



Supplier Portal
Frequently Asked Questions: Suppliers

CATEGORY	QUESTION	ANSWER
Registration	Can we see if our company already has an account with Transcepta before we begin the registration process?	Yes. If you are unsure if you are already registered, you may contact the registration team to confirm this by calling Transcepta Registration Support at 888-221-2026, option 2, or emailing registration@transcepta.com .
Registration	Do we need to re-register if we are already using Transcepta?	No. If you are already registered you can contact Transcepta Registration Support at 888-221-2026, option 2, or email registration@transcepta.com to request Alliant Energy be added to your account.
Registration	Who do I contact if I have questions about registering or the processes?	To complete the simple registration process and set up your company account with Transcepta, go to http://connect.transcepta.com/alliantenergy. If you have questions about registering, submitting documents or the supplier portal, please contact Transcepta Registration Support at 888-221-2026, option 2, or email registration@transcepta.com. Visit the Alliant Energy Supplier website at https://www.alliantenergy.com/PartneringwithAlliantEnergy/Suppliers
General	Do the changes impacting how we invoice and exchange other documents with Alliant Energy affect Wisconsin Power & Light and/or Interstate Power & Light?	Yes. A single system is being implemented for electronic document processing throughout all Alliant Energy service territories.
General	Is there a cost to use this service?	No. There is no cost to our suppliers. This is completely free.



CATEGORY	QUESTION	ANSWER
----------	----------	--------



CATEGORY	QUESTION	ANSWER
Invoice	Are we able to enter the invoice information online and attach backup documentation (timesheets, etc.) when we submit?	Yes. You can submit backup documents along with invoices through the Transcepta service, and there are a few different ways this information can be sent: • Via Web Entry: If an invoice is being keyed in through the supplier portal, there is a section on the invoice template page that allows you to drag and drop backup documents as attachments. Supporting documents must be 10 MB or smaller and in one of the following file formats: - o .doc, .docx - o .xls, .xlsx - o .pdf - o .tif, .tiff For any format other than Web Entry, there are 2 options to submit backup documents: • Other formats: Transcepta can set up an invoice hold on your account. When an invoice comes in, it will be validated and then placed on a temporary hold (up to 72 hours); this allows you time to log into the portal online, review the invoice(s) submitted and attach backup documents to the held invoice(s). • Email: You can save the invoice PDF in its native format, backup documents in PDF, merge the files together, and then submit a single file for processing. We encourage the supplier to contact the Transcepta support team to talk through these options to help identify the best option for you. For additional assistance, please contact the Transcepta support team at support@transcepta.com or by calling (888) 221-2026, Option 3