

As previously communicated (see attached), McGraw Hill is excited to announce that we will be migrating to Oracle SaaS in mid-April. We would like to bring a few action items to your attention to ensure the transition is seamless.

How do I register?

On or around April 12th, you will receive instructions via email on how to create an account, accompanied by training materials. We will be available to answer questions and provide support/training starting the week of April 10th. More details will be provided on training in the next communication.

Can I access my open Invoices & Purchase Orders in Oracle SaaS?

You will have access to unpaid invoices and legacy purchase orders once your registration is complete in the supplier portal. There will be no changes made to legacy PO and invoice numbers so you can easily locate them in the new system.

Next Steps:

On March 24th, McGraw Hill will be disabling the Ariba Network. After this time, there will be a freeze on new Purchase Orders until Oracle SaaS is fully live in April. The last payment run will be March 29th until Oracle SaaS is fully live.

In order to submit your PO invoices after March 24th, you will be required to complete your company's Oracle SaaS supplier portal profile. Please be on the look-out for the next communication on how to complete this action. If you are no longer the appropriate contact, please reach out to brandi.moore@mheducation.com, Supplier Portal Specialist, with the new contact's name and email.

How can I deactivate my Ariba Network account?

The Ariba Network will be disabled on March 24, 2023, at 9:00pm EST. McGraw Hill is not authorized to process a request on your behalf to deactivate your Ariba account. Your company Ariba administrator can deactivate the account by going to <https://support.ariba.com/help> click on SAP Business Network, go to Contact Us then select Unsubscribe.

FYI and Resources:

- ✓ As a reminder, please ensure your invoice images include the appropriate McGraw Hill contact name and email address to ensure the proper routing for internal authorization and inquiry.
- ✓ Effective immediately, the McGraw Hill US Location has updated our **Bill To Location** to:
8787 Orion Place
Columbus, OH 43240

Thank you,

McGraw Hill Supplier Management Team