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

Alphabet / **Google**

Important Supplier Announcement

We're changing how we do business together!

Read this message translated in Japanese and Mandarin.

<mark>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 25 (APAC local time)</mark>

SUMMARY: Alphabet/Google is transitioning to SAP Ariba** on August 24, 2020 (August 25 local APAC time). 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** and view **this supplier summit** to learn more about this change.

Please read below for more details.

Dear Valued Supplier,

Starting August 24 (August 25 local APAC time), **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 (for more details on transacting purchase orders on SAP Ariba for your country, please refer to this guide).

**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.

WHAT THE TRANSITION TO SAP ARIBA MEANS FOR YOU

We are **requesting our suppliers based in Asia-Pacific to register an SAP Ariba** Network account** to transact with Alphabet/Google. You have two account types to choose from: standard (free) or enterprise (fee-based). **When you first register with SAP Ariba, you will be defaulted to a free**

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

standard account. You can choose to <u>upgrade</u> to a <u>fee-based</u> enterprise account at any time. 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
You can also choose a free standard account with basic functionality if this better meets your business needs. **If you choose a standard account, no action from you is required at this time. You will receive more details about how to register a 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 **fee-based enterprise account** that offers enhanced functionality and SAP Ariba customer support.

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 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 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 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**

STEP 2: Register and view **<u>this supplier summit</u>** to learn more about this change.

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

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

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.
- **Contact regional Ariba teams** for any questions related to setting up and/or transacting on the SAP Ariba Network **by filling the contact form for your region: APAC.**
- **Continue to send messages** to p2phelp@google.com for questions regarding your current business transactions with Alphabet/Google.

Please continue reading for more details and support resources. Be on the lookout for additional communication as we approach August 24. 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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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.