Electronic Invoicing Guide - 2007

FirstEnergy®

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 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.

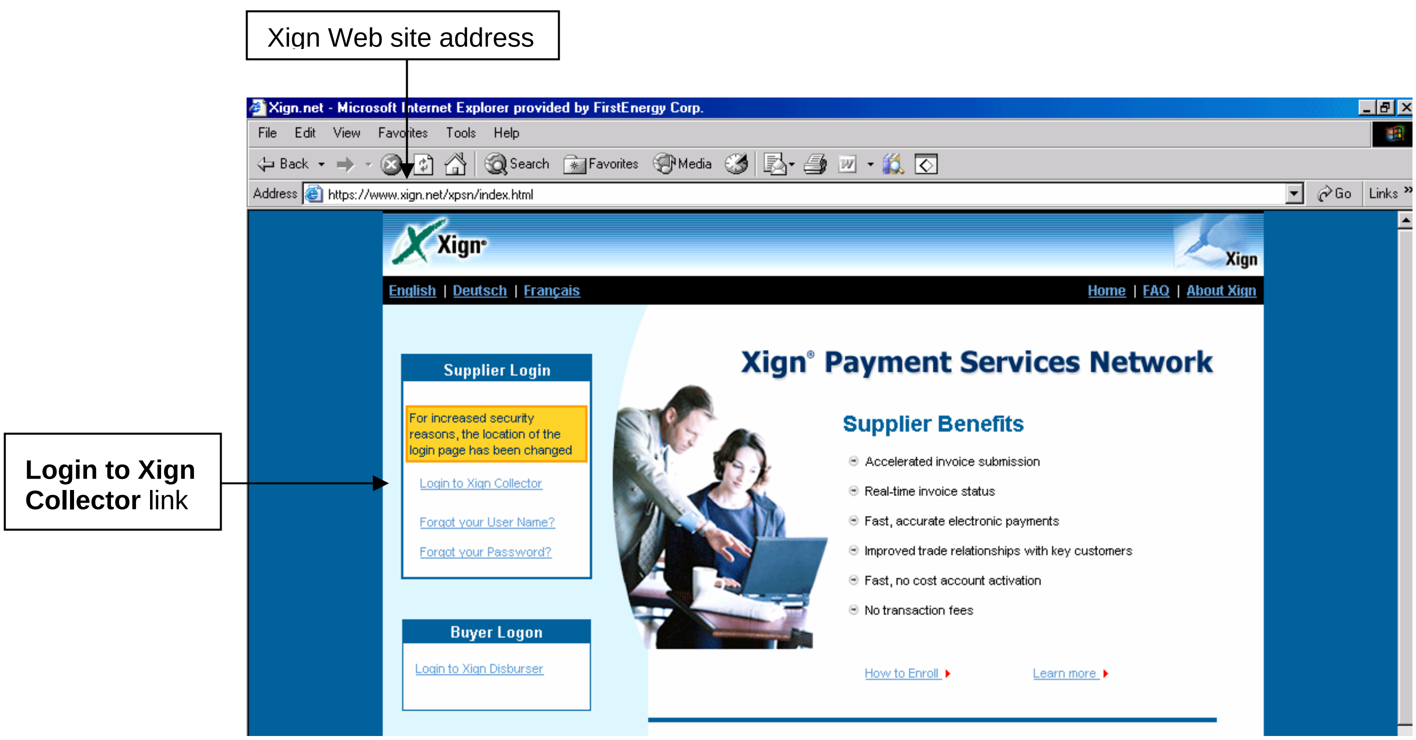


Figure 1. Xign home page.

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.

