

Ariba Network Go-Live Notification

We are transitioning our traditional paper process for sending purchase orders and receiving invoices to an electronic system via the Ariba® Network. This letter is to inform you that we are ready to “Go Live” and have turned this process on in our Production environment.

Next Steps

Create an Ariba Network account for your company once you receive the first Kennametal Purchase Order through an interactive email via the Ariba Network.

- ✓ Review and setup your Ariba Network production account to ensure it is properly configured for order routing, notifications, and that all the appropriate contacts at your company are added as users.
- ✓ Under **Company Settings**, pay attention to:
 - PO and invoice routing settings – Under **Network Settings**, check the **Electronic Order Routing** and **Electronic Invoice Routing** settings
 - Notifications are enabled – Under **Network Settings**, check **Network Notifications**
 - **Customer Relationships** – Under Company Settings, check the Customer Relationships section to find the **Supplier Information Portal** which contains helpful training documents and information.
- ✓ This will become the primary method for you to receive PO’s, provide order confirmations and send invoices to Kennametal.

Suppliers transact for free when using Light Account via the Ariba Network. There are no document thresholds or costs as compared to using a full-use account. Unfortunately, Light Account does not offer the complete functionality of using the full Ariba Network.

What “Go Live” Means to You

- You will no longer receive purchase orders via postal mail, e-mail, fax, or telephone. All purchase orders will route to you electronically through the Ariba Network.
- Do not submit invoices and confirmations via postal mail, e-mail, or fax. Invoices submitted outside of the Ariba Network will be rejected by Kennametal.

Adoption of the Ariba Network is required for suppliers doing business with Kennametal.

Training

Please take some time to listen to the recordings linked below.

✓ **Kennametal Supplier Summit**

A web-based briefing that provides valuable information about the Ariba Network.

<https://event.on24.com/wcc/r/1627071/3B435CE1FF9BD640BE07D0E14E013C86>

✓ **Service Entry Sheet Training**

Step-by-step information for how to invoice a service order.

<https://sap-se.webex.com/sap-se/ldr.php?RCID=869c7220ecea473f9a5c059c0f1a02de>

✓ **Kennametal Supplier Enablement Guide**

Included with your Go-Live email and available in your Ariba Network Portal. Provides information about Account Setup through PO and Invoice processing.

Support

If you have any questions, please contact the Kennametal Supplier Enablement team at k-corp.light-account@kennametal.com

Thank you again for working with us for this exciting change. We truly appreciate your partnership.

Sincerely,

Kennametal Supplier Enablement Team