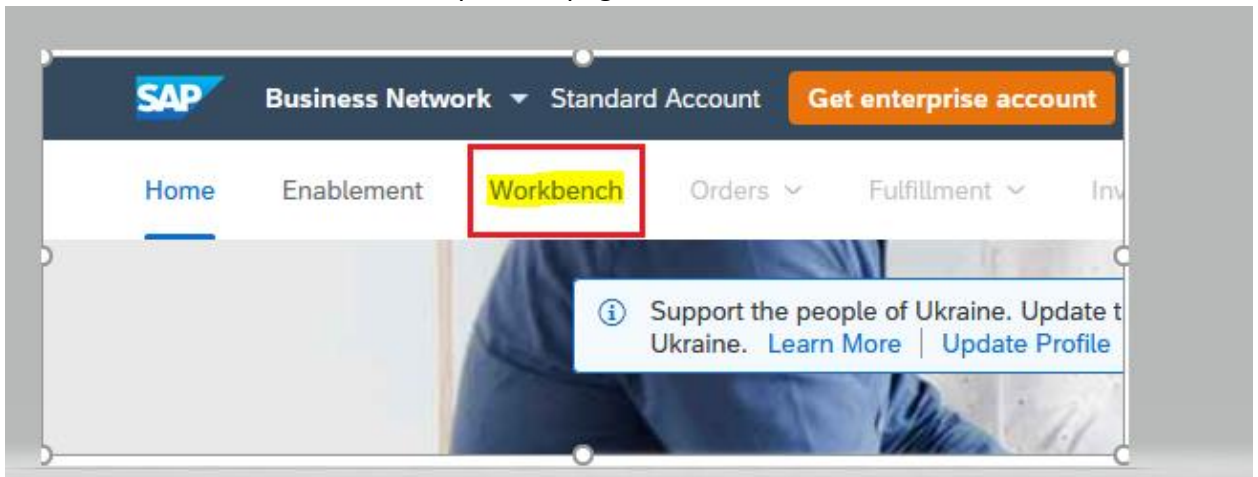DXC
TECHNOLOGY

How to View Invoice Details/Status & Payment Status on the Ariba Network (AN)
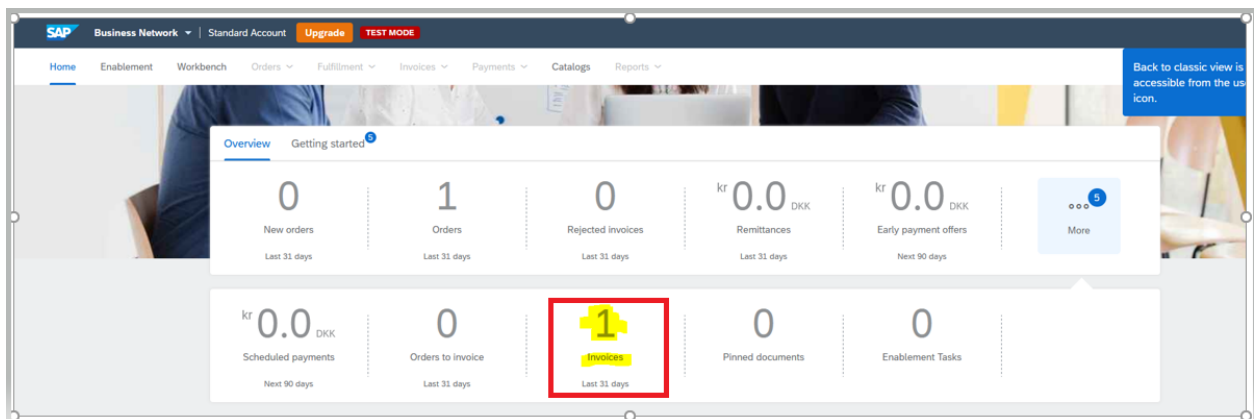
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STEP 1: Viewing Invoices from the Ariba Workbench Tab

