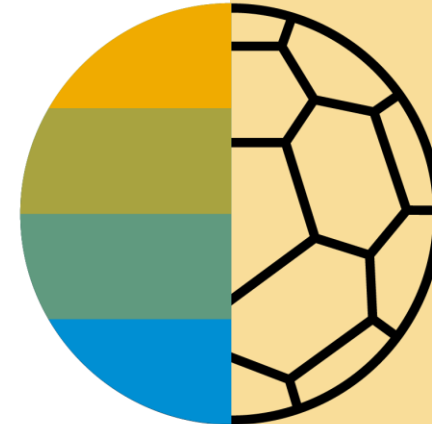


Hindustan Zinc Limited

Account Configuration Guide



Login For Existing Users

supplier.ariba.com is the URL to access your Ariba Network account.

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?

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



Login For Existing Users

Supplier Login

User Name

Password

Login

Enter the login details in the respective fields and click the **Login** button.

Having trouble logging in?

New to Ariba?

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



Switching to Sourcing Screen

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD

MESSAGES

Orders and Releases ▾ All Customers ▾ Add more Order Number

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

3 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 11 Payments Received 0 New Early Payment Offers More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select ▾
5100023937	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	10 Nov 2018	0.00 INR	Select ▾
5100021457	Hindustan Zinc Limited - TEST	New	4,321,840.83 INR	8 Nov 2018	0.00 INR	Select ▾

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Tasks Update Profile Information 15%

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On the **Home** page, to switch to the **Sourcing** screen, click the **Ariba Apps** icon.

Switching to Sourcing Screen

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD

MESSAGES

Orders and Releases ▾ All Customers ▾ Add more Order Number 🔍

Select the **PROPOSALS** option.

Company Settings ▾

- Go To My
- LEADS
- PROPOSALS**
- CONTRACTS

2

Guide Trends Refresh

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

3 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 11 Payments Received 0 New Early Payment Offers More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select ▾
5100023937	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	10 Nov 2018	0.00 INR	Select ▾
5100021457	Hindustan Zinc Limited - TEST	New	4,321,840.83 INR	8 Nov 2018	0.00 INR	Select ▾

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Switching to Sourcing Screen

Ariba Sourcing

Sourcing Home

3

Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Ariba Commerce Cloud profile enables buyers to easily identify you as a potential trading partner and invite you to participate in a sourcing event powered by Ariba Sourcing.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Access to the seller-facing capabilities of Ariba Sourcing will be made available when a buying organization has invited you to a sourcing event.

To learn how to participate in sourcing events, click [here](#) to view the documentation.

The **Sourcing Home** page will be displayed.

Next Steps

- [Review and enhance your Ariba Cloud Profile](#)
- [Update your user preferences](#)
- [Create user accounts for employees requiring access](#)

No Buyer Relationships?

[Go to Ariba Discovery](#) to discover new sourcing relationships

There are no matched postings.

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Switching to Orders and Invoices Screen

Ariba Sourcing

1



Company Settings ▾



Help Center >>

Sourcing Home

Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Ariba Commerce Cloud profile enables buyers to easily identify potential trading partner and invite you to participate in a sourcing event powered by Ariba Sourcing.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Access to the seller-facing capabilities of Sourcing will be made available when a buying organization has invited you to a sourcing event.

To learn how to participate in sourcing events, click [here](#) to view the documentation.

Create user accounts for employees requiring access

No Buyer Relationships?
[Go to Ariba Discovery](#) to discover new sourcing relationships
There are no matched postings.


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On the **Sourcing Home** page, to switch to the **Orders and Invoices** screen, click the **Ariba Apps** icon.

Switching to Orders and Invoices Screen

Ariba Sourcing

Sourcing Home

Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Ariba Commerce Network profile is visible to potential trading partners and invite you to participate in a sourcing event powered by Ariba Sourcing.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Sourcing will be made available when a buying organization has invited you to a sourcing event.

To learn how to participate in sourcing events, click [here](#) to view the documentation.

Select the **ORDERS & INVOICES** option.

