

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide suppliers step by step instructions, procedures and notes needed to navigate smoothly on the Ariba Network while transacting with HCL.

Guide Key





	<ul style="list-style-type: none">• This indicates an Instructional steps
	<ul style="list-style-type: none">• An additional step is indicated by
	<ul style="list-style-type: none">• Note: Functionality specific notes
	<ul style="list-style-type: none">• Information: other useful information



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Invoice

- All orders received via the Ariba Network require an invoice to be created via the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed

Invoicing - General Information

The **Orders and Releases** tab displays a summary of all the purchase orders sent by HCL.

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

Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES

Company Settings External Document CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Search Filter

Orders and Releases (80) Page 1

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	8600000455	1	HCL Technologies Ltd - TEST	10,000.00 INR	9 Apr 2019	Shipped	Invoice	0.00 INR	Original	Actions
Order	8600000454	1	HCL Technologies Ltd - TEST	20,000.00 INR	9 Apr 2019	Received	Invoice	19,000.00 INR	Original	Actions
Order	8600000438	1	HCL Technologies Ltd - TEST	30,000.00 INR	1 Apr 2019	Invoiced	Invoice	30,000.00 INR	Original	Actions
Order	8600000434	1	HCL Technologies Ltd - TEST	20,000.00 INR	31 Mar 2019	Received	Invoice	0.00 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

N

The **Order Number** is the buyer's Purchase Order Number

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

The **Actions** drop-down list allows document creation without opening the order

Begin the Invoice

1. Click the **Inbox** tab on the **Home** page.

The screen displays **Orders and Releases**.

2. Click the desired **Order Number**.

The screen displays **Purchase Order** details.

3. Click **Create Invoice**.

4. Select **Standard Invoice** from the drop-down list.

The screen displays **Create Invoice**.

Ariba Network

HOME **INBOX** OUTBOX CATALOGS REPORTS MESSAGES

Company Settings Help Center

External Document CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (80) Page 1

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	8600000455	2	HCL Technologies Ltd - TEST	10,000.00 INR	9 Apr 2019	Shipped	Invoice	0.00 INR	Original	Actions
Order	8600000454	1	HCL Technologies Ltd - TEST	20,000.00 INR	9 Apr 2019	Received	Invoice	19,000.00 INR	Original	Actions

Ariba Network

Company Settings Help Center

Purchase Order: 8600000455 Done

Create Order Confirmation Create Invoice Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

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

HCL

Standard Invoice – Header Level

1. Enter the **Invoice #**.
2. The current date is auto populated to the **Invoice Date**. Edit it to the desired date.
3. Enter the **Supplier Tax ID**.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 8600000455	Subtotal: 10,000.00 INR	View/Edit Addresses
Invoice #:* XXX123XXX 1	Total Tax: 500.00 INR	
Invoice Date:* 4 Aug 2019 2	Total Gross Amount: 10,500.00 INR	
Service Description:	Total Amount without Tax: 10,000.00 INR	
Supplier Tax ID: 3	Total Net Amount: 10,500.00 INR	
	Amount Due: 10,500.00 INR	

Remit To: HCL TECHNOLOGY TEST

Standard Invoice – Header Level contd...

Scroll down to **Tax** section.

4. Select the **Header level tax** radio button.

5. Click **Category** and select the appropriate tax % from the drop-down list.

6. Enter the desired tax rate in the **Rate (%)** field.

Scroll down to the **Shipping** section.

7. Select **Header level shipping** radio button.

Tax ⓘ

Header level tax ⓘ **4** Line level tax ⓘ

Category: * 0% State GST / State GST ⓘ **5** Taxable Amount: 10,000.00 INR [Remove](#)

Location:

Description: State GST

Regime:

Tax Rate Type:

Rate(%): 0 **6**

Tax Amount: 0.00 INR

Exempt Detail: (no value) ▾

Shipping

Header level shipping ⓘ **7** Line level shipping ⓘ

Ship From: **HCL TECHNOLOGY TEST**

Noida
Uttar Pradesh
India

Ship To: **HCL TECHNOLOGIES LIMITED** [View/Edit Addresses](#)

Noida GST:09AAACH1645P4Z6 PAN:AAACH1645P
24
India

Deliver To: ANAND SINGH BISHT
HCL TECHNOLOGIES LIMITED

Standard Invoice – Header Level contd...

