

E-Invoicing User Manual

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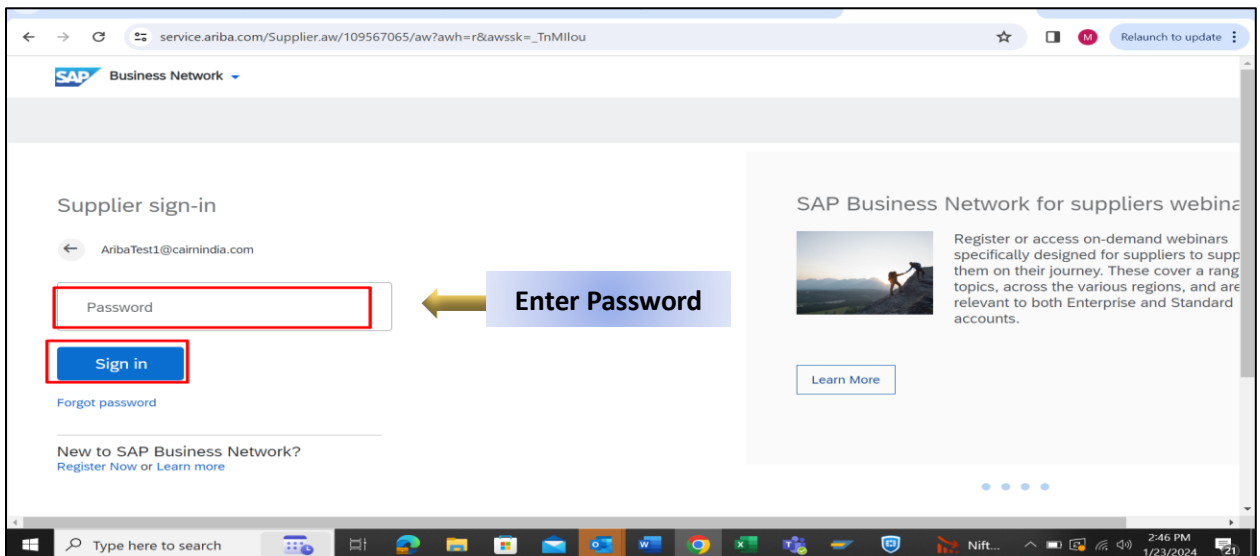
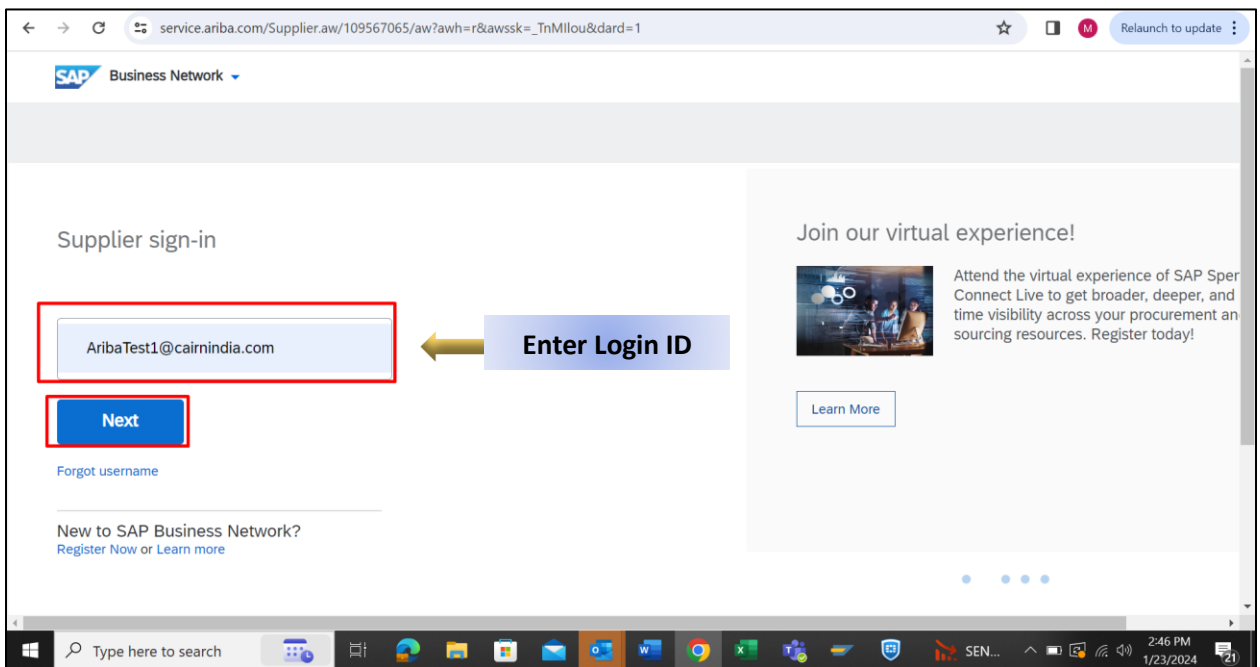
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E-Invoicing User Manual

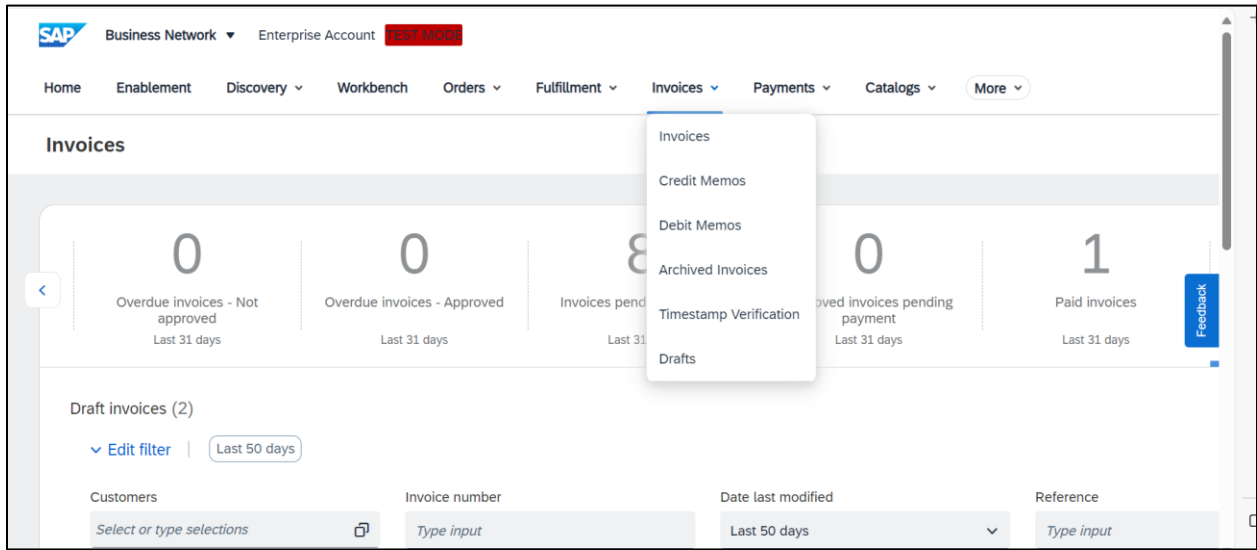
Creation of E-Invoice through GRN/SES/PO

Step 1:- click on below link and login with provided id and password.

