



**Invoice Upload Manual
(Vendor Invoice Portal)**

Department: Finance

Version Number	1.0
Effective From	01/12/2024
Date of Last Revision	

Contents

Objective and key features:.....	3
Vendor Invoice Submission Dashboard.....	4
How to Upload invoices?.....	7

Objective and key features:

Objective:

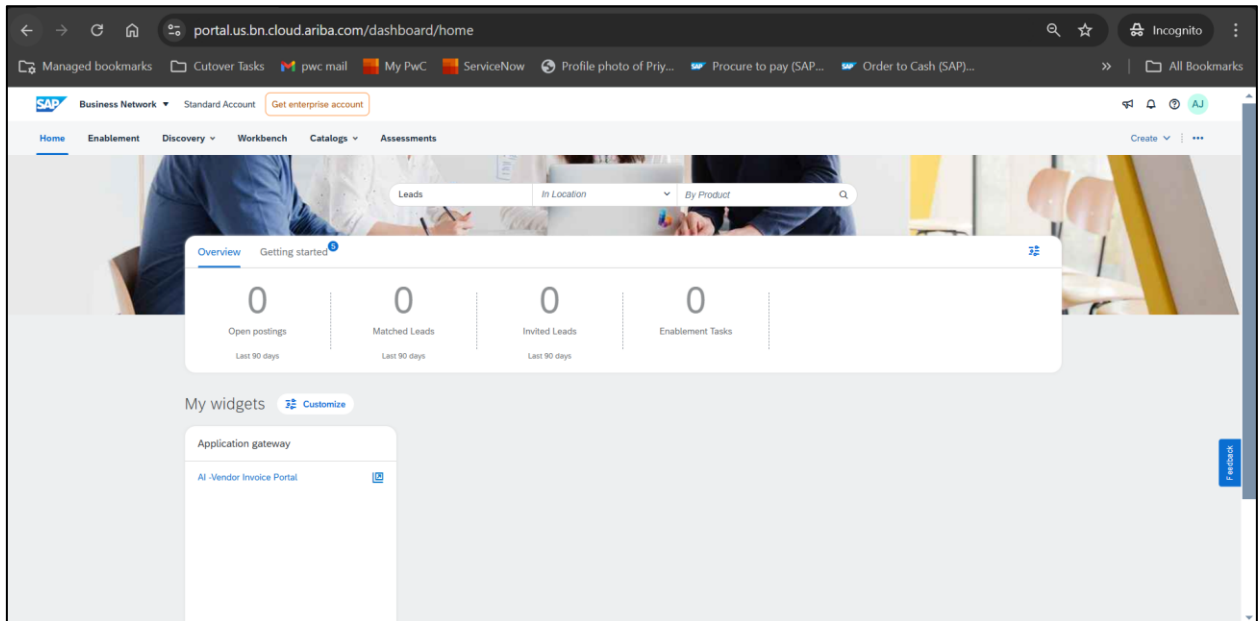
Air India's Vendor Invoice Portal has been designed to enhance your experience by providing a seamless platform for submitting invoices, the supporting documents and tracking their status in real time. With user-friendly features and intuitive navigation, the Vendor Invoice Portal empowers you to manage your transactions with ease and confidence.

Key Features:

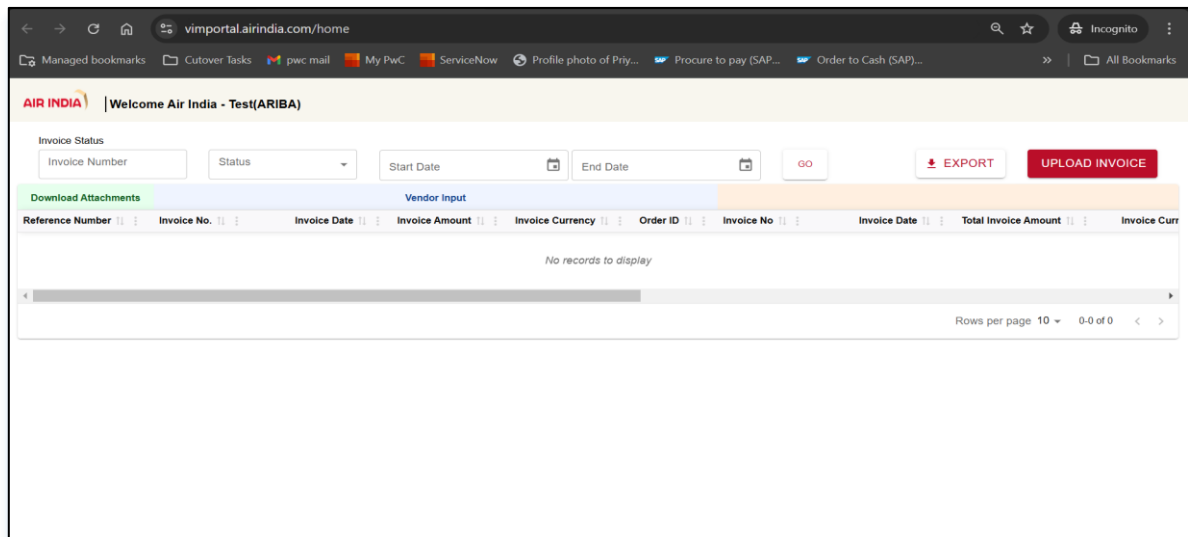
1. **Invoice and Supporting Document Upload:** Effortlessly upload your invoices (*only in PDF format*) along with any necessary supporting documents in variety of file formats (*png, jpeg, pdf, xls*) and ensures your submissions are securely stored and accessible for the review.
2. **Real-Time Invoice Tracking:** Stay informed about the status of your invoices with our real-time tracking feature. From submission to approval and payment, monitor each stage of the process at your convenience.
3. **Payment Status Updates:** Gain instant access to payment information. The portal provides up-to-date details about payments and completed transactions, allowing you to manage the finances effectively.
4. **Search Filters:** The portal allows you to search your invoices using different search criteria like Invoice Numbers, Status of the invoices and date filters (Invoice Dates).

