

Online Invoice Submission on Ariba

Login to :

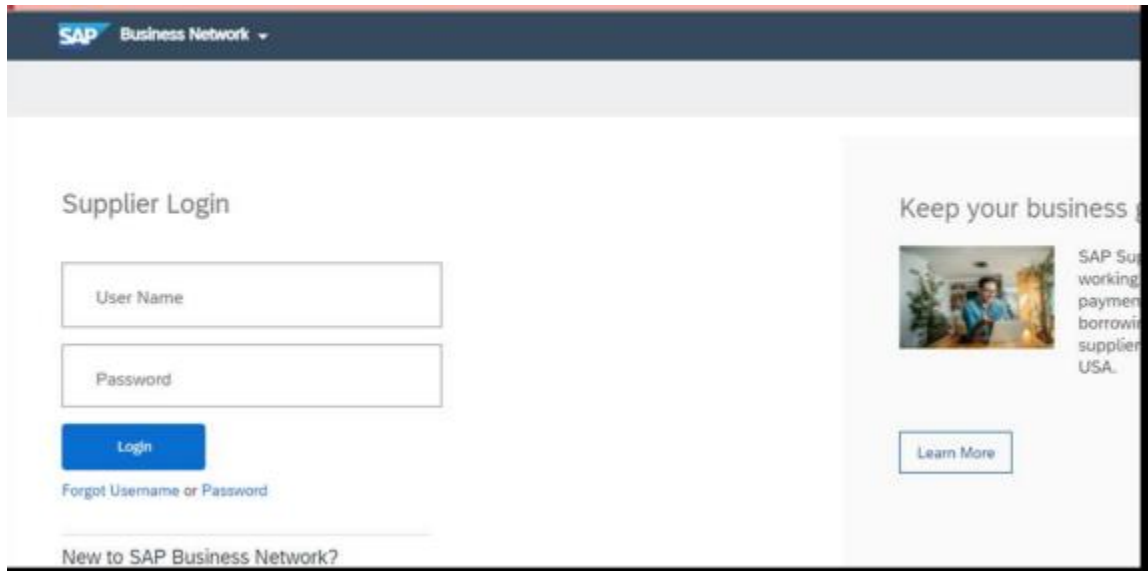
<http://supplier.ariba.com>

Special Instructions :-

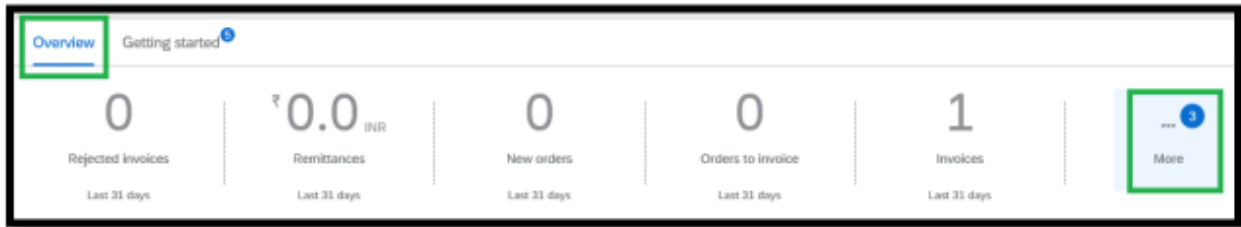
- 1) Enter User name and Password that were set up at the time of submitting the Vendor Registration documents.
- 2) "Upgrade" of Account is not required for you to submit Invoices with HCL Technologies.
- 3) Please don't click on "Upgrade/Get Enterprise Account" option else it will change to chargeable account.
- 4) For clients who are already having Enterprise Account (Chargeable) and are aware of the charges can continue with the same.

STEPS :-

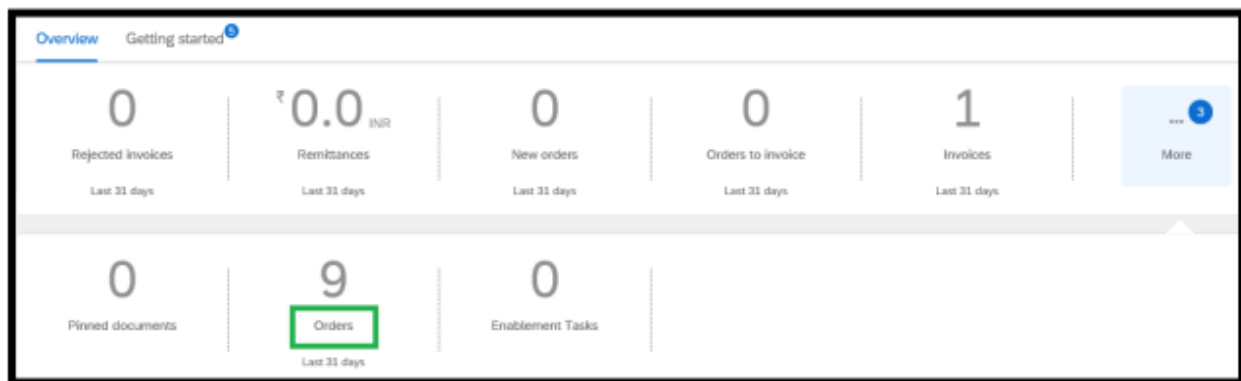
1) Login page will reflect as below.



