

# Supplier Info Pack – Louisiana-Pacific

## Standard Account

PUBLIC



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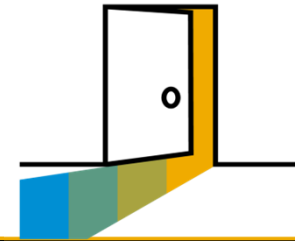
# Learn About Ariba Network, Standard Account



**What is a Standard Account?**



**What do I do next?**



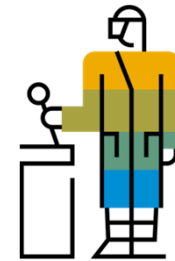
**How does a Standard Account benefit me?**



**Can I upgrade my Standard Account?**



**Where do I go for help?**



**FAQ**

# Overview **Standard Account**



# Introduction to Ariba Network, Standard Account

Louisiana-Pacific is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, Standard Account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. 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 is Standard Account?**

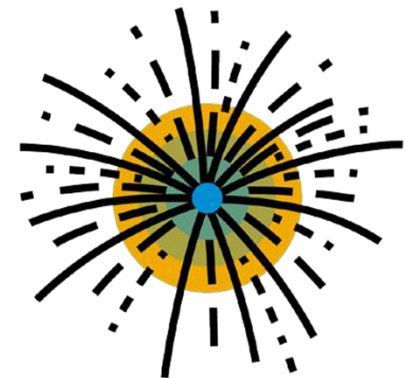
Standard Account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails. Standard Account was previously referred to as Light Account.

## ➤ **What does this mean for you?**

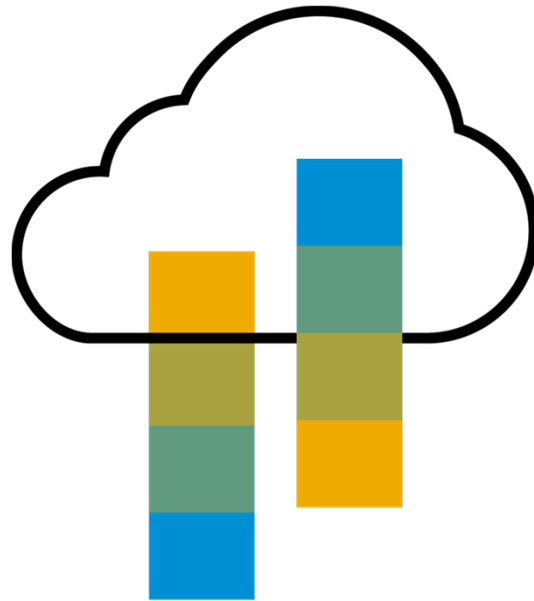
Transacting on Ariba Network via a FREE Standard Account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

