



Corporate Office
9242 Lightwave Avenue, Suite 100
San Diego, CA 92123
Tel 619-702-1700
Fax 619-702-1711
www.epsilonssystems.com

January 11, 2021

Dear Epsilon Systems Solutions Supplier Representative,

To help ensure timely payment of your invoices, Epsilon Systems Solutions is now **requiring** all suppliers use our preferred invoice submission method: electronic invoicing. Epsilon Systems Solutions has contracted with Transcepta to serve as a processing point for electronic invoices at no cost to you. Learn more at <http://connect.transcepta.com/epsilon> and follow these steps:

- Complete the online form and choose your preferred invoicing method.
- Look for a confirmation of your account with Epsilon Systems Solutions from Transcepta.

Please register by February 15th, 2021 to avoid any payment delays or invoice rejections. After this date suppliers that do not use Transcepta to submit their invoices may be subject to payment delays.

Additional benefits you will receive in this process include:

- **No cost to you.** Epsilon Systems Solutions incurs all costs associated with Transcepta.
- Immediate invoice submission and guaranteed secure delivery to the Epsilon Systems Solutions 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.

To connect, visit <http://connect.transcepta.com/epsilon> and complete the online form to choose your preferred invoicing method. Transcepta will then notify you of next steps.

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

If you have any questions about submitting invoices to Epsilon Systems Solutions and the business group that you serve, contact AP-Invoices@epsilonsystems.com.

Thank you,

A handwritten signature in blue ink that reads "Marc M. Herman".

Marc Herman, CFO