

**Key Energy Services**

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Dear Valued Supplier,

Key Energy Services is excited to announce that we have joined the Transcepta Electronic Invoicing Community. A Transcepta representative will be contacting you to join their community. By sending your invoices electronically over the secure, Transcepta procure-to-pay supplier network, you're assured:

- Immediate invoice submission and guaranteed delivery to Key Energy Services Accounts Payable system, eliminating all the costs and delays of mail-in, paper-based submittals
- Automatic invoice validation and automatic notification to you regarding incomplete invoices; speeding corrections and facilitating processing and payment
- Invoice status tracking ability via confirmation emails from Transcepta or through the Transcepta supplier web portal

With all these advantages, it's no surprise that 98% of suppliers in the Transcepta Community confirm that this leading e-invoicing service offers substantial improvements over traditional invoicing methods.

As a Key Energy Services supplier, you pay NO FEES to join. Plus, registration and connection with Transcepta takes only a few minutes of your time –with minor or no requirements to change your existing systems or invoice formats, or to engage in IT-intensive projects. Generally no changes are required to invoice formats, minor changes may be required to meet Key Energy invoicing requirements.

Enroll today! Key Energy Services requires you to complete registration no later than 10/17/2014. Registration in the Transcepta supplier network is mandatory for Key Energy Services suppliers. Our objective is 100% adoption of electronic invoicing by all suppliers. <http://connect.transcepta.com/keyenergy>

Upon completion of setup by Transcepta, Key Energy Services **suppliers will be required to submit invoices electronically through Transcepta.** Invoices received outside of the Transcepta system after 10/17/2014 will experience delays in payment. Please note that **all invoices** are required to meet Key Energy Services invoice standards to be eligible for processing.

To enroll in Transcepta, just follow the simple steps below.

STEP	ACTION REQUIRED	ASSIGNED TO	TIMEFRAME
1.	Online enrollment: Complete registration form and select an automated or basic service transmission option	Supplier	5 Minutes
2.	Supplier Verification: Transcepta verifies registration information and cross checks it against Key Energy Services supplier master list	Transcepta	Day 1
3.	Web Portal: After registering, Transcepta will contact you with instructions to submit your first invoice.	Supplier	Day 1

For more information and/or assistance with enrollment, please contact the Transcepta Supplier Connection Team at KeyEnergy.info@transcepta.com or 949-382-2841.

Key Energy Services appreciates your prompt action, joining with us in this important initiative, and looks forward to the many mutual benefits of a successful e-invoicing program.

Tommy Murphy
VP-Supply Chain Management
Key Energy Services, LLC