



Ariba Enterprise Account

Invoice Entry – Prior POs

Network Login – Enterprise Accounts

The screenshot shows the SAP Ariba Network Supplier Login page. On the left, there is a 'Supplier Login' section with a 'User Name' input field (labeled A), a 'Password' input field, a 'Login' button, and a 'Having trouble logging in?' link (labeled B). Below this are links for 'New to Ariba?' and 'Is your company registered?'. On the right, a 'Help Center' overlay (labeled C) is visible, showing search results for 'contact ariba customer support'. The search results include several FAQ items such as 'How do I contact SAP Ariba Customer Support as a supplier?', 'How do I access and change the former administrator's account?', 'How do I add a new customer?', 'How do I accept a customer's trading relationship request / invitation?', 'Why can't I find a purchase order in Ariba Network?', and 'Error: "The username and password entered has already merged to another Ariba Sourcing user account"'. At the bottom of the Help Center, there are links for 'Supported Microsoft Office applications', 'About the SAP Ariba Supplier mobile app', and a 'Support' button (labeled D).

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

Dashboard Navigation

The screenshot shows the SAP Ariba Network dashboard for an Enterprise Account in TEST MODE. The user is John LOL Test 2 (ANID: AN01464529126). The dashboard includes a navigation bar with 'Inbox' (A) and 'Outbox' (B) dropdowns, a search bar, and a 'Quick Dashboard View' (C) section. The 'Quick Dashboard View' shows 1 New Purchase Order, 1 Order to Confirm, 1 Order to Ship, 0 Orders that Need Attention, and 0 Pinned Documents. A table below shows a single order: PO1593 for Land O' Lakes Inc. - TEST, with a status of New, amount of \$25.00 USD, and date of 9 Dec 2019. The 'Company Settings' (D) section includes 'Electronic Order Routing' and 'Electronic Invoice Routing'. A mobile app promotion is also visible.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO1593	Land O' Lakes Inc. - TEST	New	\$25.00 USD	9 Dec 2019	\$0.00 USD	Select ▾

- 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

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Inbox' menu is expanded, showing a dropdown with 'Orders and Releases' highlighted. Below this, a list of menu items includes 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'Pending Queue'. The main content area displays a search bar for 'Order Number', filters for 'All Customers' and 'Last 200 Documents', and a summary section with '1 Orders to Ship', '0 Orders that Need Attention', and '0 Pinned Documents'. A table below shows a single order entry with columns for Status, Amount, Date, Amount Invoiced, and Action.

Order Number	Status	Amount	Date	Amount Invoiced	Action
PO1593	New	\$25.00 USD	9 Dec 2019	\$0.00 USD	Select

- A. Select “Inbox”
- B. Select “Order and Releases” to see POs

Inbox – Standard Invoice Creation

The screenshot displays the SAP Ariba Network interface. At the top, the navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below this, the 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A search filter section is present, followed by a table of orders. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. One order is listed: Order PO1593, Ver 1, Customer Land O' Lakes Inc. - TEST, Ship To Address Corporate Office - Arden Hills (Co 200) Arden Hills, MN United States, Ordering Address Not Specified, Amount \$25.00 USD, Date 9 Dec 2019, Order Status Invoiced, Settlement Invoice, Amount Invoiced \$25.00 USD, Revision Original. The Actions menu is open, showing options like Confirm Entire Order, Update Line Items, Reject Entire Order, Ship Notice, Standard Invoice, Credit Memo, Line Item Credit Memo, Line Item Debit Memo, and Hide. A red box highlights the 'Actions' dropdown, and another red box highlights the 'Standard Invoice' option. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'. The footer contains the SAP logo and text: 'THE BEST RUN SAP', 'John Stensrude (test-John.LOLTEST2@landolakes.com) last visited 10 Dec 2019 8:12:12 AM | John LOL Test 2 - TEST | AN01464529126-T', 'SAP Ariba Privacy Statement Security Disclosure Terms of Use', and '© 1996–2019 Ar'.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO1593	1	Land O' Lakes Inc. - TEST		Corporate Office - Arden Hills (Co 200) Arden Hills, MN United States	Not Specified	\$25.00 USD	9 Dec 2019	Invoiced	Invoice	\$25.00 USD	Original	Actions

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

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

Create Invoice (Invoice entry)

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header

Summary

Purchase Order: PO1486

Invoice #:

Invoice Date: 13 Nov 2019

Service Description:

Supplier Tax ID:

Remit To: John LOL Test 2-TEST GM
Minneapolis, MN
United States

Bill To: CORPORATE INDIRECT PO_BILL TO
Portland, OR
United States

Subtotal: \$0.01 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$0.01 USD
Total Amount without Tax: \$0.01 USD
Total Net Amount: \$0.01 USD
Amount Due: \$0.01 USD

