Dear Valued Supplier,

In order to submit an invoice to Sutherland, it is **required** that the invoice is submitted through the Ariba Network (AN). Submitting your invoice through the Ariba Network will create digital automation that will benefit both Sutherland and its valued suppliers. Be aware that there is little or no cost to suppliers to use the Ariba Network. Simply sign up for the basic account (email account) and you will never be charged a fee for using the Ariba Network. Suppliers that want to take advantage of cXML and other advanced features, have the option to pay a small fee and sign up or upgrade to an Enterprise account.

Purchase Order based Invoices are no longer accepted by fax, postal mail, or e-mail unless this is required for local compliance requirements such as India, Philippines, Egypt, China, Mexico and others as applicable. In such cases, vendors can submit electronic invoices through Ariba and send an original hardcopy to meet the local compliance requirement.

Purchase Order based invoices must now be submitted through the Ariba Network with clear copies of the Vendor's invoices as attachments.

Sutherland has been accepting e-Invoices through the Ariba Network (AN) for over a year, and some of the benefits that we recognize are:

- By delivering e-invoices directly to Sutherland, you can forgo a paper process riddled with mail delays and lost invoices.
- Every e-invoice you submit is automatically validated. If there are any errors, the invoices can be flagged and quickly returned to you for correction, ensuring fast and reliable processing.
- A self-service portal to view invoice and payment status
- Faster dispute resolution
- Strengthened relationships between Sutherland and our valued suppliers.

All invoices must be submitted through the Ariba Network so we can process your payments. In some rare cases, there may be exceptions to this rule. If you believe that you have a legitimate reason to not use the Ariba Network, please contact supplier.enablement@sutherlandglobal.com.

➢ **Don't have an Ariba Network Account?**
  Transacting on Ariba Network with a FREE **standard account** will allow you to use your email to receive Purchase Orders from Sutherland and to submit your electronic invoices at no cost to suppliers.

➢ **Standard Account doesn't have all the bells and whistles you need?**
  Upgrade to an Enterprise Account**.**
      Enterprise Account (fee based) provides:

- 24/7 support
- Full ERP Integration
- Automated Workflows
- Faster sales and fulfillment cycles
- Ability to receive electronic PO notifications and other documents
- Boosts sales through catalogs
- Reduction of paper invoices (paperless)
- Reduction in administrative business expenses
- Online visibility to your Sutherland transactions

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➢ **Get started!**
  Sign up or login to your account at   https://supplier.ariba.com.

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. If you are not the correct recipient or have questions, please contact the Sutherland Global Supplier Enablement Team at supplier.enablement@sutherlandglobal.com.

Sutherland Enablement Team

supplier.enablement@sutherlandglobal.com