



ARIBA®

An SAP Company

Ariba Network Account Configuration Guide

Dollar Tree



BUY



SELL



MANAGE CASH

Agenda

- ▶ **Account configuration**
 - Basic Profile
 - Email Notifications
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Settlement
 - Accelerated payments
- ▶ **Test Account creation**
- ▶ **Enablement Tasks**
- ▶ **Managing Roles and Users**
- ▶ **Customer Relationships**
- ▶ **Supplier Membership Program**
- ▶ **Ariba Network Support**



ARIBA®

An SAP Company

1– Account Configuration



BUY



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MANAGE CASH

1

Account Configuration on the Ariba Network

- Go to <http://supplier.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

- Click **Administration Navigator** tab

- Profile Configuration window opens

- Click on the area you want to update

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

Ariba Login

Admin Username:

Admin Password:

Username:

[Forgot Username](#)

[Forgot Password](#)

Join Ariba Network-Early Access!

Register your company on Ariba Network-Early Access, the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.

[Register as a New Supplier - EA >>](#)

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

EA Test Supplier1 Feedback Help Logout

ARIBA NETWORK

Home Inbox Outbox Catalogs Enablement Tasks Reports

Pending Tasks

Action Required to Complete Enablement Tasks >

Profile Completeness

35%

Enter a short description to reach 45% >

Quick Links

Search

Purchase Orders

Order Confirmations

Ship Notices

Invoices

Payments

More...

Customer:

Order Number:

Date Range: Last 14 days

Exact Match

Test Supplier 1

EA99009097559, Basic Package

Enter a short description to search

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

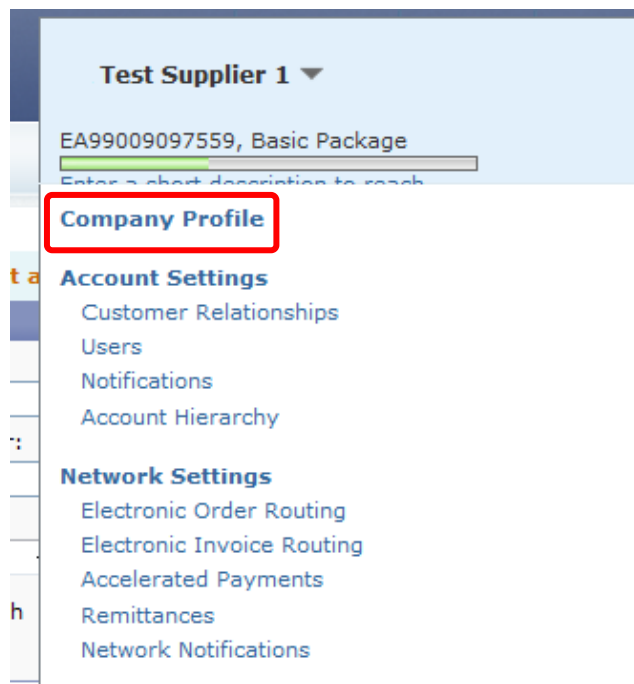
2

Company Profile Configuration

Set options to make your company visible to buying organizations looking to source new products and services on Ariba Network and Ariba Network Discovery.

Click on the **Company Profile** at **Administration Navigator**

Note: More information you enter about your company, more visible you will be for Buyers at Ariba Network if you open your profile for viewing





Company Profile Configuration – Basic

Complete or update all required fields listed by an asterisks in **Basic** Company Profile section.

Click **Add** button to classify your Company by
- **Commodities**
- **Sales Territory**
- **Industries**

Click **Save**

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1)

* Indicates a required field

Overview

Company Name: * EA Test Supplier 1

Other names, if any:

NetworkId: EA99009097559 ⓘ

Short Description: Characters left: 100

Website:

Address

Address 1: * 210 Sixth Street

Address 2:

Address 3:

City: * Pittsburgh

State: * Pennsylvania

Zip: * 15222

Country: * United States [USA]

Commodities, Sales Territories and Industries

Commodities *

Select the goods and services your company provides. Postings made by buyers will be matched to you based on the commodities you select below. You will receive email notification of business opportunities when a match is found.

(1) Cleaning brushes

Add/Remove

Notify me when business opportunities matching my commodities are published on Ariba Discovery-Early Access.

Sales Territories *

Select the territories that your company serves. If you serve limited territories, then select the territories your company serves below. If you have global capabilities, then you can select "Global". (For example: a services company might only serve the US, but a goods manufacturer may ship globally).

(1) California(United States)

Add/Remove

Industries

Select the industries your company serves.

(1) Service Provider

Add/Remove



Company Profile Configuration – Business

Enter additional Information for your company such as Tax IDs.

This information will default into invoices you create using the **Create Invoice** option.

You can enter additional company information as shown.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1)

* Indicates a required field

Business Info

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Fiscal Info

Type of Organization:

Legal Name:

State of Incorporation:

D-U-N-S® Number: - - ⓘ

Global Location Number:

Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

Exempt from Backup Withholding: Yes No

Business Type

Business Type:

<input type="checkbox"/> Broker	<input type="checkbox"/> Retailer
<input type="checkbox"/> Contractor/Consultant	<input type="checkbox"/> Sales Agent/Manufacturer's Representative
<input type="checkbox"/> Distributor/Wholesaler	<input type="checkbox"/> Service Provider
<input type="checkbox"/> Government/Public Agency	<input type="checkbox"/> System Integrator
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Transportation/Logistics
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Utilities
<input type="checkbox"/> Producer	<input type="checkbox"/> Value Added Reseller



Company Profile Configuration – Marketing

You can enter additional detail and specific criteria about your company.

Add Company Description and Company Logo.

