

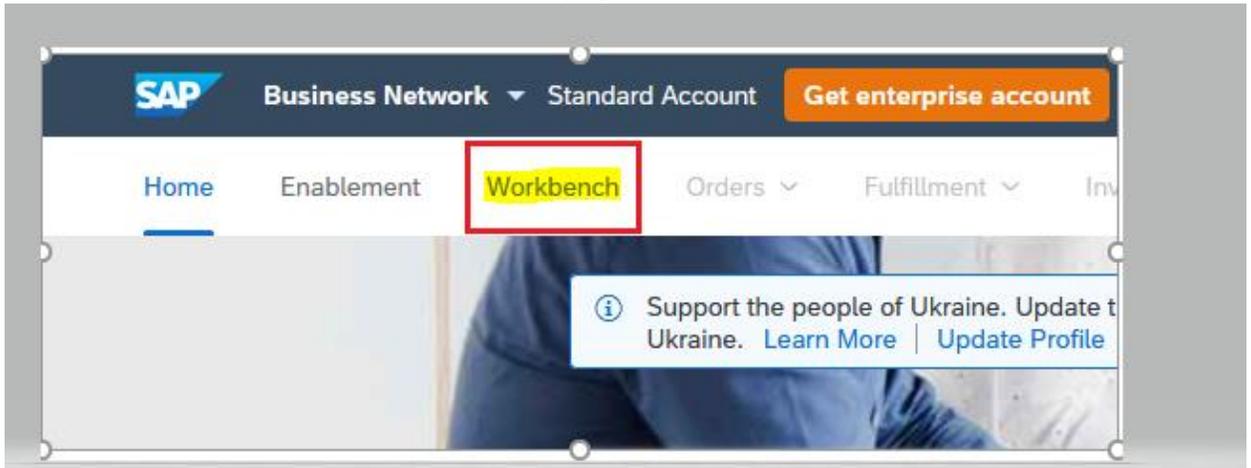
# How to View Invoice Details/Status & Payment Status on the Ariba Network (AN)

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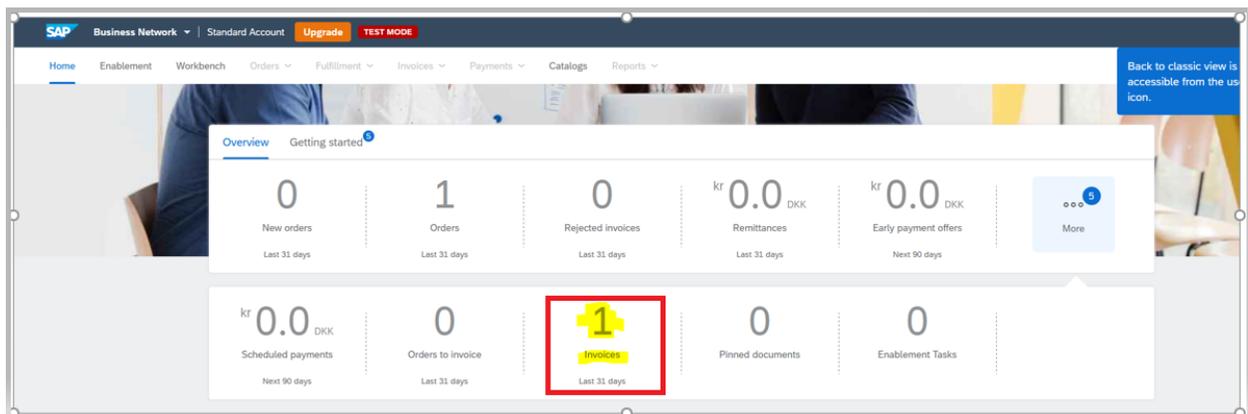
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## STEP 1: Viewing Invoices from the Ariba Workbench Tab

