

**SAP Ariba**

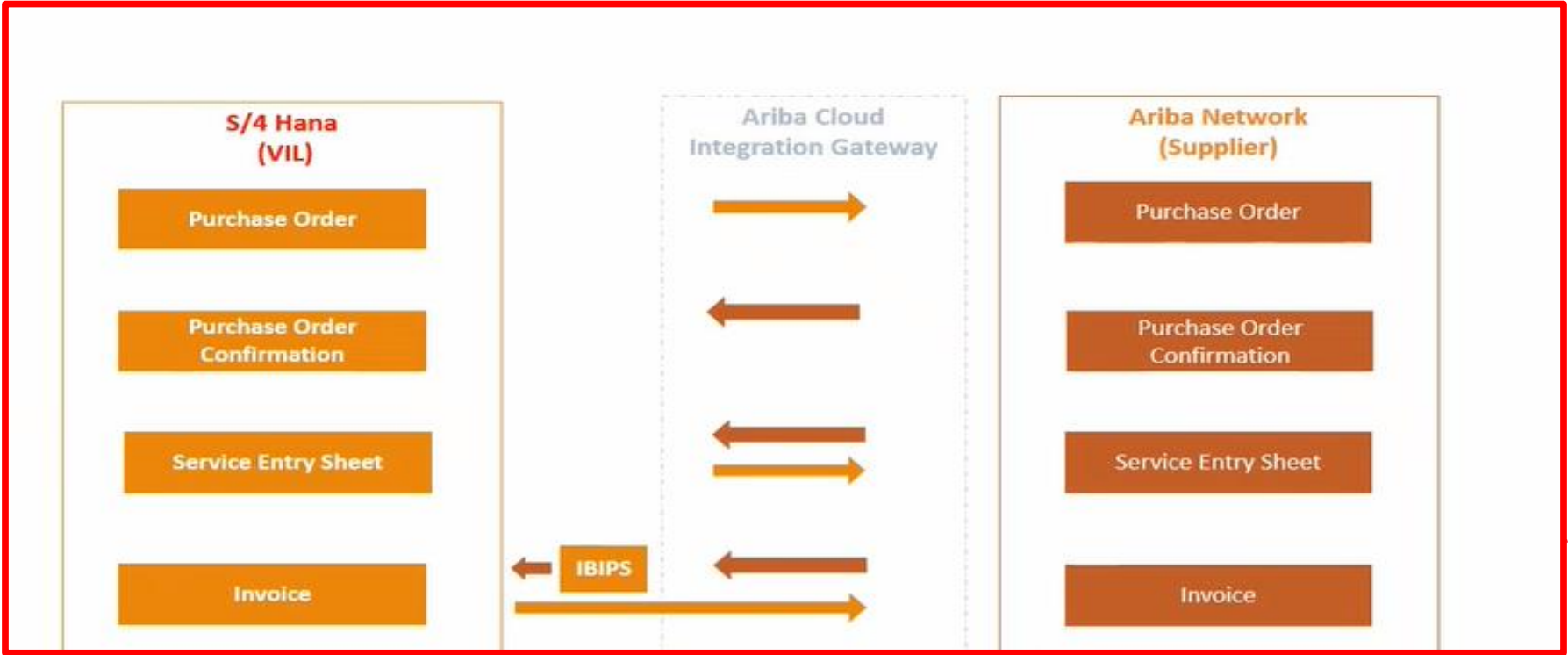


**COMMERCE AUTOMATION**

**Goods & Service Procurement Process with S/4H  
Integration**

# Introduction of Commerce Automation

SAP Ariba Commerce Automation is a cloud solution and common platform that enables electronic communication between buyers and suppliers through the SAP Ariba Network – the world’s largest online trading network , it enable Ariba Suppliers to log in to Ariba Network and collaborate with VIL throughout the Procure to Pay process



## Buyer-S4H

### PO Creator



START

Buyers to create Purchase Order in S/4Hana system to communicate the requirements to Suppliers on Ariba Network. Purchase Order, once created, will trigger a Release Strategy based on pre-defined criteria and send a workflow notification to approvers

Post approval, Purchase Order from S/4Hana along with the attachment will be sent to Ariba Network through Cloud Integration Gateway and are accessible by Supplier

Buyer to Approve /reject the deviation

Suppliers will receive an email notification of new Purchase Order received from the buying organization

Supplier can navigate to the list of Purchase Orders from the dashboard and can also search a Purchase Order/s through search functionality in Ariba

Supplier to confirm the PO to notify the buyer (Partial or Full confirmation)

Deviation

Service entry Sheet to be created in SAP Ariba

Yes –Approval flow will be triggered to Buyer  
Acknowledgement will be sent to Buyer and OC will be updated in the s4H

## Supplier -Ariba

Invoice Payment Status will be updated in S4H

Supplier to Create the Invoice

SES status will be updated to Ariba

In Case of CAPEX PO, Notification will trigger to User for Location ID update

Invoice further to push in S/4H to run Payment

Invoice will be triggered to IBIPS for further validation & Approval

GR will be posting in the system

User Function Level -2 Approval

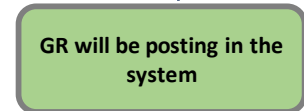
User function Level -1 Approval

SES workflow will be triggered to User Function Basis on WBS/Cost Centre Mapping

Finance - IBIPS

User Function – S4H

END



- 1. Order Confirmation**
- 2. Service Entry Sheet**
- 3. Invoice Creation**

# 1. What is Order Confirmation on ARIBA Network ?

An Order Confirmation indicates that the supplier has agreed to ship the buyer's orders. After receiving the PO email notification in the Ariba Network, the supplier confirms their acceptance of Purchase Order by creating an Order Confirmation which is routed to the S/4Hana system through the Ariba Network.

Suppliers can review the orders for which confirmation is pending in their home page dashboard. When Supplier Opens the Purchase order that is pending Confirmation, Supplier will get below options:

Order Confirmation type	Comments
Confirm Entire Order	In case supplier processes entire confirmation, complete Purchase Order will be updated in S/4 Hana.
Update Line Items	In case of partial confirmation, only Parent items will be updated in Purchase Order based on confirmation processed by supplier.

