

# LTTS – DSN SUPPLIER USER MANUAL

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## Ariba Network Login and Notifications settings

1. As soon as LTTS Buyer will release the PO, you will get an Email as shown below. Click on “Process Order” Button to open PO in Ariba to act on it.

L&T Technology Services Limited - TEST sent a new Purchase Order 1000007885 External Inbox x Print Share

**"L&T Technology Services Limited - TEST"** <ordersender-prod@ansmtp.ariba.com> 9:54 PM (3 minutes ago) ☆ ↶ ⋮  
to me ▾

### L&T Technology Services Limited - TEST

A new purchase order from L&T Technology Services Limited - TEST is waiting for your response on SAP Business Network.

Hello ABC ltd,

L&T Technology Services Limited - TEST have sent you a purchase order on SAP Business Network.

To access the purchase order, please click on process order to view the detailed information

Click Process order to log in

[Process order](#)

2. Once you click on process order, below screen appears where if you have an existing account with ARIBA use the review accounts option and select your profile or else create a new one.

**Benefits of a business relationship on SAP Business Network**

- 1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)  
[About this invitation](#)

[Help](#)

### L&T Technology Services Limited - TEST

Connect with L&T Technology Services Limited - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

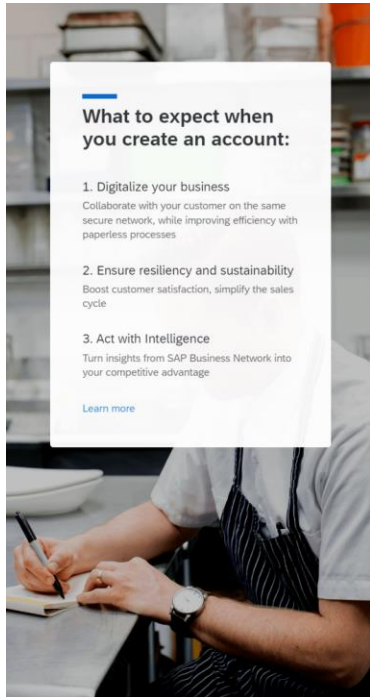
[Review accounts](#)

or

Ⓜ

Ⓜ

3. If creating a new account, fill the mandatory details and password (note down the username and password to login further to supplier portal)



< Back Help

L&T Technology Services Limited - TEST

Create an account to connect and collaborate with L&T Technology Services Limited - TEST on SAP Business Network

**Company information** ⓘ

Company (legal) name \*  
TOTAL OFFICE SOLUTIONS-TEST

Country/Region \*  
India [ IND ]

Address line 1 \*  
NO 8, 12TH CROSS

Address line 2

Address line 3

City \*  
BENGALURU

State \*  
Choose a state

Postal code \*

**Administrator account information** ⓘ

1 First name \* Last name \*

Email \*

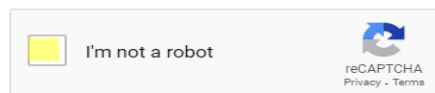
Use my email as my username

2 Password \* Repeat password \*

3 Business role \*  
Choose your primary business role ⓘ

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.



4

4. After entering the relevant data, click continue account creation

L&T Technology Services Limited - TEST

Create an account to connect and collaborate with L&T Technology Services Limited - TEST on SAP Business Network

We found existing accounts based on the information you entered. Please review.

Review accounts

or

Continue account creation

Ariba supplier portal link use the below link to login after creating account.

<http://supplier.ariba.com/>

5. Once logged in, click on the Profile > Settings > Notification.

The screenshot displays the Ariba supplier portal dashboard. At the top, there are three summary cards: 'Orders' with a value of 2, 'Rejected invoices' with a value of 0, and 'Remittances' with a value of ₹ 0.0 INR, all for the 'Last 31 days'. Below these cards, there are filters for 'ter' with options for 'Last 31 days' and 'New'. A table of orders is shown with columns for Customer, Amount, Date, and Order status. Two orders are listed, both for ₹10.00 INR on May 9, 2022, with a 'New' status. On the right side, there is a 'My Account' sidebar with options like 'Link User IDs', 'Contact Administrator', 'PALVE TEST', 'ANID: AN11074179846-T Premium Package', 'Company Profile', 'Marketing Profile', 'Settings', 'Back to Classic View', and 'Logout'. A dropdown menu is open over the 'Settings' option, listing various settings categories such as 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Data Deletion Criteria'. The 'Notifications' option in the dropdown is highlighted with a red box.

