Supplier Training Deck

SAP Ariba

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.

Created by : Mona Vardhan – Ariba Supplier Training Lead

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.

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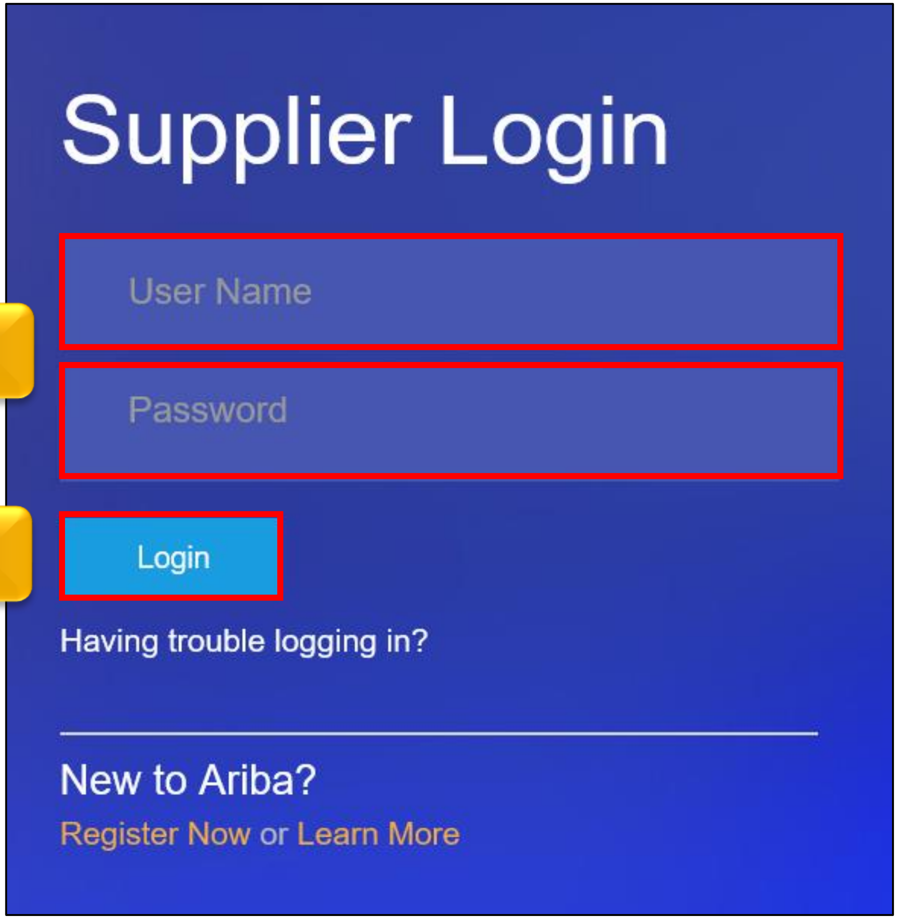
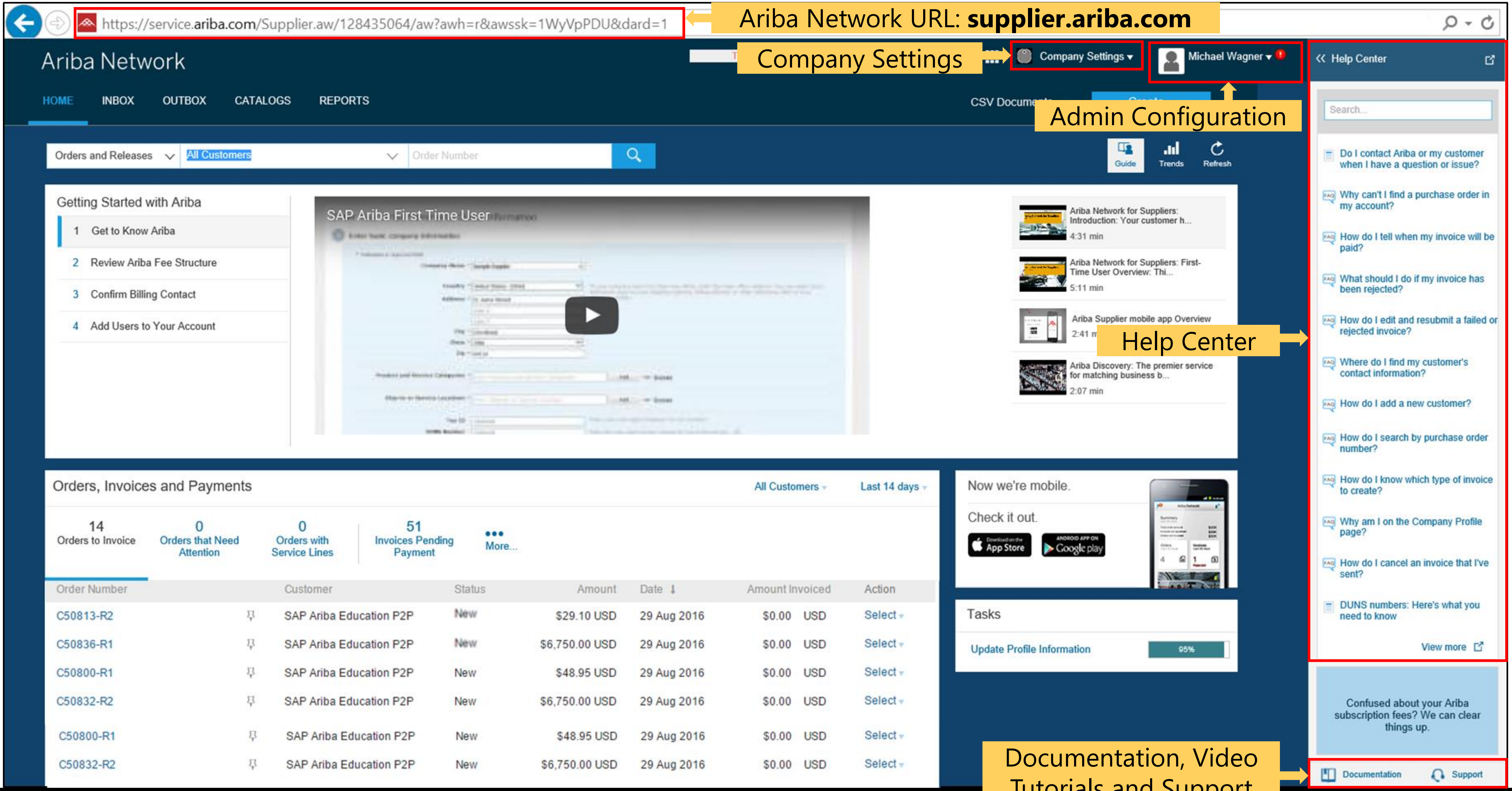


If you have forgotten your login details:

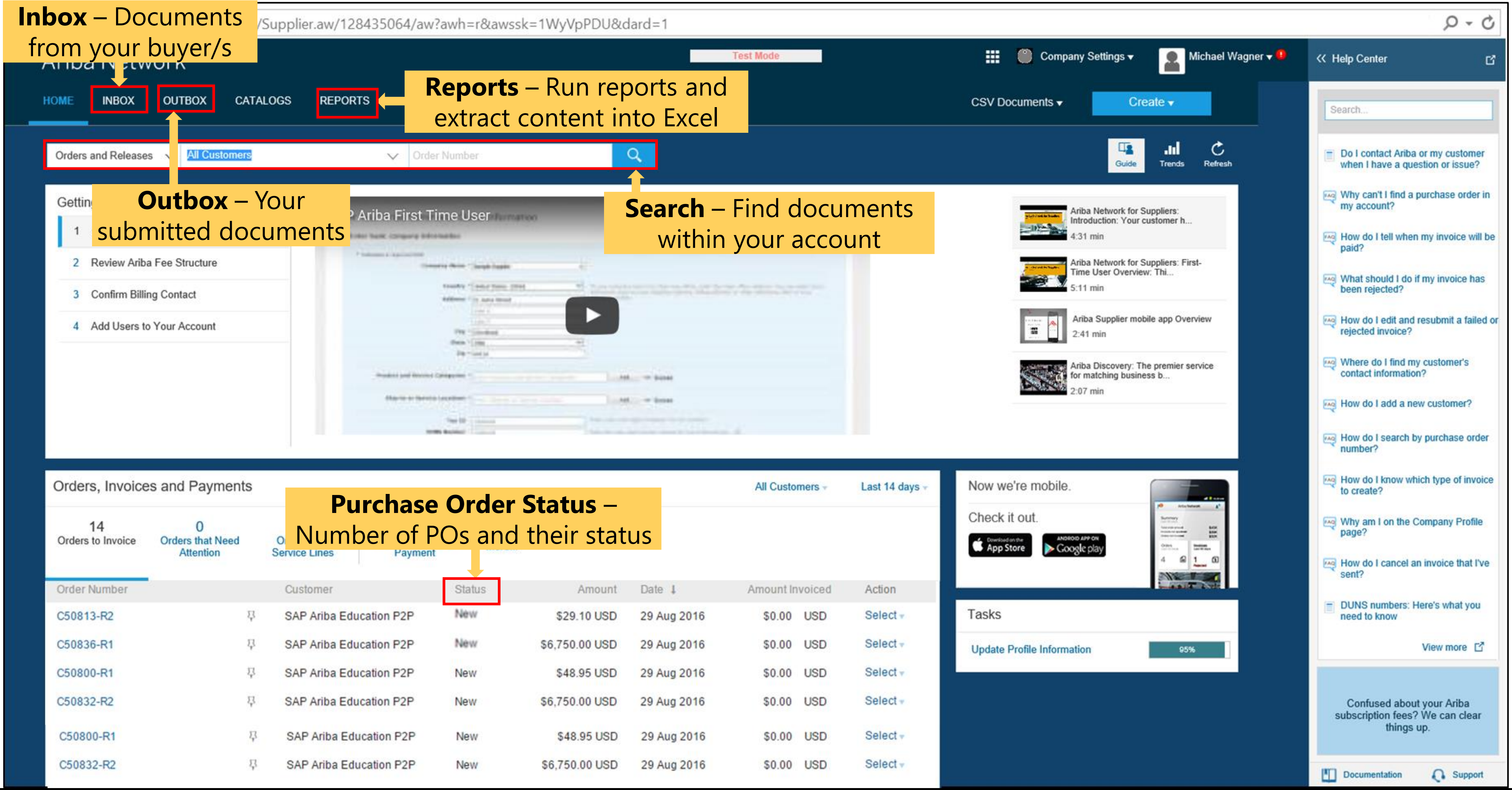
a. Click the **Having trouble logging in?** link.
b. Enter your email address.
c. A password reset link will be sent to your registered email address.
d. Click the password reset link, update your security question and answer.
e. Create a new password which needs to be 8 character long and alphanumeric.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

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

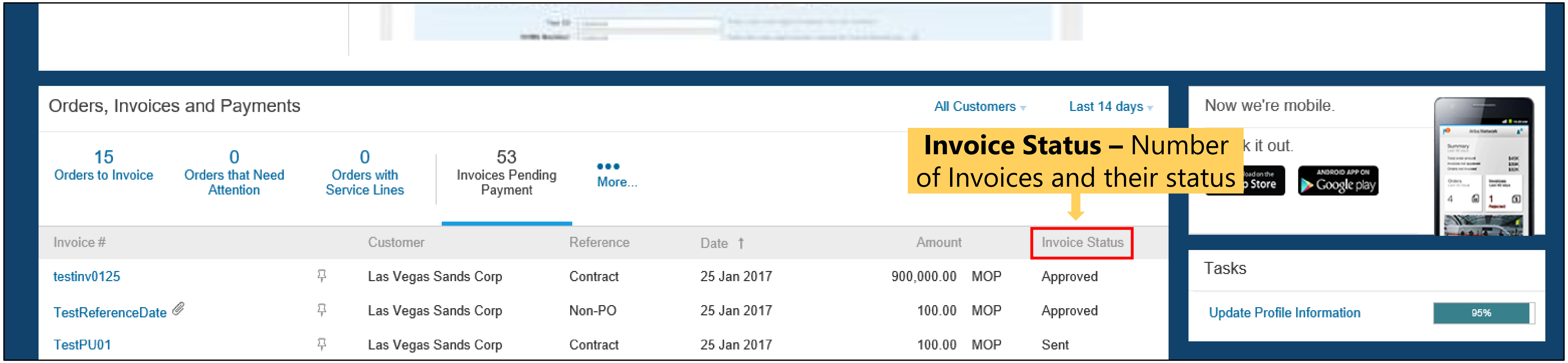
Account Interface



Account Interface (Contd.)



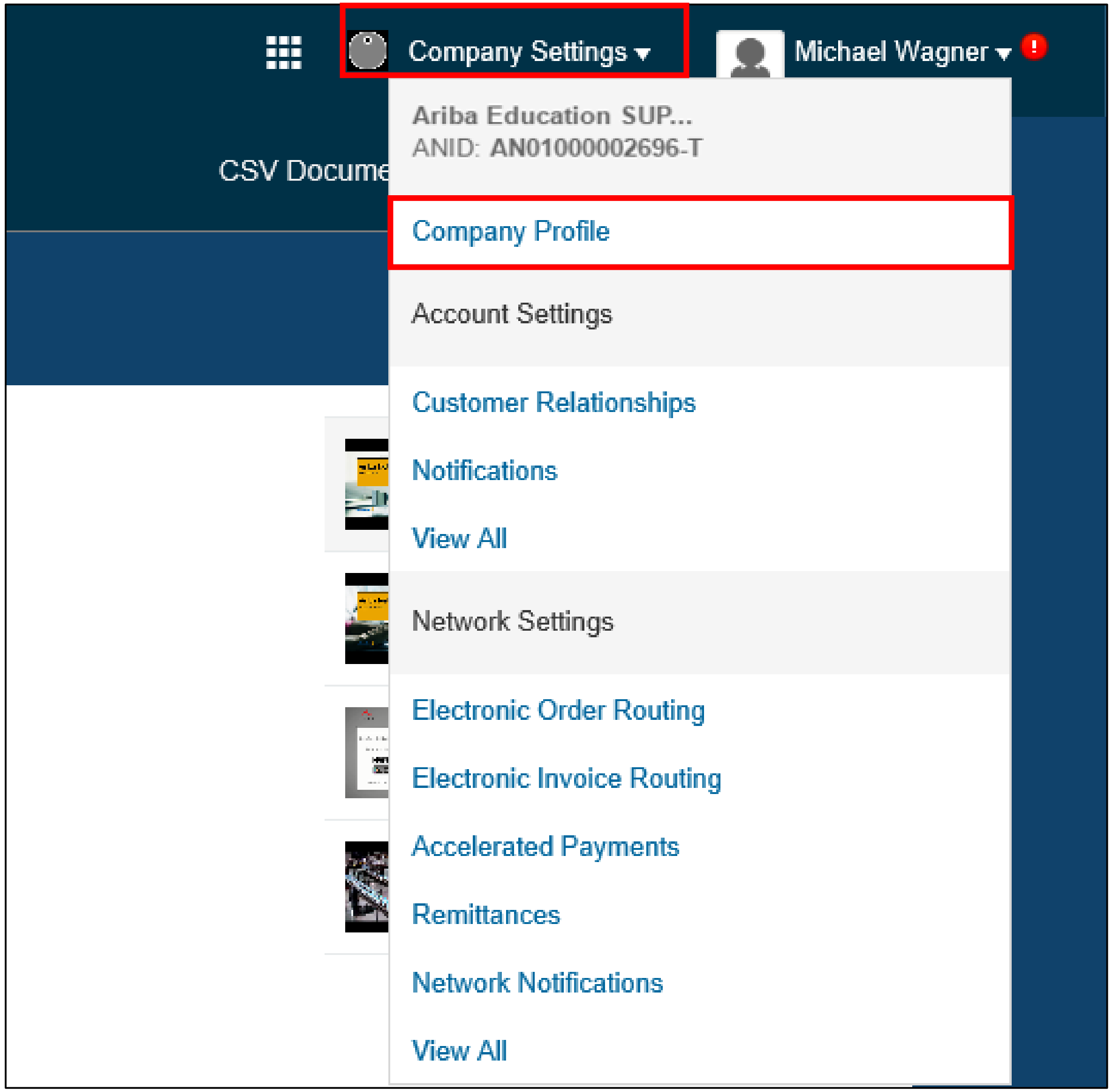
Account Interface (Contd.)



Invoice Status – Number of Invoices and their status

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.

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

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

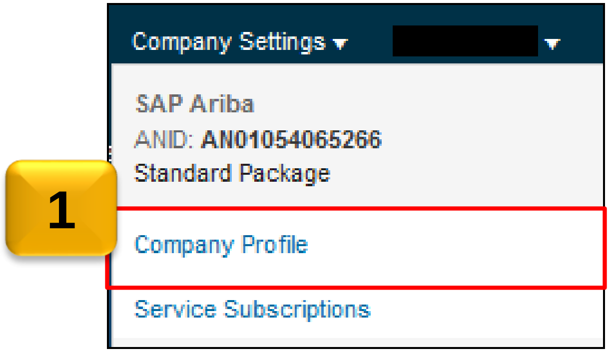
Contacts: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

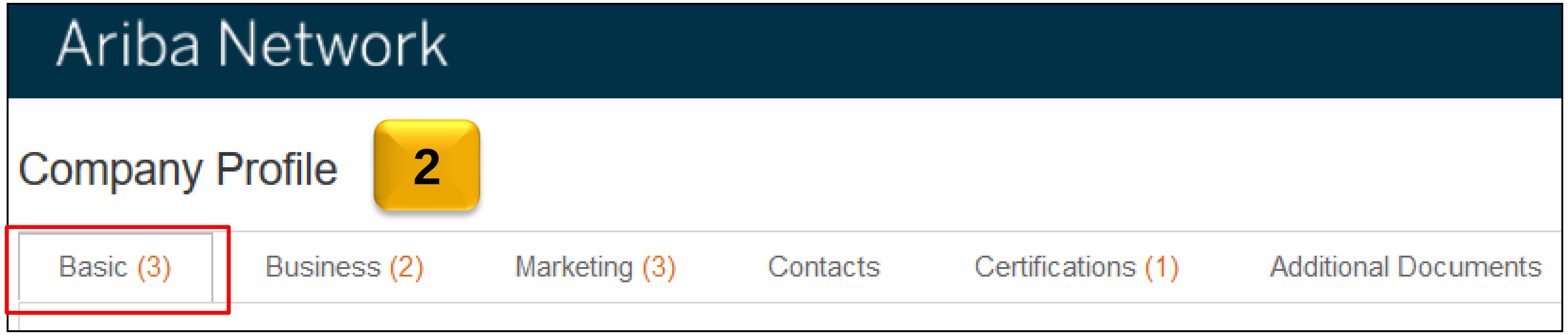
Additional Documents: Any attachments you cannot assign to the categories above.

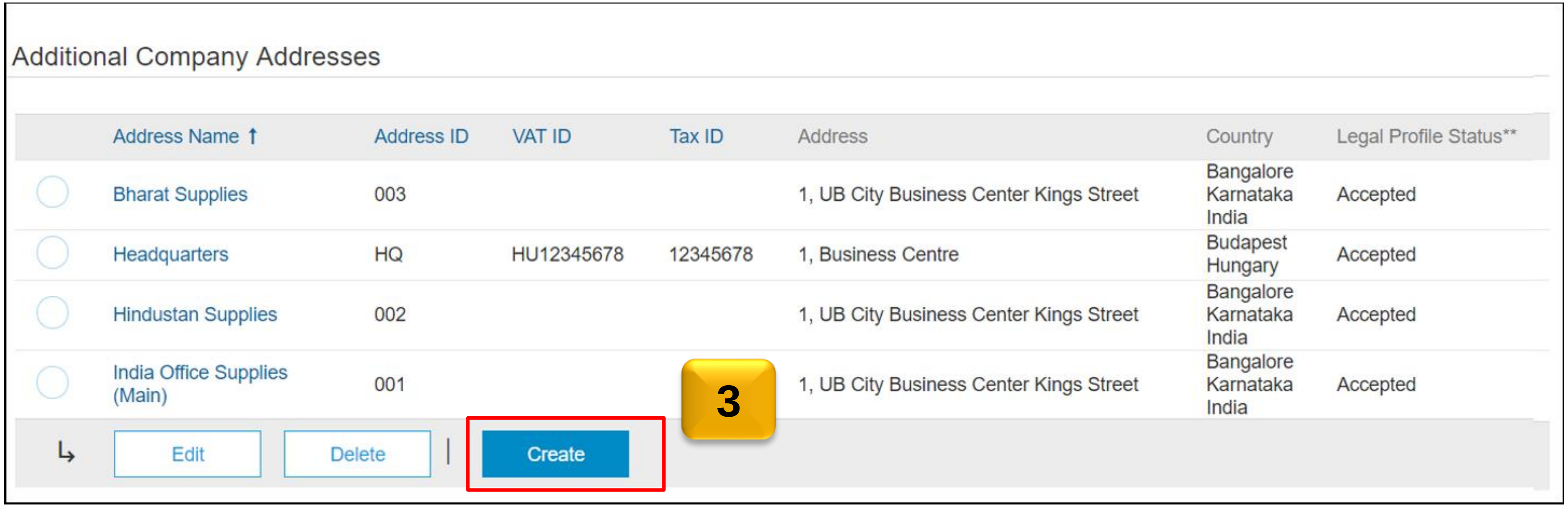
Save / Close: Make sure that you save all changes that have been made.

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**.



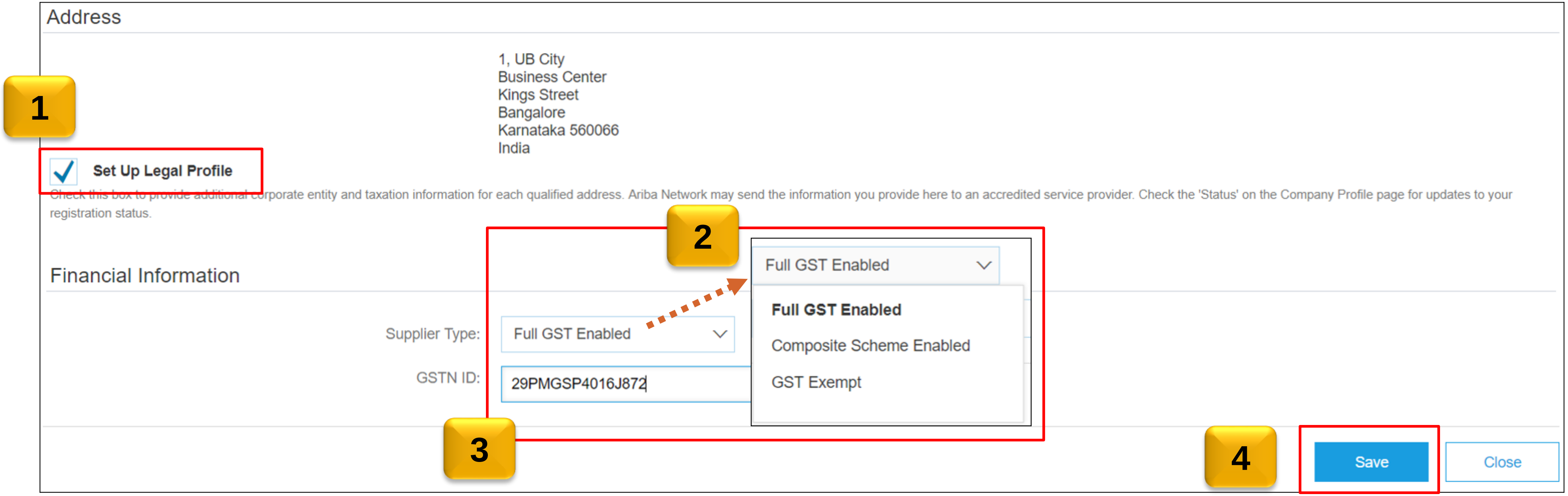



Additional Company Addresses

	Address Name	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
○	Bharat Supplies	003			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
○	Headquarters	HQ	HU12345678	12345678	1, Business Centre	Budapest Hungary	Accepted
○	Hindustan Supplies	002			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted
○	India Office Supplies (Main)	001			1, UB City Business Center Kings Street	Bangalore Karnataka India	Accepted

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.



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**.

