



**SOLVAY**

asking more from chemistry®



# Solvay Supplier Invoice Tracking Tool User Guide



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# Solvay Supplier Invoice Tracking Portal

To further demonstrate Solvay commitment to share information with its business partners, Solvay is pleased to announce the implementation of the Solvay Supplier Invoice Tracking Portal. This secure tool will contain information such as:

- Invoice processing status and relevant information regarding items blocked for payment due to discrepancies
- Scheduled payment dates for items successfully processed and maturing in the future
- Remittance details for payments initiated by Solvay inclusive of payment method (check or electronic transfer), payment amount and date.



# Solvay Supplier Invoice Tracking Portal

## How to get access?

The Solvay Supplier Invoice Tracking tool is offered to Solvay's suppliers free of charge. In order to obtain access to the tool, suppliers must complete an enrollment kit consisting of following items:

- Terms of Use Agreement
- Administrator Registration Form

Click [here](#) to obtain the enrollment kit and contacts relating to the Solvay Entity you are invoicing.

We recommend keeping the link to the tool under your "Favorites/Bookmarks".

*Please note this process is only required for initial access. If your company is already enrolled in the tool, please contact your designated company administrator to obtain a new username and password (Administrators: please refer to page 17 for details on how to create new users).*

## System Requirements

Supported Web browsers: Internet Explorer, Mozilla Firefox, Apple, Safari, Opera and Google Chrome.

# Navigating the Portal

## Accessing the Portal

- To access Solvay Supplier Invoice Tracking Portal click [here](#) to see details relating to the Solvay Entity you are invoicing.
- Upon entering the URL, each user will be required to accept the legal disclaimer in order to access to the tool.



Also available in



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Accept

Reject

Solvay © 2014

- If a user clicks the "Reject" button, access to the Portal will be denied until acceptance occurs.

## Navigating the Portal



- Once disclaimer has been accepted, users may enter username and password in the log-in page.

