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An SAP Company

# Ariba Network

## Purchase Order, Order Confirmation and Ship Notice Guide

Dollar Tree



BUY



SELL



MANAGE CASH

# Agenda

- ▶ Introduction
- ▶ Purchase Order Management
- ▶ Order Confirmations
- ▶ Ship Notices
- ▶ Ariba Network Support

# Introduction

## **Dollar Tree e-Procurement Process**

This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with **Dollar Tree** through the Ariba Network.



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# 1– Purchase Order Management



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# 1

## View Purchase Orders

Click on **Inbox** tab to manage your Purchase Orders.

**Inbox** presented as a list of the Purchase Orders received, by **Dollar Tree**.

Click a link in the **Order Number** column to view the purchase order details.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The 'Inbox' tab is highlighted with a red box. Below the navigation bar, there are sections for 'Pending Tasks', 'Profile Completeness' (35%), and 'Search' filters. The main content area displays a list of Purchase Orders. A red box highlights a link in the 'Order Number' column. A second red box highlights a settings icon in the top right of the table. A third red box highlights a settings icon in the top right of the table.

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision	Show / Hide Columns
<a href="#">PCO158</a>	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original	<input checked="" type="checkbox"/> Order Number <input checked="" type="checkbox"/> Ver <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Ship To Address <input checked="" type="checkbox"/> Amount <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Order Status <input checked="" type="checkbox"/> Settlement <input checked="" type="checkbox"/> Balance <input checked="" type="checkbox"/> Revision
		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original	<input checked="" type="checkbox"/> Group by Column <input checked="" type="checkbox"/> Customer <input checked="" type="checkbox"/> Ship To Address <input checked="" type="checkbox"/> Order Status <input checked="" type="checkbox"/> Settlement <input checked="" type="checkbox"/> Revision
<a href="#">PC1022502</a>	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original	<input checked="" type="checkbox"/> Export to Excel <input checked="" type="checkbox"/> Export all Rows <input checked="" type="checkbox"/> Export Current Page
<a href="#">PC102250137</a>	1	EA Buyer 01	DEALER SERVICES HOFFMAN ESTATES, IL United States	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original	<input checked="" type="checkbox"/> Date Display <input checked="" type="checkbox"/> Show Time

# 2

## Search Purchase Orders

Search filters allow you to search using multiple criteria.

Click the arrow next to **Search Filters** to display the query fields. Enter your criteria and click **Search**.

Once you find the order, click on the order number to view it.

The screenshot shows the ARIBA NETWORK interface for 'Test Supplier 1'. The 'Purchase Orders' section is active, and the 'Search Filters' button is highlighted with a red box. Below the button is a table of purchase orders with the following data:

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	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original

The screenshot shows the ARIBA NETWORK interface with the 'Purchase Orders' search filters expanded. The filters include:

- Customer: [Text Field]
- Order Number: [Text Field]
- Invoice Number: [Text Field]
- Date Range: Last 14 days
- Start Date: 25 Apr 2012
- End Date: 8 May 2012
- Min. Amount: [Text Field]
- Max. Amount: [Text Field]
- Purchase Order Status: [Dropdown]
- View:  All except hidden orders  All  Only hidden orders
- Search only blanket purchase orders
- Number of Results: 100

The 'Search' button is highlighted with a red box. Below the filters is a table of purchase orders with the following data:

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	Shipped	PCard	\$0.00 USD	Original

# 3

## Purchase Order Detail

View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

There are options available for **Create Confirmation**, **Create Ship Notice**, **Create Invoice** or **Print**.

Additional options:

- **Resend** to reprocess orders with failed status or test changes made to order routing settings
- **Export cXML** to save a copy of the cXML source information
- **Order History** for diagnosing problems and for auditing.

**Note:** You can always Resend PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button

**Purchase Order: PO Line Item Content: 5m** Done

Create Order Confirmation  Create Ship Notice  Create Invoice [Hide in Inbox](#) | [Print All](#) | [Print Screen Contents](#) | [Export cXML](#) | [Resend](#)

**Order Detail** | Order History

<b>From: New York Sales</b> New York, NY 10037 United States Phone: Fax:	<b>To Supplier</b> Mountain View, CA 95124 United States Phone: Fax: Email	<b>Purchase Order (Confirmed)</b> PO Line Item Content: 5m Amount: \$1500.00 USD Version: 1
--------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

**ORDER DETAILS**  
Order submitted on: Tuesday 18 Sep 2012 10:58 PM GMT-07:00  
Received by Ariba Network on: Sunday 14 Oct 2012 9:59 PM GMT-07:00

**PAYMENT TERMS** ⓘ  
2 % 30 NET 45

**COMMENTS**  
The Parent Line Item is the result of the whole Children lines it has.  
For exam...

**OTHER I**  
Custom(f

[ox](#) **Print** ▼ [Export cXML](#) | [Resend](#)

[Print All Details](#)  
[Print Screen Contents Only](#)

Routing Status: Acknowledged  
Related Documents:

**Supplier Document Status**

You can select between printing just the screen content or the PO details choosing accordingly in the **Print** menu options.

