WELCOME TO THE MARY KAY INC. SUPPLIER INFORMATION PORTAL

Introduction and Overview

This Supplier Information Portal provides information for all suppliers conducting business with Mary Kay Inc. through the **Ariba® Network.** As you know, Mary Kay Inc. will use the Ariba Network to exchange business documents with you, which may include purchase orders, order confirmations, and invoices.

This portal is provided to you as an important resource and content may be updated regularly. The portal contains information about how to use the Ariba Network with Mary Kay Inc., including educational and technical resources.

The switch to the Ariba Network begins in **February 2017**. Additional information regarding this project and the reasons Mary Kay Inc. has decided to undertake it was included in the *Project Notification Letter* communication sent to you from Mary Kay Inc. in November, 2016.

Supplier Action Needed

In order to prepare for this business process change, it is important to complete the following steps (if not done so already) since they are being tracked and monitored by Mary Kay Inc.

- **Register on the Ariba Network.** Follow the instructions within the *E-Commerce Trading Relationship Request* communication. ***Note:*** If you already have an existing Ariba account, you will have the option to use that account with Mary Kay Inc.
- **Connect with** Mary Kay Inc. **through your Ariba account.** After registration is complete, ensure that you have accepted the Relationship Request with Mary Kay Inc. 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 (optional).** Creating a Test account will allow you to become familiar with Mary Kay's processes in a Test environment prior to moving into the live (Production) environment.
- **Review Training Materials.** Located below you will find Mary Kay Inc. 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.

Mary Kay Inc. Training Materials

Specific Mary Kay Inc. training guides and supplementary information are located below. The information will explain how to transact with Mary Kay Inc. across the Ariba Network. You may view or download the documents.

Mary Kay Supplier Training Guides

Mary Kay Inc. cXML Specifications (Integrated suppliers only)
Instructions for suppliers who have the ability to receive purchase orders and send invoices using a fully automated solution via cXML.

Mary Kay Inc. EDI Specifications (Integrated suppliers only)
Instructions for suppliers who have the ability to receive purchase orders and send invoices using a fully automated solution via EDI.

Additional Mary Kay Inc. Documentation

Site ID Listing
Listing of Mary Kay Inc. Ship To Addresses and applicable codes primarily needed for those suppliers building cXML or EDI transactions.

Additional Mary Kay Inc. FAQ's

Supplier Support

Username and Password Assistance
If you need assistance with your username or password, select the "Help Center" link at the top right hand corner of the page within the following URL: https://supplier.ariba.com

Ariba's Supplier Enablement Team
If you need assistance with the new process and procedure, configuring your Ariba account or any questions on communications you have received regarding this change, please reach out to Ariba's Enablement Team at MaryKayEnablement@Ariba.com.

Mary Kay's **Enablement Team**
If you have questions regarding this initiative directly for Mary Kay Inc., please reach out to Suppliers@mkcorp.com.

Ariba Network - Frequently Asked Questions
To access Ariba's Help and Documentation, log into your Ariba account and click the *Help* menu and select *Documentation*.

Supplier Education Material

In addition to the Mary Kay Inc. specific documentation, Ariba offers various general documents, tutorials and training sessions:
   • I**ntroduction to Ariba Network**: Register here for these live, interactive demo sessions
   • **Seller Summits**
   • **Functional (PO Flip)Training:**

Supplier Training Video Tutorials, Demos and Documentation
   • Handling Purchase Orders
   • Creating a PO-Based Invoice (Introduction)

- [Creating an Invoice (Advanced Topics)](#)
- [Ariba Supplier Pricing](#)
- [Recorded Supplier Summit](#)
- [PO Flip recorded training](#)

Tools

- **Adobe Acrobat Reader:** To view many of the documents on this site, you will need Adobe Acrobat Reader from Adobe. [If you do not have it already, it is available here as a free download.](#)
- **WinZip:** To view many of the documents on this site, you will also need WinZip from WinZip Computing, SL. [If you do not have it already, it is available here as a free download.](#)