



Dear Valued Supplier,

Jetro/RD is moving to digital processing of your invoices through our chosen partner, Transcepta. Starting September 15th, 2024, you must send all invoices through Transcepta to avoid payment delays. Jetro and Transcepta will begin communicating with you on or around August 26th, 2024, to facilitate supplier registration.

Please visit connect.transcepta.com/jetro 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:

- **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.

Transcepta does not charge any set up fees. Transcepta charges an annual fee of \$383.00 for their automated service. There is an additional option to input invoices through their web portal for an annual fee of \$164.00 for smaller volume vendors. Jetro/RD has chosen to invest in Transcepta because of the ease of setup for the supplier and the value to suppliers far outweighs the cost of the service. Jetro/RD expects that all suppliers will participate and in the next procurement cycle Jetro/RD will evaluate suppliers on their decision to participate in this initiative.

If you are already connected and sending documents via Transcepta for other customers, please email your company information to Transcepta at registered@transcepta.com to confirm your connection with Jetro/RD.



The following is an outline of the complete enrollment process for automated suppliers:

Step	Responsible Party	Timeframe
1. On-line enrollment	Supplier	5 minutes
2. Supplier Verification: Transcepta verifies your information supplied during on-line enrollment against the Jetro/RD vendor master	Transcepta	Day 1
3. Sample Invoice Submitted: Once registration has been completed, supplier will submit a sample invoice to Transcepta.	Supplier	Day 1
4. Acceptance Confirmation: you will receive an email notification from Transcepta that your enrollment is complete and you are ready to submit invoices	Transcepta	5 to 10 business days

If you have any questions specifically for Jetro/RD, please reach out to Laura Cron, lcron@jetrord.com or Brandy Gonzalez, bgonzalez@jetrord.com. You can also contact Transcepta's Supplier Success team at registration@transcepta.com or (949) 382-2841.

Thank you,

Richard Kirschner

Chief Executive Officer

Jetro Cash & Carry

Restaurant Depot Enterprises