

IOL Portal Help Manual

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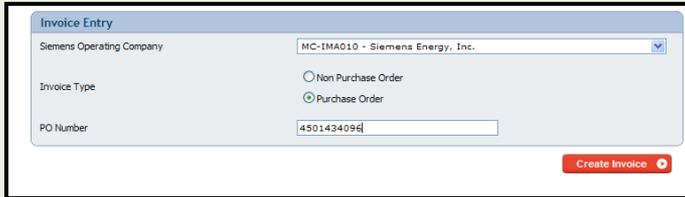
PO Invoice Creation

8 Step Process

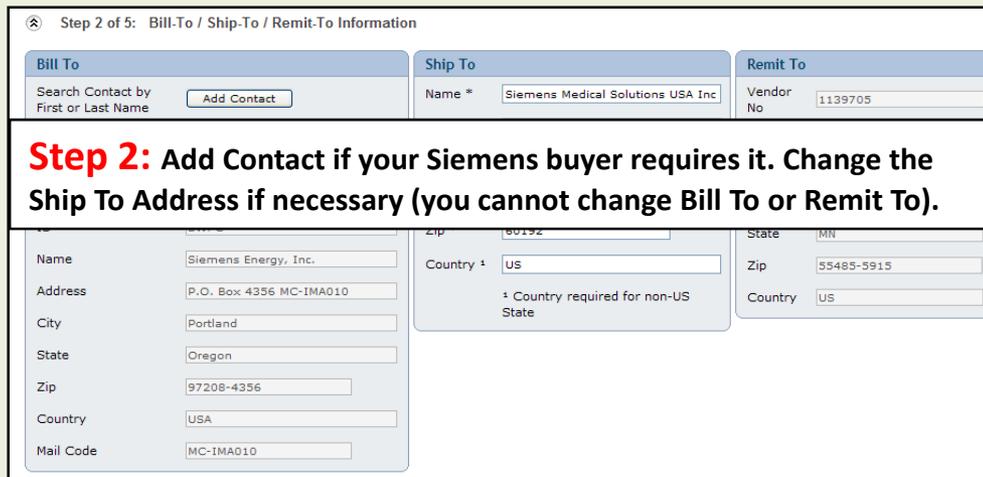
Click Create Invoice



Select SOC, type in the PO #, click Create Invoice button.



Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) . * = required field



Step 2: Add Contact if your Siemens buyer requires it. Change the Ship To Address if necessary (you cannot change Bill To or Remit To).



Step 3: Adding Lines to your PO-based Invoice

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Step 3 of 5: Add / Edit Invoice Line Items

Hide Purchase Order

To add PO lines to Invoice:

- Select line(s) in Purchase Order table below, adjust Qty to Invoice and Price Per Unit as required.
- Locked items are released for further invoicing 24 hours after the invoice is submitted.
- For freight-only invoices, add any line with a quantity of 1.00 and a price per unit of 0.00.
- To add Tax, select a line in the Invoice Line Items table.

Select	Lock	Line Number	Item Number	Item Description	Tax Description	Qty to Invoice	Price Per Unit	Original Quantity	Remaining Quantity	Line Item Balance	Status
<input checked="" type="checkbox"/>		00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH INSTALL	Non-Taxable	1	0.010000	300.00	0.00	0.01	Open
<input type="checkbox"/>		00020	INV 50551 GEISINGER HEALTH SYS	INV 50551 GEISINGER HEALTH SYS	Non-Taxable		3000.000000	1.00	0.00	0.00	Closed
<input type="checkbox"/>		00030	INV 50595 NEW ENGLAND MED CTR	INV 50595 NEW ENGLAND MED CTR	Non-Taxable		3000.000000	1.00	0.00	0.00	Closed
<input type="checkbox"/>		00040	INV 50596 DIAGNOSTIC IMAGING S	INV 50596 DIAGNOSTIC IMAGING S						0.00	Closed
<input type="checkbox"/>		00050	INV 50644 MERCY ME	INV 50644 MERCY ME						0.00	Closed

Step 3: Enter Qty to Invoice into the appropriate field. Adjust Price Per Unit if required (i.e. Blanket POs -- lowering the value to the desired billing amount). Click "Add Selected Line(s) to Invoice" button.

