



Dear Supplier,

In order to receive and pay your invoices faster and more efficiently, FIS has joined the Transcepta Electronic Invoicing supplier network.

FIS suppliers billing in the US will be required to submit Accounts Payable invoices electronically through Transcepta.

As an FIS supplier, you pay no fees to join. Registration and connection with Transcepta only takes a few minutes of your time and there are minimal to no requirements to change your existing systems, invoice formats, or engage in IT intensive projects.

By sending your invoices electronically over the secure, Transcepta supplier network, you are assured:

- Immediate invoice submission and guaranteed delivery to the FIS Accounts Payable system, eliminating the costs and delays of mail-in, paper-based submittals
- Automatic invoice validation and automatic notification if more information is needed to process your invoice
- Faster corrections (if necessary) and invoice processing/payment
- Tracking invoice status via confirmation emails from Transcepta or through the Transcepta supplier web portal

Registration in the Transcepta supplier network is preferred for FIS suppliers and we expect suppliers to enroll in the Transcepta supplier network. Please see the available submission options for Transcepta connected suppliers below.

Email - You must be able to email the invoices directly from your billing system without having to scan the invoices into your system first. Transcepta cannot accept scanned invoices, so you must be able to email invoices straight from your billing system.

Virtual Printer - This is a software that you will download on to your computer. You will pull up the invoice, select Virtual Printer to 'Print' and then it electronically sends the invoice to Transcepta. (This method also won't work if you scan your invoices into your computer first)

EDI - This type of connection includes non-human readable data that is set-up through either a FTP, SFTP or FTPS connection. Our EDI Support team can assist with the set-up of this delivery method.

Web Entry - This option allows you to manually enter your invoice information online and submit it to your customer. (Normally for vendor's with lower invoice volume but can be used for high invoice volumes as well.)


To enroll with Transcepta, please go to <http://connect.transcepta.com/fis> and follow the simple steps below:

STEP	ACTION REQUIRED	ASSIGNED TO	TIMEFRAME
1.	Online enrollment: Complete connection form and select an automated service transmission option	Supplier	5 Minutes
2.	Sample Invoice Submittal: After connection form, supplier submits a sample invoice to Transcepta to configure.	Supplier	1-2 Business Days (simultaneous, however this is contingent upon the receipt of sample invoice)
2a.	Supplier Verification: Transcepta verifies connection information and cross checks it against Buyer's supplier master list.	Transcepta	1-2 Business Days (simultaneous)
3.	Acceptance Confirmation: Transcepta sends email notification to supplier once we complete the mapping and the submission option is "live".	Transcepta	3 to 10 Business Days

For more information or assistance with enrollment, please contact the Transcepta Supplier Connection Team at fis.info@transcepta.com or 949-382-2841 x1. If you have questions specifically for FIS, contact the Accounts Payable Team at ap.helpdesk.america@fisglobal.com or by calling 800-561-6264.

FIS appreciates your prompt action. Thank you for joining with us in this important initiative, we look forward to the mutual benefits of a successful e-invoicing program.

Sincerely,



Cynthia Leo
Finance Director
Global Accounts Payable

Dawn Frye
Finance Director
Global Accounts Payable