Tata Power- Invoicing Guide

SAP Ariba

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

It contains steps for transacting on invoices with Tata Power through the Ariba Network.

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Agenda

- ✓ Invoice Practices
- ✓ Creating Invoices – PO-Flip Invoice and Non-PO Invoice
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

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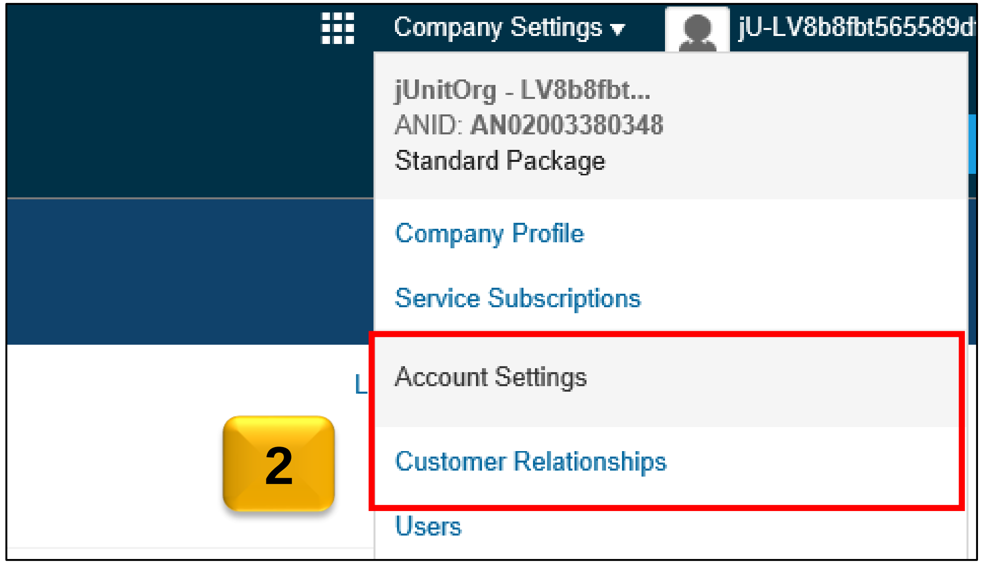
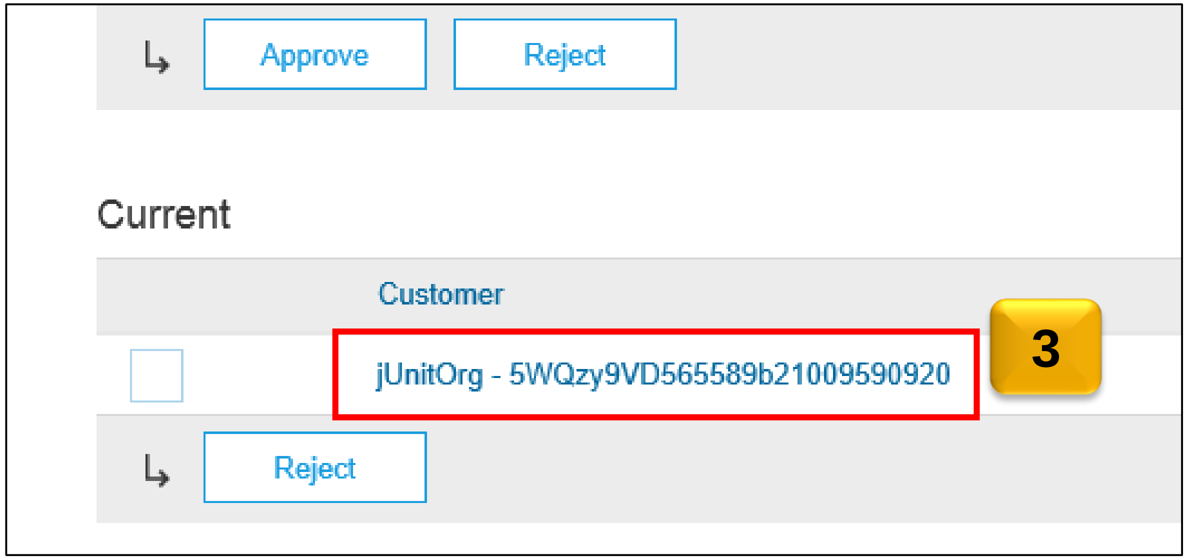
Before You Begin Invoicing: Customer Invoice Rules

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

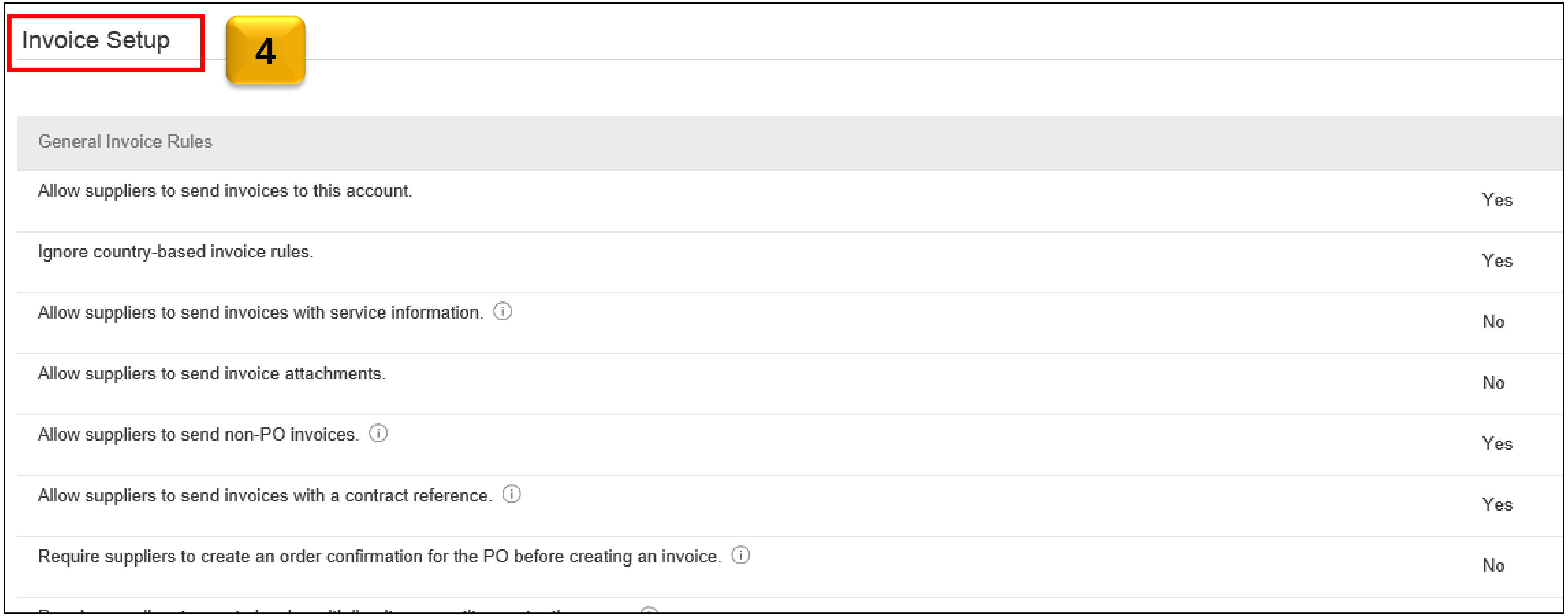
1. Login to your **Ariba Network** account via supplier.ariba.com
2. Select the **Company Settings** drop-down menu and under **Account Settings**, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Tata Power)**.





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.



