

## BJB implement SAP as new ERP system

Dear Sir or Madam

In order to keep pace with the future development of the company and to make the best possible use of the diverse potential of advancing digitization, **BJB is implementing SAP S/4 HANA as its new ERP system worldwide from 01.04.24. In the period from March 21, 2024 to April 02, 2024, we will be making the final system settings - no orders can be accepted or processed during this time.**

The changeover to SAP will entail various changes and temporary restrictions:

### What is changing?

- The order confirmations, delivery bills and invoices will have a new layout - but all the information will remain the same.
- With the introduction of the SAP system, you will receive a new partner number (customer or supplier number). You will find your new partner number on all relevant documents such as order confirmations, delivery bills and invoices.
- The material numbers have been adjusted - the first digits of the material number remain the same.
- The order numbers will also change from 01.04.24.
- There will be an additional label on the package indicating the SAP batch number - please use the data of this element as a reference for possible communication.
- In the case of an existing EDI data transfer, we will contact you separately to transfer this to SAP.

We will inform you of the detailed changes to the partner and material number in a separate letter.

### Where will there be temporary restrictions?

- In the period from March 21, 2024 to April 02, 2024, no orders can be accepted or processed during this time.
- We kindly ask you to inform us of your orders for March and April in good time so that we can continue to ensure a smooth process for you.
- We are planning the last shipment and the last invoicing for March 21, 2024.
- The last goods receipt is planned for March 21, 2024.

We will be working with the new system from Monday, April 1, 2024. However, we ask for your understanding that corrections to order confirmations, delivery bills and invoices may be necessary in some cases after the system changeover. If any of your receipts are affected by this, please accept our apologies and let us know.

Please pass this information on to other areas of your company if necessary.

We would like to thank you in advance for your support and understanding and look forward to continuing our good cooperation.

Best regards

**BJB Electric L.P.**



Albert Pruenster  
President