

Frequently Asked Questions
(FAQ) for
Ariba PO to Pay Process

This FAQ is subjected to Disclaimer: - [Please click here for Disclaimer](#)

Benefits of using Ariba*:

1. Orders / Documents repository in portal
2. Visibility of pending Supply / Service
3. Intimation of Goods receipt on real time basis
4. Intimation of Payment remittance
5. Visibility of Invoice wise Payment in portal
6. Online query resolution with Buyer

*All above subjected to completing entire cycle thru Ariba

Table of Contents:

Contents

A. Supplier Information Portal 6

A.1. Where can a Supplier find the tutorial for Ariba transaction? 6

A.2. How to access the Supplier Information Portal? 6

B.Login / Ariba Account related 7

B.1. What infrastructure do I need to use the Ariba Network?..... 7

B.2. How do I see Ariba applications in a different language? 7

B.3. How secure is the Ariba Network? 8

B.4. How a Supplier can login to the Ariba portal? 8

B.5. What to do if Supplier do not remember the Username and Password of the Ariba Supplier Login? 8

B.6. How can Supplier know the Administrator details of their Ariba account?..... 9

B.7. What if the Administrator of the Ariba account is pursuing a different role and Email id of the Administrator is expected not to be available for use? 10

B.8. What if the Administrator of the Ariba account has already left organization without re-assigning the Administrator Email id to other individual or Email id of the Administrator is no longer in use to retrieve the Username/Password?..... 10

B.9. Why is Administrator Email id important and what activities can be done with this?..... 10

B.10. How to change / transfer Administration Email id / Username? 11

B.11. Which permissions should Administrator assign to add User in their Organization to give access for order view, Ship Notice creation, Service Sheet Creation & Invoice creation?..... 12

B.12. How can Administrator create Roles for different Users? 12

B.13. How to add Users / Sub-users to an ANID thru Administrator profile? 13

B.14. Up to how many Users can an Administrator add to the Ariba account? 14

B.15. Can a Supplier have multiple Ariba account? 14

B.16. How to link different Ariba accounts, if Supplier has multiple ANID's? 14

B.17. Where can a Supplier view their Ariba ANID?..... 15

B.18. How can a user change or update their email address or username?..... 16

B.19. Can any Ariba account have more than one Administrator?..... 16

B.20. How do I change my remittance address and banking information? 16

B.21. Is it possible to access SAP Ariba from Mobile device? 17

C. Ariba Transaction related	18
C.1. Order Receipt / Confirmation / Status	18
C.1.1. How is a Supplier intimated once an order is released?	18
C.1.2. Can Order notification be received on other email addresses also? If yes, then How?.....	18
C.1.3. How to view Orders after Login to Ariba?	19
C.1.4. What to do after receiving order thru Ariba email?.....	20
C.1.5. What if Supplier has Clicked on "Workbench" and then "Orders" but not able to see the respective order in the list for which they have received an email intimation?.....	20
C.1.6. How to submit the "Order Confirmation" in Ariba?	21
C.1.7. What is the significance of various "Order Status" in Ariba?	22
C.2. Ship Notice & Invoice.....	23
C.2.1. When to create Ship Notice in Ariba against any order and what are the pre-requisites for creation of Ship Notice?.....	23
C.2.2. How to create Ship Notice in Ariba against any order?	23
C.2.3. Should Supplier create Ship Notice without pre-requisites as indicated in D.1?	25
C.2.4. What is the combination of Invoice number permitted to be mentioned in Ariba?	25
C.2.5. What to do if Ship Quantity is greater than the Order Quantity but within the Order Tolerance limit?	25
C.2.6. Does a Supplier need to edit the Quantity of Supply every time Ship Notice is created?.....	26
C.2.7. What to do when Supplier identifies mistake in Ship Notice before creation of Invoice?.....	26
C.2.8. When can Supplier create Ariba Invoice against a Ship Notice?.....	26
C.2.9. How to create Ariba Invoice against any Ship Notice in an Order?.....	26
C.2.10. Can Supplier create Single Ariba Invoice against multiple Ship Notices?.....	28
C.2.11. Can Supplier create multiple Invoice against single Ship Notice?	28
C.2.12. What to do when Supplier identifies or is intimated about mistake in Ship Notice or Ariba Invoice after submitting the Ariba Invoice?	28
C.3. Service Sheet & Invoice	29
C.3.1. When to create Service Sheet in Ariba against any order and what are the pre-requisites for creation of Service Sheet?	29
C.3.2. How to create Service Sheet in Ariba against any order?	29

C.3.3. How to know the correct "Adani E-Mail Id" to be filled in Service Sheet?.....	31
C.3.4. Can a Supplier create multiple Service Sheet with same Service Sheet Number?	31
C.3.5. How a Supplier comes to know if Service Sheet is approved by Adani & Invoice can be raised?	31
C.3.6. What to do if a Service Sheet is "Rejected" by Adani?	32
C.3.7. When can Supplier create Ariba Invoice against a Service Sheet?	32
C.3.8. How to create Ariba Invoice against any Service Sheet in an Order?	32
C.3.9. Can a Single Ariba Invoice be created using multiple approved Service Sheet?	342
C.3.10. What to do when Supplier identifies about mistake in Service Sheet or Ariba Invoice after submitting the Ariba Invoice?	34
D. What if Suppliers question is not covered in FAQ?	35
E. Do's & Don't	35

A. Supplier Information Portal

A.1. Where can a Supplier find the tutorial for Ariba transaction?

Answer: Supplier can visit the "Supplier Information Portal" on the link mentioned below to view all the tutorials / information / FAQ related to Ariba.

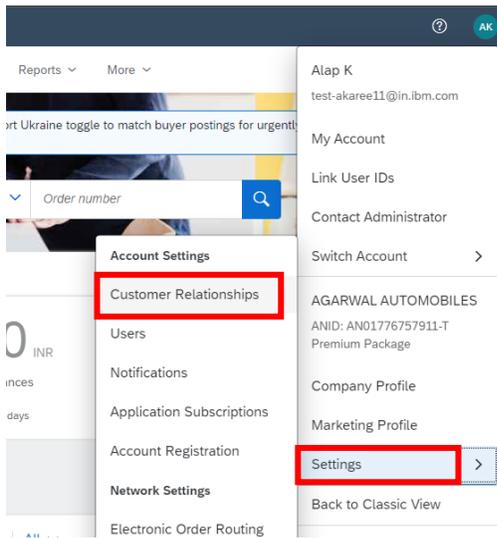
<https://support.ariba.com/item/view/193490>

	<h3>Commerce Automation</h3> <p>Standard Account Functional Training Video</p> <p>Enterprise Account Functional Training Video</p> <p>Notifications to Suppliers from Ariba Network</p> <p>View Commerce Automation process (PO's and Invoices) for transacting via the Ariba Network.</p>		<h3>Adani Training Guides</h3> <p>Ariba Network User Guide</p> <p>Ariba Network ID (ANID) Creation and Supplier Login Guide</p> <p>How to Edit Ship Notice</p> <p>Supplier self help document Service order</p> <p>Supplier self help document Material order</p> <p>How to Send Purchase Order to E-mail</p> <p>Guides to help suppliers transact via the Ariba Network.</p>
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A.2. How to access the Supplier Information Portal?

Answer: Steps to access the Supplier Information Portal:

1. On the **Home** page, click the **Account Settings** icon > **Settings** > **Customer Relationships**
2. In the **Current** section, click the Supplier Information Portal link beside the customer's name.



Also, Supplier can directly go to the portal thru the link provided above.

B. Login / Ariba Account related

B.1. What infrastructure do I need to use the Ariba Network?

Answer: A regular Internet connection and a web browser are the only requirements.

B.2. How do I see Ariba applications in a different language?

Answer: The language you see on your Ariba account is based on your language settings in your Internet browser.

Using Internet Explorer:

1. Click **Tools > Internet Options > Languages**.
2. In the **Language Preference** window, click **Add** to add the desired language.
3. Select the language to add and click **OK**.
4. This language will need to be placed at the top of the list using the **Move up** button.
5. Click **OK** and click **OK** again from the **Internet Options** window.

Using Mozilla Firefox:

1. Click **Tools > Options > Content > Languages > Choose**.
2. Select the language you want and click **Add**.
3. This language will need to be placed at the top of the list using the **Move up** button.
4. Click **OK** and click **OK** again from the **Options** window.

Using Google Chrome:

1. Click the options menu in the upper right corner and choose **Settings**.
2. Click **Show advanced settings**.
3. In the **Languages** section, click **Language and input settings**.
4. Click **Add**.
5. Choose the language you want and click **OK**.
6. Drag this language to the top of the list and click **Done**.
7. Close the options tab.

Next, close your browser and reopen it for the changes to take effect. If the language you select is not supported by Ariba, it defaults to English.

Additional Information

Your browser languages does not change the language you specify for email notifications.

Ariba solutions support the following languages:

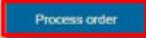
English (en), French (fr), Italian (it), German (de), Spanish (es), Japanese (jp), Simplified Chinese (zh-cn), Traditional Chinese (zh-tw), Brazilian Portuguese (pt-br), Korean (ko), Russian (ru), Polish (pl), Hungarian (hu), Turkish (tr), Dutch (nl), Swedish (sv), Greek (el), Romanian (ro), Norwegian (no), Danish (da), Finnish (fi), Czech (cs), Croatian (hr).

