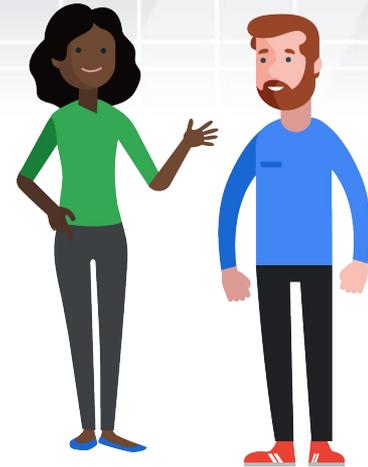




Supplier Support Guide

Using the SAP Ariba Network to Enroll & Manage Your Supplier Account with Alphabet/Google



This guide at a glance

Enrollment Steps

Applies to all suppliers

Alphabet/Google is transitioning to SAP Ariba to do business with suppliers*
[See to the overview section](#)

1

Start here if you do not have an SAP Ariba account

Suppliers* must first register for an SAP Ariba Network account
[See the SAP Ariba account registration section](#)

2

Skip to this section if you already registered an SAP Ariba account

Suppliers* must then fill out and submit the Registration Questionnaire to enroll and make updates to their account information
[See the Registration Questionnaire section](#)

3

Skip to this section if you completed your Registration Questionnaire

Suppliers* must fill out and submit the Tax Questionnaire to complete tax related information for the registered SAP Ariba Network account
[See the Tax Questionnaire section](#)

Applies to all suppliers

Support Resources
[See the resources section](#)



****Individuals using a social security number as their Tax ID who are enrolling as a supplier with Alphabet/Google should not follow this guide. Please access this site to start your supplier enrollment process.***

What is changing?

Alphabet/Google is transitioning to **SAP Ariba**® for supplier enrollment and transactions-- making it easier to focus on priorities that drive real value to our businesses.

We are requesting our suppliers* to **register an SAP Ariba Network account** to continue doing business with Alphabet/Google

**If you have questions or concerns about this transition, please reach out to our team at p2phelp@google.com*

What will this change mean for you?

The SAP Ariba Network account will be the one-stop shop where you will...

Enroll as a new supplier to do business with Alphabet/Google



Self-manage and update account information with Alphabet/Google



One-Stop Shop
for suppliers



Access new purchase orders and Invoices over a **centralized dashboard**



Easily convert purchase orders to invoices resulting in more **accurate** and **compliant invoices**



This guide covers step-by-step guidelines on these functions!

So, what do I have to do?

As a supplier, there are **three important steps** to take to set up your SAP Ariba account to do business with Alphabet/Google and self-manage account updates to your supplier account information.

Step 1:
SAP Ariba
Registration



Register an SAP Ariba Network account. You can sign-up for a brand new account or log-in to an existing Ariba Network account.

Step 2:
Google
Enrollment



Fill out and submit the **Registration Questionnaire** to enroll your registered SAP Ariba account with Alphabet/Google.

Step 3:
Tax
Information



Fill out and submit the **Tax Questionnaire** to complete tax information for your supplier account.

This guide will walk you through all of these steps regardless of whether you are a brand new or existing supplier with Alphabet/Google.

Step 1:
SAP Ariba
Registration



Register an SAP Ariba Network account. You can sign-up for a brand new account or log-in to an existing Ariba Network account.



**Individuals using a social security number as their Tax ID who are enrolling as a supplier with Alphabet/Google should not follow this guide. [Please access this site](#) to start your supplier enrollment process.*

New Supplier Registration | Click registration invitation link

Ariba Administrator <no-reply@ansmtp.ariba.com>

to me ▾

Google LLC - TEST

Register as a supplier with Google LLC - TEST

Dear Supplier, Google LLC - TEST uses Ariba Network to manage its supplier information and procurement activities. Google LLC - TEST is inviting you to register and verify your supplier records on the Ariba Network.

There are 2 steps to complete your registration process:

1. Creating an Account on the Ariba Network or if B5F DUMMY VENDOR SUJIT already has an account with Ariba Network, log in with your username and password, using the link: [Click Here](#)
2. Once you log in, please complete and submit the Google LLC - TEST Registration Questionnaire
3. After the Registration Questionnaire is submitted, we will review your information and you will be notified by email when your registration is approved by Google LLC - TEST

Please Note: Your registration is not complete until the questionnaire has been submitted and approved by Google LLC - TEST and the status of the registration questionnaire becomes "Registered".

Once you receive "Welcome to the Ariba Commerce Cloud" email, you may no longer be able to use the link above. Going forward if you need to login to Ariba Network to continue the registration process or to revise your information please use this link [Click Here](#).

Mar 4,

Key Call Outs:

- Invitations will be sent out of Ariba Administrator <no-reply@ansmtp.ariba.com>.

- Keep an eye on your junk folder or add this to whitelisted accounts to receive this email.

- The registration link will be sent to the email the Googler enters in the enrollment form. Please click on the unique link to your supplier account to register with Google.

Note: the registration link expires after 30 days if you have not yet registered an SAP Ariba Network account.

Your unique link to click to enroll with Google!