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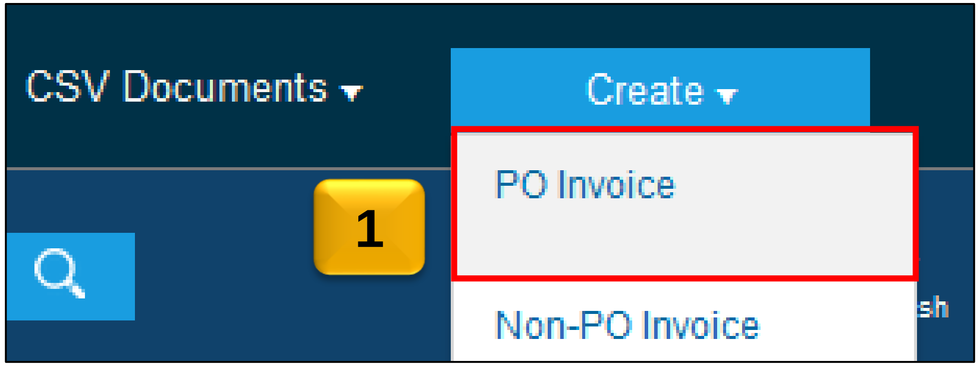
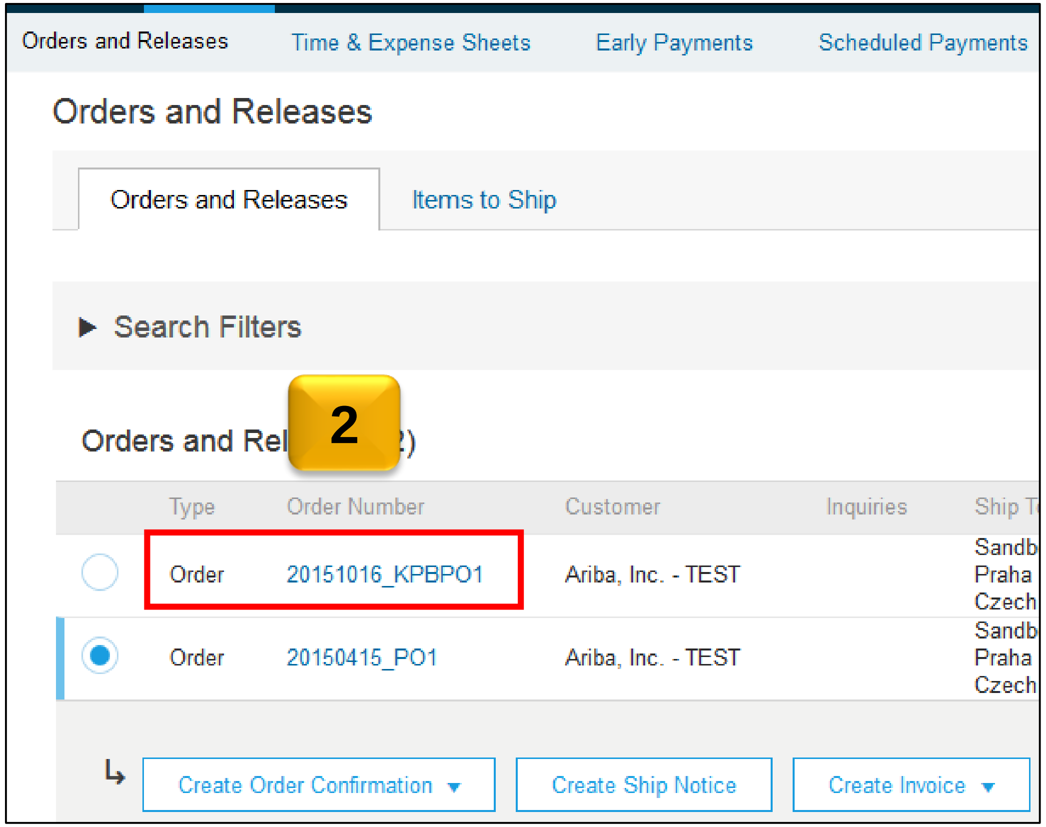
PO Flip Invoice

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

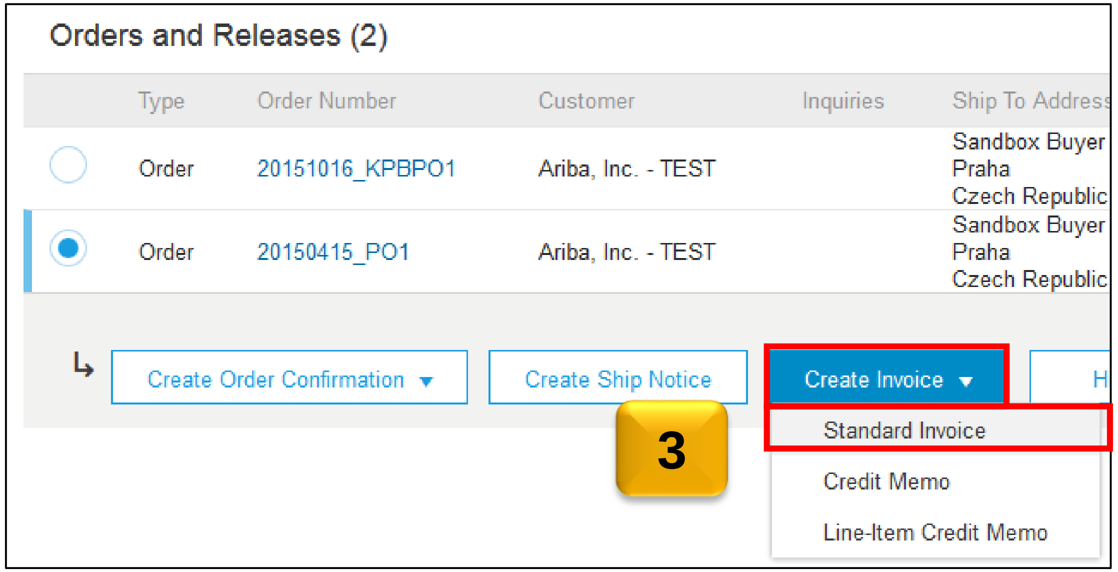
1. From the home page within your Ariba Network account, select the **Create** drop-down menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.

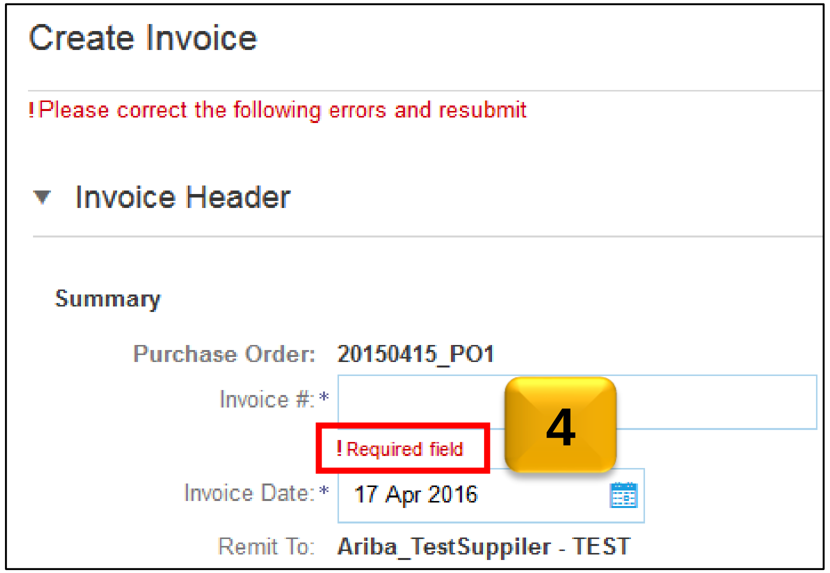




PO Flip Invoice (Contd.)

