CLARIOS SUPPLIER INVOICE STATUS PORTAL
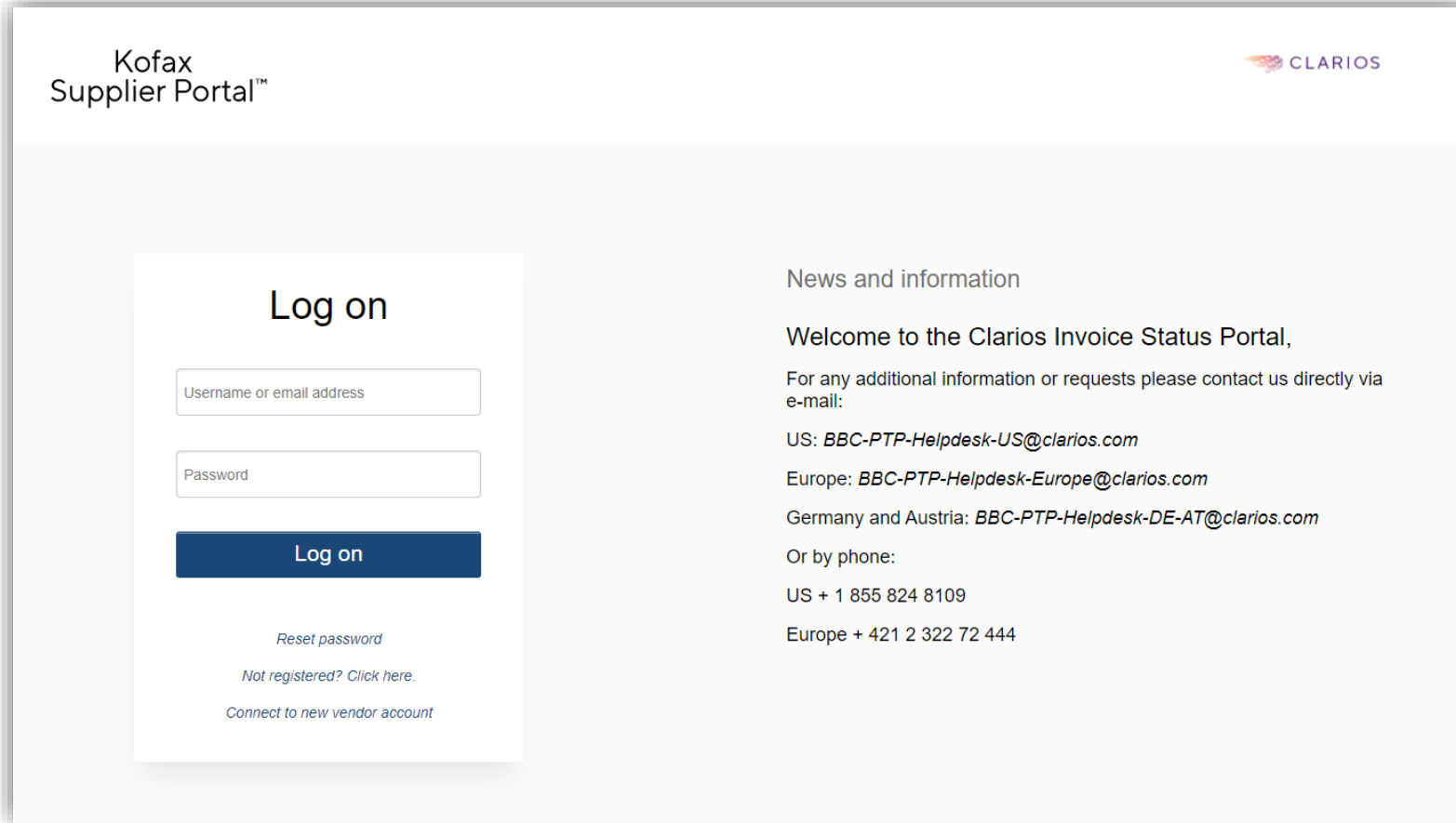
Training Tour

CLARIOS

Agenda

- Invoice Status Portal features
- Vendor registration
- Invoice Status Portal homepage
- Exporting list of invoices – by status
- User Info
- Point of contact

CLARIOS

Kofax Supplier Portal

- Access the portal using the link **Clarios Invoice Status Portal (readsoftonline.com)**

- The portal is a single place to view all invoices registered in the Clarios accounting system for the supplier code(s) associated to your user account for all Clarios entities available on the Portal.

