

CLARIOS SUPPLIER INVOICE STATUS PORTAL

Training Tour

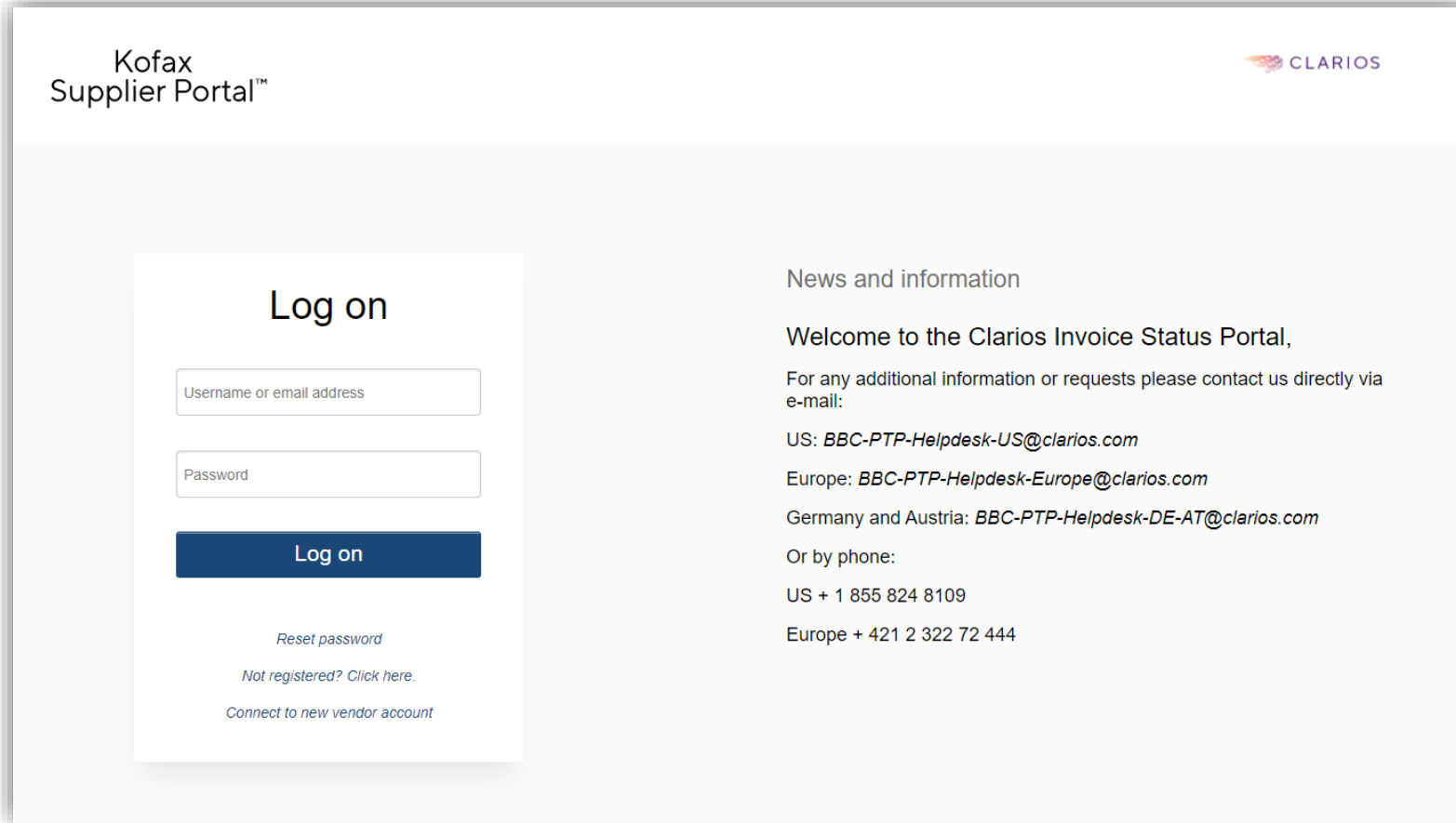


CLARIOS

Agenda

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

Kofax Supplier Portal



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Supplier Portal™

CLARIOS

Log on

Username or email address

Password

Log on

[Reset password](#)

[Not registered? Click here.](#)

[Connect to new vendor account](#)

News and information

Welcome to the Clarios Invoice Status Portal,

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

- Access the portal using the link [Clarios Invoice Status Portal \(readsoftonline.com\)](https://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.

