

Georgia-Pacific

PO Flip- Functional Training

Georgia-Pacific



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Agenda

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- Adherence Policy
- Order Confirmations
 - General Expectations
 - View Purchase Orders
 - Create Order Confirmations
- Invoicing
 - Invoice Rules
 - Create Invoice
 - Credit Memo
 - Invoice Status, History and Reports
- Resources
 - Supplier Information Portal
 - Customer Support

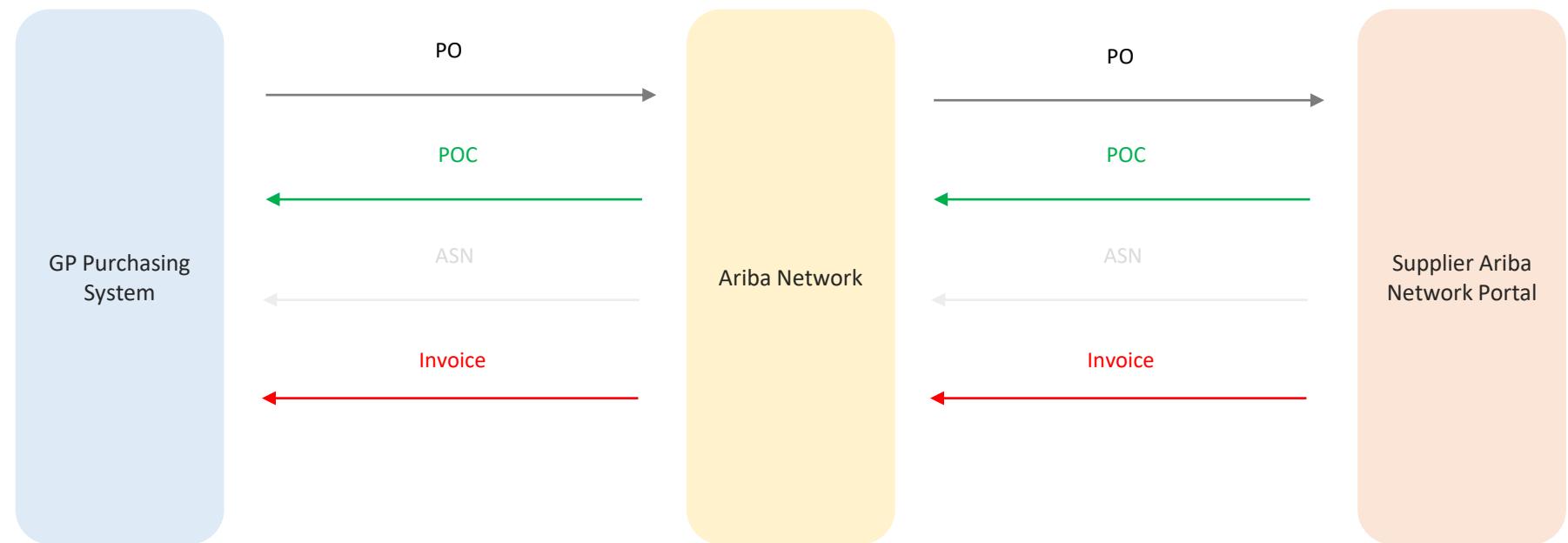


What is the Ariba Network?

It's a third-party vendor that provides a platform to facilitate the exchange of documents (transactions) electronically between Georgia-Pacific and a supplier.

Benefits of the Ariba Network:

- ✓ Better collaboration with Georgia-Pacific
- ✓ Increased Visibility
- ✓ Transactional Efficiencies
- ✓ Streamlined procure-to-pay processes



*Not all GP ERPs can consume ASNs

Georgia-Pacific Adherence Policy

- **Order Confirmations:**

- Order confirmations must be submitted through the Ariba Network. The supplier should not email the buyer to update delivery dates, prices, or quantities. If changes need to be made, it is the supplier's responsibility to submit an additional order confirmation.
- All POs that are sent through the Ariba Network should be confirmed back through the Ariba Network within **48 business hours**.
 - Any discrepancy between the price set forth in the supplier's invoice and the price set forth in the PO will result in payment of the price set forth in the PO.
- Estimated Delivery Dates (EDD) should be entered with every order confirmation and should reflect when the item will arrive, not when it is shipped.
- Order confirmations are **not** required via the Ariba network for our Chemical, Direct Materials, Raw Materials or Outside Finished Goods suppliers. For these categories, the supplier should email the buyer to update delivery dates, prices, or quantities.

- **Order Fulfillment:**

- It is the supplier's responsibility to communicate to the buyer if a line item/order cannot be fulfilled or will be backordered.
- If the supplier is unable to supply an item, but has a substitution available, it is their responsibility to reach out to the buyer.
- Substitutions and the inability to fulfill orders should be communicated outside of the Ariba Network, directly with the buyer.

Georgia-Pacific Adherence Policy

- **Invoicing:**

- Invoices **must** be submitted through the Ariba Network to process for payment. If an invoice is submitted outside the Ariba Network for an Ariba enabled order, it will be automatically voided. The only exception is if the supplier receives a non-enabled PO outside of the Network – in this situation you can invoice outside of the Network.
- Invoices are paid from the date *received* by Georgia-Pacific, not the date listed on the invoice.
- Chemical, Direct Material and Raw Material suppliers **must** include a bill of lading number on each invoice submitted.

- **Portal Maintenance / Account Changes:**

- The supplier must maintain accurate contact information in Ariba. If an employee leaves the company, the supplier must change the email address for PO delivery within Ariba. If this information is not changed, the POs will not be received for processing.
- If the supplier upgrades or downgrades their Ariba account, it is expected that they let Georgia-Pacific know of this change.

Non-Enabled POs

“This purchase order has already been fulfilled.”

- The yellow bar with the alert “**This purchase order has already been fulfilled**” signifies that the PO was sent to you via email from the Georgia-Pacific buyer outside of the Ariba Network. You will not receive any notifications from the Ariba network regarding these orders. This situation will occur during one of two scenarios:
 - The PO was originally created prior to your Ariba enablement go-live date
 - The PO is a two-way match service order created in select GP purchasing systems. In this scenario you will need to email the buyer directly to confirm the order and then submit your invoice via email to GPAP-PO@gapac.com.
 - *Service orders created in our SAP S4HANA purchasing system (CPG Facilities) are the only service orders that should be processed via the Ariba network and will not have the below flag



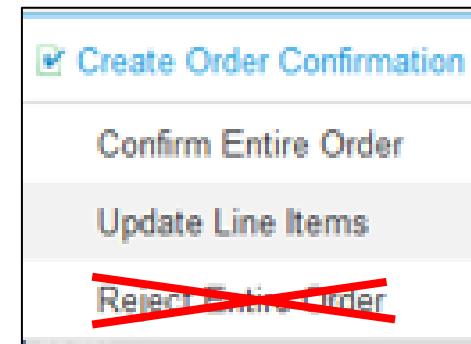
The screenshot shows a Purchase Order detail page for Order 01594. At the top, there are buttons for Print, Download PDF, Export cXML, Download CSV, and Resend Copy. Below these are tabs for Order Detail and Order History. A prominent yellow alert bar contains the text: “⚠ This purchase order has already been fulfilled.” Below the alert bar, the “From” section lists “Georgia-Pacific Passport (Consumer Products) EMAIL ONLY! EL PASO , TX 79998-1952 United States” and the “To” section lists “Technologies Inc United States Phone: +1 (800) : Fax: +1 Email: ”. A blue arrow points to the yellow alert bar.



Order Confirmations

Order Confirmation General Expectations

- Suppliers submit order confirmations through the Ariba Network for every PO line within 48 hours.
- The Order Confirmation consists of 3 elements:
 1. Confirmation or update of the price on PO
 2. Estimated delivery date
 3. Confirmation of the quantity
- Suppliers should not ask buyers to update pricing manually through email
- **DO NOT** systematically backorder items.
 - If the shipment will be delayed, let the estimated delivery date in your confirmation reflect the delay and reach out to your buyer to discuss.
- **DO NOT** systematically reject an entire order.
 - If you cannot fulfill a specific line, please reach out to your buyer to inform them. Rejecting in Ariba does not automatically cancel the line in Georgia-Pacific's purchasing systems.



Find Purchase Orders

1. Click on the **Orders** tab to manage your purchase orders.
 - **Orders** presents a list of the purchase orders received from Georgia-Pacific.
2. Click the link on the **Order Number** column to view the purchase order details.
3. Search filters allows you to search using multiple criteria.
4. Click the **arrow** next to Search Filters to display the query fields. Enter your criteria and click **Search**.
5. Click on the **Table** Option icon to view ways of organizing your Inbox.

The screenshot shows the SAP Business Network Orders interface. Step 1 highlights the 'Orders' tab in the top navigation bar. Step 2 highlights the 'Order Number' column in the main table. Step 3 highlights the 'Search Filters' button. Step 4 highlights the search interface with a date range of 'Last 14 days' and a search button. Step 5 highlights the 'Table' icon in the top right corner of the search interface.

1. Orders tab

2. Order Number column

3. Search Filters button

4. Search interface

5. Table icon

Note: There may be a default filter that only shows orders from the last 31 days. Adjust this filter as needed.

View Purchase Order

Once you click on the Order Number, you will be brought into the details of your order.

1. The **order header** includes the order number, date, and other information about the buying organization.
2. The **line items** section provides details around the ordered items, their quantity, price, etc.
3. If you need to export, download, print, or resend the order, you can click the respective action in the header or footer toolbar.

1.

2.

3.

