



Tata Chemicals Supply Chain Collaboration

Goods Receipt & Invoice Process

Supplier Training Guide



(Formerly as, Ariba Network)

Agenda

Order Collaboration

- Introduction

Order Collaboration Portal User Interaction

- Goods Receipt
- Invoice Receipt

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

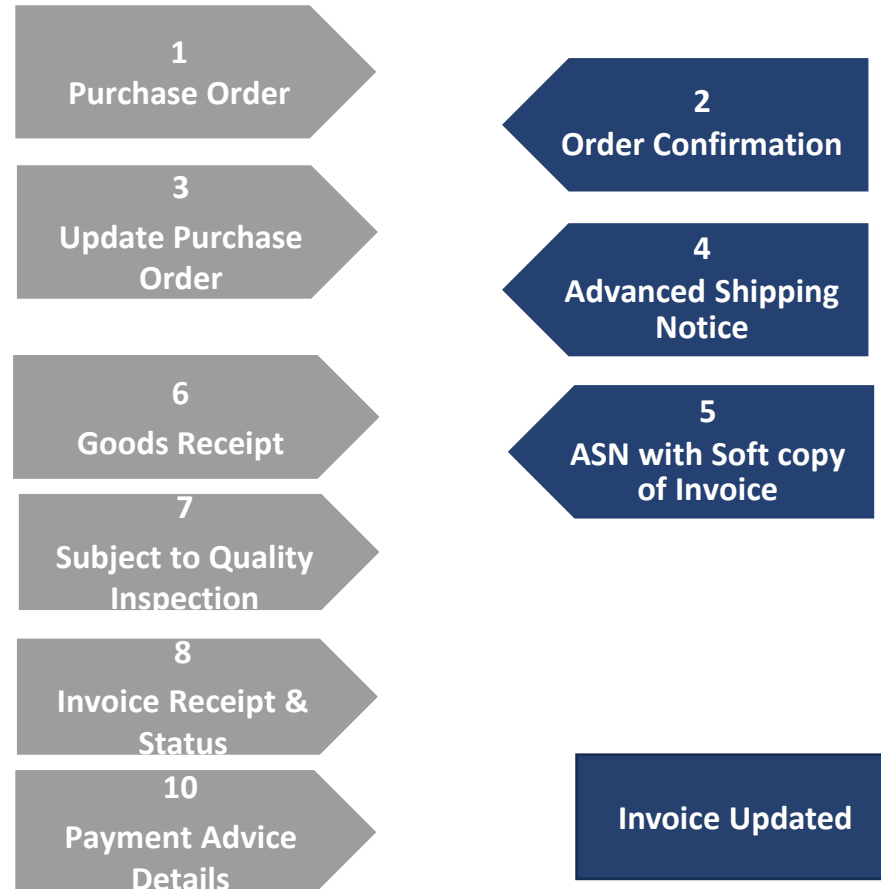


buyer

SAP Business Network



supplier



In this Chapter You Will Learn About ...

... how to view goods receipt

... how to view invoice receipt

... how to view payment details of
invoice

Goods Receipt

View GRN 1

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. Using filter in Order Status, select Received, Partially received.
4. Open PO by clicking its **number**.

Note :

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

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1 New orders Last 31 days

2 Items to confirm Last 31 days

17 Orders Save filter

Orders (17)

2 Edit filter Save filter

Customers Order numbers Creation date Order status

Select or type selections Type selection Last 90 days Include Select or type

Partial match Exact match

3 Received Partially Received

Order Number	Customer	Amount	Version
4 0004000696	Tata Chemicals Limited - TE ST	₹150 INR	1

Goods Receipt

View GRN 2

5. From Related documents -> More .
6. View the documents with the "Receipt" type to see the goods receipt associated with the PO.

Purchase Order
(Received)
0004000696
Amount: 150.00 INR
Version: 1

[Track Order](#)

Routing Status: Acknowledged
External Document Type: Revenue PO (ZRVP)

Related Documents: [5000000806](#)
[5000000805](#)
[ASN0176](#)
[5 More\(1\) »](#)

Related Documents

Document Number	Date	Type
5000000806	4 Jan 2025 5:21 AM IST	Receipt
5000000805	4 Jan 2025 5:21 AM IST	Receipt
ASN0176	13 Jan 2025 5:54 PM IST	Ship Notice
CNF-1-2	9 Jan 2025 5:06 PM IST	Order Confirmation

Goods Receipt

View GRN 3

- In the receipt, the comments provided by the customer to supplier is also displayed here.
- If the goods is returned , the quantity will be displayed in negative.
- Next to the PO number, the text **“(Closed for receiving)”** indicates that all goods have been received.
Note: This message will only appear on the GRN once all items have been received.

