

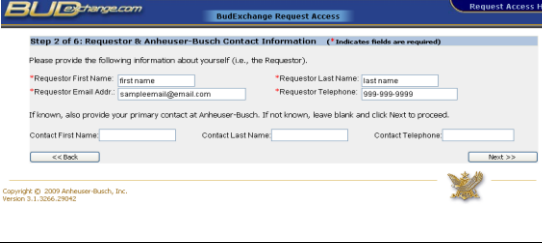



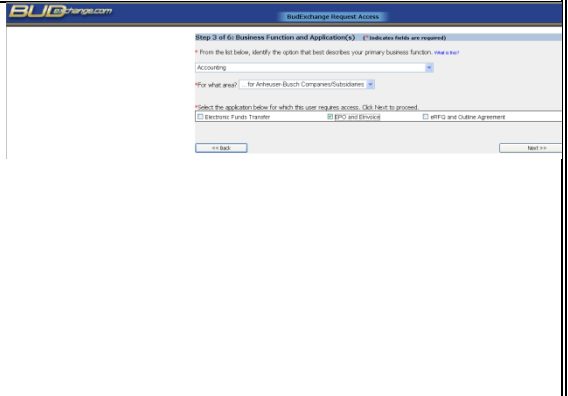

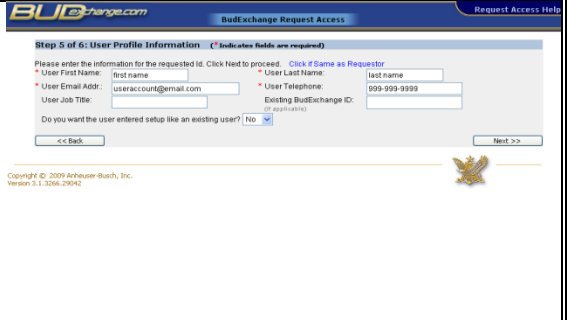
Thank You for Using BudExchange!

This document contains instructions on the following:

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How Do I Sign Up For Bud Exchange?

What you do	Results
<p>1. From your internet connection type in the following address:</p> <p style="text-align: center;">https://www.budexchange.com</p>	
<p>2. The following page will appear. Click on the link:</p> <p style="text-align: center;">Request New or Additional BudExchange Access (located next to password box)</p>	
<p>3. Enter Requestor first name, last name, email address and telephone. Click Next.</p>	
<p>4. At Identify business function, click drop down and select Accounting.</p>	

<p>In the 'For what area' box...</p> <p>Select 'Anheuser-Busch Companies/Subsidiaries' if requesting an account for Anheuser-Busch US business.</p> <p>Select 'Labatt' if requesting an account for Labatt in Canada.</p> <p>Click Next.</p>	
<p>5. Select EPO and Invoice (this selection allows viewing of PO's, submission and viewing of invoices and payments).</p> <p>Select EFT - Electronic Funds Transfer if applicable (this selection allows you to sign up for EFT payments and subscribe to email notification of payment details).</p> <p>Click Next.</p>	
<p>6. Enter Company Information.</p> <p>Company Name Address Company City Company Name</p> <p>Click Next.</p>	
<p>7. Enter User profile information.</p> <p>First Name Last Name Email Address Telephone Number</p> <p>Click Next.</p>	

8. Confirm and Submit

Enter pin code (located in the black box to the left), review the request, provide additional comments and click Submit.

Note...changes cannot be made after submitting. If changes are needed prior to submitting, click the Back button until the information to be changed is displayed. Enter the information and click Next to proceed to the Confirm and Submit screen.

Step 6 of 6: Confirm & Submit (* Indicates fields are required)

Please enter the pin code shown in the picture below:

ec3f1c Additional Comments:

*Pin Code: If you cannot read the pincode in the image.

No changes can be made after proceeding. Please review the summary below carefully before SUBMITTING.

