

Dear Prospective Supplier,

This is to notify you that, as of May 2<sup>nd</sup> 2021, BNET will start using its new eProcurement solution SAP Ariba for its sourcing transactions. By June 10<sup>th</sup> 2021, all purchase orders, invoices and related documents will be transmitted only through Ariba Network. This will allow us to do business with you in the most efficient, compliant, and environmentally friendly way.

➤ **Why this change?**

BNET's goal is to move away from hard copy and manually transmitted documents to an electronic and more optimized process with timely and efficient payment processing for goods and services.

➤ **What does this require from you?**

On May 6<sup>nd</sup> 2021, You will receive an email from the BNET/Ariba asking you to create an Ariba Network account and complete BNET's registration questionnaire. Use the links provided in the email to set up your supplier account on the Ariba Network.

- If you're already on Ariba, we'll see you there!
- If you're new to Ariba, you will need to sign up for the **FREE Ariba Network Standard Account** to receive future purchase orders and submit invoices using the Ariba Network.

We would like to inform you that receiving PO's and submitting invoices via this interactive platform over the Ariba network is **free of charge** and you will not incur any fees unless you choose to upgrade from Ariba Standard account (Light account) to the Ariba Enterprise account (Full use account).

To see standard account capability of Ariba Network please refer the link below:

<http://www.ariba.com/go/ariba-network-light-account>.

BNET will no longer accept paper invoices for purchase orders placed after June, 10<sup>th</sup> 2021.

You can flip the order into an invoice via Ariba Network. Invoices via post or email will be **rejected**.

**To learn more, please register to join us at the BNET suppliers' summit that will happen Wednesday, May 05, 2021 at 03:00 PM Arabia Standard Time using the link below:**

<https://event.on24.com/wcc/r/3150804/F692101B7E973FFAE3BB2C60076CC6A7>

➤ **Useful Tips & Tricks**

Here are a few helpful hints to ensure your transactions are seamless:

- Use the one-time password created during account set-up to log into the network from email links.
- Retain the email notifications received related to an active purchase orders or invoices. The links provided in these notifications are needed to continue accessing the network.
- Automatic notifications are sent to you when there is status change for an invoice or payment. You can use these links to continue accessing the network and viewing payment status.

➤ **What are the main benefits for you?**

1. Full visibility on orders, invoices and payment status.

2. Elimination of costs associated with processing paper invoices (postal stamps, envelopes, printing)
3. High paid-on-time rate by decreasing invoice processing time.
4. Fully compliant electronic invoices that can be used as tax original.
5. Greater standardization and transparency for conducting business across all customer entities.
6. An opportunity to use the same e-invoicing solution across customers and other buying companies around the globe.
7. You will be able to set up a profile, create multiple users and more.

➤ **Need additional information or Help?**

- For questions related to the solution please contact the SAP Ariba's Customer Support Team via [Help Center](#)
- For questions related to your collaboration with BNET please contact us at: [my.supplier@bnet.com.bh](mailto:my.supplier@bnet.com.bh)
- To check how to create an invoice via this interactive platform, please register to the Standard account summit, see the video demonstration or check FAQ's. [How to Invoice using Standard Account](#)
- For more information about SAP Ariba Standard Enablement go to: [SAP Ariba Website](#) or view a [Functionalities Demo - Standard Account](#).

**Note: If you are not the appropriate person of contact, please notify us or forward this communication to the correct person or department in your organization.**

Thank you for embracing this new and electronic way of doing business.

Best regards,  
BNET B.S.C.(c)