Acquisition Services Management
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505-667-9182   *Date:*   November 2, 2020

Subject: Announcement of Changes to Los Alamos National Laboratory (LANL) Procurement System

Dear Valued LANL Supplier,

We are excited to announce that we have an initiative underway to transform our procurement processes and systems at LANL. Procurement at LANL is moving toward a digital future — with new systems and streamlined processes to provide an enhanced supplier experience. As part of our transformation, we are also fundamentally changing the way we approach supplier relationship management, including supplier development and performance management.

Our suppliers are key business partners in supporting the Laboratory's mission. We are confident that our new procurement approach will enhance the way the Laboratory does business with its suppliers. This Project Notification Letter (PNL) contains important information as it pertains to you as we move forward with this initiative. We are excited to invite you to join us on this journey!

What's changing?

We are moving to new e-commerce systems to provide a more efficient and simplified transaction experience.

- SAP Ariba – The implementation of the SAP Ariba platform will automate the end-to-end procurement process, which includes the request for proposal, sourcing, contracting, invoicing, payment processes, and supplier information management. This implementation will include the Ariba Network and Ariba Discovery.
- SAP Fieldglass – The implementation of SAP Fieldglass contingent worker module will provide a centralized system to manage procuring, time tracking and expense reporting for the staff augmentation ("contingent worker") workforce.
- CertFocus – The implementation of CertFocus enables a web-based certificate of insurance management.

Adoption of the Ariba Network and platform is required of all suppliers. However, the Fieldglass module will only be used by suppliers who have staff augmentation contracts with LANL. CertFocus will only apply to suppliers who perform on-site services and select off-site work.

What are the benefits to you?

We understand that these systems may be new to you and will change the way you normally work with us. But we are confident in the tangible benefits this change will provide including getting paid faster, using electronic purchase orders and invoices, tracking the status of your invoices, having more control

over order processing, tracking documents with a searchable archive, saving time and money by eliminating paper and manual processing, and communicating more efficiently.

As noted, virtually all tasks will soon be digital. Certain documents you currently receive from and submit to LANL will be digitized within Ariba, Fieldglass, and CertFocus. As a result, our interactions with each other will be simpler and more standardized. The status of your opportunities, qualifications, solicitations, subcontracts, purchase orders, and invoices will be available to you online 24/7/365. Set-up is simple; all you need is an internet connection.

What you can expect

The transition is happening now. We need your support with this effort in advance of the "Go-Live" date. Immediate next steps and actions are detailed below.

Future solicitations and awards will be conducted via Ariba, and will require usage of the Ariba Network. Future procuring, time tracking and expense reporting for contingent workers will require usage of Fieldglass. Future insurance certifications will be processed via CertFocus. We are committed to supporting you during this transition, and have resources and training available to assist you.

Associated costs

There are no fees associated with establishing an Ariba Network *Standard* account. LANL will be onboarding you with a Standard Account in the Ariba Network initially. You will have the option to upgrade to an *Enterprise* account later if you choose. To learn more about the Ariba Standard and Enterprise account types, visit the Ariba Network Accounts and Pricing page.

Next Steps – Ariba registration and enablement processes

You will receive important communications and instructions for the two next steps: registration and enablement in the Ariba Network. First, suppliers will receive an email invitation to register in the Ariba Supplier Lifecycle & Performance module in the near future. Next, once the system is "Live", suppliers will receive an initial Interactive Purchase Order (PO) that will contain a link to be used for enabling (or activating) and configuring their transactional account on the Ariba Network. . We appreciate your prompt action on all communications and requests from LANL and Ariba.

How can you learn more about these changes?

Information about our procurement system changes, and Ariba specifically, (including frequently asked questions, training information, etc.) can be found on our LANL supplier website at lanl.gov/business/transformation.

Also, we strongly encourage you to attend a short web-based Standard Account Supplier Summit with LANL and Ariba to learn more about:

- LANL procurement changes
- Details on the features and benefits of the automated Ariba solution
- Enablement on the Ariba Network
- Instructions on next steps

The Standard Account Supplier Summit offers you an opportunity to participate in a live Q&A with experts from LANL and Ariba. To register, click on the link below. You will receive a confirmation email with further instructions for joining the meeting.

Please note: The Supplier Summit presentation contains information that may be important to other members of your organization. Please invite anyone that may benefit from the information presented. If you are unable to attend the Supplier Summit, a recording will be available on the LANL Supplier Information Portal.

Summit Title	Date	Time	Registration
Los Alamos National Laboratory Standard Account Supplier Summit	Monday, November 23, 2020	1:00 PM – 2:00 PM MST	**Register here**

We believe these improvements will strengthen our business relationship, and allow for more robust collaboration and purchasing capabilities. We look forward to welcoming you as an important partner on our journey, and thank you for your commitment!

Please contact LANL's Supplier Management Team with any questions at aribasuppliers@lanl.gov.

Thank you,

Drew Fuller

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