Purchase Order: 0009406382

From: c/o GP Financial Management
El Paso, TX 79998-1956
United States
Phone: +1 ()

To: Georgia-Pacific LLC - TEST
Atlanta, GA 30303
United States
Phone: +1 ()
Fax: Email: noreplyaribacs@ariba.com

Payment Terms: 2.000% 15 NET 60

Comments: XX TERMS AND CONDITIONS OF PURCHASE: Supplier acknowledges it has reviewed the Terms and Conditions of Purchase available at <https://www.gp.com/terms-conditions-of-purchase> (the "Terms and Conditions of Purchase") and that all purchases of goods or services made under this Purchase Order shall be governed by the Terms and Conditions of Purchase. [View more](#)

Contact Information
Purchasing Agent
Mary
Email: [Email](#)
Phone: +1 ()
Fax: +1 ()
Address ID: LV3

Other Information
freightTerms: FOB
deliveryTerms: ON
Company Code: 9444
Freight Allowed: Yes
[View less](#)

Ship All Items To: Lehigh Valley Plant 4362 | Bill To: c/o GP Financial Management | Deliver To:

Print | Download PDF | Export cXML | Download CSV | Resend

1.

2.

3.

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	Material	10 (EA)	18 Nov 2015
2	GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

Print | Download PDF | Export cXML | Download CSV | Resend

Create Order Confirmation

Confirm Entire Order

You should Confirm an Entire order when all quantities and prices are correct, and when the estimated delivery date (EDD) is applicable for **all** line items on the PO.

1. Click Create Order Confirmation > **Confirm Entire Order**
2. Enter **Confirmation Number**, which is any number you use to identify the order confirmation.
3. If you specify **Estimated Shipping** or **Estimated Delivery Date** information, it is applied for all line items.
4. Click **Next** when finished.
5. Review the order confirmation and click **Submit**.
6. Your order confirmation is sent to Georgia-Pacific and the order status will display as **Confirmed**.

1.

2.

3.

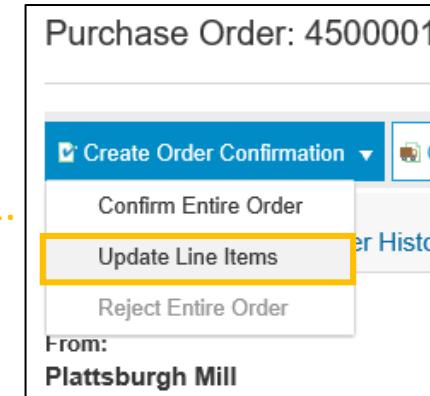
Note: Not all GP ERP systems
can consume order
confirmation comments

Create Order Confirmation

Update Line Items

You should Confirm/Update a Line Item when line items do not have the same estimated delivery date (EDD), and/or when there is a quantity or price discrepancy with a line item.

1. Click Create Order Confirmation > **Update Line Items** to set the status of each line item.
2. Enter the **Confirmation #** for your reference to identify the order confirmation.
3. Scroll down to view the line items and choose among the possible values:
 - **Confirm:** Enter quantity ordered (you are confirming you can supply entire quantity on the line). If you cannot supply the entire quantity, contact the buyer.
 - **Backorder:** If the shipment will be delayed, let the EST Delivery Date field in your confirmation reflect the final delivery date. **Do not populate the Backorder field.**
 - **Details:** Click here to provide an EDD at the line level and/or request an update to the price.



This screenshot shows the 'Order Confirmation Header' section. It includes fields for 'Confirmation #' (with a yellow box and number '2.' to its left), 'Associated Purchase Order #' (4500001/14), 'Customer' (Georgia-Pacific LLC - TEST), and 'Supplier Reference'. Below this is a section for 'SHIPPING AND TAX INFORMATION' with fields for 'Est. Shipping Date' and 'Est. Shipping Cost', and 'Est. Delivery Date' and 'Est. Tax Cost'. There is also a 'Comments' field.

This screenshot shows a table of 'Line Items'. It has columns for Line #, Part # / Description, Customer Part #, Qty (Unit), Need By, Unit Price, and Subtotal. One item is listed: Line # 10, Part # GP00011031, Description SWAGELOK, Customer Part # GP00011031, Qty 2.000 (EA), Need By 29 Mar 2019, Unit Price \$30.00 USD, and Subtotal \$60.00 USD. Below the table, the 'Current Order Status' is shown as '2 Confirmed With New Date (Estimated Delivery Date: 31 Mar 2019)' with a radio button. At the bottom, there are buttons for 'Confirm:' (with a yellow box and number '3.' to its left), 'Backorder:' (crossed out with a red 'X'), and 'Details' (with a yellow box and info icon).

Line Items						
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD
Current Order Status						
<input checked="" type="radio"/> 2 Confirmed With New Date (Estimated Delivery Date: 31 Mar 2019)	Confirm:		Backorder:		Details	?

Confirm Order

Update Line Items – Price and EDD

1. After clicking **Details** from the previous page, enter the **Est. Delivery Date**.
 - If an order is delayed/backordered, input the EDD of the final shipment.
2. **Unit Price**: Update the pricing or leave the current text if pricing is correct. If you do change the unit price, the change will be sent to the GP buyer for review. If they are aligned with the price change, the PO will be updated, and a change order will be sent back to you via the Ariba network. **Please do not confirm a unit price of \$0. If you cannot provide what is being requested, please email the buyer directly.**
3. Click **OK**.

Line Items						
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD

Current Order Status

2 Confirmed With New Date (Estimated Delivery Date: 31 Mar 2019)

Confirm:

Backorder:

Details ⓘ 1.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	2.000	EA	29 Mar 2019		\$30.00 USD	\$60.00 USD

New Order Status: 2 Confirmed

Est. Shipping Date:

1. Est. Delivery Date: **31 Mar 2019**

2. Unit Price: **\$30.00 USD**

Price Unit Quantity: * 1

Unit Conversion: * 1

Price Unit: * EA

Supplier Part: GP00011031

Auxiliary Part ID:

Manufacturer Part ID: SS-600-2-8

Manufacturer Name: SWAGELOK

Supplier Batch ID:

Comments:

Description: PART

Pricing Description:

Subtotal: ⓘ \$60.00 USD

Confirm Order

Update Line Items

1. Continue to update the status for each line item on the purchase order. Once finished, click **Next** to proceed to the Review Page.
2. Review the order confirmation and click **Submit**. Your order confirmation is sent to Georgia-Pacific.
3. Click **Done** to return to the Inbox.

Name Size (bytes) Content Type

No items

The total size of all attachments cannot exceed 10MB

→

1.

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD
Current Order Status:						
20	Not Available	GP00011031	4.000 (EA)	29 Mar 2019	\$30.00 USD	\$120.00 USD
Current Order Status:						
30	Not Available	GP00011031	6.000 (EA)	29 Mar 2019	\$30.00 USD	\$180.00 USD
Current Order Status:						
40	Not Available	GP00011031	8.000 (EA)	29 Mar 2019	\$30.00 USD	\$240.00 USD
Current Order Status:						
8.000 Unconfirmed						
2. <input type="button" value="Previous"/> <input style="border: 2px solid yellow; background-color: #0070C0; color: white; font-weight: bold; border-radius: 2px; padding: 2px 10px; font-size: 10pt; text-decoration: none; text-align: center; width: 100px; height: 30px; margin-top: 10px;" type="button" value="Submit"/> <input type="button" value="Exit"/>						



Invoicing

Invoice via PO Flip

1. From the dashboard of your Ariba Network account, click the **Create** button and select **PO Invoice**.
2. Select an **Order number** by searching for the PO you would like to invoice against
3. Click on the **Create Invoice** button and choose **Standard Invoice**.
4. The invoice is automatically pre-populated with the PO data.
Complete all fields marked with an asterisk and add shipping / tax charges as applicable.
5. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Georgia-Pacific.

*Note: If the PO was received via the Ariba Network and does not have the non-enabled PO flag present (see slide 7), the supplier *must* submit invoices through the Ariba Network for payment.

1. PO Invoice

2. Order 20150415_PO1

3. Standard Invoice

4. Create Invoice

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 0009508996
Invoice #: * 123456789
Invoice Date: * 28 Mar 2019

Service Description:

Remit To: Georgia Pacific Test Supplier Account 7 - TEST
Bethel Park, PA
United States
Bill To: c/o GP Financial Management
El Paso, TX
United States

Invoice via PO Flip

Header

The invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax / shipping charges as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The **Invoice Date** will auto-populate.

2. Select **Remit To** address from the dropdown box if you have entered more than one.

3. **Tax** and **Shipping** is entered at the Header level.

4. You can also add some additional information to the Header of the invoice, such as: Special Handling, Payment Terms, Comments, Attachments, Shipping Documents.

- **Note:** For service orders that can be processed via the Ariba network, please be sure to attach all relevant documentation to aid in the invoice approval process (labor sheets, material receipts, etc.) Attachment file size should not exceed 40MB.

5. Scroll down to the **Line-item** section to select the line items being invoiced.

3.

Tax

Header level tax (i) Line level tax (i)

Shipping

Header level shipping (i) Line level shipping (i)

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 0009508996

1. Invoice #:*

Invoice Date: * (i)

Service Description:

2. Remit To:

Bethel Park , PA
United States

Bill To:

El Paso , TX
United States

* Indicates required field Add to Header ▾ 4.

