Ariba Network

Purchase Order, Order Confirmation and Ship Notice Guide

Dollar Tree

BUY

SELL

MANAGE CASH

© 2011-2012 Ariba, an SAP company. All Rights Reserved. The contents of this document are confidential and proprietary information of Ariba, an SAP company.

Agenda

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

ARIBA®
An SAP Company

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.

ARIBA®
An SAP Company

ARIBA®
An SAP Company

1– Purchase Order Management

BUY

SELL

MANAGE CASH

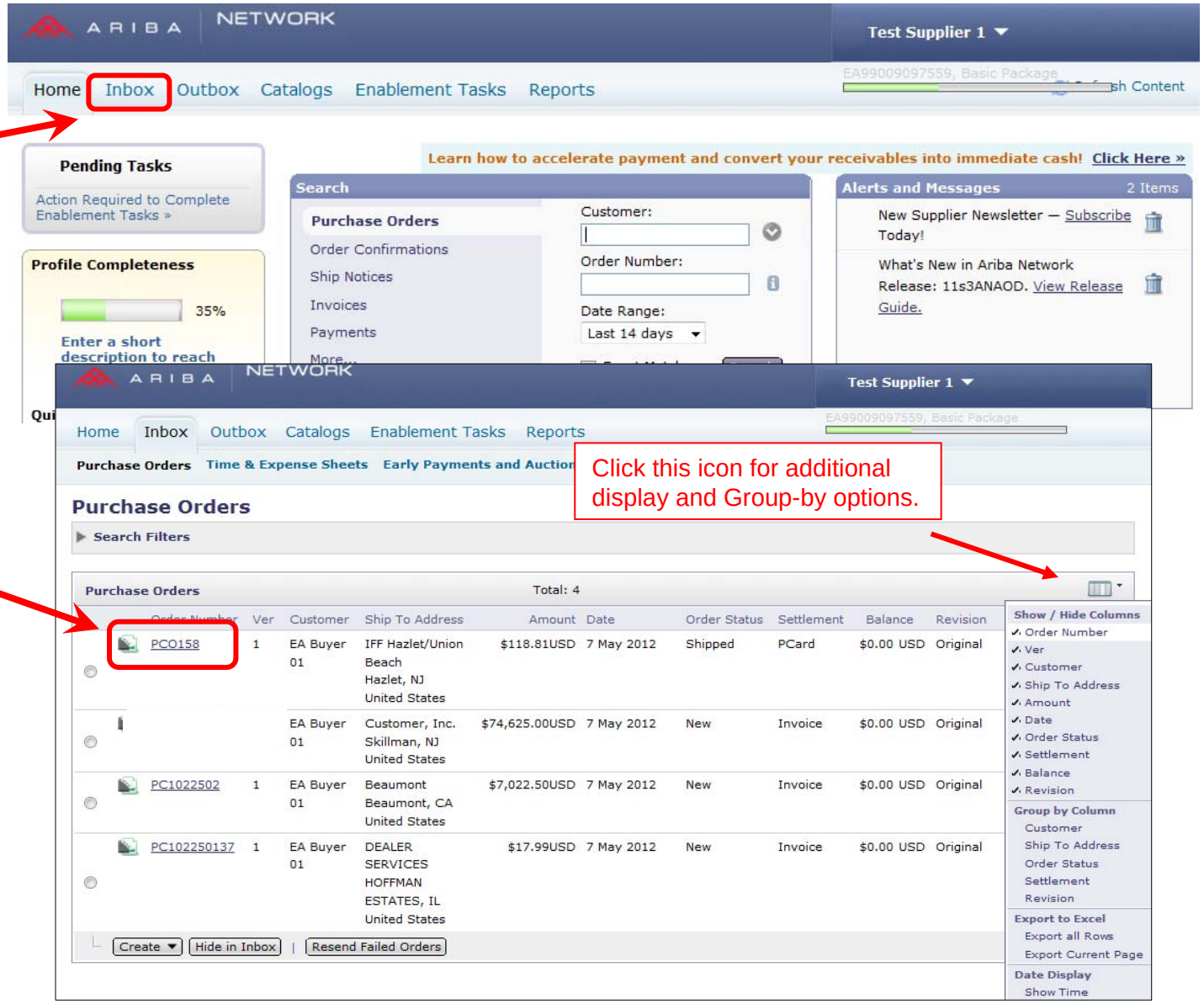
© 2011-2012 Ariba, an SAP company. All Rights Reserved. The contents of this document are confidential and proprietary information of Ariba, an SAP company.

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.



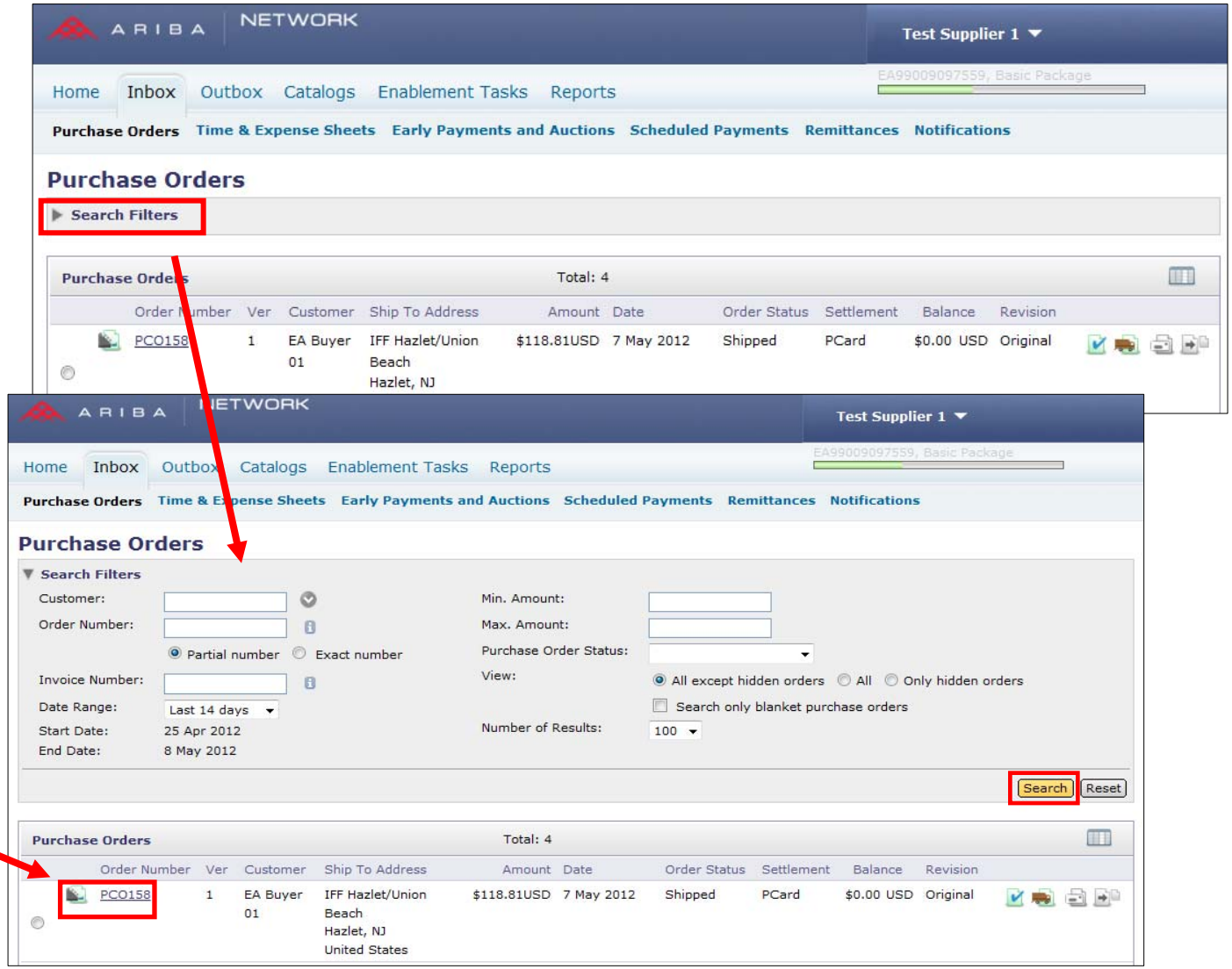
ARIBA An SAP Company

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.



