

**ACTION NEEDED - RRD/Ariba Go-Live Required Testing**

1 message

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

Wed, May 11, 2022 at 9:14 AM



Dear Valued Supplier,

As recently communicated over the past several weeks, we have been working to automate the delivery of PO's, Order Confirmations and Invoices through the **Ariba Network**.

**Required Test**

In preparation for our **5/23/2022 go-live date**, we will be sending you a **Test Ariba PO** using the Ariba Network production environment. We will need you to respond to that PO by accepting it, submitting an Order Confirmation and providing a test Invoice submission through the Ariba portal.

This step is key to allow RRD to move any open, un-invoiced PO's to Ariba upon our go-live date for future invoicing activity. Our testing plan, including dates, is provided below. A detailed Instruction slide deck is attached as well.

Date	Task	Instruction
5/18 - 5/19	Test PO issued	RRD issues test Ariba PO.
5/18 - 5/20	PO/OC/Invoice processing	You will follow the attached PDF instructions to Accept the PO, Submit an Order Confirmation, Submit a Test Invoice and Notify RRD you have completed your tasks.
5/19 - 5/20	Tasks Confirmed	RRD's team will review test data, confirm all tasks are completed, cancel the test PO and re-confirm your Go-Live date.
05/23/2022	Go Live	You will be fully activated for transacting with RRD via Ariba.

**Training Resources**

- [Training Summit Recording](#)
- [Ariba Standard Account Welcome Page](#) – includes both video tutorials and written instructions

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

Once the required test is completed, your account will "Go-Live" in Ariba for RRD transactions. Moving forward:

- All purchase orders will be routed via the Ariba Network including any open, un-invoiced PO's.
  - A list of all open, un-invoiced PO's moved to Ariba will be confirmed for you on or shortly after go-live.
- All invoices must be sent using the Ariba Network and invoices will no longer be accepted by the current e-mail process.

**Key Information:**

✓ **Complete REQUIRED Test between 5/18 – 5/20**

✓ **Reference Ariba's Training Information**

✓ **Communicate RRD's Ariba Activation Date of 5/23/2022 with your team**

✓ **Business remains "as is" until 5/23/22**

✓ **Invoice RRD promptly prior to the Activation Date**

✓ **Ensure your Ariba account settings are ready for receipt of RRD's Orders**

✓ **Watch for further emails from RRD including the open/un-invoiced PO list**

○ *\*If you have indicated interest in an EDI/cXML or Ariba PDF integration, invoices must be submitted via the Ariba portal until Ariba and RRD have worked with you to complete the integration mapping. Further information forth-coming.*

Thank you again for working with us over the past several months to prepare for this exciting change. We truly appreciate your partnership and look forward to continuing our business relationship with you via the Ariba Network.

Kind Regards,

*RR Donnelley Enablement Team*

- If you are not the correct recipient, please forward.
- If you wish to have multiple people receive the Ariba Test PO email, please update your notification settings within your Ariba account.
- If you require further information on Ariba, please refer to our [Supplier Information Portal](#).
- For questions not answered within the documentation or FAQ's in the Supplier Information Portal, please contact the RR Donnelley Supplier Enablement Team at [SourceToPay@rrd.com](mailto:SourceToPay@rrd.com).

Thank you,


*RRD Procurement Team*

*\*Please ensure replies are sent to [SourceToPay@rrd.com](mailto:SourceToPay@rrd.com)\**

#### **Ariba Support Options:**

- [RRD Ariba Supplier Information Portal](#)
- **Registration, Account Configuration or Trading Configuration Help** - Contact the Ariba Enablement Team via the [Contact Ariba form](#), or the Supplier Enablement Helpdesk at +1 800-974-4899 (North America only) between 8am - 5pm EST.
- **Technical Account Issues** - Contact the Ariba Support Team by clicking on the "?" in the upper right-hand corner of your account then Support to submit a service request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to expedite your request. You can also seek help via the SAP Help webpage - [Managing your user account](#)

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 **Ariba Production Penny Test PO Process (1).pdf**  
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