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February 13, 2023

Dear Valued Supplier:

Luminis Health is pleased to announce we have joined the Transcepta Electronic Invoicing Community to enable us to accept invoices electronically from our suppliers and facilitate Accounts Payable to optimize process efficiency. Luminis Health has chosen Transcepta because the service is designed to bring value to both Luminis Health and you.

Luminis Health's objective is 100% adoption of electronic invoicing with all of our suppliers. Effective February 28, 2010, suppliers will be required to submit invoices electronically through Transcepta.

Transcepta enables immediate submission and guaranteed delivery of invoices directly into the LUMINIS HEALTH 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 accurately and 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
- Timely delivery of invoices, and guaranteed accuracy
- Greater visibility into invoice status
- Tighter trading relationship with Anne Arundel Medical Center

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

As it is imperative that all of our suppliers participate in the program, we are subsidizing the fees to participate. During the registration process, you will have the option to enroll to input invoices in the Transcepta Supplier Portal **free of charge**. If you would prefer to submit your invoices directly from your existing billing system and eliminate manual processing, you may choose one of Transcepta's automated submission options for a monthly fee of \$29 (billed annually). In both the manual and automated options, you are free to send an unlimited number of invoices at no additional charge.

LUMINIS HEALTH has chosen to invest in Transcepta because of the ease of setup for the supplier and the value to suppliers, which far outweighs the cost of the service. LUMINIS HEALTH expects that all suppliers will participate, and in the next procurement cycle will evaluate suppliers on their decision to participate in this initiative.

To get started, visit <http://connect.transcepta.com/LUMINISHEALTH>. We strongly encourage you to complete the on-line enrollment. 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 registration@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 Luminis Health master vendor number	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 LuminisHealth.info@transcepta.com or 949-382-2841. If you have questions specifically for Anne Arundel Medical Center, you can contact Sarah Adams at 443-481-6540 or Accounts Payable Customer Service at 443-481-6400.

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

Regards,



Bob Reilly
VP, Finance
Luminis Health