## ➤ **What are the benefits?**

Standard Account provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



# Next steps

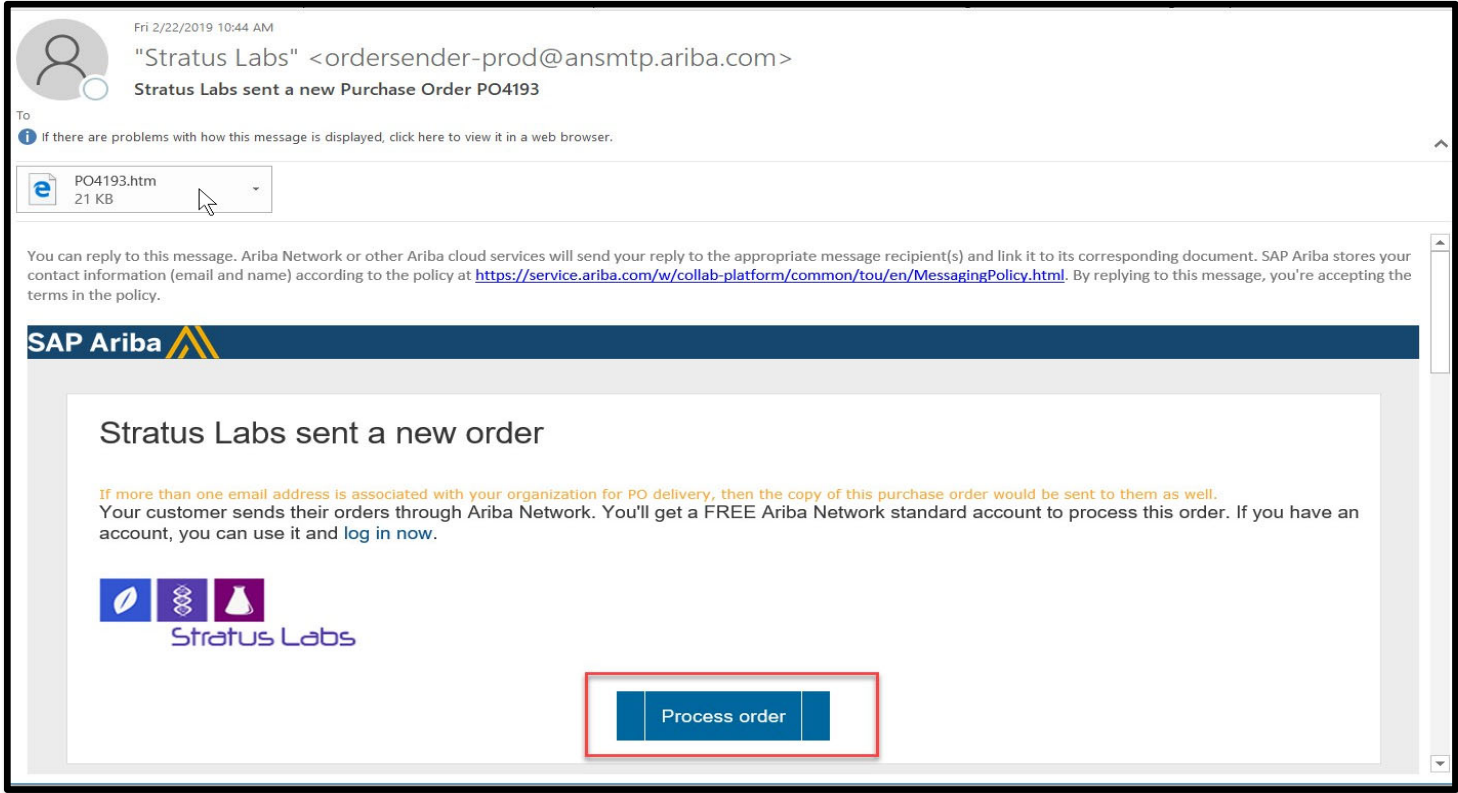


# Next Steps



# Receive Interactive Email Order from Customer

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



**Next step**


# Sign Up for Standard Account

Select the **Sign up** option to create a new Standard Account  
**-OR-** use your existing Standard or Enterprise Account by clicking on **Log in**


Join your customer on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



**Strengthen relationships**  
Collaborate with your customer on the same secure network.



**Connect faster**  
Exchange documents electronically and streamline communications.



**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)



# Company Info, Accept Terms of Use, and Registration

## 1 Review your Company information

Company information

\* Indicates a required field

Company Name:

Country:  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:

City:

State:

Zip:

## 2 Enter your User account information

User account information

Name:

Email:

Use my email as my username

Username:

Password:

Language:

Email orders to:

## 3 Accept Terms of Use and click on Register

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Please note that your Standard Account is now registered and future POs will be sent through this account and the email designated. Please follow the next 2 slides to confirm or update where you would like your orders routed and to configure additional users.



[Next step](#)

# 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 user management interface. The main content area is divided into two sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section contains a table with the following data:

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

Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Create User' button is circled with a yellow '4'. The 'Manage User Roles' section shows a table with one role: 'Administrator'. Below it are buttons for 'Details', 'Edit', and 'Delete'. The 'Create Role' button is circled with a yellow '2'. The 'Company Settings' sidebar on the right shows the 'Users' menu item circled with a yellow '1'.