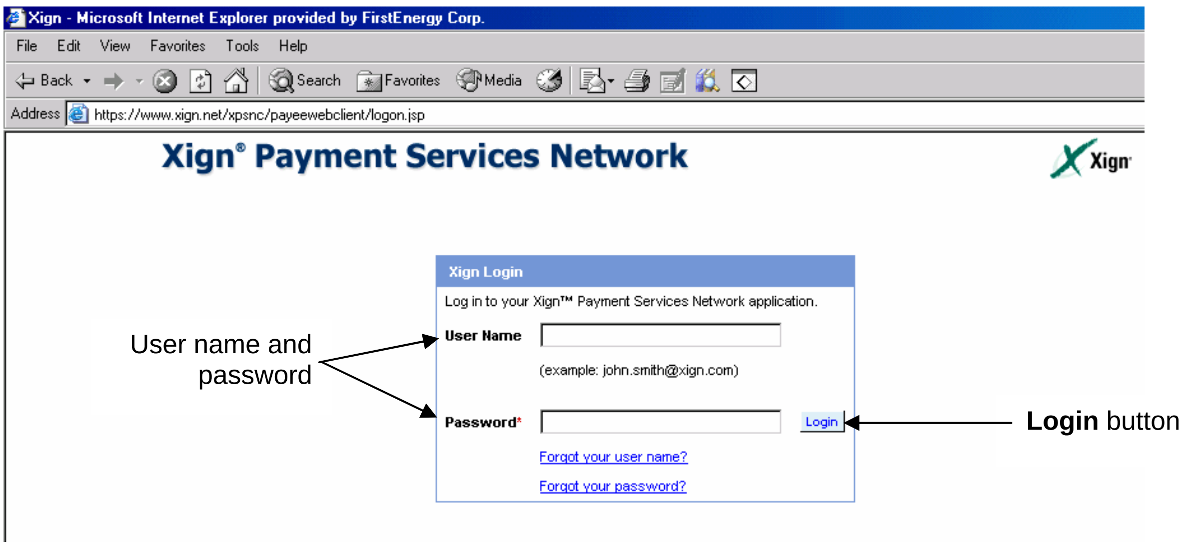


Figure 2. Xign Login Screen

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

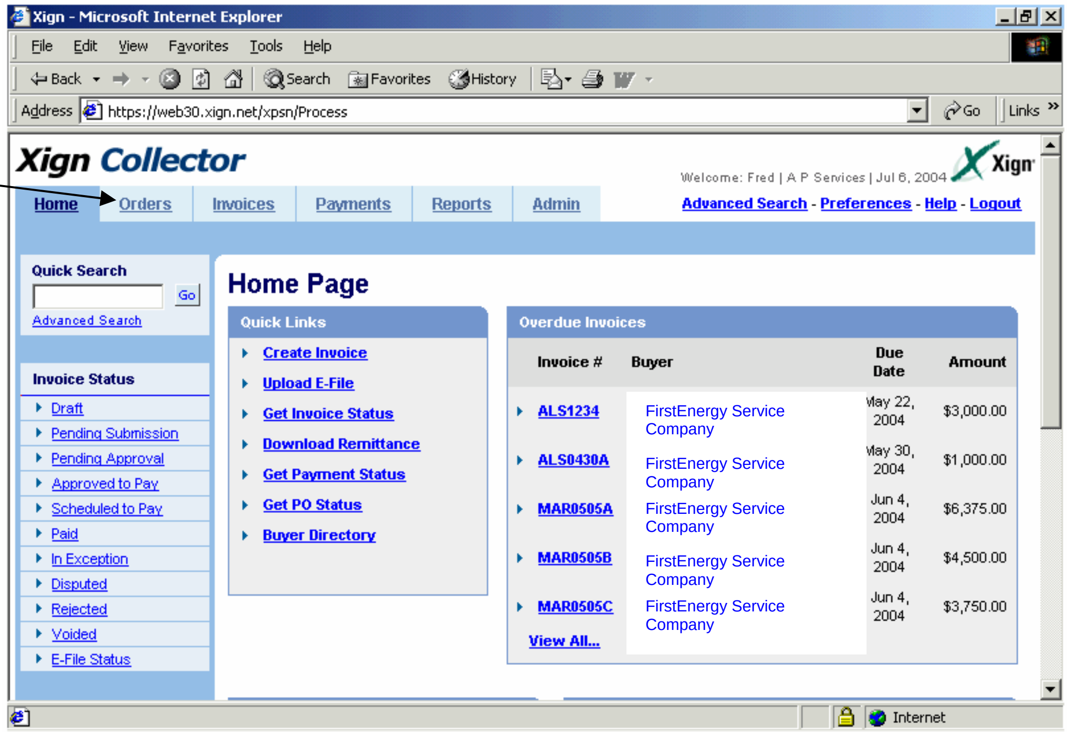


Figure 3. Account information page

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.

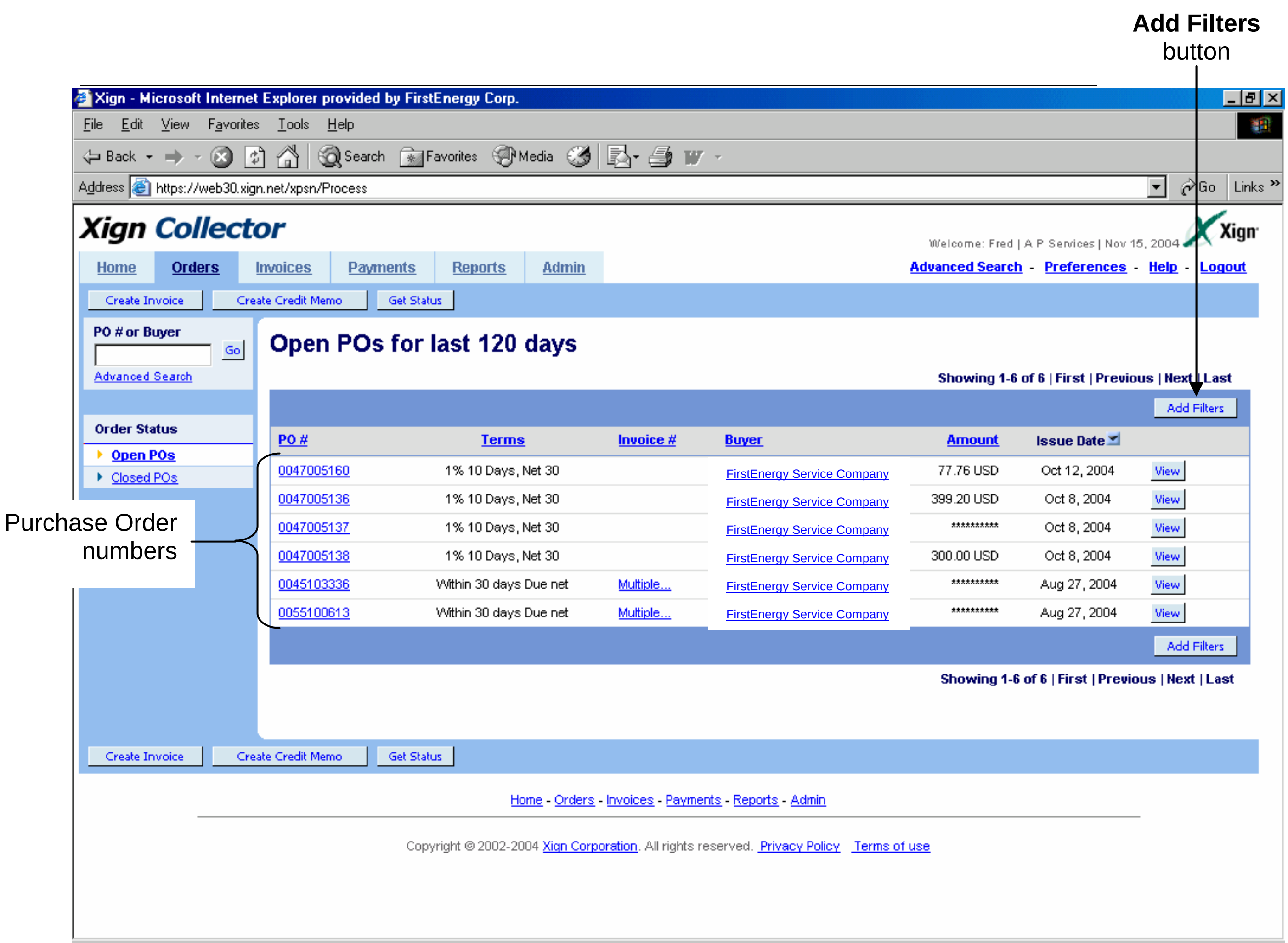


Figure 4. Open Purchase Orders screen.

