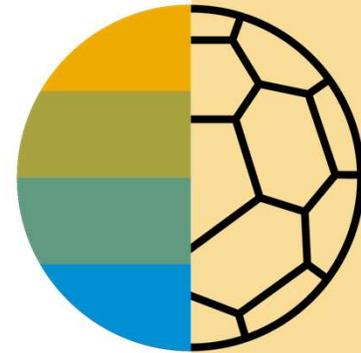




# Louisiana-Pacific Supplier Guide

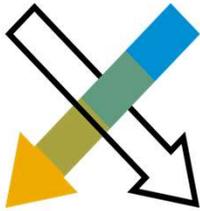
CONFIDENTIAL



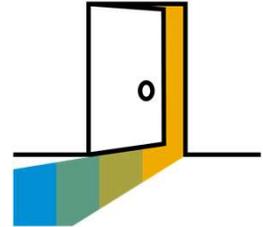
# HOME- Table of Contents



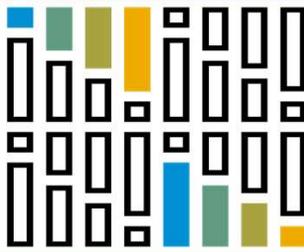
**Section 1:**  
**Ariba Network Overview**



**Section 2:**  
**Account Set Up**



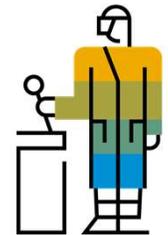
**Section 3:**  
**Purchase Orders**



**Section 4:**  
**Other Documents**

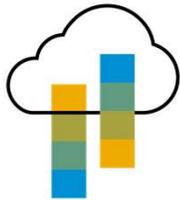


**Section 5:**  
**Invoice Methods**



**Section 6:**  
**Help Resources**

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**Louisiana-Pacific Project Scope**

Louisiana-Pacific Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

AribaPay Fees \$USD

Subscription Levels

\$USD

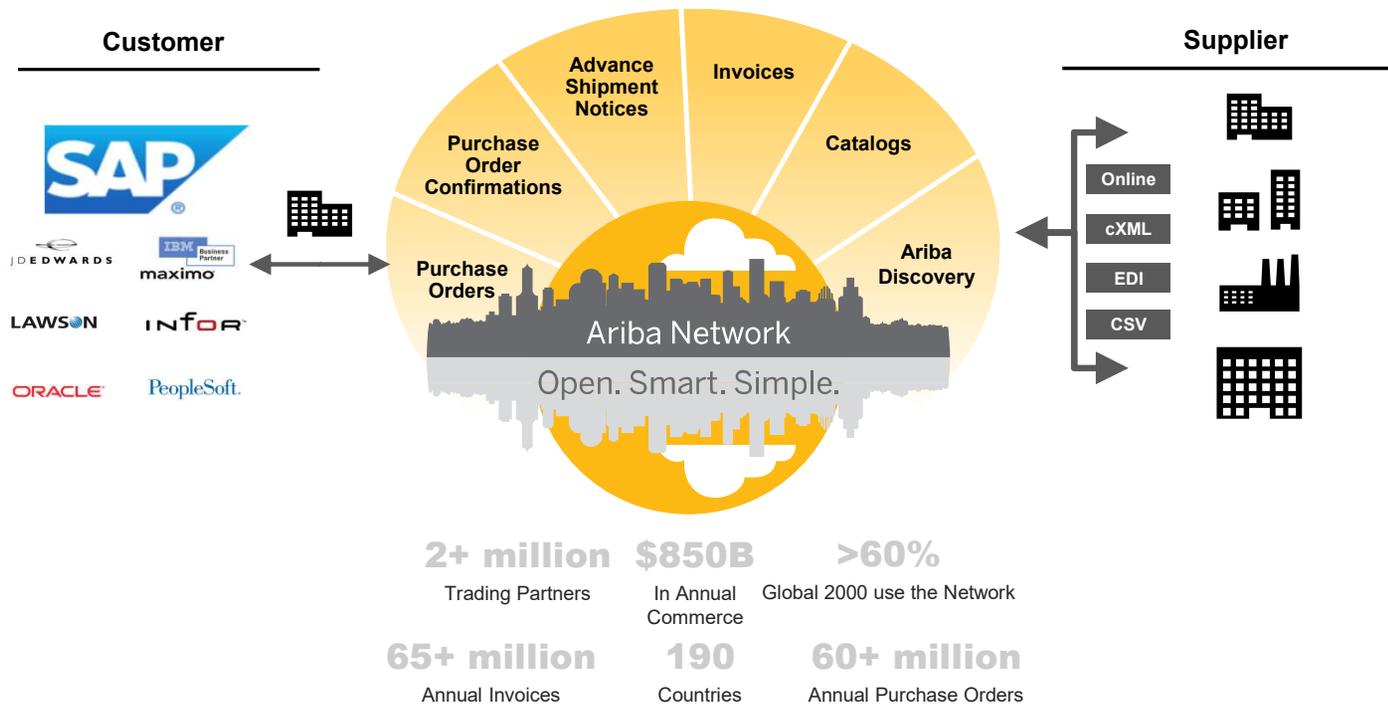
£GBP

€EUR

\$AUD

# What is Ariba Network?

Louisiana-Pacific has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



# Louisiana-Pacific Message

Dear Valued Louisiana-Pacific Supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. Louisiana-Pacific is partnering with **SAP Ariba®** to fulfill our vision of moving away from paper and manually transmitted documents. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes and we are excited to provide you with this opportunity.

What does this mean for you?

We are requesting that you partner with us on this transformational journey. Conducting business on the Ariba Network is strongly suggested and your POs, Invoices, Order Confirmations, Ship Notices, and Remittances will soon be transmitted using this platform. One of the reasons we selected SAP Ariba is that it brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation, potential new business opportunities, as well as, have the opportunity to take advantage of Dynamic Discounting and track payments in real time from Louisiana-Pacific via the Ariba Network.

# Louisiana-Pacific Message... continued

## Benefits of the Ariba Network

If you're not already familiar with Ariba, please know that one of the reasons we selected Ariba as our partner is that being on the Ariba Network and doing business with us electronically offers you multiple benefits, including:

- Real-time PO and invoice delivery for quicker fulfillment, identification of discrepancies, and end-to-end visibility into the transaction cycle
- Enablement of online catalogs to provide a streamlined Procure-to-Pay shopping experience
- Potential new business opportunities for your company through increased access to other customers on the Ariba Network
- Reduction in administrative business expenses for items such as data entry, postage, printing, and mailroom handling
- Simple set-up – all you need is an internet connection
- Accelerated cash flow based upon terms and discounting options
- Uninterrupted business with our company
- Document visibility of payment status online
- Mobile Transactions

## Louisiana-Pacific Message... continued

Is there a cost associated with this initiative?

Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free, though based on the volume of transactions you do on the Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).

When will this take effect?

In the coming weeks, Ariba will send you important communications and instructions for joining the Ariba Network. This includes establishing a trading relationship with Louisiana-Pacific on the Ariba Network and configuring your Ariba Network account. We appreciate your prompt action on all communications and requests regarding this initiative (not to exceed five business days). We are targeting a cutover date from your existing procure to pay process in Q4 2019.

## Louisiana-Pacific Message... continued

### When will this take effect? ... continued

The Ariba Network will allow us to improve our Accounts Payables and Procurement processes, increasing our internal efficiency as well as improving our interaction with you, our supplier community. We know that we will not be successful without your support. Moving to the Ariba Network will not only help us to achieve our corporate goals, but we anticipate that you, our suppliers, will also benefit from participation on the Ariba Network.

To achieve world class, we will transform activities that are resource and paper intensive today and digitize them, using lean principles and adopting best practices. SAP Ariba is the technology platform that will enable us to drive lean principles into our sourcing, procurement and payment processes.

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. If you are not the correct recipient or have questions, please contact the Louisiana-Pacific Supplier Enablement Team at [SupplierEnablement@lpcorp.com](mailto:SupplierEnablement@lpcorp.com).

Sincerely,

**Robbie Caudill**  
Supplier Enablement Lead  
Louisiana-Pacific

# Review Louisiana-Pacific Specifications

## Supported Documents

### Louisiana-Pacific project specifics:

- **Tax data** is accepted at the line item level of the invoice ONLY.
- **Shipping data** is accepted at the header/summary level or at the line item level.

### Supported

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Advance Shipment Notices**  
Apply against PO when items are shipped
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **BPO Invoices**  
Invoices against a blanket purchase order
- **Service Invoices**  
Invoices that require service line item details
- **Contract Invoices**  
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**  
Item level credits; quantity adjustments

# Review Louisiana-Pacific Specifications

## NOT Supported Documents

### NOT Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Louisiana-Pacific
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Louisiana-Pacific
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Louisiana-Pacific will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**  
Louisiana-Pacific requires invoices to be submitted electronically through Ariba Network; Louisiana-Pacific will no longer accept paper invoices
- **Header Level Credit Memos**  
Credit Memos applied against whole invoices; not accepted by Louisiana-Pacific
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item; not accepted by Louisiana-Pacific
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network; not accepted by Louisiana-Pacific