# 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 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

# Transact with Louisiana-Pacific using Standard Account

- 1 Click on **Create Order Confirmation**, **Create Ship Notice**, or **Create Invoice** to get started.  
*NOTE: Louisiana-Pacific requires suppliers to confirm orders before invoicing.*
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side in your Ariba Network Account) or at the bottom of the interactive email.

The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID 0170102\_MEG\_PO1. The PO is from Customer BuyerA USA (Jebenstrasse 7, 10623 Berlin) to Test supplier SMO 01-TEST (Radlicka 14, 150 00 Prague). The PO amount is \$400.00 USD. The interface includes a 'Done' button, a search bar for 'Po invoice', and a 'Results for Po invoice' sidebar with links to 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. The main action bar contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', which are highlighted with a red box and a yellow circle labeled '1'. Another yellow circle labeled '2' is positioned near the Help Center sidebar.

For a quick video tutorials and documentation, available in 24 languages, please refer to the [Help Resources Web Page](#) in the Help Section of this document.

# Order Confirmation

## Basic Requirements

- 1) Suppliers must submit an Order Confirmation before Invoicing
- 2) Suppliers are asked to confirm their purchase orders within three (3) business days
- 3) Suppliers can Confirm Entire Order, Reject Entire Order or Update Line Items
- 4) Louisiana-Pacific requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.
- 5) Delivery date is required.
- 6) Suppliers must provide a reason when rejecting an order.

# Order Confirmation

## Basic Requirements

With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

- 1) Sign in to your [Ariba Network](#) Standard account.
- 2) In the **Orders, Invoices, and Payments** dashboard, click **More**.
- 3) Click the **Purchase Orders** tile.
- 4) Under the **Action** column, click **Select > Send me a copy to take action**.  
This will resend the purchase order to your user's email address configured in the **My Account** section.

# 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' interface. At the top right are 'Exit' and 'Next' buttons. On the left is a navigation pane with '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields: 'Confirmation #' (with callout 1), 'Associated Purchase Order #' (20150415\_PO1), 'Customer' (Anba, Inc. - TEST), and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section with fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost' (with callout 2), and a 'Comments' text area. A callout 4 is placed 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.

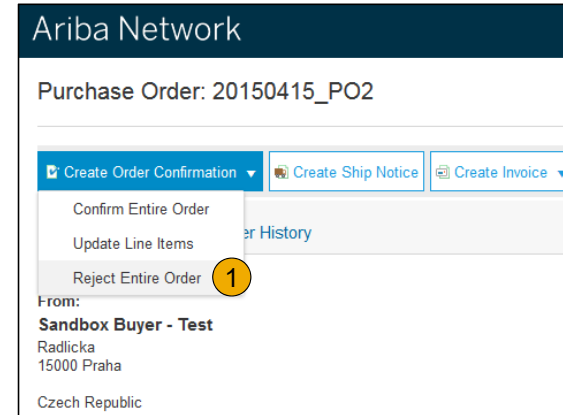


# Create Order Confirmation

## 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.)



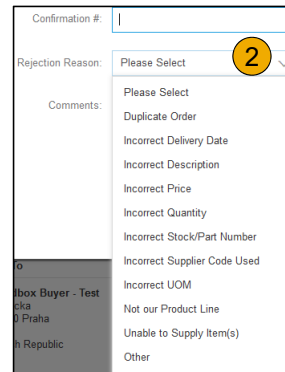
Ariba Network

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



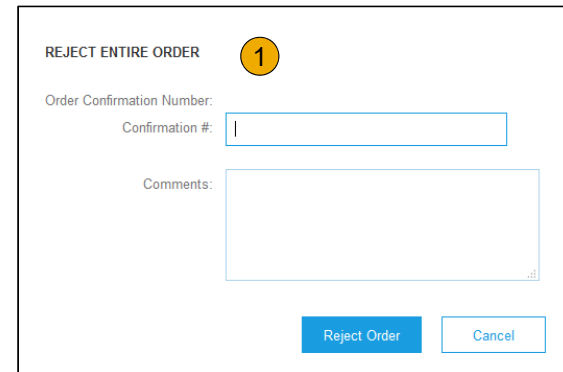
Confirmation #: |

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 are 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

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

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

Confirming PO

**2**

**1** Update Item Status **2** Order Confirmation Header

**3**

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

10 Unconfirmed **4**

Confirm:  Backorder:  **5** Reject:  **6**  ⓘ

# 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:

ⓘ

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:

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 your dashboard.

