

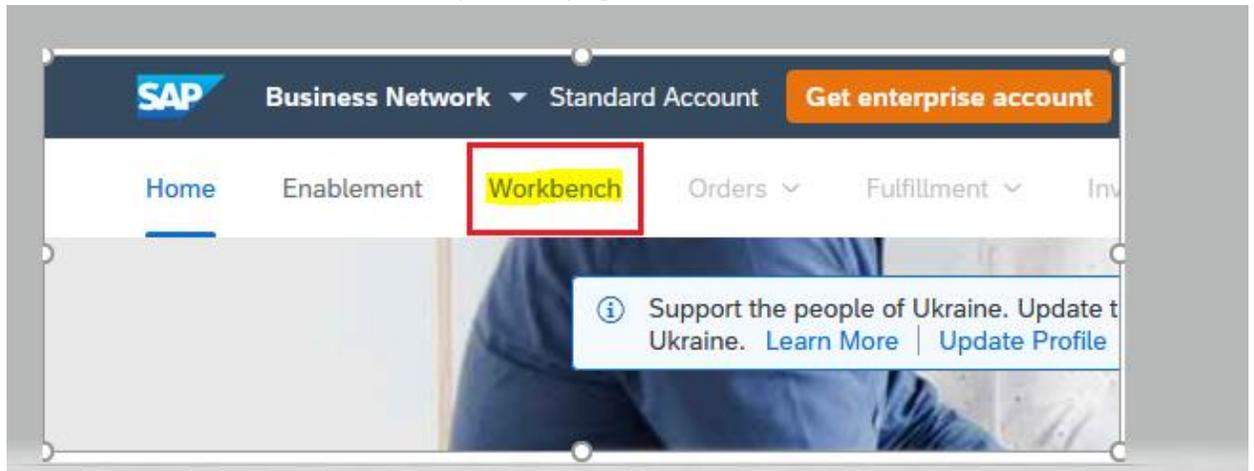
How to View Invoice Details/Status & Payment Status on the Ariba Network (AN)

Table of Contents

STEP 1: Viewing Invoices from the Ariba Workbench Tab	2
STEP 2: Accessing Invoices from the Invoice Tile	2
STEP 3: Searching for Invoice #s Using the Partial Match Search Options	3
STEP 4: Searching for an Invoice # Using the Exact Match Option	3
STEP 5: How to Extract an Invoice Detail & Status Report	4
STEP 6a: Checking Invoice Routing Status	4
STEP 6b: Checking Invoice Status	5
STEP 7: Viewing Invoice Details	5
STEP 8: How to Check Invoice Payment Statuses	7

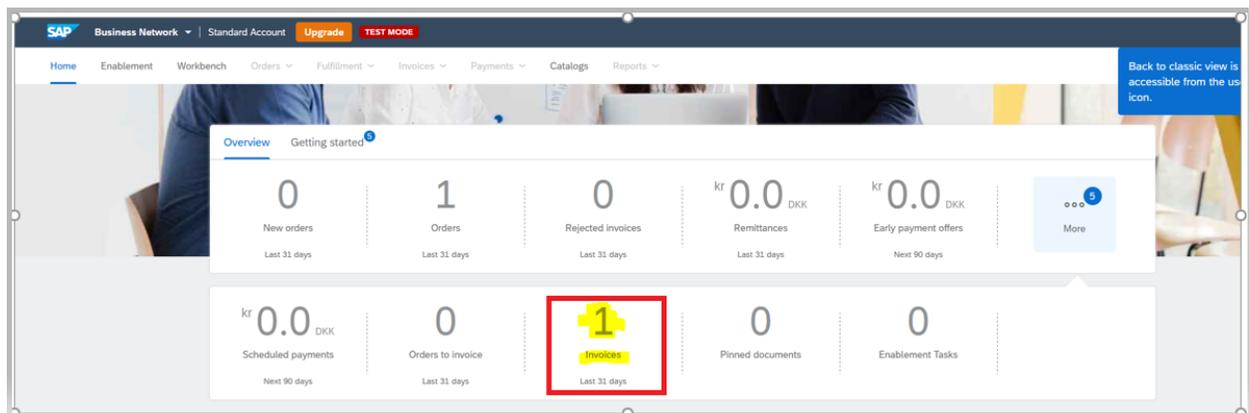
STEP 1: Viewing Invoices from the Ariba Workbench Tab

- To search for an Invoice, log into your Ariba Network Account.
- Go to the **Workbench** tab at the top of the page

