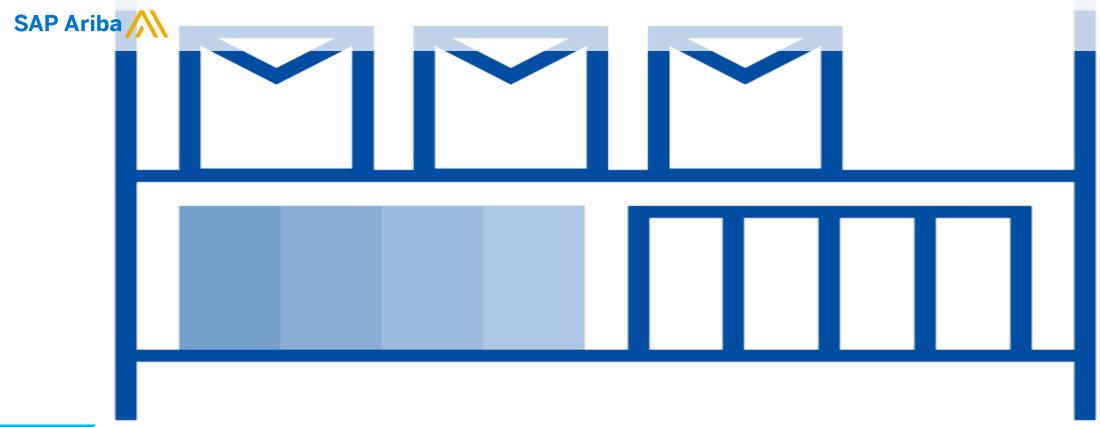




Ariba Network Material Order Processing Guide







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.





Inbox – Orders and Releases

The **Orders and Releases** page displays a summary of all the purchase orders sent from Hindustan Zinc Limited.

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

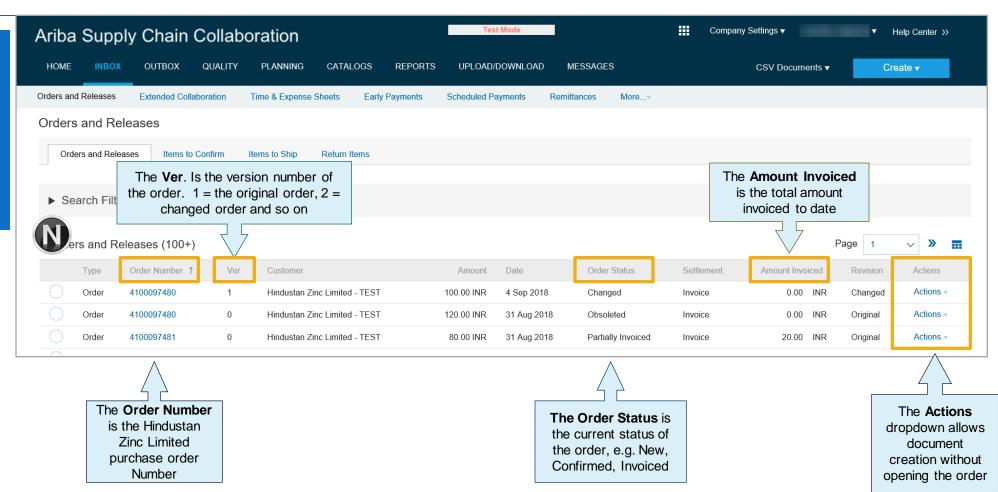






Table-Order Fulfillment Status Levels

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 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	
Changed	A Purchase Order with a change has been received	
Partially (confirmed or shipped)	Only part of the items requested 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.

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	
Failed	There has been a problem routing the order	
Rejected	The document sent via the Ariba Network has been rejected. A rejected document does not meet the Buyer Transaction Rules	



