



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Vodafone Idea Ltd.

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 Vodafone Idea Ltd., please follow the steps below:

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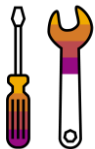


Visit our [Supplier Training page](#)

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/

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Review the specifics of transacting with Vodafone Idea Ltd.

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

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

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SCOPE OF VODAFONE IDEA LTD.'S PROJECT

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

Supported Documents on this Ariba Network Relationship

- **Purchase Orders (PO)**
PO's sent from your customer through Ariba Network to your company
 - **Goods**
 - **Services**
- **Purchase Order Confirmations (OC) - mandatory**
Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.
- **Ship Notices (ASN) – mandatory**
Advices notifying to your customer on what has been shipped and delivery date.
- **Service Sheets (SES) – mandatory**
Pre-invoice validation/approval of services and service delivery times.
- **Invoices**
Your company's tax invoice for goods/services delivered.
 - **Material Invoices**
 - **Service Invoices**
 - **Non-PO Invoices** (PO Not received through AN)
- **Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
- **Remittance Advice**
Is an informational document advising which Invoices have been paid and the amounts to your company which can be used for reconciliation purposes.

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in your Ariba Network account as minimum requirements in order to successfully transact.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your Company Profile
- To set up your Legal Profile:
 1. On the **Company Profile** page, scroll to the **Additional Company Addresses** section
 2. Click the **Create** button
 3. On the **Configure Supplier Addresses Served by This Account** page, enter information in all the mandatory fields marked with an asterisk.
 4. Scroll down and select the **Set Up Legal Profile** checkbox. The **Financial Information** section will be displayed.
 5. Enter the **GST ID**. Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- If you have created multiple accounts, link them by clicking **Account Settings > Link User IDs > Enter Username and Password > Link accounts**
- Alert notification on Enterprise Vs standard account linking – Dos & Dents

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

PURCHASE ORDERS

- Click the **Payment Terms** *information icon* for more details on the payment terms.
- Download the original Purchase Order from the **Attachments** and review the terms and conditions and the requirements
- Contact the customer directly and request for any amendments. The customer will send through a Change Purchase Order

PURCHASE ORDER CONFIRMATIONS

- Only **Confirm Entire Order** or **Update Line Items** are permitted
- Automatic reminders of unconfirmed orders will be sent every 5 days
- For Material Order Confirmations **Est. Delivery Date** is a mandatory field
- For Service Order Confirmations the **Est. Completion Date** is a mandatory field
- Order confirmation has to be done for all line items / entire Order at one time only. In case the Purchase Order has been amended, Order Confirmation has to be done again as changed Purchase Order will flow to the Ariba Network

ADVANCE SHIP NOTICES

- Enter the **Packing Slip ID**
- Enter the **Shipping Date** and **Delivery Date**
- Enter the **Gross Volume** and **Gross Weight** of the shipment- it is not mandatory field
- For all Import Shipments - Expand the **Additional Fields** section and enter the **Bill of Lading, TR6 Challan** and **LR Copy** – mandatory for Import ASN
- Edit the **Ship Qty** to do partial shipment if any
- Advance ship notices once submitted can be edited and resubmitted. To edit a submitted advance ship notice, on the **Home** page click the **Fulfillment** tab > **Ship notices** > **Packing Slip ID** > **Edit**

SERVICE ENTRY SHEETS

- Enter the **Service Sheet** number. Any alpha-numeric reference number is to be provided. There is a 16 character limit and special characters are allowed
- Enter the **Service Start Date** and **Service End Date**
- For attachments or supporting documentation like proof of service rendered needs to be attached, click **Add Attachment**
- Adding comments is optional, if required click **Add Comments**
- To do partial servicing, edit the **QTY/Unit** values
- For all suppliers who have received a bandwidth Purchase Order, enter the **Vodafone Circuit ID** and the **Supplier Circuit ID**. These are mandatory fields. Bandwidth Purchase Order numbers start with 75
- Service entry sheets once submitted can be edited and resubmitted. To edit a submitted service entry sheet, on the **Home** page click the **Fulfillment** tab > **Service Sheets** > **Service Sheet #** > **Edit**

INVOICES AGAINST A MATERIAL PURCHASE ORDER

- Only once the goods have been received by Vodafone Idea Ltd, the GRN is generated, and the status of the purchase order changes to **Received**, will the **Create Invoice** button be activated
- The **Invoice #** has to match the invoice number on the attachment being sent to Vodafone Idea Ltd.
- If you have not configured your legal profile – Enter the **Supplier GSTIN** in the **Additional India Specific Information** section
- Attach the scanned copy of the original invoice by clicking **Add to Header** > **Attachment**
- Invoice attachment file names should be prefixed with **INV_**
- Supporting document file name should be prefixed with **SUPP_**
- To exclude a line item click the **Include** green toggle button
- You can edit the **Quantity**, but it cannot be greater than the GRN quantity
- Tax will flow from the purchase order

INVOICES AGAINST A SERVICE PURCHASE ORDER

- Only once the service entry sheet has been approved by Vodafone Idea Ltd, will the **Create Invoice** button be activated. To locate an approved service entry sheet - on the **Home** page, click **Fulfillment** tab > **Service Sheets** > **Service Sheet #** OR on the Purchase Order details page, click the **Service Sheet #** in the **Related Documents** section to check the status.
- The **Invoice #** has to match the invoice number on the attachment being sent to Vodafone Idea Ltd.
- If you have not configured your legal profile – Enter the **Supplier GSTIN** in the **Additional India Specific Information** section
- Attach the scanned copy of the original invoice by clicking **Add to Header** > **Attachment**
- Invoice attachment file names should be prefixed with **INV_**
- Supporting document file name should be prefixed with **SUPP_**
- You cannot edit the **Quantity**, but you can exclude a line item. To exclude a line item click the **Include** green toggle button

NON-PO INVOICES

- On the **Home** page, click the **Create** button and select the **Non-PO Invoice** option
- The **Invoice #** has to match the invoice number on the attachment being sent to Vodafone Idea Ltd.
- If you have not configured your legal profile – Enter the **Supplier GSTIN** in the **Additional India Specific Information** section
- Enter the **Customer GSTIN**. If you do not have this information contact Vodafone Idea Ltd.
- Attach the scanned copy of the original invoice by clicking **Add to Header > Attachment**
- Invoice attachment file names should be prefixed with **INV_**
- Supporting document file name should be prefixed with **SUPP_**
- In the **Line Items** section, click the **Add** button and select the appropriate option
- Enter information in all the fields that are displayed
- To add tax - Select the line item checkbox > click the **Line Item Actions** button > select the **Tax** option > Select the **Tax Category** > Click **Add to Included Lines**

LINE – ITEM CREDIT MEMOS

- Credit Memos can be **Quantity Adjustments** or **Price Adjustments**.
- 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**.

REMITTANCE ADVICES

- You can search for remittance advice documents from the **Home > Payments > Remittances**
- Click the **Transaction #** to view the remittance advice

HELP & SUPPORT

- **Help Centre** is located within your account and used to access documentation, FAQs, and live support. Raise a Service Request for Support to contact you
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)

For assistance regarding business processes, please find below the regional buyer contact details:

SPOC.Commercial@vodafoneidea.com

www.sap.com/contactsap

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C2 – Vodafone Idea Internal



THE BEST RUN

