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HINDUSTAN ZINC LIMITED

Ariba Network Service Order Guide

SAP Ariba

SAP

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v3.0

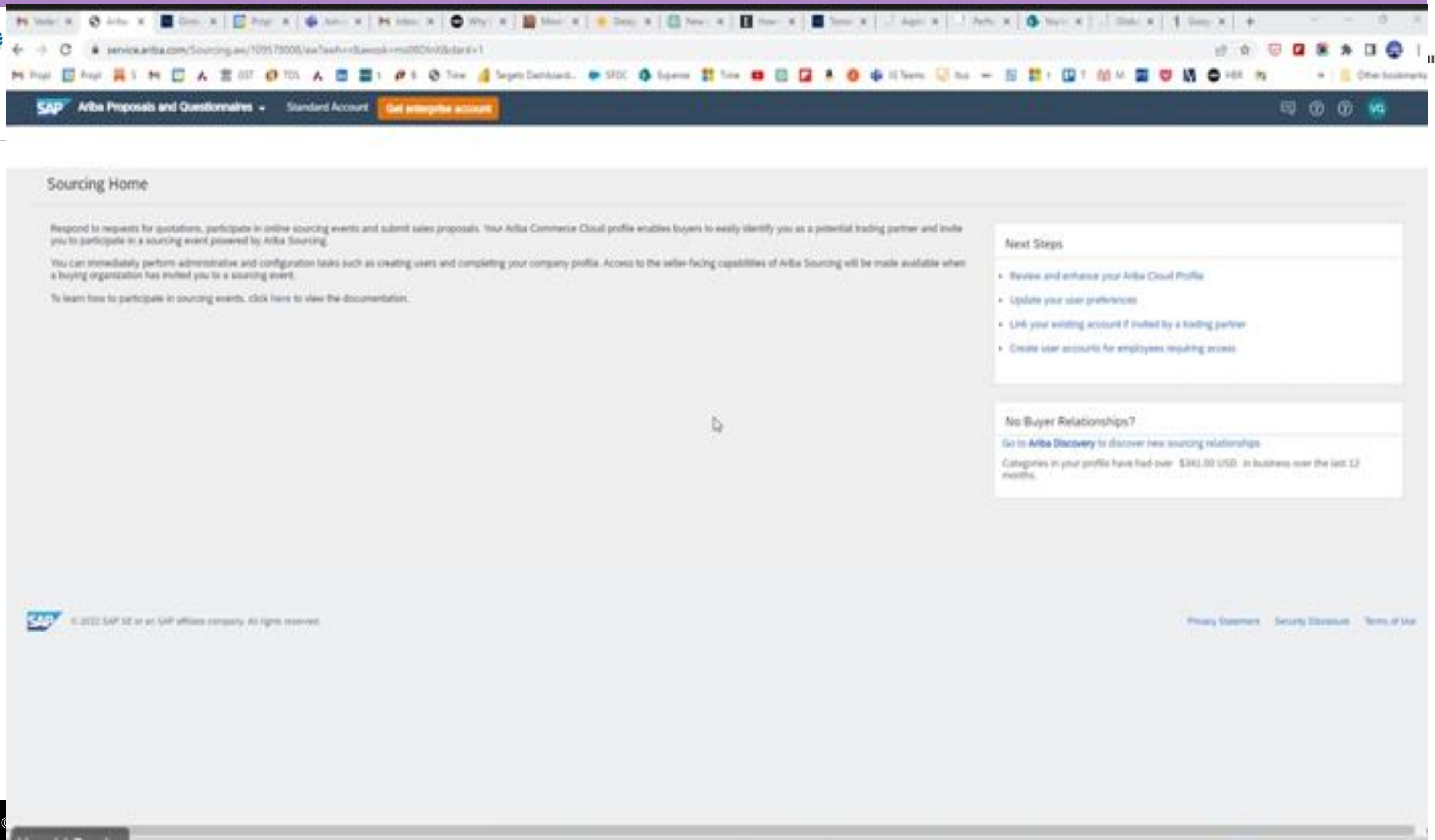
Introduction

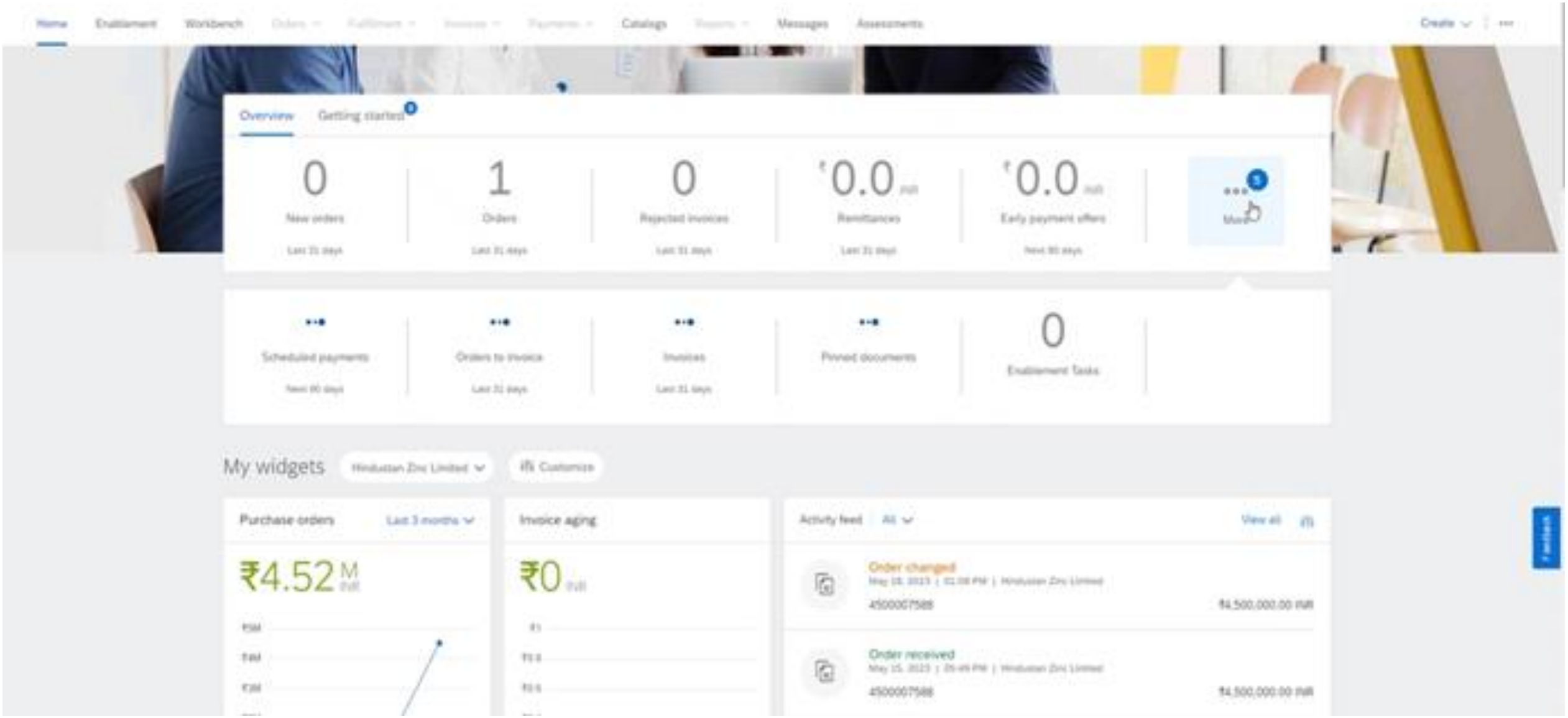
- The purpose of this document is to provide the information suppliers need to effectively transact with Hindustan Zinc Limited via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Hindustan Zinc Limited and supplier.

- URL for ARIBA – https://hzl.supplier.ariba.com

Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from it.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an ***** is a mandatory field and a value is required to be entered


SAP Ariba Proposals and Questionnaires
Standard Account
Get enterprise account
Sourcing Home
Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Ariba Commerce Cloud profile enables buyers to easily identify you as a potential trading partner and invite you to participate in a sourcing event powered by Ariba Sourcing.
You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Access to the seller-facing capabilities of Ariba Sourcing will be made available when a buying organization has invited you to a sourcing event.
To learn how to participate in sourcing events, click here to view the documentation.
Next Steps
Review and enhance your Ariba Cloud Profile
Update your user preferences
Link your existing account if invited by a trading partner
Create user accounts for employees requiring access
No Buyer Relationships?
Go to Ariba Discovery to discover new sourcing relationships
Categories in your profile have had over $343.00 USD in business over the last 12 months.
Privacy Statement
Security Disclosure
Terms of Use



