iRECEIVABLES USER GUIDE

26 JUNE 2022

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iRECEIVABLES
PORTAL LOGIN

iRECEIVABLES

PORTAL LOGIN

To login to the iReceivables portal, follow the steps below:

1 Access the iReceivables webpage using the URL given to you. This will take you to the Bapco Access Management system.

2 Enter your UserName (as your email id provided with your customer registration) and the Password you received from the Bapco Identity management system.

3 Click the "Login" button. If this your first login, you will be next prompted to choose your preferred authentication method.

Welcome
Bapco Access Management System

Single Sign-On

Username

Password

Keep me logged in
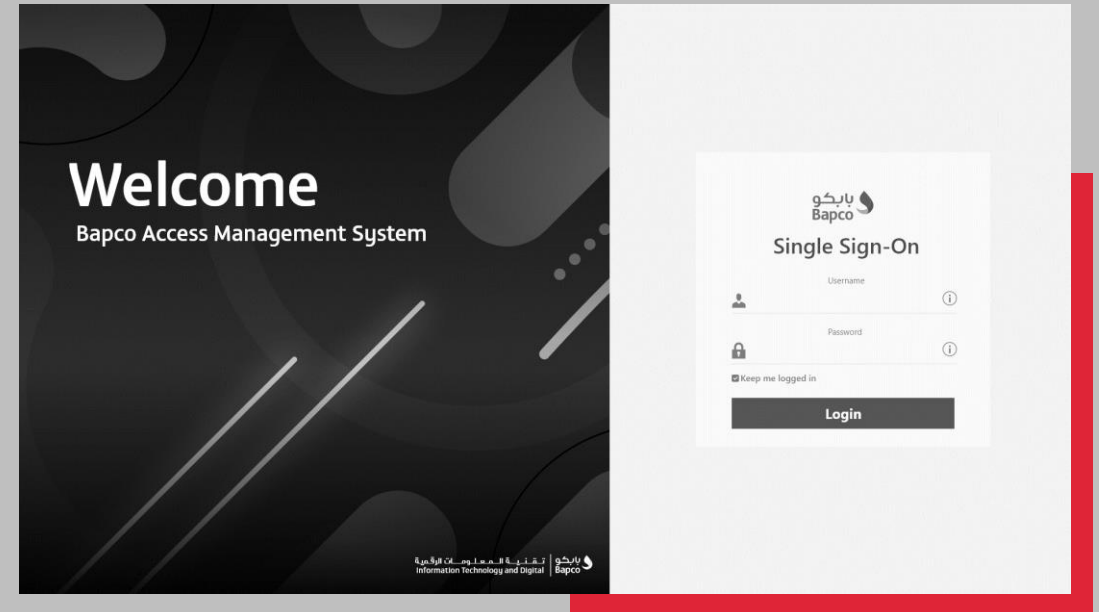
Login

Note

The customer contact person having iSupplier access should skip the self-registration steps, and should go directly to step No. 07.

iRECEIVABLES
PORTAL LOGIN

At your first login, please select your preferred two-factor authentication method:

