



Invoice Status and Statement Reconciliation Portal

USER'S GUIDE

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I Simple Inquiry

What is a simple inquiry & how do I execute it?

A simple inquiry occurs only when you need to look up a single invoice inquiry.

Exhibit A

- 01** Enter two of the five available fields under **Search by Invoice**. **A**
- 02** Click **Search**. **B**
- 03** Results of search will display. **C**
- 04** Once you have successfully received at least one valid response **C** during the session, you may use date ranges if desired. **D**

Milliken Welcome to the Vendor Invoice and Payment Status Portal for Milliken & Co

To access your company's invoice status or to research a payment, please enter 2 pieces of information in the sections below. Please click on "How to Use This Portal" for detailed instructions.

Once you have had one successful lookup and locked in the vendor number, you will be able to perform date-range searches.

Data in this portal reflects invoice activity for the past 18 months.

Search by Invoice

Invoice Number:

Invoice Date:

Vendor Number:

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date:

Sort Report by Ascending

B

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To access your company's invoice status or to research a payment, please enter 2 pieces of information in the sections below. Please click on "How to Use This Portal" for detailed instructions.

Once you have had one successful lookup and locked in the vendor number, you will be able to perform date-range searches.

Data in this portal reflects invoice activity for the past 18 months.

Search by Invoice

Invoice Number:

Invoice Date: **D** TO

Vendor Number: **4009961**

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date:

Sort Report by Ascending

Invoice Number ¹	Invoice Date ¹	Invoice Amount ¹	Currency ¹	Posting Date ¹	Entry Date ¹	Baseline Date ¹	Invoice Status ¹	Terms ¹	Payment Amount ¹	Total Payment Amount ¹	Scheduled Pay Date ¹	Check/Payment Number ¹	Payment Method ¹	Clearing Doc Number/Other Info ¹	PO Number ¹
ML355	20-Dec-2021	48,681.27	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Rpt of Invoice	48,681.27	264,268.91		1001		2001152772	

C

II Payments

I received a payment but don't know what it is for

If you received a payment and want to research what invoices were covered under that payment see below.

Exhibit B

- 01** Enter two of the available fields under **Search by Payment Received**. **A**
- 02** Click **Search**. **B**
- 03** Results of invoices included in the payment will display. **C**

Invoice Number	Invoice Date	Invoice Amount	Currency	Posting Date	Entry Date	Baseline Date	Invoice Status	Terms	Payment Amount	Total Payment Amount	Scheduled Pay Date	Check/Payment Number	Payment Method	Clearing Doc Number	PO Number
ML355	20-Dec-2021	48,681.27	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	48,681.27	264,268.91		1001		2001152772	
ML357	20-Dec-2021	54,278.82	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	54,278.82	264,268.91		1001		2001152772	
ML356	20-Dec-2021	62,567.36	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	62,567.36	264,268.91		1001		2001152772	

III No Data Found

I received a “No Data Found” message. What should I do?

Try different search criteria before assuming your invoice is missing.

Exhibit C

01 If you receive the **No Data Found** **A** message, your invoice may not have been received.

02 Once you are certain it is missing by using different search criteria, click on **Contact Us**. **B**

IMPORTANT: Clearly state that you have already checked the Milliken Invoice & Payment Status Portal. **C**

The screenshot shows the Milliken Vendor Invoice and Payment Status Portal. On the left is a navigation menu with items like 'Invoice Inquiry Home', 'Registration Home Page', 'Statement Reconciliation', 'Upload Invoice', 'How to Use This Portal', 'Tips to Successful Invoice Submission', and 'Contact Us'. The main content area has a header 'Welcome to the Vendor Invoice and Payment Status Portal for Milliken & Co' and instructions on how to search. There are two search sections: 'Search by Invoice' and 'Search by Payment Received'. The 'Search by Invoice' section has fields for Invoice Number (ML355), Invoice Date, Vendor Number, Invoice Amount (48681.27), and PO Number. The 'Search by Payment Received' section has fields for Clearing Document Number, Check Number, Payment Amount, and Payment Date. Below these fields is a 'Sort Report by' dropdown set to 'Ascending' and 'Search' and 'Reset' buttons. A red circle 'A' points to a message at the bottom: 'Please try entering different criteria or click the link to reference the guide "How to Use this Portal" for further assistance'. A red circle 'B' points to the 'Contact Us' link in the navigation menu.

The screenshot shows the Milliken Contact Form. On the left is the same navigation menu as in the previous screenshot. The main content area has a header 'Contact Form' and a section 'Please Fill Out the Information Below:'. It includes a dropdown for 'What team?' (set to 'Indirect or Non-POs'), a text field for 'Your email address', an 'Attach File (optional)' button, and a file selection dropdown (set to 'Select csv, txt, pdf, xls, doc or image only'). Below these is a text area for 'Message: (Enter Your Question Below)' with a red circle 'C' pointing to it. At the bottom, there is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo, and 'Send My Question' and 'Reset' buttons.