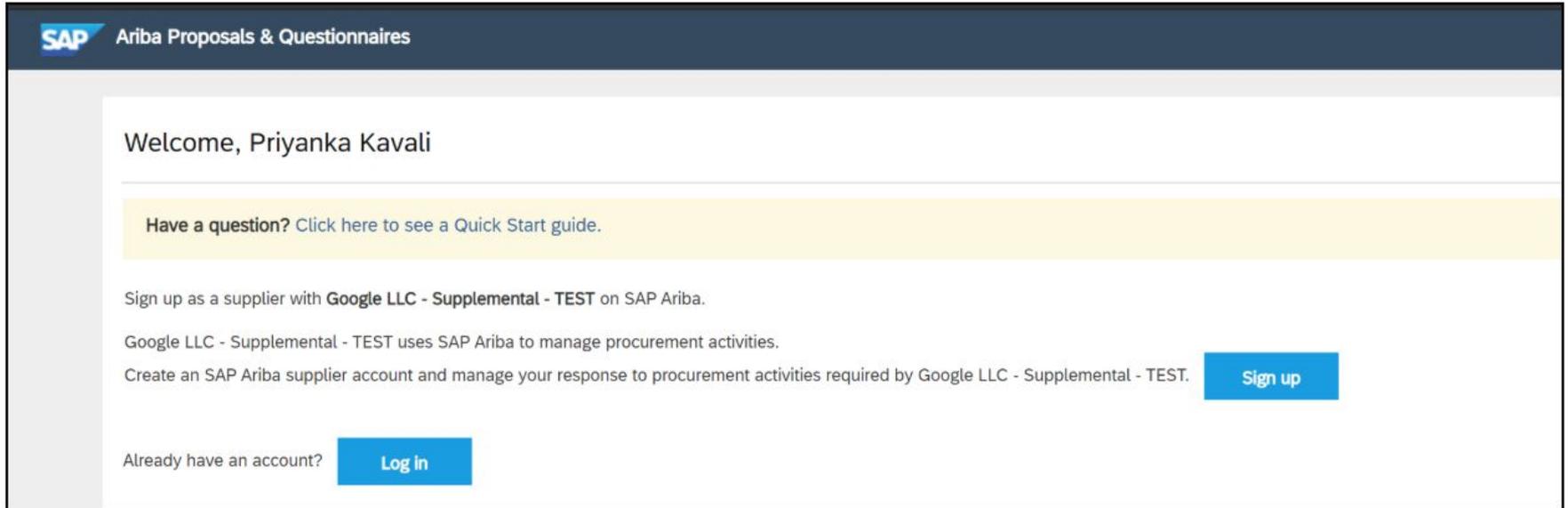


The format of this registration email will change slightly after May 18th.

New Supplier Registration | Click “Sign Up”

If you are already on the Ariba Network, you can log in to your existing account and link the account with Alphabet/Google. If you want to create separate accounts, please talk to [Ariba Network Help Desk](#).

2. Click the **Sign up** button



The screenshot shows the SAP Ariba registration interface. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals & Questionnaires". Below the header, the user is greeted with "Welcome, Priyanka Kavali". A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, there is a section for registration with Google LLC - Supplemental - TEST. The text reads: "Sign up as a supplier with Google LLC - Supplemental - TEST on SAP Ariba." followed by "Google LLC - Supplemental - TEST uses SAP Ariba to manage procurement activities." and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Google LLC - Supplemental - TEST." To the right of this text is a blue "Sign up" button. At the bottom left, there is a link "Already have an account?" with a blue "Log in" button next to it.

New Supplier Registration | Complete Company Information

3. The **Ariba Proposals & Questionnaires** screen is displayed. Populate the required details in the fields marked * mandatory. Select the required country from the drop-down list in the **Country** field

SAP Ariba Proposals & Questionnaires

Help Center

Create account

Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Google LLC - Supplemental - TEST.

Company information

* Indicates a required field

Company Name: * ABC Corporation

Country: * United States [USA]

Address: * Street 41
Line 2
Line 3

City: * Philadelphia

State: * Pennsylvania [US-PA]

Zip: * 19092

If your company has more than one office, enter the main office address. You can add more addresses such as your shipping address, billing address or other addresses later in your company profile.

Search...

Error: The username and password pair you entered was not found

Error: The username and password entered has already merged to another Ariba Sourcing user account

Can't log in? Let us help you!

Select your country from the drop-down menu here. You will be asked to then submit contact details for the country you selected where your organization is based.

New Supplier Registration | Complete Company Information



4. Select the required state from the drop-down list in the **State** field

The screenshot shows the 'Create account' page in SAP Ariba. The 'Company information' section includes the following fields:

- Company Name: * ABC Corporation
- Country: * United States [USA]
- Address: * Street 41, Line 2, Line 3
- City: * Philadelphia
- State: * Pennsylvania [US-PA] (highlighted with a red box)
- Zip: * 19092

A note on the right side of the form states: "If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile."

The sidebar on the right contains a search bar and a list of error messages:

- Error: The username and password pair you entered was not found
- Error: "The username and password entered has already merged to another Ariba Sourcing user account"
- What are some registration tips for Ariba Network Suppliers?
- Error: "User already exists. Please enter a different username."
- How do I participate in my buyer's event using an email invitation?
- What are some common issues when registering an account?

Buttons for 'Create account and continue' and 'Cancel' are visible at the top of the form area.

5. Enter your username and password. Note that you may use your email as your username. For this, select the **Use my email as my username** check box

User account information

* Indicates a required field

Name: Aa Vi

Email: aasthavid@gmail.com

Use my email as my username

Username: aasthavid@gmail.com

Password:

Language: English

Email orders to: aasthavid@gmail.com

SAP Ariba Privacy Statement

Must be in email format (e.g. john@newco.com)

Must contain a minimum 8 characters including letters and numbers

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you orders

Key Call Outs

- By setting up this account, **you will be your company's Ariba Network Administrator!**
- This means **you control who receives Purchase Orders, Invoices, and other notifications within your company.**
- In the 'Email orders to' field, **enter the email you would like Purchase Orders to be sent to.**
- This can be a distribution list or listserv **if you want multiple people in your company to receive POs.**



[View this short tutorial](#) on changing the Ariba Admin or adding users

New Supplier Registration

6. Next, you need to enter business-related information in the **Product and Service Categories** and **Ship-to or Service Locations** fields. For this, you can click the **Add** or **Browse** buttons. In this example, click the **Browse** button in the **Product and Service Categories** field

Tell us more about your business

Product and Service*
Categories: -or-

Ship-to or Service Locations:* -or- Browse

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

Note: If you know the exact entries for these fields, you can populate the **Product and Service Categories** and **Ship-to or Service Locations** fields and click the **Add** button.