ARIBA An SAP Company

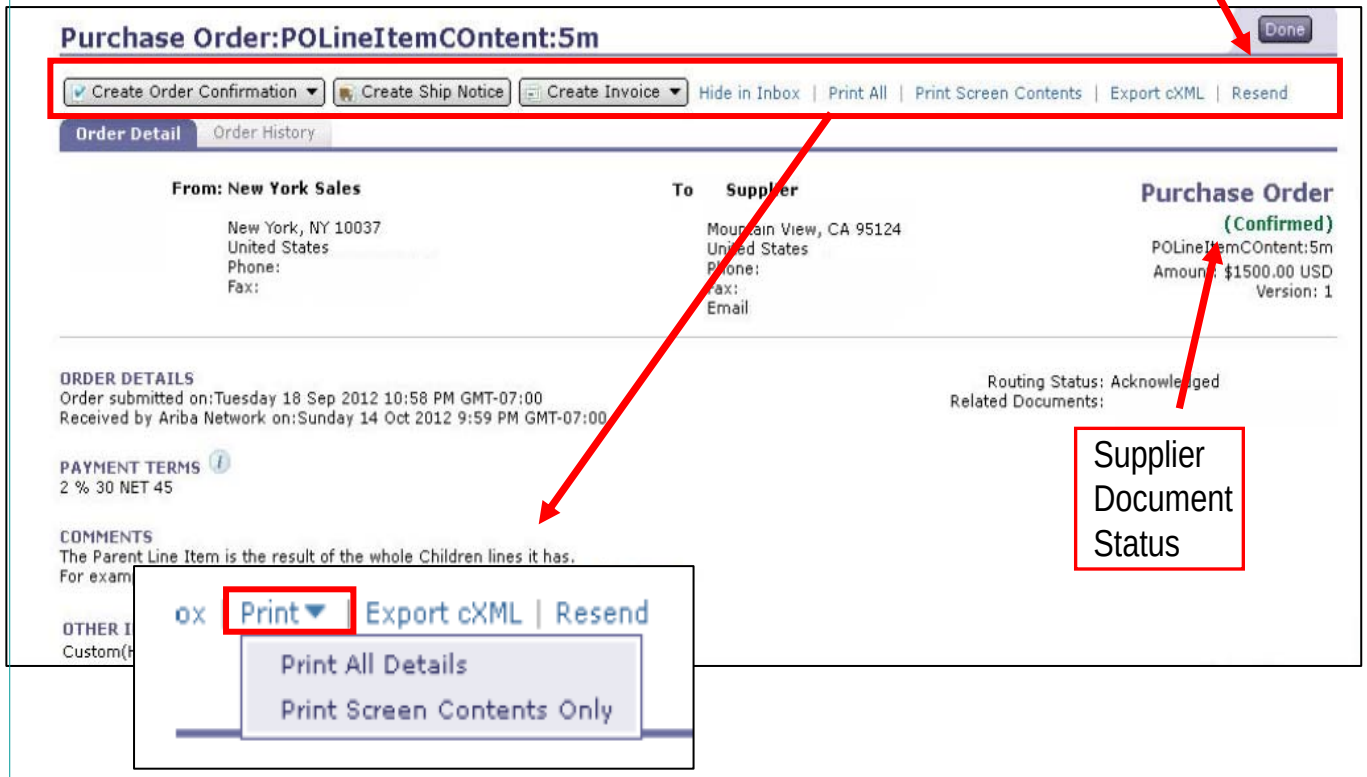
3 Purchase Order Detail

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



Supplier Document Status

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

ARIBA An SAP Company

3 Purchase Order Detail

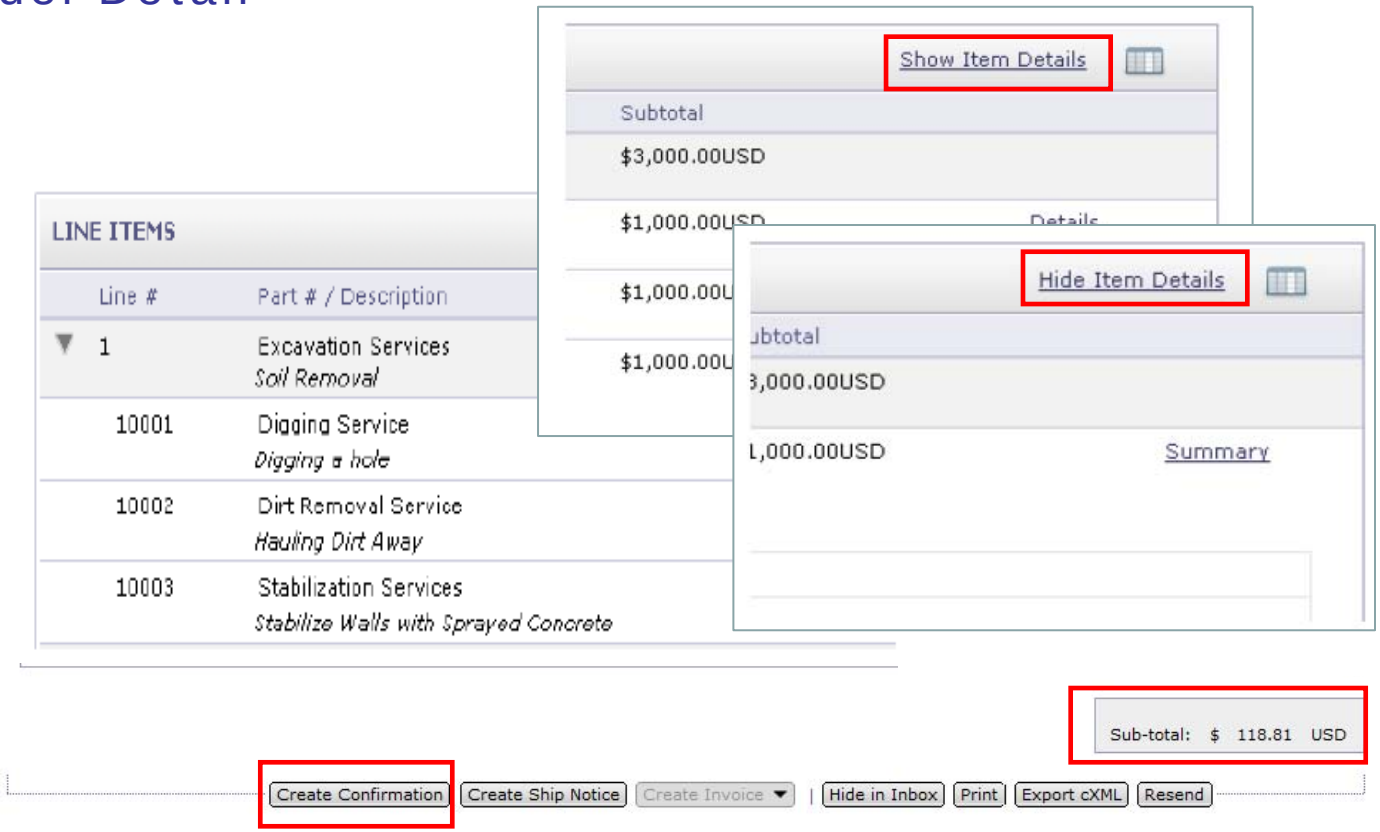
Line Items section describes the ordered items.

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.



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	Details
2	update-Part-0001 *update-Clock*	3 (DZ)	6 Sep 2009	$20.00USD	$60.00USD	$15.00USD	Details

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

911StateTax	2	$2,000.00USD	$10.00USD	LA	Tax in Latin America	Exempt
SalesAndUseTax	2	$2,000.00USD	$10.00USD	LA	Tax in Latin America	Exempt
911StateTax	2	$2,000.00USD	$10.00USD	LA	Tax in Latin America	Exempt
SalesAndUseTax	2	$2,000.00USD	$10.00USD	LA	Tax in Latin America	Exempt

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

ARIBA An SAP Company

ARIBA®
An SAP Company

2– Order Confirmations

BUY

SELL

MANAGE CASH

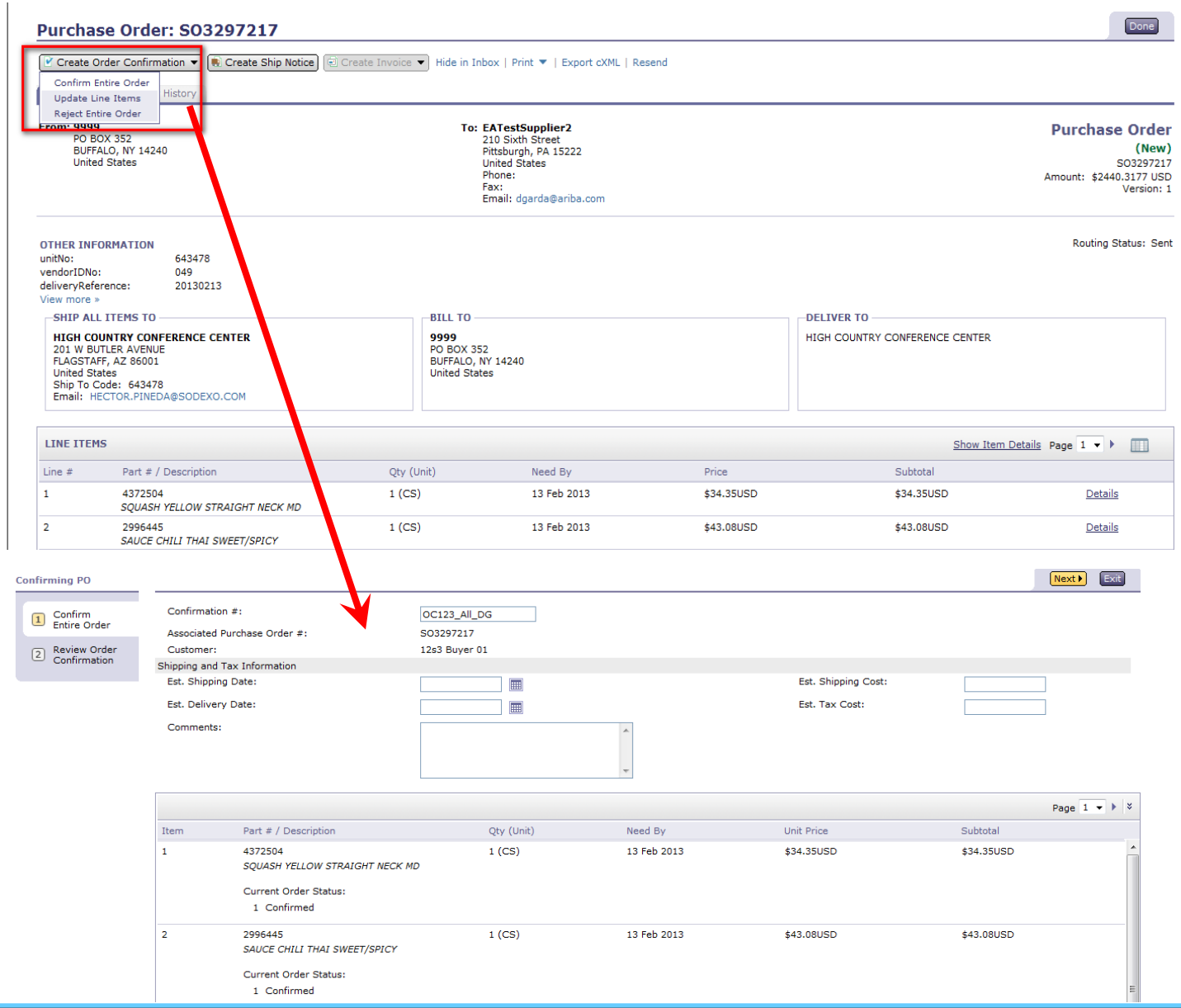
© 2011-2012 Ariba, an SAP company. All Rights Reserved. The contents of this document are confidential and proprietary information of Ariba, an SAP company.

1 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.)



