

Date: May 18, 2026

Re: Important Notice Regarding Upcoming Purchase Order and Invoicing Changes

Dear Valued Motiva Supplier,

Effective June 17, 2026, Motiva Enterprises will transition its internal Enterprise Resource Planning (ERP) system from SAP ECC to SAP S/4HANA.

As a valued business partner, please review the following important information and required actions.

Purchase Orders (POs)

- **Prompt delivery:** Timely delivery of purchased materials will help support a smooth transition.
- **PO closures:** From June 17 through June 30, 2026, all open POs will be closed and may appear as “Cancelled” in Ariba. Notifications will be sent by email or through the Ariba bell icon, based on your account settings.
- **Temporary POs:** During the cutover period (June 17–30, 2026), if a new purchase is required, a temporary PO and PO number will be emailed to your remittance contact. Please acknowledge receipt of the temporary PO with the issuing buyer.
- **New PO numbers:** Beginning July 1, 2026, replacement POs for eligible legacy and temporary POs will be issued by email or through Ariba, depending on your Ariba account status. Each replacement PO will include a new PO number and will reference the corresponding legacy or temporary PO number on page 1. Any remaining balance from the legacy PO will carry forward to the replacement PO. Please note that not all legacy POs will receive a replacement. Additional company-specific PO migration details will be shared in July.
 - **Partial POs:** Partial POs may be issued during the transition; however, no financial commitments will be lost.
- **Avoid duplication:** To determine whether a PO is a replacement PO or a new PO, please review page 1 of the PO for instructions. Legacy PO numbers begin with 7600xxxxxx. If you are still unsure, please contact the buyer before taking any action at buyergroupmailbox@Motiva.com.

Invoicing

- **Prompt invoicing:** If you have an existing PO or receive a PO from Motiva between now and June 17, please invoice promptly for any materials delivered or services rendered.

- Please continue to submit invoices using your usual method unless otherwise noted below:
 - **Ariba Standard Account users:** Email invoices to AP Invoicing at apinvoicing@motiva.com.
 - **Ariba Enterprise Account users:** Submit invoices directly through Ariba.
 - **Ariba invoicing blackout:** No invoices will be accepted through Ariba from June 17, 2026, through July 1, 2026. During this period, please email invoices to apinvoicing@motiva.com.
 - **Payment terms:** Original PO commitments remain unchanged, and any partial POs will preserve existing financial obligations.
 - **PO number reference on invoices:** If no replacement PO is issued because the goods have already been received, please submit the invoice by email and reference the legacy PO number. If you have received a replacement PO, use the replacement PO number whenever possible. Invoices submitted with a legacy PO number after a replacement PO has been issued may be rejected.
-

Upcoming Communications

In the coming weeks, you will receive additional updates, including:

- PO migration details specific to your company
 - Reminders to deliver materials and submit invoices promptly
 - Additional instructions related to the transition
-

Points of Contact

For support during this transition, please contact:

- **Invoice status, general inquiries, and Ariba invoice submission issues:** Motiva-vendor-helpdesk@Motiva.com
 - **PO-related questions:** buyergroupmailbox@Motiva.com
-

Thank you for your continued partnership, patience, and cooperation during this important transition.

Sincerely,
Kristin McAnelly
VP of Supply Chain
Motiva Enterprises