

McGraw Hill Education SUPPLIER INFORMATION PORTAL

Introduction and Overview

Dear Suppliers,

Welcome to the **McGraw Hill Education** Supplier Information Portal! McGraw-Hill Education is utilizing the Ariba Spend Management software and the Ariba Network (AN) to electronically transact business with its suppliers. This portal provides information for all suppliers that are conducting business with **McGraw Hill Education** 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, contracts, notifications, shipping information and invoices (**purchase orders, purchase order confirmations and advance shipment notices, invoices, and credit memos.**

Additional information regarding this project is included in the invitation letter from **McGraw Hill Education**, as well as on this portal. As part of **McGraw Hill Education'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?



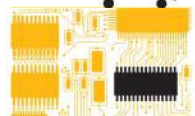
[I'm new to Ariba](#)



[I want to find new business partners](#)



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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 you have received from the MHE Support team and link to the [step by step instructions on the registration process](#) if needed.
- **Connect with McGraw Hill Education through your Ariba account.** After registration is complete, ensure that you have accepted the Relationship Request with McGraw Hill Education in the **Customer Relationships** area of your account.
- **Configure your Ariba account.** Ensure that your account is configured to **<Customize per project> 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 McGraw Hill Education's processes in a Test environment prior to moving into the live (Production) environment.
- **Review training materials.** Located below you will find McGraw Hill Education'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 (available on <http://supplier.ariba.com>)

- [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](#)

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 **McGraw Hill Education**, 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

Once you reach a paid subscription level, NTS fees also apply and are calculated as a small percentage (0.155%) of your total transaction volume across all customer relationships. To make sure that high-volume relationships are not penalized, Ariba caps NTS fees for each buyer-seller relationship once they reach a specific annual transaction volume.

Table 3 lists the maximum chargeable transaction volumes and the annual caps that apply in localized currencies according to country or region.

Country or Region	Maximum Chargeable Transaction Volume*	Annual Cap
Americas		
Canada	12,000,000 CAD	20,000 CAD
Mexico	12,000,000 USD	20,000 USD
United States	12,000,000 USD	20,000 USD
APAC		
Australia	13,226,000 AUD	20,500 AUD
China	86,462,000 CNY	134,000 CNY
Japan	1,129,032,000 JPY	1,750,000 JPY
Singapore	17,007,000 SGD	26,500 SGD
Other APAC	12,000,000 USD	20,000 USD
EMEA		
Switzerland	12,484,000 CHF	19,350 CHF
United Kingdom	8,516,000 GBP	13,200 GBP
Other EMEA	10,000,000 EUR	15,500 EUR

*Per customer relationship per year

Country or Region	Subscription Package ²							
	Select		Premier		Enterprise		Enterprise Plus	
	Transaction Volume Threshold	Subscription Fee	Transaction Volume Threshold	Subscription Fee	Transaction Volume Threshold	Subscription Fee	Transaction Volume Threshold	Subscription Fee
Americas								
Canada	50,000 to less than 245,000 CAD	50 CAD	245,000 to less than 1,000,000 CAD	495 CAD	1,000,000 to less than 10,000,000 CAD	2,495 CAD	10,000,000 CAD or more	7,495 CAD
Mexico	50,000 to less than 250,000 USD	50 USD	250,000 to less than 1,000,000 USD	495 USD	1,000,000 to less than 10,000,000 USD	2,495 USD	10,000,000 USD or more	7,495 USD
United States	50,000 to less than 250,000 USD	50 USD	250,000 to less than 1,000,000 USD	495 USD	1,000,000 to less than 10,000,000 USD	2,495 USD	10,000,000 USD or more	7,495 USD
APAC								
Australia	45,000 to less than 235,000 AUD	51 AUD	235,000 to less than 940,000 AUD	500 AUD	940,000 to less than 9,000,000 AUD	2,495 AUD	9,000,000 AUD or more	7,295 AUD
China	310,000 to less than 1,500,000 CNY	335 CNY	1,500,000 to less than 6,000,000 CNY	3,295 CNY	6,000,000 to less than 60,000,000 CNY	16,795 CNY	60,000,000 CNY or more	49,950 CNY
Japan	4,000,000 to less than 20,500,000 JPY	4,495 JPY	20,500,000 to less than 80,000,000 JPY	44,000 JPY	80,000,000 to less than 800,000,000 JPY	219,000 JPY	800,000,000 JPY or more	629,500 JPY
Singapore	60,000 to less than 310,000 SGD	68 SGD	310,000 to less than 1,200,000 SGD	665 SGD	1,200,000 to less than 12,000,000 SGD	3,195 SGD	12,000,000 SGD or more	9,495 SGD
Other APAC	50,000 to less than 250,000 USD	50 USD	250,000 to less than 1,000,000 USD	495 USD	1,000,000 to less than 10,000,000 USD	2,495 USD	10,000,000 USD or more	7,495 USD
EMEA								
Switzerland	45,000 to less than 225,000 CHF	47 CHF	225,000 to less than 950,000 CHF	445 CHF	950,000 to less than 8,500,000 CHF	2,395 CHF	8,500,000 CHF or more	6,895 CHF
United Kingdom	30,000 to less than 155,000 GBP	33 GBP	155,000 to less than 625,000 GBP	330 GBP	625,000 to less than 6,250,000 GBP	1,645 GBP	6,250,000 GBP or more	4,895 GBP
Other EMEA	35,000 to less than 185,000 EUR	39 EUR	185,000 to less than 745,000 EUR	395 EUR	745,000 to less than 7,500,000 EUR	1,945 EUR	7,500,000 EUR or more	5,795 EUR

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:** 1st and 3rd Wednesday at 11AM EDT
 - **Functional Training:** 2nd and 4th Wednesday at 11AM EDT
- **Seller Summits** [Provide link](#)

McGraw Hill Education-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 **McGraw Hill Education**:

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

The United Nation Standard Products and Services Codes need to be used during the creation of your catalog. These codes describe the Products and Services categories. The latest version of the codes classification can be found through the following link: [UNSPSC code 13.5](#)

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 test with [McGraw Hill Education](#). Find out more about test account creation in [Account Configuration](#) guide.

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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:

- [EDI Guide](#)
- [cXML User's Guide](#)
- [Ariba cXML Solutions Guide](#)

Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with [McGraw Hill Education](#):

- cXML Transactions
- EDI Transactions

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 Customer Support 866-218-2155 (toll free) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.
- **McGraw Hill Education Business Process Support**
Please contact the **McGraw Hill Education** Supplier Enablement team:
 - General questions email: MHESupplierP2P@mheducation.com
 - For Payment Inquires email: MHE.AccountsPayable@mheducation.com

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- 866-218-2155 (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 **McGraw Hill Education** via EDI or cXML, you can get direct assistance from Ariba. Send an email to Ariba's **technical team** at AskAribaTech@ariba.com. Ariba will respond to your email directly. Please ensure that the Subject field of the email references **McGraw Hill Education**.

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Useful Links

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal notices](#)