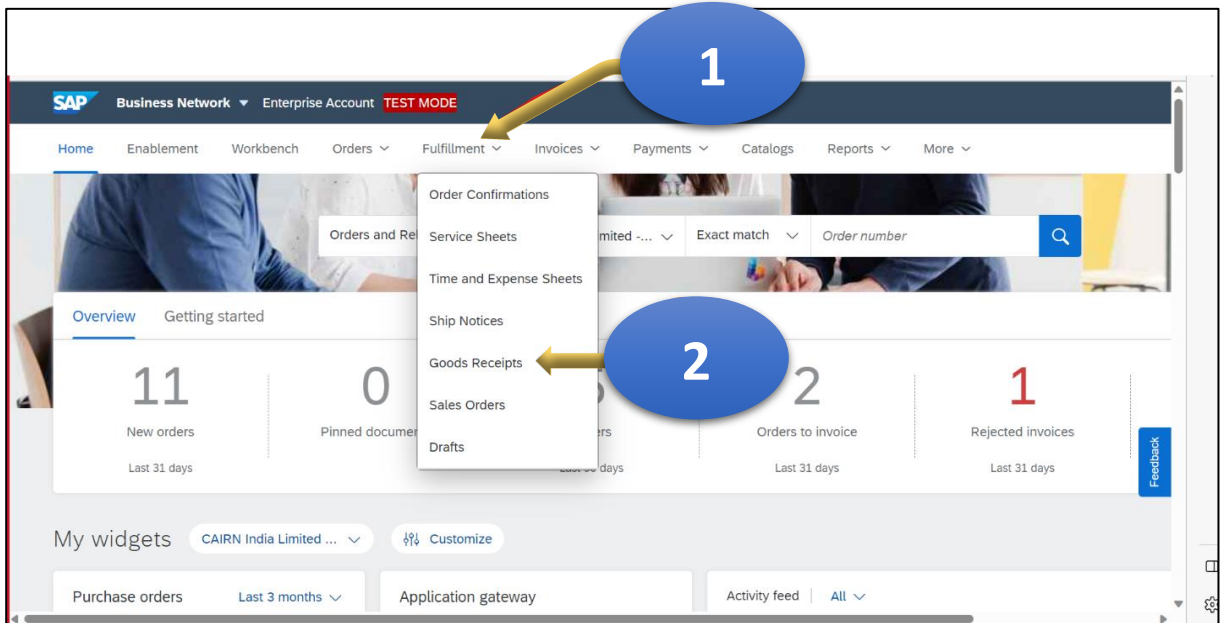
["SAP Business Network Supplier \(ariba.com\)"](https://service.ariba.com/Supplier.aw/109567065/aw?awh=r&awssk=_TnMllou&dard=1)



Step 2:- After Login, Below Screen Appears.



Step 3: - For creation of Invoice from GRN/SES: -



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3.2 Then click on relevant PO (Reference column) in the below screen.

Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Goods Receipts

Search Filters

Goods Receipts (37) Page 1

Receipt Number	Reference	Customer	Date	Routing Status
5000459659	4500033510	Cairn Oil & Gas (Vedanta Limited) - Test	8 Feb 2024 1:09:47 PM	Sent
5000459658	4500033509	Cairn Oil & Gas (Vedanta Limited) - Test	8 Feb 2024 1:09:19 PM	Sent
5000459657	4500033503	Cairn Oil & Gas (Vedanta Limited) - Test	8 Feb 2024 10:30:59 AM	Sent
5000459656	4500033503	Cairn Oil & Gas (Vedanta Limited) - Test	8 Feb 2024 10:29:35 AM	Sent
5000459654	4500033506	Cairn Oil & Gas (Vedanta Limited) - Test	1 Feb 2024 4:29:59 PM	Sent
5000459648	4500033504	Cairn Oil & Gas (Vedanta Limited) - Test	23 Jan 2024 5:06:52 PM	Sent
5000459647	4500033502	Cairn Oil & Gas (Vedanta Limited) - Test	23 Jan 2024 4:43:35 PM	Sent

3.3 For SES - Click on “Fulfillment” then click on “Service Sheets”.

Business Network Enterprise Account TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments More

Order Confirmations

Orders and Releases Cairn Oil & Gas (Vedanta Limited) - Test Order number

Service Sheets

Time and Expense Sheets

Ship Notices

Goods Receipts

Sales Orders

Drafts

Overview Getting started

57 New orders Last 31 days

0 Pinned documents

4 Orders to invoice Last 31 days

3 Rejected invoices Last 31 days

My widgets Cairn Oil & Gas (Ved... Customize

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3.4 Then click on relevant SES in the below screen (Related PO column)

Service Sheets (37)

Service Sheet #	Customer	Related PO #	Date	Amount	Routing Status	Status
U3F52HMJHXROMLV	Cairn Oil & Gas (Vedanta Limited) - Test	4500033322	18 Sep 2023	8,000.00 INR	Acknowledged	Approved
9QAQIFEPWPWC48MK	Cairn Oil & Gas (Vedanta Limited) - Test	4500033322	18 Sep 2023	10,000.00 INR	Acknowledged	Approved
926ASG2JG3PG0D4E	Cairn Oil & Gas (Vedanta Limited) - Test	4500033383	6 Sep 2023	400.00 INR	Failed	Rejected
EQ6A4BV0NCRMEUYV	Cairn Oil & Gas (Vedanta Limited) - Test	4500033383	6 Sep 2023	400.00 INR	Acknowledged	Invoiced
LMF3NCCN7I89XDE	Cairn Oil & Gas (Vedanta Limited) - Test	4500033383	18 Sep 2023	4,400.00 INR	Acknowledged	Sent
NY2MAP2W4H28HV36	Cairn Oil & Gas (Vedanta Limited) - Test	4500033383	18 Sep 2023	4,000.00 INR	Acknowledged	Sent
H7LJOT0IVVY0A2Q7	Cairn Oil & Gas (Vedanta Limited) - Test	4500033400	14 Mar 2023	100,000.00 INR	Failed	Failed

