Supplier Finance User Guide
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About This Guide

This guide explains how to use the Textura Supplier Finance Cloud Service to schedule payments on approved invoices and take advantage of supply chain financing.

Buyers, Suppliers, and Funders should read this guide.

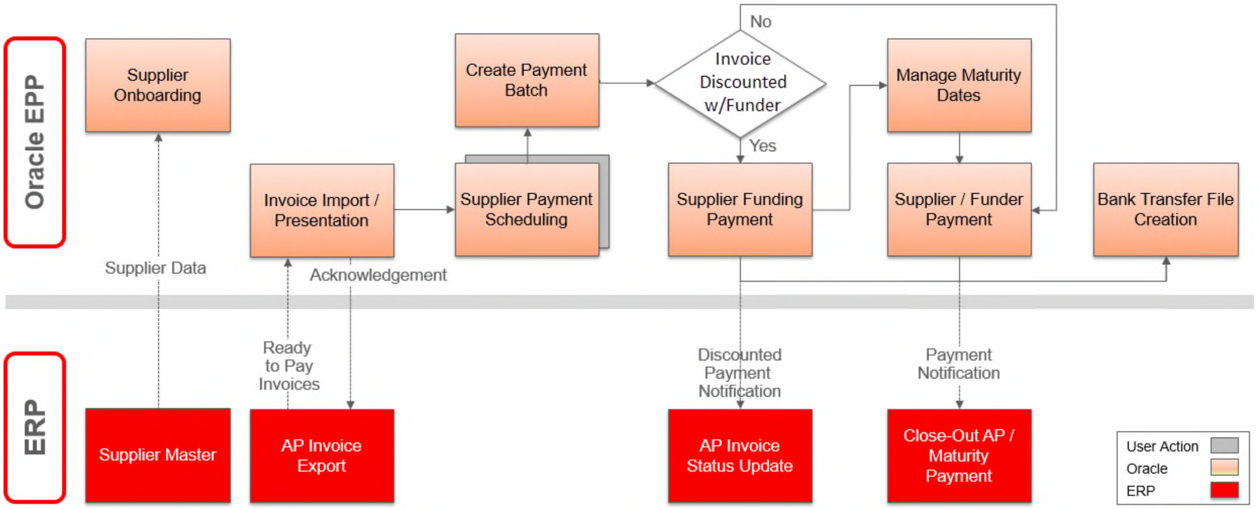
Overview

This document provides an overview of Textura Supplier Finance. It outlines TSF's primary function, early payment of Supplier invoices via a Supply Chain Finance program. Textura Supplier Finance programs are operated by a Buyer, a Funder, and Oracle. The objective is to manage early payment processes for enrolled organizations via a Supplier payment management portal.

Key functionality includes:

- Management of invoices
  - Importing
  - Scheduling
  - Paying
  - Managing maturity settlement (repayment to Funder)
- Enrollment of organizations
  - Buyer (Main Contractor)
  - Supplier (Seller or Subcontractor)
  - Funder
- Data management.

The workflow includes Funder acceptance of invoices, creation of bank transfer files, and related data flows. The diagram below depicts the major functions and Enterprise Resource Planning (ERP) integration points of the system.


Oracle EPP
Supplier Onboarding
Create Payment Batch
No
Invoice Discounted w/Funder
Manage Maturity Dates
Yes
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Supplier Payment Scheduling
Supplier Funding Payment
Supplier / Funder Payment
Bank Transfer File Creation
Supplier Data
Acknowledgement
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Supplier Onboarding

1) Buyers upload Suppliers into the system via the **Supplier Upload** tab. Buyers may upload a .CSV file. This upload creates the Supplier organization (and user) records on the system and sends invitation emails to the Suppliers.
2) An Approver within the Buyer organization must review and approve the bank details for each uploaded Supplier. Only the Buyer can update the Supplier organization data. The Buyer can update the data by reimporting a data file with changes.

> **Note**: The Suppliers cannot edit their organization or bank data in this application. Suppliers can review the data.

