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# iRECEIVABLES USER GUIDE

26 JUNE 2022



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# iRECEIVABLES PORTAL LOGIN

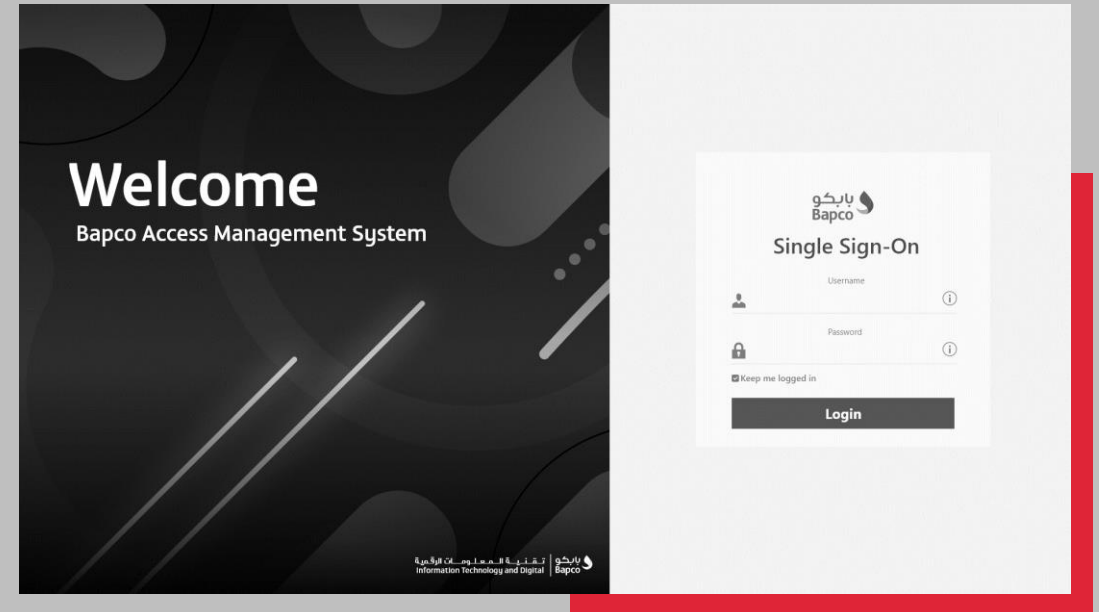


# iRECEIVABLES

## PORTAL LOGIN

To login to the iReceivables portal, follow the steps below:

- 1** Access the iReceivables webpage using the URL given to you. This will take you to the Bapco Access Management system.
- 2** Enter your UserName (as your email id provided with your customer registration) and the Password you received from the Bapco Identity management system.
- 3** Click the “Login” button. If this your first login, you will be next prompted to choose your preferred authentication method.



### Note

The customer contact person having iSupplier access should skip the self-registration steps, and should go directly to step No. 07.

# iRECEIVABLES

## PORTAL LOGIN

At your first login, please select your preferred two-factor authentication method:

4

Select the Authentication method:

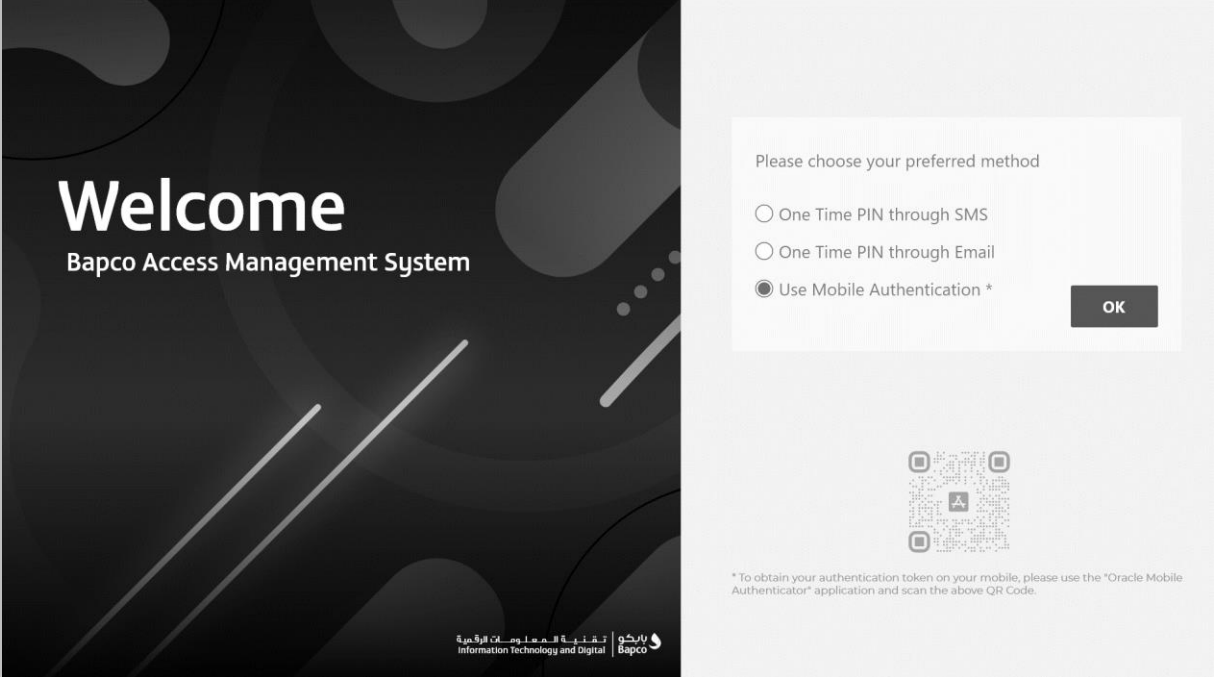
- SMS – select this option to have the authentication token delivered via SMS to your registered mobile phone number.
- Email – select this option to have the authentication token delivered via SMS to your registered mobile phone number.
- Mobile Authentication – select this option for mobile authentication via the Oracle Mobile Authenticator app.

5

Click “OK” to confirm.

6

At each login, you will receive a security code (token) as per your selected option; once the correct token is entered, you will be able to access the iReceivables Portal.



Welcome

Bapco Access Management System


Please choose your preferred method

☐ One Time PIN through SMS

☐ One Time PIN through Email

☒ Use Mobile Authentication \*

OK




\*To obtain your authentication token on your mobile, please use the "Oracle Mobile Authenticator" application and scan the above QR Code.

