

A woman wearing a blue Suncor hard hat, safety glasses, and heavy-duty work gloves is focused on her task in an industrial environment. She is holding a tool, possibly a wrench or a similar instrument, and has a radio clipped to her blue work shirt. The background shows blurred industrial structures and lighting.

Understand the fundamentals of Suncor's new procurement ecosystem.

February 10, 2022

10:00 to 11:30 am (MST)

Supplier Information Sessions

Welcome

Today's session is being recorded.

Use the meeting link to watch the recording or share with others after today's session.

Recording available within 24 hours.

Please post questions in the chat.

We will address as many questions as possible today. A summary will be posted to the Supplier information portal.

Only Suncor will see your name if included; this is helpful for us to follow up as needed.



Agenda

The fundamentals of Suncor's new procurement ecosystem.

Today's speakers

Joe Vetrone

Senior vice-president, Projects, Supply Chain & Field Logistics

Bart Van Acker

Specialist, SCM

Joseph Moulton

Specialist, EH&S Contractor Safety

Steph Hansen

S4 Transformation Analyst

Steve Balisky

Team lead, Contract & Supplier Enablement

Welcome + Safety moment

Supply Chain Management Transformation

Suncor's new procurement ecosystem

Ariba SLP

Contracting & Sourcing

Materials management

Services management

Next steps

Workplace Injury and Fatality Impacts

Joseph Moulton
Specialist, EH&S Contractor Safety



Workplace Injury and Fatality Impacts (2020)

	Number of Lost-Time Injuries	Number of Injury-Related Fatalities	Number of Occupational Disease-Related Fatalities
Alberta	29,142	85	80
British Columbia	55,232	57	84
Manitoba	12,871	4	15
New Brunswick	5,314	14	4
Newfoundland and Labrador	3,700	10	16
Nova Scotia	5,844	6	15
NWT/Nunavut	919	4	0
Ontario	65,664	79	226
Prince Edward Island	1,092	0	0
Quebec	82,821	57	133
Saskatchewan	8,754	19	17
Yukon	453	0	0
Total	271,806	335	590



Workplace Injury and Fatality Impacts

Lost-Time Injury Rates

Among provinces with over 100,000 workers, Manitoba continues to have the highest 5- year lost-time injury rate (2.76 per 100), followed by British Columbia (2.20 per 100), and Saskatchewan (2.05 per 100).

Five of 12 jurisdictions reported higher injury rates. A comparison of previous years average rates compared to the most up to date rates showed that among provinces with 100,000 employees, Alberta (11%), New Brunswick (10%), and Quebec (9%) showed the greatest increase in lost-time injury rate.

A new risk - In Canada approximately 32,742 accepted injury claims and 39 fatality claims for work-related exposures to COVID-19.

Workplace Injury and Fatality Impacts

In its latest report, the Canadian workers compensation boards reported 925 workers died due to work related causes

Job-related fatalities are classified as injury (e.g., death due to job-related electrocution) or occupational disease related (e.g., death from mesothelioma due to work-related exposure to asbestos).

Among provinces with over 100,000 workers, Saskatchewan's 5-year average injury fatality rate ranks highest (4.6 per 100,000) followed by Alberta (3.9 per 100,000).

Among provinces with over 100,000 workers, Newfoundland and Labrador had the highest five-year average occupational disease fatality rate (8.5 deaths per 100,000), followed by Nova Scotia (5.2 deaths per 100,000) and Ontario (4.0 deaths per 100,000).

Workplace Injury and Fatality Impacts

Why are these statistics important

The collection and interpretation of statistical data is important for identifying trends over time within and between jurisdictions.

Such data not only sheds light on where the greatest need is for targeted injury prevention but also help to identify potential changes to educational, regulatory and enforcement.

Workplace Injury and Fatality Impacts

What can we do

Efforts should be undertaken to enhance primary prevention activities within and across jurisdictions.

These efforts could include:

- Identify risk and controls for high-risk activities.
- Ensure compliance with existing occupational health and safety regulatory frameworks.
- Improve enforcement activities (e.g., focused inspections, targeted programs and initiatives).
- Create multi-pronged primary prevention initiatives that combine consultation, education, and enforcement activities.
- Develop awareness campaigns, partnerships with the workforce.

Safety above all else

If it isn't safe, we don't do it.

We watch out for each other at work and at home.





“ *Modernizing our processes unlocks the opportunity for us to be more collaborative, consistent, and trusted with our Suppliers.* **”**

Joe Vetrone
Senior vice-president
Projects, Supply Chain & Field Logistics

Procurement ecosystem: Overview

Bart Van Acker
Specialist, SCM



Transforming how we work together benefits Suncor and suppliers

Suncor is transforming the way we manage our supply chain and the way we do business with our suppliers using new cloud-based, digital applications.



Our goals

Standardized: Use integrated and consistent processes.

Transparent: Provide partners self-serve access to data.

Accurate: Detailed data from requisition to payment.

Efficient: Find efficiencies by automating and digitizing our ecosystem.



Our commitment

Suncor is committed to the seamless and successful transition of our supply chain ecosystem.



Our expectations

Transforming how we work together requires commitment from our suppliers to learn, adapt and comply.

Immediate value for suppliers

- Ability to directly enter invoices through an online portal
- Ability to view invoice statuses and payment information
- Digital collaboration of transactional documents (PO's, order acknowledgements, invoices, etc.)

Suncor's new procurement ecosystem

We are moving to a new integrated procurement ecosystem within SAP's S4, Ariba and Fieldglass systems.

Ariba Supplier Lifecycle and Performance

Suncor's relationship with suppliers begins with an invitation to complete the pre-qualification, registration, qualification processes in Ariba SLP.

Approved and qualified suppliers can participate in sourcing and procurement activities with Suncor.

Qualification

1

Ariba Sourcing Management

Upon completing the registration process, suppliers can be invited to participate in sourcing events through Suncor's Sourcing system.

Within Ariba Sourcing, suppliers will have one view into their sourcing events.

Sourcing

2

Ariba Contracting Management

Successful sourcing suppliers will complete the contracting process through Suncor's Contract system.

Going forward, the ongoing management of existing contracts will occur within Ariba Contracting.

Contracting

3

Ariba Network

The ongoing transaction management for materials procurement and invoicing will be executed within Ariba.

This includes the exchange of purchase orders, confirmations, advance shipment notifications, and invoice documents.

Materials

4

SAP Fieldglass

The ongoing management for services procurement and invoicing will be executed within Fieldglass.

This includes service commitments, worker profile details, work assignments, invoices and/ timesheet documents.

Services

4

Migration Approach

Data Migration

- **All active suppliers** will be migrated to Ariba SLP for go-live.
- **New account numbers** will be assigned for each supplier relationship.
- **Any contract(s) in force** will be migrated and assigned a new Ariba contract number. After go-live, you will be contacted with your new Ariba contract number(s).
- **Open Purchase Order commitments** move into our new environment.
- **Only active data will migrate.** No historical data will move into the new environment.

Invoicing & Payments

- Suncor will be taking **efforts to settle any outstanding invoices before go-live.**
- **Any invoices that are processed, but not yet due,** will migrate and be paid out after migration.

Key Changes

- Many of the processes supported by the submission of documents by suppliers will be **replaced with data entry by suppliers directly into an SAP supported system.**

Suncor's supply chain transformation timelines

1 February

Supplier Information Sessions (Feb. 8 & 10)

Learn more about Suncor's new procurement system, our migration plan, and the activities suppliers will be asked to complete for April 4 go-live and beyond.