Registration process

On the home page, you may self-register by providing some basic details. Click on Not registered? Click here

Entering basic details

On this page, register by providing some basic details. Note that all fields in Step 1 are required.

Validating registration

Ensure that you complete the validation process after entering basic details to complete your registration

Validation - Continued

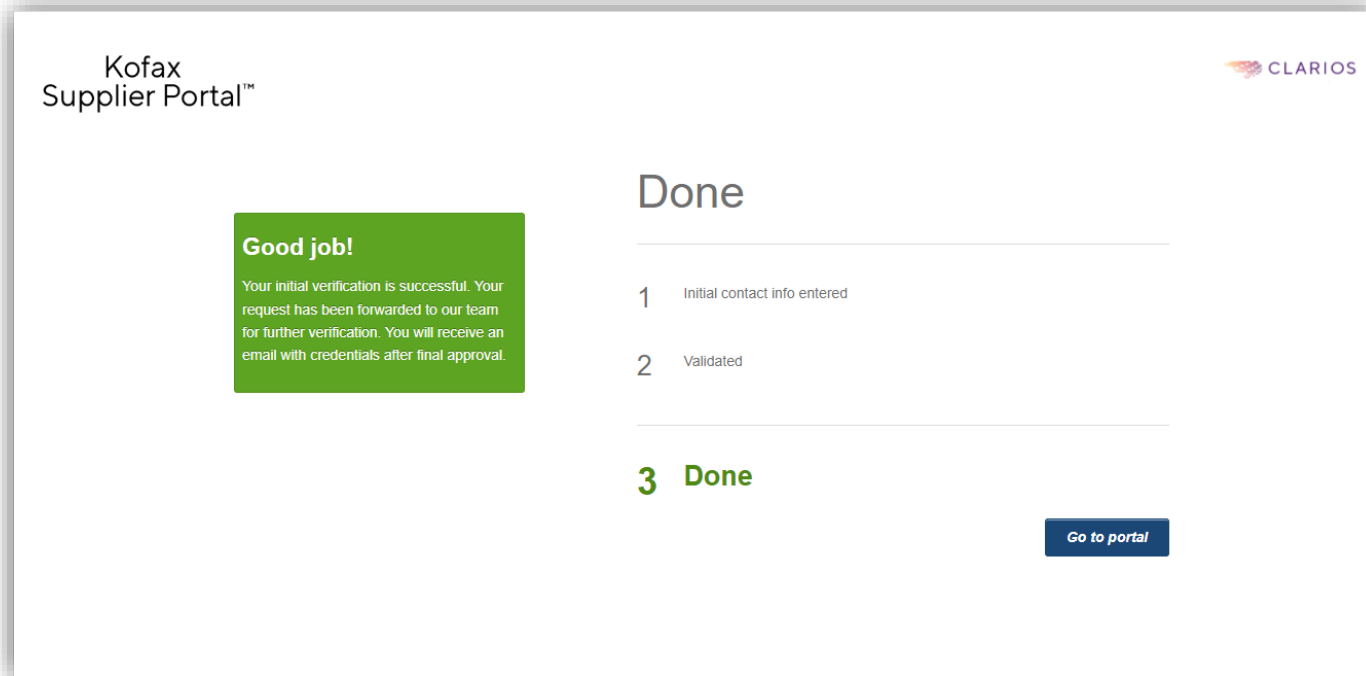Enter the Vendor code, invoice #, date, and invoice gross amount, then click 'Validate'.