B.3. How secure is the Ariba Network?

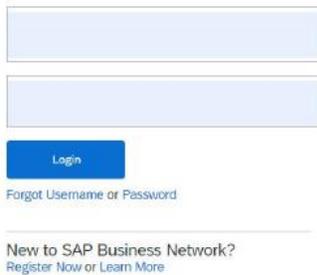
Answer: The Ariba Network uses Secure Hypertext Transfer Protocol (HTTPS) for all communication between procurement applications, suppliers, and the Ariba Network. HTTPS is the standard for secure Internet communication and uses Secure Socket Layer (SSL) with RSA Labs encryption. Additionally, accounts on the Ariba Network are password protected.

B.4. How a Supplier can login to the Ariba portal?

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

Also, Supplier can click on "Process Order" hyperlink  in the received mail which will re-direct them to the Ariba Login portal.

Supplier Login



Have the Ariba Supplier Mobile app?



Do you use the Ariba Supplier Mobile app? We want to hear from you. Fill out this short survey to tell us how we can make this app better for you. If you don't yet have the app, download it free from the Google Play or Apple App store.

[Learn More](#)

B.5. What to do if Supplier do not remember the Username and Password of the Ariba Supplier Login?

Answer: Supplier can click on "Forgot Username or Password" link below the "Login" hyperlink on the Login page which will re-direct them to the recover Username & Password page.



After entering the registered Email id, Supplier will receive an Email notification wherein they can reset Password or know the Username.

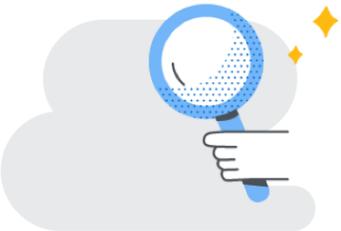
SAP Business Network ?

Recover your username

Enter the email address you used to register with SAP Business Network.

Email address

Submit Cancel



SAP Business Network ?

Reset your password

Enter the email address you used to register with SAP Business Network.

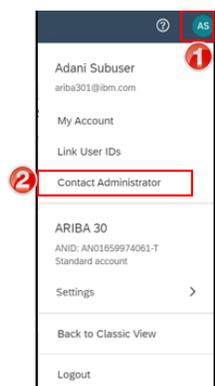
Email address

Submit Cancel



B.6. How can Supplier know the Administrator details of their Ariba account?

Answer: On the **Home** page, click the **Account Settings** icon → Click Contact Administrator → View the Administrator details.



3

Account Administrator Information

Name: Adani Userr
 Email Address: aman.andotra@ibm.com
 Office Phone: +1 1234
 Fax:

B.7. What if the Administrator of the Ariba account is pursuing a different role and Email id of the Administrator is expected not to be available for use?

Answer: Concerned Administrator should ensure to change the Administrator Email id by going into the Ariba Account setting and mention the Email id of individual who will further be taking care of the transactions. This must be noted that there will be only one Administrator Email id for O1 ANID (i.e. Ariba account). Please note an email to approve the account details change will go to the current admin, post the approval, the email address will change to new one. If not one can use process mentioned under B.7.

B.8. What if the Administrator of the Ariba account has already left organization without re-assigning the Administrator Email id to other individual or Email id of the Administrator is no longer in use to retrieve the Username/Password?

Answer: Supplier can self-help themselves by raising support ticket as per following process

- 1) Go to supplier.ariba.com > and Click on Help Center on top right of the page >
- 2) Click on 'Support'
- 3) Click 'Contact Us'
- 4) Select the relevant issue that you need help with
- 5) Select 'I need to reassign the administrator account'.
- 6) Select 'Create Case'
- 7) Fill in the required details, including your contact number
- 8) Click on 'One last step' at the bottom right corner
- 9) On the next page, Select phone as an option & click submit & wait for the support engineer to contact you.

Alternatively Supplier needs to send an Email to aribahelpdesk@adani.com (+91 79 255 55044) requesting for change of email id of the Administrator and re-assigning the responsibilities to other individual with appropriate reason.

B.9. Why is Administrator Email id important and what activities can be done with this?

Answer: Only Administrator can add on other individuals (Users & Sub-Users) from their organization and assign / approve specific responsibilities. Although all added individuals will have their login id and password, but they can only complete those activities in Ariba for which Administrator has assigned them the access/role.

B.10. How to change / transfer Administration Email id / Username?

Answer: Steps to change / transfer Account Administrator Role:

1. On the **Home** page, click the **Account Settings** icon.
2. Click **Settings > Users**
3. Click the **Manage Users** tab > Select the **checkbox of the user**
4. Scroll to the right and click **Actions > Make Administrator**
5. Select a **Role** for the user and click **Assign**

The screenshots illustrate the following steps:

- Step 1:** A user profile dropdown menu is shown with the user's name 'Adani Userr' and email 'ariba30@ibm.com'. A red circle with the number '1' is next to the user's name.
- Step 2:** The 'Users' option is selected in the account settings menu. A red circle with the number '2' is next to it.
- Step 3:** A table of users is shown with columns for 'Username' and 'Email Address'. The user 'ariba301@ibm.com' with email 'um18200@stu.ximb.ac.in' has a checked checkbox. A red circle with the number '3' is next to the row.
- Step 4:** The 'Actions' menu is open, and 'Make Administrator' is selected. A red circle with the number '4' is next to it.
- Step 5:** The 'Assign a Role' dialog is shown with 'Proposals and Contracts Access' selected. A red circle with the number '5' is next to the 'Assign' button.

Note: This has to be done only thru existing Administrator login only.

B.11. Which permissions should Administrator assign to add User in their Organization to give access for order view, Ship Notice creation, Service Sheet Creation & Invoice creation?

Answer: Roles needs to be created by the Administrator in order to give access for different categories. Permission to be selected, Roles to be created & then assigned –role description is mentioned below for reference.

Permission	Description	Category
Permission to download current transactions	Permission to download current transactions	PO and Invoice transaction
Inbox and Order Access	View and search documents in Inbox and take actions based on your role	PO and Invoice transaction
Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)	PO and Invoice transaction
Outbox Access	View and search documents in Outbox and take actions based on your role	PO and Invoice transaction
Services Access	Perform Services actions with limited access to transactions information	PO and Invoice transaction
Payment Activities	Manage your payment activities	PO and Invoice transaction

B.12. How can Administrator create Roles for different Users?

Answer: Steps to create Roles for Users

1. On the **Home** page, click the **Account Settings** icon.
2. Click **Settings > Users**
3. Under the **Manage Roles** tab, click **+**
4. Enter a **Name** for the role.
5. Select the appropriate permissions using the check boxes.
6. Click **Save**

Note: Creation of Roles is important to assign responsibilities to Users added by Administrator.

The screenshot shows the user management interface. On the left, a sidebar menu has 'Users' highlighted with a red box and the number '3'. Above it, a profile card for 'Adani User' has a red circle with 'AU' and the number '1'. Below the profile card, 'Settings' is highlighted with a red box and the number '2'. On the right, the 'Manage Roles' tab is active and highlighted with a red box. Below it, 'Roles (2)' is highlighted with a red box and the number '4'. At the bottom right, a red box with a '+' sign and the number '5' indicates the button to create a new role.

* Indicates a required field

Create Role Save Cancel

New Role Information

Name * 6

Description:

Permissions

Each role must have at least one permission.

Page 1 v >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel

B.13. How to add Users / Sub-users to an ANID thru Administrator profile?

Answer: Before Adding Users Administrator need create Roles (Step to create Roles is mentioned in Q9 above).

Once **Roles** is created, following steps needs to be completed:

1. On the **Home** page, click the **Account Settings** icon.
2. Click **Settings > Users**
3. Under the **Manage Users** tab, click **+**
4. Enter the user's information (**Username, Email Address, First Name, Last Name and Phone**)
5. Select a role in the **Role Assignment** section.
6. Assign a customer (All customers or Select Customers).
7. Click **Done > Save**

The screenshot shows the SAP Ariba user management interface. On the left is a navigation menu with 'Users' highlighted (3). The main header has 'Manage Users' (4). Below it, there are checkboxes for 'Enable assignment of orders to users with limited access to Ariba Network.' and 'Require two-factor authentication (applies for all users of your organization)'. A filter section allows searching by 'Username' (5). Below the filter is a '+', 'Apply', and 'Reset' button. The 'New User Information' form (6) includes fields for Username, Email Address, First Name, Last Name, and Office Phone. A 'Role Assignment' table (7) shows an 'Admin' role. The 'Customer Assignment' section (8) has radio buttons for 'All Customers' (selected) and 'Select Customers'. At the bottom right, there is a 'Done' button (9) and a 'Cancel' button.

Note: Username should be in email address format and if the email address is already being used for different customer, then use a number or customer name as prefix or suffix to email Id for easy identification.

B.14. Up to how many Users can an Administrator add to the Ariba account?

Answer: 2000. However, for one customer, a supplier can have only one Ariba account per Vendor ID.

B.15. Can a Supplier have multiple Ariba account?

Answer: Yes, a company can have multiple Ariba accounts, depending on their business needs. For example, if a company has several locations around the world, they might want a separate account for each region.

