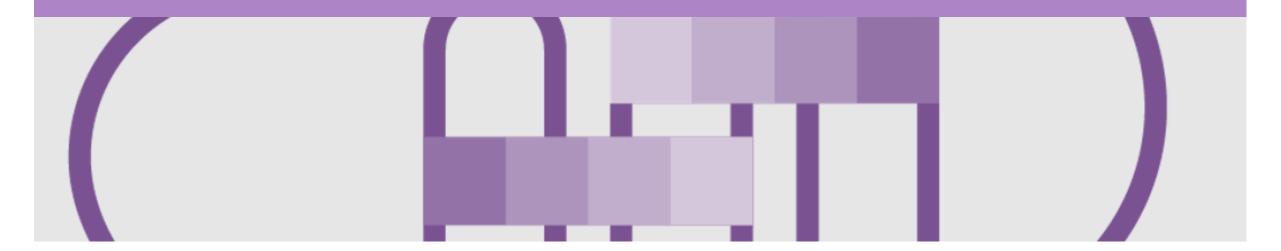




Ariba Network Service Order Processing Guide





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** category displays a summary of all the purchase orders sent from buyers.

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.

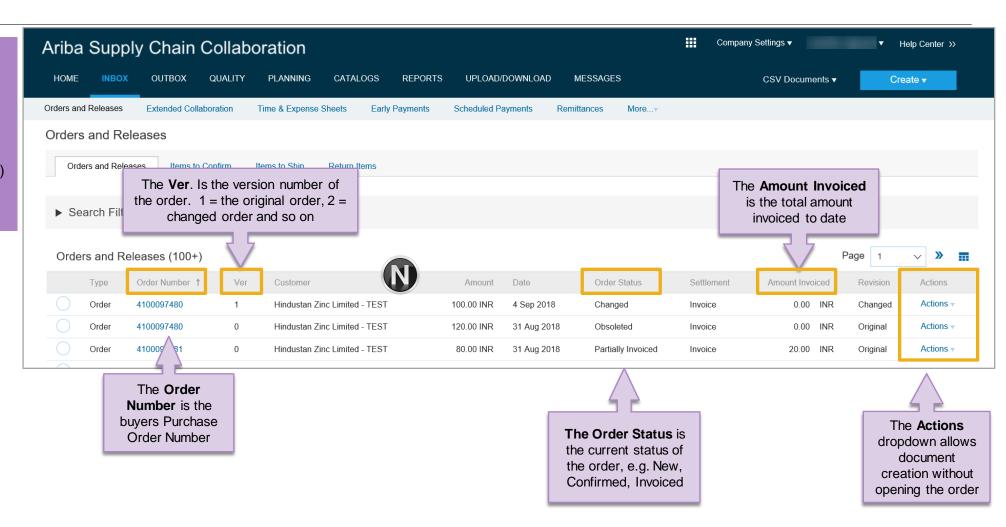






Table-Order Fulfillment Status Levels

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





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

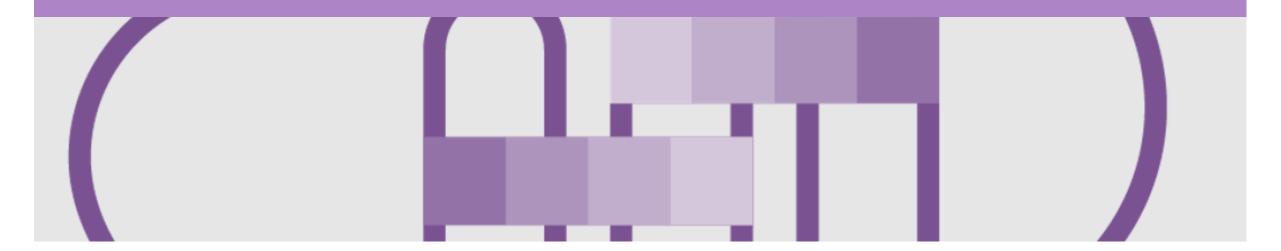
Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid
Failed	There has been a problem routing the order
Rejected	The document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





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.

Name
Fixed Rate
Rate
Day
Each
Hour
Person
Labour Hour
Minute
Month
Overtime hour
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.

