



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Infosys

Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Infosys, please follow the steps below:

1

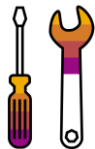


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2



Review the specifics of transacting with Infosys

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer.

We wish you a lot of success using Ariba® Network!

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SUPPORTED DOCUMENTS

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

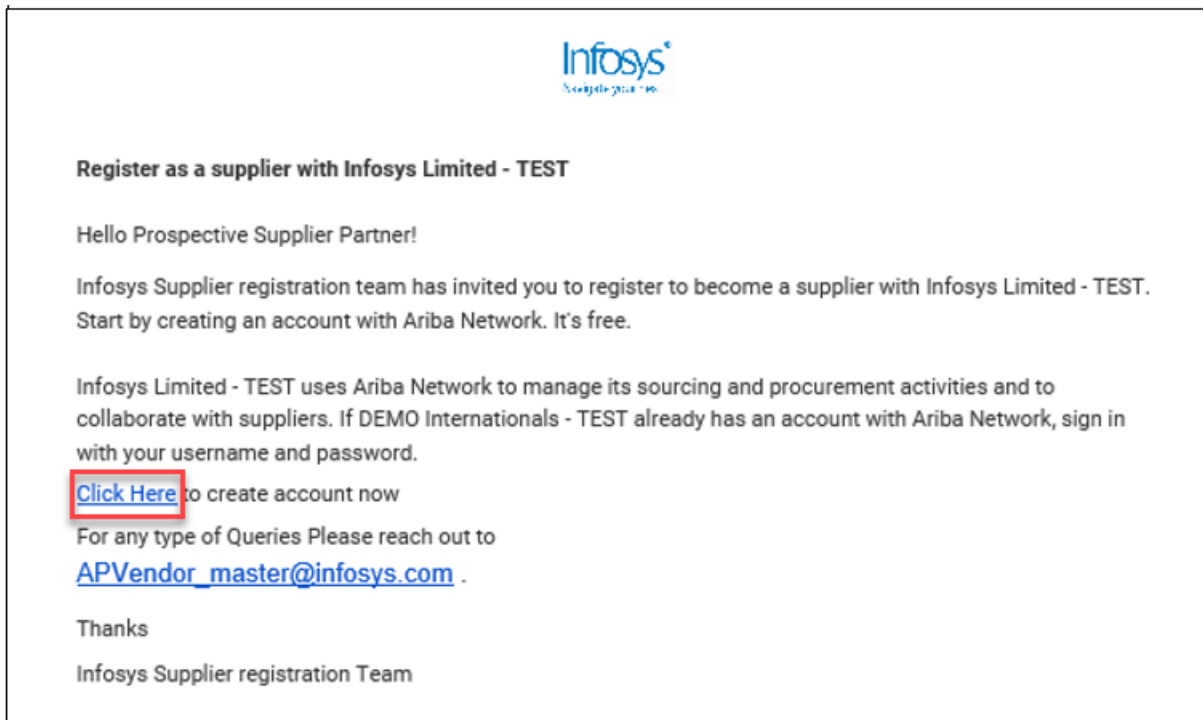
Supported Documents On this Ariba Network relationship

- **Purchase Orders**
POs from Infosys will be sent through Ariba Network
- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Ship Notices**
Apply against PO when items are shipped
- **Goods Receipt Notices**
Notification from Infosys that goods and services have been received, allowing you to start the invoicing process
- **Invoices**
Apply against a whole PO or line items
 - **Partial Invoices**
 - **Non-PO Invoices**
Against a PO not received through AN
- **Credit Memos**
Item level credits; price/quantity adjustments (PO and Non-PO)

SLP REGISTRATION AND ARIBA NETWORK ACCOUNT SET-UP FLOW

Steps:

1. Below Mail will be triggered to the registered Email-ID. Click the **Click here** link to start the registration process.



