



## Ariba Go-Live Reminder

Dear Valued Chevron Phillips Chemical Supplier,

We are excited to announce that we are wrapping up our enablement phase and prepared to officially go-live with transacting through Ariba on **[INSERT GO-LIVE DATE]**. With this change, Purchase Orders, Advanced Ship Notices (ASNs), and Invoices will be transferred and received via Ariba. Please note, adoption of the Ariba Network is preferred for suppliers wanting to do business with Chevron Phillips Chemical ("CPChem"). CPChem has embarked on this digital transformation while working to preserve our established supplier-customer relationships. A large group of our suppliers are already transacting on the Ariba Network, and we anticipate minimal or no difference in the cost of continued service to CPChem.

### Benefits of Ariba

Conducting business on the Ariba Network will be the preferred method for transacting purchasing documents and/or invoices. We are confident that this transition will provide an enhanced experience, including some of the highlighted benefits outlined below:

- Reduced PO to payment cycle time through the automation of ordering, invoicing, and reconciliation
- A centralized location for POs and invoices, providing increased visibility and reporting capabilities
- Real-time PO delivery and status updates
- Punch-out Catalog and Buyout availability
- Ability to seamlessly manage key company information
- Mobile application access
- New business opportunities via the Ariba Network

### What Does this Mean for you?

- All Purchase Orders, Invoices, Order Confirmations and Advanced Ship Notices will be routed electronically via your chosen Ariba Account's channel (i.e., ERP for integrated accounts, Ariba Network for regular Enterprise accounts, or email for Standard accounts).
- **Reminder that we have migrated any open POs with you into Ariba to continue transacting. As a result, Ariba has generated a new PO number for the identified PO; however, each PO will reference your old PO number. We request that you please invoice these POs via Ariba, as invoicing will no longer be accepted through a separate channel.**

### Go-Live Support (Hypercare)

We understand this may be a new process for you, and we appreciate your efforts and want to provide optimal support to help you transition into an automated future. Once we are live on **[INSERT GO-LIVE DATE]**, we will be hosting open office hours to answer any questions you may have or provide further assistance in using Ariba.

- We will be sending office hours over to you to optionally attend during the following times:

[Hypercare Office Hours Meeting Link](#)

- **Wednesday, Oct 26<sup>th</sup> from 1:00 – 2:00 pm CST**
- **Wednesday, Nov 2<sup>nd</sup> from 1:00 – 2:00 pm CST**
- **Wednesday, Nov 9<sup>th</sup> from 1:00 – 2:00 pm CST**



- Wednesday, Nov 16<sup>th</sup> from 1:00 – 2:00 pm CST
- Wednesday, Nov 30<sup>th</sup> from 1:00 – 2:00 pm CST
- Wednesday, Dec 7<sup>th</sup> from 1:00 – 2:00 pm CST
- Wednesday, Dec 14<sup>th</sup> from 1:00 – 2:00 pm CST

Note: We will not be hosting Hypercare Office Hours November 23<sup>rd</sup> due to the holiday week.

### Still Have Questions?

- To learn more about Ariba and how to invoice through the platform, we have attached the following videos and pdf for your reference:
  - [Supplier Summit Recording](#)
  - [Material Invoice Training Video](#)
  - [Service Invoice Training Video](#)
- If you need to connect with someone from CPChem, please do not hesitate to reach out to our Supplier Enablement team at [CPCRASupplierEnablement@cpchem.com](mailto:CPCRASupplierEnablement@cpchem.com).

Thank you for working with us over the past several months to prepare for this exciting change. We look forward to transacting with you through the Ariba Network!

Best regards,

Chevron Phillips Supplier Enablement Team

Email: [CPCRASupplierEnablement@cpchem.com](mailto:CPCRASupplierEnablement@cpchem.com)

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