ARIBA An SAP Company

1 Create Order Confirmation

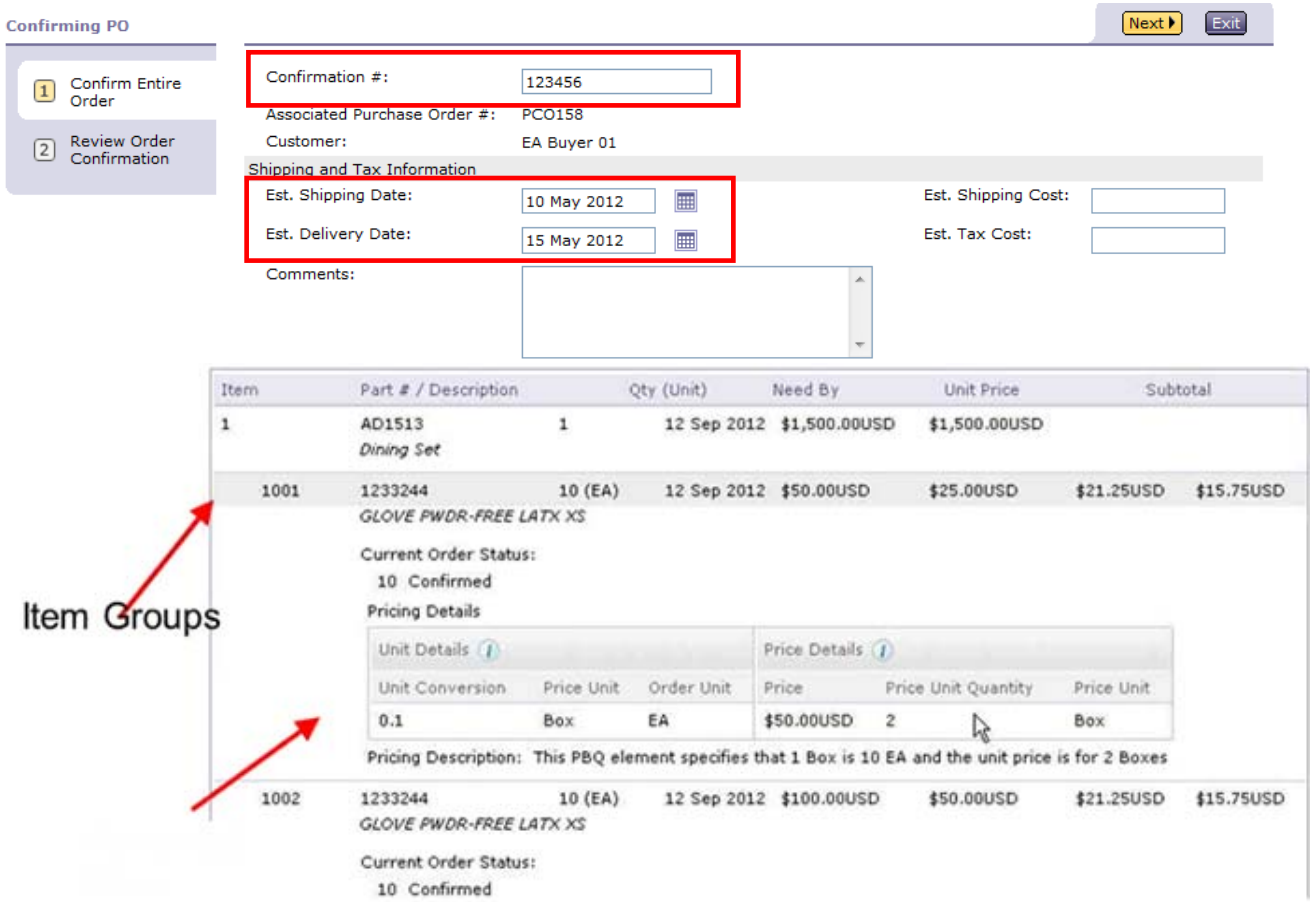
Enter **Confirmation Number** which is any number you use to identify the order confirmation.

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.



ARIBA An SAP Company

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

Previous | Submit | Exit

1 Confirm Entire Order

2 Review Order Confirmation

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

ARIBA An SAP Company

3 Confirm Order with Different Status

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

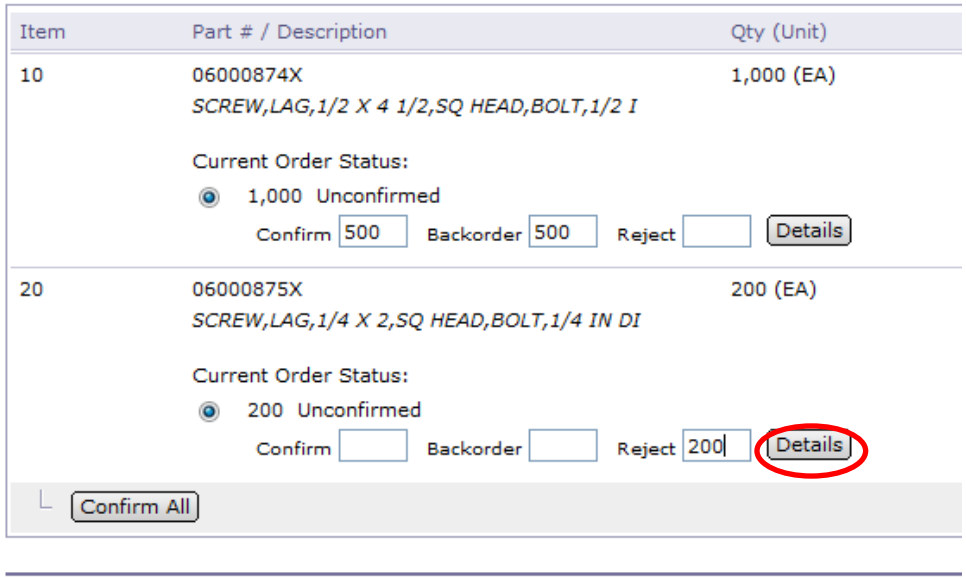
Fill in the requested information (the same as for **Confirm All** option)

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.



4 Confirm Order with Different Status - Backorder

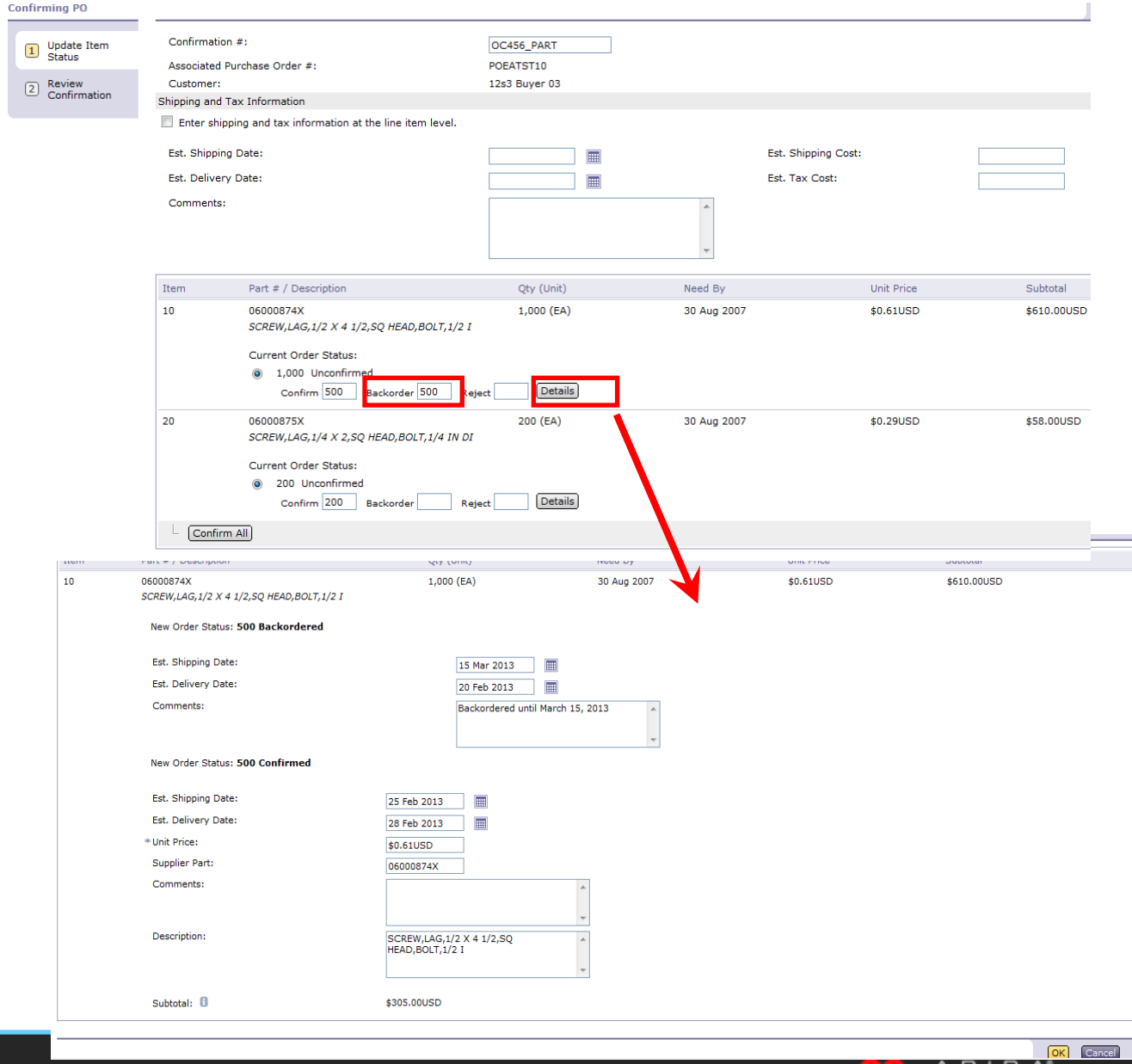
Enter the quantity backordered in the **Backorder** data entry field.

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**.