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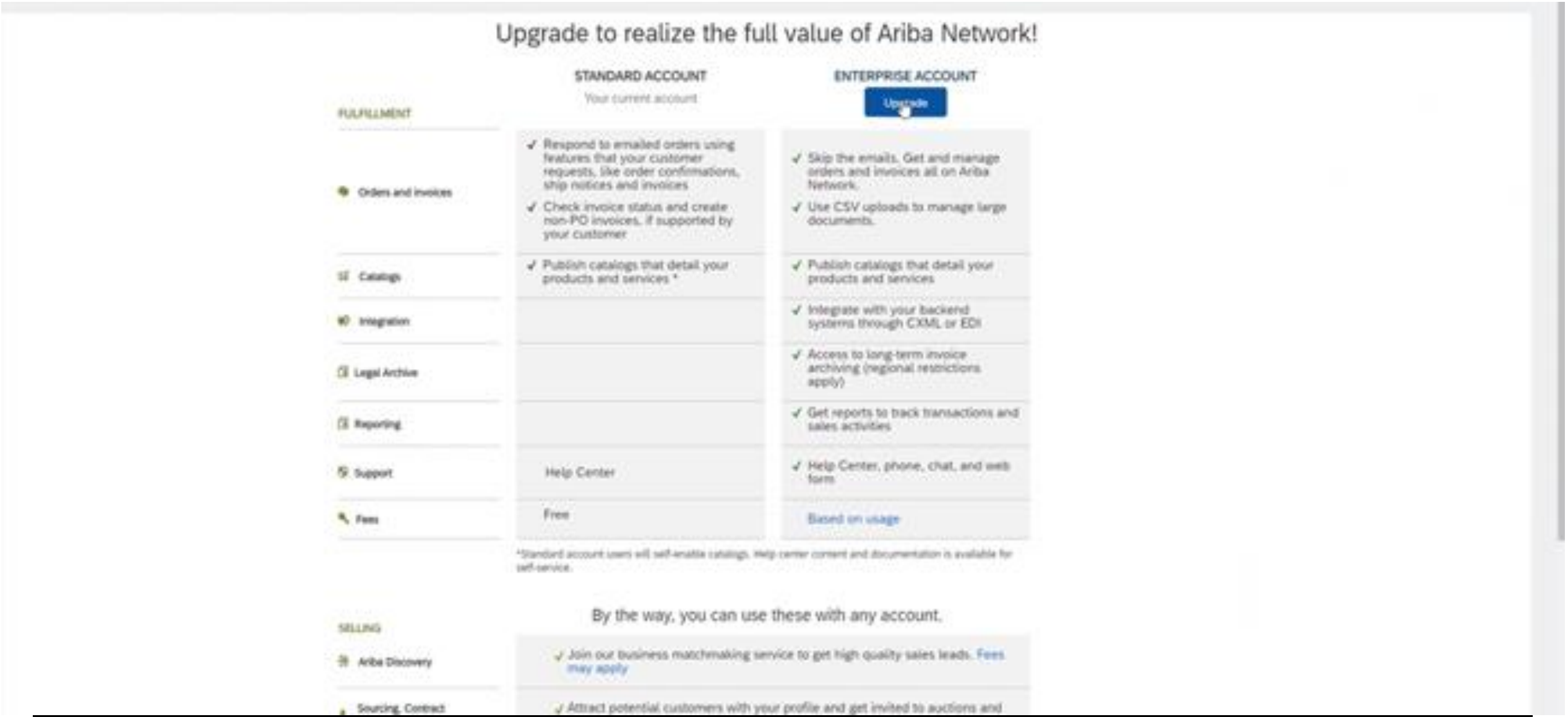

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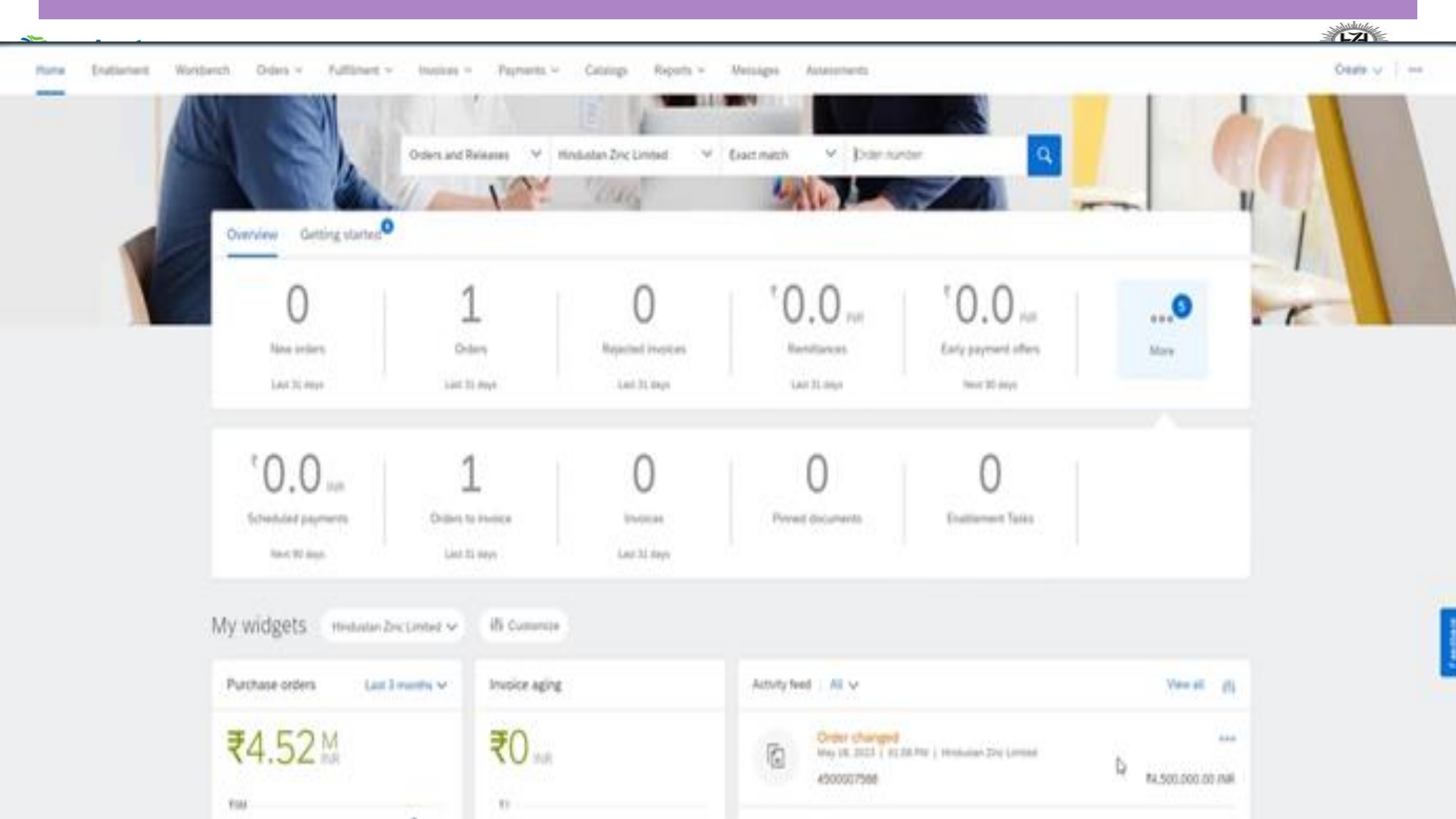
Home
Enablement
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Messages
Assessments
Create
Orders and Releases
Hindustan Zinc Limited
Exact match
Order number
Overview
Getting started
0
New orders
Last 31 days
1
Orders
Last 31 days
0
Rejected invoices
Last 31 days
₹0.0 INR
Remittances
Last 31 days
₹0.0 INR
Early payment offers
Next 30 days
More
₹0.0 INR
Scheduled payments
Next 90 days
1
Orders to invoice
Last 31 days
0
Invoices
Last 31 days
0
Pinned documents
0
Enablement Tasks
My widgets
Hindustan Zinc Limited
Customize
Purchase orders
Last 3 months
₹4.52 M INR
Invoice aging
₹0 INR
Activity feed
All
View all
Order changed
4500007568
₹4,500,000.00 INR