Purchase Order

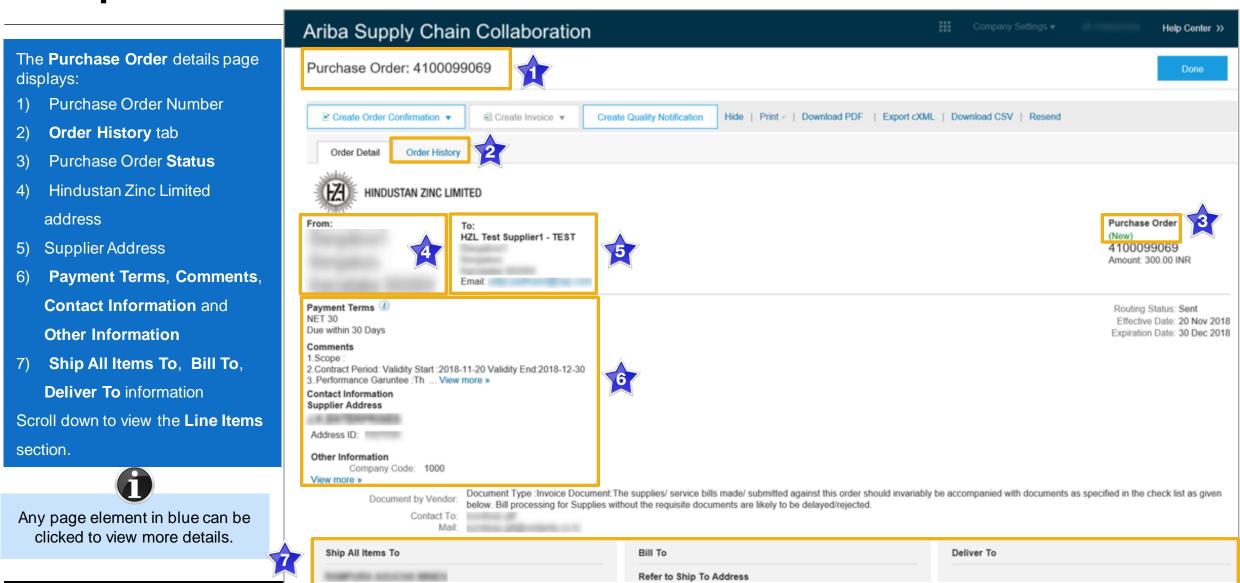
- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from it.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.

 Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered





View purchase order Details – Header







View purchase order Details – Line Items

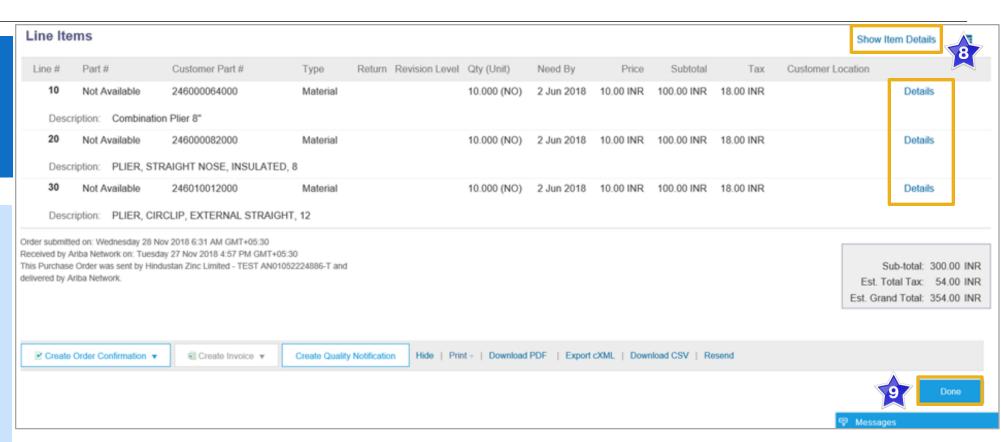
- Click Show Item Details or Details to see further line level information
- 9) Click **Done** to return to the **Inbox**.



Reviewing a purchase order

Each purchase order should be reviewed to:

- Identify the items requested and ensure that the details of items in the order are correct
- Determine whether the items are in stock
- Validate the information contained within the purchase order
- Check the shipping address
- Check fields required by the business and any comments



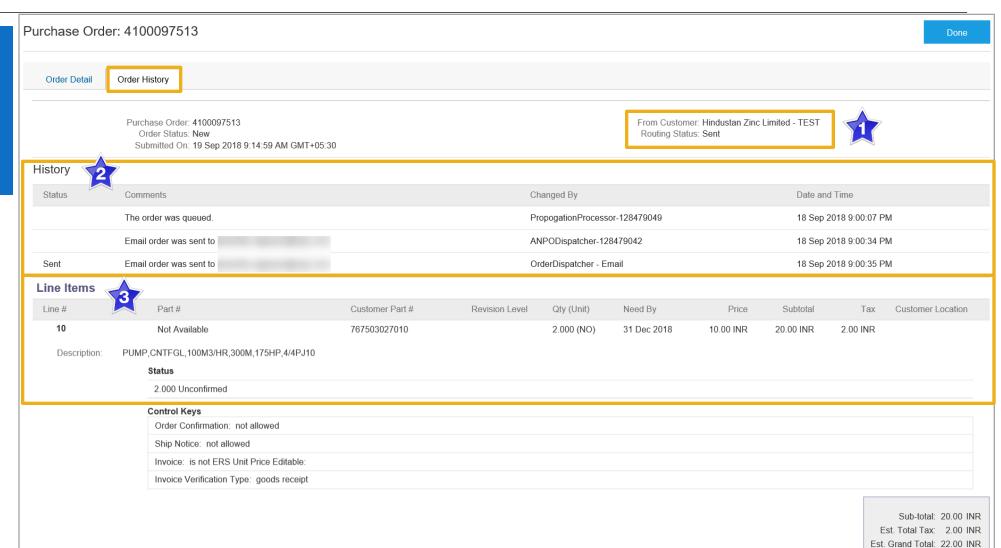




Order History

Order History tab identifies:

- 1) Who created the document
- The date and time stamps of the various processes that have affected the document
- 3) Line Item information





Order Confirmation

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

There are 3 types of Order Confirmation:

- * Confirm Entire Order: Used to confirm all line item details of the order
- ❖ **Update Line Items**: Used to partially confirm the line item details of the order (Not applicable for HZL suppliers)
- * Reject Entire Order: Used to reject the order if it cannot be fulfilled (Not applicable for HZL suppliers)



You have to confirm the order before creating a ship notice. The Create Ship Notice button will be displayed and activated only after you confirm the order.

