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Test Account Creation

Managing Roles and Users

Ariba Network Support

Account Access and Configuration

Go to
supplier.ariba.com

Enter Username &
Password and click
Login to access your
Production account.

Click the **Company
Settings** tab to
open the menu.
Click **Company
Profile**.

Then, click on the
area you want to
update.

Supplier Login

User Name

Password

Login

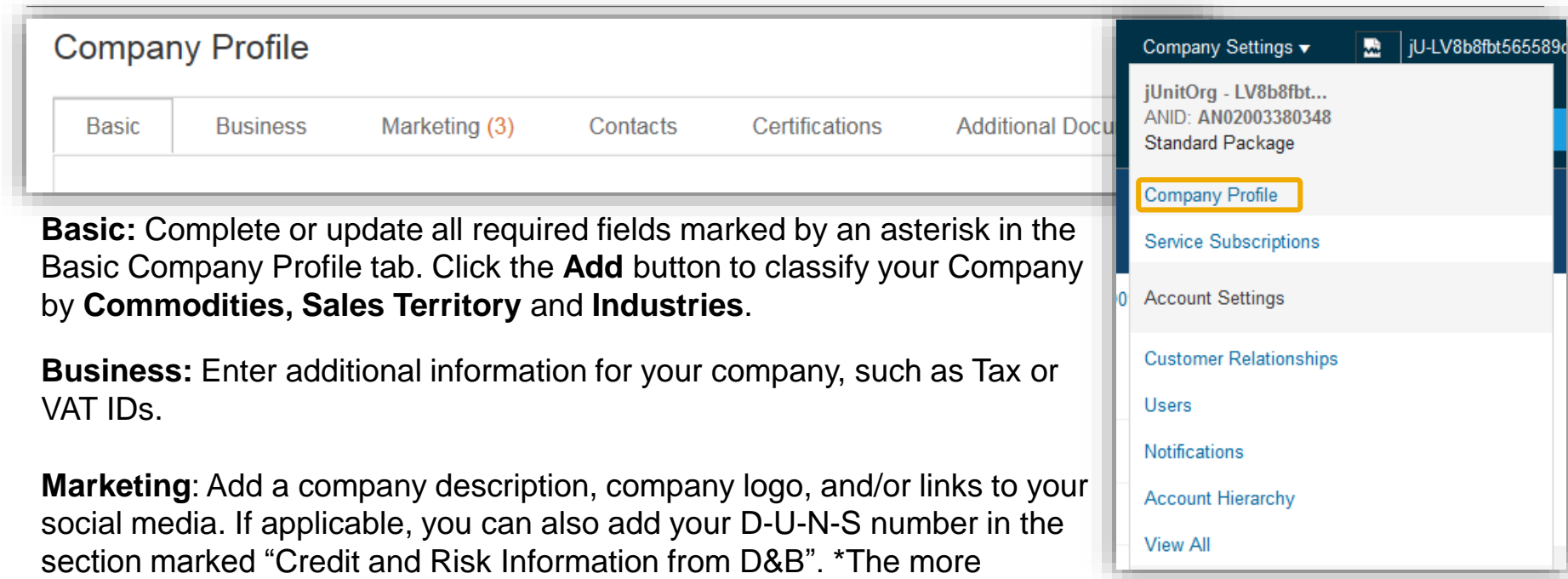
[Forgot Username or Password](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, there's a search bar and a section for 'Outstanding Invoices' with a bar chart. The 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The 'Company Profile' option is highlighted.

Company Profile Configuration



Company Profile

Basic Business Marketing (3) Contacts Certifications Additional Documents

Basic: Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities**, **Sales Territory** and **Industries**.

Business: Enter additional information for your company, such as Tax or VAT IDs.

Marketing: Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked “Credit and Risk Information from D&B”. *The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the “LEADS” tab at the top of your screen.

Contacts: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

Certifications: Enter and upload certificates along with their expiration date if applicable

Make sure that you save all changes that have been made.

Notifications and Network Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

Click on **Notifications** under **Company Settings**. **Network Notifications** can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.

You can enter **up to 3 email addresses** per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' page in SAP Ariba. The 'Notifications' tab is selected, and the 'Network' sub-tab is highlighted with an orange box. The page shows configuration options for various notification types, including 'Electronic Order Routing' and 'Catalog Subscriptions'. Each type has a table with columns for 'Type', 'Send notifications when...', and 'To email addresses...'. The 'Network' tab is also highlighted in the right-hand sidebar menu.

Type	Send notifications when...	To email addresses...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* junk@phoenix.a...
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* junk@phoenix.a...
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* junk@phoenix.a...
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.a...

Type	Send notifications when...	To email addresses...
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Ariba Procurement solution users can send status updates to suppliers.</small>	* junk@phoenix.ariba.com

Electronic Order Routing Methods

The method that you would like to transact business with your customers on the network can be set up in the **Electronic Order Routing** section.

The methods available include **Online (portal)**, **cXML**, **Email**, **EDI** or **Fax**.

Online Routing:

- This means that the PO is sent to your Ariba Inbox without additional copies being sent elsewhere.
- If you select any of the other methods, you can choose to send additional copies to the routing method selected (We recommend email routing).

Email Routing:

- For e-mail routing select the check box **Include document in the email message**.
- This will include a complete copy of the PO in the email.
- It is recommended that you use a non-personalized/distribution list email in the Email Address line
- When the Ariba Network sends purchase orders to mailboxes that respond automatically with “Out of Office” messages, the orders will not fail and the network will indicate that it received the auto-reply in the order history log.
- **Note:** Make sure to configure your e-mail inboxes so that the Ariba Network notifications do not fall into the junk or spam mail box

cXML/EDI Routing:

- If you prefer to Integrate your ERP system with your account and need assistance, please contact us at: CommerceAssistance@ariba.com

The screenshot displays the 'Network Settings' page with the 'Electronic Order Routing' tab selected. The 'Capabilities Preferences' section shows 'cXML Setup' with a link to 'Configure cXML setup'. Below this, the 'Non-Catalog Orders with Part Numbers' section has a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. The 'New Orders' section contains a table with columns 'Document Type', 'Routing Method', and 'Options'. The table lists four configurations: 'Catalog Orders without Attachments', 'Catalog Orders with Attachments', 'Non-Catalog Orders without Attachments', and 'Non-Catalog Orders with Attachments'. For each, a dropdown menu for 'Routing Method' is shown, with 'Email' selected for the first two and 'cXML Pending Guest' for the last two. A callout box highlights the 'Email' dropdown menu. Another callout box highlights the 'Options' column, showing a text area with the email address 'agard@ariba.com' and a checked checkbox for 'Include document in the email message'. Below this, a note states: 'Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Email" as new catalog orders without attachments.'

The screenshot shows the 'Company Settings' sidebar menu. The menu items are: 'Company Settings' (with a dropdown arrow), 'jUnitOrg - LV8b8ft...' (with 'ANID: AN02003380348' and 'Standard Package' below it), 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing' (highlighted with a yellow box), 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'.

Electronic Order Routing Notifications

For Change Orders and Other Document Types you may select “**Same as new catalog orders without attachments**” to automatically have the settings duplicated or you may set according to your preference.

