

Dana-Farber Cancer Institute moves to electronic invoicing

Dear Sir / Madam

As part of Dana-Farber Cancer Institute's ongoing efforts to improve our service, we are phasing out paper by moving to electronic invoicing.

We are partnering with Tungsten Network, built on the global OB10 e-Invoicing network, to help you make the transition to this new process. Submitting invoices electronically through Tungsten brings significant benefits including:

- Guaranteed invoice delivery and confirmation in minutes rather than days
- Immediate notification of any issues with your invoice allowing you to resolve them quickly and avoid costly follow up
- Payment on time
- Substantial cost savings from reducing paper, printing and postage
- A more environmentally sustainable working process

As one of our current suppliers, we have asked Tungsten to contact you on our behalf in the next 10 days to help you understand the options available and make the transition to electronic invoicing. We would strongly encourage your organization begin the transition by the obligation date of June 29, 2016.

We strongly encourage all suppliers to adopt this initiative early. **Exceptions to the use of Tungsten e-Invoicing are discouraged and will be considered on a case-by-case basis. Suppliers that do not participate and are not under a current contract, will automatically be moved to Net 60 day terms. Payment terms may also be extended for suppliers with a current contract upon contract renewal and will go into effect date ending August 30, 2016.**

Adopting e-Invoicing is simple as you do not need any additional software. In addition, once you are a member of the Tungsten Network you can send electronic invoices to other customers who also use Tungsten, which further streamlines your processes. I have attached a summary of how this works.

There is a small cost to use Tungsten but in most cases this will be outweighed by the saving you make in time spent submitting and chasing invoices, and your reduced paper and postage costs.

Thank you in advance for supporting this initiative. I look forward to receiving your invoices via Tungsten in the very near future. If you wish to contact Tungsten, please email dfci.registration@tungsten-network.com or call **1-877-489-6135**

To contact DFCI directly about this request, please send your initial inquiry to Jacqueline_Davis@dfci.harvard.edu

Yours sincerely



Melissa Chammas



Andrew Madden

Timetable

Estimated Timeframe	Event	What it Means
4-6 weeks after initial e-invoicing contact	Service Option Selected	WebForm account activated, or test files for the Integrated Solution option provided to Tungsten
4-6 weeks after service option selection	Discontinue Paper Invoice Submission	All invoices will be submitted electronically via Tungsten

Frequently Asked Questions

Why should I use Tungsten Network to send my invoices?

Shortly, this will be the only way that Dana Farber Cancer Institute will accept delivery of supplier invoices. For existing contracts, Dana Farber Cancer Institute cannot guarantee payment if paper invoices continue to be sent by suppliers.

Is invoicing via Tungsten Network a requirement for doing business with Dana Farber Cancer Institute?

Yes. For existing contracts, Dana Farber Cancer Institute cannot guarantee prompt payment if paper invoices continue to be sent by suppliers.

What are my benefits from using Tungsten Network?

- Secure and guaranteed invoice delivery, no more invoices getting lost in the post
- It will take us less time to process your invoices and therefore we will be able to pay you on time
- No more delays due to missing information, landing on the wrong desk or manual intervention
- ANY-TO-ANY DATA FORMATTING Technology - there is no need for additional software or hardware
- Higher processing transparency and better Cash Flow Management due to 24/7 access and reporting
- VAT compliant, regardless of where invoices are sent from or received
- Easy and cost efficient to send invoices - at any time

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Will electronic invoicing be a requirement for new tenders and new suppliers?

Yes. Electronic invoicing via Tungsten Network will be included in the evaluation process for new suppliers and tenders. For new contracts, Dana Farber Cancer Institute will include terms and conditions in contracts for future business which will require suppliers to use the Tungsten Network.

Will I need to use this service if my account is currently paid on time?

Yes. Your use of the Tungsten Network service will ensure we continue to pay you on time.

What happens if I still send paper invoices?

While you are working with Tungsten Network to complete your registration we will be happy to continue to receive your paper invoices. We have set a deadline of August 31, 2016 for suppliers to transition to the network. Once you are sending invoices via the Tungsten Network please ensure you cease sending paper copies.

Are there fees associated with this service?