1. Click **Log in**, if you already have an account. OR Click **Sign up**, to create new account.
2. Enter **Username** and **Password**, if already have an account.
3. Click Browse to add your **Categories** and **Location**. At least one is required for registration purpose.
4. Tick the checkbox to accept the **Terms of Use** and **SAP Ariba Privacy Statement**.
5. Click **Create account and continue** once you've completed your account details.
6. Click **Continue Account Creation** for New Account Creation

NOTE: Duplicates will be Checked based on Domain and Matching Suppliers will be displayed ,if found that account already exists View the Profile and Contact Admin for Details.

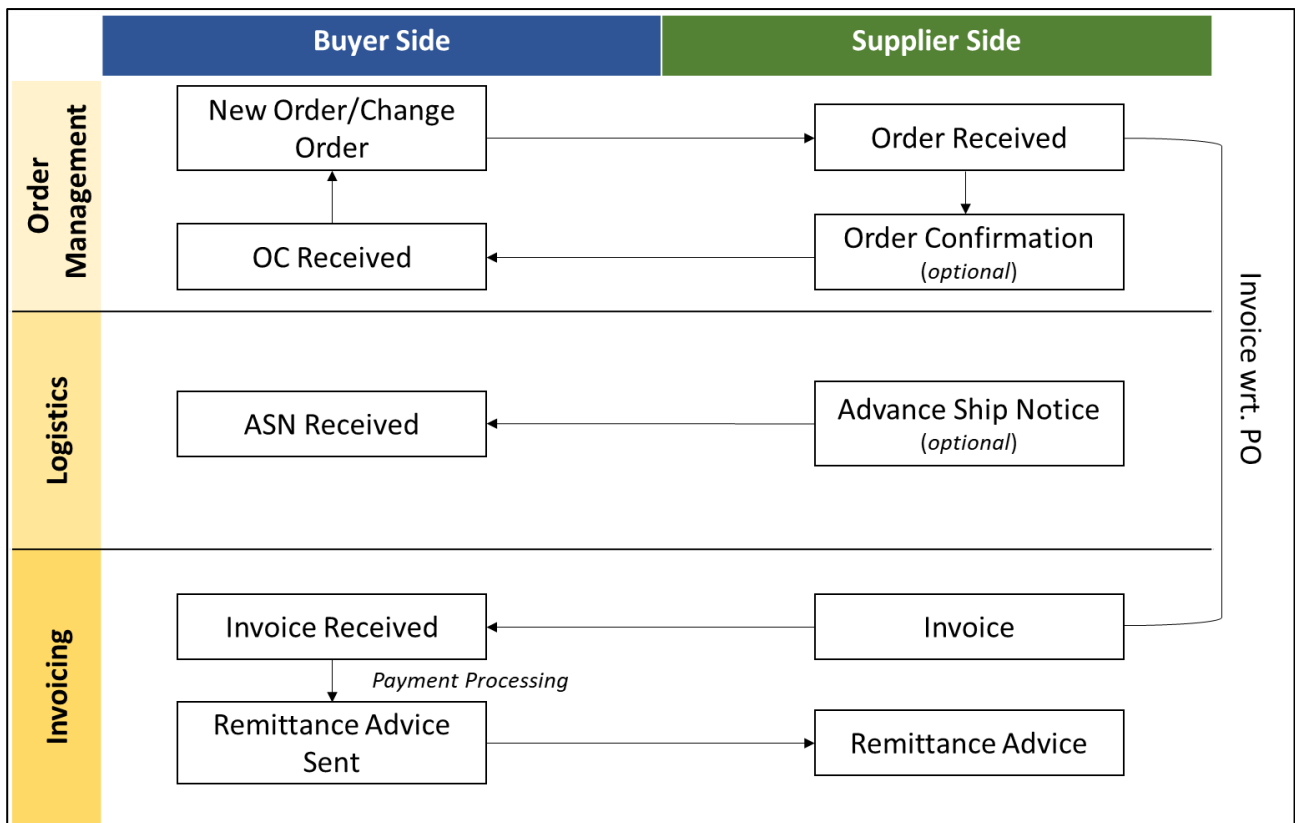
7. Click on **Supplier Registration Questionnaire** to complete your registration.
8. Select Agree from dropdown to accept **Terms & Conditions**.
9. Click **Submit Entire Response** to notify INFOSYS that you've confirmed and verified your Supplier Data.

