

## STEP 1 – Accessing InvoiceWorks

- Click link <https://airlines.invoiceworks.net>
- Click link “Sign into Supplier”
- Since you are a new supplier to InvoiceWorks, click “Sign Up” button (highlighted below)

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More Information	Existing Users	Need help?
	<p>If your company <b>already</b> uses InvoiceWorks, and you have an InvoiceWorks Logon ID, enter your User ID and Password and click the “Sign In” button.</p> <p>Language: <input type="text" value="English"/></p> <p>Logon ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p><a href="#">Forgot your password?</a> <a href="#">Forgot your Logon ID?</a></p>	<p><a href="#">Contact Support</a></p>
	<p><b>New Suppliers</b></p> <p>If your company is <b>NOT</b> 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>	

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## STEP 2 – Registration

- Under the section “I do not have a Priority ID and Password”:
- Customer: Select “Delta Air Lines” from drop-down box
- Supplier Number: Enter **00xxxxxxxx** Domestic or **000xxxxxxxx** International
- Postal code: Enter the zip code associated with your vendor profile when you registered (normally zip code for your remittance address)

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:

1. Contact the person with current account access.
  - a. The account holder will be able to create an account for you
2. Fill in the information in the "I don't have a Priority ID and Password" section below.
  - a. You can retrieve this information from you customer
3. Contact your iPayables representative
  - a. Email your questions to [helpdesk@iataiw.com](mailto:helpdesk@iataiw.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:

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## STEP 3 –Home page

- After you have completed the registration process, you are ready to create and submit your first invoice.



**IATA InvoiceWorks** Powered By **BearingPoint**

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Main Menu | Quick Links | My IW Home | Help

Welcome Jill Knight

Supplier Home

Sign Out

Updated Invoices (0)

No invoices updated since last login.



System Messages << >>

- [Easy Steps to Create and Submit Non-PO Invoices](#)
- [Easy Steps to Create and Submit PO Invoices](#)
- [Easy Steps to Search for Invoices](#)
- [Easy Steps to Submit a File of Invoices](#)

**An updated INVOICE MANAGEMENT SERVICES AGREEMENT** - Click Through Agreement for Participating Buyers/Airlines and Participating Suppliers is now available.

To request a copy, please

## STEP 3 (cont.) – Create a Non- PO invoice

1. Click Next button (bottom right corner)
2. Click on Invoices
3. Select “Invoice Entry – Non-PO”
4. There will be 2 tabs at the top left ...Invoice and Attachments. On the Invoice tab:
  - a. Enter Business Unit: Delta Air Lines
  - b. Enter Invoice Number, Invoice Date
  - c. Requestor – i.e. **011111100**
  - d. The invoice’s Start Date of Service
  - e. The invoice’s End Date of Service
  - f. Memo – brief description of service
  - g. Enter Quantity, Unit of Measure as VAL, Description, Unit Price
  - h. Enter Currency: United States of America Dollars (USD)
5. Click on the Attachments tab (top left corner)
  - a. Add an electronic copy of the invoice and/or supporting documentation
6. Click Submit

# Supplier Registration Quick Start

InvoiceAttachmentsInvoice Entry

Vendor REGIONAL JET  
CENTER ...  
12344 TOWER DRIVE  
BENTONVILLE, AR US 7...

Business Unit

Invoice Number

Invoice Date

Header Payments Addresses Notes

Source cust data entry

Inv. Type Non-PO

Vendor Number 0010008378

Tax ID

Requestor

Start Date

End Date

Memo

1	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total	Line Tax
1	0				0.00	0.00	0.00

Line Sub Total 0.00

Line Tax Sub Total 0.00

Miscellaneous Tax

Freight

Amount Paid 0.00

Currency

Withhold Tax Desc

Withholding Tax Rate

Withholding Tax Amount

## STEP 4 –Create a PO invoice

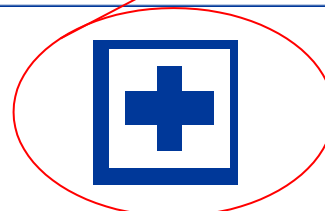
- When you click on Invoices from the Home Page, you will open a menu. You can then choose from the menu what kind of invoice you would like to enter, or you can search for a draft invoice or an already submitted invoice.

The screenshot shows the InvoiceWorks home page. On the left, there is a sidebar with the heading 'Updated Invoices (0)' and the text 'No invoices updated since last login.' The main area features a circular navigation menu with several options: 'Payments', 'Reporting', 'Administration', 'Help', and 'Invoices'. The 'Invoices' option is highlighted, and a dropdown menu is visible next to it, listing the following options: 'Draft Invoices', 'Invoice Entry - Non-PO', 'Invoice Entry - PO', 'Invoice File Upload', and 'Invoice Search'.

- Most of the time, you will have a Purchase Order. Choose Invoice Entry – PO to go to the PO number selection screen.

In the PO number Selection field, you can enter the PO number if you know it, or you can look it up by clicking on the plus sign next to the PO Number field.

The screenshot shows the 'PO Number Selection' screen. It has a title bar that says 'PO Number Selection'. Below the title bar, there is a text prompt: 'Enter the purchase order number in the box below:'. Underneath this prompt is a text input field labeled 'PO Number'. To the right of the input field is a small blue square button with a white plus sign inside. Below the input field and button are two buttons: 'Cancel' and 'OK'.



## STEP 4 (cont.) –Create a PO or Non- PO invoice

- In the upper right-hand corner of the invoice are icons. These icons are normally hidden but can be opened by clicking on the blue arrow.

