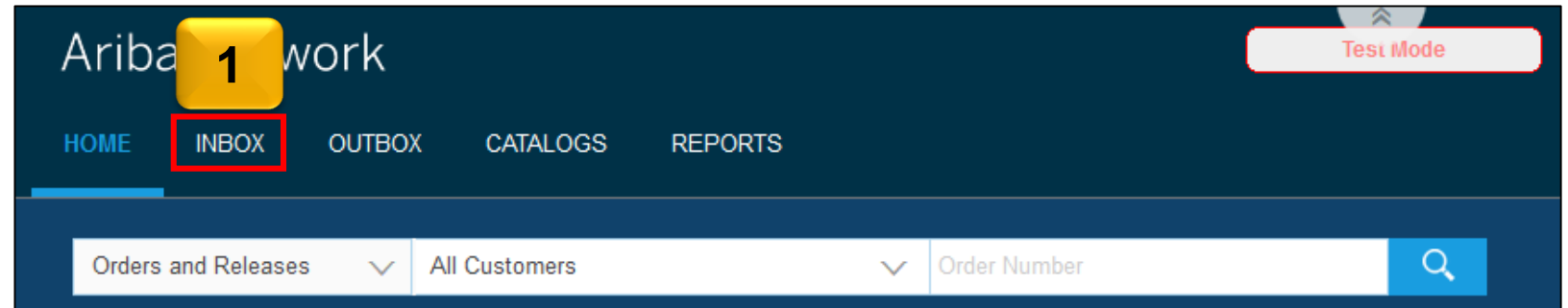
✓ **Purchase Order Management**

- ✓ Order Confirmations
- ✓ Ship Notices

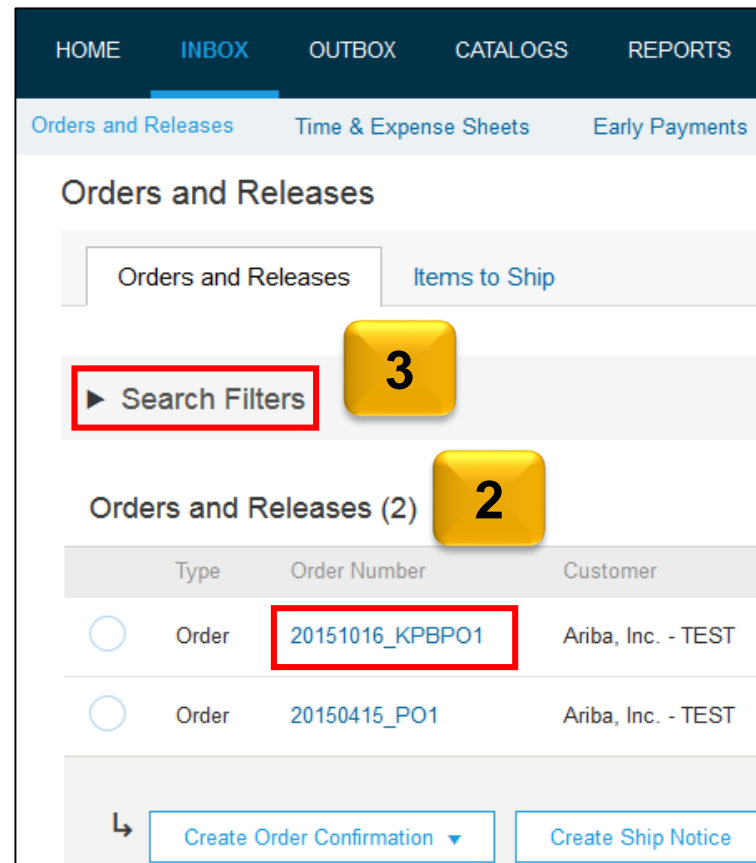
View Purchase Orders

To view a Purchase Order:

1. Click the **Inbox** tab to manage your Purchase Orders. **Inbox** is presented as a list of the Purchase Orders received by **Tata Power**.
2. Click the link in the **Order Number** column to view the purchase order details.
3. **Search Filters** allows you to search using multiple criteria.



The screenshot shows the top navigation bar of the Ariba work interface. The 'INBOX' tab is highlighted with a red box and a yellow callout bubble containing the number '1'. Other tabs include HOME, OUTBOX, CATALOGS, and REPORTS. A 'Test Mode' button is visible in the top right corner. Below the navigation bar, there are filters for 'Orders and Releases' and 'All Customers', and a search input field for 'Order Number' with a search icon.



The screenshot shows the 'Orders and Releases' section of the Ariba work interface. The 'INBOX' tab is highlighted. Below the navigation bar, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', and 'Early Payments'. The 'Orders and Releases' section is active, showing a 'Search Filters' button highlighted with a red box and a yellow callout bubble containing the number '3'. Below this, there is a table titled 'Orders and Releases (2)' with a yellow callout bubble containing the number '2'. The table has columns for 'Type', 'Order Number', and 'Customer'. The first row shows an 'Order' with the number '20151016_KPBP01' highlighted with a red box, and the customer 'Ariba, Inc. - TEST'. The second row shows an 'Order' with the number '20150415_PO1' and the customer 'Ariba, Inc. - TEST'. At the bottom, there are buttons for 'Create Order Confirmation' and 'Create Ship Notice'.

Type	Order Number	Customer
Order	20151016_KPBP01	Ariba, Inc. - TEST
Order	20150415_PO1	Ariba, Inc. - TEST

Purchase Order Detail

Viewing the details of your order:

1. The **Order Detail** includes the order information about Tata Power and the supplier and also the status of the PO.
2. The **Line Items** section describes the ordered items. Each line describes a quantity of items Tata Power wants to purchase.

Note: You can always resend a PO which was not sent to your email address by clicking the **Resend** button.

Purchase Order: 4200000326

[Create 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
GURGAON
Gurgaon
Delhi 122007
India
Phone: +1 (451) 2344324
Fax:
Email: apacsupplierenablement@sap.com

Purchase Order
(New)
4200000326
Amount: 200.00 INR
Version: 1

[Line Items](#)

2

[Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
10	Bearing 9001	251	Material	2.0 (EA)	22 May 2018	100.00 INR	200.00 INR	Details

Order submitted on: Friday 18 May 2018 12:00 PM GMT+05:30
Received by Ariba Network on: Friday 18 May 2018 4:31 PM GMT+05:30
This Purchase Order was sent by The Tata Power Group Companies AN01013833833-T and delivered by Ariba Network.

Sub-total: 200.00 INR



- ✓ Purchase Order Management
- ✓ **Order Confirmations**
- ✓ Ship Notices

Before You Begin...