Vendor Invoice Submission Dashboard

On the ARIBA dashboard, refer to the My Widgets section for – AI Vendor Invoice Portal as shown below (in case the same is not visible, refer to the Supplier Registration Manual).



Once you select the “**AI - Vendor Invoice Portal**” you will be able to view invoices linked to your Supplier ID (from the last 30 days).



This dashboard allows you to see the status of your invoices as follows:

- **Reference Number:** This unique number helps you link your invoices to the portal.
- **Vendor Input Details:** Information that was filled by you (i.e. the supplier) while submitting the invoice. Note that fields will remain empty if left unfilled.
 - Invoice Date
 - Invoice Amount
 - Invoice Currency
 - Order ID
- **Actual Invoice Details:** These details are fetched from the actual invoice PDF submitted to Air India.
 - Invoice Number
 - Invoice Date
 - Total Invoice Amount (Including all Taxes)
 - Invoice Currency
 - Submission Date
 - PO No.
 - TDS Deducted
 - GST Amount
 - Net Payable Amount
 - Status of Invoice
 - Payment Date
 - Bank UTR No.

Note: The fields "TDS Deducted," "GST Amount," and "Net Payable Amount" will be populated once approved by Air India's business and finance teams.

Additionally, you will see filters to search for specific invoices that have been submitted to Air India.

The screenshot shows the top section of the Air India portal. It includes the Air India logo and a welcome message: "Welcome Air India - Test(ARIBA)". Below this, there is a section titled "Invoice Status" with several input fields: "Invoice Number" (containing "927570421"), "Status" (a dropdown menu), "Start Date" (with a calendar icon), "End Date" (with a calendar icon), and a "GO" button. There are also "EXPORT" and "UPLOAD INVOICE" buttons on the right.

1. **Invoice Number** – Unique identification of invoice, the number that uniquely identifies your invoice. Enter the number and press “Go” to search your invoice –

The screenshot shows the search results section of the Air India portal. It includes the Air India logo and a welcome message: "Welcome Nestle India L". Below this, there is a section titled "Invoice Status" with several input fields: "Invoice Number" (containing "927570421"), "Status" (a dropdown menu), "Start Date" (with a calendar icon), "End Date" (with a calendar icon), and a "GO" button. There are also "EXPORT" and "UPLOAD INVOICE" buttons on the right. Below the search filters, there is a table with the following columns: "Reference Number", "Invoice No.", "Invoice Date", "Invoice Amount", "Invoice Currency", "Order ID", "Invoice No.", "Invoice Date", "Total Invoice Amount", and "Invoice Curr". The table contains one row of data: "00000000752", "927570421", "04/10/2024", "654475.00", "INR", "927570421", "25/08/2024", "654475.00", "INR". At the bottom right, there is a pagination bar showing "Rows per page 10" and "1-1 of 1".

