SUPPLYON

SLM E-Mails Template

SupplyOn – the Supply Chain Business Network

Table of contents

E-Mail sent to Supplier for PID Registration

SLM Template Name: UnregPidRegStartTemplate

![SupplyOn logo]

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

Welcome to the registration at SupplyOn.

As you have already been informed by your customer $BuyerOrganizationName, they would like to exchange data over SupplyOn with your company in the future. In order to use the SupplyOn Service $ServiceName, a registration of your company is necessary with SupplyOn.

The online registration will take a few minutes only. To register, please click on this Internet link.
(If your Internet browser does not start automatically after clicking this link, please start your Internet browser manually. Copy and paste the text lines into the address field of your browser and press ENTER.)

Please register your company online within the next days so that SupplyOn can inform your customer shortly that your company is ready for service.

If you would like to learn more about the SupplyOn Services, please visit our homepage
at https://service.supplyon.com/joinnow?token=$RegistrationToken&S=SLMPID

We wish you a lot of success in using SupplyOn Service $ServiceName together with your customers!

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier for additional PID Registration

Template Name on SLM: AdditionalpidRegTemplate

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

We welcome you again for the registration with SupplyOn.

Beside the recently sent invitation to register for a SupplyOn service, your customer $BuyerOrganizationName would also like to exchange data through SupplyOn. In order to use the SupplyOn service $ServiceName, it is necessary to register your company with SupplyOn.

The online registration only takes a couple of minutes.

To register please click on this link.

(Should your internet browser not open automatically after clicking on the link, please start your browser manually and copy the link into the address field of the browser.)
A registration guideline is also available in assisting you with the registration.
Please register within the next days, so that we can inform your customer about the activation.

Information to the services of SupplyOn, as well as filmlets that show how these are used practical experience can be found under http://www.supplyon.com/en/supplyon_for_suppliers.html
We wish you much success with the use of SupplyOn services in cooperation with your customers!

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier for Connect booking

Template Name on SLM: serviceRegStartTemplate

SUPPLY**ON**

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

Welcome to the service subscription at SupplyOn.

$BuyerOrganizationName has informed us that they will from now on use the SupplyOn Service $ServiceName to improve the collaboration with your company.

To use the mentioned service, it is required to confirm the connect under "My Tasks" in the "Contract & Invoices" area. Please be aware that this can be done only by an user who owns the role "Company Admin".

If you are not in charge of the cost center for this service, please contact your local SupplyOn Company Administrator.

Please confirm the connect online within the next days so that SupplyOn can inform your customer shortly that your company is ready for service.

Note: If you would like to learn more about SupplyOn or the SupplyOn Services, please visit our homepage at https://www.supplyon.com/en/supplyon_for_suppliers/

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Contract Holder + Company Administrator when Service is activated (= ACB)

SLM Template Name: activationACBMailCO, activationACBMailSeller, activationTemplate

---

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

Your SupplyOn service, $ServiceName, with your customer, $BuyerOrganizationName, has just been activated.

Hints on use:
Please remember to create the appropriate user rights for all employees who will be using the service. We also recommend you update your company profile in the Business Directory.

Visit the SupplyOn website at www.SupplyOn.com for more information about our services. Every service contains detailed instructions that you can find in the "Help" menu item.
To help train your employees, SupplyOn also provides extensive online help services and offers training programs tailored to your needs.

We wish you much success in using the SupplyOn services.

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Buyer when Supplier has been activated

SLM Template Name: activationBuyerTemplate

SUPPLYON

Dear $Salutation $FirstName $LastName,

The following company has been activated for you and is available for SupplyOn Service $ServiceName:

D-U-N-S: $DunsNumber
SPIN-ID: $SpinID
Company name: $OrganizationName

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

https://contact.supplyon.com/

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Buyer for Change Request from Supplier

SLM Template Name: CRBuyerReminderTemplate

SUPPLY**ON**

Dear $Salutation $FirstName $LastName,

A request for master data change has been submitted for your supplier:
Company data:

D-U-N-S: $DunsNumber
Company name: $OrganizationName

Please log onto SupplyOn "Rollout" area (https://iam.application.prd.supplyon.com/slm), where you will find a corresponding entry in "My Tasks". From there you will be directly linked to the Service Details screen, can see the request for master data change and accept or reject it. Please process this request within the next five working days.

Thank you very much for your support.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

https://contact.supplyon.com/

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail Reminder Sent to the Supplier Contract Holder for new connect booking of a subsidiary

SLM Template Name: ConfirmationCOReminderTemplate

SUPPLY**ON**

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

as we have already informed you in the past, the above mentioned organisation of your corporate group would like to use the SupplyOn service $ServiceName in cooperation with the customer $BuyerOrganizationName.
Until now the necessary confirmation as SupplyOn contract holder did not take place, we therefore ask you again to confirm the service connection for $BuyerOrganizationName in the "Contract & Invoices" area (www.SupplyOn.com/supplier) under "My Tasks" as soon as possible

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.

https://contact.supplyon.com/

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier Contract Holder for new connect booking of a subsidiary

SLM Template Name: ConfirmationCOTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

The above mentioned organisation of your corporate group would like to use the SupplyOn service $ServiceName in cooperation with the customer $BuyerOrganizationName.

As the SupplyOn contract holder your approval is needed to book this service. Please confirm the service for $OrganizationName in the "Contract & Invoices" area under "My Tasks".