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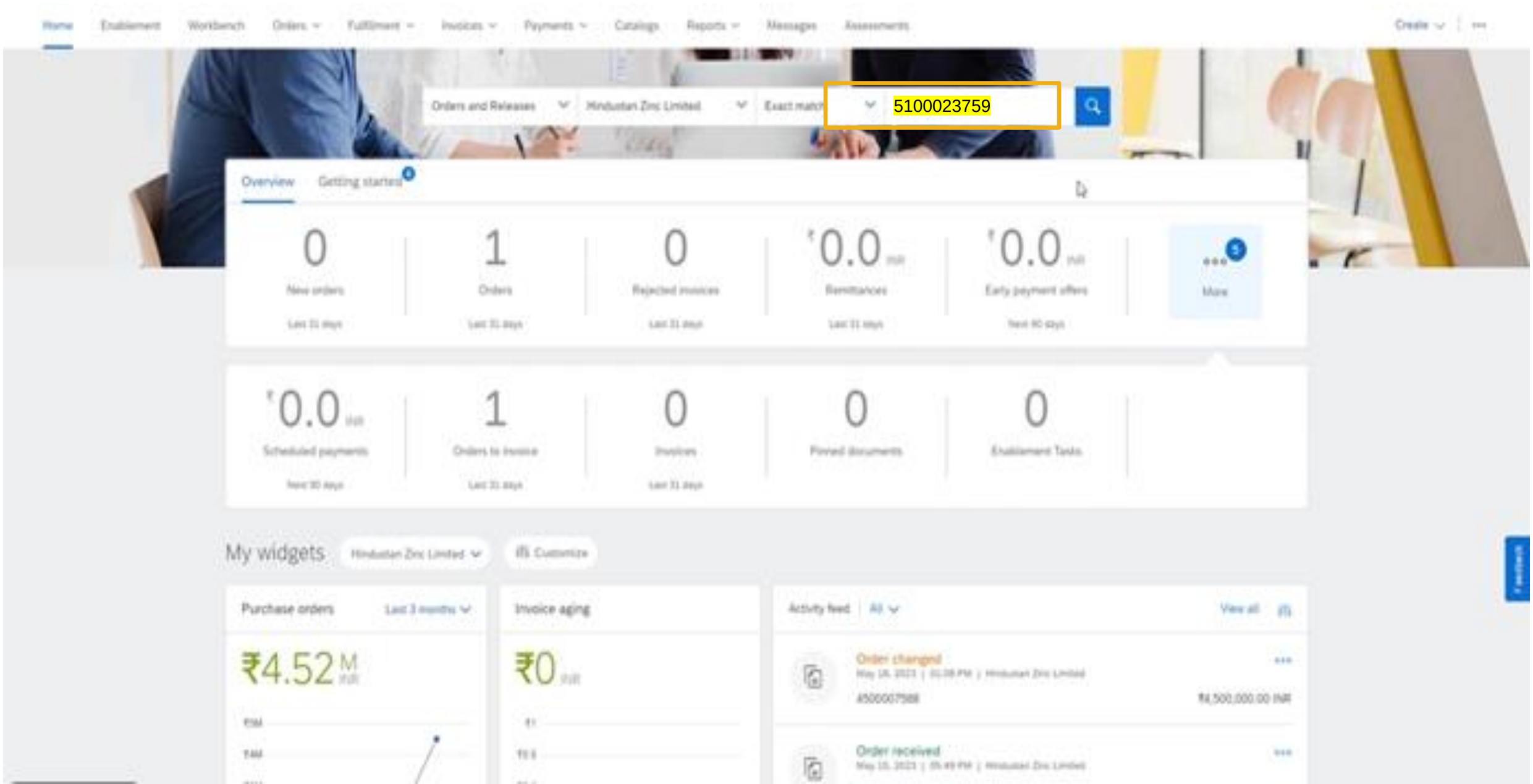
HINDUSTAN ZINC LIMITED



General Information-Order Fulfillment Status Levels

- The Inbox (Orders and Releases) displays all Purchase Orders sent from Hindustan Zinc Limited. Status levels indicate where in the process a Purchase Order is in.
- Only Hindustan Zinc Limited can adjust a Purchase Order, supplier to contact their Hindustan Zinc Limited requestor where there are errors on a Purchase Order and Hindustan Zinc Limited can either obsoleted and send a changed Purchase Order or cancel a Purchase Order a send a new purchase order with a different Purchase Order Number
- Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to Hindustan Zinc Limited.
- Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.
- The status will remain as Partially Confirmed until all items on the purchase order have been provided to Hindustan Zinc Limited.
- A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.
- If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order

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Table-Order Fulfillment Status Levels

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested by Hindustan Zinc Limited, can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received from Hindustan Zinc Limited
Changed	A Purchase Order with a change has been received from Hindustan Zinc Limited
Partially (confirmed or shipped)	Only part of the items requested by Hindustan Zinc Limited have been either confirmed or shipped.

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Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Hindustan Zinc Limited and the Supplier.

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid by Hindustan Zinc Limited
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network to Hindustan Zinc Limited has been rejected. A rejected document does not meet the Buyer Transaction Rules

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Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by Hindustan Zinc Limited. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the Hindustan Zinc Limited authorised UOM's.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour

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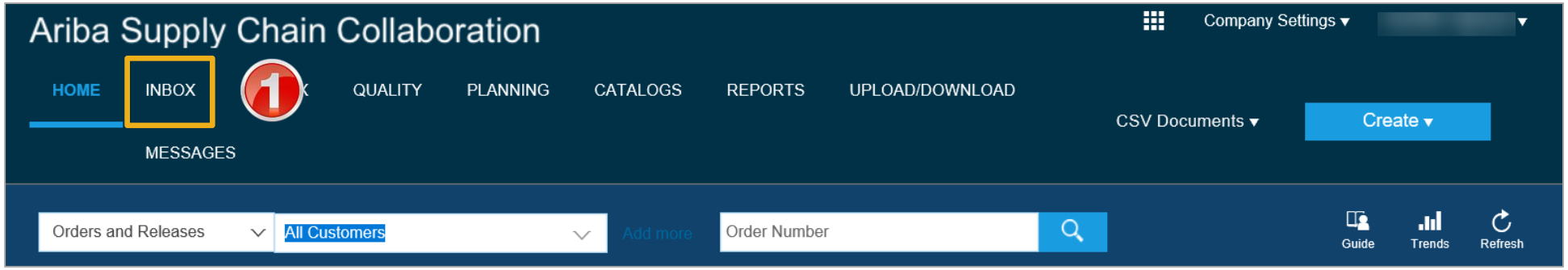
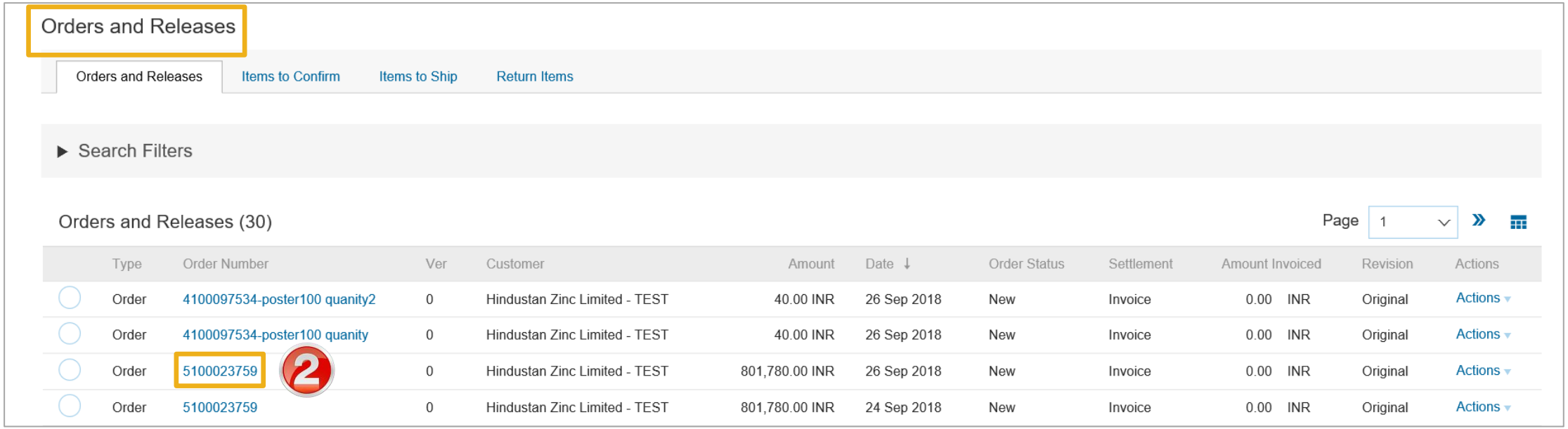
Service Order

- The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.
- Any field with an ***** is a mandatory field and a value is required to be entered

Open the Purchase Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The Purchase Order details page will be displayed.





