

Ariba Network Service Order Guide





Introduction

- The purpose of this document is to provide the information suppliers need to effectively transact with Hindustan Zinc Limited via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Hindustan Zinc Limited and supplier.
- URL for ARIBA – <https://hzl.supplier.ariba.com>



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



Sourcing Home

Respond to requests for quotations, participate in online sourcing events and submit sales proposals. Your Arba Commerce Cloud profile enables buyers to easily identify you as a potential trading partner and invite you to participate in a sourcing event powered by Arba Sourcing.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. Access to the seller-facing capabilities of Arba Sourcing will be made available when a buying organization has invited you to a sourcing event.

To learn how to participate in sourcing events, [click here to view the documentation](#).

Next Steps

- [Review and enhance your Arba Cloud Profile](#)
- [Update your user preferences](#)
- [Link your existing account if invited by a trading partner](#)
- [Create user accounts for employees requiring access](#)

No Buyer Relationships?

[Go to Arba Discovery to discover new sourcing relationships](#)

Categories in your profile have had over **\$281.00 USD** in business over the last 12 months.

Overview | Getting started 🔔

<p>0</p> <p>New orders</p> <p>Last 30 days</p>	<p>1</p> <p>Orders</p> <p>Last 30 days</p>	<p>0</p> <p>Rejected invoices</p> <p>Last 30 days</p>	<p>₹0.0</p> <p>Remittances</p> <p>Last 30 days</p>	<p>₹0.0</p> <p>Early payment offers</p> <p>Last 30 days</p>	<p>More 🔔</p>
<p>Scheduled payments</p> <p>Last 30 days</p>	<p>Orders to invoice</p> <p>Last 30 days</p>	<p>Invoices</p> <p>Last 30 days</p>	<p>Pinned documents</p>	<p>0</p> <p>Enrollment tasks</p>	

My widgets | Hindustan Zinc Limited ▼ | 🔔 Customers

<p>Purchase orders Last 3 months ▼</p> <p>₹4.52M <small>Full</small></p>	<p>Invoice aging</p> <p>₹0 <small>Full</small></p>	<p>Activity feed All ▼ View all 🔔</p> <ul style="list-style-type: none"> <p>Order changed</p> <p>May 18, 2023 02:08 PM Hindustan Zinc Limited</p> <p>4500007588 ₹4,500,000.00 Full</p> <p>Order received</p> <p>May 15, 2023 09:49 PM Hindustan Zinc Limited</p> <p>4500007588 ₹4,500,000.00 Full</p>
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Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and Invoices	<ul style="list-style-type: none"> ✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer 	<ul style="list-style-type: none"> ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs	<ul style="list-style-type: none"> ✓ Publish catalogs that detail your products and services * 	<ul style="list-style-type: none"> ✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> ✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none"> ✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> ✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> ✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

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

SELLING		
Ariba Discovery	<ul style="list-style-type: none"> ✓ Join our business matchmaking service to get high quality sales leads. Fees may apply 	
Sourcing Contract	<ul style="list-style-type: none"> ✓ Attract potential customers with your profile and get invited to auctions and 	



Orders and Releases

Hindustan Zinc Limited

Exact match

Order number



Overview | Getting started

0

New orders

Last 30 days

1

Orders

Last 30 days

0

Rejected invoices

Last 30 days

₹0.0

Rebates

Last 30 days

₹0.0

Early payment offers

Last 30 days

...