New Supplier Registration

7. The **Product and Service Category Selection** screen is displayed. Here, you can select the relevant category from the first block that leads you to the next slide

SAP Ariba Proposals & Questionnaires ? [Help Center](#)

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

- Agricultural & Fishing Machinery >
- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance >

No items No items No items

My Selections (0)

No items

[Remove](#)

Search...

- Error: The username and password pair you entered was not found
- Error: "The username and password entered has already merged to another Ariba Sourcing user account"
- What are some registration tips for Ariba Network Suppliers?
- Error: "User already exists. Please enter a different username."
- How do I participate in my buyer's event using an email invitation?
- What are some common issues when registering an account?

[View more](#)

Can't log in? Let us help you!

New Supplier Registration

8. As you narrow down your search, each selection leads to another list of options. You can select the required options from each list as they appear. Finally, click the **Add** icon to select the relevant item from the fourth list. In this example, click the **Add** icon against **Card cages**

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

- Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >**
- Construction & Maintenance Services >
- Construction Materials >
- Consumer Electronics &

- Communications Devices & Accessories >
- Computer & Storage Hardware >**
- Computers & Peripherals >
- Data, Voice & Mobile Networking >
- Software >

- Chassis components > +**
- Media storage device accessories > +
- Media storage devices > +
- Removable storage media > +
- Removable storage media accessories > +
- Sub assemblies for electronic devices > +

- Backplane or panels or assemblies +
- Card cages +
- Chassis stacking components +
- Computer chassis +
- Computer cradles +
- Computer faceplates +
- Computer rack component +

My Selections (0)

No items

Remove

New Supplier Registration



9. The selected item(s) shows under the **My Selections** section. You can remove this selection by using the **Remove** button or click the **OK** button to confirm

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Agricultural & Fishing Machinery >	Communications Devices & Accessories >	Chassis components > +	Backplane or panels or assemblies +
Agricultural & Fishing Services >	Computer & Storage Hardware >	Media storage device accessories > +	Card cages ✓
Apparel, Luggage & Personal Care >	Computers & Peripherals >	Media storage devices > +	Chassis stacking components +
Chemicals >	Data, Voice & Mobile Networking >	Removable storage media > +	Computer chassis +
Cleaning Supplies >	Software >	Removable storage media accessories > +	Computer cradles +
Computer Hardware, Software & Telecommunications >		Sub assemblies for electronic devices > +	Computer faceplates +
			Computer rack component +

My Selections (1)

Card cages (View)

Remove

Cancel **OK**

New Supplier Registration



10. Notice that your selected category is displayed in the **Product and Service Categories** field. Similarly, select a relevant entry in the **Ship-to or Service Locations** field. In this example, click the **Browse** button

Tell us more about your business

Product and Service* Categories: -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

New Supplier Registration

11. The **Ship-to or Service Location Selection** screen is displayed. You can select the locations that your company services. In this example, select the **Ship-to or Service Location** radio button

SAP Ariba Proposals & Questionnaires ?

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global

Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

North America >		
Central America >		
South America >		
The Caribbean >		
Northern Europe >		
Western Europe >		
Eastern Europe >		
Central Europe >		

My Selections (0)

No items

New Supplier Registration



12. Similarly, you can follow steps 6 to 9 to select a relevant entry in the **Ship-to or Service Locations** field. Once selected, click the **OK** button to confirm selection

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global
 Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

North America >	United States > (+)	Alabama ✓
Central America >	Bermuda (+)	Alaska (+)
South America >	Canada > (+)	American Samoa (+)
The Caribbean >	Greenland (+)	Arizona (+)
Northern Europe >	Mexico > (+)	Arkansas (+)
Western Europe >	Saint Pierre and Miquelon (+)	California (+)
Eastern Europe >	All of the above (+)	Colorado (+)
Central Europe >		Connecticut (+)

My Selections (1)

📍 Alabama (United States) Remove

New Supplier Registration



13. Notice that your selected category is displayed in the **Ship-to or Service Locations** field. Next, enter the tax ID in the **Tax ID** field

Tell us more about your business

Product and Service* Categories: -or- Browse

Ship-to or Service Locations:* -or- Browse

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

New Supplier Registration

15. Review the **Terms of Use** and **SAP Ariba Privacy Statement** hyperlinks and select the corresponding check boxes

Alabama - United States x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

have read and agree to the Terms of Use

have read and agree to the SAP Ariba Privacy Statement

[Create account and continue](#) [Cancel](#)

Help Center

Search...

FAQ Error: "The username and password pair you entered was not found"

FAQ Error: "The username and password entered has already merged to another Ariba Sourcing user account"

FAQ What are some registration tips for Ariba Network Suppliers?

FAQ Error: "User already exists. Please enter a different username."

FAQ How do I participate in my buyer's event using an email invitation?

[View more](#)

Can't log in? Let us help you

Documentation Support

New Supplier Registration



16. Click the **Create account and continue** button to proceed

Alabama - United States x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Create account and continue

<< Help Center ⓘ

Search...

FAQ Error: "The username and password pair you entered was not found"

FAQ Error: "The username and password entered has already merged to another Ariba Sourcing user account"

FAQ What are some registration tips for Ariba Network Suppliers?

FAQ Error: "User already exists. Please enter a different username."

FAQ How do I participate in my buyer's event using an email invitation?

[View more](#) ⓘ

Can't log in? Let us help you!

[Documentation](#) [Support](#)

New Supplier Registration

17. The **Updating...** pop-up status is displayed. Once processed, you will be redirected to your newly created account and prompted to fill the Supplier registration form

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

Updating... (pop-up dialog)

Cancel

Help Center

Search...

- Error: "The username and password pair you entered was not found"
- Error: "The username and password entered has already merged to another Ariba Sourcing user account"
- Registration best practices for Ariba Network Suppliers
- Error: "User already exists. Please enter a different username."
- How do I participate in my buyer's event using an email invitation?

View more

Can't log in? Let us help you!