If necessary add Credit and Risk Information from D&B clicking on Add button

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1)

* Indicates a required field
Marketing information is not displayed on Ariba Discovery-Early Access until you upgrade to the Advantage Program. Your organization is not currently subscribed to the Advantage Package.

Credit and Risk Information from D&B
D&B (Dun & Bradstreet) is the world's leading source of commercial information and insight on businesses, enabling companies to Decide with Confidence® for 170 years.
D&B D-U-N-S® Number: | [Add](#)

Company Description
Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Font Size, Font Color, and Undo/Redo.

Company Logo

Upload your logo to appear with your company description in Ariba. A valid logo must be a .gif file with a maximum width of 250 pixels, a maximum height of 250 pixels and a maximum size of 200KB.

Logo File:



Basic Profile Configuration – Contacts

The main company contact fields have been moved to the **Contacts** tab on the **Company Profile** page

Company Profile

Basic (3) Business (2) Marketing (3) **Contacts** Certifications (1)

* Indicates a required field

Company Contact Information

Main Email: *

Main Phone: * Country: USA 1 Area: Number:

Main Fax: Country: USA 1 Area: Number:

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the [Ariba Privacy Statement](#).

Contacts			
Name ↑	Business Title	Email	Phone
<i>No items</i>			
<input type="button" value="Create"/>			

Companywide Assignments

Designate companywide contacts. These contacts are visible to all buying organizations on Ariba Network. Companywide contacts can be the first point of contact for customers who want to do business with you. For customer-specific assignments, go to the Customer-specific Assignments section.

Companywide Assignments		
Assignment	Contact Name	Actions
Accounts Receivable		
Accounts Payable		



Basic Profile Configuration – Certifications

Enter additional information about your company in Certifications if applicable

The screenshot shows the ARIBA NETWORK interface. At the top, there is a navigation bar with the ARIBA logo and the word "NETWORK". Below this, the "Company Profile" section is visible, with tabs for "Basic (3)", "Business (2)", "Marketing (3)", "Contacts", and "Certifications (1)". The "Certifications" tab is selected. A note indicates that an asterisk (*) denotes a required field. The "Certifications" section includes a heading and a description: "Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers." Below this, there are several certification options, each with a checkbox and a description:

- Green Initiatives**: Your business has undertaken one of the following Green Initiatives, a plan documenting how your business is addressing and implementing sustainable business practices, products and services that are less harmful to the environment, energy efficiency, carbon reporting, reduction and/or offsetting, and transportation efficiency.
- Small Disadvantaged Business**: Your business is SDB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.
- Women-Owned Business**: Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.
- Minority-Owned Business**: Your business is at least 51% owned by one or more minority U.S. citizens. In the case of a publicly owned business, at least one or more such individuals own 51% of the stock, and one or more such individuals control its management and daily operations.
- Veteran-Owned Business**: Your business is at least 51% owned by an individual who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable or is at least 51% owned by an individual who can be considered by the government as a Service-Disabled Veteran. The terms "veteran" and "service-disabled veteran" are defined in 38 U.S.C 101(2) and (16).
- ISO Certification**: The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.
- Not Certified**: Your business does not have any of the certifications listed above.

3 Enhanced User Account Functionality

The new User Account Navigator enables sellers to:

- Quickly access their user account information and settings.
- Link their multiple user accounts.
- Switch to their test accounts.

Note: After their multiple user accounts are linked, the User Account Navigator displays the multiple user accounts.



3A

Enhanced User Account Functionality – User Information

Complete or update all required fields listed by an asterisks

Note: If you change username or password, remember to use it at your next login.

Hide personal information if necessary by checking the box

User Information

Save Close

* Indicates a required field

Account Information

Username: * EATestSupplier1 *i*

Change Password

Email Address: * test@ariba.com

⚠ Updating your email address to dgarda@ariba.com is pending confirmation. To confirm, see the email sent to you.

First Name: * EA Test

Middle Name:

Last Name: * Supplier1

Security

Preferences

Preferred Language: English *i*

Preferred Timezone: * US/Michigan *i*

Default Currency: * US Dollar *i* Select Currency

Contact Information

Country	Area	Number	Extension
Phone: * USA 1	412	2977987	

Address 1: * 210 Sixth Street

Address 2:

Address 3:

City: * Pittsburgh

State: * Pennsylvania

Zip: * 15222

Country: * United States [USA]

Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

Hide my personal contact information.

You expressly agree and understand that Your data entered into this system may be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#), the [Ariba Terms of Use](#), and applicable law.

Save

Close

3

Network Notifications

To indicate which system notifications you would like to receive along with which email address you would like to send them to

Click on **Network Notifications** at **Administrator Navigator**.

Note: You can enter up to **3 E-Mail** addresses per notification type. You must separate each address with a comma with **NO** spaces between emails

Account Settings

Customer Relationships | Users | **Notifications** | Account Hierarchy

General | Network | Discovery

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

Electronic Order Routing

Type	Send notifications when...	To email
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* dgarda@ariba.com
	<input type="checkbox"/> Send a notification when change order requests are updated.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* dgarda@ariba.com

Catalog

Type	Send notifications when...	To email addresses (one required)
Catalog Service	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <i>Note: Only Ariba Procurement solution users can send status updates to suppliers.</i>	* dgarda@ariba.com

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* dgarda@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* dgarda@ariba.com

Accelerated Payments

Test Supplier 1 ▼

EA99009097559, Basic Package

Enter a short description to search

Company Profile

Account Settings

- Customer Relationships
- Users
- Notifications
- Account Hierarchy

Network Settings

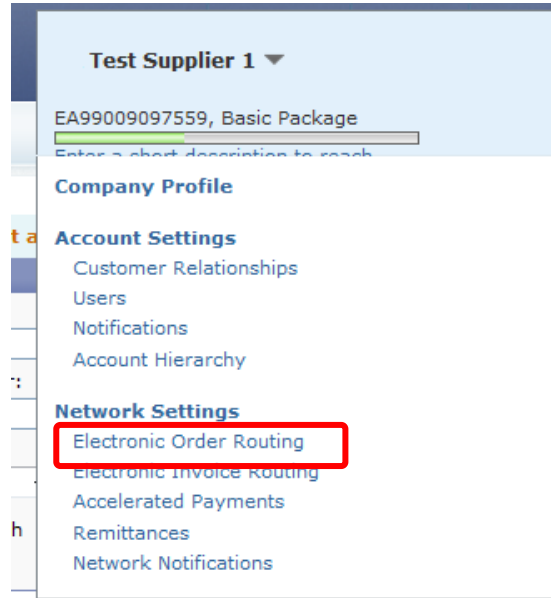
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications**



Electronic Order Routing

to indicate how you would like to transact business with your customers on the network.