More

₹0.0

Scheduled payments

Last 30 days

1

Orders to invoice

Last 30 days

0

Invoices

Last 30 days

0

Printed documents

0

Enrollment Tests

My widgets

Hindustan Zinc Limited

IFB Customize

Purchase orders

Last 3 months

₹4.52M

₹M

Invoice aging

₹0

₹

Activity feed | All

View all (1)



Order changed

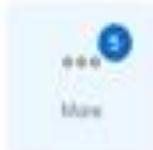
May 16, 2023 | 02:08 PM | Hindustan Zinc Limited

400007588

₹4,500,000.00 INR

Orders and Releases | Hindustan Zinc Limited | Exact match | **5100023759** | 

Overview | Getting started 

0 New orders Last 30 days	1 Orders Last 30 days	0 Rejected invoices Last 30 days	₹0.0 Remittances Last 30 days	₹0.0 Early payment offers Next 30 days	
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₹0.0 Scheduled payments Next 30 days	1 Orders to invoice Last 30 days	0 Invoices Last 30 days	0 Pinned documents	0 Enablement Tasks
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My widgets | Hindustan Zinc Limited | 

Purchase orders | Last 3 months

₹4.52M



Invoice aging

₹0



Activity feed | All | View all 

-  **Order changed**
May 28, 2023 | 02:38 PM | Hindustan Zinc Limited
4500007508 | ₹4,500,000.00 INR
-  **Order received**
May 28, 2023 | 05:49 PM | Hindustan Zinc Limited

General Information-Order Fulfillment Status Levels

- The Inbox (Orders and Releases) displays all Purchase Orders sent from Hindustan Zinc Limited. Status levels indicate where in the process a Purchase Order is in.
- Only Hindustan Zinc Limited can adjust a Purchase Order, supplier to contact their Hindustan Zinc Limited requestor where there are errors on a Purchase Order and Hindustan Zinc Limited can either obsolete and send a changed Purchase Order or cancel a Purchase Order a send a new purchase order with a different Purchase Order Number
- Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to Hindustan Zinc Limited.
- Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.
- The status will remain as Partially Confirmed until all items on the purchase order have been provided to Hindustan Zinc Limited.
- A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.
- If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order

Table-Order Fulfillment Status Levels

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested by Hindustan Zinc Limited, can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received from Hindustan Zinc Limited
Changed	A Purchase Order with a change has been received from Hindustan Zinc Limited
Partially (confirmed or shipped)	Only part of the items requested by Hindustan Zinc Limited have been either confirmed or shipped.

Routing Status

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

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid by Hindustan Zinc Limited
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network to Hindustan Zinc Limited has been rejected. A rejected document does not meet the Buyer Transaction Rules

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by Hindustan Zinc Limited. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the Hindustan Zinc Limited authorised UOM's.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour



Service Order

- The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.
- 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

Open the Purchase Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The Purchase Order details page will be displayed.

Ariba Supply Chain Collaboration

HOME INBOX QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD

MESSAGES

Company Settings

CSV Documents [Create](#)

Orders and Releases [All Customers](#) Add more Order Number

Guide Trends Refresh

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (30) Page 1

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100097534-poster100 quantity2	0	Hindustan Zinc Limited - TEST	40.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions
Order	4100097534-poster100 quantity	0	Hindustan Zinc Limited - TEST	40.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	24 Sep 2018	New	Invoice	0.00 INR	Original	Actions

View Service Purchase Order Details

The Service Purchase Order Header displays the:

- 1) Service **Purchase Order Number**
 - 2) **Order History**
 - 3) Purchase Order **Status** (Status will change as the order is actioned)
 - 4) **Routing Status**
 - 5) **Payment Terms**
 - 6) **Comments**
 - 7) **Contact Information**
 - 8) **Ship To, Bill To and Deliver To** details.
3. Scroll down to **Line Items** section

Purchase Order: 5100023759 1
Done

Create Order Confirmation ▼
Create Service Sheet
Create Invoice ▼
Create Quality Notification
Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Order Detail
Order History
2

HINDUSTAN ZINC LIMITED

From: **Hindustan Zinc Limited**
Yashad Bhawan
Udaipur
20 313004
India

To:

[Redacted]

3

Purchase Order
(New)
5100023759
Amount: 801,780.00 INR

Payment Terms 5

NET 30
Due within 30 Days

Comments 6

1.Contract Price :
2.Liquidity Damage : The Liquidated Damage/Penalty is not applicable.0
... [View more](#) »

