



SAP Ariba 

# Infosys Non-PO Invoice Guide

PUBLIC

 Run Simple



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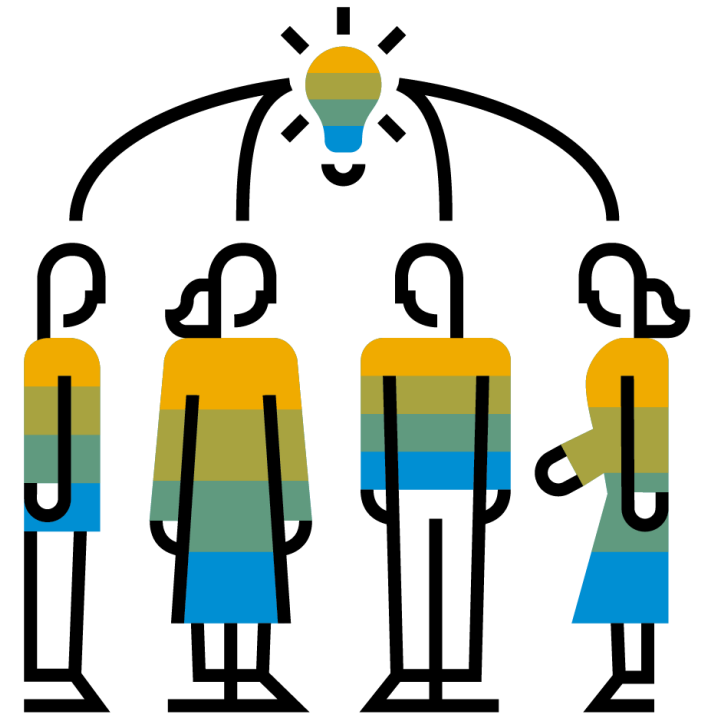
*The Ariba Network is a hosted service that enables buyers to collaborate with suppliers for purchase orders and invoices over the internet.*



*Infosys has partnered with SAP Ariba and has chosen the Ariba Network as their preferred procurement platform.*

By the end of this guide you will be able to:

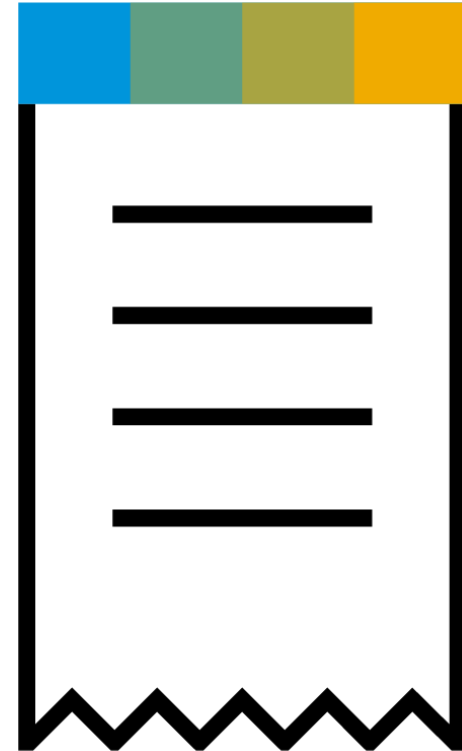
- Create Non-PO Invoices
- Check Remittance Advice
- Contact Ariba Customer Support



The purpose of this document is to provide the information suppliers need to effectively transact with Infosys via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Infosys and their suppliers.

Important Points to remember:

- The **Invoice #** refers to your ERP system generated invoice number.
- **Shipping Cost** (if any) can be added as a separate Line Item in the invoice.



# Outbox – Invoices

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To view all the invoices sent to Infosys:

1. On the **Home** page, click the **Outbox** tab dropdown.
2. Select the **Invoices** option. The **Invoices** page displays a summary of all invoices.



The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

**SAP** Ariba Network ▾ Enterprise Account **TEST MODE**

Home Inbox ▾ **Outbox** ▾ Catalogs Reports Documents ▾ Create ▾

## Invoices

▶ Search Filters

Invoices (100+) Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date ↓	Amount	Routing Status	Invoice Status
<b>INVSER1</b>	INFOSYS Limited - TEST	Non-PO	Online	Supplier	Non-PO	7 May 2020	342.00 INR	Acknowledged	Sent
<b>invbrazil21</b>	INFOSYS Limited - TEST	Non-PO	Online	Supplier	Non-PO	6 May 2020	342.00 INR	Acknowledged	Sent
<b>invbrazil</b>	INFOSYS Limited - TEST	Non-PO	Online	Supplier	Non-PO	6 May 2020	342.00 INR	Acknowledged	Sent

If you have configured your **Invoice Notifications**, you will receive emails regarding the invoice status. You can also check invoice status from the **Outbox**.