3) Suppliers select default payment settings (for example, a Supplier selects an Invoice Date + 15 days payment timing).

Invoice Import / Presentation

The main workflow begins when ready-to-pay invoices and credit notes are imported from an ERP application. The invoices are matched to a Supplier organization on the system. The system runs a series of validations on the invoices. After validation is completed, invoice and credit note records are created. The system presents these invoices to the Supplier with default payment timing and estimated fees.

Supplier Payment Scheduling

The Supplier can change payment scheduling for one or all invoices pending in the system at any time. The Supplier can:

- Select a number of days from month-end to receive payment
- Select a number of days from the invoice date to receive payment
- Wait for payment at full-term date (manual scheduling)
- Reschedule an individual invoice

> **Note**: Users can reschedule an individual invoice to receive payment as

soon as possible.

The Buyer can see invoices that are imported into the system, scheduled payment dates, and comprehensive invoice data.

Note: A Supplier can schedule some invoices for discounted payment on a given day and schedule other invoices for full-term payment (no discount). The payment files required for both discounted and full-term payments are handled within Textura Supplier Finance. However, the payments will originate from two different bank accounts: discounted payments originate from the Funder's account, and non-discounted payments originate from the Buyer's account.

Create Payment Batch

Each day, at a preset time, the system selects invoices that are due for Funder approval. A payment batch is created for each Supplier. Pending credit notes are deducted from Supplier payments included in the batch.

Invoices that were scheduled for full-term payment (no discount) by the Supplier, are included in a batch for payment directly from the Buyer account to the Supplier account.

Note: Non-discounted payments to the Supplier will appear as a single (batch) line item for each Supplier in the bank file created. See ***Supplier / Funder Maturity Payment*** (on page 10) for more details.

Funder Approval

When the ***Create Payment Batch*** (on page 9) process runs, all scheduled invoices are pulled into the payment batch. The payment batch includes itemized invoices net of any credit notes. The payment batch is presented to the Funder. The Funder approves the invoices.

Note: If the Funder rejects an invoice, it is rescheduled for full-term payment.

Supplier Funding Payment

After a Funder approves invoices, an electronic funds transfer (ACH) file is created and delivered to the bank, payable from the Funder's account. In this file, each payment batch for a given supplier appears as a single line item with a specific batch code (a remittance reference will appear on the Supplier's bank statement), which ties back to the Batch Payment ID in the system.

Maturity Payment Management

The system manages maturity (settlement) due dates for all invoices funded per the ***Supplier Funding Payment*** (on page 9). A scheduled daily job initiates a maturity payment from the Buyer to the Funder. The Buyer may view pending invoices by maturity date in the application and the reports.

Supplier / Funder Maturity Payment

All required maturity payments are included in a payment file delivered to the Buyer for payment through the Buyer's bank.

This payment file will also include items scheduled for full-term (no discount) payment. These non-discounted payments to the Supplier will appear as a single (batch) line item for each Supplier in the bank file created.

User Roles and Permissions

Enterprise Administrators

Enterprise Administrators are responsible for their organization (for example, a Buyer Administrator may view bank details associated with their organization). Administrators should contact Customer Support to create additional users in their organizations or update user permissions.

Supplier Data Approvers

Supplier Data Approvers can review and approve Supplier data uploaded to the system.

Regular Users

Regular Users can perform actions within the system that correspond to their assigned permissions (for example, users within a Supplier organization may schedule payments).

View Only Users

View Only Users can view invoices and export data to excel.

Suppliers

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Accept Invitation

Users for Supplier organizations receive **Create Account** email invitations when the Buyer invites the Supplier to use the system.

- Use the first link to begin the setup process; ***Accept Invitation*** (on page 11).
- Use the second link to see the user guide.

> **Note**: Users need to create a username and password before starting to use the system.

Create a Username and Password

The first link in the **Create Account** email leads to the **Create User** screen.

