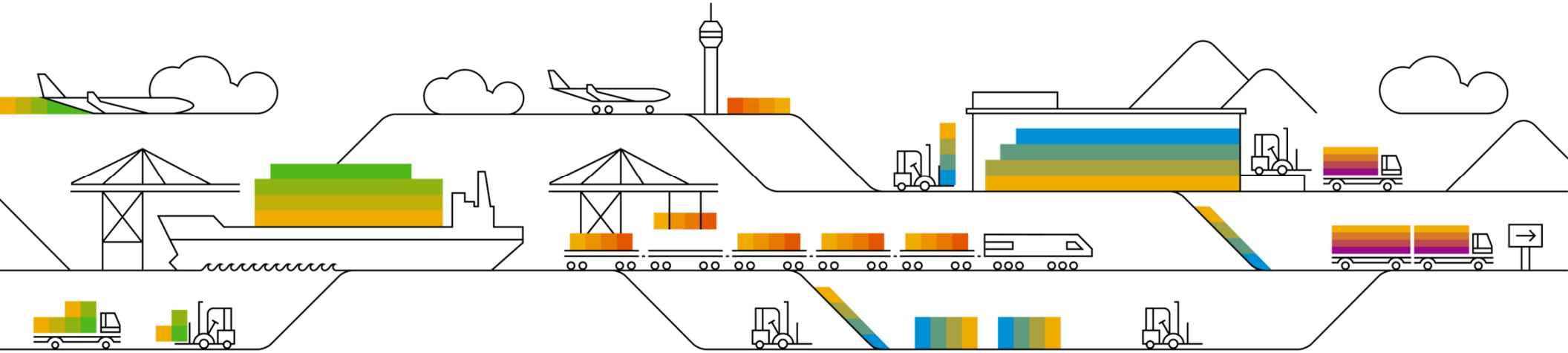


SAP Ariba

Supplier Info Pack – Louisiana-Pacific

Standard Account

PUBLIC

SAP Run Simple

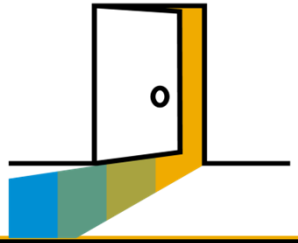
LP BUILDING SOLUTIONS

Rev. 1/1/2020

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

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Overview Standard Account

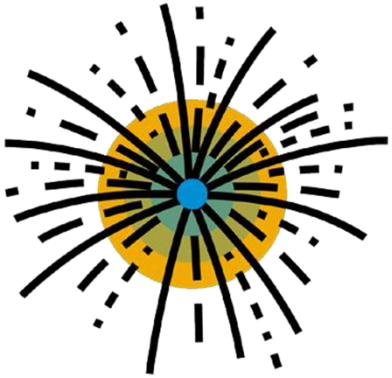
Introduction to Ariba Network, Standard Account

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.



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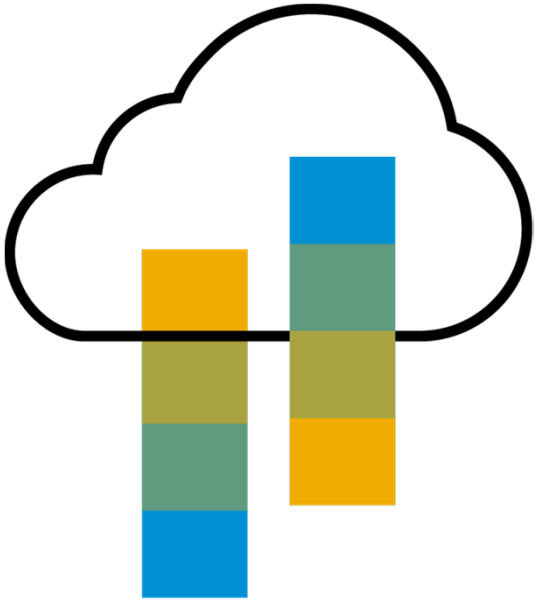
Next steps



Next Steps

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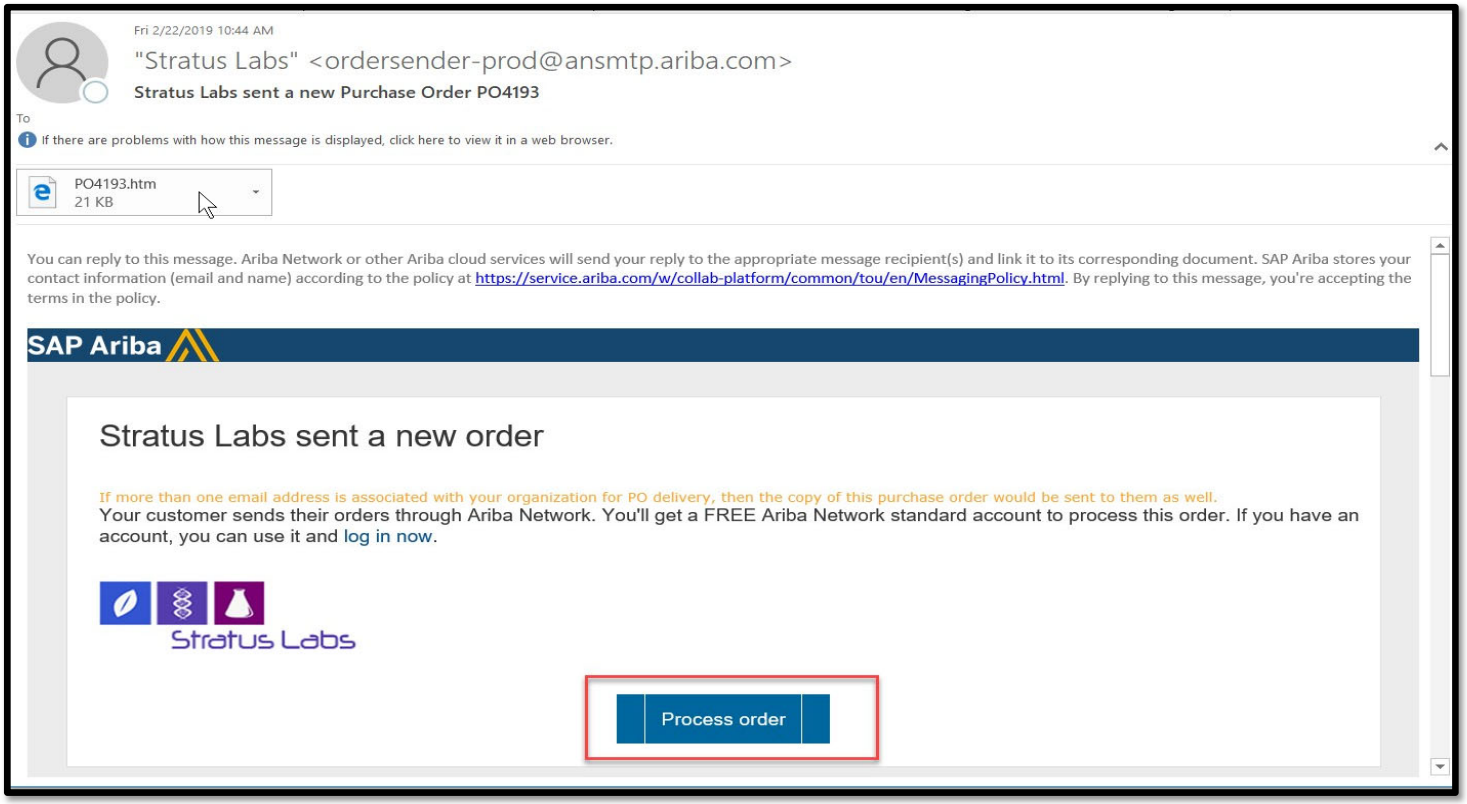
Receive Interactive Email Order from Customer

