

Quick Reference Guide ST QRG 12

Using the Invoice Status Portal

Document Control

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Document Revision History

Version	Date	Revised By	Reviewed By	Amendment Details
1	17/12/24	Faye Ambler	Ricky Athwal	New Document

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1. Introduction

This guide will inform suppliers on how to use the Invoice Status Portal, use the look up single invoice function and how to set an account up for the display multiple invoice status and optimise usage. It will also help users understand the different invoice status.

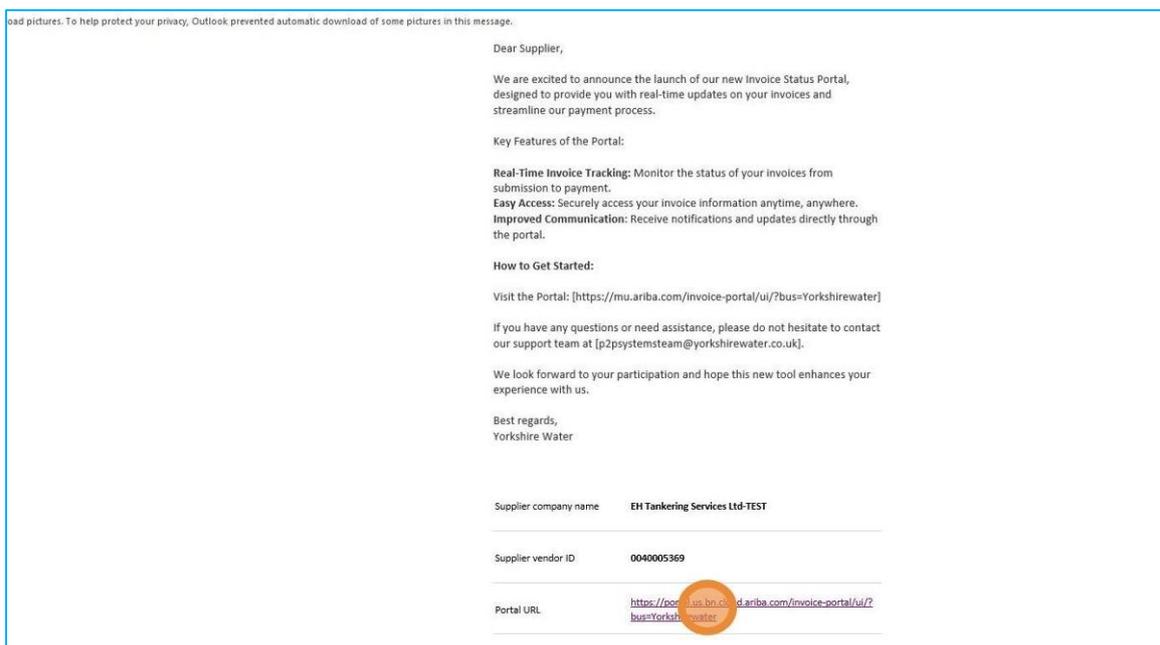
2. Using the Invoice Status Portal to look up a single invoice

The Invoice Status portal allows suppliers to view a single invoice without requiring an account to be set up to view the status and details of your invoices at any time.

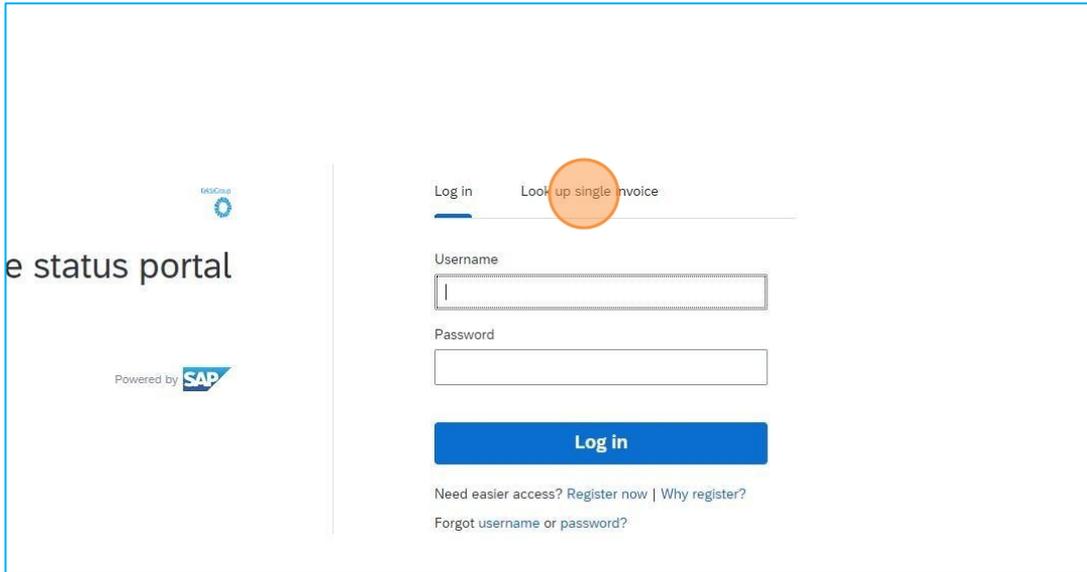
You will receive an invite to the invoice status portal by email for the first three invoices, which will contain a URL link to the portal.