# 3

## Purchase Order Detail

**Line Items** section describes the ordered items.

Each line describes a quantity of items **Dollar Tree** wants to purchase.

You can expand or collapse the line item details by clicking at either **Show Items Details** or **Hide Item Details**.

Set the status of each line item by sending order confirmations clicking **Create Confirmation**.

At the bottom of the purchase order is the **Sub-total** value.

LINE ITEMS	
Line #	Part # / Description
▼ 1	Excavation Services <i>Soil Removal</i>
10001	Digging Service <i>Digging a hole</i>
10002	Dirt Removal Service <i>Hauling Dirt Away</i>
10003	Stabilization Services <i>Stabilize Walls with Sprayed Concrete</i>

[Show Item Details](#)

Subtotal  
\$3,000.00USD

\$1,000.00USD [Details](#)

\$1,000.00USD

\$1,000.00USD

[Hide Item Details](#)

Subtotal  
\$3,000.00USD

1,000.00USD [Summary](#)

Sub-total: \$ 118.81 USD

[Create Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ▼ | [Hide in Inbox](#) [Print](#) [Export cXML](#) [Resend](#)



# 4

## Purchase Order Detail w/Total Landed Cost (TLC)

Line Items section describes the ordered items.

When a buyer sends PO with TLC, the TLC is displayed when viewing PO details.

Total Landed Cost details appear on the PO when entered at the header level.

At the bottom of the purchase order is the **Sub-total** value including line for tax (TLC).

LINE ITEMS							Show Item Details
Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	update-Part-0001 update-Clock	3 (DZ)	6 Sep 2009	\$20.00USD	\$60.00USD	\$15.00USD	<a href="#">Details</a>
2	update-Part-0001 update-Clock	3 (DZ)	6 Sep 2009	\$20.00USD	\$60.00USD	\$15.00USD	<a href="#">Details</a>

  

TAX SUMMARY						
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	2	\$2,000.00USD	\$10.00USD	LA	Tax in Latin America	Exempt
Sales	3	\$2,000.00USD	\$20.00USD	Great Britain	Tax in England	Zero Rated
VAT	2	\$60.00USD	\$1.20USD			

Date of Supply: Friday 7 Sep 2012 12:00 AM GMT+05:30    Date of Pre-Payment: Saturday 1 Sep 2012 8:30 PM GMT+05:30  
 Triangular Transaction: yes    Law Reference: 123456

Additional Information:  
 a1: Ravi1  
 a2: Ravi2

Additional Information:  
 a1: Ravi1  
 a2: Ravi2

Type	Description	Service Code	Start Date	End Date	Amount	Percentage
Allowance	discountentry	Volume Discount	1 Aug 2005	3 Aug 2005	\$66.00USD	
Allowance	discountentry	Discount-Special	1 Aug 2005	3 Aug 2005	\$66.00USD	
Charge	freightcharges	Freight	12 Jan 2006	30 Jan 2006		90%
Charge	royaltiescharges	Royalties	12 Jan 2006	30 Jan 2006		80%

  

Sub-total:	\$ 132.00	USD
Total Tax:	\$ 15.00	USD
Est. Grand Total:	\$ 147.00	USD



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## 2- Order Confirmations



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# Create Order Confirmation

From the PO view, click the **Create Confirmation** button and select to **Confirm All**, **Update with Different Status** for individual line items or **Reject Entire Order**.

This example demonstrates the **Confirm All** option. Click **Next**.

*(Updating with Different Status will be explained later in the presentation.)*

**Purchase Order: S03297217** Done

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

Confirm Entire Order | Update Line Items | Reject Entire Order | History

**From: 9999**  
PO BOX 352  
BUFFALO, NY 14240  
United States

**To: EATestSupplier2**  
210 Sixth Street  
Pittsburgh, PA 15222  
United States  
Phone:  
Fax:  
Email: dgarda@ariba.com

**Purchase Order (New)**  
S03297217  
Amount: \$2440,3177 USD  
Version: 1

OTHER INFORMATION  
unitNo: 643478  
vendorIDNo: 049  
deliveryReference: 20130213  
View more >

