



Date: June 11, 2024 (update)

Subject: Important Information Regarding ERP System Transition and Procurement Process Changes

Dear Valued Supplier:

This letter is to inform you about an upcoming change that will have implications for our partnership. Genesee & Wyoming's railroads and related companies, as listed in Appendix A, are excited to announce the implementation of a new ERP (Enterprise Resource Planning) system, Microsoft Dynamics 365 (D365), scheduled to take effect on October 1, 2023. This transition marks a significant step forward in enhancing and streamlining our procurement processes.

The introduction of the new ERP system brings about several significant changes that will impact our suppliers. We want to ensure a smooth transition for everyone involved, and we kindly request your attention to the following details:

**1. Purchase Orders and Correspondence:**

- Purchase orders will continue to originate from the email address [purchasing-po@gwrr.com](mailto:purchasing-po@gwrr.com)
- These purchase orders will be sent to the designated sales division point of contact, such as Mechanical or Engineering

**2. Purchase Order Numbers:**

- Note that purchase order numbers will now be formatted with a dash, e.g., BPRR-123456 or CA-123456 instead of BPRR123456 or CARR123456
- We kindly ask you to accurately reference these revised PO numbers on your invoices

**3. Sales Tax:**

- Sales tax, where applicable, will now be included on all purchase orders

**4. Entity Name and Payment Information:**

- To ensure prompt payment, it is crucial that all invoices include the accurate name of the relevant G&W entity, as indicated in Appendix A
- Avoid using generic names such as "Genesee & Wyoming", "G&W RR" or "G&W," as these may lead to payment delays due to additional verification requirements

**5. Electronic Payments:**

- Payments will be processed electronically through the new system. If your current method is via paper checks, please refer to the attached Appendix B for electronic payment instructions
- Failure to provide electronic payment instructions may result in payment delays

**Actions to Ensure Smooth Procurement Process:**

- Kindly whitelist the provided email addresses to ensure seamless communication:
    - [purchasing-po@gwrr.com](mailto:purchasing-po@gwrr.com)
    - [accountspayable@gwrr.com](mailto:accountspayable@gwrr.com)
    - [apcorrespondence@gwrr.com](mailto:apcorrespondence@gwrr.com)
    - [gwciacctpay@gwrr.com](mailto:gwciacctpay@gwrr.com)
    - [salesusetax@gwrr.com](mailto:salesusetax@gwrr.com)
  - If your payment method is through paper checks, complete the attached electronic payment request form along with necessary backup documentation to prevent payment delays
  - Include accurate entity names from Appendix A and contact details on all invoices to facilitate swift processing
  - Ensure invoices include:
    - Purchase Order or Contract numbers, if applicable
    - Accepted file types: JPEG, JPG, PDF, PNG, or TIF
    - Email invoices to [accountspayable@gwrr.com](mailto:accountspayable@gwrr.com) for US entities and [gwciacctpay@gwrr.com](mailto:gwciacctpay@gwrr.com) for Canadian entities.
- \* Note that invoices sent by mail may experience payment delays

**Regarding Purchase Orders:**

- If a purchase order is received that does not pertain to your department, please:
  - Forward the PO to the appropriate internal point of contact
  - Reply to the email with updated contact information

**Tax Exemption Requests:**

- Requests for tax exemption certificates should be directed to [salesusetax@gwrr.com](mailto:salesusetax@gwrr.com)

**Transition Period:**

- As we transition to the new system, anticipate temporary payment delays from late September through the beginning of October
- Existing purchase orders will be seamlessly integrated into the new system, requiring no additional action from suppliers
- Starting in October, all the outlined processes will be fully in effect.

We express our appreciation for your understanding and cooperation during this transition. Should you have any questions or concerns please don't hesitate to contact us at [apcorrespondence@gwrr.com](mailto:apcorrespondence@gwrr.com) for our US entities or [gwciacctpay@gwrr.com](mailto:gwciacctpay@gwrr.com) for our Canadian entities.

Thank you for your continued partnership.