At the time of creating order Confirmation, supplier will enter details of

- Confirmation No.
- Est. Delivery Date
- Comments (Optional)
- Attachments (Optional)



# Order Confirmation – S/4HANA

- ❑ Order Confirmation from Ariba Network will be routed to S/4Hana. As a custom enhancement, system will check if the Order Confirmation is in sync with Purchase Order details or have any deviations.
- ❑ If the Order Confirmation processed by Supplier matches with Purchase Order line item details, system will update this data in Purchase Order. Buyers will be able to see the Order Confirmation sent by Supplier in Confirmations tab with Confirmation Category as AB – Order Acknowledgement.
- ❑ If the Order Confirmation processed by Supplier does not match with Purchase Order line item details, system will trigger a workflow and notify the Buyer for Deviation received from the Supplier. Buyer can review the workflow notification and either approve or reject the deviation. Suppliers will not have option to cancel the PO.
- ❑ If Buyer decides to approve the deviation, system will update this data in Purchase Order. Buyers will be able to see the Order Confirmation sent by Supplier in Confirmations tab with Confirmation Category as AB – Order Acknowledgement.
- ❑ If Buyer decides to reject the deviation, system will not update Purchase Order with Confirmation details. Buyer will have an offline communication with supplier regarding rejection of this deviation and try to find a work around for the issue.



## 2. What is Service Entry Sheet on ARIBA Network ?

Service entry sheet is an acknowledgement on delivery of services by creating service entry sheet on SAP ARIBA. In case of Service procurement, suppliers fulfill the order by creating the service entry sheet document in Ariba Network. Supplier will flip the Purchase Order at the time of creating Service Entry Sheet and adopt all the Service details from Purchase Order. PO quantity will be displayed to supplier while creating service entry and will be able to add attachments while submitting service entry sheet.

Service Entry Sheet in Ariba Network will have details pertaining to:

- Service Entry Sheet number
- Start and End Date for Services performed
- Service agent details if needed
- Additional comments
- Attachments relevant to the Services performed
- Line item details with Service master, quantity, Unit of measure, price, etc.
- Circuit Id

Once SES is approved, Goods Receipt document number will be updated in Purchase Order History tab(S4H). If Service Entry Sheet is rejected by user, then the rejection status will be updated in Ariba Network and supplier will have to resubmit the same with suggested changes.



# System Steps

## Ariba Supplier





# Order Confirmation



# Display of Purchase Order - 6400000219

Purchase Order Edit Goto Environment System Help

Capex Non-NW Ser PO 6400000219 Created by

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

0074 Capex Non-NW Ser \_ 6400000219 Supplier 400175710 Arba Test VIL Supplier 2 Doc. Date 05.08.2023

Header

S.	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plnt	Stor. Locatio
10	A	D			Test		1AU	D	01.09.2023	500,02	INR	1	AU	CB116	UWM1	
20	A	D			Test		1AU	D	01.09.2023	2.500,04	INR	1	AU	CD316	UWM1	

Item 1 [ 10 ] Test

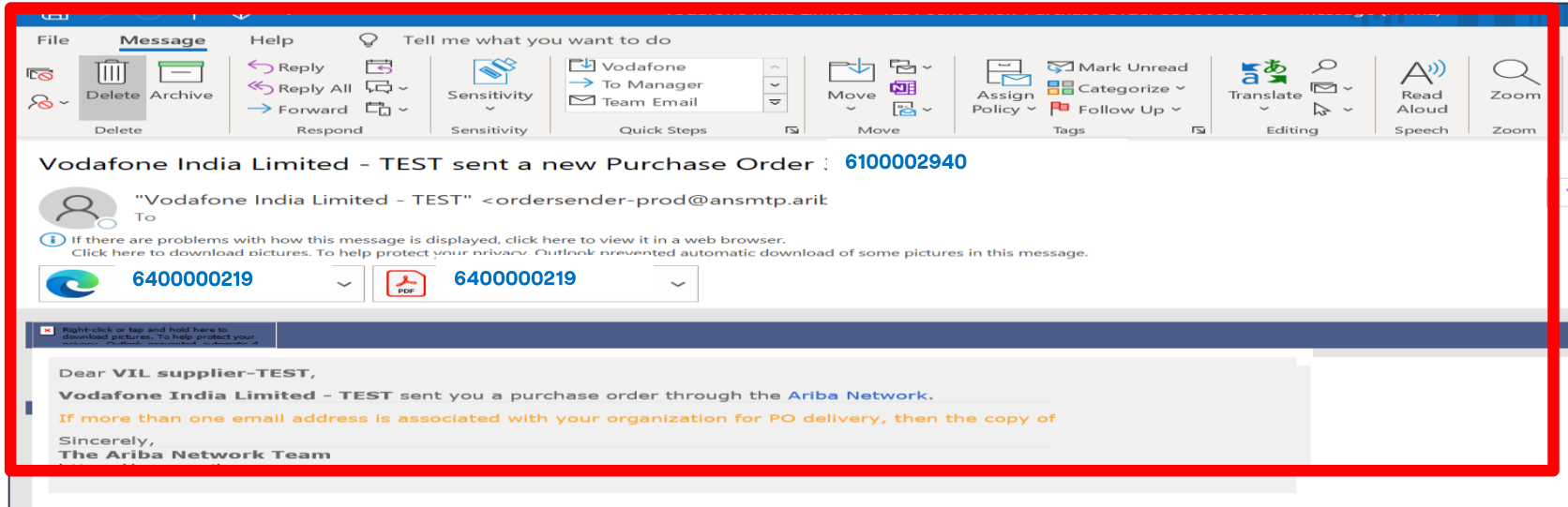
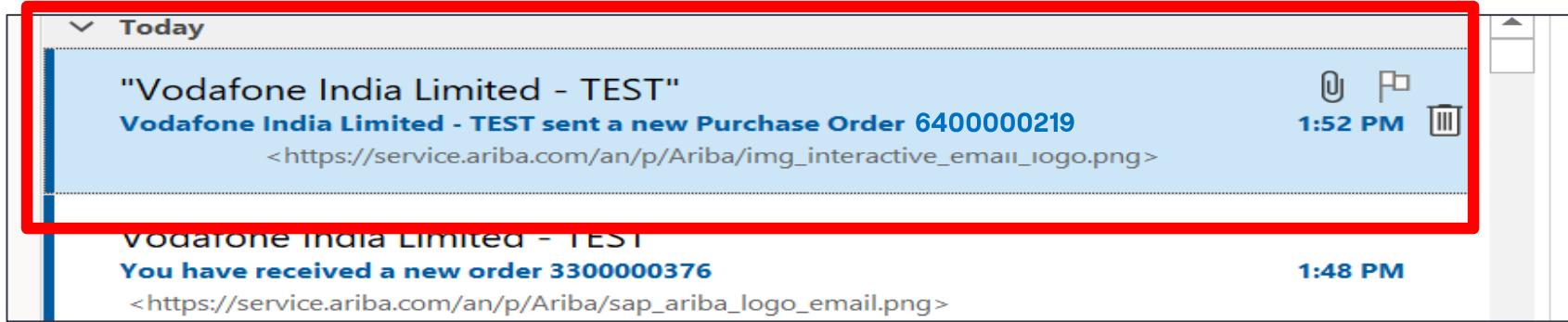
Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confirmations Condition Control