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).

Create Invoice
button

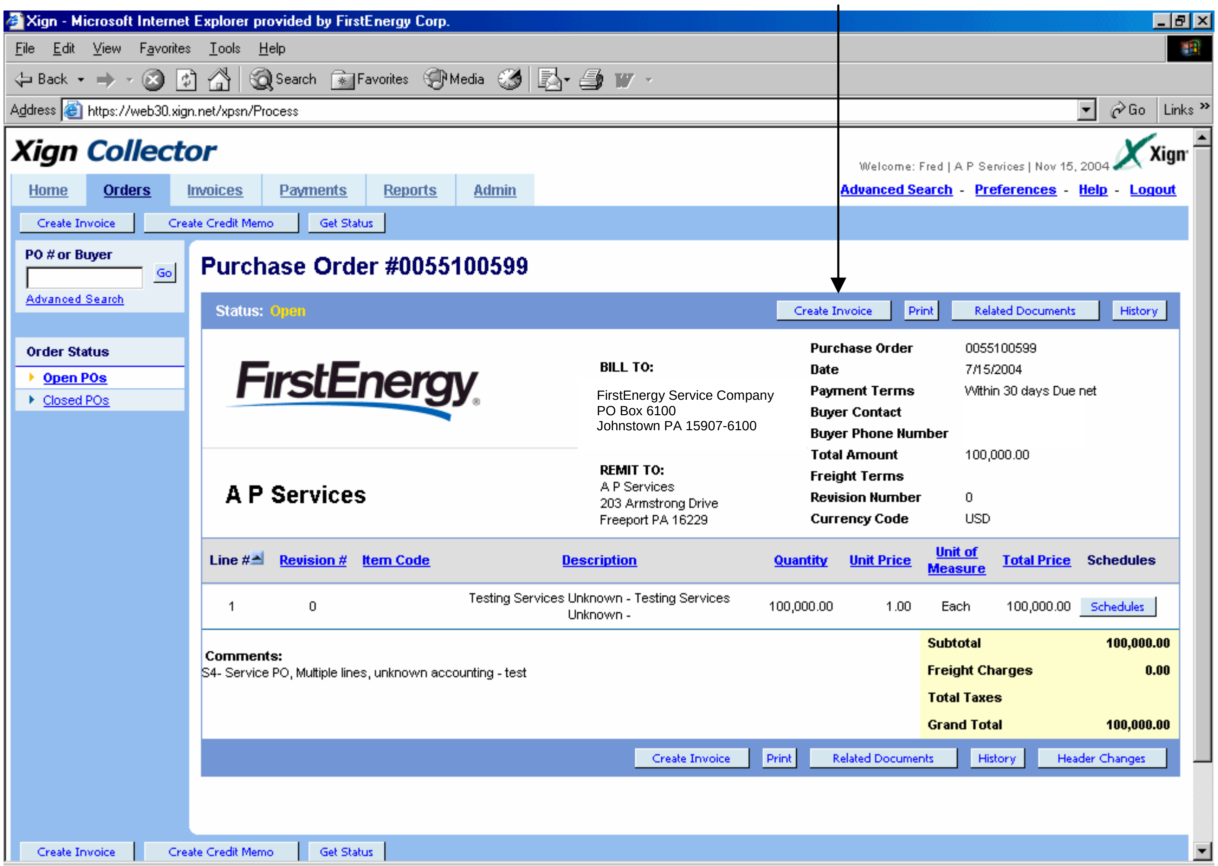


Figure 5. Purchase Order number screen (AP Services is a false company).

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.