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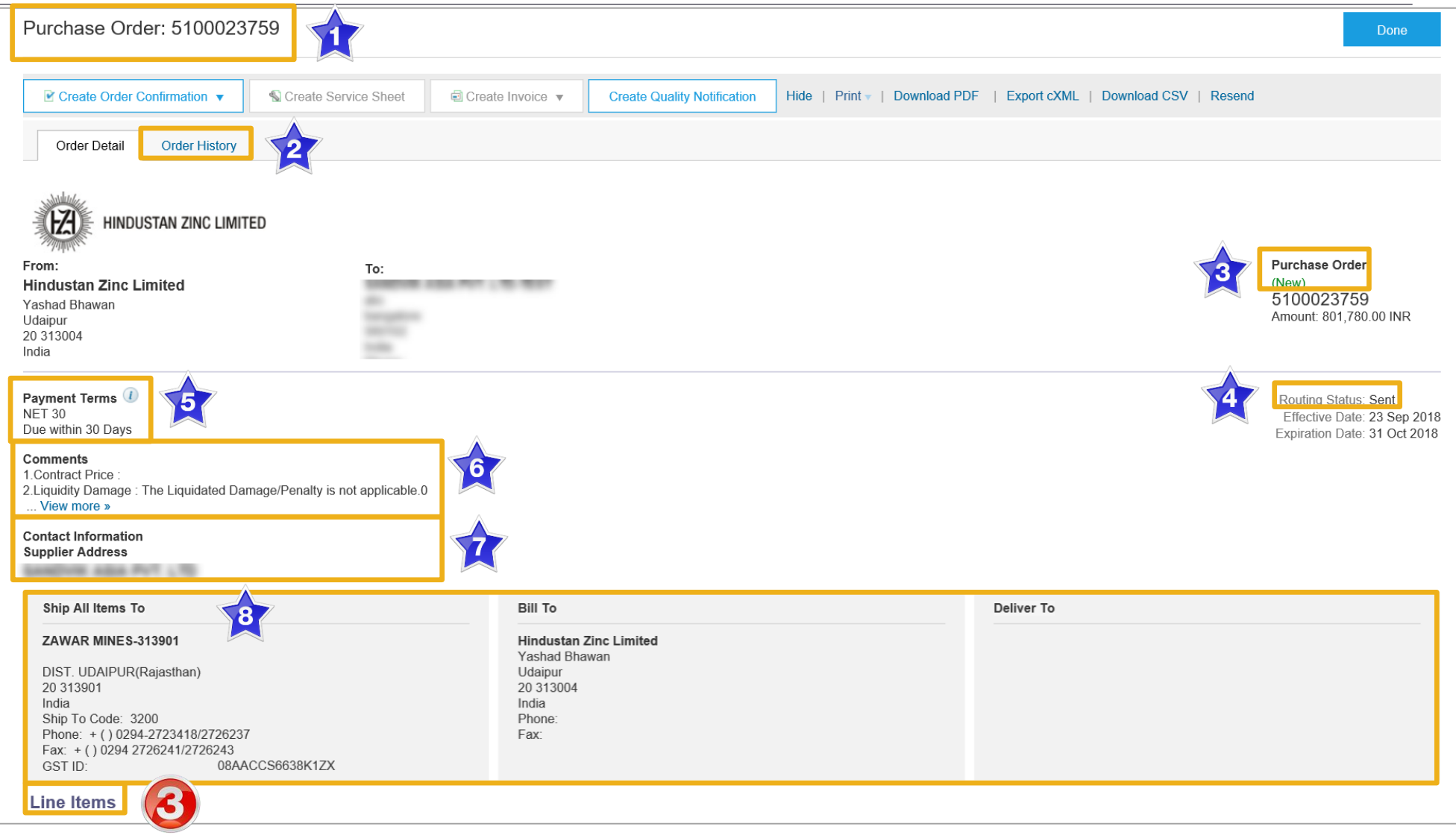
View Service Purchase Order Details

The Service Purchase Order Header displays the:

1) Service **Purchase Order Number**
2) **Order History**
3) Purchase Order **Status** (Status will change as the order is actioned)
4) **Routing Status**
5) **Payment Terms**
6) **Comments**
7) **Contact Information**
8) **Ship To, Bill To and Deliver To** details.

3. Scroll down to **Line Items** section



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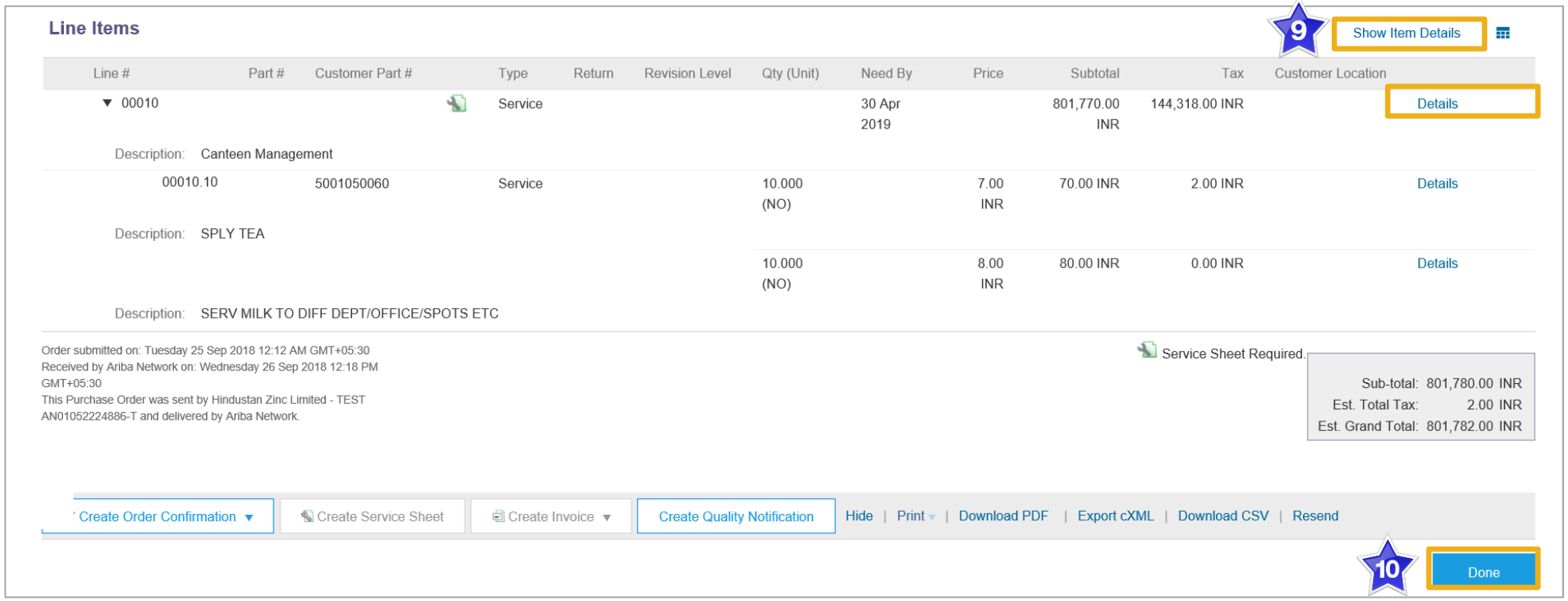
View Purchase Order Details – Line Item Level

9) Click **Details** or **Show Item Details** to see further Line Level details.

10) Click **Done** to return to the **Inbox**.



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Order History

Use **Order History** to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 5100023759

Done

Order Detail | Order History

Purchase Order: 5100023759
Order Status: New
Submitted On: 25 Sep 2018 12:12:14 AM GMT+05:30

From Customer: Hindustan Zinc Limited - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128422057	26 Sep 2018 12:18:27 PM
	Email order was sent to anamika.vajpayee@sap.com.	ANPODispatcher-128500032	26 Sep 2018 12:18:36 PM
Sent	Email order was sent to anamika.vajpayee@sap.com.	OrderDispatcher - Email	26 Sep 2018 12:18:36 PM

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019		801,770.00 INR	144,318.00 INR	
Description: Canteen Management									
00010.10		5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
00010.20		5001050180		10.000		8.00	80.00 INR	0.00 INR	

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Order Confirmation

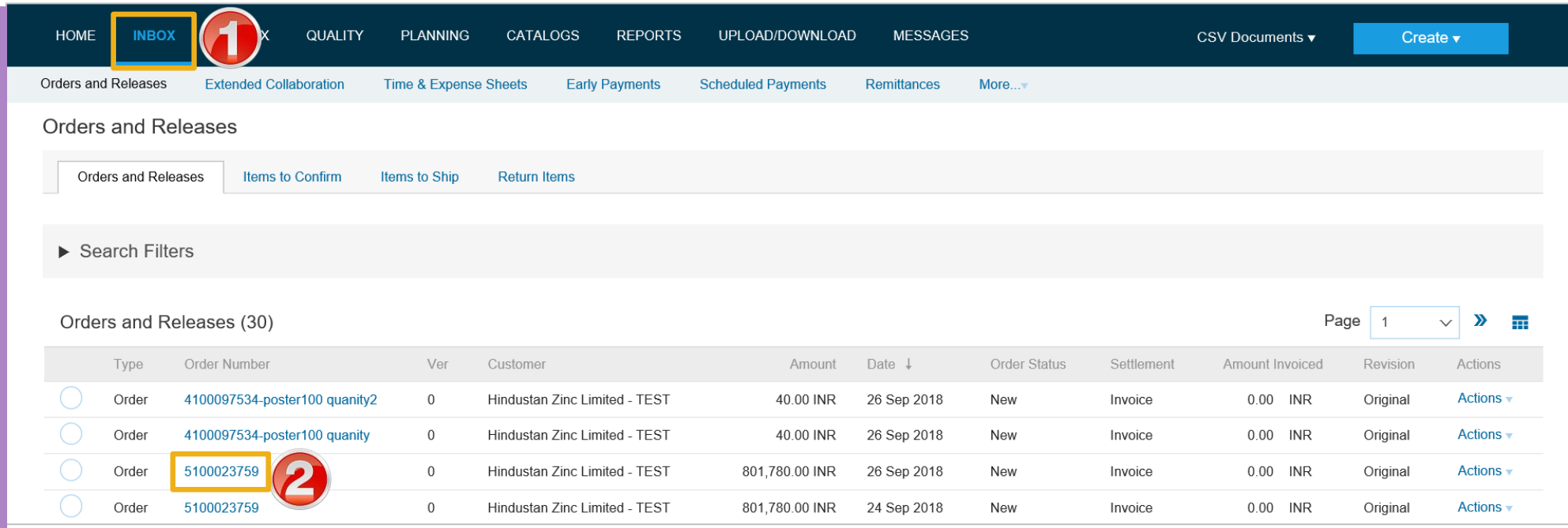
- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:

