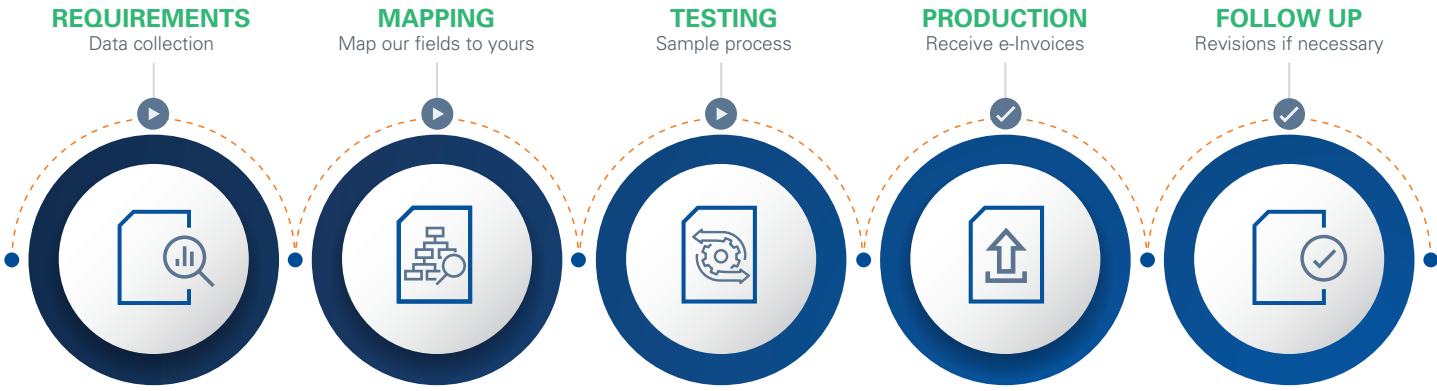


e-Invoicing: Onboarding Process

Submitting invoices electronically does not require an overhaul to your existing processes and can be done in a way that integrates with your existing systems.

System creation

There are five steps to the e-Invoicing onboarding process, so we can develop an invoice file type that can be uploaded directly into your accounting package.



The estimated set up time for e-Invoicing is two to four weeks including at least three meetings to gather all necessary information. By remaining thorough in our set up process, we lower the possibility of error and create a system that is easy to use.

e-Invoicing is guaranteed to speed up the payment process, reduce invoicing costs, and provide visibility into the invoicing process.

Requirements



In this first stage, our Data Analyst will work directly with you and your World Fuel Representative. We highly recommend that you have present an employee who understands your accounting system and GL codes. Please come equipped with the following information:

- What is your current accounting system?
- What level of information would you like ingested by the system?
- How frequently will you require e-Invoicing – weekly or monthly?
- What are the details of ingestion format, such as a field list, and type of data exchange – excel, csv, etc.
- How do you breakdown cost by aircraft?
- How are sales taxes handled?
 - Are they handled under product name?
 - Are they handled as their own line item?

Mapping



Once you have outlined preliminary requirements, we can begin tailoring our system to yours. Please have a field list ready and reference the e-Invoicing mapping instructions and complete the e-Invoicing Worksheet that will be sent to you. Through this worksheet we will map our fields to yours, gather your GL codes, and match our description data to yours. Remember that the mapping process can be flexible and fit to your accounting language.

e-Invoicing Mapping Instructions

Please reference these instructions to fill in the necessary information on the e-Invoicing Worksheet. This process will include assistance from your World Fuel Representative and Data Analyst. Please note that based on your accounting system, you may need to complete a new sheet for each tail.

Coding Worksheet

- **Column A** – Product Name from World Fuel line item invoice
- **Column B** – Purchase Product
- **Column C** – How is the Product Name in Column A referred to in your accounting system? Must fill.
- **Column D** – What is the GL code associated with Column C? Please fill if applies.
- **Column E** – Do you have specific codes for different tails? Please fill if applies.
- **Column F** – Do you have specific codes for ICAO? Please fill if applies.
- **Column G** – Are sales taxes handled under product name? Please fill if applies.

Field Mapping – Please list all your required fields and what data goes in each.

ROI Calculator – Please list all your required fields and what data goes in each.

Testing



In order to ensure e-Invoicing is aligned with your needs, we will provide a test file to ingest the sample process into your accounting system, and work alongside you to troubleshoot issues with your feed. Once this is done, we will then verify the process by sending a test that you can complete on your own.

Production



Set up is complete. We will begin sending out your e-Invoice either weekly or monthly depending on your preference.

Follow Up



In the event that you have changes to your mapping or additions to your data table, reach out to your World Fuel Representative so the necessary revisions can be made.