1

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

Additional Company Addresses

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

2

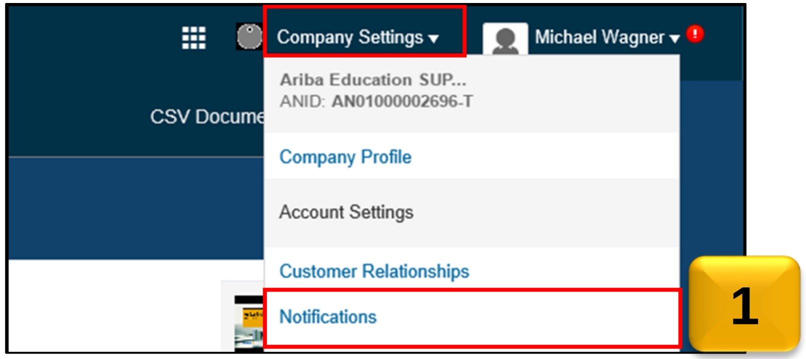
3

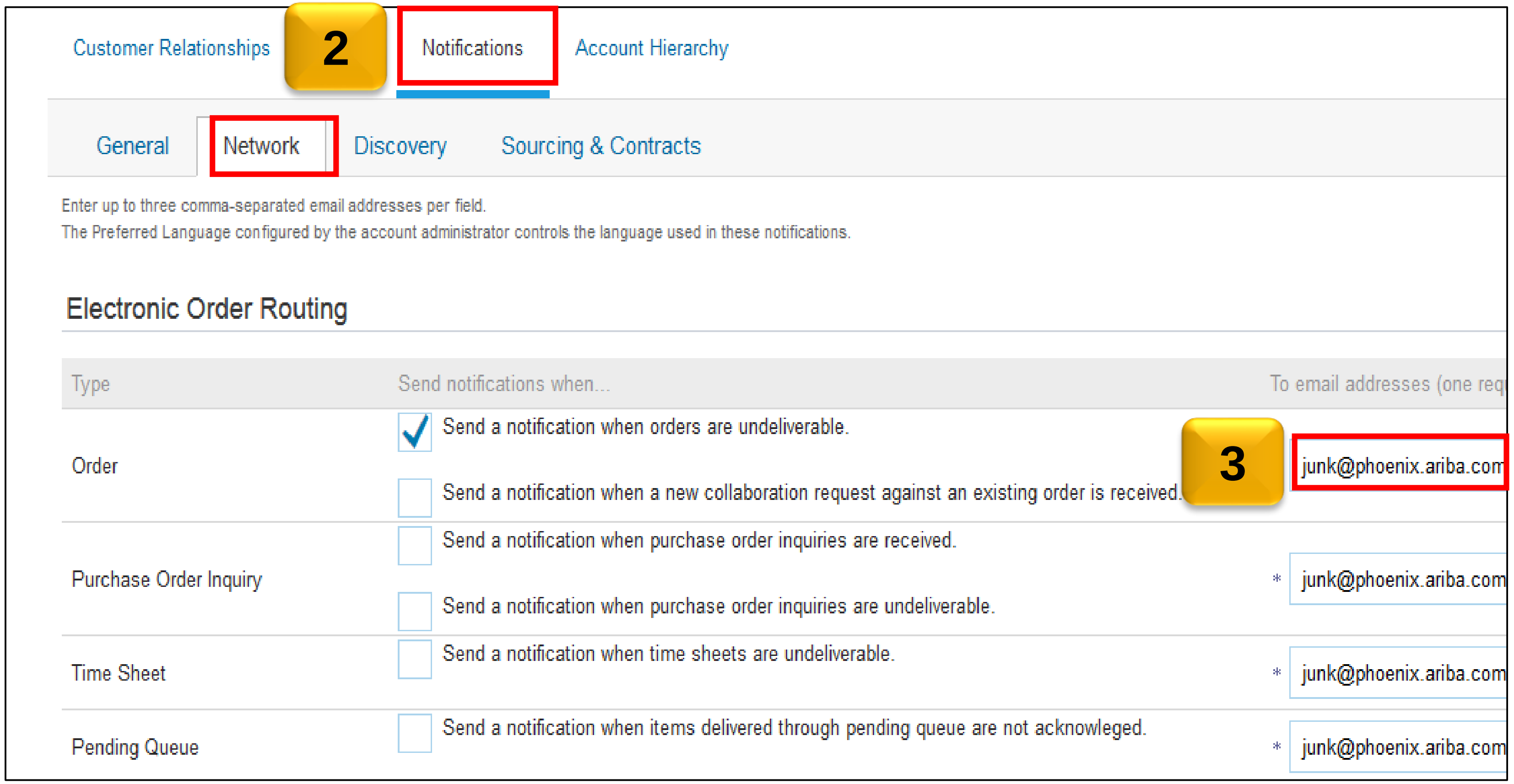
Edit | Delete | Create

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.

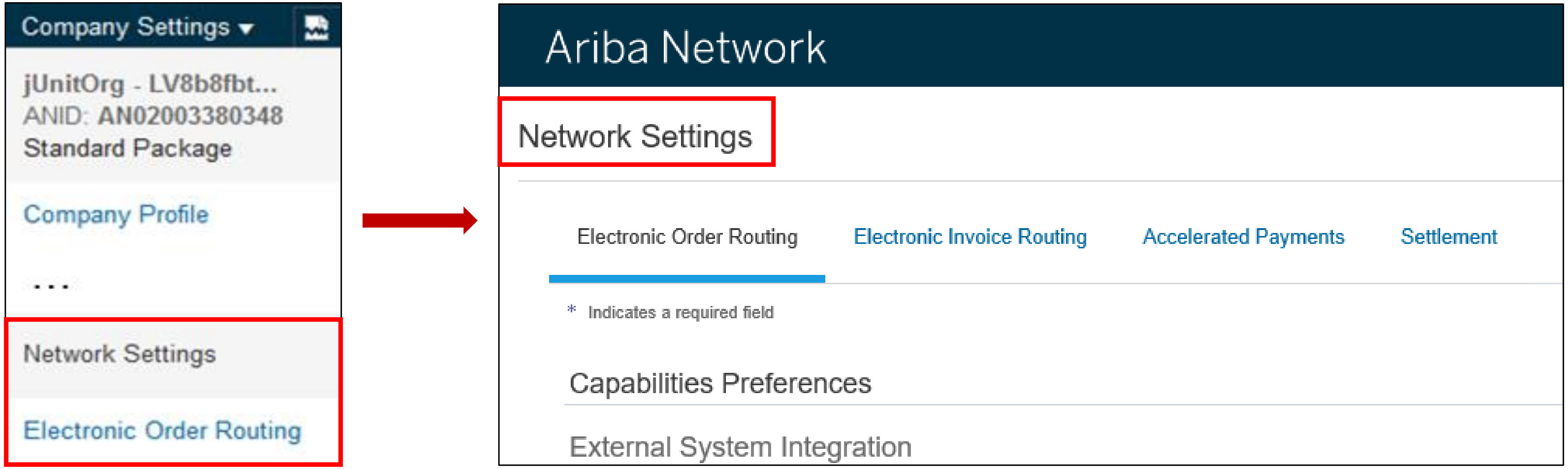
1. Click on **Notifications** under **Company Settings**.
2. Network Notifications can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.
3. You can enter up to 5 email addresses per notification type. You must separate each address with a comma, but include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





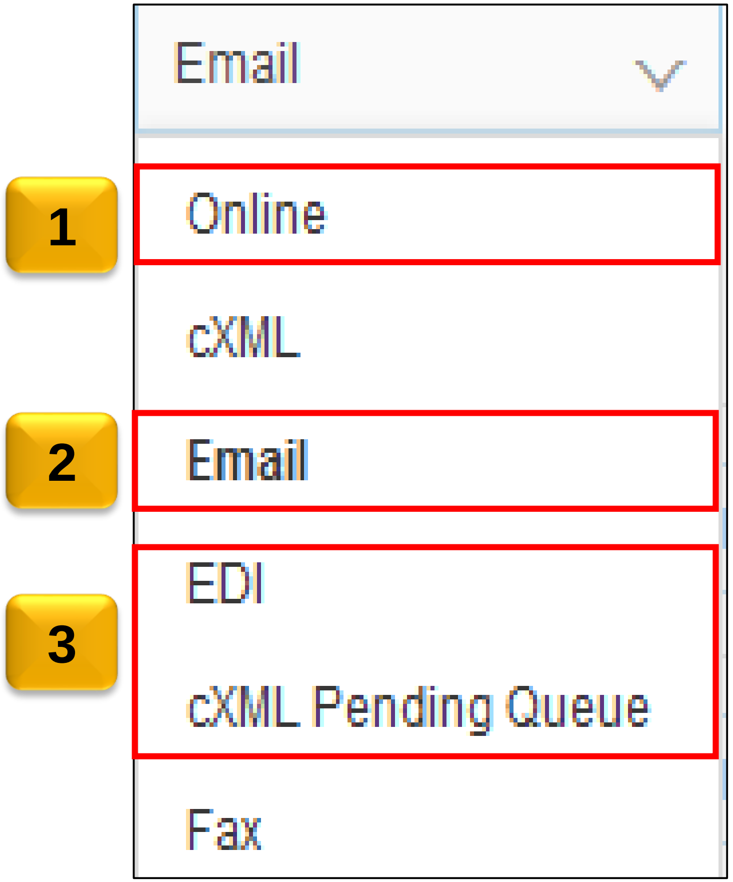
Configure Company Settings: Electronic Order Routing

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



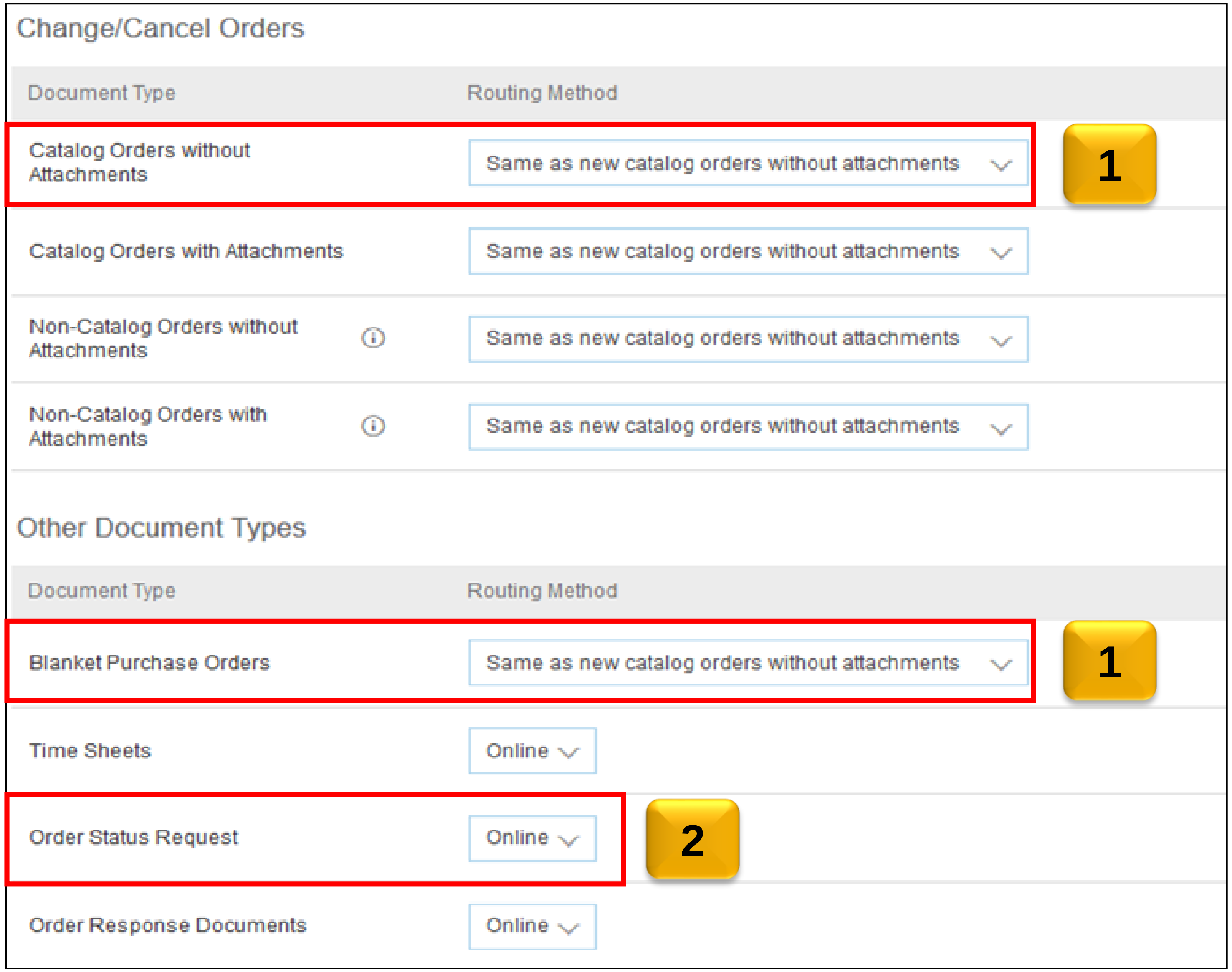
Electronic Order Routing Methods

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



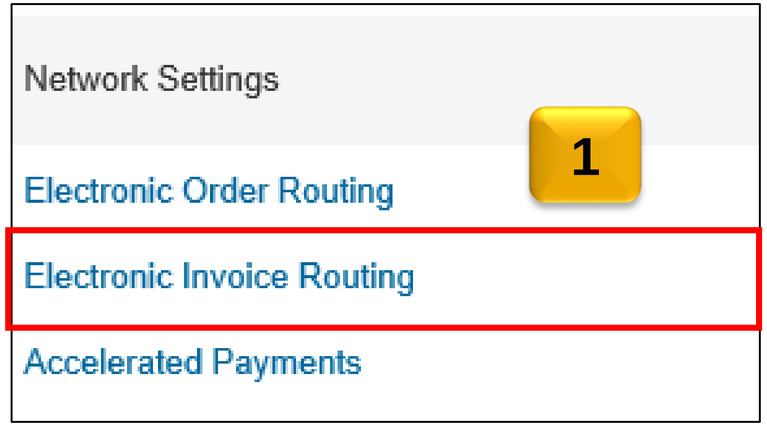
Electronic Order Routing - Notifications

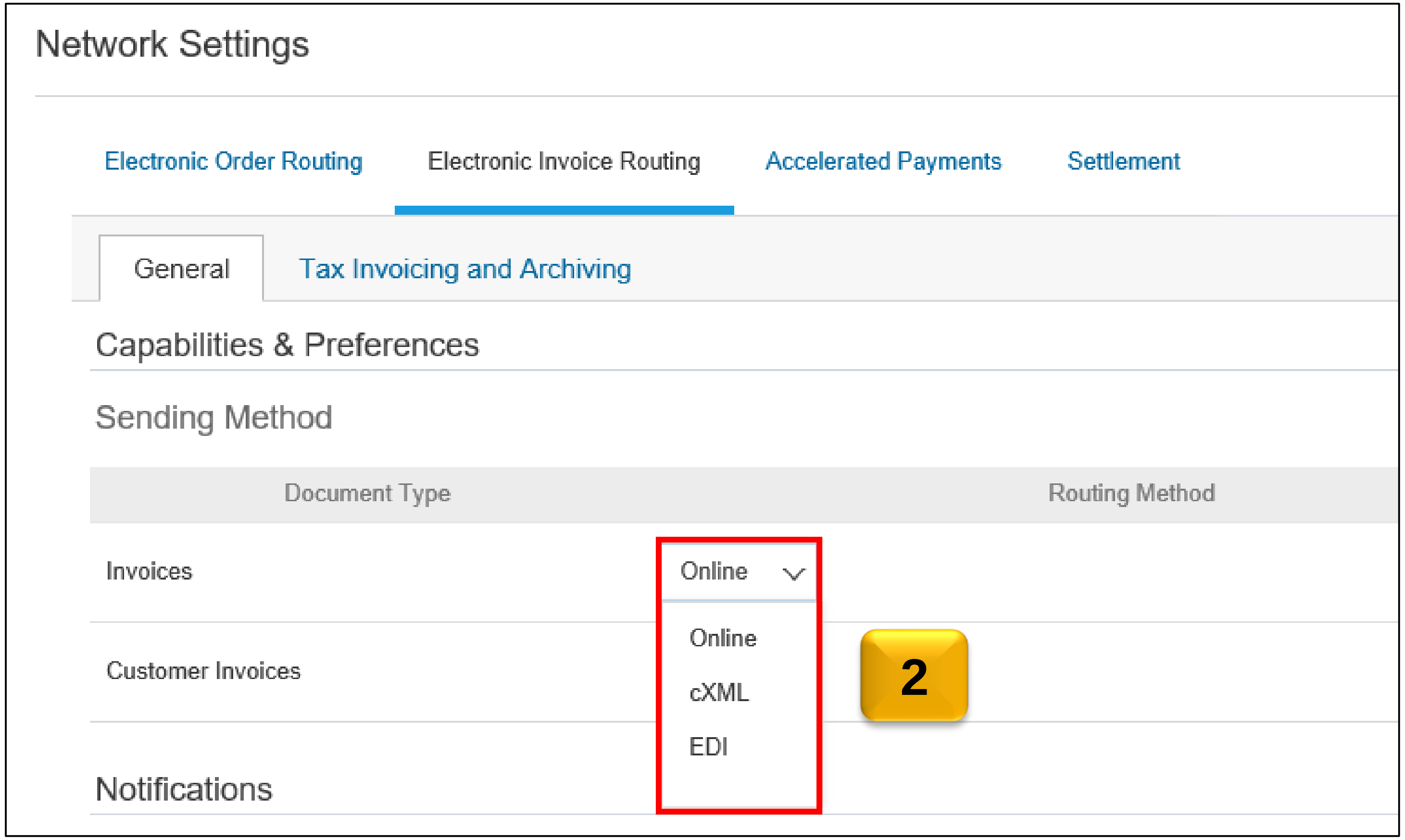
1. Select **Same as new catalog orders without attachments** option under the **Change Orders** and **Other Document Types** sections , to automatically have the settings duplicated. You can also set it according to your preference.
2. Select a method and a user, from the **Order Response Documents**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



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

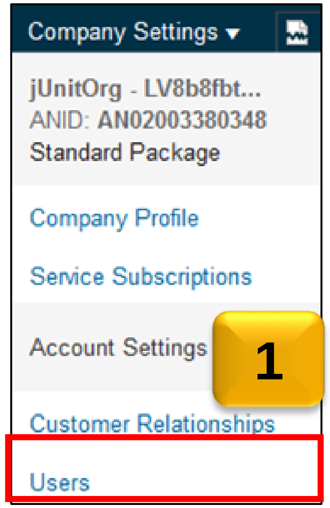
User

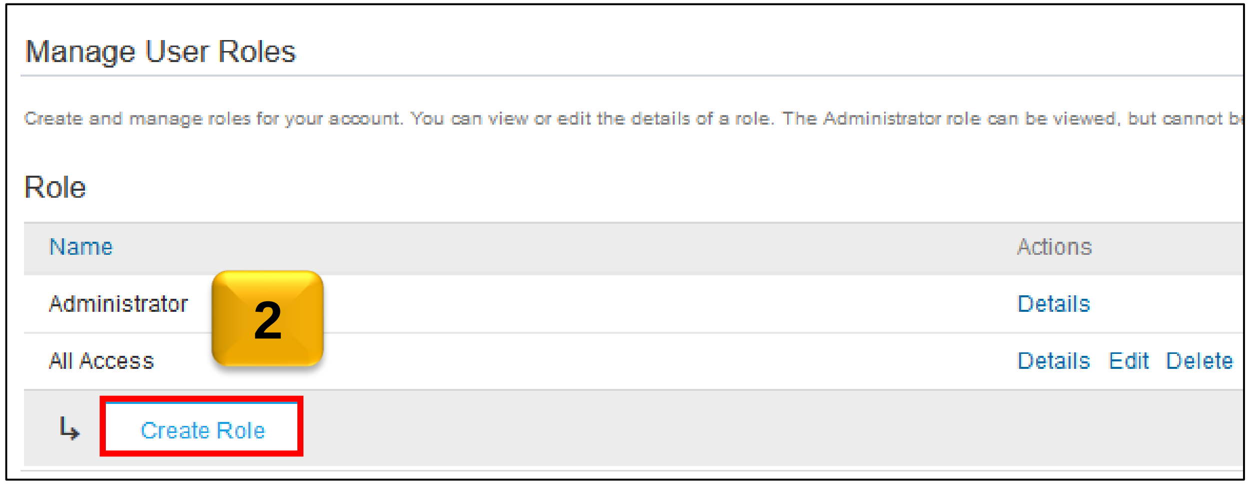
- Can have different roles, which correspond to the user’s actual job responsibilities
- Responsible for updating personal user information

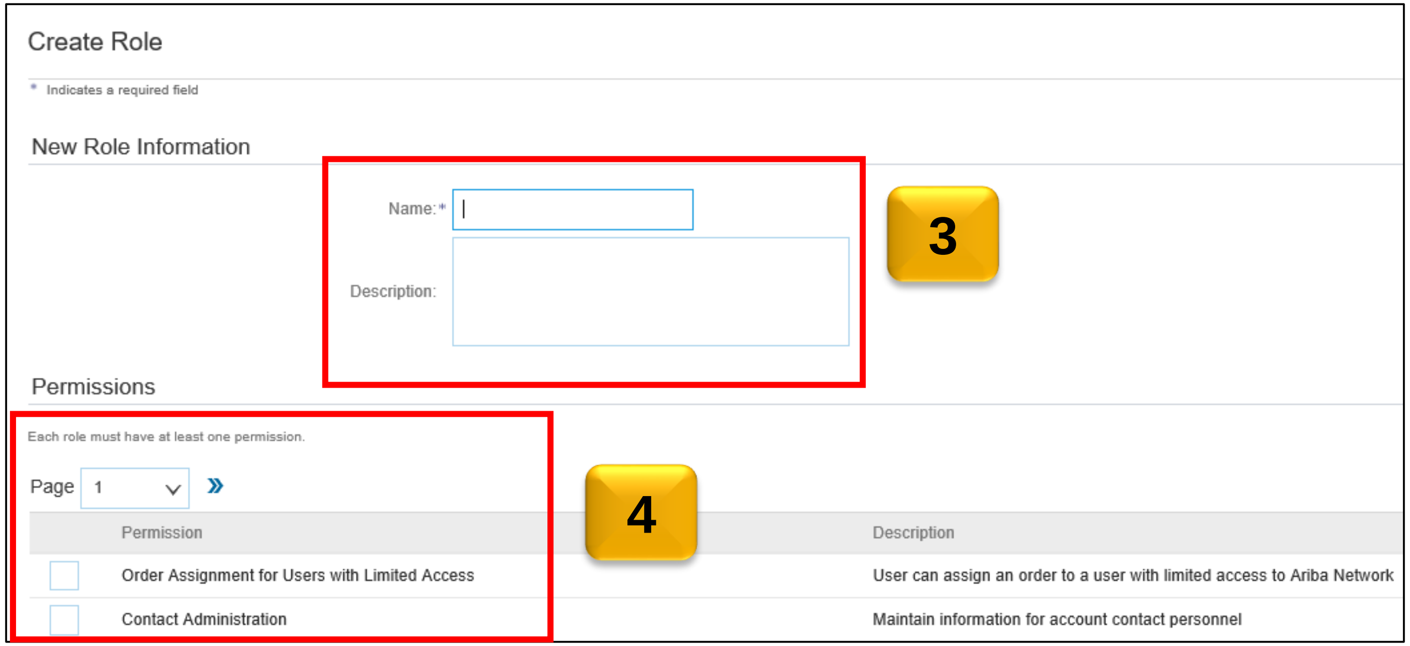
Role Creation

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.



