



Electronic Enablement Overview Non-Merchandise Vendors



Agenda

- ▶ **Introduction**
- ▶ **Technical Discussion**
- ▶ **Resources**
- ▶ **Support Options**
- ▶ **Next Steps**
- ▶ **Implementation time frame**

Agenda

- ▶ **Technical Discussion**
- ▶ **Resources**
- ▶ **Support Options**
- ▶ **Next Steps**
- ▶ **Implementation time frame**

Technical Discussion

▶ Supported Transactions

▶ Purchase Orders

- Order Types Supported

▶ Invoices

- Invoice Types Supported/Not Supported
- Invoice Specifications
 - ▶ Tax, Shipping, and Remit To

▶ cXML/EDI Account Configuration

▶ EDI Tester

Purchase Order Transaction

▶ Supported Order Types

- ▶ New Orders
- ▶ Non-Catalog Orders
- ▶ Change/Cancel Orders
- ▶ Blanket Purchase Orders
- ▶ Service Orders (material items PO structure)

▶ Not Supported Order Types

- ▶ Orders with Attachments

Invoice Practices

Invoice Types Supported

- ▶ **Individual Detail Invoice** – applies against a single purchase order referencing line items; only material items are supported
- ▶ **Partial Invoice** – applies against specific line items from a single purchase order; only material items are supported
- ▶ **Invoice against contract or master agreement**
- ▶ **Invoice against non release Blanket PO**
- ▶ **Invoice with Attachment** (cXML only)
- ▶ **Non-PO** invoice against purchase order not received via Ariba Network
- ▶ **Credit** - Item level credit by sending standard invoice with negative quantity and positive dollar amount at each line item to which credit applies
- ▶ **Line Item Credit Memo** - credit with detailed item information

Invoice Practices (continued)

Invoice Types Not Supported

- ▶ **Summary Invoice** – a single invoice applying to multiple purchase orders, also called consolidated invoices
- ▶ **Header Invoice** – a single invoice applying to a single purchase order but not providing line item details
- ▶ **Detailed Service Invoice** - use material invoices for service related POs
- ▶ **Invoices for Purchasing Cards (P-Cards)**
- ▶ **Cancel Invoice** – cancellation of previously sent invoice
- ▶ **Information Only Invoices (isInformationOnly)**
- ▶ **Paper Invoice** – Dollar Tree requires invoices to be submitted electronically through Ariba Network for all enabled suppliers doing business at enabled sites.
- ▶ **Duplicate Invoices** – Invoice numbers may **only** be reused if the original invoice is in status **failed** and/or if it was **rejected**.

Invoice Specifications – Tax, Shipping and Remit To

- ▶ Tax
 - ▶ Tax may be sent at line item level only.
 - ▶ Tax on header/summary level is not supported
 - ▶ Tax ID is required in invoices
- ▶ Shipping
 - ▶ Ship-to and Ship-from address information is required on all invoices.
 - ▶ Shipping address information is supported at the header level and line item level. In case of multiple ship-to addresses, multiple invoices need to be created (1 ship-to address per PO, 1 PO reference per invoice, thus 1 ship-to address per invoice).
 - ▶ Shipping charges can be passed at line item level only.
 - ▶ Shipping and special handling charges can be passed as separate invoice lines as well
- ▶ Remit To Address Information
 - ▶ Dollar Tree requires Remit-to information to be sent in invoices. Contact Dollar Tree directly for your Remit-to ID if it is not present on your supplier account, or if you have any questions regarding your Remit-to ID.
 - ▶ Suppliers should notify Dollar Tree of any changes to their Remit-to address information.

cXML Tips/ Account Configuration

- ▶ Review all supporting Ariba standard cXML guidelines and documentation in conjunction with Dollar Tree specific requirements.

Account Configuration for Invoices

- ▶ cXML suppliers must provide a URL in order to receive cXML invoice status updates. This is managed via the cXML Setup link and populating the appropriate URL in the Profile URL field.
- ▶ In addition to Network validation rules, cXML transactions must be compliant with Ariba DTD' s.
- ▶ Every inbound post to Ariba Network must have a unique payloadID at the header level or it will not be visible on the Network regardless of successful status received.