3. Click 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.





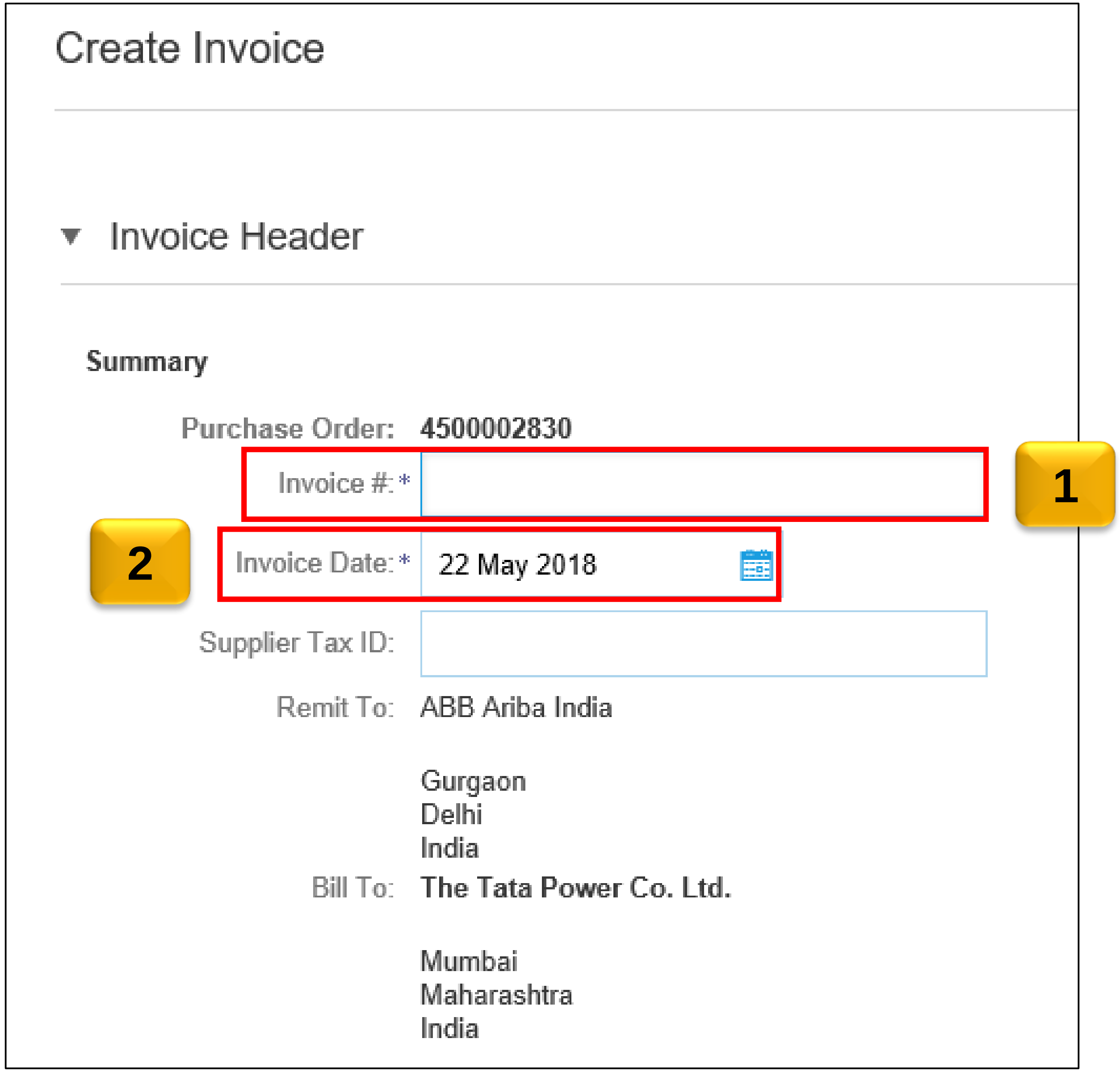
Invoice Creation against a Material PO

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:

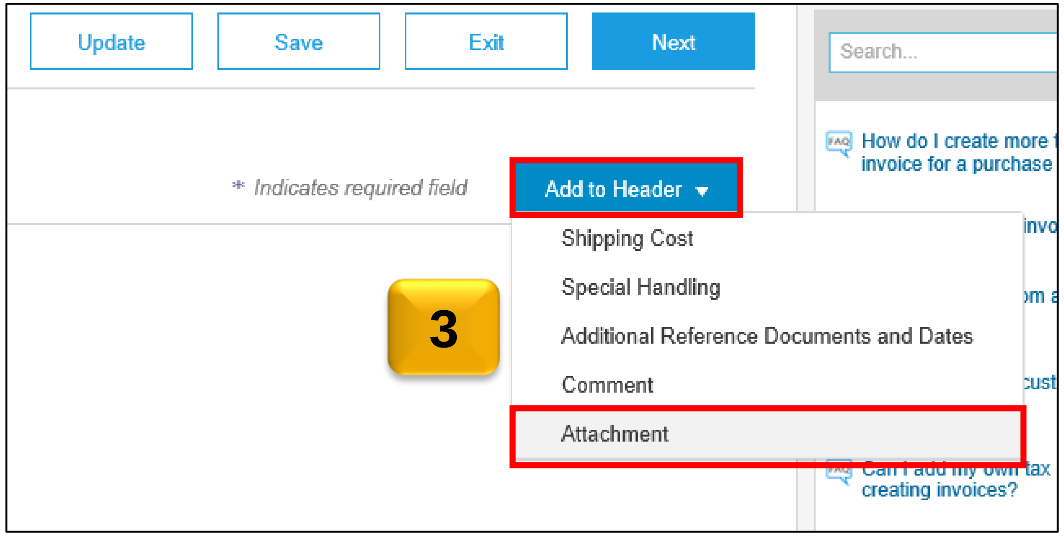
1. On the **Create Invoice** page, enter the Invoice #. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
2. The **Invoice Date** is auto-populated. You can select a future date of your choice.

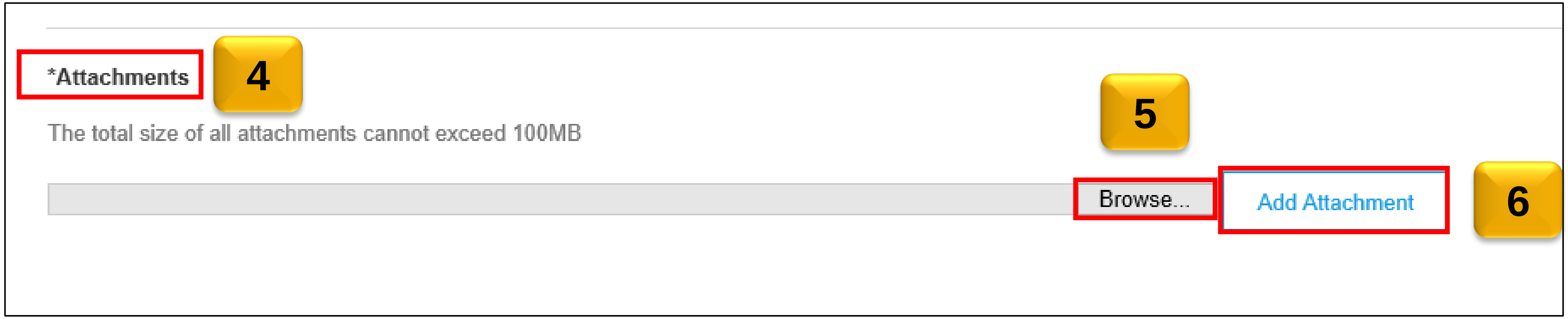


Invoice Creation against a Material PO – Adding Attachments at the Header-level

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.

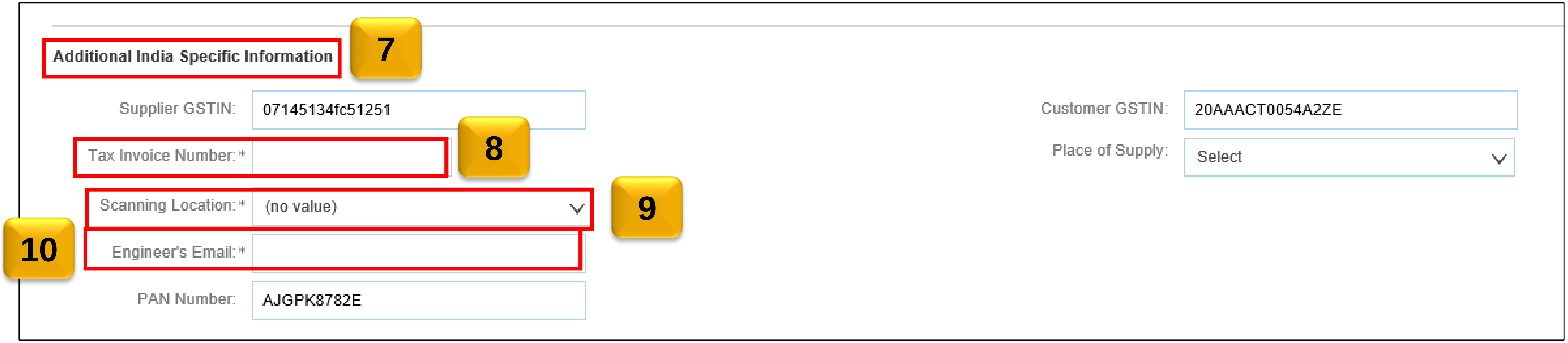
3. To add attachments, click the **Add to Header** drop-down menu and select **Attachment**.
4. Scroll down to the **Attachments** section.
5. Click the **Browse** button.
6. Select the file on your computer and click **Add Attachment**.





