# NetCO Supplier – Ariba Transition Overview

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# What is Changing

Starting on **August 31, 2020**, Alphabet/Google will transition to SAP Ariba as our single source-to-pay system with a long term goal of moving away completely from purchasing transactions (e.g. Invoices) over email. **(existing invoicing channels will eventually be phased out**).
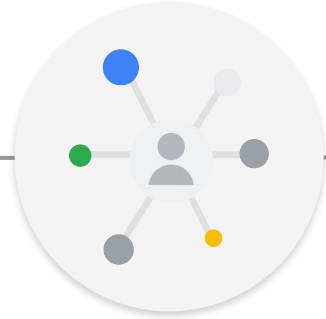
**Suppliers must register an SAP Ariba Network Account**

**Suppliers receive digitized PO and submit invoices using SAP Ariba**

**Suppliers will manage financial account information in Ariba**

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# Choosing an Ariba Account Type

Suppliers have the option to register one of two SAP Ariba Network account types:

**Enterprise Account** **(RECOMMENDED!)**

**Fee-based** accounts offer additional functionality like the ability to integrate SAP Ariba with your back-end system to automate business processes. Enterprise Accounts also include 24/7 online Ariba support.

☑ **Central access and visibility** to all transactions with Alphabet/Google across business units

☑ **Integration** between your back-end system and Ariba Network through CSV and eventually CXML, or EDI

☑ **Dispute reduction** due to increased transparency of service and contractual information

**OR**

**Standard Account**

⊗ **Free** account that requires more **manual effort** to submit invoices compared to the CSV Upload provided by the Enterprise Account.

**NOTE:** Alphabet/Google does not mandate the selection of one account type over the other.
However Enterprise Account is HIGHLY RECOMMENDED

# Enterprise vs Standard Account

| | **Enterprise Account** | **Standard Account** |
|---|---|---|
| | **(RECOMMENDED)** | |
| 🛒 **Receiving POs and sending Invoices** | Skip emails! Manage purchase orders and invoices directly in Ariba Network<br><br>Access to an Inbox and Outbox transactions as well as sales activity reports | Respond to emailed orders<br><br>Visibility only to last 200 documents |
| ↔ **Integration** | ⊘ Integrate you back-end system with Ariba Network through CXML, EDI or CSV (**Upfront effort required** to integrate back-end system) | ⊘ Manage large quantities of invoices **manually and individually** within Ariba Network |
| 💬 **SAP Ariba Support** | Access the entire documentation database and contact the help centre by phone, chat, or Web form | Receive basic Ariba support |
| $ **Cost** | ⊘ **Fees** vary based on usage (watch pricing video) | Free |

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⊘ Major consideration

# Introduction to CSV Invoice Uploads

## Benefits of CSV Invoice Uploads?

- Integrates your back-end system and Ariba Network to automate business processes.
- Enables suppliers to submit their invoices to customers in one consolidated file.
- Provides convenient way of routing invoices while **saving significant time and effort**.

## How do I upload a CSV Invoice?

**Initial effort is required** to set up the CSV integration with your back-end system (reach out to your IT team to manage this integration).

To import CSV invoices into Ariba Network, you perform three steps:

