Alphabet/Google
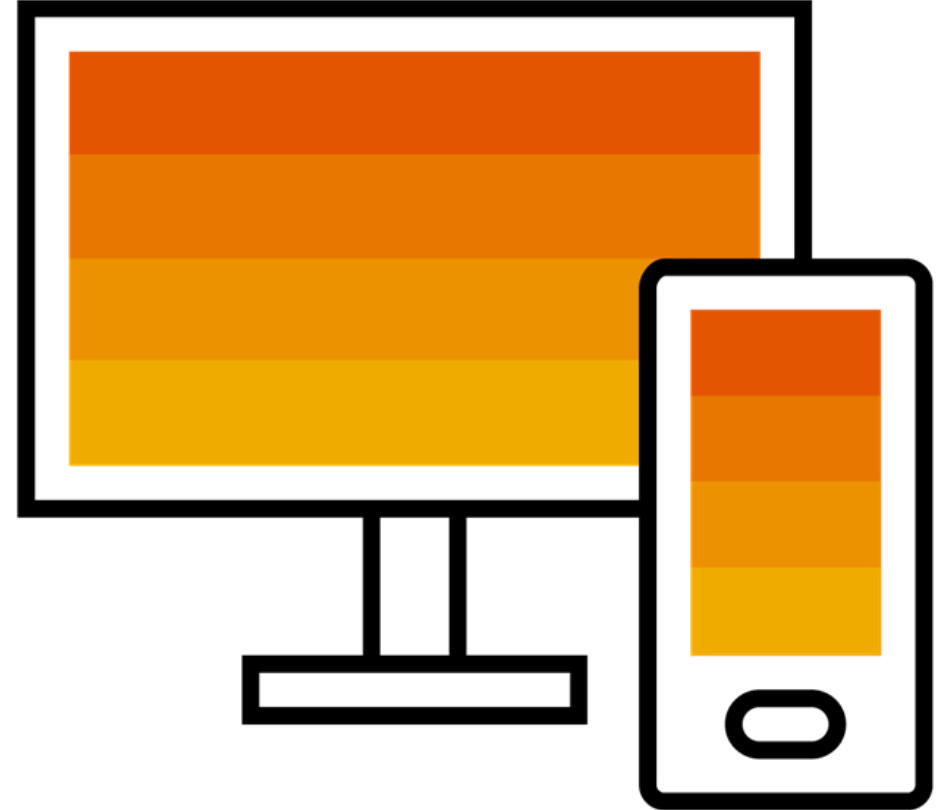# Standard Account
Supplier Training

PUBLIC

Agenda

❑ Speaker Introductions

❑ Describe Ariba Network, Standard Account

❑ Enterprise Account & Optional Upgrade

❑ Account Configuration & Transacting Specifications
   ❑How to Register
   ❑Order Routing
   ❑System Demonstration

❑ Support & Questions

Why Ariba Network?

World's Largest Trading Community over $3 trillion

- ❑ Helps active Global 2000 buyers find your products and services.

- ❑ Best in class expertise, experience, and advice for B2B eCommerce and Integration
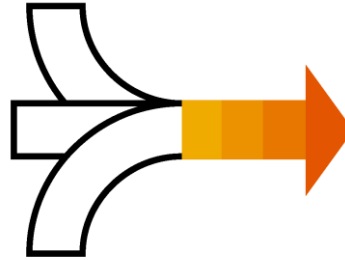
Single Point for Business Collaboration

- ❑ Manage leads, proposals, contracts, orders, invoices, and payments.

- ❑ Collaborate with multiple customers.

Works With How You Do Business

- ❑ Access a wide range of transaction options.

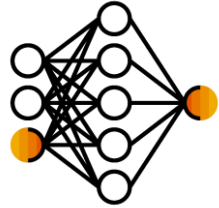- ❑ Use many browsers, formats, languages, and currencies.

What is an Ariba Network, Standard Account?