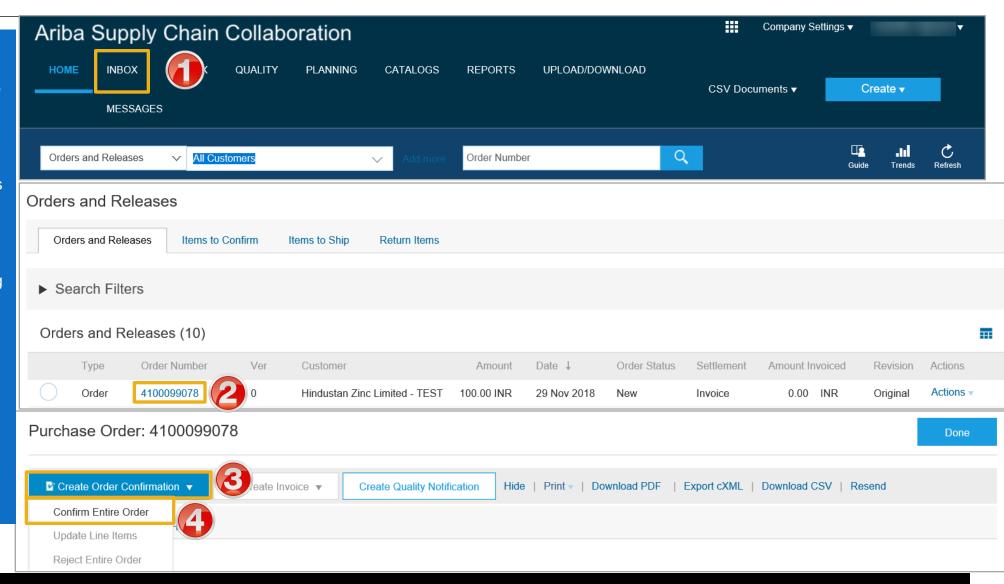




Begin the Order Confirmation

To confirm an order:

- Click Inbox tab on the Home page. The Orders and Releases page is displayed.
- Click the Order Number.
 The Purchase Order details page is displayed. View the purchase order.
- Click Create Order
 Confirmation. The following options are displayed:
 - Confirm Entire Order
 - Update Line Items (not applicable)
 - Reject Entire Order (not applicable)
- Select Confirm Entire
 Order. The Confirming PO page is displayed.





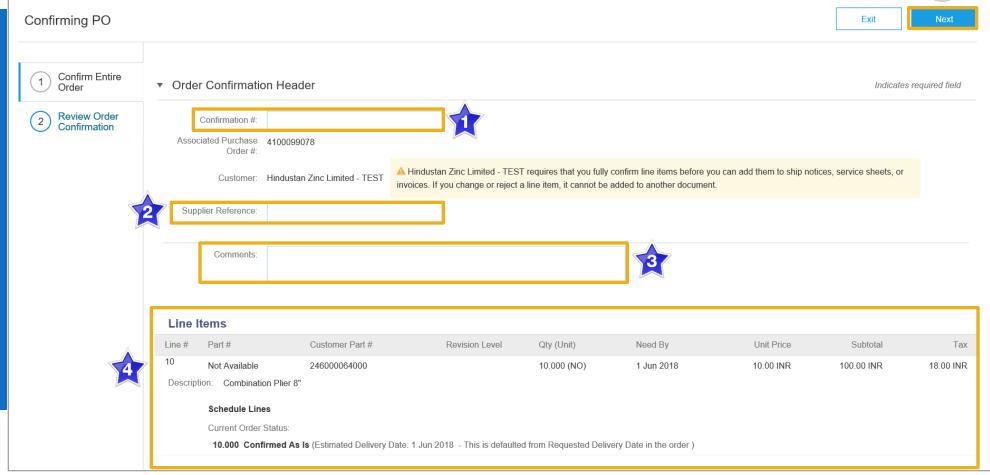


Order Confirmation – Confirm Entire Order



Only fields that are marked with an asterisk are mandatory. However, there are other fields like:

- Confirmation # any alpha-numeric reference number you choose to provide Hindustan Zinc Limited.
- 2) **Supplier Reference** can be entered if necessary.
- 3) **Comments** can be entered if necessary.
- 4) Scroll down to the **Line Items** section and view the line items.
- 5. Click Next.



