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WHERE RESTAURANTS SHOP

Jetro Cash & Carry and Restaurant Depot is pleased to announce that we have joined the Transcepta Invoicing community to enable us to receive invoices from all of our suppliers electronically. This new service allows our suppliers to easily submit invoices electronically which eliminates the unnecessary costs and delays associated with processing paper invoices. Jetro/RD has chosen Transcepta because the service is designed to bring value to both Jetro/RD and you. If you have already registered for the service, please disregard this message.

Jetro/RD's objective is 100% adoption of electronic invoicing with all our suppliers. Invoices received outside of the Transcepta system may experience delays in payment.

Transcepta enables immediate submission and guaranteed delivery of invoices directly into Jetro/RD's Accounts Payable system. This process eliminates the delays of U.S. Mail, cost of postage, manual paper handling, and data entry. Further, the Transcepta process enables automatic invoice validation and notification of incomplete or missing information on each invoice which allows your invoices to be processed faster. Finally, you will be able to track invoice delivery via confirmation emails and/or by visiting the Transcepta supplier web portal.

In summary, benefits of participation include:

- Faster processing and payment of invoices
- Greater visibility into invoice status
- Tighter trading relationship with Jetro/RD

Registration and connection requires only a few minutes of your time. Transcepta enables suppliers to submit invoices directly from their existing billing system and there are typically no supplier IT requirements to set up the connection.

As a result of the above benefits, over 98% of suppliers in the Transcepta Community confirm that the service offers substantial improvement over traditional paper invoicing processes.

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 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.

To get started, visit <http://connect.transcepta.com/jetro> to register for the Transcepta service. During the registration process, you will have the option to choose the basic or automated service. Information about all of your connection options is also available by contacting the Transcepta Supplier Connection Team at Jetro.info@transcepta.com or by calling 949-382-2841.

The following is an outline of the complete enrollment process:

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

For more information or if you need assistance with completing your registration, please contact the Transcepta Supplier Connection Team at jetro.info@transcepta.com or 949-382-2841. If you have questions specifically for Jetro/RD, you can contact Laura Cron, Accounts Payable Supervisor at LCron@jetrord.com or 718-559-4232.

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

Richard Kirschner
Chief Executive Officer
Jetro Cash & Carry
Restaurant Depot