



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.

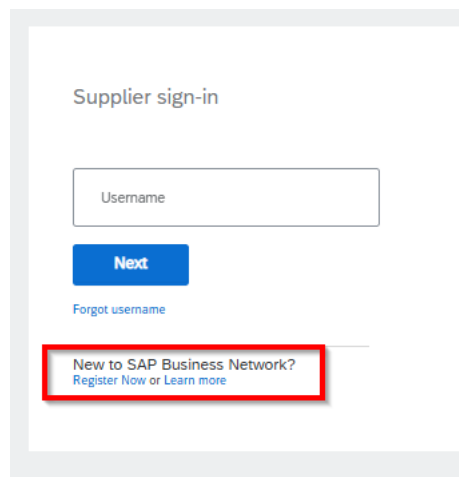
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4.0 Process Steps for Account Connection

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 Ariba account, click on the blue **Log In** button. (If 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 email. You will not be charged for an Enterprise account that uses a web portal (instead of emails) with additional functionality for processing and storage of PO's, or for a Standard account that uses email.

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 Notices.

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. Invoices 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 invoice** 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 be stated.

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/multilanguage/training>
- Account Video Demos: <http://ari.ba/videodemo>

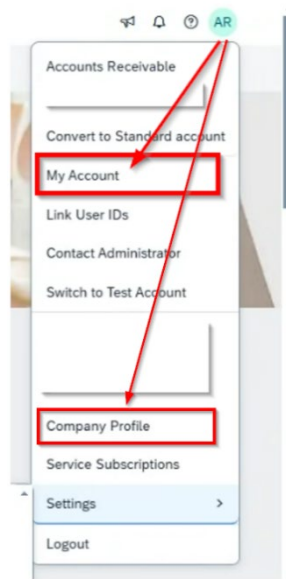
For questions regarding your Ariba account setup, submitting PO confirmations and invoices, please contact LP at Assistance.GBS@lpcorp.com. Go to Supplier log-in screen at <https://supplier.ariba.com> for account access and username/password reset.

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.

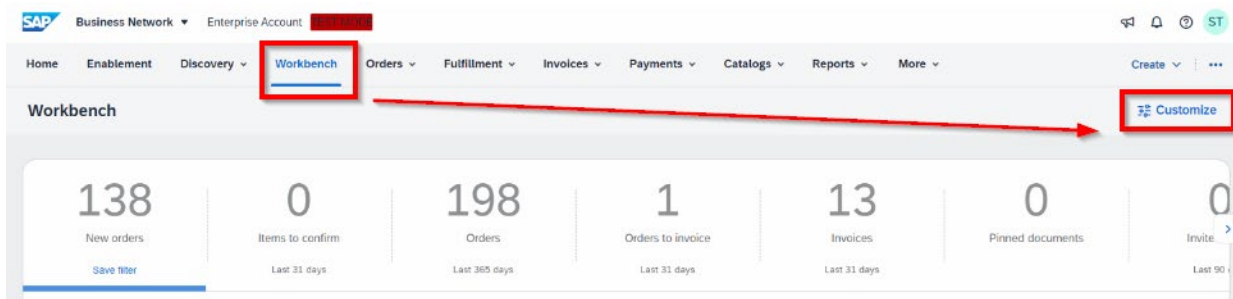


5.2 Basic settings- Electronic Order Routing

- 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
- Your 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

