



Important Notice for Vendors Doing Business with Harris

Harris has adopted an electronic approach to the Procure-to-Pay (P2P) process by moving to an automated invoicing solution. Harris has partnered with Transcepta, a third party electronic invoice service provider. Transcepta enables immediate submission and guaranteed electronic delivery of invoices, via a secure electronic transmission path, directly into Harris' Accounts Payable system. The Transcepta process facilitates automatic invoice validation and notification of incomplete or missing information on each invoice – allowing faster invoice processing.

You will no longer need to mail or email invoices to Harris once transacting electronically within the Transcepta system. You will also be able to track invoice delivery and status via confirmation emails and/or by visiting the Transcepta Supplier Portal.

Moving forward, suppliers will be required to submit invoices electronically through Transcepta.

To enroll, please take the following steps:

- Connect with Transcepta – The service is free and simple. Please follow the instructions on their website: <http://connect.transcepta.com/harris>
- Determine submission method – Work with Transcepta to send sample invoices and determine the preferred invoice submission method.
 - Email – This method allows you to email invoices directly from your billing system without having to scan the invoices. Transcepta cannot accept scanned invoices.
 - Virtual Printer – This method allows you to print your invoices directly from your billing system and it then electronically sends the invoices to Transcepta. Download Transcepta Virtual Printer driver when using this method.
 - EDI – Our team can assist with the setup of this submission method through a FTP connection.
 - Web Portal – This option allows you to manually enter your invoices online through Transcepta Supplier Portal.
- Send invoices to Transcepta – Once connection is complete, send invoices directly to Transcepta.

To further improve our payment process, please review the requirements that are required on your invoice: [Harris Requirements](#) Your invoice must include the correct Harris bill to address as shown on your Harris purchase order that is being invoiced.

For more information, or if you need assistance with connection, please contact the Transcepta Supplier Recruiting team at Harris.info@transcepta.com. If you have any questions specifically for Harris, please contact GSSSUPPORTSERVICES@harris.com.



We appreciate your responsiveness to this important initiative and look forward to our mutual benefit and success in this project.



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