

## Changeover to SAP S / 4 HANA

Dear Sirs and Madames,

WEISS automotive GmbH will convert the existing ERP Systems to SAP version S / 4 HANA on August 1st, 2021.

This will bring several changes:

- The inquiry and order forms are given a new layout
- You will receive a new supplier number with the first SAP document from the new system. #
- The previous material numbers remain in SAP.
- In future, orders will mainly be sent as PDF by email or EDI.
- The invoice must include the WEISS automotive order number

Open orders and contracts are automatically transferred to the new SAP, the document references remain identical.

During the changeover phase between Monday, July 26th and Friday, July 30th, no documents can be posted in our SAP system.

During this time we can neither accept goods or pay invoices.

For all existing orders for which goods will be received by Friday, July 23rd, your invoices must also be with us by Friday, July 23rd.

- Please send us the invoices by email to: [invoice@weiss-automotive.de](mailto:invoice@weiss-automotive.de)
  - Please use the above mentioned e-mail address **only for sending invoices and credit notes**. Other communication like dunning notes, payment reminders or other invoice relevant requests have to be sent to your direct point of contact Daniel Klauser ([daniel.klauser@weiss-automotive.de](mailto:daniel.klauser@weiss-automotive.de))
  - The invoice / credit note has to be attached to the e-mail and in **pdf** format.
  - Please only attach **1 invoice per e-mail**. In case of further invoices, separate e-mails have to be sent.
  - Invoice relevant documents have to be added to the invoice, please send **invoice and respective relevant documents in 1 attachment**.
  - Your e-mail will be imported electronically. Therefore, unfortunately we cannot process your invoice and your e-mail will be **returned** if the requirements will not be observed. Any notes or comments in the e-mail text field cannot be considered.

We will be working with the new system from Monday, August 2nd, 2021.

We ask for your understanding, however, that in the period after the system changeover, it may be necessary to make corrections to inquiries, orders, and contracts. Should this affect your receipts, we apologize, and we will be happy to hear from you. If necessary, please pass this information on to other areas of your company.

We thank you in advance for your support and understanding and look forward to continued good cooperation.

With best regards

WEISS automotive GmbH