



RRD Supplier Registration Initiative

1 message

Source ToPay <sourcetopay@rrd.com>
Bcc:

Fri, Oct 22, 2021 at 1:49 PM



October 2021

Procurement Communications

Dear Valued Supplier,

RRD is implementing Ariba, a Source2Pay cloud based procurement system, that will help to modernize RRD's procurement processes. This solution will help to simplify and automate several processes including purchase transactions and supplier invoicing. Improvements in supplier collaboration will also add value to both RRD and our suppliers.

To get started on this journey with RRD, you will receive a system generated email within the next few days requesting that you complete our Registration process within the Ariba portal.

- The email will contain a link and instructions on how to set up an Ariba account if you do not already have one. Please note that it is very important that if your company already has an Ariba account that you do not create a new account.
- If your company does not have an existing Ariba Network account, you will be guided to create a new account. There is no charge to set up a standard Ariba account.
- The time to complete our Registration form is approximately **10 minutes**. When beginning the Registration, you will want to be prepared with your company's contact information as well as a current W-9.
- We ask you to **complete this task within the next 10 days**. Reminders will be sent if your Registration form remains incomplete.
- ****If you are NOT the correct contact to receive our Registration Request, please respond to this email immediately with the proper contact's email address.***
- ****Be sure to also check your Spam folder for the invite over the next few days.***

In our Registration Questionnaire we ask that you provide and update your basic organizational information. It will be your responsibility to keep this information up-to-date to ensure your company profile and contact data is correct for RRD moving forward.

As we move closer to issuing PO's and accepting invoices through the Ariba Network in Q1 2022, another communication will be sent to confirm our Go Live time frame and give further details on our upcoming supplier summits and functional training which will provide further information, including a demo of the Ariba Network.

Transacting through the Ariba Network will be the standard procurement path for RRD beginning in 2022. For further information on Ariba [CLICK HERE](#).

As a valued supplier, your participation in this initiative is key to maintaining our ongoing business relationship.

Thank you in advance for your prompt response to our Registration Request and allowing us to make this transition as smooth as possible.

RRD Procurement Team

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