



DCP Midstream
370 17th Street, Suite 2500
Denver, CO 80202
303-595-3331

January 29, 2020

Dear Valued Supplier,

As part of DCP Midstream's transformation journey, we are excited to announce that we are transitioning invoicing to the Transcepta platform. Through this platform you will receive support surrounding:

- Onboarding & maintenance of your DCP vendor information
- PO issuance/acknowledgement and shipping documentation
- Invoicing and payment process

The Transcepta platform will provide self-service capabilities as well as provide line of sight into the status of invoice payments.

Enrollment is simple and there are no fees. Transcepta will be contacting you shortly regarding your enrollment. If you have further questions, please contact dcpaccountspayable@dcpmidstream.com.

ACTION NEEDED: In order to ensure your company is setup accurately, we need you to respond to Transcepta's communication. We strongly encourage your company to be fully onboarded and operational on the Transcepta platform by **04/15/2020**. Suppliers that do not meet this effective date may be subject to significant delays in invoice processing. Please respond to Transcepta in a timely manner to ensure your company does not experience delays and can begin submitting invoices immediately.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cindy Koliski'.

Cindy Koliski
Manager, Shared Services