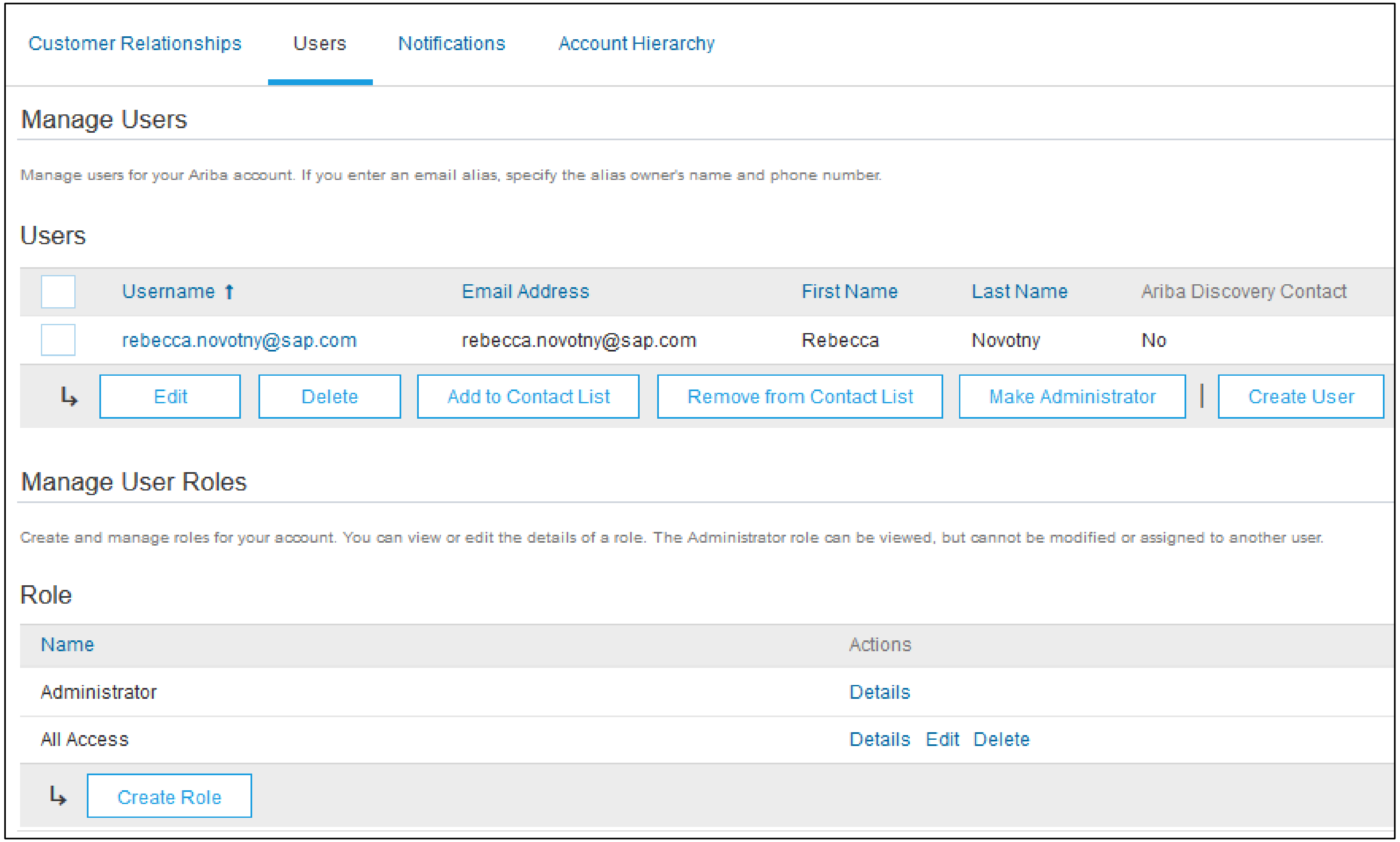




User Creation

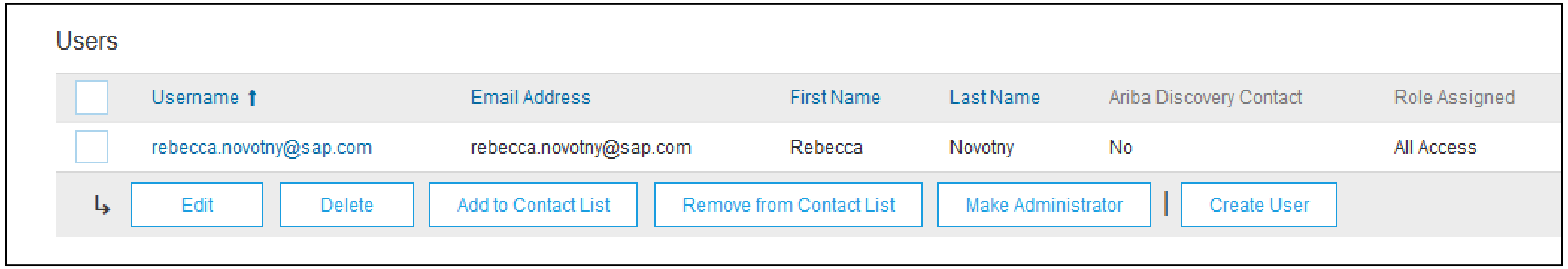
To create a user:

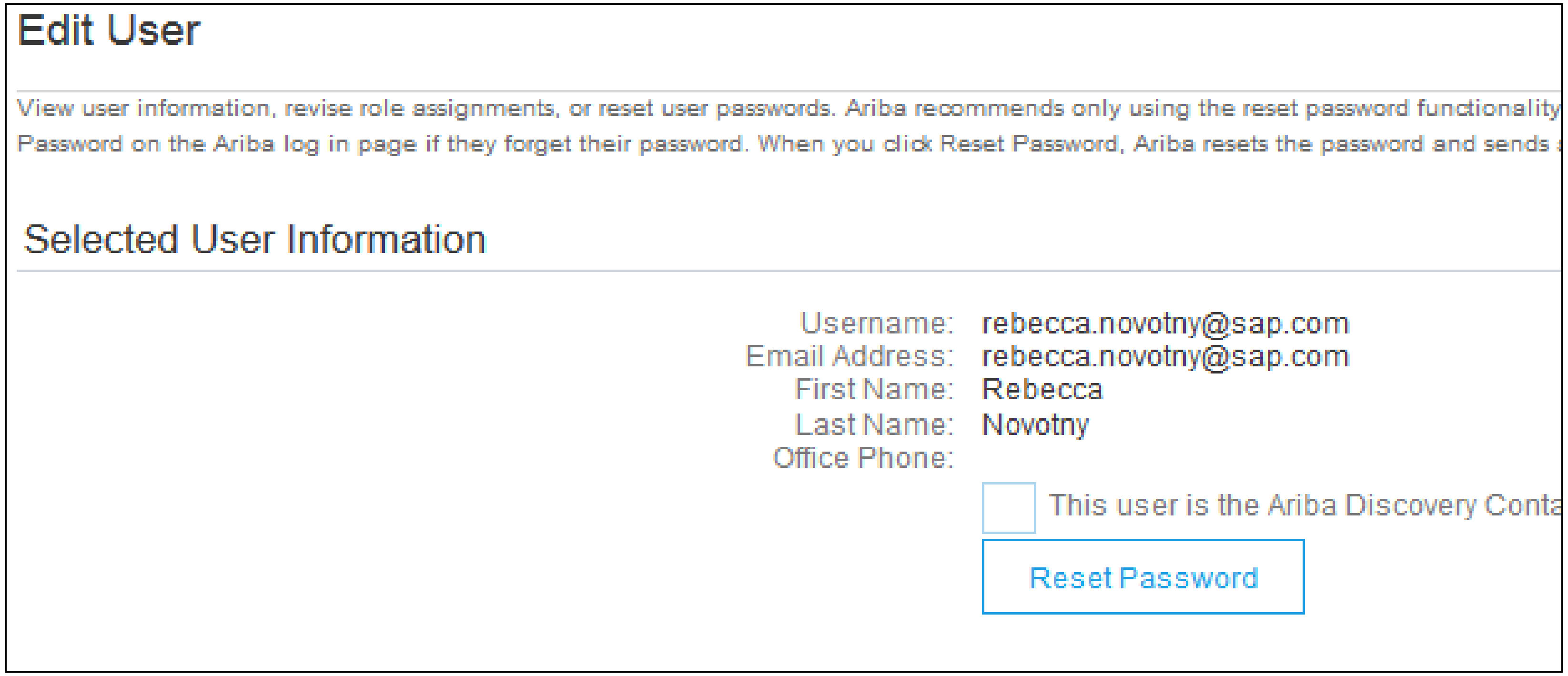
1. Click **Create User** and add all relevant information about the user including name and contact info.
2. Select a role in the **Role Assignment** section, and click **Done**. You can add up to 250 users to your Ariba Network account



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



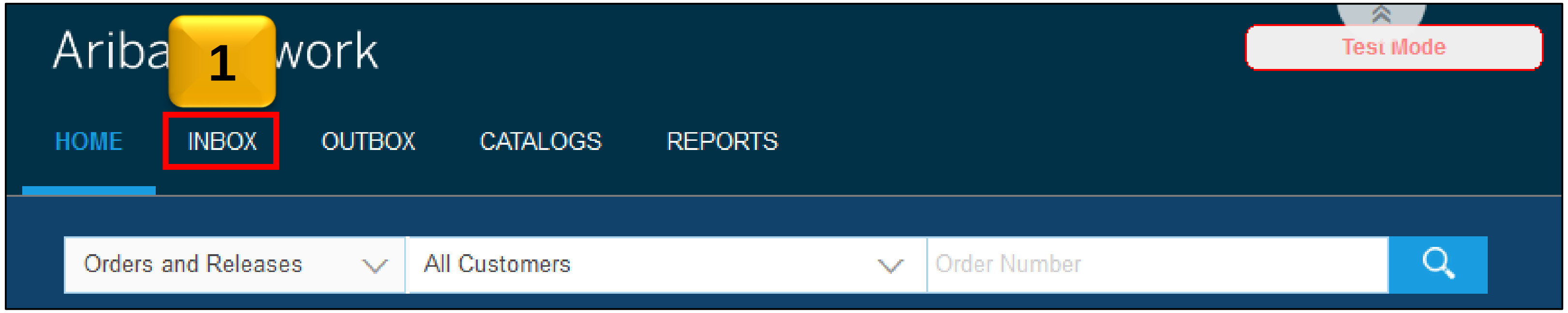


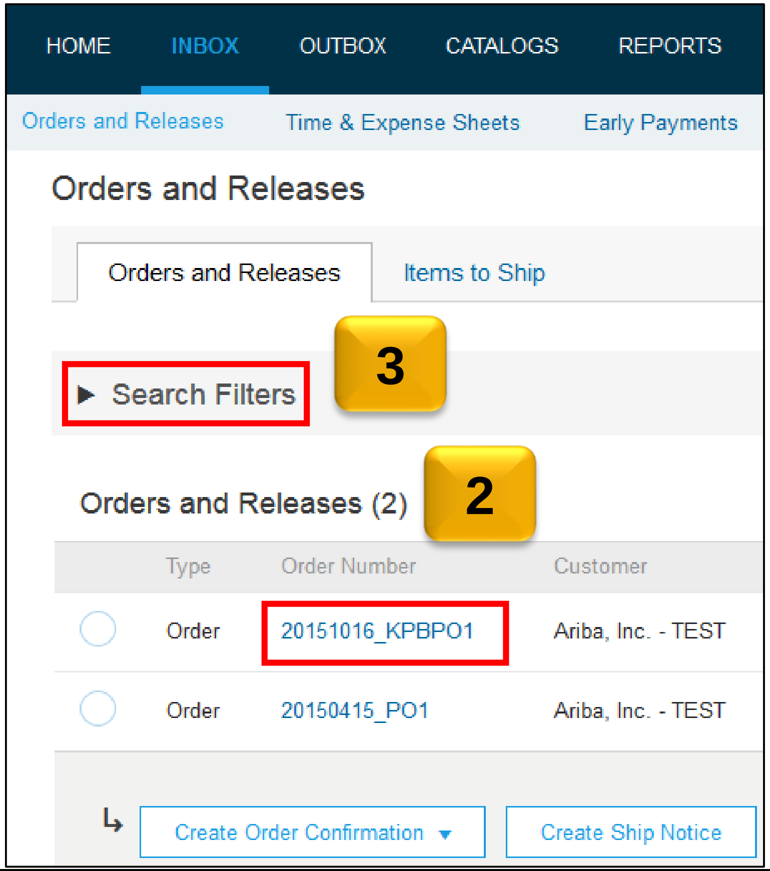
- ✓ **Purchase Order Management**
- ✓ Order Confirmations
- ✓ Ship Notices

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.



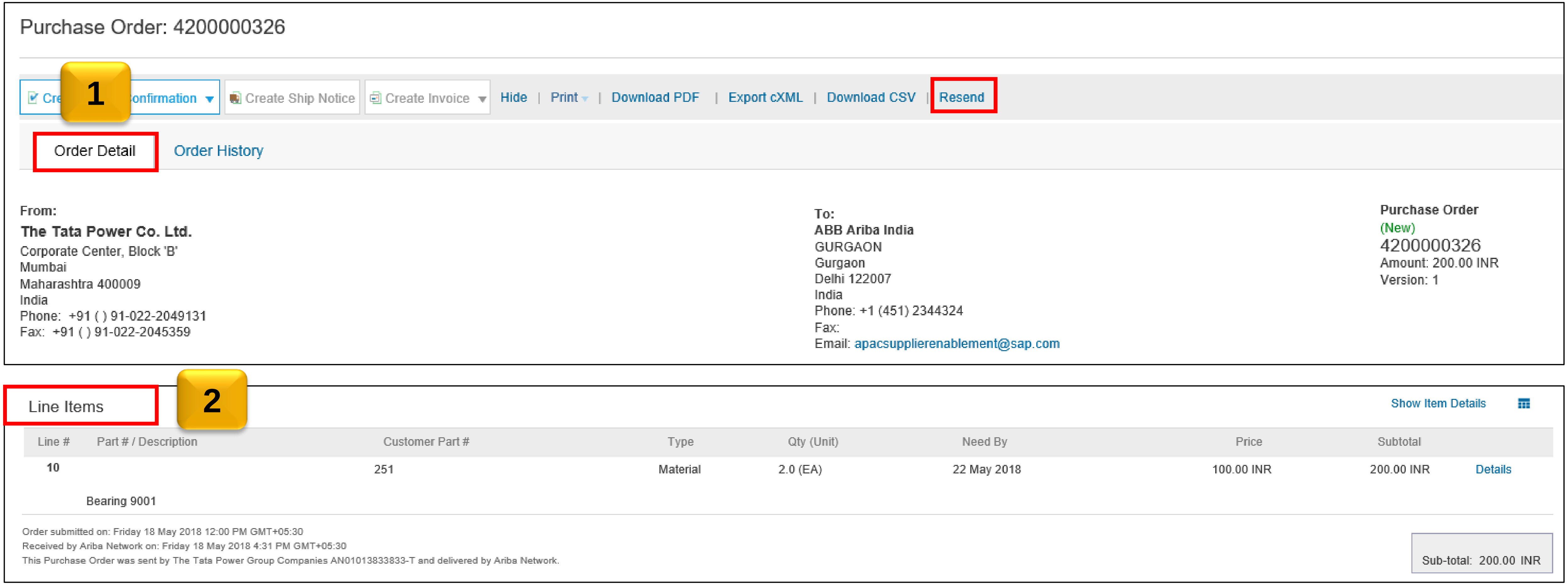


Purchase Order Detail

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

Before You Begin…

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

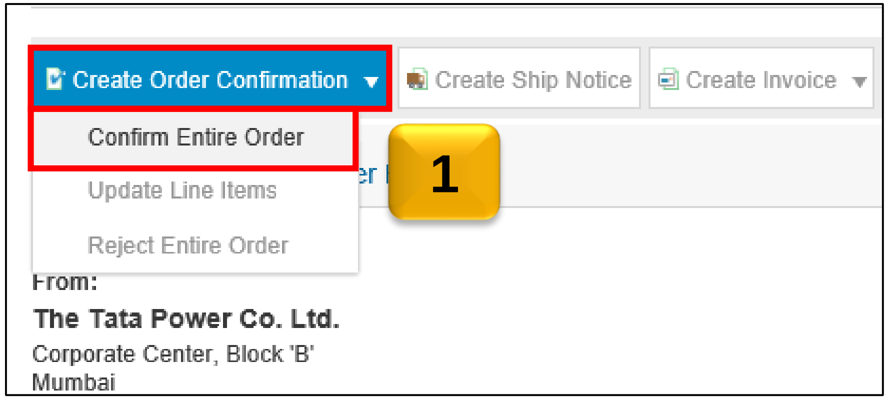
- Before confirming an order, please make sure to check all pricing and other items are correct. Items such as Price, Delivery Date, UOM, should be confirmed.
- A confirmation of "Accepted" means that you agree with the costs and terms sent to you by Tata Power in the PO.
- If pricing or other details 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.

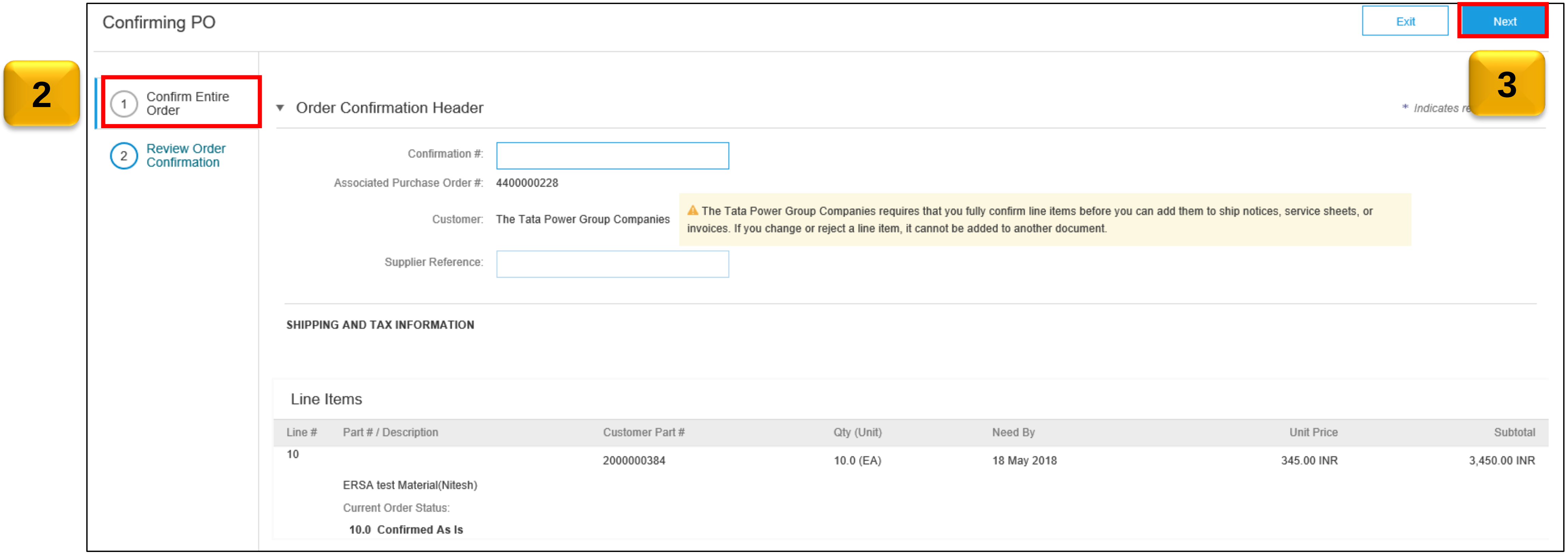
Create Order Confirmation: Confirm Entire Order (Material Order)

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.

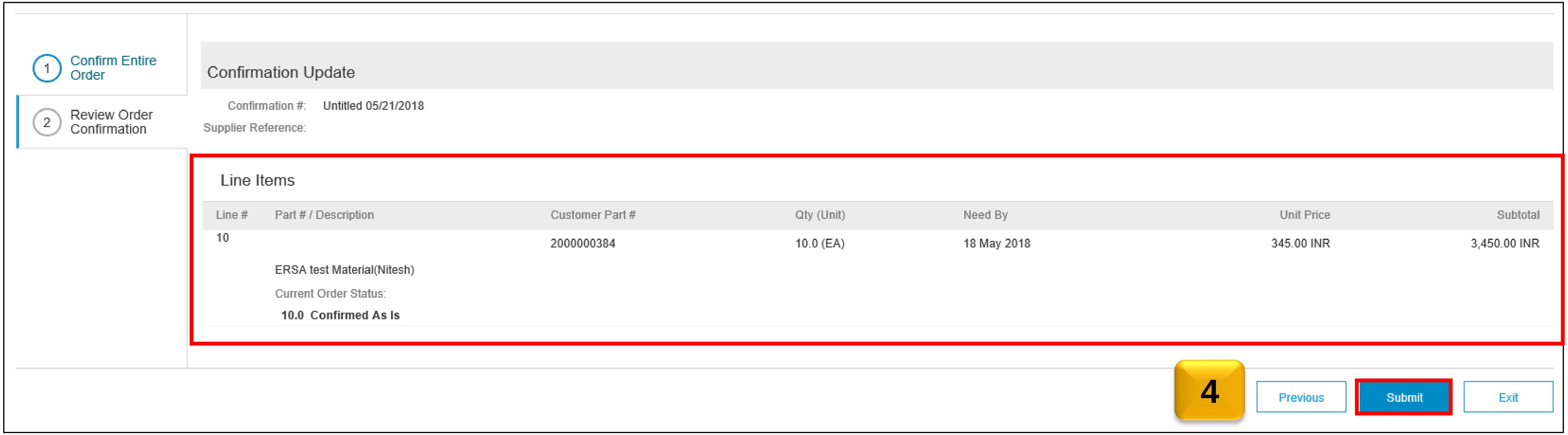
Note: You will not be able to partially confirm or reject the entire order.





Create Order Confirmation: 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**.

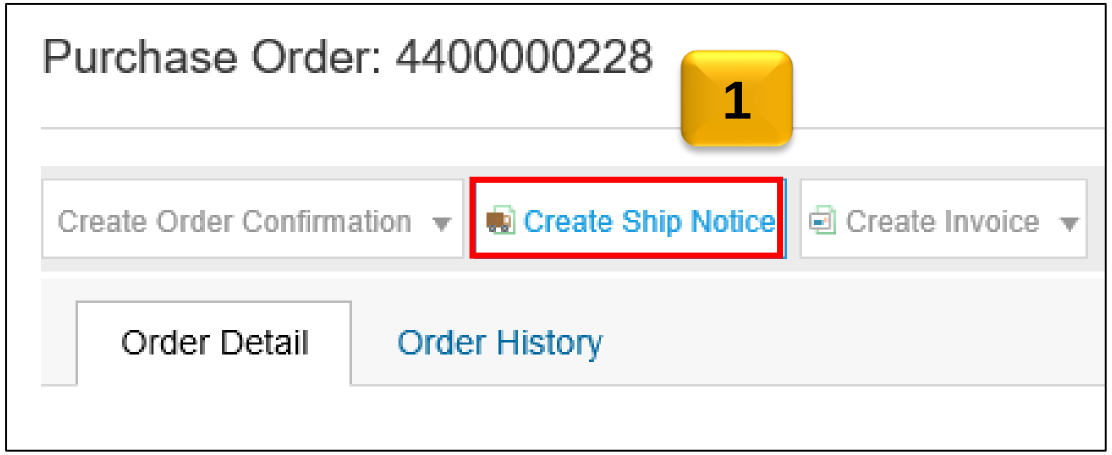


- ✓ Purchase Order Management
- ✓ Order Confirmations
- ✓ **Ship Notices**

Create Ship Notice

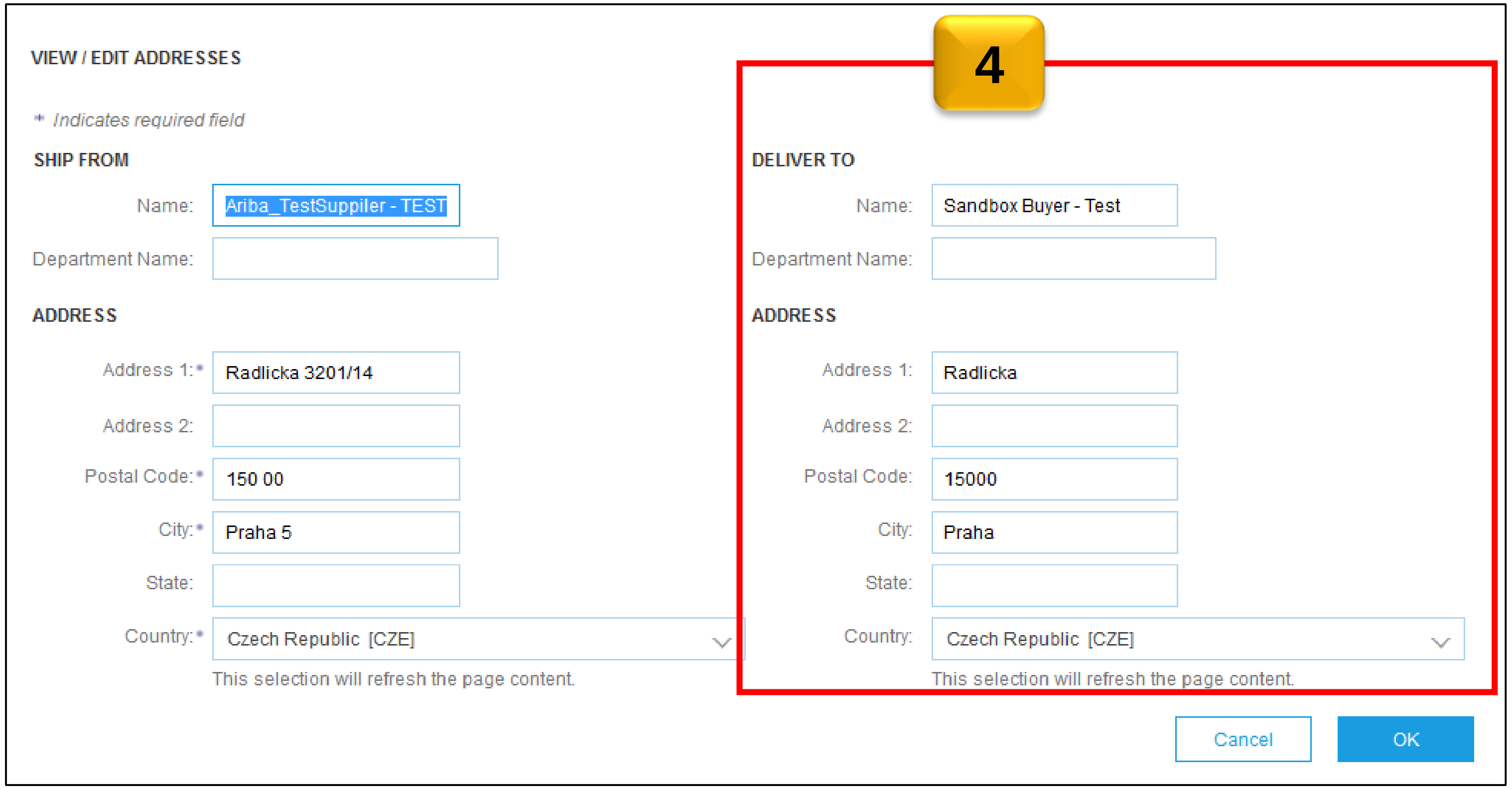
It is mandatory to create a Ship Notice for Material POs from Tata Power before creating an Invoice.

