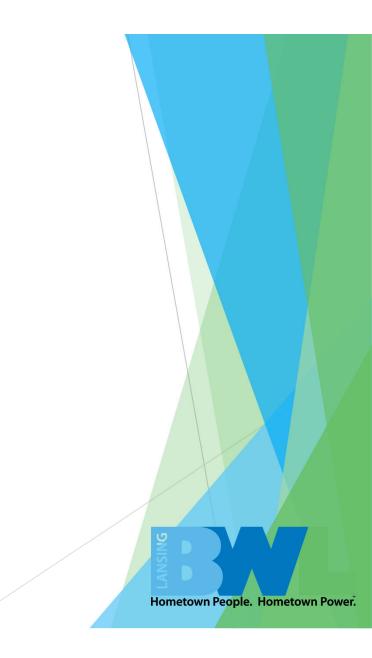# iPayables/InvoiceWorks Overview

Overview

▶ What is iPayables/InvoiceWorks?

▶ How will the invoice process be changing?

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What is iPayables/InvoiceWorks?

▶ InvoiceWorks is an iPayables product that provides automation of certain accounts payable functions.

▶ Previously, BWL's invoice entry and "matching" processes were manually performed by the accounts payable staff.

▶ BWL's implementation of InvoiceWorks is designed to automate both of these functions, while providing additional benefits to the BWL and our vendors including:

  ▶ Automated invoice and PO notifications to BWL staff and vendors

  ▶ Transparency of invoice and payment status for vendors

How will the invoice process be changing?

▶ First and foremost, it is critical that our vendors sign up for the InvoiceWorks online portal. Instructions for this can be found on the BWL's InvoiceWorks landing page here: www.ipayables.com/bwl/.

▶ Previously, invoices were submitted to bwlinvoices@lbwl.com.

    ▶ This process is no longer required, and this email has been deactivated as of April 4th, 2022.

▶ Invoices will now be entered through the InvoiceWorks online portal.

▶ As we'll discuss later, certain requirements must be met to ensure the invoice processes timely and without error.

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What do we need from our vendors?

- Again, it is critical that our vendors sign up for the InvoiceWorks online portal. Instructions for this can be found on the BWL's InvoiceWorks landing page here: www.ipayables.com/bwl/.

- We will be relying on our vendors to enter invoice through the InvoiceWorks portal.

  - This is a quick, straight-forward process. Instructions can be found on the BWL's InvoiceWorks landing page here: www.ipayables.com/bwl/.

- ALL invoices must have a valid Purchase Order (PO) number. This is the only way an invoice can be validated for payment. BWL PO numbers are 10 digits and begin with "45".

  - If you do not have a PO number for your invoice, please send the invoice to the BWL contact you worked with to provide the goods or services. They will supply a PO number for the invoice.

  - If you do not have a BWL contact, or cannot reach them, please contact BWL Accounts Payable at 517-702-6200.

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BWL PO and Contract Release Background

▶ Since a PO number is required for invoice entry, it may be helpful to understand some specifics about the BWL PO process.

▶ PO Numbers

  ▶ A standard PO number is 10 digits and begins with "45".

  ▶ If you have a PO number, you can enter your invoice on the InvoiceWorks portal.

▶ Contract Numbers

  ▶ In some cases, you may have been given a 10-digit number that begins with "46". This IS NOT a PO number. This is a contract number.

  ▶ You cannot enter an invoice on the InvoiceWorks portal using this contract number.

  ▶ To obtain a PO number, provide your invoice, including the contract number, to your BWL contact. They will create a PO number.

  ▶ Once this PO number has been created, you will receive an automated email from the InvoiceWorks system letting you know there is a new PO number you can invoice against. You will only receive this email if you have activated your InvoiceWorks account, so please make sure you have done this first.

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Who should you contact for help?

► Training materials and additional resources can be found on the BWL's InvoiceWorks landing page here: www.ipayables.com/bwl/.

► If you need assistance signing up for, or using, the InvoiceWorks portal, please contact InvoiceWorks support at 801-224-8300.

► If you would like to setup a one-on-one training with the BWL team, please contact BWL Accounts Payable at 517-702-6200.

► Thank you for your partnership in this process as we become the utility of the future.

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