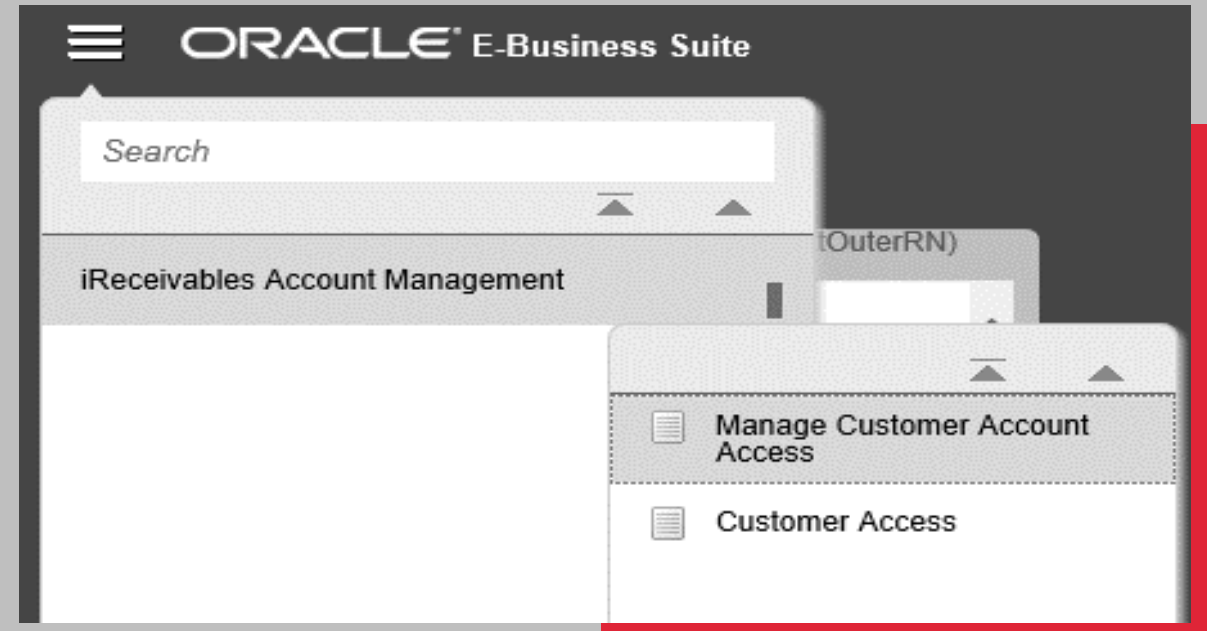
باصكو | تكنولوجيا المعلومات والرقمنة  
Information Technology and Digital | Bapco

# iRECEIVABLES

## PORTAL LOGIN

7

Click on the Navigator  , select 'iReceivables Account Management' then click "Customer Access".



# DASHBOARD AND AGING

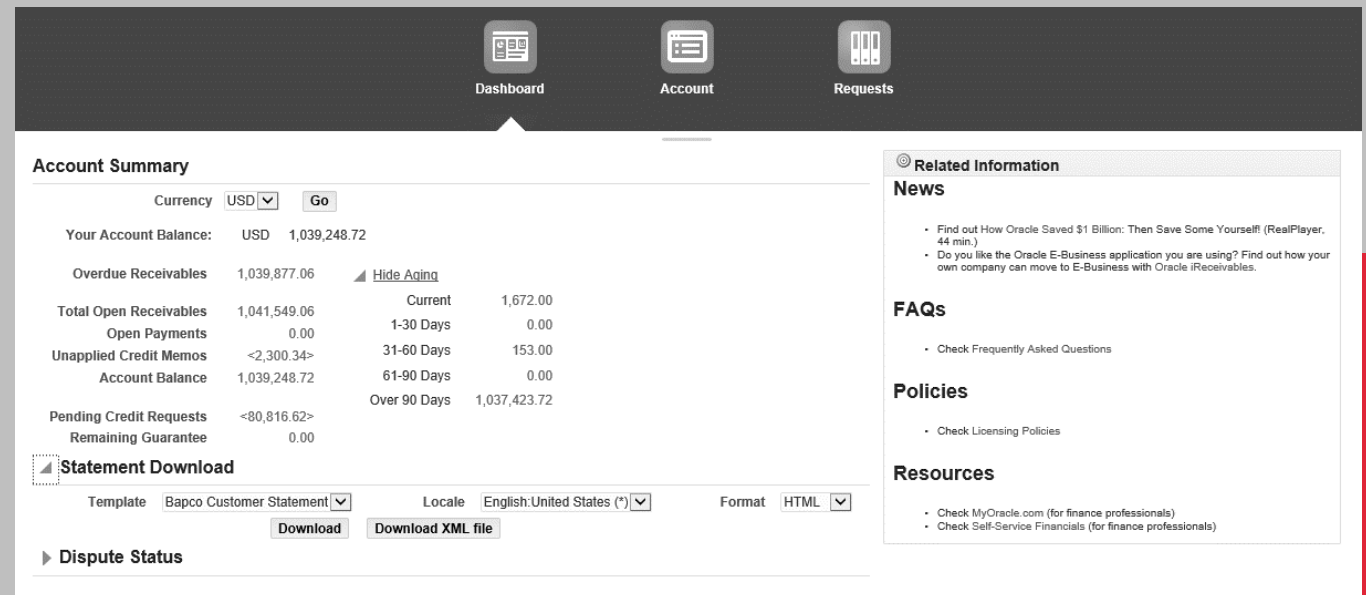


# CUSTOMER LOGIN

Dashboard (Customer portal) displays Account Balances and Aging. Customers can have a look at the Total outstanding and Invoice Aging from this screen.

1

Navigation to Dashboard:  
iReceivables  
Account Management ->  
Customer Access -> Dashboard  
Select Currency and Click on Go,  
it shows all customer Account  
Balance along with the Aging.



The screenshot displays the Oracle iReceivables Customer Dashboard. At the top, there is a navigation bar with three icons: Dashboard (selected), Account, and Requests. Below the navigation bar, the main content area is divided into two columns. The left column contains the 'Account Summary' section, which includes a currency selector (USD) and a 'Go' button. Below this, a table displays account balances and aging information. The right column contains a 'Related Information' section with links to News, FAQs, Policies, and Resources. The 'Statement Download' section at the bottom left allows users to download their account statement in HTML or XML format.

| Account Summary         |   |
|-------------------------|---|
| Currency: USD Go        |   |
| Your Account Balance:   | USD 1,039,248.72                        |
| Overdue Receivables     | 1,039,877.06 <a href="#">Hide Aging</a> |
| Total Open Receivables  | 1,041,549.06                            |
| Open Payments           | 0.00                                    |
| Unapplied Credit Memos  | <2,300.34>                              |
| Account Balance         | 1,039,248.72                            |
| Pending Credit Requests | <80,816.62>                             |
| Remaining Guarantee     | 0.00                                    |

**Statement Download**

Template: **Bapco Customer Statement** Locale: **English:United States (\*)** Format: **HTML**

[Download](#) [Download XML file](#)

**Dispute Status**

**Related Information**

**News**

- Find out How Oracle Saved \$1 Billion: Then Save Some Yourself! (RealPlayer, 44 min.)
- Do you like the Oracle E-Business application you are using? Find out how your own company can move to E-Business with Oracle iReceivables.

**FAQs**

- Check Frequently Asked Questions

**Policies**

- Check Licensing Policies

**Resources**

- Check MyOracle.com (for finance professionals)
- Check Self-Service Financials (for finance professionals)



# STATEMENT DOWNLOAD



# STATEMENT DOWNLOAD

Customer download feature will help customer to download the statement in the Bapco Template, it supports download of statements in HTML, PDF, and Excel formats.

