MyAccount
Invoice Inquiry
English

Revision Date: April 2, 2013

Purpose:
To explain the process for viewing Supplier Invoice Payment status through the Supplier Portal.

Log onto www.airproducts.com

On top right corner select <APDirect MyAccount>

APDirect® MyAccount | Contact Us | Customer Support

Enter your Username and Password.

Already registered
If you have already registered, please login below

*Username* / E-mail:
supplier@companyname.com

*Password*:
***********

Forgot your password?

Login
You will be directed to the Supplier Welcome Page and will **only** see the applications that you have access to on the left toolbar. Click on <Invoice Inquiry>.
You will be directed to the following screen. From here, select the vendor(s) you want to search on. Multiple selections are allowed by checking more than one box.

You can then either select a date range OR an option from the Search for Payment Information list.

**Note:** If you select “No date Restrictions” in the Date Range field, this will only search on Pending Status. You cannot search on Closed Status using “No date Restriction”.

If you choose an option from the Search for Payment Information list, you will need to then provide a value in the Matching or Starting With field.

Options in the Search for Payment Information list are:
- PO Number
- Invoice Number
- Invoice Amount
- Payment Amount

Choose if you want to see Pending (not yet paid or processed) invoices or Closed (paid) invoices.

Click on <Submit>
You will receive a listing of Invoices based on your Search criteria. This listing shows all the details of each Invoice. See screen below.

The top line reflects: APCI Vendor Code, Invoice number, PO number, Status of Payment, Reason if Blocked, Payments Terms, Invoice Date, Due Date, Payment date (if paid) and Attachment link to the invoice copy you provided us to pay from.

The second line reflects: APCI Company Code, Currency, Gross Amt, Amt Paid, APCI Contact Information, Balance Due, Disc Pending, Disc Taken (if any) and Tax amt.

Note: APCI contact person is available only when an Invoice is Blocked for Payment. You may contact this person to verify why Invoice has not been paid.

Summary Information

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Invoice</th>
<th>PO</th>
<th>Status</th>
<th>Reason if Blocked</th>
<th>Terms</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Payment Date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0070061635</td>
<td>BR0116520</td>
<td>USD 0.00</td>
<td>Pending</td>
<td>2% 10 days net 45 6.6%</td>
<td>26 March 2013</td>
<td>10 May 2013</td>
<td>Invoice att</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0070061635</td>
<td>BR0116521</td>
<td>USD 1,710.29</td>
<td>Pending</td>
<td>2% 10 days net 45 6.6%</td>
<td>26 March 2013</td>
<td>10 May 2013</td>
<td>Invoice att</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0070061635</td>
<td>BR0116522</td>
<td>USD 4,956.51</td>
<td>Pending</td>
<td>2% 10 days net 45 6.6%</td>
<td>26 March 2013</td>
<td>10 May 2013</td>
<td>Invoice att</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0070061635</td>
<td>BR0116523</td>
<td>USD 1,706.34</td>
<td>Pending</td>
<td>2% 10 days net 45 6.6%</td>
<td>26 March 2013</td>
<td>10 May 2013</td>
<td>Invoice att</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
At the bottom of the screen you have the option to export this listing to excel by clicking on the <Export to Excel>.

You can now manually update columns and rows based on your personal criteria’s.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR</td>
<td>COMPANY</td>
<td>INVOICE</td>
<td>PO</td>
<td>GROSS_A</td>
<td>STATUS</td>
<td>AMOUNT</td>
<td>REASON</td>
<td>DOCUM</td>
</tr>
<tr>
<td>10013754 US10</td>
<td>117676</td>
<td>4.5E+09</td>
<td>142.4</td>
<td>Pending</td>
<td>0</td>
<td>QUANTITYZN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10013754 US10</td>
<td>116004</td>
<td>4.5E+09</td>
<td>20973.75</td>
<td>Pending</td>
<td>0</td>
<td>QUANTITYZN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10013754 US10</td>
<td>115895</td>
<td>4.5E+09</td>
<td>20973.75</td>
<td>Pending</td>
<td>0</td>
<td>QUANTITYZN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10013754 US10</td>
<td>114991</td>
<td>4.5E+09</td>
<td>53692.8</td>
<td>Pending</td>
<td>0</td>
<td>QUANTITYZN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view Invoice details, click on the Invoice number.

You will see specific PO Line Item details that this Invoice was submitted for:

<table>
<thead>
<tr>
<th>Line number</th>
<th>Matching PO line</th>
<th>Description</th>
<th>Vendor part nbr</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Quantity invoiced</th>
<th>Line amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
<td>EA</td>
<td>3521.85</td>
<td>1.000</td>
<td>3521.85</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td></td>
<td></td>
<td>EA</td>
<td>3521.85</td>
<td>1.000</td>
<td>3521.85</td>
</tr>
</tbody>
</table>
To view Payment details, click on the Payment Date:

![Payment Date](image)

20111114

You will see details of the payment that was made. See screen below. If additional invoices were paid on the same payment/check, click on <Check Details>

You will receive a listing of all the Invoices that were paid against this payment/check:

**Note:** if you select the Invoice number, you can see the PO line item that this invoice was paid against.

**Note:** You are able to export all of this information to excel for ease of view.
Example Invoice Number 1951561003 was selected.

Example: Results shown when exported to Excel:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2250739000</td>
<td>169.13</td>
<td>0</td>
</tr>
<tr>
<td>19790112001</td>
<td>51.49</td>
<td>0</td>
</tr>
<tr>
<td>2634657903</td>
<td>384.15</td>
<td>0</td>
</tr>
<tr>
<td>1951561003</td>
<td>129.64</td>
<td>0</td>
</tr>
<tr>
<td>1900450999</td>
<td>756.12</td>
<td>0</td>
</tr>
<tr>
<td>2234528800</td>
<td>300.76</td>
<td>0</td>
</tr>
<tr>
<td>20530010002</td>
<td>215.6</td>
<td>0</td>
</tr>
<tr>
<td>2108571999</td>
<td>749.78</td>
<td>0</td>
</tr>
<tr>
<td>2282115001</td>
<td>67.53</td>
<td>0</td>
</tr>
<tr>
<td>2211599999</td>
<td>145.8</td>
<td>0</td>
</tr>
<tr>
<td>2256720200</td>
<td>298.42</td>
<td>0</td>
</tr>
<tr>
<td>2041113001</td>
<td>550</td>
<td>0</td>
</tr>
<tr>
<td>2152859999</td>
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<td>0</td>
</tr>
<tr>
<td>1527058010</td>
<td>208.08</td>
<td>0</td>
</tr>
<tr>
<td>2061330002</td>
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<tr>
<td>2190890999</td>
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</tr>
<tr>
<td>2223870901</td>
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</tr>
<tr>
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<td>82.02</td>
<td>0</td>
</tr>
<tr>
<td>2304840000</td>
<td>29.34</td>
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</tr>
<tr>
<td>2290408000</td>
<td>150</td>
<td>0</td>
</tr>
<tr>
<td>2290378000</td>
<td>76.48</td>
<td>0</td>
</tr>
</tbody>
</table>

To view a copy of the invoice document you sent us to process, click on the Attachment link.

A pop up window will display with the document we have stored in our system.

-End of Invoice Inquiry Job Aide-