Suppliers complete Business Relationship Form by Feb. 18

We are looking to confirm key contact information for your company. This information will be used to support Suncor's migration efforts, your system setup, and ensure invitations to upcoming training sessions are targeted to the right people in your company.

Prepare suppliers for upcoming migration activities

3 April

On **April 4**, Suncor's new procurement ecosystem is enabled with Suncor's migration to SAP S4. All subsidiaries except Syncrude migrate on April 4; this includes Terra Nova and our international operations.

- **All current (qualified) material and service suppliers migrated by Suncor to Ariba SLP.**
- **All active service providers migrated by Suncor to SAP Fieldglass.**

Complete April 4 go-live activities

2 March

All service providers complete SAP Fieldglass registration by March 28

Invitation to create your Suncor SAP Fieldglass account will be sent in early March.

Attend training week of March 21

Invitations to register for training will be sent by end of February.

- **Ariba SLP information session for all suppliers** to be ready for post go-live activities.
- **Invited material suppliers attend Ariba Network Training** (North American material suppliers with over 50 annual PO/invoice docs).
- **SAP Fieldglass Training for all service providers** to be ready for go-live.

Get ready for go-live

4 April to December

All material / service suppliers. After go-live, work begins with suppliers to validate registration data and complete qualification requirements in the Ariba SLP tool. **All suppliers to maintain an active Avetta membership status, until migration to Ariba SLP is complete and validated by Suncor.**

Material Suppliers continue Ariba Network migrations in waves. **Suppliers will be invited to participate in a scheduled wave.**

Supplier Lifecycle & Performance (Ariba SLP):

Overview

Migration approach

Readiness activities

EH&S (qualification)

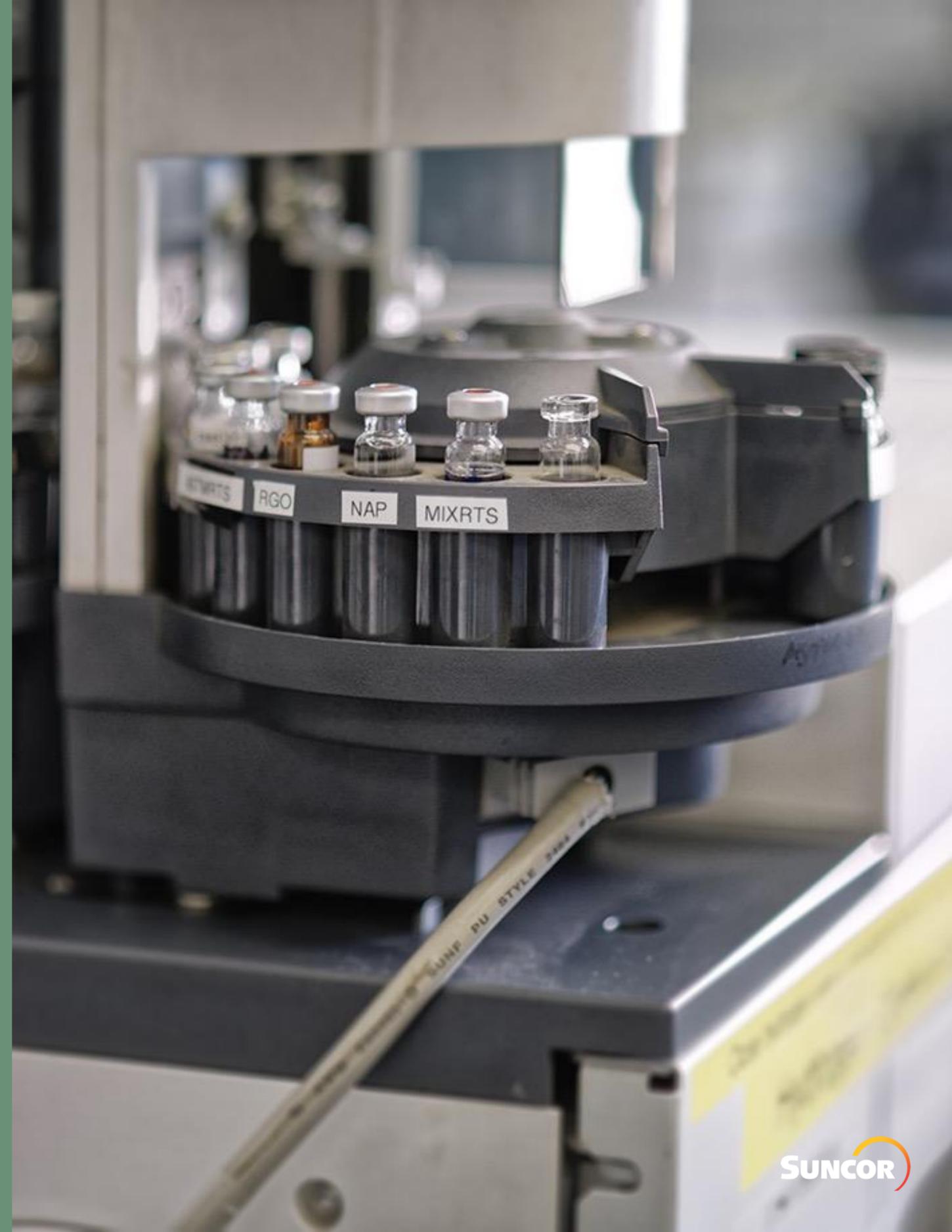
Q&A

Steph Hansen

S4 Transformation Analyst

Joseph Moulton

Specialist, EH&S Contractor Safety



Ariba Supplier Lifecycle and Performance (Ariba SLP)

Ariba SLP is the starting point to onboard new suppliers and manage all supplier relationships

About Ariba SLP:

- An Ariba Network ID is required to complete the onboarding process.
- Ariba SLP setup is required to compete in sourcing events and complete the contracting process.

Readiness activities for April 4 go-live:

- Complete the Supplier Business Relationship form by February 18.
- This information will streamline your migration to Ariba SLP on April 4.

Post go-live activities:

- Suppliers complete the registration and qualification process by August 31.

Avetta

- Maintain an active Avetta membership, and status, until all Ariba SLP activities are completed and validated by Suncor

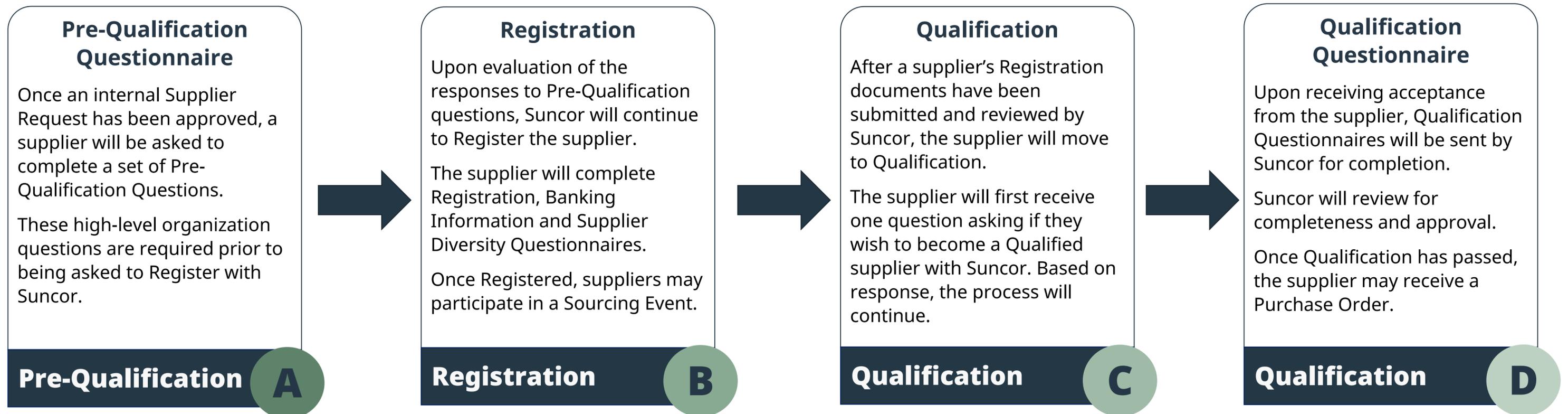
Ariba SLP: The Process

SLP will be used to complete the registration, qualification, and onboarding process with suppliers.

