

Ariba Network Light Account Guide



Introduction

- The purpose of this document is to provide the information suppliers need to setup and manage their Light Account.
- This document is specific to Light Account suppliers only.
- To view your customers transactional requirements, please visit your HZL Supplier Information Portal for training guides and training clips.
- Light Account is an email based method of responding to Hindustan Zinc Limited (HZL) Purchase Orders.
- The available selections are based on the transaction rules set HZL, where a button or selection is greyed out or does not appear as described indicates that HZL has chosen that this process is not available
- Any fields that cannot be entered that appear available within in this indicates that the HZL's specific transaction rules have determined Suppliers cannot change or update these fields.



Light Account Dashboard

- The Dashboard /Homepage for Light Accounts users is limited
- Greyed out tabs, sections or selections indicate that you are not able to access
- Use the Dashboard to resend the Purchase Order Email

Initial Purchase Order Email from HZL

➤ An email will be sent to the email address from HZL

1. Click **Process Order**

➤ This will take you to the one-off registration process, follow the prompts



Wed 11/28/2018 11:59 AM

"Hindustan Zinc Limited - TEST" <ordersender-prod@ansmtp.ariba.com>

Hindustan Zinc Limited - TEST sent a new Purchase Order lightAccountTestPO

To 

 If there are problems with how this message is displayed, click here to view it in a web browser.



lightAccountTestPO.htm
28 KB

Hindustan Zinc Limited - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).



HINDUSTAN ZINC LIMITED



Process order

Ariba Light Account Setup

- You need to Sign Up for a free Light Account before the purchase order can be actioned

1. Click **Sign Up**

- If you already have a light account Click Log in
- Screen displays the Register Company Information name

Ariba Network

Join your customer on Ariba Network!

[Sign up](#) 

Already have an account? [Log in](#)



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

Ariba Light Account Setup cont.

2. Enter your **Company Name**
 3. Click the drop down arrow and select the **Country**
 4. Enter the **Address**
 5. Enter the City (Suburb)
 6. Click the drop down arrow and select the **State**
 7. Enter the **Postcode**
- Scroll down to User Account Information

Register

Company information

* Indicates a required field

Company Name* 2

Country* 3

Address* 4

City* 5

State* 6

Zip* 7

3 company has more than one office, the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Light Account Setup cont.

➤ The account that is being created is your businesses Ariba Network Administrator account. Only the Administrator can create new users

