

# Ariba Network Service Order Processing Guide



# Introduction

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

# Inbox – Orders and Releases

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

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

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filter

Orders and Releases (100+)

Type	Order Number ↑	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100097480	1	Hindustan Zinc Limited - TEST	100.00 INR	4 Sep 2018	Changed	Invoice	0.00 INR	Changed	Actions
Order	4100097480	0	Hindustan Zinc Limited - TEST	120.00 INR	31 Aug 2018	Obsoleted	Invoice	0.00 INR	Original	Actions
Order	4100097481	0	Hindustan Zinc Limited - TEST	80.00 INR	31 Aug 2018	Partially Invoiced	Invoice	20.00 INR	Original	Actions

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

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

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

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

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

# Table-Order Fulfillment Status Levels

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received
Changed	A Purchase Order with a change has been received
Partially (confirmed or shipped)	Only part of the items requested have been either confirmed or shipped

# Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network.

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network has been rejected. A rejected document does not meet the Buyer Transaction Rules

# Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by Hindustan Zinc Limited. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the Hindustan Zinc Limited authorised UOM's.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour



# Service Order

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

# Open the Purchase Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The Purchase Order details page will be displayed.

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100097534-poster100 quantity2	0	Hindustan Zinc Limited - TEST	40.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions ▾
Order	4100097534-poster100 quantity	0	Hindustan Zinc Limited - TEST	40.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions ▾
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions ▾
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	24 Sep 2018	New	Invoice	0.00 INR	Original	Actions ▾

# View Service Purchase Order Details

The Service Purchase Order Header displays the:

- 1) Service **Purchase Order Number**
- 2) **Order History** tab
- 3) Purchase Order **Status** (Status will change as the order is actioned)
- 4) **Routing Status**
- 5) **Payment Terms**
- 6) **Comments**
- 7) **Contact Information**
- 8) **Ship To, Bill To and Deliver To** details.

3. Scroll down to **Line Items** section

Purchase Order: 5100023759 1

Done

Create Order Confirmation ▾

Create Service Sheet

Create Invoice ▾

Create Quality Notification

Hide |

Print ▾ |

Download PDF |

Export cXML |

Download CSV |

Resend

Order Detail

Order History 2



HINDUSTAN ZINC LIMITED

From:

**Hindustan Zinc Limited**

Yashad Bhawan  
Udaipur  
20 313004  
India

To:



Purchase Order  
(New)

5100023759

Amount: 801,780.00 INR

**Payment Terms** ⓘ 5

NET 30

Due within 30 Days



Routing Status: Sent

Effective Date: 23 Sep 2018

Expiration Date: 31 Oct 2018

**Comments**

1.Contract Price :

2.Liquidity Damage : The Liquidated Damage/Penalty is not applicable.0

... [View more >](#)



**Contact Information**

Supplier Address



**Ship All Items To** 8

ZAWAR MINES-313901

DIST. UDAIPUR(Rajasthan)  
20 313901  
India

Ship To Code: 3200

Phone: + ( ) 0294-2723418/2726237

Fax: + ( ) 0294 2726241/2726243

GST ID:

08AACCS6638K1ZX

**Bill To**

**Hindustan Zinc Limited**

Yashad Bhawan  
Udaipur  
20 313004  
India  
Phone:  
Fax:

**Deliver To**

Line Items 3

# View Purchase Order Details – Line Item Level

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

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

★ 9
Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
▼ 00010			Service				30 Apr 2019		801,770.00 INR	144,318.00 INR	
Description: Canteen Management											
	00010.10	5001050060	Service			10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	<a href="#">Details</a>
Description: SPLY TEA											
						10.000 (NO)		8.00 INR	80.00 INR	0.00 INR	<a href="#">Details</a>
Description: SERV MILK TO DIFF DEPT/OFFICE/SPOTS ETC											

Order submitted on: Tuesday 25 Sep 2018 12:12 AM GMT+05:30  
 Received by Ariba Network on: Wednesday 26 Sep 2018 12:18 PM GMT+05:30  
 This Purchase Order was sent by Hindustan Zinc Limited - TEST AN01052224886-T and delivered by Ariba Network.

📄 Service Sheet Required.
 