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> Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

**5** Done

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

Routing Status: Acknowledged  
Related Documents: 0 312

Deliver To

# Ship Notice

## Basic Requirements

- 1) Ship Notices are an optional document for suppliers.
- 2) You must submit an Order Confirmation before submitting a Ship Notice
- 3) Ship Notices must contain a shipping date and delivery date
- 4) Shipping dates can be actual or estimated

# Ship Notice

## Basic Requirements

With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

- 1) Sign in to your [Ariba Network](#) Standard account.
- 2) In the **Orders, Invoices, and Payments** dashboard, click **More**.
- 3) Click the **Purchase Orders** tile.
- 4) Under the **Action** column, click **Select > Send me a copy to take action**.  
This will resend the purchase order to your user's email address configured in the **My Account** section.

# 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 3

Ariba\_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM	DELIVER TO
Name: Ariba_TestSupplier-11001	Name: Sandbox Buyer - Test
Department Name:	Department Name:
ADDRESS	ADDRESS
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
This selection will refresh the page content.	
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	<input type="text" value="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	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Add Ship Notice Line](#)

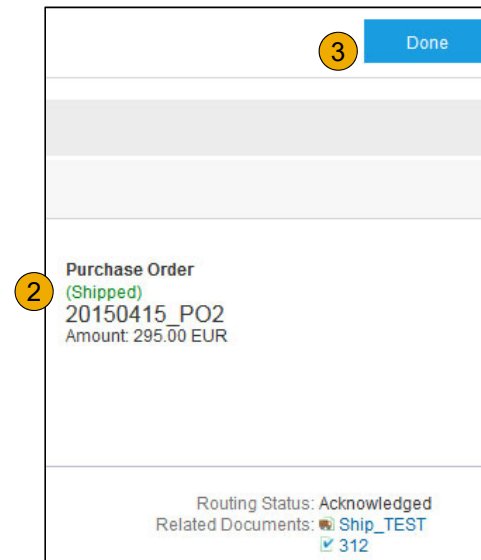
[Add Order Line Item](#)

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.



## Louisiana-Pacific Invoice Requirements

1. Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice
2. Suppliers must create an Order Confirmation before creating a Ship Notice (optional)
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

# Invoice

## Basic Requirements

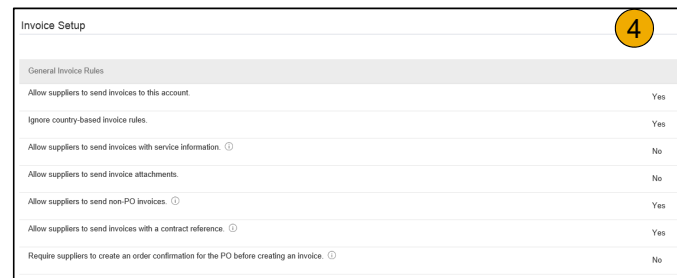
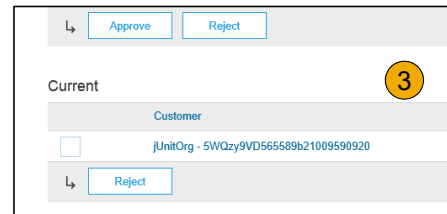
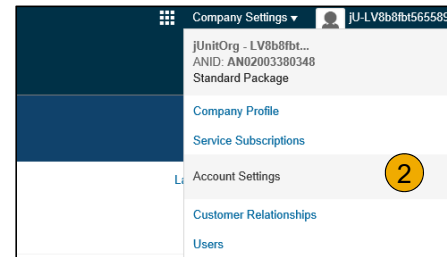
With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

- 1) Sign in to your [Ariba Network](#) Standard account.
- 2) In the **Orders, Invoices, and Payments** dashboard, click **More**.
- 3) Click the **Purchase Orders** tile.
- 4) Under the **Action** column, click **Select > Send me a copy to take action**.  
This will resend the purchase order to your user's email address configured in the **My Account** section.