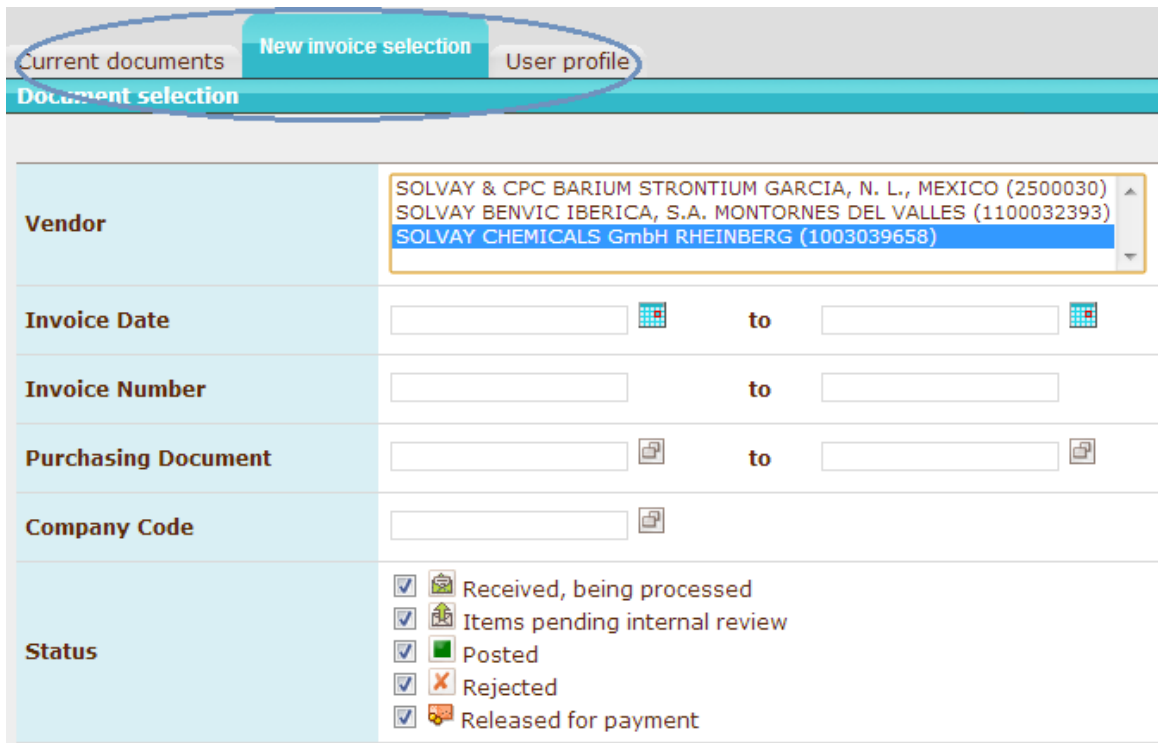


The screenshot shows the Solvay logo and tagline "asking more from chemistry®" at the top right. Below it, a teal header bar contains the text "Please log on". Underneath, there are two input fields: "User" with the value "PT400073" and "Password" with a masked password represented by blue dots. A "Log on" button is located below the password field. At the bottom left, there is a "Help" link.











# Navigating the Portal

## Portal user interface

- There are three sections in the tool. Each one of these sections has its own tab at the top of the page:
  - Current documents
  - New invoice selection
  - User profile



The screenshot shows the 'New invoice selection' tab selected in the top navigation bar. Below the navigation bar is a teal header labeled 'Document selection'. The main form contains the following fields:

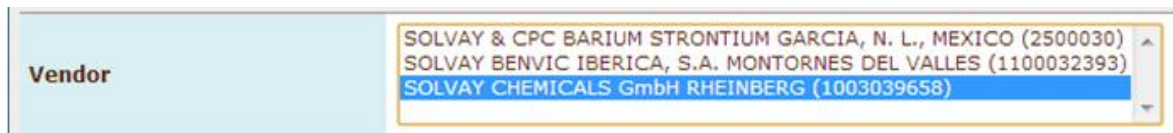
<b>Vendor</b>	SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030) SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393) SOLVAY CHEMICALS GmbH RHEINBERG (1003039658)	
<b>Invoice Date</b>	<input type="text"/> 	to <input type="text"/> 
<b>Invoice Number</b>	<input type="text"/>	to <input type="text"/>
<b>Purchasing Document</b>	<input type="text"/> 	to <input type="text"/> 
<b>Company Code</b>	<input type="text"/> 	
<b>Status</b>	<input checked="" type="checkbox"/>  Received, being processed <input checked="" type="checkbox"/>  Items pending internal review <input checked="" type="checkbox"/>  Posted <input checked="" type="checkbox"/>  Rejected <input checked="" type="checkbox"/>  Released for payment	

## Navigating the Portal

### Portal user interface - New invoice selection

**New invoice selection** is the Portal landing page. Users are able to refine searches by using the available fields as follows:

- **Vendor** - in most cases, there will only will one vendor assigned to a user. In the event multiple vendors are assigned to a user, search results can be refined by clicking one vendor name. Alternatively, a user may choose to view all assigned accounts by pressing down the CTRL key while clicking on multiple vendor accounts.



- **Invoice Date** - the date on the invoice document submitted to Solvay. Search by inserting a single date or a range of dates. Please use date format MM/DD/YY or the interactive calendar to make date selection.
- **Invoice Number:** your invoice number. Search by inserting a single invoice number or a range of invoice numbers.
- **Invoice Total Amount:** the total amount of invoice submitted to Solvay. Search by inserting a single invoice amount or a range of invoice amounts.



# Navigating the Portal

## Portal user interface - New invoice selection

- **Net Amount:** the amount of invoice submitted to Solvay excluding taxes.

Search by inserting a single invoice net amount or a range of invoice net amounts.

- **Due date:** your invoice due date; this due date is calculated based on the payment terms stated on our purchase order. Search by inserting a single date or a range of dates. Please use date format MM/DD/YY or the interactive calendar to make date selection.

