

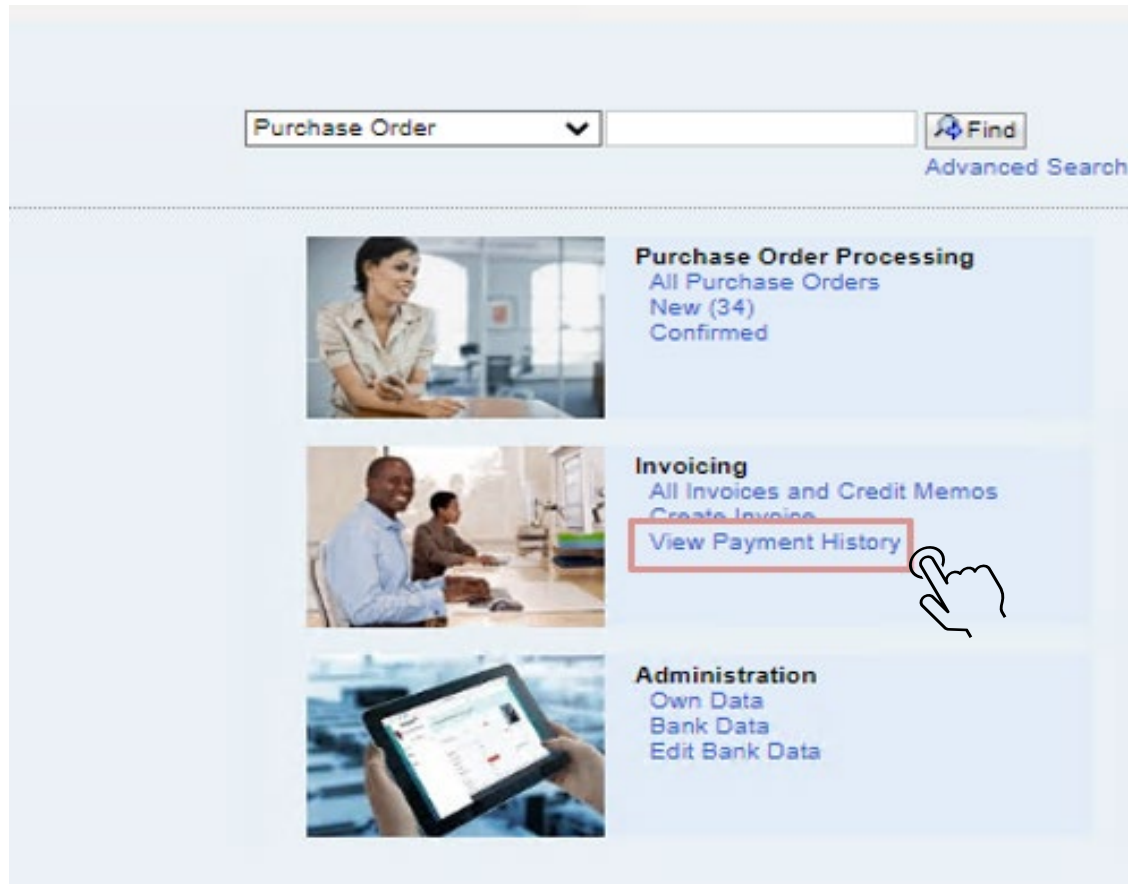


IDB Vendor Portal for Consultants PEC

Guide to check the Invoice Status



Home Page of the Portal



- To check the status of your invoice in the System
- Go to Invoicing Section
- Select the option **View Payment History**

This screen shows the list of invoices and the status

IDB Vendor Portal [Home](#) [Help](#) [Log out](#)

[Start Page](#) > [Payment History](#)

[Export to excel](#)

Payment Advice	Purchase Order #	Invoice Reference	Net Value	SAP Invoice	Invoice Date	Estimated Payment Date	Date Paid	Status
	7200009109	WFLOWDOBARA2.1	100.00 USD	5105664549	06/21/2021	06/21/2021		Accepted by customer
	7200009109	WFLOWDOBARA2.0	100.00 USD	5105664548	06/21/2021	06/21/2021		Accepted by customer
	7200009109	32321	200.00 USD	5105664537	06/18/2021	06/18/2021		Accepted by customer
	7200009109	4334343	300.00 USD	5105664536	06/18/2021	06/18/2021		Accepted by customer
	7200009109	32113213	200.00 USD	5105664535	06/18/2021	06/18/2021		Awaiting approval
	7200009109	890764321	1,000.00 USD	5105664534	06/17/2021	06/17/2021		Accepted by customer
	7200009109	3337374374	10,000.00 USD	5105664533	06/17/2021	06/17/2021	06/17/2021	Payment Made
	7200009109	87532	1500.00 USD	5105664645	07/06/2021	07/06/2021		Awaiting approval
	7200009109	9853267	2000.00 USD	5105664564	06/22/2021	06/22/2021		Awaiting approval
	7200009109	7896543	9000.00 USD	5105664563	06/22/2021	06/22/2021		Accepted by customer
	7200009109	879064	2000.00 USD	5105664531	06/16/2021	06/16/2021		Accepted by customer
	7200009109	45321	150.00 USD	5105664499	06/14/2021			Rejected by customer
	7200009109	87654	100.00 USD	5105664498	06/14/2021	06/14/2021	06/15/2021	Payment Made
	7200009109	12345	50.00 USD	5105664497	06/14/2021	06/14/2021		Accepted by customer

Possible Statuses

Description

In Progress

Draft status, invoice is not yet ready to submit

Document Sent

Invoice submitted successfully

Awaiting approval

Invoice parked in the ECC system in Allocator list

Accepted by customer

Invoice is approved and ready for the payment

Rejected by customer

Invoice is Rejected

Payment made

Invoice payment request has been sent from SAP

Deleted

Invoice has been deleted



Contacts

Technical Problems

- External PEC Consultant send email to ExtranetSupport@IADB.ORG or by phone (202) 623-1111 chose Option 1 “SAP Account”
- Internal PEC Consultant – call ITE Client Service Center extension 1111; (202) 623-1111 chose Option 1 “SAP Account”

Update Personal Data and Banking Information

- Consultant PEC External and Internal, send email to Human Resources Service Center HRSC@iadb.org

Access to the IDB Vendor Portal

- External PEC Consultant Page: <https://vendorportal.iadb.org>
- Internal PEC Consultant Portal Section I <https://portalsap.iadb.org/irj/portal>