3.5 After clicking on Reference (PO/SO), the screen shown below appears. Now, click on “Standard Invoice”,

Purchase Order: 4500033392

Buttons: Done, Previous

Actions: Create Order Confirmation, Create Ship Notice, Create Invoice (selected), Line-Item Credit Memo, Line-Item Debit Memo

Order Detail | Order History

Logos: vedanta, CAIRN

From: Customer Vedanta Limited, Nagana Village, Via-Kawas,N.H. No.112, Barmer, Rajasthan 344001, India. Phone: + (0) 02982-225956, Fax: + (0) 02982 225463

To: Ariba Test 01-TEST, 317 Test Address, AHMEDABAD, Gujarat 380004, India. Phone: , Fax: , Email: suprit.wakde@cairnindia.com

Purchase Order (+ Partially Invoiced) 4500033392, Amount: 45,000.00 INR, Version: 8 (Previous Version), Track Order

Payment Terms: 0.000% 30, Dom-Clean credit 100% Payment within 30 days

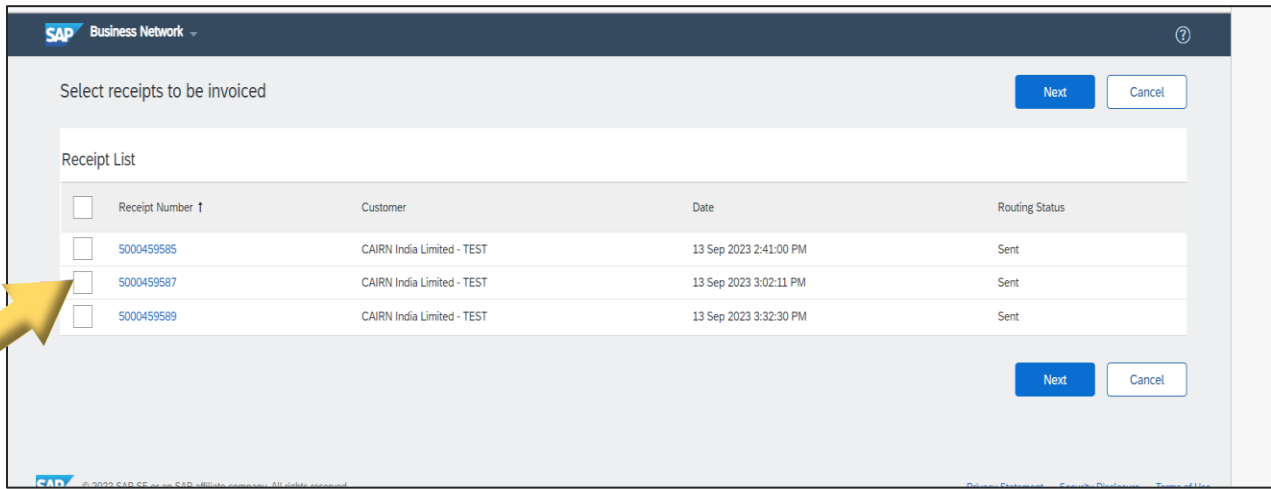
Contact Information: Supplier Address: ARIHANT SOLAR ENERGY, 317, AHMEDABAD, 06 380004, India, Email: suprit.wakde@cairnindia.com, Phone: +91 0 9377116669

Routing Status: Acknowledged, External Document Type: Standard PO (NB), Related Documents: 4500033392-1, INV33392, 5000459589, More(9) >

Messages

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3.6 After clicking on “standard Invoice”, below screen appears, Choose your GRN/SES numbers as per below screen.

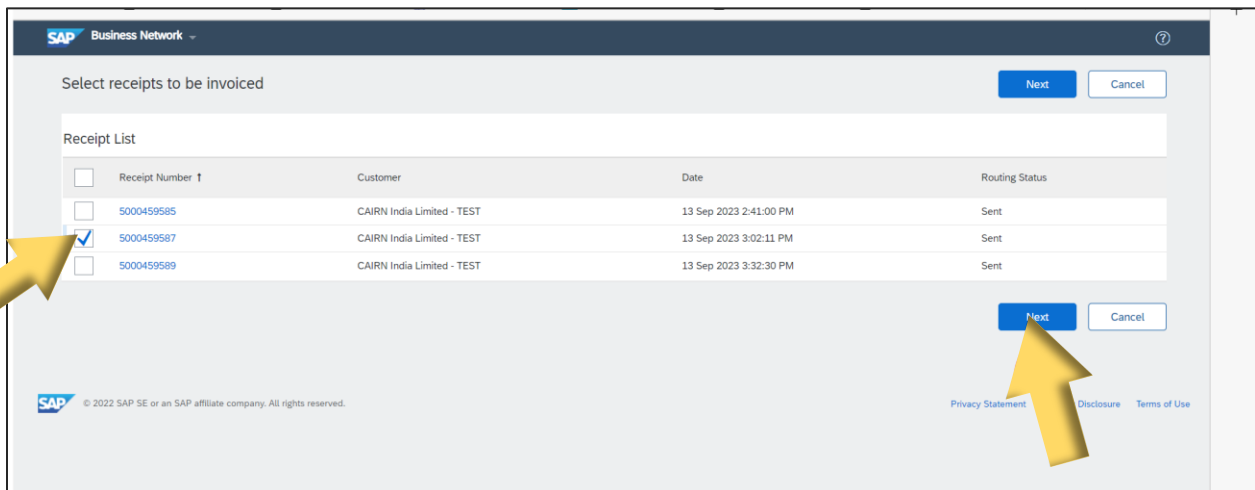


The screenshot shows the SAP Business Network interface for selecting receipts to be invoiced. The page title is "Select receipts to be invoiced". There are "Next" and "Cancel" buttons at the top right. Below the title is a "Receipt List" table with the following columns: Receipt Number ↑, Customer, Date, and Routing Status. The table contains three rows of receipt data. A yellow arrow points to the checkbox in the first column of the second row (5000459587).