All subsidiaries except Syncrude will migrate; this includes Terra Nova and our international operations.

The full process includes both internal Suncor steps and external Supplier steps.

Primary steps suppliers can expect to complete, provided below:



Ariba SLP: Migration approach

SLP will be used to complete the registration, qualification, and onboarding process with suppliers.

- **All current (qualified) suppliers will be migrated to Ariba SLP for go-live.**
- **Paced migrations begin after go-live with suppliers to complete onboarding process within SLP.**

All subsidiaries except Syncrude will migrate; this includes Terra Nova and our international operations.

Benefits

- Accelerates the onboarding process
- **Self-serve access** for suppliers
- **No cost** to suppliers

New ways of working

- Pre-Qualification and Qualification process changes.
- Only one contact can be the primary business relationship contact on the Ariba SLP supplier 360 profile. And will be considered the manager of your Ariba SLP account with Suncor.
 - Other roles/contacts can be identified for future communication from Suncor (i.e. EH&S, A/P) but they cannot edit/add to the company's information.

Tasks to complete after go-live

Your primary business relationship contact with Suncor will be contacted when its your scheduled wave to complete the pre-qualification, registration, qualification setup in Ariba SLP.

Maintain an active Avetta membership, and status, until all onboarding activities are completed in Ariba SLP and **verified and approved by Suncor.**

Annual recertification process will be communicated in Q3 2022.

Ariba SLP

What changes for suppliers, what stays the same?

- **Changes:**
 - Removal of Word documents and emails to complete registration and updates.
 - Previous Pre-Qualification is now broken into Pre-Qualification and Qualification consisting of updated and optimized questions.
 - Ability for the supplier to update their account information as needed and monitoring of qualifications and certificates in one location.
- **Stays the Same:**
 - Suncor's requirement for suppliers to provide company data, and complete a set of questions that must remain compliant in regards to the qualification information requested.
 - Registration and documents submitted must be completed and submitted in accordance with the supplier's Legal Name.

What is Suncor doing to prepare?

- Cleaning our data – where possible, prefer one entity per ANID and will be working with those that currently show in our system with multiple Vendor Numbers.

Tips for setting up your account:

- For ease of access and management, suppliers should have one ANID per Legal Entity for Sourcing and Contracting.
- Decide if you would like to complete Sourcing, Contracting, and PO transactions through the same ANID.

Ariba SLP: EH&S Tasks

Unlike the current Avetta tool, the new **Ariba SLP** questionnaires will be utilized during the selection and award phase. Questionnaires will be evaluated and scored based on responses and response quality.

What changes for suppliers

- Three Questionnaires for all suppliers: Pre-Qualification, Qualification and Quarterly KPI Updates
- Three types of questions within the Questionnaire: Service, Materials, Lodging and Transportation Contractors
- EH&S Contractor Management activities will be front loaded
- Responses to Questionnaires will be scored and utilized through Go to Market Activities by SCM for Supplier selection and Scope of Work qualification

Ariba SLP: EH&S Tasks

As Suncor focuses on business process standardization, we are streamlining the E10 EHS improvement work with process efficiencies.

What's the change

- Dividing the EH&S plan into two levels of information: Management Systems and Site Specific
- Centralization of the EH&S Documentation Repository
- Standardization of EH&S Questions
- Training and Information Resources
- Technology supported

What is the benefit

- Reduce redundant EH&S activities
- Simplify EH&S contractor management actions
- Reduce administrative burdens due to one-way approach to EH&S documentation
- Clarify roles and responsibilities with EHS E10
- Expedite EHS documentation approval process
- Provide greater value in Site Specific EHS documentation

Other EH&S process changes: Manage Product Safety

Suncor will use Chemwatch to access Safety Data Sheets and manage most product approvals.

Chemwatch is a cloud-based software that integrates with SAP and provides Safety Data Sheet (SDS) management and access to one of the largest chemicals database in the world.

Anyone working on a Suncor site needs to know how to access a Safety Data Sheet:

- Contractors can connect to Chemwatch online; the site is intuitive and easy to use.
- Training material available for contractors.

If contractors are bringing a new product to site, they must first check Chemwatch to confirm the product is approved for use at the specific Suncor site where they are conducting work.

- If the product is not approved for use at the site in question, use Chemwatch to request approval for the product prior to the product arriving at site.

Other EH&S process changes: Manage Substance Volume Tracking

This process addresses the tracking of regulated substances on a volume basis.

Some regulated substances have specific volume threshold which trigger regulatory obligation/action.

- As these regulated volume thresholds are approached, the Product Stewardship Specialist is notified and works with the site E&R Advisor and the business to assess, mitigate and comply with regulatory requirements.

If contractors bring regulated substances onto the site:

- The EHS Product Approval Process must be followed to ensure site approval prior to bringing products on site.
- Excess material must be removed from site by the contractor at the end of the project.

EH&S – what you can do to get ready

There are pre-planning steps suppliers can take to get ready for the new EH&S requirements to be completed in Ariba SLP:

<p style="text-align: center;">1</p> <p>Ensure your EH&S documents are up to date before submitting.</p>	<p style="text-align: center;">2</p> <p>Create a folder with all your submission documents for ease of upload.</p>	<p style="text-align: center;">3</p> <p>Ensure documents are in correct format: Doc, DOCX, PDF, TXT and PDF Picture files will not be accepted: JEPG, BMP, PNG, GIF or PNG</p>
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Common documents to be requested <i>Standards, Procedure, SWP</i>	Work Related Safe Work Practices
<ul style="list-style-type: none"> • Hazard Identification • Alcohol and Drug • Learning and Competency • Emergency Management • Audit and Assessment • Incident Management/Corrective Action Management • Employee Onboarding • New Worker 	<ul style="list-style-type: none"> • Confined Space • Lock Out / Tag Out (LOTO) • Permitting • Working at Heights • Fall Protection

Ariba Sourcing & Contracting Management:

Overview

Post go-live activities

Q&A

Steph Hansen

S4 Transformation Analyst



Ariba Sourcing Management

All goods and services sourcing events happen in the Ariba Sourcing module today:

- After go-live, Ariba Sourcing is integrated into the new procurement ecosystem.

All subsidiaries except Syncrude will migrate; this includes Terra Nova and our international operations.

