UPM**BIOFORE** BEYOND FOSSILS

Dear Valued Supplier,

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

- Ability to receive electronic PO notifications and other documents
- Ability to provide catalogs
- Reduction in administrative business expenses
- Online visibility to your transactions with UPM

Transacting through Ariba 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 Ariba Network is new to you, there are dedicated teams at UPM and Ariba to guide you through the process.

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

If you have any questions, please contact UPM team at

join.ariba@upm.com

Thank you in advance for the support in the smooth transition.

On behalf of UPM Project Team

Sakari Suuriniemi

Supplier Network Manager

Key information

✓ **Engagement with the suppliers is done in phases.**
   1. you will be asked to create an Ariba 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 Ariba Network

✓ **Fees for the supplier:** When collaborating with UPM over the Ariba 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 Ariba Network account**, you or your account administrator should log in using that account to establish a connection with UPM on the Ariba Network.

✓ **What's next:** within the next 10 days you will receive an e-mail invitation to register to Ariba Network and to complete the UPM registration questionnaire in Ariba. 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 a step-by-step user guide to help you in completing the registration.