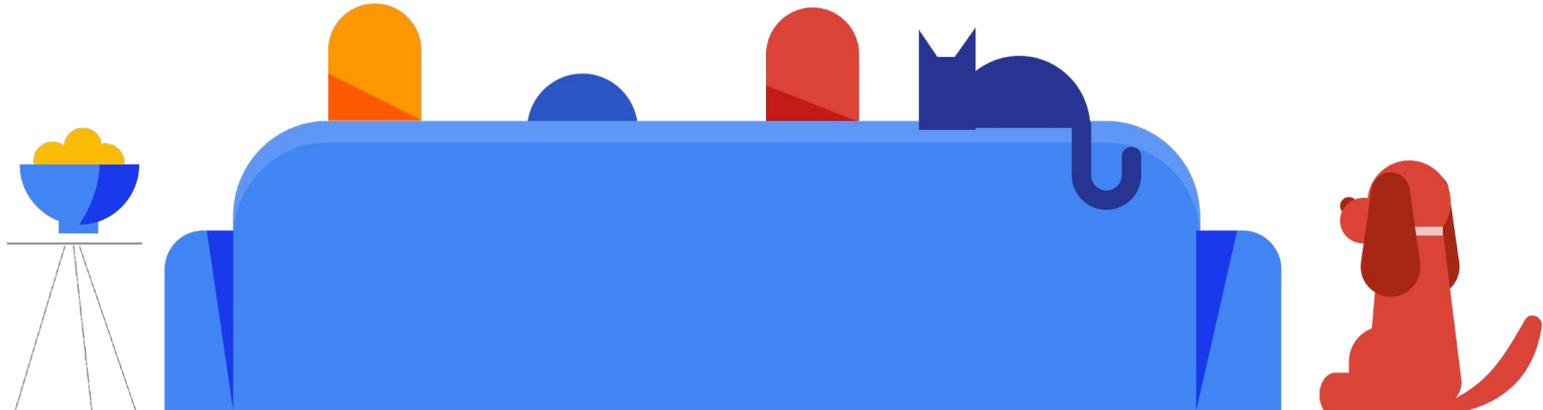


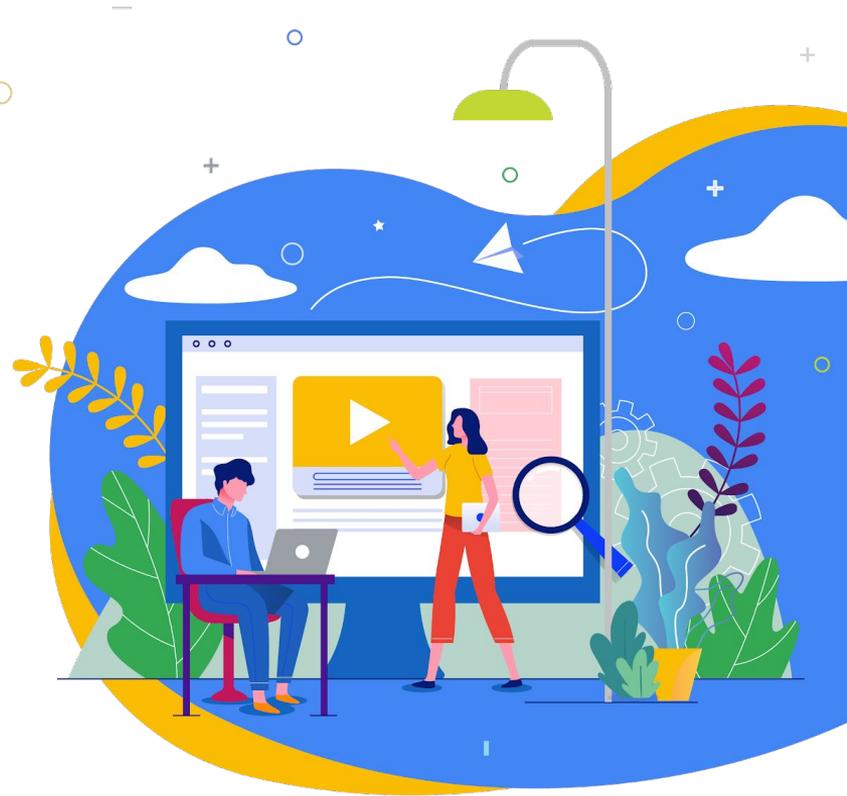
We are about to kick-off,
stay tuned!