- 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

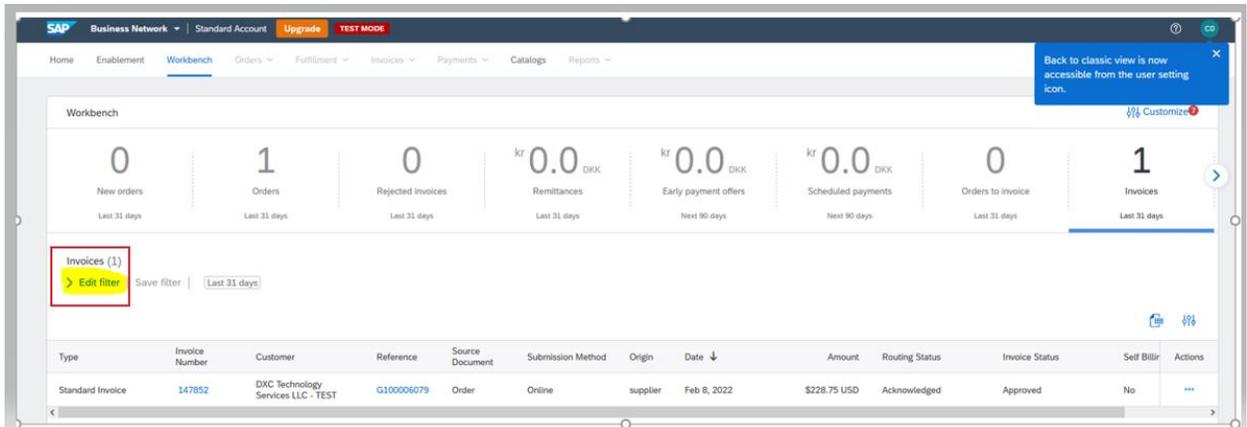


- Select the **Invoices Tile option**



- 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 Creation Date, you can adjust the filter to search up to last 365 days or you can choose a more specific time period even older than the last 365 days by using the Custom Date Range option.
- After selecting the filter criteria, select the blue **Apply** button to apply the filter changes

Invoices (1)  
 Edit filter

Customers: Select or type selections

Invoice number: Type selection

Order number: Type selection

Creation date: Last 31 days

Invoice status: All

Partial match (selected) / Exact match

Invoice type: All

Routing status: All

Min amount: [ ] Max amount: [ ] Currency: DKK

External invoice number: Type selection

View: All

Submitted by: All

Apply (circled in red) Reset Cancel

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

Invoices (3)  
 Edit filter | Save filter (highlighted) | Last 365 days



### 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.

The screenshot shows a search interface for invoices. At the top, it says "Invoices (1)" and "Edit filter". There are two search filters: "Customers" and "Invoice number". The "Invoice number" filter has a dropdown menu with "Exact match" selected. Below the filters are "Apply", "Reset", and "Cancel" buttons. Below the buttons is a table with the following data:

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount	Routing Status	Invoice Status	Self Billir	Actions
Standard Invoice	147852	DXC Technology Services LLC - TEST	G100006079	Order	Online	supplier	Feb 8, 2022	\$228.75 USD	Acknowledged	Approved	No	...

### 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.

Invoices (553)  
[Edit filter](#) | [Save filter](#) | [Last 365 days](#)