2) Click on "Overview" and then "More" option.



3) Click on "Orders" option.



4) Click on "Edit filter" then select "Creation date" as "Last 365 days", "Apply" the selection.

Orders (9)

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 365 days

Order status: Include

Partial match (selected) / Exact match

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Routing status: All

Min amount: Max amount: Currency: INR

Show hidden orders only

Apply Reset Cancel

5) If you know the PO number then select "Exact match" and enter the PO number, click on "Apply".

Orders (1)

▼ Edit filter

Customers: Select or type selections

Order numbers: 320047368

Exact match (selected) / Partial match

Apply Reset Cancel

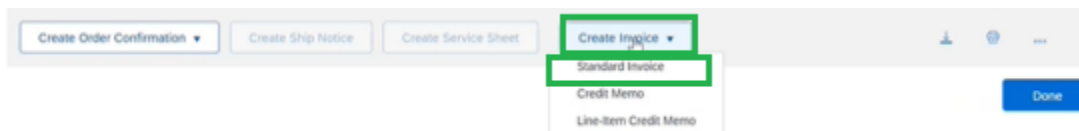
6) PO will be visible, click on the **PO** and it will take you to Invoice Creation Page.



The screenshot shows a table titled "Orders (1)" with a filter applied for "9200047368". The table has columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The first row is highlighted with a green box.

Order Number	Customer	Amount	Date	Order Status ↓	Amount Invoiced	Actions
9200047368	HCL Technologies Ltd - TEST	₹200,000.00 INR	Aug 24, 2021	Partially Invoiced	₹1,000.00 INR	...

7) Click on **“Create Invoice”** and in the drop down, please choose **“Standard Invoice”**.



- 8) In Summary maintain "Invoice #" (invoice number as mentioned on the invoice copy), "Invoice Date" (as mentioned on the invoice copy).

Create Invoice Update Save Exit Next

▼ Invoice Header Indicates required field Add to Header ▼

Summary

Purchase Order: XXXXX	Subtotal: 0.00 EUR	View/Edit Addresses
Invoice #: []	Total Tax: 0.00 EUR	
Invoice Date: 2 Nov 2021	Total Gross Amount: 0.00 EUR	
Service Description: []	Total Amount without Tax: 0.00 EUR	
Supplier Tax ID: 1.298.86	Total Net Amount: 0.00 EUR	
Bank To: []	Amount Due: 0.00 EUR	

Bill To: (A036) HCL Technologies Limited-Swiss
Zurich
Switzerland

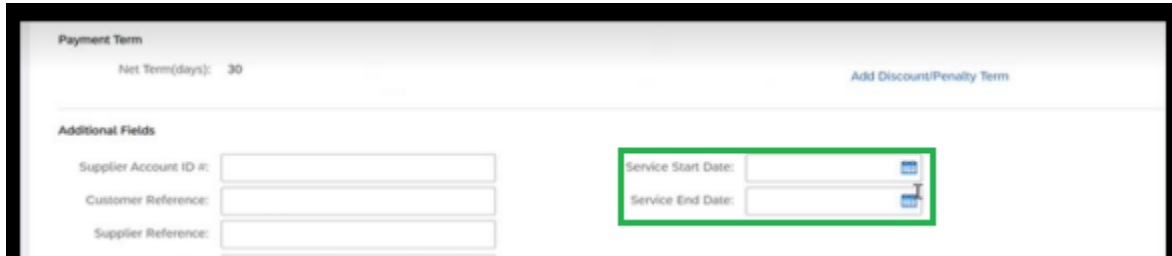
9) In Tax maintain as below:

- A) For Foreign Supplier, i.e., other than India Region, maintain “Category” as “0% Input Tax/Input Tax” and “Rate (%)”, mention the tax percentage you are calculating on your invoice.
- B) For India Region Supplier maintain “Category” as “0% Integrated GST/Integrated GST” and “Rate(%)”, mention the tax percentage you are calculating on your invoice. In case if there is no tax charged, then maintain “Exempt Detail” as “Zero Rated”.

