

## Electronic Invoicing Guide - 2007



## Overview of Invoicing and New Task Authorization Process

This document help you navigate Energy Delivery's enhanced process for invoicing. We have added a step so that we can better track – and more quickly pay – invoices for work performed. Now, before invoicing for any FirstEnergy Service Company, either for or on behalf of operating company (“FirstEnergy”) items, you must have a valid Purchase Order as well as a Task Authorization (TA).

A Task Authorization is a formal written work release that authorizes a service or non-stock material vendor to begin work. TAs help document decisions when the Company commits to spending for contractors and non-stock materials. No work can be performed prior to the vendor's receipt of a TA form.

Vendors will now receive a TA form via fax or e-mail requesting work to commence or services to be rendered. The TA number included on this form must be placed on the invoice in order for payments to be processed. Failure to adhere to this requirement may result in non-payment for the applicable services or materials. Fixed cost items should be billed monthly, and time and materials jobs should be billed weekly.

## Web Site for Entering Invoices

Go to the Xign Web site to manage your company's purchase orders and invoices (Figure 1).

1. Enter [www.xign.net](http://www.xign.net) in a Web browser address bar to go to the Xign home page.
2. Select the **Login to Xign Collector** link to begin your invoicing process. Selecting this link will take you to a login screen.



Figure 1. Xign home page.

## Xign Login Screen

Authentication is necessary to ensure that users access only their information, so you will need to enter a User Name and Password associated with your company's account in the Login page for the Xign Payment Services Network (Figure 2). If you have issues during login, contact Xign's Customer Support at 800-485-0671 for assistance.

1. Enter your company's **User Name**.
2. Enter the **Password**.
3. Click the **Login** button.

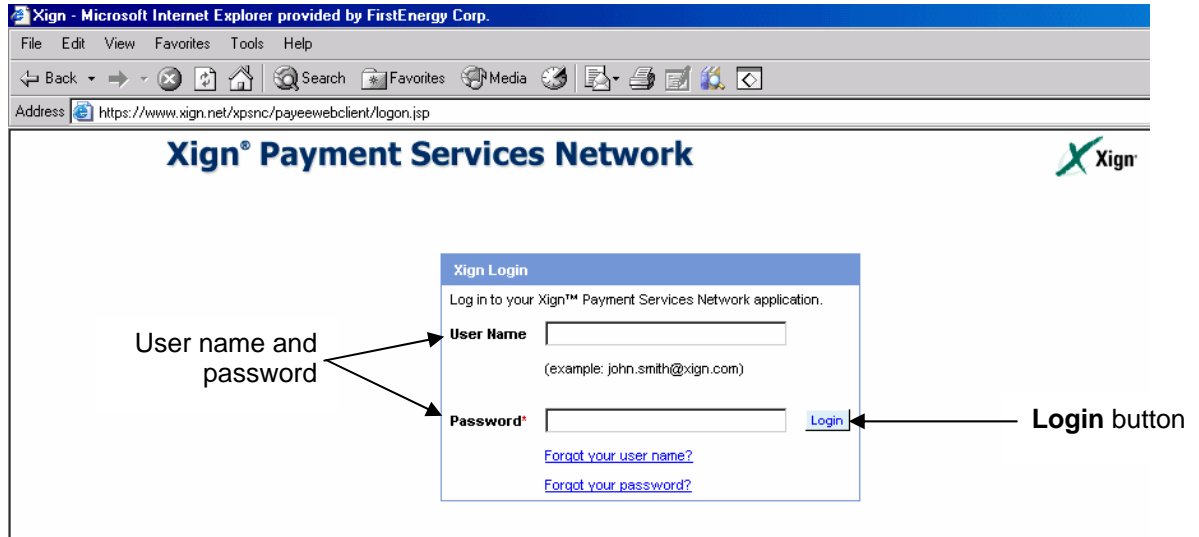


Figure 2. Xign Login Screen

This will take you to the *Collector* portion of the Web site, where your company's account information resides.

