

Quick Reference Guide

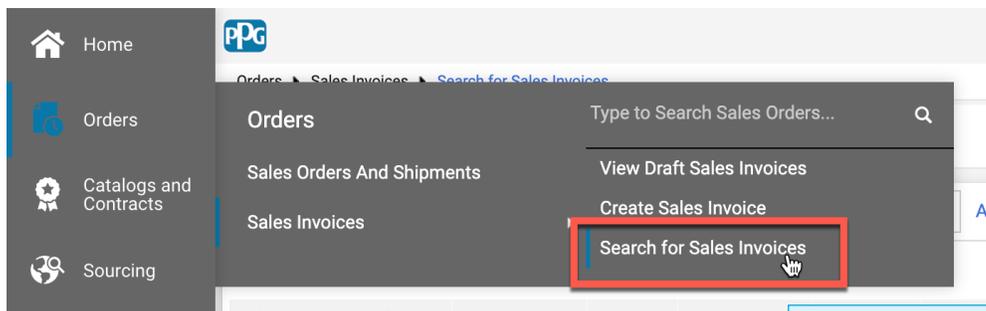
Check the Payment Status of Invoices

Suppliers who submit invoices to PPG through the ePro Portal have the ability to check the status of those invoices on the portal.

- This applies only to invoices issued for purchase orders beginning with “EPO” (for example EPO-00234567).
- If your PO number begins with ESPO or EOPO, these orders were paid via Credit Card and will not show a payment status on the portal.
- If your PO number begins with a different letter / number sequence, it is not an ePro purchase order. Please contact Accounts Payable to check the payment status of invoices for orders that do not begin with “EPO”
 - [Accounts Payable EMEA Contact List](#)
 - [Accounts Payable USCA Contact List](#)

Where to see Invoice Status?

From the left navigation menu, select **Orders – Sales Invoices – Search for Sales Invoices**



1. The system will display the full list of invoices submitted via the portal. Enter a specific invoice number in the **Quick search** bar, or use the filters to reduce the results to those you wish to review.

Sales Invoice/Credit Memo No.	Customer	Created By	Sales Order Number	PO Number	Invoice Date	Submitted Date	Pay Status	Payment Date	Payment Method	Type	Total Amount
change request test v2	PPG Supplier Portal	SAP US04	1090424	EPO-20004180	8/1/2021	11/9/2021 3:56:08 PM	In Process	-	Unknown	Invoice	1,000.00 USD
test change request change	PPG Supplier Portal	SAP US04	1090412	EPO-20004179	11/9/2021	11/9/2021 1:53:10 PM	Paid	11/28/21	Unknown	Invoice	830.00 USD
cancel line test	PPG Supplier Portal	SAP US04	1088910	EPO-20004141	8/1/2021	10/7/2021 4:59:48 PM	Payable	-	Unknown	Invoice	1,228.77 USD

2. Locate the **Pay Status** for the invoice.

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Pay Status Explanations

There are 4 possible Pay Status options:

Options	What it means?	Who to contact with questions?												
In Process	<p>The invoice is in the ePro workflow for one of many possible reasons. For example:</p> <ul style="list-style-type: none"> The goods / services have not yet been received by PPG The PO Owner has not reviewed / approved the invoice There is another issue that must be corrected before the invoice can be processed (for example: a Non-PO line was added to the invoice) 	The PPG Requester (PO Owner)												
Cancelled	<p>The invoice was rejected from ePro. In some cases AP may reject invoices and re-process them manually. But usually, this indicates there was an issue with the invoice and it needs to be corrected and resubmitted.</p>	The PPG Requester (PO Owner)												
Payable	<p>The invoice is posted and will release for payment per the terms for the supplier.</p> <p>Please note: The payment date is calculated from the invoice date entered on the portal, not on the PDF document, so please make sure you enter the correct invoice date.</p>	<p><u>Payment Terms?</u> contact PPG Requester or Buyer</p> <p><u>Payment past due?</u> Contact Accounts Payable</p>												
Paid	<p>Invoices with a Paid status indicate that funds were distributed and a Payment date is included on the portal.</p> <table border="1"> <thead> <tr> <th>Submitted Date</th> <th>Pay Status</th> <th>Payment Date</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>11/9/2021 3:56:08 PM</td> <td>In Process</td> <td>-</td> <td>Unknown</td> </tr> <tr> <td>11/9/2021 1:53:10 PM</td> <td>Paid</td> <td>11/28/21</td> <td>Unknown</td> </tr> </tbody> </table> <p>Please note:</p> <ul style="list-style-type: none"> ACH or Wire – may take a couple days after payment date to hit your account Check payments may take 5-7 days from payment date to reach the remittance address 	Submitted Date	Pay Status	Payment Date	Payment Method	11/9/2021 3:56:08 PM	In Process	-	Unknown	11/9/2021 1:53:10 PM	Paid	11/28/21	Unknown	Contact Accounts Payable
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