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| **Purpose** |

Complete these steps to log in to the Supplier Self Service Portal, where you can then access the e-Payables (BI) reports.  
  
**NOTE:** To access the reports, you must have requested the **Accounting Information (BI)** service package as part of your Supplier access. Please refer to the front page of the supplier portal, after logging in, if you need to request additional access.

The JLR Supplier Portal will be integrated into Covisint for single sign on. Once logged onto Covisint, the JLR Supplier Portal will be available as a link under Covisint Applications.

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| **Step** | **Action** |
| 1 | Access Covisint via the following link: <https://jlr.portal.covisint.com/web/portal/> |
| 2 | Complete the following fields as required:   |  |  |  | | --- | --- | --- | | **Field** | **R/O/C** | **Enter** | | User ID? | R | Your user name for accessing Covisint | | Password? | R | Memorable password assigned to the user account | |
| 3 | Click |

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| **Purpose** |

Complete these steps to access e-Payables reports in the Supplier Self Service Portal.

The reports available are:

* **Debit Note Report** – details any debit notes raised against a vendor’s account, including date, amount and debit note number
* **Invoices Ready for Payment** (was previously SRM Outstanding Payment History) – details any outstanding payments. Includes details of the vendor invoice number and date raised, JLR’s invoice document number, payment due date and payment amount in both local and document currency. Report is split into two:
  + Summary of invoices-Ready for Payment (was previously Total Outstanding Summary)
  + Details of Invoices-Ready for Payment (was previously Details of Outstanding Payments)
* **Payment History Report** (was previously SRM Payment History Report) – details any payments that have already been made. Includes details of JLR’s Payment document number, payment date, amount paid and currency. Report is split into two:
  + Paid Invoices (was previously Payment history Report)
  + Details of Paid Invoices (was previously Detailed Payment)
* **Invoices Pending-In progress** – details any outstanding invoices. Includes details of the vendor invoice number and date raised, JLR’s invoice document number, payment due date and payment amount in both local and document currency.

**NOTE:** In order to access these reports, you must have requested the **Accounting Information (BI)** service package as part of your Supplier access. Please refer to the front page of the supplier portal if you need to request additional access.

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| **Step** | **Action** |
| 1 | After logging in to the Supplier Self Service Portal, review the **My Applications** area on the **Home** page. |
| 2 | Click on **Accounting Information BI** in the **My Applications** area to access the reports. |
| 3 | Ensure the  tab is selected to view the available reports.  The navigation pane on the left of the screen displays the reports that are available to select: |
| 4 | Click on a report title in the Navigation pane to open it, e.g. **Invoice Ready For Payment**. |
| 5 | The **Prompts** screen is displayed.  The Prompt options on the left of the screen allow you to restrict the report data to include or exclude specific information.  Some Prompts are mandatory and these are already completed with example data. In this example, **Due Date 1** and **Due Date 2** are already completed and should be changed to meet your requirements.  ***(Please refer to the tables at the end of this document for definitions of the Prompts in each of the reports)*** |
| 6 | Select an action from the following:   |  |  | | --- | --- | | **If …** | **then …** | | You want to update a **Date** Prompt | Click on the relevant Prompt on the left of the screen, e.g. **Due Date 1**  The selected Prompt is displayed on the right of the screen for you to update:  Dates can be updated by clicking on the Calendar icon and selecting the appropriate date.  In the calendar, use the left hand arrow keys  to move through the months of this year.  Use the right hand arrow keys  to move through the years.  Click  if you want to select today’s date. | | You want to update a Prompt that is **not date related** | Click on the relevant Prompt on the left of the screen, e.g. **Reporting Period**  The selected Prompt is displayed on the right of the screen for you to update:    If the  button is displayed, click on this to view a list of selection options, e.g.    Click the option you want to add to your report..  Click  to add the data to your report criteria  If there is no  button, then follow the steps below.    Enter the information you want to add, e.g. in this case, a document number.   Click  to search for a match    Any matches will be displayed. Click on the data to select it, then click  to add the data to your report criteria. | |
|  |  |
| 7 | When you have entered all of your Prompts to restrict the data in in your report, click . |
| 8 | The selected report is displayed, with the data based on the selections you made in the Prompts screen.    **NOTE :** If no report data is shown, then this means that there is no data in our system that matches the information you entered on the Prompts screen.  Click  [Refresh] to go back to the Prompts screen, and amend the data. |
| 9 | To maximise the visible area of the report you can do the following:   1. Close down the **Navigation Pane** on the left of the screen. 2. Close down the report **Navigation Pane** on the left of the report. 3. Click **Full Screen** to increase the screen size 4. Click **F11** key on your keyboard to hide your toolbars (Click it again when you want to retrieve them)     **2**  **3**  **1** |
| 10 | The report area has now been maximised. Review the data as required. |
| 11 | For details of how to navigate around the report and definitions of the column headings, please refer to the document:[**How Do I Navigate the e-Payables (BI) reports in the Supplier Self Service Portal**](#Page11).  For details of the [Prompts](#Page8) (and definitions) that are shown in each of the reports, please see the tables below. |

