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February 2025

## Service restrictions due to SAP upgrade from 1-5 May 2025

We would like to inform you that HARTMANN will be migrating to a new enterprise resource planning software from 1-5 May 2025. This upgrade of SAP is a technical necessity and part of our ongoing efforts to optimise our core processes.

To minimise restrictions, we have scheduled the migration period to include a public holiday and a weekend. As a result, only two working days will be affected. While we are taking every precaution to ensure a smooth migration, there may be temporary delays in our services.

Key details:

Migration dates: 1-5 May 2025

**Service restrictions:** During the migration, our SAP system will not be available. This will affect the processing of orders, deliveries, invoicing and related workflows.

Should you have orders that would typically fall within this period, we kindly ask that you advance them. Ensuring a secure supply for our customers and end users is our highest priority.

If you have any questions or need further assistance, your contacts at HARTMANN will be happy to help.

Managing Director: Julia O'Grady

Finance Director: Trevor Coupe

Thank you for your support and understanding.

Yours faithfully

Julia O'Grady

Managing Director, Paul HARTMANN Ltd.