Click on **Electronic Order Routing** at **Administration Navigator**



4A

Electronic Order Routing - Methods

The methods available include **Online (portal), cXML, Email, EDI, Quadrem or Fax.**

Note: "Online" sends the PO to your Inbox, without additional copies. Select other methods to send an additional copy to the routing selected (recommended - Email).

For email routing check box **Include document in the email message.** Use a non-personalized/distribution list email in Email Address line

Note: When Ariba Network sends purchase orders to mailboxes that respond automatically with "Out of Office" messages, it does not fail the orders and indicates it received the auto-reply in the order history log.

Refer to **Account Management Guide** to find all possible options

Network Settings

Save Close

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities & Preferences

cXML Setup

[Configure cXML setup](#)

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	<div style="border: 1px solid red; padding: 2px;"> Email Online cXML Email EDI Fax </div>	<div style="border: 1px solid red; padding: 5px;"> Email address: <input type="text" value="dgarda@ariba.com"/> ⓘ <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. <small>This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small> </div>
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Note: Configure your email inboxes so that the Ariba Network notifications do not fall in the junk or spam mail box



Electronic Order Routing - Notifications

For Change Orders and Other Document Types select "Same as new catalog orders without attachments" or set according to your preference.

Specify a method for sending Order Response Documents (Confirmations and Ship Notices)

Specify a User to receive notifications.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Email	Email address: <input type="text" value="diegarcia@ariba.com,akumar@ariba.com"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when change order requests are updated.	* <input type="text" value="test@ariba.com"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text" value="test@ariba.com"/>
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	* <input type="text" value="test@ariba.com"/>

5A Electronic Invoice Routing

Click on **Electronic Invoice Routing** at **Administration Navigator**.

Choose one of the following Invoice routing methods

- Online
- cXML
- EDI

Configure **Notifications** to emails (the same way as in Order Routing)

Test Supplier 1 ▼
EA99009097559, Basic Package
Enter a short description to search

Company Profile

Account Settings

- Customer Relationships
- Users
- Notifications
- Account Hierarchy

Network Settings

- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments
- Remittances
- Network Notifications

Network Settings

Save Close

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

* Indicates a required field

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▼ cXML EDI	Return to this site to create invoices

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* dgarda@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* dgarda@ariba.com



Invoice Archival

- Click **Weekly**, **Biweekly** or **Monthly** to indicate how often invoices will be archived
- Choose **Archive Without Delay** to archive without waiting 30 days, click **Start**
- **Note:** After **Archive without delay** started you can either **Stop** it or **Update Frequency** any time
- In the **Archive Delivery URL** enter URL you want Ariba to automatically deliver archived zip files
- Click **Save**

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

- Weekly
- Biweekly
- Monthly
- Archive Immediately

Start

Archive Delivery URL:

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

- Weekly
- Biweekly
- Monthly
- Archive Immediately

Stop **Update Frequency** **Requeue**



Set Start Time

The first archive file will be available on 05/21/2012

Archive Delivery URL:



Extended Profile Settings and information

Expand the **Extended Profile Settings and Information** section

Set options and enter text to describe your invoice document policies

Click **Save**

Extended Profile Settings and Information

Do you provide invoices to customers through Ariba Network?

Yes

No

No, but I plan to start sending invoices in:

Month: Year:

Only applicable in France

Opted to pay VAT on debits

Enter additional information about your invoice process and policy.

Characters left: **1300**

Enter default comment text that displays on all Credit Memos.

Characters left: **1300**

Enter default comment text that displays on all Invoices.

Characters left: **1300**



Download archived invoices

- On the Home dashboard, click the **Outbox** tab.
- Click **Archived Invoices**.
- Click **Download** in the row of archived invoices to save at the computer.

Note: Ariba Network deletes expired transaction documents after 18 months and archived invoices stored in ZIP format automatically deleted after 3 months

The screenshot shows the Ariba Network interface. At the top, there are navigation tabs: GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES. The user is logged in as El-Said Kassem Mr.... There are links for Feedback, Help, and Logout. The main header shows the Ariba Network logo and a user ID AN01007585979. Below the header, there are navigation tabs: Home, Inbox, Outbox, Catalogs, Reports. Underneath, there are more tabs: Invoices, Order Confirmations, Ship Notices, Archived Invoices, Drafts. The 'Archived Invoices' tab is selected. Below this, there is a section for 'Invoices' with a 'Search Filters' dropdown. A table of invoices is displayed with the following columns: Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status. The table shows 6 rows of data, with a total of 100+ invoices. The first row is highlighted in red.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
TESTAmericanaPO11	Americana UAE - TEST	TESTAmericanaPO11	Online	Supplier	Purchase Order	16 Oct 2012	3,660.00 AED	Acknowledged	Rejected
test12e1	Americana UAE - TEST	TESTAmericanaPO12	Online	Supplier	Purchase Order	16 Oct 2012	280.60 AED	Sent	Sent
TESTAmericanaPO12-3	Americana UAE - TEST	TESTAmericanaPO12	CSV Upload			11 Oct 2012	6.10 AED	Acknowledged	Approved
TESTAmericanaPO12-4	Americana UAE - TEST	TESTAmericanaPO12	CSV Upload			11 Oct 2012	6.10 AED	Sent	Sent
TESTAmericanaPO12-1	Americana UAE - TEST	TESTAmericanaPO12	Online	Supplier	Purchase Order	11 Oct 2012	6.10 AED	Acknowledged	Sent
TESTAmericanaPO12	Americana UAE - TEST	TESTAmericanaPO12	Online	Supplier	Purchase Order	11 Oct 2012	6.10 AED	Acknowledged	Approved

6

Configure Settlement

Click **Settlement** at **Administration Navigator**.