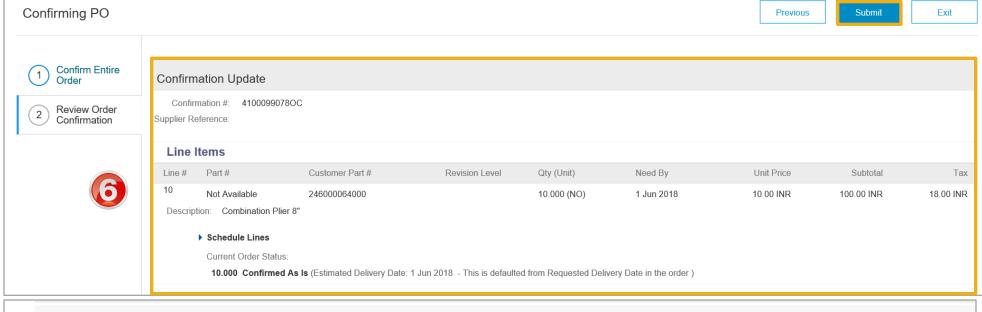




Finalise the Order Confirmation



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



HZL Test Supplier1 - TEST

Bangalore1

Karnataka 560064

Bengaluru

India Phone



Change Purchase Order

If you see any discrepancy in the purchase order, contact HZL and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.



Purchase Order (Confirmed) 4100099078 Amount: 100.00 INR





Ship Notice

- The Ship Notice is the delivery information and is sent to Hindustan Zinc Limited to advise them of the ship date for the materials.
- The Ship Notice is mandatory document for transacting with Hindustan Zinc Limited
- 2 methods for creating a Ship Notice
 - 1. Full Ship Notice
 - 2. Partial Ship Notice



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

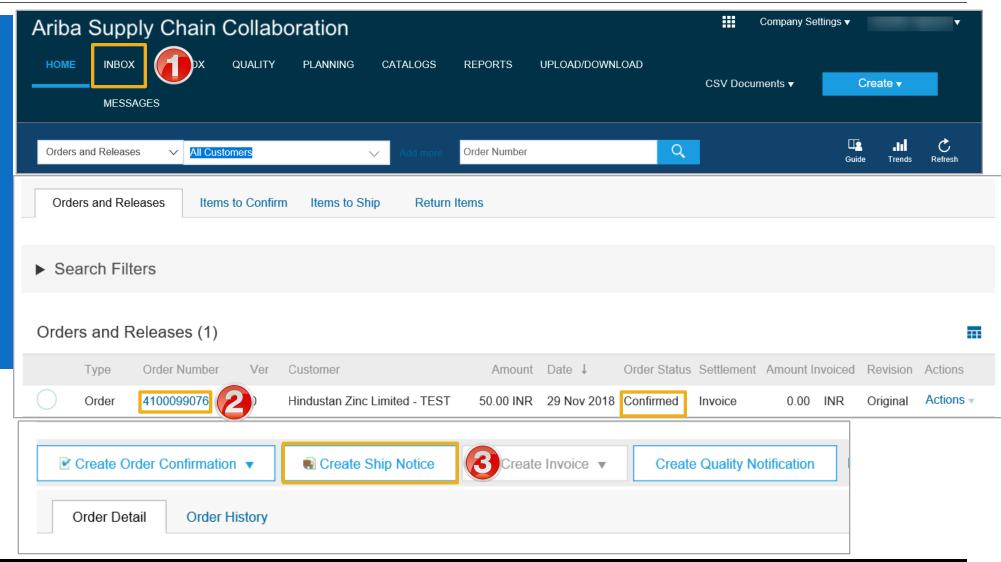




Begin Ship Notice Creation

To create a ship notice:

- Click Inbox tab on the Home page. The Orders and Releases page is displayed.
- 2. Click the Order Number that has been fully confirmed. The Purchase Order details page is displayed. View the purchase order.
- Click Create Ship Notice.
 Create Ship Notice page will be displayed.







