[Your Letterhead]

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| [YourCompanyName] is now utilizing SupplierGATEWAY to help manage and monitor documents and information that are used in our supplier relationship management.  You will be receiving communication from SupplierGATEWAY to register and update your information in our new online portal. Please be sure to add “suppliergateway” to your safe senders list.  The registration process will include a unique registration path for your organization and completing the process should only take a few minutes.  There is no cost to complete the registration in the new portal. If you wish to opt-in to any services that require a fee, you may do so at your discretion.  Thank you for your cooperation in improving our supplier relationship management process.        Sincerely,  [YourCompanyName] |