Tax

Header level tax Line level tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$0.01 USD

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

Header level shipping Line level shipping

Ship From: John LOL Test 2-TEST GM
Minneapolis, MN
United States

Ship To: Corporate Office - Arden Hills (Co 200)
Arden Hills, MN
United States

Deliver To: Wen Huynh 4008
Corporate Office - Arden Hills (Co 200)

Shipping Cost

Shipping Amount:

Shipping Date:

Payment Term

Net Term(days): 0

Indicates required field

Add to Header

Tax

Shipping Documents

Special Handling

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Scroll Down

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)

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #: Service Start Date:

Customer Reference: Service End Date:

Supplier Reference:

Payment Note:

Supplier: **John LOL Test 2-TEST GM** Customer: **Land O' Lakes Inc. - TEST** [View/Edit Addresses](#)
 Minneapolis, MN Arden Hills, MN
 United States United States

Bill From: **John LOL Test 2-TEST GM** [View/Edit Addresses](#)
 Minneapolis, MN
 United States

Attachments

The total size of all attachments cannot exceed 10MB [Remove](#)

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 1 Good		15	EA	\$1.00 USD	\$15.00 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		Line 2 Monthly Service		1		\$12,000.00 US	

- 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

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
 If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: eee	Subtotal:	\$0.01 USD
Invoice Date: Tuesday 12 Nov 2019 11:23 PM GMT-06:00	Total Tax:	\$0.00 USD
Original Purchase Order: PO1486	Total Gross Amount:	\$0.01 USD
	Total Amount without Tax:	\$0.01 USD
	Total Net Amount:	\$0.01 USD
	Amount Due:	\$0.01 USD

Outbox – Review Invoices

The screenshot shows the SAP Ariba Network interface. At the top, the header includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' menu is expanded, showing 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' option is highlighted. Below the navigation bar, there is a search bar for 'Order Number' and a search icon. The main content area displays a table with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', and 'Action'. The table is currently empty, with the message 'You do not have any Orders and Releases.' displayed below it. At the bottom of the page, there is a footer with the SAP logo and the text 'THE BEST RUN SAP'. Below the footer, there is a user information line: 'John Stensrude (test-JohnLOLTEST2@landolakes.com) last visited 9 Dec 2019 3:07:07 PM | John LOL Test 2 - TEST | AN01464529126-T'. At the bottom left, there are links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

- A. Select "Inbox"
- B. Select "Invoices"

Outbox – Review Invoice

The screenshot shows the SAP Ariba Network 'Outbox' interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below this is a search filter section. The main area displays a table of invoices. One invoice is visible with the following details:

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
11224	Land O' Lakes Inc. - TEST	PO1593	Online	Supplier	No	Order	9 Dec 2019	\$25.00 USD	Acknowledged	Approved

Below the table are several action buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'. A red box highlights the 'Invoice Status' column header and the 'Approved' value for the invoice. A red circle with the letter 'A' is placed over the 'Approved' status.

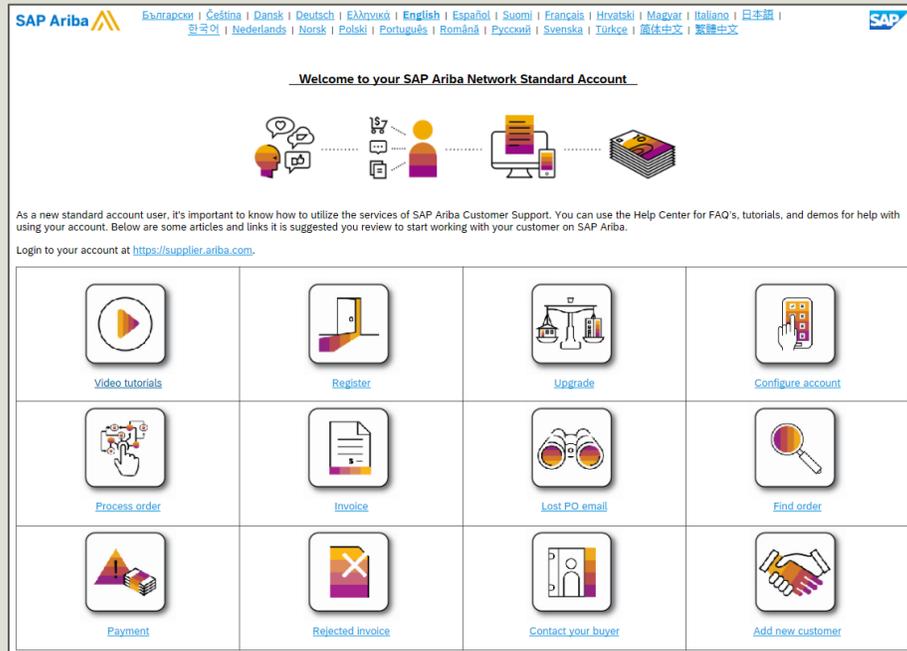
A. Review “Invoice Status” for current invoice status

