# Invoice overview and open item list

04.02.2021 -> Standard account

swisscom
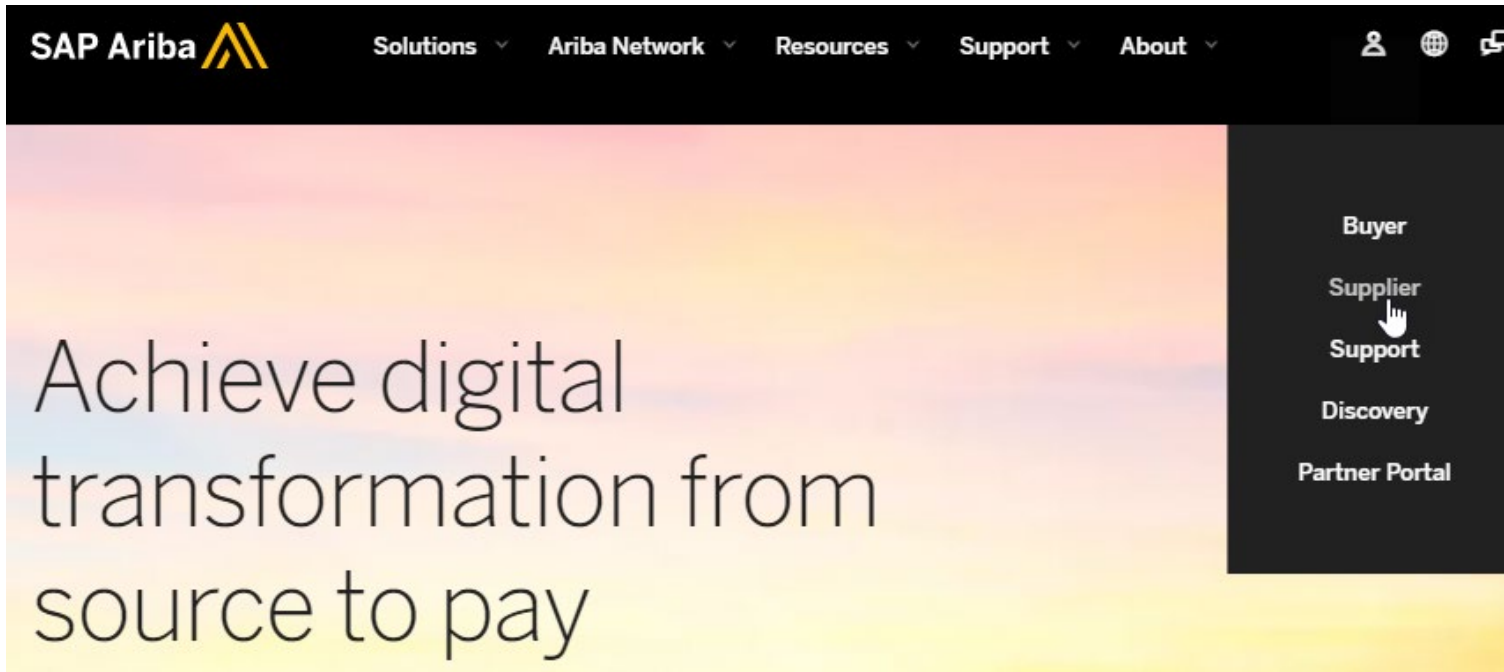
# Instructions for invoice overview and open item list

You have the option of displaying various business activities according to their respective status in your standard account. To help you keep an overview, we have created the following instructions.

You can access the platform via supplier.ariba.com or directly via Ariba via the supplier login:

# Instructions for invoice overview and open item list

On your landing page you will see the following overview. The documents to be displayed can be categorised according to date and customer using the selection options on the right-hand side.



To get a correct display of the data, we recommend **adjusting** the setting from **Last 14 days** to **Last 200 documents.**

# Instructions for invoice overview and open item list

You can then display the invoices and purchase orders according to their status.

For example, you can distinguish between invoices, payments received or purchase orders (see red boxes).

# Instructions for invoice overview and open item list

The purchase orders and invoices can also be subdivided into the corresponding statuses. For example, the open item list can be viewed under **invoices with outstanding payment** or orders to be accepted under **orders to be confirmed.**

The invoice or order status can also be seen in the respective entry. The status **Approved** means that the invoice has been received and approved by Swisscom. The payment will be made soon. The status **Sent means that the invoice has** arrived at Swisscom but is still in the approval process.

# Review of rejected invoices

Invoices can be rejected by Ariba or the approver on the Swisscom side. To ensure that these are not forgotten, it makes sense to check the **rejected invoices** recently. The respective reason can be seen in the e-mail notification.