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| **Prompts: Terms and Definitions** |

Prompt information is used to restrict the report data before you run the report. The information in the Prompt screen can also be changed whilst you are in the report, if required.  
  
Use the tables below to review the Prompts that are available in each of the reports, and their definitions.

**Debit Note Report: Prompts:**

| **Term** | **Definition** |
| --- | --- |
| Company Code | JLR is organised into different Company Codes based on global location, e.g. **GB03** (Jaguar Land Rover Limited) |
| Reporting Period | This allows you to restrict the report to show data for a specific financial period, e.g. Current Calendar Year, Month to Date, Current Week, etc. |
| Prd/Non Prd/After Market | Identifies the category of Vendor , e.g. Non Production Vendor |
| Parent | JLR groups Vendors belonging to the same Company into the same Parent company |
| Supplier | This is the Vendor's company name |
| Vendor Number | This is JLR's unique reference number for a Vendor |
| Payment Terms | Our agreed payment terms which are recorded on your supplier record, e.g. **0I60** (60 days from Invoice Date) |
| Business Areas | Identifies which JLR business area the invoice was raised against, e.g.: **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |
| Document No | JLR's SAP document number which is generated when we process your invoice |
| Debit Note Date (From) | Enter the first date of debit notes you want to include in the report |
| Debit Note Date (To) | Enter the last date of debit notes you want to include in the report |

**Invoices Ready to Payment** (was SRM Outstanding Payment Report)**: Prompts:**

| **Term** | **Definition** |
| --- | --- |
| Company Code | JLR is organised into different Company Codes based on global location, e.g. **GB03** (Jaguar Land Rover Limited) |
| Reporting Period | This allows you to restrict the report to show data for a specific financial period, e.g. Current Calendar Year, Month to Date, Current Week, etc. |
| Due Date 1 | Enter the first invoice due date of invoices you want to include in the report |
| Due Date 2 | Enter the last invoice due date of invoices you want to include in the report |
| Prd/Non Prd/After Market | Identifies the category of Vendor , e.g. Non Production Vendor |
| Parent | JLR groups Vendors belonging to the same Company into the same Parent company |
| Supplier | This is the Vendor's company name |
| Vendor Number | This is JLR's unique reference number for a Vendor |
| Document No | JLR's SAP document number which is generated when we process your invoice |
| Payment Terms | Our agreed payment terms which are recorded on your supplier record, e.g. **0I60** (60 days from Invoice Date) |
| Business Area | Identifies which JLR business area the invoice was raised against, e.g. **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |

**Payment History Report** (was SRM Payment History Report)**: Prompts:**

| **Term** | **Definition** |
| --- | --- |
| Company Code | JLR is organised into different Company Codes based on global location, e.g. **GB03** (Jaguar Land Rover Limited) |
| Reporting Period | This allows you to restrict the report to show data for a specific financial period, e.g. Current Calendar Year, Month to Date, Current Week, etc. |
| Prd/Non Prd/After Market | Identifies the category of Vendor, e.g. Non Production Vendor |
| Parent | JLR groups Vendors belonging to the same Company into the same Parent company |
| Supplier | This is the Vendor's company name |
| Vendor Number | This is JLR's unique reference number for a Vendor |
| Payment Terms | Our agreed payment terms which are recorded on your supplier record, e.g. **0I60** (60 days from Invoice Date) |
| Business Area | Identifies which JLR business area the invoice was raised against, e.g. **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |
| Document No | JLR's SAP document number which is generated when we process your invoice |
| Payment Issue Date (Start) | Enter the first date of payments you want to include in the report |
| Payment Issue Date (End) | Enter the last date of payments you want to include in the report |
| Values for your Invoice Number | Your invoice number as stated on your invoice |
| Values for Purchase Order | JLR's Purchase Order number |