EDI Account Configuration Review

Overview and Details

- ▶ Review all supporting Ariba standard EDI guidelines and documentation in conjunction with Dollar Tree specific requirements.
- ▶ Configure interchange details for test and production accounts
- ▶ Request a VAN interconnect:
 - After registering, from the Home page of your Ariba Network account, click on the *'Help'* link located on the upper right hand side of the page and choose *Contact Support*. Fill out the Ariba Customer Support Form. Select "EDI Interconnect Setup" as the Category of Issue.
 - If sending inbound transactions via EDI, both the Invoice and Response document routing method must be set to 'EDI'.
- ▶ Ariba supports EDI via VAN or AS2.
- ▶ Every inbound transaction to the Network must have a unique ISA control number.
- ▶ Outbound EDI transactions from Ariba Network require a 997 (FA) within 72 hours or the order will be updated to 'Failed' state
- ▶ Test or production is noted using ISA15. Ariba's sender and receiver ISA ID is ALWAYS ARIBAEDI.

Notifications & Troubleshooting:

- ▶ Make sure notifications are configured with working email address to receive immediate notification of failed orders or invoices.
- ▶ Check online first if you are unsure as to whether a transaction was successful posting before contacting support.
- ▶ Transaction history can always be viewed by logon to either test or prod, clicking on the Inbox or Outbox tab, selecting the transaction and clicking on the Order History tab.

Email Alerts & Notifications

Configure Email Notifications to receive important notifications from Ariba Network including notifications of undeliverable transactions and invoice status updates.

Navigate to **Administration > Configuration > Email Notifications** and indicate what kind of system notifications you would like to receive and to which email address you would like to send them to.

Configure Account Information

Basic Profile ⓘ
Enter basic information about your company.
[Edit Configuration](#)

Optional Configurations

Email Notifications
Here you can view and update email addresses for all your account notifications on one convenient page.
[Edit Configuration](#)

Notifications [Save](#)

View and edit email addresses for notifications from Ariba SN and Ariba Network Discovery. Click the check box for each notification type you want to receive. Enter up to three comma-separated email addresses.
** indicates required field*

Alerts & Notifications		
Type	Trigger to initiate Notification	Email Addresses (one required)
Business Opportunity	<input checked="" type="checkbox"/> Notify me when business opportunities matching my commodities are published on Ariba Network Discovery	* <input type="text" value="notifyme@ariba.com"/>
Order	<input checked="" type="checkbox"/> Notify me when orders are undeliverable	* <input type="text" value="notifyme@ariba.com"/>
	<input checked="" type="checkbox"/> Notify me when change order requests are updated	
Invoice Failure	<input checked="" type="checkbox"/> Notify me when invoices are undeliverable or rejected	* <input type="text" value="notifyme@ariba.com"/>
Invoice Status Change	<input checked="" type="checkbox"/> Notify me when invoice statuses change	* <input type="text" value="notifyme@ariba.com"/>

EDI Specific Notification

EDI suppliers should make sure to configure the Notification setting on the EDI Configuration page to receive notices when outgoing documents are undeliverable or FA is overdue.

(Administration>Configuration > Electronic Order Routing > EDI > Click here for Configuration)

Routing Method		
Document Type	Routing Method	Options
New Orders	EDI	Click here for Configuration

Enter your EDI profile information.

Value Added Network (VAN):

* Interchange Control Number:

ANSI X12

Ariba SN supports ANSI ASC X12 EDI v004010. For implementation guides, click Help at the top of any Ariba SN page and ...

* Application (GS) ID:

* Functional Group Control Number:

Interchange (ISA) Qualifier:

* Interchange (ISA) Identifier:

EDIFACT

Ariba SN supports UN EDIFACT version D98A with syntax version 3. Note that Ariba SN does not implement the Functional ...

Syntax Identifier:

* Interchange ID:

Interchange Qualifier:

Routing Address:

Notifications

Email:

Notify when an outgoing document is undeliverable or FA is overdue.