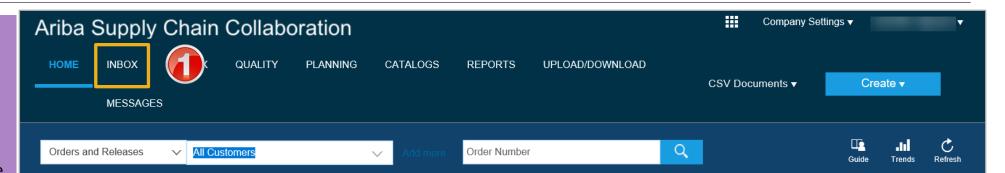
 Receiving an Order from your buyer constitutes an offer to buy products or services.
- Any field with an * is a mandatory field and a value is required to be entered

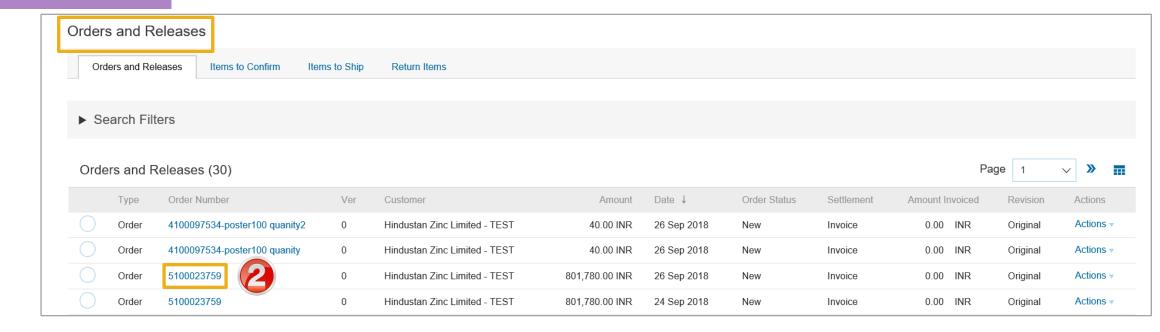




Open the Purchase Order

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





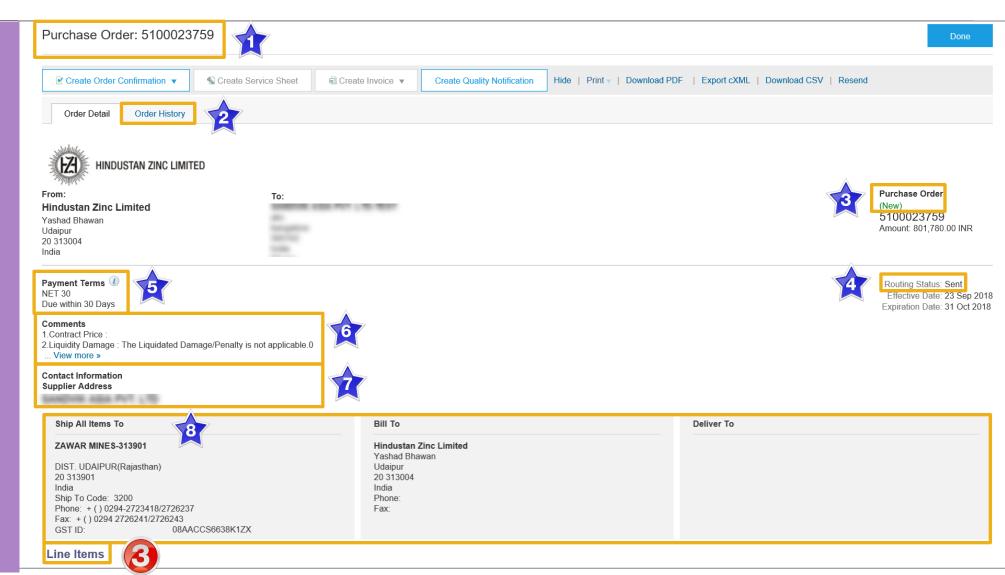




View Service Purchase Order Details

The Service Purchase Order Header displays the:

- Service Purchase Order Number
- 2) Order History tab
- 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