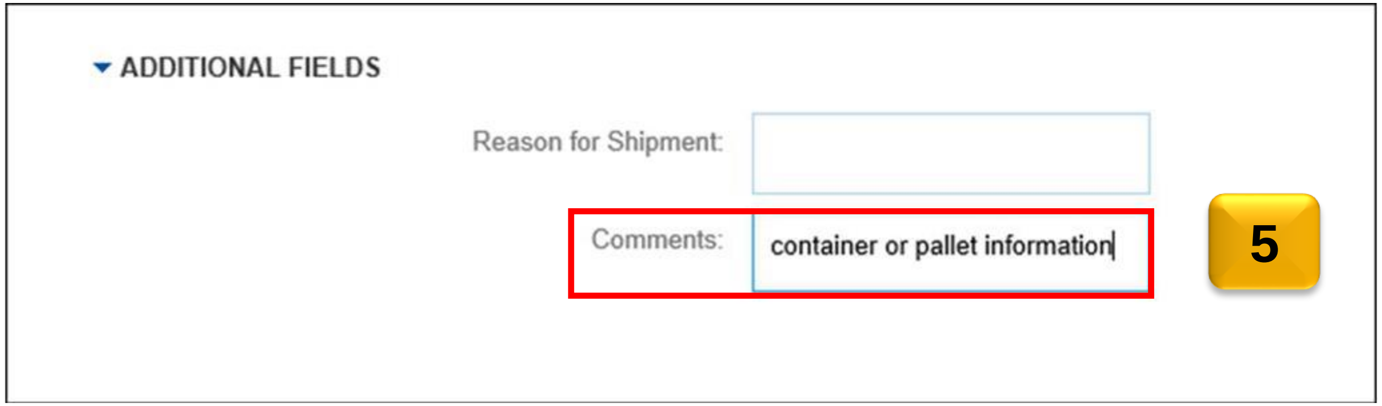
1. Click the **Create Ship Notice** button. Fill out the requested information on the **Shipping PO** form. The **Packing Slip ID** is any number you use to identify the Ship Notice.
2. Enter **Ship From** information by clicking on **Update Address**. Any field with an asterisk is required.



Create Ship Notice (Contd.)

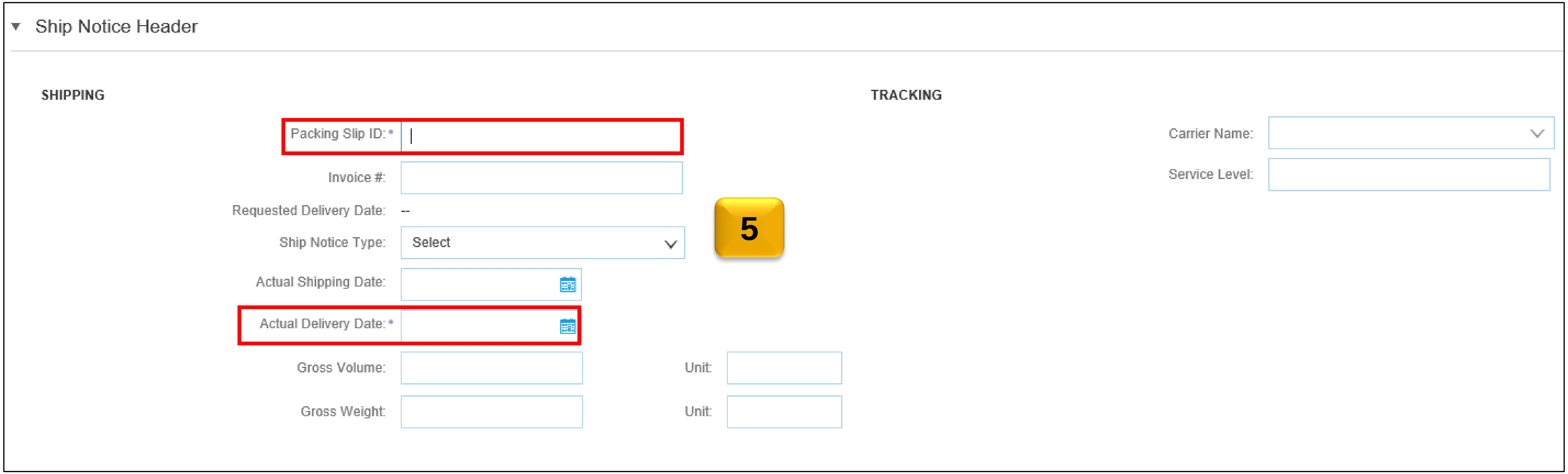
4. Check if **Deliver to** information is correct.
5. Enter comments in the **Additional Fields** sections.





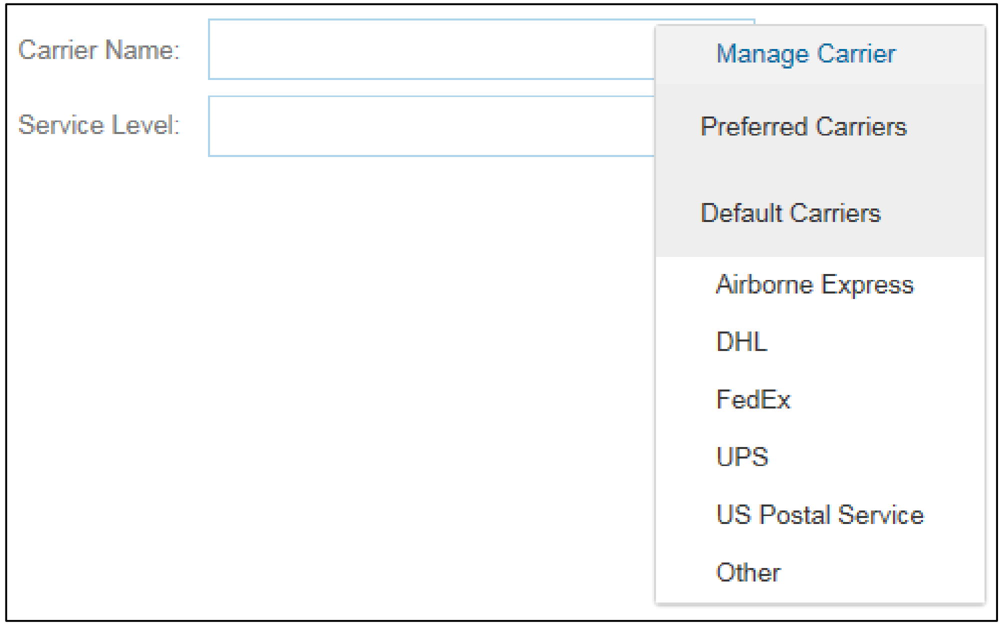
Create Ship Notice (Contd.)

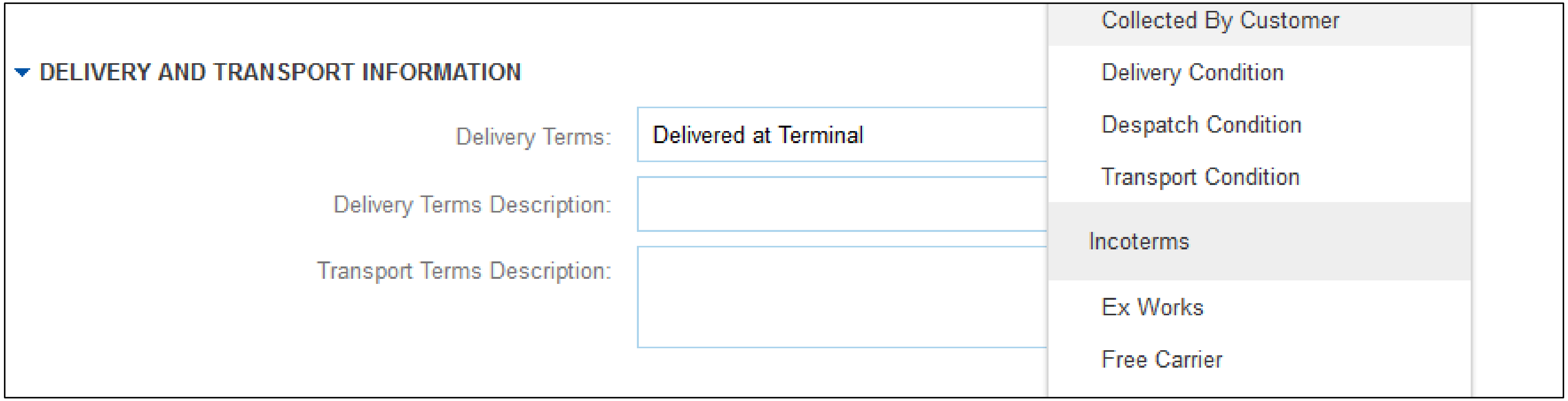
4. Once the addresses details are updated, enter information in the fields that are marked mandatory - the **Packing Slip ID** (any alpha –numeric reference ID of your choice) and the **Actual Shipping Date**.



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

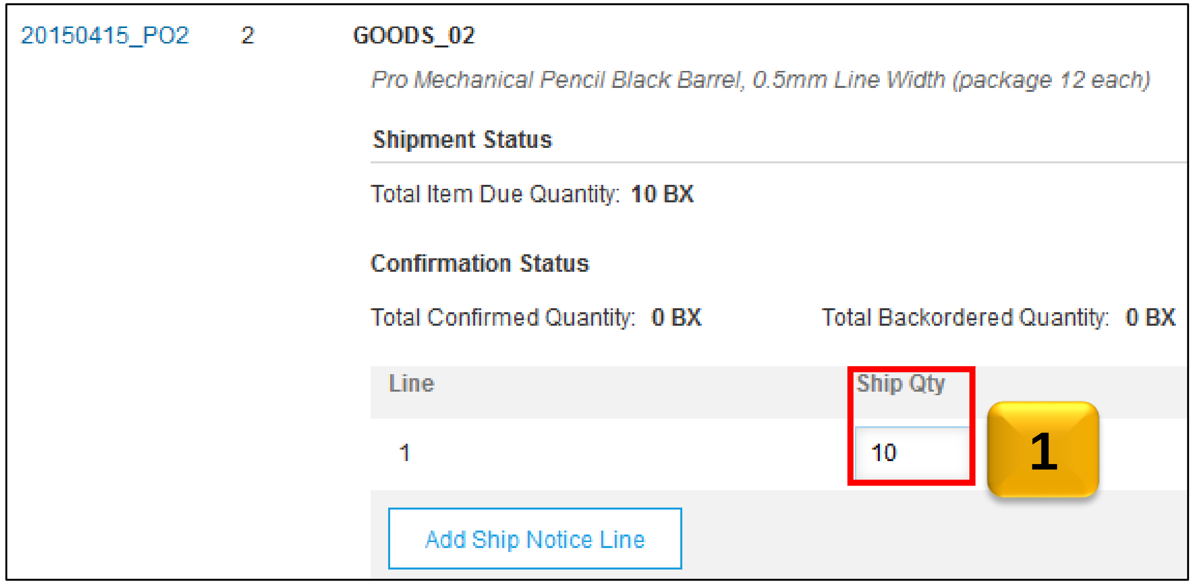
Delivery terms and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

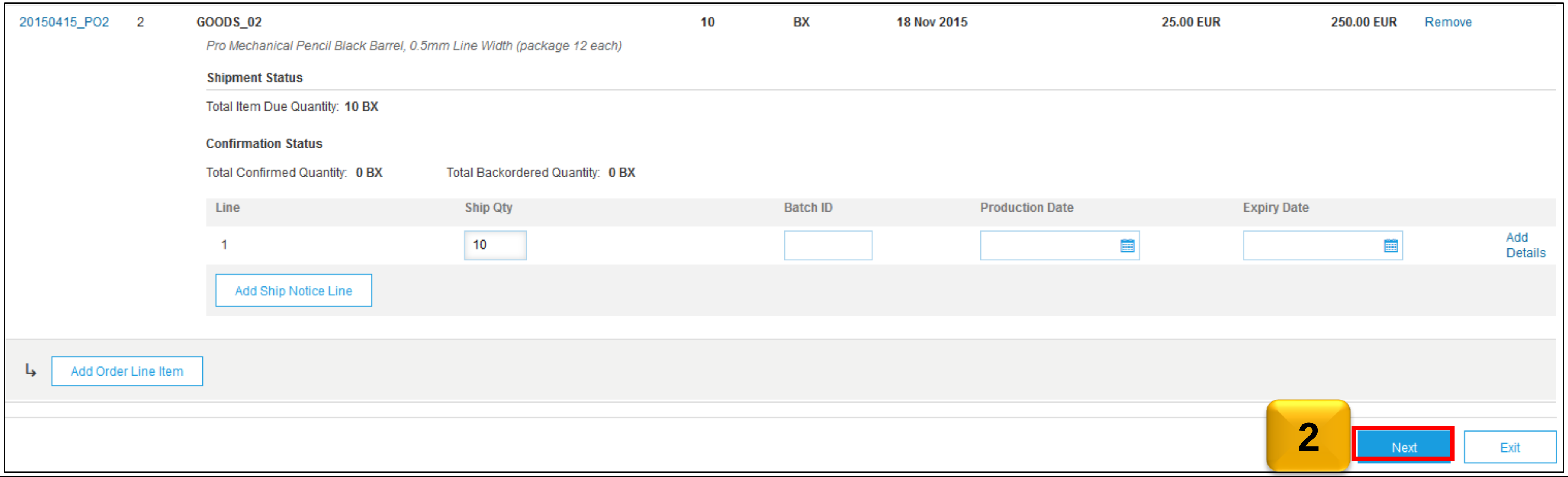




Create Ship Notice (Contd.) – Line-Item Details

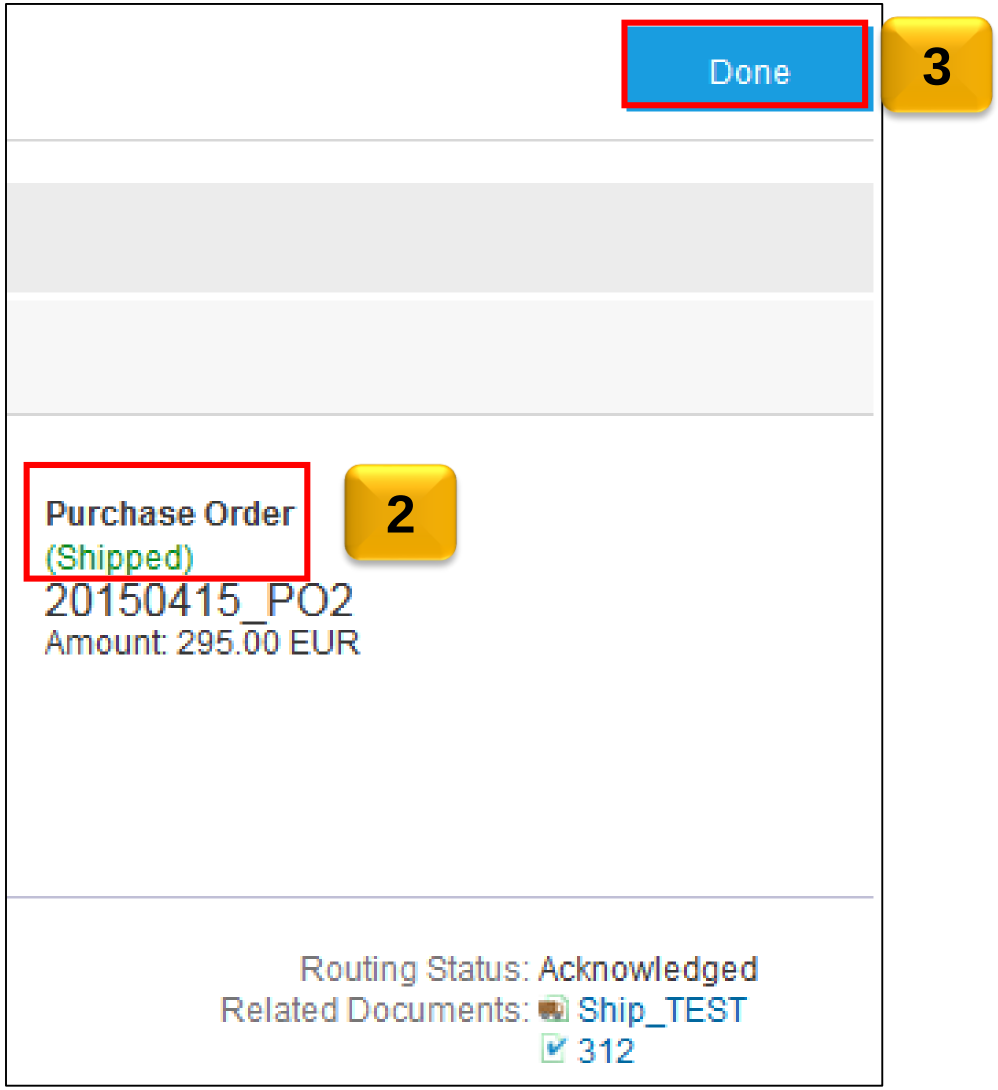
1. Scroll down to the **Order Items** section to view line item information and update the quantity shipped for each line item.
2. Click **Next** to proceed to review your **Ship Notice**.





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.



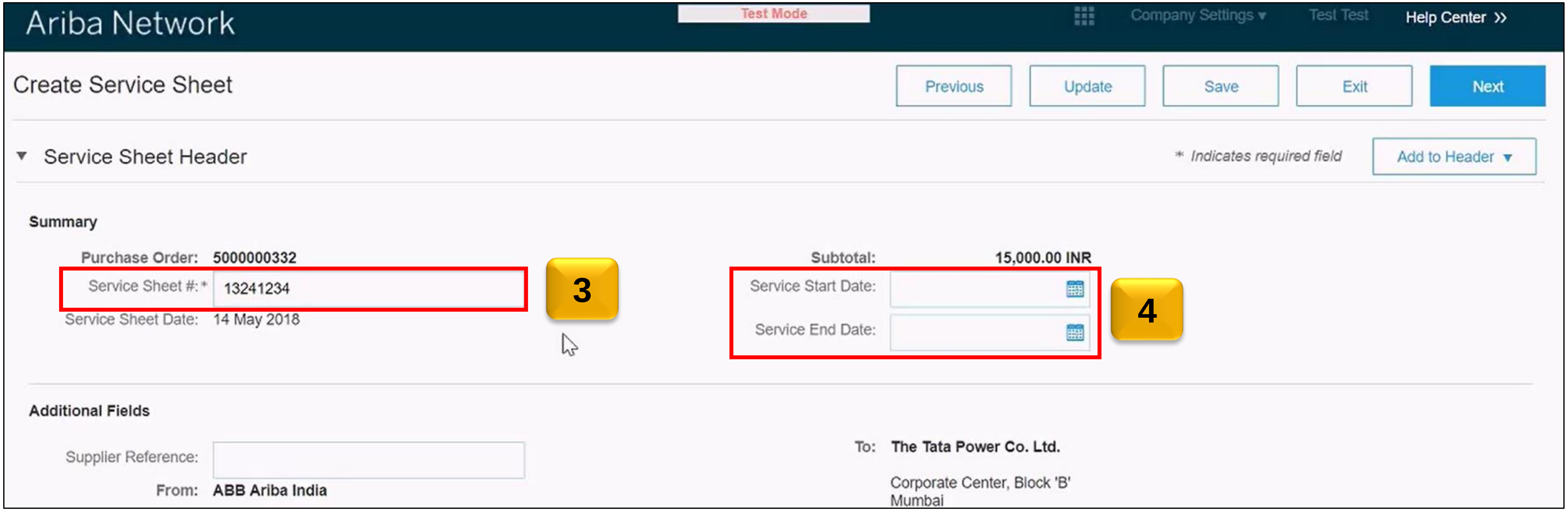
Create Service Sheet

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.

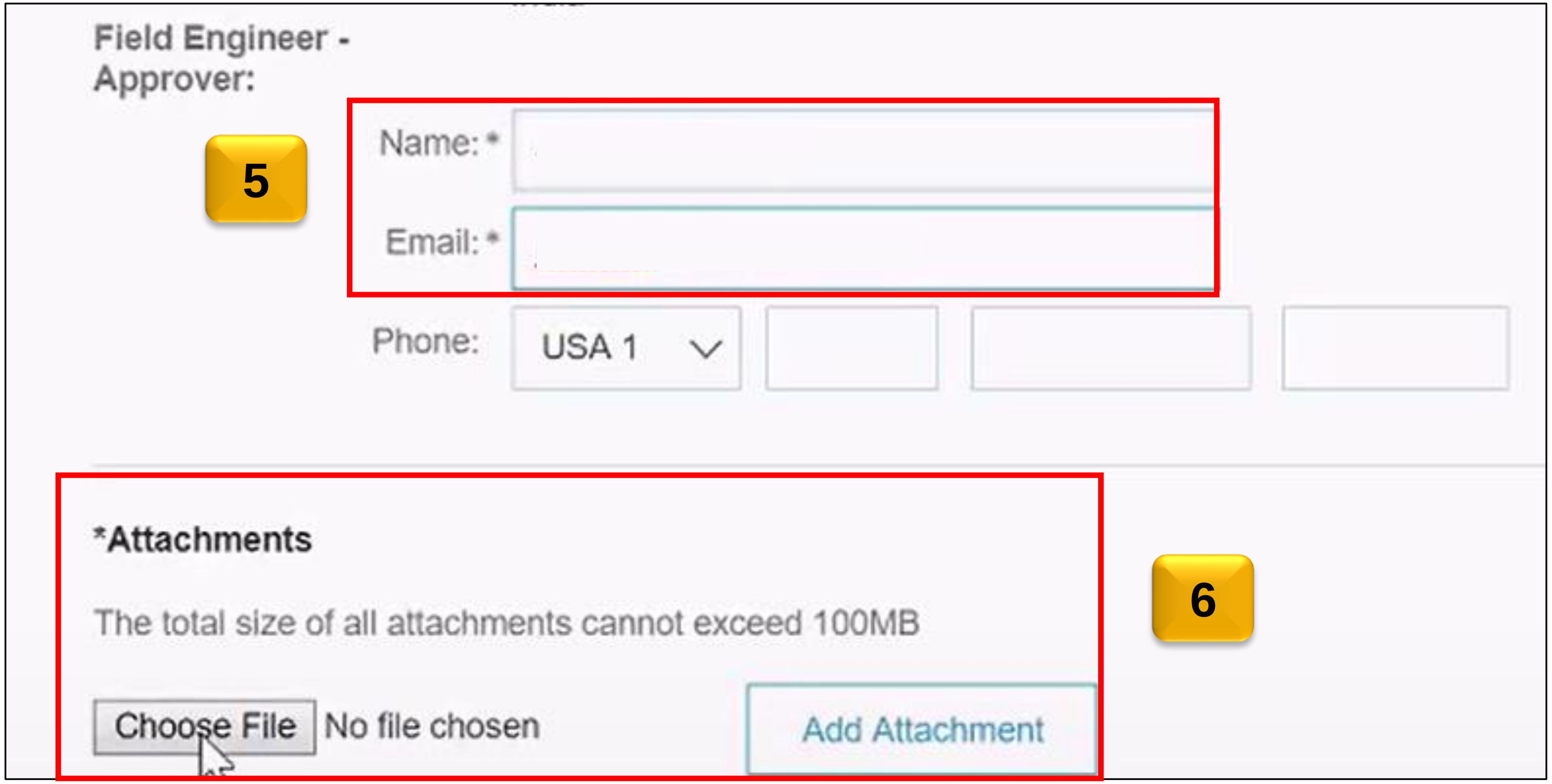
Create Service Sheet (Contd.)

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.



