

# Suncor's integrated procurement ecosystem\*



Suncor's procurement processes are managed using SAP's S4, Ariba and Fieldglass systems. These cloud-based systems enables Suncor's Supply Chain team to collaborate directly with suppliers online to complete qualification, contracting, sourcing, contractor management, purchase orders, invoicing, and payment activities. Having ease of access to their company information online, suppliers are able to keep their information and documentation current with Suncor.

Qualification/Registration	Sourcing	Contract Management	POs & Invoices for Goods	POs & Invoices for Services
SAP Ariba	SAP Ariba	SAP Ariba	SAP Ariba	SAP Fieldglass
Supplier registration, qualification, and onboarding activities are completed on SAP's Ariba system.	RFx activities are completed on SAP's Ariba system to source goods and services through RFPs, RFQs, etc.	Goods and services contract formation and negotiation activities are completed on SAP's Ariba system.	The exchange of purchase orders, confirmations, advance shipment notifications, and invoice documents will either be completed by email or on SAP's Ariba system.	All service providers will use SAP's Fieldglass system for statements of work, worker onboarding and mobilization, and exchange purchase orders and invoice documents.
<p><b>All suppliers</b></p> <p>Only suppliers invited by Suncor's Supply Chain team can register with Suncor on Ariba.</p> <p><b>On SAP Ariba suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Register with Suncor</li> <li>• Complete pre-qualification and qualification processes</li> <li>• Complete annual recertification processes</li> <li>• Maintain company information and documents (i.e. business contacts and banking information).</li> </ul>	<p><b>Invited suppliers</b></p> <p>Only suppliers invited by Suncor's Supply Chain team can participate in a sourcing event.</p> <p><b>On SAP Ariba suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Participate in sourcing events</li> <li>• Share events with others in their organization as required</li> <li>• Use the Ariba Message Board to communicate with Suncor</li> </ul> <p><i>All suppliers must be registered and prequalified to participate in a sourcing event.</i></p>	<p><b>Awarded suppliers</b></p> <p>Awarded suppliers will complete the contracting and negotiation process when contract activities are initiated by Suncor.</p> <p><b>On Ariba Contract Management suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Send and receive contract documents</li> </ul> <p><b>To complete signing activities:</b></p> <ul style="list-style-type: none"> <li>• Suncor will email the contract to the signing authority for signature</li> <li>• The signing authority will use DocuSign for signature</li> </ul>	<p><b>Most goods suppliers</b></p> <p>Only suppliers invited by Suncor's Supply Chain team can register with Suncor on Ariba Network.</p> <p><b>On Ariba Network suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Register and configure their Suncor account</li> <li>• Receive and confirm purchase orders</li> <li>• Submit material purchase order invoices through Ariba Network</li> </ul> <p><i>Goods includes standard material orders issued for the purchase of equipment, machinery, parts and supplies.</i></p>	<p><b>All service providers</b></p> <p>Only suppliers invited by Suncor's Supply Chain team can register with Suncor on SAP Fieldglass.</p> <p><b>On SAP Fieldglass suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Manage and configure their Suncor SAP Fieldglass account</li> <li>• Receive service purchase orders</li> <li>• Onboard and mobilize workers</li> <li>• Submit service purchase order invoices or timesheets</li> </ul> <p><i>Services includes lodging, bussing, maintenance, construction, engineering, consulting, inspection services, and training.</i></p>

**Accounts and account administrators required by suppliers for Suncor's new procurement ecosystem**

- All suppliers require one Ariba Network ID to complete the registration process with Suncor. A designated administrator is required.
- All service providers in addition to SAP Ariba, require a SAP Fieldglass account and a designated SAP Fieldglass administrator.
- Goods suppliers will either transact with Suncor via email or suppliers with significant transaction volumes will be asked to register and transact with Suncor on SAP Ariba..

**Suncor's procurement system is a buyer funded program**

No cost to suppliers to transact with Suncor on SAP Ariba or Fieldglass.

\* All subsidiaries except Syncrude to follow the processes within Suncor's integrated procurement ecosystem. This includes Terra Nova and Suncor's international operations.

More information and resources available at [Suncor.com](https://www.suncor.com)