Line	D.	Service No.	Short Text	Quantity
10	<input type="checkbox"/>	204034942	Id Support	10
20	<input type="checkbox"/>	204034942	Field Support	2
30	<input type="checkbox"/>	304101533	Services Project Management & TI	20
40	<input type="checkbox"/>			0,000
50	<input type="checkbox"/>			0,000
60	<input type="checkbox"/>			0,000
70	<input type="checkbox"/>			0,000
80	<input type="checkbox"/>			0,000
90	<input type="checkbox"/>			0,000
100	<input type="checkbox"/>			0,000

Line 10

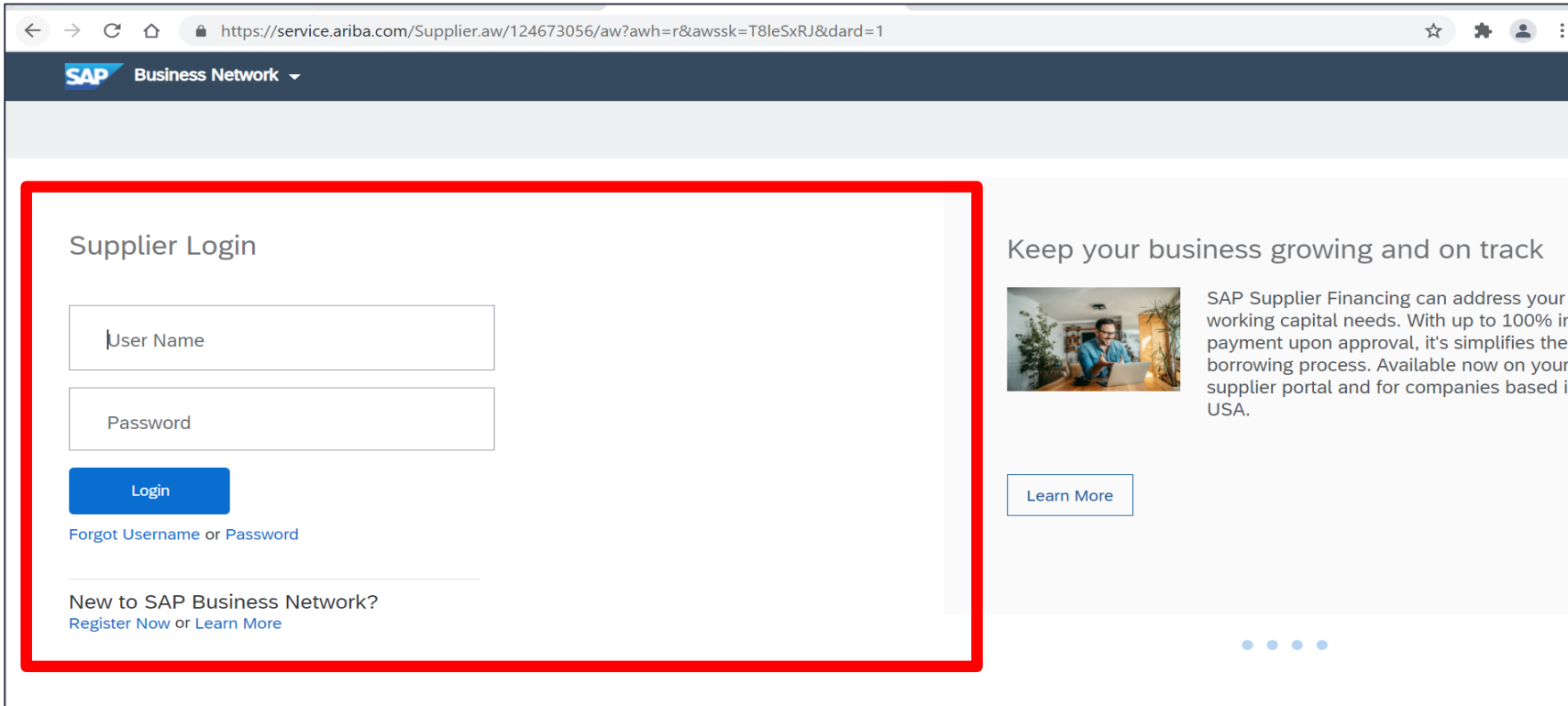
After Approval PO will send to the supplier on Ariba Network

PO Email Notification will be sent to the supplier



# Supplier to Login to Ariba Network

URL - [Ariba Network Supplier](https://service.ariba.com/Supplier.aw/124673056/aw?awh=r&awssk=T8leSxRJ&dard=1)



← → ↻ 🏠 🔒 https://service.ariba.com/Supplier.aw/124673056/aw?awh=r&awssk=T8leSxRJ&dard=1 ☆ ⚙️ 👤 ☰

**SAP** Business Network ▾

## Supplier Login

User Name

Password


Login

[Forgot Username or Password](#)

---

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

## Keep your business growing and on track



SAP Supplier Financing can address your working capital needs. With up to 100% in payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in USA.