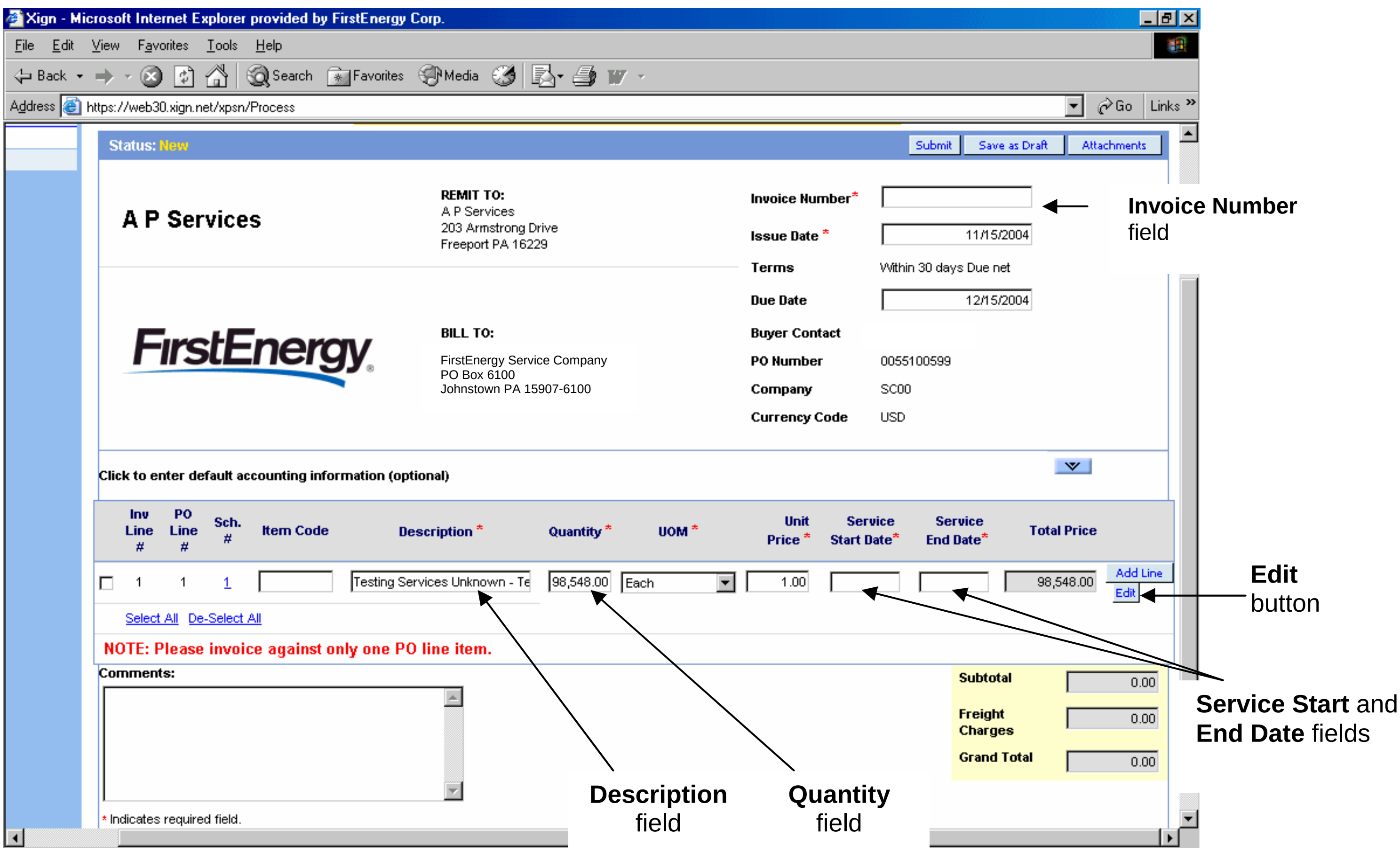


Figure 6. Invoice screen.

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.

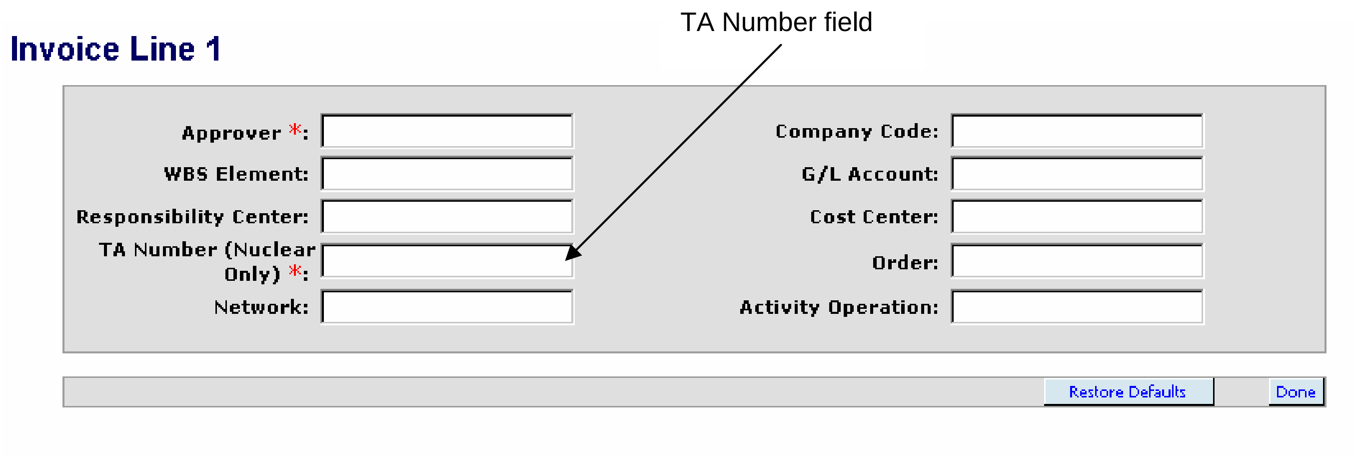


Figure 7. Invoice screen for inserting TA number.

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).

