

Tradex invoice status guide

As a supplier awaiting payment, you may want to monitor the stages that your invoice has passed in order to have an estimate as to when they will be paid.

- The Tradex Invoice Status Module performs this function by displaying statuses such as 'Cancelled', 'Accepted', 'Pending', 'Approved' and 'Paid'.

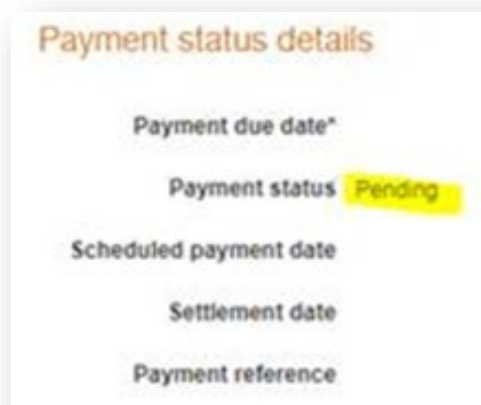
Status	Meaning
Cancelled	Your Invoice has been cancelled
Pending	Your invoice is currently being processed
Approved	Your Invoice has been approved and an expected due date will be provided
Paid	Your Invoice has been paid - the payment date and payment reference provided

Cancelled

The invoice has been cancelled, please contact cscaccountspayable@balfourbeatty.com for further information.

Pending

The invoice is awaiting approval for payment **OR** is in transition between Tradex and Balfour Beatty which can take a maximum of 24 hours.



If you have an overdue invoice with a status of Pending, please email cscaccountspayable@balfourbeatty.com with details of the invoice number and the part of the business that the invoice relates to.

Approved

Your invoice has been approved for payment and will be paid when due, on the next available payment run.

The scheduled payment date provided refers to the payment terms set up against your Balfour Beatty supplier account e.g. payment term is 60 days. The scheduled payment date will be 60 days from the invoice date.



Paid

Your invoice has been paid. The payment date and payment reference will be provided.