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip

Line Items

The Line Items section shows the line items from the Purchase Order

1. Review the quantity and price for each line item you are invoicing, update as needed.
2. Click on the line item's **green slider** to exclude it from the invoice if the line item should not be invoiced OR check the box left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details	
Price Unit: *	BX
Unit Conversion: *	1

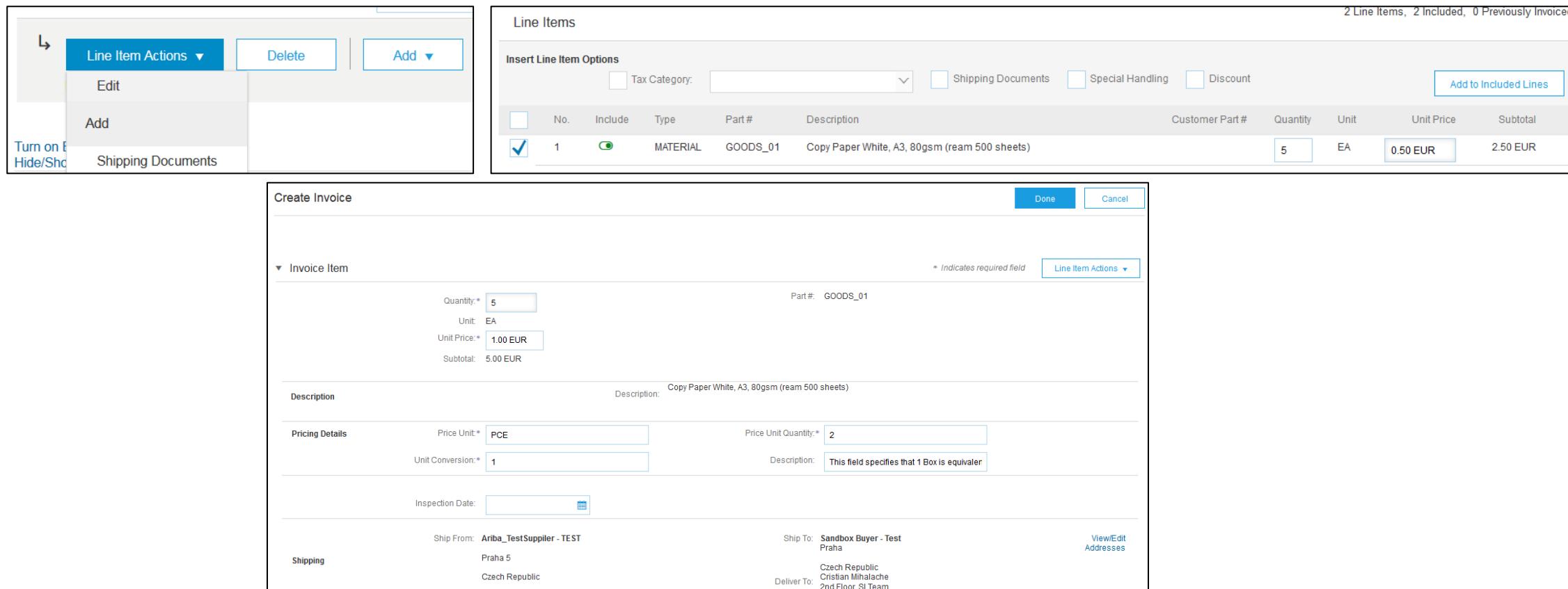
<input type="button" value="Line Item Actions ▾"/>	<input type="button" value="Delete"/>	<input type="button" value=""/>
--	---------------------------------------	---------------------------------

Invoice via PO Flip

Detail Line Items

Additional information can be viewed at the Line-Item Level.

Please Note: You will not be able to change the price from the current price on the PO at this time. If you already confirmed a new price and 2 business days have passed without receiving a change order to reflect your updated price, please contact the buyer.



The screenshot displays two overlapping SAP Ariba interface windows. The top window is titled 'Line Items' and shows a table of line items. The table includes columns for No. (1), Include (checkbox), Type (MATERIAL), Part # (GOODS_01), Description (Copy Paper White, A3, 80gsm (ream 500 sheets)), Customer Part # (5), Quantity (5), Unit (EA), Unit Price (0.50 EUR), and Subtotal (2.50 EUR). The bottom window is titled 'Create Invoice' and shows the details for an invoice item. It includes fields for Quantity (5), Unit (EA), Unit Price (1.00 EUR), and Subtotal (5.00 EUR). The description is Copy Paper White, A3, 80gsm (ream 500 sheets). The 'Pricing Details' section shows Price Unit (PCE), Price Unit Quantity (2), and Unit Conversion (1). The 'Shipping' section shows Ship From (Ariba_TestSupplier - TEST Praha 5, Czech Republic) and Ship To (Sandbox Buyer - Test Praha, Czech Republic, Cristian Mihalache, 2nd Floor, SI Team). A 'View/Edit Addresses' link is also present.

Invoice via PO Flip

Line Item – Bill of Lading (BOL) Number

If you are a **Chemical, Direct Materials or Raw Materials** supplier, you **must** include a bill of lading number (BOL #) for each line item of your invoice.

1. Scroll down to the bottom of the invoice header and enter the bill of lading number in the BOL # field under each line item.

Line Items

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Not available	B163500708 10C WSO 163# NOM	B163500708	100	FOT	\$10 USD	\$1,000.00 USD

Pricing Details

Price Unit:*	<input type="text" value="FOT"/>	Price Unit Quantity:*	<input type="text" value="1"/>
Unit Conversion:*	<input type="text" value="1"/>	Description:	<input type="text"/>

Additional Fields

GP Part #:	<input type="text" value="B163500708"/>
Vehicle ID #:	<input type="text"/>
1. BOL #:	<input type="text"/>

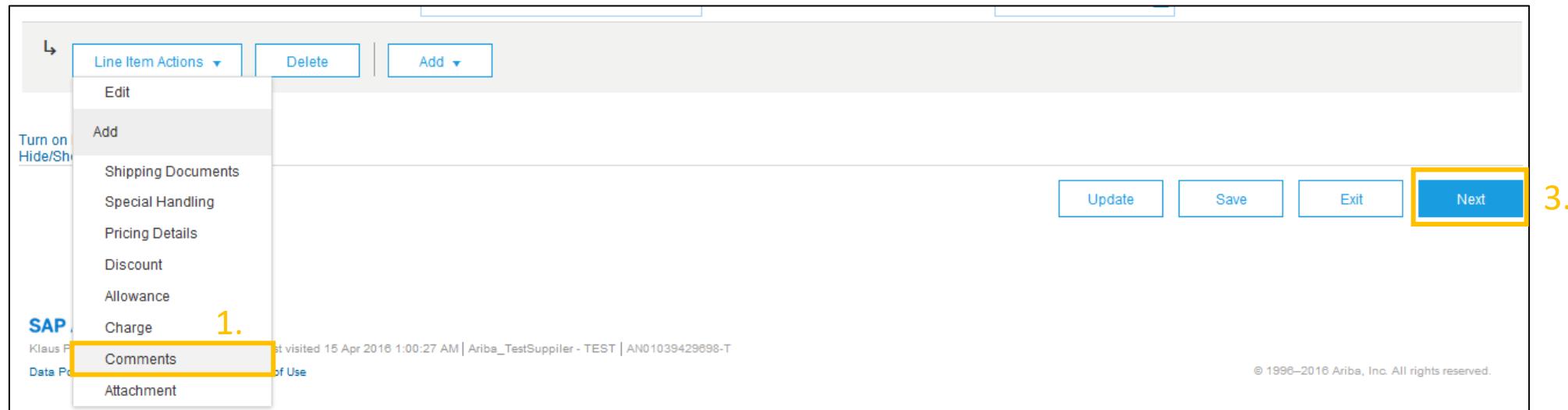
 [Line Item Actions ▾](#) [Delete](#)

Invoice via PO Flip

Line Item Comments

*Not all Georgia-Pacific
ERP systems consume
comments

1. To add comments at the line items, select Line Items then click **Line Item Actions > Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable comments in this field.
3. Click **Next**.



Review, Save or Submit Invoice

PO Flip Invoice

1. Review your invoice for Accuracy from the **Review** page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Georgia-Pacific.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your dashboard.
 - You can keep draft invoices for up to 7 days.

Note: In the event of errors, there will be a notification in red where information must be corrected.



Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:*

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB Canada

Bank Account:

Bill To:



ERS Orders

PO Flip Invoice

- If you receive an ERS (Evaluated Receipt Settlement) PO, you should confirm that the quantity and price are correct prior to shipping. You will **not** be able to create any invoices against the PO since the invoices are autogenerated for the value of what is received. If you are an MRO/Equipment supplier and need to adjust the quantity or the price, please submit an order confirmation via Ariba. If you are a Chemicals, Direct Materials or Raw Materials supplier, email the buyer to update delivery dates, prices, or quantities.

 Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

Line #	No. Schedule Lines	Supplier Part ID	Manufacturer Name	Manufacturer PartID	Part # / Description	Customer Part #	Type	Return
10	1	74673001	GEORGIA PACIFIC	CBSXP9PATHC	Part ID: 74673001		CBSXP9PATHC	Material Invoicing not possible
					• You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).			
					U9 PATHWAYS 4/125-CT			
		10727	GEORGIA PACIFIC	CB15420/21B	Part ID: 10727		GP06416821	Material Invoicing not possible
					10 8/44.BOW			
30	1	7599	GEORGIA PACIFIC	CB15301/19B	Part ID: 7599		GP06365144	Material Invoicing not possible
					CB 15301/19 HD9 6/100.BOW			

Order submitted on: Monday 8 Nov 2021 12:00 PM GMT-05:00

Received by Ariba Network on: Monday 8 Nov 2021 6:00 PM GMT-05:00

This Purchase Order was sent by Georgia-Pacific AN01009897728 and delivered by Ariba Network.

