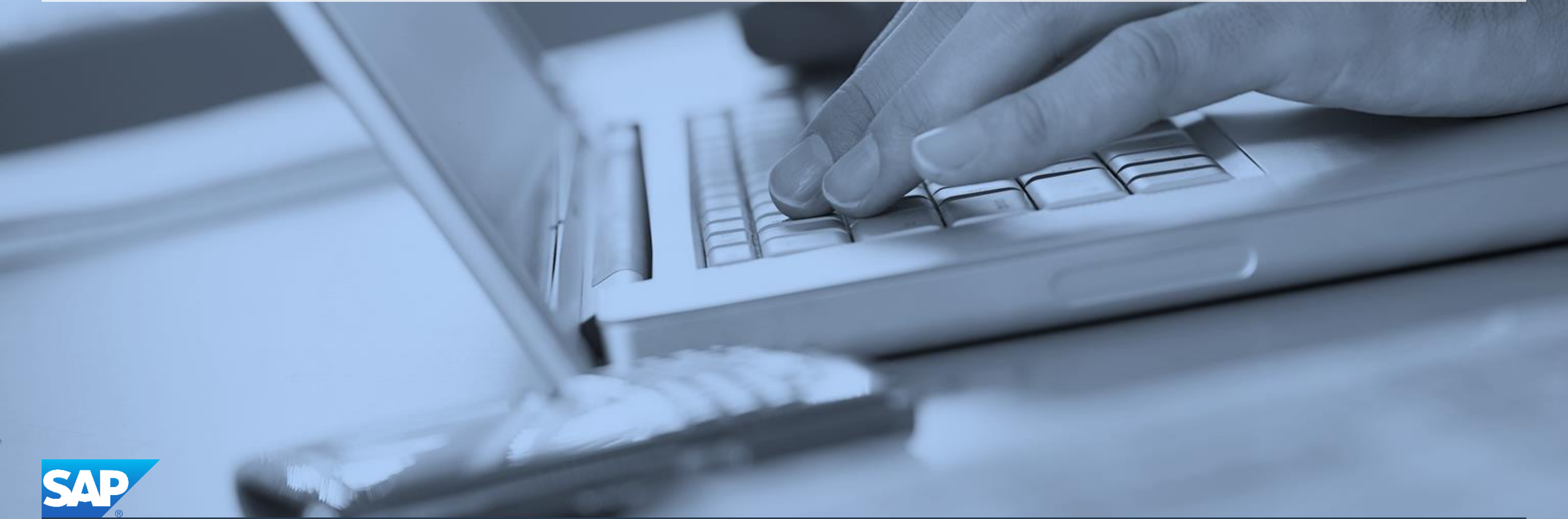
Ariba Network
Light Account Guide



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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

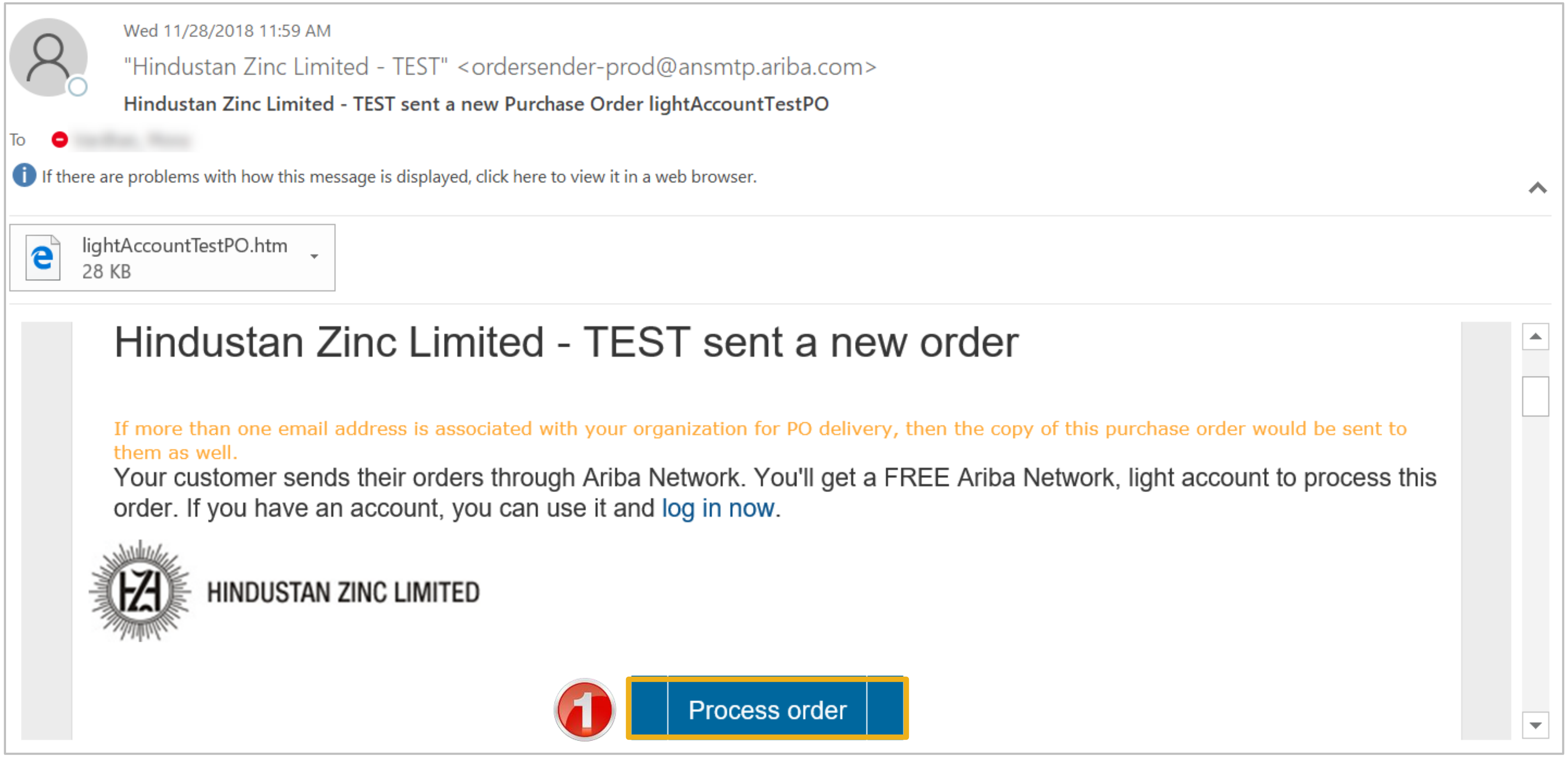
- The Dashboard /Homepage for Light Accounts users is limited
- Greyed out tabs, sections or selections indicate that you are no able to access
- Use the Dashboard to resend the Purchase Order Email

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



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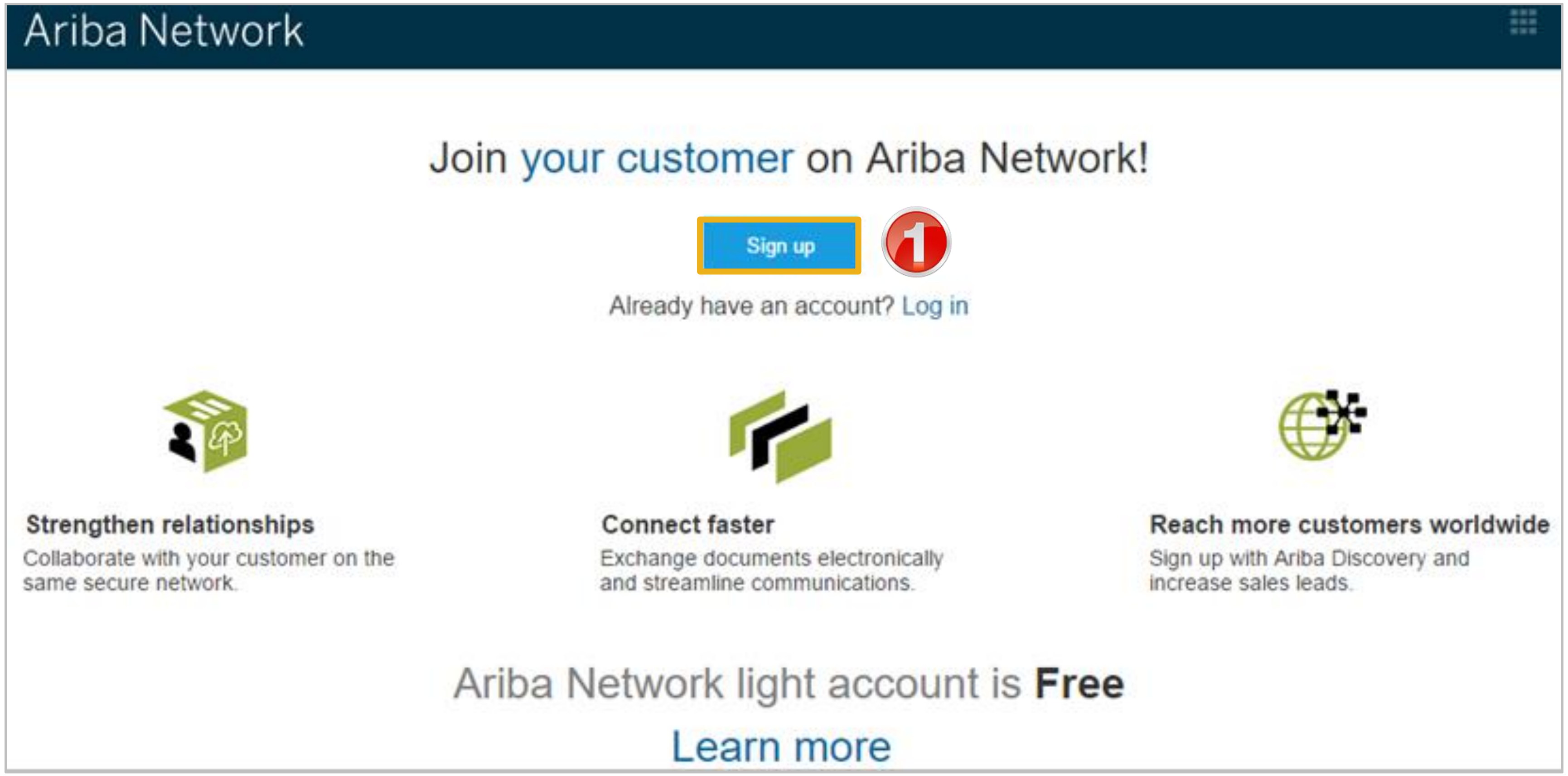
Ariba Light Account Setup

- 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



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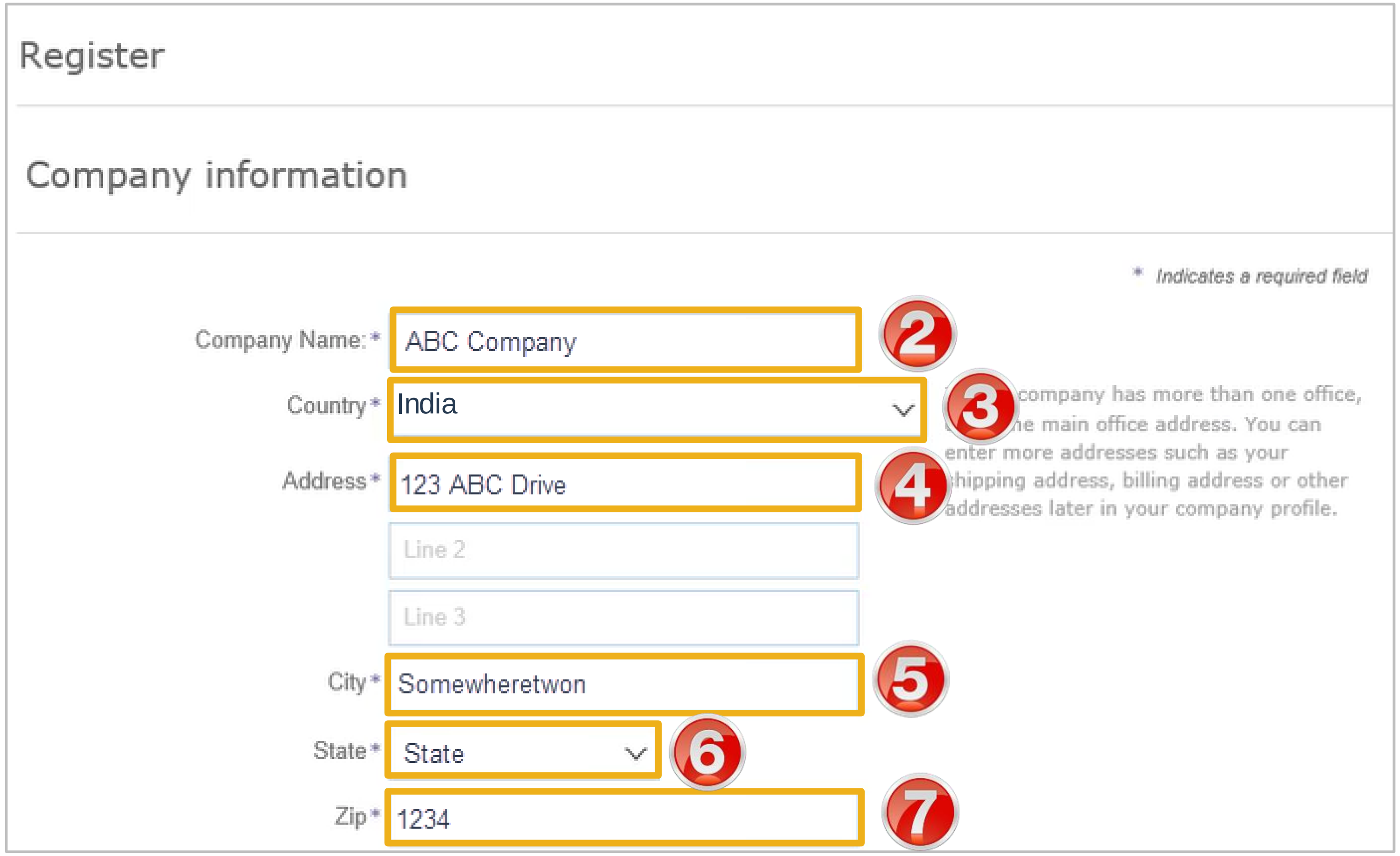
Ariba Light Account Setup cont.

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



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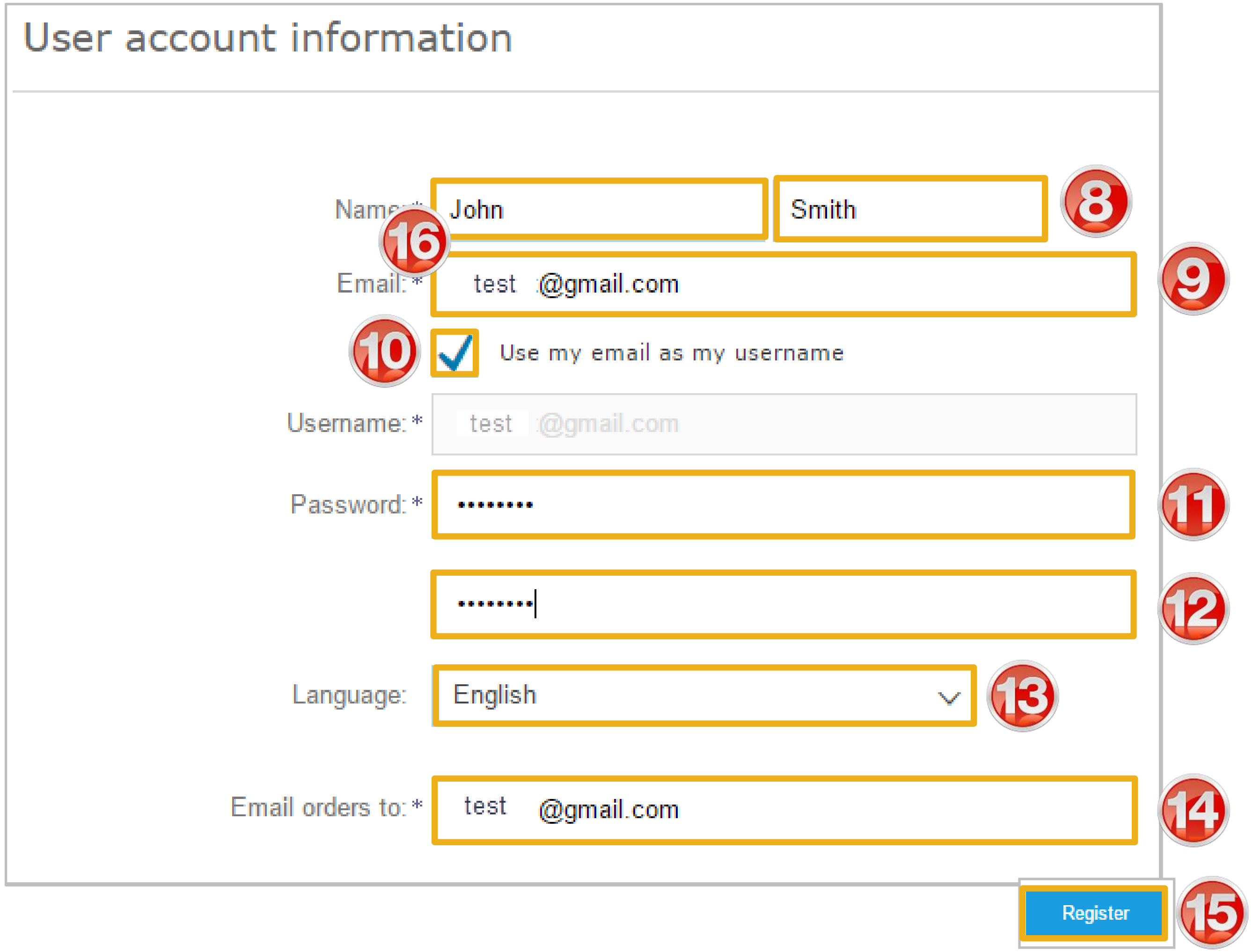
Ariba Light Account Setup cont.