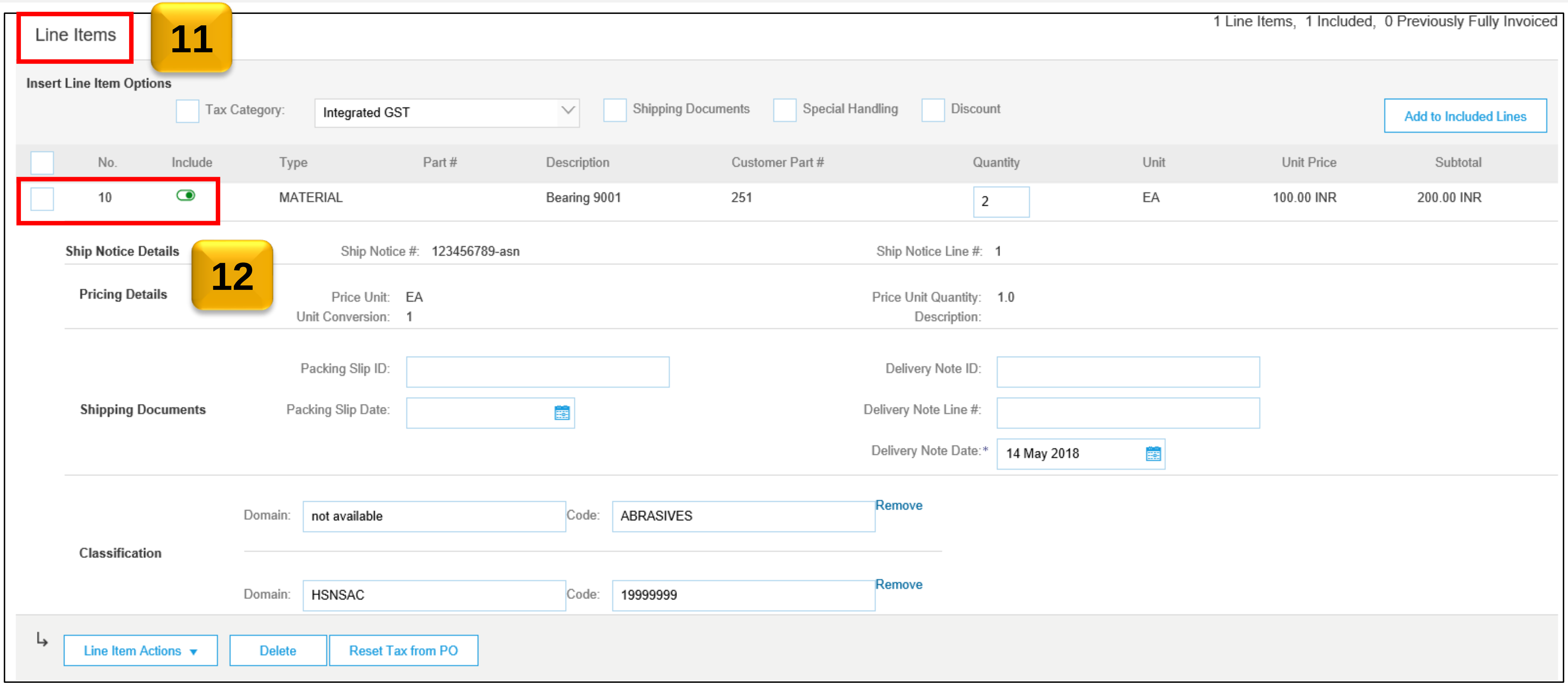
Invoice Creation against a Material PO

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.



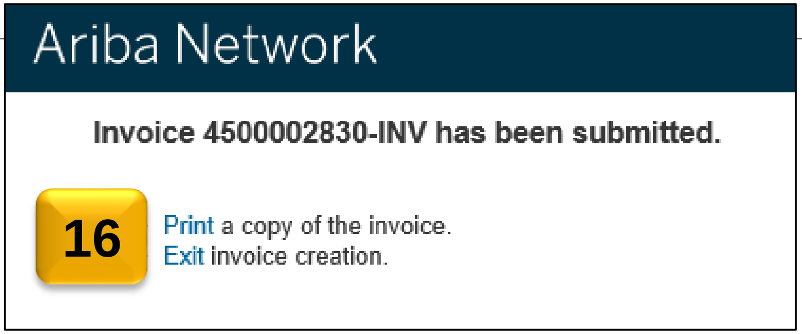
Invoice Creation against a Material PO

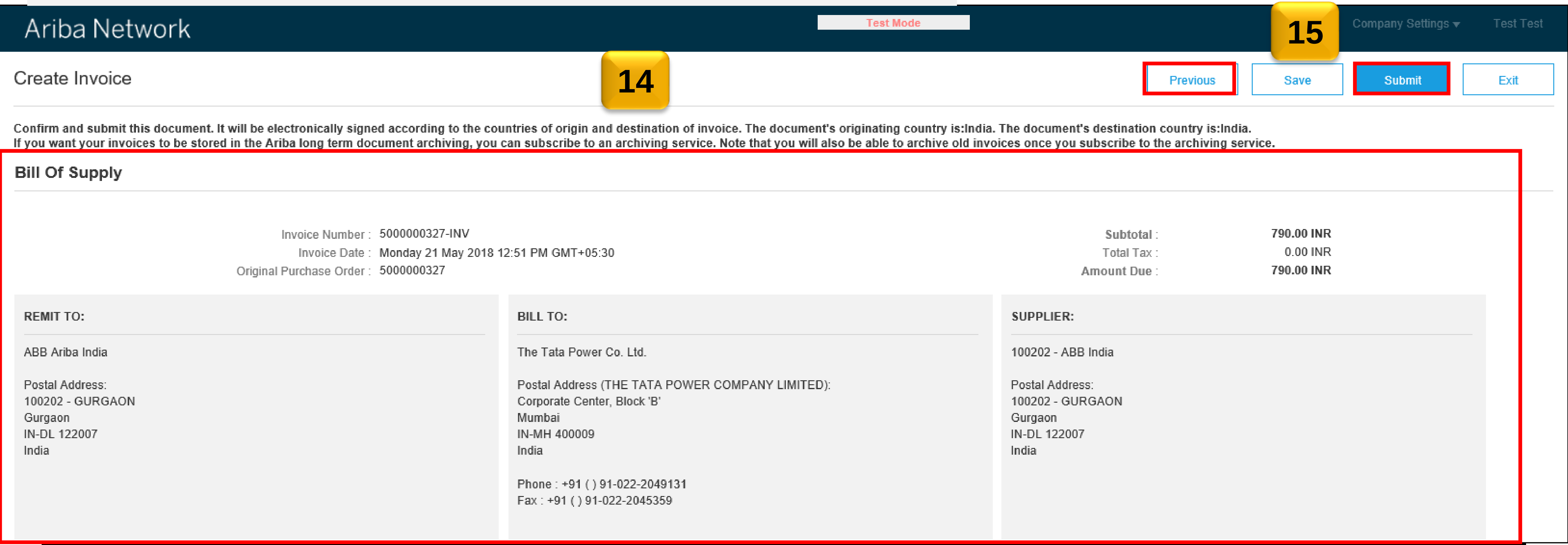
11. Scroll down to the **Line Items** section. You can include/exclude any line item by clicking the green toggle button or delete it by selecting the respective checkbox.
12. Make the required changes to the fields.
13. Click the **Next** button.



Invoice Creation against a Material PO

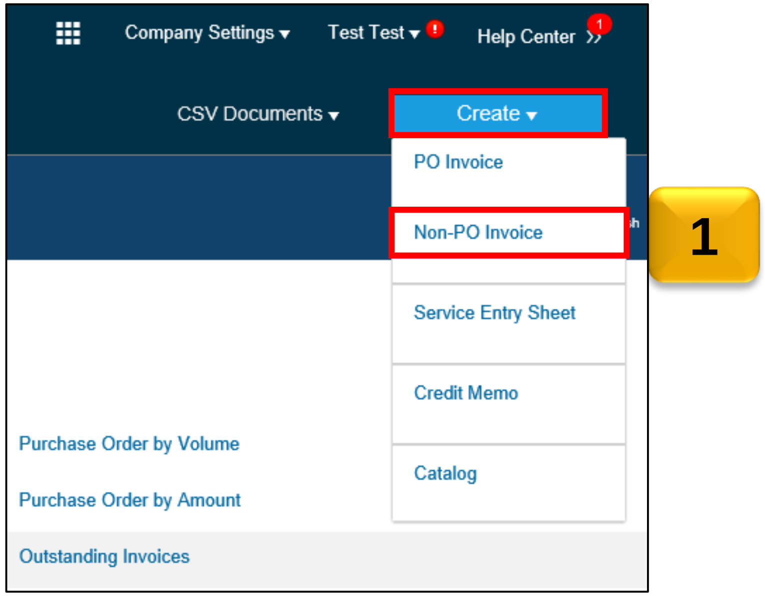
14. Review the invoice.
15. Click the **Submit** button. If there are any changes to be made click the **Previous** button to back to the previous page.
16. You will now see a message that the invoice has been submitted.

