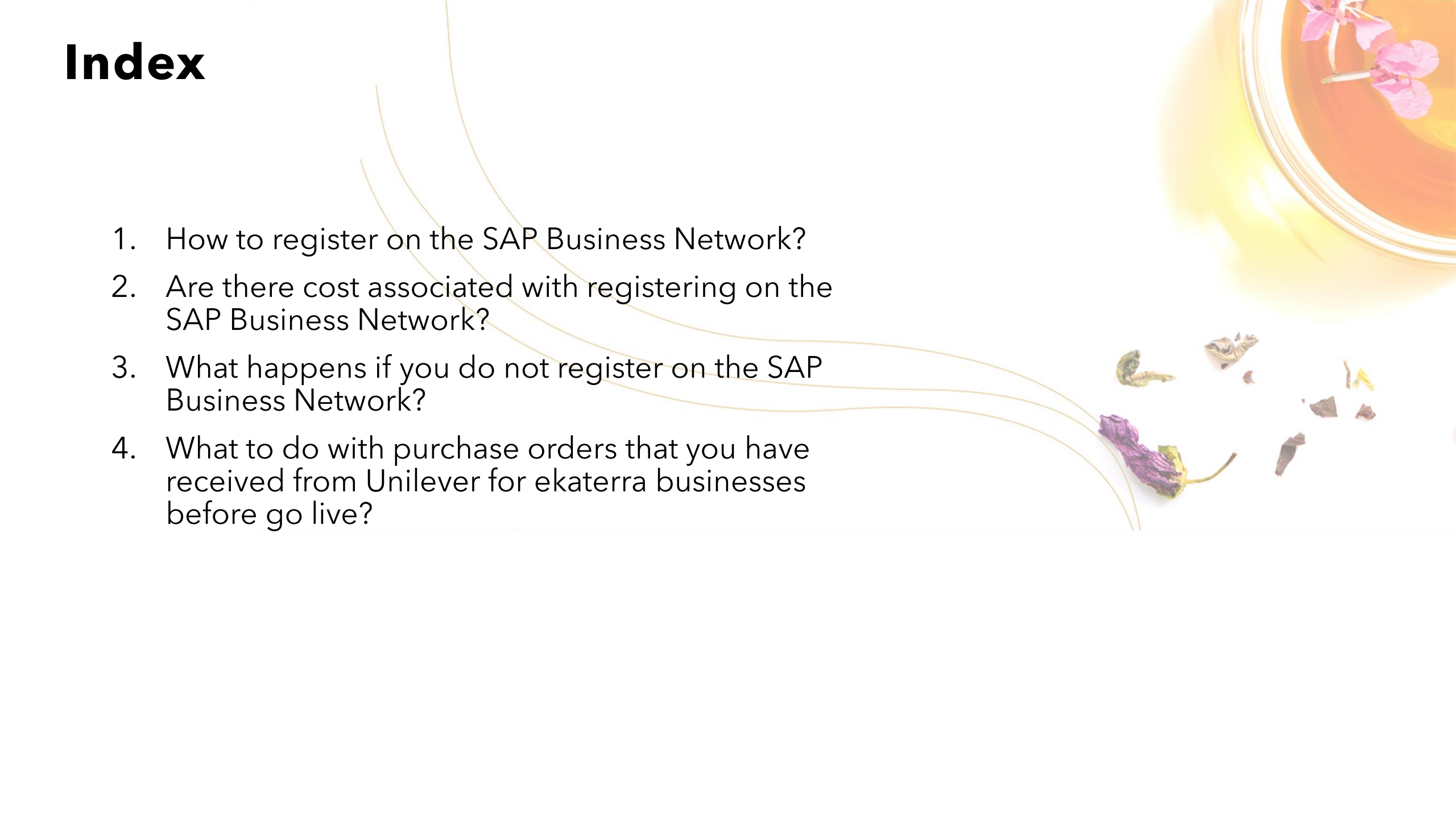


Supplier Guide



LIPTON
Teas and Infusions

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- A decorative background featuring a glass of tea with pink flowers floating on top, and several dried tea leaves scattered on a white surface. The scene is lit with a warm, golden light, creating a soft and inviting atmosphere.

1. How to register on the SAP Business Network?

After the go live you can expect to receive the first purchase order. This new purchase order will contain a link to register on the SAP Business Network.

If you click on the link, you will go to the registration page of the SAP Business Network. On the registration page, you can check if your company already has an account on the SAP Business Network.

If your company does not have an account yet, you can create a new account by inputting the required information, accept the terms and conditions and click 'Register'. If you already have an (enterprise) account on the SAP Business Network, you can use that (enterprise) account to log in.

More information can be found [here](#).

2. Are there cost associated with registering on the SAP Business Network?

There are two type of accounts you can choose from on the SAP Business Network:

- The Standard account is free of charge and provides the basic functionalities to transact with ekaterra.
- The Enterprise account has a [fee structure](#) and provides more advanced integration functionalities.

3. What happens if you do not register on the SAP Business Network?

We strongly recommend to register and connect with us on the SAP Business Network in order to automate and optimize the purchase-to-pay process, which will result in smoother/faster transactions between your company and ekaterra.

However, if you decide not to register on the SAP Business Network, we can continue to do business. In that case, you will continue to receive the purchase orders via the email address through which you currently receive this supplier communication, and you can submit your invoices to ekaterra via email address AP@lipton.com.

You can also send a paper invoice to us. Make sure that you always mention the purchase order number and the correct bill-to address (as shown on the purchase order) on your invoice.

4. What to do with purchase orders that you have received from Unilever for ekaterra businesses before go live? (I)

Where you have fully supplied the materials or services of a purchase order before the go live date and goods receipt has been recorded in the system, you can send the invoice to Unilever who will process them. You can continue to contact the [Unilever Supplier help desk](#) for questions about these invoices.

Where you have not shipped / delivered the materials or services before the go live date, Unilever will cancel the purchase order in their system and ekaterra will issue you a new purchase order in the next few weeks after go live. Once you have shipped / delivered the materials or services, you need to send the invoice to ekaterra, using the purchase order number that you received from ekaterra. You can contact the ekaterra Shared Service Center for questions about these invoices.

Where you have partially shipped / delivered the materials or services of a purchase order before the go live date, you can send the invoice to Unilever for that partial delivery. For the remaining balance of that purchase order, ekaterra will issue you a new purchase order in the next few weeks after go live. Once you have shipped / delivered the remaining balance of the materials or services, you need to send the invoice for that delivery to ekaterra, using the purchase order number that you received from ekaterra.

4. What to do with purchase orders that you have received from Unilever for ekaterra businesses before go live? (II)

ekaterra might already issue you (manual) purchase orders the upcoming weeks for specific materials that have an order-lead time that is beyond the expected go live date. This will specifically be for raw materials that will be stock in transit during the blackout period. You can send the invoice for those (manual) purchase orders to ekaterra, mentioning the purchase order number that is stated on the purchase order.

Note that after go live, ekaterra will re-create this purchase order via the new ekaterra SAP system, which will generate a new purchase order number (with a reference to the 'old' purchase order number), which you need to include on the invoices you submit to ekaterra after go live.

If you have questions, the [LIPTON Teas and Infusions Service Desk](#) can help you.