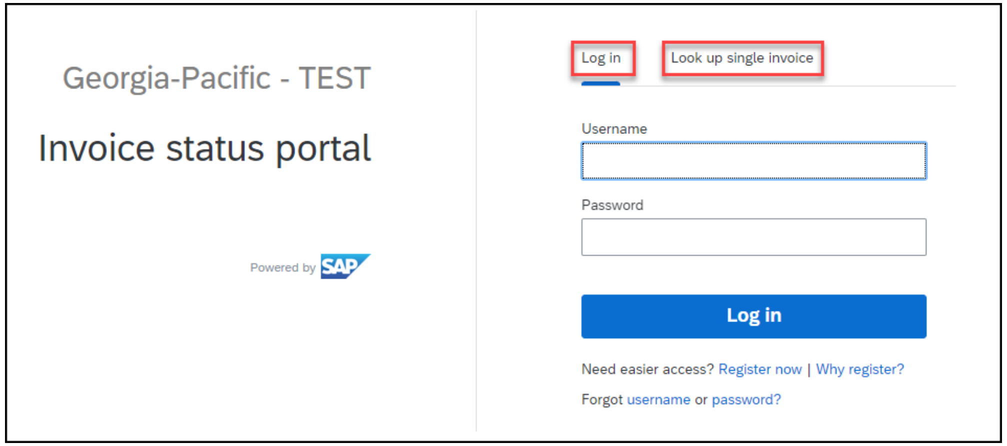
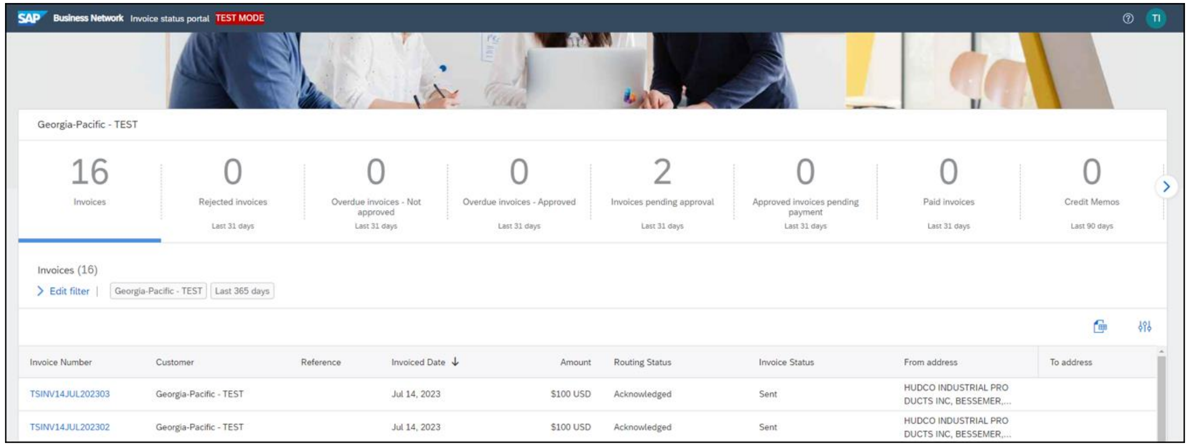
SAP Invoice Status Portal

SAP Invoice Status Portal (ISP) Overview

- Provides suppliers visibility to
  - Invoice submissions
  - High-level invoice status
  - Payment status
  - Remittance details
- Access is intended for non-enabled suppliers
- Suppliers can either look up single invoices or create an account





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Accessing the Invoice Status Portal (ISP)

- Invitations to the Invoice Status Portal (ISP) will be sent to non-enabled suppliers when the portal is live
  - Chosen suppliers will need an invoice processed manually in Ariba to receive an invitation to register. Each supplier ID would require a separate invitation.
  - Invitations are sent to the order IDs, not remit IDs
- Look up single invoice
  - Need supplier ID, invoice number, and email (from supplier record) to look up invoice status
  - View is limited to single invoice
- Register/Login to Account
  - Access all invoices under a single supplier record
    - If multiple supplier IDs with the same email address, the supplier may choose to merge accounts
    - If multiple supplier IDs with different email addresses, multiple account logins are required
  - View Invoice Status Portal (ISP) Dashboard
  - Filter, search, and export invoices
  - Receive email notifications based on preferences