1. Select the Orders tab (Figure 3).

Orders tab

Invoice #	Buyer	Due Date	Amount
▶ <a href="#">ALS1234</a>	FirstEnergy Service Company	May 22, 2004	\$3,000.00
▶ <a href="#">ALS0430A</a>	FirstEnergy Service Company	May 30, 2004	\$1,000.00
▶ <a href="#">MAR0505A</a>	FirstEnergy Service Company	Jun 4, 2004	\$6,375.00
▶ <a href="#">MAR0505B</a>	FirstEnergy Service Company	Jun 4, 2004	\$4,500.00
▶ <a href="#">MAR0505C</a>	FirstEnergy Service Company	Jun 4, 2004	\$3,750.00

Figure 3. Account information page

### Creating an Invoice for a Purchase Order Number

From the Open Purchase Orders page (Figure 4), you will create an invoice associated with a purchase order.

1. Double click the purchase order to be invoiced from the list of open purchase orders displayed.

### If the Purchase Order is not Displayed

If the purchase order for which you need to create an invoice is not displayed:

1. Click the **Add Filters** button
2. Select **Issue Date – All**.

If your purchase order still is not displayed, contact the buyer for assistance.

*Note:* You will not be able to invoice until the purchase order is in the system.

**Add Filters button**

**Purchase Order numbers**

**Xign Collector**  
Welcome: Fred | A P Services | Nov 15, 2004  
[Advanced Search](#) - [Preferences](#) - [Help](#) - [Logout](#)

Home | **Orders** | Invoices | Payments | Reports | Admin

Create Invoice | Create Credit Memo | Get Status

PO # or Buyer  
 Go  
[Advanced Search](#)

Order Status  
▶ **Open POs**  
▶ Closed POs

**Open POs for last 120 days**

Showing 1-6 of 6 | First | Previous | Next | Last

PO #	Terms	Invoice #	Buyer	Amount	Issue Date	
<a href="#">0047005160</a>	1% 10 Days, Net 30		<a href="#">FirstEnergy Service Company</a>	77.76 USD	Oct 12, 2004	<a href="#">View</a>
<a href="#">0047005136</a>	1% 10 Days, Net 30		<a href="#">FirstEnergy Service Company</a>	399.20 USD	Oct 8, 2004	<a href="#">View</a>
<a href="#">0047005137</a>	1% 10 Days, Net 30		<a href="#">FirstEnergy Service Company</a>	*****	Oct 8, 2004	<a href="#">View</a>
<a href="#">0047005138</a>	1% 10 Days, Net 30		<a href="#">FirstEnergy Service Company</a>	300.00 USD	Oct 8, 2004	<a href="#">View</a>
<a href="#">0045103336</a>	Within 30 days Due net	<a href="#">Multiple...</a>	<a href="#">FirstEnergy Service Company</a>	*****	Aug 27, 2004	<a href="#">View</a>
<a href="#">0055100613</a>	Within 30 days Due net	<a href="#">Multiple...</a>	<a href="#">FirstEnergy Service Company</a>	*****	Aug 27, 2004	<a href="#">View</a>

Showing 1-6 of 6 | First | Previous | Next | Last

Create Invoice | Create Credit Memo | Get Status

[Home](#) - [Orders](#) - [Invoices](#) - [Payments](#) - [Reports](#) - [Admin](#)

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Figure 4. Open Purchase Orders screen.

**Creating the Invoice from the Purchase Order Screen**

Clicking the appropriate purchase order number will take you to a screen with the purchase order details.

