



What is I-Tracer?

I-Tracer stand for invoice tracer which helps to check the invoice status. It enables the Vendors and the customers to check the status of the invoices sent to Bangalore office for payment settlement, the status can be checked either with the purchase order number or the vendor number or the vendor invoice number.

1. Who has the access?

Both Siemens Users and Vendor's have the access for online tool.

2. What is the Link for accessing I-Tracer tool (Vendors)?

Vendors: <https://rvspx.siemens.co.in/>

3. How to create User ID and Password (Vendors)?

Existing Vendor's can use same login ID and Password which was provided earlier.

New Vendors can register themselves by accessing the link <https://rvspx.siemens.co.in/> and can use Vendor code as their User ID and Password as per their conveniences.

Below are the status which can be viewed in I-Tracer tool:

Verified - invoice has been received on the SAP system for processing.

Web Cycled - the invoice has been sent to the concerned division person for electronic approval or clarification due to discrepancies.

Booked - the invoice has been booked in the system.

Payment done - the invoice has been paid to the vendor as per the net due date.

Rejected – the invoice has been permanently rejected from the system.

It provides search options based on:

- PO number
- Invoice number
- Vendor number
- Wild Card (New)



4. How to register in I-Tracer tool (New Vendors)?

New Vendors can register themselves by accessing the link <https://rvspx.siemens.co.in/> and can use Vendor code as their User ID and Password as per their conveniences.

Below are the steps for New Vendor Registration:

Step1:

Enter the web site address on the internet explorer, the below screen will open then click on New Vendor registration.

The screenshot shows the Siemens iTracer V2.0 login interface. On the left, there is a Siemens logo and a background image of a harbor at night with sailboats and a full moon. On the right, the text "iTracer V2.0" is displayed. Below the main content, there is a "Login" section with input fields for "User ID" (with a placeholder "Enter your Login Id") and "Password". There are two radio buttons: "I am a Vendor" (selected) and "I am a Siemens User". Below these, there is a "Login" button and two links: ">> New Vendor Registration" and ">> Password Recovery". The "New Vendor Registration" link is highlighted with a blue dashed box.

Note : Siemens employees please ensure that you select the option "I am a Siemens user" and login using your windows NT credentials along with domain name such as "IN002\IC017XXX".



Step 2:

Update the mandatory fields with Vendor code as User ID and click on Register

A screenshot of the "New Vendor Registration" form in the iTracer V2.0 system. The form is titled "New Vendor Registration" and is set against a white background with a dark green header. The header contains the "SIEMENS" logo on the left and "iTracer V2.0" on the right. The form fields include: "Vendor Number :-" (text input), "Vendor Name :-" (text input), "Password :-" (text input), "Confirm Password :-" (text input), "Email :-" (text input), "Security Question :-" (dropdown menu with "-Select-" selected), and "Security Answer :-" (text input). A "Register" button is located at the bottom of the form, highlighted with a blue dashed border. Below the button is a red link that says "Click Here to go back to Login Page".

Note: Email ID should be updated as per Vendor records at Siemens else Profile will be rejected by Administrator.

Step 3: Once it is done, User profile will be forwarded to I-Tracer Administrator for approval process and you will get a response within 24 hrs once profile is approved.

Important Points:

If Profile Approved: User can login to the online tool for checking invoice status.