Google Supplier Knowledge-Sharing

Ariba-focus

June 2022



Thank You for Joining Us Today!

Today's facilitators!



Eliza
Change Management



Laura
Change Management



Carl
Supplier Enrollment



Adrian
Supplier Tax



Shruthi
Supplier Enablement



Flora
Supplier Enablement

Agenda

1

Overview

2

Enrollment and Account Management



3

Enablement



4

Invoicing



5

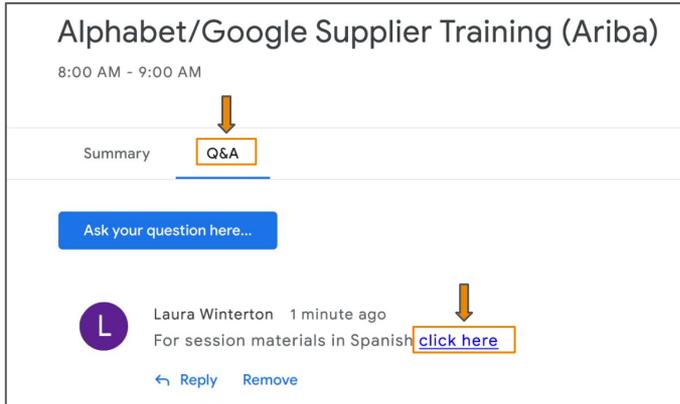
Q&A



Housekeeping

To ask questions & find the materials:

Navigate to the Q&A tab of the RSVP platform (you may need to scroll down) to post questions and find translated session materials



Alphabet/Google Supplier Training (Ariba)
8:00 AM - 9:00 AM

Summary **Q&A**

Ask your question here...

 Laura Winterton 1 minute ago
For session materials in Spanish [click here](#)

[Reply](#) [Remove](#)

The screenshot shows a Q&A interface for a session titled 'Alphabet/Google Supplier Training (Ariba)' from 8:00 AM to 9:00 AM. It features a 'Summary' tab and an active 'Q&A' tab. A blue button prompts users to 'Ask your question here...'. Below, a user named Laura Winterton has posted a question 'For session materials in Spanish' with a 'click here' link. The interface also includes 'Reply' and 'Remove' options for the post.



Here are some things to know as we begin



Ask questions, anytime!

You can ask questions at any time by entering them in the streaming platform's Q&A widget. We have set aside time to respond to questions submitted at the end of the session.



Session will be recorded.

A recording of this session will be available on-demand (with captions and subtitles to be added)

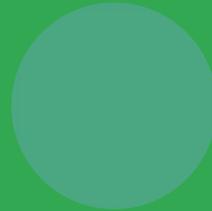


Send us your feedback.

Please complete the feedback survey in the streaming platform to help us improve future sessions.



Overview



A New Supplier's Journey

This will look slightly different as an existing supplier or based on country/regional and business requirements

Complete Enrollment

Supplier completes the enrollment process initiated by Googler in Ariba or Embark



Invoice Enablement

Supplier creates an Ariba Network account to receive POs and send invoices ("enablement")



Receive PO

Upon approval, an email with the PO is sent to the Supplier automatically. Suppliers can register for the Ariba Network with their first PO email.