1. Click the **Create Invoice** button (Figure 5).

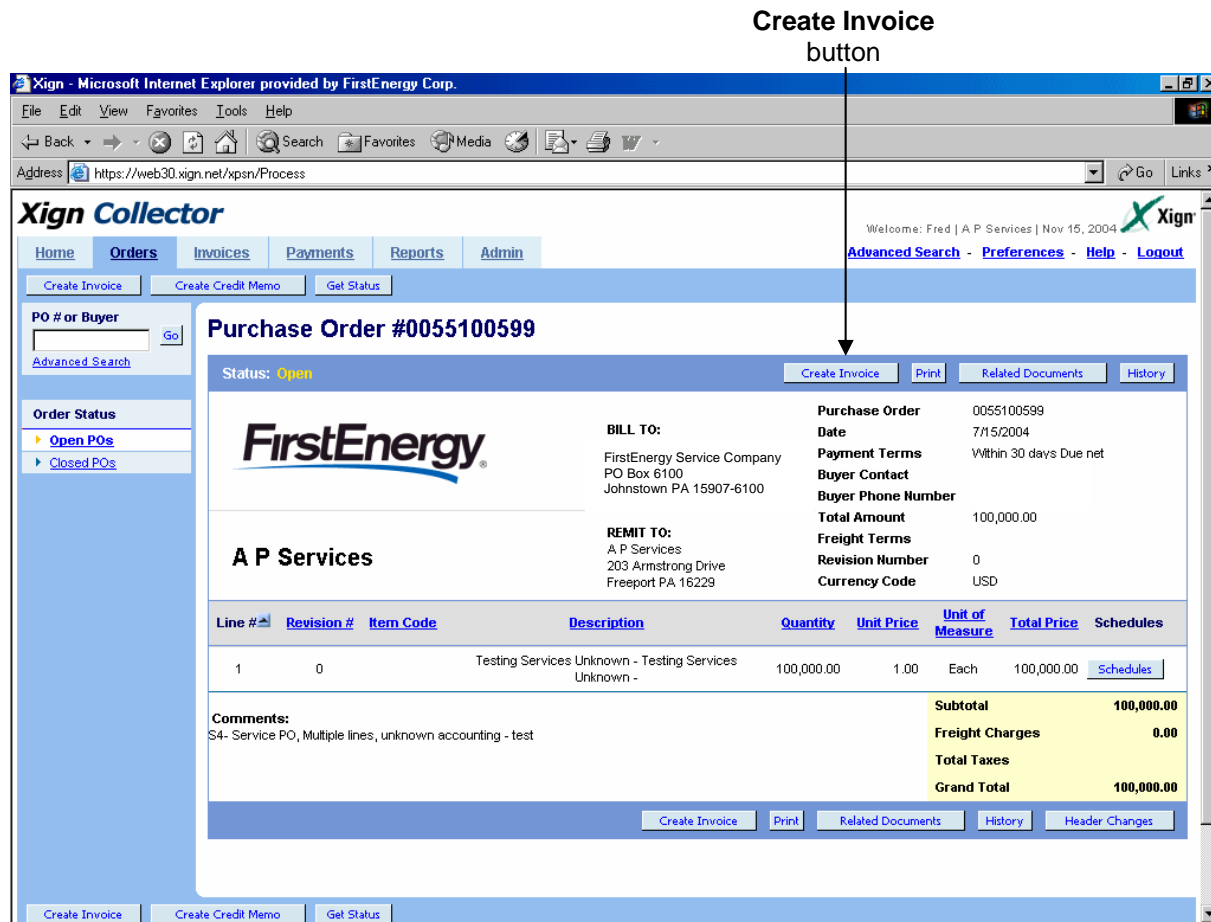


Figure 5. Purchase Order number screen (AP Services is a false company).

## Preparing Electronic Invoices

In the Purchase Order Invoice screen, you will prepare your invoice for submission (Figure 6).

1. Enter your internal invoice number in the **Invoice Number** field.
2. **Issue Date** will default to current business day (do not change this date).
3. The **Due Date** field will default based on the purchase order terms.
4. Select the appropriate check box to select the line to be invoiced against. (*Note: you can bill only one purchase order line per invoice for non-stock materials.*)
5. Update the **Description** field with high-level information specific to this item.
6. Enter dollar amount invoiced in the **Quantity** field, including cents, if applicable. (*Note: If freight is allowed, include in the invoiced amount in **Quantity** field – DO NOT use separate field.*)
7. Enter dates in the **Service Start Date** and **Service End Date** fields using the mm/dd/yyyy format.
8. Review the invoice for accuracy.