[Learn More](#)

⋯

# Navigate PO on Ariba Network -> Order -> Purchase order

The screenshot shows the SAP Business Network Seller Portal dashboard. The browser address bar displays <https://mu.ariba.com/seller-portal-dashboard/home>. The page header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' button is also present. The main navigation menu includes 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Orders' menu is expanded, showing 'Purchase Orders' and 'Order Inquiries'. A search bar is visible with the text 'Vodafone India Limited - TE...', 'Exact match', and 'Order number'. The dashboard overview section displays several key metrics:

Metric	Value	Period
New orders	2	Last 31 days
Orders	5	Last 31 days
Rejected invoices	0	Last 31 days
Remittances	₹0.0 INR	Last 31 days
Early payment offers	₹0.0 INR	Next 90 days
More	5	

# Purchase order will be displayed in supplier ARIBA login once it is triggered from S/4 H to Ariba

The screenshot displays the Ariba Business Network dashboard for a user with a 'Standard Account'. The dashboard is divided into several sections:

- Header:** Includes the 'Business Network' logo, account type ('Standard Account'), and a 'TEST MODE' indicator.
- Navigation:** A menu bar with options like 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'.
- Key Metrics:** A row of five cards showing: 2 New orders (Last 31 days), 5 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), ₹0.0 Remittances (Last 31 days), and ₹0.0 Early payment offers (Next 90 days).
- My widgets:** A section with a dropdown for 'Vodafone Idea Limite...' and a 'Customize' button. It contains three main widgets:
  - Activity feed:** Lists two 'Order received' events from Vodafone Idea Limited. The first is dated Aug 05, 2023 at 12:00 PM with order number 6400000219 and a value of ₹3,000.06 INR. The second is dated Aug 05, 2023 at 11:42 AM with order number 6100002940 and a value of ₹6,301.00 INR.
  - Invoice aging:** Shows a total of ₹649 INR with a bar chart.
  - Purchase orders:** Shows a total of ₹11K INR with a line chart.

Supplier can search the POs passing different criteria – Org Name/Customer , Order Number, date and status -> once it is displayed , click on PO number

The screenshot shows a web application interface with a 'Workbench' dashboard. At the top, there are six summary cards: 'New orders' (2), 'Orders' (5), 'Rejected invoices' (0), 'Remittances' (₹ 0.0 INR), 'Early payment offers' (₹ 0.0 INR), and 'Scheduled payments' (₹ 0.0 INR). Below these is a section for 'New orders (2)' which is highlighted with a red box. This section contains filter controls for 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Customers' filter has a text input 'Select or type selections'. The 'Order numbers' filter has a text input 'Type selection' and radio buttons for 'Partial match' (selected) and 'Exact match'. The 'Creation date' filter has a dropdown menu set to 'Last 31 days'. The 'Order status' filter has a dropdown menu set to 'Include' and a tag 'New x'. Below the filters are 'Apply' and 'Reset' buttons. At the bottom, there is a table with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The table contains two rows of data.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
640000219	Vodafone Idea Limited - TEST	₹3000.06 INR	Aug 5, 2023	New		...
6100002940	Vodafone Idea Limited - TEST	₹6301 INR	Aug 5, 2023	New		...

# Supplier to click on create order confirmation -> Select confirm entire order or update line items (Partial) at parent Level

The screenshot shows the Ariba Network Supplier interface. At the top, there are navigation tabs for 'Ariba Network Supplier' and a 'Meet' link. The main header contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Service Sheet'. The 'Create Order Confirmation' button is highlighted with a red box, and its dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. Below the header, there is a customer profile for 'Vodafone Idea Limited' and a purchase order summary for 'Ariba Test VIL Supplier 2'. The purchase order details include a new order number '6400000219' with an amount of '3,000.06 INR' and version '1'. The routing status is 'Sent' and the external document type is 'Capex Non-NW Ser PO (0074)'. There are sections for 'Payment Terms', 'Contact Information', 'Other Information', and 'Attachments'.

Note : If supplier submits the order confirmation with deviation in reference to delivery date and partial parent line item , then deviation workflow sends workflow task to Purchase order creator/ Buyer to approve/Reject

Partial order confirmation can not be done at child level



Click on confirm entire order if entire order to be confirmed -> update Order confirmation Header Confirmation# <OC PO number>, Est Completion date (delivery date), comments and attachment if any

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BYI9#b0

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

### Confirming PO

Exit | Next

1 Confirm Entire Order

2 Review Order Confirmation

#### Order Confirmation Header

\* Indicates required field

Confirmation #:

Associated Purchase Order #: 6400000219

Customer: Vodafone Idea Limited - TEST

Supplier Reference:

#### Shipping and Tax Information

Est. Completion Date:\*

Est. Tax Cost:

Comments:

#### Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen |

The total size of all attachments cannot exceed 100MB

# Display of Child line items

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

*The total size of all attachments cannot exceed 100MB*

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010	Test		Service		1 Sep 2023		500.02 INR
Current Order Status: <b>Confirmed As Is</b> (Estimated Completion Date: 1 Sep 2023)							
00010.10	Field Support	000000000204034942	Service	10.000 (EA)		10.00 INR	100.00 INR
00010.20	Field Support	000000000204034942	Service	2.000 (EA)		0.01 INR	0.02 INR
00010.30	Services Project Management & TI	000000000304101533	Service	20.000 (EA)		20.00 INR	400.00 INR
▼ 00020			Service		1 Sep 2023		2,500.04 INR

# Display of Child line items

1 Confirm Entire Order

2 Review Order Confirmation

Exit Next

### Confirmation Update

Confirmation #: OC640000219  
Supplier Reference:  
Comments: As per Requirement  
Attachments:

### Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
▼ 00010			Service		1 Sep 2023		500.02 INR
	Test						
	Current Order Status:						
	<b>Confirmed With Comments</b> (Estimated Completion Date: 1 Sep 2023)						
00010.10		00000000204034942	Service	10.00 (EA)		10.00 INR	100.00 INR
	Field Support						
00010.20		00000000204034942	Service	2.000 (EA)		0.01 INR	0.02 INR
	Field Support						
00010.30		00000000304101533	Service	20.000 (EA)		20.00 INR	400.00 INR
	Services Project Management & TI						
▼ 00020			Service		1 Sep 2023		2,500.04 INR
	Test						
	Current Order Status:						
	<b>Confirmed With Comments</b> (Estimated Completion Date: 1 Sep 2023)						

# Display of Child line items

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BYI9

Current Order Status:  
1.000 Confirmed With New Date (Comments: As per Requirement; Estimated Completion Date: 1 Sep 2023)

