

**Ariba Network Project Notification for RR Donnelley Supplier**

1 message

Source ToPay &lt;sourcetopay@rrd.com&gt;

Thu, Jan 6, 2022 at 10:05 AM



Dear Valued Partner,

It has been a few weeks since we first informed you of our partnership with SAP Ariba® and our plans to transact over the Ariba Network, including issuance of Purchase Orders and acceptance of Order Confirmations, Advanced Ship Notices and Invoices. We are reaching out to you today to begin the 2nd phase of our 3 step supplier on-boarding process.

\*Please note that if you have not completed the 1st step, Registration via the Ariba portal, please check your emails for our Registration Invitation and complete this step as soon as possible.

**Why is RRD partnering with Ariba?**

RRD is partnering with **SAP Ariba®** to fulfill our vision of transforming our Procurement organization's capabilities. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes and we are excited to provide you with this opportunity.

**What does this mean for you?**

Business should be conducted "as is" while we continue to work through the implementation. In the future, Suppliers will be required to use the new processes over a series of phased implementations, as the old processes are discontinued. The new processes will include:

- Purchase Orders, Invoices, Remittances, Supplier Portal, Contracting, Sourcing Events, and Catalogs.

We selected SAP Ariba because it brings us, as well as our suppliers many benefits. Benefits such as real-time PO delivery, use of online catalogs, invoice automation, insight into payment status, and potential new business opportunities.

**Is there a cost associated with this initiative?**

Based on the volume of transactions you have on the Ariba Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).

To begin this 2nd phase of our supplier implementation, RRD Supplier Summits will be held to provide additional information on the new processes, along with the opportunity for Q&A. The registration details for these Summits are listed below. After the Summits, an Ariba Trading Relationship Request will be sent to you within a few days of the final Summit listed below. Once the Trading Relationship Request (TRR) is accepted this will complete Phase 2 of the RRD Supplier onboarding process.

Summit Title	Date	Time	Registration
RR Donnelley Supplier Summit	Monday, January 10, 2022	10:00 AM – 11:00 AM EST	<a href="#">Register Here</a>
RR Donnelley Supplier Summit	Friday, January 14, 2022	2:00 PM – 3:00 PM EST	<a href="#">Register Here</a>

Additional questions may be directed as follows:

Ariba general or Ariba Network Questions - [contact Ariba](#)



Business-related Questions - [contact RRD](#)



Thank you for your attention to this and future communications regarding the Source to Pay implementation.

**RRD Procurement Team**