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Actions
Standard Invoice	POFFGSAP0501NEW	DXC Technology Services LLC - TEST	G100005137	Order	PaperInvoice	supplier	Aug 12, 2022	\$1,999.00 USD	Acknowledged	Approved	...
Standard Invoice	L100009656INV	DXC Technology Services LLC - TEST	L100009656	Order	PaperInvoice	supplier	Aug 5, 2022	\$2,823.00 USD	Acknowledged	Sent	...
Standard Invoice	POFFGSAP0501NW	DXC Technology Services LLC - TEST	G100005137	Order	PaperInvoice	supplier	Jul 27, 2022	\$999.00 USD	Acknowledged	Approved	...
Standard Invoice	1G100006973	DXC Technology Services LLC - TEST	G100006973	Order	PaperInvoice	supplier	Jul 19, 2022	\$32,584.00 USD	Acknowledged	Approved	...
Standard Invoice	L100009554	DXC Technology Services LLC - TEST	L100009554	Order	PaperInvoice	supplier	Jul 18, 2022	\$16,119.29 USD	Acknowledged	Approved	...
Standard Invoice	L100009555	DXC Technology Services LLC - TEST	L100009555	Order	PaperInvoice	supplier	Jul 18, 2022	\$16,119.29 USD	Acknowledged	Approved	...
Line-Item Credit Memo	NPO-SAMEDATE-CM	DXC Technology Services LLC - TEST		Non-PO	PaperInvoice	supplier	Jul 15, 2022	\$-2,950.00 USD	Acknowledged	Approved	...
Standard Invoice	NPO-SAMEDATE	DXC Technology Services LLC - TEST		Non-PO	PaperInvoice	supplier	Jul 15, 2022	\$2,950.00 USD	Acknowledged	Approved	...
Line-Item Credit Memo	POITX2-FOCM	DXC Technology Services LLC - TEST	L100009067	Order	PaperInvoice	supplier	Jul 15, 2022	\$-7,140.00 USD	Acknowledged	Approved	...
Line-Item Credit Memo	ITX1NONPO-FOCM	DXC Technology Services LLC - TEST		Non-PO	PaperInvoice	supplier	Jul 15, 2022	\$-7,318.90 USD	Acknowledged	Approved	...

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

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date	Amount	Routing Status	Invoice Status	Self Billing
Standard Invoice	POFFGSAP0501NEW	DXC Technology Services LLC - TEST	G100005137	Order	PaperInvoice	supplier	12 Aug 2022 06:30:00 AM	1,999.00 USD	Acknowledged	Approved	
Standard Invoice	L100009656INV	DXC Technology Services LLC - TEST	L100009656	Order	PaperInvoice	supplier	05 Aug 2022 06:30:00 AM	2,823.00 USD	Acknowledged	Sent	
Standard Invoice	POFFGSAP0501NW	DXC Technology Services LLC - TEST	G100005137	Order	PaperInvoice	supplier	27 Jul 2022 06:30:00 AM	999.00 USD	Acknowledged	Approved	
Standard Invoice	1G100006973	DXC Technology Services LLC - TEST	G100006973	Order	PaperInvoice	supplier	19 Jul 2022 06:30:00 AM	32,584.00 USD	Acknowledged	Approved	
Standard Invoice	L100009554	DXC Technology Services LLC - TEST	L100009554	Order	PaperInvoice	supplier	18 Jul 2022 06:30:00 AM	16,119.29 USD	Acknowledged	Approved	

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

### 5A -Checking Invoice Routing Status

- Failed**-Invoice failed DXC Invoicing rules. DXC will not receive this invoice
  - Queued**-Ariba Network received the invoice but has not processed it.
  - Sent**-Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer.
  - 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:

Invoices (3)  
[Edit filter](#) | [Save filter](#) | Last 365 days

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Self	Actions
Standard Invoice	<a href="#">INV45678</a>	DXC Technology Services LLC - TEST	G100006705	Order	Online	supplier	Apr 6, 2023	£27,338.06 GBP	Acknowledged	Sent	No	***
Standard Invoice	<a href="#">INV7889898</a>	DXC Technology Services LLC - TEST	G100007387	Order	Online	supplier	Jan 27, 2023	£1,218.00 GBP	Acknowledged	Sent	No	***
Standard Invoice	<a href="#">INV98999</a>	DXC Technology Services LLC - TEST	G100006972	Order	Online	supplier	Jul 18, 2022	£28,000.00 GBP	Acknowledged	Sent	No	***

## 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

Invoices (3)  
[Edit filter](#) | [Save filter](#) | Last 365 days

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Self	Actions
Standard Invoice	<a href="#">INV45678</a>	DXC Technology Services LLC - TEST	G100006705	Order	Online	supplier	Apr 6, 2023	£27,338.06 GBP	Acknowledged	Sent	No	***
Standard Invoice	<a href="#">INV7889898</a>	DXC Technology Services LLC - TEST	G100007387	Order	Online	supplier	Jan 27, 2023	£1,218.00 GBP	Acknowledged	Sent	No	***
Standard Invoice	<a href="#">INV98999</a>	DXC Technology Services LLC - TEST	G100006972	Order	Online	supplier	Jul 18, 2022	£28,000.00 GBP	Acknowledged	Sent	No	***

