

Ariba Network Material Order Processing Guide

SAP Ariba 





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.

Inbox – Orders and Releases

The **Orders and Releases** page displays a summary of all the purchase orders sent from Hindustan Zinc Limited.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading.

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Orders and Releases

Orders and Releases
Items to Confirm
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Return Items

Search Filter

N
Orders and Releases (100+)

Type	Order Number ↑	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100097480	1	Hindustan Zinc Limited - TEST	100.00 INR	4 Sep 2018	Changed	Invoice	0.00 INR	Changed	Actions
Order	4100097480	0	Hindustan Zinc Limited - TEST	120.00 INR	31 Aug 2018	Obsolete	Invoice	0.00 INR	Original	Actions
Order	4100097481	0	Hindustan Zinc Limited - TEST	80.00 INR	31 Aug 2018	Partially Invoiced	Invoice	20.00 INR	Original	Actions

The **Ver.** is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the Hindustan Zinc Limited purchase order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order

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 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
Changed	A Purchase Order with a change has been received
Partially (confirmed or shipped)	Only part of the items requested have been either confirmed or shipped.

Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network.

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
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network has been rejected. A rejected document does not meet the Buyer Transaction Rules



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

Scroll down to view the **Line Items** section.



Any page element in blue can be clicked to view more details.

Ariba Supply Chain Collaboration

Purchase Order: 4100099069

Create Order Confirmation Create Invoice Create Quality Notification Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

HINDUSTAN ZINC LIMITED

From: To: HZL Test Supplier1 - TEST
Email:

Purchase Order (New) 4100099069
Amount: 300.00 INR

Payment Terms NET 30 Due within 30 Days
Comments 1.Scope : 2.Contract Period: Validity Start :2018-11-20 Validity End:2018-12-30 3.Performance Garuntee :Th ... View more »
Contact Information Supplier Address Address ID:
Other Information Company Code: 1000 View more »

Routing Status: Sent Effective Date: 20 Nov 2018 Expiration Date: 30 Dec 2018

Document by Vendor: Document Type :Invoice Document:The supplies/ service bills made/ submitted against this order should invariably be accompanied with documents as specified in the check list as given below. Bill processing for Supplies without the requisite documents are likely to be delayed/rejected.
Contact To: Mail:

Ship All Items To Bill To Deliver To Refer to Ship To Address

View purchase order Details – Line Items

- 8) Click **Show Item Details** or **Details** to see further line level information
- 9) Click **Done** to return to the **Inbox**.



Reviewing a purchase order

Each purchase order should be reviewed to:

- Identify the items requested and ensure that the details of items in the order are correct
- Determine whether the items are in stock
- Validate the information contained within the purchase order
- Check the shipping address
- Check fields required by the business and any comments

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10	Not Available	246000064000	Material			10.000 (NO)	2 Jun 2018	10.00 INR	100.00 INR	18.00 INR	
Description: Combination Plier 8"											
20	Not Available	246000082000	Material			10.000 (NO)	2 Jun 2018	10.00 INR	100.00 INR	18.00 INR	
Description: PLIER, STRAIGHT NOSE, INSULATED, 8											
30	Not Available	246010012000	Material			10.000 (NO)	2 Jun 2018	10.00 INR	100.00 INR	18.00 INR	
Description: PLIER, CIRCLIP, EXTERNAL STRAIGHT, 12											

Order submitted on: Wednesday 28 Nov 2018 6:31 AM GMT+05:30
Received by Ariba Network on: Tuesday 27 Nov 2018 4:57 PM GMT+05:30
This Purchase Order was sent by Hindustan Zinc Limited - TEST AN01052224886-T and delivered by Ariba Network.

[Show Item Details](#)

[Details](#)
[Details](#)
[Details](#)

Sub-total: 300.00 INR
Est. Total Tax: 54.00 INR
Est. Grand Total: 354.00 INR

[Create Order Confirmation](#)
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Order History

Order History tab identifies:

- 1) Who created the document
- 2) The date and time stamps of the various processes that have affected the document
- 3) Line Item information

Purchase Order: 4100097513

Done

Order Detail

Order History

Purchase Order: 4100097513
Order Status: New
Submitted On: 19 Sep 2018 9:14:59 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-128479049	18 Sep 2018 9:00:07 PM
	Email order was sent to [REDACTED]	ANPODispatcher-128479042	18 Sep 2018 9:00:34 PM
Sent	Email order was sent to [REDACTED]	OrderDispatcher - Email	18 Sep 2018 9:00:35 PM

