CREDIT SUISSE

MyShop – Reference Guide

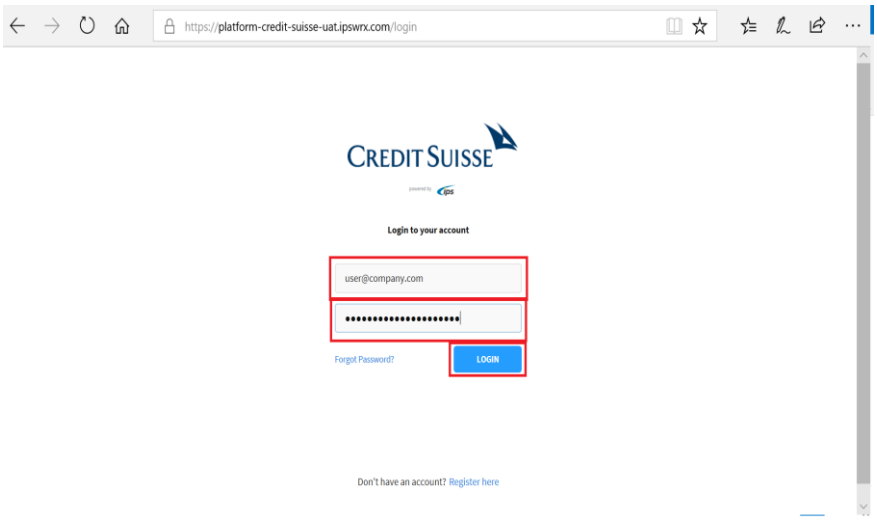
Invoice Upload Process via IPS Portal for Suppliers

June 2020

Brief instructions on uploading supplier invoices to IPS Portal by Suppliers

Key Steps for Invoice Submission to Credit Suisse by Suppliers via IPS Portal

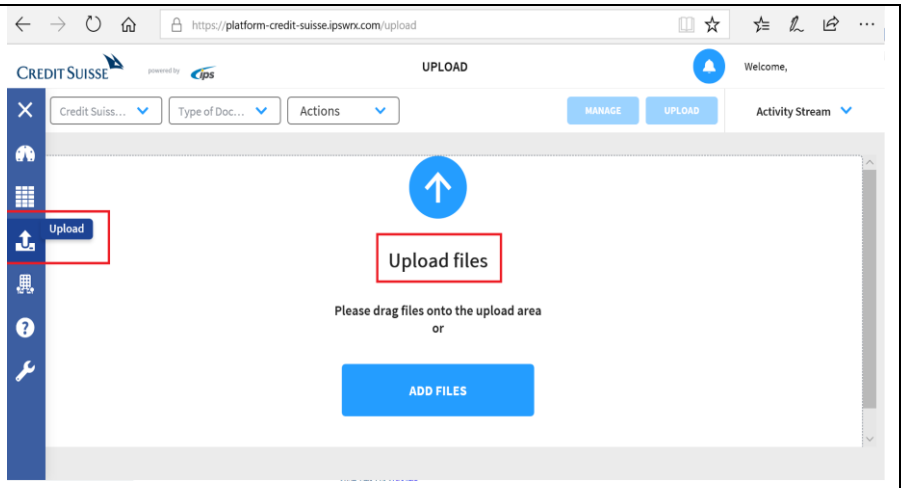
Important steps for the upload of supplier invoice via IPS portal are highlighted below.