- **Currency:** invoice currency. Standard three-letter currency code, for example: EUR: euro, GBP: British pound, USD: American dollar.


- **Purchasing Document:** Solvay's purchase order number. Search by inserting a single purchase order number or a range. You may also display a list of purchase orders by following these steps:

- Click on the match code button:
- A pop-up window will appear; click the Search button to display all purchase orders submitted to your company.
- Proceed to double click on the purchase order # you wish to display.

## Navigating the Portal

### Portal user interface - New invoice selection

• **Company Code:** refers to the internal company code of the Solvay entity billed. For best results please select one Solvay entity from the dropdown list. To display a list of Solvay entities please follow steps below:

- Click on the match code button: 
- A pop-up window will appear; click the Search button to display a listing of Solvay entities:



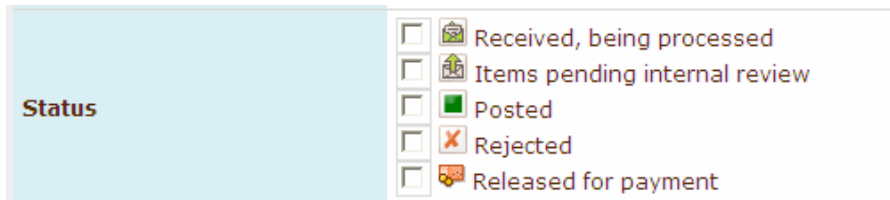
Proceed to double click on the Solvay entity you wish to display.

If your company submits invoices to multiple Solvay entities, you may leave the company code field blank to display a consolidated list of all invoices.

## Navigating the Portal

### Portal user interface - New invoice selection

• **Status:** the processing and payment status of invoices submitted to Solvay . You can select one or multiple status to refine your search or leave blank to display all invoices submitted to Solvay and their corresponding payment/processing status.



The screenshot shows a dropdown menu for the 'Status' filter. The menu is open, displaying five options, each with a checkbox and a small icon:

- Received, being processed (icon: document with checkmark)
- Items pending internal review (icon: document with magnifying glass)
- Posted (icon: green square)
- Rejected (icon: red X)
- Released for payment (icon: document with checkmark and dollar sign)

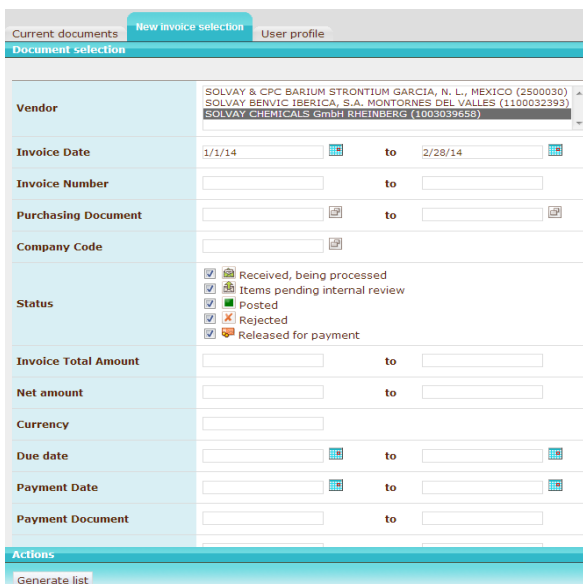
- **Received, being processed** = invoice has been received and entered in our ERP system.
- **Items pending internal review** = invoice has been flagged as having a discrepancy is being reviewed internally. Detailed information regarding type of discrepancy and contact information of person in charge of resolution is provided in the Current Documents – Detail Screen.
- **Posted** = invoice has been successfully processed by Accounts Payable and scheduled to be paid according to payment terms on our Purchase Order.
- **Rejected** = invoice has been rejected by Solvay. Reason for rejection and date when item was rejected is provided on the detail screen.
- **Released for Payment** = invoice has been paid; payment details provided in the Current Documents – Detail Screen.