Documentation Support

SAP Ariba

SAP Ariba Privacy Statement Security Disclosure Terms of Use

© 1996–2019 Ariba, Inc. All rights reserved.

New Supplier Registration | Potential Duplicate Account

- It is common for Ariba to find information you entered (e.g. Company Name, email domain, etc.) that is similar to an existing company account already on the Ariba Network.
- If this happens, you will receive a **Potential existing account** warning. To proceed, click 'Review Accounts'

The screenshot shows a web browser window at the URL <https://service.ariba.com/Register.aw/124990038/aw?awh=r&awssk=hqyBCLb>. The page is titled 'Ariba Sourcing' and contains a registration form. The form includes fields for 'Tax ID' (Optional) and 'DUNS Number' (Optional). A modal dialog box is displayed in the center of the screen with the following content:

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

At the bottom of the registration page, there are two checkboxes that are checked: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. At the bottom right, there are two buttons: 'Create account and continue' and 'Cancel'.

New Supplier Registration | Potential Duplicate Account

- Review potential duplicate accounts. If your company already has an account already existing account, reach out internally to your Ariba Network administrator. You can do this by viewing the company profile which is accessible under the 'actions' column.

SAP Ariba Proposals & Questionnaires

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Testing	preston.a.johnson@accenture.com			test test CA, United States 92234

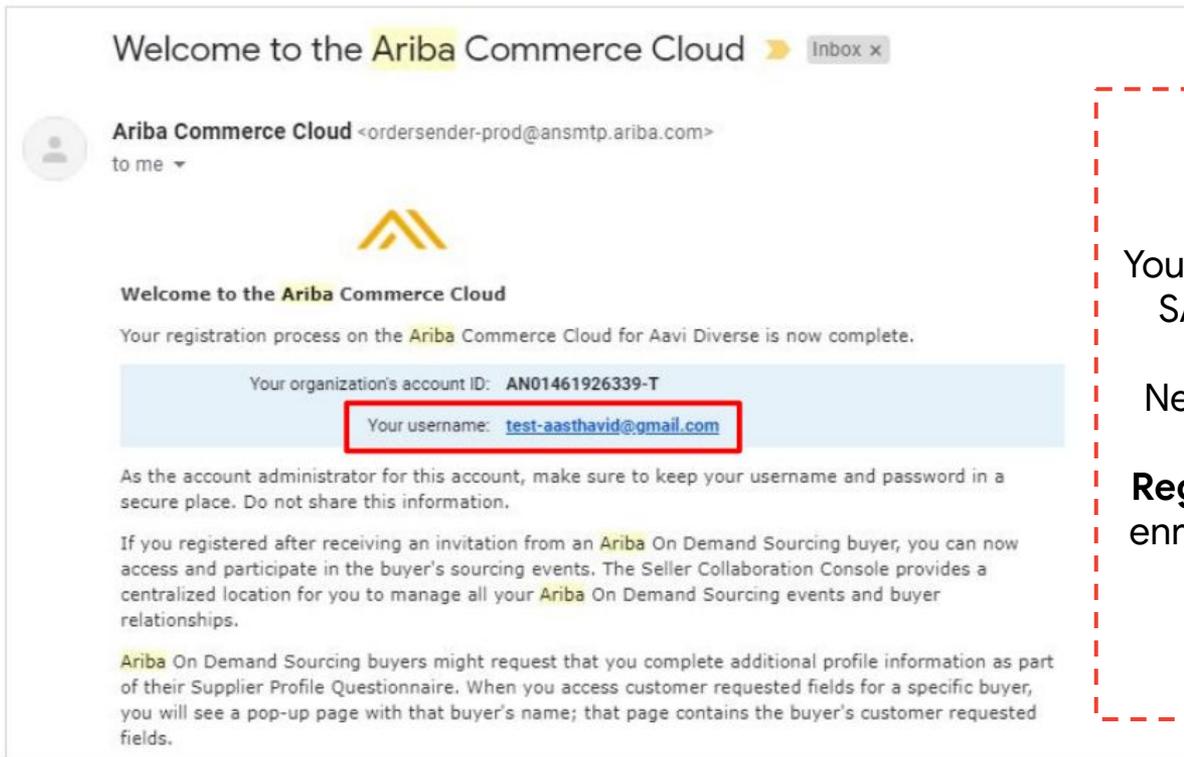
20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS
Accenture	USA	IL	-	AN01002650621	3
ACCENTURE LLP	USA	IL	-	AN01014851905	1
Accenture	USA	TX	607826062	AN01000348642	0
Duck Creek Technologies LLC	USA	SC	-	AN01046061647	0

New Supplier Registration



19. You will receive a confirmation e-mail on your registered e-mail ID. You can find your selected username in the **Your username** field



You're almost done!

You have now now registered an SAP Ariba Network account!

Next, you need to **Fill out and submit the Google LLC Registration Questionnaire** to enroll your registered SAP Ariba account with Google.
(see next section)

Step 2:
Google
Enrollment



Fill out and submit the **Registration Questionnaire** to enroll your registered SAP Ariba account with Alphabet/Google.



Why is accurate supplier information important?
Mismatched or outdated supplier account info is the **top reason** for purchase orders and **invoices not being submitted successfully/being rejected.**

Select the Registration Questionnaire

Google
Enrollment

SAP

Ariba Proposals & Questionnaires

Standard Account

Upgrade

TEST MODE



AT

GOOGLE LLC - TEST

Key Call Outs:

- Make sure 'Ariba Proposals & Questionnaires' is selected from the drop down. 

Then select **Registration Questionnaire (Form 1 of 2)** to fill the first form.

- **Note:** If you are a **supplier who was doing business with Alphabet / Google before the transition to Ariba, your questionnaire will be prepopulated** with your original information on file. Please email p2phelp@google.com to be granted access to your questionnaire. You can then revise your information and re-submit the questionnaire with updates. See the following pages for steps on how to submit the questionnaire.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



No items

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
2. Tax Questionnaire (Form 2 of 2)	Doc2400430085	6/4/2020 3:03 PM	Invited
1. Registration Questionnaire (Form 1 of 2)	Doc2400430083	6/4/2020 3:03 PM	Invited

Alphabet / Google

For additional support on filling out specific fields, please access this [guide](#).

