

Go-live notification letter



E-commerce go-live notification

Dear valued partner,

Please read this information carefully, as it is essential to ensure that we can successfully continue our partnership with you in the future.

As per our communications in recent weeks, we are switching our accounts payable and procurement processes to the electronic platform SAP Business Network. Please note that switching to SAP Business Network is only mandatory for suppliers conducting business with **Axpo Services, Axpo Holding and Axpo Solutions**. With this letter, we want to inform you that we will be activating this process in our production environment on **1 October 2023**, at which point the systems will go live. You can find all the necessary information about process adjustments as well as training videos and documents on the [Axpo supplier information portal](#).

What this “go-live” means for you:

- Axpo will now send **all orders electronically** via the **SAP Business Network**.
- In order to optimise and accelerate processes, we are introducing the new “**No PO – No Payment**” stipulation with the go-live. Please actively help us implement our digitalisation efforts in the ordering process and request a formal order from our employees.
- **No PO – No Payment** – all invoices must match the orders and the goods receipt or service entry sheets.
- Please send us order confirmations and service record sheets for every order via the network.
- We prefer invoices for Axpo Services, Axpo Holding and Axpo Solutions to be sent via the Ariba network. If this is not possible, please use e-invoicing. If this is not possible either, please send us an email with the PDF invoice. In the future, we will not be accepting paper-only invoices.

If you have any **outstanding onboarding tasks** or would like to update your SAP Business Network settings, please make sure this is completed before 1 October 2023.

Should you need any assistance with the configuration (e.g. electronic order routing, invoice routing and transfers), you can contact us via email at AribaOnboarding@axpo.com. We would be happy to support you.

If you are not the intended recipient or if you have any questions, please contact the Axpo Supplier Enablement Team at AribaOnboarding@axpo.com.

Thank you for actively starting electronic order processing with us. We look forward to continuing our successful collaboration with you and your company.

Kind regards,

Olaf Schoene
CPO

Andreas Schneider
Head Procurement Excellence