The screenshot displays the Oracle iReceivables 'Account Summary' page. At the top, there are navigation tabs for 'Dashboard', 'Account', and 'Requests'. The 'Account Summary' section shows the account balance in USD as 1,039,248.72. Below this, a table lists various receivable items: Overdue Receivables (1,039,877.06), Total Open Receivables (1,041,549.06), Open Payments (0.00), Unapplied Credit Memos (<2,300.34>), Account Balance (1,039,248.72), Pending Credit Requests (<80,816.62>), and Remaining Guarantee (0.00). A 'Hide Aging' link is present next to the Overdue Receivables. To the right, a 'Related Information' sidebar contains sections for 'News', 'FAQs', 'Policies', and 'Resources'. At the bottom, the 'Statement Download' section is highlighted with a red box. It includes a 'Template' dropdown set to 'Bapco Customer Statement', a 'Locale' dropdown set to 'English:United States (\*)', and a 'Format' dropdown set to 'HTML'. Below these are 'Download' and 'Download XML file' buttons. A 'Dispute Status' link is also visible at the bottom left.

| Account Summary         |              |                            |              |
|-------------------------|--------------|----------------------------|--------------|
| Currency: USD Go        |              |                            |              |
| Your Account Balance:   | USD          | 1,039,248.72               |              |
| Overdue Receivables     | 1,039,877.06 | <a href="#">Hide Aging</a> |              |
| Total Open Receivables  | 1,041,549.06 | Current                    | 1,672.00     |
| Open Payments           | 0.00         | 1-30 Days                  | 0.00         |
| Unapplied Credit Memos  | <2,300.34>   | 31-60 Days                 | 153.00       |
| Account Balance         | 1,039,248.72 | 61-90 Days                 | 0.00         |
| Pending Credit Requests | <80,816.62>  | Over 90 Days               | 1,037,423.72 |
| Remaining Guarantee     | 0.00         |                            |              |

**Statement Download**

Template: Bapco Customer Statement Locale: English:United States (\*) Format: HTML

Download Download XML file

Dispute Status

Navigation to Statement  
Download:  
iReceivables  
Account Management ->  
Customer Access ->  
Dashboard -> Statement  
Download.

1. Select Template :  
Bapco Customer  
Statement.
2. Format : HTML.
3. Click on Download.

# TRANSACTION SEARCH



# TRANSACTION SEARCH

Customer can search for all transactions, this included Open Transactions, Closed Transactions, Overdue Transaction or Transactions for a specific date range or an Amount range.

My Account

Paying Account

Account Details

Account Balance: 276,527.886

Search

Status Open/pending▼Currency BHD▼Transaction Transaction Type All Transactions▼

Hide More Search Options

Transaction Amount From ToDue Date From To (17-May-2022)

Transaction Date From To

GoClear

Total Transactions 37Total Original Amount 291,453.846Total Remaining Amount 276,527.886

☐ Select All 37

Select Transactions: DisputeAdd to Transaction ListPrintApply Credits

Previous1-25Next 25

| <input type="checkbox"/> | Organization ▲       | Transaction ▲ | Type ▲      | Status ▲ | Date ▼      | Due Date ▲  | Purchase Order ▲ | Original Amount ▲ | Remaining Amount ▲ | Attachments | Transaction Type ▲   |
|--------------------------|----------------------|---------------|-------------|----------|-------------|-------------|------------------|-------------------|--------------------|-------------|----------------------|
| <input type="checkbox"/> | Financial Accounting | 2140926       | Credit Memo | Overdue  | 17-May-2022 | 17-May-2022 |                  | (275.000)         | (275.000)          | +           | Misc. Credit Memo FA |
| <input type="checkbox"/> | Financial Accounting | Cash          | Payment     | Open     | 06-Mar-2022 | 06-Mar-2022 |                  | (4,500.000)       | (4,500.000)        | +           |                      |
| <input type="checkbox"/> | Financial Accounting | 21342w        | Invoice     | Overdue  | 08-Feb-2022 | 10-Mar-2022 |                  | 6,875.000         | 6,875.000          | 1 +         | Marine Invoice       |

Navigation to Transaction  
Search  
iReceivables  
Account Management ->  
Customer Access -> Account

1. Customer can search his Invoice by different search criteria a. Status b. Currency c. Transaction and d. Transaction Type.
2. Additionally, they can search Transactions for a Date Range OR Transaction Amount Range or Due Date Range.

# TRANSACTION

## SEARCH

Customer can search for all transactions, this included Open Transactions, Closed Transactions, Overdue Transaction or Transactions for a specific date range or an Amount range.

My Account

Paying Account

Account Details

Account Balance: 276,527.886

Search

Status

Transaction

► Show More S

Any Status

Closed

Open/pending

Overdue

Current

1-30 Days

31-60 Days

61-90 Days

Over 90 Days

Currency

BHD

Transaction Type

All Transactions

Go

Clear

Total Transactions

37

Total Original Amount

291,453.846

Total Remaining Amount

276,527.886

☐ Select All 37

Select Transactions: 

Dispute

Add to Transaction List

Print

Apply Credits

◀ Previous

1-25 of 37

Next 12 ▶

| <input type="checkbox"/> | Organization         | Transaction | Type        | Status  | Date        | Due Date    | Purchase Order | Original Amount | Remaining Amount | Attachments | Transaction Type     |
|--------------------------|----------------------|-------------|-------------|---------|-------------|-------------|----------------|-----------------|------------------|-------------|----------------------|
| <input type="checkbox"/> | Financial Accounting | 2140926     | Credit Memo | Overdue | 17-May-2022 | 17-May-2022 |                | (275.000)       | (275.000)        | +           | Misc. Credit Memo FA |
| <input type="checkbox"/> | Financial Accounting | Cash        | Payment     | Open    | 06-Mar-2022 | 06-Mar-2022 |                | (4,500.000)     | (4,500.000)      | +           |                      |
| <input type="checkbox"/> | Financial Accounting | 21342w      | Invoice     | Overdue | 08-Feb-2022 | 10-Mar-2022 |                | 6,875.000       | 6,875.000        | 1 +         | Marine Invoice       |
| <input type="checkbox"/> | Financial Accounting | 2100097b    | Invoice     | Overdue | 23-Jan-2022 | 22-Feb-2022 |                | 6,050.000       | 5,950.000        | +           | Marine Invoice       |
| <input type="checkbox"/> | Financial Accounting | 2100098     | Invoice     | Overdue | 22-Jan-2022 | 21-Feb-2022 |                | 4,950.000       | 4,950.000        | 2 +         | Marine Invoice       |
| <input type="checkbox"/> | Financial Accounting | 321005q     | Invoice     | Overdue | 04-Jan-2022 | 03-Feb-2022 |                | 5,005.000       | 5,005.000        | 1 +         | Marine Invoice       |
| <input type="checkbox"/> | Financial Accounting | 2100375     | Invoice     | Overdue | 21-Dec-2021 | 21-Dec-2021 |                | 23,517.732      | 22,517.732       | 1 +         | Misc. Invoice        |
| <input type="checkbox"/> | Financial Accounting | 2140889A    | Credit Memo | Overdue | 13-Dec-2021 | 13-Dec-2021 |                | (2,129.033)     | (1,129.033)      | +           | Misc. Credit Memo    |
| <input type="checkbox"/> | Financial Accounting | 245236      | Invoice     | Overdue | 06-Dec-2021 | 05-Jan-2022 |                | 3,675.000       | 3,675.000        | +           | Marine Invoice       |

3. Customers can also search for b. Closed invoices, b. Overdue invoices or c. Transactions in different Aging buckets.



# TRANSACTION EXPORT



# TRANSACTION EXPORT

Customer can export Transactions which are listed as search results in a proper format.

