



Electronic Invoice Submission

In order to receive and pay your invoices faster and more efficiently, Car Wash Partners Inc., dba Mister Car Wash and Lube Centers (MCW) has joined the Transcepta ProcuretoPay Network and requires you to do the same. By sending your invoices electronically over the Transcepta Network, you're assured:

- ✓ Immediate, secure invoice submission and guaranteed delivery to MCW's Accounts Payable system, eliminating all the costs and delays of mailed invoices
- ✓ Automatic invoice validation and automatic notification of incomplete invoices, speeding corrections and facilitating processing and payment
- ✓ Greater visibility into the payment process, tracking invoice status via confirmation emails from Transcepta or through the Transcepta **Supplier web portal**

As an MCW supplier, you pay NO FEES to participate – with NO requirements to change your existing systems or invoice formats, or to engage in IT intensive projects.

MCW will evaluate suppliers based on their decision to participate in this initiative. MCW suppliers will be required to submit invoices electronically through Transcepta. Our objective is 100% adoption of electronic invoicing by all suppliers. Also, while invoices are processed through Transcepta, payments will be processed through MCW.

In order to comply with electronic invoicing you must be able to send invoices in one of the following 4 ways:

1. **Email** .You must be able to email invoices in a text data format directly from your billing system without having to scan the invoices into your system first. Transcepta cannot accept scanned invoices.
2. **Virtual Printer** .This is a piece of software that you will download onto your computer. You will pull up the invoice, select Transcepta Virtual Printer from your list of printers and then it electronically sends the invoice to Transcepta.
3. **EDI** .This type of connection includes nonhuman readable data that is transmitted via a FTP or sFTP connection with Transcepta. Transcepta will assist you in setting up this data connection.
4. **Web Portal:** Vendors can log online to Transcepta's web site and manually input their invoice. (Normally, for vendors with lower invoice volume but can be used for high invoice volumes as well.)

Thank you for your support to more efficient invoice processing. If you have questions specifically for MCW, contact **Alexandra Ponce** at 5206154000 x127 or aponce@mistercarwash.com.

Sincerely

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