# SAP Ariba Helps You...



**60% average reduction in operating costs**

## Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



**30% growth in existing accounts**  
**35% growth in new business**

## Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



**15% increase in customer retention**

## Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

**80% efficiency & transform business operations**



## Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

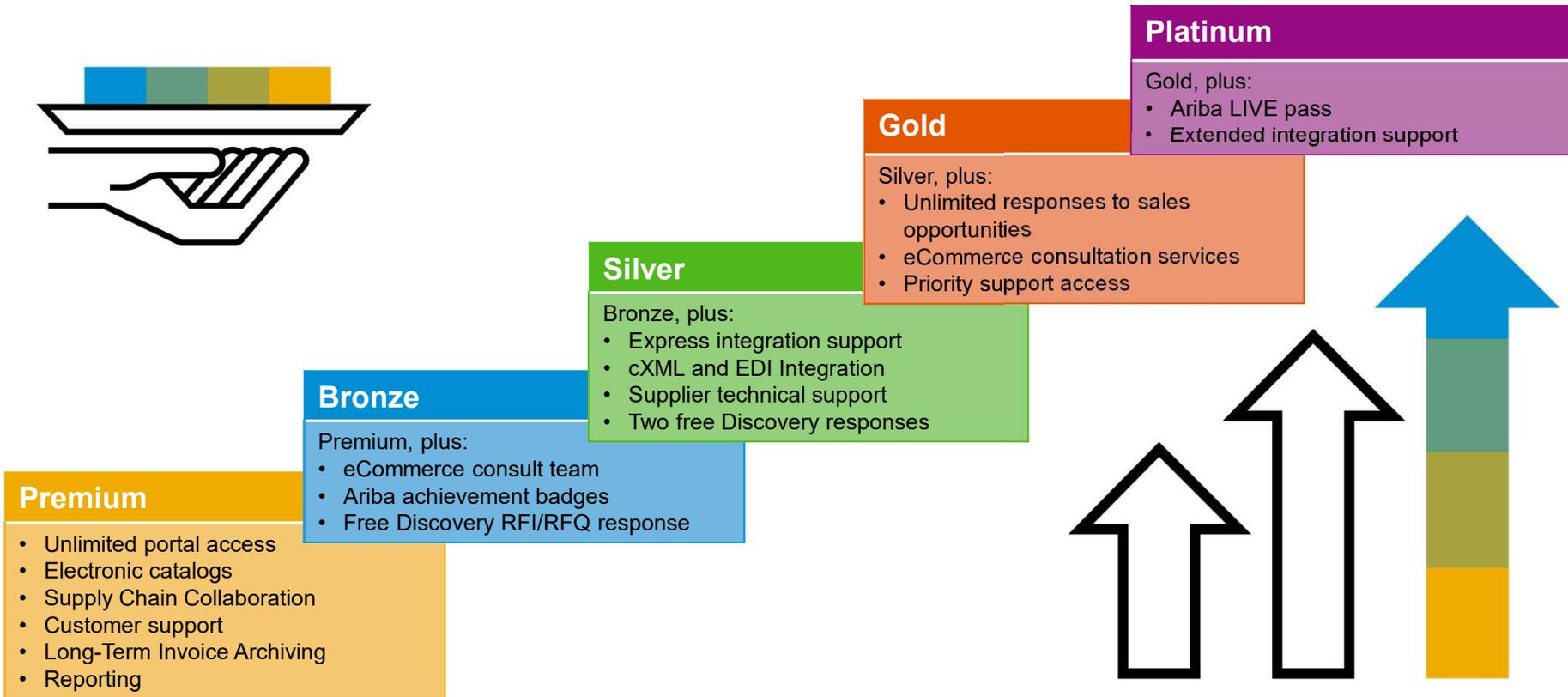
**62% decrease in late payments**



## Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

# Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter  
Per-relationship fee cap: \$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

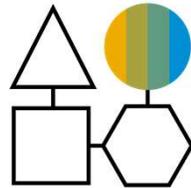
**\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

### Fee Threshold

**\$50,000 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Section 2: Set Up Your Account



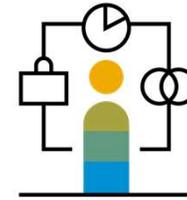
### Basic Account Configurations

[Suggested Configuration](#)  
[Accept Invitation](#)  
[Profile Completion](#)  
[Email Notifications](#)



### Enablement Tasks

[Enablement Tasks](#)  
[AribaPay Enrollment](#)  
[Purchase Order Routing](#)  
[Invoice Notifications](#)  
[Tax Details](#)  
[Accelerated Payments](#)  
[Remittances](#)  
[AribaPay Remittance Information](#)



### Advanced Account Configuration

[Customer Relationships](#)  
[Roles and Users](#)  
[Enhanced User Account Functionality](#)  
[Multi-Orgs](#)  
[Test Accounts](#)

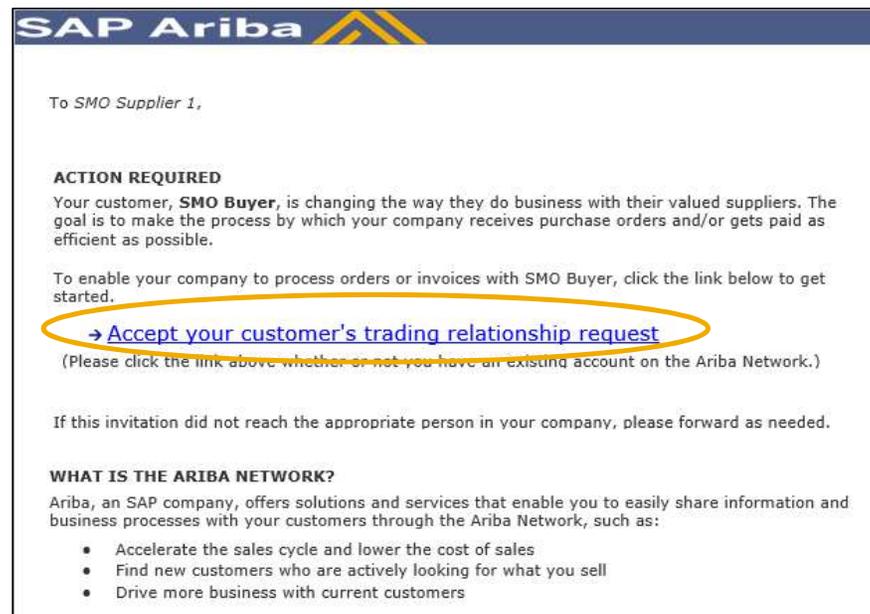
# Louisiana-Pacific Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

# Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.



# Select One...

**First Time User**

**Existing User**

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

### New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

### Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Register as a New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (\*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (\*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A modal window at the top explains the registration process. The main form is divided into three sections: 'Company information', 'User account information', and 'Enter more information for potential customers'. Numbered callouts are placed on the form: 1 points to the 'Register Now' button; 2 points to the 'Company Name' field; 3 points to the 'Email' field; 4 points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox; and 5 points to the 'Register' button at the bottom right.

**New User**

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

**1** Register Now

I have further questions for my requesting customer

Register Cancel

Register

Company information

\* indicates a required field

Company Name\*

Country\* United States (USA)

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address\*

Line 1

Line 2

Line 3

City\*

State\* Alabama

Zip\*

User account information

\* indicates a required field

Name\* First Name Last Name

Arriba Privacy Statement

Email\*

Use my email as my username

Username\*

Must be in email format (e.g. john@newco.com)

Password\*

Enter Password

Must contain a minimum 8 characters including letters and numbers.

Repeat Password

Language\* English

The language used when Arriba sends you configurable notifications. This is different than your web browser.

Enter more information for potential customers ▶

Arriba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Arriba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Arriba and the computer systems on which the Arriba services are hosted (located in various data centers globally), in accordance with the Arriba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Arriba administrator within your organization or Arriba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Arriba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

**4**  I have read and agree to the Terms of Use and the Arriba Privacy Statement

**5** Register Cancel

# Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

## Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:  [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network user interface. At the top, a navigation bar shows 'Company Settings' and 'John Doe'. A dropdown menu is open under 'Company Settings', with 'Company Profile' highlighted. Below this, the 'Company Profile' form is shown. The form has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected. The form contains the following fields:

- Company Name: SMO Supplier 1
- Other names, if any: (empty)
- NetworkId: AN010
- Short Description: (empty)
- Website: (empty)
- Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL
- Address:
  - Address 1: 21 Jump Street
  - Address 2: (empty)
  - Address 3: (empty)
  - City: Cleveland
  - State: Ohio
  - Zip: 44114
  - Country: United States [USA]

On the right side of the form, there is a 'Public Profile Completeness' meter showing 35%. Below the meter, there are links for 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. There is also a 'Share Your Public Profile' section with a link to 'Click here to get your Ariba badge.' and a 'View Public Profile' button.

# Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the SAP Account Settings interface. At the top, the 'Company Settings' dropdown menu is open, showing a list of settings including 'Notifications' (marked with a yellow circle '1'). The 'Notifications' menu item is highlighted. Below the menu, the 'Account Settings' page is visible, with the 'Notifications' tab selected (marked with a yellow circle '2'). The 'Network' sub-tab is also selected. The 'Electronic Order Routing' section is visible, showing a table with columns for 'Type' and 'Send notifications when...'. The 'Order' row has a checked checkbox for 'Send a notification when orders are undelivered'. The 'To send addresses (one req...)' field is visible on the right, containing the email address 'junk@phoenix.ariba.com' (marked with a yellow circle '3').

# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:  
**Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

**Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.

# Configure Your Enablement Tasks

Agree to Enable AribaPay \*Note this is an *optional* offering for suppliers

1. **Open** the AribaPay task.
2. **Click Complete Task** for the Agree to Enable AribaPay activity within the AribaPay task.
3. **Accept** the AribaPay Terms of Use in the pop up window and click **Complete**.

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended [More](#)

Activities and Tasks [View Profile](#) Supplier Information Portal [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	15 May 2016	4	0	0
▶ Purchase Order	11 Jul 2016	2	1	0
▶ Invoice	16 Jul 2016	4	1	0
▼ AribaPay	17 Jul 2016	4	1	0

This activity contains tasks for configuring your account to enable AribaPay.

Pending	<b>Agree to Enable AribaPay</b> Confirm that you are willing to enable AribaPay in order to receive payments through the Ariba Network from the customers who want to pay you using AribaPay. Once you agree to enable AribaPay, the AribaPay Team will contact you to start the enablement process.	<a href="#">Complete Task</a>
Not Started	<b>Enroll with AribaPay Payment Provider</b> Provide the AribaPay Payment Provider with your financial details to continue the AribaPay enablement process.	<a href="#">Complete Task</a>
Not Started	<b>Confirm AribaPay for This Relationship</b> Once you confirm AribaPay for this relationship, your buyer will be notified that you are ready to begin receiving payments through the Ariba Network.	<a href="#">Complete Task</a>
Not Started	<b>Customer Is Ready to Use AribaPay for This Relationship</b> Your customer confirms that they are ready to send you payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or they can close it manually.	Buyer Task

[top](#)

COMPLETE TASK

You can mark a task complete if you have completed it and add a comment.