☐ Select All

Select Transactions: Pay Dispute Add to Transaction List Print Apply Credits

| <input type="checkbox"/>            | Organization ^       | Transaction ^ | Type ^      | Status ^ | Date ▼      | Due Date ^  | Purchase Order ^ | Original Amount ^ | Remaining Amount ^ | Attachments |
|-------------------------------------|----------------------|---------------|-------------|----------|-------------|-------------|------------------|-------------------|--------------------|-------------|
| <input type="checkbox"/>            | Financial Accounting | 3546478       | Invoice     | Open     | 31-Mar-2022 | 30-Apr-2022 |                  | 49,500.00         | 1,672.00           | +           |
| <input type="checkbox"/>            | Financial Accounting | 234312        | Invoice     | Overdue  | 08-Feb-2022 | 10-Mar-2022 |                  | 5,995.00          | 153.00             | +           |
| <input checked="" type="checkbox"/> | Financial Accounting | 3245153       | Invoice     | Overdue  | 13-Dec-2021 | 12-Jan-2022 |                  | 3,622.50          | 379.00             | +           |
| <input type="checkbox"/>            | Financial Accounting | 2100061       | Invoice     | Overdue  | 01-Mar-2021 | 31-Mar-2021 |                  | 4,053.80          | 999.00             | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000291       | Invoice     | Overdue  | 31-Oct-2020 | 30-Nov-2020 |                  | 5,393.07          | 350.00             | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000249       | Invoice     | Overdue  | 28-Sep-2020 | 28-Oct-2020 |                  | 654,893.54        | 654,893.54         | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000247       | Invoice     | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 4,975.00          | 530.00             | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000246       | Invoice     | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 46,074.47         | 4,607.45           | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000175       | Invoice     | Overdue  | 30-Jun-2020 | 30-Jul-2020 |                  | 4,774.12          | 4,774.12           | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000150       | Invoice     | Overdue  | 25-Jun-2020 | 25-Jul-2020 |                  | 61,785.09         | 61,785.09          | +           |
| <input type="checkbox"/>            | Financial Accounting | 1900044A      | Credit Memo | Overdue  | 14-Jun-2020 | 14-Jun-2020 |                  | (8,805.34)        | (2,300.34)         | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000110       | Invoice     | Overdue  | 31-May-2020 | 30-Jun-2020 |                  | 23,085.69         | 2,420.00           | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000109       | Invoice     | Overdue  | 31-May-2020 | 30-Jun-2020 |                  | 163,731.80        | 162,731.80         | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000092       | Invoice     | Overdue  | 30-Apr-2020 | 30-May-2020 |                  | 146,254.06        | 146,254.06         | +           |
| <input type="checkbox"/>            | Financial Accounting | 1101335       | Invoice     | Overdue  | 19-Dec-2011 | 19-Dec-2011 |                  | 0.70              | 0.00               | +           |
| <input type="checkbox"/>            | Financial Accounting | 1101334       | Invoice     | Overdue  | 19-Dec-2011 | 19-Dec-2011 |                  | 0.80              | 0.00               | +           |

Select Transactions: Pay Dispute Add to Transaction List Print Apply Credits

Inspect MDS Contents

Recalculate

Export

Export

Selected Transactions

Bapco Transaction Details ▼

Download XML file

Original Amount

Locale English:United States (\*) ▼

Remaining Amount

Format HTML ▼

Navigation to Transaction  
Export:  
iReceivables  
Account Management ->  
Customer Access -> Account

1. Select Template : Bapco Transaction Details.
2. Format : HTML.
3. Click on Export.

# DISPUTE HANDLING



# DISPUTE HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

☐ Select All

| Select Transactions: <span>Pay</span> <span>Dispute</span> <span>Add to Transaction List</span> <span>Print</span> <span>Apply Credits</span> |                      |             |             |         |             |             |                |                 |                  |             |
|---|----------------------|-------------|-------------|---------|-------------|-------------|----------------|-----------------|------------------|-------------|
| <input type="checkbox"/>  | Organization         | Transaction | Type        | Status  | Date        | Due Date    | Purchase Order | Original Amount | Remaining Amount | Attachments |
| <input type="checkbox"/>  | Financial Accounting | 3546478     | Invoice     | Open    | 31-Mar-2022 | 30-Apr-2022 |                | 49,500.00       | 1,672.00         |             |
| <input type="checkbox"/>  | Financial Accounting | 234312      | Invoice     | Overdue | 08-Feb-2022 | 10-Mar-2022 |                | 5,995.00        | 153.00           |             |
| <input checked="" type="checkbox"/>   | Financial Accounting | 3245153     | Invoice     | Overdue | 13-Dec-2021 | 12-Jan-2022 |                | 3,622.50        | 379.00           |             |
| <input type="checkbox"/>  | Financial Accounting | 2100061     | Invoice     | Overdue | 01-Mar-2021 | 31-Mar-2021 |                | 4,053.80        | 999.00           |             |
| <input type="checkbox"/>  | Financial Accounting | 2000291     | Invoice     | Overdue | 31-Oct-2020 | 30-Nov-2020 |                | 5,393.07        | 350.00           |             |
| <input type="checkbox"/>  | Financial Accounting | 2000249     | Invoice     | Overdue | 28-Sep-2020 | 28-Oct-2020 |                | 654,893.54      | 654,893.54       |             |
| <input type="checkbox"/>  | Financial Accounting | 2000247     | Invoice     | Overdue | 17-Sep-2020 | 17-Oct-2020 |                | 4,975.00        | 530.00           |             |
| <input type="checkbox"/>  | Financial Accounting | 2000246     | Invoice     | Overdue | 17-Sep-2020 | 17-Oct-2020 |                | 46,074.47       | 4,607.45         |             |
| <input type="checkbox"/>  | Financial Accounting | 2000175     | Invoice     | Overdue | 30-Jun-2020 | 30-Jul-2020 |                | 4,774.12        | 4,774.12         |             |
| <input type="checkbox"/>  | Financial Accounting | 2000150     | Invoice     | Overdue | 25-Jun-2020 | 25-Jul-2020 |                | 61,785.09       | 61,785.09        |             |
| <input type="checkbox"/>  | Financial Accounting | 1900044A    | Credit Memo | Overdue | 14-Jun-2020 | 14-Jun-2020 |                | (8,805.34)      | (2,300.34)       |             |
| <input type="checkbox"/>  | Financial Accounting | 2000110     | Invoice     | Overdue | 31-May-2020 | 30-Jun-2020 |                | 23,085.69       | 2,420.00         |             |
| <input type="checkbox"/>  | Financial Accounting | 2000109     | Invoice     | Overdue | 31-May-2020 | 30-Jun-2020 |                | 163,731.80      | 162,731.80       |             |
| <input type="checkbox"/>  | Financial Accounting | 2000092     | Invoice     | Overdue | 30-Apr-2020 | 30-May-2020 |                | 146,254.06      | 146,254.06       |             |
| <input type="checkbox"/>  | Financial Accounting | 1101335     | Invoice     | Overdue | 19-Dec-2011 | 19-Dec-2011 |                | 0.70            | 0.00             |             |
| <input type="checkbox"/>  | Financial Accounting | 1101334     | Invoice     | Overdue | 19-Dec-2011 | 19-Dec-2011 |                | 0.80            | 0.00             |             |

Select Transactions: Pay Dispute Add to Transaction List Print Apply Credits

Navigation to Transaction  
Export:  
iReceivables  
Account Management ->  
Customer Access -> Account.

