

# Ariba Network

# Purchase Order & Material Order Guide

SAP Ariba 





# Introduction

- The purpose of this document is to provide the information suppliers need to effectively transact with Vedanta Power Limited via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Vedanta Power Limited and supplier.
- URL for ARIBA – <https://VPL.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 Ariba 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 Ariba 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 Ariba 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 Ariba 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 Ariba Discovery](#) to discover new sourcing relationships.

Categories in your profile have had over **\$300.00 USD** in business over the last 12 months.

Home | Enrichment | Workbench | Orders | Fulfilled | Invoices | Payments | Catalogs | Reports | Messages | Assessments | Create

---

Overview
Setting started <sup>2</sup>

0

New orders

Last 31 days

1

Orders

Last 31 days

0

Rejected invoices

Last 31 days

₹0.0

Remittances

Last 31 days

₹0.0

Early payment offers

Last 31 days

...

More

...

Scheduled payments

Last 31 days

...

Orders to invoice

Last 31 days

...

Invoices

Last 31 days

...

Purged documents

0

Enrichment Tasks

My widgets Hindalco Zinc Limited Customize

Purchase orders Last 3 months

₹4.52 M

Invoice aging

₹0

₹1
₹2
₹3
₹4

Activity feed 22 View all

- 📄

**Order changed**

May 15, 2023 | 02:08 PM | Hindalco Zinc Limited

4500007588 ₹4,500,000.00 INR
- 📄

**Order received**

May 15, 2023 | 03:49 PM | Hindalco Zinc Limited

4500007588 ₹4,500,000.00 INR

## Upgrade to realize the full value of Ariba Network!

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

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

Home | Enablement | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | Assessments | Create

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 Remittances Last 30 days	₹0.0 Early payment offers Next 30 days	More
₹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	

My widgets | Hindustan Zinc Limited | All Customers

<b>Purchase orders</b>   Last 3 months ₹4.52M TSM TSM	<b>Invoice aging</b> ₹0 T1 T30	<b>Activity feed</b>   All   View all <ul style="list-style-type: none"><li>Order changed May 18, 2023   01:08 PM   Hindustan Zinc Limited 4900007988   ₹4,500,000.00</li><li>Order received May 15, 2023   05:43 PM   Hindustan Zinc Limited</li></ul>
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The screenshot shows the SAP Business Network Enterprise Account dashboard for Hindustan Zinc Limited. The search bar at the top displays 'Orders and Releases' for 'Hindustan Zinc Limited' with an 'Exact match' filter and the ID '4500007588'. The dashboard features two rows of key metrics:

Metric	Value	Period
New orders	0	Last 30 days
Orders	1	Last 30 days
Rejected invoices	0	Last 30 days
Remittances	₹0.0	Last 30 days
Early payment offers	₹0.0	Last 30 days
Scheduled payments	₹0.0	Last 30 days
Orders to invoice	1	Last 30 days
Invoices	0	Last 30 days
Filed documents	0	
Enablement Tasks	0	

Below the metrics, the 'My widgets' section includes:

- Purchase orders:** ₹4.52M (Last 3 months)
- Invoice aging:** ₹0 (Last 3 months)
- Activity feed:** Shows 'Order changed' and 'Order received' events for order 4500007588 on May 18, 2023.

The user's name 'Vamsi Guntha' is visible in the bottom left corner.

Home | Enablement | Workbench | **Orders** | Fulfillment | Invoices | Payments | Catalogs | Reports | More | Create

### Purchase Orders

Purchase Orders | **Items to Confirm** | Items to Ship | Return Items

**⚠️ This page will be replaced with our new Workbench concept soon. Try the new workbench**

**▼ Search Filters**

Customer:

Order Number:  Partial number  Exact number

Search Reset

**Purchase Orders (2)**

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/> Order	4500007588	1	Hindustan Zinc Limited		HEAD OFFICE UDAIPUR, 20 India	Prapt Inventions Private Limited Bangalore, 10 India	4,500,000.00 INR	28 May 2023	Confirmed	Invoice	0.00 INR	Changed	Actions
<input type="radio"/> Order	4500007588	0	Hindustan Zinc Limited		HEAD OFFICE UDAIPUR, 20 India	Prapt Inventions Private Limited Bangalore, 10 India	4,500,000.00 INR	25 May 2023	Observed	Invoice	0.00 INR	Original	Actions

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice | Hide | Show | Reversal Failed Orders

# View Purchase Order Details – Header Level

The Purchase Order screen displays:

- 1) Purchase Order Number.
- 2) **Order History** tab
- 3) Purchase Order **Status**
- 4) Hindustan Zinc Limited address
- 5) **Payment Terms, Comments and Other Contact Information.**
- 6) **Ship All Items To** details.
- 7) **Bill To** details.