NOTE: if you do not sign up within the first 3 invoices you will receive no further emails.

1. To open the invoice status portal click on the URL link.

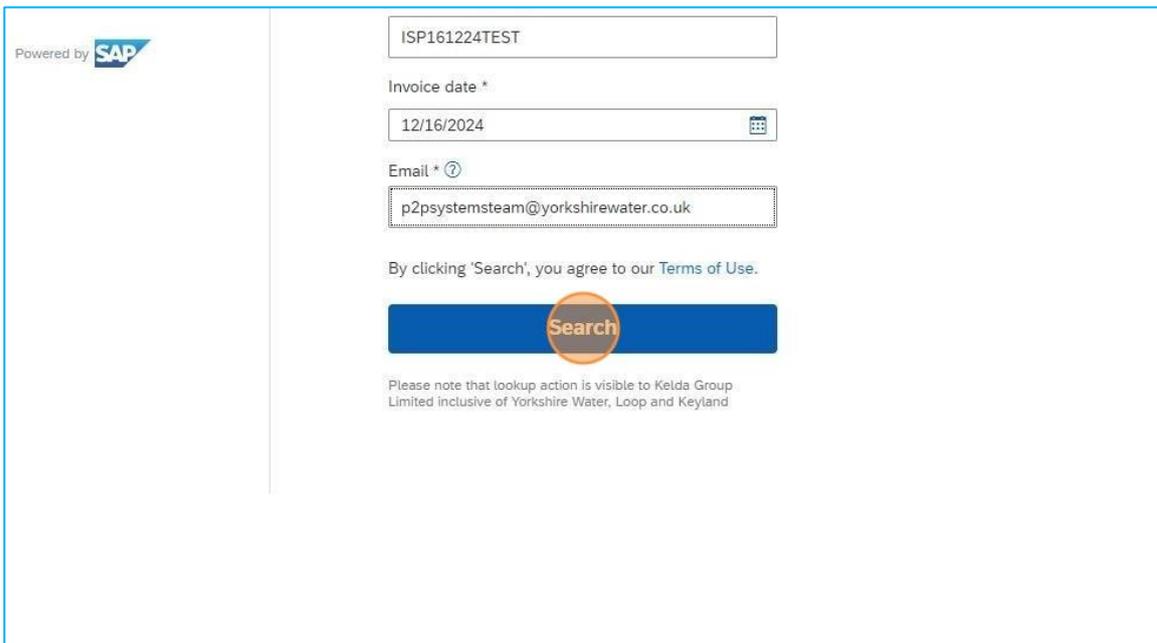


2. Either **log in/create** an account or click **Look up single invoice**. The next steps will assume that you have selected **Look up single invoice**.

