Electronic Invoicing

InvoiceWorks®
Supplier User 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 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 non-purchase order based 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.

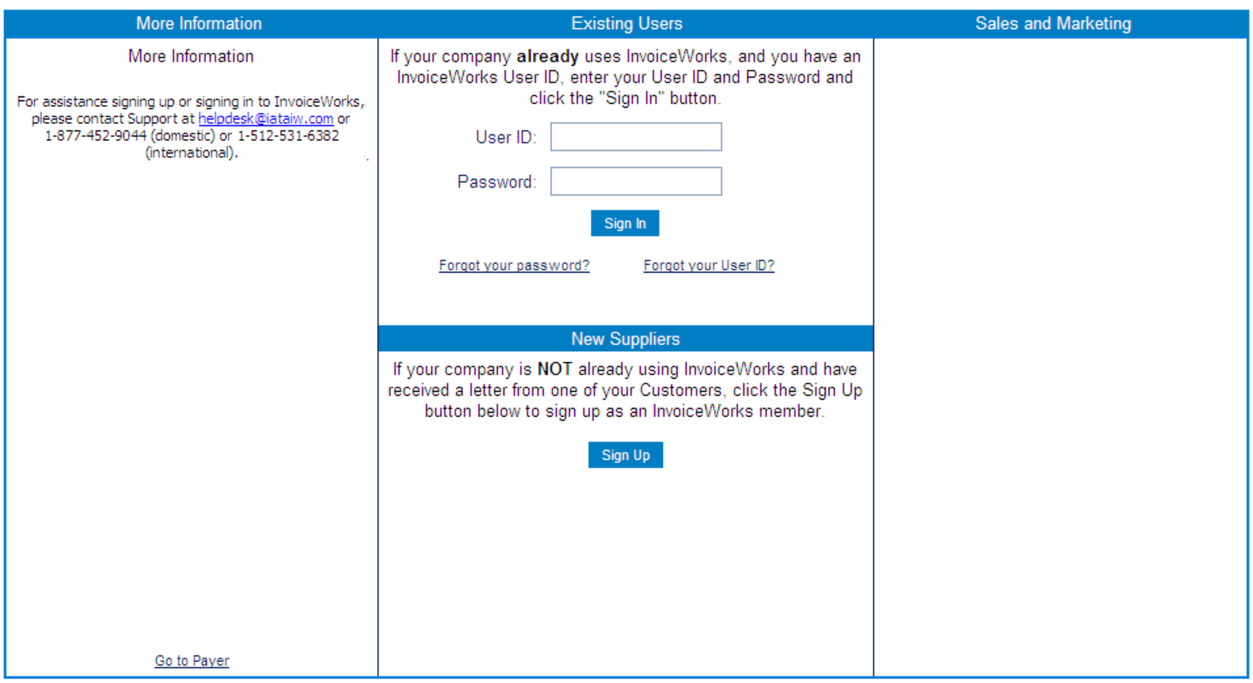
If you have not yet signed up with InvoiceWorks, please refer to the InvoiceWorks Supplier Enrollment Guide.

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

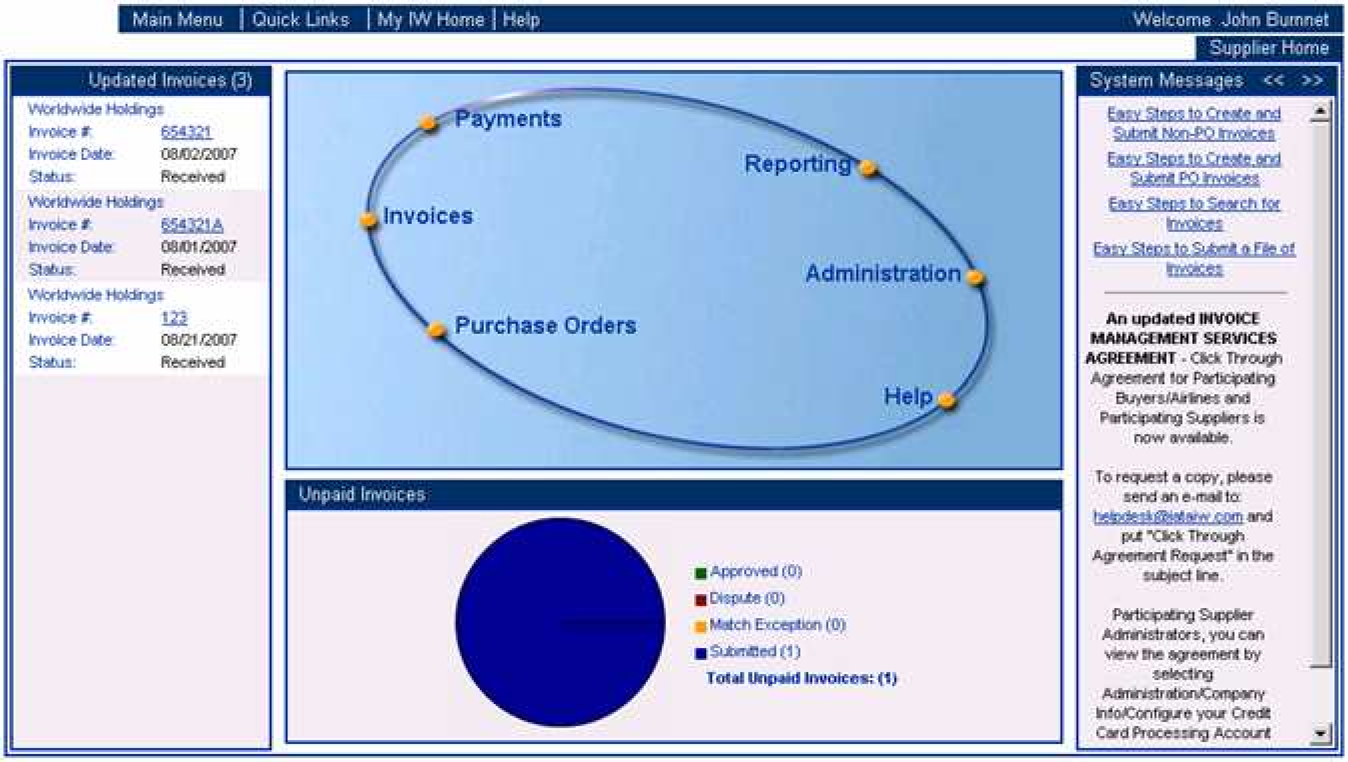
Using Internet Explorer, go to the following address https://iata.invoiceworks.net/new. If necessary click on Go To Supplier on bottom left of screen.

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

The InvoiceWorks™ Welcome screen will open.



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

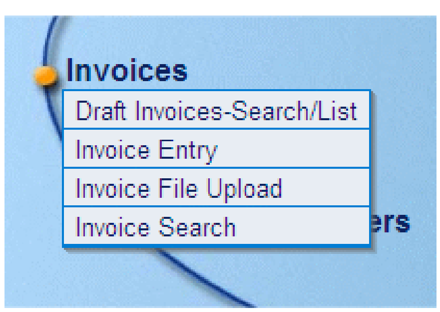


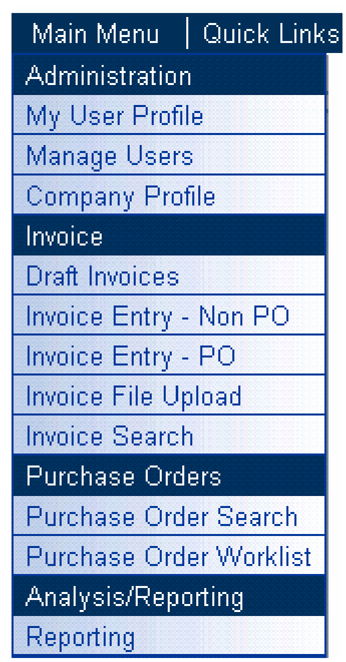
Once you have signed into InvoiceWorks Supplier, you will be directed to your home page on InvoiceWorks Supplier.

