INVOICE STATUS VISIBILITY

User Guide

Last Update : 18/12/2023

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MESSAGE FROM RISA FINANCE

We are happy to share with you the status of your invoices through the Ariba SBN portal.
This new feature is going to:

- Help you to **decrease the administrative workload** with less phone calls, e-mails, …
- Provide you more **visibility** on future **cash inflows.**
- Through the **messaging feature**, allows you an exchange of specific questions/answers with the customers

〉***Important :*** *The current payment notifications sent via e-mail are going to continue*

SUMMARY

1. Permissions configuration
2. Configuration of the “ *Invoices* ” tile
3. Display of the invoice status
4. Utilization of the messaging feature
5. Reports creation
6. Notifications

INVOICE STATUS

1. Permissions configuration

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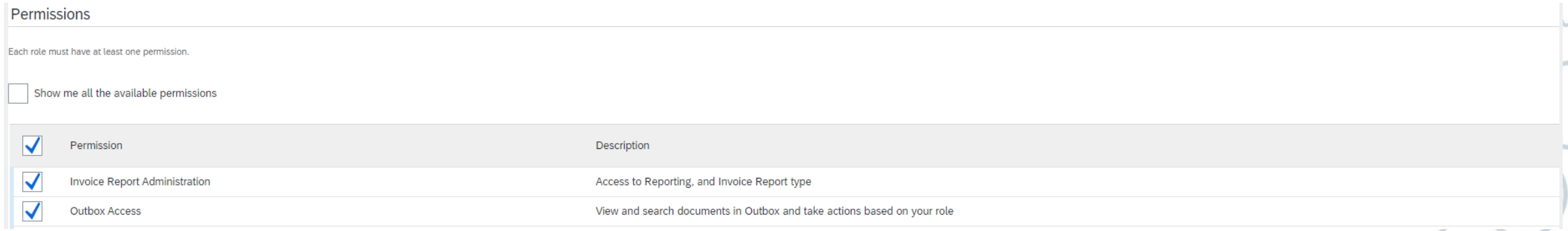
ASSIGNING PERMISSIONS

- To display the invoice status, it is imperative that your administrator adapts the authorizations of the users concerned by assigning them the following permissions:
  - **Outbox access**
  - **Invoice report administration**



If you need to create a new user or for more details about the user account management as an administrator, you can consult the user guide “User account management”

INVOICE STATUS

2. Tile configuration

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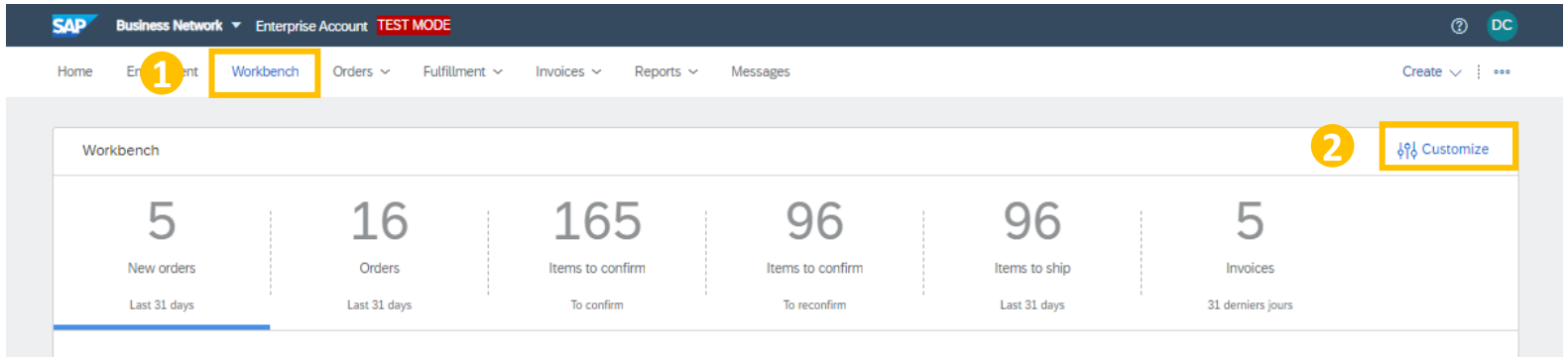
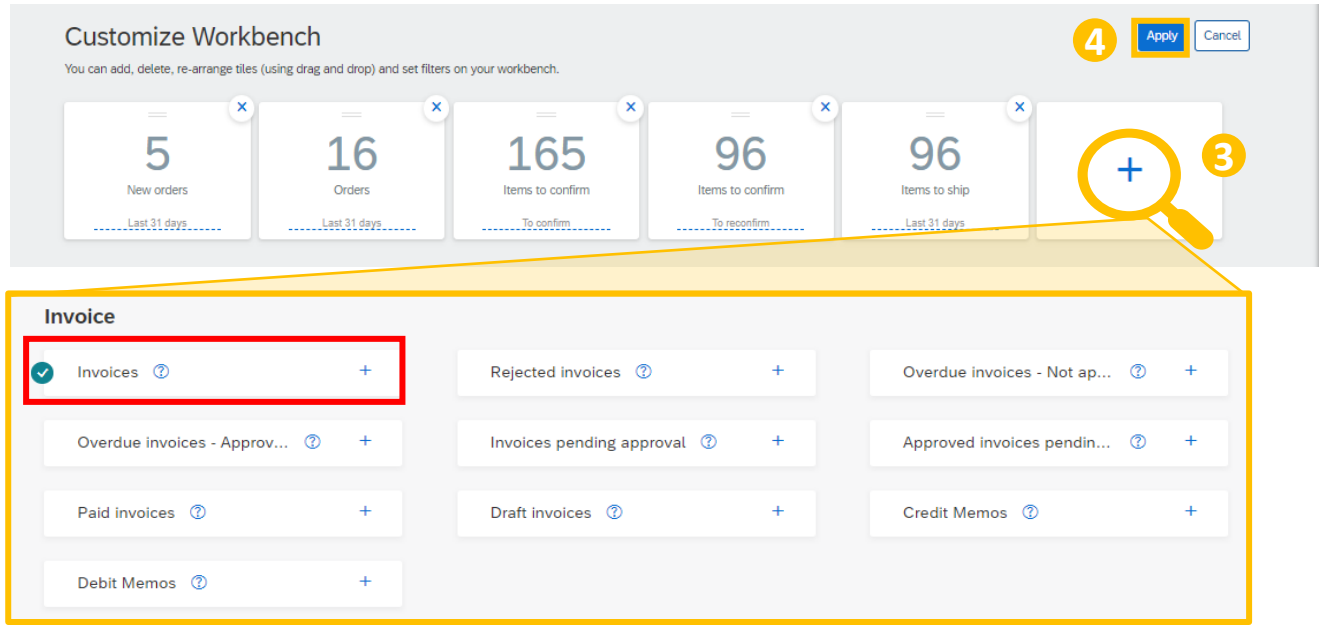
TILE CONFIGURATION

