Alphabet / Google

Important Supplier Announcement

We're changing how we do business together!

> **SUMMARY: Alphabet/Google is transitioning to SAP Ariba on May 18, 2020. We need your help to make this transition successful.** Please (1) register for an upcoming supplier summit to learn more, and (2) accept a trading relationship request from SAP Ariba following this notice. Read below for more details.

Dear Valued Supplier,

At Alphabet/Google, we seek to create products and services that change the world for the better, and our supplier partnerships are essential in achieving that vision. We are excited to announce that on **May 18**, **Alphabet/Google will transition to a source-to-pay technology solution from SAP Ariba**[1]. This change will streamline our business transactions and strengthen our existing relationship.

We are **requesting our suppliers based in Europe, Middle East and Africa to register an SAP Ariba Network account** to continue doing business with Alphabet/Google (*Note: U.S.-based suppliers transitioned to SAP Ariba in October 2019*). Based on the current volume of business you conduct with Alphabet/Google, **it is recommended you transact with us using an SAP Ariba Network enterprise account.** There are other account types you can choose if they better meet your business needs. For more information on SAP Ariba Network account types and fees, please visit this SAP Ariba site[2].

THREE KEY CHANGES TO UNDERSTAND

Starting May 18, you will use SAP Ariba to…
1. **Receive NEW Purchase Orders** (Note - NEW POs are those created after May 18)
2. **Submit NEW Invoices** (Note - Existing POs created before May 18 should be invoiced through current channel)
3. **Manage Account Information** such as your bank account, address, and contact information (Note - This is a separate process completed by supplier after go-live; more details to come)

All parent companies and subsidiaries/affiliates for your organization that do business with Alphabet/Google entities based in North America, Europe, the Middle East, Africa and Latin America will transition to SAP Ariba*.

Anticipated benefits to you from these changes:
1. Higher degree of data accuracy from supplier account self-maintenance capabilities.
2. Real time PO and invoice delivery for quicker fulfillment, easier payment and status reporting.
3. Improved organization of POs and invoices with real time status updates on your SAP Ariba supplier account dashboard.

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[1] Full site address: https://www.ariba.com/ariba-network/ariba-network-for-suppliers

[2] Full site address: https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing

WHAT ARE THE NEXT STEPS?

STEP 1: Register for and attend one of the following Supplier Summits:

- Option 1: Tuesday February 11 from 11am to 12pm EST - register via this link

- Option 2: Thursday March 5 from 11am to 12pm EST - register via this link

- Option 3: Tuesday March 31 from 11am to 12pm EST - register via this link

Join us to learn more about this change and understand what actions you need to take. This session is targeted for individuals who manage your business relationship with Alphabet/Google and oversee PO and invoicing processes.

STEP 2: Accept the trading relationship request sent by SAP Ariba during the week of February 3:
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**. 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**.

WHERE CAN YOU GET MORE INFORMATION?

- Review our Google Supplier FAQs for further information about these changes. If you have additional questions, reach out to Google at 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 for your region:
    - googlesupplierhelp@ariba.com - North America
    - googlesupplierhelp-EMEA@ariba.com - Europe, Middle East, Africa
    - googlesupplierhelp-LATAM@ariba.com - Latin America
- 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.

Be on the lookout for additional communications in the run up to the May 18 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

*If you have Asia-based sites for your organization, they will transition to SAP Ariba on July 27, 2020.

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