# 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 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 checked="" type="checkbox"/>	MATERIAL	GOODS_02

3

Tax

Category: \* VAT

Location

Description

Region

Date Of Pre-Payment

Line Reference

Standard Tax Selections

Sales

VAT

QST

VST

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

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions | Delete

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

Tax

Category: \* VAT

Location

Description

Regime

Date Of Pre-Payment

Law Reference

Standard Tax Selections

- Sales
- VAT
- QST
- VST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions | Delete | Add

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

# Invoice via PO Flip

## Review and 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.

### Create Invoice

!Please correct the following errors and resubmit

▼ Invoice Header

---

Summary

Purchase Order: PO80001005

Invoice #: \*

! Required field

Invoice\* Date: 22 Apr 2016

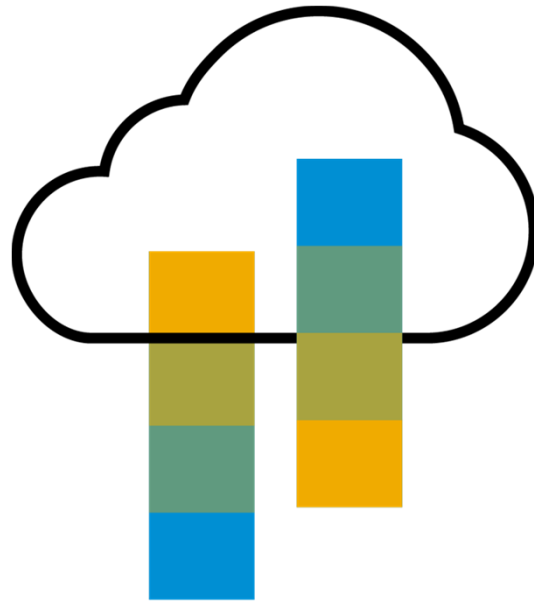
Remit To: 333 MAIN ST

Manitoba MB  
Canada

Bank Account:  
Bill To:

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

# Benefits



# How Standard Account benefits YOU

- **FREE** for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using Ariba Discovery
- Promote your company to other customers on Ariba Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

The screenshots illustrate the Ariba Network user experience, from account creation to order management. The 'Purchase Order' screenshot includes the following details:

Line #	Part # / Description	Type	Qty (UoM)	Need By	Price	Subtotal	Shipping
1	BEARING FLANGE, Lumen gram dlat or anet, connector adjoining ext. Quisque mollis metus et velis rhoncus. Cras pretium, dolor at amet Aribus Aribus, eros sapien semper sem, et accumsan eu enim eu nulla.	Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD
2	SuppPart0002	Service	1 (AU)		\$2.00 USD	\$2.00 USD	

