



## Invoice Status & Statement Reconciliation Portal

# USER'S GUIDE

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# 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.

Exhibit A

- 01** Enter two of the available fields under **Search by Invoice**. **A** Once you populate those two fields, your Vendor Number will display for future searches.
- 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**

Vendor Number	FB Number	Invoice Number	Invoice Amount	Currency	Received Date	Aged Days	Hold	Invoice Status	Payment Method	Scheduled Pay Date	Payment Number	Payment Amount	Payment Date	Payment Cleared
500047	U5002218	23828	\$4,100.00	USD	26-Jan-2022	43	False	PAID	ACH	10-Mar-2022	92810	\$7,700.00	10-Mar-2022	True

# 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**

Vendor Number	FB Number	Invoice Number	Invoice Amount	Currency	Received Date	Aged Days	Hold	Invoice Status	Payment Method	Scheduled Pay Date	Payment Number	Payment Amount	Payment date	Payment cleared
500047	U5002218	23628	\$4,100.00	USD	26-Jan-2022	43	False	PAID	ACH	10-Mar-2022	92810	\$7,700.00	10-Mar-2022	True

# No Data Found

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

Exhibit C

- 01** If you receive the **No Data Found** **A** message, your invoice may not have been received. Try to search using different criteria before assuming it is missing.
- 02** Once you are certain it is missing, click on **Upload Invoice** **B** and email us stating your issue and how we can help.

IMPORTANT: Clearly state that you have already checked the Energy Transportation Group Invoice Status and Statement Reconciliation Portal.

The screenshot shows the Energy Transportation Group Invoice Portal interface. At the top, it says "Welcome to Energy Transportation Group's Invoice Portal". Below this, there is a navigation menu on the left with options: Invoice Payment Information, User's Guide, Tips for Successful Billing, ACH/QuickPay, Statement Reconciliation, Upload Invoice (marked with a red 'B'), Contact Us, and Login. The main content area contains a search form with two sections: "Search by Invoice" and "Search by Payment Received". The "Search by Invoice" section has fields for Invoice Number (10575), Vendor Number, FB Number (U1025674), Invoice Amount (4500), and Invoice Date. The "Search by Payment Received" section has fields for Payment Reference, Payment Amount, and Payment Date. Below these fields is a "Sort Report by" dropdown menu set to "Ascending" and two buttons: "Search" and "Reset". At the bottom of the search results area, there is a red circle with a white 'A' and the text "No Data Found (1)".

# 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** button. **C**
- 04** Results of search will display. **D**
- 05** If you would like to download the results of the search to an Excel spreadsheet, click **Download Results in CSV Format**. **E**

The screenshot shows the 'Energy Transportation Group's Invoice Portal' interface. It features a navigation menu on the left with options like 'Invoice Payment Information', 'User's Guide', and 'Login'. The main content area is titled 'Welcome to Energy Transportation Group's Invoice Portal' and includes a 'Search by Invoice' section with input fields for Invoice Number (10575), Vendor Number (500047), FB Number (U1025674), and Invoice Amount (4500). A date range selector is set to February 19, 2018, to TO, with a 'Date Range Search' button (C). Below this is a 'Search by Payment Received' section with fields for Payment Reference, Payment Amount, and Payment Date. A 'Sort Report by' dropdown is set to 'Ascending'. At the bottom, there is a 'Download Results in CSV Format' button (E) and a table of search results (D).

Vendor Number STFA	FB Number <sup>17</sup> FA	Invoice Number STFA	Invoice Amount STFA	Currency <sup>17</sup> FA	Received Date <sup>17</sup> FA	Aged Days STFA	Held <sup>17</sup> FA	Invoice Status STFA	Payment Method STFA	Scheduled Pay Date STFA	Payment Number STFA	Payment Amount STFA	Payment date <sup>17</sup> FA	Payment cleared STFA
500047	U5002218	23628	\$4,100.00	USD	26-Jan-2022	43	False	PAID	ACH	10-Mar-2022	92810	\$7,700.00	10-Mar-2022	True

# Statement Reconciliation

## How do I perform a Statement Reconciliation?

Please follow the directions below.

