SIEMENS I-TRACER V2.0

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.

SIEMENS I-TRACER V2.0

Step 2:

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

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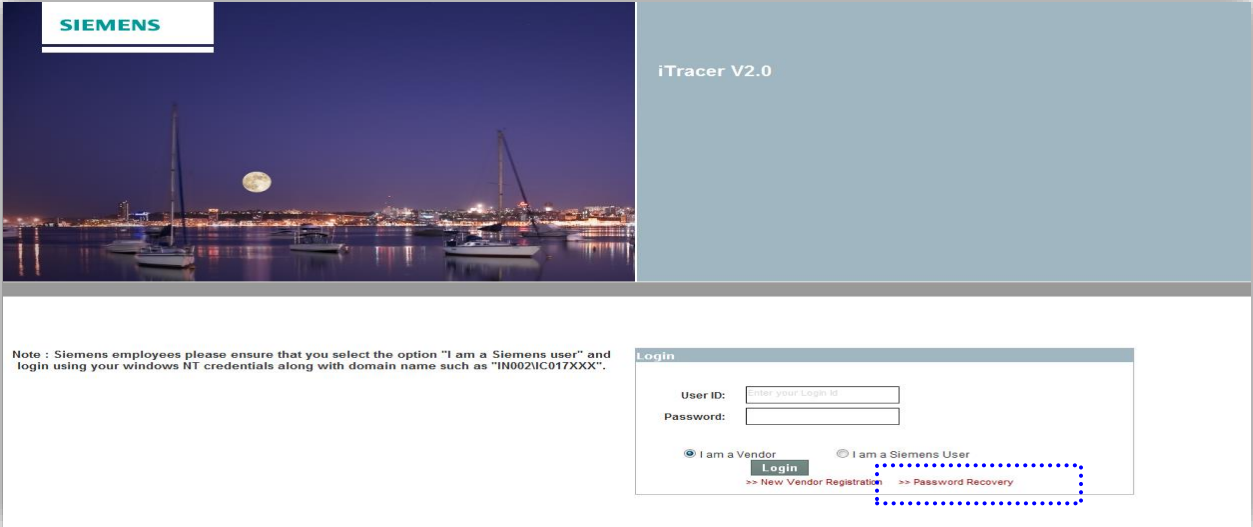
If Profile Rejected: User need to check below details re-registration:

- **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.

SIEMENS I-TRACER V2.0

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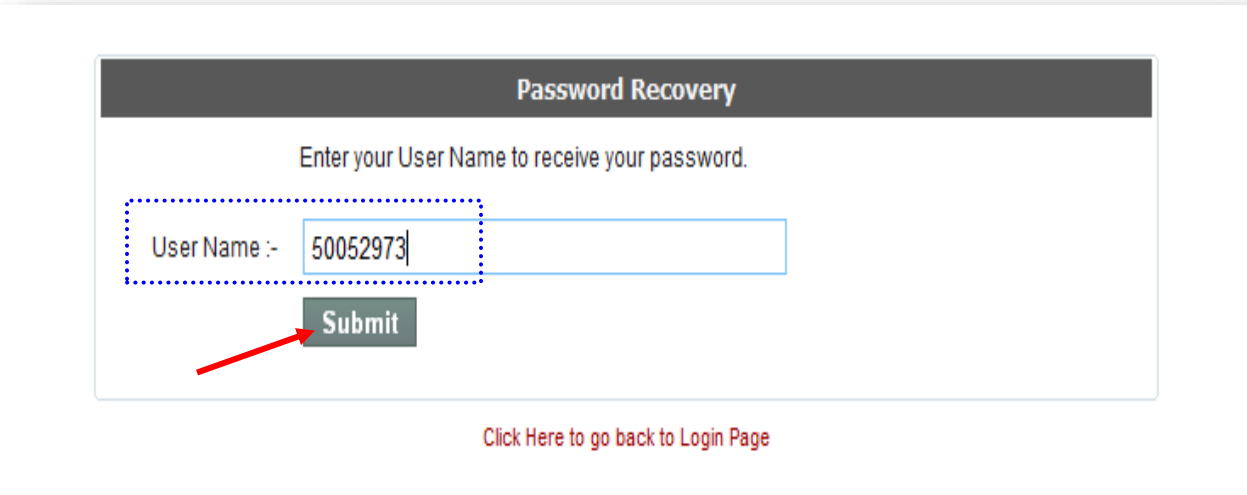
Step-2: Update vendor code as your User Name and click on Submit.

Step-3:

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

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 form us/provided during new registration.

Once update click on Login.

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

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

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

The same can be exported to the Excel sheet if required as on the screen shot below

Export Dump:

"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.

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"

Siemens I-Tracer V2.0