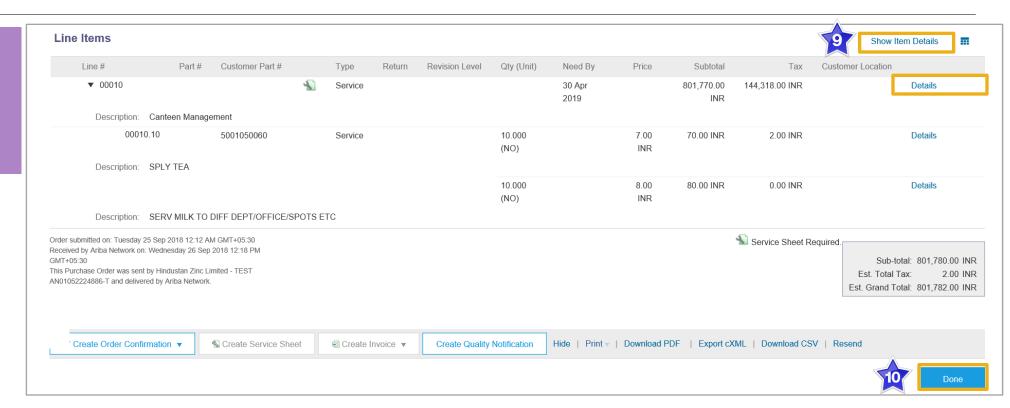






View Purchase Order Details – Line Item Level

- 9) Click **Details** or **Show Item Details** to see further Line
 Level details.
- 10) Click **Done** to return to the **Inbox**.



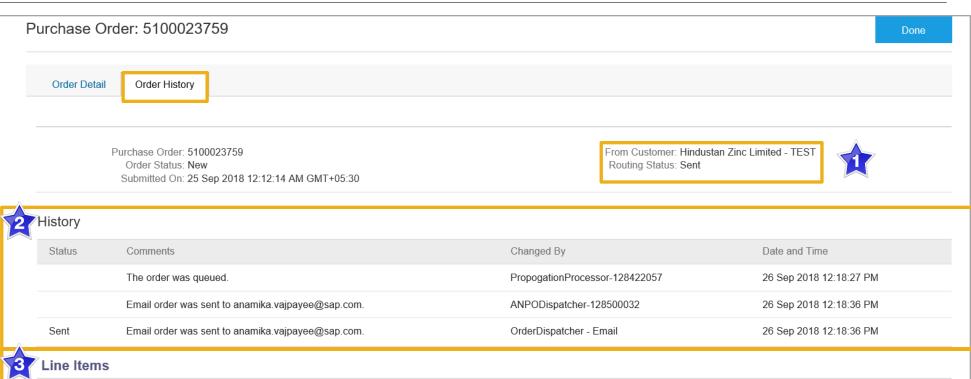


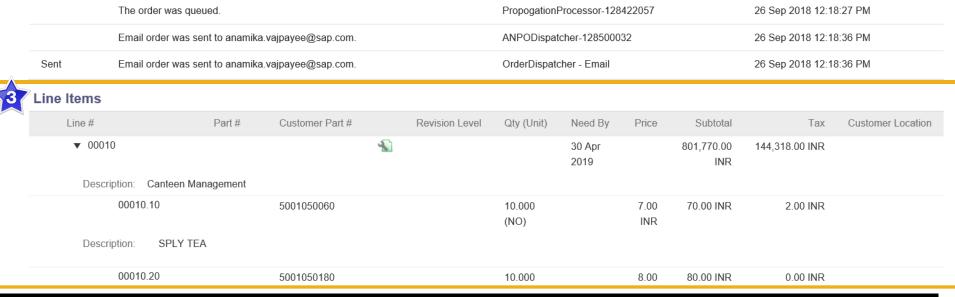




Use **Order History** to identify:

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





Order Confirmation

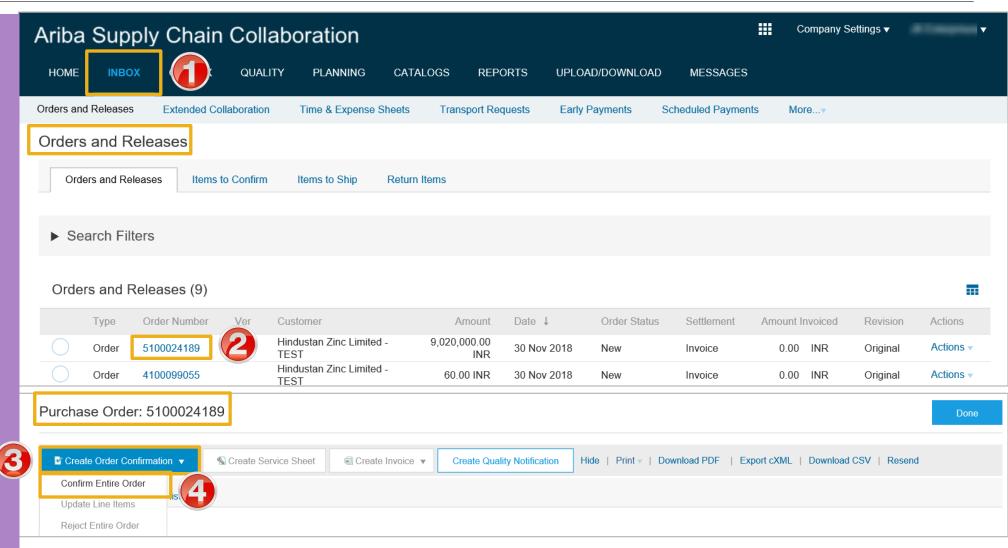
- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order.
 - 2)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