## 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:

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

SAP Business Network - Standard Account Upgrade TEST MODE ← Back to classic view

Invoice: G100001764MAR24

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

Detail Scheduled Payments History

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Standard Invoice

<p><b>Status</b></p> <p>Invoice: Approved</p> <p>Routing: Acknowledged</p> <p>Invoice Number: G100001764MAR24</p> <p>Invoice Date: Wednesday 24 Mar 2021 3:30 AM GMT-07:00</p> <p>Original Purchase Order: G100001764</p> <p>Submission Method: Paper Invoice</p> <p>Origin: Supplier</p> <p>Source Document: Order</p>	<p><b>Subtotal: \$27,980.00 USD</b></p> <p>Total Tax: \$0.00 USD</p> <p>Total Special Handling: \$0.00 USD</p> <p>Total Shipping: \$0.00 USD</p> <p>Total Charges: \$0.00 USD</p> <p>Total Discount Amount: \$0.00 USD</p> <p><b>Amount Due: \$27,980.00 USD</b></p>
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SAP Business Network - Enterprise Account TEST MODE

Invoice: TEST0600FOPO-1

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

Detail Scheduled Payments History

Invoice: TEST0600FOPO-1  
 Invoice Status: Approved  
 Received By Ariba Network On: 26 Aug 2021 6:01:10 PM GMT-04:00  
 Submitted By: Contact 200025452

History

Status	Comments
	The invoice was successfully received.
	Comments from DXC Technology Services LLC - TEST: OK
Acknowledged	The invoice status has been successfully updated to Processing by DXC Technology Services LLC - TEST. Description:
	The invoice status has been successfully updated to Approved by DXC Technology Services LLC - TEST. Description:

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

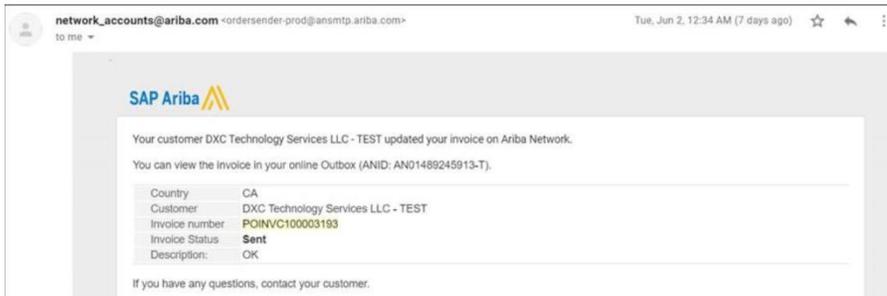
- **NOTE:** All invoices processed over the **Ariba Network**, regardless of the invoice submission method submitted by the supplier (**Online**) or uploaded by DXC AP (**Paper Invoice**) will be visible on a suppliers Ariba account.

## STEP 7: Ariba Network Invoice Status Email Notifications

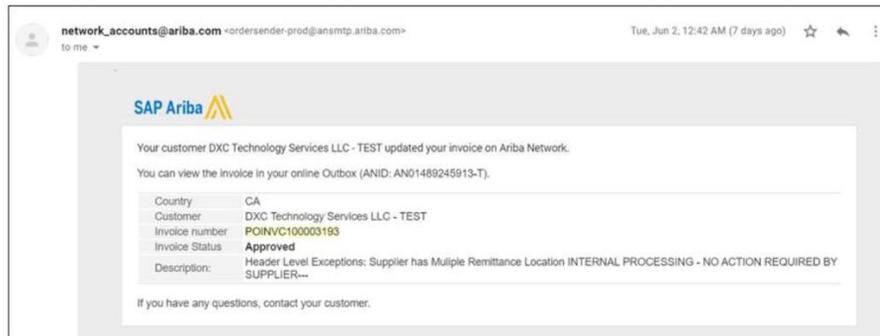
### Ariba Network Invoice Status Email Notifications