Receipt Number ↑	Customer	Date	Routing Status
<input type="checkbox"/> 5000459585	CAIRN India Limited - TEST	13 Sep 2023 2:41:00 PM	Sent
<input checked="" type="checkbox"/> 5000459587	CAIRN India Limited - TEST	13 Sep 2023 3:02:11 PM	Sent
<input type="checkbox"/> 5000459589	CAIRN India Limited - TEST	13 Sep 2023 3:32:30 PM	Sent

At the bottom right, there are "Next" and "Cancel" buttons.

3.7 After choosing your GRN, click on “Next” button. You can also choose multiple GRNs for which invoice is to be created (For Multiple GRN click below “pdf icon”).



The screenshot shows the same SAP Business Network interface as in step 3.6. In this step, the checkbox for receipt number 5000459587 is checked. A yellow arrow points to this checkbox. Another yellow arrow points to the "Next" button at the bottom right. The "Receipt List" table is the same as in the previous screenshot.

Receipt Number ↑	Customer	Date	Routing Status
<input type="checkbox"/> 5000459585	CAIRN India Limited - TEST	13 Sep 2023 2:41:00 PM	Sent
<input checked="" type="checkbox"/> 5000459587	CAIRN India Limited - TEST	13 Sep 2023 3:02:11 PM	Sent
<input type="checkbox"/> 5000459589	CAIRN India Limited - TEST	13 Sep 2023 3:32:30 PM	Sent

At the bottom right, there are "Next" and "Cancel" buttons.

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3.8 Then invoice creation screen appears. Please follow below steps

***Please note invoice cannot be more than 1 month old.**

3.9 For attaching your invoice and backup documents, click on “Add to Header.” Then click on “Attachment”.

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
AMC FOR BROOKFIELD EQUIPMENTS F/1ST YEAR		2	EA	1.00 INR	2.00 INR
SERVICE ROUTINE MAINTENANCE OF DV3TLV		2	EA	1.00 INR	2.00 INR

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Gujarat
India

***Attachments**
The total size of all attachments cannot exceed 100MB Remove

No file chosen

Select your file and click on "Add Attachment" to attach your invoice and backup doc.

Additional India Specific Information

Supplier GSTIN:* Customer GSTIN:

Tax Invoice Number: Place of Supply:

Check List Declaration

There are mandatory documents as a part of Invoice checklist. Please click the link to check the required list of documents that needs to added with this Invoice
Please confirm that you have added the documents as per the checklist, missing mandatory document attachments may delay invoice processing.

Declaration:*

***Attachments**
The total size of all attachments cannot exceed 100MB Remove

No file chosen

	Name	Size (bytes)	Content Type
<input type="checkbox"/>	January, 2024 Internet bill.pdf	883302	application/pdf
<input type="button" value="Delete"/>			

Additional India Specific Information

3.10 For Mandatory check list and Annexure click on below "declaration with blue font".

Check List Declaration

There are mandatory documents as a part of Invoice checklist. Please click the link to check the required list of documents that needs to added with this Invoice
Please confirm that you have added the documents as per the checklist, missing mandatory document attachments may delay invoice processing.

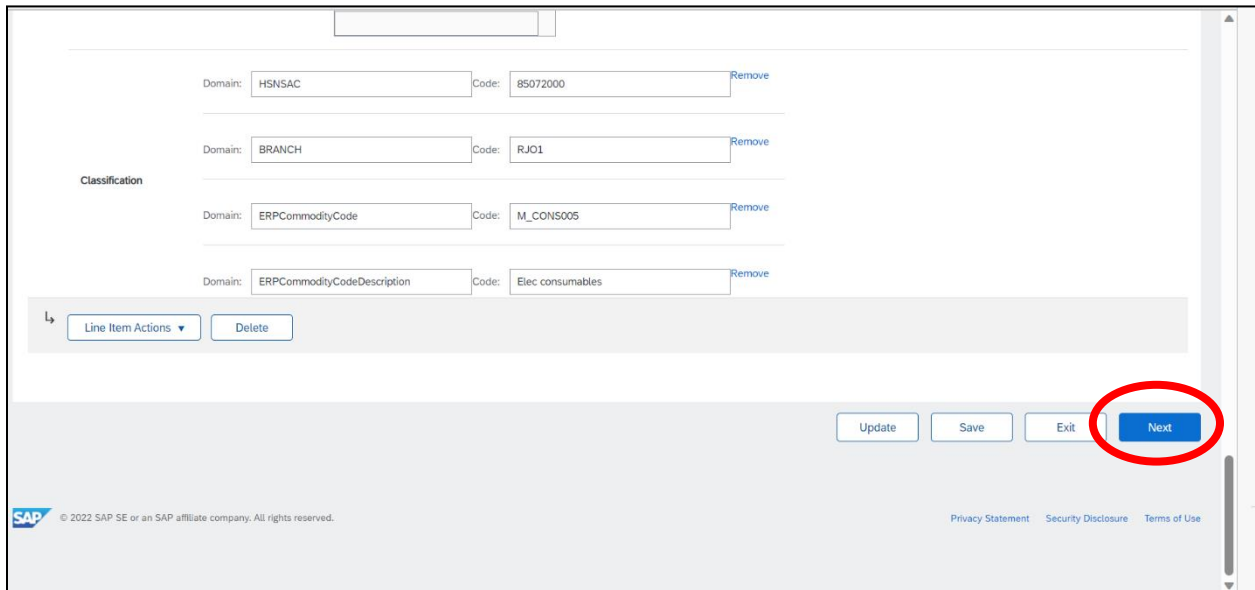
Declaration:*

Pls go through declaration checklist by clicking on the blue line.