- The **Invoice** tile is accessible from the **Workbench [1]**
- Click on the **" Customize " button [2]** to add the new tile



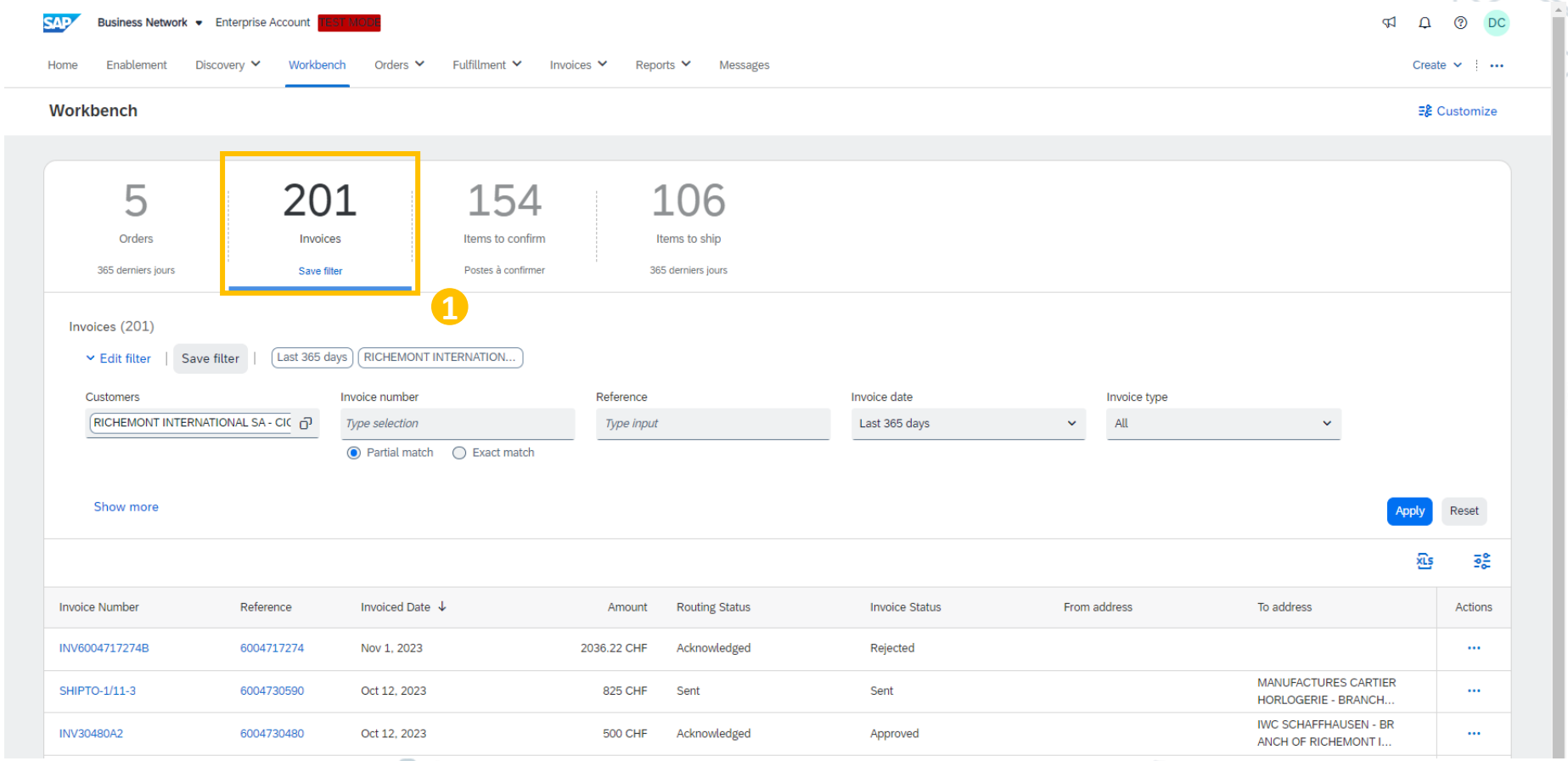
- Click on the button **+ [3]** to add the invoices tile in your workbench's tile list