Routing Status: Sent

**SHIP ALL ITEMS TO**  
**HIGH COUNTRY CONFERENCE CENTER**  
201 W BUTLER AVENUE  
FLAGSTAFF, AZ 86001  
United States  
Ship To Code: 643478  
Email: HECTOR.PINEDA@SODEXO.COM

**BILL TO**  
**9999**  
PO BOX 352  
BUFFALO, NY 14240  
United States

**DELIVER TO**  
HIGH COUNTRY CONFERENCE CENTER

**LINE ITEMS** Show Item Details Page 1

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Details
1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD	<a href="#">Details</a>
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD	<a href="#">Details</a>

Confirming PO Next Exit

1 Confirm Entire Order  
2 Review Order Confirmation

Confirmation #: OC123\_All\_DG  
Associated Purchase Order #: S03297217  
Customer: 12s3 Buyer 01

Shipping and Tax Information  
Est. Shipping Date:    
Est. Delivery Date:    
Est. Shipping Cost:   
Est. Tax Cost:   
Comments:

**Item** **Part # / Description** **Qty (Unit)** **Need By** **Unit Price** **Subtotal**

1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD
Current Order Status: 1 Confirmed					
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD
Current Order Status: 1 Confirmed					



# Create Order Confirmation

Enter **Confirmation Number** which is any number you use to identify the order confirmation.

If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied for all line items.

You can group related line items or kit goods and so that they can be processed as a unit.

Click the **Browse** button, select the file, and then click **Add Attachment** to enclose supporting documentation.

**Note:** Maximum attachment size is 10MB.

Click **Next** when finished.

## Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation #: 123456

Associated Purchase Order #: PCO158

Customer: EA Buyer 01

### Shipping and Tax Information

Est. Shipping Date: 10 May 2012

Est. Shipping Cost:

Est. Delivery Date: 15 May 2012

Est. Tax Cost:

Comments:

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal		
1	AD1513 Dining Set	1	12 Sep 2012	\$1,500.00USD	\$1,500.00USD		
1001	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$50.00USD	\$21.25USD	\$15.75USD	
Current Order Status: 10 Confirmed Pricing Details							
Unit Details			Price Details				
Unit Conversion	Price Unit	Order Unit	Price	Price Unit	Quantity	Price Unit	
0.1	Box	EA	\$50.00USD	2		Box	
Pricing Description: This PBQ element specifies that 1 Box is 10 EA and the unit price is for 2 Boxes							
1002	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$100.00USD	\$50.00USD	\$21.25USD	\$15.75USD
Current Order Status: 10 Confirmed							

Item Groups



Next

Exit

# 2

## Review and Submit Order Confirmation

Review the order confirmation and click **Submit**.

Your order confirmation is sent to **Dollar Tree**.

Once the order confirmation is submitted, the Order Status will display as **Confirmed**

When viewing documents online, links to all related documents are displayed.

Click **Done** to return to the Inbox.

### Confirming PO

- 1 Confirm Entire Order
- 2 Review Order Confirmation

Previous

Submit

Exit

### Confirmation Update

Confirmation #: 123456  
Est. Shipping Cost:  
Est. Tax Cost:  
Comments:  
Attachments:

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	19313421	1	EA	3 CABLE EXTENSION		\$118.81USD	\$118.81USD

Current Order Status:  
1 Confirmed (Estimated Shipment Date: 10 May 2012 ; Estimated Delivery Date:15 May 2012)

### Purchase Order:PCO158

Done

Create Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox

Print

Export cXML

Resend

Order Detail

Order History

**PURCHASE ORDER**  
**PCO158**  
**Version: 1**

**ROUTING STATUS**  
**Acknowledged**

**ORDER STATUS**  
**Confirmed**

#### RELATED DOCUMENTS

[Order Confirmation:123456](#)

Order submitted on:Monday 7 May 2012 7:14 PM GMT+02:00  
Received by Ariba Network-Early Access on:Monday 7 May 2012 7:58 PM GMT+02:00

# 3

## Confirm Order with Different Status

Select **Update with Different Status**, to set the status of each line item.

