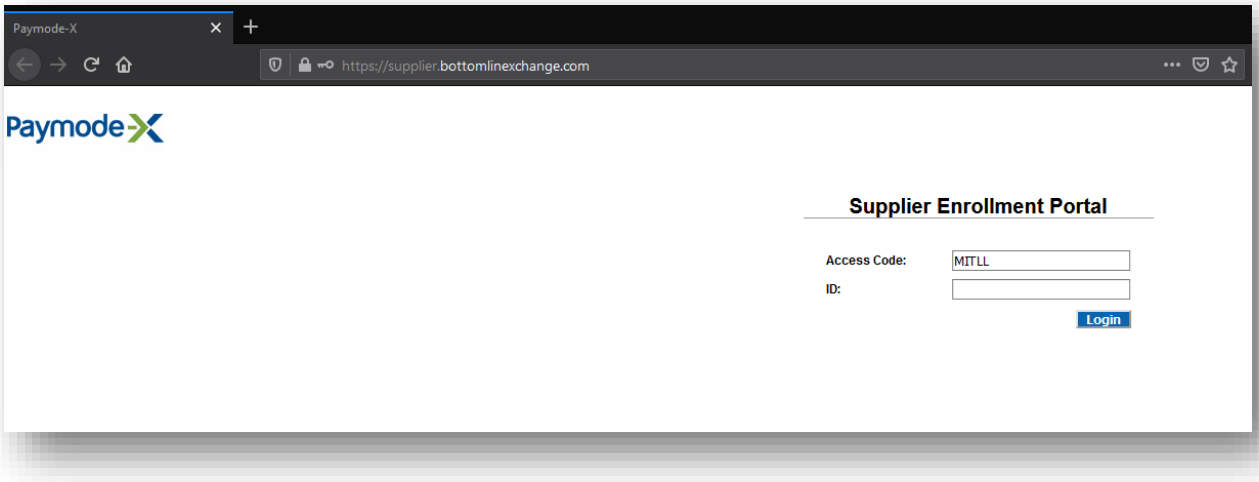
Supplier Enrollment Instructions

In our initiative to become more energy efficient and sustainable, MIT Lincoln Lab (MITLL) has partnered with Paymode-X Invoicing (PXI) to implement a web-based electronic invoicing system. PXI allows any supplier to create an invoice using an Internet browser and submit it to MITLL for payment. **There is no cost to the supplier for this service.**

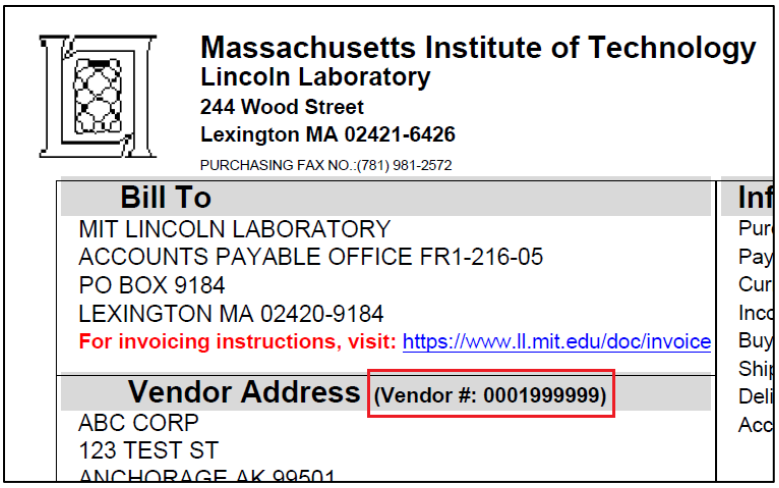
These instructions below detail the steps necessary to register for PXI. For support or issues with this process, please contact Chris Belgum at CBelgum@bottomline.com.

Instructions

1. Start an internet browser session.
2. In your address bar enter the address https://supplier.bottomlinexchange.com/. The following screen is displayed.

