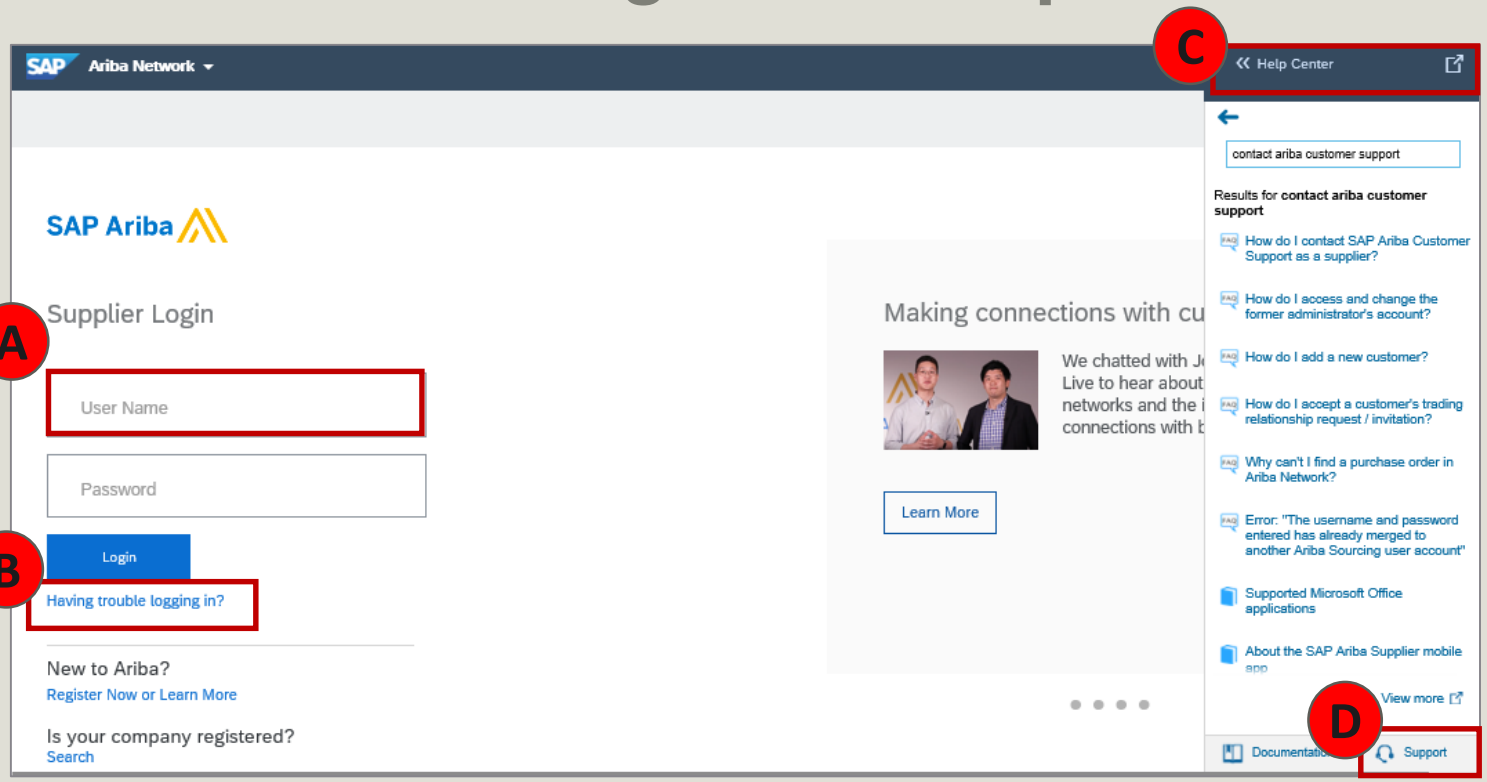
Ariba Enterprise Account

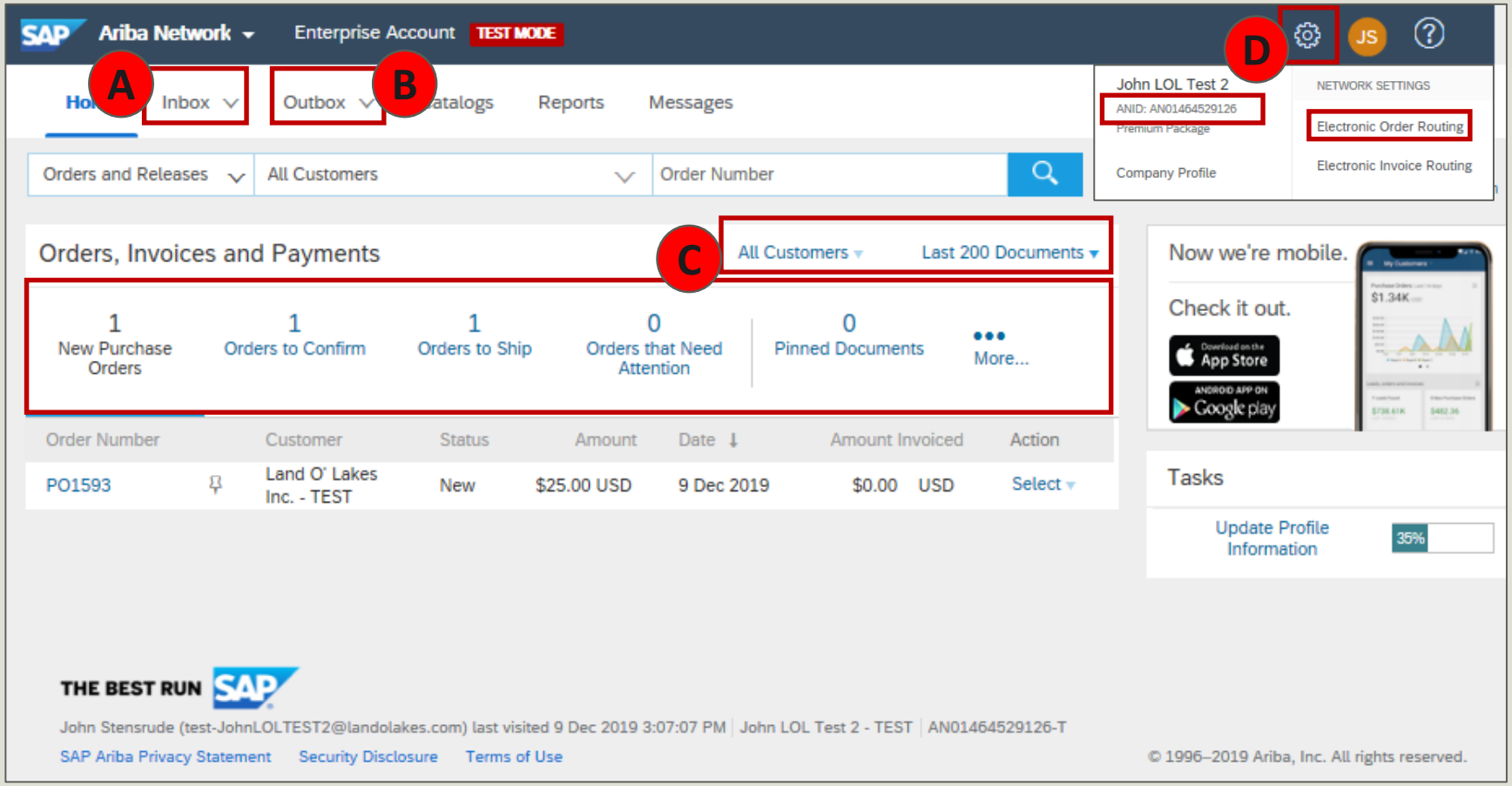
Invoice Entry – Prior POs

Network Login – Enterprise Accounts



A. **Account Login**
B. **Password Assistance**
C. **Help Center**
D. **Contact Ariba Support**