- Click on **" Apply " [4]** to confirm



TILE CONFIGURATION

› The **Invoices [1]** tile needs to be personalized, you will find in the next slides the recommended filters and columns configuration

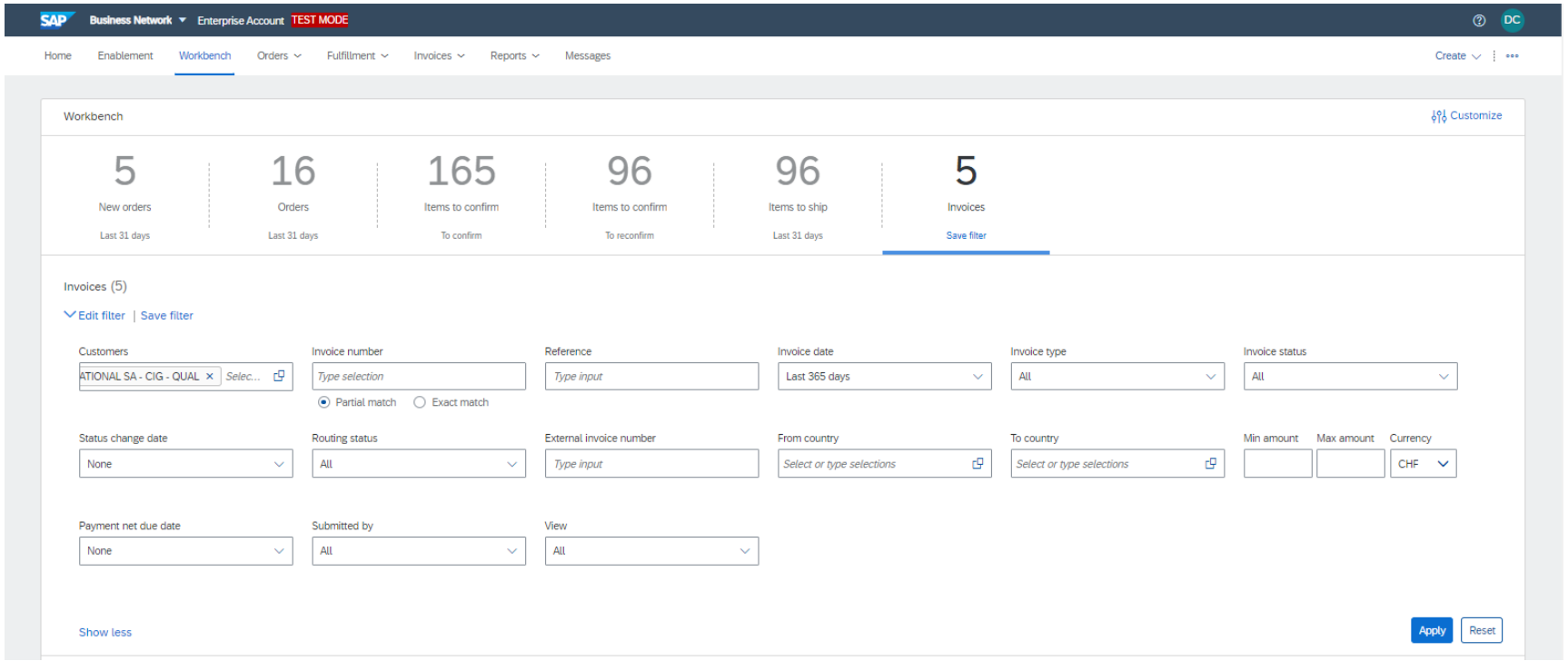


Refer to the " tiles, filters and columns management “ user guide to add / personalize / configure your “ Invoice “ tile