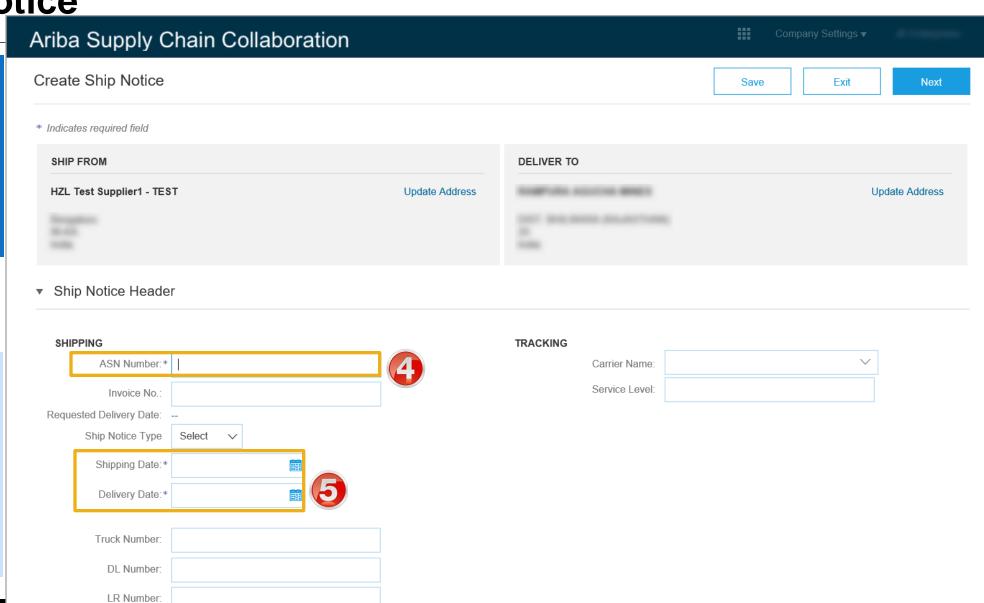
Create Ship Notice

- 4. Enter the **ASN Number**, this is the alpha-numeric number you provide to Hindustan Zinc Limited.
- 5. Enter the **Shipping Date** and **Delivery Date**.
- 6. Scroll down to Order Items.



ASN Number

Earlier the **ASN Number** used to be generated by the SRM system. Now, you will have to enter an alpha-numeric (uppercase only) reference number of your choice. It could also be your invoice number. The character limit for an **ASN Number** is 10.







Finalise Ship Notice

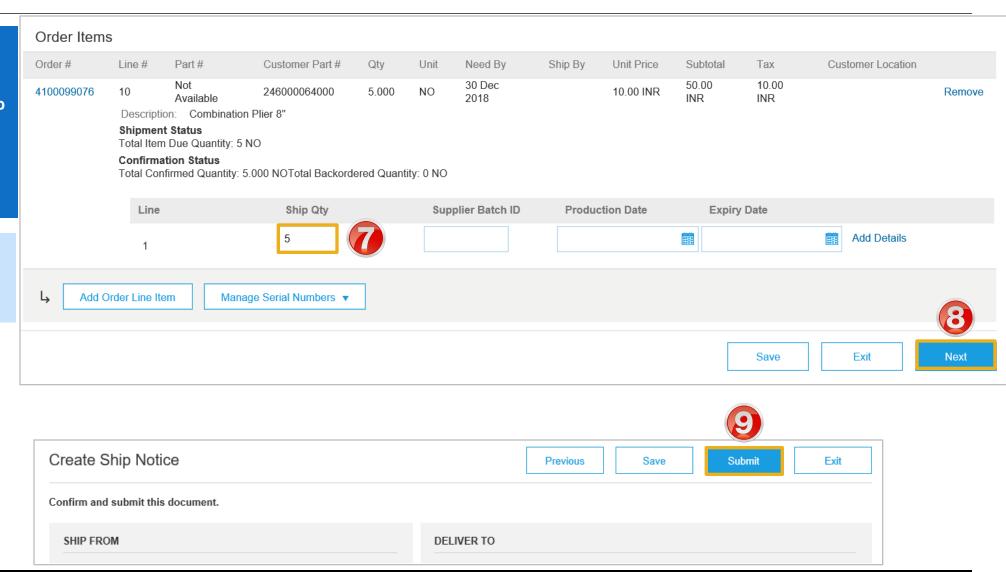
- 7. Edit the **Ship Qty** (if required)
- 8. Click **Next.** The **Create Ship Notice c**onfirmation page is displayed. Review the Ship
 Notice
- 9. Click Submit.