Dashboard Navigation

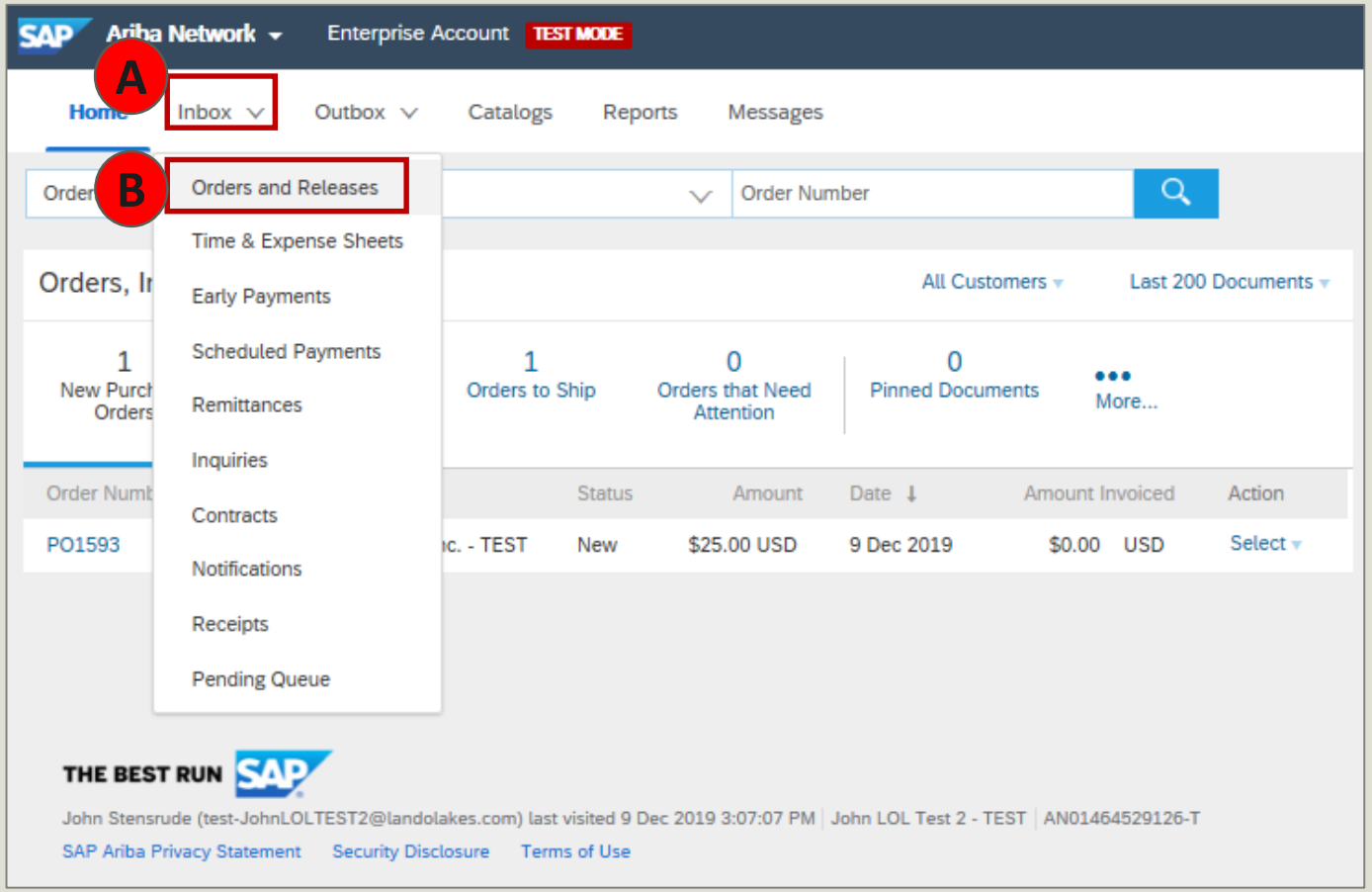


A. Inbox = All POs
B. Outbox = All Invoices
C. Quick Dashboard View
- **Customers**
- **View range**

D. Company Settings
- **Ariba Network ID (ANID)**
- **Electronic Order Routing**
- **Electronic Invoice Routing**
