

Subject line: **[ACTION REQUIRED] Alphabet/Google is Changing the Way We Do Business Together! Transition to the SAP Ariba Network**

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Alphabet / Google

Important Supplier Announcement

We're changing how we do business together!

These changes will go into effect when you receive your first new purchase order from Alphabet/Google and/or when you need to update your supplier account information beginning August 24

SUMMARY: Alphabet/Google is transitioning to SAP Ariba on August 24, 2020. We need your help to make this transition successful.

- (1) Verify important details for your company like correct contact information and organization type through this brief survey
- (2) Register for and attend an upcoming supplier summit to learn more about this change
 - o [Option 1](#): Wednesday July 8 (11am-12pm EST / 3pm-4pm GMT)
 - o [Option 2](#): Wednesday July 29 (11am-12pm EST / 3pm-4pm GMT)

Please read below for more details.

Dear Valued Supplier,

Like you, at Alphabet/Google, we've been closely monitoring developments related to COVID-19. Our top priority is the wellbeing of our various communities, and our continued partnership with you. With this in mind, we want to share important updates about a project underway to improve the way we do business.

Starting August 24, Alphabet/Google will transition to a source-to-pay technology solution from [SAP Ariba](#)¹. This change is part of a multi-year transformation that will simplify the end-to-end buying process for us and our suppliers. Initially, this transition will change how you receive purchase orders, submit invoices, and manage your supplier account information with Alphabet/Google.

WHAT THE TRANSITION TO SAP ARIBA MEANS FOR YOU

We are **requesting our suppliers based in Europe, the Middle East and Africa to register an SAP Ariba** Network account** to transact with Alphabet/Google. You will have the option to register one of two SAP Ariba Network account types:

- **Standard accounts** are **free** to suppliers and provide basic functionality to receive new purchase orders from Alphabet/Google.
- **Enterprise accounts** are **fee-based** and offer additional functionality including 24/7 online support from SAP Ariba.

¹ Full site address: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

When you first register with SAP Ariba, you will be defaulted to a free standard account. You can choose to [upgrade](#) to a fee-based enterprise account at any time. For more details on SAP Ariba account types and enterprise fees, please visit [this site](#)².

NOTE: All parent companies and subsidiaries/affiliates for your organization that do business with Alphabet/Google entities based in North America, Europe, the Middle East, Africa, Latin America and Asia-Pacific will also transition to SAP Ariba.

WHAT ARE YOUR NEXT STEPS [NOW?](#)

STEP 1: Complete this brief survey to verify the following details for your company:

- (1) Confirm that the email receiving this message is the correct person who **manages invoices against Alphabet/Google purchase orders on behalf of your company****
- (2) Confirm your organization type: **Individual** (e.g. sole proprietor or doing business with Alphabet/Google as an incorporated individual), **Corporation**, or **Government Entity****

STEP 2: Register for and attend an upcoming supplier summit to learn more about this change:

- [Option 1](#): Wednesday July 8 (11am-12pm EST / 3pm-4pm GMT)
- [Option 2](#): Wednesday July 29 (11am-12pm EST / 3pm-4pm GMT)

This session is targeted for individuals who manage your business relationship with Alphabet/Google and oversee PO and invoicing processes.

WHERE CAN YOU GET MORE INFORMATION?

- **Access** [SAP Ariba's official site](#) for FAQs on transacting using the SAP Ariba Network.
- **Visit** the SAP Ariba [Supplier Information Portal](#) for additional resources. This site will be updated with new documents, including a guide with more details specific to your country/region.
- **Reach out** to the Alphabet/Google team at p2phelp@google.com if you have additional questions about this initiative.
- **Continue to send messages** to p2phelp@google.com for questions regarding your current business transactions with Alphabet/Google.
- **View** [this video](#) for a brief tutorial on how to register your SAP Ariba account from the first email purchase order you receive from Alphabet/Google.
- **Access** the supplier [training](#) and [video tutorial](#) to learn how to use your Ariba Network account to transact with Alphabet/Google and manage your account information

Please continue reading for more details and support resources. Be on the lookout for additional communication as we approach the August 24 go-live date. We look forward to your support in completing all requested steps in a timely manner. We value our partnership with you and we are excited to strengthen our business relationship through this initiative.

Sincerely,

² Full site address: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing>

Alphabet/Google Supplier Enablement Team

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KEY CHANGES TO UNDERSTAND

Starting August 24, you will use SAP Ariba to...

1. **Receive NEW Purchase Orders** (NEW POs are those created after August 24)
2. **Submit NEW Invoices** (Existing POs created before August 24 should be invoiced through current channel)
3. **Manage Supplier Information with Alphabet/Google** such as your bank account, address, and account administrator (This is a separate process completed by supplier after go-live; more details to come)

Anticipated benefits to you from these changes:

1. Higher degree of data accuracy from supplier account self-maintenance capabilities.
2. Real time PO and invoice delivery for quicker fulfillment, easier payment and status reporting.
3. Real time PO and invoice status updates on your SAP Ariba supplier account dashboard.

HOW TO SET UP YOUR SAP ARIBA ACCOUNT

Starting August 24, you will receive new purchase orders from Alphabet/Google via email from ordersender-prod@ansmtp.ariba.com. Please add this mailer to your safe senders list to ensure the purchase order is successfully delivered. **Upon receipt of your first interactive email purchase order, please complete the following steps to set up your account and confirm your trading relationship with Alphabet/Google:**

1. Select the “process order” button and choose the “sign up” option to create a new standard account, or choose the “log in” option if you already have an existing SAP Ariba standard account that you would like to use.
2. Enter your account details and purchase order routing email address, accept the terms of use** and click on the “register” button.

View [this video](#) for a brief tutorial on how to register your SAP Ariba account from the first email purchase order you receive from Alphabet/Google.