



October 14, 2024

Dear Valued Supplier:

Neenah, Inc is transitioning our invoice process to an electronic submission method. We have contracted with Transcepta to process your invoices at no cost to you.

Neenah needs your help to ensure your company is registered. If you are the correct person to register your company for electronic invoicing, please note the instructions listed below. If you are not the correct person, we ask that you forward this letter to the correct contact and copy me at [leah.boeseman@mativ.com](mailto:leah.boeseman@mativ.com).

To ensure timely onboarding of your account, please register by **Friday, November 15th** by going to <http://connect.transcepta.com/neenah> and following these steps:

- Complete the online form and choose email as your preferred electronic invoicing method. [If there is a reason that email submission method won't work for your company, please send me an email stating what the issue is, and we can work on a resolution.]
- Submit a recent invoice copy for an invoice mapping sample – preferably directly from your ERP system
- Look for a confirmation of your account with Neenah Inc. from Transcepta
- Transcepta will notify you of any further steps and when your account is ready for submitting invoices

Benefits you will receive once onboarding is completed:

- Immediate invoice submission and guaranteed secure delivery to the Neenah, Inc. accounts payable system
- Automatic invoice validation and notification if additional information is needed to process your invoice
- Accuracy in processing and visibility of submitted invoices

If you are already connected and sending invoices via Transcepta for other customers, please email your company information to Transcepta at [registered@transcepta.com](mailto:registered@transcepta.com) to confirm your connection with Neenah, Inc.

Thank you for your time, and please contact me if you have any questions.

Leah Boeseman  
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Mativ Holdings, Inc  
Accounts Payable Coordinator  
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