**Invoices Pending-in Progress Report Prompts:**

| **Term** | **Definition** |
| --- | --- |
| Company Code | JLR is organised into different Company Codes based on global location, e.g. **GB03** (Jaguar Land Rover Limited) |
| Parent | JLR groups Vendors belonging to the same Company into the same Parent company |
| Supplier | This is the Vendor's company name |
| Vendor Number | This is JLR's unique reference number for a Vendor |
| Invoice Ref Doc | This is the Vendor's unique reference number for their invoice |
| Reporting Period | This allows you to restrict the report to show data for a specific financial period, e.g. Current Calendar Year, Month to Date, Current Week, etc. |
| Document date (From) | Enter the first date of invoices you want to include in the report |
| Document date (To) | Enter the last date of invoices you want to include in the report |
| Invoice No. | JLR's SAP document number which is generated when we process your invoice |
| SAP Purchase Order No. | JLR's SAP Purchase Order number which is generated when we create your Purchase Order |
| Legacy Purchase Order | JLR's Legacy Purchase Order number which was generated when we created your Purchase Order prior to SAP implementation |

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| **Purpose** |

Complete these steps when you have run an e-Payables report in the Supplier Self Service Portal and want to navigate around the report. *(Refer to the end of this document for definitions of the column headings in the various reports)*

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| **Step** | **Action** |
| 1 | Log into the Supplier Self Service Portal, access and run the relevant report. (Refer to the documents: [**How do I Access the Supplier Self Service Portal**](#Page1) and[**How do I Access e-Payables (BI) reports in the Supplier Self Service Portal**](#Page2). |
| 2 | The report is displayed. Note that some reports have more than one tab to review.    **3**  **1**  **2**  To maximise the visible area of the report you can do the following:   1. Close down the **Navigation Pane** on the left of the screen. 2. Close down the report **Navigation Pane** on the left of the report. 3. Click **Full Screen** to increase the screen size 4. Click **F11** key on your keyboard to hide your toolbars (Click it again when you want to retrieve them) |
| 3 | A toolbar is displayed at the top of the report.    Details of the key buttons are listed below.  Select an action from the following:   | **If you want to…** | **then …** | | --- | --- | | Print the report  (Opens in a PDF format) | Click  The PDF file displays  Click  to print | | Export the report in PDF or Excel format | Click  Click **Export Document As**  Choose the relevant file type  Click **Open** to view the document  The document can be saved locally if required | | Export the report in Excel CSV format | Click  Click **Export Data to CSV**  Click **OK**  The document can be saved locally if required | | Refresh the report to change the Prompts that you entered on the initial screen | Click  to refresh  Update the Prompts screen as required  Click   *(Refer to the document:* ***How Do I Access Reports in the Supplier Self Service (SUS) Portal****, for full information on entering Prompt data.)* | | Filter information in the report, e.g. by date | Click  A new toolbar is displayed at the top of the report:    Click the filter icon  in the toolbar  A new menu is displayed underneath the toolbar - Click  A list of options is displayed:    Select the option that you want to filter on, e.g. **Document Date**.  A new box is shown in the filter toolbar at the top of the report:    Click on the drop-down arrow and select the value that you want to filter on    Your report is updated to show only the selected value.  (To remove the filter, click back in the box and select **[All Values]**from the list). | | Undo the last change to your report | Click  to undo | | View the left hand Navigation Pane so you can change the report you are viewing | (If you previously clicked the **Full Screen** button, then click **Close Full Screen**).    Click  to open the Navigation Pane. | | Exit the Supplier Self Service Portal | Click **Log Off** at the top right of the screen. | | Understand the column headings in the report | Refer to the [definitions](#Page15) in the tables at the end of this document. | |

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| **Report Contents: Column Headings Terms and Definitions** |

Please refer to the tables below for definitions of the data shown in the reports.

**Debit Note Report:**

| **Column Heading** | **Definition** |
| --- | --- |
| Vendor Code | This is JLR's unique reference number for a Vendor |
| Vendor Name | This is the Vendor name |
| Debit Note Date | Date on which the Debit Note was created |
| Debit Note No | Unique identifying reference number for the Debit Note |
| Document Type | Type of Debit Note (code), e.g. KG (Vendor Credit Memo), ZE (ERES Invoice) |
| Document Description | Type of Debit Note (description) |
| Status | Shows our Clearing (Payment) document number |
| Clearing Document | Shows our Clearing (Payment) document number |
| Document Value | Debit Note value |
| Document Currency | Debit Note currency |

**Invoices Ready for Payment** (was SRM Outstanding Payment Report)**: *Summary of invoices-Ready for Payment*** *(was Total Outstanding Summary)* ***Tab***

| **Column Heading** | **Definition** |
| --- | --- |
| Net Due Range < [date] | Shows the amount of any payments due before the Due Date 1 that you entered in the Prompts screen |
| Net Due Range <> [date] - [date] | Shows the amount of any payments due between the Due Dates 1 and 2 that you entered in the Prompts screen. |
| Net Due Range > [date] | Shows the amount of any payments due after the Due Date 2 that you entered in the Prompts screen |