Order Confirmation is mandatory for both Material and Service POs from Tata Power

- ❖ Before confirming an order, please make sure to check all pricing and other items are correct. Items such as Price, Delivery Date, UOM, should be confirmed.
- ❖ A confirmation of "Accepted" means that you agree with the costs and terms sent to you by Tata Power in the PO.
- ❖ If pricing or other details are incorrect you can reject the line-item or the entire order. Make sure to put notes in the header section and contact your Tata Power to inform them of a rejection. You can not change price or quantity on the OC. Any change in price or quantity will come in the Order Change if Tata Power approves the changes requested.

Create Order Confirmation: Confirm Entire Order (Material Order)

to Confirm Entire Order:

1. Click the **Create Order Confirmation** button.
 2. Select the **Confirm Entire Order** option. The **Confirm Entire Order** tab will be displayed.
 3. There are no mandatory fields on this screen. Click the **Next** button.
- Note:** You will not be able to partially confirm or reject the entire order.

Create Order Confirmation

Create Ship Notice

Create Invoice

Confirm Entire Order

Update Line Items

Reject Entire Order

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

2

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4400000228

Customer: The Tata Power Group Companies

Supplier Reference:

SHIPPING AND TAX INFORMATION

Line Items

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

* Indicates required field

Create Order Confirmation: Confirm Entire Order (Contd.)

4. Review the order confirmation and click **Submit**. Your order confirmation is sent to Tata Power. Once the order confirmation is submitted, the **Order Status** will change to **Confirmed**.

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

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

Line Items

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

4

Previous Submit Exit

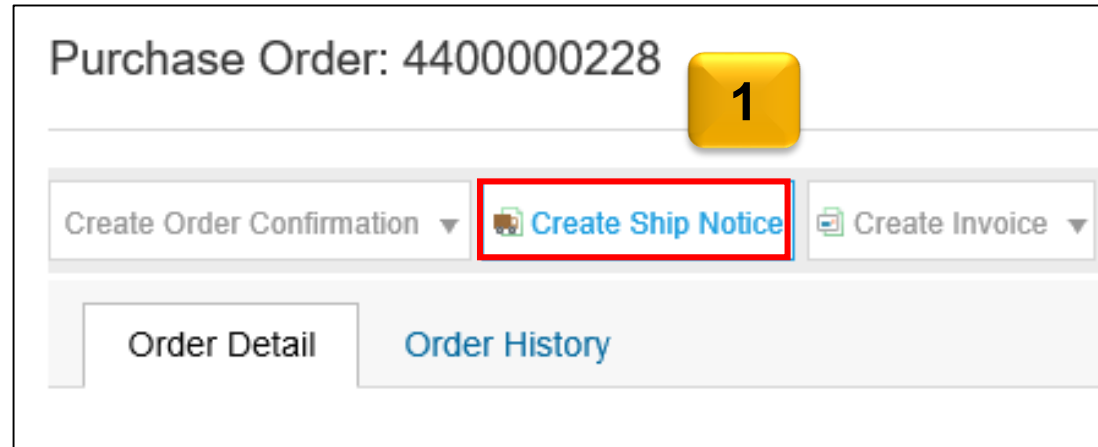


- ✓ Purchase Order Management
- ✓ Order Confirmations
- ✓ **Ship Notices**

Create Ship Notice

It is mandatory to create a Ship Notice for Material POs from Tata Power before creating an Invoice.

1. Click the **Create Ship Notice** button. Fill out the requested information on the **Shipping PO** form. The **Packing Slip ID** is any number you use to identify the Ship Notice.
2. Enter **Ship From** information by clicking on **Update Address**. Any field with an asterisk is required.



Purchase Order: 4400000228

Create Order Confirmation ▼ **Create Ship Notice** Create Invoice ▼

Order Detail Order History

Create Ship Notice

* Indicates required field

SHIP FROM

Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Update Address

Create Ship Notice (Contd.)

4. Check if **Deliver to** information is correct.
5. Enter comments in the **Additional Fields** sections.

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM

Name:

Department Name:

ADDRESS

Address 1:*

Address 2:

Postal Code:*

City:*

State:

Country:*

This selection will refresh the page content.

DELIVER TO

Name:

Department Name:

ADDRESS

Address 1:

Address 2:

Postal Code:

City:

State:

Country:

This selection will refresh the page content.

4

▼ **ADDITIONAL FIELDS**

Reason for Shipment:

Comments:

5

Create Ship Notice (Contd.)

- Once the addresses details are updated, enter information in the fields that are marked mandatory - the **Packing Slip ID** (any alpha –numeric reference ID of your choice) and the **Actual Shipping Date**.

▼ Ship Notice Header

SHIPPING	TRACKING
<p>Packing Slip ID:* <input type="text"/></p> <p>Invoice #: <input type="text"/></p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: <input type="text" value="Select"/></p> <p>Actual Shipping Date: <input type="text"/></p> <p>Actual Delivery Date:* <input type="text"/></p> <p>Gross Volume: <input type="text"/></p> <p>Gross Weight: <input type="text"/></p>	<p>Carrier Name: <input type="text"/></p> <p>Service Level: <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>Unit: <input type="text"/></p>

5

Create Ship Notice (Contd.) - Delivery Terms and Transportation Details

Delivery terms and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier
Service Level:	<input type="text"/>	Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		FedEx
		UPS
		US Postal Service
		Other

▼ DELIVERY AND TRANSPORT INFORMATION	
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>
Delivery Terms Description:	<input type="text"/>
Transport Terms Description:	<input type="text"/>
	Collected By Customer
	Delivery Condition
	Despatch Condition
	Transport Condition
	Incoterms
	Ex Works
	Free Carrier

Create Ship Notice (Contd.) – Line-Item Details

1. Scroll down to the **Order Items** section to view line item information and update the quantity shipped for each line item.
2. Click **Next** to proceed to review your **Ship Notice**.


20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

[Add Ship Notice Line](#)



20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR [Remove](#)
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)


Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)



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

Create Ship Notice (Contd.) Submit Ship Notice

1. After reviewing your Ship Notice, click **Submit** to send **Ship Notice** to **Tata Power**. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. After submitting your Ship Notice, the Order Status will be updated to **Shipped**. Submitted Ship Notices can be viewed from **Outbox** or by clicking the link under **Related Documents** from the **PO** view.
3. Click **Done** to return to the **Home** page.

The screenshot displays a user interface with a blue 'Done' button in the top right corner, highlighted with a red box and a yellow '3' badge. Below this, there is a list of items. One item is highlighted with a red box and a yellow '2' badge: 'Purchase Order (Shipped)' in green text, followed by '20150415_PO2' and 'Amount: 295.00 EUR'. At the bottom of the interface, the text 'Routing Status: Acknowledged' and 'Related Documents: Ship_TEST 312' is visible.

Create Service Sheet

It is mandatory to first fully confirm the Service Order and then create the service sheet. To create a Service Sheet:

1. Click the **Create Order Confirmation** button. The **Select Item to Create Service Sheet** page will be displayed.
2. Select the appropriate option. The **Create Service Sheet** page will be displayed.