Scroll down to **Additional Fields** section.

8. Select the **Choose Address** from the dropdown list.

9. Enter the respective email address in the **Email** field.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

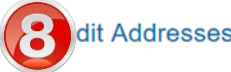
Payment Note:

Supplier: **HCL TECHNOLOGY TEST**

Noida
Uttar Pradesh
India


Service Start Date:

Service End Date:

Choose Address | HCL TECHNOLOGIES LIMITED | 

Customer: **HCL TECHNOLOGIES LIMITED**

Noida GST:09AAACH1645P4Z6
PAN:AAACH1645P
24
India

Email: 

Standard Invoice – Header Level contd...

Note: HCL requires you to send a hardcopy of the invoice.

Scroll down to **Add to Header**.

8. Click **Add to Header** button.

9. Click **Attachments** from the drop-down list.

The screen updates with **Attachment** section.

10. Click **Choose File** and select the desired file and click **Add Attachment**.

N Add to Header ▾ **10**

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment **11**

1 Linetems, 1 Included, 0 Previously Fully Invoiced

Shipping Documents Special Handling Discount Add to Included Lines

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Line 1		100	EA	100.00 INR	10,000.00 INR

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File

No file chosen

Add Attachment

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Add to Header ▾

Standard Invoice – Line Level

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

Note: To add **Shipping Documents**, **Special Handling** or **Discount**, select the desired box and click **Add to Included Lines** if required.

Repeat the below steps for all line items.

1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
2. Confirm or enter the appropriate **Quantity**.
3. Click **Next**.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% State GST / State GST Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input checked="" type="checkbox"/>	MATERIAL	Not Available	Line 1		100	EA	100.00 INR	10,000.00 INR

Additional Fields

articleNumber:

clientNumber:

assignmentNo:

Classification Domain: Code: [Remove](#)

[Line Item Actions](#) [Delete](#) [Add](#)

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

Finalise Standard Invoice


The screen displays **Create Invoice**.

1. Review the Invoice. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

2. Click **Exit**.

Note: The Screen displays **Purchase Order** page is displayed and Order Status has changed to **Partially Invoiced/ invoiced**.

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.

Standard Invoice


Invoice Number: XXX123XXX	Subtotal:	10,000.00 INR
Invoice Date: Friday 9 Aug 2019 3:08 PM GMT+05:30	Total Tax:	0.00 INR
Original Purchase Order: 8600000455	Total Gross Amount:	10,000.00 INR
	Total Amount without Tax:	10,000.00 INR
	Total Net Amount:	10,000.00 INR
	Amount Due:	10,000.00 INR

REMIT TO: BILL TO: SUPPLIER:

Ariba Network

Invoice XXX123XXX has been submitted.

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

Purchase Order 

(Invoiced)
8600000455
Amount: 10,000.00 INR
Version: 1



Invoice Status

- The status of the Invoice will change as it progresses through HCL approval process
- There are 4 Invoice Statuses:
 - **Sent** – The invoice has been submitted to HCL
 - **Approved** – HCL has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected. The reason for rejection can be viewed within the invoice
 - **Cancelled** – The invoice has been cancelled by HCL

Locating the Invoice Status

1. Click the **Outbox** tab on the Home page.

The screen displays **Invoices**.

2. **Invoice Status** named column displays the status of the invoices. The different statuses are:

- **Sent**
- **Approved**
- **Paid**
- **Rejected**
- **Canceled**

The screenshot shows the SAP Ariba interface. The top navigation bar includes tabs for HOME, INBOX, **OUTBOX**, CATALOGS, REPORTS, and MESSAGES. Below this, there are sub-tabs for Invoices, Order Confirmation, Ship Notices, Service Sheets, and Drafts. The main content area is titled 'Invoices' and features a search filter section. Below the search filters, there is a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Date, Amount, Routing Status, and Invoice Status. The Invoice Status column is highlighted with a red box and a red circle with the number 2. The table contains three rows of invoice data.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Date	Amount	Routing Status	Invoice Status
INV3326	HCL Technologies Ltd - TEST	Multiple POs	Paper Invoice	Supplier	No	4 Apr 2019	4,500.00 INR	Acknowledged	Approved
TEST12345INV	HCL Technologies Ltd - TEST	8600000244	Online	Supplier	No	30 Jul 2019	500.00 INR	Failed	Rejected
8600000381-28.01	HCL Technologies Ltd - TEST	8600000381	Paper Invoice	Supplier	No	28 Mar 2019	1,180.00 INR	Acknowledged	Sent

