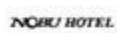




Caesars Entertainment Accounts Payable Supplier's Information

Created 2018





Welcome and Thank you for becoming a supplier to Caesars Entertainment and its properties.

In an effort to cultivate and maintain a good working relationship with our suppliers, we have provided a number of avenues (Ariba, Tungsten, Email) in which to submit invoices to Accounts Payable to process for payment, as well as numerous means in which to receive information regarding the invoice status and payment information (Ariba, Tungsten, AP Help Desk).

Multiple Payment Methods are also provided for faster, more reliable electronic payments (CPS, Ariba Pay, ACH/EFT).

Please note, Accounts Payables is limiting the usage of manual invoice submission methods as these methods, such as mail or fax, result in longer processing times and may cause a delay in payment and paper check payments to eliminate the risk of missing payments . Please read and follow the provided instructions for an efficient partnership between our companies.

Suppliers using Ariba

Caesars Entertainment strongly recommends that suppliers enroll and participate in Ariba Enablement and Ariba Pay to submit invoices for immediate processing, view processing/payment status, and receive electronic payments through Ariba. While there is a nominal fee for utilizing the Ariba platform, Caesars believes that the operational benefits for both parties gained outweigh the cost. To reach an Ariba representative for further information on fees or billing, please contact CaesarsEnablement@ariba.com or 800-974-4899.

- Orders coming from Ariba will have a P2P-PO number or a Contract number.
- Invoices submitted for processing are required to have P2P-PO number or a Contract number for referencing.
- All Ariba Electronically Enabled suppliers must submit invoices directly into Ariba for processing. Submitting invoices outside of the Ariba system will result in an invoice rejection as the service allows suppliers to submit directly.

For general Caesars Ariba program questions or issues, contact SupplierEnablement@caesars.com.

Tungsten E-Invoicing and Supplier Self-Service Portal

For suppliers that are not Ariba Enabled, Caesars Entertainment has a portal through Tungsten to view status and payment information. All inquiries regarding invoice/payment status should be viewed using this portal. All Food and Beverage invoices and Non PO invoices should be submitted directly into Tungsten for immediate processing.

****Steps to Register and Connect with Tungsten****

Please use <https://www.tungsten-network.com> and then in the top right corner is the register button.

Provide information needed to register with Tungsten and it will provide login information and request the creation of a password.

Once registered and logged in, there is a tab called "Customers." Click on that and choose "Connect to Customers".

Here enter: Caesars Group.

Choose to connect to supplier and go through the two tests required to verify User with User's company.

For the first test use an invoice that recently received payment on.

After both tests have been completed, Tungsten will connect accounts within 2 business days and the portal can be used to view invoice and payment status.

For general information and costs about the fully automatic Tungsten Integrated Solution for invoice submission :

<http://www.tungsten-network.com/us/solutions-for-suppliers/e-invoicing/enroll-for-integrated-solution/>

- Invoices submitted for Non PO processing are required to have the name of the contact who ordered the service/items for manual review and confirmation of services/delivery rendered. Invoices submitted without this information are delayed in processing/payment as attempts will need to be made to find the correct approver.
- Food and Beverage invoices must include the PO provided for referencing.

Email Ingestion for Invoice Processing

This is an interim solution for invoices to be submitted until the process of Ariba Enablement or Tungsten enablement is completed, please email invoices directly to one of the below corresponding email addresses. Please ensure all of the above mentioned invoice information appears on the invoices for immediate handling.

Caesarsaribainvoice@conduent.com – Ariba Invoices

CaesarsPOInvoice@conduent.com – Food & Beverage/Retail Invoices

CaesarsNonPOInvoice@conduent.com – No PO provided/ Manual Approval Invoices

****Guidelines when attaching an emailed invoice****

All invoices should be sent as attachments.

The following criteria must be used when attaching invoices in the email to be sent:

- Multiple invoices can be submitted in a single email, however
- Each invoice needs to be a separate attachment
- Attachments must be in one of the following file formats:
 - Pdf
 - Jpeg
 - Tiff
- Other file formats are not accepted. This includes Word and Excel documents.
- If any of the attachments are not in the proper format, the entire email and all of the attachments associated with that email will be rejected.
- System will not accept an email that is over 10 MB.
 - Please note that this is the maximum size of the email (not the attached invoice).
 - If multiple attachments are to be sent which exceed the 10MB, please send multiple emails.

If there are issues or additional questions regarding invoice/payment status that is not provided through Ariba or Tungsten, please reach out to APHD@caesars.com. Please note that a reply may take 48-72 hours. If a reply is not satisfactory, please reply with a note to escalate to a senior member of the AP team to assist with the original inquiry. It will then be sent to a more senior member of the Accounts Payable team to handle.

Payments

All payments (CPS, ARIBA PAY, ACH/EFT) are remitted once a week and are determined by the due date of the invoice. Once an invoice comes due, it will have payment made on the appropriate upcoming payment cycle.

- CPS is Caesars Entertainment's preferred payment method. It is a One Time Credit Card payment that allows suppliers to process payments via the credit card method with remittance advice emailed to a preferred address. For more information regarding the CPS program, please reach out to APHD@caesars.com and request additional information about the CPS payment program. This will be escalated to a senior member of the AP team for handling.
- Ariba Pay is a feature that works in tandem with the invoicing feature within the Ariba system. Payments will be remitted and retrieved by the supplier within the Ariba system with remittance advice emailed to a preferred address. To reach an Ariba representative for further information on fees or billing, please contact CaesarsEnablement@ariba.com or 800-974-4899.

- ACH/EFT is a Direct Deposit method that submits payments directly into a supplier's bank account with remittance advice emailed to a preferred address. Once payment is initiated, payment is received within 48 hours. For more information and an ACH Request Form, please reach out to APHD@caesars.com and request additional information with a form to be filled out by the supplier and provided to Caesars Entertainment. This will be escalated to a senior member of the AP team for handling.