

Subject line: Sopra Steria transitions to electronic invoicing

Dear Valued Supplier,

Thank you for your commitment to providing Sopra Steria with quality materials and services.

The Sopra Steria organisation is made up from the following companies:

Sopra Steria Limited
Shared Services Connected Limited (SSCL)
NHS Shared Business Services (NHS SBS)

As part of our ongoing efforts to enhance and streamline the way we do business with suppliers, we want you to join our electronic invoicing programme with our business partner Tungsten Network.

We encourage you to do this by **July 1st 2018** as we will cease to accept paper invoices approximately three weeks after this date.

Tungsten Network have the most trusted global electronic invoicing platform, accommodate businesses of all sizes, systems and processing capability and include a free to use Invoice Status Service which supports our electronic invoicing initiative.

What this means for your business

By joining the Tungsten Network you will experience greater efficiencies from our accounts payable department when they process your invoices. If you send us larger volumes of invoices there may be a small cost associated with using the Tungsten Network for invoice submission. However, there is **no cost** associated with viewing your Invoice Status on the Tungsten Network.

e-Invoicing and Invoice Status Service benefits include

- **Up to 52 invoices per year**- free of charge
- **Simple and fast** - we receive your invoices within hours so we can process them faster
- **Secure, 24/7 invoice status** - view your invoice status when it's convenient for YOU.
- **Invoice information available** - from time of receipt through final payment
- **Greater visibility of your invoice status** - reduces the need to call AP by up to 60%
- **Predictable payments** - improve your cash-flow and plan ahead with confidence.
- **Reduced risk of fraud** – Invoice validity and VAT checks are automated

Submitting future invoices

Based on your invoicing history with us we believe that the Tungsten Network web form solution is the most appropriate for your business. The web form service entitles you to 52 free invoice transactions; if your requirements exceed this number you can purchase additional transactions for a small cost.

What do you need to do next?

We have set up your account with Tungsten Network, which is ready for you to use today. Simply click on the registration link below and follow the steps to send electronic invoices to Sopra Steria.


REGISTER NOW

Please activate your account using the above registration link by July 1st 2018 to avoid any delays to your invoice processing and payment.

For further information please visit www.tungsten-network.com/sopra-steria.

Thank you for being part of the paperless invoicing revolution!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Roberts', with a horizontal line extending to the right from the end of the signature.

Graham Roberts
Sopra Steria Supplier Payments