NOTE: Please note all mandatory questions must be completed. Some of your supplier data will already be pre filled.

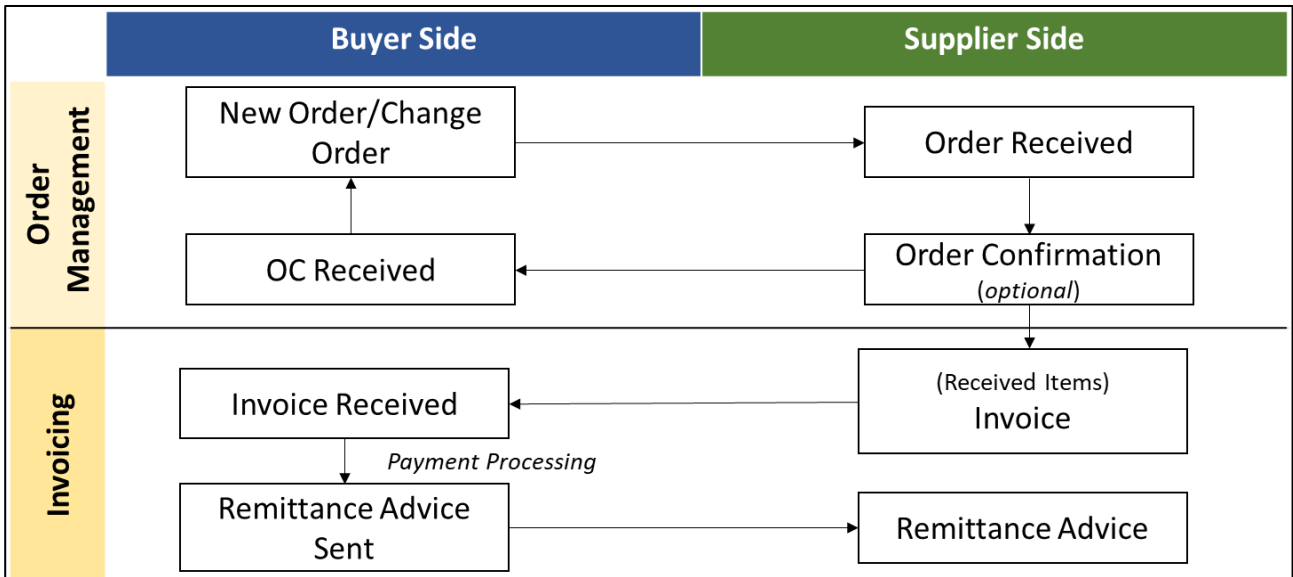
10. Complete your **Company Profile**
11. Set-up your Legal profile. Refer to [Profile Update for GST Compliance](#)
12. Configure Electronic Order Routing method and notifications
13. Configure Electronic Invoice Routing method and Tax Details
14. Configure your Remittance Information and payment methods

PROCESS FLOW

PO Flip Process Flow



GRN Flip Process Flow



SPECIFICS FOR PURCHASE ORDERS

This section mentions any specifications regarding Purchase Orders sent by Infosys through Ariba Network.

A Purchase Order (PO) is a Document of Truth and the PO number is a constant number you can always refer to and find related documents by this number.

Any changes/amendments required on the PO needs to be communicated to Infosys outside the system.

SPECIFICS FOR PURCHASE ORDER CONFIRMATIONS

Important Points:

- The **Confirmation #** refers to any alpha-numeric reference number you would like to assign to the Order Confirmation document. The **Confirmation #** is not a mandatory field.
- Enter the **Est. Delivery Date**.
- Provide a reason when rejecting an order.

