



Axpo Services AG | Parkstrasse 23 | 5401 Baden | Switzerland

Dear Axpo supplier

Your contact Anna Zykin  
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Date 30. January 2023

## **Axpo introduces SAP Ariba - join us in taking the step into the digital future**

Dear Ladies and Gentlemen

Based on its digitalisation strategy, Axpo Group will design and implement "best-inclass" end-to-end processes in all areas of the company.

To support procurement management with greater efficiency and transparency, the implementation of SAP Ariba will play a key role in this.

The digital connection of our companies is an essential component to lead our already successful cooperation into a digital future.

### **Advantages for our suppliers**

SAP Ariba enables our suppliers an easy participation in requests for proposals, a better integration for selecting and placing orders with our suppliers as well as a streamlining of the order fulfilment process. In addition, the goods receipt booking, and invoice verification will be simplified, enabling smooth payment processing.

We are currently preparing the implementation and will begin a gradual rollout in all business areas of the Axpo Group starting from **October 2023**.

### **What are the next steps**

Axpo has defined your company as a relevant supplier and invites you to a virtual information event. We would like to give you a deeper insight into SAP Ariba, inform you about your advantages and discuss the next steps. The SAP Ariba team will then assist you with the onboarding to the Axpo system.



We ask for your participation in this event, which will be held in both German and English. We suggest that the Axpo account managers and persons responsible for customer service or technical support attend the event.

**Summit dates**

Please register for participation at the following links:

**Monday, 13. February 2023 at 11:00h CEST, duration ca. 1h, English**  
<https://event.on24.com/wcc/r/4097146/1B1B1C45E7F12A50B3947158A52C77D3>

**Monday, 13. February 2023 at 14:00h CEST, duration ca. 1h, Deutsch**  
<https://event.on24.com/wcc/r/4097133/47A5F65064156B57A1F9FC6182103510>

You can also forward the link to other colleagues.

The most important part of the process is the correct contact data - surname, first name, email address of the person responsible for supporting Axpo in the introduction of the new system from your side.

Please send the contact information to [AribaOnboarding@axpo.com](mailto:AribaOnboarding@axpo.com) by **10. February 2023**.

The Ariba Onboarding process is as follows:

1. Within 2 weeks after the supplier summit, you will receive an email: an invitation to register as a supplier of Axpo Group.
2. Please follow the link from the email. If you already have an Ariba account, log in to this account to create the connection to your existing Ariba Network ID (AN ID). If you don't have an account yet, use the link from Email Invitation to create an Ariba standard account for free.
3. After registration/account creation, you will receive a questionnaire from Axpo Group - please fill in the necessary fields and confirm your master data.
4. As a final step, we will link you to the Ariba Network. Axpo sends you a trading relationship request from the Ariba Network and contacts you regarding outstanding tasks or catalogue (if applicable).

We would like to thank you for your support and look forward to a continued successful cooperation.

Best regards,

Handwritten signature of Olaf Schoene in black ink.

Olaf Schoene  
Head Group Procurement

Handwritten signature of Andreas Schneider in black ink.

Andreas Schneider  
BPO Procurement & Logistics