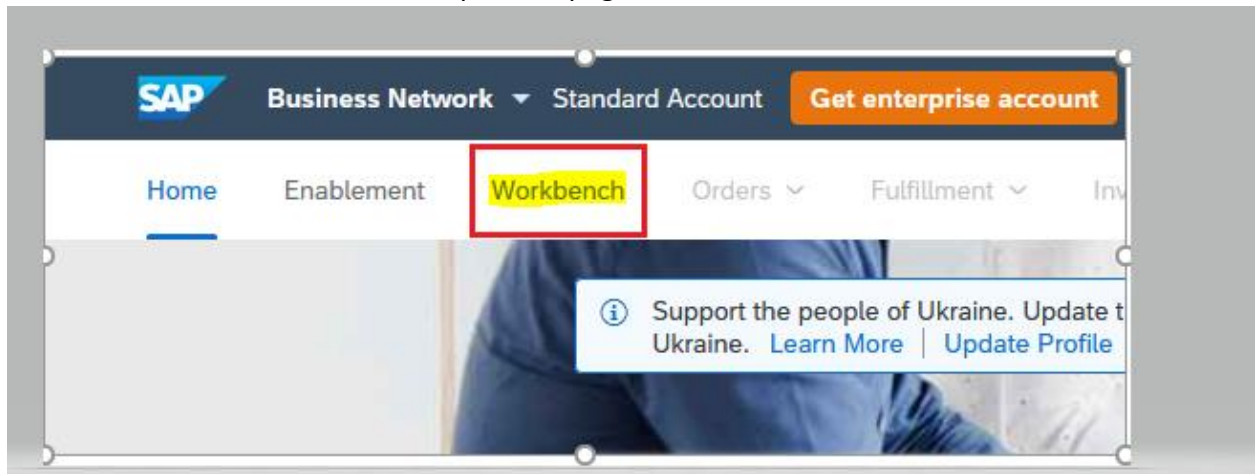# How to View Invoice Details/Status & Payment Status on the Ariba Network (AN)