8. Enter your first and last **Name**

9. Enter your **Email** address

10. Click **Use my email as my username**

11. Enter a **Password**

12. Re-enter your password

13. Confirm the correct language is displayed

14. Confirm or enter **Email orders to**

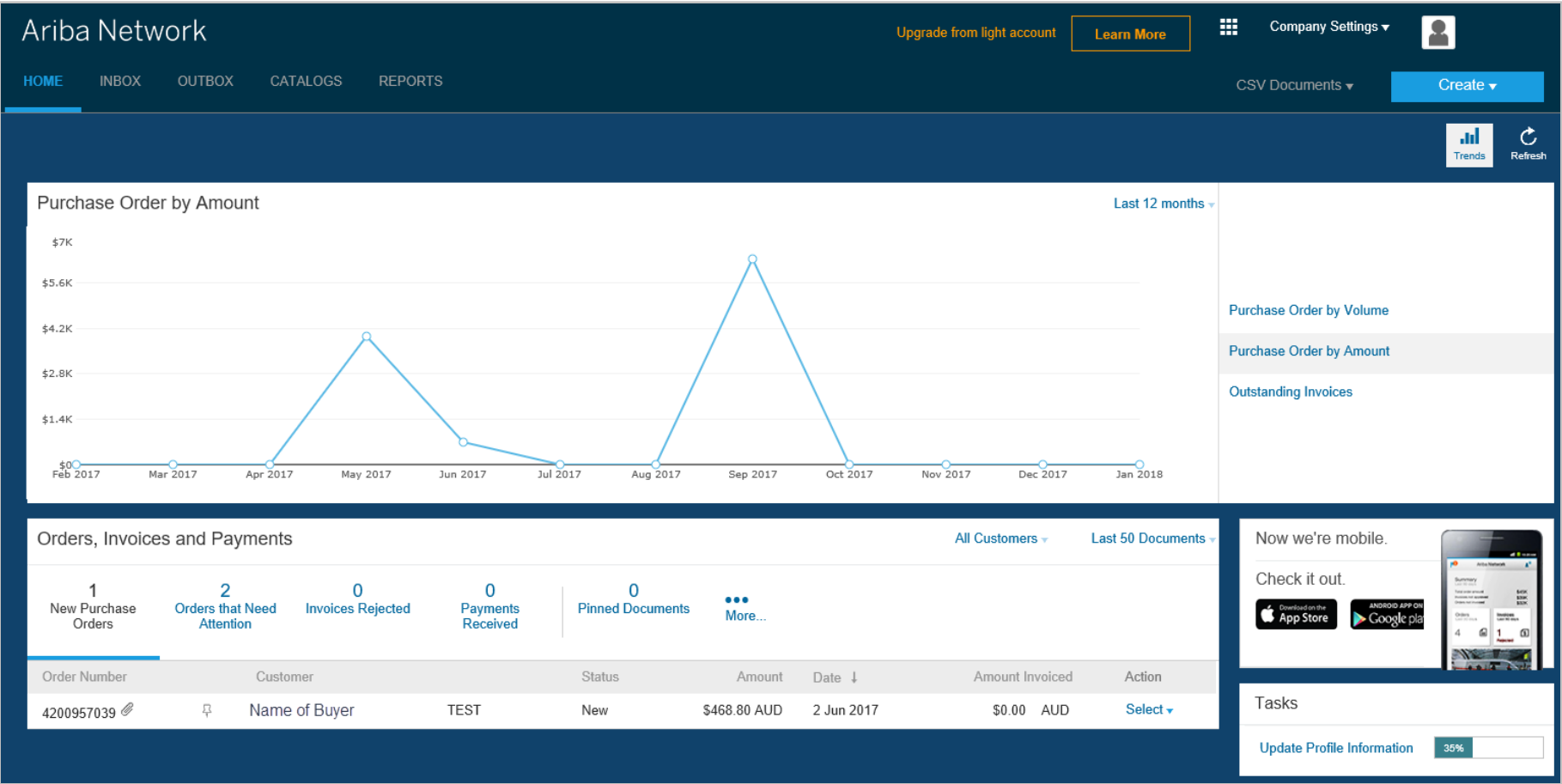
15. Click **Register**

User account information

Name: 8
 Email: 9
☒ Use my email as my username 10
 Username:
 Password: 11
 12
 Language: 13
 Email orders to: 14
 15

Light Account Ariba Dashboard/Homepage General Information

The Dashboard/Homepage is restricted for Light Account users with the Inbox, Outbox, Catalogs and Reports tabs greyed out. Light account users can use the Dashboard to resend a Light Account email, set up routing information, accessing Company Profile information and the Supplier Information Portal.



Upgrade From Light Account to Full Account – Learn More Button

➤ The Upgrade from Light Account to full account – learn more Button provides Suppliers with a list of the benefits

➤ To upgrade to a Full Account Click Upgrade to learn about any fees or charges and what process you are required to follow

Note: Upgrading to a full Account may incur fee's. Please make yourself aware of fees and charges before upgrading

1. Click **Close** to return to the **Dashboard**

Close

Upgrade to realize the full value of Ariba Network! 1

	LIGHT ACCOUNT Your current account	FULL-USE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	- Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices - Check invoice status and create non-PO invoices, if supported by your customer	- Skip the emails. Get and manage orders and invoices all on Ariba Network. - Use CSV uploads to manage large documents.
Catalogs		Publish catalogs that detail your products and services
Integration		Integrate with your backend systems through CXML or EDI
Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
Reporting		Get reports to track transactions and sales activities
Support	Help Center	Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery		Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management		Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.



