Ariba Purchase Order Confirmation and Invoicing

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1.0 Summary

1.1 LP transacts via the SAP Business Network (Ariba). To expedite delivery of our purchase orders (POs) and your payments. Please confirm each purchase order first and then upload each invoice to the Ariba portal directly.

2.0 Policies & Best Practices

2.1 The **FREE** standard account is recommended. LP does not require you to use an upgraded SAP/Ariba account (enterprise- premium, bronze, silver, gold, platinum) and **does not reimburse SAP fees**.

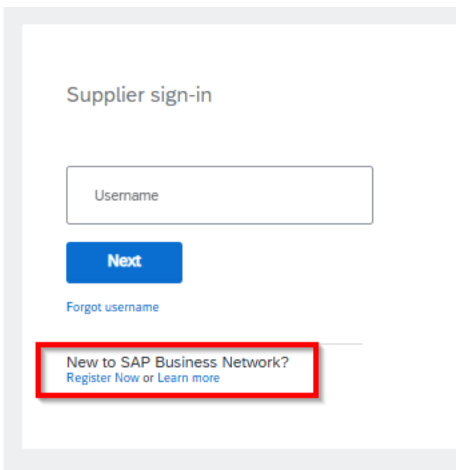
2.2 If you have any additional questions or would like instructions on how to downgrade to a FREE account, please ask our Assistance.GBS@lpcorp.com inbox before confirming POs or submitting invoices in Ariba.

3.0 Table of Contents

4.0 Process Steps for Account Connection

4.1 Create Free-Standard Ariba Account (or skip this step if you already have an existing account)

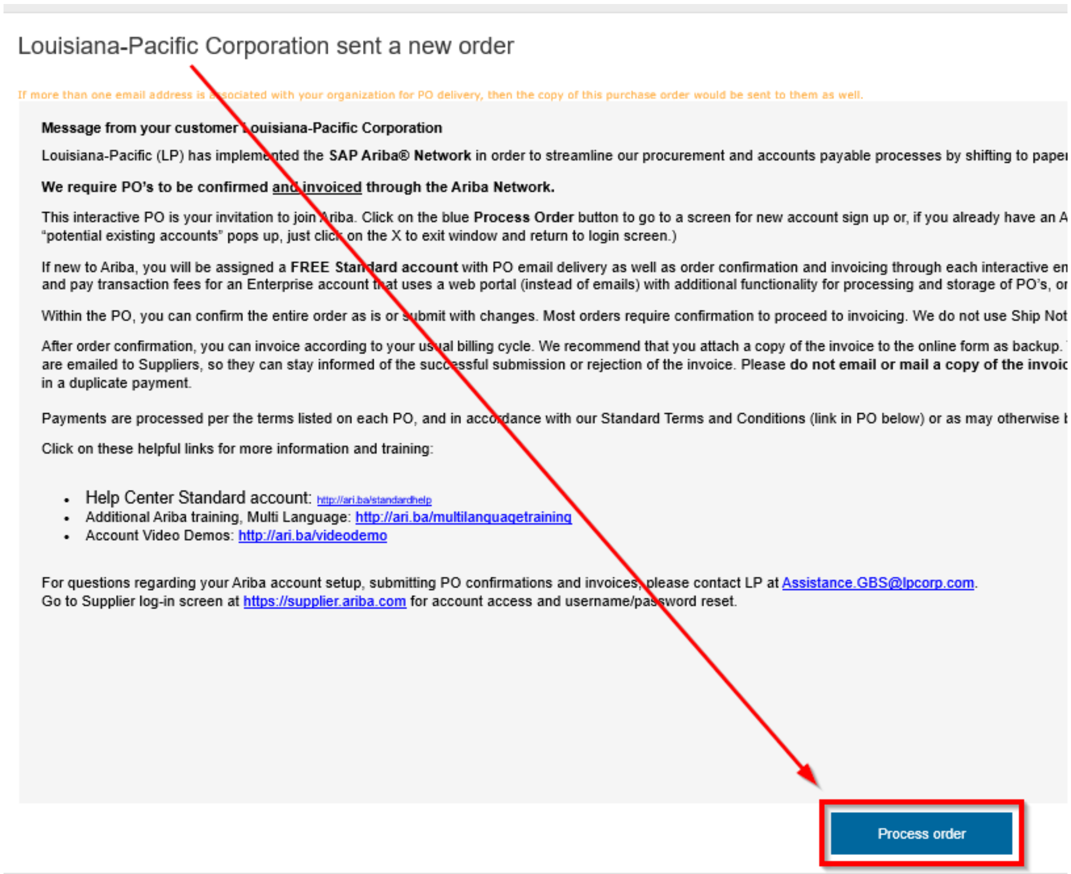
- Visit the SAP Ariba Network.
- Click on the **Register Now** link
- Fill out all mandatory fields in the registration form (marked with an asterisk *).
- Review and accept the Terms of Use and the Privacy Statement at the bottom of the page.
- Click on **Create New Account** (Note: If you encounter a message about existing accounts, you can click on "Review accounts" to check for any previously registered accounts).
- Once you've completed the registration, SAP will send an email to confirm your account.



4.2 Connect to Louisiana Pacific as a Customer

- Contact Assistance.GBS@lpcorp.com via email and provide them with your newly created or existing Ariba account number.
  - To find your Ariba account number log into your account and click on the **blue/green circle** in the upper right corner.
  - Your account number will be listed in the drop down as **ANxxx**

- If LP has already created their first purchase order with you, the email on file with LP will receive a PO invitation to connect via Ariba.
  - Click on the **Process Order button** at the bottom of the screen
  - Have your Ariba Administrator (or someone with all permissions) log in with your already existing Ariba account information.
  - Or create a new Free-standard account at this time if you don't already have one


Louisiana-Pacific Corporation sent a new order

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 as well.

