Electronic Invoicing



InvoiceWorks[®] Supplier Enrollment Guide For Atlas Air



Technical Support

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

Questions and/or concerns can be addressed by either sending an email to <u>helpdesk@iataiw.com</u>, or by contacting the Help Desk, phone +1.877.452.9044 (United States toll free) or +1.512.531.6382 (International).

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Purpose of This Document

This document explains how suppliers can sign up as a new supplier with InvoiceWorks. This document is designed for suppliers who are using InvoiceWorks for the first time.

Step 1 – Access the InvoiceWorks Supplier Website

Using Internet Explorer, go to the following address <u>https://iata.invoiceworks.net/new</u>. If necessary click on <u>Go to Supplier</u> on bottom left of screen.

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

The InvoiceWorks welcome screen will open.

More Information	Existing Users	Sales and Marketing
More Information For assistance signing up or signing in to InvoiceWorks, please contact Support at <u>helpdesk@iataiw.com</u> or 1-877-452-9044 (domestic) or 1-512-531-6382 (international).	If your company already uses InvoiceWorks, and you have an InvoiceWorks User ID, enter your User ID and Password and click the "Sign In" button. User ID: Password: Sign In Forgot your password? Forgot your User ID? New Suppliers If your company is NOT already using InvoiceWorks and have received a letter from one of your Customers, click the Sign Up button below to sign up as an InvoiceWorks member. Sign Up	
<u>Go to Payer</u>		

Step 2 – Initiate InvoiceWorks Sign Up Process

In the center of the screen under the heading 'New Suppliers', click on the 'Sign Up' button. The InvoiceWorks – Sign Up screen will open.



Step 3 – Sign In Using Your Priority ID and Password

You should have received a letter that invited you to the InvoiceWorks service. This letter contains your company's Priority ID and Password. On the InvoiceWorks – Sign Up screen enter the Priority ID and password exactly as provided. When you are done click on the 'Next' button.

		Supplier Activation
Progress	Getting Started	
1 2 3 4 5 6	Welcome to InvoiceWorks supplier activation. Please input the Priority ID and Password supplied to you by your iPay	ables representative.
	If your company is already active and you need access to the InvoiceWorks system, please follow the steps below:	
	 Contact the person with current account access. The account hold will be able to create an account for you Fill in the information in the "I don't have a Priority ID and Password" section below. You can retrieve this information from you customer Contact your iPayables representative	
	I have a Priority ID and Password	I do not have a Priority ID and Password
	Priority ID:	Customer:
	Password:	Supplier Number:
		Postal Code:
		Back Next

Step 4 – Enter Your Company Information

Once you enter in the Priority ID and Password you will be directed to a screen where you will view and update if necessary your company information.

When you are done click on the 'Next' button.

				Oupplier	7 (GUVGUOII
Progress	Corporate HQ Address				
1 2 3 4 5 6	Please fill in our company's corporate address information. The information below may already be populated. In this case, please validate the information.				
	This does not affect your remit to add	iress.			
	You will need to contact your customer in order to change your remit to address.				
	Company Name:	ACME Inc			
	Address 1:	P 0 B0X 4216			
	Address 2:		(optional)		
	City/Town/Locality:	BROWNSVILLE	State:	TX 💌	
	Country:	UNITED STATES	Postal Code:	78523	
				Baci	k Next
				540	

Note: The address entered here has no effect on the address to which payment are remitted.

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Step 5 – Select Logon ID and Password

Enter/select the following information (see example below):

- Logon ID and Password you will remember.
- Identify Question & Identify Answer

When you are done click on the 'Next' button.

Note: Please remember the Logon ID and Password that you select. They will be the ID and password that you use each time you access InvoiceWorks. The Priority ID and Password you used to sign up initially will no longer be effective once you complete the sign up process.

Progress	Account Administrator	
1 2 3 4 5 6	Administrator Account Creation In this section you will be creating the first account for your company.	
	The following fields are required:	
	 Logon ID a. The Logon ID will be the User ID you will use to access the site. It must be at least six (6) characters long and contain a number. Click the "Check ID" button to verify the uniqueness. Password a. The Password must be at least six(6) characters long and contain a number Confirmed Password Security Question 	
	Logon ID: johnsmith99 Check ID Password: •••••• Confirm Password: •••••• Identity Question: What is your pet's name? Identity Answer: Fido	
	Back Next	



Step 6 – Enter Your User Profile Information

Next, provide your personalized account information, Local Options and Email Options. These options can also be changed at any time after Sign Up. When you are done click on the 'Next' button.