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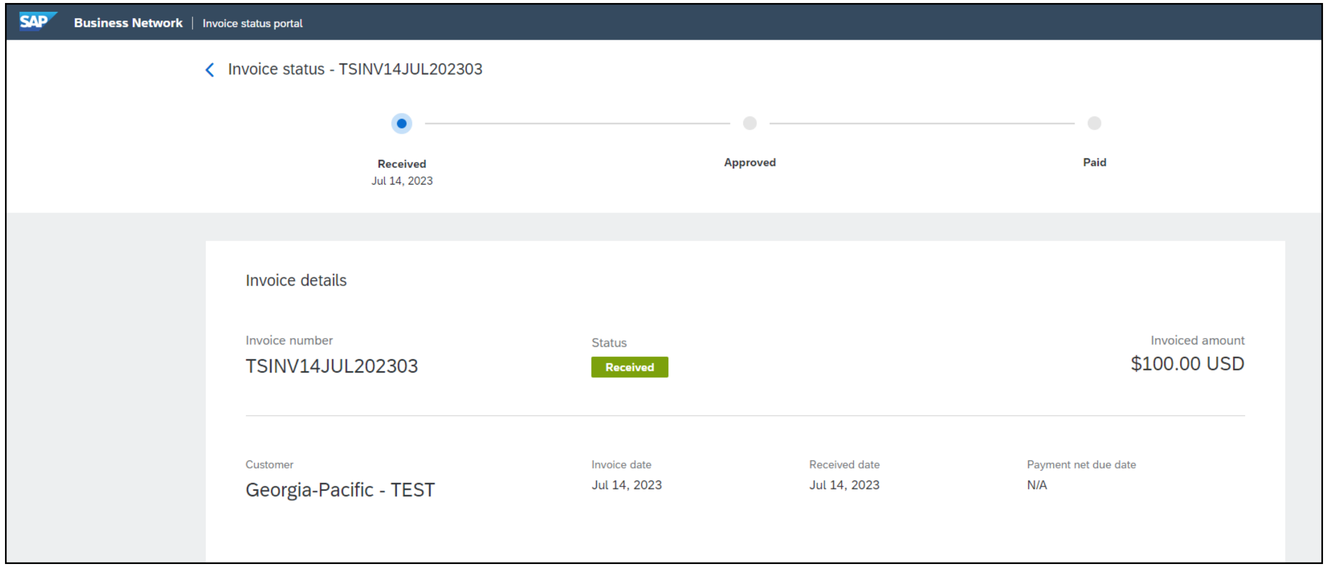
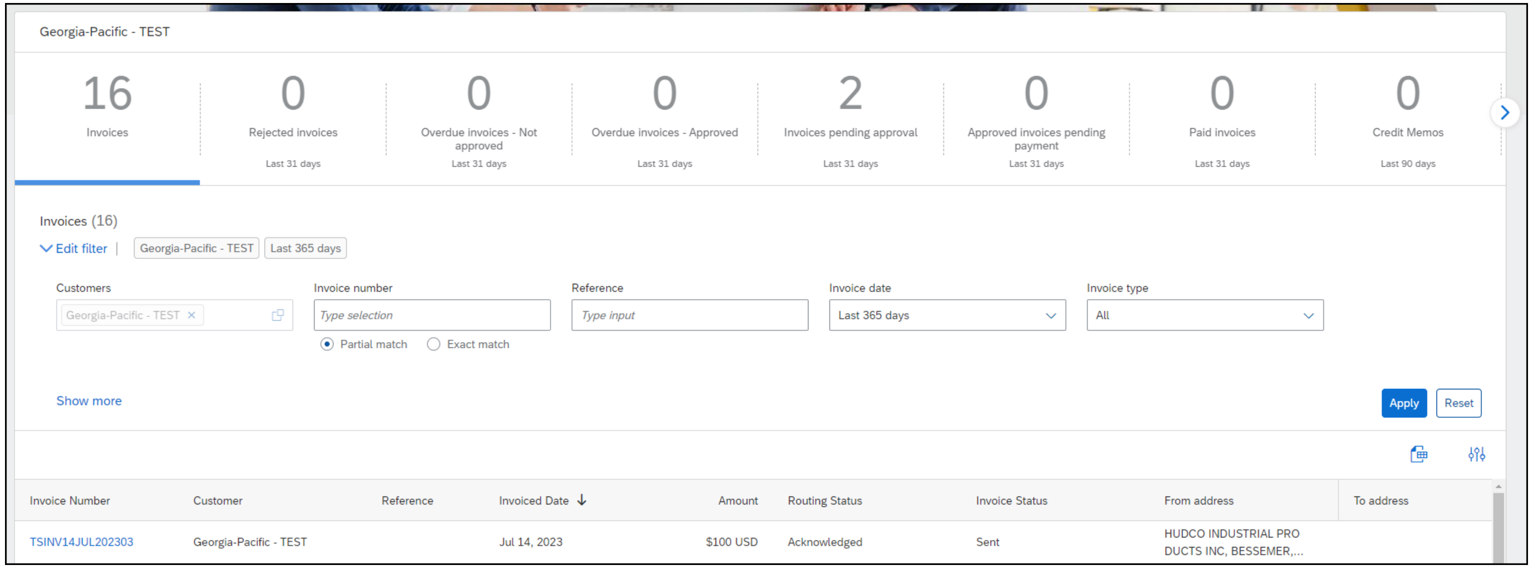
Invoice Status Portal (ISP) Views

