

Quick Reference Guide ST QRG 12

Using the Invoice Status Portal

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Faye Ambler	Ricky Athwal
System Coordinator	P2P Systems Manager
P2P Systems Team	P2P
Document Owner (Author)	Document Approval Manager

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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.

l pictures. To help protect your privacy, Outlook prevented automatic do	vnload of some pictures in this message.
	Dear Supplier,
	We are excited to apprough the launch of our new loweice Status Partal
	designed to provide you with real-time undates on your invoices and
	designed to provide you with rear-time opticates on your involces and
	Key Features of the Portal:
	Real-Time Invoice Tracking: Monitor the status of your invoices from
	submission to payment.
	Easy Access: Securely access your invoice information anytime, anywhere.
	Improved Communication: Receive notifications and updates directly through
	the portal.
	How to Get Started:
	Visit the Portal: [https://mu.ariba.com/invoice-portal/ui/?bus=Yorkshirewater]
	If you have any questions or need assistance, please do not hesitate to contact
	our support team at [p2psystemsteam@yorkshirewater.co.uk].
	We look forward to your participation and hope this new tool enhances your
	experience with us.
	Best regards,
	Yorkshire Water
	Supplier company name EH Tankering Services Ltd-TEST
	Supplier vendor ID 0040005369
	https://por hus.bn.ck.d.ariba.com/invoice-portal/ui/?

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.

Distance	
0	
e status portal	Username
	Password
Powered by	
	Log in
	Need easier across? Register now I Why register?
	Forgot username or naseword?

 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**.

Powered by	ISP161224TEST
	Invoice date *
	12/16/2024
	Email * ⑦
	p2psystemsteam@yorkshirewater.co.uk
	Please note that lookup action is visible to Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland



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



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

Invoice status Invoice Amount due Payment net due date

< Invoice status - ISP1	61224TEST			
	•			0
	Received Dec 16, 2024	Ap	proved	Paid
Invoice details				
Invoice number		Status		Amount
ISP161224TEST		Received		£1,080.00 G
Customer		Invoice date	Received date	Payment net due date
O		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.

wheel	Username
ortal	Coentaine
	Password
SAD	
-	
	Log in
	LOBIN
	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 a of all your invoices with Kelda inclusive of Yorkshire Water, L	access to the status Group Limited oop and Keyland
Please first verify your vendor ID and the em you received the invitation email to our invoid	ail address where ce status portal
Supplier vendor ID * ⑦	
0040005370	
Email * ⑦	
p2psystemsteam@yorkshirewater.co.uk	
Continue Back	



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

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sender-prod PSystemsTeam	l@ansmtp.ariba.com				S Reply	6 Reply All	→ Forward Wed 1
whiload pictures. T	o help protect your privacy. Outlook prevente	d automatic download of some pictures in this	message.				
	Dear 0040005370,						
	Thank you for registering for	our invoice status portal. To f	inish creating an ac	count, you just	need to confirm t	hat we have o	orrect email.
	If you are unable to access the p PIN=3bwHbp4ztv675a9f5ayx95	age, copy the link below and past 2xx37x&cid=isp	e it into your web brow	vser: https://service	aribe com/Su plie	r.aw/ad/invite?	
	Sincerely, Kelda Group Limited inclusiv	ve of Yorkshire Water, Loop ar	nd Keyland				
	Powered by	(a) % 5 %					

4. Scroll down and click Create new account.

Review accounts	
or	
Use existing account	0
Create new account	0
Create	new account Create new account@@MATCHING

 Input the required information in the asterisked fields: Your Company (legal) name Country/Region Company Address

DUNS number	
Don't know your DUNS number?	
Company (legal) name *	
EH Tankering Services Ltd-TEST	
Country/Region *	
United Kingdom [GBR]	~
Address line 1 *	
STREET	
Address line 2	
Westernway	
Address line 3	
Address line 4	
City *	
BRADFORD	
State *	
Bradford [GB-BRD]	~
Postal code *	
BD6 2SZ	



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

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mail * p2psystemsteam@yorkshirewater.co.uk Juse my email as my username assword * Repeat password * usiness role * Choose your primary business role of of of nave read and agree with the Terms of Use. of fm not a robot of fm not fm	aye	Ambler	
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Appendix 1: Receive Notification for Invoice Status Updates

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- 1. Click on Account Settings > Settings > Notifications





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

count Settings				
Customer Relationships	Users Notification	ns Application Subscriptions	Account Registration	API manager
General Network	Discovery Mes	ssaging		
Enter up to three comma-se The Preferred Language cor Relationship	parated email addresses nfigured by the account a	per field. Ensure that you have an administrator controls the language	y required user consents b used in these notifications	efore adding er 5.
Enter up to three comma-se The Preferred Language cor Relationship	parated email addresses	, per field. Ensure that you have an administrator controls the language Send notificati	y required user consents b used in these notifications	efore adding er

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.

Send a notification when service alternt are underlawable, rejocket, or declined to the user who created it. Send a notification when service alterst structure change. Send a notification when service alterst structure change to the user who created it.	·
Send notifications when	To email addresses (one required)
Send a notification when invoices are received or updated.	* p2psystemsteam@yorkshirewater.co.uk
Send a notification when involces are undeliverable or rejected.	* p2psystemsteam@yorkshirewater.co.uk
Send a notification when involce statuses change.	p2psystemsteam@yorkshirewater.co.uk
Send a notification when an invoice is automatically created from a goods receipt.	
Send a notification when an invoice is automatically created from a service sheet.	
Send a notification when the invoice conversion fails.	
Send a notification when the status of the template changes.	
Send a notification when an invoice is set for manual submission after conversion.	*
Send a notification when an error occurs in invoice PDP routing.	。 p2psystemsteam@yorkshirewater.co.uk

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

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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 <u>P2PSystemsTeam@yorkshirewater.co.uk</u>, 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 <u>P2PSystemsTeam@yorkshirewater.co.uk</u> 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.