

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

Before continuing:

- be sure that you have an Enterprise account
- Verify in Ariba Network the correct status of your invoice: acknowledged

Orders and Releases

- Orders and Releases
- Items to Confirm**
- Items to Ship
- Return Items

Search Filters

Orders and Releases (4)

Type	Order Number ↑	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	10000000000000000000	1	Proximus S.A. de droit public - TEST		10000000000000000000	Not Specified	3.00 EUR	12 May 2020	Invoiced	Invoice	3.00 EUR	Original	Actions
Order	10000000000000000000	1	Proximus S.A. de droit public - TEST		10000000000000000000	Not Specified	0.00 EUR	12 May 2020	New	Invoice	0.00 EUR	Original	Actions
Order	10000000000000000000	1	Proximus S.A. de droit public - TEST		10000000000000000000	Not Specified	0.00 EUR	12 May 2020	New	Invoice	0.00 EUR	Original	Actions
Order	10000000000000000000	1	Proximus S.A. de droit public - TEST		10000000000000000000	Not Specified	0.00 EUR	21 Aug 2020	New	Invoice	0.00 EUR	Original	Actions

- Create Order Confirmation
- Create Ship Notice
- Create Invoice
- Manage Time & Expenses
- Hide
- Resend Failed Orders

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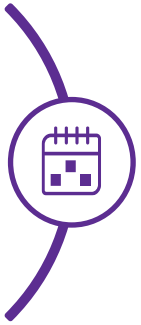
Search Filters

Orders and Releases (4)

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- [Hide](#)
- [Resend Failed Orders](#)

1. Scheduled payments*



Follow the steps to view [all](#) the scheduled payments



* Scheduled payment = the [estimated net due date](#) based on the payment term, regardless the invoice status.

1. To view all the scheduled payments



Inbox

Outbox

Catalogs

Enablement Tasks

Reports

In the Inbox, click "Scheduled Payments"

Orders and Releases

Time & Expense Sheets

Early Payments

Scheduled Payments

Remittances

Inquiries

Contracts

Notifications

Receipts

Pending Queue

Items to Ship Return Items

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Order

Order

Order

Order

Order

Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
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Resend Failed Orders

1. To view all the scheduled payments



- **Reference** = your invoice number
- **Scheduled Payment date** = net due date
- **Status** = Scheduled → The payment is scheduled for a given date.

Scheduled Payments

▶ Search Filters

Scheduled Payments (1)



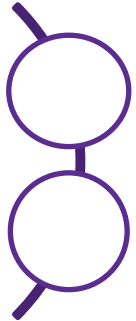
Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Settlement Date	Remaining	Amount Due	Status ↑	Early Pay Status
	Proximus S.A. de droit public - TEST		Other	31 May 2021		59 Days	3.18 EUR	Scheduled	Not Eligible

** Values are estimates only



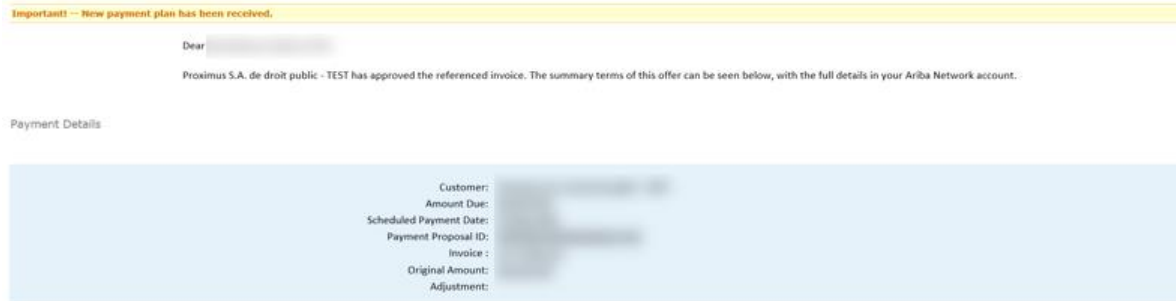
Mailing Payment Proposal

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

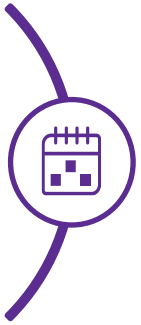


In the title: “Payment Plan” refers to “Payment Proposal”

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



2. Remittance Advices*



Follow the steps to view [all](#) the remittance advices



* Remittance Advice = the [clearing date](#) of your invoice

2. To view all the Remittance Advices



Inbox

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Catalogs

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Orders and Releases

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Items to Ship Return Items

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Resend Failed Orders

2. To view all the remittance advices



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

Remittances

► Search Filters

Remittances (3)



Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
	Proximus S.A. de droit public - TEST	8 Apr 2021		Other		3,630.00 EUR	0.00 EUR	0.00 EUR	3,630.00 EUR		Paid	Sent
	Proximus S.A. de droit public - TEST	8 Apr 2021		Other		9.54 EUR	0.00 EUR	0.00 EUR	9.54 EUR		Paid	Sent
	Proximus S.A. de droit public - TEST	1 Apr 2021		Other		181.50 EUR	0.00 EUR	0.00 EUR	181.50 EUR		Paid	Sent

Payment Timeline of a Remittance Advice

Payment Timeline



Additional Information

Organization Unit: BELG
originalInvoiceNo: WHT1235
buyerInvoiceID: 0010000071
fiscalYear: 2021

Remark : Invoice created Amount is VAT exclusive.

Thank You