PROJECT NOTIFICATION LETTER

2026-01-12

IMPORTANT UPDATE – TRANSITION TO SAP BUSINESS NETWORK

Dear Valued Supplier,

As part of Billerud's transformation program Atlas, we are harmonizing procurement processes to improve efficiency, transparency, and sustainability. A key step in this journey is the introduction of **SAP Business Network**, which will enable secure, digital handling of purchase orders and related transactions.

As a supplier to our **Gävle Mill** or **Bomhus Energi AB (BEAB)**, you are required to register on SAP Business Network ahead of our upcoming **go-live date: 4 May 2026.** This is the first phase of a broader rollout, and additional Billerud business units will be onboarded in subsequent waves going forward.

Please see the next section for:
- Benefits of SAP Business Network
- Step-by-step registration guide
- Support contacts

Thank you for partnering with us on this important journey towards a more streamlined and sustainable way of working together.

Kind regards,

Per Antonsson
Sr Director Sourcing
Billerud

SUMMARY

PROCESS CHANGE

- From **May 4th 2026** Billerud will start sending PO's and related transactions through SAP Business Network.

SCOPE

- Purchase orders
- PO confirmation
- Advanced shipping notice
- Goods receipt
- Service Entry sheet
- Catalogue & Quotation (only for selected pilot-suppliers initially)

Please note: our invoicing process will remain unchanged and continue as it is today.

BUSINESS UNITS

- Gävle Mill
- Bomhus Energi (BEAB)

NEXT STEPS

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

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**
  - Purchase orders (PO)
  - Purchase order confirmation
  - Advanced shipping notice
  - Goods receipt
  - Service Entry sheet (*replaces current time registration solution used for contractors*)
  - Catalogs & Quotations (*will only be enabled for selected pilot-suppliers initially*)

- **Business units**
  - Gävle Mill
  - Bomhus Energi AB (BEAB)

Benefits of E-Commerce and SAP Business Network

Being on SAP Business Network (formerly known as Ariba Network) and doing business with us electronically offers you multiple benefits, including:

- **Instant access to purchase orders** and easy tracking in one place.
- **Faster confirmations** and real-time visibility to reduce errors.
- **Better delivery planning** with early shipment notifications.
- **Quick confirmation of goods and services** for faster payment.

Account Options for New Suppliers
If your company does not currently have an SAP Business Network account, you can choose between:

- **Standard Account**: designed for suppliers with lower transaction volumes and offers essential functionality, including the ability to receive purchase orders handle related transaction at no cost.
- **Enterprise Account:** suited for suppliers with higher transaction volumes or those requiring advanced features such as catalogues, reporting, and system integration. While it offers enhanced functionality and automation, it may incur fees based on transaction volume and spend.

Pricing model for Account options is avaliable [here](#).

Next Actions and Steps

Process Change

From May 4th 2026 Billerud will start sending PO's and related transactions through SAP Business Network for Business units in scope.

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 supplierenablement@billerud.com.
- Specifically, we kindly ask you to provide: Name, position, email address and telephone number of the person/department responsible for processing purchase orders to Billerud.

2. **Register to Our Online Webinar Session**

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

Web conference date:
- **20 January 2026 from 14.00 to 15.00 CET**, register [here](#)

3. **Accept our TRR Invitation to Connect Your Company with Billerud Over SAP Business Network**

Billerud 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 Ariba Network Account**

From your supplier Ariba Network account, please complete all the assigned as shown on [this video](#).

Need More Information or Support?
- For detailed guidance, FAQs, and helpful tools, visit our [Billerud Supplier Information Portal](#).
- Visit frequently asked questions from the SAP Business network [here](#).
- Contact Billerud Supplier Eneblement team at [supplierenablement@billerud.com](#).
- Visist our webpage [Sourcing at Billlerud](#) for more information regarding onboarding, the ongoing transformation project and how to collaborate effectively with Billerud.