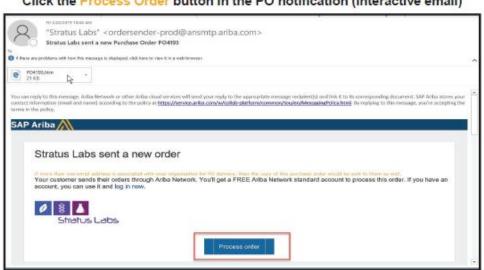# Louisiana Pacific Ariba Document Processing - Supplier Instructions

Please follow these step-by-step instructions to connect with Louisiana Pacific (LP) and process documents on the **SAP Business Network (Ariba)**.

The first PO is your invitation to join Ariba that arrives via an interactive email with Louisiana-Pacific and the PO number listed in the subject line. Click the blue **Process Order** button in the email message that goes to new account sign up or, if you already have an Ariba account, simply login with your existing credentials to automatically link up LP to your account. (If "potential existing accounts" pops up, just click on the X to exit window and return to login screen.)

Each Supplier selects an Account Administrator to maintain/configure account settings and assign Users with specific roles and permissions to access PO's to confirm and invoice against. Please see these helpful Ariba training links for more information on account set up and configuration:

- Help Center Standard account: http://ari.ba/standardhelp
- Additional Ariba training, Multi Language: http://ari.ba/multilanguagetraining
- Standard Account Video Demos: http://ari.ba/videodemo

Click the links below to skip to that specific topic:

- PO Confirmation
- Invoicing
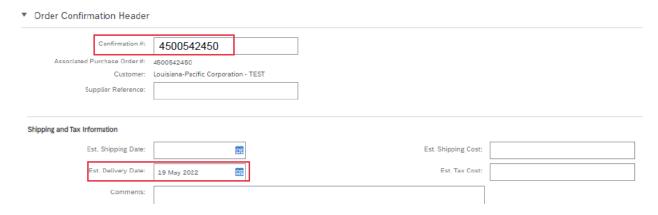- Canadian Tax Types

Document Viewing and Processing

- **Log in** to your Ariba account at https://supplier.ariba.com and click the **Workbench** tab at upper left corner, then select the **Orders** Tile (squares). You should be able to see the current PO's for Louisiana Pacific by clicking the blue **Edit Filter** button and filter the **Creation Date** options to **Last 365 Days**. Otherwise, they default to only the last 31 days' worth.

- Remember to click the blue **Apply** button and PO's will appear, and then click **Save Filter** on the Tile itself. You can edit the Tile to reference Last 365 Days or create a custom title. Click **Save** to lock in the Tile changes. We encourage you to do the same for all the Workbench Tiles you use most: Orders, New Orders, Orders to Invoice, Invoices, Rejected Invoices, etc. Select the blue **Customize** button to the right above the Tiles for more options.
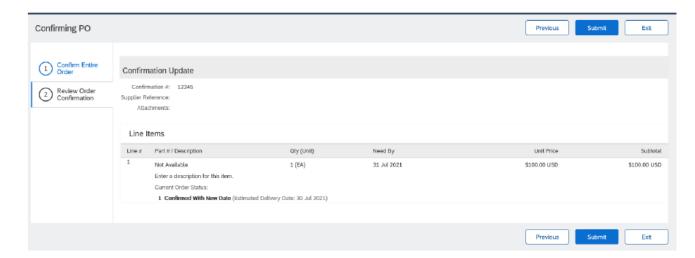
PO Confirmation

Click on the blue **PO number** while in the **Workbench** and review the PO. If it is <u>correct as is</u>, select **Create Order Confirmation > Confirm Entire Order.** Once you confirm the PO initially, you can invoice multiple times without reconfirming. <u>However</u>, if LP changes the PO and a new version is issued, the new PO versions need to be reconfirmed again, so you always invoice against the most current version of the PO. **Only complete required website fields noted by an asterisk (*) or listed below.**
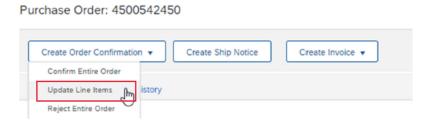

1. **Confirmation Number** – Enter the PO number or leave blank. Never use an invoice number.