Customer	Amount	Date ↓	Order
	₹10.00 INR	May 9, 2022	New
	₹10.00 INR	May 9, 2022	New

6. Click on Network Tab. Select all options for which you would Like to Receive Email Notifications. And then Click “Save”.

General **Network** Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* nishanthan.kumaragiri@pwc.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	* nishanthan.kumaragiri@pwc.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* nishanthan.kumaragiri@pwc.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* nishanthan.kumaragiri@pwc.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* nishanthan.kumaragiri@pwc.com

## Open Purchase Order in Ariba Network

1. PO will Open on Ariba Network. Kindly Review the PO here and check all details such as Header Texts, Item Details, Other Information etc.

Purchase Order: 1000007885

Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

<p><b>From:</b> Customer L&amp;T Tech Services India L&amp;T Knowledge City IT/ITES SEZ,  Gujarat 390019 India Phone: Fax:</p>	<p><b>To:</b> ABC ltd new street mumbai Maharashtra 400172 India Phone: Fax: Email: nishanthan.kumaragiri@pwc.com</p>	<p><b>Purchase Order</b> (New) 1000007885 Amount: 24,000.00 INR Version: 1</p> <p>Track Order</p>
--	---	---

Payment Terms ⓘ  
Immediate against invoice

Routing Status: Sent  
External Document Type: Non-Proj,Consumable (ZCON)

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

**ABC ltd**  
33 new street  
mumbai  
Maharashtra 400172  
India  
Email: [nishanthan.kumaragiri@pwc.com](mailto:nishanthan.kumaragiri@pwc.com)  
Phone: +91 (0) 9874563210  
Fax:  
Address ID: 0000005017  
Buyer ID: 0000005017

**Other Information**

Company Code: TSIN  
Purchase Group: ADC  
Purchase Organization: IN01  
Party Additional ID: 0000005017  
Buyer GSTIN: 24AACCL4310P2Zl

[View less >](#)

**Transport Terms Information**

Delivery Terms: Transport Condition  
Transport Terms: CFR ( Costs and freight )  
Transport Location: kolkata

**Line Items**

[Hide Item Details](#) 

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1		000000000060005185	Material		200.000 (EA)	15 Apr 2023	120.00 INR	24,000.00 INR	4,320.00 INR

[Summary](#)

Areca Palm

**Status**

200.000 Unconfirmed

**Control Keys**

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

**Tax**

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
A4	9	24,000.00 INR	2,160.00 INR			
A4	9	24,000.00 INR	2,160.00 INR			

**Accounting**

General Ledger ID 0042710050

Cost Center ID 1202ADC

Percentage Percentage 100.00

 Messages

There is also a messaging provision (bottom right) that ARIBA provides where in you can chat with buyer. There is an APP as well through which you can access these orders and post the corresponding documents.

 Messages

# Order Confirmation in Ariba Network

1. Click on “Order Confirmation” > “Confirm entire order”

Purchase Order: 1000007885

1 Create Order Confirmation

2 Confirm Entire Order

Update Line Items

Reject Entire Order

From: Customer  
L&T Tech Services India  
L&T Knowledge City IT/ITES SEZ,  
Gujarat 390019  
India  
Phone:  
Fax:

To: ABC Ltd  
new street  
mumbai  
Maharashtra 400172  
India  
Phone:  
Fax:  
Email: nishanthan.kumaragiri@pwc.com

Purchase Order (New)  
1000007885  
Amount: 24,000.00 INR  
Version: 1

Track Order

2. Enter the “Confirmation #” This would be a Unique Order Confirmation Number.

Click on “Confirm All” Button. Order Confirmation must be done for Full Quantity and Delivery date along with estimated shipping date should be entered.

Click on “Next”.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

\* Indicates required field

Confirmation #: CONF1

Associated Purchase Order #: 1000007885

Customer: L&T Technology Services Limited - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date: \*

Est. Shipping Cost:

Est. Tax Cost:

Comments:

L&T Technology Services 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.

3. A review page of the OC will open, click “Submit” to proceed. As soon as you click submit, OC will be sent to the LTTS Buyer and will be visible to them in their SAP system.