1. Download the CSV invoice template.
2. Fill in the field values in the CSV invoice template.
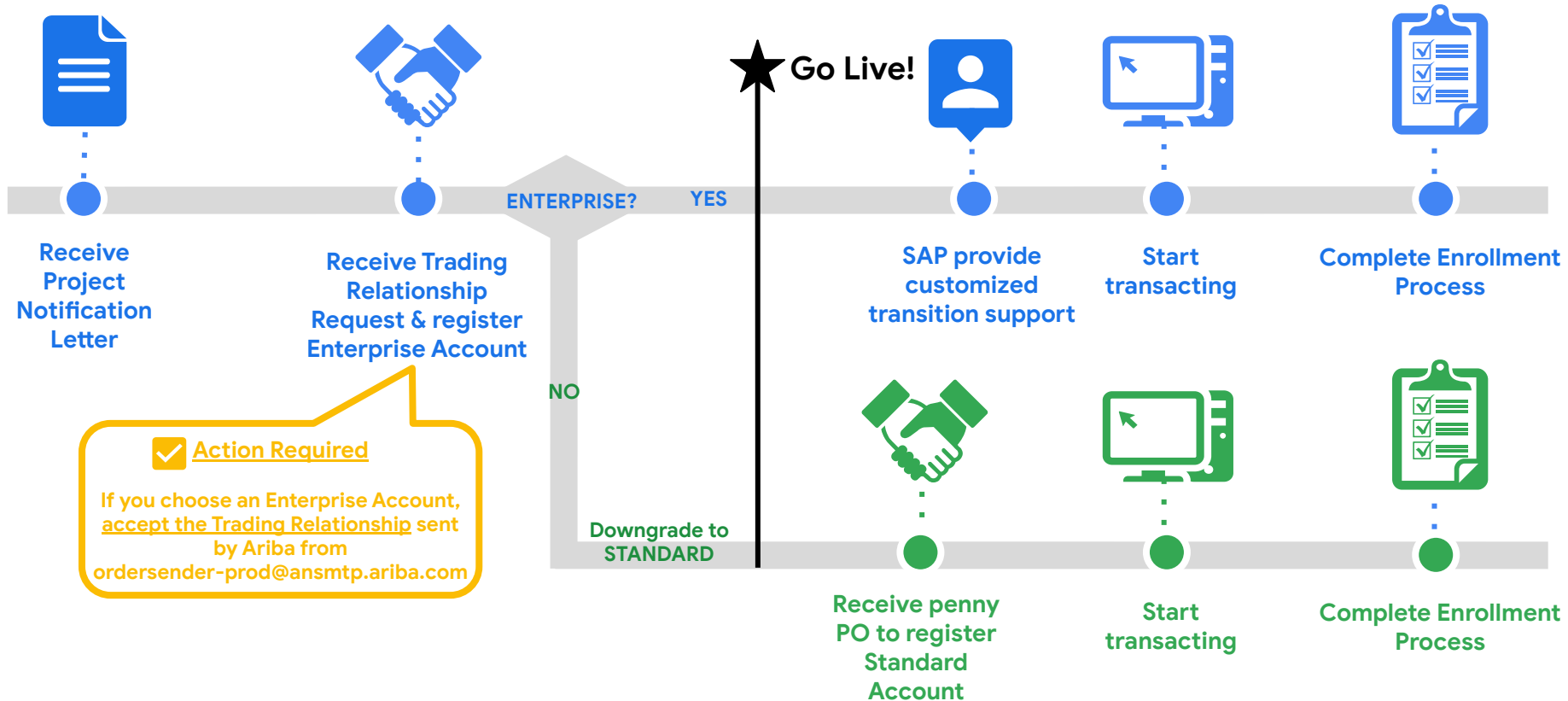3. Import the properly formatted CSV invoice file into Ariba Network.

|  | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | TF-8 | | | | | |
| 2 | _csv_version:1.0 | _csv_serial:159118 | _csv_type:Invoice | | | |
| 3 | invoiceID | invoiceDate | purpose | orderID | NonPOID | MasterAgre |
| 4 | INV1217 | 6/3/2020 | standard | 30000245 | | |
| 5 | | | | | | |

**Watch A CSV Invoice Upload Video**

**NOTE:** Integrate you back-end system with Ariba Network through CXML, EDI or CSV is available only for Enterprise Accounts. If you are interested, contact supplierenablement-external@google.com and we will work with you this transition.

# NetCO Supplier Journey To Transition To Ariba

**Receive Project Notification Letter**

**Receive Trading Relationship Request & register Enterprise Account**

ENTERPRISE?

YES

NO

★ Go Live!

**SAP provide customized transition support**

**Start transacting**

**Complete Enrollment Process**

Downgrade to STANDARD

**Receive penny PO to register Standard Account**

**Start transacting**

**Complete Enrollment Process**

☑ **Action Required**

If you choose an Enterprise Account, accept the Trading Relationship sent by Ariba from ordersender-prod@ansmtp.ariba.com

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# Resources to support discussions with Suppliers

## Enterprise Account Details

- ❏ [Unlocking the benefits of The Enterprise Account](#)
- ❏ [Enterprise Summit Recording](#)
- ❏ [Functional Training](#)
- ❏ [Enterprise Fees](#)



## CSV Functionality

- ❏ [How does the CSV Upload functionality benefit you and how does it work?](#)

### Introduction to CSV Invoice

**What is a CSV Invoice?**

A CSV invoice enables suppliers with a large number of invoices to submit their invoices to customers in one consolidated file.

