Electronic Invoicing

InvoiceWorks®
Supplier User Guide

(Participating Supplier)

iPayables Inc.

Technical Support

Check the ‘Help Menu’ item for online assistance. Additional support is available via the Help Desk. Help Desk contact information is available on the Supplier Home Page.

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Trademarks

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Purpose of This Document

This document is designed for use/reference by suppliers who have already signed up as an InvoiceWorks user. This document explains how to use InvoiceWorks to create invoices and then submit these invoices to your customers. In addition, this document explains how to use other InvoiceWorks Supplier functionality such as searching for invoices, checking on invoice status, and creating a dispute for an invoice.

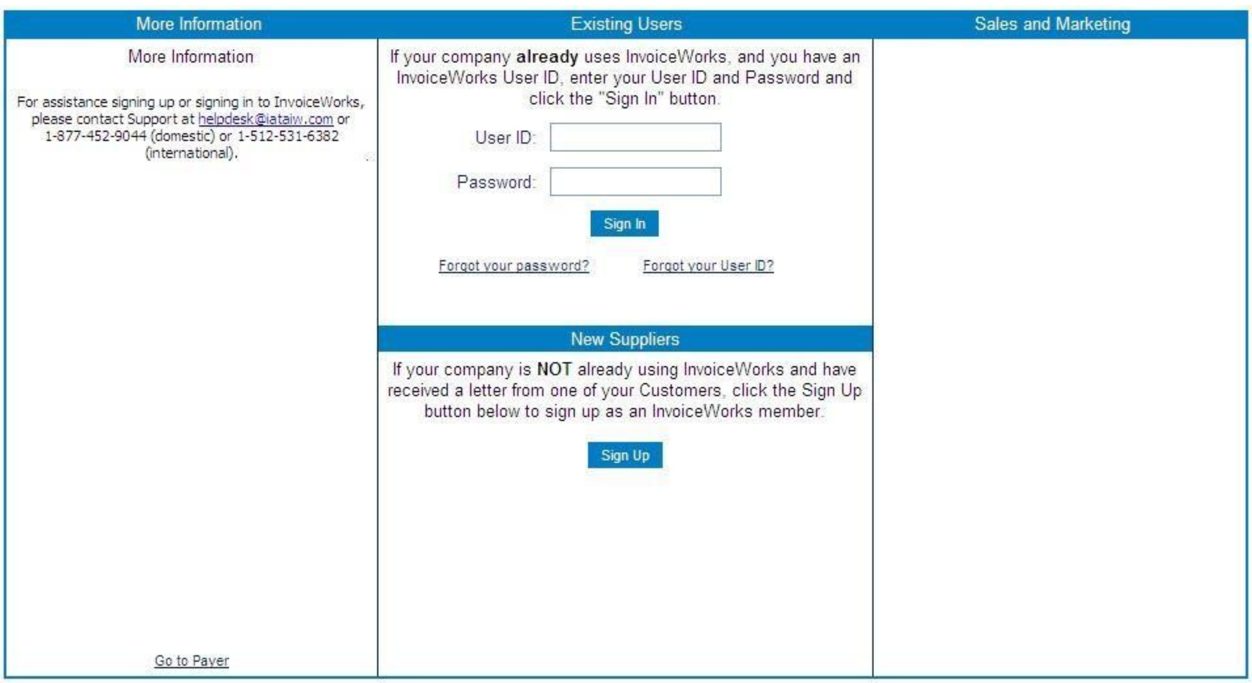
If you have not yet signed up with InvoiceWorks, please refer to the InvoiceWorks Supplier Enrollment Guide.

1. How to Access the InvoiceWorks Supplier Website and Sign In

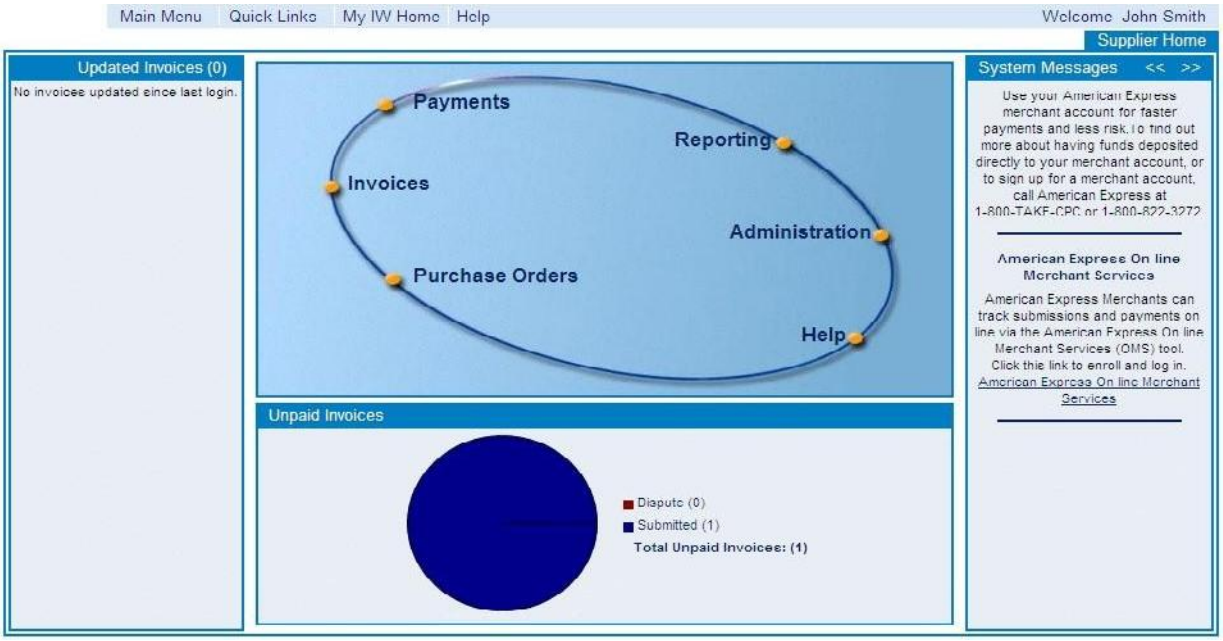
Using Internet Explorer, go to the following address https://airlines.invoiceworks.net. If necessary click on Go to Supplier on the bottom left screen.

