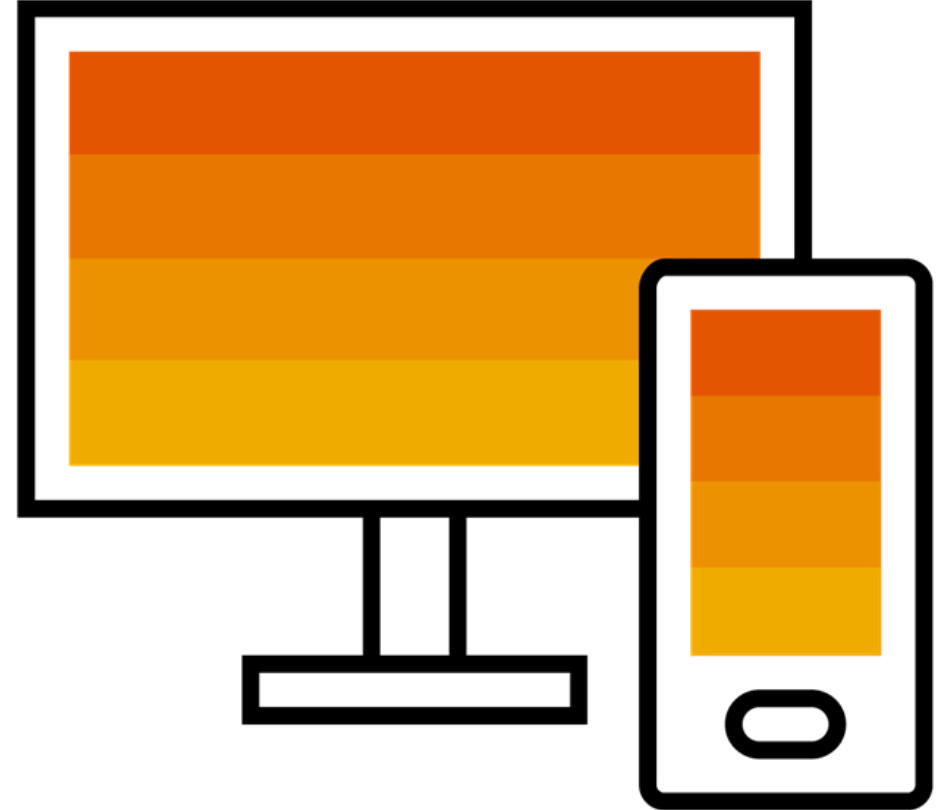


Alphabet/Google Standard Account Supplier Training

PUBLIC

Alphabet / Google



Agenda

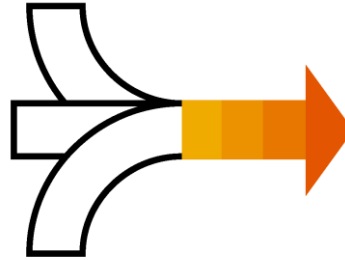
- ❑ Speaker Introductions
- ❑ Describe Ariba Network, Standard Account
- ❑ Enterprise Account & Optional Upgrade
- ❑ Account Configuration & Transacting Specifications
 - ❑ How to Register
 - ❑ Order Routing
 - ❑ System Demonstration
- ❑ Support & Questions

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.

