



Ariba Network Invoice Guide

Dollar Tree

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Introduction

Procure-to-Pay Process

This document contains the requirements and training for your organization to create and submit invoices on-line to Dollar Tree via the Ariba Network.

Dollar Tree requires suppliers enabled on Ariba Network to submit electronic invoices through Ariba Network.

Note: Suppliers utilizing cXML or EDI technologies should refer to the cXML and EDI specification documents available on the Dollar Tree Supplier Information Portal.



1- Invoice Practices





Invoice Practices

SUPPORTED

- **Detail Invoices**
Apply against a single purchase order referencing line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Non-PO Invoices**
Apply against a PO not received through the Ariba Network
- **Service Invoices**
Invoices that require service line item details
- **Contract Invoices**
Apply against contracts
- **CSV Invoices**
Comma-separated value invoices
- **Credit Invoices**
Item level credits; price/quantity adjustments



Invoice Practices

NOT SUPPORTED

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Dollar Tree
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Dollar Tree
- **Duplicate Invoices:**
A new and unique invoice number must be provided for each invoice. Dollar Tree will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Dollar Tree requires invoices to be submitted electronically through the Ariba Network. Dollar Tree will no longer accept paper invoices
- **Header Level Credit Memos**
The Header Level Credit Memo feature is not supported by Dollar Tree



Tax and Shipping Data

TAX DATA

Tax data is accepted at the header/summary level or at the line item level of the invoice.

SHIPPING DATA

Shipping data is accepted at the HEADER LEVEL ONLY of the invoice.



2- Before You Begin Invoicing



Customer Invoice Rules

These rules determine what you can enter when you create invoices.

Login to your Ariba Network account.

Click on the **Administration Navigator** and then click on **Customer Relationships** under **Account Settings**.

A list of your customers is displayed. Click the name of your customer (Dollar Tree) to view their invoice rules.

Scroll down to the Invoice setup section and view the invoice rules.

Click **Done** when finished.

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 'Test Supplier1'. The main header includes the Ariba logo and 'NETWORK'. Below the header, there are navigation links: Home, Inbox, Outbox, Catalogs, Enablement Tasks, Reports. A 'Profile Completeness' widget shows a progress bar at 35% with the text 'Enter a short description to reach'. A search bar is visible with 'Purchase Orders' and 'Order Confirmations' as suggestions. On the right, a dropdown menu for 'Test Supplier 1' is open, showing 'Basic Package' and 'Company Profile' with sub-items: 'Account Settings' (highlighted with a red box), 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Below this, the 'Account Settings' page is displayed, with tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active, showing 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' has two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is a table with columns: Customer, Approved Date, Routing Type, and Actions. The table lists three customers: Buyer 02, Buyer 03, and Buyer 01. The 'Buyer 02' row is highlighted with a red box. At the bottom of the table is a 'Reject' button.

Customer	Approved Date	Routing Type	Actions
Buyer 02	9 Apr 2012	Default	Actions
Buyer 03	9 Apr 2012	Default	Actions
Buyer 01	7 Apr 2012	Default	Actions





Customer Invoice Rules

Note: If Dollar Tree enabled **Country-Based Invoice Rules** then you will be able to choose your **Country in Originating Country of Invoice** from drop down menu

ORDER CONFIRMATION AND SHIP NOTICE RULES

Allow suppliers to increase item quantities on order confirmations ⓘ

Allow suppliers to increase item quantities on ship notices ⓘ

COUNTRY-BASED INVOICE RULES

Originating Country of Invoice: **All Other Countries**

GENERAL INVOICE RULES

Allow suppliers to send invoices to

Ignore country-based invoice rules

Allow suppliers to send invoices with

Allow suppliers to send invoice attachments

Allow suppliers to send non-PO invoices

Require suppliers to create an order

Require suppliers to create a shipment

Allow suppliers to send invoices in a

Allow suppliers to send header created

Allow suppliers to send line-item created

Your procurement application card

Require suppliers to provide a reason

Allow suppliers to cancel invoices that

Allow the invoice numbers of invoices in the Canceled state to be reused.

Allow the invoice numbers of invoices in the Rejected state to be reused.

Country List: All Other Countries, Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungary, Ireland, Italy, Korea, Republic Of South Korea, Latvia, Lithuania, Luxembourg, Malaysia, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Singapore, Slovakia.





Customer Invoice Rules

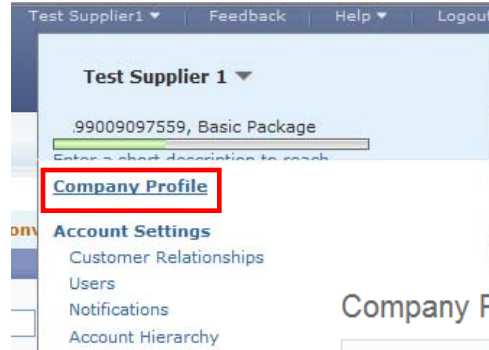
VAT ID

The supplier's VAT ID is only displayed if the customer's invoicing rules require the supplier's VAT IDs on invoices. The VAT ID of the customer receiving the products in a triangular transaction

Note: To display VAT ID by default on invoices VAT ID can be added in **Administration Navigator > Company profile > Business**

CURRENCY

The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in **User Account Navigator > My Account > Preferences**



Company Profile

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

Fiscal Info

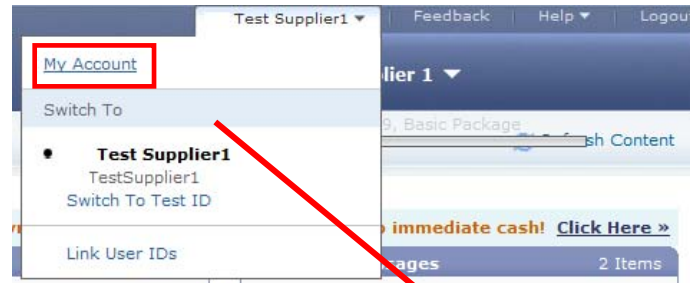
Type of Organization: Corporation

Legal Name:

State of Incorporation: Alabama

D-U-N-S® Number: -

Vat Id:



Preferences

Preferred Language: English

Preferred Timezone: * US/Michigan

Default Currency: * US Dollar

2A 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 | Feedback | Help | Logout

Test Supplier 1

.99009097559, Basic Package

Enter a short description to each

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 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.	* test@ariba.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* test@ariba.com