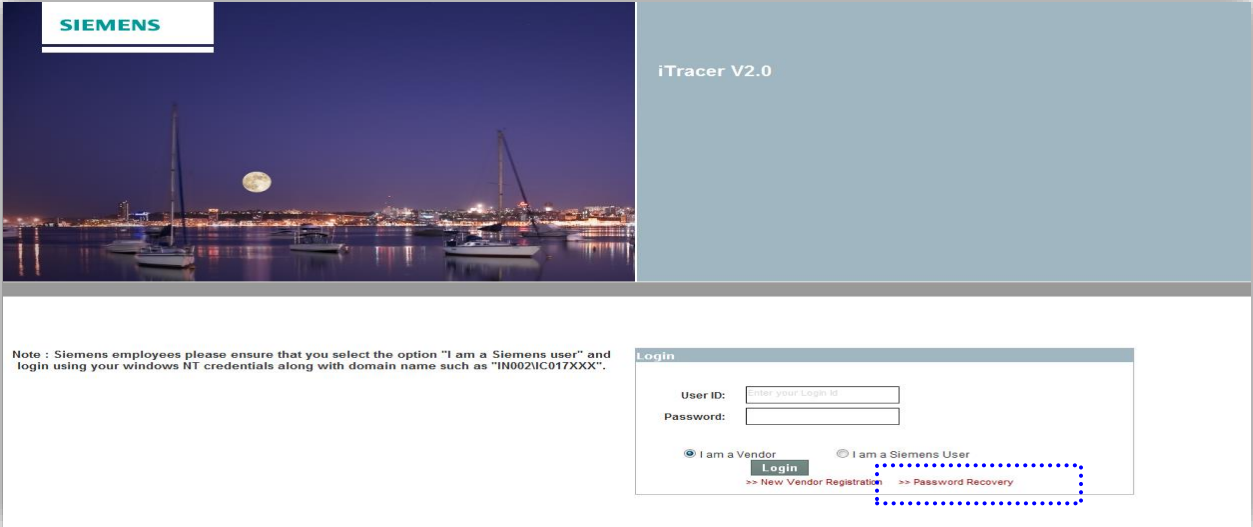
If Profile Rejected: User need to check below details re-registration:

- **User ID** :Should be Siemens vendor code Only(50XXXXX)
- **Email ID:** Email ID should be updated as per vendor records.

Note: If Email ID is incorrect, immediately contact Siemens Buyer to update the correct email ID in vendor master.

5. Password Reset:

Step-1: If User forgot to remember the password, just click on below tab on Home screen and provide the required data to reset the password.



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iTracer V2.0

Note : Siemens employees please ensure that you select the option "I am a Siemens user" and login using your windows NT credentials along with domain name such as "IN0021C017XXX".

Login

User ID:

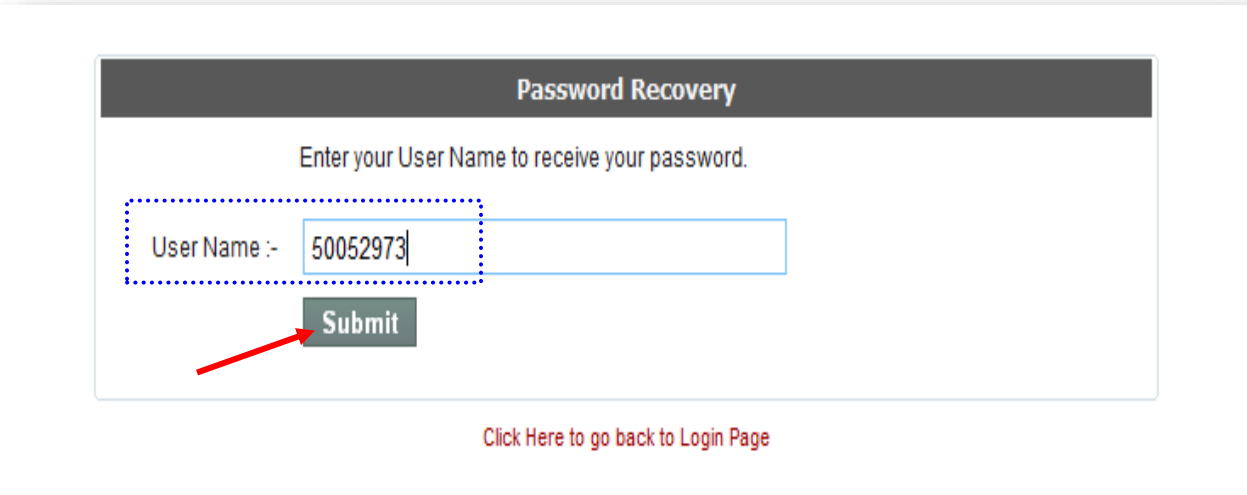
Password:

I am a Vendor I am a Siemens User

[Login](#)

[New Vendor Registration](#) [Password Recovery](#)

Step-2: Update vendor code as your User Name and click on Submit.