Benefits

- Standardizes end to end process and tool
- Self-serve access for suppliers
- One-stop view into all sourcing events
- No cost to suppliers

New ways of working

- Many of our suppliers will be familiar with Ariba Sourcing as it has been the sourcing tool used by Suncor the last few years.
- Efficient event management with specific closing dates
- Limited word or excel documents
- Supplier ability to share the event within their company
- Traceability and ease of access for both parties
- Communicate through the Ariba Message Board (with an email address link)

Tasks to complete after go-live

The current business contact registered with Suncor will receive an email from Supplier Enablement to complete your organizations account set up.

- To prepare for future sourcing activities with Suncor, please ensure you complete your registration in a timely fashion.
- Either link your existing Ariba Account or Register if your company does not already have one.

Ariba Contracting Management

For go-live, any contract(s) in force will be migrated and assigned a new Ariba contract number.

- Only active data will be migrated (no historical data).

All subsidiaries except Syncrude will migrate; this includes Terra Nova and our international operations.

Benefits

- Standardizes end to end process into one tool to manage our contracting relationships
- Simplifies collaboration between Suncor and suppliers
- Self-serve access for suppliers
- No cost to suppliers

New ways of working

- Send and receive contract documents through Ariba Contracting
- Directly email contract for Signature to the signing authority
- DocuSign is now Suncor's method for Contract signature

Tasks to complete after go-live

Suncor will be in direct contact to communicate your new Ariba contract number(s) which will now be Alphanumeric instead of previous Numeric numbers.

Please use new contract numbers going forward.

Q&A:
Ariba SLP
Sourcing & Contracting



Materials procurement Ariba Network:

Overview

Migration plan

Readiness activities

Q&A

Steve Balisky

Team lead, Contract & Supplier Enablement



Materials procurement over the Ariba Network

The Ariba Network will become the preferred method to transact *material* orders with Suncor.

What is the Ariba Network?

- The Ariba Network is a cloud-based application that enables the electronic exchange of materials transaction documents between Suncor and suppliers.
-

Which suppliers will be transacting over the Ariba Network at go-live?

- All North American materials suppliers to Suncor, with over 50 annual PO/invoice docs
 - *Syncrude suppliers will be evaluated in the future*
-

Readiness activities for April 4 go-live:

For all suppliers

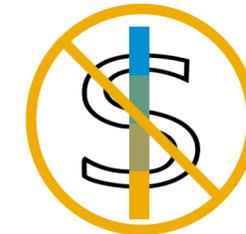
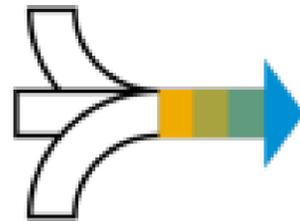
- Complete the Business Relationship Form by Feb 18th

For suppliers who have already received a TRR from SAP

- Complete the Trading Relationship Request (TRR) by Feb 18th
 - Attend training session hosted in March
-

Why the Ariba Network?

The SAP Ariba Network is an innovative cloud-based platform that allows suppliers and buyers to connect and do business on a single platform.



World's Largest Trading Community over \$3 trillion

- Helps over 2,000 active buyers find your products and services
- Best-in-class expertise, experience, and advice for B2B eCommerce and Integration

Single Point for Business Collaboration

- Manages leads, proposals, contracts, orders, invoices, and payments
- Collaborate with multiple customers

Works with How You Do Business

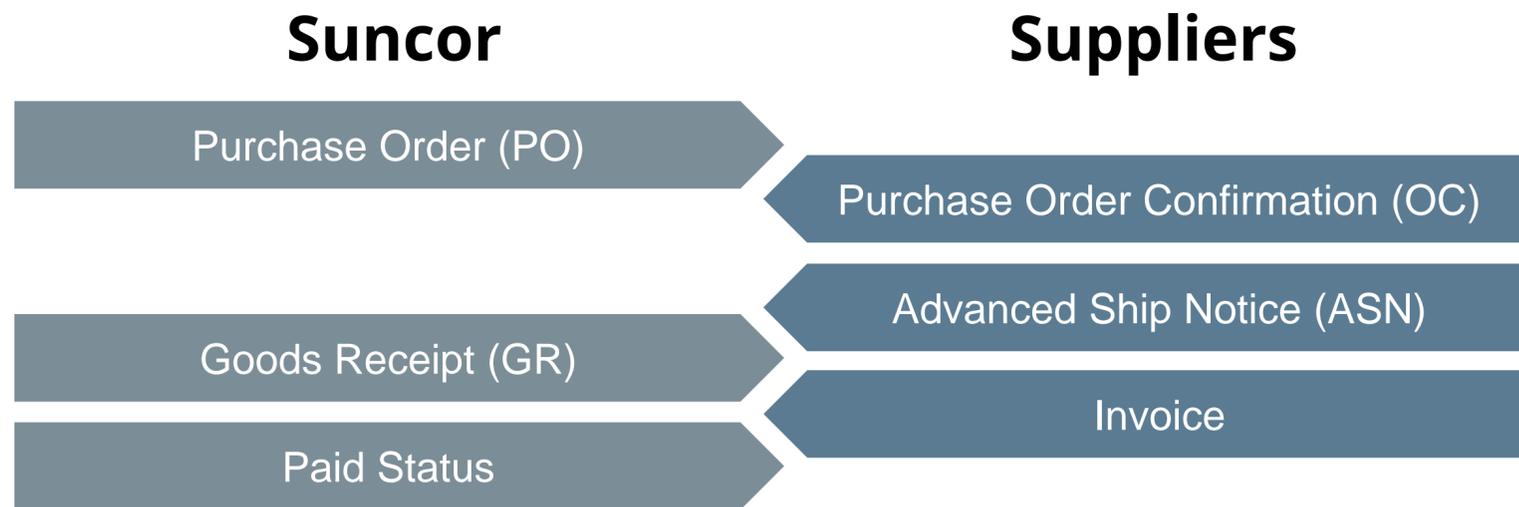
- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies

No Fees for Suppliers

- There will be no fees for suppliers to transact over the Ariba Network

Ariba Network Documents

Document Types



Purchase Order Types

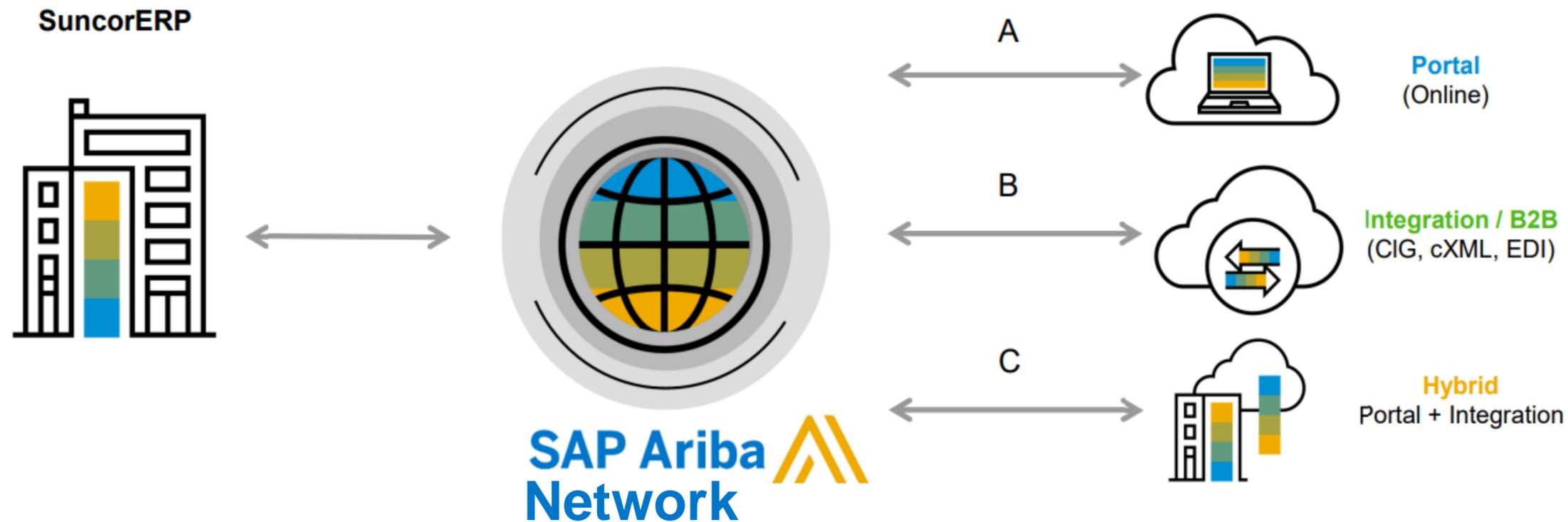
- Standard PO
 - Return PO (Credits)

