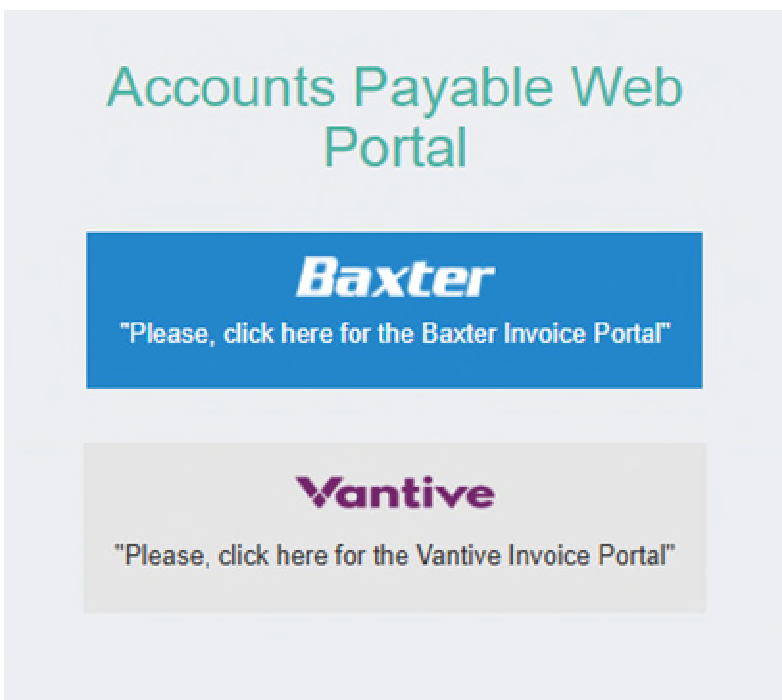
What is the Supplier Invoice Portal

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.

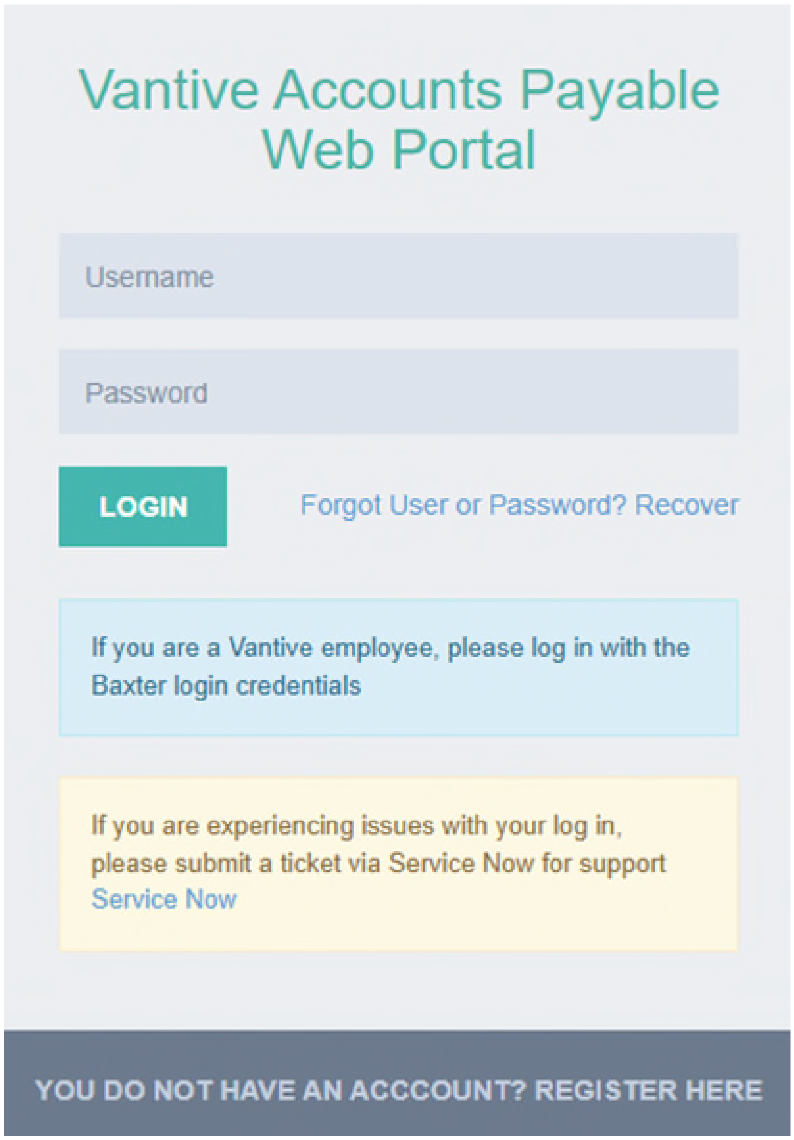
Please note: this portal is only and exclusively for checking the status of invoices, the process of sending invoices and Credit/Debit Notes remains unchanged!