Message from your customer Louisiana-Pacific Corporation

Louisiana-Pacific (LP) has implemented the **SAP Ariba® Network** in order to streamline our procurement and accounts payable processes by shifting to paper

We require PO's to be confirmed and invoiced through the Ariba Network.

This interactive PO is your invitation to join Ariba. Click on the blue **Process Order** button to go to a screen for new account sign up or, if you already have an A
"potential existing accounts" pops up, just click on the X to exit window and return to login screen.)

If new to Ariba, you will be assigned a **FREE Standard account** with PO email delivery as well as order confirmation and invoicing through each interactive en
and pay transaction fees for an Enterprise account that uses a web portal (instead of emails) with additional functionality for processing and storage of PO's, or

Within the PO, you can confirm the entire order as is or submit with changes. Most orders require confirmation to proceed to invoicing. We do not use Ship Not

After order confirmation, you can invoice according to your usual billing cycle. We recommend that you attach a copy of the invoice to the online form as backup.
are emailed to Suppliers, so they can stay informed of the successful submission or rejection of the invoice. Please **do not email or mail a copy of the invoic**
in a duplicate payment.

Payments are processed per the terms listed on each PO, and in accordance with our Standard Terms and Conditions (link in PO below) or as may otherwise b

Click on these helpful links for more information and training:

- Help Center Standard account: http://ari.ba/standardhelp
- Additional Ariba training, Multi Language: http://ari.ba/multilanguagetraining
- Account Video Demos: http://ari.ba/videodemo

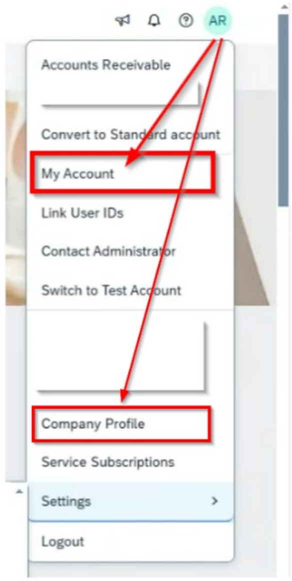
For questions regarding your Ariba account setup, submitting PO confirmations and invoices, please contact LP at Assistance.GBS@lpcorp.com.
Go to Supplier log-in screen at https://supplier.ariba.com for account access and username/password reset.

Process order

5.0 Process Steps for Account Settings

5.1 Basic settings- Update profile information

- Click the blue/green circle with initials in the upper right-hand corner
- There will be a **My Account** button where you can update your username/email/contact info.
- Make sure to also update your **Company Profile** which shows address, contact information and tax information.

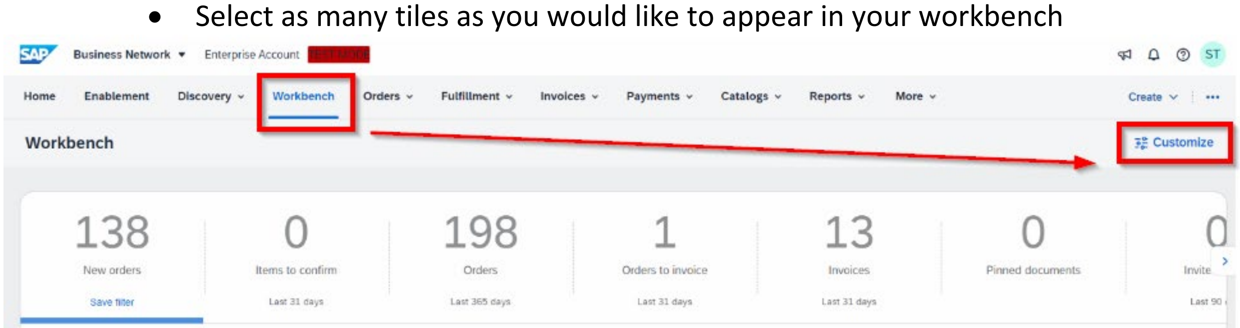


5.2 Basic settings- Electronic Order Routing

- Find the blue/green circle with initials in the upper right-hand corner
- Select **Settings** > **Electronic Order Routing**
- Scroll down and make sure all emails are correct in the email address boxes
- You can add up to 5 different emails in the same box. Just make sure they are listed in a row with a comma in-between. NO SPACES. For example: Person@lpcorp.com,Person#2@lpcorp.com,Person#3@lpcorp.com,Person#4@lpcorp.com,Person#5@lpcorp.com
- Click Save at either the top or bottom.

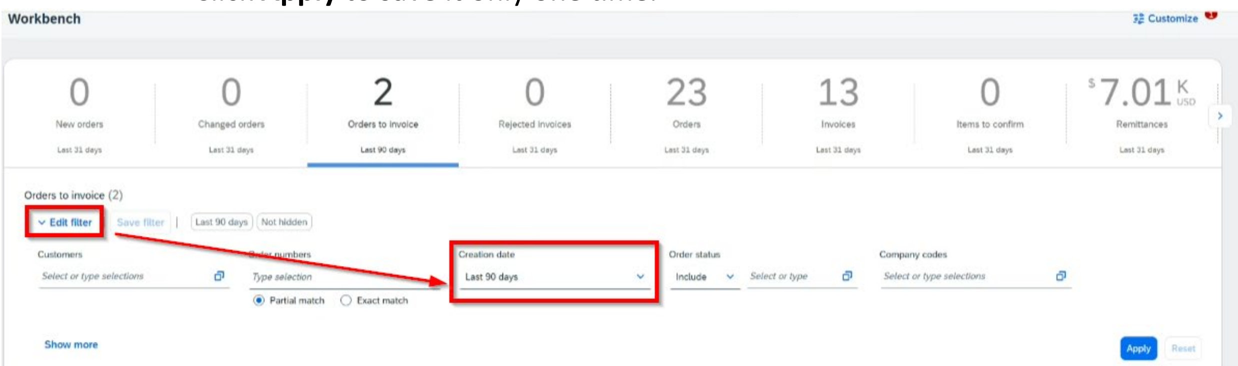
5.3 Basic settings- Configuring Workbench

