

**Dear Valued Supplier,**

Guardian would like to inform you that effective immediately, we will no longer accept paper or emailed invoices. We would like you to invoice us via **Coupa**, our new Procure-to-Pay platform.

Coupa helps us streamline electronic requisitions and reduce errors and the time it takes to process an invoice, helps us pay you in accordance with our agreed terms.

We would like to invite you to register in the free Coupa Supplier Portal (CSP) which provides several benefits for our suppliers:

- CSP will allow you to track your POs, invoices, and payments in one place.
- CSP also allows you to create invoices directly from POs and eliminate the need to send invoices separately.
- CSP shortens the payment cycle by instant invoice validation and faster payment processing.

Once electronic invoicing is initiated through Coupa, please ensure that you discontinue sending paper and PDF invoices.

If you have any questions about our program, our team is ready to help you at [globalSE@guardian.com](mailto:globalSE@guardian.com).

Thank you,  
**Guardian Industries Strategic Sourcing & Procurement Team**