1. Search Transaction and  
Select Transaction then Open  
by clicking on the Transaction  
numbers.

# DISPUTE HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

My Account Paying Account


Account: My Account >

**Invoice 2000249** ☆

Dispute

Printable Page Print Preview Dispute Activities Pay Export Apply Credits

**Invoice Information**

 **Your Company Logo**

Bill To: Ship To:

Please include the invoice number on all remittances and include remittance copy with postal payments.

|                       |                   |
|-----------------------|-------------------|
| Invoice               |                   |
| 2000249               |                   |
| Billing Date          | Shipping Date     |
| 28-Sep-2020           |                   |
| Purchase Order Number |                   |
|                       |                   |
| Sales Order           |                   |
|                       |                   |
| Shipping Reference    | Ship Via          |
|                       |                   |
| Customer Number       | Customer Location |
|                       |                   |

|        |             |             |                  |               |             |
|--------|-------------|-------------|------------------|---------------|-------------|
| Terms  | Due Date    | Salesperson | Customer Contact | Contact Phone | Contact Fax |
| 30 NET | 28-Oct-2020 |             |                  |               |             |

| Item Num | Description  | Quantity | Shipped | Tax | Unit Price | Extended Amount |
|----------|--|----------|---------|-----|------------|-----------------|
| 1        | "BAPCO SOFTWARE LICENSE FOR 1 USER ON 1 PC FOR 1 YEAR" | 1        | No      |     | 654,893.54 | 654,893.54      |

Tax Summary

| Tax Name    | Tax Rate(%) | Inclusive Tax | Tax Precedence | Tax Extended Amount |
|-------------|-------------|---------------|----------------|---------------------|
| BH VAT ZERO | 0           | No            |                | 0.00                |

Special Instructions  
For questions regarding this invoice, please contact salesperson.  
A 1.5% finance charge is added to all past due invoices. All software is licensed in accordance with the terms and conditions of the Software

|          |            |
|----------|------------|
| SubTotal | 654,893.54 |
| Tax      | 0.00       |
| Shipping | 0.00       |

2. Select Dispute and Click.

# DISPUTE HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

My Account

Paying Account

Select Dispute Reason

Enter Dispute Details

Review Credit Request

Request Credit: Select Dispute Reason

Cancel Step 1 of 3 Next

Use the Dispute process to dispute all or part of a transaction amount balance. The dispute generates a credit memo request. If approved, this request creates a credit memo, which decreases the balance due on the disputed transaction.

Reason For Dispute

Damaged Product

Invoice Section

Specific Invoice Lines

Invoice Summary

| Invoice Number | Invoice Date | Payment Terms | Currency | Subtotal   | Tax  | Shipping | Original Balance | Existing Disputed Amount | Charges | Payments and Credits | Remaining Balance | Attachments |
|----------------|--------------|---------------|----------|------------|------|----------|------------------|--------------------------|---------|----------------------|-------------------|-------------|
| 2000249        | 28-Sep-2020  | 30 NET        | USD      | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              | 0.00    | 0.00                 | 654,893.54        | 2 +         |
| Total          |              |               |          | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              |         |                      | 654,893.54        |             |

Inspect MDS Contents

3. Provide the Dispute Reason, Invoice Section and click on then Click Yes.

# DISPUTE

## HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

My Account

Paying Account

Select Dispute Reason

Enter Dispute Details

Review Credit Request

Request Credit: Enter Dispute Details

Cancel

Back

Step 2 of 3

Next

Select the line, then enter either the quantity or the amount in dispute.  
To dispute finance charges, click Contact Us to send us an e-mail message.

Reason For Dispute

Damaged Product

| Number | Description  | Original Quantity | Disputed Quantity | Unit Price | Original Amount Due | Credit Amount Requested |
|--------|--|-------------------|-------------------|------------|---------------------|-------------------------|
| 1      | Dispute against 1st Invoice - Computer-Aided Manufacturing System for the production of... | 1                 |                   | 654893.54  | 654,893.54          |                         |

\* Customer Comment

Test Dispute

Inspect MDS Contents

(Note: Tax credits may be applied.)

Invoice Summary

| Invoice Number | Invoice Date | Payment Terms | Currency | Subtotal   | Tax  | Shipping | Original Balance | Existing Disputed Amount | Charges | Payments and Credits | Remaining Balance | Attachments    |
|----------------|--------------|---------------|----------|------------|------|----------|------------------|--------------------------|---------|----------------------|-------------------|----------------|
| 2000249        | 28-Sep-2020  | 30 NET        | USD      | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              | 0.00    | 0.00                 | 654,893.54        | <div>2</div> + |
| Total          |              |               |          | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              |         |                      | 654,893.54        |                |

Inspect MDS Contents

- a. Enter 'Dispute Quantity' or 'Credit Amount'.
- b. Enter Customer Comment, then 'Click Next'.

# DISPUTE

## HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

My Account

Paying Account

Select Dispute Reason

Enter Dispute Details

Review Credit Request

Request Credit: Review Credit Request

Cancel

Back

Step 3 of 3

Submit

Reason For Dispute

Damaged Product

| Number | Description   | Quantity | Disputed Quantity | Unit Price | Original Amount Due | Credit Amount Requested |
|--------|---|----------|-------------------|------------|---------------------|-------------------------|
| 1      | Being removed off our computers in 2020 marketing Dept. for the 2020 budget | 1        |                   | 654893.54  | 654,893.54          | 490.00                  |

Customer Comment

Test Dispute

Inspect MDS Contents

Invoice Summary

| Invoice Number | Invoice Date | Payment Terms | Currency | Subtotal   | Tax  | Shipping | Original Balance | Existing Disputed Amount | Charges | Payments and Credits | Remaining Bal | View Attachments                    |
|----------------|--------------|---------------|----------|------------|------|----------|------------------|--------------------------|---------|----------------------|---------------|-------------------------------------|
| 2000249        | 28-Sep-2020  | 30 NET        | USD      | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              | 0.00    | 0.00                 | 654,893.54    | <div><div>2</div><div>+</div></div> |
| Total          |              |               |          | 654,893.54 | 0.00 | 0.00     | 654,893.54       | (66,412.35)              |         |                      | 654,893.54    |                                     |

Inspect MDS Contents

5. Add the Attachments and click on Submit.

21

\_\_\_\_\_

My Account

Paying Account

Credit Memo Request Information ☆

Printable Page

Export

Request 16019

This is a request only. It is not an invoice or an approved credit.

Disputed Invoice Number

Request Date

18-Apr-2022

Status

Pending Approval

Dispute Reason

Damaged Product

Requester Information

Requester (and Requested) Code

Request To Address

Requester Name

Requester Address

Requester City

Requester Country

Requester Phone Number

Customer Comment

Test Dispute

Cancel Comment

Click Contact Us to e-mail questions about this request.

| Number | Description  | Quantity | Disputed Quantity | Unit Price | Original Amount Due (USD) | Credit Amount Requested (USD) |
|--------|--|----------|-------------------|------------|---------------------------|-------------------------------|
| 1      | Requester's computer is not working properly. Requester is requesting a replacement. | 1        |                   | 654893.54  | 654,893.54                | (490.00)                      |

Inspect MDS Contents

Return to Account Details

**6. Dispute raised successfully, and Credit Memo requested automatically.**

# DISPUTE HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

My Account

Paying Account

Credit Memo Request Information ☆

Printable PageExport

Request 16019

This is a request only. It is not an invoice or an approved credit.

|                         |                  |
|-------------------------|------------------|
| Disputed Invoice Number |                  |
| 2000249                 |                  |
| Request Date            | Status           |
| 18-Apr-2022             | Pending Approval |
| Dispute Reason          |                  |
| Damaged Product         |                  |

Requester Information

Requester Name: [Redacted]  
Requester Address: [Redacted]  
Requester Email: [Redacted]  
Requester Phone: [Redacted]  
Requester Fax: [Redacted]  
Requester City: [Redacted]  
Requester State: [Redacted]  
Requester Zip: [Redacted]  
Requester Country: [Redacted]

Customer Comment

Test Dispute

Cancel Comment

Click Contact Us to e-mail questions about this request.

| Number | Description | Quantity | Disputed Quantity | Unit Price | Original Amount Due (USD) | Credit Amount Requested (USD) |
|--------|-------------|----------|-------------------|------------|---------------------------|-------------------------------|
| 1      | [Redacted]  | 1        |                   | 654893.54  | 654,893.54                | (490.00)                      |

Inspect MDS Contents

Return to Account Details

7. Print or Export this Credit Memo for filing purpose.



# TRANSACTION PRINTING





# TRANSACTION PRINTING

Customer can print their invoices from the Customer portal.

