



MTS Systems Corporation
14000 Technology Drive
Eden Prairie, MN 55344-2290
Telephone 952-937-4000
Fax: 952-937-4515
Info@mts.com
www.mts.com

March 21, 2011

Dear MTS Supplier:

Recently MTS invested in new technology to help us efficiently process your invoices. Our system will scan your invoice using Optical Character Recognition (OCR) technology to "read" your invoice submission. This system matches the data "read" from the invoice to MTS' purchase order data.

Please see the tips below that will help your invoices be processed smoothly and timely through our new OCR technology system:

- Invoices should not contain information in shaded boxes/areas
- Key header information must be easily displayed on the invoice such as:
 - Invoice #
 - Invoice Date
 - Invoice Total \$
 - MTS Purchase Order #
- Line item details should be displayed in a columnar grid with one line of data per line item. Details should include:
 - Quantity
 - MTS Part #
 - Unit Price
 - Extended Price
 - MTS Purchase Order Line item is helpful, but not required
- To ensure the document flows through our OCR technology as a perfect match, the invoice must match the PO structure line-for-line.

We understand that you may have software or forms that do not allow you to make changes to your invoice. Please contact us if you have questions or problems with compliance to the OCR technology. For your reference, an example of an invoice that flows through our OCR technology with ease is printed on the reverse side of this letter.

Invoices must only be submitted to the Accounts Payable address below or to the email address of accounts.payable@mts.com

MTS Systems Corporation
Attn: Accounts Payable
14000 Technology Drive
Eden Prairie, MN 55344 USA

Any questions regarding this can be addressed to: Heather Cameron Meichsner, MTS Disbursement Manager at heather.cameronmeichsner@mts.com

Sincerely,

Heather Cameron Meichsner
Disbursement Manager

ANY VENDOR
 1122 Any Street
 Anytown, MN 55333
 (952) 937-4411 * Fax: (952) 937-4412

ORIGINAL

DATE	INVOICE #
1/13/2011	123456

BILL TO:

MTS SYSTEMS CORPORATION
 14000 TECHNOLOGY DRIVE
 EDEN PRAIRIE, MN 55344

SHIP TO:

MTS SYSTEMS CORPORATION
 14000 TECHNOLOGY DRIVE
 EDEN PRAIRIE, MN 55344

PO NUMBER	TERMS	REP	SHIP	VIA	FOB	PROJECT
4500357627	1% NET 10		1/10/2011	UPS		
QUANTITY	MTS PART NUMBER	DESCRIPTION		UNIT PRICE	UOM	EXTENDED PRICE
12	10-026-305	Square pegs		12.00	EA	144.00
12	10-026-315	Round holes		5.00	PAC	60.00
THANK YOU FOR YOUR ORDER				TOTAL	\$204.00	