

# Invoice Status Functionality

Supplier User Instructions

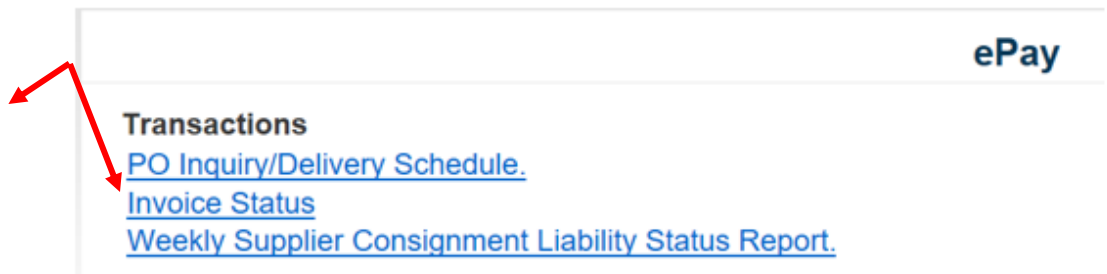
## Invoice Status

### Overview

The Invoice Status functionality allows suppliers to view the status of invoices including open items/invoices that have not yet been paid as well as paid invoices. The supplier can also see if any invoices are blocked for payment so that they can follow up on the exceptions as needed.

### Process

To access and run the Vendor Invoice Status function click the “ePay” button on the home page and on the ePay page click the “Invoice Status” link.



There are 3 options for viewing:

Items **(A)** – allows the user to see outstanding ‘open’ invoices with due dates and any blocks/issues

Cleared Items **(B)** – allows the user to see paid invoices with payment details

All Items **(C)** – allows the user to see both open and paid invoices

You will also need to select a Company Code when running this transaction. The available codes are as follows:

1001 – B&D(US) Inc = This is for Go-Direct suppliers with POs from North America facilities

2001 – B&D Macau Offshore Ltd. = Representing orders from GSMA, not for Go-Direct Order nor Suzhou Order

2002 – B&D Global Holdings Sarl = Representing orders from GSMA, not for Go-Direct Order nor Suzhou Order

2003 – Kwickset Astrlasia Pty Ltd

2006 – B&D Hong Kong Ltd

## View Open Items/Invoices

If you have multiple vendor numbers in your profile, select the correct number using the dropdown (1), select the correct Company Code (2) from the dropdown, change the default date (3) if needed, then click the "Execute" button (4).

**Invoice Status**

Date Format: MM/DD/YYYY

Vendor: 20000001 (1)

Company Code: 1001 - B&D(US) INC (2)

Line Item Selection: (Status)

☒ Items - Open at Key Date 6/3/2019 (3)

☐ Cleared Items - Clearing Date [ ] To [ ]

☐ All Items - Posting Date [ ] To [ ]

Excel Format: ☐

Execute (4)

The results should show as below:

Reference (A) – is the supplier invoice number

SAP Document (B) – is the document number used in SAP for the Invoice

Doc. Date (C) – is the supplier invoice date (the date on the supplier invoice)

Posting Date (D) – is the date the invoice was received and entered into SBD's system

Due Date (E) – is the date that payment is due for the invoice (based on payment terms)

Amount (F) and (G) – is the amount of the invoice and the associated currency

Status (H) – will show if the invoice is blocked for any reason:

R = indicates blocked due to quantity or price discrepancy

A = for Go-Direct suppliers this indicates the invoice is blocked because it is under dispute.

A = for GSMA suppliers this indicates the invoice is blocked because either no original invoice was related received by GSMA or because the original invoice was incorrect or did not match the electronic invoice.

Invoice Status							
Vendor:		20000001 ABD Supplier Inc					
Company Code:		1001 - B&D(US) INC					
Open Items at Key Date:		Monday, June 03, 2019					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Reference	SAP Document	Doc. Date	Posting Date	Due Date	Amount	Currency	Status
16735	5100026612	01/11/2019	03/01/2019	06/16/2019	3,880.69	USD	
16891	5100041631	04/02/2019	04/02/2019	07/01/2019	1,693.69	USD	R
16855	5100044553	03/14/2019	04/09/2019	06/12/2019	26,911.39	USD	A
16854	5100044758	03/14/2019	04/10/2019	06/12/2019	8,741.87	USD	
					\$224,476.95		
This data has been queried against the NAPT.							
Download to Excel							

## View Cleared Items/Invoices

If you have multiple vendor numbers in your profile, select the correct number using the dropdown (1), select the correct Company Code (2) from the dropdown, enter a date range (3) and then click the "Execute" button (4).

