

Tata Power- Invoicing Guide



This Invoice Guide is created for Suppliers who have registered with the Ariba Network and have a Trading Relationship with Tata Power.

It contains steps for transacting on invoices with Tata Power through the Ariba Network.

Agenda



- ✓ Invoice Practices
- ✓ Creating Invoices – PO-Flip Invoice and Non-PO Invoice
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches
and Reports

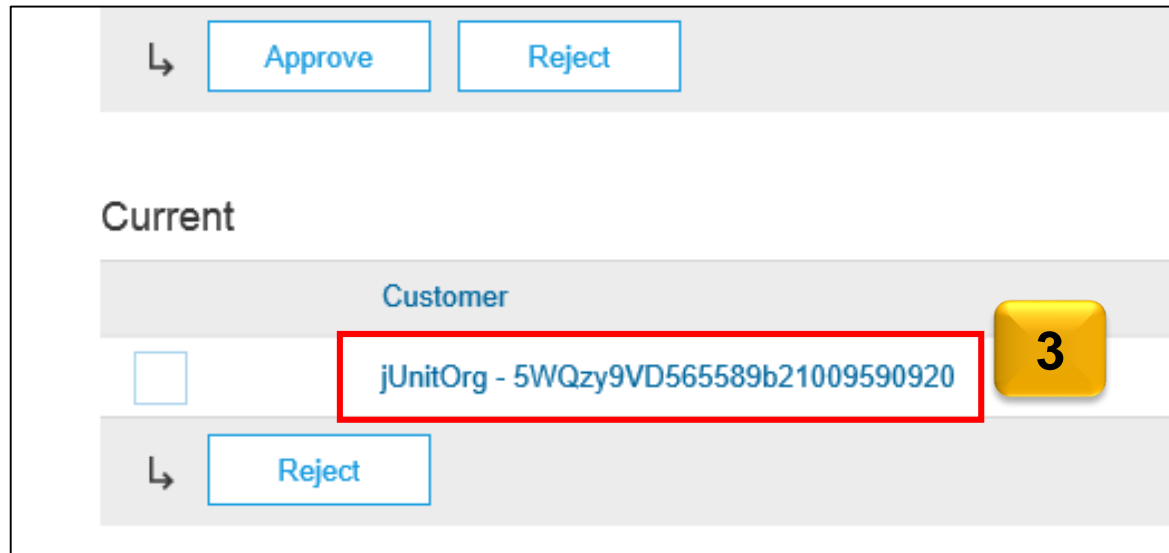
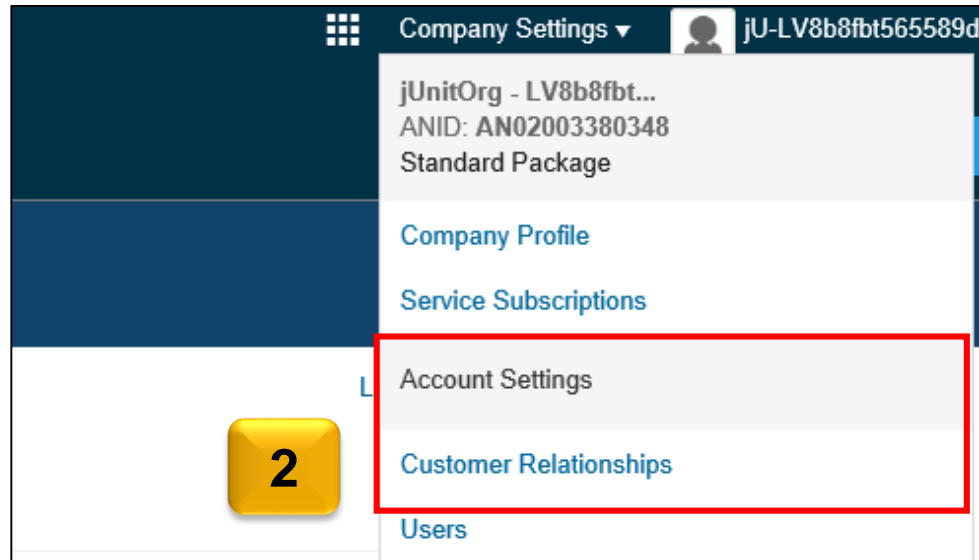


- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

Before You Begin Invoicing: Customer Invoice Rules

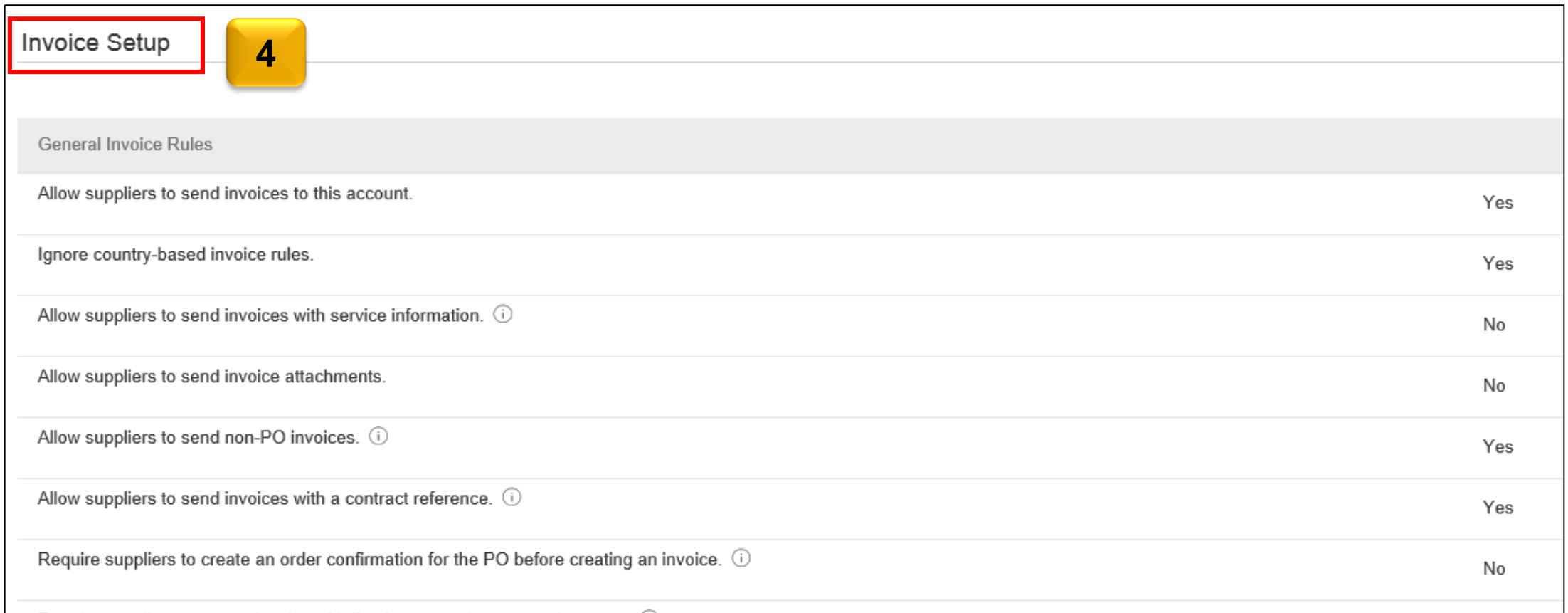
These rules determine what you can enter when you create invoices.

1. Login to your **Ariba Network** account via supplier.ariba.com
2. Select the **Company Settings** drop-down menu and under **Account Settings**, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Tata Power**).



Before You Begin Invoicing: Customer Invoice Rules (Contd.)

4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If Tata Power enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop-down menu.
6. Click **Done** when finished.



General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No



- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

PO Flip Invoice

To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the Ariba Network):

1. From the home page within your Ariba Network account, select the **Create** drop-down menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.

The screenshot shows the Ariba Network interface. At the top, there is a 'CSV Documents' dropdown menu and a 'Create' button. A red box highlights the 'Create' dropdown menu, which is open, showing 'PO Invoice' and 'Non-PO Invoice' options. A yellow callout box with the number '1' points to the 'Create' button. Below this, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', and 'Scheduled Payments'. The 'Orders and Releases' tab is active, showing a table with columns for Type, Order Number, Customer, Inquiries, and Ship To. A red box highlights the 'Order' row with 'Order Number' 20151016_KPBP01. A yellow callout box with the number '2' points to the 'Order Number' column. At the bottom, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'.

Type	Order Number	Customer	Inquiries	Ship To
<input type="radio"/>	Order 20151016_KPBP01	Ariba, Inc. - TEST		Sandb Praha Czech
<input checked="" type="radio"/>	Order 20150415_PO1	Ariba, Inc. - TEST		Sandb Praha Czech

PO Flip Invoice (Contd.)


