

Dear supplier,

We hereby inform you about a new initiative in which we adjust our purchasing process.

**You will receive our orders via SAP Ariba**

Achmea already uses SAP Ariba for sourcing projects and contract administration, but will now additionally use SAP Ariba for its ordering process as of February 13.

This means that after February 13<sup>th</sup>, you will receive orders from SAP Ariba via e-mail, and if you are connected to the Ariba Network also via this Ariba Network.

**An account on the SAP Ariba Network provides the most benefits**

There are three options for receiving orders from Achmea:

- You already have an account on the Enterprise Ariba Network
- You already have an account on the Ariba Network of type Standard
- You do not yet have an account on the Ariba Network

You will always receive the order via e-mail, independent of the option you use e-mail. If you have an Ariba Network Account and it is not yet linked to Achmea's Ariba Network account, the e-mail contains a link that you can use to connect your network account to the Achmea account. If you do not yet have an Ariba Network account, there is a link in the e-mail to create a Network Account. If you don't register, you will continue to receive orders via e-mail that can be handled in the usual way.

More information about the standard and enterprise accounts on the SAP Ariba Network can be found on the [Ariba Network for Suppliers page](#).

**What will you notice about ordering via SAP Ariba?**

You have already read that orders can be offered via the Ariba Network, but the way you receive the order via e-mail will also change. The emails with orders sent from the SAP Ariba system can be recognized by the subject: "Achmea Interne Diensten N.V. has sent a new Purchase Order".

In addition, the layout of the order form (both in the e-mail text and the attachment) is different from what you are used to from us.

If you have an Ariba Network Account, you can immediately convert ('flip') the order after delivery to an invoice offered to Achmea via the Ariba Network. If you do not make use of this, the invoices can be sent to [facturen@achmea.nl](mailto:facturen@achmea.nl) in the usual way.

**You can find more information on the Ariba support page of Achmea.**

There is a dedicated [SAP Ariba support page from Achmea](#), offering more information about the adjustments to the Achmea ordering process. Here, you can also find more information about doing business via the Ariba Network..

**Do you have any questions and/or comments in response to this email?**

Please contact your Contract Manager within Achmea or the Ariba project team via email address [ariba@achmea.nl](mailto:ariba@achmea.nl).

Best regards,  
Achmea Interne Diensten N.V.

Jan Stoop  
CPO