To view if order confirmations are required or not:

1. On the Purchase Order details screen, scroll down to the **Line Items** section and click the **Show Item Details** or the **Details** link.

| Line Items | | | | | | | Show Item Details |
|------------|----------------------|--------------|-------------|------------|--------------|-----------|-----------------------------------|
| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | |
| 10 | | 10.000 (LOT) | 27 Oct 2020 | 121.00 INR | 1,210.00 INR | 60.50 INR | Details |

2. Under the **Control Keys** section, you can see if you are required to create an order confirmation.

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | |
|--------------------------|----------------------|--------------------------|-------------|------------|--------------|-----------|-------------------------|
| 10 | TRAP,OIL & GREASE | 10.000 (LOT) | 27 Oct 2020 | 121.00 INR | 1,210.00 INR | 60.50 INR | Summary |
| Status | | | | | | | |
| 0 Invoiced | | Amount: 0.00 INR | | | | | |
| 10.000 Unconfirmed | | | | | | | |
| Other Information | | | | | | | |
| HSN/SAC Code: | | 2710 | | | | | |
| Control Keys | | | | | | | |
| Order Confirmation: | | required before shipping | | | | | |
| Ship Notice: | | not allowed | | | | | |

SPECIFICS FOR SHIP NOTICES

Important Points:

- Creating a Ship Notice is mandatory for cases as flagged so in the PO.
- The **Packing Slip ID** refers to any alpha-numeric reference number you would like to assign to the Ship Notice document.
- Enter the **Delivery Date**.
- You can do partial shipment by editing the **Ship QTY** field.
- You are allowed to attach any supporting documents to the ship notice.
- The reference of the ASN will be automatically copied into the corresponding invoice.

To view if Ship Notice is allowed or not:

1. On the Purchase Order details screen, scroll down to the **Line Items** section and click the **Show Item Details** or the **Details** link.

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | |
|--------|----------------------|---------------|-------------|------------|---------------|------------|-------------------------|
| 10 | TRAP,OIL & GREASE | 113.000 (LOT) | 22 Oct 2020 | 121.00 INR | 13,673.00 INR | 683.66 INR | Details |

2. Under the **Control Keys** section, you can see if you are required to create a ship notice.

| Line Items | | | | | | | Hide Item Details | |
|---|----------------------|---------------|-------------|------------|---------------|------------|-------------------|--|
| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | | |
| 10 | TRAP,OIL & GREASE | 113.000 (LOT) | 22 Oct 2020 | 121.00 INR | 13,673.00 INR | 683.66 INR | Summary | |
| Status 113.000 Unconfirmed | | | | | | | | |
| Other Information HSN/SAC Code: 2710 | | | | | | | | |
| Control Keys Order Confirmation: required before shipping | | | | | | | | |
| Ship Notice: allowed | | | | | | | | |

GOOD RECEIPT NOTICES

A Goods Receipt Notice (GRN) is sent by Infosys to inform you of what they have received into their system from the shipment you sent.

- GRN- Flip POs require the goods and services to be received by Infosys prior to invoicing.
- In the Order; the **Create Invoice** button will remain inactive until a GRN is received.
- The reference of the GRN will be automatically copied into the corresponding invoice.

SPECIFICS FOR PO-BASED INVOICES

Important Points:

- The **Invoice #** refers to your ERP system generated invoice number.
- Confirm/enter the **Invoice Date**. Future-dated invoices are not allowed.
- Enter the User/Requestor email ID. Only the Infosys and/or its group companies email ID will be allowed.
- **Suppliers registered under India GST:**
If you are required to issue e-invoice as per Rule 48(4) of CGST Rules,2017 then please attach the Digitally signed ERP generated Invoice or NIC signed invoice downloaded from IRP Portal with the file name "INVOICE"(PDF format only) - as first attachment.
If you are not covered under above provision then digitally generated Ariba invoice will be treated as valid invoice and submitting your ERP invoice is optional.However other supporting documents are mandatory for processing.
- **Suppliers other than INDIA region:**
Please attach your ERP generated original invoice with the file name "INVOICE"(PDF format only)- as first attachment.
However other supporting documents are mandatory for processing.
- IRN number is mandatory for India vendors for whom e-invoicing is mandatory
- TCS (Tax Collected at Source) on goods, if applicable **U/s 206C (1H)** of the Indian Income Tax Act, needs to be added as a separate line item in the invoice.
- In the **Additional Fields** section, select the supplier ship from location.
- **Shipping Cost** (if any) can be added as a separate Line Item in the invoice.