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



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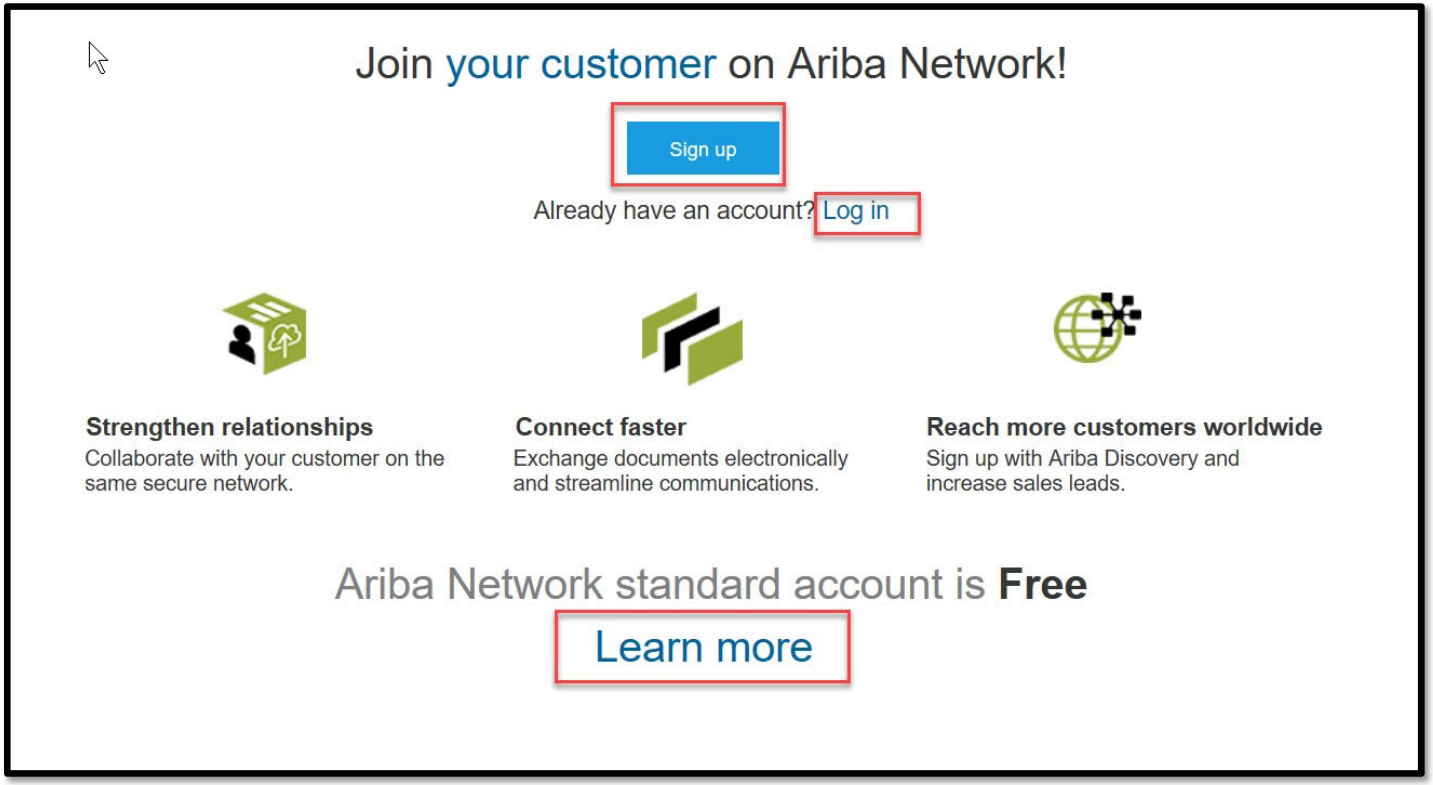
Next step

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



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Next step

Company Info, Accept Terms of Use, and Registration

1 Review your Company information

Company information

* Indicates a required field

Company Name:* ABC Enterprises

Country:* United States [USA]

Address:* 123 Pittsburgh Street

Line 2

Line 3

City:* Pittsburgh

State:* Pennsylvania

Zip:* 15222

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.

2 Enter your User account information

User account information

Name:* First Name Last Name

Email:*

Use my email as my username

Username:*

Password:* Enter Password

Repeat Password

Language: English

Email orders to:* john.smith.@sap.com

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

Register Cancel

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.

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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

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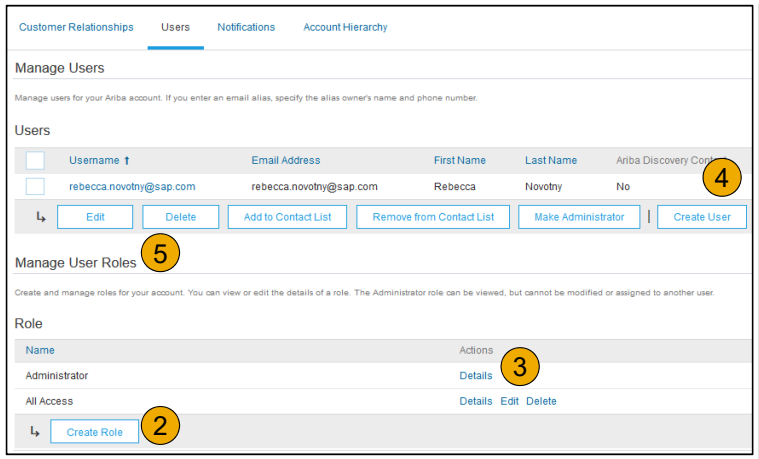
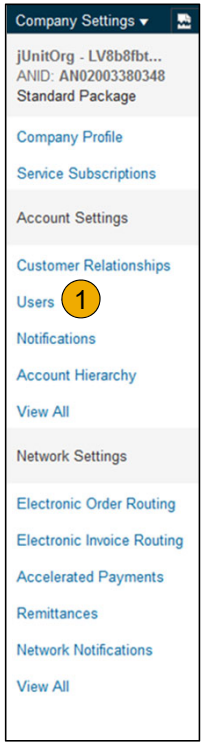
Set Up User Accounts

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.





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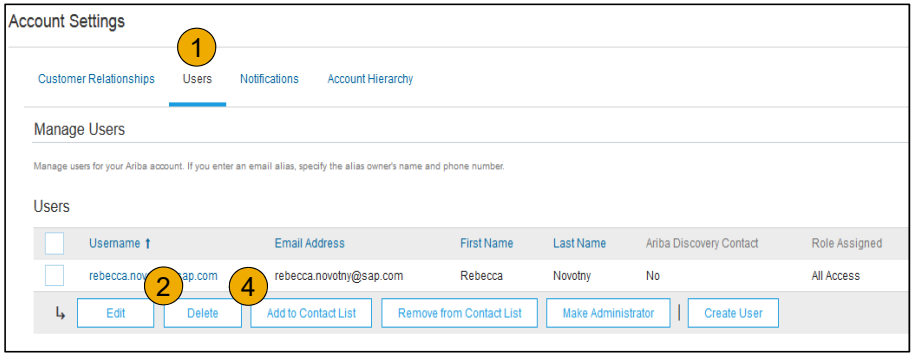
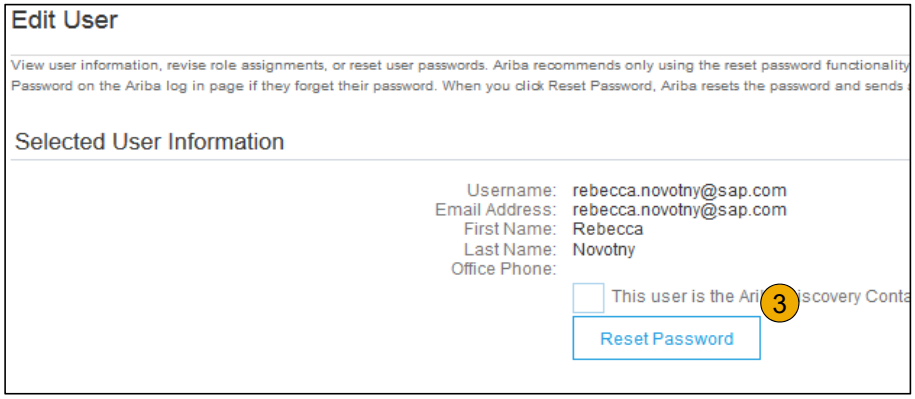
Set Up User Accounts