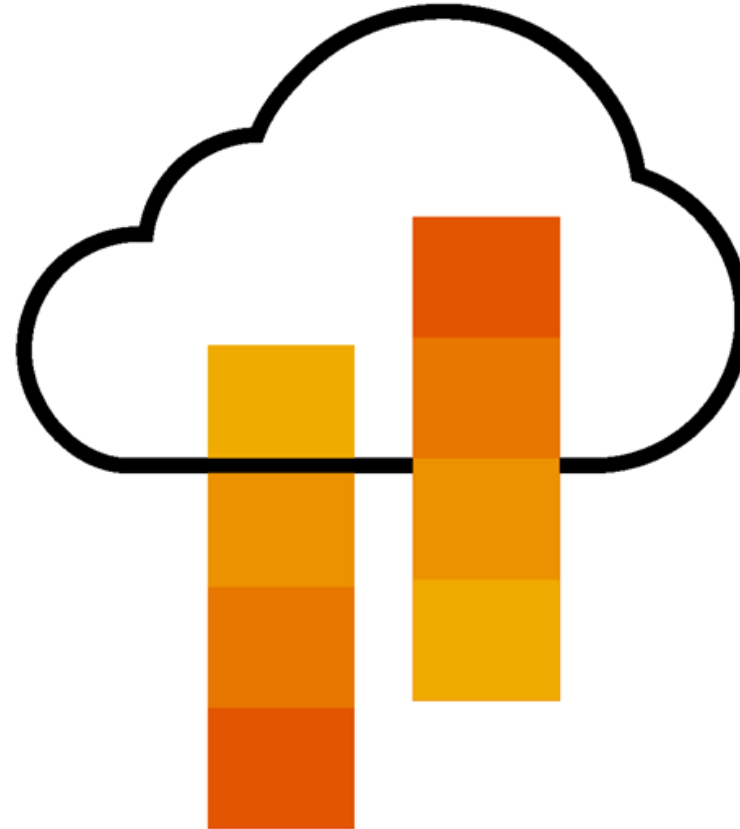


Works With How You Do Business

- ❑ Access a wide range of transaction options.
- ❑ Use many browsers, formats, languages, and currencies.

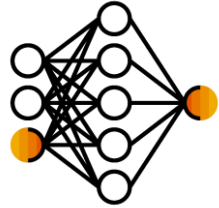
What is an Ariba Network, Standard Account?

- ❑ 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



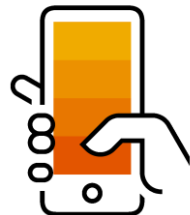
- ❑ Free Access To SAP Ariba's Contract Management Module
- ❑ Respond To Emailed Orders And Check Invoice Status
- ❑ Send Invoice Notifications

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	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • 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

The image shows a screenshot of the Ariba Network user interface. At the top left, the text "Ariba Network" is displayed. Below it, there are navigation links for "HOME" and "CATALOGS". In the top right corner, there is a user profile for "Olaf Schrader" and a "Company Settings" dropdown menu. A "Learn More" button is highlighted with an orange box. A red arrow points from this button to a modal window titled "Upgrade".

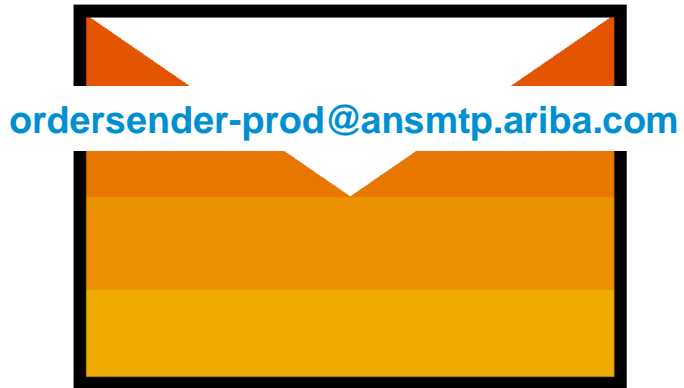
The modal window, titled "Upgrade to realize the full value of Ariba Network", compares two account types: "STANDARD ACCOUNT" (labeled "Your current account") and "ENTERPRISE ACCOUNT". The "Upgrade" button is highlighted in blue. The comparison is organized into two main sections: "FULFILLMENT" and "SELLING".

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoicesCheck invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">Skip the emails. Get and manage orders and invoices all on Ariba Network.Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none">Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">Integrate with your backend systems through CXML, EDI or CSV
Legal Archive		<ul style="list-style-type: none">Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery	<ul style="list-style-type: none">Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	<ul style="list-style-type: none">Attract potential customers with your profile and get invited to auctions and other events.	

