



to become



on October 17<sup>th</sup>, 2022

# Vendor Playbook

## Transitioning from Tech Data to TD SYNEX Europe



# Transitioning from Tech Data to TD SYNEX



On 1<sup>st</sup> September 2021, Tech Data and SYNEX merged to create a leading global distributor and solutions aggregator for the IT ecosystem: TD SYNEX. The brand was launched first in North America, while our businesses in Europe and APJ became known as “Tech Data, A TD SYNEX Company”.

From 17<sup>th</sup> October 2022, we move to align our European operations to our global brand, meaning Tech Data in Europe will be known as TD SYNEX from that day on.

In addition to changing our logo and brand Identity, we will also be renaming our legal entities and changing email addresses to reflect the TD SYNEX brand.

While we are excited about this new phase for our company, there will be no changes to our team, our solutions, our end-to-end portfolio or our terms and conditions.

We believe impacts on your business with us will be minimal. That said, we know that a brand and legal entity renaming can require some system, process and marketing adjustments for you, our valued partners.

With this playbook, we want to help you to understand the scope of this change, how it might impact you and how we can support you in easily adapting as we transition to become TD SYNEX.

Please see the next page for a global overview of TD SYNEX and the following pages for a description of key adjustments and calls to action.

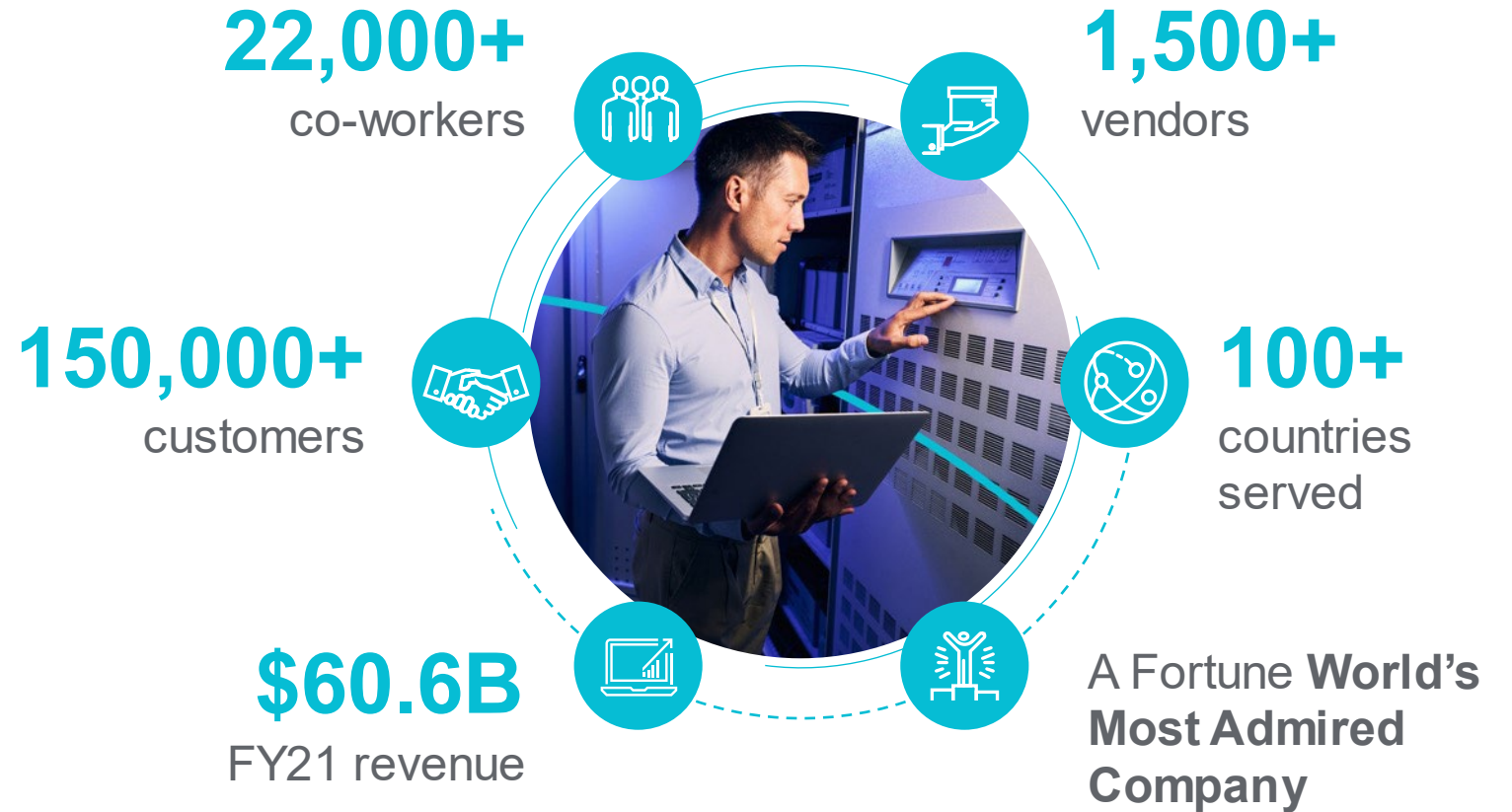
# About Us

We're TD SYNnex (NYSE: SNX), a leading distributor and solutions aggregator for the IT ecosystem.

