



**Evaluated Receipt Settlement**

**Invoice Procedures**

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**ERS Invoice Inquiry Procedures**

**General Information**

Navistar is presently doing ERS (**E**valuated **R**eceipt **S**ettlement) payment with suppliers shipping material to International Engine Plants, International Truck Plants, IC Corp, IC of Oklahoma, LLC, and International Military Group. The International locations involved are the Big Bore Engine Plant; Springfield (Assembly, Cab Assembly, and ODW), Tulsa Bus Plant; Military (West Point and Navistar Defense); Navistar Mexico S.A. de C.V. (this includes both Escobedo Truck, S. de R.L. de C.V.).

The Procedure for ERS invoices is **different** between the Engine and Truck/Bus Plants. Please read carefully the descriptions and procedures for the different Plants outlined below. For Engine Plants, the ERS payment to the supplier is based on the EDI 846 transmission from the Engine Plant back to the supplier for managed inventory taken out of the Logistical Warehouses. For Truck/Bus Plants, the ERS payment to the supplier is based on the EDI 856 Advanced Shipping Notice transmitted to the Truck/Bus Plants.

The supplier will be paid, but the remittance advice will be an EDI820 Electronic Remittance Advice. This Advice will have all the invoices paid and could also include invoices for locations that are not ERS. The ERS invoices will also have the part number detail information (part number, quantity, unit price, and receiving ticket number). **Suppliers IT department will need to provide the EDI820 Electronic Remittance Advice to their Accounting Departments so that they can reconcile their Accounts Receivable.**

If you have **special charges** (surcharges, etc.) that you should be paid for on the part numbers on the ERS invoices, these charges should be rolled up into the piece price of the parts.

**ERS – ENGINE PLANTS**

ERS invoice payment was effective March 6, 2000 with the Engine Plants. Suppliers’ ship to managed inventory warehouses (SMI). An EDI-830 is then transmitted to the supplier (this is a forecasting tool only and not to be used as authorization to ship). The supplier ships the material to each Engine Plant’s Logistics Provider to maintain the established minimum and maximum inventory levels. A list of the Logistics Providers is provided at the end of this section. The suppliers’ ASN is transmitted to the using Engine Plant at the time of shipment. This is used to facilitate receipt into the Logistics Provider facility. The ASN **will not** be used in the payment process. Once the material is received by the Logistics Provider, a secured website will be updated to reflect the receipt and on-hand quantities for the suppliers’ use. When the Engine plant requires material, the Logistics Provider will prepare the material for shipment and create an ASN on the behalf of the Supplier. The website will be updated to reflect the shipment and on-hand quantities. The suppliers’ are to use the website to track shipments (this can be used for tracking ASN numbers for payments) and on-hand levels. The ASN number will be unique to the Logistics Provider. The ASN number will be the ERS invoice number.

**ERS invoices for shipments to Logistics Providers for the Engine Plants are identified per the following:**

**The ERS Invoice Number will be the ASN NUMBER the Logistics Provider sent to the Engine Plant.** The ERS Invoice Numbers (ASN NUMBERS) can be identified on the EDI 820 beginning with **PZ** for Perez (Huntsville shipments), **BZ** for Perez (Big Bore shipments).

The supplier must use the Logistics warehouse firm’s ASN NUMBER to reconcile their A/R. The supplier’s ASN is not used in these transactions.

The following is the procedure ALL suppliers are to follow when inquiring about ERS invoices for the Engine Plants. Supplier’s should contact Knoxville Customer Service via the “Contact Us” feature in the Navistar Invoice Portal located at <https://navistar.invoiceinfo.com> . It is the supplier’s responsibility to determine the type of discrepancy before contacting Knoxville Customer Service.

If there is a pricing error, you will need to contact pricingdebit@navistar.com for resolution. The determination of whether you are being paid short due to pricing is based on the information on the EDI820 (compare the part number detail found on the 820 to your records). The Supply Manager must correct the pricing on the contract and purchase order file in order that future ERS invoices will have the correct pricing.