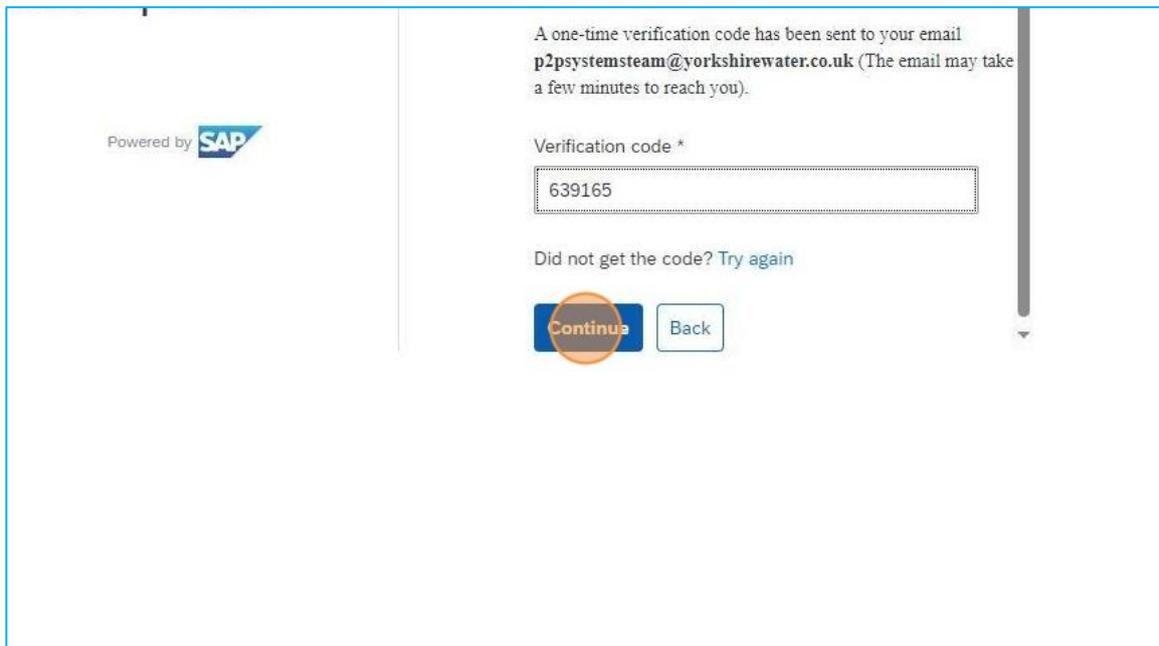


3. Input the required information in the asterisked fields:
Supplier vendor ID: This can be found in the notification email you have received
Invoice number
Invoice Date
Email: This has to be the email address we have been given

Once the required information has been input, click **Search**.



- A verification code will be sent to the email address. Input the verification code and click **Continue**.

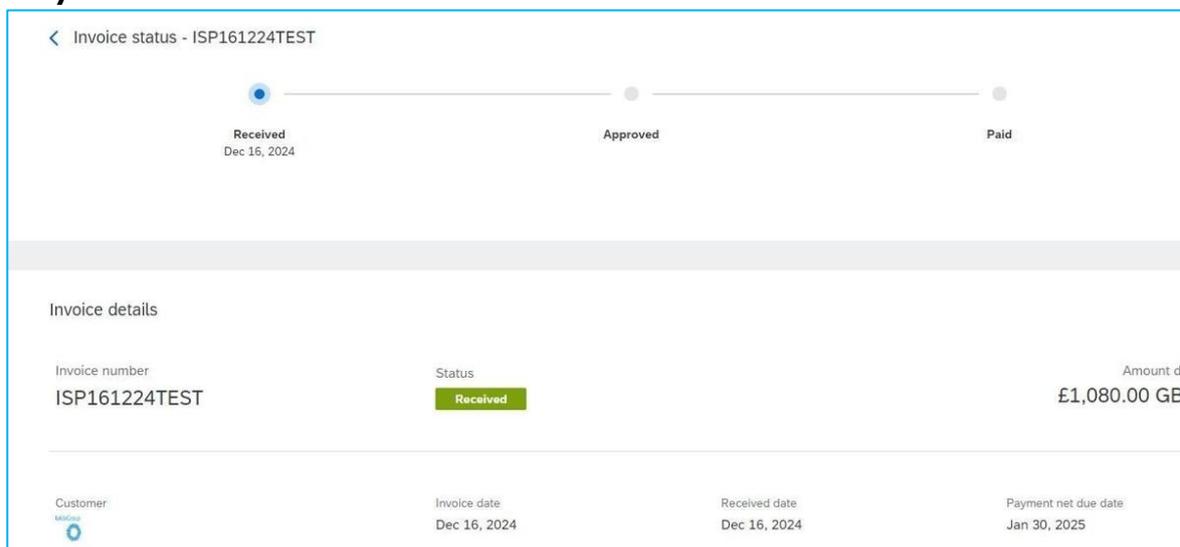


- You will be able to review the invoice details, including:

Invoice status

Invoice Amount due

Payment net due date



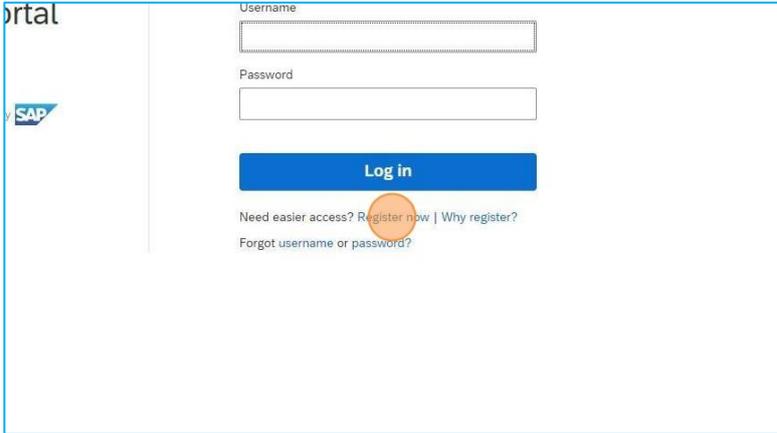
Invoice status - ISP161224TEST			
Received Dec 16, 2024			
Approved			
Paid			
Invoice details			
Invoice number	Status	Amount due	
ISP161224TEST	Received	£1,080.00 GB	
Customer	Invoice date	Received date	Payment net due date
	Dec 16, 2024	Dec 16, 2024	Jan 30, 2025

2.1. Different invoice status'

Status	Explanation
Received	The invoice has been received and is waiting for approval and payment
Approved	The invoice has been approved and is waiting for payment
Paid	The invoice has been paid

3. How to set an account up

1. Go to the **Log in** page and click **Register now**.



portal

Username

Password

Log in

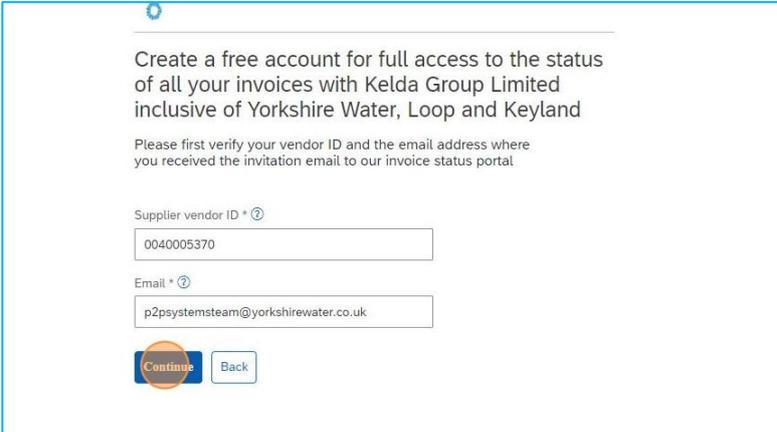
Need easier access? [Register now](#) | [Why register?](#)

[Forgot username or password?](#)

2. Input the required information in the asterisked fields:

Supplier vendor ID- This can be found on the invite email you receive.

Email- Use the email address Yorkshire Water maintains for sending Purchase Orders



Create a free account for full access to the status of all your invoices with Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

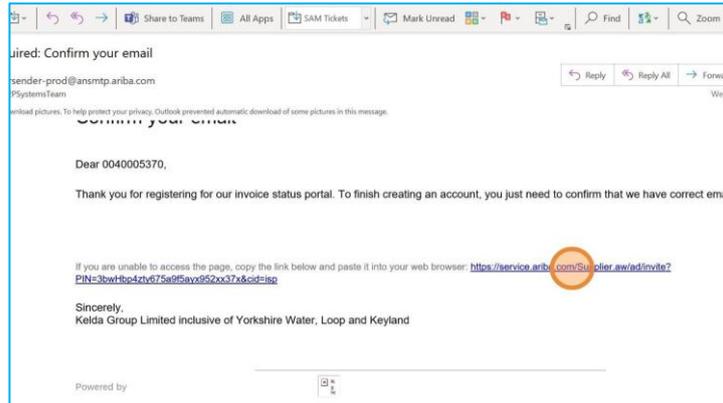
Please first verify your vendor ID and the email address where you received the invitation email to our invoice status portal