Confidential & Proprietary

Complete the Registration Questionnaire



Doc2400430083 - 1. Registration Questionnaire (Form 1 of 2)

All Content

Name ↑

1 Business

1.1

If you encounter any difficulties with navigating the website, please click on the question mark (Help) link in Ariba Network page, then click on "Support" to contact Ariba Network Help Desk. Please refer to this video (<https://www.youtube.com/watch?v=RdfEsMvrcFc&feature=youtu.be>) on how to contact Ariba support directly.

1.2 Business Location (Country)

1.3 Federal Tax Classification

1.14 Name as shown on your Income Tax Return

1.18 Business Name/ (DBA)/ Disregarded Entity Name (Please use comma to separate multiple names)

1.20 Type of Good/Service

1.22 Company Website

1.23 Dun & Bradstreet D-U-N-S Number

1.24 Should this business be identified as a diverse-owned business to receive additional outreach and information regarding Google's Supplier Diversity Program? Google is committed to working with Racial/Ethnic Minority-, Women-, LGBTQ-, Disabled-, and Veteran-owned businesses.

1.28 Do you accept our Terms and Conditions: <https://www.google.com/corporate/suppliers/terms>

Key Call Outs:

Note: If you are a **supplier who was doing business with Alphabet / Google before the transition to Ariba**, your questionnaire will be prepopulated with your original information on file. You can revise any of this information and then re-submit the questionnaire if you need to make updates. See following steps.

United States (US)	▼
* C-Corporation	▼
*	
*(select a value)	[select]
* Unspecified	▼
* I Agree	▼

Enter required contact information



SAP Ariba Proposals & Questionnaires Standard Account Upgrade TEST MODE Desktop File Sync

2 Contact

2.1 Primary Contact First Name	*	<input type="text" value="John"/>
2.2 Primary Contact Last Name	*	<input type="text" value="Kefee"/>
2.3 Job Title	*	<input type="text" value="Finance and Ops Specialist"/>
2.4 Email	*	<input type="text" value="john.kefee@accsample.com"/>
2.5 Phone Number	*	<input type="text" value="510-560-2456"/>
2.6 Company Registered Address Country	*	<input type="text" value="United States (US)"/>
2.7 Company Registered Address Line 1	*	<input type="text" value="586 Randolph Street"/>
2.8 Company Registered Address Line 2		<input type="text"/>
2.13 Company Registered City/Town	*	<input type="text" value="Chicago"/>
2.22 Company Registered State	*	<input type="text"/>

Fill out Required Primary Contact Information

Fill out the registered Company Information

For additional support on filling out specific fields, please access this [guide](#).

Add Site Locations to your account

EXISTING SUPPLIERS

NOTE: Existing suppliers will have their site info with Google prepopulated. **Please do not delete any sites prepopulated for your account unless you are the confirmed manager for that site information.** Even though the “Delete” button is available, please do not use it to delete any payment sites. If you want to delete a site please contact Google P2P Help Desk.

3 Payment Site Location

Add Payment Site Location (0) Less... | -

Note: Please check with your AP/AR teams before editing existing data as it could lead to delayed payments.

Please use the Add Payment Site button to add new payment site.

If you add a new payment site, please note the location names of existing or already added sites, and select the next value from the location dropdown in the new site. Location Name values should not be repeated in more than one payment site.

1

- First click the **'Add Payment Site Location'** link to add your first site
- **Tip:** The number in the parentheses (0) represents the number of sites your company has. At least one site is required.

Add Site Locations to your account

OK

Cancel

Clicking OK will only **save** your Repeatable Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

All Content > 3 Payment Site Location

Payment Site Location (1)

Name ↑

▼ Site #1

Location Name

Country

Address 1

Address 2

City/Town

State

Zip

Remittance Email (Add commas in between email addresses if you wish to add multiple email addresses)

Does your bank account require Intermediary Or FFC Banking Info? (This is rare)

Bank Branch Address Country

Bank Branch Address Line 1

Bank Branch Address Line 2

-After clicking the 'Add site location' link, **you will be redirected to a new screen where you can enter your site information**

-**Tip:** When you've finished entering information, **click the 'OK' button** in the top right. **Do NOT click the 'Add Site' button** as this will create an unnecessary site.

* Location Nickname 1 ▾

* United States (US) ▾

* Randolph Street

* Unspecified ▾

* Neither ▾

* Unspecified ▾

(*) indicates a required field

Add Site

Enter required banking information



Payment Site Location (1)

Name ↑		
▼ Site #1		Delete
Location Name		* Location Nickname 1 ▾
Country		* United States (US) ▾
Address 1		* Randolph Street
Address 2		
City/Town		*
State		* Unspecified ▾
Zip		*
Remittance Email (Add commas in between email addresses if you wish to add multiple email addresses)		*
Does your bank account require Intermediary Or FFC Banking Info? (This is rare)		* Neither ▾
Bank Branch Address Country		* Unspecified ▾
Bank Branch Address Line 1		*
Bank Branch Address Line 2		
Bank Branch Address City/Town		*
Bank Branch Address State/Province		*
Bank Branch Address Postal Code		*

Ensure that Location Nickname # corresponds to Site #
Example: if you select Location Nickname 2 above, the system will decline your enrollment questionnaire.

Fill out required banking details

(*) indicates a required field

Enter Account Administrator Email



Key Call Out:



- The 'Ariba Network Account Administrator Email' is very important to enter when setting up your first Pay Site Location!