Invoice Archival

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

- Archived invoices are stored at **Archived Invoices** in **Outbox** tab.
- Note:** Ariba Network deletes expired transaction documents after 18 months and archived invoices stored in ZIP format are automatically deleted after 3 months

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

Scroll down to 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**

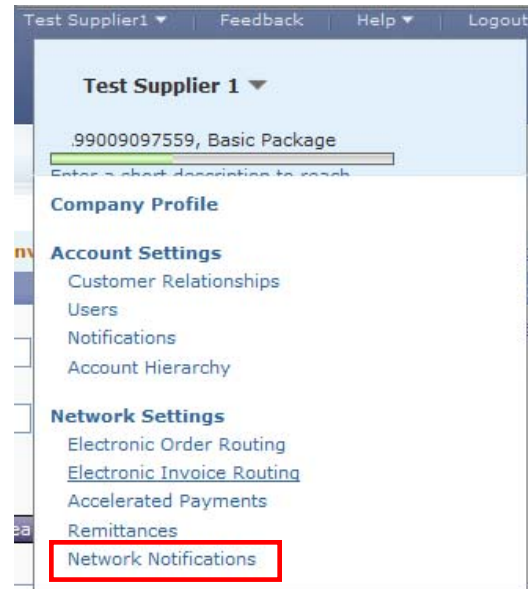


3

Configure Invoice Notifications

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

Note: At Invoice section enter up to 3 email addresses, separated by commas, with NO spaces between them to receive invoice notifications regarding the status of your invoices. Be sure to check the boxes for the types of notifications you wish to receive.



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.	* test@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* test@ariba.com





3 – Creating Invoices





PO Flip Invoice

To create an invoice against a PO, select **PO Invoice** under **Create** on the navigation menu.

Note: You can also get to the create invoice screen by going to your inbox and selecting the PO. A button appears on the PO screen for **Create Invoice**.

The screenshot shows the Ariba Network interface for a supplier. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The 'Inbox' menu item is highlighted with a red box. Below the navigation bar, there are several sections:

- Pending Tasks:** Action Required to Complete Enablement Tasks >
- Profile Completeness:** A progress bar shows 35% completion. A message says 'Enter a short description to reach 45% >'. Below this is a 'Quick Links' section with a 'View: Last 24 hours' dropdown.
- Purchase Orders:** A list of POs with counts for New (0), Changed (0), Failed (0), Partially Confirmed (0), Partially Shipped (0), and Partially Invoiced (0).
- Invoices:** A list of invoices with counts for Failed (0) and Rejected (0).
- Create:** A section with a red box around 'PO Invoice' and 'Non-PO Invoice' below it.

The main content area features a search bar and two data tables:

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

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

Invoice Status (Customers: 3 of 3) View: Last 24 hours

Customer	Sent	Approved	Paid	Rejected	Failed
EA Buyer 01	0	0	0	0	0
EA Buyer 02	0	0	0	0	0
EA Buyer 03	0	0	0	0	0

Early Payments (Customers: 3 of 3)





PO Flip Invoice

Click on **Purchase Order** link to enter its details

Click On the **Create Invoice** button and then choose **Standard Invoice**.

ARIBA NETWORK Test Supplier 1

EA99009097559, Basic Package

Home **Inbox** Outbox Catalogs Enablement Tasks Reports

Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications

Purchase Orders

Search Filters

Purchase Orders											Total: 4	
Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision			
PCO158	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	New	PCard	\$0.00 USD	Original			
4400035472		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original			
PC1022502	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original			
PC102250137	1	EA Buyer 01	DEALER SERVICES HOFFMAN ESTATES, IL United States	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original			

Create Hide in Inbox Resend Failed Orders

Purchase Order:PC1022502

Create Confirmation Create Ship Notice **Create Invoice** Hide in Inbox Print Export cXML Resend

Order Detail Order History

PURCHASE ORDER

PC1022502
Version: 1

ROUTING STATUS

Sent

ORDER STATUS

New

Order submitted on:Monday 7 May 2012 6:01 PM GMT+02:00
Received by Ariba Network-Early Access on:Monday 7 May 2012 7:57 PM GMT+02:00

SUPPLIER

EA Test Supplier 1
210 Sixth Street
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: dqarda@ariba.com

BILL TO

Southern Gas
P.O.Box 30777
Los Angeles, CA 90030-077
United States
Phone:
Fax:





PO Flip Invoice - Header

Information from the PO defaults into invoice. Complete all fields with an asterisk (*)

Enter an **Invoice #** which is your unique number for invoice identification.

The **Invoice Date** will auto-populate.

Select **Remit-To** address from the drop down box.

Tax and Shipping should be entered at the **Header level** by selecting the appropriate radio button.

Invoice Header Add to Header ▾

SUMMARY

Purchase Order:	GSOP01	Subtotal:	\$55.00USD	View/Edit Addresses
* Invoice #:	123456	Total Tax:	\$10.45USD	
* Invoice Date:	25 Oct 2010	Total Gross Amount:	\$65.45USD	
Supplier Tax ID:		Total Net Amount:	\$65.45USD	
Remit To:	GSO Test Supplier 1	Amount Due:	\$65.45USD	
Bill To:	China Sunnyvale (1010) New York Life Ins. Com NEW YORK, NY United States			

TAX Header level tax ⓘ Line level tax ⓘ

* Category:	19% Sales Tax / MwSt. ▼	Taxable Amount:	\$55.00USD	Remove
Location:		Rate(%):	19	
Description:	MwSt.	Tax Amount:	\$10.45USD	

SHIPPING Header level shipping ⓘ Line level shipping ⓘ

Ship From:	GSO Test Supplier 1 China Sunnyvale	Ship To:	The Nautilus Group Addison, TX United States	View/Edit Addresses
		Deliver To:	Patrick The Nautilus Group	





PO Flip Invoice – Header

TAX

If there is no tax applicable to the invoice, click **Remove** to remove the tax.

To apply tax at the header, choose a tax **Category**.

You must choose GST, HST or PST if invoicing for a CANADIAN location, otherwise the invoice will be REJECTED.

Enter either the tax **Rate(%)** or the **Tax Amount**.

SHIPPING

Choose the **Header Level shipping** radio button if such charges to be applied to the invoice.

When the screen refreshes, the **Shipping Cost** section will be displayed.

Enter a **Shipping Amount** and **Shipping Date**.