**Invoices Ready for Payment** (was SRM Outstanding Payment Report)**: *Details of Invoices-Ready for Payment*** *(was Details of Outstanding Payments)* ***Tab***

| **Column Heading** | **Definition** |
| --- | --- |
| Vendor Code | This is JLR's unique reference number for a Vendor |
| Vendor Name | This is the Vendor's company name |
| Vendor Inv No | Vendor's own invoice reference number |
| SAP Doc No | JLR's SAP document number which is generated when we process your invoice |
| Invoice Date | Date on which the invoice was raised by the vendor |
| Document Type | Code which identifies the type of invoice document created in the SAP system, e.g. **KR** (Vendor Invoice), **KS** (Self Billing Invoice), **RE** (Purchase Order related invoice) |
| Net Due Date | Date on which the invoice amount becomes payable |
| Payment Method | Method of payment used for this invoice, e.g. **E** (Electronic Funds Transfer) **T** (Telegraphic Transfer Order, **C** (Cheque) |
| Business Area | Identifies which JLR business area the invoice was raised against, e.g. **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |
| Amount DC | Amount of invoice in the currency denoted on the invoice document |
| Doc Curr | Currency denoted on the invoice document |
| Amount LC | Amount of invoice in local currency |
| Local Currency | Local currency used |

**Payment History Report** (was SRM Payment History Report)**: *Paid Invoices (was Payment History) Tab***

| **Column Heading** | **Definition** |
| --- | --- |
| Payment Document No | JLR's unique number to identify this payment (you can click on this to view the Payment Advice) |
| Payment Issue Date (Net Due Date) | Date on which payment was issued |
| Vendor Code | This is JLR's unique reference number for a Vendor |
| Vendor Name | This is the Vendor's company name |
| Gross Amount | Invoice amount including VAT |
| Currency | Payment currency |
| Business Area | Identifies which JLR business area the invoice was raised against, e.g. **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |
| Payment Method | Method of payment used for this payment, e.g. **E** (Electronic Funds Transfer) **T** (Telegraphic Transfer Order, **C** (Cheque) |

**Payment History Report** (was SRM Payment History Report): ***Details of Paid Invoices (was Detailed Payment****)* ***Tab***

| **Column Heading** | **Definition** |
| --- | --- |
| Accounting Document No | JLR's unique number to identify this payment (you can click on this to view the Payment Advice) |
| Payment Document No | JLR's unique number to identify this payment |
| Vendor Code | This is JLR's unique reference number for a Vendor |
| Vendor Name | This is the Vendor's company name |
| Business Area | Identifies which JLR business area the invoice was raised against, e.g. **0100** (Land Rover), **0200** (Jaguar), **0300** (EMC) |
| Document Date | Date on which payment was issued |
| Document Type | Identifies the type of document, e.g. Payment Posting |
| SAP Invoice No | JLR's unique invoice reference number |
| Gross Amount | Amount paid including VAT |
| Deductions | Details the value of any deductions made from this payment |
| Currency | Payment currency |
| Payment Method | Method of payment used for this payment, e.g. **E** (Electronic Funds Transfer) **T** (Telegraphic Transfer Order), **C** (Cheque) |
| Net Due Date | Date on which payment was issued |

**Invoices Pending In-Progress: *Details of Invoices Pending in-Progress tab***

| **Column Heading** | **Definition** |
| --- | --- |
| Vendor Invoice No | Vendor's own invoice reference number |
| Invoice Status |  |
| Approver's CDSID | User ID of the JLR approver of the invoice |
| Approver's Name | Name of the JLR approver of the invoice |
| Approver's Email | Email of the JLR approver of the invoice |
| Vendor ID | JLR's unique reference number for a Vendor |
| Vendor Name | Vendor's company name |
| Purchasing Doc | JLR's SAP Purchase Order number which is generated when we create your Purchase Order |
| Legacy PO | JLR's Legacy Purchase Order number which was generated when we created your Purchase Order prior to SAP implementation |
| Invoice Date | Date listed on the Invoice |
| Net Due Date | Date on which the invoice amount becomes payable |
| Net Amount | Amount to be paid excluding VAT |
| Total Amount |  |
| Currency | Payment currency |
| Invoice Identifier | JLR's unique number to identify this invoice within the invoice scanning system |