Next you will enter the TA information on another screen.

9. Click the **Edit** button to get to the next screen in which you'll enter your TA information.

Status: New

Submit Save as Draft Attachments

**A P Services**

REMIT TO:  
A P Services  
203 Armstrong Drive  
Freeport PA 16229

Invoice Number\*  ← Invoice Number field

Issue Date\*

Terms Within 30 days Due net

Due Date

**FirstEnergy**

BILL TO:  
FirstEnergy Service Company  
PO Box 6100  
Johnstown PA 15907-6100

Buyer Contact

PO Number 0055100599

Company SC00

Currency Code USD

Click to enter default accounting information (optional)

Inv Line #	PO Line #	Sch. #	Item Code	Description *	Quantity *	UOM *	Unit Price *	Service Start Date *	Service End Date *	Total Price	
<input type="checkbox"/>	1	1		Testing Services Unknown - Te	98,548.00	Each	1.00	<input type="text"/>	<input type="text"/>	98,548.00	Add Line Edit

Select All De-Select All

**NOTE: Please invoice against only one PO line item.**

Comments:

Subtotal 0.00

Freight Charges 0.00

Grand Total 0.00

\* Indicates required field.

← Description field

← Quantity field

← Service Start and End Date fields

← Edit button

Figure 6. Invoice screen.

### Entering Task Authorization Information

When you clicked the Edit button, a screen that corresponds to the Invoice line number you checked will appear. Here you will enter your TA number. (Note: This is a required field only for the FirstEnergy Nuclear Operating Company group).

1. Enter the TA number you received from FirstEnergy in the **TA Number** field.
2. Select the **Done** button.

**Invoice Line 1**

TA Number field

<b>Approver *</b> :	<input type="text"/>	<b>Company Code:</b>	<input type="text"/>
<b>WBS Element:</b>	<input type="text"/>	<b>G/L Account:</b>	<input type="text"/>
<b>Responsibility Center:</b>	<input type="text"/>	<b>Cost Center:</b>	<input type="text"/>
<b>TA Number (Nuclear Only) *</b> :	<input type="text"/>	<b>Order:</b>	<input type="text"/>
<b>Network:</b>	<input type="text"/>	<b>Activity Operation:</b>	<input type="text"/>

[Restore Defaults](#) [Done](#)

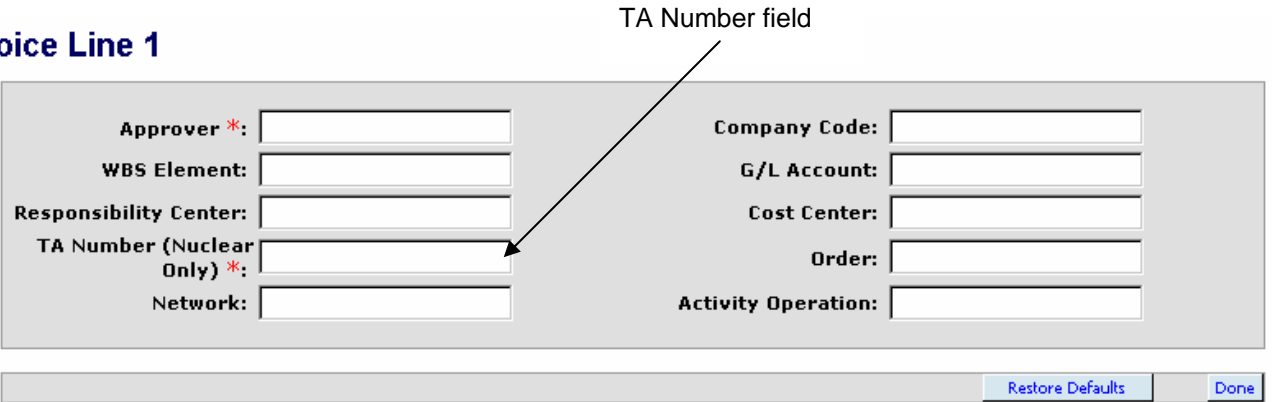
The image shows a screenshot of a web-based form titled "Invoice Line 1". The form is organized into two columns of input fields. The left column contains: "Approver \*:" (with a red asterisk), "WBS Element:", "Responsibility Center:", "TA Number (Nuclear Only) \*:" (with a red asterisk), and "Network:". The right column contains: "Company Code:", "G/L Account:", "Cost Center:", "Order:", and "Activity Operation:". Each label is followed by a text input box. An arrow labeled "TA Number field" points to the "TA Number (Nuclear Only) \*:" input box. At the bottom right of the form, there are two buttons: "Restore Defaults" and "Done".