# Ariba Discovery

## Matching Suppliers to Buyers Ready to Buy



### Receive leads

Complete five-minute registration to start receiving leads in your in-box



### Save time

Get in front of buyers ready to buy



### Sell effectively

Give sellers access to thousands of dollars in new business every month



### Win new business

Tap into \$5 billion of new opportunities posted annually



### Increase interactivity

Communicate with buyers and prospects in real time

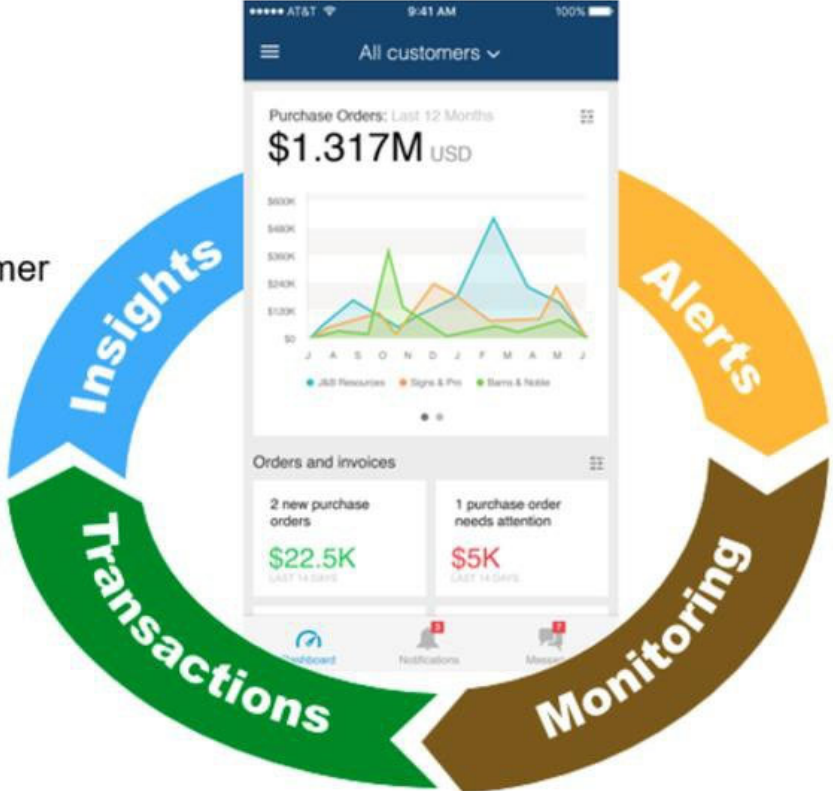
# SAP Ariba Supplier Mobile App

## Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

## Work on-the-go

- Confirm PO
- Pin important documents for later



## Real-time Alerts

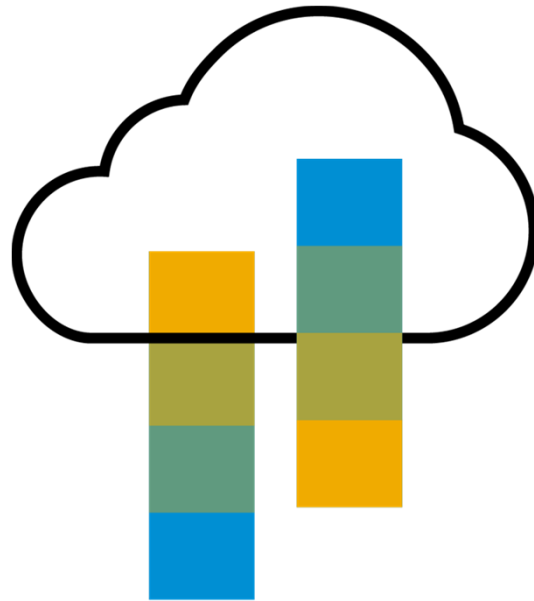
- View network activity
- Receive push alerts for business critical events

## Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

# Upgrade





# Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details.</a>



# Home Page – Upgrade to Realize the Full Value of Ariba Network

The screenshot shows the SAP Ariba Network interface. At the top, the navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The main content area is titled 'Orders, Invoices and Payments' and displays a summary of 8 orders to invoice, 1 order needing attention, 1 invoice rejected, and 7 invoices pending approval. A table lists individual orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A sidebar on the right contains a 'Now we're mobile' section with app store links and a 'Tasks' section showing 1 pending enablement task.