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





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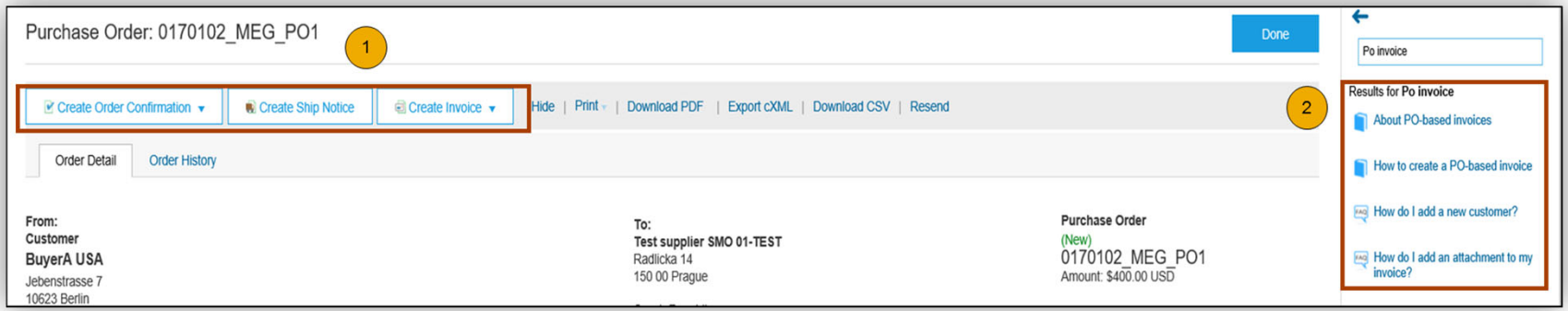
Transact with Louisiana-Pacific using Standard Account

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.**



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.

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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.

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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.

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Create Order Confirmation

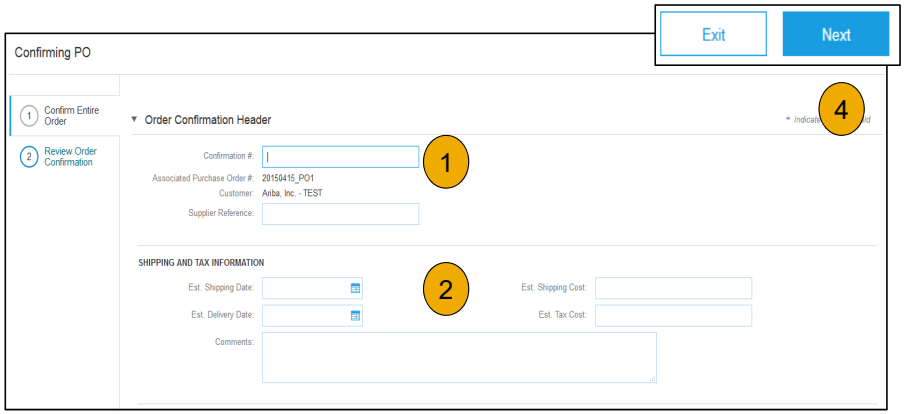
Confirm Entire Order

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***



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

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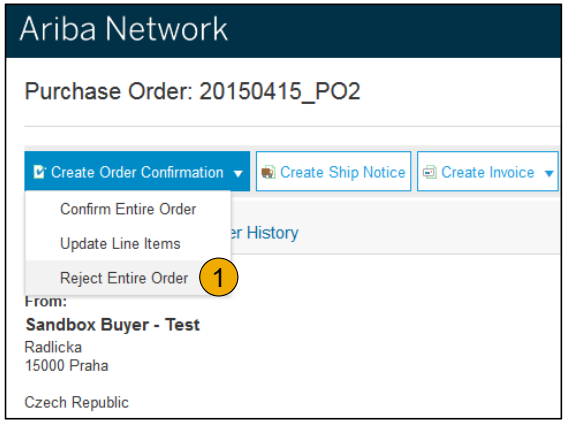
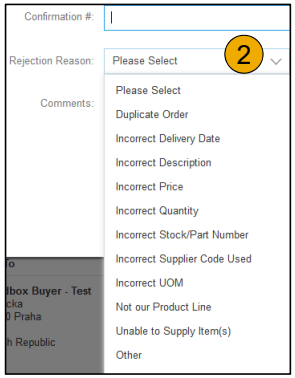
Create Order Confirmation

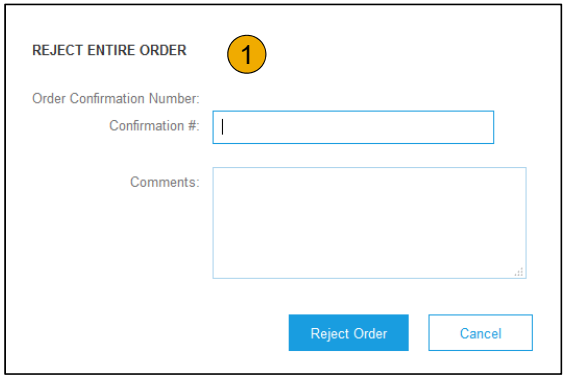
Reject Entire Order

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.)







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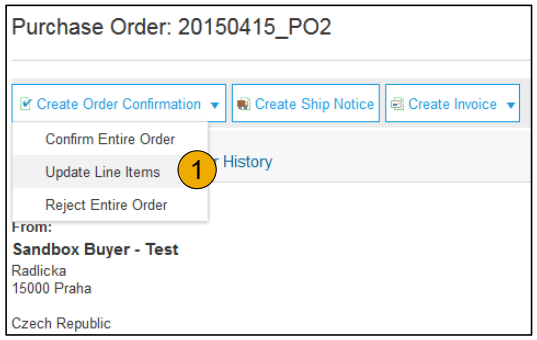
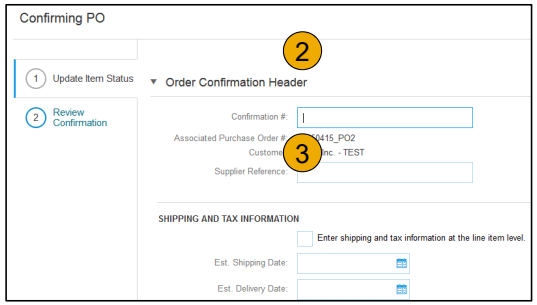
Create Order Confirmation

Update Line Items

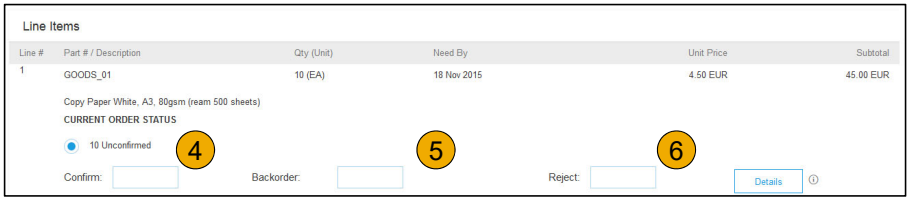
1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – 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.