We're 22,000 of the IT industry's best and brightest, who share an unwavering passion for bringing compelling technology products, services and solutions to the world. We're an innovative partner that helps our customers maximize the value of IT investments, demonstrate business outcomes and unlock growth opportunities.

At our core, we're a company that cares. We care about our partners, our co-workers, our investors and the world around us. And we're committed to being a diverse, inclusive employer of choice and a good corporate citizen.

For more information, visit [www.tdsynnex.com](http://www.tdsynnex.com)



# Rebranding / Renaming

## WHAT'S CHANGING

- Legal entity names for many Tech Data operating companies in EMEA will change to TD SYNnex – Refer to the following slides for specific details
- Bank Account Names of our legal entities
- Branding identity (logos and visuals)
- Email addresses will change to @tdsynnex.com but emails sent to @techdata.com or any other legacy email domain will remain active, and emails will be delivered.

## WHAT'S NOT CHANGING


- Team/personnel/organization structure/services
- Company legal form
- Company registrations (trade register number)
- VAT numbers
- Existing contracts
- Bank account number
- EDI connection

# Legal entity name change







## Changing from Tech Data to TD SYNEX

- The legal entity name change will be effective on or around 17<sup>th</sup> October 2022, which is the date of our brand transition. In some countries we are able to change the legal entity name on a specific date (17<sup>th</sup> October 2022) but in some other cases we are subject to local authorities and cannot guarantee a specific date for the change.
- Vendors should consider the 17<sup>th</sup> October 2022 as the effective date of the name change and ensure that their systems reflect this change on this date. Any vendor systems or tools which consume or use our legal entity name will need to be updated.
- Our systems changes, which will be reflected on our documentation (e.g. POs, remittance notices) need to be aligned to the date when the changes are effective in each country, so there may be some variation around the 17<sup>th</sup> October 2022 to our system changes.
- The name change will be reflected on our bank accounts and on payments issued from these accounts on or around the 17<sup>th</sup> October 2022.
- From 17<sup>th</sup> October 2022 onwards, all invoices from vendors should be made out to the new company names.

# Legal Entity Re-name

Country (alphabetical order)		Legal Entity – current name	New Name as of 17 <sup>th</sup> October 2022
Austria		Tech Data Österreich GmbH	TD SYNEX Austria GmbH
		Tech Data Service GmbH	TD SYNEX Service GmbH
Belgium		TS Europe B.V.	TD SYNEX TS Europe B.V.
		Tech Data B.V.	TD SYNEX Belgium B.V.
Croatia		Tech Data Distribution Croatia d.o.o.	TD SYNEX Croatia d.o.o.
Czech Republic		Tech Data AS Czech s.r.o.	TD SYNEX AS Czech s.r.o.
		Tech Data Distribution s.r.o.	TD SYNEX Czech s.r.o.
Denmark		Tech Data Denmark ApS	TD SYNEX Denmark ApS
Finland		Tech Data Finland OY	TD SYNEX Finland OY
France		Tech Data France S.A.S.	TD SYNEX France S.A.S.
Germany		Tech Data Europe GmbH	TD SYNEX Europe GmbH
		Tech Data GmbH & Co. OHG	TD SYNEX Germany GmbH & Co. OHG
Hungary		Tech Data AS Kft	TD SYNEX Hungary Kft.
		Tech Data Hungary Kft.	TD SYNEX Kft.
Ireland		Tech Data Distribution Limited	TD SYNEX Ireland Limited
Italy		Tech Data Italia s.r.l.	TD SYNEX Italy s.r.l.
Netherlands		Tech Data Nederland B.V.	TD SYNEX Netherlands B.V.
Norway		Tech Data Norge AS	TD SYNEX Norway AS

# Legal Entity Re-name

Country (alphabetical order)	Legal Entity – current name	New Name as of 17 <sup>th</sup> October 2022
Poland 	TD AS Poland sp. z o.o.	TD SYNEX AS Poland sp. z o.o.
	Tech Data Polska Sp.z.o.o.	TD SYNEX Poland sp. z o.o.
Portugal 	TD Tech Data Portugal, Lda	TD SYNEX Portugal, Lda
Romania 	Tech Data Advanced Solutions S.r.l.	TD SYNEX Bucharest S.r.l.
Serbia 	Tech Data AS d.o.o. Beograd	TD SYNEX Beograd d.o.o.
Slovenia 	Tech Data d.o.o.	TD SYNEX Ljubljana d.o.o.
Spain 	Tech Data Espana S.L.U.	TD SYNEX Spain S.L.U.
Sweden 	TD Tech Data AB	TD SYNEX Sweden AB
Switzerland 	Tech Data International Sarl	TD SYNEX International Sarl
	Tech Data (Schweiz) GmbH	TD SYNEX Switzerland GmbH
Turkey 	Tech Data Bilgisayar Sistemleri Anonim Şirketi	TD SYNEX Turkey Anonim Şirketi
United Kingdom 	Azlan Logistics Limited	TD SYNEX Supply Chain Services Limited
	Ascendant Technology Limited	TD SYNEX Technical Services Limited
	TS Europe UK branch	TD SYNEX TS Europe UK branch
	Tech Data Limited	TD SYNEX UK Limited