# Navigating the Portal

## Portal user interface - New invoice selection

- **Payment Date:** the date invoice was paid (check date or ACH initiation date)
- **Payment Amount:** total amount paid to your company in one payment transaction (multiple invoices may be paid in one single payment)
- **Payment Document:** internal reference number generated by Solvay's ERP system once a payment is released. Please note this is an internal payment reference (and not for example, a check or ACH #). You may use the **payment document** number as a search criterion to identify invoices paid in one single payment (reminder: multiple invoices may be paid in one single payment).

After selecting search parameters, click on the **Generate list** button.



The screenshot shows the 'New invoice selection' interface with the following fields and options:

- Vendor:** A dropdown menu with three options: SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030), SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393), and SOLVAY CHEMICALS GmbH RHEINBERG (1003039655).
- Invoice Date:** 1/1/14 to 2/28/14
- Invoice Number:** Empty field to empty field
- Purchasing Document:** Empty field to empty field
- Company Code:** Empty field
- Status:**
  - Received, being processed
  - Items pending internal review
  - Posted
  - Rejected
  - Released for payment
- Invoice Total Amount:** Empty field to empty field
- Net amount:** Empty field to empty field
- Currency:** Empty field
- Due date:** Empty field to empty field
- Payment Date:** Empty field to empty field
- Payment Document:** Empty field to empty field

At the bottom, there is an **Actions** section with a **Generate list** button.

# Navigating the Portal

## Portal user interface - Current documents page

- This page displays the results of the search criteria specified on the “New invoice” selection page.

SI	Doc. no.	Vendor	Invoice Date	Invoice Number	Purch.Doc.	Total Amount	Net Amount	Currency	Due Date	Payment Date	Payment Amount	Company Name
	3323719	2811814	1/28/14	5280103518		1,555.20	0.00	EUR	1/28/14		0.00	SOLVAY ELECTROLYS FR
	3310474	2811814	1/17/14	5280101179	4512022901	1,575.60	0.00	EUR	2/16/14		0.00	SOLVAY ELECTROLYS FR
	3310428	2811814	1/15/14	5280100635	4512022901	1,566.00	0.00	EUR	2/14/14		0.00	SOLVAY ELECTROLYS FR
	3320549	2811814	1/24/14	5280102743	4512022901	1,566.00	0.00	EUR	2/23/14		0.00	SOLVAY ELECTROLYS FR
	3314746	2811814	1/20/14	5280101656	4512022666	2,509.92	0.00	GBP	2/20/14		0.00	SOLVAY INTEROX (GB)
	3300445	2811814	1/13/14	5280100127	4512023650	8,992.80	0.00	EUR	2/12/14		0.00	SOLVAY SPOL IT
	3325069	2811814	1/28/14	5280103549	4512033702	2,233.73	0.00	GBP	2/20/14		0.00	SOLVAY INTEROX (GB)
	3300590	2811814	1/13/14	5280100125	4512023650	9,000.00	0.00	EUR	2/12/14		0.00	SOLVAY SPOL IT
	3334834	2811814	1/20/14	5280101616	4512022901	1,567.20	0.00	EUR	2/19/14		0.00	SOLVAY ELECTROLYS FR
	3323718	2811814	1/27/14	5280103272		1,567.20	0.00	EUR	1/27/14		0.00	SOLVAY ELECTROLYS FR
	3300464	2811814	1/13/14	5280100126	4512023650	8,992.80	0.00	EUR	2/12/14		0.00	SOLVAY SPOL IT
	3300589	2811814	1/13/14	5280100124	4512023650	8,992.80	0.00	EUR	2/12/14	1/24/14	0.00	SOLVAY SPOL IT
	3307915	2811814	1/10/14	5280099628	4512022901	1,567.20	0.00	EUR	2/9/14	1/24/14	0.00	SOLVAY ELECTROLYS FR
	3308234	2811814	1/13/14	5280100075	4512022901	1,567.20	0.00	EUR	2/12/14	1/24/14	0.00	SOLVAY ELECTROLYS FR
	3308229	2811814	1/10/14	5280099629	4512022901	1,567.20	0.00	EUR	2/9/14	1/24/14	0.00	SOLVAY ELECTROLYS FR
	3315929	2811814	1/23/14	5280102591	4512022901	1,567.20	0.00	EUR	2/22/14		0.00	SOLVAY ELECTROLYS FR
	3310386	2811814	1/17/14	5280101180	4512022901	1,576.60	0.00	EUR	2/16/14		0.00	SOLVAY ELECTROLYS FR
	3286630	2811814	1/2/14	5280097719	4512012618	2,346.21	0.00	GBP	2/20/14	2/20/14	0.00	SOLVAY INTEROX (GB)
	3308155	2811814	1/10/14	5280099660	4512014815	2,513.97	0.00	GBP	2/20/14		0.00	SOLVAY INTEROX (GB)

