



# Tata Chemicals Supply Chain Collaboration

## Order Collaboration

Supplier Training Guide



(Formerly as, Ariba Network)

# Agenda

## Order Collaboration

- Introduction
- Order Collaboration Documents
- Order Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

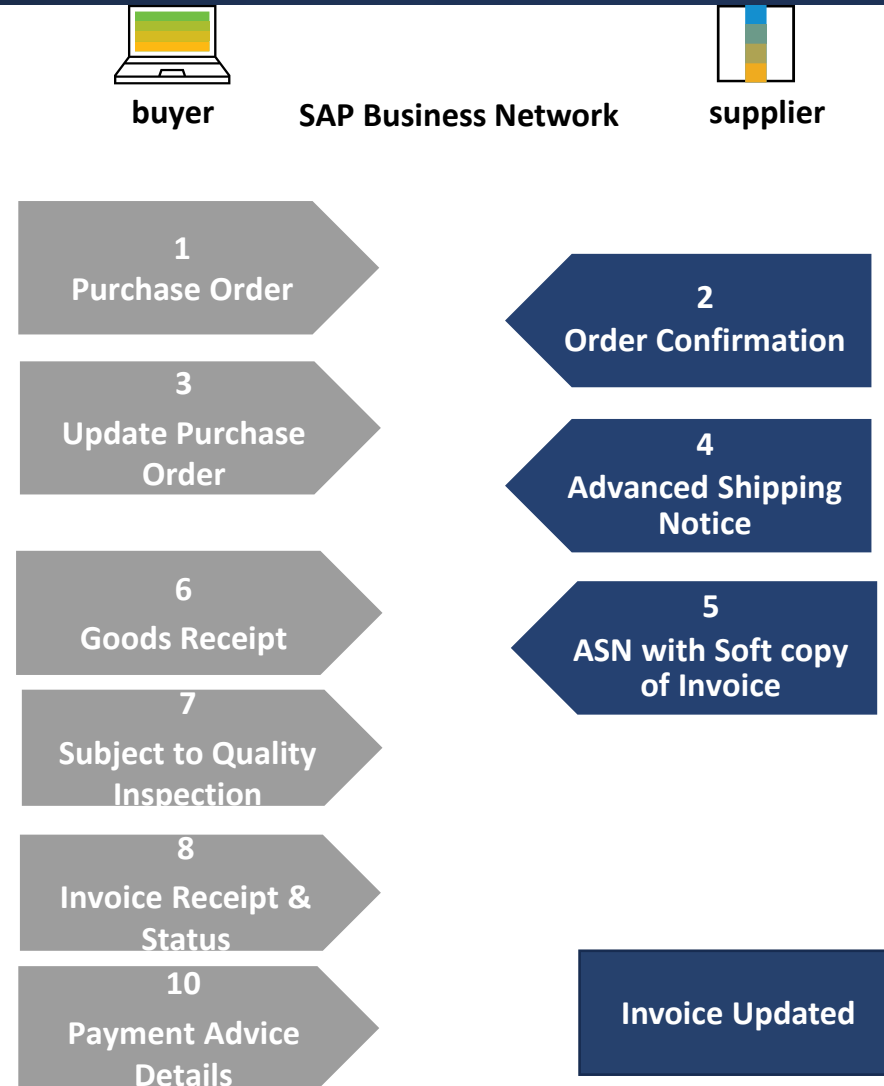
## Order Collaboration Portal User Interaction

- Purchase Order

# PO Collaboration Documents

Document	Description
Purchase Order (PO)	<p>Header Item and Delivery dates.</p> <p>A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.</p>
Advanced Shipping Notification (ASN)	<p>Header Item and packaging details.</p> <p>An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment.</p> <p>Structure</p> <p>An Advanced Shipping Notification consists of a document header and number of items. A soft copy of Supplier Invoice must be added in ASN [Advance Shipping Notification].</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from a Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock.</p>
Invoice Receipt (IR)	<p>Invoice document is a posting in Buyer system for the goods which were accepted by customer. It marks completion of Invoicing process, which further leads to payment clearing stage.</p> <p>Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.</p>

# PO Collaboration Workflow Diagram



# Purchase Order

In this Chapter You Will Learn About ...

... how to search for purchase orders

... how to view purchase order details

... purchase order content and fields description

# Purchase Order

## Search and Identify the PO

From the **Workbench**

OR

From **Orders>Orders and Releases**:

1. Select any of the **Orders** tile.
2. Use **filters** to identify the right document.
3. Search results will appear. Click the **settings** icon to customize the view.
4. Click **export** button to download data in Excel.
5. Open PO by clicking its **number**.

### Note :

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **the next slide**.