# Table of Contents
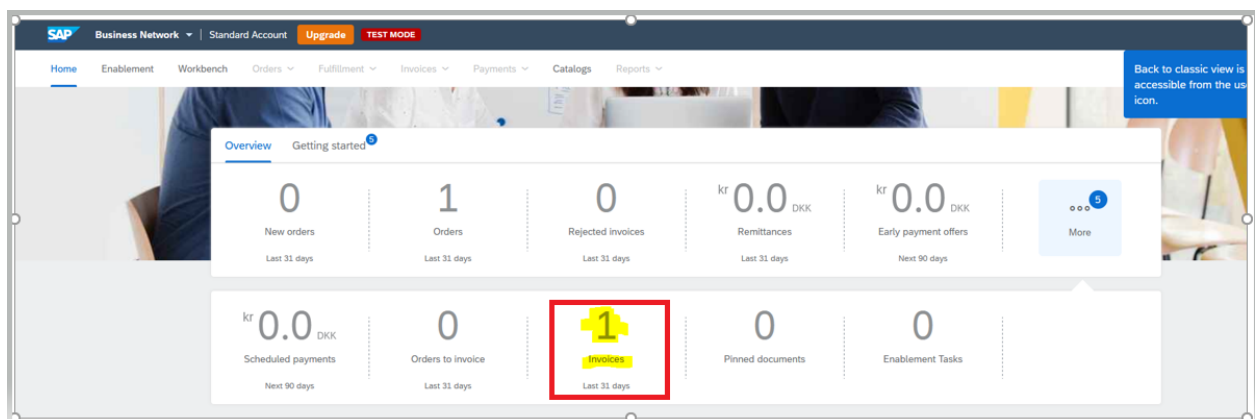
## STEP 1: Viewing Invoices from the Ariba Workbench Tab

- To search for an Invoice Document (**PO Invoice, Non-PO Invoice, or Credit Memo**), log into your Ariba Network Account.
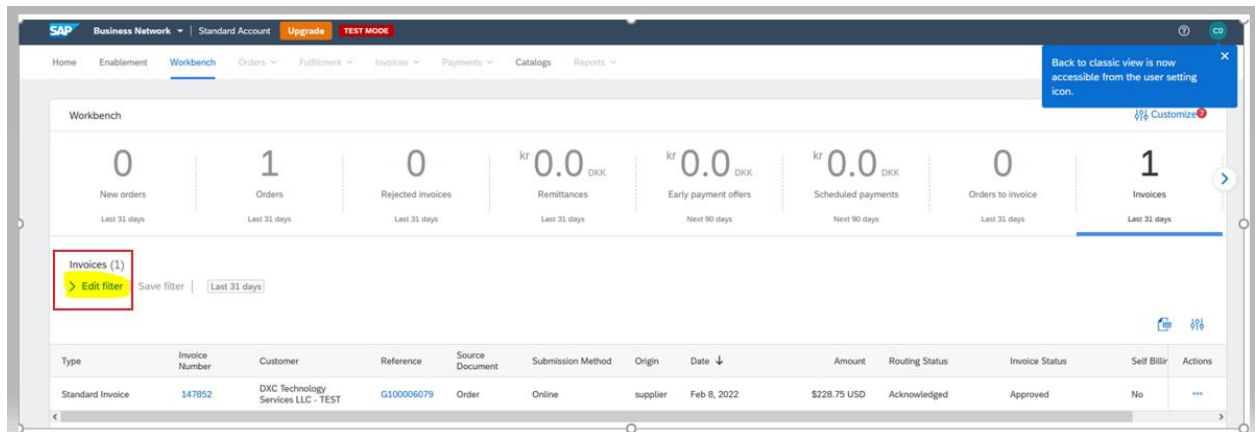- Go to the **Workbench** tab at the top of the page



- Select the **Invoices Tile option**



- You will see a list of all Invoices **(for the last 31 days)** that have been submitted over the Ariba Network to DXC along with the Invoice Details / Status.
- If you do not see the **Invoice Number,** you are looking for you can adjust the **Edit Filters** option to search for specific Invoice Details.

  **NOTE**: Details on searching for an invoice via **Partial Match** or **Exact Match** option is outlined below.

## STEP 2: Searching for Invoice #s Using the Partial Match Search Options

- To view the **Edit Filters**, select the arrow next to Search Filters. And the Edit Filters parameters will be displayed.
- Under the Partial number section, search for a series of invoices by entering the Invoice #, Order # (PO), and a Creation date (**invoice date**). For the <u>Creation Date</u>, you can adjust the filter to search up to last <u>365</u> days or you can choose a more specific time period even older than the last <u>365</u> days by using the <u>Custom Date Range</u> option.
- After selecting the filter criteria, select the blue **Apply** button to apply the filter changes



- To save the **Edit Filter**, select the option **Save Filter** option in order to save your Edit Filter criteria selections.

## STEP 3: Searching for an Invoice # Using the Exact Match Option

- If you are searching for a specific Invoice #, select the option **Exact Match**.
- Then enter the Invoice # and select the blue Apply button. And the Invoice Details will be displayed
- You can view the Invoice Overview Details or by selecting on the Invoice # (**in blue**) you can access the Full Invoice Details.



## STEP 4: How to Extract an Invoice Detail & Status Report

- Ariba Network registered suppliers can access Invoice status reports which show summary level invoice data.

- The data can be exported into a MS Excel File

- The report can only show invoice for a 365-day period (which is customizable by search date).

- The report shows the following fields:

    1. Invoice Type

    2. Invoice #

    3. Customer

    4. Reference (**PO #**)

    5. Submission Method (**Paper or Online**)

    6. Invoice Date

    7. Invoice Amount

    8. Invoice Routing Status (**Failed, Queued, Sent, Acknowledged**)

    9. Invoice Status (**Sent, Approved, Rejected, Paid**)

- To extract a report with Invoice details, you select the **Export** option.



