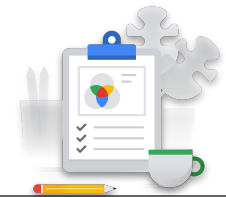


## Summary

- **Alphabet/Google now uses SAP Ariba** to manage all transactions with suppliers
  - **Suppliers\* are expected to use SAP Ariba to receive POs, submit invoices, and manage information** (e.g. bank/tax info)
  - **Existing invoicing channels will begin to be restricted in 2021**
- (\*Note - there are some supplier [exceptions](#))



## What additional changes will suppliers experience in 2021?

- Active POs and invoices **outside** of SAP Ariba will be transitioned to SAP Ariba in May 2021
- **These PO and invoice numbers will change** in SAP Ariba
- Future **invoices must be submitted through SAP Ariba**. Existing channels will be restricted. Invoice numbers may have character limits
- All supplier account information with Alphabet/Google will be **managed and updated** by suppliers through SAP Ariba
- Suppliers may be eligible for Google's **early payment discounting program** through SAP Ariba (Dynamic Discounting). Learn more [here](#)

## Checklist for SAP Ariba success! Suppliers should be able to answer 'yes' in each of the 5 areas below

1 Register SAP Ariba Account	2 Configure PO Routing and set up users	3 100% Accurate Profile Info in SAP Ariba	4 Receive POs through SAP Ariba	5 Submit Invoices through SAP Ariba
<p>Has your company <b>registered SAP Ariba Network account to do business with Google?</b> (or linked existing account)</p> <p><input type="checkbox"/> <b>Yes?</b> You are set!</p> <p><input type="checkbox"/> <b>No?</b></p> <ul style="list-style-type: none"> <li>→ If <b>new</b> supplier, your Google point of contact must initiate process</li> <li>→ If <b>existing</b> supplier, <a href="#">set up account through a new PO</a> emailed to you through Ariba Network.</li> <li>→ Contact <a href="mailto:p2phelp@google.com">p2phelp@google.com</a> if you need support.</li> </ul>	<p>Have you <b>configured your account so the right people in your company can receive POs and submit invoices?</b></p> <p><input type="checkbox"/> <b>Yes?</b> You are set!</p> <p><input type="checkbox"/> <b>No?</b></p> <ul style="list-style-type: none"> <li>→ Sign into your <a href="#">Ariba account</a></li> <li>→ Follow process to <a href="#">configure PO routing</a> and notifications</li> <li>→ Follow process to <a href="#">add users who can submit invoices</a>.</li> </ul>	<p>Does your <b>SAP Ariba account have accurate info on file?</b> Tax info, bank details, address, etc.</p> <p><input type="checkbox"/> <b>Yes?</b> You are set!</p> <p><input type="checkbox"/> <b>No?</b></p> <ul style="list-style-type: none"> <li>→ Email <a href="mailto:p2phelp@google.com">p2phelp@google.com</a></li> <li>→ You will be <b>guided</b> to...                             <ol style="list-style-type: none"> <li>1) <b>Create</b> an SAP Ariba account</li> <li>2) <b>Complete</b> the Google registration questionnaire, and</li> <li>3) <b>Complete</b> the Google Tax questionnaire to make updates</li> </ol> </li> </ul>	<p>Are you <b>receiving POs through SAP Ariba?</b></p> <p><input type="checkbox"/> <b>Yes?</b> You are set!</p> <p><input type="checkbox"/> <b>No?</b></p> <ul style="list-style-type: none"> <li>→ Sign into your <a href="#">Ariba account</a></li> <li>→ Check / edit your PO settings as seen <a href="#">here</a>.</li> </ul>	<p>Are you <b>submitting invoices through SAP Ariba?</b></p> <p><input type="checkbox"/> <b>Yes?</b> You are set!</p> <p><input type="checkbox"/> <b>No?</b></p> <ul style="list-style-type: none"> <li>→ Search email for POs sent from <a href="mailto:ordersender-prod@ansmtp.ariba.com">ordersender-prod@ansmtp.ariba.com</a></li> <li>→ Click 'process order' link in email to <a href="#">create and submit invoice</a></li> <li>→ If unable to find POs in email, sign into your <a href="#">Ariba account</a></li> <li>→ Find POs in Ariba and <a href="#">re-send PO email</a> (start video @ 1:40)</li> </ul>

### Supplier Outreach - Our team may contact you

- Our team is proactively reaching out to select suppliers who are missing critical information or have not completed the steps above.
- **If you are contacted by our team, please respond as soon as possible with information.**

### Additional Resources & Support

- For more resources and support guides, please access our [Supplier Help Center](#).
- If you have any questions on these changes, please contact our team at [p2phelp@google.com](mailto:p2phelp@google.com).