## ROUTING STATUS

Reflects the status of the transmission of the invoice to Infosys via the Ariba Network.

**Failed** – Invoice failed Infosys invoicing rules. Infosys 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** – Infosys invoicing application has acknowledged the receipt of the invoice

## INVOICE STATUS

Reflects the status of Infosys' action on the Invoice

**Sent** – The invoice is sent to Infosys but they have not yet verified the invoice.

**Paid** – Infosys paid the invoice or is in the process of issuing payment. This status applies only if Infosys uses invoices to trigger payment

**Approved** – Infosys has verified the invoice approved for payment

**Rejected** – Infosys has rejected the invoice or the invoice failed validation by Ariba Network. If Infosys accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)

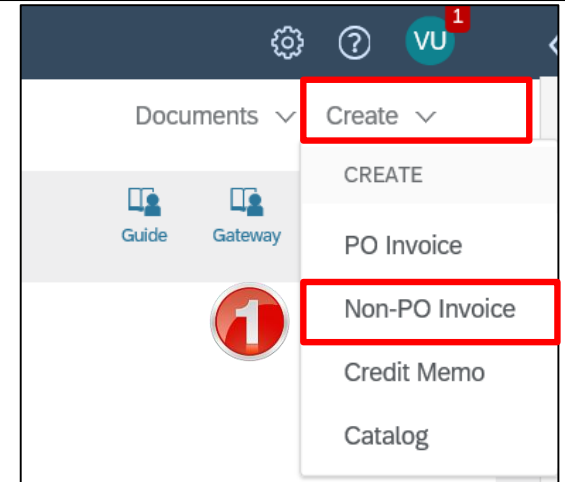
**Failed** – Ariba Network experienced a problem routing the invoice

# Begin Non-PO Invoice

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To create an invoice without a PO:

1. Click the **Create** drop-down menu on the **Home** page, and select the **Non-PO invoice** option.
2. Select **Infosys** from the **Customer** drop-down menu.
3. Select the **Standard Invoice** radio button.
4. Click **Next**.



## Create Non-PO Invoice

[Next](#)

[Exit](#)

For a trading relationship already on Ariba Network

4

Customer: INFOSYS Limited - TEST

2

Type of Invoice:  Standard Invoice

3

Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, you must [More](#)

[Invoice New Customer](#) (Requires Customer Code)



# Create Non PO Invoice – Header Level

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1. On the **Create Invoice** page, enter the **Invoice #** which is your ERP system generated invoice number.
2. Confirm/enter the **Invoice Date**. Future dated invoices are not allowed.
3. Enter the User/Requestor email ID. Only the Infosys and/or its group companies email ID will be allowed.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.
5. Attachments are mandatory. To attach the ERP generated invoice, click the **Add to Header** button and select the **Attachment** option. Scroll down to view the **Attachments** section.
6. Browse for the file and click the **Add Attachment** button. India vendors should submit **Digitally Signed Invoices ONLY**. You can also add additional attachments.


▼ Invoice Header

Summary

Invoice #:\*  1

Invoice Date:\* 28 May 2020  2

Customer Requestor Mail ID:  3

- 
- All fields marked with an \* are mandatory/required fields.
  - The contents of the online invoice and the attached invoice should match or else the invoice will be rejected.

Ship To: **INFOSYS Limited - TEST** 4

Bangalore  
Karnataka  
India

[View/Edit Addresses](#)

\* Indicates required field

[Add to Header](#) ▼

Shipping Documents

Payment Term

Additional Reference Documents and Dates

Comment

**Attachment** 5

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen  6

# Create Non PO Invoice – Header Level (contd.)

- 7. In the **Additional Fields** section, select the supplier ship from location and the customer Bill To address.
- 8. **PAN Number** is mandatory, if you have selected the supplier ship from location as India.
- 9. In the **Additional India Specific Information** section enter the **Supplier GSTIN**.