**Upgrade**

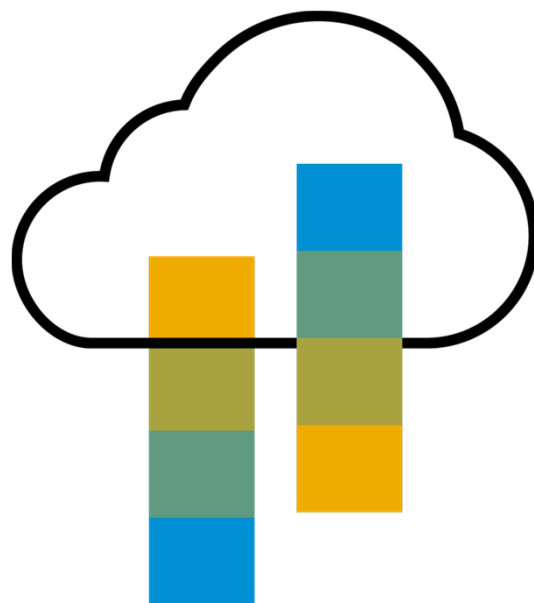
Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
<b>Orders and invoices</b>	<ul style="list-style-type: none"> <li>Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> </ul>
<b>Catalogs</b>		<ul style="list-style-type: none"> <li>Publish catalogs that detail your products and services</li> </ul>
<b>Integration</b>		<ul style="list-style-type: none"> <li>Integrate with your backend systems through CXML or EDI</li> </ul>
<b>Legal Archive</b>		<ul style="list-style-type: none"> <li>Access to long-term invoice archiving (regional restrictions apply)</li> </ul>
<b>Reporting</b>		<ul style="list-style-type: none"> <li>Get reports to track transactions and sales activities</li> </ul>
<b>Support</b>	Help Center	<ul style="list-style-type: none"> <li>Help Center, phone, chat, and web form</li> </ul>
<b>Fees</b>	Free	Based on usage
<b>SELLING</b>		
<b>Ariba Discovery</b>	<ul style="list-style-type: none"> <li>Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a></li> </ul>	
<b>Sourcing, Contract Management</b>	<ul style="list-style-type: none"> <li>Attract potential customers with your profile and get invited to auctions and other events.</li> </ul>	

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

**Help**



# Help Resources – Help Center



## Access the Online Help Center for assistance with your Standard Account

- Click the Help Center Link at the bottom of the Interactive Email or
- While logged into your Standard Account, click the Help Center link in the upper right corner to expand the panel and gain access to topics relevant to the current Ariba Network view

## The Help Center includes:

- A user community to access Standard Account specific content
- Video tutorials (e.g. Invoice Creation, Adding users to the Standard Account)

Online Help via Help Center: in-context proved via Ariba User Community

The screenshot shows the SAP Ariba Network Standard Account interface. The main content area displays a Purchase Order (PO2017-05-23LAC005ID02) with details for Buyer ABC (S) and Supplier ACME-LAC005 Inc (Supp). The Help Center panel is expanded on the right, showing a search bar and a list of help topics such as 'Invoices (3:10)', 'Send a PO-based invoice (4:35)', and 'How do I create documents against purchase orders from my customer?'. The panel also includes a 'Documentation' and 'Support' link at the bottom.

# Help Resources – 2 Web Links



Click both links below to explore Standard Account Support Links

## [Quick Videos & General Information in 24 languages](#)

support.ariba.com/ariba-network-standard-account

SAP Ariba

Български | Čeština | Dansk | Deutsch | Ελληνικά | English | Español | Suomi | Français | Hrvatski | Magyar | Italiano | 日本語 | 한국어 | Nederlands | Norsk | Polski | Português | Română | Русский | Svenska | Türkçe | 简体中文 | 繁體中文

**Ariba Network, standard account capability lets you quickly transact with SAP Ariba buyer customers for free.**

The standard account capability of Ariba Network gives you a fast, free way to automate your customer (buyer) transactions. With instant onboarding and no fees, you can sign up in seconds with zero worrying about hidden fees. Support for most transaction types helps you maximize efficiency and keep your customers happy. And if you want advanced features, it's easy to upgrade.

Sign up for a standard account today!

Need help? Watch these short videos:

[Register and reply to your customer](#)

[Send an invoice from a standard account](#)

**Quick Videos in multiple languages**

Need more help? Register for a [weekly Live Webinar with Q&A](#), or watch a [recording](#) (18 min) of the webinar at your convenience.

Check out the Ariba Network standard account capabilities listed below that provide barrier-free access from email and web browser.

