

Dear Valued Federal Reserve Banks Supplier,

As of July 1, 2021, Federal Reserve Banks implemented a new procurement platform. We transitioned our accounts payable and procurement processes to the Business Network (previously known as the Ariba Network.)

Given this transition, the adoption of the Business Network drives cost saving efficiencies for suppliers that do business with the Federal Reserve Banks. Connecting electronically streamlines purchase experience through integrated and catalog buying and eliminates paper invoices and associated processing time. In addition, it reduces time spent tracking orders, and increases visibility of supplier orders and payments and integrity of data. Ultimately, it provides full transparency of the supplier chain lifecycle. This letter is to inform you that your organization is currently not enabled on this platform. As the Federal Reserve Banks have launched a supplier enablement initiative with a Go-Live date of **April 1, 2024**, it is important that your organization take the steps noted below.

First, please note what “go-live” means to your organization once you are enabled:

- All purchase orders will be routed electronically via the Business Network.
- Invoices will be processed through the Business Network.
- All invoices will be sent using the Business Network.

Our business preference is to process invoices electronically via the Business Network; however, processing via fax, postal mail or email is permissible.

Generally, suppliers new to the Business Network transact for free. [If your organization chooses to utilize a Standard \(free\) account, no fees will be applicable, and the service will be completely free of charge.](#) However, if you choose to connect to Federal Reserve Banks with an Enterprise account (or upgrade to Enterprise after connecting), volume-based fees may be applied, as determined by the transaction volume (across all your customer relationships) your organization has on the Business Network. Any potential fees may be offset by the many [benefits](#) of the Business Network. To learn more, visit [SAP Business Network Subscriptions and Pricing](#).

Second, please note these action items and associated time frame:

- Complete outstanding platform onboarding tasks and/or updates to your Business Network Account settings. If you need assistance with these configurations (e.g. electronic order routing, invoice routing), please contact the Business Network for expert support at [Federal Reserve Banks - SAP Business Network Help Desk](#).
 - **Please note:** these tasks will only be available in your account after you first connect to Federal Reserve Banks on the Business Network via Trading Relationship Request or Interactive Email.
- Plan to attend a Supplier Summit Session to review the supplier enablement process and share insights with fellow attendees.

Summit Title	Date	Time	Registration
Federal Reserve Banks Standard Account Supplier Summit	Tuesday, March 26, 2024	11:00 AM – 12:00 PM EDT	Register Here
Federal Reserve Banks Standard Account Supplier Summit	Thursday, March 28, 2024	11:00 AM – 12:00 PM EDT	Register Here
Federal Reserve Banks Standard Account Supplier Summit	Tuesday, April 02, 2024	12:30 PM – 1:30 PM EDT	Register Here
Federal Reserve Banks Standard Account Supplier Summit	Wednesday, April 03, 2024	12:30 PM – 1:30 PM EDT	Register Here
Federal Reserve Banks Standard Account Supplier Summit	Tuesday, April 09, 2024	11:00 AM – 12:00 PM EDT	Register Here
Federal Reserve Banks Standard Account Supplier Summit	Thursday, April 11, 2024	12:00 PM – 1:00 PM EDT	Register Here

For more information and supplier training material, please visit [The Federal Reserve Banks Supplier Information Portal](#).

If you are not the correct recipient for your organization’s procurement platform enablement and/or have questions (e.g. access, pending, approval, re-invite), please contact the Federal Reserve Banks Supplier Enablement Team at NPOSupplierSupport@rich.frb.org.

Thank you for your partnership on our enablement initiative. We truly appreciate your engagement and look forward to continuing our business relationship with you via the Business Network.

Kind Regards,
Federal Reserve Banks Enablement Team