Password Recovery

Enter your User Name to receive your password.

User Name :-

[Submit](#)

[Click Here to go back to Login Page](#)



Step-3:

Answer the following question to receive the password and click on Submit.

The image shows a screenshot of the SIEMENS iTracer V2.0 web interface. The top left corner features the SIEMENS logo on a red background. The top right corner displays "iTracer V2.0" on a grey background. The main content area is white and contains a form titled "Identity Confirmation" in a dark grey header. Below the header, the text "Answer the following question to receive your password." is displayed. The form includes the following fields: "User Name :- 50052973", "Question :- What is your favorite color", and "Answer :-" followed by a text input box. A dark grey "Submit" button is located below the input box, with a red arrow pointing to it. At the bottom of the form, there is a link that says "Click Here to go back to Login Page".

Note: You will receive an auto generated email with new password to login the online tool.



Steps for accessing online tool:

Step1: Enter the web site address on the internet explorer, the below screen will open, enter the

- **User Name:** Vendor Code provided by Siemens
- **Password:** as received from us/provided during new registration.

A screenshot of the iTracer V2.0 login page. The top left features the Siemens logo and a night-time photograph of sailboats on a lake with a full moon. The top right says "iTracer V2.0". Below the image is a note: "Note : Siemens employees please ensure that you select the option 'I am a Siemens user' and login using your windows NT credentials along with domain name such as 'IN002IC017XXX'". The main content area is a "Login" form with fields for "User ID:" (with a placeholder "Enter your Login id") and "Password:". Below the fields are two radio buttons: "I am a Vendor" (selected) and "I am a Siemens User". A "Login" button is positioned between the radio buttons. Below the button are two links: ">> New Vendor Registration" and ">> Password Recovery". A red arrow points to the "Login" button.

Once update click on Login.

Step -2: On Home screen click on Search invoice and then on India.

A screenshot of the iTracer V2.0 home page. The top left has the Siemens logo. The top right says "Welcome : Paras Motor Mfg. Company > Logout" and "iTracer V2.0". Below the header is a navigation bar with three items: "Search Invoice" (highlighted in blue), "Escalation Matrix-AFS", and "Profile". Under "Search Invoice" is a sub-link "India". A red arrow points to the "India" link. The main content area features a photograph of people walking on a path towards a bridge, with the text "Welcome to iTracer" overlaid at the bottom left.



Step-3: Enter PO# or Vendor code or Invoice # to find invoice status and click on Search.

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Welcome : Paras Motor Mfg. Company > [Logout](#)

iTracer V2.0

Search Invoice | Escalation Matrix-AFS | Profile

PO Number :-

Vendor Number :-

Vendor Invoice Number :-

Enable Wildcard Search

Search

Data updated as on February 13, 2015 10:34AM

Verified - Invoice is scanned.
Booked - Invoice has been booked and payment would be done as per due date.
Web Cycled -Awaiting approval for invoice booking.
PaymentDone - Invoice has been paid.
Rejected - Invoice has been rejected.

Step 4: For example: After you enter the PO number the status will be displayed as on the below screen shot.

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Welcome : Paras Motor Mfg. Company > [Logout](#)

iTracer V2.0

Search Invoice | Escalation Matrix-AFS | Profile

India

PO Number :-

Vendor Number :-

Vendor Invoice Number :-

Enable Wildcard Search

Search

Data updated as on February 13, 2015 10:34AM

Export to Excel

| Status | Vendor Number | Vendor Name | Document Number | Invoice Number | PO Number | Scan Number | Company Code | Document Date | Scan Date | Posting Date | Due Date | Currency | Amount | Clearing Date |
|------------|---------------|----------------------------------|-----------------|----------------|------------|-------------|--------------|---------------|-------------|--------------|-------------|----------|--------|---------------|
| Web Cycled | 50052973 | Paras Motor Mfg. Company, Mumbai | 9181530 | 17629 | 4505679611 | 110888155 | 5655 | 01-Feb-2015 | 04-Feb-2015 | | | INR | 14169 | |
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8745102969 | 16616 | 4505679611 | 110877700 | 5655 | 18-Jan-2015 | 22-Jan-2015 | 23-Jan-2015 | 18-Feb-2015 | INR | 35455 | |
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8745102969 | 16616 | 4505679611 | 110877700 | 5655 | 18-Jan-2015 | 22-Jan-2015 | 23-Jan-2015 | 18-Feb-2015 | INR | 35455 | |



