



# InvoiceWorks Overview

# Overview

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# What is 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/](http://www.ipayables.com/bwl/).
- ▶ Invoices must 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.

# 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/](http://www.ipayables.com/bwl/).
- ▶ Vendors will enter invoices directly into 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/](http://www.ipayables.com/bwl/).
- ▶ ALL invoices must have a valid Purchase Order (PO) number or Contract Number. This is the only way an invoice can be validated for payment. These numbers are provided to suppliers at the time an order is placed.
  - ▶ BWL PO numbers are 10 digits and begin with "45".
  - ▶ BWL Contract numbers are 10 digits and begin with "46".
  - ▶ If you do not have a PO or Contract number for your invoice, please reach out to your BWL contact directly, and they will provide this for you.
  - ▶ If you do not have a BWL contact, or cannot reach them, please contact BWL Accounts Payable at 517-702-6200.

# Invoice Entry

- ▶ Invoices containing a BWL PO number will be entered through the “PO Invoice Entry” method in InvoiceWorks.
- ▶ Invoices containing a BWL contract number will be entered through the “Non-PO Invoice Entry” method in InvoiceWorks.
- ▶ Detailed instructions on both of these entry methods can be found in the InvoiceWorks Supplier Manual, available on our BWL InvoiceWorks landing page here - <http://www.ipayables.com/bwl/>
- ▶ The invoice entry process is expected to take 5 minutes or less.

# 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/](http://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.