# Branding

## Changing to TD SYNEX Brand Identity (logo, colour scheme)

- Tech Data logo and branding will change on 17<sup>th</sup> October 2022 to TD SYNEX. To reflect this change vendors should accordingly update their:
  - Websites
  - Marketing collateral
  - Invoices or any other documentation
- Updated brand collateral and guidelines for TD SYNEX will be provided on request from your local TD marketing contact.



# Email address change

Changing to **XXX.XXX@tdsynnex.com**

- From 10<sup>th</sup> October 2022, emails sent from our systems and accounts will be sent with / from the new email address @tdsynnex.com.
- We can continue to receive emails addressed to the existing mail addresses (@techdata.com). This will be forwarded internally to the corresponding @tdsynnex.com address.
- Vendor contacts databases will need updating where required.
- Any vendor portals which use or require our email addresses for log-ins will need to be updated over time.
- Any vendor systems or tools which consume or use our email addresses will need to be updated over time.

# Actions Required to your Supply Chain Stakeholders

## Whom to Inform:

- Your logistic Departments
- Your carriers / Freight forwarders
- Your Contract Manufacturers - if shipping on your Behalf to TD SYNEX
- Your Customs Clearance Brokers

## What and When to Inform:

- The Entity name changes in accordance with the information provided in this playbook
- The effective date by 17<sup>th</sup> October 2022
- Contact / Email for Doubts related to the Supply chain Changes – [IMEXrename@techdata.com](mailto:IMEXrename@techdata.com)

## Why inform:

- To enable compliant and in due time changes on Documents such:
  - Export documentations and authorizations
  - Transport documents to TD SYNEX such as Bill Of Ladings; AWB's
  - Insurance Documents – When applicable and in accordance with agreed Incoterm

# FAQ

## When exactly will company name changes take place?

*The name change requests will be made to the national authorities in each of the countries where our companies are registered. We will request that the name changes are executed on the 17<sup>th</sup> October 2022, where effectiveness of the name change is subject to the according registration. In some jurisdictions we cannot control exactly when the competent authority will process the change and we expect there to possibly be some variation in such country to the actual date of execution. In others we fully control the effective date - i.e. it will occur on 17<sup>th</sup> October 2022. However, we ask vendors to take the 17<sup>th</sup> October 2022 as the effective date of the change in all countries.*

## Will current contracts with our partner be affected by the company name changes?

*No, the company name changes will not have any effect on existing vendors.*

## Does the vendor need to create a new account for TD SYNEX in their systems?

*We do not require the respective partner to set up a new account for an entity whose name is changing. However, certain partners may have a requirement to set up a new account in their systems, due to internal policies or other reasons. Where this is the case, we will work with the partner to ensure a smooth transition to the new account.*

## When will our systems issue Purchase Orders, invoices and other communication under the new names?

*We will process the changes in our system as of 17<sup>th</sup> October 2022, in case of any delay we will inform you in due time.*

# FAQ

When exactly will the @tdsynnex.com email addresses become active?

*The new @tdsynnex.com email addresses will be active from 10<sup>th</sup> October 2022. We strongly recommend that our vendors allow this new email domain in their systems.*

Will all Tech Data company email address changes happen on the same day?

*Yes, all email addresses for all EMEA employees will change on the same day.*

What will happen if emails are sent after the go-live date from the vendor to an old @techdata.com or other legacy email address?

*We will continue to receive emails sent to the @techdata.com or legacy mail addresses – these will be forwarded automatically to the corresponding @tdsynnex.com email address. This applies to all email addresses, including for shared mailboxes.*

If a PO was issued by Tech Data to the vendor prior to the legal entity name change, can invoices (or credit notes) issued to the old Tech Data company name be accepted after the go-live date?

*For a period of roughly 4 weeks, yes. After this, we will require invoices and credit notes to be issued in the new name of the entity.*

# FAQ

If an invoice is issued by the vendor to the new named TD SYNEX entity prior to the legal entity name change, will the invoice be accepted and processed by Tech Data?

*Yes, if vendors happen to update their systems a few days in advance of the go-live date, we can accept invoices and credit notes issued to the new name of the TD SYNEX entity.*

Who should the vendor contact if they have any questions about this change?

*Vendors should contact their usual contact with any questions, which we will answer as quickly as possible.*

Will there be any changes to bank accounts?

*The name of the bank account holder will change to reflect the new legal entity name, but there will be no changes to the bank account numbers (IBAN/BIC) used for receipt and processing of payments by us.*