  - **Email Notifications**
  - **xml Notifications**
  - **Online Notifications**

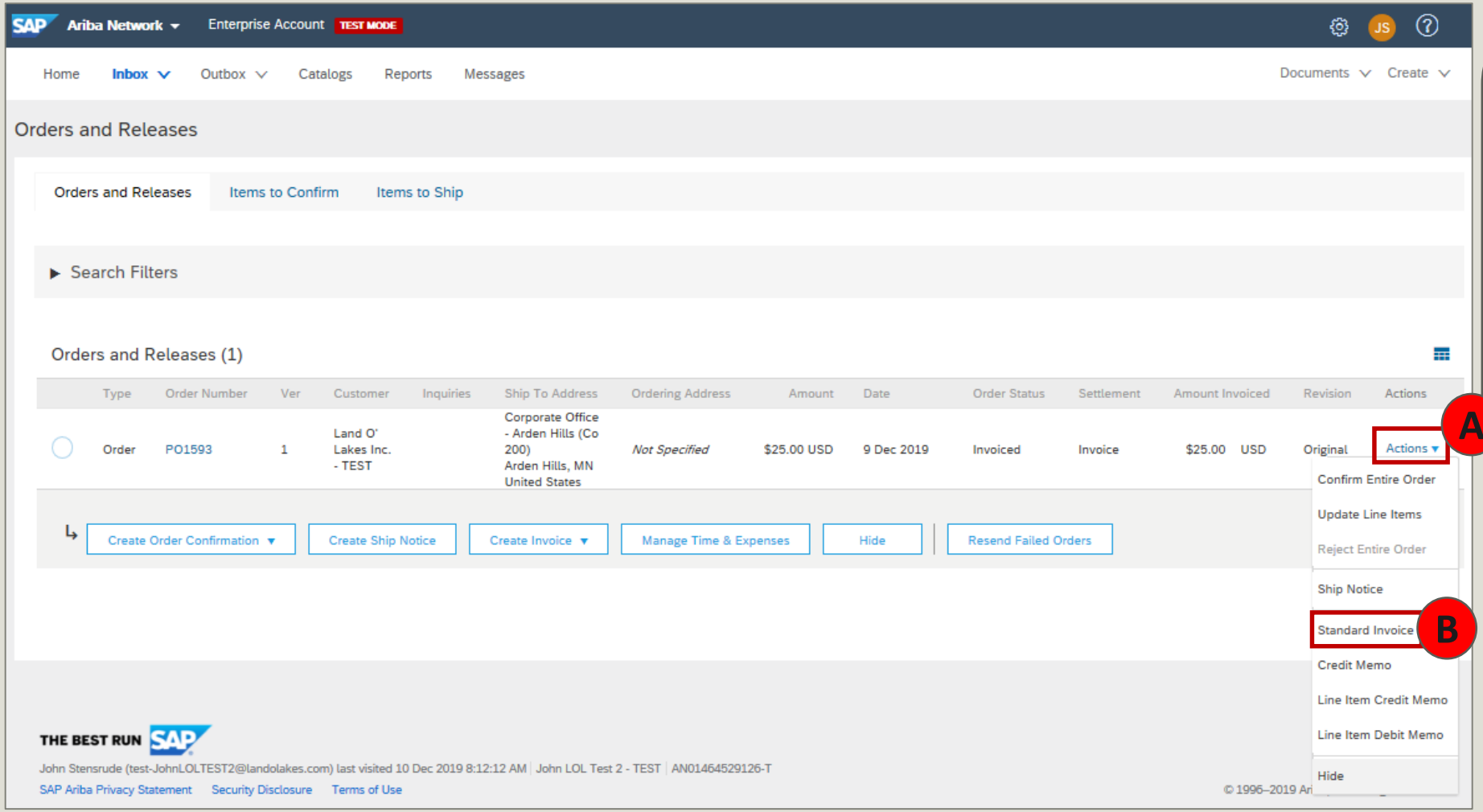
Important: Land O' Lakes does not have access and CANNOT maintain a supplier's network notifications. Suppliers must manage notifications on their network account.