Line Items



Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10	Not Available	767503027010		2.000 (NO)	31 Dec 2018	10.00 INR	20.00 INR	2.00 INR	
Description: PUMP,CNTFGL,100M3/HR,300M,175HP,4/4PJ10									
Status									
2.000 Unconfirmed									

Control Keys

Order Confirmation: not allowed
Ship Notice: not allowed
Invoice: is not ERS Unit Price Editable:
Invoice Verification Type: goods receipt

Sub-total: 20.00 INR
Est. Total Tax: 2.00 INR
Est. Grand Total: 22.00 INR



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:

- ❖ **Confirm Entire Order:** Used to confirm all line item details of the order
- ❖ **Update Line Items:** Used to partially confirm the line item details of the order (Not applicable for HZL suppliers)
- ❖ **Reject Entire Order:** Used to reject the order if it cannot be fulfilled (Not applicable for HZL suppliers)



You have to confirm the order before creating a ship notice. The **Create Ship Notice** button will be displayed and activated only after you confirm the order.

Begin the Order Confirmation

To confirm an order:

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number**. The **Purchase Order** details page is displayed. View the purchase order.
3. Click **Create Order Confirmation**. The following options are displayed:
 - **Confirm Entire Order**
 - **Update Line Items** (not applicable)
 - **Reject Entire Order** (not applicable)
4. Select **Confirm Entire Order**. The **Confirming PO** page is displayed.

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Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

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Orders and Releases (10)

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100099078 2	0	Hindustan Zinc Limited - TEST	100.00 INR	29 Nov 2018	New	Invoice	0.00 INR	Original	Actions

Purchase Order: 4100099078 Done

Create Order Confirmation **3** Create Invoice Create Quality Notification Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order **4**

- Update Line Items
- Reject Entire Order

Order Confirmation – Confirm Entire Order

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Only fields that are marked with an asterisk are mandatory. However, there are other fields like:

- 1) **Confirmation #** – any alpha-numeric reference number you choose to provide Hindustan Zinc Limited.
- 2) **Supplier Reference** can be entered if necessary.
- 3) **Comments** can be entered if necessary.
- 4) Scroll down to the **Line Items** section and view the line items.
5. Click **Next**.

Confirming PO

ExitNext

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

1

Associated Purchase Order #:

4100099078

Customer:

Hindustan Zinc Limited - TEST

Hindustan Zinc Limited - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

2

Comments:

3

4

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Not Available	246000064000		10.000 (NO)	1 Jun 2018	10.00 INR	100.00 INR	18.00 INR

Description:

Combination Plier 8"

Schedule Lines

Current Order Status:

10.000 Confirmed As Is (Estimated Delivery Date: 1 Jun 2018 - This is defaulted from Requested Delivery Date in the order)

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Finalise the Order Confirmation

7

6. Review the Order Confirmation.
7. Click **Submit**. The **Purchase Order** details page will be displayed.
8. Order Status has changed to **Confirmed**.

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

6

Confirmation Update

Confirmation #: 4100099078OC

Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	Not Available	246000064000		10.000 (NO)	1 Jun 2018	10.00 INR	100.00 INR	18.00 INR

Description: Combination Plier 8"

Schedule Lines

Current Order Status:

10.000 Confirmed As Is (Estimated Delivery Date: 1 Jun 2018 - This is defaulted from Requested Delivery Date in the order)

Order Detail

Order History



HINDUSTAN ZINC LIMITED

From:
Refer to Ship To Address

To:
HZA Test Supplier1 - TEST
Bangalore1
Bengaluru
Karnataka 560064
India
Phone:

Purchase Order
(Confirmed)
4100099078
Amount: 100.00 INR

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Change Purchase Order

If you see any discrepancy in the purchase order, contact HZA and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.



Ship Notice

- The Ship Notice is the delivery information and is sent to Hindustan Zinc Limited to advise them of the ship date for the materials.
- The Ship Notice is mandatory document for transacting with Hindustan Zinc Limited
- 2 methods for creating a Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

N You have to create a ship notice and an invoice for the goods to enter the premises.

Begin Ship Notice Creation

To create a ship notice:

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** that has been fully confirmed. The **Purchase Order** details page is displayed. View the purchase order.
3. Click **Create Ship Notice**. **Create Ship Notice** page will be displayed.

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Orders and Releases (1)

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100099076	2	Hindustan Zinc Limited - TEST	50.00 INR	29 Nov 2018	Confirmed	Invoice	0.00 INR	Original	Actions

Create Order Confirmation

Create Ship Notice

3 Create Invoice

Create Quality Notification

Order Detail

Order History

Create Ship Notice

4. Enter the **ASN Number**, this is the alpha-numeric number you provide to Hindustan Zinc Limited.
5. Enter the **Shipping Date** and **Delivery Date**.
6. Scroll down to **Order Items**.

