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Ariba Network – Standard Account Submitting Invoices for Ralph Lauren

INTERNAL

Submitting Invoices for Ralph Lauren

- [Submitting PO Invoices](#)
- [Submitting Non-PO Invoices](#)

Submitting PO Invoices for Ralph Lauren

- Begin the process of creating an Invoice by locating the Purchase Order sent to your email address
- Click **“Process Order”** to Log In to your Ariba Network Standard Account, and begin the Invoicing process

The screenshot shows an email client interface. At the top, the sender is identified as "Ralph Lauren - TEST" with the email address <ordersender-prod@ansmtp.ariba.com>. The recipient is listed as "To: Myers, Travis". On the right side, there are three action buttons: "Reply", "Reply All", and "Forward". The date and time of the message are "Mon 5/25/2020 9:". Below the header, there is an information icon and a note: "If there are problems with how this message is displayed, click here to view it in a web browser. We could not verify the identity of the sender. Click here to learn more." A file attachment is shown with a Microsoft Edge icon, the filename "9000109268.htm", and a size of "21 KB". The main body of the email contains the following text: "Ralph Lauren - TEST sent a new order". Below this, there is a warning in orange text: "If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well." This is followed by the text: "Your customer sent you this order through Ariba Network." The Ralph Lauren logo is displayed in a serif font, with the text "TEST ORDER - DO NOT FULFILL !" in red below it. At the bottom right of the email content, there is a blue button with the text "Process order".

Submitting PO Invoices for Ralph Lauren

- If you cannot locate your original interactive email containing the “Process Order” button, you also have the ability to resend yourself a copy
- After logging into your account, on the Home Tab you will see an “Orders, Invoices and Payments” dashboard. Depending on when the PO you’re looking to invoice was originally sent, you may need to adjust the dashboard filters (see recommended settings below)
- There are a number of different tiles on the dashboard where you can navigate to locate the PO based on its status and once you have you can then choose “Select” > “Send me a copy to take action” which will trigger a new “Process Order” email

Orders, Invoices and Payments

Ralph Lauren: Last 200 Documents

0 New Purchase Orders | 0 Orders to Confirm | 0 Orders that Need Attention | 2 Purchase Orders

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4200224647	Ralph Lauren	Invoiced	\$1,995.00 USD	11 Sep 2020	\$1,995.00 USD	Select
4200180812	Ralph Lauren	Invoiced	\$3,992.00 USD	23 Jun 2020	\$3,992.00 USD	Select

Send me a copy to take action

Submitting PO Invoices for Ralph Lauren

- This will take you to the Purchase Order Details page which will include all of the details associated with the PO
- After reviewing the details and have confirmed that everything is correct, you can then select “Create Invoice > “Standard Invoice”

Purchase Order: 9000099850 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

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

[Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

[Order Detail](#) [Order History](#)

RALPH LAUREN

TEST ORDER - DO NOT PLACE!

From:
Ralph Lauren
Attn: Accounts Payable Dept
PO Box 35868
GREENSBORO, NC 27425-5868
United States

To:
RALPH LAUREN TEST SUPPLIER - TEST - TEST
50 BROADWAY
Hawthorne, NY 10001
United States
Phone:
Fax:
Email: Shradha.Trivedi@ralphlauren.com

Purchase Order
(New)
9000099850
Amount: \$ 8,750.00 USD
Version: 1

Payment Terms ⓘ
NET-45 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: To view Ralph Lauren Terms and Conditions on Purchase Order, go to <http://press.ralphlauren.com/termsinomech.html>

Other Information
Title: Photoshoot Black Friday
Company Code: 1000
Purchasing Unit Name: PU01
[View more >](#)

Ship All Items To
RALPH LAUREN
650 MADISON AVENUE
NEW YORK, NY 10022
United States
Ship To Code: 78558 1000
Phone: +1 (201) 5316333
Email: nobody@arantpa.ariba.com

Bill To
Ralph Lauren
Attn: Accounts Payable Dept
PO Box 35868
GREENSBORO, NC 27425-5868
United States

Deliver To
Rachal Truehart
RALPH LAUREN

Line Items [Show Item Details](#)

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	Details
	Model Jessica Jones							
2	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	Details
	Model Mary Smith							
3	Not Available	Material		5 (EA)	30 Nov 2019	\$450.00 USD	\$2,250.00 USD	Details

Submitting PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will reflect all of the line items included and any additional charges applied
- Note: Required fields will be noted with an asterisk (*)
- The first two required fields are:
 - Invoice #
 - Invoice Date (will automatically populate the current date, but can be backdated up to 45 days)