Create Service Sheet (Contd.)

3. **All fields marked with an asterisk are mandatory.** Enter any alpha-numeric number of your choice in the **Service Sheet #** field.
4. You can choose to enter the **Service Start** and **End Date**. However, it is mandatory at the **Line-Item** level.

Ariba Network Test Mode Company Settings Test Test Help Center >>

Create Service Sheet Previous Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 5000000332

Service Sheet #: * 13241234 **3**

Service Sheet Date: 14 May 2018

Subtotal: 15,000.00 INR

Service Start Date: **4**

Service End Date: **4**

Additional Fields

Supplier Reference:

From: ABB Ariba India

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

Create Service Sheet (Contd.)

4. Enter the field engineer's name and email id in the respective fields. Contact Tata Power if you don't have these details.
5. **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.

Field Engineer - Approver:

5

Name: *

Email: *

Phone: USA 1 ▾

*Attachments

The total size of all attachments cannot exceed 100MB

6

Choose File No file chosen

Add Attachment

Create Service Sheet (Contd.)

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	Type	Item Type	Qty / Unit	Price	Subtotal
10	Services for a PUMP	Service	Planned	15 SET	1,000.00 INR	15,000.00 INR

Services for Main Pump

SERVICE PERIOD

Start Date: * !Required Field

End Date: * !Required Field

COMMENTS

Add Comments:

↪ Add Pricing Details

Previous Update Save Exit Next

Create Service Sheet (Contd.)

10. Review the Service Sheet Information.

11. Click **Submit**.

12. The Service Sheet Status will change to either partially **Serviced** or **Partially Serviced** based on the information entered.

The Service Sheet has to be approved before you can create the Invoice.

Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document.

11

Service Sheet 13241234 Date: 14 May 2018 Purchase Order: 5000000332 Subtotal: 15,000.00 INR	Subtotal: 15,000.00 INR
--	-------------------------

From ABB Ariba India ABB Ariba India GURGAON Gurgaon Delhi 122007 India	To The Tata Power Co. Ltd. The Tata Power Group Companies Corporate Center, Block 'B' Mumbai IN-MH 400009 India
---	---

10

12

Purchase Order
(→ Serviced)
4400000221
Amount: 140,650.00 INR
Amount: -103,130.00 INR
Version: 2 (Previous Version)

Attachments

📎

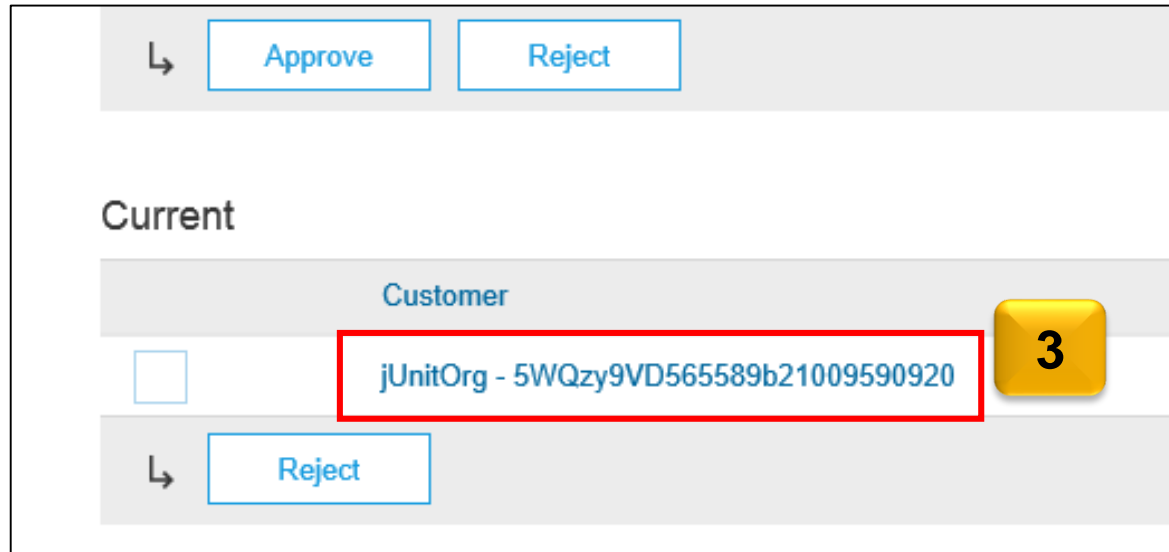
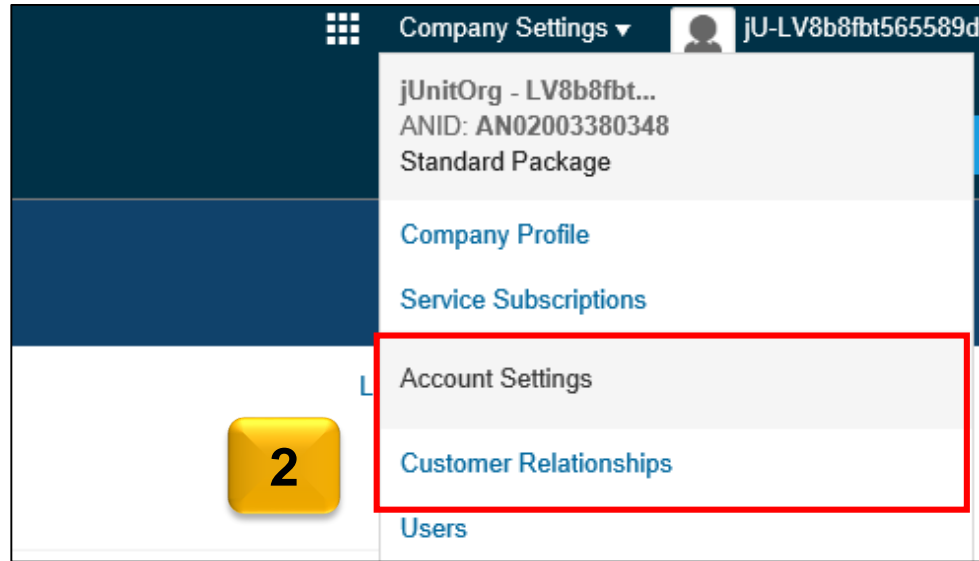


- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

Before You Begin Invoicing: Customer Invoice Rules

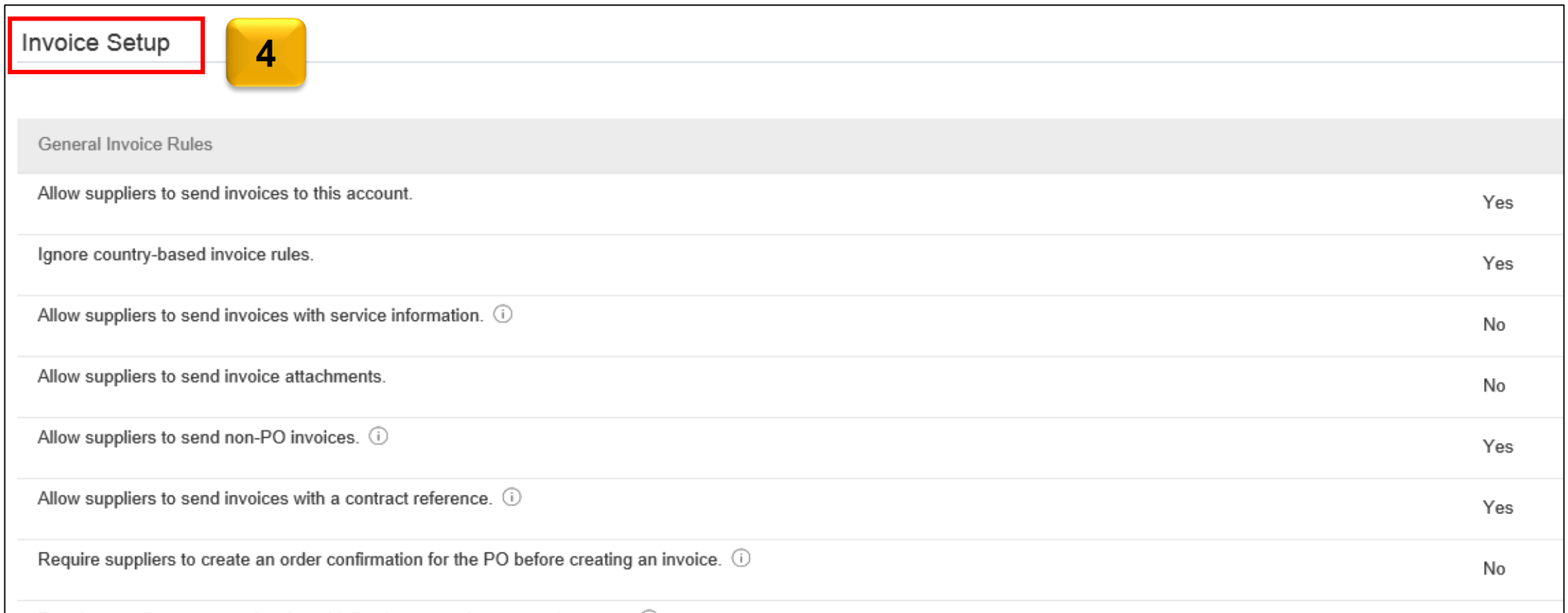
These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via supplier.ariba.com
2. Select the **Company Settings** drop-down menu and under **Account Settings**, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Tata Power**).



Before You Begin Invoicing: Customer Invoice Rules (Contd.)

4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If Tata Power enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop-down menu.
6. Click **Done** when finished.



The screenshot shows the 'Invoice Setup' section with a yellow button labeled '4' next to it. Below this is the 'General Invoice Rules' section, which contains a list of settings:

Setting	Value
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No



- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

PO Flip Invoice

To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** drop-down menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.

The screenshot shows the Ariba Network interface. At the top, there is a 'CSV Documents' dropdown menu and a 'Create' dropdown menu. The 'Create' menu is open, showing 'PO Invoice' and 'Non-PO Invoice' options. A yellow box with the number '1' is placed over the 'Create' button. Below this, the 'Orders and Releases' section is visible, with tabs for 'Orders and Releases' and 'Items to Ship'. A 'Search Filters' section is also present. A table of 'Orders and Releases' is shown, with a yellow box with the number '2' over the 'Order Number' column. The table has the following data:

Type	Order Number	Customer	Inquiries	Ship To
<input type="radio"/>	20151016_KPBP01	Ariba, Inc. - TEST		Sandb Praha Czech
<input checked="" type="radio"/>	20150415_PO1	Ariba, Inc. - TEST		Sandb Praha Czech

At the bottom of the table, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'.

PO Flip Invoice (Contd.)


3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Tata Power.

Orders and Releases (2)

Type	Order Number	Customer	Inquiries	Ship To Address
<input type="radio"/>	Order	20151016_KPBP01	Ariba, Inc. - TEST	Sandbox Buyer Praha Czech Republic
<input checked="" type="radio"/>	Order	20150415_PO1	Ariba, Inc. - TEST	Sandbox Buyer Praha Czech Republic

↳

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo



Create Invoice


!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 20150415_PO1

Invoice #: *

!Required field 

Invoice Date: * 17 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Invoice Creation against a Material PO

It is mandatory to first fully confirm the Material PO and then create the Ship Notice before you create an invoice.

Goods Receipt should be done by Tata Power and you should check if the Material PO is the Received Status before you invoice against it.

To create an invoice:

1. On the **Create Invoice** screen, enter the Invoice #. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
2. The **Invoice Date** is auto-populated. You can select a future date of your choice.


Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4500002830

Invoice #:*

Invoice Date:* 22 May 2018 

Supplier Tax ID:

Remit To: ABB Ariba India

Gurgaon
Delhi
India

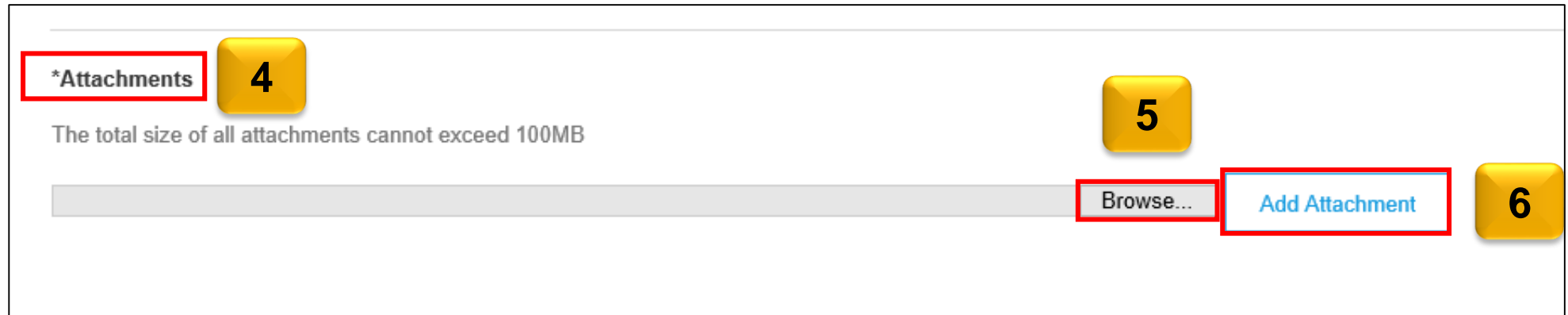
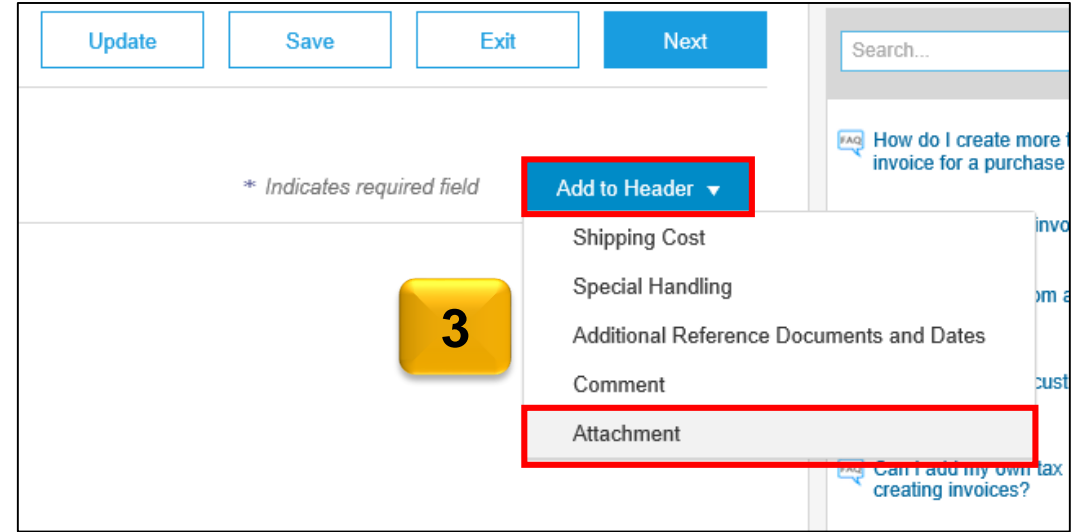
Bill To: The Tata Power Co. Ltd.

Mumbai
Maharashtra
India

Invoice Creation against a Material PO – Adding Attachments at the 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.

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



Invoice Creation against a Material PO

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

The screenshot shows a form for creating an invoice against a Material PO. The form is divided into two main sections. The left section is titled "Additional India Specific Information" and contains several input fields. The right section contains "Customer GSTIN" and "Place of Supply" fields. Yellow callout boxes with numbers 7, 8, 9, and 10 point to specific fields: 7 points to the "Additional India Specific Information" header, 8 points to the "Tax Invoice Number" field, 9 points to the "Scanning Location" dropdown menu, and 10 points to the "Engineer's Email" field. The "Supplier GSTIN" field contains the value "07145134fc51251". The "Customer GSTIN" field contains the value "20AAACT0054A2ZE". The "Place of Supply" dropdown menu is set to "Select". The "Scanning Location" dropdown menu is set to "(no value)". The "PAN Number" field contains the value "AJGPK8782E".

Additional India Specific Information		Customer GSTIN:	20AAACT0054A2ZE
Supplier GSTIN:	07145134fc51251	Place of Supply:	Select
Tax Invoice Number: *			
Scanning Location: *	(no value)		
Engineer's Email: *			
PAN Number:	AJGPK8782E		

Invoice Creation against a Material PO

11. 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.
12. Make the required changes to the fields.
13. Click the **Next** button.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

11

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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Bearing 9001	251	<input type="text" value="2"/>	EA	100.00 INR	200.00 INR

12

Ship Notice Details Ship Notice #: 123456789-asn Ship Notice Line #: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Shipping Documents Packing Slip ID: Delivery Note ID:
Packing Slip Date: Delivery Note Line #:
Delivery Note Date:* 14 May 2018

Classification

Domain: Code: [Remove](#)

Domain: Code: [Remove](#)

↳ [Line Item Actions](#) [Delete](#) [Reset Tax from PO](#)

Invoice Creation against a Material PO

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

Ariba Network

Invoice 4500002830-INV has been submitted.

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

Ariba Network Test Mode **15** Company Settings Test Test

Create Invoice **14** 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

REMIT TO: ABB Ariba India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India	BILL TO: 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	SUPPLIER: 100202 - ABB India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India
--	--	---

Invoice Creation against a Service PO

It is mandatory to first fully confirm the Service Order and then create the service sheet to invoice against a Service PO.

The Service PO should be in the Approved Status for you to invoice against it.

To create an invoice:

1. Click the **Create Invoice** button.
2. Enter information in all the fields marked as mandatory. The invoice number 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

[Create Invoice](#) **1** [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

2 Invoice #: *

Invoice Date: * 21 May 2018 

Supplier Tax ID:

Remit To: ABB Ariba India

Gurgaon
Delhi
India

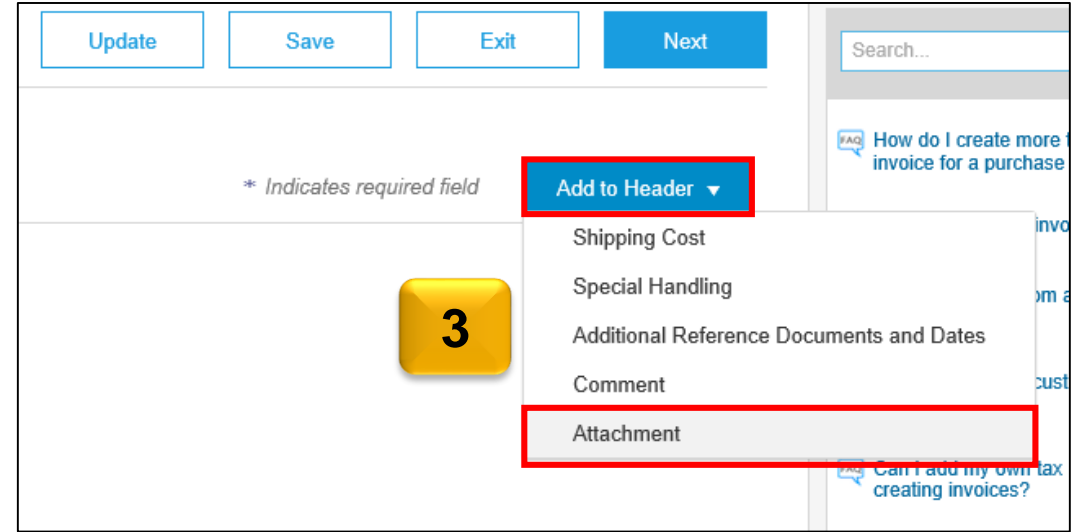
Bill To: **The Tata Power Co. Ltd.**

Mumbai
Maharashtra
India

Invoice Creation against a Service PO – Adding Attachments at the 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**.