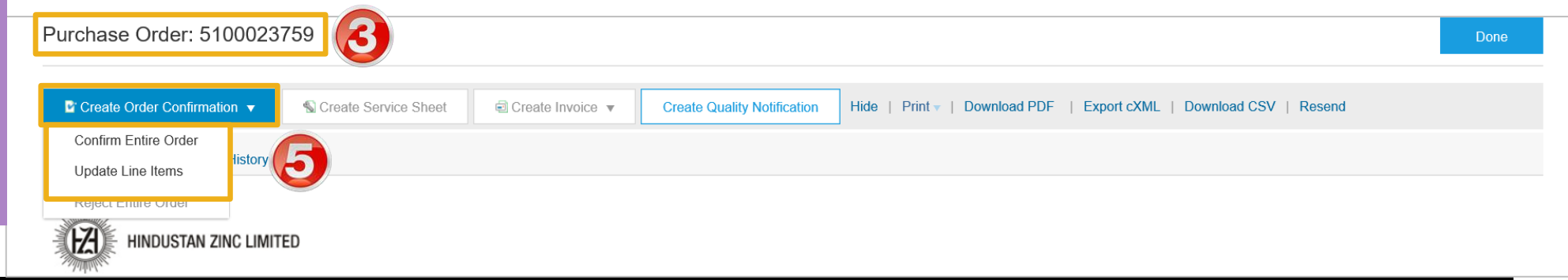
1) **Confirm Entire Order**: used to confirm all line item details of the order.
2) **Update Line Item**: please use Confirm Entire Order or Reject Entire Order.
3) **Reject Entire Order**: used to reject the order if it cannot be fulfilled.

Note - Reject Entire Order is not applicable for HZL

Begin the Confirm Entire Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The Purchase Order details page is displayed.
3. View the Purchase Order.
4. Click **Create Order Confirmation**. The drop down displays:
   - **Confirm Entire Order**
   - **Update Line Items**
5. Select appropriate option. The Order Confirmation screen is displayed.





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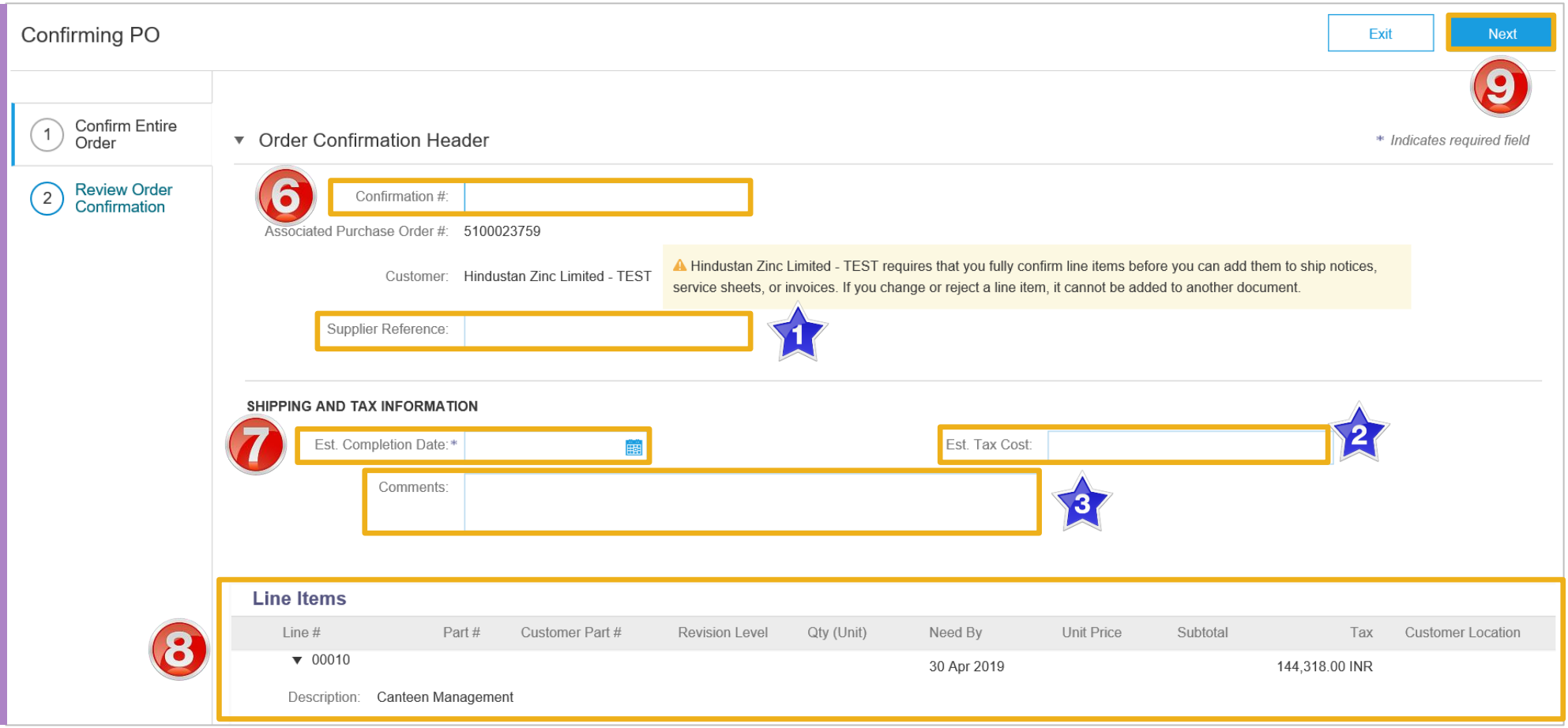
Order Confirmation – Confirm Entire Order - Header Level

6. Enter **Confirmation #**
7. Enter **Est. Completion Date**

Note: There are a number of other fields available:

1. **Supplier Reference**
2. Add **Est Tax Cost** where it is not already included within the trading terms you have with Hindustan Zinc Limited
3. Comments can be entered if necessary.

8. Scroll down to **Line Items**. Review the line items.
9. Click **Next**. The **Review Order Confirmation** page is displayed.



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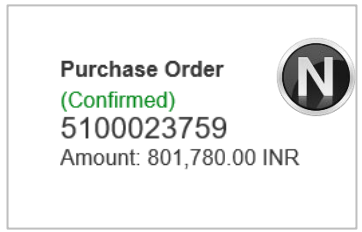
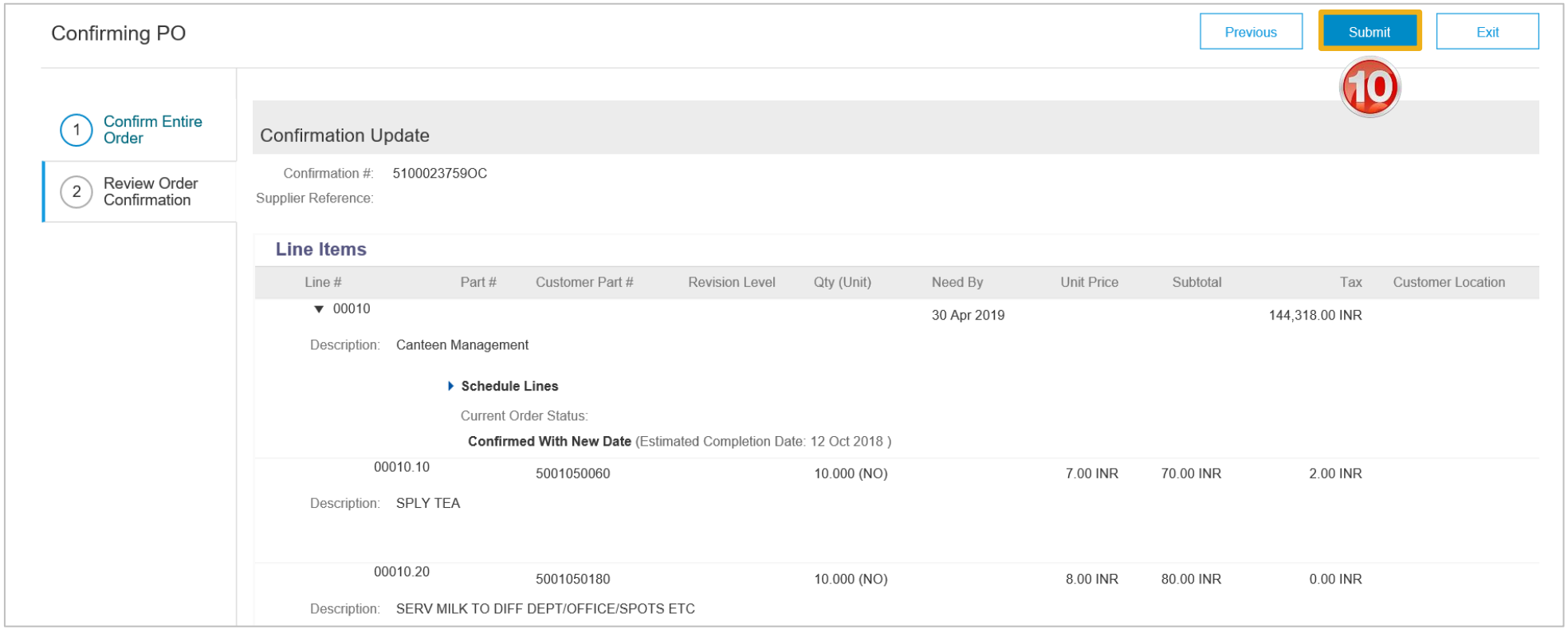
Finalise the Order Confirmation

10. Click **Submit**. The Purchase Order details page is displayed.

Note: Order Status has changed to **Confirmed**.





