



What is the Supplier Invoice Portal

The Supplier Invoice Portal allows you will be able to access your invoice information without the need to create a Service Now ticket. This portal will allow you to review the status of your invoices in our accounting and payment system.

***Please note:** this portal is only and exclusively for checking the status of invoices, the process of sending invoices and Credit/Debit Notes remains unchanged!

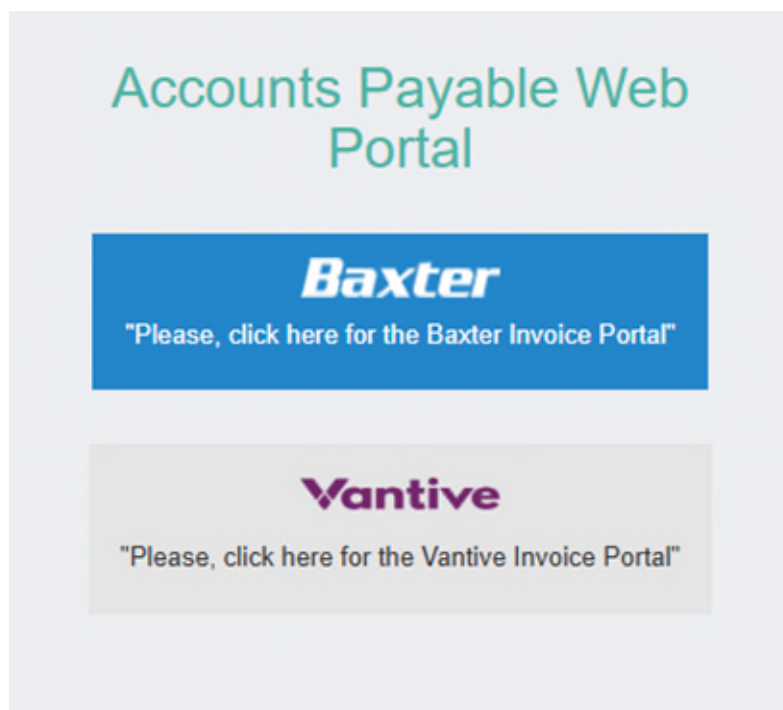
Portal Login

Please use this [link](#)