- **Why?** This email will be used to **establish the initial trading relationship with Alphabet/Google**. After the trading relationship, you can configure where other POs should be routed within your company in the Ariba Network

OK

Cancel

Clicking OK will only save your Repeatable Secti

All Content > 3 Payment Site Location

Payment Site Location (1)

Name ↑



Bank Account Number

Ariba Network Account Administrator Email

This email shall be used only for establishing initial trading relationship with the suppliers. Once a trading relationship is established or if it already exists, Purchase Orders will be shared with email addresses maintained by the supplier within their Ariba Network

Payment Authorization Job Title

Payment Authorization Contact

Payment Authorization Contact First

*

Payment Authorization Contact Last

*

(*) indicates a required field

Add Site

Submit your Registration Questionnaire



Doc2400430083 - 1. Registration Questionnaire (Form 1 of 2) Time remaining
28 days 18:39:50

All Content

Name ↑	
2.7 Company Registered Address Line 1	<input type="text" value="586 Randolph Street"/>
2.8 Company Registered Address Line 2	<input type="text"/>
2.13 Company Registered City/Town	<input type="text" value="Chicago"/>
2.22 Company Registered State	<input type="text" value="IL"/>
2.32 Company Registered Zip	<input type="text" value="60601"/>

3 Payment Site Location [Add Payment Site Location \(1\)](#) [Less...](#)

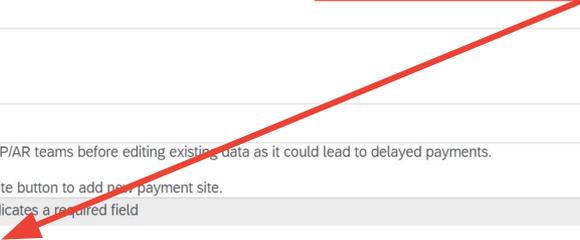
Note: Please check with your AP/AR teams before editing existing data as it could lead to delayed payments.

Please use the Add Payment Site button to add new payment site.

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Once all information is entered correctly, **click on Submit Entire Response** to submit the questionnaire. You will now be required to complete and submit the Tax Questionnaire.



Step 3:
Tax
Information



Fill out and submit the **Tax Questionnaire** to complete tax information for your supplier account.



Why is accurate Tax information important?

Suppliers will need to submit out tax information for **your tax jurisdiction** as well as the **countries/regions being provided goods & services**. **Missing tax information** can **impact and delay payments** from Alphabet/Google.

Access the Tax Questionnaire



GOOGLE LLC - TEST

Click on **Tax Questionnaire** from your supplier dashboard to access this form to fill out. This is a required form to complete and submit to finalize the enrollment process with Alphabet/Google.



There are no matched postings.

Why is submitting accurate Tax information important?

Suppliers will need to submit tax information for **your tax jurisdiction** as well as the **countries/regions** being provided goods & services. **Missing tax information can impact and delay payments** from Alphabet/Google.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



No items

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (2)			
2. Tax Questionnaire (Form 2 of 2)	Doc2400430085	6/4/2020 2:33 AM	Invited
1. Registration Questionnaire (Form 1 of 2)	Doc2400430083	6/4/2020 2:33 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

Fill out and submit required Tax Information



Use information from your country's official tax form.
For example, in the U.S. this would be the W-9.



W-9 U.S. Tax fields are shown here as an example!

All Content

Fill out required fields based on W9. Input Optional fields as needed

Name ↑

1 Please complete the Supplier Registration Questionnaire before this form

2 Country of Tax Residency * United States

10 Federal Tax Classification * Limited Liability Company, Partnership

16 Tax Information

16.2 Are you providing Goods/Services to Alphabet entities in any of the following regions? If yes, please select all that apply

16.8 United States of America Tax Details

16.10 Tax Identification OR Registration Number(s) Add Tax Identification OR Registration Number

(* indicates a required field)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Fill out and submit required Tax Information



16.8 United States of America Tax Details

16.8.1 Are you a US person, US citizen, US resident alien (e.g. Green Card holder), US corporation or US partnership? *

Yes

16.8.3 Will you anticipate to receive any of the following from Google:

- (1) Dividends
- (2) Interests
- (3) Gross Proceeds

16.8.4 Mailing Address Country

United States (US)

16.8.5 Mailing Address Line 1

161 N Clark St

16.8.6 Mailing Address Line 2

16.8.7 Mailing Address City

Chicago

16.8.8 Mailing Address State

IL

16.8.10 Mailing Address Zip Code

60601

16.8.14 Exempt Payee Code

16.8.15 FATCA Reporting Code

16.8.16

Will any services provided to Google or its affiliates be performed inside the United States, and/or will any labor or capital provide such services be physically located inside the United States?

16.10 Tax Identification OR Registration Number(s)

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Fill out Required Tax Information based on W9 (input optional fields as needed)

W-9
Form (Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

Submit Tax Information for all regions you are providing Goods/Services to

Name ↑

▼ 16 Tax Information

16.2 Are you providing Goods/Services to Alphabet entities in any of the following regions? If yes, please select all that apply

▼ 16.8 United States of America Tax Details

16.8.1 Are you a US person, US citizen, US resident alien (e.g. Green Card holder), US corporation or US partnership?

16.8.3 Will you anticipate to receive any of the following from Google:

(*) indicates a required field

Select the boxes for all the regions your organization will provide goods/services to

* EMEA(Europe The Middle East and Africa)

LATAM

North America

KEY CALL OUT: 

Field 16 'Tax Information' is dynamic. Additional fields will appear depending on the regions you select and the tax requirements for each jurisdiction. Refer to the [country-specific guide](#) for more details and support on specific fields to fill out for your country/region.