Inbox – Review POs



A. **Select "Inbox"**
B. **Select "Order and Releases" to see POs**

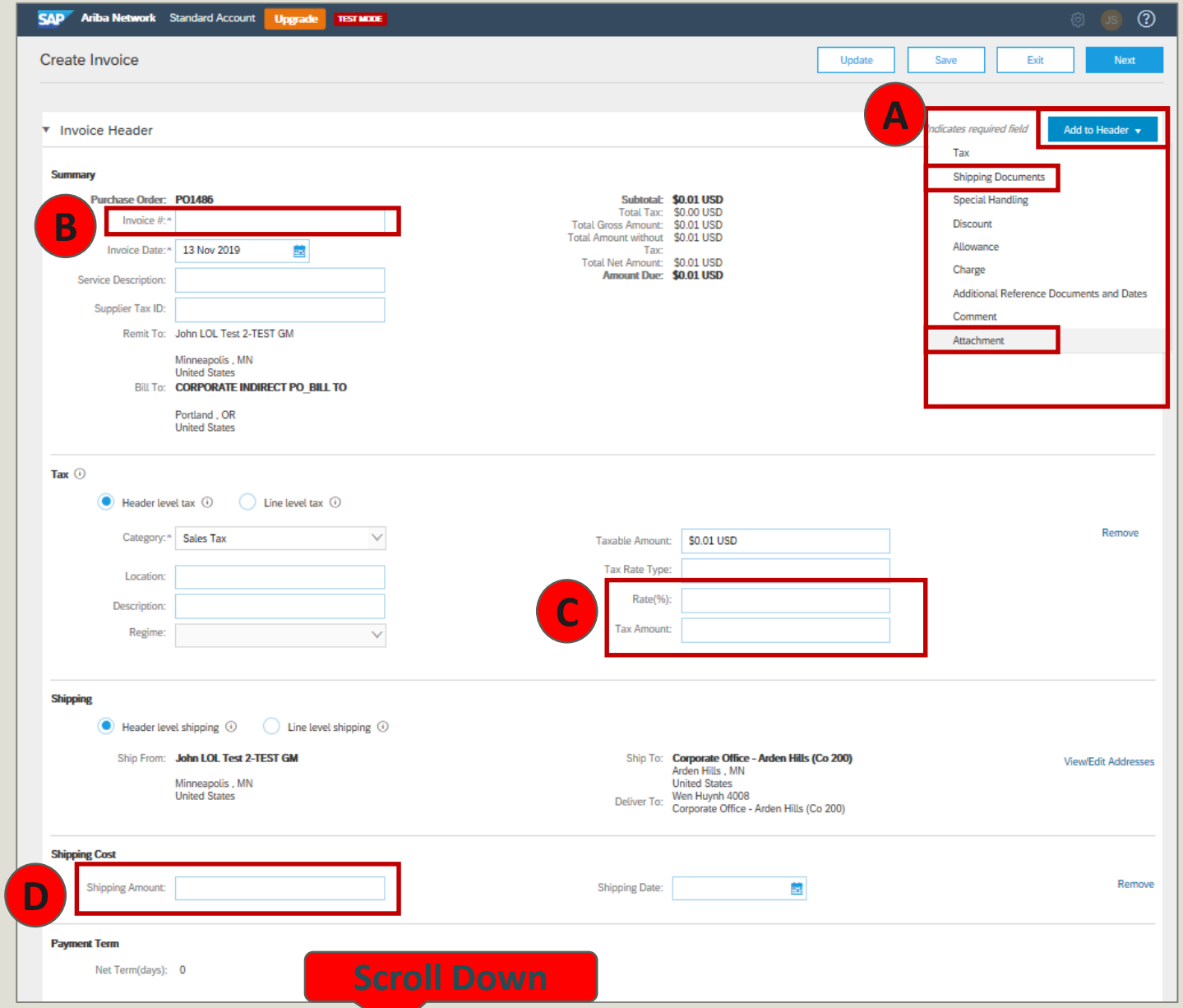
Inbox – Standard Invoice Creation



A. Select “Actions