The screenshot displays a tax configuration interface. At the top left, there is a 'Tax' section with two radio buttons: 'Header level tax' (selected) and 'Line level tax'. Below this, there are several input fields: 'Category' (set to '0% Input tax / Input tax'), 'Location' (empty), 'Description' (set to 'Input tax'), and 'Regime' (empty). On the right side, there are three input fields: 'Taxable Amount' (set to '0.00 EUR'), 'Tax Rate Type' (empty), and 'Rate(%)' (set to '0'). Below these, there is another 'Tax Amount' field (set to '0.00 EUR'). A 'Remove' button is located to the right of the 'Taxable Amount' field.

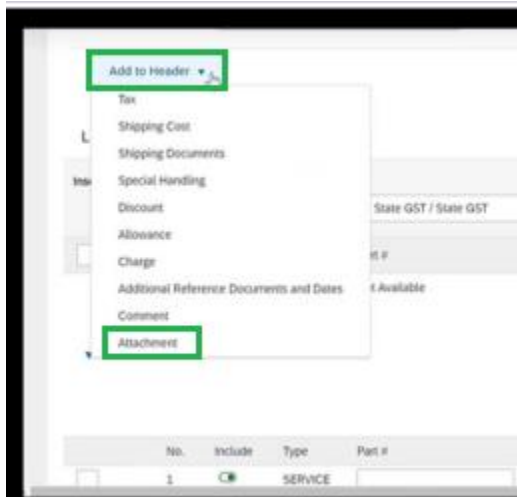
10) In Additional Fields maintain “Service Start Date” & “Service End Date”, the date/period on which the service has been provided to HCL. “Service Start Date” and “Service End Date” should be within the period of PO’s “Service Start Date” and “Service End Date” that is always mentioned on PO copy.

Note : In case of Material POs, select Invoice Date that is mentioned on your Invoice copy as Service Start Date & Service End Date.



The screenshot shows a software interface with a section titled "Additional Fields". It contains several input fields: "Supplier Account ID #:", "Customer Reference:", and "Supplier Reference:". To the right of these fields, there are two date selection fields: "Service Start Date:" and "Service End Date:". These two date fields are enclosed in a green rectangular box. Above the "Additional Fields" section, there is a "Payment Term" section with "Net Term(days): 30" and a link "Add Discount/Penalty Term".

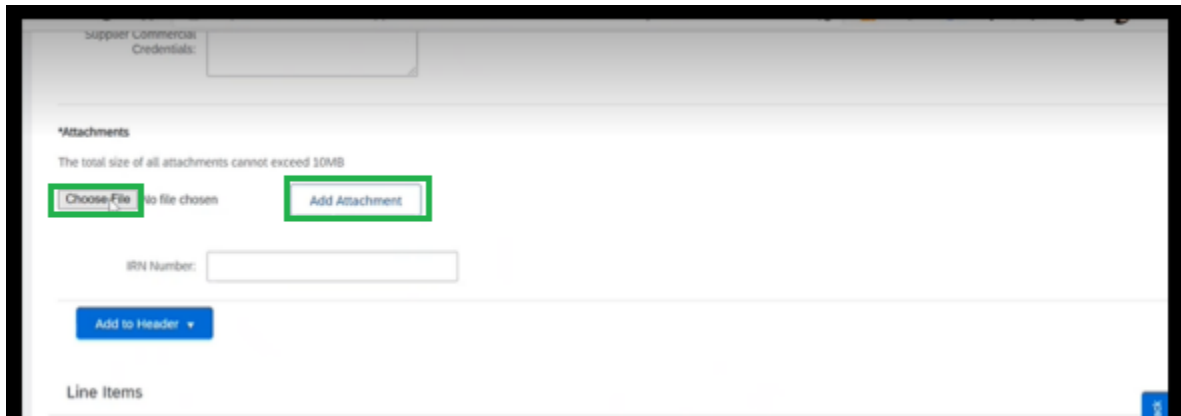
11) Click on “Add to Header” and select option “Attachment”.



The screenshot shows a dropdown menu titled "Add to Header:". The menu is open, displaying a list of options: "Tax", "Shipping Cost", "Shipping Documents", "Special Handling", "Discount", "Allowance", "Charge", "Additional Reference Documents and Dates", "Comment", and "Attachment". The "Attachment" option at the bottom of the list is highlighted with a green rectangular box. Below the dropdown menu, there is a table with columns "No.", "Include", "Type", and "Part #". The first row of the table contains the values "1", "C", and "SERVICE".