- Create invoices with line item quantity greater than zero **ONLY**.
- In case of building Rental Invoice , Real estate Contract No is mandatory
- Bank Details has to be chosen from the List of Accounts maintained in the Profile. If the same is not updated in the Infosys Records , kindly update the same via SLP.
- Supplier Country should match to the Purchase Order.
- Enter taxes at line item level **ONLY**.

Additional Information specific to India Vendors

1. **PAN Number** will be flipped from the PO.
2. Enter the **Supplier GSTIN**. If you have the Legal profile set-up this will populated automatically. Also, it should match with the GSTIN mentioned in the Purchase Order.
3. SEZ declaration is mandatory for the Indian GST registered Vendors if the Bill to Address is a SEZ Location & the rate of Tax applicable is Zero.
4. CGST & SGST Rates should be the same.
5. Customer GSTN No will be flipped from the PO.
6. Valid HSN has to be entered for India Invoice
7. If the Bill to Location is SEZ (India), then CGST & SGST cannot be chosen.
8. GST Unregistered/Composition Scheme Vendors cannot charge any Taxes

| IDOC Validation | Specific To |
|--|-------------|
| SEZ declaration is mandatory for the Indian GST registered Vendors if the Bill to Address is a SEZ Location & the rate of Tax applicable is Zero. | India |
| In case of building Rental Invoice , Real estate Contract No is mandatory | Generic |
| CGST & SGST Rates should be the same. | India |
| Customer GSTN No will be flipped from the PO. | India |
| Bank Details has to be chosen from the List of Accounts maintained in the Profile. If the same is not updated in the Infosys Records , kindly update the same via SLP. | Generic |
| Valid HSN has to be entered for India Invoice | India |
| Sold to Address field is mandatory for Non PO Invoices | Non PO |
| Supplier Country should match to the Purchase Order. | Generic |
| If the Bill to Location is SEZ (India), then CGST & SGST cannot be chosen. | India |
| GST Unregistered/Composition Scheme Vendors cannot charge any Taxes | India |

- Line Item Number for Unplanned Cost should not be the same as the PO Line Item Number

COUNTRY-BASED INVOICE SPECIFICS

This section mentions any specific country-based transaction rules that should be observed by suppliers regarding invoices.

Important Points:

Canada

1. Scroll down to the **Additional Fields** section and select the **Supplier Ship From** location as **Canada**.
2. Enter the **Customer VAT/Tax ID**.

The screenshot shows a form for Canada. At the top, there is a dropdown menu for 'Supplier' with 'Canada' selected. Below it, the address is listed as 'calgary AB, Canada'. The 'Bill From' is 'Vodafone Idea Limited' with the address 'Bangalore, Karnataka, India'. There is a checkbox for 'Tax paid through a Tax Representative' which is unchecked. Under 'Supplier VAT', the 'Supplier VAT/Tax ID' is '980000'. On the right side, there is a 'Choose Address' dropdown with 'No value' selected, and an 'Email' field. At the bottom right, there is a 'Customer VAT' section with a 'Customer VAT/Tax ID:*' field highlighted by a red box.

Singapore

1. Scroll down to the **Additional Fields** section and select the **Supplier Ship From** location as **Singapore**.
2. Enter the following:
 - **Customer VAT/Tax ID/GSTIN**
 - **Supplier Commercial Identifier**
 - **Supplier Legal Form**
 - **Supplier GST ID**
 - **Customer GST ID**

The screenshot shows a form for Singapore. At the top, there is a dropdown menu for 'Supplier' with 'sing-tel' selected. Below it, the address is listed as 'Singapore, Singapore'. The 'Bill From' is 'Telstra Singapore Pte Ltd - TEST' with the address 'Singapore, Singapore'. There is a disclaimer: 'TAX ID No appearing in 'Bill From address' section belongs to 'Supplier address' appearing in this document'. There is a checkbox for 'Tax paid through a Tax Representative' which is unchecked. Under 'Supplier VAT', the 'Supplier VAT/Tax ID' is 'AADCT5366N'. Under 'Customer VAT', the 'Customer PAN number' is 'AACCP4478N'. There are two fields highlighted with red boxes: 'Customer VAT/Tax* ID/GSTIN:' with the value '29AACCP4478N1ZO' and 'Supplier Legal Form:*'. At the bottom, there is an 'Additional Singapore Specific Fields' section with two fields highlighted with red boxes: 'Supplier GST ID:*' with the value 'AADCT5366N' and 'Customer GST ID:*'.