RECOMMANDED FILTERS CONFIGURATION

〉 You will find below the list of recommended filters

- **Customers :** Maisons Richemont
- **Invoice date :** Last 365 days

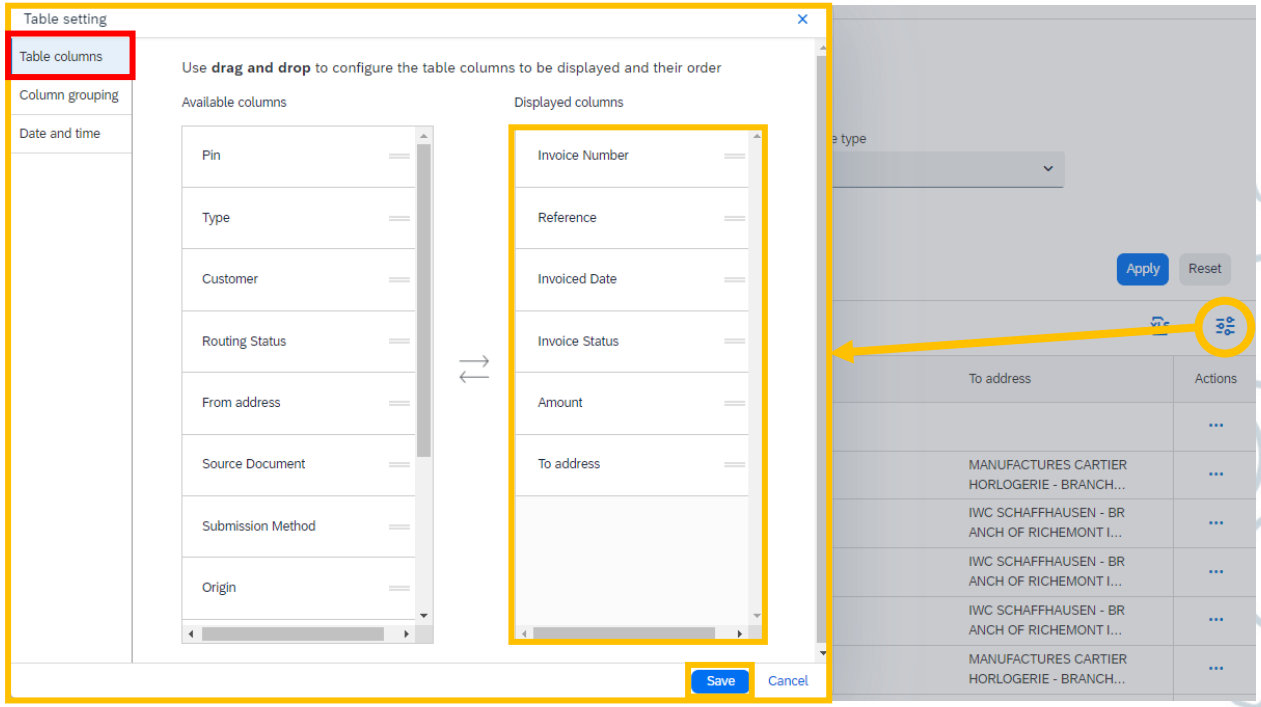


➔ Don't forget to save the filter and rename your tile once personalized

RECOMMANDED COLUMN CONFIGURATION

〉 We recommend to display the table columns as below :

- Invoice Number
- Reference (Number of the PO)
- Invoiced date
- Invoice status
- Amount **(ATTENTION ! excluding tax)**
- To address