Task Name: Agree to Enable AribaPay  
Task Status: Pending

Please choose the country in which AribaPay payments from your buyer should settle. [Choose a country](#)

It is important that you choose the correct country for the settlement of AribaPay payments.  
If you are uncertain about which country to choose, you don't see the correct country in the drop-down menu, or you don't think you are the right person to make this choice, please contact SAP Ariba Customer Support.

By selecting this check box and clicking complete, I acknowledge that I have read and agree to the AribaPay Terms of Use on behalf of my organization.

[3](#) [Complete](#) [Cancel](#)

# Configure Your Enablement Tasks

Agree to Enable AribaPay \*Note this is an **optional** offering for suppliers

1. Click **Complete Task** next to **Enroll with AribaPay Payment Provider**.
2. Click **Ok** to redirect to the Discover Financial Services on boarding site.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	15 Jul 2016	4	0	0
▼ AribaPay	14 Sep 2016	4	1	0

This activity contains tasks for configuring your account to enable AribaPay.

✓ Completed	Agree to Enable AribaPay Confirm that you are willing to enable AribaPay in order to receive payments through Ariba Network from the customers who want to pay you using AribaPay. Once you agree to enable AribaPay, the AribaPay Team will contact you to start the enablement process and set up your AribaPay Merchant ID.	Reopen Task
Pending	Enroll with AribaPay Payment Provider Provide the AribaPay Payment Provider with your financial details to continue the AribaPay enablement process. You will be redirected to the AribaPay Payment Provider portal to complete this task.	1 Complete Task
Not Started	Confirm AribaPay for This Relationship Confirms that you are ready to receive payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or you can close it manually.	Complete Task
Not Started	Customer Is Ready to Use AribaPay for This Relationship Your customer confirms that they are ready to send you payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or they can close it manually.	Buyer Task

[top](#)

### COMPLETE TASK

You can mark a task complete if you have completed it and add a comment.

Task Name: Enroll with AribaPay Payment Provider  
Task Status: Pending

You cannot open or complete a task that is automatically tracked.

Click Ok to be redirected to the AribaPay Payment Provider portal and continue the AribaPay enablement process.  
Before you complete your enrollment with the AribaPay Payment Provider, please make sure you are prepared to provide the financial details of your company.

# Enroll with AribaPay Payment Provider \*Note this is an *optional* offering for suppliers

On this page, you will see your basic customer information. The Discover Financial Services team will be reaching out to you to assist in completion of the requested documentation.

You will need a copy of your W9 and a voided check to complete the setup.

The screenshot shows the AribaPay enrollment interface. At the top left is the AribaPay logo (powered by Discover). On the right, there are links for 'Need help? View Tutorial Video' and a 'LOG OUT' button. A left-hand navigation menu includes: 'Commercial Payments Network Home' (highlighted), 'Participation Agreement', 'Commercial Payments Terms of Use', 'Enrollment', 'Link to Existing Settlement Account', and 'Add New User'. Below the menu is a 'Need Help?' section with a phone icon, the number '1-888-802-9654' (8 am - 4:30 pm ET), and an 'Email Us' button. The main content area is titled 'Discover Commercial Payments Network Home' and contains a welcome message: 'Welcome, AribaPay Supplier to the AribaPay Enrollment Website'. It displays the 'ANID: AN010101234' and 'Legal Business Name: AribaPay Supplier'. Below this, it asks 'To enroll in AribaPay choose from the options below:' with two radio button options: 'Create Settlement Account' (selected) and 'Link Supplier ANID to an Existing Settlement Account'. A list of steps follows: 'Complete Legal Requirements', 'Complete Enrollment Form', and 'Submit and Approve Enrollment Form'. A 'CONTINUE ENROLLMENT' button is at the bottom of this section. The footer contains the AribaPay logo, 'Terms of Use', 'Privacy', 'Contact Us', and '©2017 DFS Services LLC'.

**Note:** If you need further assistance with your enrolling your bank account with Discover, please contact 1-888-802-9654 between the hours of 8:00 AM and 4:30 PM EST.

# Configure Your Enablement Tasks

Agree to Enable AribaPay \*Note this is an *optional* offering for suppliers

1. Click **Complete Task** next to **Confirm AribaPay for This Relationship**.
2. **Louisiana-Pacific** will receive a notification that you are ready to begin receiving payment in their preferred payment method.

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	15 Jul 2016	4	0	0
▼ AribaPay	14 Sep 2016	4	1	0
This activity contains tasks for configuring your account to enable AribaPay.				
✓ Completed	Agree to Enable AribaPay	Confirm that you are willing to enable AribaPay in order to receive payments through Ariba Network from the customers who want to pay you using AribaPay. Once you agree to enable AribaPay, the AribaPay Team will contact you to start the enablement process and set up your AribaPay Merchant ID.		<a href="#">Reopen Task</a>
✓ Completed	Enroll with AribaPay Payment Provider	Provide the AribaPay Payment Provider with your financial details to continue the AribaPay enablement process. You will be redirected to the AribaPay Payment Provider portal to complete this task.		<a href="#">Reopen Task</a>
Not Started	Confirm AribaPay for This Relationship	Confirms that you are ready to receive payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or you can close it manually.		<a href="#">1 Complete Task</a>
Not Started	Customer Is Ready to Use AribaPay for This Relationship	Your customer confirms that they are ready to send you payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or they can close it manually.		<a href="#">Buyer Task</a>

**Note:** If you already have AribaPay setup for the bank account you wish to use for the associated ANID, please complete this enablement task for new customers.

# Select Electronic Order Routing Method

1. Click on the Tasks link to configure your account.
2. Choose one of the following routing methods:
  - Online
  - cXML
  - EDI
  - Email
  - Fax
  - cXML pending queue (available for Order routing only)
3. Configure e-mail notifications.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. <small>This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small>

# Route Your Purchase Orders

## Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact [LPSupplierEnablement@ariba.com](mailto:LPSupplierEnablement@ariba.com) to be connected with a Seller Integrator who will provide more information on configuration.

# Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# Select Electronic Invoice Routing Method

## Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The top navigation bar includes 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The 'Electronic Invoice Routing' sub-tab is active, showing 'Tax Invoicing and Archiving' (marked with a yellow circle 3). The 'Routing Method' dropdown menu is open, showing 'Online' (marked with a yellow circle 2) as the selected option. The right-hand navigation pane shows 'Company Settings' with 'Electronic Invoice Routing' highlighted (marked with a yellow circle 1). Below the routing method selection, there are input fields for Tax Classification, Taxation Type, Tax Id, State Tax Id, Regional Tax Id, and Vat Id, along with a 'VAT Registered' checkbox and a 'VAT Registration Document' field.

# Configure Accelerated Payment Options

1. From the **Company Settings** dropdown menu, select **Accelerated Payments**.
2. **Locate** the notifications section, and select the boxes next to **Buyer Initiated Early Payment Offers** and **Standing Early Payment Offers**.
3. **Enter** up to three email addresses, separated by commas, of individuals within your company responsible for payment term configuration.
4. **Click** the **Save** button.

Note: The correct payment terms for your organization can be seen on the PO/Invoice Editing Page. However, due to AN limitations, suppliers will see a different set of payment terms on the invoice confirmation page which suppliers can disregard.

Network Settings 4 Save Close

Electronic Order Routing   Electronic Invoice Routing   **Accelerated Payments**   Settlement

\* Indicates a required field

Notifications

Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers <span style="float: right;">2</span>	<input checked="" type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* test@yourcompany.com <span style="float: right;">3</span>
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.	* test@yourcompany.com

Company Settings ▾ 31

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

**1 Accelerated Payments**

Remittances

Network Notifications

View All

# Locate Early Payment Term Offers

1. From the **Inbox** tab in your account, please select **Early Payments** to view opportunities.
2. Select the invoice to review early payment offers by clicking the check box next to the Payment ID and then click **Review/Accept Early Payment Offer**.



Early Payment Discounts Offered

<input type="checkbox"/>	Payment ID	Invoice	Due Date ↓	Projected Settlement Date	↑Remaining	Invoice Amount	Discount Basis	**Discount Percent	**Discount
<input type="checkbox"/>	PPR2017-04-12-08-55A	2017-01-26-08-55A	9 Jun 2017	20 Apr 2017	54 Days	\$25,000.00 USD		2.60%	\$650.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55	2017-01-26-08-55	9 Jun 2017	20 Apr 2017	54 Days	\$20,000.00 USD		2.60%	\$520.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55D	2017-01-26-08-55D	30 May 2017	20 Apr 2017	44 Days	\$12,000.00 USD		2.10%	\$252.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55C	2017-01-26-08-55C	23 May 2017	20 Apr 2017	37 Days	\$9,900.00 USD		2.76%	\$273.25 USD

At the bottom of the table, there are two buttons: 'Review/Accept Early Payment Offer' and 'Use Cash Optimizer'. A yellow circle with the number '2' is placed over the 'Review/Accept Early Payment Offer' button, indicating it should be clicked.

# Review and Accept Early Payment Term Offers

1. **Review** the table of options of when you would like to receive payment on the invoice selected. Select the date to receive payment by clicking the radio button next to the payment date desired.
2. Click the **Accept Early Payment Offer** button at the bottom of the screen. The offer will then be sent to <<Buyer Name>>.