- 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**



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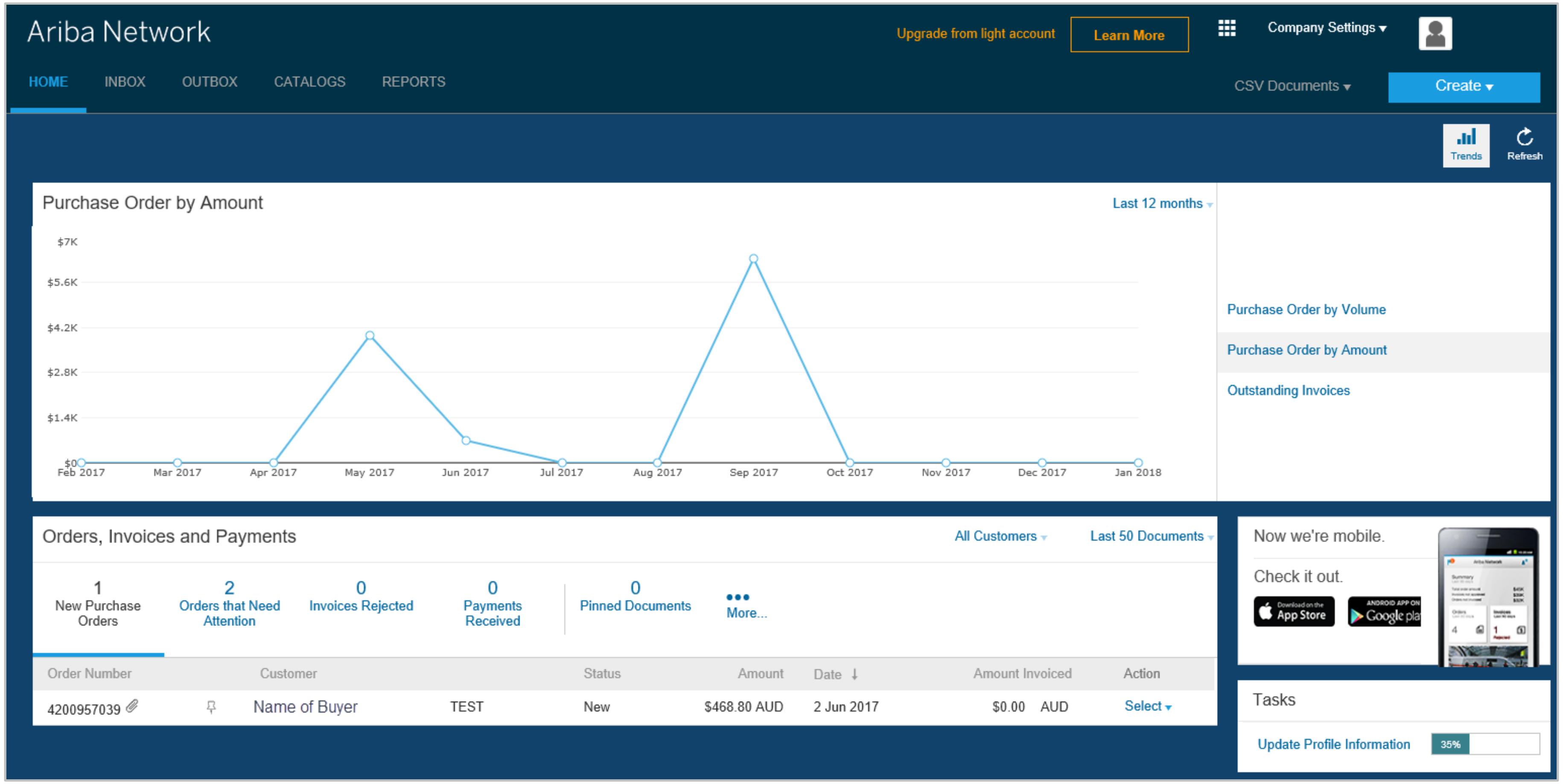
Light Account Ariba Dashboard/Homepage General Information

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.



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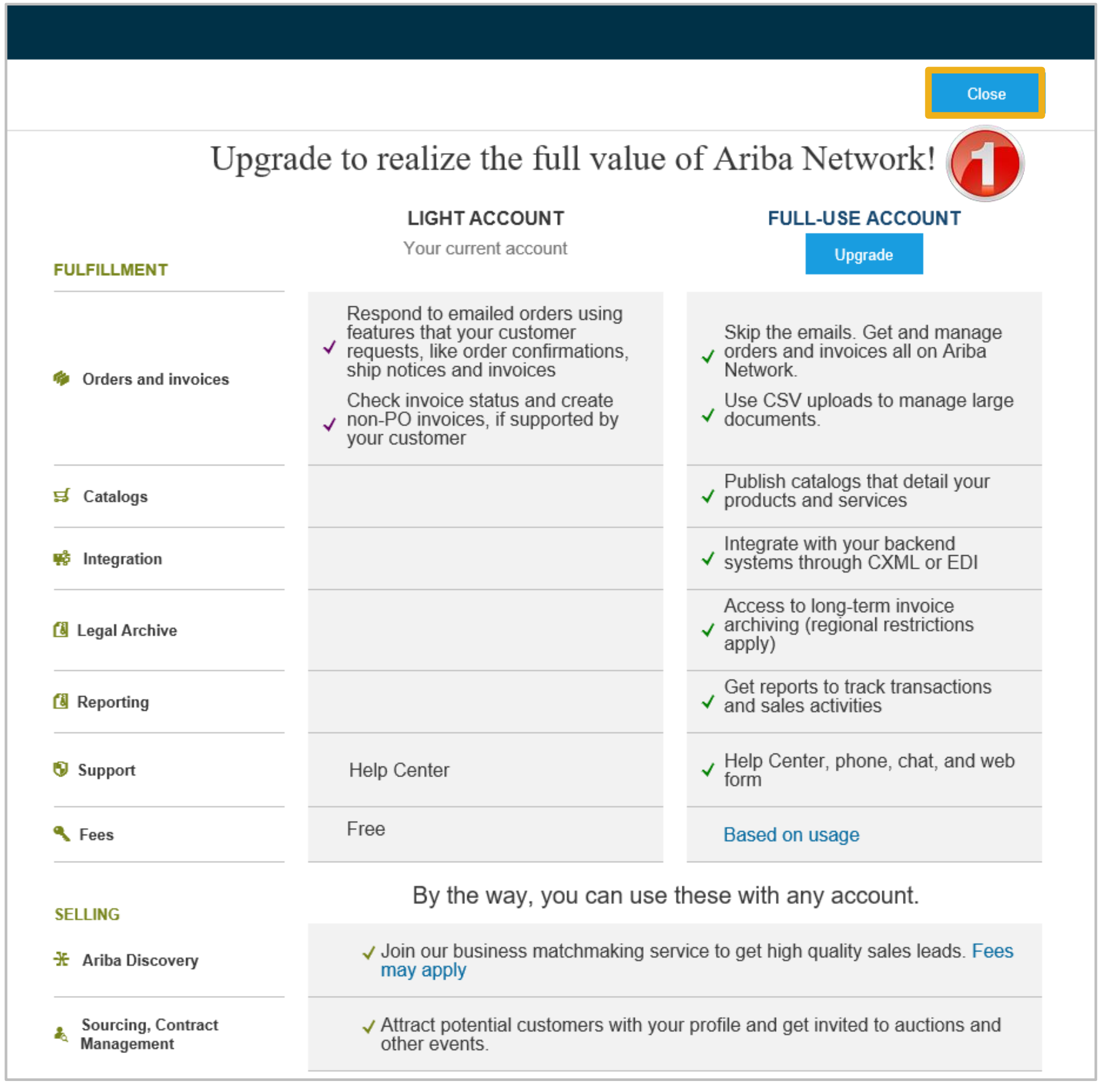
Upgrade From Light Account to Full Account – Learn More Button

- 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**



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Purchase Order

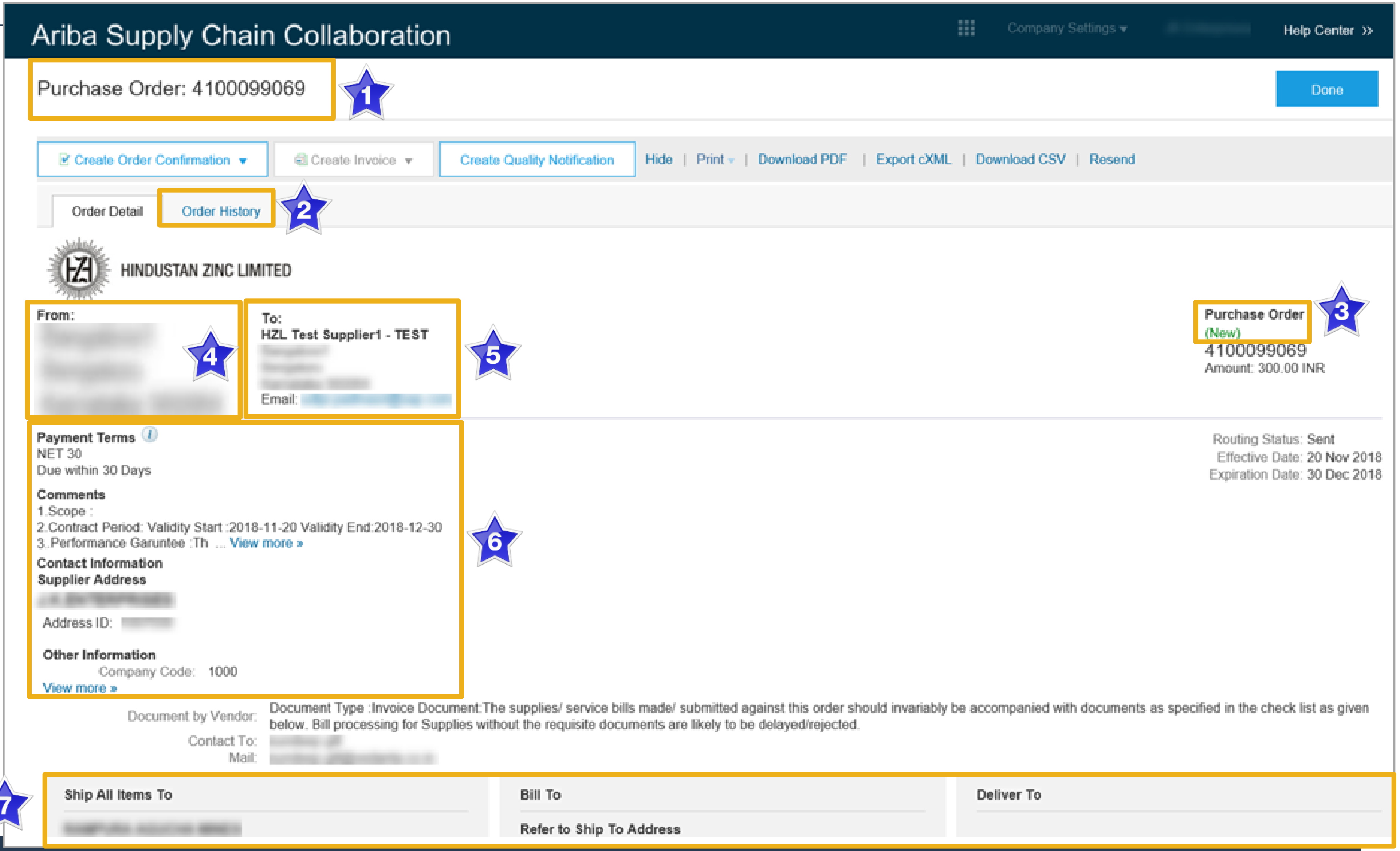
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from it.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order 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.

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View purchase order Details – Line Items

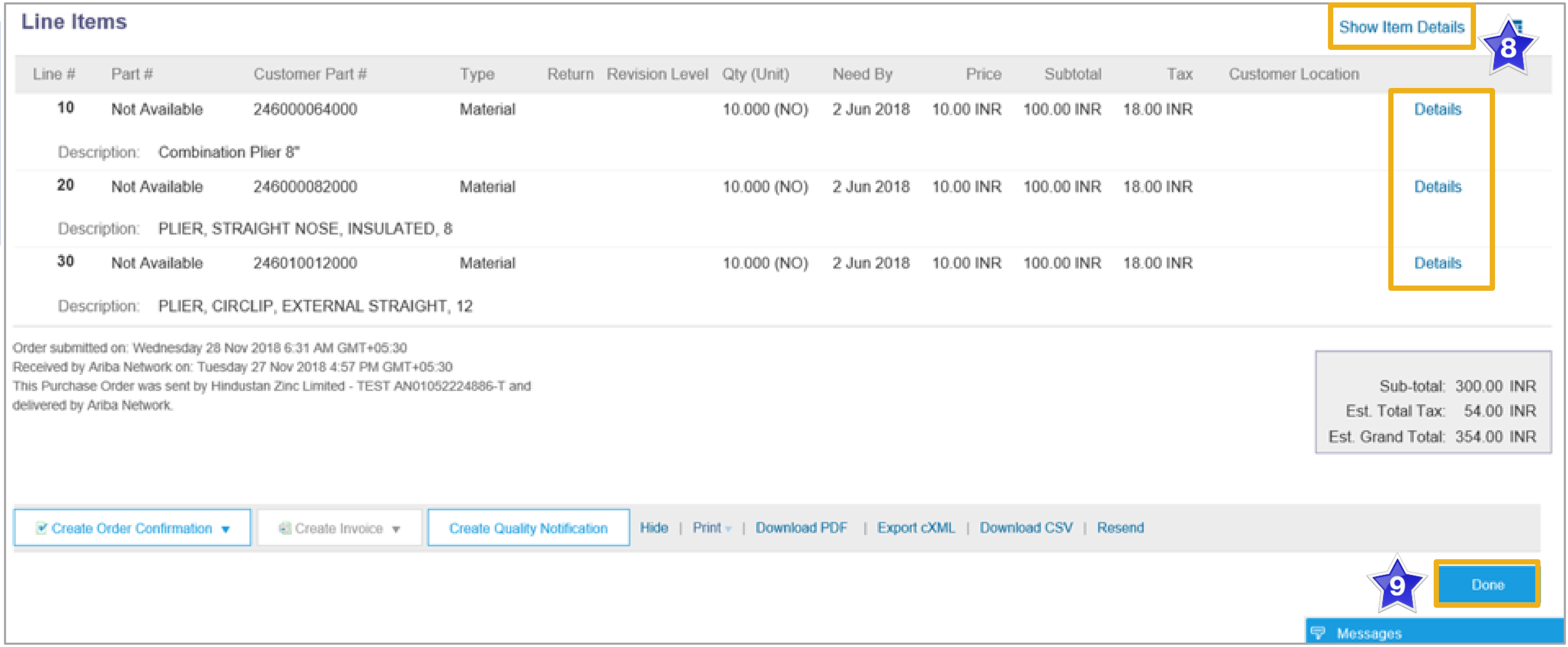
8) Click **Show Item Details** or **Details** to see further line level information

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



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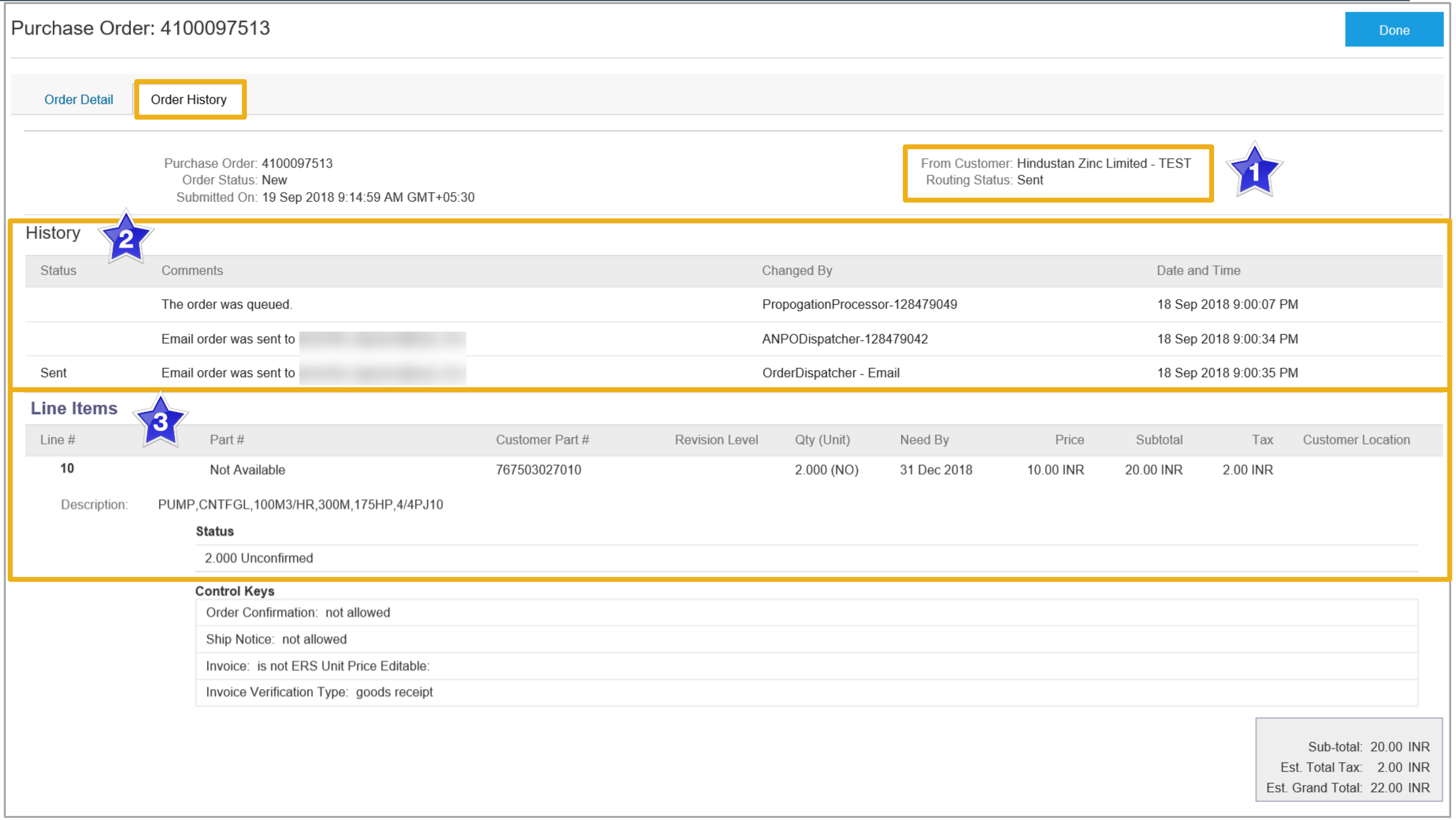
Order History

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



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Order Confirmation

When a new order is received into Ariba, you will be required to create an Order Confirmation.