Scroll down to view the **Line Items**



Any screen element in blue can be clicked to view more details.

Purchase Order: 4100096093 1
Done

✔ Create Order Confirmation ▼

📄 Create Invoice ▼

+ Create Quality Notification

[Hide](#) | [Print](#) ▼ | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail

Order History 2

**HINDUSTAN ZINC LIMITED**

Purchase Order  
(New)  
4100096093  
 Amount: 100.00 INR

3

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

4

**To:**

**Payment Terms** ⓘ  
 NET 30  
 Due within 30 Days

**Comments**  
 1.Contract Price :  
 2.Liquidity Damage : The Liquidated Damage/Penalty is not applicable.0

**Contact Information**  
**Supplier Address**

Contact  
 To:  
 Mail:

5

Routing Status: Sent  
 Effective Date: 24 Aug 2018  
 Expiration Date: 30 Nov 2018

Ship All Items To 6

Bill To 7

Deliver To 8

# View Purchase Order Details – Line Item Level

9) Click **Show Item Details** or **Details** to see further line level information

10) 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

### Line Items

Show Item Details



Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10	Not Available	392200301000	Material			5.000 (NO)	4 Mar 2018	10.00 INR	50.00 INR	10.00 INR	
Description: Sequence Timer for Air Canon System											
20	Not Available	400000203000	Material			5.000 (NO)	4 Mar 2018	10.00 INR	50.00 INR	10.00 INR	
Description: RTD to mA CONVERTOR 2 WIRE MAKE: PEPL											

Details

Details

Order submitted on: Saturday 25 Aug 2018  
12:15 AM GMT+05:30  
Received by Ariba Network on: Friday 24 Aug 2018 11:58 AM GMT+05:30  
This Purchase Order was sent by Hindustan Zinc Limited - TEST AN01052224886-T and delivered by Ariba Network.

Sub-total: 100.00 INR  
Est. Total Tax: 20.00 INR  
Est. Grand Total: 120.00 INR

# Order History

## Order History tab identifies:

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

Purchase Order: 4100097513

Done

Order Detail **Order History**

Purchase Order: 4100097513  
 Order Status: New  
 Submitted On: 19 Sep 2018 9:14:59 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-128479049	18 Sep 2018 9:00:07 PM
	Email order was sent to [redacted]	ANPODispatcher-128479042	18 Sep 2018 9:00:34 PM
Sent	Email order was sent to [redacted]	OrderDispatcher - Email	18 Sep 2018 9:00:35 PM

### Line Items



Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10	Not Available	767503027010		2.000 (NO)	31 Dec 2018	10.00 INR	20.00 INR	2.00 INR	
Description: PUMP,CNTFGL,100M3/HR,300M,175HP,4/4PJ10									
<b>Status</b>									
2.000 Unconfirmed									

#### Control Keys

Order Confirmation: not allowed  
 Ship Notice: not allowed  
 Invoice: is not ERS Unit Price Editable:  
 Invoice Verification Type: goods receipt

Sub-total: 20.00 INR  
 Est. Total Tax: 2.00 INR  
 Est. Grand Total: 22.00 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:

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

# Order Confirmation- Update Line Items – General Information

**Order Confirmation > Update Line items** is used when there are variations to the items requested by VPL such as short supply. Rather than waiting until all the goods are available to create an order confirmation, this process allows suppliers to provide the goods that are available. An Order Confirmation in Partially Confirmed Status can have multiple Order Confirmations until all items within the purchase order have been confirmed.

Also use Order Confirmation–Update Line Items when there is a **price discrepancy** on the purchase order received from VPL on an item/s as only Vedanta Power Limited can permanently change a purchase order and may send a **Change Order** with the new Unit Price. The total quantity for each line item in the required variations must not exceed the total amount requested by VPL. When confirming at Line Item Level you are providing confirmation on the items requested in the purchase order. If you have a line item with a Backorder or Rejection quantity, you must provide further information using the **Details** button.



