



Dear Supplier,

We recently announced a new initiative to streamline our procurement and accounts payable processes. Ford is partnering with **SAP Ariba®** to fulfill our vision of moving away from paper and manually transmitted documents. We are excited to now engage you in the transformation effort!

***Typically, network fees are charged based on the number and volume of transactions you exchange with customers on the AN. Ford has made a significant investment to cover the fees on behalf of our suppliers. Please note, if you opt into additional services or transact with other buying organizations on Ariba Network, you may be subject to fees.***

➤ **What does this mean for you?**

Conducting business on the Ariba Network will be required and your purchase orders, written contracts, and invoices will soon be transmitted using this platform. One of the reasons we selected SAP Ariba is that it brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities on the Ariba Network.

➤ **When will this take effect?**

In the coming weeks, Ariba will send you important communications and instruction for joining the Ariba Network. This includes establishing a trading relationship with Ford on the Ariba Network and configuring your Ariba Network account. We appreciate your prompt action on all communications and requests regarding this initiative (not to exceed five business days). We are targeting a cutover date from your existing AP process starting mid **Note: Suppliers with an existing AN must still go through an enablement process to connect with Ford.**

➤ **How can you learn more about the Ford and SAP Ariba partnership?**

You can learn more about SAP Ariba and the specific details about this initiative by registering for a web-based supplier summit. Attendance is highly encouraged as you will have the opportunity to participate in a live Q&A with experts from both SAP Ariba and Ford.

Summit Title	Date	Time	Registration
Ford Supplier Summit	Tuesday, March 27	3:30 - 4:30PM British Summer Time	<a href="#">Register Here</a>
Ford Supplier Summit	Wednesday, April 4	1:00 - 2:00PM British Summer Time	<a href="#">Register Here</a>

1. Please click on “Register” for the available sessions.
2. You will then receive a confirmation email from Ariba with instructions for joining the meeting.
3. This presentation will contain information that may be important to your Accounts Receivable department. Please feel free to invite your Accounts Receivable representative(s) and/or other members of your organization.

The next communication is a **Trading Relationship Request Letter**, which provides instructions on how to set up your account and access Ford’s Supplier Education Portal. This email will come directly from Ariba at [ordersender-prod@ansmtpl.ariba.com](mailto:ordersender-prod@ansmtpl.ariba.com) so be sure to check your junk mailbox for any filtered or blocked messages. **Please take prompt action on the steps outlined in this Trading Relationship Request Letter as soon as it is received.** Feel free to contact [fordsupplierenablement@sap.com](mailto:fordsupplierenablement@sap.com) for any questions OR if you do not receive this mailing.



**Ford – Supplier PNL (Supplier Summit)**  
Planned P2P Supplier Communication 2

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. If you are not the correct recipient or have questions, please contact the Ford Supplier Enablement Team at [SFord70@ford.com](mailto:SFord70@ford.com).

We appreciate your support!

Ford Purchasing