You are receiving this message as an MSU supplier.   [View this email in your browser](#)

University Procurement and Logistics
MICHIGAN STATE UNIVERSITY

September 17, 2024

MSU moving to SAP Ariba this fall

Dear valued Michigan State University supplier:

As we have communicated over the past several months, MSU is moving our accounts payable and procurement processes to the SAP Business Network. Conducting business via the SAP Business Network will be **required** as MSU purchase orders* and invoices will soon be transmitted using this platform.

This letter is to inform you that production go-live will follow a phased approach between October and December 2024. Please monitor your email for more information and supplier registration actions.

What this means for you

To conduct business with MSU via the SAP Business Network, you will:

- [Receive purchase orders (POs)](#)
- [Create order confirmations](#)
- [Send ship notices](#)
- [Submit invoices](#)
- [Create credit memos](#)

Suppliers new to the SAP Business Network generally start transacting on the SAP Business Network for free. However, based on the volume of transactions you have on the SAP Business Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the benefits of participating in the SAP Business Network. To learn more, please visit [SAP Ariba Subscriptions and Pricing](#).

Should you need any assistance with your SAP Business Network configurations (e.g., electronic order routing and invoice routing) you can contact SAP Ariba for support at [SAP Ariba Enablement Web Form](#).

If you are not the correct recipient or have questions, please contact our team at p2p@msu.edu.

with you via the SAP Business Network.

Kind regards,

K. Demir

Associate Vice President/Chief Procurement Officer

University Procurement and Logistics

Michigan State University

* Select MSU units—including the Facility for Rare Isotope Beams, Food Stores, MSU Libraries, and Infrastructure Planning and Facilities—use a system other than SAP Ariba to create and transmit POs.