Legend

- Locked in another invoice
- Locked in current invoice
- Closed

Show Purchase Order

Line Editing Form: Select the appropriate line item to **add tax**, enter a Siemens Part No., and adjust the Quantity and Price Per Unit if necessary.

PO Line Item No * 00010

Product/Service Number (+) ECAMSYMBIA MECH I

Product/Service Description (+) ECAMSYMBIA MECH INSTALL

Siemens Part No

Quantity * 1

Unit * ST

Price per Unit * 0.010000

Tax Code Sales and Us. Amount Add Del

Tax

(+) Product/Service Number or Product/Service Description is required

Update line Delete line

To edit an invoice line, select line from table below, make changes in the Line Editing Form and click Update Line.

To delete invoice lines, select one or more lines from table below and click Delete Lines.

This is where your invoice line items are located.

Select	PO Line Number	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total	PO Line Balance
<input type="checkbox"/>	00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH INSTALL		1.00	ST	0.010000	0.01	0.00	0.01	0.01

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To edit an invoice line, select line from table below, make changes in the Line Editing Form and click Update Line.

To delete invoice lines, select one or more lines from table below and click Delete Line.

Select	PO Line Number	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total	PO Line Balance
<input checked="" type="checkbox"/>	00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH INSTALL		1.00	ST	0.010000	0.01	0.00	0.01	0.01

Legend Definitions

- Locked in another invoice:** A preliminary (un-submitted) Invoice exists locking this PO Line Item. Note: Line Item will remain locked until that invoice is submitted.
- Locked in current invoice:** This line has already been added to this invoice.
- Closed:** Your Siemens Buyer has closed this line item. Please contact them to open this line item.

Step 4: Add surcharges or discounts if applicable (freight charges go here).

Step 4 of 5: Surcharges/ Freight Charges/ Discounts etc. (Optional)

Surcharges/ Discounts: 0.00

Add / View

Step 5 of 5: Review and Continue

Review Totals

Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your invoice totals, then click Continue.

Steps 6, 7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

• Attachments: Add / View

You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

• Notes/ Instructions: Add / View

Add special instructions or notes to this invoice.

Step 6: Add attachments such as a PDF copy of the invoice, or scanned receipts, or add Notes/Instructions to the invoice if applicable.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice

Review / Print this Invoice

Step 7: Review/Print your invoice if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.

Step 8 of 8: Submit this Invoice to Siemens AP

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.

Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your invoice to Siemens Accounts Payable.

Non-PO Invoice Creation

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8 Step Process

Click Create Invoice

[-] Create Invoice

- 📄 Create Invoice
- 📄 Create Credit Memo
- 📄 Upload Invoice Spreadsheet

Select SOC / Mail Code, click Create Invoice button.

Invoice Entry

Siemens Operating Company: MC-IMA015 - Siemens Energy, Inc.

Invoice Type: Non Purchase Order Purchase Order

[Create Invoice](#)

Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) – change the Currency type if necessary. * = required field

Step 1 of 5: Invoice Header

Invoice Number *

Invoice Currency *

Invoice Date *

Purchase Order (N/A)

Account No

Payment Terms

Canadian Tax Registration ID (+)

All fields marked with an asterisk (*) are mandatory

Step 3 of 5: Add / Edit Invoice Line Items

Line Editing Form

Product/Service Number

Product/Service Description

Siemens Part No

Quantity *

Unit *

Price per Unit *

Tax Code Amount

[Add Line](#) [Update Line](#) [Delete Line](#)

Step 3: Enter the required fields. Add Tax if applicable. Click Add Line (or Update Line if editing).

Select	Product	Price Per Unit	Amount	Tax	Total
No line items found					

Page 1 of 1 [Records 1 - 1 of 1] - [0.0secs]

Step 2 of 5: Bill-To / Ship-To / Remit-To Information

Bill To

Search Contact by First or Last Name [Add Contact](#)

Ship To

Name *

Address

City

State

Zip

Country

Mail Code

Remit To

Vendor No

State

Zip

Country

Step 2: Click Add Contact to add your Siemens buyer's name/email. Fill out the Ship To address.

Step 4:
Add surcharges or discounts if applicable. Note: Please turn off pop blockers.

Step 4 of 5: Review and Continue

Surcharges/ Discounts: 0.00 Add / View

Step 5 of 5: Review and Continue

Review Totals	
Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your invoice totals, then click Continue.

