



6/12/2017

Dear Tim Hortons Supplier Representative,

To help ensure timely payment of your invoices, The TDL Group Corp. and its affiliates (collectively, "Tim Hortons") are now requiring all suppliers use our preferred invoice submission method: electronic invoicing. Tim Hortons has contracted with Transcepta LLC ("Transcepta") to serve as a processing point for electronic invoices at no cost to you. Learn more at <http://connect.transcepta.com/TimHortons> and follow these steps:

- Complete the online form and choose your preferred invoicing method.
- Look for a confirmation of your account with Tim Hortons from Transcepta.
- Transcepta will notify you of next steps.
- Registration with Transcepta only takes a few minutes of your time and is designed to be compatible with most existing systems or invoice formats

Additional benefits you will receive in this process include:

- **No cost to you.**
- Immediate invoice submission delivery to the Tim Hortons 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 through the Transcepta portal.

**Additional Requirements:**

- For PO Invoices, the TDL 10 digit PO number must be document on the invoice or included as part of the EDI file, for Non-PO invoices include the Approver Name and Email Address.
- For PO Invoices, TDL product/material codes must be included on the invoice or as part of the EDI file. If a listing of the related product/material codes is required please contact Mat Edwards at the email address listed below.
- Your vendor number must appear on the documentation transmitted to Transcepta.

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 Tim Hortons.

If you have any questions about submitting invoices to Tim Hortons and the business group that you serve, please contact Mat Edwards in Accounts Payable [GBSP2P@rbi.com](mailto:GBSP2P@rbi.com).

Thank you,

Mat Edwards  
Manager, Procure to Pay