Specify a method and a user for sending **Order Response Documents** (Confirmations and Ship Notices)

Change/Cancel Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Online

Other Document Types		
Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Online
Time Sheets	Online	Save in my online inbox
Order Status Request	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Online	Save in my online inbox
Document Status Update	Online	Save in my online inbox

Notifications		
Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	juni@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	juni@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	juni@phoenix.ariba.com

Electronic Invoice Routing

Methods and Tax Details

For Electronic Invoice Routing choose one of the following methods:

- Online
- cXML
- EDI

Sending Method	
Document Type	Routing Method
Invoices	Online ▼
Customer Invoices	Online
	cXML
	EDI

It is recommended to configure Notifications to email (the same way as in Order Routing).

For **Tax Information** click on **Tax Invoicing and Archiving** sub-tab to enter Tax Id, VAT Id and other supporting data:

Tax Classification:	<input type="text"/>
Taxation Type:	<input type="text"/>
Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
State Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
Regional Tax Id:	<input type="text"/> <small>Do not enter dashes</small>
Vat Id:	<input type="text"/>
	<input type="checkbox"/> VAT Registered
VAT Registration Document:	<No document> Upload...
	<input type="checkbox"/> Tax Clearance
Tax Clearance Number:	<input type="text"/>
Tax Clearance Document:	<No document> Upload...
Tax Clearance Expiry Date:	<input type="text"/>

Company Settings ▼	
jUnitOrg - LV8b8ftb... ANID: AN02003380348 Standard Package	
Company Profile	
Service Subscriptions	
Account Settings	
Customer Relationships	
Users	
Notifications	
Account Hierarchy	
View All	
Network Settings	
Electronic Order Routing	
Electronic Invoice Routing	
Accelerated Payments	
Remittances	
Network Notifications	
View All	

Electronic Invoice Routing

Invoice Archiving



The screenshot shows the 'Invoice Archival' configuration form. It includes a title bar 'Invoice Archival', a descriptive paragraph about archiving invoices in zip format, and a section for selecting frequency with radio buttons for 'Twice Daily', 'Daily', 'Weekly' (selected), 'Biweekly', and 'Monthly'. Below this is an 'Archiving Start Time' field set to '11:00 AM' with a 'Etc/GMT0' dropdown. A checkbox 'Archive Immediately' is checked. There is a 'Start' button. Below that, two radio buttons are shown: 'Send archived invoice files to the pending queue for download.' (selected) and 'Send archived invoice files to the Archive Delivery URL'. The latter has an 'Archive Delivery URL' text field and a 'Save Delivery Option' button.

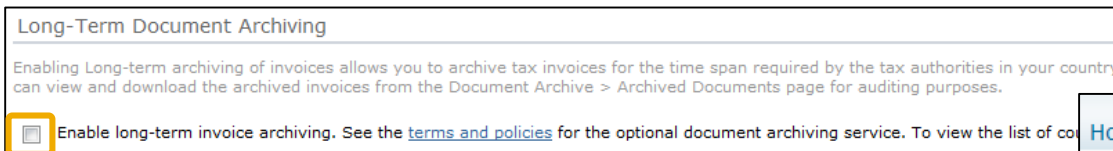
For **Invoice Archival** (Tax Invoicing and Archiving sub-tab) click on **Configure Invoice Archival** link to export invoices to your system for legal compliance:

- Select frequency (**Weekly, Biweekly or Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
- If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).

Note: After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

For integrated archiving solution you can subscribe to **Long-Term Document Archiving**. **Please read the applicable terms and policies and supported list of countries.**

After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.



The screenshot shows the 'Long-Term Document Archiving' section. It contains a descriptive paragraph: 'Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.' Below this is a toggle switch, currently in the 'off' position, with the text 'Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries supported by the service, click here.'

Home Inbox Outbox Catalogs Reports **Document Archive**
Archived Documents Download Status

Remittances

Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.

The screenshot shows the 'Network Settings' page with four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is selected and highlighted with a yellow box. Below the tabs, there is a section titled 'EFT/Check Remittances'. At the bottom of this section, there are four buttons: 'Add', 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a yellow box.

The screenshot shows the 'Create Remittance Address / Payment Info' form. It includes a header section with instructions and a warning. Below this, there is a section titled 'Remittance Address' with several input fields: 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'City', 'State', 'Postal Code', 'Country' (a dropdown menu), and 'Contact' (a dropdown menu). There are also two checkboxes: 'Make this address default' and 'Factoring Service'.

The screenshot shows the 'Company Settings' dropdown menu. It lists various settings categories: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances' (highlighted with a yellow box), 'Network Notifications', and 'View All'.

- In the **EFT/Check Remittances** section, complete all required fields marked by an asterisk.
- Select one of your Remittance Addresses as a default if you have more than one.
- If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Payment Methods

- Select **Preferred Payment Method** from a drop-down box: **Check**, **Credit card** or **Wire**.
- Complete the details for ACH or Wire transfers.
- Select if you do or do not accept **credit cards**.
- Click **OK** when finished.

Method

ACH

Payment Methods

Preferred Payment Method:

Select method

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:

Confirm ABA:

Bank Name:

Select method

ACH

Check

Credit Card

Wire

Cash

AribaPay

Credit Transfer

Direct Deposit

Others

WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select account type

Select bank id

Confirm Bank id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

(no value)

Zip:

Country:

(no value)

Country: Area Number

Bank Phone:

USA 1

Credit Card

Accept credit card:

Yes

No

Accelerated Payments

- Use the links in the Actions column to view, accept, or reject early payment terms.
- You can also configure the notifications that the Ariba Network sends you when customers propose early payment offers and standing early payment terms offers. As a new supplier on the Ariba Network, these will automatically be selected.

Network SettingsSaveClose

[Electronic Order Routing](#) [Electronic Invoice Routing](#) **[Accelerated Payments](#)** [Settlement](#)

* Indicates a required field


Notifications

Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* <input type="text" value="bterwagne@ariba.com"/>
Standing Early Payment Offers	<input type="checkbox"/> Send a notification when your buyer proposes a new early payment term for all invoices.	* <input type="text" value="bterwagne@ariba.com"/>

Standing Early Payment Terms

Show : ☒ All Offers ☐ Proposed Offers ☐ Accepted Offers

Customer Proposed Payment Terms

Company Settings ▾ 

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

[View All](#)

Current and Potential Relationships

Click on the **Customer Relationships** link in the **Administration Navigator**.

You can choose to accept customer relationships either automatically or manually.

Note: Select **Automatically accept all relationship requests** as the default to not miss any useful Buyers requests.

- In the Pending Section, you can Approve or Reject pending relationship requests.
- In the Current Section, you can review your current customers' profiles and information portals.
- You can also review rejected customers in the Rejected Section.

The screenshot displays the SAP Administration Navigator interface. On the right, the 'Company Settings' menu is open, with 'Customer Relationships' highlighted. An arrow points from this menu item to the 'Account Settings' tab in the main content area. The 'Account Settings' tab is active, showing the 'Customer Relationships' section. Within this section, the 'Current Relationships' sub-tab is selected. A yellow box highlights the preference setting: 'I prefer to receive relationship requests as follows:' with the radio button for 'Automatically accept all relationship requests' selected. Below this, there are three sections: 'Pending', 'Current', and 'Rejected'. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', with a 'No items' message. The 'Current' section shows a table with columns for 'Customer', 'Approved Date', and 'Routing Type'. One entry is visible for 'jUnitOrg - LV8b8ft...' with an approved date of '25 Nov 2015' and a routing type of 'Default'. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date', also with a 'No items' message.

