



## **Ariba Network for Roseburg Forest Products' Suppliers**

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## Introduction to Ariba

To fulfill our vision of moving to a paperless processing environment, we have partnered with Ariba Network, a leading global provider of collaborative business commerce solutions, to launch a new accounts payable automated application. Ariba Network is a secure, global platform for exchanging business transactions such as purchase orders, invoices and payments.

When you register for a Light Account on Ariba Network you can continue receiving and sending documents to and from Roseburg Forest Products free of charge!

What is a Light Account?

Light Account on Ariba gives you a fast, free way to do business with your customer via interactive emails. Roseburg will transmit our POs to you via your account and request you to invoices us electronically through your account.

What does this mean for you?

Transacting on Ariba Network via a free light account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

What are the benefits?

Light account provides access to quickly transact with Roseburg Forest Products for free and get paid faster. You will receive updates when your invoices are approved and paid.

For more information and an instructional video demonstrating a light account on the Ariba Network and its features and benefits please visit the below link!

<https://www.ariba.com/resources/library/library-pages/ariba-network-light-account>

## Ariba Account Sign Up

You probably received an email alert from Ariba regarding either a PO, an invoice status or a payment initiation. Please click on the hyperlink in the email and it will route you to the Ariba sign in page. Click Sign Up. You will be signing up for a free light account with a trade relationship with Roseburg Forest Products. Please decide who should be the administrator of this account within your company or set this up with an email that multiple people have access to so any changes or updates can be made even if the administrator is out of the office. The administrator should be the one to follow the below set up process.

### Join your customer on Ariba Network!

Sign up

Already have an account? [Log in](#)

Provide the information marked with a (\*) for both the Company Information and User Account Information sections.

#### Company information

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Company Name:*	<input type="text"/>
Country:*	United States [USA] <input type="button" value="v"/>
Address:*	Line 1 <input type="text"/>
	Line 2 <input type="text"/>
	Line 3 <input type="text"/>
City:*	<input type="text"/>
State:*	Oregon <input type="button" value="v"/>
Zip:*	<input type="text"/>

#### User account information

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Name:*	First Name <input type="text"/>	Last Name <input type="text"/>
Email:*	<input type="text"/>	
	<input checked="" type="checkbox"/> Use my email as my username	
Username:*	<input type="text"/>	
Password:*	Enter Password <input type="text"/>	
	Repeat Password <input type="text"/>	
Language:	English <input type="button" value="v"/>	
Email orders to:*	<input type="text"/>	

## Make sure to agree to the terms of use and then click register!

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

Select the role that most closely matches with the role of whoever will be your account administrator and the Continue to the Ariba Network.

**What is your primary business role in your company?** Selecting a role will help us provide you with a better experience.

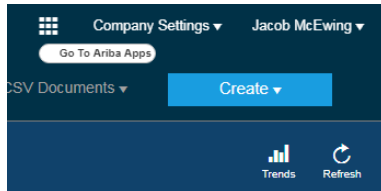
You can change your business role at any time on the My Account page.

## Note:

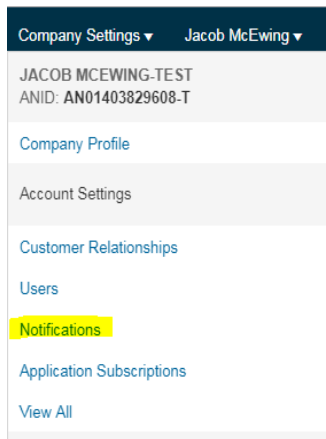
Do not select the “Upgrade Now” button on the home page of Ariba as it is an agreement to sign up for a Full Use account which does charge a fee.

## Notification Changes – Email Routing

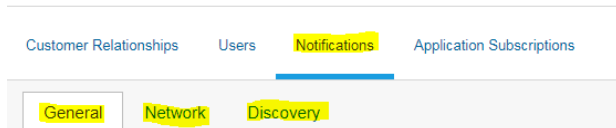
In order to change who is receiving the emails from Ariba regarding things such as orders and payment select Company Settings.



In the drop down select notifications.



There will be three tabs (General, Network and Discovery). Flip through each to see all email notifications that will be sent to the email you see on file on the right of each line.



In order to choose if you would like to receive this type of notification check or uncheck the box on the far left of each line. The email that you have in the field on the right will determine who will receive that notification. We recommend a group email that is accessible by more than one person. Up to three emails can be added to this field.

### Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text" value="jacobmc@rfpco.com"/>
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text" value="jacobmc@rfpco.com"/>
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text" value="jacobmc@rfpco.com"/>

## Home Screen Overview

The below screen is what you will see if you log into the direct website link instead of through an email sent to you by Ariba.

<https://service.ariba.com/Supplier.aw/128528085/aw?awh=r&awssk=yc7qrxhZ&dard=1>

**Ariba Network** Test Mode Upgrade from light account Learn More

HOME INBOX OUTBOX CATALOGS REPORTS

Orders, Invoices and Payments All Customers ▾ Last 50 Documents ▾

4 New Purchase Orders | 1 Orders that Need Attention | 0 Invoices Rejected | 1 Payments Received | 8 Invoices Pending Approval | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
111345203	Roseburg Forest Products - TEST	New	\$500.00 USD	19 Jun 2018	\$0.00 USD	Select ▾
111345103	Roseburg Forest Products - TEST	New	\$125.00 USD	19 Jun 2018	\$0.00 USD	Select ▾
111345003	Roseburg Forest Products - TEST	New	\$125.00 USD	19 Jun 2018	\$0.00 USD	Select ▾
111338203	Roseburg Forest Products - TEST	New	\$373.65 USD	23 May 2018	\$0.00 USD	Select ▾

Please make sure to select your range as Last 50 Documents. This will ensure you see the most complete and accurate information on the home page.

Last 14 days ▾ N

- Last 24 hours
- Last 7 days
- ✓ Last 14 days
- Last 31 days
- Last 50 Documents

By selecting more and then Manage Default Tiles you will be able to choose which information is displayed on your home page.

4 New Purchase Orders | 1 Orders that Need Attention | 0 Invoices Rejected | 1 Payments Received | 8 Invoices Pending Approval | More...

0 New Early Payment Offers	9 Invoices Pending Payment	8 Invoices Pending Approval	0 Payments that Need Attention
0 Pinned Documents	5 Orders to Confirm	6 Orders to Invoice	6 Orders to Ship
0 Orders with Service Lines			

Manage Default Tiles

## Order Confirmation

You will receive an email from Ariba stating that a purchase order has been sent from your customer (Roseburg Forest Products). Click on the Hyperlink.

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">120000303</a>	Roseburg Forest Products - TEST	20 Jul 2018	Received
<a href="#">120000503</a>	Roseburg Forest Products - TEST	20 Jul 2018	Received
<a href="#">120000403</a>	Roseburg Forest Products - TEST	20 Jul 2018	Received

This will bring you to the login page of your Supplier Account on Ariba.



Supplier Login

Your company JACOB MCEWING-TEST is already registered.  
If you don't have a user account, request one now.

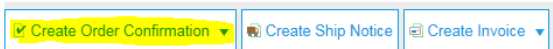
Your Name:

Password:

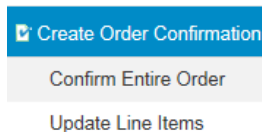
Having trouble logging in?

Once you are logged in you should automatically be on the page showing the options for action on that specific PO you selected from the email. Select Create Order Confirmation.

Purchase Order: 120000303



In the drop down you will have the option to confirm the entire order or to update the line items.



Confirm Entire Order

Update Line Items

Under Confirm Entire Order you will see the below screen. You can choose to add a confirmation number, but the only mandatory field is the Estimated Delivery Date. Once that is filled in you will be able to click Next. This will bring you to a confirmation update page. If everything looks correct click Submit.

▼ Order Confirmation Header \* Indicates required field

Confirmation #:

Associated Purchase Order #: 120000303

Customer: Roseburg Forest Products - TEST

Supplier Reference:

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SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: \*

Est. Tax Cost:

Comments:

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Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1000	2293926	2293926	25.00 (EA)	20 Aug 2018	\$10.75 USD	\$268.75 USD
	SWITCH LIMIT 1.5 INCH SWITCH ROCK LEVER CH					
	Current Order Status:					
	25.00 Confirmed As Is					



If you select Update Line Items you will be brought to a page where you can select, by line item, how many you confirm shipment for or if any amount is backordered or rejected.

## Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1000	2293926 SWITCH LIMIT 1.5 INCH SWITCH ROCK LEVER CH	2293926	25.00 (EA)	20 Aug 2018	\$10.75 USD	\$268.75 USD
<b>Current Order Status</b>						
<input checked="" type="radio"/> 25.00 Unconfirmed						
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	<a href="#">Details</a> ⓘ

You will need to select and Estimated Delivery Date. Once that is filled in you will be able to click Next. This will bring you to a confirmation update page. If everything looks correct click Submit.

## Invoicing Via Ariba - Standard PO

On the Ariba home page switch the PO time range from *Last 14 days* to *Last 50 Documents* so all POs are showing.

Orders, Invoices and Payments							All Customers ▾	Last 14 days ▾	Now ▾
3	0	0	0	4	...				
New Purchase Orders	Orders that Need Attention	Invoices Rejected	Payments Received	Invoices Pending Approval	More...				
Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced				
111345203	Roseburg Forest Products - TEST	New	\$500.00 USD	19 Jun 2018	\$0.00 USD				
111345103	Roseburg Forest Products - TEST	New	\$125.00 USD	19 Jun 2018	\$0.00 USD	Select ▾			
111345003	Roseburg Forest Products - TEST	New	\$125.00 USD	19 Jun 2018	\$0.00 USD	Select ▾		Update	

Find the PO that you are looking to invoice against. On the far right of that line you will see the work *Select* in blue. Click *Select* and then click *Send me a copy to take action*.

111345103	Roseburg Forest Products - TEST	New	\$125.00 USD	19 Jun 2018	\$0.00 USD	Send me a copy to take action
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In your email that is set up to receive POs you will see an email stating that a new purchase order was sent. Click *Process order*.

Roseburg Forest Products - TEST sent a new order

Your customer sent you this order through Ariba Network.

[Process order](#)

This should bring you to a new Ariba Screen and you will need to log in.

### Supplier Login

Your company JACOB MCEWING-TEST is already registered.  
If you don't have a user account, [request one now](#).

Having trouble logging in?

It should then route you to a page where you can create an order confirmation, a ship notice or an invoice. Click *Create Invoice*.

Purchase Order: 111345203 [Done](#)

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[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)
[Print](#)
[Download PDF](#)
[Download CSV](#)
[Resend](#)

---

**From:**  
ROSEBURG FOREST PRODUCTS  
3660 GATEWAY ST  
SPRINGFIELD, OR 97477  
United States  
Phone: +1 (541) 6793311

**To:**  
JACOB MCEWING-TEST  
3660 GATEWAY ST  
SPRINGFIELD, OR 97477  
United States  
Phone:  
Fax:  
Email: jacobmc@rfpco.com

**Purchase Order**  
(New)  
111345203  
Amount: \$500.00 USD  
Version: 1

Select *Standard Invoice*.

[Create Invoice](#)
[Print](#)

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[Standard Invoice](#)

[Credit Memo](#)

[Line-Item Credit Memo](#)

This will bring you to the page you will need to fill out in order to submit the invoice to Roseburg Forest Products. It lists the needed information in sections. The first is Invoice Header and it is broken into sub categories. Everything with a (\*) will need to be completed in order to submit the invoice.

On the Summary section you must complete the invoice number and invoice date fields. The invoice date can only be backdated up to 7 days.

#### Summary

Purchase Order: 111345203	Subtotal: \$500.00 USD
Invoice #*	Total Tax: \$0.00 USD
Invoice Date* 2 Jul 2018	Total Gross Amount: \$500.00 USD
Supplier Tax ID:	Total Amount without Tax: \$500.00 USD
Remit To: JACOB MCEWING-TEST	Total Net Amount: \$500.00 USD
SPRINGFIELD, OR	Amount Due: \$500.00 USD
United States	
Bill To: ROSEBURG FOREST PRODUCTS	
SPRINGFIELD, OR	
United States	

If there is no tax on the invoice select “remove”; otherwise complete the tax section and continue.

#### Tax

Header level tax  Line level tax

Category* Sales Tax	Taxable Amount: \$500.00 USD	Remove
Location:	Tax Rate Type:	
Description:	Rate(%):	
Regime:	Tax Amount:	

If you need to include any shipping costs (Freight, pallet charges, fuel surcharges, miscellaneous shipping fees, etc...) click *Add to Header* and select *Shipping Cost*.