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'SAP Business Network' and 'Enterprise Account'. Below it, the 'Workbench' and 'Orders' tabs are highlighted. The 'Orders and Releases' section is active, displaying four summary tiles: '99 New orders Last 90 days', '22 Changed orders Last 90 days', '192 Orders to invoice Last 90 days', and '271 Orders Last 90 days'. Below the tiles is a filter section with various criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Orders and Releases' section is also highlighted. The table below shows a list of purchase orders with columns for Order Number, Customer, Amount Invoiced, and Actions. The first row is highlighted, showing Order Number 4500003734 and Customer SCC Delivery Team - Global H19 Client 400 - TEST.

Order Number	Customer	Amount Invoiced	Actions
4500003734	SCC Delivery Team - Global H19 Client 400 - TEST		...

# Customize Tiles on Dashboard

## Customize Tiles

- The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.
- To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.
- To remove a tile, click on the “x” icon on the top right of the tile.
- To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.

The screenshot displays the SAP Business Network dashboard with a 'Workbench' section. The dashboard shows various metrics: 52 Orders, 0 Orders (Last 7 days), 103 Invoices (Last 31 days), 42 Orders (Last 14 days), 476 Orders (Last 7 days), and \$7.54 K USD. A 'Customize' button is highlighted in the top right corner of the Workbench section. An arrow points from this button to the 'Edit Workbench' modal, which is open in the foreground. The modal contains a grid of tiles, each with a title, value, and time period. A blue box highlights a '+' icon in the bottom right corner of the grid, with an arrow pointing to the 'Add tile' modal. The 'Add tile' modal shows a list of available tiles with a '+' icon next to each one, including: New orders, Changed orders, Orders to invoice, Rejected invoices, Orders, Invoices, Remittances, Scheduled payments, Items to confirm, Items to ship, Early payment offers, Invoices pending payment, Invoices pending approval, Service sheets, Orders with service line, and Pinned documents.

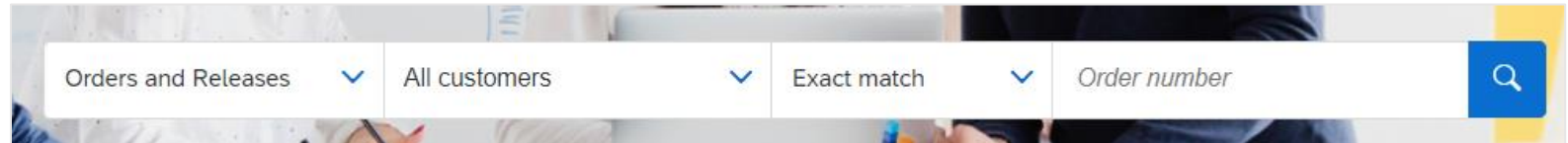
# Purchase Order

Search and Identify the PO (From the Home page)

You can search for PO as well from the Portal Home page by using either Customer name or order number.

**Note :**

- If the order can not be found in search, please check PO instructions or contact [Customer].





# Purchase Order

## View PO Details 1

1. View the details of your order and allowed actions.
2. Access order tracking from the purchase order header to find information about a purchase order's status, history and execution.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, schedule lines and others.
5. You can configure your view by clicking configure icon.

### 3 Line Items

Line #	No. Schedule Lines	Material code/Service code	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1	000000009010100519	Material		2.000 (t) ⓘ	12 Dec 2025	75.00 INR	150.00 INR	7.50 INR


Description: COAL MAT

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 0004000793 Done

1 Create Order Confirmation Create Ship Notice Create Invoice


Order Detail Order History

6  **From:**  
Customer  
Tata Chemicals Limited  
Bombay House, 24 Homy Mody Street  
Mumbai  
Maharashtra 400001  
India  
Phone: +91 (0) 9233672081 91

**To:**  
TEST VENDOR-TEST  
Main street  
Vijayawada  
Andhra Pradesh 560066  
India  
Phone:  
Fax:  
Email: arbtest.2024@gmail.com

Purchase Order  
(New)  
0004000793  
Amount: 150.00 INR  
Version: 1

2 Track Order

4 Show Item Details 5 

- ✓ Status
- ✓ Control Keys
- ✓ \_\_\_INTERNALAW\_CommentsList
- ✓ Attachment
- ✓ Accounting
- ✓ Quality Certificates
- ✓ Schedule Lines
- ✓ Other Information

4 Details

# Purchase Order

## View PO Details 2

7. A copy of the PO is provided here as an attachment, along with any additional attachment submitted by buyer in PO.

Purchase Order: 0004000733

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice



Order Detail

Order History



**From:**  
**Customer**  
**Tata Chemicals Limited**  
Bombay House, 24 Homy Mody Street  
Mumbai  
Maharashtra 400001  
India  
Phone: +91 () 9233672081 91

**To:**  
**TEST VENDOR-TEST**  
Main street  
Vijayawada  
Andhra Pradesh 560066  
India  
Phone:  
Fax:  
Email: [arbttest.2024@gmail.com](mailto:arbttest.2024@gmail.com)

**Purchase Order**  
**(Confirmed)**  
**0004000733**  
Amount: 75.00 INR  
Version: 1

[Track Order](#)