Before you start: 1. Check if the invoice complies to the Credit Suisse invoicing standards 2. Check if your invoice contains Bank "Client Identifying Data" (CID).	**Supplier** to **check invoice** complies with Credit Suisse Supplier Invoicing Standards this includes: o Invoice addressed to correct Credit Suisse legal entity o The Credit Suisse legal entity name on the invoice has to be correct and complete (see step 5) o PID / PO number quoted on invoice If Credit Suisse Supplier Invoicing Standards are not met, correct your invoice accordingly before uploading it to the IPS Portal. **Invoices** that are uploaded to the IPS platform **must not contain any Bank Client Identifying Information (**BCID**,** click here for basic definition). Accounts Payable does not require BCID for payment. In case your Credit Suisse internal business partner requires the BCID on the invoice, send an e-mail to following e-mail addresses depending on the country where the bill-to Credit Suisse legal entity is located: Australia, Singapore, Hong Kong APAC.Invoicing@credit-suisse.com Switzerland Switzerland.Invoicing@credit-suisse.com If you want to invoice Credit Suisse entities in any other country/jurisdiction and have BCID in your invoice please contact your Credit Suisse business partner.
Step 1: **Enter IPS Portal** **Tip:** User accounts on IPS portal are based on e-mail addresses, normally representing an individual user of a company. If you want to share access to the user account on IPS portal with your colleagues, register with a generic e-mail address and share the log in credentials internally as required.	Suppliers need to register an account with Credit Suisse on the IPS Portal before they can upload invoices. Please refer to portal registration guide and use this key for registration: 41EBCB53906C4EBFA64B6A54D3FF373D Once registered, you can access the IPS Portal via this link: https://platform.ipswrx.com/ by providing your log in credentials. 

Step 2:
Ensure you are landing on the "Upload files" screen

If you are landing on another screen,

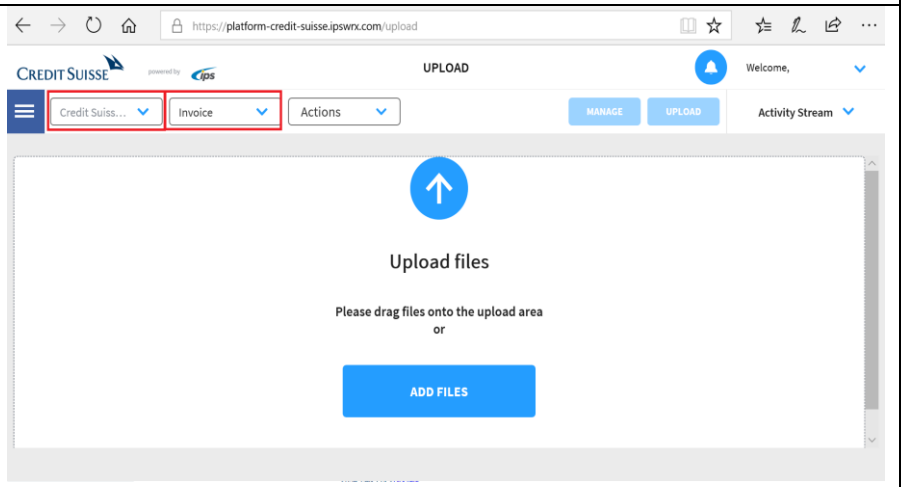
open the menu on the page and navigate to "Upload".



Step 3:
Prepare page for invoice upload

Check that "Credit Suisse – AP Invoices" is selected in the entity drop down box. It is entered by default.

Select "Invoice" as Type of Document that you want to upload. Only specific users are able to select other options here.

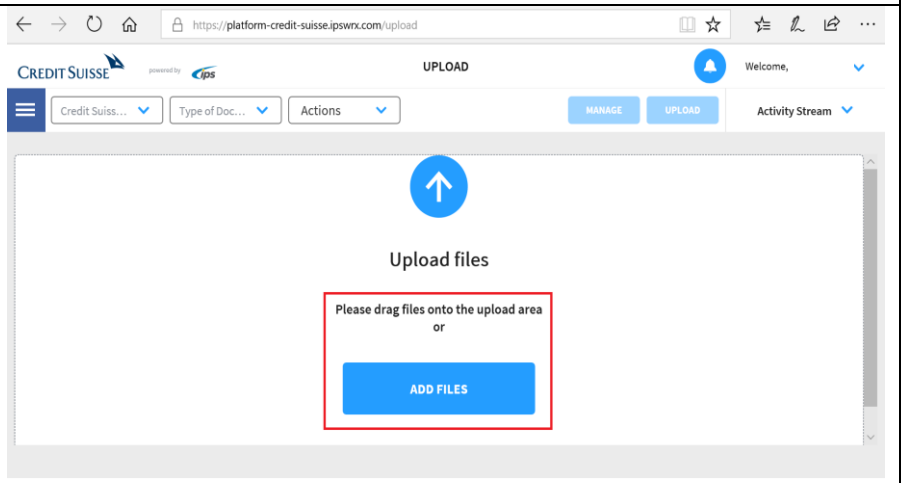


Step 4:
Select invoice files for upload

You have 2 options to select invoice files for upload to the IPS portal:

1. "Drag and Drop" from a files explorer window onto the IPS page
2. "Add Files" and a file explorer window opens where you can select the files to be uploaded

Tip:
Select all invoices that you want to upload at one time. You can treat them as "bulk" upload.