IV Multi-Invoice Inquiry

What is a multi-invoice inquiry & how do I execute it?

If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.

Exhibit D

- 01 Follow the steps outlined to execute a simple inquiry. [See Exhibit A on page 2.]
- 02 Upon successful completion of a simple inquiry, the date range option will be displayed
 - A. Enter the **From** and **To** dates. B
- 03 Click on **Date Range Search**. C
- 04 Results of search will display. D

The screenshot shows the Milliken Vendor Invoice and Payment Status Portal. The main content area is titled "Welcome to the Vendor Invoice and Payment Status Portal for Milliken & Co". It provides instructions on how to search for invoices and payments. The search filters are as follows:

- Search by Invoice:** Invoice Number: [Empty], Invoice Date: **A** [01-April-2022] **B** TO [16-August-2022] **C** [Date Range Search] [Clear Dates]
- Vendor Number:** 4009961
- Invoice Amount:** [Empty]
- PO Number:** [Empty]
- Search by Payment Received:** Clearing Document Number: [Empty], Check Number: [Empty], Payment Amount: [Empty], Payment Date: [Empty]
- Sort Report by:** Ascending

At the bottom, there is a table of results with the following columns: Invoice Number, Invoice Date, Invoice Amount, Currency, Posting Date, Entry Date, Baseline Date, Invoice Status, Terms, Payment Amount, Total Payment Amount, Scheduled Pay Date, Check/Payment Number, Payment Method, Clearing Doc Number/Other Info, and PO Number. The table contains 5 rows of data for invoices ML355, ML357, ML356, ML358, and ML377.

Invoice Number	Invoice Date	Invoice Amount	Currency	Posting Date	Entry Date	Baseline Date	Invoice Status	Terms	Payment Amount	Total Payment Amount	Scheduled Pay Date	Check/Payment Number	Payment Method	Clearing Doc Number/Other Info	PO Number
ML355	20-Dec-2021	49,681.27	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	49,681.27	264,268.91		1001		2001152772	
ML357	20-Dec-2021	54,278.82	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	54,278.82	264,268.91		1001		2001152772	
ML356	20-Dec-2021	52,567.36	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	52,567.36	264,268.91		1001		2001152772	
ML358	20-Dec-2021	54,801.26	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	54,801.26	264,268.91		1001		2001152772	
ML377	20-Dec-2021	53,940.20	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Receipt of Invoice	53,940.20	264,268.91		1001		2001152772	

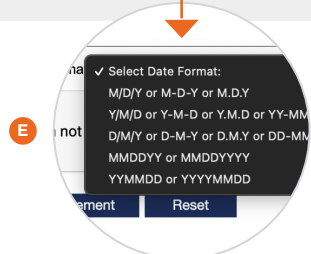
V Statement Reconciliation

How do I perform a Statement Reconciliation?

Please follow the directions below.

Exhibit E

- 01** Click on **Statement Reconciliation** in the left-hand menu. **A**
- 02** Enter and confirm your email address. **B**
- 03** Enter your vendor ID **C**
[Don't know your vendor ID? See [Exhibit I](#) on page 9.]
- 04** Paste or attach a statement. **D**
If you attach a statement, it must be in xlsx, xls, txt or csv format. Column 1 must contain the invoice number, column 2 the invoice date, and column 3 the invoice amount.
If you paste a statement, put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3. [See [Exhibit F](#) on page 7 for detailed instructions.]
- 05** From the drop-down menu, select the invoice date format. **E**
- 06** Click **Submit Statement**. **F**
You will receive an email with the statement reconciliation results [see [Exhibit G](#) on page 8] after submitting a statement.



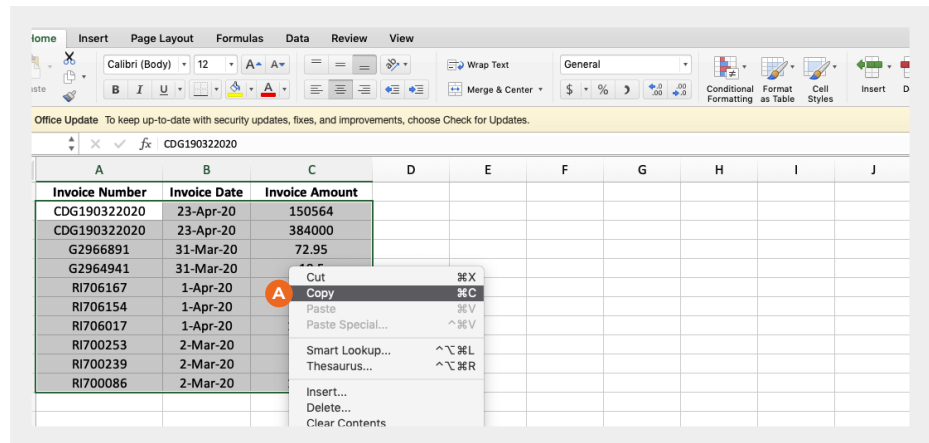
After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission

Instructions to Copy and Paste

Note: Put invoice numbers in column 1, invoice dates in column 2 and invoice amounts in column 3.