# Order Confirmation – Update Line Items – Line Level

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

- 1) **Confirmation #** – any alpha-numeric reference number you choose to provide VPL.
- 2) **Est. (estimated) Shipping Date** and **Est. Delivery Date**.
- 3) **Est. Shipping Cost**.
- 4) **Est. Tax Cost**.
- 5) **Comments** can be entered if necessary.
6. Scroll down to the **Line Items** section.

Confirming PO

---

1 Update Item Status

---

2 Review Confirmation

▼ Order Confirmation Header \* Indicates required field

Confirmation #:  ★ 1

Associated Purchase Order #: 4100097480

Customer: Hindustan Zinc Limited - TEST

Supplier Reference:

⚠ 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.

**SHIPPING AND TAX INFORMATION**

Enter shipping and tax information at the line item level.

Est. Shipping Date:  ★ 2

Est. Shipping Cost:  ★ 3

Est. Delivery Date:

Est. Tax Cost:

Comments:  ★ 4

# Order Confirmation – Update Line Items – Line Level

7. Click **Confirm** where a portion of the goods requested are being confirmed.
8. When the items requested need to be backordered before supply can occur click **Backorder**.
9. To fully reject the line item click **Reject All**.
10. If you have a line item with a Backorder or Rejection quantity, you must provide further information using the **Details** button.
11. Click **Next** to proceed. The **Confirming PO** page will be displayed.

### Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
20	Not	438610016400		5.000	31 Dec	10.00	50.00	6.00 INR	
	Available			(NO)	2018	INR	INR		

Description: STARTER,MOTOR,STAR-DELTA,150KW,110VAC

▶ **Schedule Lines**

**Current Order Status**

5.000 Unconfirmed

7

Confirm:

Backorder:

8

10

Details ⓘ

Reject All ⓘ

9

11

Exit

Next



**Est. Delivery Date** is mandatory for confirmed or backordered items.

# Finalise the Order Confirmation

12. Review the Order Confirmation.

13. Click **Submit**. The **Purchase Order** details page will be displayed.

14. Order Status has changed to **Partially Confirmed**.

Confirming PO

- 1 Update Item Status
- 2
 Review Confirmation

Previous
Submit
Exit

Confirmation #: Untitled 09/24/2018 13  
 Supplier Reference:  
 Est. Delivery Date: 28 Sep 2018

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
20	Not Available	438610016400		5.000 (NO)	31 Dec 2018	10.00 INR	50.00 INR	6.00 INR	
Description: STARTER,MOTOR,STAR-DELTA,150KW,110VAC ▶ <b>Schedule Lines</b> Current Order Status: 4 Confirmed With New Date (Estimated Delivery Date: 28 Sep 2018 ) 1 Backordered (Estimated Delivery Date: 28 Sep 2018 )									

12

14





# Ship Notice

- The Ship Notice is the delivery information and is sent to VPL to advise them of the ship date for the materials.
- The Ship Notice is an ***optional*** document for transacting with VPL
- 2 methods for creating a Ship Notice
  1. Full Ship Notice
  2. Partial Ship Notice

# Begin the Order Confirmation

To create a ship notice:

1. Click **Inbox** tab on the **Home** page. The **Orders and Releases** page is displayed.
2. Click the **Order Number**. The **Purchase Order** details page is displayed.
3. View the Purchase Order.
4. Click **Create Ship Notice**. **Create Ship Notice** page will be displayed.

**Ariba Supply Chain Collaboration**

HOME **INBOX** 1 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 (2)

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4100097480	2	Hindustan Zinc Limited - TEST	100.00 INR	4 Sep 2018	Partially Confirmed	Invoice	0.00 INR	Changed	Actions

Create Order Confirmation Create Ship Notice 3 Create Invoice Create Quality Notification

Order Detail Order History

# Ship Notice - Header

- 4. Enter the **Packing Slip ID**, this is the alpha-numeric number you provide to Vedanta PowerLimited.
- 5. Enter the **Shipping Date and Delivery Date**.
- 6. Scroll down to **Order Items**.