Receipt: 500000882

Done Previous

Print | Export cXML

Detail History

From:
Tata Chemicals Limited - TEST
Marine Infrastructure Developer Pvt
Kattupalli
IN-TN 600120
India

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

Receipt:
Receipt No.: 500000882
Receipt Date: 16 Dec 2024

Routing Status: Sent
Related Documents: 0004000788

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 0004000788													
1	10		000000009010100519			787878	1 Feb 2025	1.000 t ⓘ	Not Specified	Received	75.00 INR	75.00 INR	

7
Description: COAL MAT
Comments
Subject to Quality Inspection

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address
Purchase Order: 0004000788									
1	10		000000009010100519			787878	1 Feb 2025	-1.00 t ⓘ	Not Specified

Description: COAL MAT

Comments
Subject to Quality Inspection

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address
Purchase Order: 0004000026 (Closed For Receiving)									
1	10		000000102585140008			AS16	27 Jun 2024	100.000 PCE ⓘ	Not Specified

Description: BOLT 10MM SIZE - HEX _Head

Comments

PO Collaboration Workflow Diagram

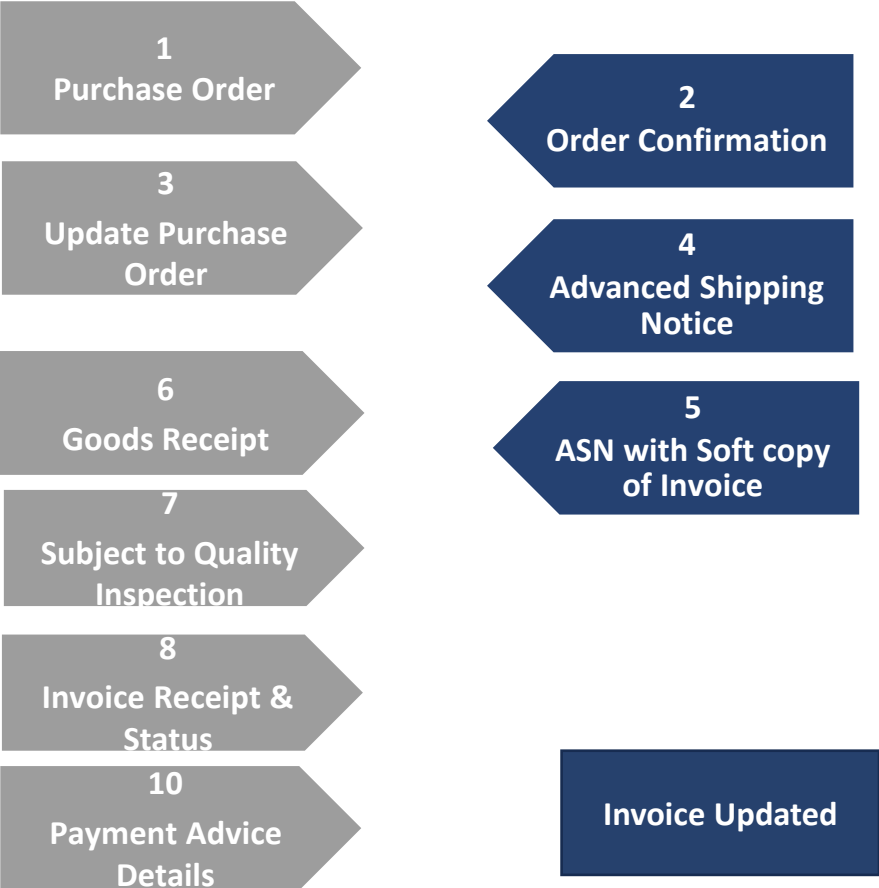


buyer

SAP Business Network



supplier



Invoice Receipt

View Invoice 1

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. Using filter in Order Status, select Invoiced, Partially invoiced.
4. Open PO by clicking its **number**.

Note :

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

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this, there are tabs for 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' tab is selected, and a sub-tab 'Orders and Releases' is highlighted with a yellow box.

Below the navigation, there are three tiles: '1 New orders Last 31 days', '2 Items to confirm Last 31 days', and '17 Orders Last 31 days'. The '17 Orders' tile is highlighted with a blue bar and a 'Save filter' button.

Below the tiles, there is a filter section for 'Orders (17)'. It includes an 'Edit filter' button and a 'Save filter' button. The filter criteria are: 'Customers' (Select or type selections), 'Order numbers' (Type selection, Partial match selected, Exact match unselected), 'Creation date' (Last 90 days), and 'Order status' (Include, Invoiced selected, Partially Invoiced selected).

Below the filter section, there is a table with the following columns: 'Order Number', 'Customer', 'Amount', and 'Version'. The table contains one row with the following data: '0004600039', 'Tata Chemicals Limited - TES T', '₹20000 INR', and '3'. The '0004600039' cell is highlighted with a yellow circle.

Order Number	Customer	Amount	Version
0004600039	Tata Chemicals Limited - TES T	₹20000 INR	3

Invoice Receipt

View Invoice 2

- From Related documents -> More .
- View the documents with the "Invoice" type to see the goods receipt associated with the PO.