Company Settings ▾

Go To My

LEADS

CONTRACTS

ORDERS & INVOICES

Next Steps

- Review and enhance your Ariba Cloud Profile
- Update your user preferences
- Create user accounts for employees requiring access

No Buyer Relationships?

[Go to Ariba Discovery](#) to discover new sourcing relationships

There are no matched postings.

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 **vedanta**
transforming elements


HINDUSTAN ZINC LIMITED

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8

Switching to Orders and Invoices Screen

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

Orders and Releases **All Customers** Add more Order Number

Orders, Invoices and Payments All Customers Last 14 days

3 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 11 Payments Received 0 New Early Payment Offers More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select
5100023937	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	10 Nov 2018	0.00 INR	Select
5100021457	Hindustan Zinc Limited - TEST	New	4,321,840.83 INR	8 Nov 2018	0.00 INR	Select

SAP Ariba

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Tasks Update Profile Information 15%

Messages

The **Home** page of the **ORDERS & INVOICES** screen will be displayed.

Update Company Profile

To configure your account, click the **Company Settings** dropdown on the **Home** page of the **ORDERS & INVOICES** screen.

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPO

Orders and Releases ▾ All Customers ▾ Add more Order Number

Orders, Invoices and Payments

3 New Purchase Orders0 Orders that Need Attention0 Invoices Rejected11 Payments Received0 New Early Payment OffersMore...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select ▾
5100023937	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	10 Nov 2018	0.00 INR	Select ▾
5100021457	Hindustan Zinc Limited - TEST	New	4,321,840.83 INR	8 Nov 2018	0.00 INR	Select ▾

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Company Settings ▾

ANID:

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Update Company Profile

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD

Orders and Releases All Customers Add more Order Number

Orders, Invoices and Payments

3 New Purchase Orders

0 Orders that Need Attention

0 Invoices Rejected

11 Payments Received

0 New Early Payment Offers

More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select
5100023937	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	10 Nov 2018	0.00 INR	Select
5100021457	Hindustan Zinc Limited - TEST	New	4,321,840.83 INR	8 Nov 2018	0.00 INR	Select

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Company Settings

ANID:

Company Profile 2

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

The **Company Profile** option will help you update your company profile.

Update Company Profile

Company Profile

3

Save

Close

Basic (4)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

Overview

You can add relevant information in the respective tabs and update your company profile.

NetworkId: AN01410188966-T

Short Description:

Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01410188966-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement

Address

Address 1:* abc

Address 2:

Address 3:

City:* bangalore

Public Profile Completeness

15%

Commodities

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

Profile Visibility Settings

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HINDUSTAN ZINC LIMITED

12

Update Company Profile

4

Company Profile

Save

Close

Basic (4)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

Overview

Company Name:*

Other names, if any:

NetworkId:

Short Description:

Website:

Public Profile:

Privacy Statement:

Characters left: 100

Customize URL

SAP Ariba Privacy Statement

Address

Address 1:*

Address 2:

Address 3:

City:*

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

Profile Visibility Settings

Do not forget to click the **Save** button after entering information in each tab or the changes will not reflect.

Setting Up Legal Profile – GSTN ID Update



HINDUSTAN ZINC LIMITED

1. On the **Home** page, Click **Company Settings**.
2. Select **Company Profile** from the dropdown list.

Ariba Supply Chain Collaboration

[HOME](#) [INBOX](#) [OUTBOX](#) [QUALITY](#) [PLANNING](#) [CATALOGS](#) [REPORTS](#) [UPLOAD/DOWNLOAD](#)

[MESSAGES](#)

Orders and Releases ▾ All Customers ▾ [Add more](#) Order Number [Q](#)

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

2 New Purchase Orders 0 Orders that Need Attention 1 Invoices Rejected 0 Payments Received 0 New Early Payment Offers [More...](#)

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4100097492	Hindustan Zinc Limited - TEST	New	100.00 INR	17 Oct 2018	0.00 INR	Select ▾
4100097492	Hindustan Zinc Limited - TEST	New	100.00 INR	17 Oct 2018	0.00 INR	Select ▾

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Company Settings ▾ **1**

SANDVIK ASIA PVT. LTD-TEST
ANID: AN01410188966-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

[View All](#)

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

[View All](#)



HINDUSTAN ZINC LIMITED

Setting Up Legal Profile – GSTN ID Update

The **Company Profile** page is displayed.