The screenshot shows the 'Bill To' field with a dropdown menu open. The dropdown lists several customer addresses, including 'Infosys Limited-Richardson, TX', 'EdgeVerve - Bangalore', 'IC Switzerland-Infosys Lodestone Sweden Filia', 'EdgeVerve - Chennai SEZ', 'EdgeVerve -Hyderabad SEZ', 'Infosys Limited-Mysore STP Unit', 'Infosys Limited-Bangalore STP Park - I', 'Infosys Limited-PUNE STP Unit - I', 'Assit EDGE', and 'Assit EDGE'. A red box highlights the dropdown menu, and a red circle with the number 7 is placed next to the 'Bill To' field.

The screenshot shows the 'Additional Fields' section. The 'Supplier' dropdown menu is open, showing options: 'Select...', 'Nikad Brazil', 'Nikad India Business Solu', and 'Nikad USA'. A red box highlights the dropdown menu, and a red circle with the number 7 is placed next to the 'Supplier' field. Below the dropdown, there is a warning message: 'Choose the endorser'.

The screenshot shows the 'LUT Number (applicable for bill to SEZ location with nil taxes):' field. Below it, the 'PAN Number: \*' field is highlighted with a red box. A red circle with the number 8 is placed next to the 'PAN Number' field. Below the 'PAN Number' field, there is a warning message: '! PAN number can be in upper case alphanumeric'.

The screenshot shows the 'Additional India Specific Information' section. The 'Supplier GSTIN: \*' field is highlighted with a red box. A red circle with the number 9 is placed next to the 'Supplier GSTIN' field.

# Create Non PO Invoice – Line Items (Material)

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10. To add material items to your Non-PO invoice, in the **Line Items** section click **Add** and select **Add Material**.
11. A new line will appear with empty fields for your invoice item. Enter information in each of the fields. To enter tax refer [Slide 13](#).
12. Click **Update** for the **Subtotal** to calculate.
13. Repeat steps to add more line items. Click **Next**.

Line Items

<input type="checkbox"/>	No.	No.	Include	Category
<input type="checkbox"/>				

Line Item Actions ▾ Delete Add ▾

- Add General Service
- Add Labor Service
- Add Material

10

## Line Items

11

1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Category	Description	Quantity	UOM	Unit Price	Subtotal
<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	(no value) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Additional Fields

HSN/SAC Code:\*



Line Item Actions ▾

Delete

Add ▾

12

Update

Save

Exit

13

Next

# Create Non PO Invoice – Line Items (Service)

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10. To add Service items to your Non-PO invoice, in the **Line Items** section click **Add** and select **Add General Service**.
11. A new line will appear with empty fields for your invoice item. Enter information in each of the fields. To enter tax refer [Slide 13](#).
12. Click **Update** for the **Subtotal** to calculate.
13. Repeat steps to add more line items. Click **Next**.

Line Items

<input type="checkbox"/>	No.	No.	Include	Category
↳	Line Item Actions ▾		Delete	<b>10</b> Add ▾ Add General Service Add Labor Service Add Material

Line Items **11** 1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Category	Description	Quantity	UOM	Unit Price	Subtotal
<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	(no value) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 INR
Service Period		Service Start Date: <input type="text"/>		Service End Date: <input type="text"/>				
Additional Fields		HSN/SAC Code: * <input type="text"/>						

↳ Line Item Actions ▾ Delete **12** Add ▾

**13** Update Save Exit Next

# Line Item Tax: Configure Tax Menu

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1. Select the **Line Item** checkbox.
2. Click **Line Item Actions** (at the bottom of the screen), select **Tax**.
3. Select the applicable **Tax** from the available options from the **Tax Category** dropdown.
4. If tax categories are not available, you can configure tax. Select **Configure Tax Menu** from the **Tax Category** drop-down menu. The **Configure Tax** page is displayed, where you can create new tax categories as needed.
5. To create a new tax category, click **Create**.
6. Select the **Tax Category** from the **Tax Category** drop-down menu.
7. Enter the **Rate** and **Tax Description**.
8. Click **OK** to save the setting.

Category: \* Sales Tax

Line Items

No.	Include
<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 Additional Fields

Line Item Actions ▾

Add

Tax 2

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax

Other Tax

Taxes for India

- Central GST
- Integrated GST
- State GST
- Union Territory GST

4 Configure Tax Menu

The tax categories that are displayed are based on the selected **Ship To** location and **Supplier Ship From** location.

3

6 \* Tax Category

Sales Tax

5

\* Rate

Tax Description

7

8 OK Cancel

# Submit Invoice

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Review the information and click the **Submit** button.

