



Electronic Invoicing Instructions

Registration

1. Register at: <https://iata.invoiceworks.net/new>
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 the Procurement Dept.

*A step by step guide can be found in the **Supplier Enrollment PDF document**.*

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 the Procurement Dept.

*A step by step guide can be found in the **Supplier User Guide PDF document**.*

Credit Card Payments

Thanks to the InvoiceWorks™ & MasterCard Payment Gateway, we are now able to pay our suppliers faster and more efficiently using a MasterCard Commercial Card. This electronic solution has become our preferred payment method and we are requesting that you join the many others that are receiving their payments this way. We can offer expedited payment terms using MasterCard instead of traditional payment methods and standard payment terms. Once enrolled there is no action required on your part to receive the credit card payments and no point of sale system is required. Payments are automatically deposited into your merchant accounts.

Enrolling is easy - All you have to do is send an email with your name and phone number to invoiceworks.support@ipayables.com and a representative will call you to get you enrolled. We appreciate your support in a change that we know will be advantageous to our business – and yours.

*A step by step guide can be found in the **MasterCard Payment Enrollment Guide PDF document**.*

Additional Information

Additional documentation is available online at the Atlas Air and Polar Air Cargo websites under Contact Us, look for the Procurement link.

Atlas Air, Inc.
<http://www.atlasair.com/aa/>

Polar Air Cargo Worldwide, Inc.
<http://www.polaraircargo.com/>

Contacts

For general information:	For accounts payable information:	For InvoiceWorks technical support:
Joseph Lopez Sr. Manager, Indirect Procurement Tel. (914) 701-8026 Joseph.Lopez@atlasair.com	Elaine Gardner Accounts Payable Manager Tel. (914) 701-8549 Elaine.Gardner@atlasair.com	HelpDesk / Support Tel. (801) 224-8300 invoiceworks.support@ipayables.com