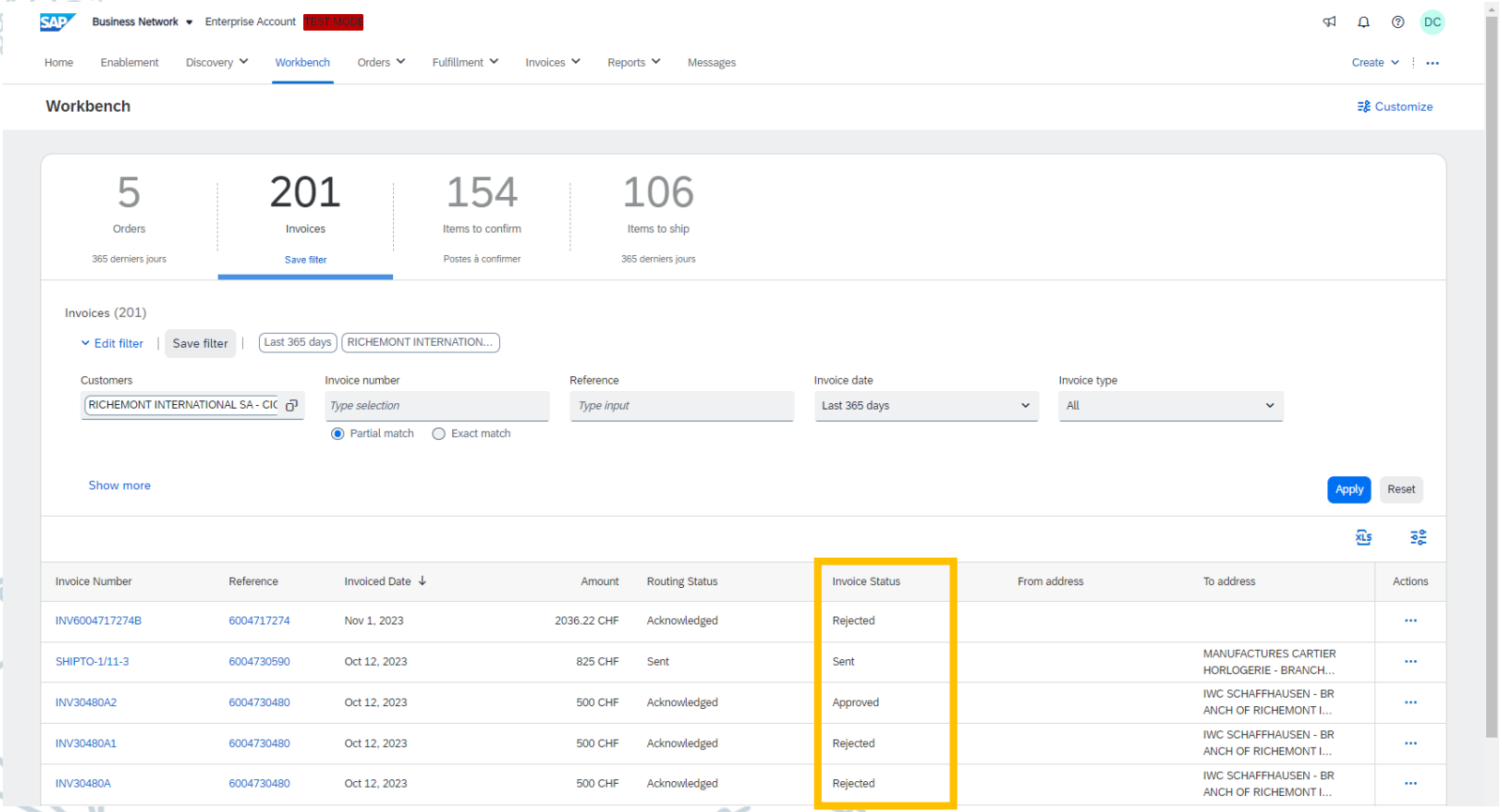


INVOICE STATUS

3. Display of the invoice status

DISPLAY OF THE INVOICES STATUS

〉 Once the tile is configured, you can display the status of your invoice in the column ***Invoice Status.***



Which status are available ?

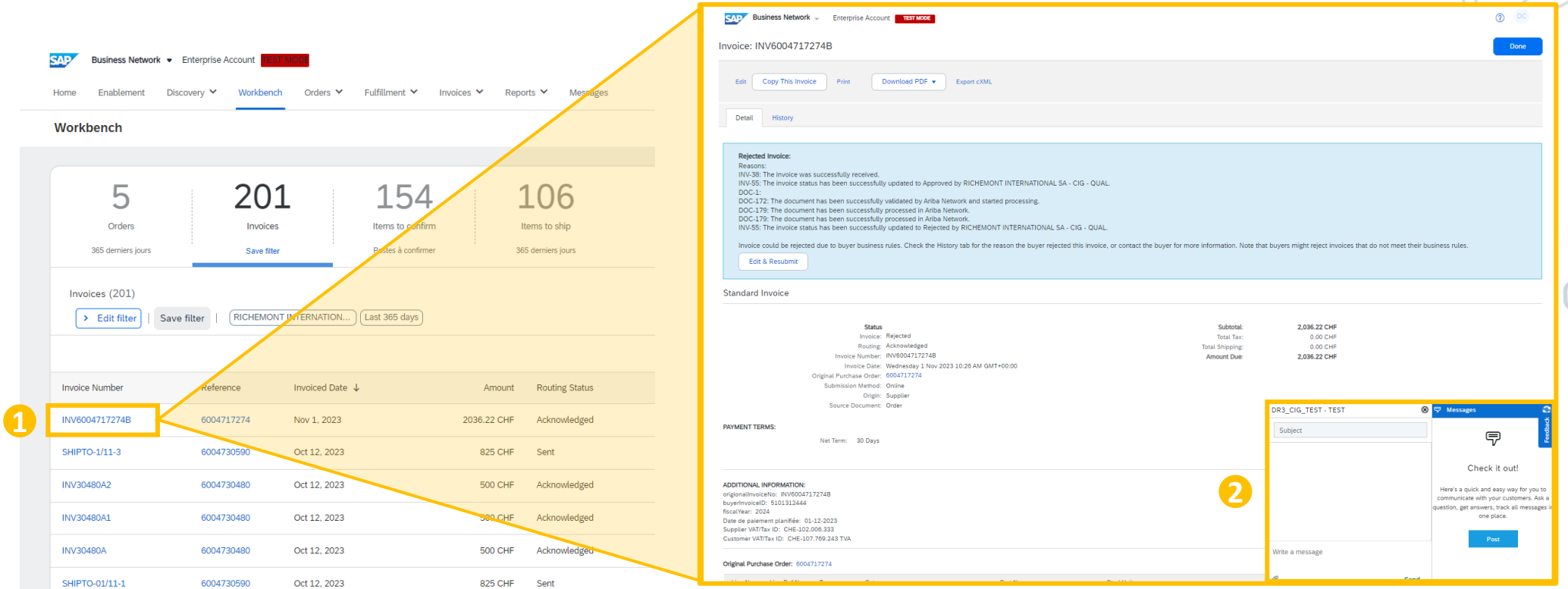
- **Sent :** The invoice is booked but not released for payment
- **Approved :** The invoice is released for payment
- **Paid :** The invoice is paid
- **Rejected :** The invoice is reversed by the buyer