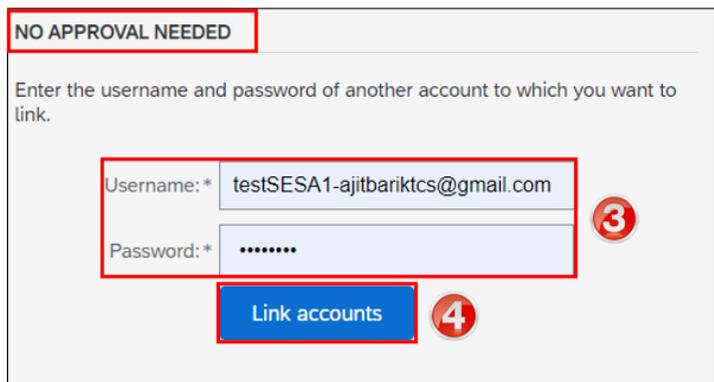
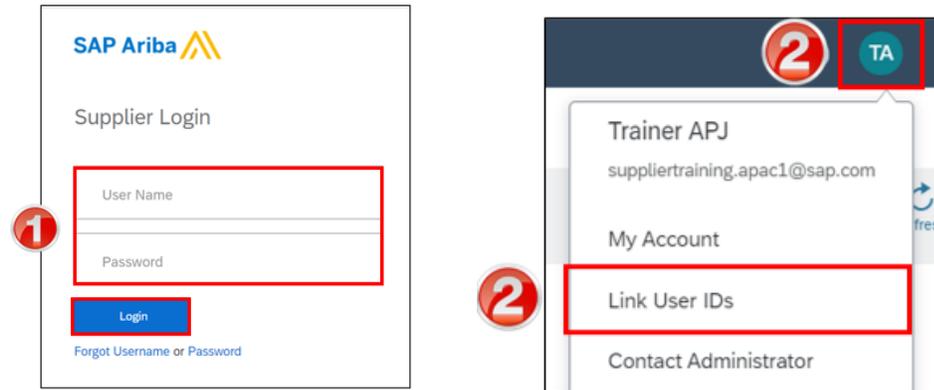
Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all their customer relationships.

B.16. How to link different Ariba accounts, if Supplier has multiple ANID's?

Answer: To link two public supplier accounts below steps to be followed:

1. Log in as one of the accounts.
2. On the **Home** page, click **Account Settings** icon > **Link User IDs**
3. Enter the username and password for the user account you wish to link under the **NO APPROVAL NEEDED** section.

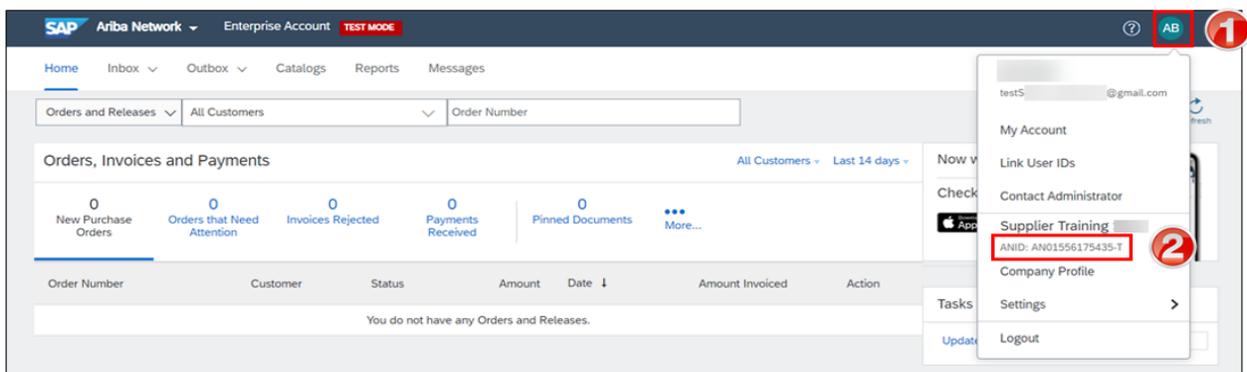
4. Click **Link accounts**



B.17. Where can a Supplier view their Ariba ANID?

Answer: Steps to view the ANID of any Ariba account.

1. On the **Home** page, click the **Account Settings** icon.
2. The ANID will be displayed under your Company Name.

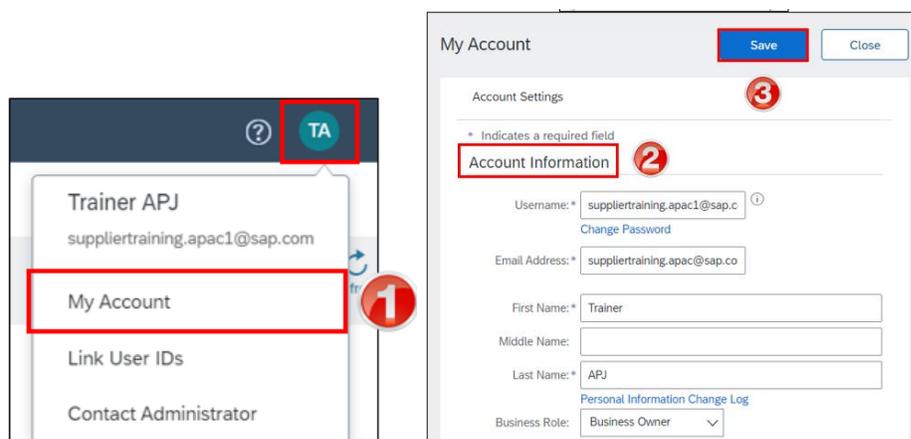


B.18. How can a user change or update their email address or username?

Answer: To update the email address, username, contact information, preferred language, time zone or currency on your account, below steps to be followed:

1. On the Home page, click **Account Settings** icon > **My Account**
2. In the Account Information section, edit fields as needed.
3. Click **Save**

Once the email address is changed, the old email will receive a email with link to approve the change.



B.19. Can any Ariba account have more than one Administrator?

Answer: Only one user can be named the administrator of any account. Sub users can be granted all permissions to give them access to everything on the account with the exception of the Users page. Only the account administrator can manage users and roles.

B.20. How do I change my remittance address and banking information?

Answer: You edit your bank information when defining your remittance address:

1. Click **Account Settings** icon > **Settings** in the upper right corner of the **Home** page.
2. Select **Remittances**.
3. Click **Create** in the **EFT/Check Remittance** section.
4. Add or update your bank account information.
5. Tick the box to the left of **Include Bank Account Information in invoices**.
6. Click **OK**, then click **Save**.

Your updated remit-to information will appear on new invoices you create.

Additional Information

You must be the administrator or have the **Payment Profile** permission to access the Remittances page.

Your customer requires their suppliers to provide bank details on invoices. You'll receive an error message on the invoice if you haven't added bank information to your remittance address. If you see an error, you can click **Add bank accounts details** to configure your remittance address with bank information. After you add bank information, you are returned to the invoice entry page and can submit the invoice to your customer.

If you update your bank account information while you have unpaid invoices, contact your customer to make sure the bank account information is updated in your customer system as well.

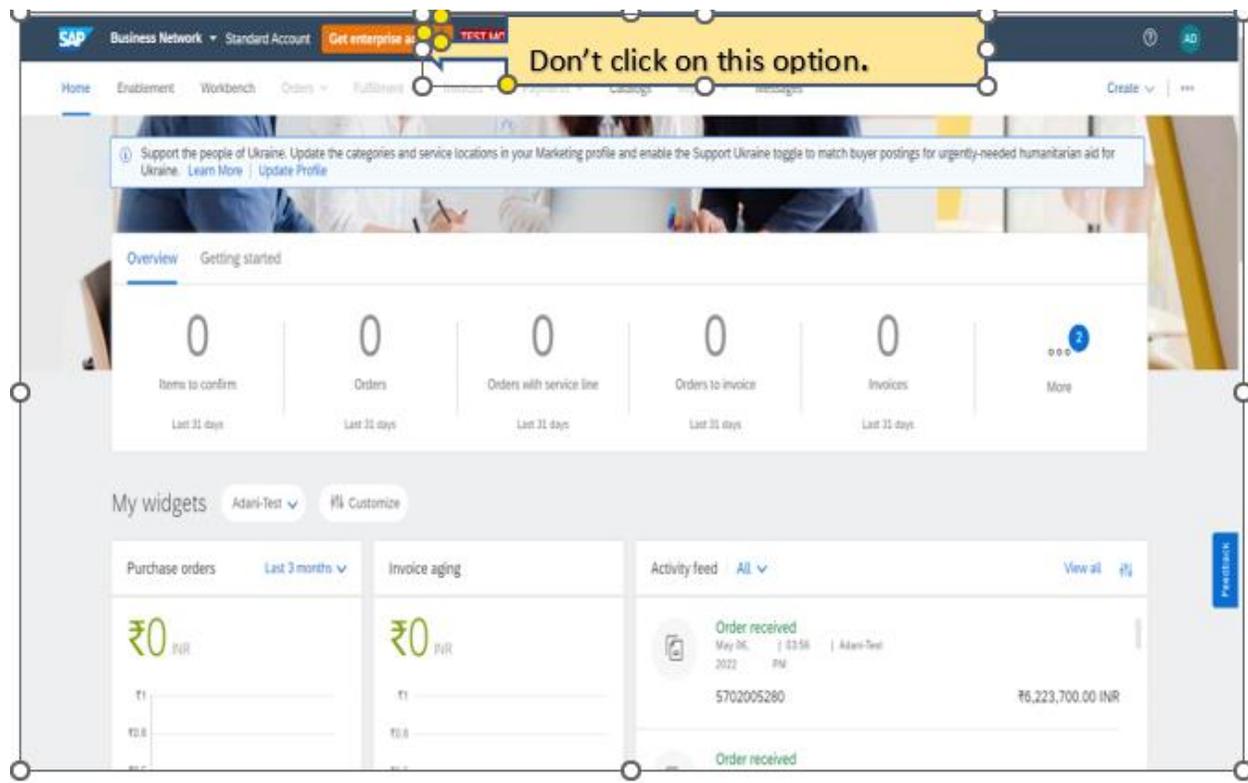
B.21. Is it possible to access SAP Ariba from Mobile device?

