



Dear Valued Supplier,

The City of Albuquerque is inviting you to participate in the digital processing of your invoices through our chosen partner, Transcepta. Starting October 21st, Transcepta will be reaching out to you to let you know the benefits of this opportunity, address any questions or concerns you may have, and facilitate registration. By signing up with Transcepta it will streamline the invoicing process and may result in more timely payment of invoices. If you choose to sign up you will begin sending your invoices through Transcepta on November 18<sup>th</sup>, 2024.

We strongly encourage you to consider this opportunity. If you are interested in signing up, please visit [connect.transcepta.com/abq](https://connect.transcepta.com/abq) to complete the quick online registration and setup process.

After you complete the online form and choose your preferred connectivity option, Transcepta will send confirmation or provide you with the next steps to complete the connection.

**We partnered with Transcepta because it is:**

- **Free** – Transcepta does not charge you for the service.
- **Flexible** – Transcepta is easy to use and provides multiple ways to submit documents.
  - Email PDF – Ideal Option for most high-volume suppliers.
  - EDI, CSV, XML – Flat-file transfer of invoices via FTP.
  - Virtual Printer – Print to Transcepta using a print driver.
  - Supplier Portal – Web entry invoice creation.
- **Easy** – Transcepta does not require you to invest in any additional IT resources.

**The benefits to you include:**

- **Instant Invoice Receipt Confirmation:** You will be notified when your invoice has been received.
- **No Invoice Processing Delay:** If there is a problem with your invoice, you will be notified immediately and will have the opportunity to correct the issue and easily resubmit so there is no delay in payment processing.

If you are already connected and sending documents via Transcepta for other customers, please email your company information to Transcepta at [registered@transcepta.com](mailto:registered@transcepta.com) to confirm your connection with Albuquerque.

If you have any questions, please contact City of Albuquerque contacts Leslie Martin (505) 768-3230 or Lyndol Hendricks (505) 768-3433. You can also contact Transcepta's Supplier Success team at [registration@transcepta.com](mailto:registration@transcepta.com) or (949) 382-2841.

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