Supplier access – Invoice Status

AIR PRODUCTS

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

HOW TO KNOW IF MY INVOICE HAS BEEN REGISTERED?
WHEN WILL MY INVOICE BE PAID?

HOW TO GET INFORMATION ON REMITANCE ADVICE?
HOW CAN I IDENFITY A PAYMENT RECEIVED?

CONTACTS AND USEFUL LINKS

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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** +

LOG IN

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

Invoice Inquiry

Vendor Portal

Invoice Inquiry

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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- 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
- Once your first search is complete and the information is displayed, if you need to search for other information with new criteria you will need to click on **new search**

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

									new search
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**	
0010109733	**653129**	4504704952	Pending		Net 45 days date of invoice	13 August 2019	27 September 2019	**0000-00-00**	**Invoice attachment**
GB03	USD	17.68	0.00		17.68	0.00	0.00	0.00	

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.

									new search
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**	
0010109733	**653129**	4504704952	Pending		Net 45 days date of invoice	13 August 2019	27 September 2019	**0000-00-00**	**Invoice attachment**
GB03	USD	17.68	0.00		17.68	0.00	0.00	0.00	

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**.

new search

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	
0010109733	653129	4504704952	Pending		Net 45 days date of invoice	13 August 2019	27 September 2019	0000-00-00	Invoice attachment
GB03	USD	17.68	0.00		17.68	0.00	0.00	0.00	

Payment Date	Attachment
Tax	
...er 2019 0000-00-00	Invoice attachment
0.00	

Export To Excel | new search

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

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Invoice PAID

PAYMENT DETAILS AND EXTRA INFORMATION   **TOP**

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

In the Search Criteria page follow the below steps:

LTD

Show my invoices from within the last:	--Select A Date Range- ⌄	**Do not make any selection here**
Search for Payment Information by:	Invoice Number ⌄	
Matching or Starting With:	18/483	**Introduce the full Invoice number**
Show only Invoices that are:	☐ Pending ☑ Closed	
Number of Invoices to display per page:	10 ⌄	

submit

Once you have entered all the information select

Vendor Code	Invoice	PO	Status	Reason if Blocked	Terms	Invoice Date	Due Date	Payment Date
Company Code	Currency	Gross Amt	Amt Paid	Contact Information	Bal Due	Disc Pending	Disc Taken	Tax
0010075293	18/483	4504516450	Closed		Net 30 days date of invoice	18 December 2018	0000-00-00	2019-02-07
DE01	EUR	91,192.87	91,192.87		0.00	0.00	0.00	14,560.21

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

Check/Draft Number:		**Currency:**	
Check Type:	C	**Check Amount:**	0.0
Bank Code:		**Invoice Amount Paid:**	91192.87
Check Cleared?		**Discount Amount:**	0.0
Check Cleared Date:		**1099 Amt Withheld:**	0.0
Check Date:	02 January 0001	**Payment Method:**	IHC Payments on Behalf
Cancel Date:			

| **check details** | back to results | new search |

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.

If you need to make a new search use the "New Search" Button.

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HOW CAN I IDENFITY A PAYMENT RECEIVED?   **TOP**

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:

LTD

Show my invoices from within the last:	--Select A Date Range- ⌄	→ **Do not make any selection here**
Search for Payment Information by:	Payment Amount ⌄	
Matching or Starting With:	5348.43	→ **Payment amount must be decimal value:**
Show only Invoices that are:	☐ Pending ☑ Closed	**Correct: 5348.43**
Number of Invoices to display per page:	10 ⌄	**Wrong: 5,348.43**

submit

Once you have entered all the information select **submit**

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**)

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	
0010138241	4043087224		Closed		Net 30 days date of invoice	13 August 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	58.76	58.76		0.00	0.00	0.00	10.20	
0010138241	4043081763		Closed		Net 30 days date of invoice	12 August 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	684.71	684.71		0.00	0.00	0.00	118.83	
0010138241	4043083131		Closed		Net 30 days date of invoice	12 August 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	2,304.77	2,304.77		0.00	0.00	0.00	400.00	
0010138241	4043084149		Closed		Net 30 days date of invoice	12 August 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	1,195.24	1,195.24		0.00	0.00	0.00	207.44	
0010138241	4042964631		Closed		Net 30 days date of invoice	17 July 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	408.98	408.98		0.00	0.00	0.00	70.98	
0010138241	4042887266		Closed		Net 30 days date of invoice	02 July 2019	0000-00-00	2019-09-10	Invoice attachm
ES01	EUR	695.97	695.97		0.00	0.00	0.00	120.79	

Export To Excel

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CONTACTS AND USEFUL LINKS

Contacts

For incidents / issues with your account please contact SWEBEURO@airproducts.com

For any further information on invoices please contact your Air Products Accounts Payables mailbox :

- For UK and Ireland: ACCPAYUK@airproducts.com
- For France: ACCPAYFR@airproducts.com
- For Spain, Portugal and Italy: ACCPAYSE@airproducts.com
- For Poland: ACCPAYPL@airproducts.com
- For Belgium: ACCPAYBE@airproducts.com
- For Netherlands: ACCPAYNL@airproducts.com
- For Germany: APDE@airproducts.com
- For Czech Republic and Slovakia:ACCPAYCS@airproducts.com
- For Saudi Arabia: APKSA@airproducts.com
- For Middle East: APUAE@airproducts.com
- For India: APINDIA@airproducts.com

Links

Direct access to connect to your account : https://apdirect.airproducts.com/apdirect

Supplier Information page http://www.airproducts.com/Company/supplier-information.aspx

Payment information page http://www.airproducts.com/company/supplier-information/payment.aspx