If there is a quantity or part number payment discrepancy, contact Knoxville Customer Service via the “Contact Us” feature in the Navistar Invoice Portal located at <https://navistar.invoiceinfo.com> .

**Logistics Providers for each Engine Plant:**

Navistar Big Bore Diesels, LLC

Perez Services Incorporated

255 Short Pike

Huntsville, AL 35824

**ERS – TRUCK AND BUS PLANTS**

The invoice number for ERS invoices may or may not be the same invoice number you display on your invoices or in your A/R system. **The ERS invoice number will be the bill of lading number found in the REF segment of the ASN that you transmit to the Plants.** The shipment identification (SID) number comes from REF02 in the REF segment containing the “BM” (Bill of Lading) qualifier in REF01. **The invoice date is the date the ASN is received by the Truck Plants.** If the ASN failed or if the shipment arrives at the plant before the ASN is received, a MANUAL ASN will be created by the Plants. The **MANUAL ASN** will be used for the ERS invoice number from what the receiving plant determined to be the bill of lading number using the shipping papers the carrier provides.

The following is the procedure ALL suppliers are to follow when inquiring about ERS invoices for the Truck and Bus Plants. Supplier’s should contact Knoxville Customer Service via the “Contact Us” feature in the Navistar Invoice Portal located at <https://navistar.invoiceinfo.com> . It is the supplier’s responsibility to determine the type of discrepancy before calling Knoxville.

Quantity, and Part Number Inquiries - When inquiring on these errors with ERS invoices, you must provide the BOL and ship to information. If there is a quantity or part number error, the supplier needs to check for an EDI861 (Discrepancy Advice) on the ASN. If an EDI861 was issued, this discrepancy should have been communicated to the suppliers A/R department so that their records could be adjusted. Quantity and part number questions should be directed to Knoxville Customers Service via the “Contact Us” feature in the Navistar Invoice Portal located at <https://navistar.invoiceinfo.com> . Knoxville Customer Service will coordinate with the plant for resolution.

Pricing Inquiries - When inquiring on pricing errors with ERS invoices, you must provide the ERS invoice number paid on the check stub or from the EDI820 remittance advice.

If there is a pricing error, you will need to contact pricingdebit@navistar.com for resolution. The determination of whether you are being paid short due to pricing is based on the information on the EDI820 (compare the part number detail found on the 820 to your records). The Supply Manager must correct the pricing on the contract and purchase order file in order that future ERS invoices will have the correct pricing. The determination of whether you are being paid short due to pricing is based on the information on the EDI820 (compare the part number detail found on the 820 to your records).

Past Due Invoice Inquiries - When inquiring about past due shipments to be paid as ERS invoices, you must provide the **complete bill of lading number** transmitted in the **REF** segment of your ASN. Past Due Inquiries should be directed to Knoxville Customer Service via the “Contact Us” feature in the Navistar Invoice Portal located at <https://navistar.invoiceinfo.com> . You must provide the complete BILL OF LADING and Ship To Location when inquiring about unpaid invoices.

If your invoice number is not the BILL OF LADING number, go to your shipping dept. and find out the BILL OF LADING number that corresponds to the invoice in question. **You must have the complete BILL OF LADING number when inquiring about unpaid invoices.** Ask your shipping dept. if an EDI824 (Application Advice) was transmitted on the ASN due to an error in the transmission. This means the ASN failed and a **MANUAL ASN** could have been created if the material was received before a corrected ASN was re-sent.

**If the ASN failed or if the shipment arrives before the ASN, a MANUAL ASN will be created by the Plants.** The MANUAL ASN will show up on the 820 with what the receiving plant determined to be the bill of lading number from the shipping papers as the ERS invoice number. Use the ERS invoice date and the invoice details from the 820 to determine if any unapplied ERS invoice payments match past due invoices around the same dates. In addition, a single ASN shipment may cover multiple invoice numbers in a suppliers A/R system.