



CTP Advanced Materials GmbH – Stahlstrasse 60 – 65428 Rüsselsheim

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Date: 2 March 2021

Conversion to SAP S/4 HANA

Dear Sir or Madam,

CTP Advanced Materials GmbH, as part of the globally operating Aditya Birla Group, will be converting the existing enterprise resource planning system to SAP, version S/4 HANA on 06 April 2021. This will entail various changes and temporary restrictions to our systems:

In relation to our suppliers:

- The enquiry and order forms will have a slightly different layout
- Your supplier number will change
- Our previous material numbers will be completely replaced by new numbers

With regard to our customers:

- The enquiry and order forms will have a slightly different layout.
- Our previous material numbers will be replaced by new numbers
- Your customer number will change

Open orders and contracts will be automatically transferred to the new SAP system, the document references will be provided separately.

During the changeover phase between Friday 26 March and Tuesday 6 April 2021, no transactions / documents can be posted in our SAP system. During this time, we will therefore not be able to realise any goods movement, nor will it be possible to post, create or pay invoices. For all orders and contracts for which goods are received or issued by Friday, 26 March 2021, all documentation (e.g. invoices) must be received or created by Friday, 26 March 2021. Please send us the invoices to the usual address or by e-mail to: invoices@ctpgmbh.de. Your orders by e-mail to: order@ctpgmbh.de

We ask for your understanding that in the period after the system changeover, occasional corrections may be necessary with regard to enquiries, orders and contracts. If any documents sent to you are affected by this, we apologise and would be pleased to receive your comments. Please do not hesitate to contact your colleagues if you have any questions.

Please also pass on this information to other departments of your company if necessary. You can also find this information on our homepage at <https://cetepox.de/en/systemumstellung-sap/>. We thank you in advance for your support and understanding and look forward to continued good cooperation.

Best regards

Dr. Thomas Dahlems
CTP Advanced Materials GmbH
Managing Director