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

View purchase order Details – Header

The **Purchase Order** details page displays:

- 1) Purchase Order Number
- 2) **Order History** tab
- 3) Purchase Order **Status**
- 4) Hindustan Zinc Limited address
- 5) Supplier Address
- 6) **Payment Terms, Comments, Contact Information and Other Information**
- 7) **Ship All Items To, Bill To, Deliver To** information

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

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

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 Guarantee :Th ... View more »

Contact Information Supplier Address Address ID:

Other Information Company Code: 1000 View more »

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		Details
Description: Combination Plier 8"												
20	Not Available	246000082000	Material			10.000 (NO)	2 Jun 2018	10.00 INR	100.00 INR	18.00 INR		Details
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		Details
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.

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

[Create Order Confirmation](#)

[Create Invoice](#)

[Create Quality Notification](#)

[Hide](#)

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[Export cXML](#)

[Download CSV](#)

[Resend](#)



Done

Messages

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

1

History

2

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	ANPODispatcher-128479042	18 Sep 2018 9:00:34 PM
Sent	Email order was sent to	OrderDispatcher - Email	18 Sep 2018 9:00:35 PM

Line Items

3

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.

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	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

Confirm Entire Order

Update Line Items

Reject Entire Order

Create Invoice

Create Quality Notification

Hide

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Export cXML

Download CSV

Resend

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

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- 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**

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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)

N

Change Purchase Order

If you see any discrepancy in the purchase order, contact HZL 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.

Order Detail

[Order History](#)



HINDUSTAN ZINC LIMITED

From:
Refer to Ship To Address

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

Purchase Order
(Confirmed)
4100099078
Amount: 100.00 INR

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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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CSV Documents ▼ Create

Orders and Releases ▼ All Customers ▼ Add more Order Number 🔍

Guide Trends Refresh

Orders and Releases Items to Confirm Items to Ship Return Items

► Search Filters

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**.



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.

Ariba Supply Chain Collaboration

Company Settings ▾

Create Ship Notice

Save Exit Next

* Indicates required field

SHIP FROM

HZL Test Supplier1 - TEST

Update Address

DELIVER TO

Update Address

Ship Notice Header

SHIPPING

ASN Number: * |

4

Invoice No.:

Requested Delivery Date: --

Ship Notice Type Select ▾

Shipping Date: * 
Delivery Date: * 

5

Truck Number:

DL Number:

LR Number:

TRACKING

Carrier Name: ▾

Service Level:

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				Add Details

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

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

Create Ship Notice

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

Ariba Supply Chain Collaboration

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Ship Notices (371)

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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	

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Cancel Ship Notice cont.

- On the **Ship Notice** details page, click **Cancel**.
- 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

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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](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)
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[Resend](#)

[Order Detail](#)
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 HINDUSTAN ZINC LIMITED

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 #: *



Invoice Date: *

30 Nov 2018



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

Deduction By HZL for early payment:

No



⚠ 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.

Invoicing cont.

6. Attachments are mandatory. Click **Add to Header** and select **Attachments**
7. Attach any supporting documents pertaining to this invoice by browsing for the file and clicking **Add Attachment**. Scroll down to **Line Items**.



You should attach the scanned copy of the original invoice (hard copy) that you have created using your own system.

▼ Invoice Header

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

* Indicates required field

Add to Header ▼

Additional Reference Documents and Dates
Comment
Attachment

*Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

Invoicing cont.

8. Review the Line Items.
9. Click **Next**.

8

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options
☐ Tax Category:
☐ Shipping Documents ☐ Special Handling ☐ Discount

☐	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
 Location: Rate(%): 9
 Description: Tax Amount: 5.00 INR
 Regime:

Classification Domain: HSNSAC Code: 82032000

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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](#)

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

- 

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

Ariba Supply Chain Collaboration

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Invoices (100+)

Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	4100099076INV	3	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**.