Invoice Creation against a Service PO

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

The screenshot shows a form for creating an invoice against a Service PO. The form is divided into two main sections. The left section is titled "Additional India Specific Information" and contains several input fields. The right section contains "Customer GSTIN" and "Place of Supply" fields. Yellow callout boxes with numbers 7, 8, 9, and 10 point to specific fields: 7 points to the "Additional India Specific Information" header, 8 points to the "Tax Invoice Number" field, 9 points to the "Scanning Location" dropdown menu, and 10 points to the "Engineer's Email" field. The "Supplier GSTIN" field contains the value "07145134fc51251". The "Customer GSTIN" field contains the value "20AAACT0054A2ZE". The "Place of Supply" dropdown menu is set to "Select". The "Scanning Location" dropdown menu is set to "(no value)". The "PAN Number" field contains the value "AJGPK8782E".

Additional India Specific Information		Customer GSTIN:	20AAACT0054A2ZE
Supplier GSTIN:	07145134fc51251	Place of Supply:	Select
Tax Invoice Number: *			
Scanning Location: *	(no value)		
Engineer's Email: *			
PAN Number:	AJGPK8782E		

Invoice Creation against a Service PO

11. 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.
12. Make the required changes to the fields.
13. Click the **Next** button.

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items **11**

Insert Line Item Options

Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	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: * Service End Date: *

Classification Domain: Code: [Remove](#)

<input type="checkbox"/>	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: * Service End Date: *

Classification Domain: Code: [Remove](#)

↳ [Line Item Actions](#) [Delete](#) [Reset Tax from PO](#)

Invoice Creation against a Service PO

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

Ariba Network

Invoice 5000000327-INV has been submitted.

16

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

Ariba Network

Test Mode

15

Company Settings ▾

Test Test

Create Invoice

14

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
Invoice Date : Monday 21 May 2018 12:51 PM GMT+05:30
Original Purchase Order : 5000000327

Subtotal : 790.00 INR
Total Tax : 0.00 INR
Amount Due : 790.00 INR

REMIT TO:

ABB Ariba India

Postal Address:
100202 - GURGAON
Gurgaon
IN-DL 122007
India

BILL TO:

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

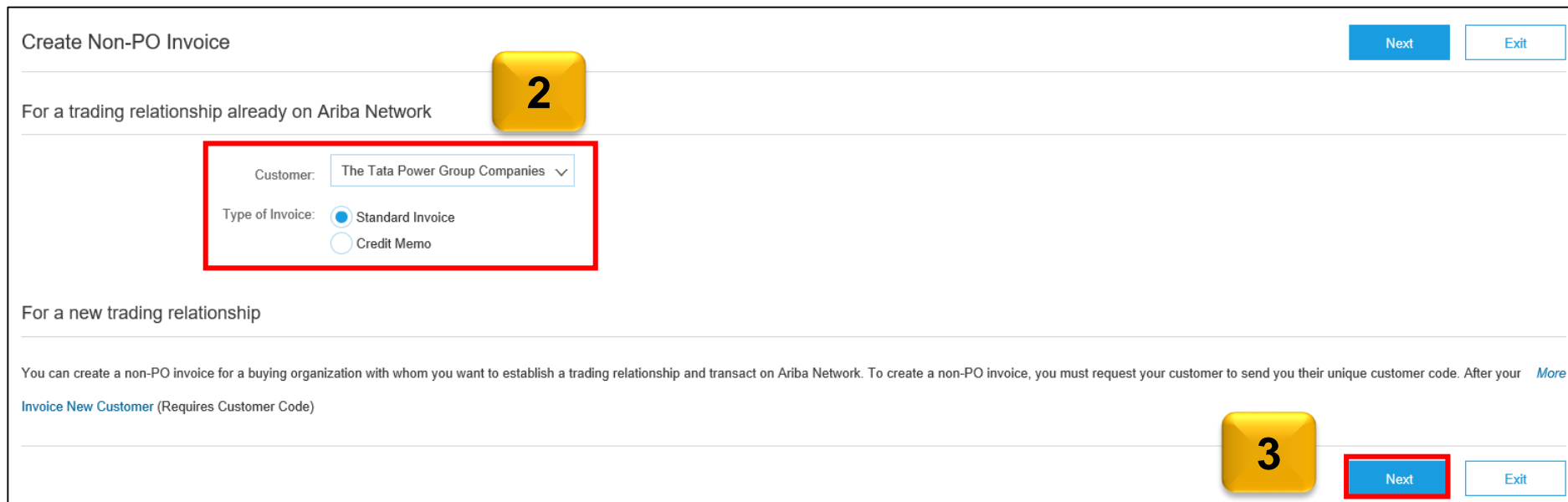
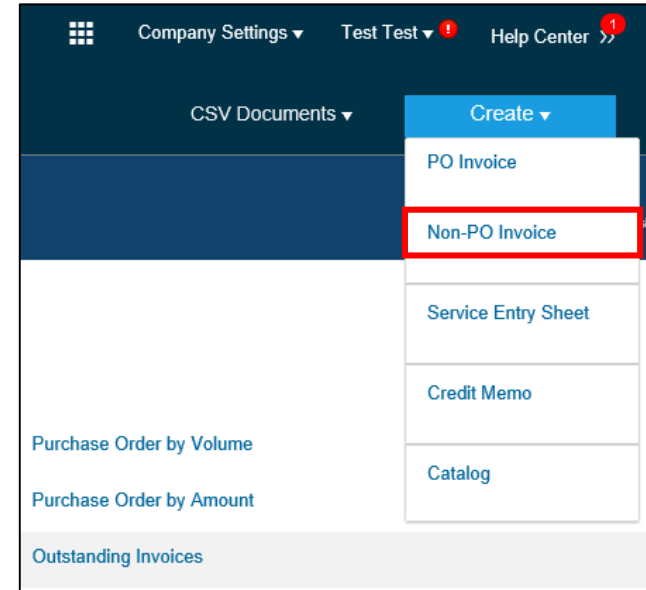
SUPPLIER:

100202 - ABB India

Postal Address:
100202 - GURGAON
Gurgaon
IN-DL 122007
India

Non-PO Invoice Creation

1. On the **Home** page click the Create button and select **Non-PO Invoice** from the drop-down. The **Create Non-PO Invoice** page will be displayed.
2. Select **The Tata Power Group Companies** from the **Customer** drop-down menu. The **Standard Invoice** option is selected by default.
3. Click **Next**.



A screenshot of the 'Create Non-PO Invoice' form. The form is titled 'Create Non-PO Invoice' and has 'Next' and 'Exit' buttons in the top right corner. Below the title, there is a section for 'For a trading relationship already on Ariba Network'. A yellow callout box with the number '2' is positioned to the right of this section. In this section, the 'Customer' dropdown menu is open, and 'The Tata Power Group Companies' is selected. Below the customer dropdown, there are two radio button options: 'Standard Invoice' (selected) and 'Credit Memo'. Below this section, there is a section for 'For a new trading relationship'. At the bottom of the form, there is a blue link that says 'Invoice New Customer (Requires Customer Code)'. A yellow callout box with the number '3' is positioned to the right of the 'Next' button, which is highlighted with a red border.