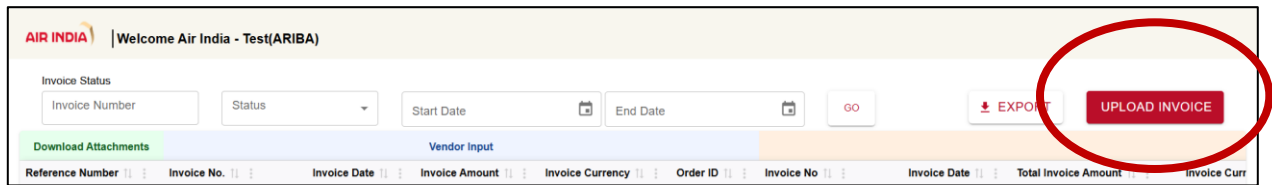
Reference Number	Invoice No.	Invoice Date	Invoice Amount	Invoice Currency	Order ID	Invoice No.	Invoice Date	Total Invoice Amount	Invoice Curr
00000000752	927570421	04/10/2024	654475.00	INR		927570421	25/08/2024	654475.00	INR

2. **Invoice Status** – Filter that allows you to get filtered data based on the expected/probable status of your invoices. Following are the 6 categories of status, that you'll see as part of this dropdown on the vendor invoice portal:

The screenshot shows the Air India Vendor Invoice Portal interface. At the top, there's a header with the Air India logo and the text "Welcome Air India - Test(ARIBA)". Below the header, there's a search bar with "Invoice Status" and "Invoice Number" fields. To the right of the search bar, there's a "Status" dropdown menu, "Start Date" and "End Date" date pickers, a "GO" button, an "EXPORT" button, and an "UPLOAD INVOICE" button. The "Status" dropdown menu is open, showing the following options: "All Status", "Submitted", "Awaiting Business Approval", "Awaiting Finance Approval", "Awaiting Payment", "Paid", and "Rejected". Below the search bar, there's a table with columns: "Reference Number", "Invoice Number", "Invoice Amount", "Invoice Currency", "Order ID", "Invoice No", "Invoice Date", "Total Invoice Amount", and "Invoice Curr". The table is currently empty, displaying "No records to display". At the bottom right, there's a pagination bar showing "Rows per page: 10" and "0-0 of 0".

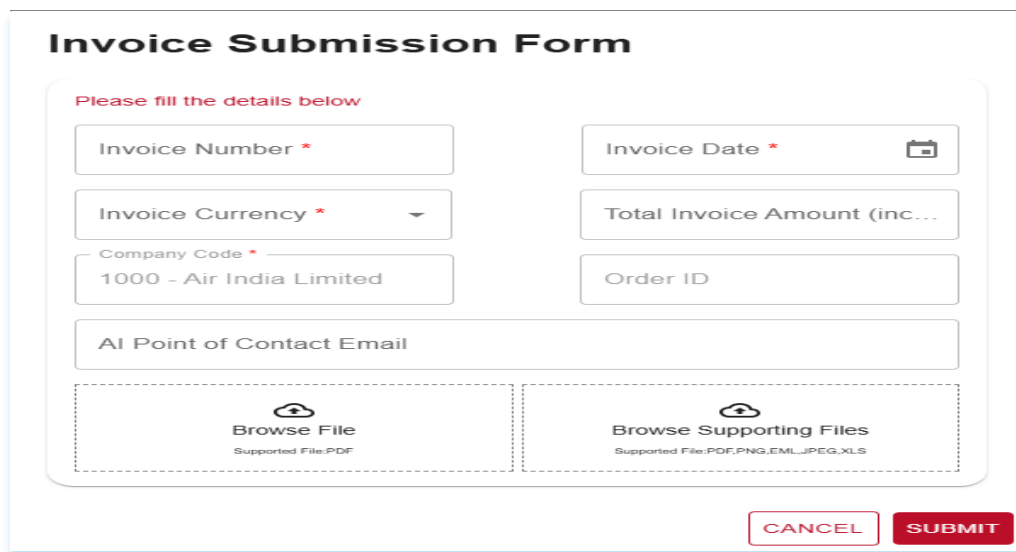
- a. **Submitted:** Invoices entered into Air India's ERP system.
 - b. **Awaiting Business Approval:** Invoices pending approval from specific Air India teams.
 - c. **Awaiting Finance Approval:** Invoices approved by business teams, awaiting Finance team approval. The system checks for duplicates.
 - d. **Awaiting Payment:** Invoices approved by both business and Finance teams, waiting to be paid.
 - e. **Paid:** Invoices approved and paid, with a unique UTR number assigned.
 - f. **Rejected:** Invoices rejected by either the business or Finance teams.
3. **Start Date & End Date (MM/DD/YYYY):**
- a. The date on which invoice was generated and captured. You can always use this filter to search for any invoices, whose generation dates fall within a specified time frame.
 - b. Always make sure that the "Start date" is lower than the "End Date" for this filter to work as expected.

How to Upload invoices?



