

Dear Supplier,

Submitting invoices online via the Ariba Network will be the most efficient and environmentally friendly means to submit your invoices and will help to reduce further delays.

Please log into your account in Ariba (hit on the link below to log in).

<https://service.ariba.com/Supplier.aw/125033088/aw?awh=r&awssk=OIYcZezw&dard=1>

1. Hit on Workbench > Click Orders
2. **Click Edit Filter then expand the Creation Date range to Last 365 Days** to display POs that have been created in the past year

The screenshot shows the SAP Ariba Workbench interface. The top navigation bar includes 'Home', 'Workbench', 'Orders', 'Subcontract', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is active. Below the navigation bar, there are several summary cards: 'New orders' (1), 'Orders' (1), 'Rejected invoices' (0), 'Remittances' (\$0.0 USD), 'Early payment offers' (\$0.0 USD), 'Scheduled payments' (\$0.0 USD), 'Orders to invoice' (1), 'Invoices' (0), and 'Pinned documents' (0). The 'Orders' card is highlighted with a red box and labeled 'B'. Below the summary cards, there is a section for 'Orders (1)'. The 'Edit Filter' button is highlighted with a red box and labeled 'C'. A red arrow points to the 'Creation date' dropdown menu, which is open and shows options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days' (highlighted with a red box), and 'Custom date range'. The 'Creation date' dropdown is also highlighted with a red box. Below the filters, there is a table with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The table contains one row with the following data: 'PO2205', 'Lend O Lakes Inc. - TEST', '\$10.00 USD', 'May 21, 2021', 'New', and empty cells for 'Amount Invoiced' and 'Actions'.

3. Click Apply

The screenshot shows the SAP Business Network 'Workbench' for a 'Standard Account'. It displays various metrics like 'New orders', 'Orders', 'Rejected invoices', etc. Below these, a table lists orders. The first order is PO2109, sent by Land O' Lakes Inc. - TEST, for an amount of \$20.00 USD on May 21, 2021, with a status of 'New'. A red circle highlights the three dots in the 'Actions' column for this order. A dropdown menu is open, showing options like 'Customize order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', and 'Standard Invoice'. The option 'Send me a copy to take...' is highlighted with a red box.

4. Once you locate the PO, hit the three dots under action and click Send me a copy to take action. You will receive an email with the PO.
5. Click on Process Order. Then you will be directed back to Ariba.

[EXTERNAL] Land O' Lakes Inc. - TEST sent a new Purchase Order PO2109

The screenshot shows an email interface. The sender is 'Land O' Lakes Inc. - TEST' with email address <ordersender-prod@ansmtp.arib>. The recipient is Marcia, Graciela. The email subject is 'Land O' Lakes Inc. - TEST sent a new Purchase Order PO2109'. The email body contains the text: 'If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them well. Your customer sent you this order through Ariba Network.' Below this text is a button labeled 'Process order'.

6. Click on Create Invoice at the top of the PO, then click on Standard Invoice.

(See below)

Purchase Order: PO2109

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

[Standard Invoice](#)
[Credit Memo](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

LAND O' LAKES, INC.

From:
 CORPORATE INDIRECT PO_BILL TO
 LAND O' LAKES INC
 P.O. BOX 6075
 Portland, OR 97228-6075
 United States
 Email: Land_O_Lakes_AP@onlinecapturecenter.com

To:
 Wen Test #12
 4051 Levington Ave
 Toronto ON L4B 1B3
 Canada
 Phone:
 Fax:
 Email: gmarcia@landolakes.com

Purchase Order
 (New)
 PO2109
 Amount: \$1,100.00 USD
 Version: 1

Payment Terms
 NET 30

Comments
 Comment Type: Terms and Conditions
 Body/Terms and Conditions of Purchase can be found here: <https://www.landolakesinc.com/indirectPurchaseOrderTermsandConditions>

Other information
 Company Code: 0200

Ship All Items To
 DF-MIN-PINE-ISLAND
 LAND O' LAKES INC
 206 2ND ST NE
 Pine Island, MN 55963
 United States
 Ship To Code: 1165
 Email: wmsun@landolakes.com

Bill To
 CORPORATE INDIRECT PO_BILL TO
 LAND O' LAKES INC
 P.O. BOX 6075
 Portland, OR 97228-6075
 United States
 Email: Land_O_Lakes_AP@onlinecapturecenter.com

Deliver To
 Wen Huynh 4008
 DF-MIN-PINE-ISLAND

Line Items

Then fill out all the mandatory fields on your invoice, i.e. invoice number and invoice date, to attach your own invoice. Please hit on add to header and then click attachments.

In the tax section, you enter either Rate % or Tax Amount.

Create Invoice

[Update](#)
[Save](#)
[Exit](#)
[Next](#)

Invoice Header

Summary

Purchase Order: PO2109
 Invoice #*:
 Invoice Date*: 21 Jun 2021

Service Description:
 Supplier Tax ID:
 Remit To: Wen Test #12
 Toronto, ON
 Canada
 Bill To: CORPORATE INDIRECT PO_BILL TO
 Portland, OR
 United States

Tax

☒ Header level tax ☐ Line level tax

Category*: Sales Tax
 Location:
 Description:
 Regime:

Taxable Amount: \$1,100.00 USD
 Tax Rate Type:
 Rate%:
 Tax Amount:

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Wen Test #12
 Toronto, ON
 Canada

Ship To: DF-MIN-PINE-ISLAND
 Pine Island, MN
 United States
 Deliver To: Wen Huynh 4008
 DF-MIN-PINE-ISLAND

Shipping Cost

Shipping Amount:
 Shipping Date:

Attachments

Add to Header

Shipping Cost
 Shipping Documents
 Special Handling
 Discount
 Additional Reference Documents and Dates
 Comment
 Attachment

Click on browse (or choose file), then click on Add Attachment. On the line item section, enter the amount of your invoice. If the invoice amount is already correct in system, hit on next. Then on the next page, hit on submit.

Payment Term

Net Term(Days): 30

Additional Fields

Supplier Account ID #

Customer Reference

Supplier Reference

Payment Note

Supplier

Richmond Hill ON

Canada

Bill From

Wen Test #12

Richmond Hill ON

Canada

Service Start Date

Service End Date

Customer

Land IT Lakes Inc. - TEST

Andar Hills, MN

United States

Email

View/Edit Address

View/Edit Address

Attachments

The total size of all attachments cannot exceed 20MB

Choose File

No file chosen

Add Attachment

Remove

Add to Header

Line Items

2 Line Items, 2 Included, 0 Previously Fully Included

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
1	<div>CR</div>	MATERIAL		Wen Test # 12 - Supplier Process Order		<div>1</div>	EA	<div>\$1,000.00 USD</div>	\$1,000.00 USD
2	<div>CR</div>	MATERIAL		Wen Test # 12 - Supplier Process Order				<div>\$200.00 USD</div>	\$200.00 USD

Line Item Actions

Done

2

F

G

Update

Save

Exit

Next