- Click on the **Workbench** tab
- You Ariba account should come with default tile settings such as “orders” and “orders to invoice”
- If you do not have these, click on the blue **Customize** button in the right-hand corner.
- Select as many tiles as you would like to appear in your workbench



5.4 Basic settings- Workbench filters

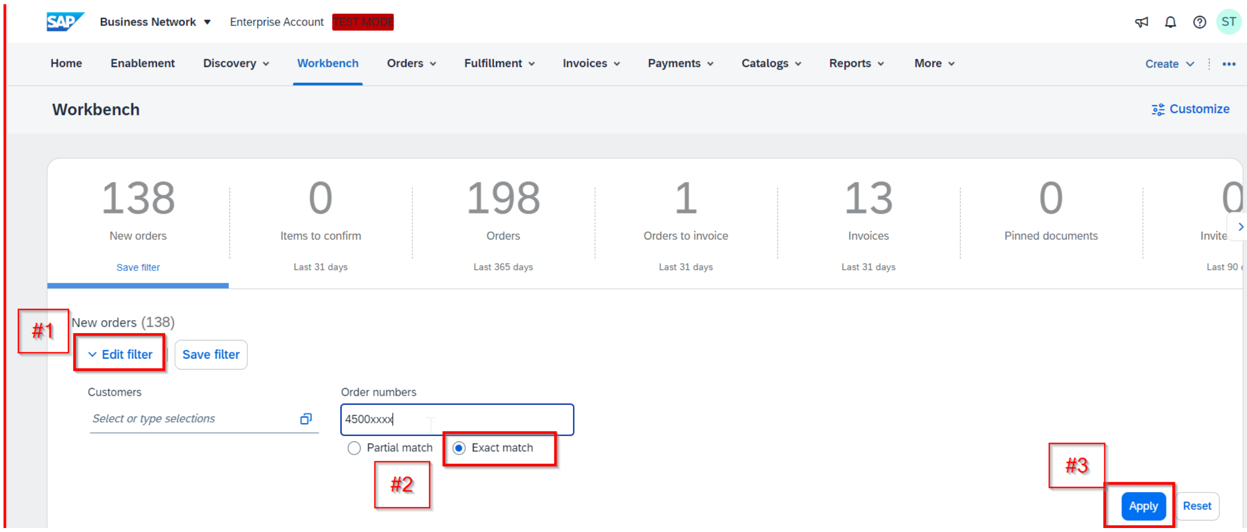
- Go to your Workbench
- Click on the individual tile you want to add filters to
- Click the **Edit Filter** button to the left of the screen
- This drop down will provide options for searching for a specific order, creation date, customer name etc.
- If you would like this filter to be applied consistently, don't forget to click the **Save Filter** button located next to the filter button.
- Click **Apply** to save it only one time.



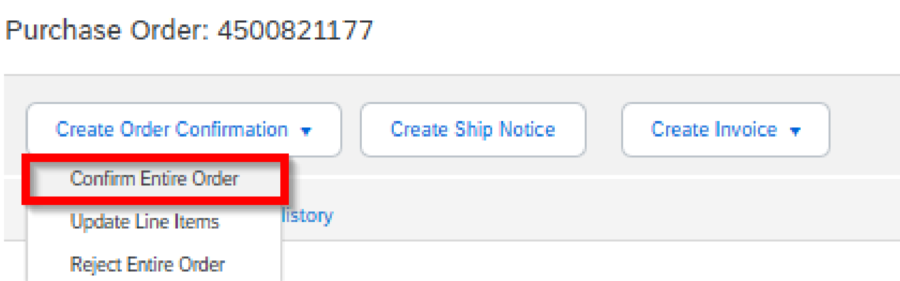
6.0 Process Steps for Viewing and Confirming Orders

6.1 Searching for an Order (PO4500xxxx/4800xxxx)

- Go to your Workbench tab
- Click on the tile labeled **Orders**
- Directly search for the order number by selecting the edit filter dropdown, clicking **Exact Match** and typing the full PO number
- Click apply
- The blue PO number should populate below the filters

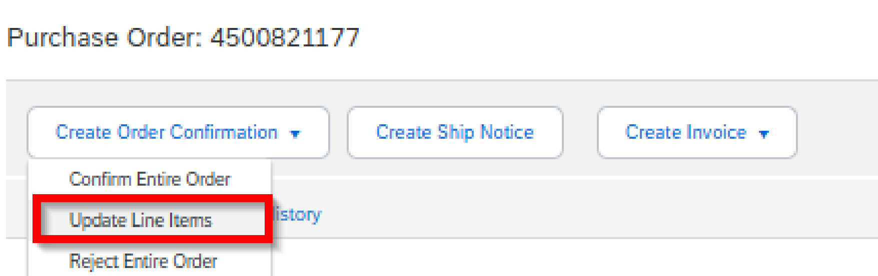


6.2 **Submitting an Order Confirmation**



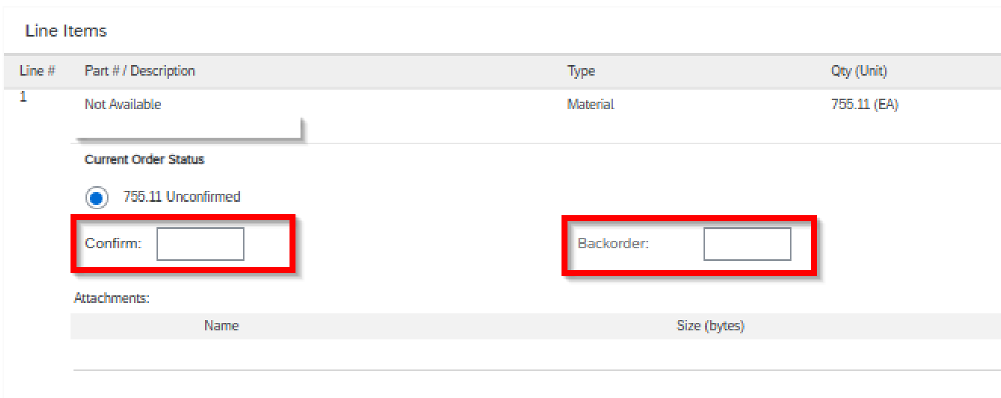
- Click **Create Order Confirmation** if the purchase order is correct the way it is.
- Select **Confirm Entire Order**
- Enter PO# under confirmation # (do not use invoice number)
- Enter today's date under Est. Shipping Date and Est. Delivery Date
- Next
- Submit

