Supplier Registration Quick Start
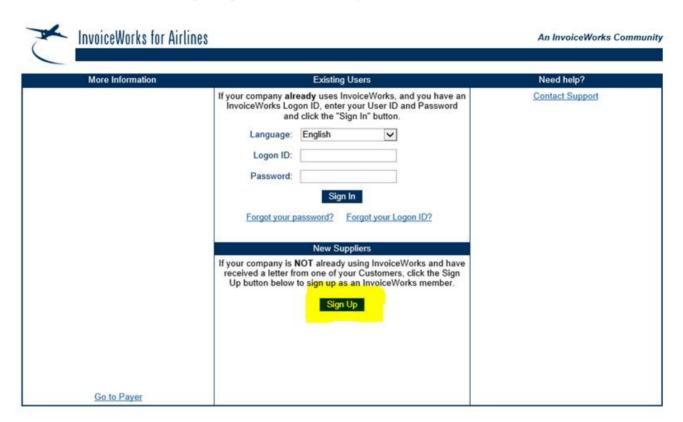
InvoiceWorks *Powered By BearingPoint*
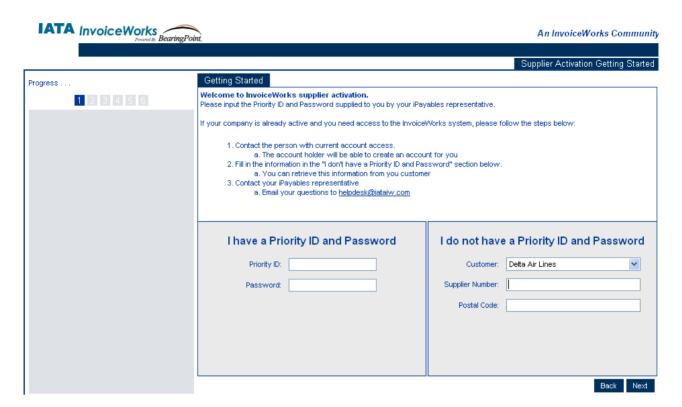
STEP 1 – Accessing InvoiceWorks
- Click link https://airlines.invoiceworks.net
- Click link "Sign into Supplier"
- Since you are a new supplier to InvoiceWorks, click "Sign Up" button (highlighted below)

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 **000xxxxxxx** International
- Postal code: Enter the zip code associated with your vendor profile when you registered (normally zip code for your remittance address)

Supplier Registration Quick Start

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Supplier Activation Getting Started

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

I have a Priority ID and Password

Priority ID: [ ]

Password: [ ]

I do not have a Priority ID and Password

Customer: [Delta Air Lines ▼]

Supplier Number: [ ]

Postal Code: [ ]

Back | Next

STEP 3 –Home page
• After you have completed the registration process, you are ready to create and submit your first invoice.

Sign Out

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Main Menu | Quick Links | My IW Home | Help

Welcome Jill Knight

Supplier Home

Updated Invoices (0)

No invoices updated since last login.

Payments

Reporting

Invoices

Administration

Purchase Orders

Help

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.

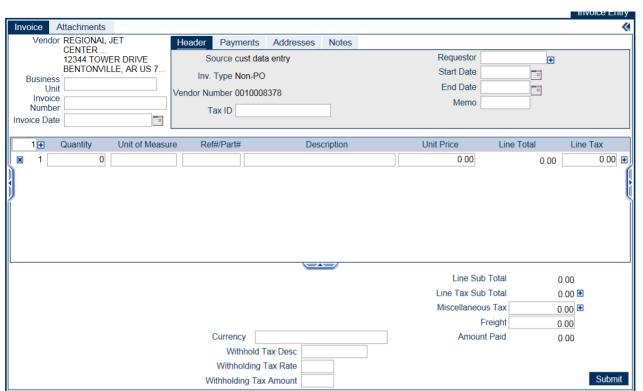To request a copy, please

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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)
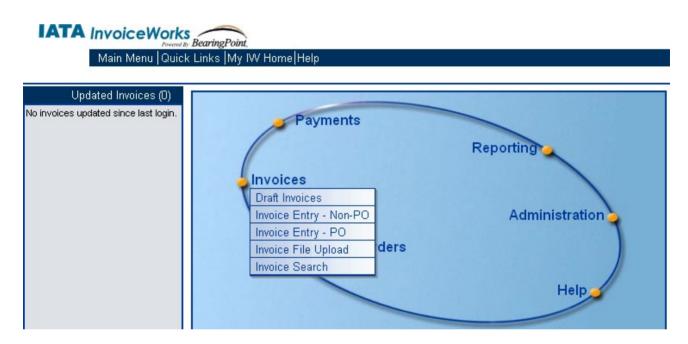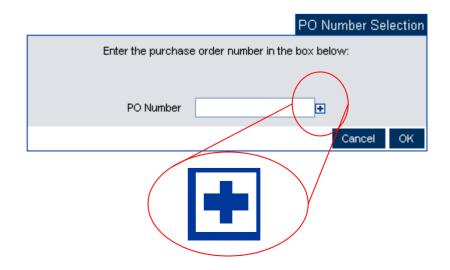   a. Add an electronic copy of the invoice and/or supporting documentation
6. Click Submit

Supplier Registration Quick Start

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Invoice Entry

Invoice	Attachments

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

Header	Payments	Addresses	Notes

Source cust data entry

Inv. Type Non-PO

Vendor Number 0010008378

Business Unit _____

Invoice Number _____

Invoice Date _____

Tax ID _____

Requestor _____ ⊞

Start Date _____

End Date _____

Memo _____

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

Line Sub Total 0.00

Line Tax Sub Total 0.00 ⊞

Miscellaneous Tax 0.00 ⊞

Freight 0.00

Amount Paid 0.00

Currency _____

Withhold Tax Desc _____

Withholding Tax Rate _____

Withholding Tax Amount _____

Submit

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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.

• 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.

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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

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.

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.
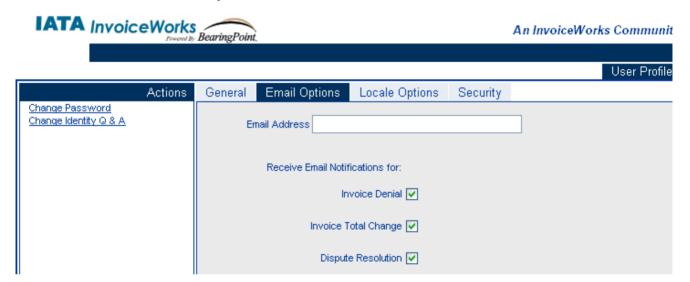
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STEP 7 (cont.) –My User Profile

• 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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User Profile

| Actions | General | Email Options | Locale Options | Security |

Change Password
Change Identity Q & A

Email Address _____

Receive Email Notifications for:

Invoice Denial ☑

Invoice Total Change ☑

Dispute Resolution ☑

Thank you for using InvoiceWorks! Please email aphelp.delta@delta.com if you have additional questions.