

From: noreplycappscare@cognizant.com noreplycappscare@cognizant.com

Sent: Thursday, December 22, 2022 11:31 AM

Subject: Important Updates | SAP Ariba Go Live for EMEA Region | Cognizant Suppliers

Importance: High



Important Updates: SAP Ariba Go Live for EMEA Region

Dear Cognizant Supplier,

Wish you and your families Advance Happy Festive Season, and thank you for being an integral part of our business to support us with supplies of goods and services. In continuation of our ongoing Source to Pay Simplification initiative, effective early **Q1 of 2023, (the dates will be communicated shortly)** we are pleased to launch SAP Ariba Buying and Invoicing modules for our EMEA regions. These modules will improve and streamline our procurement and accounts payable process. Transacting electronically through the Ariba network will be a standard part of doing business with us. This will allow many of our Suppliers / Partners to move away from current paper-based and manually transmitted transactions to a streamlined, paperless process.

Key Points to note post SAP Ariba roll out

- SAP Ariba Network will be our primary supplier collaboration system for transacting with Cognizant
- We would also be implementing a **"No PO - No Pay"** Policy. Suppliers are requested to ensure they are in receipt of a valid PO / Contract, prior to supplying goods / services
- Keep your teams and peers updated of this
- There will be a Supplier Summit and training on "How to use SAP Ariba" beginning the week of **9th Jan'2023** and the meeting invites will be sent to you shortly. Please ensure that you and your team members attend the session.

The Ariba Network will enable:

- Real-time automation of PO and Invoices for quicker fulfilment and identification of discrepancies
- Confirmation of Order acceptance and advance intimation of Shipment notifications
- Flipping of Purchase orders to invoices
- Potential business opportunities with other Ariba Network Customers
- Simple set-up – all you need is an Internet connection

We request your timely cooperation and response for all required steps during this transition. Please feel free to reach out to us on : GlobalP2PSupport@cognizant.com for queries and support.

Sincerely,
Cognizant Technology Solutions

© 2022 Cognizant. All rights reserved.