**Payment Information**

Payment Date: 9 Jun 2017  
 Payment Method: ACH  
 Invoice ID: 2017-01-26-08-55A

**PAYMENT PROPOSAL**  
 PPR2017-04-12-08-55A (Scheduled)  
 Original Amount: \$25,000.00 USD  
 Discount Amount: (\$0.00 USD)  
**Amount Due: \$25,000.00 USD**  
 Settlement on 9 Jun 2017

**Discount Information**

Select the date on which you want to be paid

Payment Date	Settlement Date	Scheduled Payment Date	Discount%	Discount Amount	Settlement Amount
<input type="radio"/> 1 May 2017	3 May 2017	9 Jun 2017	1.95	\$487.50 USD	\$24,512.50 USD
<input type="radio"/> 2 May 2017	4 May 2017	9 Jun 2017	1.90	\$475.00 USD	\$24,525.00 USD
<input type="radio"/> 3 May 2017	5 May 2017	9 Jun 2017	1.85	\$462.50 USD	\$24,537.50 USD
<input type="radio"/> 4 May 2017	6 May 2017	9 Jun 2017	1.80	\$450.00 USD	\$24,550.00 USD
<input type="radio"/> 5 May 2017	7 May 2017	9 Jun 2017	1.75	\$437.50 USD	\$24,562.50 USD
<input type="radio"/> 8 May 2017	10 May 2017	9 Jun 2017	1.60	\$400.00 USD	\$24,600.00 USD
<input type="radio"/> 9 May 2017	11 May 2017	9 Jun 2017	1.55	\$387.50 USD	\$24,612.50 USD
<input type="radio"/> 10 May 2017	12 May 2017	9 Jun 2017	1.50	\$375.00 USD	\$24,625.00 USD
<input type="radio"/> 11 May 2017	13 May 2017	9 Jun 2017	1.45	\$362.50 USD	\$24,637.50 USD
<input type="radio"/> 12 May 2017	14 May 2017	9 Jun 2017	1.40	\$350.00 USD	\$24,650.00 USD

Page 1 >>

# Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

**Note:** If you have multiple remittance addresses as a supplier, this section should be updated with the corresponding remit IDs (must be 10 digits long) provided by LP. If you are unsure of what those are, please reach out to LP.

The image shows two screenshots from the SAP system. The top screenshot is the 'Network Settings' page, specifically the 'Settlement' tab. It shows a table for 'EFT/Check Remittances' with columns for 'Address', 'City', and 'State'. A yellow circle with the number '2' is placed over the 'Create' button at the bottom of the table. The bottom screenshot is the 'Create Remittance Address / Payment Info' form. It contains several input fields: 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', 'Country' (set to 'United Kingdom [GBR]'), and 'Contact' (a dropdown menu). A yellow circle with the number '3' is placed over the 'City' field. At the bottom of the form, there is a checkbox labeled 'Make this address default' with a yellow circle and the number '4' next to it. On the right side of the screenshots, a 'Company Settings' dropdown menu is visible, with a yellow circle and the number '1' placed over the 'Remittances' option.

# Locate Remittances

## Utilizing Search Filters

1. Click on Inbox tab to locate your Remittances.
2. Select the Remittances hyperlink to view all remittances for this account.
3. Click the link on the Transaction Number column to view the remittance details.
4. Click the drop down arrow next to Search Filters to display the query fields.
5. Search filters allow you to search using multiple criteria, including method or remittance status. If you would like to see only AribaPay Remittances, select the option from the Method dropdown menu. Enter the rest of your criteria and click **Search**.

The screenshot displays the Ariba work interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', 'REPORTS', and 'Remittances'. The 'Remittances' tab is selected. Below the navigation bar, there are several tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The 'Remittances' section is active, showing a search filter section with the following fields: Customer (All Customers), Buyer Location Code, Transaction #, Date Range (Last 14 days, 30 Aug 2017 - 12 Sep 2017), Payment Date, Method (All), Reference Number, Status (All), and Routing Status (All). A 'Search' button and a 'Reset' button are located at the bottom right of the search filter section. Below the search filter section, there is a table titled 'Remittances (31)' with the following columns: Transaction #, Customer, Payment Date, Account ID, Method, Reference Number, Gross, Discount, Adjustment, Net, Difference, Status, and Routing Status. The table contains four rows of data:

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
1001549351		10 May 2016		AribaPay		\$127,478.82 USD	\$0.00 USD	\$0.00 USD	\$127,478.82 USD		Paid	Sent
1001626720		1 Jul 2016		AribaPay		\$80,086.00 USD	\$0.00 USD	\$0.00 USD	\$80,086.00 USD		Paid	Sent
1001627910		5 Jul 2016		AribaPay		\$1,941,163.38 USD	\$0.00 USD	\$0.00 USD	\$1,941,163.38 USD		Paid	Sent
1001693846		22 Aug 2016		AribaPay		\$39,304.66 USD	\$0.00 USD	\$0.00 USD	\$39,304.66 USD		Paid	Sent

# Track and Trace Payment

## Header Level and Payment Tracking Status

1. **Track and trace** your payment from the time it is received by Ariba for processing
2. **The funds** are processed by the payment processing partner and sent to supplier for payment
3. **The color** of the circle indicates the status of the step

The screenshot displays the Ariba Network interface for a Remittance Advice (2000001425) in a 'Processing' state. The interface includes a header with navigation options like 'Print' and 'Export cXML', and a 'To Search Results' button. The main content area is divided into sections: 'Detail' and 'History' tabs, 'From' and 'To' information (MD Enterprises to NBC Electronics), and 'Payment Details' (AribaPay method, Reference Number: 040701, and Identified Differences: \$5.40 USD). A 'Payment Progress' section shows a timeline of five steps: 'Received by Ariba Network' (10 Sep 2014 7:00 PM), 'Sent for Processing' (In Process), 'Accepted for Processing', 'Funds Withdrawn from Buyer', and 'Funds Sent to Supplier'. The 'Sent for Processing' step is highlighted with a blue circle and a yellow callout '3'. A yellow callout '1' points to the 'Detail' tab, and a yellow callout '2' points to the 'AribaPay Payment Tracking' section.

# Track and Trace Payment

## Line Item Details

1. **Line item** remittance detail shows information about the remittances being paid
2. **Blue invoice** numbers indicate a hyperlink back to invoice on Ariba Network
3. **The Black invoice** number is an invoice not sent through Ariba
4. **Indicates difference** in payment amount from invoice
5. **Transaction** payment information

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid
1	<a href="#">Invoice: INVAP34503 (Show Summary)</a>	\$283.50 USD	\$0.00 USD			\$283.50 USD
<b>Matching Invoice</b> Original Invoice Date: 7 Apr 2015 Original Purchase Order: AP345						Invoice Subtotal: \$270.00 USD Total Tax: \$18.90 USD Invoice Total: <b>\$288.90 USD</b>
Additional Information ExternalDocNumber: 123456						Difference: \$5.40 USD
						Gross Amount: \$283.50 USD Discount Applied: (\$0.00 USD) Adjustment: (\$0.00 USD) Transaction Fee: Processing Net Amount Paid: <b>\$283.50 USD</b>

Received by Ariba Network on: Tuesday 7 Apr 2015 4:46 PM GMT-04:00  
For more information about Ariba and Ariba Network, visit <http://www.ariba.com>

Print Export cXML

# Track and Trace Payment

## Export cXML or Download CSV Data

1. After accessing your payment remittance details from the inbox, you will have options to access the data either via **Export cXML** or **Download CSV**.
2. Items such as payment status, payment totals, AribaPay fees, tax withholding, and discount adjustments are included in the export/download.

The screenshot displays the Ariba Network interface for a remittance. At the top, it shows 'Remittance 2000001104 (Paid)' with a search button. Below this are options to 'Print', 'Export cXML', and 'Download CSV'. The main content area is divided into sections: 'From' (S&P Enterprises), 'To' (WBC Electronics), and 'Payment Detail' (Payment Method: AribaPay, Reference Number: 120901). A 'REMITTANCE ADVICE' box shows a Gross Amount of \$100.00 USD, with various adjustments resulting in an Amount Paid of \$100.00 USD. The 'AribaPay Payment Tracking' section shows a progress bar with five steps: Received by Ariba Network, Sent for Processing, Accepted for Processing, Funds Withdrawn from Buyer, and Funds Sent to Supplier, each with a green checkmark and timestamp. At the bottom, a 'Line Items (1)' table is shown.

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid
1	Invoice: 12345	\$100.00 USD	\$0.00 USD			\$100.00 USD

**Note:** Remember that to use the cXML order-routing method, suppliers must implement a website that can initiate and accept XML posts.

# Review Your Relationships

## Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot displays two side-by-side panels from the SAP system. The left panel is titled 'Account Settings' and has four tabs: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active and contains three sections: 'Current Relationships', 'Potential Relationships', and 'Pending'. The 'Potential Relationships' tab is highlighted with a yellow circle and the number '4'. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle and the number '2'. The 'Pending' section shows a table with columns 'Customer' and 'Requested Date', and a 'No items' message. Below the table are 'Approve' and 'Reject' buttons, with the 'Approve' button highlighted by a yellow circle and the number '3'. The 'Current' section shows a table with columns 'Customer' and 'Approved Date', containing one entry for 'JUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015'. Below this is a 'Reject' button. The 'Rejected' section is currently empty. The right panel is titled 'Company Settings' and shows a dropdown menu with 'JUnitOrg - LV8b8ft...' selected. Below this, there are links for 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The 'Customer Relationships' link is highlighted with a yellow circle and the number '1'.

# Set Up User Accounts

## Roles and Permission Details

### Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

### User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

The screenshot displays the SAP S/4HANA 'Company Settings' interface, specifically the 'Users' tab. The page is divided into three main sections: 'Manage Users', 'Manage User Roles', and 'Role'. The 'Manage Users' section contains a table with one user entry: rebecca.novotny@sap.com, Rebecca Novotny, with a 'Create User' button circled in yellow and labeled '4'. The 'Manage User Roles' section contains a table with one role entry: Administrator, with a 'Details' button circled in yellow and labeled '3'. The 'Role' section contains a table with one role entry: All Access, with a 'Create Role' button circled in yellow and labeled '2'. The right sidebar shows the 'Company Settings' menu with 'Users' circled in yellow and labeled '1'.