INVOICE STATUS

4. Utilization of the messaging feature

UTILIZATION OF THE MESSAGING FEATURE

- From the tile, open an invoice by clicking directly on the **invoice number [1]**
- A **messaging feature [2]** is available from the invoice to allow you to communicate directly with the Maisons



UTILIZATION OF THE MESSAGING FEATURE

- The messages will be sent to the financial services from the Maisons.
- You will find the email address link to the purchase organization in the table billow

Maison	Purch org	PROD Email Address
MANUFACTURES CARTIER HORLOGERIE	M1CA	mch.ap@richemont.com
MANUFACTURE CARTIER JOAILLERIE	M3CA	finance.mcj@cartier.com
IWC SCHAFFHAUSEN	M1IW	invoice@iwc.com
PANERAI	M1PA	finance.manufacture@panerai.com
PIAGET	M1PI	compta-fournisseurs.piaget@piaget.com
VACHERON CONSTANTIN	M1VA	vacheron.accounting@richemont.com

INVOICE STATUS

5. Reports creation

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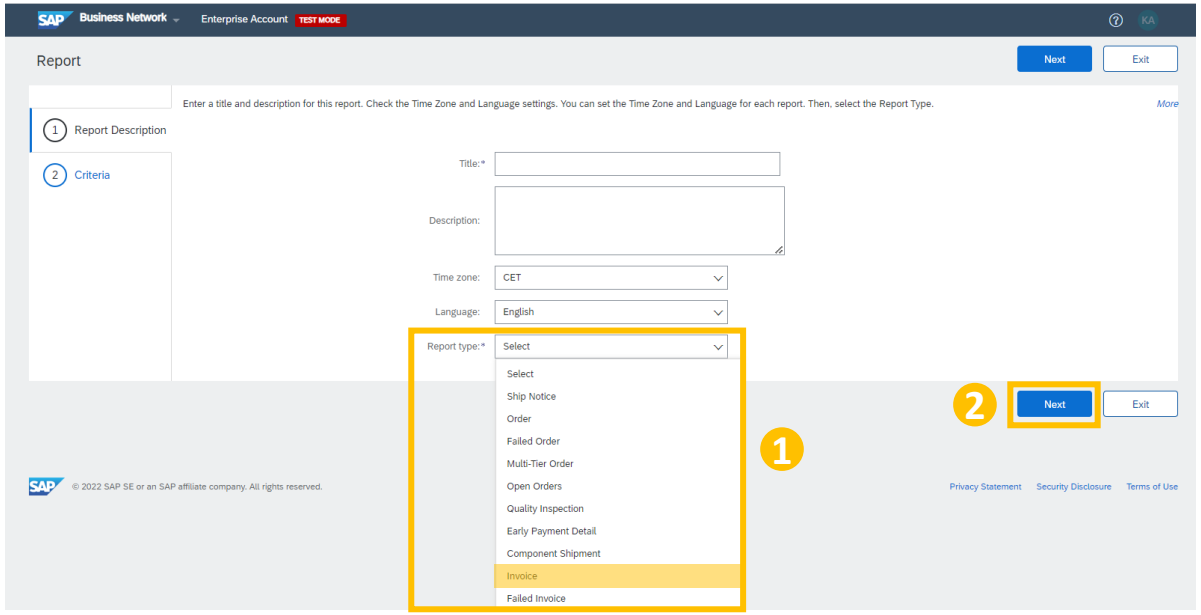
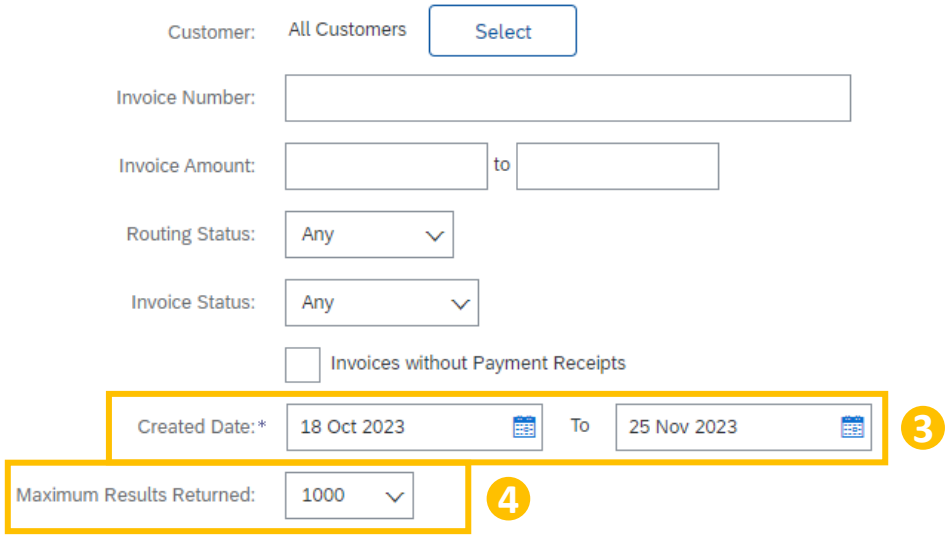
REPORTS CREATION

