

Foley, Incorporated
855 Centennial Avenue
Piscataway, NJ 08854

December 2022

Dear Valued Customer,

Foley is excited to announce the upcoming deployment of our new Enterprise Resource Planning (ERP) system, NAXT | Microsoft Dynamics on February 21, 2023. Over the past two years, a dedicated team has been busy working on the development of this new system. This letter is to inform you of the upcoming changes that will affect all customers to some degree.

What is the change?

Foley is transitioning to an advanced software system that will allow all areas to work within one platform, providing real-time data. This change will allow us to improve internal processes and enhance your customer experience.

What will change for my business?

New Customer Account Numbers

- We will continue using Billtrust for invoicing and online payments and you will continue to receive invoices the same way you do today. However, customer account numbers will change.
- New customer account numbers will be automatically added in the portal, as well as legacy (current) account numbers.
- Legacy customer numbers on legacy invoices will remain unchanged. Expect to see your new customer number updated on your invoices on 2/21/23 and going forward.

Invoices

- Invoice numbers and packing slips will look different but will have all the same information.

System Availability

- Certain systems that Foley uses will be temporary unavailable surrounding our go live date of 2/21/23. We will keep our customers informed of these instances.

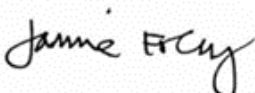
When will this change happen?

We will go live with this new system on February 21, 2023.

Are there any resources available for Customers?

- Communications regarding customer accounts (such as invoice format, notifications, applications, etc.) will be emailed or mailed to your contact on file prior to system change. Send us an email at info@foleyinc.com if this message was forwarded to you and you'd like to be added to our contact list.
- Updates will be posted on Foley's website here: www.foleyinc.com/change
- Go paperless by creating a [Billtrust](#) account.

We appreciate your business and thank you in advance for your patience. We look forward to providing you with enhanced service.



Edward J. Foley IV | Chief Executive Officer | Foley, Incorporated