3. Click the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Tata Power.

Orders and Releases (2)

Type	Order Number	Customer	Inquiries	Ship To Address
<input type="radio"/>	Order	20151016_KPBP01	Ariba, Inc. - TEST	Sandbox Buyer Praha Czech Republic
<input checked="" type="radio"/>	Order	20150415_PO1	Ariba, Inc. - TEST	Sandbox Buyer Praha Czech Republic

↳

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo



Create Invoice


!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 20150415_PO1

Invoice #: *

!Required field 

Invoice Date: * 17 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Invoice Creation against a Material PO

It is mandatory to first fully confirm the Material PO and then create the Ship Notice before you create an invoice.

Goods Receipt should be done by Tata Power and you should check if the Material PO is the Received Status before you invoice against it.

To create an invoice:

1. On the **Create Invoice** page, enter the Invoice #. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
2. The **Invoice Date** is auto-populated. You can select a future date of your choice.


Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4500002830

Invoice #:*

Invoice Date:* 22 May 2018 

Supplier Tax ID:

Remit To: ABB Ariba India

Gurgaon
Delhi
India

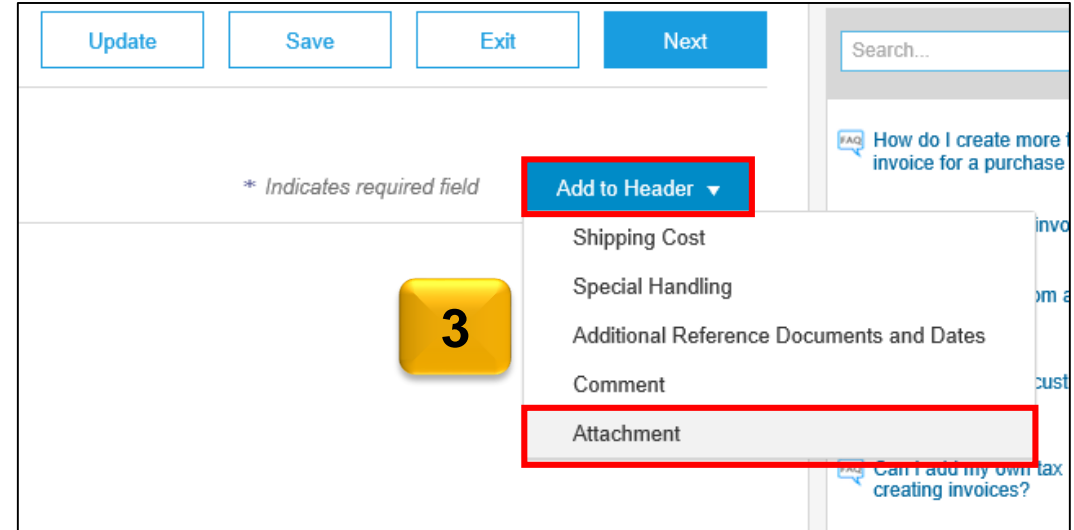
Bill To: The Tata Power Co. Ltd.

Mumbai
Maharashtra
India

Invoice Creation against a Material PO – Adding Attachments at the Header-level

Adding attachments is mandatory. It has to be a scanned copy of the original invoice. It has to be in the PDF format only and shouldn't exceed the 100 MB limit.

- To add attachments, click the **Add to Header** drop-down menu and select **Attachment**.
- Scroll down to the **Attachments** section.
- Click the **Browse** button.
- Select the file on your computer and click **Add Attachment**.



Invoice Creation against a Material PO

7. Scroll down to the **Additional India Specific Information** section.
8. Enter the **Tax Invoice Number**. It will be auto-populated if you have created your legal profile.
9. Select the **Scanning Location**. It is the same location where the service has been rendered and the hard copy of the invoice is submitted.
10. Enter the **Engineer's Email ID**. Contact **Tata Power** if you don't have this information.

The screenshot shows a form for 'Additional India Specific Information'. The fields are as follows:

- Supplier GSTIN:** 07145134fc51251
- Customer GSTIN:** 20AAACT0054A2ZE
- Tax Invoice Number: *** (empty field, highlighted with callout 8)
- Place of Supply:** Select (dropdown menu)
- Scanning Location: *** (no value) (dropdown menu, highlighted with callout 9)
- Engineer's Email: *** (empty field, highlighted with callout 10)
- PAN Number:** AJGPK8782E

Callout 7 points to the 'Additional India Specific Information' section header. Callout 10 points to the 'Engineer's Email' field.