Create Invoice

Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order:	9000099850
Invoice #:	*
Invoice Date:	7 Oct 2020
Service Description:	
Supplier Tax ID:	
Remit To:	208 CHAPEL STREET
	NEWTON , MA United States
Bill To:	Ralph Lauren
	GREENSBORO , NC United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$8,750.00 USD
Total Net Amount:	\$8,750.00 USD
Amount Due:	\$8,750.00 USD

View/Edit Addresses

Submitting PO Invoices for Ralph Lauren

- The next required fields will be under the “Tax” section
- The tax “Category” will automatically be set to “Sales Tax” – this can be left as is
- The “Taxable Amount” is a reflection of the line items included on the invoice (but can be edited as needed)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
- If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: *	Sales Tax	▼
Location:	<input type="text"/>	
Description:	<input type="text"/>	
Regime:	<input type="text"/> ▼	

Taxable Amount:	\$8,750.00 USD
Tax Rate Type:	<input type="text"/>
Rate(%):	8
Tax Amount:	\$700.00 USD

Submitting PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
 - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA
United States

Email:* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

Add to Header ▼

Submitting PO Invoices for Ralph Lauren

- An “*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

*Attachments

The total size of all attachments cannot exceed 100MB

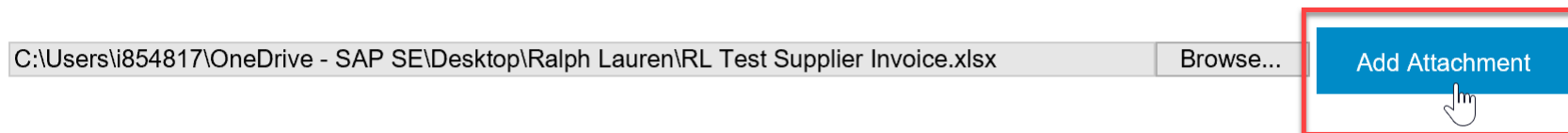


A screenshot of the SAP interface showing the Attachments section. It features a long, empty grey text input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A mouse cursor is positioned over the "Browse..." button.

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the Attachments section. The grey text input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A red rectangular box highlights the "Add Attachment" button, and a mouse cursor is pointing at it.

Submitting PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

↳ [Delete](#)

Submitting PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to review is the “Line Items” section
- The full amounts which were included on the PO will automatically be populated to be included on the invoice, so if you are only submitting a partial invoice at this time, you would just want to adjust the “Quantity” field and click Update which will adjust the subtotals present in the “Line Items” section as well as in the “Taxable Amount” field previously mentioned

Insert Line Item Options

Tax Category: Sales Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Jessica Jones		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Mary Smith		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Mark Truehart		<input type="text" value="5"/>	EA	\$450.00 USD	\$2,250.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 4	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Chris Smith		<input type="text" value="2"/>	EA	\$250.00 USD	\$500.00 USD
		Additional Fields	Color: <input type="text"/>						

Line Item Actions

Turn on Error Dump Hide/Show XML

Submitting PO Invoices for Ralph Lauren

- After adding any additional charges and making any necessary updates in the “Line Items Section” you can review the totals present at the top of the invoice creation screen to ensure everything is correct and then select “Next”

Create Invoice

Update Save Exit **Next**

Invoice Header * Indicates required field Add to Header ▾

Summary

Purchase Order: 9000099850

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: ▾

NEWTON , MA
United States

Bill To: Ralph Lauren

GREENSBORO , NC
United States

View/Edit Addresses

Subtotal:	\$8,750.00 USD
Total Tax:	\$700.00 USD
Total Gross Amount:	\$9,450.00 USD
Total Net Amount:	\$9,450.00 USD
Amount Due:	\$9,450.00 USD

Submitting PO Invoices for Ralph Lauren

- This will take you to a final review screen where you can again check that all details of the invoice are correct and select “Submit”

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TEST1234567	Subtotal: \$8,750.00 USD
Invoice Date: Wednesday 7 Oct 2020 8:47 AM GMT-04:00	Total Tax: \$700.00 USD
Original Purchase Order: 9000099850	Total Gross Amount: \$9,450.00 USD
	Total Net Amount: \$9,450.00 USD
	Amount Due: \$9,450.00 USD

REMIT TO: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 208 CHAPEL STREET NEWTON , MA 02458 United States Remit To ID: 0100029517:0100029517	BILL TO: Ralph Lauren Postal Address (Default): Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868 United States Address ID: 10000	SUPPLIER: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001 United States
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BILL FROM: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001	CUSTOMER: Ralph Lauren Postal Address: Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868
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Submitting PO Invoices for Ralph Lauren