There are 3 types of Order Confirmation:

- **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

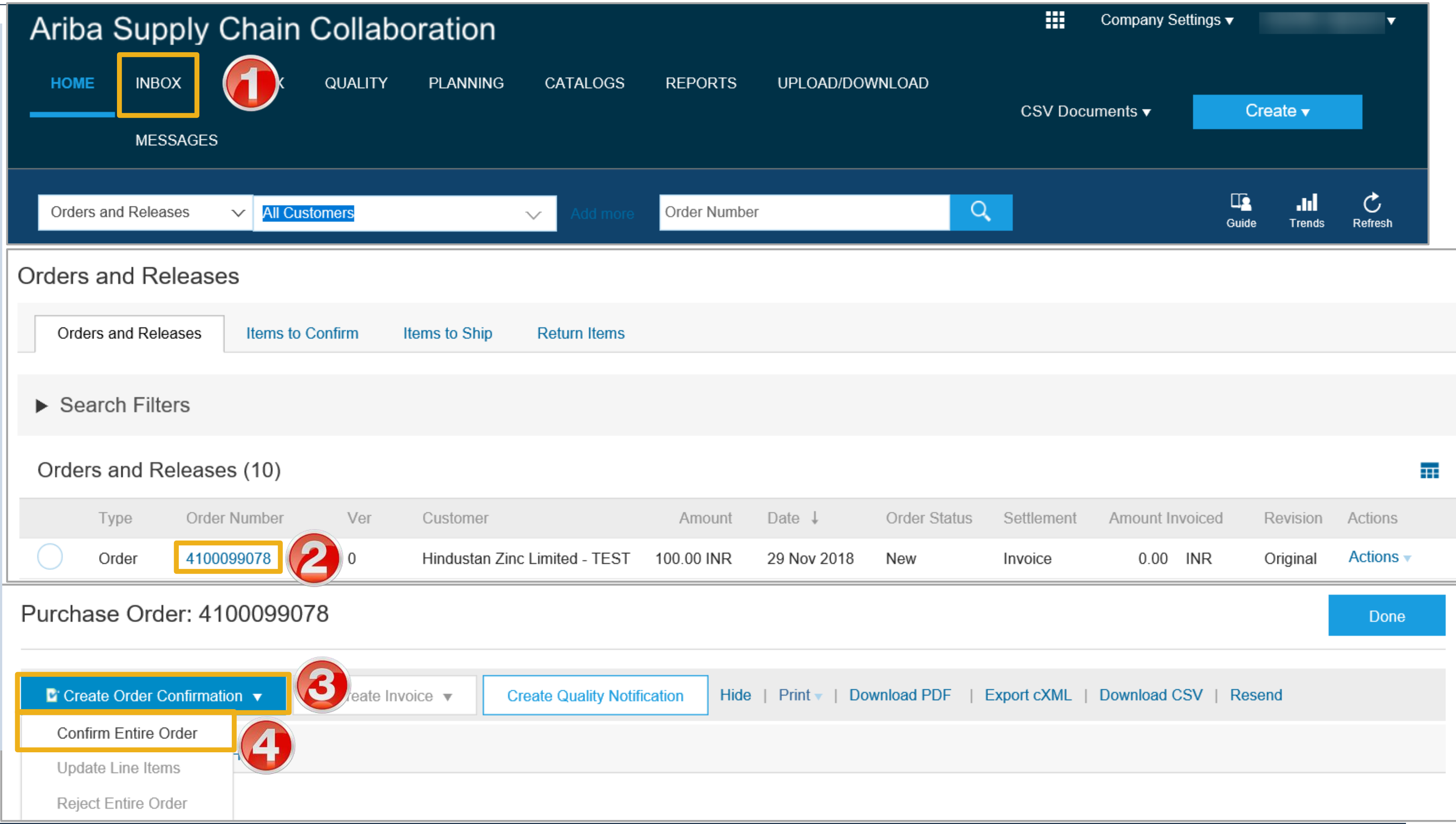
To confirm an order:

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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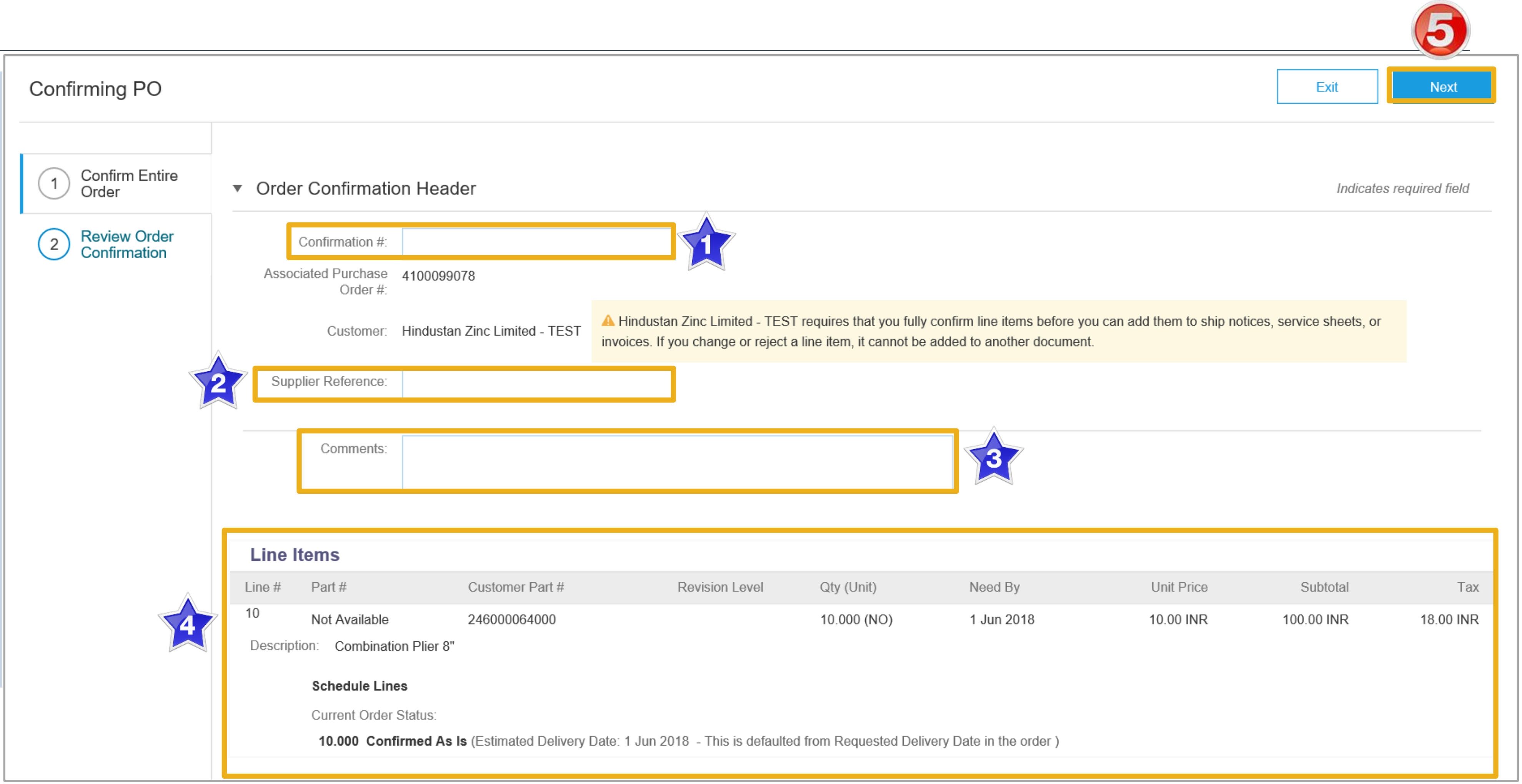
Order Confirmation – Confirm Entire Order

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**.



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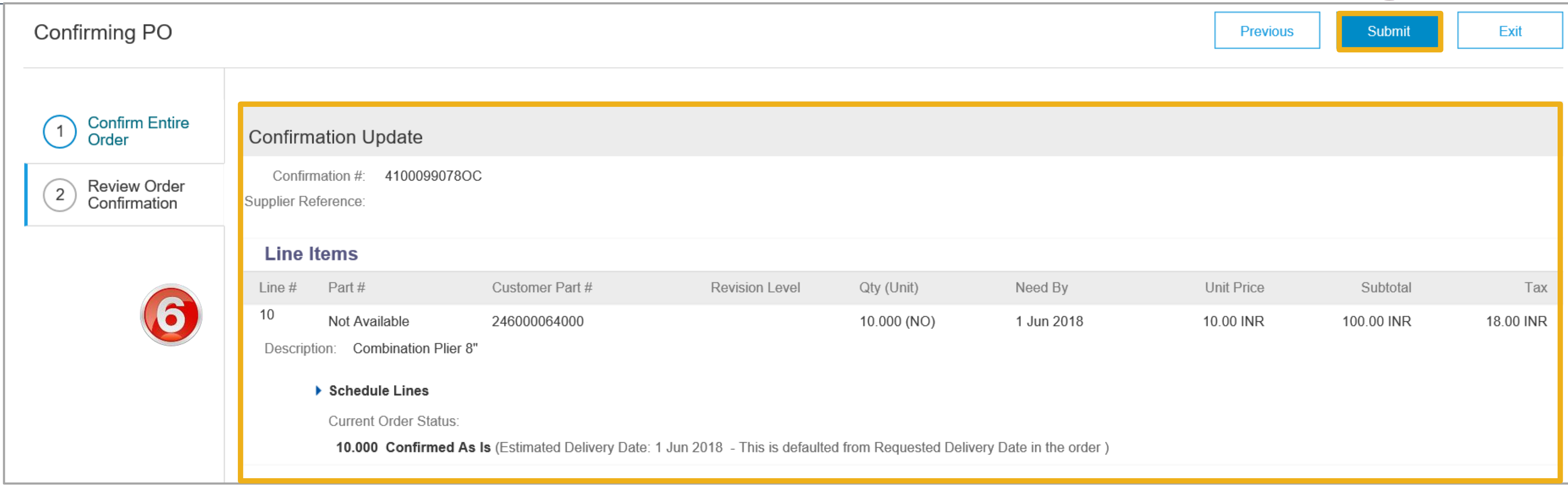
Finalise the Order Confirmation

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



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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.

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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