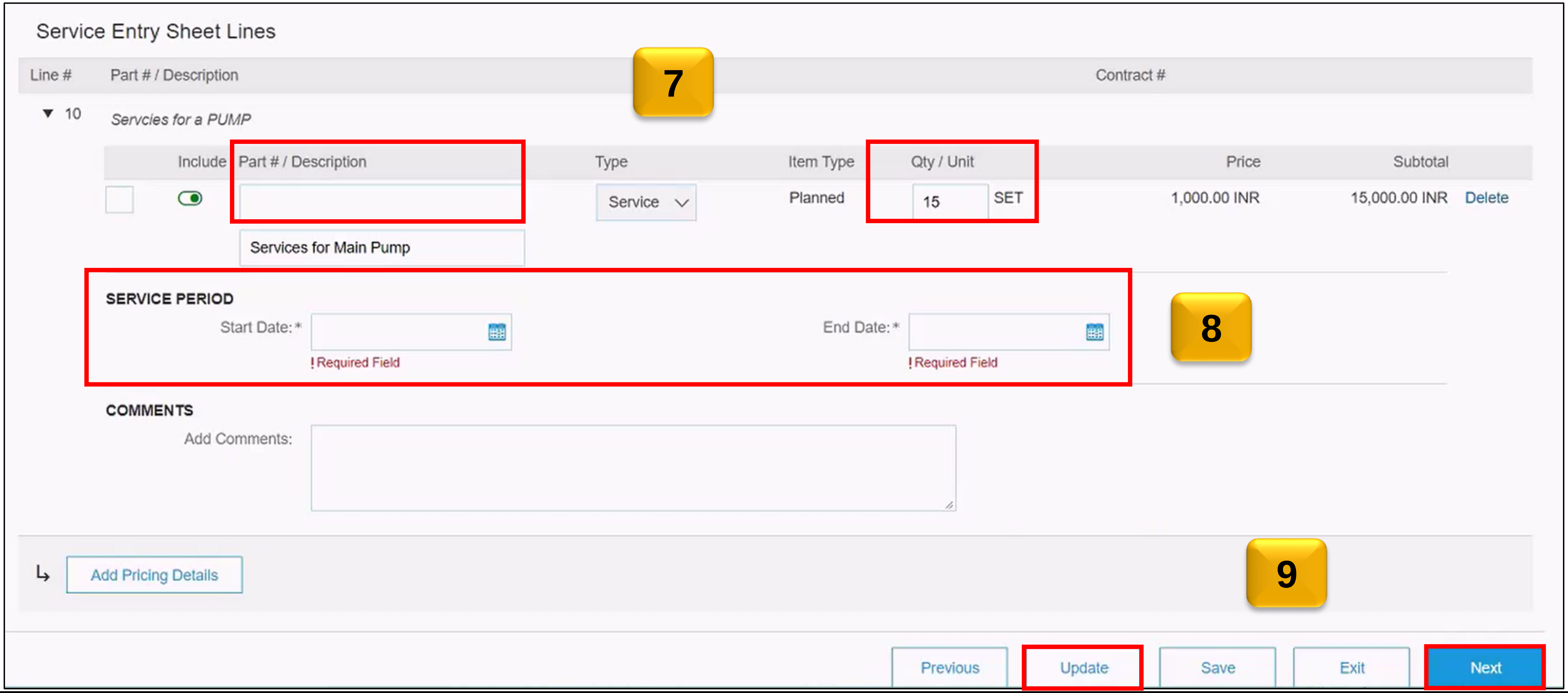
Create Service Sheet (Contd.)

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.



Create Service Sheet (Contd.)

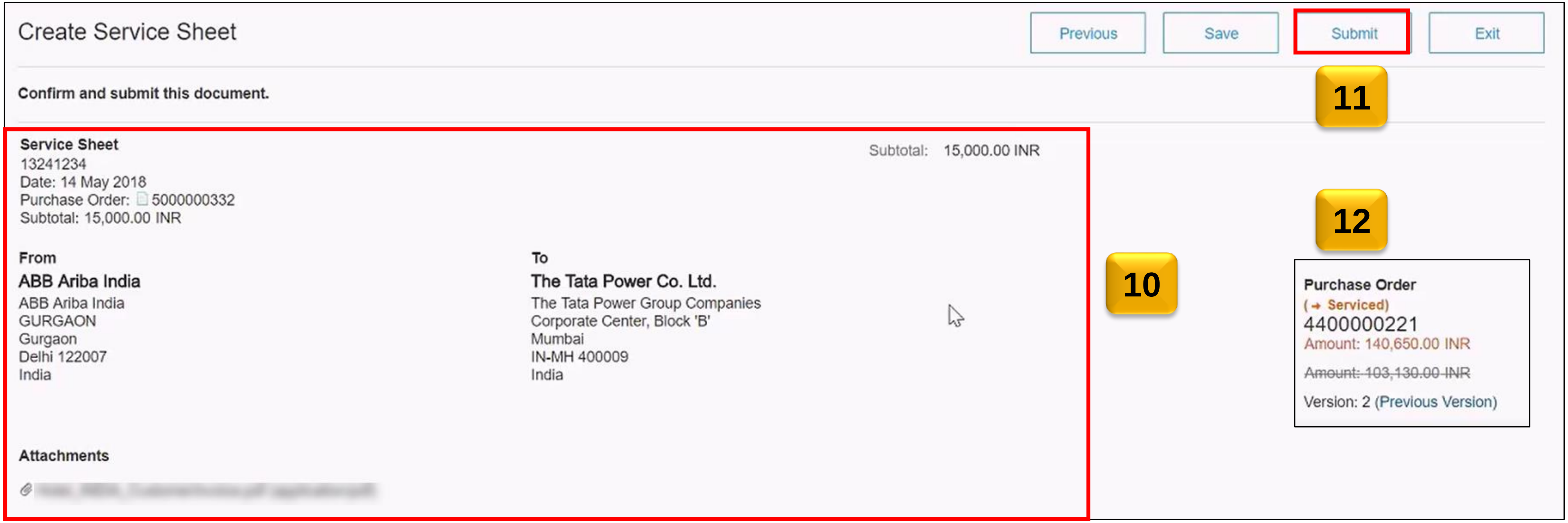
7. Scroll down to the **Service Entry Sheet Lines** section, to enter the **Description** of the service rendered and edit the quantity in the **Qty/Unit** field.
8. Enter the **Start** and **End Date** of the service period (mandatory).
9. Click **Update** if you have modified the quantity or excluded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



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.

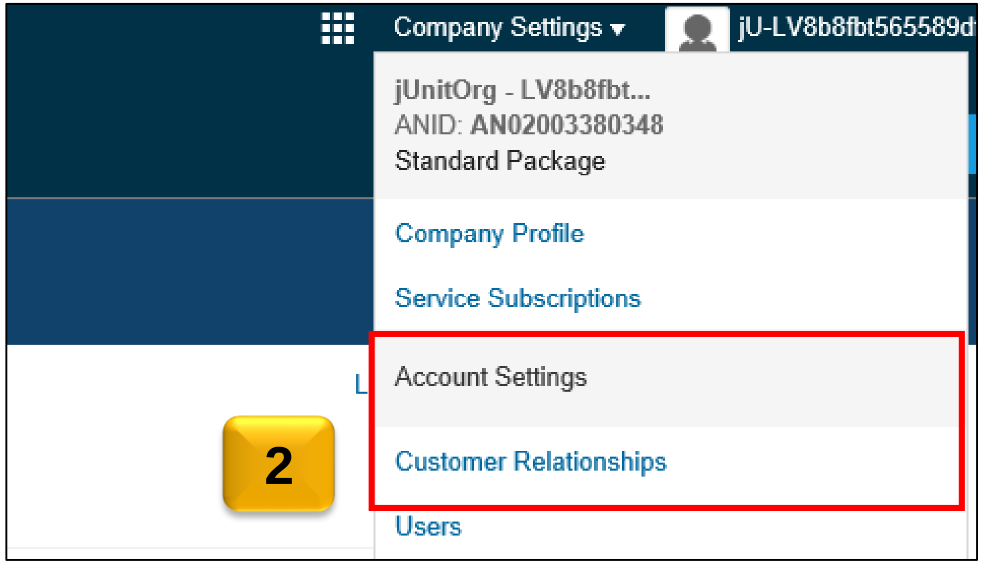


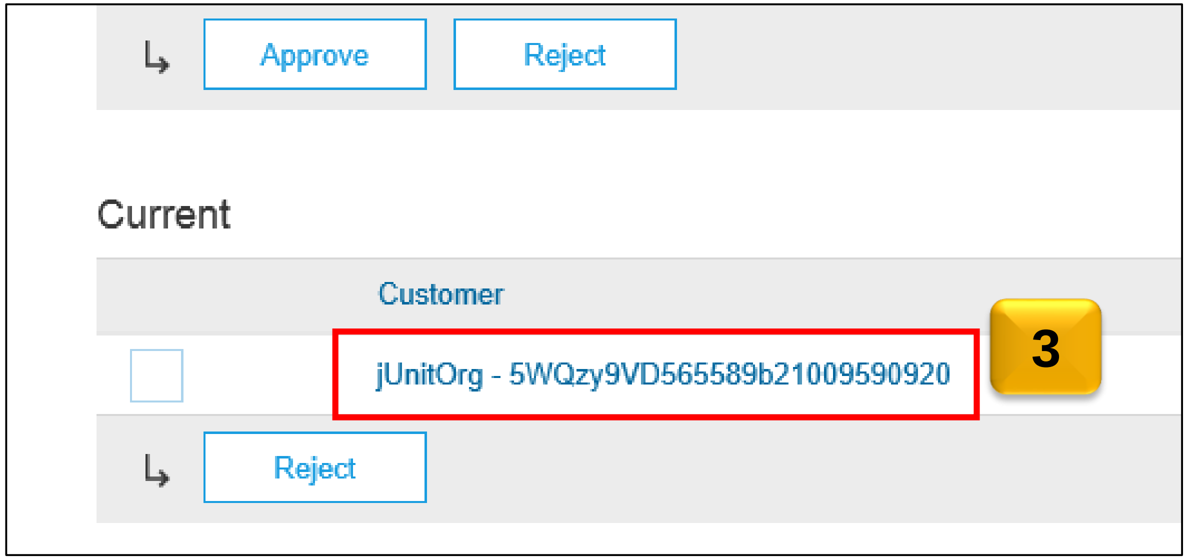
- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

Before You Begin Invoicing: Customer Invoice Rules

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

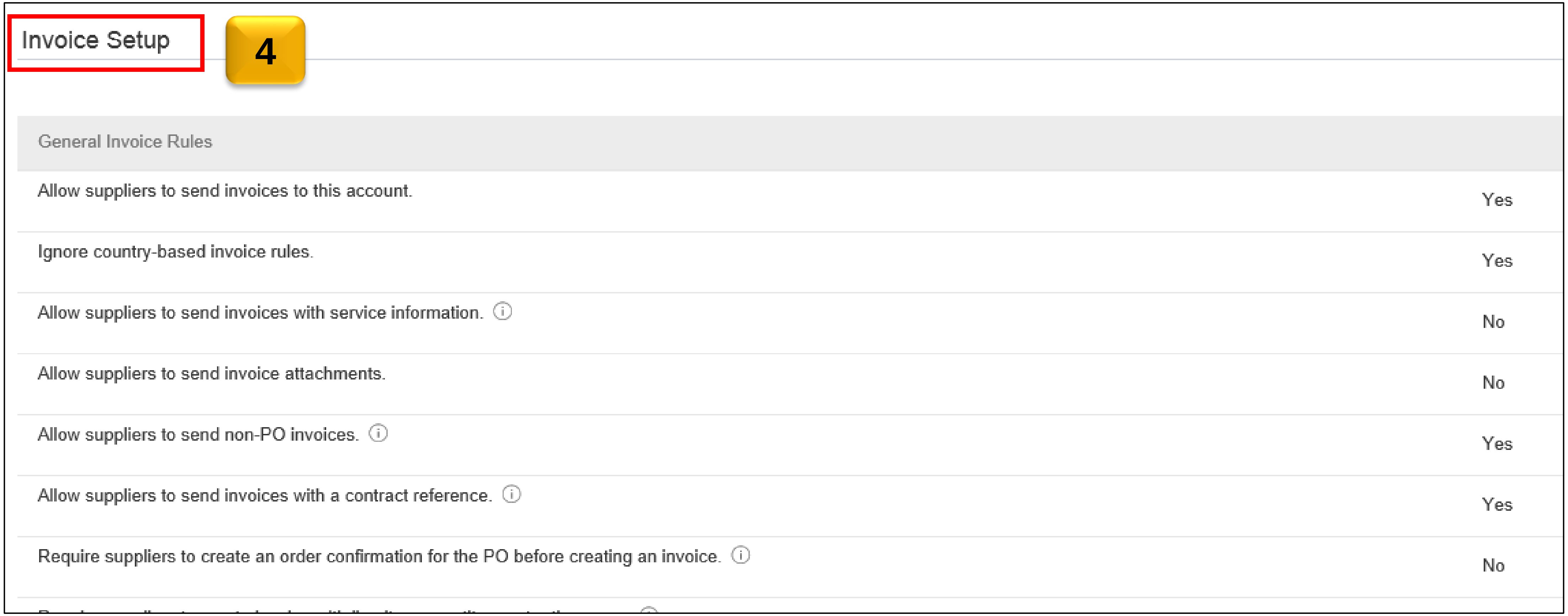
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the **Company Settings** drop-down menu and under **Account Settings**, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Tata Power)**.





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.



- ✓ Invoice Practices
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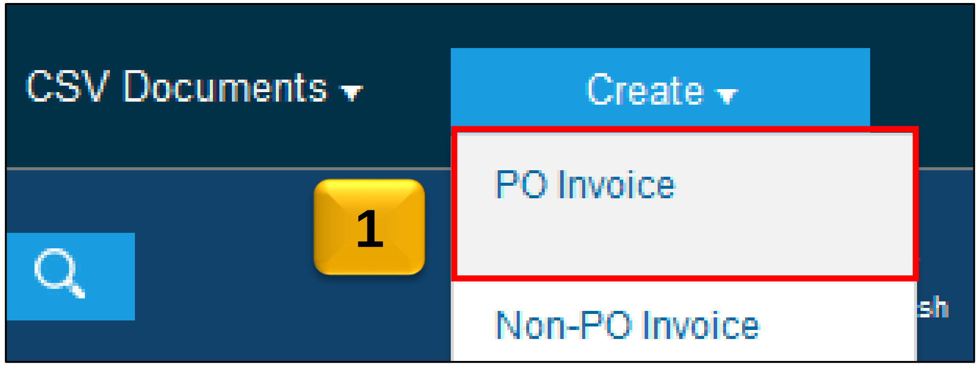
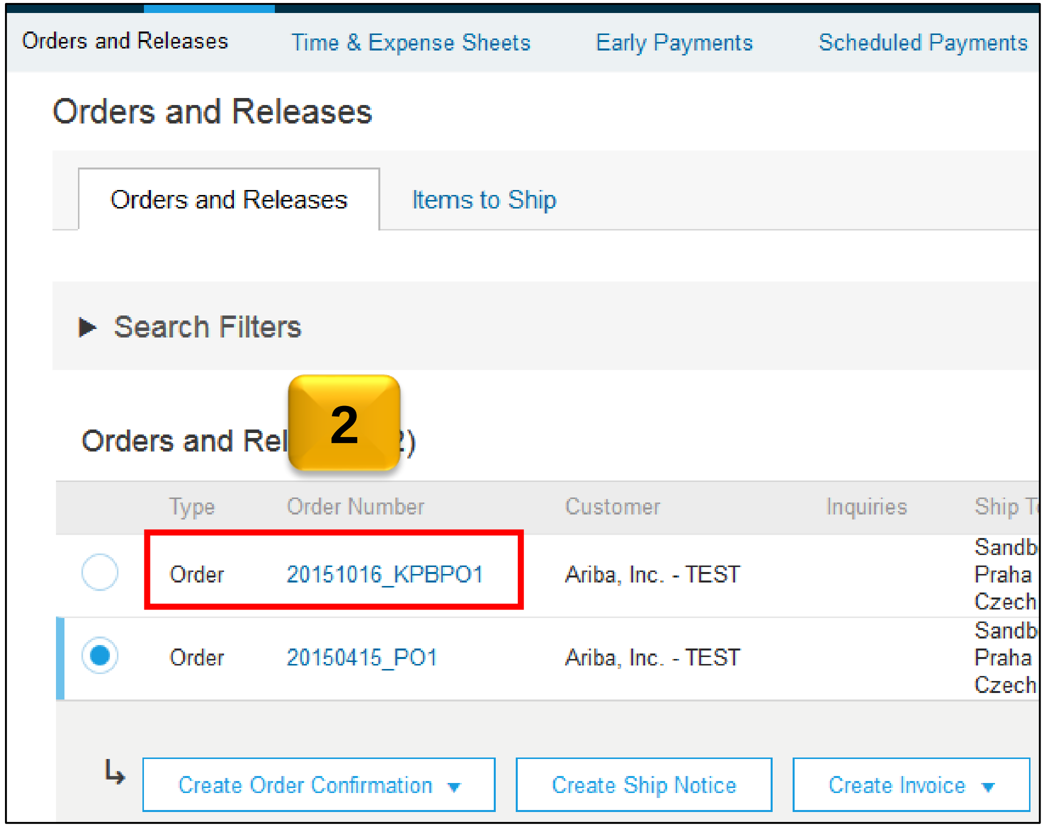
PO Flip Invoice

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

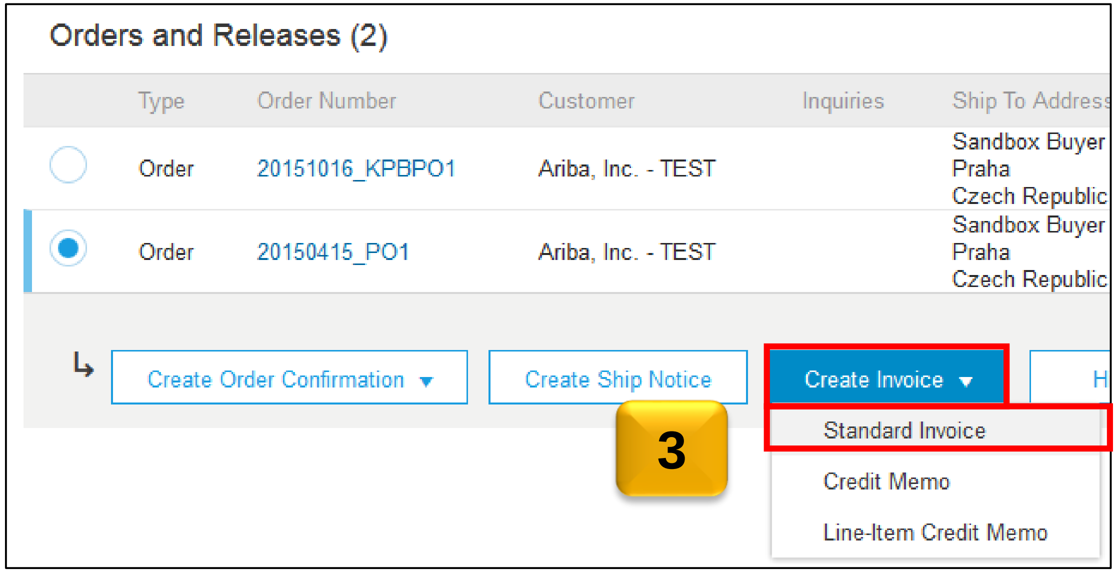
1. From the home screen within your Ariba Network account, select the **Create** drop-down menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.

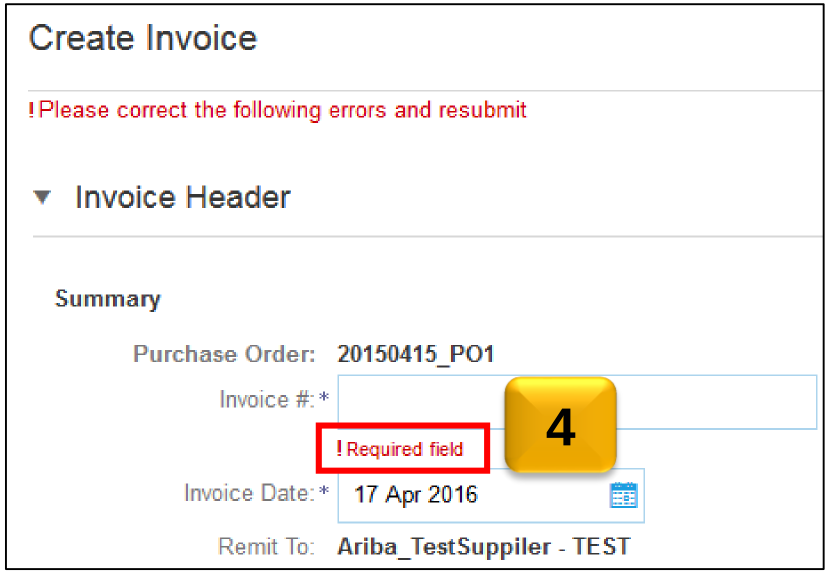




PO Flip Invoice (Contd.)

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.





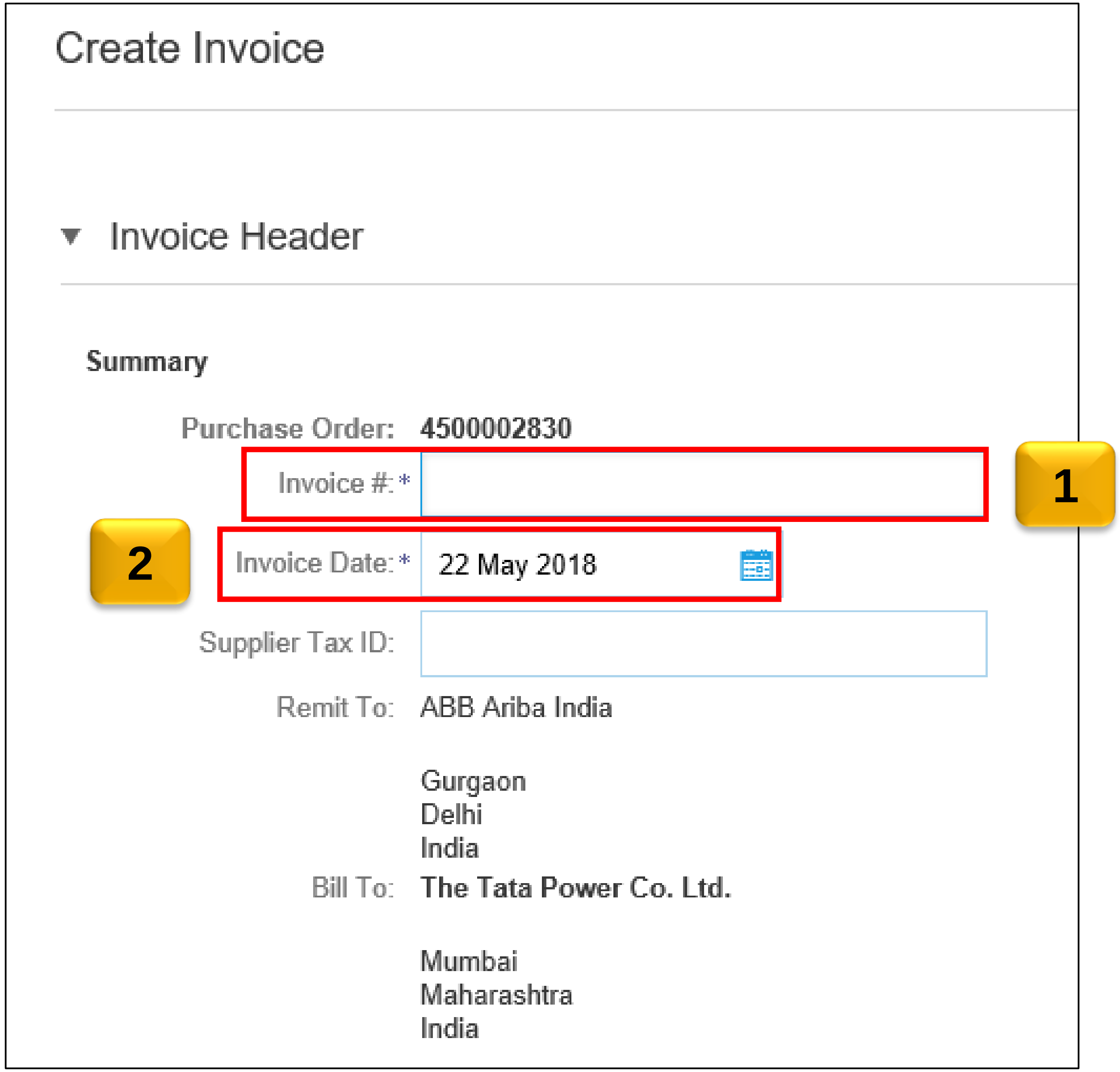
Invoice Creation against a Material PO

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:

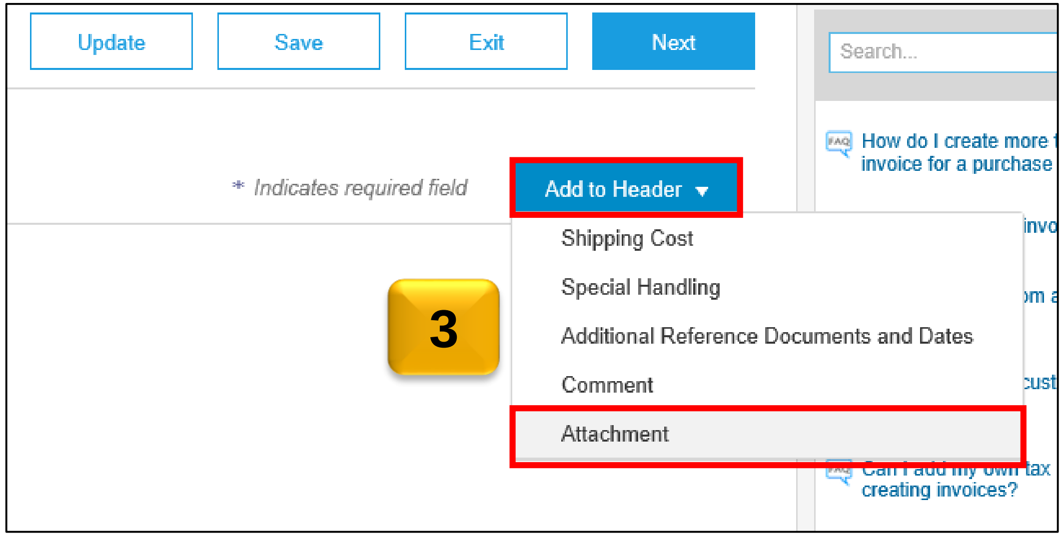
1. On the **Create Invoice** screen, enter the Invoice #. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
2. The **Invoice Date** is auto-populated. You can select a future date of your choice.