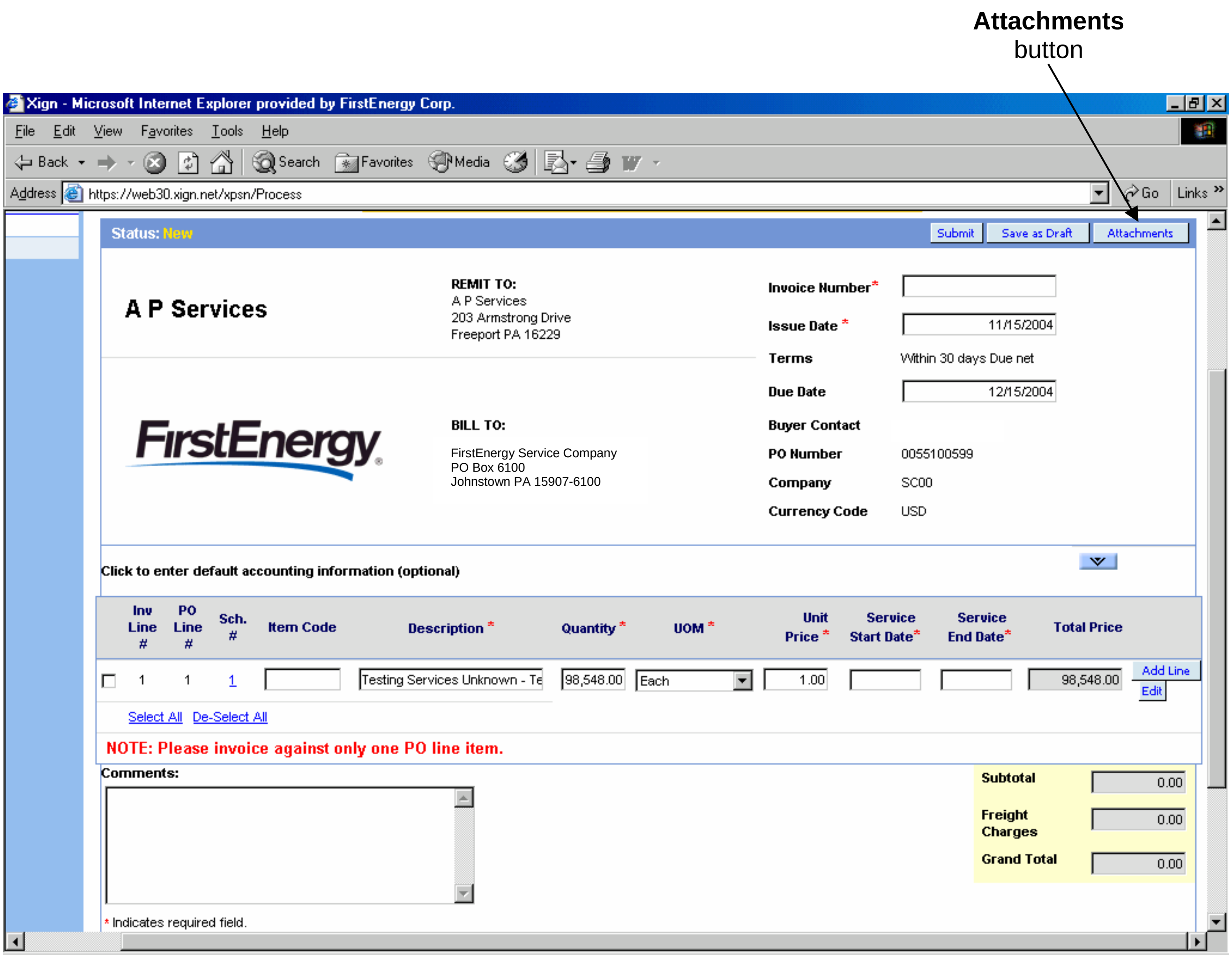


Figure 8. Use the Invoice screen to insert attachments.

Attaching Documentation

To attach images of invoices:

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

Browse… button

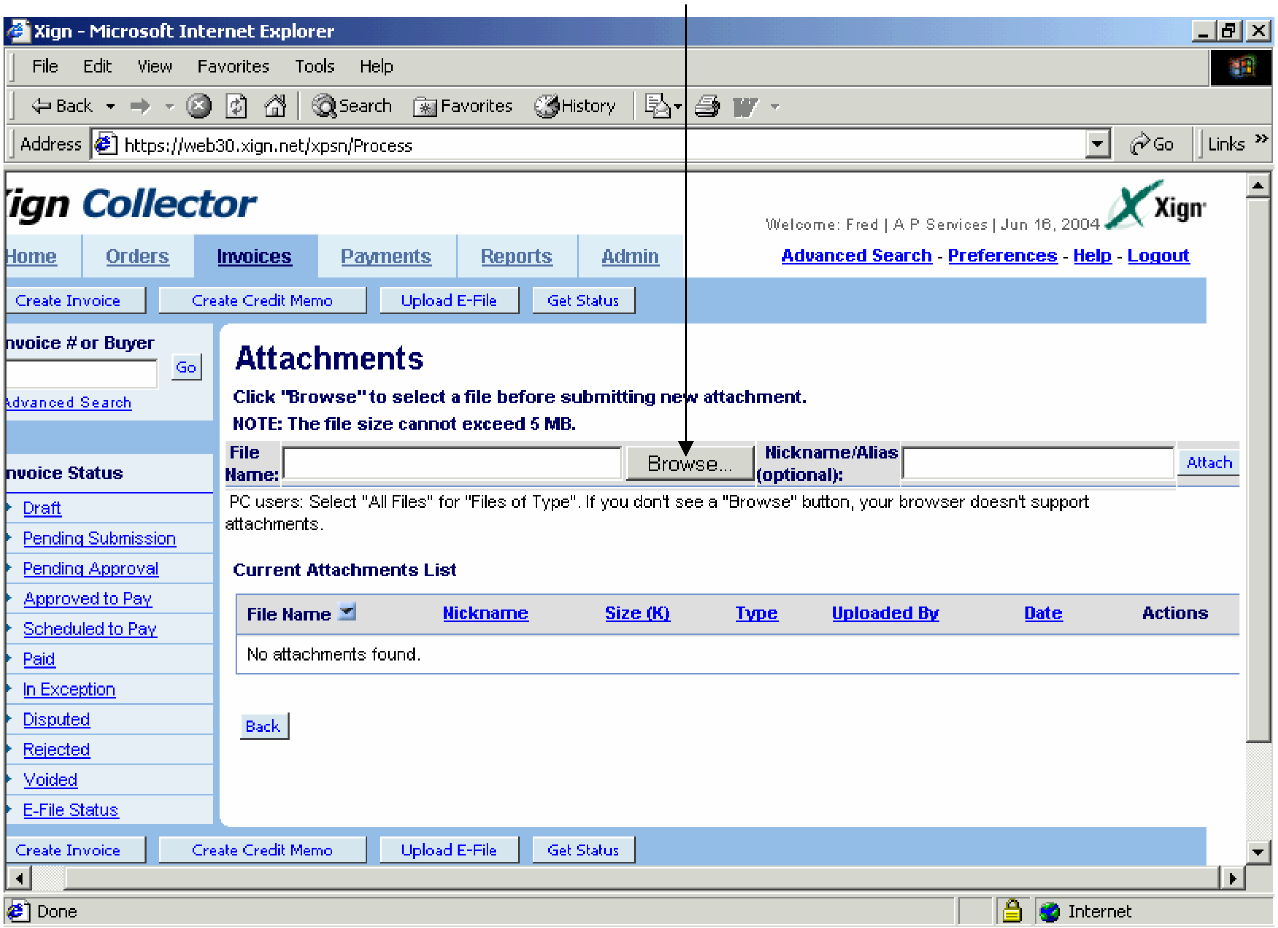
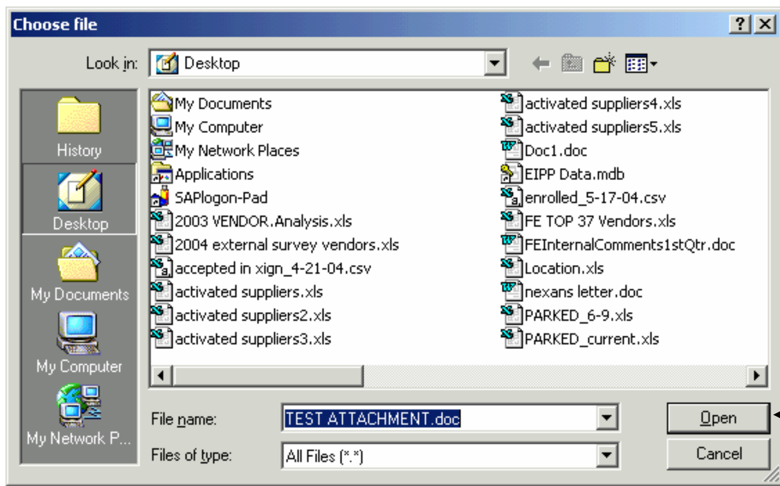


