**Changing our EDI Trading Platform**

ABC\_Corp is committed to simplifying and improving the way we conduct business with our key business partners. Therefore we have made a company commitment to change our ‘in house’ EDI environment to enable us to concentrate on managing our core business competencies.

We have made a significant financial and resource commitment to this project and we are now formally launching this to our key Trading Partners.

This letter is to request your involvement in this project to migrate your existing EDI transactions with ABC\_Corp to our new environment.

**Why are we making these changes?**

We are constantly trying to improve the way of doing business, with our customers and suppliers, and we want to improve the EDI-communication so that we become more:

•**Efficient : No entry of the same information twice**

•**Accurate : No differences in prices or quantities**

•**Complete : Your article number, our PO number etc. always available**

•**Fast : Deviations detected early in the process**

**: No time delays as a result of capacity problems**

**Who is helping us in this project?**

We have selected **IBM** as our partner to assist in the implementation of this project, especially relating to working with yourselves in order to understand what you need to do and how it is going to work.

You can contact the Community Development Services (CDS) specialists at IBM by emailing [emeacom@uk.ibm.com](mailto:emeacom@uk.ibm.com)

If you have any questions of a nature more suited for ABC\_Corp please feel free to contact me or your contact in the sales department.

**What are the Steps in the Process?**

* You receive this letter from us inviting you to participate
* IBM will contact you to further discuss and exchange any communication details needed
* IBM will contact you to discuss dates for testing and communicate test results
* IBM will inform you of the switch to production with ABC\_Corp

**Benefits to You**

By using this new process, you will specifically benefit in the following ways:

* You will find it easier for your company to do business with ABC\_Corp
* Provide us both with a wider range of E-Business capabilities
* Automation will reduce errors due to manual re-keying and therefore streamline our business processes

**Finally**

Thank you in anticipation for your consideration and timely response. We look forward to a successful implementation and continued business with you.

Yours Faithfully

Cusomer Contact

Name Signature