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

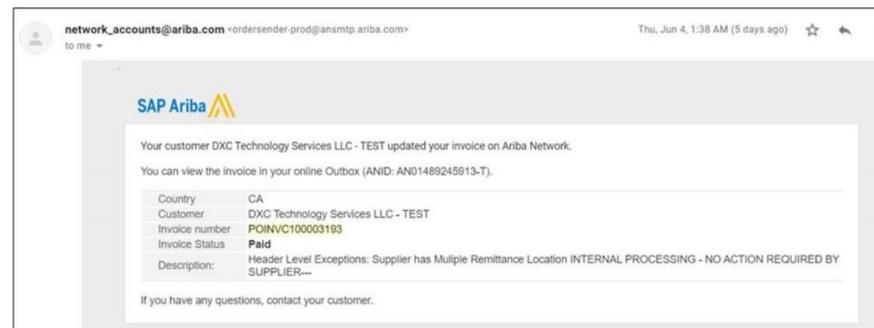
1. **Sent Status** - Supplier Invoice has been submitted to DXC over the Ariba Network and is pending invoice review/approval



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



**[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      **1401639**  
 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
<b>Sum Total</b>		<b>68,720.00</b>

Date	Document currency	Payment Amount
12/1/2022	<b>DKK</b>	<b>68,720.00</b>

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](mailto:dxc.supplierenablement@dxc.com) and provide

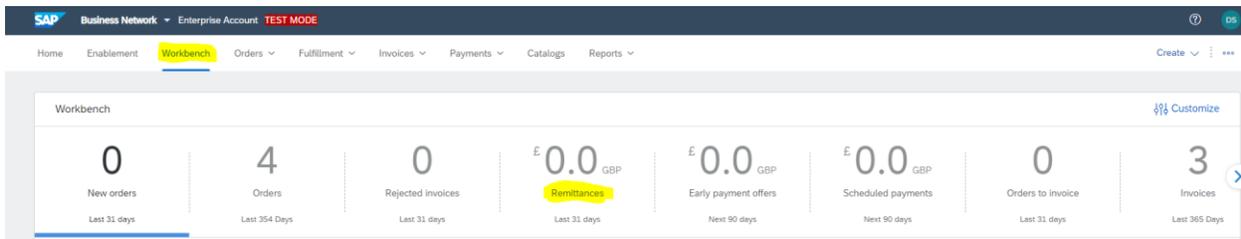
the below details so that DXC can have the correct email id setup in order to properly route these notifications.

- 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

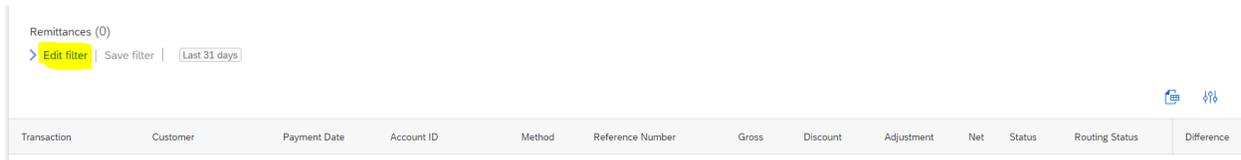
**NOTE:** For Registered Suppliers Only. And is only available once DXC has made a payment to a supplier