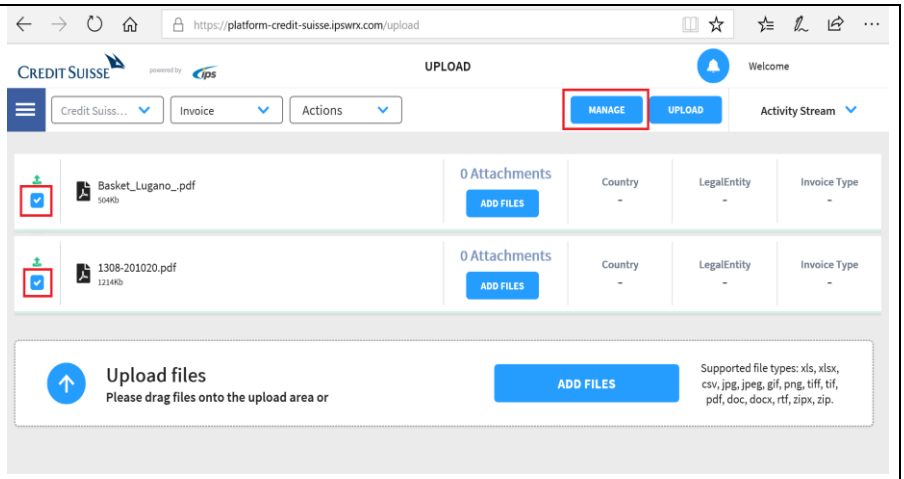


Supported file types are: xls, xlsx, csv, jpg, jpeg, gif, png, tiff, tif, pdf, doc, docx, rtf, zipx, zip.

Step 5:
Qualify invoice documents for upload

Check those invoices that can be processed for the same country / CS legal entity and with the same PID / PO number and click on the "Manage" button MANAGE. Otherwise, it has to be managed and uploaded individually.

Tip:
You are able to add files as attachment to each invoice. Click on "Add Files" under "Attachments" and select relevant files as attachment to the invoice from your file explorer.



The data that you are entering is valid for all selected invoices in step 5.

Select the country where the bill-to Credit Suisse legal entity is located.

Select the Credit Suisse legal entity from the drop down. The Credit Suisse legal entity name on the invoice should be same as selected here.

Select Invoice Type "PO" (purchase order) if you received a MyShop Purchase Order document (usually by e-mail) from Credit Suisse. You have to enter the 10 digit PO number here. The PO number together with the prefix needs to be printed on the PO invoice document as well.