Europe, Middle East & Africa (EMEA) Fields



All Content



Name ↑	
2 Country of Tax Residency	Italy
3 Certificate of Tax Residency Attachment	Attach a file
4 Attach Certificate of Incorporation	
6 Certificate of Incorporation Start Date	
11 Supplier Type	
▼ 16 Tax Information	
16.3 Are you providing Goods/Services to Alphabet entities in any of the following regions? If yes, please select all that apply	
▶ 16.8 United States of America Tax Details	
▼ 16.9 EMEA Tax Details	
16.9.1 Income Tax ID	
16.9.2 Do you anticipate receiving any of the following from Google? (1) Royalties (2) Rental Income This field should only be completed if you have a contractual arrangement with Google which means you expect to receive income other than standard payment of commercial invoices.	
16.9.3 Are you VAT Registered?	Unspecified
16.9.6 Do you have any agreements with Tax Authorities? If you have tax agreements in place with the authorities that mean standard tax treatments or rates may not apply please provide details now to prevent payment delays	Unspecified

Key Call Outs:

VAT ID and Invoices: EMEA suppliers are required to maintain their VAT ID in their SAP Ariba Network profile to auto populate into invoices to Alphabet/Google.

Example: Italian suppliers need to register their organizations at the SDI (Italian Revenue Agency) portal. **The VAT ID/Tax ID are the relevant identifications for the SDI portal.**

Tax Identification on Registration Number

Adding Tax Identification Number (TIN) is a new four-step process as shown here. You will be redirected to a new screen to enter the TIN or applicable EMEA VAT Registration Number.

4

OK

Cancel

Clicking OK will only **save** your Repeatable Section answers. To **submit** your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

All Content > 16.10 Tax Identification OR Registration Number(s)

Tax Identification OR Registration Number(s) (1)

Name ↑

US Taxpayer Identification Number, if Applicable OR EMEA VAT Registration Number, if Applicable #1

Delete

Tax Identification or Tax Registration Number

3 Click Here to save your registration number(s), then click **OK** above.

(*) indicates a required field

1 Add US Taxpayer Identification Number, if Applicable OR EMEA VAT Registration Number, if Applicable

2 Country: United States (US)

Tax Name	TaxType	Tax Number
United States: Tax Identification Number	Organization	12-1234567

Key Call Outs:

- Click on **Add Taxpayer Identification Number** tab to enter values in this field
- Click on **Click Here** after entering TIN and then press OK
- Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click **Submit Entire Response** on the main screen.

Submit your entire registration questionnaire

Tax
Information

Console

Doc2159348411 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Business

2 Contact

3 Tax Information US

5 Site Location

All Content

Name ↑

2.14 Physical HQ State/Province

*

CA

2.16 Physical HQ Postal Code

*

94999

▼ 3 Tax Information US

3.1 Are you a US person, US citizen, US resident alien (e.g. Green Card holder), US corporation or US partnership?

*

No

5 Site Location

Add Site Location (1)

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Once all information is entered correctly, **click on Submit Entire Response to submit the questionnaire.**



Once BOTH your registration and tax questionnaires are submitted, Alphabet/Google will validate the information. Please allow for approximately 4 business days for validation. Once complete, you will be notified that you are able to manage your account and make updates to your supplier information!

You will receive two notifications. Confirmation and Approval

After submission of **both** the Enrollment Questionnaire and the Tax Questionnaire, **you will receive a confirmation** your questionnaire was received by Google. The Google team will review your registration information, and **send a final notification once fully approved!**

Your registration was received

CONGRATULATIONS! Your registration was approved

Hello Marcus Noel,

Google LLC - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Google LLC - TEST supplier portal.

<https://proposals.seller.ariba.com>

Sincerely,
Google LLC - TEST

You are receiving this email because your customer, Google LLC - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Google LLC - TEST.

Offices | Data Policy

Powered by  SAP Ariba

If clarification is needed on any information your organization submitted in your questionnaires, the Alphabet/Google team will reach out to you.

Hello Marcus Noel,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Google LLC - TEST.

<https://proposals.seller.ariba.com>

Sincerely,
Google LLC - TEST

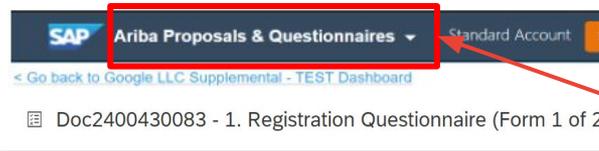
You are receiving this email because your customer, Google LLC - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Google LLC - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by  SAP Ariba

Moving forward: Updating your account information

In the future, you may need to update your account information. Now you can self-manage this process through your SAP Ariba account and updates you make will be sent to Alphabet/Google!



Access the **Ariba Proposals & Questionnaires** page from your Ariba account dashboard to make updates to your account information on the **Google Registration Questionnaire** and re-submit the form with updates made. This information will be sent to Google to validate and update your account!