Username	Email Address	First Name	Last Name	Arriba Discovery Cont...
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Name	Actions
Administrator	Details
All Access	Details Edit Delete

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input checked="" type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends...

Selected User Information

Username: rebecca.novotny@sap.com  
Email Address: rebecca.novotny@sap.com  
First Name: Rebecca  
Last Name: Novotny  
Office Phone:

This user is the Ariba Discovery Contact

Reset Password

# Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

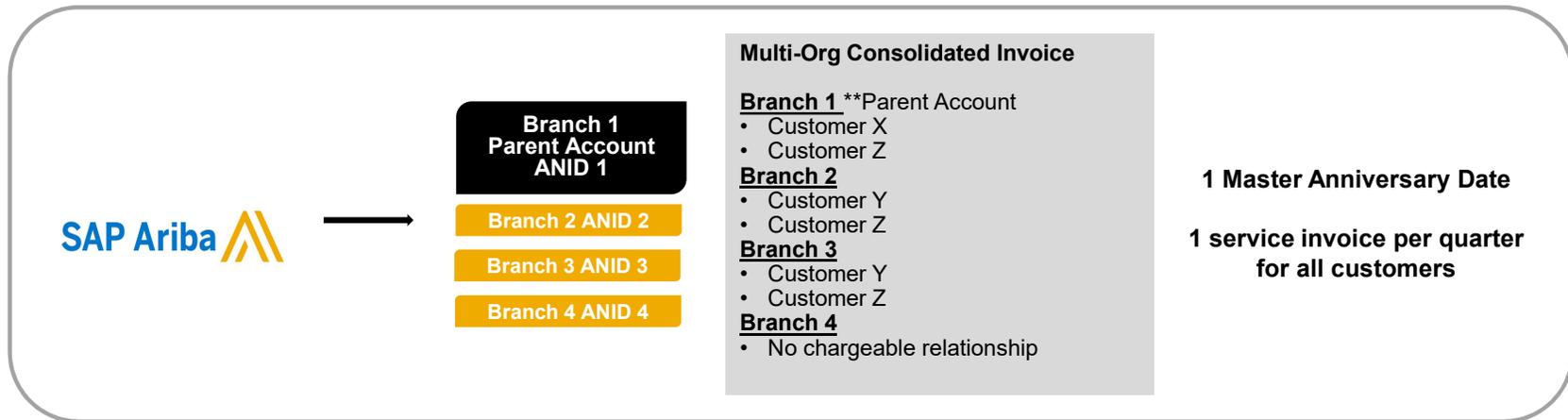
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

**Note:** If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot displays the SAP User Account Navigator interface. At the top right, a user profile dropdown menu is visible, showing options like Logout, My Account (highlighted with a yellow circle 2), My Community Profile, and Switch To. Below this, the 'My Account' page is shown, divided into 'Account Settings' and 'Account Information' sections. The 'Account Information' section includes fields for Username (Aribasup@s.c), Email Address (junk@phoenix.ariba.com), First Name (JU-LV8b8ft565589df1009590921), Middle Name, Last Name (lastName), and Business Role (Business Owner). The 'Security' section includes fields for Secret Question (What is the last name of your first boss?), Secret Answer (masked with dots), and Confirm Secret Answer (masked with dots). A yellow circle 3 highlights the Email Address field, and a yellow circle 4 highlights the Secret Answer field.

# Consolidate Your Bills Through a Multi-Org



## Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

## Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

## Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Link Accounts Via an Account Hierarchy

## Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

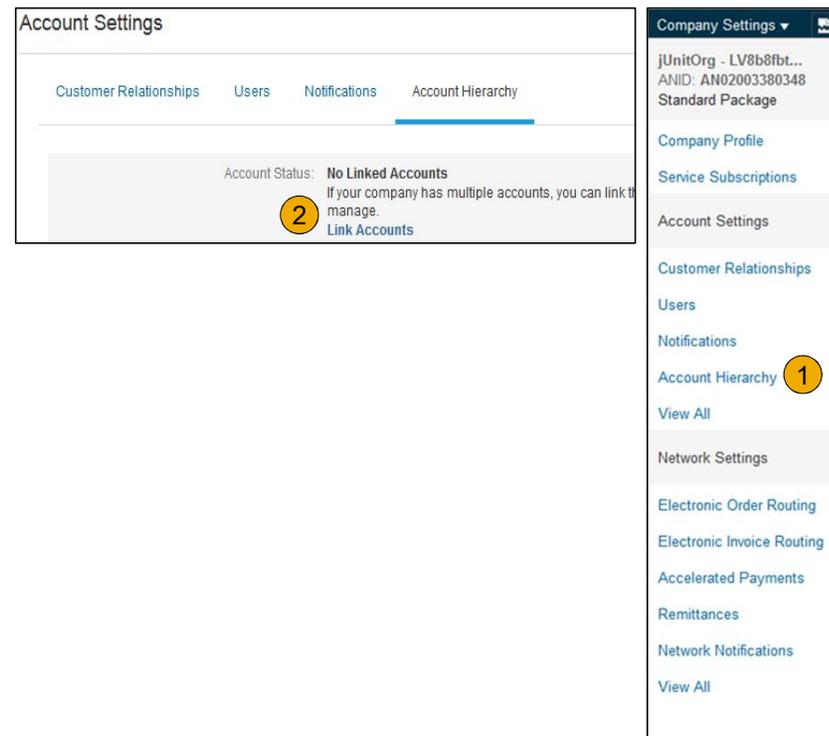
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page log in if you are the Administrator of the account.

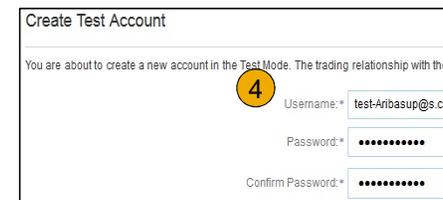
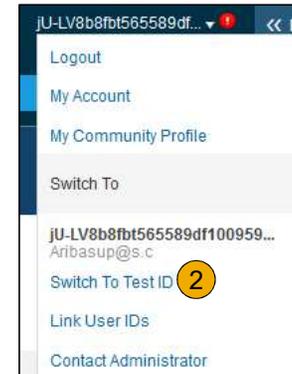
**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



# Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
  - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



## Section 3: Purchase Order Management



**View Purchase Orders**



**Purchase Order Detail**

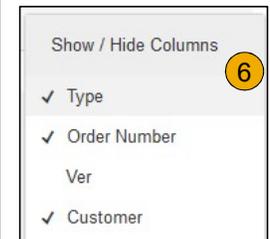
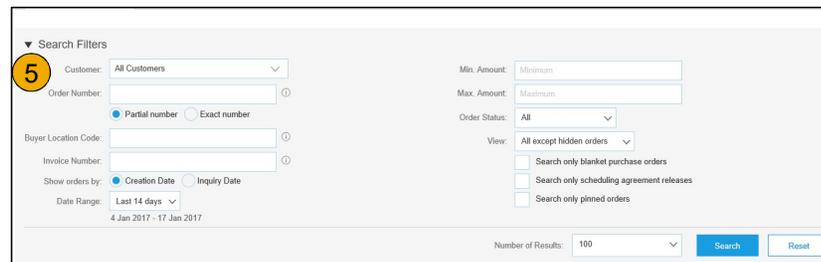
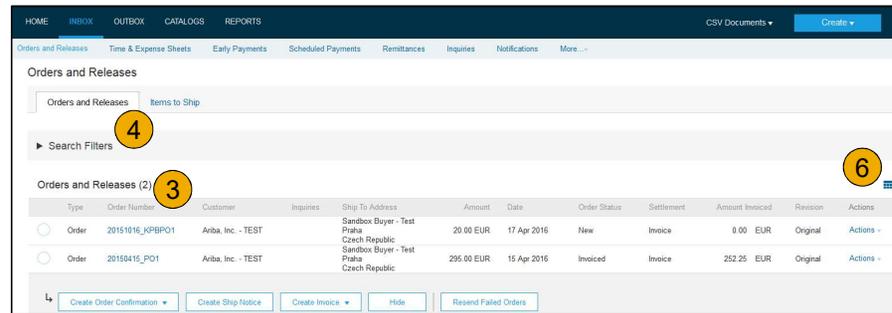
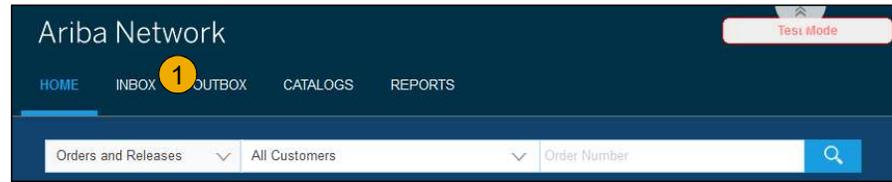


**Create PDF of Purchase Order**

# Manage POs

## View Purchase Orders

1. Click on Inbox tab to manage your Purchase Orders.
2. Inbox is presented as a list of the Purchase Orders received by Louisiana-Pacific.
3. Click the link on the Order Number column to view the purchase order details.
4. Search filters allows you to search using multiple criteria.
5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. Toggle the Table Options Menu to view ways of organizing your Inbox.



# Manage POs

## Purchase Order Detail

**1. View** the details of your order.

The order header includes the order date and information about the buying organization and supplier.

**Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

**2. Line Items section** describes the ordered items. Each line describes a quantity of items Louisiana-Pacific wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547 1

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc - TEST AN01015640756-T and delivered by Ariba Network.

2

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

# Manage POs

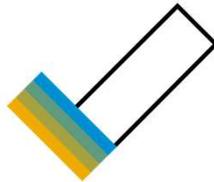
## Create PDF of PO

1. Select “Download PDF” as shown.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

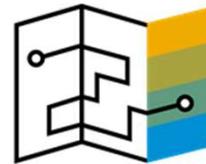


## Section 4: Other Documents



### Order Confirmations (OC)

[Confirm Entire Order](#)  
[Reject Entire Order](#)  
[Update Line Items](#)



### Advanced Ship Notices (ASN)

[Create Ship Notice](#)  
[Delivery Terms and Transportation Details](#)  
[Details](#)  
[Submit Ship Notice and Status](#)

# Create Order Confirmation

## Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Louisiana-Pacific.**

**NOTE:** Suppliers are required to create an Order Confirmation before creating a Ship Notice and before creating an Invoice.