N

ASN Number

Earlier the **ASN Number** used to be generated by the SRM system. Now, you will have to enter an alpha-numeric (uppercase only) reference number of your choice. It could also be your invoice number. The character limit for an **ASN Number** is 10.

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Your Profile ▾

Create Ship Notice

Save

Exit

Next

** Indicates required field*

SHIP FROM

HZZ Test Supplier1 - TEST

Update Address

DELIVER TO

Hindustan Zinc Limited

Update Address

▼ Ship Notice Header

SHIPPING

ASN Number: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type Select ▾

Shipping Date: *

Delivery Date: *

Truck Number:

DL Number:

LR Number:

TRACKING

Carrier Name:

Service Level:

4

5

Finalise Ship Notice

7. Edit the **Ship Qty** (if required)
8. Click **Next**. The **Create Ship Notice** confirmation page is displayed. Review the Ship Notice
9. Click **Submit**.



The purchase order status will now change to **Shipped** or **Partially Shipped**.

Purchase Order
(Shipped)
4100099076
Amount: 50.00 INR

Purchase Order
(Partially Shipped)
4100099074
Amount: 20,100.00 INR

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4100099076	10	Not Available	246000064000	5.000	NO	30 Dec 2018		10.00 INR	50.00 INR	10.00 INR	Remove

Description: Combination Plier 8"

Shipment Status

Total Item Due Quantity: 5 NO

Confirmation Status

Total Confirmed Quantity: 5.000 NO Total Backordered Quantity: 0 NO

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5	7			Add Details


[Add Order Line Item](#)
[Manage Serial Numbers ▼](#)

8

[Save](#)
[Exit](#)

8

[Next](#)

9

Create Ship Notice

[Previous](#)
[Save](#)

9

[Submit](#)
[Exit](#)

Confirm and submit this document.

SHIP FROM

DELIVER TO

Cancel Ship Notice

If you have entered any incorrect information on the ship notice you can cancel it and create another one. To cancel a ship notice:

1. Click **Outbox** tab on the **Home** page. The **Invoices** tab is displayed by default.
2. Select the **Ship Notices** tab. All ship notices will be displayed below.
3. Click the **Ship Notice** number. The **Ship Notice** details page will be displayed.



You cannot cancel the ship notice if an invoice has been created against it. .

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Packing Slip ID	Order #	Date ↓	Completion Status	Receipt Status	Routing Status	Ship Notice Status
Customer: Hindustan Zinc Limited - TEST (371)						
4100099076	4100099076	30 Nov 2018 7:56:34 AM			Acknowledged	
ASN9078X2	4100099078	29 Nov 2018 11:16:32 PM			Acknowledged	

Cancel Ship Notice cont.

4. On the **Ship Notice** details page, click **Cancel**.
5. The **Cancel Ship Notice?** page will be displayed. Click **Yes**.



The Ship Notice will now be canceled and the Routing Status will change to **Obsoleted**.

Ship Notice: 4100099076

Done

Cancel Print Export cXML

4

Cancel

Transport Details

History

SHIP FROM

DELIVER TO

Done

Previous

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

5

Yes

No

Ship Notices (1)



Packing Slip ID

Order #

Date ↓

Completion Status

Receipt Status

Routing Status

Ship Notice Status

▼ Customer: Hindustan Zinc Limited - TEST (1)



4100099076

4100099076

30 Nov 2018 7:56:34 AM

Obsoleted

6



Invoicing



It is advised to create an invoice immediately after creating a ship notice i.e. on the same day. When you create a hard copy of the invoice in your system create an invoice on the Ariba Network too. You can create an invoice only against the shipped quantity.

Begin Invoicing

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

Purchase Order: 4100099076

Done

Create Order Confirmation

Create Invoice

Create Quality Notification

Hide

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Export cXML

Download CSV

Resend

Order Detail

Order History


HINDUSTAN ZINC LIMIT

From:
Refer to Ship To Address

To:
HZL Test Supplier1 - TEST

Purchase Order
(Shipped)
4100099076
Amount: 50.00 INR

Invoicing cont.

3. Enter the **Invoice number** (any alpha-numeric reference number of your choice). It can be the invoice number that you use in your system.
4. Confirm or enter the **Invoice Date**.
5. By default the **Deduction BY HZL for early payment** field will be selected as **No**. If you select **Yes**, then payment will be released immediately after deducting 18%.



