Dear Valued Costco Wholesale Supplier,

This letter is to inform you of our 30-day cutover period until our Go-Live with your company on the Ariba Network on **Monday, September 30th, 2019.** Please note, adoption of the Ariba Network is <u>mandatory</u> for suppliers wanting to do business with Costco Wholesale.

If you have any outstanding onboarding tasks or would like to update your **Ariba Network Settings**, please make sure these are completed in the coming weeks. Should you need any assistance with these configurations (e.g. electronic order routing, invoice routing, and remittances) please Click Here for expert support.

**What "Go-live" Means to You**

- All purchase orders will be routed electronically via Ariba Network
- Invoices will *no longer be accepted by fax, postal mail, or e-mail*
- All invoices must be sent using Ariba Network

**How to Prepare for Go-live**

- Respond to all requests from Costco Wholesale and Ariba in a timely manner
- Ensure that your Ariba Network account is configured to your organization's specifications
- Plan to register and attend Ariba Network functional training for Costco Wholesale suppliers (see registration links below)

**Are You an Integration Supplier?**

- Do you transact in cXML or EDI?
- Do you have resources to support PO-Flip invoicing?
- Have you integrated on the Ariba Network in the past?

If you are a supplier that prefers to integrate rather than manually invoice on the Ariba Network, please contact Costco Wholesale **immediately** at **aribaenablement@costco.com**.

**Costco Wholesale Supplier Ariba Network Function Training**

Costco and SAP Ariba will be hosting a live Ariba Network functional training session on **Monday, September 23rd, 2019.** Attendance is optional, but strongly recommended to learn about the new process using the Ariba Network.

**Who Should Attend Functional Training**

- Any stakeholder in your organization who has a relationship with Costco Wholesale is encouraged to attend. This includes the Administrator of your Ariba Network account, PO routing/fulfillment users, invoice entry users, and Accounts Receivable users.
- Even if you cannot attend the live session, registering will ensure that you receive access to the recorded training.

| Functional Training Title | Date | Time | Registration |
|---|---|---|---|
| **Costco Supplier Functional Training** | **Monday, September 23rd, 2019** | **11:00 AM – 12:00 PM PDT**<br>**2:00 PM – 3:00 PM EDT** | **Register** |

If you are not the correct recipient or have questions, please contact the Costco Wholesale Supplier Enablement Team at **aribaenablement@costco.com**.

Thank you again for working with us to prepare for this exciting change. We truly appreciate your partnership.

Kind Regards,
Costco Supplier Enablement Team
**aribaenablement@costco.com**