Navigation to Transaction Print:

- iReceivables
- Account Management ->
- Customer Access -> Account.

1. Select Transaction and Click on Print.

| Organization         | Transaction | Type    | Status  | Date        | Due Date    | Purchase Order | Original Amount | Remaining Amount | Attachments |
|----------------------|-------------|---------|---------|-------------|-------------|----------------|-----------------|------------------|-------------|
| Financial Accounting | 3546478     | Invoice | Open    | 31-Mar-2022 | 30-Apr-2022 |                | 49,500.00       | 1,672.00         | +           |
| Financial Accounting | 234312      | Invoice | Overdue | 08-Feb-2022 | 10-Mar-2022 |                | 5,995.00        | 153.00           | +           |
| Financial Accounting | 3245153     | Invoice | Overdue | 13-Dec-2021 | 12-Jan-2022 |                | 3,622.50        | 379.00           | +           |
|                      |             |         |         |             |             |                | 4,053.80        | 999.00           | +           |

# TRANSACTION

## PRINTING

Customer can print their invoices from the Customer portal.

Home Tools preview.pdf x

126%

**Your Company Logo**

**Bill To:**  
TATHEER  
PETROLEUM  
BAHRAIN FIELD  
DEVELOPMENT  
COMPANY W.L.L.  
Building 303,  
Road 303, Town  
Al Fawceni  
Block 881, Country  
Kingdom of Bahrain  
VAT Number  
38000188180000  
BAHRAIN

**Ship To:**

Please include the invoice number on all remittances and include remittance copy with postal payments.

|                       |                   |
|-----------------------|-------------------|
| Invoice               |                   |
| 3245153               |                   |
| Billing Date          | Shipping Date     |
| 13-Dec-2021           |                   |
| Purchase Order Number |                   |
|                       |                   |
| Sales Order           |                   |
|                       |                   |
| Shipping Reference    | Ship Via          |
|                       |                   |
| Customer Number       | Customer Location |
| 000101                | .                 |

|        |             |             |                  |               |             |
|--------|-------------|-------------|------------------|---------------|-------------|
| Terms  | Due Date    | Salesperson | Customer Contact | Contact Phone | Contact Fax |
| 30 NET | 12-Jan-2022 |             |                  |               |             |

2. Print preview is displayed and can be printed.

# TRANSACTION APPLY CREDIT



# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

### Search

Status Open/pending

Currency USD

Transaction

Transaction Type All Transactions

[Show More Search Options](#)

Go

Clear

Total Transactions 16

Total Apply Credits 1,165,334.30

Total Remaining Amount 1,039,248.72

☐ Select All 16

Select Transactions:

Pay

Dispute

Add to Transaction List

Print

Apply Credits

| <input type="checkbox"/>            | Organization ^       | Transaction ^ | Type ^  | Status ^ | Date ▼      | Due Date ^  | Purchase Order ^ | Original Amount ^ | Remaining Amount ^ | Attachments |
|-------------------------------------|----------------------|---------------|---------|----------|-------------|-------------|------------------|-------------------|--------------------|-------------|
| <input type="checkbox"/>            | Financial Accounting | 3546478       | Invoice | Open     | 31-Mar-2022 | 30-Apr-2022 |                  | 49,500.00         | 1,672.00           | +           |
| <input type="checkbox"/>            | Financial Accounting | 234312        | Invoice | Overdue  | 08-Feb-2022 | 10-Mar-2022 |                  | 5,995.00          | 153.00             | 1 +         |
| <input type="checkbox"/>            | Financial Accounting | 3245153       | Invoice | Overdue  | 13-Dec-2021 | 12-Jan-2022 |                  | 3,622.50          | 379.00             | 1 +         |
| <input type="checkbox"/>            | Financial Accounting | 2100061       | Invoice | Overdue  | 01-Mar-2021 | 31-Mar-2021 |                  | 4,053.80          | 999.00             | +           |
| <input type="checkbox"/>            | Financial Accounting | 2000291       | Invoice | Overdue  | 31-Oct-2020 | 30-Nov-2020 |                  | 5,393.07          | 350.00             | 1 +         |
| <input checked="" type="checkbox"/> | Financial Accounting | 2000249       | Invoice | Overdue  | 28-Sep-2020 | 28-Oct-2020 |                  | 654,893.54        | 654,893.54         | 2 +         |
| <input type="checkbox"/>            | Financial Accounting | 2000247       | Invoice | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 4,975.00          | 530.00             | 1 +         |
| <input type="checkbox"/>            | Financial Accounting | 2000246       | Invoice | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 46,074.47         | 4,607.45           | +           |

Navigation to Apply Credits:  
iReceivables  
Account Management ->  
Customer Access -> Account.

1. Select a Transaction then click on the 'Apply Credits' from the Account page.
2. Alternatively, customer can click on Transaction number and open the Transaction details.

# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

The screenshot displays a web application interface. At the top, there is a dark navigation bar with three icons: 'Dashboard', 'Account' (highlighted with a dashed box), and 'Requests'. Below this, the main content area shows the 'My Account' section. The 'Account: My Account >' link is visible. The 'Invoice 2100061' is displayed with a star icon. A row of buttons includes 'Printable Page', 'Print Preview', 'Dispute', 'Activities', 'Pay', 'Export', and 'Apply Credits'. The 'Apply Credits' button is highlighted with a red box. The 'Invoice Information' section shows the company logo and name. The 'Bill To' and 'Ship To' fields are visible. The 'Terms' section shows '30 NET'. The 'Due Date' is '31-Mar-2021'. The 'Salesperson' and 'Customer Contact' fields are visible. The 'Contact Phone' and 'Contact Fax' fields are visible. The 'Invoice' section shows the invoice number '2100061', the billing date '01-Mar-2021', and the shipping date. The 'Purchase Order Number' and 'Sales Order' fields are visible. The 'Shipping Reference' and 'Ship Via' fields are visible. The 'Customer Number' and 'Customer Location' fields are visible.

My Account   Paying Account

Account: My Account >

**Invoice 2100061** ☆

Printable Page   Print Preview   Dispute   Activities   Pay   Export   **Apply Credits**

**Invoice Information**

**Your Company Logo**

Bill To:   Ship To:

Please include the invoice number on all remittances and include remittance copy with postal payments.

|                       |                   |
|-----------------------|-------------------|
| Invoice               |                   |
| 2100061               |                   |
| Billing Date          | Shipping Date     |
| 01-Mar-2021           |                   |
| Purchase Order Number |                   |
| Sales Order           |                   |
| Shipping Reference    | Ship Via          |
| Customer Number       | Customer Location |
|                       |                   |

|        |             |             |                  |               |             |
|--------|-------------|-------------|------------------|---------------|-------------|
| Terms  | Due Date    | Salesperson | Customer Contact | Contact Phone | Contact Fax |
| 30 NET | 31-Mar-2021 |             |                  |               |             |

3. Click on Apply Credits.

# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

My Account **Paying Account**

Dashboard Account Requests

Select Transactions Select Credits Review

**Apply Credits : Select Transactions** Cancel Step 1 of 3: Select Transactions Next

**Select Transactions**

Remove | Clear All Add Transactions Reset Application Amounts

| <input checked="" type="checkbox"/> | Customer Name  | Transaction <sup>△</sup> | Type <sup>△</sup> | Date <sup>△</sup> | Due Date <sup>△</sup> | Payment Terms | Remaining Amount <sup>△</sup> | Discount Amount <sup>△</sup> | Application Amount <sup>△</sup> | Balance Due | Currency |
|-------------------------------------|--|--------------------------|-------------------|-------------------|-----------------------|---------------|-------------------------------|------------------------------|---------------------------------|-------------|----------|
| <input checked="" type="checkbox"/> | TECHNICAL SUPPORT SERVICES - BUSINESS MILES INCORPORATED COMPANY, L.L.C. | 2100061                  | Invoice           | 01-Mar-2021       | 31-Mar-2021           | 30 NET        | 999.00                        | 0.00                         | 999.00                          | 0.00        | USD      |
| Total                               |  |                          |                   |                   |                       |               | 999.00                        | 0.00                         | 999.00                          | 0.00        |          |

Inspect MDS Contents

☒ TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the transaction amounts.