❑ Basic Account that gives you access to Ariba Network

❑ Receive interactive email purchase orders

❑ Invoice through the Ariba network

❑ **No fees**

❑ Intended for low volume suppliers
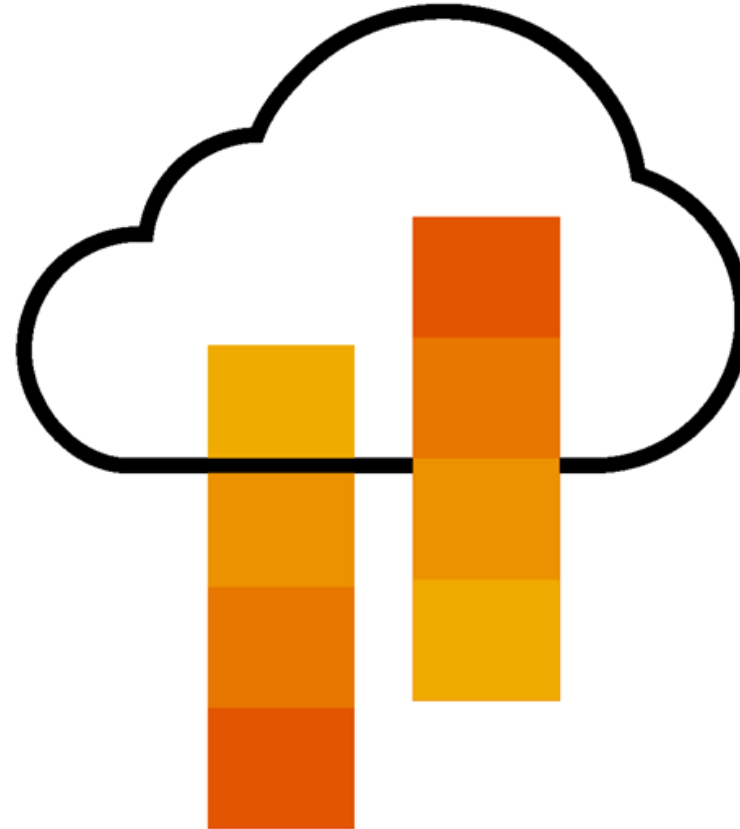
What You Get With Your Free Standard Account

Ariba Discovery

- ❑ Receive High Quality Matched Sales Leads
- ❑ Attract Potential Customers
- ❑ Get Invited to Sourcing Events
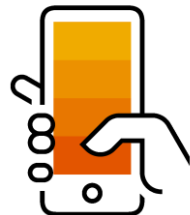
Collaboration & Document Exchange

- ❑ Free Access To SAP Ariba's Contract Management Module
- ❑ Respond To Emailed Orders And Check Invoice Status
- ❑ Send Invoice Notifications

Usage

- ❑ No Transaction Document Limitations
- ❑ Unlimited Ariba Network Relationships
- ❑ Online Support Via The Help Center

SAP Ariba Supplier Mobile App

- ❑ Work On-The-Go
- ❑ Receive Real-Time Alerts
- ❑ Monitor Key Activities

What You Get With An Enterprise Account

Document Exchange

(Purchase Orders, Invoices

& More)

- ❑ Skip The Emails! Exchange/Manage Documents Directly On Your Ariba Network Account
- ❑ Use CSV Uploads To Manage Large Document Counts
- ❑ Access To Inbox/Outbox Functionality

Integration &

Electronic Catalogs

- ❑ Integrate Your Back-End System With Ariba Network Through cXML, EDI or CSV
- ❑ Create/Publish Electronic Catalogs To Enhance PO Accuracy
- ❑ Link Your Current E-Shop To Your Ariba Network Account

Legal Archiving &

Reporting

- ❑ Access Long-Term Invoice Archiving (Regional Restrictions May Apply)
- ❑ Track Transactions & Sales Activities With Full Access Reporting

SAP Ariba Support

- ❑ Access The Entire Documentation Database
- ❑ Contact The Help Center By Phone, Chat, Or Web Form

Standard Account Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✘	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✘	✓
Reporting	✘	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

How To Upgrade from Standard Account To Enterprise Account

Register For A Standard Account

ordersender-prod@ansmtp.ariba.com
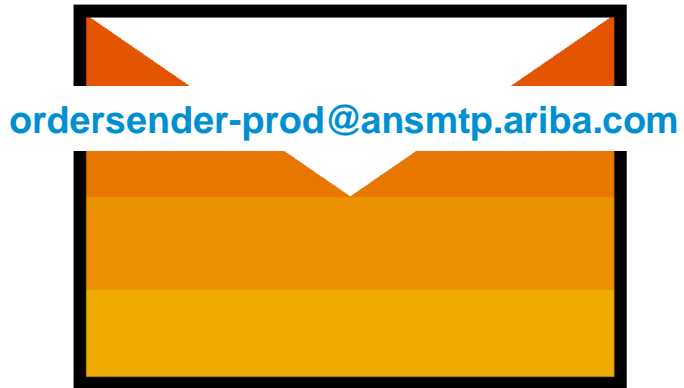
Receive Interactive Email PO