- Results can be sorted (in ascending or descending order) by clicking on any of column headers.

SI	Doc. no.	Vendor	Invoice Date	Invoice Number	Purch.Doc.	Total Amount	Net Amount	Currency	Due Date
	3323719	2811814	1/28/14	5280103518		1,555.20	0.00	EUR	1/28/14
	3310474	2811814	1/17/14	5280101179	4512022901	1,575.60	0.00	EUR	2/16/14
	3310428	2811814	1/15/14	5280100635	4512022901	1,566.00	0.00	EUR	2/14/14
	3320549	2811814	1/24/14	5280102743	4512022901	1,566.00	0.00	EUR	2/23/14
	3314746	2811814	1/20/14	5280101656	4512022666	2,509.92	0.00	GBP	2/20/14
	3300445	2811814	1/13/14	5280100127	4512023650	8,992.80	0.00	EUR	2/12/14

# Navigating the Portal

## Portal user interface - Current documents page

- To display details of a specific invoice, click on its status icon on the far left of the page

Current documents							
New invoice selection User profile							
List of Invoices (20)							
St	Doc. no.	Vendor	Invoice Date	Invoice Number	Purch.Doc.	Total Amount	
	3323719	2811814	1/28/14	5280103518		1,555.20	
	3310474	2811814	1/17/14	5280101179	4512022901	1,575.60	
	3310428	2811814	1/15/14	5280100635	4512022901	1,566.00	
			Items pending internal review	1/24/14	5280102743	4512022901	1,566.00
	3314746	2811814	1/20/14	5280101656	4512022666	2,509.92	
	3300445	2811814	1/13/14	5280100127	4512023650	8,992.80	

- Current documents** – invoice detail page (below) will display pertinent information about the item previously selected.

Current documents	
New invoice selection User profile	
Document number 3320884 Invoice	
Status	Released for payment
Vendor Name	SOLVAY BENVIC IBERICA, S.A.
Company Name	SOLVAY BENVIC EUR FR
Invoice Number	FAX1400028
Invoice Date	1/22/14
Total Amount	31,041.25
Net Amount	0.00
Due Date	3/22/14
Purchasing Document	4512027859
Payment Date	3/23/14
Payment Amount	31,041.25
Payment Document	1510010255
Payment Method	
Check number	
Reason for Rejection	
Reason for Internal Review	
Person in Charge of Resolution	
Resolver's Phone	Resolver's Email
Payment Terms	60 D InvD
	Please contact your respective Solvay Buyer to address payment term discrepancies

Actions
Show overview

## Navigating the Portal

### Portal user interface - Current documents page

To go back to the search result list and select another item, click on [Show list](#) button at the bottom of the page. You may also view details for the previous or next item on the list by clicking on the [Previous invoice](#) and [Next invoice](#) buttons located on the top and bottom right side of the page. Please refrain from using your browser's [Back](#) and [Forward](#) buttons, otherwise, you may lose connection to the Portal.

