

Dear Supplier,

In this email we would like to remind you about the implications due to an internal system change as of January 16, 2023.

We are transitioning our SAP system from SAP R/3 to SAP S/4HANA in one batch for all Deutsche Börse Group entities. Large amounts of data are changed during the transition and migration activities. This will take some time and there will be restrictions on the system availability.

In the following we have put together the most important activities and dates that you have to take into account.

Your respective contact persons remain unchanged. If you have any questions, please contact the Purchasing Team at Deutsche Börse AG.

Invoice submission schedule

In order to process invoices in time and all relevant approvals can be obtained, please ensure that you submit compliant invoices by the following deadlines:

<i>Due</i>	<i>Action</i>
22.12.2022	Last day for reception of Paper/PDF invoices 2022
22.12.2022	Last day for submission of electronic invoices
28.12.2022	Last payment date before Go Live SAP S4 HANA
17.01.2023	First Payment run after go-live of SAP S/4 HANA
<i>Note:</i>	Invoices can be submitted against existing Purchase Order number

- Compliant invoices submitted according to the schedule above will be paid prior to the IT change. Payment terms may be brought forward.
- Invoices arrived after 22.12.2022 will be paid after migration. Always invoices need to be submitted against the existing purchase order number, which is available and shared with you on the original Purchase Order.
- No invoices can be submitted during the freeze period.

Schedule for processing and migration of multi-year purchase orders

With the changeover to the new system, open purchase orders will be migrated with original PO number. The original purchase order will be re-created during the migration. The new POs contain the amount open until the migration, not the original full amount. The end date is retained for service POs. New Purchase Orders will not be possible during the freeze period.

If you have any questions, please get in touch with your main contact of the Purchasing Team at Deutsche Börse. Further information can also be found on the Deutsche Börse Supplier Portal: <https://deutsche-boerse.com/dbg-en/our-company/contact/Supplier-portal/Collaboration>

Kind regards,

Matthias Preuß

DocuSigned by:

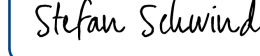


Head of Purchasing & Facility Management

Deutsche Börse AG

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