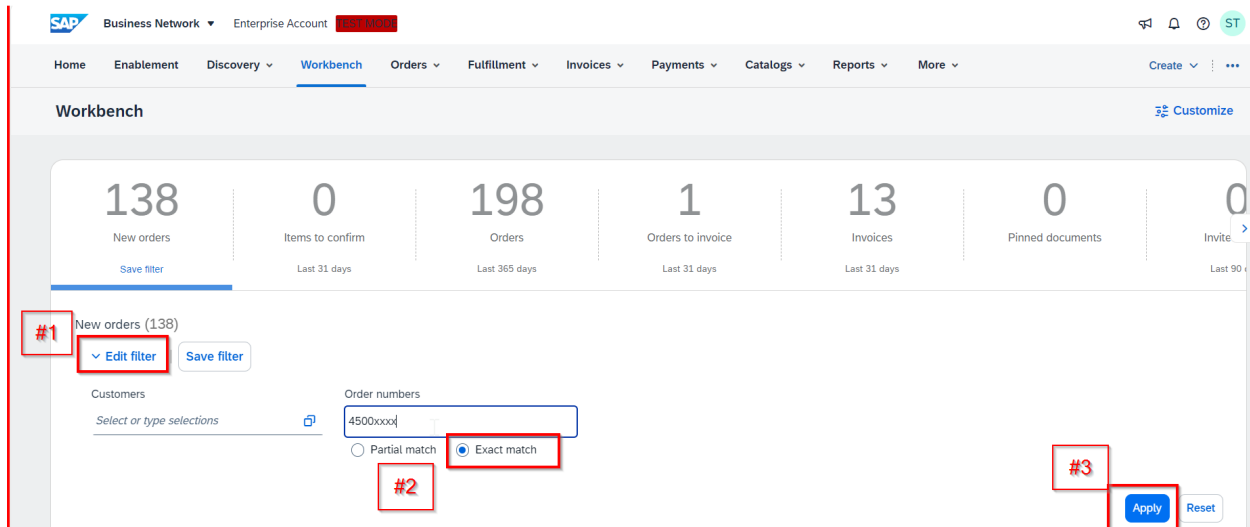
- Go to your Workbench
- Click on the individual tile you want to add filters to
- Click the **Edit Filter** button to the left of the screen
- This drop down will provide options for searching for a specific order, creation date, customer name etc.
- If you would like this filter to be applied consistently,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

The screenshot shows the LP Workbench interface. At the top, there are several tiles for different metrics: New orders (0), Changed orders (0), Orders to invoice (2), Rejected invoices (0), Orders (23), Invoices (13), Items to confirm (0), and Remittances (\$7.01 K USD). Below these tiles, the 'Orders to invoice (2)' section is active. It features a filter bar with an 'Edit filter' button (highlighted with a red box), a 'Save filter' button, and a dropdown menu for 'Creation date' (highlighted with a red box and set to 'Last 90 days'). A red arrow points from the 'Edit filter' button to the 'Creation date' dropdown. Other filters include 'Customers', 'Order status', and 'Company codes'. The 'Exact match' radio button is selected under the 'Type selection' dropdown. At the bottom right, there are 'Apply' and 'Reset' buttons.

6.0 Process Steps for Viewing and Confirming Orders

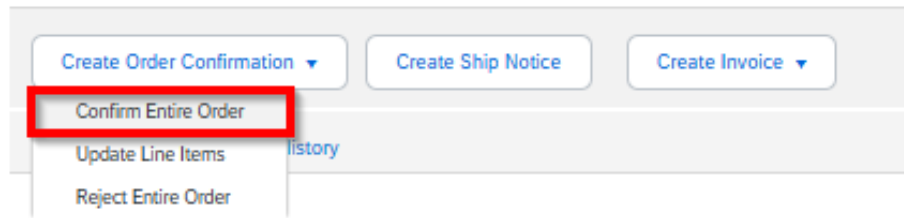
6.1 Searching for an Order (PO4500xxxx/4800xxxx)

- 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

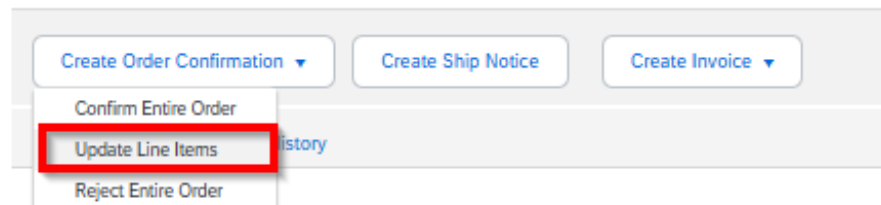
Purchase Order: 4500821177



- 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

Purchase Order: 4500821177



- 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

Line Items

Line #	Part # / Description	Type	Qty (Unit)
1	Not Available	Material	755.11 (EA)

Current Order Status

☒ 755.11 Unconfirmed

Confirm: Backorder:

Attachments:

Name	Size (bytes)
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6.4 Changing an Order – Pricing

Purchase Order: 4500821177

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order

Update Line Items History

Reject Entire Order

- 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.*

Line No.	Part # / Description	Qty	Unit	Need By
1	Not Available Waferizer Encoder cable assembly New Order Status: 755 Confirmed	755.11	EA	20 Dec 2024

Est. Shipping Date:

Est. Delivery Date:

Unit Price: **\$2.00 USD**

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description:

Subtotal: \$1,510.00 USD

7.0 Process Steps for Invoicing

7.1 Submitting an Invoice – Regular Purchase Order

Purchase Order: 4500883047

Create Order Confirmation ▼
 Create Ship Notice
 Create Invoice ▼

Order Detail
 Order History
 Standard Invoice
 Credit Memo

- 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.