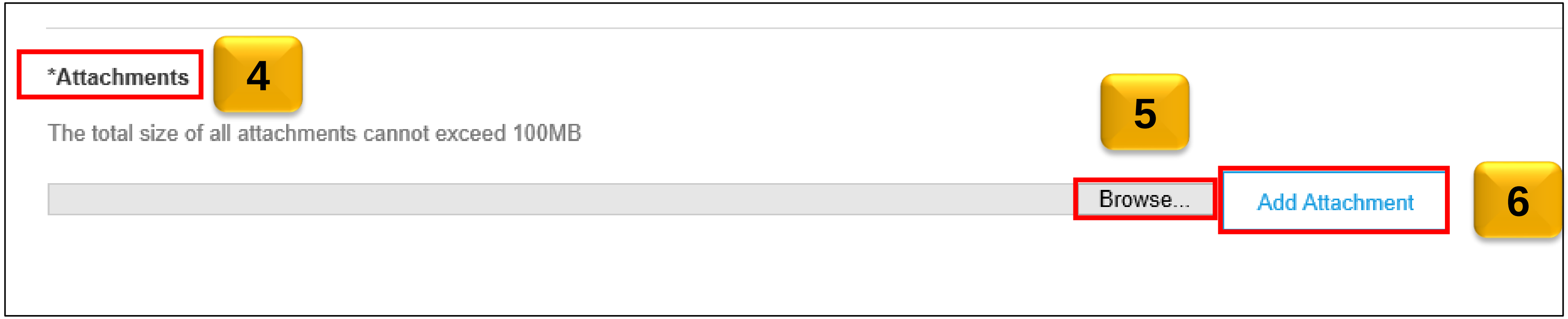


Invoice Creation against a Material PO – Adding Attachments at the Header-level

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.

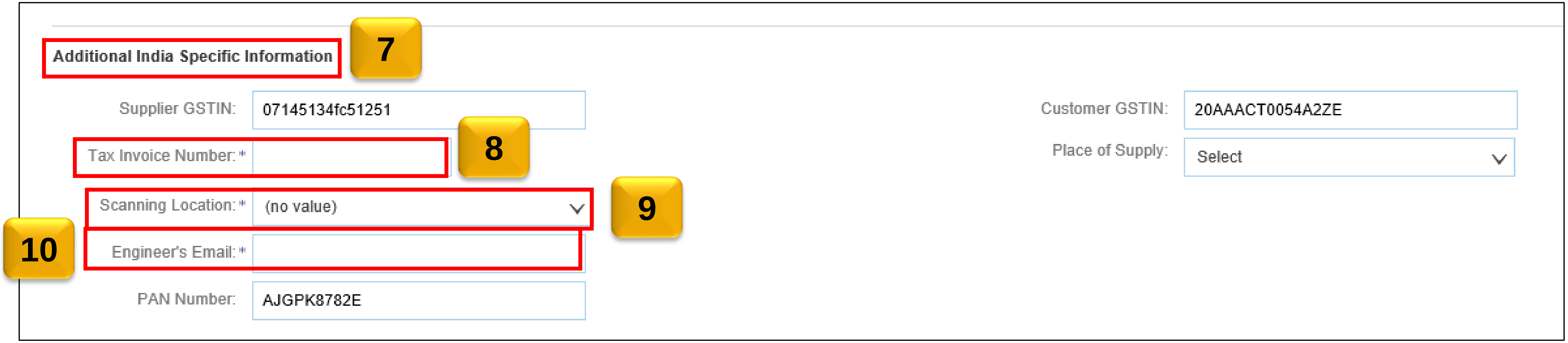
3. To add attachments, click the **Add to Header** drop-down menu and select **Attachment**.
4. Scroll down to the **Attachments** section.
5. Click the **Browse** button.
6. Select the file on your computer and click **Add Attachment**.





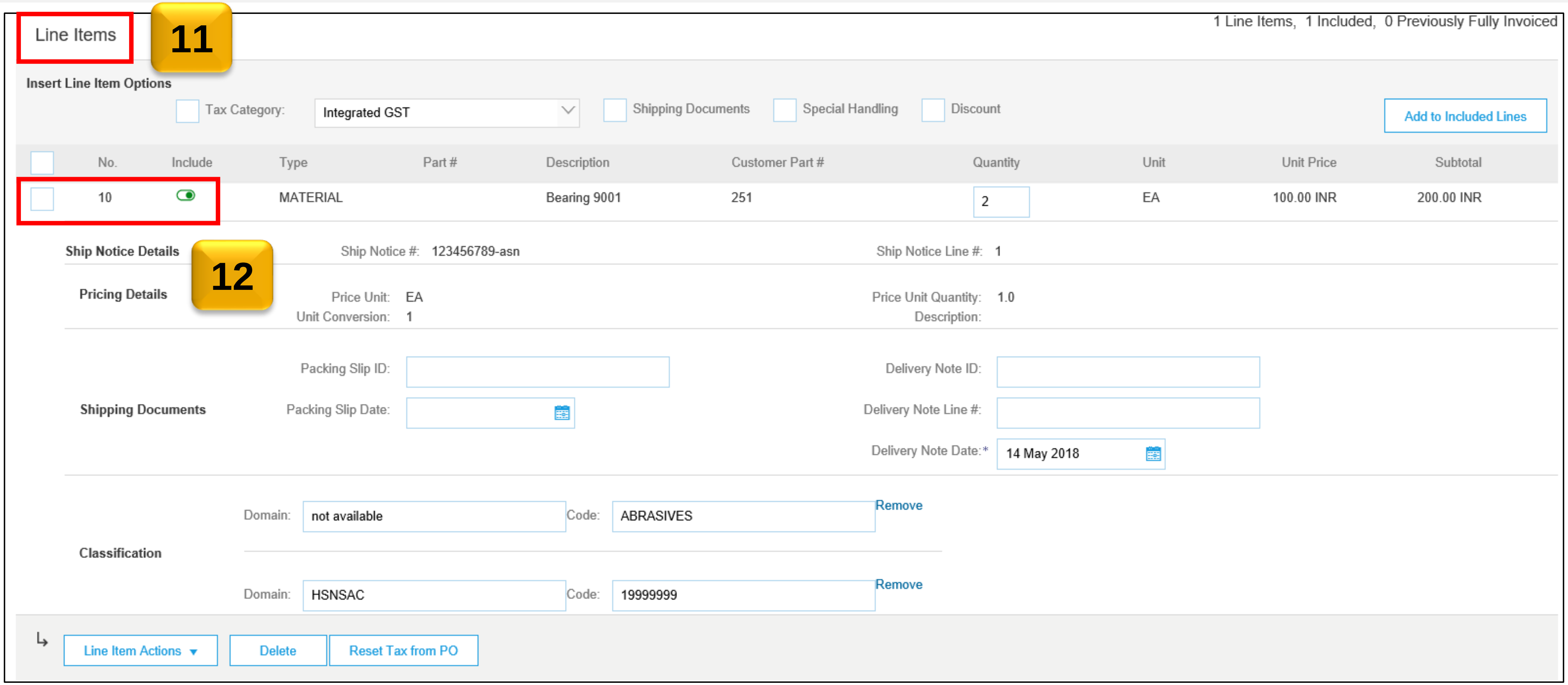
Invoice Creation against a Material PO

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.



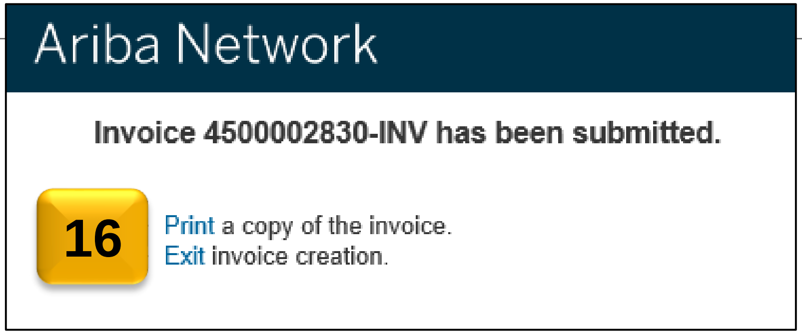
Invoice Creation against a Material PO

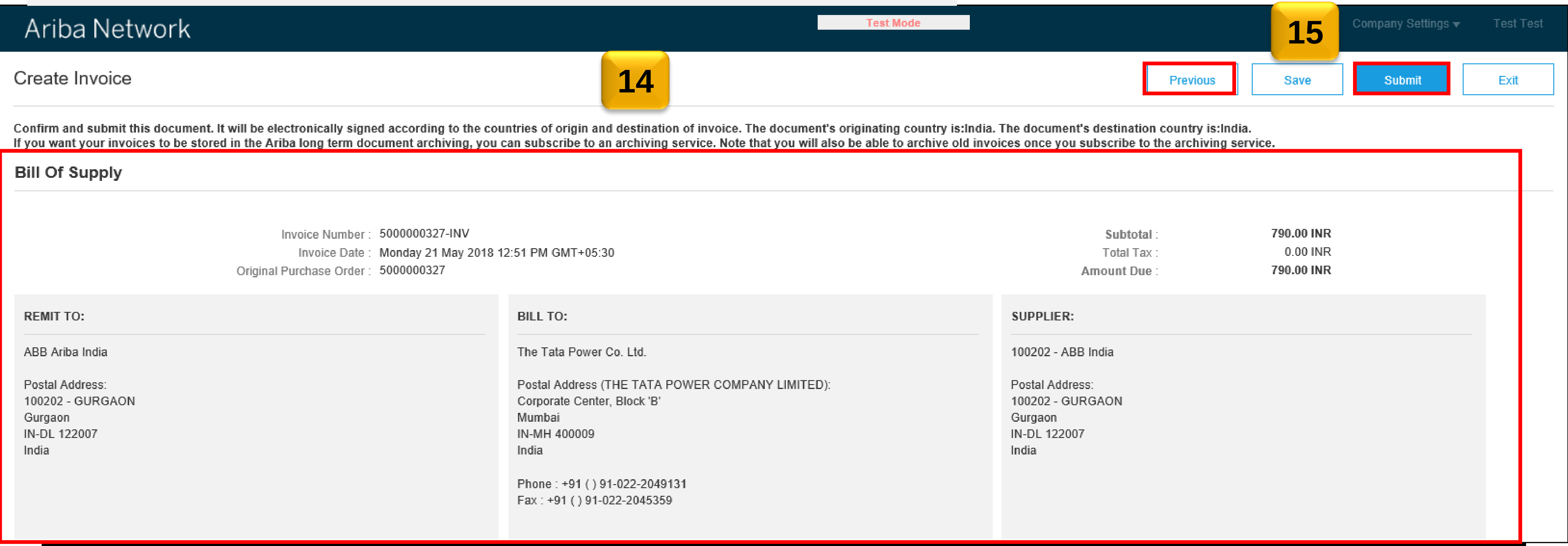
11. Scroll down to the **Line Items** section. You can include/exclude any line item by clicking the green toggle button or delete it by selecting the respective checkbox.
12. Make the required changes to the fields.
13. Click the **Next** button.



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.





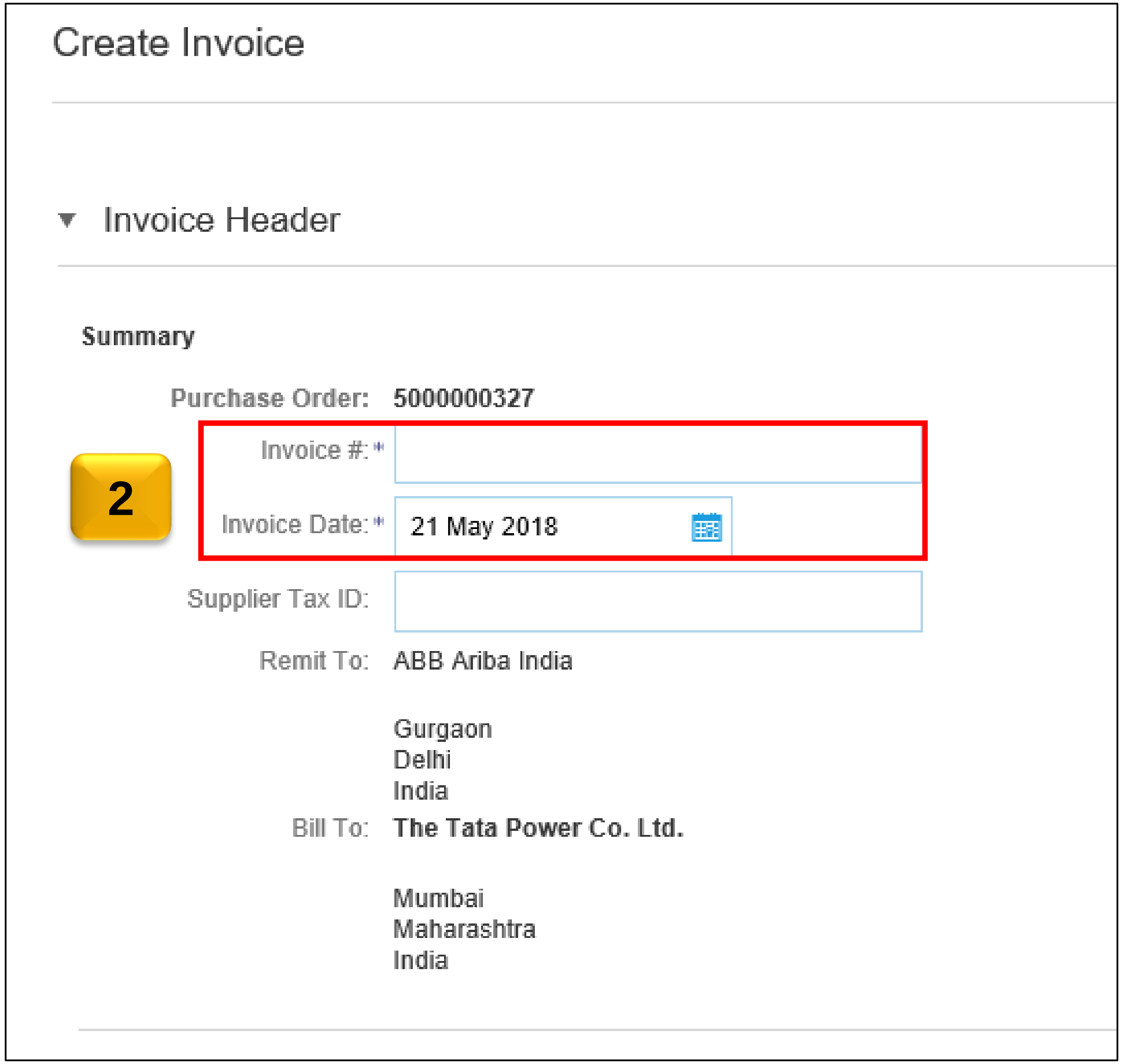
Invoice Creation against a Service PO

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:

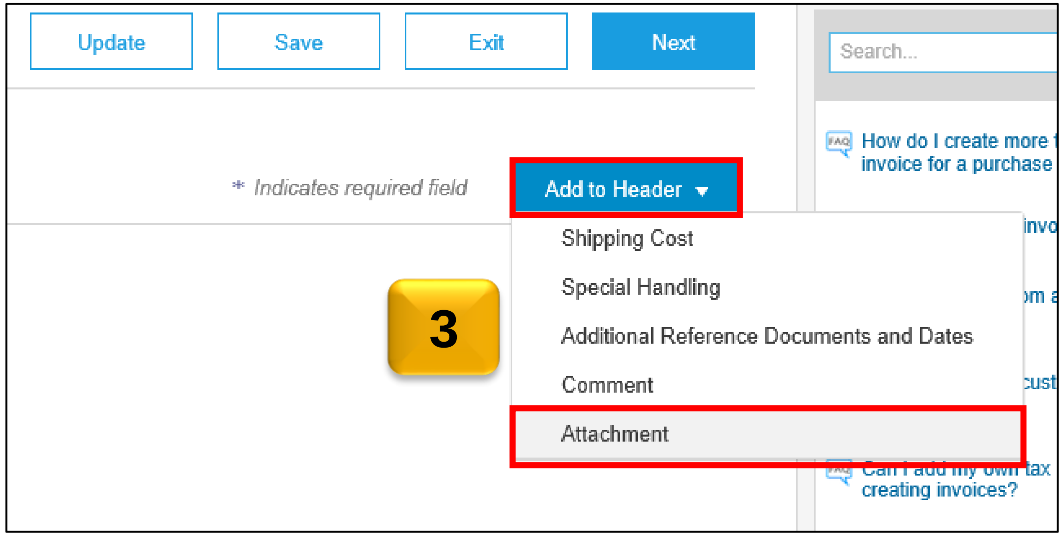
1. Click the **Create Invoice** button.
2. Enter information in all the fields marked as mandatory. The invoice number is any alpha-numeric number of your choice and has to be of 16 characters only. The **Invoice Date** is auto-populated.

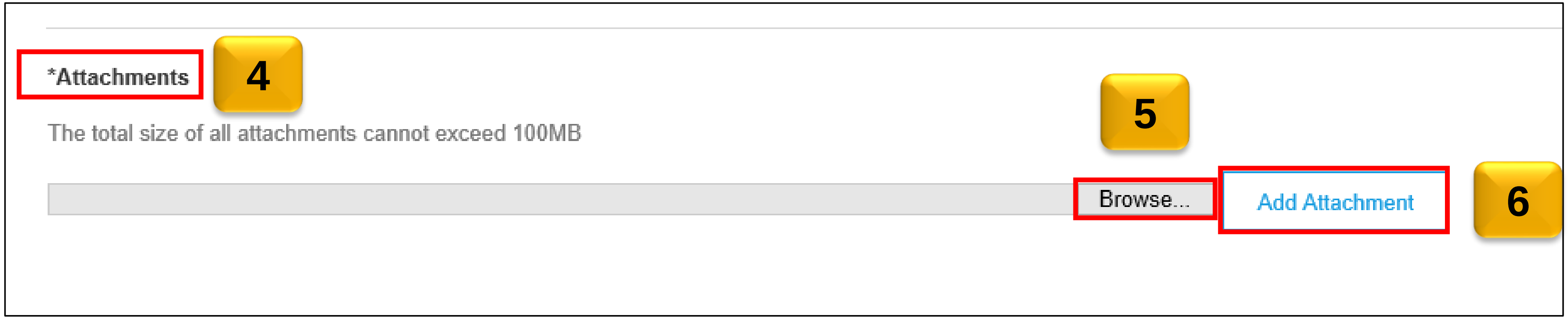


Invoice Creation against a Service PO – Adding Attachments at the Header-level

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.

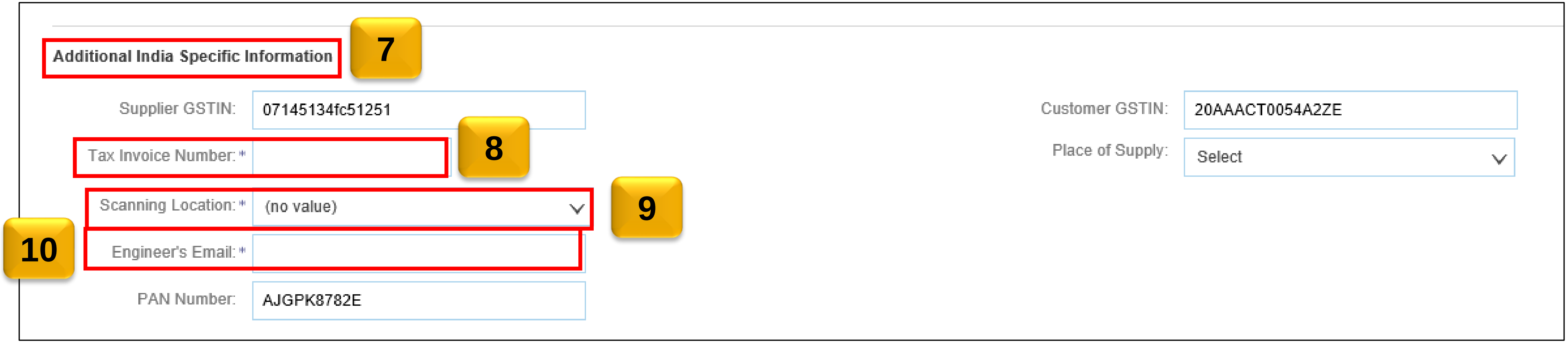
3. To add attachments, click the **Add to Header** drop-down menu and select **Attachment**.
4. Scroll down to the **Attachments** section.
5. Click the **Browse** button.
6. Select the file on your computer and click **Add Attachment**.





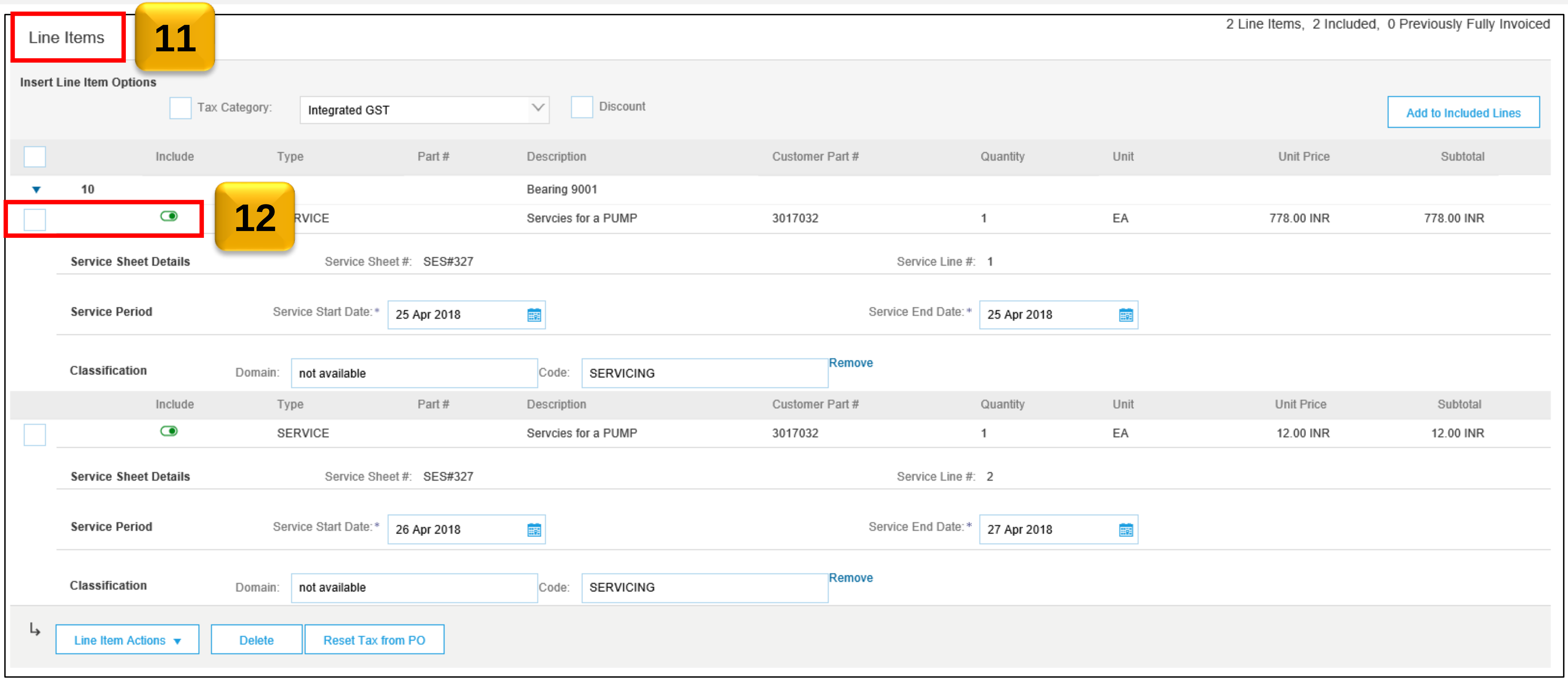
Invoice Creation against a Service PO

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.



