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# Important Supplier Announcement

We're changing how we do business together!

Read this message translated in [Japanese](#) and [Mandarin](#).

**SUMMARY: Alphabet/Google is transitioning to SAP Ariba on July 27, 2020. We need your help to make this transition successful.** Please (1) [register](#) for the upcoming supplier summit on Wednesday April 29 from 7pm to 8pm PST, and (2) accept a trading relationship request from SAP Ariba following this notice. Read below for more details, including how we're managing this initiative given implications with COVID-19.

Dear Valued Supplier,

Like you, at Alphabet/Google, we've been closely monitoring the developments related to COVID-19. Our top priority is the wellbeing of our various communities, and our continued partnership with you. With that in mind, we want to share information about a project underway that will improve the way we do business, such as being able to electronically submit invoices to Google for processing and payment, both in times of normalcy and uncertainty.

**Starting July 27, Alphabet/Google will transition to a source-to-pay technology solution from [SAP Ariba](#)<sup>1</sup>.** This change is part of a multi-year transformation that will simplify the end-to-end buying process for us and our suppliers, streamline our business transactions, and strengthen our existing relationship.

While we are moving forward with the timeline and actions outlined in this message, we know this is a challenging time. If you have concerns regarding your ability to take action at this time given the unique situation presented by COVID-19, please reach out to our team at [supplierenablement-external@google.com](mailto:supplierenablement-external@google.com).

## WHAT THE TRANSITION TO SAP ARIBA MEANS FOR YOU

We are **asking our suppliers based in Asia-Pacific\* to register an SAP Ariba Network account**. Due to the current volume of business you conduct with Alphabet/Google, **it is recommended you transact with us using an enterprise account**. However, there are other account types you can choose if they better meet your business needs. For more information on SAP Ariba account types and fees, please visit [this SAP Ariba site](#)<sup>2</sup>.

*\*We are requesting that all parent companies and subsidiaries/affiliates for your organization that do business with Alphabet/Google entities outside of Asia-Pacific (i.e. EMEA, U.S., and LATAM) also transition to SAP Ariba.*

<sup>1</sup> Full site address: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

<sup>2</sup> Full site address: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

## KEY CHANGES TO UNDERSTAND

**Starting July 27, you will use SAP Ariba to...**

1. **Receive NEW Purchase Orders** (new purchase orders are those created after July 27)
2. **Submit NEW Invoices** (existing purchase orders created before July 27 should be invoiced through the channel you use today)

**Note - more functionality to come:** you will also use SAP Ariba to manage your supplier information with Alphabet/Google, such as bank account, site locations, contact details, and account administrator information. This is a separate functionality that will turn on after July 27. We will share more details about this in a follow-up message.

**Anticipated benefits to you:**

1. Higher degree of data accuracy from supplier account self-maintenance capabilities
2. Real time purchase and invoice delivery for quicker fulfillment, easier payment and status reporting
3. Improved organization of purchase orders and invoices with real time status updates on your SAP Ariba supplier account dashboard

## YOUR NEXT STEPS

**STEP 1: Register for and attend the upcoming Supplier Summit on Wednesday April 29 from 7pm to 8pm PST, delivered in English: [register via this link](#)**

Join us to learn more about this initiative and understand the actions you need to take. The summit is targeted for individuals who manage the business relationship with Alphabet/Google and oversee purchase order and invoicing processes. You can also access and share translated summit recordings in [Japanese](#) and [Mandarin](#) with your teams.

**STEP 2: Accept the trading relationship request sent by SAP Ariba during the week of April 6:**

You will receive a trading relationship request from SAP Ariba to confirm your trading relationship with Alphabet/Google on an enterprise SAP Ariba Network account. Note, this will be sent from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com). Please add this mailer to your safe senders list and follow the steps to confirm a trading relationship under SAP Ariba's applicable terms and conditions\*\*.

*Note: Ariba Network specialists supporting suppliers globally will contact you by email and phone. You may be contacted from countries including but not limited to India (+91), China (+86), Australia (+61), Czech Republic (+420), Bulgaria (+359), Germany (+49), France (+33) and USA (+1).*

## MORE INFORMATION AND RESOURCES

- **Review** our [Google Supplier FAQs](#) for further information about these changes. If you have additional questions about this initiative, reach out to Google at [supplierenablement-external@google.com](mailto:supplierenablement-external@google.com).
- **Access** [SAP Ariba's official site](#) for FAQs on transacting using the SAP Ariba Network. If you have additional questions, reach out to the Ariba support team: [googlesupplierhelp-APAC@ariba.com](mailto:googlesupplierhelp-APAC@ariba.com).
- **Visit** SAP Ariba's [Supplier Information Portal](#) for additional resources. This site will be updated with new documents, including translated Japanese and Mandarin versions of this message.
- **Download** [SAP Ariba's supplier quick start guide](#) for a step-by-step overview of how to set up your SAP Ariba Network account and designate your account administrator.

- **Continue to send messages** to [p2phelp@google.com](mailto:p2phelp@google.com) for questions regarding your current business transactions with Alphabet/Google.

Be on the lookout for additional communications in the run up to the July 27 go-live date. We look forward to your support in completing all requested steps in a timely manner. We value our partnership with you and we are excited to strengthen our business relationship through this initiative.

Sincerely,

**Google Supplier Enablement Team**

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