Supplier vendor ID * ⓘ

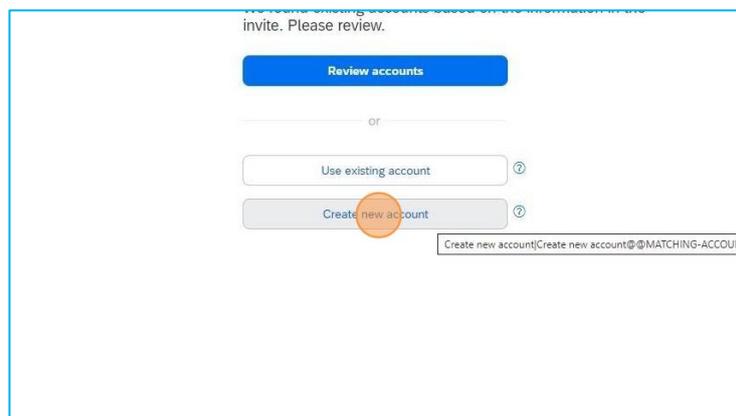
Email * ⓘ

Continue **Back**

- A verification code will be sent to the email address. Click on the link in the email to do so.

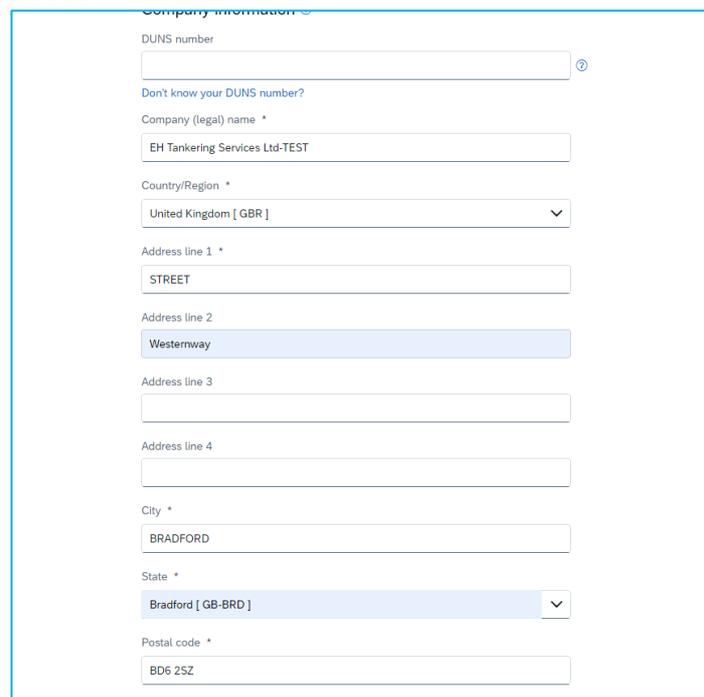


- Scroll down and click **Create new account**.



- Input the required information in the asterisked fields:

Your **Company (legal) name**
Country/Region
Company Address



6. Input the required information in the asterisked fields
First and Last name of the account administrator
Email
Password
Business role

Once you have completed this, click create account to create the Administrator account and use the credentials to login to the Invoice Status Portal

Administrator account information [?](#)

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

Business role * [?](#)

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  [Privacy - Terms](#)

Business role * [?](#)

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

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[Create account](#)

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

2 Invoices Last 31 days	0 Rejected invoices Last 31 days	0 Overdue invoices - Not approved Last 31 days	0 Overdue invoices - Approved Last 31 days	1 Invoices pending approval Last 31 days	0 Approved invoices pending payment Last 31 days	1 Paid invoices Last 31 days	0 Credit Memos Last 90 days
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Invoices (2)