Note: Find Potential customers in **Potential Relationships** tab

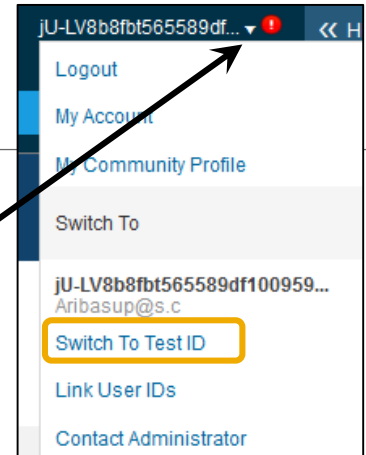
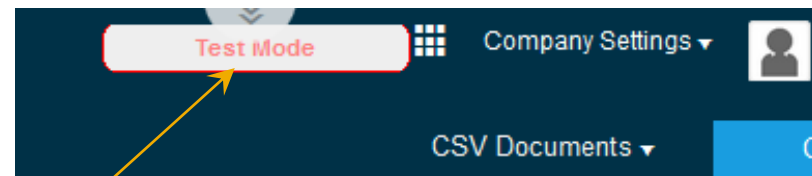


Test Account Creation

Switching to the Test Account

To set up your Test Account, you need to be on the tabular view of your Ariba Network **Production Account**.

- Click your name in top right corner and then select **Switch to Test ID**.
- Click **OK** when the Ariba Network displays a warning indicating **You are about to switch to Test Mode**.
- The **Switch To Test Account** button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
- Create a **Username** and **Password** for your test account.
- Click **OK**.
- You will be transferred to your test account.
- **Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.**
- Once you have set up your test account, you are ready to receive a test purchase order.

A screenshot of the 'Create Test Account' form. The title is 'Create Test Account'. Below it, a message states: 'You are about to create a new account in the TestMode. The trading relationship with the buyer test account will be automatically'. The form has three input fields: 'Username*' with the value 'test-Aribasup@s.c', 'Password*' with masked characters, and 'Confirm Password*' with masked characters. Each field has a small circular icon to its right.

Note: Test account transactions are free of charge.

Note: The Network will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

Administrators and Users

Administrator

- **Automatically linked to the username and login entered during registration**
- **Responsible for account configuration and management**
- **Primary point of contact for users with questions or problems.**
- **Creates roles for the account**

User

- **Can have different roles, which correspond to the user's actual job responsibilities**
- **Responsible for updating personal user information**

Role and User Creation

Click on the **Users** tab on the **Administration Navigator**. The Users page will load.

1 First, create a role.

1. Click on the **Create Role** button in the Manage Roles section.
2. Type the **Name** and a **Description** for the Role.
3. Add **Permissions** to the Role that correspond to the user's actual job responsibilities by checking the proper boxes.
4. Click **Save**. The new Role is now created.

The screenshot displays the SAP Ariba Administration Navigator interface. The top navigation bar shows the 'Users' tab selected. The main content area is divided into two sections: 'Manage Users' and 'Manage User Roles'. In the 'Manage Users' section, a table lists existing users, and the 'Create User' button is highlighted with a yellow box and a '2' label. In the 'Manage User Roles' section, a table lists existing roles, and the 'Create Role' button is highlighted with a yellow box and a '1' label. The right sidebar, titled 'Company Settings', shows a list of navigation links, with 'Users' highlighted by a yellow box.

2 Second, create a User.

1. Click on **Create User** button.
2. Add all relevant information about the user including name and contact info.
3. Select a role in the **Role Assignment** section.
4. Click on **Done**.

Note: You can add up to 250 users to your Ariba Network account.

Modify Users

1. Click on the **Administration** tab.
2. Click on **Edit** for the selected user.
3. Click on the **Reset Password Button** to reset the password of the user.
4. Other options:
 - **Delete User**
 - **Add to Contact List**
 - **Remove from Contact List**
 - **Make Administrator**

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access	All

Buttons: Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page. Do not reset the password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email.

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Contact ⓘ

Reset Password

Enhanced User Account Functionality

When clicking on your name in top right corner, you'll access the **User Account Navigator**. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

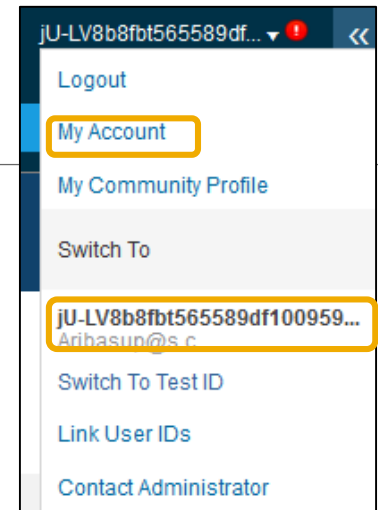
Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

Click on **My Account** to view your user settings.

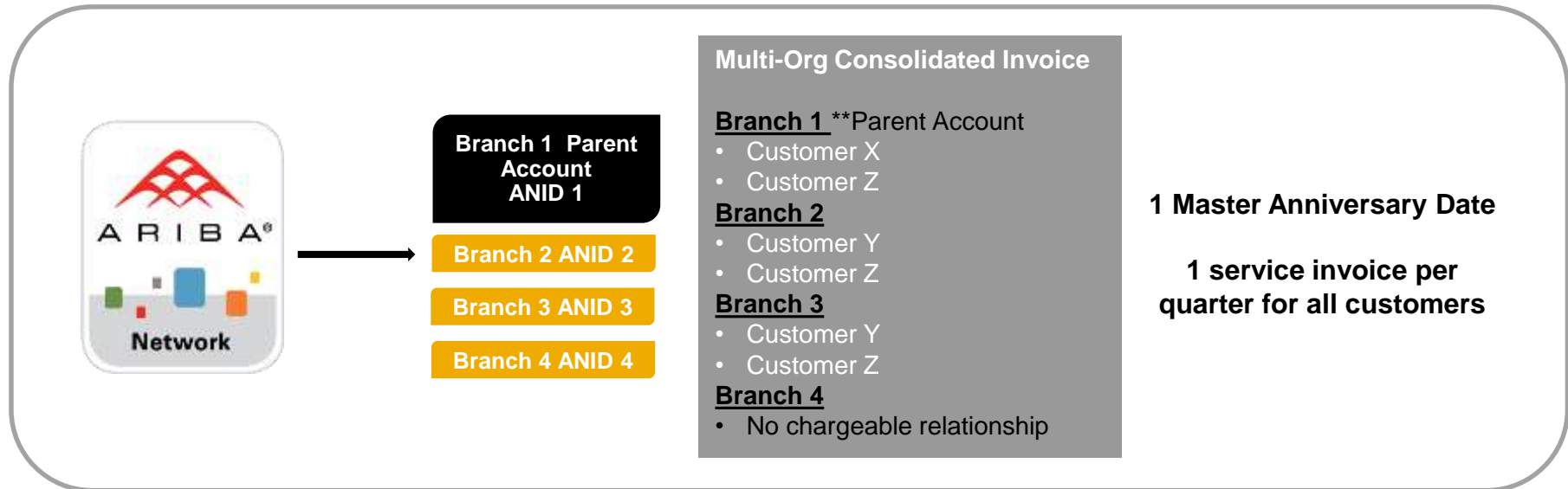
Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

You can hide personal information if necessary by checking the box in the Contact Information Preferences section.