00010.10	000000000204034942	10.00 (EA)	10.00 INR	100.00 INR
Field Support				
00010.20	000000000204034942	2.000 (EA)	0.01 INR	0.02 INR
Field Support				
00010.30	000000000304101533	20.000 (EA)	20.00 INR	400.00 INR

Services Project Management & TI

▼ 00020 1 1 Sep 2023

Test

Current Order Status:  
1.000 Confirmed With New Date (Comments: As per Requirement; Estimated Completion Date: 1 Sep 2023)

00020.10	000000000304348699	30.000 (EA)	30.00 INR	900.00 INR
DWDM- 80P-RM00-000-(Migration DWDM Link)				
00020.20	000000000304102418	40.000 (EA)	40.00 INR	1,600.00 INR
Licence				
00020.30	000000000304102418	4.000 (EA)	0.01 INR	0.04 INR
Licence				

Print Export cXML Previous Submit Exit

# Screen Display of Partial Line item update

**Note : Supplier has to confirm entire Parent line item along with the all Child item (Partial Child line item can not be confirmed)**

service.ariba.com/Supplier.aw/109549052/aw?awb=r8awwsk=q5m3RY19

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

### Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
▼ 00010			Service		1 Sep 2023		500.02 INR						
Test													
<input checked="" type="radio"/> Unconfirm													
<input type="radio"/> Confirm													
<input type="radio"/> Reject - Please specify a reason: <input type="text"/>													
00010.10		000000000204034942	Service	10.000 (EA)		10.00 INR	100.00 INR						
Field Support													
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
Choose File No file chosen Add Attachment													
The total size of all attachments cannot exceed 100MB													
00010.20		000000000204034942	Service	2.000 (EA)		0.01 INR	0.02 INR						
Field Support													
Attachments:													

# Once the Order is confirmed by supplier, the Order confirmation number will be displayed under PO confirmation tab

Purchase Order Edit Goto Environment System Help

Capex Non-NW Ser PO 640000219

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

0074 Capex Non-NW Ser ... 6400000219 Supplier 400175710 Arba Test VIL Supplier 2 Doc. Date 05.08.2023

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Pnt	Stor. Locatio
10	A	D		Test			1AU	D	01.09.2023	500,02	INR	1	AU	CB116	UWM1	
20	A	D		Test			1AU	D	01.09.2023	2.500,04	INR	1	AU	CD316	UWM1	

Add Planning

Item 1 [ 10 ] Test

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confirmations Condition Control

0001 Confirmations Order Ack. OC640000219 Acknowl.Req'd Rejection Ind.

CC	D	Delivery Date	Time	Quantity	Reference	Handover Date	Handover...	Created on	Start Date	End Date	Inb. Deliv.	Itm	HL It...	Batch	Stock Segment
AB	D	01.09.2023	12:00:00	1	OC640000219	00:00:00		05.08.2023				0	0		





# SES Creation





# Supplier to create a Service Entry sheet on Ariba Network.


Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BYI9&dard=1

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

Purchase Order: 6400000219 Done

Create Order Confirmation | Create Ship Notice | **Create Service Sheet** | Create Invoice

Order Detail | Order History | Create a service sheet for the purchase order

 **From:**  
Customer  
Vodafone Idea Limited  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
Maharashtra 400030  
India  
Phone:  
Fax:

**To:**  
Ariba Test VIL Supplier 2

**Purchase Order**  
(Confirmed)  
6400000219  
Amount: 3,000.06 INR  
Version: 1

**Payment Terms** ⓘ  
N036 - 100% in 30 days from date of Invoice.

**Contact Information**  
Supplier Address  
Ariba Test VIL Supplier 2

**Other Information**  
Company Code: 1000  
Purchase Group: 04Y  
Purchase Organization: 1000  
[View more >>](#)

Routing Status: Acknowledged  
External Document Type: Capex Non-NW Ser PO (0074)  
Related Documents: OC6400000219

**Parent line item will be displayed -> Supplier to select the parent line item for which SES to be created-> Click on Next**

The screenshot shows the SAP Business Network interface. At the top, there are navigation elements including the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main content area is titled 'Select Item to Create Service Sheet' and contains a table of 'Line Items'. The first item, '00010 Test', is selected with a radio button. The second item, '00020 Test', is unselected. A note below the table states 'Service Sheet Required.'. In the bottom right corner, there are 'Exit' and 'Next' buttons. The 'Next' button is highlighted with a red box. At the bottom of the page, there is a copyright notice and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Line #	Part ID / Description
<input checked="" type="radio"/> 00010	Test
<input type="radio"/> 00020	Test

Service Sheet Required.

Exit Next

© 2022 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosure Terms of Use

**Note : Supplier can create the single SES for single parent –Multi child**

# Supplier to update requisite attributes

Note : Service sheet number is SES<Invoice Number>

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BY19#b0

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

### Create Service Sheet

Previous | Update | Save | Exit | Next

▼ Service Sheet Header

\* Indicates required field | Add to Header ▼

**Summary**

Purchase Order: 6400000219	Subtotal: 500.02 INR
Service Sheet #:* SES6400000219	Service Start Date:* 18 Aug 2023
Service Sheet Date:* 5 Aug 2023	Service End Date:* 25 Aug 2023
Service Description:	<input type="checkbox"/> Copy the service start and end dates to the ser

**Additional Fields**

Supplier Reference:

From: Ariba Test VIL Supplier 2

To: Vodafone Idea Limited  
10th Floor, Birla Centurion, Century  
Mil  
Mumbai  
IN-MH 400030  
India

Field Contractor: Name:   
Email:   
Phone: USA 1

Field Engineer: Name:   
Email:   
Phone: USA 1

Approver: Name:

**Supplier to enter required fields details – Fields with \* are mandatory.**

1. Service Sheet \*
2. Service Start Date \*
3. Service End Date \*
4. Attachment
5. Comments

# Upload the Invoice through Add attachments

Ariba Network Supplier x Meet - xaw-ybwz-rpr x +

service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BYI9#b0

### Summary

Purchase Order: <b>6400000219</b>	Subtotal: <b>500.02 INR</b>
Service Sheet #: <input type="text" value="SES6400000219"/>	Service Start Date: <input type="text" value="18 Aug 2023"/>
Service Sheet Date: <input type="text" value="5 Aug 2023"/>	Service End Date: <input type="text" value="25 Aug 2023"/>
Service Description: <input type="text"/>	<input type="checkbox"/> Copy the service start and end dates to the service line items

