



Dear Valued Supplier,

As previously communicated, Cytiva has partnered with Basware to improve the accounts payable services that we provide to you.

Basware is a global leader in electronic invoicing and will support our efforts to simplify, standardize and automate our procure-to-pay process. As a result of this initiative, we expect to enhance our processing efficiencies and provide greater process transparency for your organization.

Today you are receiving an email with a link to the Cytiva Basware website landing page. This is where you will be able to register for the Smart PDF eInvoice service. For context, Basware SmartPDF is an additional service for converting PDF invoices that are sent via email into electronic invoices. The service captures invoice data from the PDF invoices and uses that information to build a structured invoice data file. The service supports image-based and machine-based PDF files.

Registration is not mandatory but is highly recommended. If you wish to register, you will be able to review and track the payment status of your invoice in the Basware Portal which we believe to be a major benefit & allows you to simplify how you conduct business with Cytiva. Please note: this service is free of charge for the supplier.

This guide contains detailed instructions on how to send invoices in PDF format to Cytiva using Basware SmartPDF. When following these instructions, Cytiva will receive these invoices as electronic invoices.

- Open the registration link here:
https://portal.basware.com/open/Cytiva_SmartPDF_HS

- Add to Basware Portal the email address(es) from which you will send invoices
- Please also check the [Supplier kit](#) with step by step instructions for activating and using the SmartPDF service.

Each email address used to send invoices from must be confirmed before invoices can be processed. This is done to make sure the invoices are being sent from an email address you claimed ownership of.

- Go to your email - or invoicing software and attach a PDF file to your email and start sending.

In case you don't have a registration link provided by your customer or you wish to start sending invoices without registration, then you can simply email the invoices to the Cytiva email addresses for invoicing listed in section A of the attached document.

If you have questions about sending invoices to Cytiva, please do not hesitate to contact us as per below:

Contact details

Cytiva	Questions regarding invoice content	1. Please raise a ticket through: https://gecorp.custhelp.com/app/S2PSupplierSupport/customer_inquiry 2. Or send an email to: Accounts.Payable.Transition@Cytiva.com
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Basware Customer Support	Questions on Basware service, search for answers or fill-in support form https://basware.servicenow.com/bw?id=bw_sc_cat_item_public
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Useful links

Basware SmartPDF User Guide	User guide in English https://s3-eu-west-1.amazonaws.com/user-guidance/documentation/network-services/user-guides/en-us/pdf/Basware.SmartPDF.User.Guide_EN-US.pdf
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If you are unaware if you conduct business with Cytiva, please access our supplier website to access the list of our global legal entities:

<https://www.cytivalifesciences.com/suppliers>

Thank you for your understanding during this transition,

Cytiva Accounts Payable