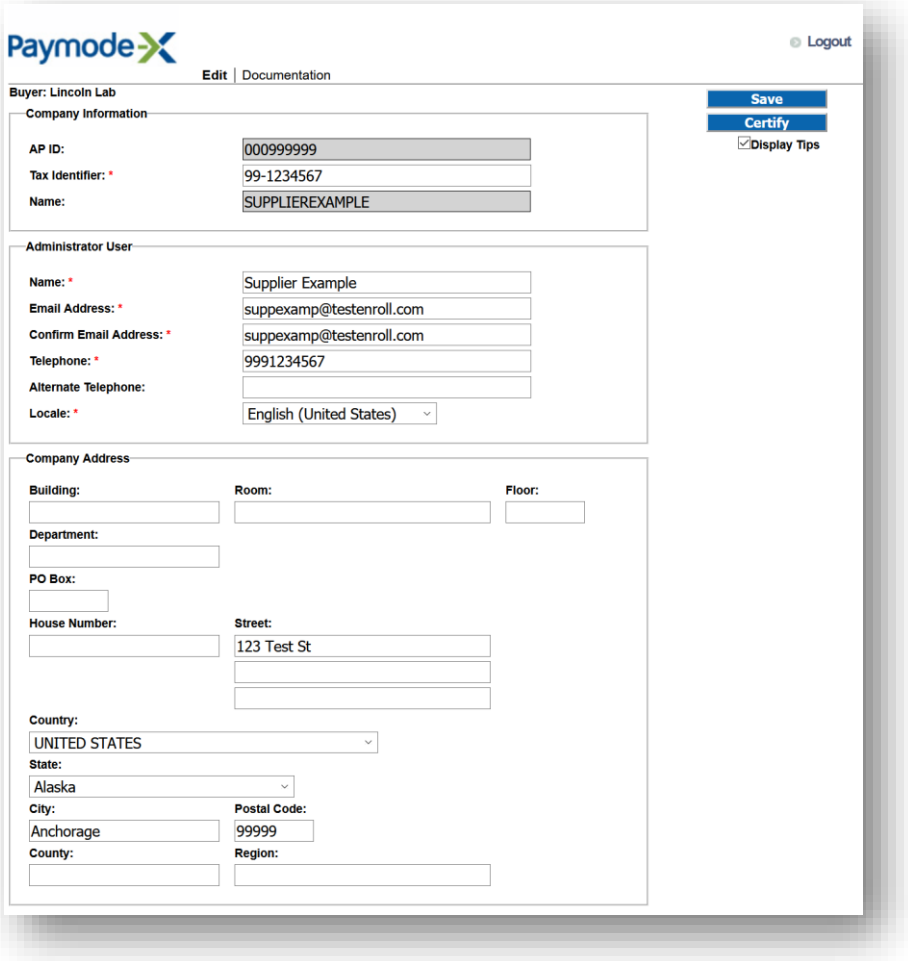


3. Log in to the Enrollment Portal:
   a. In the login screen "Access Code:" field enter "**MITLL**" (must be uppercase).
   b. In the "ID:" field enter your MITLL vendor number. (Dots will display while doing so.) You can find your vendor number on your MITLL purchase order in the "Vendor Address" block (top left portion of page 1).

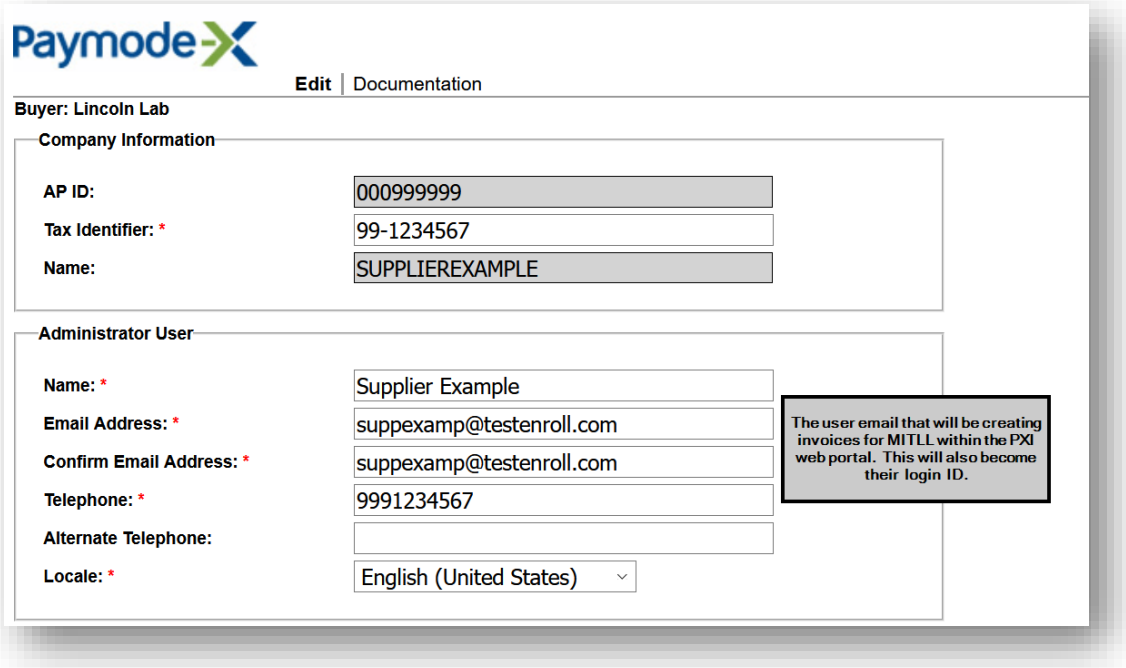


c. If you cannot locate your vendor number, contact Frank Vecchia at vecchia@ll.mit.edu.