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



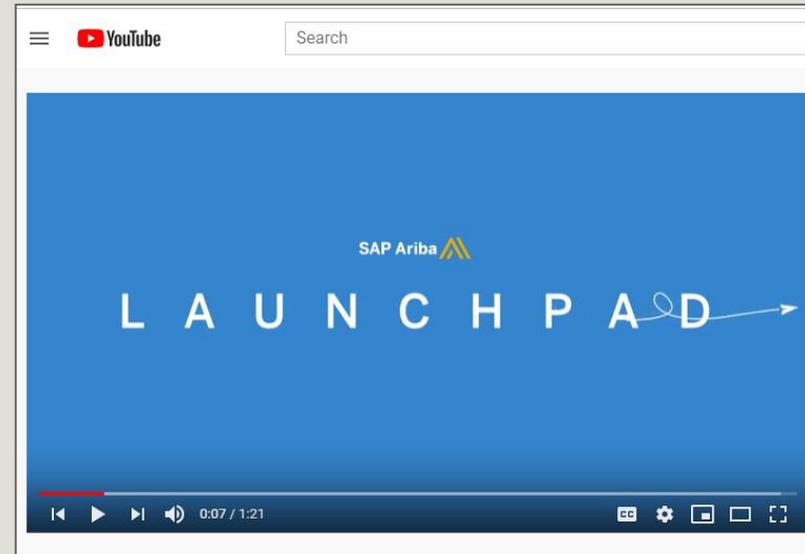
The screenshot shows the SAP Ariba Network Standard Account support page. At the top, there are language options in multiple languages including Bulgarian, Czech, Danish, German, Greek, English, Spanish, Finnish, French, Hungarian, Italian, Japanese, Korean, Dutch, Norwegian, Polish, Portuguese, Romanian, Russian, Swedish, Turkish, and Simplified Chinese. Below the language options is a welcome message: "Welcome to your SAP Ariba Network Standard Account". There is a diagram showing a person interacting with a computer and a stack of papers. Below the diagram, there is a login link: "Login to your account at <https://supplier.ariba.com>". A grid of 12 icons represents various self-service resources:

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

Logging In, Finding PO, Creating Invoice, Maintenance

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

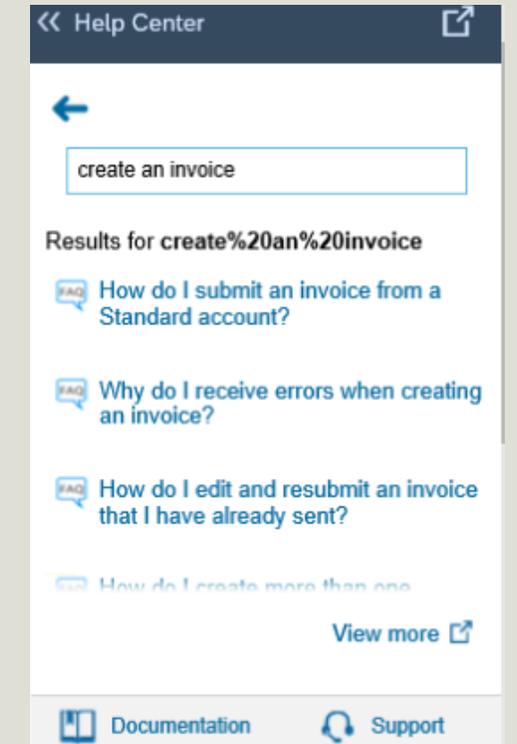
Ariba Launchpad



The screenshot shows a YouTube video player for the Ariba Launchpad. The video title is "LAUNCHPAD" and it features the SAP Ariba logo. The video player controls show a duration of 0:07 / 1:21.

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

Ariba Help Center



The screenshot shows the Ariba Help Center search results for the query "create an invoice". The search bar contains the text "create an invoice". The results are listed below:

- Results for create%20an%20invoice
- FAQ: How do I submit an invoice from a Standard account?
- FAQ: Why do I receive errors when creating an invoice?
- FAQ: How do I edit and resubmit an invoice that I have already sent?
- FAQ: How do I create more than one...

At the bottom of the page, there are links for "Documentation" and "Support".

<https://supplier.ariba.com>