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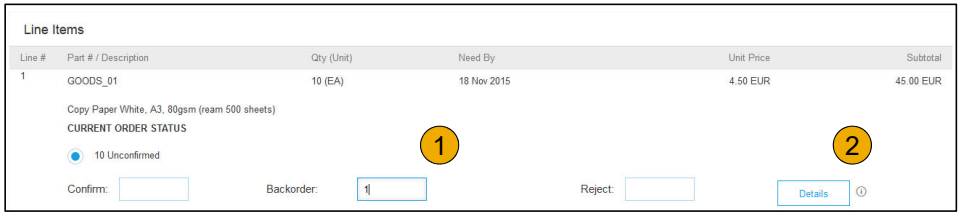
Confirm Order

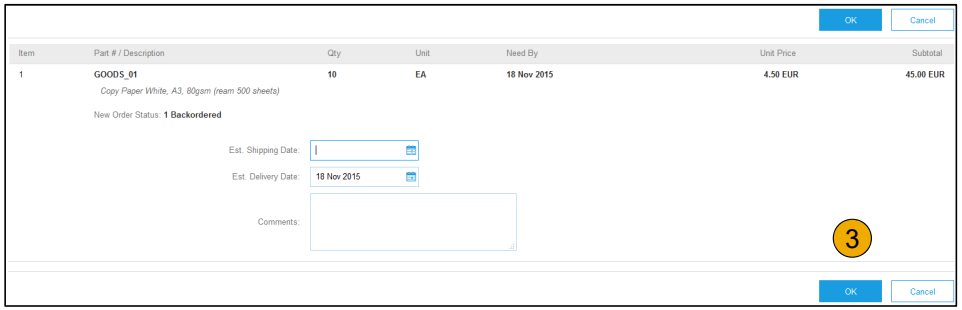
Update Line Items - Backorder

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.





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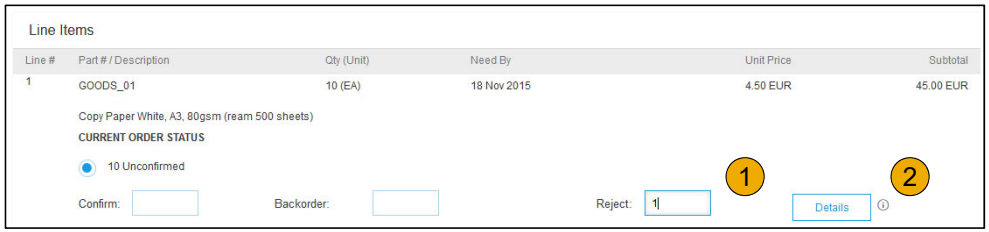
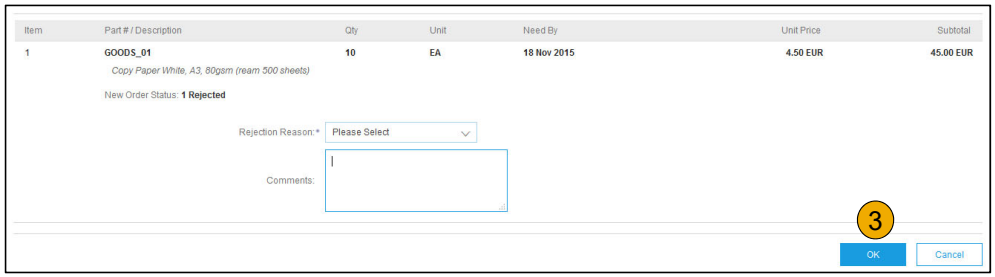
Confirm Order

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.





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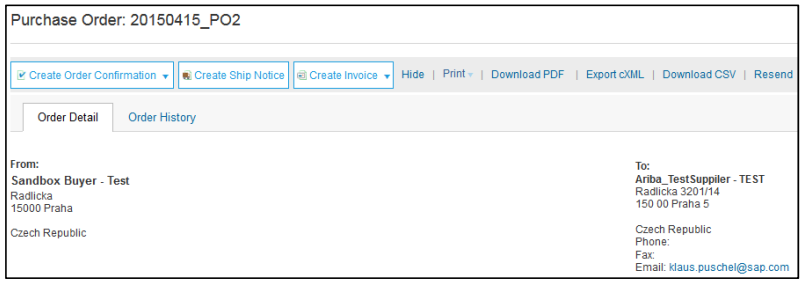
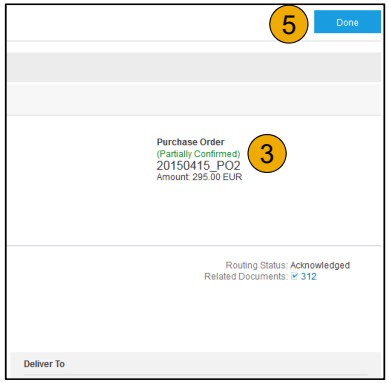
Confirm Order

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.





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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

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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.

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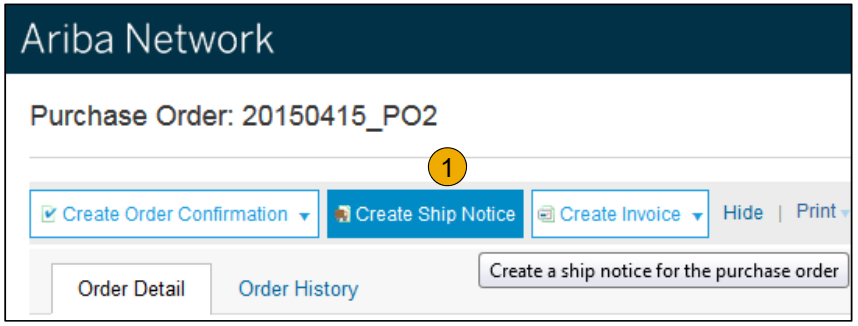
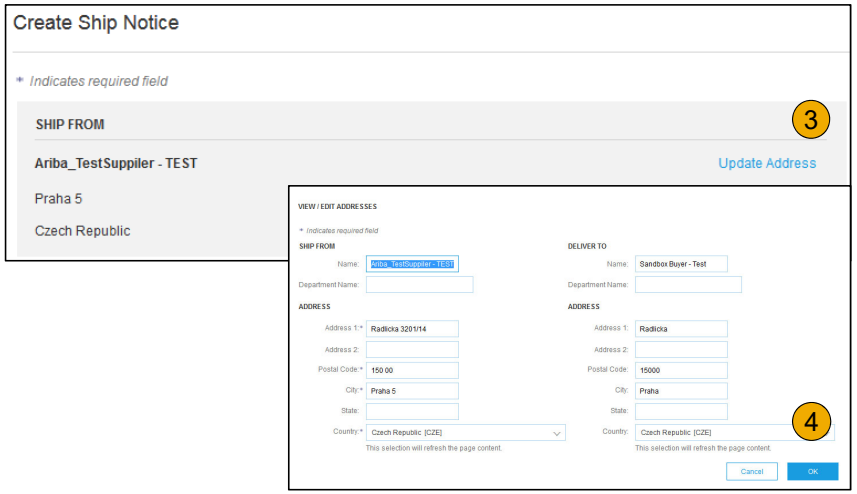
Create Ship Notice

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.





