



International
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In an effort to better serve our vendors, we are pleased to announce that you will now be able to get answers to your invoice processing and payment inquiries online through the InvoiceInfo vendor self-service invoice status portal.

InvoiceInfo will help your accounts receivable and collections staff eliminate having to leave messages, and then wait for a return phone call or response to an email when inquiring about an invoice. You will be able to get your answers through this Internet portal, saving your staff time and hassles. The data is updated daily by our accounts payable system so when you see the answers you are looking for, you can feel confident in the accuracy of that data.

How Does InvoiceInfo Work?

Using this self-service portal is as easy as 1, 2, 3...

1. access the portal.

A screen should appear that says, "Welcome to InvoiceInfo". In order to access invoice information specific to you, you must enter your **International vendor number** (five digit numeric – can also be located on your check remittance copy) and a valid **invoice number**. If you are part of the ERS (Evaluated Receipt Settlement) payment process, please consider to following:

- You must use the ERS invoice number instead of your system generated invoice number.
 - For shipments made to International Engine Plants, the ERS Invoice Number will be the ASN NUMBER the Logistics Provider created.
 - For shipments made to International Truck Plants, The ERS invoice number will be the bill of lading number found in the REF segment of the ASN that was transmitted to the Plants.
2. Once you have entered the required data (Vendor and Invoice Number) into the data fields, click "Search" and the results will appear at the bottom of the page. After one successful search per log in is performed (using Vendor and Invoice Number), you will be able to search for information on vendor invoice history using additional search options, such as Invoice Date/Range and Payment Number.
 - **Invoice Date Search** – Remove the invoice number from the previous search. In the Invoice Date field, enter the period criteria that you would like to search (ex. 01-01-2016 TO 08-01-2016). Click "Search" at the bottom of the page. This information can then be downloaded into Excel by clicking the "Download Report" option.
 - **Payment Number Search** – Remove the invoice number from the previous search. In the Payment Number field, enter the payment number you wish to search. Click "Search" at the bottom of the page. This information can then be downloaded into Excel by clicking the "Download Report" option.

3. The following fields are available on the report:
- Vendor Number
 - Invoice Number
 - Invoice Date
 - Payment Method (ACH, CHK, WIR)
 - Payment Number (ACH, Check, Wire Reference Number)
 - Scheduled Pay Date
 - Payment Date
 - Payment Amount
 - Payment Currency

Report Field Descriptions

Payment Status	Description
P	Paid
N = New, scheduled for payment	Scheduled to pay
X, C, L	Will not pay

4. If the results do not provide what you are looking for or you still have questions, please click on the “Contact Us” link on the left-hand side of the screen.

Many self-service portals require you to activate an account with passwords and log-in information, accept terms and deal with a lot of onboarding details. InvoiceInfo does not require any of this—it really is as easy as 1, 2, 3...

Once you get to InvoiceInfo, you’ll notice that you don’t see your company’s name on the site. The site is secure because you can’t access any information on the site unless you have the required data specific to your company. You will have five attempts to access your data. On the sixth failed attempt, you will be locked out of the system for 15 minutes.

This portal was developed with our vendors in mind so you can get answers to your invoice inquiries easily and reliably. We encourage you to utilize this portal to get quick answers to your invoice status and payment inquiries. We are sure you won’t be disappointed.