You will see a message that the invoice has been submitted.



To check the status of the invoice click **Outbox>Invoices**.

**Invoice 12345678 has been submitted.**

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India.

## Bill Of Supply

Invoice Number: 12345678

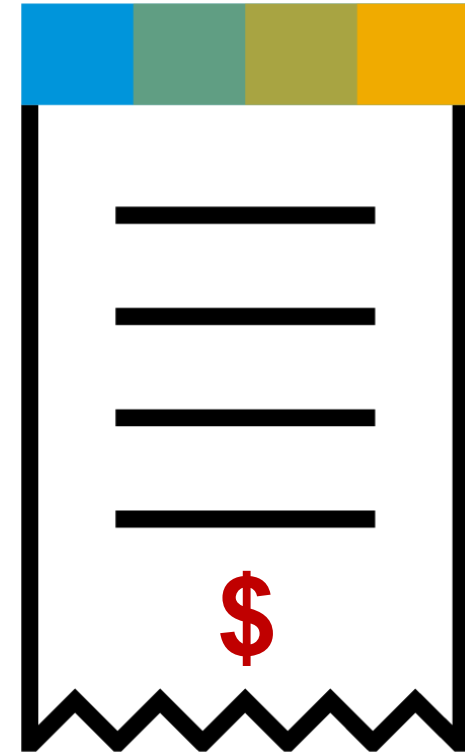
Invoice Date: Thursday 28 May 2020 12:41 PM GMT+05:30

Subtotal:	50,000.00 INR
Total Tax:	9,000.00 INR
Amount Due:	59,000.00 INR

A Line Item Credit Memo is created against an invoice.  
There are two types of Credit Memos that can be created – **Quantity Adjustment** and **Price Adjustment**.

Please note when creating a Line Item Credit Memo:

- Credits are supported against specific line items from a previously submitted invoice.
- Credits can be for full or partial amounts.

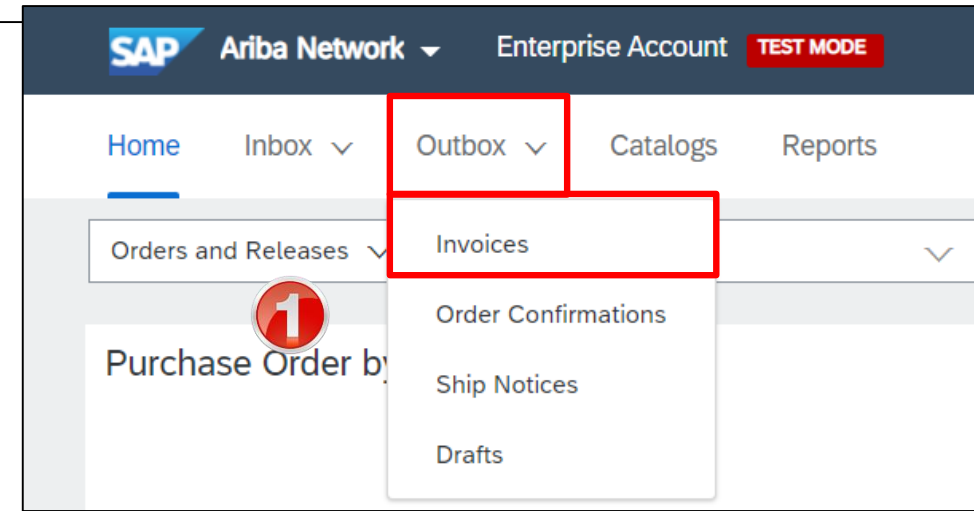


# Begin Credit Memo – Quantity Adjustment

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To create a Credit Memo:

1. Click the **Outbox** drop-down tab on the **Home** page, and select the **Invoices** option.
2. On the **Invoices** tab, select the **Invoice** radio button.
3. Click the **Create Line-Item Credit Memo** button.