EDI Testing

- ▶ With the release of AN45, suppliers have the option of using Ariba's EDI Tester tool accessed via a supplier's test account on Ariba Network to assist in validating their inbound X12 transactions (855, 856 and 810) against Ariba's EDI implementation guidelines.
 - Login to test account
 - Click the **EDI Tester** link under **Tools** on the **Quick Links** menu on the left side of the Home page
- ▶ On the next page, suppliers can upload an X12 file (Invoice, Order Confirmation, Advance Ship Notice) and click the 'Validate Document' button. Note, the interchange envelop (ISA/GS) with the data configured in their test account is required.
- ▶ Ariba Network will validate the file in accordance with Ariba's X12 guidelines for the transaction. The UI will render any translation errors the supplier would encounter had they sent the file through the VAN.
- ▶ The EDI Tester affords a way for suppliers to test as they wait for interconnect setup.
- ▶ The tester only validates the file according to Ariba's guidelines. The file must post to validate against invoice rules setup on the Network
- ▶ Only one transaction set (ST occurrence) may be tested at a time.
- ▶ ISA15 must be sent in test mode ('T') as only test files are supported at this time.
- ▶ EDI configuration must be in place in order to use the EDI tester (ISA/GS maintained) as the tool will validate these values as provided in the ISA/GS envelope.



Quick Links

View: Today

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
- CSV Invoice
- Contract invoice

Tools

- EDI Tester

EDI Tester

Use the EDI Tester to test your implementation of inbound X12 EDI documents (order confirm

Browse and select the EDI document to be validated :

 Browse...

Upload

Validate Document

Dollar Tree Ariba Network IDs

Account Name	AN ID	Prod/Test
Dollar Tree - Production	AN01000816951	PROD
Dollar Tree - Test	AN01000816951-T	TEST

Resources

Dollar Tree Supplier Information Portal

- ▶ <https://knowledge.ariba.com/DollarTree>
- ▶ Implementation documents, Dollar Tree specific cXML & EDI specifications, Training Guides & Tools



Welcome to the Dollar Tree Ariba Supplier Information Portal

Introduction and Overview
Welcome to the Dollar Tree Ariba Supplier Information Portal where you will find information and training materials about the Ariba Supplier Network (Ariba SN). The Ariba SN allows you to electronically transact business with Dollar Tree. The information on this portal helps you configure your Ariba SN account and manage your transactions with Dollar Tree; including purchase orders, order confirmations, ship notices and invoices.

The **Project Notification** letter describes the project and the reasons Dollar Tree has decided to begin the Ariba initiative. **Important!** Critical milestones are included in the Project Notification letter. Be sure to review carefully.

What's In?
Automated purchase orders, order confirmations, advanced ship notices and invoices?

What's Out?
Manual purchase orders and paper invoices.

Next Steps

1. Follow the instructions received from Ariba for logging into your Ariba Supplier Network account.
2. Review the **[Dollar Tree Account Management Guide](#)** to learn how to configure important settings on your account.
3. Review the **[Dollar Tree Purchase Order Management Guide](#)**

Additional Resources

Ariba University
Access recorded demos and supplier training materials at [Ariba University](#).

Ariba SN Hot Issues and Frequently Asked Questions
Access information about [issues and answers to commonly asked questions](#).

Supplier Membership Program
Depending on your usage of the Ariba SN, suppliers may be required to upgrade to Premier Membership. Find out the differences between [Basic and Premier Membership](#) levels.

Tools and Code Samples
Find out more in-depth technical information about cXML on knowledge.ariba.com/supplier

Ariba SN Notifications
Information about downtime, new releases and new features at netstat.ariba.com

Ariba Technology Partners
Learn about [Amalto b2box](#) solution for integrating your ERP with the Ariba Supplier Network.

Resources (continued)