Sub-total: 801,780.00 INR  
 Est. Total Tax: 2.00 INR  
 Est. Grand Total: 801,782.00 INR

Create Order Confirmation ▼
📄 Create Service Sheet
📄 Create Invoice ▼
Create Quality Notification
Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

★ 10
Done

# Order History

Use **Order History** to identify:

- 1) Who created a document
- 2) The date and time stamps of the various processes that have affected a document
- 3) Line Item level information

Purchase Order: 5100023759

Done

Order Detail

Order History

Purchase Order: 5100023759  
 Order Status: New  
 Submitted On: 25 Sep 2018 12:12:14 AM GMT+05:30

From Customer: Hindustan Zinc Limited - TEST  
 Routing Status: Sent



## History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128422057	26 Sep 2018 12:18:27 PM
	Email order was sent to anamika.vajpayee@sap.com.	ANPODispatcher-128500032	26 Sep 2018 12:18:36 PM
Sent	Email order was sent to anamika.vajpayee@sap.com.	OrderDispatcher - Email	26 Sep 2018 12:18:36 PM



## Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019		801,770.00 INR	144,318.00 INR	
Description: Canteen Management									
	00010.10	5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
	00010.20	5001050180		10.000		8.00	80.00 INR	0.00 INR	



# Order Confirmation

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

# Begin the Confirm Entire Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The **Purchase Order** details page is displayed. View the Purchase Order.
3. Click **Create Order Confirmation**. The drop down displays:
  - **Confirm Entire Order**
  - **Update Line Items:** Not Applicable for HZL
  - **Reject Entire Order:** Not Applicable for HZL
4. Select **Confirm Entire Order**. The **Confirming PO** page is displayed.

**Ariba Supply Chain Collaboration**

HOME **INBOX** 1 QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES

Orders and Releases Extended Collaboration Time & Expense Sheets Transport Requests Early Payments Scheduled Payments More...

**Orders and Releases**

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (9)

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5100024189	2	Hindustan Zinc Limited - TEST	9,020,000.00 INR	30 Nov 2018	New	Invoice	0.00 INR	Original	Actions
Order	4100099055		Hindustan Zinc Limited - TEST	60.00 INR	30 Nov 2018	New	Invoice	0.00 INR	Original	Actions

**Purchase Order: 5100024189** Done

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

Confirm Entire Order Update Line Items Reject Entire Order

# Order Confirmation – Confirm Entire Order - Header Level

Only fields that are marked with an asterisk are mandatory. However, there are other fields like:

- 1) **Confirmation #** – any alpha-numeric reference number you choose to provide Hindustan Zinc Limited.
- 2) **Supplier Reference** can be entered if necessary.
- 3) **Comments** can be entered if necessary.
- 4) Scroll down to the **Line Items** section and view the line items.
5. Click **Next**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:  \*

Associated Purchase Order #: 5100024189

Customer: Hindustan Zinc Limited - TEST

Supplier Reference:  \*

Comments:  \*

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010					7 Dec 2018				
Description: CAMC of Honeywell DCS for unit-1,2&3 CPP									
<p>► Schedule Lines</p> <p>Current Order Status:</p> <p><b>Confirmed As Is</b> (Estimated Completion Date: 7 Dec 2018 - This is defaulted from Requested Delivery Date in the order )</p>									

\* Indicates required field

▲ Hindustan Zinc Limited - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

# Finalise the Order Confirmation

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- 6. Review the Order Confirmation.
- 7. Click **Submit**. The **Purchase Order** details page will be displayed.
- 8. Order Status has changed to **Confirmed**.

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

**Confirmation Update**

Confirmation #: 5100024189OC  
Supplier Reference:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010					7 Dec 2018				
Description: CAMC of Honeywell DCS for unit-1,2&3 CPP									
<p>► <b>Schedule Lines</b></p> <p>Current Order Status:</p> <p><b>Confirmed As Is</b> (Estimated Completion Date: 7 Dec 2018 - This is defaulted from Requested Delivery Date in the order )</p>									
00010.10	2502050020			10.000 (NO)		300,000.00 INR	3,000,000.00 INR	0.00 INR	

6

N

**Change Purchase Order**

If you see any discrepancy in the purchase order, contact HZL and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.

Order Detail
Order History

**HINDUSTAN ZINC LIMITED**

**From:**  
Refer to Ship To Address

**To:**  
**HZL Test Supplier1 - TEST**  
 Bangalore1  
 Bengaluru  
 Karnataka 560064  
 India

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**Purchase Order**  
 (Confirmed)  
 5100024189  
 Amount: 9,020,000.00 INR

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# Create Invoice

Once a service has been carried out the invoicing process can be done

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Create hard copy of the Invoice

Step 4: Create Invoice on the Ariba Network (advised to create on the same day)

Step 5: Service Sheet is auto generated.



Service Sheets are auto generated.

1. On the **Purchase Order** details page, click **Create Invoice**.
2. Select **Standard Invoice**. The **Create Invoice** page will be displayed.