Click **Create** to create new company information.

Note: If you already have an Ariba Network account, you may have already completed this information. If you need to change existing information, click **Edit**.

Test Supplier 1 ▼
EA99009097559, Basic Package
Enter a short description to search
Company Profile
Account Settings
Customer Relationships
Users
Notifications
Account Hierarchy
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

* Indicates a required field

EFT/Check Remittances

EFT/Check Remittances

Address †	City	State	Country	Default
210 Sixth Avenue	Pittsburgh	PA	United States	Yes



Edit

Delete

Create

6A Configure Remittance Information

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers your information carefully, since customers use it to send you payments.

* Indicates a required field

On the **Create Remittance Address / Payment Info** section, complete all required fields listed by an asterisks

Select one of your Remittance Addresses as a default if you have more than one.

Assign **Remittance IDs** for this address for each of your customers. They might ask you to assign IDs to your addresses so they can refer to them uniquely. You can assign different IDs for each customer.

NOTE: Do not configure a "Contact" on the EFT/Check Remittances page of your account because the "Contact" name may replace your company name in the Remit-To address on invoices. Leave as **Select Contact**.

Remittance Address

Address 1: * 123 Main St.
Address 2: Suite 100
Address 3:
City: * Cleveland
State: * Ohio
Zip: * 44114
Country: * United States [USA]
Contact: Select contact
Default?: Yes No

Remittance ID Assignment

Customer ↑	Remittance ID
EA Buyer 01	
EA Buyer 02	
EA Buyer 03	

Include Bank Account Information in invoices.

Remittance ID Assignment

Customer ↑	Remittance ID
EA Buyer 01	1234
EA Buyer 02	test
EA Buyer 03	supplier



Payment Methods

- If your organization uses ACH for payments, select ACH from the **Preferred Payment Method** drop-down box.

Complete the ACH account information section to complete your ACH setup.

- Also you can choose other Payment Methods: **Check, Credit card** or **Wire**

- Enter necessary information for **Wire Transfers**

- Mention if you accept or not **Credit cards**

- Click **OK** when finished.

Payment Methods

Preferred Payment Method:

 ACH
 Check
 Credit Card
 Wire

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

This selection will refresh the page content

Country Area Number

CREDIT CARD

Accept credit card: yes no

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

This selection will refresh the page content

Country Area Number

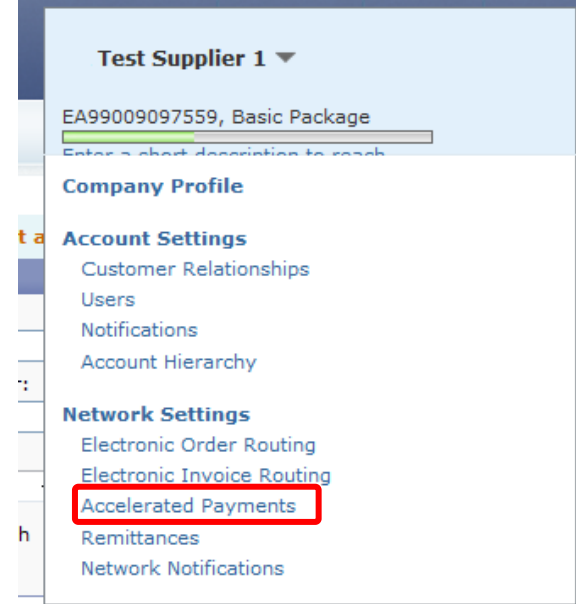


Accelerated Payments

Click on **Accelerated payments** at **Administration Navigator**

Use the links in the **Actions** column to view, accept, or reject early payment terms.

You can also configure the notifications Ariba Network sends you when customers propose early payment offers and standing early payment terms offers.



Network Settings

Save Close

Electronic Order Routing | Electronic Invoice Routing | **Accelerated Payments** | Settlement

* Indicates a required field

Standing Early Payment Terms

Show : All Offers Proposed Offers Accepted Offers

Customer Proposed Payment Terms									
Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status	Actions	
No items									

Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when an early payment offer is received.	* dgarda@ariba.com
Standing Early Payment Terms Offers	<input checked="" type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* dgarda@ariba.com

Your Production Account setup is now complete!



ARIBA®

An SAP Company

2 – Test Account Creation



BUY



SELL



MANAGE CASH

Create Your Test Account

- ▶ You will now duplicate your Production Account settings to create a Test Account.
- ▶ Your Test Account is used for testing purposes to ensure all transactions (purchase orders and invoices) are working as expected before transacting with real trading documents.
- ▶ **Note:** Test account transaction are free of charge.



Switch to Test Account

To set up your Test Account, you need to be on the tabular view of your Ariba Network *Production Account*.

Click **Switch to Test Account** at User Navigator

Click **OK** when Ariba Network displays a warning indicating **You are about to switch to Test Mode**.

Note: The **Switch To Test Account** button is only available to the Account Administrator username. The Account Administrator can create test account usernames for all other users needing access to the test account.