Click The Process Order Button
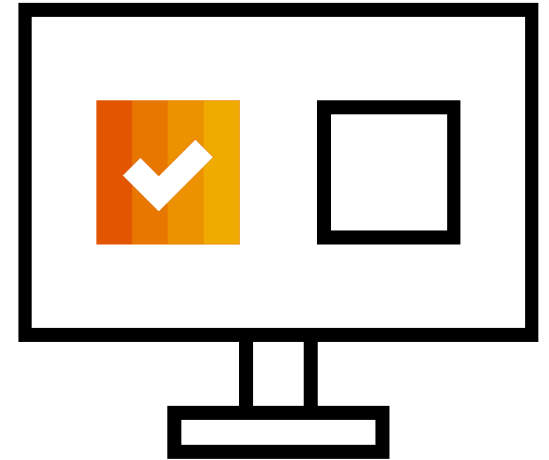
Sign Up Or Login

Before You Click "Process Order" For The First Time….

1.

Align Internally
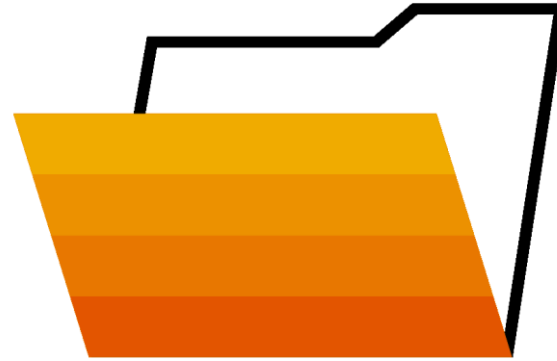
2.

Create An Email Folder

3.

Designate/Know Administrator

Step One – Receive Interactive Email Order From Customer

Click the Process Order button in the PO notification (interactive email)