SAP Business Network - Enterprise Account TEST MODE

Create Invoice

Update Exit Next

Invoice Header

Summary

Purchase Order: 4500883047

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: PO Box 24165

United States
Bill To: LOUISIANA PACIFIC CORPORATION
NASHVILLE, TN
United States

Tax

☐ Header level tax ☒ Line level tax

Ship From: Louisiana-Pacific Corporation
New York, NY
United States

Ship To: LOUISIANA PACIFIC CORPORATION
NASHVILLE, TN
United States

Deliver To: LOUISIANA PACIFIC CORPORATION

* indicates required field

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Attachment

Attachments

The total size of all attachments cannot exceed 10MB

Remove

2. Choose File to file chosen Add Attachment

1. Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Price	Part #	Auxiliary Part ID	Description	Subtotal
\$1.00 CAD	123		Coveralls	\$1.00 CAD
\$1.00 CAD	456		mats	\$1.00 CAD

- 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 **QUANTITY** 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

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Docum

☐	No.	Include	Type	Part #	Quantity	Unit	Unit Price
☒	1	☒	MATERIAL	Not Availa	15	EA	\$25.00 USD

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$375.00 USD

Rate(%):

Tax Amount:

[Remove](#)

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Discount
- Comments

7.2 Submitting an Invoice – Blanket Purchase Order

Purchase Order: 4500883047

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

[Order Detail](#) [Order History](#) [Standard Invoice](#) [Credit Memo](#)

- 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.

SAP Business Network - Enterprise Account TEST MODE

Create Invoice

Update Exit Next

Invoice Header

Summary

Purchase Order: 4500883047

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: PO Box 24165

United States
Bill To: LOUISIANA PACIFIC CORPORATION
NASHVILLE, TN
United States

Tax

☐ Header level tax ☒ Line level tax

Ship From: Louisiana-Pacific Corporation
New York, NY
United States

Ship To: LOUISIANA PACIFIC CORPORATION
NASHVILLE, TN
United States

Deliver To: LOUISIANA PACIFIC CORPORATION

* indicates required field

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Attachment

Attachments

The total size of all attachments cannot exceed 10MB

Remove

2. Choose File to file chosen Add Attachment

1. Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Price	Part #	Auxiliary Part ID	Description	Subtotal
\$1.00 CAD	123		Coveralls	\$1.00 CAD
\$1.00 CAD	456		mats	\$1.00 CAD

- 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

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Dc

☐	No.	Include	Type	Part #	Quantity	Unit	Unit Price
☒	1	☒	MATERIAL	Not Avail	600.0	EA	\$1.00 USD

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$600,000.00 USD

Rate(%):

Tax Amount:

Remove

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Discount
- Comments

Delete

8.0 Process Steps for Freight Cost and Taxes

8.1 Adding Freight Line

- When in the invoice, click "**add to header**" > "**shipping cost**"
- 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.

SAP Business Network Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field Add to Header

Summary

Purchase Order: 4500820776

Invoice #: *

Invoice Date: *

Service Description:

Supplier Tax ID:

Remit To: PO Box 24165

United States

Bill To: LOUISIANA PACIFIC CORPORATION

NASHVILLE, TN

United States

Tax

Header level tax Line level tax

Ship From: Louisiana-Pacific Corporation

New York, NY

United States

Shipping Cost

Shipping Amount:

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

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

- Click "tax at the line level"

Tax

Header level tax Line level tax

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

The screenshot shows the 'Line Items' section of a SAP interface. It contains two line items, each with a 'No.' and an 'Include' toggle. The first line item has 'No. 1' and the second has 'No. 2'. Both have their 'Include' toggles turned on. A red box highlights the checkbox next to 'No. 1'. Below the line items, there is a 'Line Item Actions' dropdown menu, which is also highlighted with a red box. A red arrow points to the 'Tax' option in the dropdown menu. The dropdown menu also includes options for 'Edit', 'Add', 'Shipping Documents', 'Pricing Details', 'Discount', and 'Comments'. The SAP logo is visible in the bottom left corner.

- 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.

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling

☐	No.	Include	Type	Part #	Quantity	Unit	Unit Price
☒	1	☒	MATERIAL	Not Available	15	EA	\$25.00

Tax

Category:

Location:

Description:

Regime:

Taxable Amount: \$

Rate(%):

Tax Amount:

Exempt Detail:

Line Item Actions

If you need additional assistance, please contact Assistance.GBS@lpcorp.com