ARIBA An SAP Company

5 Confirm Order with Different Status – Price Change

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

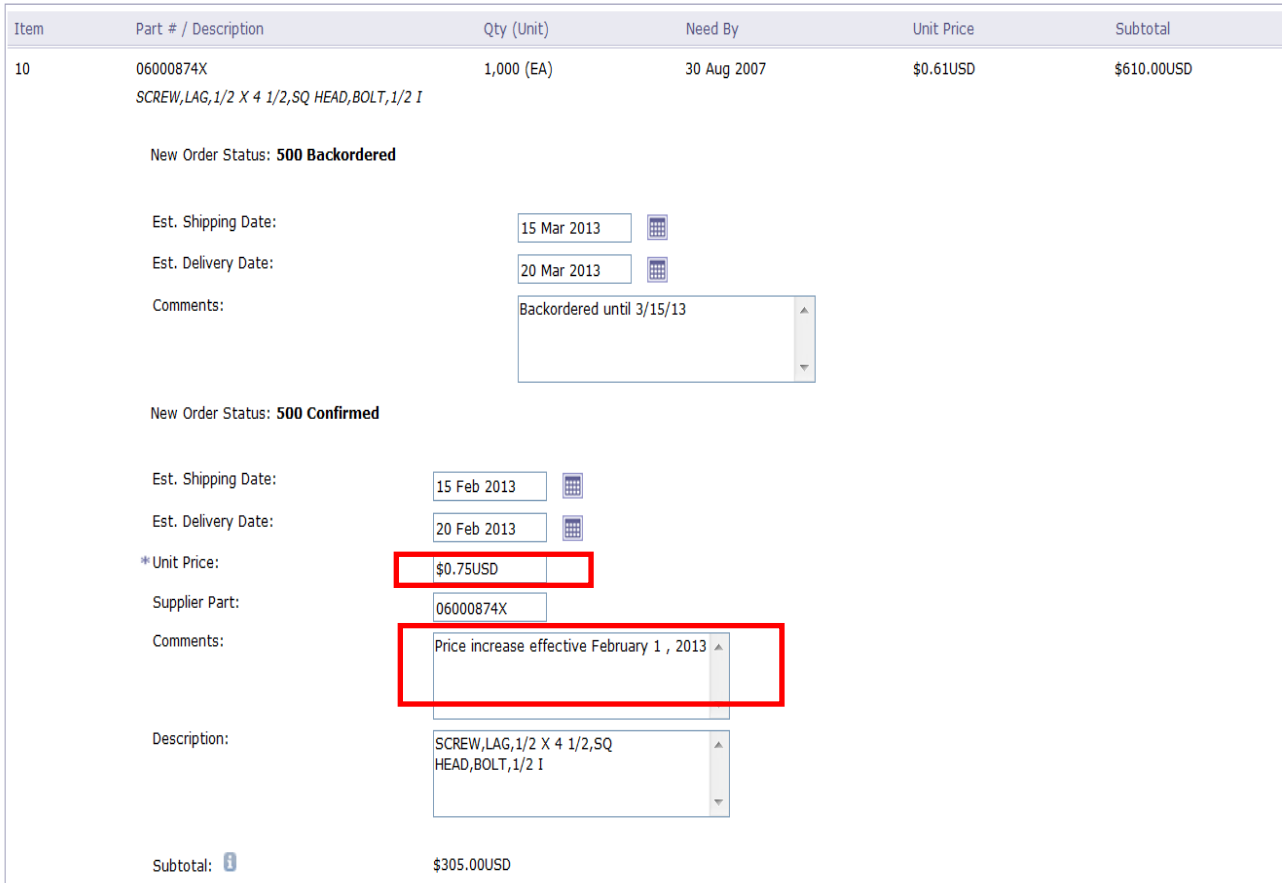
Click **Details** to enter the details regarding the price change.

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: 15 Mar 2013

Est. Delivery Date: 20 Mar 2013

Comments: Backordered until 3/15/13

New Order Status: **500 Confirmed**

Est. Shipping Date: 15 Feb 2013

Est. Delivery Date: 20 Feb 2013

*Unit Price: $0.75USD

Supplier Part: 06000874X

Comments: Price increase effective February 1 , 2013

Description: SCREW,LAG,1/2 X 4 1/2,SQ HEAD,BOLT,1/2 I

Subtotal: $305.00USD

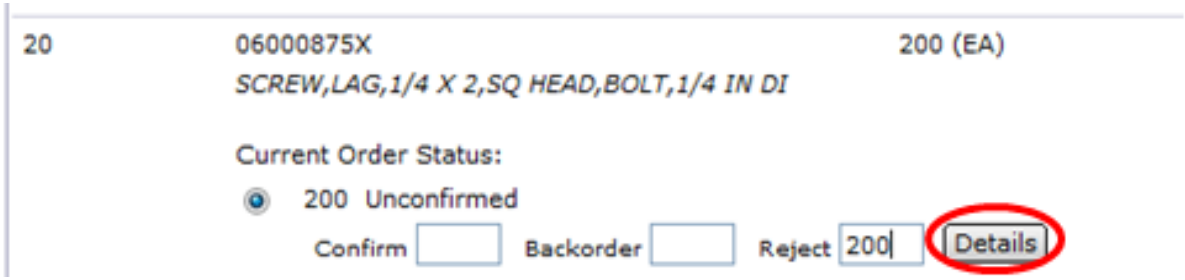
ARIBA An SAP Company

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.

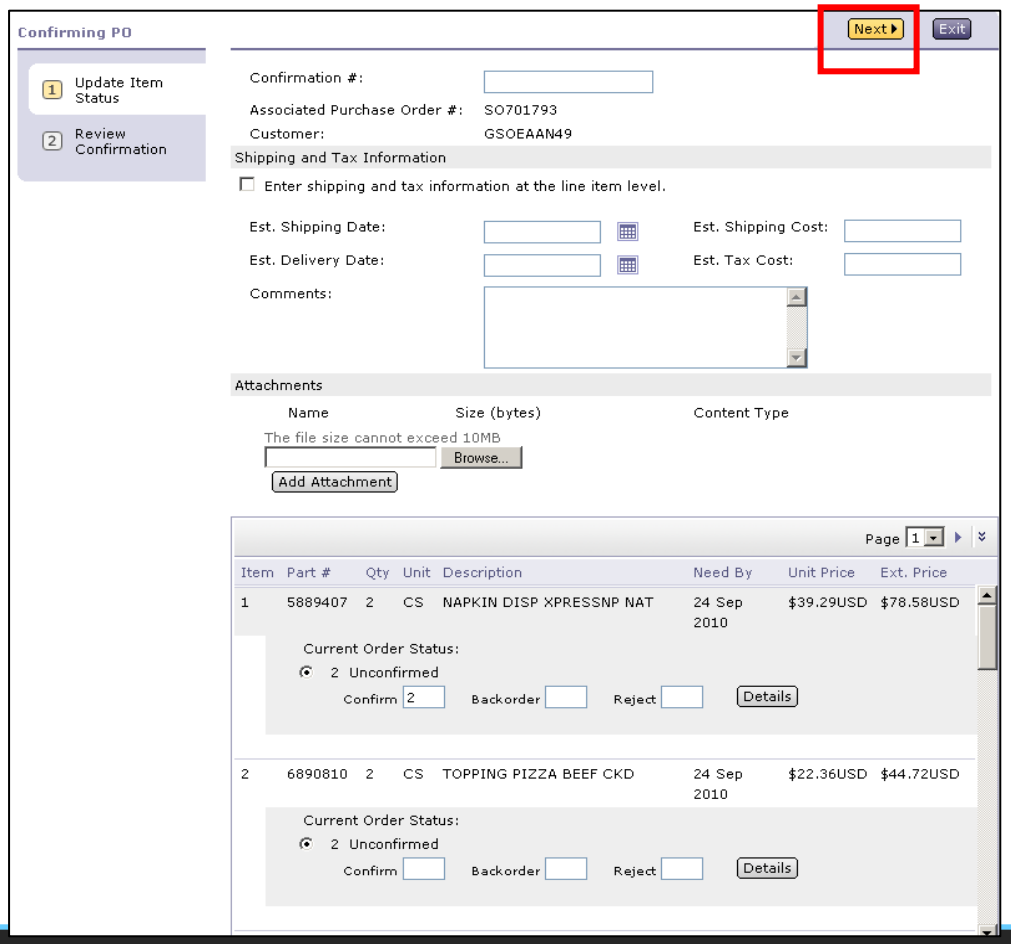
Click **OK** when done.



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.



ARIBA An SAP Company

8 Confirm Order with Different Status

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

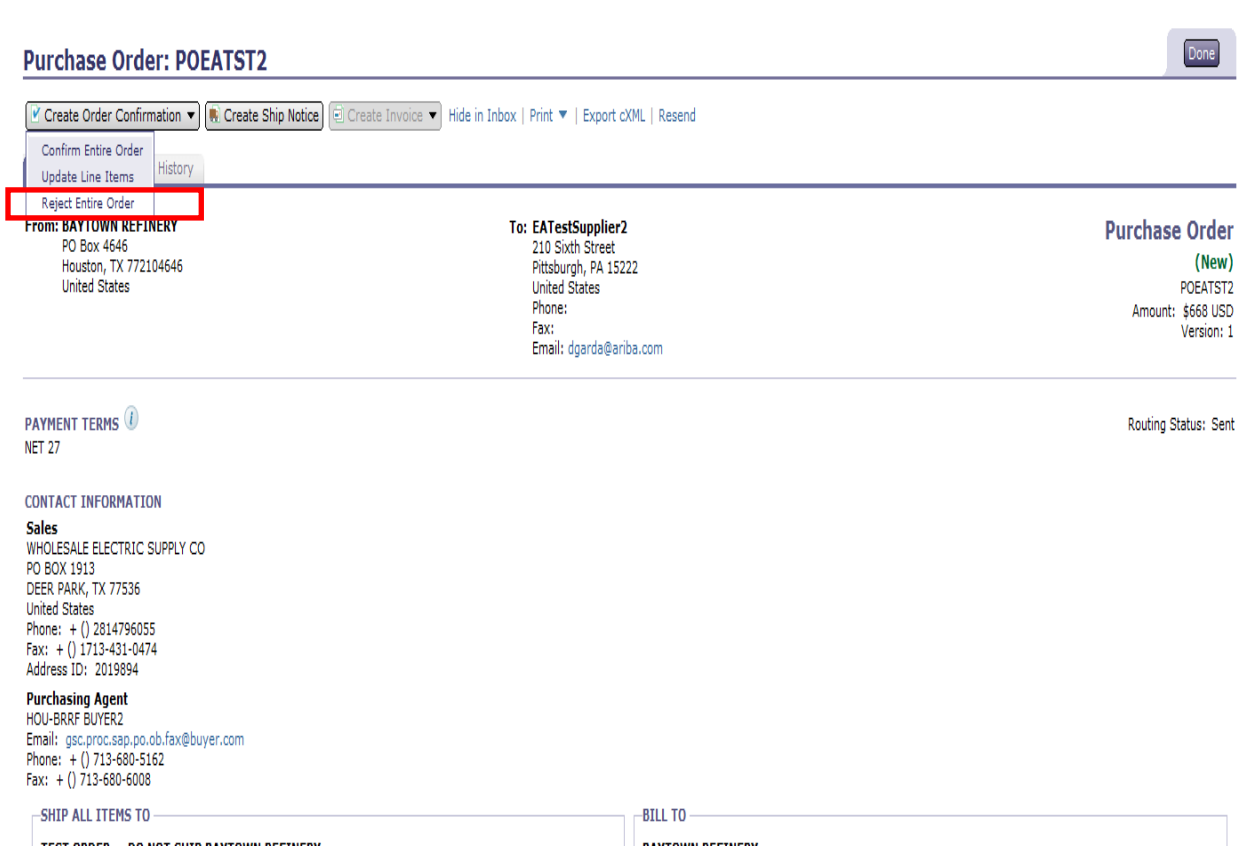
Generate another order confirmation to set them to confirm if needed.