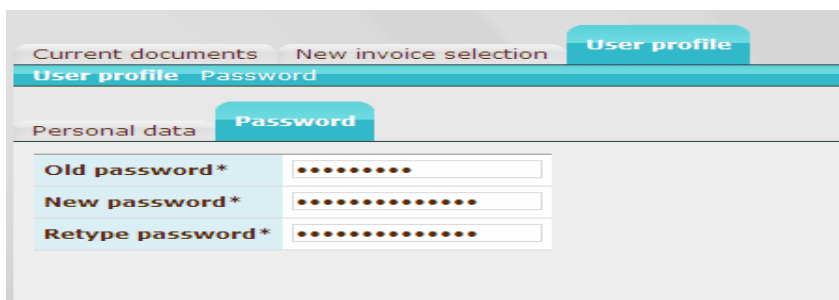
# Navigating the Portal

## Portal user interface - User Profile page

This page allows all users to change their passwords and update user details. Instructions on how to perform these tasks below:

### Changing your password

- Click the User profile tab. Click the Password tab.
- Enter your old and new passwords.
- Click Save. The change applies immediately.



The screenshot shows the 'User profile' page with the 'Password' tab selected. The 'Personal data' tab is also visible. The form contains three password input fields: 'Old password\*', 'New password\*', and 'Retype password\*', each with a masked password field.

### Changing your user details

- Click the User profile tab. Click the Personal data tab.
- Change your details
- Click Save. The change applies immediately.

**Note:** You cannot change your User ID.



The screenshot shows the 'User profile' page with the 'Personal data' tab selected. The form contains three input fields: 'First name, last name \*' with the value 'Ana Paula RODRIGUES', 'Email address\*' with the value 'Anapaula.Rodrigues@solvay.com', and 'Telephone\*'. The 'Administration' tab is also visible.



# Navigating the Portal

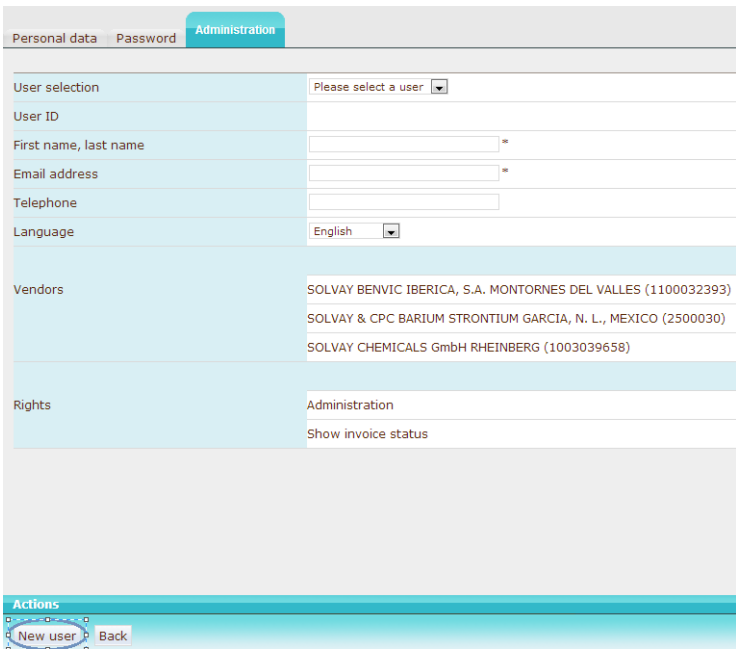
## Portal user interface - Administrators Profile Page

As a Portal administrator you can:

- Create new users
- View and edit users
- Permanently delete users
- Temporarily lock users
- Reset user passwords

### Creating a new user

1. Click the **User profile** tab and then the **Administration** tab
2. In the Actions box, click **New User**.



The screenshot displays the 'Administration' tab of the user profile page. It features a navigation bar with 'Personal data', 'Password', and 'Administration' tabs. Below the navigation bar, there is a 'User selection' dropdown menu with the text 'Please select a user'. The main form contains several input fields: 'User ID', 'First name, last name', 'Email address', and 'Telephone'. The 'Language' dropdown is set to 'English'. The 'Vendors' section lists three options: 'SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393)', 'SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030)', and 'SOLVAY CHEMICALS GmbH RHEINBERG (1003039658)'. The 'Rights' section shows 'Administration' and 'Show invoice status'. At the bottom, the 'Actions' bar contains a 'New user' button (circled in red) and a 'Back' button.