 - Sub-contracting PO*
 - Consignment PO*
- * Used by select suppliers*
** Additional document types will be used*

Key Changes

- **Electronic Receipt Settlement (ERS)** will be discontinued after go-live
- **Credit-memos** will be processed on Return PO, and will not be excepted on Standard POs
- For all POs received through the Ariba Network:
 - **ASNs & GRs** are required before invoices to be posted
 - **Invoices** must be posted to the Ariba Network and cannot be send to Suncor AP

Ariba Network Connection Types



Central collaboration website

- Simple to setup and maintain
- Requires some learning and effort to transact
- Used by suppliers with approximately 50 to 500 documents per year

Automated system-to-system communication

- Higher cost to setup and maintain
- Simplifies transactions for high-volume suppliers
- Used by suppliers with over 500 documents per year

Combination of the above two solutions

- Use by high-volume integration suppliers who have not integrated all document types

Key Changes

- Suncor is upgrading to Cloud Integration Gateway (CIG) and will be using a new ANID.
- Existing connections with Suncor will be discontinued, establishing a new connection is required.
- The vast majority of suppliers will be transacting through the Portal at go-live.
- Integration projects will be scheduled through 2022, after go-live.

Readiness Activities – *for each supplier type*

Ariba Network Portal Suppliers

Includes material suppliers who:

- Are located in Canada or US
- **AND** have already received an invitation to join pre go-live

Activities

1. Complete the Business Relationship Form from Suncor by Feb 18th
2. Complete the Trading Relationship Request from SAP by Feb 18th
3. Attend training session hosted in March

Ariba Network Integration Suppliers

Includes material suppliers who:

- Are located in Canada or US
- **AND** have been invited to participate in wave 1

A small # of suppliers have been identified for the wave 1 pilot. Integration projects will continue across multiple waves after go-live. Suppliers are being prioritized based on their document volume and SAP integration status.

Activities

1. Complete the Business Relationship Form from Suncor by Feb 18th
2. Complete the Trading Relationship Request from SAP by Feb 18th
3. Participate in integration testing session (*recommencing in Feb*)
4. Attend training session hosted in March

Accounts Payable Suppliers

Includes material suppliers who:

- Are not based in Canada or US
- **OR** do not receive SCM PO's
- **OR** have not yet received an invitation to join Ariba

Activities

1. Complete the Business Relationship Form from Suncor by Feb 18th
2. You will be submitting invoices through Suncor AP

Suncor will continue to migrate suppliers onto the Ariba network over the next 18 months.

Readiness and cut-over activities for Materials Providers

After April 4, 2022, the Ariba Network will become the preferred method to transact material orders with Suncor.

1

Complete the *Business Relationship Form* from Suncor by **Feb. 18**
(Will be sent this week)

2

Complete the Trading Relationship Request from SAP by **Feb. 18**
(if received)

3

Attend Ariba training session in March

Be aware and follow cut-over timelines:

March 11: Last day to submit invoices to Accounts Payable.

- Invoices submitted to AP after March 11 will be directed back to suppliers.

March 23: Last day to enter invoices into Ariba

- Ariba Network suppliers will not be able to enter invoices after Mar 23.

March 31 to April 4: Blackout window

- No invoices will be processed.



Materials procurement Ariba Network: Q&A

Services procurement and management:

Overview

Migration approach

Readiness activities

Q&A

Bart Van Acker
Specialist, SCM



Fieldglass & Workday

The ongoing management for *services* procurement and invoicing will be executed within Fieldglass.

What is Fieldglass?

- A cloud platform that will be used for the transaction management of services, automating the exchange of service commitments, worker profile details, work assignments, timesheets, and invoice documents for services procurement.
- New processes and terminology are adopted with the migration to SAP S/4 and Fieldglass.
- No cost to suppliers (buyer funded)

What is Workday?

- A cloud platform that will manage personnel information for all of Suncor.
- Workday Learning will be used by Contingent workers to complete training activities.
- Workday Extended Learning Enterprise becomes the new Contractor Learning Portal used by SOW Workers to complete required training activities.

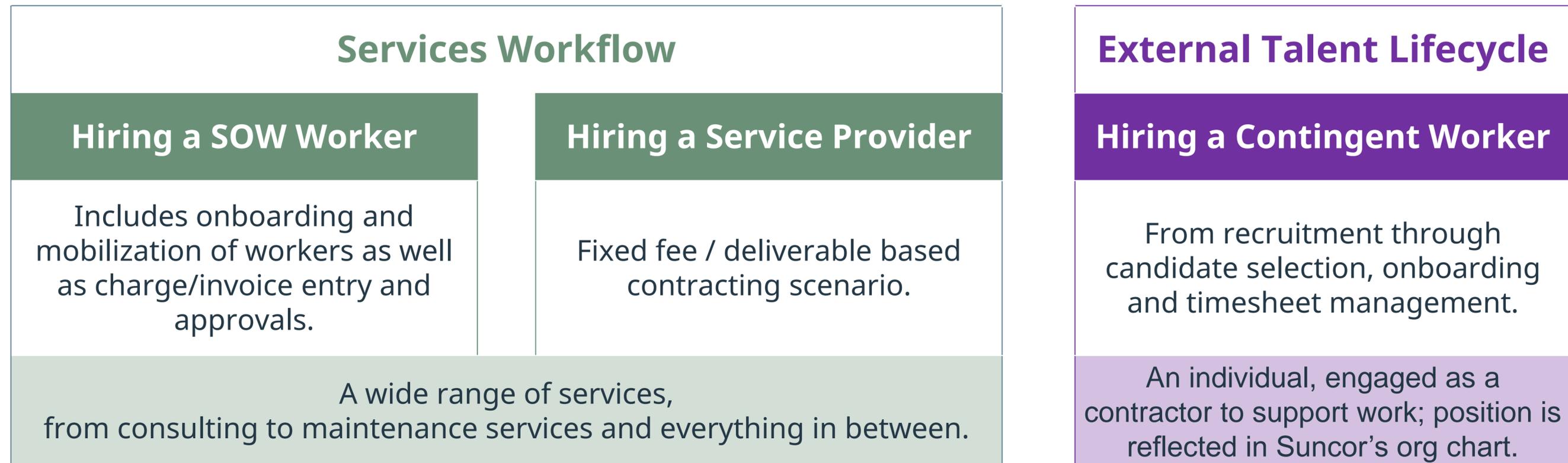
Service Providers Readiness activities for April 4 go-live:

- Complete the Business Relationship Form from Suncor by Feb. 18
- Complete Fieldglass registration to create your Suncor Fieldglass account before March 28
- Attend training session hosted in March

What is Fieldglass?