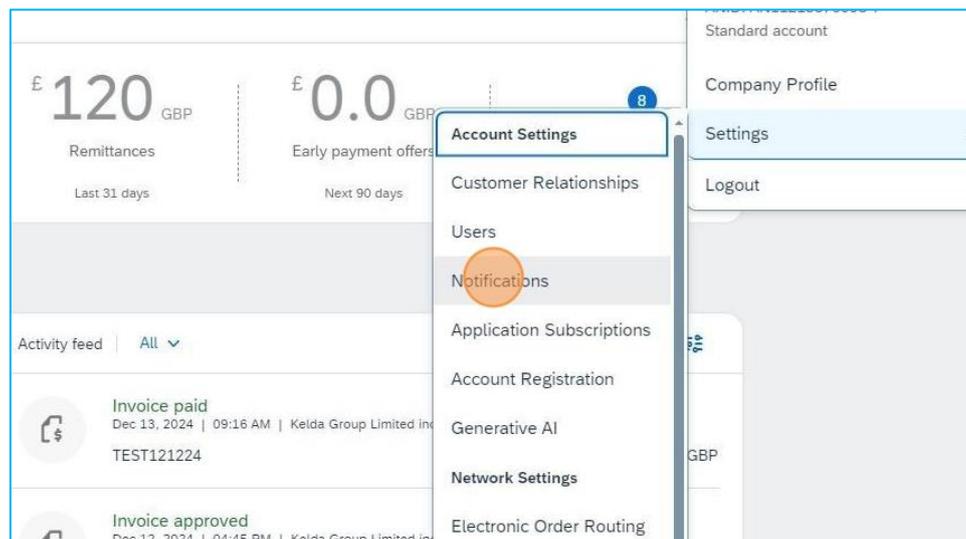
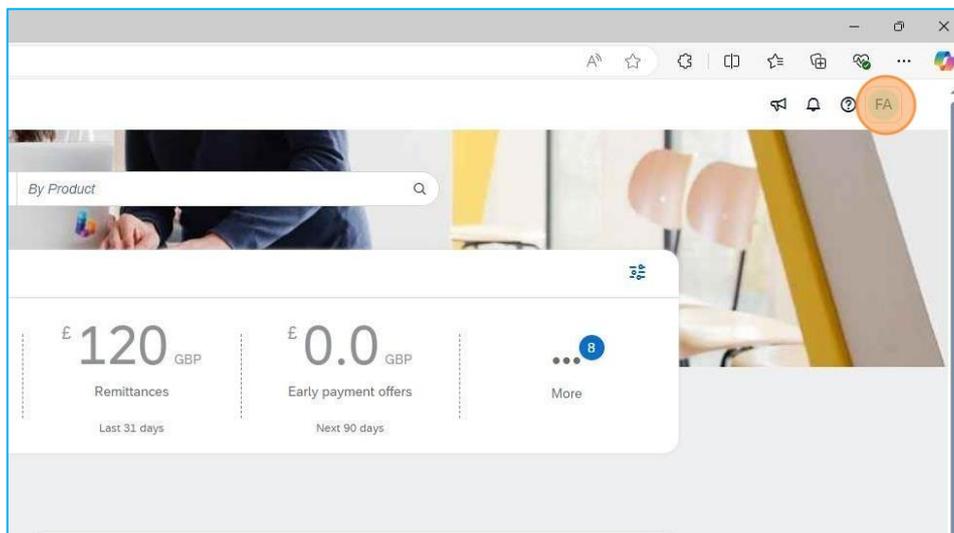
Customers: Kelda Group Limited inc. | Invoice number: Type selection | Reference: Type input | Invoice date: Last 31 days | Invoice type: All

Partial match | Exact match

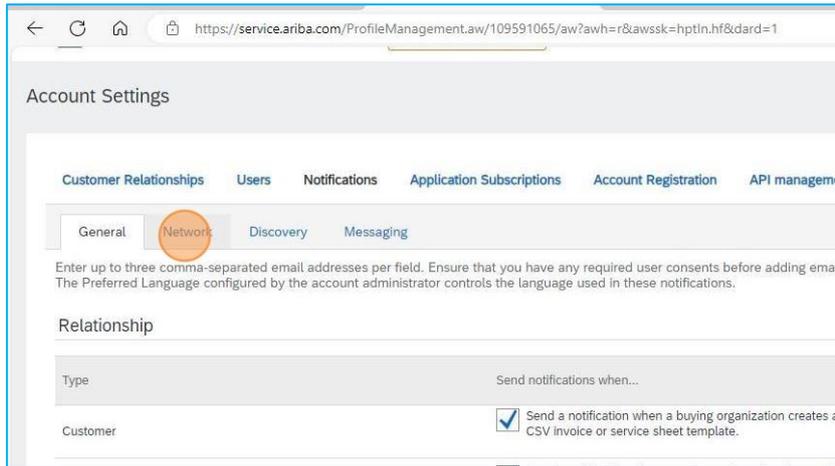
Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address
R16224TEST	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		Dec 16, 2024	£208.33 GBP	Acknowledged	Sent		
TEST121224	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		Dec 12, 2024	£100 GBP	Acknowledged	Paid		