1) Enter a unique name in the **Username** field.
   Username Rules
   - Usernames cannot exceed 20 characters
   - Usernames may contain alpha and/or numeric characters
   - Usernames are NOT case sensitive
   - Underscores and hyphens are valid symbols in usernames
2) Enter a password in the **Password** field.
   Password Rules
   - Passwords must contain at least one uppercase letter
   - Passwords must contain at least one lowercase letter
   - Passwords must contain at least one number
   - Passwords must be at least eight characters
   - Passwords containing popular names or other commonly used words may be declined
   - Passwords should not contain your name, your username, your city, or your organization name
   - Passwords are case sensitive
   - Five consecutive failed login attempts will result in a ten-minute lock-out
   - Passwords expire at regular intervals

3) Retype the password for verification.
4) Choose the **Save** button.

   The system displays a login screen. Log in with the username and password created in the prior steps.

> **Note**: A **Forgot Password** link is provided on the login screen. Users can select it to reset a password if required.
> **Tip:** After completing a password reset, consider closing the browser and logging in again with the new password.

Select Payment Settings

There are two ways to schedule invoices for payment:

- Create a **Default Payment Setting**.
  The default applies to all invoices when they are added by the Buyer. *See Set Up Default Payment Settings (on page 12) for step-by-step instructions.*

> **Note**: A **Default Payment Setting** is required. To receive payment on the full-term date, select the **Manual Scheduling** option.

- Edit an invoice's payment schedule.
  This is optional, since each invoice automatically uses the **Default Payment Setting.** *See Edit an Invoice's Payment Schedule (on page 14) for step-by-step instructions.*

Set Up Default Payment Settings

Once a Supplier creates a **Username** and **Password**, the **Default Payment Settings** page displays.

Users with the correct permissions use the **Default Payment Settings** page to set the preferred timing for early payment of invoices. This early payment timing only applies to invoices in an early payment program.

1) Select **Default Payment Settings**.

> **Note**: You must schedule payment to be after the current date and no later than the **Full Term Date**.

Choose from:

- **Calendar Days After Invoice Date**
  A user selects the setting and enters the number of days after the **Invoice Date** when the payment is expected.

Examples:

1. If the Buyer uploads an invoice the day it is submitted, and the Supplier expects payment 10 **Calendar Days After Invoice Date**, the invoice is scheduled for 10 days later.

2. If the **Invoice Date** is 14 days in the past when the Buyer uploads it, and the Supplier expects payment 10 **Calendar Days After Invoice Date**,the invoice is automatically scheduled for the first eligible payment date.

> **Note**: If a user selects a number that is too small or too large to apply, invoice payments are scheduled for either the first eligible date or the **Full Term Date**.

- **Calendar Days from the Month End of the Date of the Invoice**
  A user selects the setting and enters a number of days following the last day of the month when the payment is expected. This means the Supplier receives the payment the month after the invoice is received.

> **Example:** If an invoice is received on July 1 and the Supplier is configured for payment 20 **Calendar Days from the Month End of the Invoice Date**, the invoice is automatically scheduled for payment by August 20 unless the **Full Term Date** is earlier.

- **Manual Scheduling**
  A user selects the setting to schedule an individual invoice for payment on its **Full Term Date**.

> **Important:** To receive payments early when using the **Manual Scheduling** default**,** a user must select the invoice and use the **Reschedule Individual Invoice** feature to choose a payment timing.
> *See Edit an Invoice’s Payment Schedule (on page 14).*

2) Select **Apply this setting to all scheduled but unpaid invoices** to schedule payments for all invoices that are eligible for scheduling.

> **Note:** Existing invoices will be rescheduled when the page is saved *if it is possible to change the date*.
> **Example:** The payment timing for an invoice will not change, if it is already scheduled for payment on the earliest possible date (meaning the invoice will be sent for funding in the next batch to the Funder) and the default timing applied would have been earlier.

3) Agree to the terms of service.
The first time a Supplier uses the **Default Payment Settings** page, the user must select the agreement. This indicates the organization agrees to the **Terms and Conditions** and the **Funding Statement**.