4. Select Transaction and Click on Next.

# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

My Account

Paying Account

Select Transactions

Select Credits

Review

Apply Credits : Select Credits

CancelBackStep 2 of 3: Select CreditsNext

Select Credits

Add Credits

Clear AllAdd CreditsReset Application Amounts

| <input type="checkbox"/> | Customer Name | Transaction | Type | Date | Original Amount | Remaining Amount | Application Amount | Unapplied Credits | Currency |
|--------------------------|---------------|-------------|------|------|-----------------|------------------|--------------------|-------------------|----------|
| No results found.        |               |             |      |      |                 |                  |                    |                   |          |
| Total                    |               |             |      |      |                 | 0.00             | 0.00               | 0.00              |          |

Inspect MDS Contents

Selected Transactions

| Customer Name   | Transaction | Type    | Date        | Due Date    | Payment Terms | Remaining Amount | Discount Amount | Application Amount | Balance Due | Currency |
|---|-------------|---------|-------------|-------------|---------------|------------------|-----------------|--------------------|-------------|----------|
| THOMAS & MCKENZIE CO., INC. - BRANSON WORLD DEVELOPMENT COMPANY LLC | 2100061     | Invoice | 01-Mar-2021 | 31-Mar-2021 | 30 NET        | 999.00           | 0.00            | 999.00             | 0.00        | USD      |
| Total   |             |         |             |             |               | 999.00           | 0.00            | 999.00             | 0.00        |          |

Inspect MDS Contents

☒ TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the transaction amounts.

5. Click on Add Credits, It opens a dialog box to search Credit Transactions.



# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

Search and Select List of Values - Internet Explorer

**Search and Select: Add Credits** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Advanced Search

Search By Transaction Number  Go

**Results**

| <input checked="" type="checkbox"/> | Transaction Number | Type        | Date        | Due Date    | Purchase Order | Sales Order | Original Amount | Remaining Amount | Customer Name                |
|-------------------------------------|--------------------|-------------|-------------|-------------|----------------|-------------|-----------------|------------------|------------------------------|
| <input checked="" type="checkbox"/> | 11111111           | Credit Memo | 14-Jun-2020 | 14-Jun-2020 |                |             | (8,805.34)      | (2,300.34)       | AMERICA'S MIDDLEBURY COLLEGE |

About this Page Inspect MDS Contents

**Review**

Step 2 of 3: Select Credits Next

Unapplied Credits Currency

6. Select Credit Transaction, provide the Application Amount and click Next.



\_\_\_\_\_

This is the navigation used by the customer to Apply Credits selected/specific transactions.

My Account

Paying Account

Select Transactions

Select Credits

Review

Apply Credits : Select Credits

Cancel

Back

Step 2 of 3: Select Credits

Next

Select Credits

Remove

Clear All

Add Credits

Reset Application Amounts

| <input type="checkbox"/> | Customer Name                    | Transaction | Type        | Date        | Original Amount | Remaining Amount | Application Amount | Unapplied Credits | Currency |
|--------------------------|----------------------------------|-------------|-------------|-------------|-----------------|------------------|--------------------|-------------------|----------|
| <input type="checkbox"/> | THANKS TO THE... (Customer Name) | 1 Invoice   | Credit Memo | 14-Jun-2020 | (8,805.34)      | (2,300.34)       | 999.00             | 0.00              | USD      |
| Total                    |                                  |             |             |             |                 | (2,300.34)       | (2,300.34)         | 0.00              |          |

Inspect MDS Contents

Selected Transactions

This table displays debits transactions for apply credits flow.

| Customer Name                    | Transaction | Type    | Date        | Due Date    | Payment Terms | Remaining Amount | Discount Amount | Application Amount | Balance Due | Currency |
|----------------------------------|-------------|---------|-------------|-------------|---------------|------------------|-----------------|--------------------|-------------|----------|
| THANKS TO THE... (Customer Name) | 2 Invoice   | Invoice | 01-Mar-2021 | 31-Mar-2021 | 30 NET        | 999.00           | 0.00            | 999.00             | 0.00        | USD      |
| Total                            |             |         |             |             |               | 999.00           | 0.00            | 999.00             | 0.00        |          |

Inspect MDS Contents

7. Verify application amount, then Click Apply.

# TRANSACTION

## APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

My Account

Paying Account

Select Transactions

Select Credits

Review

Apply Credits : Review

Cancel

Back

Step 3 of 3: Review

Apply

Selected Transactions

| Customer Name | Transaction | Type    | Date        | Due Date    | Payment Terms | Remaining Amount | Discount Amount | Application Amount | Balance Due | Currency |
|---------------|-------------|---------|-------------|-------------|---------------|------------------|-----------------|--------------------|-------------|----------|
| Customer Name | Transaction | Invoice | 01-Mar-2021 | 31-Mar-2021 | 30 NET        | 999.00           | 0.00            | 999.00             | 0.00        | USD      |
| Total         |             |         |             |             |               | 999.00           | 0.00            | 999.00             | 0.00        |          |

Inspect MDS Contents

Selected Credits

| Customer Name | Transaction | Type        | Date        | Original Amount | Remaining Amount | Application Amount | Unapplied Credits | Currency |
|---------------|-------------|-------------|-------------|-----------------|------------------|--------------------|-------------------|----------|
| Customer Name | Transaction | Credit Memo | 14-Jun-2020 | (8,805.34)      | (2,300.34)       | (999.00)           | (1,301.34)        | USD      |
| Total         |             |             |             |                 | <2,300.34>       | <999.00>           | <1,301.34>        |          |

Inspect MDS Contents

☒ TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the transaction amounts.

8. Click on Apply it shows a message the Credit Applied Successfully.

# INVOICE ACTIVITIES



# TRANSACTION

## APPLY CREDIT

Customer can search all his transactions here.

**Search**

Status Open/pending

Currency USD

Transaction

Transaction Type All Transactions

[Show More Search Options](#)

[Go](#) [Clear](#)