TAX Header level tax *i* Line level tax *i*

* Category: *v*

Location:

Description:

Taxable Amount: [Remove](#)

Rate(%):

Tax Amount:

SHIPPING Header level shipping *i* Line level shipping *i*

Ship From: **Test Ariba Supplier 2 - TEST**
Pittsburgh, PA
United States

Ship To: **Pittsburgh, PA Office**
Pittsburgh, PA
United States
[View/Edit Addresses](#)

Deliver To: Chad Suvak
Pittsburgh, PA Office

SHIPPING COST

Shipping Amount: Shipping Date: *g* [Remove](#)

NOTE: Choose Tax and Shipping at Line Level if required. Extra lines will disappear after page refreshes.

TAX Header level tax *i* Line level tax *i*

SHIPPING Header level shipping *i* Line level shipping *i*





PO Flip Invoice – Header

OTHER

You can also add some additional information to the **Header** of the invoice such as:

- **Special Handling** – please include a description as to why special handling is being charged or the invoice will be rejected.
- **Discount**
- **Comment**
- **Attachment**

Note: Attachment file size should not exceed 10 MB. Scroll down to the

* Indicates required field

▼ Invoice Header

SUMMARY

Purchase Order:	GSOPO1	Subtotal:	\$55.00USD
* Invoice #:	<input type="text"/>	Total Tax:	\$0.00USD
* Invoice Date:	<input type="text" value="27 Oct 2010"/>	Total Gross Amount:	\$55.00USD
Supplier Tax ID:	<input type="text"/>	Total Net Amount:	\$55.00USD
		Amount Due:	\$55.00USD

Remit To: **GSO Test Supplier 1**
China
Sunnyvale

Bill To: **(1010) New York Life Ins. Com**
NEW YORK, NY
United States

TAX Header level tax Line level tax

SHIPPING Header level shipping Line level shipping

Ship From: GSO Test Supplier 1 China Sunnyvale	Ship To: The Nautilus Group Addison, TX United States View/Edit Addresses
	Deliver To: Patrick The Nautilus Group

SHIPPING COST

Shipping Amount: <input type="text"/>	Shipping Date: <input type="text"/>
---------------------------------------	-------------------------------------

[Remove](#)

Add to Header ▼

- Tax
- Shipping Tax
- Special Handling
- Special Handling Tax
- Discount
- Comment
- Attachment





PO Flip Invoice – Line Items

Line Items section shows the line items from the Purchase Order.

Review or update **Quantity** for each line item you are invoicing.

If line item is not invoiced, click the line item's **Green check mark** to exclude it from the invoice OR click the check box on the left of the item and click **Delete** to remove the line item from the invoice.

You can generate another invoice later to bill for that item.

GOODS 2 Line Items 1 Included 0 Previously Invoiced

Insert Line Item Options

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

<input type="checkbox"/> No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	ABC-123	Enter a description for this item.	1	EA	\$55.00USD	\$55.00USD
<i>Excluded line items cannot be modified.</i>							
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	XYZ-456	3 inch Widget	10	PK	\$100.00USD	\$1,000.00USD

Line Item Actions

SERVICES 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount Add to Included Lines

<input type="checkbox"/> No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No Items							

Line Item Actions





PO Flip Invoice - Line Item Tax

Select the line item to which tax is to be applied using the **Line Item #** checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.

Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines**

To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option

GOODS 2 Line Items 2 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount **Add to Included Lines**

<input checked="" type="checkbox"/>	No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	✓	ABC-123	Er...	1	EA	\$55.00USD	\$55.00USD
<input checked="" type="checkbox"/>	2	✓	XYZ-456	3	10	PK	\$100.00USD	\$1,000.00USD

Line Item Actions | Delete | Add Item

Taxes
19% Sales Tax / MwSt.
Standard Tax Selections
Sales
VAT
GST
HST
PST
QST
Use
Other Tax
Configure Tax Menu

SERVICES 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount **Add to Included Lines**

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No Items								

Line Item Actions | Delete | Add Service Item





PO Flip Invoice – Different Line Item Tax

To apply different tax rates to each line item select the **Line Item**.

Click **Line Item Actions > Add > Tax**. Upon refresh, the **Tax** fields will display for each selected line item

Within each line item, Select **Category**, then either populate the **Rate(%)** or **Tax Amount**. Click **Update**

GOODS 2 Line Items 2 Included 0 Previously Invoiced

Insert Line Item Options

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

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	ABC-123	Enter a description for this item.	1	EA	\$55.00USD	\$55.00USD
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>	XYZ-456	3 inch Widget	10	PK	\$100.00USD	\$1,000.00USD

Line Item Actions: Edit, Add, Tax, Special Handling, Discount, Comments

SERV 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount [Add to Included Lines](#)

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No Items							

Line Item Actions: Add Service Item

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

2 XYZ-456 3 inch Widget 10 PK \$100.00USD \$1,000.00USD

TAX

* Category: Sales Tax

Location:

Description:

Taxable Amount: \$1,000.00USD

Rate(%): 10

Tax Amount: \$100.00USD

Remove

Line Item Actions: Add Item





PO Flip Invoice – Additional Tax Options

To configure additional tax options click **Configure Tax Menu** under the **Tax Category** drop down. Create new tax categories, as needed.

See the **Ariba Network Transactions Guide** from the **Help** section of your account for more detailed information about configuring tax rates.

GOODS 2 Line Items 2 Included 0 Previously Invoiced

Insert Line Item Options

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

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	ABC-123	Enter a description for this item.	1	EA	\$55.00USD	\$55.00USD
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	XYZ-456	3 inch Widget	10	PK	\$100.00USD	\$1,000.00USD

TAX

* Category: Sales Tax Location: Description:

Line Item Actions | Delete | Add Item

Taxes

- 19% Sales Tax / MwSt. \$1,000.00USD Remove
- Standard Tax Selections
- Sales 10
- VAT \$100.00USD
- GST
- HST
- PST
- QST
- Use
- Other Tax
- Configure Tax Menu**

SERVICES 0 Line Items 0 Previously Invoiced

Insert Line Item Options

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

Note: To remove a tax line item, click **Remove**

Configure Tax OK Cancel

* Tax Category	* Rate	Tax Description
<input type="radio"/> VAT	0 %	Zero VAT Tax
<input type="radio"/> VAT	5 %	Reduced Tax rate
<input type="radio"/> Sales Tax	8 %	NY tax rate
<input type="radio"/> Sales Tax	9 %	
<input type="radio"/> Usage	17.5 %	Default tax rate

Delete | Create OK Cancel



PO Flip Invoice – Line Item Comments

To add comments at the line items select Line Items, then click at **Line Item Actions >Add > Comments**.