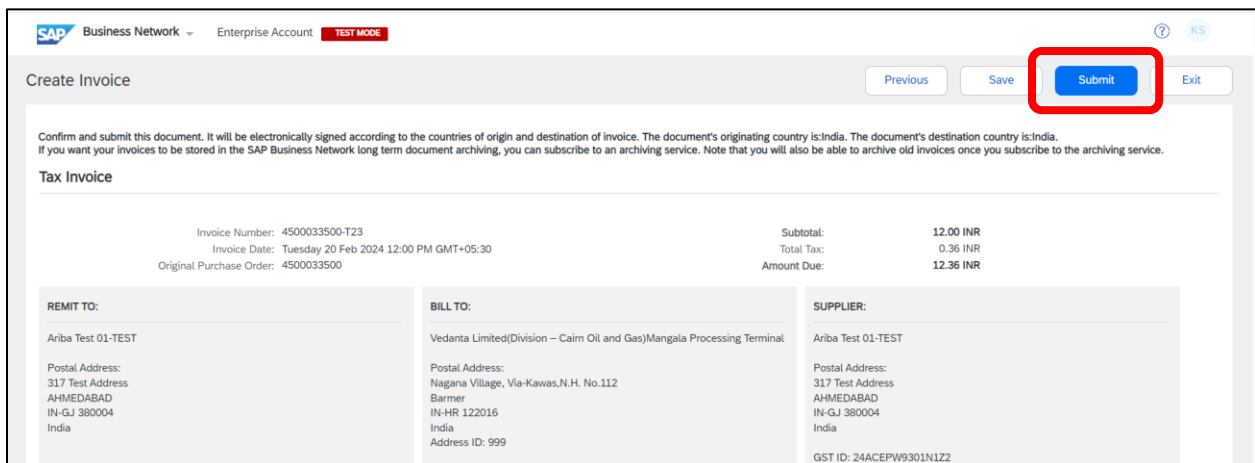
Select "Yes" if all the documents are complete.

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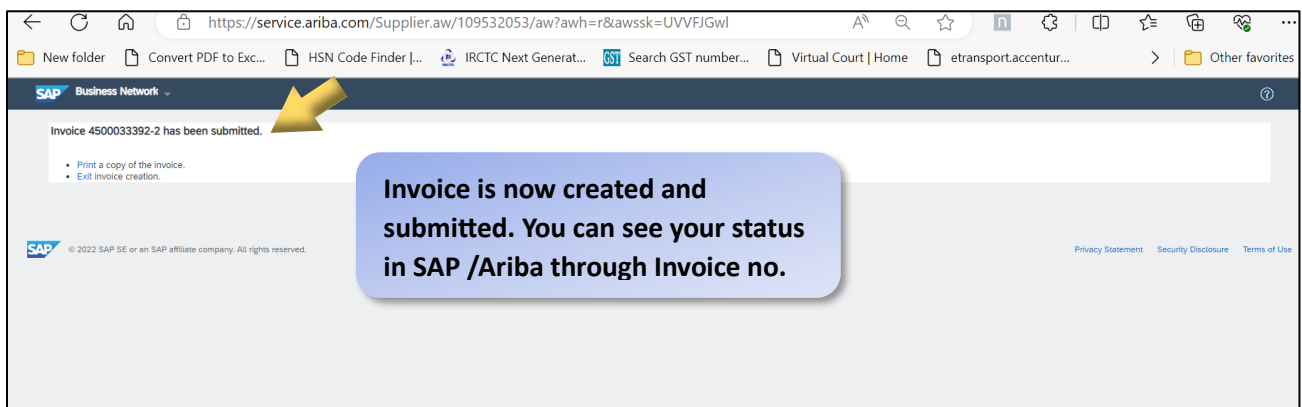
3.11. At the bottom/top of the screen, click on "Next"



3.12. Click on "Submit"



3.13. Now Invoice is created.

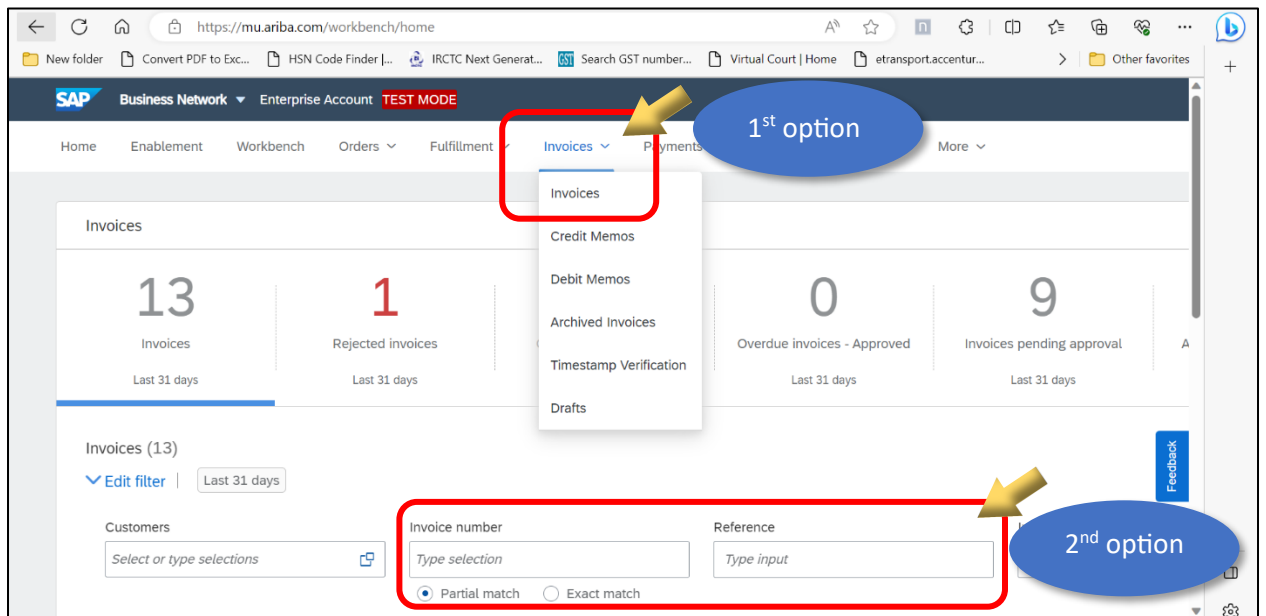


Step 4:- How to check invoice status:-

4.1. Click on “Invoices” --> “Invoices” you can see your list of invoices.

or

Search through Ref. NO./ PO No.: - Click on Invoices Tab and then you can search through invoices number and Ref no (PO no.)