6.3 Submitting a Partial Order Confirmation

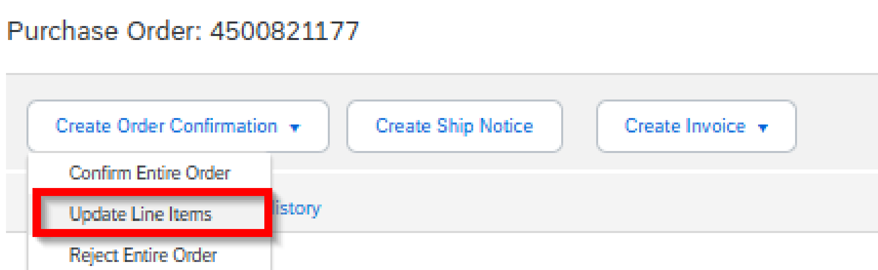


- Click **Create Order Confirmation**
- Select **Update Line Items**

- Enter PO# under confirmation # (do not use invoice number)
- Enter today's date under Est. Shipping Date and Est. Delivery Date
- For each Line item enter the Quantity in the box for **Confirm** that is being shipped
- For each line item enter Quantity in the box that is being **Backordered**.
- The Confirm box and Backordered box should equal the total for that line item. (Never Reject an item – instead ask for a PO update)
- Optional- Click **Details** to leave a comment
- *When back ordered items become available, please re-confirm the PO using this same method or by re-confirming the entire order.*
- Next
- Submit

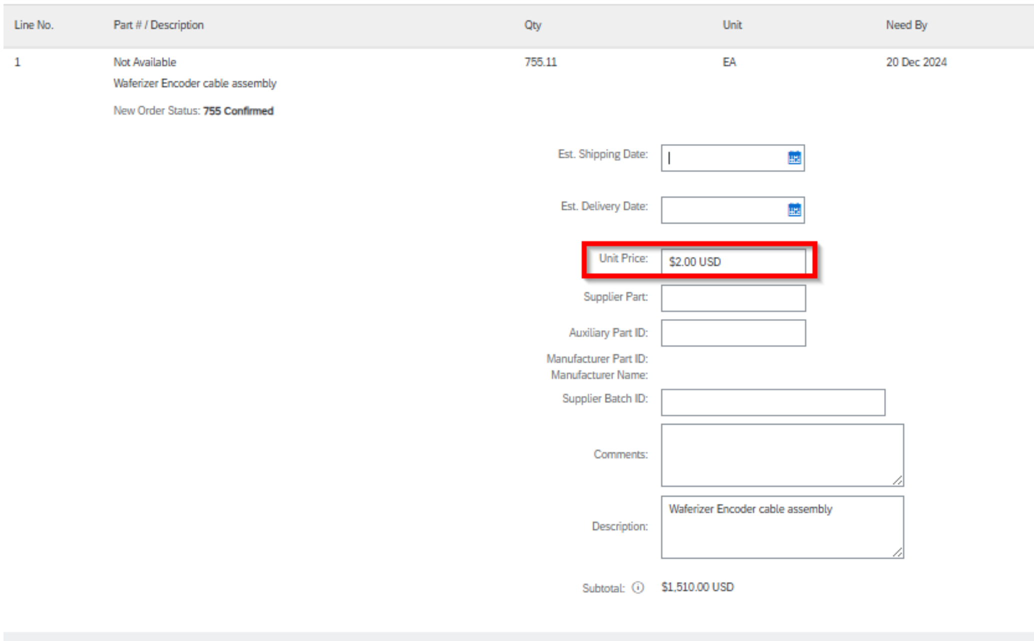


6.4 Changing an Order – Pricing



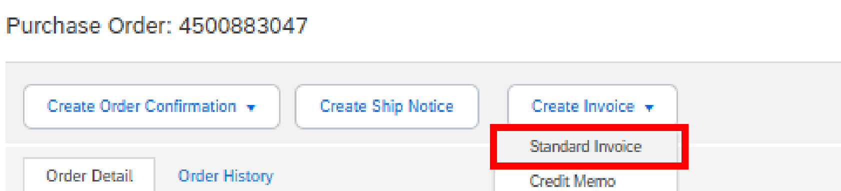
- To request changes to the PO, click **Create Order Confirmation.**
- Select **Update Line Items.**
- Enter PO# under confirmation # (do not use invoice number)
- Enter today's date under Est. Shipping Date and Est. Delivery Date
- For each line item enter the entire quantity in the **Confirm** box
- Click the **Details** box and enter in the correct pricing and click **Ok.**
- Next
- Submit

- A notification will be sent via the Ariba Network when LP has made the requested changes to the pricing. **You will have to re-confirm the order.**
- *There is a **10%** pricing tolerance limit. No need to submit a price change if within the 10% tolerance.*