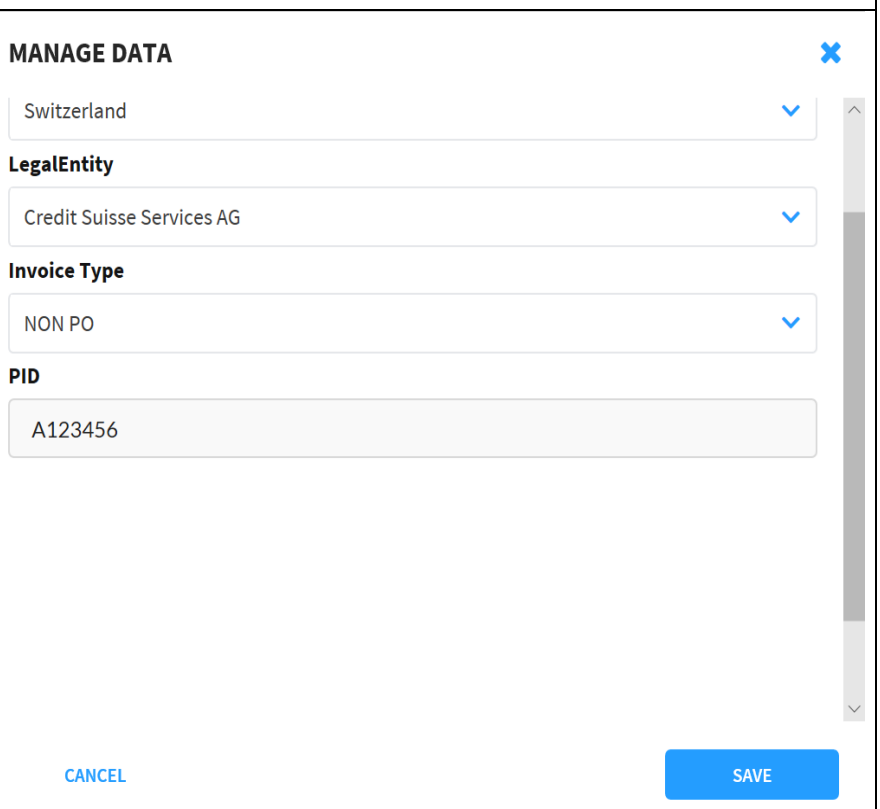
Select "Non PO" if you did not refer the invoice to a MyShop Purchase Order. You are enabled to enter a "PID".

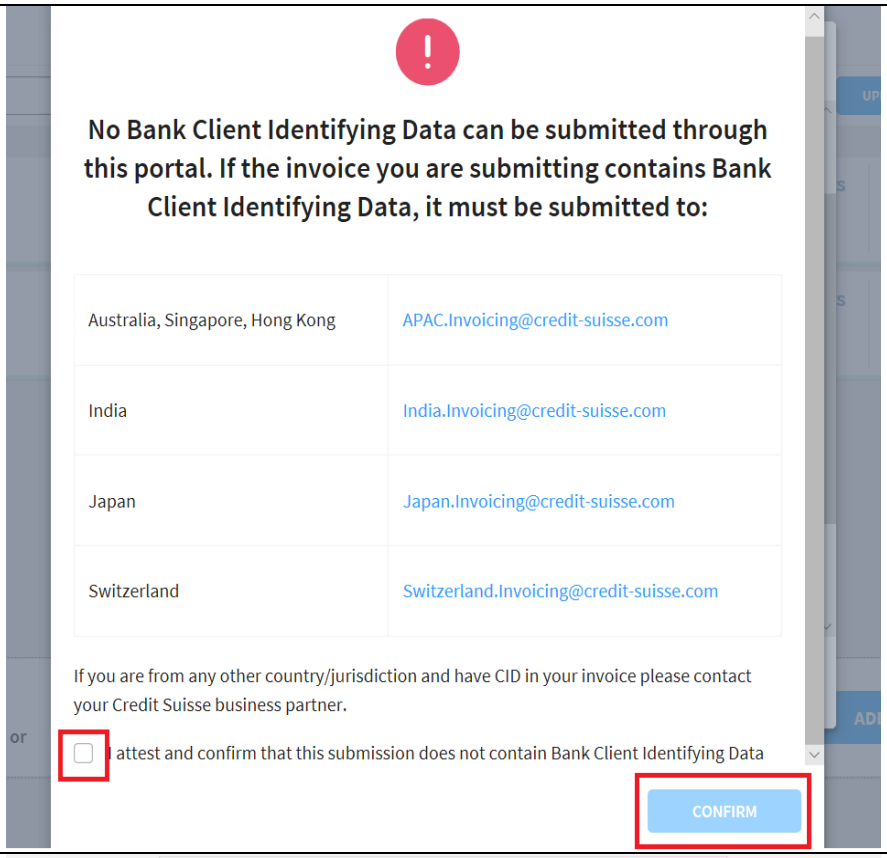
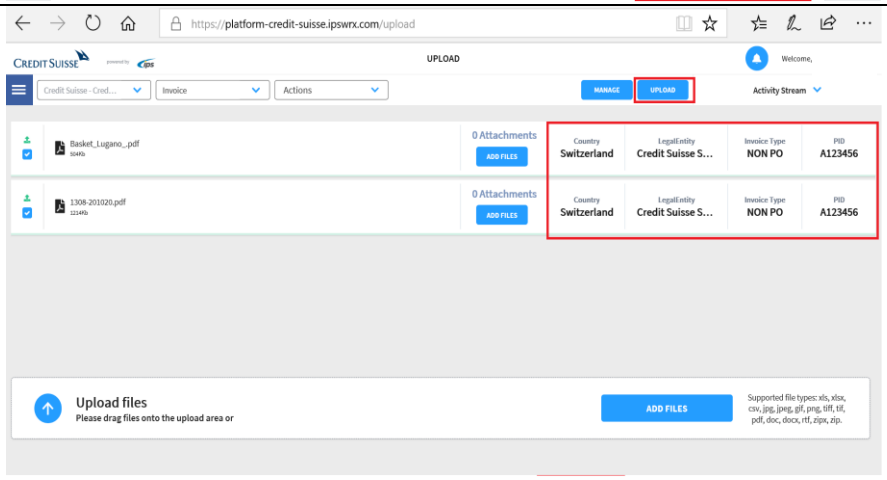
The PID is the "Unique Reference" that has to be added to the "NON PO" invoice. You have to request the "Unique Reference" from your Credit Suisse Business Partner. It is usually a 7 digit alphanumeric string, starting or ending with letter A, F, M or G, e.g. "A123456"