Fill in the requested information (the same as for **Confirm All** option)

Scroll down to view the line items and choose among possible values:

**Confirm** – You received the PO and will send the ordered items.

**Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

**Reject** – Enter a reason why these items are rejected in the **Comments** field by clicking the **Details** button.

### Purchase Order: POEATST10

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

 
  

**From: BAYTOWN REFINERY**  
 PO Box 4646  
 Houston, TX 772104646  
 United States

**To: EATestSupplier2**  
 210 Sixth Street  
 Pittsburgh, PA 15222  
 United States  
 Phone:  
 Fax:  
 Email: dgarda@ariba.com

**PAYMENT TERMS** ⓘ  
NET 27

**CONTACT INFORMATION**  
**Sales**  
 WHOLESALE ELECTRIC SUPPLY CO  
 PO BOX 1913  
 DEER PARK, TX 77536  
 United States  
 Phone: + ( ) 2814796055  
 Fax: + ( ) 1713-431-0474  
 Address ID: 2019894

Item	Part # / Description	Qty (Unit)
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)
Current Order Status: <input checked="" type="radio"/> 1,000 Unconfirmed Confirm <input type="text" value="500"/> Backorder <input type="text" value="500"/> Reject <input type="text"/> <input type="button" value="Details"/>		
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)
Current Order Status: <input checked="" type="radio"/> 200 Unconfirmed Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text" value="200"/> <input type="button" value="Details"/>		
<input type="button" value="Confirm All"/>		

# 4

## Confirm Order with Different Status - Backorder

Enter the quantity backordered in the **Backorder** data entry field.

Click **Details** to enter **Comments** and **Estimated Shipping and Delivery Dates** for the backordered items on the **Status Details** page.

Click **OK** when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

Click **Next**.

Confirming PO

1 Update Item Status  
2 Review Confirmation

Confirmation #: OC456\_PART  
Associated Purchase Order #: POEATST10  
Customer: 12s3 Buyer 03

Shipping and Tax Information  
 Enter shipping and tax information at the line item level.

Est. Shipping Date:    
Est. Delivery Date:    
Comments:

Est. Shipping Cost:   
Est. Tax Cost:

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)	30 Aug 2007	\$0.61USD	\$610.00USD
Current Order Status: <input checked="" type="radio"/> 1,000 Unconfirmed Confirm <input type="text" value="500"/> <b>Backorder <input type="text" value="500"/></b> <input type="text"/> <input type="text"/> <b>Details</b>					
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)	30 Aug 2007	\$0.29USD	\$58.00USD
Current Order Status: <input checked="" type="radio"/> 200 Unconfirmed Confirm <input type="text" value="200"/> Backorder <input type="text"/> <input type="text"/> <input type="text"/> <b>Details</b>					

---

10 06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I 1,000 (EA) 30 Aug 2007 \$0.61USD \$610.00USD

New Order Status: **500 Backordered**

Est. Shipping Date: 15 Mar 2013  
Est. Delivery Date: 20 Feb 2013  
Comments: Backordered until March 15, 2013

New Order Status: **500 Confirmed**

Est. Shipping Date: 25 Feb 2013  
Est. Delivery Date: 28 Feb 2013  
\* Unit Price: \$0.61USD  
Supplier Part: 06000874X  
Comments:   
Description: SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I

Subtotal: \$305.00USD

# 5

## Confirm Order with Different Status – Price Change

Enter the quantity in the **Confirm** data entry field.

Click **Details** to enter the details regarding the price change.

Note the new price in the **Unit Price** field on the **Status Details** page for the line item. Enter a **Comment** regarding the price change, if needed.

Item substitutions for the requested part can also be communicated using the **Supplier Part** field.

Update the **Description** as needed.

Click **OK** when done.

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	06000874X SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I	1,000 (EA)	30 Aug 2007	\$0.61USD	\$610.00USD

  

New Order Status: **500 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

  

New Order Status: **500 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

\*Unit Price:

Supplier Part:

Comments:

Description:

Subtotal: \$305.00USD



# 6

## Confirm Order with Different Status – Reject

Enter the quantity in the **Reject** data entry field to reject item.

Click the **Details** button to enter a reason for the rejection in the **Comments** field on the **Status Details** page.

Click **OK** when done.

20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)
Current Order Status:		
<input checked="" type="radio"/> 200 Unconfirmed		
Confirm	<input type="text"/>	Backorder <input type="text"/>
Reject	<input type="text" value="200"/>	<b>Details</b>

Item	Part # / Description	Qty (Unit)
20	06000875X SCREW,LAG,1/4 X 2,SQ HEAD,BOLT,1/4 IN DI	200 (EA)
New Order Status: <b>200 Rejected</b>		
Comments:		This part has been discontinued, Please contact your Sales Representative for acceptable substitutions.

# 7

## Confirm Order with Different Status

Continue to update the status for **each line item on the purchase order**. Once finished, click **Next** to proceed to the review page.

Review the order confirmation and click **Submit**. Your order confirmation is sent to **Dollar Tree**.

Confirming PO

1 Update Item Status  
2 Review Confirmation

Confirmation #:   
Associated Purchase Order #: SO701793  
Customer: GSOEAAAN49

Shipping and Tax Information  
 Enter shipping and tax information at the line item level.