Validation - Continued

- If the provided details are validated successfully, a Clarios admin will:
  - Review and approve your request
  - Upon approval, you will receive an email with credentials to login

- If the details are not validated successfully, you will need to correct the information before submitting again.
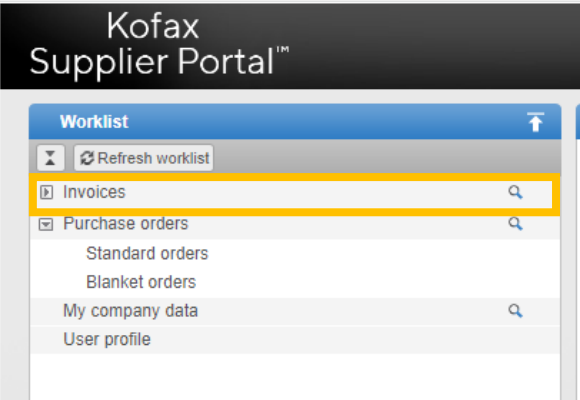
INVOICE STATUS PORTAL HOMEPAGE
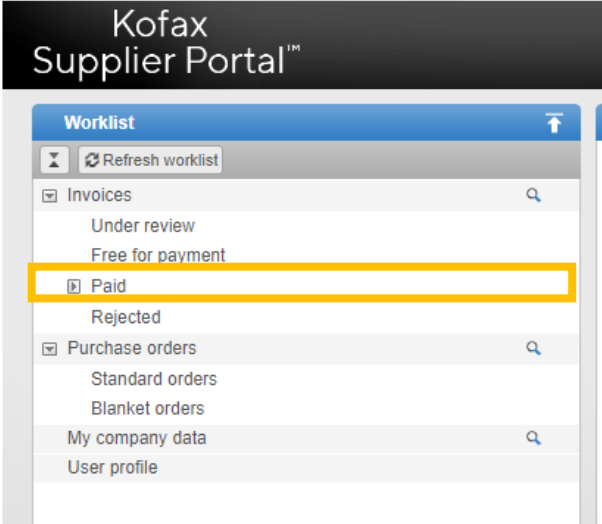
CLARIOS
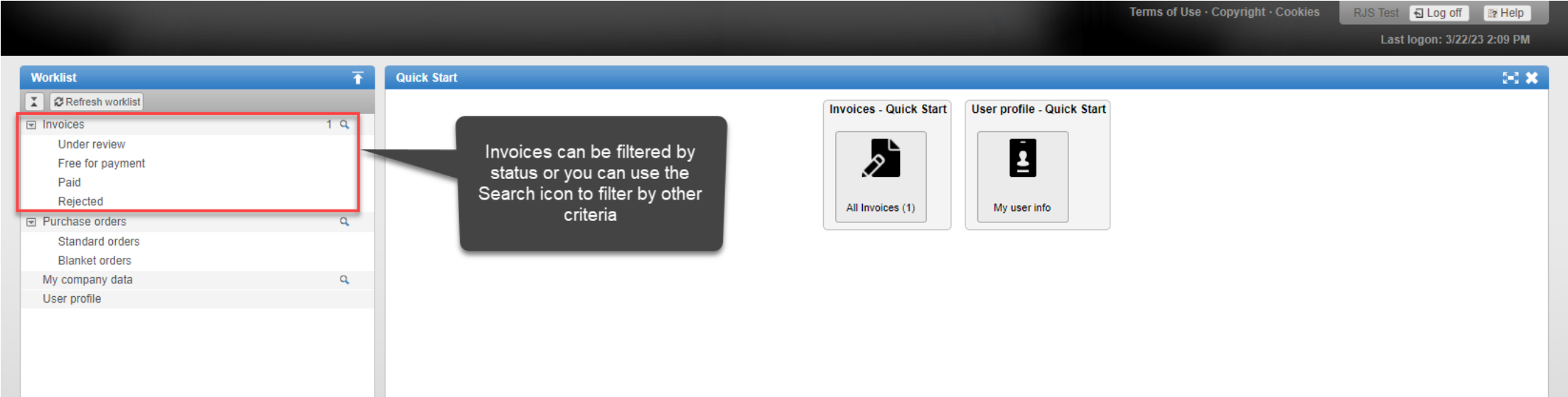
Display Invoices

