Friday, 10 September 2021

Dear Supplier,

As you may be aware, <Company Name> is starting to place orders through Cooking the Books kitchen management software, which includes Invoice Ripper functionality.

Invoice Ripper is an electronic process of receiving supplier invoices via email in the form of a real PDF file. This information is then ripped straight from the invoice into the Cooking the Books software to assist with order reconciliation.

<Company Name> will be requiring every supplier to send all invoices in the form of a real PDF attachment to the following email address:

**<Your Custom Email for Receiving Invoices>**

<Company Name> will require your invoice be sent this way on the day an order is delivered. Please ensure that your PDF invoice is sent no later than the time the goods arrive.

Where possible, we also kindly request that our order reference number be included on your invoice, as this will enable seamless reconciliation and faster invoice approval through the Cooking the Books platform.

The above email address will not be monitored, therefore any correspondence regarding accounts or orders should be sent directly to our nominated venue contact. The email address specified above is purely for automatic invoice processing purposes.

Any invoice not received in the correct format risks untimely delays in payment.

Should you be interested in utilising the Cooking the Books technology to help streamline your processing of purchase orders, please do not hesitate to contact the CTB AND CO. team by email to **info@ctbandco.com** or by phone on **(03) 9111 0111**.

We ask for your support in adhering to this change as soon as practicable.

Kind regards,

<Company Name>