



Dear Valued Givaudan Supplier,

We are pleased to inform you that Givaudan is moving forward with the implementation of SAP Business Network, a state-of-the-art procurement platform designed to streamline our processes and enhance the collaboration with our suppliers.

As a key supplier to Givaudan, we are contacting your organization to inform you about these changes. We require your assistance in preparing for and ensuring a seamless transition to a more automated purchase to pay process. Recognizing that this represents a significant process change for our suppliers, Givaudan is committed to facilitating the transition as smoothly as possible. Our project team, alongside SAP, is dedicated to assisting you through this evolution. Meanwhile, we are fully confident that this change will be mutually beneficial for both our organizations.

➤ **What does this mean for you?**

Conducting business on SAP Business Network will be required, and your **purchase orders, order confirmations, advanced ship notices** and **invoices** will soon be transmitted using this platform.

In our upcoming wave, we include suppliers serving our Givaudan entities located in Asia and the Middle East. Since you are already connected to SAP Business Network, this transition is expected to be smooth and mainly focused on extending collaboration with the newly included entities. Please also note that go-live dates may vary slightly by country and entity. Therefore, if your company operates across multiple entities or delivers to several locations, integration for some orders may occur a few weeks later than others.

➤ **What are the upcoming steps?**

Depending on your account type and setup, either:

- our internal Supplier Enablement team (Standard Account), or
- SAP Ariba Support team (Enterprise Account)

will contact you regarding the Trading Relationship Request (TRR) and any additional information or configuration requirements needed to complete the enablement process.



If your organization has a specific Ariba Network ID (ANID) that should be used for transactions with us, please inform us accordingly to ensure the correct account is connected.

Please confirm your email address that can be used to ensure we have your correct details for PO receipt.

We appreciate your prompt attention to all communications and requests regarding this matter.

➤ **How can you learn more about the Givaudan and SAP partnership?**

We understand that transitioning to a new procurement platform may require some adjustments, and we are committed to supporting you throughout this process. Therefore, we encourage you to look at the attached presentation for a more detailed overview.

Additionally, please consult our [Supplier Hub](#) for useful information on vendor collaboration topics or click [here](#) for more information on Ariba PO collaboration (incl. fee model if applicable).

We believe that the implementation of SAP Ariba will strengthen our partnership and create value for both our organizations. We are enthusiastic about the opportunities that lie ahead and look forward to leveraging this innovative platform to drive success together.

Thank you for your continued partnership and support. Should you have any questions or require further information, please do not hesitate to contact our supplier enablement team at global.supplierenablement@givaudan.com

Thank you and with kind regards,

Givaudan Supplier Enablement team

尊敬的奇华顿供应商：

我们很高兴通知您，奇华顿正在推进上线 SAP 商务网络。这是一套先进采购平台，旨在简化业务流程，进一步加强与各供应商之间的协作。

贵司作为奇华顿重要合作供应商，特此向您告知本次业务变更。恳请贵司配合筹备相关工作，平稳切换至自动化程度更高的采购至付款端到端流程。我们深知本次流程调整将给供

应商带来较大变动，奇华顿将全力保障过渡工作顺畅推进。我方项目团队将联合 SAP 团队，全程协助贵司完成本次系统升级。同时，我们坚信此次升级能够实现双方互惠共赢。

本次调整对贵司意味着什么

后续贵司需通过 SAP 商务网络开展业务往来，**采购订单、订单确认、预先发货通知以及发票**，不久后都将通过该平台进行流转。本轮实施范围覆盖为奇华顿亚洲及中东地区下属主体提供服务的供应商。鉴于贵司已完成 SAP 商务网络对接，本次切换过程预计较为顺畅，核心工作为拓展与本次新增纳入的奇华顿下属主体之间的业务协同。