Home    Inbox ▾    **Outbox ▾**    Catalogs    Reports    Documents ▾    Create ▾

## Invoices

► Search Filters

Invoices (28)

Page 1 ▾ » 🗪

<b>2</b> Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
<input type="radio"/> INVDIGI12 📎	Infosys Limited - TEST	Non-PO	Online	Supplier	No	Non-PO	28 May 2020	108.90 INR	Acknowledged	Sent

↳ **Create Line-Item Credit Memo**    **3** Create Line-Item Debit Memo    Edit    Copy    Create Non-PO Invoice

Page 1 ▾ »



# Create Credit Memo – Header Level – Quantity Adjustment

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1. On the **Create Line Item Credit Memo** page, **Quantity Adjustment** radio button is selected by default.
2. Enter the **Credit Memo #**.
3. Confirm/enter the **Credit Memo Date**.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

Quantity Adjustment ⓘ  Price Adjustment ⓘ

1

Invoice Header \* Indicates required field Add to Header ▾

Summary

Credit Memo #:\*  2

Credit Memo Date:\* 29 May 2020 ⓘ 3

Original Invoice No: INVDIG12

Original Invoice Date: 28 May 2020

Supplier Tax ID:

Remit To: Nikad ▾  
Nikad

Subtotal: -99.00 INR  
Total Tax: -9.90 INR  
Amount Due: -108.90 INR

View/Edit Addresses

Ship To: INFOSYS Limited - TEST  
Bangalore  
Karnataka  
India

View/Edit Addresses 4

# Create Credit Memo – Header Level – Quantity Adjustment (Contd.)

- 5. In the **Additional Fields** section, select the **Supplier** ship from location.
- 6. Select the customer **Bill To** address.

The screenshot displays the SAP Credit Memo Header Level Quantity Adjustment form. The **Additional Fields** section is highlighted with a red box. Within this section, the **Supplier:** dropdown menu is open, showing a list of suppliers: "Select...", "Nikad Brazil", "Nikad India Business Solu" (highlighted with a red box and a circled '5'), and "Nikad USA". A yellow warning message states: "Choose the endorsement for SEZ with nil taxes:". Below this, the **Customer VAT** section is visible, with a text box containing "29AADCE6300K17N".

The **Bill To** section is also highlighted with a red box and a circled '6'. It features a **Choose Address** dropdown menu currently set to "EdgeVerve - Bangalore". Below it, the **Customer:** dropdown menu is open, displaying a list of customer addresses including "EdgeVerve - Bangalore" (selected), "EdgeVerve - Chennai SEZ", "Infosys Limited-Bangalore STP Park - I", "Infosys Limited-Richardson, TX", "IC Switzerland-Infosys Lodestone Sweden Filia", "EdgeVerve -Hyderabad SEZ", "Infosys Limited-Mysore STP Unit", "Infosys Limited-PUNE STP Unit - I", "A SAP", and "A SAP". A search icon and "Search more" text are located at the bottom of the list.

# Create Credit Memo – Header Level – Quantity Adjustment (Contd.)

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- 7. Enter the **Reason for Credit Memo** in the **Comments** section.
  - 8. To add the ERP generated original invoice, click **Add to Header** and select **Attachment**.
  - 9. Attach the invoice and any supporting documents by browsing for the files and clicking **Add Attachment**.
- Scroll down to the **Line Items** section.

Comments/Declarations/Endorsements if any under law

Reason for Credit Memo: \*

! Required field 7

Add to Header ▾ 8

Attachment

Digitally signed Invoice: (no value) ▾

**⚠** Please attach your ERP generated digitally signed original invoice along with other supporting, as applicable

**\*Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment 9

# Create Credit Memo – Line Items – Quantity Adjustment

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10. Review the **Line Items**. Edit the **Quantity**, if required.

11. Click **Next**. The **Create Line-Item Credit Memo** details page is displayed.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

10

<input type="checkbox"/>	No.	Include	Category	Description	Quantity	UOM	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="text" value="(no value)"/>	test	<input type="text" value="-1"/>	<input type="text" value="10"/>	99.00 INR	-99.00 INR

**Tax** [Remove](#)

Category: \*

Taxable Amount:

Rate(%):

Tax Amount:

Exempt Detail:

**Additional Fields** HSN/SAC Code: \*

↳

11

# Submit Credit Memo - Quantity Adjustment

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12. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

13. The line-item credit memo has been successfully submitted. Click **Exit**. The **Invoice** tab is displayed.

## Create Line-Item Credit Memo

Previous

Submit

Save

Exit

12

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

### Line-Item Credit Memo

(Original Invoice No: INVDIG112)

Credit Memo Number: TEST1234

Subtotal:

-99.00 INR

Invoice TEST1234 has been submitted.