Invoice Creation against a Material PO

11. Scroll down to the **Line Items** section. You can include/exclude any line item by clicking the green toggle button or delete it by selecting the respective checkbox.
12. Make the required changes to the fields.
13. Click the **Next** button.

Line Items 11 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Bearing 9001	251	<input type="text" value="2"/>	EA	100.00 INR	200.00 INR

Ship Notice Details 12 Ship Notice #: 123456789-asn Ship Notice Line #: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Shipping Documents Packing Slip ID: Delivery Note ID:
Packing Slip Date: Delivery Note Line #:
Delivery Note Date:* 14 May 2018

Classification

Domain: Code: [Remove](#)

Domain: Code: [Remove](#)

↳ Line Item Actions ▾ Delete Reset Tax from PO

Invoice Creation against a Material PO

14. Review the invoice.
15. Click the **Submit** button. If there are any changes to be made click the **Previous** button to back to the previous page.
16. You will now see a message that the invoice has been submitted.

Ariba Network

Invoice 4500002830-INV has been submitted.

16 [Print](#) a copy of the invoice.
[Exit](#) invoice creation.

Ariba Network Test Mode **15** Company Settings Test Test

Create Invoice **14** [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.

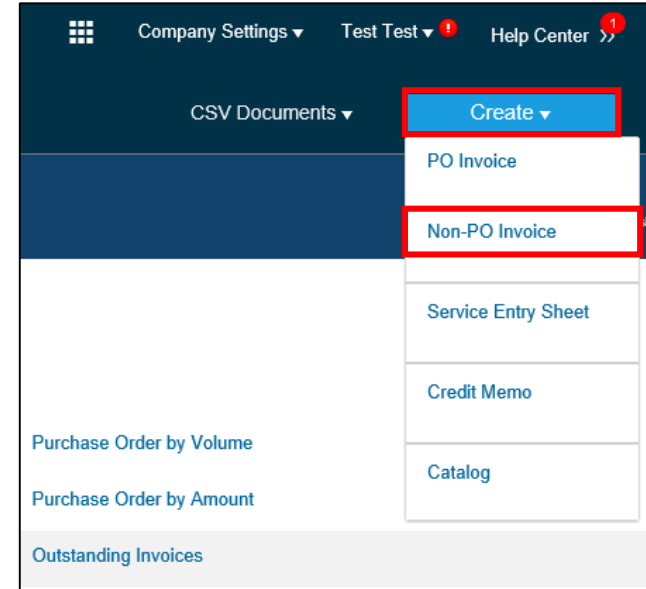
Bill Of Supply

Invoice Number : 5000000327-INV	Subtotal : 790.00 INR
Invoice Date : Monday 21 May 2018 12:51 PM GMT+05:30	Total Tax : 0.00 INR
Original Purchase Order : 5000000327	Amount Due : 790.00 INR

REMIT TO: ABB Ariba India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India	BILL TO: The Tata Power Co. Ltd. Postal Address (THE TATA POWER COMPANY LIMITED): Corporate Center, Block 'B' Mumbai IN-MH 400009 India Phone : +91 () 91-022-2049131 Fax : +91 () 91-022-2045359	SUPPLIER: 100202 - ABB India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India
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Non-PO Invoice Creation

1. On the **Home** page click the **Create** button and select **Non-PO Invoice** from the drop-down. The **Create Non-PO Invoice** page will be displayed.
2. Select **The Tata Power Group Companies** from the **Customer** drop-down menu. The **Standard Invoice** option is selected by default.
3. Click **Next**.



A screenshot of the 'Create Non-PO Invoice' form. The form has a title bar with 'Create Non-PO Invoice' and buttons for 'Next' and 'Exit'. Below the title bar, there is a section for 'For a trading relationship already on Ariba Network'. A yellow callout box with the number '2' is positioned to the right of this section. In this section, the 'Customer' dropdown menu is set to 'The Tata Power Group Companies' and is highlighted with a red box. Below it, the 'Type of Invoice' section has two radio buttons: 'Standard Invoice' (which is selected) and 'Credit Memo'. Below this section, there is a section for 'For a new trading relationship'. At the bottom of the form, there is a text block: 'You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, you must request your customer to send you their unique customer code. After your [Invoice New Customer](#) (Requires Customer Code)'. A yellow callout box with the number '3' is positioned to the right of this text block. At the bottom right of the form, the 'Next' button is highlighted with a red box.