SUPPLIER REGISTRATION

Registration process

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

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Click on 'Not registered' and complete the form for registration

Entering basic details

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

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CLARIOS

Sign up

Help

Registration steps

Please enter your basic contact information in the form. In the next step you will validate your registration with an invoice you have previously submitted. In the final step you will receive an email with your login credentials and can enter the vendor portal.

1

Name (First name / Last name)*

First name

Last name

Username*

Company (please enter the complete legal name)*

Company name

Email*

Confirm email*

Phone*

☐ I agree to the Terms of Use*

M4F9G

Click image to reload

Verification Code*

Enter code

Sign up

Click 'Sign up' to proceed to the next step

Next steps

2 Validate your registration with invoice info

Validating registration

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

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Click 'Yes' if you have issued an invoice to Clarios.

Click 'No' if you have not issued an invoice to Clarios.

Validation

1

Initial contact info entered

2

Have you ever submitted an invoice to Clarios, LLC.?

Yes

No

3

Done

Validation - Continued

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

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Validation

1 Initial contact info entered

2 Please supply the following information from an invoice you have submitted to Clarios, LLC..

3 Done

Enter a recent invoice number that has been submitted to Clarios for processing.

Enter the invoice date.

Enter the invoice gross amount.

Next step

Almost done! Please enter the invoice information in the form and click the validate button. After this step you can use the credentials we have emailed to you to access the vendor portal.

Enter your supplier number at Clarios

When all fields have been filled, click 'Validate' to submit your registration request

Validate

Your Vendor Number at Clarios, LLC.

0000000

Invoice reference

20230322-001

Invoice date (Year / Month / Day)