All Content

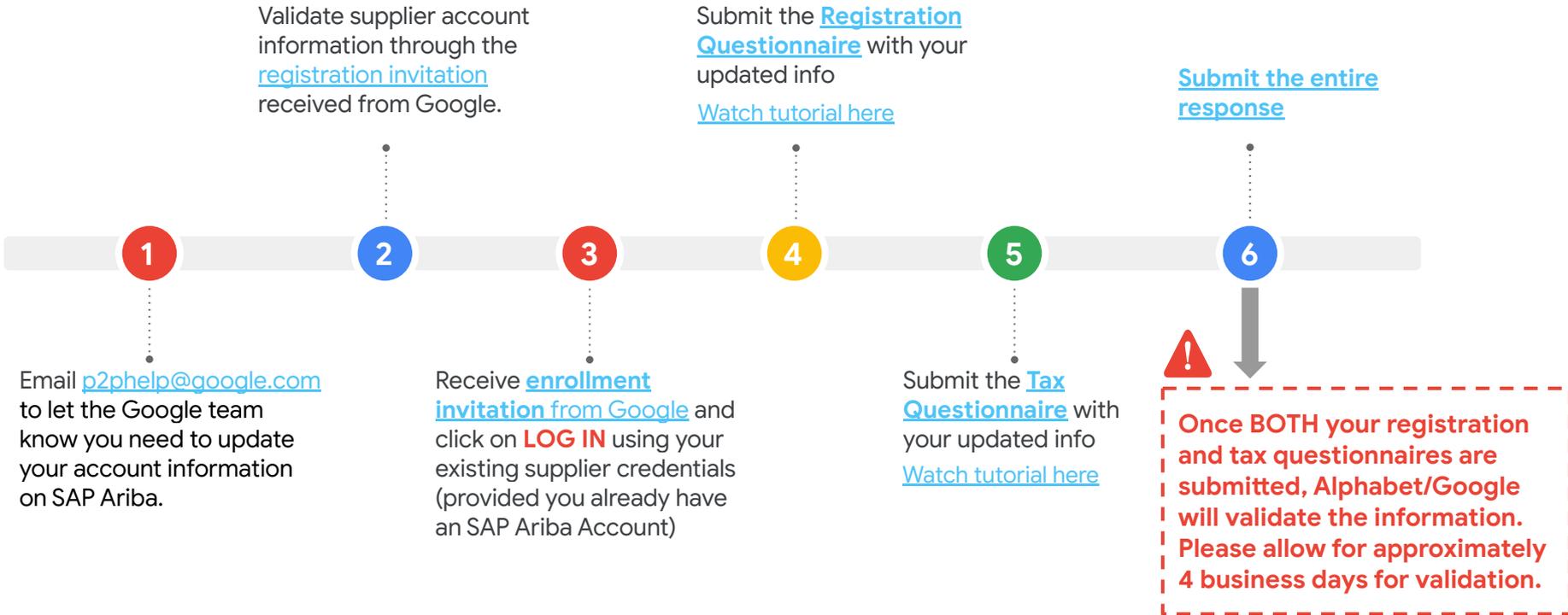
Name 1	
▼ 1 Business	
1.1	
If you encounter any difficulties with navigating the website, please click on the question mark (Help) link in Ariba Network page, then click on "Support" to contact Ariba Network Help Desk. Please refer to this video (https://www.youtube.com/watch?v=RdfEsMvrcFc&feature=youtu.be) on how to contact Ariba support directly.	
1.2 Business Location (Country)	* United States (US) ▼
1.3 Federal Tax Classification	* C-Corporation ▼
1.14 Name as shown on your Income Tax Return	*
1.18 Business Name/ (DBA)/ Disregarded Entity Name (Please use comma to separate multiple names)	
1.20 Type of Good/Service	*(select a value) [select]

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Suppliers already doing business with Alphabet/Google

If you already do business with Google, have an SAP Ariba Network account and need to update your account information, you will need to complete the enrollment process **for the first time**. Please follow these steps:



Support Resources

How can I link an existing SAP Ariba account with Alphabet/Google or merge two SAP Ariba accounts to do business with Alphabet/Google?

If a supplier has two registered accounts and would like to link them together for ease of switching between the two, they can take the below steps:

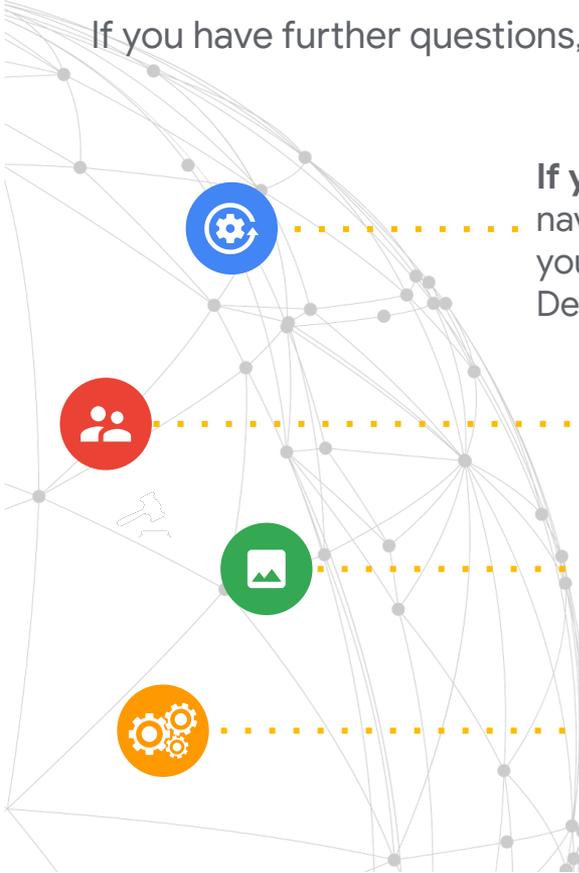
1. **Log-in** to your existing SAP Ariba account at supplier.ariba.com
2. **Click** on the circle with your initials in it at the top right hand corner of the account
3. From the drop down menu, **select Link User IDs**
4. If it is your user account: **Enter** your username/password for the account on the right side under the **'No Approval Needed'** section. **Click Link Accounts.**
5. If it is a different user's account: **Enter** the username for the account on the left side under the **'Approval Needed'** section. Click Send Link Request.
6. The individual associated with the entered username will need to login to their account, follow steps 1 & 2, and Approve the request.

Once linked, the supplier will be able to click the circle with your initials at the top right hand corner and see the linked account on the drop down menu. All you need to do is click on the linked username to toggle back and forth between the two accounts without needing to logout and login again.

Please Note: *Once usernames are linked, they cannot be unlinked. Please make sure this is an action you want to take before linking the accounts.*

Where else can I get help?

If you have further questions, please utilize the following resources:



If you already transact on SAP Ariba and encounter any difficulties with navigating the Ariba Network site please click on the question mark (Help) link on your Ariba Network page, then click on “Support” to contact Ariba Network Help Desk. Please refer to [this video](#) on how to contact the Ariba Network Help Desk.

[Supplier Information Portal](#)

Additional step-by-step SAP Ariba Network user guides

[Google Supplier Support Team](#)

Dedicated supplier support team - please reach out to us with questions!

Enrollment Questionnaires Details Guide

Access this resource for additional guidance on completing the Registration and/or Tax Questionnaires.

Thank you for your business!

At Alphabet/Google, we seek to create products and services that change the world for the better, and our **supplier partnerships** are essential in achieving that vision.