This is a convenient way of routing invoices to while **saving significant time and effort**.

**How do I upload a CSV Invoice?**

**Initial effort is required** to set up the CSV integration with your back-end system (reach out to your IT team to manage this integration).

To import CSV invoices into Ariba Network, you perform three steps:

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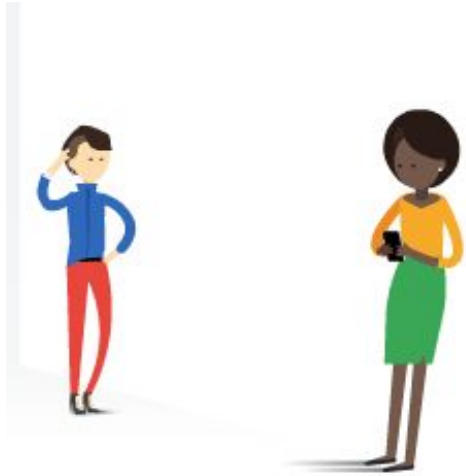3. Import the properly formatted CSV invoice file into Ariba Network.

**NOTE:** You can download and import CSV files into Ariba Network only if you have an Enterprise Account

## Support

- ❏ Reach out to our dedicated support team at [supplierenablement-external@google.com](mailto:supplierenablement-external@google.com), or your Google Account Manager if you have additional questions about this initiative.
- ❏ Reach out to SAP Ariba [googlesupplierhelp@ariba.com](mailto:googlesupplierhelp@ariba.com) (USA) for any Ariba related questions

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Frequently Asked Question

# Potential Supplier Questions and Concerns

| | | |
|---|---|---|
| 1 | **What do I have to do before August 31, 2020?** | You will have to select an Ariba Account Type, a Fee-based Enterprise Account is recommended due to the volume of transactions (free Standard Account is also available). For Enterprise Only: If you leverage the CSV upload functionality, ensure that you work with your IT team to configure a script to link your backend systems. |
| 2 | **Why do I have to pay for an Enterprise Account?** | Enterprise Account offer additional functionality like the ability to integrate SAP Ariba with your back-end system to automate business processes. Enterprise Accounts also include 24/7 online support from SAP Ariba. |
| 3 | **Will it be extra work and time for us to submit invoices with Ariba?** | With an Enterprise Account, the CSV functionality allows for data that is tied to multiple invoices to be uploaded into Ariba using a single CSV file. This CSV file upload can result in multiple invoices submitted to Google if required on your end. This will potentially help streamline and centralize your billing ops.<br>There is an upfront effort to integrate however the time saving is worth it! |
| 4 | **What's the benefit of Ariba Enterprise Account?** | It allows integration with your back end systems (using CSV upload with a potential for EDI in the future). View open PO's and check on invoice payment status centrally and in real time. Google currently has no tool that allows for our Suppliers to perform multiple PO & invoice/payment management activities in one place. |
| 5 | **Will I be able to see service details in the system?** | Yes, Ariba allows you to see specific service details residing in NetCO's contract & billing system. This data is viewable both at the Google PO and individual contract level. You have an option to generate invoices directly from this data as desired  (this process is called "flipping"). |

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# Potential Supplier Questions and Concerns

**6** **What if I want to upload a single contract?** You are able to generate an invoice just for a single contract, you will be able to (i) query for that contract in Ariba, (ii) confirm that the services Google shows match your records, and then (iii) select the appropriate records to have the invoice generated.

**7** **What if I decide on a Standard Account?** You will be able to transact by "flipping" one contract at a time.
This process may be tedious for a business with many contract lines.
We highly recommend an Enterprise Account.

**8** **What if I have more questions in the future?** Reach out to our dedicated support team at supplierenablement-external@google.com if you have additional questions about this initiative or reach out to your account manager.

**9** **How can I find out if my company already has an existing Enterprise Account?** Reach out to supplierenablement-external@google.com. If your company does have an existing Enterprise Account, we will provide you with the right point of contact. Reach out to this point of contact to learn how they manage transactions within Ariba. If you choose, you can also be added as a user of that account.

**10** **Will i be able to see my contracts in Ariba?** For all enabled suppliers, contract referencing for all active PO numbers will be available on Ariba Network. You will now be able to invoice against contracts. All active POs will be available in Ariba Network on August 31, 2020 onwards.

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