后续工作安排

根据贵司账户类型与配置方案，对应团队将与贵司联系，沟通交易合作关系申请（TRR），以及完成系统拓展接入所需的补充资料与配置要求：

- 标准账户：奇华顿内部供应商赋能小组
- 企业级账户：SAP Ariba 支持团队

若贵司指定使用特定 Ariba 网络账号 ID（ANID）与奇华顿开展业务交易，请及时告知我方，确保绑定正确账户。

同时请确认贵司用于接收采购订单的联系邮箱，方便我方更新备案信息。

烦请及时跟进本次项目相关的所有通知与工作要求。

获取更多项目相关信息

我们理解切换全新采购平台需要一定适应过程，奇华顿将在整个过渡期持续提供支持。建议您查阅附件演示文稿，获取更加详尽的项目介绍。

您也可以访问奇华顿[供应商中心](#)，查阅供应商协同相关资料；或点击[链接](#)查看 Ariba 采购订单协同详情（如适用，包含收费模式说明）。

我们相信 SAP 商务网络（SAP Ariba）平台的落地将深化双方合作，持续为合作双方创造价值。我们十分期待依托这一创新平台，把握全新机遇，携手共创佳绩。

感谢贵司长久以来的合作与支持。如有任何疑问，欢迎发送邮件联系供应商赋能小组：global.supplierenablement@givaudan.com

顺颂商祺！
奇华顿供应商赋能小组

Vietnamese:

Kính gửi Quý Nhà cung cấp của Givaudan,

Chúng tôi vui mừng thông báo rằng Givaudan đang triển khai **SAP Business Network**, một nền tảng mua sắm hiện đại được thiết kế nhằm tối ưu hóa các quy trình và tăng cường sự hợp tác với các nhà cung cấp.

Với vai trò là một nhà cung cấp quan trọng của Givaudan, chúng tôi gửi thông báo này đến tổ chức của Quý vị để cập nhật về những thay đổi sắp tới. Chúng tôi mong nhận được sự hỗ trợ của Quý vị trong việc chuẩn bị và đảm bảo quá trình chuyển đổi diễn ra suôn sẻ sang quy trình mua hàng và tự động thanh toán hơn.

Chúng tôi hiểu rằng đây là một sự thay đổi đáng kể trong quy trình làm việc đối với các nhà cung cấp. Vì vậy, Givaudan cam kết hỗ trợ để quá trình chuyển đổi diễn ra thuận lợi nhất có thể. Đội ngũ dự án của chúng tôi, cùng với SAP, luôn sẵn sàng đồng hành và hỗ trợ Quý vị trong suốt quá trình này. Đồng thời, chúng tôi hoàn toàn tin tưởng rằng sự thay đổi này sẽ mang lại lợi ích cho cả hai tổ chức, góp phần nâng cao hiệu quả hợp tác và phát triển bền vững trong tương lai.

➤ Điều này có ý nghĩa gì đối với Quý vị?

Việc thực hiện giao dịch trên **SAP Business Network** sẽ trở thành yêu cầu bắt buộc. Trong thời gian tới, các **đơn đặt hàng (Purchase Orders)**, **xác nhận đơn hàng (Order Confirmations)** và **thông báo giao hàng trước (Advance Shipment Notifications)** và **hóa đơn (Invoices)** sẽ được gửi và xử lý thông qua nền tảng này.

Trong đợt triển khai sắp tới, chúng tôi sẽ áp dụng cho các nhà cung cấp đang phục vụ các đơn vị của Givaudan tại châu Á và Trung Đông. Do Quý vị **đã kết nối với SAP Business Network**, quá trình chuyển đổi này dự kiến sẽ diễn ra thuận lợi và chủ yếu tập trung vào việc **mở rộng phạm vi hợp tác** với các đơn vị mới được đưa vào chương trình triển khai.

➤ Các bước tiếp theo là gì?

Tùy thuộc vào loại tài khoản và cấu hình hiện tại của Quý vị, một trong hai bên sau sẽ liên hệ:

- Đội ngũ Supplier Enablement nội bộ của Givaudan (đối với Standard Account); hoặc
- Đội ngũ Hỗ trợ SAP Ariba (đối với Enterprise Account).

Đơn vị phụ trách sẽ gửi Trading Relationship Request (TRR) cùng với các thông tin bổ sung hoặc các yêu cầu cấu hình cần thiết để hoàn tất quá trình kích hoạt và kết nối.

Nếu tổ chức của Quý vị có một Ariba Network ID (ANID) riêng được chỉ định để thực hiện giao dịch với Givaudan, vui lòng thông báo cho chúng tôi để đảm bảo tài khoản chính xác được kết nối.