2023

03

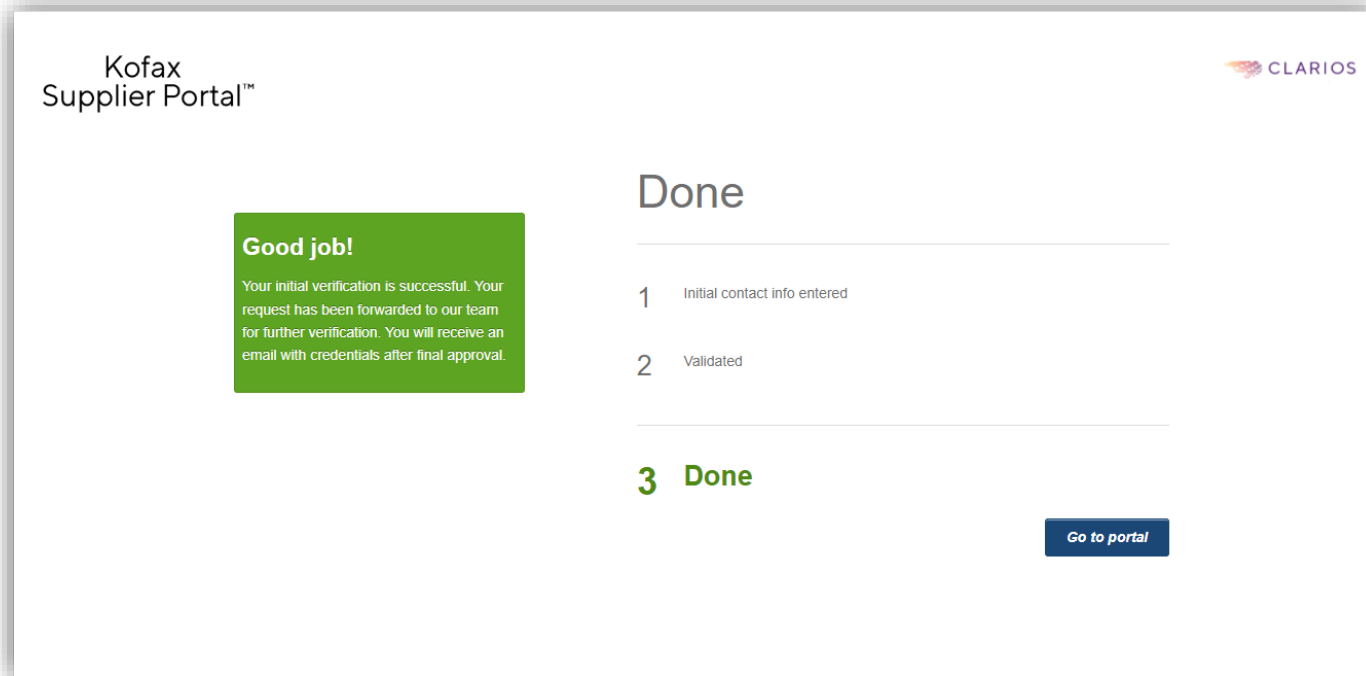
22

Invoice amount

2230.75

CLARIOS

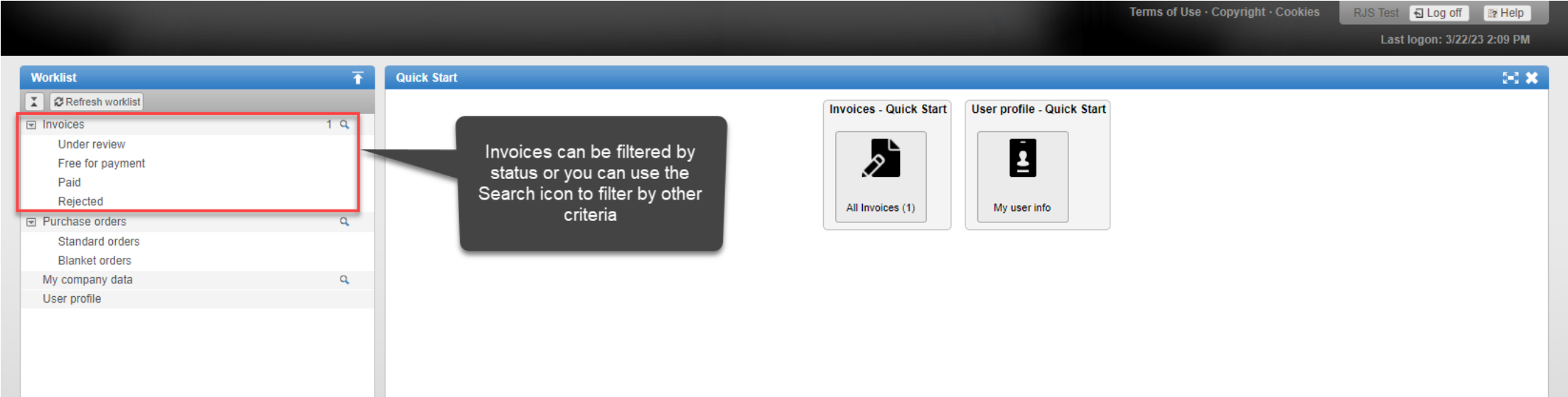
Validation - Continued



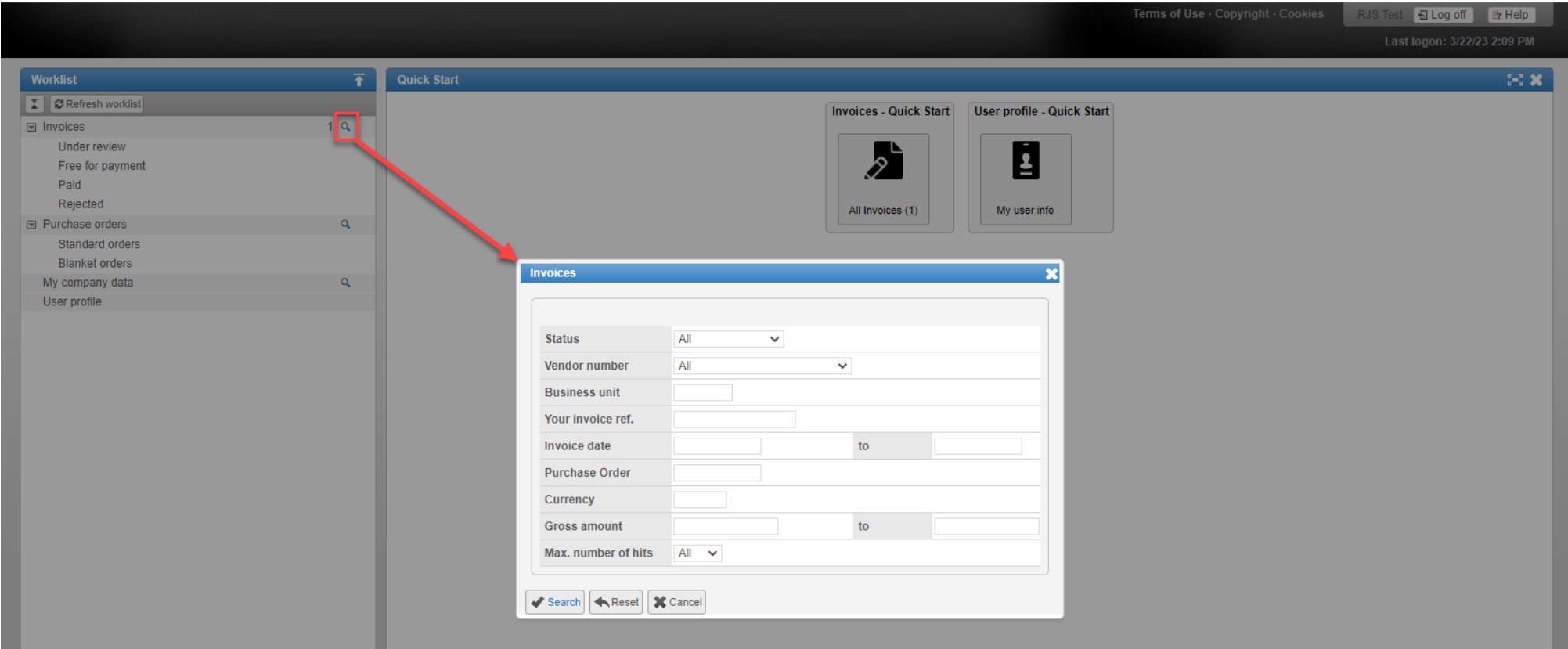
- If the provided details are validated successfully, a Clarios admin will:
 - Review and approve your request
 - Upon approval, you will receive an email with credentials to login
- If the details are not validated successfully, you will need to correct the information before submitting again.