Est. Shipping Date:    
Est. Delivery Date:    
Est. Shipping Cost:   
Est. Tax Cost:   
Comments:

Attachments

Name	Size (bytes)	Content Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

The file size cannot exceed 10MB

Page 1

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Ext. Price
1	5889407	2	CS	NAPKIN DISP XPRESSNP NAT	24 Sep 2010	\$39.29USD	\$78.58USD
Current Order Status: <input checked="" type="radio"/> 2 Unconfirmed Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text"/> <input type="button" value="Details"/>							
2	6890810	2	CS	TOPPING PIZZA BEEF CKD	24 Sep 2010	\$22.36USD	\$44.72USD
Current Order Status: <input checked="" type="radio"/> 2 Unconfirmed Confirm <input type="text"/> Backorder <input type="text"/> Reject <input type="text"/> <input type="button" value="Details"/>							



## 8 Confirm Order with Different Status

The Order Status will display as **Partially Confirmed** if items were backordered or not fully confirmed.

Generate another order confirmation to set them to confirm if needed.

Click **Done** to return to the Inbox.

**Purchase Order: POEATST10** Done

Create Order Confirmation  Create Ship Notice  Create Invoice [Hide in Inbox](#) | [Print](#) | [Export cXML](#) | [Resend](#)

**Order Detail** | Order History

---

<b>From: BAYTOWN REFINERY</b> PO Box 4646 Houston, TX 772104646 United States	<b>To: EATestSupplier2</b> 210 Sixth Street Pittsburgh, PA 15222 United States Phone: Fax: Email: dgarda@ariba.com	<b>Purchase Order</b> <b>(Partially Confirmed)</b> POEATST10 Amount: \$668 USD Version: 1
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

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**PAYMENT TERMS** ⓘ  
NET 27

**CONTACT INFORMATION**  
**Sales**  
WHOLESALE ELECTRIC SUPPLY CO  
PO BOX 1913  
DEER PARK, TX 77536  
United States  
Phone: + ( ) 2814796055

Routing Status: Acknowledged  
Related Documents: [OC456\\_PART](#)



# Reject Entire Order

From the PO view, click the **Create Order Confirmation** button and select to **Reject Entire Order**. Click **Next**.

## Purchase Order: POEATST2

Done

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

- Confirm Entire Order
- Update Line Items
- History
- Reject Entire Order**

**From: BAYTOWN REFINERY**  
PO Box 4646  
Houston, TX 772104646  
United States

**To: EATestSupplier2**  
210 Sixth Street  
Pittsburgh, PA 15222  
United States  
Phone:  
Fax:  
Email: dgarda@ariba.com

**Purchase Order**  
**(New)**  
POEATST2  
Amount: \$668 USD  
Version: 1

**PAYMENT TERMS** ⓘ  
NET 27

Routing Status: Sent

### CONTACT INFORMATION

**Sales**  
WHOLESALE ELECTRIC SUPPLY CO  
PO BOX 1913  
DEER PARK, TX 77536  
United States  
Phone: + ( ) 2814796055  
Fax: + ( ) 1713-431-0474  
Address ID: 2019894

**Purchasing Agent**  
HOU-BRRF BUYER2  
Email: gsc.proc.sap.po.ob.fax@buyer.com  
Phone: + ( ) 713-680-5162  
Fax: + ( ) 713-680-6008

SHIP ALL ITEMS TO

BILL TO



## Reject Entire Order

When prompted, enter **Confirmation Number** which is any number you use to identify the order confirmation.

Provide an explanation in the comments text box for the rejection reason. Click **Reject Order** button.

### Purchase Order: POEATST2

Create Order Confirmation  Create Ship Notice  Create Invoice [Hide in Inbox](#) | [Print](#) | [Export cXML](#) | [Resend](#)

**Order Detail** | Order History

**From: BAYTOWN REFINERY**  
PO Box 4646  
Houston, TX 772104646  
United States

**PAYMENT TERMS** ⓘ  
NET 27

#### CONTACT INFORMATION

**Sales**  
WHOLESALE ELECTRIC SUPPLY CO  
PO BOX 1913  
DEER PARK, TX 77536  
United States  
Phone: + ( ) 2814796055  
Fax: + ( ) 1713-431-0474  
Address ID: 2019894

**Purchasing Agent**  
HOU-BRRF BUYER2  
Email: [gsc.proc.sap.po.ob.fax@buyer.com](mailto:gsc.proc.sap.po.ob.fax@buyer.com)  
Phone: + ( ) 713-680-5162  
Fax: + ( ) 713-680-6008

#### Reject Entire Order

Order Confirmation Number:

Comments:

**Reject Order**

Cancel



# Review and Submit Order Confirmation

Upon screen refresh, the entire order will be rejected

Your order rejection is sent to **Dollar Tree**.