&

- An **Excel Extract Report** of the data is pulled.



## STEP 5: Checking Invoice Status On The Ariba Network

### 5A -Checking Invoice Routing Status

1. **Failed**-Invoice failed DXC Invoicing rules. DXC will not receive this invoice
2. **Queued**-Ariba Network received the invoice but has not processed it.
3. **Sent**-Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer.
4. **Acknowledged**-DXC invoicing application has acknowledged the receipt of the invoice.

- From the Invoices tab, view the **Invoice Routing Status** for the specific invoice document you are viewing:

## 5B: Checking Invoice Status

**NOTE:** Reflects the status of DXC's action on the invoice.

1. **Sent**-The invoice is sent to DXC but they have not yet verified the invoice against the purchase order and receipts.
2. **Paid**-DXC paid the invoice / in the process of issuing payment. Only if DXC uses invoices to trigger payment
3. **Approved**-DXC has verified the invoice against the purchase order or contract and receipts, and approved if for payment
4. **Rejected**-DXC has rejected the invoice or the invoice failed validation by the Ariba Network. If DXC accepts the invoice or approvers it for payment. Invoice status updated to Sent (**invoice accepted**) or Approved (**invoice approved for payment**)
5. **Failed**-Ariba Network experienced a problem routing the invoice

- From the Invoices tab, view the **Invoice Status** for the specific invoice document you are viewing



# STEP 6: Viewing Invoice Details On the Ariba Network

- To view the **Invoice Details**, click on the **Invoice #** (in blue text).
- From this screen, you can do the following.
  - **Create a Line-Item Credit Memo**
  - **Copy the Invoice**
  - **Download a copy via PDF**
  - **Export to cXML**
  - **View the Invoice Details** (under the Detail Tab)
    - Invoice #, Date, Invoice Amt., ext.
- **History** -View all of historic details of the invoice including:

- o Submission date
- o final approval date/time
- o Approval/Rejection Comments from DXC



&



- • **NOTE:** All invoices processed over the **Ariba Network,** regardless of the invoice submission method submitted by the supplier (**Online**) or uploaded by DXC AP (**Paper Invoice**) will be visible on a suppliers Ariba account.

## STEP 7: Ariba Network Invoice Status Email Notifications
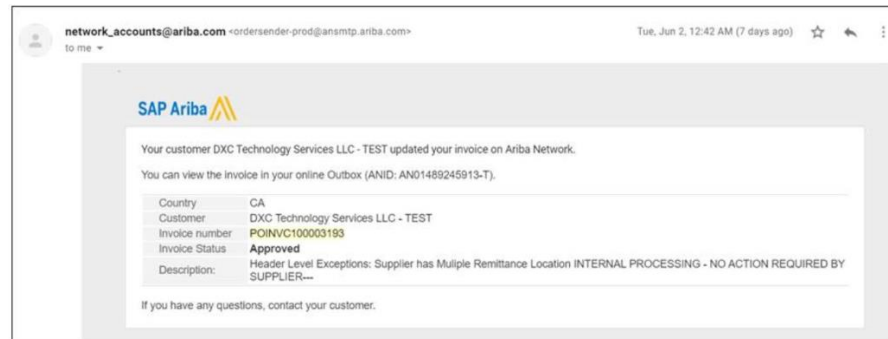
**Ariba Network Invoice Status Email Notifications**

- • When a supplier invoice is submitted to DXC over the Ariba Network or manually uploaded on the Ariba Networkby DXC AP (on behalf of a supplier) the Ariba Network will send the supplier invoice status email notifications.

1. **Sent Status** - Supplier Invoice has beent submitted to DXC over the Ariba Network and is pending invoice review/approval



2. **Approved Status** - Supplier invoice has been approved by DXC for payment



3. **Paid Status** – Supplier invoice is approved and either pending payment/paid



**NOTE:** Sent to __all__ DXC suppliers (**regardless of Ariba Network registration status**) DXCs Ariba Network system will also send an email notification to a supplier when an invoice is approved/rejected on the Ariba Network system.

