



For Invoices to Pay:

1. Resolve Invoice Rejection Errors

Norfolk Southern must receive a successful invoice transmission with no rejection errors in order to post your invoice. See [How to Resolve Invoice Errors](#) for additional information.

2. Review Payment Terms

Most purchase orders have Net 30 payment terms, meaning the invoice will pay 30 days after the **posting date**. Click the purchase order to review the payment terms displayed in the header details.

3. Check for Missing Goods Receipts

Invoices will only pay if the items have been delivered and the goods receipt(s) have been entered by the NS person who ordered the items.

To see which items have outstanding goods receipts, click the Purchase Order and scroll down to the Line Items. Click “Show Item Details” to expand all line items. Review the item status to see the quantity received.

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Customer Location
10	1	Not Available		Details
BALLAST, GRANITE #3 OR TRAPROCK #3 PER				
Status				
145,055 Invoiced		Amount:	USD	
300,000 Confirmed With New Date		(Estimated Shipment Date: 1 Jan 2023; Estimated Delivery Date: 1 Jan 2023)		
145,055 Received				

For questions about delivery or missing goods receipts, please **contact the Ship To person** displayed on the purchase order.

Ship All Items To
JUNIATA LOCOMOTIVE SHOP
 200 N 4TH AVE
 ALTOONA, PA 166016702
 United States
 Ship To Code: L300
 Email: [@nscorp.com](mailto: @nscorp.com)

4. Check for Price Discrepancies

Invoices with price discrepancies are sent to the NS Sourcing buyer for review and approval before the invoice will pay. For questions about pricing, please **contact the Sourcing Buyer** displayed on the purchase order.

Transport Terms Information	
Delivery Terms:	Transport Condition
Transport Terms:	Free On Board (Free On Board)
PurchaseGroup:	Sourcing ... Buyer@nscorp.com
Company Code:	C230
NS Material Freight Routing Instructions NS Purchase Order Terms & Conditions Sales & Use Tax Direct Pay Permits/Exemptions	

For all other purchase order invoicing questions, please **contact Norfolk Southern’s Accounting department** at invpo@nscorp.com.

To view Scheduled Payments on SAP Business Network:

- To see payments scheduled for a specific invoice, navigate to the invoice, then click the **Scheduled Payments** tab.
- To see all scheduled payments, navigate to the **Scheduled Payments** workbench tile or choose **Payments > Scheduled Payments**.

Routing Status	Description
Scheduled	The invoice is scheduled to pay on the given date. Note: If the Invoice Status is Rejected the Scheduled status no longer applies.
On Hold	The payment is on hold pending the goods receipt or approval of price discrepancy.
Paid	The payment transaction was completed. Note: Payments are typically sent by check via mail or ACH electronic bank deposit.
Failed	The payment transaction failed.
Canceled	The payment transaction was canceled.
Available	A credit amount is available. No scheduled date is given for a credit.
Applied	An available credit was applied toward a payment – you will see a payment date after the credit is applied.

i Note

In some cases, payments are canceled by your customer and SAP Business Network sends you a notification informing you of the failure. You can receive an email notification only if you have configured your SAP Business Network account to receive this notification.

See [How to Configure your Account, Users, and Notifications](#) for additional information.

For questions about invoice payments, please **contact Norfolk Southern’s Accounting department** at invpo@nscorp.com.