- These documents may be reviewed at any time using the links provided at the bottom of the page.
- **Not ready to accept the Terms and Conditions?** Select the **Cancel** button at the bottom of the page.

Users can return to the **Default Payment Settings** page at any time to change the default payment timing. Settings are applied to new invoices when they are added. When a user selects the **Apply this setting to all scheduled but unpaid invoices** setting, the **Default Payment Settings** are immediately applied to all invoices that are still eligible for payment scheduling.

Edit an Invoice's Payment Schedule

Each invoice is automatically scheduled, based on the **Default Payment Settings** selected by the Supplier. If an organization selected **Manual Scheduling** for the default payment timing, then each invoice is scheduled for payment for the **Full Term Date**. To take advantage of early payment, a user can reschedule an invoice.

1) Select the pencil icon for an invoice in the Action column of invoice grid on the **Invoices Listing** page.

Note: The icon is only available for invoices with enough time before the **Full Term Date** to change the payment schedule.

The **Schedule Payment** dialog appears for the selected invoice.

2) Use the **Schedule Payment** window to select a new payment option for early payment processing of an invoice. Select from four options:

Note: Only Supplier users with the correct permission can change the payment timing.

- **Pay this invoice on the earliest possible date** (day-month-year)
  Select this timing to schedule the payment for the earliest eligible date; this is typically 1-3 business days in the future depending on the rules of the program.
- **Calendar Days After Invoice Date**
  Select timing and enter the number of calendar days after the invoice date when payment is expected.

Example: If the **Invoice Date** is 14 days in the past when the Buyer uploads it, and the Supplier expects payment 10 **Calendar Days After Invoice Date**, the invoice is automatically scheduled for the first eligible payment date.

Note: If a user selects a number that is too small or too large to apply, invoice payments will be scheduled for either the first eligible date or the **Full Term Date**.

- **Calendar Days from the Month End of the date of the Invoice**
  Select this timing and enter the number of calendar days after the last day of the month the invoice is received when the payment is expected. This means the Supplier receives the payment the month after the invoice is received.

Example: If an invoice is received on July 1 and the Supplier is configured for payment 20 **Calendar Days from the Month End of the Invoice Date**, that invoice is scheduled for payment by August 20 unless the **Full Term Date** is earlier.

- **Full Term**
  Select this timing to schedule the payment for the **Full Term Date.** No early payment fee will be charged.

3) Select **Save**. The window closes and the **Invoice Listing** page appears.

View Buyer Uploaded Data

Adinistrator users within Supplier organizations can review their Supplier Data, which was uploaded by the Buyer.

1) Select the organization name in the top right corner of any page.

   The organization name is in the top right corner of each page. Administrators can hover over it, and it displays as a button.

2) The **Organization Profile** window appears.

   It shows organization data. For security, only the last four digits of the bank account are visible.

3) Review organization details. If you have any questions or concerns about the organization data displayed, contact Textura Customer Support.

Buyers

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Onboard Suppliers

Buyers use the **Supplier Upload** tab to import Supplier data into Textura Supplier Finance. Users with the permission to upload see the tab at the top left of each page.

> **Note**: This section of the guide is applicable to Buyer Administrator users only. **Supplier Upload** is a secured function.

Supplier Upload is secure:

- Users in a Buyer organization must have a specific permission in their user profiles to manage Supplier data.
- An easy-to-use import file mechanism ensures secure, auditable Supplier data is simple to upload and maintain
- A Supplier bank detail approval workflow ensures that all Supplier data is verified, supporting the internal audit requirements of a Buyer organization.

Supplier data files may include new Supplier organization data and/or updates to existing organizations. A variety of Supplier data formats are supported. For more details contact Textura Customer Support.

1) Navigate to the **Supplier Upload** tab.
2) Choose **Browse** to select a Supplier data file. A **File Upload** dialog box appears. The **File Upload** dialog box allows you to choose a document from your computer to upload.
    a. Navigate to the file you want to upload.
    b. Select the file.