Ngoài ra, vui lòng xác nhận địa chỉ email mà Quý vị muốn sử dụng để nhận Đơn đặt hàng (Purchase Orders - PO), nhằm giúp chúng tôi đảm bảo thông tin liên hệ của Quý vị luôn chính xác và được cập nhật.

Chúng tôi rất trân trọng nếu Quý vị có thể nhanh chóng xem xét và phản hồi đối với tất cả các thông báo cũng như yêu cầu liên quan đến nội dung này.

➤ **Làm thế nào để tìm hiểu thêm về sự hợp tác giữa Givaudan và SAP?**

Chúng tôi hiểu rằng việc chuyển sang một nền tảng mua sắm mới có thể đòi hỏi một số điều chỉnh trong quy trình làm việc. Vì vậy, Givaudan cam kết sẽ đồng hành và hỗ trợ Quý vị trong suốt quá trình chuyển đổi.

Để hiểu rõ hơn về dự án cũng như các thay đổi sắp tới, chúng tôi khuyến khích Quý vị tham khảo tài liệu đính kèm, trong đó cung cấp thông tin tổng quan chi tiết về chương trình hợp tác giữa Givaudan và SAP.

Ngoài ra, vui lòng tham khảo [Supplier Hub](#) của chúng tôi để tìm hiểu các thông tin hữu ích liên quan đến việc hợp tác với nhà cung cấp, hoặc [nhấp vào đây](#) để xem thêm thông tin về quy trình cộng tác xử lý Đơn đặt hàng (PO) trên SAP Ariba (bao gồm cả mô hình phí, nếu có áp dụng).

Chúng tôi tin rằng việc triển khai SAP Ariba sẽ góp phần củng cố mối quan hệ hợp tác giữa hai bên và tạo ra nhiều giá trị cho cả Givaudan và Quý vị. Chúng tôi rất mong chờ những cơ hội phía trước và hy vọng sẽ cùng Quý vị tận dụng nền tảng tiên tiến này để đạt được nhiều thành công hơn trong tương lai.

Xin chân thành cảm ơn Quý vị đã luôn đồng hành và hỗ trợ Givaudan. Nếu Quý vị có bất kỳ câu hỏi nào hoặc cần thêm thông tin, vui lòng liên hệ với Đội ngũ Supplier Enablement của chúng tôi qua địa chỉ email: global.supplierenablement@givaudan.com.

Xin chân thành cảm ơn Quý vị.

Trân trọng,

Givaudan Supplier Enablement team

Korean

존경하는 Givaudan 협력업체 담당자님께,

Givaudan 은 당사의 프로세스를 간소화하고 협력업체와의 협업을 강화하기 위해 최첨단 조달 플랫폼인 SAP Business Network 도입을 추진하고 있음을 알려드립니다.

귀사는 Givaudan 의 주요 협력업체로서, 이번 변경 사항에 대해 안내드리고자 연락드리게 되었습니다. 보다 자동화된 Purchase-to-Pay 프로세스로 원활하게 전환할 수 있도록 귀사의 협조를 부탁드립니다. 이번 변화가 협력업체 여러분께 중요한 프로세스 변경이라는 점을 잘 이해하고 있으며, Givaudan 은 가능한 한 원활한 전환이 이루어질 수 있도록 적극 지원할 예정입니다. 당사 프로젝트 팀과 SAP 는 본 전환 과정 전반에 걸쳐 귀사를 지원하기 위해 최선을 다하고 있습니다. 또한, 이번 변화가 양사 모두에게 긍정적인 가치를 제공할 것이라 확신합니다.

➤ **귀사에 어떤 의미가 있습니까?**

SAP Business Network 를 통한 거래가 필수가 되며, 앞으로 구매 주문서(Purchase Order), 주문 확인(Order Confirmation), 선적 사전 통지(Advanced Ship Notice), 및 송장(Invoice)이 해당 플랫폼을 통해 전송될 예정입니다.

이번 도입 단계에는 아시아 및 중동 지역에 위치한 Givaudan 법인에 서비스를 제공하는 공급업체들이 포함됩니다. 귀사는 이미 SAP Business Network 에 연결되어 있으므로, 이번 전환은 원활하게 진행될 것으로 예상되며, 주로 새롭게 포함된 법인들과의 협업 확대에 중점을 두고 있습니다.