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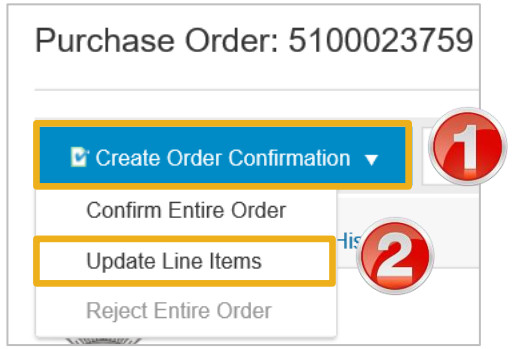
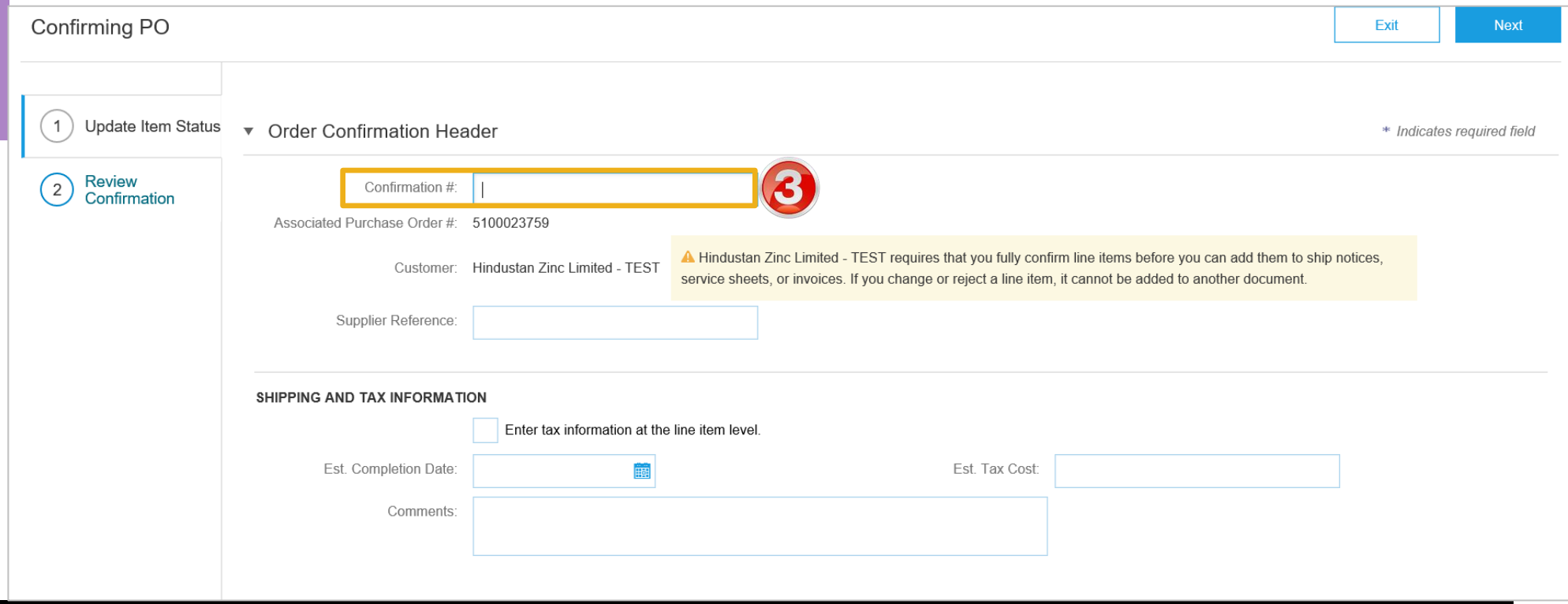
Order Confirmation – Update Line Items

1. Click the Create Order Confirmation.
2. Select **Update Line Items**. The **Update Item Status** page will be displayed.
3. You can enter the **Confirmation #**.





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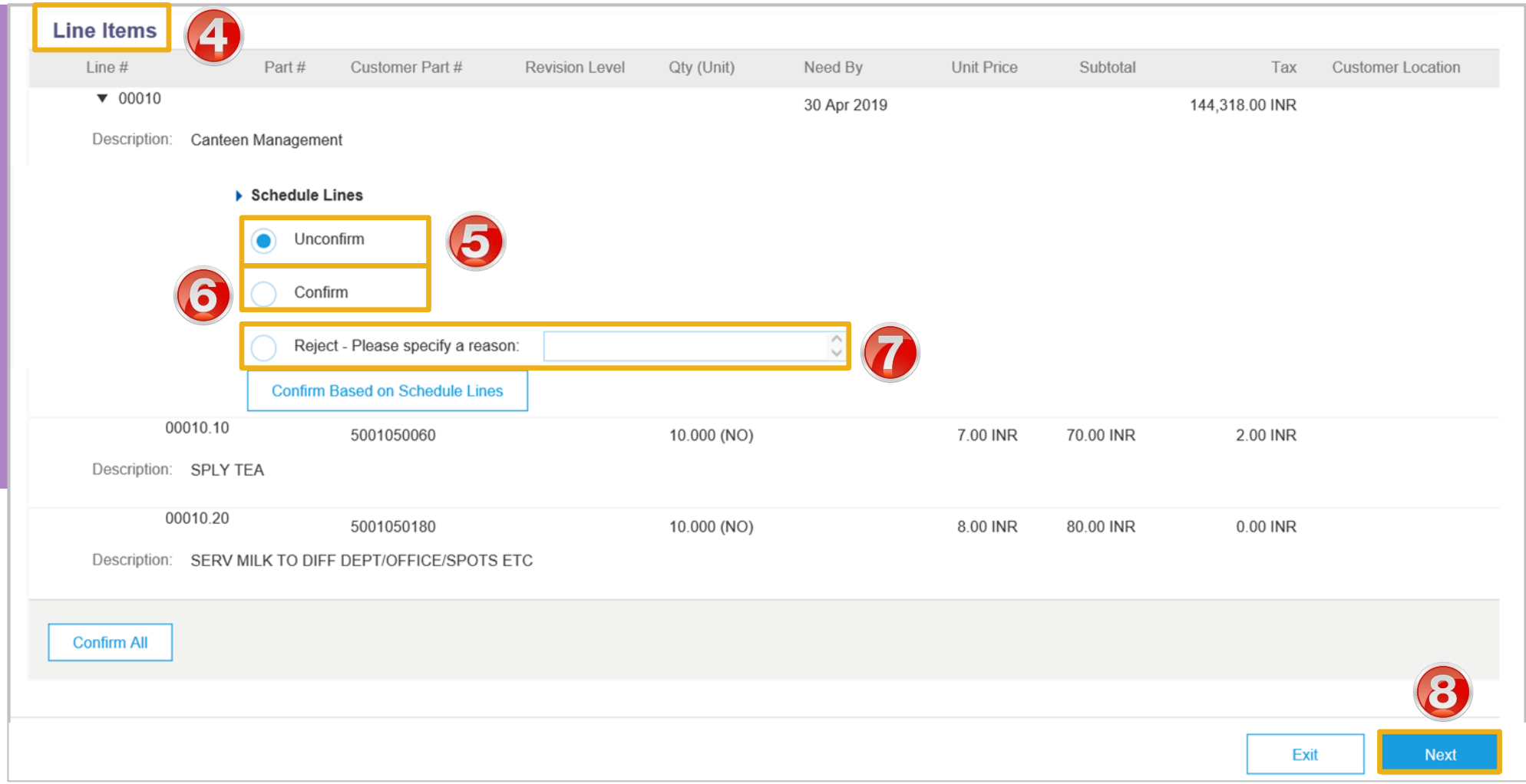
Order Confirmation – Update Line Items

4. Scroll down to the Line Items section.
5. Click **Confirm**.
6. You can also click **Reject** and specify a reason.
7. You can also click **Unconfirm** to revert your decision. Repeat for all Line Items.
8. Click **Next**.