## Ship Notice in Ariba Network (Only for Materials)

1. Open PO in Ariba Network using steps shown previously. Click on “Create Ship Notice”.

Purchase Order: 1000007885 Done

Create Order Confirmation  **Create Ship Notice**  Create Invoice  ↓ ☰ ⋮

Order Detail Order History

<b>From:</b> Customer L&T Tech Services India L&T Knowledge City IT/ITES SEZ,  Gujarat 390019 India Phone: Fax:	<b>To:</b> ABC ltd new street mumbai Maharashtra 400172 India Phone: Fax: Email: <a href="mailto:nishanthan.kumaragiri@pwc.com">nishanthan.kumaragiri@pwc.com</a>	<b>Purchase Order</b> (Confirmed) 1000007885 Amount: 24,000.00 INR Version: 1  <input type="button" value="Track Order"/>
---	---	---

Payment Terms ⓘ  
Immediate against invoice

Routing Status: Acknowledged  
External Document Type: Non-Proj.Consumable (ZCON)  
Related Documents: [CONF1](#)

2. Fill in all Mandatory fields in the Ship Notice.

Enter a Unique ID for Ship Notice in “Packing Slip ID”. This should be the Invoice number for the Shipment, **(should be unique.)**

Enter “Actual Shipping date and Delivery Date”. This will be the actual date on which delivery will be made.

Add “Attachments” if needed to the ASN.

If Delivery will be made in batches or partially, split the ASN accordingly. Click “Next” once filled.

Create Ship Notice

*\* Indicates required field*

<b>SHIP FROM</b>	<b>DELIVER TO</b>
ABC ltd <span style="float: right;"><a href="#">Update Address</a></span>	L&T Technology Services Ltd <span style="float: right;"><a href="#">Update Address</a></span>
mumbai IN-MH India	VADODARA IN-GJ India

▼ Ship Notice Header

<b>SHIPPING</b>	<b>TRACKING</b>
<b>Packing Slip ID:*</b> <input type="text" value="Shipnotice1"/>	Carrier Name: <input type="text"/>
Invoice No.: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text" value="Select"/>	
<b>Shipping Date:*</b> <input type="text" value="10 Apr 2023"/>	
<b>Delivery Date:*</b> <input type="text" value="12 Apr 2023"/>	

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

no file chosen

The total size of all attachments cannot exceed 100MB

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:\*

Shipping Payment Method:\*

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1000007885	10	Areca Palm	00000000060005185	200.000	EA	15 Apr 2023		120.00 INR	24,000.00 INR	4,320.00 INR

Areca Palm

Shipment Status

Total Item Due Quantity: 200 EA

Confirmation Status

Total Confirmed Quantity: 200.000 EA    Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	200.000		- Select Country -		

[Add Details](#)

3. Review page of Ship Notice Opens, Review the Ship Notice and click on "Submit"

Create Ship Notice

Confirm and submit this document.

SHIP FROM

ABC ltd

new street  
mumbai  
IN-MH 400172  
India

DELIVER TO

L&T Technology Services Ltd

Tear Down Lab, Gate No. 3,  
VADODARA  
IN-GJ 390019  
India

Ship Notice Header

SHIPPING

Packing Slip ID: Shipnotice1  
Invoice No.: Shipnotice1  
Requested Delivery Date: --  
Ship Notice Type: --  
Actual Shipping Date: 10 Apr 2023  
Actual Delivery Date: 12 Apr 2023 12:00:00 PM

TRACKING

Tracking information not provided.

4. On clicking "Submit", Ship Notice will be sent to the S4 system against the PO.

# Goods Receipt in Ariba Network

1. LTTS Buyer will then create a Goods Receipt (GRN) once goods are received, which will be visible to the Supplier on Network as shown here.