Single invoice
look up





Register/Login to
ISP Dashboard

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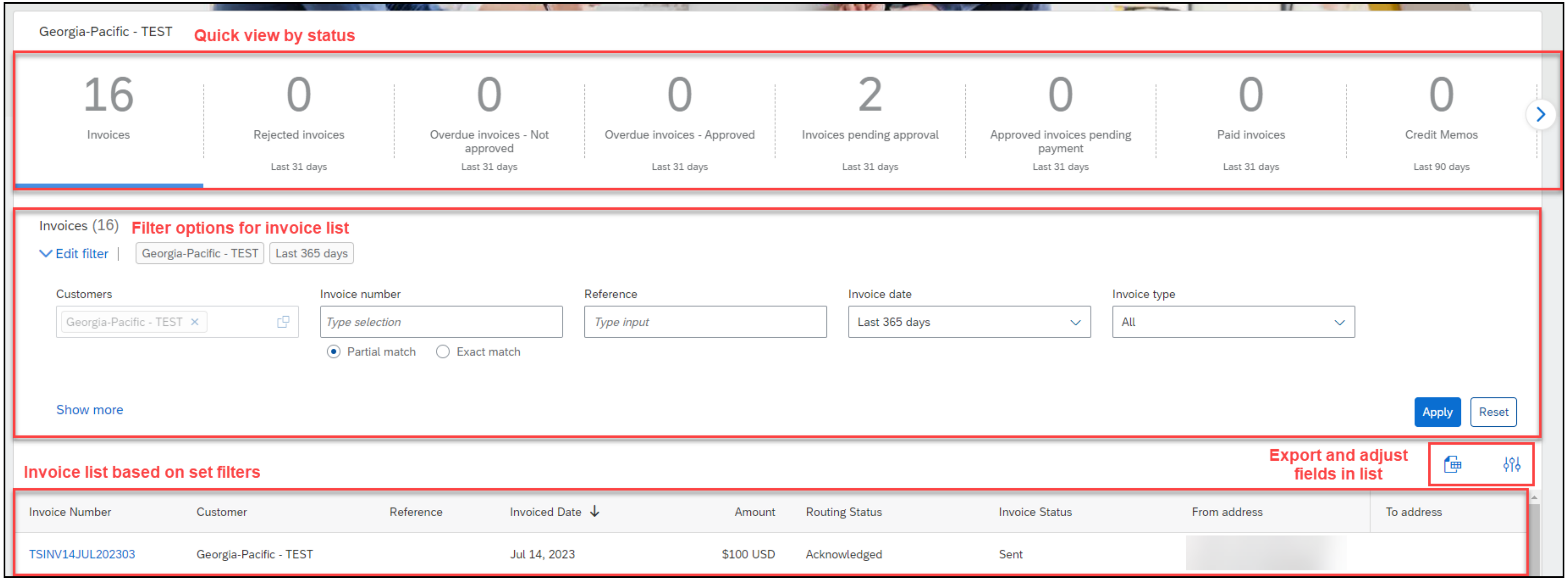
Invoice Status Portal (ISP) Dashboard

- Once logged into the portal, suppliers will access the ISP Dashboard
- Along the top is a quick view of invoice counts by status for a defined number of days
- Filters are included for the supplier to adjust invoice list
- Invoice list shows details of individual invoices based on filters and can be exported



Invoice List Details

- Key fields included in the invoice list
  - Invoice Number
  - Reference – Indicates the PO associated with the invoice, if applicable
  - *Routing Status – Describes whether the invoice reached GP's Ariba Network
  - *Invoice Status – Describes where the invoice is at in the invoice approval and payment process at a high-level
  - *Submission Method – Indicates how the invoice was submitted to GP