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4.2 Then click on relevant Invoice No. in the below screen.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From a
4500033392-2	CAIRN India Limited - TEST	4500033392	Sep 15, 2023	₹531 INR	Acknowledged	Sent	Ariba T DABAL
4500033392-1	CAIRN India Limited - TEST	4500033392	Sep 14, 2023	₹531 INR	Acknowledged	Sent	Ariba T DABAL
INV33392	CAIRN India Limited - TEST	4500033392	Sep 14, 2023	₹531 INR	Acknowledged	Approved	Ariba T DABAL
INV33465-2	CAIRN India Limited - TEST	4500033465	Sep 12, 2023	₹450 INR	Acknowledged	Sent	Ariba T DABAL
INV33383-0709	CAIRN India Limited - TEST	4500033383	Sep 7, 2023	₹472 INR	Acknowledged	Sent	Ariba T DABAL

Step 5:- How to save invoices on portal

5.1 Follow your Invoice creation steps, and if wish to save this invoice.

Click on Save button: -

SAP Business Network - Enterprise Account **TEST MODE**

Create Invoice [Update] **Save** [Exit] [Next]

Invoice Header * Indicates required field [Add to Header]

Summary

Purchase Order: 4500033509 Subtotal: 12.00 INR
 Invoice #: 8FEB-ARIBATEST Total Tax: 0.36 INR
 Invoice Date: 8 Feb 2024 Amount Due: 12.36 INR [View/Edit Addresses]

Service Description:

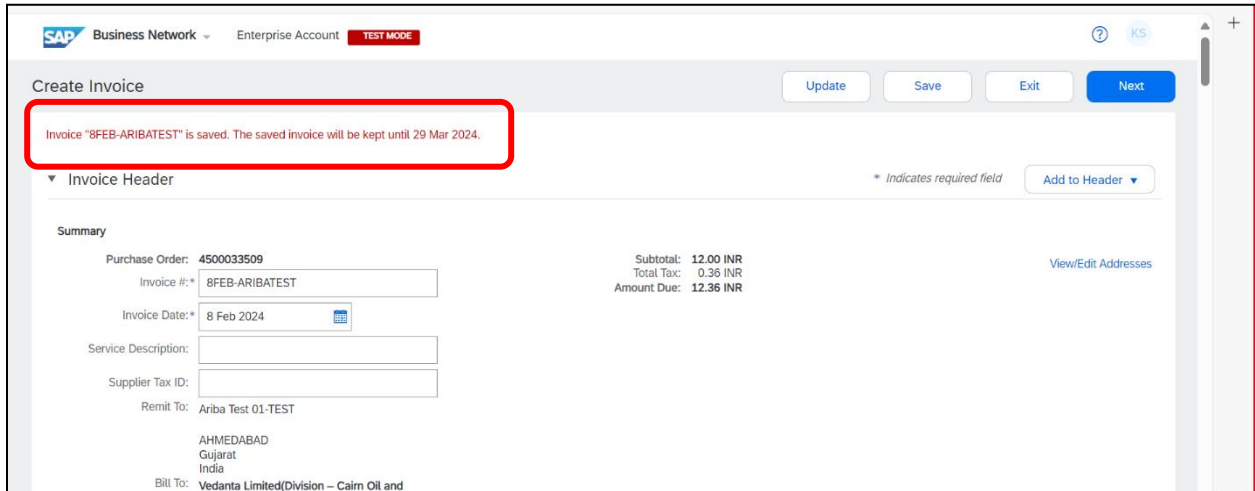
Supplier Tax ID:

Remit To: Ariba Test 01-TEST
 AHMEDABAD
 Gujarat
 India

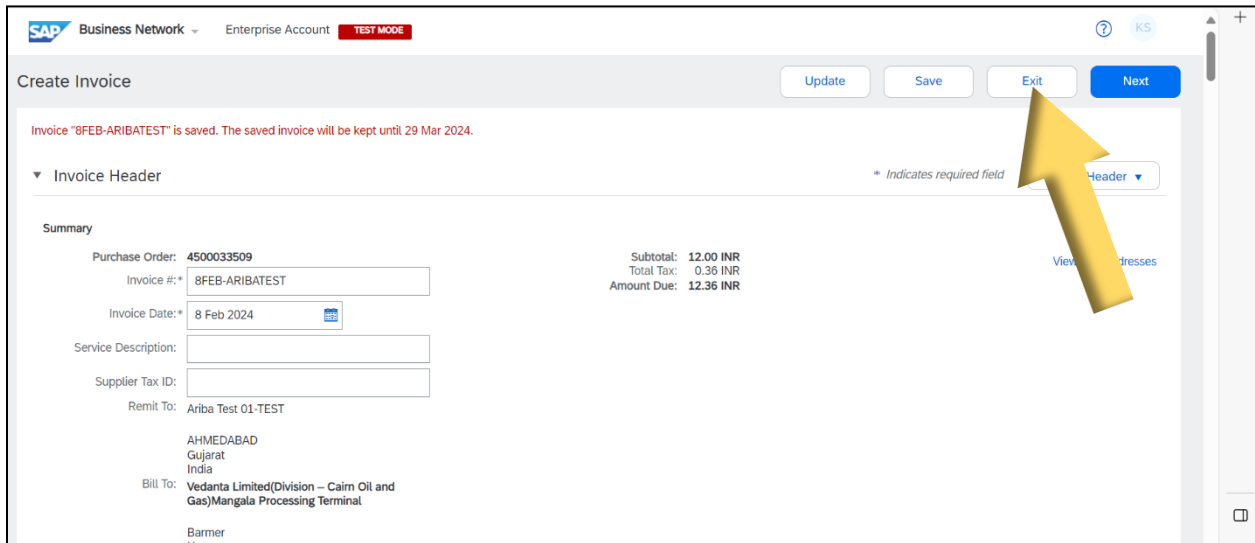
Bill To: Vedanta Limited(Division – Cairn Oil and Gas)Mangala Processing Terminal
 Barmer
 Haryana
 India

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5.2 If you save an Invoice, it will be available for only up to 50 days.



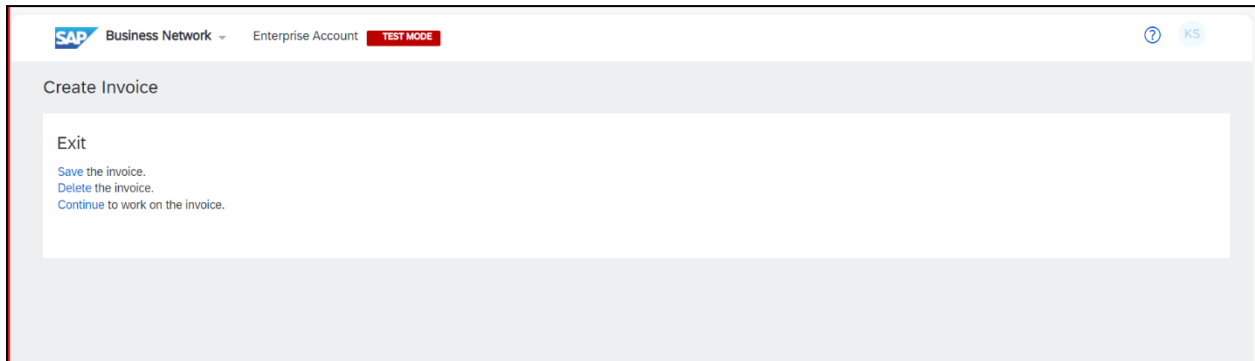
5.3 After clicking on Save, now Click on “EXIT” Tab.