A screenshot of the 'My Account' settings page. It has a header 'My Account' and two main sections: 'Account Settings' and 'Account Information'. Under 'Account Settings', there is a note '* Instance is required field'. The 'Account Information' section contains several input fields: 'Username' (with value 'Aribasun@s.c' and a 'Change Password' link), 'Email Address' (with value 'junk@phoenix.ariba.com'), 'First Name' (with value 'jU-LV8b8ft565589df1009590921'), 'Middle Name' (empty), 'Last Name' (with value 'lastName'), and 'Business Role' (with a dropdown menu showing 'Business Owner'). Below this is a 'Security' section with 'Secret Question' (with value 'What is the last name of your first boss?'), 'Secret Answer' (with masked characters '*****'), and 'Confirm Secret Answer' (with masked characters '*****').

Multi-Org time and invoice consolidation / synchronization



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

What is required to participate in a Multi-Org

The supplier needs to designate a parent ANID under which the invoice will be viewed.

- The selection of the parent ANID determines the currency of the Multi-org invoice.

The supplier should also have confirmed list of child ANID's to be included on the invoice.

A Multi-Org is **NOT**:

- A way to merge accounts.
- A way to get a discount on Network Transaction Service fees.

How to create a Multi-Org

- Register all accounts which will be included in the Multi-Org.
- Create a list of all ANIDs and designate the parent account.
- Wait until the first ANID becomes chargeable.
- Contact your Supplier Manager or dollartreeenablement@sap.com and send them the list of ANIDs and the contact details of the person to be in charge of the Multi-Org.

Account Hierarchy

Linkage between individual accounts for account management purposes

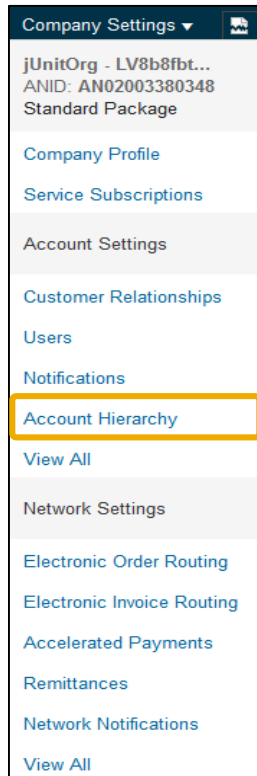
The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

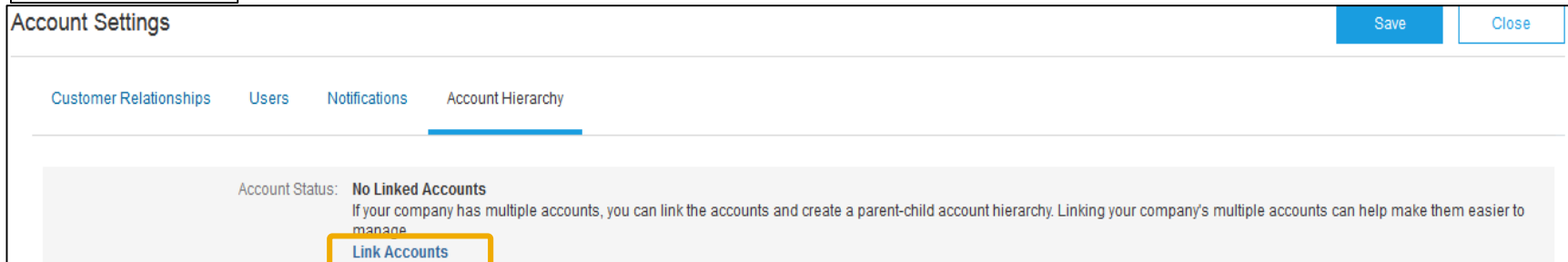
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

How to create an Account Hierarchy



1. Open the dropdown menu and go to **Account Hierarchy**.
2. To add child accounts click on **Link Accounts**.
3. The Network will detect if there is an existing account with corresponding information.

3. On the next page either log in as an **Administrator** or send a request through an online form as a **Not Administrator**.
4. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



Training and Resources

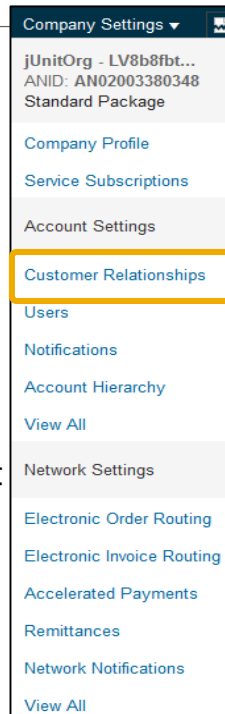
Dollar Tree Supplier Information Portal

Buyer specific information is available on the Network. Select the name of your company in the top right corner and then click the **Customer Relationships** link.

- 1 Select the buyer name to view **transactional rules**:
 - The Customer Invoice Rules determine what you can enter when you create invoices

- 2 Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Dollar Tree:

- Account Configuration Guide
- Dollar Tree Purchase Order Confirmation and Ship Notice Guide
- Dollar Tree Invoice Guide
- Supplier Membership Program / Supplier Registration Guide



Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

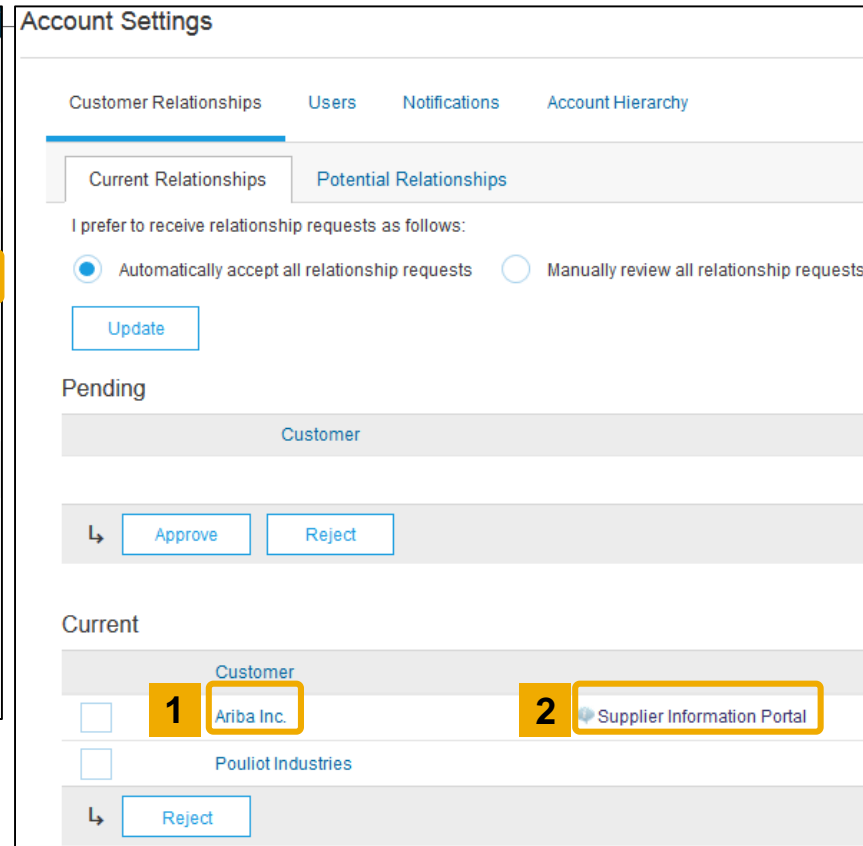
Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All



Account Settings

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

Approve Reject

Current

Customer

☐ **1** Ariba Inc. **2** Supplier Information Portal

Pouliot Industries

Reject

Training and Resources - Ariba Network Standard Documentation

Go to: <http://svcdev8.ariba.com/Supplier.aw/>

Click the **Help** link

Click **Help Center**, Then click on **Learning Center** to access **Product Documentation**

The image displays two screenshots from the Ariba Network interface. The top screenshot shows the 'Supplier Login' page with a 'Help' link in the top right corner, which is highlighted by a yellow box. A yellow arrow points from this 'Help' link to the 'Learning Center' link in the bottom screenshot. The bottom screenshot shows the 'User Community Home' page with a 'Learning Center' link highlighted by a yellow box. A red box highlights the 'Product Documentation' section within the Learning Center, which includes a 'Getting Started' link. A red box at the bottom of the Learning Center section contains the note: 'Note: Only a subset of the documentation is available in a pre-login state.'