INVOICE STATUS PORTAL HOMEPAGE

Display Invoices



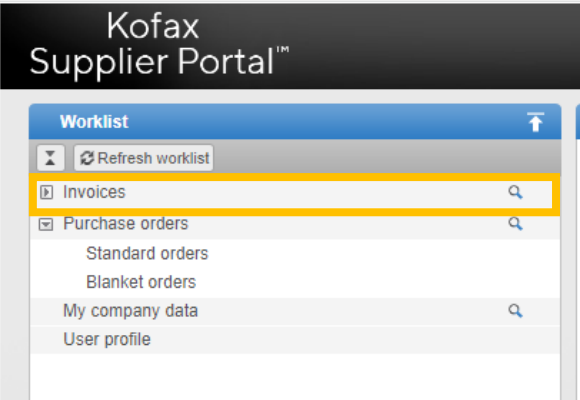
Invoice search option 1



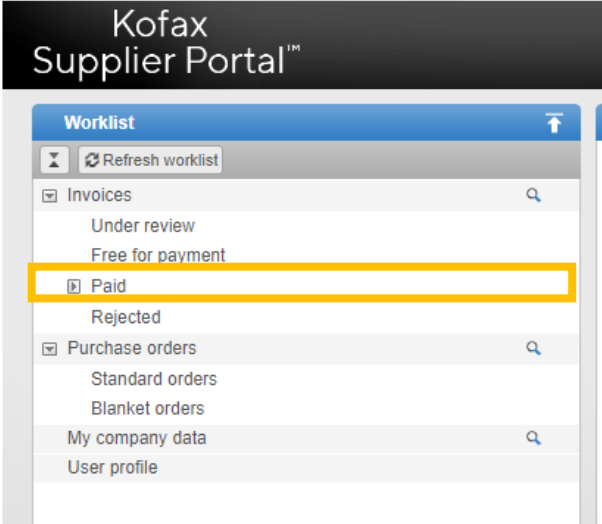
The search option gives you the ability to specify additional criteria for displaying invoice documents.

Invoice search option 2 (remittance advices)

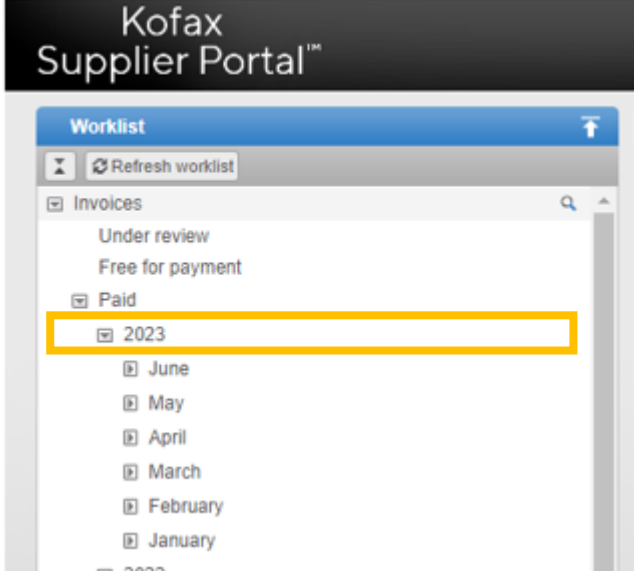
Step 1.



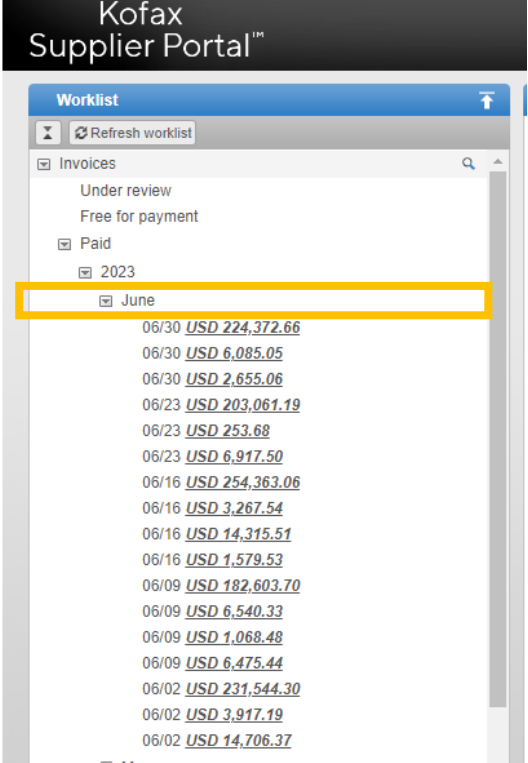
Step 2.



Step 3.



Step 4.