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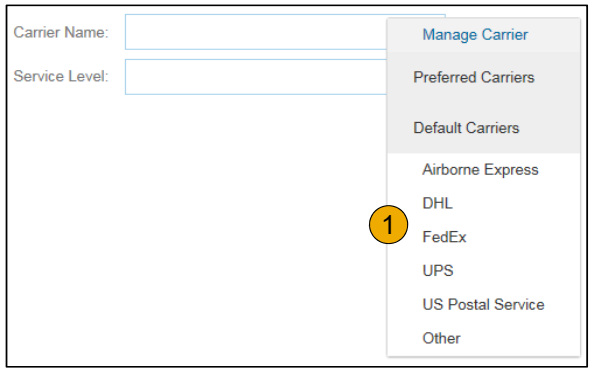
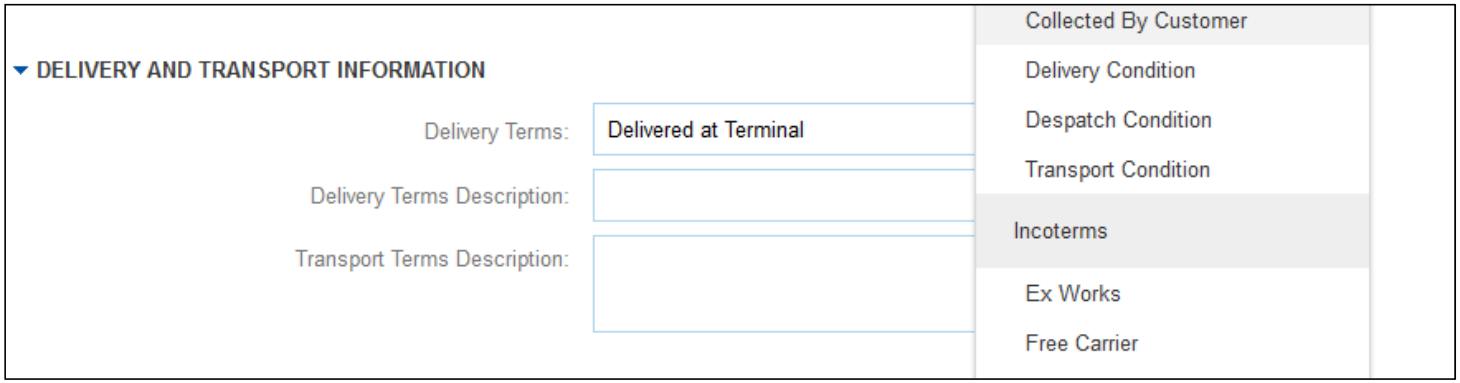
Create Ship Notice

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.





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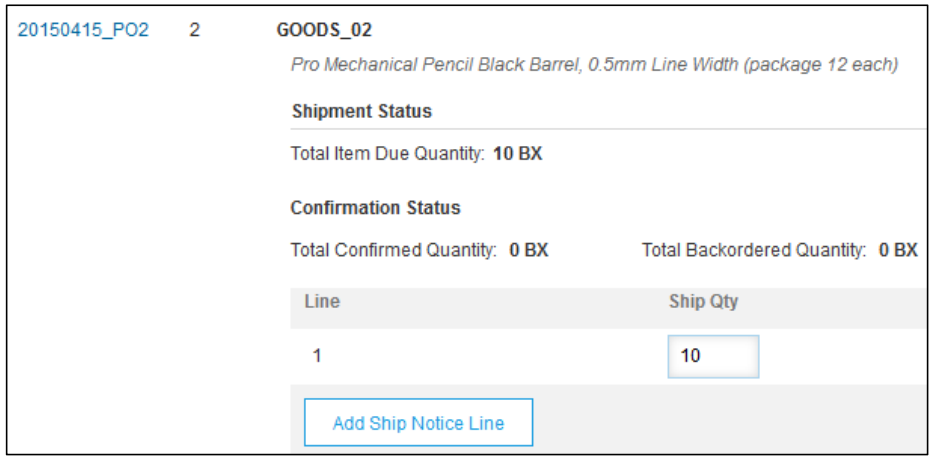
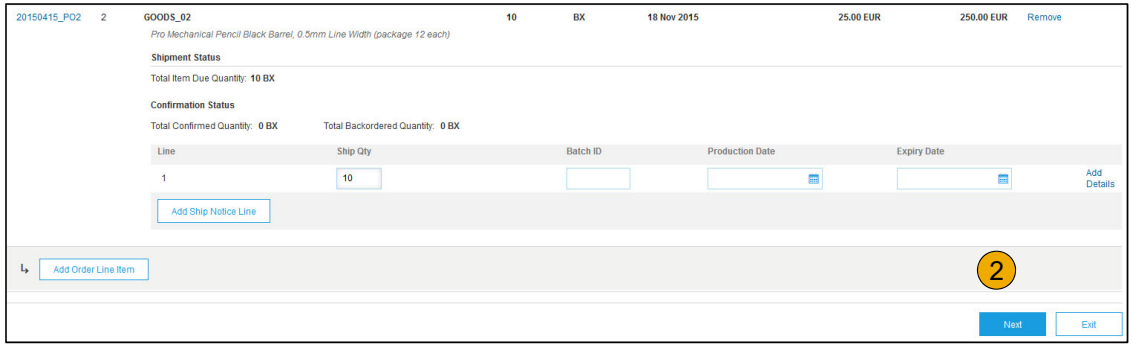
Create Ship Notice
Details

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.





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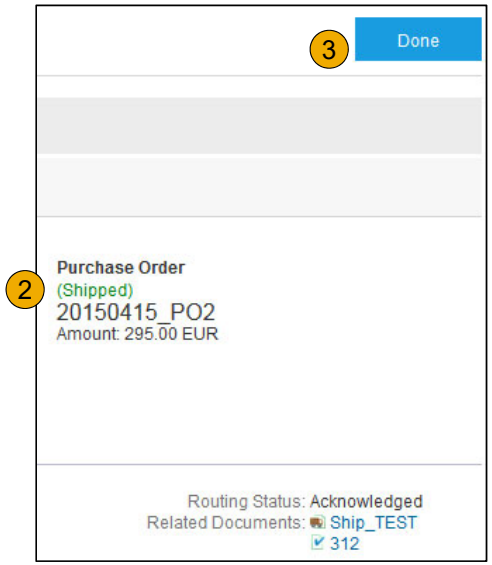
Submit Ship Notice

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.



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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

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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.

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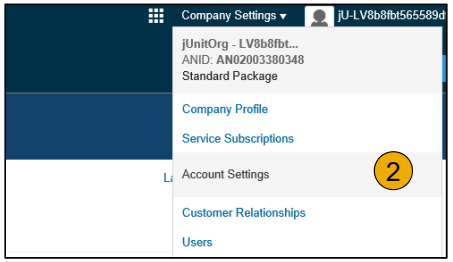
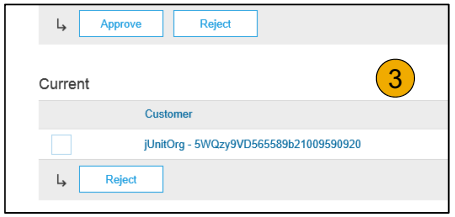
Review Louisiana-Pacific Invoice Rules

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

1. Login to your Ariba Network account via supplier.ariba.com
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.





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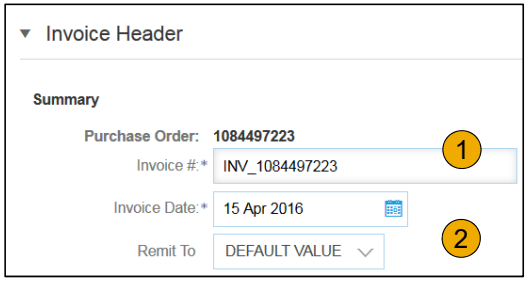
Invoice via PO Flip

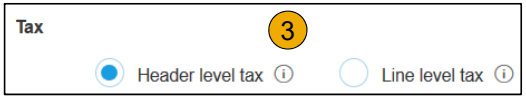
Header

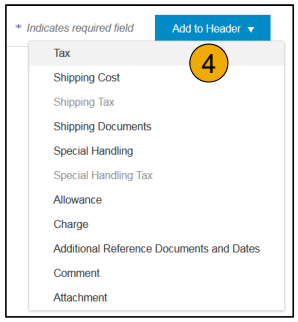
Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

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.







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Invoice via PO Flip

Line Items

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

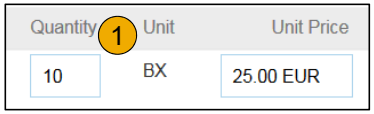
1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

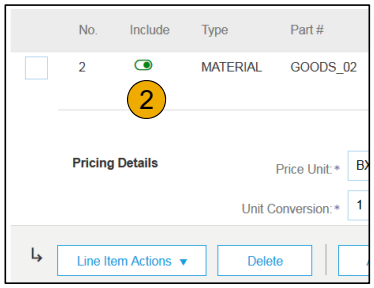
Note: You can generate another invoice later to bill for the excluded item.