The **Learning Center** was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

Learning Center

Product Documentation

- Getting Started

Tutorials

- Forgot Username (1:00)
- Overview of the Ariba Network (3:47)
- Seller Basics (3:00)
- Introduction to the Seller Collaboration Console (5:00)
- Change Your Account Administrator (1:32)

Note: Only a subset of the documentation is available in a pre-login state.

Training and Resources - Ariba Network Standard Documentation

Standard Documentation can also be accessed from your account. Click on **Help Center**.

Click **Documentation** to view Ariba Network Administrator's documentation

The image shows a composite of three screenshots illustrating how to access Ariba Network documentation from a user account.

- Left Screenshot:** Shows the Ariba Network user interface. At the top, there is a navigation bar with "Company Settings" and a user profile icon. Below this, a "Help Center" button is highlighted with a yellow box. At the bottom of the page, a "Documentation" button is also highlighted with a yellow box.
- Middle Screenshot:** Shows the "Help Center" page. It features a search bar, a list of articles (e.g., "How do I tell when my invoice will be paid?", "Do I contact Ariba or my customer when I have..."), and a "Search Community" section. A yellow arrow points from the "Help Center" button in the left screenshot to this page.
- Right Screenshot:** Shows the "Learning Center" page. It has a search bar and two main sections: "Product Documentation" and "Tutorials". The "Product Documentation" section lists various topics such as "What's New", "Getting Started", "Managing Your User Account", "Catalogs", "Orders and Releases", "Collaborating with Customers", "Creating and Managing Invoices", "Working with Payments and Remittances", "Reports and Report Templates", "Managing Discounts", "Auctioning Invoices", "Tracking Temporary Labor Time", "Application Integration", and "Administration and Configuration". A yellow arrow points from the "Documentation" button in the left screenshot to this page.

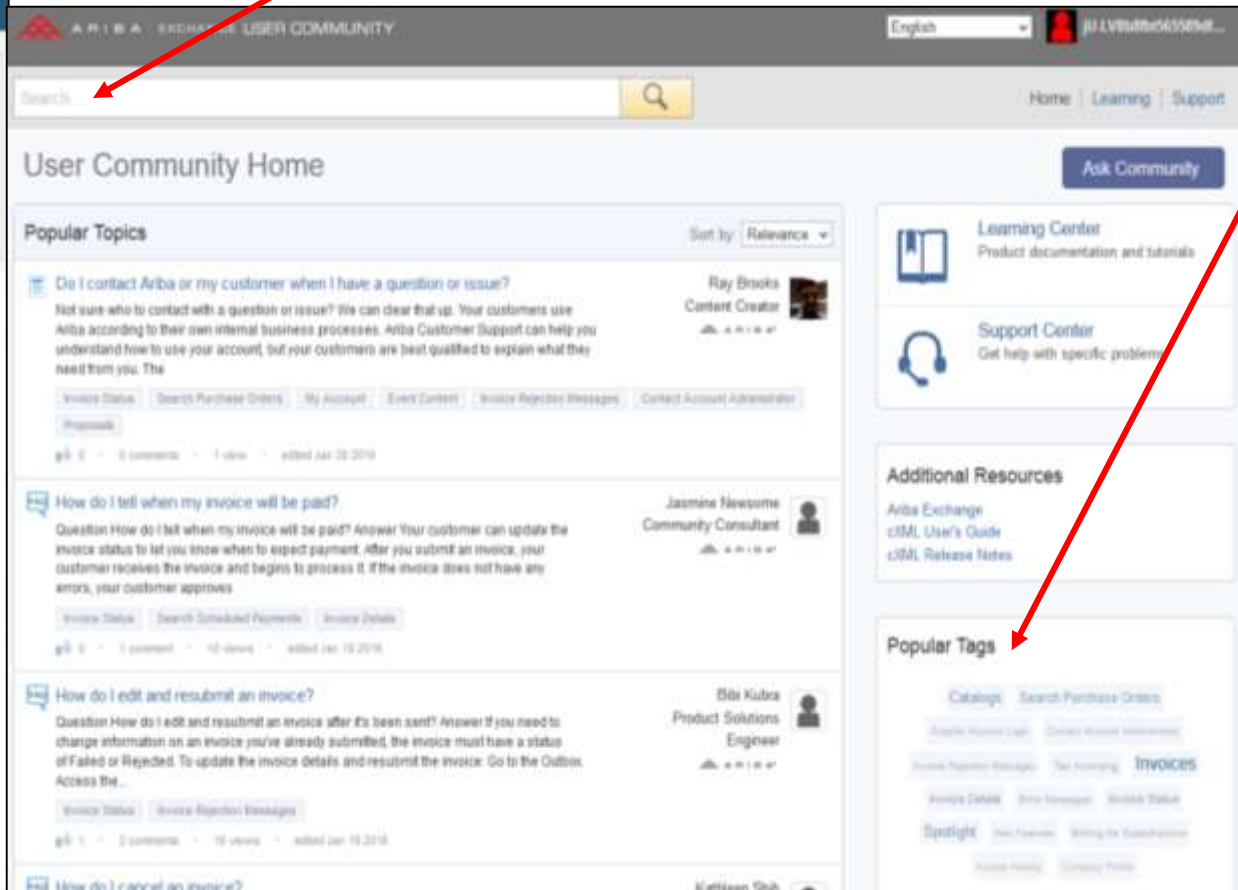
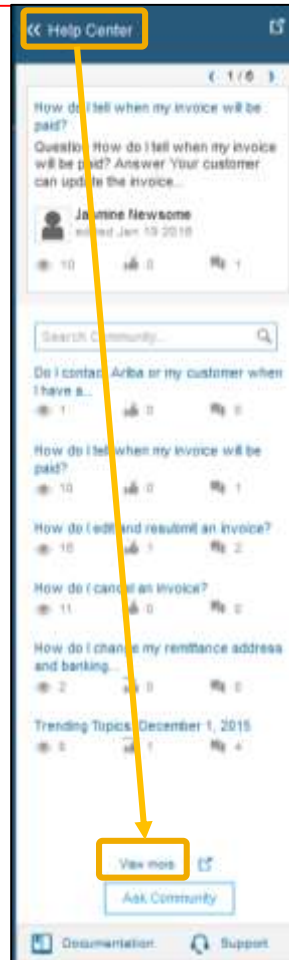
Help Center – Helpful things to know...