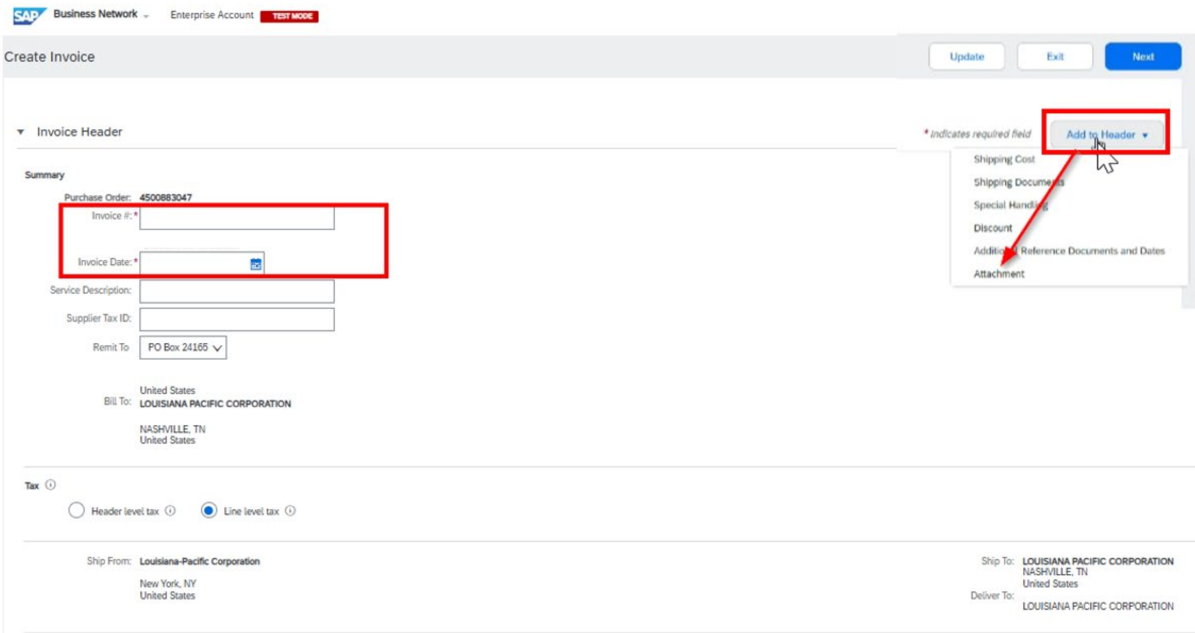


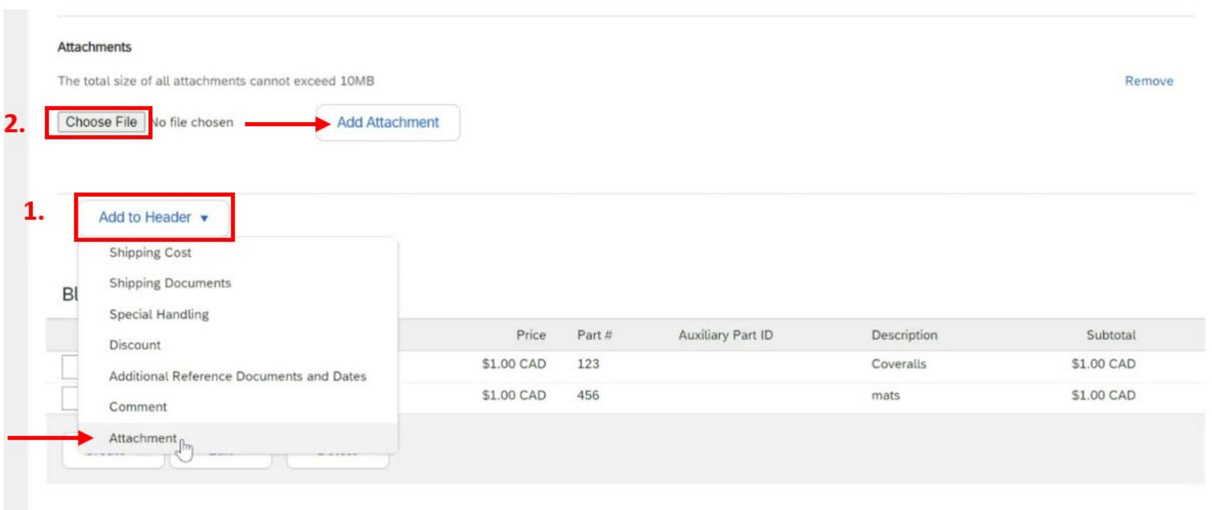
7.0 Process Steps for Invoicing

7.1 Submitting an Invoice – Regular Purchase Order



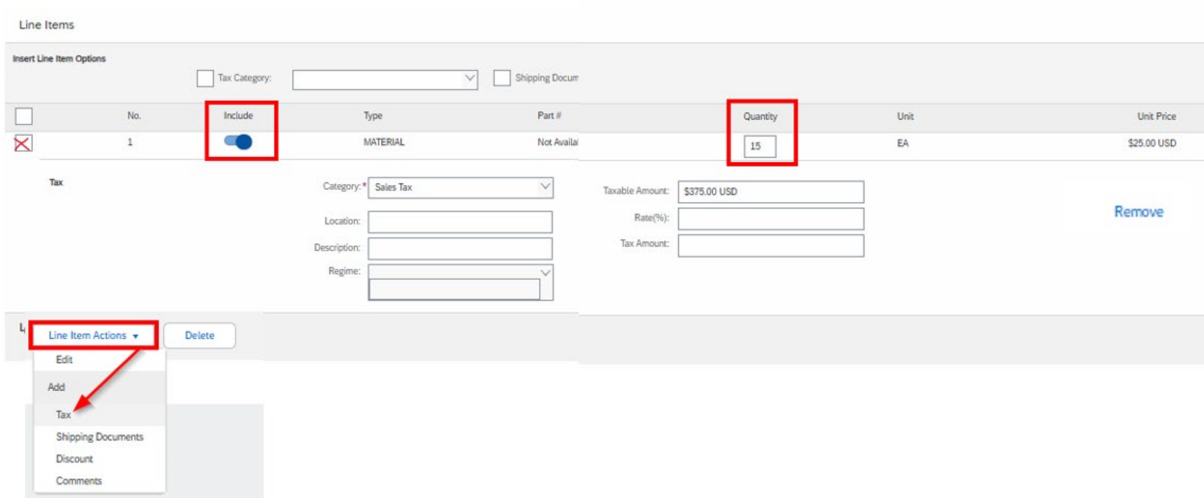
- Click Create invoice > **Standard invoice**
- Enter your company invoice number
- Enter today's date (able to back-date up to 6 days)
- Click on **Add to Header** near upper right-hand corner > **Attachment**
- Choose file and will have to click "**Add Attachment**" (PDF file)
- If you need tax, select **line level tax**/ if not leave at the header level.
- Please **REMOVE any $0** tax at line level or header level.