Answer: Yes. It can be downloaded from here:

iOS : <https://itunes.apple.com/us/app/ariba-supplier-mobile/id1056749681?ls=1&mt=8>

Android : <https://play.google.com/store/apps/details?id=com.sap.ariba.mint>

Note : Suppliers engaged with Adani are offered only Standard Account of SAP Business Network as Enterprise Account features are available on Chargeable basis so it is requested that **DO NOT Click** on following **"Get Enterprise account"** on following Button else you will get Billing in US\$ directly from SAP Ariba and on non-payment of this your existing Account/ANID shall get disabled for further transactions.

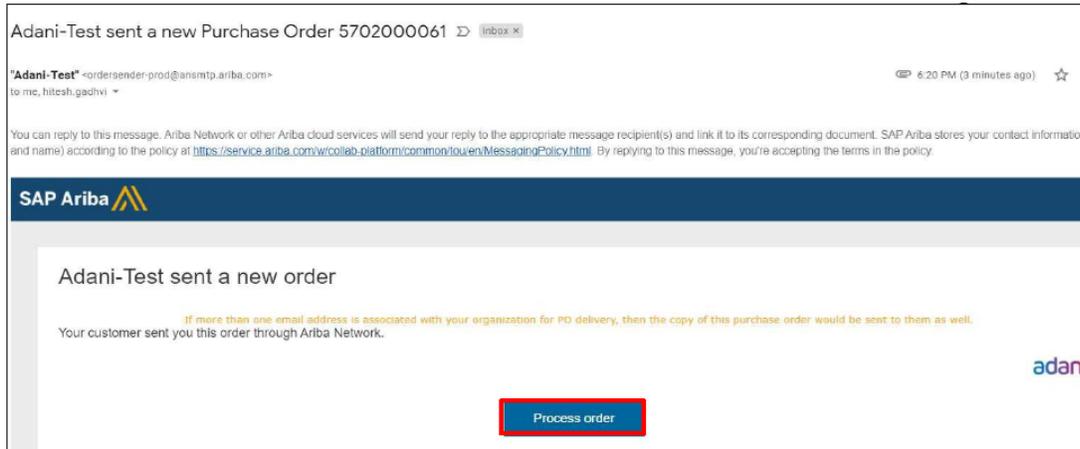


C. Ariba Transaction related

C.1. Order Receipt / Confirmation / Status

C.1.1. How is a Supplier intimated once an order is released?

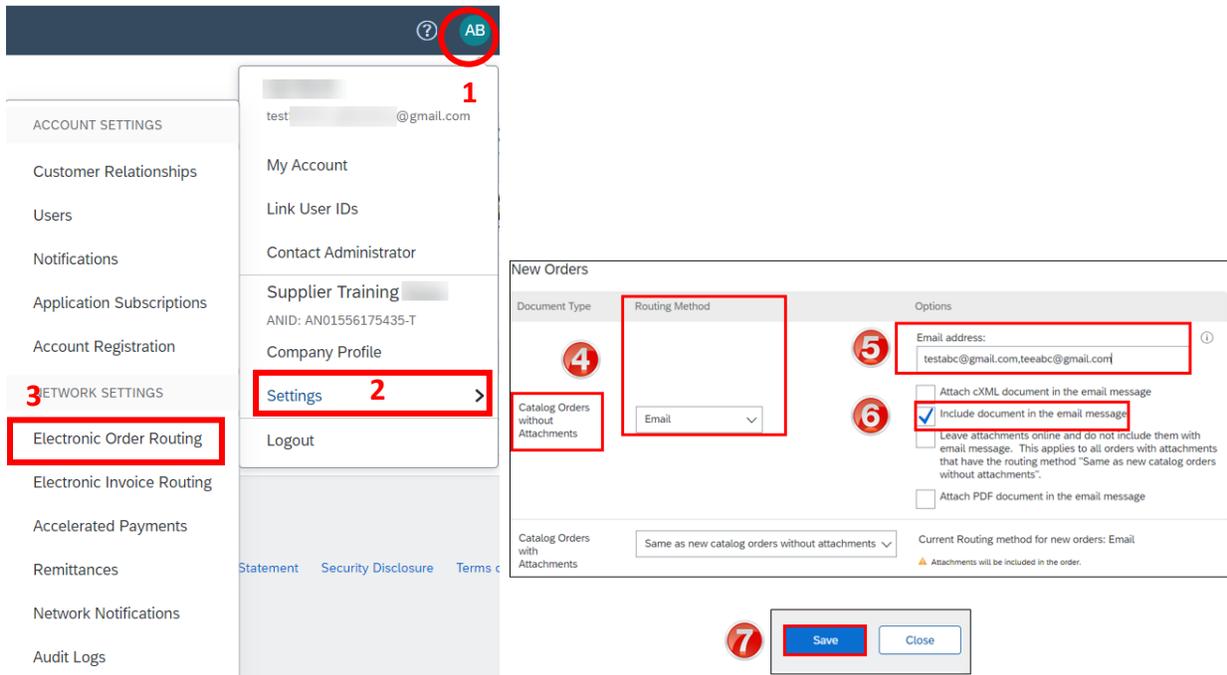
Answer: Whenever an order is released, Supplier receives an Email notification on their registered Email id.



C.1.2. Can Order notification be received on other email addresses also? If yes, then How?

Answer: Yes, it can. To enable email notifications of new purchase orders to additional Users, below steps to be followed by Administrator:

1. On the **Home** page, click the **Account Settings** icon.
2. Click **Settings > Electronic Order Routing**
3. In the **Catalog Orders without Attachments**, select the **Routing Method** as **Email**
4. The Email Address field will be displayed. You can add up to 5 email addresses, separated by a comma, no spaces. Distribution lists are also allowed.
5. Select the **Include document in the email message** checkbox
6. Click **Save**

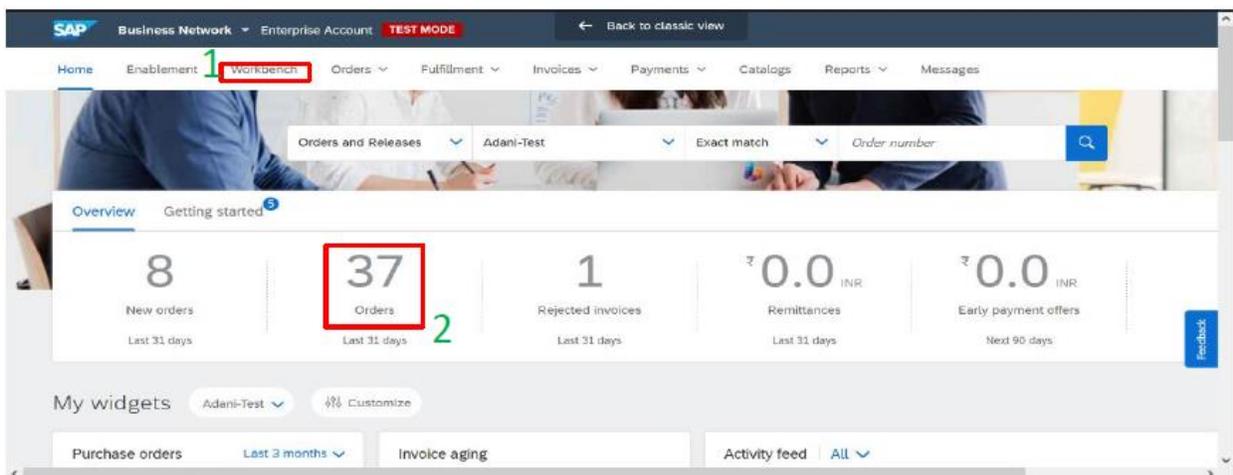


Note: It's important to keep the email addresses updated. Invalid email addresses can cause PO's to be on **Failed** status.

C.1.3. How to view Orders after Login to Ariba?

Answer: After Login to the portal, Supplier needs to click on "Workbench" and then on "Orders" which will open the list of released Orders on the Supplier. Supplier can click on respective Order and do further needful activity against the same.

1 Workbench → 2 Orders → 3 Click on respective Order



Orders (61)
[Edit filter](#) | [Save filter](#) | Last 365 days

Order Number	Customer	Amount	Date ↓	Order Status	Amount
4503000235	Adani-Test	₹20,000.00 INR	Jan 6, 2022	Confirmed	
8130001834	Adani-Test	₹200,000.00 INR	Jan 6, 2022	Partially Serviced	
8130001832	Adani-Test	₹200,000.00 INR	Jan 6, 2022	Partially Serviced	
5703000084	Adani-Test	₹7,277.84 INR	Jan 4, 2022	Partially Serviced	
5703000083	Adani-Test	₹7,277.84 INR	Jan 4, 2022	Partially Serviced	
5703000082	Adani-Test	₹0.00 INR	Jan 4, 2022	New	
5703000081	Adani-Test	₹1,235.00 INR	Jan 4, 2022	Confirmed	

C.1.4. What to do after receiving order thru Ariba email?