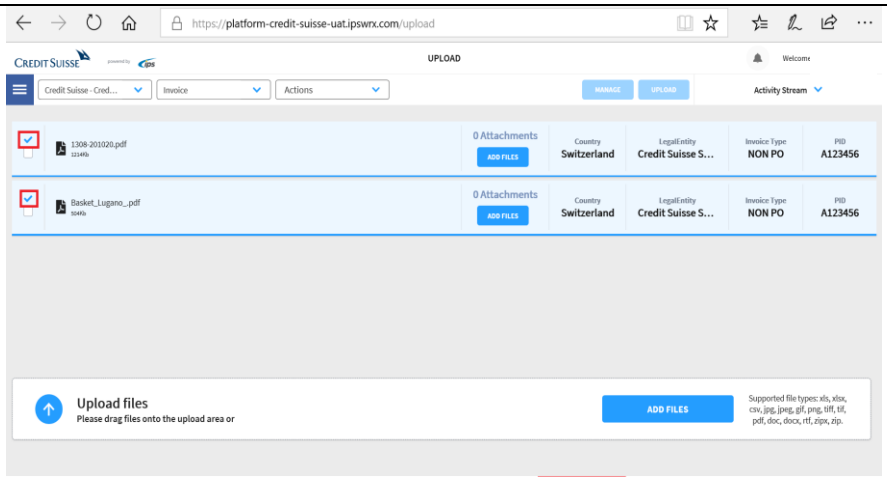
The PID needs to be printed on the NON PO invoice document as well.

Click on "SAVE" SAVE at the bottom of the window (or on "cancel" to go back to previous step).

Tip:
If your Credit Suisse Business Partner provides you with a "Group PID" enter



the “Group PID” as PID in the “Manage Data” screen	
Step 6: **Confirm Non Confidentiality of the invoice data.** **The invoice must not contain any “Bank Client Identifying Data”.** Before you are allowed to upload the invoice, check the box to attest and confirm that this submission does not contain Bank Client Identifying Data (BCID). Then click on the “Confirm” button. **Tip:** Suppliers are able to send invoices with BCID to country specific e-mail addresses within Credit Suisse for further confidential processing. **If your invoice contains BCID do not continue and upload here.**	
Step 7: **Upload fully qualified invoice documents** All selected invoices have been qualified with the same information from the “Manage” page. Click on “Upload” button UPLOAD to complete the upload procedure.	

Confirmation The blue ticks ✔ indicate that the upload process has been successful. Depending on the size of the file(s) this step may take a few minutes. **Tip:** You will receive an e-mail notification from IPS to your registered e-mail address confirming the successful upload and invoice details for your reference.	

Support Information	• The Credit Suisse supplier web site is a great way to stay up to date on the latest supplier information. • If you have any questions, please reach out to the Credit Suisse MyShop Service Desk.