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

ARIBA
An SAP Company

9 Reject Entire Order

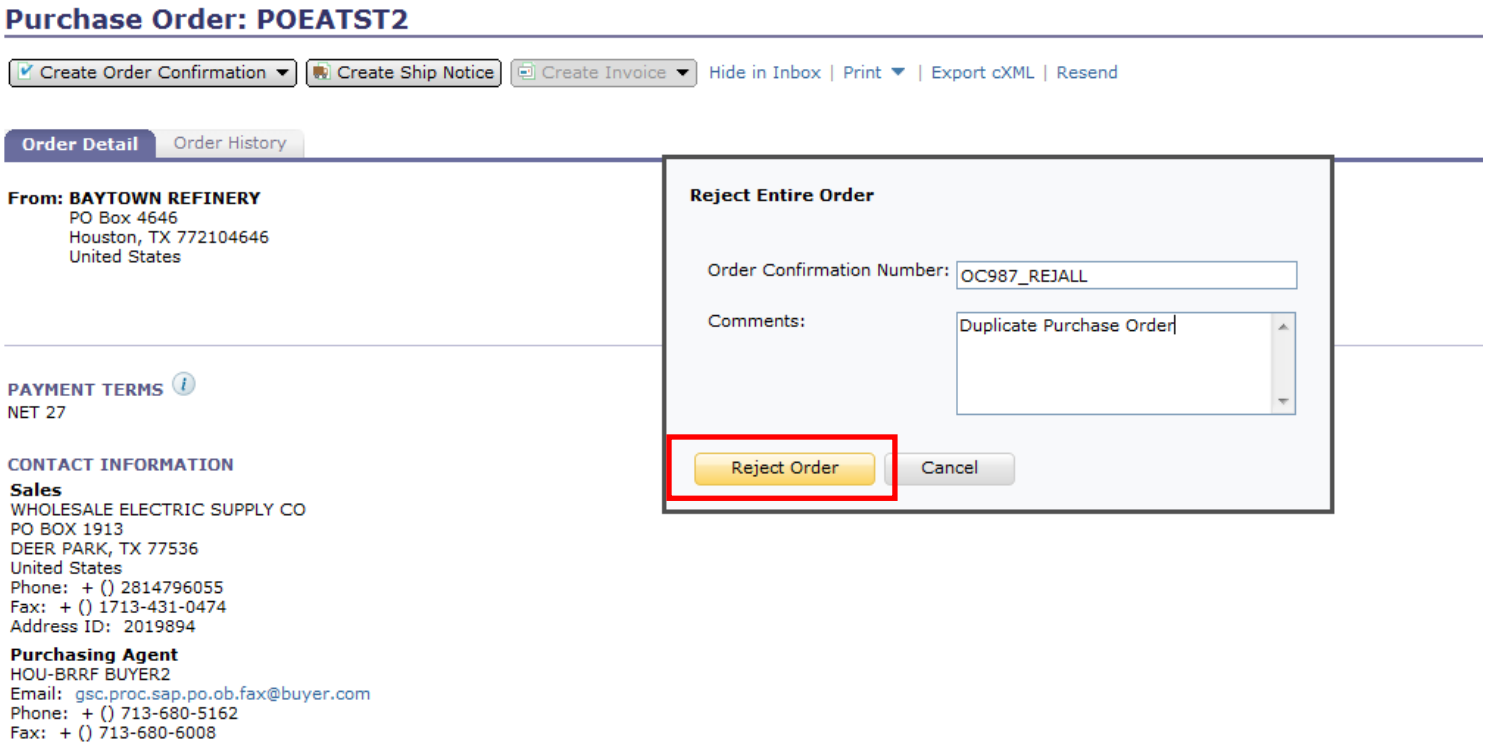
From the PO view, click the **Create Order Confirmation** button and select to **Reject Entire Order**. Click **Next**.



10 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.



© 2011 Ariba, Inc. All rights reserved.

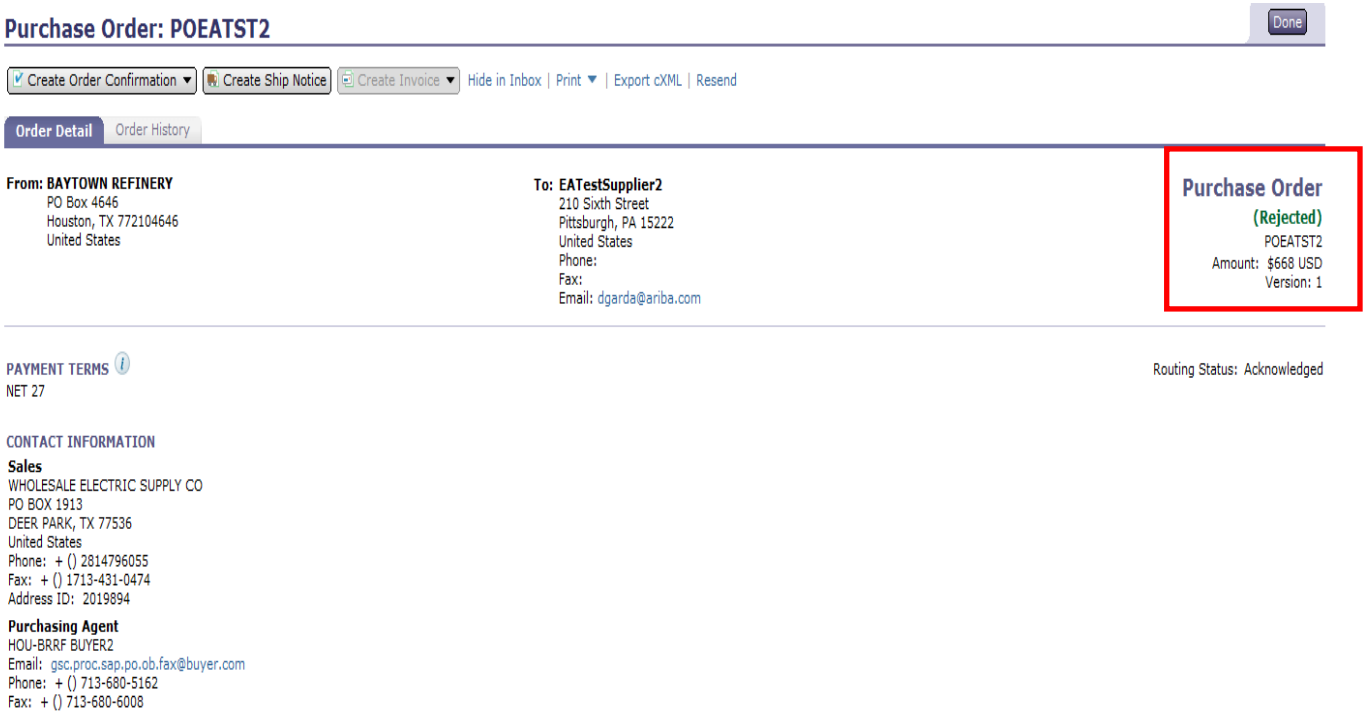
11 Review and Submit Order Confirmation

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.



ARIBA®
An SAP Company

3– Ship Notices

BUY

SELL

MANAGE CASH

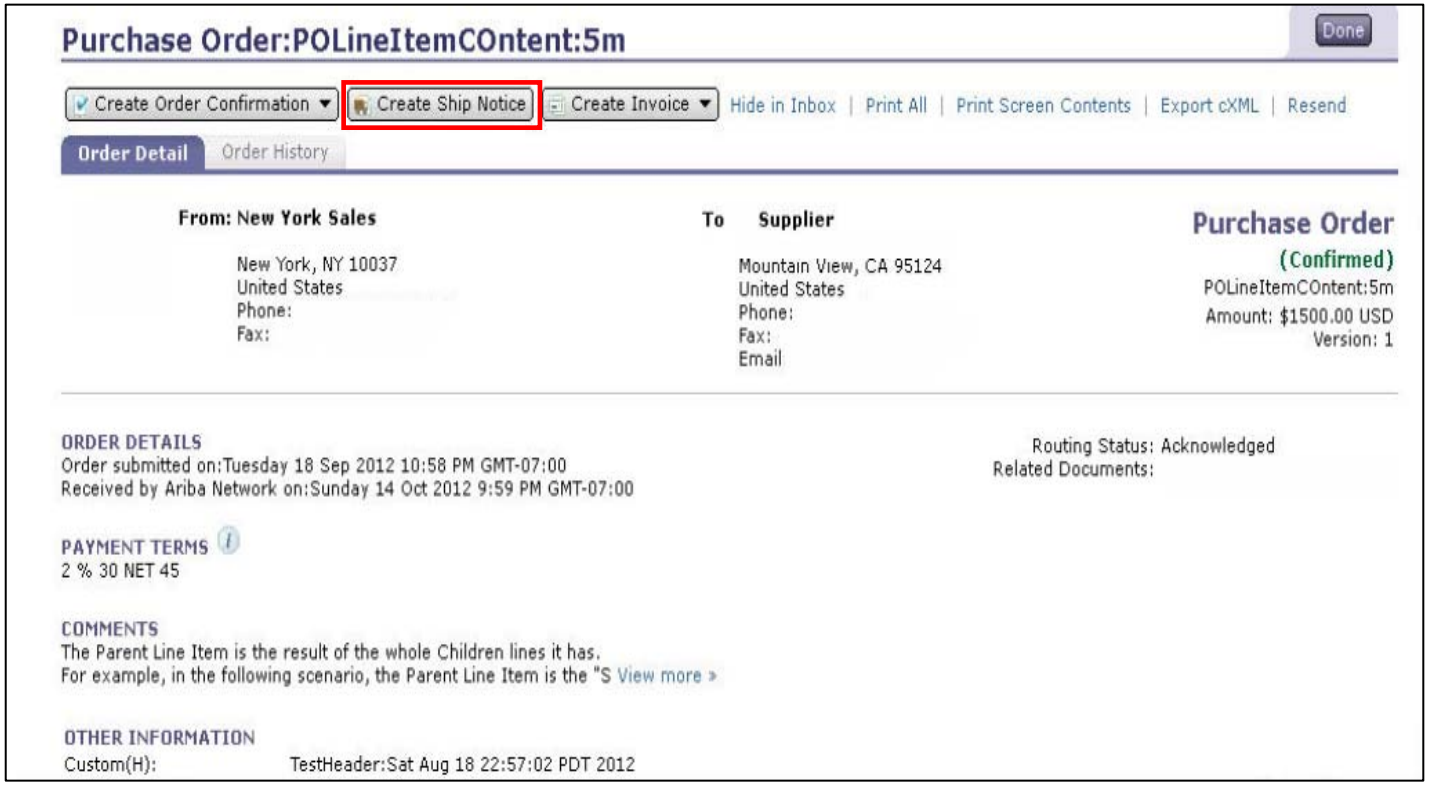
© 2011-2012 Ariba, an SAP company. All Rights Reserved. The contents of this document are confidential and proprietary information of Ariba, an SAP company.