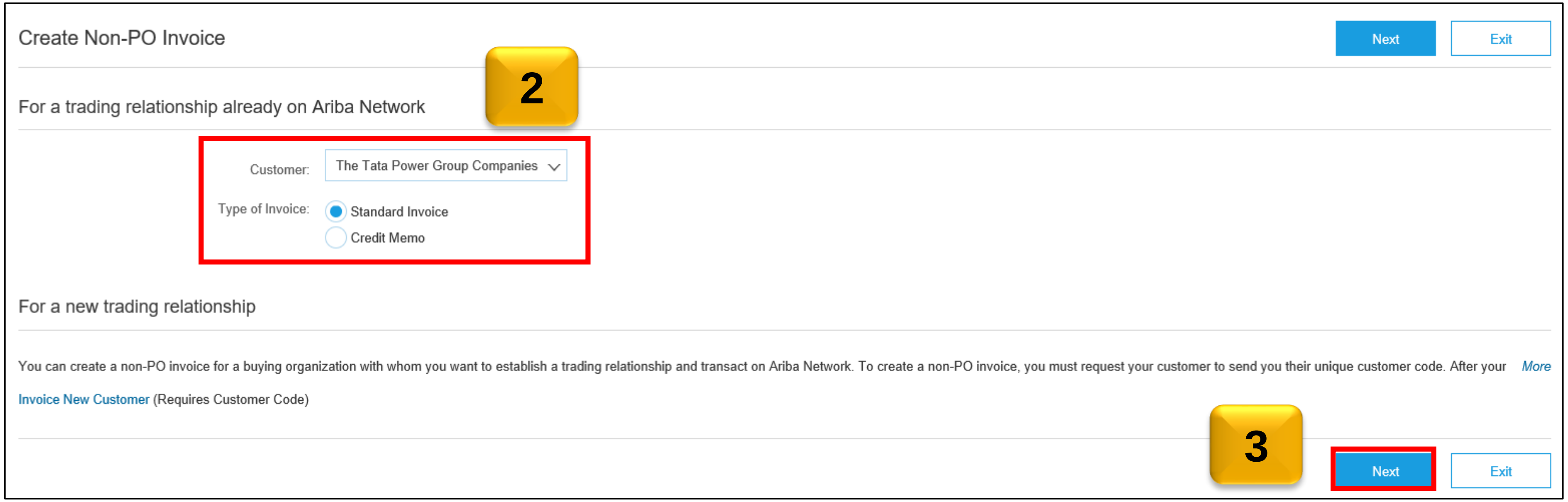




Non-PO Invoice Creation

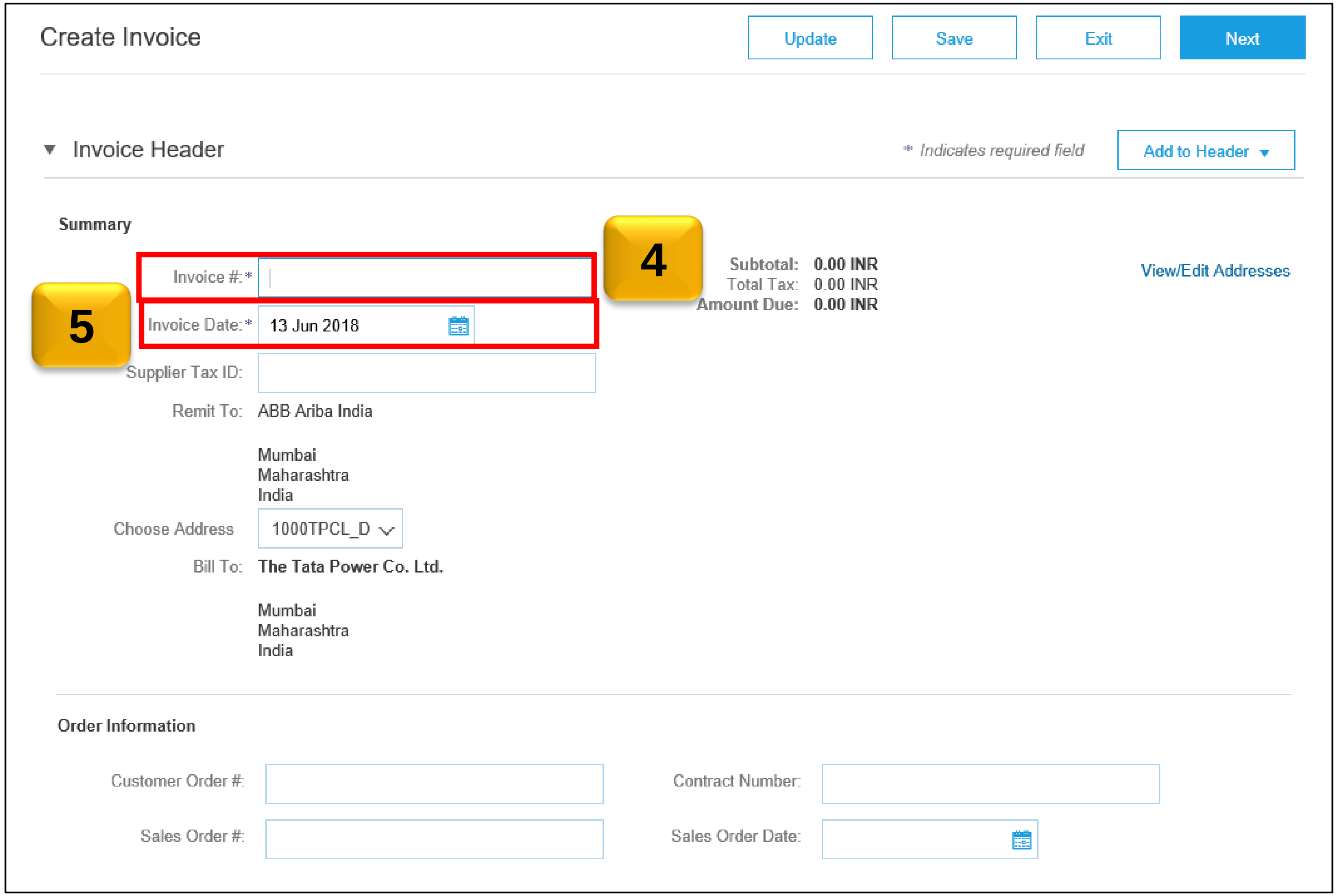
1. On the **Home** page click the **Create** button and select **Non-PO Invoice** from the drop-down. The **Create Non-PO Invoice** page will be displayed.
2. Select **The Tata Power Group Companies** from the **Customer** drop-down menu. The **Standard Invoice** option is selected by default.
3. Click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





