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| **Supplier Enablement Communication Template** |
| **Scope** | General |
| **Document** | Go Live Notification Letter |
| **Purpose** | Formal announcement and confirmation to the suppliers that are ready to start transacting on SAP Business Network; alerts suppliers of official transition date. |
| **Sender** | Buyer |
| **Instruction** | 1. Copy all content below and past into outgoing email body.
2. Replace buyer branding and buyer logo with applicable images.
3. Replace all information surrounded by < > with applicable information.
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<buyer branding>

<buyer logo>

**E-Commerce Go Live Notification Letter**

Dear Valued <buyer name> Supplier,

As we have communicated over the past several weeks/months (modify as necessary), we are moving our accounts payable and procurement processes to SAP Business Network. Please note, adoption of SAP Business Network is mandatory for suppliers wanting to do business with <buyer name>. This letter is to inform you that we are ready to “go-live” and will be turning this process on in our production environment on <go-live date>.

If you have any outstanding onboarding tasks or would like to update your SAP Business Network Settings, please make sure these are completed prior to <go-live date>. Should you need any assistance with these configurations (e.g. electronic order routing, invoice routing, and remittances (remove if not in scope)) you can contact SAP for expert support at <insert buyer landing page URL>.

**What “Go-live” Means to You:**

* All purchase orders will be routed electronically via SAP Business Network.
* Invoices are no longer accepted by fax, postal mail, or e-mail.
* All invoices must be sent using the network.

<optional custom buyer content>

**(Modify if it is or is not a buyer funded model (i.e. the buyer pays the supplier’s SAP Business Network fees for the transactions conducted with you on the network. Remove this section in parenthesis after reading.).)**

**If it is not a buyer funded model: (Remove this section if not applicable.)**

Suppliers new to SAP Business Network generally start transacting on the network for free. However, based on the volume of transactions you have on the network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the network mentioned prior. To learn more please visit [**SAP Subscriptions and Pricing.**](https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing)

**If it is a buyer funded model: (Remove this section if not applicable.)**

Transacting with <buyer name> through SAP Business Network is at NO COST to the supplier. However, you will be responsible for fees if you opt into other services and should you choose to transact with other buyers on the network. Any potential fees may be offset by the many benefits of the network mentioned prior. To learn more please visit [**SAP Subscriptions and Pricing.**](https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing)

If you are not the correct recipient or have questions, please contact the <buyer name> Supplier Enablement Team at <buyer enablement email>.

Thank you again for working with us over the past several weeks/months (modify as necessary) to prepare for this exciting change. We truly appreciate your partnership and look forward to continuing our business relationship with you via SAP Business Network.

Kind Regards,

*<buyer name> Enablement Team*