



E-Commerce Trading Relationship Request

Dear <Supplier contact name>
<Supplier Name>
<Supplier ID>

Intel has chosen SAP Ariba as their new e-commerce platform provider. Our collective goal is to enable you to use the Ariba Network to electronically receive purchase orders, submit invoices, and maintain catalogs as appropriate.

If you have any existing open purchase orders you will need to continue to submit your invoices via WebSuite. Once your account is fully enabled Intel will contact you to let you know when your account can actively engage in transactions. **NOTE: During the transition period, you may need to use both WebSuite and Ariba Network; process transactions where you can view the purchase order.**

You should have received the ***E-Commerce Project Notification Letter*** from Intel stating that transacting electronically on the Ariba Network is critical and will soon be a standard part of doing business. **When transacting with Intel, your supplier fees will be paid by Intel.** *IMPORTANT: You may be required to pay supplier fees to Ariba when transacting with other buyers over the Ariba Network.*

ACTION REQUIRED

Your customer, **Buyer Name** is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with **Buyer Name** click the link below to get started.

→ [Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

ARE THERE FEES ASSOCIATED WITH THIS SERVICE?

There are no fees to register. However, depending on how much you use your Ariba Network account to do business with your customers, fees may apply. [Learn more about fees.](#)

WHAT TO EXPECT NEXT

Once you register on the Ariba Network, you might receive further instructions from your customer on how to confirm that your account is properly set up. Alternatively, after registering, log in to your Ariba Network account and click the Enablement tab, where you might see further tasks to complete.

HAVE ANY MORE QUESTIONS?

For general questions about the Ariba Network, visit [Ariba Answers](#).

For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).

To submit questions to your customer related to this Ariba Network trading relationship request or to request that the customer stop contacting you, [click here](#).

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

Sincerely,

The Ariba Network Team

<http://www.ariba.com>