Search: Perform a search to find content not found under Popular Topics. Results can be sorted or filtered

Popular Topics:

Title links are selected for you based on the solution that you were using when you clicked on Help, whether or not you are an administrator; and your default language.

Click on the link to view the content item. You will be able to engage with the content: author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.



Popular Tags:

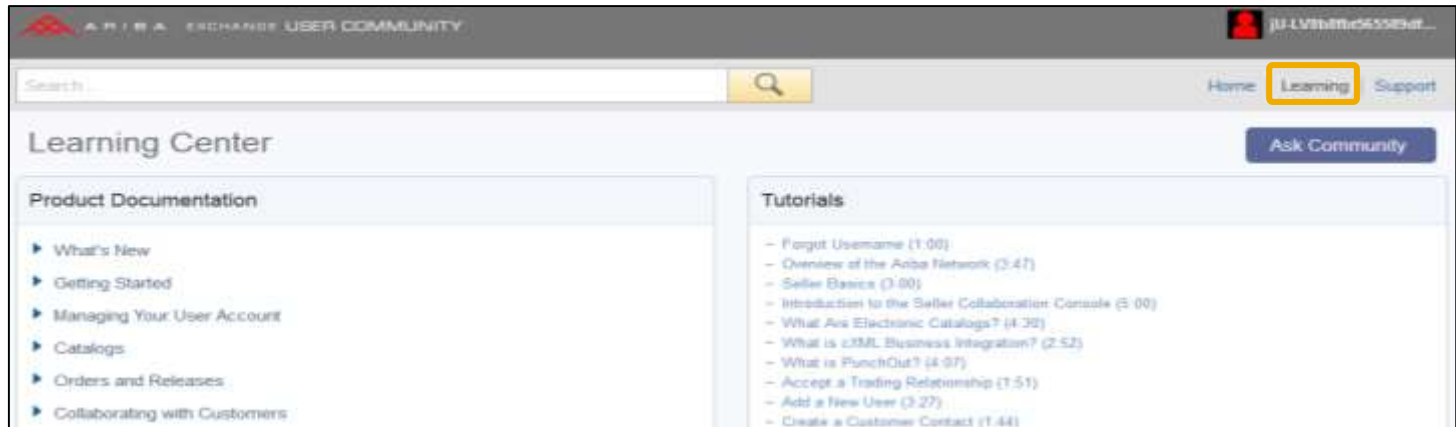
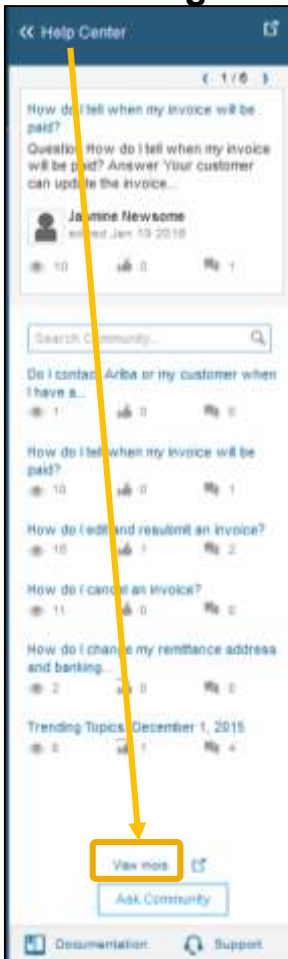
These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.

Training and resources

Ariba Network standard documentation and useful links

Go to: <http://svcdev8.ariba.com/Supplier.aw/>

Click on the **Help Center** link in the upper right hand corner of the page, then click on **View more**. In the **Learning** center there is **Product Documentation** available for Users or Administrators.



Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliemembership>
- **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>
- **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**

Please contact iProcurementMDM@familydollar.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Dollar Tree Business Process Support**

Please contact the Dollar Tree Supplier Enablement team at dollartreenenablement@sap.com for business-related questions.

Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

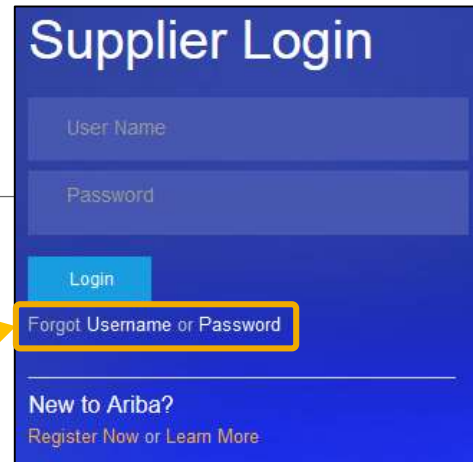
Region	Contact Number
US/Canada Toll Free	1-866-218-2155
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185 00 800 22227422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
Asia Pacific	+65 6311 4585

Supplier support post Go-Live

Help Center

Go to <http://svcdev8.ariba.com/Supplier.aw/>

If you forget your username or password click on the link **Forgot Username** or **Forgot Password**.



Supplier Login

User Name

Password

Login

Forgot Username or Password

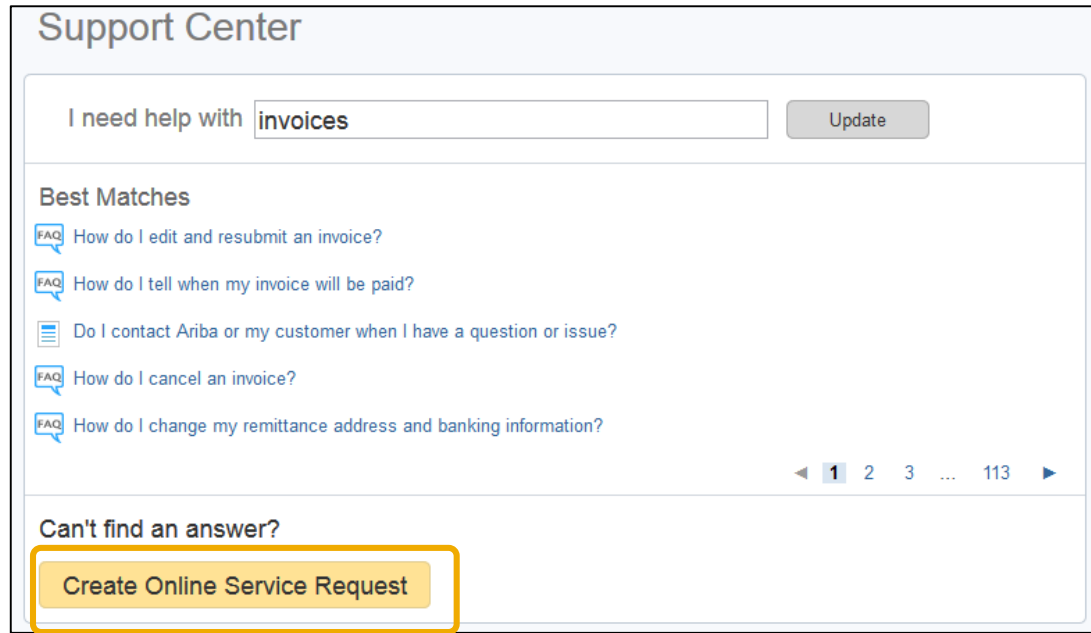
New to Ariba?
[Register Now](#) or [Learn More](#)

To access our Help Center, log into your account or go to <http://svcdev8.ariba.com/Supplier.aw/>

Click the **Help** link in the top right corner. Click **Help Center** and go to **Support** section at the bottom.