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

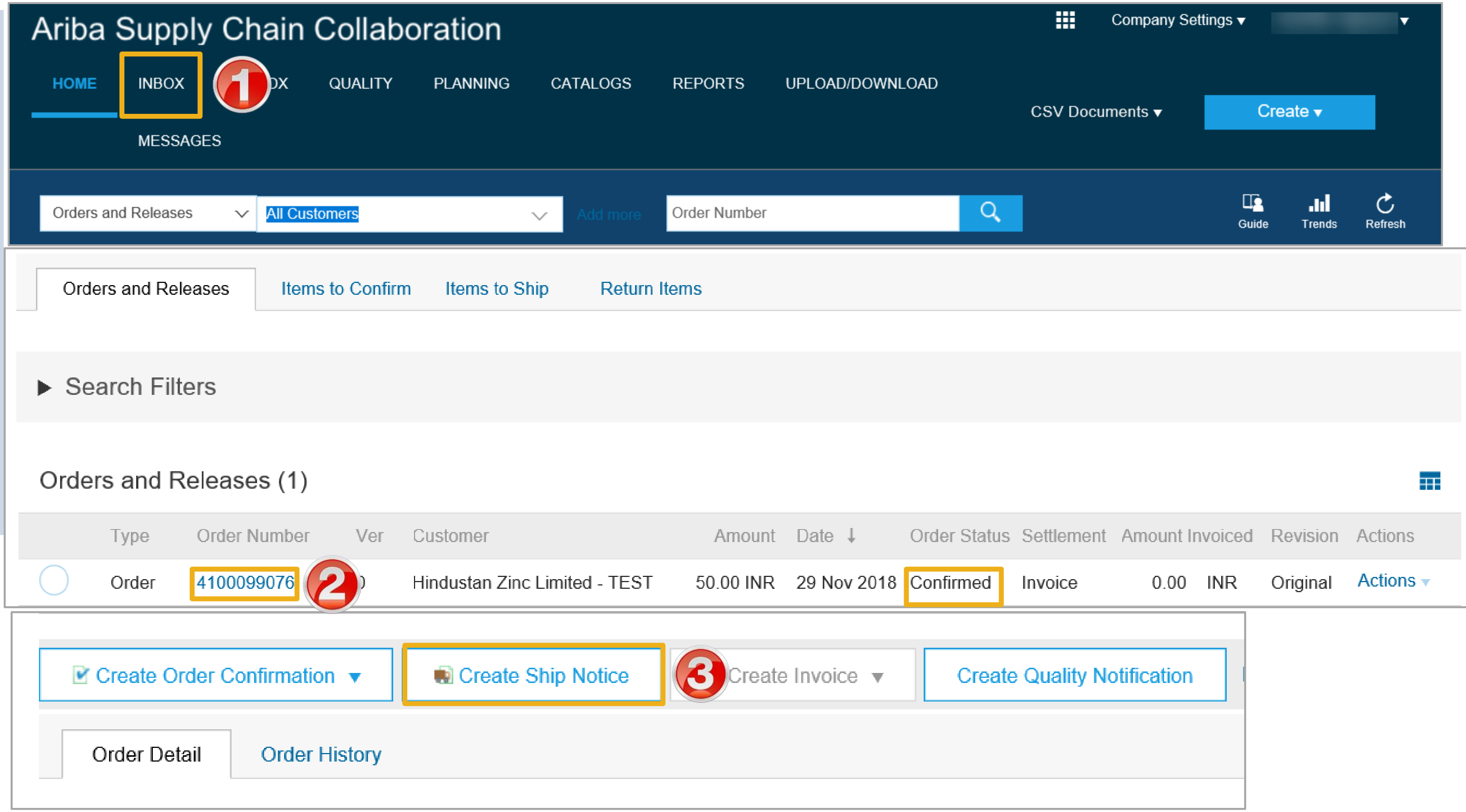
Begin Ship Notice Creation

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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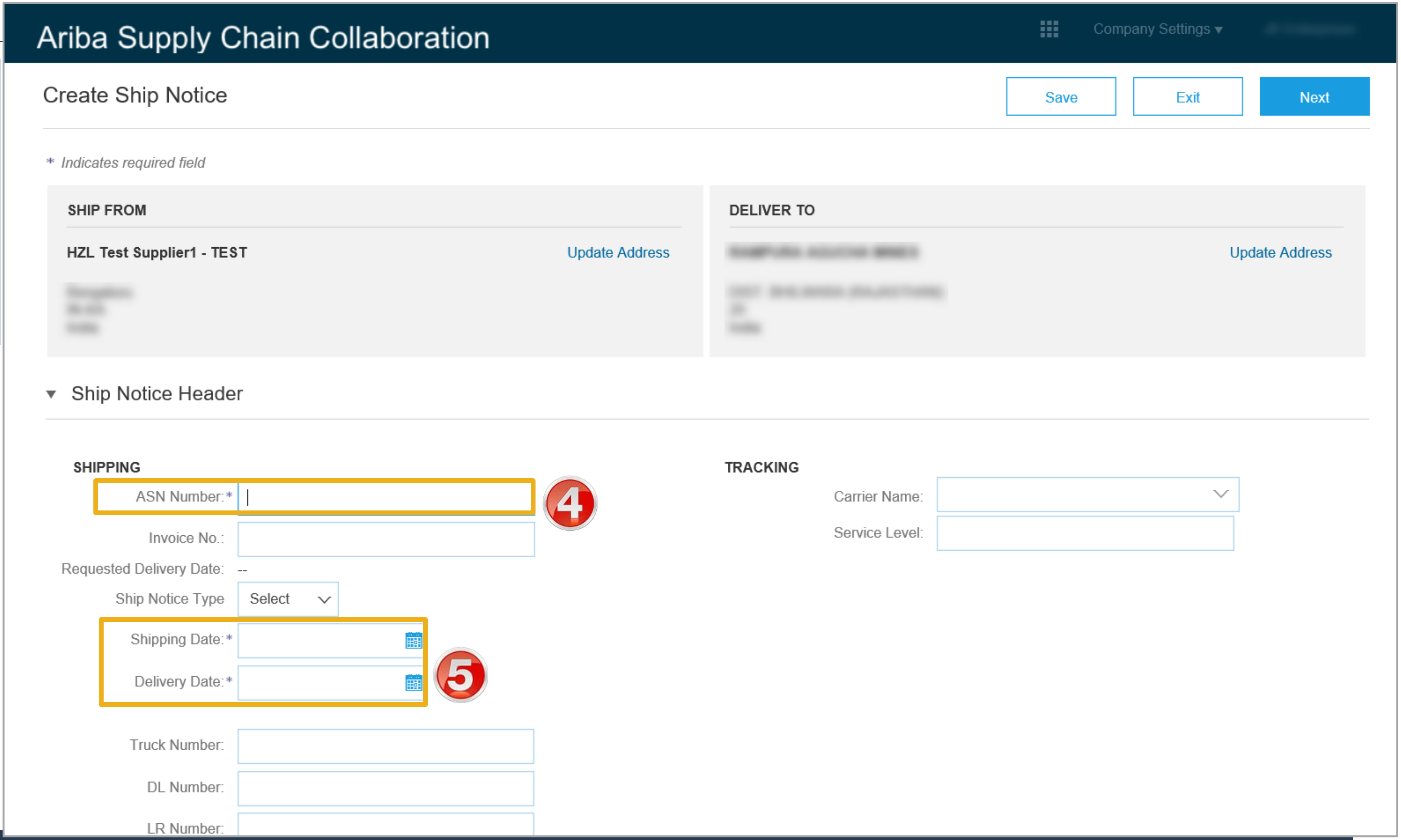
Create Ship Notice

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**.



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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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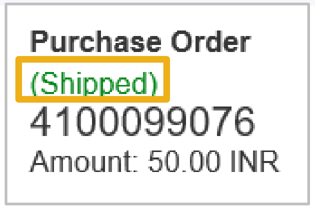
Finalise Ship Notice

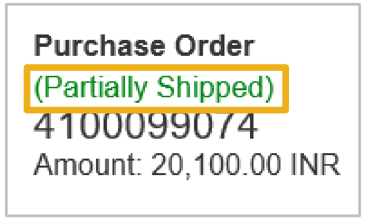
7. Edit the **Ship Qty** (if required)

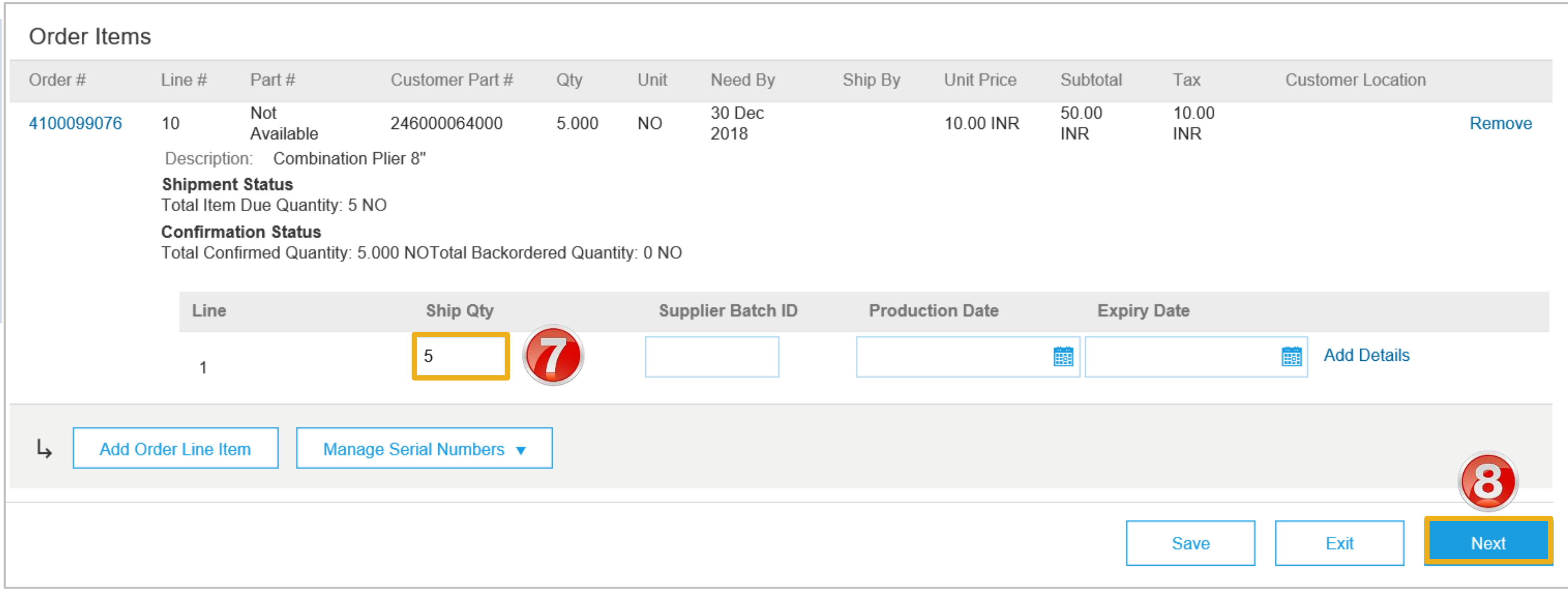
8. Click **Next.** The **Create Ship Notice** confirmation page is displayed. Review the Ship Notice

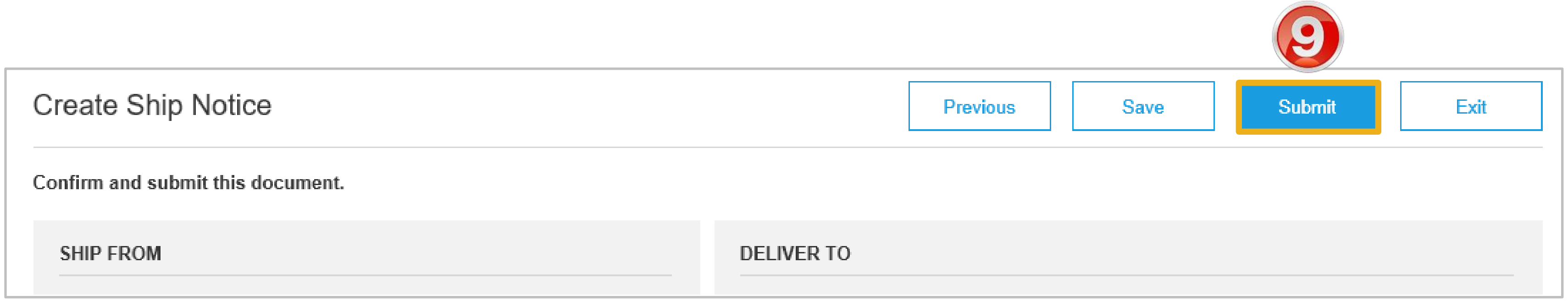
9. Click **Submit**.

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









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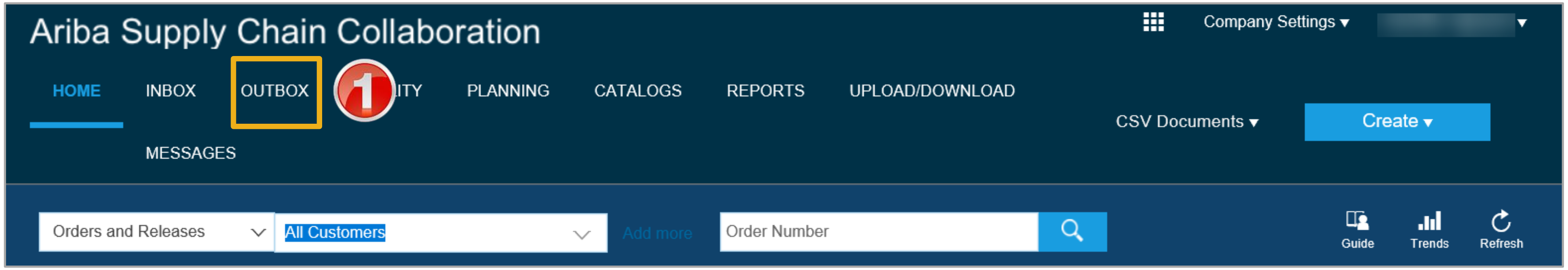
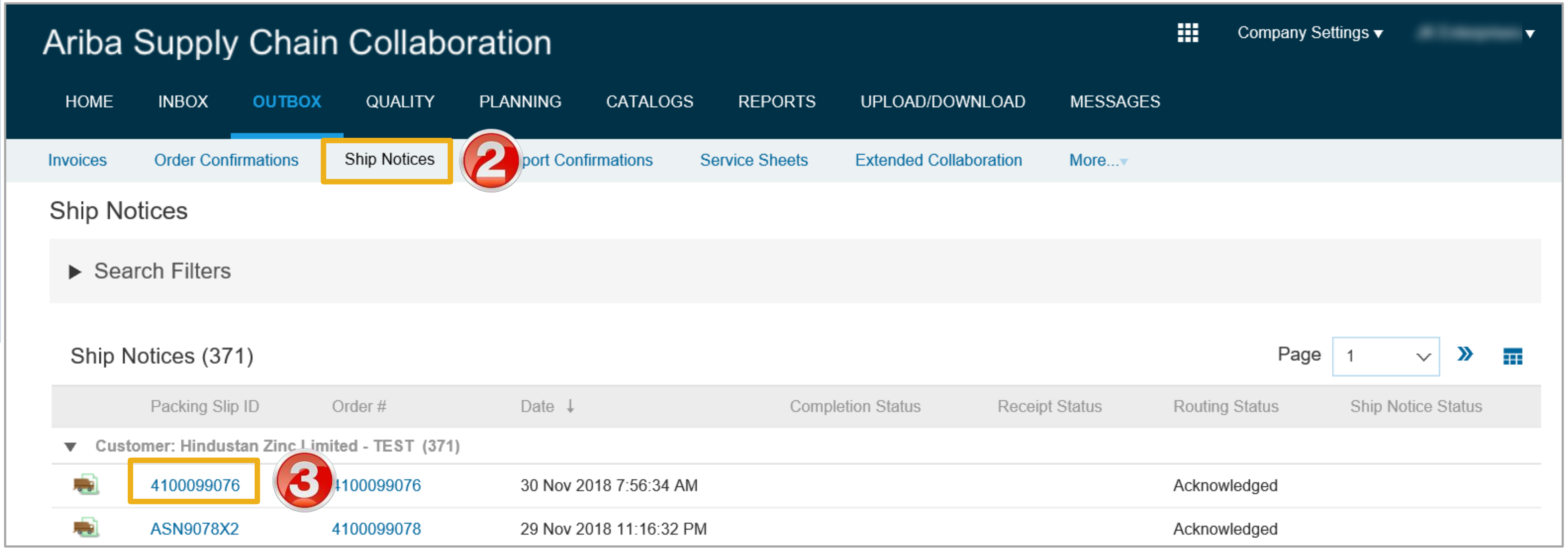
Cancel Ship Notice

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.





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

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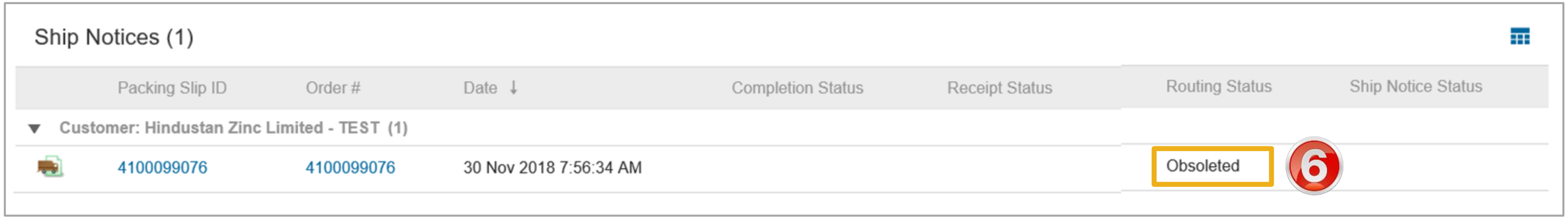
Cancel Ship Notice cont.

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**.



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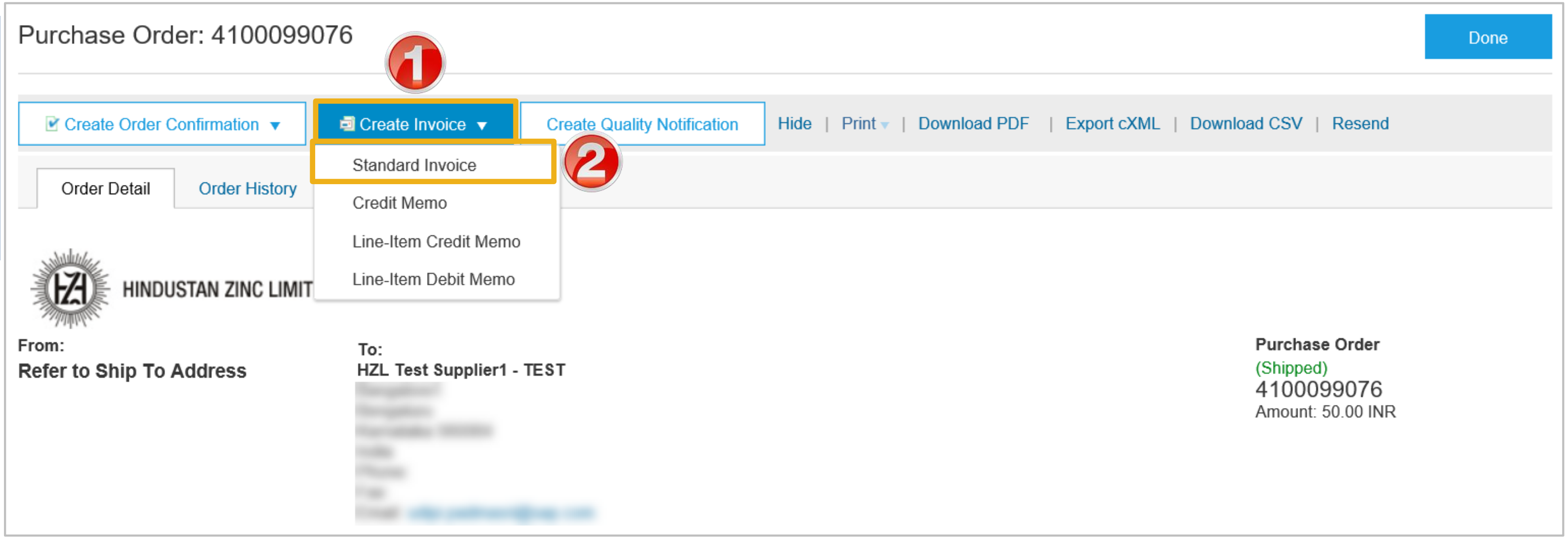
Invoicing

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.



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Invoicing cont.