Routing Status

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

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML to EDI
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from HCL
Rejected	A Purchase Order Confirmation that has been Rejected by HCL



Partial Invoicing

- Multiple partial invoices can be created for a purchase order.
- Invoices status will remain as **Partially Invoiced** until all items on the original purchase order have been invoiced.

Locating and Opening a Partial Invoice

1. Click the **Inbox** tab on the **Home** page.
2. Select the **Order Number** with a **Partially Invoiced** status.

The screen displays **Invoice** details.

Note: Click the **Order Status** column name to sort the invoices based on its status.

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	8600000455	1	HCL Technologies Ltd - TEST	10,000.00 INR	9 Apr 2019	Shipped	Invoice	0.00 INR	Original	Actions ▾
Order	8600000454	1	HCL Technologies Ltd - TEST	20,000.00 INR	9 Apr 2019	Received	Invoice	19,000.00 INR	Original	Actions ▾
Order	8600000429	1	HCL Technologies Ltd - TEST	20,000.00 INR	31 Mar 2019	Partially Invoiced	Invoice	600.00 INR	Original	Actions ▾

Completing a Partial Invoice

The screen displays the **Purchase Order**.

1. Click **Create Invoice**.
2. Select **Standard Invoice** from the drop-down list.

The screen displays **Create Invoice**.

Note: All the **Related Documents** to the Purchase Order can be viewed in this page.

Purchase Order: 8600000429 Done

Create Order Confirmation Create Ship Notice **Create Invoice** Hide | Print | Download PDF | Resend


Order Detail Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo




Line-Item Debit Memo




<p>From: HCL TECHNOLOGIES LIMITED SEZ Unit - I, SDB1, Plot No - 3A, Sector - 126, Gautam Budh Nagar Noida GST:09AAACH1645P4Z6 PAN:AAACH1645P 24 201304 India Phone: +91 (0120) 2251566 Fax: +91 (0120) 2251566</p>	<p>To: HCL TECHNOLOGY TEST Noida Noida Uttar Pradesh 110096 India Phone: Fax:</p>	<p>Purchase Order (Partially Invoiced) 8600000429 Amount: 20,000.00 INR Version: 1</p>
--	---	--

Comments
Comment Type: Terms and Conditions
Body: Important Change : Invoice must have the PO number and PAN number of Vendor and HCL

Original Tax / Commercial Invoice must be dispatched to the following address :
Accounts Payable ,

Routing Status: Acknowledged
Related Documents:  [8600000429ARREFA](#)
 [8600000429ARREF](#)
 [RC5292](#)
[More\(2\) »](#)



Completing a Partial Invoice – Header Level

1. Enter the **Invoice #**.
2. The current date is auto populated to the **Invoice Date**. Edit it to the required date.
3. Select the **Header level Tax** radio button.
4. Select the appropriate tax % from the **Category** drop-down list.
5. Enter the appropriate tax rate in the **Rate(%)** field.
6. Select the desired Company from the **Choose Address** dropdown.
7. Select the **Add to Header** and add the required file to this invoice.

Ariba Network Help Center >>

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 8600000429

Invoice #: * **1**

Invoice Date: * 11 Aug 2019 **2**

Service Description:

Supplier Tax ID:

Remit To: HCL TECHNOLOGY TEST

Subtotal: 19,400.00 INR
Total Tax: 0.00 INR
Gross Amount: 19,400.00 INR
Amount without Tax: 19,400.00 INR
Total Net Amount: 19,400.00 INR
Amount Due: 19,400.00 INR

[View/Edit Addresses](#)

Tax ⓘ

Header level tax ⓘ **3** Item level tax ⓘ

Category: * 0% State GST / State GST **4**

Location:

Description: State GST

Regime:

Taxable Amount: 19,400.00 INR

Tax Rate Type:

Rate(%): 0 **5**

Tax Amount: 0.00 INR

Exempt Detail: (no value) ▼

[Remove](#)

Additional Fields

Information Only. No action is required from the customer.

