Subject Line: Suntory Global Spirits – SAP Ariba is Live!

Dear Valued Suntory Global Spirits Supplier,

As previously communicated, we are moving our accounts payable and sourcing processes to the **SAP Business Network**. Please note, adoption of SAP Business Network is **mandatory** for suppliers wanting to do business with Suntory Global Spirits. This letter is to inform you that we are now live with the SAP Ariba system.

What "Go-Live" Means to You:
➢ All purchase orders will be electronically routed via SAP Business Network.
➢ Invoices are no longer accepted by fax, postal mail, or e-mail.
➢ All invoices must be sent using the network (US/Canada suppliers)
➢ Supplier master data must be managed/updated via the network post Go-Live.

Existing Transactions:
POs created before November 12th will be invoiced using the previous process.

Supplier Lifecycle and Performance Information:
You will receive an invitation to register your supplier account following go live. This registration will allow you to validate your current supplier data and update it as needed.

Helpful Resources
➢ Visit the Supplier Information Portal (SIP) to view **training videos**
➢ Suntory Global Spirits Supplier landing page to provide helpful information for being a supplier for Suntory Global Spirits, including FAQs and how to guides, etc.
➢ Should you need any assistance with configurations (e.g. electronic order routing, invoice routing, and remittances) you can contact SAP for support at the SAP Supplier Inquiry Portal.

Thank you for your ongoing participation and preparation with this important initiative. We truly appreciate your partnership and look forward to continuing our business relationship with you through the SAP Business Network. If you have any questions, please contact the Suntory Global Spirits Enablement Team at S2P–.inquiries@beamsuntory.com.

Best regards,
Beth Turner
Director, Global Process Owner