Submit Invoices

Supplier submits invoices for payment through an appropriate channel based on country or business specific requirements

Receive Payment

Supplier receives payment once the invoice is validated and approved by Google

Account Management

Supplier self-manages their enrollment account to ensure its current and accurate for continued payment 8



The Difference Between **Ariba Enrollment** & **Ariba Network**



SAP Ariba Enrollment

- **Ariba Enrollment (1x):** Onboard to *Ariba Enrollment* as a new supplier for payment purposes
- **Account Management (ongoing):** Suppliers self-manage their contact, banking and tax details in *Ariba Enrollment* to receive accurate, timely payments

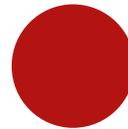
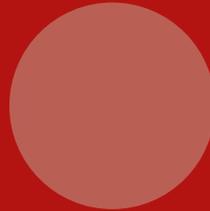
VS



SAP Ariba Network

- **Ariba Enablement (1x):** Register by creating an Ariba Network account to receive POs and invoice
- **Invoicing (ongoing):** Once enabled with *Ariba Network*, the supplier can transact by receiving POs and submitting invoices electronically; Google receives, validates and approves the invoice and the payment is issued

Enrollment & Account Management



Ariba Enrollment is the Preferred Tool for Enrollment & Account Management

Ariba

Embark



Overview

All Alphabet/Google suppliers must use **Ariba Enrollment** (unless deemed exempt) to enroll as a supplier and self manage account information

Embark is an exception enrollment & account management tool for suppliers who are deemed exempt by Alphabet/Google



Use Case

Ariba is used to enroll standard, non-individual suppliers

Embark is used to enroll exception cases



Pro Tip

Suppliers only go through enrollment once using one of these two tools. Suppliers regularly self-manage their account information in the same tool used for enrollment.

Which tool should you use?



Most suppliers will use our standard tools powered by Ariba but there are some exceptions - here are the two most common:

Exempt from Ariba Enrollment

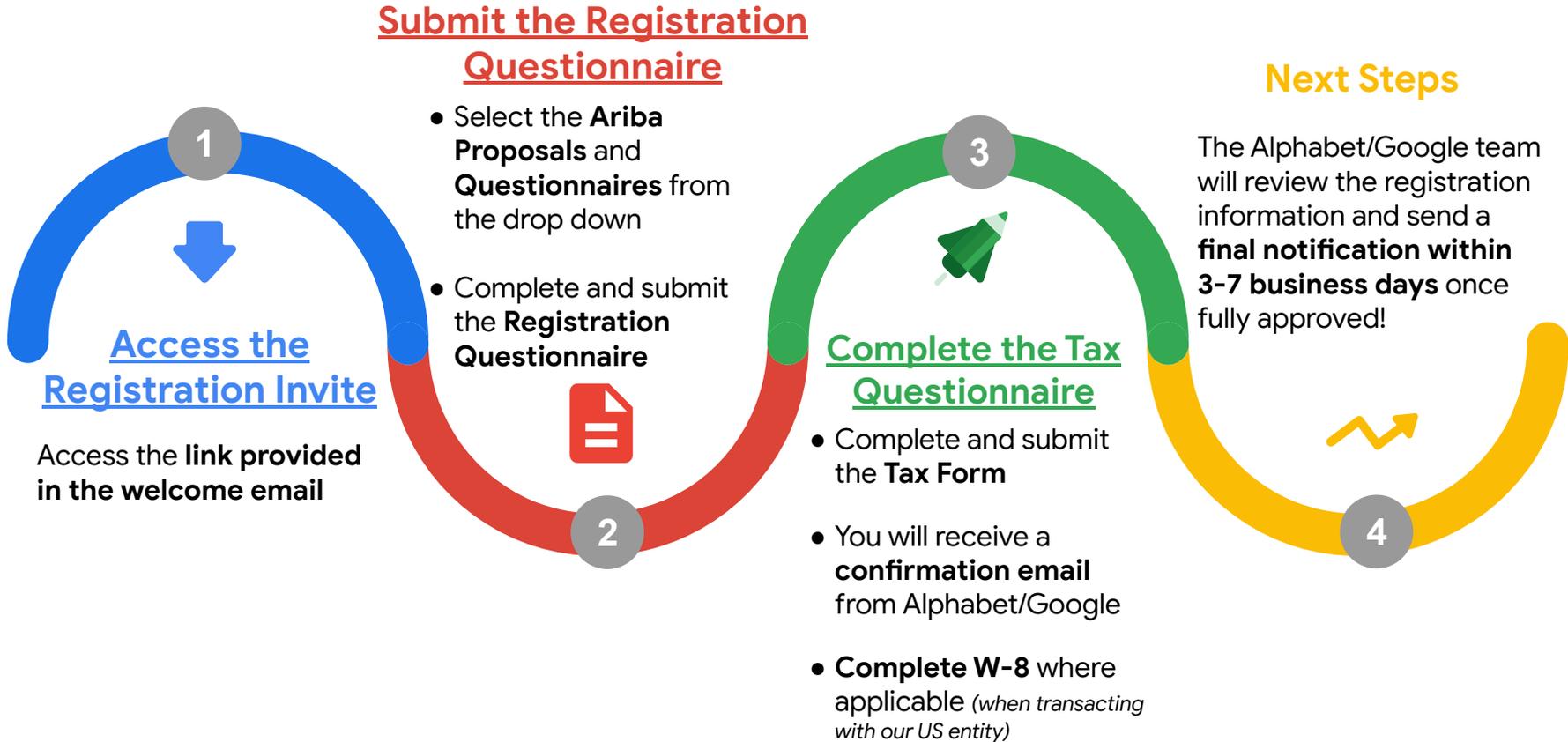
Individuals / sole proprietors will use Embark instead but they **SHOULD** use Ariba Network to invoice.