Steps 6,7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

- Attachments:** Add / View
- You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.
- Notes/ Instructions:** Add / View
- Add special instructions or notes to this invoice.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice Review / Print this Invoice

Step 8 of 8: Submit this Invoice to Siemens AP

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.
Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 6: Add attachments such as a PDF copy of the invoice, or scanned receipts, or add Notes/Instructions to the invoice if applicable.

Step 7: Review/Print your invoice if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.

Step 8: Click this button to submit your invoice to Siemens Accounts Payable.

Upload Invoice Spreadsheet

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Foreword: Spreadsheet Upload can only be used with non-PO invoices. If your company submits more than 100+ invoices per year to Siemens locations, you can apply for approval to use the spreadsheet for PO-based invoices.

Step 2: Click the “Show/Hide” button and thoroughly read through the instructions that appear below.

Step 1: Click “Upload Invoice Spreadsheet”

Upload Requirements and Guidelines:

Show / Hide

Upload Invoice Spreadsheet

To download the most recent version of the template, please click the button below.

This template was last updated on **Monday**
If you downloaded the template before the

Step 3: Click “Download Excel Template” and download the template file.

Download Excel Template

fully.

Step 5: You will receive an e-mail indicating the status of your spreadsheet. Click the “View” button to be taken to the Upload History page.

Step 4: After entering your invoice information into the template, click Browse and select your finished spreadsheet. Check the Auto-Submit checkbox if you want your spreadsheet’s invoices to be submitted directly to Siemens AP.

Upload History and Processing Status:

View

Upload
Click
The fil
Please
check
select
Auto-submit invoices
File to upload
Browse
Upload



Step 6: If your spreadsheet did not process successfully, review your errors, make the corrections on your spreadsheet file, and go back to Step 4.

Click this button to view the errors that caused your spreadsheet to not process correctly.



⊕ Spreadsheet Upload Status and History:

Spreadsheets Uploaded:

Login User	Date Uploaded	File Name	Invoices Processed	Status	Errors
MrSunshine	8/27/2009 12:04:38 PM	siemens_inv_vendor2.xls	0	Batch Failed	
MrSunshine	8/27/2009 11:34:29 AM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	
MrSunshine	8/27/2009 10:51:58 AM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	
MrSunshine	8/27/2009 10:49:04 AM	siemens_inv_vendor_01_21.xls	0	Batch Failed	
MrSunshine	8/27/2009 10:43:30 AM	siemens_inv_vendor_01_21.xls	0	Batch Failed	
MrSunshine	8/24/2009 10:21:43 PM	siemens_inv_vendor2.xls	2	Batch Processed Successfully	
MrSunshine	8/24/2009 12:07:07 PM	siemens_inv_vendor.xls	1	Batch Processed Successfully	
MrSunshine	8/19/2009 3:57:26 PM	siemens_inv_vendor_01_21.xls	3	Batch Processed Successfully	
MrSunshine	8/11/2009 9:48:27 AM	siemens_inv_vendor_080609.xls	2	Batch Processed Successfully	
MrSunshine	8/10/2009 11:31:47 AM	siemens_inv_vendor.xls	1	Batch Processed Successfully	

Creating a Credit Memo

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Click Create Credit Memo

Create Invoice

- Create Invoice
- Create Credit Memo**
- Upload Invoice Spreadsheet

FOREWORD: If you are creating a credit memo for a non-PO invoice, please follow the instructions for Non-PO Invoice Creation and enter a negative number for the Quantity of each line item. This document outlines the creation process for PO based credit memos.

Select SOC, type in the PO #, click Create Invoice button.

Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) .

Invoice Entry

Siemens Operating Company: MC-IMA010 - Siemens Energy, Inc.

Invoice Type: Non Purchase Order, Purchase Order

PO Number: 4501434096

Create Invoice

Step 1 of 5: Invoice Header

Invoice Number * [] Account No []

Invoice Currency * US Dollar Payment Terms []

Invoice Date * [/ /] Canadian Tax Registration ID (+) []

Purchase Order * 4501434096

Fields noted with an asterisk (*) are mandatory
(+) Required if PST, GST or QST tax is added

Step 2 of 5: Bill-To / Ship-To / Remit-To Information

Bill To	Ship To	Remit To
Search Contact by First or Last Name <input type="text"/> Add Contact	Name * Siemens Medical Solutions USA Inc	Vendor No 1139705

Step 2: Add Contact if your Siemens buyer requires it. Change the Ship To Address if necessary (you cannot change Bill To or Remit To).