Figure 7. Invoice screen for inserting TA number.

### Additional Documentation Required

In addition to completing the invoicing screens, we also need images of additional documentation before submitting your invoice. These images can be either Adobe® (PDF), Microsoft® Word® (DOC) or Microsoft® Excel® (XLS) file formats.

1. Click the **Attachments** button on the Invoice screen (Figure 8).

Status: **New** [Submit](#) [Save as Draft](#) [Attachments](#)

**A P Services**

**REMIT TO:**  
A P Services  
203 Armstrong Drive  
Freeport PA 16229

**FirstEnergy**

**BILL TO:**  
FirstEnergy Service Company  
PO Box 6100  
Johnstown PA 15907-6100

**Invoice Number\***

**Issue Date\***

**Terms** Within 30 days Due net

**Due Date**

**Buyer Contact**

**PO Number** 0055100599

**Company** SC00

**Currency Code** USD

Click to enter default accounting information (optional) [v](#)

Inv Line #	PO Line #	Sch. #	Item Code	Description *	Quantity *	UOM *	Unit Price *	Service Start Date *	Service End Date *	Total Price		
<input type="checkbox"/>	1	1	1		Testing Services Unknown - Te	98,548.00	Each	1.00			98,548.00	<a href="#">Add Line</a> <a href="#">Edit</a>

[Select All](#) [De-Select All](#)

**NOTE: Please invoice against only one PO line item.**

**Comments:**

**Subtotal**

**Freight Charges**

**Grand Total**

\* Indicates required field.

Figure 8. Use the Invoice screen to insert attachments.

### Attaching Documentation

To attach images of invoices:

1. Select the **Browse...** button next to the **File Name** field (Figure 9).

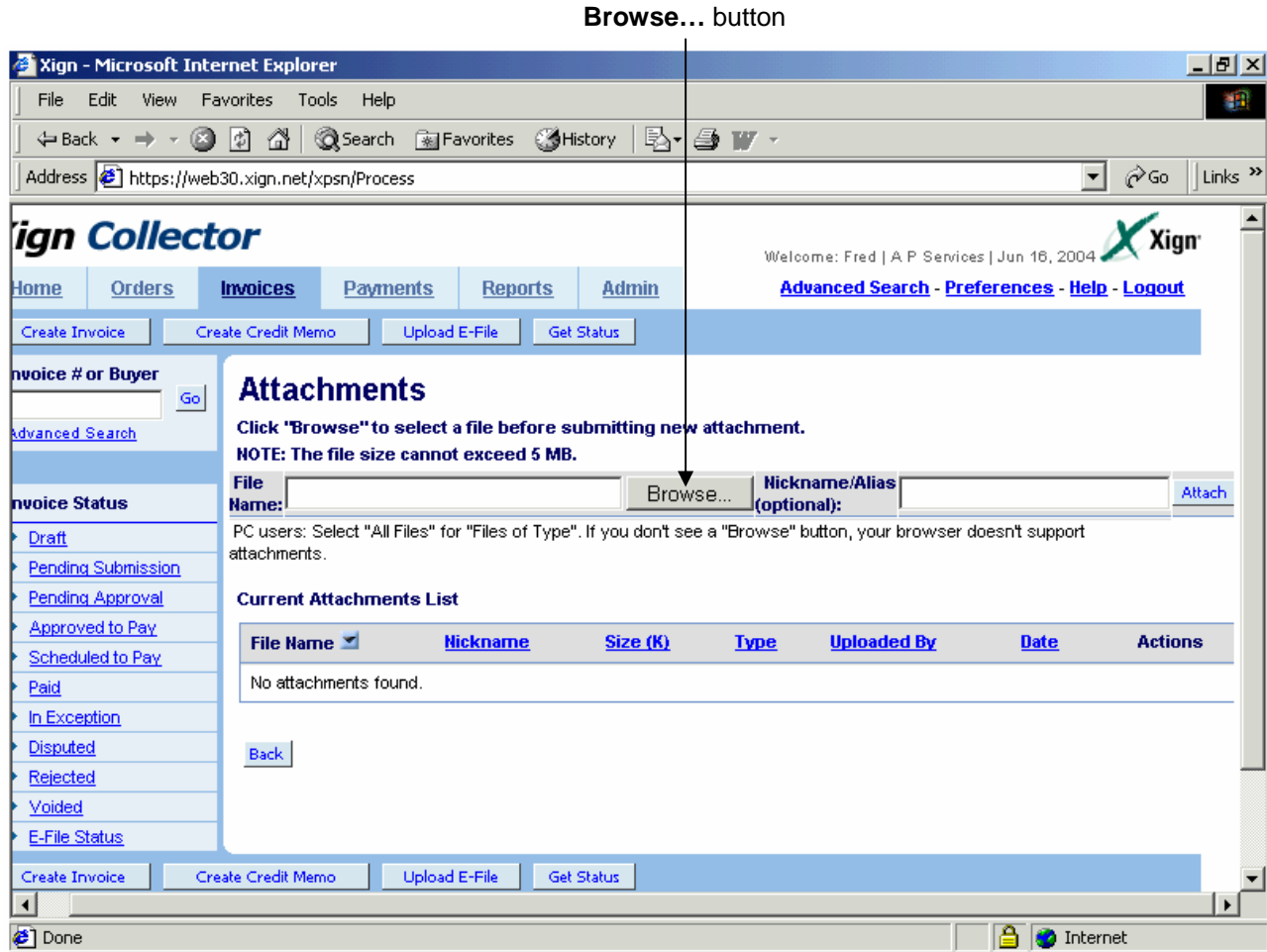


Figure 9. Attachments screen.

### Selecting the Appropriate Attachment

When you selected the **Browse...** button, a **Choose file** dialog box opens that allows you to select the file from your computer.

1. Navigate to the appropriate folder on your computer.
2. Either double click the file name or select the file and click the **Open** button. This populates the file name in the File Name field (Figure 10).
3. Click the **Attach** button (Figure 11).

