CONFLUENCE

PARTNERING FOR PROGRESS

Dear Business Partner,

Happy New Year, Hope the year has given a good start to you and your business.

We appreciate your support extended in migrating from SRM to Ariba Network step 1.

We believe in progressive adoption of IT & automation as part of our strategic journey. Ariba is part of our Digital transformation and well geared to handle scaled up collaboration. Ariba is future ready for a digital world with ease of transaction and speed as its core strength.

You are very much part of this initiative and it will facilitate scaling up our on-going business relationship.

We are delighted to announce the launching of SAP Ariba Commerce Automation and Quality notification module from **23rd January -2019**. With the introduction of this module, we will be completely migrating from the current SRM network in which you have been receiving PO and submitting ASN / SCN. YOU WILL HAVE JUST ONE SYSTEM TO WORK WITH US---ARIBA.

Salient features & benefits of Ariba Network:

- You can implement end-to-end automation of your order management processes enabling you to collaborate with customers more efficiently and effectively on:
  - orders
  - change orders
  - confirmations
  - cancellations
  - advanced shipping notices
- Go digital with electronic invoicing on Ariba Network. It's the smart invoicing approach that simplifies invoice processing to help you get paid on time
- B2B payment capability provides a direct, automated link from PO to invoice, payment, and settlement.

- SAP Ariba Supplier mobile app is a role-based, action-oriented app you can use to get timely notifications and take immediate action on orders and invoices via Ariba Network

Summary:

Business document	Existing Process	New Process
URL	SRM URL	Supplier.ariba.com
User ID/Password	SRM User ID, Password	New User ID, password
Purchase order	PO is received in SRM system	PO is received in Ariba system
Order confirmation	Submitted in SRM system	Submitted in Ariba System
Shipment Document	SRM system	Ariba System
Goods received	No information available	Ariba System
invoice submission	Along with ASN	Separate invoice to be created and soft copy to be attached
Service entry sheet	In SRM	Not required
Remittance information	In SRM/ Self-service report	Through real time information
Helpline	HZL helpdesk	Initially HZL Helpdesk and dedicated 24x5 Ariba helpdesk
Old open POs		Would be migrated to Ariba
Sourcing activities	Not Available	Single platform for sourcing and PO related activities
B2B integration	Not possible	Available for interested Vendors

Legend	
Change	
Benefit	

Things to be done for FACILITATING business continuity

- PO confirmation in the existing system generally occurs during material dispatch. **The partners are required to confirm the PO within 48 hours of receipt through Ariba app or network.**
- Before confirmation, the vendor has to make sure that they **check whether PO tax rate and invoice tax rate are matching.**
- All partners are required to **submit Digitally signed invoices by 15th Feb 2019.**
- All partners are required to **fill e-mail of the person tasked with looking after payment advice/deduction details in the new field "payment recipient E-mail ID", provided in the Ariba system before the Go-live date.**
- All partners are requested to **RESTRICT dispatch of materials during the Go-live period from 21st- 25th of January**, to ease the burden on the system and to avoid incurring any discrepancy.
  This halt in dispatch, however, does not apply to Cement, Lime & Commodities which are required for daily call off.

Next Steps:

- **Please go through the training guide** attached herewith and familiarise yourself on receiving PO, providing Order Confirmation, submitting Advance Ship Notice (ASN) and Invoice (Replica of your ERP Invoice) processes detailed in it.
- Reach out to the relevant Unit Commercial / HZL Central help desk for clarifications.
- If queries remain unresolved, reach out to undermentioned contacts.
- Participate in the webinar's conducted by HZL and Ariba team to understand the process and clarify your doubts.
- **Reach out to Ariba Network support for any login or technical issues (Refer guide for more details)**

Open PO:

- Please note that if you have any existing open order yet to be supplied or serviced, same PO, will be migrated into your Ariba Network Account with only balance Quantity and PO number will remain same, (**May be you need to create ASN/invoices again in Ariba for In-transit material already dispatched through SRM**)

Please note that **payments will be based on the electronic Invoice received from Ariba Network only; hence make sure that your ERP Invoice and Ariba Network Invoice values are same**.

IN case of any discrepancy, please contact with your buyer to correct the Purchase Order values <u>before submission of invoice</u>.

Thank you in advance for your support. Transacting electronically will soon be a standard part of doing business with us, and we're excited to bring you along on this e-commerce journey. We look forward to our enhanced relationship during this transition and beyond.

We also acknowledge & appreciate all stakeholders for making this successful.

Kind regards,

Hindustan Zinc Ltd.
Chief Commercial Officer

Central help desk contact person

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Please feel free to contact below mention team for any query not resolved at the pertinent site commercial level.

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Enclosure: Training Guide, FAQ