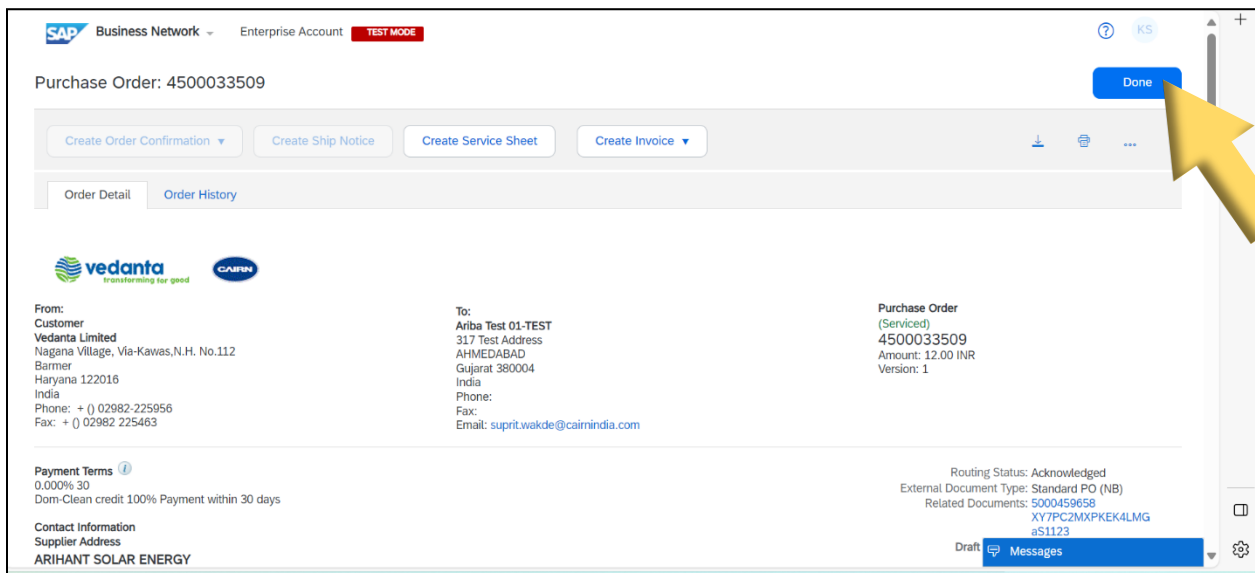
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5.4 After clicking on “EXIT” tab, below screen appears, now as per requirements: -

- If you want to, save this invoice – click on **SAVE**.
- If you want to delete this invoice – Click on **DELETE**
- If you want to continue editing this invoice – Click on **CONTINUE**



5.5 Click on “Done” tab (Now Your Invoice which needs to be save, doing till this step, Invoices has been saved.)

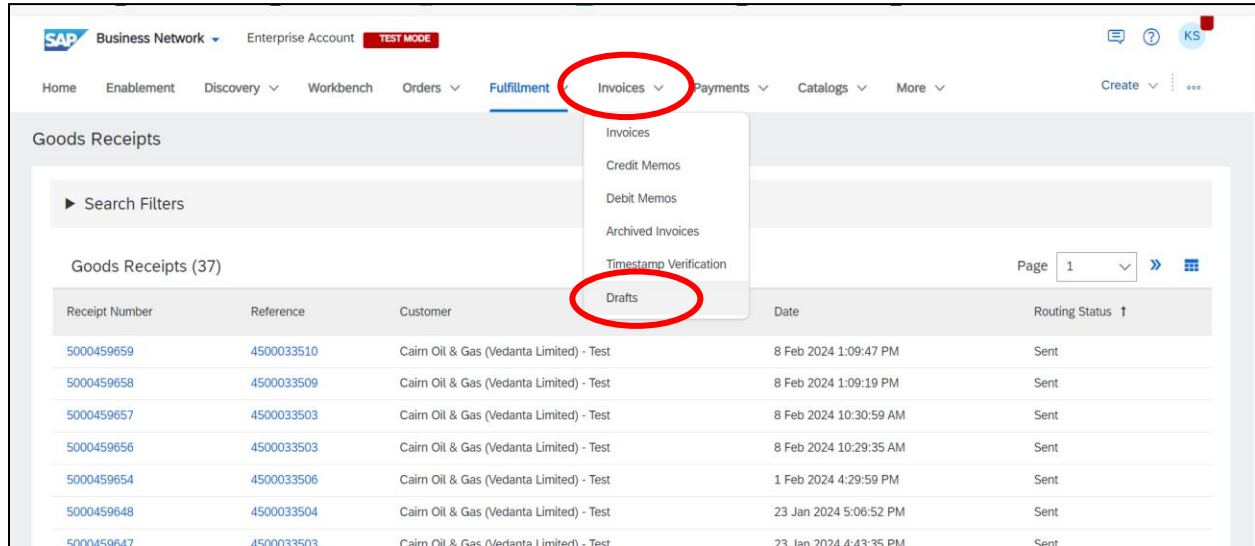


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Step 6:- Accessing the Saved invoices

6.1. To see your saved Invoices on Ariba Portal

Go to Ariba portal – click on Invoices - Click on “Drafts”.



6.2 You will see a list like below of your saved invoices.

The screenshot shows a list of saved invoices. A yellow arrow points to the first row of the table. The table has columns for Invoice Number, Customer, Reference, and Date Last Modified.

Invoice Number	Customer	Reference	Date Last Modified
8FEB-ARIBATEST	Cairn Oil & Gas (Vedanta Limited) - Test	4500033509	Feb 8, 2024
4500033500-T23	Cairn Oil & Gas (Vedanta Limited) - Test	4500033500	Jan 24, 2024
4500033499-1AABC	Cairn Oil & Gas (Vedanta Limited) - Test	4500033499	Jan 18, 2024

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6.3 If you want to edit your saved Invoice, then,

On right side of your Invoice No. click on “three dot” – then “EDIT”.