Contact Information 7

Supplier Address

4

Routing Status: Sent
Effective Date: 23 Sep 2018
Expiration Date: 31 Oct 2018

8

Ship All Items To

ZAWAR MINES-313901

DIST. UDAIPUR(Rajasthan)
20 313901
India
Ship To Code: 3200
Phone: + () 0294-2723418/2726237
Fax: + () 0294 2726241/2726243
GST ID: 08AACCS6638K1ZX

Bill To

Hindustan Zinc Limited
Yashad Bhawan
Udaipur
20 313004
India
Phone:
Fax:

Deliver To

Line Items
3

View Purchase Order Details – Line Item Level

9) Click **Details** or **Show Item Details** to see further Line Level details.

10) Click **Done** to return to the **Inbox**.

Line Items

★ 9
Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
▼ 00010			Service				30 Apr 2019		801,770.00 INR	144,318.00 INR	
Description: Canteen Management											
	00010.10	5001050060	Service			10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	Details
Description: SPLY TEA											
						10.000 (NO)		8.00 INR	80.00 INR	0.00 INR	Details
Description: SERV MILK TO DIFF DEPT/OFFICE/SPOTS ETC											

Order submitted on: Tuesday 25 Sep 2018 12:12 AM GMT+05:30
 Received by Ariba Network on: Wednesday 26 Sep 2018 12:18 PM GMT+05:30
 This Purchase Order was sent by Hindustan Zinc Limited - TEST AN01052224886-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: 801,780.00 INR
 Est. Total Tax: 2.00 INR
 Est. Grand Total: 801,782.00 INR

Create Order Confirmation ▼
Create Service Sheet
Create Invoice ▼
Create Quality Notification

Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

★ 10
Done

Order History

Use **Order History** to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 5100023759

Done

Order Detail

Order History

Purchase Order: 5100023759
 Order Status: New
 Submitted On: 25 Sep 2018 12:12:14 AM GMT+05:30

From Customer: Hindustan Zinc Limited - TEST
 Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128422057	26 Sep 2018 12:18:27 PM
	Email order was sent to anamika.vajpayee@sap.com.	ANPODispatcher-128500032	26 Sep 2018 12:18:36 PM
Sent	Email order was sent to anamika.vajpayee@sap.com.	OrderDispatcher - Email	26 Sep 2018 12:18:36 PM

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019		801,770.00 INR	144,318.00 INR	
Description: Canteen Management									
	00010.10	5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
	00010.20	5001050180		10.000		8.00	80.00 INR	0.00 INR	



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) **Confirm Entire Order:** used to confirm all line item details of the order.
 - 2) **Update Line Item:** please use Confirm Entire Order or Reject Entire Order.
 - 3) **Reject Entire Order:** used to reject the order if it cannot be fulfilled.

Note - Reject Entire Order is not applicable for HZL

Begin the Confirm Entire Order

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number** to open the order. The Purchase Order details page is displayed.
3. View the Purchase Order.
4. Click **Create Order Confirmation**. The drop down displays:
 - **Confirm Entire Order**
 - **Update Line Items**
5. Select appropriate option. The Order Confirmation screen is displayed.

HOME **INBOX** 1 QUALITY PLANNING CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

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

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (30) Page 1

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
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Order	4100097534-poster100 quantity	0	Hindustan Zinc Limited - TEST	40.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	26 Sep 2018	New	Invoice	0.00 INR	Original	Actions
Order	5100023759	0	Hindustan Zinc Limited - TEST	801,780.00 INR	24 Sep 2018	New	Invoice	0.00 INR	Original	Actions

Purchase Order: 5100023759 Done

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

Confirm Entire Order Update Line Items history

HINDUSTAN ZINC LIMITED

Order Confirmation – Confirm Entire Order - Header Level

6. Enter **Confirmation #**

7. Enter **Est. Completion Date**

Note: There are a number of other fields available:

1. **Supplier Reference**

2. Add **Est Tax Cost** where it is not already included within the trading terms you have with Hindustan Zinc Limited

3. Comments can be entered if necessary.

8. Scroll down to **Line Items**. Review the line items.

9. Click **Next**. The **Review Order Confirmation** page is displayed.

Confirming PO

Exit

Next

9

* Indicates required field

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

6

Confirmation #:

Associated Purchase Order #: 5100023759

Customer: Hindustan Zinc Limited - TEST

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

Supplier Reference:

1

SHIPPING AND TAX INFORMATION

7

Est. Completion Date:*

Est. Tax Cost:

2

Comments:

3

8

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019		144,318.00 INR		
Description: Canteen Management									

Finalise the Order Confirmation

10. Click **Submit**. The Purchase Order details page is displayed.

Note: Order Status has changed to **Confirmed**.

Purchase Order
(Confirmed)
5100023759
 Amount: 801,780.00 INR

Confirming PO

Previous
Submit
Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 5100023759OC
 Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010									
Description: Canteen Management					30 Apr 2019			144,318.00 INR	
▶ Schedule Lines Current Order Status: Confirmed With New Date (Estimated Completion Date: 12 Oct 2018)									
00010.10		5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
00010.20		5001050180		10.000 (NO)		8.00 INR	80.00 INR	0.00 INR	
Description: SERV MILK TO DIFF DEPT/OFFICE/SPOTS ETC									

Order Confirmation – Update Line Items

1. Click the Create Order Confirmation.
2. Select **Update Line Items**. The **Update Item Status** page will be displayed.
3. You can enter the **Confirmation #**.

Purchase Order: 5100023759

Create Order Confirmation 1

Confirm Entire Order

Update Line Items 2

Reject Entire Order

Confirming PO

Exit

Next

1 Update Item Status

2 Review Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #:

3

Associated Purchase Order #: 5100023759

Customer: Hindustan Zinc Limited - TEST

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

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date:

Est. Tax Cost:

Comments:

Order Confirmation – Update Line Items

4. Scroll down to the Line Items section.
5. Click **Confirm**.
6. You can also click **Reject** and specify a reason.
7. You can also click **Unconfirm** to revert your decision. Repeat for all Line Items.
8. Click **Next**.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019		144,318.00 INR		
Description: Canteen Management									
<div style="margin-left: 20px;"> <p>► Schedule Lines</p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input checked="" type="radio"/> Unconfirm <div style="margin-left: 20px; border: 2px solid orange; padding: 2px;">5</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input type="radio"/> Confirm <div style="margin-left: 20px; border: 2px solid orange; padding: 2px;">6</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input type="radio"/> Reject - Please specify a reason: <input style="width: 150px;" type="text"/> <div style="margin-left: 20px; border: 2px solid orange; padding: 2px;">7</div> </div> <div style="border: 1px solid #add8e6; padding: 2px; margin-bottom: 5px; width: fit-content;">Confirm Based on Schedule Lines</div> </div>									
00010.10		5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
00010.20		5001050180		10.000 (NO)		8.00 INR	80.00 INR	0.00 INR	
Description: SERV MILK TO DIFF DEPT/OFFICE/SPOTS ETC									
<div style="border: 1px solid #add8e6; padding: 5px; display: inline-block; margin-right: 20px;">Confirm All</div>									

8

Exit

Next

Order Confirmation – Update Line Items

9. Click **Submit**. The **Purchase Order** details page is displayed.

Note: Order Status has changed to **Partially Confirmed**.