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

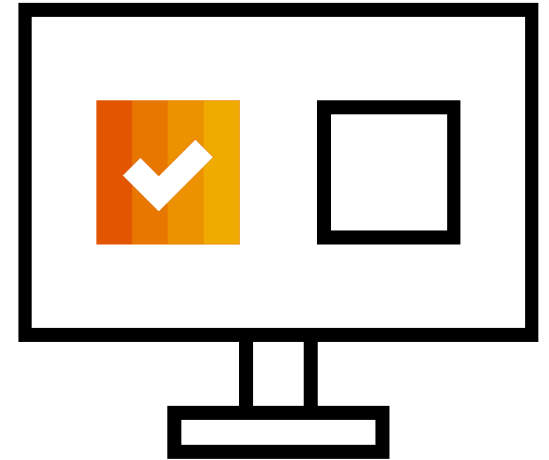
Register For A Standard Account



Receive Interactive Email PO



Click The Process Order Button



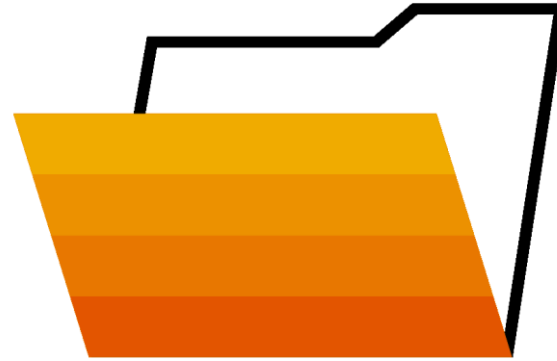
Sign Up Or Login

Before You Click “Process Order” For The First Time....



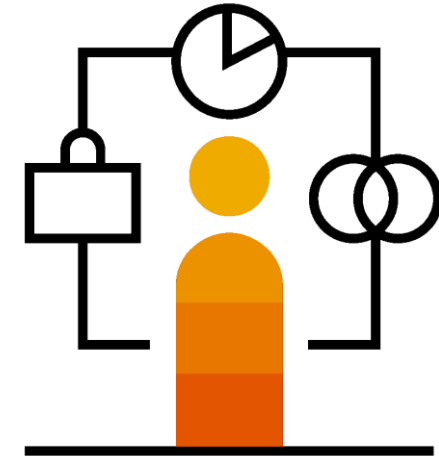
1.

Align Internally



2.