Supplier: HCL TECHNOLOGY TEST

Noida
Uttar Pradesh
India

Choose Address: HCL TECHNOLOGIES LIMITED **6**

Customer: HCL TECHNOLOGIES LIMITED

Noida GST:09AAACH1645P4Z6
PAN:AAACH1645P
24
India

Email:

[View/Edit Addresses](#)

7 [Add to Header ▼](#)

Completing a Partial Invoice – Line Level

Scroll down to **Line items** section.

1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.

2. Only outstanding totals will be displayed in **Quantity**.

3. Click **Next**.

The screen displays **Create Invoice**.

4. Review the Invoice and click **Submit**.

5. Click **Exit**.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% State GST / State GST Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Line 1		98	EA	100.00 INR	9,800.00 INR

Additional Fields

articleNumber:

clientNumber:

assignmentNo:

Classification Domain: custom Code: 95101112 Remove

Line Item Actions

Create Invoice

Confirm and submit this will country is:India. The document's destination country is:India.
If you want your invoices in thive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice 5500102380InvTest has been submitted.

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



Edit and Re-Submit Invoices

- Invoices gets rejected due to: (refer to the image below to view an example)
 - Missing information - for example, a required attachment is missing.
 - Incorrect information – for example, Wrong GST % selection in the tax section.
 - Extra information in the invoice – for example, shipping charges added to the invoice but do not reflect in the order confirmation.

Invoice: TEST12345INV Done

Edit [Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Add Attachment](#) [Print](#) [Download PDF ▼](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-35: The invoice status has been successfully updated to Rejected by HCL Technologies Ltd - TEST. Description:Invoice could not be created from InvoiceDetailRequest. Reason = Purchase Order 8600000244 is closed for invoicing.
PayloadId = 1564464955482-906695295904486987@10.162.97.170
Not Acceptable

[Edit & Resubmit](#)

Edit and Resubmitting Invoices

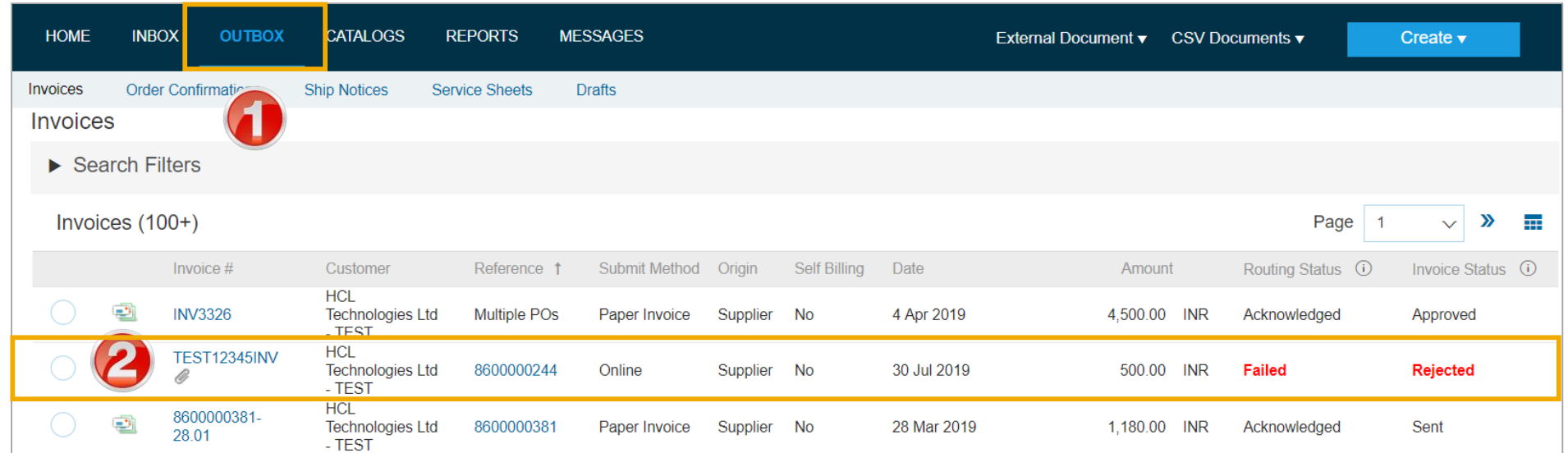
Invoices that are rejected by HCL is displayed as **Rejected**.