Upon refresh, the **Comments** field will display. Enter applicable **Comments** in this field

Click Next

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	XYZ-456	3 inch Widget	10	PK	\$100.00USD	\$1,000.00USD

TAX	* Category:	Sales Tax	Taxable Amount:	\$1,000.00USD	Remove
	Location:		Rate(%):	10	
	Description:		Tax Amount:	\$100.00USD	

SHIPPING	Ship From:	GSO Test Supplier 1 China Sunnyvale	Ship To:	The Nautilus Group Addison, TX United States Patrick The Nautilus Group	View/Edit Addresses
			Deliver To:		

SHIPPING COST	* Shipping Amount:	\$50.00USD	Shipping Date:		
----------------------	--------------------	------------	----------------	--	--

COMMENTS	<input type="text"/>	Remove
-----------------	----------------------	------------------------

Line Item Actions ▼	<input type="button" value="Delete"/> <input type="button" value="Add Item"/>
Edit	
Add	
Tax	
Special Handling	
Discount	
Comments	

SERIALS	0 Line Items	0 Included	0 Previously Invoiced
---------	--------------	------------	-----------------------

Insurance	Category: Sales Tax	<input type="checkbox"/> Discount	<input type="button" value="Add to Included Lines"/>
-----------	---------------------	-----------------------------------	--

COMMENTS	<input type="text"/>	Remove
-----------------	----------------------	------------------------





PO Flip Invoice – Review, Save, Submit

Review your invoice for accuracy at Review page displayed. Scroll down the page to view the line item details and invoice totals.

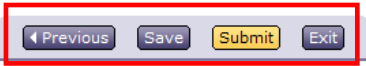
If no changes are needed, click **Submit** to send the invoice to Dollar Tree.

If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

Alternatively, **Save** your invoice at anytime during invoice creation to work on it later. Resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.

Note: You can keep draft invoices for up to 7 days.

Generate Invoice



Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: Netherlands. The document's destination country is: Netherlands.

Generate Invoice

Welcome to the new and improved Invoice entry form. [Learn More»](#)

Please correct the following errors and resubmit

* Indicates required field

Invoice Header

SUMMARY

Purchase Order: 4600000290

* Invoice #:

Required field

NOTE: in case on any errors, you will get a notification in red where information should be corrected .

ARIBA NETWORK Test Supplier 1

Home Inbox **Outbox** Catalogs Enablement Tasks Reports

Invoices Order Confirmations Ship Notices **Drafts**

Drafts

This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents ...

Invoice #	Customer	Reference	Date Last Modified ↓	Amount	Status
Test1234	Buyer 01	4400035472	8 May 2012 1:35:38 PM		Composing
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="View Content"/>					



2

Credit Memo / Negative Invoice

To create a credit invoice against a PO, select **PO Invoice** under **Create** on the navigation menu.

Note: You can get to the create invoice screen by going to your inbox and selecting the PO.

A button appears on the PO screen for **Create Invoice**.

Choose either **Standard Invoice** or **Credit Memo**

The screenshot shows the Ariba Network interface for 'Test Supplier 1'. The 'Inbox' menu item is highlighted with a red box. The main content area includes a search bar, a 'Purchase Order Status' table, an 'Invoice Status' table, and an 'Early Payments' table. The 'Purchase Order Status' table has columns for Customer, New, Changed, Confirmed, Shipped, Invoiced, In Progress, and Failed. The 'Invoice Status' table has columns for Customer, Sent, Approved, Paid, Rejected, and Failed. The 'Early Payments' table is partially visible at the bottom.

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

Customer	Sent	Approved	Paid	Rejected	Failed
EA Buyer 01	0	0	0	0	0
EA Buyer 02	0	0	0	0	0
EA Buyer 03	0	0	0	0	0

Purchase Order:

The screenshot shows the 'Purchase Order' action bar. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing 'Standard Invoice' and 'Credit Memo' options. Other buttons in the bar include 'Create Confirmation', 'Create Ship Notice', 'Hide in Inbox', 'Print', 'Export cXML', and 'Resend'. The 'Order Detail' and 'Order History' tabs are also visible.

2

Credit Memo / Negative Invoice

Create Negative Invoice following steps for creating a standard invoice in the **Creating Invoices** section of this document.

On the Invoice **Line Items** section, enter the amount of the credit for each line item.

Note: Enter a **Negative Quantity** to issue the credit.

Update any needed data in the **Shipping and Tax** sections

Review your credit invoice. Ensure that the **Total Amount Due** reflects the total credit in a **negative** amount.

Click **Submit** to send your credit invoice to Dollar Tree

GOODS 11 Line Items 1 Included 10 Previously Invoiced Page 2

Insert Line Item Options

Tax Category: Sales Tax Special Handling Discount **Add to Included Lines**

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
18	✓	697180	BEEF POT ROAST CKD CHC	-1	CS	\$36.64USD	\$-36.64USD

Line Item Actions | Delete | Add Item Page 2

Generate Invoice

Confirm and submit this document.

Standard Invoice

Invoice #: 12321312
Invoice Date: Thursday 28 Oct 2010 9:38 AM GMT-04:00
Original Purchase Order: GSOP05

Subtotal: \$-36.64USD
Total Tax: \$0.00USD
Total Gross Amount: \$-36.64USD
Total Net Amount: \$-36.64USD
Amount Due: \$-36.64USD

NOTE: That you can create other types of Credit Memos using the same principal of entering negative amount





Credit Memo / Credit Memo

Create Credit Memo choosing option **Credit Memo** in the **Create Invoice** button of PO or **Create Line-Item Credit Memo** button of Invoice against which Credit Memo should be created.

Complete information in the form of Credit Memo. Make sure that all required fields marked with asterisk are filled in.

Click **Next** once done.

Review Credit Memo. Click **Submit**.

Purchase Order:

Done

Invoice:123456

Generate Credit Memo

Next

Exit

* Indicates required field

Header Information

* Invoice #: Information Only. No action is required from the customer.

* Invoice Date: Original PO #:

Supplier Account ID #: Customer Reference:

Generate Credit Memo

Previous

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: Netherlands. The document's destination country is: Netherlands.