       The path and filename will display in the browse control.
3) Select the **Upload** button to submit the Supplier data file**.**

   If the file uploads successfully, a **Success** message appears.

    a. Suppliers who have not previously been uploaded receive invitation emails.
    b. Suppliers are updated with any changes included in file.

       If an on-system Supplier is included in the file, but the file data matches previously imported data, no changes are made.

   If file fails to upload, a **Failure** message appears. Check the Supplier data file for:

    - Missing data
    - Incorrect or missing column headers

- Extra columns of data
- Special characters which may not be permitted.

Tip: If the file includes special characters, you will get an error message. Blank spaces in a spreadsheet might cause these errors.

4) To view the Supplier record created by the upload, select the **Suppliers** tab at the top-left of the page. The **Suppliers Information** page appears.

   The **Suppliers Information** page displays the current data for each Supplier.

Note: This page cannot be edited. To update **Supplier Information**, change the Supplier data file and upload again.

Review Supplier Bank Details

A **Supplier Data Approver** within a Buyer organization must approve new or updated Supplier data.

- New Supplier data is held in a staging table, until approved by an authorized **Supplier Data Approver.** If no Supplier bank details are approved, invoices for payment to that Supplier will be rejected.
- Updated Supplier data is held in a staging table, until approved by an authorized **Supplier Data Approver.** Previously approved bank details remain active until new Supplier bank details are approved.

1) Choose the **Suppliers** tab at the top-left corner the page. The **Suppliers Information** page appears.

Notes:

- Suppliers whose bank details require review appear at the top of the page. The bank details are highlighted in red. An **Approve** button appears in the **Action** column.
- A **Review** button appears in the **Action** column for Suppliers whose bank details have changed.
- No action button displays for Suppliers whose bank details are approved.

2) (Optional) Choose the **Approve** button in the **Action** column for a new Supplier.

   Or

   Choose the **Review** button for a Supplier whose bank details changed.

   A **Bank Data** window appears. The bank details are displayed side by side: Existing bank details show on the left, and Staged (new) bank data shows on the right.

3) Verify the updated bank data with the system of record.
4) Choose **Approve** in the **Bank Data** window. The **Suppliers Information** page displays.

Note: An audit history is kept for key organization data and approvals.

Tip: Best practice is to complete all **Actions** as soon as possible.

Invoices

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Invoice Listing

After creating an account, the **Invoice Listing** page is the first screen displayed upon login. This is the main page for viewing and reporting invoice data. It displays all invoices that have been imported.

- Invoices are displayed in a table, or invoice grid.
  - Users can filter the invoice grid.
  - Uses can drill down in the invoice grid to see the details of an individual invoice.
  - Users can export the invoice grid data into Excel.
- Credit notes are also included. They appear with negative invoice amounts.

> **Note**: Users can ***Edit an Invoice's Payment Schedule*** (on page 14).

The invoice grid includes all the invoice data relevant to the early payment program:

- Organization data-Supplier or Buyer name
- References-**Supplier Invoice Number** or **Buyer Invoice Number**
- Key dates-**Invoice Received, Invoice Date**, **Submitted for Payment** date, **Full Term Date**, and **Scheduled for Payment** date
- Financial amounts-**Invoice Amount**, **Applied Credit** notes, **Interest Rate**, **Early Payment Fee**, and **Payment Amount**

Invoice Statuses

- **Scheduled**-Indicates a newly imported invoice that will be scheduled according to the default payment timing

> **Note**: Suppliers ***Set Up Default Payment Settings*** (on page 12).

- **Sent for Funding**-Indicates an invoice payment has been sent to the Funder for early payment.

> **Note**: Invoices typically transition from **Sent to Funding** status to **Paid** within hours.

- **Paid**-Indicates an invoice payment has been made to the Supplier
- **Settled-**Indicates an invoice payment has been repaid to the Funder by the Buyer

Note: Only Buyers will see this status.