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **Invoices** tab.
2. Select your previously created invoice.
3. Under the Invoices section, click **Create Line-Item Credit Memo**.
4. Complete information for the credit memo. The amount and taxes will automatically be negative. Make sure that all required fields marked with asterisks (*) are filled in.
5. Click **Next**.
6. Review the Credit Memo.
7. Click **Submit** to send the credit memo to Georgia-Pacific.

The screenshot shows the SAP Workbench Invoices interface. At the top, a yellow banner reads: "⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench". The top navigation bar includes Home, Enablement, Workbench, Orders, Fulfillment, Invoices (selected), Payments, Catalogs, Reports, and Messages. The Invoices tab is highlighted with a yellow box and the number 1.

The main area shows a search filter for "Customer: All Customers" and "Invoice Number: TEST4599951350" with the "Exact number" radio button selected. Below the search is a table titled "Invoices (1)" with one row for "TEST4599951350" from "Georgia-Pacific - TEST" with reference "4599951350".

Step 3 is highlighted with a yellow box around the "Create Line-Item Credit Memo" button in the toolbar below the table. Step 5 is highlighted with a yellow box around the "Next" button in the bottom right corner of a modal dialog. Step 7 is highlighted with a yellow box around the "Submit" button in the bottom right corner of another modal dialog.

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing
TEST4599951350	Georgia-Pacific - TEST	4599951350	Online	Supplier	No

Create Line-Item Credit Memo

Additional Fields

Line Item Actions

Subtotal: \$-91.76 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$-91.76 USD
Total Net Amount: \$-91.76 USD
Amount Due: \$-91.76 USD

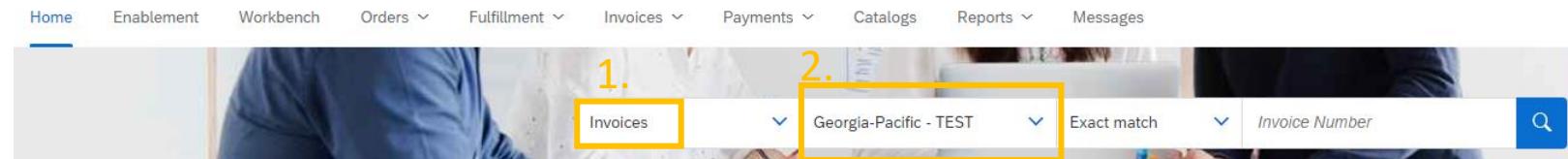
7. Submit

5. Next

Search for An Invoice (Quick & Refined)

Quick Search:

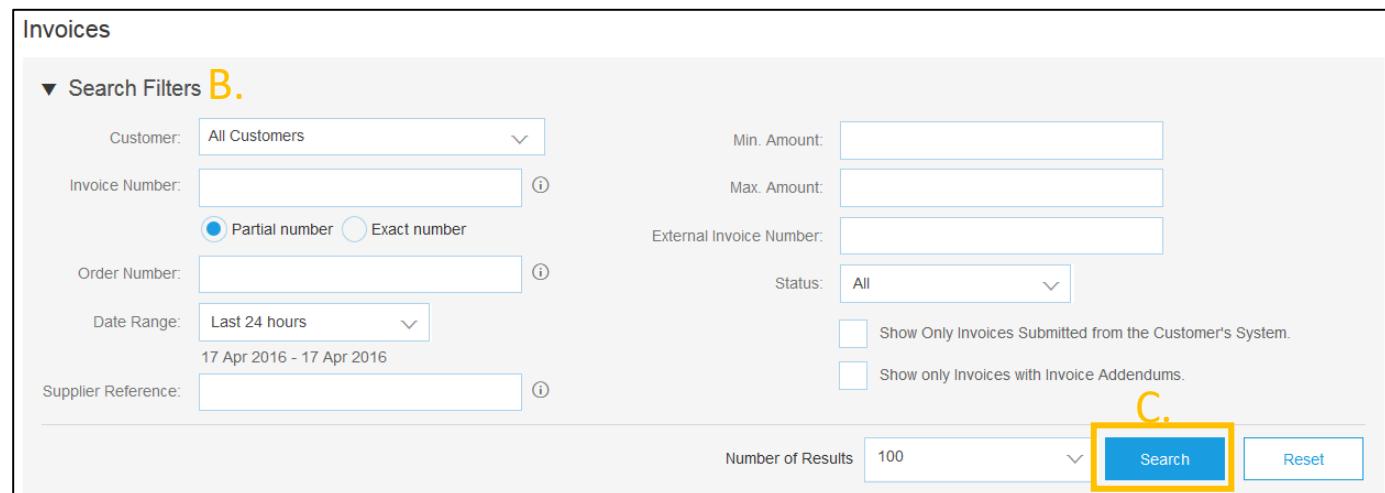
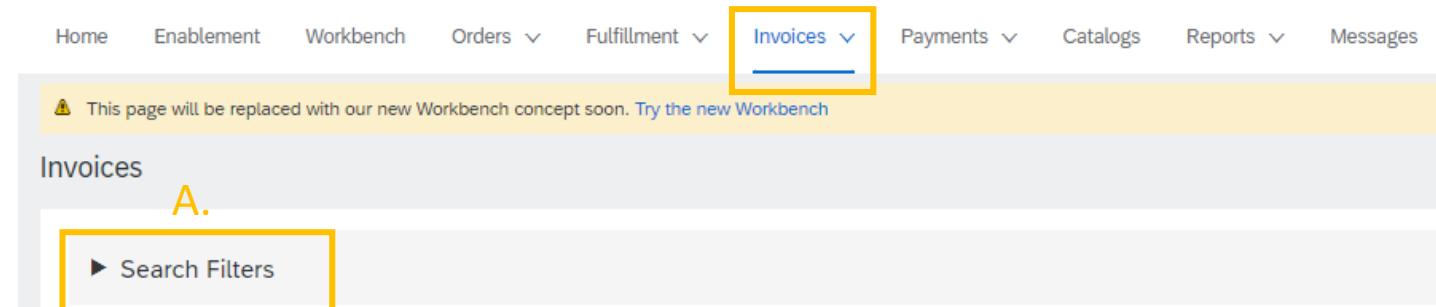
1. From the **Home** tab, select **Invoices** in the Document type to search.
2. Select **Georgia-Pacific** from the Customer dropdown menu.
3. Enter **Document #**, if known. Select **Date Range**, up to 90 days for invoices, and click **Search**.



Refined Search:

allows a refined search of invoices within up to 90 days.

- A. Open **Search Filters** from **Invoices > Invoices**.
- B. Enter the criteria to build the desired search filter.
- C. Click **Search**.



Best practice is to utilize the “Exact Number” when searching via Invoice Number.

Check Invoice Status

Routing Status To Your Customer

Check Status:

- If you have configured your Invoice Notifications, you will receive emails regarding invoice status.
- You can also check invoice status from the Invoices page by selecting the invoice link.

Routing Status:

- Reflects the status of the transmission of the invoice to Georgia-Pacific via the Ariba Network.
 - **Obsoleted:** You cancelled the invoice.
 - **Failed:** Invoice failed Georgia-Pacific invoicing rules. Georgia-Pacific will not receive this invoice.
 - **Queued:** Ariba Network received the invoice but has not processed it.
 - **Sent:** Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer.
 - **Acknowledged:** Georgia-Pacific invoicing application has acknowledged the receipt of the invoice.

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status:

Reflects the status of Georgia-Pacific's action on the Invoice.

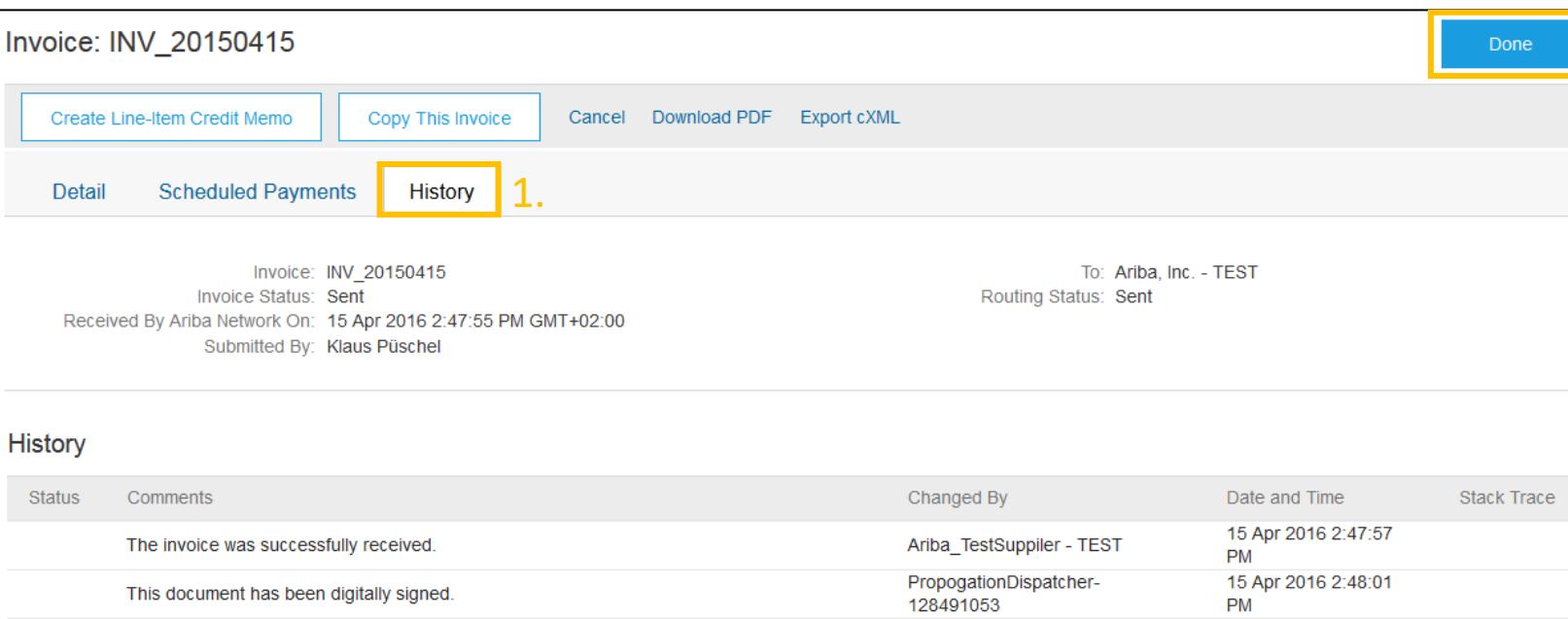
- **Sent:** The invoice is sent to the Georgia-Pacific but they have not yet verified the invoice against purchase orders and receipts.
- **Cancelled:** Georgia-Pacific approved the invoice cancellation.
- **Paid:** Georgia-Pacific paid the invoice or is in the process of issuing payment. Only if Georgia-Pacific uses invoices to trigger payment.
- **Approved:** Georgia-Pacific has verified the invoice against the purchase orders and receipts and approved it for payment.
- **Rejected:** Georgia-Pacific has rejected the invoice or the invoice failed validation by the Ariba Network. If Georgia-Pacific accepts invoices or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment).
- **Failed:** Ariba Network experienced a problem routing the invoice.