3. Click the **Basic** Tab.

Scroll down to **Additional Company addresses**.

4. Click **Create**.

Company Profile

Save

Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Customer Requested

Additional Documents

* Indicates a required field

Overview

Company Name:*

HZL Test

Other names, if any:

NetworkId: AN0

-T

Public Profile Completeness

35%

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industry

Additional Company Addresses

Address Name ↑

Address ID

VAT ID

Tax ID

Address

Country

Legal Profile Status**

No items

Create



Setting Up Legal Profile – GSTN ID Update

The **Configure Supplier Addresses Served by This Account** page is displayed.

5. Enter **Address Name**.

6. Enter **Address 1**.

7. Select the **Set Up Legal Profile** checkbox.

Configure Supplier Addresses Served by This Account

[Save](#)[Close](#)

* Indicates a required field

Address Name

Address Name: * XXX

Address ID:

VAT ID:

Tax ID:

Address

Address 1: * XXX

Address 2:

Address 3:

City: * Bangalore

State: * Karnataka [IN-KA]

Postal Code: * 560029

Country: * India [IND]

☐ 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.

Setting Up Legal Profile – GSTN ID Update

When you select the **Set Up Legal Profile** check box, the **Financial Information** section is displayed.

8. Select the desired **Supplier Type** from the dropdown list.

9. Enter **GSTN ID**.

Note: The GSTN ID must be 15 characters long, and the first two digits must be the state code.

10. Click **Save**.

The screenshot shows the 'Set Up Legal Profile' form in SAP. The 'Address' section contains the text 'XXX Bangalore Karnataka 560029 India'. Below it, the 'Set Up Legal Profile' checkbox is checked. The 'Financial Information' section is expanded, showing a 'Supplier Type' dropdown menu with 'Full GST Enabled' selected. An orange box highlights the 'Supplier Type' dropdown and the 'GSTN ID' input field. A green callout box explains that the 'Supplier Type' under GST regulations is explained in the next slide. The 'Save' button is highlighted with an orange box. Numbered red circles (8, 9, 10) indicate the steps: 8 for selecting the Supplier Type, 9 for entering the GSTN ID, and 10 for clicking Save. An information icon (i) is present in the top right corner of the form.

Address

XXX
Bangalore
Karnataka 560029
India

☒ **Set Up Legal Profile**
Check this box to provide additional taxation information for each qualified address. Ariba Network may send the information to an accredited provider. Check 'Status' on the Company Profile page for updates to your registration status.

Financial Information

Supplier Type: Full GST Enabled

GSTN ID: |

Supplier Type under GST regulations is explained in the next slide.

Save Close

Supplier Types under GST regulations



HINDUSTAN ZINC LIMITED

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

*Composition supplier is not allowed to avail input tax credit, such a supplier cannot issue a tax invoice as well. A buyer from composition dealer will not be able to claim input tax on such goods.



Electronic Order Routing

Ariba Supply Chain Collaboration

HOME

INBOX

OUTBOX

QUALITY

PLANNING

CATALOGS

REPORTS

UPLOAD/DOWNLOAD

MESSAGES

1

Company Settings

ANID:

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

2

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Orders and Releases

All Customers

Add more

Order Number

Orders, Invoices and Payments

All Customers

Last 14 days

3

New Purchase Orders

0

Orders that Need Attention

0

Invoices Rejected

11

Payments Received

0

New Early Payment Offers

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST					
5100023937	Hindustan Zinc Limited - TEST					
5100021457	Hindustan Zinc Limited - TEST					

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The **Electronic Order Routing** option under the **Company Settings** dropdown will ensure you are notified via email as and when a new purchase order is sent by HZL.

Electronic Order Routing

Network Settings

Electronic

Electronic

Accelerated

Settle

Order

Invoice

Payments

Routing

Routing

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

3

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☐ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

After selecting the **Electronic Order Routing** option, the **Network Settings** page will be displayed. Scroll down to the **New Orders** section.