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Select the Authentication method:
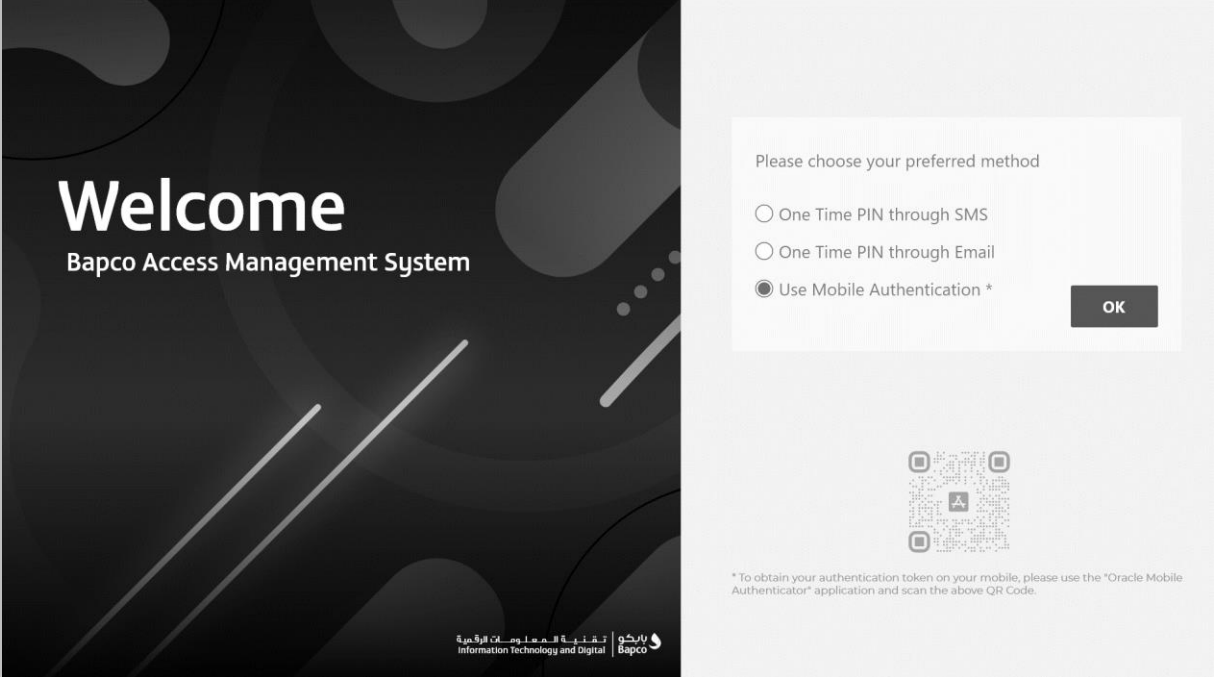
• SMS – select this option to have the authentication token delivered via SMS to your registered mobile phone number.

• Email – select this option to have the authentication token delivered via SMS to your registered mobile phone number.

• Mobile Authentication – select this option for mobile authentication via the Oracle Mobile Authenticator app.

5

Click "OK" to confirm.

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At each login, you will receive a security code (token) as per your selected option; once the correct token is entered, you will be able to access the iReceivables Portal.