Review Invoice History

Check Status Comments

To access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. When you are done reviewing the history, click **Done**.



Invoice: INV_20150415

Done 4.

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History 1.

Invoice: INV_20150415
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	



Resources

Georgia-Pacific Supplier Information Portal

1. Select the **Company Settings** dropdown and then click the **Customer Relationships** link.
2. Select the customer to view transactional rules:
 - The Customer Invoice Rules determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer

Approve Reject

Current

Customer

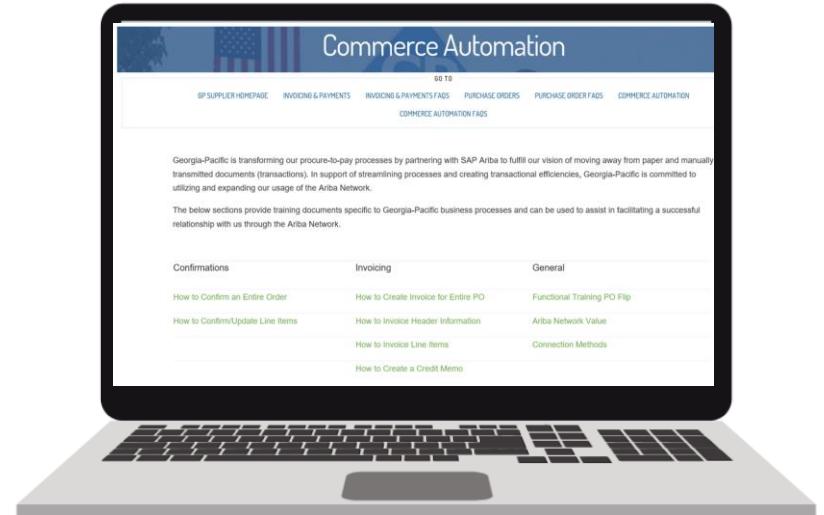
2. Ariba Inc. 3. Supplier Information Portal

Pouliot Industries

Reject

Support

- **Ariba Technical Questions?**
 - Contact Ariba Support via the Ariba Portal
- **Georgia Pacific Invoice Payment Status Inquires?**
 - Contact APService@gapac.com
- **Georgia Pacific Ariba Business Process Questions?**
 - First review the documentation on our supplier website: www_gp_com_supplier_ariba-commerce-automation
 - If you still need assistance, contact our eProcurement team at: GP_Supplier_Enablement@gapac.com





Georgia-Pacific

Thank you for joining the Ariba Network
with Georgia-Pacific!

For any future Georgia-Pacific specific questions, please contact
GP_Supplier_Enablement@gapac.com

Appendix

Georgia-Pacific Specifications

Supported Documents

- **Purchase Order Confirmations:** Apply against a whole PO or line items
- **Partial Invoices:** Apply against specific line items from a single purchase order
- **Line Level Credit Memos:** Item level credits; price/quantity adjustments
- **Advance Shipment Notices:** Apply against PO when items are shipped
 - **Note:** Not all Georgia-Pacific ERPs can process ASNs

Georgia Pacific project specifics:

- **Tax data** is accepted at the header/summary level. Do not add at line level.
- **Shipping data** is accepted at the header/summary level. Do not add shipping at the line level.

Georgia-Pacific Specifications

Not Supported Documents

- **Summary or Consolidated Invoices:** Apply against multiple purchase orders; not accepted by Georgia Pacific
- **Invoicing for Purchasing Cards (P-Cards):** An invoice for an order placed using a purchasing card; not accepted by Georgia Pacific
- **Duplicate Invoices:** A new and unique invoice number must be provided for each invoice; Georgia Pacific will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices:** Georgia Pacific requires invoices to be submitted electronically through Ariba Network; Paper invoices will automatically be rejected unless it is a non-enabled PO (see slide 7)
- **Service Entry Sheets:** Apply against a single purchase order referencing a line item
- **Service Invoices:** Invoices that require service line item details
- **Contract Invoices:** Apply against contracts
- **Header Level Credit Memos:** Apply against whole purchase orders



Account Overview

Complete Your Profile

1. Select **Company Profile** from the **Company Settings** dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher likelihood of increasing business with existing and prospective customers.

The screenshot shows the Ariba Network Company Profile page. At the top, a navigation bar includes 'Company Settings ▾', 'John Doe ▾', and 'Help Center'. A sidebar on the right lists 'SMO Supplier 1', 'ANID: AN01', and 'Standard Package'. The main content area is titled 'Company Profile' (step 1, highlighted with a yellow box and arrow). It has tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Basic' tab is selected. The 'Overview' section contains fields for 'Company Name' (SMO Supplier 1), 'NetworkId' (AN01), 'Short Description', and 'Website'. The 'Address' section contains fields for 'Address 1' (21 Jump Street), 'City' (Cleveland), 'State' (Ohio), 'Zip' (44114), and 'Country' (United States [USA]). To the right, a sidebar shows the 'Public Profile Completeness' meter at 35% (step 3, highlighted with a yellow box and arrow), along with other profile settings like 'Short Description', 'Website', and 'Certifications'. A 'Share Your Public Profile' section includes a badge placeholder and links to 'View Public Profile' and 'Profile Visibility Settings'.

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses will be sent the notifications.

1. Click on **Notifications** under **Company Settings**.
2. **Network Notifications** can be accessed from here as well, or you may switch to the **Network tab** when in Notifications
3. You can enter **up to 3 email addresses** per notification type. You must separate each address with a comma but include NO spaces between the emails.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy

General **Network** Discovery Sourcing & Contracts

2.

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

3.

To email addresses (one req)

* junk@phoenix.ariba.com
 * junk@phoenix.ariba.com
 * junk@phoenix.ariba.com
 * junk@phoenix.ariba.com

Select Electronic Order Routing Method

1. Click on **Tasks** link to configure your account or click on **Electronic Order Routing** under **Company Settings**.
2. Use the dropdown to choose one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **cXML Pending Queue** (available for order routing only)
3. Configure email notifications options.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	2. <input type="button" value="Email"/>	3. Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Company Settings ▾

SMO Supplier 1
ANID: AN01
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

1. **Electronic Order Routing**

Electronic Invoice Routing

Accelerated Payments

Route Your Purchase Orders

Method Details

- **Online (default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN account.
- **cXML/EDI:** Allows you to integrate your ERP system directly with the Ariba Network for transacting with your customer.

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p>

Select Electronic Invoice Routing Method

Methods and Tax Details

1. Select **Electronic Invoice Routing**.
2. Choose one of the following Electronic Invoice Routing methods:
 - **Online**
 - **cXML**
 - **EDI**
3. Click on the **Tax Invoicing and Archiving** sub-tab to enter Tax Id, VAT ID and other supporting data.

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online cXML EDI

- Company Settings ▾
- SMO Supplier 1
- ANID: AN01
- Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments

Set Up User Accounts

Roles and Permission Details

Administrator:

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

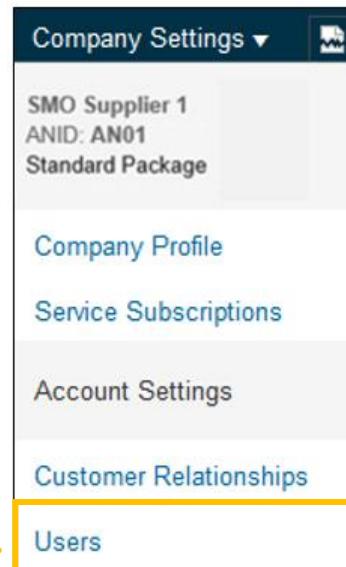
User:

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by the administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. Click on **Users** under the **Company Settings**. The Users tab will load.
2. Click the **Create Role** button in the **Manage Roles** section. Type in a name and a description for the role.
3. Add permissions to the role that corresponds to the user's actual job responsibilities by checking the proper boxes and click **Save** to create the role.
4. To create a user: click on **Create User** button and add all relevant information about the user including name and contact information.
5. Select a role in the **Role Assignment** section and click **Done**.