Begin the Confirm Entire Order

- Click Inbox tab on the Home page. The Orders and Releases page is displayed.
- Click the Order Number to open the order. The Purchase Order details page is displayed. View the Purchase Order.
- Click Create Order Confirmation. The drop down displays:
 - Confirm Entire Order
 - Update Line Items: Not Applicable for HZL
 - Reject Entire Order: Not Applicable for HZL
- Select Confirm Entire
 Order. The Confirming PO page is displayed.





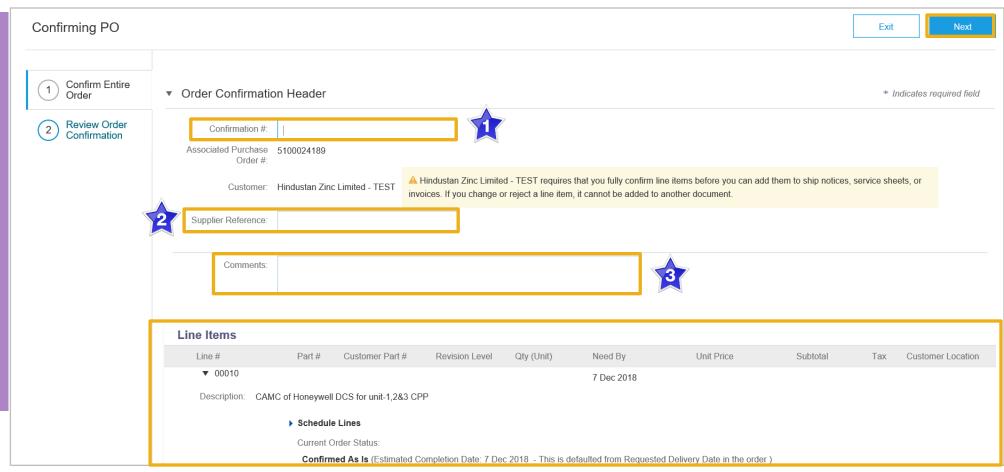


Order Confirmation – Confirm Entire Order - Header Level



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.
- Comments can be entered if necessary.
- Scroll down to the Line Items section and view the line items.
- 5. Click Next.



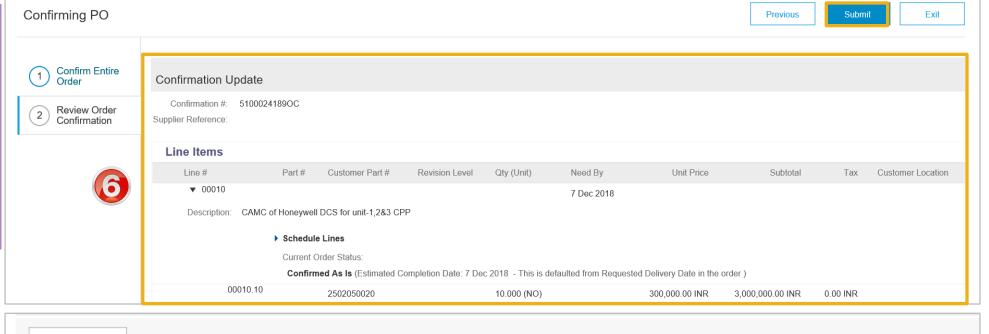




Finalise the Order Confirmation



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





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.