Purchase Order: 1000007885

Done

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#)

[Order Detail](#) | 
 [Order History](#)

**From:**  
**Customer**  
 L&T Tech Services India  
 L&T Knowledge City IT/ITES SEZ,  
  
 Gujarat 390019  
 India  
 Phone:  
 Fax:

**To:**  
 ABC Ltd  
 new street  
 mumbai  
 Maharashtra 400172  
 India  
 Phone:  
 Fax:  
 Email: [nishanthan.kumaragiri@pwc.com](mailto:nishanthan.kumaragiri@pwc.com)

**Purchase Order**  
**(Received)**  
**1000007885**  
 Amount: 24,000.00 INR  
 Version: 1

[Track Order](#)

**Payment Terms** ⓘ  
 Immediate against invoice

**Contact Information**  
 Supplier Address  
 ABC ltd

Routing Status: Acknowledged  
 External Document Type: Non-Proj Consumable (ZCON)  
**Related Documents: 5000044828**  
 Shipnotice1  
 CONF1

2. Mail will be received if you have turned on email Notifications.

3. On clicking the Receipt Number, Receipt will open in Ariba Network.

Receipt: 5000044828

Done

[Print](#) | 
 [Export cXML](#)

[Detail](#) | 
 [History](#)

**From:**  
 L&T Technology Services Limited - TEST  
 L&T Knowledge City IT/ITES SEZ,  
  
 IN-GJ 390019  
 India

**To:**  
 ABC Ltd  
 new street  
 mumbai  
 Maharashtra 400172  
 India  
 Phone:  
 Fax:  
 Email: [nishanthan.kumaragiri@pwc.com](mailto:nishanthan.kumaragiri@pwc.com)

**Receipt:**  
  
 Receipt No.: 5000044828  
 Receipt Date: 10 Apr 2023

**Comments**  
 test

Routin  
 Relate

Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate
Purchase Order: 1000007885 (Closed For Receiving)											
1	10	Areca Palm	00000000060005185			Shipnotice1	10 Apr 2023	200.000 EA	Not Specified	Received	120.00 INR

## Service Entry Sheet in Ariba Network. (Only for Services)

1. Open PO in Ariba Network & complete Order Confirmation following steps shown previously.
2. Click on “Create Service Sheet” Button.

Purchase Order: 1000007884

Buttons: Create Order Confirmation ▼, Create Ship Notice, **Create Service Sheet**, Create Invoice ▼

Order Detail | Order History

**From:**  
Customer  
L&T Tech Services India  
L&T Knowledge City IT/ITES SEZ,

Gujarat 390019  
India  
Phone:  
Fax:

**To:**  
ABC ltd  
new street  
mumbai  
Maharashtra 400172  
India  
Phone:  
Fax:  
Email: nishanthan.kumaragiri@pwc.com

3. Fill in all Mandatory Details.  
“Service Sheet #” → Fill the invoice number  
“Service Sheet Date” will be filled by Default as Today’s Date.  
Enter “Service Start Date” & “Service End Date”.  
You can choose to add “Comments” at Header Level.

Create Service Sheet

Update Save Exit Next

▼ Service Sheet Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: 1000007884	Subtotal: 0.00 INR
<b>Service Sheet #:</b> * SES884A	<b>Service Start Date:</b> *
<b>Service Sheet Date:</b> * 10 Apr 2023	<b>Service End Date:</b> *
<b>Service Description:</b>	

**Additional Fields**

<b>Supplier Reference:</b>	<b>To:</b> L&T Tech Services India
<b>From:</b> ABC ltd	L&T Knowledge City IT/ITES SEZ,
new street	IN-GJ 390019
mumbai	India
Maharashtra 400172	
India	

**Comment**

Comments:

“Part Number/Description” can be added at line Level, it is not mandatory.

“Quantity” can be changed depending on the Services provided. (Up to 3 Decimal Places acceptable.)

“Comments” can be added at line Level if needed. It is not mandatory.



Once done, click on “Next”.

**Service Entry Sheet Lines**

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price
00010	Transformer oil filtration - Service		Service	Planned	1 EA	100.00 INR
	<input type="text" value="1250KVA with OLTC - Transformer oil"/>					
<b>SERVICE PERIOD</b>						
	Start Date: <input type="text"/>				End Date: <input type="text"/>	
<b>PRICING DETAILS</b>						
	Price Unit: EA			Price Unit Quantity: 1.000		
	Unit Conversion: 1			Description:		
<b>COMMENTS</b>						
	Add Comments: <input type="text"/>					

4. Review Page of SES will Open, go through all details you have filled and then Click on “Submit”.

5. Once the LTTS Buyer will Approve, you will receive an Email as shown below (if Email Notifications are enabled.)

Approved - Service sheet SES884 - to L&T Technology Services Limited - TEST (ANID: AN11127514020-T) - Notification from Ariba Network External Inbox x  



