DOLLAR TREE.

Dollar Tree

Ariba Information Session

ARIBA®

Ariba Network - Benefits

• **Lower costs:** Reduce the cost of doing business with customers through streamlined invoice automation. Find Scheduled payments in the online portal. You may check this portal from anywhere you have internet connection.

• Do business Electronically with other companies on the Ariba Network. There is no need to integrate your systems with theirs.

• **Increased revenues:** Use Ariba to grow your business with current and prospective customers. Increase sales by finding new buyers on Ariba Discovery.

• **Simplified processes:** Use electronic invoicing to eliminate complex paper trails and minimize data entry errors

• **Early Payment Option**: Dollar Tree offers an early payment option which allows vendors to request an early payment in exchange for a cash discount. Please see the "Early Payment Terms" section of your supplier account on the AN. See the early payment page at http://dollartree.com/earlypay
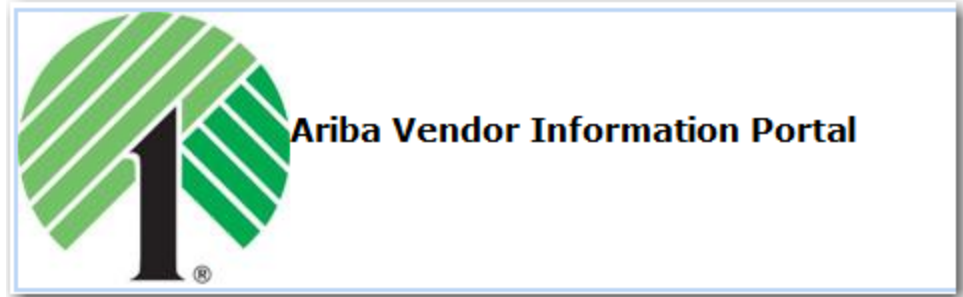
ARIBA®

Ariba Training

REGISTER FOR LIVE DEMO!

▶ Training is a requirement and we would like you to register for a live demo and information session "Ariba Network (Introduction)" offered by Ariba on the 1st and 3rd Wednesday of every month at 11:30 EST. Prior to the call; you will go to the following hyperlink, http://www.ariba.com/services, and click the red Register for Live Demo button at the top of the page. This will invite you to a live presentation that:

   ▶ Explains the benefits of the AN

   ▶ Shows the value

   ▶ Provides testimonials of successful suppliers who use the system

   ▶ Includes a live demo of creating an invoice

   ▶ Open Q and A session at the end

   ▶ Please register 24 hours prior to the session

ARIBA®

Dollar Tree Ariba Vendor Information Portal

Purpose:

‣ Access at http://knowledge.ariba.com/dollartree

‣ Serves as a one-stop information source for suppliers.

‣ Provides communications, supplier support and supplier education materials.

‣ Please access the Dollar Tree Ariba Supplier Information Portal and become familiar with its content.

Ariba Vendor Information Portal

Non-Merchandise Vendors

The **Project Notification Letter** describes the project and the reasons Dollar Tree has decided to begin the Ariba initiative with Non-Merchandise vendors.

What's In?
Purchase orders, order confirmations, ship notices and invoices using the Ariba Network. Paperless invoices and on line access to your detailed payment information.

What's Out?
Paper invoices and phone calls to check on payment status.

Please review the following materials:

1. Review the **Dollar Tree Information Session** presentation to learn more about the Dollar Tree Ariba initiative.
2. Review the **Dollar Tree Account Management Guide** to learn how to configure important settings on your account.
3. Review the **Dollar Tree Purchase Order Management Guide** to learn how to handle purchase orders, order confirmations and ship notices through the Ariba Network.
4. Review the **Dollar Tree Invoice Guide** to learn how to create invoices and credit memos through the Ariba Network.

Catalogs

The following catalog information is applicable for suppliers that are requested to provide catalog content to Dollar Tree.

1. Follow the instructions in the **Dollar Tree Catalog Training Guide** to learn how to create and publish catalogs.
2. This **CIF Template** is used to help create your catalog content in a few easy steps.
3. Dollar Tree has provided an **approved commodity code list** and an **approved UOM list** for your use in catalog creation. We request that you adhere to these lists to ensure validation of your catalogs.

ARIBA®

Ariba Support

From the Home page click on the **Help** link.

You can choose Documents and Tutorials

Or

You can choose to contact Support.

Documents and Tutorials: Allows you to access and search for articles, Guides, White Papers and more.

Contact Support: Allows you to enter basic information on your issue and submit a request to our Help Desk for direct support. You will be contacted by Ariba Support.