Figure 9. Attachments screen.

Selecting the Appropriate Attachment

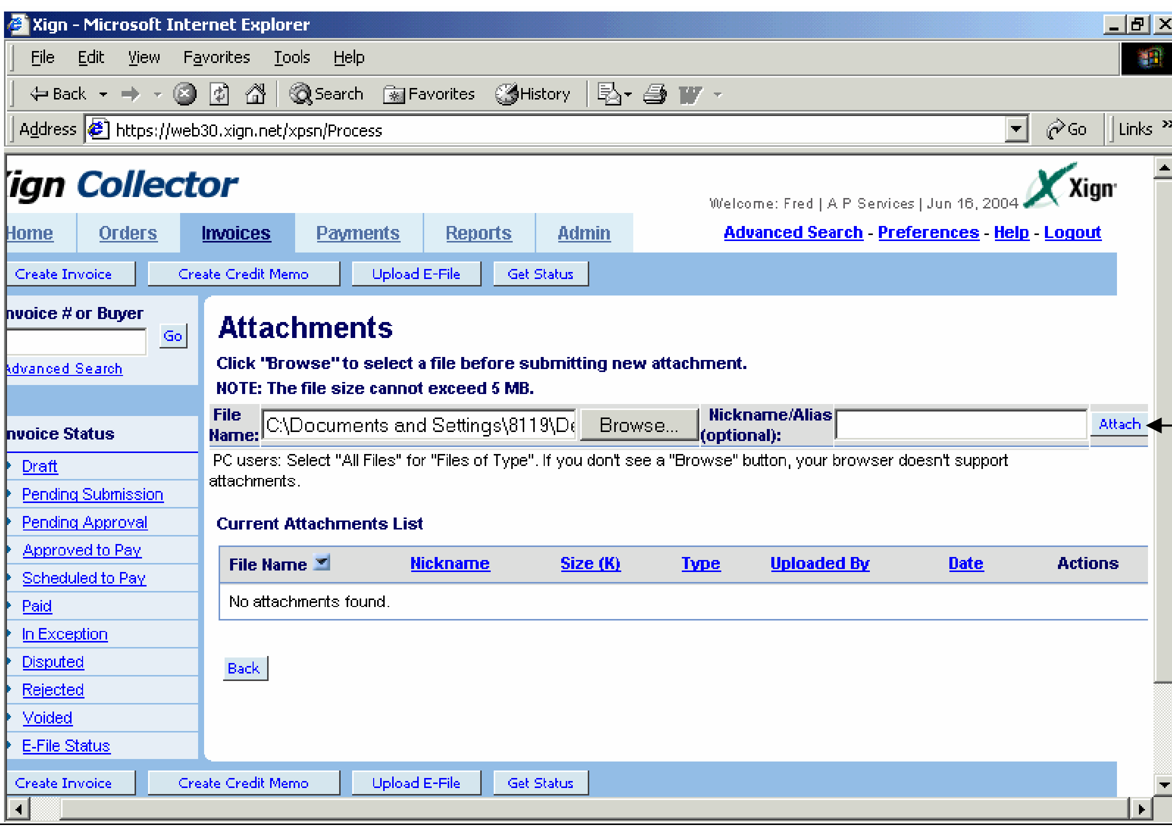
When you selected the **Browse…** button, a **Choose file** dialog box opens that allows you to select the file from your computer.

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).



Open button

Figure 10. Choose file dialog box.



Attach button

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.

