

820 - Paid/Unpaid Invoices

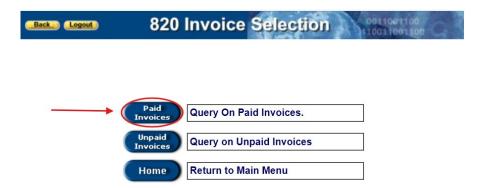


Allows suppliers to view/search for paid invoices and see if unpaid invoices are scheduled for payment.

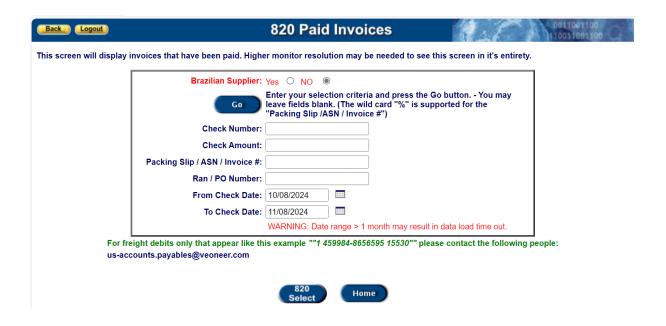
Enter your supplier id in the 'Supplier ID' field at the top of the screen



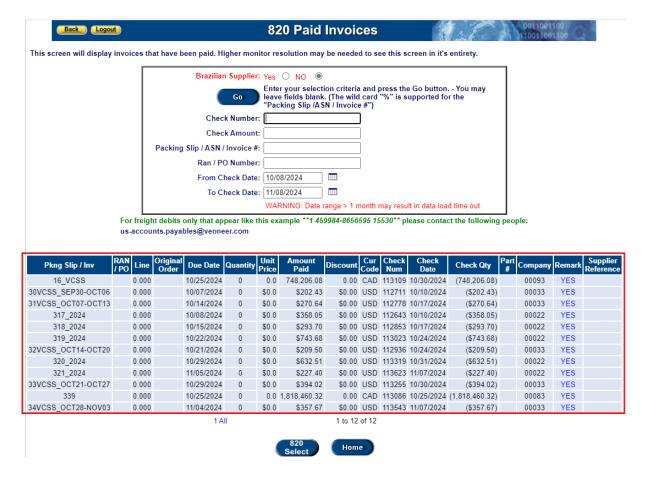
To search for a paid invoice, click on the 'Paid Invoices' button.



Enter any search criteria (check number, check amount, etc.) and click the 'Go' button. You can also just use the date range and click 'Go' to search for all paid invoices within that date range



Search results will be displayed.



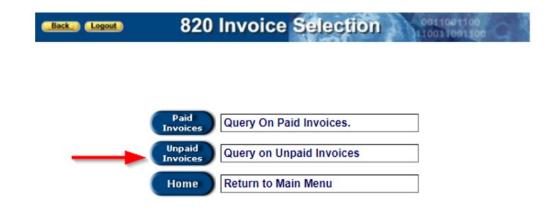
Important Notes: For best performance results, do not search for a period longer than one month at a time. System may have a difficult time searching too large of a date range.

If you search by check amount and are unable to find the paid invoice, leave the check amount field blank and search on other criteria (i.e. date range). Some banks charge a fee for a wire transfer which may make the actual check amount vary.

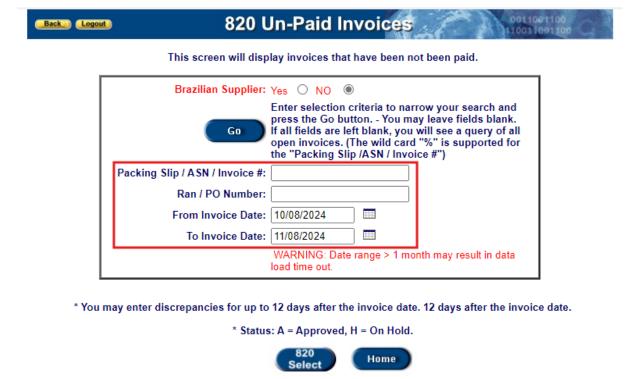
• The '820 Select' button at the bottom of the screen returns you to the 820 Selection menu which allows you to choose whether to search for paid or unpaid invoices.



To search for an unpaid invoice, click on the 'Unpaid Invoices' button. This is often used by suppliers after product has been shipped to Veoneer and the supplier wants to see if payment has been scheduled.

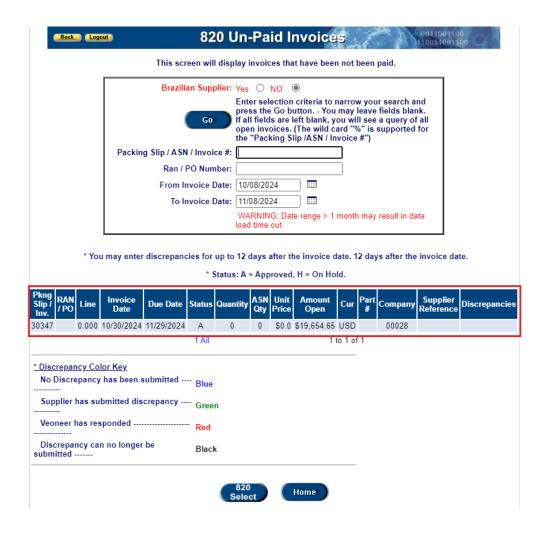


Enter any search criteria (invoice #, PO #, date range, etc.) and click the 'Go' button



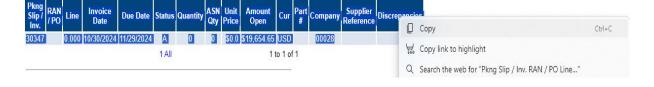
Search results will be displayed.

Note: Due Date is the date the payment is scheduled to be processed by Veoneer. Payment may not be received by supplier until a few days after due date

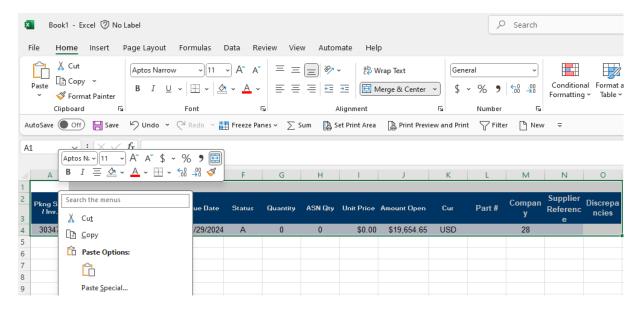


If needed, you can copy this information into Excel.

- Highlight the search results.
- Right-click and choose 'Copy'.



- Open an Excel spreadsheet.
- Right-click and choose 'Paste'



• This data can now be used as needed (sorted, totaled, etc.).