ID SWPC	Zip * 60192	State MN
Name Siemens Energy, Inc.	Country † US	Zip 55485-5915
Address P.O. Box 4356 MC-IMA010	† Country required for non-US State	
City Portland		Country US
State Oregon		
Zip 97208-4356		
Country USA		
Mail Code MC-IMA010		

Step 3: Adding Lines to your PO-based Invoice

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Step 3: Enter Qty to Invoice into the appropriate field. **Make sure you enter a negative number for the Quantity.** Adjust Price Per Unit if required (i.e. if you are only doing a partial discount). Click "Add Selected Line(s) to Invoice" button.

Line Editing Form: Select the appropriate line item to **add tax**, enter a Siemens Part No., and adjust the Quantity and Price Per Unit if necessary.

Step 3 of 5: Add / Edit Invoice Line Item

Hide Purchase Order

To add PO lines to Invoice:

- Select line(s) in Purchase Order table below, adjust quantity and/or rate and click 'Add Selected Line(s)' button.
- Locked items are released for further invoicing 24 hours after invoice submittal.
- For freight-only invoices, add any line with a quantity of 0, then enter freight charges under the Surcharges section in Step 4.
- To add Tax, select a line in the Invoice Line Items table and use the Line Edit Form to add tax.

Select	Lock	Line Number	Item Number	Item Description	Unit	Quantity	Remaining Quantity	Line Item Balance	Status
<input checked="" type="checkbox"/>		00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH I		1.00	0.00	0.01	Open
<input type="checkbox"/>		00020	INV 50551 GEISINGE	INV 50551 GEISINGE		0.00	0.00	0.00	Closed
<input type="checkbox"/>		00030	INV 50595 NEW ENGL	INV 50595 NEW ENGL		0.00	0.00	0.00	Closed
<input type="checkbox"/>		00040	INV 50596 DIAGNOST	INV 50596 DIAGNOSTIC IMAGING SERIDAHO		0.00	0.00	0.00	Closed
<input type="checkbox"/>		00050	INV 50644 MERCY ME	INV 50644 MERCY MED CTR		0.00	0.00	0.00	Closed

Legend

- Locked in another invoice
- Locked in current invoice
- Closed

This is where your credit memo line items are located.

Show Purchase Order

Line Editing Form

PO Line Item No * 00010

Product/Service Number (+) ECAMSYMBIA MECH I

Product/Service Description (+) ECAMSYMBIA MECH INSTALL

Siemens Part No

Quantity * 1

Unit * ST

Price per Unit * 0.010000

Tax Code Amount Sales and Use Add Del

Tax

Update line Delete line

(+) Product/Service Number or Product/Service Description is required

- To edit an invoice line, select line from table below, make changes in the Line Editing Form and click Update Line.
- To delete invoice lines, select one or more lines from table below and click Delete Line.

Invoice Line Items

Select	PO Line Number	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total	PO Line Balance
<input checked="" type="checkbox"/>	00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH INSTALL		1.00	ST	0.010000	0.01	0.00	0.01	0.01

- To edit an invoice line, select line from table below, make changes in the Line Editing Form and click Update Line.
- To delete invoice lines, select one or more lines from table below and click Delete Line.

Select	PO Line Number	Product/Service Number	Product/Service Description	Siemens Part Number	Quantity	Unit Of Measure	Price Per Unit	Amount	Tax	Total	PO Line Balance
<input type="checkbox"/>	00010	ECAMSYMBIA MECH I	ECAMSYMBIA MECH INSTALL		1.00	ST	0.010000	0.01	0.00	0.01	0.01

Page 1 of 1 [Records 1 - 1 of 1] - [0.0secs]

Legend Definitions

- Locked in another invoice:** A preliminary (un-submitted) Invoice exists locking this PO Line Item. Note: Line Item will remain locked until this invoice is submitted.
- Locked in current invoice:** This line has already been added to this invoice.
- Closed:** Your Siemens Buyer has closed this line item. Please contact them to open this line item.

Step 4: Add surcharges or discounts if applicable.