➤ **향후 진행 절차는 어떻게 됩니까?**

귀사의 계정 유형 및 설정에 따라 아래 팀 중 하나가 연락드릴 예정입니다.

- 내부 Supplier Enablement 팀 (Standard Account), 또는
- SAP Ariba Support 팀 (Enterprise Account)

해당 팀에서 Trading Relationship Request (TRR) 및 Enablement 절차 완료를 위해 필요한 추가 정보나 설정 요건을 안내드릴 예정입니다.

귀사에서 당사와의 거래에 사용해야 하는 특정 Ariba Network ID (ANID)가 있는 경우, 올바른 계정이 연결될 수 있도록 반드시 사전에 알려주시기 바랍니다.

또한, 구매 주문서(PO) 수신에 사용할 정확한 이메일 주소도 함께 확인 부탁드립니다.

본 건과 관련된 모든 안내 및 요청 사항에 대해 신속한 확인과 협조를 부탁드립니다.

➤ **Givaudan 과 SAP 의 협업에 대해 더 자세히 알아보시려면?**

새로운 조달 플랫폼으로의 전환 과정에서 일부 조정이 필요할 수 있다는 점을 잘 이해하고 있으며, 당사는 전 과정에 걸쳐 귀사를 적극 지원할 예정입니다. 보다 자세한 내용은 첨부된 소개 자료를 참고해 주시기 바랍니다.

또한, 공급업체 협업 관련 유용한 정보를 제공하는 [Supplier Hub](#)를 참고하시거나, Ariba PO 협업 관련 [상세 정보](#)(해당 시 수수료 모델 포함)를 확인해 주시기 바랍니다.

당사는 SAP Ariba 도입이 양사 간의 파트너십을 더욱 강화하고 새로운 가치를 창출할 것이라고 믿고 있습니다. 앞으로의 기회를 기대하며, 이 혁신적인 플랫폼을 통해 함께 성공을 이루어 나가기를 기대합니다.

지속적인 협력과 지원에 감사드립니다. 문의 사항이나 추가 정보가 필요하신 경우, 아래 Supplier Enablement 팀으로 언제든지 연락해 주시기 바랍니다.

global.supplierenablement@givaudan.com

감사합니다.

Givaudan Supplier Enablement 팀 드림

Japanese

ジボダンの大切なサプライヤーの皆様へ

平素より格別のご支援とご協力を賜り、誠にありがとうございます。

このたびジボダンでは、業務プロセスの効率化およびサプライヤーの皆様との連携強化を目的として、調達プラットフォーム「SAP Business Network」の導入を進めております。

ジボダンの主要サプライヤーである貴社に、本プロジェクトに関する重要なお知らせをお届けするため、ご連絡申し上げました。今後、「購買から支払まで（Procure-to-Pay）」のプロセスをより効率的かつ自動化された形へ移行するにあたり、貴社のご理解とご協力をお願い申し上げます。本変更は、サプライヤーの皆様にとって重要なプロセス変更となることを認識しております。ジボダンは、移行が円滑に進むよう最大限の支援を提供してまいります。また、当社のプロジェクトチームは SAP と緊密に連携し、本移行期間を通じて貴社をサポートいたします。本取り組みが、両社の業務効率向上とさらなるパートナーシップの強化につながるものと確信しております。

➤ 貴社への影響について

今後、ジボダンとの取引においては、SAP Business Network を通じた電子取引が必要となります。発注書（PO）、注文確認書、出荷通知書（ASN）、および請求書は、順次 SAP Business Network を通じて送受信いただくことになります。

今回の導入フェーズでは、アジアおよび中東地域のジボダン各法人と取引のあるサプライヤー様を対象としております。貴社はすでに SAP Business Network をご利用いただいているため、今回の移行は比較的スムーズに進めていただけるものと考えております。主な変更点は、新たに追加されるジボダン法人との取引連携の拡大となります。

➤ 今後のお手続きについて

貴社のアカウント種別および設定状況に応じて、以下のいずれかの担当チームよりご連絡いたします。

- ジボダン サプライヤー・イネーブルメント・チーム（スタンダードアカウント対象）
- SAP Ariba サポートチーム（エンタープライズアカウント対象）

担当チームより、Trading Relationship Request (TRR) の承認および有効化プロセス完了のために必要な情報や設定要件についてご案内いたします。