Capabilities	Ariba Network, standard account
<b>Access</b>	<ul style="list-style-type: none"> <li>Access standard account using emails and notices sent by your customer or Ariba Network. Retain these emails for subsequent reference and processing.</li> </ul>
<b>Company Profile</b>	<ul style="list-style-type: none"> <li>Set up a company profile to share with your customers on Ariba Network.</li> </ul>
<b>Orders*</b>	<ul style="list-style-type: none"> <li>Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.</li> </ul>
<b>Invoices*</b>	<ul style="list-style-type: none"> <li>Convert orders into an e-invoice with the click of a button.</li> <li>Create non-PO invoices and credit memos.</li> </ul>
<b>Invoice Status Notifications*</b>	<ul style="list-style-type: none"> <li>Receive invoice status notifications.</li> <li>Payment proposals</li> <li>Remittance details</li> </ul>

## [Documentation Deep Dive in 24 Languages](#)

support.ariba.com/item/view/183459

SAP Ariba

Български | Čeština | Dansk | Deutsch | Ελληνικά | English | Español | Suomi | Français | Hrvatski | Magyar | Italiano | 日本語 | 한국어 | Nederlands | Norsk | Polski | Português | Română | Русский | Svenska | Türkçe | 简体中文 | 繁體中文

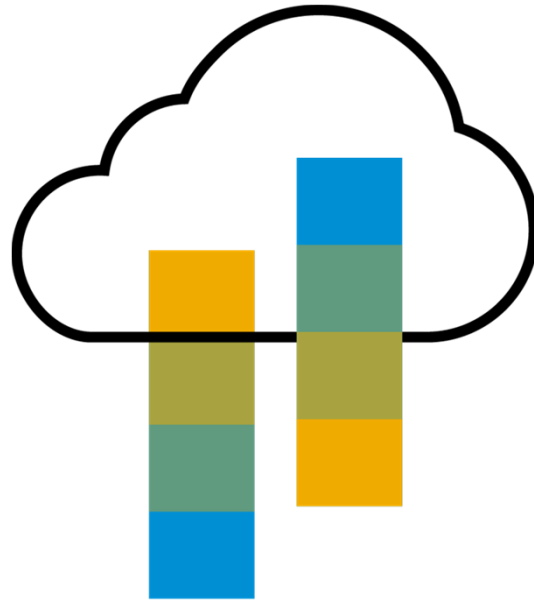
**Welcome to your SAP Ariba Network Standard Account**

As a new standard account user, it's important to know how to utilize the services of SAP Ariba Customer Support. You can use the Help Center for FAQ's, tutorials, and demos for help with using your account. Below are some articles and links it is suggested you review to start working with your customer on SAP Ariba.

Login to your account at <https://supplier.ariba.com>.

Video tutorials	Register	Upgrade	Configure account
Process order	Invoice	Lost PO email	Find order
Payment	Rejected invoice	Contact your buyer	Add new customer

# FAQ



# FAQ

**Q: What is Standard Account capability on Ariba Network?**

A: Ariba Network, Standard Account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access.

**Q: How can I access this new capability?**

A: Your customer must send you a Standard Account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register & will be started at the Ariba Network, Standard Account capability level. In the latter case you will not exchange orders & invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

**Q: What document types are supported for this free account?**

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

**Q: What if I have already signed up for Ariba Network? Can I switch to Standard Account?**

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise account) to a Standard Account.

**Q: Am I required to register on Ariba Network to use Standard Account?**

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free Standard Account. This free account is not the same as a Enterprise Ariba Network account. You only need to upgrade to a enterprise account on Ariba Network when you determine that you desire the additional functionality.

# FAQ

## **Q: How do I invoice a purchase order if I lose the email notification?**

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) Standard Account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice. *NOTE: The buyers ability to receive non-PO invoices will vary depending on their Buyer Network rule configurations/requirements.*

## **Q: How do I create documents against purchase orders from my customer?**

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

## **Q: How do I add purchase orders to my existing Ariba Network Account?**

A: If you've previously registered a Standard Account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the Standard Account landing page.
2. Log in with the administrator username and password for the existing account.

## **Q: What should I do if my registration confirmation link is expired?**

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>.

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.