**NOTE:** When suppliers are filling out the order confirmations, they should make sure to use the OC to detail any quantity/pricing/material # variances on the PO. This will initiate a change PO process with LP so that the invoice matches the PO for this variance

The screenshot shows the 'Confirming PO' form in SAP. At the top right, there are 'Exit' and 'Next' buttons. On the left, a navigation pane shows '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and contains the following fields: 'Confirmation #' (with a yellow circle '1' next to it), 'Associated Purchase Order #' (value: 20150415\_PO1), 'Customer' (value: Arba, Inc. - TEST), and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section, which includes 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost' (with a yellow circle '2' next to it). A 'Comments' field is also present. A yellow circle '4' is located at the top right of the form area, near the 'Next' button.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

# Create Order Confirmation

## Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)

Ariba Network  
Purchase Order: 20150415\_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order  
Update Line Items  
Reject Entire Order **1**

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirmation #: |

Rejection Reason: Please Select **2**

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

**REJECT ENTIRE ORDER** **1**

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order | Cancel

# Create Order Confirmation

## Update Line Items

- 1. Select** Update Line Items, to set the status of each line item.
- 2. Fill** in the requested information (the same as for Confirm All option).
- 3. Scroll** down to view the line items and choose among possible values:
- 4. Confirm** – You received the PO and will send the ordered items.
- 5. Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
- 6. Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

**NOTE:** Suppliers are required to create an Order Confirmation before creating a Ship Notice and before creating an Invoice.

Purchase Order: 20150415\_PO2

Create Order Confirmation
  Create Ship Notice
  Create Invoice

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

---

Confirming PO

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415\_PO2

Customer:  Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed <input type="radio"/> Confirm <input type="radio"/> Backorder <input type="radio"/> Reject					
<input type="text"/> Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> <input type="button" value="Details"/>					

# Confirm Order

## Update Line Items - Backorder

1. Enter the quantity backordered in the Backorder data entry field.
2. Click Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. Click OK when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. Click Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  Details ⓘ

1 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

OK Cancel

3

# Confirm Order

## Update Line Items - Reject

1. Enter the quantity in the Reject data entry field to reject item.
2. Click the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. Click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  1 2  ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Rejected**

Rejection Reason: \*  ▾

Comments:

3

# Confirm Order

## Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Louisiana-Pacific.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415\_PO2

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

<b>From:</b> Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic	<b>To:</b> Arriba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	--

[Done](#) **5**

**Purchase Order**  
(Partially Confirmed) **3**  
20150415\_PO2  
Amount: 295.00 EUR

Routing Status: Acknowledged  
Related Documents: # 312

Deliver To

# Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped.  
Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
  - NOTE:** Suppliers are REQUIRED to provide an Actual or Estimated Shipping Date on Ship Notices
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Ariba Network  
Purchase Order: 20150415\_PO2

1

Create Order Confirmation Create Ship Notice Create Invoice Hide Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

\* Indicates required field

SHIP FROM

Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

Update Address 3

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM	DELIVER TO
Name: Ariba_TestSupplier - TEST	Name: Sandbox Buyer - Test
Department Name:	Department Name:
Address 1: Radlicka 3201/14	Address 1: Radlicka
Address 2:	Address 2:
Postal Code: 150 00	Postal Code: 15000
City: Praha 5	City: Praha
State:	State:
Country: Czech Republic (CZE)	Country: Czech Republic (CZE)

4

Cancel OK

# Create Ship Notice

## Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	<a href="#">Manage Carrier</a>
Service Level:	<input type="text"/>	Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		<b>1</b> FedEx
		UPS
		US Postal Service
		Other

<b>▼ DELIVERY AND TRANSPORT INFORMATION</b>		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

# Create Ship Notice Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415\_PO2 2 GOODS\_02  
*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
Total Item Due Quantity: 10 BX

**Confirmation Status**  
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

[Add Ship Notice Line](#)

20150415\_PO2 2 GOODS\_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove

*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
Total Item Due Quantity: 10 BX

**Confirmation Status**  
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	10				

[Add Ship Notice Line](#)

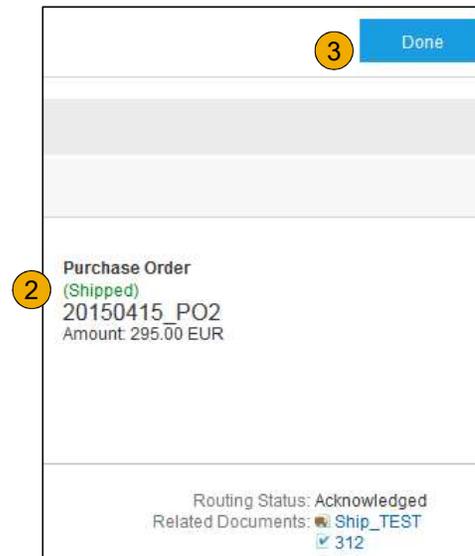
[Add Order Line Item](#)

**2**

[Next](#) [Exit](#)

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Louisiana-Pacific. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



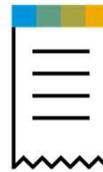
## Section 5: Invoice Methods



### Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



### Invoice Methods

[PO Flip](#)

[Blanket Purchase Order Invoices](#)

[Contract Invoices](#)

[Credit Memo](#)

[Copy Invoices](#)



### Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

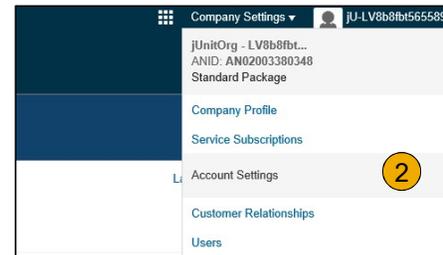
# Louisiana-Pacific Invoice Requirements

1. Suppliers must create an Order confirmation before creating a ship notice
2. Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice
3. Suppliers are required to provide an Actual or Estimated Shipping Date on Ship Notices
4. Suppliers are allowed to back date invoices for 3 days
5. Suppliers are allowed to future date invoices for 4 days
6. Suppliers must enter taxes at the line item level
7. Suppliers are required to submit Line Level Credit Memos with Quantity Adjustments only
8. Suppliers are required to provide a Reason for each Credit Memo

# Review Louisiana-Pacific Invoice Rules

These rules determine what you can enter when you create invoices.

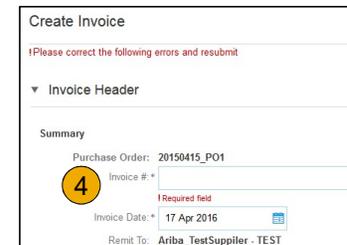
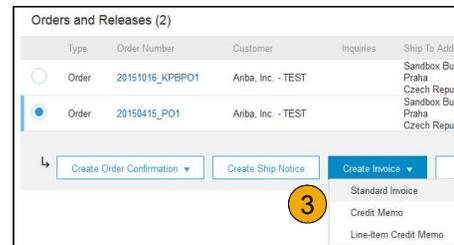
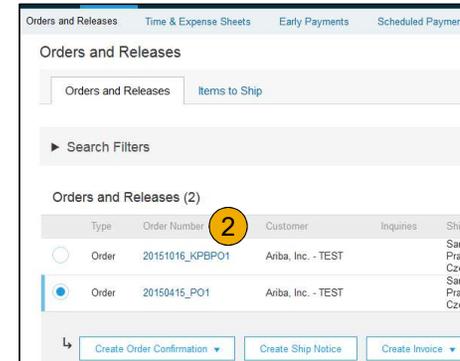
1. Login to your Ariba Network account via [supplier.ariba.com](http://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Louisiana-Pacific).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Louisiana-Pacific enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.



# Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Louisiana-Pacific.



# Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

- 1. Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
- 2. Select Remit-To** address from the drop down box if you have entered more than one.
- 3. Tax can be entered** at the Line level only
- 4. Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
- 5. You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
- 6. Scroll** down to the Line items section to select the line items being invoiced.

**Note:** Attachment file size should not exceed 10MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: \* INV\_1084497223

Invoice Date: \* 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax *i*  Line level tax *i*

Shipping

Header level shipping *i*  Line level shipping *i*

\* Indicates required field

Add to Header ▼

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# Invoice via PO Flip

## Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

**Note:** You can generate another invoice later to bill for the excluded item.

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

**Note:** When identifying sales tax, if there is a tax type in the drop-down that is not listed, then contact LP to discuss next steps.

5. Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

2

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

3

Tax

Category: \* VAT

Location

Description

Region

Date Of Pre-Payment

Law Reference

Standard Tax Selections

Sales

VAT

QST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

4

Line Item Actions Delete Add

Add to Included Lines

5

# Invoice via PO Flip

## Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

**Note:** You can generate another invoice later to bill for the excluded item.

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

2

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

3

Tax

Category: \* VAT

Location

Description

Region

Date Of Pre-Payment

Law Reference

Standard Tax Selections

Sales

VAT

QST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Line Item Actions Delete Add

4

Add to Included Lines

# Invoice via PO Flip

## Line Item Shipping

1. **Select Line Level Shipping** to add specific shipping prices to a individual line item
2. **Enter** the shipping cost to the applicable line items

Shipping

Header level shipping ⓘ  Line level shipping ⓘ **1**

Ship From:	Ariba_TestSupplier - TEST	Ship To:	Sandbox Buyer - Test	<a href="#">View/Edit Addresses</a>
	Praha 5		Praha	
	Czech Republic	Deliver To:	Czech Republic Cristian Mihalache 2nd Floor, SI Team	
Shipping Cost	Shipping Amount:*	0.00 EUR	<b>2</b>	Shipping Date: <input type="text"/>

# Invoice via PO Flip

## Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

<b>Pricing Details</b>		Price Unit: <input type="text" value="BX"/>	Price Unit Quantity: <input type="text" value="1"/>
		Unit Conversion: <input type="text" value="1"/>	Description: <input type="text"/>
<b>Shipping</b>		Ship From: <b>Arriba_TestSupplier - TEST</b> Praha 5 Czech Republic	Ship To: <b>Sandbox Buyer - Test</b> Praha Czech Republic Deliver To: <b>Cristian Mihalea</b> 2nd Floor, SI Team
<b>Shipping Cost</b>		Shipping Amount: <input type="text" value="0.00 EUR"/> <b>2</b>	Shipping Date: <input type="text"/>
<b>Allowances and Charges</b>		Service Code: <input type="text"/>	Description: <input type="text"/> <a href="#">Add Tax</a>
		Start Date: <input type="text"/>	End Date: <input type="text"/> <a href="#">Remove</a>
		Allowance: <input type="text"/>	

<b>Summary</b>	
Purchase Order:	20160416_PO1
Invoice #:	<input type="text"/>
Invoice Date:	15 Apr 2016
Remit To:	Arriba_TestSupplier - TEST Praha 5
Bill To:	Czech Republic Sandbox Buyer - Test Praha Czech Republic
<b>Tax</b>	
<input checked="" type="radio"/> Header level tax <input type="radio"/> Line level tax	
Category:	VAT
Location:	<input type="text"/>
Description:	<input type="text"/>
Regime:	<input type="text"/>
Date Of Pre-Payment:	<input type="text"/>
Law Reference:	<input type="text"/>
<b>Shipping</b>	
<input checked="" type="radio"/> Header level shipping <input type="radio"/> Line level shipping	
Ship From:	Arriba_TestSupplier - TEST <b>1</b> Praha 5 Czech Republic
<b>Allowances and Charges</b>	
Service Code:	<input type="text"/> <a href="#">Add Tax</a>
Start Date:	<input type="text"/> <a href="#">Remove</a>
End Date:	<input type="text"/>

# Invoice via PO Flip

## Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The image shows two screenshots from the SAP interface. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is also open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. Other options in the 'Add' dropdown include Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. The bottom screenshot shows the 'Comments' field, which is a text input area with a yellow circle containing the number '2' next to the label 'Comments'. To the right of the input field is a 'Remove' button. In the top right corner of the top screenshot, there is a yellow circle containing the number '3' next to the 'Next' button.

# Invoice via PO Flip

## Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Louisiana-Pacific.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: \*

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts 5

Drafts

**Note:** In the event of errors, there will be a notification in red where information must be corrected

# Invoice Against a Blanket Purchase Order

## Locate Your BPO

To Create an Invoice from a Blanket Purchase Order (BPO):

1. **Locate** BPO in Inbox.
2. **Click Create Invoice** and Select **Standard Invoice**.

The screenshot displays the Ariba Network interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The main content area is titled 'Orders and Releases' and contains a table with 7 rows. The first row is selected, indicated by a blue circle and a yellow '1' in a circle. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Create Invoice' button is highlighted with a yellow '2' in a circle, and its dropdown menu is open, showing 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date
Order	BPO9471245	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471244	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471243	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471242	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471241	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471240	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471239	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016

# Invoice Against a Blanket Purchase Order

## Header Level Information

3. **Complete** Header Section information as needed, including all information marked **required** with an asterisk (\*).
4. **Check** the box of the line item you plan on invoicing against.
5. **Click Create** at the bottom and select the appropriate option; Goods or Services.

▼ Invoice Header

Summary

Blanket Order: BPO9471245	Subtotal: \$0.00 CAD
Invoice #:* INV12345	Total Tax: \$0.00 CAD
Invoice Date:* 4 Nov 2016	Total Gross Amount: \$0.00 CAD
Supplier Tax ID:	Total Net Amount: \$0.00 CAD
Remit To: SMO Supplier 1	Amount Due: \$0.00 CAD
Cleveland, OH United States	
Bill To: West Energy (Acme Energy Company)	
Toronto ONTARIO Canada	

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 4 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML NSL1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML NSL1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

5 Create ▼ Edit Delete

Goods  
Service

Update Save Exit Next

# Invoice Against a Blanket Purchase Order

## Create a Line Item

6. **Update** required fields including the Quantity and/or Price fields to create the invoice line item. Click Create when done.

Create Invoice Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD

▼ Invoice Item \* Indicates required field Line Item Actions ▼

Quantity: **6**  Part #: Not Available

Unit: ACT  
Unit Price: \$10,000.00 CAD  
Subtotal: \$10,000.00 CAD

Description: FNML N5L1 km 50.8 CAP-UII37 O/S ENG#

Inspection Date:  Reference Date:

Accounting Reference Reference ID:  Description:

Create Cancel

# Invoice Against a Blanket Purchase Order

## Review Your Information

7. **Once** completed, your invoice line will appear as a sub-line (i.e. 1.1) showing the quantity being invoiced.
8. **Repeat** process as needed for each line.

Blanket PO Items							
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 10.1	<input type="text" value="1"/>	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

Create ▾ Edit Delete

Update Save Exit **Next**

9. **Click Next** to continue.
10. **Review, Save** or **Submit** as Standard Invoice.

# Invoice Against a Contract

To create a Contract Invoice:

1. **From the home screen** within your Ariba Network account, **select** the **Create** dropdown menu and **select Contract Invoice**.
2. **Select** Louisiana-Pacific from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (\*).

The screenshot illustrates the steps to create a contract invoice in SAP Ariba. It shows the 'Create' dropdown menu with 'Contract Invoice' selected (1). The 'Create Contract Invoice: Select Customer' dialog box is shown with 'Ariba Ready Test' selected in the customer list (2). The 'Invoice Entry' form is shown with various fields marked with asterisks, including 'Supplier Invoice #', 'Purchasing Unit', 'Supplier', 'Contract', 'Invoice Date', 'On Behalf Of', 'Supplier Contact', 'Remit To Address', 'Payment Terms', 'Ship From', and 'Ship To' (3).

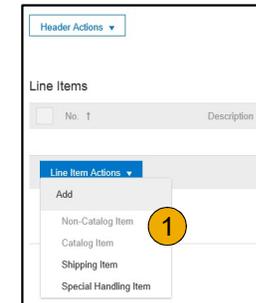
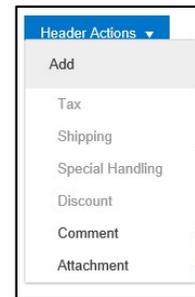
# Invoice Against a Contract

## Header and Line Level Options

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

To add Line items to the Invoice:

1. **Choose** from Non-catalog or Catalog options.
2. **Enter** required fields marked with an asterisk (\*).
3. **Update** Total.
4. **Click** on Submit button to submit the invoice.



A screenshot of the 'Line Items' form. The form displays a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are fields for Reference Date, Commodity Code, Supplier Part Number, and Supplier Auxiliary Part ID. There is also a 'Shipping - by Line Item' section with fields for Ship From and Deliver To. The 'Plant' field is set to '3600 (Wichita)'. The 'Line Item Actions' button is visible at the bottom left.

A screenshot of the invoice summary and action buttons. The summary box shows: Subtotal: \$2,570.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$2,570.00 USD, Total Net Amount: \$2,570.00 USD, and Amount Due: \$2,570.00 USD. A yellow circle with the number '3' is placed over the summary box. Below the summary box are four buttons: Previous, Save, Submit, and Exit. A yellow circle with the number '4' is placed over the Submit button.

# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **OUTBOX** tab.
2. Select your previously created invoice.
3. Click the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in.
  - **NOTE:** Suppliers are REQUIRED to provide a Reason for each Credit Memo
5. Click Next.
6. Review Credit Memo.
7. Click Submit.

**Ariba Network** (1)

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo (3) Edit Copy Create Non-PO Invoice

Line Items (4)

4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

Turn on Error Dump Hide/Show XML

Update Exit Next (5)

Summary (6):

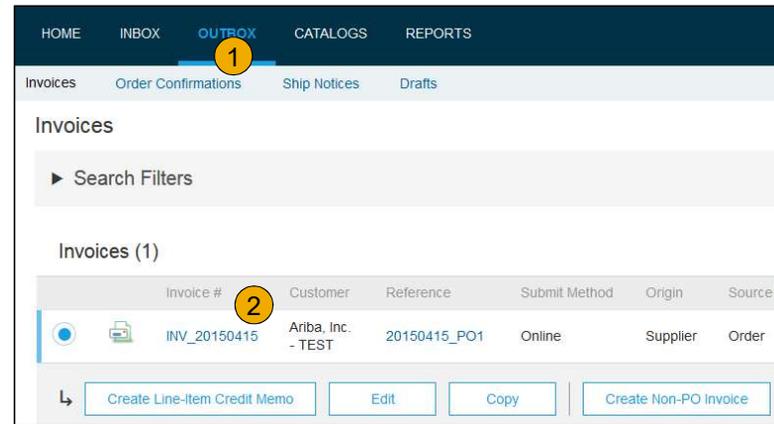
- Subtotal: \$-32.64 USD
- Total Tax: \$-2.28 USD
- Total Shipping: \$-12.00 USD
- Total Gross Amount: \$-46.92 USD
- Total Net Amount: \$-46.92 USD
- Amount Due: \$-46.92 USD

Previous Submit (7) Exit

# Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.