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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Worklist

Refresh worklist

Invoices

Under review

Free for payment

Paid

2023

June

06/30 USD 224,372.66130

06/30 USD

06/30 USD

06/23 USD

06/23 USD

06/16 USD

06/16 USD

06/09 USD

06/09 USD

06/02 USD

06/02 USD

May

April

March

February

January

2022

December

November

October

September

August

July

June

May

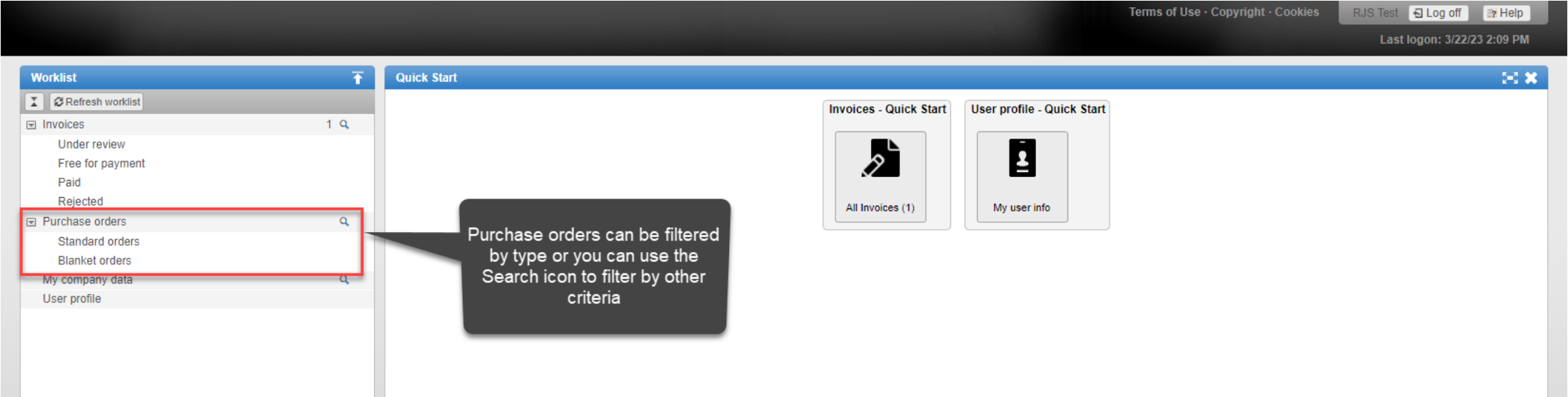
Invoices - 06/30 USD 224,372.66 (130)

