

Dear Supplier,

Syngenta is transforming its Procure to Order solution by Focusing on the implementation of new tools and processes to reduce or eliminate administrative workload for both Syngenta employees and our suppliers.

Syngenta's Procurement platform will be powered by SAP Ariba, the world's leading e-commerce company that is highly successful at connecting buyers with their suppliers. Syngenta will be using the Ariba network to send you electronic purchase orders; thus, you will be able to seamlessly send us e-invoices in return. The transition will roll out over the next 18 months through a globally phased approach.

**What are the benefits of the Ariba network?**

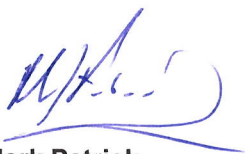
- One shared platform for procure-to-order collaboration
- Eliminates paper and manual processes via electronic purchase orders and invoices
- Quick and easy invoice submission by converting purchase orders into invoices
- Visibility of the purchase order and invoice status in real time, 24/7
- Online archival eliminates challenges surrounding late or lost documents
- Fewer invoicing errors
- Lower carbon footprint for your company
- Easy access to the online platform

Below please find details regarding next steps. Please carefully read through these steps as we begin this transition.

If you have any questions, please reach out to [Syngenta.Enablement@syngenta.com](mailto:Syngenta.Enablement@syngenta.com).

Thank you for your continued partnership.

Sincerely,



**Mark Patrick**

### Next Steps to Join Ariba Network:

In order for us to transact successfully with you after 03 Feb 2020, you will be required to register on Ariba network. You will receive an invite from Ariba to register which will allow you to:

- Create your company profile on Ariba Network and in future request any changes to your details directly through the secure portal.
- Attend online sourcing/tender events.
- Transact electronically with Syngenta.

### When will Syngenta onboard suppliers to the Ariba network?

From Jan 2019, we began inviting (via email) suppliers to register with Ariba for the pilot phase launch on **03 Feb 2020**.

### How do I join the Ariba Network?

You will receive an email from [s4system-prodeu+syngenta.Doc303491156@eusmtp.ariba.com](mailto:s4system-prodeu+syngenta.Doc303491156@eusmtp.ariba.com) in the next few weeks. It will only take you approximately 15-20 minutes to register after you receive the email.

### The following Supplier Guides are available:

- [Registering your profile in SAP Ariba:](#) Guidance on completing the Supplier Registration Questionnaire & Getting Help from Ariba.



Registration\_Quick  
Guide

### Ariba network Registration and Account – Two Options

#### Ariba Network Standard Account – Free Account (Limited Capabilities)

- The Ariba Standard account is a non-fee bearing account that can be leveraged with no subscription or transaction fees, regardless of transaction or spend volume.
- All eSourcing & contract activities can be accessed with standard account as well.

#### Ariba Network Enterprise Account (Premium Access and Capabilities)

- With a full account, fees are assessed by SAP Ariba (not Syngenta) and are calculated based on your volume of spend and transactions. Ariba network fees will be reviewed during the Supplier Summit.

For more information regarding SAP Ariba membership, including set-up, benefits, and membership fees, please go to Ariba's website: <http://www.ariba.com/supliermembership>

Throughout this transition, we are committed to protecting the quality of our partnership and ensuring business continuity. We value our relationship with you and are committed to continuing to maintain our valued partnership. As we get closer to go-live, we will keep you informed of any important information and updates.