

## WHEN TO EXPECT PAYMENT?

Payment should be received within the agreed payment terms right after the invoice is approved

### What to look for ...

Invoice status and payment terms are essential to help determine when to expect payment.

### View and Manage Invoices

1. Click on the **Invoices** tab on the main menu. The **Invoices** page appears.
2. From the **Select Customer** drop-down list in the top right corner, select the customer whose invoices you want to see.
3. Invoices can have the following statuses
  - **Approved:** The invoice has been accepted for payment by Molex
  - **Disputed:** Invoices with disputed status are invoices with information that Molex does not agree to, needs clarification on, or finds incorrect. When the status of an invoice changes to "Disputed", you receive an email notification with the invoice number, the date of the dispute, the reason for the dispute, and optionally any additional comments.
  - **Draft:** The invoice has been created, but it has not been submitted to Molex
  - **Pending Approval:** The invoice is currently under review by Molex
  - **Processing:** The invoice is being processed by the AP department and should be paid soon.
  - **Abandoned:** The disputed invoice has been abandoned. Molex can choose to notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.
  - **Voided:** Something is wrong with the invoice. Contact Molex to get the invoice back on track.

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'Invoices' tab is selected in the navigation menu (1). Below the navigation, the 'Select Customer' dropdown menu is set to 'Coupa' (2). The main content area is titled 'Invoices' and includes a 'Create Invoices' button. Below this, there are buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. A table of invoices is shown with the following data:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
123	06/01/17	Draft	3050	113.20	No		[Edit] [Delete]
456	06/01/17	Disputed	None	150.00	No		
789	05/27/17	Pending Approval	2949	3,750.00	No		
121314	05/16/17	Approved	2891	15,000.00	No		

The 'Status' column in the table is highlighted (3). The page also includes an 'Export to' dropdown, a 'View' dropdown set to 'All', and a search bar.

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## View Payment Terms

To change the invoice view to include payment terms:

1. From the **View** drop-down list, select Payment information OR Payment term. Note: Additional views are included to manage invoices by status, including Approved, Disputed, Draft, Processing, Voided
2. Once view is selected, payment terms, paid status and payment information will display.

## Questions?

Contact our AP Help Desk

- America : [APHelpDesk@molex.com](mailto:APHelpDesk@molex.com) or +1 469 754 2934
- Europe : [aphelpdesk-EUR@molex.com](mailto:aphelpdesk-EUR@molex.com) or +48 422 036 216
- Asia: [mbseaphelpdesk2@molex.com](mailto:mbseaphelpdesk2@molex.com) or +86 10 57843553

The screenshot shows the 'Invoices' page with a 'View' dropdown menu open. A red box highlights the 'View' dropdown, and another red box highlights the 'Payment Information' and 'Payment Term' options. A red circle with the number '1' is next to the 'Create Credit Note' button.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	03/24/21	Draft	C000004901	100.00 USD	No	
disputetest 1.0	03/23/21	Disputed	C000004901	100.00 USD	No	
dp1est 323 15.0	03/23/21	Approved	None	5,201.00 USD	No	

The screenshot shows the 'Invoices' page with the 'View' dropdown menu set to 'Payment View'. A red box highlights the 'View' dropdown, and another red box highlights the 'Payment Information', 'Payment Term', and 'Paid' columns in the table. A red circle with the number '2' is next to the 'Create Credit Note' button.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Payment Information	Payment Term	Paid
None	03/24/21	Draft	C000004901	100.00 USD	No		Within 30 Days Due net-30	No
disputetest 1.0	03/23/21	Disputed	C000004901	100.00 USD	No		Within 30 Days Due net-30	No
dp1est 323 15.0	03/23/21	Approved	None	5,201.00 USD	No		Within 30 Days Due net-30	No