“WILDCARD SEARCH”

“Wildcard option is enabled for both Siemens Users and Vendors which helps to find the status of invoices”

When do we use Wildcard option:

If Division/Vendor’s want to know status of invoices and not aware of PO #/ vendor # /Invoice # but recalls only first-last 2-3 digit of invoice #, then as shown in below screen shot just update the digits which ever available and click on **“Enabled Wildcard”** Search Option.

System will show all the invoices details which contain those digits, and based on the vendor name invoice status can be viewed.

Search Invoice | Escalation Matrix-AFS | Profile

India

PO Number :-

Vendor Number :- 50052973

Vendor Invoice Number :- 123

Enable Wildcard Search

Search

Data updated as on February 13, 2015 10:34AM

Export to Excel

| Status | Vendor Number | Vendor Name | Document Number | Invoice Number | PO Number | Scan Number | Company Code | Document Date | Scan Date | Posting Date | Due Date | Currency | Amount | Clearing Date |
|--------------|---------------|----------------------------------|-----------------|----------------|------------|-------------|--------------|---------------|-------------|--------------|-------------|----------|--------|---------------|
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8738114871 | 18123 | 4505690271 | 110895911 | 5655 | 08-Feb-2015 | 11-Feb-2015 | 11-Feb-2015 | 11-Mar-2015 | INR | 191024 | |
| Payment Done | 50052973 | Paras Motor Mfg. Company, Mumbai | 8739100251 | 11239R | 4505464397 | 110784202 | 5655 | 10-Oct-2014 | 15-Oct-2014 | 05-Dec-2014 | | INR | 33799 | 09-Dec-2014 |
| Payment Done | 50052973 | Paras Motor Mfg. Company, Mumbai | 8746102434 | 14123 | 4505608905 | 110835116 | 5655 | 04-Dec-2014 | 09-Dec-2014 | 10-Dec-2014 | | INR | 54935 | 06-Jan-2015 |
| Payment Done | 50052973 | Paras Motor Mfg. Company, Mumbai | 8705104783 | 15123 | 4505631907 | 110849462 | 5655 | 21-Dec-2014 | 24-Dec-2014 | 29-Dec-2014 | | INR | 99116 | 27-Jan-2015 |
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8705104790 | 5012310569 | 4505450536 | 110850194 | 5655 | 23-Sep-2014 | 24-Dec-2014 | 29-Dec-2014 | 23-Oct-2014 | INR | 4168 | |
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8705104789 | 5012326867 | 4505450536 | 110850195 | 5655 | 25-Sep-2014 | 24-Dec-2014 | 29-Dec-2014 | 25-Oct-2014 | INR | 4202 | |
| Payment Done | 50052973 | Paras Motor Mfg. Company, Mumbai | 8728102153 | 16123 | 4505658325 | 110867172 | 5655 | 08-Jan-2015 | 12-Jan-2015 | 12-Jan-2015 | | INR | 53965 | 10-Feb-2015 |
| Booked | 50052973 | Paras Motor Mfg. Company, Mumbai | 8724102742 | 17123 | 4505686955 | 110883253 | 5655 | 25-Jan-2015 | 30-Jan-2015 | 31-Jan-2015 | 26-Feb-2015 | INR | 74994 | |

E.g. : I have updated invoice # as 123 and enabled wildcard option; you will find the results of all the invoices which contains 123# as shown in above screen shot.



Any queries in regards to I-Tracer web site:

- Request for password.
- Request for reset the password.
- Web site error encountered, if any with the screen shot.

Mail to the below e mail id with your vendor code for assistance:

Email ID: itraceradmin.in@siemens.com

Ph no: 080 6620 1600.

“THANK YOU”



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