



Notice to all Vendors who use Web Invoicing

Due to some recent changes in our financial systems, you may notice some differences in how our Web Invoicing application works.

Who is affected?

These changes will only affect those vendors to whom we have issued purchase orders that have a count of more than 500 purchasing lines. These changes will only take place for those purchase orders that are entered into our new procurement system. Any purchase order that has less than 500 purchasing lines will not be affected.

What are the changes?

When creating an invoice from an invoiceable PO that has more than 500 lines, you will see two or more invoice documents generated when you view the invoice status tab on the Web Invoicing screen. These system generated invoice documents will include the invoice reference you supplied when creating the invoice. The invoice documents will be created in 500 line increments. So if the purchase order has 501 to 1000 lines, you will see two invoice documents; and with 1001 to 1500 lines you will see 3 invoice documents. The maximum number of lines for a purchase order is 9999 lines and 20 invoice documents.

Changes to Quick Pay

If you apply Quick Pay terms at the time of invoice creation, you will see the discounted terms applied to each invoice document. The total of the discount will equal the discount amount as it is applied to the total of the purchase order.

If you did not apply Quick Pay terms at the time of invoice creation, you can still apply quick payment terms some time later. If there is more than one invoice document, you will need to select either invoice or both invoices to apply quick pay terms depending on your preference.

When will this happen?

These changes will start taking effect for Purchase Orders that are created in our new procurement system as of 9th April 2011. All purchase orders that are in our system after 1st July 2011 will be subject to these changes.

All other features and functionalities for Web Invoicing will remain the same. If you have any question, you can also download the user guide for Web Invoicing from our Homeport Site. If you find that your question is not answered in the user guide, please contact the appropriate Homeport User Support office on the “Contact Us” tab at our homepage <http://www.apl.com/>.

April 9th 2011