		Supplier Activation	
Progress	Account Administrator		
1 2 3 4 5 6	Personalized Account Information In this section you will be filling in your personal account information Please fill in all fields.		
	Local Options Language, Locale, and Time Zone are required to proceed		
	Email Options Please choose in which scenarios you want to receive emails from	n our system.	
	When an invoice is denied (Invoice Denials) When an invoice has been taken out of dispute status (Dispute Res When an invoices total price has changed (Invoice Total Change)	solution)	
	User Profile User ID: johnsmith99	Locale Options	
	First Name: John	Language English	
	Last Name: Smith	Locale English (United States)	
	Phone Number: 800-555-1212	Time Zone (GMT-08:00) Pacific Time (US & Canada); 💙	
	Title/Level: Manager	Email Options	
	Department: Finance	Receive Email Notifications for:	
	Email Address: jsmith@supplierx.com	Dispute Resolution	
		Invoice Total Change	
		Back Next	

- To receive automated e-mail notifications regarding specific events regarding certain invoices, ensure that the notification boxes are checked. E-mail notification options include:
 - Invoice Denial: If an invoice is denied by an approver, you will receive an e-mail alert with summary information for the invoice that was denied.
 - Dispute Resolution: One of the benefits of submitting invoices through InvoiceWorks is the ability for you as a supplier as well as approvers to initiate disputes regarding specific invoices. If you check the box, you will receive an automated e-mail alert each time an approver initiates a dispute regarding an invoice that you have submitted.
 - Invoice Total Change: If an approver changes the total on an invoice, you will receive an automated e-mail alert with summary information for the invoice that was changed.



Supplier Sign Up Process

Step 7 – Account Setup Review

At this point, you will be directed to a screen that contains the information that you have just entered. Please verify that the information you provided is correct. When you are done click on the 'Next' button.

		Supplier Activation
Progress	Review	
1 2 3 4 5 6	Account Setup Review Please verify that the information below is correct.	
	You will be able to change this information, excluding Logon ID, after	completing activation.
	Business Name: ACME Inc Address 1: P 0 BOX 4216 Address 2: City/Town: BROWNSVILLE State: TX Postal Code: 78523 Country: US	Logon ID: johnsmith99 Security Question: What is your pet's name? Security Answer: Fido
	Apply to Accept the American Express Card	
		Back Next

Step 8 – Agreement

Prior to accessing the InvoiceWorks Biller site for the first time, you will be required to agree to the terms and conditions of the InvoiceWorks service. Please indicate acceptance to the terms and conditions of using the InvoiceWorks service by answering 'Yes' to both of the questions at the bottom of the screen in order to proceed with the InvoiceWorks sign up process. Click the 'I Agree' or 'I Decline' button. Please note that the 'I Agree' button can only be clicked after the user agreement is scrolled to the end.

	Supplier Activation
Progress	Agreement
1 2 3 4 5 6	READ THESE TERMS CAREFULLY BEFORE ACCESSING OR USING THE AMERICAN EXPRESS® INVOICEWORKS' SERVICES
Agreement Review Please read the entire agreement before agreeing. The system will not allow you to proceed until you have reviewed the entire agreement You must be authorized to act on behalf of your Company in entering into this agreement.	("SERVICES"). BY ACCESSING OR USING THE SERVICES, YOU REPRESENT AND WARRANT THAT YOU HAVE READ THIS AMERICAN EXPRESS® INVOICEWORKS SUPPLIER AGREEMENT ("AGREEMENT"), THAT YOU UNDERSTAND SUCH AGREEMENT, AND YOU, YOUR EMPLOYEES AND AGENTS WILL BE BOUND BY THE AGREEMENT"), THAT YOU UNDERSTAND SUCH AGREEMENT, AND CONDITIONS OF THIS AGREEMENT, YOU WILL NOT BE ABLE TO ACCESS OR USE THE SERVICES. IN CONSIDERATION OF THE RIGHTS AND OBLIGATIONS IN THIS AGREEMENT, AMERICAN EXPRESS TRAVEL RELATED SERVICES COMPANY, INC. ("AMEXCO", "WE", "US" AND "OULGATIONS IN THIS AGREEMENT, AMERICAN EXPRESS TRAVEL RELATED SERVICES L. DESCRIPTION OF SERVICES. The Services allow the Supplier to access AMEXCO's internet-based electronic involcing service (the "American Express® Involceworks Program") enabling Supplier to electronically exchange and process involces and related data in standardized or
The agreement is available for download.	Download Agreement
Click the "Download Agreement" button below the agreement window.	You are authorized to act on behalf of your Company in entering into this agreement.
	Yes
	O No
	You accept and agree to the terms and conditions of the Agreement on behalf of your comapany.
	Yes
	O No
	I Decline I Agree



Congratulations. You have completed the InvoiceWorks Sign Up and will be logged in automatically.

Next Steps / Additional Information

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).

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 by either sending an email to <u>helpdesk@iataiw.com</u>, or by contacting the Help Desk, phone +1.877.452.9044 (United States toll free) or +1.512.531.6382 (International).

Additional Information

Please refer to the InvoiceWorks[™] Supplier User Guide located on the InvoiceWorks[™] Supplier home page. The user guide contains detailed information on how to create and submit invoices through InvoiceWorks[™] as well as details about other features of InvoiceWorks[™] Supplier, such as how to check on invoice status online and how to initiate a dispute regarding an invoice.