Once the rejection is submitted, the Order Status will display as **Rejected**

Click **Done** to return to the Inbox.

## Purchase Order: POEATST2

Done

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

Order Detail Order History

**From: BAYTOWN REFINERY**  
PO Box 4646  
Houston, TX 772104646  
United States

**To: EATestSupplier2**  
210 Sixth Street  
Pittsburgh, PA 15222  
United States  
Phone:  
Fax:  
Email: dgarda@ariba.com

**Purchase Order**  
**(Rejected)**  
POEATST2  
Amount: \$668 USD  
Version: 1

**PAYMENT TERMS** ⓘ  
NET 27

Routing Status: Acknowledged

### CONTACT INFORMATION

**Sales**  
WHOLESALE ELECTRIC SUPPLY CO  
PO BOX 1913  
DEER PARK, TX 77536  
United States  
Phone: + ( ) 2814796055  
Fax: + ( ) 1713-431-0474  
Address ID: 2019894

**Purchasing Agent**  
HOU-BRRF BUYER2  
Email: gsc.proc.sap.po.ob.fax@buyer.com  
Phone: + ( ) 713-680-5162  
Fax: + ( ) 713-680-6008



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## 3– Ship Notices



BUY



SELL



MANAGE CASH



# Create Ship Notice

Create Ship Notice using your Ariba account once items were shipped.

Multiple ship notices per purchase order might be sent.

Click the **Create Ship Notice** button.

**Purchase Order:POLineItemContent:5m** Done

Create Order Confirmation  **Create Ship Notice**  Create Invoice [Hide in Inbox](#) | [Print All](#) | [Print Screen Contents](#) | [Export cXML](#) | [Resend](#)

**Order Detail** | Order History

<b>From: New York Sales</b> New York, NY 10037 United States Phone: Fax:	<b>To Supplier</b> Mountain View, CA 95124 United States Phone: Fax: Email	<b>Purchase Order</b> <b>(Confirmed)</b> POLineItemContent:5m Amount: \$1500.00 USD Version: 1
--------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

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**ORDER DETAILS**  
Order submitted on: Tuesday 18 Sep 2012 10:58 PM GMT-07:00  
Received by Ariba Network on: Sunday 14 Oct 2012 9:59 PM GMT-07:00

**PAYMENT TERMS** ⓘ  
2 % 30 NET 45

**COMMENTS**  
The Parent Line Item is the result of the whole Children lines it has.  
For example, in the following scenario, the Parent Line Item is the "S [View more >](#)

**OTHER INFORMATION**  
Custom(H): TestHeader: Sat Aug 18 22:57:02 PDT 2012

Routing Status: Acknowledged  
Related Documents:





# Create Ship Notice

Fill out the requested information on the Shipping PO form.

The **Packing Slip ID** is any number you use to identify the Ship Notice.

Choose **Carrier Name** and then **Tracking #** and **Shipping Method** will appear

Enter **Ship From** information. Any field with an asterisk is required.

Check if Deliver to information is correct

Next Exit

\* Packing Slip ID: 123456

Carrier Name: DHL This selection will refresh the page content

\* Tracking #: DNL123456 Shipping Method: Air

Invoice #: Service Level:

**Ship From**

Shipping Date:

Name: Test Ariba Supplier 2 - TEST

\* Address 1: 210 Sixth Avenue

Address 2:

Address 3:

\* City: Pittsburgh

\* State: Pennsylvania

\* Zip: 15222

\* Country: United States [USA] This selection will refresh the page content

**Deliver To**

Delivery Date:

Name: Pittsburgh, PA Office

Address 1: Ariba, Inc.

Address 2: 210 Sixth Ave

Address 3:

City: Pittsburgh

State: Pennsylvania

Zip: 15222

Country: United States [USA] This selection will refresh the page content

Attachments

# 2

## Delivery Terms and Transportation Details

Delivery terms and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

**Note:** This section may not appear on your ship notices if your customer has not enabled this option for your ship notices. If enabled, the delivery terms and transportation details can also be specified at the line item level by clicking the DETAILS button for the line item

The screenshot displays the SAP Ship Notice Header and Delivery and Transport Information sections. The top section, 'Ship Notice Header', includes fields for Packing Slip ID, Invoice #, Ship Notice Type (set to 'Actual'), Actual Shipping Date, and Actual Delivery Date. It also shows 'Carrier Name' with a dropdown menu open, listing options like Airborne Express, DHL (highlighted), FedEx, Rapidao Cometa, UPS, and US Postal Service. Other fields include 'Service Level', 'Ship From' (Test Supplier, Sunnyvale, CA, United States), and 'Deliver To' (Acme, Sunnyvale, AL, United States). A 'View/Edit Addresses' link is present.