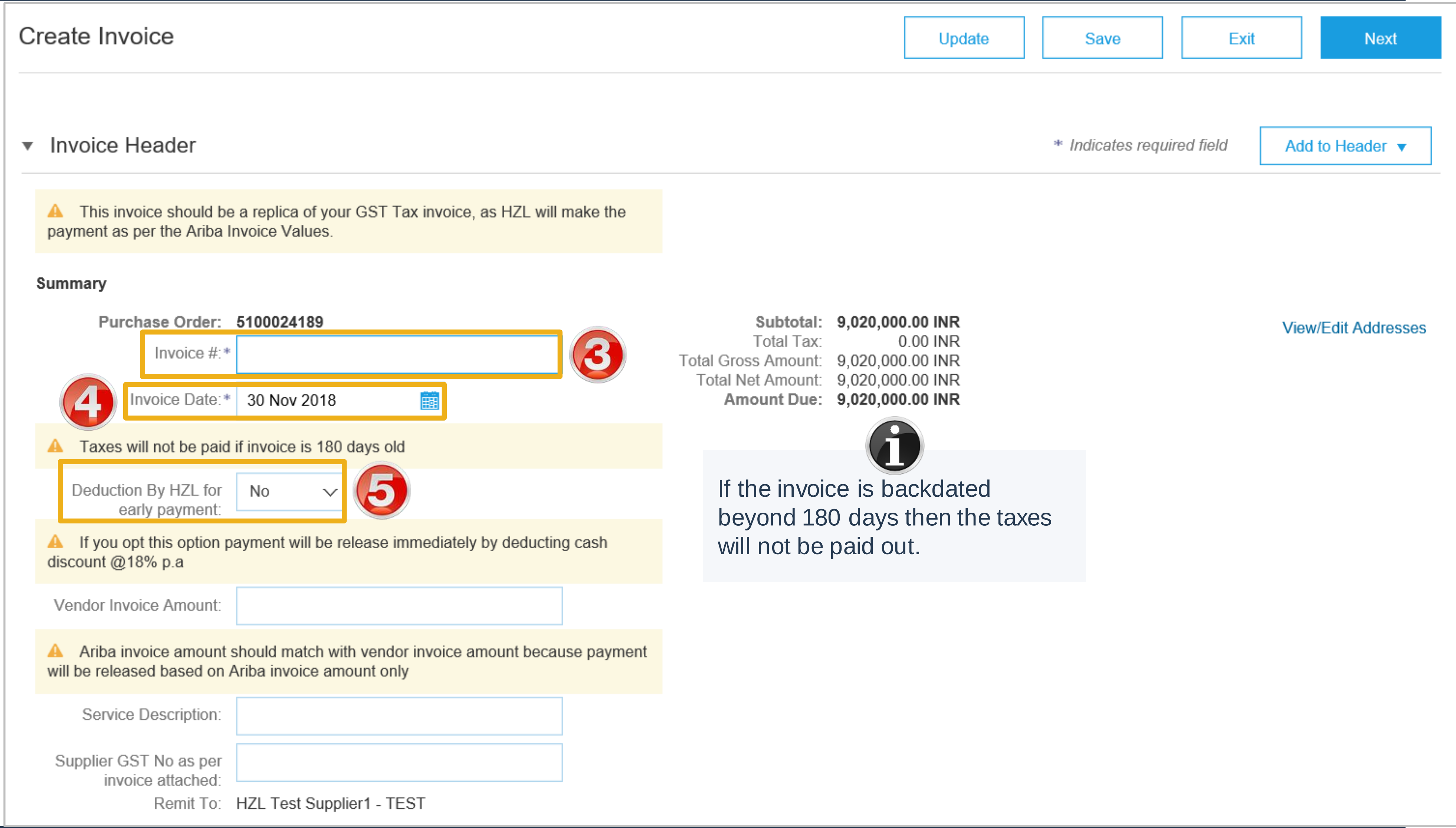
3. Enter the **Invoice number** (any alpha-numeric reference number of your choice). It can be the invoice number that you use in your system.

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.



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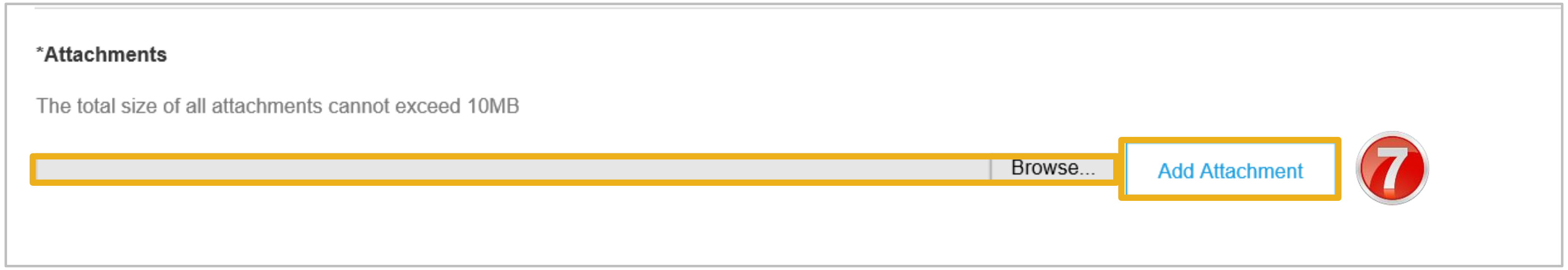
Invoicing cont.

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.

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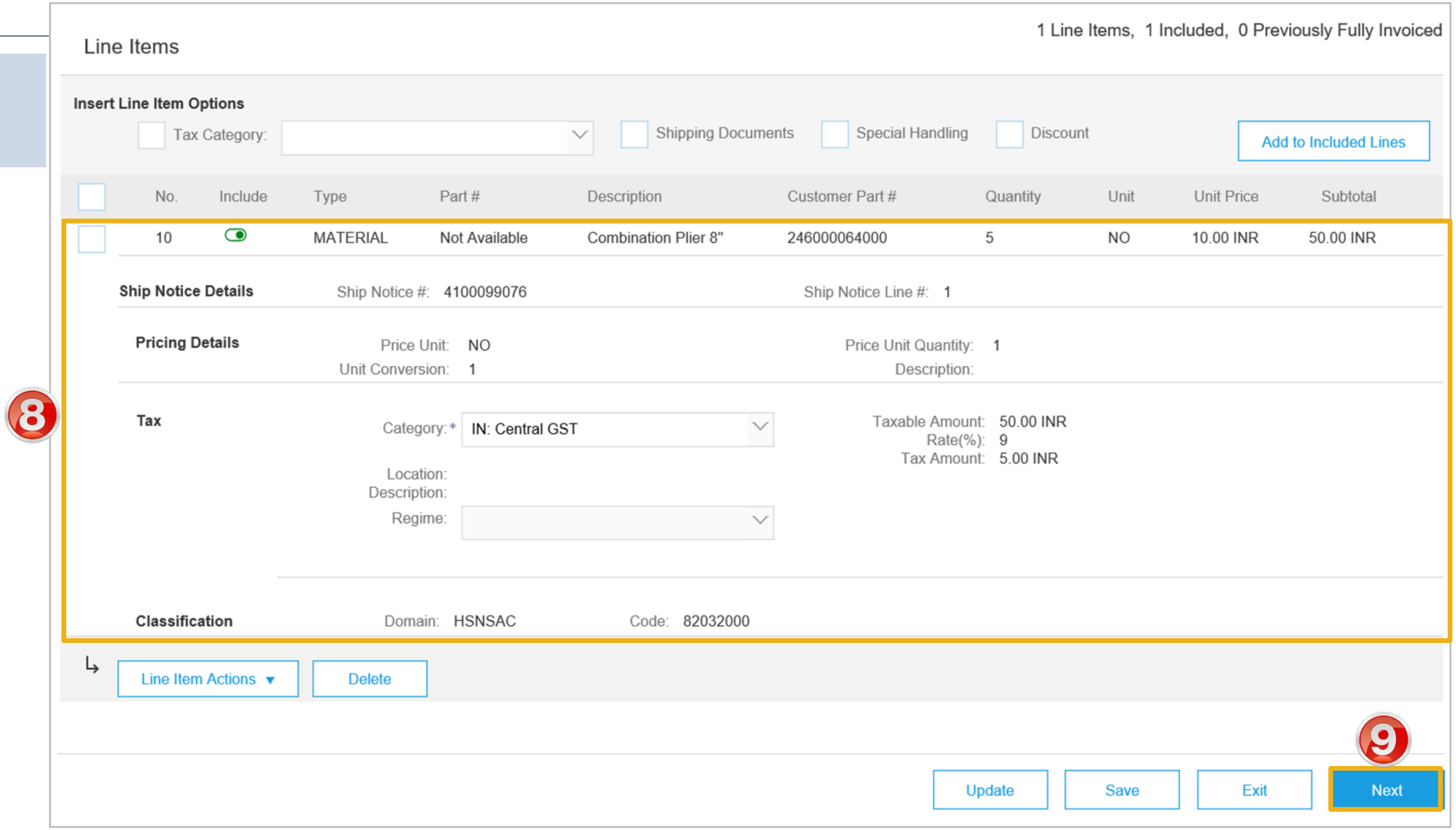
Invoicing cont.

8. Review the Line Items.

9. Click **Next**.



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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.

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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

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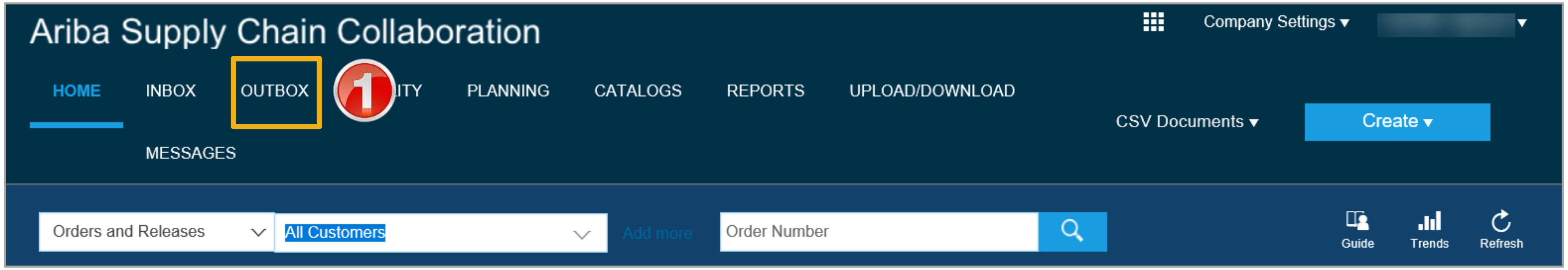
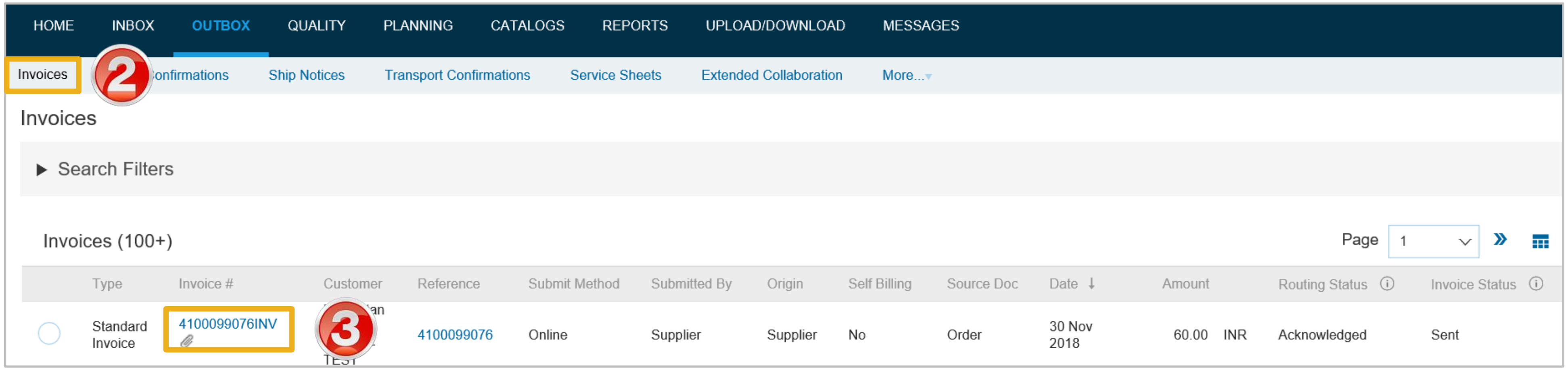
Cancel Invoice

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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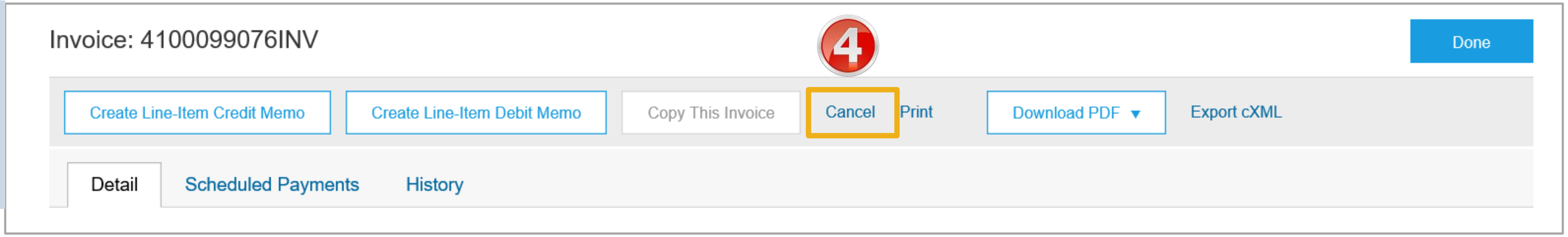
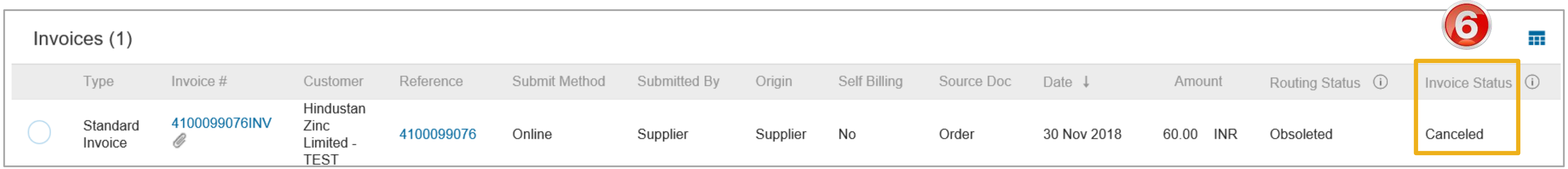
Cancel Invoice cont.

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**.





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

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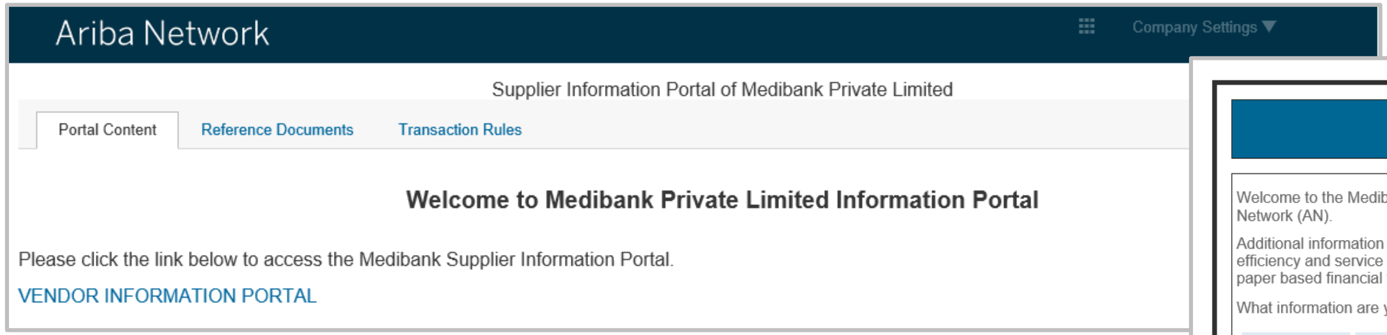
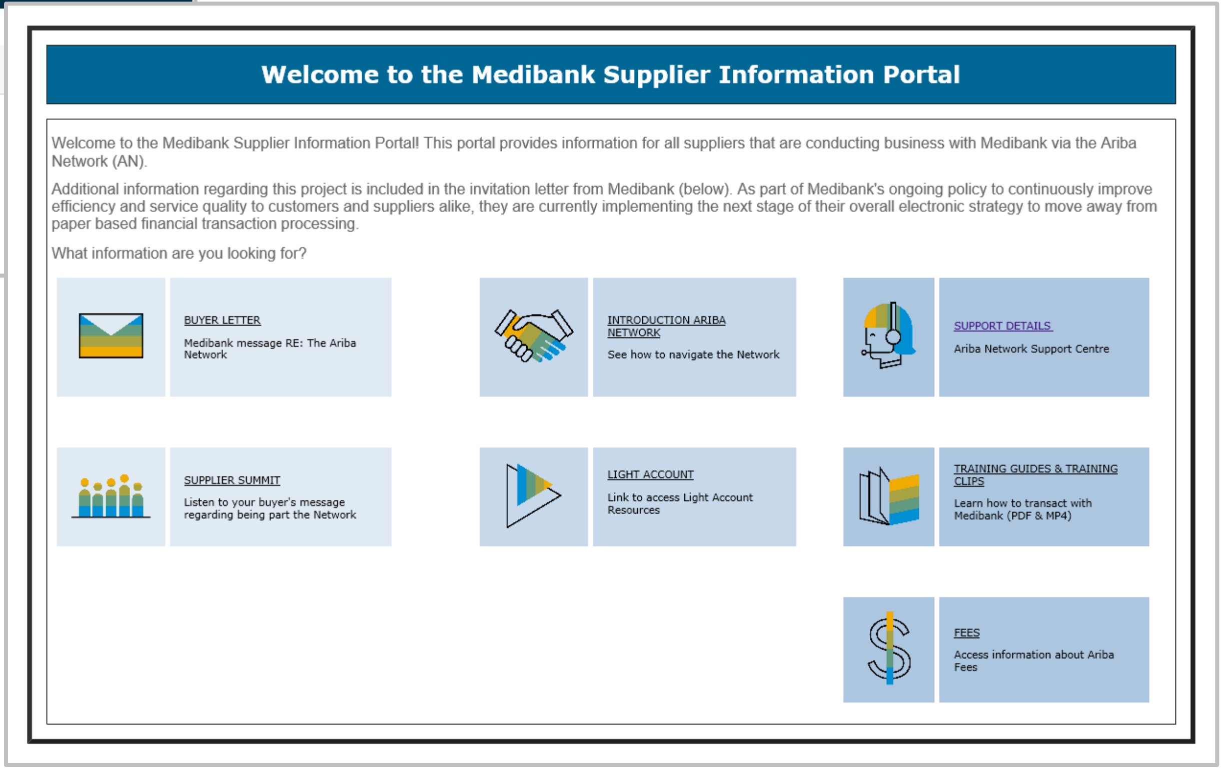
Supplier Information Portal