B. Select “Standard Invoice”

“Order Confirmation” and “Ship Notices” are optional for Land O’ Lakes

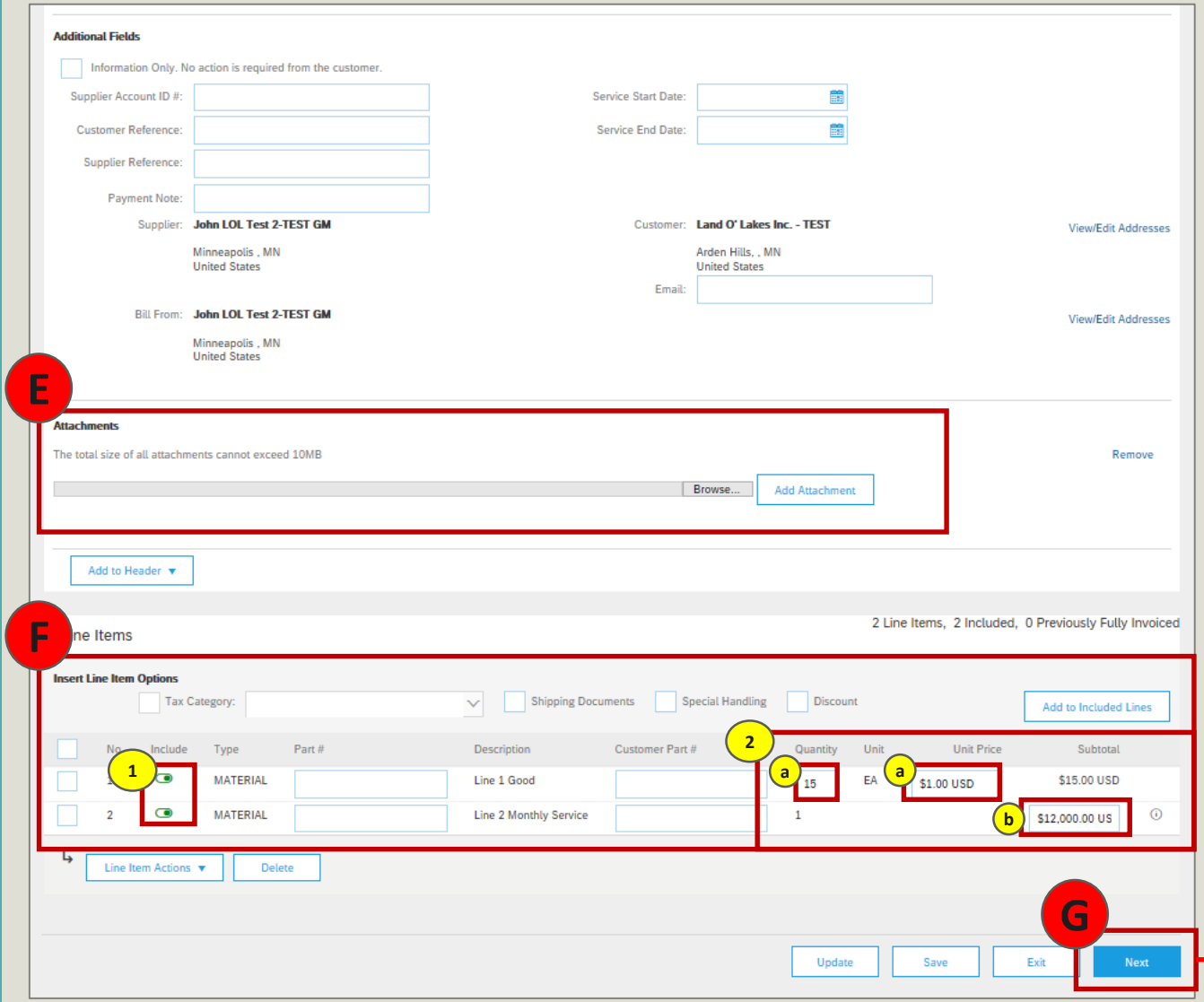
Create Invoice (Invoice entry)