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

Purchase Order (Shipped) 4100099076 Amount: 50.00 INR

Purchase Order
(Partially Shipped)
4100099074
Amount: 20,100.00 INR







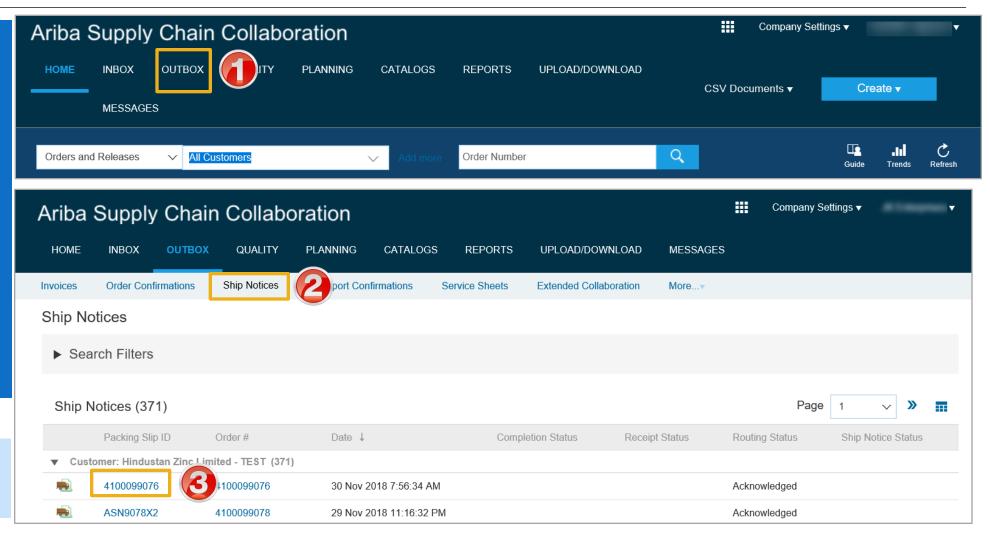
Cancel Ship Notice

If you have entered any incorrect information on the ship notice you can cancel it and create another one. To cancel a ship notice:

- Click Outbox tab on the Home page. The Invoices tab is displayed by default.
- Select the Ship Notices tab.
 All ship notices will be displayed below.
- 3. Click the **Ship Notice** number. The **Ship Notice** details page will be displayed.



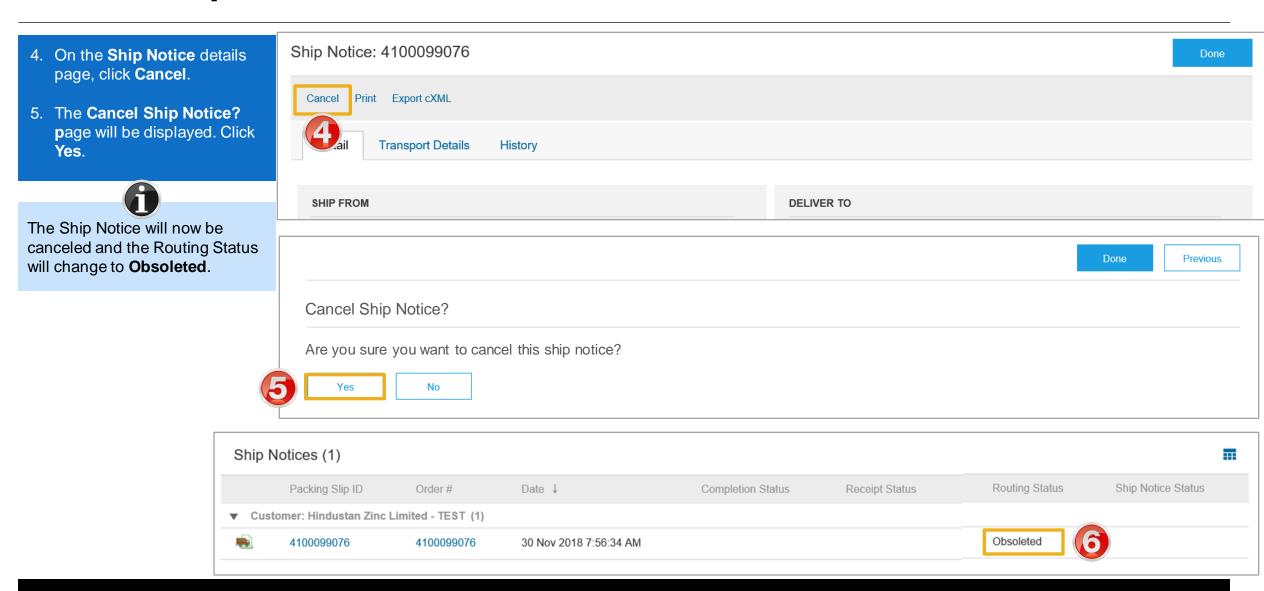
You cannot cancel the ship notice if an invoice has been created against it. .







Cancel Ship Notice cont.





Invoicing

N

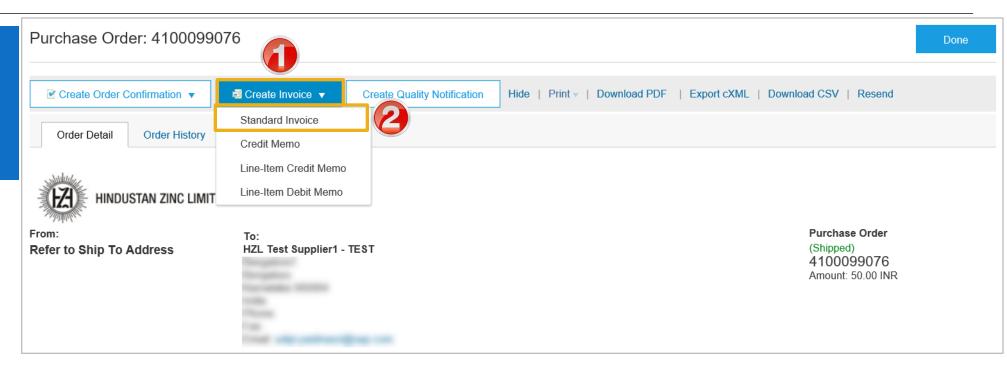
It is advised to create an invoice immediately after creating a ship notice i.e. on the same day. When you create a hard copy of the invoice in your system create an invoice on the Ariba Network too. You can create an invoice only against the shipped quantity.





