

Date: December 17, 2025

Re: Important Notice – Change to Blackout Period Timing

Dear Motiva Enterprises Suppliers,

Motiva Enterprises is in the process of transitioning from SAP ECC to SAP S/4HANA. In November, we shared an overview of our transition plan, which included purchase order (PO) closures, temporary POs, a blackout period, and a PO transition scheduled to begin on December 17.

Please note that our project timeline has been extended. As a result, the **previously communicated blackout period and related activities will be postponed to a later date**. You will receive a follow-up communication in February 2025 with updated details and next steps.

Below is guidance to support continued operations during this period.

What This Means for You

- Continue business operations as usual
- Continue invoicing as usual
- Continue deliveries as scheduled

Invoicing Guidelines

- Submit invoices using your normal process:
 - **Ariba Standard Account users:** Email invoices to **AP Invoicing** at apinvoicing@motiva.com or enter directly in Ariba by opening the PO and select the "Standard Invoice" option at no additional cost to your organization.
 - **Ariba Enterprise Account users:** Submit invoices directly through Ariba
- **Ariba Invoicing Blackout:** None currently, TBD

Upcoming Communications

Additional details will be shared in February 2025, including:

- Updated timelines
- Further instructions related to the transition

Points of Contact

- **Invoicing and General Inquiries:** motiva-vendor-helpdesk@motiva.com

- **PO-Related Questions:** buyergroupmailbox@motiva.com
 - **S4 Hana Transition related questions:** Lindsay.Burns@motiva.com
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Thank you for your continued partnership, patience, and cooperation as we work through this important system transition.

Sincerely,

Kristin McAnelly
Vice President, Supply Chain
Motiva Enterprises