Working with Alphabet/Google

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Before beginning the enrollment process, there are a few key things you should know about working with Google.

Terms and Conditions

You can view Google's standard Terms & Conditions here

Enrollment

All eligible suppliers/payees seeking to do business with Alphabet/Google are requested to complete the enrollment process, including registering an account through Ariba. Government entities and certain utilities organizations will be excluded from this change due to legal regulations that limit the amount of information that can be shared on POs sent through the Ariba Network. If you want to transact or need to enroll with us, please reach out to your Alphabet/Google point of contact for an invitation to enroll in the appropriate tool based on your enrollment and business purpose.

Purchase Orders

We require POs and request that no work is performed until one is issued.

At Google we have a saying, **No PO, No Pay**. :-) But very seriously, no work should be performed until a PO is issued. Invoices must reference a corresponding PO number and invoices without a valid PO number will be returned unpaid.

Shipments

Please provide detailed packing lists when shipping goods to Google.

When shipping goods, please provide weight and dimension estimates, point of origin, ETA, and tracking information.

Documentation requirements:

- Please always include an itemized packing list with the following information:
  - Google Purchase Order number
  - Description of line item
  - Google Part Number (GPN) if referenced on PO
  - Manufacturing part number (if applicable)
  - Quantity per part number
- All packing must be labeled with PO number clearly stated on each label.
- All carrier documents must reference a Google PO number on the air waybill / bill of lading.
- For international shipments, please include a commercial invoice that references the Google PO number. For additional information on commercial invoices, please navigate here.

Contact the Google Logistics Team by emailing: logisticsteam@google.com

Invoices

Please ensure that invoices are sent to the correct location and that invoice information is complete and accurate to avoid delays in the processing of your invoice.

Invoice Requirements:

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Please make sure your invoice is accurate and complete. A few tips to keep in mind:

- Send invoices after Google has received the goods or service
- Reference Google's Purchase Order (PO) number on the invoice
- Ensure invoice information matches information on the PO. This includes for example **Bill-to** & **Ship-to** locations, item description, price, and currency.
- Ensure the invoice date is not in the future and the invoice date reflects the date services were rendered and not the date services were first quoted

Invoice Submission:

We prefer to receive .pdf invoices sent to us electronically, where local regulations allow. Please find additional details here

Payment may be delayed if the invoice is sent to the **Ship-to** location, the **Bill-to** location, or directly to your Google contact. Once we receive your invoice, we will ensure that the Google requester will be able to review a copy of the invoice.

Payments

We pay suppliers electronically. Please ensure that you provide correct banking details when you enroll. Once payment is issued, a remittance advice will be sent to the email address provided at enrollment. We typically pay invoices **45 calendar days** after the invoice is submitted on-line or received at the **Mail-To** location specified on the PO.

US Wages & Benefits Standards

For providers of extended workers (i.e. temps and vendors), please ensure that you meet Google's wages and benefits standards described here.

Enrolling with Ariba | Enrolling with Embark

Need more help?

Try these next steps:

Contact us
Tell us more and we'll help you get there

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