SAP Fieldglass is an **external workforce management tool that will be used to manage all *services procurement and contractor management***, including contingent workers and SOW work.

Several processes will happen in Fieldglass



Services Workflow: SOW Workers

Fieldglass will be used to request services and support simplified, automated recruitment of contracted workforce.



Key Changes

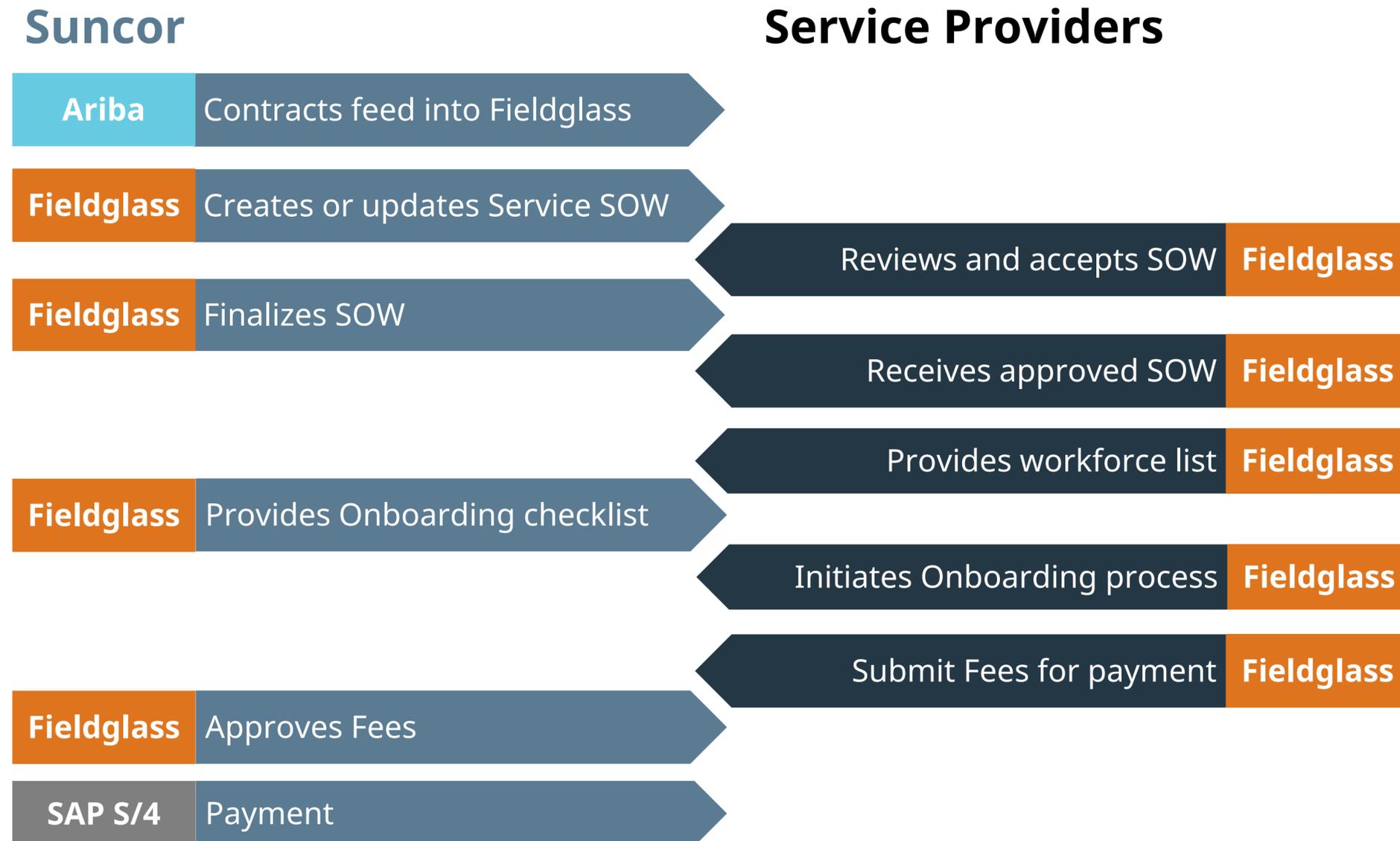
Service Providers will have **direct system access to Fieldglass** to allow for direct collaboration with SCM and Service Requestors including:

- **Receive** and confirm Statement of Work (SOW).
- **Validate** and provide input on SOWs, including ability to provide estimates.
- **Initiate** onboarding of SOW workers directly in Fieldglass.
- **Complete** time and invoice entry directly into Fieldglass.
 - Service Providers submit Fees tied to milestones and deliverables in Fieldglass.
- **Maintain** their own worker data.

Service invoices and time entry **cannot** be processed by Accounts Payable:

- SOWs **must** be in Approved Status before invoicing can be submitted.
- Work **cannot** proceed without SOW approval and SOWs **cannot** be overspent.

Statement of Work (SOW) Process



NEW TERMINOLOGY

Statement of Work (SOW)

Replaces the term Purchase Order.

Master Statement of Work (MSOW)

Replaces the term Contract.

SOW Worker

Replaces the terms non-positioned contractor, contractor, consultant, contract, staged or structured services.

Profile Worker

A new worker type for workers who do not need to bill Suncor for their time (e.g., Site visitors), who may still need to complete tasks prior to coming to site, such as Site Orientation through the contractor learning portal.

Service Provider

Any organization that provides contracted workforce.

Service Requestor

Replaces the term hiring leader or manager.

Service Approver

Assigned to approve invoices, time entry, etc.

What changes for SOW Workers: Onboarding

After go-live, SOW Workers will access learning through the Contractor Portal, like they do today. Through the portal, they will take required training in the Workday Extended Enterprise system.

Active SOW Workers as of March 30, 2022 will have their **latest completions of active courses migrated to Workday.**

Same access point for through the Contractor Portal.

- One-time registration with Workday Extended Enterprise for SOW workers.
- Accessible anytime, anywhere, from desktop, web browser, or mobile device.