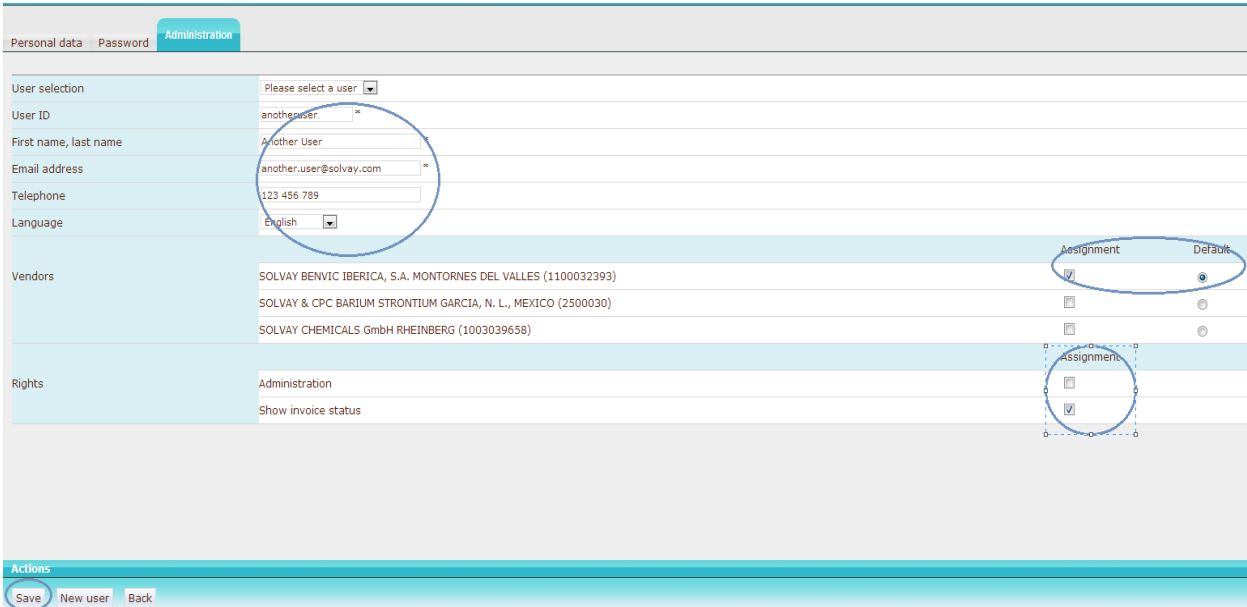
# Navigating the Portal

## Portal user interface - Administrators Profile Page

### 3. On the Create user page enter:

- User ID
- Name and contact details
- The **Language** that the Portal is displayed in (this can be different for each user).
- The **Vendors** / organizational unit (s) whose invoices the user can view. Also select which vendor is selected by default when the user logs on to the Portal.
- Select the “Show Invoice Status” **Privilege**: PLEASE DO NOT ASSIGN ADMINISTRATIVE RIGHTS TO USERS