Create An Email Folder

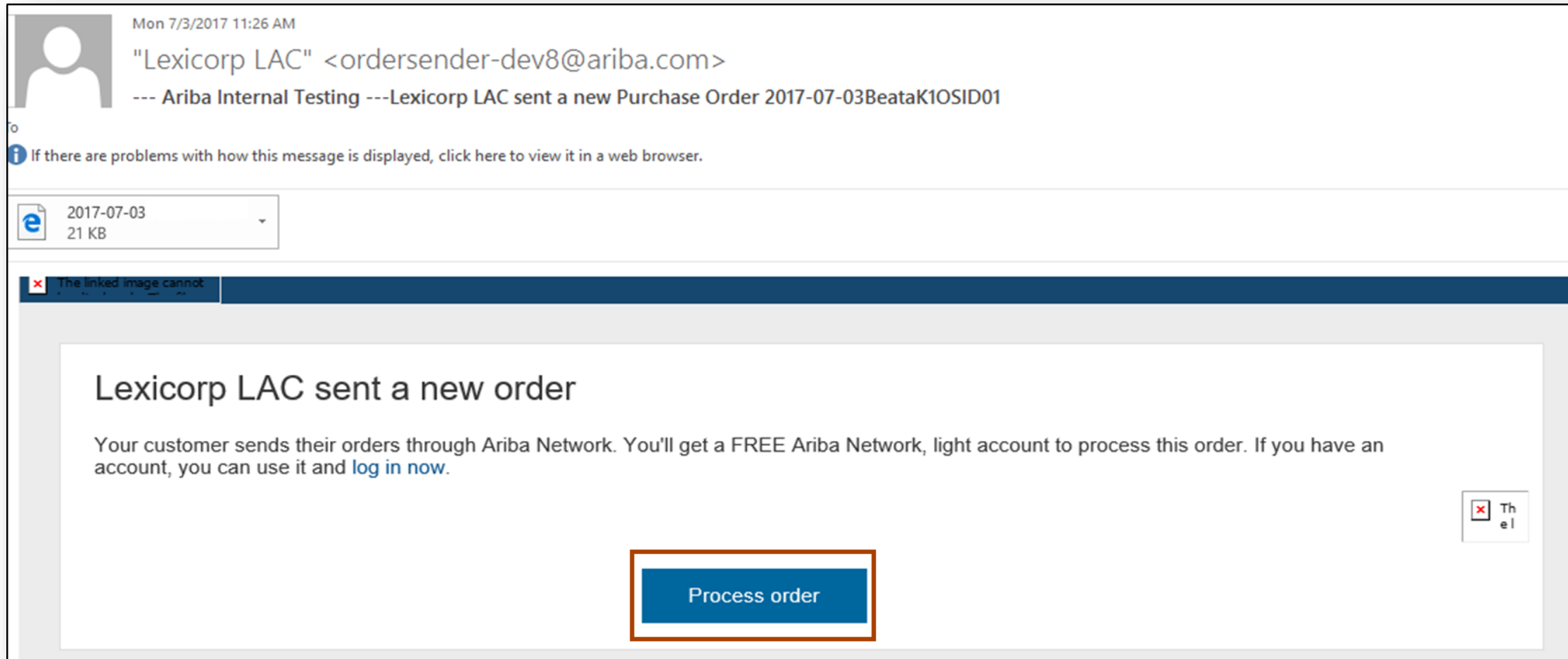


3.

Designate/Know Administrator

Step One – Receive Interactive Email Order From Customer


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





Mon 7/3/2017 11:26 AM

"Lexicorp LAC" <ordersender-dev8@ariba.com>
--- Ariba Internal Testing ---Lexicorp LAC sent a new Purchase Order 2017-07-03BeataK10SID01

To


 If there are problems with how this message is displayed, click here to view it in a web browser.

 2017-07-03
21 KB

 The linked image cannot

Lexicorp LAC sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).

 Th
e l

Process order

Potential Existing Accounts

The screenshot shows the SAP Ariba Network sign-up page. At the top left is the SAP Ariba Network logo, and at the top right is a help icon. The main heading is "Join your customer on Ariba Network!". Below this are two buttons: "Sign up" and "Search your company", with the word "Or" between them. Underneath is the text "Already have an account? Log in". A central modal window is displayed with the title "Potential existing accounts" and a close button (X). The modal text reads: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." A blue button labeled "Review accounts" is highlighted with a red border. The background of the page is dimmed and shows promotional text such as "Strengthen relations", "Collaborate with your customers on the same secure network.", "Ariba Network standard account is Free", and "Learn more". At the bottom, there is a footer with the SAP logo, copyright information "© 2019 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

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

1 Review your Company information

Company information

* Indicates a required field

Company Name: *

Country: * If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: *

City: *

Postal Code: *

State:

2 Enter your User account information

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email:

3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

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



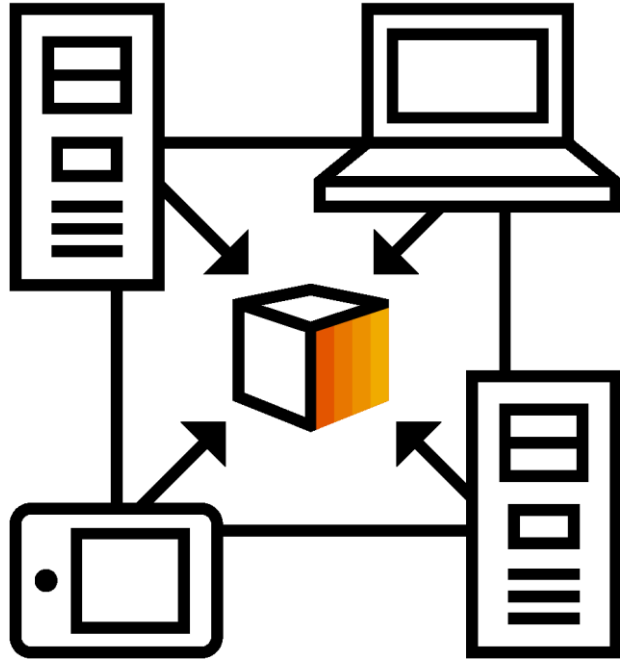
[Next step](#)

