INTERNAL

## Supplier is no longer doing business with <BUYER>

Dear Valued Supplier

We recently received notification from the SAP Supplier Enablement Team that you are no longer doing business with <BUYER>or you will no longer be an active supplier (i.e. your contract with <BUYER>is ending). We will investigate the current status of our relationship and verify if you are no longer doing business with us.

If your current contract has not expired by DATE, then <BUYER> expects that the remaining transactions be delivered via SAP Business Network. We chose the network because of the value it brings not just to <BUYER> but also to our suppliers. Some of the benefits include, but are not limited to:

* Automate the procure-to-pay process.
* Cost savings from eliminating paper and manual processes.
* Ability for all suppliers to create electronic invoices.
* Quicker invoice to pay process.
* Visibility into invoice and payment status online.
* Improved communication and greater visibility into our processes.
* Opportunity for increased sales across your business relationships and with other SAP Buyers through SAP Business Network Discovery.

**Moving forward all <BUYER> suppliers will be expected to transact via SAP Business Network.**

Our goal is to have all active suppliers transitioned to SAP Business Network no later than DATE.

Please follow the instructions in your SAP Business Network invitation letter (Trading Relationship Request (TRR)) you should have received to register and set up your SAP Business Network Account. An SAP representative will contact you again shortly to discuss various available options and to check on your registration progress. If you need assistance activating/registering your account, please contact SAP at SAP Webform URL.

Thank you in advance for your support of our initiative. If you have any further questions, please feel free to contact our supplier enablement team at [<SupplierEnablement@<BUYER>.com>](mailto:%3cSupplierEnablement@%3cBUYER%3e.com%3e).

Best regards,

<BUYER> Supplier Enablement Team