8

Purchase Order (Confirmed) 5100024189 Amount: 9,020,000.00 INR

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HZL Test Supplier1 - TEST

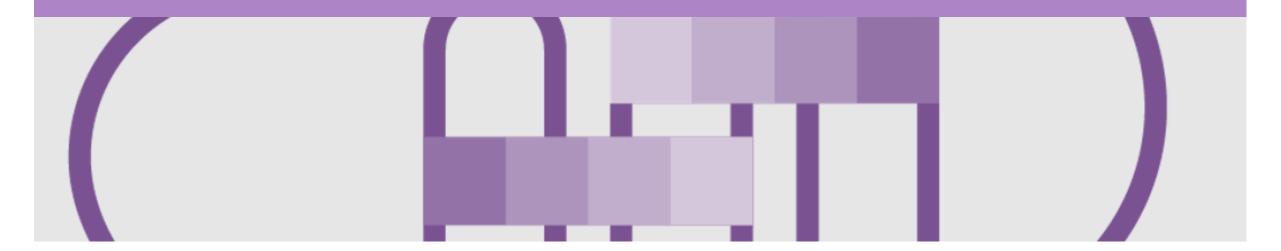
To:

India

Bangalore1

Bengaluru

Karnataka 560064



Create Invoice

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

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Create hard copy of the Invoice

Step 4: Create Invoice on the Ariba Network (advised to create on the same day)

Step 5: Service Sheet is auto generated.

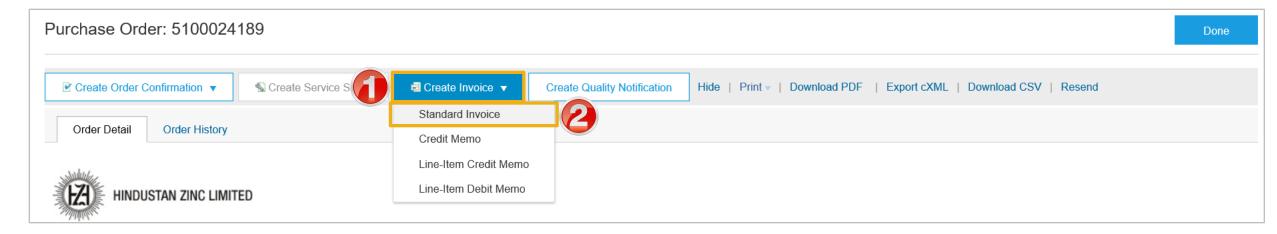


Service Sheets are auto generated.





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







Next

Add to Header ▼

Exit

- 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.
- 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 hard copy of the invoice in your system.

Create Invoice
▼ Invoice Header
⚠ This invoice should be a replica of your GST Tax invoice, as HZL will make the payment as per the Ariba Invoice Values.
Summary
Purchase Order: 5100024189
Invoice #:*
Invoice Date:* 30 Nov 2018
A Taxes will not be paid if invoice is 180 days old
Deduction By HZL for early payment:
⚠ If you opt this option payment will be release immediately by deducting cash discount @18% p.a
Vendor Invoice Amount:
Ariba invoice amount should match with vendor invoice amount because payment will be released based on Ariba invoice amount only
Service Description:
Supplier GST No as per invoice attached:
Remit To: HZL Test Supplier1 - TEST

 Subtotal:
 9,020,000.00 INR
 View/Edit Addresses

 Total Tax:
 0.00 INR

 Total Gross Amount:
 9,020,000.00 INR

Save

* Indicates required field

Update

If the invoice is backdated beyond 180 days then the taxes will not be paid out.