iRECEIVABLES
PORTAL LOGIN

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Click on the Navigator ☰ , select 'iReceivables Account Management' then click "Customer Access".
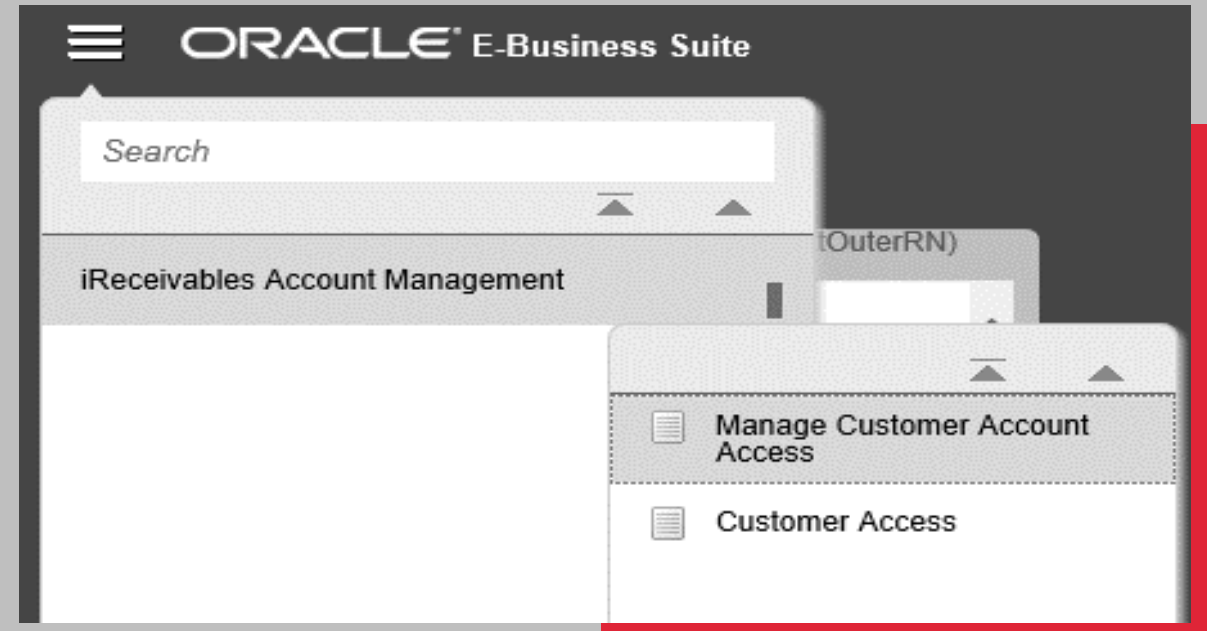
DASHBOARD
AND AGING
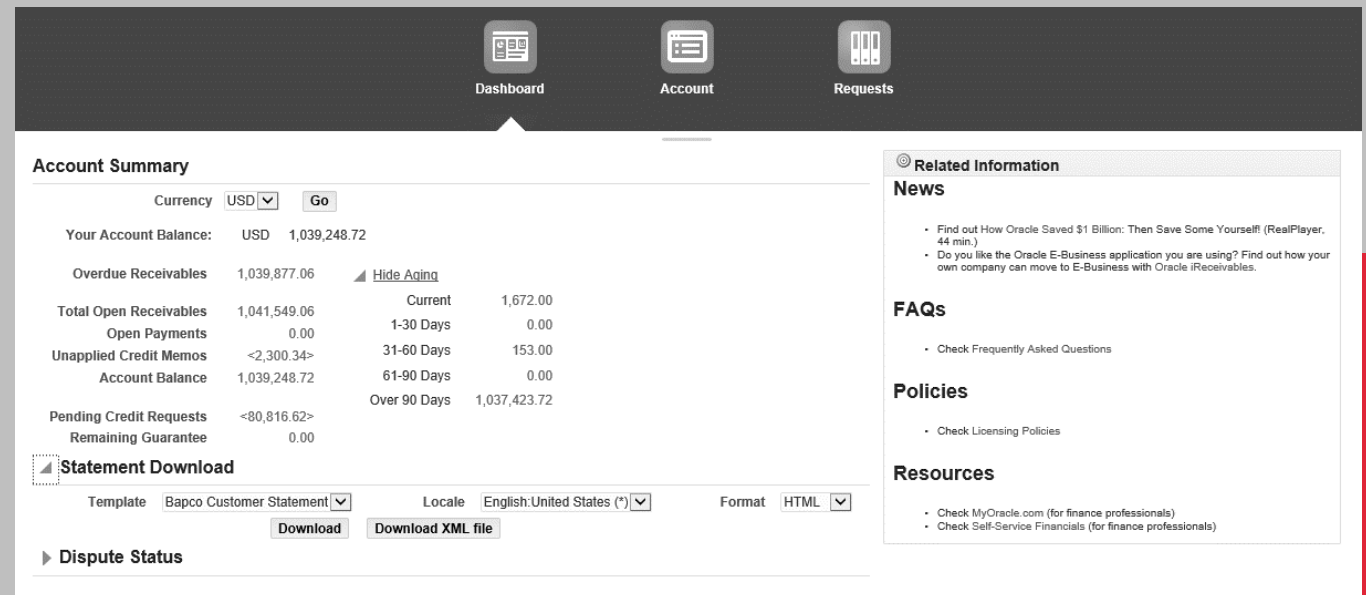
CUSTOMER
LOGIN

Dashboard (Customer portal) displays Account Balances and Aging. Customers can have a look at the Total outstanding and Invoice Aging from this screen.

