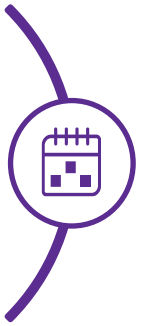


How to track the payment of my invoice with an Ariba standard account?

1. Scheduled payments*

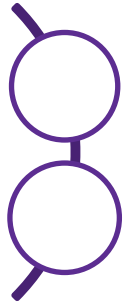


Follow the steps to view the scheduled payments



* Scheduled payment = the **estimated net due date** based on the payment term, regardless the invoice status.

Steps to follow



1. Open the mail you received from Ariba Network : “Notice of new Scheduled Payment”

2. Click on “[View Scheduled Payment](#)” to open your Scheduled Payment in Ariba Network

Notice of new scheduled payment [Inbox x](#)

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com> [Unsubscribe](#)
to me



Important! -- New scheduled payment has been received.

Dear

Proximus S.A. de droit public - TEST has approved the referenced invoice. The summary terms of this offer can be seen below, with the full details in your Ariba Network account.

Payment Details

Customer:
Amount Due:
Scheduled Payment Date:
Payment Proposal ID:
Invoice :
Original Amount:
Adjustment:
Payment Method:
Status: **Scheduled**

Sincerely,
The Ariba Network Team
<https://seller.ariba.com>

[View Scheduled Payment](#)

1. To view the scheduled payment

- Scheduled Payment date = net due date
- Status could be:
 - Scheduled → The payment is scheduled for a given date.
 - On hold → invoice not yet approved for payment
 - Canceled → invoice has been sent back to you

Scheduled Payment:

[Print](#) [Export cXML](#)

[Detail](#) [Payment History](#) [History](#)

Payment Information

Scheduled Payment Date: 31 Jul 2021

Payment Method:
Invoice ID:
Payment Term Code:
Paying Company Code:

PAYMENT PROPOSAL

Original Amount:
Discount Amount:

Amount Due:

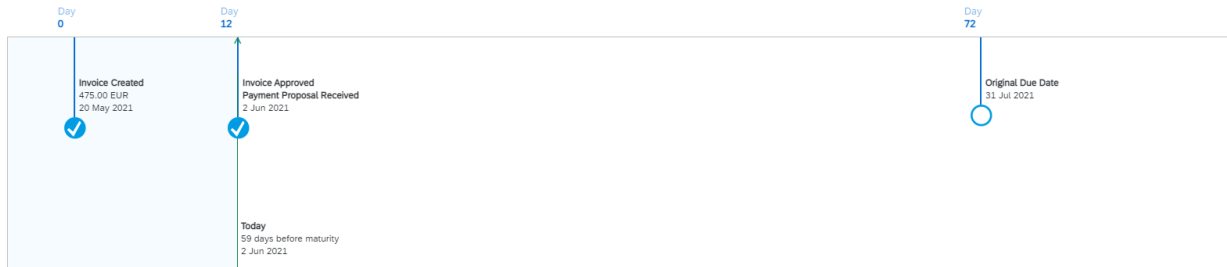
Settlement on 31 Jul 2021

(Scheduled)

Tax Detail Information

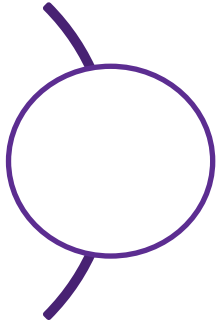
Tax Category ↑	Tax Location	Tax Amount	Tax Adjustment Amount
OtherTaxes			Not Eligible

Payment Timeline



Mailing Scheduled Payment notification

Mails are sent from Ariba Network to keep you informed about your Scheduled Payment:



In the body: “Invoice approved” refers to the fact that the invoice has arrived at Proximus.

Notice of new scheduled payment [Inbox x](#)

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com> [Unsubscribe](#)
to me ▾



Important! -- New scheduled payment has been received.