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

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Done

Previous

Cancel Invoice?

Are you sure you want to cancel this invoice?

5

Yes

No

Invoices (1)

6

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



Supplier Information Portal

Customer Relationships – Supplier Information Portal

Customer relationships is the selection that allows Suppliers to access their the HZL Supplier (Vendor) Information Portal. The Vendor Information Portal contains both generic and HZL Specific information for using the Ariba Network

Be aware that unless otherwise specified the documents contained within the portal are for Full Use Accounts. Although the process once you have opened you emailed Purchase Order is similar you do not have the ability to access other processes or tabs, these will all be greyed out

Ariba Network

Company Settings ▼

Supplier Information Portal of Medibank Private Limited

Portal Content

Reference Documents

Transaction Rules

Welcome to Medibank Private Limited Information Portal

Please click the link below to access the Medibank Supplier Information Portal.

VENDOR INFORMATION PORTAL

Welcome to the Medibank Supplier Information Portal

Welcome to the Medibank Supplier Information Portal! This portal provides information for all suppliers that are conducting business with Medibank via the Ariba Network (AN).

Additional information regarding this project is included in the invitation letter from Medibank (below). As part of Medibank's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?



BUYER LETTER

Medibank message RE: The Ariba Network



INTRODUCTION Ariba NETWORK

See how to navigate the Network



SUPPORT DETAILS

Ariba Network Support Centre



SUPPLIER SUMMIT

Listen to your buyer's message regarding being part the Network



LIGHT ACCOUNT

Link to access Light Account Resources



TRAINING GUIDES & TRAINING CLIPS

Learn how to transact with Medibank (PDF & MP4)



FEES

Access information about Ariba Fees

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Accessing the Supplier Information Portal

➤ From the Dashboard

1. Click **Company Settings**
2. Select **Customer Relationships**
- Screen displays **Account Settings**
3. Click **Supplier Information Portal**
- System message is displayed

The screenshot shows the Ariba Network dashboard. The top navigation bar includes links for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. On the right, there is a 'Company Settings' dropdown menu. A red circle with the number '1' highlights the 'Company Settings' dropdown. Another red circle with the number '2' highlights the 'Customer Relationships' option within the dropdown. The main content area shows a 'Purchase Order by Amount' chart and a 'Last 12 months' filter.

The screenshot shows the 'Account Settings' page. The 'Customer Relationships' tab is selected. Under 'Current Relationships', the 'Potential Relationships' sub-tab is active. A message states: 'I prefer to receive relationship requests as follows'. Below this, a table lists current relationships. A red circle with the number '3' highlights the 'Supplier Information Portal' button in the table row for 'DuluxGroup (Australia) Pty Ltd - TEST'.

Customer	Relationship Type	Approved Date ↓	Routing Type
☐ DuluxGroup (Australia) Pty Ltd - TEST	Trading	10 May 2017	Default

Below the table, there is a 'Reject' button.

Accessing the Supplier Information Portal cont.

- A system page will be displayed
- 4. Click **Supplier Information Portal**
- 5. Enter:
 - 1) Your Name
 - 2) Your Company Email
 - 3) Your email Address
 - 4) Click in Remember Me
 - 5) Click Continue
- Screen displays the Supplier information portal
- 6. Select the tile required



Account Configuration

Drop Down Box – Company Settings

1. Click Company Settings

- The drop down box is displayed, the main selections user within Light Account are:

- 1) Company Profile
- 2) Customer Relationships
- 3) Users
- 4) Electronic Order Routing
- 5) Electronic Invoice Routing