Answer: Supplier needs to view the Order terms & conditions, amount, quantity, etc. and then submit the **"Order Confirmation"** in Ariba soon after receipt of order.

C.1.5. What if Supplier has Clicked on "Workbench" and then "Orders" but not able to see the respective order in the list for which they have received an email intimation?

Answer: This must be noted that default screen under Orders views all orders released within 31 days only. So, if an Order is beyond 31 days old, this will not be appearing in default screen search. To view those orders Supplier needs to follow below steps:

1 Workbench → 2 Orders → 3 Edit Filter → 4 Change Number of days from dropdown → 5 Click Apply

Following above steps, Supplier will be able to view entire list of orders released on them within the selected time frame. If still order do not appear in the list, Supplier needs to contact respective **Buyer** at Adani.

The screenshot shows the Ariba Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The 'Workbench' section displays summary cards for 'New orders' (8), 'Orders' (37), and 'Rejected invoices' (1). Below these, there are filter options for 'Orders (37)', including 'Edit filter' (highlighted with a red box and '3'), 'Customers', 'Order numbers', 'Company codes', 'Purchasing organizations', 'Customer locations', and 'Order type'. A dropdown menu is open, showing time range options: 'Last 24 hours', 'Last 7 days', 'Last 14 days' (highlighted with a red box and '4'), 'Last 31 days', 'Last 90 days', and 'Last 365 days'. The 'Last 31 days' option is currently selected in the dropdown.

C.1.6. How to submit the "Order Confirmation" in Ariba?

Answer: To create "Order Confirmation" in Ariba following Steps needs to be followed by the Supplier:

Workbench → Orders → Click on respective Order → Create Order Confirmation → Confirm Entire Order → Next → Submit

Once these steps are completed, Order Status will change from "New" to "Confirmed"

Purchase Order: 4502000078

Create Order Confirmation (highlighted)
Confirm Entire Order
Update Line Items
Reject Entire Order

From: Adani Ports and Special Economic Zone Limited
Address: At- Dosinga, Po- Dhanra, Dist: Bhubaneswar, ODISHA 756171, India
Phone:

To: GAINWELL COMMO SALES PVT LTD-TEST
Address: P/S: REMUNIA VILLAGE / GANESHWARPUR, BALASORE, Odisha 756019, India
Phone: +91 674 251 2511
Email: ravi.shankar.behera@gmail.com, ajay.jethava@adani.com

Purchase Order (New): 4502000078
Amount: 478,240.00 INR
Version: 1

Payment Terms: Net due in 33 days from receipt of Mat/Srv

Contact Information: GAINWELL COMMO SALES PVT LTD
Address: VILLAGE GANESHWARPUR, P/S REMUNIA/NO.0 DPCL LTD, BALASORE, ODISHA 756019, India
Email: sabin.ku@gnsl.com

Other Information: Vendor PAN: AAFCG8736M, Vendor Mail: ACCOUNTS.NR@GAINWELLINDIA.COM, Buyer CIN: L63090GL1998PLC034182

Posting Status: Sent
External Document Type: PO-Material-Consolid (NB)
Effective Date: 4 Apr 2020
Expiration Date: 30 Jun 2020

Confirming PO

Next (highlighted)

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation reference details: 4503000105
Associated Purchase Order #: 300010

Additional Information
Note: This order confirmation include PO and all its attachments.

Attachments

Name	Size (bytes)	Content Type
No items		

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		8705100843	Material	2,000 (TNE)	23 Dec 2021	100.00 INR	200.00 INR	915.00 INR

SAP Business Network - Enterprise Account TEST MODE - Back to classic view

Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: 4503000105
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	WASHABLE COAL (E-AUCTION)	8705100843	Material	2.000 (TNE)	23 Dec 2021	100.00 INR	200.00 INR	915.00 INR
	Current Order Status: 2.000 Confirmed As Is (Estimated Delivery Date: 23 Dec 2021 - defaulted from Requested Delivery Date in order)							
20	CEMENT PPC GRADE	8045040203	Material	1.000 (BG)	23 Dec 2021	1,000.00 INR	1,000.00 INR	408.00 INR
	Current Order Status: 1.000 Confirmed As Is (Estimated Delivery Date: 23 Dec 2021 - defaulted from Requested Delivery Date in order)							

C.1.7. What is the significance of various "Order Status" in Ariba?

Answer: Various "Order Status" and their significance is mentioned below:

- New** – Order is received by Supplier, but Confirmation to the Order by Supplier is awaited.
- Confirmed** – Order is confirmed by Supplier, Service / Supply & Invoice against the order is awaited.
- Partially Shipped** – Supplier has confirmed the order & partial Ship Notice is created by Supplier in Ariba. No Invoice is submitted by Supplier against any Ship Notice. Also, partial Quantity is remaining for dispatch or creation of Ship Notice.
- Partially Serviced** - Supplier has confirmed the order & partial Service Sheet is created by Supplier in Ariba. No Invoice is submitted by Supplier against any Service Sheet. Also, partial Quantity is remaining for Service or creation of Service Sheet.
- Partially Invoiced** – Supplier has created Ariba Invoice for partial quantity against the Order.
- Shipped** – Ship Notice for full order quantity has been created by the Supplier in Ariba.
- Serviced** – Service Sheet for full order quantity has been created by the Supplier in Ariba.
- Invoiced** – Supply / Service against the order is completed and Ariba Invoice for full order is created by Supplier.

C.2. Ship Notice & Invoice

C.2.1. When to create Ship Notice in Ariba against any order and what are the pre-requisites for creation of Ship Notice?

Answer: After Order Confirmation is submitted, Ship Notice in Ariba shall be created by the Supplier when material is ready to be shipped from their factory / plant.

Before creation of Ship Notice, Supplier needs to be ready with following (Pre-requisites):

1. Scanned Copy of Supplier's ERP system Invoice
2. Supplier's Invoice Number
3. Carrier Name
4. Scanned Copy of LR/AWB/BL with LR/AWB/BL number & Date
5. Vehicle Number
6. Scanned copy of any other document (like Warranty Certificate, Test Certificate, Inspection Certificate, etc.) required to be submitted to Adani as per Order terms.

C.2.2. How to create Ship Notice in Ariba against any order?

Answer: To create "Ship Notice" in Ariba following Steps needs to be followed by the Supplier:

Workbench → Orders → Click on respective Order → Create Ship Notice → Fill Entire Mandatory Field → Enter actual dispatch Qty against respective Line Item → Submit.

Vendor to edit quantity in default screen of Ship Notice & must mention actual quantity which is being dispatched and is matching to Supplier's system Invoice. Line Item which is not being Supplied with the current shipment must be removed using "Remove" tab. Those line items which are removed will be available while creating next Ship Notice.

Create Ship Notice

* Indicates required field

SHIP FROM	DELIVER TO
AGARWAL AUTOMOBILES Surat IN-GJ India	ADANI MUNDRA SEZ INFRASTRUCTURE PVT LTD MUNDRA OLD PORT ROAD GUJARAT India

▼ Ship Notice Header

SHIPPING	TRACKING
Invoice No.: 2384/23-24/1 Please ensure that the invoice number entered is correct and exactly matches the original invoice document. Use special characters as per GST rules only Requested Delivery Date: -- Delivery Date: 18 Oct 2023	Carrier Name: EGL Eagle Global Logistics Tracking No/LR/AWB/BL NO.: 236755BJ Tracking date/LR/AWB/BL Date: 18 Oct 2023 Service Level/Vehicle Number: HR23AH6728

I have checked and confirmed that the quantity entered in this ship notice is same as the physical quantity being shipped.

ATTACHMENTS		
Name	Size (bytes)	Content Type
Choose File No file chosen		
Add Attachment		

Invoice number must contain continuous string of upto 16 characters without any spaces and only special characters hyphen or dash (-) and slash (/) can be used

Shipment details can be entered in following fields.

Vendor can attach necessary documents by clicking on add attachments button

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4503000235	10	M S STAND PATLA TYPE ODU	2929020603	10,000	EA	16 Feb 2022		1,000.00 INR	10,000.00 INR	1,918.00 INR	Remove
Shipment Status Total Item Due Quantity: 10 EA											
Confirmation Status Total Confirmed Quantity: 10,000 EA Total Backordered Quantity: 0 EA											
		Line		Ship Qty							
		1		10							
4503000235	20	M S STAND PATLA TYPE ODU	2929020603	1,000	EA	16 Feb 2022		10,000.00 INR	10,000.00 INR	1,918.00 INR	Remove
Shipment Status Total Item Due Quantity: 1 EA											

Vendor has to delete any line items which are not being dispatched

Vendor has to put exact quantity dispatched.

Confirm and submit this document.