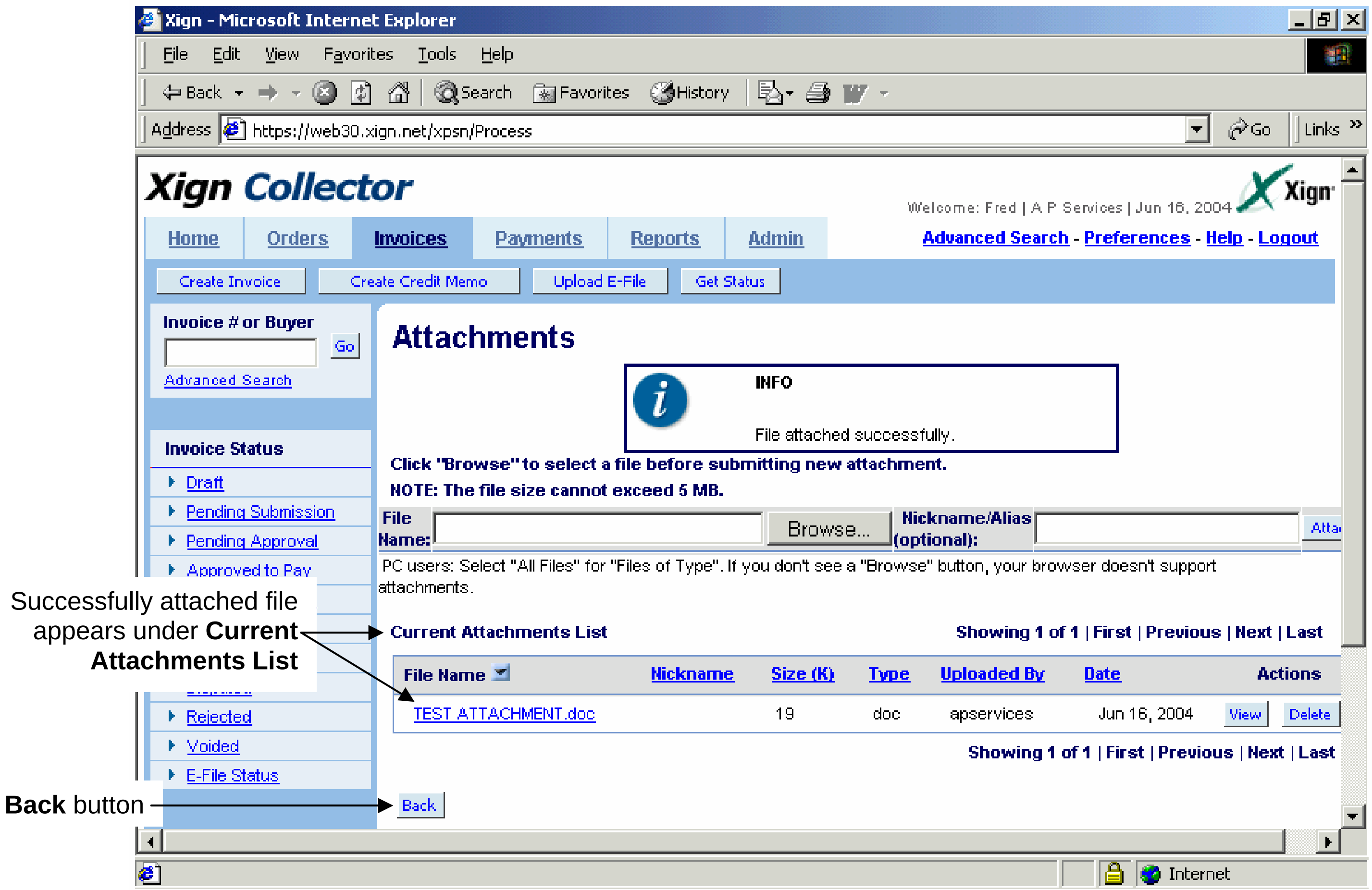


Figure 12. Successfully attached files.

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.