- You can create an invoice report in Excel format from the **" Report "** menu on the home page, by choosing the **"Invoice" [1]** report type and then click on **" Next " [2]**
- Be sure to select a **date range [3]** for the creation date and select the **maximum number of results (1000) [4]**





- The invoice status can be viewed in the **column M** of the report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Customer	Customer_AN	Is CSC	Created Date	Invoice #	Reference	Currency	Amount	Disputed Am	Routing Statu	Invoice Statu	Status Comm	Invoice Statu	Submitted By	Receiving Me	Origin	Source Docu	Submission I	Invoice Type	Payload ID	Copied	Signed
Maisons du (	AN01393192	Yes	13 Sep 2023	GTESHOP-20(	6,02E+09	CHF	-693.00		Acknowledge	13 Sep 2023 3:10:18 PM G		Approved		cXML	Supplier	Order	Online	Single PO	0e79a05c-da	Yes	No
Maisons du (	AN01393192	Yes	7 Sep 2023 1	GTESHOP-20(	6,02E+09	CHF	693.00		Acknowledge	7 Sep 2023 10:09:01 AM G		Approved		cXML	Supplier	Order	Online	Single PO	60ff3cfa-e33	Yes	No
Maisons du (	AN01393192	Yes	30 Aug 2023	GTESHOP-20(	6,02E+09	CHF	-693.00		Acknowledge	30 Aug 2023 5:25:52 PM G		Approved		cXML	Supplier	Order	Online	Single PO	e7973b04-8c	Yes	No
Maisons du (	AN01393192	Yes	29 Aug 2023	GTESHOP-20(	6,02E+09	CHF	693.00		Acknowledge	30 Aug 2023 2:00:09 AM G		Approved		cXML	Supplier	Order	Online	Single PO	eb9e66aa-4f	Yes	No