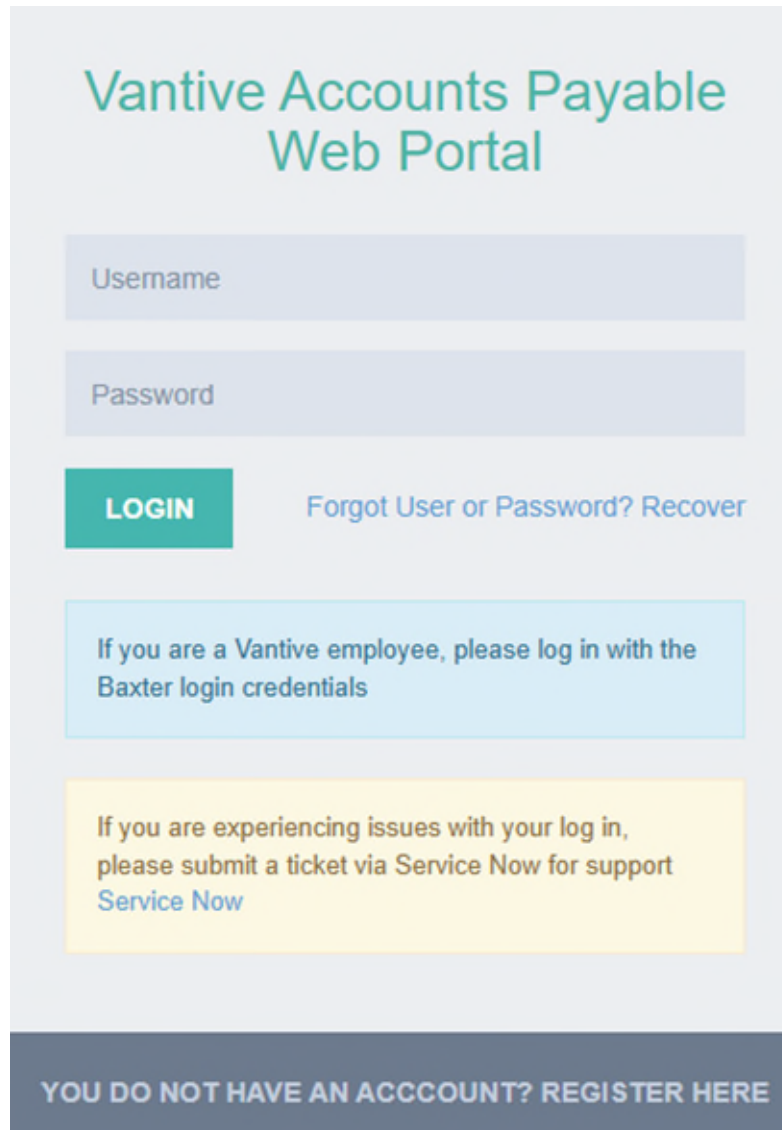
First time registration process

All suppliers must perform this process only once.

The portal link will take users to the home page - Choose Vantive.



After clicking on "**Login**" in the upper right corner of the page, click on "Not an Account, Register".



The image shows a login page for the Vantive Accounts Payable Web Portal. The page has a light gray background. At the top, the title "Vantive Accounts Payable Web Portal" is displayed in a teal color. Below the title are two input fields: "Username" and "Password", both with light blue borders. To the left of the input fields is a teal "LOGIN" button. To the right of the "LOGIN" button is a link "Forgot User or Password? Recover" in blue text. Below the input fields, there are two informational boxes. The first is a light blue box with the text "If you are a Vantive employee, please log in with the Baxter login credentials". The second is a light yellow box with the text "If you are experiencing issues with your log in, please submit a ticket via Service Now for support" followed by a link "Service Now" in blue. At the bottom of the page, there is a dark gray footer bar with the text "YOU DO NOT HAVE AN ACCCOUNT? REGISTER HERE" in white, all-caps font.

Vantive Accounts Payable
Web Portal

Username

Password

LOGIN [Forgot User or Password? Recover](#)

If you are a Vantive employee, please log in with the Baxter login credentials

If you are experiencing issues with your log in, please submit a ticket via [Service Now](#) for support

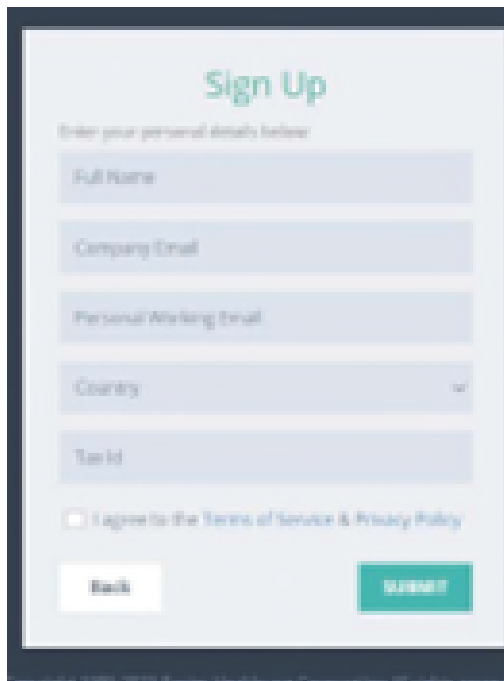
YOU DO NOT HAVE AN ACCCOUNT? REGISTER HERE

Users must complete the following information:

- Full Company Name
- Email address
- Country code and telephone number
- Company Tax ID
- Country of the company to whom they invoice

Once completed the form, click on Register.