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





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Accessing the Supplier Information Portal

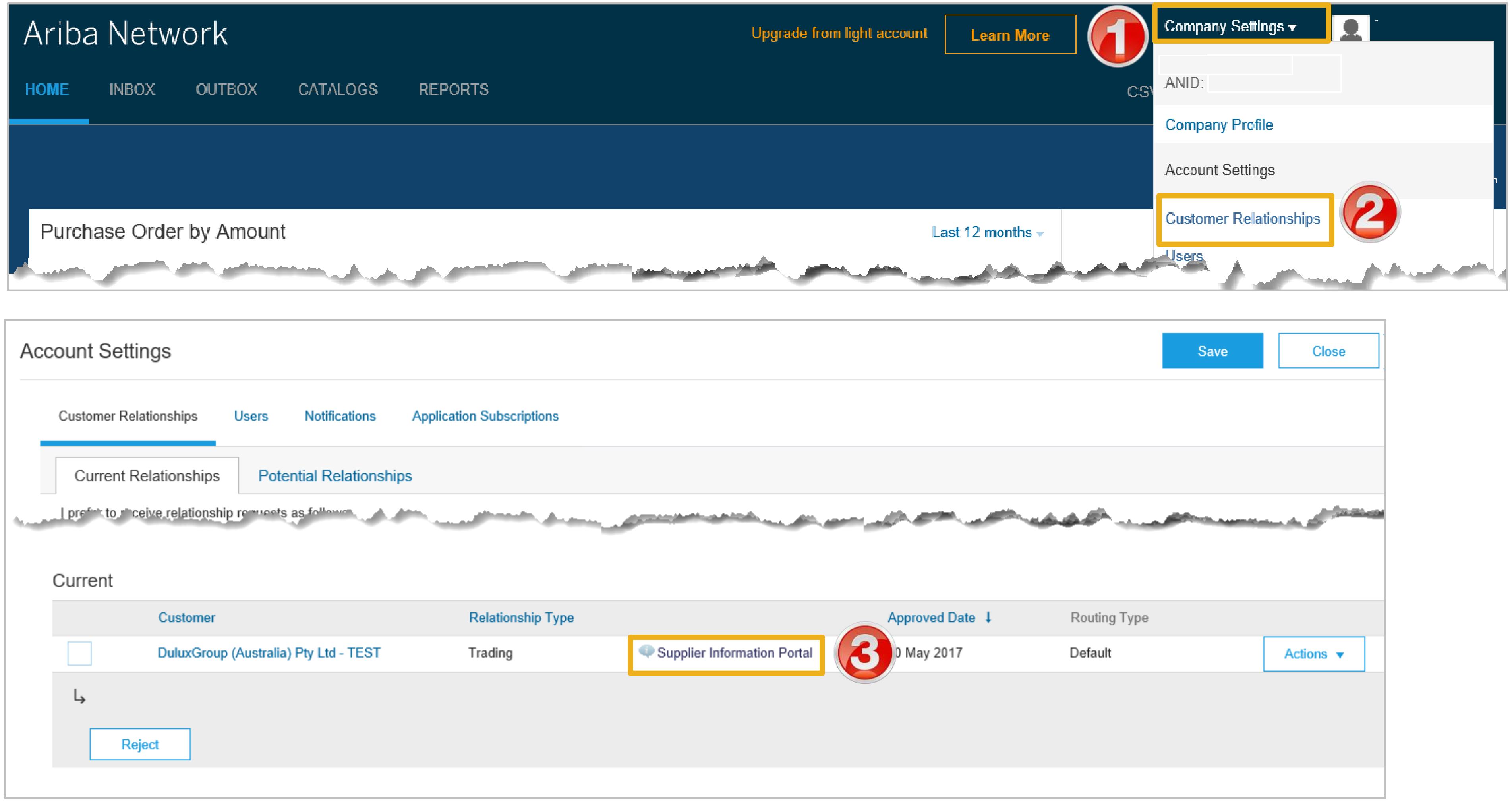
- From the Dashboard

1. Click **Company Settings**
2. Select **Customer Relationships**

- Screen displays **Account Settings**

3. Click **Supplier Information Portal**

- System message is displayed



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Accessing the Supplier Information Portal cont.

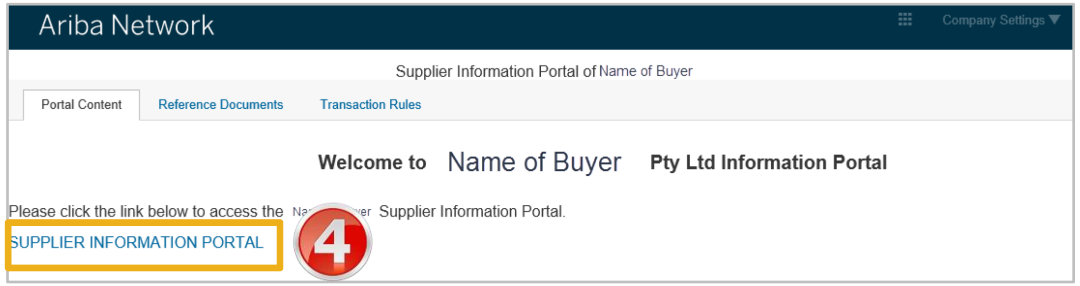
- A system page will be displayed

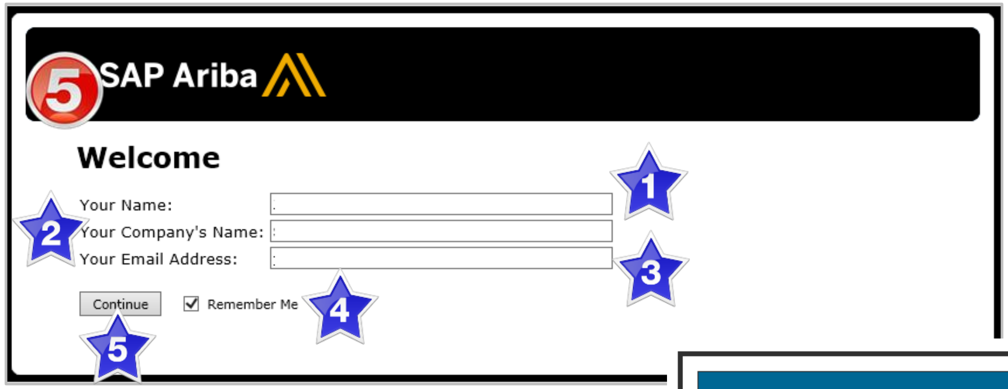
4. Click **Supplier Information Portal**

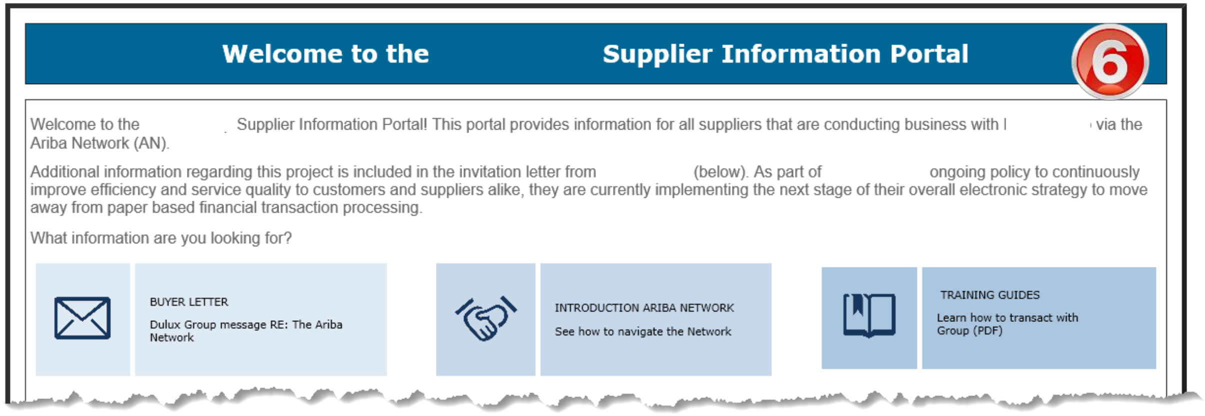
5. Enter:
   1) Your Name
   2) Your Company Email
   3) Your email Address
   4) Click in Remember Me
   5) Click Continue

- Screen displays the Supplier information portal

6. Select the tile required







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Account Configuration

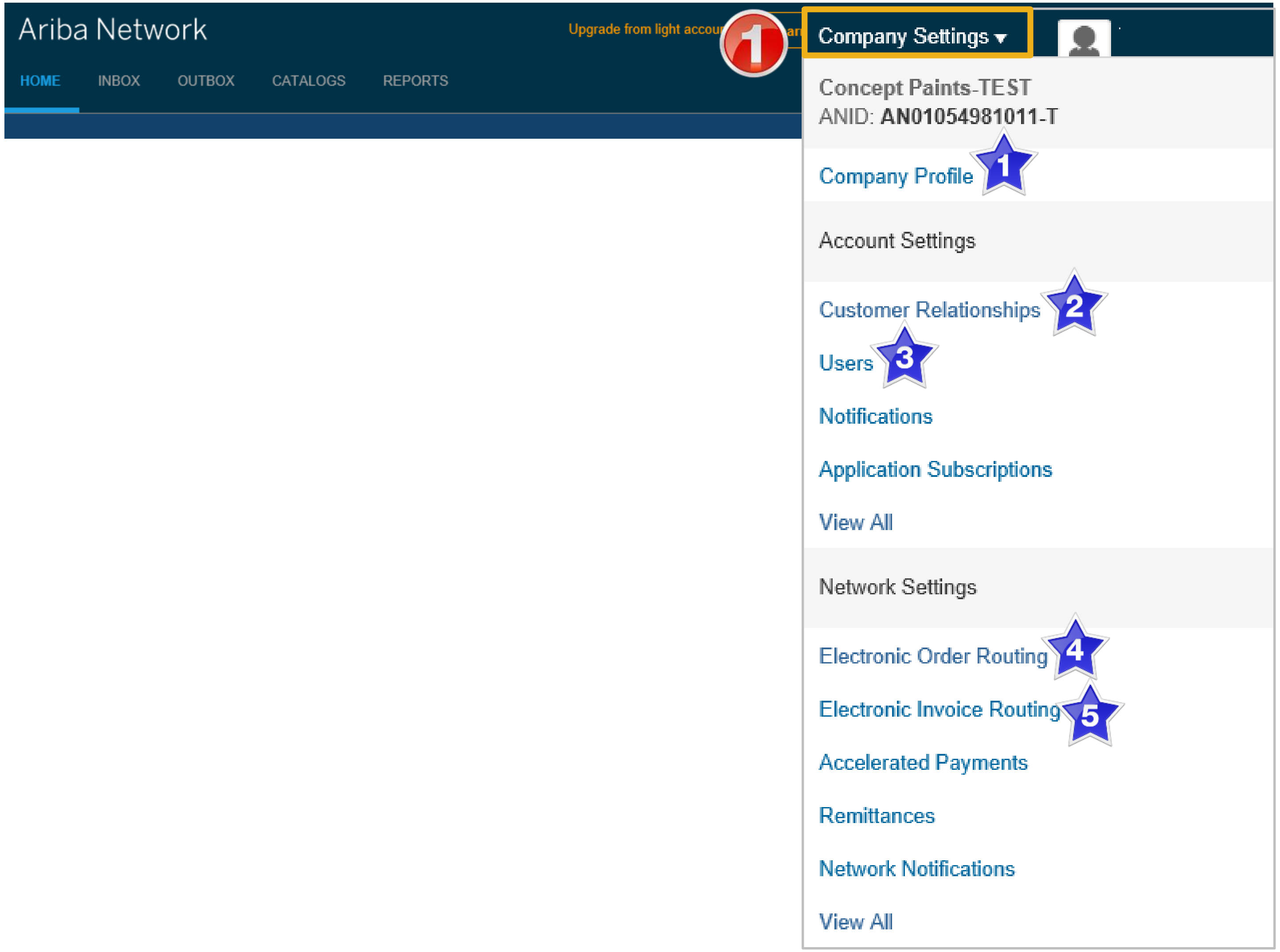
Drop Down Box – Company Settings

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



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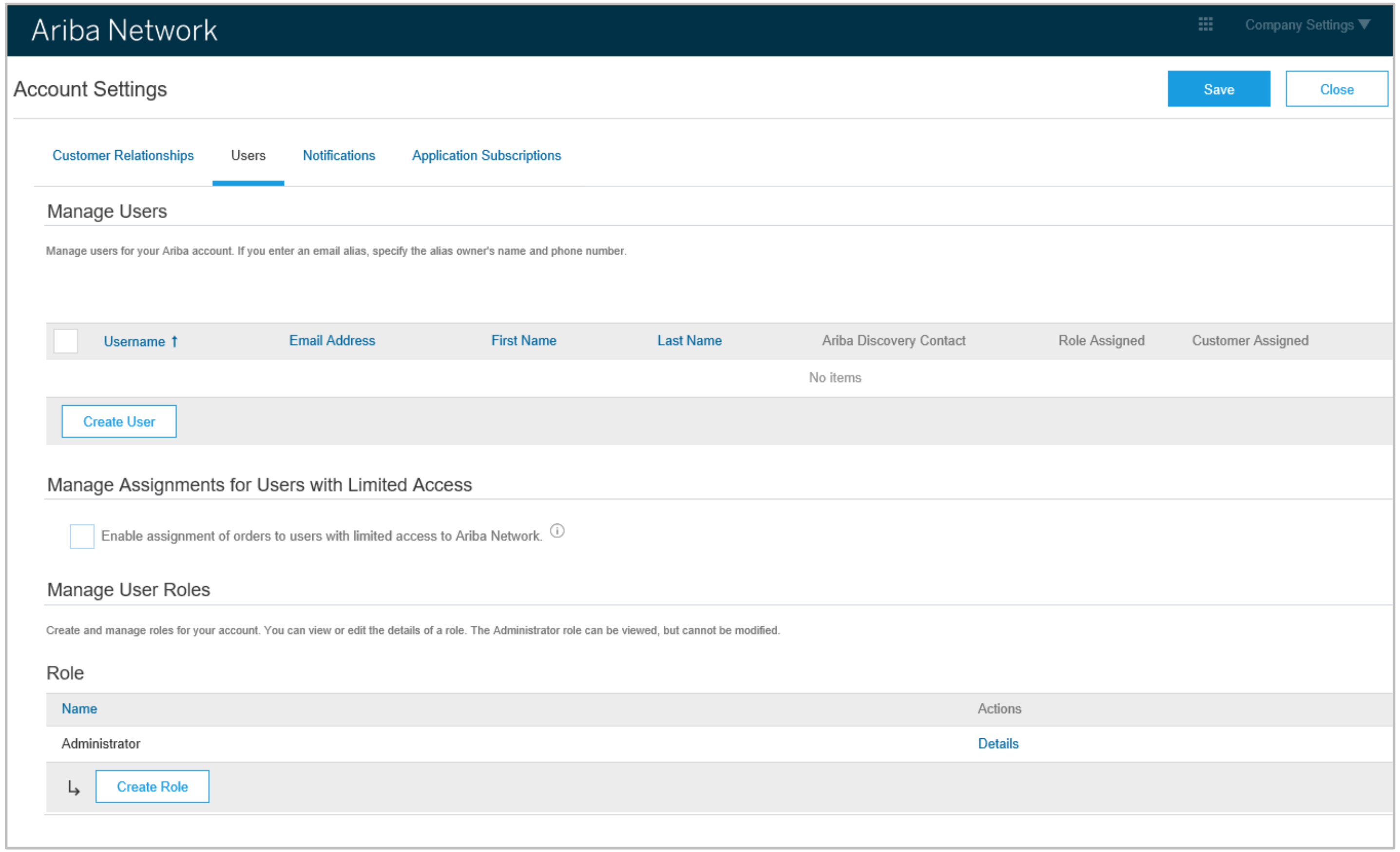
Users– General Information

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.



