

Dear Valued Nationwide Supplier,

As a reminder, Nationwide requires all invoices to be submitted against a contract and blanket purchase order (BPO) or Purchase Order (PO) through the Ariba Network.

Please review the BPOs on your Ariba workbench. If the work for which you are invoicing is not under a contract/BPO or PO, please reach out to your primary business contact at Nationwide or the Procurement Sourcing associate with whom you have worked on a contract.

If no BPO/POs exist on your Ariba workbench, please work with your primary business contact at Nationwide who will request a BPO or PO based on the purchases made with your company.

We want to reiterate that you must invoice against the appropriate BPO or PO for all invoices you are submitting. This will ensure a timely review by Nationwide and most importantly, an accurate and on-time payment. Failure to invoice against a BPO or PO will cause invoice rejections and may also delay payments going forward.

Ariba User Guides and training materials are available on our Supplier Information Portal for your reference.

Content includes:

- How to navigate Ariba and configure account
- Search and find BPO/POs
- Submit invoices against BPO/POs
- Contact information if you have business related questions

Please share this letter with your Finance and Billing Department contacts.

Thank you for your continued partnership.



**Nationwide**<sup>®</sup>  
is on your side

**Supplier Enablement**

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