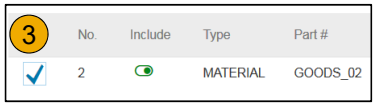
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

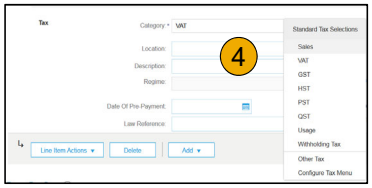
Note: When identifying sales tax, if there is a tax type in the drop-down that is not listed, then contact LP to discuss next steps.

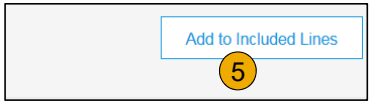
5. Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.











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Invoice via PO Flip

Line Items

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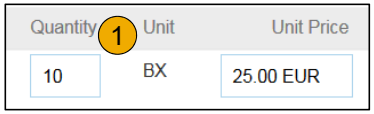
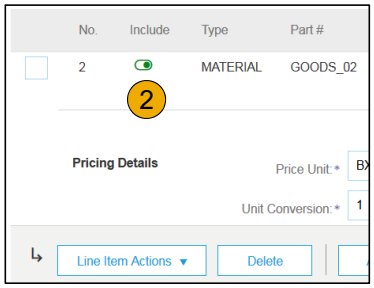
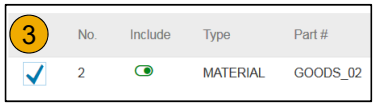
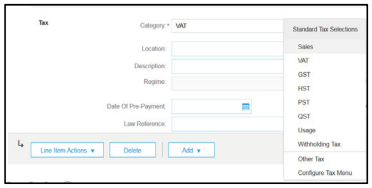
Note: You can generate another invoice later to bill for the excluded item.

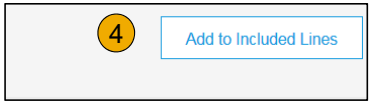
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included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











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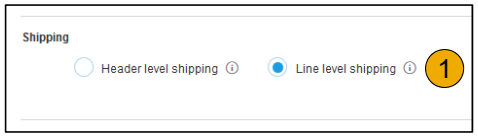
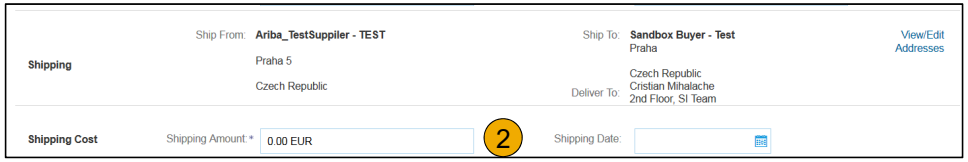
Invoice via PO Flip

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





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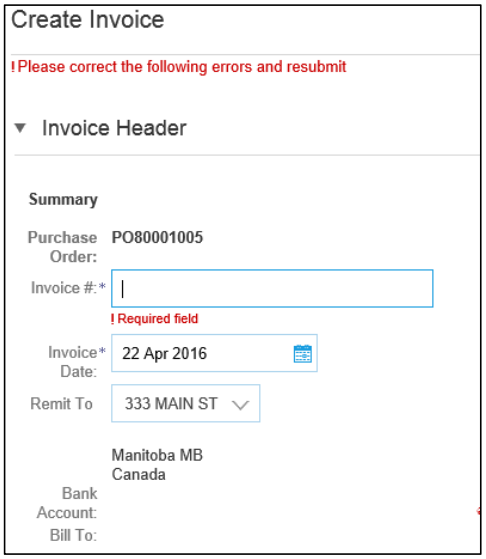
Invoice via PO Flip

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.



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

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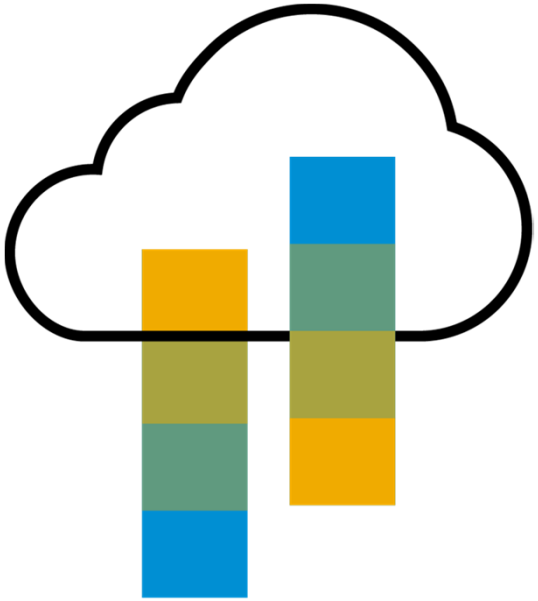
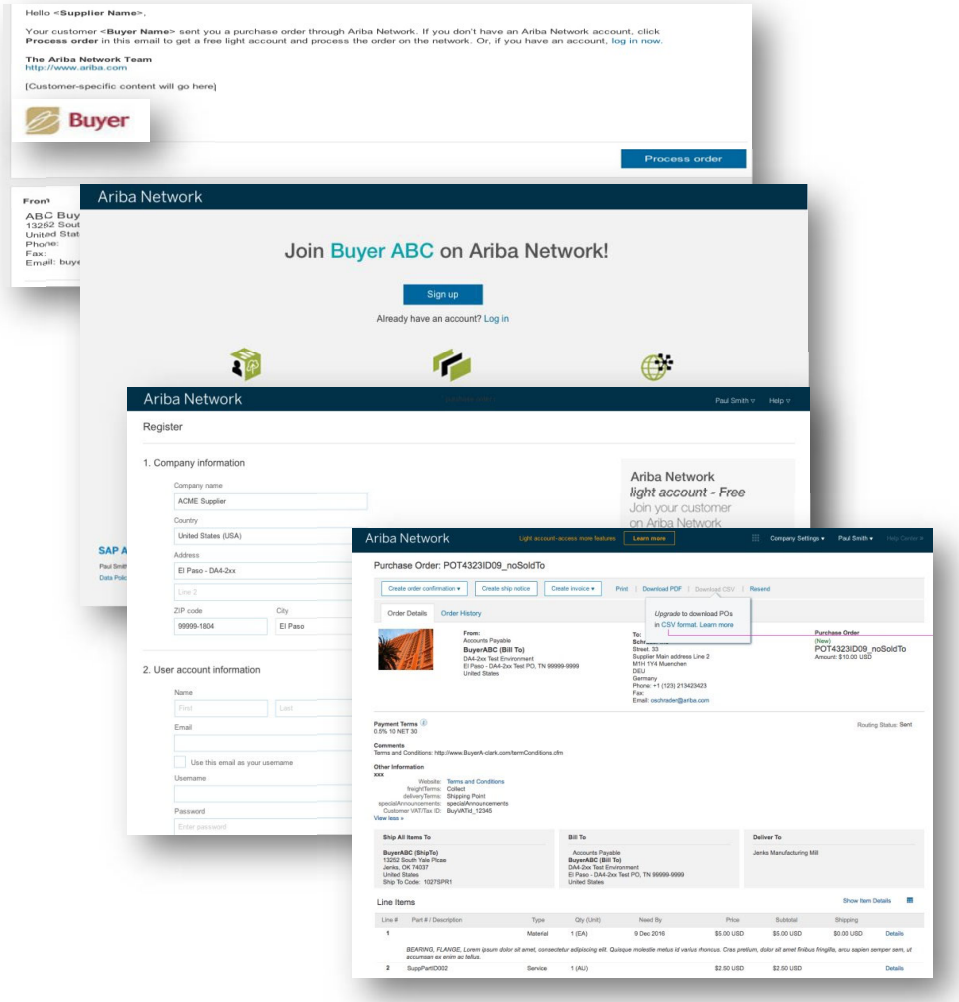
Benefits