The screenshot shows the Ariba Network user interface. At the top, there are navigation tabs: GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES. The user is logged in as 'Test Supplier1'. A dropdown menu is open under 'My Account', showing options: 'Switch To', 'EA Test Supplier1', 'Switch To Test ID' (highlighted with a red box), and 'Link User IDs'. The background shows a 'Purchase Orders' search section with fields for Customer, Order Number, Date Range, and Exact Match. There are also sections for 'Pending Tasks', 'Profile Completeness' (35%), and 'Alerts and Messages'.

The screenshot shows a dialog box titled 'Changing Account Mode'. It contains a warning message: **WARNING: You are about to switch to Test Mode.** Below the warning, it states: 'When you switch, Ariba Network logs you off of your Production Mode. Any unsaved changes will be lost. To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK.' At the bottom, there are 'OK' and 'Cancel' buttons. A red arrow from the 'Switch To Test ID' button in the previous screenshot points to the 'OK' button in this dialog.

2

Create Test Account

Create **Username** and **password** for your test account. Usernames are case insensitive.

Click **OK**

You will be transferred to your test account. Repeat steps from **Basic Profile** section to review your test account settings

Note: Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

Once you have set up your test account, you are ready to receive a test purchase order.

Create Test Account [OK] [Cancel]

You are about to create a new account in the Test Mode. The trading relationship with the buyer test account will be automatically established. This applies to ...

* Username: [i]

* Password: [i]

* Confirm Password:

[OK] [Cancel]

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES EA Test Supplier1 Feedback Help Logout

ARIBA NETWORK **Test Mode** EA Test Supplier 1 ...

Home Inbox Outbox Catalogs Reports EA99009097559-T, Basic Package

Profile Completeness 45%
Enter a short description to reach 55% >

Quick Links View: Last 24 hours

Search
Purchase Orders
Order Confirmations
Ship Notices
Invoices
Payments
More...

Customer: [input]
Order Number: [input]
Date Range: Last 14 days
Exact Match [checkbox] Search

Alerts and Messages
New Supplier Newsletter
Subscribe Today!
What's New in Ariba Network
Release: 11s3ANAOD...
Release Guide.

NOTE: The Network will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix "-T" appended to your Ariba Network ID (ANID).



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3 - Enablement Tasks



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Enablement tasks

Dollar Tree may have assigned enablement tasks to suppliers to prepare for testing and transacting.

Select the **Enablement Tasks** tab to view.

Note: If you have enablement tasks pending you also will be notified at Home page of your account with proper link **Action Required to Complete Enablement Tasks**

1 Pending Tasks
Action Required to Complete Enablement Tasks >

Purchase Order Status Customers: 3 of 3 View: Last 24 hours

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
EA Buyer 01	3	0	0	1	0	0	0
EA Buyer 02	0	0	0	0	0	0	0
EA Buyer 03	0	0	0	0	0	0	0

Last Refresh: 8 May 2012 4:25:53 PM

2

Activities and Tasks

1. Tasks will display as **Total Tasks, My Pending Tasks, and Pending Buyer Tasks.**

2. Click the arrows to expand the sections to view individual tasks.

3. Links will allow you to **Configure, Complete Task, or Review** tasks already completed.

4. **Completing** a task will allow you to add comments before marking as complete.

The screenshot displays the ARIBA NETWORK interface for 'Supplier Enablement Activities and Tasks'. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. Below this, the 'Enablement Tasks' tab is active, showing a table of tasks for 'EA Buyer 01'. The table has columns for 'Total Tasks', 'My Pending Tasks', and 'Pending Buyer Tasks'. A red box highlights the first row of the table, which shows 7 total tasks, 2 my pending tasks, and 0 pending buyer tasks. A red arrow points from the first row to the 'View Details' link. Below the table, the 'Purchase Order' activity is expanded, showing a 'Pending' status and a 'Ready to Receive Purchase Orders' task. A red box highlights the 'Complete Task' link next to this task. A red arrow points from the 'Complete Task' link to a modal window titled 'Complete Task'. The modal window contains a text area for comments and a 'Complete' button. The 'Complete Task' modal window is shown in the foreground, with a red arrow pointing to it from the 'Complete Task' link in the main interface. The modal window contains the following text: 'You can mark a task complete if you have completed it and add a comment.' Below this, there are fields for 'Task Name: Ready to Send Invoices' and 'Task Status: Escalated'. A large text area for 'Comments' is provided, with a character count of 'Characters left: 1250'. At the bottom of the modal, there are 'Complete' and 'Cancel' buttons.

Customer Name	Total Tasks	My Pending Tasks	Pending Buyer Tasks
EA Buyer 01	7	2	0
EA Buyer 02	4	0	0
EA Buyer 03	4	0	0

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	9 Apr 2012	4	0	0
Purchase Order	9 Jun 2012	2	1	0
Invoice	7 Jun 2012	1	1	0



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4 – Managing Roles and Users



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Administrator

- Automatically linked to the username and login entered during registration
- Responsible for the account management and configuration
- The primary point of contact for users with questions or problems.
- Creates roles for the account

User

- Created by Administrator
- Has exactly one role, which corresponds to the user's real job responsibility
- Responsible for updating personal user info

1 Create Role

1. Click **Users** tab at **Administration Navigator**. The **Users** page appears

2. In the **Manage Roles** section, click **Create Role**.

3. Type **Name** and **Description** for the Role

4. Add **Permissions** for the Role checking proper boxes

5. Click **Save**. New Role is created

6. To modify or delete roles click **Edit** or **Delete** in **Actions** section

Account Settings

Save Close

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.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No	AR role	No
<input type="checkbox"/>	tlead1@ariba.com	tlead1@ariba.com	Tessie	Leal	No	Discovery (...)	No

[L](#) [Edit](#) [Delete](#) [Add to Contact List](#) [Remove from Contact List](#) [Make Administrator](#) | [Create User](#)

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.