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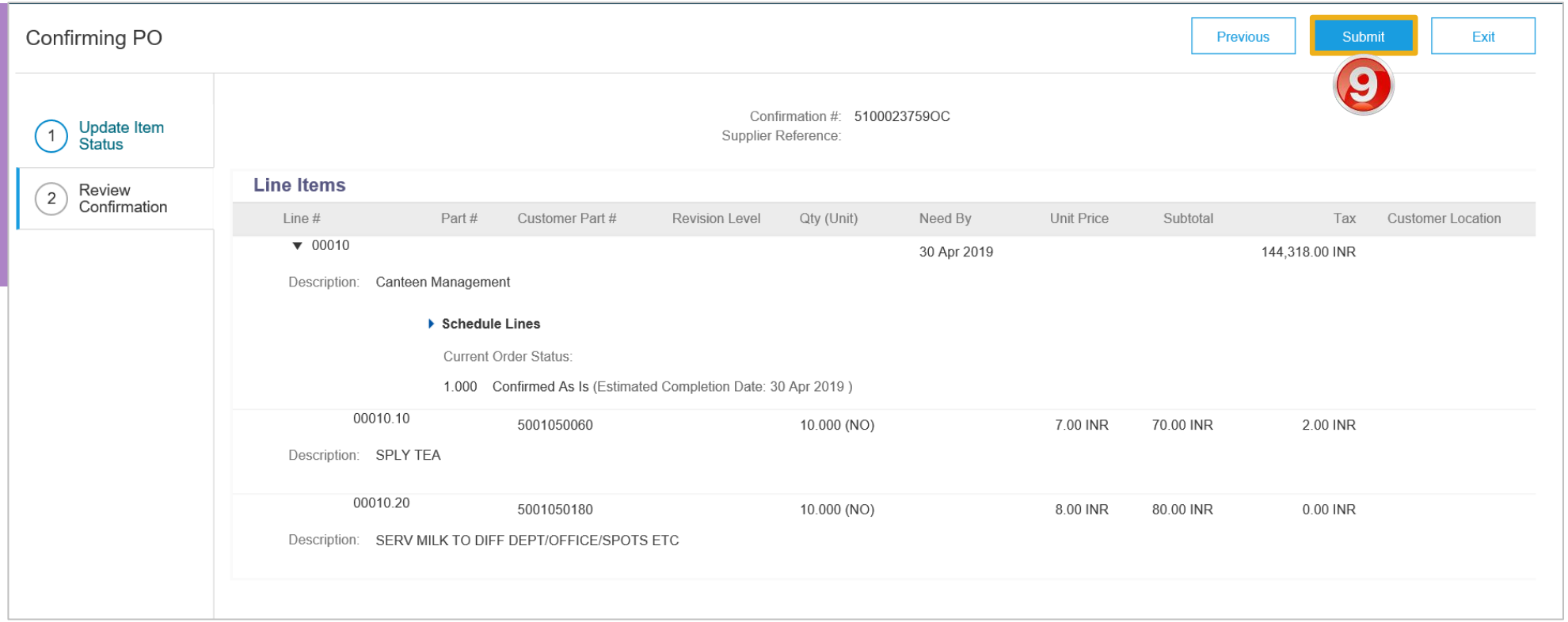
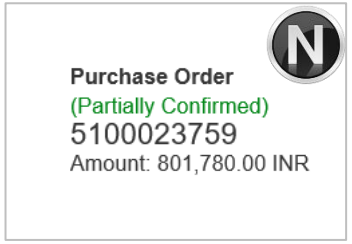
Order Confirmation – Update Line Items

9. Click **Submit**. The P**urchase Order** details page is displayed.

Note: Order Status has changed to **Partially Confirmed**.





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Create Invoice

Once a service has been carried out the invoicing process can be done

Note: Service Sheets are auto generated..

Step 1: Receive and confirm Service Order

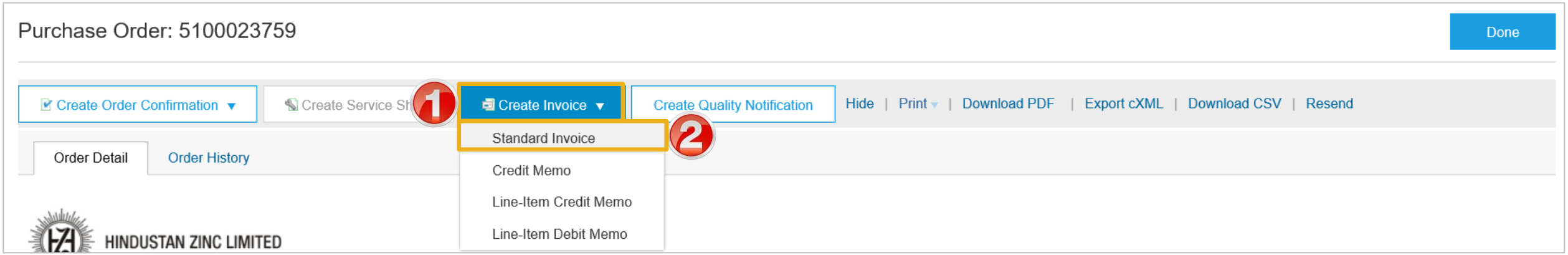
Step 2: Provide service

Step 3: Service Sheet is auto generated.

Step 4: Manually create Invoice in the Ariba Network

Begin Invoicing

1. On the Purchase Order details page, click **Create Invoice**.
2. Select **Standard Invoice**. The **Create Invoice** page will be displayed.



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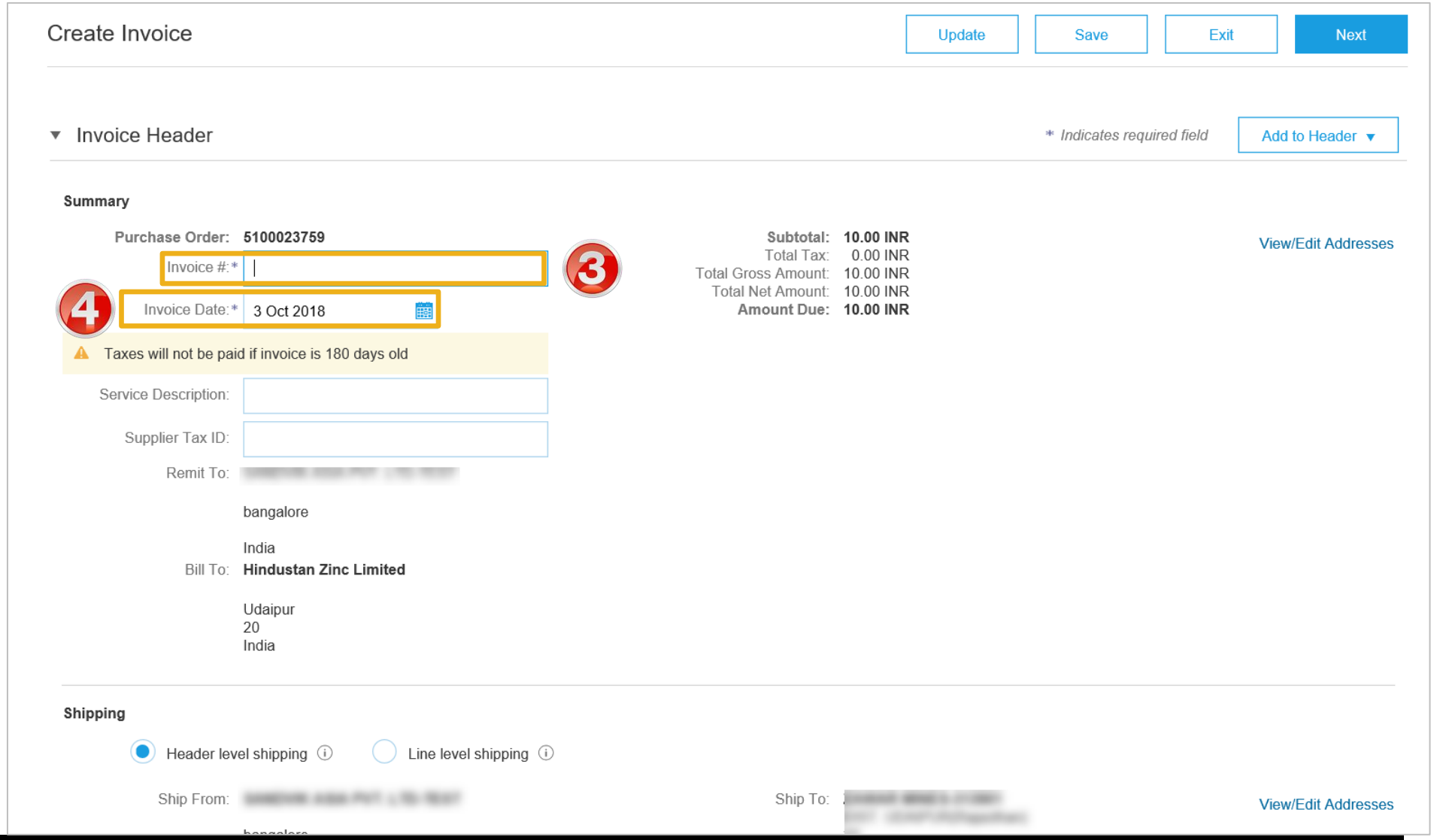
Invoicing cont.