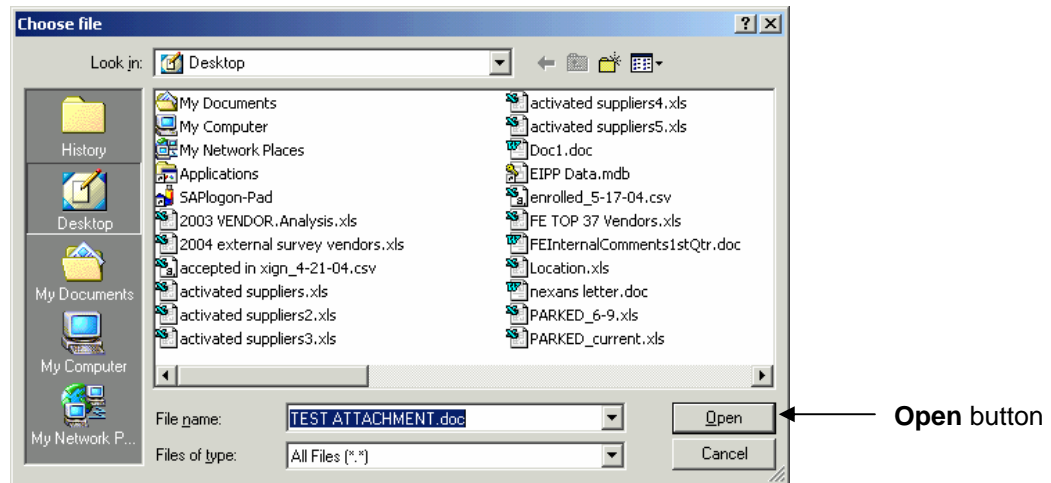


Figure 10. Choose file dialog box.