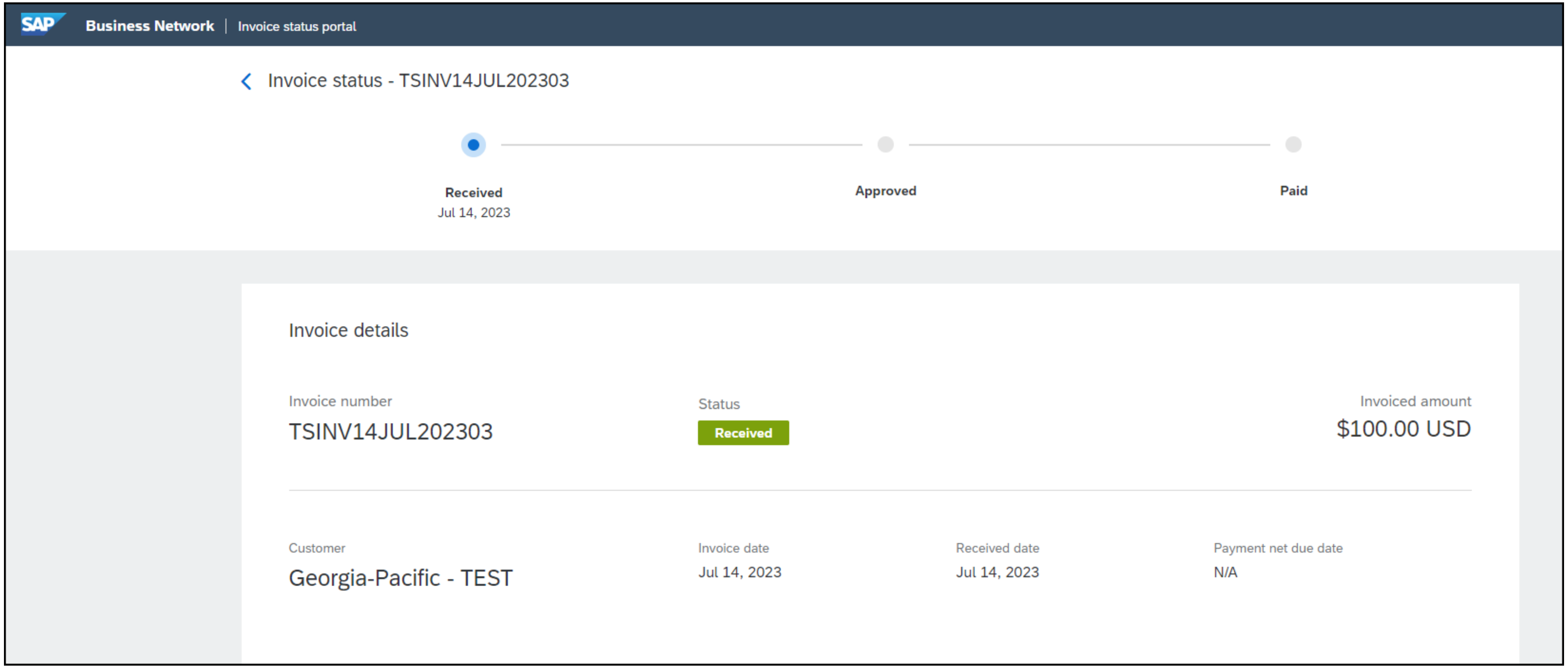
Invoice Number	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Submission Method
TSINV14JUL 202303		Jul 14, 2023	$100 USD	Acknowledged	Sent	PaperVialCS
TSINV14JUL 202302		Jul 14, 2023	$100 USD	Acknowledged	Sent	PaperInvoice
NONPOINV0 503-01		May 3, 2023	$0 USD	Acknowledged	Sent	Online
4599972220 I3	4599972220	Mar 28, 2023	$20 USD	Failed	Rejected	cXML

(Additional fields available on Invoice Status Portal)

*See Appendix for additional details

Invoice Detail View

- Accessed by clicking on invoice from dashboard or looking at single invoice view
- High-level invoice status tracker along top
- Invoice number, current status, amount, and key dates (Note: discount date is not included)



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Invoice Statuses – AIM vs ISP