Exempt from Ariba Network

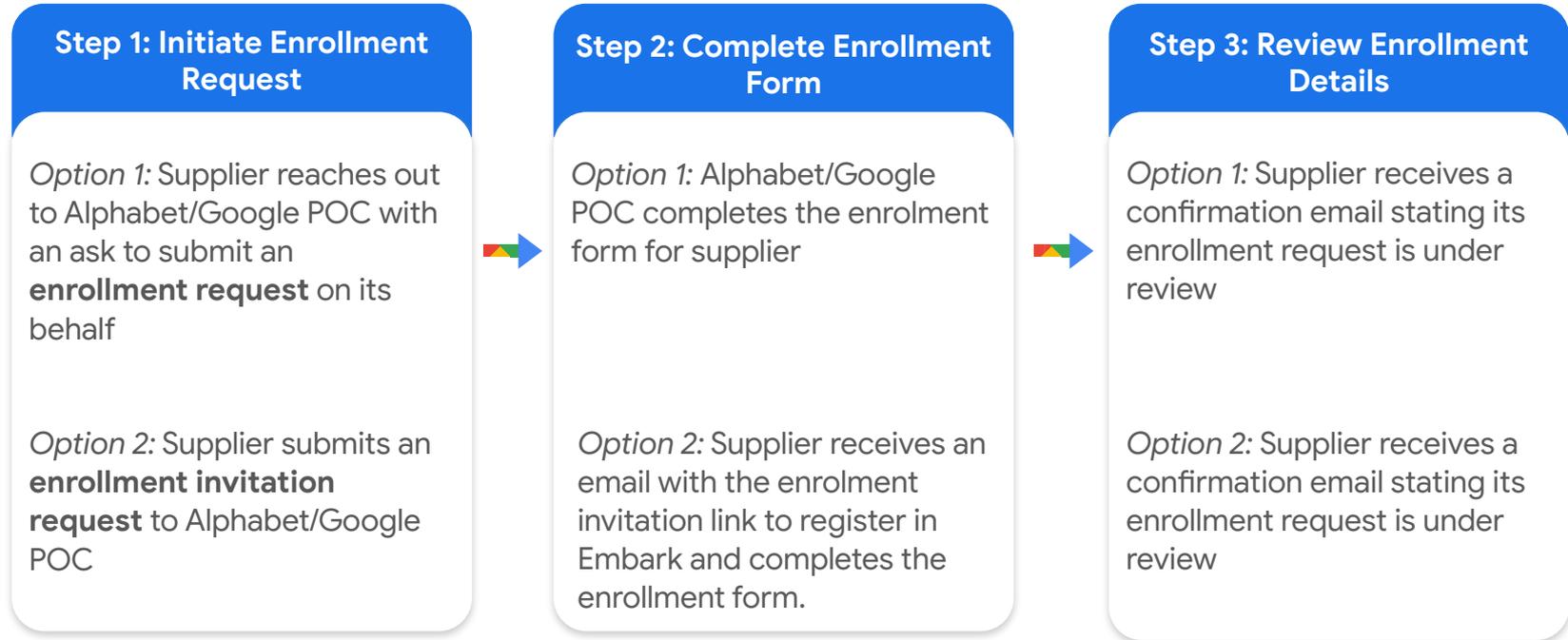
Suppliers with **country or regional requirements** preventing them from using e-invoicing (e.g. hard copy invoice requirement) but they **SHOULD** use Ariba Enrollment.