Ariba Network Standard Documentation

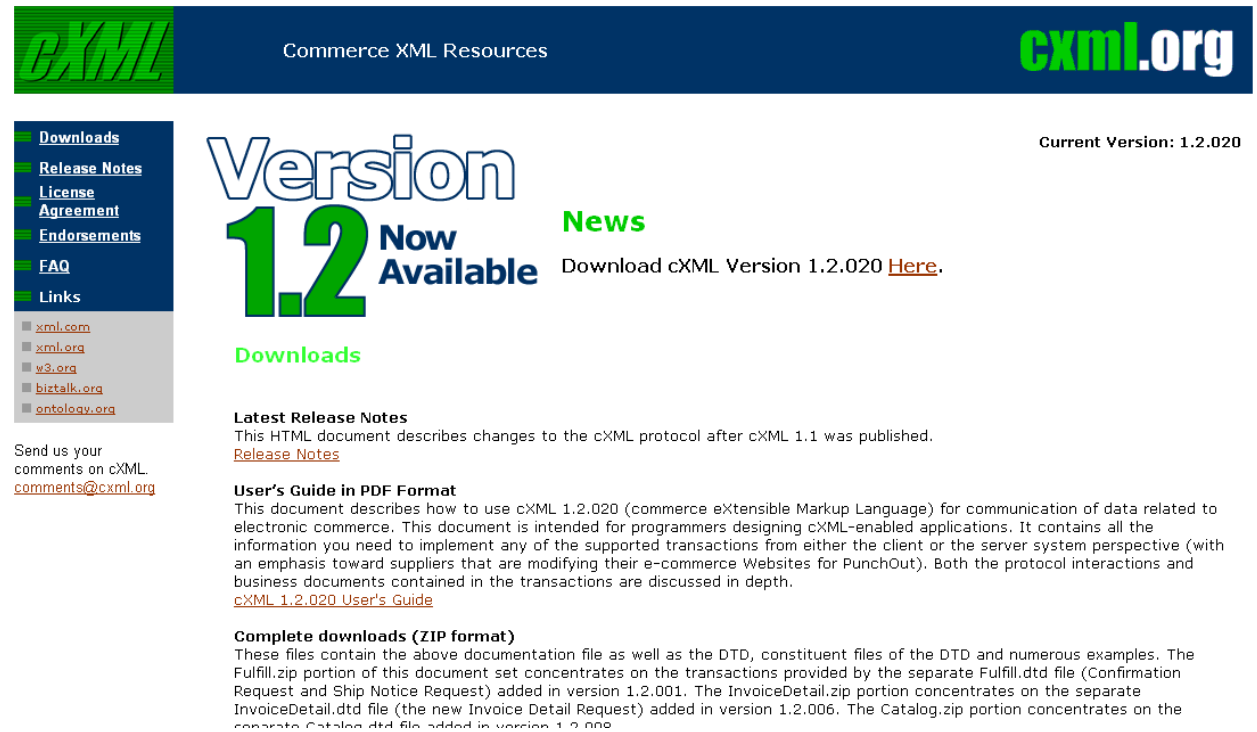
- ▶ Go to: <http://supplier.ariba.com/help>
- ▶ Or, click on the Help link from the upper right hand corner of your Ariba Network account page.
- ▶ All cXML/EDI standard documentation is available from this “Help” link.



Resources (continued)

Ariba Network additional cXML Documentation

- ▶ Ariba's cXML User's Guide, DTD's and cXML release notes are available at the following URL: <http://cxml.org>



The screenshot shows the cxml.org website with a dark blue header. The main content area features a large 'Version 1.2 Now Available' announcement in green and white. To the left is a navigation menu with links for Downloads, Release Notes, License Agreement, Endorsements, FAQ, and Links. Below the menu are links to xml.com, cxml.org, w3.org, biztalk.org, and ontology.org. The right side of the page includes the text 'Current Version: 1.2.020' and a 'News' section with a link to download cXML Version 1.2.020. Below this are sections for 'Latest Release Notes', 'User's Guide in PDF Format', and 'Complete downloads (ZIP format)', each with a brief description and a link to the relevant document.

Resources (continued)

- **Dollar Tree Business Process Support**
 - Contact the Dollar Tree team at:
 - DTSupplier@dollartree.com

- **Ongoing electronic supplier webinars for Dollar Tree enablement**

Supplier Support Options

➤ Ariba Network Support

Web Form

- a) Go to <http://supplier.ariba.com> and logon to your Ariba Network account.
- b) Click on the *Help – Contact Support* link to submit a ticket. Reference Dollar Tree as your customer.

Telephone

- ▶ USA & Canada: **1-800-577-1522**
- ▶ Reference Dollar Tree as your customer.

▶ Ariba Network Technical Support

- ▶ Ariba Supplier Technical Support (STS) - Assists suppliers with cXML/EDI and network connectivity technical issues.
 - Note: Ariba recommends cXML and EDI suppliers to subscribe to this enhanced support level.

▶ Ariba Supplier Consulting

- Assists suppliers with consulting resources for development planning / education on integrating over the Ariba Network. This is an optional service. Contact supplierprograms@ariba.com for information

Implementation Time Frame

Supplier Timeline

- ▶ Expectation is supplier will respond with test invoice within a two week time frame of receiving test PO' s
- ▶ Test PO(s) will be initiated TBD of the webinar and/or supplier indicating readiness for testing