Search for any topic you would like to know more about. If none of the articles answers your question, click on the **Create Online Service Request** button to contact our Customer Support.

Fill out our web form. Select Problem Type. Note Dollar Tree in the **Issue Description**.



Support Center

I need help with

Best Matches

- [FAQ](#) How do I edit and resubmit an invoice?
- [FAQ](#) How do I tell when my invoice will be paid?
- [FAQ](#) Do I contact Ariba or my customer when I have a question or issue?
- [FAQ](#) How do I cancel an invoice?
- [FAQ](#) How do I change my remittance address and banking information?

◀ 1 2 3 ... 113 ▶

Can't find an answer?



Appendices

- A** – Mexico-Specific Supplier AN Set Up
- B** – Brazil-Specific Supplier AN Set Up
- C** – Chile-Specific Supplier AN Set Up
- D** – Columbia-Specific Supplier AN Set Up



Appendix A

Mexico Specific AN Settings

PLEASE NOTE:

The following Ariba Network configuration settings are country-specific for Mexico, in addition to the standard Ariba Network configuration guidelines in this document.

Initial Set Up



Prior to the commencement of the SAT-authorized electronic invoices process, supplier organizations must do the following:

- 1) Register with the tax authority of Mexico (SAT)
- 2) Obtain digital certificate from SAT
- 3) Create an Ariba Network account
 - Suppliers must specify the supplier's country of origin as Mexico on the Company Profile page on the Ariba Network
- 4) Suppliers must upload the digital signing certificate and password issued from the SAT onto the Ariba Network to initiate the invoice creation process
- 5) Suppliers must configure the preferred payment method for the Ariba Network supplier account
- 6) Integrated suppliers currently transacting via cXML must upgrade to the cXML 1.0.25 to support electronic invoice for Mexico

Supplier's Digital Certificate



Supplier must upload the certificate (issued by Tax Authority) to AN Portal.

In the **Electronic Invoice Routing** page, the **Invoice Digital Certificate** section is added for the Mexican suppliers only to upload the digital certificate, prior to the creation of the invoice.

Company Settings ▾

- jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments
- Remittances
- Network Notifications
- View All

Invoice Digital Certificate

Signature Keystore (PKCS12):

Keystore Password:

Issued to: ACCEM SERVICIOS EMPRESARIALES SC

Issuer: Servicio de Administración Tributaria

Validity Period: Jul 2012 to Jul 2016

Electronic Invoice Routing and Notifications



Click on **Electronic Invoice Routing at Administration Navigator**.

Choose one of the following Invoice routing methods

- **Online**
- **cXML**
- **EDI**

Configure **Notifications** to emails (the same way as in Order Routing).

The screenshot displays the SAP Ariba Network Administration Navigator. The 'Company Settings' dropdown menu is open, showing various configuration options. The 'Electronic Invoice Routing' option is highlighted with a yellow box. The main content area shows the 'Network Settings' for 'Electronic Invoice Routing'. The 'Sending Method' section is expanded, showing a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Invoices' row shows 'Online' as the selected routing method, with a dropdown menu open showing 'Online', 'cXML', and 'EDI'. The 'Customer Invoices' row shows 'cXML' as the selected routing method. The 'Options' column contains the text 'Return to this site to create invoices' for 'Invoices' and 'Save in my online inbox' for 'Customer Invoices'. A yellow arrow points from the 'Online' option in the dropdown menu to the 'Online' text in the 'Routing Method' column.

Company Settings ▾

- jUnitOrg - LV8b8ft...
- ANID: AN02003380348
- Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments
- Remittances
- Network Notifications
- View All

ARIBA® Network

Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox
	cXML	
	EDI	

Supplier's Preferred Payment Method



1 In the Administrator Navigator, select **Remittances**.

2 In the Network Settings page, go to the **EFT/Check Remittances** section.

3 Select an address and click **Edit**.

4 On the following page, scroll down to the **Payment Methods** section.

5 Choose the preferred payment method from the pull-down menu.

6 Click **OK**.

Payment Methods

Preferred Payment Method: Select method ▾

ACH

Account Name:

Account #:

Confirm Account #:

Account Type: ▾

ABA:

Confirm ABA:

Bank Name:

Select method

- ACH
- Check
- Credit Card
- Wire
- Cash
- AribaPay
- Credit Transfer
- Direct Deposit
- Others

US Bank Only

US Bank Only

Company Settings ▾

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

Account Settings

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

Network Settings

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

Remittances

[Network Notifications](#)

[View All](#)



Appendix B

Brazil Specific AN Settings

PLEASE NOTE:

The following Ariba Network configuration settings are country-specific for Brazil, in addition to the standard Ariba Network configuration guidelines in this document.

Brazilian Supplier Onboarding



The vendor must access their company profile on the network.

The screenshot displays the SAP Ariba Network user interface. The top navigation bar includes links for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. A search bar is present with the text 'Orders and Releases' and 'All Customers'. A red arrow points to the 'Company Profile' option in the dropdown menu that appears when the user icon is clicked. The dropdown menu also includes options for 'Company Settings', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', 'View All', 'App Store', 'Google play', and 'Tasks'. The main content area features a video titled 'Achieving the Perfect Order with SAP Ariba Collaborative Supply Chain Solution' and a section for 'Orders, Invoices and Payments' with various status filters and a table header.

Invoice #	Customer	Reference	Date	Amount	Invoice Status	Action
You do not have any invoices.						

Brazilian Supplier Onboarding



They must then create or edit their legal profile.

Company Profile

Save

Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

* Indicates a required field

Overview

Company Name *

Other names, if any

Network ID: AN02003380348 ⓘ

Short Description: ⓘ

Website:

Public Profile: <https://svcode8.ariba.com/Discovery/awlad/profile?keys=AN02003380348> | Customize URL

Public Profile Completeness

35%

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge

FIND US ON ARIBA

View Public Profile

Profile Visibility Settings

Address

Address 1 *

Address 2

Address 3

City *

State *

Zip *

Country *

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create

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Public

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Brazilian Supplier Onboarding



They must complete all the mandatory fields that have an asterisk * and ensure they select the appropriate Municipality. (Sao Paulo)

Configure Supplier Addresses Served by This Account

* Indicates a required field

Address Name

Address Name: * Corporate Branch

Address ID:

VAT ID:

Tax ID: 19265048674936

Address

Address 1: * 111, Renan Square

Address 2: Sao Paulo street

Postal Code: * 9089312

Municipality: * Sao Paulo [3550308]

City: * Sao Paulo [061]

State: * Sao Paulo [BR-SP]

Country: * Brazil [BRA]

☐ Set Up Legal Profile

Ariba Network sends the legal profile information you provide here to an accredited service provider for registration, when you click Save. Check the Legal Profile Status column on the Company Profile page for updates to your registration status.

Brazilian Supplier Onboarding



They must then set up their company legal profile on the Network.

The information will then be automatically passed on to TrustWeaver, Ariba's accredited third party partner. It is important that they enable when the notification is due to expire.