Bookmark this page by following the menu path: Favorites > Add to Favorites.

The InvoiceWorks™ Welcome screen will open.



Under Existing Users, enter the InvoiceWorks User ID and Password that you chose when you signed up and click on the 'Sign In' button.



Once you have signed into InvoiceWorks Supplier, you will be directed to your home page on InvoiceWorks Supplier.

- The left hand column lists invoices with updated statuses since you last signed into InvoiceWorks and draft invoices that have not been submitted which are waiting to be completed and submitted.
- The right hand column contains messages and news about InvoiceWorks.

There are two ways to access the different features of InvoiceWorks:

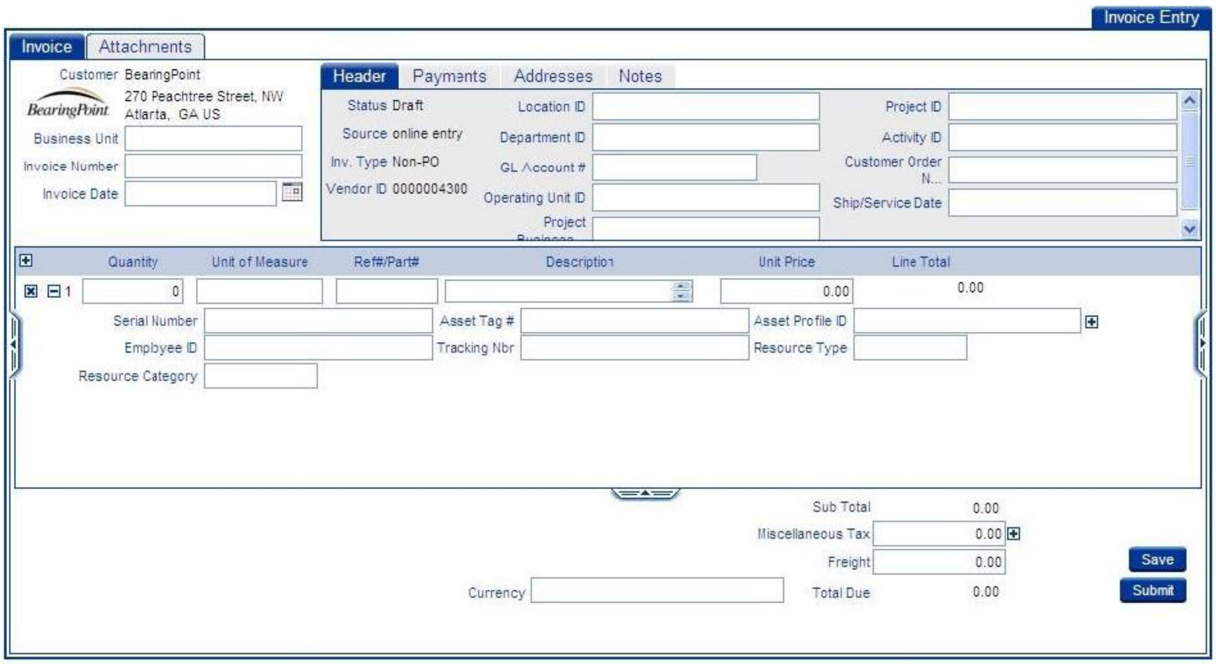
- Main Menu: By clicking on the Main Menu item, a list of features available to you in InvoiceWorks will be listed. Simply click on the desired activity.
- Graphical Features: Click on the feature on the graphic and a list of activities will be listed. Simply click on the desired activity.

2. Create Non-Purchase Order Invoices

2.1 Non-PO Invoice Entry Screen

From the menu, click on:

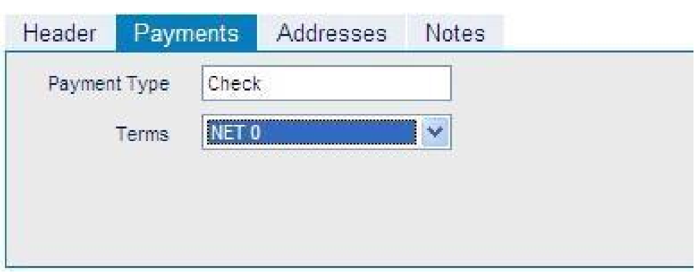
- Main Menu
- Invoice Entry
- Non-PO: The Non-PO Invoice screen will open
- Select the customer you are billing
- Enter the invoice information

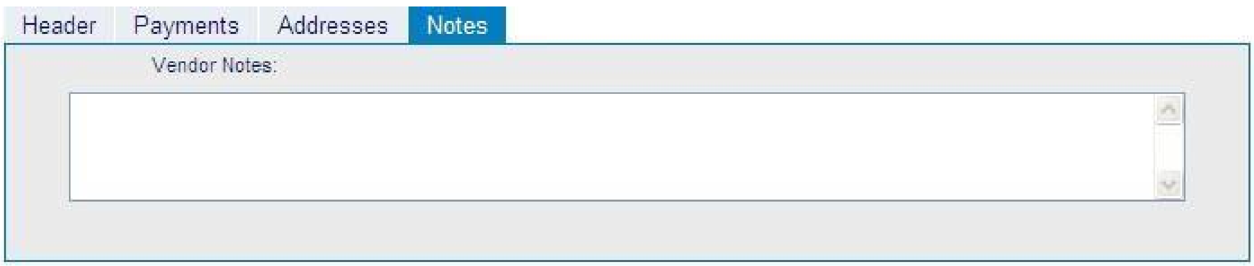


Sample Screen

After entering the necessary information on the main screen, additional information can be entered on the Payment, Address, and Supplier Notes tabs.