Non-PO Invoice Creation

4. On the **Create Invoice** screen, enter the **Invoice #**. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
5. The **Invoice Date** is auto-populated. You can select a future date of your choice.

Create Invoice

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

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Invoice #:*		Subtotal: 0.00 INR Total Tax: 0.00 INR Amount Due: 0.00 INR	View/Edit Addresses
Invoice Date:*	13 Jun 2018		

Supplier Tax ID:

Remit To: ABB Ariba India

Mumbai
Maharashtra
India

Choose Address:

Bill To: The Tata Power Co. Ltd.

Mumbai
Maharashtra
India

Order Information

Customer Order #:	<input type="text"/>	Contract Number:	<input type="text"/>
Sales Order #:	<input type="text"/>	Sales Order Date:	<input type="text" value=""/>

Non-PO Invoice Creation

6. You can enter the **Shipping** information at the header or at line level. Update the shipping address by clicking on the **View/Edit Addresses** link.
7. You can enter the appropriate information in the **Additional Fields** section.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **ABB Ariba India**
Mumbai
Maharashtra
India

Ship To: **The Tata Power Group Companies**
Mumbai
Maharashtra
India
Deliver To:

[View/Edit Addresses](#)

6

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **100202 - ABB India**
Gurgaon
Delhi
India

Bill From: **ABB Ariba India**
Gurgaon
Delhi
India

Choose Address: **No value** [View/Edit Addresses](#)

Customer:

Email: [View/Edit Addresses](#)

7

Non-PO Invoice Creation

8. Scroll down to the **Additional India Specific Information** section.
9. Enter the **Tax Invoice Number**. It will be auto-populated if you have created your legal profile.
10. Select the **Scanning Location**. It is the same location where the service has been rendered and the hard copy of the invoice is submitted.
11. Enter the **Engineer's Email ID**. Contact Tata Power if you don't have this information.
12. Select the **Invoice Type**.
13. It is mandatory for all suppliers to enter the vendor ID in the **SAP ERP Vendor ID** field.
14. Enter the line items in the **Line Items** section by selecting the **No.** check-box and clicking the **Add** button.
15. Click the **Update** button and then click **Next**.

The screenshot shows the 'Additional India Specific Information' section of the SAP Non-PO Invoice Creation form. The form is divided into several sections:

- Additional India Specific Information:** This section contains fields for Supplier GSTIN (07145134fc51251), Customer GSTIN, Tax Invoice Number (marked with 9), Scanning Location (marked with 10), Engineer's Email (marked with 11), Invoice Type (marked with 12), PAN Number, Ref. PO Number, and SAP ERP Vendor ID (marked with 13). A dropdown menu for 'Place of Supply' is also present.
- Line Items:** This section shows '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. It includes an 'Insert Line Item Options' section with 'Tax Category' set to 'Integrated GST' and a 'Discount' checkbox. An 'Add to Included Lines' button is visible.
- Line Item Table:** A table with columns: No., No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit, Unit Price, Subtotal. The 'No.' column has a red-bordered checkbox (marked with 14) and an 'Add' button (marked with 14).
- Bottom Navigation:** Buttons for 'Update' (marked with 15), 'Save', 'Exit', and 'Next' are located at the bottom right.

Non-PO Invoice Creation

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

Ariba Network

Invoice 4500002830-INV has been submitted.

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

Ariba Network Test Mode **17** Company Settings Test Test

Create Invoice **16** [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

REMIT TO: ABB Ariba India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India	BILL TO: 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	SUPPLIER: 100202 - ABB India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India
--	--	---



- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

PO Flip Invoice – Review, Save, Submit

1. Review your invoice for accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. In case of any errors, you will get a notification in red where information should be corrected.
3. If no changes are needed, click **Submit** to send the invoice to Tata Power. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Outbox > Drafts** on your **Home** page.



You can keep draft invoices for up to 7 days.

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit **2**

▼ Invoice Header

Summary

Invoice #: *

! Required field

Invoice Date: * 17 Apr 2016

Remit To: **Ariba_TestSupplier - TEST**

Praha 5

Czech Republic

Bill To: **Sandbox Buyer - Test**

HOME **4** **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

This page displays documents you saved in draft state. You can edit them

Cancel, Edit and Resubmit Invoices

1. Select the **OUTBOX** tab.
2. In the **Invoice #** column, click the invoice link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to "**Canceled**."
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the SAP OUTBOX interface. The 'OUTBOX' tab is highlighted with a red box and a yellow callout '1'. Below the navigation bar, the 'Invoices' section is visible. A yellow callout '2' points to the 'Invoice #' column header. A table lists one invoice: INV_20150415, with a red box around the invoice number. Below the table, buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice' are shown.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

The screenshot shows the details for invoice INV_20150415. A yellow callout '3' is positioned above the 'Cancel' button, which is highlighted with a red box. Other buttons visible include 'Create Line-Item Credit Memo', 'Copy This Invoice', and 'Print'.

The screenshot shows the invoice list with the 'Edit' button highlighted by a red box and a yellow callout '4'. A tooltip below the 'Edit' button reads 'Fix a failed invoice.' The table below shows the invoice details.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	50415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent



- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

Check Invoice Status

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Tata Power via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Tata Power invoicing rules. Tata Power will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Tata Power invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Invoice Status

Reflects the status of Tata Power's action on the Invoice.

- **Sent** – The invoice is sent to the Tata Power but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Tata Power approved the invoice cancellation
- **Paid** – Tata Power paid the invoice / in the process of issuing payment. Only if Tata Power uses invoices to trigger payment.
- **Approved** – Tata Power has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Tata Power has rejected the invoice or the invoice failed validation by Ariba Network. If Tata Power accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Check Invoice History

Access any invoice:

1. Click the **History** tab to view status details and invoice history.
2. **History, Status** and **Comments** for the invoice are displayed. **Transaction history** can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments **History** 1

Standard Invoice

Invoice: INV_20150415 Done 3

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00 Submitted By: Klaus Püschel 2

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Search for Invoice - Quick Search and Refined Search

Quick Search:

1. From the **Home** page, select **Invoices** under the **Document type to search** field.
2. **Select** Tata Power from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments **History** 1

Standard Invoice

Invoice: INV_20150415 Done 3

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel 2

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Search for Invoice Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**. Fill in required Information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
3. Click **Next**.

Reports can be created by Administrator or User with appropriate permissions.

Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.