Step 4 of 5: Surcharges/ Freight Charges/ Discounts etc. (Optional)

Surcharges/ Discounts: 0.00

Add / View

Step 5 of 5: Review and Continue

Review Totals

Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your invoice totals, then click Continue.

Steps 6, 7 & 8: Final Steps (Invoice Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

• Attachments: Add / View

You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

• Notes/ Instructions: Add / View

Add special instructions or notes to this invoice.

Step 6: Add attachments such as a PDF copy of the credit memo, or scanned receipts, or add Notes/Instructions to the credit memo if applicable.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice

Review / Print this Invoice

Step 7: Review/Print your credit memo if necessary. If there are any changes you'd like to make, click Edit this credit memo to go back to the page with Steps 1 through 5.

Step 8 of 8: Submit this Invoice to Siemens AP

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.

Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your credit memo to Siemens Accounts Payable.

Creating a Non-PO Credit Memo

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8 Step Process

Click Create Credit Memo

[-] Create Invoice

- 📄 Create Invoice
- 📄 Create Credit Memo
- 📄 Upload Invoice Spreadsheet

Select SOC / Mail Code, click Create Credit Memo button.

Invoice Entry

Siemens Operating Company: MC-IMA015 - Siemens Energy, Inc.

Invoice Type: Non Purchase Order Purchase Order

[Create Invoice](#)

Step 1: Enter the required fields (and Canadian Tax Registration ID, if applicable) – change the Currency type if necessary. * = required field

Step 1 of 5: Invoice Header

Invoice Number *

Invoice Currency *

Invoice Date *

Purchase Order (N/A)

Account No

Payment Terms

Canadian Tax Registration ID (+)

All fields marked with an asterisk (*) are mandatory

Step 3 of 5: Add / Edit Invoice Line Items

Line Editing Form

Product/Service Number

Product/Service Description

Siemens Part No

Quantity *

Unit *

Price per Unit *

Tax Code Amount [Add](#) [Del](#)

Tax

[Add Line](#) [Update Line](#) [Delete Line](#)

Step 3: Enter the required fields. Make sure you use a negative number for the Quantity field. Add Tax if applicable. Click Add Line (or Update Line if editing).

Invoice Line It	Select	Produ	Price Per Unit	Amount	Tax	Total
No line items fo						

Step 2 of 5: Bill-To / Ship-To / Remit-To Information

Bill To: Search Contact by First or Last Name [Add Contact](#)

Ship To: Name *

Remit To: Vendor No

Step 2: Click Add Contact to add your Siemens buyer's name/email. Fill out the Ship To address.

Name: Siemens Energy, Inc.

Address: P.O. Box 4356 MC-IMA015

City: Portland

State: Oregon

Zip: 97208-4356

Country: USA

Mail Code: MC-IMA015

ZIP:

State: MN

Zip: 55432-3177

Country: US



Step 4:

Add surcharges or discounts if applicable. Note: Please turn off pop blockers.

Surcharges/ Discounts: 0.00

Add / View

Step 5 of 5: Review and Continue

Review Totals

Line Items Total (excl Taxes):	500.00
Total Tax:	6.00
Total Surcharges/Discounts:	0.00
Total Amount:	506.00

Continue

Step 5: Review your credit memo totals, then click Continue.

Steps 6,7 & 8: Final Steps (Credit Memo Submission Screen)

Please follow the remaining steps below to submit this invoice:

Step 6 of 8: Add Supporting Documents/ Instructions (Optional)

• Attachments: Add / View

You may attach multiple supporting electronic documents such as scanned receipts, images or text files. Please note however, that the size of each document must be less than 5 Megabytes.

• Notes/ Instructions: Add / View

Add special instructions or notes to this invoice.

Step 6: Add attachments such as a PDF copy of the credit memo, or scanned receipts, or add Notes/Instructions to the invoice if applicable.

Step 7 of 8: Review or Edit this Invoice (Optional)

Edit this Invoice

Review / Print this Invoice

Step 7: Review/Print your credit memo if necessary. If there are any changes you'd like to make, click Edit this Invoice to go back to the page with Steps 1 through 5.

Step 8 of 8: Submit this Invoice to Siemens AP

Select the "Submit Now" button below to submit this invoice to Siemens Accounts Payable.