France

1. Scroll down to the **Additional Fields** section and select the **Supplier Ship From** location as **France**.
2. Enter the **Supplier VAT/Tax ID**, **Customer VAT/Tax ID** and the **Supplier Company Capital**.

| | | | |
|----------------------------|---------------------------------------|------------------------|----------|
| Supplier: | France | Choose Address: | No value |
| | Test | Customer: | |
| | Centre-Val de Loire | Email: | |
| | France | | |
| Bill From: | Vodafone Idea Limited | | |
| | Bangalore | | |
| | Karnataka | | |
| | India | | |
| <input type="checkbox"/> | Tax paid through a Tax Representative | | |
| Supplier VAT | | Customer VAT | |
| Supplier VAT/Tax ID: * | | Customer VAT/Tax ID: * | |
| Supplier Company* Capital: | | | |

United Kingdom

1. Scroll down to the **Additional Fields** section and select the **Supplier Ship From** location as **United Kingdom**.
2. Enter the **Supplier VAT/Tax ID**, **Customer VAT/Tax ID** and the **Supplier Company Capital**.

| | | | |
|--------------------------|---------------------------------------|------------------------|----------|
| Supplier: | UK address | Choose Address: | No value |
| | READING | Customer: | |
| | Surrey | Email: | |
| | United Kingdom | | |
| Bill From: | Vodafone Idea Limited | | |
| | Bangalore | | |
| | Karnataka | | |
| | India | | |
| <input type="checkbox"/> | Tax paid through a Tax Representative | | |
| Supplier VAT | | Customer VAT | |
| Supplier VAT/Tax ID: * | | Customer VAT/Tax ID: * | |

United States of America

1. Scroll down to the **Additional Fields** section and select the **Supplier Ship From** location as **USA**.
2. Enter the **Customer VAT/Tax ID**.

| | |
|---|--------------------------|
| Supplier: USA | Choose Address: No value |
| Seattle, WA United States | Customer: |
| Bill From: Vodafone Idea Limited | Email: |
| Bangalore Karnataka India | |
| Supplier VAT | Customer VAT |
| Supplier VAT/Tax ID: | Customer VAT/Tax ID: * |

3. For Cross-border transactions, where there is billing from Non-US to US Location, **W8 Bene Form** is mandatory.

SPECIFICS FOR CREDIT MEMOS

Credit Memos can be created only against line-items of PO's and Non-PO Invoices.

Important Points:

- Credits are supported against specific line items from a previously submitted invoice.
- Credits can be for full or partial amounts.
- Provide a reason for each credit memo.- **Mandatory**.

SPECIFICS FOR NON-PO INVOICES

Important Points:

- The **Invoice #** refers to your ERP system generated invoice number.
- Confirm/enter the **Invoice Date**. Future-dated invoices are not allowed.
- Enter the User/Requestor email ID. Only the Infosys and/or its group companies email ID will be allowed.
- **Suppliers registered under India GST:**
If you are required to issue e-invoice as per Rule 48(4) of CGST Rules,2017 then please attach the Digitally signed ERP generated Invoice or NIC signed invoice downloaded from IRP Portal with the file name "INVOICE"(PDF format only) - as first attachment.
If you are not covered under above provision then digitally generated Ariba invoice will be treated as valid invoice and submitting your ERP invoice is optional.However other supporting documents are mandatory for processing.
- **Suppliers other than INDIA region:**
Please attach your ERP generated original invoice with the file name "INVOICE"(PDF format only)- as first attachment.
However other supporting documents are mandatory for processing.
- IRN number is mandatory for India vendors for whom e-invoicing is mandatory
- TCS (Tax Collected at Source) on goods, if applicable **U/s 206C (1H)** of the Indian Income Tax Act, needs to be added as a separate line item in the invoice.
- In the **Additional Fields** section, select the supplier ship from location.

