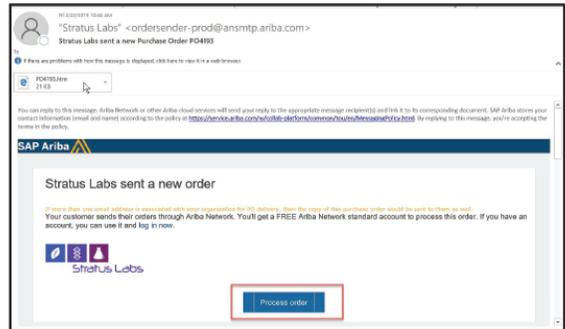


## Introduction To The SAP Business Network (Ariba)

Louisiana-Pacific (LP) utilizes the **SAP Business Network (Ariba)** in order to streamline our procurement and accounts payable processes by shifting to paperless, automated business transactions. This initiative promotes efficiencies through the transmission of purchase orders (PO's), order confirmations, invoices, and remittances through the Ariba Network. The following is a quick overview of what to expect:

- We require PO's to be confirmed and invoiced through the Ariba Network.
- The first PO is your invitation to join Ariba and arrives via an interactive email with Louisiana-Pacific and the PO number listed in the subject line. Click on the blue **Process Order** button in the message to go to a screen for new account sign up or, if you already have an Ariba account, simply login with your existing credentials to automatically link up to your account. (If "potential existing accounts" pops up, just click on the X to exit window and return to login screen.)
- If new to Ariba, you will be assigned a free Standard account with PO email delivery as well as order confirmation and invoicing through each interactive email. If the order changes, a new version of the PO will be sent to reconfirm. The Supplier also has the option to upgrade and pay transaction fees for an Enterprise account that uses a web portal (instead of emails) with additional functionality for processing and storage of PO's, order confirmations, and invoicing.
- Each Supplier will select an Account Administrator assigned to maintain/configure account settings and assign Users with specific roles and permissions to access the PO's to confirm and invoice against. The Account Administrator is also responsible for ensuring their 10-digit Remit-to ID/address is assigned correctly in Account Settings. Please reach out to [Assistance.GBS@lpcorp.com](mailto:Assistance.GBS@lpcorp.com) for your specific remittance ID(s).
- Within the PO, you can confirm the entire order as is or submit with changes. Most orders require confirmation to proceed on to invoicing. Please confirm the PO within three days of receipt.
- After order confirmation, you can invoice according to your usual billing cycle. We recommend that you attach a copy of the invoice to the online form as backup. The digital invoice travels automatically to our Accounts Payable team and notifications are emailed to Suppliers, so they can stay informed of the successful submission or rejection of the invoice.
- Payments are processed per the terms listed on each PO, and in accordance with our Standard Terms and Conditions or as may otherwise be agreed to between LP and a Supplier in a written, executed agreement. Standard Payment Terms are Net 45 days. You may also choose 2% Net 15 payment terms as an early payment option.

Click the **Process Order** button in the PO notification (interactive email)



**NOTE:** Please let us know if your account requires EDI integration or is configured with Supply Chain Collaboration (SCC).

For questions regarding your Ariba account setup, Remit-to ID inquiries, submitting PO confirmations and invoices, please contact [Assistance.GBS@lpcorp.com](mailto:Assistance.GBS@lpcorp.com).

Go to <https://supplier.ariba.com> for password reset or access to the Help Center icon. 