Total Net Amount: 9,020,000.00 INR

Amount Due: 9,020,000.00 INR



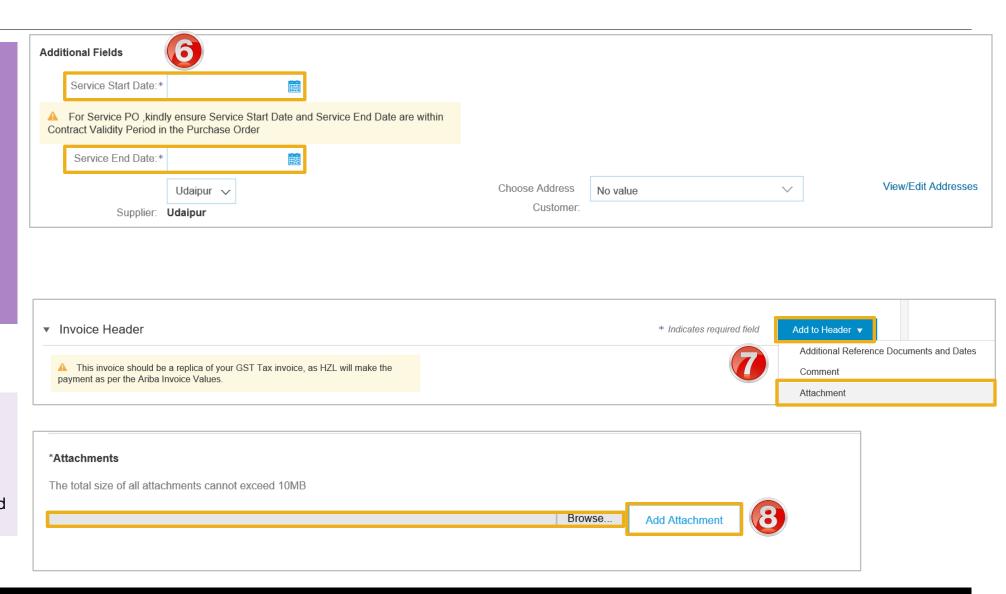
HINDUSTAN ZINC LIMITED

Invoicing cont.

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



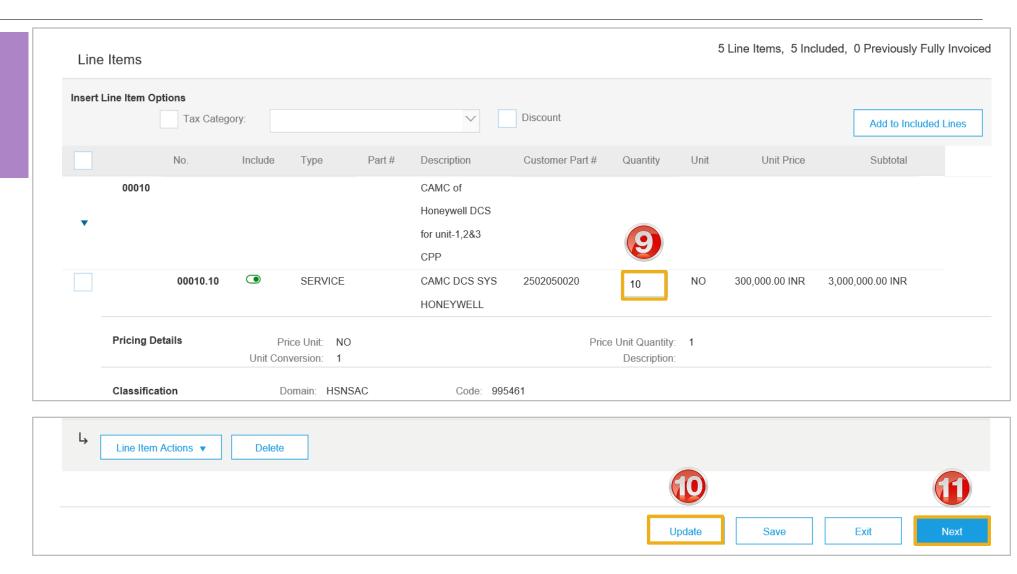
You should attach the scanned copy of the original invoice (hard copy) that you have created using your own system. You can also attach any proof of the service provided like an approved attendance sheet.







- 9. You can edit the Quantity.
- 10. Click **Update** to update the Subtotal.
- 11. Click Next.





Invoicing cont.



Exit



Submit

- 12. Review the information.
- 13. Click Submit.
- 14. 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 destination country is:India.

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Bill Of Supply



Invoice Number: 4100099076INV

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

Original Purchase Order: 4100099076

Ship Notice: 4100099076

50.00 INR Subtotal 10.00 INR Total Tax: 60.00 INR **Total Gross Amount** 60.00 INR Total Net Amount 60.00 INR Amount Due

Save

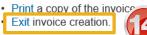
Previous



Related Documents

All documents submitted by you like the order confirmation and the invoice including the autogenerated service sheet will be attached to the purchase order and you can view it on the Purchase Order details page.

Invoice 5100024189 has been submitted.





Purchase Order

(Invoiced) 5100024189

Amount: 9,020,000.00 INR



Routing Status: Acknowledged Effective Date: 29 Nov 2018 Expiration Date: 30 Dec 2018

Related Documents: \$\square\$ 5100024189 SS 1

1 5100024189

№ 5100024189OC

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>