SHIP FROM

SAVIO TRANSFORMERS INDUSTRIES-TEST

1839 G RAJ GIRAH ENCLAVE,
N. H. 24 NEAR TOLL TAX
INDRAPURAM,NITI KHAND
GHAZIABAD
IN-UP 201301
India

DELIVER TO

In case there are more number of line items is an Order and only one or few items to be shipped in a Ship notice then supplier can use the "Items to Ship" option from the workbench as follows :

The screenshot shows the SAP Workbench dashboard with the following data:

Category	Count	Time Period
Orders	23	Last 365 days
Orders with service line	4	Last 31 days
Items to ship	3	Last 31 days
Orders to invoice	1	Last 31 days
Invoices	3	Last 31 days
Items to confirm	12	Last 31 days

Below the dashboard, there is a table of orders:

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Ship To Address
5702005352	Adani-Test	₹6,223,700.00 INR	Dec 16, 2022	Confirmed		AALL-MOGA, MOGA, PUNJAB, India

Select the item from Ctrl +F on Customer Part no. (Material code) to be shipped and follow steps in C.2.2

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No.	Manufacturer Part ID	Customer Part No.
4502007781	10		UNIT,CNTRL,PN:MGCPRO-E,MAC,F/3.5M BARIR	1		9696503053
4502007781	20		UNIT,CNTRL,PN:MGCPRO-E,MAC,F/3.5M BARIR	1		9696503053
4502007781	40		SADDLE,PVC,75X25MM	1		7665550013

C.2.3. Should Supplier create Ship Notice without pre-requisites as indicated in D.1?

Answer: Ship Notice should not be created by the Supplier until they have copy of Invoice or any other document which is required to be submitted to Adani as per Order terms. Supplier's system Invoice copy, Invoice Number, LR/AWB/BL Number, LR/AWB/BL Date, Vehicle Number are mandatory and Ship Notice cannot be submitted without this. If Supplier still tries submitting the Ship Notice with incorrect details or details which is likely to change in actual document, then this will hamper the Supplier's Payment. **The Field "Invoice No." should be filled with Actual Invoice number** otherwise the information pertaining to rejection shall not move to Network and there may also be problems in Processing payments.

C.2.4. What is the combination of Invoice number permitted to be mentioned in Ariba?

Answer: As per GST norms, Invoice Number can be of maximum 16 characters and combination of Alphabets (A to Z), Numerical (0 to 9) & Special Characters (- and /). Alphabets to be mentioned in Upper Case only & any space between characters must be avoided.

C.2.5. What to do if Ship Quantity is greater than the Order Quantity but within the Order Tolerance limit?

Answer: Supplier should Edit the default appearing quantity & mention actual quantity of supply and then submit the Ship Notice.

Example: Supplier has received Order for 5 MT Quantity with tolerance limit of 5%, but while creating Ship Notice default quantity appearing is 5 MT but quantity being dispatched is 5.15 MT. So here Supplier should Edit the default appearing quantity of 5 MT & mention actual quantity of 5.15 MT and then submit the Ship Notice.

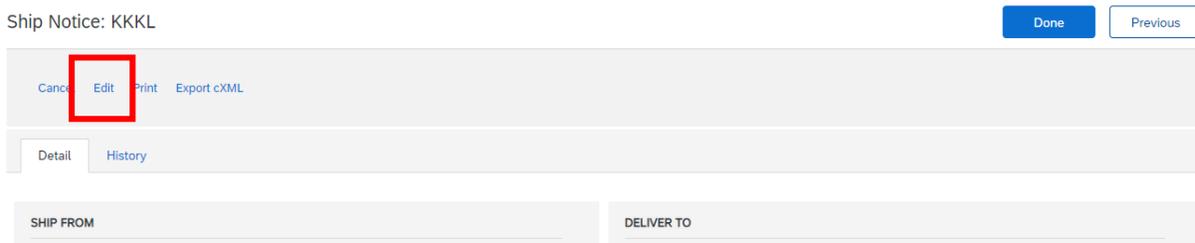
C.2.6. Does a Supplier need to edit the Quantity of Supply every time Ship Notice is created?

Answer: Yes, Supplier needs to edit the quantity every time if the auto populated quantity do not match the actual Supply quantity. i.e. When a Ship Notice is created, Ariba shows the quantity balance for dispatch against each line item which must be edited and mentioned as per actual Supply.

C.2.7. What to do when Supplier identifies mistake in Ship Notice before creation of Invoice?

Answer: Until Invoice is not created, Supplier can Edit & re-submit the Ship Notice.

Open Ship Notice > Edit > Submit



C.2.8. When can Supplier create Ariba Invoice against a Ship Notice?

Answer: Ariba Invoice against a Ship Notice can be created by the Supplier soon after submitting the Ship Notice. It is recommended to re-check Invoice number in Ship Notice being same before creation of Invoice as Invoice Number in Ship Notice, Ariba Invoice & Supplier's system Invoice should exactly be same.

C.2.9. How to create Ariba Invoice against any Ship Notice in an Order?

Answer: To create "Ariba Invoice" in Ariba following Steps needs to be followed by the Supplier:

Workbench → Orders → Click on respective Order → Create Invoice → Standard Invoice → Enter details → Attach Invoice & Other documents → Next → Review → Submit



If there are multiple ASN's created against the Order & pending for Invoice, all "Ship Notice" will be available for selection. Supplier can select the respective ASN against which Invoice is to be created. **Suppliers need to select only One (1) ASN (Packing Slip ID) for creating an Ariba Invoice.**

Select Ship Notices to be Invoiced

Next Cancel

Ship Notice List

<input type="checkbox"/>	Packing Slip ID ↑	Customer	Date	Routing Status
<input type="checkbox"/>	1234-JKL/AA	AGARWAL AUTOMOBILES	23 Apr 2022 10:47:37 AM	Acknowledged
<input type="checkbox"/>	TEST/PSLIP-1	AGARWAL AUTOMOBILES	23 Apr 2022 10:49:24 AM	Acknowledged

Next Cancel

If there is only 1 ASN created against the Order & pending for Invoice, then the Invoice page will open directly.

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: 5130001427 **1**

Invoice #: **FY21-22/6565**

Subtotal: 8,000.00 INR
Total Tax: 1,558.00 INR
Total Gross Amount: 9,558.00 INR
Total Net Amount: 9,558.00 INR
Amount Due: 9,558.00 INR

Please ensure that the invoice number entered is correct and exactly matches the original invoice document. Use special characters as per GST rules only. This should be exact copy of invoice number in ship notice/service sheet.

Invoice Date: **15 Jan 2022** **2**

Remit To: TEST

Bangalore
Karnataka
India

Bill To: SRMPL-BHOPAL-PROJECTS

BHOPAL Vyapam Square, Bhopal,
MADHYA PRADESH
India

India

Customer: 22AABC-A2804L1Z4

GSTIN:

IRN

Number:

Supplier: **3**

GSTIN:

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

4 Attach Invoice Copy

Discount

Add to Included Line

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	00010		AMC for DMACQ					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		SERVICE FEES	00000000130003301	2	LSM	1,000.00 INR	2,000.00 INR

Service Sheet Details

Service Sheet #: 6JANSER1

Service Line No.: 1

Feedback

Price Unit Quantity: 1,000

Invoice number must contain continuous string of upto 16 characters without any spaces and only special characters hyphen or dash (-) and slash(/)

Enter the date on which Invoice was created in your ERP System

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.

Invoice

Invoice Number: INVOICE4224R	Subtotal: 9,800.00 INR
Invoice Date: Monday 8 Mar 2021 11:28 AM GMT+05:30	Total Tax: 1,964.00 INR
Original Purchase Order: 4563000017	Total Gross Amount: 11,764.00 INR
	Total Net Amount: 11,764.00 INR
	Amount Due: 11,764.00 INR

Invoice value matches the original invoice document

C.2.10. Can Supplier create Single Ariba Invoice against multiple Ship Notices?

Answer: No, Single Ariba Invoice against multiple Ship Notice is restricted by system. Each Ship Notice to have unique Ariba Invoice which should match the Supplier's Invoice number created in their system.

C.2.11. Can Supplier create multiple Invoice against single Ship Notice?

Answer: No, multiple Ariba Invoice against Single Ship Notice is not permissible. Each Ship Notice to have unique Ariba Invoice which should match the Supplier's Invoice number created in their system.

C.2.12. What to do when Supplier identifies or is intimated about mistake in Ship Notice or Ariba Invoice after submitting the Ariba Invoice?

Answer: Supplier should immediately intimate Buyer / Store In-charge at Adani. Adani Team will reject the Ariba Invoice which will then be available for Edit & Re-submit. As required, Supplier can Edit both Ship Notice & Invoice and re-submit.

Obsolete

Changed By: ALAP KAREEPADATH (14292)

Changed On: 13.04.2022 16:12:20

Please resubmit.

Edit & Resubmit

Attachment(s)

Standard Invoice

Status	Subtotal:	5,000.00 INR
Invoice: Rejected	Total Tax:	656.00 INR
Routing: Acknowledged	Total Gross Amount:	5,656.00 INR
Invoice Number: INVO1003MAR02	Total Amount without Tax:	5,000.00 INR
Invoice Date: Thursday 3 Mar 2022 1:32 PM GMT+05:30	Total Net Amount:	5,656.00 INR
Original Purchase Order: 4510002410	Amount Due:	5,656.00 INR
Ship Notice: SNQ1003MAR02		
Submission Method: Online		
Origin: Supplier		
Source Document: Order		

REMIT TO: _____ BILL TO: _____ SUPPLIER: _____ **Messages**

C.3. Service Sheet & Invoice

C.3.1. When to create Service Sheet in Ariba against any order and what are the prerequisites for creation of Service Sheet?