Step Four – Transact With Customer Using Standard Account

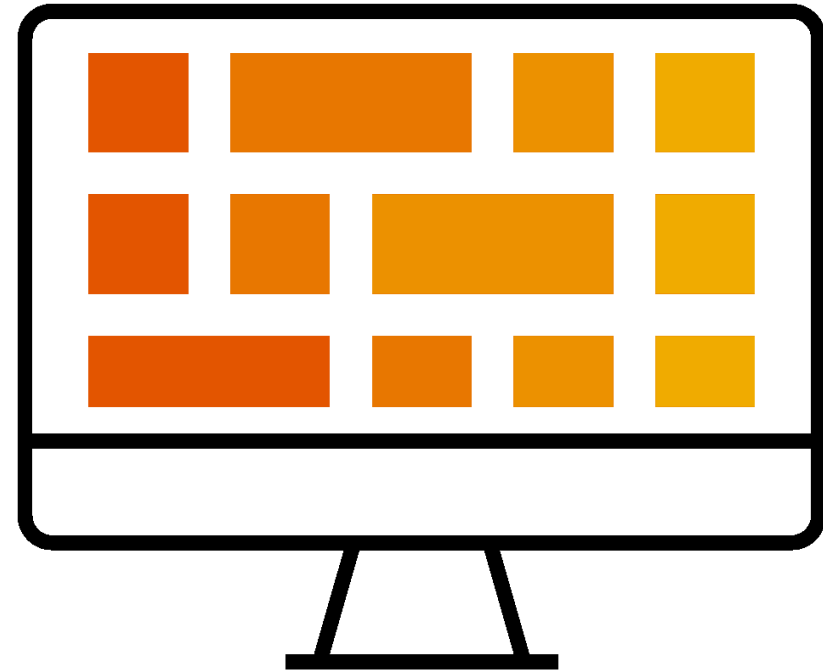
- 1 Click on *Create Order Confirmation*, *Create Ship Notice*, or *Create Invoice* to get started
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side)

The screenshot displays the SAP Purchase Order interface for 'Purchase Order: 0170102_MEG_PO1'. At the top left, the order ID is shown with a yellow circle '1' next to it. A blue 'Done' button is in the top right. Below the header, a row of action buttons is highlighted with a brown border: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. To the right of these buttons are utility links: 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A yellow circle '2' is placed to the right of this row. Below the action buttons are tabs for 'Order Detail' and 'Order History'. The main content area shows 'From: Customer BuyerA USA' and 'To: Test supplier SMO 01-TEST Radlicka 14 150 00 Prague'. On the right, it shows 'Purchase Order (New) 0170102_MEG_PO1' with an amount of '\$400.00 USD'. On the far right, a 'Po invoice' search box is visible, and below it, a 'Results for Po invoice' section is highlighted with a brown border, containing four help articles: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'.

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 delivery, be sent to them as well.
Your customer sent you this order through Ariba Network.

1

ⓘ 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

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!