Dear [REDACTED]

Proximus S.A. de droit public - TEST has approved the referenced invoice. The summary terms of this offer can be seen below, with the full details in your Ariba Network account.

Payment Details

Customer: [REDACTED]
Amount Due: [REDACTED]
Scheduled Payment Date: [REDACTED]
Payment Proposal ID: [REDACTED]
Invoice : [REDACTED]
Original Amount: [REDACTED]
Adjustment: [REDACTED]

Payment Method: [REDACTED]
Status: **Scheduled**

Sincerely,
The Ariba Network Team
<https://seller.ariba.com>

[View Scheduled Payment](#)

Notification : In case of **changes** in Invoice Status


An invoice booked with an expected payment date may be subject to changes between the time the Scheduled Payment Date was issued and the Remittance Advice foreseen.

In this case, notification mails will be sent to the supplier for this notice.

In addition, in the Scheduled Payment Date extract, the invoice status will change from “ scheduled ” to “ **On Hold**”

Scheduled Payments

► Search Filters

Scheduled Payments (3) 

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Settlement Date	Remaining	Amount Due	Status	Early Pay Status
	Proximus S.A. de droit public - TEST	Test RAdv Sce 2	Other	5 Jul 2021		35 Days		Scheduled	Not Eligible
	Proximus S.A. de droit public - TEST	Test RAdv Sce 1	Other	5 Jul 2021		35 Days		On Hold	Not Eligible
	Proximus S.A. de droit public - TEST	Test RAdv Sce 3	Other	5 Jul 2021		35 Days		Scheduled	Not Eligible

** Values are estimates only

Notification : In case of changes in Invoice Status

In case the invoice is rejected, the notice will be sent the same way.

The supplier is expected to see “ **Canceled** ” iso of “Scheduled ” from the initial Scheduled Payment Date extract.

Important :

No change will be reflected from the Payment Timeline which will still show the initial status.

The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The main content area shows a 'Scheduled Payment' with a 'To Inbox' button. Below this, there are tabs for 'Detail', 'Payment History', and 'History'. The 'Payment Information' section lists details such as Scheduled Payment Date, Payment Method, Invoice ID, Payment Term Code, and Payer Company Code. A 'PAYMENT PROPOSAL' is highlighted with a red box, showing a status of '(Canceled)'. Below the payment information, the 'Payment Timeline' is shown with three key events: 'Invoice Created' (728.00 EUR, 21 May 2021) with a blue checkmark, 'Invoice Approved / Payment Proposal Received' (4 Jun 2021) with a blue checkmark, and 'Original Due Date' (5 Jul 2021) with a blue circle.

SAP Ariba Network Enterprise Account TEST MODE Back to classic view ? RV

Scheduled Payment: [Redacted] To Inbox

Detail Payment History History

Payment Information

Scheduled Payment Date [Redacted]
Payment Method [Redacted]
Invoice ID [Redacted]
Payment Term Code [Redacted]
Paying Company Code [Redacted]

PAYMENT PROPOSAL (Canceled)

Original Amount: (880.88 EUR)
Discount Amount: (0.00 EUR)
Amount Due: (880.88 EUR)

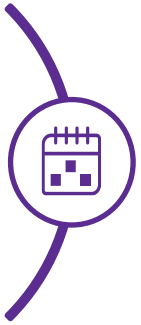
Payment Timeline

Day 0 Invoice Created 728.00 EUR 21 May 2021 ✓

Day 13 Invoice Approved Payment Proposal Received 4 Jun 2021 ✓

Day 45 Original Due Date 5 Jul 2021 ○

2. Remittance Advices*

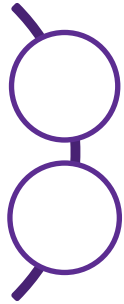


Follow the steps to view the remittance advices



* Remittance Advice = Date on which we instructed our bank to pay your invoice (payment date)

Steps to follow



1. Open the mail you received from Ariba Network : “Notice of new Remittance Advice”

2. Click on the link to open your Remittance Advice in Ariba Network



This notification contains important information about your [REDACTED]

Ariba Network

A new Remittance Advice has been received successfully. This Remittance Advice is stored online.

