



Ariba Enterprise Account

Invoice Entry – Prior POs

Network Login – Enterprise Accounts

The screenshot shows the SAP Ariba Network Supplier Login page. The header includes the SAP Ariba Network logo and a 'Help Center' link (annotated with C). The main content area features the 'Supplier Login' section with a 'User Name' field (annotated with A), a 'Password' field, a 'Login' button, and a 'Having trouble logging in?' link (annotated with B). Below the login section are links for 'New to Ariba?' and 'Is your company registered?'. On the right, there is a 'Making connections with customers' section with a 'Learn More' button. A sidebar on the right displays search results for 'contact ariba customer support', listing various FAQs and a 'Support' link (annotated with D) at the bottom.

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

Dashboard Navigation

The screenshot shows the SAP Ariba Network dashboard interface. Key elements are labeled as follows:

- A:** Points to the 'Inbox' dropdown menu in the top navigation bar.
- B:** Points to the 'Outbox' dropdown menu in the top navigation bar.
- C:** Points to the 'Quick Dashboard View' section, which includes filters for 'All Customers' and 'Last 200 Documents', and a summary of orders and payments.
- D:** Points to the 'Company Settings' section in the top right corner, which includes fields for 'ANID' and 'Electronic Order Routing'.

The dashboard also displays a table of orders and payments, a mobile app download section, and a tasks section.

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 Enterprise Account interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and a 'TEST MODE' badge. Below this, the 'Inbox' menu is highlighted with a red box and a red circle labeled 'A'. The 'Inbox' dropdown menu is open, showing various options, with 'Order and Releases' highlighted by a red box and a red circle labeled 'B'. The main content area displays a search bar for 'Order Number', filters for 'All Customers' and 'Last 200 Documents', and a summary section with counts: '1 Orders to Ship', '0 Orders that Need Attention', and '0 Pinned Documents'. Below this is a table with columns: Status, Amount, Date, Amount Invoiced, and Action. The table contains one row for a new order with a status of 'New', an amount of '\$25.00 USD', a date of '9 Dec 2019', and an amount invoiced of '\$0.00 USD'. The footer includes the SAP logo, the text 'THE BEST RUN', and user information: 'John Stensrude (test-JohnLOLTEST2@landolakes.com) last visited 9 Dec 2019 3:07:07 PM | John LOL Test 2 - TEST | AN01464529126-T'. Links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use' are also present.

A. Select "Inbox"

B. Select "Order and Releases" to see POs

Inbox – Standard Invoice Creation

The screenshot shows the SAP Ariba Network interface. At the top, there's a header with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below this is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main section is titled 'Orders and Releases' and has tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A search filter bar is present. Below, a table lists 'Orders and Releases (1)'. The table has columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row shows an 'Order' with 'Order Number' 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, and 'Revision' Original. The 'Actions' column for this row has a dropdown menu open, showing options: 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. The 'Standard Invoice' option is highlighted. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'. At the bottom, there's a footer with 'THE BEST RUN SAP' logo, user information, and copyright notice.

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

- Confirm Entire Order
- Update Line Items
- Reject Entire Order
- Ship Notice
- Standard Invoice
- Credit Memo
- Line Item Credit Memo
- Line Item Debit Memo
- Hide

- 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:

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

Annotations:

- A:** "Add to Header" drop down menu with options: Tax, Shipping Documents, Special Handling, Discount, Allowance, Charge, Additional Reference Documents and Dates, Comment, Attachment.
- B:** Invoice # field.
- C:** Tax Rate(%) and Tax Amount fields.
- D:** Shipping Amount field.

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

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 'Enterprise Account' interface in 'TEST MODE'. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' dropdown menu is open, showing 'Invoices' as the selected option. Below the menu, there are statistics for 'New Purchase Orders' (0), 'Orders to Confirm', 'Orders to Ship', 'Orders that Need Attention' (0), and 'Pinned Documents' (0). A table header is visible with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table content area displays the message: 'You do not have any Orders and Releases.'

A Select "Inbox"

B Select "Invoices"

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

Outbox – Review Invoice

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Reports Messages Documents Create

Invoices

Search Filters

Invoices (1)

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

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

THE BEST RUN SAP

John Stensrude (test-JohnLOLTEST2@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

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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













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 | 繁體中文 | 简体中文

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.

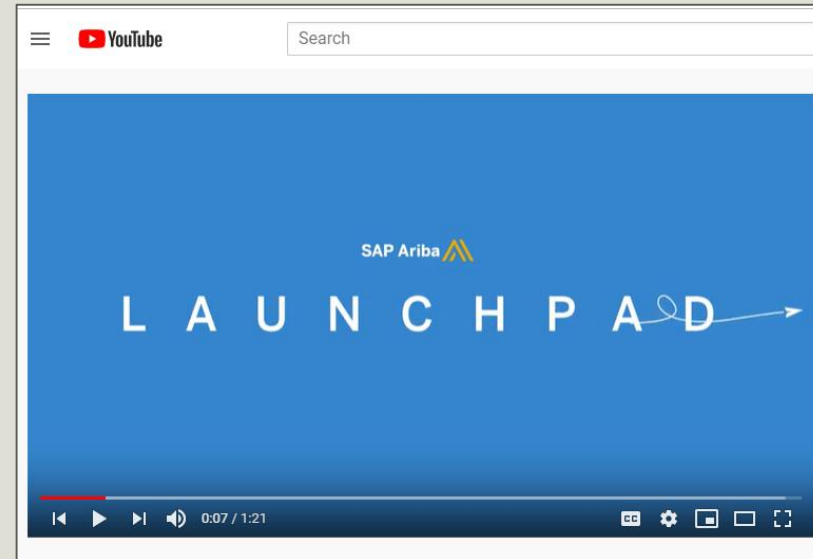
Login to your account at <https://supplier.ariba.com>.

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

Logging In, Finding PO, Creating Invoice, Maintenance


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


Ariba Launchpad




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


Ariba Help Center


<< Help Center 





Results for create%20an%20invoice



 **How do I submit an invoice from a Standard account?**

 **Why do I receive errors when creating an invoice?**

 **How do I edit and resubmit an invoice that I have already sent?**

 **How do I create more than one...**

[View more](#) 

 [Documentation](#)  [Support](#)

<https://supplier.ariba.com>