Invoice search option 1
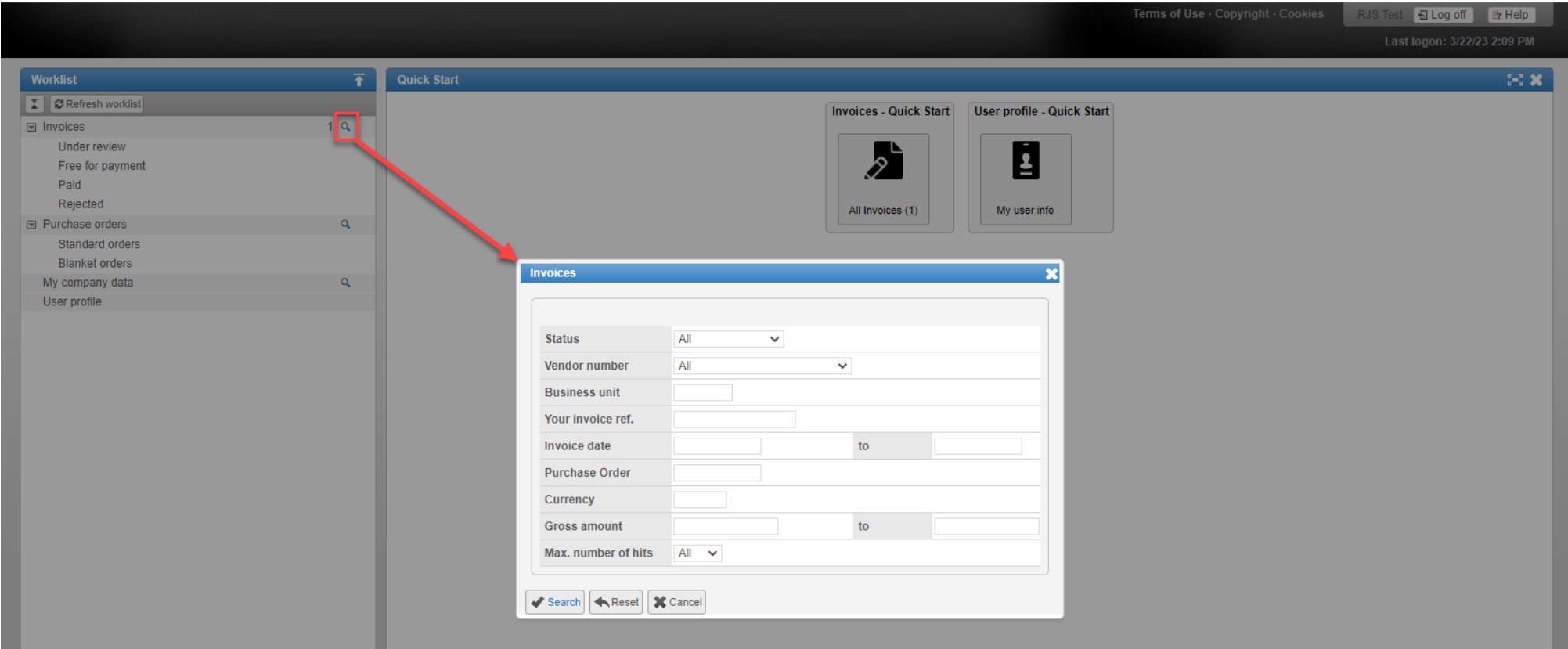
The search option gives you the ability to specify additional criteria for displaying invoice documents.