NOTE: Exception criteria is managed internally by Alphabet/Google. The Googler who is onboarding the supplier will advise on the enrollment & invoicing tool to be used by the supplier.

Supplier Onboarding with Ariba (Preferred)



Supplier Onboarding with Embark (Exceptions)



NOTE: For detailed steps on enrolling with Embark please click [here](#).

Enrollment / Account Management Best Practices & Tips

 **Confirm the Right Tool** - Your Google contact can confirm your enrollment with either Ariba or Embark

 **Plan Ahead** - Account enrollment and account management changes can take several weeks

 **Come Prepared** - Leverage resources on the [Supplier Help Center](#)

 **Regularly Check In** - Confirm contact, business and payment account information is up-to-date in the tool

 **Understanding Terminology** - Ariba enrollment and Ariba enablement are NOT the same thing (your Google contact can check your status)

 **Get Support** - Your Google contact CAN book you a live GVC office hour meeting if you're stuck



Tax Enrollment Watchouts and Tips



Provide Tax Information - Suppliers should provide tax information for both the countries, i.e., for the country where the Google entity is located that they are contracting with and for their home country (if different)



Additional Step for Suppliers Outside US - Doing business with Google US entities will require one additional enrollment step of collecting a W-8



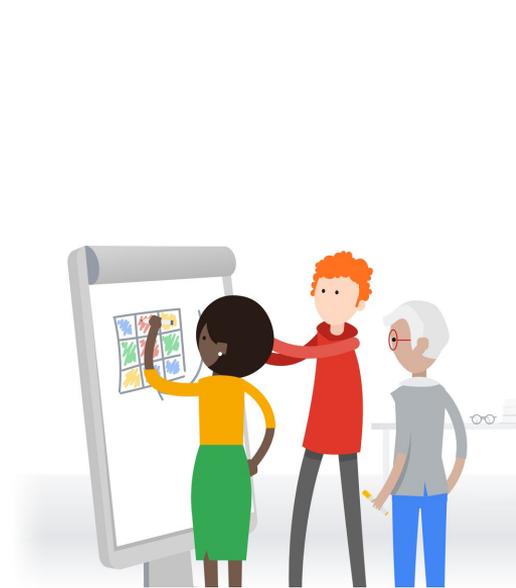
Preview Requirements - Supplier can preview what will be required from them (including example documents) before beginning registration by selecting their country of tax residence on [Supplier Help Center](#)

For Certificate of Incorporation - see details and samples [here](#)

For Tax Residency Certificate - see details and sample [here](#)

