USER'S GUIDE

*i*nvoiceinfo

Milliken™

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.

01 Enter <u>two</u> of the five available fields under **Search by Invoice**. **Ⓐ**

02 Click **Search** **Ⓑ**

03 Results of search will display. **Ⓒ**

04 Once you have successfully received at least one valid response **Ⓒ** during the session, you may use date ranges if desired. **Ⓓ**

Exhibit A

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.

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**

Exhibit B

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.

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**

Exhibit C

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

Invoice Inquiry Home
Registration Home Page
Statement Reconciliation
Statement Reconciliation Instructions
Upload Invoice
How to Use This Portal
Tips to Successful Invoice Submission
B Contact Us

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: ML355
Invoice Date:
Vendor Number:
Invoice Amount: 48681.27
PO Number:

Search by Payment Received
Clearing Document Number:
Check Number:
Payment Amount:
Payment Date:
Sort Report by   Ascending

Search   Reset

A Please try entering different criteria or click the link to reference the guide "How to Use this Portal" for further assistance

Contact Form

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Contact Us

Please Fill Out the Information Below:

What team? :   Indirect or Non-POs
Your email address:

Attach File (optional)   Select csv, txt, pdf, xls, doc or image only

Message: (Enter Your Question Below)
C

☐ I'm not a robot   reCAPTCHA
                      Privacy - Terms

Send My Question   Reset

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**

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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: 01-April-2022 TO 16-August-2022 [Date Range Search] [Clear Dates]

Vendor Number: **4009961**

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date:

Sort Report by ⌄ Ascending ⌄

[Search] [Reset]

Download Results in CSV Format

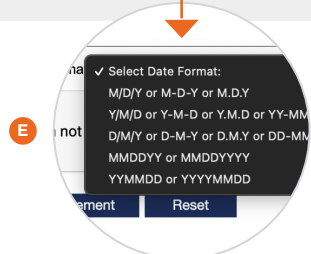| Invoice Number	Invoice Date	Invoice Amount	Currency	Posting Date	Entry date	Baseline Date	Invoice Status	Terms	Payment Amount	Total Payment Amount	Scheduled Pay Date	Check/Payment Number	Payment Method	Clearing Doc Number	PO Number
ML355	20-Dec-2021	48,681.27	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Rcpt 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 Rcpt of Invoice	54,278.82	264,268.91		1001		2001152772	
ML365	20-Dec-2021	52,567.36	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Rcpt of Invoice	52,567.36	264,268.91		1001		2001152772	
ML356	20-Dec-2021	54,801.26	USD	12/20/2021	12/20/2021	12/20/2021	Paid	Net Upon Rcpt 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 Rcpt 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.

01 Click on **Statement Reconciliation** in the left-hand menu. Ⓐ

02 Enter and confirm your email address. Ⓑ

03 Enter your vendor ID Ⓒ [Don't know your vendor ID? See **Exhibit I** on page 9.]

04 Paste or attach a statement. Ⓓ

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. Ⓔ

06 Click **Submit Statement**. Ⓕ

You will receive an email with the statement reconciliation results [see **Exhibit G** on page 8] after submitting a statement.
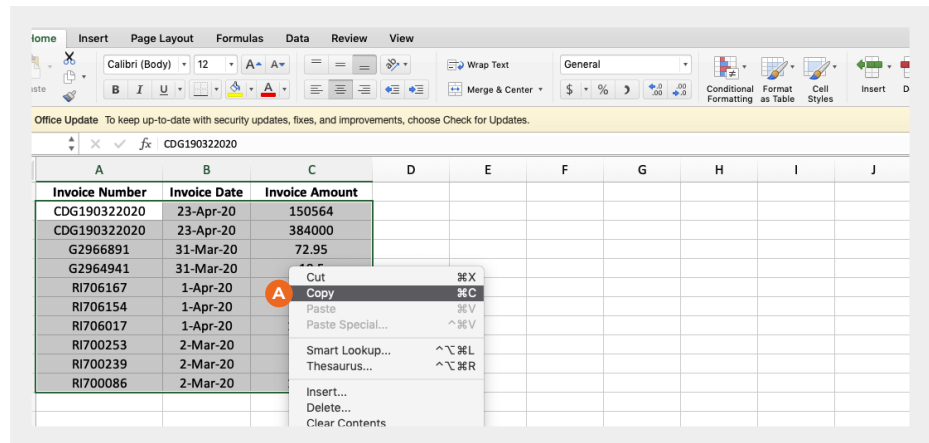
Exhibit E

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**. Ⓐ

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

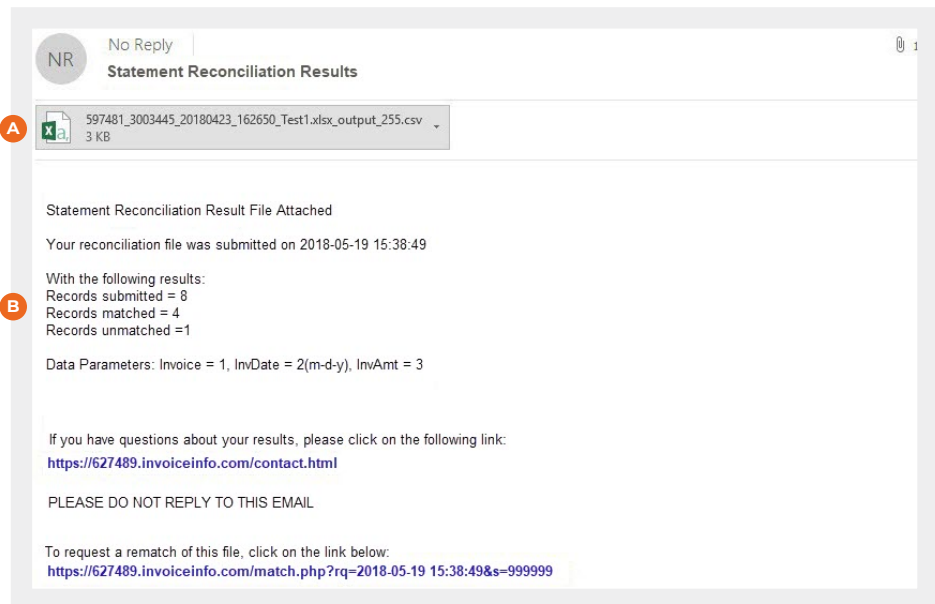**03** After pasting the data, click the down arrow and select the date format. Ⓒ

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**

A 597481_3003445_20180423_162650_Test1.xlsx_output_255.csv
3 KB

Statement Reconciliation Result File Attached

Your reconciliation file was submitted on 2018-05-19 15:38:49

With the following results:
Records submitted = 8
Records matched = 4
Records unmatched =1

Data Parameters: Invoice = 1, InvDate = 2(m-d-y), InvAmt = 3

If you have questions about your results, please click on the following link:
https://627489.invoiceinfo.com/contact.html

PLEASE DO NOT REPLY TO THIS EMAIL

To request a rematch of this file, click on the link below:
https://627489.invoiceinfo.com/match.php?rq=2018-05-19 15:38:49&s=999999

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

Exhibit H

VI Vendor ID Inquiry

Don't know your vendor ID?

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

01 Enter two of the five available fields under **Search by Invoice** A

02 Click **Search** B

03 Vendor number displays C

Exhibit I