Next step

Potential Existing Accounts

Step Two - Sign Up For Standard Account

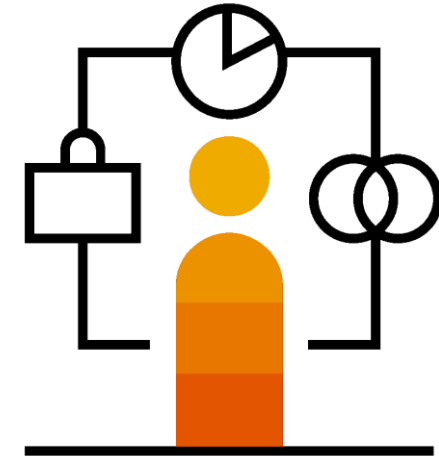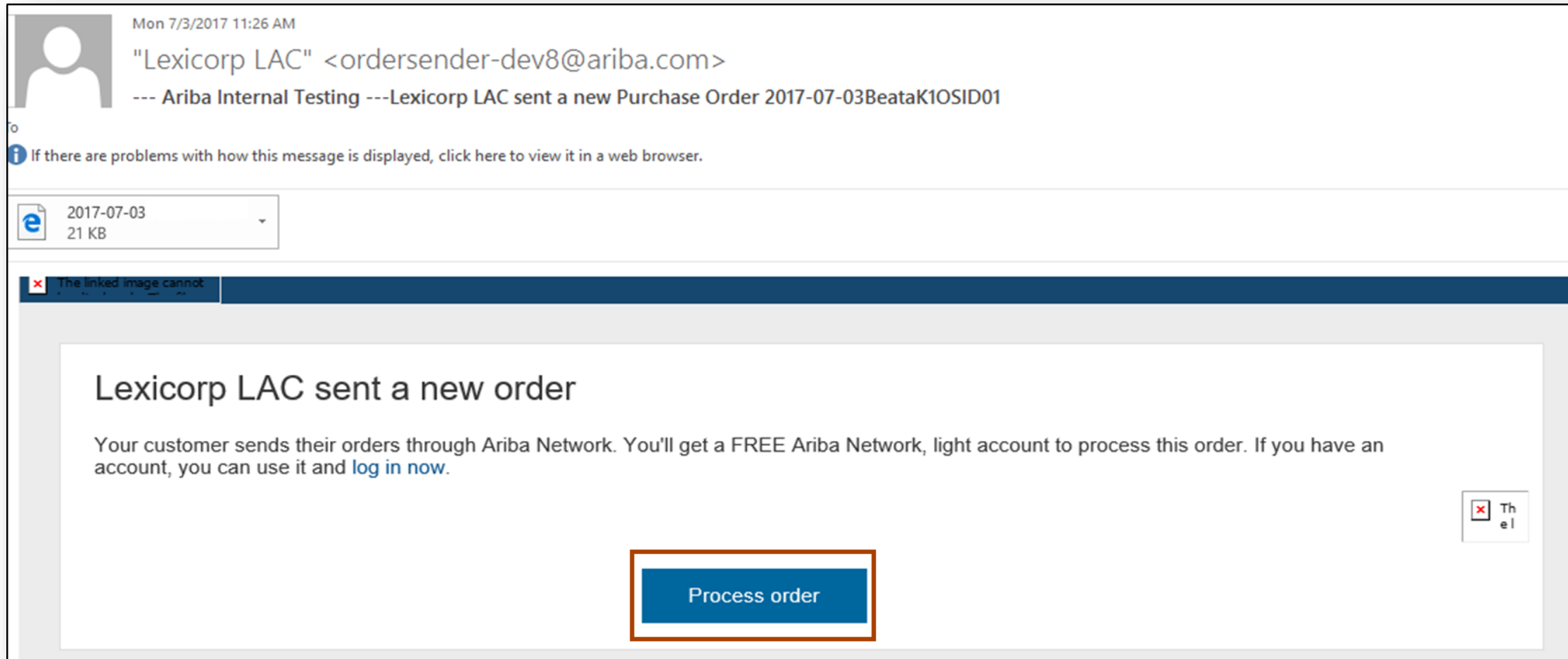**Select the Sign up option to create a new Standard Account
-OR- use your existing Standard Account by clicking on Log in**

Join your customer on Ariba Network!

Sign up

Already have an account? Log in

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

Learn more

Next step

Step Three – Configure Account, Accept Terms of Use, And Register

Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

Next step

14

Step Four – Transact With Customer Using Standard Account

1 **Click on *Create Order Confirmation*, *Create Ship Notice,* or *Create Invoice* to get started**

2 **If you need assistance, please refer to the articles in the Help Center (right-hand side)**

Already Have An Enterprise Account?
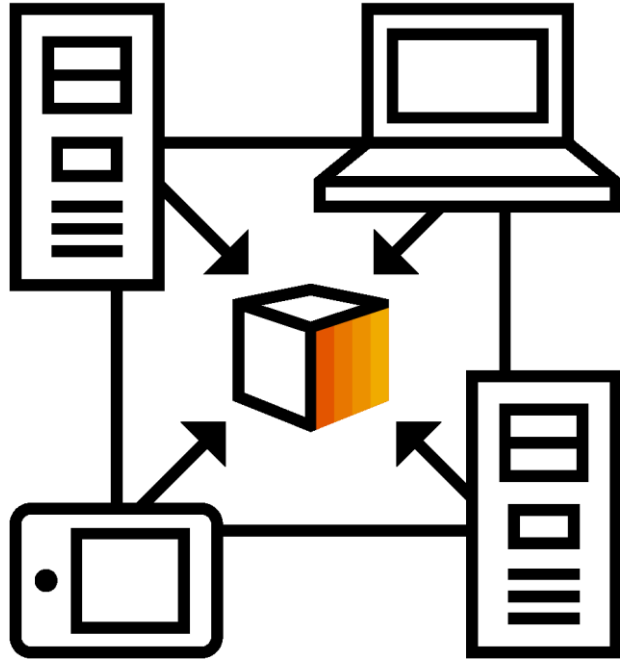
Manage Two Separate Accounts
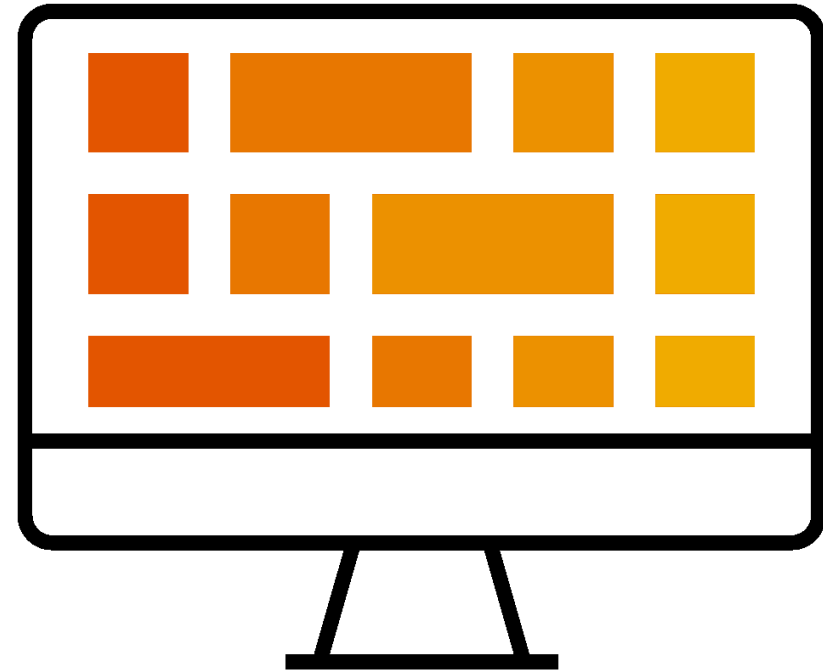
Add Standard Account Relationship

