



What is JP Morgan Order-To-Pay (Xign)?

JP Morgan Order-To-Pay (Xign) is web-based software that allows for **electronic purchase orders, invoices and payments with remittance advice to be sent between Sealed Air and their suppliers.**

Here are some of the benefits:

- Electronic purchase orders and invoices eliminates paper cost and postage
- Immediate delivery of purchase order and invoice
- Upfront validation of pricing to ensure invoice gets processed and paid timely
- Electronic payment and remittance advice on due date
- Access to view status of invoice at any time



How do I enroll in JP Morgan Order-To-Pay (Xign)?

Enrolling in JP Morgan Order-To-Pay is easy! Click on the link below and follow the simple instructions. The person enrolling will be set as the administrator. The administrator will be responsible for creating other user profiles and assigning user roles for other employees in his/her company. When you enroll in JP Morgan Order-To-Pay (Xign) for the first time, it is important to add an email address in order to be notified of new purchase orders or changes to existing purchase orders.

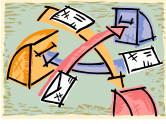
https://www.xign.net/learn_howenroll.html



JP Morgan Order-To-Pay (Xign) Collector (Supplier)

JP Morgan's Collector is the supplier side of JP Morgan Order-To-Pay. Suppliers may receive purchase orders and invoice in JP Morgan Order-To-Pay Collector. This link takes you to the Collector login screen. You should already have a user name and password. If you don't yet have this, you will need to enroll using the link above first.

<https://www.xign.net/xpsnc/payeeclient/logon.jsp>



JP Morgan Order-To-Pay (Xign) Disburser (Customer)

Your customers (Sealed Air) will log into and send purchase orders to the JP Morgan Order-To-Pay “Disburser.” Collectors can not login to the Disburser or change disburser documents such as purchase orders. Disbursers can not login to the Collector or change collector documents, such as invoices.



JP Morgan Order-To-Pay (Xign) Collector Application Training

JP Morgan Order-To-Pay has training materials available including a weekly interactive Webinar available free of charge once a week.

Subject: JP Morgan Order-To-Pay Collector Overview

- **When:** Every Thursday, 1:00 – 2:00 pm (EST)

- **URL:** <https://www.livemeeting.com/cc/xign/join?id=4NFQ54&role=attend&pw=jR3%25CHrjm>

**Please login early to avoid technical difficulties

- **Password:** No password is required

- **Audio Information:** Dial 888-742-8686 Access ID: 7067392



Using JP Morgan Order-To-Pay (Xign) Collector

Attached is another quick reference guide for getting started using JP Morgan Order-To-Pay collector. If file is not attached to your email, please call your contact at Sealed Air and ask for the quick reference guide.

Your point of contact should always be the buyer first. If the buyer can not help, the buyer will put you in contact with someone who can.