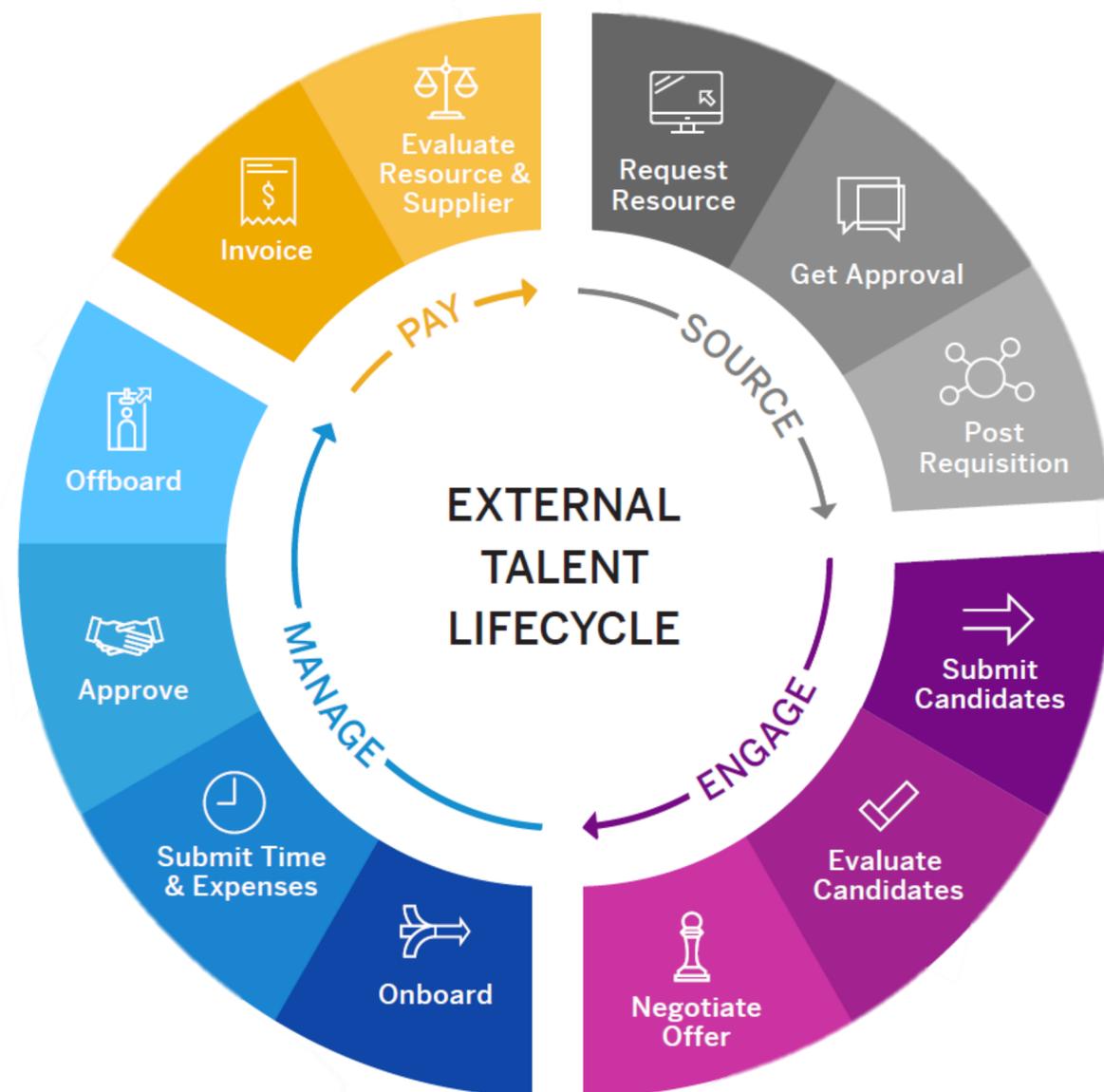
Tasks to complete before go-live

Cut-over activities:

- The Contractor Portal will be unavailable after 6 pm MST on March 30 to April 4.
- Limited contractor onboarding and on-site instructor led training between March 31 - April 4.
- Any in-progress Web Based Training not completed by 6 pm MST on March 30, will be lost and need to be redone in Workday (opens April 4).
- SOW Workers have until 6 pm MST on March 30, 2022 to download their learning history (if desired).

External Talent Lifecycle: Contingent Workers

Fieldglass will be used to request services and support simplified, automated recruitment of contingent workers.



Key Changes

Service Providers will have **direct system access to Fieldglass** to allow for direct collaboration with SCM and Service Requestors including:

- **Receive** and confirm Job Postings and Work Orders (WO).
- **Validate** and provide input on Job Postings, including candidates and rates.

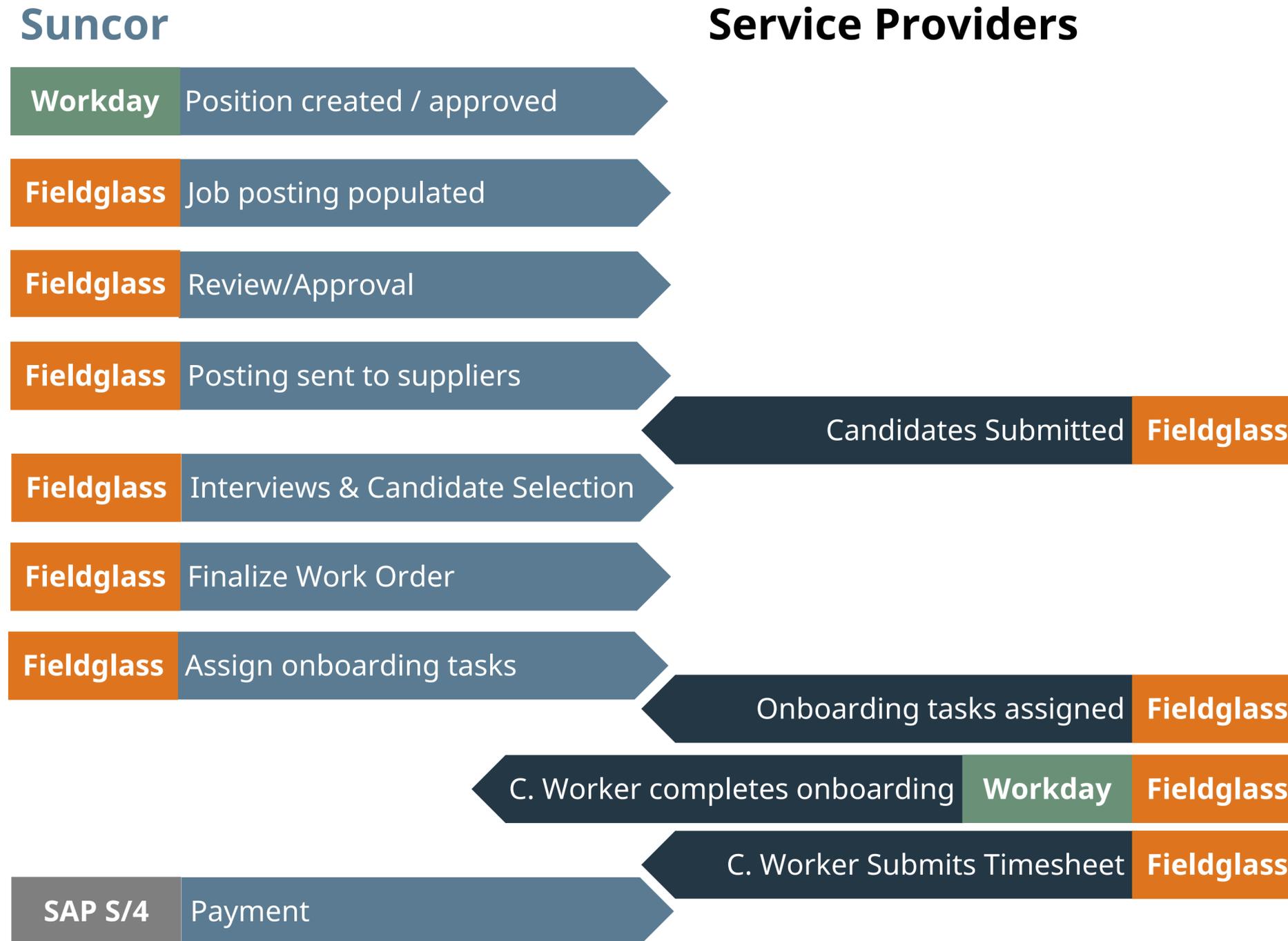
Hiring Managers **interact** directly with Service Providers.