13

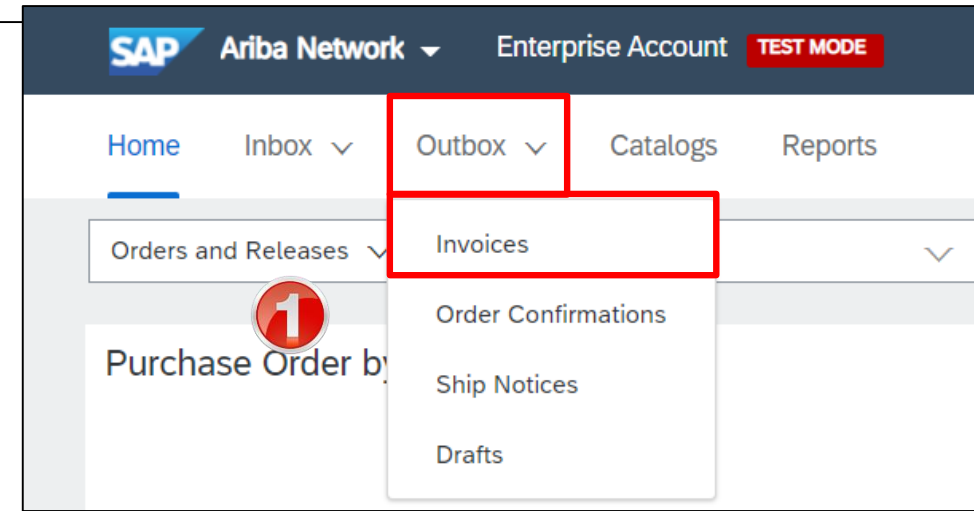
- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

# Begin Credit Memo – Price Adjustment

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To create a Credit Memo:

1. Click the **Outbox** drop-down tab on the **Home** page, and select the **Invoices** option.
2. On the **Invoices** tab, select the **Invoice** radio button.
3. Click the **Create Line-Item Credit Memo** button



Home Inbox Outbox Catalogs Reports

Documents Create

## Invoices

Search Filters

Invoices (28)

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Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input checked="" type="radio"/> INVDOM	Infosys Limited - TFSI...	Non-PO	Online	Supplier	No	Non-PO	28 May 2020	684.00 INR	Acknowledged	Sent



Create Line-Item Credit Memo



Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Page 1

Feedback

# Create Credit Memo – Header Level – Price Adjustment

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1. On the **Create Line Item Credit Memo** page, select **Price Adjustment** radio button and click **Yes** on the **CREDIT MEMO TYPE** pop-up window.
2. Enter the **Credit Memo #**.
3. Confirm/enter the **Credit Memo Date**.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.

Create Line-Item Credit Memo Update Save Exit Next

**Credit Memo Type**  
 Quantity Adjustment ⓘ  Price Adjustment ⓘ **1**

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

**Credit Memo #:** \* | **2** Subtotal: 0.00 INR  
Total Tax: 0.00 INR  
Amount Due: 0.00 INR View/Edit Addresses

**Credit Memo Date:** \* 29 May 2020 **3**

Original Invoice No: INVDOM  
Original Invoice Date: 28 May 2020  
Supplier Tax ID:   
Remit To: Nikad ▼  
Bangalore  
Karnataka  
India

**Ship To:** INFOSYS Limited - TEST View/Edit Addresses **4**  
Bangalore  
Karnataka  
India

**CREDIT MEMO TYPE**

If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?

**1** Yes No

# Create Credit Memo – Header Level – Price Adjustment

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5. In the **Additional Fields** section, select the **Supplier** ship from location.
6. Select the customer **Bill To** address.

The screenshot shows the SAP Credit Memo Header Level Price Adjustment form. The **Additional Fields** section is highlighted with a red box. The **Supplier** dropdown menu is open, showing a list of suppliers: Select..., Nikad Brazil, **Nikad India Business Solu** (highlighted with a red box and a red circle with the number 5), and Nikad USA. The **Bill To** section is also highlighted with a red box. The **Choose Address** dropdown menu is open, showing a list of addresses: EdgeVerve - Bangalore (selected), EdgeVerve - Chennai SEZ, Infosys Limited-Bangalore STP Park - I, Infosys Limited-Richardson, TX, IC Switzerland-Infosys Lodestone Sweden Filia, EdgeVerve -Hyderabad SEZ, Infosys Limited-Mysore STP Unit, Infosys Limited-PUNE STP Unit - I, A SAP, and A SAP. A red circle with the number 6 is placed above the **Bill To** section. The form also includes fields for Payment Note, LUT Number, PAN Number, and Customer VAT.

