

INTERNAL

Supplier Enablement Communication Template

Scope	Buyer Funded
Document	Project Notification Letter
Purpose	Email sent to suppliers to: <ul style="list-style-type: none">- Inform of new initiative and process changes.- Provide timing and next steps.- Provide registration link(s) for supplier summit.
Sender	Buyer
Instruction	<ol style="list-style-type: none">1. Replace buyer branding and buyer logo with applicable images.2. Copy all content below and paste into outgoing email body.3. Replace all information surrounded by < > with applicable information.4. Work with your Ariba Network NDL to update Summit Registration table with appropriate session information and registration links.

Fujifilm Business

E-Commerce Project Notification



To our Valued Suppliers

Fujifilm Business Innovation has made a strategic choice to utilise SAP as its Source to Contract and Procure to Pay platform across multiple countries in the APAC region. This digital transformation project is an exciting journey of retiring different systems and manual processes across countries, and placing into use, an SAP system.

Our objective by utilising SAP Business Network is to allow buyers and suppliers to connect and conduct business in an efficient, compliant, clear, transparent manner for all procurement activities from quotations and tendering, through to contracting, purchase orders and invoicing. Everyone at Fujifilm Business Innovation who works with our suppliers is energised to ensure continuous relationships in the best way possible using SAP Business Network. (*Ariba Network is now a part of SAP Business Network*)

In preparation for launch of the **Procure to Pay** platform **from November 2022**, Fujifilm Business Innovation has been working directly with SAP, to conduct our Supplier Summit to introduce the Ariba platform and SAP Business network. This is a key session to allow you to continue to interact with your respective Fujifilm Business Innovation local countries after the platform is launched.



The Supplier Summit is design to support supplier enablement in Ariba P2P platform and improving your experience using SAP Business Network.

Date : 19 Oct 2022
Time : 11am – 12.10pm (Singapore Local Time)

Agenda

No	Topic	Presenter	Time
1	Opening	Fujifilm	11.00-11.05am
2	SAP Ariba Introduction	SAP	11.05-11.15am
3	P2P Ariba – Registration & Login	SAP	11.15-11.25am
4	P2P Ariba –Supplier Administration guide	SAP	11.25-11.40am
5	P2P Ariba – PO/ PO Confirmation/Ship Notice	SAP	11.40-11.50am
6	P2P Ariba – Invoice, Credit Memo, Contract Invoice	SAP	11.50-12.05pm
7	Q & A Session	Fujifilm/SAP	12.05-12.10pm

Who should attend the session ?

- 1) Supplier representative (PIC) in-charges of the Fujifilm Business Innovation account
- 2) PIC that in-charge of receiving PO from Fujifilm Business Innovation
- 3) PIC that create Invoice to Fujifilm Business Innovation
- 4) PIC that check the status of payment from Fujifilm Business Innovation

Importantly these sessions will feature a live Q&A with our experts to answer any questions.

We actively encourage all our suppliers to attend, as Fujifilm Business Innovation will commence transacting the Procure to Pay platform from November 2022 onwards.

We look forward to engaging with you during this session on October 19th, 2022

Kindly register your session with us at the following link (by 17th October 2022).

[Registration Link](#)

Best Regards

Ken Chua

Head of Regional Procurement Fujifilm Business innovation Asia Pacific

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