Simply click on the tab name to switch to that tab and enter in the necessary information.





2.2 Enter Invoice Details

Enter the details of the invoice. Below are just some of the fields that are normally required when creating invoices:

- Company
- Invoice Number
- Invoice Date
- Quantity
- Unit of Measure
- Description
- Unit Price
- Currency
- Customer specified fields*

*Customers may require different information from suppliers when invoices are submitted. These items will be flagged as required and InvoiceWorks edits will inform suppliers of any missing or required information.

Adding additional invoice lines:

- For additional invoice lines, click on the ‘Add a Line’ button located on the left side of the line labels.

2.3 Invoice Actions

While creating an invoice there are four main actions that can be done to the invoices:

- Delete Draft – Delete the invoice
- Check Edits – Verify that all required fields on the invoice have been completed
- Save as a Draft – Save the invoice so it can be completed at a later time
- Submit Invoice – Submit the completed invoice for payment

Click on the slider icon  on the left side of the screen to access these actions.

When the slider icon is clicked, a part of the screen slides out which lists the available actions for that screen. To close the slider screen, simply click on the slider icon and it will close.

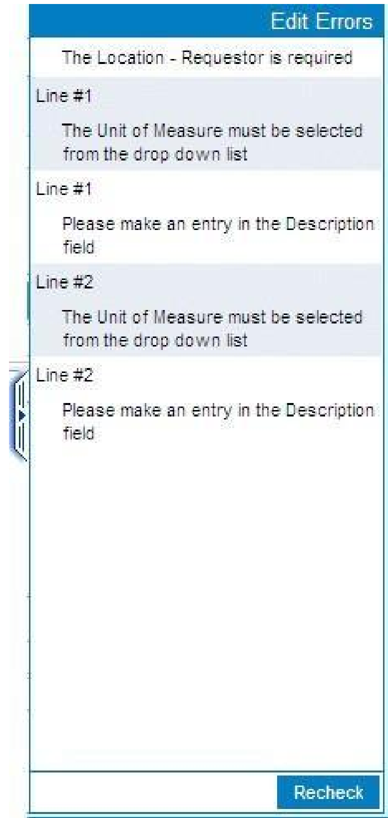
In addition to the actions on the slider screen, there are easy access actions which are at the bottom right corner of the Invoice Entry screen. These actions are:

2.4 Check the Invoice

Click on the ‘Check Edits’ action on the Slider screen to verify that all required items on the invoice are correct.

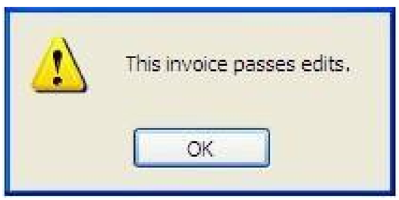
When you click on the ‘Check Edits’ action and certain required fields are blank or incorrect, the invoice will not pass edits and the fields that are missing or incorrect will be highlighted.

At the same time the ‘Edits’ slider will appear on the right side of the screen and provide details about each of the fields that did not pass edits. **You will not be able to submit your invoice for payment until the invoice has passed edits as required by your customer.**



Once the invoice fields that have issues are corrected and the ‘Recheck’ button 

is clicked, a message will appear on the screen that indicates that the invoice has passed edits (see below):



2.5 Save Invoice as Draft

If you are not ready to submit the invoice you can save the invoice as a draft by clicking on the ‘Save Draft’ action on the slider screen or you can click on the save button 

in the lower right corner of the screen.

A message will appear on the screen that indicates that the invoice has been saved as a draft (see below):

To view draft invoices click on the ‘Main Menu’ item on the menu and choose the ‘Draft Invoices’ feature.

Invoice Draft List

Invoice Number	Invoice Date	PO Number	Creation Date	Customer	Total Due	Currency	Pass Edits
Test123	3/3/2006		3/4/2006	Right Management	.00	USD	Failed
Test456	3/4/2006		3/4/2006	Right Management	.00	USD	Failed

Draft invoices can be sorted by clicking on the title of any of the columns. For example, clicking on ‘Invoice Number’ or ‘Total Due’ will sort all draft invoices by that column.

Draft invoices that have passed edits will have a ‘Pass’ in the ‘Pass Edits’ column. Draft invoices that have not passed edits will have a ‘Fail’ in the ‘Pass Edits’ column.

To make changes to draft Invoices or to complete and submit the draft Invoices, click on the Invoice Number link for the particular invoice.

