

# Payment Gateway Training



## Purpose

This work instruction guides users on navigating and using the Vendor Payment Gateway. This training covers the message centre, service entry sheets, creating invoices and managing invoices.

## Audience

All Payment Gateway Users



# Payment Gateway Training



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1. Dashboard
2. Message Centre – User Settings
3. Message Centre – Notifications
4. Service Entry Sheets – Landing Page
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6. Service Entry Sheets – Create/Edit Page
7. Submit Invoice – Landing Page
8. Submit Invoice – Detail Page
9. Submit Invoice – Create Page
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11. Manage Invoices – Landing Page
12. Manage Invoices – Invoice Detail Page

## 1. Home Page

Step	Instruction	Screenshot
1	<p><b>Action Centre</b></p> <ul style="list-style-type: none"> <li>Dynamic card that displays the number Purchase Orders that are ready to be invoiced.</li> <li>Click the link to navigate to the Submit Invoice app.</li> </ul>	
2	<p><b>Message Centre</b></p> <ul style="list-style-type: none"> <li>Click the User Settings button to subscribe to home page and email notifications.</li> </ul>	
3	<p><b>Application Tiles</b></p> <ul style="list-style-type: none"> <li>Launch apps for Manage Invoices, Service Entry Sheets, and Submit Invoice</li> <li>Submit Invoice is a dynamic tile showing the number of line items ready to invoice.</li> </ul>	

## 2. User Settings

Step	Instruction	Screenshot
1	<p><b>Filter to find messages</b></p> <ul style="list-style-type: none"> <li>Notifications are available for events associated with the Payment Gateway processes.</li> </ul>	
2	<p><b>Subscribe to notification messages</b></p> <ul style="list-style-type: none"> <li>Choose to receive messages on the Home Page, via Email, or both.</li> </ul>	
3	<p><b>Action buttons</b></p> <ul style="list-style-type: none"> <li>Save and close.</li> <li>Close without saving.</li> </ul>	

## 3. Notifications

Step	Instruction	Screenshot																		
<p><b>1</b></p> <p><b>List of subscribed messages</b></p> <ul style="list-style-type: none"> <li>Blue bar indicates an unread message.</li> <li>Click a message to link to the associated app.</li> <li>Dismiss messages by clicking the X on the right.</li> </ul>		<p>The screenshot shows a 'Message Center' interface with 29 new messages. The messages are listed as 'Invoice blocked' with their respective invoice numbers and amounts. A blue bar highlights the first message. A circled '1' points to the first message, and a circled '2' points to the 'Dismiss All' button.</p> <table border="1"> <thead> <tr> <th>Message Content</th> <th>Action</th> <th>Timestamp</th> </tr> </thead> <tbody> <tr> <td>Invoice blocked Invoice 5105610064   Amount 15683.20</td> <td>X</td> <td>Apr 24, 4:20 PM</td> </tr> <tr> <td>Invoice blocked Invoice 5105610063   Amount 87516.00</td> <td>X</td> <td>Apr 24, 4:20 PM</td> </tr> <tr> <td>Invoice blocked Invoice 5105610066   Amount 106912.00</td> <td>X</td> <td>Apr 24, 4:20 PM</td> </tr> <tr> <td>Invoice blocked Invoice 5105610067   Amount 106912.00</td> <td>X</td> <td>Apr 24, 4:20 PM</td> </tr> <tr> <td>Invoice blocked Invoice 5105610065   Amount 111188.48</td> <td>X</td> <td>Apr 24, 4:20 PM</td> </tr> </tbody> </table>	Message Content	Action	Timestamp	Invoice blocked Invoice 5105610064   Amount 15683.20	X	Apr 24, 4:20 PM	Invoice blocked Invoice 5105610063   Amount 87516.00	X	Apr 24, 4:20 PM	Invoice blocked Invoice 5105610066   Amount 106912.00	X	Apr 24, 4:20 PM	Invoice blocked Invoice 5105610067   Amount 106912.00	X	Apr 24, 4:20 PM	Invoice blocked Invoice 5105610065   Amount 111188.48	X	Apr 24, 4:20 PM
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<p><b>2</b></p> <p><b>Action buttons</b></p> <ul style="list-style-type: none"> <li>Refresh the messages table.</li> <li>Filter message list.</li> <li>Dismiss all messages.</li> <li>Open the user settings.</li> </ul>																				