1

Navigation to Dashboard:

iReceivables

Account Management -> Customer Access -> Dashboard

Select Currency and Click on Go, it shows all customer Account Balance along with the Aging.

STATEMENT
DOWNLOAD

STATEMENT
DOWNLOAD

Customer download feature will help customer to download the statement in the Bapco Template, it supports download of statements in HTML, PDF, and Excel formats.

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TRANSACTION
SEARCH

TRANSACTION
SEARCH

Customer can search for all transactions, this included Open Transactions, Closed Transactions, Overdue Transaction or Transactions for a specific date range or an Amount range.

Navigation to Transaction Search
iReceivables
Account Management -> Customer Access -> Account

1.   Customer can search his Invoice by different search criteria a. Status b. Currency c. Transaction and d. Transaction Type.
2.   Additionally, they can search Transactions for a Date Range OR Transaction Amount Range or Due Date Range.

TRANSACTION
SEARCH

Customer can search for all transactions, this included Open Transactions, Closed Transactions, Overdue Transaction or Transactions for a specific date range or an Amount range.

3. Customers can also search for b. Closed invoices, b. Overdue invoices or c. Transactions in different Aging buckets.

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TRANSACTION
EXPORT

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TRANSACTION
EXPORT

Customer can export Transactions which are listed as search results in a proper format.

DISPUTE
HANDLING

DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

Navigation to Transaction Export:
iReceivables
Account Management ->
Customer Access -> Account.

1. Search Transaction and Select Transaction then Open by clicking on the Transaction numbers.

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DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

2. Select Dispute and Click.

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DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

3. Provide the Dispute Reason, Invoice Section and click on then Click Yes.

DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

a. Enter 'Dispute Quantity' or 'Credit Amount'.
b. Enter Customer Comment, then 'Click Next'.

DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

5. Add the Attachments and click on Submit.

DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

6. Dispute raised successfully, and Credit Memo requested automatically.

DISPUTE
HANDLING

Customer can Raise Dispute against any Open Transactions with Bapco. When the dispute is processed by the Bapco Team a Credit memo will be created against the Disputed invoice.

7. Print or Export this Credit Memo for filing purpose.

TRANSACTION
PRINTING

TRANSACTION
PRINTING

Customer can print their invoices from the Customer portal.

Navigation to Transaction Print:
iReceivables
Account Management ->
Customer Access -> Account.

1. Select Transaction and Click on Print.

TRANSACTION
PRINTING

Customer can print their invoices from the Customer portal.

2. Print preview is displayed and can be printed.

TRANSACTION
APPLY CREDIT

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

3. Click on Apply Credits.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

4. Select Transaction and Click on Next.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

5. Click on Add Credits, It opens a dialog box to search Credit Transactions.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

6. Select Credit Transaction, provide the Application Amount and click Next.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

7. Verify application amount, then Click Apply.

TRANSACTION
APPLY CREDIT

This is the navigation used by the customer to Apply Credits selected/specific transactions.

8. Click on Apply it shows a message the Credit Applied Successfully.

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INVOICE
ACTIVITIES

TRANSACTION
APPLY CREDIT

Customer can search all his transactions here.

TRANSACTION
APPLY CREDIT

Customer can search all his transactions here.

2. Click on Activities Tab.

TRANSACTION
APPLY CREDIT

Customer can search all his transactions here.

3. After clicking on Activities tab it shows all the Type of Invoice Activities done on this Invoice.

HELP AND SUPPORT

Please send any request or feedback by email to
iReceivables_Support@bapco.net
For technical issues you may call the Bapco IT Customer Service Center at
+973-1775-5911

THANK YOU