



Ariba Network Vendor Portal

Vendor Portal:

All merchandise vendors are given the choice to join the Ariba Network Vendor Portal. Vendors use the portal to view invoices processed, payment dates and numbers, and can request early payment of invoices in exchange for a payment discount. There is no charge for the portal for merchandise vendors. When new merchandise vendors are added, a flag is set in their vendor record to initiate their access to Ariba. The first time the vendor is paid, the email below is sent, inviting the vendor to join the network.

Dollar Tree, Inc. has invited you to use the Ariba Network™ to establish a trading relationship for managing transactions electronically. You have already transacted with Dollar Tree, Inc., and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with Dollar Tree, Inc. takes only a few minutes. There is no charge to register.

To activate your account:

1. Go to <https://service.ariba.com/register>
2. Enter the following temporary log-in information:

Temporary ID:	AN11074445704
Secure Code:	mU^3Uo;5

3. Review and accept the terms of use.

If the Ariba Vendor Portal Flag has been added, vendors will continue to receive an invitation email each time they are paid until they join the network. If a vendor does not want to join and does not want to continue to receive invitation emails, please send a request to Vendor Maintenance vendormaintenance@dollartree.com to have the Ariba Portal Flag turned off. Again, there is no charge to join for merchandise vendors.