



Dear Tallgrass Supplier,

Tallgrass Energy is moving to digital processing of your invoices exclusively through our chosen partner, Transcepta. **Starting January 1, 2025, you must submit all invoices through Transcepta to avoid payment delays.**

**The benefits to you include:**

- **Free: there is no charge**
- **Faster payment in accordance with your payment term**
- **Easy Submission Options:** Email PDF, Supplier Portal, Flat file Transfer via FTP (EDI, CSV,XML)
- **Document Validation:** your invoice must have ONE or more of the following:
  - Valid Tallgrass PO #
  - Valid Tallgrass Project/AFE #
  - Valid Tallgrass contact email address.
- **Instant Invoice Receipt Confirmation:** You will be notified when your invoice has been received.
- **Transcepta support to address any submission issues**

**Please visit [connect.transcepta.com/tallgrass](https://connect.transcepta.com/tallgrass) to complete the quick online registration and setup process.**

After you complete the online form and choose your preferred submission option, Transcepta will send confirmation or provide you with the next steps to complete the connection.

If you are already connected and sending documents 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 Tallgrass.

**Support Contact Information:**

- Transcepta Registration Questions: [registration@transcepta.com](mailto:registration@transcepta.com) or (949)382-2841
- Post registration issues: <https://support.transcepta.com> or [payables@tallgrass.com](mailto:payables@tallgrass.com)
- Invoice payment inquiries should still go to [payables@tallgrass.com](mailto:payables@tallgrass.com)

We are extremely excited to collaborate with you on this new process that will help ensure consistent, timely, accurate payments to our supplier partners!

Sincerely,

A handwritten signature in black ink that reads "Megan McHatton".

Megan McHatton  
Assistant Treasurer