

Dear Valued Client,

We recently wrote to you outlining our decision to streamline our EMEA processes to align with our global business, by moving to a single global IT platform.

This decision has been made as part of our ongoing commitment to provide you with the highest quality of service. This will mean that 4th October 2021, we will be retiring several of our existing IT systems.

We would now like to take this opportunity to provide you with further details around noticeable changes to your account.

As part of the onboarding onto our new systems, we will be providing you with a new client account number.

Sales related documents you receive from Insight such as sales quotations, sales order confirmations, invoices and credit notes will all have a new appearance. They will still contain the same information and level of detail you would expect. **A sample copy of a the new Invoice format is included in this message for your interest.**

With regard to invoices, all clients will migrate to a default two-day invoice consolidation. This means that shipments taking place over two consecutive days will be automatically consolidated onto a single invoice, with one description and one cost. This should ensure that your organisation will have fewer Insight invoices to process.

Should you have any questions or concerns about the transition, please reach out to your account management team in the first instance or **complete this form** and the appropriate subject matter expert will be in touch.

Once again, we would like to thank you for your ongoing partnership. We look forward to continuing to help your organisation maximize the value of your technology today, whilst accelerating for tomorrow.

**Insight EMEA Operations**