1 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.



ARIBA An SAP Company

1 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

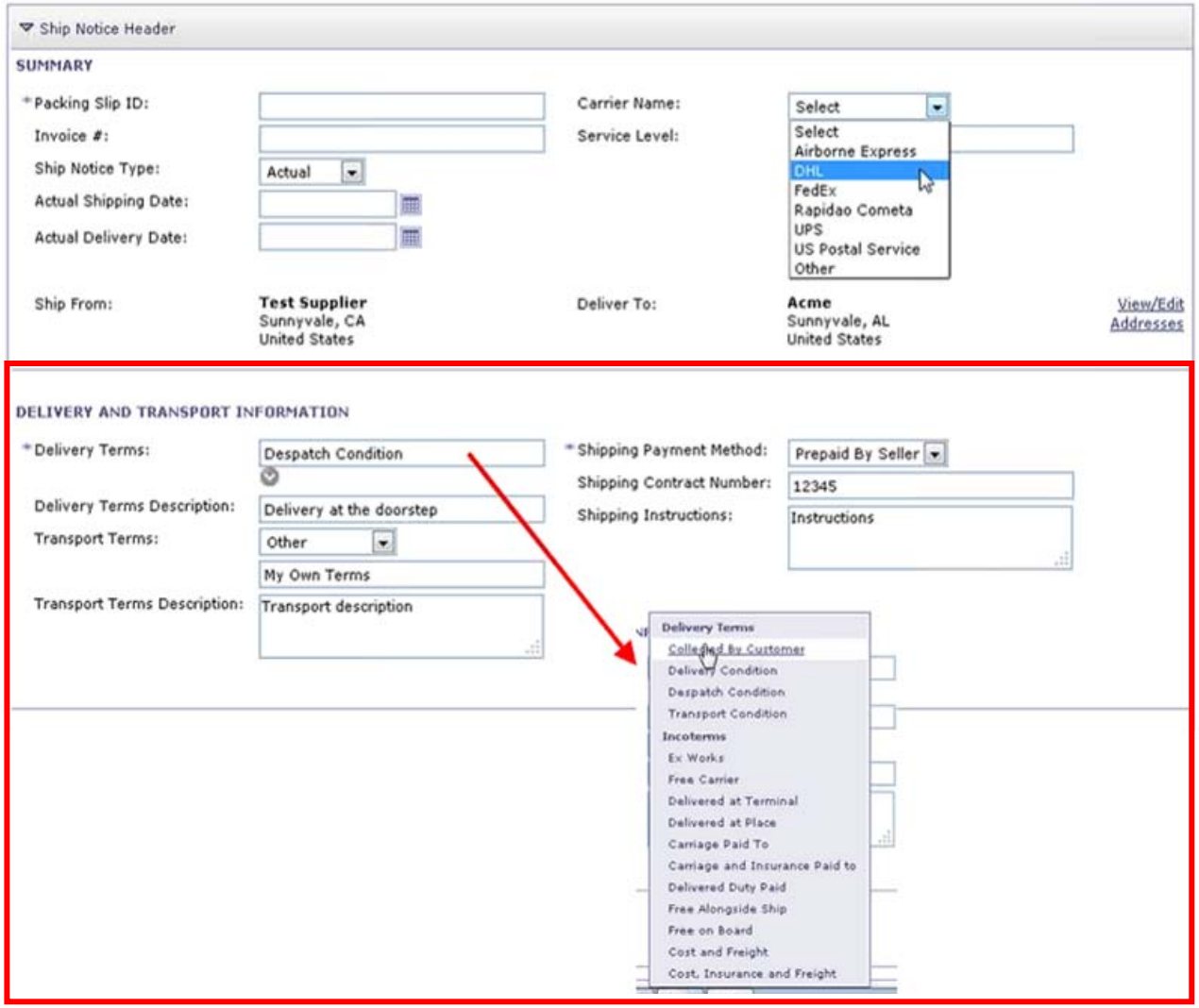
Attachments

ARIBA An SAP Company

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



ARIBA
An SAP Company

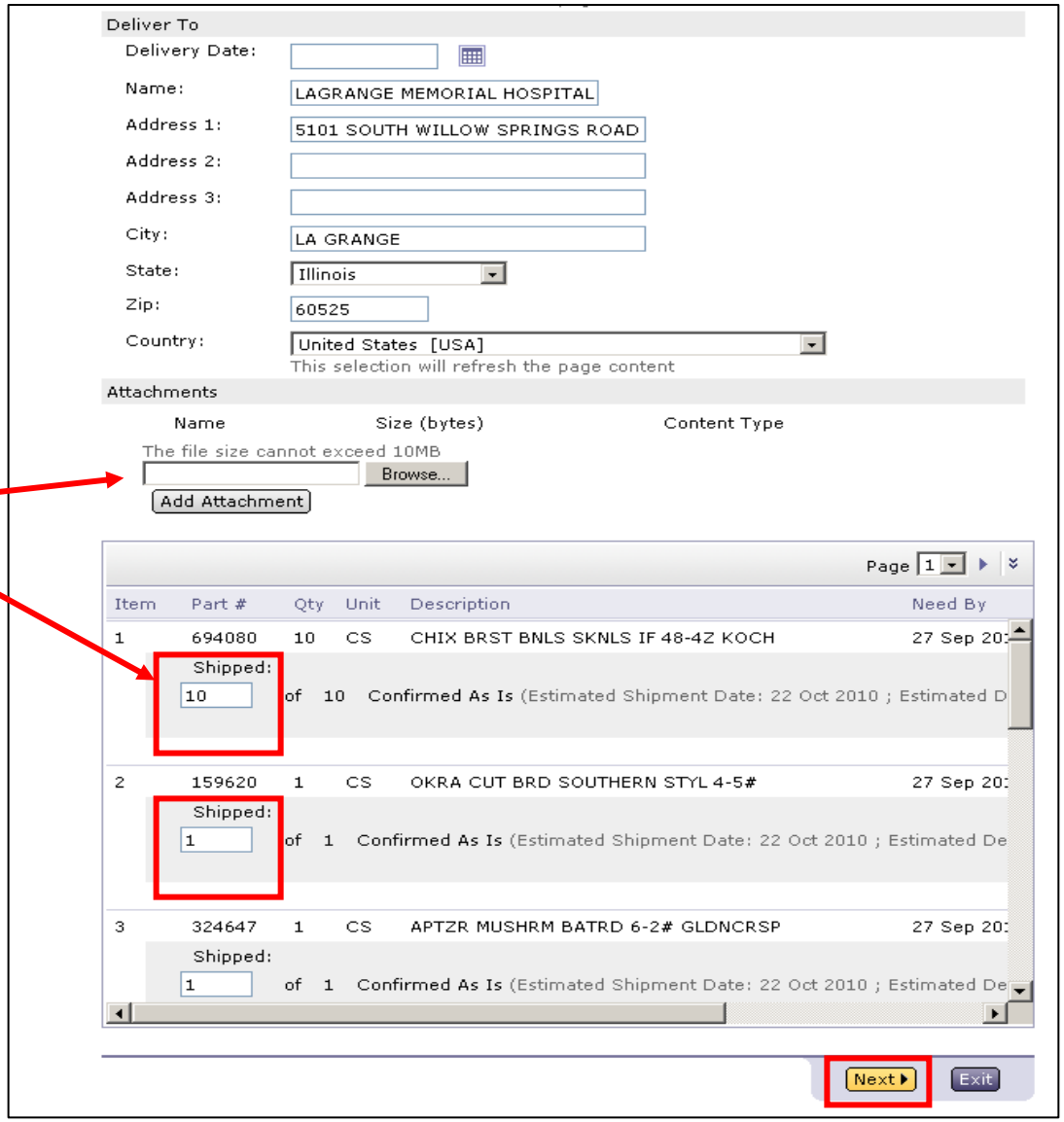
3 Create Ship Notice - Details

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.



ARIBA An SAP Company

4 Submit Ship Notice

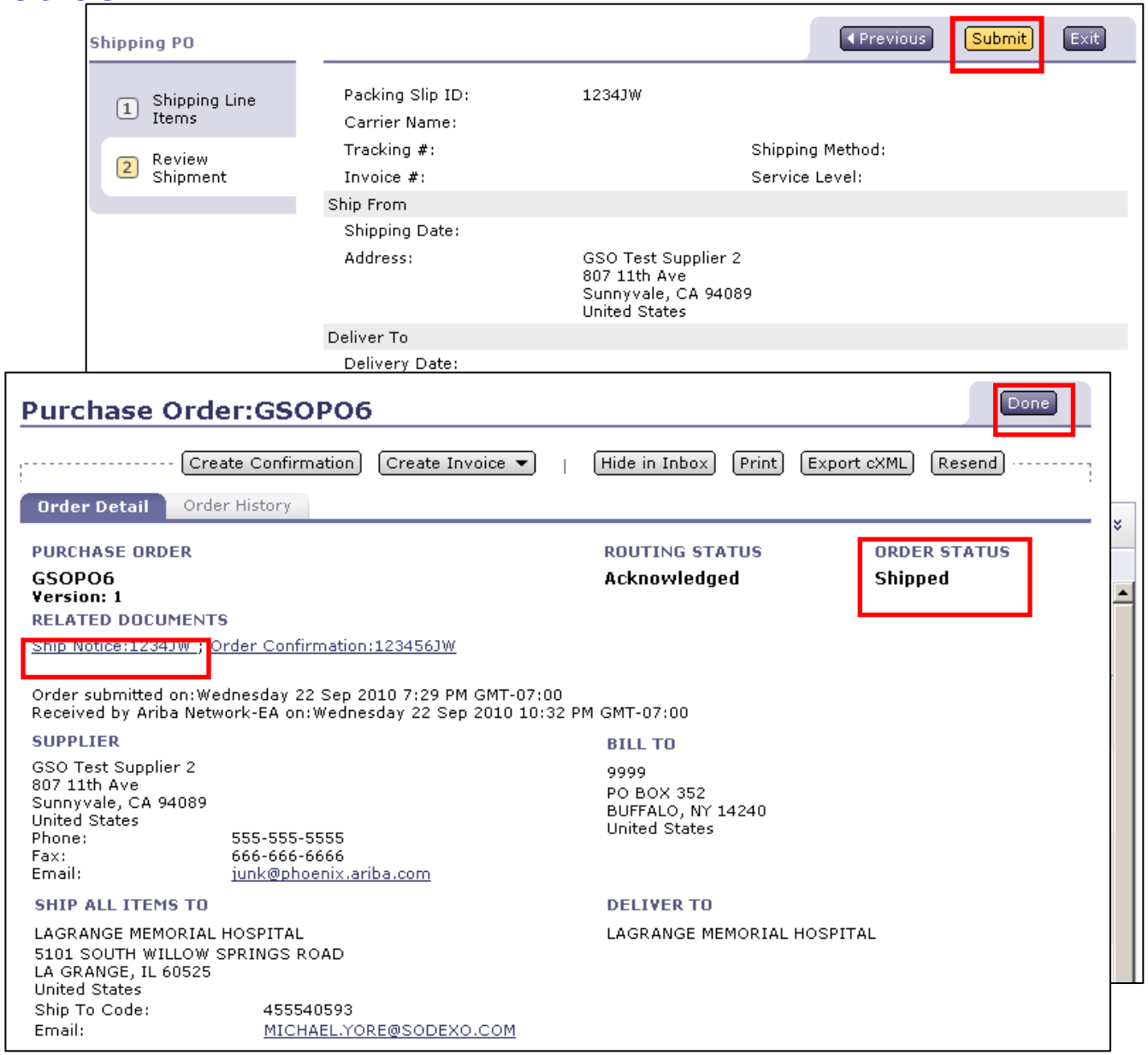
After reviewing your Ship Notice, click **Submit** to send Ship Notice to Dollar Tree.