- In the **Additional India Specific Information** section enter the **Supplier GSTIN**. If you have the Legal profile set-up this will populated automatically.
- **Shipping Cost** (if any) can be added as a separate Line Item in the invoice.
- Sold to Address field is mandatory for Non PO Invoices
- In case of building Rental Invoice, Real estate Contract No is mandatory
- Bank Details has to be chosen from the List of Accounts maintained in the Profile. If the same is not updated in the Infosys Records, kindly update the same via SLP.
- Create invoices with line item quantity greater than zero **ONLY**.
- Enter taxes at line item level **ONLY**.
- **Additional Information specific to India Vendors**
 1. SEZ declaration is mandatory for the Indian GST registered Vendors if the Bill to Address is a SEZ Location & the rate of Tax applicable is Zero.
 2. CGST & SGST Rates should be the same.
 3. Valid HSN has to be entered for India Invoice
 4. If the Bill to Location is SEZ (India), then CGST & SGST cannot be chosen.
 5. GST Unregistered/Composition Scheme Vendors cannot charge any Taxes

REMITTANCE ADVICE


To view a remittance advice:

1. Click **Inbox** dropdown on the **Home** page. Select the **Remittances** option. The **Remittances** page is displayed.
2. Click the relevant **Transaction #**. The **Remittance Advice** page will be displayed.
3. You can view the payment details like the **Amount Paid**, **Estimated Settlement Date** and the **Transaction Date**.

Remittance Advice: INFY.2000000039.0000 (Paid) To Search Results

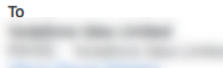
[Print](#) [Export cXML](#) [Download CSV](#)

[Detail](#) [History](#)



From
Infosys Limited - TEST
PAYER: Infosys Ltd
[\(Show Payer Details\)](#)

To



REMITTANCE ADVICE
INFY.2000000039.0000 (Paid)

Gross Amount: 33,433.33 INR
Withholding Tax: (425.00 INR)

Amount Paid: 33,008.33 INR

Estimated Settlement on 19 May 2020

Payment Detail

Payment Method: **Other (Swift Transfer)**

Reference Number: **2000000039** ⓘ

Related Payment: **INFY.2000000039.0000** ⓘ

Identified Differences: **None**

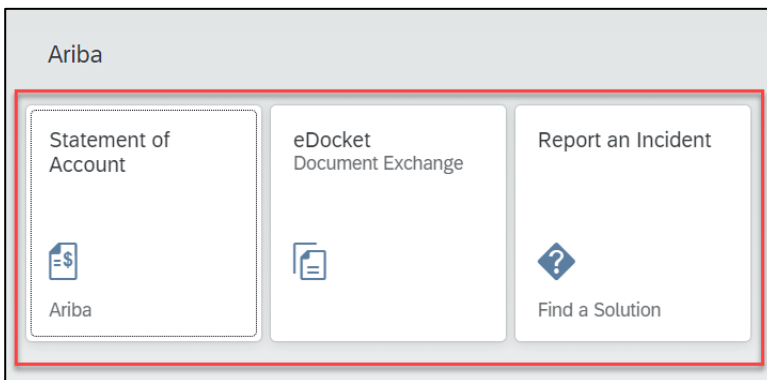
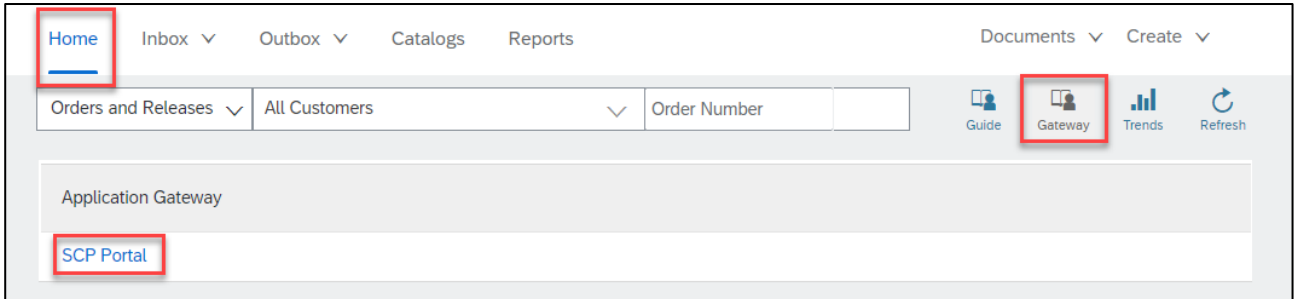
Routing Status: **Sent**

