

## Announcement: SAP S4/HANA Implementation

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Dear Business Partner,

with this letter, we would like to inform you in advance about the upcoming ERP migration at LEMKEN to SAP S4/HANA. This transition is an important step towards optimizing our future-proof IT architecture and business processes.

As part of the SAP S/4HANA implementation, it will be necessary to temporarily interrupt our operations. The key dates are therefore planned as follows:

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|-------------------------|--|
| <b>December 5, 2025</b> | – Last production day, final goods receipt before system migration |
| <b>December 8, 2025</b> | – Start of inventory count, followed by plant shutdown             |
| <b>January 2, 2026</b>  | – End of plant shutdown  |
| <b>January 5, 2026</b>  | – First production day, goods receipt after system migration       |

During this time, no regular business activities will take place. This includes, in particular, the production and shipment of goods to our customers, as well as the receipt of goods from our suppliers.

### Important note regarding invoicing

Please ensure that we receive all invoices for your deliveries by **December 10, 2025** at the latest. This will allow us to review and process them before the system migration. We understand that exceptions may arise – these will, of course, be coordinated with you.

We are aware of the inconvenience this may cause, but we kindly ask for your understanding of possible restrictions and hope for the support of our business partners. It is therefore important to us to inform our partners at an early stage, giving you the opportunity to take appropriate measures and to coordinate with us.

### What does this mean for you?

We are preparing with forward-looking planning for the period of the system migration. To avoid potential supply bottlenecks after the plant shutdown and ERP transition, we will, if necessary, build up safety stocks through additional orders.

Please do not hesitate to contact your responsible contact person in our scheduling department so that we can coordinate requirements together.

We thank you in advance for your understanding, patience, and support during this transition phase. Of course, we are committed to keeping any potential impact as minimal as possible and to ensuring smooth cooperation with our business partners.

Are you not the right contact person? Then please forward this letter internally to the responsible person, or contact us at

[purchasing@lemken.com](mailto:purchasing@lemken.com)

We will keep you informed in due course about any further details regarding our transition. You can access the latest information at any time on our website.

[lemken.com/purchase-news](https://lemken.com/purchase-news)

For any questions, we are always at your disposal.

Sincerely,

LEMKEN GmbH & Co. KG