Begin Invoicing

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





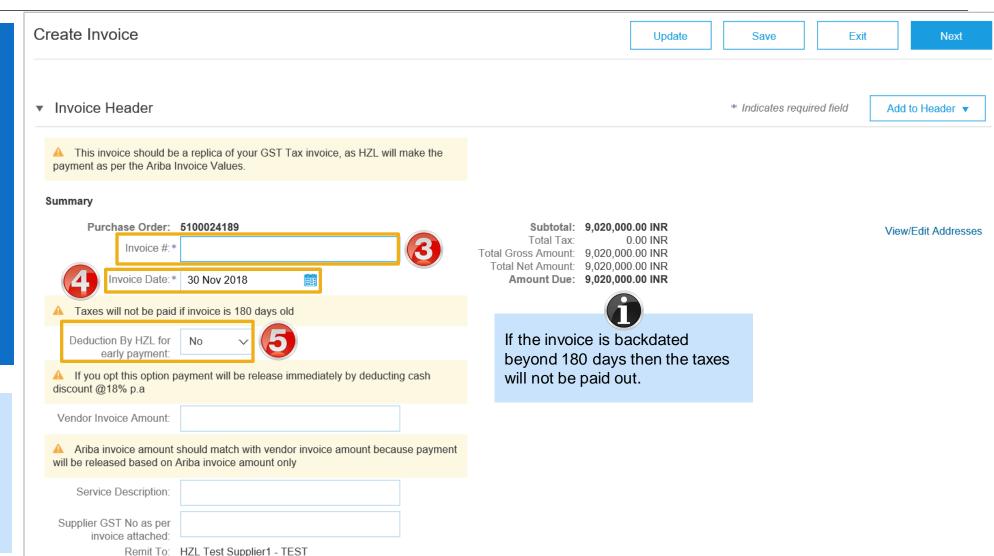


- 3. Enter the **Invoice number** (any alpha-numeric reference number of your choice). It can be the invoice number that you use in your system.
- 4. Confirm or enter the **Invoice Date**.
- 5. By default the Deduction BY HZL for early payment field will be selected as No. If you select Yes, then payment will be released immediately after deducting 18%.



Invoice Date

You can backdate the invoice, but it is recommended to create the invoice on the same day that you create the ship notice and the hard copy of the invoice in your system.







Invoicing cont.

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



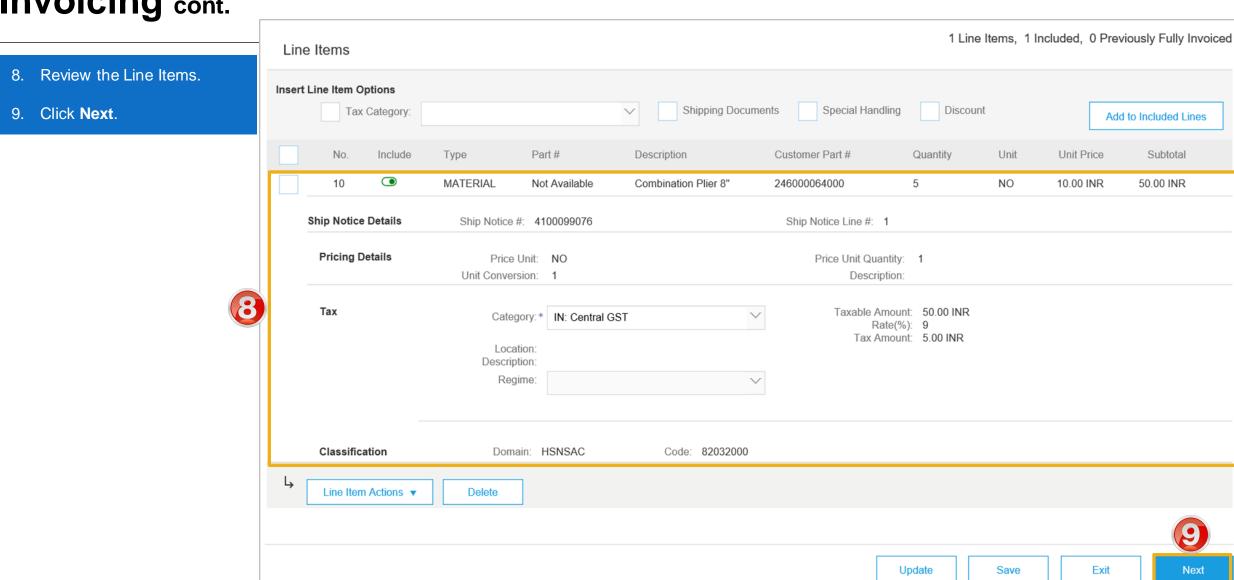


You should attach the scanned copy of the original invoice (hard copy) that you have created using your own system.





