

# NOTICE TO SUPPLIERS

Subject: SAP-based ERP system upgrade

Originator: Jay Jacobs  
Job Title: Senior Manager, Supply Chain Operations  
Product Line: Aero Derivative Gas Turbine (AGT)  
Siemens Business Unit: Siemens Canada Limited

NTS Number: SC018  
Issue: 001  
Date: 9th September 2017

For the attention of the Managing Director

Dear Sir or Madam

Please refer to page 2 and 3 for further details

With kind regards,

Signature



Siemens AG, Freylessenstr. 1, 91058 Erlangen, Germany

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Your letter of Our reference Date	***** ***** September 13th, 2017

Dear Sir, Madam,

As we near the transition period from our current SAP-based ERP system to the upgraded template, Atlas, we thought it would be timely to remind you of some of the dates, activities and details relevant to the two-week cutover period of 1st October to 15th October.

Your business operations are our highest priority and we would encourage you to discuss any questions you might have about the transition with your Siemens contact.

### Essential Information

#### **Deliveries**

Your direct day-to-day Siemens point of contact (Supplier Service/Support Staff) will be contacting every supplier regarding the handling of demand scheduled over the period October 1st to October 15th. The new system will go-live on October 16th and normal deliveries will resume then.

#### **Operation-critical orders**

Manual processes have been developed to cover emergency requirements that may arise during the two-week transition period. Purchase orders, shipping documentation, and invoices (or payables) will be manually input into the new Atlas system. Manual shipping paperwork will be created to satisfy customs, as per usual.

#### **Key contacts during two-week transition period**

Normal point-of-contact communication between you and your direct Siemens interface will continue.

Siemens AG  
Energy Management Division; Management: Ralf Christian, Jan Mrosik  
High Voltage Products; Management: Harald Griem

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Siemens Aktiengesellschaft; Chairman of the Supervisory Board: Gerhard Cromme;  
Managing Board: Joe Kaeser, Chairman, President and Chief Executive Officer; Roland Busch, Lisa Davis, Klaus Helmrich,  
Janina Kugel, Siegfried Russwurm, Ralf P. Thomas  
Registered offices: Berlin and Munich, Germany; Commercial registries: Berlin Charlottenburg, HRB 12300, Munich, HRB 6684  
WEEE-Reg.-No. DE 23691322

# SIEMENS

## Change to part numbers

Old part numbers will be migrated into the new system. The part numbers you currently have in your ERP system for existing active parts will still be valid. However, going forward new part numbers will look different (ex. RRE##### -> E1B1000#####). New part numbers will begin with E1B prefix followed by 9 digits.

Certain RRE-specific part numbers will have '\_8' added after the 210#####. This is to avoid any clones and collisions with other business part numbers (ex. 210##### -> 210#####\_8).

## Changes to our purchase orders

If you currently have a purchase order with us, the numbers will remain the same and will be carried forward. If you currently have a scheduled agreement with us, it will change with the numbering system. Letters starting as 550 will now be 855 (ex. 550##### -> 855#####).

Terms and conditions will cease to be printed on our Purchase Agreements and have been replaced with a website; links to the relevant site will be embedded on our SAP template and will appear in every printed agreement. As terms and conditions may change in future, updates will be stored and date stamped to allow for clear understanding of when the business terms change.

## Last date for goods receipt on normally placed demand or expedited requests

Your Siemens supplier interface will provide this as we get closer to the start of system transfer.

## Vendor codes

The vendor code number will change with the upgrade and your supplier representative will provide this as soon as it is finalized.

## Invoicing

We have a 75-day policy for invoicing. Our financial teams are pulling forward all invoices where due dates fall between October 1st and October 15th. Normal invoicing resumes on October 16th.

## Normal operations

All normal operations resume on October 16th.

We hope you have felt fully supported by us throughout the preparations for this essential upgrade. We have appreciated your cooperation and look forward to working with you further in the future.

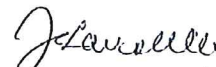
Yours sincerely,



Brian Byrne  
Managing Director



Derek McLaughlin  
Head of Global Customer Operations



Craig Laviolette  
Country Division Controller

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Energy Management Division; Management: Ralf Christian, Jan Mrosik  
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