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Assigning Roles

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

1. Click **Create Role**

- Screen displays the **Create Role**

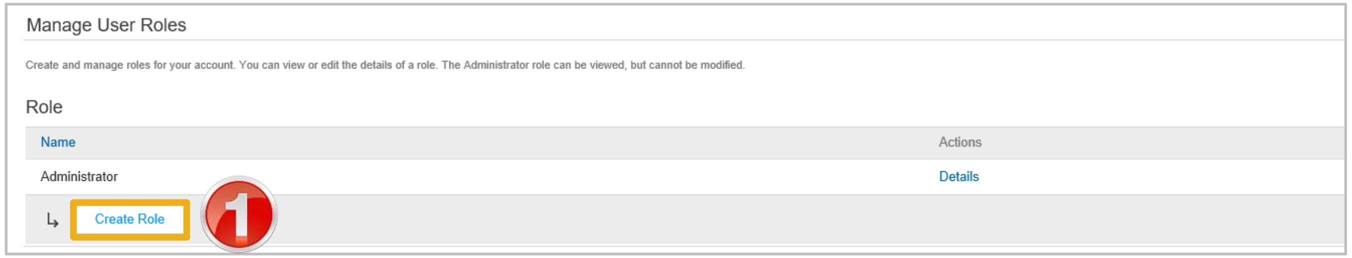
2. Enter the **Name** of the role you are creating

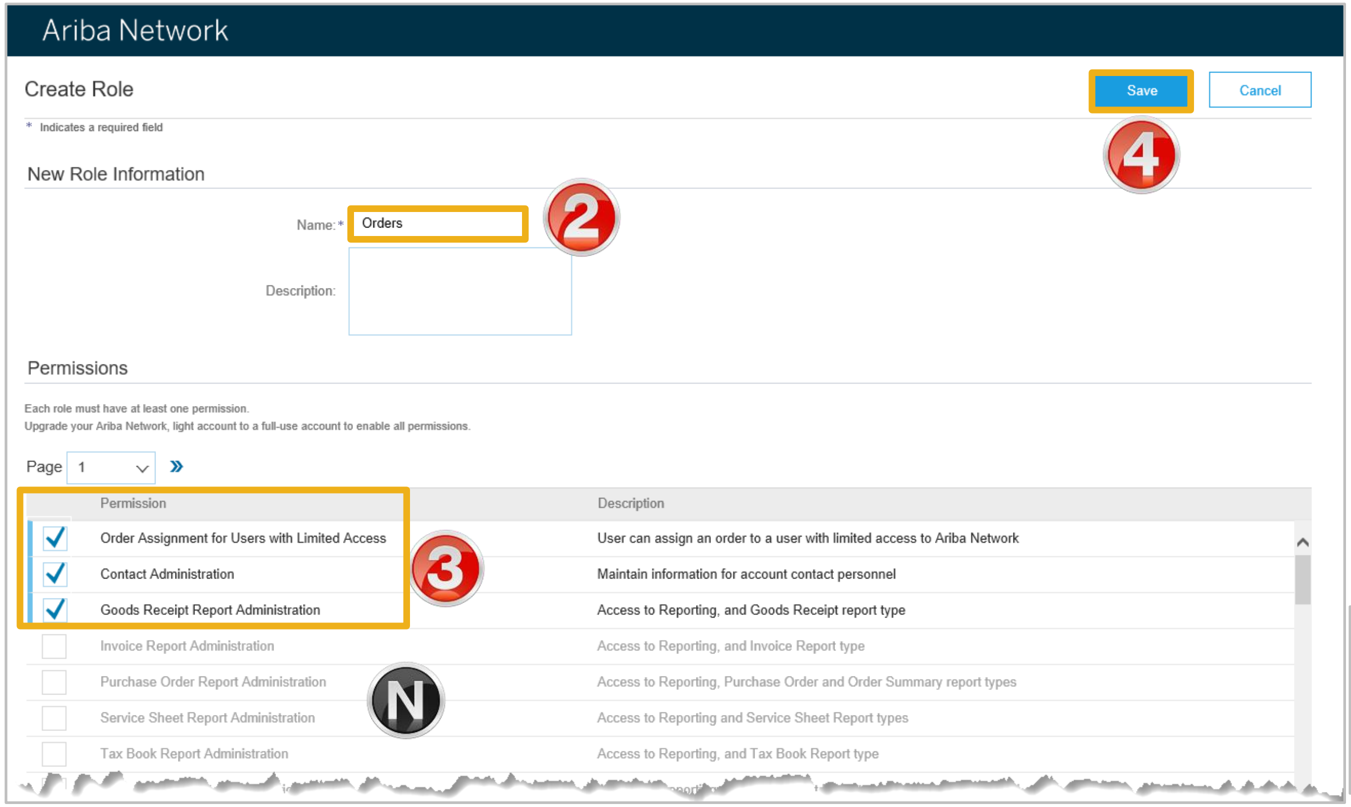
3. Select all the relevant **Permissions** for the role

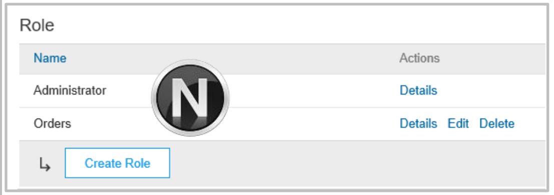
Note: As you are working within a Light Account there will be a number of permissions that cannot be selected and are greyed out

4. Click **Save**

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







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Creating Users

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

1. Click **Create User**

- Screen displays the **Create User**

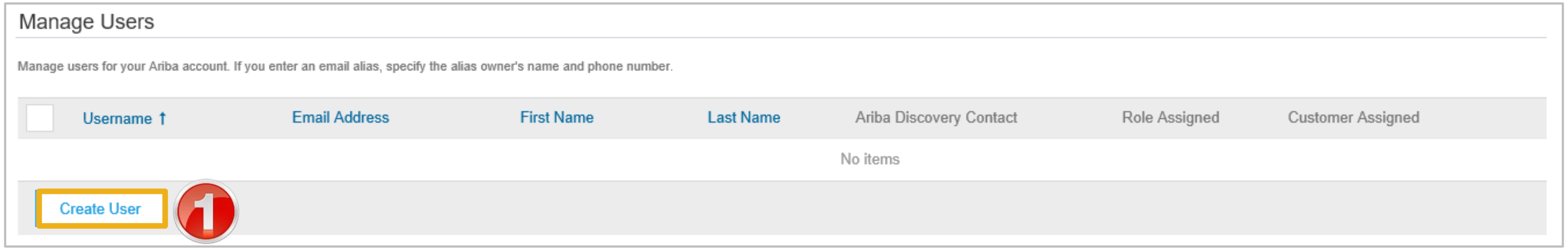
2. Enter a **Username** for the user

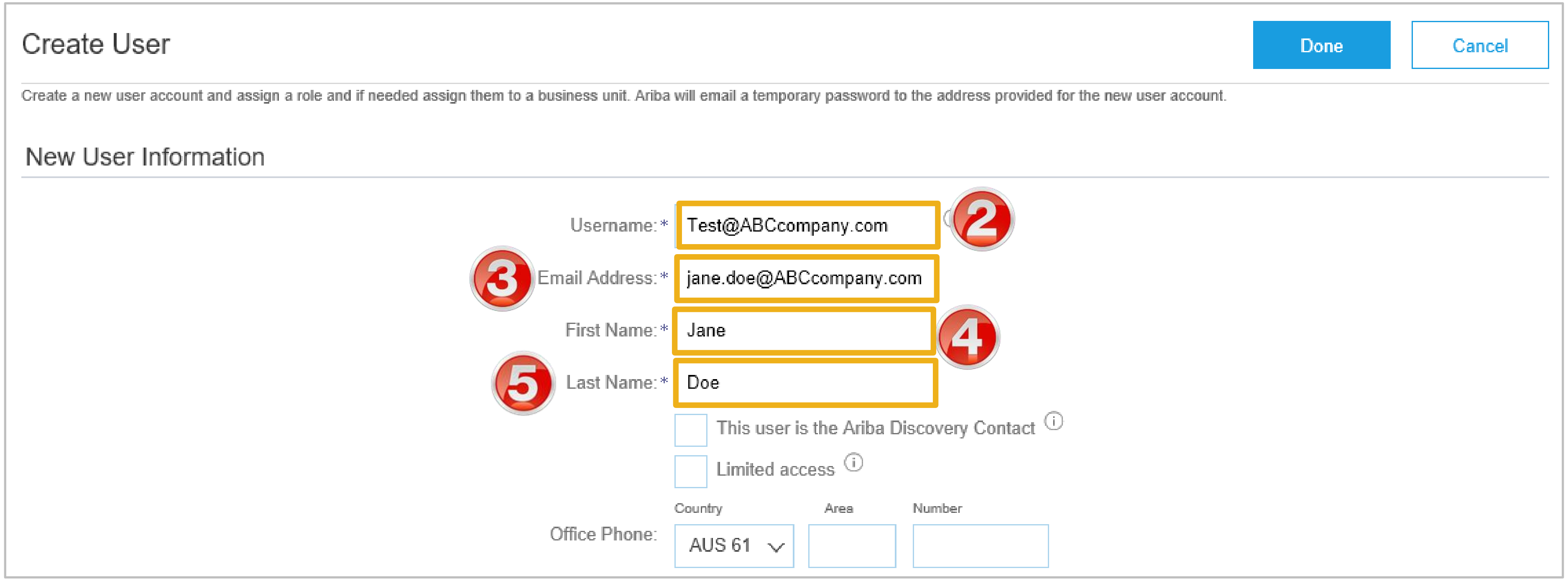
3. Enter the **Email Address** of the user

4. Enter their **First Name**

5. Enter their **Last Name**

- Scroll down to **Role Assignment**





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Creating Users cont.

6. Select the Role for the User

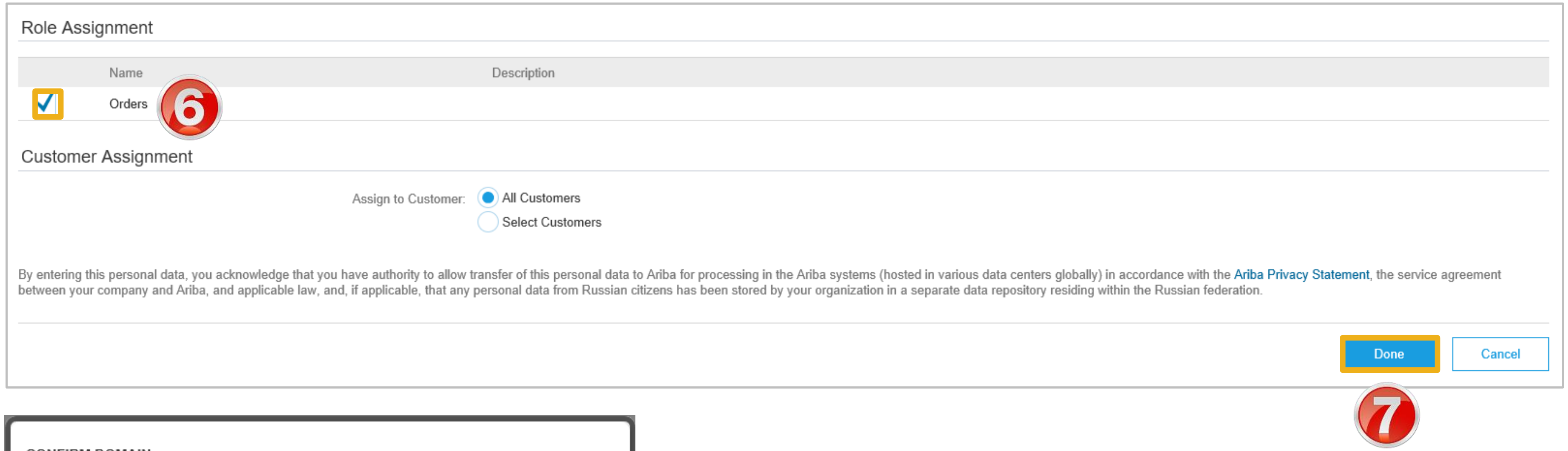
Note: The roles that you have created will be displayed, only can only be one System Administrator so the selection will not appear

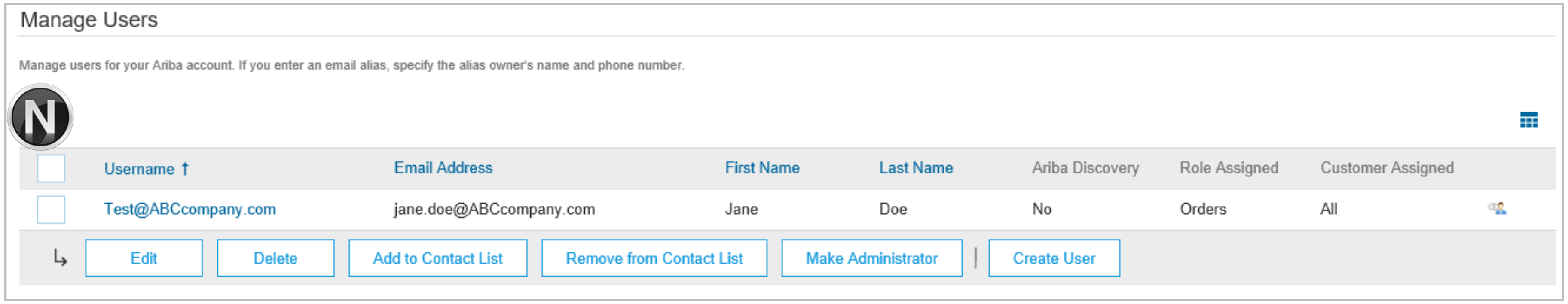
7. Click **Done**

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





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Enable Assignment of Order of Users

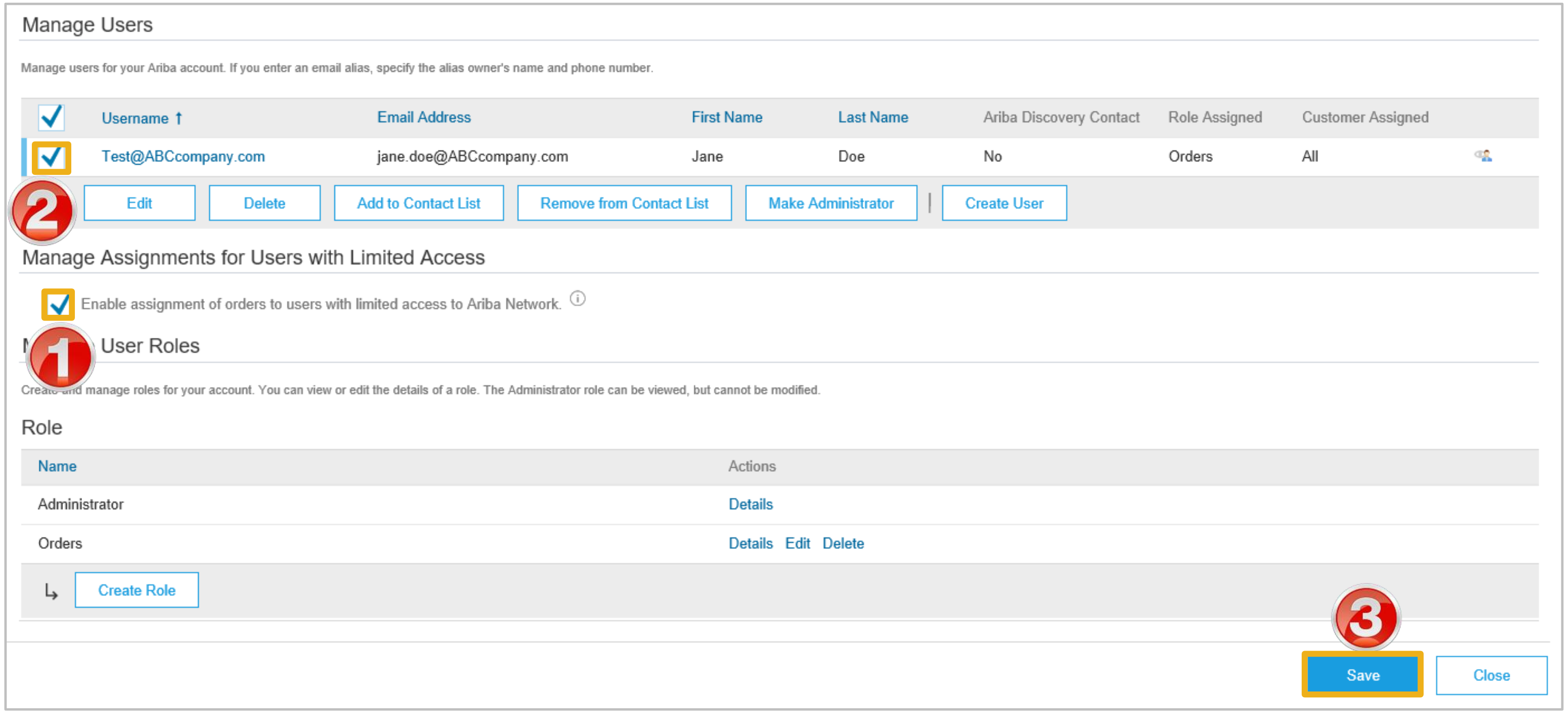
- From the Account Settings page accessed via Company Settings, then Users

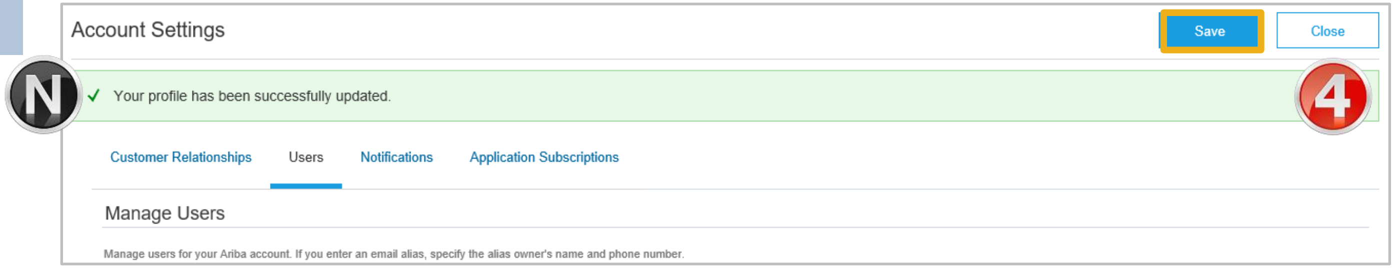
1. Click **Enable assignment of orders to users with limited access to Ariba Network**
2. Click the relevant user
3. Click **Save**