To Enterprise Account

(May Incur Fees!)

How To Merge Your Standard Account PO Into Your Existing Ariba Network Account

If more than one email address is associated with your organization for PO deli...
be sent to them as well.
Your customer sent you this order through Ariba Network.

(1) Process order

ⓘ Potential existing accounts   X

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

(2) Review accounts

Notes:

- PO email notifications will come from:

  ordersender-prod@ansmtp.ariba.com

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

Join your customer on Ariba Network!

Sign up   Or   Search your company

(3) Already have an account? Log in

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account.
After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your account type. To see your account type, sign in and go to Company Settings.
You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username: [   ]

Password: [   ]

(4) OK

Alphabet/Google Message

This message and content was sent by Google from an official @google.com mailer.
All Google communications will contain an @google.com domain and return address.
Links to non-Google domains included in this notice are safe to use.

Alphabet / **Google**

Important Supplier Announcement

We're changing how we do business together!

SUMMARY: Alphabet/Google is transitioning to SAP Ariba on <date to be announced for each region>. We need your help to make this transition successful. Please register for an upcoming supplier summit to learn more and be ready to set up your SAP Ariba account. 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 **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 in North America, Latin America, Europe, the Middle East, Africa, and Asia-Pacific 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*). We realize this may be a significant change. To support you through this transition, we want to provide you ample time and resources to ensure you are ready to transact with us through the SAP Ariba Network.

THREE KEY CHANGES TO UNDERSTAND

You will use SAP Ariba to...
1. **Receive NEW Purchase Orders** (new purchase orders are those created after go-live)
2. **Submit NEW Invoices** (existing purchase orders created before go-live should be invoiced through the channel you use today)
3. **Manage Account Information** such as your bank account, site locations, contact details, address, and account administrator information (This is a separate functionality that will turn on after go-live. We will share more details about this in a follow-up message)

Note: We are requesting for 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, Asia-Pacific, and Latin America to also transition to SAP Ariba.

Anticipated benefits to you from these changes:

supplierenablement-external@google.com

Review Alphabet/Google Specifications
Supported Documents

Alphabet/Google project specifics:

- *__Tax data__* is accepted at the header/summary level or at the line item level of the invoice.

- *__Shipping data__* is accepted at the header/summary level or at the line item level.