Create Ship Notice

*\* Indicates required field*

SHIP FROM	DELIVER TO
SANDVIK ASIA PVT. LTD-TEST <span style="float: right; color: #0070c0; font-size: small;">Update Address</span> bangalore India	SINDESAR KHURD MINE <span style="float: right; color: #0070c0; font-size: small;">Update Address</span> DIST. RAJSAMAND 20 India

▼ Ship Notice Header

<p><b>SHIPPING</b></p> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;">                 Packing Slip ID: * <input style="width: 100%;" type="text"/> </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;">                 Invoice No.: <input style="width: 100%;" type="text"/> </div> Requested Delivery Date: -- Ship Notice Type: <input style="width: 100%;" type="text" value="Select"/> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;">                 Shipping Date: * <input style="width: 100%;" type="text"/> </div> <div style="border: 2px solid orange; padding: 5px;">                 Delivery Date: * <input style="width: 100%;" type="text"/> </div>	<p><b>TRACKING</b></p> Carrier Name: <input style="width: 100%;" type="text"/> Service Level: <input style="width: 100%;" type="text"/>
--	---

# Ship Notice – Order Items

7. Enter the **Ship Qty**.
8. Click **Next**. The **Create Ship Notice** confirmation page is displayed.
9. Click **Submit**.



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

Purchase Order  
(Shipped)  
4900001706  
Amount: \$45.00 USD  
Version: 1



Purchase Order  
(Partially Shipped)  
4900001676  
Amount: \$369.00 USD  
Version: 1



## Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4100097480	20	Not Available	438610016400	5.000	NO	31 Dec 2018		10.00 INR	50.00 INR	6.00 INR	

[Remove](#)

Description: STARTER,MOTOR,STAR-DELTA,150KW,110VAC

### Shipment Status

Total Item Due Quantity: 5.000 NO

### Confirmation Status

Total Confirmed Quantity: 4 NO Total Backordered Quantity: 1 NO

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	5.000			

[Add Details](#)

[Add Ship Notice Line](#)



[Add Order Line Item](#)

[Manage Serial Numbers](#)



[Save](#)

[Exit](#)

[Next](#)

## Create Ship Notice

[Previous](#)

[Save](#)

[Submit](#)

[Exit](#)

Confirm and submit this document.



SHIP FROM

DELIVER TO



# Invoicing

Once the material has been shipped out the invoicing process can be done

# 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: 4100097534

Done

Create Order Confirmation



Create Invoice

Create Quality Notification

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo

Line-Item Debit Memo



# Invoicing cont.

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

Create Invoice Update Save Exit Next

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

**Summary**

Purchase Order: 4100097534

Invoice #:  **3**

Invoice Date: \* 3 Oct 2018 **4**

**Subtotal: 40.00 INR**  
Total Tax: 6.00 INR  
Total Gross Amount: 46.00 INR  
Total Net Amount: 46.00 INR  
Amount Due: 46.00 INR

[View/Edit Addresses](#)

**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

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

# Invoicing cont.

- 5. Attachments are mandatory. Click **Add to Header**.
- 6. 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**

▼ 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

[Add Attachment](#) **7**

# Invoicing cont.

8. You can edit the **Quantity**.

9. Click **Update** to update the Subtotal.

10. Click **Next**.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Line Items**

**Insert Line Item Options**

Tax Category:   Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	PUMP,CNTFGL,100M3/HR,300M,175HP,4/4PJ10	767503027010	100	NO	10.00 INR	1,000.00 INR

**Ship Notice Details** Ship Notice #: TEST678 Ship Notice Line #: 1

**Pricing Details** Price Unit: NO Price Unit Quantity: 1  
Unit Conversion: 1 Description:

**Tax** Category: \*  Taxable Amount: 40.00 INR  
Rate(%): 18 Tax Amount: 4.00 INR  
Location: Description: Regime:

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

↳ [Line Item Actions](#) [Delete](#)

9 [Update](#) [Save](#) [Exit](#) 10 [Next](#)

# Invoicing cont.

12

11. Review the information.

12. Click **Submit**.

13. 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**

11

Invoice Number : TEST890  
 Invoice Date : Wednesday 3 Oct 2018 11:32 AM GMT+05:30  
 Original Purchase Order : 4100097534-poster100 quantity  
 Ship Notice : TEST678

<b>Subtotal :</b>	<b>1,000.00 INR</b>
Total Tax :	4.00 INR
Total Gross Amount :	1,004.00 INR
Total Net Amount :	1,004.00 INR
<b>Amount Due :</b>	<b>1,004.00 INR</b>

**Invoice TEST890 has been submitted.**

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

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**Purchase Order**  
 (Invoiced)  
 4100097534-poster100...  
 Amount: 40.00 INR

# Support

Support Type	Description
<b>Help Centre</b> For all your support needs	Types of Support available: <ol style="list-style-type: none"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:VPLenablement@ariba.com">VPLenablement@ariba.com</a>