### Invoice Status

Date Format: MM/DD/YYYY

Vendor: 20000001 (1)

Company Code: 1001 - B&D(US) INC (2)

Line Item Selection: (Status)

☐ Items - Open at Key Date 6/3/2019

☒ Cleared Items - Clearing Date 5/1/2019 To 5/31/2019 (3)

☐ All Items - Posting Date To

Excel Format: ☐

Execute (4)

The results should show as below:

Reference (A) – is the supplier invoice number

SAP Document (B) – is the document number used in SAP for the Invoice

Doc. Date (C) – is the supplier invoice date (the date on the supplier invoice)

Posting Date (D) – is the date the invoice was received and entered into SBD's system

Due Date (E) – is the date that payment is due for the invoice (based on payment terms)

Clearing Date (F) – This is the date the payment was processed in SAP and sent to the supplier

Amount (G) and (H) – is the amount of the invoice and the associated currency

Status (I) – will show if the invoice is blocked for any reason:

R = indicates blocked due to quantity or price discrepancy

A = for Go-Direct suppliers this indicates the invoice is blocked because it is under dispute.

A = for GSMA suppliers this indicates the invoice is blocked because either no original invoice was related received by GSMA or because the original invoice was incorrect or did not match the electronic invoice.

Received by Company: because the original invoices was incorrect or did not match the electronic invoices

# Invoice Status

Vendor:20000001 ABD Supplier Inc

Company Code:1001 - B&D(US) INC

Cleared Items - Clearing Date : Wednesday, May 01, 2019 - Friday, May 31, 2019

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Reference	SAP Document	Doc. Date	Posting Date	Due Date	Clearing Date	Amount	Currency	Status
16768	5100028762	02/06/2019	03/05/2019	05/07/2019	05/07/2019	40,711.38	USD	
16893	5100053373	02/04/2019	05/01/2019	05/05/2019	05/07/2019	6,779.24	USD	
16775	5100047432	02/08/2019	04/16/2019	05/09/2019	05/09/2019	21,854.67	USD	
16824	5100041305	02/28/2019	04/01/2019	05/29/2019	05/29/2019	9,773.71	USD	
16861	5100066129	02/22/2019	05/28/2019	05/23/2019	05/29/2019	39,958.61	USD	
					Total	\$375,902.71		

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## View All Items/Invoices

If you have multiple vendor numbers in your profile, select the correct number using the dropdown (1), select the correct Company Code (2) from the dropdown, enter a date range (3), and then click the "Execute" button (4).

### Invoice Status

Date Format: MM/DD/YYYY

Vendor:

Company Code:

Line Item Selection: (Status)

☐ Items - Open at Key Date

☐ Cleared Items - Clearing Date  To

☒ All Items - Posting Date  To

Excel Format: ☐

The results should show as below:

Reference (A) – is the supplier invoice number

SAP Document (B) – is the document number used in SAP for the Invoice

Doc. Date (C) – is the supplier invoice date (the date on the supplier invoice)

Posting Date (D) – is the date the invoice was received and entered into SBD's system

Due Date (E) – is the date that payment is due for the invoice (based on payment terms)

Clearing Date (F) – This is the date the payment was processed in SAP and sent to the supplier

Amount (G) and (H) – is the amount of the invoice and the associated currency

Status (H) – will show if the invoice is blocked for any reason:

R = indicates blocked due to quantity or price discrepancy

A = for Go-Direct suppliers this indicates the invoice is blocked because it is under dispute.

A = for GSMA suppliers this indicates the invoice is blocked because either no original invoice was related received by GSMA or because the original invoice was incorrect or did not match the electronic invoice.

Invoice Status								
Vendor:		20000001 ABD Supplier Inc						
Company Code:		1001 - B&D(US) INC						
All Items - Posting Date :		Wednesday, May 01, 2019 - Friday, May 31, 2019						
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Reference	SAP Document	Doc. Date	Posting Date	Due Date	Clearing Date	Amount	Currency	Status
16941	5100066389	04/26/2019	05/29/2019	07/25/2019		5,162.74	USD	
16940	5100066766	04/26/2019	05/29/2019	07/25/2019		15,558.18	USD	
16939	5100068478	04/26/2019	05/31/2019	07/25/2019		6,743.24	USD	
16893	5100053373	02/04/2019	05/01/2019	05/05/2019	05/07/2019	6,779.24	USD	
16702	5100057869	01/04/2019	05/10/2019	04/04/2019	05/24/2019	10,468.32	USD	
16859	5100063239	02/18/2019	05/23/2019	05/19/2019	05/24/2019	39,958.61	USD	
Total						\$403,569.01		

This data has been queried against the NAPT.