### 4. Click Save to create the user:



Personal data	Password	Administration												
User selection	Please select a user													
User ID	anotheruser *													
First name, last name	Another User													
Email address	another.user@solvay.com *													
Telephone	123 456 789													
Language	English													
Vendors		<table border="1"><thead><tr><th></th><th>Assignment</th><th>Default</th></tr></thead><tbody><tr><td>SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393)</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="radio"/></td></tr><tr><td>SOLVAY &amp; CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030)</td><td><input type="checkbox"/></td><td><input type="radio"/></td></tr><tr><td>SOLVAY CHEMICALS GmbH RHEINBERG (1003039658)</td><td><input type="checkbox"/></td><td><input type="radio"/></td></tr></tbody></table>		Assignment	Default	SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393)	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030)	<input type="checkbox"/>	<input type="radio"/>	SOLVAY CHEMICALS GmbH RHEINBERG (1003039658)	<input type="checkbox"/>	<input type="radio"/>
	Assignment	Default												
SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393)	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>												
SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030)	<input type="checkbox"/>	<input type="radio"/>												
SOLVAY CHEMICALS GmbH RHEINBERG (1003039658)	<input type="checkbox"/>	<input type="radio"/>												
Rights	Administration	<table border="1"><thead><tr><th>Assignment</th></tr></thead><tbody><tr><td><input type="checkbox"/></td></tr><tr><td><input checked="" type="checkbox"/></td></tr></tbody></table>	Assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>									
Assignment														
<input type="checkbox"/>														
<input checked="" type="checkbox"/>														

Actions: **Save** New user Back

## Navigating the Portal

### Portal user interface - Administrators Profile Page

#### 5. Click **Reset** password

- A temporary password is sent to the user. The new user can log on to Portal immediately and perform the actions designated to him/her.



#### Viewing / editing a user

##### 1. Click the **User profile** tab and then the **Administration** tab.

The user **Administration** page opens.

##### 2. In the **Selection of Users** drop-down box, select a user to view or edit.

The **View/edit** user page opens.

##### 3. Click **Save** to apply any changes you make.

**Note:** You cannot change a user's User ID. If you wish to assign a new User ID, you must create a new user.

# Navigating the Portal

## Portal user interface - Administrators Profile Page

### Deleting a user

Use this procedure to permanently delete user accounts from the Portal.

1. Click the **User profile** tab and then the **Administration** tab.

The user **Administration** page opens.

2. In the **Selection of Users** box, select the user you want to delete.

3. Under Actions, click **Delete**

### Locking a user

You can lock, or temporarily disable users from logging in to Portal. Locked users can be unlocked at any time.

**Note:** You need administration rights to be able to lock users.

1. Click the User profile tab and then the **Administration** tab.

The user **Administration** page opens.

2. In the **Selection of Users** box, select the user you want to lock/unlock.

3. Under **Actions**, click **Lock** or **Unlock**.

# Navigating the Portal

## Portal user interface - Administrators Profile Page

### Resetting a password

**Note:** You need administration rights to be able to reset user passwords.

1. Click the **User profile** tab and then the **Administration** tab. The user **Administration** page opens.
2. In the **Selection of Users** box, select the user whose password you want to reset.
3. Under **Actions**, click **Initialize password**. A new password is emailed to the user.



# Navigating the Portal

## Frequently Asked Questions

### 1 - What are the benefits of the Solvay Supplier Invoice Tracking Portal?

- Real time information about processing/payment status of invoices submitted to Solvay
- Ability to confirm invoice was received by Solvay
- Information about invoices blocked for payment due to discrepancies; contact information of person in charge of resolution
- Ability to confirm schedule payment dates for items successfully processed

### 2 - Who do I contact to enroll in the Portal and/or for general questions on how to use the tool?

To request the enrollment kit or if you need assistance navigating the tool, please click [here](#) to see details relating to the Solvay Entity you are invoicing.

### 3 - How do I obtain a user ID/password?

If your company is already enrolled in the Portal, please contact your designated Portal Administrator (an employee within your company) to request a user ID and a password.



# Navigating the Portal

## Frequently Asked Questions

### **4 - What if I do not see my invoice listed on the Portal?**

Please allow 5 business days from date of submission for the item to be visible on the Portal.

### **5 - Who do I contact if I have additional questions about payment status of my invoices?**

If a particular invoice is being reviewed for discrepancies, please contact the person in charge of resolution listed on the “Current Document –Detail” page.

For all other inquiries, please click [here](#) to see details relating to the Solvay Entity you are invoicing.



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