The image shows two screenshots of the Ariba interface. The top screenshot is titled 'Manage Users' and shows a table of users with a single row for 'rebecca.novotny@sap.com'. The 'Users' tab is selected and highlighted with a yellow box. The bottom screenshot is titled 'Manage User Roles' and shows a table of roles with a single row for 'Administrator'. The 'Create Role' button is highlighted with a yellow box and a numbered callout '2.'. The 'Create User' button in the 'Manage Users' table is also highlighted with a yellow box and a numbered callout '4.'

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Create User

Edit Delete Add to Contact List Remove from Contact List Make Administrator

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Name	Actions
Administrator	Details
All Access	Details Edit Delete

Create Role

2. 4.

Account Overview

Dashboard

Ariba Network

Test Mode Company Settings ▾ Rich Wortmann ▾

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Orders and Releases ▾ All Customers Order Number Guide Trends Refresh

Getting Started with Ariba

- 1 Review Ariba Fee Structure
- 2 Confirm Billing Contact
- 3 Add Users to Your Account

Review Subscription Pricing

Network Transaction Service Bronze Silver Gold Platinum

Collaborate with your customers over the Ariba Network for low or no cost until you reach activity thresholds that deliver even greater business value. [Learn More](#).

Orders, Invoices and Payments

45 Orders to Invoice 9 Orders that Need Attention 2 Invoices Rejected 0 Pinned Documents [More...](#)

All Customers ▾ Last 14 days ▾

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
--------------	----------	--------	--------	--------	-----------------	--------

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View more 

Free online event: Supplier Digital Summit

Account Overview

Inbox

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More... ▾

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

▶ Search Filters

Orders and Releases (100+)

Page 1 » grid

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500001678		Georgia-Pacific LLC - TEST		Plattsburgh Mill (1006) Plattsburgh, NY United States	EXXON MOBIL CORPORATION HOUSTON, TX United States	\$300,000.00 USD	22 Mar 2019	Partially Invoiced	Invoice	\$800.00 USD	Original	Actions ▾
Order	4500001274		Georgia-Pacific LLC - TEST		Plattsburgh Mill (1006) Plattsburgh, NY United States	ABB INC CARY, NC United States	\$50.00 USD	21 Mar 2019	Changed	Invoice	\$0.00 USD	Changed	Actions ▾
Order	4500001273		Georgia-Pacific LLC - TEST		Plattsburgh Mill (1006) Plattsburgh, NY United States	ABB INC CARY, NC United States	\$80.00 USD	21 Mar 2019	Changed	Invoice	\$0.00 USD	Changed	Actions ▾

Account Overview

Inbox Search

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...▼

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

▼ Search Filters

Customer: All Customers Order Number: i
 Partial number Exact number

Buyer Location Code: i
Invoice Number: i

Show orders by: Creation Date Inquiry Date

Date Range: Last 14 days ▼
9 Mar 2019 - 22 Mar 2019

Min. Amount: Minimum Max. Amount: Maximum
Order Status: All ▼
View: All except hidden orders ▼
 Search only blanket purchase orders
 Search only scheduling agreement releases or scheduling agreements
 Search only service purchase orders

Number of Results: 100 ▼ **Search** **Reset**

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

▼ Search Filters

Customer: All Customers Order Number: i
 i
 Partial number Exact number

Search **Reset**

Orders and Releases (100+)

Page 1 ▼ **»**

Account Overview

Outbox

HOME INBOX **OUTBOX** CATALOGS REPORTS MESSAGES

External Document ▾ CSV Documents ▾ Create ▾

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

▶ Search Filters

Invoices (100+)											Page <input type="text" value="1"/>   	
	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status 	Invoice Status 	
 	POFL1678	Georgia-Pacific LLC - TEST	4500001678	Online	Supplier	No	Order	22 Mar 2019	\$801.00	USD	Acknowledged	Sent
 	10923691 	Georgia-Pacific LLC - TEST	4500001092	ICS Paper Invoice	Supplier	No	Order	20 Mar 2019	\$29,100.00	USD	Acknowledged	Approved
 	TESTCHARGE	Georgia-Pacific LLC - TEST	00222275	Paper Invoice	Supplier	No	Order	19 Mar 2019	\$68.42	USD	Acknowledged	Sent
 	TESTCHARGE	Georgia-Pacific LLC - TEST	00222278	Paper Invoice	Supplier	No	Order	19 Mar 2019	\$1,545.00	USD	Acknowledged	Rejected

Account Overview

Outbox Search

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

▼ Search Filters

Customer:	All Customers	Min. Amount:	
Invoice Number:		Max. Amount:	
	<input checked="" type="radio"/> Partial number <input type="radio"/> Exact number	External Invoice Number:	
Order Number:		Status:	All
Date Range:	Last 24 hours		<input type="checkbox"/> Show Only Invoices Submitted from the Customer's System.
	22 Mar 2019 - 22 Mar 2019		<input type="checkbox"/> Show only Invoices with Invoice Addendums.
Supplier Reference:		Number of Results:	100

Search Reset

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

▼ Search Filters

Customer:	All Customers
Invoice Number: *	
	<input type="radio"/> Partial number <input checked="" type="radio"/> Exact number

Search Reset



Electronic Routing

Electronic Order Routing

- **Online** (default): Orders are received within your AN account, but notifications are not sent outside of the Network.
- **Email** (recommended): Orders are received within your AN account and email notifications are sent out and can include a copy of the PO.
- **cXML/EDI**: Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact GP_supplier_enablement@gapac.com to be connected with a Seller Integrator who will provide more information on configuration.

Electronic Order Routing

Change to Email

- You can add up to 3 email addresses to receive notifications. The emails must be separated by a **comma** and **no space**.

New Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p> <p><input type="checkbox"/> Attach PDF document in the email message</p>

Electronic Invoice Routing

- **Online:** Suppliers will convert the orders into invoices via the Ariba Network account manually.
- **cXML/EDI:** Suppliers, that have integrated their ERP/backend, automatically post invoices to the Ariba Network Account.
- Check the box for rejection notifications and invoice status changes.

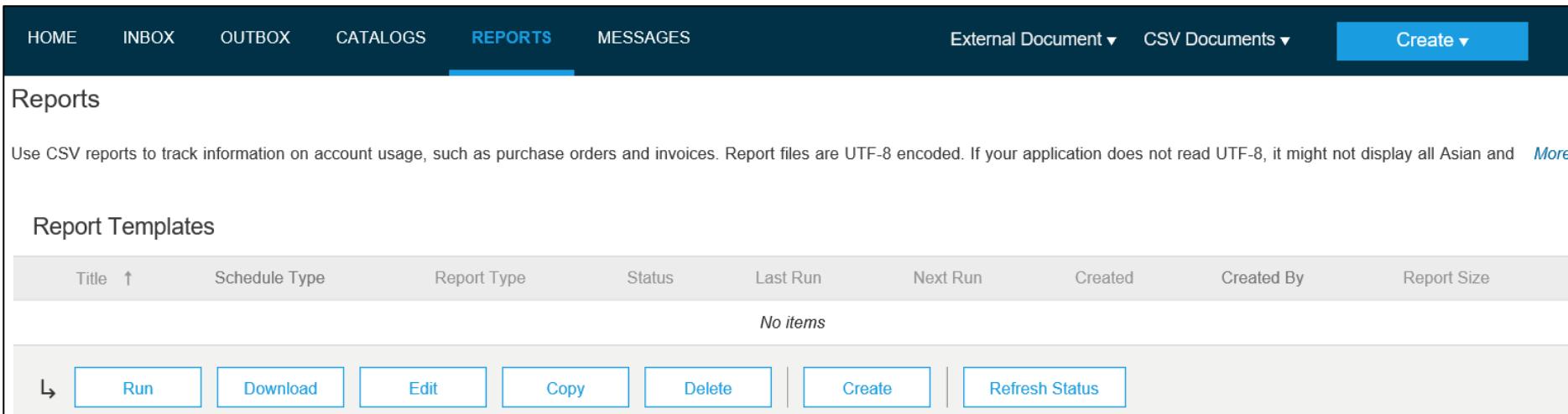
Electronic Order Routing		Electronic Invoice Routing		Accelerated Payments	
General		Tax Invoicing and Archiving			
Capabilities & Preferences					
Sending Method					
Document Type		Routing Method			
Invoices		<input checked="" type="checkbox"/> Online			
Customer Invoices		<input type="checkbox"/> Online <input type="checkbox"/> cXML <input type="checkbox"/> EDI			



Reporting

Reporting

- Reports help provide additional information and details for account usage, such as purchase orders and invoices. Reports can be created by Administrator or User with appropriate permissions.
- To generate a new report:
 1. Click **Create**.
 2. Follow the process flow to generate the report that you desire.
- To run an existing report:
 1. Click **Run** to update an existing report.



The screenshot shows a user interface for managing reports. At the top, there is a navigation bar with links for HOME, INBOX, OUTBOX, CATALOGS, REPORTS (which is highlighted in blue), and MESSAGES. To the right of the navigation bar are buttons for External Document, CSV Documents, and a 'Create' button. The main content area is titled 'Reports' and contains a sub-section titled 'Report Templates'. A table is displayed with the following columns: Title (sorted by ascending order), Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A message 'No items' is shown below the table. At the bottom of the 'Report Templates' section, there are several buttons: a back arrow, Run, Download, Edit, Copy, Delete, Create, and Refresh Status.

Reporting

New Report

1. Give the report a **Title**.
2. Select the **Report Type**.
3. Click **Next**.
4. Fill in your desired criteria for the report.
5. Click **Submit** and then the report will be created.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the [More](#) options.