Credit Memo

Invoice #:	1234	Subtotal:	-100.00EUR
Invoice Date:	Wednesday 7 Dec 2011 9:01 AM GMT-08:00	Total Tax:	0.00EUR
Original Purchase Order:	4600000290	Total Gross Amount:	-100.00EUR
		Total Net Amount:	-100.00EUR
		Amount Due:	-100.00EUR



Non PO Invoice

To create an invoice without a PO, select **Non-PO Invoice** under **Create** on the navigation menu.

ARIBA NETWORK Test Supplier 1

Home | **Inbox** | Outbox | Catalogs | Enablement Tasks | Reports

EA99009097559, Basic Package

Pending Tasks
Action Required to Complete Enablement Tasks >

Profile Completeness
35%
Enter a short description to reach 45% >

Quick Links
View: Last 24 hours

Purchase Orders
New (0)
Changed (0)
Failed (0)
Partially Confirmed (0)
Partially Shipped (0)
Partially Invoiced (0)

Invoices
Failed (0)
Rejected (0)

Create
PO Invoice
Non-PO Invoice

Search
Purchase Orders
Order Confirmations
Ship Notices
Invoices
Payments
More...
Customer: [input]
Order Number: [input]
Date Range: Last 14 days
Exact Match
Search

Alerts and Messages 2 Items
New Supplier Newsletter — [Subscribe Today!](#)
What's New in Ariba Network Release: 11s3ANAOD. [View Release Guide.](#)

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

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
EA Buyer 01	0	0	0	0	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: 7 May 2012 2:44:46 PM

Invoice Status Customers: 3 of 3 View: Last 24 hours

Customer	Sent	Approved	Paid	Rejected	Failed
EA Buyer 01	0	0	0	0	0
EA Buyer 02	0	0	0	0	0
EA Buyer 03	0	0	0	0	0

Last Refresh: 7 May 2012 2:44:46 PM

Early Payments Customers: 3 of 3



3

Non PO Invoice

Select Dollar Tree from the Customer dropdown list

Select **Standard Invoice**

If you need to invoice a new customer click **Invoice New Customer**

Note: Your customer must generate a code for you to create non-PO invoices

Click **Next**

ARIBA NETWORK Test Supplier 1

Create Non-PO Invoice

FOR A TRADING RELATIONSHIP ALREADY ON ARIBA NETWORK-EARLY ACCESS

Customer: EA Buyer 01

Type of Invoice: Standard Invoice Credit Memo

FOR A NEW TRADING RELATIONSHIP

You must have your customer's unique code to create a non-PO invoice for a new relationship. If your customer accepts the invoice and you do not ...

[Invoice New Customer \(Requires Customer Code\)](#)

Next Exit

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

ARIBA NETWORK Test Supplier 1

Invoice Web Form

Enter customer information

*Customer Code: xyz

Private ID: AN1234

Create Invoice

Cancel

3

Non PO Invoice

Complete all required fields marked with an asterisk (*)

Complete at least 1 of the Order Information Fields

If your customer disables the rule you are not required to enter info in Order Information section

Note: Add a customer Email address to have the document properly routed to the right approver

ARIBA NETWORK Test Supplier 1

Generate Invoice

Next Update Save Exit

Welcome to the new and improved Invoice entry form. [Learn More](#)

* Indicates required field

Invoice Header Add to Header

SUMMARY	
* Invoice #:	123456
* Invoice Date:	8 May 2012
Supplier Tax ID:	
Remit To:	210 Sixth Avenue Pittsburgh, PA United States
Bill To:	
Subtotal:	\$0.00USD
Total Tax:	\$0.00USD
Total Gross Amount:	\$0.00USD
Total Net Amount:	\$0.00USD
Amount Due:	\$0.00USD

[View/Edit Addresses](#)

ORDER INFORMATION
(Enter at least one of the following)

Customer Order #:	xyz	Contract #:	
Sales Order #:			

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID:			
Customer Reference:			
Supplier:	Test Ariba Supplier 2 - TEST Pittsburgh, PA United States	Customer:	Ariba, Inc. - Test Pittsburgh, PA United States
Email:	test@ariba.com		

[View/Edit Addresses](#)

3

Non PO Invoice

Use **Add Item** or **Add Service Item** button to add the details of the item(s) being invoiced.

Note: Be certain to provide COMPLETE details of the items or services provided

Add **Tax** and **Shipping** as appropriate

Click **Next** to continue. Then **Review**, **Save** or **Submit** as Standard Invoice

GOODS 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Special Handling Discount Add to Included Lines

<input type="checkbox"/> No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No Items							
Line Item Actions Add Item							

SERVICES 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Discount Add to Included Lines

<input type="checkbox"/> No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No Items							
Line Item Actions Add Service Item							



4

Service Invoices

Use **Add Service Item** button in **Services** section of the Invoice to create an invoice for Service Items. Select either **General Service Item** or **Labor Service Item**

Enter details for **General** or **Labor Service** added

SERVICES 1 Line Items 1 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount Add to Included Lines

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>						

SERVICE PERIOD Service Start Date: Service End Date:

Line Item Actions | Delete | **Add Service Item**

- General Service Item
- Labor Service Item

Next Update Save Exit

SERVICES 1 Line Items 1 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Sales Tax Discount Add to Included Lines

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	123-456	Lawn Service	1	EA	50.00 USD	50.00 USD

SERVICE PERIOD Service Start Date: 30 Oct 2010 Service End Date: 30 Oct 2010

Line Item Actions | Delete | Add Service Item

Next Update Save Exit

SERVICES 1 Line

Insert Line Item Options

Tax Category: Sales Tax

No.	Include	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ADMIN 1

RATE

*Term *Rate
Day 15.00 USD

Time Sheet Number:
Contractor Name: Jane Doe
Contractor Identifier:
Job Description:

Address 2:
Address 3:
City:
State:
Zip:
Country:

SERVICE PERIOD * Service Start Date: 29 Oct 2010 * Service End Date: 29 Oct 2010

Line Item Actions | Delete | Add Service Item



5

Contract Invoice

To create a Contract Invoice, select **Contract Invoice** under **Create** on the navigation menu.

The screenshot displays the ARIBA NETWORK web application interface. At the top, the header includes the ARIBA logo, the text "ARIBA NETWORK", and a user profile "Test Supplier 1". Below the header is a navigation menu with options: Home, Inbox, Outbox, Catalogs, Enablement Tasks, and Reports. A search bar contains the text "EA99009097559, Basic Package" and a "Search Content" button.