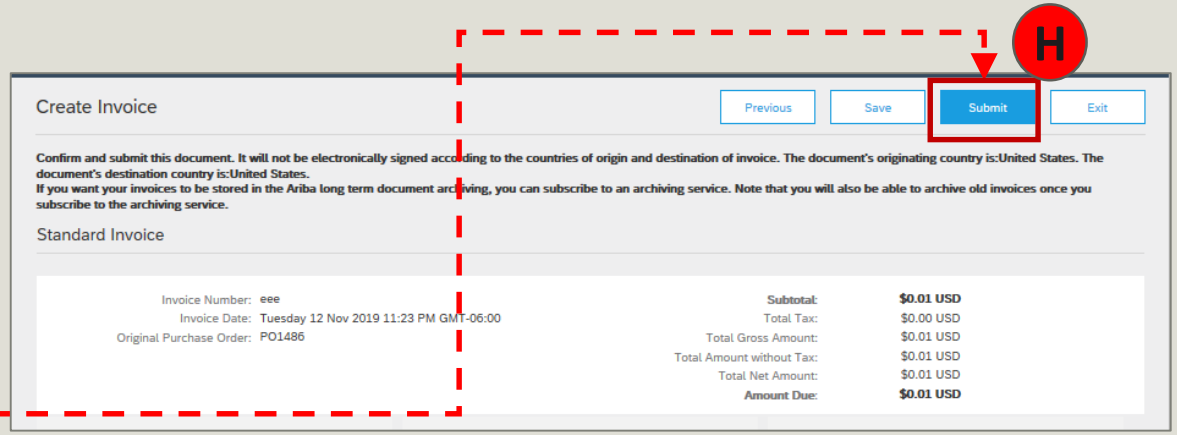


A. Use “Add to Header” drop down to add the following sections to the Invoice Entry Form
   - “Shipping Cost”
   - “Attachment”
B. Enter unique “Invoice #”
C. Enter Tax Rate (%) or Tax Amount
   - If not applicable enter zero
D. Enter “Shipping Amount”

Scroll Down

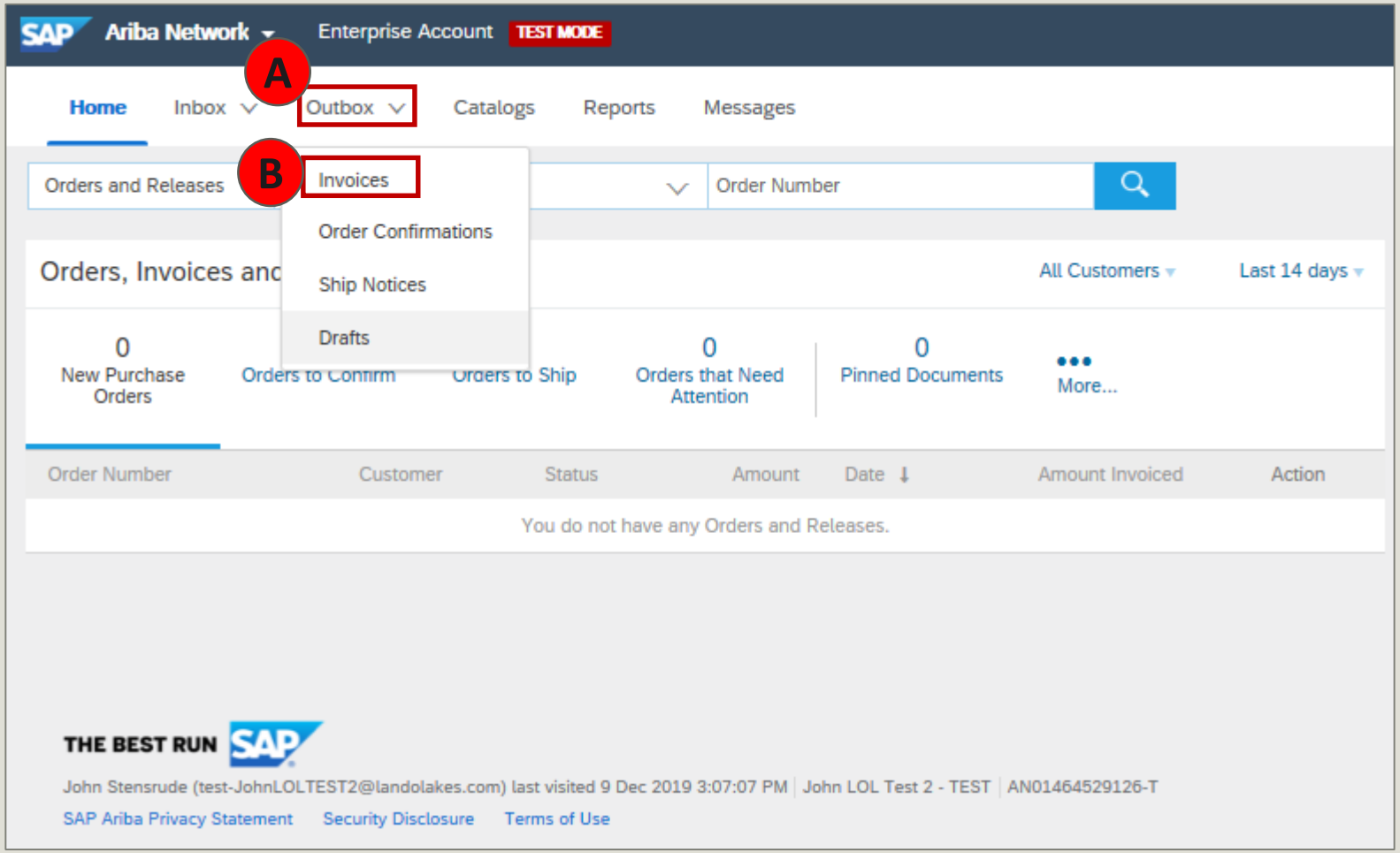
Create Invoice (Invoice entry - continued)