貴社でジボダンとの取引に使用される特定の Ariba Network ID (ANID) をお持ちの場合は、正しいアカウントとの連携を行うため、事前にお知らせくださいますようお願いいたします。

また、発注書 (PO) の受信先として登録するメールアドレスについても、最新かつ正確な情報をご確認いただきますようお願い申し上げます。

本プロジェクトを円滑に進めるため、今後お送りするご連絡やご依頼事項につきまして、迅速なご対応を賜りますようお願いいたします。

➤ ジボダンと **SAP** の取り組みについて詳しく知りたい方へ

新しい調達プラットフォームへの移行に際し、一定の運用変更やご対応が必要となる場合がございます。ジボダンでは、移行期間を通じてサプライヤーの皆様を全面的に支援してまいります。詳細につきましては、添付のプレゼンテーション資料をご参照ください。

また、サプライヤー向けの各種情報については「[サプライヤーハブ](#)」をご覧ください。さらに、SAP Business Network を利用した PO 連携の詳細情報（該当する場合は利用料金に関する情報を含む）については、関連資料または[リンク](#)をご確認ください。

SAP Business Network の導入により、両社間の協業がさらに強化され、双方にとってより大きな価値が創出されるものと確信しております。今後も、本プラットフォームを活用しながら、貴社との長期的なパートナーシップを発展させていけることを楽しみにしております。

日頃よりご協力とご支援を賜り、心より感謝申し上げます。

ご不明な点や追加のご質問がございましたら、サプライヤー・イネーブルメント・チーム (global.supplierenablement@givaudan.com) までお気軽にお問い合わせください。

今後ともよろしくお願い申し上げます。

ジボダン サプライヤー・イネーブルメント・チーム

Thai Translation

เรียน ชัพพลายเออร์ผู้มีอุปการคุณของ Givaudan

เรามีความยินดีที่จะแจ้งให้ทราบว่า Givaudan กำลังก้าวสู่ขั้นตอนการนำ **SAP Business Network** มาใช้งาน ซึ่งเป็นแพลตฟอร์มจัดซื้อจัดจ้างที่ทันสมัย ออกแบบมาเพื่อเพิ่มประสิทธิภาพกระบวนการทำงานและเสริมสร้างความร่วมมือกับซัพพลายเออร์ของเรา

ในฐานะที่ท่านเป็นหนึ่งในซัพพลายเออร์สำคัญของ Givaudan เราขอแจ้งให้ท่านทราบเกี่ยวกับการเปลี่ยนแปลงครั้งนี้และขอความร่วมมือในการเตรียมความพร้อมเพื่อให้การเปลี่ยนผ่านไปสู่กระบวนการจัดซื้อถึงการชำระเงิน (Purchase-to-Pay) ที่มีความเป็นอัตโนมัติมากขึ้นเป็นไปอย่างราบรื่น

Givaudan

ตระหนักดีว่าการเปลี่ยนแปลงนี้ถือเป็นการปรับเปลี่ยนกระบวนการทำงานที่สำคัญสำหรับซัพพลายเออร์ของเรา ดังนั้น ทีมโครงการของ Givaudan ร่วมกับ SAP จึงพร้อมให้การสนับสนุนตลอดกระบวนการเปลี่ยนผ่านนี้ ทั้งนี้ เรามั่นใจเป็นอย่างยิ่งว่าการเปลี่ยนแปลงดังกล่าวจะก่อให้เกิดประโยชน์ร่วมกันแก่ทั้งสองบริษัท

➤ สิ่งนี้มีความหมายต่อท่านอย่างไร?

การดำเนินธุรกิจผ่าน SAP Business Network จะเป็นข้อกำหนดบังคับ และใบสั่งซื้อ (Purchase Orders), การยืนยันคำสั่งซื้อ (Order Confirmations), เอกสารแจ้งการจัดส่งล่วงหน้า (Advanced Ship Notices) และใบแจ้งหนี้ (Invoices) ของท่าน จะถูกส่งผ่านแพลตฟอร์มนี้ในเร็ว ๆ นี้

สำหรับการดำเนินงานระลอกถัดไปของเรา จะครอบคลุมซัพพลายเออร์ที่ให้บริการแก่หน่วยงานของ Givaudan ในภูมิภาคเอเชียและตะวันออกกลาง เนื่องจากท่านได้เชื่อมต่อกับ SAP Business Network อยู่แล้ว เราคาดว่าท่านจะเปลี่ยนผ่านครั้งนี้เป็นไปอย่างราบรื่น โดยมุ่งเน้นหลักไปที่การขยายความร่วมมือกับหน่วยงานที่เพิ่งเข้าร่วมโครงการใหม่.

