



E-Commerce Project Notification



Dear Valued Lumen Supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. Lumen is partnering with **SAP Ariba®** to fulfill our vision of moving away from paper and manually transmitted documents.

Lumen has chosen to implement SAP Ariba as part of a procurement transformation which will reduce the disparate systems and streamline the procurement process. The Ariba Network will offer both of our companies a means to conduct business in a more efficient manner and bring our suppliers many benefits such as real-time PO delivery, use of online catalogs, and invoice automation.

➤ **What does this mean for you?**

You will no longer be able to email or fax invoices to Lumen. Additionally, the use of CTL Gate and the SAP Supplier Portal will be replaced by Ariba. Conducting business on the Ariba Network will be required. Your purchase orders, order confirmations, ship notices and invoices will be transmitted using this platform after Go-Live.

Please note, if you are a vendor in LATAM, you will not be submitting invoices through the Ariba Network.

➤ **When will this take effect?**

In the coming weeks, Ariba will send you important communications and instruction for joining the Ariba Network. This includes establishing a trading relationship with Lumen on the Ariba Network and configuring your Ariba Network account. We appreciate your prompt action on all communications and requests regarding this initiative (not to exceed five business days).

➤ **How can you learn more about the Lumen and SAP Ariba partnership?**

You can learn more about SAP Ariba and the specific details about this initiative by registering for an on demand web-based supplier summit. Attendance is highly encouraged. Please feel free to forward this invitation to others in your organization who would find this session beneficial.

Summit Title	Date/ Time	Registration
Lumen Supplier Summit	On Demand	<u>On Demand Recording</u>

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 Lumen Supplier Enablement Team at ariba.support@Lumen.com.

Kind Regards,

Tom Amble
VP of Procurement