The bottom section, 'DELIVERY AND TRANSPORT INFORMATION', contains fields for 'Delivery Terms' (set to 'Despatch Condition'), 'Shipping Payment Method' (set to 'Prepaid By Seller'), 'Delivery Terms Description' (set to 'Delivery at the doorstep'), 'Shipping Contract Number' (12345), 'Transport Terms' (set to 'Other'), and 'Shipping Instructions' (Instructions). A red arrow points from the 'Despatch Condition' dropdown to a detailed list of delivery terms options, including 'Collected By Customer', 'Delivery Condition', 'Despatch Condition', 'Transport Condition', 'Incoterms', 'Ex Works', 'Free Carrier', 'Delivered at Terminal', 'Delivered at Place', 'Carriage Paid To', 'Carriage and Insurance Paid to', 'Delivered Duty Paid', 'Free Alongside Ship', 'Free on Board', 'Cost and Freight', and 'Cost, Insurance and Freight'.

# 3

## Create Ship Notice - Details

Scroll down to view line item information and update the quantity shipped for each line item.

Click the **Browse** button, select the file, and then click **Add Attachment** if necessary to add attachment.

**Note:** The maximum attachment size is 10MB.

Click **Next** to proceed to review your Ship Notice.

The screenshot shows the 'Deliver To' and 'Attachments' sections of the SAP Ship Notice Details form. The 'Deliver To' section includes fields for Delivery Date, Name (LAGRANGE MEMORIAL HOSPITAL), Address 1 (5101 SOUTH WILLOW SPRINGS ROAD), Address 2, Address 3, City (LA GRANGE), State (Illinois), Zip (60525), and Country (United States [USA]). The 'Attachments' section has a table with columns for Name, Size (bytes), and Content Type. Below this is a text input field with a 'Browse...' button and an 'Add Attachment' button. A table below shows three line items with 'Shipped' quantities highlighted in red boxes. The 'Next' button at the bottom right is also highlighted in a red box.

Item	Part #	Qty	Unit	Description	Need By
1	694080	10	CS	CHIX BRST BNLS SKNLS IF 48-4Z KOCH	27 Sep 20:
		Shipped:			
		10	of 10	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated D	
2	159620	1	CS	OKRA CUT BRD SOUTHERN STYL 4-5#	27 Sep 20:
		Shipped:			
		1	of 1	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated De	
3	324647	1	CS	APTZR MUSHRM BATRD 6-2# GLDNCRSP	27 Sep 20:
		Shipped:			
		1	of 1	Confirmed As Is (Estimated Shipment Date: 22 Oct 2010 ; Estimated De	

# 4

## Submit Ship Notice

After reviewing your Ship Notice, click **Submit** to send Ship Notice to **Dollar Tree**.

Ship Notices provide improved communications to help avoid unnecessary calls to order support department.

After submitting your Ship Notice, the **Order Status** will be updated to **Shipped**.

Submitted Ship Notices can be viewed from **Outbox** or by clicking the link under the Related Documents from the PO View.

Click **Done** to return to the **Home** page.

**Shipping PO** Previous **Submit** Exit

1 Shipping Line Items  
2 Review Shipment

Packing Slip ID: 1234JW  
Carrier Name:  
Tracking #:  
Invoice #:  
Shipping Method:  
Service Level:

Ship From  
Shipping Date:  
Address: GSO Test Supplier 2  
807 11th Ave  
Sunnyvale, CA 94089  
United States

Deliver To  
Delivery Date:

**Purchase Order: GSOP06** Done

Create Confirmation | Create Invoice | Hide in Inbox | Print | Export cXML | Resend

Order Detail | Order History

<b>PURCHASE ORDER</b> GSOP06 Version: 1	<b>ROUTING STATUS</b> Acknowledged	<b>ORDER STATUS</b> Shipped
-----------------------------------------------	---------------------------------------	--------------------------------

**RELATED DOCUMENTS**  
[Ship Notice:1234JW](#) | [Order Confirmation:123456JW](#)

Order submitted on: Wednesday 22 Sep 2010 7:29 PM GMT-07:00  
Received by Ariba Network-EA on: Wednesday 22 Sep 2010 10:32 PM GMT-07:00

<b>SUPPLIER</b> GSO Test Supplier 2 807 11th Ave Sunnyvale, CA 94089 United States Phone: 555-555-5555 Fax: 666-666-6666 Email: <a href="mailto:junk@phoenix.ariba.com">junk@phoenix.ariba.com</a>	<b>BILL TO</b> 9999 PO BOX 352 BUFFALO, NY 14240 United States
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------