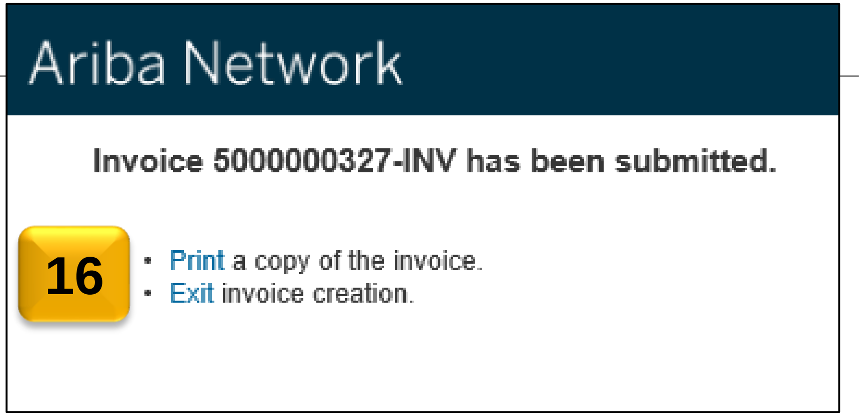
Invoice Creation against a Service PO

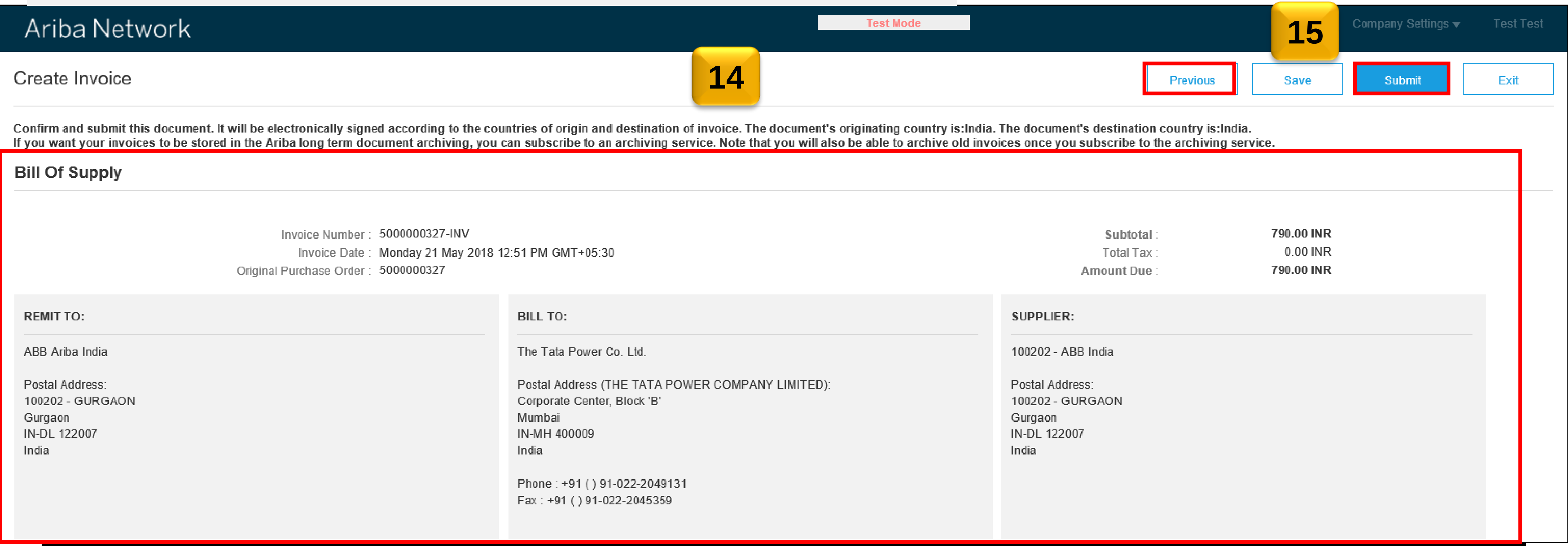
11. Scroll down to the **Line Items** section. You can include/exclude any line item by clicking the green toggle button or delete it by selecting the respective checkbox.
12. Make the required changes to the fields.
13. Click the **Next** button.



Invoice Creation against a Service PO

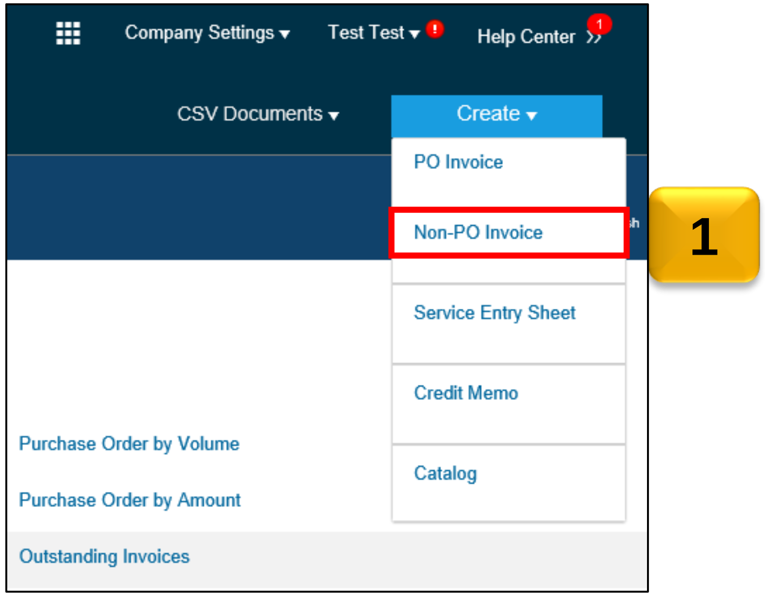
14. Review the Invoice.
15. Click the **Submit** button. If there are any changes to be made click the **Previous** button to back to the previous screen.
16. You will now see a message that the Invoice has been submitted.

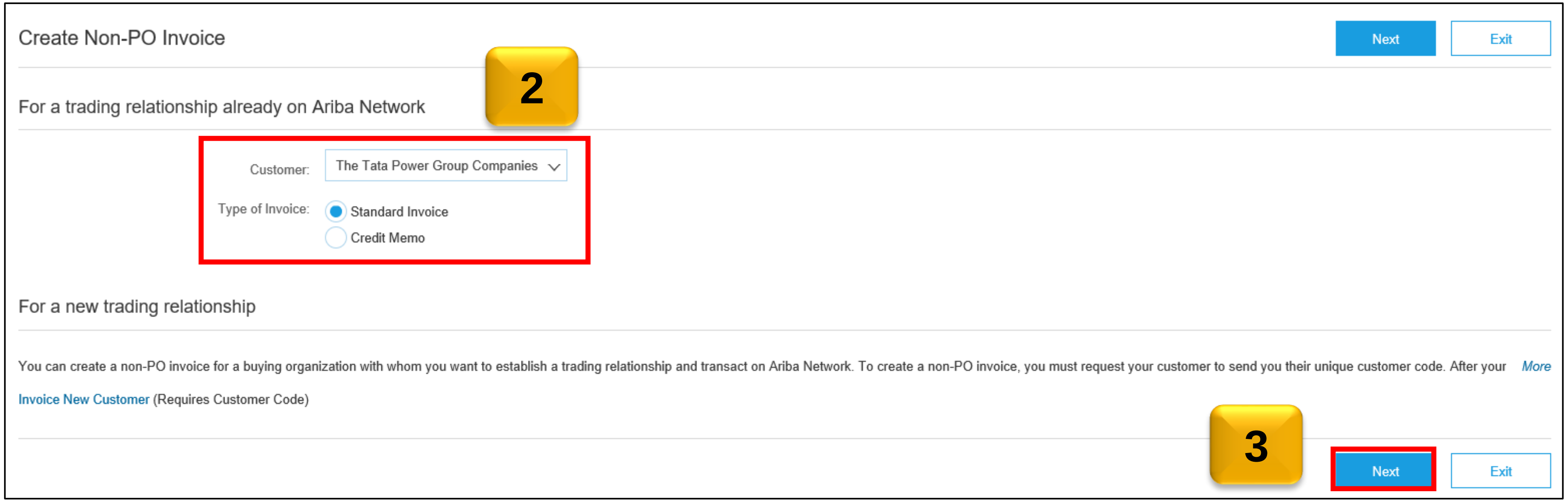




Non-PO Invoice Creation

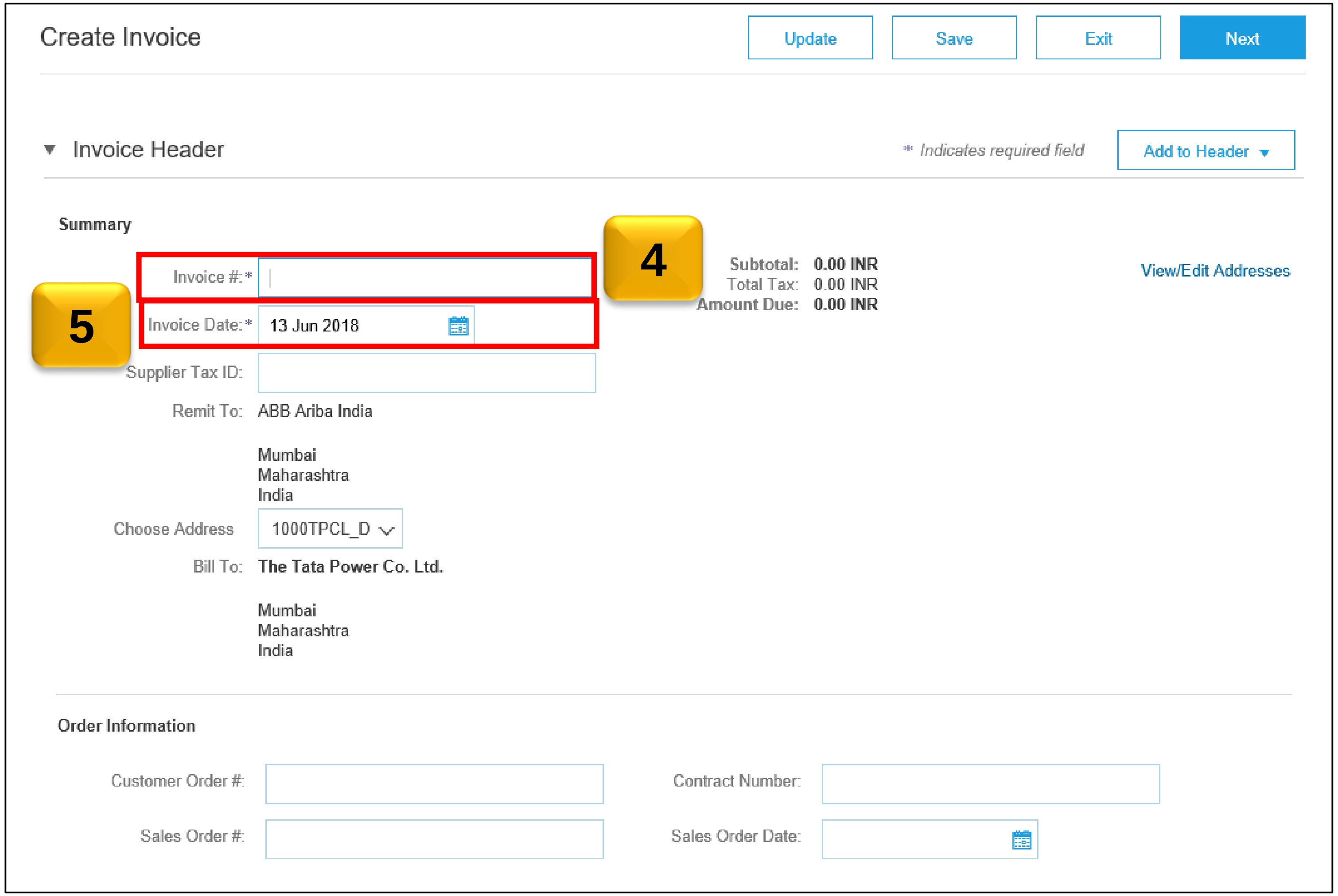
1. On the **Home** page click the Create button and select **Non-PO Invoice** from the drop-down. The **Create Non-PO Invoice** page will be displayed.
2. Select **The Tata Power Group Companies** from the **Customer** drop-down menu. The **Standard Invoice** option is selected by default.
3. Click **Next.**





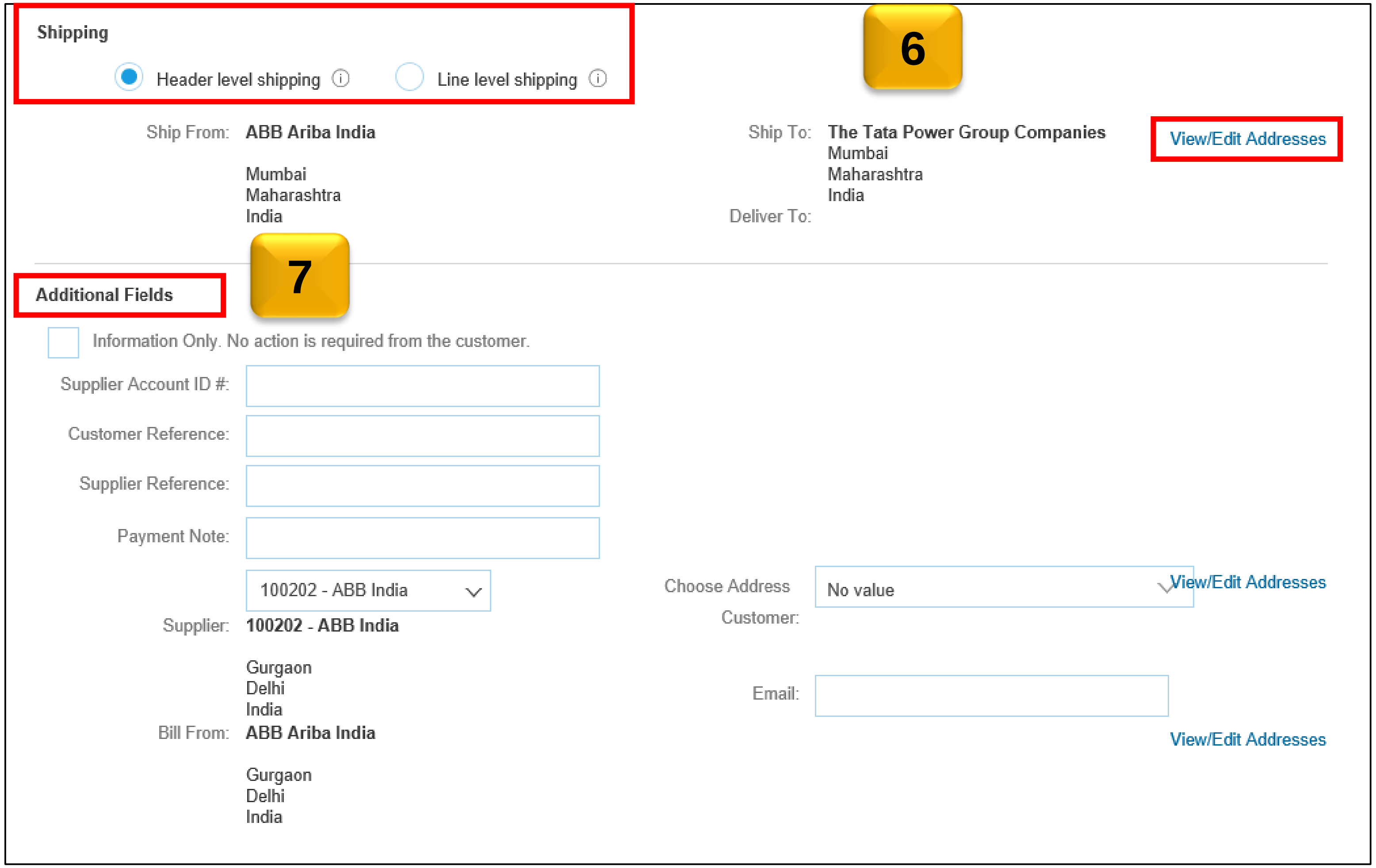
Non-PO Invoice Creation

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.



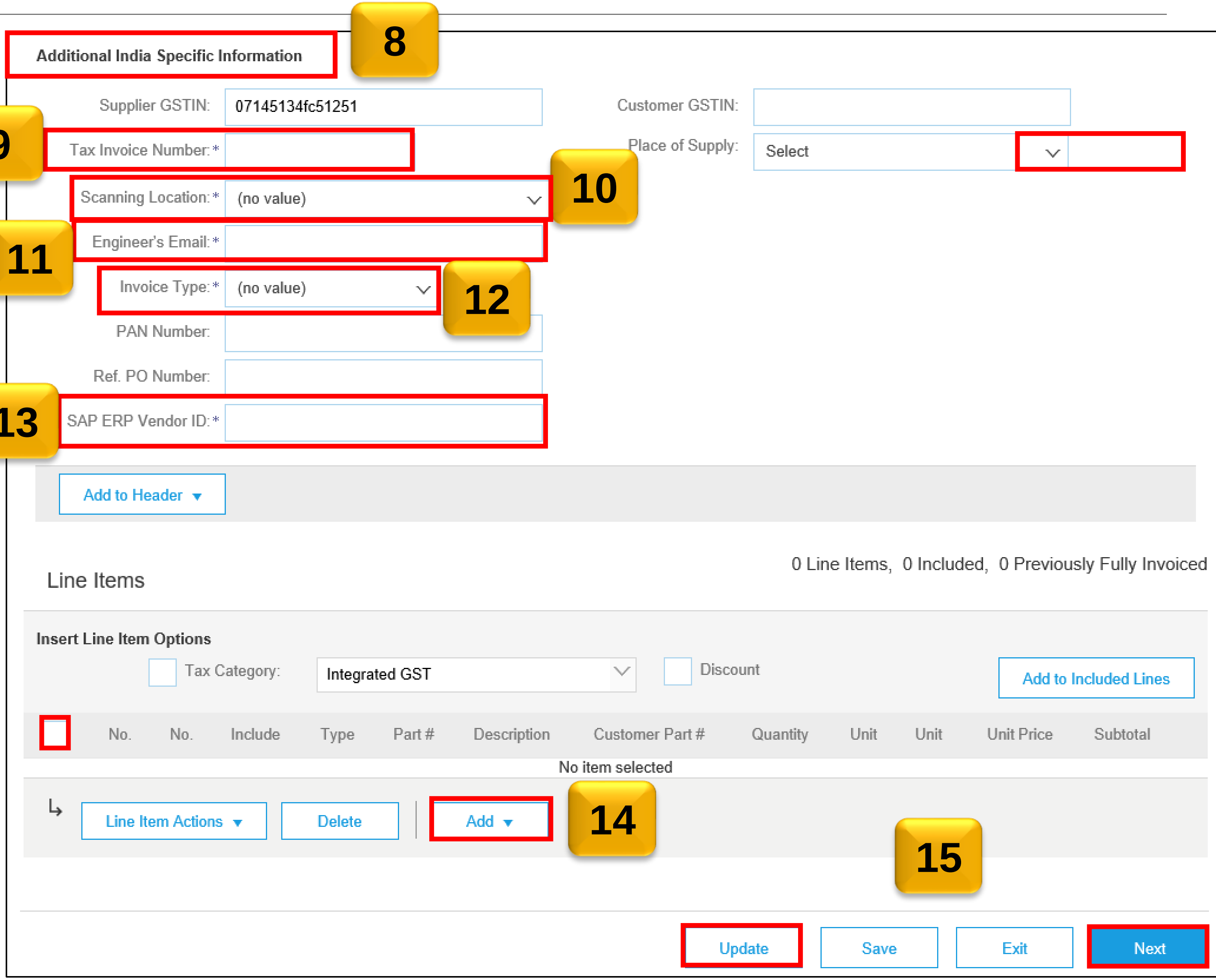
Non-PO Invoice Creation

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.



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**.



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.
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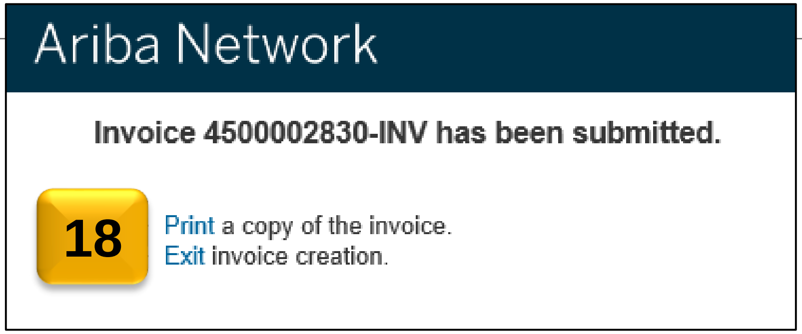

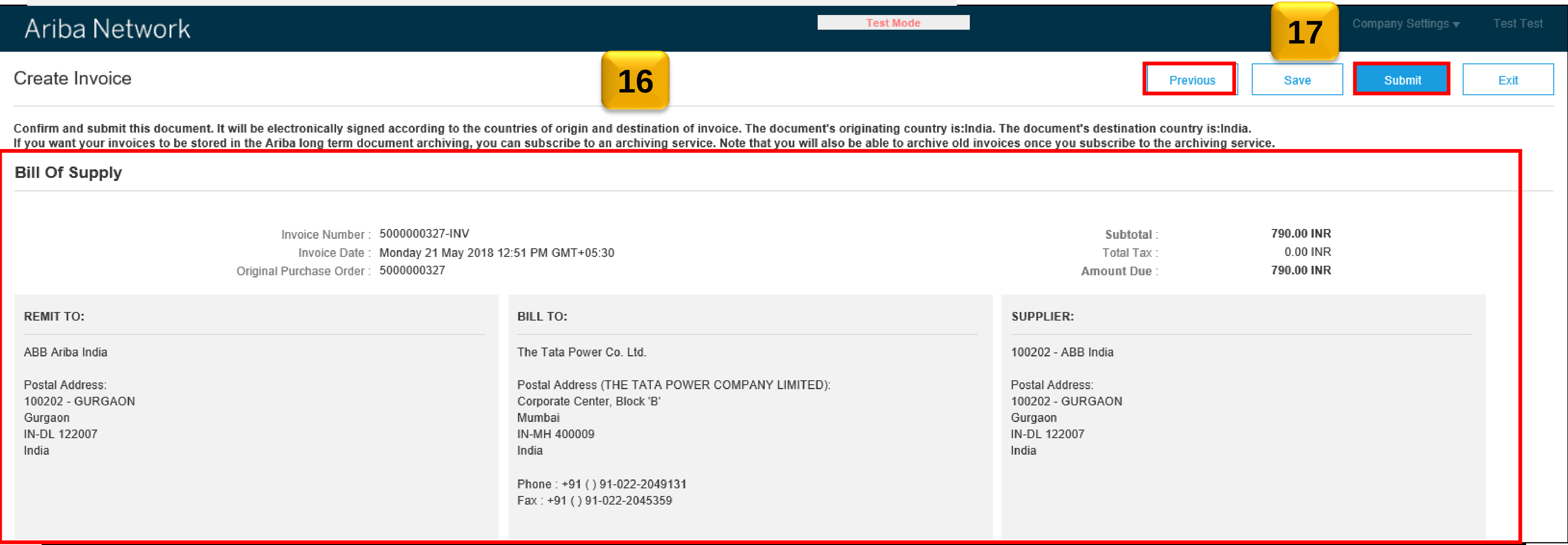

- ✓ Invoice Practices
- ✓ Creating Invoices
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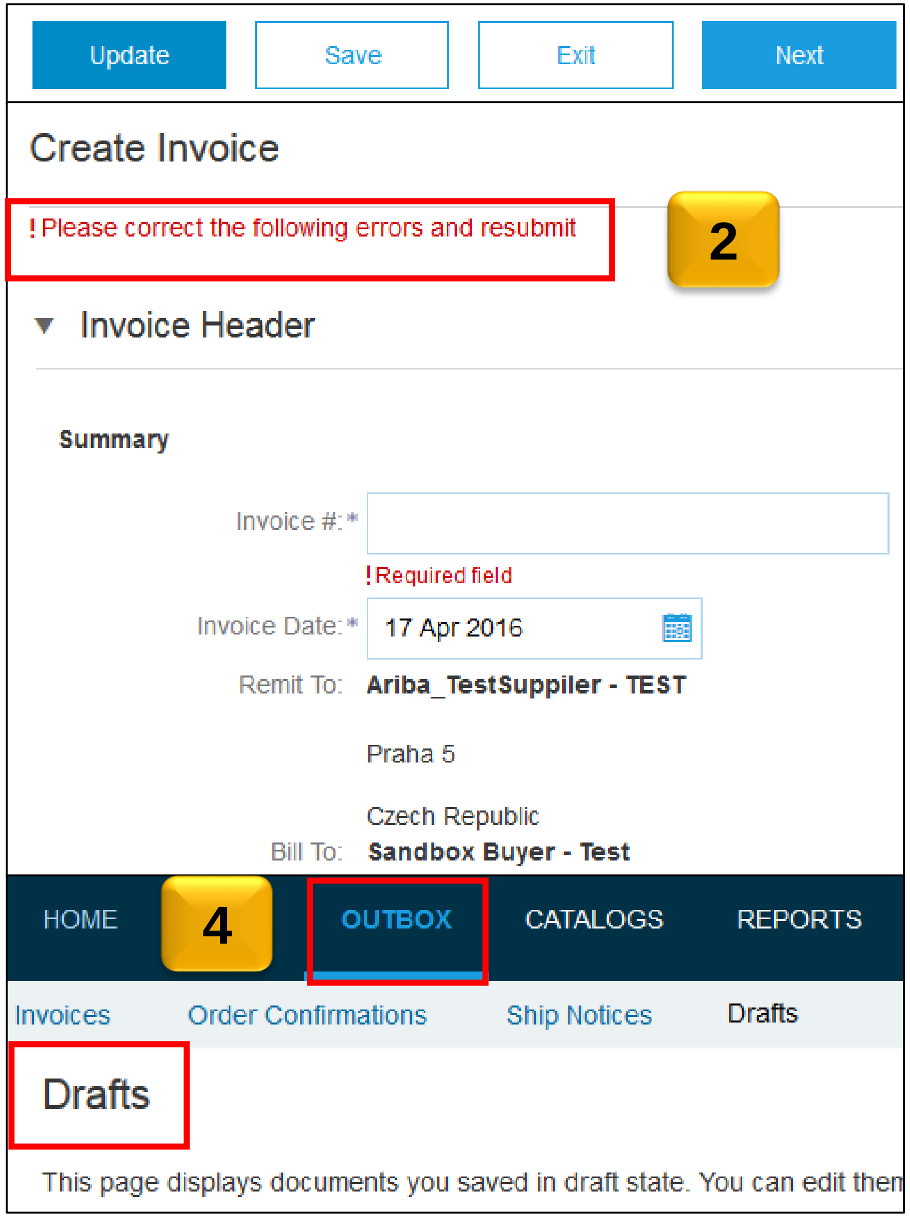
PO Flip Invoice – Review, Save, Submit

