



## SAP Ariba Project Notification – Action Required

Dear Valued Boston University Strategic Supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. Boston University is partnering with **SAP Ariba®** to fulfill our vision of moving away from paper and manually-transmitted documents. This effort aligns with goals outlined in the university's strategic plan, specifically related to operational efficiency and environmental sustainability.

You are one of our top strategic suppliers who provide the critical goods and services we need to sustain BU's operation as we educate our 33,000 students and support our 10,000 faculty and staff. As the nation's 4<sup>th</sup> largest private university, we must continually work to manage our operating costs and find sources of value to help contain the price of higher education. Your vital contribution to this effort is recognized and we want to express our sincere thanks.

Our transition to SAP Ariba is the cornerstone of our technology strategy as we seek to make routine shopping much easier, and allow BU and our suppliers benefit from the efficiency and accuracy of digital eCommerce. We chose SAP Ariba because it is the leading P2P platform globally, and used by the world's best companies. One key selling point for us was the fact that most of you are already on the Ariba Network with many of your existing customers. Thank you again for your partnership with BU, and we sincerely look forward to your commitment to support our transition to SAP Ariba in the coming months.

- **What does this mean for you?**  
Beginning in spring 2020, you will be expected to conduct business with BU exclusively on the Ariba Network. Catalogs, purchase orders, and invoices will be transmitted using this platform. A reason we selected SAP Ariba is because it brings our suppliers benefits such as real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities for you on the Ariba Network.
- **Is there a cost associated with this initiative?**  
Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free, though based on the volume of transactions you do on the Network (across all customer relationships) or level of transaction automation, you may incur fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).
- **Action Required**  
In the coming weeks, Ariba will send you important communications and instructions for joining the Ariba Network. This includes establishing a trading relationship with Boston University on the Ariba Network and configuring your Ariba Network account. **We appreciate your prompt action with a reply to this Trading Relationship Request notification within five business days of receipt.**
- **How can you learn more about the Boston University 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 Boston University.

Summit Title	Date	Time	Registration
Boston University Supplier Summit	Monday, December 09, 2019	1:00 PM – 2:00 PM EST	<a href="#">Register Here</a>
Boston University Supplier Summit	Tuesday, December 10, 2019	1:00 PM – 2:00 PM EST	<a href="#">Register Here</a>
Boston University Supplier Summit	Thursday, December 12, 2019	1:00 PM – 2:00 PM EST	<a href="#">Register Here</a>

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 Boston University Supplier Enablement Team at [BUP2P@bu.edu](mailto:BUP2P@bu.edu).

Best regards,  
Randall Moore  
Assistant Vice President and Chief Procurement Officer, Boston University