Export list

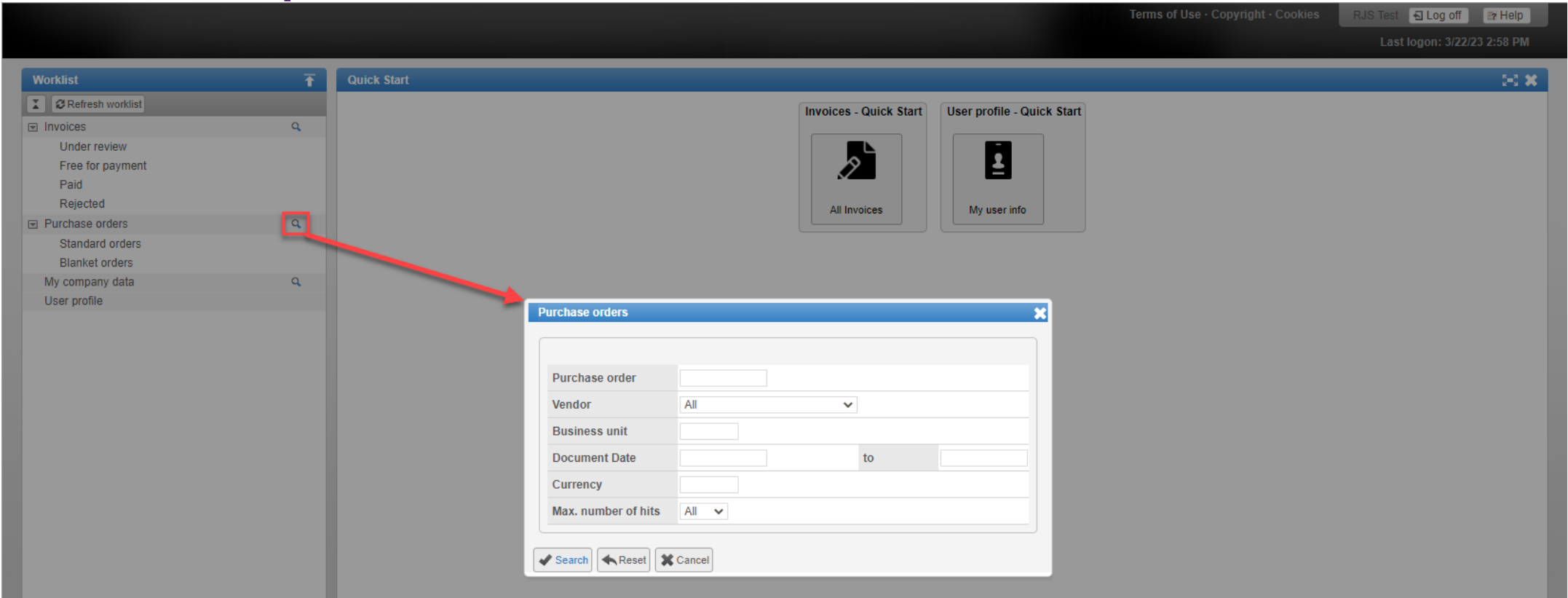
Mail list

<input type="checkbox"/> Status	Invoice#	Invoice date	Credit flag	Purchase Order	Currency	Gross amount	Vendor number	Business unit	Payment date	Payment ref.	Portal ID#	Estimated Pa
<input type="checkbox"/> Paid	1C	06/23/2023	Credit note	PO1f	USD		(10000	SI LLC Clarios, LLC, Milwaukee	06/30/2023	20C		09/21/2023
<input type="checkbox"/> Paid	1C	04/14/2023		PO1f	USD		(10000	SI LLC Clarios, LLC, Milwaukee	06/30/2023	20C		
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<input type="checkbox"/> Paid	1C											

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

Exporting invoices

Terms of Use · Copyright · Cookies

RJS Test Log off Help

Last logon: 3/22/23 3:34 PM

Worklist

Refresh worklist

Invoices

Under review

Free for payment

Paid

Rejected

Purchase orders

Standard orders

Blanket orders

My company data

User profile

Invoices (1)

Export list Mail list Export list by email

Status	Workflow ID	Workflow step position	Invoice#	Invoice date	Invoice Type	Credit flag	Purchase Order	Currency	Gross amount	Vendor number	Business
<input type="checkbox"/> Under review			KOFAX TEST FF	11/11/2022	MM		4500002674	EUR	100.00	(116245) HENRI JULIEN - test	4101

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).

Exporting invoices - continued

Invoices (1)

Export list

Mail list

Export list by email

<input type="checkbox"/>	Status	Workflow ID	Workflow step position	Invoice#	Invoice date ↓	Invoice Type	Credit flag	Purchase Order	Currency	Gross amount	Vendor number
<input type="checkbox"/>	Under review		0	KOFAX TEST FF	11/11/2022	MM		4500002674	EUR	100.00	(116245) HENRI JULIEN -

Select export type

☐ CSV

☒ Excel

OK

Cancel

Select Excel (or CSV if you prefer) and click 'OK' to download the list.

USER INFO

Company & user info

Worklist

Refresh worklist

Invoices1

Under review

Free for payment

Paid0

Rejected

Purchase orders

Standard orders

Blanket orders

My company data1

User profile

My company data (1)

Export listMail list

Status	Vendor	Name 1	Street	Postal Code	City	Country
<input checked="" type="checkbox"/>	116245	HENRI JULIEN - test	AVENUE DU PRESIDENT KENNEDY	62401	BETHUNE CEDEX	FR

Click on 'My company data' or 'User profile' to view your company name and user data.

POINT OF CONTACT

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

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	