Configure Supplier Addresses Served by This Account

* Indicates a required field

Address Name

Address Name:	* Corporate Branch
Address ID:	
VAT ID:	
Tax ID:	19065048674936

Address

111, Renan Square
Sao Paulo street
9089312 Sao Paulo Sao Paulo Brazil

☒ Set Up Legal Profile

Ariba Network sends the legal profile information you provide here to an accredited service provider for registration, when you click Save. Check the Legal Profile Status column on the Company Profile page for updates to your registration status.

Municipality Information

Municipal Registration ID:	* 47463923
RPS Series:	* A9676

Contact Details

Administrator Name:	* Smitha
Administrator Email:	* smitha@abc.com

☒ Send a notification when the digital certificate is due to expire or has expired.

Invoice eSignature Configuration

Signature Keystore (PKCS12):	<input type="button" value="Choose File"/> No file chosen
Password:	<input type="password" value="Enter Password"/>
Issued to Supplier:	TrustWeaver AB
Issued by:	TrustWeaver AB
Validity:	Aug 2014 to Aug 2117



Save

Brazilian Supplier Onboarding



Once the legal profile has been set up it will then be reviewed by TrustWeaver and Status will be updated to Accepted.

Company Profile

Basic (2) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name:

Other names, if any:

Network ID: AN02001070303

Short Description: Characters left 76

Website:

Public Profile: <https://scode3.ariba.com/Discovery.ar?id/profile?key=AN02001070303> | Customize URL

Address

Address 1:

Address 2:

Postal Code:

Municipality:

City:

State:

Country:

Additional Company Addresses

Addresses & Legal Profiles						
Address Name *	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
Corporate Branch			19265048674936	UnitDummy Sao Paulo street	Sao Paulo Sao Paulo Brazil	Accepted

Edit Delete Create



Appendix C

Chile Specific AN Settings

PLEASE NOTE:

The following Ariba Network configuration settings are country-specific for Chile, in addition to the standard Ariba Network configuration guidelines in this document.

Initial Set Up



Prior to the commencement of the SAT-authorized electronic invoices process, supplier organizations must do the following:

- 1) Specify the supplier's country of origin as Chile on the Company Profile page on Ariba Network. *See the Company Profile section of this guide.*
- 2) Specify additional Chilean tax information fields on the Company Profile page.
- 3) Configure Chilean tax invoicing settings for tax information and archiving on the Tax Invoice tab of the Electronic Invoice Routing page. *See Configuring Tax Invoicing for Chilean Suppliers [page 29].*
- 4) Configure the preferred payment method for the Ariba Network supplier account. *See the Ariba Network Configuring Document Routing Guide.*
- 5) Suppliers must authorize Ariba's service provider on the Chilean tax authority's Servicio de Impuestos Internos (SII) site.
- 6) If you are a Chilean supplier with a trading relationship with a Chilean customer that has enabled tax invoicing, an Ariba Customer Support representative will follow up to register your company with Ariba's service provider in Chile.

Supplier's Tax Information



Supplier must configure their account.

In the **Company Profile** page, scroll down to the **Tax information** section, supplier must enter their Tax Information. (see next slide)

Company Profile

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

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax Id: ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

☐ VAT Registered

VAT Registration Document: <No document> [Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> [Upload](#)

Tax Clearance Expiry Date:

Exempt from Backup Withholding: ☐ Yes ☐ No

Supplier's Tax Information



In the **Tax Information** section, enter values in the following fields:

- Resolution Number*
- Resolution Date*
- Economic Activity Code**
- Economic Activity Description**

By default, these fields are populated with values from the supplier's company profile.

*This information is provided by the tax authority after authorization to issue electronic invoices in Chile.

** This is related to a seller's economic activity. For a list of official economic activity codes and their descriptions, see:

<http://www.sii.cl/catastro/codigos.htm>.

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

☐ VAT Registered

VAT Registration Document:
Upload...

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document:
Upload...

Tax Clearance Expiry Date:

Resolution Number:

Resolution Date:

Economic Activity Code:

Economic Activity Description:

Supplier's Tax Information



Make sure other required tax information fields (such as VAT ID) are completed. Chilean VAT IDs have two formats:

Option	Description
XXXXXXX-Y	Seven digits, a dash, and a digit or uppercase K. For example, 1234567-8 or 1234567-K
XXXXXXXX-Y	Eight digits, a dash, and a digit or uppercase K. For example, 12345678-9 or 12345678-K.



Appendix D

Colombia Specific AN

Settings

PLEASE NOTE:

The following Ariba Network configuration settings are country-specific for Columbia, in addition to the standard Ariba Network configuration guidelines in this document.

Initial Set Up



Prior to the commencement of the DIAN-authorized electronic invoices process, supplier organizations must do the following:

- 1) Register with tax authority of Colombia (DIAN)
- 2) Obtain 'Legal Resolution' (series of invoice #'s)
- 3) Create an Ariba Network account
 - Suppliers must specify the supplier's country of origin as Colombia on the Company Profile page on the Ariba Network
- 4) Suppliers must configure the AN account with the series of invoice numbers (obtained by DIAN)
- 5) Suppliers must finish configuring account

Supplier's Tax ID



Supplier must configure their account.

In the **Electronic Invoice Routing** page, **Tax information** section, supplier must enter their Tax ID in the **Vat Id** field.

Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | **Tax Invoicing and Archiving**

Tax Information:

Tax Classification: (no value)

Taxation Type: (no value) v

Tax Id: ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

☐ VAT Registered

VAT Registration Document: ~No documents~
Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: ~No documents~
Upload

Tax Clearance Expiry Date: ⓘ

Exempt from Backup Withholding: ☐ Yes ☐ No

Company Settings v

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

[View All](#)

Supplier's Tax Information



In the **Electronic Invoice Routing** page, **Tax Information** section, supplier must also enter the following tax information;

1 Fiscal Regime Type

2 Special Regime Status

3 Taxpayer Type

4 Auto Deduction Status

Tax Information

Tax Classification:	<input type="text"/>	
Taxation Type:	<input type="text"/>	
Tax Id:	<input type="text"/>	<small>Do not enter dashes</small>
State Tax Id:	<input type="text"/>	<small>Do not enter dashes</small>
Regional Tax Id:	<input type="text"/>	<small>Do not enter dashes</small>
Vat Id:	<input type="text" value="300200200"/>	
	<input type="checkbox"/> VAT Registered	
VAT Registration Document:	<input type="text" value="<No document>"/>	
	<input type="button" value="Upload..."/>	
	<input type="checkbox"/> Tax Clearance	
Tax Clearance Number:	<input type="text"/>	
Tax Clearance Document:	<input type="text" value="<No document>"/>	
	<input type="button" value="Upload..."/>	
Tax Clearance Expiry Date:	<input type="text"/>	<input type="button" value="Calendar"/>
Fiscal Regime Type:	<input type="text" value="REGULAR"/>	
Special Regime Status:	<input type="text" value="ESPECIAL"/>	
Taxpayer Type:	<input type="text" value="NO GRAN CONTRIBUYENTE"/>	
Auto Deduction Status:	<input type="text" value="NO"/>	

Supplier's Folio Range



In the **Folio Range Management for Invoice eSignature** section, supplier must enter the folio date and numbers issued by DIAN.

Folio Range Management for Invoice eSignature

Use this section to manage the ranges of folio numbers issued by your country's tax authority to your company for tax invoicing.

Invoice Type: ☒ Standard Invoice ☐ Line-Item Credit Memo

Supplier Folio Ranges

Year		Initial Folio	Current Folio
<input type="radio"/>	2015	450	-
L		Activate Delete	Create