Best Regards,  
G&W Accounts Payable and Procurement Teams

Appendix A - list of G&W subsidiaries  
Appendix B - Request for Electronic Payment form

**Appendix A - G&W Subsidiaries**

<b>Legal Name</b>	<b>AAR mark</b>	<b>Legal Name</b>	<b>AAR mark</b>
Alabama & Gulf Coast Railway LLC	AGR	Ohio and Pennsylvania Railroad Company	OHPA
Allegheny & Eastern Railroad, LLC	ALY	Ohio Central Railroad, Inc.	OHCR
AN Railway, L.L.C.	AN	Ohio Southern Railroad, Inc.	OSRR
Arizona & California Railroad Company	ARZC	Olympia & Belmore Railroad, Inc.	OYLO
Arizona Eastern Railway Company	AZER	Ottawa Valley Railway	RLK
Arkansas Louisiana & Mississippi Railroad Company	ALM	Otter Tail Valley Railroad Company, Inc.	OTVR
Arkansas Midland Railroad Company, Inc.	AKMD	Pan Am Southern	PAS
Atlantic and Western Railway, Limited Partnership	ATW	Pawnee Transloading Company, Inc.	PTCI
Atlantic Western Transportation, Inc.	AWTI	Pittsburg & Shawmut Railroad, LLC	PSR
Bauxite & Northern Railway Company	BXN	Point Comfort & Northern Railway Company	PCN
Berkshire & Eastern Railroad	BERX	Portland & Western Railroad, Inc.	PNWR
Buffalo & Pittsburgh Railroad, Inc.	BPRR	Providence and Worcester Railroad Company	PW
CAGY Industries, Inc.	CAGI	Puget Sound & Pacific Railroad	PSAP
California Northern Railroad Company	CFNR	Québec Gatineau Railway Inc.	OGRY
Cape Breton & Central Nova Scotia Railway Limited	CBNS	Rail Link, Inc.	RAIL
Carolina Piedmont Division	CPDR	Rail Partners, L.P.	RPLP
Cascade and Columbia River Railroad Company	CSCD	Rail Switching Serv Powhatan	RSSP
Central Oregon & Pacific Railroad, Inc.	CORP	Rail Switching Services, LLC	RSSL
Central Railroad Company of Indianapolis	CERA	Rail Transportation Solutions Inc.	RTSI
Chattahoochee Bay Railroad, Inc.	CHAT	RailAmerica Contract Switching Services, Inc.	RCSS
Chattahoochee Industrial Railroad	CIRR	RailAmerica Operations Shared Services, Inc.	ARDC
Chattooga & Chickamauga Railway Co.	CCKY	RailAmerica Transportation Corp.	RATC
Chesapeake & Albermarle RR	CA	Railcare Inc.	RCAR
Chicago, Ft. Wayne & Eastern	CFE	RailLink Canada Ltd.	RLCC
Columbus & Chattahoochee Railroad, Inc.	CCH	Railroad Distribution Services, Inc.	RRDS
Columbus and Greenville Railway Company	CAGY	Railroad Engineering Services LLC	RRES
Commonwealth Railway, Incorporated	CWRY	Railroad Maintenance Services LLC	RRMS
Conecuh Valley Railway, L.L.C.	COEH	RailTex Canada, Inc.	RCIN
Connecticut Southern Railroad, Inc.	CSO	Rapid City, Pierre & Eastern Railroad, Inc.	RCPE
Corpus Christi Terminal Railroad, Inc.	CCPN	Riceboro Southern Railway, LLC	RSOR
Dallas, Garland & Northeastern Railroad, Inc.	DGNO	Rochester & Southern Railroad, Inc.	RSR
East Tennessee Railway, L.P.	ETRY	Rochester Switching Services Inc.	RSWT
Eastern Alabama Railway, LLC	EARY	Rockdale, Sandow & Southern Railroad Company	RSS
Evansville Belt Line Railroad, Inc.	EBLR	RP Acquisition Company One	RPGP
First Coast Railroad Inc.	FCRD	RP Acquisition Company Two	RPLC
Fordyce and Princeton R. R. Co.	FP	Salt Lake City Southern Railroad Company, Inc.	SL
G&W Procurement Inc.	GWPM	San Diego & Imperial Valley Railroad Company, Inc.	SDIY
Galveston Railroad, L.P.	GVSR	San Joaquin Valley Railroad Co.	SVJR
Genesee & Wyoming Canada Inc.	GWIC	Savannah Port Terminal Railroad, Inc.	SAPT
Genesee & Wyoming Inc.	GWY	South Buffalo Railway Company	SB
Genesee & Wyoming Railroad Services, Inc.	GRSI	South Carolina Central Railroad Company, LLC	SCRF
Genesee and Wyoming Railroad Company	GNWR	Southern Ontario Railway	RLHH
Georgia Central Railway, L.P.	GC	St. Lawrence & Atlantic Railroad (Québec) Inc.	SLQ
Georgia Southwestern Railroad, Inc.	GSWR	St. Lawrence & Atlantic Railroad Company	SLR
Gillette WY Contract Coal	PRB	Talleyrand Terminal Railroad Company, Inc.	TTR
