



Dear Valued Supplier:

We recently contacted you to share how Alliant Energy is beginning a process that will enable electronic document processing with our suppliers.

As a supplier, you will need to complete two action steps in order for Alliant Energy to begin electronically transmitting purchase orders and change orders to you as well as to enable us to receive order acknowledgements and invoices from you.

Transcepta, our supplier network portal partner, will contact you within the next two weeks via email. The email you receive from Transcepta will include specifics on how to get connected to the new supplier portal so you can begin utilizing the electronic document process.

**First Action Step:**

**Your company will be required to register with Transcepta to enable electronic document exchange.** Failure to do so may affect the timely processing of your documents. To complete the registration process with Transcepta go to <http://connect.transcepta.com/alliantenergy>.

If you have questions about registering, submitting documents or the supplier portal, please contact Transcepta Registration Support at 888-221-2026, option 2, or email [registration@transcepta.com](mailto:registration@transcepta.com).

**Second Action Step:**

We are also asking our suppliers to setup **Automated Clearing House (ACH)** for electronic payments if you have not already done so. This is Alliant Energy's standard payment method for all supplier payments. Please complete the attached ACH form and email it to [ACHInfo@alliantenergy.com](mailto:ACHInfo@alliantenergy.com)

Thank you for your continued partnership and your prompt attention to these action steps.

Sincerely,

**Alliant Energy Supply Chain and Accounts Payable Departments**

Visit the Alliant Energy Supplier website at <https://www.alliantenergy.com/PartneringwithAlliantEnergy/Suppliers>