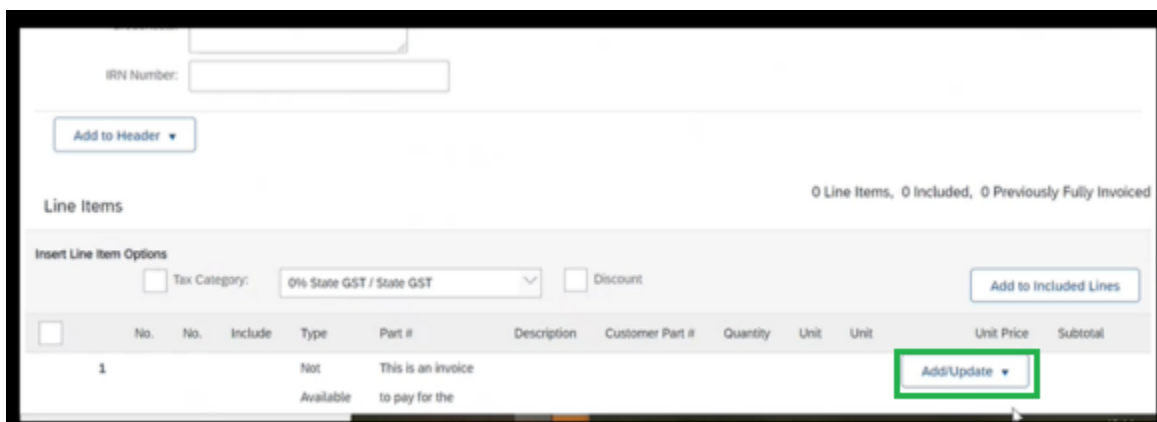
12) Once selected, click on “Choose File”/ “Browse” option and select the Invoice copy and then click on “Add Attachment” to get the document attached to it.

Note: For Indian Suppliers, the invoice copy should contain either Digital Signature/IRN number on the invoice)



13) For Service POs, In Line Items please click on dropdown of the “Add/Update” button (present in front of each line under Line Item) & Select “Add General Service” from the dropdown after which some blank box will appear under the line.

Note : For Material POs, detail of each line item will reflect automatically and need not be entered manually. However, you can decrease the quantity as per your billing of the invoice.



14) Fill the following details.

- A) **Description**: Copy and paste the description from your invoice in “**Description**” box.
- B) **Quantity**: Always maintain it as “**1**” for processing service PO’s.
- C) **Unit**: Always maintain it as “**EA**” (each) for processing service PO’s.
- D) **Unit Price**: Maintain the “**Invoice amount**” without tax.
- E) “**Service Start Date**” & “**Service End Date**” : The date/period on which the service has been provided to HCL. “**Service Start Date**” and “**Service End Date**” should be within the period of PO’s “**Service Start Date**” and “**Service End Date**” that is always mentioned on PO copy.

Note : For Material POs, above mentioned fields are auto-filled.

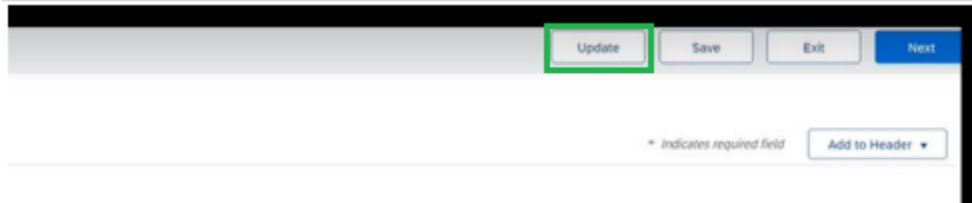
Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Not Available		XXXXXXXX					

SERVICE: Description: Quantity: Unit: Unit Price: Subtotal:

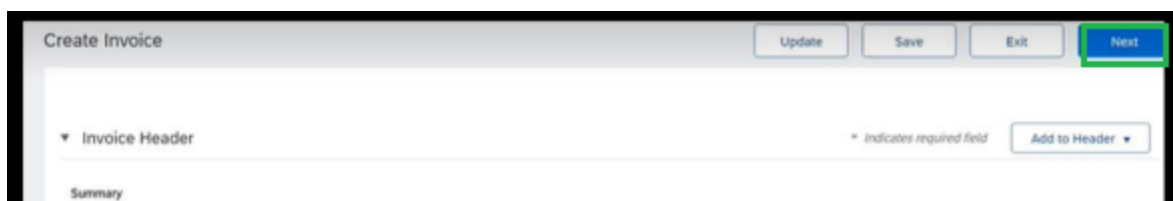
Service Start Date: Service End Date:

Delete Feedback

15) After adding above details click on “Update” button and scroll all the way to the top and match the total amount if it is matching with your invoice or not.



16) If it is matching, then click on “Next”



17) This will take you to the Final/Summary page which shows your invoice information entered by you. Please review and click on “Submit” if you are happy with the invoice details.