Supported:

- **Detail Invoices**

  Apply against a single purchase order referencing a
  line item

- **Partial Invoices**

  Apply against specific line items from a single
  purchase order

- **Line Level Credit Memos**

  Item level credits; price/quantity adjustments

- **Header Level Credit Memos**

  Credit memos applied against whole invoices

Review Alphabet/Google Specifications
Not Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by Google

- **Invoicing for Purchasing Cards (P-Cards)**

  An invoice for an order placed using a purchasing card; not accepted by Google

- **Duplicate Invoices**

  A new and unique invoice number must be provided for each invoice; Google will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network

- **Paper Invoices**

  Google requires invoices to be submitted electronically through Ariba Network; Google will no longer accept paper invoices

- **Non-PO Invoices**

  Apply against a PO not received through Ariba Network

- **BPO Invoices**

  Invoices against a blanket purchase order

- **Service Invoices**

  Invoices that require service line item details

- **Advance Shipment Notices**

  Apply against PO when items are shipped

- **Purchase Order Confirmations**

  Apply against a whole PO or line items

- **Contract Invoices**

  Apply against contracts

- **Service Entry Sheets**

  Apply against a single purchase order referencing a line item

Video Demo

Agenda

1 Submit Invoice Against a PO
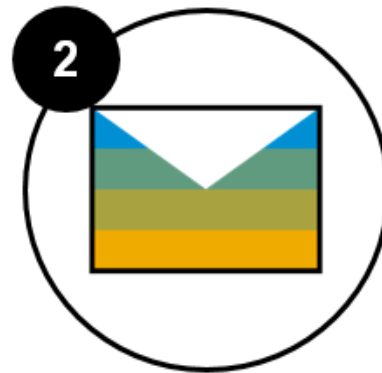
2 Setup Order Routing & Notifications

3 Find Help

Your Journey to do business with Alphabet/Google on SAP Ariba

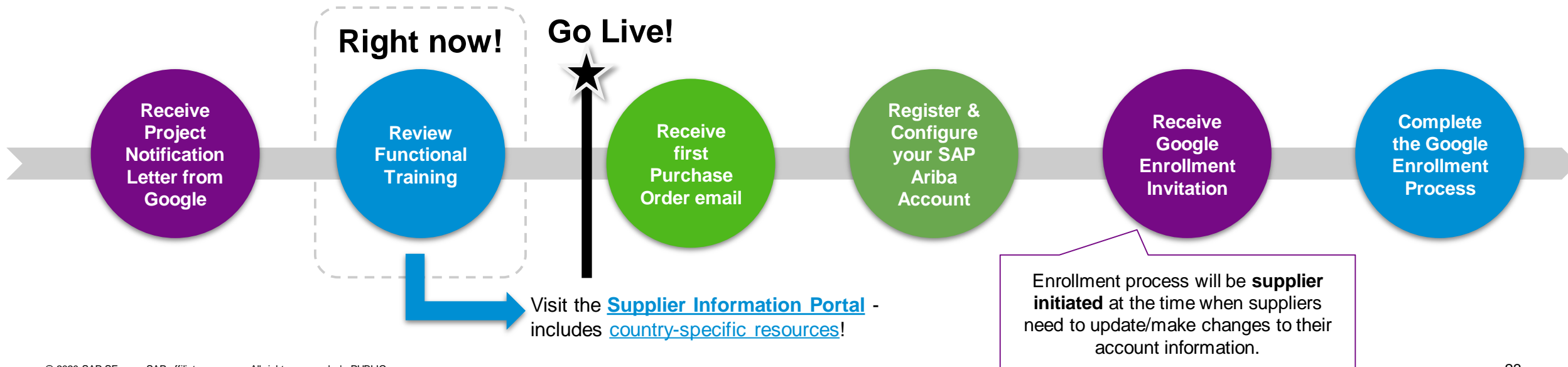Alphabet/Google is asking suppliers to register an **SAP Ariba Network account**. Suppliers can register a **free standard account** to transact with Alphabet/Google over the SAP Ariba Network.

In the coming weeks, you will :

- Receive a Project Notification Letter from Google
- Receive your first Purchase Order email from Google
- Receive Google Enrollment Invitation (if you need to make updates to your account)

After this training, you will be ready to:

- Set up your SAP Ariba Standard Account
- Configure PO routing notifications
- Designate users to receive and take action on new POs sent from Alphabet/Google
- Submit invoices to Alphabet/Google against new POs

Right now!

Go Live!

Receive Project Notification Letter from Google

Review Functional Training

Receive first Purchase Order email

Register & Configure your SAP Ariba Account

Receive Google Enrollment Invitation

Complete the Google Enrollment Process

Visit the **Supplier Information Portal** - includes **country-specific resources**!

Enrollment process will be **supplier initiated** at the time when suppliers need to update/make changes to their account information.

