

# PROJECT NOTIFICATION LETTER



DATE: 2021-12-15



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  
Global Process Driver, Supplier Management  
Tetra Pak

## SUMMARY

### PROCESS CHANGE

- After completing all next steps, Tetra Pak will qualify you as a potential supplier for future sourcing events.
- Tetra Pak will start sending e-PO's and stop other ordering channels.

### SCOPE

- Supplier lifecycle performance management
- Request for quotations
- E-Purchase Orders

### BUSINESS UNITS

- All Tetra Pak Entities

### NEXT STEPS

- Provide accurate contact information
- Register for E-webinar recording
- Register to the Ariba Network
- Fill out the questionnaire
- Become a qualified supplier:
  - Fill out the questionnaire.
  - Fill out the Bank information.
- Get ready to Start Transacting Electronically

## 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

#### Business units

All Tetra Pak entities

### Benefits of E-Commerce and Ariba Network

Being on the Ariba Network and doing business with us electronically offers you multiple benefits, including:

#### 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 and Invoices:

- Immediate delivery of e-purchase orders

### Ariba Network Pricing Model

We created a completely free of charge Ariba Network account (standard account) for your organization. The account type will be overwritten if you log-in with an existing enterprise account. Enterprise account provides more functionalities and has a potential cost associated with its use, more information on [this video](#).

[standard Account Training and educational videos](#)



[Registration to SLP Videos](#)



[Webinar Registration](#)



[Standard Account Training page](#)



[Frequently Asked Questions](#)



## Next Actions and Steps

### Process Change

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

#### 1. 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](mailto:ariba.suppliersupport@tetrapak.com).

2. 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 process

#### 2. Register to Our Webinar Recording

Please register for our online web conference recording to get a better understanding of the Ariba Network and additional insights in the Tetra Pak business reasons to invite you to the Ariba Network.

[LINK for registration](#)

#### 3. 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 2<sup>nd</sup> a e-PO to join Ariba Network order as [shown here](#). These invitations allows you to connect your company by using an existing account, or by opening a new one.

#### 4. 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.
- Responsible(s) to provide e-catalogs.

### Further Support

For questions related to usage of your Ariba Network account, please review our [FAQ Document](#), or visit the SAP Ariba Support page via [this](#) link