

# Dollar Tree/Family Dollar SUPPLIER INFORMATION PORTAL

## Introduction and Overview

### Dear Suppliers,

Welcome to the Dollar Tree/Family Dollar Supplier Information Portal! This portal provides information for all suppliers that are conducting business with Dollar Tree/Family Dollar via the Ariba Network (AN). Your customer selected Ariba as their electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including purchase orders, purchase order confirmations and advance shipment notices, invoices, and credit memos.

The switch to the Ariba Network begins on May 31, 2016. Additional information regarding this project is included in the invitation letter from Dollar Tree/Family Dollar, as well as on this portal. As part of Dollar Tree/Family Dollar's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?



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[Do I need to pay anything?](#)

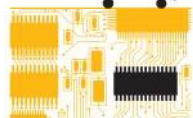
[Where can I find training materials?](#)



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[I need to upload a catalog](#)



[I want to integrate my ERP system to Ariba](#)



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## I'm new to Ariba

Ariba Network is the leading business network with over one million trading partners in 190 countries transacting more than 450 billion dollars (USD) annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

### Next Steps

- **Register on the Ariba Network.** Follow the instructions within the *E-Commerce Trading Relationship Request* communication.
- **Connect with Dollar Tree/Family Dollar through your Ariba account.** After registration is complete, ensure that you have accepted the Relationship Request with Dollar Tree/Family Dollar in the Customer Relationships area of your account.
- **Configure your Ariba account.** Ensure that your account is configured to receive purchase orders and send invoices in the manner that can be supported by your organization.
- **Create a Test account.** Creating a Test account will allow you to become familiar with Dollar Tree/Family Dollar's processes in a Test environment prior to moving into the live (Production) environment.
- **Review training materials.** Located below you will find Dollar Tree/Family Dollar's training materials to assist you with the tasks listed above. You will be invited to attend training in the coming weeks if you need more help with these processes.

### Account Access

- Login to the Ariba Network: <http://supplier.ariba.com>

### Ariba Video Tutorials

- [Introduction to the Ariba Network](#)
- [Getting Started on the Ariba Network](#)
- [Introduction to the Seller Collaboration Console](#)
- [Handling Purchase Orders](#)
- [Creating a PO-Based Invoice \(Introduction\)](#)
- [Creating an Invoice \(Advanced Topics\)](#)
- [Creating and Publishing Catalogs](#)

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## Pricing - Supplier Membership Program

Suppliers that are new to the Ariba Network, generally start transacting for free, though based on the volume of transactions you do – with Dollar Tree/Family Dollar, as well as with other buyers on the Network – there may eventually be fees associated with your use. These fees will be billed by and payable to Ariba.

With higher subscription levels, the features and benefits expand – to help your e-commerce program drive more sales, collaboration, automation, and competitive differentiation through:

- value-added functionality
- commerce management tools and training
- catalog and connectivity solutions
- technical support
- project management resources

There are two components to the Supplier Membership Program: the **Network Transaction Service Fees** and the **Subscription Fees**.

Network Transaction Service Fees		
Annual Volume Per Customer Relationship		Fees
< \$50K or < 5 documents*		None
\$50K to < \$12.9 M and 5+ documents		0,155% of total volume
\$12.9M+ and 5+ documents**		\$20,000 annual cap
Plus		
Subscription Fees		
Annual Volume Across All Customer Relationships	Subscription	Annual Fee
< \$50K or < 5 documents sent*	Standard	None
\$50K to < \$250K and 5+ documents	Select	\$50
\$250K to < \$1M and 5+ documents	Premier	\$495
\$1M to < 10M and 5+ documents	Enterprise	\$2,495
\$10M+ and 5+ documents	Enterprise Plus	\$7,495

\* Sellers transact at no cost if no single customer relationship transacts 5 or more documents and \$50K or more annually

\*\* Only 1,2% of transacting sellers reach the \$20,000 cap

Note: Sellers who use cXML or EDI technologies and transact 5+ documents and \$50K+ annually automatically receive the \$495 Premier or higher level subscription

For more information about the Ariba Supplier Membership program and regional pricing, please go to the [Supplier Membership Program](#) website, or check out this [datasheet](#).

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## General Supplier Education

### Ariba User Community

Provides general help and FAQs for suppliers looking to setup/manage your Ariba account. To access Ariba's Help and Documentation, go to <http://supplier.ariba.com>, click the **Help** menu and select **Help Center**.