On the left side, there are several widgets:

- Pending Tasks:** Shows "Action Required to Complete Enablement Tasks" with a right-pointing arrow.
- Profile Completeness:** A progress bar is at 35%. A message says "Enter a short description to reach 45% >".
- Quick Links:** A "View:" dropdown is set to "Last 24 hours". Below are categories:
 - Purchase Orders:** New (0), Changed (0), Failed (0), Partially Confirmed (0), Partially Shipped (0), Partially Invoiced (0).
 - Invoices:** Failed (0), Rejected (0).
 - Create:** PO Invoice, Non-PO Invoice, and **Contract Invoice** (highlighted with a red box).

The main content area features a search filter for "Purchase Orders" with fields for Customer, Order Number, Date Range (set to "Last 14 days"), and an "Exact Match" checkbox. A "Search" button is present. To the right, an "Alerts and Messages" section shows two items: "New Supplier Newsletter - Subscribe Today!" and "What's New in Ariba Network Release: 11s3ANAOD. View Release Guide.".

Below the search area are two data tables:

- Purchase Order Status:** Customers: 3 of 3. View: Last 24 hours. Columns: Customer, New, Changed, Confirmed, Shipped, Invoiced, In Progress, Failed. Data rows for EA Buyer 01, 02, and 03 show zero counts in all columns.
- Invoice Status:** Customers: 3 of 3. View: Last 24 hours. Columns: Customer, Sent, Approved, Paid, Rejected, Failed. Data rows for EA Buyer 01, 02, and 03 show zero counts in all columns.

At the bottom, there is a section for "Early Payments" with "Customers: 3 of 3".





Contract Invoice

Select Dollar Tree in the customer list

Complete invoice entry with all fields marked with asterisk (*)

Create Contract Invoices: Select Customer

Exit

Select a customer from the list below, and click **Go** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Click **Go** to open your customer's site. Contact your customer if you encounter any technical issues.

Customer Name:

Customer	Actions
Ariba, Inc. - TEST	<input type="button" value="Go"/>

INV1234-259

Submit

Exit

You can continue to edit the invoice before submitting it for approval.

Invoice Entry

▼ Invoice Header

Supplier Invoice #: *

Supplier: * Test Supplier AN01007585979

Contract: C11 [select]

Sold To Email:

Invoice Date: *

On Behalf Of: Test

Supplier Contact: Test Supplier [select]

Remit To Address: TEST

Payment Terms: Net 30 [select]

My Labels: [Apply Label...](#)

Shipping - Entire Invoice

Ship From: Test

Ship To: * (none selected)

Header Actions

Line Items

Show Details

<input type="checkbox"/>	No.	Description	Contract	Qty	Unit	Price	Amount
--------------------------	-----	-------------	----------	-----	------	-------	--------

No items

Line Item Actions



5 Contract Invoice

There is an option to add **Tax, Shipping, Special Handling, Discount, Comments and Attachments** to Contract Invoices

Add Line items to the Invoice choosing from Non-catalog or Catalog options

Enter required fields marked with an asterisk (*)

Update Total

Click on **Submit** button to submit the invoice

Header Actions

Line Items

Line Item Action

Header Actions

Line Items

Line Item Actions

Line Items

No.	Description	Contract	Qty	Unit	Price	Amount
1	still water	C11	100	EA	\$0.20 USD	\$0.00 USD

Commodity Code: * Water Bottle

Reference Date: * Fri, 14 Oct, 2011

Full Description: * still water

Supplier Part Number:

Supplier Auxiliary Part ID:

Bill To: (none selected)

Account Type: No Type Defined

Cost Center: (none selected)

Company: (none selected)

Shipping - by Line Item

Ship From: Test

Ship To: * (none selected)

Line Item Actions

Subtotal: \$20.00 USD

Total Tax: \$0.00 USD

Total: \$20.00 USD

Update Total



6 CSV Invoices Upload

Profile Completeness
75%
Enter your DUNS number to reach 80% >>

Quick Links
View: Last 7 days

Purchase Orders
New (8)
Changed (0)
Failed (0)
Partially Confirmed (0)
Partially Shipped (0)
Partially Invoiced (0)

Invoices
Failed (0)
Rejected (2)

Collaboration Requests
Response Needed (0)

Manage
Time & Expense Sheets

Create
PO Invoice
Non-PO Invoice
CSV Invoice
Contract Invoice

Early Payment Terms
All Offers
Proposed Offers
Accepted Offers

Search
Purchase Orders
Order Confirmations
Ship Notices
Invoices
Payments
More...
Customer: [Dropdown]
Order Number: [Text]
Date Range: Last 31 days
 Exact Match [Search]

Purchase Order Status Customers: 8 of 37

Customer	New	Changed	Confirmed
AEGON USA, LLC ...	0	0	0
Ariba, Inc. - G...	0	0	0
Ariba, Inc. - TEST	0	0	0
Ariba, Inc. GSO...	0	0	0

Invoice Status Customers: 8 of 37

Customer	Sent	Approve
AEGON USA, LLC ...	0	0
Ariba, Inc. - G...	25	3
Ariba, Inc. - TEST	3	0
Ariba, Inc. GSO...	0	0

Early Payments Customers: 8 of 37

Customer	Buyer-Initiated
AEGON USA, LLC ...	\$0.00USD
Ariba, Inc. - G...	\$22,847.35USD
Ariba, Inc. - TEST	\$0.00USD
Ariba, Inc. GSO...	\$0.00USD

To download CSV file template, go to **Administration > Customer Relationships > Click the customer name > Download CSV Invoice Template**

Complete the template and upload it to **CSV Invoice > Browse > Import**

The CSV file is processed by Ariba Network and forwarded to the customer in the form of cXML message

Import CSV Invoice [Done]

* Customer: Ariba Inc. [Dropdown]

* CSV invoice file path: [Text] [Browse...]

[Import CSV Invoice]

[Done]





3 – Modifying Invoices





Save and Restart Invoices

At any point during invoice creation, click **Save**

On the Exit page, click **Save the invoice.**

Click the **Outbox** tab.
In the navigation bar, click **Drafts**

On the Exit page, click **Save the invoice.**

Select an invoice and click **Edit**.

Generate Invoice (ARIBA NETWORK) Test Supplier 1

Next Update **Save** Exit

Welcome to the new and improved Invoice entry form. [Learn More](#)

* Indicates required field

Invoice Header Add to Header

SUMMARY

* Invoice #: 123456

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

[View/Edit Addresses](#)

Generate Invoice

Exit

Save the invoice.
[Delete](#) the invoice.
[Continue](#) to work on the invoice.