Request Summary

Requestor Information

Requestor First Name:	first name	Requestor Last Name:	last name
Requestor Email Addr:	samplemail@email.com	Requestor Telephone:	999-999-9999

Anheuser-Busch Contact Information

Contact First Name:	Contact Last Name:
Contact Telephone:	

Business Function & Application(s)

Business Function:	Electronic Funds Transfer
Application(s):	EFT

Company Information

Company Name:	company name	A-B SAP Vendor #:	
Region:	North America	Country:	UNITED STATES
Address Line 1:	company city	Address Line 2:	
Company City:	State: Missouri	Zip:	
Delegated Administration Code:	Delegated Administration Name:		

User Profile Information

User First Name:	first name	User Last Name:	last name
User Email Addr:	useraccount@email.com	User Telephone:	999-999-9999
User Job Title:	Existing BudExchange Id:		

Do you want the user entered setup like an existing user?: No

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9. Click "Finished".

Your request is routed to Anheuser-Busch for approval. Requests are handled within 5 business days. You will be notified by email with your login ID and password when your account has been set up.

Your Request for BudExchange Application Access was successfully submitted.

You will be contacted regarding your request by our support team. For assistance, please email us at anheuser-busch.support@anheuser-busch.com. List all contact info at anheuser-busch.com.

Please print this page or record your confirmation number(s) to reference this request.

Confirmation #	6024710979	Company Name	TEST
Created Date	7/27/2013	Address Line 2	TEST
First Name	test	Company City	
Last Name	test		
Region	US		
Zip Address	65001		
Telephone	650 999 9999		

How Do I view my Purchase orders?

1. Log onto <https://www.budexchange.com>.
2. Click on "Applications" near the top.
3. Click on "eProcurement" in the drop-down menu.
4. Click on "ePO/eInvoice" in the next drop-down menu.
5. From the ePO/eInvoice page, click in the "PO # Search" box and enter your 10 digit PO number omitting the alpha prefix. Click "Go".
6. If you do not know your PO number or you wish to view the list of all of your PO's, click the "Outstanding Purchase Orders" link.
7. Once the purchase order populates, click on the PO number.
8. The PO details will display.
9. View the details of the PO for accuracy checking the price, quantity, material number and delivery date.
10. To propose a change to the PO, click the "Request Changes" button near the bottom of the screen. Input the changes and click Save Changes. The request will route to the A-B buyer. The buyer will approve or reject the change and you will be notified via email.
11. You may download a copy of the PO by clicking the View as PDF button.

How Do I Submit An Invoice?

1. Log onto <https://www.budexchange.com>.
2. Click on “Applications” near the top.
3. Click on “eProcurement” in the drop-down menu.
4. Click on “ePO/eInvoice” in the next drop-down menu.
5. From the ePO/eInvoice page, click in the "PO # Search" box and enter your 10 digit PO number omitting the alpha prefix. Click “Go”.
6. Once the purchase order populates, click on the PO number.
7. From the Purchase Order Detail page, click the “Propose Invoice” button (outlined in red).
8. Enter the following information:
 - a. Invoice amount
 - b. Your reference number (your invoice number)
 - c. Invoice Date (must be no earlier than 5 days prior to the date you are entering the invoice)
 - d. The “Notes” field is optional; use this field if you wish to provide comments to the buyer
 - e. Required fields are highlighted in red
9. Attach a copy of your invoice copy by selecting “Browse”. The file type must be a supported format (.pdf, .doc, .jpeg, .tif or .xls) and the file size must be less than 8 MB. The filename must not include spaces or special characters.
10. Click “Calculate Invoice” near the bottom.
11. Choose “Yes” or “No” when the system gives you the calculated invoice amount.

If you choose “Yes”, the system should will direct you to the “invoice status” tab in the purchase order to view the status of your invoice and ensure that it was successfully submitted. We recommend you click on the link “return to PO”, then scroll to the bottom of the screen and click on the “Invoice Status” tab (if your purchase order has more than one line item, make sure you highlight the appropriate line item that you submitted your invoice on).

Your invoice information (invoice #, invoice date, value) should appear on this tab without an “error” under the status column. If you see an error, please contact us via BudExchange noting the PO #, Invoice #, line posted to and the error message. To contact us please log on to Budexchange and go to Applications / eProcurement / epo/einvoice and then click on the red “Need Assistance” button in the upper left corner. From here you will be able to submit a request directly to us.