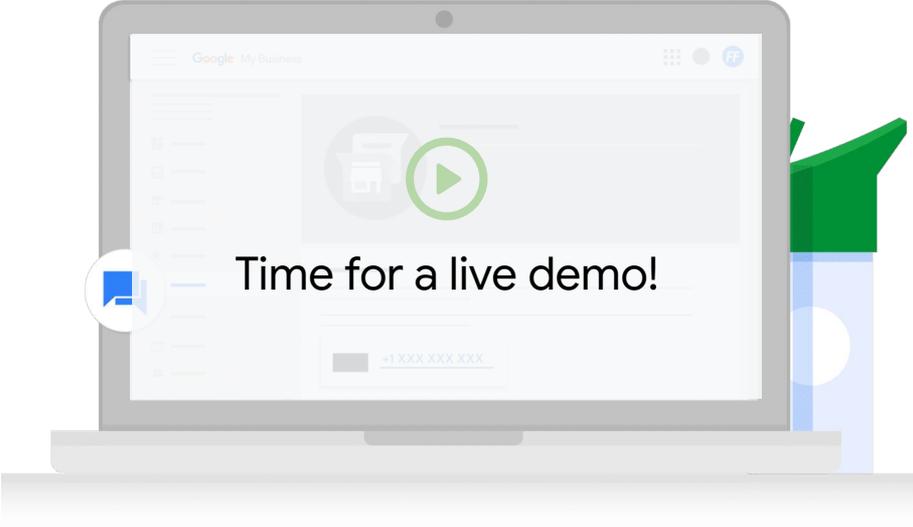


Live Support - Google can arrange for live support if you feel stuck

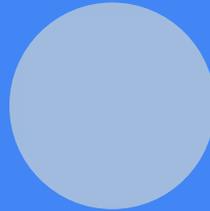


NOTE: If you're facing difficulty with any question during enrolment, there will be a clickable link in the questionnaire for more information or a sample document

Updating Account Information with Ariba Enrollment (Demo)



Ariba Enablement



How to Create an Account with Ariba Network (Enablement)



1

Register with Ariba Network

1. Supplier receives Ariba Network PO via email (ordersender-prod@ansmtp.ariba.com) containing a **link to register**
2. Within the PO, suppliers can click **Process Order** to enroll (first time only) or log in to Ariba Network
3. If the supplier is new, they must fill out a **Registration Form** to complete their registration



2

Add Users & Configure PO Routing

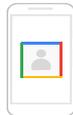
Once registered, the supplier can add users and configure PO routing as needed for their internal purposes



3

Start transacting in Ariba Network

The supplier is now ready to transact and can begin invoicing against received POs



NOTE: See this [Ariba Network](#) account set up demo or the Alphabet/Google Ariba Help Center [articles](#).

Sample PO Notification

- Suppliers need to be on the lookout for this email sent from ordersender-prod@ansmtp-ariba.com (sometimes goes to the SPAM folder)
- Once the supplier receives their first new PO and registers their SAP Ariba account, they can [manage their account settings](#) to update who can:
 - Receive POs from Google
 - Submit invoices to Google
- Please refer to this [article](#) for country specific invoice requirements

The screenshot shows an email notification from SAP Ariba. At the top left is the SAP Ariba logo. The main heading reads "Alphabet/Google sent a new order". Below this, there is a note: "If more than one email address is associated with your organization, Your customer sent you this order through Ariba Network." A blue speech bubble on the right contains the text "Select Process Order to complete the SAP Ariba account registration." Below the speech bubble, a button labeled "Process order" is highlighted with an orange border. At the bottom of the email, there is a link "To access the Order: Continue" and a footer section with contact information for Google Ireland Limited and Test Supplier 32, along with purchase order details.

SAP Ariba

Alphabet/Google sent a new order

If more than one email address is associated with your organization, Your customer sent you this order through Ariba Network.