**Open** the icon bar 

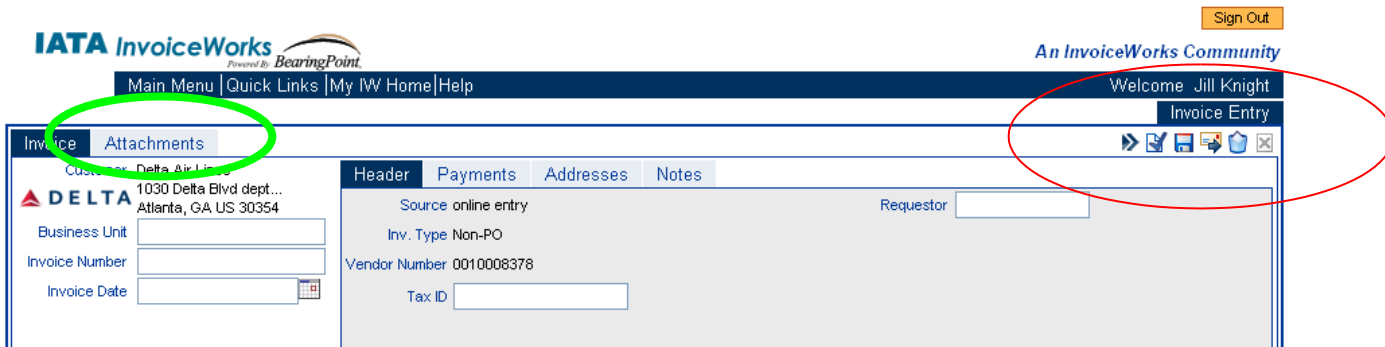
Check invoice **edits** 

**Save** a draft of the invoice 

**Submit** the invoice 

**Delete** the invoice draft 

Using the icons can help you with your invoice submission



The screenshot shows the InvoiceWorks interface. At the top left is the IATA InvoiceWorks logo with the BearingPoint logo below it. A navigation bar contains 'Main Menu | Quick Links | My IW Home | Help'. On the top right, there is a 'Sign Out' button and a 'Welcome Jill Knight' message. Below this is the 'Invoice Entry' tab. The main form area has several tabs: 'Invoice', 'Attachments', 'Header', 'Payments', 'Addresses', and 'Notes'. The 'Attachments' tab is circled in green. The 'Header' tab is active, showing fields for 'Source online entry', 'Inv. Type Non-PO', 'Vendor Number 0010008378', and 'Tax ID'. There is also a 'Requestor' field. On the left side of the form, there is a 'Customer' section for Delta Air Lines with address '1030 Delta Blvd dept... Atlanta, GA US 30354', and input fields for 'Business Unit', 'Invoice Number', and 'Invoice Date'. In the top right corner of the form area, there is an icon bar with several icons, including a blue arrow, which is circled in red.

## STEP 5 -Attachments

- After you have entered your invoice information and the invoice passes edits, you are ready to add an attachment if needed. The attachment can be a copy of the invoice, or the back-up for the invoice, such as work orders, crew hotel sign in sheets, or receipts. To add an attachment, save a draft of the invoice, then click on the attachments tab (circled in green above). Adding an attachment in InvoiceWorks is very similar to adding an attachment to email.

## STEP 6 –Invoice Search

- After you have submitted your invoice, you can search for it to check the status or obtain remittance information. From the Main Menu, click on Invoice Search.

The screenshot shows the InvoiceWorks application interface. At the top left, the logo reads "IATA InvoiceWorks Powered By BearingPoint". A navigation bar at the top contains "Main Menu | Quick Links | My IW Home | Help". A left-hand navigation menu is open, showing options under "Administration": "My User Profile", "Manage Users", "Company Profile", "Invoice", "Draft Invoices", "Invoice Entry - Non PO", "Invoice Entry - PO", "Invoice File Upload", and "Invoice Search". The "Invoice Search" option is circled in red. The main content area has tabs for "Header", "Payments", "Addresses", and "Notes". Below the "Header" tab, there is a form with fields for "Source online entry", "Requestor", "Inv. Type Non-PO", "Vendor Number 0010008378", and "Tax ID". At the bottom, a table header is visible with columns: "Ref#/Part#", "Description", "Unit Price", and "Line Total".

## STEP 7 –Adding new users

- From the Home Page, under Administration, you can add new users by clicking Administration, then Manage Users. When the screen changes, on the left slide out bar, click Create New User. Then you will be ready to add a new user.



## STEP 7 (cont.) –My User Profile

• From the Home Page, under Administration, you can change your profile by clicking Administration, then My User Profile. On the pop-up, you can change your name, email address, password, email notifications, etc. For the greatest benefits with using InvoiceWorks, please make sure that all three email notification options are selected.



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A screenshot of the InvoiceWorks user profile page. The page has a dark blue header with the text "User Profile" on the right. Below the header is a navigation bar with tabs for "Actions", "General", "Email Options", "Locale Options", and "Security". The "Email Options" tab is selected. On the left side, under the "Actions" tab, there are two links: "Change Password" and "Change Identity Q & A". The main content area shows an "Email Address" input field. Below it, under the heading "Receive Email Notifications for:", there are three checkboxes, all of which are checked: "Invoice Denial", "Invoice Total Change", and "Dispute Resolution".

**Thank you for using InvoiceWorks! Please email [aphelp.delta@delta.com](mailto:aphelp.delta@delta.com) if you have additional questions.**