---

### Additional Fields

Supplier Reference: <input type="text"/>	To: <b>Vodafone Idea Limited</b>
From: <b>Ariba Test VIL Supplier 2</b>	10th Floor, Birla Centurion, Century Mil Mumbai IN-MH 400030 India

Field Contractor:	Field Engineer:
Name: <input type="text"/>	Name: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>	Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>

Approver:
Name: <input type="text"/>
Email: <input type="text"/>
Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>

**Child Line item wise details will be displayed -> update the requisite quantity -**

**Note : the Quantity updated against the line item should match with the referent Invoice quantity**

00010  
Test

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="info"/>	00000000204034942	Service	Planned	10 EA	10 INR	100.00 INR	Delete Copy

Field Support

**SERVICE PERIOD**

Start Date:  End Date:

**PRICING DETAILS**

Price Unit: EA Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

**Additional Fields**

Vodafone Circuit Id:   
Supplier Circuit Id:

**COMMENTS**

Add Comments:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="info"/>	00000000204034942	Service	Planned	2 EA	0.01 INR	0.02 INR	Delete Copy

Field Support

**SERVICE PERIOD**



Start Date:  End Date:

**In case Lease Line Pos then update circuit ID details**


Click on  to remove the child line item for which SES creation is not required/Service delivery not done

Browser tabs: Ariba Network Supplier | Meet - xaw-ybwz-rpr

URL: service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=o5m3BYI9#b0

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	 	000000000204034942	Service	Planned	2 EA	0.01 INR	0.02 INR	Delete	Copy
Field Support									
<b>SERVICE PERIOD</b>									
Start Date:		<input type="text"/>	End Date:		<input type="text"/>				
<b>PRICING DETAILS</b>									
Price Unit: EA		Price Unit Quantity: 1.000							
Unit Conversion: 1		Description:							
<b>Additional Fields</b>									
Vodafone Circuit Id:		<input type="text"/>							
Supplier Circuit Id:		<input type="text"/>							
<b>COMMENTS</b>									
Add Comments:		<input type="text"/>							

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>		000000000304101533	Service	Planned	20 EA	20 INR	400.00 INR	Delete	Copy
Services Project Management & TI									

Excluded line items cannot be modified.

# Review the quantity and other details updated for Parent/ child line item level for SES -> click on submit

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r8&awssk=XG6QXBcB#b0

**Ariba Test VIL Supplier 2** | **Vodafone Idea Limited**  
Vodafone Idea Limited - TEST  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
IN-MH 400030  
India  
Address ID: 1000

### Service Entry Sheet Lines

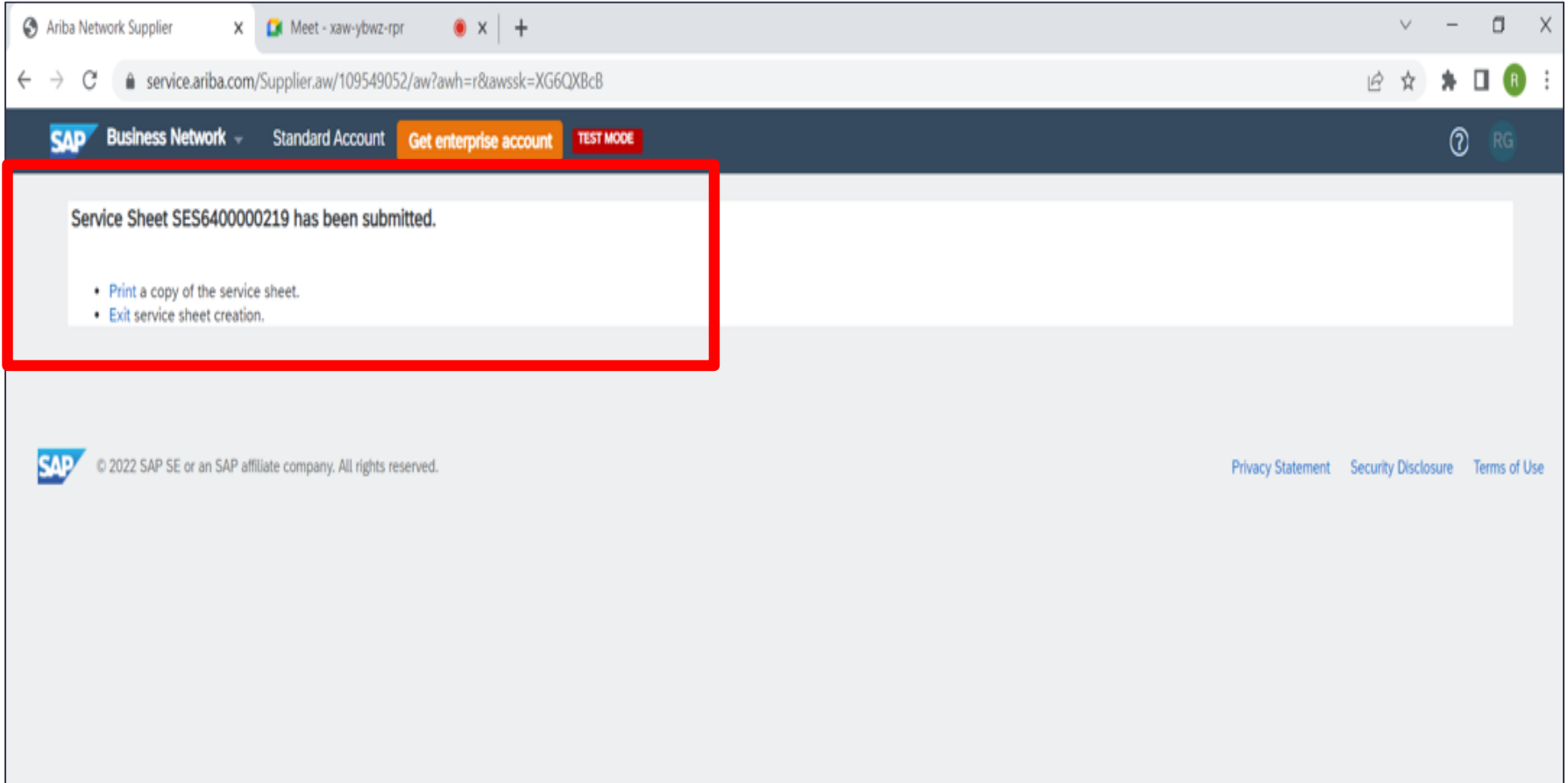
[Show Item Details](#)