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.



ARIBA An SAP Company

ARIBA®
An SAP Company

4 – Ariba Network Support

BUY

SELL

MANAGE CASH

© 2011-2012 Ariba, an SAP company. All Rights Reserved. The contents of this document are confidential and proprietary information of Ariba, an SAP company.

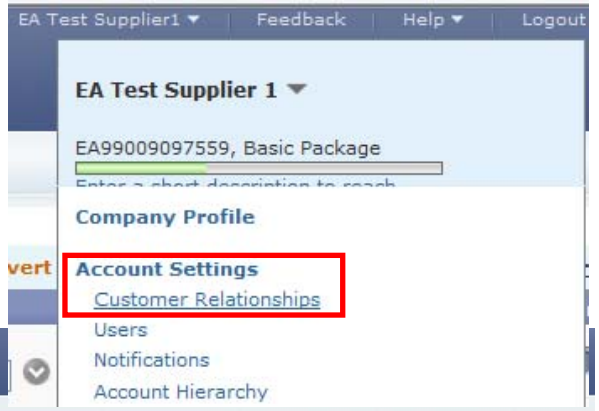
Training and Resources

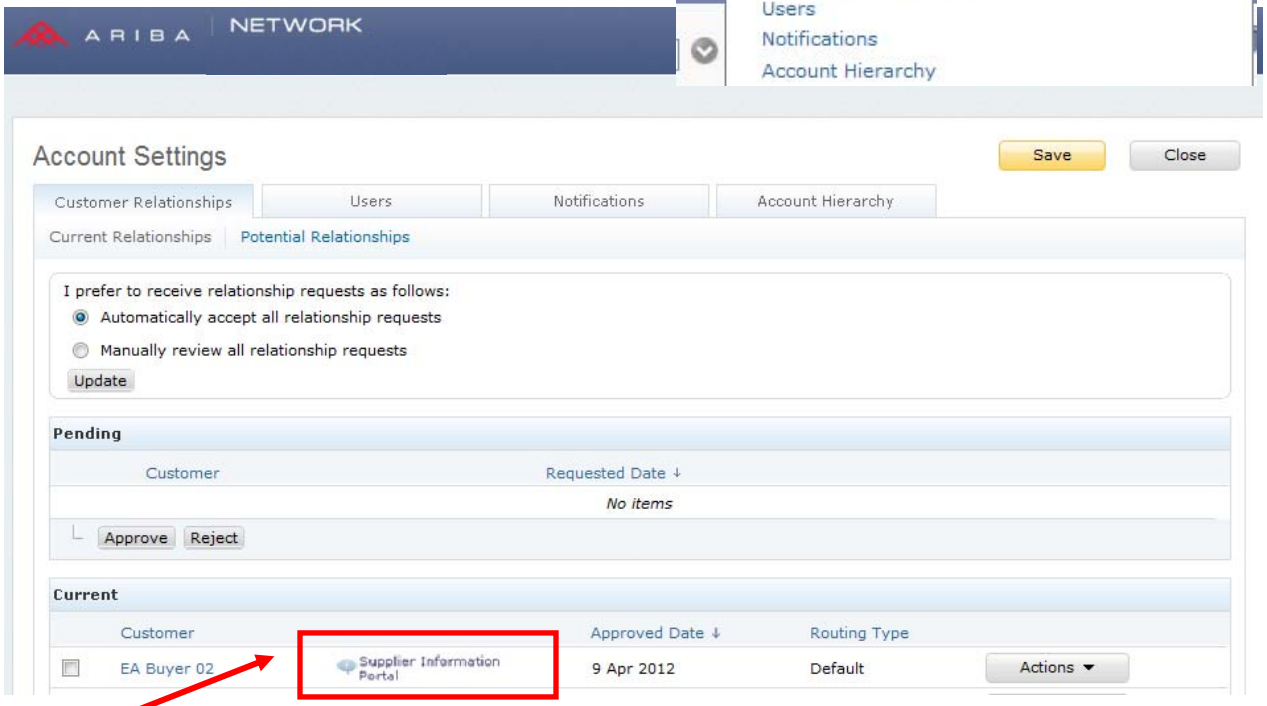
Dollar Tree Supplier Information Portal

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





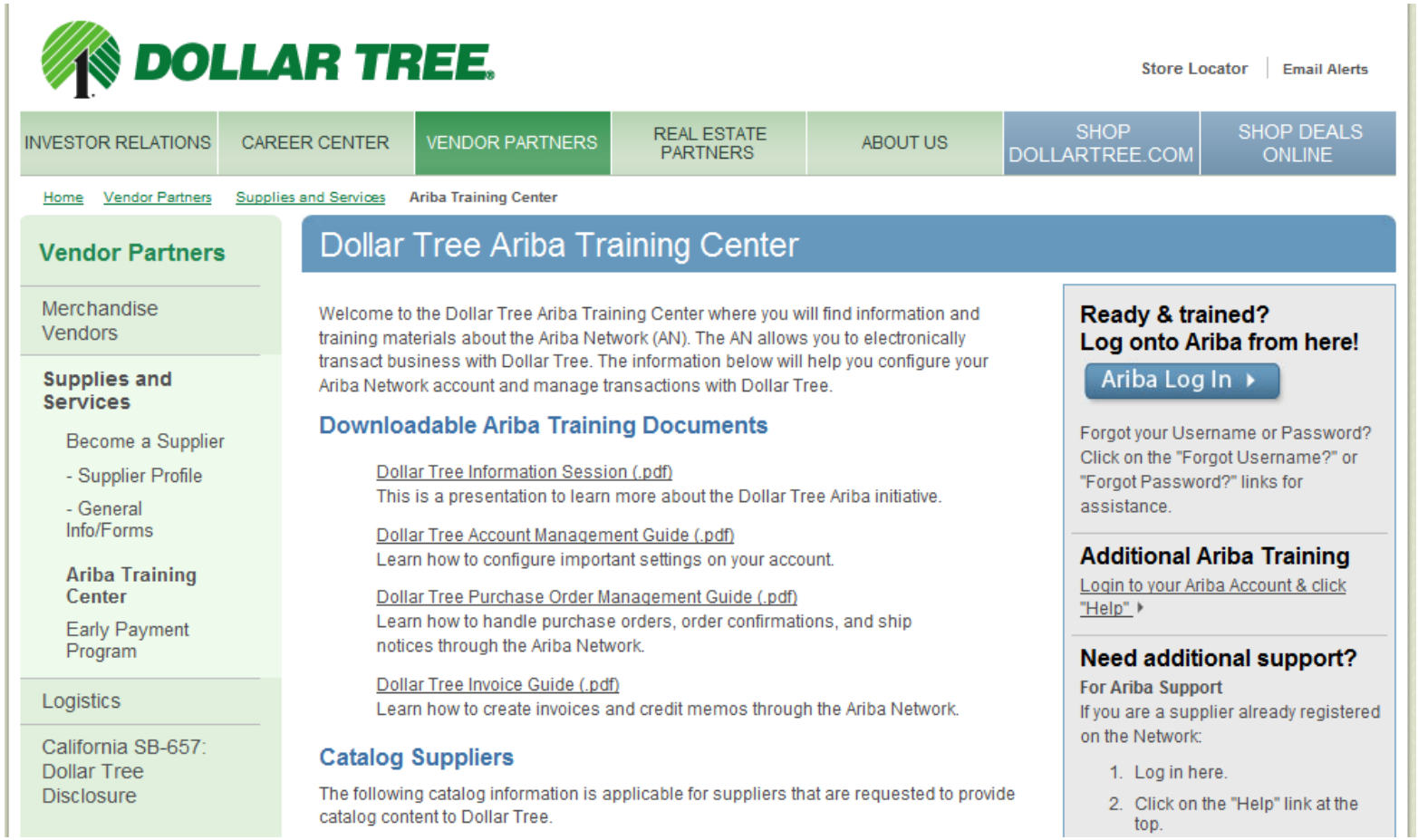
Review the presentations to learn more about transacting with Dollar Tree

- 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/



DOLLAR TREE

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.