In less than 48 hours you will receive your password

A screenshot of a web form titled "Sign Up" in green text. Below the title, it says "Enter your personal details below". The form contains several input fields: "Full Name", "Company Email", "Personal Working Email", "Country" (with a dropdown arrow), and "Tax Id". Below these fields is a checkbox labeled "I agree to the Terms of Service & Privacy Policy". At the bottom left is a "Back" button, and at the bottom right is a green "Submit" button.

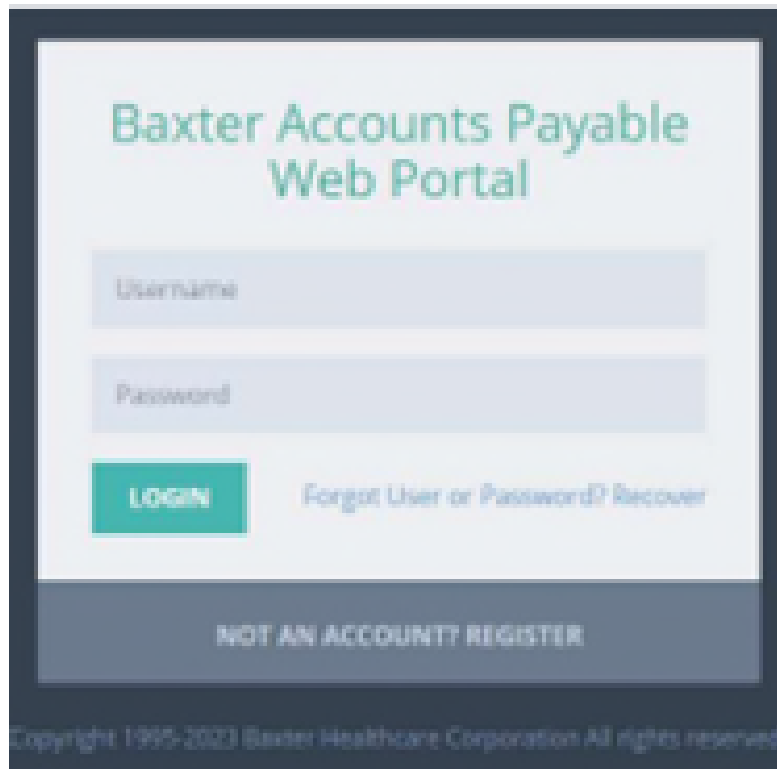
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Support

Access to the Supplier Portal:

Enter your registered e-mail address and password and select your preferred language.



Invoices can be consulted using any of the following filters:

- Invoice number
- Voucher Number (JDE system information)
- Payment Number
- Vendor Number
- Coupa Purchase Order Number
- JDE Purchase Order Number
- Date Range

For internal users please use at least two filters, you can use Vendor number and Invoice Number or Vendor Number and Date Range.

Home > Home

Welcome to Accounts Payable Web Portal

Welcome to Accounts Payable Web Portal. Here you can review the status of invoices

Invoice Search

Supplier Invoice Number Invoice Date From Invoice Date To Status

Supplier Number Invoice Number Invoice Date From Invoice Date To Status

Payment Number Search Export

Voucher Number Supplier Number Vendor Name Invoice Number Invoice Date Due Date Payment Date PO Number Amount Status Payment Number Remark

If your invoice was sent more than 20 days ago and you do not see it in the tool, please create a ticket in Service Now

LINKS

- CSM Service Now Portal
- Coupa Purchasing Tool

You have the option to export to Excel, at the bottom right.

Home > Home

Welcome to Accounts Payable Web Portal

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Supplier Number Invoice Number Invoice Date From Invoice Date To Status

Payment Number Search Export

Voucher Number Supplier Number Vendor Name Invoice Number Invoice Date Due Date Payment Date PO Number Amount Status Payment Number Remark

Please note that questions sent to this mailbox will not be answered. In case of questions or additional information, in addition to the information you can view in the supplier portal you can create a ticket at [Service Now](#).