

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

Please note: This information is updated at regular intervals.

With the introduction of SAP, the HABA FAMILYGROUP is taking the next important step on its journey into the future. What will change? What will stay the same? What is there to consider?

Answers to all important questions can be found below:

General information	
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.

Topic: article numbers	
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.).
Are there different article numbers for the individual packaging compared to the packaging unit/large containers?	The article number will always be the same – regardless of whether the article is packed as a single item, in a box or on a pallet.
Are there new EAN numbers?	The EAN numbers of the articles remain unchanged. In the future, bigger containers will have different EANs on the outside for easier processing.
When will an overview of the new article numbers be available?	We are working hard to create the new article numbers. A corresponding overview will be available in January (CW2). The old article numbers remain valid for a transitional period and can be used for ordering. However, in order

	to facilitate the ordering process, the new article numbers should be used as soon as possible after receipt.
When will the new article numbers be used in the advertising materials (catalogs, etc.)?	For 2023, the catalogs and other advertising materials will be gradually converted to the new article numbers.

<b>Topic: outgoing goods/delivery capacities</b>	
During which period will orders be affected?	From 12/22/2022 to 01/08/2023, we will shut down. Incoming orders will be processed again from 01/09/2023. Orders received via the online shops are automatically processed and buffered (except the HABA B2B shop).
During which period will outgoing orders be affected?	From 12/22/2022 to 01/08/2023, no goods will be dispatched. From 01/09/2023 to the beginning of February, dispatch will be gradually restarted. Restrictions on our delivery capacities may also occur in the subsequent period, resulting in longer delivery times.

<b>Topic: prices</b>	
When will the new prices for HABA articles apply?	The new prices for our trading partners apply from 01/01/2023. Orders received in 2022 will be delivered at the old prices (even in the new year). It should be noted that the orders must be received by HABA by December 20, 2022 at the latest in order to be recorded and processed this year.
When will the new prices for HABA articles that are distributed via JAKO-O apply?	The new prices will apply from January 9, 2023, as orders received via the online shop will be processed and buffered automatically.
When will the new prices for HABA Pro items apply?	New prices apply from January 1, 2023.

<b>Sales unit topic</b>	
Why is the sales unit changing for some HABA games?	As part of the SAP introduction, the sales unit of the HABA small gift games Size S was changed from 4 to 3. This change makes it possible to

	make better use of the packaging boxes and reduce filling material.
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Topic: goods receipt	
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: <ul style="list-style-type: none"> <li>○ Net weight, gross weight and dimensions of the item</li> <li>○ Net weight, gross weight and dimensions of the master box plus number of items in the box</li> </ul>
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.

<p>What are the exceptions? Which regulation applies to the HABA logistics warehouse in Ebern?</p>	<p>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.</p>
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