The screenshot shows the AIR INDIA portal interface. At the top, there's a header with the AIR INDIA logo and the text 'Welcome Air India - Test(ARIBA)'. Below this, there's a section for 'Invoice Status' with input fields for 'Invoice Number', 'Status', 'Start Date', and 'End Date', along with a 'GO' button. To the right of these fields is an 'EXPORT' button and a red 'UPLOAD INVOICE' button, which is circled in red. Below the status section, there are two tabs: 'Download Attachments' and 'Vendor Input'. The 'Vendor Input' tab is active, showing a table with columns: Reference Number, Invoice No., Invoice Date, Invoice Amount, Invoice Currency, Order ID, Invoice No., Invoice Date, Total Invoice Amount, and Invoice Curr.


1. Please select the “Invoice Upload” button appearing on the screen to upload your invoices and their supporting documents.
(Only one invoice can be uploaded per cycle)



The screenshot shows the 'Invoice Submission Form'. It has a title 'Invoice Submission Form' and a subtitle 'Please fill the details below'. The form contains several input fields: 'Invoice Number *', 'Invoice Date *', 'Invoice Currency *', 'Total Invoice Amount (incl. Tax)', 'Company Code *' (with a dropdown menu showing '1000 - Air India Limited'), 'Order ID', and 'AI Point of Contact Email'. At the bottom, there are two sections for file uploads: 'Browse File' (Supported File: PDF) and 'Browse Supporting Files' (Supported File: PDF, PNG, EML, JPEG, XLS). At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

Mandatory information to be entered at the time of invoice submission are marked “*”.

1. Invoice Number
2. Invoice Date
3. Invoice Currency
4. Total Invoice Amount (incl. Tax)
5. Company Code (auto populated -1000 for Air India Limited)
6. Order ID – to be populated by AMOS (Aircraft Maintenance and Operations System) vendors only. **(This field will be greyed out for Non-AMOS vendors)**
7. AI Point of Contact Email – please provide a valid Air India point of contact email ID (if available), with domain name as **@airindia.com** only. Else following error message will pop up:



The screenshot shows an error message for the 'AI Point of Contact Email' field. The field contains the text 'example@gmail.com'. Below the field, there is a red error message: 'Enter Air India POC Email ID'.

8. Browse file – To upload Invoices in PDFs format only.
 9. Browse Supporting files – To upload invoice supporting's in PDF, PNG, EML, JPEG and XLSX formats only.
- Once mandatory fields are populated select the “**Submit**” button.

The screenshot shows the 'Invoice Submission Form' with a modal window titled 'Congratulations' in the center. The modal contains a green checkmark icon and the text 'Invoice Uploaded Successfully', with a 'CLOSE' button at the bottom right. In the background, the form fields are visible: 'Invoice Number *', 'Invoice Date *' (12/02/2024), 'Invoice Currency *', 'Total Invoice Amount (inc...)', 'Company Code *' (1000 - Air In), and 'AI Point of C'. At the bottom, there are two sections: 'Browse File' (Supported File: PDF) and 'Browse Supporting Files' (Supported File: PDF, PNG, EML, JPEG, XLS). Below these, it says 'Uploaded Invoice File: AI - Vendor Portal.pdf' with a close icon. At the very bottom are 'CANCEL' and 'SUBMIT' buttons.

- Once you've submitted your invoice will be visible in the “invoice status tab”, the invoice status will appear as “Submitted”.

The screenshot shows the 'Invoice Status' tab with a search bar containing 'ExampleInvoice' and a 'Status' dropdown. There are filters for 'Start Date' and 'End Date' with a 'GO' button, and 'EXPORT' and 'UPLOAD INVOICE' buttons. Below the search bar is a table with the following columns: Reference Number, Invoice No., Invoice Date, Invoice Amount, Invoice Currency, Order ID, Invoice No., Invoice Date, Total Invoice Amount, and Invoice Curr. The table contains one row with the following data: 000000000938, ExampleInvoice, 02/12/2024, 1000.00, INR. At the bottom right, it says 'Rows per page 50' and '1-1 of 1'.

The screenshot shows the 'Invoice Status' tab with a search bar containing 'ExampleInvoice' and a 'Status' dropdown. There are filters for 'Start Date' and 'End Date' with a 'GO' button, and 'EXPORT' and 'UPLOAD INVOICE' buttons. Below the search bar is a table with the following columns: Amount, Invoice Currency, Submission Date, PO No., TDS Deducted, GST Amount, Net Payable Amount, Status of Invoice, Payment Date, and Bank UTR No. The table contains one row with the following data: SUBMITTED. At the bottom right, it says 'Rows per page 50' and '1-1 of 1'.

This marks the end of the process of how you can utilize this portal to submit your invoices and to view the real time status of all your invoices.