Confirming PO

Previous

Submit

Exit

9

Confirmation #: 5100023759OC
Supplier Reference:

1 Update Item Status

2 Review Confirmation

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010					30 Apr 2019			144,318.00 INR	
Description: Canteen Management									
<p>► Schedule Lines</p> <p>Current Order Status:</p> <p>1.000 Confirmed As Is (Estimated Completion Date: 30 Apr 2019)</p>									
00010.10		5001050060		10.000 (NO)		7.00 INR	70.00 INR	2.00 INR	
Description: SPLY TEA									
00010.20		5001050180		10.000 (NO)		8.00 INR	80.00 INR	0.00 INR	
Description: SERV MILK TO DIFF DEPT/OFFICE/SPOTS ETC									

N

Purchase Order
(Partially Confirmed)
5100023759
Amount: 801,780.00 INR



Create Invoice

Once a service has been carried out the invoicing process can be done

Note: Service Sheets are auto generated..

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Service Sheet is auto generated.

Step 4: Manually create Invoice in the Ariba Network

Begin Invoicing

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

Purchase Order: 5100023759

Done

Create Order Confirmation

Create Service Sheet

1 Create Invoice

Create Quality Notification

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

2 Standard Invoice

Credit Memo

Line-Item Credit Memo

Line-Item Debit Memo

3. Enter the **Invoice** number
4. Confirm or enter the **Invoice Date**.

Caution:

- 1) Actual invoice date should be matching with invoice date filled in ARIBA portal
- 2) Attached the correct digital signed invoice after filling up required details
- 3) Invoice should be submitted well within time after invoice generation.

Create Invoice

▼ Invoice Header
* Indicates required field

Summary

Purchase Order: 5100023759

Invoice #: * |

Invoice Date: * 3 Oct 2018

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

Service Description:

Supplier Tax ID:

Remit To:

bangalore

India

Bill To: **Hindustan Zinc Limited**

Udaipur
20
India

3

Subtotal: 10.00 INR

Total Tax: 0.00 INR

Total Gross Amount: 10.00 INR

Total Net Amount: 10.00 INR

Amount Due: 10.00 INR

[View/Edit Addresses](#)

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

bangalore

Ship To:

Udaipur

[View/Edit Addresses](#)

- 5. Attachments are mandatory. Click **Add to Header**.
- 6. Select **Attachments**
- 7. Attach approved attendance sheets or any supporting documents pertaining to this service invoice by browsing for the file and clicking **Add Attachment**. Scroll down to **Line Items**

▼ Invoice Header * Indicates required **5** [Add to Header](#) ▼

Summary

Purchase Order: 5100023759	Subtotal: 10.00 INR
Invoice #: 5100023759	Total Tax: 0.00 INR
	Total Gross Amount: 10.00 INR

6 **5**

- Additional Reference Documents and Dates
- Comment
- Attachment**

***Attachments**

The total size of all attachments cannot exceed 10MB [Remove](#)

7

8. You can edit the **Quantity**.
9. Enter the **Service Start Date** and **Service End Date**.
10. Click **Update** to update the Subtotal.
11. Click **Next**.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00020				O & M Guest House (Fixed Cost)					
<input type="checkbox"/>	00020.10	<input checked="" type="checkbox"/>	SERVICE		O&M GUEST HOUSE	5005020050	10		1.00 INR	10.00 INR

Pricing Details Price Unit: MON Price Unit Quantity: 1
Unit Conversion: 1 Description:

9 **Service Period** Service Start Date:* Service End Date:*

Classification Domain: HSNSAC Code: 996333 [Remove](#)

10 **11**

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

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12. Review the information.

13. Click **Submit**.

14. Click **Exit**.

Note: The status is displayed accordingly.

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 : 5100023759
 Invoice Date : Wednesday 3 Oct 2018 11:05 AM GMT+05:30
 Original Purchase Order : 5100023759

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Subtotal :	10.00 INR
Total Tax :	0.00 INR
Total Gross Amount :	10.00 INR
Total Net Amount :	10.00 INR
Amount Due :	10.00 INR

Invoice 5100023759 has been submitted.

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

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Purchase Order

(Partially Invoiced)

5100023759

Amount: 801,780.00 INR

N

Support

Support Type	Description
Help Centre For all your support needs	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)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: HZLenablement@ariba.com