AIM Status	ISP – Invoice Detail Status	*ISP Dashboard Routing Status	*ISP Dashboard Invoice Status	Description
Reconciling	Received	Acknowledged	Sent	Invoice has outstanding exceptions which need to be resolved
Approving	Received	Acknowledged	Sent	Invoice has no outstanding exceptions and is ready to be approved
Awaiting Reconciliation	Received	Sent	Sent	Invoice has been reconciled in AIM and is attempting to send the invoice to the financial system (ERP)
Paying	Approved	Acknowledged	Approved	Invoice has been accepted by the ERP and is ready for payment based on the invoice payment terms
Paid	Paid	Acknowledged	Paid	Invoice has been paid successfully
Push Fail	Received	Acknowledged	Sent	Invoice has been rejected by the ERP
Rejected	Rejected	Acknowledged	Rejected	Invoice has been rejected in AIM by user
Not in AIM	Rejected	Failed	Rejected	Invoice is submitted by the supplier but fails to process in Ariba Network

*ISP Dashboard Routing & Invoice Statuses are not available when using ***Look up single invoice*** option

Invoice Detail View - REJECTED

- Rejected status will show rejection code selected, rejected comment, person who rejected, and any exception details associated with invoice

Invoice status - R415014565

Received
Nov 14, 2022

Rejected
Nov 14, 2022

Paid

Invoice details

Invoice number
R415014565

Status
Rejected

John Doe

Amount due
$750.00 USD

Rejection code:
R09

Comment:
"Other"

User comment:
"Comment: DID NOT HAVE CORRECT PRICE ON INVOICE. REPROCESSING (GP User Name,2022-11-14T07:58:52-08:00)Line item: Line Number:1 Part Number: Description:COVID test kits Exceptions: PO Price Variance (Non-Catalog) The price on the invoice line item, $375.00 USD, is different from the price on the purchase order line item, $25.00 USD, and the difference is more than the tolerance set in your configuration. PO Line Amount Variance The amount on the invoice line item, $750.00 USD, is greater than the amount left to invoice on the purchase order line item, $375.00 USD, and the difference is more than the tolerance set in your configuration. Check ERP for possible closed PO.---"

Rejection code selected, user comment, & user

Exception(s) details

AIM View - REJECTED

IRR415014565-29345

20221114.000007.01.01.PDF

Invoice ID: INVR415014565-29345
Invoice From: on Mon, 14 Nov, 2022
Invoice Type: Purchase Order
Purchase Order(s): PQ415013004

Total Amount: $0.00 USD Details

Rejection Reasons

Rejection Reasons: R09: Other

Comments

Other users will see your comments.

GP User... [Monday, November 14, 2022 at 10:58 AM] Edit Delete

DID NOT HAVE CORRECT PRICE ON INVOICE. REPROCESSING

Header Information

Assigned To Me (2) All Exceptions (2)

PO Price Variance (Non-Catalog)

Order : PQ415013004
COVID test kits

Invoice Line No. : 1
Order Line No. : 1

Price : $25.00 USD
Expected Price : $25.00 USD

View Details Reference

Rejected

The price on the invoice line item, $375.00 USD, is different from the price on the purchase order line item, $25.00 USD, and the difference is more than the tolerance set in your configuration.

PO Line Amount Variance

Order : PQ415013004
COVID test kits

Invoice Line No. : 1
Order Line No. : 1

Amount : $375.00 USD
Expected Amount : $375.00 USD

View Details Reference

Rejected

The amount on the invoice line item, $750.00 USD, is greater than the amount left to invoice on the purchase order line item, $375.00 USD, and the difference is more than the tolerance set in your configuration. Check ERP for possible closed PO.

Invoice Detail View – Paid Invoice

- Invoice will reflect as paid with payment date and ISP remittance

Invoice status - TSINV14JUL202303

Received	Approved	Paid
Jul 14, 2023	Jul 21, 2023	Jul 26, 2023

Invoice details

Invoice number
TSINV14JUL202303

Status
Paid

Invoiced amount
$100.00 USD

Customer
Georgia-Pacific - TEST

Invoice date
Jul 14, 2023

Received date
Jul 14, 2023

Payment net due date
Jul 14, 2023

Payment Date
Jul 26, 2023

Click for additional remittance details

Remittances

Transaction	Payment Date	Account ID	Status	Gross	Discount	Adjustment	Net	Difference	Method
Z.20230726.2000403488	Jul 26, 2023		Paid	100 USD	0 USD		100 USD		ach
Z.20230726.2000403488	Jul 26, 2023		Paid	100 USD	0 USD		100 USD		ach

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ISP Remittance Details

- ISP Remittance Advice
  - Gross and net amount paid
  - Estimated settlement date
- Payment Detail
  - Payment Method
  - Payment Reference Number
  - Transaction (Payment) Date
- Line Items
  - Breakout of specific invoice details included in remittance