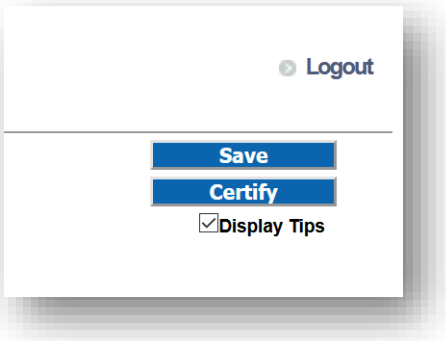
d. Upon login you are presented with your user and Company information.



4. Verify and/or modify your user and Company information. Required fields are indicated with a red asterisk (*). Hovering over a field provides additional information.

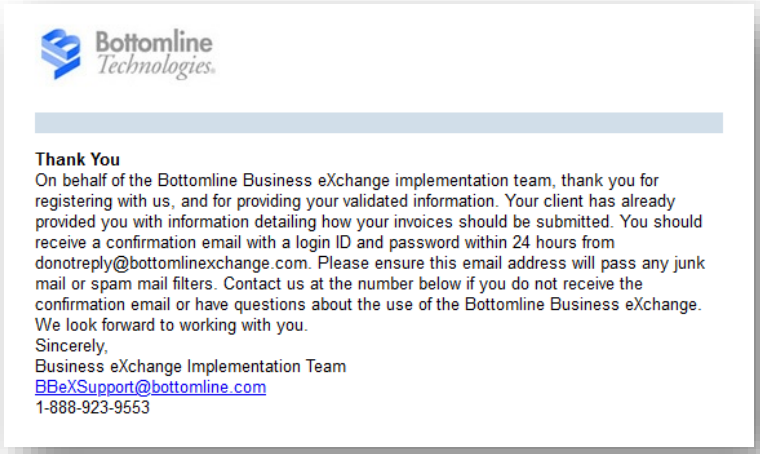


   a. Make any changes necessary. All changes will be communicated to MITLL after you have completed the enrollment process.
   b. Before completing the enrollment process, please download the PO Flip guides for submitting invoices via PXI. (See step 5)
   c. When satisfied with your information, complete the process by clicking the **"Certify"** button in the upper right. If you would like to save any changes made and return later to make additional modifications before certifying, click the "Save" button.



   d. Upon successful certification you will be presented with a "Thank You" screen describing the next steps.

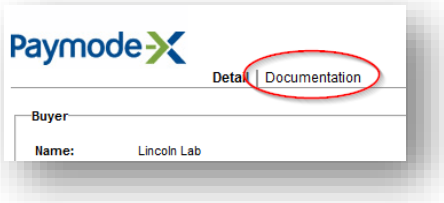
e. It is important that you modify any spam or junk mail filters to accept mail from "donotreply@bottomlinexchange.com".



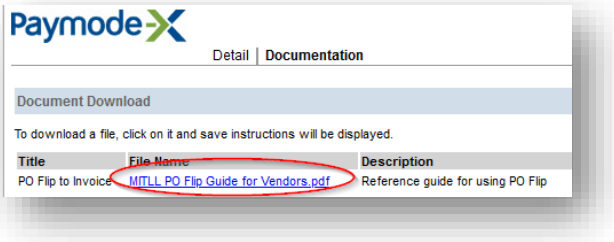
Bottomline Technologies

Thank You
On behalf of the Bottomline Business eXchange implementation team, thank you for registering with us, and for providing your validated information. Your client has already provided you with information detailing how your invoices should be submitted. You should receive a confirmation email with a login ID and password within 24 hours from donotreply@bottomlinexchange.com. Please ensure this email address will pass any junk mail or spam mail filters. Contact us at the number below if you do not receive the confirmation email or have questions about the use of the Bottomline Business eXchange. We look forward to working with you.
Sincerely,
Business eXchange Implementation Team
BBeXSupport@bottomline.com
1-888-923-9553

5. Documentation for invoicing with PXI
   PO Flip Reference guides are available for download from:
   a. PXI Supplier Enrollment portal.
      i. Go to https://supplier.bottomlinexchange.com/
      ii. Click on "Documentation" at the top of the page.



      iii. Click on the file name of the document you wish to download.



      iv. Save a copy to your computer or open the file using your preferred pdf browser.

Resources

- Contact Information: Frank Vecchia at vecchia@ll.mit.edu

Thank You for supporting this Green initiative.

[END]