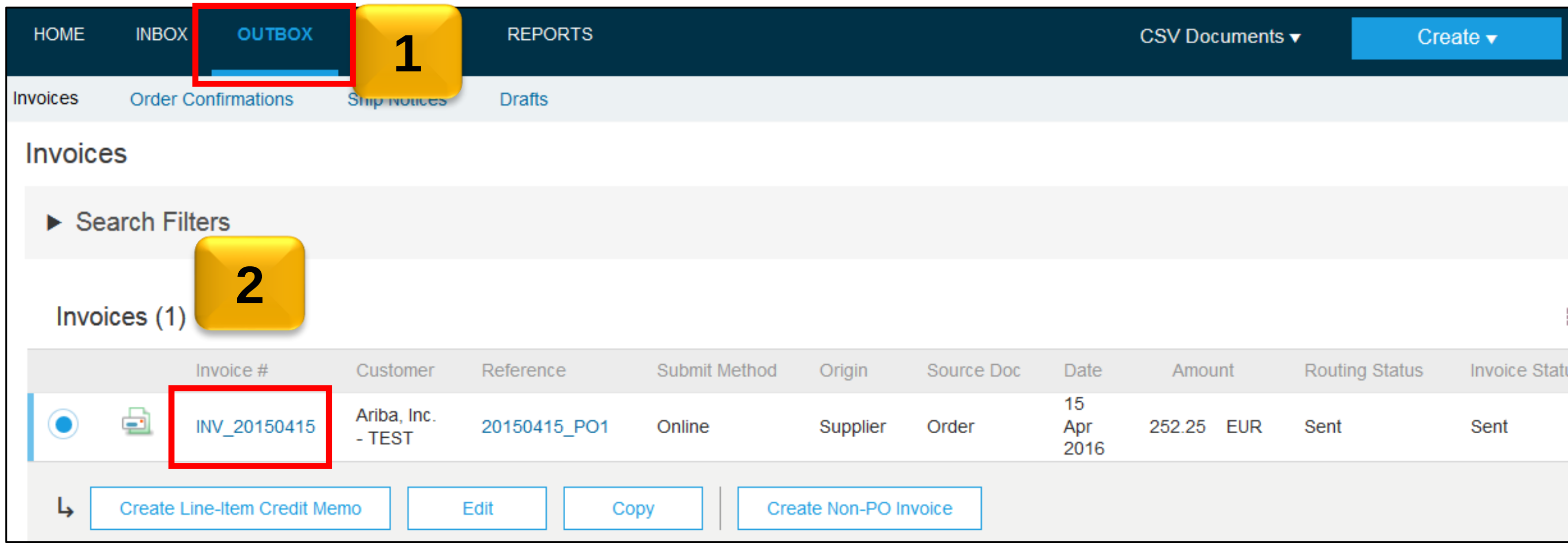
1. Review your invoice for accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. In case of any errors, you will get a notification in red where information should be corrected.
3. If no changes are needed, click **Submit** to send the invoice to 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.

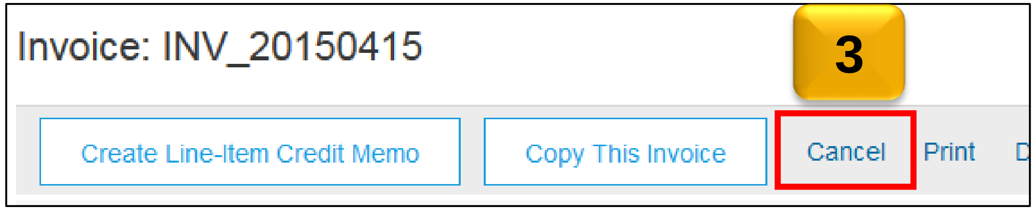
You can keep draft invoices for up to 7 days.

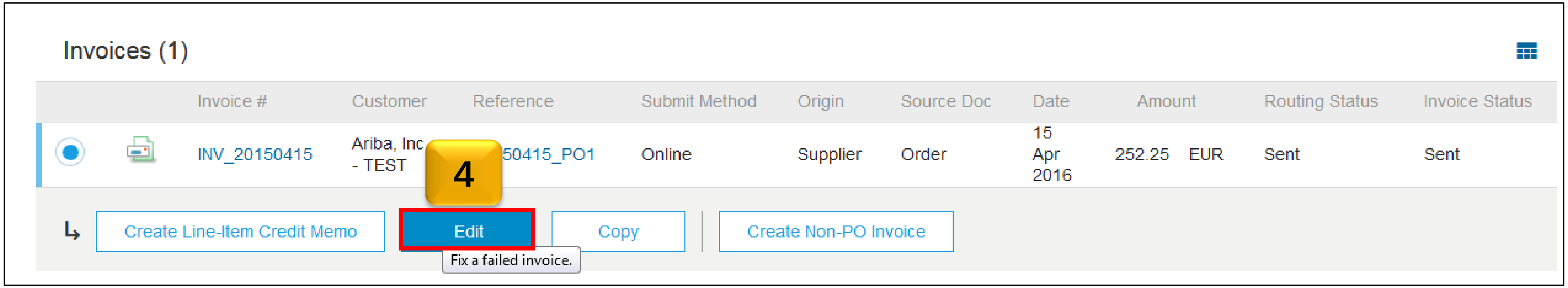


Cancel, Edit and Resubmit Invoices

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.







- ✓ Invoice Practices
- ✓ Creating Invoices
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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

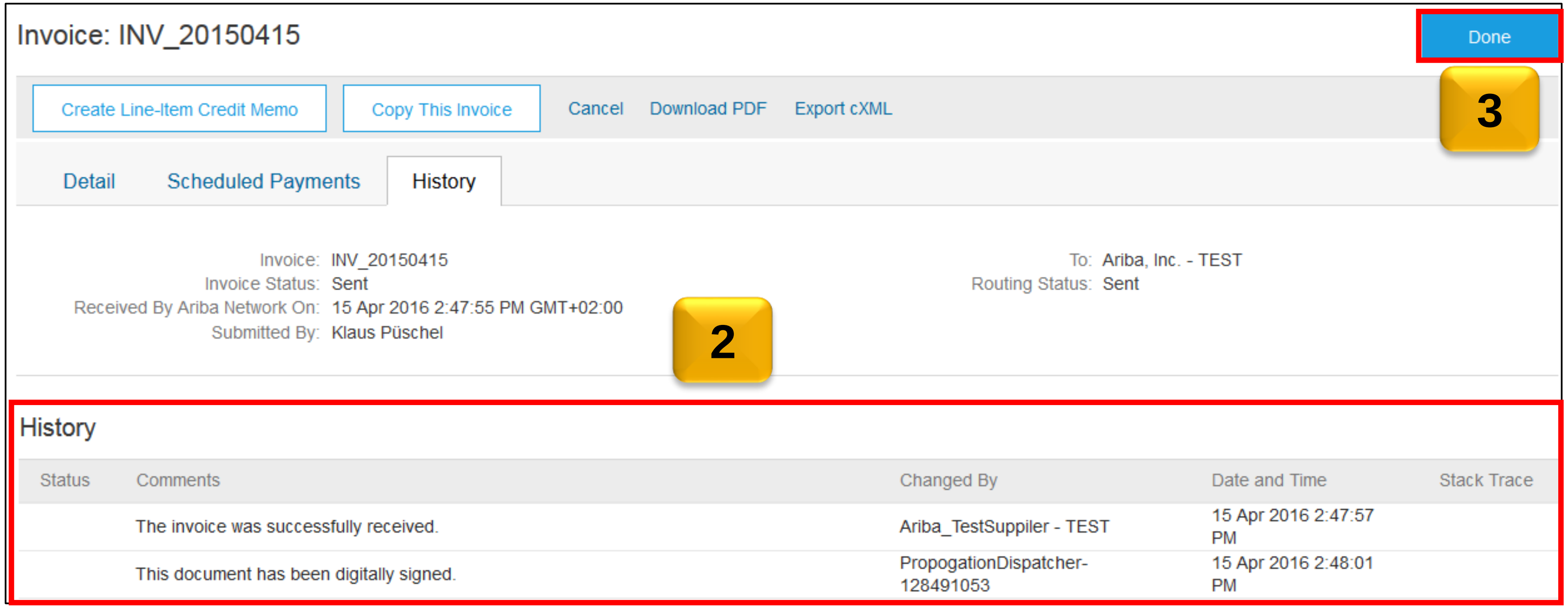
Reflects the status of Tata Power's action on the Invoice.

- **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 if 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**.



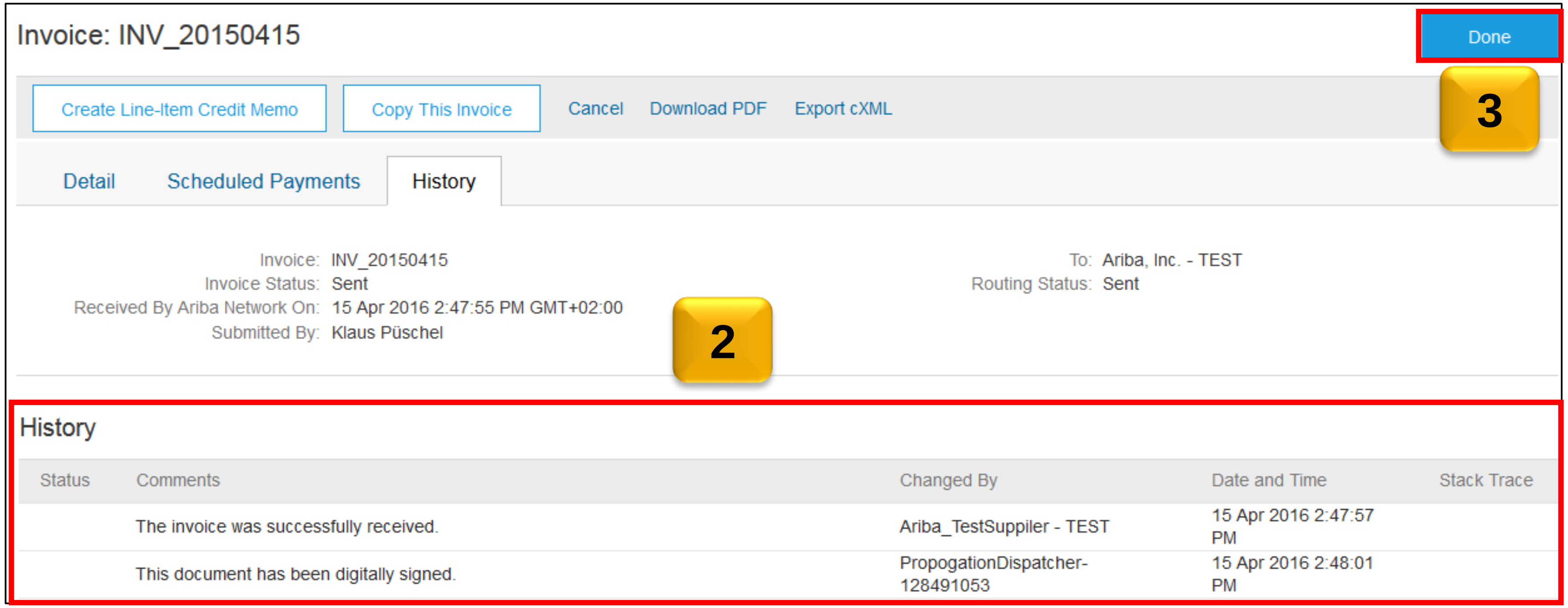
Search for Invoice - Quick Search and Refined Search

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.



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.

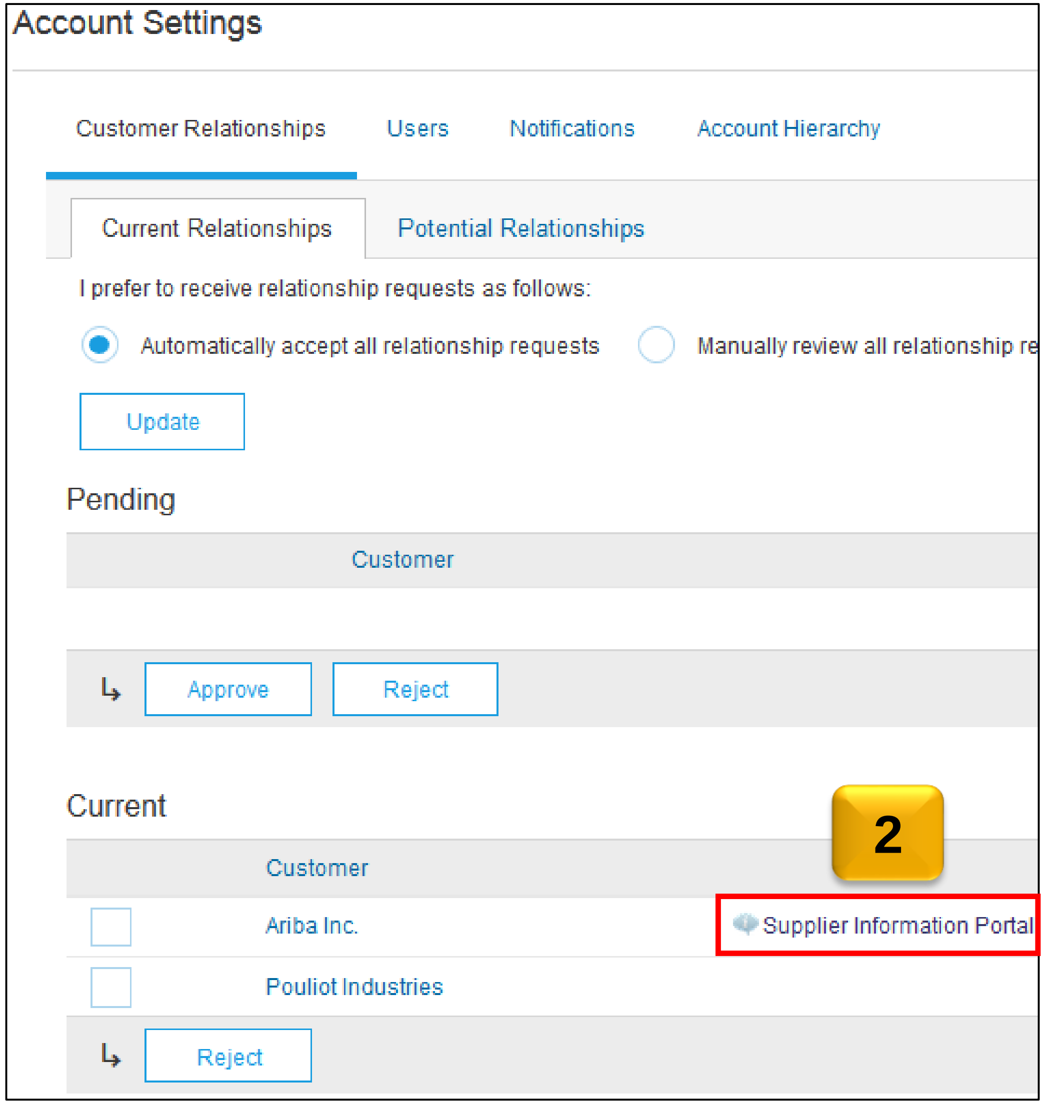
Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

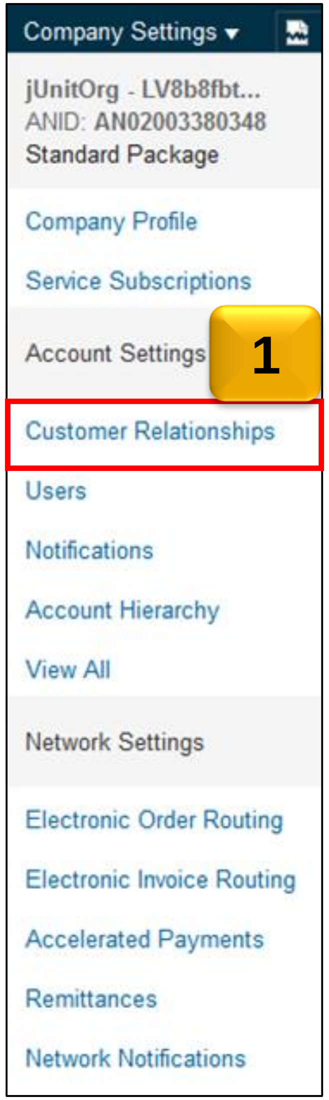
For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.

✓ 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

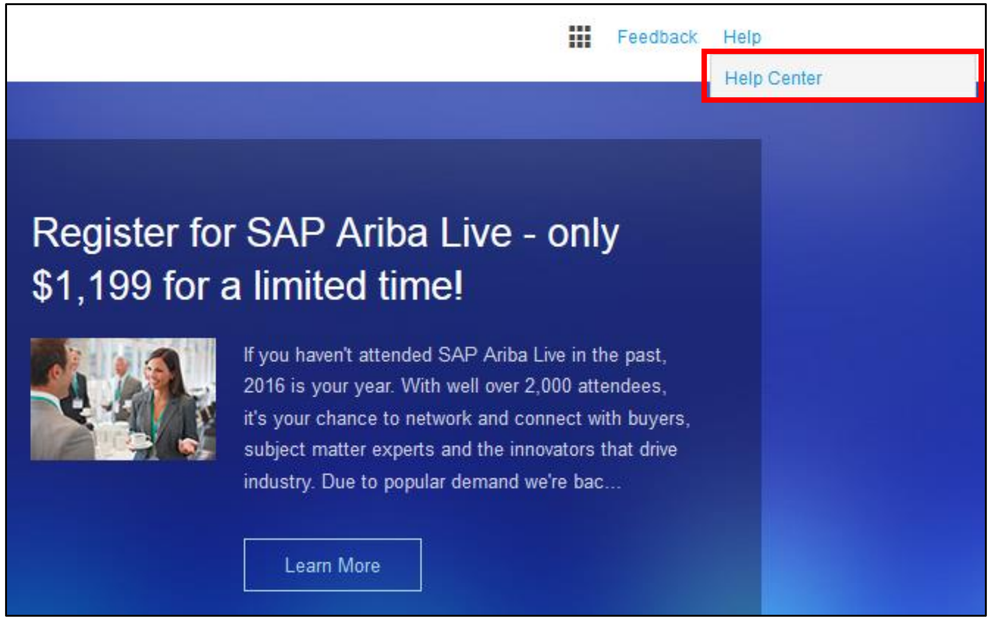




Training and Resources: Ariba Network Standard Documentation

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.



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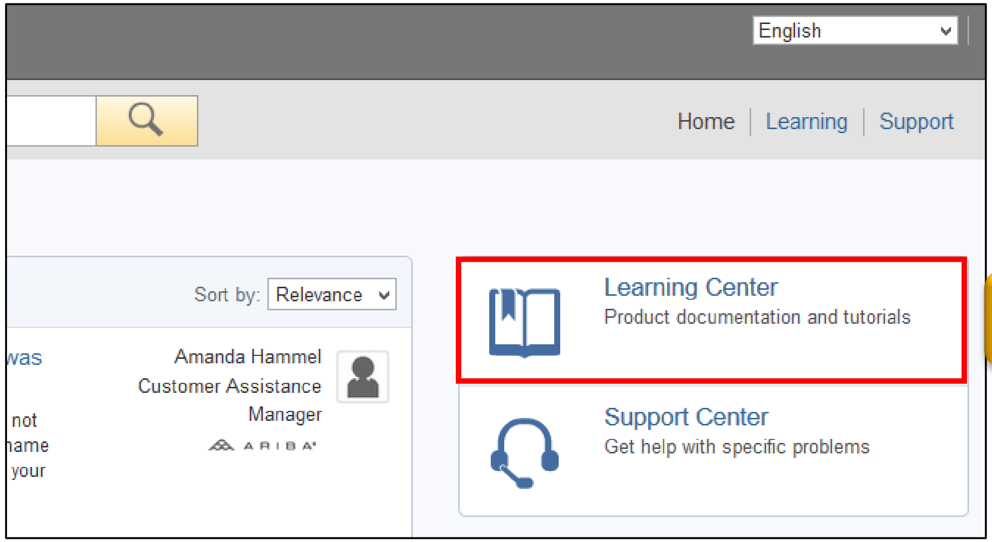
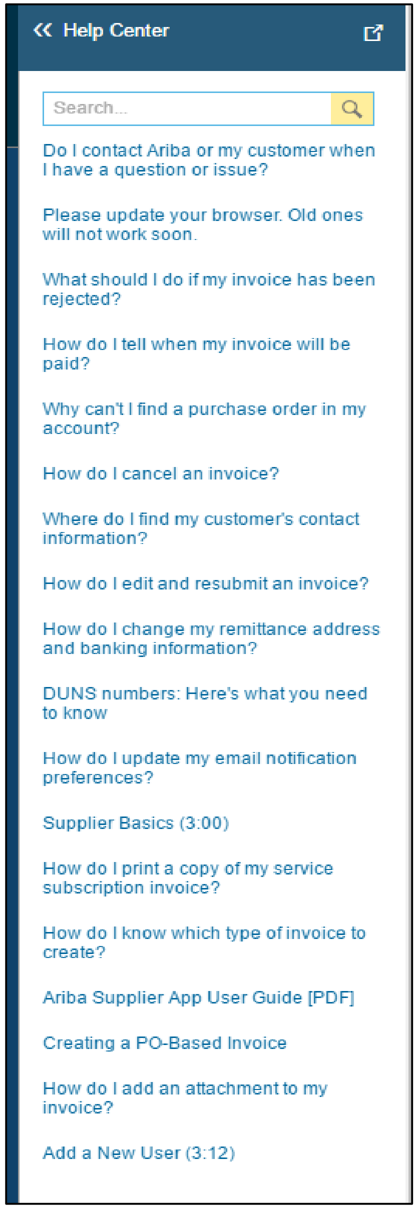


3

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