Role	Actions
Administrator	Details
AP Role	Details Edit Delete
AR role	Details Edit Delete
Discount Mgmt	Details Edit Delete
Discovery	Details Edit Delete

[L](#) [Create Role](#)

Create Role

Save Cancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

Permission	Description
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input checked="" type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile

Save Cancel

2

Create User

1. Click **Users** tab at **Administration Navigator**. The Users page appears

2. Click **Create User** to create new User. Usernames are case insensitive.

3. Add all relevant info about the user

4. Select a role in the **Role Assignment** section.

5 Click **Done**.

Note: You can add up to 250 users to your Ariba Network account

Account Settings

Save Close

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	Role Assigned	Visible To Customer
<input type="checkbox"/> 1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No	AR role	No
<input type="checkbox"/> tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No	Discovery (...)	No

Create User

Done Cancel

Create a new user account and assign a role. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

This user is the Ariba Discovery Contact ⓘ

Country Area Number

Office Phone: USA 1

Role Assignment

Roles	Name	Description
<input type="checkbox"/>	AR role	Invoice
<input type="checkbox"/>	AP Role	PO
<input type="checkbox"/>	Discovery	respond to postings on Discovery
<input type="checkbox"/>	Discount Mgmt	

3

Modify User

1. Click the **Administration** tab

2. Click **Edit** for the proper user

3. Click **Reset Password** Button to reset the password of the user

4. Other options

- Delete User
- Add to Contact List
- Remove from Contact List
- Make Administrator

Account Settings

Save Close

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.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No	AR role	No
<input type="checkbox"/>	tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No	Discovery (...)	No

Edit User

Save Cancel

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: carmen user1
Email Address: csanchezmuniz@ariba.com
First Name: Carmen
Last Name: Sanchez
Office Phone: +1 (412) 2978069
 This user is the Ariba Discovery Contact ⓘ

Role Assignment

Roles	
Name	Description
<input type="checkbox"/> AR role	Invoice
<input type="checkbox"/> AP Role	PO
<input type="checkbox"/> Discovery	respond to postings on Discovery
<input type="checkbox"/> Discount Mgmt	

4

Enhanced Access Control to enable segmentation of Customer Data

The account administrators can limit access and data visibility to specific customer accounts to one or more users in their organization.

Only those users can then view and process transactions for those customers.

Create User
Create a new user account and assign a role. Ariba will email a temporary password to the address provided for the new user account. You can modify role assignments at any time.

New User Information

Username: ⓘ
Email Address:
First Name:
Last Name:
 This user is the Ariba Discovery Contact ⓘ
Office Phone: Country: USA 1 Area: Number:

Role Assignment

Role	Name	Description
<input type="checkbox"/>	Sales Role	

Customer Assignment

Assign to Customers: All Customers Select Customers and Customer Groups

By entering this personal data, you acknowledge that you have the authority to allow transfer of this personal data to Ariba, Inc. and the Ariba Privacy Statement, the service agreement between your Company and Ariba, and applicable law.

Customer Assignment

Assign to Customer: All Customers Select Customers and Customer Groups

Customers and Customer Groups	Description
<input type="checkbox"/> Customers and Groups 1	
<input checked="" type="checkbox"/> Customer Group 1 (2)	Group for B1 and B2
<input type="checkbox"/> B1	
<input type="checkbox"/> B2	
<input checked="" type="checkbox"/> B3	
<input type="checkbox"/> B4	

By entering this personal data, you acknowledge that you have the authority to allow transfer of this personal data to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the United States) and the Ariba Privacy Statement, the service agreement between your Company and Ariba, and applicable law.



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5 – Customer Relationships



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Current and Potential Relationships

Click **Customer Relationships** in the **Administration Navigator**.

- Choose either automatically or manually accept customer relationships

Note: set up **Automatically accept all relationship requests** as default not to miss any useful Buyers

- In **Pending** Section **Approve** or **Reject** pending relationship requests

- In **Current** Section review your current customers' profiles and information portals

- Review rejected customer in **Rejected** Section

Account Settings

Customer Relationships | Users | Notifications | Ac

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	Requested Date ↓
No items	

Approve Reject

Current

Customer	Approved Date ↓	Routing Type	Actions
<input type="checkbox"/> EA Buyer 02	9 Apr 2012	Default	Actions ▼
<input type="checkbox"/> EA Buyer 03	9 Apr 2012	Default	Actions ▼
<input type="checkbox"/> EA Buyer 01	9 Apr 2012	Default	Actions ▼

Reject

Rejected

Note: Find Potential customers in **Potential relationships** Tab



Customer Groups

Ariba Network enables to group customers by shared attributes to facilitate customer relationship management.

Creating customer groups allows you to override default order routing for multiple customers simultaneously and simplify catalog publishing and distribution.

Note: Only **Business, Integrated, and Enterprise Package Members** can create Customer Groups

Name	Description	Routing Type	
<input type="checkbox"/> Gold Class	High Volume Suppliers	Default	Actions ▾
<input type="checkbox"/> Silver Class	NA Customers	Default	Actions ▾

Delete | Create



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6 – Ariba Network Supplier Membership Program



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Subscription Offerings for Ariba Network Sellers

Differentiate – Grow – Automate

Standard



Continues our see-value-first model providing a no-cost service for occasional transactors and suppliers just getting started

Select



Helps sellers differentiate and build stronger customer relationships with catalog-driven collaborative commerce

Premier



Offers expanded technical support to encourage sellers to embrace automation

Enterprise



Delivers complete collaborative commerce optimization – bundles of tools, services, and support for sellers utilizing Ariba as a multi-million dollar channel

Enterprise Plus



Optimizes collaborative commerce for sellers utilizing Ariba as a \$10M+ channel

Offered PunchOut catalog and grew 300% in 3 years while
“ saving the customer hundreds of thousands of dollars.

