



January 19th, 2018

Dear Supplier from Boehringer Ingelheim Mexico Group,

First of all we would like to thank you for your continued commitment to the eCommerce initiative with Boehringer Ingelheim and SAP Ariba®.

As we have been informing in previous communications, on January 8th Boehringer Ingelheim Mexico implemented SAP Ariba® as its system for processing purchase orders and payments. This was the 1st rollout in BI's group globally!

With this communication we want to clarify many of the questions that have been addressed to us in a general way with the intention that you as our supplier can have all the pertinent information now that go live of weBuy started.

In Ariba® we will have 2 types of account: Full Account and Light Account suppliers.

As a benefit for Full Account suppliers, you will have a dedicated support email in which you can send questions and receive support directly from SAP Ariba®: weBuy-habilitacion@ariba.com

The process through the new system will be divided as follows:

Purchase Order Issue and Reception

As a full account supplier, you will receive your P.O.s via electronic interchange that will be routed directly to your SAP Ariba® Account. You will also be notified each time you receive a new order or collaboration request. You can consult in our supplier portal, a guide that will be useful for P.O. reception, confirmation and invoicing.

https://www.boehringer-ingelheim.mx/sites/mx/files/files/master_guide_v2_services.pdf

Invoicing

There are 2 ways in which foreign Suppliers (not invoicing in Mexico) can invoice their Purchase Orders:

- 1- Throughout Ariba® Platform (Please watch the material on the link shown above to see how to invoice via Ariba® or contact your Ariba® sales representative)
- 2- Throughout the sending of the invoice to an e-mail address (ICS PROCESS)

The supplier must send their invoices to the below mentioned e-mail address. We will be using an OCR (Optical Character Recognition) software for invoice upload, therefore we please ask you to follow the next conditions:

e-mail address:

PDFINVOICESMX.MEX@boehringer-ingelheim.com

- The supplier identification will be based on the TAX ID or the equivalent. In case that the invoice doesn't contain this information, the system will show an error.
- The document extension format that the system allows is .pdf and .tif.
- English and Spanish are the only valid languages that the system recognizes.
- The invoice that is sent may take from 24 hours up to 72 hours to be uploaded depending on the quality of the document to be read.
- All the invoices must be sent in the currency that will be paid. This should be stated in the Purchasing Order.
- The system is only capable of reading **1 invoice per document sent** (with unlimited number of pages). This means that if a supplier wants to send 2 invoices in 1 pdf it will not go through. If you want to send 2 invoices, 2 different documents must be created. All support documents related to one invoice must be sent in the same document.
- These are the most important fields that the invoice should contain:
 - Purchase Order number
 - TAX ID

In case you have further questions related to business processes, do not hesitate to contact the following people:

For Commercial and P.O. related issues:

gabriela.baeza@boehringer-ingelheim.com

alejandro.guzman@boehringer-ingelheim.com

lourdes.navarrete@boehringer-ingelheim.com

juan.trejo.ext@boehringer-ingelheim.com

For Invoicing issues:

maria_fernanda.bernal@boehringer-ingelheim.com

brenda.peralta@boehringer-ingelheim.com

hiromi.ruiz@boehringer-ingelheim.com

We remind you that we have placed on our web page, a supplier portal in which you will find all related information regarding this initiative and training materials:

<https://www.boehringer-ingelheim.mx/proveedores/foreign-suppliers>

A live demo session will be organized next week so you can get more familiar with the system. Invitation will be sent shortly.

We would like to thank you again for joining this new initiative that will foster our relationship and will bring mutual benefits to our commercial relationship.

Best regards,

weBuy Team