Exhibit F

01 Select the data you want to submit, right-click with your mouse and click **Copy**. **A**



02 To paste the data, click in the box, right-click with your mouse and click **Paste**. **B**

03 After pasting the data, click the down arrow and select the date format. **C**



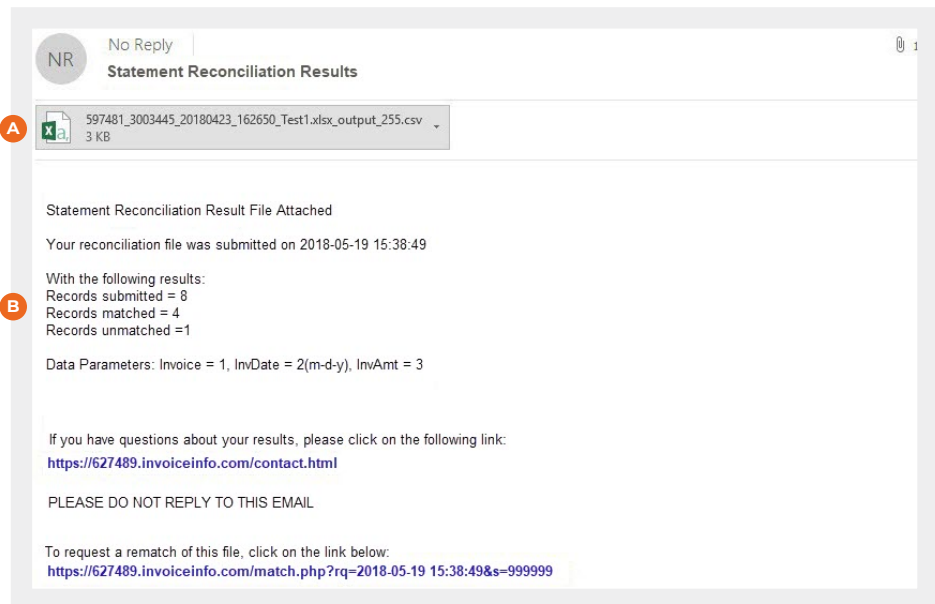
Statement Reconciliation Results Email

You will receive an email with the statement reconciliation results after submitting a statement.

Exhibit G

01 The statement reconciliation results are sent as an attachment. **A**

02 The summary of the results will be in the body of the email. **B**



03 The **Match Status** column will indicate if there is an **All Match**, **Partial Match** or **No Match**. **C**

Exhibit H

The screenshot shows an Excel spreadsheet with columns A through S. A circular callout highlights the 'Match Status' column (column E). The data in the spreadsheet is as follows:

Query Vendor	Query Invoice	Query InvDate	Query InvAmt	Match Status	VENDORID	PO_NUMBER	INVOICE NUMBER	CHECK NUMBER	CHECK DATE	CHECK PAYMENT METHOD	CHECK PAYMENT NUMBER	CHECK PAYMENT AMOUNT	INVOICE PAID AMOUNT
3003445	21821796	11/1/2017	2450.78	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040496	2183456	18	ACH CCD	30032340	2450.78	1450.78	
3003445	21005382	12/15/2017	1576	NO Match							0	0	
3003445	21543018	1/15/2018	183456	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026	6789.45	ACH CCD	30032580	183456	183456		
3003445	21123477	1/20/2018	56789.45	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026	6789.45	ACH CCD	30032661	56789.45	56789.45		
3003445	21898794	1/26/2018	12356.18	PARTIAL Match - Vendor, InvNumber, Date	3003445	480004026	556.18	ACH CCD	30032644	12356.18	12356.18		
3003445	21823460	2/1/2018	65432.01	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362	556.18	ACH CCD	20031060	65432.01	43987.97		
3003445	21854362	2/1/2018	18765.89	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040362	556.18	ACH CCD	20030858	18765.89	18765.89		
3003445	21987620	2/5/2018	25890.65	ALL Match - Vendor, InvNumber, Date, Amount	3003445	4800040459	2198	Mar-18	ACH CCD	20030874	25890.65	25890.65	
				ALL Match - Vendor									

VI Vendor ID Inquiry

Don't know your vendor ID?

You can find your vendor ID by submitting a simple inquiry.

Exhibit I

- 01** Enter two of the five available fields under **Search by Invoice** **A**
- 02** Click **Search** **B**
- 03** Vendor number displays **C**

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Data in this portal reflects invoice activity for the past 18 months.

Search by Invoice

Invoice Number:

Invoice Date:

A Vendor Number:

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date:

Sort Report by Ascending

B

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Once you have had one successful lookup and locked in the vendor number, you will be able to perform date-range searches.

Data in this portal reflects invoice activity for the past 18 months.

Search by Invoice

Invoice Number:

Invoice Date: TO

C Vendor Number:

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date:

Sort Report by Ascending