From
Georgia-Pacific - TEST
PAYER: GPCP Marketing Ops HQ
(Show Payer Details)

To
(Show Payee Details)

REMITTANCE ADVICE
Z.20230726.2000403488 (Paid)

Gross Amount: $200.00 USD
Withholding Tax: ($0.00 USD)
Amount Paid: $200.00 USD
Estimated Settlement on 27 Jul 2023

Payment Detail

Payment Method: **ACH (unknown)**
Reference Number: **2000403488**
Related Payment: **Z.20230726.2000403488**
Identified Differences: **None**

Routing Status: **Sent**
Transaction Date: **25 Jul 2023**

ADDITIONAL INFORMATION

Line Items (2)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSINV14JUL202303	$100.00 USD	$0.00 USD			$100.00 USD	
2	Invoice: TSINV14JUL202302	$100.00 USD	$0.00 USD			$100.00 USD	

Line 1 – ADDITIONAL INFORMATION
buyerInvoiceID: 1900006076
OriginalInvoiceNo: TSINV14JUL202303
Company Code: 4403
fiscalYear: 2023

Line 2 – ADDITIONAL INFORMATION
buyerInvoiceID: 1900006077
OriginalInvoiceNo: TSINV14JUL202302
Company Code: 4403
fiscalYear: 2023

Gross Amount: $200.00 USD
Discount Applied: ($0.00 USD)
Withholding Tax: ($0.00 USD)
Adjustment: ($0.00 USD)
Amount Paid: $200.00 USD

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Appendixes

ISP Dashboard - Routing Status

Queued

Ariba Network is in the process of sending the invoice to GP.

Sent

Ariba Network sent the invoice to GP, but GP has not acknowledged the receipt of the invoice.

Acknowledged

The invoice reached GP's Ariba Network/AIM.

Obsoleted

The invoice has been canceled or edited and resubmitted. No further action required by either party.

Failed

The invoice did not follow GP's invoicing rules and has not attempted to send to GP. Supplier should edit and resubmit invoice.

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ISP Dashboard - Invoice Status

Sent

The invoice has been received in AIM but has yet to be approved or rejected by GP.

Approved

GP user has approved the invoice in AIM, or the invoice has sufficient goods receipts to process.

Paid

The invoice has been marked as paid in AIM.

Rejected

The invoice failed to meet GP's invoicing rules and did not send to GP, or the invoice has been rejected in AIM by GP.

Canceled

The supplier has canceled the invoice.

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Invoice Submission Methods

AIM Submission Method	ISP Submission Method	Description
ICS Paper Invoice	PaperViaICS	Invoice processed through Datacap
Paper Invoice	PaperInvoice	Keyed manually into AIM
Online	Online	Enabled supplier submitted via PO flip
cXML EDI CIG_X12	cXML EDI CIG_X12	Enabled supplier submitted via integration