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



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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

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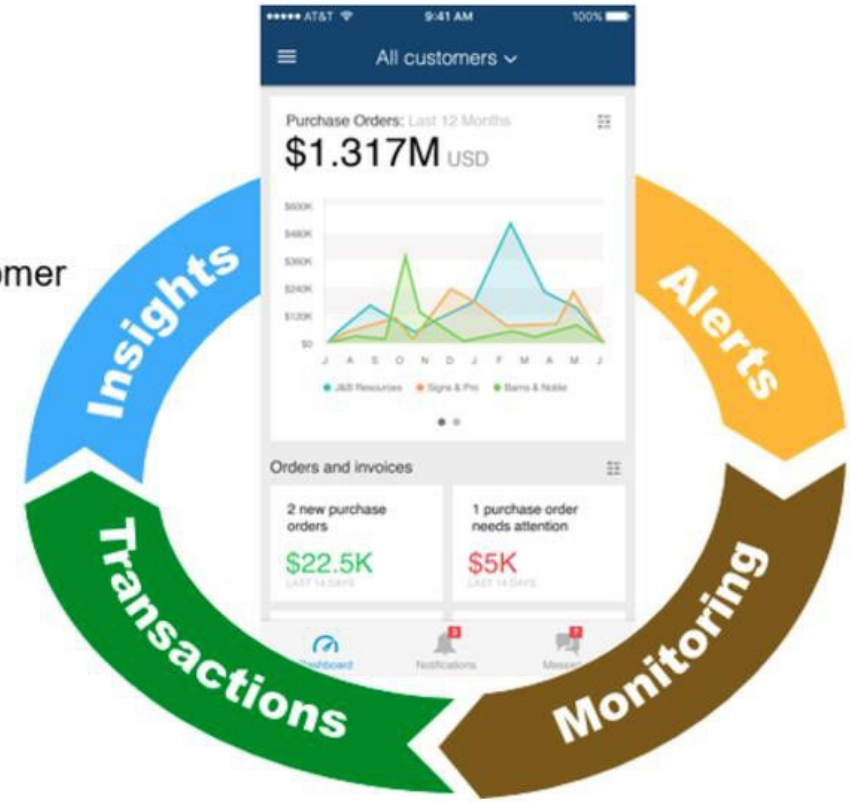
SAP Ariba Supplier Mobile App

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

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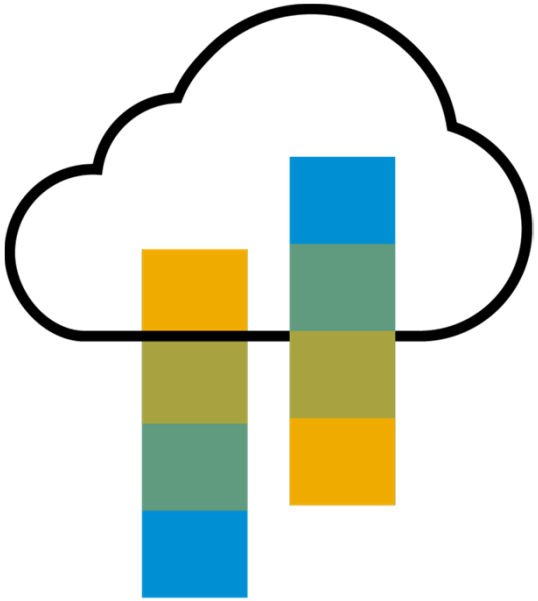
Upgrade



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	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

More

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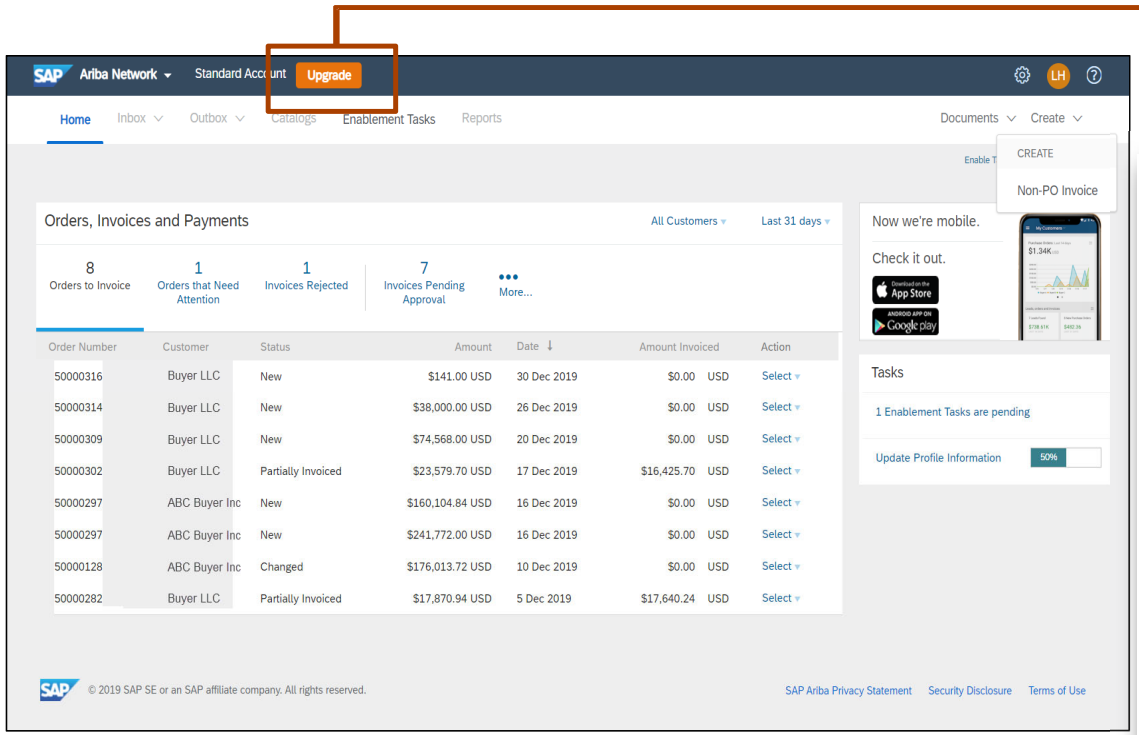
Home Page – Upgrade to Realize the Full Value of Ariba Network



Upgrade

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer	✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs		✓ Publish catalogs that detail your products and services
Integration		✓ Integrate with your backend systems through CXML or EDI
Legal Archive		✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		✓ Get reports to track transactions and sales activities
Support	Help Center	✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING	By the way, you can use these with any account.	
Ariba Discovery	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	✓ Attract potential customers with your profile and get invited to auctions and other events.	

Learn more about all the features of Ariba Network.

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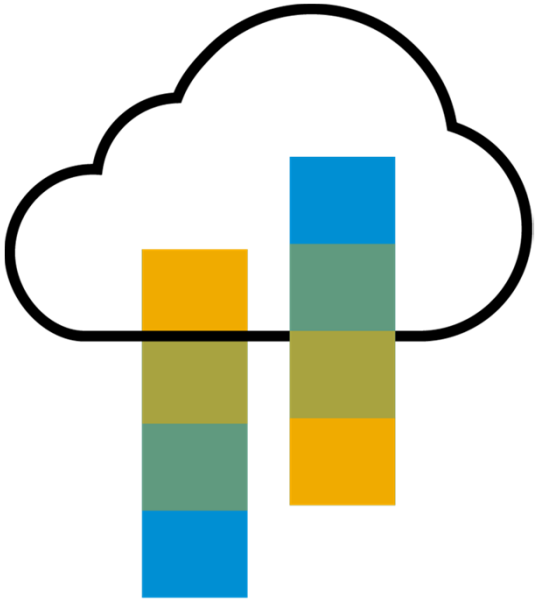
Help



