



Dear Valued Bread Financial PO Supplier,

Re: Effective immediately Bread Financial will require all PO Suppliers submitting invoices through Tungsten Network using the Web Form to utilize the “PO Convert” functionality.

As a valued PO Supplier of Bread Financial and its subsidiaries, you have been identified as a PO Supplier currently submitting PO Invoices through Tungsten Network. If you are a PO Supplier that already uses PO Convert, then you know the many benefits listed below.

- Ability to quickly generate a full PO invoice for all lines and all quantities of your PO.
- Use it if you want to generate a partial PO invoice of your PO.
- Tungsten Network maps the PO data into the corresponding fields in your PO invoice template and displays the invoice for your approval.

If you don't already use “PO Convert”, please watch the following Tungsten Network's short video tutorial to learn how to use this feature:

Convert Purchase Orders to Invoices

You may click on the link below or copy & paste the Link below to your Internet Browser.

https://tungsten-network.my.site.com/contactCustomerSupport/s/article/How-to-convert-my-Purchase-Order-into-an-invoice?language=en_US

Thank you in advance for supporting this critical initiative. We look forward to receiving your invoices via Tungsten Network and providing you with the best practice and highest quality of invoice processing services available.

Contacts

Tungsten Network Support

Non-supplier enrollment questions should be directed to <https://www.tungsten-network.com/resources/support/local-numbers/>

Bread Financial **e-Invoicing Support Team** e-invoicing@breadfinancial.com

Bread Financial **e-Invoicing Help Desk**

214-494-3519

Best Regards,

Todd Holcomb

VP, Sourcing and Procurement

Bread Financial

Yolanda Quevedo

Sr. Manager, P2P Operations

Bread Financial