

Supplier Fact Sheet

MyProcure / SAP Ariba Light Account

More information on purchase orders you receive from us

While we transition to our new system, you will start to receive purchase orders from us in one of two ways (both of these are valid for supplying to the Planning and Environment Cluster).

1. An email sent from the MyProcure SAP Ariba system, or
2. An email sent from our current financial system (SAP)

We expect that by mid-2019 all purchase orders will be sent to suppliers via the MyProcure SAP Ariba system.

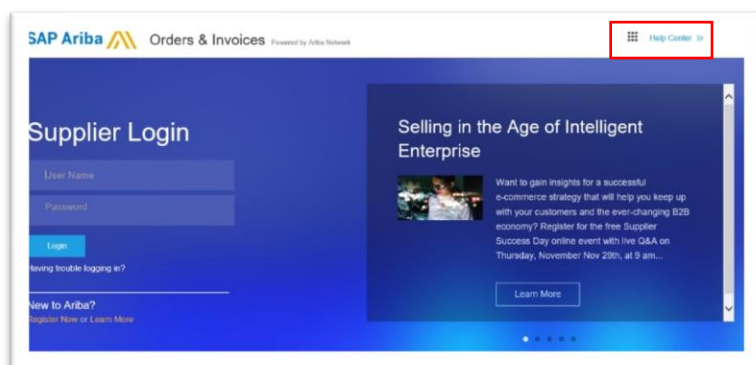
When you receive an emailed purchase order via MyProcure, you can click “Process Order” to register for a FREE Light Account. This can make filling orders and receiving payments faster and more streamlined. (Please note that you are under no obligation to register and you may choose to continue supplying to us via your current processes by simply opening the purchase order attached to the email).

The benefits of registering for a FREE Light Account include:

- Receive Purchase Orders in real time
- Easily convert a Purchase Order to an Invoice for easier payment reconciliation
- Track your invoice payment status

There is no new investment in IT equipment required, nor change management for you to undertake, simply less paper, less time spent processing orders, fewer errors and better control over your invoicing processes.

You can find out more on the [SAP Ariba help Center](#).



If you choose not to register for your FREE Light Account, please be assured that your business relationship with us will not be impacted.