What is changing for you*?

KEY CHANGES

Starting the go live date for your country, the SAP Ariba Network will be your **one-stop shop** to...

Receive and access **new purchase orders (POs)** over **a centralized dashboard**

Convert purchase orders into invoices and submit invoices back to Google*

existing purchase orders created before May 18 should be invoiced through the channel you use today

Self-manage and **update account information** with Google such as bank account, site locations, con...

BENEFITS

Anticipated benefits to you include...

Higher degree of data accuracy from supplier account self-maintenance capabilities

Real time purchase order and invoice delivery for **quicker fulfillment**, **easier payment** and **status reporting**

Improved **organization** of **purchase orders and invoices** with **real time status updates** on your supplier account dashboard

Not all suppliers will go live with this full functionality. SAP Ariba functionality will depend on country-specific regulations. Please see country specifications for more information.

Receiving your first Purchase Order email from SAP Ariba

Why is this important?

- The **first Purchase Order email** you receive will **contain the link to register your SAP Ariba Standard Account** and **confirm your trading relationship with Alphabet/Google**.

Key Takeaways

Your first purchase order email will come from **ordersender-prod@ansmtp.ariba.com**.

You can **process and invoice the purchase order directly** from the interactive email you receive.

If you access a purchase order on your standard account dashboard, you will need to **resend the PO to your inbox** to take action on it and invoice Alphabet/Google.

Process Order directly from PO email

Create Invoice directly from PO email

Invoicing through SAP Ariba

Only **NEW POs created on, or after, go-live will be sent to you through the Ariba**

- You want to make sure you and your team know how to invoice* properly to **avoid any invoice rejections and ensure you get paid on time.**

Key Takeaways

Mismatched or outdated supplier account info is the top reason for **invoices** being **rejected**.

When an invoice is rejected, you must enter a **NEW invoice number** when re-submitting. For example, if invoice #1234 is rejected, when you resubmit, you should enter a new invoice number, such as #1235 or #1234-v2.

Do not adjust the unit price when doing a partial invoice. **Only update the quantity**.

If you need to **cancel an invoice**, you must **email** Alphabet/Google at **p2phelp@google.com**. You cannot cancel within SAP Ariba.

Invoicing is not in scope for all countries. Some countries will only be able to receive

Changing Account Admin/Adding Users

Why is this important?

- Make sure the right person at your company is designated as the **Ariba Network Administrator** to:
    - **(a)** manage your company's account information (e.g. updating bank accounts), and
    - **(b)** ensure the right team members are set up as 'Users' who are able to process POs and create invoices.

Key Takeaways

Identify **who** your organization's **Ariba Network account administrator** is. *Note: There can only be one Ariba Network Administrator for an account (it's a very important role!).*

Your Ariba Network account administrator has the ability to **add users**, **grant user accessibility permissions**, and control which users can **access** and **take action on POs and Invoices**.

Anyone who needs to **take action on POs or invoices** must be added as a **user and assigned a role** by the account administrator. The account administrator can **add up to 250 users** for one account.

Configuring PO Routing

Why is this important?

- You want to make sure the correct team members in your organization can:
  - **(a) receive notifications** of new purchase orders
  - **(b) take action and invoice** against those POs

Key Takeaways

To ensure team members receive PO notifications, you need to **add their email address** to the '*Order Routing*' field.

If you have **more than 5 team members who need to be notified of POs**, you should **add a distribution list or alias** to the '*Order Routing*' field.

To ensure team members can take action and invoice against POs, you need to **add them as a user within the Account Settings, and add their email address** to the '*Order Routing*' field.

Updating Your Account Information

Why is this important?

- Mismatched or outdated supplier account info is the top reason for purchase orders and invoices not being submitted successfully/being rejected. This can lead to payment rejections.

Key Takeaways

Ability to **manage and update** your account information on SAP Ariba will be going live **for all Alphabet/Google suppliers in late Q3 of 2020**. Please be on the lookout for more information from Alphabet/Google about this functionality.

If you have additional questions about updating your account information, please connect with the Alphabet/Google team at b2phelp@google.com.

Access the **Ariba Proposals & Questionnaires** page from your Ariba account dashboard to make updates to your account information on the **Google Registration Questionnaire**. This information will be sent to Google to validate and update your account!