Select Process Order to complete the SAP Ariba account registration.

Process order

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Google Ireland Limited VAT IE6388047V TAN 50723 1st and 2nd Floor Gordon House Barrow Street Dublin 04 Ireland	To: Test Supplier 32 1 Fake St. Gettysburg , PA 17325 United States Phone: Fax: Email: gabe@libert@google.com	Purchase Order (New) 2320005920BM1002 Amount: 1,000,000.00 EUR
--	---	--

Types of Ariba Network (Invoicing) Accounts



Standard Account

Free with standard functionality

Key features:

- Collaborate on contracts
- Receive orders and send invoices
- Track invoice and payment status
- Transact an unlimited number of documents
- Manage all Ariba Network transactions from a centralized portal
- Feature products and services with self-enabled catalogs



Enterprise Account

Fee-based with enhanced functionality

Key features:

- Manage all your orders and invoices directly on Ariba Network
- Receive priority customer support
- Publish supplier-managed catalogs with assistance
- View totals/counts such as open POs and aged invoices on centralized supplier dashboard
- Create and export reports to transactions and sales activities
- Manage long term invoice archiving for global compliance
- Enable transacting via EDI or CSV upload

You can learn more about Ariba Network Accounts [here](#)

Enablement Best Practices & Tips



Confirm Status - Your Google contact can confirm your company's enablement status



Receiving your FIRST Ariba PO - Only ONE person can receive the initial Ariba PO used to create the Ariba Network account for the first time



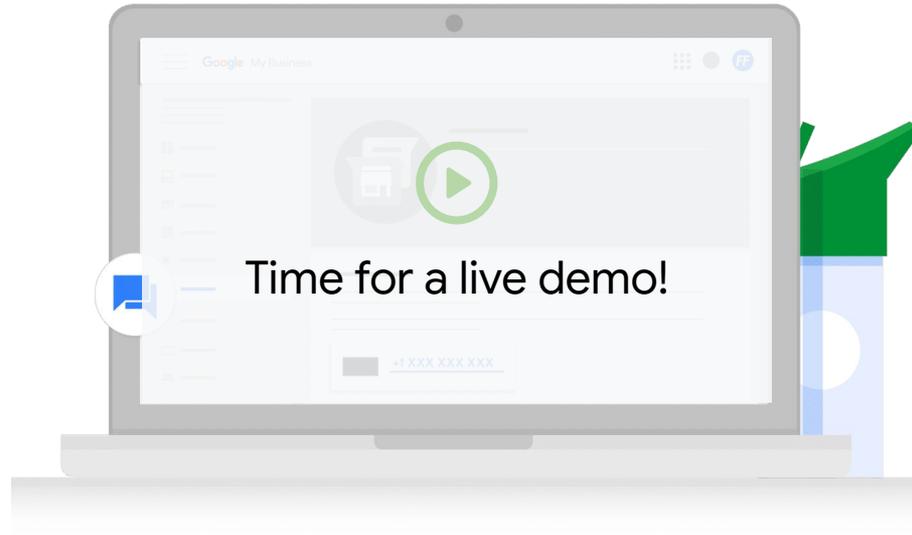
Identify your Ariba Network Administrator - The person who creates the account defaults as the administrator, which is a big role!



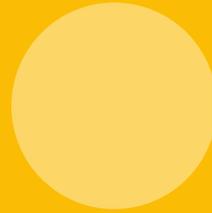
Add Additional Users - Multiple users can be setup to receive POs and submit invoices by the Network Administrator



Ariba Network Navigation & Configuration (Demo)



Invoicing



E-Invoicing with Ariba Network Results in Fewer Errors

Benefits of E-invoicing through Ariba Network

- **Faster processing time:** 2 business days on an average for Ariba invoices vs 8 business days average for email invoices
- More **automated exception management**
- **Decreased likelihood** of invoice rejection
- **Stronger compliance** (alignment with contracting and Purchase Order)
- Supplier **visibility** into invoice status