Answer: After Order Confirmation is submitted, Service Sheet in Ariba can be created by the Supplier when service is rendered.

Before creation of Service Sheet, Supplier needs to be ready with following (Prerequisites):

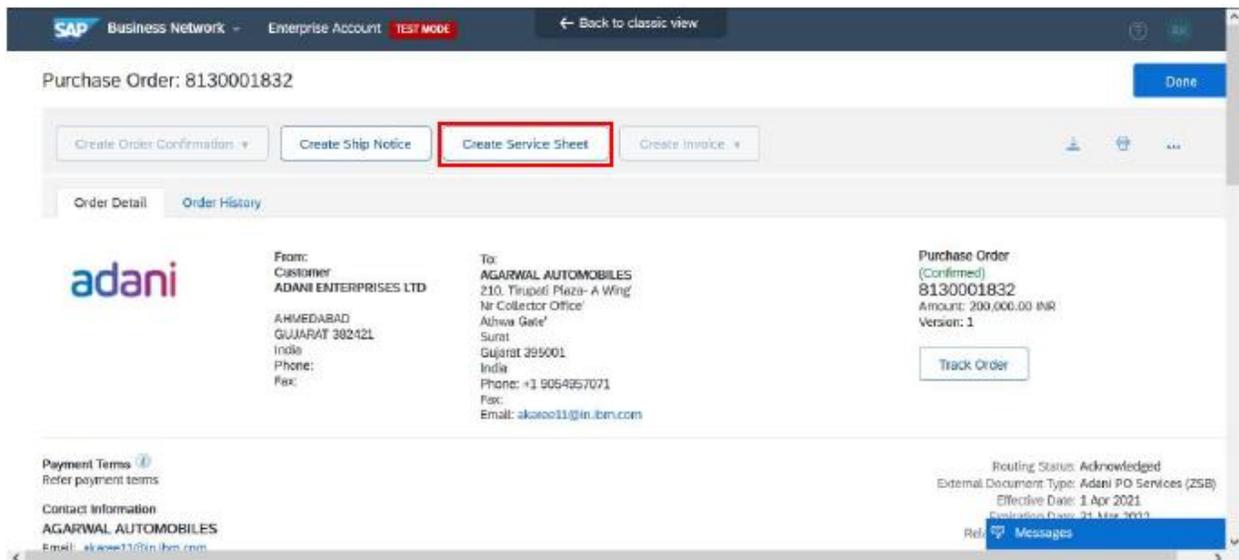
1. Service Sheet Number
2. Scanned Copy of Supplier's system Invoice
3. Service Start & End Date
4. Adani E-mail id
5. Service location
6. Scanned copy of any other document required to be submitted to Adani as per Order terms.

C.3.2. How to create Service Sheet in Ariba against any order?

Answer: To create "Service Sheet" in Ariba following Steps needs to be followed by the Supplier:

Workbench → Orders → Click on respective Order → Create Service Sheet → Fill All Mandatory Fields → Enter actual Service Qty against respective line items → Next → Submit

Vendor to edit quantity in default screen of Service Sheet & must mention actual quantity which is Serviced and is matching to Supplier's system Invoice. Line Item which has not been Serviced must be removed using "Remove" tab. Those Line items which are removed will be available while creating next Service Sheet.



SAP Business Network - Enterprise Account - TEST MODE

← Back to classic view

Create Service Sheet

Update Save Exit Next

Service Sheet Header

Summary

Purchase Order: 0130001032
 Service Sheet #: 0006461
 Invoice Date: 15-Jan-2022
 Service Description: EXCAVATION

Subtotal: 100,000.00 INR
 Service Start Date: 1-Jan-2022
 Service End Date: 14-Jan-2022

Service start date*
 Service end date*

Service Description*
 Service sheet date

Additional Fields

From: AGARWAL AUTOMOBILES
 210, Tringali Plaza-A Wing
 N/ Collector Office
 Adhwa Gate/
 Surat
 Gujarat 395001
 India

To: ADANI ENTERPRISES LTD
 PARSA KENTE SITE POST
 SHIVNAGAR,
 UDAPUR
 CHHATTISGARH 497110
 India

Approver:
 Name: ALL
 Adani Email-ID: jeyjthava@adani.com

Please mention correct Email id of Adani user who is going to receive this SES. If you do not know, please consult buyer.

Service Location: Ahmedabad
 Service Location*

Invoice Number: FY21-226461

Please ensure that the invoice number entered is correct and exactly matches the original invoice document. Use special characters only. GST rules only. ARIBA Invoice is must to proceed payment, otherwise payment gets delayed.

Add Comments Add Attachments

Vendor must attach necessary documents by clicking on add attachments button

Please mention correct Email id of Adani user who is going to receive this service sheet.

Invoice number must contain continuous string of upto 16 characters without any spaces and only special characters hyphen or dash (-) and slash(/)

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
0000	CONSULTANCY CHARGES	000000000100000000	Service	Planned	1 MTD	5,000.00 INR	5,000.00 INR
	REPAIR, VALVE POSITIONER		Service	Planned	1 MD	800.00 INR	800.00 INR

Vendor has to put exact quantity serviced.

Vendor has to delete any line items which are not being serviced.

Previous Update Save Exit Next

SAP Business Network - Enterprise Account - TEST MODE

← Back to classic view

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

Service Sheet
 0006461
 15-Jan-2022
 Final Service Sheet No: 000000000100000000
 Service Description: EXCAVATION
 Schedule: 15-Jan-2022
 Service Start Date: 1-Jan-2022
 Service End Date: 14-Jan-2022

Subtotal: 1,00,000.00 INR

From: AGARWAL AUTOMOBILES
 210, Tringali Plaza-A Wing
 N/ Collector Office
 Adhwa Gate/
 Surat
 Gujarat 395001
 India

To: ADANI ENTERPRISES LTD
 Parsa Kente Site Post
 Shivnagar,
 Udaipur
 Chhattisgarh 497110
 India

Service Location: Ahmedabad
 Invoice Number: FY21-226461

Please ensure that the invoice number entered is correct and exactly matches the original invoice document. Use special characters only. GST rules only. ARIBA Invoice is must to proceed payment, otherwise payment gets delayed.

Field Engine Field Contract Approver
 ALL
 Role: jeyjthava@adani.com
 Time: 15
 M

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type	Contract #	Qty (MD)	Unit Price	Subtotal
0000	Service	AGC for DMPCO	Planned		1	1,00,000.00 INR	1,00,000.00 INR

Service Entry Summary
 Subtotal: 1,00,000.00 INR

Previous Save Submit Exit

C.3.3. How to know the correct "Adani E-Mail Id" to be filled in Service Sheet?

Answer: You may call the Engineer In-charge / User at Adani to whom Service has been given to share the E-Mail id of concerned person having **SES creation rights in SAP (Not SES Approver Rights)**.

C.3.4. Can a Supplier create multiple Service Sheet with same Service Sheet Number?

Answer: No. Supplier cannot create multiple Service sheet with same number. If tried to do so, system will show an error that "Service Sheet already exists". Supplier has to mention unique Service Sheet Number for each Service Sheet. **Only one SES to be created for One Parent line item of the Service order.**

SAP Business Network Enterprise Account TEST MODE Back to classic view

Create Service Sheet Update Save Exit Next

!Please correct the following errors and resubmit

Service Sheet Header * Indicates required field Add to Header

Summary

Purchase Order: 5702000231 Subtotal: 160.00 INR

Service Sheet #: TEST/SES-1 Service Start Date: 14 Apr 2022

!Service Sheet # already exists. Service End Date: 23 Apr 2022

Please enter unique service sheet number containing a continuous string of up to 16 characters without any spaces and only special characters hyphen or dash (-) and (/) are allowed. Copy the service start and end dates to the service line items

Service sheet date: 23 Apr 2022

Service Description: Maintenance

Additional Fields

From: AGARWAL AUTOMOBILES To: ADANI LOGISTICS LTD.

210, Tirupati Plaza- A Wing

C.3.5. How a Supplier comes to know if Service Sheet is approved by Adani & Invoice can be raised?

Answer: Vendor will get an email notification once Service Sheet is approved. Supplier can create Ariba Invoice against the approved Service Sheet only.