If you choose the Integrated Solution there is an annual membership fee plus a transaction fee.

Please see the enclosed Options document for current pricing.

If you choose to use the Web Form you are not required to pay a set-up or joining fee to start using this service. You just pay a transaction fee per invoice.

What does the membership fee for the Integrated Solution cover?

The membership fee covers the cost to Tungsten Network of setting you up on their network and the general costs of maintaining the network. This is a once a year cost irrespective of the number of your customers that you service via the network.

Why don't Company pay the fees?

To use the Tungsten Network service, both you and Dana Farber Cancer Institute pay a fee as we will both benefit from the service. At present, Dana Farber Cancer Institute does not cover Suppliers costs to produce your paper invoices. Please consider that you will save costs for paper, printing and posting when moving to e-Invoicing. Our analysis shows that moving to electronic invoicing will create savings for suppliers by streamlining their processes and significantly reducing the time in which their invoices are paid. Dana Farber Cancer Institute also wishes to pay its suppliers within terms & conditions and comply with the Better Payment Practice Code.

Will Dana Farber Cancer Institute make payments using Tungsten Network?

Tungsten Network is not a payment platform. Dana Farber Cancer Institute will continue to use their current payment method.

Will I need to sign an agreement with Tungsten Network?

Yes, if you choose to use the Integrated Solution you will sign a specific agreement with Tungsten Network. If you choose to use the Web Form you will be required to accept the standard terms and conditions presented.

Do I need to install any software?

No. There is no software required. Tungsten Network provides an easy-to-use solution. Instead of mandating data standards, Tungsten Network's ANY-TO-ANY DATA FORMATTING capability accepts invoices in any format and any file structure.

I already send some invoice data directly to other customers; can I send EDI/XML Invoices directly to Dana Farber Cancer Institute?

EDI and XML are just data formats as far as Tungsten Network is concerned; therefore you can use this preferred format to deliver the data to Tungsten Network if you choose to use the Integrated Solution. Dana Farber Cancer Institute will not take any electronic data directly from suppliers as we take a single consolidated invoice file from Tungsten Network which will contain invoices from all of our suppliers.

I already have the facility to make invoices available to my customers via the Internet – allowing them to view an image of an invoice on the web. Can I use this facility instead of Tungsten Network?

No, the Tungsten Network ensures that Dana Farber Cancer Institute receives the data you send in a format that will upload to our accounting software and, where applicable, match to a goods receipt record. Offering Dana Farber Cancer Institute an image of the invoice or an option to download the data in a fixed format does not satisfy Dana Farber Cancer Institute business processes.

What if I don't have a system capable of creating electronic invoices?

You can access the Tungsten Network secure web site and create invoices online using the Web Form. No software installation is required. All you need is an Internet connection and a standard browser.

Can I send electronic invoices using Tungsten Network to all of my customers?

Yes. Once you are subscribed to the Tungsten Network, Tungsten Network can enable you to send electronic invoices to any other customers that are members of the network.

I am planning to change my Invoicing software soon; can I wait?

Our stated aim is to have all suppliers registered and sending invoices by August 31, 2016. The Tungsten Network accepts any incoming data formats so you can join the network and send your invoices and when you are ready to use your new software, simply advise Tungsten Network of the changes to data output and they will make the necessary changes to the network, ensuring a smooth transition uninterrupted invoice delivery.

Can Tungsten Network offer assistance in multiple languages?

Yes, Tungsten Network provide Sales, Implementation and Support services in English, French, German, Dutch, Spanish and Italian.