Credit Note Statuses

- **Pending**-Indicates a newly imported credit note that has not been applied to an invoice yet
- **Partially Applied**-Indicates a credit note that has been applied to an invoice but still has a remaining credit amount; the remaining amount will be applied to future invoices
- **Fully Applied**-Indicates a credit notes that has been applied to one or more invoices (fully consumed credit notes)

- Payment batch information-**Invoice Payment Batch ID** and **Maturity Payment Batch ID**

Notes: Definitions for the data in each of the columns is available in the ***Glossary*** (on page 33).

- Fees**- Early Payment Fee**

Note: A fee may change because interest rates can change daily. A "~" in front of the **Early Payment Fee** amount indicates an estimated fee. Once an invoice is sent for funding the **Early Payment Fee** is locked.

Sort

Users can sort data by any column.

- Blue sort arrows indicate the current sort column and the sort order.
  - An up arrow indicates ascending sort.
  - A down arrow indicates descending sort.

1) Click the column header to sort.
2) Click on the column header a second time to reverse the sort order.
3) Click a third time to toggle the sort order off and revert to default sorting.

Filter

Use a filter by typing into any of the filter rows immediately beneath each column header.

Example: Enter "Aug" or "Aug-2018" into the **Scheduled Payment Date** column to see only invoices that are scheduled for payment in the month of August.

Note: The filter function will identify matching text even if it is in the middle of a string of text or numbers. Filtering can be applied on more than one column at a time.

Special filter controls:

- **Negative Invoice Amounts**
  Filter for credit notes by entering "-" in the filter control for the **Invoice Amount** column.
- **Invoice Received Date**
  Invoices may be received later than the default payment timing.

Tip: If an invoice should have been paid earlier based on the default payment timing, it may be helpful to check the **Invoice Received** date to see if there was a delay in loading the invoice.

- **Clear Filters Button**
  To remove all active filters select the **Clear Filters** button near the top-right corner of the invoice grid.

Export to CSV

Use the **Export to CSV** button to export the **Invoice Listing** data to a spreadsheet for further analysis or reporting. The button is on the top-right corner of the invoice grid.

> **Note**: The export captures the current contents of the grid as filtered and sorted.

Example: A user filtered on a **Supplier** column for names that contained "big". The user then filtered on the **Invoice Amount** column for invoices with a negative invoice amount (or credit notes). The user selected **Export to CSV**. The CSV file only had credit notes for Suppliers with "big" in their names. The file opened automatically in Excel, the user's spreadsheet application.

View Invoice Details

Users select a **Supplier Invoice Number** on the **Invoice Listing** page to see the **Invoice Details** page. The **Invoice Details** page displays an **Invoice Details** table that shows the invoice data relevant to the selected invoice. It also includes:

- An **Audit Trail** with time stamps for each event in the history of the selected invoice.
- **Batch Payment Details** with details of the invoices and credit notes which were included in that payment.

Invoice Details

The table includes:

- **Supplier Invoice No.**-A unique value the Supplier uses to reference the invoice
- **Buyer Invoice No.**-A unique value the Buyer uses to reference the invoice
- **Currency**-The currency code for the invoice; for example, USD for US Dollars or GBP for British Pounds Sterling
- **Invoice Amount**-The face value of the invoice

> **Note**: The **Invoice Amount** includes any taxes or other amounts which may have been applied to this invoice prior to loading the invoice.

- **Credit Applied**-The value of any credit notes that have been applied against the invoice, reducing the amount eligible for payment
- **Early Payment Fee**-The fee that results from early payment of the invoice; this fee is calculated for the date the invoice is currently scheduled, using the interest rate that is active

> **Note**: A "~" in front of the **Early Payment Fee** amount indicates an estimated fee. Expect small changes in estimated **Early Payment Fees** over time, because interest rates can change daily.
>
> - If the invoice has been sent for funding or is already paid then the

Early Payment Fee is the fee assessed for early payment of this invoice.