1. Click the **Outbox** tab on the **Home** page.
2. Click the **Invoice #** with **Rejected** status.

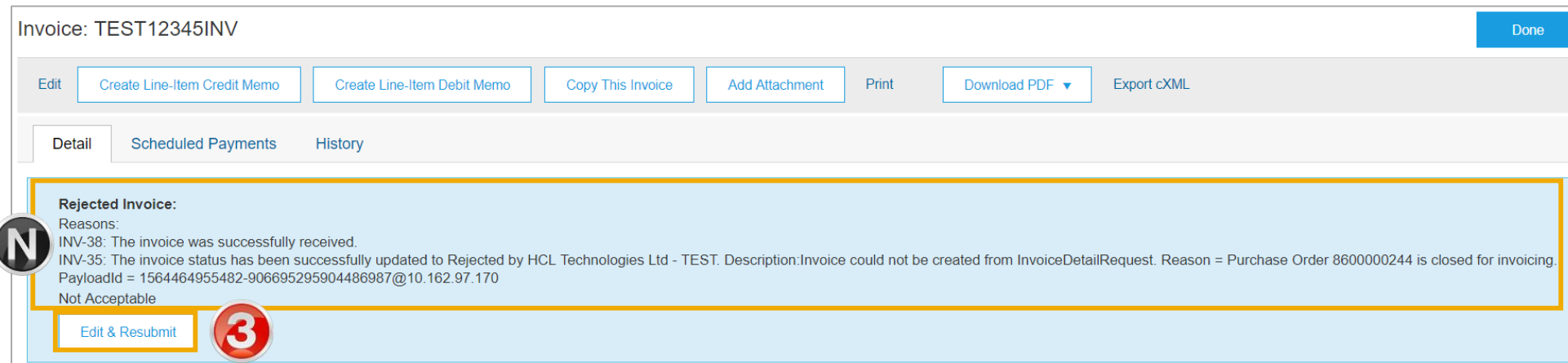
The screen displays the **Invoice**.

Note: Read the reason for the Rejection. This will help you to rectify the document.

3. Click **Edit & Resubmit**.



Invoice #	Customer	Reference ↑	Submit Method	Origin	Self Billing	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
INV3326	HCL Technologies Ltd - TEST	Multiple POs	Paper Invoice	Supplier	No	4 Apr 2019	4,500.00 INR	Acknowledged	Approved
TEST12345INV	HCL Technologies Ltd - TEST	8600000244	Online	Supplier	No	30 Jul 2019	500.00 INR	Failed	Rejected
8600000381-28.01	HCL Technologies Ltd - TEST	8600000381	Paper Invoice	Supplier	No	28 Mar 2019	1,180.00 INR	Acknowledged	Sent



Invoice: TEST12345INV Done

Edit Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Add Attachment Print Download PDF ▼ Export cXML

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-35: The invoice status has been successfully updated to Rejected by HCL Technologies Ltd - TEST. Description: Invoice could not be created from InvoiceDetailRequest. Reason = Purchase Order 8600000244 is closed for invoicing. PayloadId = 1564464955482-906695295904486987@10.162.97.170
Not Acceptable

Edit & Resubmit

Edit and Resubmit and Invoice cont.

The screen displays **Edit Invoice**. Review **Edit Invoice** page and correct the identified errors.

4. Click **Next**.

The screen displays **Edit Invoice**.

5. Review the invoice and click **Submit**.

6. Click **Done**.

Edit Invoice Update Exit Next

▼ Invoice Header * Indicates required field Add to Header **4**

Summary

Purchase Order: 8600000244	Subtotal: 500.00 INR	View/Edit Addresses
Invoice #: * xxx123xxx	Total Tax: 30.00 INR	
Invoice Date: * 30 Jul 2019	Total Gross Amount: 530.00 INR	
Service Description:	Total Amount without Tax: 500.00 INR	
	Tax: 30.00 INR	
	Total Net Amount: 530.00 INR	
	Amount Due: 530.00 INR	5

Edit Invoice Previous Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: . 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.

