

*your reference**our reference**direct line**Maastricht*

FS | BM | EP | NHu21.0405

23-06-2021

Re: New business processes for Maastricht University suppliers

Dear valued supplier,

At Maastricht University (UM), we are working to optimise our ordering and payment processes. This will help to make the cooperation with you as a supplier more efficient and effective.

UM is currently implementing its Integrated Operational Management programme. To this end, we are cooperating with SAP Ariba, a cloud-based purchase-to-pay software solution. Soon we will introduce the Ariba Network as a platform for the communication of digital business documents such as purchase orders, order confirmations and invoices. This will also enable us to order through catalogues in an automated and user-friendly manner.

In this letter, we inform you about the impending changes. Your cooperation is important to make this a success.

**What does this mean for you?**

SAP Ariba will be introduced in different phases ('waves'). You are receiving this information because your company is linked to the next wave. This means that, as of **January 2022**, you will be asked to carry out transactions via the Ariba Network. In this message you can read about how best to prepare.

**What are the advantages for you?**

- Streamlined, digital processing of purchase orders and invoices, making it easier to do business with UM.
- Accurate and timely payments of invoices.
- Lower operating costs, less time needed to solve problems and less paper consumption.
- Option to view the payment status of invoices directly in the Ariba Network or to receive status updates by email.

*Visiting address*Duboisdomein 30  
6229 GT Maastricht*Postal address*Postbus 616  
6200 MD Maastricht  
Nederland[www.maastrichtuniversity.nl/fs](http://www.maastrichtuniversity.nl/fs)Bank account: 065.76.25.418  
IBAN: NL47 INGB 0657 6254 18  
BIC: INGBNL2A  
VAT identifier EU  
NL0034.75.268.B01

### **Are there costs involved for you?**

To collaborate via the Ariba Network you need an account. There are two types of accounts: standard and enterprise. The standard account is free of charge; there are costs associated with an enterprise account. Which account you need and what costs are involved depends on several factors. You can find more information at [www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing](http://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing). We will also explain the difference in our information sessions.

### **How will we support you?**

A dedicated UM project team has been set up to provide you with information and guidance during this transition. As a first step, we would like to invite you to one of our **information sessions for UM suppliers** in mid-July 2021.

### **Information session for suppliers**

In mid-July 2021 we will organise online information sessions for UM suppliers. During these sessions we will provide more information about our transition to the Ariba Network and the benefits for you as a supplier. We will also explain when action will be required of you. You can register via the link below:

<https://www.maastrichtuniversity.nl/online-information-sessions-suppliers>

After registering you will receive the link at the specified email address at least one week before the session. Please note the time and date in your (or your colleague's) diary!

### **What should you do now?**

You can already take the following steps to ensure a smooth transition to our new processes.

1. **Confirm your details** to receive Ariba-related information. Please provide the name and email address of the correct contact person(s) within five days of receiving this email using the form in the link below. If your company already conducts business through the Ariba Network, please also enter the Ariba Network Account ID (AN-ID) of the relevant legal entity.

<https://www.maastrichtuniversity.nl/sap-ariba-contact-information>

2. **Register for the information session for UM suppliers** using this link:

<https://www.maastrichtuniversity.nl/online-information-sessions-suppliers>

- Dutch session: 14.30–15.00, 12 July 2021
- English session: 13.00–13.30, 13 July 2021

As part of the implementation of SAP Ariba, UM will also use catalogues to simplify and improve our internal procurement process. If we deem this applicable to your company, we will contact you about this separately.

### **More information**

You can find more information on the transition to SAP Ariba on the UM website:

<https://www.maastrichtuniversity.nl/sap-ariba>

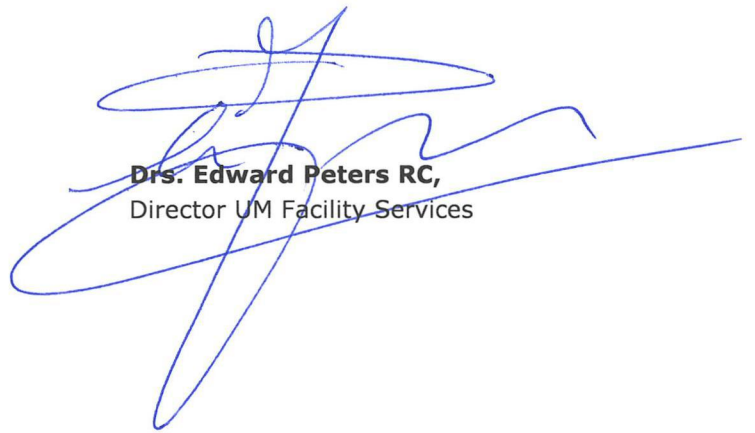
### **Questions?**

If you are not the correct recipient or if you have any questions about this letter, please contact the UM Supplier Onboarding Team at [supplieronboard-fs@maastrichtuniversity.nl](mailto:supplieronboard-fs@maastrichtuniversity.nl)

We would like to thank you in advance for your time and cooperation.

Yours faithfully,

**Brigitte Marchal,**  
Project leader UM Supplier Enablement



**Dr. Edward Peters RC,**  
Director UM Facility Services