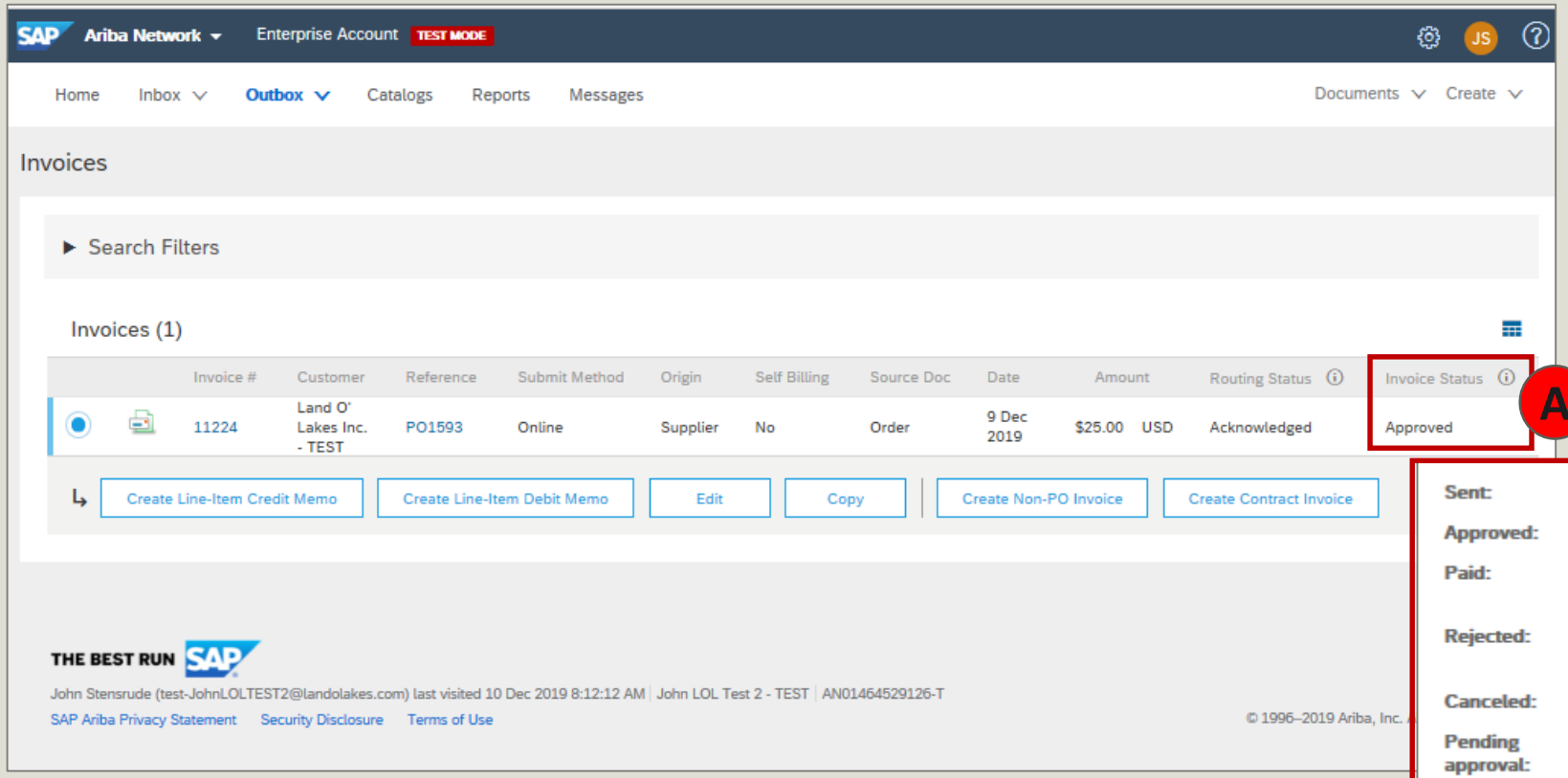
E. Attachment copy of invoice
F. Edit Line item(s) to invoice
   1. Select items to include on invoice
   2. Update pricing
      2a. Goods = Quantity and Unit Price
      2b. Services/Blanket = $ Amount
G. Select "Next" to review Invoice
H. Review invoice. Click "Submit" to send