Total Transactions 16

Total Original Amount 1,165,334.30

Total Remaining Amount 1,039,248.72

☐ Select All

Select Transactions: [Add to Transaction List](#)

| <input type="checkbox"/> | Organization ^       | Transaction ^ | Type ^      | Status ^ | Date ▼      | Due Date ^  | Purchase Order ^ | Original Amount ^ | Remaining Amount ^ | Attachments |
|--------------------------|----------------------|---------------|-------------|----------|-------------|-------------|------------------|-------------------|--------------------|-------------|
| <input type="checkbox"/> | Financial Accounting | 3546478       | Invoice     | Open     | 31-Mar-2022 | 30-Apr-2022 |                  | 49,500.00         | 1,672.00           | +           |
| <input type="checkbox"/> | Financial Accounting | 234312        | Invoice     | Overdue  | 08-Feb-2022 | 10-Mar-2022 |                  | 5,995.00          | 153.00             | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 3245153       | Invoice     | Overdue  | 13-Dec-2021 | 12-Jan-2022 |                  | 3,622.50          | 379.00             | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 2100061       | Invoice     | Overdue  | 01-Mar-2021 | 31-Mar-2021 |                  | 4,053.80          | 999.00             | +           |
| <input type="checkbox"/> | Financial Accounting | 2000249       | Invoice     | Overdue  | 31-Oct-2020 | 30-Nov-2020 |                  | 5,393.07          | 350.00             | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 2000249       | Invoice     | Overdue  | 28-Sep-2020 | 28-Oct-2020 |                  | 654,893.54        | 654,893.54         | 2 +         |
| <input type="checkbox"/> | Financial Accounting | 2000247       | Invoice     | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 4,975.00          | 530.00             | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 2000246       | Invoice     | Overdue  | 17-Sep-2020 | 17-Oct-2020 |                  | 46,074.47         | 4,607.45           | +           |
| <input type="checkbox"/> | Financial Accounting | 2000175       | Invoice     | Overdue  | 30-Jun-2020 | 30-Jul-2020 |                  | 4,774.12          | 4,774.12           | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 2000150       | Invoice     | Overdue  | 25-Jun-2020 | 25-Jul-2020 |                  | 61,785.09         | 61,785.09          | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 1900044A      | Credit Memo | Overdue  | 14-Jun-2020 | 14-Jun-2020 |                  | (8,805.34)        | (2,300.34)         | +           |
| <input type="checkbox"/> | Financial Accounting | 2000110       | Invoice     | Overdue  | 31-May-2020 | 30-Jun-2020 |                  | 23,085.69         | 2,420.00           | +           |
| <input type="checkbox"/> | Financial Accounting | 2000109       | Invoice     | Overdue  | 31-May-2020 | 30-Jun-2020 |                  | 163,731.80        | 162,731.80         | 1 +         |
| <input type="checkbox"/> | Financial Accounting | 2000092       | Invoice     | Overdue  | 30-Apr-2020 | 30-May-2020 |                  | 146,254.06        | 146,254.06         | 1 +         |
|                          |                      |               |             |          |             |             |                  | 0.70              | 0.00               | +           |

[http://s3ebsappt.bah.bapco.int:8050/OA\\_HTML/OA.jsp?\\_rc=ARTRANSACTIONDETAILSPAGE&\\_ri=222&lrcustomertrxi...](http://s3ebsappt.bah.bapco.int:8050/OA_HTML/OA.jsp?_rc=ARTRANSACTIONDETAILSPAGE&_ri=222&lrcustomertrxi...)


Navigation to Transaction Search  
Select iReceivables Account Management -> Customer Access -> Account.

1. Click on the Transaction Number to see the details of the Transaction.

# TRANSACTION

## APPLY CREDIT

Customer can search all his transactions here.

| My Account  |                   | Paying Account  |                               | Activities              |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|---|-------------------|---|-------------------------------|-------------------------|---------|--|---------|--|--------------|---------------|-------------|--|-----------------------|--|--|--|-------------|--|--|--|--------------------|----------|--|--|-----------------|-------------------|--|--|
| Account: My Account >   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| <b>Invoice 2000249</b> ☆  |                   | <a href="#">Printable Page</a>  | <a href="#">Print Preview</a> | <a href="#">Dispute</a> |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   | <a href="#">Activities</a>  | <a href="#">Pay</a>           | <a href="#">Export</a>  |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   | <a href="#">Apply Credits</a>   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| <b>Invoice Information</b>  |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|                                  |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Bill To:  | Ship To:          | Please include the invoice number on all remittances and include remittance copy with postal payments.  |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| 123 Main Street<br>Suite 100<br>New York, NY 10001<br>USA<br>Phone: (123) 456-7890<br>Email: info@yourcompany.com |                   | <table border="1"> <tr> <td colspan="2">Invoice</td> </tr> <tr> <td colspan="2">2000249</td> </tr> <tr> <td>Billing Date</td> <td>Shipping Date</td> </tr> <tr> <td>28-Sep-2020</td> <td></td> </tr> <tr> <td colspan="2">Purchase Order Number</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2">Sales Order</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>Shipping Reference</td> <td>Ship Via</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Customer Number</td> <td>Customer Location</td> </tr> <tr> <td></td> <td></td> </tr> </table> |                               |                         | Invoice |  | 2000249 |  | Billing Date | Shipping Date | 28-Sep-2020 |  | Purchase Order Number |  |  |  | Sales Order |  |  |  | Shipping Reference | Ship Via |  |  | Customer Number | Customer Location |  |  |
| Invoice   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| 2000249   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Billing Date  | Shipping Date     |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| 28-Sep-2020   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Purchase Order Number   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Sales Order   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Shipping Reference  | Ship Via          |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Customer Number   | Customer Location |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| Terms   | Due Date          | Salesperson   | Customer Contact              | Contact Phone           |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
| 30 NET  | 28-Oct-2020       |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               | Contact Fax             |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |
|   |                   |   |                               |                         |         |  |         |  |              |               |             |  |                       |  |  |  |             |  |  |  |                    |          |  |  |                 |                   |  |  |

2. Click on Activities Tab.

TRANSACTION  
APPLY CREDIT

Customer can search all his transactions here.

Account: My Account > Invoice >

Invoice 2000249: Activities

Printable Page
Dispute
Pay
Export
Apply Credits

Invoice Information

Bill To Address

**THE STATE OF TEXAS**  
**ATTENTION: THE COMPTROLLER OF PUBLIC ACCOUNTS**  
**PO BOX 120488**  
**AUSTIN, TEXAS 78712-0488**  
**USA**

Please include the invoice number on all remittances and include remittance copy with postal payments.

Invoice  
2000249

Billing Date  
28-Sep-2020

Ship Date

Purchase Order

Shipping Reference

Ship Via

Customer Number

Customer Location

Attachments

| Terms  | Due Date    | Salesperson | Customer Contact | Customer Phone | Customer Fax |
|--------|-------------|-------------|------------------|----------------|--------------|
| 30 NET | 28-Oct-2020 |             |                  |                |              |

Inspect MDS Contents

| Date        | Type    | Status           | Transaction Number | Amount (USD) | Reason          |
|-------------|---------|------------------|--------------------|--------------|-----------------|
| 21-Feb-2022 | Dispute | Pending Approval | 1                  | (65,489.35)  | Product Return  |
| 31-Mar-2022 | Dispute | Pending Approval | 4008               | (250.00)     | Damaged Product |
| 06-Apr-2022 | Dispute | Pending Approval | 12019              | (459.00)     | Damaged Product |
| 18-Apr-2022 | Dispute | Pending Approval | 16019              | (490.00)     | Damaged Product |
| 12-Apr-2022 | Dispute | Pending Approval | 15019              | (79.00)      | Damaged Product |
| 06-Apr-2022 | Dispute | Pending Approval | 13020              | (79.00)      | Damaged Product |
| 12-Apr-2022 | Dispute | Pending Approval | 14019              | (56.00)      | Damaged Product |

Inspect MDS Contents

|                  | Lines Total | Tax  | Shipping | Charges | Total      |
|------------------|-------------|------|----------|---------|------------|
| Original Balance | 654,893.54  | 0.00 | 0.00     | 0.00    | 654,893.54 |

3. After clicking on Activities tab it shows all the Type of Invoice Activities done on this Invoice.

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# HELP AND SUPPORT



Please send any request or feedback by email to

**[iReceivables\\_Support@bapco.net](mailto:iReceivables_Support@bapco.net)**

For technical issues you may call the Bapco IT Customer Service Center at

**+973-1775-5911**



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THANK YOU