**network\_accounts@ansmtp.ariba.com** <ordersender-prod@ansmtp.ariba.com>  
to me ▾

3:52 PM (7 hours ago) ☆ ↶ ⋮

This notification contains important information about your test Ariba account (ANID: AN11169740901-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: L&T Technology Services Limited - TEST

Purchase Order No.: 1000007884  
Service Sheet #: SES884  
Service Sheet Status: **Approved**  
Description:

More details about the service outline line items are listed below:

Service Sheet Line No.: 10  
Service Sheet Line Description: Transformer oil filtration - Service

Click the following URL to access your account.

<https://service.ariba.com/Supplier.aw/ad/documentDetail?docPayload=1681121870376-2191772581594634785%4010.209.37.91&community=9>

Click the following URL to access your account.

<https://service.ariba.com/Supplier.aw/ad/documentDetail?docPayload=1651751241774-843377143850240720%4010.162.97.176&community=9>

- On Clicking Link, you will be taken to Supplier Network where you will see that Status of SES Changes to "Approved".

Service Sheet: SES884

Create Invoice

Copy SES

Detail

History

**Service Sheet**  
(Approved)

SES884  
Date: 10 Apr 2023  
Final Service Sheet: No  
Purchase Order: [1000007884](#)  
ERP SES ID: 1000042574  
Subtotal: 500.00 INR  
Service Start Date: 10 Apr 2023  
Service End Date: 10 Apr 2023

**From**  
**ABC ltd**  
ABC ltd  
new street  
mumbai  
Maharashtra 400172  
India

**To**  
**L&T Tech Services India**  
L&T Technology Services Limited - TEST  
L&T Knowledge City IT/ITES SEZ,  
IN-GJ 390019  
India  
Address ID: TSIN

## Invoice in Ariba Network Invoice in Ariba Network

1. After you have submitted the ASN and GRN has been posted by LTTS or SES has been approved after by LTTS, the invoice button will be available for you to process the document.
2. Click on the Invoice button and select the relevant option of either posting an invoice or a credit memo.

Purchase Order: 1000007885

Done

Create Order Confirmation ▾ Create Ship Notice 1 Create Invoice ▾ 2 Standard Invoice

Order Detail Order History

Line-Item Credit Memo  
Line-Item Debit Memo

From: Customer  
L&T Tech Services India  
L&T Knowledge City IT/ITES SEZ,  
Gujarat 390019  
India  
Phone:  
Fax:

To: ABC Ltd  
new street  
mumbai  
Maharashtra 400172  
India  
Phone:  
Fax:  
Email: nishanthan.kumaragiri@pwc.com

Purchase Order (Received)  
1000007885  
Amount: 24,000.00 INR  
Version: 1

Track Order

Payment Terms ⓘ  
Immediate against invoice

Contact Information  
Supplier Address

Routing Status: Acknowledged  
External Document Type: Non-Proj,Consumable (ZCON)  
Related Documents: 5000044828  
Shipnotice1  
CONF1

- a. Enter the invoice number
- b. For materials/Service the tax will be auto populated from the PO. Review the charges and allowances.
- c. Enter the Discount percentage, special handling if there are any delivery costs with your product. The same values will be available at the line-item level on the screen.

### ▼ Invoice Header

#### Summary

Purchase Order: 1000007885

Invoice #:\* INVOICE NUMBER

Invoice Date:\* 10 Apr 2023

Service Description:

Supplier Tax ID:

Remit To: ABC ltd

mumbai  
Maharashtra  
India

Bill To: L&T Tech Services India

Gujarat  
India

3. Go to the next screen preview the invoice and submit the same. This will then be sent to LTTS system where the finance team will review it and post the document.

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.

Standard Invoice

Invoice Number: INVOICE NUMBER	Subtotal:	24,000.00 INR
Invoice Date: Monday 10 Apr 2023 11:33 PM GMT+05:30	Total Tax:	4,320.00 INR
Original Purchase Order: 1000007885	Total Gross Amount:	28,320.00 INR
Receipt: 5000044828	Total Net Amount:	28,320.00 INR
	Amount Due:	28,320.00 INR