- 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.



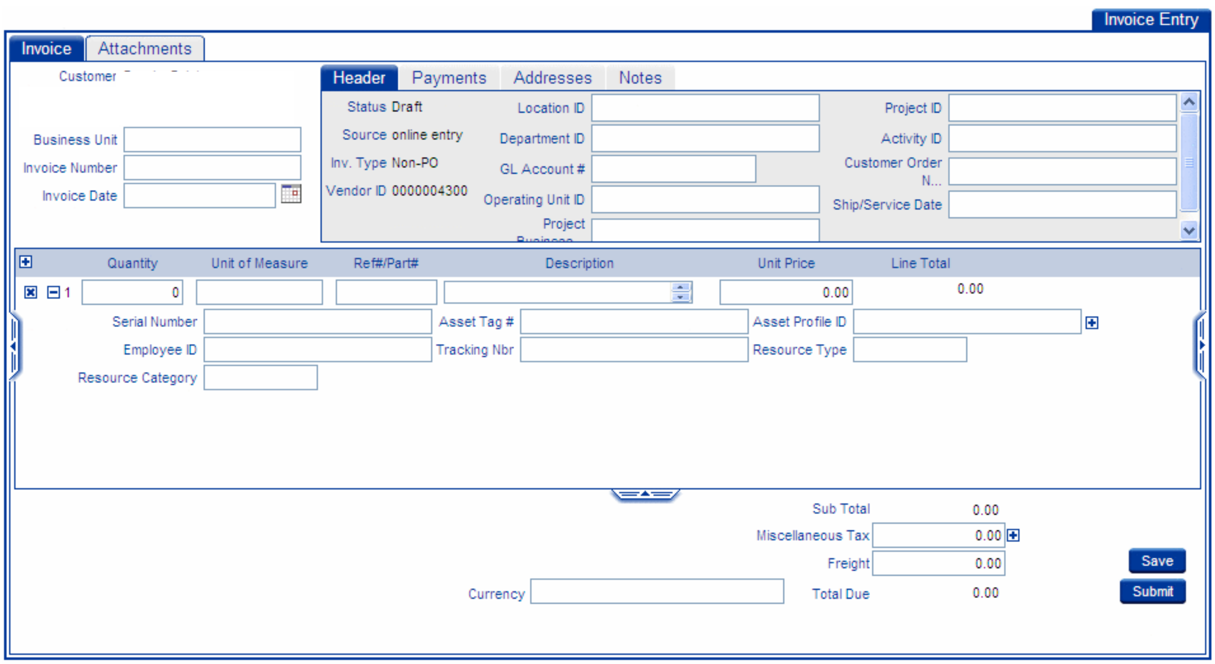


2. Create Non-Purchase Order Invoices

2.1 Non-PO Invoice Entry Screen

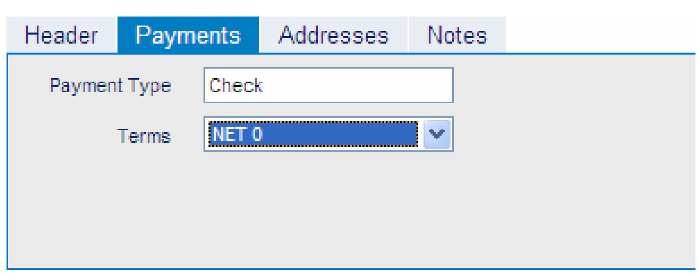
From the menu, click on

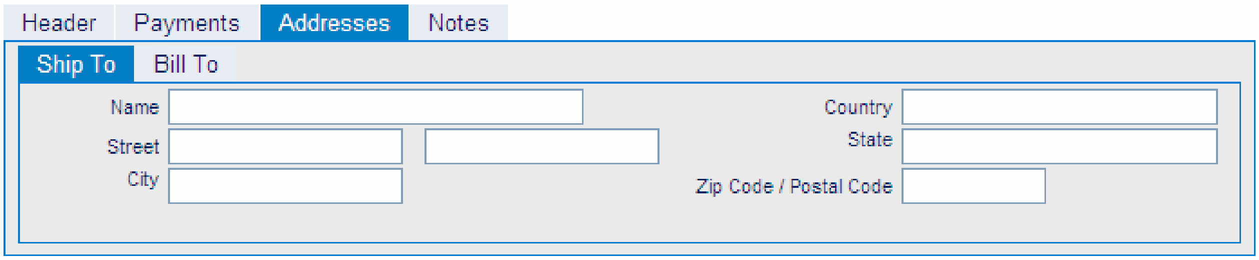
- Main Menu
- Invoice Entry
- Non-PO: The Non- PO Invoice screen will open
- Select the Customer you are billing
- Enter the invoice information

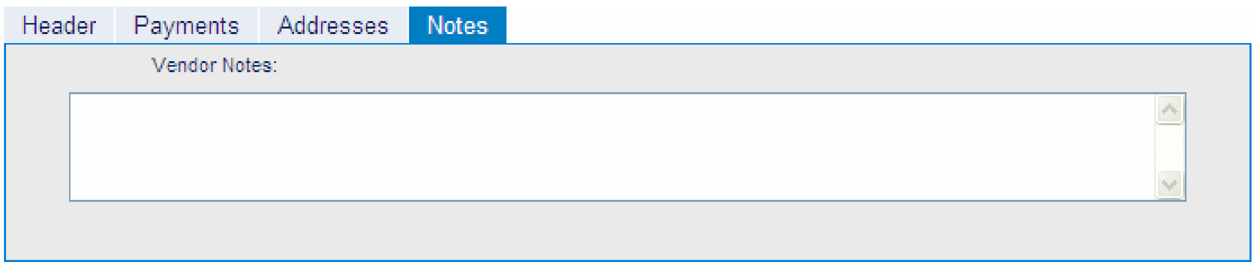


After entering the necessary information on the main screen, additional information can be entered on the Payment, Address and Supplier Notes tabs.

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 addition invoice lines:

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

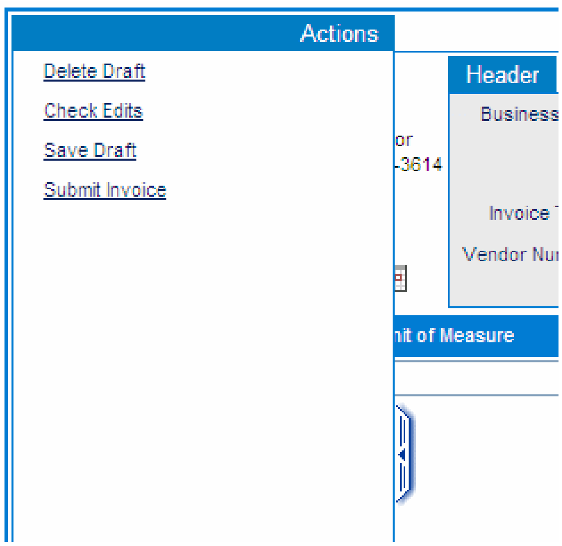
2.3 Invoice Actions

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 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.