- Refer to the relevant slide for information on processes 2 to 5

The screenshot displays the Ariba Network user interface. At the top, the header bar includes the 'Ariba Network' logo, a navigation menu with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS', and a user profile icon. A red circle with the number '1' highlights the 'Company Settings' dropdown menu. The dropdown menu is open, showing a list of settings categories. A blue star with the number '1' is placed next to 'Company Profile'. A blue star with the number '2' is placed next to 'Customer Relationships'. A blue star with the number '3' is placed next to 'Users'. A blue star with the number '4' is placed next to 'Electronic Order Routing'. A blue star with the number '5' is placed next to 'Electronic Invoice Routing'. The menu also includes 'Account Settings', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Accelerated Payments', 'Remittances', 'Network Notifications', and another 'View All' option at the bottom.

Users– General Information

There is a limited range of Account Settings that a supplier can use within the User’s selection. Supplier can Enable assignment of orders to users with limited access to the Ariba Network. However, in order to perform this assignment of tasks Roles must be created first, then Users created. Only your organisation Ariba Network System Administrator will have the Users selection in the drop down box and can create roles and users.

Ariba Network

Company Settings

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsApplication Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username ↑

Email Address

First Name

Last Name

Ariba Discovery Contact

Role Assigned

Customer Assigned

No items

Create User

Manage Assignments for Users with Limited Access

☐
Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

NameActions

AdministratorDetails

↳

Create Role

Assigning Roles

➤ From the Account Settings page accessed via Company Settings, then Users

1. Click **Create Role**

➤ Screen displays the **Create Role**

2. Enter the **Name** of the role you are creating

3. Select all the relevant **Permissions** for the role

Note: As you are working within a Light Account there will be a number of permissions that cannot be selected and are greyed out

4. Click **Save**

Note: Screen adds the role to the list, repeat for other roles if required

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Name	Actions
Administrator	Details
Create Role	

Ariba Network

Create Role

Save Cancel

* Indicates a required field

New Role Information

Name: * Orders

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

Page 1

»

Permission	Description
☒ Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
☒ Contact Administration	Maintain information for account contact personnel
☒ Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
☐ Invoice Report Administration	Access to Reporting, and Invoice Report type
☐ Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
☐ Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
☐ Tax Book Report Administration	Access to Reporting, and Tax Book Report type

Role	
Name	Actions
Administrator	Details
Orders	Details Edit Delete
Create Role	

Creating Users

- From the Account Settings page accessed via Company Settings, then Users

1. Click **Create User**

- Screen displays the **Create User**

2. Enter a **Username** for the user

3. Enter the **Email Address** of the user

4. Enter their **First Name**

5. Enter their **Last Name**

- Scroll down to **Role Assignment**

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

☐	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
No items							

Create User



Create User

Done

Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account.

New User Information

Username: * Test@ABCcompany.com



Email Address: * jane.doe@ABCcompany.com

First Name: * Jane



Last Name: * Doe

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number
AUS 61 ▾

Creating Users cont.

6. Select the Role for the User

Note: The roles that you have created will be displayed, only can only be one System Administrator so the selection will not appear

7. Click **Done**

Note: Remembering that a User name has to be in an email format but not necessarily the actual email, you may get the Confirm Domain message:

1) Click **Yes**

➤ Screen displays the **User** in the list

Role Assignment

Name	Description
☒ Orders 6	

Customer Assignment

Assign to Customer:
☒ All Customers
☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Done

Cancel

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

1

Yes

No

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

N

	Username ↑	Email Address	First Name	Last Name	Ariba Discovery	Role Assigned	Customer Assigned	
	Test@ABCcompany.com	jane.doe@ABCcompany.com	Jane	Doe	No	Orders	All	

↳

Edit

Delete

Add to Contact List

Remove from Contact List

Make Administrator

Create User

Enable Assignment of Order of Users

➤ From the Account Settings page accessed via Company Settings, then Users

1. Click **Enable assignment of orders to users with limited access to Ariba Network**

2. Click the relevant user

3. Click **Save**

Note: A green ribbon indicates that the information or changes entered have been successful.