Add to Header ▾


- Tax
- Shipping Cost
- Shipping Documents
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

This will add a section to the Invoice Header that you can use to include all charges for shipping related expenses. These expenses should not be added in the Line Items section.

#### Shipping Cost

Shipping Amount:  Shipping Date:

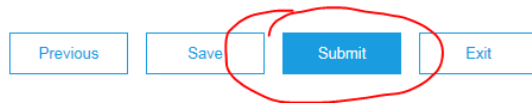
In the Line Items section, you will see that the PO has populated everything on the order. If you are invoicing for the exact quantities and prices as on the original PO, then no changes are required. If you are invoices for different quantities or prices, change the details. Make sure all lines you are invoicing for are switched to the green include side of the toggle.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1000		MATERIAL	<input type="text" value="2020338"/>	BUSHING HUB 1610 TYPE S WELD ON HUB MARTIN	<input type="text" value="2020338"/>	<input type="text" value="500"/>	<input type="text" value="EA"/>	<input type="text" value="\$0.75 USD"/>	\$375.00 USD

If everything in the Line Items section looks like it matches what you are trying to invoice for you can click Next.



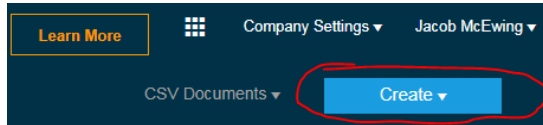
This will bring you to a page where you can review all information and make sure it matches what you are looking to invoice. Once validated click Submit.



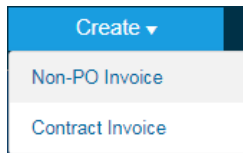
You will then be given the option to print your invoice or exit.

## Invoicing Via Ariba – Contract Invoice

You will know to submit a contract invoice if you have previously been contacted by your purchasing agent and notified. You will be given a contract number usually beginning with “C”. On the homepage of Ariba after logging in you will see a Create Button on the top right side of the screen. Click Create.

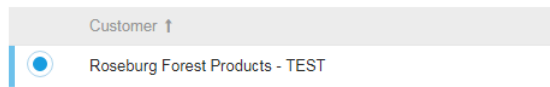


In the dropdown select Contract Invoice.



This will then route you to a page where you can select Roseburg Forest Products as your trading partner. When this is selected, click Next.

Customer Name:



On this new page click Select.

Contract: \* (no value) [ [select](#) ]

Choose the contract that this invoice should go against and click Done.

Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status	
C324	2018 TESTING CONTRACT #2 JACOB MCEWING	Tue, 1 May, 2018	Mon, 31 Dec, 2018	Open	<input type="button" value="Select"/>
C327	Jacob McEwing - test term vendors	Fri, 1 Jun, 2018	Mon, 31 Dec, 2018	Open	<input type="button" value="Select"/>
C332	test contract requester	Mon, 1 Jan, 2018	Mon, 31 Dec, 2018	Open	<input type="button" value="Select"/>

Fill out all fields marked by a (\*) and also be sure to select a Ship To address.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract \* (no value) [ select ]

Invoice # \*

Invoice Date \*

Sold To Email:

Payment Terms: (no value) [ select ]

incoTermDesc:

freightBillNo:

carrierAssignedCode:

Ship From: JACOB MCEWING

Ship To: (no value) [ v ]

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category \*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

One you reach the Line items section, click Add Items.

Line Items

Insert Line Item Options

Tax Category:

<input type="checkbox"/>	No.	No.	Include	Type
<p>↳ <input type="text" value="Line Item Actions"/> <input type="text" value="Add Items"/></p>				

This will bring you to a page that will either list items or allow you to create a non-category item to add to the line items section of the invoice.

\$125.00 USD / Each

Qty:

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\$125.00 USD / month

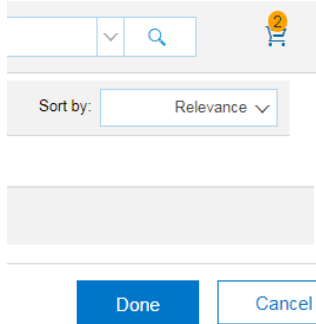
Qty:

---

\$500.00 USD / Each

Qty:

Once you have selected the items make sure that they appear in your cart. If they do, click done.



Once they have been added to the line item section select the line item and click change item to add the cost of the line item.

