

Solvay Supplier Invoice Tracking Tool

5 steps to check your invoice status:

Enrolling

1. Access our Solvay.com website through this **webform** to register on to the Supplier Invoice Tracking tool.
2. Select the correct Solvay Company through this **link**

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

Tool Navigation

3. Choose the correct Vendor account

* Tip: It is common to have more than one vendor account. If you are not sure which one is correct, you can choose all vendors available by pressing down the CTRL key while clicking on multiple vendor accounts.

Vendor	SOLVAY & CPC BARIUM STRONTIUM GARCIA, N. L., MEXICO (2500030) ▲ SOLVAY BENVIC IBERICA, S.A. MONTORNES DEL VALLES (1100032393) SOLVAY CHEMICALS GmbH RHEINBERG (1003039658) ▼
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4. Search for your invoice by Invoice or Purchase Order number

*Tip: Do not use special characters (-, /, _) and add your invoice number between the * symbol.

Invoice Date	<input type="text"/>		to	<input type="text"/>	
Invoice Number	<input type="text" value="*123*"/>		to	<input type="text"/>	
Purchasing Document	<input type="text"/>		to	<input type="text"/>	
Company Code	<input type="text"/>				
Status	<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				

5. **Status:** Select all possible statuses before beginning your search

Status	<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

Status definition:

- **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 and is being reviewed internally. Detailed information regarding the 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.

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

St	Doc. no.	Vendor	Invoice Date	Invoice Number	Purch.Doc.	Total Amount	Net Amount	Currency	Due Date
	3323719	2811814	1/28/14	5280109518		1,533.20	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

For all inquiries, please click **here** to see details relating to the Solvay Entity you are invoicing.