

Search for An Invoice

(Quick & Refined)

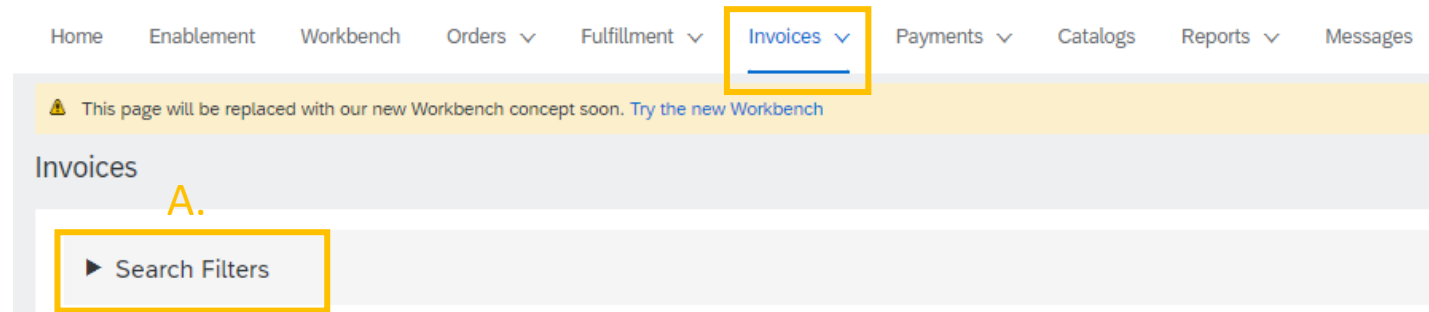
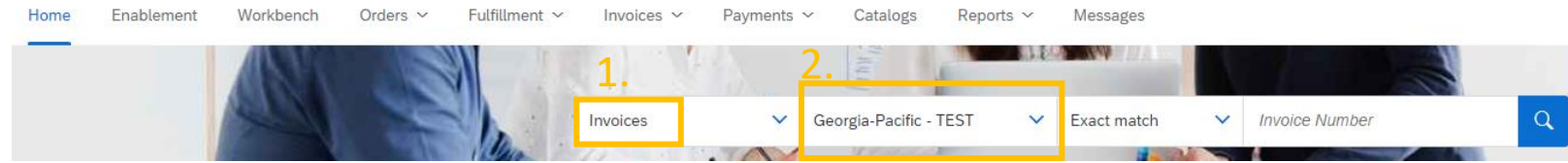
Quick Search:

1. From the **Home** tab, select **Invoices** in the Document type to search.
2. Select **Georgia-Pacific** from the Customer dropdown menu.
3. Enter **Document #**, if known. Select **Date Range**, up to 90 days for invoices, and click **Search**.

Refined Search: allows a refined search of invoices within up to 90 days.

- A. Open **Search Filters** from **Invoices > Invoices**.
- B. Enter the criteria to build the desired search filter.
- C. Click **Search**.

Best practice is to utilize the “Exact Number” when searching via Invoice Number.



Review Invoice History

Check Status Comments

To access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. When you are done reviewing the history, click **Done**.

Invoice: INV_20150415 Done 4.

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments **History** 1.

Invoice: INV_20150415
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	