Please note: After submission, this invoice will not be available for any further modifications.

Submit Now

Step 8: Click this button to submit your credit memo to Siemens Accounts Payable.

Invoice Approval & Payment Status

Use the Invoice Search Panel to display invoices. Invoice Approval and Payment Status can be determined in the “Status” highlighted in red.

Invoice Search Panel

Invoice Number (no spaces/special characters/leading zeroes)

PO Number

Payment Number (Check Number or ACH Number)

Invoice Date (Begin/End) Last 90 days

Scheduled Payment Date (Begin/End) Select Date Range

Payment Date (Begin/End) Select Date Range

Invoice Amount (999999.99) Select Operator

Payment Amount (999999.99)

Company Code

Status ID

Available Invoices

Please Note: Sorting by a column other than Invoice Date will increase response time.

Select	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Schd Pay Date	Status	Total Invoice	Currency	Payment Details
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	test5636	8/31/2009		Preliminary Invoice	1.00	USD	View
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	123456	8/28/2009		Preliminary Invoice	418.00	USD	View
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	2314	8/27/2009		Submitted	5,874.00	USD	View

Please Note: Sorting by a column other than Invoice Date will increase response time.

Select	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Schd Pay Date	Status	Total Invoice	Currency	Payment Details
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	test5636	8/31/2009		Preliminary Invoice	1.00	USD	View
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	123456	8/28/2009		Preliminary Invoice	418.00	USD	View
<input type="checkbox"/>	1139705	MINCO PRODUCTS INC	2314	8/27/2009		Submitted	5,874.00	USD	View

Payment Status Definitions

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🔍 **Preliminary Invoice** – Electronic invoice has been created and saved, awaiting supplier to submit invoice to Siemens Accounts Payable. During the preliminary status, supplier can edit invoice.

🔍 **Submitted** – Electronic invoice has been created and submitted to Siemens Accounts Payable. A submitted invoice cannot be edited.

🔍 **Cancelled** – Invoice previously submitted to Siemens Accounts Payable and processed has been cancelled and deleted from the accounting system

🔍 **Awaiting Payment** – Invoice is scheduled to be released for payment. Under this status the Scheduled Payment Date column will be populated.

🔍 **Rejected** – Invoice has been rejected and returned to supplier. For more information about the reason for the rejection, please use the invoice detail popup screen (select the click under the Payment Details column).

🔍 **Paid** – Invoice has been paid. Invoice detail popup screen (select the click under the Payment Details column) will provide payment detail information (payment method, payment number, payment amount).

🔍 **Awaiting processing in Accounts Payable** – Invoice is currently with the Accounts Payable Invoice Processing Team awaiting processing.

🔍 **Blocked for Other Reasons** – Invoice could be blocked for multiple of reasons (excludes PO discrepancy or awaiting IRS W9 or W8 form). Select the invoice and then select the Customer Relations Invoice Inquiry icon to submit an inquiry request to AP request the reason for the block.

🔍 **Blocked for PO Discrepancy** – Invoice associated with a purchase order has been blocked for payment release due to price or quantity discrepancy

🔍 **Routed to Contact name due to Discrepancy** – Invoice associated with some kind of invoice discrepancy has been routed to the Siemens business representative to review the discrepancy. For more information, please contact your Siemens business representative.

🔍 **Routed to Contact name for approval** – Invoice not associated with purchase order requires review and approval by Siemens. Invoice is with Siemens contact awaiting approval. For more information, please contact your Siemens business representative.

🔍 **Payment held due to Management Direction** – Siemens management has instructed Accounts Payable to hold all invoice payments until further instructions. Please contact your Siemens business representative for more information

🔍 **Payment held awaiting IRS W9 or W8 form** – Invoice is held for payment awaiting IRS W9 form (US vendor) or IRS W8 form (international vendor). Please send appropriate form to your Siemens business contact in order to ensure a timely release of the payment.

🔍 **Payment held awaiting IRS W9 or W8 form and blocked for PO discrepancy** – There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.

🔍 **Payment held awaiting IRS W9 or W8 form and Payment held due to Management Direction** – There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.

🔍 **Payment held due to Management Direction and Blocked for PO Discrepancy** – There are two reasons invoice payment is being held for release. The explanation for these two reasons is listed above. In order for the invoice to be released both reasons must be resolved.