



## Ariba Project Notification Letter

Dear Valued Chevron Phillips Chemical Supplier,

We are pleased to announce a new initiative to streamline our procure-to-pay processes. Chevron Phillips Chemical ("CPChem") has engaged **SAP Ariba®** to fulfill our vision of moving away from paper and manually transmitted documents. This business spend management software will aid in automating our full procure-to-pay process to achieve a faster cycle time and a more efficient process to transact with you. 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?



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
- Punch-out Catalog and Buyout availability
- Ability to seamlessly manage key company information
- Mobile application access
- New business opportunities via the Ariba Network

### Supplier Account Types and Information

If you wish to interact via a different account option, please contact our supplier enablement team, [CPCRASupplierEnablement@cpchem.com](mailto:CPCRASupplierEnablement@cpchem.com). To learn more, visit [SAP Ariba Subscriptions and Pricing](#).

Enterprise Account with Integration	Enterprise Account without Integration	Standard (Light) Account
<ul style="list-style-type: none"><li>▪ Supplier's ERP system is integrated into the Ariba Network</li><li>▪ No need to log into Ariba Network; automatic updates to your ERP</li><li>▪ Recommended for high volume suppliers who do not want to incur additional manual processes</li><li>▪ Subject to fees and requires integration testing</li></ul>	<ul style="list-style-type: none"><li>▪ Suppliers log into Ariba Network to receive and create transactional documents</li><li>▪ Access to historical documents through Ariba Network</li><li>▪ Recommended for middle to lower volume suppliers</li><li>▪ Fees may apply</li></ul>	<ul style="list-style-type: none"><li>▪ Suppliers receive orders through interactive email and create documents from link in email</li><li>▪ Smart PDF invoice capability</li><li>▪ Recommended for middle to lower volume suppliers who do not require advanced functionality</li><li>▪ Fees do not apply</li></ul>

 **Level of Automation** 

*Highest* *Lowest*

### Helpful Links and Material



\* Any fees are paid to Ariba by the Supplier for access to enhanced transaction methods. Supplier's use of Ariba Network is governed by terms of agreement between Supplier and SAP Ariba; CPChem is not liable for Supplier's use of Ariba Network

- If you are interested in learning more about Ariba and how to invoice through the platform, we have attached the following videos for your reference.
  - [Supplier Summit Recording](#)
  - [Material Invoice Training Video](#)
  - [Service Invoice Training Video](#)
- As we get closer to enabling you as a Supplier in Ariba, we will provide further information on how to transact with our team, FAQs, and how our team will migrate any of our open POs into Ariba for future engagements.

## Next Steps

- **Confirm Receipt of Email**
  - We request that you please confirm receipt of this email to ensure we have the right point of contact from your company on file. If you are not the best contact and there is a resource your organization who should be included on future Ariba communications, please reach out to [CPCRASupplierEnablement@cpchem.com](mailto:CPCRASupplierEnablement@cpchem.com).
- **Accept Trading Relationship Request (TRR)**
  - **Bullet if ANID Provided:** The Ariba Network ID (ANID) we have on file for your company is XXX this is the account we will be sending a TRR to connect. Please accept the TRR to allow you to transfer documents transactional documents with CPChem.
  - You will receive a Trading Relationship Request (TRR) from Ariba to allow you to transfer transactional documents with CPChem. Please accept the TRR directly from the email to setup your account.
  - **Bullet if ANID NOT Provided:** You will receive a Trading Relationship Request (TRR) from Ariba to allow you to transfer transactional documents with CPChem. Please accept the TRR directly from the email to setup your account.
- **Provide Ariba Network ID (ANID) to CPChem**
  - **Bullet if ANID Provided:** You will receive a Trading Relationship Request (TRR) from Ariba to allow you to transfer transactional documents with CPChem. Please accept the TRR directly from the email to setup your account.
  - **Bullet if ANID NOT Provided:** Once your account is setup, please provide your Ariba Network ID (ANID) to [CPCRASupplierEnablement@cpchem.com](mailto:CPCRASupplierEnablement@cpchem.com). This can be found under your User Initials in the upper-right corner of the application.
- **Keep an eye out for more communications from CPChem**

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. We greatly appreciate your time and efforts as we make the push to a more streamlined future!

Best regards,

Chevron Phillips Supplier Enablement Team

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



Chevron Phillips Chemical Company LP

2445 Technology Forest Boulevard, Bldg 4 The Woodlands, TX 77381

Performance by design. Caring by choice.™

This message is subject to disclaimers.