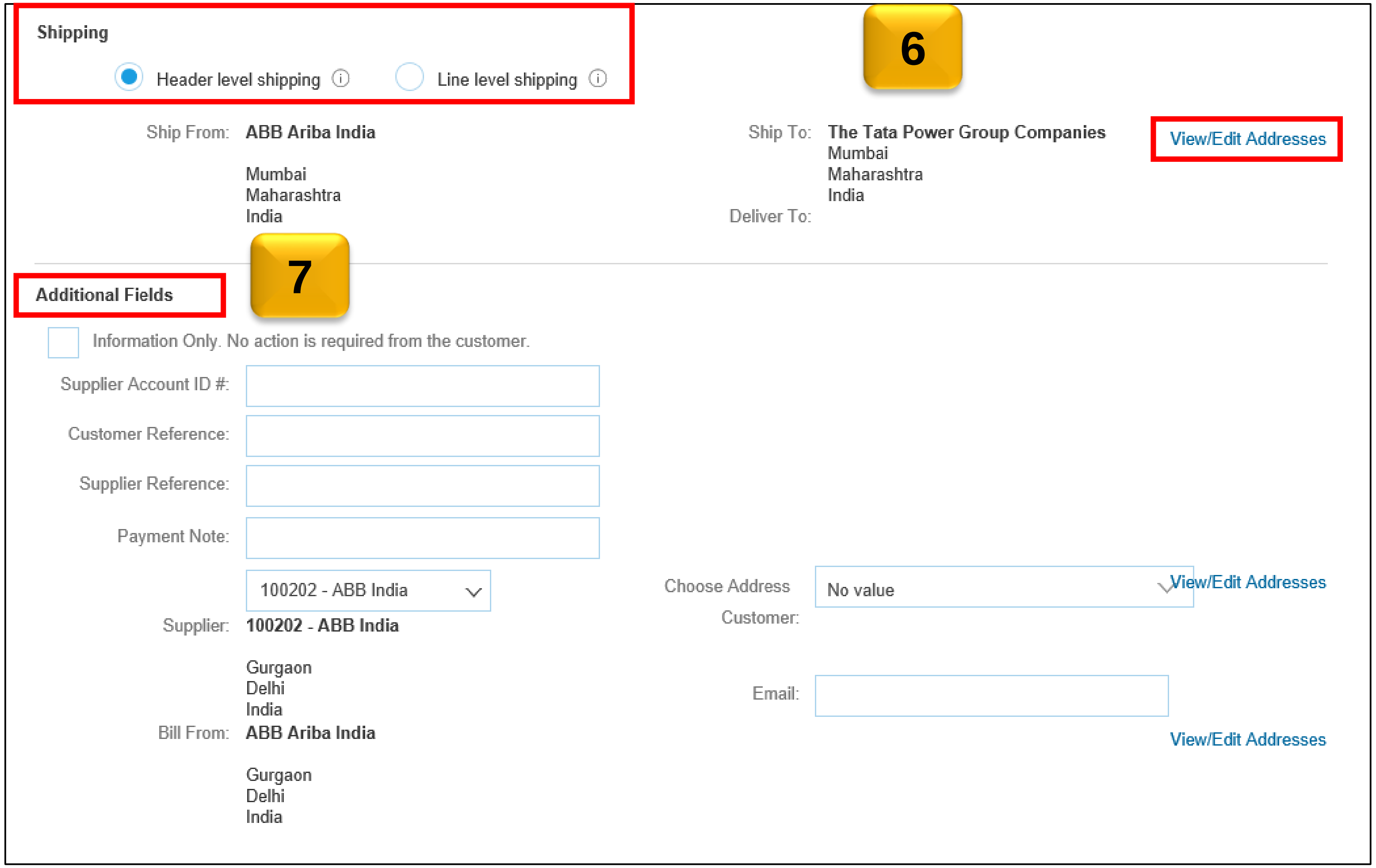
Non-PO Invoice Creation

4. On the **Create Invoice** page, 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.



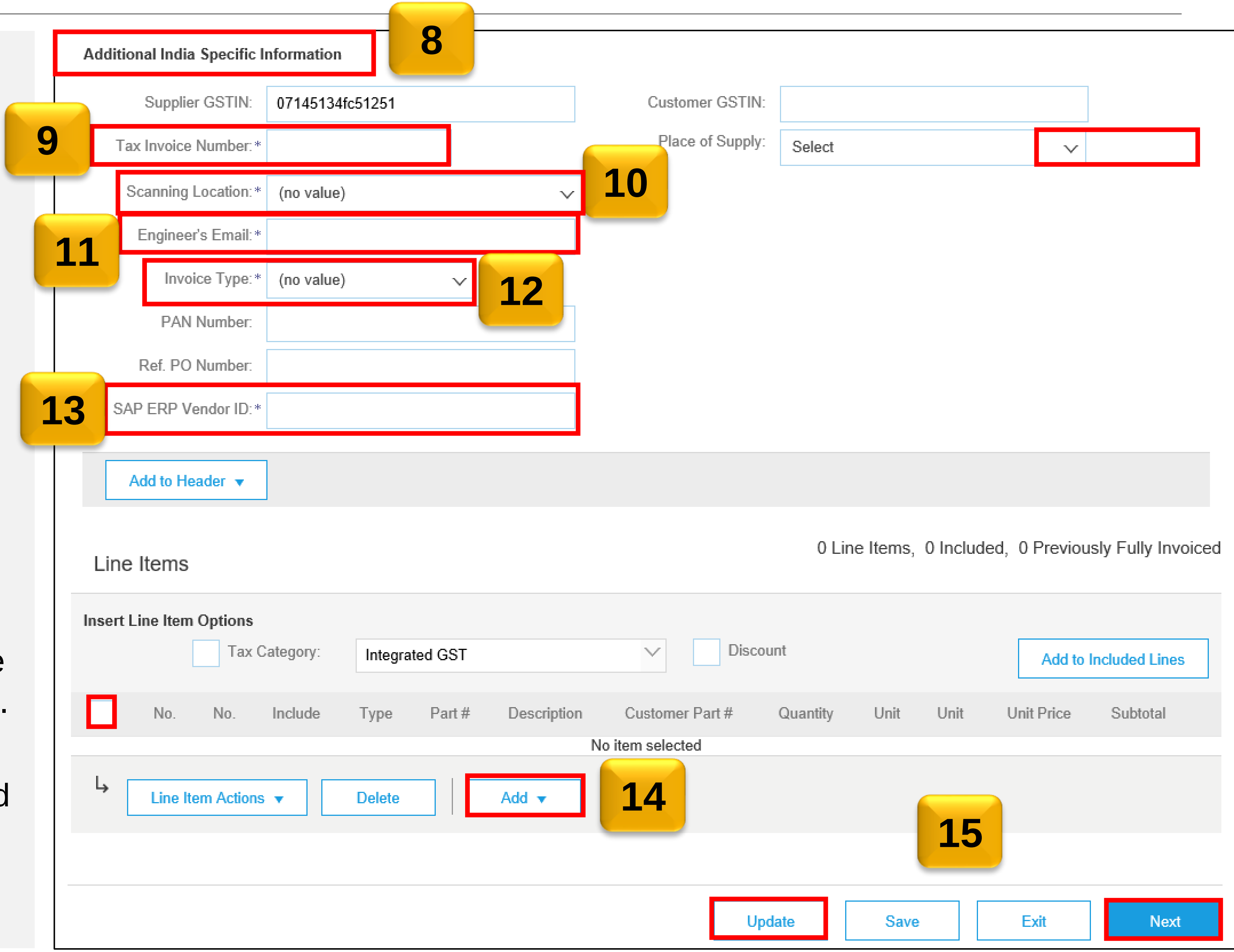
Non-PO Invoice Creation

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

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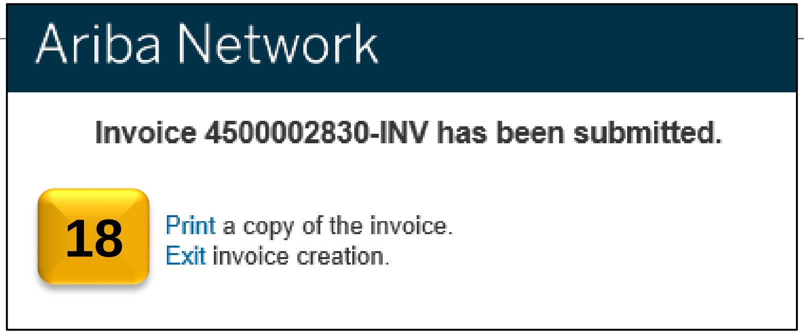