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 00010			Test						
	1	Service	000000000204034942 Field Support	Planned		10 (EA)	10 INR	100.00 INR	<a href="#">Details</a>
	2	Service	000000000204034942 Field Support	Planned		2 (EA)	0.01 INR	0.02 INR	<a href="#">Details</a>
	3	Service	000000000304101533 Services Project Management & TI	Planned		20 (EA)	20 INR	400.00 INR	<a href="#">Details</a>

**Service Entry Summary**  
Subtotal: 500.02 INR

[Previous](#) | [Save](#) | [Submit](#) | [Exit](#)

# The confirmation message will be displayed on successful submission of SES -> Click on Exit



The screenshot shows a web browser window with the URL `service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6CXBcB`. The page header includes the SAP logo, "Business Network", "Standard Account", "Get enterprise account", and "TEST MODE". A red box highlights a confirmation message: "Service Sheet SES6400000219 has been submitted." Below this message is a list of actions: "Print a copy of the service sheet." and "Exit service sheet creation." The footer contains the SAP logo, copyright information "© 2022 SAP SE or an SAP affiliate company. All rights reserved.", and links for "Privacy Statement", "Security Disclosure", and "Terms of Use".

Service Sheet SES6400000219 has been submitted.

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

SAP © 2022 SAP SE or an SAP affiliate company. All rights reserved. [Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



# The purchase order status will be changed to Serviced and SES number will get updated under revised documents

SAP Business Network Standard Account **Get enterprise account** TEST MODE

Purchase Order: 6400000219 Done

Create Order Confirmation Create Ship Notice **Create Service Sheet** Create Invoice

Order Detail Order History

**From:**  
Customer  
Vodafone Idea Limited  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
Maharashtra 400030  
India  
Phone:  
Fax:

**To:**  
Ariba Test VIL Supplier 2

**Purchase Order**  
(Partially Serviced)  
**6400000219**  
Amount: 3,000.06 INR  
Version: 1

**Payment Terms**  
N036 - 100% in 30 days from date of Invoice.

**Contact Information**  
Supplier Address  
Ariba Test VIL Supplier 2

Routing Status: Acknowledged  
External Document Type: Capex Non-NW Ser PO (0074)  
Related Documents: [SES6400000219](#)  
[OC6400000219](#)

**Other Information**  
Company Code: 1000  
Purchase Group: 04Y  
Purchase Organization: 1000  
[View more >](#)

# Invoice Creation



# Purchase order status get changed to serviced , post that Vendor can process for the Invoice submission through Create invoice tab

Browser tabs: Ariba Network Supplier, Meet - xaw-ybwz-rpr

URL: service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB&dard=1

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

Purchase Order: 640000219 Done

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, **Create Invoice**

Order Detail | Order History

Create an invoice against the purchase order

**VI** From: Customer Vodafone Idea Limited  
10th Floor, Birla Centurion, Century Mil  
Mumbai Maharashtra 400030  
India  
Phone:  
Fax:

To: Ariba Test VIL Supplier 2

**Purchase Order (Partially Serviced)**  
Amount: 3,000.06 INR  
Version: 1

Payment Terms ⓘ  
N036 - 100% in 30 days from date of Invoice.

Contact Information  
Supplier Address  
Ariba Test VIL Supplier 2

Routing Status: Acknowledged  
External Document Type: Capex Non-NW Ser PO (0074)  
Related Documents: SE5640000219  
OC640000219

Other Information  
Company Code: 1000  
Purchase Group: 04Y  
Purchase Organization: 1000  
[View more >](#)

# Select standard Invoice tab

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB&dard=1

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

Purchase Order: 6400000219 Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **Create Invoice** | Download | Copy | More

Standard Invoice | Create an invoice against the purchase order

Order Detail | Order History

Line-Item Debit Memo

**VI**™  
From: Customer  
Vodafone Idea Limited  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
Maharashtra 400030  
India  
Phone:  
Fax:

To: Ariba Test VIL Supplier 2

Purchase Order  
(Partially Serviced)  
6400000219  
Amount: 3,000.06 INR  
Version: 1

Payment Terms ⓘ  
N036 - 100% in 30 days from date of Invoice.

Contact Information  
Supplier Address  
Ariba Test VIL Supplier 2

Routing Status: Acknowledged  
External Document Type: Capex Non-NW Ser PO (0074)  
Related Documents: SES640000219  
OC640000219

Other Information  
Company Code: 1000  
Purchase Group: 04Y  
Purchase Organization: 1000  
[View more »](#)

https://service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB&dard=1#

# Update Invoice Number , Invoice date and service description

Ariba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB

SAP Business Network | Standard Account | Get enterprise account | TEST MODE

### Create Invoice

Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

**Summary**

Purchase Order: 6400000219

Invoice #:\* INV6400000219

Invoice Date:\* 5 Aug 2023

Service Description: Need To Mention Service Description

Supplier Tax ID:

Remit To: Ariba Test VIL Supplier 2

Bill To: Vodafone Idea Limited

Subtotal: 500.02 INR  
Total Tax: 0.00 INR  
Total Gross Amount: 500.02 INR  
Total Net Amount: 500.02 INR  
Amount Due: 500.02 INR

[View/Edit Addresses](#)

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

# Update Service start date, end date

Note : there are various fields available , if you wish then you may update the details

The screenshot displays the Ariba Network Supplier portal interface. A red rectangular box highlights the main content area, which is divided into two primary sections: 'Shipping' and 'Additional Fields'.

