

Subject: Ahlstrom Global Procurement platform – Introducing the MyBuy project

Dear Supplier,

We would like to inform you about some of the changes we are making at Ahlstrom to improve our processes and systems within global procurement, creating more effective ways of doing business with our suppliers.

Ahlstrom will use Ariba's Solution as the technology platform to transact with suppliers. This will provide several benefits to our suppliers and Ahlstrom. Therefore, through this letter we invite and strongly request your company to participate in this key initiative.

The solution will bring key advantages to you:

- On-line visibility
- Fast and secure order reception
- Possibility of publishing online catalogs with your product/service offer into the Ahlstrom procurement application
- Significantly decrease order errors for suppliers publishing catalogs on Ariba
- Option to fully integrate your SAP Business Network account with most common ERP systems
- Access to the world's largest business e-commerce network so you can transact electronically with your other customers that use SAP Business Network

We at Ahlstrom are committed to work together with our suppliers to achieve improved procurement and business efficiency. Ahlstrom realizes that this new process represents a change for our suppliers and therefore, our project team is doing everything for you to make this transition as easy and smooth as possible. We are confident this change will be mutually beneficial for both our organizations.

Next Steps

Please make sure to complete the following 2 tasks:

Step 1: Please reply by email to supplierenablement@ahlstrom.com within **7 calendar days** after receiving this letter, that you are the correct person to act on behalf of your company in respect of this initiative and that your contact information including name, email, phone number and Ariba account number (if already having one) is correct. If you are not the correct person, please advise the name, position, email address and telephone number of the person who we should contact.

Step 2: Confirm if your organization is already working with SAP Business Network and share your SAP Business Network Details with Ahlstrom.

- If your organization already uses SAP Business Network to transact with, please confirm the SAP Business Network ID (ANID) with us via supplierenablement@ahlstrom.com. The ANID of your organization can be found after logging into the account and clicking on the initials on the top right side of the screen.
- If your organization does not yet have an SAP Business Network account, please navigate to <https://supplier.ariba.com> and create an account. After creating an account, please confirm the SAP Business Network ID (ANID) with us via supplierenablement@ahlstrom.com. The ANID of your organization can be found after logging into the account and clicking on the initials on the top right side of the screen.

In two weeks we will be reaching out to you again to provide you with extra information about this transition in the form of an on-demand summit. This is a presentation hosted by Ahlstrom in collaboration with SAP that guides you through this change. These sessions are pre-recorded and can be watched in your own time and help you to further understand our new ways of working.

Ahlstrom does **not require** its suppliers to use a paid Enterprise Account. A free standard account is enough to transact with Ahlstrom via SAP Business Network. For more information on SAP Business Network and Account Types, please click [here](#).

After confirming your details, you will get an email from Ariba containing your Trading Relationship Request with instructions on how to set up an account on the SAP Business Network. You will need to activate this account **before June 17th, 2024** in order to continue receiving purchase orders from Ahlstrom.

We would like to continue to develop our relationship with your company, using the Ariba system, therefore we need your cooperation and willingness to accept this transformation and respond to all requested steps in a timely manner.

For questions or concerns, do not hesitate on contacting us via:
supplierenablement@ahlstrom.com

Best Regards,

Wouter Hut
Chief Procurement Officer, Ahlstrom