- Select **Workbench** and Select **Remittances**



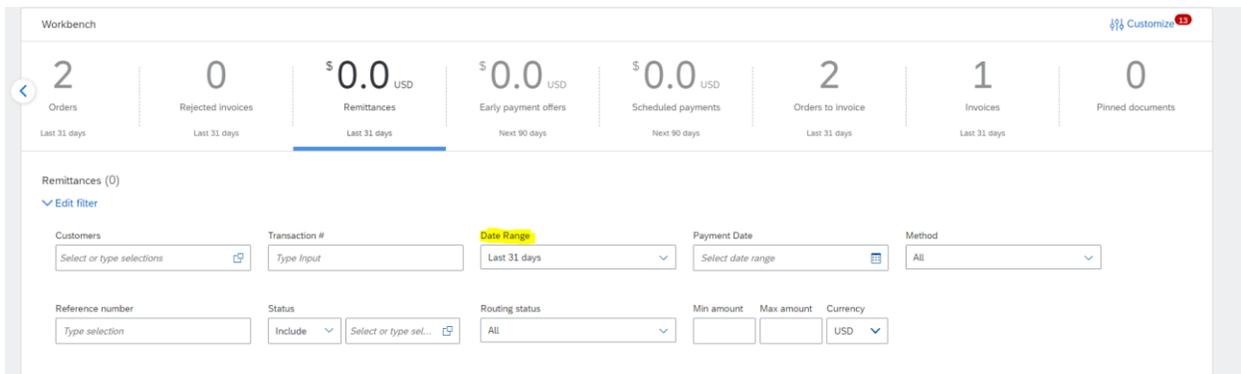
The screenshot shows the SAP Business Network Workbench dashboard. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The main dashboard area displays several key metrics: 'New orders' (0), 'Orders' (4), 'Rejected invoices' (0), 'Remittances' (£ 0.0 GBP), 'Early payment offers' (£ 0.0 GBP), 'Scheduled payments' (£ 0.0 GBP), 'Orders to invoice' (0), and 'Invoices' (3). The 'Remittances' metric is highlighted with a yellow box.

- Select **Edit Filter**



The screenshot shows the 'Remittances (0)' section with the 'Edit filter' button highlighted in yellow. Below the filter options, a table header is visible with columns: Transaction, Customer, Payment Date, Account ID, Method, Reference Number, Gross, Discount, Adjustment, Net, Status, Routing Status, and Difference.

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



The screenshot shows the 'Remittances (0)' section with the 'Edit filter' button expanded. The 'Date Range' dropdown menu is set to 'Last 31 days'. Other filter options include 'Customers', 'Transaction #', 'Payment Date', 'Method', 'Reference number', 'Status', 'Routing status', 'Min amount', 'Max amount', and 'Currency'.

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

Remittances (15)

[Edit filter](#) | [Save filter](#) | [Last 365 days](#)



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.

SAP Business Network - Enterprise Account **ver nice**

Remittance Advice: Z.20220506.2000000106 Done

[Print](#) [Export XML](#) [Download CSV](#)

[Detail](#) [History](#)

**DXC TECHNOLOGY** | TEST

From: DXC Technology Services LLC - TEST  
 PAYER: Beijing Global Technology Co., Ltd.  
(Show Payer Details)

To: DXC eBUY Test 20220402  
 PAYEE: CELL FINANCIAL SERVICES  
(Show Payee Details)

**REMITTANCE ADVICE**  
 Z.20220506.2000000106 (Paid)  
 Gross Amount: (\$785.00 CAD)  
 Withholding Tax: (\$0.00 CAD)  
 Amount Paid: (\$785.00 CAD)  
 Estimated Settlement on 6 May 2022

Payment Detail

Payment Method: **Other (wirewrt)**      Routing Status: **sent**  
 Reference Number: **2000000106**      Transaction Date: **3 May 2022**  
 Related Payment: **Z.20220506.2000000106**  
 Specified Difference: **none**

ADDITIONAL INFORMATION: [ⓘ](#)

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: LHMVLS000... <small>(Show Details)</small>	\$785.00 CAD	\$0.00 CAD			\$785.00 CAD	

ADDITIONAL INFORMATION

InvoiceReferenceID: 0320000025

Gross Amount: (\$785.00 CAD)  
 Discount Applied: (\$0.00 CAD)  
 Withholding Tax: (\$0.00 CAD)  
 Adjustment: (\$0.00 CAD)  
 Amount Paid: (\$785.00 CAD)

Received by Arba Network on: Tuesday 3 May 2022 2:15 AM (GMT-04:00)  
 For more information about Arba and Arba Network, visit <https://www.arba.com>.

[Print](#) [Export XML](#) [Download CSV](#) Done