



General Parts and Service Letter

TO: All Winnebago Motorhome Dealers

DATE: August 27, 2021

SUBJECT: Parts Order Invoicing Change

PLEASE FORWARD THIS INFORMATION TO YOUR PARTS AND SERVICE PERSONNEL

We want to make you aware of an upcoming change regarding invoicing notifications.

Currently, a Shipment Confirmation is emailed to your dealership parts/service area when a parts order is shipped. We are modifying the purpose and title of that document to improve business processes.

Soon the document and email subject line will state "Winnebago Invoice & Shipment Confirmation" followed by the order/invoice number. Please use this information as your invoice for parts orders for your dealership. In addition to the parts/service area, the email will also be sent to your accounting contact.

We will continue to populate your Accounts Receivable statements on the 1st business day of every month and send a notification via email. The Monthly Parts Sales Invoice Summary will also be generated on your dealer portal on a monthly basis.

If you need additional information or want to update the email address for this document, please send your request to credit@winnebagoind.com.

Thank you for your continued partnership!

Winnebago Accounts Receivable

Winnebago Part Sales

G.P.S. 7SB014-21-02A