



Take action for November 23 go live: HPE transition to the Ariba Network

To: Hewlett Packard Enterprise (HPE) suppliers

HPE is making changes to some of the systems we use with you. As a part of our transformational journey, we're pleased to announce an initiative to streamline e-commerce for procurement and accounts payable activity. We're partnering with **SAP Ariba®** to transition our existing e-invoicing process to the Ariba Network starting **November 2020**.

What does this mean to you?

- As of **November 23, 2020**, you will transact electronically with HPE using the Ariba Network [Standard account](#) via interactive email.

What you need to know:

- No cost would be applied to transact using the standard account.
- It allows the electronic transmission of purchase orders and invoices.
- A valid email address is **mandatory** to receive purchase orders from HPE.
- An upgrade to an enterprise account to get more benefits is possible at any stage upon registration to the standard account, where [fees](#) would apply.
- HPE will begin using your company legal names from Dun & Bradstreet (D&B) for all communication, purchase orders, invoicing and payments.
- Refer to the attached file for non-compliant e-invoicing countries to know the correct invoice submission method.

Actions you need to take:

- For the Purchase orders (starting with **MPO**) issued prior to **November 23, 2020**
 - Submit all outstanding invoices using the current process immediately.
- For the Purchase orders (starting with **HPEPO**) issued as of **November 23**
 - a). Submit invoice(s) via **Ariba Network**:
 - If the PO ship-to location is a compliant e-invoicing country.
 - Use the link in the new purchase order email to sign up and create a new standard account or log in using your existing Ariba Network account.
 - b). Submit **paper** invoices

- If the PO ship-to location is a non-compliant e-invoicing country
- Use the address mentioned in the **Invoice To/Post To(Paper)** section of the PO copy.

Trainings and Support:

- Register to access all the training guides in the [Ariba Supplier portal](#). Select Company Settings → Customer Relationships → Current Relationships → Indirect procurement (IP) Supplier Information Portal.
- For any queries related PO issued from HPE, please contact **HPE PO owner**.
- For any general onboarding queries like to resend the PO notification email, registration, etc. contact supplier.enablement@hpe.com
- For any invoice submission queries related to TAX/VAT, compliant countries, etc, contact se_invoicehelp@hpe.com.
- For **invoice rejected/payment status**, please contact AP CRC: <https://h20168.www2.hpe.com/supplierextranet/contactapcrc.do>

Thank you again for your continuous support and partnership in driving this initiative.

Kind regards,
HPE Ariba Supplier Communication Team

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