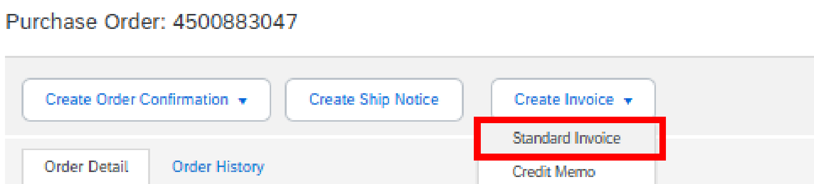


- Scroll down to the line items, select which lines you would like to invoice for by making sure the **Include slider** is turned on. (use descriptions to choose)
- Only invoice the Quantity that was shipped by editing the **QUANITY** value (can invoice again for remaining amount later) You can update the dollar amount with a variance of **10%** if the PO is not the correct dollar amount.
- If tax is needed, check mark the box to the left hand of the line and then select **line-item actions > tax** to add a tax line. Please update category and tax rate. REMOVE any $0 tax.
- Next

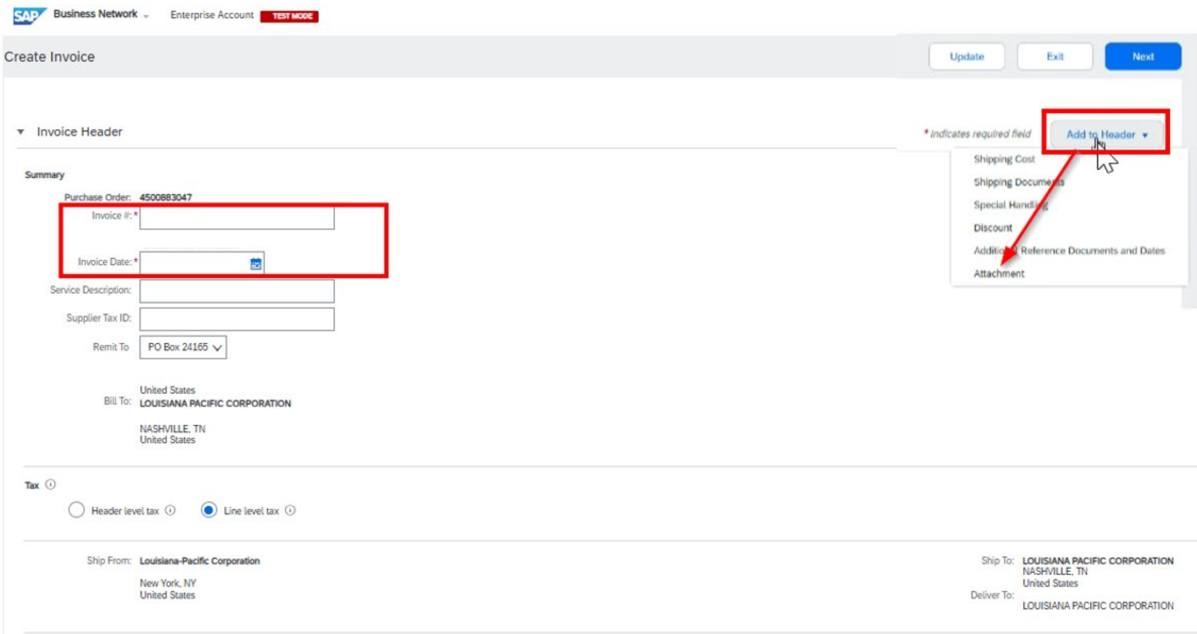
- Submit

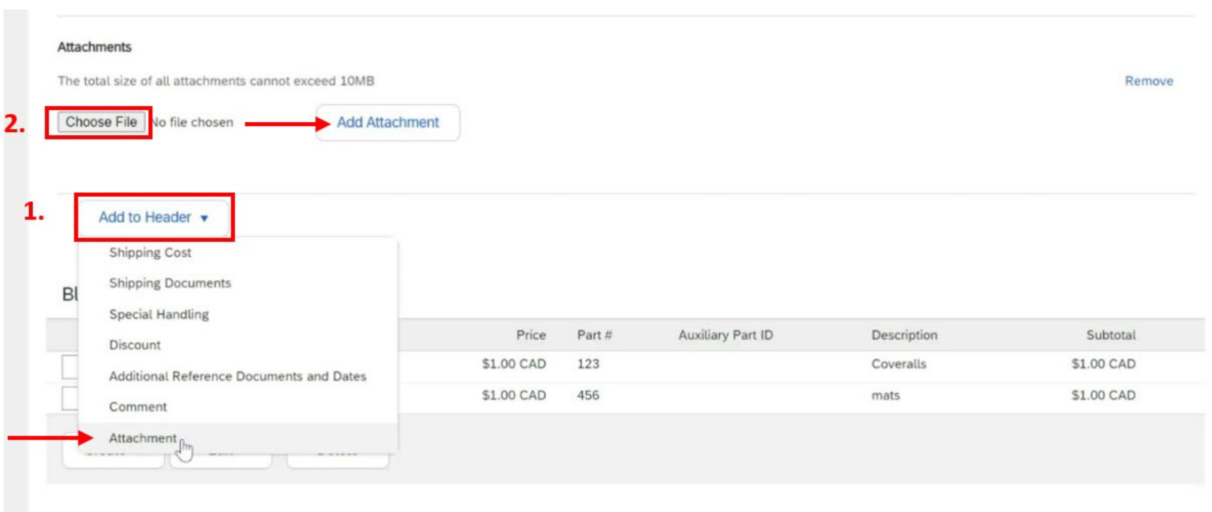


7.2 Submitting an Invoice – <u>Blanket Purchase Order</u>



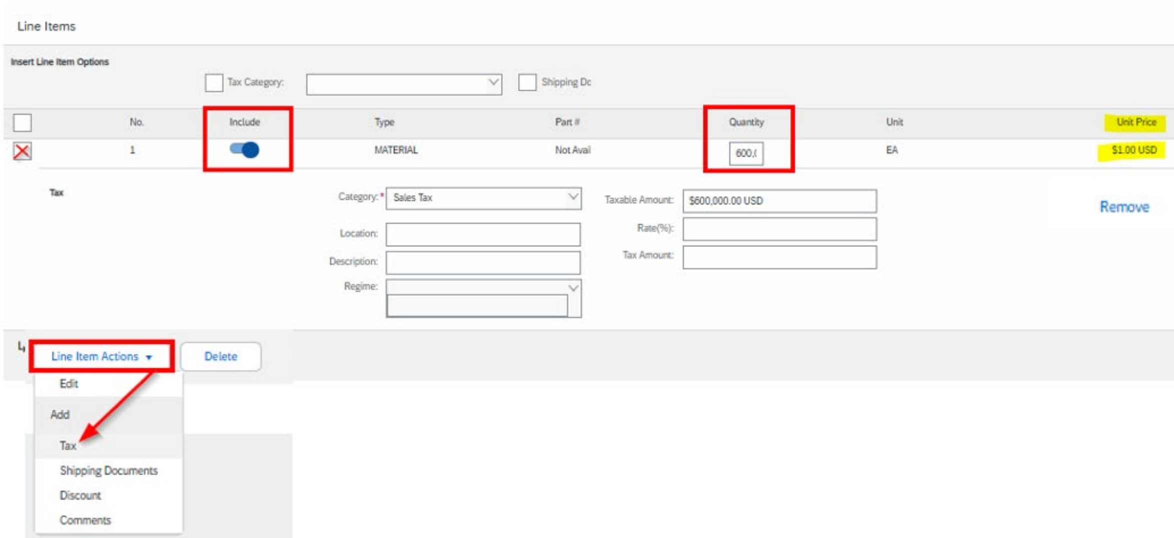
- Click Create invoice > **Standard invoice**
- Enter your company invoice number
- Enter today's date (able to back-date up to 6 days)
- Click on **Add to Header** near upper right-hand corner > **Attachment**
- Choose file and will have to click "**Add attachment**" (PDF file)
- If you need tax, select **line level tax**/ if not leave at the header.
- Please **REMOVE any $0** tax at line level or header level.





- Scroll down to the line items, select which lines you would like to invoice for by making sure the **Include slider** is turned on. (use descriptions to choose)
- Change the **QUANTITY** to the subtotal of your invoice if you have taxes, or the total if you don't have taxes. **Leave the dollar amount at $1**.
- If tax is needed, checkmark the box to the left hand of the line and then select **line-item actions > tax** to add a tax line. Please update category and tax rate. REMOVE any $0 tax.
- Next