1. Report Description

1. Title:*

2. Criteria

2. Report Type:*

3. Description:

4. Time zone: IET

5. Language: English

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click **Submit**. To exit without saving changes or running this report, click **Exit**.

1. Report Description

2. Criteria

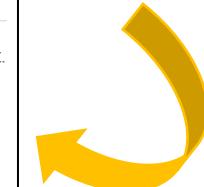
Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 15 Mar 2019 [Select](#) To 22 Mar 2019 [Select](#)

3. Next Exit

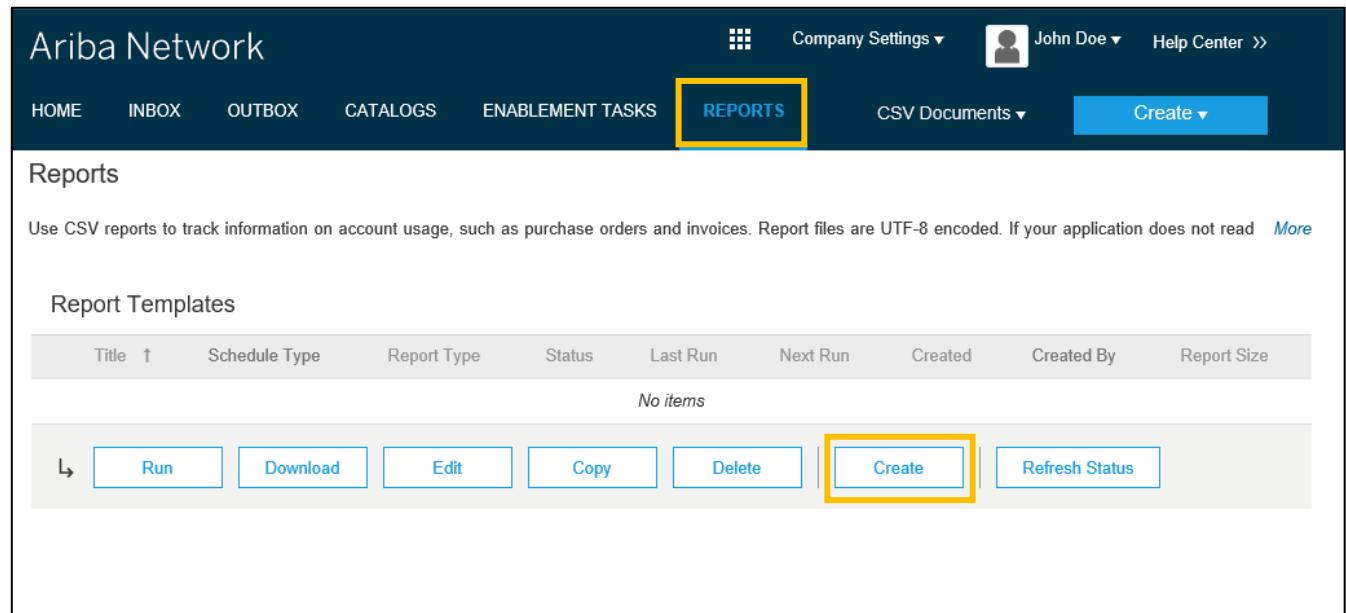
4. 5. Previous Submit Exit



Download Invoice Reports

Learn about Transacting

- Reports help provide additional information and details for transactions on the Network in a comprehensive format. Reports can be created by Administrator or User with appropriate permissions.
- **Invoice** reports provide information for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice** reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

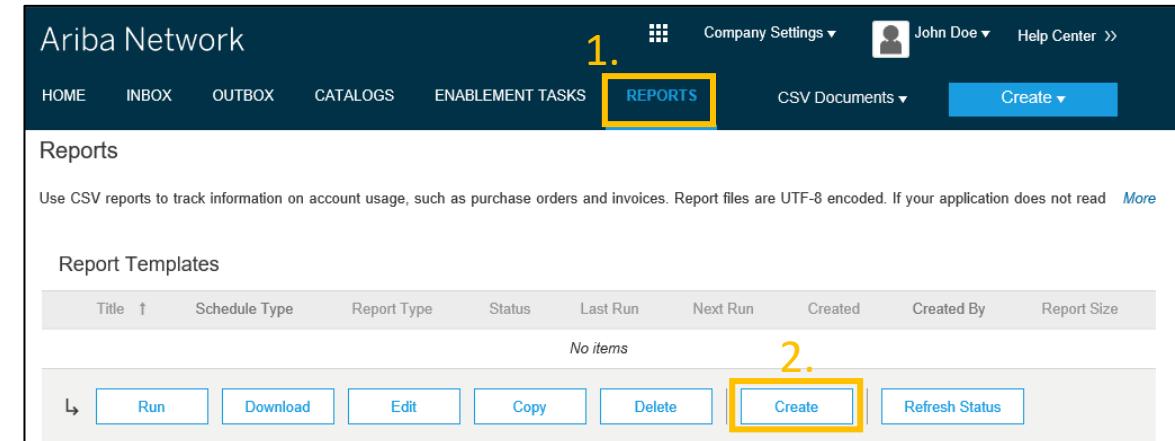


The screenshot shows the Ariba Network interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. The REPORTS link is highlighted with a yellow box. To the right of the navigation are links for Company Settings, User Profile (John Doe), and Help Center. Below the navigation is a section titled 'Reports' with a sub-instruction: 'Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)'. Under this, there is a 'Report Templates' table with columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A message 'No items' is displayed. At the bottom of the table are buttons for Run, Download, Edit, Copy, Delete, Create (which is also highlighted with a yellow box), and Refresh Status.

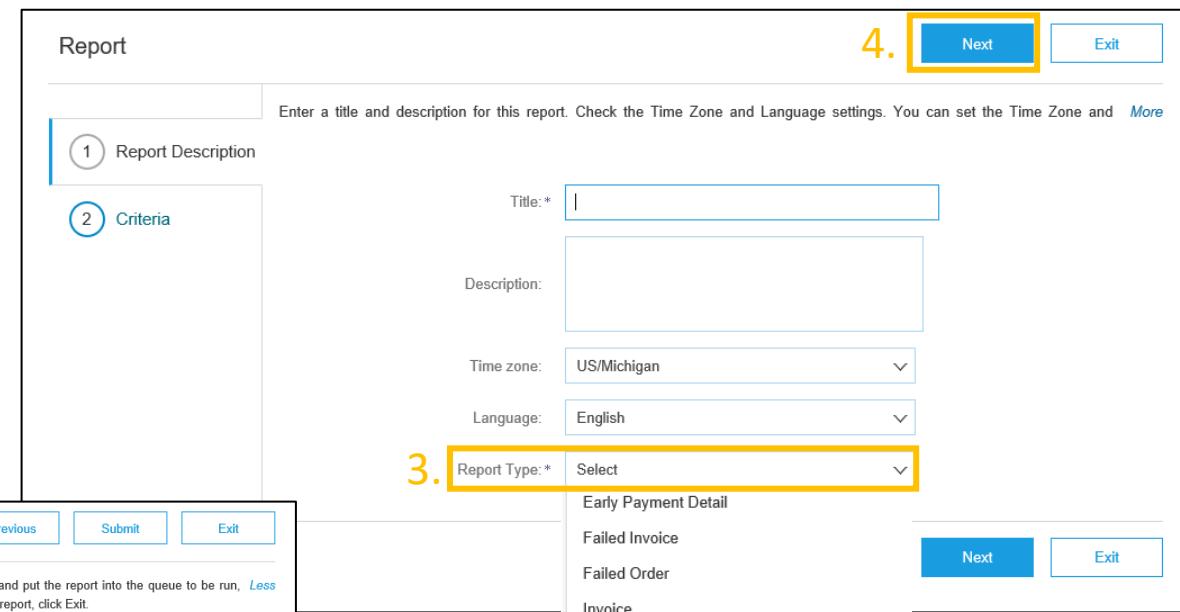
Creating Invoice Reports

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter required information. Select an **Invoice report type**: **Failed Invoice** or **Invoice**.
4. Click **Next**.
5. Specific **Customer** and **Created Date** in Criteria.
6. Click **Submit**.
7. You can view and download the report in CSV format when its status is Processed.

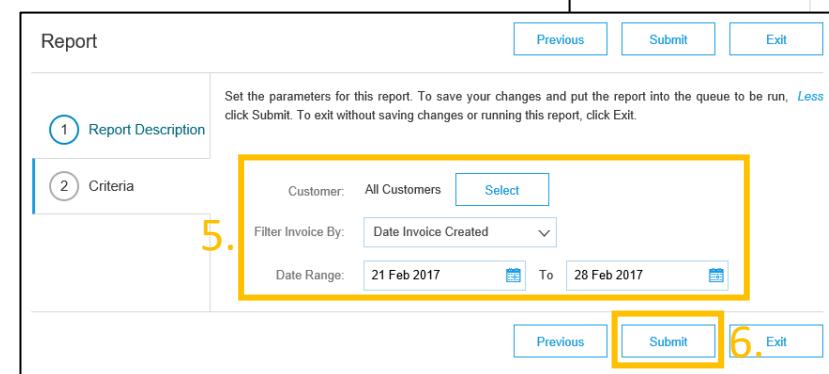
For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.



The screenshot shows the Ariba Network interface with the 'REPORTS' tab selected (step 1). Below the tabs, a section titled 'Report Templates' is displayed with a table header and a message 'No items'. At the bottom of this section are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', and 'Create' (step 2, highlighted with a yellow box). To the right of the table, there is a 'Refresh Status' button.



