

# RÖHM – SAP S/4HANA CONVERSION AS OF JANUARY 1, 2024

## Information letter for Service Providers / Suppliers

In order to serve customers more effectively, Röhm will convert its ERP system to S4/HANA as of January 1, 2024. This conversion for worldwide service providers and suppliers will enable Röhm to efficiently process transactions with the latest IT technology, utilizing an internationally connected networked.

As a service provider or supplier of Röhm, you will not experience any change in service or process. With this comprehensive shift, some technology issues cannot be ruled out. Therefore, we ask for your understanding if system problems should appear for the first time after the upgrade. Should any challenges arise, we will act quickly to ensure trouble-free business operations.

**IMPORTANT:** SAP System ramp down from Dec 22, 2023 to Jan 01, 2024 (SAP ERP/RIsources) / Jan 08, 2024 (Ariba Guided Buying) – further information and instructions will be available on the Röhm Internet: [Procurement - Röhm \(roehm.com\)](http://www.roehm.com/en/procurement) (www.roehm.com/en/procurement)

Please direct any accounting related information to the following addresses (e-mail):

**asia-invoice@roehm.com**

only send e-mails with a PDF attachment to this address. This applies to both invoices and reminders. Text e-mails or attachments (e.g. Excel file) are unable to be processed.

**roehm-accounting@roehm.com**

for questions about invoices, or other related correspondence, please send it to this address. The message will be forwarded to the responsible persons daily. Please do not include additional people on the e-mail.

Country / Regions	Type of Invoice	Receiving Address	Special Requirements
China (excluding HK)	E-Invoice	<a href="mailto:asia-invoice@roehm.com">asia-invoice@roehm.com</a>	PDF attachments
	Paper Invoice	Accounts Payable center 7F, Westlink Tower A, 2337 Gudai Road, Minhang District, 201100 Shanghai, P.R. China	
Other Asia Countries and Region (including HK)	Invoice	<a href="mailto:asia-invoice@roehm.com">asia-invoice@roehm.com</a>	PDF attachments

If you have any questions regarding these upcoming enhancements, please contact your Procurement Team contact for additional information.

Yours Sincerely

Röhm Shanghai