

Dear Valued Arrow Energy Supplier

Changes to Arrow Energy's contracting processes

Arrow Energy has partnered with **SAP Ariba**[®] to streamline our end-to-end procurement and contracting processes.

We are writing to inform you that, your business or contractual relationship with Arrow Energy will be impacted if you currently perform or wish to perform any of the following activities in the future:

- Supplier registration details
- Invites to tenders / requests for proposals
- Receiving of Purchase Orders
- Submission of invoices
- Accounts payable

What does this mean for you?

In future, conducting business with Arrow Energy will be performed using the Ariba Network platform. This means there will be changes to our current way of working together.

When will this take effect?

We are targeting a transition date from your existing process as of 1 January 2022. In the coming weeks, Ariba will send you important communications and instructions for how to join the Ariba Network. This includes establishing a trading relationship with Arrow Energy on the Ariba Network and configuring your Ariba Network account.

We appreciate your **prompt action** on all communications and requests regarding this initiative (not to exceed five business days).

How can you learn more about the Arrow Energy and SAP Ariba partnership?

Prior to the transition date we will host a virtual information session where you will have the opportunity to participate in a live Q&A with our subject matter experts.

Once the transition is finalised, it will be a requirement for your financial and / or contractual business to be conducted with Arrow Energy through the Ariba Network. Arrow Energy and SAP Ariba have reached an agreement to **provide you this service free of charge** for all Arrow Energy associated transactions*.

***Note:** If you opt into additional services or transact with other buying organisations on the Ariba Network, you may be subject to fees.

Arrow Energy believes this exciting capability enhancement will strengthen our continued business relationship and allow for more robust collaboration and purchasing capabilities.

If you are not the correct recipient or have questions, please contact your Arrow Energy Representative or email Procurement@arrowenergy.com.au.

Kind regards

Jason King

General Manager – Contracting, Procurement & Logistics