<b>SHIP ALL ITEMS TO</b> LAGRANGE MEMORIAL HOSPITAL 5101 SOUTH WILLOW SPRINGS ROAD LA GRANGE, IL 60525 United States Ship To Code: 455540593 Email: <a href="mailto:MICHAEL.YORE@SODEXO.COM">MICHAEL.YORE@SODEXO.COM</a>	<b>DELIVER TO</b> LAGRANGE MEMORIAL HOSPITAL
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ARIBA®

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## 4 – Ariba Network Support



BUY



SELL



MANAGE CASH

# 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

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	Supplier Information Portal	Approved Date ↓	Routing Type	Actions
EA Buyer 02	Supplier Information Portal	9 Apr 2012	Default	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/>

The screenshot shows the Dollar Tree Ariba Training Center website. At the top left is the Dollar Tree logo. To the right are links for "Store Locator" and "Email Alerts". Below the logo is a navigation bar with tabs for "INVESTOR RELATIONS", "CAREER CENTER", "VENDOR PARTNERS" (which is highlighted), "REAL ESTATE PARTNERS", "ABOUT US", "SHOP DOLLARTREE.COM", and "SHOP DEALS ONLINE". Below the navigation bar is a breadcrumb trail: "Home > Vendor Partners > Supplies and Services > Ariba Training Center".

The main content area is titled "Dollar Tree Ariba Training Center". It contains a welcome message, a section for "Downloadable Ariba Training Documents" with links to PDFs for information sessions, account management, purchase order management, and invoice guides, and a "Catalog Suppliers" section. On the right side, there is a "Ready & trained? Log onto Ariba from here!" section with an "Ariba Log In" button and links for forgotten credentials. Below that is an "Additional Ariba Training" section with a login link and a "Need additional support?" section with instructions for registered suppliers.

**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 displays the Ariba Network Supplier Portal interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The 'Help' link in the upper right corner is highlighted with a red box, and a red arrow points to it. Below the navigation bar, there is an 'Ariba Login' section with fields for 'Admin Username' and 'Admin Password'. To the right of the login section, there is a 'Join Ariba Network-Early Access!' banner. Below the login section, there is a 'Using' and 'Support' navigation bar. The main content area is divided into 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'; '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, there are sections for 'Ariba Commerce Cloud Status', 'Technical Requirements', and 'Languages'. A red arrow points to the 'Languages' section, which includes a 'Choose Language' dropdown menu. At the bottom right, there is a 'Download Adobe Reader here:' link with an 'Adobe Reader' icon.



# 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 red arrow points to the 'Help' dropdown menu in the top right corner, which contains the following options: 'Product Documentation', 'Contact Support', 'Contact Administrator', and 'Ariba Exchange'. The 'Product Documentation' option is highlighted with a red box. Below the navigation bar, the 'Using' tab is selected and 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' (including 'Managing Your User Account', 'Using the Test Account', 'Reporting', and 'Tutorials'), 'Collaboration and Order Fulfillment' (including 'Working with Purchase Orders', 'Working with Collaboration Requests', 'Tracking Temporary Labor Items', and 'Tutorials'), and 'Invoices, Payments and Remittances' (including 'Creating and Managing Invoices'). A sidebar on the right contains 'Help@Ariba Tips', 'Ariba Network Features and Functions', 'Ariba Commerce Cloud Status', 'Frequently Asked Questions', and 'Languages'. A search bar is located at the top of the sidebar. At the bottom right, there is a section for 'Alerts and Messages' with two items: 'New Supplier Newsletter' and 'What's New in Ariba Network Release: 11s3ANAOD'. A red arrow points to the bottom right corner of the page.

# 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 support numbers below.

### Dollar Tree Business Process Support

- Suppliers may contact the Dollar Tree Supplier Enablement team at [dtsupplier@dollartree.com](mailto: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 >>

**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 \(Advanced Topics\)](#)

Product Documentation

**Contact Support**

Ariba Exchange

# 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 shows the Ariba Network web interface. The top 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 in the top right corner. A dropdown menu is open, showing 'Product Documentation', 'Contact Support' (highlighted with a red box), and 'Contact Administrator'. The 'Contact Support' option is selected. The main content area shows the 'Support' form. The 'Submit' button is highlighted with a red box. The form includes fields for 'Your Name', 'Your Company Name', 'Your Phone #', 'Your email', 'Type', 'Category of Issue', 'Customer's company name', and 'Issue Description'. The 'Category of Issue' dropdown is set to 'Development'. The 'Issue Description' field contains the text 'Dollar Tree'.