CLARIOS
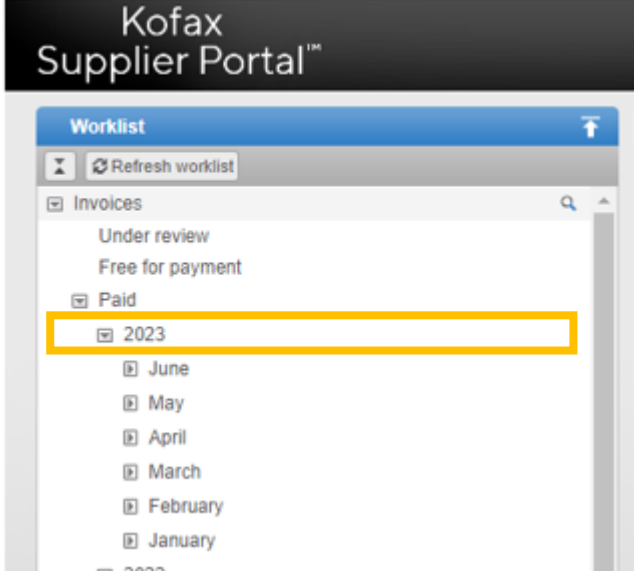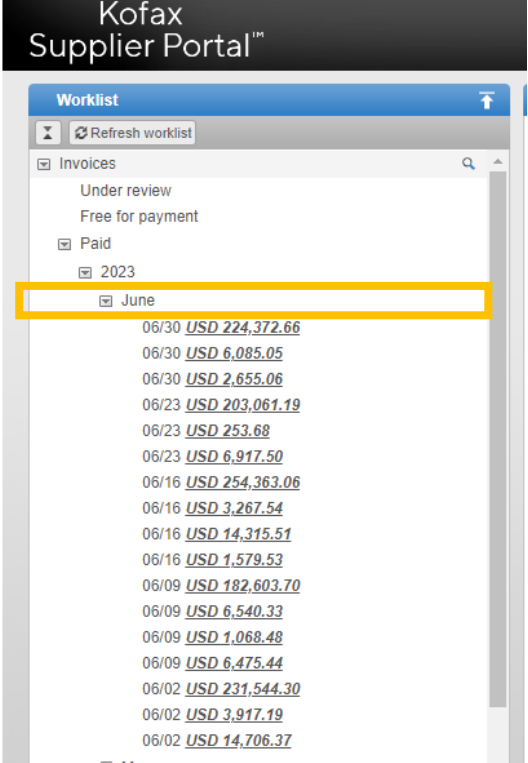
Invoice search option 2 (remittance advices)

Step 1.

Step 2.

Step 3.

Step 4.

CLARIOS

Invoice search option 2 (remittance advices) cont'n

Step 5.
Double click on the amount (USD), which will show all the invoices paid within the given amount on that date.

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Display Purchase Order

Search option
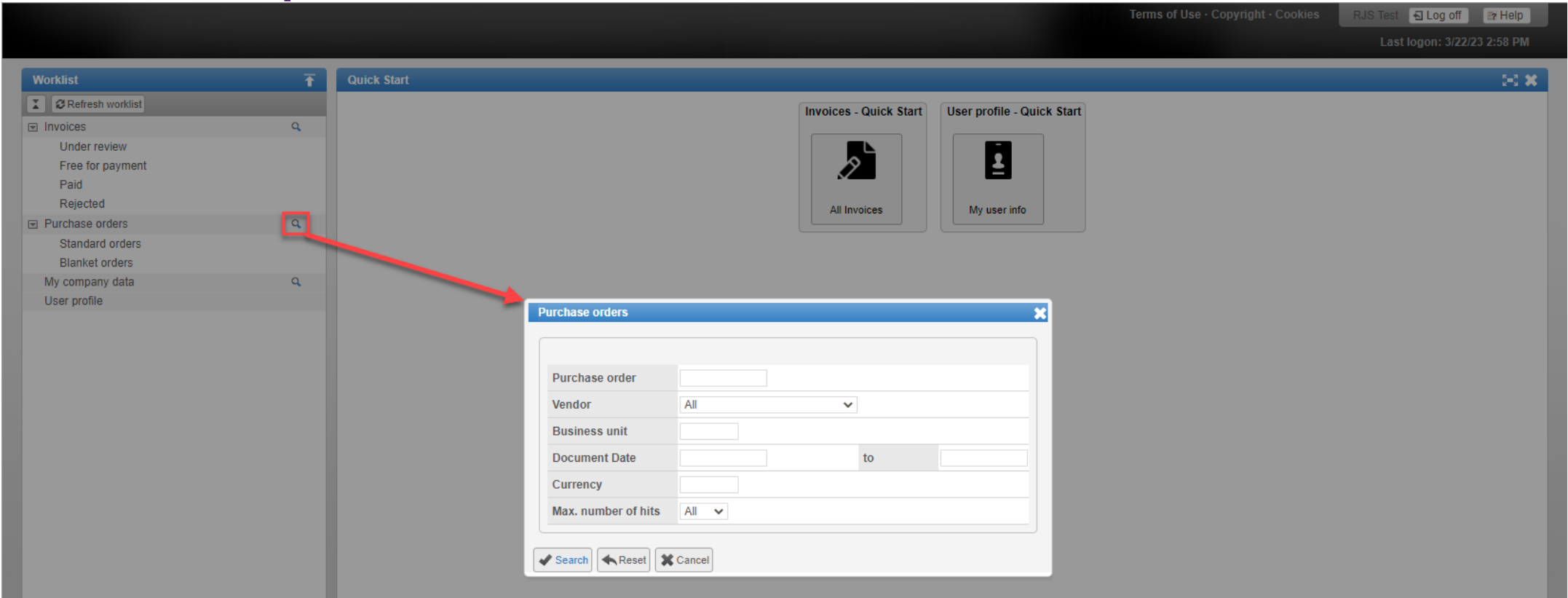
The search option gives you the ability to specify additional criteria for displaying purchase order documents.