Supplier Information Portal –
AN Guides

Ariba documentation and information is available at http://supplier.ariba.com. Click on the **'Help'** link at the top of the page to view Guides and Tutorials.   Note that logging into the system is not required to access the Help documentation.
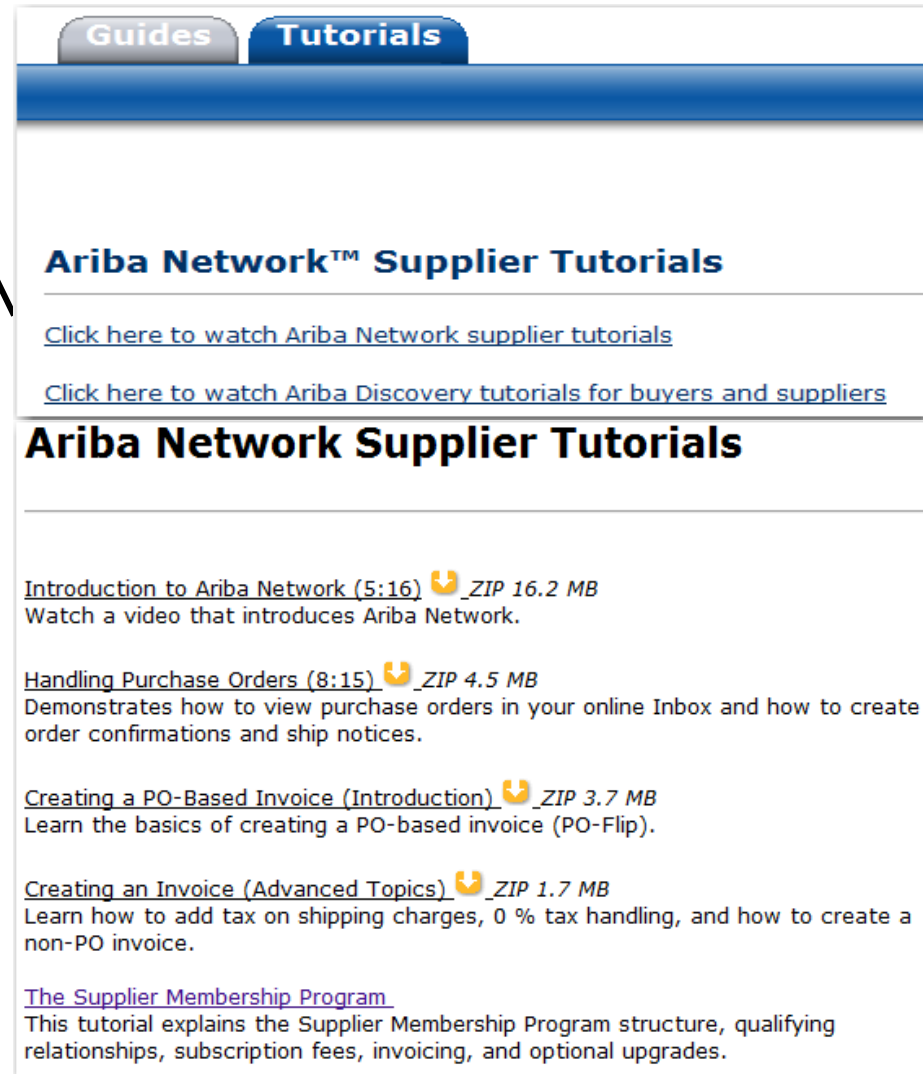
The AN Help option contains helpful information. You can access the AN Help from supplier.ariba.com. Please review the Getting Started Guide, the Account Management Guide and the Transaction Guide.

The Guides and Tutorials can be accessed from the **Help** link on supplier.ariba.com.

Go to »   Ariba Supplier Network   Ariba Discovery

Ariba Supplier Network Log In   Login Home | Help

Username: [   ]   **Join Ariba Supplier Network !**
Password: [   ]   Register your company on Ariba Supplier Network , the leading supplier network with over $100 billion USD in annual business across industries, products, and services.
[Log In]   Register as a New Supplier >>

Guides   **Tutorials**

Supplier Documentation

📄 **Getting Started Guide** (1.2 MB) **March 2012**   **Revision History**

View guide as HTML:

Introduction to Ariba Network
Getting Started
Using Test Accounts on Ariba Network

📄 **Account Management Guide** (1.7 MB) **February 2012**   **Revision History**

View guide as HTML:

Introduction to Ariba Network
Configuring Your Account
Managing Roles and Users
Managing Customer Relationships
Managing Customer Contacts
Managing Services
Finding Business Opportunities
Technical Infrastructure

📄 **Transactions Guide** (2.1 MB) **February 2012**   **Revision History**

View guide as HTML:

Introduction to Transaction Documents
Working with Purchase Orders
Working with Invoices and Credit Memos
Viewing Payments
Auctioning Invoices (US and Canada Only)
Working with Collaboration Requests
Working with Time Sheets
Working with Contracts
Generating Reports

ARIBA®

Supplier Information Portal – AN Tutorials

The AN Help option also provides links to helpful recorded tutorials. If you are new to the AN there are the Introduction to the Ariba Network and Getting Started on the Ariba Network tutorials.