Standard Invoice / Tax Invoice

Invoice #: INV4501475005	Subtotal: 0.01 INR
Invoice Date: Monday 24 Jul 2017 12:00 PM GMT+10:00	Total Tax: 0.01 INR
Original Purchase Order: 4501475005	Total Gross Amount: 0.02 INR
	Total Amount without Tax: 0.01 INR
	Tax: 0.01 INR
	Total Net Amount: 0.02 INR
	Amount Due: 0.02 INR

Invoice: xxx123xxx **6** Done

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Canceled Invoice:
Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice



Scheduled Payments

- Scheduled Payments provides suppliers with a graph indicating the progress of their invoice to payment.
- The information is based on the terms agreed with HCL

Locating Scheduled Payments

1. Click the **Inbox** tab on the Home page.

2. Select **Scheduled Payments**.

The screen displays **Scheduled Payments**.

3. Select the invoice **Payment Proposal** for an invoice by clicking on the **Reference**.

The screen displays the **Invoice**.

4. Click the **Scheduled Payments** tab.

5. Click the desired **Payment Proposal**.

Note: The **Remaining** dates for the payment to be made can be viewed.

HOME **INBOX** OUTBOX CATALOGS REPORTS CSV Documents Create

Orders and Releases **1** Time & Expense Sheets Early Payments **Scheduled Payments** Inquiries More...

Orders and Releases **2** Items to Confirm Items to Ship

Scheduled Payments (32) **3** Page 1

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Remaining	Amount Due	Status	Early Pay Status
PAYINV_1008_2-3637	HCL Technologies Ltd - TEST	INV_1008_2	Other	9 Sep 2018	27 Days	987,765.00 INR	Scheduled	Not Eligible
PAYINV_1008_1-3633	HCL Technologies Ltd - TEST	INV_1008_1	Other	9 Sep 2018	27 Days	987,765.00 INR	Scheduled	Not Eligible
PAYRETN080818-3598	HCL Technologies Ltd - TEST	RETN080818	Other	7 Sep 2018	25 Days	1,500.00 INR	Scheduled	Not Eligible
PAYRetentionTax-3591	HCL Technologies Ltd - TEST	RetentionTax	Other	7 Sep 2018	25 Days	2,000.00 INR	Scheduled	Not Eligible

Invoice: INV_1008_2 Done

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

Detail **Scheduled Payments** **4**

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Amount Due	Status	Action
PAYINV_1008_2-3637 5	10 Aug 2018	10 Aug 2018	9 Sep 2018	Other	987,765.00 INR	987,765.00 INR	Scheduled	

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

Scheduled Payments Display

The **Scheduled Payment** page is displayed which including:

- Payment Information
- PAYMENT PROPOSAL
- Original Amount
- Discount Amount (if applicable)
- Settlement Date
- Payment Timeline

1. Click **Done**.

Scheduled Payment: PAYINV_1008_2-3637

[Done](#) [Previous](#)

[Print](#) [Export cXML](#)

1

[Detail](#) [Payment History](#) [History](#)

Payment Information

Scheduled Payment Date: 9 Sep 2018
Payment Method: N
Invoice ID: INV_1008_2

PAYMENT PROPOSAL
PAYINV_1008_2-3637 (Scheduled)

Original Amount: 987,765.00 INR
Discount Amount: (0.00 INR)

Amount Due: 987,765.00 INR
Settlement on 9 Sep 2018

Payment Timeline

Day 0 Day 30

Invoice Created
987,765.00 INR
9 Aug 2018

Invoice Approved
Payment Proposal Received
10 Aug 2018

Original Due Date
9 Sep 2018

[Print](#) [Export cXML](#)



Support

Support Type	Description
Help Centre For all your support needs Note: Support Centre Options are based on your account type and all options may not be available	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click on Supplier Information Portal
Ariba Network Training Request	E: suppliertraining.apac@sap.com