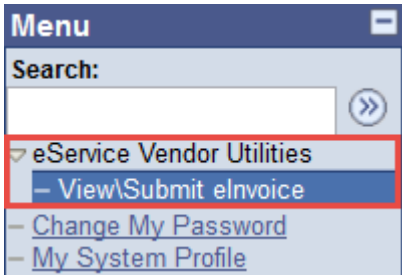
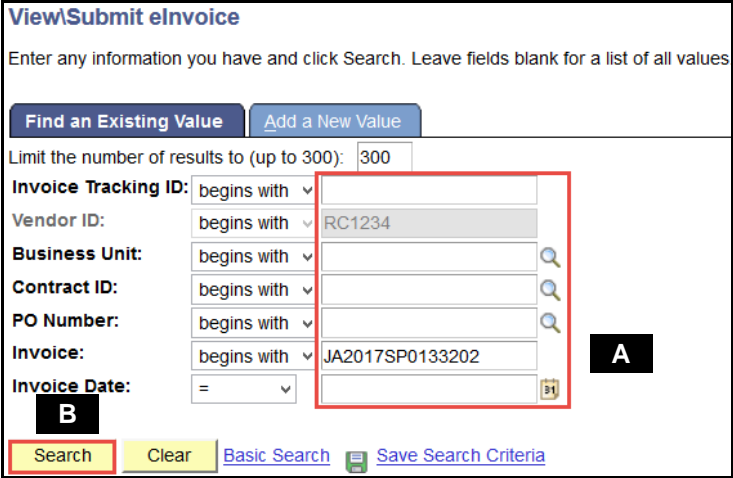


JOB AIDS :- STEPS TO REVIEW EINVOICE STATUS

INTENDED AUDIENCE	VENDOR
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Step 1	<p style="text-align: center;">NAVIGATE TO VIEW\SUBMIT EINVOICE PAGE: <u>Menu > eService Vendor Utilities > View\Submit eInvoice</u></p> 
Step 2	<p style="text-align: center;">IN THE VIEW\SUBMIT EINVOICE PAGE,</p>  <p>A. Under the Find an Existing Value tab, enter the information in any of the fields above:-</p> <ul style="list-style-type: none"> Invoice :- Enter the Invoice number (E.g. JA2017SP0133202) <p>B. Click Search button</p> <p>Note: Information can be entered in all the fields or left empty. Search Results will be populated below for all entered invoices upon clicking the Search button</p>

JOB AIDS :- STEPS TO REVIEW EINVOICE STATUS

Step 3

IN THE VIEW\SUBMIT EINVOICE PAGE,

View\Submit einvoice

NOTE

Vendor ID RC1234 **eInvoice Number** 0000000192 **Invoice Status** Received

Business Unit SK03A **Invoice** JA2017SP0133202 **Invoice Date** 21/08/2017

Contract ID **PO Number** 0000076091 **Currency Code** BND [View ShipTo Loc](#)

*Amount 10.000 PO Type Goods [Check Query History](#)

Description Invoice for Delivery Good *Bank Account # 6732382238

Document Matrix Find First 1 of 1 Last

Description Purchase Order

Document Set Find First 1-2 of 2 Last

Description Delivery Order Document Type Mandatory

Attached Delivery_Order.pdf

Description Purchase Order Document Type Mandatory

Attached Purchase_Order.PDF

Miscellaneous Docs Find First 1 of 1 Last

Description

Attached File

eInvoice Audit Trail
Customize | Find | View All
First 1-5 of 5 Last

	Time Stamp	User ID	User Name	Action Done
1	25/08/17 12:58:14.000000PM	RC1234	Fury Sdn Bhd	Saved as New
2	25/08/17 12:58:21.000000PM	RC1234	Fury Sdn Bhd	Submitted
3	25/08/17 12:58:52.000000PM	E00310869	E She	Queried
4	25/08/17 1:25:20.000000PM	RC1234	Fury Sdn Bhd	Re-Submitted after Query close
5	25/08/17 1:48:53.000000PM	E00310869	E She	Received

NOTE

Note: The **eInvoice Audit Trail** shows the statuses of the invoice and its stages