Country Configurations

- Some countries require additional configurations in order for invoices to be tax compliant

- Specify additional tax information on **Company Profile** page
  - Tax ID, VAT ID, GST ID, etc.

- Create Legal Profile on **Company Profile** Page under **Additional Company Addresses** section

- Configure tax invoice settings for tax information and archiving on the **Tax Invoicing & Archiving** tab of the **Electronic Invoice Routing** page

   *Additional Details can be found in SAP Ariba *Guide to Invoicing* within
   the Help Center
   ** Access country-specific guide on SIP
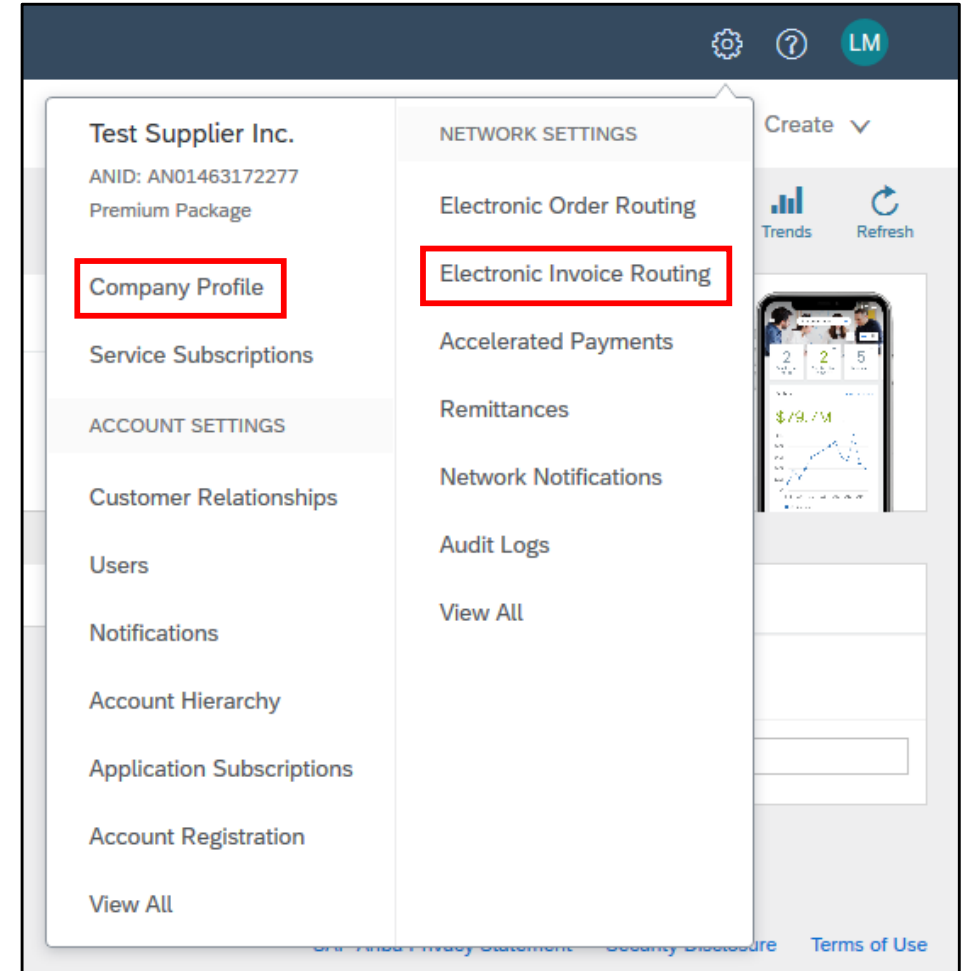
Help Within Your Account
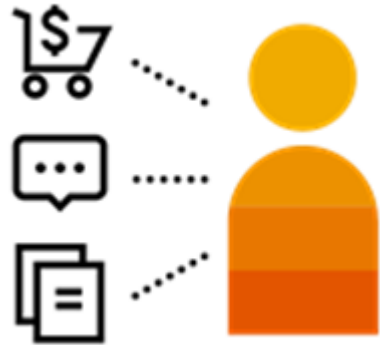
Supplier Information Portal

Help Center

Support Options For Assistance

- Help Center

- Ariba Network, Standard Account Support Page
  https://support.ariba.com/item/view/183459

- Weekly Webinars With Live Q&A

- Your Customer
  supplierenablement-external@google.com

Thank you.