**Additional Fields**

Payment Note:

Nikad India Business Solu ▾

**Supplier:**

- Select...
- Nikad Brazil
- Nikad India Business Solu**
- Nikad USA

Choose the endorsement for SEZ with nil taxes:

(no value)

LUT Number(applicable for bill to SEZ location with nil taxes):

PAN Number:\*

**Customer VAT**

Customer VAT/Tax\*

**Bill To**

Choose Address: EdgeVerve - Bangalore ▾

Customer:

- EdgeVerve - Bangalore
- EdgeVerve - Chennai SEZ
- Infosys Limited-Bangalore STP Park - I
- Infosys Limited-Richardson, TX
- IC Switzerland-Infosys Lodestone Sweden Filia
- EdgeVerve -Hyderabad SEZ
- Infosys Limited-Mysore STP Unit
- Infosys Limited-PUNE STP Unit - I
- A SAP
- A SAP

Search more



# Create Credit Memo – Header Level – Price Adjustment

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7. Enter the **Reason for Credit Memo** in the **Comments** section.
  8. To add the ERP generated original invoice, click **Add to Header** and select **Attachment**.
  9. Attach the invoice and any supporting documents by browsing for the files and clicking **Add Attachment**.
- Scroll down to the **Line Items** section.

Comments/Declarations/Endorsements if any under law

Reason for Credit Memo: \*

! Required field

Add to Header ▾

Attachment

7

8

Digitally signed Invoice: (no value) ▾

⚠ Please attach your ERP generated digitally signed original invoice along with other supporting, as applicable

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

9

# Create Credit Memo – Line Items – Price Adjustment

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- 10. In the **Line Items** section, edit the **Price**. The value has to be negative.
- 11. Click **Next** . The **Create Line-Item Credit Memo** details page is displayed.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Category	Description	Quantity	UOM	Unit Price	Decrease in Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	(no value) <input type="text"/>	item description	2	ea	342.00 INR	<input type="text" value="0.00 INR"/>	0.00 INR

Additional Fields      HSN/SAC Code:\*

↳

**10** **11**

# Submit Credit Memo – Price Adjustment

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12. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

13. The line-item credit memo has been successfully submitted. Click **Exit**. The **Invoice** tab is displayed.

Create Line-Item Credit Memo

Previous **Submit** Save Exit

12

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INVDOM)

Credit Memo Number: TEST4567

Subtotal: -200.00 INR

13

Invoice TEST4567 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

# Check Remittance Advice

[Back to TOC](#)

To view a remittance advice:

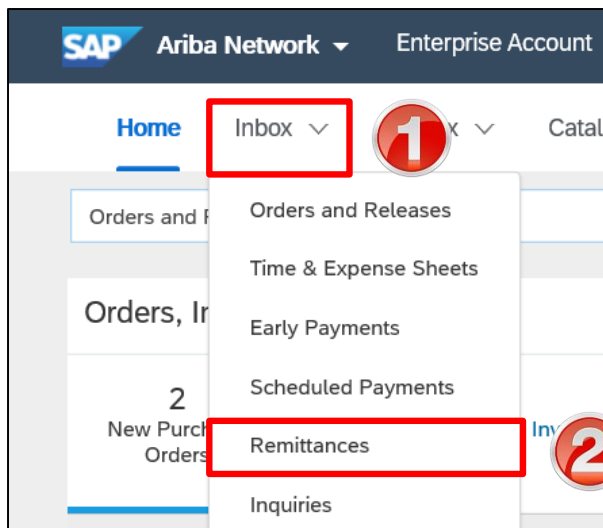
1. Click **Inbox** dropdown on the **Home** page.
2. Select the **Remittances** option. The **Remittances** page is displayed.
3. Click the relevant **Transaction #**. The **Remittance Advice** page will be displayed.
4. You can view the payment details like the **Amount Paid**, **Estimated Settlement Date** and the **Transaction Date**.