ARIBA NETWORK Test Supplier 1

Home **Inbox** **Outbox** Catalogs Enablement Tasks Reports

EA99009097559, Basic Package

Invoices Order Confirmations Ship Notices **Drafts**

Drafts

This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents ...

Invoice #	Customer	Reference	Date Last Modified ↓	Amount	Status
Test1234	Buyer 01	4400035472	8 May 2012 1:35:38 PM		Composing

Edit **Delete** View Content



2

Cancel Invoices

Click the **Outbox** tab

In the **Invoice #** column, click a link to view details of the invoice

Click **Cancel**.

The status of the invoice changes to "Canceled."

ARIBA NETWORK Test Supplier 1

Home Inbox **Outbox** Catalogs Enablement Tasks Reports

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices Total: 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
123456	Buyer 01	Non-PO	Online	Supplier	Customer Order	8 May 2012	\$105.00 USD	Sent	Sent

Create Line-Item Credit Memo Edit Generate Non-PO Invoice

ARIBA NETWORK Test Supplier 1

Invoice:123456

EA99009097559, Basic Package Done

Create Line-Item Credit Memo **Cancel** Print Export cXML Register for Auction

Detail Scheduled Payments History

Standard Invoice

Invoice #:	123456	Subtotal:	\$100.00USD
Invoice Date:	Tuesday 8 May 2012 11:40 AM GMT+02:00	Total Tax:	\$5.00USD
Original Purchase Order:	xyz	Total Gross Amount:	\$105.00USD
		Total Net Amount:	\$105.00USD
		Amount Due:	\$105.00USD

Status
Invoice: **Sent**
Routing: **Sent**

CANCEL INVOICE?

Are you sure you want to cancel this invoice?

Yes **No**





Edit and Resubmit Invoices

Click the **Outbox** tab

Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**

Click **Submit** on the Review page to send the invoice.

The screenshot shows the ARIBA NETWORK interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The 'Outbox' tab is selected. Below the navigation bar, there are links for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The main content area is titled 'Invoices' and features a 'Search Filters' dropdown. A table displays one invoice with the following details:

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
123456	Buyer 01	Non-PO	Online	Supplier	Customer Order	8 May 2012	\$105.00 USD	Sent	Sent

Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', and 'Generate Non-PO Invoice'.



3 – Document Status, Searches and Reports





Check Invoice Status

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox**.

The screenshot shows the ARIBA NETWORK interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. Below this, there are links for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The main content area is titled 'Invoices' and shows a table with one invoice entry. The 'Routing Status' and 'Invoice Status' columns for this entry are highlighted with red boxes.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
123456	Buyer 01	Non-PO	Online	Supplier	Customer Order	8 May 2012	\$105.00 USD	Sent	Sent





Check Invoice Status

ROUTING STATUS

Reflects the status of the transmission of the invoice to Dollar Tree via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Dollar Tree invoicing rules. Dollar Tree will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Dollar Tree invoicing application has acknowledged the receipt of the invoice

INVOICE STATUS

Reflects the status of Dollar Tree's action on the Invoice.

- **Sent** – The invoice is sent to the Dollar Tree but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** - Dollar Tree approved the invoice cancellation
- **Paid** - Dollar Tree paid the invoice or is in the process of issuing payment. This status applies only if Dollar Tree uses invoices to trigger payment
- **Approved** - Dollar Tree has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** - Dollar Tree has rejected the invoice or the invoice failed validation by Ariba Network. If Dollar Tree accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice





Check Invoice History

Access any invoice.

Click on the **History** tab to view status details and invoice history

History and status comments for the invoice are displayed.

Transaction history can be used in problem determination for failed or rejected transactions.

When you are done reviewing the history, click **Done**.

The screenshot shows the Ariba Network interface for invoice 123456. The header includes the Ariba Network logo and the supplier name 'Test Supplier 1'. Below the header, the invoice number 'Invoice:123456' is displayed. A progress bar shows the invoice is 'EA99009097559, Basic Package' and is 'Done'. A toolbar contains buttons for 'Create Line-Item Credit Memo', 'Cancel', 'Export cXML', and 'Register for Auction'. The 'History' tab is selected and highlighted with a red box. Below the tabs, invoice details are shown: Invoice: 123456, Invoice Status: Sent, Received By Ariba Network-Early: 8 May 2012 11:40:19 AM, Access On: GMT+02:00, Submitted By: EA Test Supplier1, To: EA Buyer 01, and Routing Status: Sent. A 'History' table is displayed below, with a red border around its header. The table has columns for Status, Comments, Changed By, Date and Time, and Stack Trace. The history entries are: 'The invoice was successfully received.' (changed by Test Supplier 1, 8 May 2012 11:40:29 AM), 'The invoice status has been successfully updated to by EA Buyer 01. Description:The document was added to the pending queue for download.' (changed by PropagationProcessor-20426235, 8 May 2012 11:40:40 AM), and 'Sent' (changed by Supplier, 8 May 2012 11:40:40 AM). The same toolbar is visible at the bottom of the interface.

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Test Supplier 1	8 May 2012 11:40:29 AM	
	The invoice status has been successfully updated to by EA Buyer 01. Description:The document was added to the pending queue for download.	PropagationProcessor-20426235	8 May 2012 11:40:40 AM	
Sent		Supplier	8 May 2012 11:40:40 AM	





Search for invoice

3 ways to locate Invoice:

- Quick Search
- Refined Search
- Reports

QUICK SEARCH

From the Home Tab, Select **Invoices** the Document type to search,

Select Dollar Tree from Customer Drop down menu

Enter Document # , if known

Select **Date Range** , up to 90 days for Invoices

Click **Search**

The screenshot shows the ARIBA NETWORK interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. Below this, there are several panels:

- Pending Tasks:** Action Required to Complete Enablement Tasks >
- Profile Completeness:** A progress bar at 35% with a prompt to 'Enter a short description to reach 45% >'
- Quick Links:** A dropdown menu set to 'Last 24 hours' with options for Purchase Orders (New (3), Changed (0), Failed (0), Partially Confirmed (0), Partially Shipped (0), Partially Invoiced (0)) and Invoices.
- Search Panel (highlighted in red):** Contains filters for Purchase Orders, Order Confirmations, Ship Notices, and Invoices. The 'Invoices' section is active, showing:
 - Customer: EA Buyer 01 (selected from a dropdown)
 - Invoice Number: [Empty field]
 - Date Range: Last 90 days (selected from a dropdown)
 - Exact Match:
 - Search button
- Alerts and Messages:** 2 Items. Includes 'New Supplier Newsletter - Today!' and '1 s3ANAOD. View Release'.
- Purchase Order Status Table:**

