

Dear Valued Supplier,

We are pleased to inform you about the implementation of **Buying & Invoicing** modules of **SAP Ariba** (going live on **31st Dec 2021**), which will be the new solution to streamline our transactions processes. SAP Ariba will enable simple communication with Sipchem and provide a platform for new opportunities moving forward.

*Sipchem went live on **11th Oct 2021** with the **Supplier Lifecycle, Sourcing & Contracts** and suppliers should expect to continue receiving requests on Ariba network for these modules.*

What is changing?

- **Supplier information is now self-managed** via the Ariba Network. You will be invited to complete a Supplier Registration Questionnaire, and once Registered, will be able to make updates to your details at any time – no need to reach out to Sipchem to request changes.
- In addition to self-managing supplier information via the Ariba Network, **all sourcing events (RFIs, RFPs), contract negotiations, and risk assessments are now being done via the Ariba Network.**
- **SIPCHEM will be going live with Buying & Invoicing module on 31st Dec 2021**, post which suppliers will start receiving the purchase orders and may send all related transaction documents through the Ariba network.

What does this mean for my Company, and what actions do I need to take?

- As the ongoing process after the go live of the supplier registration, you will receive an email from Ariba with the subject **“Invitation: Register to become a supplier with Sipchem”**. The email domain is ansmtp.ariba.com. **Please note this is not spam.** It has come from Sipchem, just via Ariba.
- There is a link within the email that will take you to the Ariba Network login page. You will have an option to create a new account or to login to your existing Ariba Network account. Once logged in, review & complete the Supplier Registration Questionnaire and submit.
- Moving forward, if at any time you need to update your company's supplier information, you will log into the Ariba Network, access the Supplier Registration questionnaire, click “Revise Response”, make the necessary update, and submit.
- Post the go live of **Buying & Invoicing**, suppliers will start receiving purchase order emails from Sipchem.
- There is a link within the email that will take you to the Ariba Network login page. You will have an option to create a new account or to login to your existing Ariba Network account.

Note

To complete the registration process, you will need to have some **prerequisite documents** handy. Please refer to the attachment for more details.

- If you are not the correct contact within your company to complete the Registration questionnaire, please respond to this email with the name and email of the correct contact.

Note

Please refer to the attached training material on **how to complete supplier registration process**. We will take you through the step-by-step process during **Supplier Summit** (Please refer to the details below to join the Summit).

Sipchem would like to invite you to attend the Ariba Summit!

(Attendance is mandatory)

The following will be covered during the summit:



Ariba Network Introduction



Overview on the Supplier Registration, Proposal and transaction processes



Live demonstration of the PO-Invoicing processes



Live demonstration for the Supplier Registration as a refresher
(Suppliers who are registered don't need to go through the registration again)



You may join the summit on any of the below dates based on your availability:

Day 1



Summit Date:
14th Dec 2021 (Tuesday)



Summit Time:
2:00 pm to 3:30 pm (KSA)



Meeting link:
[Click here to join](#)

Day 2



Summit Date:
15th Dec 2021 (Wednesday)



Summit Time:
2:00 pm to 3:30 pm (KSA)



Meeting link:
[Click here to join](#)

Day 3



Summit Date:
16th Dec 2021 (Thursday)



Summit Time:
5:00 pm to 6:30 pm (KSA)



Meeting link:
[Click here to join](#)

Note

A **Help Centre Guide** has been enclosed herewith to assist you with queries like Password Reset, User role creation, etc.

Thank you for your continued relationship with Sipchem. We look forward to your continued business.

Regards,
Sipchem Team

Watch this space for more information!!

This communication is being sent on behalf of the SAHL project team.
Kindly send your queries/feedback to sahl@sipchem.com