



Dear Valued Nutrien Ag Solutions Supplier,

We are moving to the SAP Ariba Network® to provide an efficient electronic transaction experience that will allow us to collaborate seamlessly with you. It will improve the way we exchange purchase orders and invoices and allow us to easily purchase your products and services from an online catalogue. As one of our valued partners we'd like you to join us on the Ariba Network so we can transact electronically and move away from manual paper-based processes.

We understand that Ariba may be new to you and will change the way you normally work with us, but we believe it will benefit you in the long run.

#### **Benefits of Ariba**

- Faster payment
- Track the status of your invoices
- Electronic purchase orders and invoices
- More efficient and accurate than paper and manual invoicing processes
- More control over order processing
- Easily convert purchase orders into invoices
- Understand each transaction with archived documents
- Better communication on both sides
- Opportunity to sell your products and services to more customers through the Ariba Network marketplace

Below are details regarding next steps. Please read through these carefully as it will help you understand the transition.

If you have any questions, please reach out to our Ariba project team at: [ProcurementSystems@nutrien.com](mailto:ProcurementSystems@nutrien.com). There's also a great deal of information relevant to this transition on the supplier section of our website, <https://nutrienagsolutions.ca/suppliers/ariba-network-transition>.

## **Next Steps**

### **Timing**

Supplier onboarding began in June 2019 and will continue through 2022. Ariba went live with Canada Retail, Loveland Products Inc (LPI), Dyna-Gro, OreGro, and Evergro in December 2019. US Retail regions and the Loveland, Colorado corporate office will be enabled at a future date. We will follow up with more emails detailing next steps and timing.

## Joining the Ariba Network

If you are not already registered on the Ariba Network, follow the steps outlined in the email. It will only take you 15-20 minutes to register.

## Ariba Network Registration & Accounts

### Registration

- There are no fees associated with registering on the Ariba Network.
- Your Ariba account will be linked with our Ariba account.
- Your account can be configured with Remittance Information or Electronic Order Routing including email, Online, PO Flip and integrated methods.

### Standard Account – (Free)

- The Ariba Standard account is free and can be used without a subscription, but there are transaction and spend volume limits.

### Enterprise Account – (Premium Access & Enhanced Capabilities)

- With a full account, fees are assessed by SAP Ariba (not Nutrien Ag Solutions) and are calculated based on your volume of spend and transactions. We will go over the Ariba Network fees in detail at the Supplier Summit. Questions? Contact us at [ProcurementSystems@nutrien.com](mailto:ProcurementSystems@nutrien.com).
- For more information regarding SAP Ariba membership, including set-up, benefits, and membership fees, please go to the Ariba website: <http://www.ariba.com/suppliermembership>

## Transition

We are committed to protecting the quality of our partnership and ensuring business continuity. We value our relationship with you and want to continue to support our partnership. As we get closer to go-live, we will keep you informed of important information and updates.

Again, don't hesitate to contact us at [ProcurementSystems@nutrien.com](mailto:ProcurementSystems@nutrien.com) if you have questions.

Thank you for your continued partnership.

Sincerely,

Adam Lorenz  
Nutrien Ag Solutions Strategic Fleet and Indirect Procurement

Adam Vidrine  
Nutrien Procurement Systems Sustainment