### Contact Information

#### Supplier Address

#### TEST VENDOR

Main street  
Vijayawada  
Andhra Pradesh 560066  
India  
Email: [sanjthomas@deloitte.com](mailto:sanjthomas@deloitte.com)  
Phone: +91 () 9999999999  
Address ID: 860000000  
Supplier GST ID: 09AVKPT4901G1ZY  
TCL Supplier code: 860000000

#### Purchasing Agent

M PUR OFFICER10

Routing Status: Acknowledged  
External Document Type: Revenue PO (ZRVP)  
Related Documents: [Untitled 02/12/2025](#)

### Transport Terms Information

Delivery Terms: Transport Condition  
Transport Terms: DAP (Delivered at Place)  
Transport Location: Board

### Attachments

[PO\\_COPY.pdf](#) (application/pdf; charset=UTF-8) [TCLANNEX\\_Ariba-Test-Upload\\_-\\_Copy.zip](#) (application/x-zip-compressed; charset=UTF-8)

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# Purchase Order

## View PO Details 3

8. The comments provided by the buyer at the header level in the PO will be displayed here.

Purchase Order: 0004000793

Order Management Actions: [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Order Detail | **Order History**



**From:**  
**Customer**  
**Tata Chemicals Limited**  
Bombay House, 24 Homy Mody Street  
Mumbai  
Maharashtra 400001  
India  
Phone: +91 ( ) 9233672081 91

**To:**  
**TEST VENDOR-TEST**  
Main street  
Vijayawada  
Andhra Pradesh 560066  
India  
Phone:  
Fax:  
Email: [arbtest.2024@gmail.com](mailto:arbtest.2024@gmail.com)

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### Comments

<b>Header Text:</b>	Procurement of raw material supplies
<b>Terms of Delivery:</b>	Delivery within 15 days from order confirmation, DAP destination
<b>Shipping Instructions:</b>	Ship goods in original packaging, labeled with purchase order number
<b>Safety text:</b>	Ensure all items comply with safety standards and are properly labeled with handling instructions.
<b>PBG/ LD Clause:</b>	Performance Bank Guarantee of 10% required; Liquidated Damages of 1% per week for delayed delivery.

# Purchase Order

## View PO Details 4

- Click on the detail's icon .
- The comments given by the buyer in the PO at the item - level will be displayed here.

**Line Items** Show Item Details

Line #	No. Schedule Lines	Material code/Service code	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1	000000009010100519	Material		2.000 (t) ⓘ	12 Dec 2025	75.00 INR	150.00 INR	7.50 INR

Description: COAL MAT

**Line Items** Hide Item Details

Line #	No. Schedule Lines	Material code/Service code	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1	000000009010100519	Material		2.000 (t) ⓘ	12 Dec 2025	75.00 INR	150.00 INR	7.50 INR

Description: COAL MAT

**Status**

2 Confirmed With New Date (Schedule line number: 1; Comments: Order confirmation submitted with revised delivery date; Estimated Delivery Date: 10 Dec 2025)

**Buyer confirmation approval status** | Approved

**Control Keys**

Order Confirmation: allowed
Ship Notice: allowed
Invoice Verification Type: goods receipt

**Comments**

Item Text:	Supply of high-grade coal, grade A, free from impurities, for industrial use
Material PO Text:	Coal must meet industry standards for heating value and low sulfur content
Delivery Text:	Deliver coal in bulk, ensuring proper moisture content and compliance with quality standards

# Purchase Order

## View PO Details – Edited PO

- If buyer edited a PO, PO status will appear as **Changed**.
- You will still be able to see previous versions of the document.
- The changes will be displayed in the Line items section:
  1. In case buyer updated the PO, line item will be marked as **Edited**.
  2. In case buyer deleted the line item – as **Deleted**



From:  
Customer  
Tata Chemicals Limited  
Bombay House, 24 Homy Mody Street  
Mumbai  
Maharashtra 400001  
India  
Phone:

To:  
CDD. Inc.-TEST  
Halloween Street  
Pune  
Maharashtra 111045  
India  
Phone:  
Fax:  
Email: [arbtest.2024@gmail.com](mailto:arbtest.2024@gmail.com)

Purchase Order  
(→ Changed)  
4200001898  
Amount: 630.00 INR  
Amount: 645.00 INR  
Version: 2 (Previous Version)

[Track Order](#)

### 1 Line Items

Line #	No. Schedule Lines	Change	Material code/Service code	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
20	1	→ Edited	000000009020060324	Material		4.000 <del>3.000</del> (t) ⓘ	12 Dec 2025	100.00 INR	400.00 INR
									300.00 INR

### 2 Line Items

Line #	No. Schedule Lines	Change	Material code/Service code	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
30		→ Deleted	00000000010100519	Material		<del>1.000</del> (t) ⓘ	11 Dec 2025	115 INR	115.00 INR

Description: COAL-UNDERSIZE,TYPE-SIBERIAN-ANTHRACITE

# Thank you