



## E-Commerce Project Notification Letter

Dear Valued Mosaic Supplier,

As a valued supplier to The Mosaic Company, we are reaching out to you in support of a consolidation of our Procure to Pay (P2P) systems as we move from our current SAP Business Network account as Mosaic (AN01016365740) to our new account as The Mosaic Company (AN11168875916).

Currently, we are transacting with your company via the SAP Business Network (formerly known as Ariba Network) under our existing **Mosaic** account (AN01016365740). We need to connect with your company under our new account as **The Mosaic Company** (AN11168875916).

### Next Steps to Transact with The Mosaic Company on SAP Business Network

Our goal is to begin sending purchase orders from our new account The Mosaic Company (AN11168875916) by April 2024. Our vision remains to keep the P2P process as paperless as possible. You are still expected to submit return documents (order confirmations, ship notices and invoices) to us via the SAP Business Network. To be ready to go-live with our new SAP Business Network account, **The Mosaic Company (AN11168875916)**, please complete the following steps in advance of this deadline:

#### 1. Register to attend one of the below Seller Summits:

Please determine the correct audience from your company to attend this session. Ideally, the people who have significant day to day responsibilities for receiving Mosaic purchase orders and submitting order confirmations, ship notices and invoices should attend. The links for each summit session are included below. Please note that you only need to register for one session. If you cannot attend, the recording link will still be sent to you after the summit session.

Session Title	Date	Time	Registration
The Mosaic Company Migration Supplier Summit	Tuesday, January 30, 2024	2:00 PM – 3:00 PM EST	<a href="#">Register Here</a>
The Mosaic Company Migration Supplier Summit	Wednesday, January 31, 2024	2:00 PM – 3:00 PM EST	<a href="#">Register Here</a>
The Mosaic Company Migration Supplier Summit	Thursday, February 01, 2024	10:00 AM – 11:00 AM EST	<a href="#">Register Here</a>

#### 2. Check your SAP Business Network account for a new relationship with The Mosaic Company (AN11168875916):

If you have previously selected to manually accept new relationship requests in your SAP Business Network account, then you will need to log in to accept The Mosaic Company's new request. This will be sent out to you in January/February 2024. You may receive a follow-up from the SAP Business Network services team depending on your account type.

If you have previously selected to auto-accept new relationship requests in your SAP Business Network account, then no action is required! You will see a new relationship with The Mosaic Company (AN11168875916) in your account after we establish the connection on your behalf. This will be sent out to you in January/February 2024.

**Please do not make any changes to your existing relationship with Mosaic (AN01016365740)** as we will continue transacting with you from this account until we officially go live with our new account The Mosaic Company (AN11168875916). You will receive an additional communication prior to that official date.

If you are not the correct recipient or have questions, please contact the Mosaic Supplier Enablement Team at [Ariba.eCommerce@Mosaicco.com](mailto:Ariba.eCommerce@Mosaicco.com). You can also visit our new [Supplier Information Portal](#) to learn more about this transition.

Reminder: If you have an Enterprise Account on the SAP Business Network, you may be eligible for fees based on your transaction volume. Any potential fees may be offset by the many benefits of SAP Business Network. To learn more please visit [SAP Business Network Subscriptions and Pricing](#).

Sincerely,

*The Mosaic Company's SAP Business Network Supplier Enablement Team*