



Mary Kay is committed to strong supplier relationships and excellence in our procure-to-pay processes. As a valued supplier, we want you to be aware of some important changes that we're making that will improve how we transact business with your company.

**What Is Happening** Mary Kay is implementing procure-to-pay technology from SAP Ariba, the leading ecommerce company in connecting buyers with their suppliers. As part of this implementation, we will begin sending purchase orders and receiving invoices via the SAP Ariba Network (AN).

**Why Is It Happening** Taking advantage of this electronic process between your company and ours will provide you several benefits, including:

- Greater control over order processing;
- Ability for your company to create electronic invoices;
- Better visibility to invoice status; and,
- Reduced invoice-to-pay cycle time.

**Who is Affected**

- All suppliers who transact with Mary Kay
- Individuals within your company who process & fulfill orders for Mary Kay
- Individuals within your company who process/send invoices to Mary Kay

We value our supplier relationships and are excited about this opportunity to transact more efficiently with you.

We recognize this represents a change and are committed to working with you to make this transition as easy as possible.

Please contact our Supplier Enablement team via email if you have any questions –

[Suppliers@MKCorp.com](mailto:Suppliers@MKCorp.com).

Thank you in advance for your effort and support in making this successful.