2. ***Estimated Delivery Date** (Required) – Delivery date cannot be prior to current date.
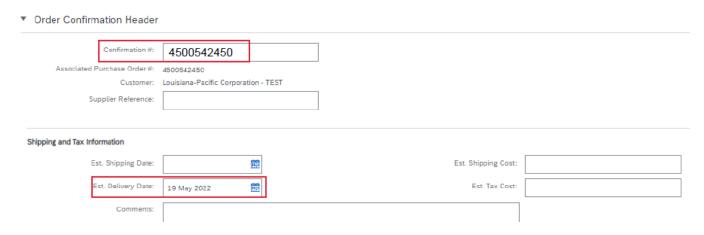

3. If taxes appear on your PO but are not required, continue confirming the order with taxes and then exclude them later during invoicing.

4. Clic**k Next** at bottom of form to go to the Review screen. Click the **Previous** button to go back and make changes. If Confirmation is complete, click **Submit** to send Confirmation to LP. Now you are ready to invoice.

To request changes to the PO, click **Create Order Confirmation > Update Line Items**. Do not reject orders due to changes in delivery date or price. Changes can be entered in the Details field.
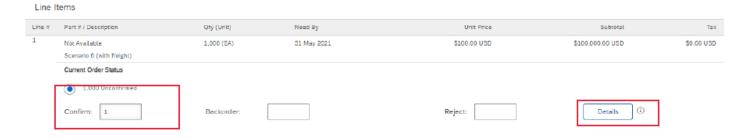
Purchase Order: 4500542450

| Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ |

Confirm Entire Order

Update Line Items 🖑 istory

Reject Entire Order

1. **Confirmation Number** – Enter the PO number or leave blank. Never use an invoice number.

2. ***Estimated Delivery Date** (Required) – Delivery date cannot be prior to current date.

▼ Order Confirmation Header

Confirmation #: 4500542450
Associated Purchase Order #: 4500542450
Customer: Louisiana-Pacific Corporation - TEST
Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: Est. Shipping Cost:
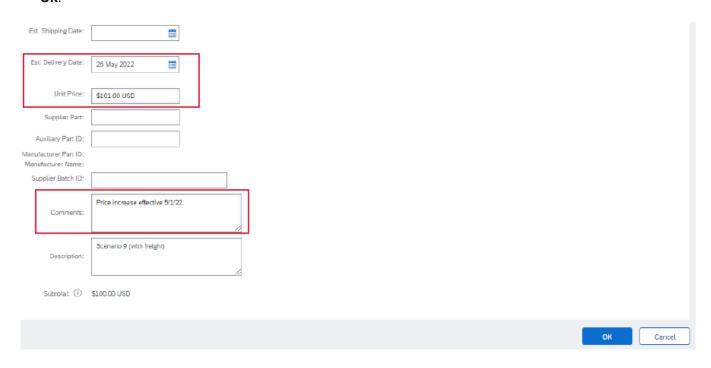Est. Delivery Date: 19 May 2022   Est. Tax Cost:
Comments:

3. For each Line Item you are confirming or changing, enter the Quantity to Confirm, Backorder or Reject. Click **Details** to request delivery date, pricing adjustments, or add Comments. When Backordered items become available, please reconfirm the PO using the **Update Line Items** feature as noted above, until all items are confirmed. Otherwise they will remain as Backordered and unavailable to invoice.
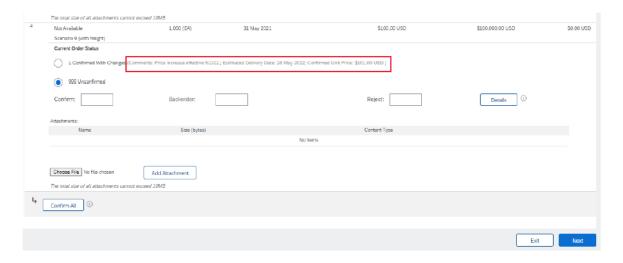
   With quantity or price differences above 10%, you <u>must</u> request an adjustment to the PO. Follow the instructions below or contact the LP Requestor listed on the PO, so they can adjust the purchase order, then you can reconfirm the revised PO and submit the invoice.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Scenario 6 (with freight)	1,000 (EA)	31 May 2021	$100.00 USD	$100,000.00 USD	$0.00 USD

Current Order Status

◉ 1,000 Unconfirmed

Confirm: 1   Backorder: Reject: Details ⓘ

4. In the **Details** screen, enter the correct delivery date, price, etc. and add a Comment regarding changes. Click **OK**.

