



Dana Incorporated welcomes you to SAP Ariba!

To streamline Dana's indirect procurement and accounts payable processes, Dana successfully launched the Ariba procure to pay platform across 19 facility locations in the United States during 2017.

Since there are **no fees associated with SAP Ariba Business Network Standard Account**, Dana invites suppliers to join the SAP Ariba Network via an interactive link that is embedded in Dana's first Ariba PO e-mail, sent from ordersender-prod@ansmtp.ariba.com.

Joining the SAP Ariba Network will allow our companies to electronically connect and send you Dana's indirect purchase order requests.

Via the SAP Ariba Network, you will be able to submit your invoices for the corresponding goods or services ordered by Dana using a SAP Ariba purchase order.

SAP Ariba matches Dana's PO, Dana's PO receipt, and supplier invoice to make a three-way match for Dana Accounts Payable.

You may have already received a Dana Ariba PO, or one day you will receive a Dana Ariba purchase order request via email from the Ariba network (example attached).

Please save and use that Ariba PO e-mail so that you can begin to connect to Dana Ariba.

It is your entry point into the Ariba Network to connect to Dana, as well as the entry point when you need to invoice us later.

It is essential that your Ariba account is created as soon as you receive your first Ariba PO from Dana. In just a few clicks, your Ariba account is set for when you are ready to submit your first Ariba invoice and receive subsequent Ariba POs! Be sure to also configure your email notification preferences; Dana wants to ensure that your Ariba Network notifications do not fall into your junk or spam mailbox. Notification emails are the most important way to ensure of your team's constant engagement with Dana POs, especially when staff are out of office.

Educational Materials and Samples:

- [Connecting to Dana Inc-](#) Step by step instructions on how to connect with Dana on the Ariba Network via Interactive PO and Private ANID.
- [Supplier Info Pack-](#) Sign up, configure your account, and transact with Dana.
- [Standard Account Welcome Page-](#) Work-aids and articles that SAP Ariba recommends to new users to start transacting on the Ariba Network.
- [Dana Incorporated's Example Purchase Order Email-](#) Overview of what the Interactive Email Purchase Order will look like for Dana Incorporated suppliers.



Helpful Registration Hints:

- By selecting the “Process Order” button, you will be given the opportunity to do one of two things:
 - Complete your registration for a new account
 - Link the purchase orders to an existing account
- Follow the Ariba instructions (written in [blue](#)) to understand the action that you need to take.
- Ariba will ask you to look at potential existing accounts during the registration process. If you already have an account (or if someone at your company has already registered an account), you can connect your Dana Incorporated purchase orders by logging into the existing account instead of registering a new account.
- If you do not have an existing Ariba Account, you can register a new account in a few simple steps. Be sure to select the “Sign Up” option.
- While registering for your new account, be sure to review the basic information about your business (company name and address). Any fields that are marked with an asterisk (*) denotes a required field.
- Check both boxes at the bottom of the page to agree to the “Terms of Use” and then click “Register”.

Additional Resources:

- [Dana’s Ariba Network Supplier Information Portal](#) provides information for all suppliers conducting business with Dana Inc. On this site you will find information regarding the transformation, as well as several tools to help answer any of the questions you may have.
- [Dana’s Accounts Payable Supplier Portal](#) is separate from Ariba and is for your A/P inquiries only (invoices can’t be uploaded to the Supplier Portal). Suppliers can check the payment status of their invoices and obtain payment remittance details from the Accounts Payable Supplier Portal. To sign up for the Supplier Portal, please fill out the form (found [here](#)) and send it to dana.ap.us@dana.com. **If you do not have access to the portal, please reach out to the same email address to check your invoice payment status.**
- If you should require a tax exemption certificate, please send your request directly to dana.indirect.tax.na@dana.com.
- If you are a Canadian supplier, **Dana’s HST Tax ID is 899629844RT0019**. Canadian suppliers will need to enter this ID into each invoice they submit.
- If you should need additional support regarding the SAP Ariba Network, please click [here](#).
- Your contact at the Dana plant that you service, is your overall main point of contact. They will be able to offer assistance with SAP Ariba should you require it.

Kind Regards,

Dana Incorporated Supplier Enablement Team