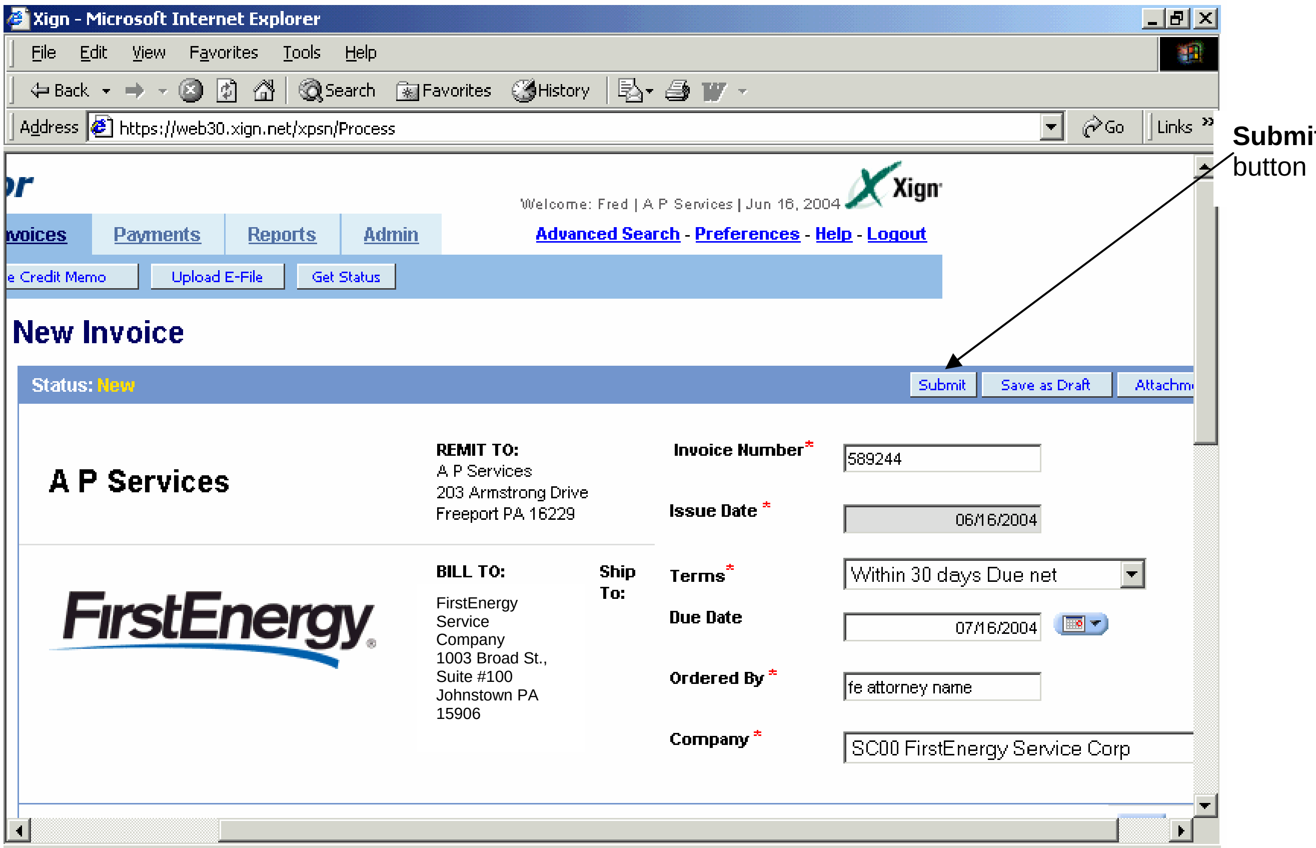


Figure 13. Final screen review before submission.

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.

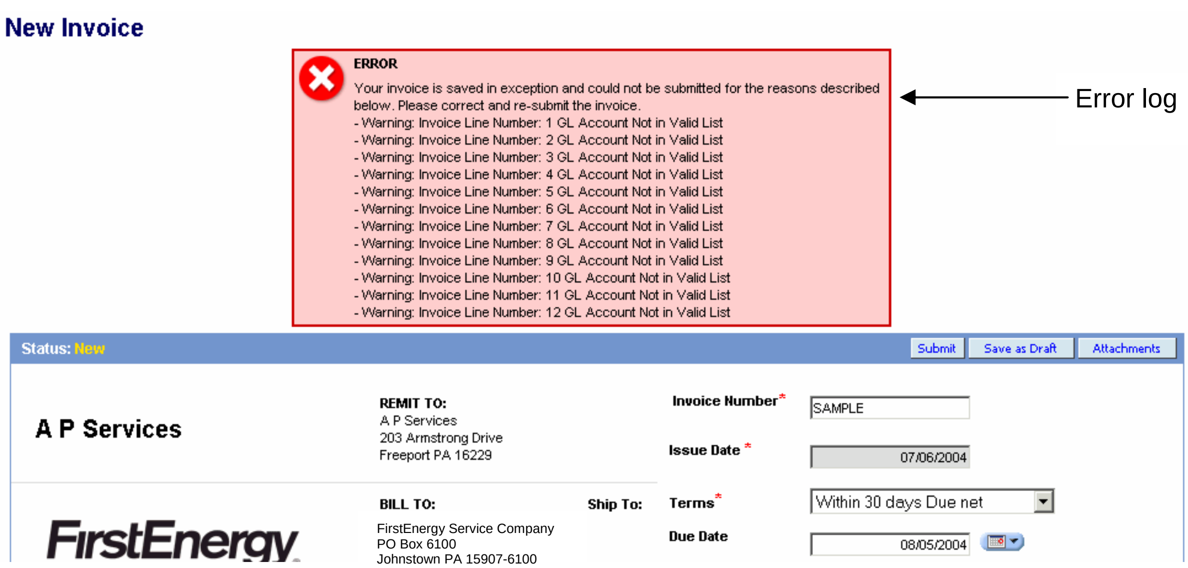


Figure 14. Error log example.

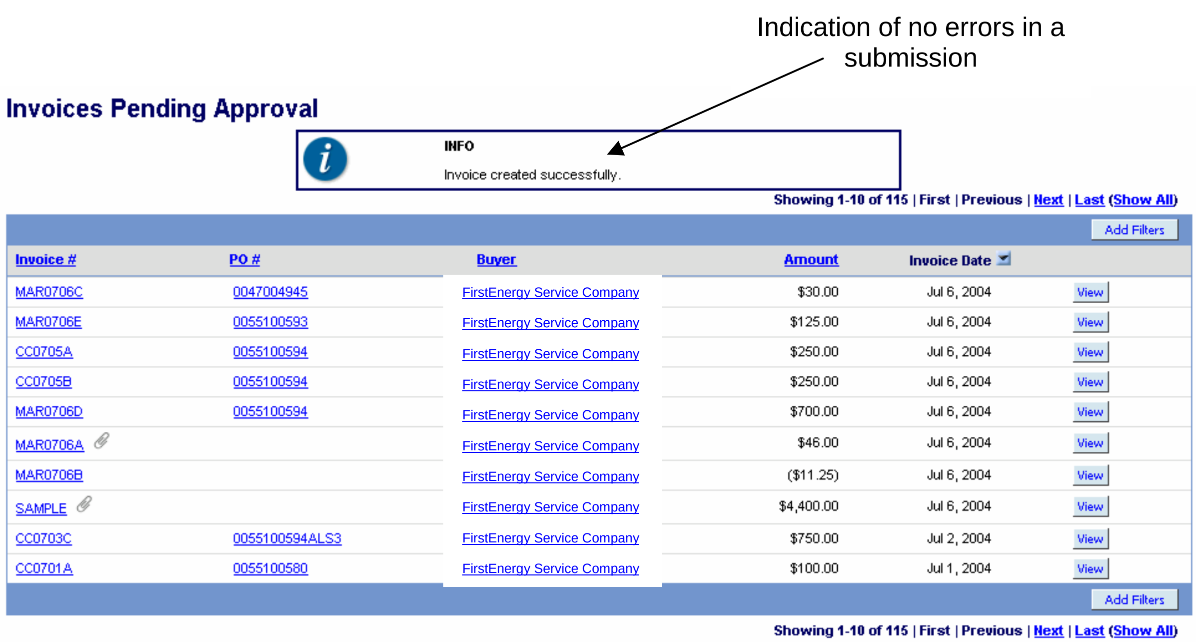


Figure 15. An error-free submission.