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

4. Click **Close**

- Screen displays the **Dashboard**





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HINDUSTAN ZINC LIMITED

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:

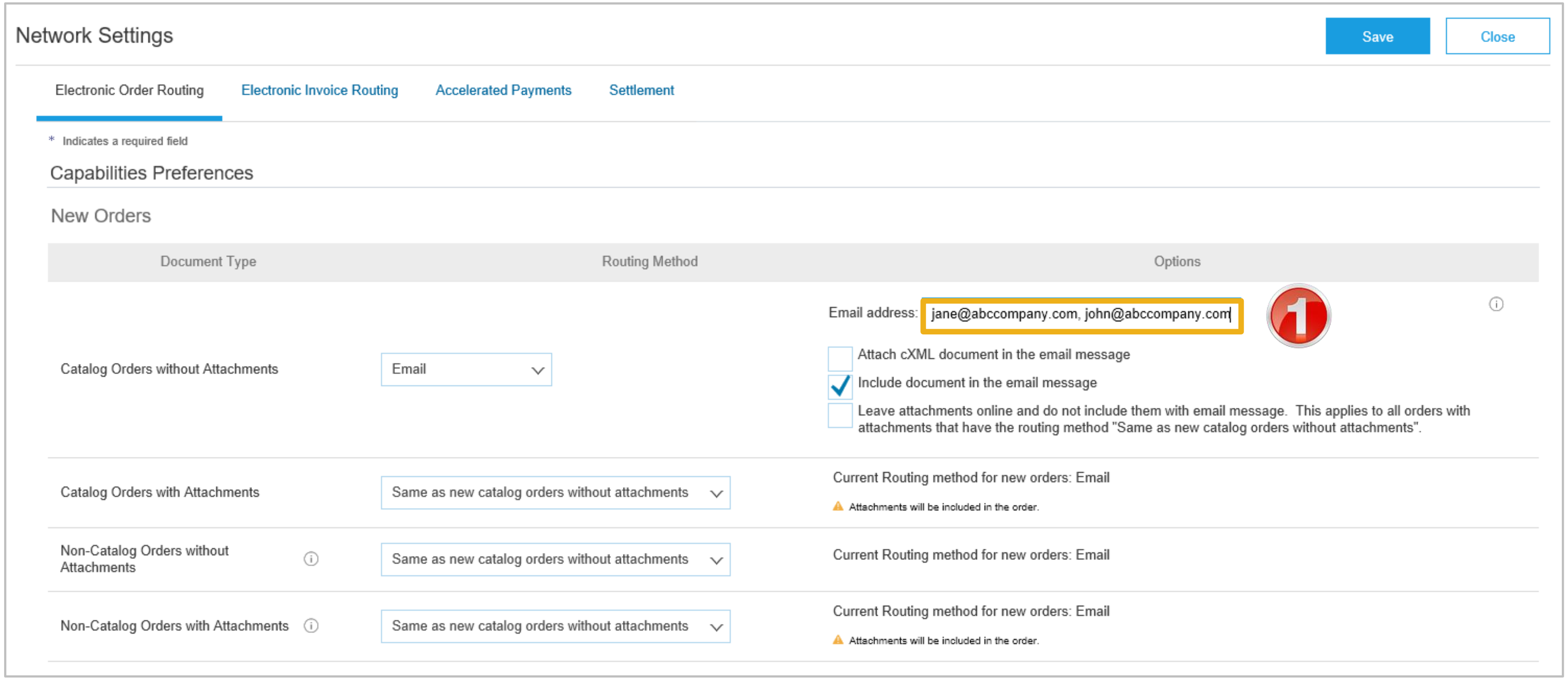
1) The System Administrators email will already be displayed

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



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Entering information for Electronic Order Routing cont.

2. 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**

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

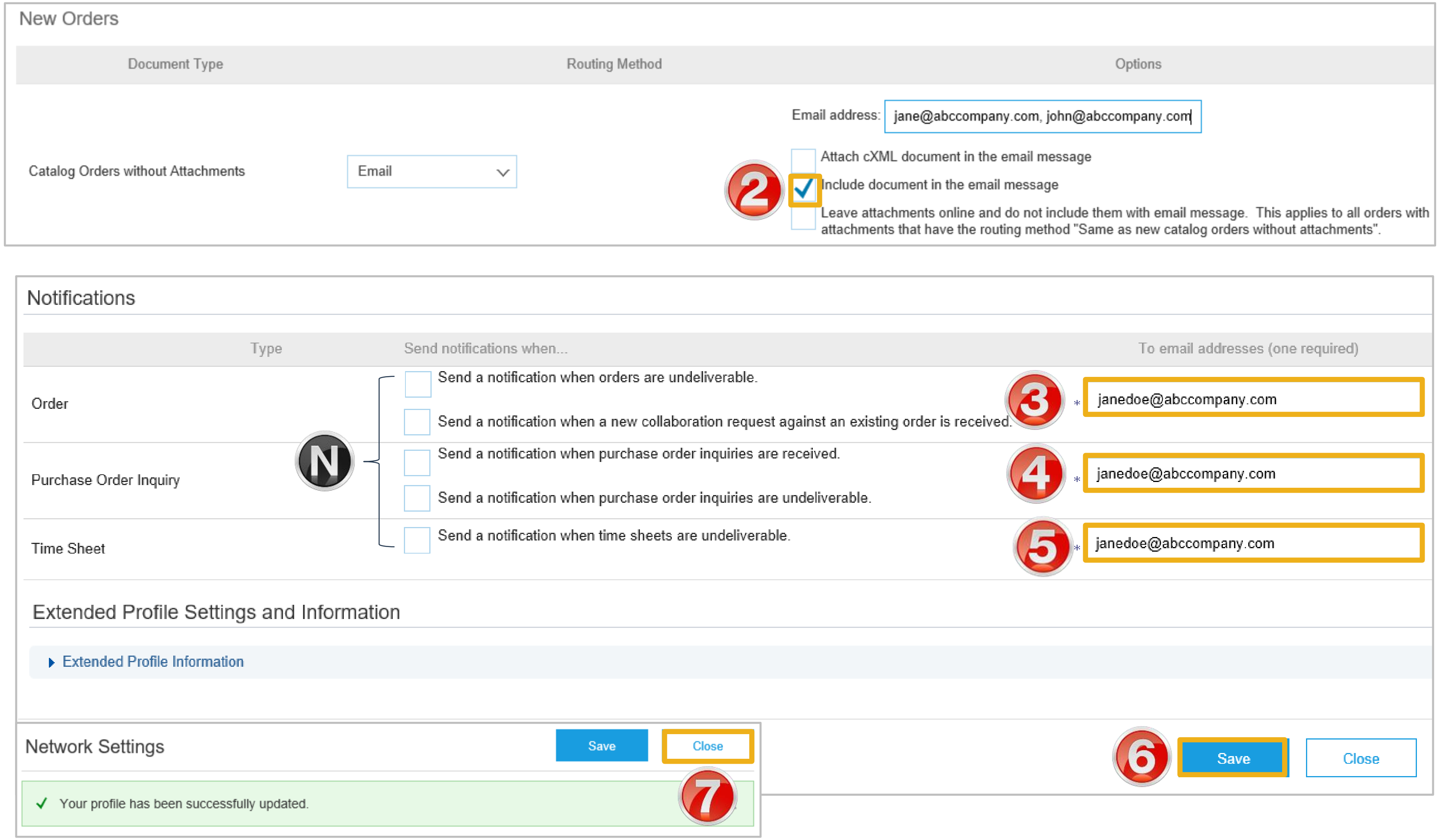
4. Confirm or enter To email addresses for **Purchase Order Inquiry**

5. Confirm or enter To email addresses for **Time Sheet**

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

6. Click **Save**

7. Click **Done**



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HINDUSTAN ZINC LIMITED

Entering information for Invoice Routing

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

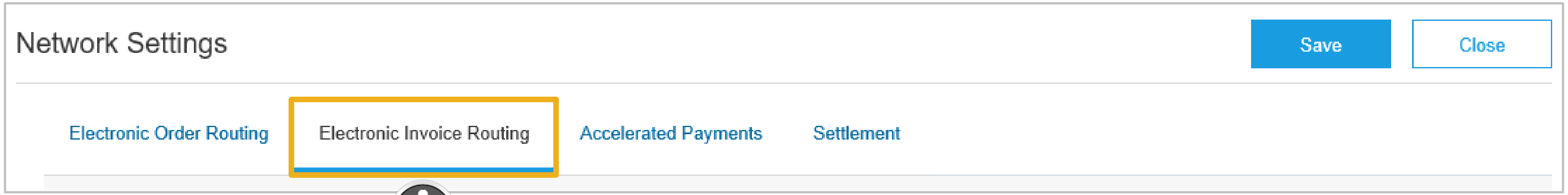
1. Confirm or enter To email addresses for **Invoice Failure** (the System Administrator should already be entered)

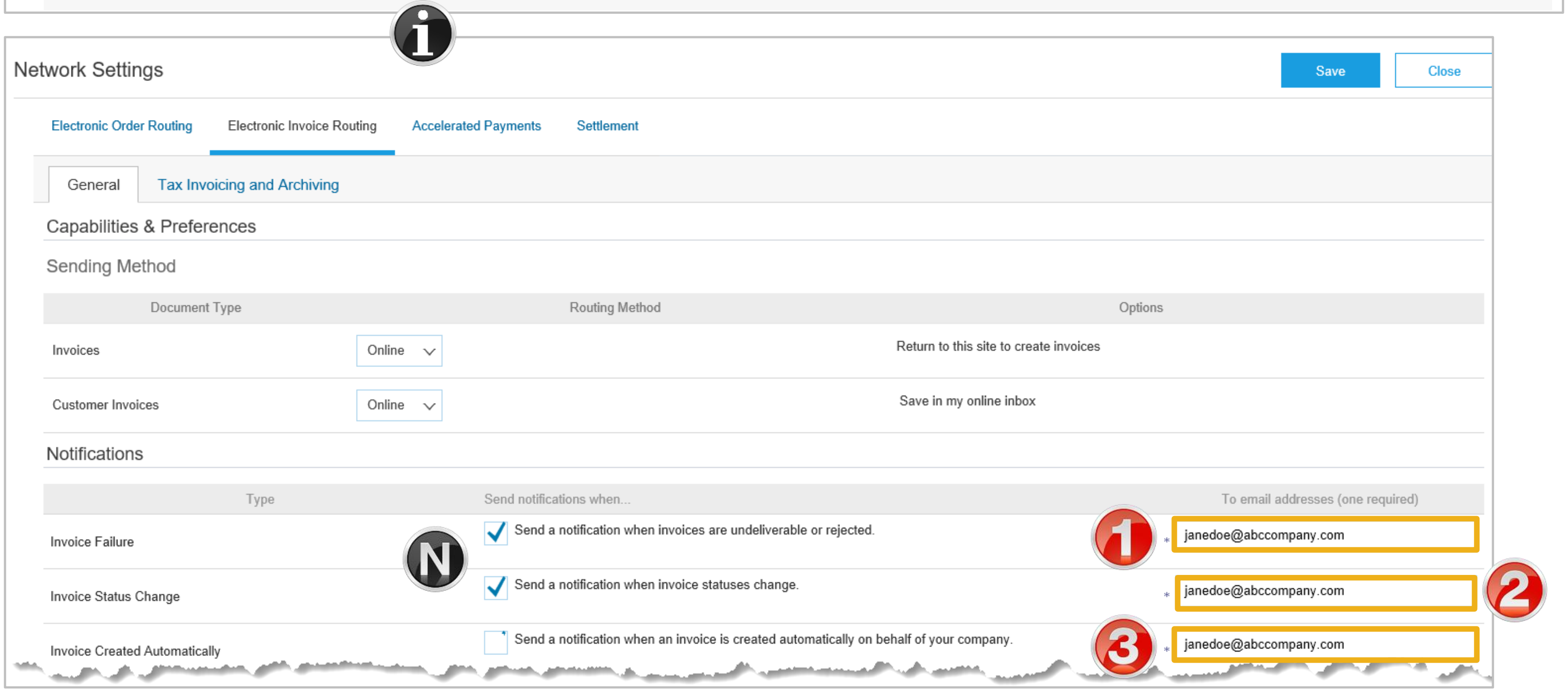
2. Confirm or enter To email addresses for **Invoice Statue Change**

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





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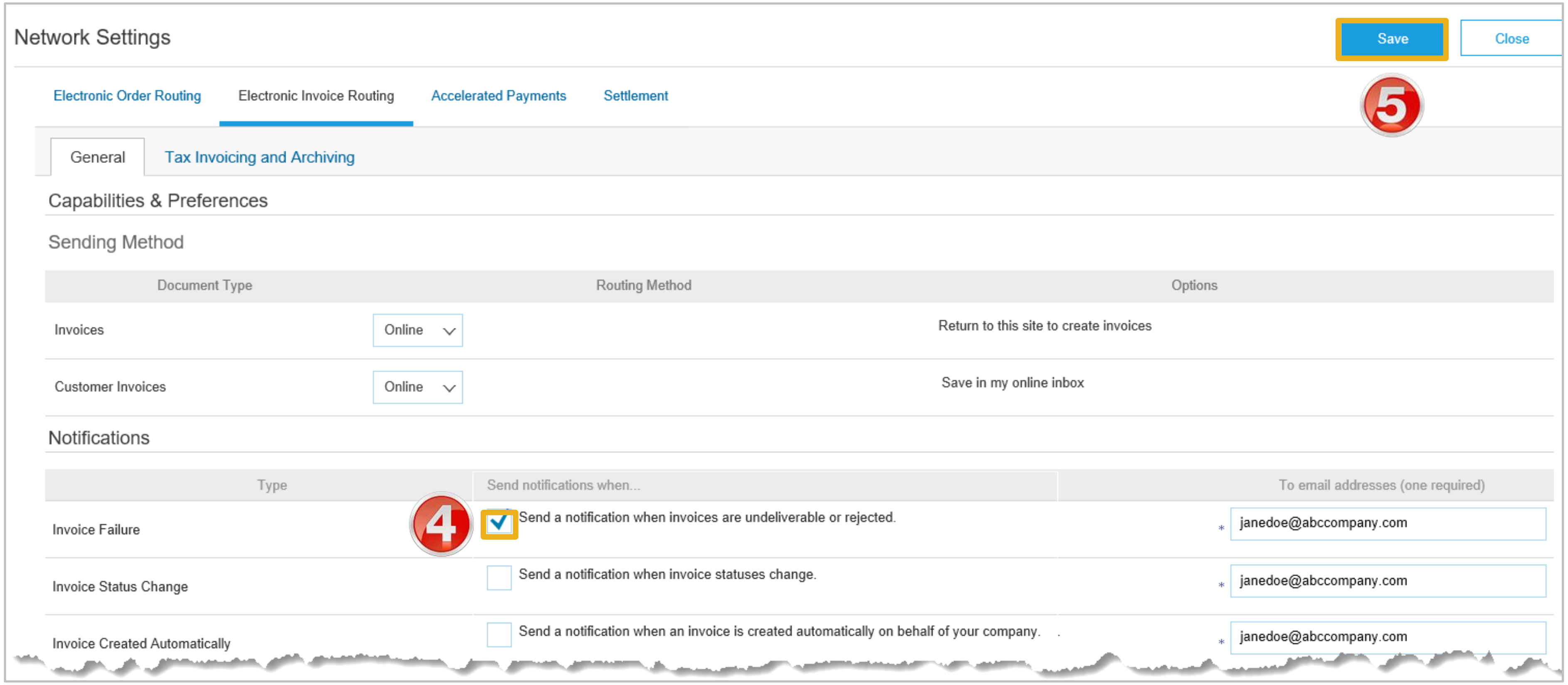
Entering information for Invoice Routing cont.

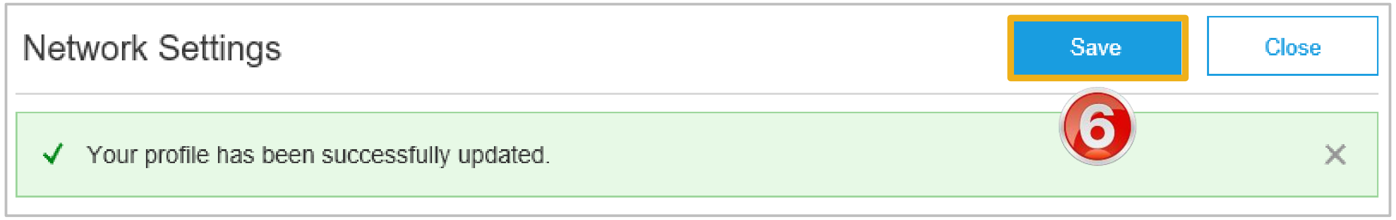
4. Click **Send notification when invoices undeliverable or rejected**

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

5. Click **Save**

6. Click **Close**





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Support

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