Refer to the “Report” user guide for more details on report management

INVOICE STATUS

6. Notifications

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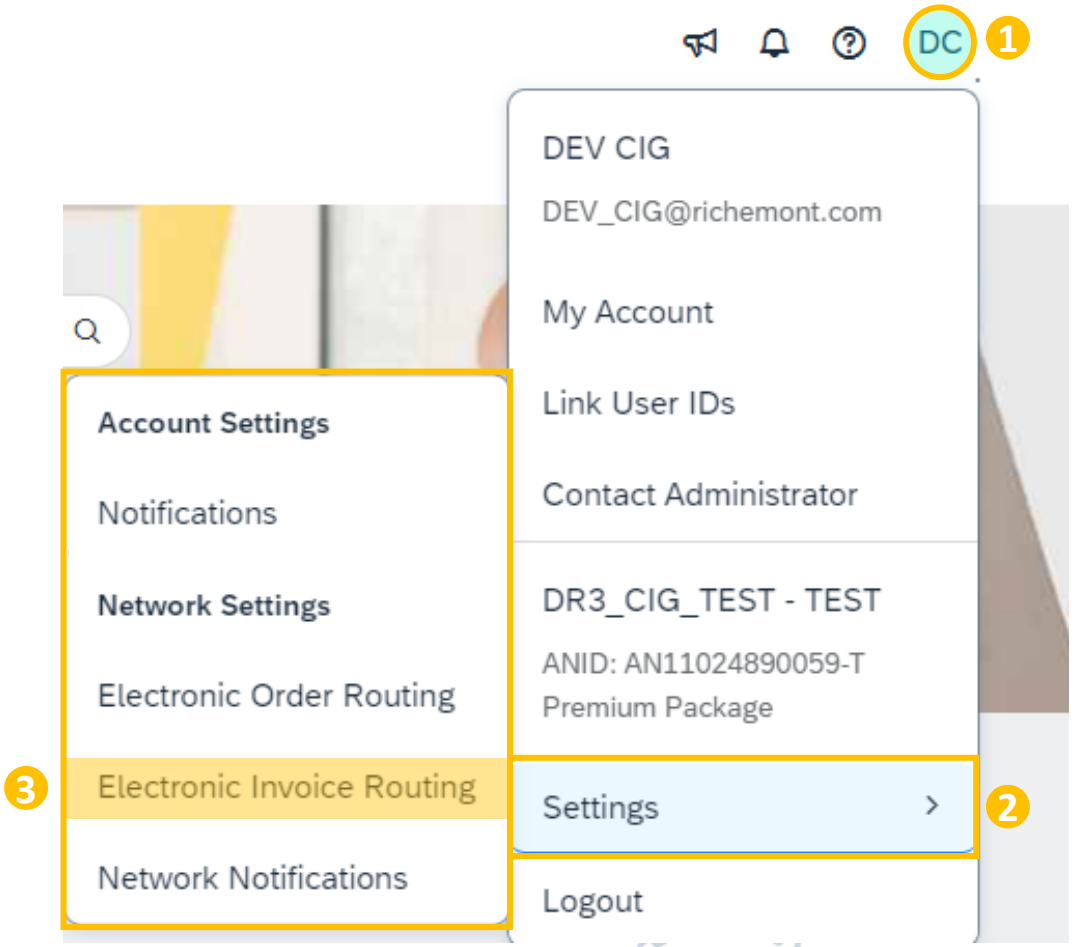
NOTIFICATIONS

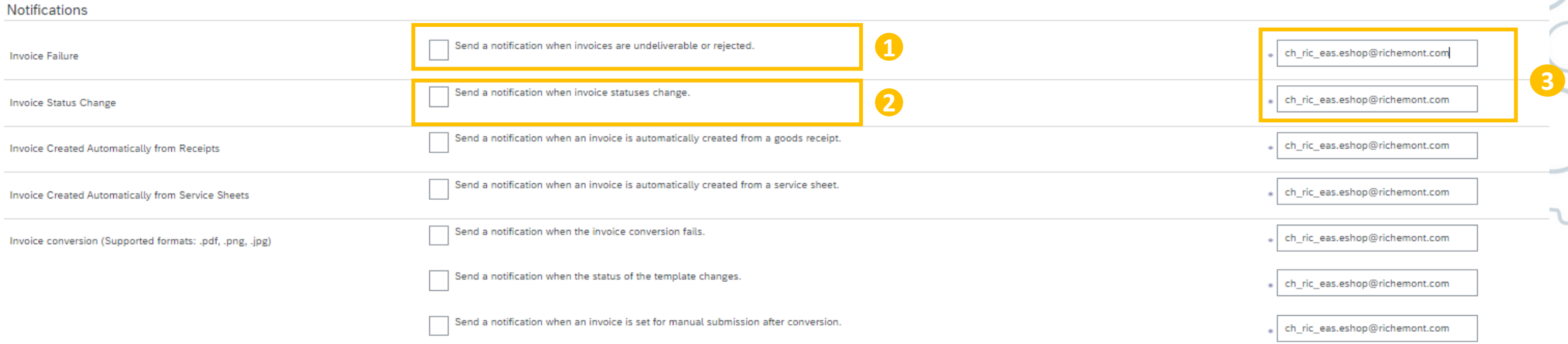
〉 Access the notification management page via the account configuration menu by following the next steps:



1) Click on the button with the user's initials
2) Click on Settings
3) Select **Electronic Invoice Routing** at the Network Setting level

NOTIFICATIONS

- It is possible to configure different notifications linked to the status of invoices:
  - **Send a notification when invoices are undeliverable or rejected [1]**
  - **Send a notification when invoice statuses change [2]**
- Check the boxes for notifications that may interest you and provide the email addresses of the people who will be affected by these notifications
  If you no longer wish to receive the notification, remove your email address from the list as a priority so as not to delete the notification for your other colleagues
- For each type of notification, you can enter up to 3 different email addresses in the **dedicated fields [3]** by separating the addresses with a comma and without putting a space



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