Help Resources – Help Center

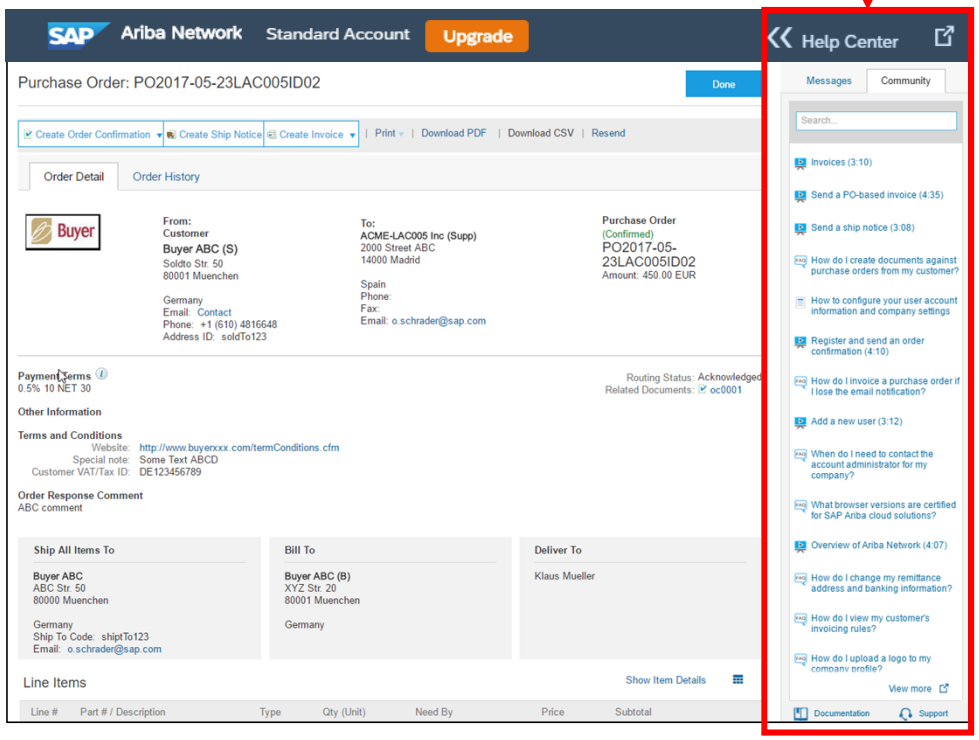
Access the Online Help Center for assistance with your Standard Account

- Click the Help Center Link at the bottom of the Interactive Email <u>or</u>
- 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)

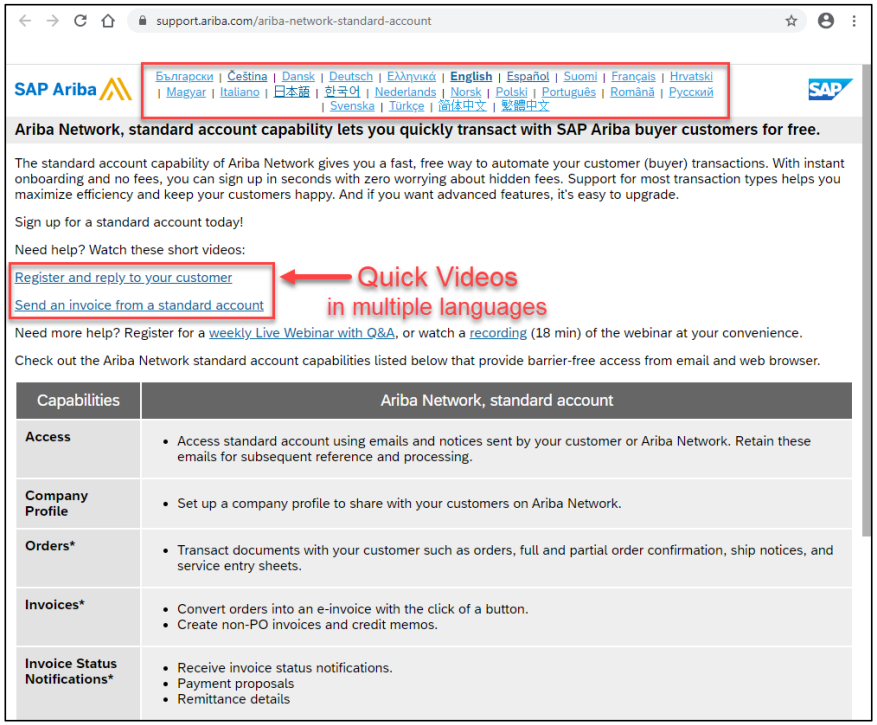
Online Help via Help Center: in-context proved via Ariba User Community



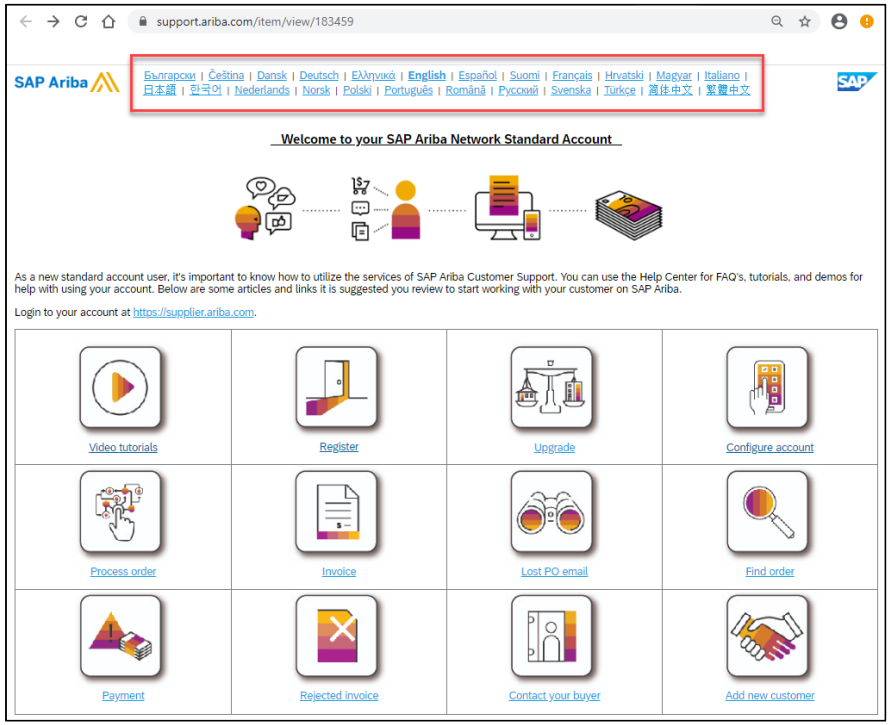
Help Resources – 2 Web Links

Click both links below to explore Standard Account Support Links

Quick Videos & General Information in 24 languages



Documentation Deep Dive in 24 Languages



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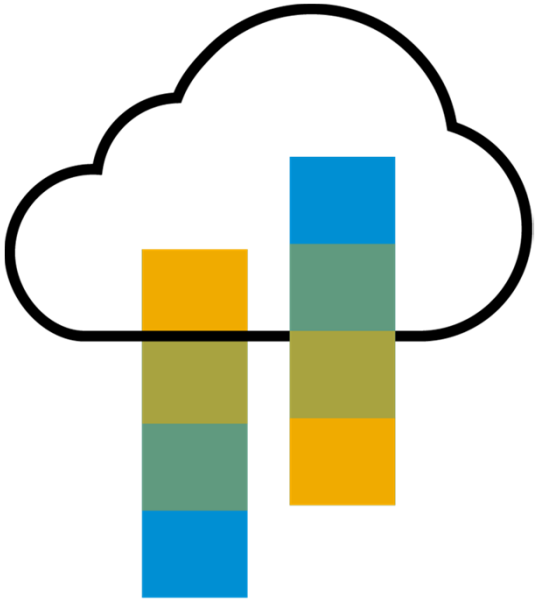
FAQ



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.

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More FAQ

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.

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