

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 helpdesk@iataiw.com, 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 <https://iata.invoiceworks.net/new>. If necessary click on Go to Supplier 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
<p>More Information</p> <p>For assistance signing up or signing in to InvoiceWorks, please contact Support at helpdesk@iataiw.com or 1-877-452-9044 (domestic) or 1-512-531-6382 (International).</p> <p>Go to Payer</p>	<p>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.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p>Forgot your password? Forgot your User ID?</p> <hr/> <p>New Suppliers</p> <p>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.</p> <p><input type="button" value="Sign Up"/></p>	

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 ... 1 2 3 4 5 6

Getting Started

Welcome to InvoiceWorks supplier activation.
 Please input the Priority ID and Password supplied to you by your iPayables 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
 - Email your questions to amexsupport@ipayables.com

I have a Priority ID and Password

Priority ID:

Password:

I do not have a Priority ID and Password

Customer:

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.

Supplier Activation

Progress ... 1 2 3 4 5 6

Corporate HQ Address

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 address.

You will need to contact your customer in order to change your remit to address.

Company Name:

Address 1:

Address 2: (optional)

City/Town/Locality: State:

Country: Postal Code:

Back **Next**

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

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.

Supplier Activation

Progress ...

1 2 3 4 5 6

Account Administrator

Administrator Account Creation
In this section you will be creating the first account for your company.

The following fields are required:

1. 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.
2. Password
 - a. The Password must be at least six(6) characters long and contain a number
3. Confirmed Password
4. Security Question
 - a. Choose a question from the box.
5. Security Answer
 - a. Answer the question you have chosen. If you include punctuation or spaces in you answer, the question must be answered with the punctuation and spacing during a password reset.

Logon ID: johnsmith99

Password:

Confirm Password:

Identity Question: What is your pet's name?

Identity Answer: Fido

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.

- 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.

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.

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.

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 helpdesk@iataiw.com, 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.