



09\22\2022

SAP System Upgrade:

Supplier Communication

Dear Supplier,

Delek is excited to be undergoing an enterprise-wide systems upgrade in October of this year. As a valued partner, we want you to be aware of this effort as we go live in the next couple of weeks.

Purchase Order Blackout Period

Delek users will be encouraged to issue any necessary purchase orders for the month of September on or before September 28th. After September 28th and through October 2nd, any urgent purchase orders will be issued manually.

Purchase Order Number Range Changes

Purchase orders issued by Delek will no longer start with the number "4". Purchase orders issued October 2nd and later will begin with the number "6" and will be 10 digits in length.

Ex: 6XXXXXXXXXX

Any open purchase orders *which contain remaining funds* will be converted to the new system *using the existing purchase order number*. This means there is **no invoicing impact** to you as a supplier.

What is staying the same?

- There are no changes to payment terms; they will remain as defined by your current agreement or as stated on any active Delek purchase orders
- Invoices should continue to be submitted in the format and manner currently in place

What action is required by Suppliers?

At this time, no action is required by Suppliers. Once we are live in the new system in October, we will send another note with contact information should you need to report any issues.

If you are not the correct party to receive this communication, please email SupplyChain@delekus.com with the proper recipient's name and email address.

Thank you for your partnership as we complete this journey.

Regards,

Delek Supply Chain

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