

Dear Valued Supplier,

UPM is digitalizing procurement processes by creating a collaborative ecosystem with its suppliers. Processes, such as tendering, contracting and purchase transactions, will be simplified and automated by the implementation of SAP Business Network solution.

We are excited to invite you on this journey towards a future with efficient and easy collaboration which adds value for both UPM and the suppliers.

Here are some of the benefits your company will experience when collaborating with UPM on the SAP Business Network.

- Ability to receive electronic Purchase Orders and to send Order Confirmations, Advance Ship Notices and Invoices
- Ability to provide catalogs
- Reduction in administrative business expenses
- Participation in sourcing events and contract collaboration

Transacting through SAP Business Network will be the standard way of doing business with UPM in the future. Our plan is to migrate all existing suppliers for this new process. If the SAP Business Network is new to you, there are dedicated teams at UPM and SAP to guide you through the process.

As a valued supplier, your participation in this initiative is key to maintain our ongoing business relationship.

If you have any questions, please contact UPM team at

join.ariba@upm.com

you can also find more information from our web pages at:

<https://www.upm.com/about-us/for-suppliers/join-upm-on-the-sap-business-network/>

Key information

- ✓ **Engagement of the suppliers is done in phases.**
 1. You will be asked to create a SAP Business Network account if you don't already have it, and to complete the UPM supplier registration form.
 2. **We will contact you again** to inform you about initiating the transactions over the SAP Business Network.
- ✓ **Fees for the supplier:** when collaborating with UPM over the SAP Business Network, your fees will be paid by UPM. However, you might have to pay fees when collaborating with your other customers on the Network.
- ✓ **If your company already has an existing SAP Business Network account,** you or your account administrator can use that account to establish a connection with UPM on the SAP Business Network.
- ✓ **What's next:** within the next 10 days you will receive an e-mail invitation to register to SAP Business Network and to complete the UPM registration questionnaire. We ask you to follow the link and complete the task within the next 10 days from receiving the e-mail. With this letter you have also received the [UPM registration guide](#) to help you in completing the registration.