4. Click **Close**

➤ Screen displays the **Dashboard**

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

☒	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned	
☒	Test@ABCcompany.com	jane.doe@ABCcompany.com	Jane	Doe	No	Orders	All	
2 Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User								

Manage Assignments for Users with Limited Access

☒ Enable assignment of orders to users with limited access to Ariba Network. ⓘ

1

User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Name	Actions
Administrator	Details
Orders	Details Edit Delete

↳

Create Role

3

Save

Close

Account Settings

Save

Close

N

✓ Your profile has been successfully updated.

4

Customer Relationships

Users

Notifications

Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Entering information for Electronic Order Routing

➤ From the Account Settings page accessed via Company Settings, then **Electronic Order Routing**

1. Enter the required **Email Address** using a comma to separate the email addresses

Notes:

- 1) The System Administrators email will already be displayed
- 2) Only up to 5 separate email addresses can be entered
- 3) Use a Distribution email if there are more than three or a team will received the email
- 4) Remember if you appear in the Distribution List and are entered to receive an email you will received the Purchase Orders more than once
- 5) Email is the only selection available

Network Settings

SaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlement

* Indicates a required field

Capabilities Preferences

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: jane@abccompany.com, john@abccompany.com ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Entering information for Electronic Order Routing cont.

- Click Include document in the email message (if required)

Note: Leave the other New Order types as Same as new catalog orders without attachments (this is a default)

- Scroll down to **Notifications**

- Confirm or enter To email addresses for **Order** (the System Administrator should already be entered)

- Confirm or enter To email addresses for **Purchase Order Inquiry**

- Confirm or enter To email addresses for **Time Sheet**

Note: There is no requirement to tick any of the associated boxes

- Click **Save**

- Click **Done**

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: jane@abccompany.com, john@abccompany.com 2 ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	N ☐ Send a notification when orders are undeliverable. ☐ Send a notification when a new collaboration request against an existing order is received.	3 janedoe@abccompany.com
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are received. ☐ Send a notification when purchase order inquiries are undeliverable.	4 janedoe@abccompany.com
Time Sheet	☐ Send a notification when time sheets are undeliverable.	5 janedoe@abccompany.com

Extended Profile Settings and Information

Extended Profile Information

Network Settings

Save

Close

6

Save

Close

7

✓ Your profile has been successfully updated.

Entering information for Invoice Routing

i You can select Electronic Invoice routing from the Dashboard, Click company settings, select Electronic Invoice Routing

1. Confirm or enter To email addresses for **Invoice Failure** (the System Administrator should already be entered)
2. Confirm or enter To email addresses for **Invoice Statue Change**
3. Confirm or enter To email addresses for **Invoice Created Automatically**

Note: Actions will a tick indicate you have selected the option

The sending method for invoices is defaulted to Online and should not be changed

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	1 janedoe@abccompany.com
Invoice Status Change	☒ Send a notification when invoice statuses change.	2 janedoe@abccompany.com
Invoice Created Automatically	☐ Send a notification when an invoice is created automatically on behalf of your company.	3 janedoe@abccompany.com

Entering information for Invoice Routing cont.

4. Click **Send notification when invoices undeliverable or rejected**

i Selecting this option ensures that an email will be sent when an invoice has been rejected by HZL

5. Click **Save**

6. Click **Close**

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☒ Send a notification when invoices are undeliverable or rejected.	* janedoe@abccompany.com
Invoice Status Change	☐ Send a notification when invoice statuses change.	* janedoe@abccompany.com
Invoice Created Automatically	☐ Send a notification when an invoice is created automatically on behalf of your company.	* janedoe@abccompany.com

Network Settings

Save

Close

✓ Your profile has been successfully updated.

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 page 2. Click Company Settings 3. Click Customer Relationships 4. Click Supplier Information Portal
Ariba Network Training Request	E: HZLenablement@ariba.com