Or

3

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

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:

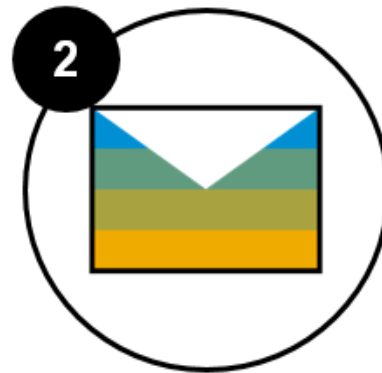
- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Google
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Google
- **Duplicate Invoices**
A new and unique invoice number must be provided 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



Submit Invoice
Against a PO



Setup Order
Routing &
Notifications



Find Help



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

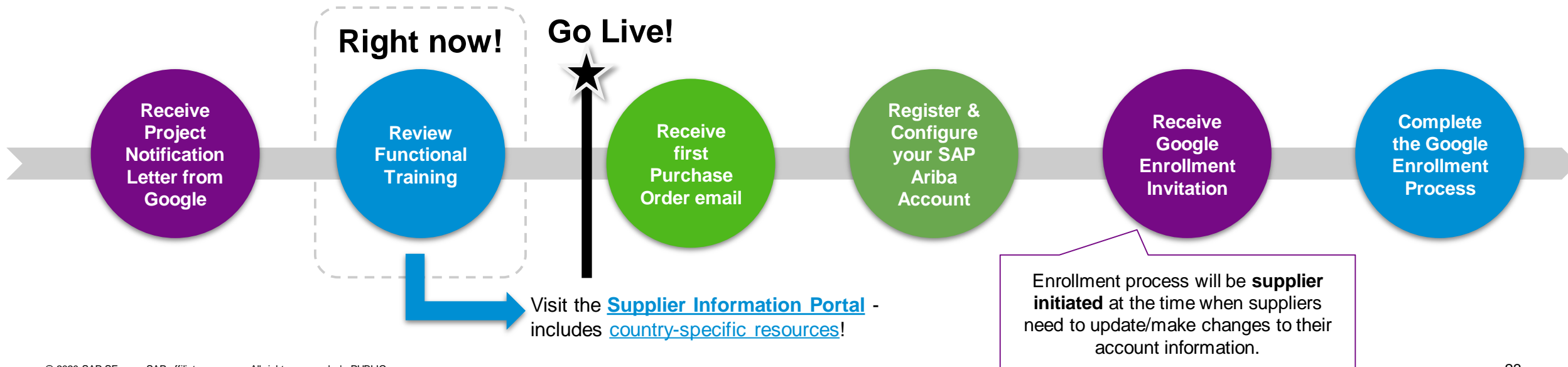
Alphabet/Google is asking suppliers to register an **SAP Ariba Network account**. Suppliers can register a **free standard account** to transact with Alphabet/Google over the SAP Ariba Network.

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





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,

cont

**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.*

BENEFIT \$

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



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.

Ariba Inc - Excellence Programs - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

[Process order](#)

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

From: [Redacted] To: [Redacted] Purchase Order (New) PO16 \$100.00 USD Version: 1

Process Order directly from PO email

Payment Terms
NET 30

Purchase Order: PO16

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

Order Detail Order History

From: Headquarters 1450 Global Parkway Sacramento, CA 95802 United States Phone: +1 (916) 4657890 Fax: +1 (916) 4657699

To: [Redacted] Purchase Order \$100.00 USD

Create Invoice directly from PO email

Fax: [Redacted]
Email: [Redacted]







Invoicing through SAP Ariba

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

Why is this important?

- 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 POs from Alphabet/Google. Check out the Supplier Information Portal for more details.



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.



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.



Ability to **manage and update** **Key Takeaways** **Registration** 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 p2phelp@google.com.

The screenshot shows the SAP Ariba account dashboard. The top navigation bar includes the SAP logo, 'Ariba Proposals & Questionnaires' (highlighted with a red box), 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, there is a breadcrumb trail: '< Go back to Google LLC Supplemental - TEST Dashboard'. The main content area shows a 'Console' with a list of 'Event Messages' (Event Details, Response History, Response Team) and 'Event Contents'. A document titled 'Doc2242147201 - Supplier registration questionnaire' is highlighted with a red box. The document content is displayed under 'All Content' and includes a table with the following rows:

Name ↑
1 Business
1.1 If you have questions about the enrollment process, please contact p2phelp@google.com
1.2 Business Location (Country)

At the bottom right of the document, there is a dropdown menu for 'United States'.