ขั้นตอนถัดไปคืออะไร?

ทั้งนี้ขึ้นอยู่กับประเภทบัญชีและรูปแบบการตั้งค่าของท่าน โดย:

- ทีม Supplier Enablement ภายในของ Givaudan (สำหรับบัญชี Standard Account) หรือ
- ทีม SAP Ariba Support (สำหรับบัญชี Enterprise Account)

จะติดต่อท่านเกี่ยวกับ Trading Relationship Request (TRR)
รวมถึงข้อมูลเพิ่มเติมหรือการกำหนดค่าระบบที่จำเป็น เพื่อให้กระบวนการเปิดใช้งานเสร็จสมบูรณ์

หากบริษัทของท่านมี Ariba Network ID (ANID)
เฉพาะที่ต้องการใช้สำหรับการติดต่อซื้อขายกับเราโปรดแจ้งให้เราทราบ
เพื่อให้สามารถเชื่อมต่อบัญชีที่ถูกต้องได้.

กรุณายืนยันอีเมลสำหรับรับใบสั่งซื้อ (PO) เพื่อให้เรามีข้อมูลที่ต้องการสำหรับการจัดส่ง PO ให้แก่ท่าน.

เราขอขอบคุณในความร่วมมือของท่านและขอให้ท่านให้ความสำคัญกับการสื่อสารและคำขอต่าง ๆ
ที่เกี่ยวข้องกับโครงการนี้อย่างทันท่วงที

➤ **ท่านสามารถศึกษาข้อมูลเพิ่มเติมเกี่ยวกับความร่วมมือระหว่าง Givaudan และ SAP ได้อย่างไร?**

เราเข้าใจดีว่าการเปลี่ยนไปใช้แพลตฟอร์มการจัดซื้อจัดจ้างใหม่อาจต้องอาศัยการปรับตัวบางประการ
ดังนั้นเราจึงพร้อมสนับสนุนท่านตลอดกระบวนการนี้
ดังนั้นเราขอเชิญชวนให้ท่านศึกษาข้อมูลจากเอกสารนำเสนอที่แนบมา เพื่อรับทราบรายละเอียดเพิ่มเติม

นอกจากนี้ ท่านสามารถเยี่ยมชม **Supplier Hub** ของเรา
เพื่อดูข้อมูลที่เป็นประโยชน์เกี่ยวกับการทำงานร่วมกันกับผู้ขาย หรือคลิกที่ลิงก์ข้อมูลเกี่ยวกับ **Ariba PO Collaboration** (รวมถึงรายละเอียดเกี่ยวกับค่าธรรมเนียมการใช้งาน หากเกี่ยวข้อง)

เราเชื่อมั่นว่าการนำ SAP Ariba
มาใช้งานจะช่วยเสริมสร้างความแข็งแกร่งให้กับความร่วมมือระหว่างบริษัทของเราและสร้างคุณค่าให้กับทั้งสองฝ่ายเรารู้สึกยินดีกับโอกาสใหม่ๆที่กำลังจะเกิดขึ้นและหวังเป็นอย่างยิ่งว่าจะได้ใช้แพลตฟอร์มนวัตกรรมนี้เพื่อ
ขับเคลื่อนความสำเร็จร่วมกัน

ขอขอบคุณสำหรับความร่วมมือและการสนับสนุนอย่างต่อเนื่องจากท่าน
หากมีคำถามหรือต้องการข้อมูลเพิ่มเติมกรุณาติดต่อทีม **supplierenablement** ได้ที่
[:global.supplierenablement@givauda.com](mailto:global.supplierenablement@givauda.com)

ขอขอบคุณ และขอแสดงความนับถือ

ทีม Givaudan Supplier Enablement