2.6 Submit Invoices

Once an invoice is complete and passes edits, you can submit the invoice by doing one of the following:

- Clicking on the ‘Submit’ button  in the lower right corner of the invoice entry screen
- Clicking on the ‘Submit Invoice’ action on the Slider screen

The invoice will now be routed to your customer for approval and payment. A message will appear on the screen indicating that your invoice was successfully submitted (see below):

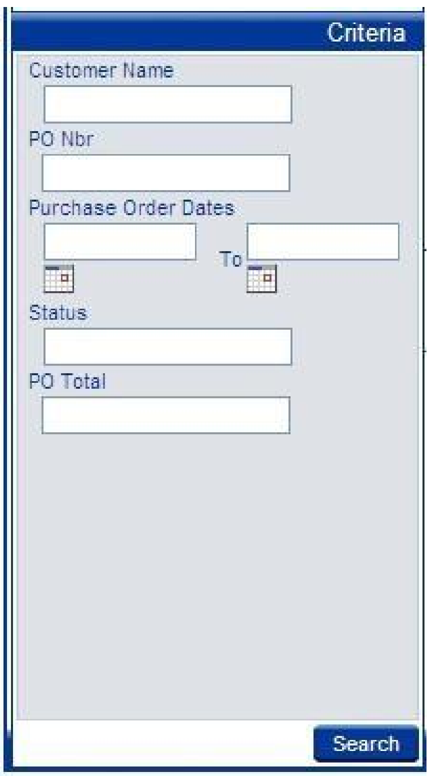
3. Create Purchase Order-Based Invoices

From the menu, click on:

- Main Menu
- Invoice Entry
- PO: The PO Invoice screen will open
- Select the customer you are billing
- Enter the invoice information

To create a PO Invoice, click on the 'Purchase Order Search' option on the Main Menu.

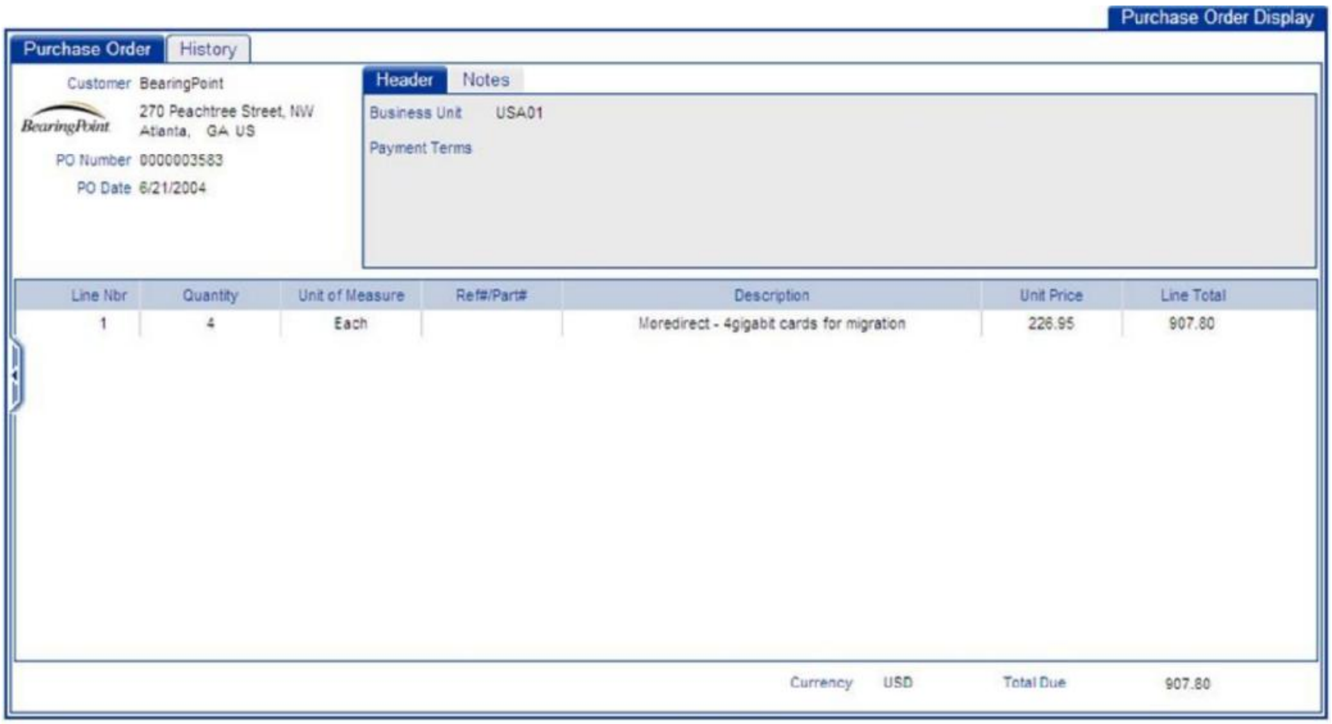
You will then be presented with the 'Purchase Order Search' tab as seen below:

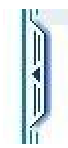


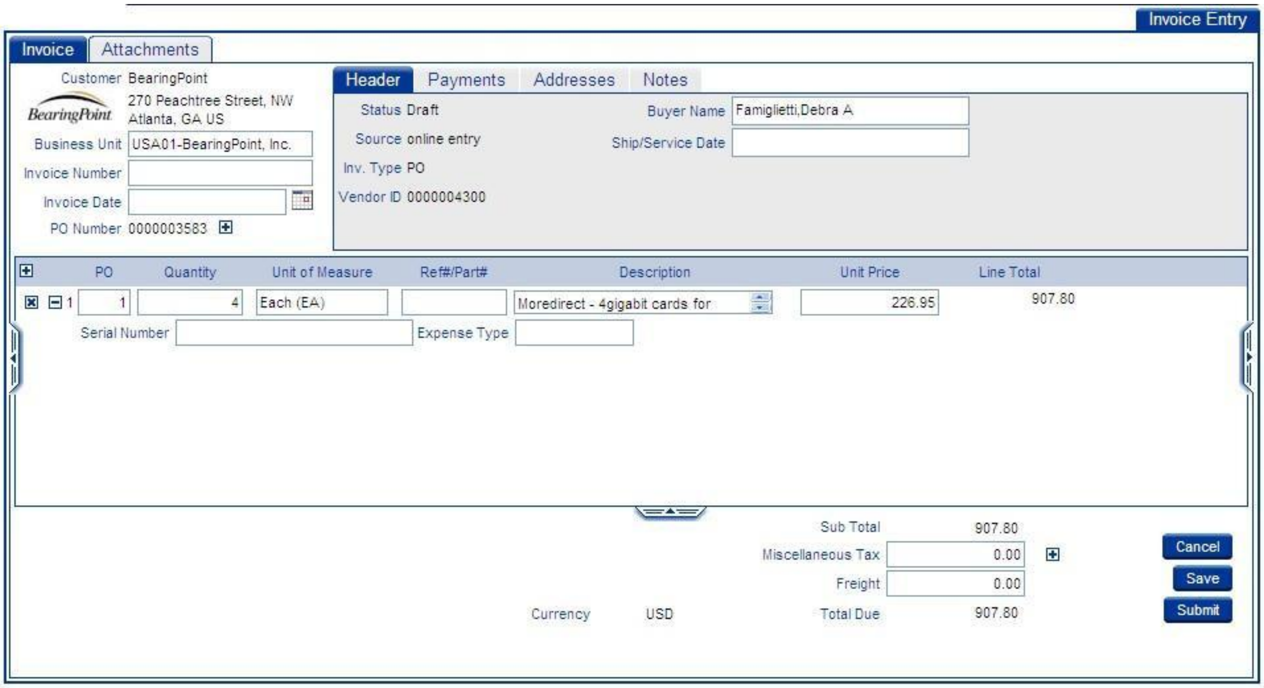
Using this search tab enter the PO number or other criteria to find the PO. Then click on the hyperlinked PO Nbr to open the PO.

PO Nbr	Customer
0000003583	BearingPoint
0000007053	BearingPoint

The purchase order will open up as seen below:



Click on the *l*eft tab  and then click the Create Invoice action. The purchase order will then be flipped into an invoice as seen below:



Sample Screen

From this point invoicing is similar to a Non-PO invoice (see section 2 in this document). Just fill in the appropriate fields and click the ‘Submit’ button when the invoice is complete.

4. Other InvoiceWorks Supplier Functionality

4.1 Add Attachments to Invoice

Supporting documents can be attached to the invoice by clicking on the ‘Attachments’ tab.

NOTE: The invoice must be saved as a draft before attachments can be added to the invoice. To save the invoice as a draft, please click on the ‘Save’ button or ‘Save as Draft’ Action.

After you click on the ‘Attachment’ tab, you will be directed to the screen shown below:

To add an attachment:

- Click on the ‘Add Attachment’ link
- Click on the ‘Browse’ button to select the file(s) to attach to the invoice
- Enter in a description of the document to be attached
- Click on the ‘Upload’ button to attach the document

View Attachment

File Name

To view an attachment, click on the filename edits.wpg and the file will either be opened automatically or you will be asked to save the file or to open it.

When attachments have been successfully added to the invoice, the 'Attachment' tab will have papers attached: Each invoice can have documents attached by the supplier and/or by the customer's approver(s).

Delete Attachment

The 'Delete Attachment' icon will delete the associated attachment. *Attachments cannot be deleted once an invoice has been submitted.*

