

Frequently Asked Questions

On Kenya Procure to Pay SAP Ariba Go-Live

1. Will only Kenya switch to SAP Ariba during the upcoming November Go-Live?

Yes, during the November 2025 pilot Procure-to-Pay (P2P) SAP Ariba Go-Live, only Kenya will transition to the new procurement system, SAP Ariba. From that point onward, Kenya will use SAP Ariba for all sourcing and procurement processes.

2. We are suppliers for Standard Chartered in other markets/countries as well. How will this impact us?

All procurement transactions with Standard Chartered Kenya will go through SAP Ariba post 3 November 2025, with other countries continuing business as usual. SAP Ariba will be rolled out in time to all 55 Standard Chartered markets/countries using a staggered approach. We will inform you of specific country timelines and details.

3. What is the freeze period and why is it necessary?

The freeze period runs from 25 October to 3 November 2025 and applies only to Kenya-based transactions. During this time, no transactions will be processed in the current PeopleSoft eProcurement system. This pause is necessary to ensure a smooth and secure data migration to SAP Ariba. We've kept the freeze as short as possible to minimize disruption.

4. What cannot happen during the freeze period? What if I am expecting payment during the freeze period?

During the freeze, the following will be paused for Kenya transactions:

- No new POs will be raised
- No invoice submissions
- No invoice payments

To avoid delays, please submit all applicable invoices scheduled during the freeze by end of day 23 October. Invoices submitted by this deadline will be processed and paid by 25 October. We're working with suppliers to arrange early payments where needed. Payments will continue through the SAP Ariba Procure-to-Pay system after 3rd November as normal.



5. How will invoices and payments resume after the freeze period and in the new SAP Ariba system starting November 3, 2025?

From November 3, 2025, invoice submission and payment processing will resume as part of our transition to SAP Ariba.

- **If you are already onboarded to the SAP Business Network:** You can begin transacting through SAP Ariba. Invoices and payments will continue under the same conditions as before the transition — including bank details, payment cycles, and terms.
- **For open Purchase Orders from before the freeze period:** The Kenya Standard Chartered team will collaborate with you to issue new PO numbers for any open invoices. This is to ensure smooth processing and avoid any payment delays.
- **If you are not yet onboarded to the SAP Business Network:** You should continue to send your invoices via email. These will be processed through our SAP Vendor Invoice Management (VIM) system.

On SAP Ariba and SAP Business Network

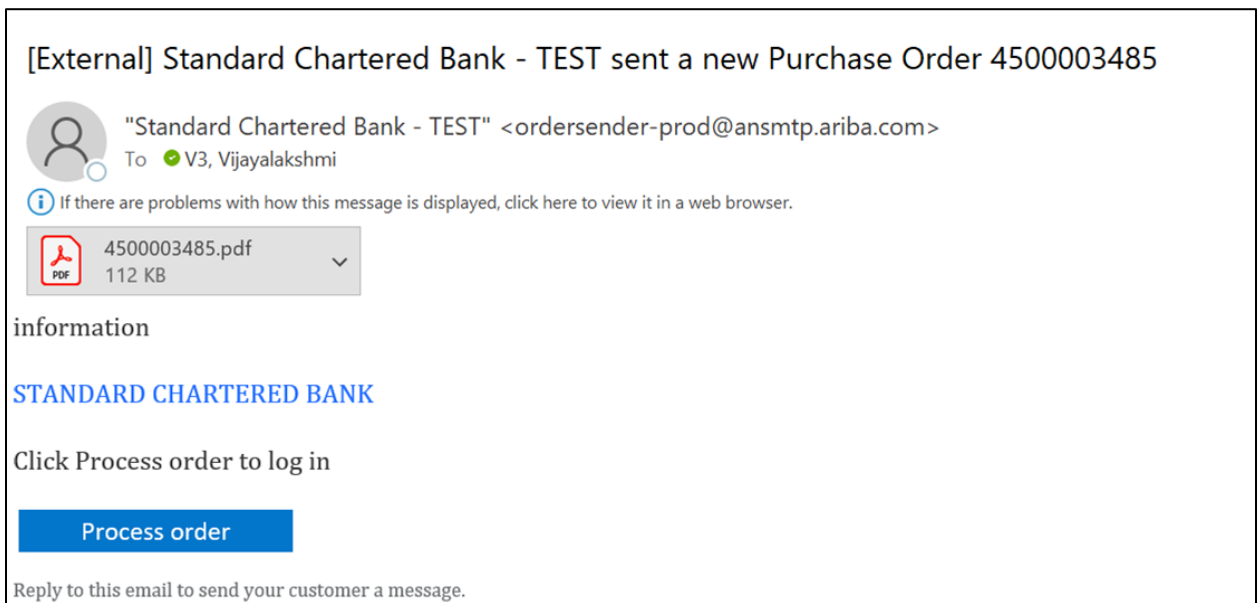
6. What are the advantages of joining the SAP Business Network?

The SAP Business Network will provide suppliers with the full feature of SAP Ariba. Suppliers gain access to a global ecosystem of buyers, enabling new business opportunities and streamlined transactions. The platform supports automated processes such as invoicing, order management, and payment tracking, reducing manual effort and errors. Additionally, suppliers benefit from real-time insights into demand, performance metrics, and compliance requirements, helping them improve service levels and strengthen relationships with customers.

7. I have yet to join the SAP Business Network, how can I join? (Requires Business Decision on Onboarding Strategy)

Option 1: We are onboarding suppliers into the SAP Business Network in waves. When suppliers are part of the next wave, they will be receiving a registration link through an email. Once you have received a link, you can follow the instructions to be onboarded into the system.

Option 2: You can self-register by clicking the “Process Order” button in the email you receive (see below for a sample email screenshot) once the system is live. This will take you to a registration form to join the network.



8. **What happens if I do not want to join the SAP Business Network?**

Registering your company as a supplier on the SAP Business Network is strongly recommended to ensure seamless collaboration and streamlined processes. While suppliers who choose not to onboard will continue to be supported through existing channels, doing so may limit access to certain efficiencies and capabilities available on the network. We expect that, over time, we'll be able to transact with all of our partners via the SAP Business Network.

Please note that all suppliers will be required to participate in future e-auctions via the SAP Business Network — ideally using a registered SAP Business Network account. Alternatively, they may join using a supplier guest account if registration is not yet completed.

9. **How does a supplier send an invoice to Standard Chartered if they are not on the SAP Business Network or do not have a Purchase Order?**

You can continue sending invoices via email to Standard Chartered, as you currently do.