Quick Tips

- Send invoices only after Google has received the goods or services
- Validate invoice is not future-dated and reflects the date services were rendered, not the first quote date
- Keep your enrollment account data current in either Ariba or Embark - mismatched information between our systems and the invoice is a driver of invoice rejection



Characteristics of a Valid & Complete Invoice



Provide the right reference details

The Google PO number (note that this is the SAP PO number and NOT the old Oracle number), PO line number, Invoice number, and contract/SOW should be referenced in the Invoice



Include specific details in the invoice

The supplier name, entity, Alphabet entity, total amount, Alphabet/Google material part number (*not supplier's*) and itemized costs of services/deliverables should be in Invoice description



Provide the right PO information against its invoice

The PO information, e.g. Bill-to and Ship-to locations, item description, price, and currency should match with the Invoice



Remember to include applicable tax in the invoice

Appropriate taxes should be included in the Invoice at the time of Invoice submission



Send the invoice in PDF format only

The Invoice should be in PDF format (unless otherwise instructed by [country-specific requirements](#))

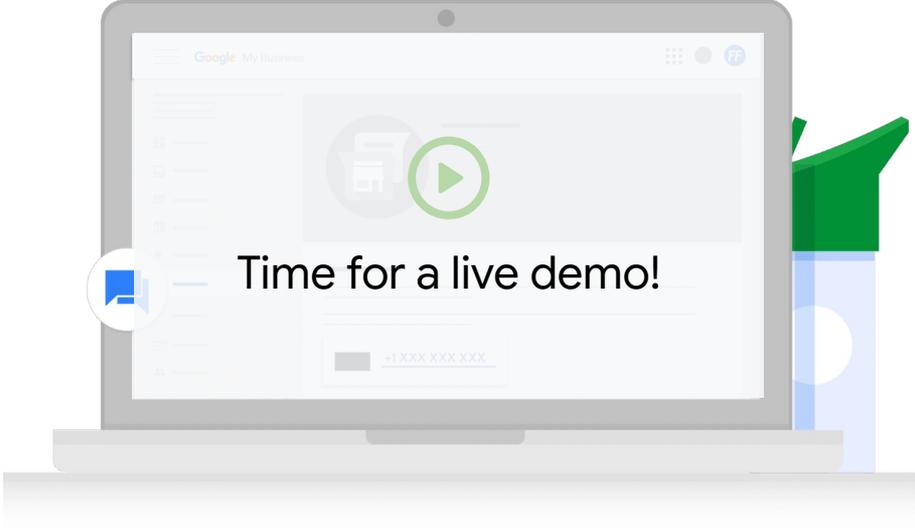


Submit invoice to only one channel

Invoices should be submitted to only one channel (i.e., the designated channel). For example, do not send via Ariba and email.



Sending Invoices using Ariba Network (Demo)



Support and Resources

Enrollment and Account Management

Key Resources:

- [Enrolling with Ariba](#)
- [Enrolling with Embark](#)
- [Bank Account Detail Guidance](#)
- [Registration & Tax Questionnaire Guidance](#)
- [Account Maintenance FAQs](#)

How to get live support?

Your Google POC can request an internal office hour session and invite you to it for live support!

Enablement

Key Resources:

- [Account Types](#)
- [Ariba Network Navigation](#)
- [Adding Users](#) & Configure [PO Routing](#)

How to get live support?

In your p2phelp@ ticket, indicate you need live support with the enablement team and they can set up a GVC session.

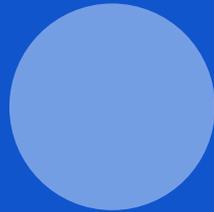
Invoicing

Key Resources:

- [Commercial Invoice Requirements](#)
- [Invoicing Requirements by Country](#)

NOTE: You can email at p2phelp@google.com for standard support and queries

Q&A



Thank you!