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	C324-2_FeelItem

Ship From: JACOB MCEWING  
SPRINGFIELD, OR  
United States

Shipping

Shipping Cost      Shipping Amount: \* \$0.00 USD

Additional Fields      billOfLadingNo:

↳

Before clicking done, click update amount and then done.

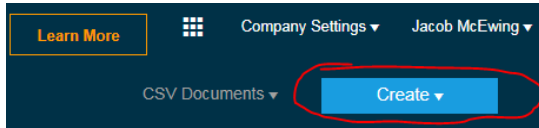
If everything in the Line Items section looks like it matches what you are trying to invoice for you can click Next.

This will bring you to a page where you can review all information and make sure it matches what you are looking to invoice. Once validated click Submit.

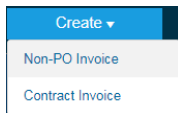
You will then be given the option to print your invoice or exit.

### Invoicing On Ariba – Non-PO Invoice

Please reach out to your purchasing agent before submitting your invoice as a Non-PO. They will confirm that you should submit your invoice as a Non-PO if you have not received a PO number. On the homepage of Ariba after logging in you will see a Create Button on the top right side of the screen. Click Create.



In the dropdown select Non-PO Invoice.



Set your customer as Roseburg Forest Products and Invoice Type as Standard Invoice.

For a trading relationship already on Ariba Network

Customer:

Type of Invoice:  Standard Invoice  Credit Memo

Complete all fields marked by a (\*).

▼ Invoice Header

Summary

Invoice #:\*

Invoice Date:\*

Supplier Tax ID:

Remit To: JACOB MCEWING-TEST  
SPRINGFIELD, OR  
United States

Bill To:

Complete or remove the tax section depending on location.

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Remove



In the line items section select add item and the category of the material or service. Complete the prompted information and click Add Item.

Line Items

Insert Line Item Options

Tax Category:   Discount

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #
No item selected							

Line Item Actions  

- Add General Service
- Add Labor Service
- Add Material

If everything in the Line Items section looks like it matches what you are trying to invoice for you can click Next.

This will bring you to a page where you can review all information and make sure it matches what you are looking to invoice. Once validated click Submit.

You will then be given the option to print your invoice or exit.

## Payments

Once your invoice is in the system and all the approvals have been completed you will receive an email like the one below stating that your invoice is set to be paid per your company's terms on a certain scheduled payment date. If this looks correct there is no action needed.

**Important! -- New payment plan has been received.**

Dear JACOB MCEWING ARIBA TEST ACCOUNT-TEST

Roseburg Forest Products - TEST has approved the referenced invoice. The summary terms of this offer can be seen below, with the full details in your Ariba Network account.

Payment Details

Customer: **Roseburg Forest Products - TEST**  
 Amount Due: **\$625.00 USD**  
 Scheduled Payment Date: **15 Aug 2018**  
 Payment Proposal ID: **4000020PV**  
 Invoice : **01**  
 Original Amount: **\$625.00 USD**  
 Adjustment:  
 Payment Method:  
 Status: **Scheduled**

You will also receive an email like the one below stating that there is an Early Payment Offer. This means there is an opportunity to receive the payment sooner at a discounted amount. Select the blue View Your Early Payment Offer and log into your account. If you are not interested in an early payment offer, you can ignore this email and the payment will go out as scheduled per your terms. If you wish to not receive these notifications, please turn off this notification type in your notification settings.

**Important! -- New Dynamic Early Payment Offer from Roseburg Forest Products - TEST, Invoice # 01**

Dear JACOB MCEWING ARIBA TEST ACCOUNT-TEST

Roseburg Forest Products - TEST has approved the invoice referenced above and we are offering you the opportunity to be paid immediately, or on the day of your choosing. The summary terms of this offer can be seen below, with the full details in your Ariba Network account. To review and accept this early payment offer, log in to your account at [supplier.ariba.com](http://supplier.ariba.com). Then, open your Inbox and go to "Early Payments" to review the offer details and choose your payment date.