Customer: Proximus S.A. de droit public - TEST

Supplier: [REDACTED]

Remittance Advice #: [REDACTED]

This Remittance Advice is available online to both you and the Customer.

Click the following URL to view it online.

<https://service.ariba.com/Supplier.aw/ad/documentDetail?docPayload=005056> [REDACTED]

If you have any questions regarding this Remittance Advice, please contact Proximus S.A. de droit public - TEST directly.

Sincerely,
The Ariba Team

2. To view the Remittance advices

← Back to classic view



Print Export cXML Download CSV

Detail History

proximus

From
Proximus S.A. de droit public - TEST
PAYER: Proximus
(Show Payer Details)

To

REMITTANCE ADVICE

(Paid)

Gross Amount:
Withholding Tax:
Amount Paid:
Estimated Settlement on 2 Jun 2021

Payment Detail

Payment Method:
Reference Number:
Related Payment:
Identified Differences:

Routing Status: Sent

Transaction Date: 2 Jun 2021

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice:		0.00 EUR				

ADDITIONAL INFORMATION

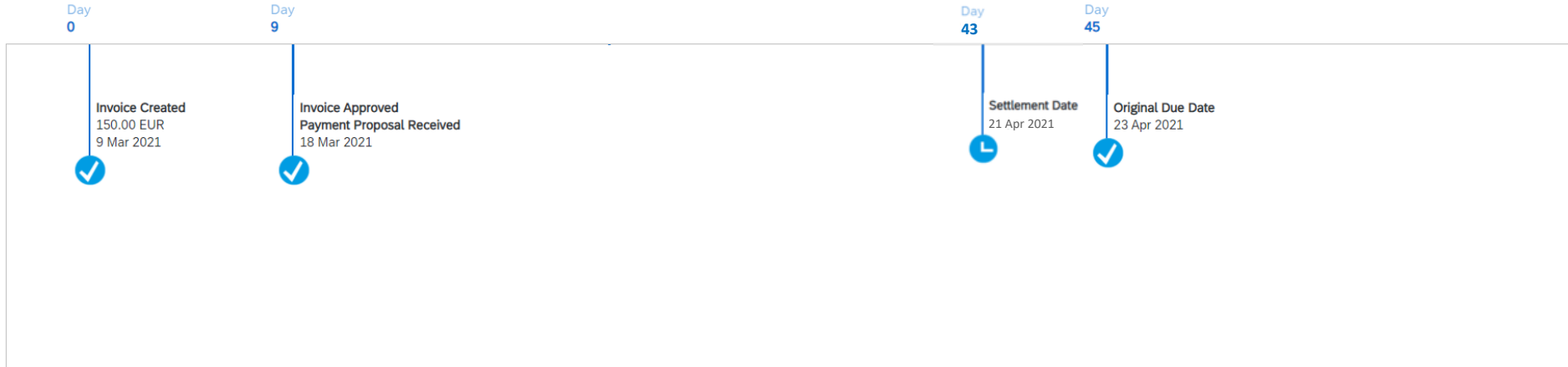
buyerInvoiceID:

Gross Amount:
Discount Applied:
Withholding Tax:
Adjustment:
Amount Paid:

- **Payment Date** = Remittance Advice
- **Status** = Paid

Payment Timeline of a Remittance Advice

Payment Timeline



Additional Information

Organization Unit:
originalInvoiceNo:
buyerInvoiceID:
fiscalYear:

Remarks :

- Invoice Created Amount is VAT exclusive.
- Invoice Approved = invoice is approved to follow standard Payment Procedure (this does not necessarily mean approved for payment)

Thank You