Goderich-Exeter Railway Company Limited	GEXR	Tazewell & Peoria Railroad, Inc.	TZPR
Golden Isles Terminal Railroad, Inc.	GITM	Texas Northeastern Division	TNER
Grand Rapids Eastern Railroad	GR	The Aliquippa & Ohio River Railroad Co.	AOR
Granite State Transloading Inc.	GSTI	The Bay Line Railroad, L.L.C.	BAYL
Guelph Junction Railway Limited	GJR	The Central Railroad Company of Indiana	CIND
GWI Leasing Corporation	GWLC	The Columbus & Ohio River Rail Road Company	CUOH
Heart of Georgia Railroad, Inc.	HOG	The Mahoning Valley Railway Company	MVRY
Hilton & Albany Railroad, Inc.	HAL	The Massena Terminal Railroad Company	MSTR
Huron and Eastern Railway Company, Inc.	HESR	The Pittsburgh & Ohio Central Railroad Company	POHC
Huron Central Railway Inc.	HCRY	The Prescott and Northwestern Railroad Company	PNW
Illinois & Midland Railroad, Inc.	IMRR	The Warren & Trumbull Railroad Company	WTRM
Indiana & Ohio Railway Company	IORY	The Youngstown Belt Railroad Company	YB
Indiana Southern Railroad, LLC	ISRR	Three Notch Railway, L.L.C.	TNHR
Ivory Choice Terminal Co.	ICTC	Toledo, Peoria & Western Railway Corp.	TPW
Kiamichi Railroad Company L.L.C.	KRR	Tomahawk Railway, Limited Partnership	TR
Knob Lake & Timmins Railway Company Inc.	KLTR	TransRail Holdings, LLC	TNHC
KWT Railway, Inc.	KWT	TransRail North America, LLC	TNAR
Kyle Railroad Company	KYLE	Trois-Rivieres Trailers, Inc. Remorques Trois-Rivieres Inc.	TRTC
Little Rock & Western Railway, L.P.	LRWN	Utah Railway Company	UTAH
Louisiana & Delta Railroad, Inc.	LDRR	Valdosta Railway, L.P.	VR
Luxapalila Valley Railroad, Inc.	LXVR	Ventura County Railroad Company	VCRR
Marquette Rail, LLC	MQT	Warren & Saline River Railroad Company	WSR
Maryland Midland Railway, Inc.	MMID	Wellsboro & Corning Railroad, LLC	WCOR
Meridian & Bigbee Railroad, L.L.C.	MNBR	Western Kentucky Railway, L.L.C.	WKRL
Michigan Shore Railroad	MS	Western Labrador Rail Services Inc.	WLRS
Mid-Michigan Railroad, Inc.	MMRR	Willamette & Pacific Railroad, Inc.	WPRR
Mirabel Railway Inc.	MRY	Wilmington Terminal Railroad, Limited Partnership	WTRY
Missouri & Northern Arkansas Railroad Company, Inc.	MNA	Wiregrass Central Railway, L.L.C.	WGCR
New England Central Railroad, Inc.	NECR	York Rail Logistics, Inc.	YLOG
North Carolina & Virginia Railroad Company, LLC	NCVA	York Railway Company	YRC
NS & Eastern Railway Limited	NSER	Youngstown & Austintown Railroad, Inc.	YARR



Genesee & Wyoming Inc. 200 Meridian Centre, Suite 300 Rochester, NY 14618

## REQUEST FOR ELECTRONIC PAYMENTS

Genesee & Wyoming Inc. and Subsidiaries offers Electronic Funds Transfer (EFT) as a method of payment to our vendors. Payments will be electronically deposited to your designated bank account and remittance details will be sent via e-mail.

If you are interested in receiving your payments electronically, please complete the information below and return this form **along with a voided check or a letter from your financial institution confirming your banking information.**

Vendor Name \_\_\_\_\_

G&W Vendor ID \_\_\_\_\_  
Located on the check stub to the right of the Vendor Name.

Vendor Tax ID (EIN or SSN) \_\_\_\_\_

Banking Information:

Bank Name \_\_\_\_\_

Routing/ABA Number \_\_\_\_\_ (must be 9 Digits)

Bank Account Number \_\_\_\_\_

Previous Bank Account Number (if updating) \_\_\_\_\_

EFT Remittance Email \_\_\_\_\_

Vendor Contact Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized by (*Please Print*) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed documents to [apcorrespondence@gwrr.com](mailto:apcorrespondence@gwrr.com) or fax to (585)785-6120.

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For internal use only: Verbal Confirm performed by \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_