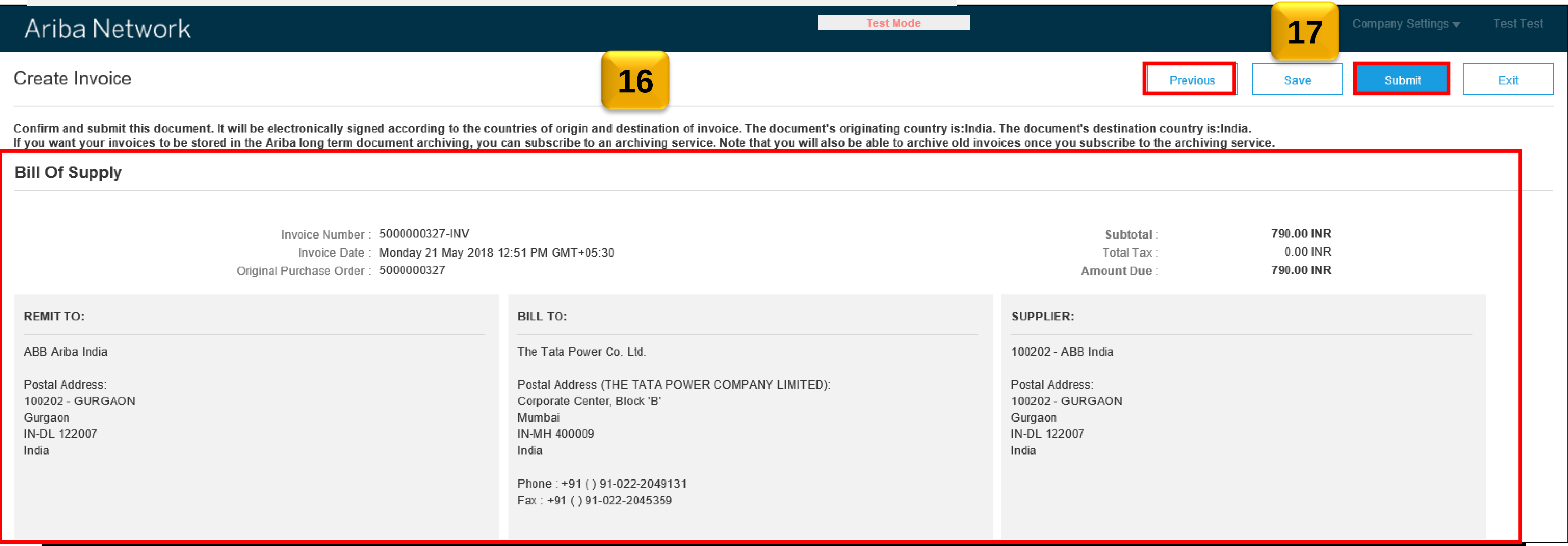

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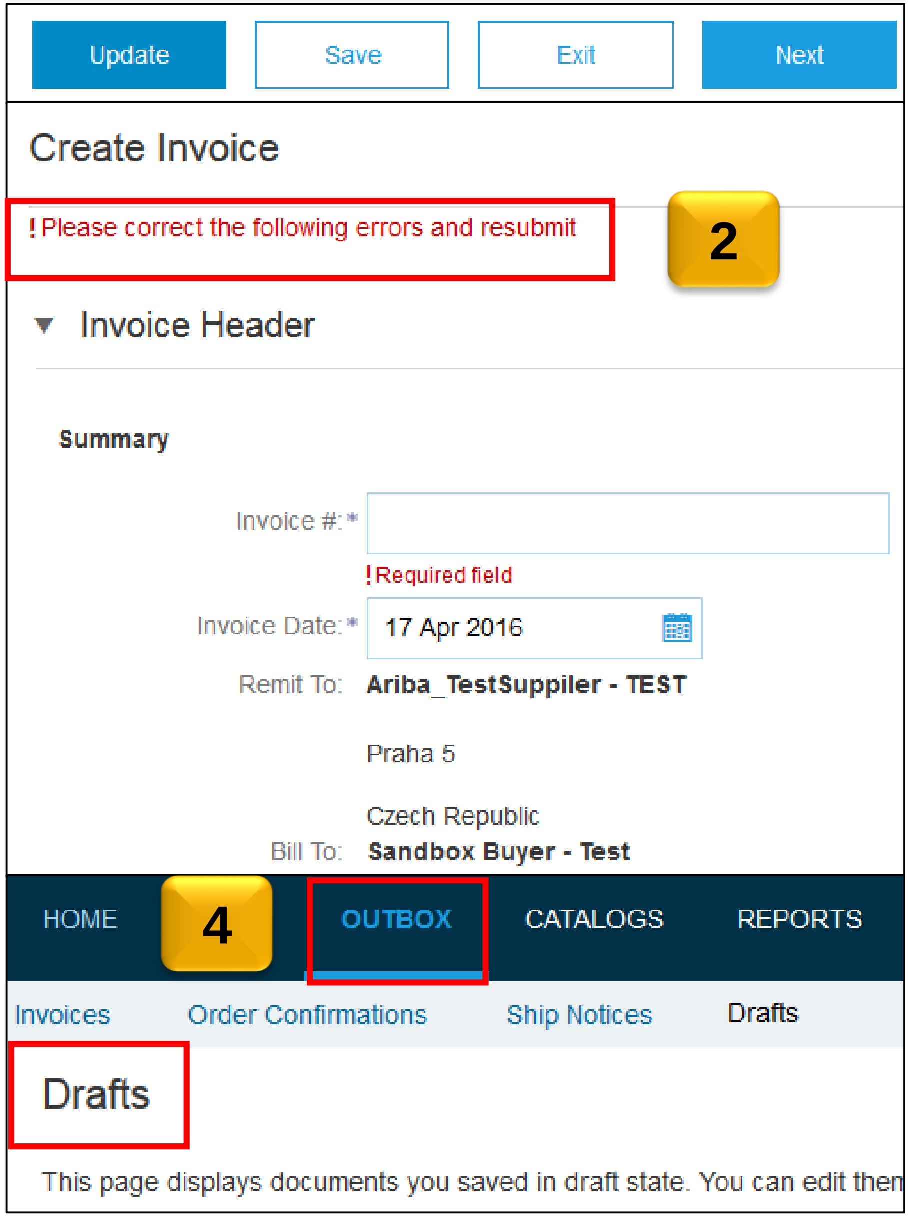
PO Flip Invoice – Review, Save, Submit

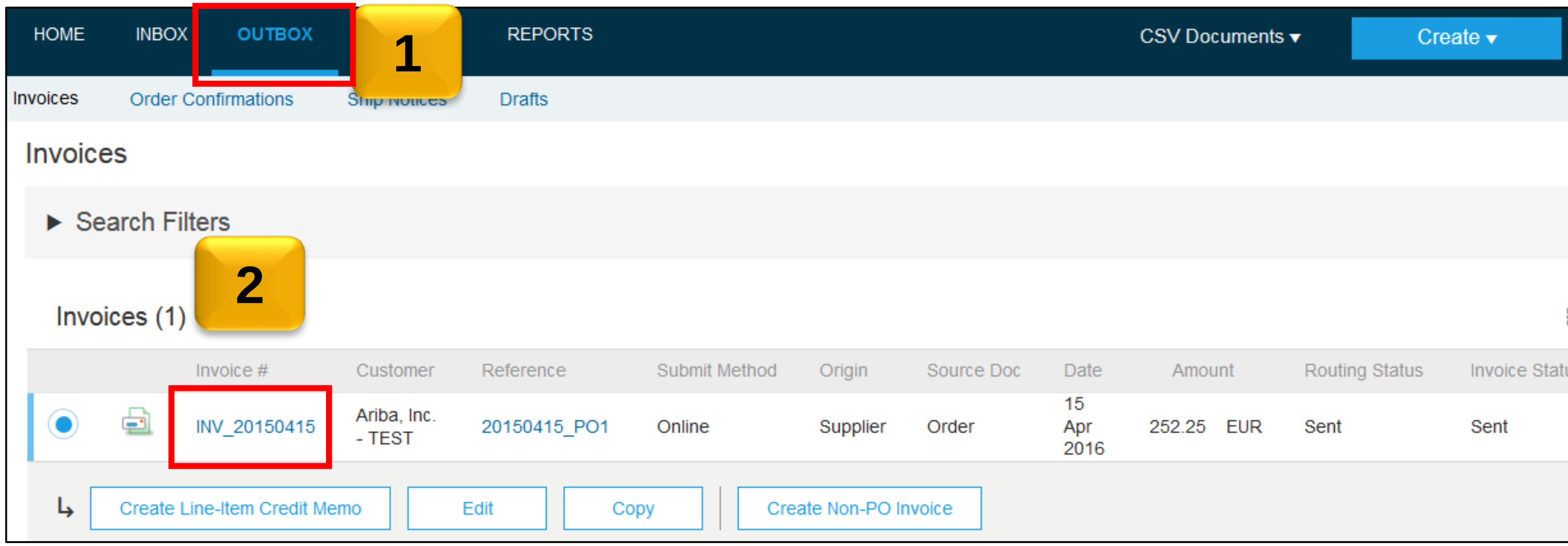
1. Review your invoice for accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. In case of any errors, you will get a notification in red where information should be corrected.
3. If no changes are needed, click **Submit** to send the invoice to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

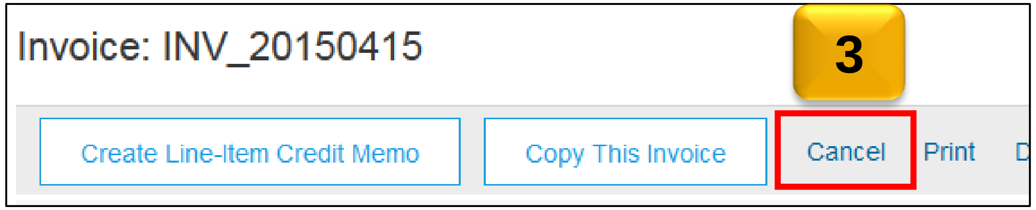
You can keep draft invoices for up to 7 days.