# Search for Invoice

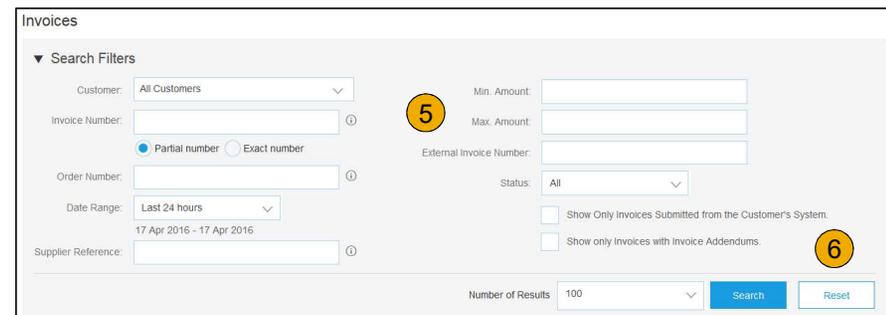
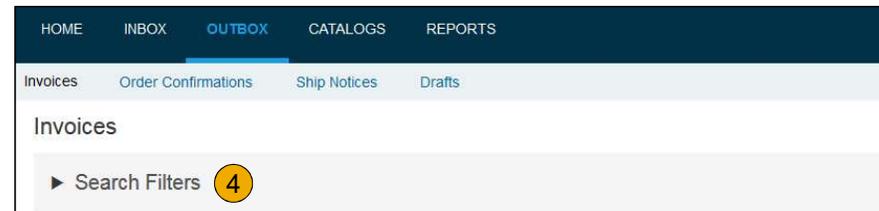
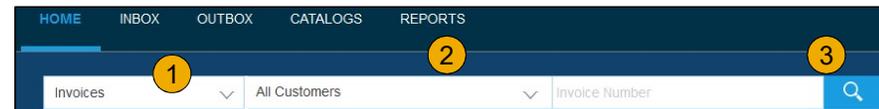
## (Quick & Refined)

### Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** Louisiana-Pacific from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

**Refined Search:** Allows a refined search of Invoices within up to 90 last days.

4. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.



# Check Invoice Status

## Routing Status To Your Customer

### Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the invoice link.

### Routing Status

Reflects the status of the transmission of the invoice to Louisiana-Pacific via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Louisiana-Pacific invoicing rules. Louisiana-Pacific will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Louisiana-Pacific invoicing application has acknowledged the receipt of the invoice

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Louisiana-Pacific's action on the Invoice.

- **Sent** – The invoice is sent to the Louisiana-Pacific but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Louisiana-Pacific approved the invoice cancellation
- **Paid** – Louisiana-Pacific paid the invoice / in the process of issuing payment. Only if Louisiana-Pacific uses invoices to trigger payment.
- **Approved** – Louisiana-Pacific has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Louisiana-Pacific has rejected the invoice or the invoice failed validation by Ariba Network. If Louisiana-Pacific accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

# Review Invoice History

## Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV\_20150415 Done 4

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Modify an Existing Invoice

## Edit and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click the **Invoice #** for the failed or rejected invoice that you want to resubmit and click **Edit**.
4. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network user interface. At the top, the 'OUTBOX' tab is selected and highlighted with a yellow circle containing the number '1'. Below the navigation bar, the 'Invoices' section is visible. A search filter is present. Below that, a table titled 'Invoices (2)' is shown, with a yellow circle containing the number '2' next to the table title. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: one with Invoice # XYZ123456 and another with Invoice # XYZ12345. Below the table, there are action buttons: 'Create Line-Item Credit Memo', 'Edit' (highlighted with a yellow circle containing the number '3'), 'Copy', and 'Create Non-PO Invoice'.

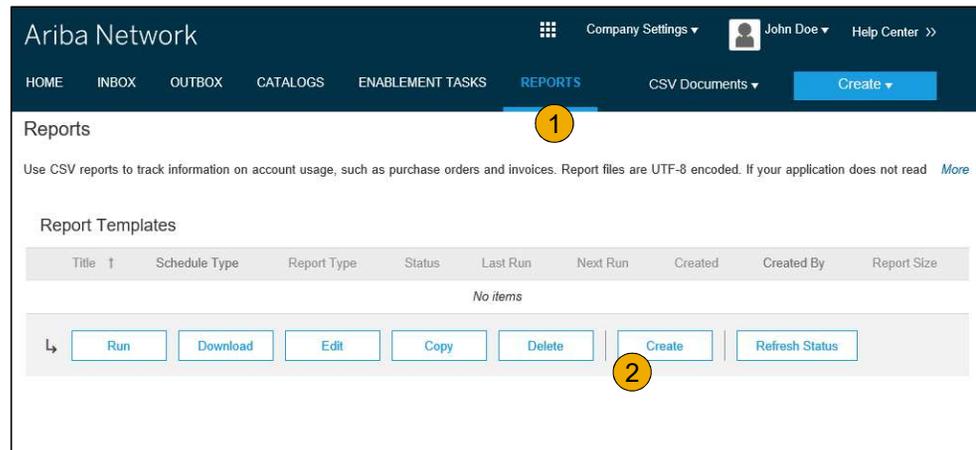
Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	P0725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

# Download Invoice Reports

## Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

# Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

**Note:** For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

The screenshot shows the 'Report' configuration interface. It has a 'Report Description' section and a 'Criteria' section. The 'Criteria' section includes a 'Title' field (marked with a yellow circle 3), a 'Description' text area, a 'Time zone' dropdown menu (set to 'US/Michigan'), a 'Language' dropdown menu (set to 'English'), and a 'Report Type' dropdown menu (set to 'Select'). A dropdown menu is open for 'Report Type', listing various report types: 'Select', 'Early Payment Detail', 'Failed Invoice', 'Failed Order', 'Invoice', 'Order Summary', 'Payment Transactions', 'Order', 'Remittance Advice Details', 'SCF Trade Details Reports', 'Book', and 'e Sheet'. The 'Next' and 'Exit' buttons are visible at the top right of the form.

The screenshot shows the 'Report' configuration interface, focusing on the 'Criteria' section. It includes a 'Customer' dropdown menu (set to 'All Customers'), a 'Filter Invoice By' dropdown menu (set to 'Date Invoice Created'), and a 'Date Range' field (set to '21 Feb 2017' to '28 Feb 2017'). The 'Submit' button is highlighted with a yellow circle 6. The 'Previous', 'Submit', and 'Exit' buttons are visible at the bottom of the form.

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

[Configure Invoice Archival](#) **3**

**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

Twice Daily  
 Daily  
 Weekly  
 Biweekly  
 Monthly

Archiving Start Time: 11 : 0 AM  PM Etc/GMT0 ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.  
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

**Long-Term Document Archiving**

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business. Archived invoices can be downloaded from the Document Archive > Archived Documents page.

**5** Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

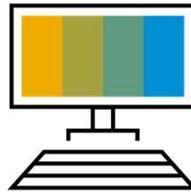
## Section 6: Ariba Network Help Resources



### Customer Support

[Ariba Network Support](#)

[AribaPay Support](#)



### Supplier Information Portal



### Additional Resources

[Useful Links and Webinars](#)

[Troubleshoot Your Invoice](#)

# Customer Support

## Supplier Support During Deployment

### Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at [LPSupplierEnablement@ariba.com](mailto:LPSupplierEnablement@ariba.com)
  - Registration/ Account Configuration
  - Supplier Fees
  - General Ariba Network Questions

### Louisiana-Pacific Enablement Business Process Support

- Email Louisiana-Pacific Enablement Team at [SupplierEnablement@lpcorp.com](mailto:SupplierEnablement@lpcorp.com)
  - Business-Related Questions

### Louisiana-Pacific Supplier Information Portal

- Find your supplier information portal [HERE](#)

## Supplier Support Post Go-Live

### SAP Ariba Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

# AribaPay Supplier Support



## AribaPay Supplier Support (at SAP Ariba)

For assistance with registering for AribaPay on the Ariba Network or accessing reports and remittance information, please contact:

- Phone: 800-974-4899 Option 5
- [AribaPay\\_Enablement@sap.com](mailto:AribaPay_Enablement@sap.com)

AribaPay operates on the Discover Global Network. Agents from Discover are on hand to assist you with your initial bank account enrollment and future updates that you may need to make.



## AribaPay Bank Account Enrollment

If you need assistance with enrolling your current bank account for AribaPay with your buyer, please contact Discover Global Network at **888.802.9654**. Monday through Friday | 8:00 AM - 4:30 PM EST



## Bank Change Request – REQUIRED Any Time Banking Information Changes

- If you need assistance with updating your company banking information and you are an existing AribaPay customer, please contact Discover Global Network at **800-975-0462**. Monday through Friday | 8:00 AM - 4:30 PM EST

# Training & Resources

## Louisiana-Pacific Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page in SAP. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is active, showing 'Current Relationships' and 'Potential Relationships' tabs. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. The 'Pending' section shows a table with one entry for 'Customer' and 'Approve'/'Reject' buttons. The 'Current' section shows a table with two entries: 'Ariba Inc.' (with a yellow circle '2' next to it) and 'Pouliot Industries'. The 'Ariba Inc.' entry has a 'Supplier Information Portal' link (with a yellow circle '3' next to it) and a 'Reject' button. On the right side, the 'Company Settings' menu is visible, with 'Customer Relationships' highlighted (with a yellow circle '1' next to it).

# Useful Links and Webinars Available

## Links

- [Ariba Supplier Pricing page](#)
- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
  - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)
- [Support Center](#)
- [Learning Center](#)

## Webinars

- [Supplier Success Sessions](#)
  - Created by Ariba Network Customer Support
  - Example topics:
    - Introduction to Ariba Network
    - Registration
    - Invoicing
    - Using the help center
- [30 on Thursdays](#)
  - Information sessions on Supplier best practices
  - Example Sessions:
    - Uncover Advanced Functionality to Maximize Value
    - Introduction to Supplier Electronic Integration
    - Roadmap to Your Ariba Network Subscription
- [Live Demonstrations](#)
  - Understand SAP Ariba's solutions
  - Example Demos:
    - PunchOut for e-Commerce managers
    - Creating electronic catalogs
    - Integrating with your customers through cXML

# Troubleshoot Your Invoice Issues

How do I know  
which type of  
invoice to  
create?

What does this  
error message  
mean?

How do I cancel  
an invoice that  
I've sent?

How do I edit and  
resubmit an  
invoice that I've  
sent?

What should I do  
if my invoice has  
been rejected?

Can I resend a  
failed or rejected  
invoice with the  
same invoice  
number?

How do I tell  
when my invoice  
will be paid?

**Thank you.**