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”.

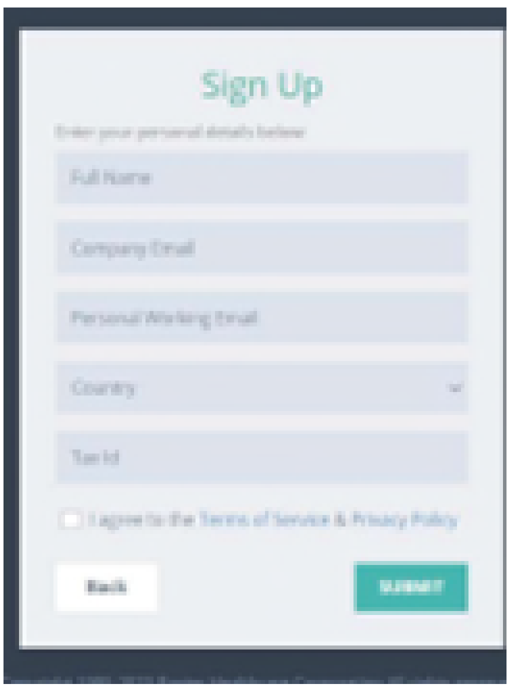


Vantive

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



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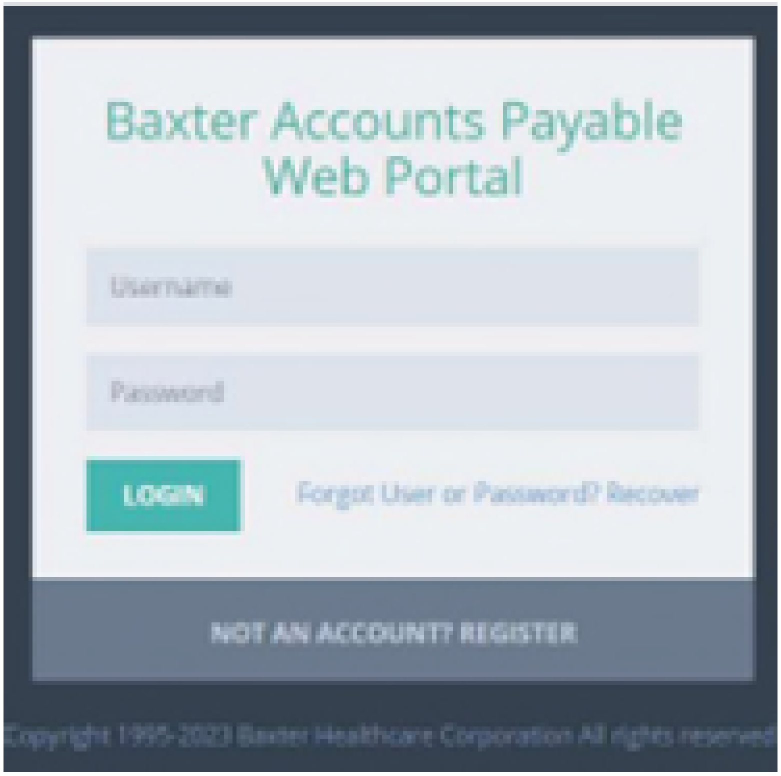
Support