- Once you've submitted your invoice, you will receive a confirmation email from the address ordersender-prod@ansmtp.ariba.com
- The confirmation email will have a PDF copy of the invoice you've just submitted attached for you reference
- Also in the email will be a "View Invoice" button which you can use to easily access the invoice in Ariba and monitor its status



View Invoice

- For more information on how to access and monitor the invoices you've submitted, please reference the Standard Account Home Screen & Dashboard guide here: <https://support.ariba.com/item/view/183805>
- For all documentation (guides/videos/support links) available to assist you as you transact on the Ariba Network, please reference the Ralph Lauren Standard Account Supplier Information Portal here: <https://support.ariba.com/item/view/193326>

Submitting Non-PO Invoices for Ralph Lauren

- Begin by logging into your Ariba Network Account
- In the upper right corner of the Home Tab, select “Create” > “Non-PO Invoice”

The screenshot displays the Ariba Network Home Tab interface. At the top, the 'Ariba Network' logo is on the left, and navigation links for 'Upgrade from standard account', 'Learn More', 'Company Settings', 'Travis Myers', and 'Help Center' are on the right. Below the logo, a navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. On the right side of this bar, there are dropdown menus for 'External Document' and 'CSV Documents'. A red box highlights the 'Create' dropdown menu, which is open, showing 'Non-PO Invoice' as the selected option. Below the navigation bar, the main content area is titled 'Orders, Invoices and Payments' and includes a summary of 'Purchase Orders', 'Invoices', 'Payments Received', and 'Pinned Documents'. A table below this summary shows columns for 'Invoice Number', 'Customer', 'Reference', 'Date', 'Amount', 'Invoice Status', and 'Action', with a message stating 'You do not have any Invoices.' On the right side of the interface, there is a mobile app promotion section with 'Now we're mobile.', 'Check it out.', and buttons for 'Download on the App Store' and 'ANDROID APP ON Google play'. Below this is a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%.

Submitting Non-PO Invoices for Ralph Lauren

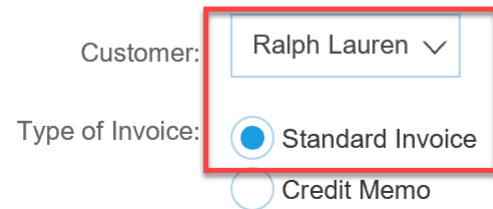
- On the following screen, select “Ralph Lauren” as your customer and “Standard Invoice” as your invoice type, then click “Next”
- If you do not see Ralph Lauren in the “Customer” dropdown or you are being prompted for a “Customer Code”, then you have not yet established a relationship with Ralph Lauren and should reach out to RL-Supplier-Enablement@ralphlauren.com

Create Non-PO Invoice



The screenshot shows the 'Create Non-PO Invoice' screen. On the right side, there are two buttons: a blue 'Next' button and a white 'Exit' button. The 'Next' button is highlighted with a red rectangular border.

For a trading relationship already on Ariba Network



The screenshot shows the 'For a trading relationship already on Ariba Network' screen. It features two main fields: 'Customer:' and 'Type of Invoice:'. The 'Customer:' field is a dropdown menu with 'Ralph Lauren' selected and a downward arrow. The 'Type of Invoice:' field has two radio button options: 'Standard Invoice' (which is selected) and 'Credit Memo'. A red rectangular border highlights both the 'Customer:' dropdown and the 'Standard Invoice' radio button.

Submitting Non-PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will remain \$0.00 until you add line items to the invoice (see slides 22-23)
- Note: Required fields will be noted with an asterisk (*)
- The first two required fields are:
 - Invoice #
 - Invoice Date (can be backdated up to 45 days)

Create Invoice

Update

Exit


Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Invoice #:	*	TEST123
Invoice Date:	*	31 Oct 2019 
Service Description:		
Supplier Tax ID:		

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

[View/Edit Addresses](#)

Submitting Non-PO Invoices for Ralph Lauren

- The next required fields will be under the “Tax” section
- The tax “Category” will automatically be set to “Sales Tax” – this can be left as is
- The “Taxable Amount” is a reflection of the line items you will be adding to the invoice
 - This field will be \$0.00 to start, but will update as line items are added to the invoice (see slides 22-24)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
 - If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax ▼

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$0.00 USD

Submitting Non-PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
 - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA
United States

Email:* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

Add to Header ▼

Submitting Non-PO Invoices for Ralph Lauren

- An “*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

*Attachments

The total size of all attachments cannot exceed 100MB

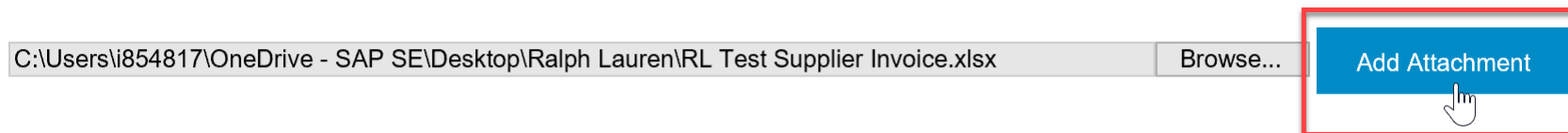


A screenshot of the SAP interface showing the Attachments section. It features a long, empty grey input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment".