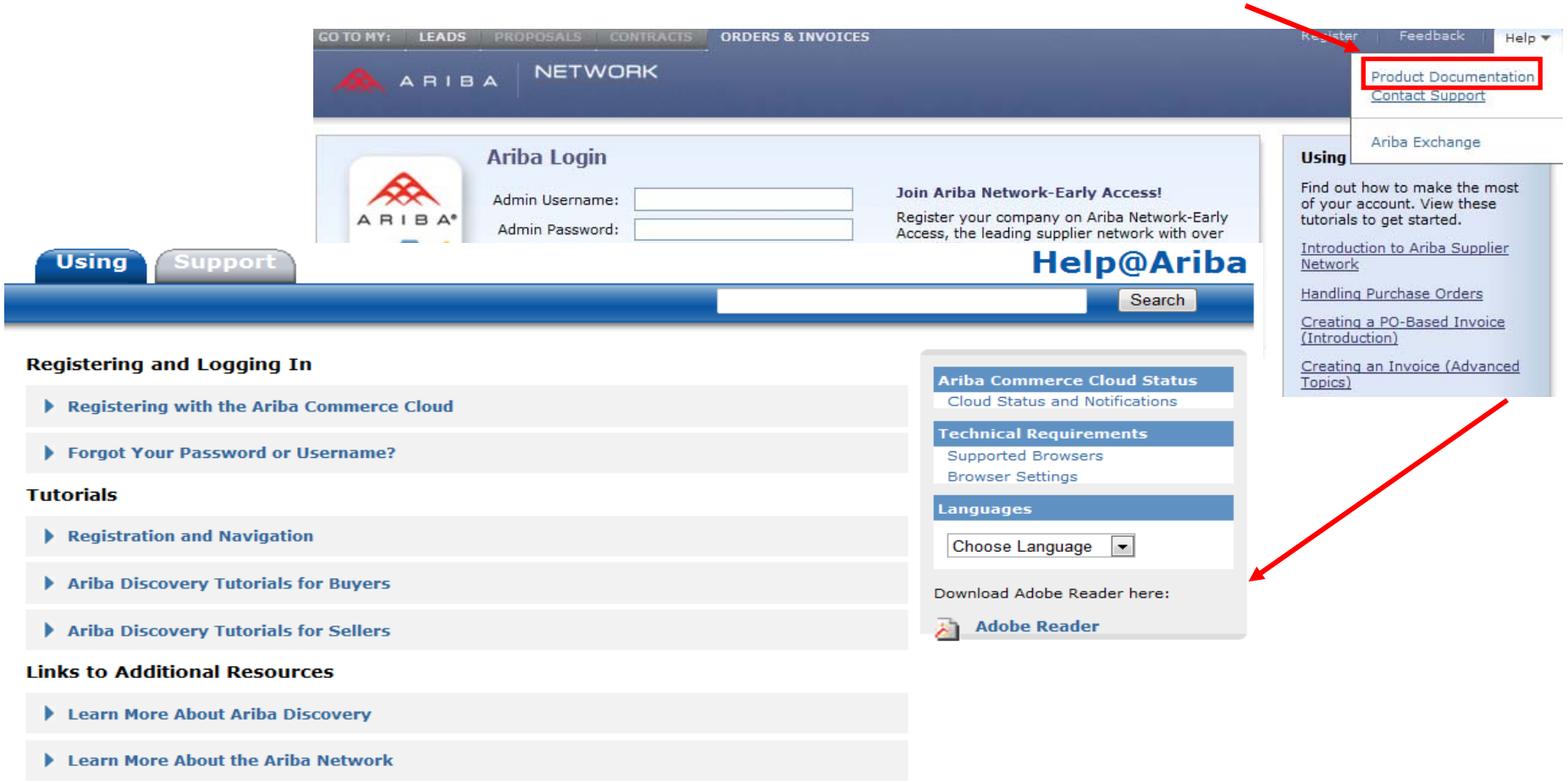
ARIBA® An SAP Company

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**



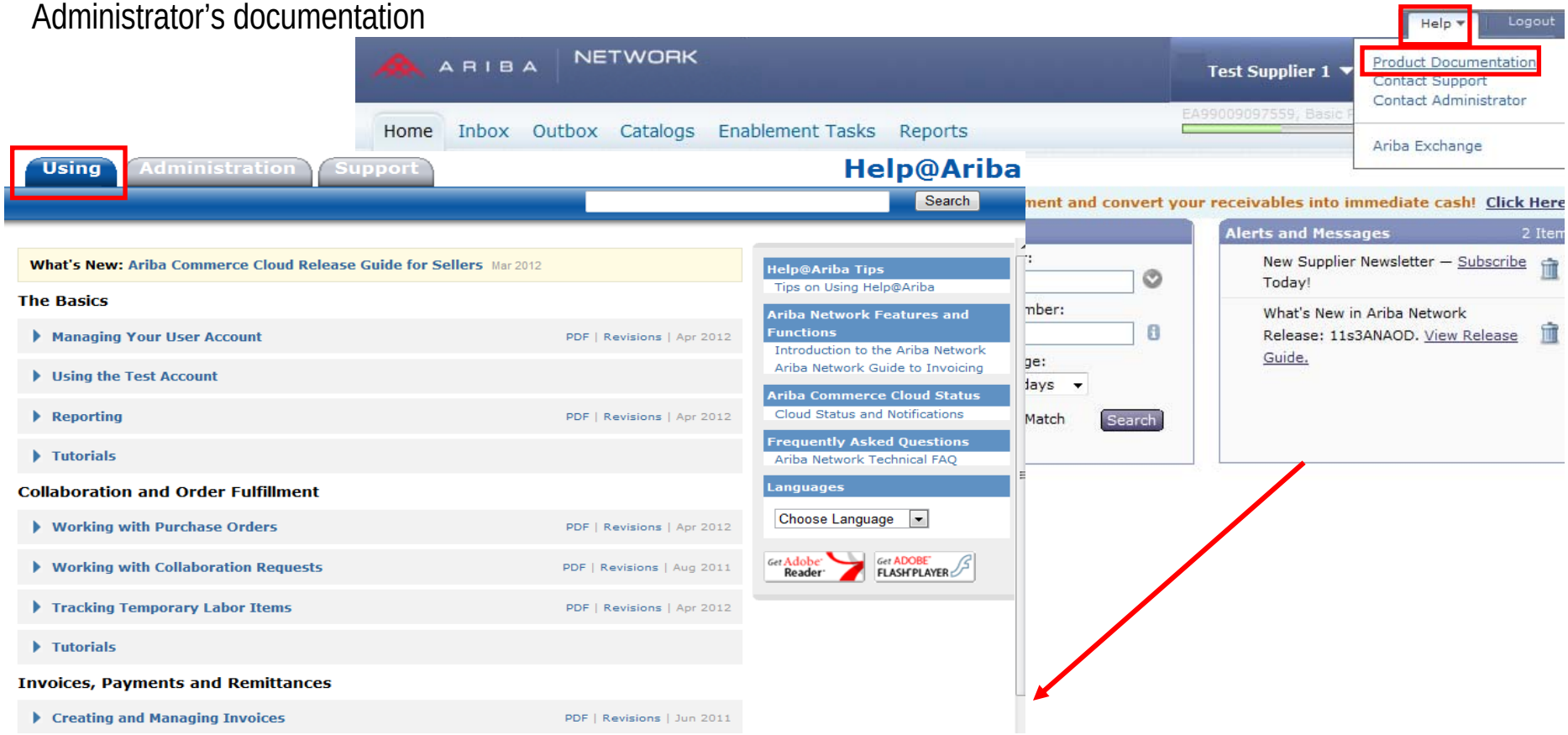
ARIBA An SAP Company

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



ARIBA An SAP Company

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

ARIBA® An SAP Company

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 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

ARIBA® An SAP Company

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**

Supplier Support Post Go-Live

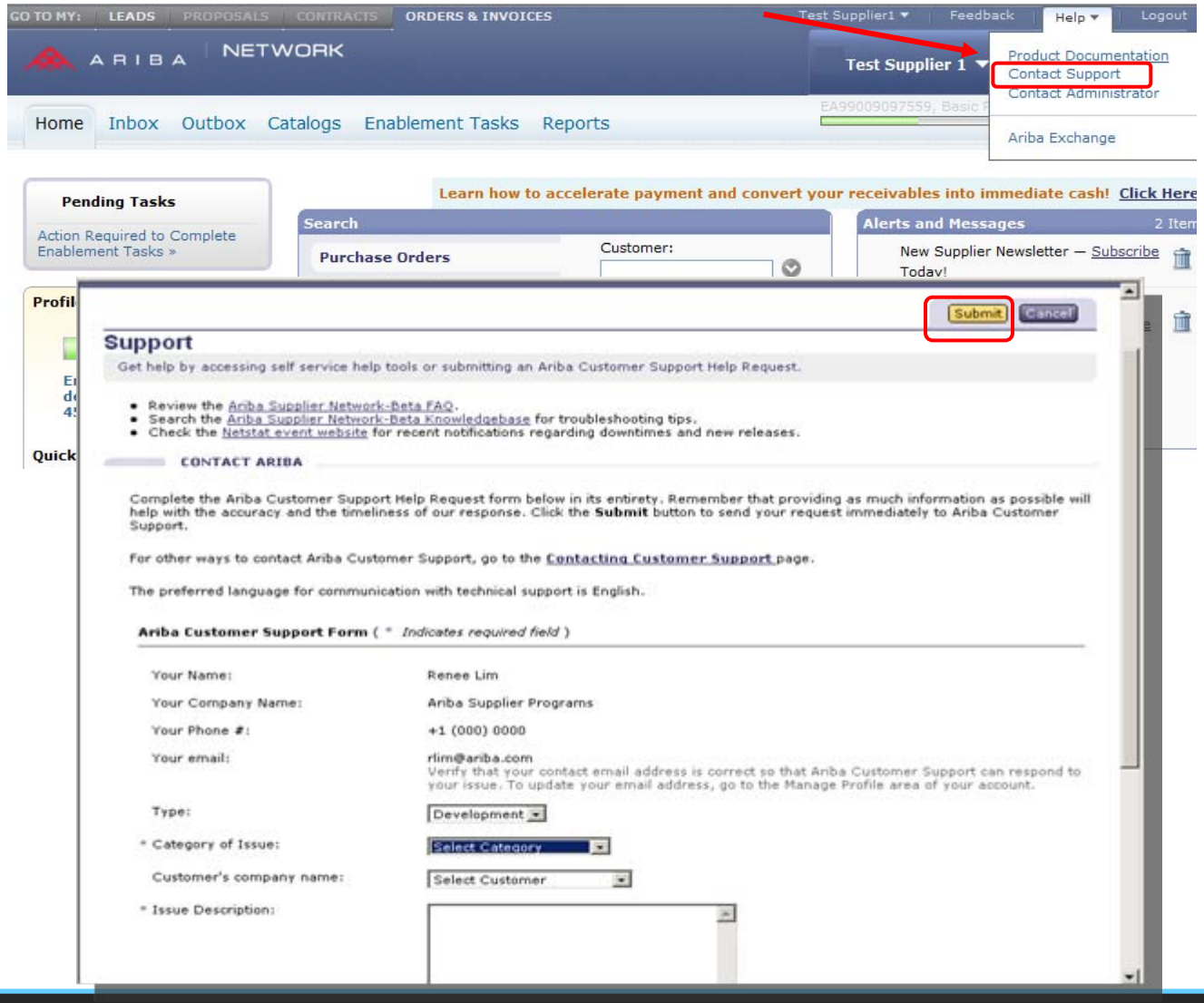
Ariba Network support by Web – Submit Support Ticket

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**



ARIBA An SAP Company