

Changes to Invoicing via SAP Ariba

Dear Business Partners,

As part of the upcoming implementation of SAP S/4HANA at LEMKEN, there will also be changes to the invoicing process for suppliers connected to LEMKEN via SAP Ariba.

Invoicing during the transition period

Until October 30, 2026, invoices can continue to be submitted as usual via the SAP Business Network (SAP Ariba).

Alternatively, invoices can still be sent by email to the following address:
rechnungenariba@lemken.com

Changes effective from Go-Live (November 1, 2026)

With the Go-Live of SAP S/4HANA, our invoicing process will change.

As of Go-Live, SAP Ariba Invoicing will no longer be used for submitting invoices. As of **November 1, 2026**, invoices can no longer be submitted via the SAP Business Network.

From this date onward, all new invoices must be submitted to LEMKEN exclusively via the following method:

- Electronic invoices by email to: rechnungen@lemken.com

What does this mean for you?

Please ensure in particular that:

- your invoicing processes are updated to use the new email address **rechnungen@lemken.com**,
- the previous submission of invoices via SAP Ariba is no longer used as of the effective date,
- the employees responsible for invoicing are informed about this change, and
- any existing systems or automated invoicing processes are adjusted accordingly, where necessary.

For further information on the SAP S/4HANA implementation and the associated operational interruptions, please refer to our separate information letter.

If you have any questions regarding the changes to the invoicing process, please contact:

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Thank you for your support and continued cooperation.

LEMKEN GmbH & Co. KG