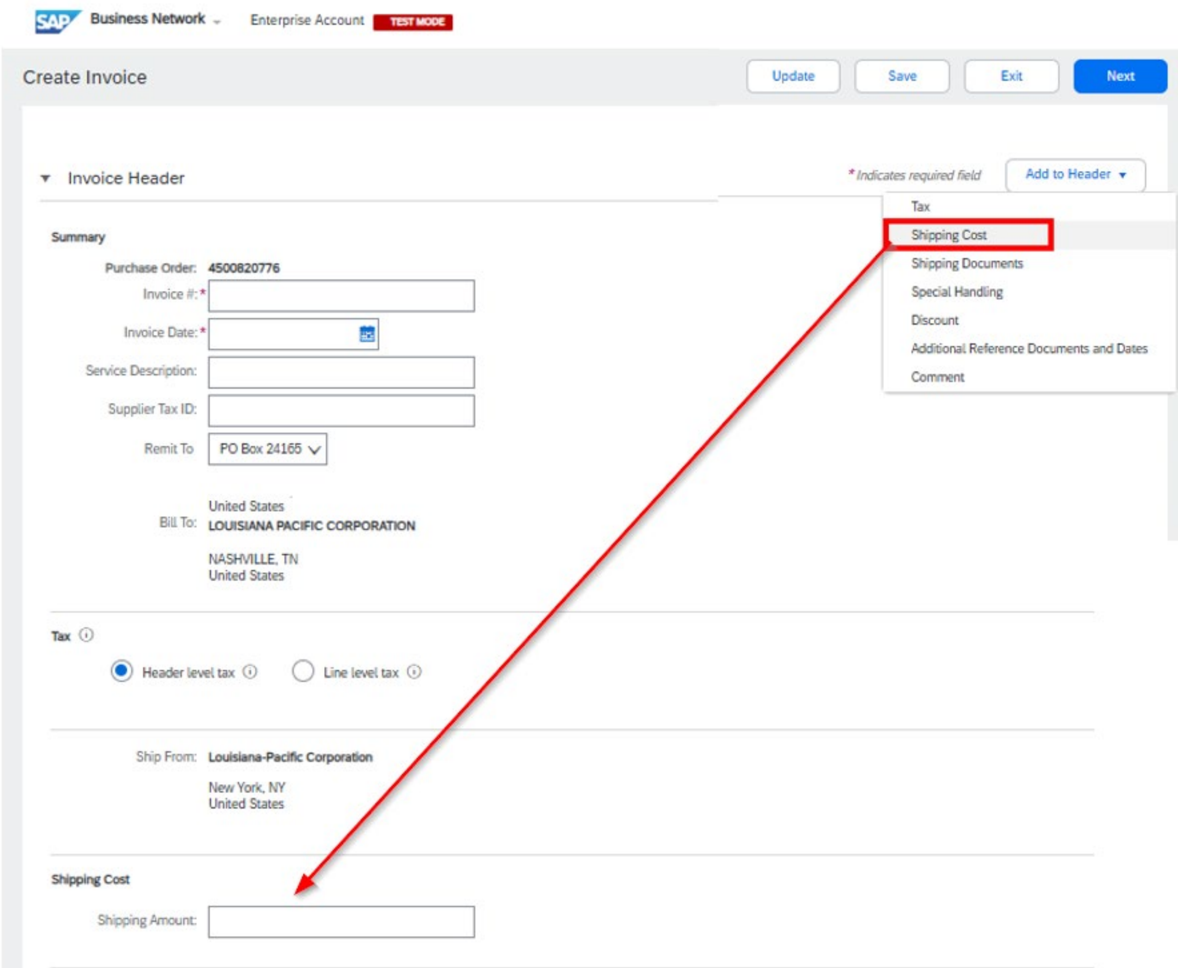
- Submit



8.0 Process Steps for Freight Cost and Taxes

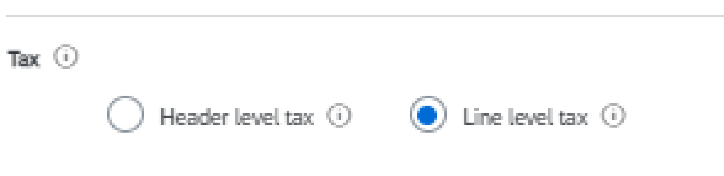
8.1 Adding Freight Line

- When in the invoice, click "**add to header**" > "**shipping cos**t"
- This will populate a shipping area below, but currently it is not available to add tax/GST onto shipping in Ariba (known error)
- Use the shipping area to enter the freight cost **only** at the header level (will take care of tax/GST on next step)
- Click "**add to header**" > "**attachment**"
- This will populate another area for you to upload the PDF of your invoice showing the added freight and taxes.
- You must click the "**add attachment**" for the PDF to upload.

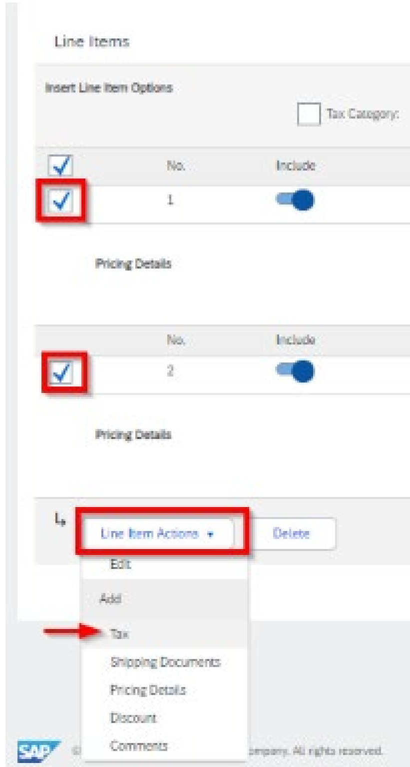


8.2 Adding the GST tax cost + (GST on the freight)

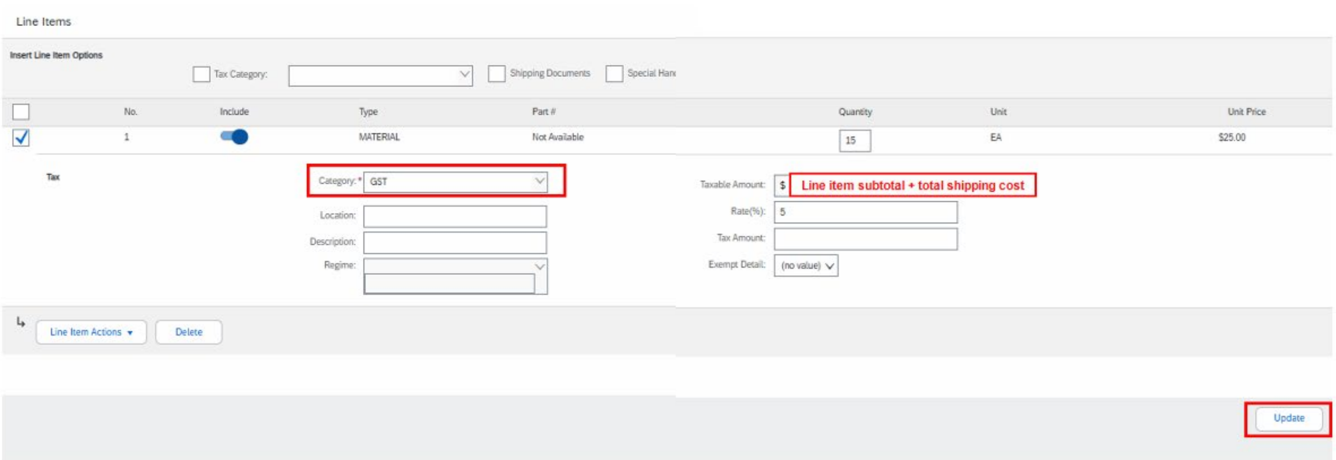
- Click "**tax at the line level**"



- Click each line item that needs tax and then select "**line item actions**" > "**tax**"



- This will populate each line item to have tax which defaults at "sales tax" - this is for United States only
- Must change the tax category to **GST** for Canada or appropriate province category.
- Can only have one GST charge for each line item, therefore we will bundle the GST tax for the item and shipping together.
- Change the **taxable subtotal** to your item subtotal plus the freight cost/shipping cost.
- Change the **tax rate** to **5%** for GST.
- Click **update** on the bottom and make sure your GST tax amount is correct.
- Click Next and this will give you a review page
- Click submit to finalize.



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