

Frequently Asked Questions – Atmus Suppliers

1. What does IPA Global stand for?

Indirect Payment Authorization Global

2. When is this change happening?

Beginning in May 09 with Mexico, US in Sept 09, UK in Jan 2010 and the rest of the regions will follow.

3. What will change with the current process?

- Overall improvement in procure-to-pay process.
- Increased validation between Invoice and Purchase Order (elements include unit price, currency, invoice line structure (e.g. multiple PO lines may not be consolidated into one invoice line))

4. How do I ensure that my invoice is submitted correctly?

- The Atmus issued PO number; beginning with the “INDF” prefix must be included on the invoice.
- Invoices should state the part number and/or a description of services provided over a certain duration, as well as the PO number.
- The invoice must contain invoice lines which match the PO. No positive and negative line amounts may be included on the same invoice. Credits or adjustments for returned goods or services must be issued in the form of a credit memo.
- The invoice must also contain your company name and remittance details. Your supplier’s name must be the same as the name referred to on the PO. Inform the requisitioner or Indirect Purchasing sourcing manager of any changes to your supplier information, including supplier name or remittance address.

5. Is there a change to the medium of transmission of invoices?

No - To avoid delayed payment, you must submit electronic invoices through the Ariba Network (preferred), the Atmus Value Added Network (VAN) in the approved EDI format OR submit manual (paper) invoices by mail directly to the “bill-to” address on the PO.

7. What happens if my invoice gets rejected?

For invoices sent through the Ariba Network, automatic rejection notices are sent electronically. Be sure to have your Ariba Network account configured with an email address to be able to receive rejection notices.

Paper invoices will be returned to sender without being processed.

8. Why was my invoice rejected?

Rejection notices for invoices sent through the Ariba Network will include the specific reason for rejections.

The following reasons apply to non-Ariba Network invoices:

RTSPO - Invalid or No Purchase Order- EDI (APERAK) or paper invoices. The supplier provided an invalid or inactive purchase order number, or no PO number was provided for processing.

RTSAMT - The sum of the distribution lines of the invoice does not balance to the invoice total.

RTSCUR- A discrepancy is found between the currency on the PO and the invoice.

RTSINN - Supplier has left the invoice number field blank on the EDI transmission.

RTSNOL - Supplier transmitted an invoice with header level information but has not provided the corresponding invoice lines.

RTSQTY - Invalid Quantity. The supplier submitted an invalid quantity for parts.

RTSDUP - Duplicate Invoice. Supplier transmitted a duplicate invoice number.

RTSPN - Part Number issue. Supplier submitted an invoice with an invalid or blank part number. This should only be done with the plant’s instruction.

RTSDTE - Future Date. Supplier transmitted an invoice with a future date.

9. What should I do if my invoice was rejected because of RTSP0 Invalid or No Purchase Order- EDI (APERAK) or paper invoices?

Resubmit your invoice to Atmus with the Atmus issued PO number, beginning with the "INDF" prefix showing on the invoice.

10. What should I do if my invoice was rejected because of RTSAMT – Amount Error?

Resubmit your invoice to Atmus where the total invoice value is equal to the sum of the line items.

11. What should I do if my invoice was rejected because of RTSCUR – Currency Issue?

Resubmit your invoice to Atmus in the PO currency or work with the buyer to renegotiate currency issues.

12. What should I do if my invoice was rejected because of RTSINN - Invoice Number missing?

Resubmit your invoice to Atmus and include an invoice number.

13. What should I do if my invoice was rejected because of RTSNOLNo Invoice Lines- EDI only (APERAK)?

Resubmit your invoice to Atmus with the header level information and include the corresponding invoice lines that were omitted previously.

14. What should I do if my invoice was rejected because of RTSQTY – Quantity Mismatch?

- Review the purchase order and resubmit your invoice to Atmus with a valid quantity for the parts/service supplied. For example.
- You may have submitted a quantity of 10.78 however we can only receive and pay in whole parts.
- You may have submitted a quantity of 1, however, the purchase order may hold a quantity of 100.
- You may have submitted a quantity of 35, however, the purchase order may hold a quantity of 4.

15. What should I do if my invoice was rejected because of RTSDUP - Duplicate Invoice-EDI (MANUAL) only?

Check your invoice to Atmus; is this a duplicate invoice or invoice number? If the invoice number has been duplicated, resubmit your invoice to Atmus with a correct invoice number.

Please also check your Atmus purchase order in this instance.

16. What should I do if my invoice was rejected because of RTSDTE - Future Date on invoice - EDI (MANUAL) only?

Resubmit your invoice to Atmus with a date that is not in the future or hold your invoice until the invoice date.

17. What should I do if my invoice was rejected because it includes direct and indirect purchase order numbers?

Re-invoice Atmus with a separate purchase order for each purchase order you have received.

18. What should I do if my invoice was rejected because the quantity of line items on the PO and invoice do not match?

Resubmit your invoice to Atmus ensuring that the quantity of line items on the invoice and PO match.

19. What should I do if my invoice was rejected because there are positive and negative amounts on the same invoice?

Resubmit your invoice to Atmus ensuring that it only shows positive amounts.

Submit a credit note for any negative amounts.

20. What should I do if my invoice was rejected because there is a discrepancy between the unit of measure on the PO and the invoice?

Resubmit your invoice to Atmus ensuring that the unit of measure on the invoice and PO match.

21. What should I do if my invoice was rejected because there is a discrepancy between the unit price on the PO and the invoice?

Resubmit your invoice to Atmus ensuring that the unit of measure on the invoice and PO match.

If you have a catalogue set up for Atmus check that the unit price is correct in the catalogue.

22. What should I do if my invoice was rejected because the company name and remittance details are not included on the invoice?

Resubmit your invoice to Atmus ensuring that your company name and remittance details are included.

23. What should I do if my invoice was rejected because the supplier's name on the invoice is different to the name on the purchase order that was sent to your company?

Resubmit your invoice to Atmus ensuring that the name of your company is correct.

If the purchase order details are incorrect work with the buyer/sourcing manager to rectify this and resubmit your invoice once you receive a new purchase order number.

24. How can I find out about payment status for my invoice?

Atmus provides real time invoice payment status using the Supplier Portfolio application. This feature is available for most invoices that are paid from one of Atmus' regional Accounts Payable departments in US, Europe, Mexico, Brazil, Belgium, Australia India, China, Singapore and parts of Africa.

Contact information can be found on the Atmus Supplier Portal (<https://www.atmus.com/supplier-portal/home>)