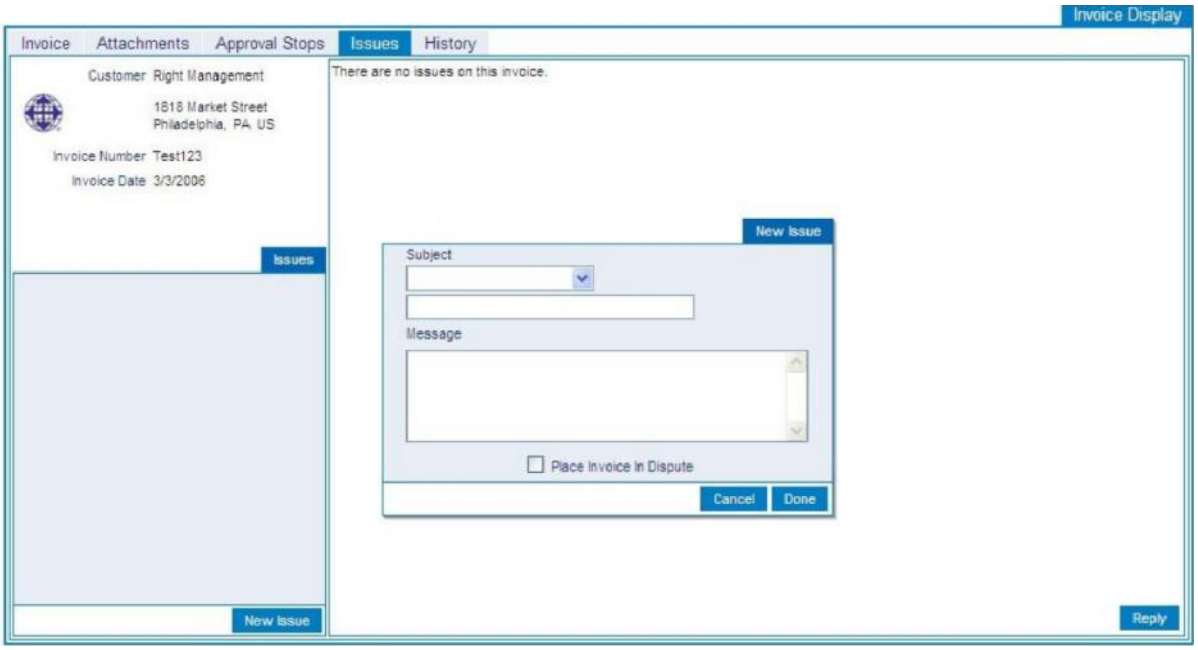
4.2 Invoice Approval Stops

Invoice Approval Stops

A list of the customer's approvers, when they were notified, and if the invoice has been approved can be seen on this screen.

4.3 Dispute or Create an Issue for an Invoice

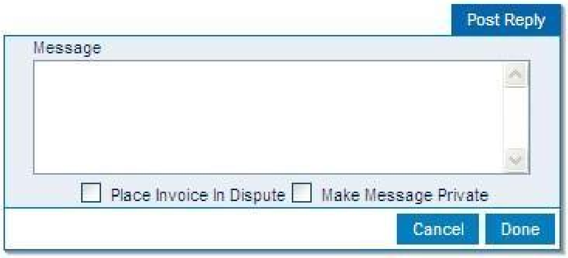
From the ‘Invoice Display’ screen, an invoice can be disputed by creating an issue using the ‘Issues’ tab.



Click on the ‘New Issue’ button  to create a dispute/issue. A pop-up box will be displayed

on the screen where the dispute/issue can be entered. Click done when the dispute/issue has been completed. One or more customer approvers will be notified that an issue has been posted for this invoice. The supplier who posts an issue will receive an e-mail notification of any issues or issue responses posted by the customer’s approvers.

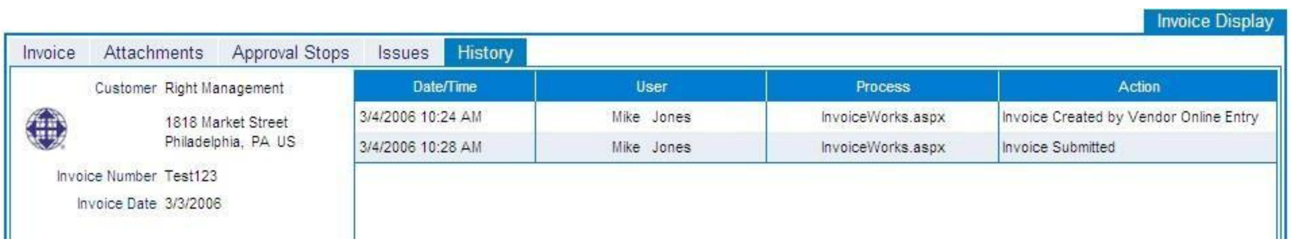
Click on the ‘Reply’ button to create a response to a dispute/issue. A pop-up box will be displayed on the screen where the reply can be entered. Click ‘Done’ when the reply has been completed. One or more customer approvers will be notified that a reply has been posted for this invoice.



4.4 *Invoice History*

Invoice History

A history of the invoice to date is available by clicking on the ‘Invoice History’ tab.

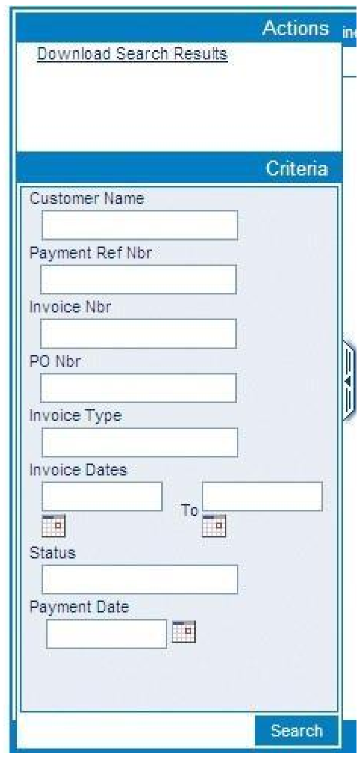


4.5 Search for Invoices and Check Invoice Status Online

Once an invoice has been submitted, it is available for review.

Click on the 'Main Menu' item on the menu and select the 'Invoice Search' feature.

- The Invoice Search window will open
- This window will give you the option to search for one or more invoices



One or more invoices will be displayed that match your criteria with summary information about the invoice. The list of invoices can be sorted by clicking on the title of the column. Click once to sort in ascending order and again to sort in descending order.

If you are not able to obtain the status of an invoice on the website, please contact your customer for further information.

Click 'Search' to see all submitted invoices. No invoices will be found if no invoices have been sent. To search for all approved invoices submitted to a specific customer, enter the customer's name in the 'Customer Name' field, select 'Approved' from the drop down box in the 'Status' field, and click on the 'Search' button.