Offer Details

Roseburg Forest Products - TEST, ANID # AN01052071318-T , is offering to pay you immediately for the invoice referenced below at the following terms:

Original Amount:	<b>\$625.00 USD</b>
Discount Amount:	<b>\$2.88 USD</b>
Adjustment:	
Amount Due:	<b>\$622.12 USD</b>
Payment Method:	
Proposed Payment Date:	<b>8 Aug 2018</b>
Payment ID:	<b>4000020PV</b>
Invoice:	<b>01</b>
Status:	<b>Scheduled</b>

**View early payment offer**

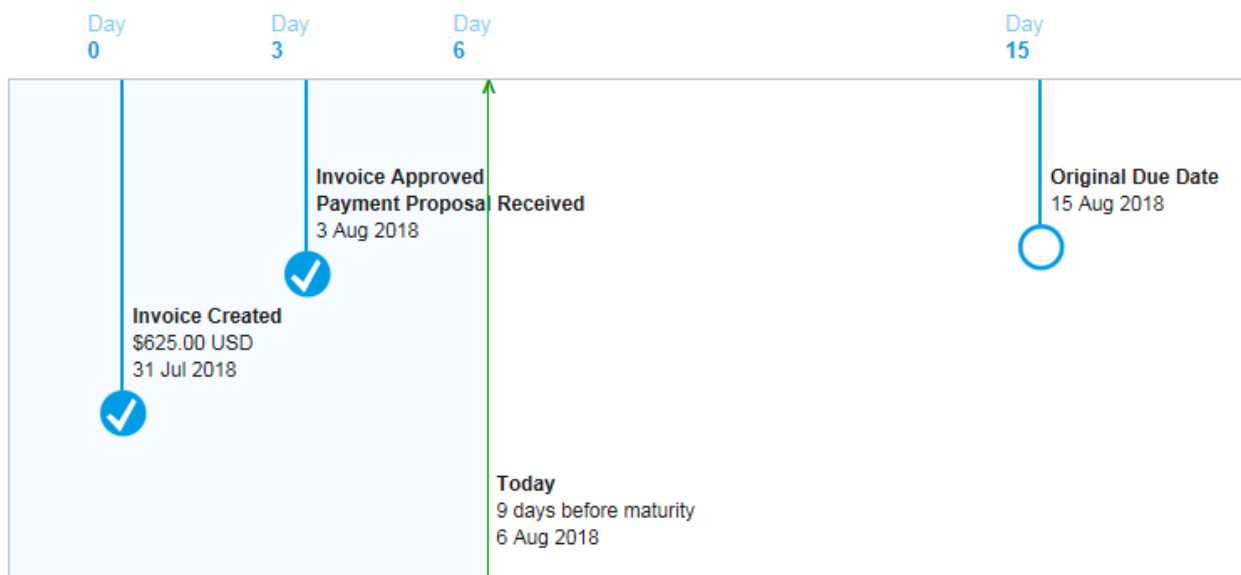
You will be brought to a page that looks like this. You will be able to see a payment date, date you would be paid as well as the discount percentage and amount. You DO NOT have to select or agree to an early payment offer. If you would like to receive payment sooner, you would select a line and click Accept Early Payment Offer.

Select the date on which you want to be paid

Payment Date ↑	Settlement Date	Scheduled Payment Date	Discount%	Discount Amount	Settlement Amount
<input type="radio"/> 6 Aug 2018	8 Aug 2018	15 Aug 2018	0.46	\$2.88 USD	\$622.12 USD
<input type="radio"/> 7 Aug 2018	9 Aug 2018	15 Aug 2018	0.40	\$2.47 USD	\$622.53 USD
<input type="radio"/> 8 Aug 2018	10 Aug 2018	15 Aug 2018	0.33	\$2.05 USD	\$622.95 USD
<input type="radio"/> 9 Aug 2018	13 Aug 2018	15 Aug 2018	0.13	\$0.82 USD	\$624.18 USD

On this page you will also see a timeline that shows the payment schedule with or without acceptance of an early payment offer.

**Payment Timeline**



Once payment has been made you will be able to view the details under Payments Received on the home page of Ariba. It will show you payment reference number as well as the date it was paid, amount and if there was any discount taken.

Transaction #	Customer	Payment Date	Method	Payment Ref #	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
748275-786039	Roseburg Forest Products - TEST	12 Jun 2018	Check	933946	\$1,000,000.00 USD	\$0.00 USD	\$0.00 USD	\$1,000,000.00 USD		Paid	Sent

**Contact for Assistance and Issues**

**Accounts Payable Analyst, 541-679-2124, RoseburgAriba@rfpco.com.**

**Ariba Customer Support: 1-800-974-4899**

- **Locked out of account**
- **Need to change administrator**