Invoice Date

You can backdate the invoice, but it is recommended to create the invoice on the same day that you create the ship notice and the hard copy of the invoice in your system.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

** Indicates required field*

Add to Header ▼

⚠ This invoice should be a replica of your GST Tax invoice, as HZL will make the payment as per the Ariba Invoice Values.

Summary

Purchase Order: 5100024189

Invoice #: *

3

4

Invoice Date: * 30 Nov 2018

⚠ Taxes will not be paid if invoice is 180 days old

Deduction By HZL for early payment:

No

5

⚠ If you opt this option payment will be release immediately by deducting cash discount @18% p.a

Vendor Invoice Amount:

⚠ Ariba invoice amount should match with vendor invoice amount because payment will be released based on Ariba invoice amount only

Service Description:

Supplier GST No as per invoice attached:

Remit To: HZL Test Supplier1 - TEST

Subtotal: 9,020,000.00 INR
Total Tax: 0.00 INR
Total Gross Amount: 9,020,000.00 INR
Total Net Amount: 9,020,000.00 INR
Amount Due: 9,020,000.00 INR

[View/Edit Addresses](#)


If the invoice is backdated beyond 180 days then the taxes will not be paid out.

- 

Invoice Header

* Indicates required field

This invoice should be a replica of your GST Tax invoice, as HZL will make the payment as per the Ariba Invoice Values.

6

Add to Header ▼
Additional Reference Documents and Dates
Comment
Attachment

*Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

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Invoicing cont.

8. Review the Line Items.

9. Click Next.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐

Tax Category:

☐

Shipping Documents

☐

Special Handling

☐

Discount

Add to Included Lines

☐

No.

Include

Type

Part #

Description

Customer Part #

Quantity

Unit

Unit Price

Subtotal

☐

10

☒

MATERIAL

Not Available

Combination Plier 8"

246000064000

5

NO

10.00 INR

50.00 INR

Ship Notice Details

Ship Notice #: 4100099076

Ship Notice Line #: 1

Pricing Details

Price Unit: NO

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Tax

Category: *

IN: Central GST

Taxable Amount: 50.00 INR

Rate(%): 9

Tax Amount: 5.00 INR

Location:

Description:

Regime:

Classification

Domain: HSNSAC

Code: 82032000



Line Item Actions ▼

Delete

8

9

Update

Save

Exit

Next

Invoicing cont.

10. Review the information.

11. Click **Submit**.

12. Click **Exit**.



The purchase order status will now change to **Invoiced** or **Partially Invoiced**.



Related Documents

All documents submitted by you like the order confirmation, ship notice and the invoice including the goods receipt note (GRN) created by HZL will be attached to the purchase order and you can view it on the **Purchase Order** details page.

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.

Bill Of Supply



Invoice Number : 4100099076INV
 Invoice Date : Friday 30 Nov 2018 9:05 AM GMT+05:30
 Original Purchase Order : 4100099076
 Ship Notice : 4100099076

Subtotal :	50.00 INR
Total Tax :	10.00 INR
Total Gross Amount :	60.00 INR
Total Net Amount :	60.00 INR
Amount Due :	60.00 INR



Invoice 4100099076INV has been submitted.

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



Purchase Order

(Invoiced)

4100099076
 Amount: 50.00 INR



Routing Status: Acknowledged

Effective Date: 30 Nov 2018

Expiration Date: 8 Dec 2018

Related Documents:  [4100099076INV](#)
 [4100099076](#)
 [4100099076OC](#)

Cancel Invoice

If you have entered any incorrect information on the ship notice you can cancel it by:

1. Click **Outbox** tab on the **Home** page. The **Invoices** tab is displayed by default.
2. Click the **Invoice** number. The **Invoice** details page will be displayed.



You cannot cancel the invoice if a goods receipt note has been created against it. .

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Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
Standard Invoice	4100099076INV	an	4100099076	Online	Supplier	Supplier	No	Order	30 Nov 2018	60.00 INR	Acknowledged	Sent

Cancel Invoice cont.

- 4. On the **Invoice** details page, click **Cancel**.
- 5. The **Cancel Invoice?** page will be displayed. Click **Yes**.

i
 The invoice will now be canceled and the Invoice Status will change to **Canceled**.

Invoice: 4100099076INV

4

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Cancel

Print

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Cancel Invoice?

Are you sure you want to cancel this invoice?

5

Yes

No

Invoices (1)

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
Standard Invoice	4100099076INV	Hindustan Zinc Limited - TEST	4100099076	Online	Supplier	Supplier	No	Order	30 Nov 2018	60.00 INR	Obsoleted	Canceled



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 Related Questions	Click here