**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 example.]

**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.

Exhibit E

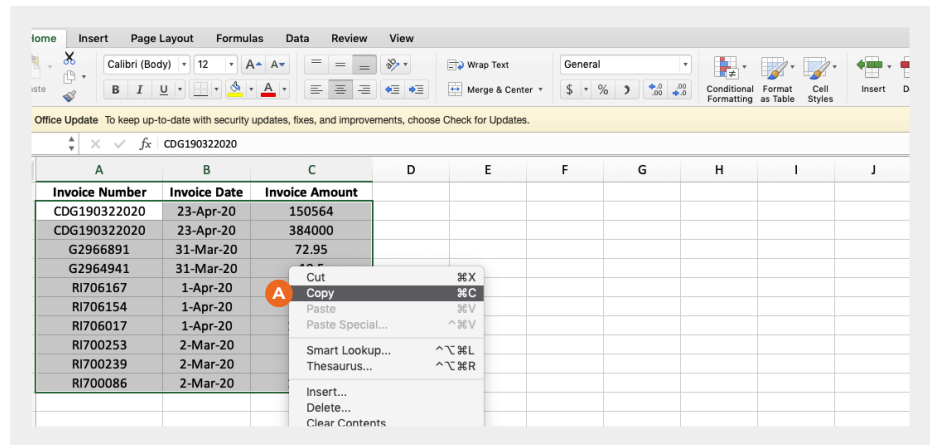
After clicking on "Submit Statement" you'll receive an on-screen confirmation of your submission

# Statement Reconciliation

## Instructions to Copy and Paste

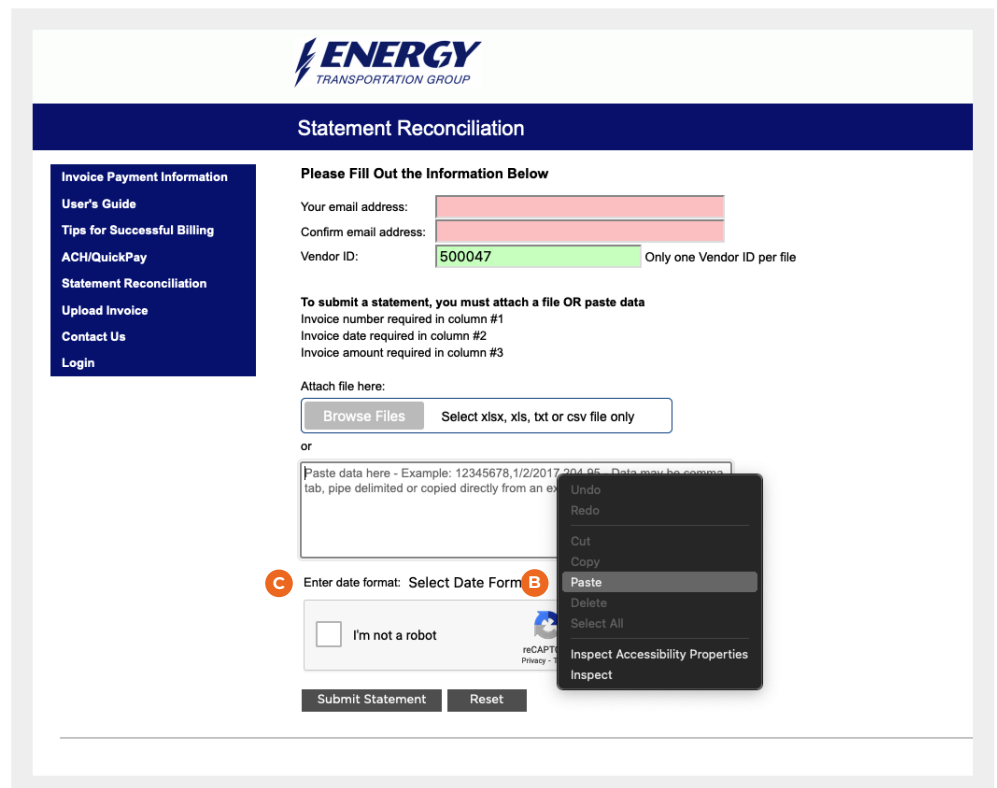
Exhibit F

**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**







# Vendor Number Inquiry

Don't know your vendor ID? Find it with a simple inquiry.

Exhibit I

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

Vendor Number	FB Number <sup>1</sup>	Invoice Number	Invoice Amount	Currency <sup>1</sup>	Received Date <sup>1</sup>	Aged Days	Hold <sup>1</sup>	Invoice Status	Payment Method	Scheduled Pay Date	Payment Number	Payment Amount	Payment date <sup>1</sup>	Payment cleared
500047	U5002318	IB_23626	\$4,100.00	USD	26-Jan-2022	43	False	PAID	ACH	10-Mar-2022	92810	\$7,700.00	10-Mar-2022	True