- Business Development Manager ”



The Ariba Supplier Membership Program

Helping Sellers to Differentiate – Grow – Automate

Network Transaction Service

Annual Volume Per Customer Relationship	Annual Fees
< \$50,000 USD <i>or</i> < 5 documents*	None
\$50,000 to \$12.9M <i>and</i> 5+ documents	0.155% of total volume
\$12.9M+ <i>and</i> 5+ documents**	\$20K



Subscription Fees

Annual Volume Across <u>All</u> Customer Relationships	Annual Fees
< \$50K <i>or</i> < 5 documents sent*	None
\$50K to < \$250K <i>and</i> 5+ documents	\$50
\$250K to < \$1M <i>and</i> 5+ documents	\$495
\$1M to < \$10M <i>and</i> 5+ documents	\$2,495
\$10M+ <i>and</i> 5+ documents	\$7,495

*Sellers transact at no cost if no single customer relationship transacts 5 or more documents and \$50K or more annually

**Only 1.2% of transacting sellers reach the \$20K cap

Note: Sellers who use cXML or EDI technologies and transact 5+ documents and \$50K+ annually automatically receive the \$495 Premier or higher level subscription

- **FREE for all sellers to join and begin transacting**
 - Free registration provides everything sellers need to collaborate
- **Paid participation adds value**
 - Value-added features, support and services
- **No surcharges for sellers with multiple divisions, business units, or subsidiaries using the Network**



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7 – Ariba Network Support



BUY



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Training and Resources

Dollar Tree Supplier Information Portal

Supplier Information Portal contains specific documentation and training material from the home page of your account.

Click the Administration Navigator and then click the Customer Relationship tab.

The portal link is located next to your customers name in the middle of the screen

The screenshot shows the ARIBA NETWORK interface. At the top, there's a navigation bar with 'EA Test Supplier1', 'Feedback', 'Help', and 'Logout'. Below that, a dropdown menu for 'EA Test Supplier 1' is open, showing 'EA99009097559, Basic Package' and a search bar. The 'Account Settings' menu is expanded, with 'Customer Relationships' highlighted in a red box. Below the menu, the 'Account Settings' page is visible, with tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active, showing 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there's a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. There's also a 'Pending' section with a table showing 'Customer' and 'Requested Date' columns, with 'No items' listed. At the bottom, there's a 'Current' section with a table showing 'Customer', 'Approved Date', and 'Routing Type' columns. The first row shows 'EA Buyer 02' with an 'Approved Date' of '9 Apr 2012' and 'Routing Type' of 'Default'. A red box highlights the 'Supplier Information Portal' link next to the customer name, with a red arrow pointing from this box to the text below.

Review the presentations to learn more about transacting with Dollar Tree

- Account Configuration Guide
- Dollar Tree Purchase Order Management Guide
- Dollar Tree Invoice Guide

Training and Resources

Dollar Tree Supplier Information Portal

<http://dollartreeinfo.com/vendor-partners/supplies/training/>



[Store Locator](#) | [Email Alerts](#)

INVESTOR RELATIONS	CAREER CENTER	VENDOR PARTNERS	REAL ESTATE PARTNERS	ABOUT US	SHOP DOLLARTREE.COM	SHOP DEALS ONLINE
------------------------------------	-------------------------------	---------------------------------	--------------------------------------	--------------------------	-------------------------------------	-----------------------------------

[Home](#) | [Vendor Partners](#) | [Supplies and Services](#) | [Ariba Training Center](#)

Vendor Partners

Merchandise Vendors

Supplies and Services

Become a Supplier

- Supplier Profile
- General Info/Forms

Ariba Training Center

Early Payment Program

Logistics

California SB-657: Dollar Tree Disclosure

Dollar Tree Ariba Training Center

Welcome to the Dollar Tree Ariba Training Center where you will find information and training materials about the Ariba Network (AN). The AN allows you to electronically transact business with Dollar Tree. The information below will help you configure your Ariba Network account and manage transactions with Dollar Tree.

Downloadable Ariba Training Documents

[Dollar Tree Information Session \(.pdf\)](#)

This is a presentation to learn more about the Dollar Tree Ariba initiative.

[Dollar Tree Account Management Guide \(.pdf\)](#)

Learn how to configure important settings on your account.

[Dollar Tree Purchase Order Management Guide \(.pdf\)](#)

Learn how to handle purchase orders, order confirmations, and ship notices through the Ariba Network.

[Dollar Tree Invoice Guide \(.pdf\)](#)

Learn how to create invoices and credit memos through the Ariba Network.

Catalog Suppliers

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

**Ready & trained?
Log onto Ariba from here!**

[Ariba Log In](#)

Forgot your Username or Password? Click on the "Forgot Username?" or "Forgot Password?" links for assistance.

Additional Ariba Training

[Login to your Ariba Account & click "Help"](#)

Need additional support?

For Ariba Support

If you are a supplier already registered on the Network:

1. Log in here.
2. Click on the "Help" link at the top.

Training and Resources

Ariba Network Standard Documentation

Go to: <http://supplier.ariba.com>

Click on the **Help** link in the upper right hand corner of the page to access **Product Documentation**.