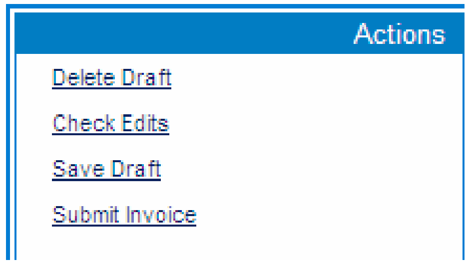


In addition to the actions on the slider screen, there are easy access actions which are at the bottom right corner of the Invoice Entry screen. These actions are:

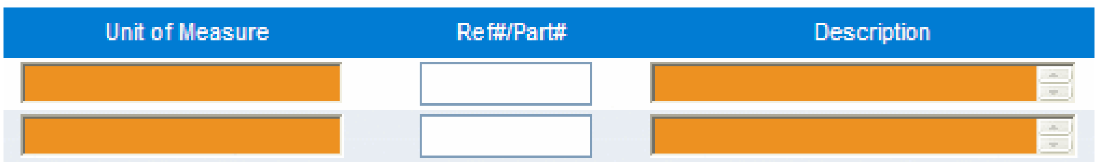
If you need Help at anytime, click on the Help on any page. The Help button provides assistance for that particular page.

2.4 Check the Invoice

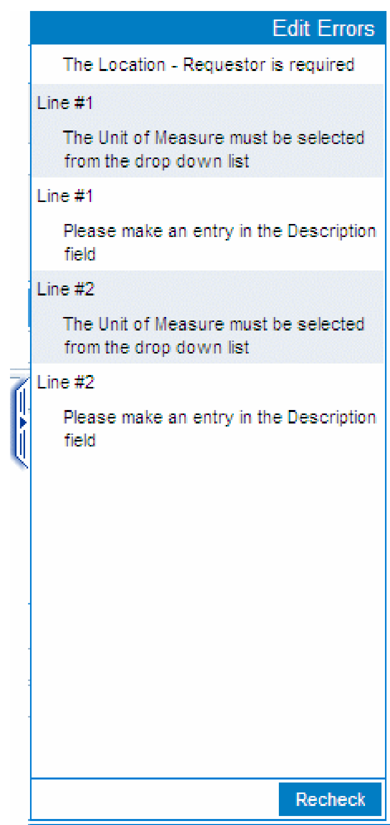
Click on the ‘Check Edits’ action on the Slider screen to verify that all required items on the invoice are correct.



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.



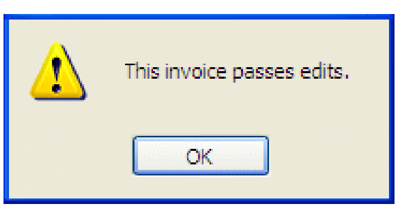
At the same time the Edits slider will appear on the right side of the screen and provide details about each of the fields that did not pass edits.



You will not be able to submit your invoice for payment until the invoice has passed edits as required by your Customer.

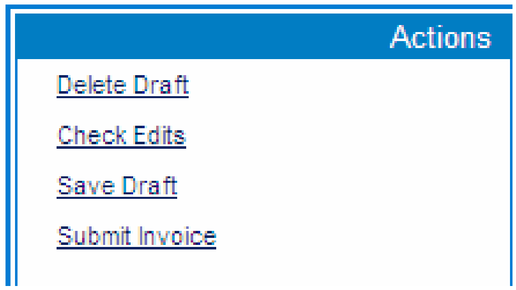
Once the invoice fields that have issues are corrected and the ‘Recheck’ button 

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



4.1 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 Save 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 Passed in the Pass Edits column. Draft invoices that have not passed edits will have a Failed 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.

2.5 Submit Invoices

Once an invoice is complete and passes edits, you can submit the invoice by:

- 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.

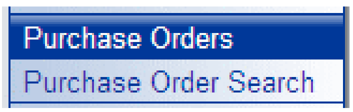
The invoice will now be routed to your Customer for approval and payment. A message will appear on the screen indicated that your invoice was successfully submitted (see below):

3. Create Purchase Order-based Invoices

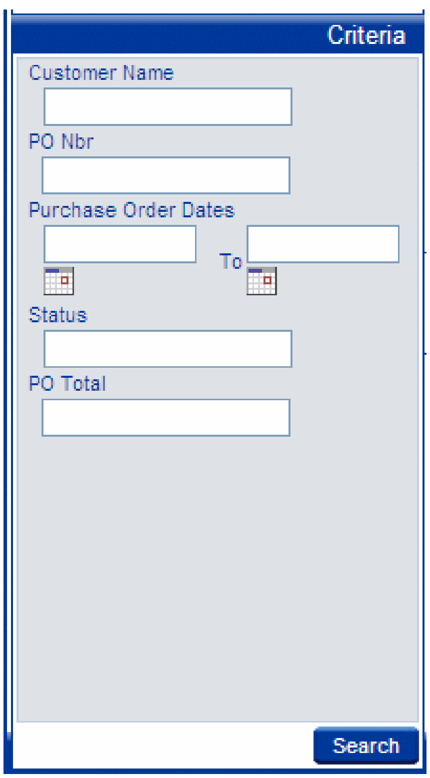
From the menu, click on

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

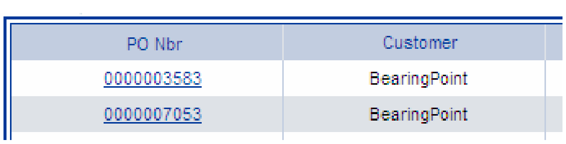
To create a PO Invoice, click on the 'Purchase Order Search' option on the Main Menu.



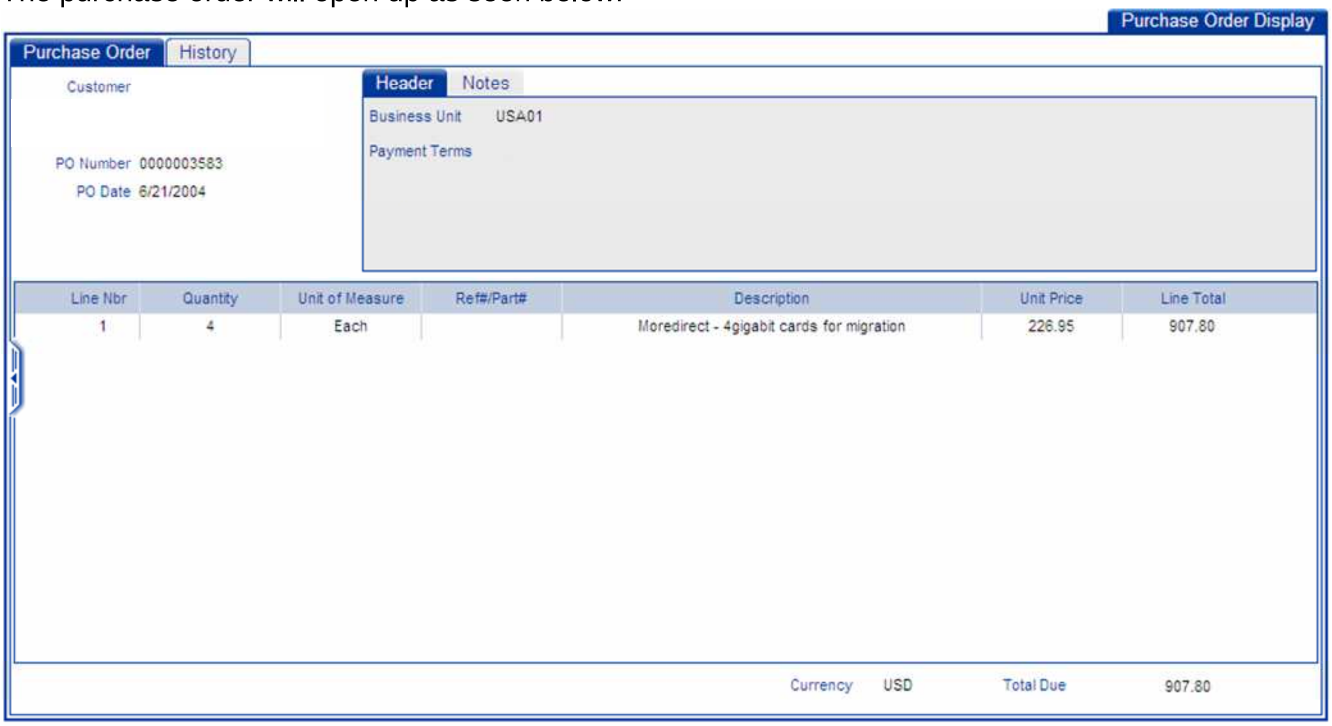
You will then be presented with the Purchase Order Search tab as seen below:



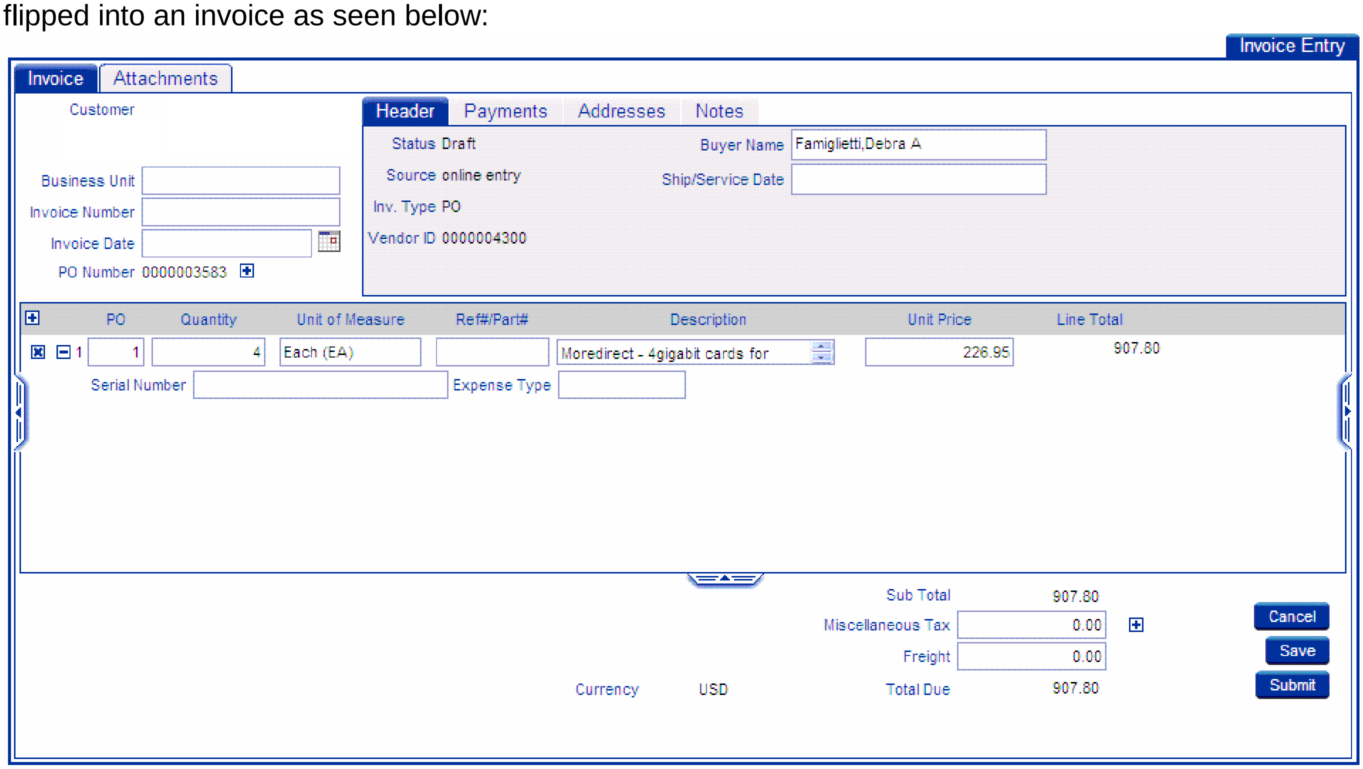
Using this search tab enter the PO number or other criteria to find the PO. Then click on the hyperlinked PO Nbr to open the PO.



The purchase order will open up as seen below:



Click on the slider icon  and then click the Create Invoice action. The purchase order will then be flipped into an invoice as seen below:



From this point invoicing is similar to a Non-PO invoice. Just fill in the appropriate fields and click the Submit button when the invoice is complete.

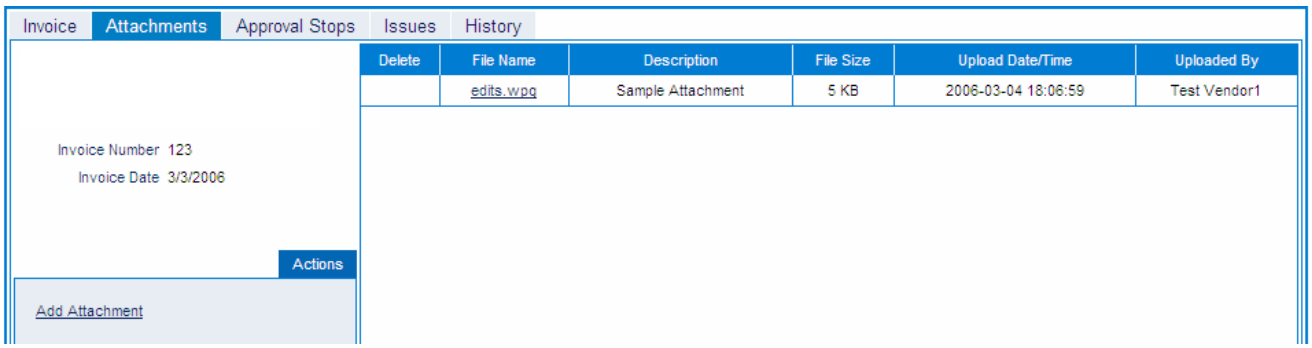
4. Other InvoiceWorks Supplier Functionality

3.1 Add Attachments to Invoice

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

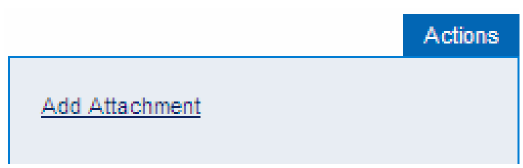
NOTE: The invoice must be saved as a draft before attachments can be added to the invoice. To save the invoice as a draft, please click on the ‘Save’ button or Save as Draft Action.

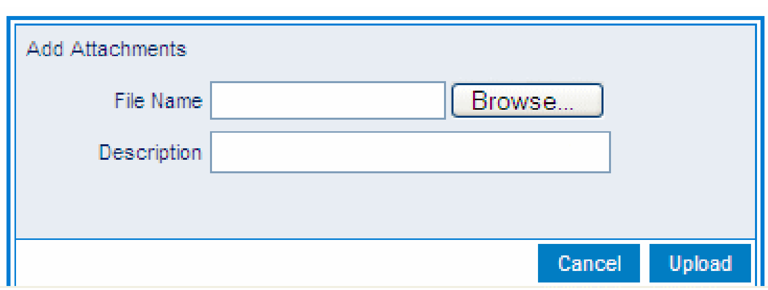
After you click on the ‘Attachment’ tab, you will be directed to the screen shown below:



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.