Non-PO Invoice Creation

4. On the **Create Invoice** page, enter the **Invoice #**. It cannot exceed 16 characters. It can be an alpha-numeric number of your choice.
5. The **Invoice Date** is auto-populated. You can select a future date of your choice.

Create Invoice

[Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

5	Invoice #:* <input type="text"/>	4	Subtotal: 0.00 INR	View/Edit Addresses
	Invoice Date:* 13 Jun 2018		Total Tax: 0.00 INR	
	Supplier Tax ID: <input type="text"/>		Amount Due: 0.00 INR	

Remit To: ABB Ariba India

Mumbai
Maharashtra
India

Choose Address: ▼

Bill To: The Tata Power Co. Ltd.

Mumbai
Maharashtra
India

Order Information

Customer Order #: <input type="text"/>	Contract Number: <input type="text"/>
Sales Order #: <input type="text"/>	Sales Order Date: <input type="text" value="13 Jun 2018"/>

Non-PO Invoice Creation

6. You can enter the **Shipping** information at the header or at line level. Update the shipping address by clicking on the **View/Edit Addresses** link.
7. You can enter the appropriate information in the **Additional Fields** section.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **ABB Ariba India**
Mumbai
Maharashtra
India

Ship To: **The Tata Power Group Companies**
Mumbai
Maharashtra
India
Deliver To:

[View/Edit Addresses](#)

6

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **100202 - ABB India**
Gurgaon
Delhi
India

Bill From: **ABB Ariba India**
Gurgaon
Delhi
India

Choose Address: **No value** [View/Edit Addresses](#)

Customer:

Email:

[View/Edit Addresses](#)

7

Non-PO Invoice Creation

8. Scroll down to the **Additional India Specific Information** section.
9. Enter the **Tax Invoice Number**. It will be auto-populated if you have created your legal profile.
10. Select the **Scanning Location**. It is the same location where the service has been rendered and the hard copy of the invoice is submitted.
11. Enter the **Engineer's Email ID**. Contact Tata Power if you don't have this information.
12. Select the **Invoice Type**.
13. It is mandatory for all suppliers to enter the vendor ID in the **SAP ERP Vendor ID** field.
14. Enter the line items in the **Line Items** section by selecting the **No.** check-box and clicking the **Add** button.
15. Click the **Update** button and then click **Next**.

The screenshot shows the 'Additional India Specific Information' section of the SAP Non-PO Invoice Creation form. The form is divided into several sections: 'Additional India Specific Information', 'Line Items', and 'Line Item Actions'. The 'Additional India Specific Information' section contains fields for Supplier GSTIN (07145134fc51251), Tax Invoice Number, Scanning Location, Engineer's Email, Invoice Type, PAN Number, Ref. PO Number, and SAP ERP Vendor ID. The 'Line Items' section shows '0 Line Items, 0 Included, 0 Previously Fully Invoiced' and includes an 'Insert Line Item Options' section with 'Tax Category' set to 'Integrated GST' and a 'Discount' checkbox. Below this is a table with columns for 'No.', 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit', 'Unit Price', and 'Subtotal'. The 'Line Item Actions' section includes buttons for 'Line Item Actions', 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next'. Numbered callouts (8-15) highlight the following elements: 8: 'Additional India Specific Information' section header; 9: 'Tax Invoice Number' field; 10: 'Scanning Location' dropdown menu; 11: 'Engineer's Email' field; 12: 'Invoice Type' dropdown menu; 13: 'SAP ERP Vendor ID' field; 14: 'Add' button in the 'Line Item Actions' section; 15: 'Update' button at the bottom of the form.

Additional India Specific Information

Supplier GSTIN: 07145134fc51251 Customer GSTIN:

Tax Invoice Number: *

Place of Supply: Select

Scanning Location: * (no value)

Engineer's Email: *

Invoice Type: * (no value)

PAN Number:

Ref. PO Number:

SAP ERP Vendor ID: *

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Integrated GST Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
<input type="checkbox"/>											

No item selected

Non-PO Invoice Creation

16. Review the invoice.
17. Click the **Submit** button. If there are any changes to be made click the **Previous** button to back to the previous page.
18. You will now see a message that the invoice has been submitted.

Ariba Network

Invoice 4500002830-INV has been submitted.

18 [Print](#) a copy of the invoice.
[Exit](#) invoice creation.