[EXTERNAL] Approved - Service sheet ABCD1 - to Adani-Test (ANID: AN01498145377-T) - Notification from Ariba Network

network_accounts@ariba.com to: akaree11 05-01-2022 11:59 Show Details

Please respond to network_accounts

This notification contains important information about your test Ariba account (ANID: AN01776757911-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: Adani-Test

Purchase Order No.: 5703000004
Service Sheet #: ABCD1
Service Sheet Status: Approved
Description:

More details about the service outline line items are listed below:

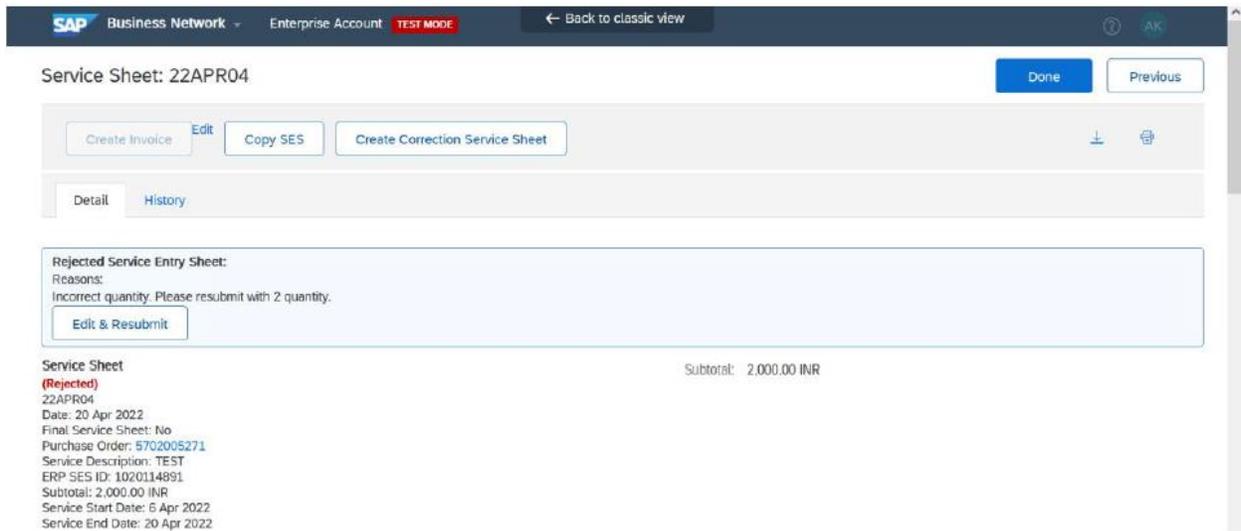
Service Sheet Line No.: 10
Service Sheet Line Description: CONSULTANCY, REPAIR

Also, when Supplier opens the Service Sheet, then status appears as "Sent" until Service Sheet is in approval flow, once it is approved then status changes to "Approved".



C.3.6. What to do if a Service Sheet is "Rejected" by Adani?

Answer: Vendor will get an email notification if Service Sheet is rejected. Vendor must see and ask for reason for same and accordingly edit the Service Sheet & re-submit the same with needful correction as per the comment. If editing is not possible the new SES to be created.



C.3.7. When can Supplier create Ariba Invoice against a Service Sheet?

Answer: Ariba Invoice against a Service Sheet can be created by the Supplier only after the Service Sheet is approved by Adani. The Supplier shall get the notification mail of SES Approval in their updated Email ID of their account. It is recommended to re-check Invoice number in Service Sheet before creation of Invoice as Invoice Number in Service Sheet, Ariba Invoice & Supplier's system Invoice should exactly be same.

C.3.8. How to create Ariba Invoice against any Service Sheet in an Order?

Answer: To create "Ariba Invoice" in Ariba following Steps needs to be followed by the Supplier:

Workbench → Orders → Click on respective Order → Create Invoice → Standard Invoice → Enter all mandatory fields → Attach Invoice & Other documents → Next → Review → Submit

Purchase Order: 4503000017

adani

From: RAIPUR ENERGEN LTD
 AHMEDABAD
 CHHATTISGARH 380009
 India
 Phone:

To: BOMBAY FLUID SYSTEM COMPONENTS-TEST
 203,TELUK COMPLEX PRAKASH COLONY
 PUNE
 Maharashtra 412255
 India
 Phone:
 Fax:
 Email: ravishankarbehara@gmail.com

Purchase Order:
 (Partially Invoiced)
 4503000017
 Amount: 98,000.00 INR
 Version: 1

Payment Terms:
 Net due in 30 days from receipt of Material

Contact Information:
 BOMBAY FLUID SYSTEM COMPONENTS
 203,TELUK COMPLEX PRAKASH COLONY
 JETLUR ROAD
 PUNE
 MAHARASHTRA 412001
 India
 Email: ravishankarbehara@gmail.com
 Fax:

Other Information:
 Vendor PAN: AAACB9601F
 Vendor Mail: ravishankarbehara@gmail.com
 Buyer C/N: L462090200089FC116835

Attachments:
 # 4503000017.pdf (application/pdf; charset=UTF-8)

Routing Status: Acknowledged
 External Document Type: PO-Material-Domestic (NR)
 Effective Date: 15 Oct 2020
 Expiration Date: 28 Sep 2021
 Related Documents: 50303120008 (Invoice)
 Invoice(1) =

Business Network - Enterprise Account TEST MODE

← Back to classic view

Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field

Summary

Purchase Order: 8130001834
 Invoice #:

Subtotal: 6,000.00 INR
 Total Tax: 0.00 INR
 Total Gross Amount: 6,000.00 INR
 Total Net Amount: 6,000.00 INR
 Amount Due: 6,000.00 INR

Invoice Date:

Remit To: TEST

Bangalore
 Kamataka
 India

Bill To: ADANI ENTERPRISES LTD
 UDAPUR
 CHHATTISGARH
 India

Enter the date on which Invoice was created in your ERP System

Invoice number must contain continuous string of upto 16 characters without any spaces and only special characters hyphen or dash (-) and slash (/)

India

Customer GSTIN: 22AABCA2804L1Z4
 IRN Number:

Supplier GSTIN:

Shipping Cost
 Shipping Documents
 Special Handling
 Additional Reference Documents and Dates
 Comment
 Attach Invoice Copy

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00010		AMC for DMACQ					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	SERVICE FEES	00000000130003301	2	LSM	1,000.00 INR	2,000.00 INR

Service Sheet Details
 Service Sheet #: 6JANSER1
 Service Line No.: 1

https://service.adani.com/Supplier/aw/125038043/ew/awh-rsawsk-ig/1_580#

Create Invoice

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.

Invoice

Invoice Number: INVOICE4224R
 Invoice Date: Monday 8 Mar 2021 11:28 AM GMT+05:30
 Original Purchase Order: 450900017

Subtotal:	9,800.00 INR
Total Tax:	1,564.00 INR
Total Gross Amount:	11,364.00 INR
Total Net Amount:	11,364.00 INR
Amount Due:	11,364.00 INR

Invoice value matches the original invoice document

Detail & History Tab of Transaction Documents – The Details & History Tabs of Transaction documents like ASN, SES, Invoice would help supplier understand the type of problem in case any of the transaction document is Rejected in SAP Ariba Business network.

Service Sheet: TE-202223-001

Detail History

Rejected Service Entry Sheet:

Reasons:

- DOC-65: Route document to end point CIG of system id P00CLNT900 of org AN01498145377
- DOC-1: Success
- SES-25: Comments for Adani: Adani email id entered does not have release strategy assigned to their ID. Please contact buyer@Adani POC
- DOC-1: Adani email id entered does not have release strategy assigned to their ID. Please contact buyer@Adani POC

Service Sheet (Failed)

TE-202223-001
 Date: 23 Feb 2023
 Final Service Sheet: No
 Purchase Order: 5700320689
 Service Description: Excess Soil removal
 Subtotal: 5,380,697.26 INR
 Service Start Date: 10 Jan 2023
 Service End Date: 5 Feb 2023

Subtotal: 5,380,697.26 INR

C.3.9. Can a Single Ariba Invoice be created using multiple approved Service Sheet?

Answer: Yes, Supplier can select multiple Service Sheet to create Single Ariba Invoice. But this must be noted that Invoice Number mentioned by Supplier in each Service Sheet shall be same and this should match Supplier's system Invoice number. In view of this, it is recommended to raise separate Invoices for separate SES to avoid the problems in processing the payments.

C.3.10. What to do when Supplier identifies about mistake in Service Sheet or Ariba Invoice after submitting the Ariba Invoice?

Answer: Supplier should immediately intimate Engineer In-charge or User whose email id they have mentioned under "Adani Email Id" field. Adani Team member will reject the Ariba Invoice which will then be available for Edit & Re-submit. Supplier can Edit both Service Sheet & Invoice and re-submit.

Obsolete

Changed By: ALAP KAREEPADATH (14292)
 Changed On: 13 Oct 2022 16:12:20

Please resubmit.

Edit & Resubmit

Standard Invoice

Status	Rejected	Subtotal:	5,000.00 INR
Routing	Acknowledged	Total Tax:	656.00 INR
Invoice Number:	INVO1003MAR02	Total Gross Amount:	5,656.00 INR
Invoice Date:	Thursday 3 Mar 2022 1:32 PM GMT+05:30	Total Amount without Tax:	5,000.00 INR
Original Purchase Order:	4510002410	Total Net Amount:	5,656.00 INR
Ship Notice:	SNQ1003MAR02	Amount Due:	5,656.00 INR
Submission Method:	Online		
Origin:	Supplier		

D. What if Suppliers question is not covered in FAQ?

Answer: In such case, Please contact respective Buyer who have placed order on your firm.

E. Do's & Don't

Material Order			
Vendor's System Invoice	Ariba Ship Notice	Ariba Invoice	Do / Don't
1	1	1	√
1	1	Multiple	X
1	Multiple	1	X
1	Multiple	Multiple	X
Multiple	1	Multiple	X
Multiple	1	1	X

Value of Ariba invoice MUST BE EQUAL TO Value of Vendor's System invoice

Service Order			
Vendor's System Invoice	Ariba Service Sheet	Ariba Invoice	Do / Don't
1	1	1	√
1	Multiple	1	√
1	Multiple	Multiple	X
Multiple	Multiple	1	X
Multiple	1	1	X

Value of Ariba invoice MUST BE EQUAL TO Value of Vendor's System invoice

-----XXXXXXXXXXXXXXXXXXXXXXXXXXXX-----