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier Company Administrator waiting for Contract Holder connect booking

SLM Template Name: ConfirmationInfoTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

Your company wants to use the SupplyOn service $ServiceName in cooperation with the customer $BuyerOrganizationName.

The approval of the SupplyOn contract holder is necessary. The booking of the SupplyOn-service $ServiceName can only be completed after the contract administrator has confirmed the membership.

After the confirmation of the SupplyOn contract holder, you will be notified separately.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

https://contact.supplyon.com/

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier Company Administrator waiting for Contract Holder PID Registration Confirmation

SLM Template Name: PIDConfirmationInfoTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

Thank you for registering with SupplyOn.

Your company wants to join an existing SupplyOn contract to use the SupplyOn service in $ServiceName cooperation with the customer $BuyerOrganizationName.

The approval of the SupplyOn contract holder is necessary. The booking of the SupplyOn-service $ServiceName can only be completed after the contract administrator has confirmed the membership.

After the confirmation of the SupplyOn contract holder, you will be notified separately.

Best regards,

Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
https://contact.supplyon.com/
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier for PID Registration when Buyer clicks on "Convinced"

SLM Template Name: ConvincedPIDTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

your customer $BuyerOrganizationName informed us that you would like to use the SupplyOn service $ServiceName in the future and therefore continue with the registration at SupplyOn.

To conduct the registration, please click on this Internet link.

If you would like to learn more about the SupplyOn Services, please visit our homepage
at https://service.supplyon.com/joinnow?token=$RegistrationToken&S=SLMPID

We wish you a lot of success in using the SupplyOn service $ServiceName together with your customer!
Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Supplier for Connect booking when Buyer clicks on "Convinced"

SLM Template Name: ConvincedServiceTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

your customer $BuyerOrganizationName informed us that you would like to use the SupplyOn service $ServiceName in the future and therefore continue with the service booking.

To conduct the service confirmation, we kindly ask you go to the website www.SupplyOn.com/supplier and log on with your existing user ID and password.
Then please navigate to the so called "Supplier Cockpit", where you have the possibility to confirm the future use of the SupplyOn service $ServiceName with your customer $BuyerOrganizationName in the section "My Tasks".
Please be aware that the service booking can only be done by an authorized user, who is the SupplyOn Administrator in your company (user role "Company Admin").

Should you have questions regarding the service booking, please do not hesitate to contact us by phone or email. Our contact data is as follows:

Phone (toll free): +800. 78 77 59 66

USA and Canada: 1866. 78 77 59 66

Mailto:Registration@SupplyOn.com

We wish you a lot of success in using the SupplyOn service $ServiceName together with your customer!
Best regards
Your SupplyOn Team,

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
https://contact.supplyon.com/
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Buyer Responsible when Supplier is escalated

SLM Template Name: EscalationBuyerTemplate

Dear $Salutation $FirstName $LastName,

We would like to inform you that your supplier $OrganizationName has not registered for the requested SupplyOn Service $ServiceName. Therefore, we would like to return the supplier to you and ask you to check whether the usage for SupplyOn Service $ServiceName is still intended for $OrganizationName. If yes, please contact your supplier to have $OrganizationName complete the online registration or confirm the new connect booking as already registered supplier.

Supplier data:

D-U-N-S: $DunsNumber

Company name: $OrganizationName

Please log onto the SupplyOn rollout area (https://platform.application.prd.supplyon.com/slm), where you will find a corresponding entry in "My Tasks". From there you will be directly linked to the Service Details screen, can see the rollout history and act accordingly.

Thank you very much for your support.

Best regards,

Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:

https://contact.supplyon.com/

https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos

Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer

Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Buyer when the Supplier has been registered for Network Link creation

SLM template Name: NetworkLinkBuyerTemplate

SUPPLYON

Dear $Salutation $FirstName $LastName,

The following company has been finished the booking of the SupplyOn Service $ServiceName:

D-U-N-S: $DunsNumber

SPIN-ID: $SpinID

Company name: $OrganizationName

You are now able to set up the Network-Links. Please confirm the configuration set up afterwards under "My Tasks" in the "Supplier-Rollout" area.

Best regards,
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support:
https://contact.supplyon.com/
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail Sent to Contract Holder for new subsidiary join contract Request

SLM Template Name: PIDConfirmationCOTemplate

SUPPLYON

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

The above mentioned organisation of your corporate group would like to join your existing SupplyOn contract in order to use the SupplyOn service $ServiceName in cooperation with the customer $BuyerOrganizationName.

As the SupplyOn contract holder your approval is needed. Please confirm the membership in the "Contract & Invoice" area under "My Tasks".

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283

E-Mail sent to Buyer when Supplier is in Retention

SLM Template Name: RetentionMailing

SUPPLY**ON**

$OrganizationName
D.U.N.S. $DunsNumber

Dear $Salutation $FirstName $LastName,

your supplier $OrganizationName has been marked for deactivation on $DeactivationDate:

Company data:
D-U-N-S: $DunsNumber
Company name: $OrganizationName

Should the supplier still be relevant for service $ServiceName on the SupplyOn platform, we would like to ask you to get in contact with him.

Best regards
Your SupplyOn Team

Please do not reply to this automatically created e-mail. If you have any questions, please contact our customer support.
https://www.supplyon.com

SupplyOn AG, Ludwigstrasse 49, D-85399 Hallbergmoos
Executive Board: Markus Quicken (Chairman), Dr. Stefan Brandner - Chairman of the Supervisory Board: Prof. Dr. Stefan Asenkerschbaumer
Registration Court: Munich, Commercial Register Number: HRB 138283