Outbox – Review Invoices



A. **Select "Inbox"**
B. **Select "Invoices"**

Outbox – Review Invoice



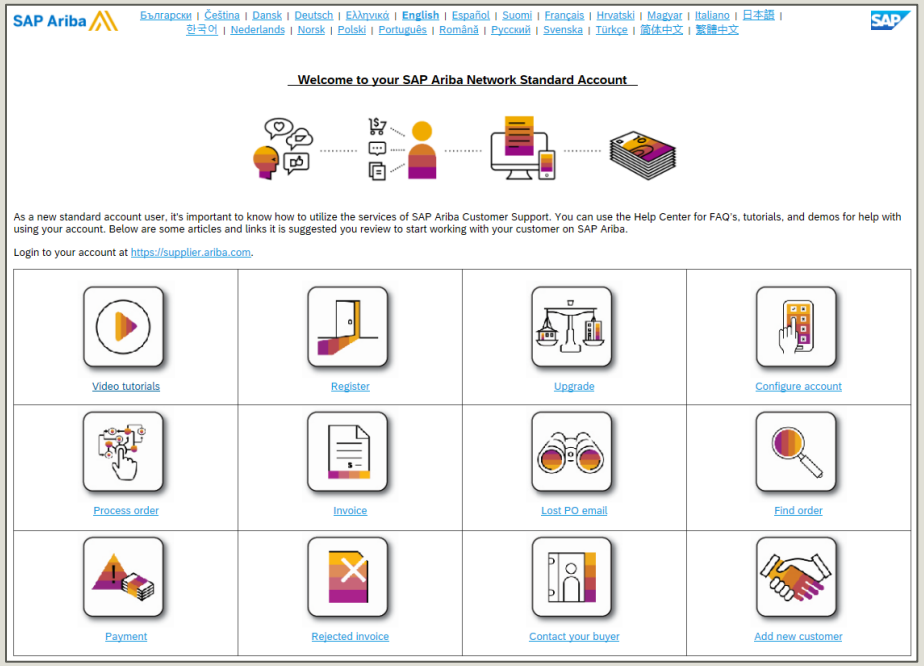
A. Review "Invoice Status" for current invoice status

Ariba invoices are paid on the approved invoice payment terms

Sent:	The invoice is on the customer's system.
Approved:	Your customer has approved the invoice for payment.
Paid:	Your customer has indicated that the invoice is paid or in the process of being paid.
Rejected:	The invoice has failed validation on Ariba Network or your customer has rejected the invoice.
Canceled:	You have canceled the invoice.
Pending approval:	The invoice is on hold until your customer has approved the auto-generated service sheet.

Ariba Standard Account Self Service Resources

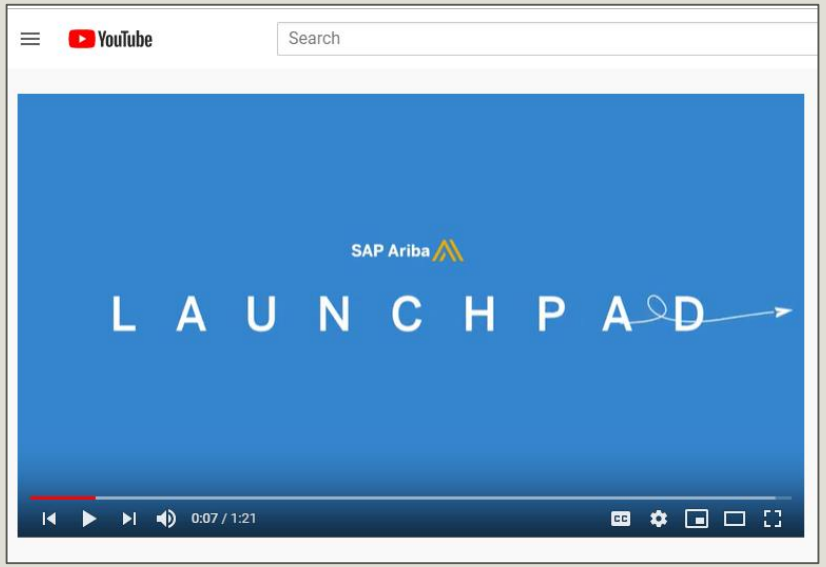
Ariba Network Account Support



Logging In, Finding PO, Creating Invoice, Maintenance

https://support.ariba.com/item/view/183459

Ariba Launchpad



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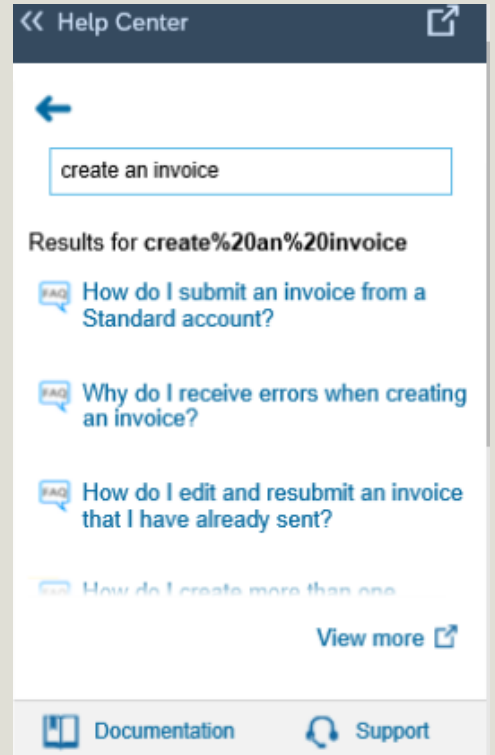
Ariba Help Center



https://supplier.ariba.com