### Ariba Network for Sellers live demos

Ariba offers online training sessions:

- **Introduction to Ariba Network, Ariba Network Functional Demo, and more:** [Register here](#) for these live, interactive demo sessions held multiple times per month.
  - **AN Value Webinar:** 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 11AM EDT
  - **Functional Training:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 11AM EDT
- **Seller Summits**
  - **4/6/16 Recording**
    - [Streaming Recording Link](#)
    - [Download Recording Link](#)
  - **4/8/16 Recording**
    - [Streaming Recording Link](#)
    - [Download Recording Link](#)

## Dollar Tree/Family Dollar-Specific Supplier Education Materials

### **Account & Transactions Management Guides**

The following manuals contain compulsory instructions, as well as tips regarding the management of your Ariba Network account when transacting with Dollar Tree/Family Dollar:

- [Quick Start Guide \(Coming Soon\)](#)
- [Registration Guide \(Coming Soon\)](#)
- [Account Configuration Guide](#)
- [PO Management Guide](#)
- [Invoice Guide](#)

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## Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <http://www.ariba.com/solutions/sell/discovery-for-sellers> to discover new business opportunities.

## Catalogs

Catalogs are text files stored on the Ariba Network (CIF catalogs) or on your own company's or third party's website (PunchOut catalogs) that describe the products and services your organization offers and the prices you charge. You can create catalogs for any product or service, regardless of how it is measured, priced, or delivered. Your customers access your catalogs through their procurement applications to see product and service offerings and buy from you. Catalogs are the main communication channel between you and your customers. Access Catalog Guides for Suppliers from Help section at your Ariba Network account. You may also download these documents for your catalog type:

- [CIF Catalog Guide](#)
- [CIF Template](#)
- [PunchOut Catalog Guide](#)

The United Nation Standard Products and Services Codes need to be used during the creation of your catalog. Dollar Tree has a specific list of UNSPSC codes that are allowed, as well as specific units of measure. Please review the below documents during the creation of your catalog.

- [Dollar Tree UNSPSC Codes](#)
- [Dollar Tree Units of Measure](#)

### **Note:**

- Buyer will indicate which suppliers are required to have a catalog.
- CIF catalogs can be created with any word processor, text editor, or any spreadsheet application.

## Catalog Testing

All suppliers transacting through the Ariba Network using catalogs will be required to submit their catalogs into the test system with Dollar Tree/Family Dollar. Vendors new to the Ariba network may request a test transaction. Find out more about test account creation in [Account Configuration](#) guide.

## ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents. For more information please review below guides.

### Technical Specifications, documentation and examples:

- [Introduction to Integrated Suppliers](#)
- [Checklist](#)
- [cXML Specifications](#)
- [EDI Specifications](#)
- [cXML User's Guide](#)
- [Ariba cXML Solutions Guide](#)
- [CSV Guide](#)

## Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods may request a test transaction with Dollar Tree/Family Dollar:

cXML Transactions

EDI Transactions

Please contact the Dollar Tree/Family Dollar Supplier Enablement team at [iProcurementMDM@familydollar.com](mailto:iProcurementMDM@familydollar.com) for business-related questions. Find out more about test account creation in [Account Configuration](#) guide.

## Supplier Support

### Supplier Support during enablement

- **Ariba Network Registration or Configuration Support**  
Please contact Dollar Tree / Family Dollar at [dollartreeenablement@ariba.com](mailto:dollartreeenablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.
- **Dollar Tree/Family Dollar Business Process Support**  
Please contact the Dollar Tree/Family Dollar Supplier Enablement team at [iProcurementMDM@familydollar.com](mailto:iProcurementMDM@familydollar.com) for business-related questions.

### Supplier Support post Go-Live

- **By web form:**
  - Go to <http://supplier.ariba.com>
  - Click the Help link in top right corner and then Help Center.
  - Go to section Support and search for any topic you would like to know more about.
  - If none of the articles answers your query, click on Create Online Service Request button.
  - Completely fill out the web form and submit.
- **By telephone:**
  - Europe / Middle East / Africa: +44 20 7187 4185
  - Europe / Middle East / Africa: 00 800 2222 7422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
  - USA/Canada: 1-866-312-7422 (toll free)
  - North/South America: +1 412 222 6170
  - Asia Pacific: +65 6311 4585

### Other

- **Username & Password recovery**  
Go to <http://supplier.ariba.com> and click on the Forgot Username or Forgot Password link in login section. Ariba will forward an email to the email address on record on the Ariba Network after Username/Password recovery request was submitted, for the protection of your company information.
- **EDI/cXML Support Contact**  
If you are transacting POs to Dollar Tree / Family Dollar via EDI or cXML, you can get direct assistance from Ariba. Send an email to Ariba's **technical team** at [AskAribaTech@ariba.com](mailto:AskAribaTech@ariba.com). Ariba will respond to your email directly. Please ensure that the Subject field of the email references Dollar Tree / Family Dollar.

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## Useful Links

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal notices](#)