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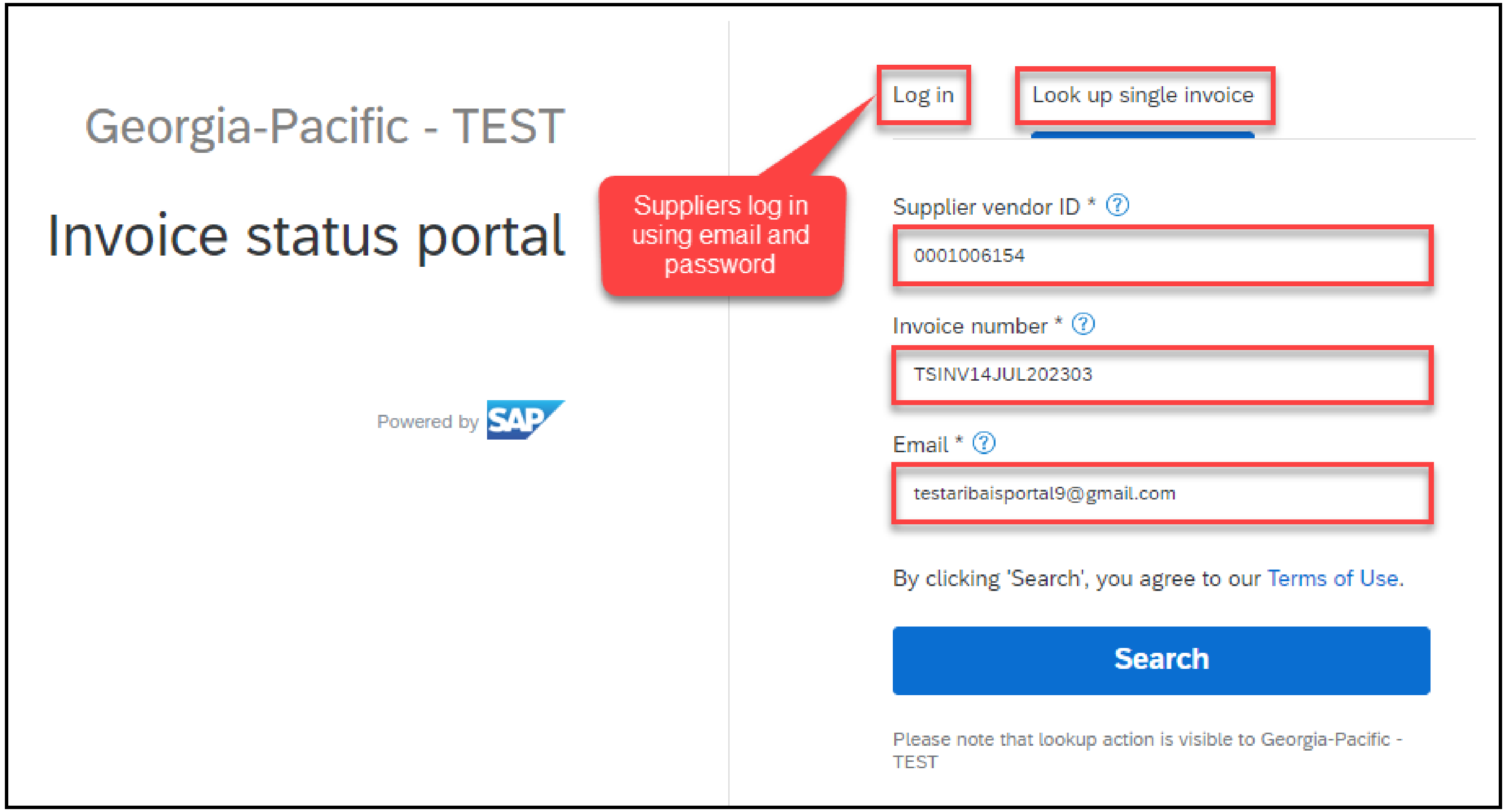
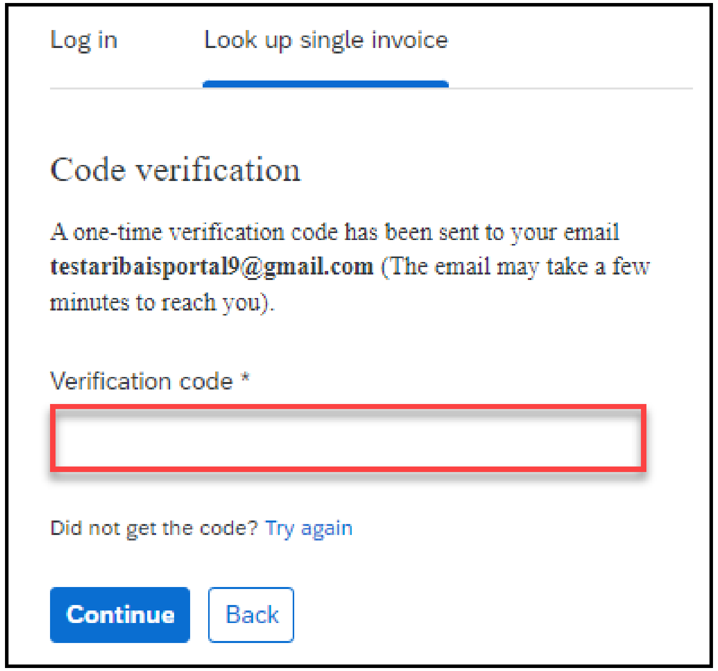
How to Connect to ISP

- Supplier can choose to register and log in with email and password, or
- Supplier can choose to look up a single invoice using the supplier ID and email from the invitation
  - A verification code will be sent to the supplier email for validation





