

PROJECT NOTIFICATION LETTER



DATE 2021-09-24



SUMMARY

PROCESS CHANGE

- After completing all next steps, Tetra Pak will start sending e-PO's for indirect purchases via the Ariba Network. We have not yet implemented e-invoices over the Ariba Network. Invoices should be send as they are today.

SCOPE

- Supplier lifecycle performance management (portal).
- E-Purchase Orders.
- E-catalogs (if relevant)

NEXT STEPS

- Provide accurate contact information.
- Supplier lifecycle performance management (portal), become a qualified supplier:
 - Fill out the questionnaire.
 - Fill out the Bank information.
- Register for and participate in online webinar.
- Accept our invitation and register to the Ariba Network.

Dear Valued Supplier,

Tetra Pak is pleased to announce a new initiative for improving and streamlining our supplier management, sourcing event management, contract management and order management processes.

To fulfill our vision we chose SAP Ariba solutions to digitize our processes by using Ariba Network to transact business electronically with you.

Transacting electronically on the Ariba Network will gradually be a standard part of doing business with us. We look forward to our enhanced relationship during this transition and beyond.

On the attached document with this letter you will find all the necessary information regarding the benefits and next steps we would like you to perform.

Thank you in advance for your support

Kind regards,

Åsa Molander
Supplier Management Global Process Driver
Tetra Pak

Project Information and Benefits

Scope and business units

The following scope and business units will be the first to adopt SAP Ariba, any business unit or process scope not mentioned below will continue operating as usual.

Scope

- Supplier management information
- Qualification process
- E-Sourcing events (RFX), E-Contracts
- E-Purchase Orders

Benefits Supplier Management and E-Sourcing events:

- Being selected as a trusted supplier to source new products/services, gaining new business opportunities.

Benefits Purchase Orders:

- Immediate delivery of e-purchase orders
- Visibility of e-purchase order status

Ariba Network Pricing Model

New suppliers transact on Ariba Network for free. Based on the total volume of transactions and spend received in your account, a pricing model could be associated with the use of your account. Details available on [this video](#).

[standard Account Training and educational videos](#)



[Registration to SLP videos](#)



[Frequently Asked Questions](#)



[Webinar Registration](#)



Next Actions and Steps

Process Change

After completing all next steps, Tetra Pak will start transacting with your company electronically.

Provide Accurate Contacts

We kindly ask you to confirm your organizational contact information back to our enablement team by sending an e-mail to ariba.suppliersupport@tetrapak.com

- Specifically, we ask that you provide: Name, position, email address and telephone number of the person/department responsible for your data management and order management.

Register to Our Online Webinar Sessions

Register and participate to one of the following web conferences. The webinar registration can be accessed through the webinar QR code.

Web conference date:

- October 13th from 13:00 CET to 15:00 CET register [\[here\]](#)

Complete Ariba Network Registration

Tetra Pak will send you two invitations via email to join Ariba Network, one invitation to join Ariba Network Sourcing module as shown [here](#), and the 2nd a relationship request to join Ariba Network order, catalog and invoices module as shown [here](#). These invitations allows you to connect your company by using an existing account, or by opening a new one.

Add Additional Users

[Contact the account administrator](#), asking to create user access as shown on [this guide](#) to the following users:

- Responsible(s) to receive e-orders.

Further Support

For questions related to usage of your Ariba Network account, please review our [FAQ document](#), or contact SAP Ariba's Customer Support Team via this [form](#).