Customer	Reference	Date Last Modified ↓	Amount	Actions
Cairn Oil & Gas (Vedanta Limited) - Test	4500033509	Feb 8, 2024		⋮
Cairn Oil & Gas (Vedanta Limited) - Test	4500033500	Jan 24, 2024		⋮
Cairn Oil & Gas (Vedanta Limited) - Test	4500033499	Jan 18, 2024	₹0 INR	⋮

6.4 Now you will enter into invoices creation window, and you can follow the invoice creation steps.

SAP Business Network - Enterprise Account - TEST MODE

Create Invoice [Update] [Save] [Exit] [Next]

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Purchase Order: 4500033509	Subtotal: 12.00 INR	View/Edit Addresses
Invoice #:* <input type="text" value="8FEB-ARIBATEST"/>	Total Tax: 0.36 INR	
Invoice Date:* <input type="text" value="8 Feb 2024"/>	Amount Due: 12.36 INR	
Service Description: <input type="text"/>		
Supplier Tax ID: <input type="text"/>		
Remit To: Ariba Test 01-TEST		
AHMEDABAD		
Gujarat		
India		
Bill To: Vedanta Limited(Division – Cairn Oil and Gas)Mangala Processing Terminal		
Barmer		
Haryana		
India		

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Step 7:- Meaning of different Invoice status:-

<u>S. No</u>	<u>Status Displayed</u>	<u>Status detail</u>
1.	Sent	<u>Invoice in process</u>
2.	Acknowledged	<u>Invoice created</u>
3.	Approved	<u>Invoice Post</u>
4.	Paid	<u>Invoice payment in process</u>
5.	UTR No.	<u>UTR generated paid from Bank</u>
6.	Reject	<u>Invoice rejected from portal</u>

Indexing Status :-

Invoice: 8FEB-ARIBATEST
 Invoice Status: Sent
 Received By SAP Business Network On: 8 Feb 2024 4:12:50 PM GMT+05:30
 Submitted By: Kalicharan Sharma

To: Cairn Oil & Gas (Vedanta Limited) - Test
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Test 01-TEST	8 Feb 2024 4:12:59 PM
	PDF document has been digitally signed.	LegalizationDispatcher-109524033	8 Feb 2024 4:13:09 PM
	Comments from Cairn Oil & Gas (Vedanta Limited) - Test: Success	PropogationProcessor-109535031	8 Feb 2024 4:13:17 PM
Acknowledged		Supplier	8 Feb 2024 4:13:17 PM

Buttons: Create Line-Item Credit Memo, Create Line-Item Debit Memo, Copy This Invoice, Cancel, Download PDF, Export cXML

Invoice Posted:-

Invoice: 8FEB-ARIBATEST
 Invoice Status: Approved
 Received By SAP Business Network On: 8 Feb 2024 4:12:50 PM GMT+05:30
 Submitted By: Kalicharan Sharma

To: Cairn Oil & Gas (Vedanta Limited) - Test
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Test 01-TEST	8 Feb 2024 4:12:59 PM
	PDF document has been digitally signed.	LegalizationDispatcher-109524033	8 Feb 2024 4:13:09 PM
	Comments from Cairn Oil & Gas (Vedanta Limited) - Test: Success	PropogationProcessor-109535031	8 Feb 2024 4:13:17 PM
Acknowledged		Supplier	8 Feb 2024 4:13:17 PM
	The invoice status has been successfully updated to Approved by Cairn Oil & Gas (Vedanta Limited) - Test.	PropogationProcessor-109529042	8 Feb 2024 5:01:08 PM

Buttons: Create Line-Item Credit Memo, Create Line-Item Debit Memo, Copy This Invoice, Download PDF, Export cXML, Done

Invoice payment :-

Invoice: 8FEB-ARIBATEST
 Invoice Status: Paid
 Received By SAP Business Network On: 8 Feb 2024 4:13:11 PM GMT+05:30

From: Ariba Test 01-TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	PropogationProcessor-109525050	8 Feb 2024 4:13:12 PM
	Route document to end point CIG of system id CEQLOGY900 of org AN01004016221-T	ANCXMLEndDispatcher-109527006	8 Feb 2024 4:13:13 PM
Acknowledged	Success	ANCXMLEndDispatcher-109527006	8 Feb 2024 4:13:15 PM
	The invoice status has been successfully updated to Approved by Cairn Oil & Gas (Vedanta Limited) - Test.	ANCXMLEndDispatcher-109567003	8 Feb 2024 5:01:02 PM
	The invoice status has been successfully updated to Paid by Cairn Oil & Gas (Vedanta Limited) - Test.	ANCXMLEndDispatcher-109547004	9 Feb 2024 11:46:14 AM

[Resend](#) [Export cXML](#)

After Successful payment from Bank (UTR) :-

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service.ariba.com/Supplier.aw/109574048/aw?awh=r&awssk=QncBMBAH&dard=1#/anuiextensions
Paused

SAP Business Network
Enterprise Account TEST MODE

Invoice: 450003347714
[Done](#)

[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

Detail
[Scheduled Payments](#)
[Remittance](#)
[History](#)

[Attachment\(s\)](#)

Tax Invoice

Status
 Invoice: Paid
 Routing: Acknowledged
 Invoice Number: 450003347714
 Invoice Date: Thursday 14 Dec 2023 2:16 PM GMT+05:30
 Original Purchase Order: 4500033477
 Receipt: 5000459630
 Submission Method: Online
 Origin: Supplier
 Source Document: Order

Subtotal: 3.00 INR
Total Tax: 0.54 INR
Amount Due: 3.54 INR

[Messages](#)

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service.ariba.com/Supplier.aw/109574048/aw?awh=r&awssk=QncBMBAH&dard=1#/anuiextensions

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On	
Z.20231216.4800000082			Paid	16 Dec 2023	Other	17 Dec 2023	Gross: 3.54 INR Discount: 0.00 INR Adjustment: Net: 3.54 INR
Z.20231229.4800000090			Paid	29 Dec 2023	Other	29 Dec 2023	Gross: 3.54 INR Discount: 0.00 INR Adjustment: Net: 3.54 INR
Z.20240102.4800000092			Paid	2 Jan 2024	Other	2 Jan 2024	Gross: 3.54 INR Discount: 0.00 INR Adjustment: Net: 3.54 INR

https://service.ariba.com/Supplier.aw/109574048/aw?awh=r&awssk=QncBMBAH&dard=1#

Type here to search AUD... 12:24 PM 1/2/2024

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