Invoicing cont.







Exit

Invoicing cont.

10. Review the information.

11. Click Submit.

12. Click Exit.



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

Create Invoice

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

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

destination country is:India.



Invoice Number: 4100099076INV

Invoice Date: Friday 30 Nov 2018 9:05 AM GMT+05:30

Original Purchase Order: 4100099076

Ship Notice: 4100099076

 Subtotal :
 50.00 INR

 Total Tax :
 10.00 INR

 Total Gross Amount :
 60.00 INR

 Total Net Amount :
 60.00 INR

Save

Previous

Amount Due : 60.00 INR

N

Related Documents

All documents submitted by you like the order confirmation, ship notice and the invoice including the goods receipt note (GRN) created by HZL will be attached to the purchase order and you can view it on the **Purchase**Order details page.

Invoice 4100099076INV has been submitted.

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





Purchase Order

(Invoiced) 4100099076

Amount: 50.00 INR

_(N

Routing Status: Acknowledged Effective Date: 30 Nov 2018

Expiration Date: 8 Dec 2018

Related Documents: 🗐 4100099076INV

4100099076

Submit

₹ 4100099076OC





Cancel Invoice

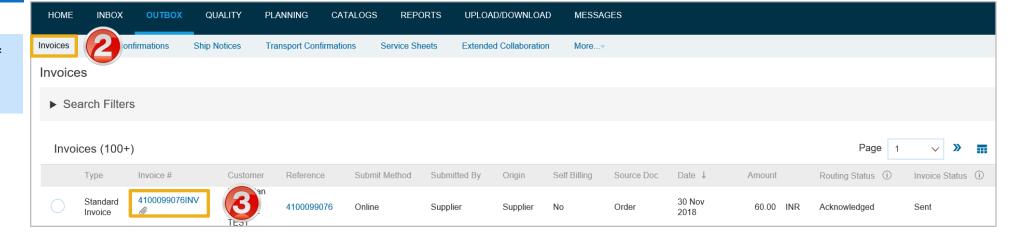
If you have entered any incorrect information on the ship notice you can cancel it by:

- 1. Click **Outbox** tab on the **Home** page. The **Invoices** tab is displayed by default.
- 2. Click the **Invoice** number. The **Invoice** details page will be displayed.



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

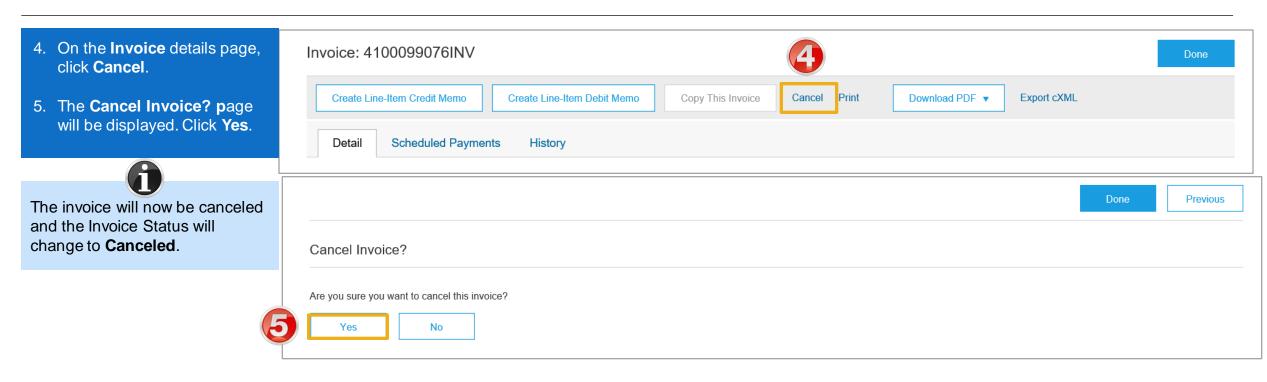


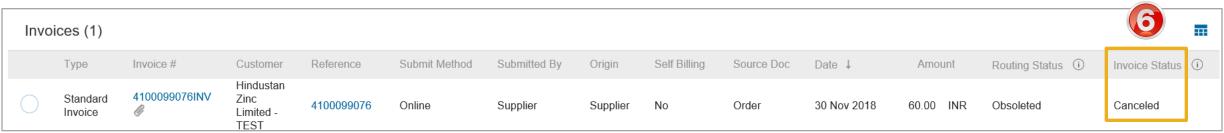






Cancel Invoice cont.







Support

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