## 4. Service Entry Sheets – Landing Page

Step	Instruction	Screenshot
1	Summary charts reflecting current filter selection criteria	<p><b>1</b> Purchase Order Values by Contract Limits PO's with amounts running out</p> <p><b>2</b> Filter options for modifying the list of existing Service Entry Sheets</p> <p><b>3</b> List table of existing Service Entry Sheets showing header-level information</p> <ul style="list-style-type: none"> <li>Click a line item to view the SES detail screen</li> </ul> <p><b>4</b> Create a new Service Entry Sheet</p>
2	Filter options for modifying the list of existing Service Entry Sheets	
3	List table of existing Service Entry Sheets showing header-level information	
4	Create a new Service Entry Sheet	

## 5. Service Entry Sheets – Detail Page

Step	Instruction	Screenshot
1	<b>Header level information</b>	
2	<b>Progress bar of available services on the PO line</b>	
3	<b>SES status</b>	
4	<b>Detail of selected tab</b> <ul style="list-style-type: none"> <li>Planned, Unplanned, or Contract depending on PO line setup</li> <li>Attachments</li> <li>Approval process flow</li> <li>Create a new Service Entry Sheet</li> </ul>	
5	<b>Action buttons</b> <ul style="list-style-type: none"> <li>Copy the existing document to create a new SES</li> <li>Edit the current SES (*if in an editable state)</li> <li>Delete the current SES (*if in an editable state)</li> </ul>	

## 6. Service Entry Sheets – Create/Edit Page

Step	Instruction	Screenshot
1	<b>Header level fields</b> <ul style="list-style-type: none"> <li>Mandatory fields are marked with a red *</li> </ul>	
2	<b>Service line details</b>	
3	<b>Add new service lines</b>	
4	<b>Attachments</b> <ul style="list-style-type: none"> <li>At least one attachment is required</li> </ul>	
5	<b>Action buttons</b> <ul style="list-style-type: none"> <li>Submit the SES for approval</li> <li>Save the SES as a draft for later submission</li> <li>Cancel the new SES and return to the landing page</li> </ul>	

## 7. Submit Invoice – Landing Page

Step	Instruction	Screenshot
1	Summary charts reflecting current filter selection criteria	<p>The screenshot shows the 'Submit Invoice' interface. At the top, there are two summary charts: 'Value by Purchase Order Status' and 'Value by Scheduling Agreement Status'. Below these are filter options for 'Purchasing Document', 'Created On', and 'To Be Invoiced'. A table lists 'Purchasing Documents (4)' with columns for 'Purchasing Document', 'Invoiced', 'To Be Invoiced', and 'Value'. A 'Create Invoice without Reference' button is visible on the right.</p>
2	Create non-PO invoice	
3	Filter options for modifying the list of available purchasing documents	
4	List of available purchasing documents showing <ul style="list-style-type: none"> <li>Amount already invoiced</li> <li>Amount available to be invoiced</li> <li>Amount still awaiting receipt</li> </ul>	
5	Select a line with an amount to be invoiced to open the detail page	

## 8. Submit Invoice – Detail Page

Step	Instruction	Screenshot
1	Link to existing invoices for the selected purchase order	
2	<b>List of documents to be invoiced</b> <ul style="list-style-type: none"> <li>Approved service entry sheets</li> <li>Posted goods receipts</li> </ul>	
3	Click the link to see details of the document	
4	Select one or more documents and click Create Invoice	

## 9. Submit Invoice – Create Page

Step	Instruction	Screenshot
1	<b>Header fields</b> <ul style="list-style-type: none"> <li>Supplier Reference (mandatory)</li> <li>Invoice Date (mandatory, default to today)</li> </ul>	
2	<b>Details of goods/services received from the GR/SES</b>	
3	<b>Summary of amounts</b>	
4	<b>Attachments</b> <ul style="list-style-type: none"> <li>One attachment is required</li> <li>Click the + button or drag and drop files to attach</li> </ul>	
5	<b>Action buttons</b> <ul style="list-style-type: none"> <li>Submit Invoice – this needs to be a text-based pdf</li> <li>Cancel and return to detail page</li> </ul>	