3. Enter the **Invoice** number

4. Confirm or enter the **Invoice Date.**

Caution:

1) **Actual invoice date should be matching with invoice date filled in ARIBA portal**
2) **Attached the correct digital signed invoice after filling up required details**
3) **Invoice should be submitted well within time after invoice generation.**



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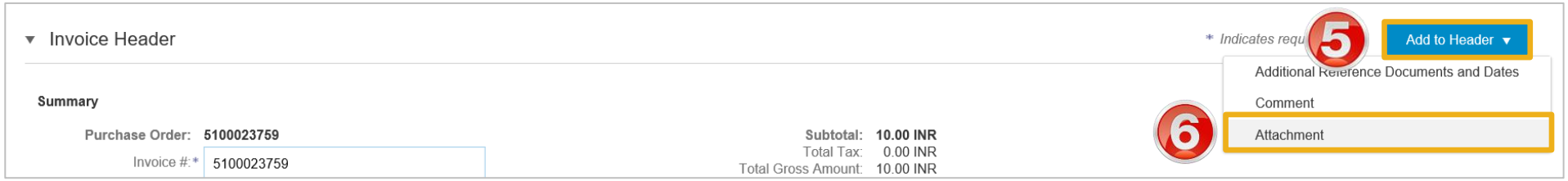
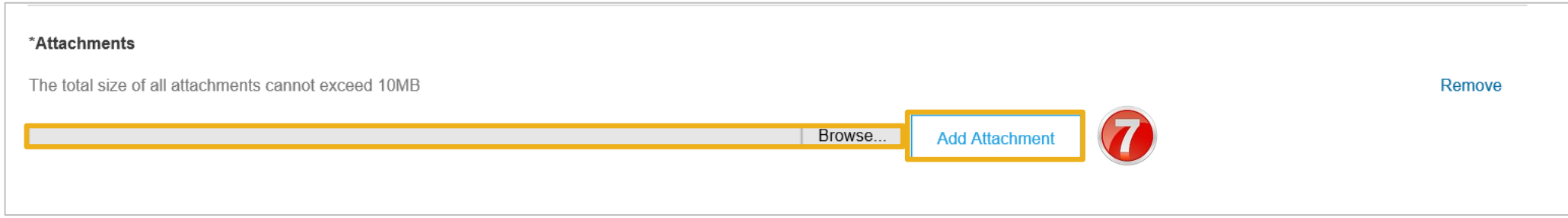
Invoicing cont.

5. Attachments are mandatory. Click **Add to Header**.
6. Select **Attachments**
7. Attach approved attendance sheets or any supporting documents pertaining to this service invoice by browsing for the file and clicking **Add Attachment**. Scroll down to **Line Items**





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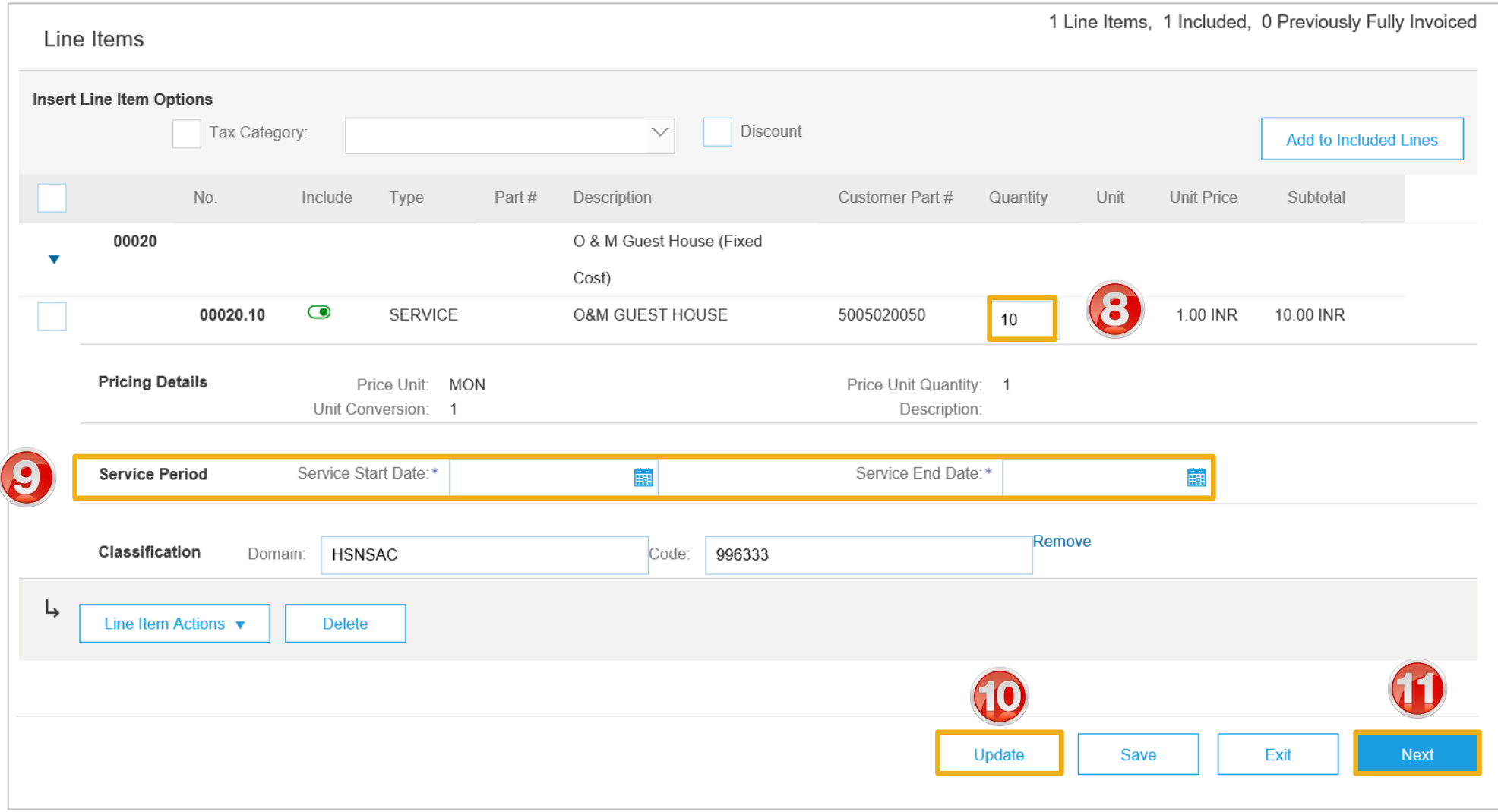
Invoicing cont.

8. You can edit the **Quantity**.
9. Enter the **Service Start Date** and **Service End Date**.
10. Click **Update** to update the Subtotal.
11. Click **Next**.



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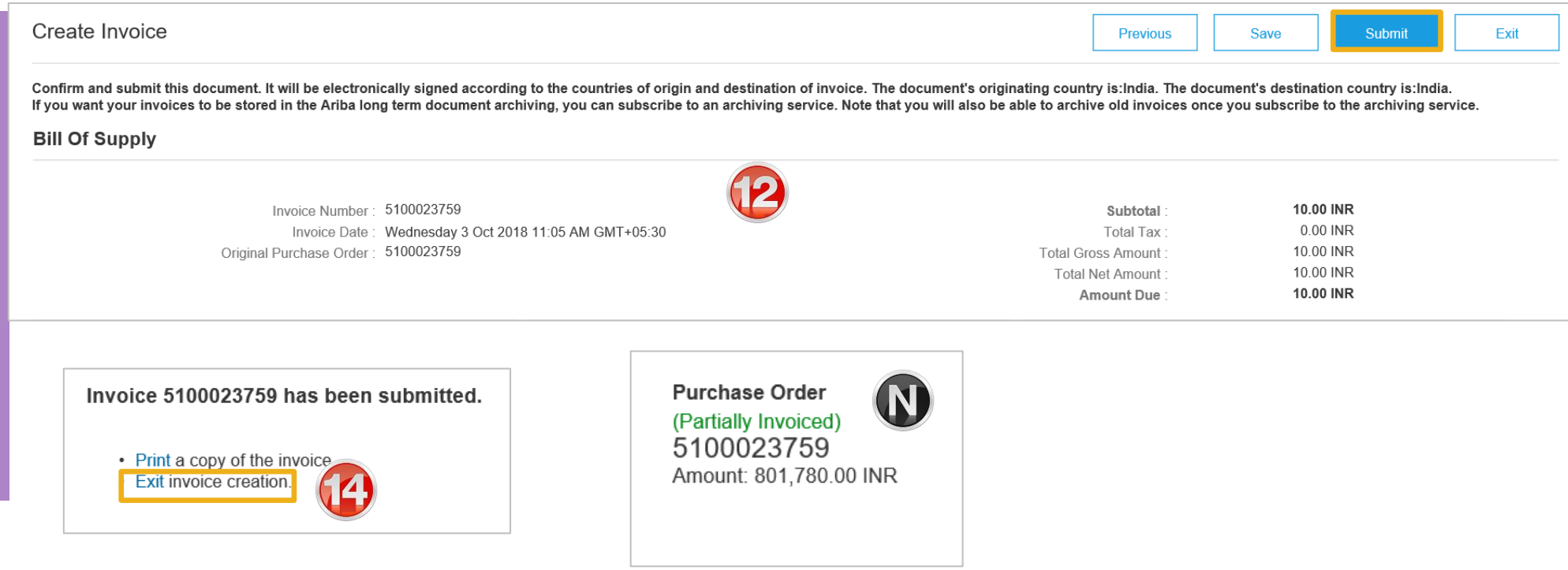
Invoicing cont.

12. Review the information.

13. Click **Submit**.

14. Click **Exit**.

Note: The status is displayed accordingly.



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Support

Support Type	Description
Help Centre **For all your support needs**	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: HZLenablement@ariba.com