



July 2017

Caesars Entertainment Suppliers;

At Caesars Entertainment we utilize several purchasing systems. This document will cover Suppliers utilizing Ariba and those receiving Stratton Warren Purchase Orders.

### **Ariba Network**

In order for your Company to conduct business with Caesars Entertainment you must have your Company's Ariba profile up to date to include W-9 and current Certificate of Insurance, COI. You will not be able to receive Purchase Orders, invoice against a Caesars Entertainment contract, or receive payment until all information is completed and approved by Caesars Entertainment. Your Caesars Entertainment Strategic Sourcing Representative will initiate your profile set-up request. If your Company requires assistance with their Ariba account they shall contact Ariba at 1 866 218 2155.

### **Option to Mail in Invoice**

The preferred method to submit an Ariba invoice is through the enablement process in Ariba. If your company should choose to mail in your invoices please send your invoice (s) to our Hot Springs address:

**PO Box 29035  
Hot Springs, AR 71903**

You shall annotate very clearly on your invoice the correct P2P-PO number or the Contract number (example of a contract number is C12345) assigned to you by your Caesars Entertainment Strategic Sourcing Representative.

It is paramount that your invoice is itemized (price & quantity) in the same manner as the corresponding Purchase Order or Contract. If you have additional expenses or if your PO or Contract does not match you will need to contact your Caesars Entertainment Strategic Sourcing representative for a *Purchase Change Order, PCR* prior to invoicing, otherwise your invoice could be rejected or disputed.



## Stratton Warren

For invoicing Stratton Warren Purchase Orders, the preferred method to submit is thru Tungsten.

Another option is to mail in your invoice exactly as the Purchase Order appears to:

**PO Box 29030  
Hot Springs, AR 71903**

You shall annotate very clearly on your invoice the correct Purchase Order number assigned to you by your Caesars Entertainment Strategic Sourcing Representative.

It is essential that your invoice is itemized (price & quantity) in the same manner as the corresponding Purchase Order. If you have additional expenses or if your PO does not match you will need to contact your Caesars Entertainment Strategic Sourcing representative for a *Purchase Change Order, PCR* prior to invoicing, otherwise your invoice could be rejected or disputed.

Ariba and Stratton Warren Payment Processing

## Option to Email in Ariba or Stratton Warren Invoices

The following lists the type of invoices that can be accepted via email, along with the corresponding email address for submitting the invoices.

Invoice Type	Email Address
PO invoices	<a href="mailto:CaesarsPOInvoice@acsap-it.com">CaesarsPOInvoice@acsap-it.com</a>
Non – PO Invoices	<a href="mailto:CaesarsNonPOInvoice@acsap-it.com">CaesarsNonPOInvoice@acsap-it.com</a>
Ariba Invoices	<a href="mailto:CaesarsAribaInvoice@acsap-it.com">CaesarsAribaInvoice@acsap-it.com</a>

### **Guidelines when attaching an invoice**

The 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.
- Please note that if a blank attachment is sent, the document will be simply ignored. There is no notification back to the sender that the attachment is blank.

The system will send an acknowledgment to the sender indicating that an email has been received.

The system will also notify the sender if no attachment is attached or if the attachment is the wrong file format.

## Payment Information

Caesars Entertainment Accounts Payable Department processes checks every Wednesday after your Company's payment terms have been achieved. Automatic Clearing House, ACH payments are processed every Friday. If you would like to sign up for ACH payments you should contact your Strategic Sourcing representative.

## Payment Inquiries

Ariba Electronic Enabled suppliers can access and view payment information through their account in Ariba.

Non-Ariba suppliers can access and view payment information at [www.tungsten-network.com](http://www.tungsten-network.com). Once you register to the portal, please connect to customer 'Caesars Group.'

Here is a video on how to review your invoices once connected:

<https://vimeo.com/130568961>

All others can email Caesars Entertainment Accounts Payable at [APHD@Caesars.com](mailto:APHD@Caesars.com); provide PO/Contract Number and Invoice Number. AP will be in contact with you in 5-7 business days.