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Invoicing Instructions and Credit Card Payments

Atlas Air, Inc., Polar Air Cargo Worldwide, Inc., and Southern Air, Inc. have implemented an electronic invoice processing service offered by *iPayables*, called InvoiceWorks™, which we are using to better manage our supplier's invoices. These services include improved invoicing and payment options. InvoiceWorks provides a solution for your company to send electronic invoices, resolve disputes, review and track invoice status, and reconcile account activity without any hardware or software requirements. There are no fees to submit your invoices electronically to us.

Invoicing

We now have the ability to accept electronic invoice processing using several options including online entry, invoice uploads, and emailing.

1. **Online invoice entry** - Vendors will submit all invoices through Invoice Works. Invoice Works is Atlas's preferred invoice submission method and the quickest way to get invoices into our approval process, which allows hands-on invoice submission and increased visibility to your invoice processing for payment.

Through Invoice Works, vendors will be able to track and monitor the status of their invoices and payment history in real time. In order to get set up for this, we request you to email vendor.adoption@ipayables.com or call 1-801-224-8300. They will be happy to assist you with set-up, testing, and answer any questions you may have.

2. **Emailing** - In lieu of entering your invoices directly into InvoiceWorks, you can send your invoices directly to Atlas.Air@ironmountain.com and copy APinvoices@atlasair.com. Invoices, and any supporting documentation, must be sent as a single file (PDF file preferred) in order to be processed. Using the email address and sending in an electronic format, will ensure invoices are received and processed quicker than via the mail, but not as fast as online invoice entry.
3. **Mail** - If you're unable to utilize the above email address, you can mail your invoices to our address for invoices - P.O. Box 200016, Woodstock, GA 30189-0416 USA.

InvoiceWorks for Airlines An InvoiceWorks Community

Existing Users

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.

Language:

User ID:

Password:

[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.

Credit Card Payments via *Payment Plus*

Our company is moving forward with electronic credit card payments to vendors using the PaymentPlus program from U.S. Bank. By accepting our payments via Payment Plus, you will enjoy improved cash flow and reduced day's sales outstanding and fast and easy E-mail remittance of payments. Atlas' standard payment terms are Net 60. Payment Plus is the preferred method we like our vendors to accept payment which we can offer Net 0 and payment within 1 to 3 days after invoice approval.

Process

Payment Plus is a program involving a card-less credit card payment whereby you will receive an electronic payment and remittance via Email. Through U.S. Bank Payment Plus, once your monthly invoice is approved for payment, Atlas Air will instruct U.S. Bank to send your organization a payment instruction email which will include a link to a single-use MasterCard® payment account as well as the invoice date(s), number(s) and amount(s) being paid. Once you click the link in the email, you will be prompted to enter a 5-digit code (that U.S. Bank will provide to you to keep on file) to retrieve the full 16-digit MasterCard® account number. You will then process the credit card transaction as normal.

Enrollment

To enroll in this process, please reach out to Kerry Robertson at US Bank to proceed with enrollment. Kerry is an expert on this process, can answer any of your questions, and will walk you through the set up process. If you don't currently accept credit card payments, we can assist with enrolling you with a merchant account as well.

- Contact Name: Kerry Robertson
- E-Mail: Kerry.Robertson@usbank.com
- Phone number: 763.442.3677

Moving forward, Payment Plus is our preferred payment type and will be the only way to receive expedited payments from us. We will continue to honor any payment terms and methods already negotiated into our contracts with suppliers. As with any commercial card payments, processing fees apply, U.S. Bank may be able to offer you more favorable commercial rates than you are currently paying.

***You will need your Atlas provided JDE Account number for enrollment in PaymentPlus.
Contact Accounts Payable if you do not have your JDE Account Number.***





Electronic Invoicing Instructions

Registration

1. Register at: <https://airlines.invoiceworks.net/New/InvoiceWorks.aspx>
2. Under New Suppliers/Vendors click 'Sign Up'
3. Enter your given Priority ID and Password. If you do not have this information please contact iPayables Adoption Support or Accounts Payable.
4. You will need your Atlas provided JDE Account number for enrollment in InvoiceWorks.

The sign up process will walk you through the remaining steps where you will create a new User ID and Password.

Invoice Entry Requirements

When using the online invoice entry method, please note the following requirements:

- Adding a back-up attachment is required. Attachments can be in different formats - .doc, .xls, .tif, .pdf to name a few. Multiple attachments can be uploaded for a single invoice. A valid Department and Sub-Department are required. If you do not have this information please contact Accounts Payable.
- Invoices must clearly reference any purchase order number or contract number

Contacts

Accounts Payable	InvoiceWorks
Elaine Gardner Sr, Manager Accounts Payable Tel. (914) 701-8549 Elaine.Gardner@atlasair.com	HelpDesk / Support Tel. (801) 224-8300 invoiceworks.support@ipayables.com or vendor.adoption@ipayables.com
Payment Plus	Procurement
Deanna Horton Manager, Procurement Tel (914) 701-8503 Deanna.Horton@atlasair.com Kerry Robertson US Bank Kerry.Robertson@usbank.com Tel. (763) 442-3677	Joseph Lopez Director, Procurement Tel. (914) 701-8026 Joseph.Lopez@atlasair.com