How Do I Check Payment Or Invoice Status?

1. Log onto <https://www.budexchange.com>.
2. Click on “Applications” near the top.
3. Click on “eProcurement” in the drop-down menu.
4. Click on “ePO/eInvoice” in the next drop-down menu.

INVOICES NOT PAID....

Click **Invoices Scheduled for Payment**. Here you will find invoices that have been approved for payment but have NOT been paid yet.

Note...the date shown is the calculated date based on your payment terms. The actual payment date will depend on the payment frequency and payment method per your contract or purchase order. The most frequent method of payment is monthly and bi-monthly payments. For example, if your payment is scheduled for 11/22 and you are paid on the monthly frequency, your payment would be made on 12/1.

INVOICES THAT HAVE ALREADY PAID....

Click **Recently paid invoices (either 30, 60, 90 or 180 days)** for invoices that have already paid. Here you will find payment information such as payment date, payment amount, check number, etc.

If you don't find payment status under “invoices scheduled for payment”, check the status of the invoice, by using following the below steps:

1. From the ePO/eInvoice page, click in the "PO # Search" box and enter your 10 digit PO number omitting the alpha prefix. Click “Go”.
2. Once the purchase order populates, click on the PO number.
3. From the Purchase Order Detail page, scroll to the bottom and select the “Invoice Status” tab. In this tab, you will be able to view the status of your invoice. Your invoice status will be one of the following:
 - a. **idoc posted** – your invoice was successfully submitted; system has not updated since you posted it (the systems update twice an hour)
 - b. **pending requisitioner approval** – (our system updated)...your invoice is awaiting approval from the requisitioner
 - c. **accepted /outstanding** – your invoice has been approved and is scheduled for payment
 - d. **paid** – your invoice has paid; you may view details of the payment under the “payment inquiry” section of BudExchange.
 - e. **idoc error** – your invoice has a posting error- please notify us at suppliersupportgroup@anheuser-busch.com to have this fixed.
 - f. **deleted** – your invoice was not approved by the requisitioner

If your invoice is not found in “Invoice Status tab” this means the invoice was not submitted or not submitted successfully. Please submit your invoice.

Information on BudExchange 450 (Parts/Material) Invoicing

Payments for purchase orders that begin with a “450” are typically made via Evaluated Receipt Settlement - otherwise known as ERS. This is a method for paperless settlement with suppliers where payment is based upon the date the goods receipt was entered AND the quantity of goods/materials received in lieu of a paper invoice. The amount paid is calculated from the quantity which is received multiplied by the price on the purchase order. Please note we do not pay from your paper invoice copy.

Therefore, you should not invoice on these types of purchase orders via BudExchange or send paper invoices. You can however still use the BudExchange portal to check on your payment status.

How to check payment status on 450 PO’s and invoices

1. Log onto <https://www.budexchange.com>.
2. Click on “Applications” near the top.
3. Click on “eProcurement” in the drop-down menu.
4. Click on “ePO/eInvoice” in the next drop-down menu.
5. From the ePO/eInvoice Welcome page, click in the middle section under Payment Inquiry on the link “invoices scheduled for payment”. This will provide a listing of all invoices that are scheduled with a future payment date. Keep in mind that our company makes bi-monthly payment disbursements on the 1st and 16th of each month. If you want to view recently paid invoices, you may click on the link (depending on the date range you want to view) under “recently paid invoices”.

If you do **NOT** find your payment scheduled for a 450 purchase order, please reach out to your Anheuser-Busch contact and request they process a goods receipt against the purchase order. If you’re unable to reach them or do not know your contact, please provide a proof of delivery that **MUST** consist of the following:

- Delivery receipt identifying AB employee who signed for the package
- Packing slip, Bill-of-Lading or Invoice signed and dated by the AB recipient

This documentation is required before material can be "received" in our system (payment cannot be made to you until the material is "received" in our purchasing system). Proof of delivery documentation should be submitted via BudExchange. Please log on to Budexchange and go to Applications / eProcurement / epo/einvoice and then click on the red “Need Assistance” button in the upper left corner and the select “Contact Us”. You will then be able to submit a request directly to us and attach the invoice and proof of delivery.