<u>View Attachment</u>

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

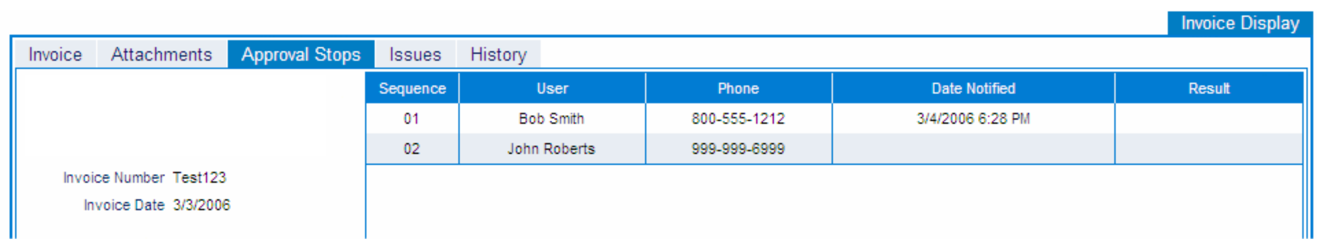
When attachments have been successfully added to the invoice, the 'Attachment' tab will show the number of attachments. Attachments (2) Each invoice can have documents attached by the supplier and/or by the customer's approver(s).

<u>Delete Attachment</u>

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

3.2 Invoice Approval Stops

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


Invoice Display

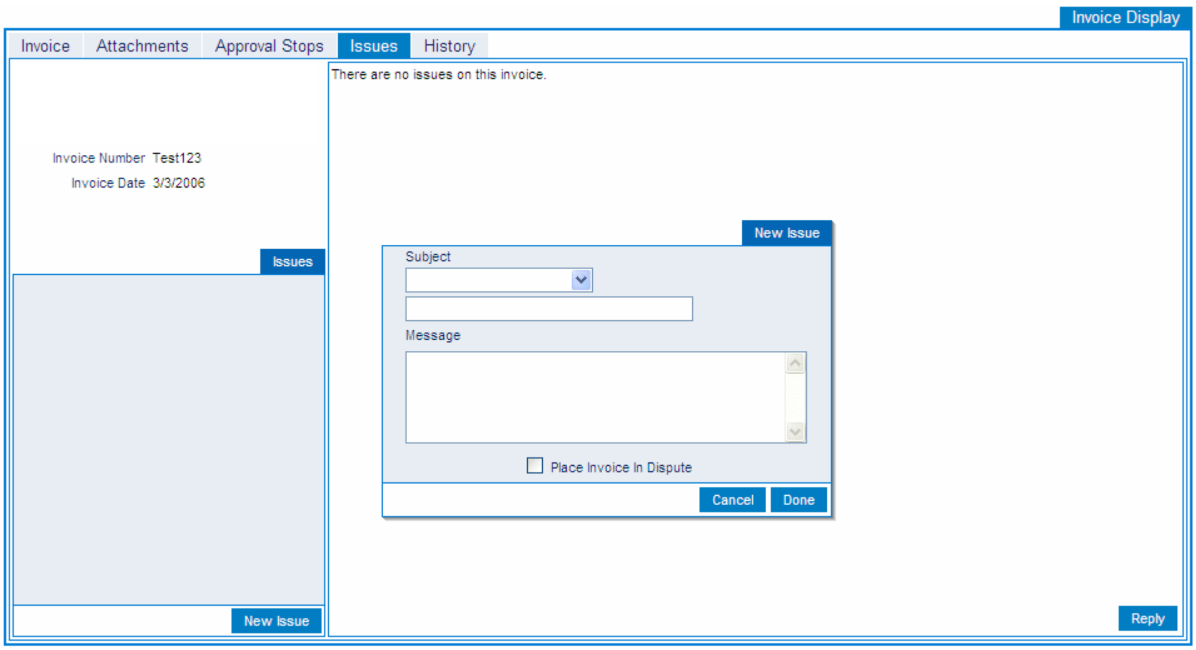
Invoice | Attachments | Approval Stops | Issues | History

Sequence	User	Phone	Date Notified	Result
01	Bob Smith	800-555-1212	3/4/2006 6:28 PM	
02	John Roberts	999-999-6999		

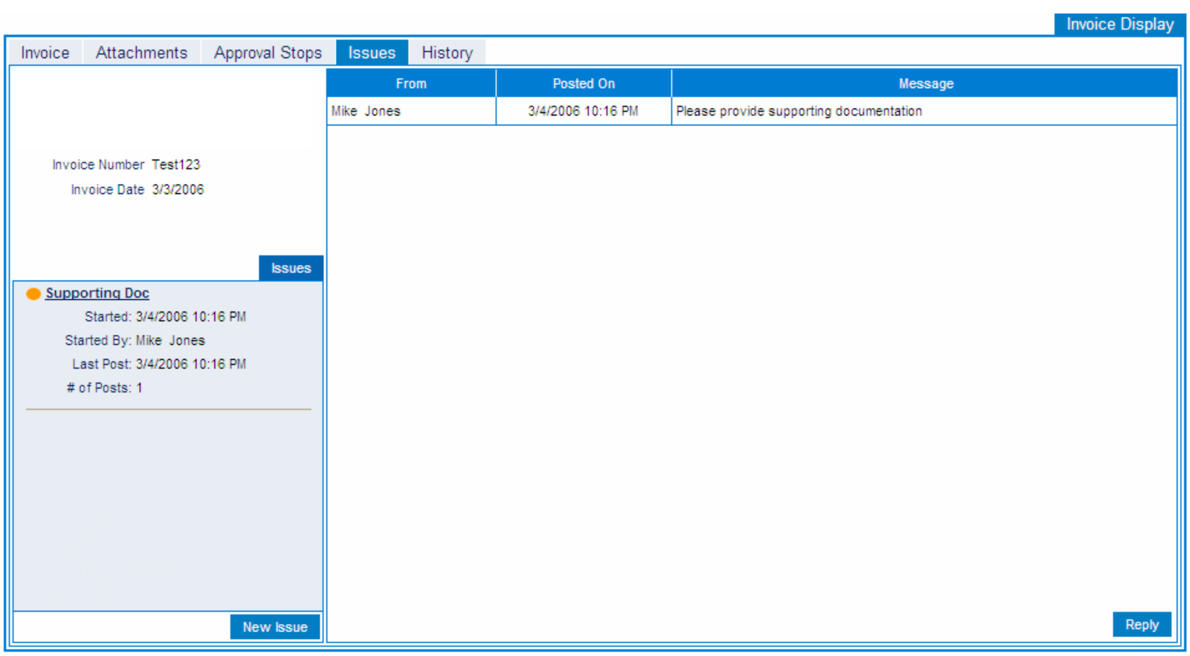
Invoice Number Test123
Invoice Date 3/3/2006

3.3 Dispute or Create an Issue for an Invoice

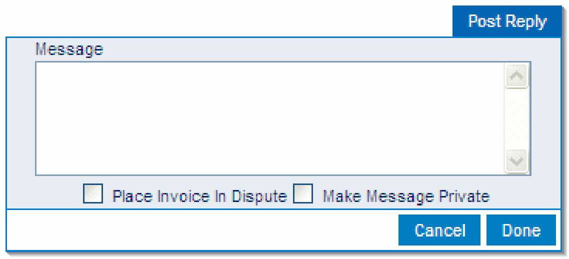
From the ‘Invoice Display’ screen, an invoice can be disputed by creating an issue using the ‘Issues’ tab.



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 email notification of any issues or issue responses posted by Customer’s approvers.



