PROJECT NOTIFICATION LETTER

AIRFRANCEKLM GROUP

19.12.2022

Dear Valued Supplier,

KLM is pleased to announce a new initiative for improving and streamlining our procurement and accounts payable processes by moving our operations to a digital solution equally beneficial to **KLM** and you.

To fulfill our vision of moving away from paper-based and manually transmitted transaction documents, we have partnered with SAP Ariba, an SAP company, to transact business electronically through Ariba Network.

Transacting electronically on SAP Business Network will gradually be a standard part of doing business with us, and we're excited to bring you along on this e-commerce journey. We look forward to our enhanced relationship during this transition and beyond.

On the second part of 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,

Jurriaan Lombaers
SVP Procurement AF-KLM

SUMMARY

PROCESS CHANGE

- After completing all next steps, **KLM** will start sending e-PO's and stop other ordering channels. **KLM** also would like to encourage your organization to submit e-invoices for all e-PO's available in your SAP Business Network account

SCOPE

- E-Purchase Orders
- E-Invoices

BUSINESS UNITS

- Amstelveen
- The Netherlands

NEXT STEPS

- Provide accurate contact information
- Register and participate in a Webinar Session
- Accept our TRR Invitation
- Get ready to Start Transacting Electronically

SAP Ariba ⟋⟋

THE BEST RUN **SAP**

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
- E-Purchase orders
- E-Invoices

Business units

Amstelveen
The Netherlands

Benefits of E-Commerce and Ariba Network

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

Benefits PO:
- Immediate delivery of purchase orders
- Access your documents quickly

Benefits Catalogs:
- Improve purchase order accuracy
- Enhance cash flow

Benefits Invoice:
- Immediate acknowledgment
- Reduced carbon footprint

Next Actions and Steps

Process Change

After completing the below listed next steps, **KLM** will start submitting e-PO's and stop other ordering channels. **KLM** also would like to encourage your organization to submit e-invoices for all e-PO's available in your SAP Business Network account.

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 Rainier.Bravenboer@klm.com.
- Specifically, we kindly ask you to provide: Name, position, email address and telephone number of the person/department responsible for processing purchase orders and submitting invoices to **KLM**

2. Register to Our Online Webinar Sessions

Register and participate of the web conferences that will provide more details on the implementation of SAP Ariba.

Web conference date:
- 16.01.2023 from 14:00 to 15:00 register here
- 17.01.2023 from 11:00 to 12:00 register here

3. Accept our TRR Invitation to Connect Your Company with KLM Over Ariba Network

KLM will send a Trading Relationship Request (TRR) via email, this invitation allows you to connect your company with us, using an existing SAP Business Network account, or by opening a new account, instruction video here

4. Configure your SAP Business Network Account

From your supplier SAP Business Network account, please complete all the assigned as shown on this video