



# Invoice overview and open item list

04.02.2021 -> Standard account

swisscom

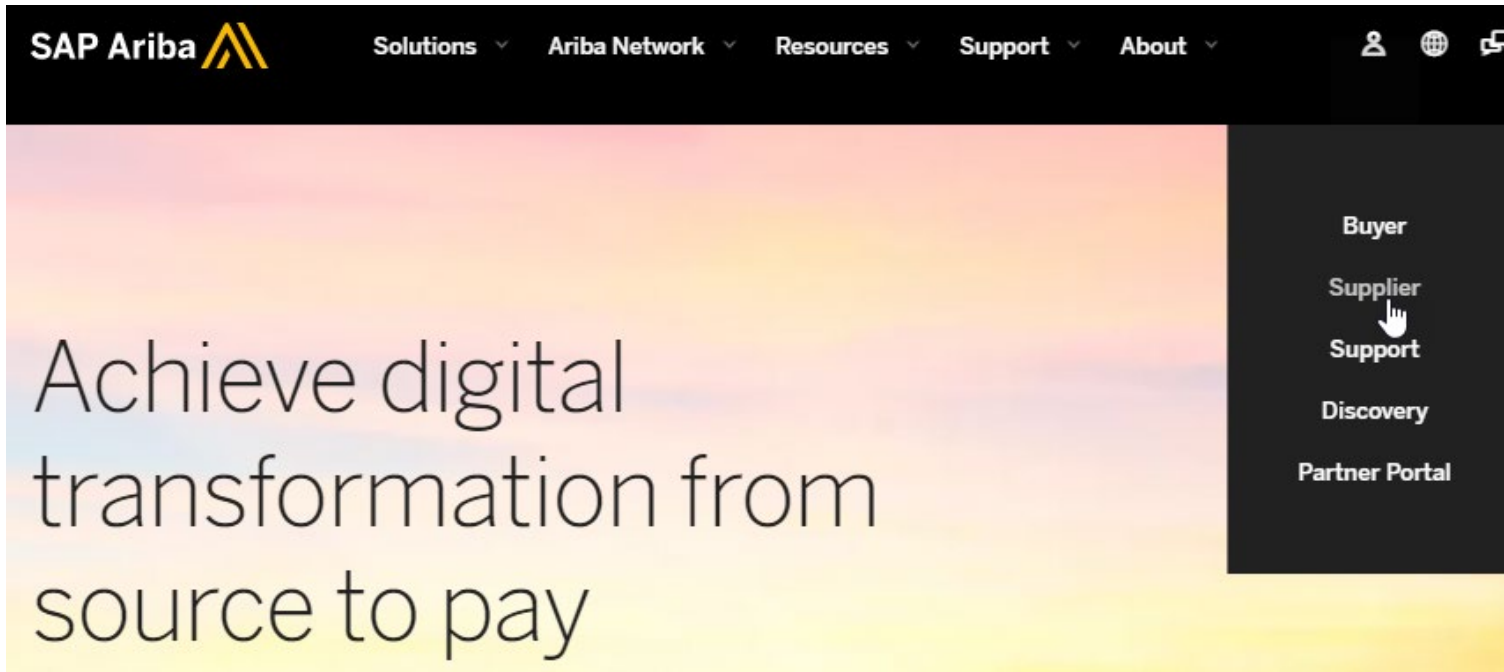
C1 - Public



# 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](https://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.

Orders, Invoices and Payments

0 Invoices Rejected	1 Invoices Pending Approval	3 Invoices Pending Payment	4 New Early Payment Offers	3 Invoices	⋮ More...
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All Customers ▾ Last 14 days ▾

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

Orders, Invoices and Payments

31 Invoices Rejected	32 Invoices Pending Approval	100+ Invoices Pending Payment	4 New Early Payment Offers	154 Invoices	⋮ More...
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All Customers ▾ Last 200 Documents ▾



# Instructions for invoice overview and open item list

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

The screenshot displays the SAP 'Orders, Invoices and Payments' overview. The top section shows summary statistics: 0 Invoices Rejected, 0 Invoices Pending Approval, 0 Invoices Pending Payment, 4 New Early Payment Offers, and 0 Invoices. Below this is a table with columns for Invoice #, Customer, and Reference. The main content area is currently empty, showing only the SAP logo and copyright notice: © 2019 SAP SE or an SAP affiliate company. All rights reserved.

To the right of the main content is a dashboard of 16 status tiles, each representing a different category with a count of 0. Three tiles are highlighted with red boxes: 'Invoices', 'Payments Received', and 'Purchase Orders'. The tiles are arranged in a grid:

- Row 1: Documents Pending Conversion, Draft PDFs for Review, **Invoices**, New Purchase Orders
- Row 2: Payments that Need Attention, **Payments Received**, Pinned Documents, Orders that Need Attention
- Row 3: Orders to Confirm, Orders to Invoice, Orders to Ship, Orders with Service Lines
- Row 4: **Purchase Orders**, Service Entry Sheets

At the bottom right of the dashboard is a 'Manage Default Tiles' button.

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.

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

0 Invoices Rejected   1 Invoices Pending Approval   3 Invoices Pending Payment   4 New Early Payment Offers   3 Invoices   ... More...

Invoice Number	Customer	Reference	Date ↑	Amount	Invoice Status	Action
20210128	Swisscom (Schweiz) AG - TEST	Non-PO	28 Jan 2021	32.31 CHF	Approved	Select ▾
2801	Swisscom (Schweiz) AG - TEST	Non-PO	28 Jan 2021	10.75 CHF	Approved	Select ▾
C2801	Swisscom (Schweiz) AG - TEST	Non-PO	28 Jan 2021	21.55 CHF	Sent	Select ▾



# 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.

Orders, Invoices and Payments All Customers ▾ Last 200 Documents ▾

31 Invoices Rejected   32 Invoices Pending Approval   100+ Invoices Pending Payment   4 New Early Payment Offers   154 Invoices   ... More...

Invoice #	Customer	Reference	Date ↓	Amount	Invoice Status
ABC2	Swisscom (Schweiz) AG - TEST	Non-PO	8 Jan 2021	215.40 CHF	Rejected
251120TESTRMBDD	Swisscom (Schweiz) AG - TEST	4501362535	25 Nov 2020	161.55 CHF	Rejected
2511DDROB	Swisscom (Schweiz) AG - TEST	Non-PO	25 Nov 2020	119.55 CHF	Rejected
TEST5	Swisscom (Schweiz) AG - TEST	Non-PO	14 Oct 2020	10.77 CHF	Rejected
RE1	Swisscom (Schweiz) AG - TEST	Non-PO	13 Oct 2020	10.77 CHF	Rejected
TEST3	Swisscom (Schweiz) AG - TEST	Non-PO	13 Oct 2020	10.77 CHF	Rejected
TEST2	Swisscom (Schweiz) AG - TEST	Non-PO	13 Oct 2020	10.77 CHF	Rejected