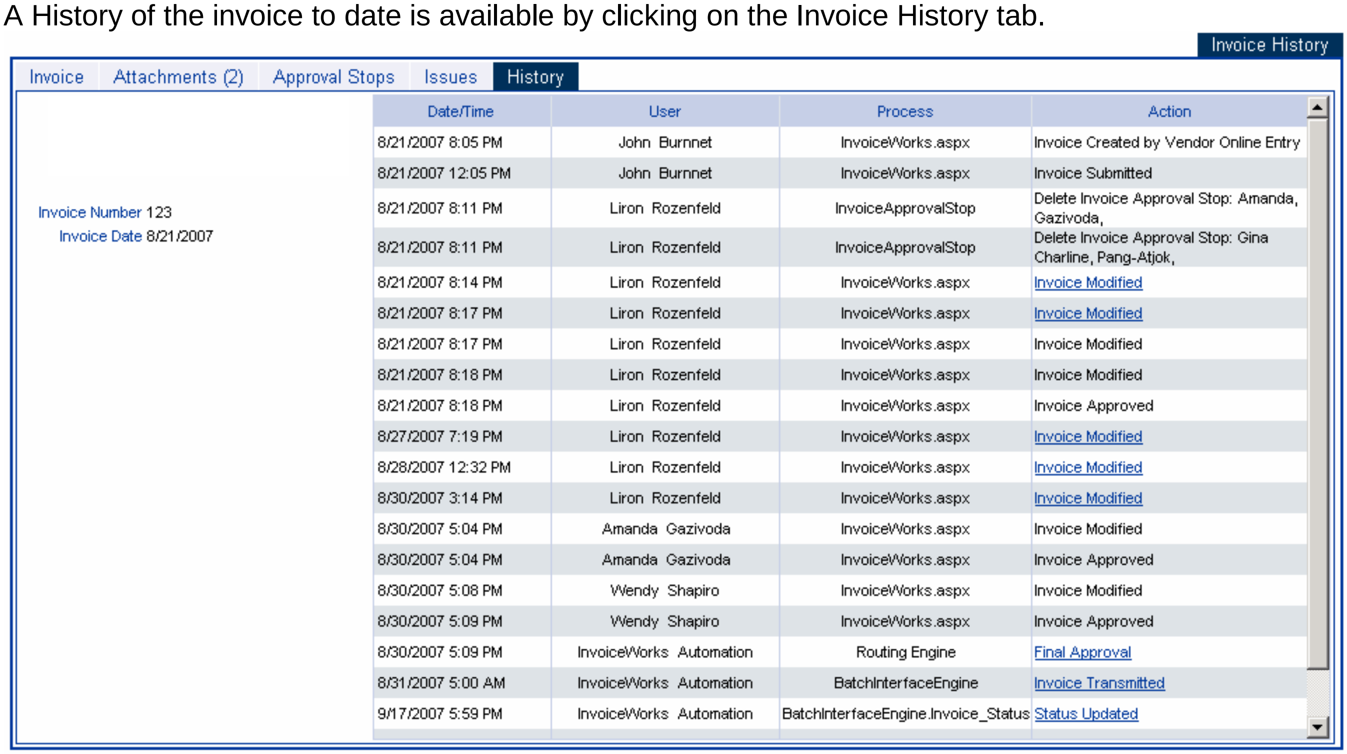
Click on the 'Reply' button  to create a response to a dispute/issue. A pop-up box will be displayed on the screen where the reply can be entered. Click Done when the reply has been completed. One or more Customer approvers will be notified that a reply has been posted for this invoice.



3.4 *Invoice History*

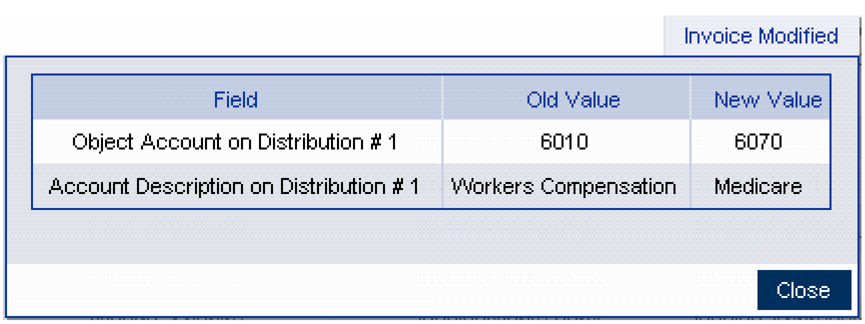
Invoice History

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



Date/Time	User	Process	Action
8/21/2007 8:05 PM	John Burnnet	InvoiceWorks.aspx	Invoice Created by Vendor Online Entry
8/21/2007 12:05 PM	John Burnnet	InvoiceWorks.aspx	Invoice Submitted
8/21/2007 8:11 PM	Liron Rozenfeld	InvoiceApprovalStop	Delete Invoice Approval Stop: Amanda, Gazivoda,
8/21/2007 8:11 PM	Liron Rozenfeld	InvoiceApprovalStop	Delete Invoice Approval Stop: Gina Charline, Pang-Atjok,
8/21/2007 8:14 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/21/2007 8:17 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/21/2007 8:17 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/21/2007 8:18 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/21/2007 8:18 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Approved
8/27/2007 7:19 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/28/2007 12:32 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/30/2007 3:14 PM	Liron Rozenfeld	InvoiceWorks.aspx	Invoice Modified
8/30/2007 5:04 PM	Amanda Gazivoda	InvoiceWorks.aspx	Invoice Modified
8/30/2007 5:04 PM	Amanda Gazivoda	InvoiceWorks.aspx	Invoice Approved
8/30/2007 5:08 PM	Wendy Shapiro	InvoiceWorks.aspx	Invoice Modified
8/30/2007 5:09 PM	Wendy Shapiro	InvoiceWorks.aspx	Invoice Approved
8/30/2007 5:09 PM	InvoiceWorks Automation	Routing Engine	Final Approval
8/31/2007 5:00 AM	InvoiceWorks Automation	BatchInterfaceEngine	Invoice Transmitted
9/17/2007 5:59 PM	InvoiceWorks Automation	BatchInterfaceEngine.Invoice_Status	Status Updated

In the Action column, click on the links to see fields that have been modified and their old values versus new values.

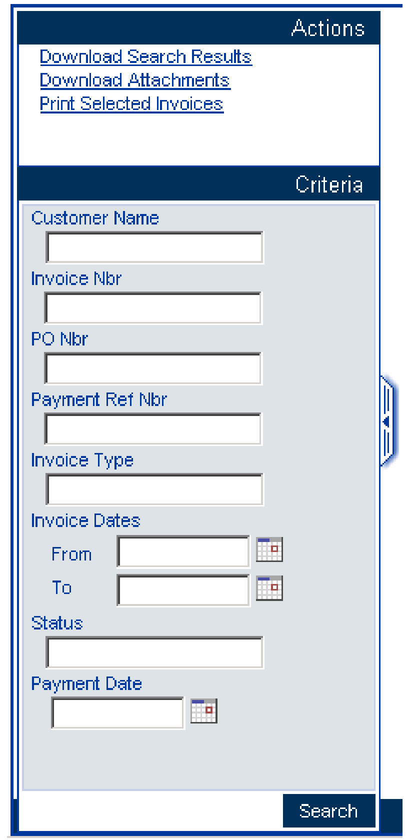


Field	Old Value	New Value
Object Account on Distribution # 1	6010	6070
Account Description on Distribution # 1	Workers Compensation	Medicare

3.5 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.

The primary Statuses are as follows:

Submitted:
As soon as the vendor submits the invoice it is marked as submitted. The invoice will remain with a Status of submitted until all approvers listed on an invoice have approved the invoice.