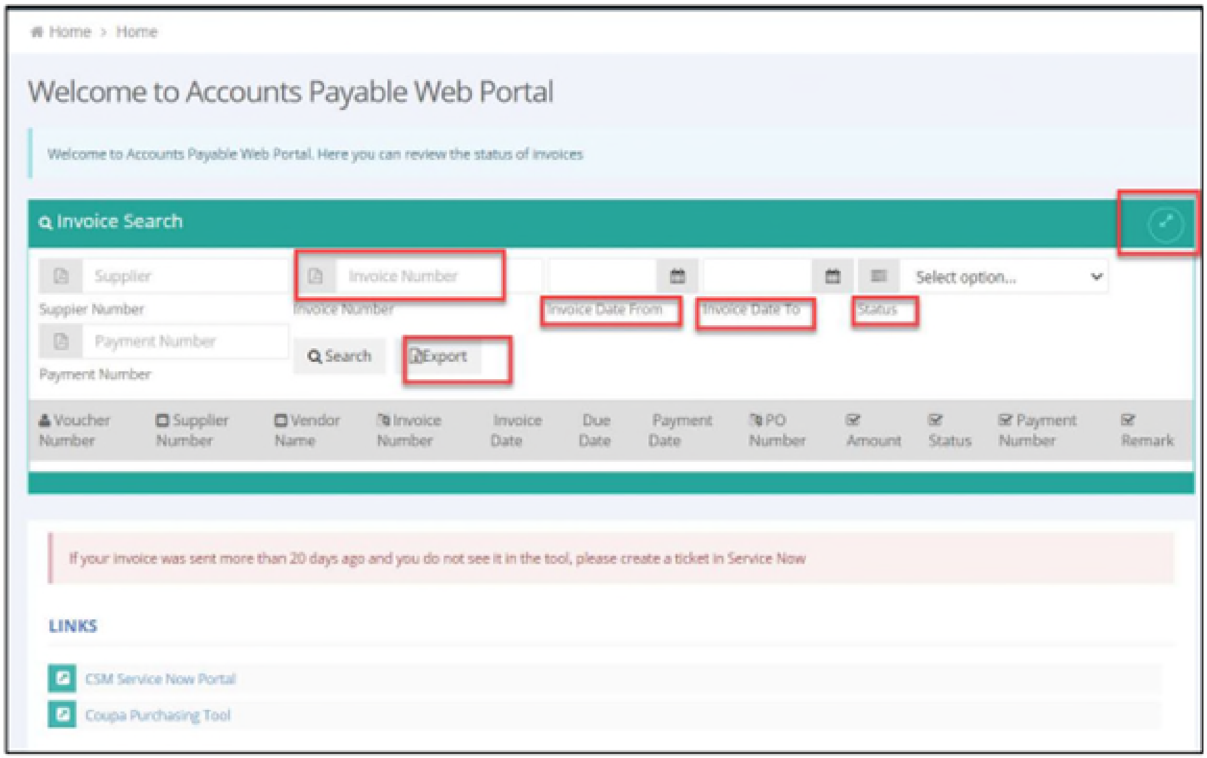
Access to the Supplier Portal:
Enter your registered e-mail address and password and select your preferred language.



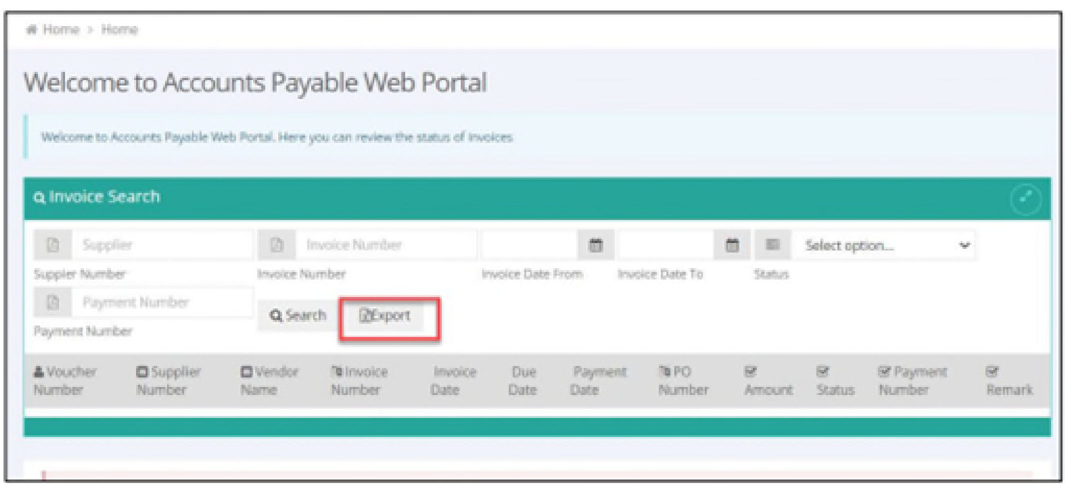
Invoices can be consulted using any of the following filters:

- 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.



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



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.]