Electronic Order Routing

Network Settings

SaveClose

ElectronicElectronicAcceleratedSettlement

OrderInvoicePayments

RoutingRouting

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration

Non-Catalog Orders

☐ Process non-catalog orders

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☐ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Select the **Email** option under the **Catalog Orders without Attachments** drop-down.

Electronic Order Routing

Network Settings

SaveClose

ElectronicElectronicAcceleratedSettlement

OrderInvoicePayments

RoutingRouting

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: 5 ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☐ Attach PDF document in the email message Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Catalog Orders with Attachments	Same as new catalog orders without attachments	

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 email addresses.

Electronic Order Routing

Network Settings

SaveClose

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Catalog Orders

Catalog Orders with Attachments

Select the **Include document in the email message** check-box to view the purchase order in body of the email message.

Options

Email address:

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☐ Attach PDF document in the email message

Current Routing method for new orders: Email

Attachments will be included in the order.

Electronic Order Routing

7 Save Close

Network Settings

Electronic **Electronic** Accelerated Settlement

Order Invoice Payments

Routing **Routing**

* Indicates a required field

Capabilities Preferences

External System Integration

[Configure cXML \(native\) integration](#)

[Configure Cloud Integration Gateway \(non-native integration\)](#)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email ▼	Email address: ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☐ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments ▼	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

Do not forget to click the **Save** button or none of the changes will reflect.

Electronic Invoice Routing

Ariba Supply Chain Collaboration

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES

Orders and Releases **All Customers** Add more Order Number

Orders, Invoices and Payments All Customers Last 14 days

3 New Purchase Orders 0 Orders that Need Attention 0 Invoices Rejected 11 Payments Received 0 New Early Payment Offers More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
5100023951	Hindustan Zinc Limited - TEST	New	1,603,540.00 INR	13 Nov 2018	0.00 INR	Select
5100023937	Hind					
5100021457	Hind					

Company Settings

- ANID: [redacted]
- Company Profile
- Account Settings
- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

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Tasks

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The **Electronic Invoice Routing** option under the **Company Settings** dropdown will ensure you are notified via email as and when the invoice status changes and when the invoices are undeliverable due to routing issues.

Electronic Invoice Routing

Network Settings

SaveClose

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type

Invoices

Customer Invoices

Notifications

3

Type

Send notifications when...

To email addresses (one required)

Invoice Failure

☒ Send a notification when invoices are undeliverable or rejected.

*

Invoice Status Change

☒ Send a notification when invoice statuses change.

*

After selecting the **Electronic Order Routing** option, the **Network Settings** page will be displayed. Scroll down to the **Notifications** section.

Electronic Invoice Routing

Network Settings

Save

Close

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices		
Notifications		

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	4 ☒ Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	☒ Send a notification when invoice statuses change.	*

Select the **Invoice Failure** and **Invoice Status Change** checkboxes.

Electronic Invoice Routing

Network Settings

Save

Close

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	☒ Send a notification when invoice statuses change.	*

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 email addresses.

