

Comment trouver une facture envoyée



1 Cliquer sur **Traiter la commande**, lien que vous trouvez dans le mail d'envoi du bon de commande. Accéder à la plateforme en utilisant vos identifiants.

SAP Ariba

Ariba Inc - Excellence Programs - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

1 **Process order**

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:
Headquarters
 1450 Global Parkway
 Sacramento, CA 95802
 United States
 Phone: +1 (916) 4657890
 Fax: +1 (916) 4657699

To:
Standard Account Demo-TEST
 271 North Shore Drive
 Pittsburgh, PA 15212
 United States
 Phone: +1 (111) 1111111
 Fax:
 Email:

Purchase Order
(New)
 PO16
 Amount: \$100.00 USD
 Version: 1

Payment Terms
 NET 30

2 Cliquer sur le menu **Outbox** (Boîte d'envoi)

Home | Inbox | **Outbox** | Catalogs | Reports

Orders and Releases | **Invoices** | Order Number

Orders, Invoices and Ship Notices

10 New Purchase Orders | 0 that Need Attention | 18 Invoices | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4513484003	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961071	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961049	Solvay Group - TEST	New	500.00 EUR	13 Aug 2020	0.00 EUR	Select
4513483940	Solvay Group - TEST	New	400.00 EUR	6 Aug 2020	0.00 EUR	Select
4513483939	Solvay Group - TEST	New	2,802.86 EUR	6 Aug 2020	0.00 EUR	Select
4513483938	Solvay Group - TEST	New	1,405.00 EUR	6 Aug 2020	0.00 EUR	Select

3 Sélectionner **Invoices** (facture).

4 Cliquer sur la flèche afin d'ouvrir la zone de recherche **Search Filters** (filtres de recherche)

Home | Inbox | Outbox | Catalogs | Reports | Documents | Create

Invoices

Search Filters

Customer: All Customers

Invoice Number: *

Partial number **Exact number**

Search **Reset**

Invoices (100+) Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date ↓	Amount	Routing Status	Invoice Status
4513484004_inv	Solvay Group - TEST	4513484004	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
INV_4513484002	Solvay Group - TEST	4513484002	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
4503961072_inv	Solvay Group - TEST	4503961072	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Acknowledged	Approved

4.a Vous pouvez soit, rechercher par numéro exact de facture **numéro exact**.

4.b Soit, par bon de commande en sélectionnant **numéro partiel** suivi d'un clique sur **Rechercher**.

Home | Inbox | Outbox | Catalogs | Reports | Documents | Create

Invoices

Search Filters

Customer: All Customers

Invoice Number: *

Partial number Exact number

Order Number: *

Date Range: Other

Start Date: 18 Aug 2020

End Date: 18 Aug 2020

Supplier Reference: *

Min. Amount: *

Max. Amount: *

External Invoice Number: *

Contractor: *

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100 **Search** **Reset**

Invoices (100+) Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date ↓	Amount	Routing Status	Invoice Status
4513484004_inv	Solvay Group - TEST	4513484004	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
INV_4513484002	Solvay Group - TEST	4513484002	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Sent	Sent
4503961072_inv	Solvay Group - TEST	4503961072	Online	Supplier	No	Order				18 Aug 2020	612.00 EUR	Acknowledged	Approved

5 Sur cette colonne vous pouvez consulter le statut des factures, **statut de la facture**.