Approved:
When all approvers listed on an invoice have approved the invoice it is then marked as Approved.

Denied:
When an approver denies an invoice, the invoice is marked as denied and the invoice is removed from all other approver's Worklists. This is the final status for these invoices.

Processed:
For certain types of invoices or in certain situations, invoices may be marked as Processed. This is the final Status for invoices in this situation.

Transmitted:
After an invoice has been Approved, all Approved invoices are collected and sent from InvoiceWorks to your (Customer) AP system ready for payment.

Received:
The received status is provided by your (Customer) AP system to show that the invoices have been received and are awaiting payment. This status is available from certain Customer's AP systems.

Paid:
When an invoice has been paid, a Paid status and check number are posted with the invoice. This is the final status for these invoices.

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

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 ascending and again to sort descending.

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

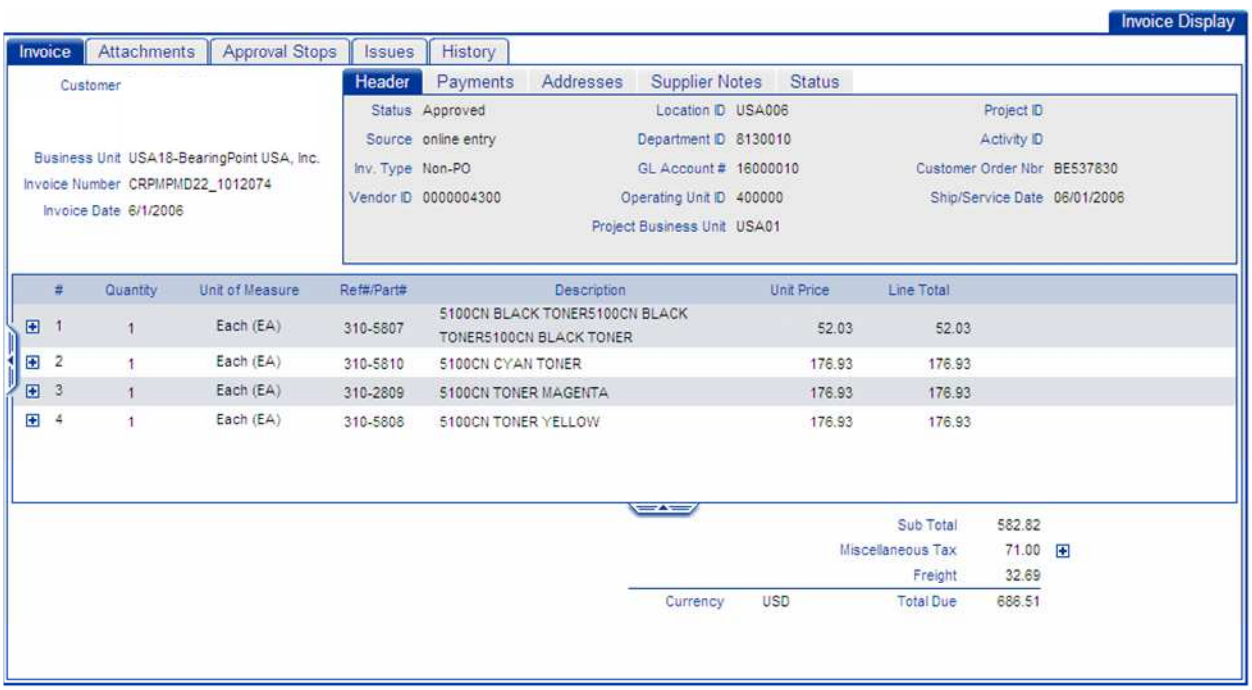
Note: Wildcards, *, are acceptable in Customer Name, Invoice #, PO Number and Check Number fields.

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

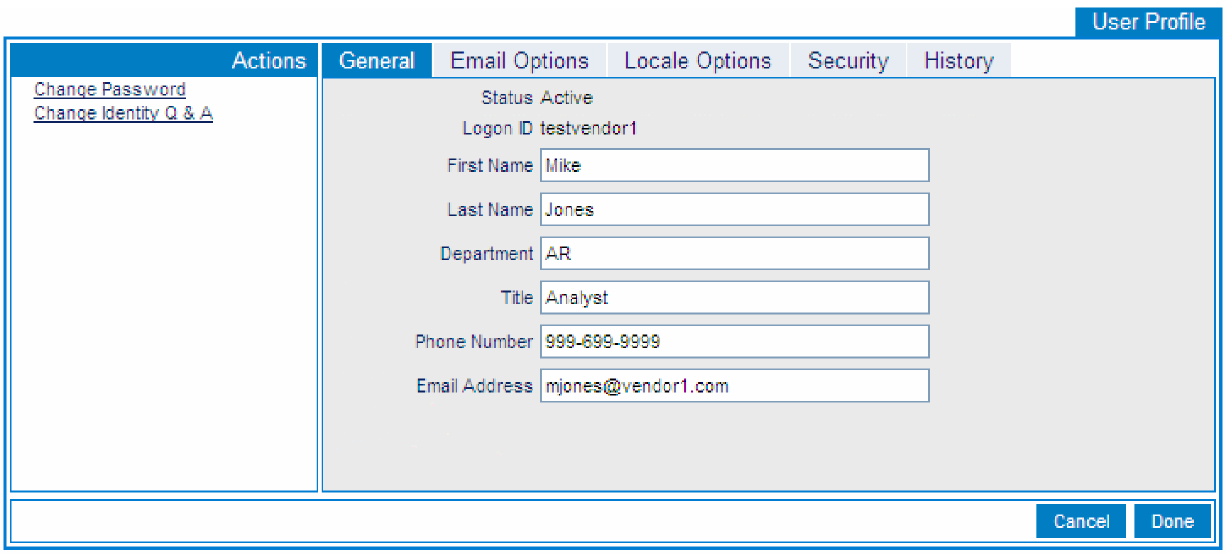
Click on the 'Invoice Number' to see the details of the invoice.
A separate 'Invoice Display' window will open with the invoice details. (See below)

