

SUBJECT LINE: **[WE ARE GOING LIVE!] Starting August 24 (PST), you will transact and manage your supplier account with Alphabet/Google on SAP Ariba**

From: "Google Supplier Enablement Team" <supplierenablement-external@google.com>

Reply to: "Google Supplier Enablement Team" <supplierenablement-external@google.com>

*This message and content was sent by Google from an official @google.com mailer.
All Google communications will contain an @google.com domain and return address.
Links to non-Google domains included in this notice are safe to use.*

Please forward this message to all individuals in your organization who do business with Alphabet/Google.

Alphabet / Google

We are Going Live!

You will begin to transact and manage your account information with Alphabet/Google on SAP Ariba!

Summary: Starting August 24, 2020 (PST), you will receive new purchase orders, submit invoices* and manage your account information with Alphabet/Google on SAP Ariba.

Actions to complete before August 24th:

- [View our functional training](#) to see how you will use your SAP Ariba account
- [Review this supplier checklist](#) to see other actions to take for a successful transition

Event-based actions to complete after August 24th:

- **Register an SAP Ariba Network account** when you [receive your first purchase order](#) to begin invoicing
- **Complete** the [Google registration questionnaire](#) and [tax questionnaire](#) when you need to update your information (i.e. bank account).

Please read on for more details.

Dear Valued Supplier,

As we recently shared, starting **Monday August 24**, Alphabet/Google will transition to a source-to-pay technology solution from [SAP Ariba](#)**.

This message is to confirm that we are going live. This means you will receive new purchase orders (created on or after August 24), submit invoices* against those purchase orders, and manage your supplier account information with Alphabet/Google through SAP Ariba. Existing purchase orders that are active and were issued any time prior to August 24 will not be received and invoiced against through SAP Ariba and will continue to be invoiced using existing channels.

*Some organizations will not be able to invoice through SAP Ariba due to country-specific requirements and regulations. Please access [this guide](#) for more details.

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 YOU CAN EXPECT BEGINNING AUGUST 24

Registering an SAP Ariba Network Account

You will be requested to register an SAP Ariba Network account either when you receive your first new purchase order -OR- when you need to update your account information. The registration request will be triggered by whichever of these two events occurs first.

When registering your SAP Ariba Network account, you will have two account types to choose from: a free standard account or a [fee-based](#) enterprise account. **When you first register an account with SAP Ariba, you will be defaulted to a free standard account.** You can [upgrade](#) to an enterprise account at any time if this account type better meets your business needs. For more details on SAP Ariba account types and enterprise fees, visit [this site](#)².

Managing Your Account Information

You will also now be able to self-manage your supplier account information with Alphabet/Google (e.g. bank account, site locations, contact details, tax information) through SAP Ariba. This will allow you to maintain your account information updated and help avoid payment delays and invoice rejections. To turn on this functionality, you will need to complete a [3-step enrollment process](#) the first time you need to make updates to your account information.

YOUR REQUIRED ACTIONS

Review [this checklist](#) for an overview of all actions to take to transition to SAP Ariba

Action to complete [before](#) August 24th:

- [View our functional training](#) to see how you will use your SAP Ariba account
- Review [this supplier checklist](#) to see other actions to take for a successful transition

Event-based actions to complete after August 24th: No action is required until you receive your first

PO and/or you need to update your supplier account information.

- **Register an SAP Ariba Network account** when you [receive your first purchase order](#). As you register your account, you will need to [add additional users](#) and [configure purchase order routing settings](#) for users in your organization to receive purchase order notifications and submit invoices (if invoicing is in scope for your region).
- **When you need to update your account information** send an email to p2phelp@google.com to initiate the process. You will then need to complete this three (3) step process:
 1. [Register or link you existing SAP Ariba Network account](#),
 2. [Complete Google's registration questionnaire](#), and
 3. [Complete Google's tax questionnaire](#)

After completing all three steps and receiving an approval confirmation from Alphabet/Google, you will have access to update and self-manage your supplier account information directly on SAP Ariba by making changes to the registration and tax questionnaires you previously submitted.

[Please view this tutorial to see how.](#)

SUPPORT RESOURCES

Supplier Information Portal	Your central source for more information, resources and video tutorials for the transition to SAP Ariba.
Country Reference Guide	Important regulations requirements to know and adhere to based on your country.
SAP Ariba Help Center	Chat live with an SAP Ariba support specialist to help you troubleshoot. Watch this short video to see how to access the help center from your account.
Alphabet/Google Support	If you have questions that are not addressed in these support resources, please reach out to our team at p2phelp@google.com .

THANK YOU

Thank you for your cooperation through this exciting change. Our supplier relationships are essential to drive real and significant value for our businesses and we look forward to our continued partnership.

Sincerely,

Google Supplier Enablement Team

¹ This does not include the following Alphabet entities: Verily, Waymo, Sidewalk and Calico

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

**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.*

Google LLC 1600 Amphitheatre Parkway, Mountain View, CA 94043

You received this email because you currently receive orders and submit invoices to Alphabet/Google.