5

Electronic Invoice Routing

Network Settings

6

Save

Close

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

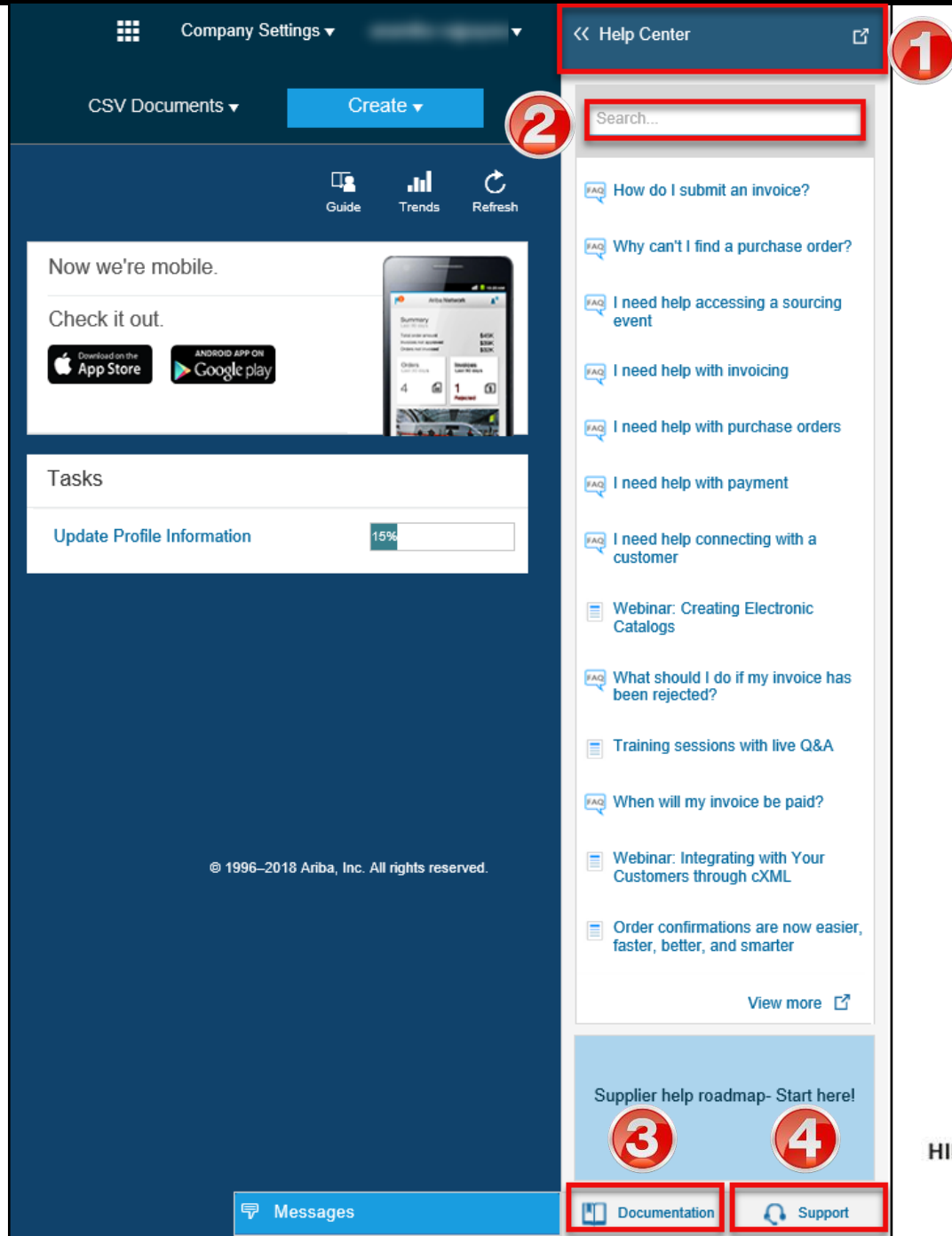
Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	☒ Send a notification when invoice statuses change.	*

Ariba Help Support

1. On the right hand side of the Home page, you will see the **Help Center** link that can be collapsed/expanded.
2. In the **Help Center** section you can type in your query in the **Search** field and all reference material (FAQs, video tutorials and documentation) pertaining to your query will be displayed below.
3. You can click the **Documentation** link to directly access the **Learning Center** page where all the product documentation and video tutorials can be accessed.
4. You can click the **Support** link to connect with the Ariba Help Support team via email, chat or phone.



The screenshot displays the Ariba Help Center interface. At the top right, a red box labeled '1' highlights the 'Help Center' link. Below it, a red box labeled '2' highlights the search bar. The main content area lists various FAQs and resources. At the bottom, two red boxes labeled '3' and '4' highlight the 'Documentation' and 'Support' links, respectively. The interface includes a top navigation bar with 'Company Settings', a 'CSV Documents' dropdown, and a 'Create' button. Below this are icons for 'Guide', 'Trends', and 'Refresh'. A mobile app promotion section is visible, followed by a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%. The footer contains copyright information and a 'Supplier help roadmap- Start here!' section.

Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to Hindustan Zinc Limited to view the following presentations to learn more about transacting with HZL:

- ❖ HZL Material Order Guide
- ❖ HZL Service Order 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
☐ Ariba Inc. Supplier Information Portal
☐ Pouliot Industries
Reject

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

Thank you.