- 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.
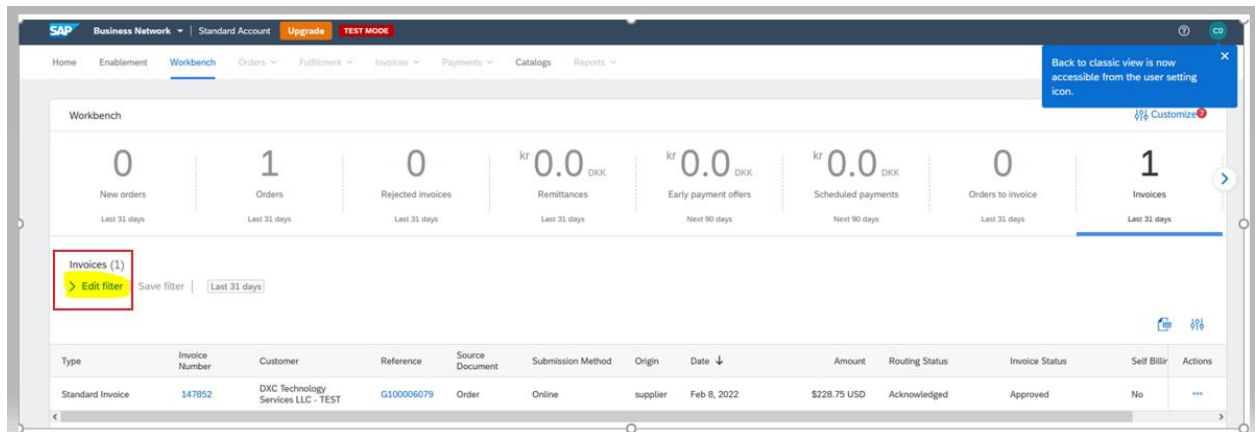
STEP 3: Searching for Invoice #s Using the Partial Match Search Options

- 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

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.

STEP 5: How to Extract an Invoice Detail & Status Report

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

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

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 if for payment
- **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**)
- **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	G100006079	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

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: G100001764MAR24
Invoice Date: Wednesday 24 Mar 2021 3:30 AM GMT-07:00
Original Purchase Order: G100001764
Submission Method: Paper Invoice
Origin: Supplier
Source Document: Order

Subtotal:	$27,980.00 USD
Total Tax:	$0.00 USD
Total Special Handling:	$0.00 USD
Total Shipping:	$0.00 USD
Total Charges:	$0.00 USD
Total Discount Amount:	$0.00 USD
Amount Due:	**$27,980.00 USD**

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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
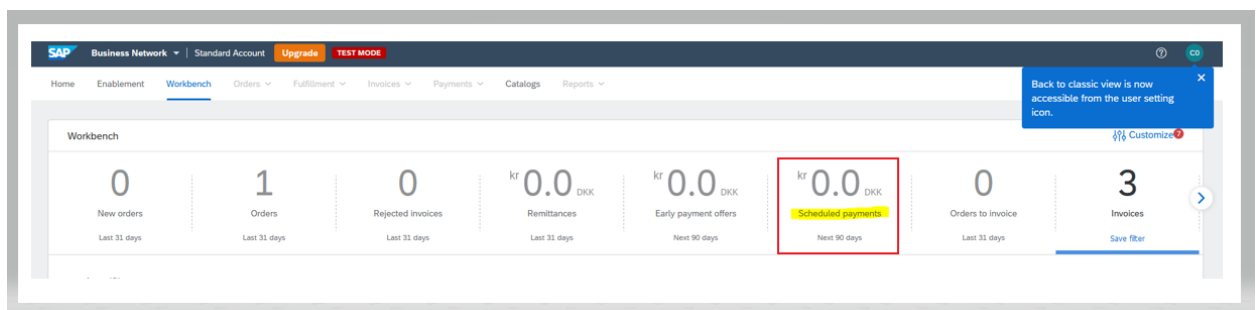
STEP 8: How to Check Invoice Payment Statuses

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 emials 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 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?