



AllianceData.

LoyaltyOne

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AllianceData.
CARD SERVICES

Dear Valued Alliance Data PO Supplier,

Re: Effective immediately Alliance Data 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 Alliance Data 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 & past the Link below to your Internet Browser.

<https://www.youtube.com/embed/Y4w5li4Y5rE?rel=0>

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 1-877-752-0900 ext. 1, or +44 (0) 8701657420.

Alliance Data e-Invoicing Support Team

e-invoicing@alliancedata.com

Alliance Data e-Invoicing Help Desk

214-494-3519

Best Regards,

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Alliance Data

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Alliance Data