Purchase Order: 5100024189 Done

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Create Order Confirmation ▾  Create Service S   Create Invoice ▾  Create Quality Notification Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail  Order History

Standard Invoice 

Credit Memo

Line-Item Credit Memo

Line-Item Debit Memo

 HINDUSTAN ZINC LIMITED

3. Enter the **Invoice number** (any alpha-numeric reference number of your choice). It can be the invoice number that you use in your system.
4. Confirm or enter the **Invoice Date**.
5. By default the **Deduction BY HZL for early payment** field will be selected as **No**. If you select **Yes**, then payment will be released immediately after deducting 18%.



**Invoice Date**

You can backdate the invoice, but it is recommended to create the invoice on the same day that you create the hard copy of the invoice in your system.

Create Invoice

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

▼ Invoice Header

\* Indicates required field

[Add to Header](#) ▼

⚠ This invoice should be a replica of your GST Tax invoice, as HZL will make the payment as per the Ariba Invoice Values.

Summary

Purchase Order: 5100024189

Invoice #:  **3**

**4** Invoice Date: 30 Nov 2018 

⚠ Taxes will not be paid if invoice is 180 days old

Deduction By HZL for early payment:  **5**

⚠ If you opt this option payment will be release immediately by deducting cash discount @18% p.a

Vendor Invoice Amount:

⚠ Ariba invoice amount should match with vendor invoice amount because payment will be released based on Ariba invoice amount only

Service Description:

Supplier GST No as per invoice attached:

Remit To: HZL Test Supplier1 - TEST

Subtotal: 9,020,000.00 INR  
Total Tax: 0.00 INR  
Total Gross Amount: 9,020,000.00 INR  
Total Net Amount: 9,020,000.00 INR  
Amount Due: 9,020,000.00 INR

[View/Edit Addresses](#)



If the invoice is backdated beyond 180 days then the taxes will not be paid out.

# Invoicing cont.

6. Enter the **Service Start Date** and **Service End Date**.
7. Attachments are mandatory. Click **Add to Header** and select **Attachments**
8. Attach any supporting documents pertaining to this invoice by browsing for the file and clicking **Add Attachment**. Scroll down to **Line Items**.



You should attach the scanned copy of the original invoice (hard copy) that you have created using your own system. You can also attach any proof of the service provided like an approved attendance sheet.

**Additional Fields** 6

Service Start Date:\*

⚠ For Service PO ,kindly ensure Service Start Date and Service End Date are within Contract Validity Period in the Purchase Order

Service End Date:\*

Supplier: Udaipur Choose Address No value Customer: [View/Edit Addresses](#)

▼ Invoice Header \* Indicates required field

⚠ This invoice should be a replica of your GST Tax invoice, as HZL will make the payment as per the Ariba Invoice Values.

Add to Header ▼  
Additional Reference Documents and Dates  
Comment  
Attachment

**\*Attachments**

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment 8

9. You can edit the **Quantity**.

10. Click **Update** to update the Subtotal.

11. Click **Next**.

5 Line Items, 5 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:  
 Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00010				CAMC of Honeywell DCS for unit-1,2&3 CPP		<b>9</b>			
<input type="checkbox"/>	00010.10	<input checked="" type="checkbox"/>	SERVICE		CAMC DCS SYS HONEYWELL	2502050020	10	NO	300,000.00 INR	3,000,000.00 INR

**Pricing Details**
Price Unit: NO
Price Unit Quantity: 1
  
Unit Conversion: 1
Description:

**Classification**
Domain: HSNSAC
Code: 995461

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**10**
**11**

# Invoicing cont.

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- 12. Review the information.
- 13. Click **Submit**.
- 14. Click **Exit**.

**i**  
The purchase order status will now change to **Invoiced** or **Partially Invoiced**.

**N**  
**Related Documents**  
All documents submitted by you like the order confirmation and the invoice including the auto-generated service sheet will be attached to the purchase order and you can view it on the **Purchase Order** details page.

## Create Invoice

[Previous](#)
[Save](#)
[Submit](#)
[Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

## Bill Of Supply

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Invoice Number : 4100099076INV  
 Invoice Date : Friday 30 Nov 2018 9:05 AM GMT+05:30  
 Original Purchase Order : 4100099076  
 Ship Notice : 4100099076

Subtotal :	50.00 INR
Total Tax :	10.00 INR
Total Gross Amount :	60.00 INR
Total Net Amount :	60.00 INR
<b>Amount Due :</b>	<b>60.00 INR</b>

Invoice 5100024189 has been submitted.

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

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**i**

**Purchase Order**  
**(Invoiced)**  
 5100024189  
 Amount: 9,020,000.00 INR

**N**

Routing Status: Acknowledged  
 Effective Date: 29 Nov 2018  
 Expiration Date: 30 Dec 2018  
 Related Documents:
 

- 5100024189\_SS\_1
- 5100024189
- 5100024189OC

# Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ol>
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ol>
Ariba Network Related Questions	<a href="#">Click Here</a>