Est. Shipping Date:	
Est. Delivery Date:	26 May 2022
Unit Price:	$101.00 USD
Supplier Part:	
Auxiliary Part ID:	
Manufacturer Part ID: Manufacturer Name:	
Supplier Batch ID:	
Comments:	Price increase effective 5/1/22.
Description:	Scenario 9 (with freight)
Subtotal: ⓘ	$100.00 USD

OK   Cancel

Change requests will appear in grey text beneath 'Current Order Status.' If information is correct, click **Next**.
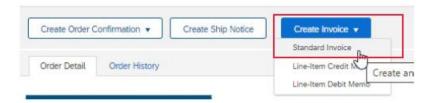

5. Review your confirmation and note the changes in grey text. If information is correct, clic**k Submit**. Click the **Previous** button to go back and make changes. If requesting changes to the PO, a Confirmation goes to the LP Team to make adjustments. After revision, a new PO version is sent to the Supplier to reconfirm by clicking **Confirm Entire Order** as stated in the directions above.
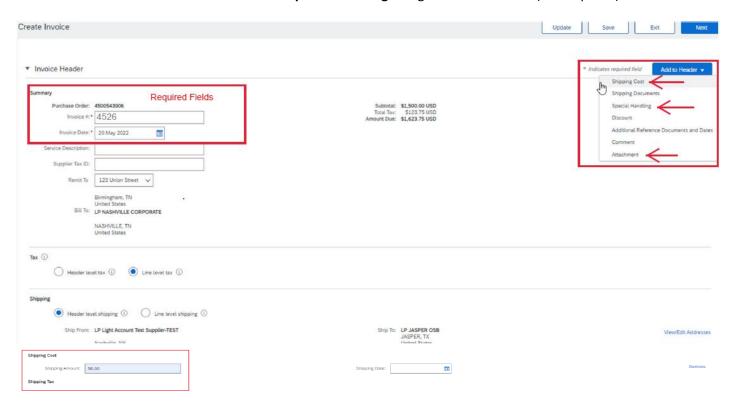
Invoicing - aka PO Flip

While in the PO, click **Create Invoice > Standard Invoice.** Remember to <u>confirm the PO</u>, so you can proceed to invoicing. **Only complete the required website fields noted by an asterisk (*) or listed below.**
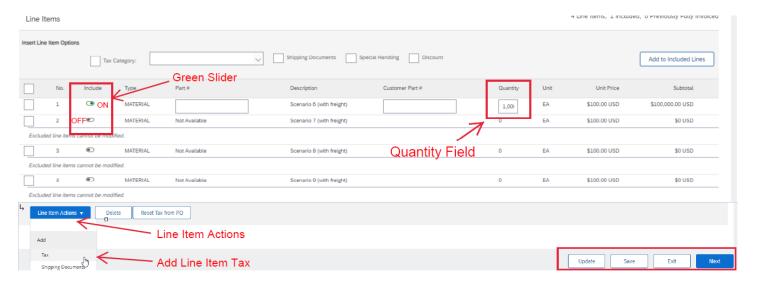

1. **Invoice Number* (Required) – Do not use over 35 characters, leading zeros, or special symbols (ex -./#,). Never reuse an invoice number unless you are resubmitting a rejected/failed invoice. If resubmitting, add an "a" at the end of the invoice number.

2. **Invoice Date* (Required) – Select current date. To avoid invoice exceptions and processing delays, <u>do not</u> use invoice dates prior to the PO creation date.

3. If **Shipping Costs** are applicable, submit at <u>Header Level</u> only. Click **Add to Header > Shipping Cost**, then enter charges in the Shipping Cost field; no Shipping Date needed. If Canadian Shipping Tax is required, select **Add to Header > Shipping Tax**. Click **here** to skip to Canadian Tax Types section for more information.

4. **Add to Header** can also be used to add **Special Handling** charges and **Comments** (not required).

5. It is helpful to attach a copy of the paper invoice as a backup. Click **Add to Header > Attachment > Choose File** to find document then click **Add Attachment** to "lock in" the invoice.

6. In the **Line Items** section, only include the specific line items to invoice and remove the non-billable lines. To exclude a line, click on the line item's **Green Slider** to turn "off". You can also remove multiple line items at once by checking the box to the left of each line and click the **Delete** button just below the line items section. Submit another invoice later to bill for the excluded items.