The screenshot shows the Ariba Network Supplier Portal interface. At the top, there is a navigation bar with links for 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES'. On the right side of this bar, there are links for 'Register', 'Feedback', and 'Help'. A red arrow points to the 'Help' link, which has opened a dropdown menu. In this menu, 'Product Documentation' is highlighted with a red box, and another red arrow points to it. Below the navigation bar is the 'Ariba Login' section with fields for 'Admin Username' and 'Admin Password'. To the right of the login fields is a 'Join Ariba Network-Early Access!' section. Below the login section is a search bar with a 'Search' button. On the left side, there are two tabs: 'Using' and 'Support'. Below the search bar, there are several sections: 'Registering and Logging In' with links for 'Registering with the Ariba Commerce Cloud' and 'Forgot Your Password or Username?'; 'Tutorials' with links for 'Registration and Navigation', 'Ariba Discovery Tutorials for Buyers', and 'Ariba Discovery Tutorials for Sellers'; and 'Links to Additional Resources' with links for 'Learn More About Ariba Discovery' and 'Learn More About the Ariba Network'. On the right side, there is a 'Help@Ariba' section with a search bar and a 'Search' button. Below this is a 'Using' section with a list of links: 'Introduction to Ariba Supplier Network', 'Handling Purchase Orders', 'Creating a PO-Based Invoice (Introduction)', and 'Creating an Invoice (Advanced Topics)'. A red arrow points from the 'Product Documentation' link in the dropdown menu to the 'Using' section. At the bottom right, there is a 'Download Adobe Reader here:' section with a link to 'Adobe Reader'.

Training and Resources

Ariba Network Standard Documentation

Standard Documentation can be accessed also from your account. Click on **Help** button on Home page of your account, click **Product Documentation**

Documentation is found on the **Using** tab. Click the **Administration** tab to view Ariba Network Administrator's documentation

The screenshot displays the Ariba Network user interface. At the top, the 'ARIBA NETWORK' logo is visible. The user is logged in as 'Test Supplier 1'. The main navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. Below this, there are three tabs: 'Using' (highlighted with a red box), 'Administration', and 'Support'. A 'Help@Ariba' dropdown menu is open, showing options: 'Product Documentation' (highlighted with a red box), 'Contact Support', 'Contact Administrator', and 'Ariba Exchange'. A red arrow points from the 'Help' button in the top right corner to the 'Product Documentation' option in the dropdown menu. Another red arrow points from the 'Product Documentation' option to the 'Using' tab. The main content area is titled 'Help@Ariba' and contains a search bar and several sections: 'What's New: Ariba Commerce Cloud Release Guide for Sellers', 'The Basics' (with links for 'Managing Your User Account', 'Using the Test Account', 'Reporting', and 'Tutorials'), 'Collaboration and Order Fulfillment' (with links for 'Working with Purchase Orders', 'Working with Collaboration Requests', 'Tracking Temporary Labor Items', and 'Tutorials'), and 'Invoices, Payments and Remittances' (with a link for 'Creating and Managing Invoices'). A sidebar on the right contains 'Alerts and Messages' with two items: 'New Supplier Newsletter' and 'What's New in Ariba Network Release: 11s3ANAOD'. At the bottom of the sidebar, there are logos for 'Get Adobe Reader' and 'Get ADOBE FLASH PLAYER'.

Training and Resources

Useful Links

Ariba Supplier Membership page - <http://www.ariba.com/suppliermembership>

Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>

Ariba Cloud Statistics – <http://trust.ariba.com>

- Detailed information and latest notifications about product issues and planned downtime—if any—during a given day.

Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

- Information regarding Ariba Discovery for Sellers

Ariba Network Notifications - <http://netstat.ariba.com>

- Information about downtime, new releases and new features

Who Should You Contact?

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Suppliers may contact [Ariba](#) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

Dollar Tree Business Process Support

- Suppliers may contact the Dollar Tree Supplier Enablement team at dtsupplier@dollartree.com for Dollar Tree business-related questions.

Supplier Support Post Go-Live

Ariba Network Support for Actively Transacting Suppliers

- Have your Ariba Network ID (ANID) available. It is located at the top right corner of your account home page
- Call the specified number for your region as noted below:

Region	Contact Number
US/Canada Toll Free:	1-866-31ARIBA (1-866-312-7422)
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185
Asia Pacific	+65 6311 4585

Supplier Support Post Go-Live

Go to <http://supplier.ariba.com>

If you forgot your username or password click on the link **Forgot Username?** or **Forgot Password?**

If you need to contact support click **Contact Support**

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Register Feedback Help

ARIBA NETWORK

Ariba Login

Admin Username:

Admin Password:

Username:

Login

[Forgot Username](#)

[Forgot Password](#)

Join Ariba Network-Early Access!

Register your company on Ariba Network-Early Access, the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.

Register as a New Supplier - EA >>

Product Documentation

Contact Support

Ariba Exchange

Using

Find out how to make the most of your account. View these tutorials to get started.

[Introduction to Ariba Supplier Network](#)

[Handling Purchase Orders](#)

[Creating a PO-Based Invoice \(Introduction\)](#)

[Creating an Invoice \(Advanced Topics\)](#)

Supplier Support Post Go-Live

Ariba Network support by Web – Submit Support Ticket

Log into your account.
Click the **Help** link.
Click **Contact Support**.

Fill out web-form.
Select **Category of Issue**.
Note **Dollar Tree** in the
Issue Description.

Reference the Service
Request # in future
correspondence about the
issue.

Click **Submit**

The screenshot displays the Ariba Network user interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. A user profile dropdown for 'Test Supplier 1' is open, showing options like 'Product Documentation', 'Contact Support' (highlighted with a red box), and 'Contact Administrator'. Below the navigation bar, there are sections for 'Pending Tasks', 'Purchase Orders', and 'Alerts and Messages'. The main content area is titled 'Support' and contains instructions for submitting a support request. A 'Submit' button is highlighted with a red box. The form fields are as follows:

Your Name:	Renee Lim
Your Company Name:	Ariba Supplier Programs
Your Phone #:	+1 (000) 0000
Your email:	rlim@ariba.com
Type:	Development
Category of Issue:	Select Category
Customer's company name:	Select Customer
Issue Description:	