

## E-Commerce Project Notification

Dear Valued Supplier,

We are pleased to announce a new initiative to streamline our procurement processes. Princes UK is partnering with **SAP Ariba®** to fully automate purchase order confirmations. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes and we are excited to provide you with this opportunity.

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*What does this mean for you?*

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Conducting business on the SAP Business Network (formerly known as the Ariba Network) will be required and your Purchase Order (PO) and Order Confirmation (OC) will soon be transmitted using this platform. One of the reasons we selected the SAP Business Network is that it brings our suppliers many benefits such as real-time PO delivery and potential new business opportunities.

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*Is there a cost associated with this initiative?*

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There are two types of SAP Business Network accounts and based on the volume of transactions you do on the Network (across all customer relationships) you may be eligible for **fees** (via an **Enterprise** account).

Suppliers new to the SAP Business Network generally start transacting for **FREE**, though (via a **Standard** account). Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).

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*When will this take effect?*

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As you are an existing supplier, you will have received a request from Princes UK to complete the **Registration & Due Diligence** forms. If you have not already done so, can you please complete these so we can fully onboard you into our systems and you will be able to **see any relevant future tenders** run in our Ariba system.

If you are currently a supplier on the SAP Business Network, please expect to receive a trading relationship request (TRR) from Princes UK by **Monday 4 September 2023**. We appreciate your prompt action on accepting this relationship within **five business days**. If there is a specific AN ID that you would like for us to send the TRR, please send it to [ProcurementAdmin@princes.co.uk](mailto:ProcurementAdmin@princes.co.uk) by **Friday 1 September**.

Please review the tutorials and helpful information below.

We are targeting a cutover date from your existing PO communication process on week commencing **20 November 2023**. Further communications will be sent to you at least 2 weeks prior to Go-live.

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### *Supplier Summit*

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We've recorded the Ariba Supplier summit that contains the project goals and useful guidance and contact details.

Please see this pre-recorded video here:

<https://event.on24.com/wcc/r/4330909/9990A803D3B0F2BBB439AB17ADE4C716>

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### *How can you learn more about the Princes UK and SAP Ariba partnership?*

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You can learn more about SAP Business Network and the specific details about this initiative by reviewing the following links to tutorials about the Ariba Network.

- Main info page: <https://support.ariba.com/ariba-network-light-account>
- Tutorials: <https://support.ariba.com/item/view/183459>
- End-to-end Video: <https://www.ariba.com/resources/library/library-pages/ariba-network-light-account>

Here are some other useful resources:

- Online self-help tool:  
[support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/#/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/)

Please also see our [Princes supplier website](#).

This website will become the one-stop shop for Princes supplier information going forward and is being **developed further prior to Go-live**.

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. If you are not the correct recipient or have questions, please contact the Princes UK Supplier Enablement Team at [ProcurementAdmin@princes.co.uk](mailto:ProcurementAdmin@princes.co.uk).

Kind Regards,

**Princes UK, Supplier Enablement Team**