Guides | **Tutorials**

Ariba Network™ Supplier Tutorials

Click here to watch Ariba Network supplier tutorials

Click here to watch Ariba Discovery tutorials for buyers and suppliers

Ariba Network Supplier Tutorials

Introduction to Ariba Network (5:16) _ZIP 16.2 MB
Watch a video that introduces Ariba Network.

Handling Purchase Orders (8:15) _ZIP 4.5 MB
Demonstrates how to view purchase orders in your online Inbox and how to create order confirmations and ship notices.

Creating a PO-Based Invoice (Introduction) _ZIP 3.7 MB
Learn the basics of creating a PO-based invoice (PO-Flip).

Creating an Invoice (Advanced Topics) _ZIP 1.7 MB
Learn how to add tax on shipping charges, 0 % tax handling, and how to create a non-PO invoice.

The Supplier Membership Program
This tutorial explains the Supplier Membership Program structure, qualifying relationships, subscription fees, invoicing, and optional upgrades.

ARIBA®

Ariba Supplier Membership Fees

<u>Suppliers will not be charged if</u>:

▶ They fall below either 5 transactions or transactions totaling $50,000 USD.

<u>Suppliers will be charged if</u>:

▶ They receive 5 or more transactions (Purchase Orders and/or Invoices) totaling $50,000 USD or more annually. Suppliers that meet BOTH thresholds or more will be charged a fee of .155% (.00155) of the dollar volume transacted over the network, up to $20 Million USD. The fee will be billed by Ariba on a quarterly basis per supplier/ buyer relationship.

Supplier Membership Program fees are assessed as a small percentage of annual volume per qualifying relationship over the Ariba Network. Relationships with fewer than 5 documents or an annual volume of less than $50,000 USD are exempt from fees. Eligibility for Premier and Elite membership tiers for Basic level suppliers will be evaluated on a rolling 12-month historical basis. Premier and Elite Membership tier subscriptions are for one year and membership fees and level eligibility are only re-evaluated at the end of the one-year membership term.

ARIBA®

The Ariba Supplier Membership Program Balances Value and Costs for Supplier Relationships

▸ FREE for all suppliers to join and begin transacting
  ▸ Free registration provides everything suppliers need
▸ Shows value before asking payment
  ▸ 71% of supplier memberships remain FREE
▸ Fees roll in over gradual

▸ Paid membership adds value
  ▸ Dedicated account management and value-added features
▸ No surcharges for suppliers with multiple divisions, business units, or subsidiaries using the Network

Supplier Membership Program Fees	
Annual Volume Per Buyer-Supplier Relationship	**Fees**
< $50,000 USD *or* < 5 documents sent	FREE
$50,000 to $13M *and* 5+ documents sent	0.155%
Use of integration & catalog technologies	$495/year
Relationship with over $13M and 5+ documents sent*	Flat $20K fee

*Less than 1% of suppliers will hit the $20K cap

Contact Info

Have a question? Open a ticket and receive quick and helpful support

By Web Form

If you are already registered on the Network

- Go to **http://supplier.ariba.com**

- Log in with your company's username and password.

- Once logged in, click on the Contact Support link under the Help option in the upper right hand corner.

- Completely fill out the web form and submit.

- **For Invoice Related Questions**
  Please contact Tara Knight via email at tknight@dollartree.com or by phone at 757.321.5624

- **For Business-Related Questions**
  Please contact a Dollar Tree supplier enablement representative via email at dtsupplier@dollartree.com.

- Natasha Pendell – Strategic Sourcing Manager 757.321.5609

- Brigette Kitchen – Associate Buyer 757.321.5776

By Telephone

- **USA:** 1-800-577-1522

ARIBA®

Resources

▸ **Hold for Dollar Tree Ariba Training Center LINK**

▸ Ariba Network Documentation

    ▸ Log into Ariba Network account.

    ▸ Click on the Help link in the upper right hand corner of any page. Click on Documentation and Tutorials link. Review the *Ariba Network Account Management Guide* and *Ariba Network Transactions Guide* for information on how to configure your account and work with transactions on the AN.

ARIBA®