Search Filters

Remittances (1)

Transaction #	Customer	Payment Date	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
Z.20200127.INV284		27 Jan 2020	Other	INV284	8,800.00 INR	0.00 INR	0.00 INR	8,800.00 INR		Paid	Sent

3



## Remittance Advice: Z.20200127.INV284 (Paid)

To Search Results

Print Export cXML Download CSV

Detail History

From

(Show Payer Details)

To

(Show Payee Details)

### REMITTANCE ADVICE Z.20200127.INV284 (Paid)

Gross Amount: 8,800.00 INR  
Withholding Tax: (0.00 INR)

**Amount Paid: 8,800.00 INR**

Estimated Settlement on 27 Jan 2020

4

### Payment Detail

Payment Method: **Other (unknown)**  
Reference Number: **INV284**  
Related Payment: **Z.20200127.INV284**  
Identified Differences: **None**

Routing Status: **Sent**

**Transaction Date: 28 Jan 2020**

### Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: <a href="#">INV284</a> (Show Details)	8,800.00 INR	0.00 INR		8,800.00 INR	

### ADDITIONAL INFORMATION

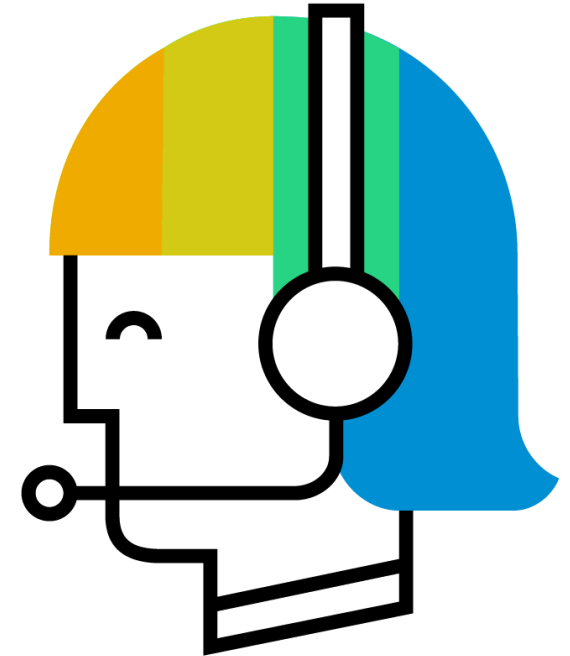
buyerInvoiceID: 0017010324

Gross Amount: 8,800.00 INR  
Discount Applied: (0.00 INR)  
Withholding Tax: (0.00 INR)  
Adjustment: (0.00 INR)

**Amount Paid: 8,800.00 INR**

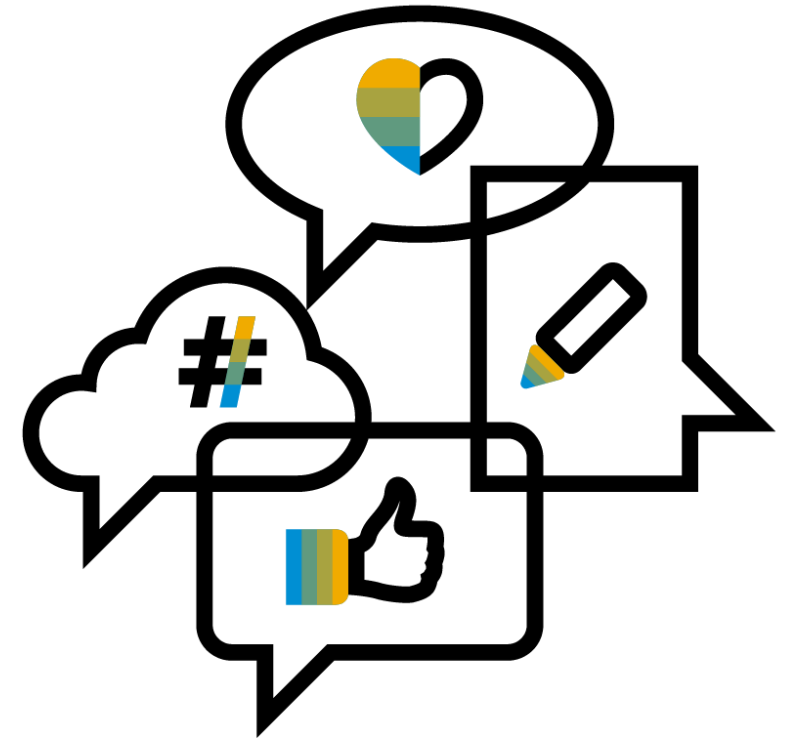
Types of Support available:

- User Community
- Ask questions or view documentation
- Email
- Request a call back



To access the Supplier Information Portal:

1. On the **Home** page, click the **Company Settings** drop-down.
2. Select the **Customer Relationships** option.
3. In the **Current** section, click the **Supplier Information Portal** link beside the customer name.



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