



Introduction of SAP in the HABA FAMILYGROUP at the turn of the year 2022/2023 – The most important questions & answers at a glance

What will change? What will stay the same? What is there to consider?

Why are we introducing SAP?

- Our system landscape has historically grown out of our HABA, JAKO-O, HABA Pro and HABA Digitalwerkstatt brands. We have decided to bring our multitude of systems together on a common platform under the HABA FAMILYGROUP umbrella. With the introduction of SAP at the turn of the year 2022/2023, we are taking the next important step on our journey into the future.

Are there new article numbers and how are they changing?

- Yes, there are. With the introduction of SAP, all article numbers will be 7 or 10 digits. 7 digits are allocated for the article number; the following 3 digits for variants (language, color, size, etc.).

During which period will goods receipt/collection of goods be impacted?

- From January 2-30, 2023 there may be some delays in the processes in goods receipt and the collection of goods.

During which period will payments be affected?

- Incoming invoices must be received by December 8, 2022 at the latest.
- From January 2-30, 2023 there may be some delays in payment.

What must be considered for invoicing?

- It is mandatory to differentiate the invoicing according to orders from SAP and orders from the previous system (UPOS).
- Please do not list these two order types on a common invoice! We need two separate invoices.

What must be observed when specifying the content of packaging boxes (master boxes)?

- The general quantity units must be maintained.
The following information is absolutely necessary for this:
 - Net weight, gross weight and dimensions of the item
 - Net weight, gross weight and dimensions of the master box plus number of items in the box

What must be taken into account when processing drop shipment articles?

- With reference to the Incoterm FCA, the transport costs for drop shipments are borne by HABA Sales GmbH & Co. KG. Invoices are issued directly to HABA Sales GmbH & Co. by the shipping agent or CEP service provider used. KG.

In which period are our goods receipts 4.1 and 7.0 and the warehouse in Weitramsdorf closed? When is the last delivery possible in 2022?

- Our warehouse gates 4.1 and 7.0 as well as our Weitramsdorf warehouse will be closed from 05.12.2022 to 15.01.2023. During this period, no completed items will be received - not even from other goods receipts. Goods must be delivered punctually by 12:00 noon on Friday, 02.12.2022 at the latest.

What are the exceptions? Which regulation applies to the HABA logistics warehouse in Ebern?

- This does not apply the warehouse gates 1.1, 1.5, 2.1, 3.3 and the HABA logistics warehouse in Ebern for the delivery of production goods and raw materials. We will convert furniture and toy production to SAP on a later date.

Unfortunately, these temporary restrictions cannot be avoided. However, we do our best to keep these as minimal as possible for you.

Thank you in advance for your understanding and patience. We look forward to continuing our successful cooperation!