## STEP 8: How to Check Invoice Payment Status

DXCs Ariba Network application does not support or allow suppliers to view Invoice Payment Status on the Ariba Network. To obtain payment status for an invoice, please contact DXC AP by logging a ServiceNow ticket at **DXC ACCOUNTS PAYABLE**

- When payment is made to a supplier, a **Remittance Notification Email** will be sent with payment details (i.e. invoice #, amount, etc). These notification emails are sent to the supplier email id DXC has on file to send Remittance Notifications.

- **NOTE:** The Remittance document contains the website link for the supplier to contact DXC AP for any Invoice/Payment queries

**Remittance Advice Email Notification**

Remittance Advice - DXC Technology

VP  Vendor payment-intimation <vendorpayment-intimation@dxc.com>
To ○ Maria Segerstrøm Kristensen

PDF  DXC_Remittance_Advice.pdf  ∨
43 KB

[EXTERNAL E-MAIL] Do not click any links or attachments unless you trust the sender and know the content is safe.

Dear Supplier,

Please find attached the payment remittance advice for invoices paid to your organisation.

This is an auto generated email. Please do not reply as this mailbox is not monitored.

Please log a ServiceNow ticket through the link shared below for any query related to this payment.
https://dxchr.service-now.com/csp - You need to register yourselves by clicking on the Register tab. (One Time Activity).

Once registered, you can login using the user id and password.
Once logged in Click on Make a Request -> Service Catalog -> Procure to Pay Supplier-> Select The Correct Region to which the invoice pertains (HPES or CSC) under Browse by Services -> Select the Issue type.
Click on Submit a Case, Enter mandatory information along with the Title and Description -> Submit.

Thank you.
DXC Technology

**Remittance Advice**

Page 1 of 1

To:
EG A/S
LAUTRUPVANG 24
BALLERUP

Post code:2750
MASEK@EG.DK

**Payment Advice**

| | |
|---|---|
| Document | 1601639 |
| Clearing Date | 12/1/2022 |
| Our Accounting Clerk | |

Telephone

FAX

Your account with us
0000101589

| Invoice / Credit Note Number | Invoice / Credit note Date | Amount in doc curr |
|---|---|---|
| 0973092 | 3/31/2021 | 68,720.00 |
| | Sum Total | 68,720.00 |

| Date | Document currency | Payment Amount |
|---|---|---|
| 12/1/2022 | DKK | 68,720.00 |

Please log a ServiceNow ticket through the link shared below for any query related to this payment.
https://dxchr.service-now.com/csp

If your company is not currently receiving these notifications or if the Ariba Notiifcations are being sent to an incorrect email, please contact **dxc.supplierenablement@dxc.com** and provide
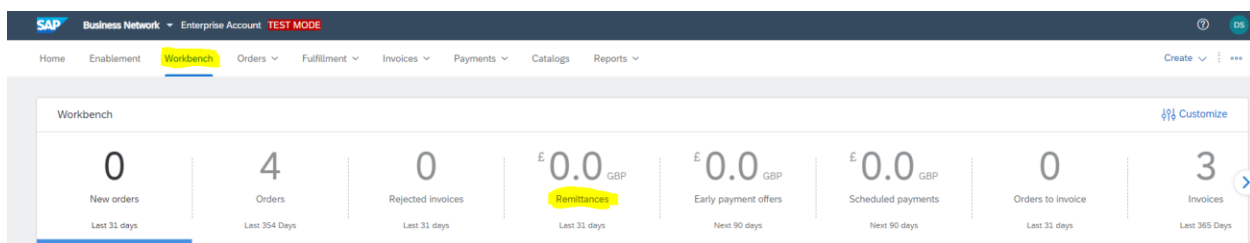
the below details so that DXC can have the correct email id setup in order to properly route these notifications.

- Legal Entity Name / Address
- Email ID where DXC should send Invoice / Remittance Notification Emails
- Most recent DXC PO issued to your company?