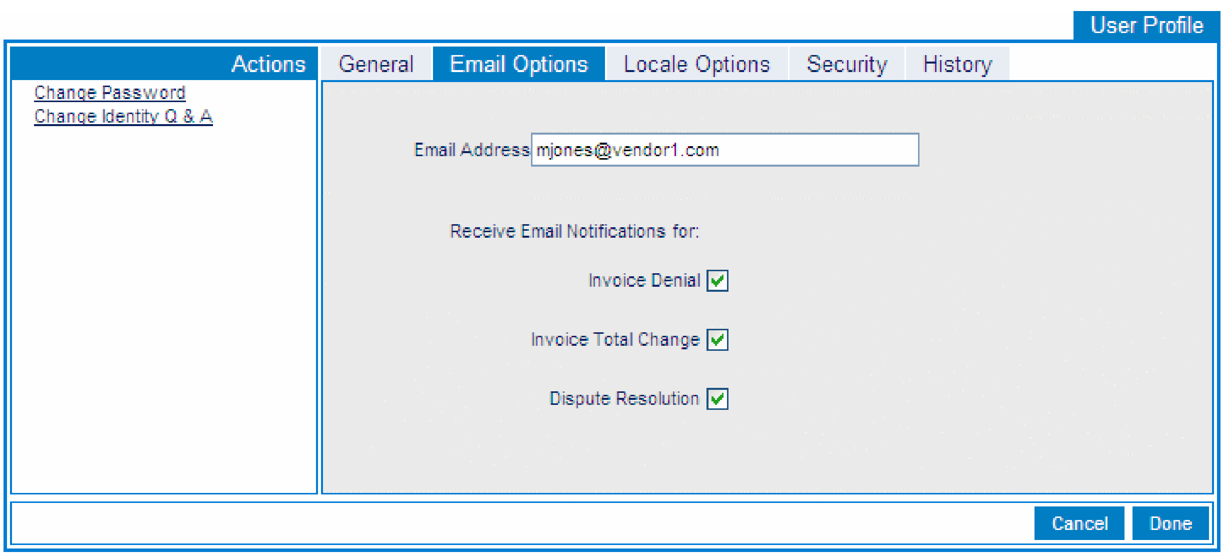


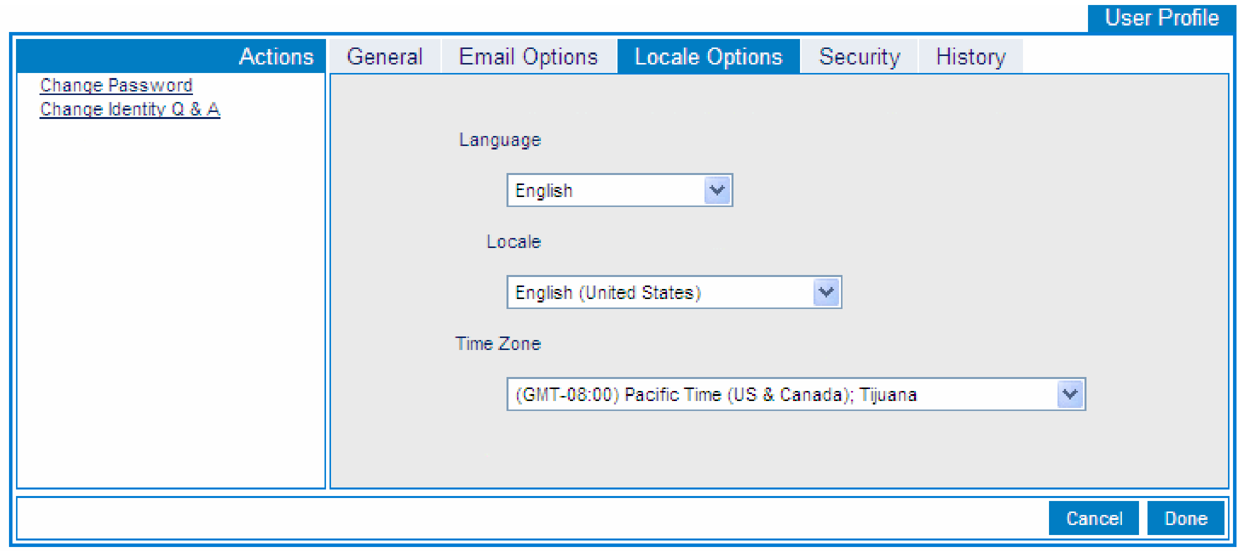
5. User and Company Information

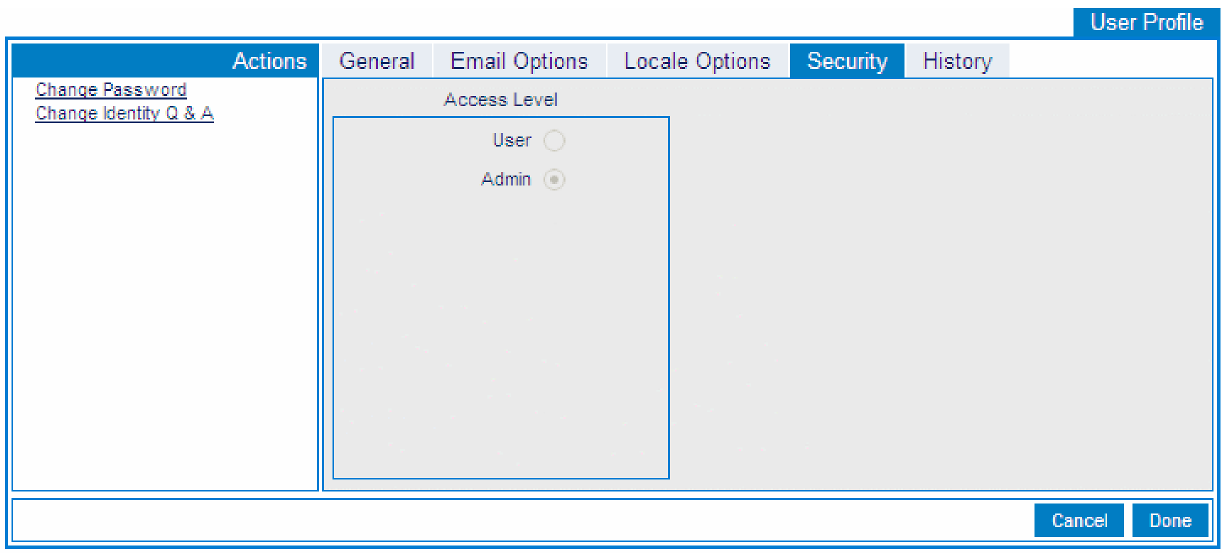
4.1 Edit My User Profile

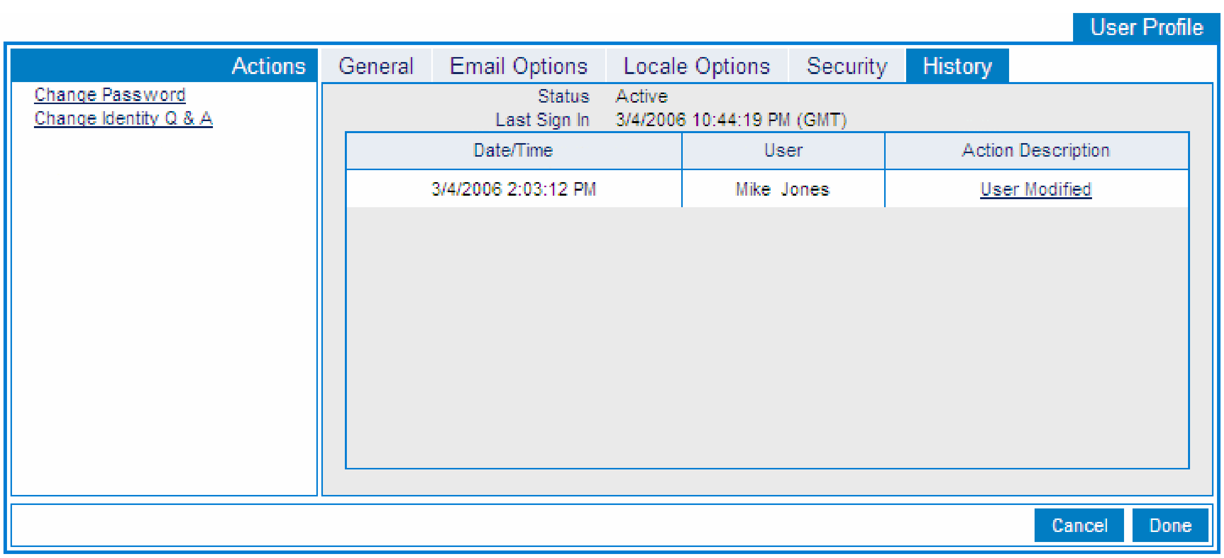
To change your user information, click the 'My User Profile' from the Main Menu. This will take you to the 'User Profile' screen. You may change any of your user information by clicking on the tab with the information that you want to update, entering the changes into the appropriate boxes and pressing 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
Access Level
User
Admin
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

6. Support Information

Check the Help Menu item for assistance with that screen and more 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 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).

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).