Subject line: **[ACTION REQUIRED] Alphabet/Google is Changing the Way We Do Business Together! Transition to the SAP Ariba Network on August 24**

Alphabet / Google

Important Supplier Announcement

We're changing how we do business together!

Read this message translated in Spanish and Portuguese.

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 as soon as possible
> (2) **Register** for and attend one upcoming supplier summit to learn more about this change:
>   - **Summit 1**: Wednesday July 29 at 11:00am EST
>   - **Summit 2**: Wednesday August 12 at 12:00pm EST
>
> Please read below for more details.

Dear Valued Supplier,

First and foremost, we hope you, your teams, and loved ones are doing well. Like you, at Alphabet/Google, we've been closely monitoring developments related to COVID-19 and our top priority is the wellbeing of our communities. With this in mind, we want to share important updates on a project to improve the way we do business and continue our partnership.

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 and manage your supplier account information with Alphabet/Google.

> ***The SAP Ariba Network is provided by SAP Ariba, not Google. Your use of the SAP Ariba Network is subject to SAP Ariba's applicable terms of use and policies. You are responsible for any and all activities that occur under your SAP Ariba Network account and access credentials, whether conducted by an employee or a third party. Google is not responsible for the data you share with SAP. You are responsible for any costs or fees associated with your use of the SAP Ariba Network, if applicable.*

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[1] Full site address: https://www.ariba.com/ariba-network/ariba-network-for-suppliers

WHAT THE TRANSITION TO SAP ARIBA MEANS FOR YOU

We are **requesting our suppliers based in Latin America to register an SAP Ariba** Network account** to transact with Alphabet/Google. You have two account types to choose from: standard (<u>free</u>) or enterprise (<u>fee-based</u>). **When you first register with SAP Ariba, you will be defaulted to a free standard account.** For more details on SAP Ariba account types and enterprise fees, please visit <u>this site</u>[2] .

[Option 1: Standard (Free) Account](#)	[Option 2: Enterprise (Fee-Based) Account](#)
Beginning August 24, you will be defaulted to a free standard account with basic functionality. **You will receive instructions on how to register your standard account when you receive your first new purchase order from Alphabet/Google beginning August 24.**	After registering your standard account, you will have the option to <u>upgrade</u> to a <u>fee-based</u> enterprise account that offers enhanced functionality and ongoing SAP Ariba customer support. **Alphabet/Google will <u>not</u> cover fees associated with a fee-based enterprise account if you choose to upgrade.**

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.

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)
   Note: you will continue to send invoices to Alphabet/Google through the same channels you use today
2. **Manage Supplier Information with Alphabet/Google** such as your bank account, address, and account administrator (this is a separate process completed after go-live; more details about this will be shared with you in future message)

Anticipated benefits to you from these changes:
1. Higher degree of data accuracy from supplier account self-maintenance capabilities
2. Real time PO delivery for quicker fulfillment and easier payment
3. Real time PO status updates on your SAP Ariba supplier account dashboard

WHAT ARE YOUR NEXT STEPS <u>NOW</u>?

STEP 1: Complete this brief survey as soon as possible to verify the following details:

(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**

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

STEP 2: Register for and attend one upcoming supplier summit to learn more about this change:
- **Summit 1**: Wednesday July 29 at 11:00am EST
- **Summit 2**: Wednesday August 12 at 12:00pm EST

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

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.
- **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
- **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.

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,

Alphabet/Google Supplier Enablement Team

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