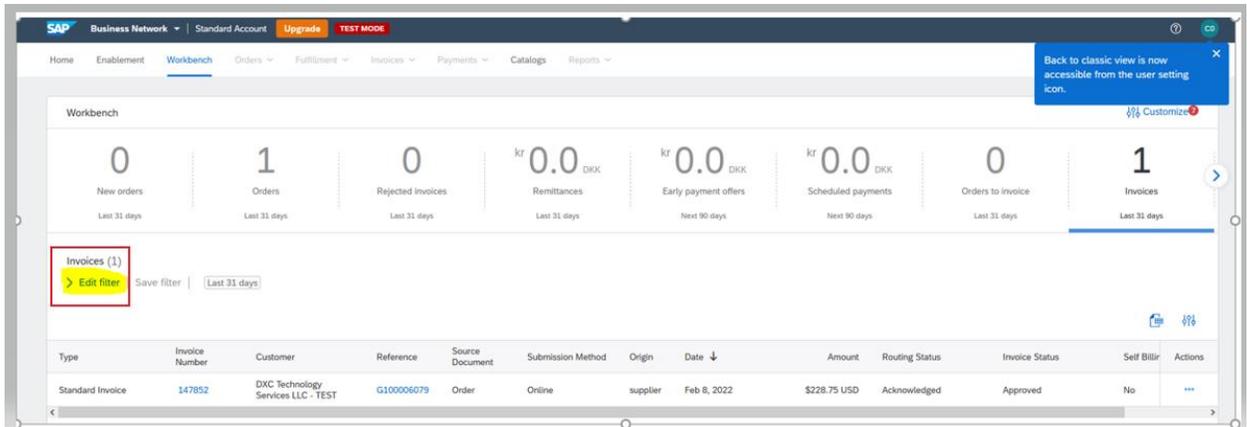


STEP 2: Accessing Invoices from the Invoice Tile

- **Select the Invoices 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** to search for specific Invoice Details.



STEP 3: 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 You can search for a series of invoices by entering the Invoice #, Order # (PO), and a Creation date (**invoice date**) (up to last 365 days). And then select the blue Apply Button

Invoices (1)
[Edit filter](#)

Customers:

Partial match Exact match

Invoice type: Routing status: Min amount: Max amount: Currency: External invoice number: View:

Submitted by:

STEP 4: 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 Details or by selecting on the Invoice # you can access the Invoice Details.

Invoices (1)

▼ Edit filter

Customers: Invoice number:

Partial match Exact match

Apply Reset Cancel

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 5: How to Extract an Invoice Detail & Status Report

To extract a report with invoice details, you select **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	ITXINONPO-FOCM	DXC Technology Services LLC - TEST		Non-PO	PaperInvoice	supplier	Jul 15, 2022	\$-7,318.90 USD	Acknowledged	Approved	***

&

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 6a: 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.

STEP 6b: Checking Invoice Status

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

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

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	IG100006078	Order	Online	supplier	Feb 8, 2022	\$228.75 USD	Acknowledged	Approved	No	...

STEP 7: Viewing Invoice Details

- 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).
- **History** -View all of historic details of the invoice including:
 - submission date
 - final approval date/time
 - Approval/Rejection Comments from DXC

Invoice: G100001764MAR24

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice

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

&

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](#)

The screenshot shows the SAP Business Network Workbench dashboard. At the top, there are navigation tabs: Home, Enablement, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A blue notification box in the top right corner states: "Back to classic view is now accessible from the user setting icon." The main dashboard area displays several key performance indicators (KPIs) for the last 31 days or next 90 days:

- New orders: 0 (Last 31 days)
- Orders: 1 (Last 31 days)
- Rejected invoices: 0 (Last 31 days)
- Remittances: kr 0.0 DKK (Last 31 days)
- Early payment offers: kr 0.0 DKK (Next 90 days)
- Scheduled payments: kr 0.0 DKK (Next 90 days) - This card is highlighted with a red box.
- Orders to invoice: 0 (Last 31 days)
- Invoices: 3 (Last 31 days) - Includes a "Save filter" button.

At the bottom right of the dashboard, there is a "Customize" icon.

STEP 8: How to Check Invoice Payment Statuses

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](#)

Email Notification Regarding Invoice Status and Payment

- DXCs Ariba Network system will also send an email notification to a supplier when an invoice is approved/rejected on the Ariba Network system.
- When payment is made to a supplier, a Remittance Notification email will be sent with payment details (i.e. invoice #, amount, etc)

NOTE: Both notification emails are sent to the Supplier Email ID that DXC has on file for that specific supplier.

If your company is not currently receiving these notifications or if the Ariba Notifications 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?