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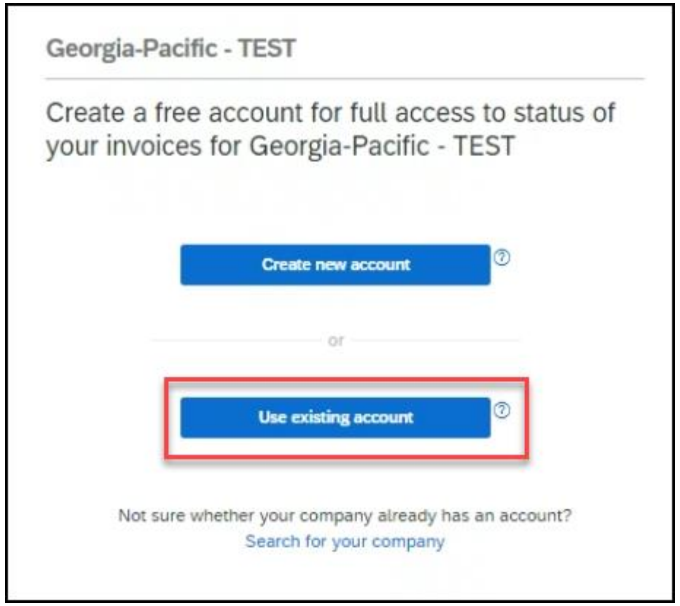
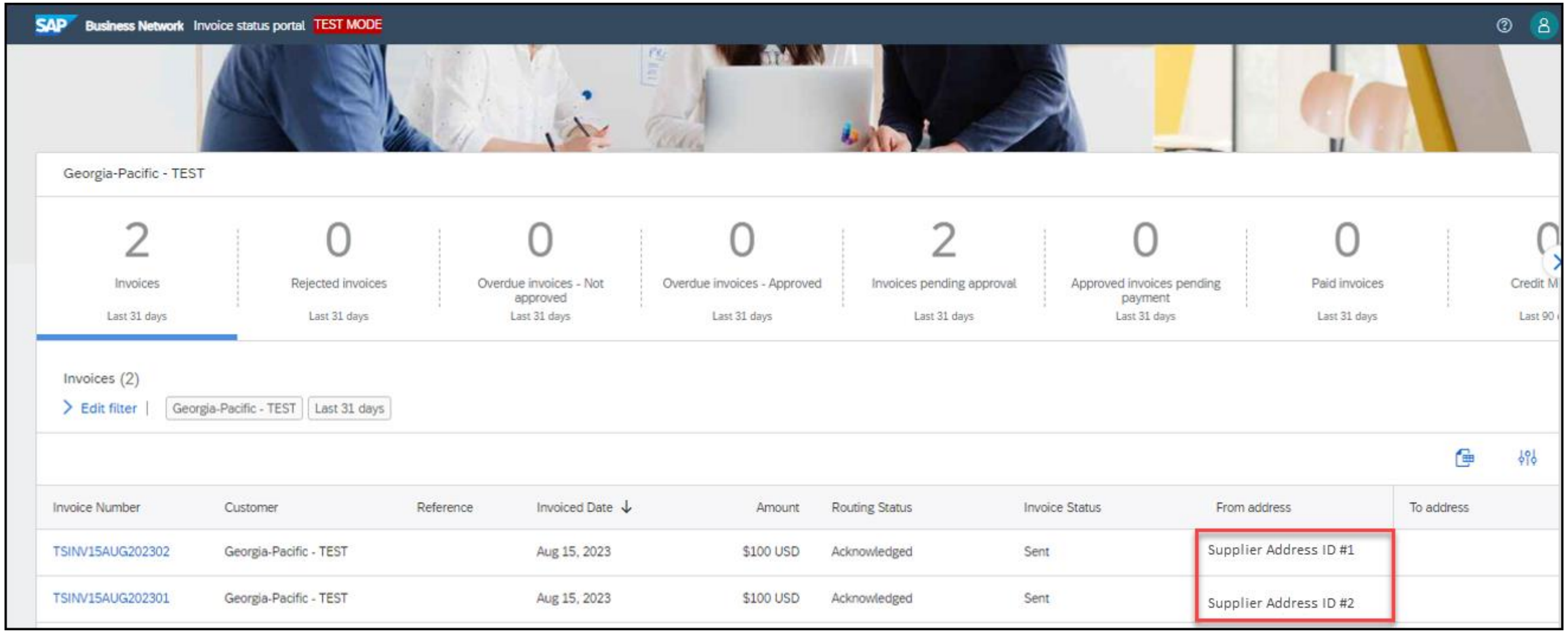
How to Merge Registered Accounts

- Suppliers will receive an invitation to register for each supplier ID used by GP
- Upon registering subsequent supplier IDs under the same email address, suppliers will see option to “Use existing account” and will be required to enter login credentials
- Once logged in, suppliers will see invoices from all registered supplier IDs
- Suppliers will receive notification of the merged accounts noted as “customer relationship transfer”





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