Supplier access – Invoice Status

With this access you will be able to view the status of your invoices. (Only invoices that are registered in our system under your account)

MENU

ACCESS MYAIRPRODUCTS ACCOUNT

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ACCESS MYAIRPRODUCTS ACCOUNT

1 – Go to this direct login page https://apdirect.airproducts.com/apdirect

2 – Access your account with your credentials by entering the Email/Mobile Phone and the Password +

3 – Once you are on the X – Welcome page go to the upper left-hand corner and click on

HOW TO KNOW IF MY INVOICE HAS BEEN REGISTERED?

1 - How to enter the search criteria:

Enter/select the criteria as per the options from the system.

You must select Vendor Name and Date Range. You can also select to see invoices that are in Pending (not yet paid) or Closed (paid) Status. Once you have entered the details for your search, click submit.

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”.
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**Helpful Tips**

- For search criteria **Show my invoices from within the last**: We suggest not to restrict the search by dates, as selection needs to be made we suggest you to use “No date restrictions” from the drop down list.

- For search criteria **Matching or Starting With**: We suggest not to use *.

  However you can use / if it is part of your invoice number format for example: 19/113

- Make sure to enter the exact number without any spaces

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2 – Comprehension of the information presented

**Invoice not registered** - If you have entered correctly the information in the search fields and you get a message **No Invoices Found!** it means your invoice has not been registered in our system, for the following reasons:

- **Reason:** Invoice has not been received
  **Action:** If you have sent the invoice already, most probably we have not yet received it. We will process it as soon as we receive it. You can check again in a few days.

- **Reason:** There is a discrepancy. It is being investigated so the invoice can be properly registered and paid.
  **Action:** We are dealing with the discrepancy, however if you want more information or an update on when it will be resolved you can contact your mailbox country below.

- **Reason:** The invoice has been rejected and you have been informed by email with a specific rejection reason.
  **Action:** If for any reason you have not received the rejection email and you want to know what is needed to re-submit a correct invoice please contact your mailbox country below.
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Invoice registered - If your invoice(s) has been registered, you will receive a listing of invoice(s) based on your Search criteria.
Example of results : (search criteria is “no date restriction and all pending invoices”)

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>0010109733</td>
<td>652129</td>
<td>4504704582</td>
<td>Pending</td>
<td>Net 45 days date of invoice</td>
<td>13 August 2019</td>
<td>27 September 2019</td>
<td>0000-00-00</td>
<td>Invoice attachment</td>
<td></td>
</tr>
<tr>
<td>GB03</td>
<td>USD</td>
<td>17.68</td>
<td>0.00</td>
<td>17.68</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Invoice attachment</td>
</tr>
</tbody>
</table>

1st Line (marked in yellow):

The top line reflects **APCI Vendor Code, Invoice #, PO#, Status of Payment and Reason if Blocked, Payments Terms, Invoice Date, Due Date, and Payment date**, if paid.

If you click on the Invoice number you will be able to have more details on the invoice booking.
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2nd Line (marked in yellow):
This line reflects APCI company Code, Currency, Gross Amt, Amt Paid, Balance Due, Discount Pending, Discount Taken, if any, Freight and Tax amt.

You can extract the information to an excel file by clicking on Export to Excel at the bottom of the screen.

**WHEN WILL MY INVOICE BE PAID?**
You can see when the invoice is due here
**Supplier access – Invoice Status**

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**PAYMENT DETAILS AND EXTRA INFORMATION**

I want to have more details on the payment of a specific invoice (below information is also available when looking at more than one invoice)

In the Search Criteria page follow the below steps:

- **Show my invoices from within the last:**
  - --Select A Date Range--
  - Do not make any selection here

- **Search for Payment Information by:**
  - Invoice Number
  - Introduce the full Invoice number

- **Matching or Starting With:**
  - 18/483

- **Show only Invoices that are:**
  - Pending
  - Closed

- **Number of Invoices to display per page:**
  - 10

Once you have entered all the information select

**submit**

<table>
<thead>
<tr>
<th>Vendor Code</th>
<th>Invoice</th>
<th>PO</th>
<th>Gross Amt</th>
<th>Amt Paid</th>
<th>Status</th>
<th>Reason if Blocked</th>
<th>Terms</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010075293</td>
<td>18/483</td>
<td>4504</td>
<td>4516450</td>
<td></td>
<td>Closed</td>
<td></td>
<td>Net 30 days date of invoice</td>
<td>18 December 2018</td>
<td>0000-00-00</td>
<td>2019-02-07</td>
</tr>
<tr>
<td>DEC01</td>
<td>EUR</td>
<td>91,192.37</td>
<td>91,192.37</td>
<td>0.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>14,550.21</td>
</tr>
</tbody>
</table>

To view Payment details, click on “Payment Date”

You will see details of the payment that was made.

If additional invoices were paid on the same payment, click on <Check Details>
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Invoice: 18/483

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check/Draft Number</td>
<td></td>
</tr>
<tr>
<td>Check Type:</td>
<td>C</td>
</tr>
<tr>
<td>Currency:</td>
<td></td>
</tr>
<tr>
<td>Check Amount:</td>
<td>0.0</td>
</tr>
<tr>
<td>Bank Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Amount Paid:</td>
<td>91192.87</td>
</tr>
<tr>
<td>Check Cleared?</td>
<td></td>
</tr>
<tr>
<td>Discount Amount:</td>
<td>0.0</td>
</tr>
<tr>
<td>Check Cleared Date:</td>
<td></td>
</tr>
<tr>
<td>1099 Amt Withheld:</td>
<td>0.0</td>
</tr>
<tr>
<td>Check Date:</td>
<td>02 January 0001</td>
</tr>
<tr>
<td>Payment Method:</td>
<td>IHC Payments on Behalf</td>
</tr>
<tr>
<td>Cancel Date:</td>
<td></td>
</tr>
</tbody>
</table>

You will receive a listing of all the invoices that were paid against this payment:

**Note:** if you select the Invoice Number, you can see the PO line item that this invoice was paid against.
Supplier access – Invoice Status

With this access you will be able to view the status of your invoices. (Only invoices that are registered in our system under your account)

HOW CAN I IDENTIFY A PAYMENT RECEIVED?

I received an amount and I am not sure to what invoice(s) it relates to.

In the Search Criteria page follow the below steps:

Show my invoices from within the last:
Select A Date Range

Search for Payment Information by:
Payment Amount

Matching or Starting With:
5348.43

Show only Invoices that are:
Pending
Closed

Number of Invoices to display per page:
10

Submit

Do not make any selection here

Payment amount must be decimal value:
Correct: 5348.43
Wrong: 5,348.43

The system will show you all invoices related to this payment: (To understand the information presented, refer to the part above Comprehension of the information presented.)
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With this access you will be able to view the status of your invoices. (Only invoices that are registered in our system under your account)

CONTACTS AND USEFUL LINKS

Contacts
For incidents / issues with your account please contact the following mailboxes:
Vendors Located in Europe, India, North Africa and Middle East: SWEBEURO@airproducts.com
Vendors Located in North America: Other Issues Form
Vendors Located in Asia: ACCPAYAS@airproducts.com
Vendors Located in South America: proveecl@airproducts.com
Vendor Located in Brazil: pagosbr@airproducts.com

For any further information on invoices please contact our Air Products Accounts Payables Teams:
https://www.airproducts.com/company/suppliers/transactional-info/payment

Links
Direct access to connect to your account: https://apdirect.airproducts.com/apdirect
Supplier Information page https://www.airproducts.com/company/suppliers