Keolis

Monday, June 13, 2022

Dear valued partner,

Effective July 1st. 2022, (INSERT BUSINESS ENTITY) will be implementing Microsoft D365, an enterprise-wide financial ERP solution which will enhance our engagement and automate a number of your transactions with Keolis. Along with the value D365 brings to Keolis, our vendor community will also enjoy certain benefits.

As we move to this single platform from our various legacy financial systems, we will be standardizing and digitizing our payment processes and improving the timeliness of transactions. Some of the changes we will be making are geared toward harmonizing our supplier unique identification numbers, standardizing our contract management processes, enhancing our payment processes through the adoption of Paymode-X and placing greater emphasis on the use of P.O.s for large transactions.

To help prepare for this change, we will send additional reminders and information to you prior to July 1st. Please inform your internal teams as they may also need information to work effectively with our new system.

We look forward to working with you as we continue moving to one integrated financial system that best serves both Keolis and our supplier’s needs. We will continue to keep you updated on our progress, and the steps necessary to ensure you and we are ready to start our transactions in D365.

Lastly, we would like to inform you that Keolis is relocating its North America offices to a new location effective July 1st, 2022. The new Keolis location and mailing address is:

[DIR OF PROCUREMENT NAME]

[BUSINESS ENTITY NAME]

53 State Street

11th Floor

Boston, MA 02109

If you have questions, please contact Keolis at:

OneKeolisFinance@KeolisNA.com

Thank you for your partnership.

[NAME]

Director of Procurement, [Business Unit]