Purchase Order
(Invoiced)
0004000712
Amount: 75.00 INR
Version: 1

[Track Order](#)

Routing Status: Acknowledged
External Document Type: Revenue PO (ZRVP)

Related Documents: [INV0173](#)
[500000804](#)
[ASN0173](#)
5 [More\(1\) »](#)

Related Documents

Document Number	Date	Type
6 INV0173	11 Jan 2025 7:43 PM IST	Invoice
500000804	11 Jan 2025 2:06 PM IST	Receipt
ASN0173	11 Jan 2025 7:33 PM IST	Ship Notice
pnf-1t	10 Jan 2025 12:13 PM IST	Order Confirmation

Invoice Receipt

View Invoice 3

Details displayed

1. Value of the invoice
2. Bill to , Ship to address
3. Payment terms
4. In Additional information, original invoice no represents the invoice reference of supplier.
5. In Additional information, buyer invoice id represents the invoice number created in customer system.
6. Line item details

Invoice: INV0173 Done Previous

[Copy This Invoice](#) [Add Attachment](#) [Print](#) [Download PDF](#) [Export cXML](#)

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

Standard Invoice

Status	Approved
Invoice	Acknowledged
Routing	
Invoice Number	INV0173
Invoice Date	Saturday 11 Jan 2025 7:43 PM GMT+05:30
Original Purchase Order	0004000712
Submission Method	Online
Origin	Supplier
Source Document	Order

1 Subtotal: 75.00 INR

Total Tax:	3.75 INR
Total Shipping:	0.00 INR
Total Gross Amount:	78.75 INR
Total Net Amount:	75.00 INR
Amount Due:	78.75 INR

2

BILL TO:	SHIP TO:
Tata Chemicals Limited	TCP - Mithapur
Postal Address: Bombay House, 24 Homy Mody Street Mumbai 13 400001 India Address ID: IN10 Phone : + () 9233672081 x91	Postal Address: Mithapur Mithapur 22 361345 India Address ID: IMPC

3 **PAYMENT TERMS:** Net Term: 6 Days

- 4** **ADDITIONAL INFORMATION:**
originalInvoiceNo: INV0173
- 5** buyerInvoiceID: 2522000123
fiscalYear: 2025

Original Purchase Order: [0004000712](#)

6

Line No.	Line Ref No.	Type	Part No.	Qty / Unit	Unit Price	Sub Total
10	00010	MATERIAL		1.000 / (t) ⓘ	75.00 INR	75.00 INR
Description: Settlement for purchasing document 0004000712, 00010						

Invoice Receipt

View Invoice 4

7. Go to History tab.
8. Due date of PO is displayed here.
9. In detail tab , the Invoice status – “Paid” indicates that the payment is processed by the customer end.
10. The Invoice status – “Approved” indicates that the payment is not processed.

Invoice: INV0173 Done Previous

[Copy This Invoice](#) [Add Attachment](#) [Download PDF](#) [Export cXML](#)

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

Invoice: INV0173
Invoice Status: Approved
Received By SAP Business Network On: 11 Jan 2025 7:43:57 PM GMT+05:30

To: Tata Chemicals Limited - TEST
Routing Status: Acknowledged
Submitted from the Supplier Organization's System On: 11 Jan 2025 7:43:54 PM GMT+05:30

History

Status	Comments	Changed By	Date and Time
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109575064	11 Jan 2025 7:43:57 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	11 Jan 2025 7:43:57 PM
	The invoice was successfully received.	TXNDocSupplierApp-109531080	11 Jan 2025 7:43:57 PM
	The invoice status has been successfully updated to Approved by Tata Chemicals Limited - TEST. Description: Due Date : 2025-01-17	TXNDocSupplierApp-109548071	17 Feb 2025 6:57:20 PM
Acknowledged		TXNDocSupplierApp-109531080	17 Feb 2025 6:57:20 PM

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

Standard Invoice

Status
Invoice: Paid
Routing: Acknowledged

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged

Invoice Receipt

View Invoice 5

In history tab , details displayed :

1. Clearing Document number
2. Clearing Date
3. UTR Number

Detail	Scheduled Payments	History	
Invoice: NPO-INV-TQ6 Invoice Status: Paid Received By SAP Business Network On: 27 Dec 2024 8:51:25 PM GMT+05:30		To: Tata Chemicals Limited - TEST Routing Status: Acknowledged Submitted from the Supplier Organization's System On: 1 Dec 2024 8:51:21 PM GMT+05:30	
History			
Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TXNDocSupplierApp-109530064	27 Dec 2024 8:51:25 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The invoice status has been successfully updated to Approved by Tata Chemicals Limited - TEST. Description:Due Date : 2024-12-01	TXNDocSupplierApp-109579078	27 Dec 2024 9:05:34 PM
Acknowledged		TXNDocSupplierApp-109530064	27 Dec 2024 9:05:35 PM
	The invoice status has been successfully updated to Paid by Tata Chemicals Limited - TEST.	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	1 Comments from Tata Chemicals Limited - TEST: Clearing Document : 2533000040	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	2 Comments from Tata Chemicals Limited - TEST: Clearing Date : 2024-12-27	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	3 Comments from Tata Chemicals Limited - TEST: UTR Number : PO.0004000658	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM

Thank you!!