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!

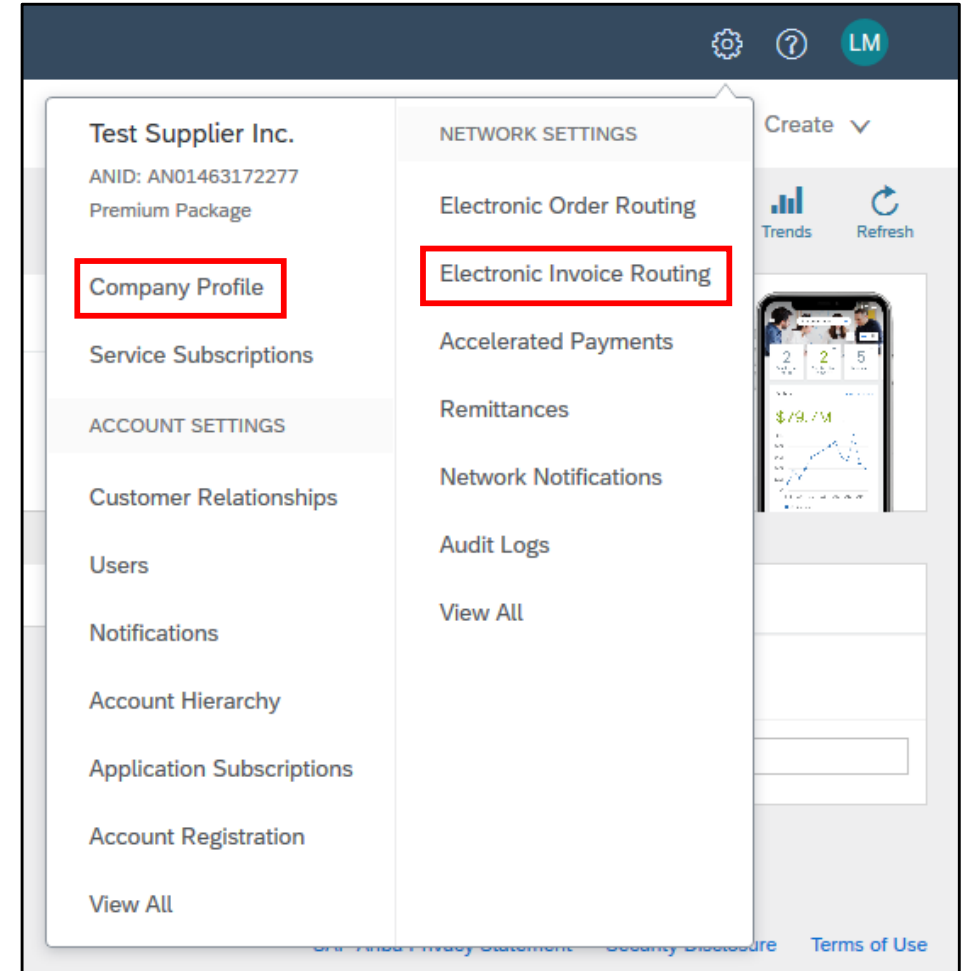


Country Configurations

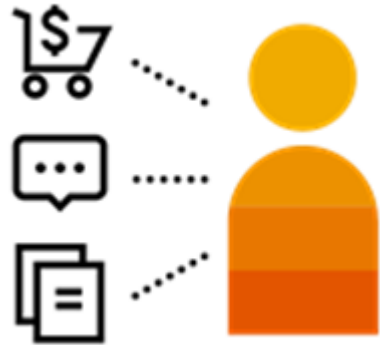
- Some countries require additional configurations in order for invoices to be tax compliant
- Specify additional tax information on **Company Profile** page
 - Tax ID, VAT ID, GST ID, etc.
- Create Legal Profile on **Company Profile** Page under **Additional Company Addresses** section
- Configure tax 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.