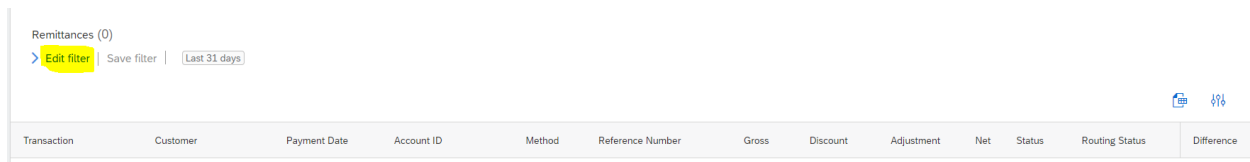## STEP 9: How to Access Remittance Information On The Ariba Network

**NOTE**: For Registered Suppliers Only. And is only available once DXC has made a payment to a supplier
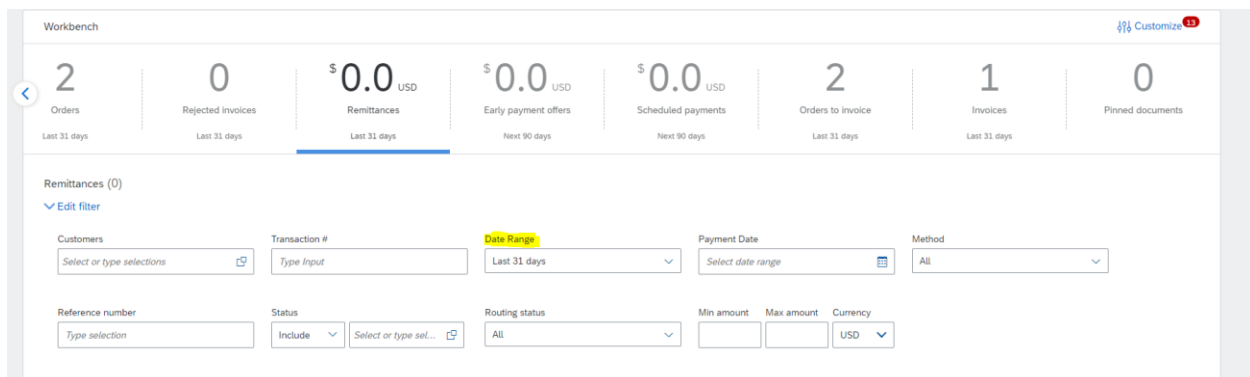
- Select **Workbench** and Select **Remittances**



- Select **Edit Filter**



- Select and Change Date Range from **Last 31 days** to **Last 365 days** and select **Apply**



- To access the Remittance details, select the Remittance # in blue

| Transaction | Customer | Payment Date | Account ID | Method | Reference Number | Gross | Discount | Adjustment | Net | Status | Routing Status | Difference ↑ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Z.20220506.2000000106 | DXC Technology Services LLC - TEST | May 6, 2022 | | Other | 2000000106 | $-785.00 CAD | $0.00 CAD | $0.00 CAD | $-785.00 CAD | Paid | Sent | |
| Z.20220510.2000000009 | DXC Technology Services LLC - TEST | May 10, 2022 | | Other | 2000000009 | $-1,500.00 USD | $0.00 USD | $0.00 USD | $-1,500.00 USD | Paid | Sent | |
| Z.20220510.2000000009 | DXC Technology Services LLC - TEST | May 10, 2022 | | Other | 2000000009 | $-1,500.00 USD | $0.00 USD | $0.00 USD | $-1,500.00 USD | Paid | Sent | |
| Z.20220510.2000000009 | DXC Technology Services LLC - TEST | May 10, 2022 | | Other | 2000000009 | $-1,500.00 USD | $0.00 USD | $0.00 USD | $-1,500.00 USD | Paid | Sent | |

- The Remittance Notification will contain the details related to the invoice(s) that was paid including the payment amount and the invoice #s that were included in the payment.