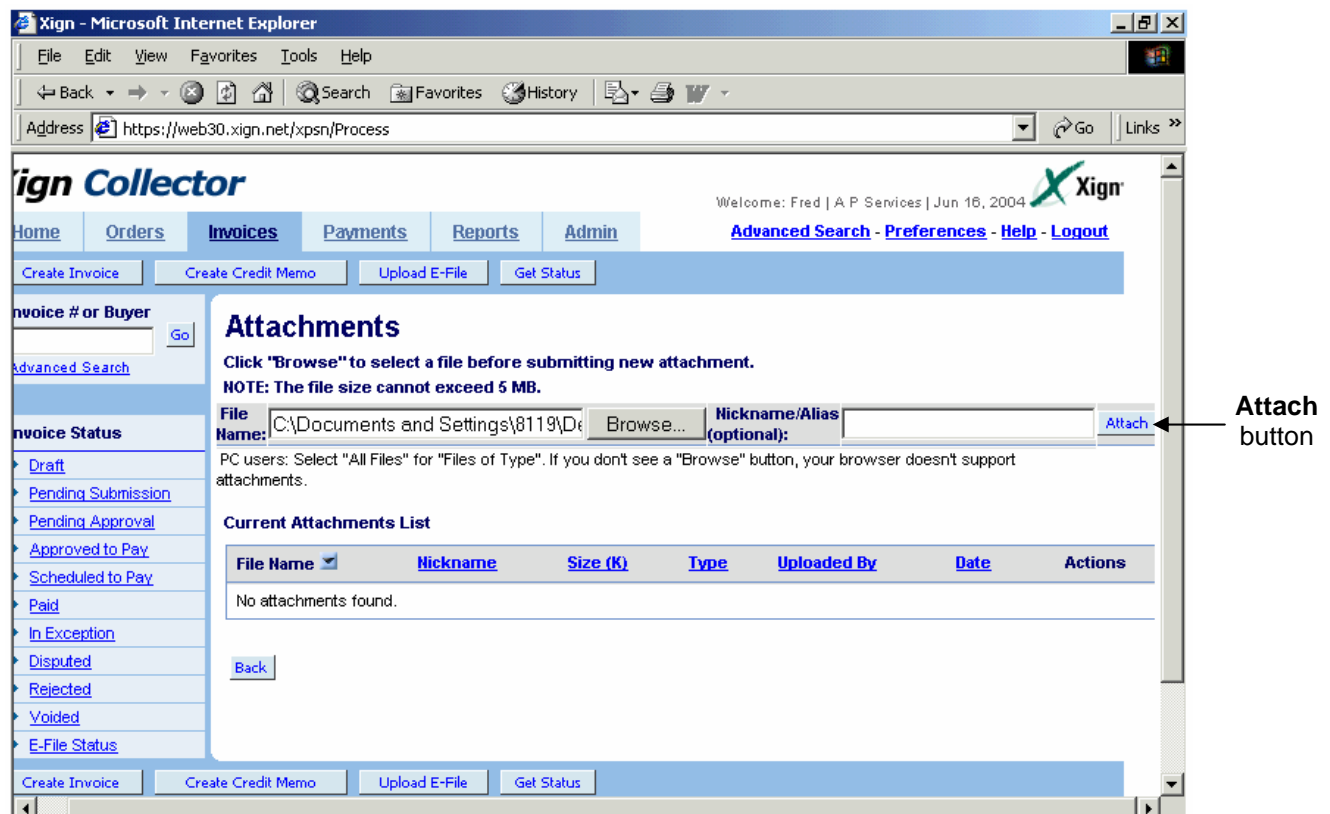


Figure 11. Attach the file by selecting the Attach button.

## Successfully Attaching Files

Your file is attached when the file name appears in the **Current Attachments** list. *Note:* If you are attaching more than one file, repeat the steps until all files are listed.

1. Click the **Back** button, which will take you to review the invoice once you have attached all the appropriate documents.

The screenshot shows the Xign Collector web application in Microsoft Internet Explorer. The browser address bar shows `https://web30.xign.net/xpsn/Process`. The application has a navigation menu with tabs for Home, Orders, Invoices, Payments, Reports, and Admin. Below the menu are buttons for 'Create Invoice', 'Create Credit Memo', 'Upload E-File', and 'Get Status'. The main content area is titled 'Attachments' and contains an information box stating 'File attached successfully.' Below this is a form for adding a new attachment with fields for 'File Name', 'Browse...', 'Nickname/Alias (optional)', and 'Attach'. A note indicates that file size cannot exceed 5 MB. At the bottom of the main content area is a 'Current Attachments List' table with the following data:

File Name	Nickname	Size (K)	Type	Uploaded By	Date	Actions
<a href="#">TEST_ATTACHMENT.doc</a>		19	doc	apservices	Jun 16, 2004	<a href="#">View</a> <a href="#">Delete</a>

Annotations in the image include: 'Successfully attached file appears under Current Attachments List' pointing to the file name in the table, and 'Back button' pointing to the 'Back' button in the left sidebar.

Figure 12. Successfully attached files.

## Reviewing the Invoice

Now, review your invoice to ensure that all the information is accurate. If it is, select the **Submit** button to transmit the invoice to FirstEnergy.

The screenshot shows a web browser window titled "Xign - Microsoft Internet Explorer" with the address bar displaying "https://web30.xign.net/xpsn/Process". The page content includes a navigation menu with "Invoices", "Payments", "Reports", and "Admin". Below the menu, there are buttons for "Credit Memo", "Upload E-File", and "Get Status". The main heading is "New Invoice" with a status of "New". A "Submit" button is highlighted with an arrow and labeled "Submit button".

<b>A P Services</b>	<b>REMIT TO:</b> A P Services 203 Armstrong Drive Freeport PA, 16229	<b>Invoice Number*</b> 589244
<b>FirstEnergy</b>	<b>BILL TO:</b> FirstEnergy Service Company 1003 Broad St., Suite #100 Johnstown PA 15906	<b>Issue Date*</b> 06/16/2004
	<b>Ship To:</b>	<b>Terms*</b> Within 30 days Due net
		<b>Due Date</b> 07/16/2004
		<b>Ordered By*</b> fe attorney name
		<b>Company*</b> SC00 FirstEnergy Service Corp

Figure 13. Final screen review before submission.

### Error Checking When Submitting an Invoice

When you submit your invoice, the software checks for errors. If errors are found, a log will appear on the screen (Figure 14). Correct the errors, and press **Submit** to transmit the invoice. Please note that accounting codes and approvers are valid at this time. If error(s) occur for these fields or you cannot resolve an error, please contact the FirstEnergy Accounts Payable Help Desk at 814-539-3200 for assistance.

If the software finds no errors in your submission, the screen indicates it with a message (Figure 15). To continue invoicing, select the **Orders** tab and repeat the steps. Otherwise, **log out** of Xign.

### New Invoice

Figure 14. Error log example.

Figure 15. An error-free submission.