

Dear Supplier,

Interest has been expressed in working with your company. To do business with GerdaU, you will need to have your company setup and/or connected as a vendor within GerdaU's SAP Ariba ERP system.

If you have previously received a Purchase Order (PO) from GerdaU, please send the PO number to the Buyer so the invitation can be extended from the Vendor number linked to that PO number.

If no previous PO is available, please follow these instructions:

For the Ariba vendor setup please be prepared to provide the following information:

- Company W-9 (US supplier) or GST (Canadian supplier) – ***(To be uploaded during setup)***
- Bank Letter on Company letterhead or a pdf copy of a voided check. – ***(To be uploaded during setup)***
- Send to the Buyer the first and last name, email address and phone number of the person completing the vendor setup in Ariba. This email address is where Purchase Orders will be sent and will act as the account administrator if setting up a new Ariba account for your company.
- Please note, GerdaU's minimum payment terms are Net 60. Lower payment terms may be considered if a discount is offered for early payment.

GerdaU will send you an invitation via the SAP Business Network (Ariba) to begin the setup process for your company. This process is multi-step.

- You will see a link to "click here," which will direct you to Ariba where you may log into an existing Ariba account or create an account for the first time. Please make sure you do not create a new account if your company already uses Ariba with other customers.
- If creating a new account with Ariba, please note, GerdaU only requires suppliers to have the Standard account with Ariba. Registration will default to an Enterprise (paid) account, so please make sure you change that to Standard if you do not want to pay for Ariba use.
- You will need to complete GerdaU's questionnaire once logged into the SAP Business Network (Ariba). It is separate from Ariba's registration questions and is required to set you up as a supplier. Additional details & instructions are below.
- There will also be a link to GerdaU's required ESG questionnaire, which is currently separate from Ariba.



Please make sure to enter your company name in all caps and the required emails in all lowercase.

Please pay special attention when completing the address fields as this will cause delays in the setup process if not done correctly. There are individual fields for each of the following:

- House Number (*Do not Combine with Street Name. Example: Address of 123 Main Street would only have 123 in this field.*)
- Street Name (*Do not Combine with House Number. Example: Address of 123 Main Street would only have Main Street in this field.*)
- Street 2 (*Suite # If Applicable*)
- City Only
- State only
- Zip/Postal Code only (*Canadian suppliers need to include a space between the third and fourth characters i.e. A1B C2D*)

When the registration is completed, it will return to the Buyer for review and approvals.

The next step to complete will be a Qualification questionnaire which will be sent after the Buyer has completed their approvals. Once this questionnaire is submitted and approved by the Buyer, SAP Ariba will then sync to the database in GerdaU's Vendor Management system, and final verifications and approvals will be provided by GerdaU's Compliance and Accounting Teams.

After the setup is complete, we would advise having someone else at your company assigned as a backup and/or additional user to access your account. GerdaU cannot aid in gaining access to your Ariba account. Managing the access to your account can only be provided by you and SAP Ariba.

After the setup is completed, we can forward you a Power Point which illustrates the process for Service Sheet and Invoice submission if desired.

If you have any issues with set-up, please contact the GerdaU Supplier Enablement Team at SupplierEnablement@GerdaU.com.

Please let us know if there are any questions we can answer for you.

Thank you for your time.