7. Tangible Goods - Use the **Quantity field** for each line item being billed. Leave Part # fields blank. The **Unit Price** can be changed as long as the new price is within tolerance. Use the **Update** button below the line item section to recalculate amounts, if needed. Repeat process with each line item invoiced. **If an error message appears, the new price is over the tolerance. **Exit** invoice and contact the LP Requestor listed on the PO, so they can adjust the purchase order, then you can reconfirm the revised PO and submit the invoice.

8. Blanket PO's – The quantity and price fields are reversed. Use the line item **Quantity field** to enter dollar amount to invoice (ex. 5,000 quantity at $1.00 each = $5,000). Do not adjust Unit Price. Repeat for each line item and confirm Subtotals are correct. Use the **Update** button below line item section to recalculate amounts, if needed. **The same tolerance rule above applies to quantity overages.

9. **If tax fields appear below line items that are not taxable, click the blue "Remove" button to the right of each tax field to delete the taxes. **Do not leave $0.00 tax fields on the invoice that could delay payment processing.**

   If applying line item taxes, confirm that the **Tax Category** shows Sales Tax for the U.S. or GST, HST, etc. for Canada. Most tax categories will appear automatically, however you can add additional tax fields by checking the box at left of a line item, then scroll down to **Line Item Actions > Tax** to add the tax field. **Remove** the tax field you do not need to invoice. Use the **Update** button below line item section to recalculate amounts, if needed. Click **here** to skip to Canadian Tax Types section for more information.

10. Click **Next** at bottom of screen to go to final Review screen. Scroll through to the bottom to check your entries. Click the **Previous** button if you need to go back and make changes.

11. If invoice is correct, click **Submit** to release it to LP on the Ariba Network. You can also print/save a copy of document. Usually an invoice email confirmation with a pdf copy is sent to an email address on file. Select **Exit** invoicing to go back to the PO.

12. Stay within the PO to continue invoicing to that same purchase order or, if finished with that PO, click **Done** to return to **Workbench**. Repeat process for other PO's.
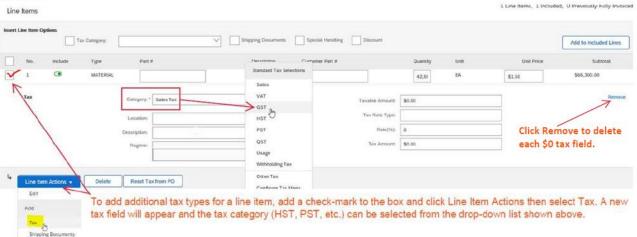
Canadian Tax Types

Some online invoices have been submitted against PO's in Ariba with specific tax issues that cause backend exceptions resulting in processing delays and/or short paid invoices due to missing taxes. Please see below for helpful information to ensure the correct Canadian tax type is applied to invoices and payments are made in full:

- **Before submitting an invoice in Ariba, <u>please make sure you are adding the appropriate taxes</u> even if there is no tax showing on the PO. It is imperative that you include the applicable taxes on the invoice or it will be mistakenly short paid.** You can add tax types using the instructions below.

- **RST - It is <u>not</u> best practice to manually type in the RST tax type.** Please select **PST** from the dropdown shown below for British Columbia and RST for Manitoba ship to invoice addresses. Our system will automatically adjust it based on the Ship To address (BC or MB) if only PST is an option for a Manitoba ship to.

- **Do not use Sales Tax instead of GST (Goods and Services Tax) -** Since GST tax type is specifically used for Canadian invoices, mistakenly selecting or leaving in U.S. Sales Tax type causes invoice exceptions that must be manually cleared by LP and in some instances causing the tax to be short paid. **<u>The online invoice tax type may default to "Sales Tax", so please select GST using the steps listed below.</u>** (Only use Sales Tax on Canadian invoices if product ships to the U.S.)

- **Please do not leave in extra tax types with a $0 tax amount** as it may cause exceptions and possible processing delays. Per the screen shot below, click the blue "Remove" button to the right of each tax field to delete that $0 tax field.

<u>Tax Categories Available in Dropdown</u>

GST = Goods and Services Tax – "TPS" en Francais   PST = Provincial Sales Tax **(British Columbia and Manitoba only)**
QST= Quebec Sales Tax – "TVQ" en Francais   HST = Harmonized Sales Tax **(Ontario only)**

If you need additional assistance, please contact Assistance.GBS@lpcorp.com.