

# Suncor's integrated procurement ecosystem\*



Suncor's procurement processes are managed using SAP's S4, Ariba and Fieldglass systems. These cloud-based systems enable Suncor's Supply Chain team to collaborate directly with suppliers online to complete qualification, contracting, sourcing, contractor management, purchase orders, invoicing, and payment activities. With easy access to their Suncor account information, suppliers can keep company 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 Network or Email	SAP Fieldglass
<p>Supplier pre-qualification, registration, and qualification activities completed using SAP's Ariba system.</p>	<p>RFX activities completed using Ariba Sourcing module to source goods and services through RFPs, RFQs, etc.</p>	<p>Goods and services contract formation and negotiation activities completed using Ariba Contract Management module.</p>	<p>Exchange of purchase orders (PO), confirmations, advance shipment notifications, and invoices completed by email or on Ariba Network.</p>	<p>Services procurement activities completed using SAP Fieldglass. Includes: statements of work, worker mobilization, exchange of purchase orders (PO) and invoice documents.</p>
<p><b>All suppliers<sup>1</sup></b> Suppliers can only complete the registration process at the request of our supply chain team.</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><i>All suppliers submitting purchase orders to Suncor are required to register and provide banking information.</i></p>	<p><b>Invited suppliers</b> Only suppliers invited by our supply chain team can participate in a sourcing event.</p> <p><b>On SAP Ariba Sourcing 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 Ariba Message Board to communicate with Suncor</li> </ul> <p><i>All suppliers must be registered and prequalified with Suncor to participate in a sourcing event.</i></p>	<p><b>Awarded suppliers</b> Awarded suppliers 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 contract to the signing authority for signature</li> <li>• The signing authority will use DocuSign for signature</li> </ul>	<p><b>Invited goods suppliers<sup>2</sup></b> Suppliers with significant transaction volumes will be asked to register and transact on Ariba Network. <i>Ariba Network only used for goods transaction management.</i></p> <p><b>On Ariba Network suppliers will:</b></p> <ul style="list-style-type: none"> <li>• Complete the registration process to add Ariba Network to their Suncor Ariba account</li> <li>• Receive / confirm POs</li> <li>• Submit material PO invoices</li> </ul> <p><i>Goods include standard material orders issued for the purchase of equipment, machinery, parts, and supplies.</i></p>	<p><b>All service providers<sup>3</sup></b> Only suppliers invited by our 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>• Complete registration process and configure SAP Fieldglass account</li> <li>• Receive service POs</li> <li>• Onboard and mobilize workers</li> <li>• Submit service PO invoices or timesheets</li> </ul> <p><i>Services include lodging, bussing, maintenance, construction, engineering, consulting, inspection services, and training.</i></p>

**Accounts and designated account administrators required by suppliers to do business with Suncor**

1. Only **one** Ariba ID Number (ANID) can be used to transact with Suncor.
  - Suppliers must designate an SAP Ariba administrator.
2. Goods suppliers on Ariba Network use the same Ariba ID Number (ANID) to link Ariba Network to their Suncor SAP Ariba account.
3. In addition to SAP Ariba, all service providers require an SAP Fieldglass account and a designated SAP Fieldglass administrator.
  - SAP Ariba to maintain company and banking information; and
  - SAP Fieldglass to complete service procurement processes.

**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)