EXPORTING LIST OF INVOICES

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Exporting invoices

To export a specific category of invoice, click on the desired status node.

Click on 'Export list' to get the list of invoices in an Excel file (ensure that no specific invoice is selected so that the entire list is downloaded).

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Exporting invoices - continued

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USER INFO

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Company & user info

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CLARIOS

POINT OF CONTACT

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Technical Assistance

For any additional information or requests please contact us directly via e-mail:

- US: BBC-PTP-Helpdesk-US@clarios.com

- Europe: BBC-PTP-Helpdesk-Europe@clarios.com

- Germany and Austria: BBC-PTP-Helpdesk-DE-AT@clarios.com

Or by phone:

- US + 1 855 824 8109

- Europe + 421 2 322 72 444

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FAQS

FAQs

Q: WILL THERE BE A CHANGE IN RECEIVING REMITTANCE ADVICES?
A: THERE ARE NO CHANGES TO THE CURRENT PROCESS. YOU WILL CONTINUE RECEIVING REMITTANCE ADVICES AFTER EACH PAYMENT FROM CLARIOS TO THE EMAIL ADDRESS(ES) PROVIDED BY YOUR COMPANY.

Q: HOW LONG WILL IT TAKE FOR THE INVOICES TO SHOW IN THE CLARIOS SUPPLIER INVOICE STATUS PORTAL?
A: APPROXIMATELY TWO BUSINESS DAYS AFTER YOUR INVOICES HAVE BEEN SENT TO THE RESPECTIVE EMEA-EINVOICE EMAIL ADDRESS, THESE WILL BE VISIBLE IN CLARIOS SUPPLIER INVOICE STATUS PORTAL.

Q: ARE THERE ANY CHANGES TO THE NOTIFICATIONS ABOUT REJECTED INVOICES?
A: THERE ARE NO CHANGES TO THE CURRENT PROCESS. YOU WILL CONTINUE TO RECEIVE NOTIFICATIONS ABOUT REJECTED INVOICES TO THE EMAIL ADDRESS(ES) PROVIDED BY YOUR COMPANY AS BEFORE.

Q: WILL I HAVE THE OPPORTUNITY TO SET UP NOTIFICATIONS FOR ANY CHANGES OF STATUSES OF INVOICES / POS?
A: YES, IN THE USER PROFILE SECTION (RIGHT UPPER CORNER)

REJECTION CODES

01 = Missing PO	06 = Goods and/or Service not delivered and/or returned	11 = Invoice not for Clarios
02 = Incorrect PO	07 = Rejected based on plant request	12 = Internal reject
03 = Missing supporting documentation	08 = Invoice incorrect	13 = Auto-reject duplicate
04 = Sent to incorrect dropbox	09 = Price and/or quantity incorrect	
05 = Incorrect legal entity and address	10 = Multiple invoices in 1 PDF	

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