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
- Invoice Status Table:**

Customer	Sent	Approved	Paid	Rejected	Failed
EA Buyer 01	1	0	0	0	0



3

Search for Invoice

REFINED SEARCH

Allows a refined search of Invoices within up to 90 last days

Click the arrow to expand Search Filters from Outbox (Invoices)

Enter the criteria to build the desired search filter

Click Search

ARIBA NETWORK Test Supplier 1

Home Inbox **Outbox** Catalogs Enablement Tasks Reports

EA99009097559, Basic Package

Invoices Order Confirmations Ship Notices Drafts

Invoices Total: 1

▶ Search Filters

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
123456	Buyer 01	Non-PO	Online	Supplier	Customer Order	8 May 2012	\$105.00 USD	Sent	Sent

Create Line-Item Credit Memo Edit Generate Non-PO Invoice

ARIBA NETWORK Test Supplier 1

Home Inbox **Outbox** Catalogs Enablement Tasks Reports

EA99009097559, Basic Package

Invoices Order Confirmations Ship Notices Drafts

Invoices

▼ Search Filters

Customer: Min. Amount:

Invoice Number: Max. Amount:

Partial number Exact number Status:

Order Number: Number of Results: 100

Date Range: Last 90 days Show Only Invoices Submitted from the Customer's System.

Start Date: 9 Feb 2012 End Date: 8 May 2012

Search Reset

Invoices Total: 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
123456	EA Buyer 01	Non-PO	Online	Supplier	Customer Order	8 May 2012	\$105.00 USD	Sent	Sent

Create Line-Item Credit Memo Edit Generate Non-PO Invoice

3

Search for Invoice - Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

Note: Report can be created by Administrator or User with appropriate permissions

Click the **Reports** tab from the menu at the top of the page. Click **Create**. Fill in required Information. Select an Invoice report type — **Failed Invoice** or **Invoice**.

Click **Next**.

Note: Premier Members may select **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

After specifying **Customer** and **Created Date** in Criteria click **Submit**.

You can view and download the report in CSV format when its status is **Processed**.

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

The screenshot shows the Ariba Network interface for creating a report. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports' (highlighted). The user is logged in as 'Test Supplier 1'. The 'Reports' section is active, showing a progress indicator for 'EA99009097559, Basic Package'. The 'Report Description' section includes a 'Next' button and an 'Exit' button. The 'Criteria' section includes a 'Previous' button, a 'Submit' button, and an 'Exit' button. The 'Report Description' section includes a 'Title' field (highlighted with a red box) containing 'Invoice', a 'Description' field, a 'Time zone' dropdown set to 'US/Michigan', a 'Language' dropdown set to 'English', and a 'Report Type' dropdown menu with 'Invoice' selected. The 'Criteria' section includes a 'Customer' dropdown set to 'EA Buyer 01', an 'Invoice Number' field, an 'Invoice Amount' field, a 'Routing Status' dropdown set to 'Any', an 'Invoice Status' dropdown set to 'Any', an 'Invoice Date' range from '8 Apr 2012' to '8 May 2012', and a 'Max Results Returned' dropdown set to '100'.





6 - Ariba Network Support



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

EA Test Supplier1 Feedback Help Logout

EA Test Supplier 1

EA99009097559, Basic Package

Enter a short description to search

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

ARIBA NETWORK

Account Settings Save Close

Customer Relationships Users Notifications Account Hierarchy

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
EA Buyer 02	9 Apr 2012	Default

Supplier Information Portal

Actions

Review the presentations to learn more about transacting with Dollar Tree

- Account Configuration
- Dollar Tree Purchase Order Management Guide
- Dollar Tree Invoicing 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 'LEADS', 'PROPOSALS', 'CONTRACTS', and '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 from the text above. Below the navigation bar, there is an 'Ariba Login' section with fields for 'Admin Username' and 'Admin Password'. To the right of the login fields, there is a section for 'Join Ariba Network-Early Access!'. Below the login section, there are two buttons: 'Using' and 'Support'. A search bar is located below these buttons. On the right side of the page, there 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 this section towards the bottom right. At the bottom of the page, 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 of the page, there is a sidebar with sections for 'Ariba Commerce Cloud Status', 'Technical Requirements', and 'Languages'. The 'Languages' section has a 'Choose Language' dropdown menu, which is pointed to by a red arrow from the text above. Below the sidebar, there is a section for 'Download Adobe Reader here:' with a link to 'Adobe Reader'. The Ariba logo is visible in the bottom right corner.



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'. A dropdown menu is open, showing options: 'Product Documentation' (highlighted with a red box and a red arrow), 'Contact Support', 'Contact Administrator', and 'Ariba Exchange'. Below the navigation bar, the 'Using' tab is selected (highlighted with a red box). The main content area is divided into several sections:

- What's New:** Ariba Commerce Cloud Release Guide for Sellers (Mar 2012)
- The Basics:**
 - Managing Your User Account (PDF | Revisions | Apr 2012)
 - Using the Test Account
 - Reporting (PDF | Revisions | Apr 2012)
 - Tutorials
- Collaboration and Order Fulfillment:**
 - Working with Purchase Orders (PDF | Revisions | Apr 2012)
 - Working with Collaboration Requests (PDF | Revisions | Aug 2011)
 - Tracking Temporary Labor Items (PDF | Revisions | Apr 2012)
 - Tutorials
- Invoices, Payments and Remittances:**
 - Creating and Managing Invoices (PDF | Revisions | Jun 2011)

On the right side, there are sections for 'Help@Ariba Tips', 'Ariba Network Features and Functions', 'Ariba Commerce Cloud Status', 'Frequently Asked Questions', and 'Languages'. A search bar is also present. At the bottom right, the Ariba logo is displayed.

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. See numbers below.

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** at Help tab

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

ARIBA NETWORK

Product Documentation
Contact Support
Ariba Exchange

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 >>

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 web interface. At the top, the navigation bar includes 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES'. The user is logged in as 'Test Supplier 1'. The 'Help' link is highlighted, and a dropdown menu is open, showing '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 <small>Verify that your contact email address is correct so that Ariba Customer Support can respond to your issue. To update your email address, go to the Manage Profile area of your account.</small>
Type:	Development
Category of Issue:	Select Category
Customer's company name:	Select Customer
Issue Description:	