Transaction Date: **20 May 2020**

SAP CLOUD PLATFORM (SCP) PORTAL

To view the SCP Portal:

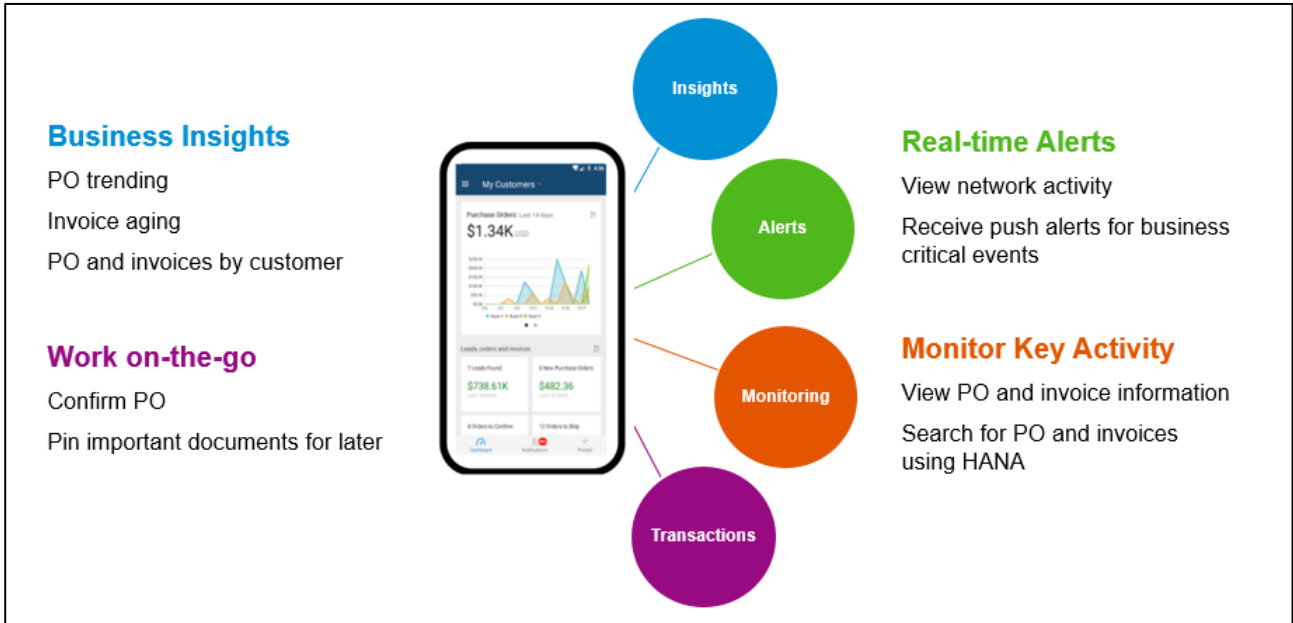
1. On the **Home** page, click the **Gateway** tab on the right side of screen.
2. Click the **SCP Portal** link. The **SCP Portal** page will be displayed.



Refer to the link below for more information on the SCP portal.

[Infosys SAP Cloud Platform App Quick Reference Guide](#)

SUPPLIER MOBILE APP



The SAP Ariba Supplier Mobile APP allows you to confirm a purchase order, receive important alerts for key activities, and view invoice information from virtually anywhere, at any time. Just use your smart phone or tablet to stay up to date on business transactions – even when you are out of the office. The mobile app is available instantly through the Apple iTunes App Store, and also on Google Play for Androids.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center

If you need assistance regarding business processes, please contact the Infosys project team at the following email address: InfySupplierPortal@infosys.com

www.sap.com/contactsap

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