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the Attachments section. The grey input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". The "Browse..." button is still present. The "Add Attachment" button is highlighted with a red rectangular border, and a mouse cursor is pointing at it.

Submitting Non-PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

[Delete](#)

Submitting Non-PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to populate is the “Line Items” section
- Begin by clicking the “Add” button and selecting “Add Material”
 - ”Add Material” will be the only available option and what you will want to select regardless of whether or not you are providing a good or a service

Line Items

Insert Line Item Options

Tax Category: Discount

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

↳

Submitting Non-PO Invoices for Ralph Lauren

- This will populate a new blank line item for which you can fill out the details as they are depicted on the invoice you attached
- The fields you will need to populate are:
 - **No.** – Put “1” for the first line item and continue on in that fashion if you need to add additional line items
 - **Description** – Feel free to give a brief description of the good or services you’re providing or instruct the reviewer to reference the invoice you’ve attached for more details
 - **Quantity** – This can be set to whatever is applicable to the details of your invoice
 - **Unit Price** – Can also be set to whatever is applicable to the details of your invoice
- After these fields have been populated you will want to select the “Update” button

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		See attachment for details		1	EA	1000	

↳ [Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Exit](#) [Next](#)

Submitting Non-PO Invoices for Ralph Lauren

- Selecting “Update” after adding line items will automatically recalculate the information in the totals at the top of the invoice as well as the information in the “Tax” section

Summary

Invoice #: * TEST123

Invoice Date: * 31 Oct 2019

Service Description:

Supplier Tax ID:

Remit To 271 North Shore Drive

PITTSBURGH , PA
United States

Bill To: **Ralph Lauren**

Greensboro , NC
United States

Subtotal:	\$1,000.00 USD
Total Tax:	\$50.00 USD
Total Gross Amount:	\$1,050.00 USD
Total Net Amount:	\$1,050.00 USD
Amount Due:	\$1,050.00 USD

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax

Location:

Description:

Regime:

Taxable Amount:	\$1,000.00 USD
Tax Rate Type:	
Rate(%):	5
Tax Amount:	\$50.00 USD

Submitting Non-PO Invoices for Ralph Lauren

- After you've populated all required fields you can then select the "Next" button in either the top right or bottom right corners
- This will take you to a review screen where you can check that all details of the invoice are correct and then select "Submit"

Create Invoice

[Previous](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TEST123
Invoice Date: Thursday 31 Oct 2019 11:09 PM GMT-04:00

Subtotal: **\$1,000.00 USD**
Total Tax: \$50.00 USD
Total Gross Amount: \$1,050.00 USD
Total Net Amount: \$1,050.00 USD
Amount Due: **\$1,050.00 USD**

REMIT TO:

Travis' Trucks

Postal Address:
271 North Shore Drive
PITTSBURGH , PA 15212
United States
Remit To ID: 1234567890_TUSD

BILL TO:

Ralph Lauren

Postal Address:
Accounts Payable Dept
PO Box 35868
Greensboro , NC 27425-5868
United States

SUPPLIER:

Travis' Trucks

Postal Address:
271 North Shore Drive
Pittsburgh , PA 15211
United States

BILL FROM:

Travis' Trucks

Postal Address:
271 North Shore Drive
Pittsburgh , PA 15211
United States

CUSTOMER:

Ralph Lauren

Postal Address:
625 Madison Ave
New York City , NY 10001
United States
Email: BuyerContact@RalphLauren.com

Submitting Non-PO Invoices for Ralph Lauren

- Once you've submitted your invoice, you will receive a confirmation email from the address ordersender-prod@ansmtp.ariba.com
- The confirmation email will have a PDF copy of the invoice you've just submitted attached for you reference
- Also in the email will be a "View Invoice" button which you can use to easily access the invoice in Ariba and monitor its status



View Invoice

- For more information on how to access and monitor the invoices you've submitted, please reference the Standard Account Home Screen & Dashboard guide here: <https://support.ariba.com/item/view/183805>
- For all documentation (guides/videos/support links) available to assist you as you transact on the Ariba Network, please reference the Ralph Lauren Standard Account Supplier Information Portal here: <https://support.ariba.com/item/view/193326>