Ariba Network Test Mode **17** Company Settings Test Test

Create Invoice **16** [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.

Bill Of Supply

Invoice Number : 5000000327-INV	Subtotal : 790.00 INR
Invoice Date : Monday 21 May 2018 12:51 PM GMT+05:30	Total Tax : 0.00 INR
Original Purchase Order : 5000000327	Amount Due : 790.00 INR

REMIT TO: ABB Ariba India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India	BILL TO: The Tata Power Co. Ltd. Postal Address (THE TATA POWER COMPANY LIMITED): Corporate Center, Block 'B' Mumbai IN-MH 400009 India Phone : +91 () 91-022-2049131 Fax : +91 () 91-022-2045359	SUPPLIER: 100202 - ABB India Postal Address: 100202 - GURGAON Gurgaon IN-DL 122007 India
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- ✓ Invoice Practices
- ✓ Creating Invoices
- ✓ Modifying Invoices
- ✓ Document Statuses, Searches and Reports

PO Flip Invoice – Review, Save, Submit

1. Review your invoice for accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. In case of any errors, you will get a notification in red where information should be corrected.
3. If no changes are needed, click **Submit** to send the invoice to Tata Power. If changes are needed, click **Previous** to return to previous pages and make corrections before submitting. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Outbox > Drafts** on your **Home** page.



You can keep draft invoices for up to 7 days.

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit **2**

▼ Invoice Header

Summary

Invoice #: *

! Required field

Invoice Date: * 17 Apr 2016

Remit To: **Ariba_TestSupplier - TEST**

Praha 5

Czech Republic

Bill To: **Sandbox Buyer - Test**

HOME **4** **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

This page displays documents you saved in draft state. You can edit them

Cancel, Edit and Resubmit Invoices

1. Select the **OUTBOX** tab.
2. In the **Invoice #** column, click the invoice link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to "**Canceled**."
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the SAP OUTBOX interface. The 'OUTBOX' tab is selected and highlighted with a red box and a yellow callout '1'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section is active, showing a search filter and a table with one invoice. The invoice number 'INV_20150415' is highlighted with a red box and a yellow callout '2'. The table columns include Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

The screenshot shows the details page for invoice 'INV_20150415'. The title is 'Invoice: INV_20150415'. Below the title, there are buttons for 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', and 'Print'. The 'Cancel' button is highlighted with a red box and a yellow callout '3'.

The screenshot shows the SAP Invoices table. The 'Edit' button is highlighted with a red box and a yellow callout '4'. A tooltip below the 'Edit' button says 'Fix a failed invoice.' The table columns include Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	50415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent



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Check Invoice Status

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Tata Power via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Tata Power invoicing rules. Tata Power will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Tata Power invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Invoice Status

Reflects the status of Tata Power's action on the Invoice.

- **Sent** – The invoice is sent to the Tata Power but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Tata Power approved the invoice cancellation
- **Paid** – Tata Power paid the invoice / in the process of issuing payment. Only if Tata Power uses invoices to trigger payment.
- **Approved** – Tata Power has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Tata Power has rejected the invoice or the invoice failed validation by Ariba Network. If Tata Power accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Check Invoice History

Access any invoice:

1. Click the **History** tab to view status details and invoice history.
2. **History, Status** and **Comments** for the invoice are displayed. **Transaction history** can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments **History** 1

Standard Invoice

Invoice: INV_20150415 Done 3

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00 Submitted By: Klaus Püschel 2

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Search for Invoice - Quick Search and Refined Search

Quick Search:

1. From the **Home** page, select **Invoices** under the **Document type to search** field.
2. **Select** Tata Power from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments **History** 1

Standard Invoice

Invoice: INV_20150415 Done 3

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel 2

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Search for Invoice Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**. Fill in required Information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
3. Click **Next**.

Reports can be created by Administrator or User with appropriate permissions.

Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.





Support Type	Contact
Ariba Technical Helpdesk	<ol style="list-style-type: none"> 1. Click the Help Centre – Support 2. Select support option; <ul style="list-style-type: none"> • Email SAP Ariba Customer Support • Get help by Live Chat • Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"> 1. On the Home page 2. Click Company Settings 3. Click Customer Relationships 4. Click Supplier Information Portal
Ariba Network Registration or Configuration Support	E: apacsupplierenablement@sap.com

Tata Power Business Process Support:
Please contact your respective buyers for all your business process support needs.

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