Alphabet / Google

Dear *[Supplier Entity],*

Alphabet/Google will begin transacting with you via the SAP Ariba Network. You are kindly requested to register an SAP Ariba Network account. Due to the volume of business you conduct with Alphabet/Google, you may want to consider registering for a fee-based enterprise account that offers enhanced functionality and SAP Ariba customer support. If you prefer, you can also choose to register a free standard account with basic functionality. If you choose a standard account, no action from you is required at this time. Your organization will receive instructions on how to register your free standard account in an email along with the first net new purchase order you receive from Alphabet/Google <u>after</u> the transition to SAP Ariba in late August 2020. *For example, if you receive your next new PO on October 25th, you would then be promoted <u>at that time</u> to create your account in order to invoice against that PO.*

If you choose to move forward with a fee-based enterprise account, please complete the steps below within 5 business days to confirm your trading relationship with Alphabet/Google.

If you need access to additional information, please refer to these resources:
- For details on enterprise account fees, access this tutorial (https://support.ariba.com/item/view/187616) and visit the SAP Ariba site: https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing
- For more information about the transition to SAP Ariba, refer to these frequently asked questions: https://support.google.com/supplierhub/?hl=en.
- For additional resources, access the Supplier Information Portal: https://support.ariba.com/item/view/187014

If you have questions about SAP Ariba, please contact the SAP Ariba support team for your region:
- North America: googlesupplierhelp@ariba.com
- Europe, Middle East and Africa: googlesupplierhelp-EMEA@ariba.com
- Latin America: googlesupplierhelp-LATAM@ariba.com
- Asia-Pacific: googlesupplierhelp-APAC@ariba.com

If you have any questions for Alphabet/Google about this change, please contact supplierenablement-external@google.com. We look forward to partnering with you on this journey to improve how we do business together! Thank you!

Google

To *Acme Supplier*,

[Customer-specific content will go here] ————

ACTION REQUIRED

Your customer, **<Buyer Name>**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with <Buyer name>, click the link below to get started.

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)