Appendix I: Receive Notification for Invoice Status Updates

1. Click on Account Settings > Settings > Notifications



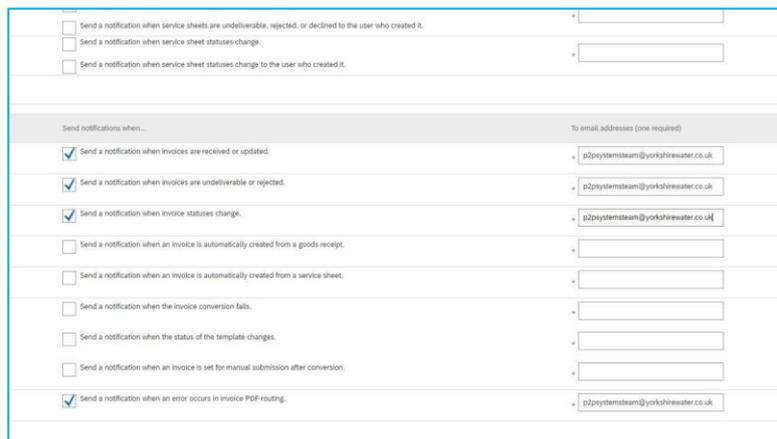
2. Click the **Network** tab to view the different notifications you can receive.



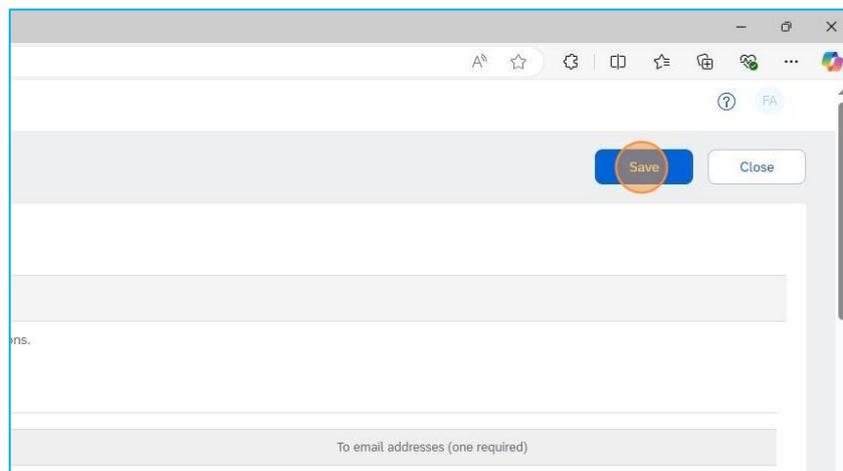
3. Select the check box for the notifications you want to receive and populate the email address you want the notifications to go to.

NOTE: You can add up to 5 comma-delineated email addresses.

Once you have made the desired changes, click **Save** to return to the Ariba Business Network homepage.



4. Click Save and close to return to the main screen.



4. FAQs:

How do I know my supplier ID?

The supplier ID can be found on the invite email sent; however, if you cannot locate this email, contact P2PSystemsTeam@yorkshirewater.co.uk, requesting your company's supplier ID.

Can I still sign up for an Invoice Status Portal account if I didn't do so with the first three emails?

Yes; please contact P2PSystemsTeam@yorkshirewater.co.uk and we will be able to trigger another invite email to be sent.

How do I know what email I can sign up with?

You will need to use the email address Yorkshire Water maintains for sending Purchase Orders.

Can I use my existing SAP Business Network login credentials?

Yes, if you already have an SAP Business Network account you can use the same log in details on the invoice status portal.