**Shipping Section:**

- Radio buttons for 'Header level shipping' (selected) and 'Line level shipping'.
- Ship From: **Ariba Test VIL Supplier 2**  
Virar  
Maharashtra  
India
- Ship To: **NLD-UPW-NON NSS-Zonal Office**
- Deliver To: (empty field)
- Link: [View/Edit Addresses](#)

**Additional Fields Section:**

- Supplier Account ID #:
- Customer Reference:
- Supplier Reference:
- Payment Note:
- Supplier: **Ariba Test VIL Supplier 2**
- Service Start Date:
- Service End Date:
- Customer: **Vodafone Idea Limited**
- Mumbai  
IN-MH  
India
- Email:
- Link: [View/Edit Addresses](#)

**Customer VAT:**

**Upload the Invoice and other supporting document -> Select the file from choose file tab -> once file is selected click on add attachment, you can view the list of files attached in the system , you can delete the attachment by selecting checkbox -> click on remove incase wrong document is uploaded**

Bill From: **Ariba Test VIL Supplier 2**

Customer VAT

Customer VAT/Tax ID: 09AAACB2100P3ZT

Please ensure Invoice attachment filenames are prefixed with "INV\_"

Ensure Supporting document attachment filenames are prefixed with "SUPP\_"

**\*Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> INV_1234.pdf	264934	application/pdf
<input type="checkbox"/> SUPP_Supporting.pdf	268182	application/pdf

Delete

Remove

Ensure, Invoice file should be prefixed with INV\_

# Review the line item wise details before final submission

Arriba Network Supplier | Meet - xaw-ybwz-rpr | service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB#b0

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	00010			Test					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		<input type="text" value="Field Support"/>	00000000204034942	10	EA	10 INR	100.00 INR
<b>Service Sheet Details</b>		Service Sheet #: SES640000219			Service Line No.: 1				
<b>Pricing Details</b>		Price Unit: EA Unit Conversion: 1			Price Unit Quantity: 1.000 Description:				
Domain:		<input type="text" value="UNSPSC"/>	Code: <input type="text" value="CB116"/>		<a href="#">Remove</a>				
<b>Classification</b>		Domain: <input type="text" value="ERPCommodityCode"/>		Code: <input type="text" value="CB116"/>		<a href="#">Remove</a>			
Domain:		<input type="text" value="ERPCommodityCodeDescription"/>	Code: <input type="text" value="IT/Customer Facing S"/>			<a href="#">Remove</a>			
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		<input type="text" value="Field Support"/>	00000000204034942	2	EA	0.01 INR	0.02 INR
<b>Service Sheet Details</b>		Service Sheet #: SES640000219			Service Line No.: 2				
<b>Pricing Details</b>		Price Unit: EA Unit Conversion: 1			Price Unit Quantity: 1.000 Description:				



service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB#b0

**Pricing Details** Price Unit: EA Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

Domain: UNSPSC Code: CB116 [Remove](#)

**Classification** Domain: ERPCommodityCode Code: CB116 [Remove](#)

Domain: ERPCommodityCodeDescription Code: IT/Customer Facing S [Remove](#)

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	Services Project Management & TI	00000000304101533	20	EA	20 INR	400.00 INR

**Service Sheet Details** Service Sheet #: SES6400000219 Service Line No.: 3

**Pricing Details** Price Unit: EA Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

Domain: UNSPSC Code: CA209 [Remove](#)

**Classification** Domain: ERPCommodityCode Code: CA209 [Remove](#)

Domain: ERPCommodityCodeDescription Code: NW/Support Contract [Remove](#)

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: INV640000219  
Invoice Date: Saturday 5 Aug 2023 1:12 PM GMT+05:30  
Original Purchase Order: 640000219

Subtotal:	500.02 INR
Total Tax:	0.00 INR
Total Gross Amount:	500.02 INR
Total Net Amount:	500.02 INR
Amount Due:	500.02 INR

#### REMIT TO:

Ariba Test VIL Supplier 2

#### BILL TO:

Vodafone Idea Limited

Postal Address:  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
IN-MH 400030  
India  
Address ID: 1000

#### SUPPLIER:

Ariba Test VIL Supplier 2

#### BILL FROM:

Ariba Test VIL Supplier 2

#### CUSTOMER:

Vodafone Idea Limited

Postal Address:  
10th Floor, Birla Centurion, Century Mil  
Mumbai  
IN-MH 400030  
India  
Address ID: 1000

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
00010		Test					
1	00010.10	SERVICE	Field Support	000000000204034942	10 / (EA)	10 INR	100.00 INR

**DETAILS**

Auxiliary Part ID:  
Manufacturer Part No.:  
Manufacturer Name:  
Country of Origin:  
Service Sheet No. SES6400000219  
Classification Domain: UNSPSC  
Service Classification: CB116  
Classification Domain: ERPCommodityCode  
Service Classification: CB116  
Classification Domain: ERPCommodityCodeDescription  
Service Classification: IT/Customer Facing S  
Additional Information:  
10

Subtotal: 100.00 INR  
Gross Amount: 100.00 INR  
Net Amount: 100.00 INR

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
2	00010.20	SERVICE	Field Support	000000000204034942	2 / (EA)	0.01 INR	0.02 INR

**DETAILS**

Auxiliary Part ID:  
Manufacturer Part No.:

# If details are ok then click on submit for final Invoice submission

The screenshot shows a web browser window with the URL `service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB#b0`. The page displays a confirmation message: "Invoice INV640000219 has been submitted." Below this message are two links: "Print a copy of the invoice." and "Exit invoice creation." The SAP Business Network header is visible, showing "Standard Account" and "Get enterprise account" buttons. On the right side, there are two summary boxes. The top one shows: Subtotal: 400.00 INR, Gross Amount: 400.00 INR, Net Amount: 400.00 INR. The bottom one shows: Subtotal: 500.02 INR, Total Tax: 0.00 INR, Total Gross Amount: 500.02 INR, Total Net Amount: 500.02 INR, Amount Due: 500.02 INR. At the bottom right, there are four buttons: "Previous", "Save", "Submit", and "Exit". The "Submit" button is highlighted with a red box.

service.ariba.com/Supplier.aw/109549052/aw?awh=r&awssk=XG6QXBcB#b0

Service Classification: [View Support Contract](#)

Additional Information:  
10

Subtotal: 400.00 INR  
Gross Amount: 400.00 INR  
Net Amount: 400.00 INR

SAP Business Network Standard Account Get enterprise account TEST MODE

Invoice INV640000219 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Subtotal: 500.02 INR  
Total Tax: 0.00 INR  
Total Gross Amount: 500.02 INR  
Total Net Amount: 500.02 INR  
Amount Due: 500.02 INR

© 2022 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosure Terms of

Name	Content Type
INV_1234.pdf	application/pdf
SUPP_Supporting.pdf	application/pdf

Previous Save **Submit** Exit

**Thank You**