✓ Ariba Network Support

Training and Resources: Tata Power Supplier Information

Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to Tata Power to view the following presentations to learn more about transacting with Tata Power:
 - Account Configuration Guide
 - Tata Power Purchase Order Confirmation and Ship Notice Guide
 - Tata Power Invoice Guide
 - Supplier Membership Program / Supplier Registration Guide

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer
↳ Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. Supplier Information Portal
<input type="checkbox"/> Pouliot Industries
↳ Reject

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings **1**

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

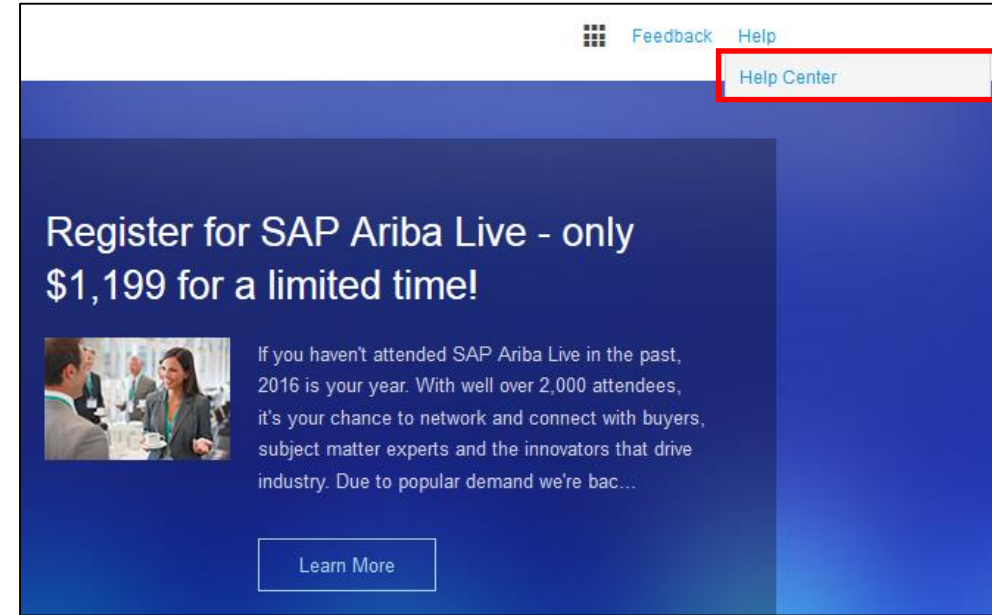
Accelerated Payments

Remittances

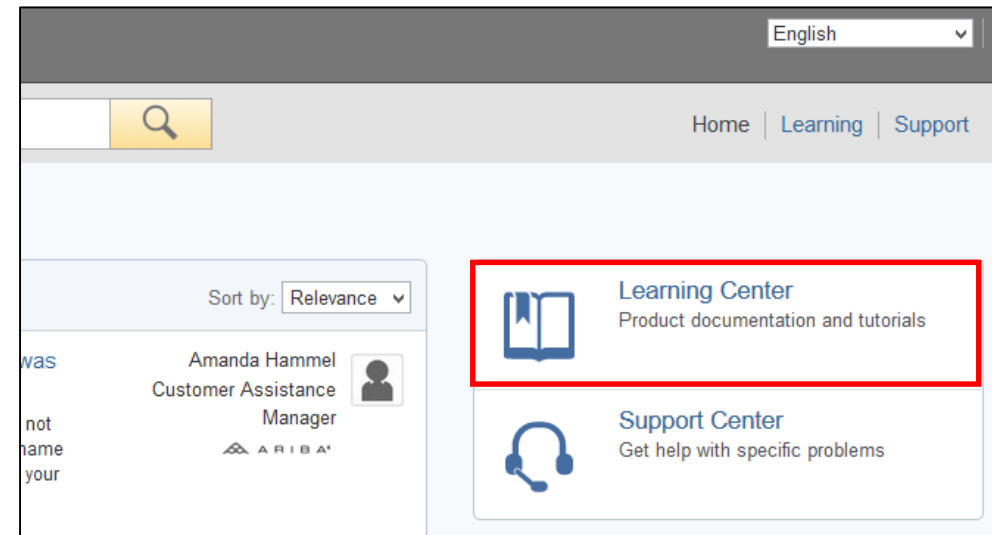
Network Notifications

Training and Resources: Ariba Network Standard Documentation

1. Go to: <http://supplier.ariba.com> and click the **Help** link.
2. Click **Help Center**.
3. Click on **Learning Center** to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.



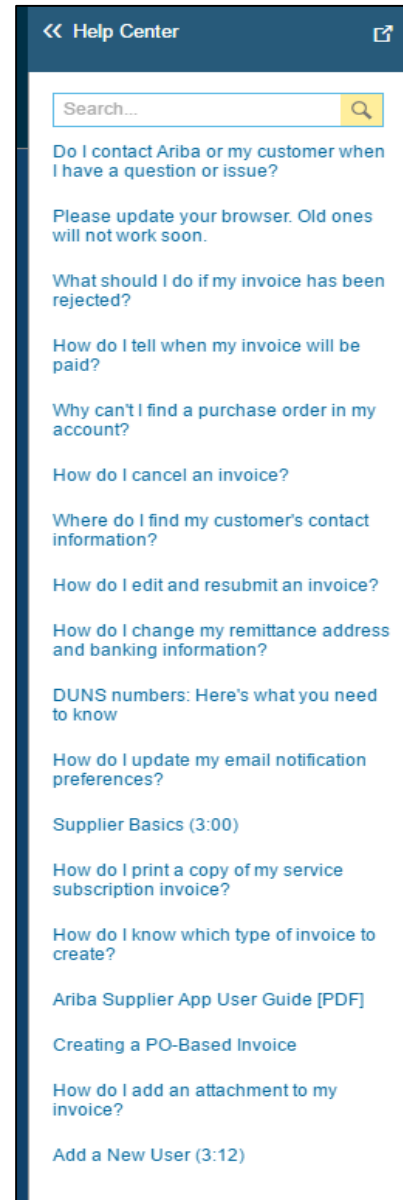
Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.



Training and Resources: Ariba Network Standard Documentation

From within your Ariba Network account:

1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click **Documentation** (bottom)
4. View Ariba Network Administrator's documentation.



Training and Resources: Useful links

Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

Who should you contact?

Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact apacsupplierenablement@sap.com for any questions regarding registration, configuration, Supplier fees, or general Ariba Network questions.

- **Tata Power Business Process Support**

Please contact the Tata Power Supplier Enablement team (respective buyers) for business-related questions.

- **Supplier Support Post Go-Live**

- **Ariba Network Help Center** (referenced in previous slides). Accessible through your Ariba Network account (top/right corner).

Thank you

SAP Ariba 

 SAP[®]

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://global12.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.