- Supply Chain will have less involvement in the recruitment of Contingent Workers.

Service invoices and timesheets **cannot** be processed by Accounts Payable:

- Work Orders **must be** accepted and Workers Activated/Registered before timesheets can be submitted.
- Work **cannot** proceed without Work Order confirmation and Work Orders **cannot** be overspent.

Contingent Worker Process



NEW TERMINOLOGY

Work Order (WO)

Replaces the term Purchase Order.

Master Statement of Work (MSOW)

Replaces the term Contract.

Contingent Worker

An individual, engaged as a contractor to support work; position is reflected in Suncor's org chart.

Service Provider

Any organization that provides contracted workforce.

Service Requestor

Replaces the term hiring leader or manager.

Service Approver

Assigned to approve timesheets, expense sheets, etc.

What changes for Contingent Workers: Onboarding & Time Admin

After go-live, Contingent Workers will complete tasks in Fieldglass and Workday.

Fieldglass

- Onboarding activities will be assigned from Fieldglass.
- Completes time entry in Fieldglass (cadence per contract requirements).

Workday

Active Contingent Workers as of March 30, 2022 will have their latest completions of **active courses migrated to Workday.**

- Workday access similar to employees using Suncor system log-in credentials.
- Complete training requirements in Workday.
- Accessible anytime, anywhere, from computer or mobile device.

Tasks to complete before go-live

Cut-over activities:

- The Suncor LMS will be unavailable after 6 pm MST on March 30 to April 4.
- Limited contractor onboarding and on-site instructor led training between March 31 - April 4.
- Any in-progress Web Based Training not completed by 6 pm MST on March 30, will be lost and need to be redone in Workday (opens April 4).
- Contingent Workers have until 6 pm MST on March 30, 2022 to download their learning history (if desired).

Migration Approach

Fieldglass

- **Open, active Purchase Orders** at time of cut-over will be migrated.
- **Active Contingent and SOW Workers** at time of cut-over will be migrated.

Workday

- **Active Contingent and SOW Workers as of March 30, 2022** will have their latest completions of active courses migrated to Workday.

After April 4, 2022

- **Service Providers** complete time entry and submit invoices in Fieldglass.
- **SOW Service Providers** initiate onboarding in Fieldglass, following assigned Onboarding Checklists for SOW Workers.
- **SOW Workers** completes onboarding process in Contractor Learning Portal (Workday Learning Extended Enterprise).
- **Contingent Workers** complete onboarding process in Fieldglass and training requirements in Workday.

Readiness and cut-over activities for Service Providers

After April 4, 2022, Fieldglass becomes the sole method to transact service purchases and invoices with Suncor.

1

Complete the Business Relationship Form from Suncor by **Feb. 18**
(Will be sent this week)

2

Complete Fieldglass registration to create your Suncor Fieldglass account before the last week of **March**

3

Attend Fieldglass training session in March

Be aware and follow cut-over timelines:

Mar 11: Last day to submit invoices to Accounts Payable.

- Service invoices submitted to AP after March 11 will be directed back to suppliers to enter directly through Fieldglass after go-live.

Mar 23: Last day for online vendors to submit invoices and time entries.

- Access will be locked as of March 24. All invoices and time sheets for March 24 through April 3, must be entered into Fieldglass after go-live.

March 31 to April 4: Blackout window

- No submissions will be received or processed.

Services procurement and management: Q&A



Next steps:

Migration approach

Cut-over processes

Readiness activities

Post go-live activities

Q&A

Bart Van Acker
Specialist, SCM



Readiness activities

Complete Suncor Business Relationship Form by Feb. 18

- Your primary business contact will receive the form after this session.

Be aware and follow cut-over timelines

- **March 11:** Last day to submit invoices to Accounts Payable
- **March 23:** Last day for online vendors to submit invoices and time entries
- **March 31 to April 4:** Blackout window > no submissions will be received or processed

Attend Ariba and Fieldglass training in March

- More information, including how to register, will be sent next week.

Complete required registrations before go-live

- Further information will be shared in March.

Post Go-Live activities

All Suppliers

- **Suppliers will be asked to validate data in Ariba SLP.**
 - Ariba SLP will be used to complete the registration, qualification, and onboarding process with suppliers.
 - Suppliers should continue to maintain an active Avetta membership, and status, until all new go-live activities are completed and approved in Ariba SLP.
- **All sourcing activity will be conducted through Ariba Sourcing Management.**
 - Suppliers must be registered through Ariba SLP to be invited to participate in sourcing events.

Material Suppliers

- Material suppliers must **submit all invoices connected to a purchase order after their migration to Ariba is complete** (onboarding to happen in waves).
 - The Evaluated Receipt Settlement (ERS) process will be phased out after migration to SAP S4 in 2022.

Service Suppliers

- Service suppliers must **submit all invoices connected to a service commitment through Fieldglass after go-live.**

Invoicing & Payments

- **Non-purchase order based transactions** will continue to require email invoice submissions to Accounts Payable.
- **Payment remittances** will continue to be provided via emails to facilitate cash application of Suncor's payments.

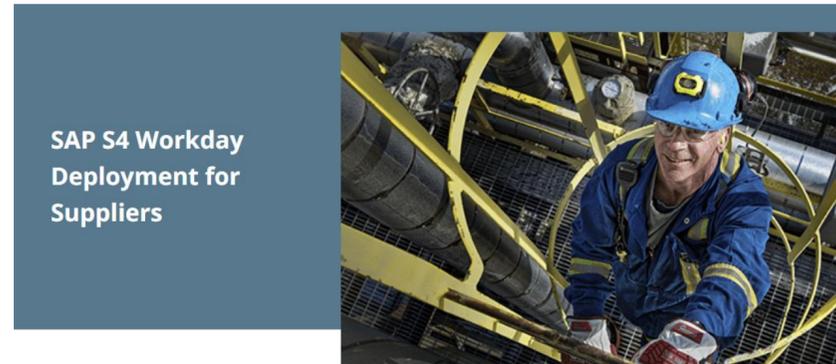
Together, we will make it easier to do business together

Resources

Resources are available to support suppliers adopt new ways of working.

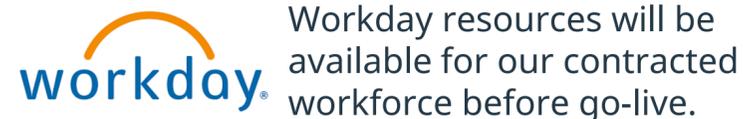
Supplier Information Portal

Should be your first go-to for all questions and latest information. [English](#) and [French](#) available



Ariba & Fieldglass Training

Process and tool training for Ariba and Fieldglass will be held in March. Ensure everyone from your organization who will support your transformation to Suncor's new procurement system attends the appropriate training session.



Supplier Enablement

If you have any questions that have not been answered in our FAQs, or in training contact us.

supplierenablement@suncor.com

Our commitment

Suncor is committed to the seamless and successful transition of our supply chain ecosystem.

Our expectations

Transforming how we work together requires commitment from our suppliers to learn, adapt and comply.



Thank you

Reminder: The recording of today's meeting will be with 24 hours.

- Use the meeting link to watch the recording or share with others.
- Copy of today's presentation will be posted to the Supplier FAQ site (including French).