The screenshot shows the 'Report' creation page. On the left, there are two tabs: 'Report Description' (step 1) and 'Criteria' (step 2). On the right, there are fields for 'Title' (step 4, highlighted with a yellow box), 'Description', 'Time zone' (set to 'US/Michigan'), and 'Language' (set to 'English'). A dropdown for 'Report Type' (step 3, highlighted with a yellow box) is open, showing options like 'Early Payment Detail', 'Failed Invoice', 'Failed Order', 'Invoice', 'Order Summary', 'Payment Transactions', 'Order', 'Remittance Advice Details', 'SCF Trade Details Reports', 'Tax Book', and 'Time Sheet'. At the top right of the page are 'Next' and 'Exit' buttons (step 4, highlighted with a yellow box).



The screenshot shows the 'Report' creation page with the 'Criteria' tab selected (step 2). It includes fields for 'Customer' (set to 'All Customers' with a 'Select' button), 'Filter Invoice By' (set to 'Date Invoice Created'), and 'Date Range' (set to '21 Feb 2017' to '28 Feb 2017'). At the bottom are 'Previous', 'Submit' (step 6, highlighted with a yellow box), and 'Exit' buttons.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoices archives. If you wish to utilize it, follow the below steps:

1. From the **Company Settings** dropdown, select **Electronic Invoice Routing**.
2. Select the **Tax Invoicing and Archiving** tab.
3. Scroll to **Invoice Archival** and click the link **Configure Invoice Archival**.
4. Select the **frequency**, check **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to automatically deliver archived zip files to you, also enter an Archive Delivery URL. Otherwise, you can download invoices from your Outbox > Archived Invoices.
 - Note: After **Archive Immediately** is checked, you can either stop it or update the frequency anytime.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-term Document Archiving** for an integrated archiving solution.

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Daily, Biweekly, and Monthly invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option.

Configure Invoice Archival

3.

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Daily, Biweekly, and Monthly invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option.

Twice Daily

Daily

Weekly

Biweekly

Monthly

Archiving Start Time: 11 : 0 AM PM Etc/GMT [?](#)

Archive Immediately

Start

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option

Long-Term Document Archiving

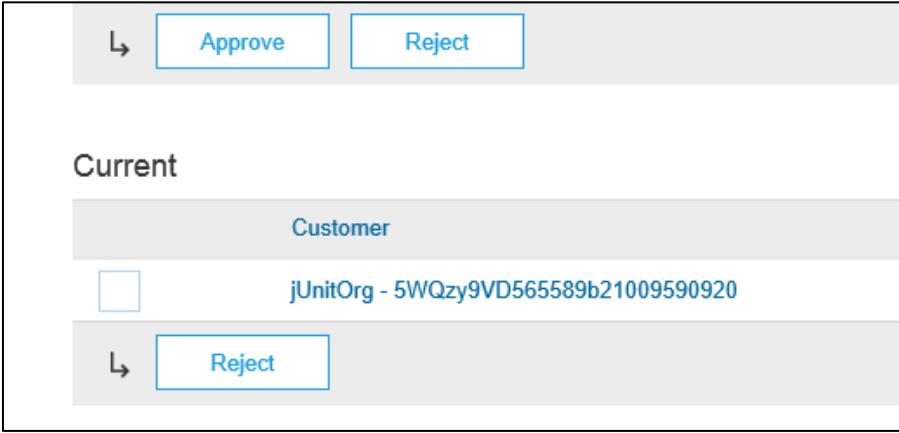
Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your organization. You can view and download the archived invoices from the Document Archive > Archived Documents page for the organization.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

Review Georgia-Pacific Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via supplier.ariba.com
2. Select the **Company Settings** dropdown and under **Account Settings**, click **Customer Relationships**.
3. A list of your customers will be displayed. Click on **Georgia-Pacific**.
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.



Company Settings ▾

SMO Supplier 1
ANID: AN01
Standard Package

Company Profile

Service Subscriptions

1. Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Georgia-Pacific LLC Ariba Network Adherence Policy

Georgia-Pacific (GP) is transforming our procure-to-pay processes by partnering with SAP Ariba to fulfill our vision of moving away from paper and manually transmitted documents. In support of streamlining processes and creating transactional efficiencies, Georgia-Pacific has established an Ariba Network Adherence Policy defining how to execute the various processes utilizing the portal. The expectations are detailed on the subsequent pages and supplier adherence to these policies will be tracked. Any exceptions to this policy must be approved by the corresponding GP Purchasing or Sourcing Manager and the Georgia-Pacific Supplier Enablement team.

Questions related to the Adherence Policy can be directed to the Georgia-Pacific Supplier Enablement team (GP_Supplier_Enablement@gapac.com).

Order Confirmation Adherence Policy

- Within 48 business hours of receipt of a GP Purchase Order (PO) through the Ariba Network, the supplier must acknowledge receipt of the PO and either (i) accept the PO or (ii) notify GP of any reason(s) why the supplier cannot fulfill the PO as issued. POs not confirmed in a timely manner will be assumed to be accepted by supplier without modification and subject to cancellation by GP.
- The supplier will not be able to submit an invoice unless an Order Confirmation has been submitted.

Order Confirmation: Price

- The supplier must confirm the correct unit price of the item via Ariba. GP will work with the supplier to resolve any discrepancies as quickly as possible.
- Any discrepancy between the price set forth in the supplier's invoice and the price set forth in the PO will result in payment of the price set forth in the PO.

Order Confirmation: Quantity

- The supplier must confirm the correct quantity of the item via Ariba. GP will work with the supplier to resolve any discrepancies as quickly as possible.

Order Confirmation: Delivery Dates

- Apart from expedite situations, the supplier must confirm the estimated delivery date (EDD) via Ariba. EDD's are expected to be entered with every order confirmation and should reflect when the item should arrive, not when it is shipped. GP will work with the supplier to resolve any discrepancies as quickly as possible.

Order Confirmation: Order Rejection

- In the event that the supplier needs to reject an order (or partial order) because the supplier is unable to fulfill, it is the supplier's responsibility to communicate directly with the Georgia-Pacific buyer. Order (or partial order) rejections are the *only acknowledgement communications* that should take place outside of the Ariba Network. Once the reason for rejection has been discussed, the buyer will then take the appropriate action based on rejection reason. If the PO needs to be updated, the buyer's change will then be reflected on the PO in Ariba.
- Some reasons that suppliers may need to reject include but are not limited to:
 - Good cannot be supplied by supplier and a substitution is needed
 - Good out of stock
 - Good is discontinued or obsolete
 - Good on backorder
 - Unit of Measure to be invoiced does not match Unit of Measure on PO

Order Confirmation: Additional Changes

- It is the supplier's responsibility to confirm and make changes (if needed) in Ariba. If additional changes need to be made after the original confirmation is sent, it is the supplier's responsibility to submit an additional order confirmation with the changes.

Invoicing Adherence Policy

- As noted in the [Order Confirmation Adherence Policy Section](#), the supplier will not be able to submit an invoice unless an Order Confirmation has been submitted.
- Invoices must be submitted through the Ariba Network to process for payment. If an invoice is submitted outside the Ariba Network, it will be automatically voided.
- If Tax, Shipping, or Special Handling/Miscellaneous Charges need to be added to the invoice, the charges should be included at the invoice header level and must include a comment detailing the charge. If these charges are not placed at the header level, and/or do not have comments associated, they will not be accepted or processed.
- All invoices must contain a valid PO Number. Invoices without PO numbers will not be accepted or processed.
- A new and unique invoice number must be provided for each invoice. Georgia-Pacific will reject duplicate invoice numbers unless *resubmitting* an invoice that has been marked in Failed or Rejected status on the Ariba Network.
- If the supplier is having trouble invoicing in the Ariba Network for technical reasons, it is expected that the Supplier contact the SAP helpdesk. The helpdesk is accessible via THE supplier's Ariba supplier portal.

Transition/Interim Process Adherence Policy

- POs issued to a supplier before their Go-Live date will not be uploaded to the Ariba Network and therefore the invoices for these POs will not be processed through Ariba. Invoices for the POs sent to a supplier prior to their Ariba Network usage should be submitted via the same process that was conducted prior to transitioning. Georgia-Pacific will provide you with the open POs that should be invoiced manually.

Ariba Account Expectations Adherence Policy

- Georgia Pacific requires all suppliers to have a group email box for PO retrieval. This decreases the likelihood of PO's failing since employee turnover will not affect a group email box. Georgia Pacific recommends that at least 2 employees have access to the mailbox to further mitigate potential issues.
 - If for some reason the group mailbox needs to be changed, it is the supplier's responsibility to maintain accurate information and update directly in Ariba.
- If the supplier upgrades or downgrades their Ariba account, it is expected that the Supplier lets Georgia-Pacific know of this change.

Education Adherence Policy

- After the formal onboarding process with Georgia-Pacific is completed, the supplier is expected to know how to submit order confirmations in Ariba. If new resources start at the supplier's company, it is the supplier's responsibility to educate the new employees on how to use Ariba and what is expected. If further assistance is needed, suppliers can utilize the following:
 - The supplier informational portal inside the Supplier's Ariba account
 - The quarterly refresher trainings provided by Georgia-Pacific
 - The SAP helpdesk inside the Supplier's Ariba Portal

Questions and Assistance

- Questions related to the Adherence Policy can be directed to the Georgia-Pacific Supplier Enablement team (GP_Supplier_Enablement@gapac.com).
- Questions related to Ariba Processes that are *non-technical* can be directed to the Georgia-Pacific Supplier Enablement team (GP_Supplier_Enablement@gapac.com).
- Questions related to Payment Inquiries can be directed to the Georgia-Pacific Accounts Payable Customer Support group (GPAPservice@acsap-it.com).