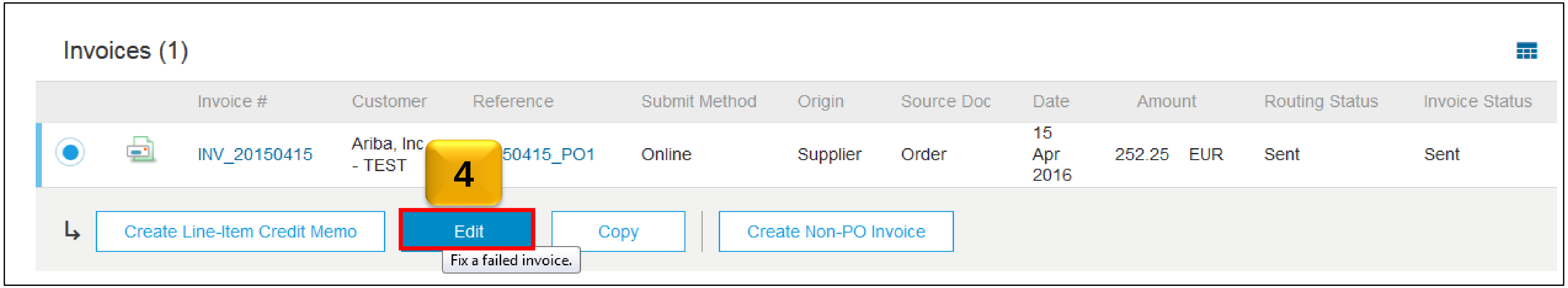


Cancel, Edit and Resubmit Invoices

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.







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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

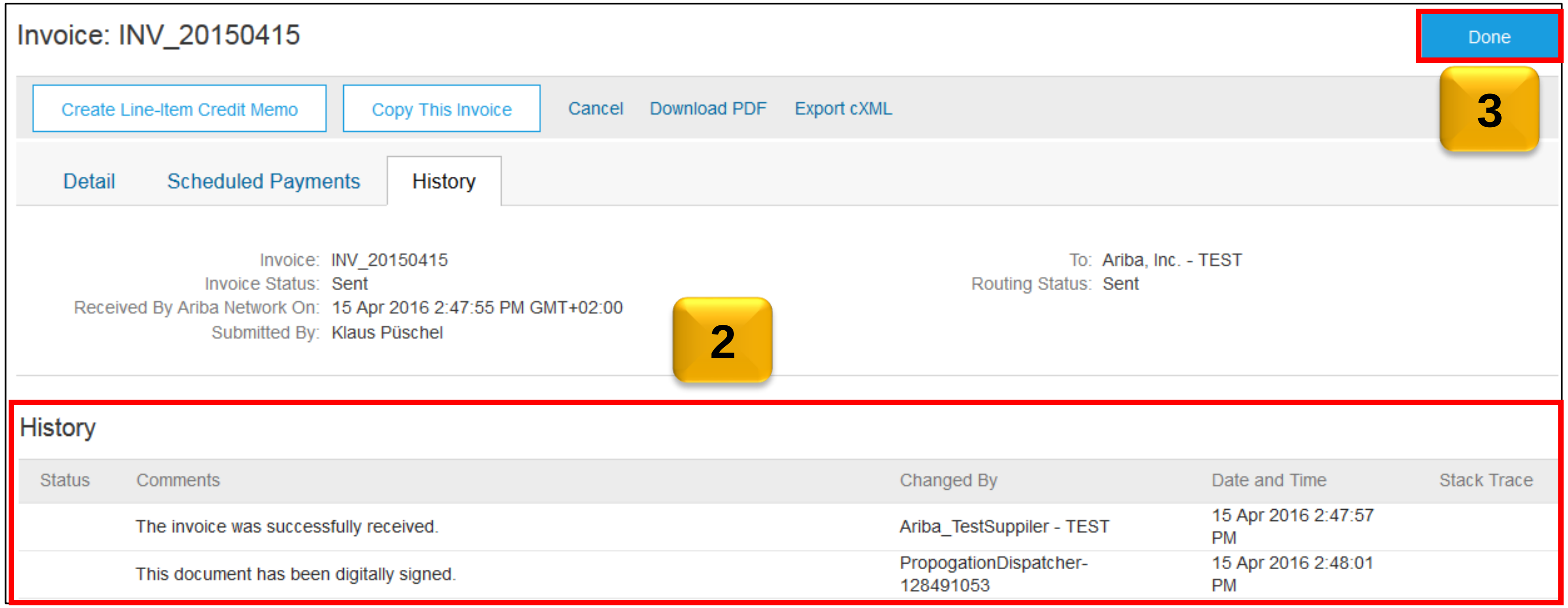
Reflects the status of Tata Power's action on the Invoice.

- **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**.



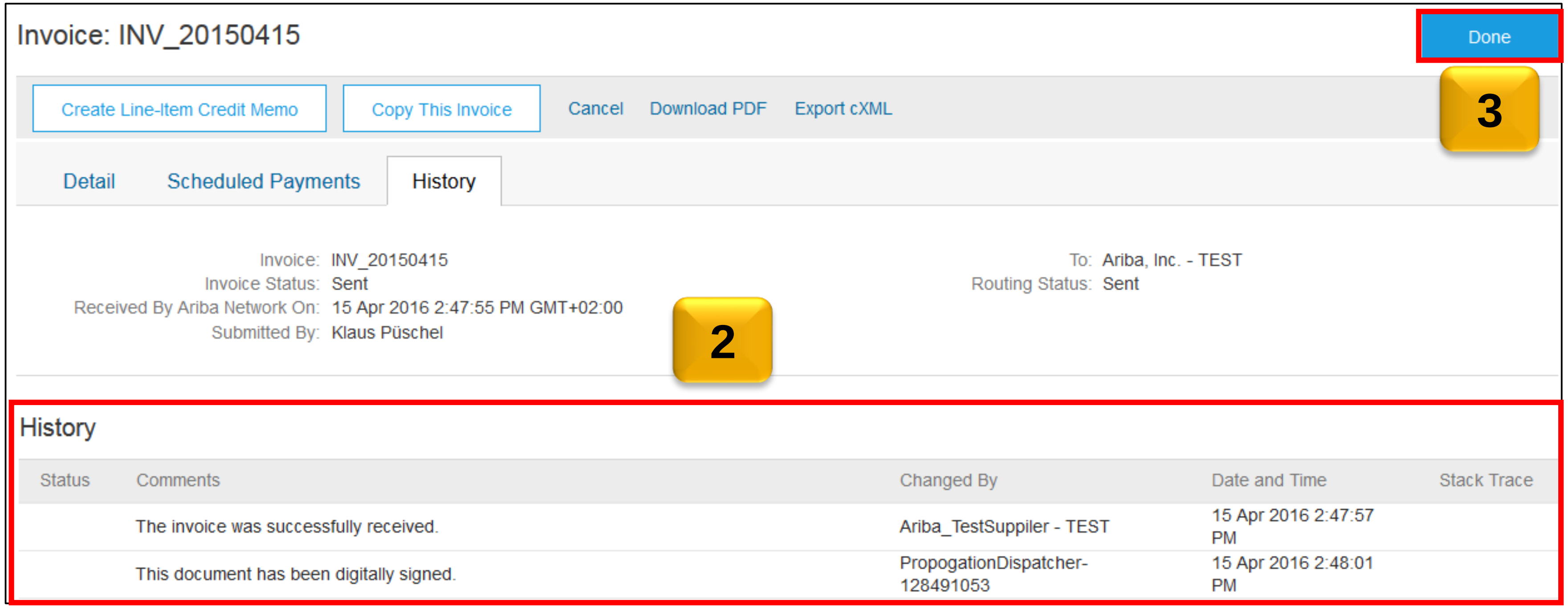
Search for Invoice - Quick Search and Refined Search

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.

Support Type	Contact
Ariba Technical Helpdesk	1. Click the **Help Centre – Support** 2. Select support option; • **Email SAP Ariba Customer Support** • **Get help by Live Chat** • **Get help by Phone**
Supplier Information Portal (Location of Training Guide/s and Video/s)	1. On the **Home** page 2. Click **Company Settings** 3. Click **Customer Relationships** 4. Click **Supplier Information Portal**
Ariba Network Registration or Configuration Support	E: apacsupplierenablement@sap.com

Tata Power Business Process Support:

Please contact your respective buyers for all your business process support needs.