Tungsten Network also have local client services numbers for the following countries:

- Australia +61 (0)1800035399
- Belgium +32 (0)24031011
- Denmark +45 (0)80885818
- Finland +358 (0)800118871
- France +33 (0)170708100
- Germany +49 (0)69222220290

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- Ireland +353 (0)12477709
- Italy +39 0236006340
- Malaysia +60 (0)1800813158
- Netherlands +31 (0)207121385
- New Zealand +64 (0)800448121
- Singapore +65 (0)8001204757
- Spain +34 (0)914141472
- Sweden +46 (0)850578418

e-Invoicing and an overview of your options

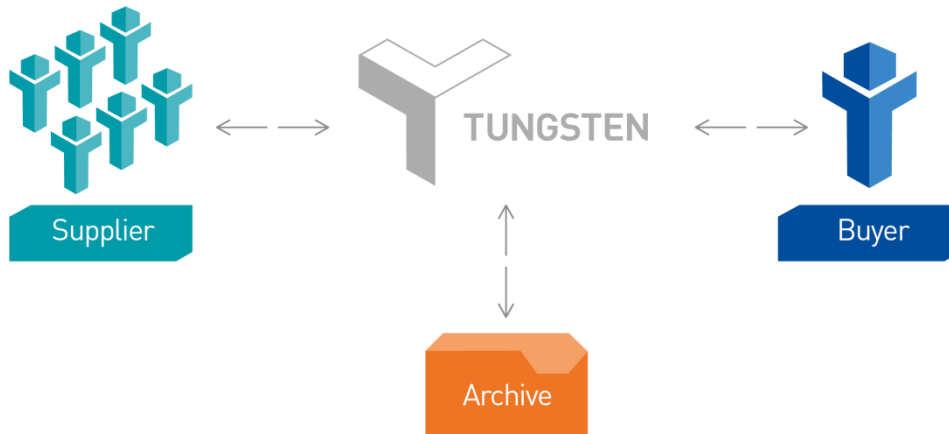
Join TUNGSTEN NETWORK and benefit from:

- **Secure and guaranteed invoice delivery:** no more paper invoices getting lost in the mail
- 1) **On-time payment:** your customers can process your invoices faster
 - **No more delays:** invoices cannot be sent with missing information, cannot land on the wrong desk and do not need manual intervention
 - **Secure online connection:** send invoices easily with no need for additional software or hardware
 - **24/7 access and reporting:** enjoy higher processing transparency and better cash-flow management
 - **Tax compliance:** guaranteed legal and tax compliance
 - **Easy and cost-efficient** invoicing at any time

TUNGSTEN NETWORK offers two primary methods for sending invoice and credit transactions. You can either send a data file directly to TUNGSTEN NETWORK using our Integrated Solution or create invoices online using the Web Form through the TUNGSTEN NETWORK Portal.

This document explains how e-Invoicing works and the options available to you.

How it works



By checking invoices for duplicates and ensuring they contain the information required by your customer, we ensure automated, straight-through processing and enable on-time payment. Through the TUNGSTEN NETWORK Portal you have access to the TUNGSTEN NETWORK archive and a number of reporting functions.

Please read this document thoroughly before deciding whether **Integrated Solution** or **Web Form** submission through the TUNGSTEN NETWORK Portal is the best option for your company.

1. Integrated Solution: sending an extracted data file

The Integrated Solution gives you a fully automated process where invoice data is extracted directly from your billing system and delivered directly into your buyers' finance systems. This means:

- We process invoices in any consistent data file format and handle the data transformation based on your customer's requirements
- No need to install additional software or hardware
- You can send one consolidated data file for all your invoices
- Once on the network, you can easily connect and send invoices to other customers

Costs for the integrated solution

[Click here for IS cost](#)

Getting started with the Integrated Solution

Once your customer invites you to join TUNGSTEN NETWORK, one of our on boarding experts will walk you through the registration process.

1. Web Form: sending electronic invoices using the TUNGSTEN NETWORK Portal

The TUNGSTEN NETWORK Web Form is designed for companies who send a low volume of invoices to their customers each year. The portal offers you a secure connection and guarantees delivery of your invoice to your customers within hours, which allows them to process your invoice and pay you promptly.

Costs for using the Web Form

[Click here for Web Form price](#)

Getting started with the Web Form submission through the TUNGSTEN NETWORK Portal

As part of your invitation to join the TUNGSTEN NETWORK you will receive an email with instructions on how to register. Once your registration is complete, we will send you your login credentials by e-mail so you can start sending electronic invoices via TUNGSTEN NETWORK.

For more information on TUNGSTEN NETWORK, e-Invoicing and the options available to you, visit www.TUNGSTEN NETWORK.com or email us at info@TUNGSTEN NETWORK.com