## 11. Manage Invoices – Landing Page

Step	Instruction	Screenshot
1	Summary chart reflecting current filter selection criteria	<p>The screenshot shows the 'Manage Invoices' interface. At the top right is a 'View Account Statement' button (5). Below it is a 'Value by Invoice Status' chart (1) showing 'Invoiced' at 2.19 K and 'Remitted' at 0.00, with a 'Blocked for payment' status. Below the chart are filter fields for Supplier Reference, Invoice, Purchasing Document, Invoice Date (Apr 30, 2024 - Apr 30, 2025), and Status (2 Items) (2). There are also fields for Invoice Type and Days Net. Below the filters is a table titled 'Invoice Created (2)' (3) with columns: Supplier Reference, Invoice, Purchasing Document, Amount, Invoice Date, Status, View Invoice, and Payment Due Date. The table lists two invoices: E0548 (1,246.43 AUD, 30.08.2024, Invoiced) and E0813 (1,999.14 AUD, 30.09.2024, Invoiced). Both have a payment due date of 03.11.2024 (4).</p>
2	Filter options for modifying the list of existing invoices	
3	List of invoices meeting the filter criteria	
4	Click a line item to open the invoice detail page	
5	View account statement <ul style="list-style-type: none"> <li>Must be configured in SAP (outside of the Manage Invoices app)</li> </ul>	

## 12. Manage Invoices – Invoice Detail Page

Step	Instruction	Screenshot																															
1	Details of the selected invoice	<p>Invoice 6111355264</p> <p>Supplier Reference: E0548              Baseline Date: Oct 04, 2024              Invoice Date: Aug 30, 2024              Payment Terms: 30 Days Net              Currency: AUD              Tax #:              Supplier Contact:              Payee: ALL AUSTRALIAN SAFETY PTY LTD</p> <p><b>Supplier</b>              ALL AUSTRALIAN SAFETY PTY LTD              67 JACARANDA AVENUE              BRADBURY New South Wales              2560              AU (Australia)</p> <p><b>Customer</b>              Dendrobium Coal Pty Ltd              Innovation Cam              New South Wales              2500              AU (Australia)</p> <p><b>Remit To</b>              ALL AUSTRALIAN SAFETY PTY LTD              67 JACARANDA AVENUE              BRADBURY New South Wales              2560              AU (Australia)</p> <table border="1"> <thead> <tr> <th>#</th> <th>Purchase Order</th> <th>PO Line Item</th> <th>Item Description</th> <th>Unit Price</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4542957234</td> <td>10</td> <td>Lenses (excl. GST) DEN</td> <td>1.00</td> <td>380.3 EA</td> <td>380.30</td> </tr> <tr> <td>2</td> <td>4542957234</td> <td>10</td> <td>Lenses (excl. GST) DEN</td> <td>1.00</td> <td>828.1 EA</td> <td>828.10</td> </tr> </tbody> </table> <p><b>Attachments</b> +</p> <p>No files found.</p> <p><b>Amounts</b></p> <table border="1"> <tbody> <tr> <td>Invoice Amount:</td> <td>1,208.40</td> </tr> <tr> <td>Freight Amount:</td> <td>0.00</td> </tr> <tr> <td>Customs Amount:</td> <td>0.00</td> </tr> <tr> <td>Tax Amount:</td> <td>38.03</td> </tr> <tr> <td><b>Total:</b></td> <td><b>1,246.43</b></td> </tr> </tbody> </table>	#	Purchase Order	PO Line Item	Item Description	Unit Price	Quantity	Amount	1	4542957234	10	Lenses (excl. GST) DEN	1.00	380.3 EA	380.30	2	4542957234	10	Lenses (excl. GST) DEN	1.00	828.1 EA	828.10	Invoice Amount:	1,208.40	Freight Amount:	0.00	Customs Amount:	0.00	Tax Amount:	38.03	<b>Total:</b>	<b>1,246.43</b>
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2	<p><b>List of attachments</b></p> <ul style="list-style-type: none"> <li>Click the link to download and open an attached document</li> </ul>																																