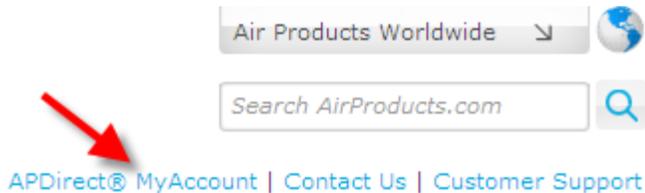# MyAccount
Invoice Inquiry
English

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>

Air Products Worldwide

Search AirProducts.com

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
*Click here if this is not you

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

Vendor Code	Invoice	PO	Status	Reason if Blocked	Terms	Invoice Date	Due Date	Payment Date	Attachment
Company Code	Currency	Gross Amt	Amt Paid	Contact Information	Bal Due	Disc Pending	Disc Taken	Tax	
0070001635	BR0116520		Pending		2% 10 days; net 45 d.o.i	26 March 2013	10 May 2013	00000000	Invoice att
US10	USD	1,710.29	0.00		1,710.29	34.21	0.00	0.00	
0070001635	BR0116521		Pending		2% 10 days; net 45 d.o.i	26 March 2013	10 May 2013	00000000	Invoice att
US10	USD	4,395.51	0.00		4,395.51	87.91	0.00	0.00	
0070001635	BR0116523		Pending		2% 10 days; net 45 d.o.i	26 March 2013	10 May 2013	00000000	Invoice att
US10	USD	1,706.34	0.00		1,706.34	34.13	0.00	0.00	
0070001635	BR0116525		Pending		2% 10 days; net 45 d.o.i	26 March 2013	10 May 2013	00000000	Invoice att

At the bottom of the screen you have the option to export this listing to excel by clicking on the <Export to Excel>

Export To Excel | new search

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

	A	B	C	D	E	F	G	H	I
	VENDOR	COMPANY	INVOICE_I	PO	GROSS_AI	STATUS	AMOUNT_	REASON	DOCUM
	10013754	US10	117676	4.5E+09	142.4	Pending	0	QUANTITY	ZN
	10013754	US10	116004	4.5E+09	20973.75	Pending	0	QUANTITY	ZN
	10013754	US10	115895	4.5E+09	20973.75	Pending	0	QUANTITY	ZN
	10013754	US10	114991	4.5E+09	53692.8	Pending	0	QUANTITY	ZN

To view Invoice details, click on the Invoice number.

Invoice

Currency

9905142824

USD

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

Invoice:		990514282						
Line number	Matching PO line	Description	Vendor part nbr	Unit of Measure	Unit Price	Quantity invoiced		Line amt
1	10			EA	3521.550	1.000		3521.55
2	20			EA	3521.550	1.000		3521.55

To view Payment details, click on the Payment Date:

Payment Date	
Freight	

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>

Invoice: 2015336002

Check/Draft Number:	2000006073	Currency	USD
Check Type:	A	Check Amount:	9288.18
Bank Code:	N/A	Invoice Amount Paid:	2159.60
Check Cleared?		Discount Amount:	0.00
Check Cleared Date:	11 October 2011	1099 Amt Withheld:	0.00
Check Date:	11 October 2011	Payment Method:	T
Cancel Date:			

check details | back to results

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.

To view invoice details, click on the invoice number.

Check Number: 2000006073

#	Invoice	Payment	IRS Withholding
1	2250739000	169.13	0.00
2	1970111001	51.49	0.00
3	2036657003	884.15	0.00
4	1951561003	129.64	0.00
5	1904450999	756.12	0.00

1 2 3 4 5

Export To Excel | check information

Example Invoice Number 1951561003 was selected.

Invoice:	1951561003							
Line number	Matching PO line	Description	Vendor part nbr	Unit of Measure	Unit Price	Quantity invoiced	Line amt
1	20	RC_FtgTube_ELBOW 1/4 T X 1/4 MPT SS		EA	12.230	10.000	122.30

Example: Results shown when exported to Excel:

	A	B	C	D
	INVOICE	PAYMENT	IRS_WITHHOLDING	
	2250739000	169.13	0	
	1970111001	51.49	0	
	2036657003	884.15	0	
	1951561003	129.64	0	
	1904450999	756.12	0	
	2254628000	350.76	0	
	2015336002	2159.6	0	
	2108571999	749.78	0	
	2282115001	67.53	0	
	2211549999	145.8	0	
	2256732000	298.42	0	
	2041133001	550	0	
	2152385999	1347	0	
	1537088010	208.08	0	
	2041133002	191.2	0	
	2180890999	953.28	0	
	2258479001	102.4	0	
	2357911000	82.02	0	
	2304384000	29.34	0	
	2290408000	150	0	
	2290378000	76.48	0	

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

Attachment

Invoice attachment

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

-End of Invoice Inquiry Job Aide-