

**Subject:** Notice of HIWIN Corporation (US) ERP System Transition – May 1, 2026

Dear Valued Vendor,

HIWIN Corporation (US) is pleased to announce that we are upgrading our Enterprise Resource Planning (ERP) system, with a planned go-live date of **May 1st, 2026**. This transition is a key milestone in our continued efforts to improve operational efficiency, strengthen data accuracy, and enhance collaboration with our suppliers.

### What This Means for You

While we are working to ensure a smooth and seamless transition, some processes may be affected during and shortly after the changeover:

- **Revised Order Documentation:** You will notice updates to the layout and structure of purchase orders issued after the go-live date.
- **Vendor Item Numbers / Cross-References:** Our item numbers will be changing, but we will continue to reference all previously provided vendor part numbers. If you rely on cross-referencing, please review post-go-live documents to ensure your internal references are up to date.
- **Temporary Response Delays:** During the first week of cutover, processing times for purchase orders, acknowledgments, or invoice matching may be slightly extended.
- **Invoice Submission:** Current email addresses for invoice submission will remain the same unless otherwise communicated.

### What We Need From You

No immediate action is required on your part. However, we ask that you:

1. Review purchase orders carefully beginning May 1st, 2026, to ensure alignment with your internal systems.
2. Continue to send invoices and documentation to your usual HIWIN contacts unless updates are explicitly provided.
3. Reach out promptly if you identify discrepancies or require clarification.

### Our Commitment

Our team is working diligently to minimize disruption and maintain the high level of reliability and communication you expect from HIWIN Corporation (US). If you have any questions regarding this transition, feel free to contact us at [erp\\_transition@hiwin.com](mailto:erp_transition@hiwin.com).

We appreciate your partnership and support as we complete this important modernization initiative.

Sincerely,

**HIWIN Corporation (US)**