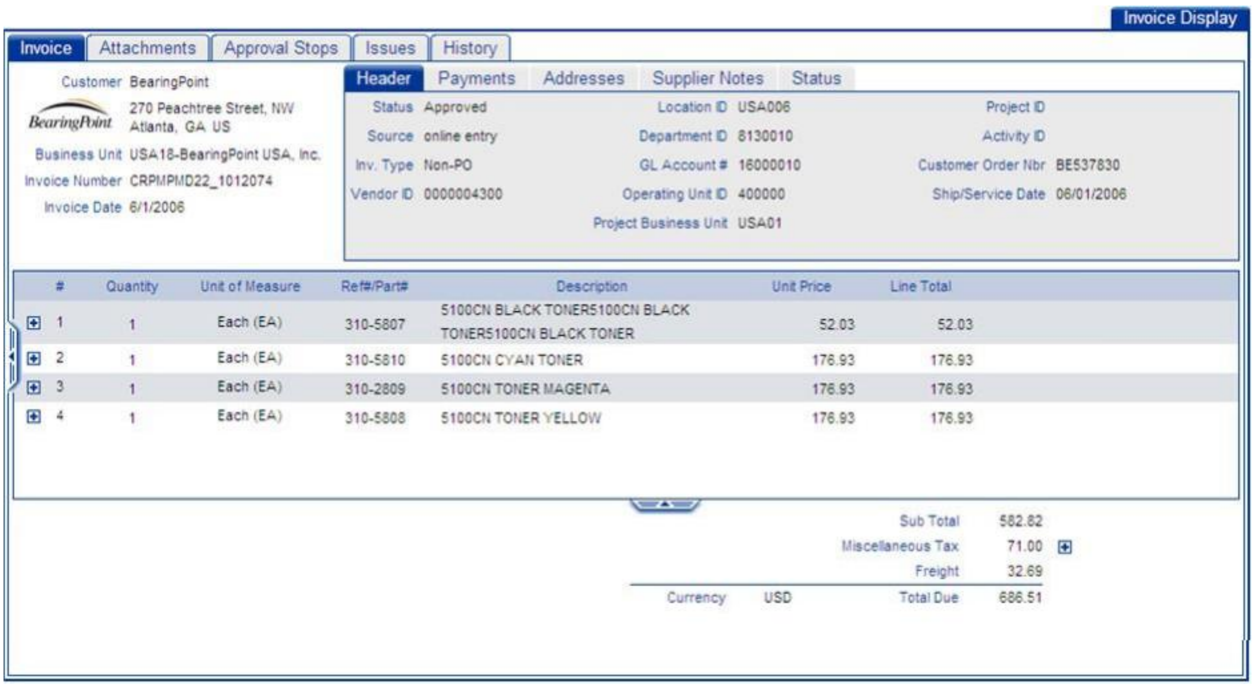
Note: Wildcards (*) are acceptable in Customer Name, Invoice Number, PO Number and Check Number fields.

Invoice Search

Invoice Nbr	Customer	Business Unit	Invoice Type	PO Nbr	Invoice Date	Invoice Status	Due Date	Total Due	Payment Ref Nbr
Test123	Right Management	Right Management	Non-PO		3/3/2006	Submitted	3/3/2006	8,120.00	
123	Right Management	Right Management	Non-PO		3/3/2006	Submitted	3/3/2006	375.00	

Invoice Details

Click on the ‘I nvoice Num ber ’ to see the details of the invoice.
A separate ‘Invoice Display’ window will open with the invoice details. See below:

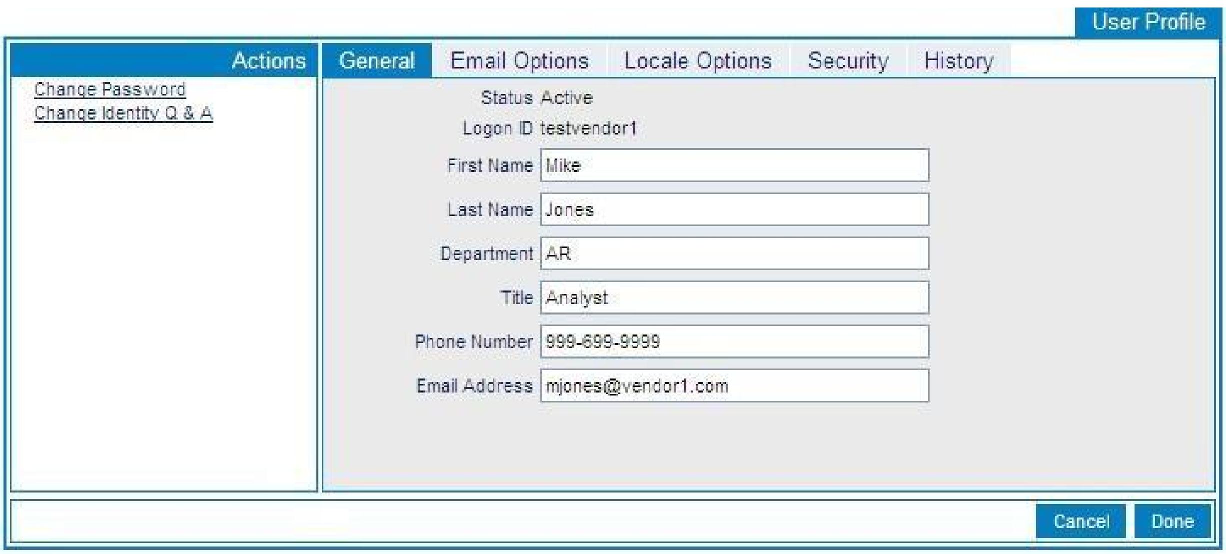


Sample Screen

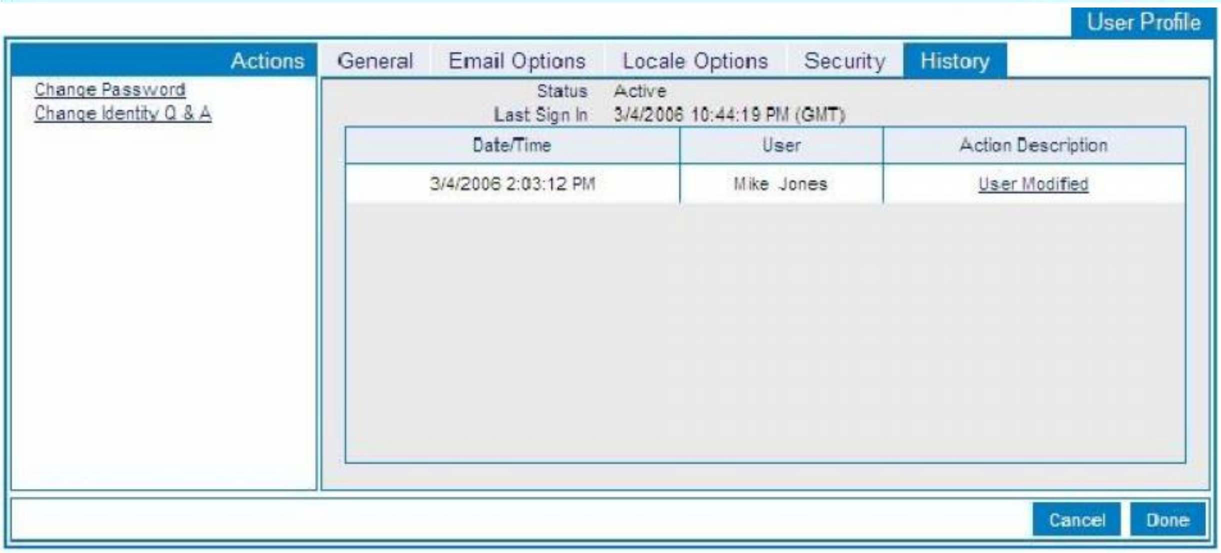
5. User and Company Information

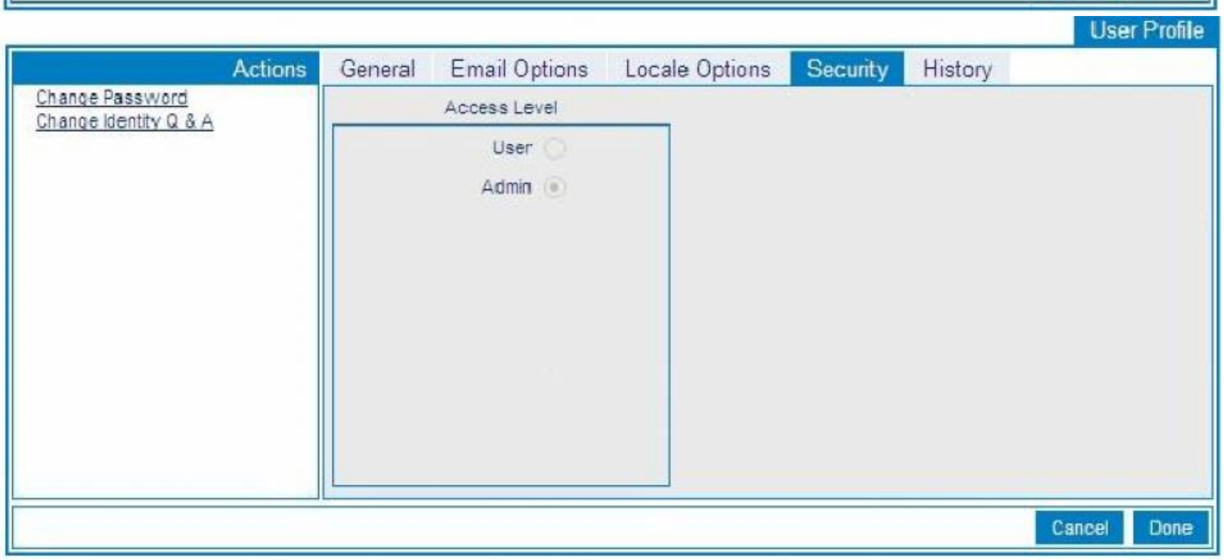
5.1 Edit My User Profile

To change your user information, click the ‘My User Profile’ from the Main Menu. This will take you to the ‘User Profile’ screen. You may change any of your user information by clicking on the tab with the information that you want to update, entering the changes into the appropriate boxes, and pressing the ‘Done’ button. Each of the different ‘User Profile’ tabs is listed below.




User Profile
Actions
General
Email Options
Locale Options
Security
History
Change Password
Change Identity Q & A
Language
English
Locale
English (United States)
Time Zone
(GMT-08:00) Pacific Time (US & Canada); Tijuana
Cancel
Done


User Profile
Actions
General
Email Options
Locale Options
Security
History
Change Password
Change Identity Q & A
Status Active
Last Sign In 3/4/2006 10:44:19 PM (GMT)
Date/Time
User
Action Description
3/4/2006 2:03:12 PM
Mike Jones
User Modified
Cancel
Done


User Profile
Actions
General
Email Options
Locale Options
Security
History
Change Password
Change Identity Q & A
Access Level
User
Admin
Cancel
Done

6. Support Information

Check the ‘Help Menu’ item for assistance with that screen and for additional links to more extensive help.

If you would like to submit invoices through InvoiceWorks by uploading a file of invoices or if you would like to transmit invoices via automated FTP, please contact the Help Desk. Help Desk information is available on the Supplier Home page under messages.

InvoiceWorks Submission Methods
Once you have completed this process, you will immediately be able to submit invoices through InvoiceWorks™ via the online entry method (i.e., keying in the invoice online).