- If the invoice has not yet been sent for funding, then the **Early Payment Fee** is estimated based on the **Scheduled Date for Payment** and the current interest rate. Changes to either the **Scheduled Payment Date** or the **Interest Rate** will update the estimated **Early Payment Fee** for the invoice.

- **Interest Rate**-The underlying rate of interest (shown as an annual percentage rate) that is used to compute **Early Payment Fees**
- **Tenor in days-**The number of days between the scheduled early payment and the full-term date of the invoice
- **Payment Amount**-The amount to be paid to the Supplier

Note: The **Payment Amount** is the **Invoice Amount** less the **Early Payment Fee** and any credit amounts applied.

- **Supplier**-The organization that issued the invoice for payment (from the Buyer) for goods or services rendered to the Buyer
- **Buyer** (Main Contractor)-The organization responsible for payment of an invoice from the Supplier
- **Status**-A state that corresponds to the workflow steps:
  - **Scheduled**-Indicates a newly imported invoice that will be scheduled according to the default payment timing

Note: Suppliers ***Set Up Default Payment Settings*** (on page 12).

  - **Sent for Funding**-Indicates an invoice has been sent to the Funder for early payment

Note: Invoices typically transition from **Sent to Funding** status to **Paid** within hours.

  - **Paid**-Indicates an invoice payment has been made to the Supplier
  - **Settled**-Indicates the Buyer has repaid the Funder for an early invoice payment made to the Supplier

Note: Only Buyers will see this status.

  - **MC Payment Notification Sent**-Indicates the **Payment Notification** file has been sent

Note: Only Buyers will see this status. The **Payment Notification** file shows repayment of the invoice to the Funder has been sent.

Note: The **Invoice Details** page shows more detailed status options than the **Invoice Listing** page.

For example, **Paid by Credit Note** would simply appear as **Paid** on the **Invoice Listing** grid.

- **Invoice Date-**The date that the original (paper) invoice was sent to the Buyer from the Supplier
- **Scheduled Payment Date**-The date that is currently scheduled to pay the Supplier for the invoice
- **Payment Date**-The date that the payment was received by the Supplier (this date is estimated based on the date when the electronic payment file was created)
- **Full Term Date**-The date that the invoice is due for payment

Note: The **Full Term Date** acts as a backstop, setting the latest date on which an invoice may be sent for payment.

- **Invoice Payment Batch ID**-The batch identifier assigned to the invoice payment

Note: Payments for many invoices might be submitted to a Supplier any given day. All invoices that are paid on the same day, to the same Supplier, in a batch, are assigned the same **Invoice Payment Batch ID**.

- **Maturity Payment Batch ID**-The batch identifier assigned to the maturity payment

Notes:

- The maturity payment is the repayment the Buyer makes to the Funder who paid the Supplier for the invoice.
- Only Buyers will see this status.
- Invoices in a single **Payment Batch** may have different **Full Term Dates** and different **Maturity Payment Batches**.

Audit Trail

Each **Status Event** in the life of an invoice is tracked. **Status Events** in the workflow result in the current status of an invoice. Users can review previous events in the **Audit Trail**.

Note: A date and timestamp are included for each event in the history of the selected invoice. These timestamps are automatically displayed in your time zone (based on your computer).

Status Events include:

- **Invoice Received**-The date and time when the invoice was imported.
- **Default Payment Schedule Applied**-The date and time the **Default Payment** timing was applied to the invoice

Note: Suppliers ***Set Up Default Payment Settings*** (on page 12).

- **Payment Scheduled**-The date and time a user manually rescheduled the invoice for payment

Note: A user may ***Edit an Invoice's Payment Schedule*** (on page 14) and there is no limit on the number of times an invoice may be rescheduled.

- **Sent for Funding**-The date and time the invoice is sent to the Funder for early payment
- **Paid**-The date and time the electronic payment file for the invoice was created

Note: A payment is often included in a batch file.

- **Supplier Payment Notification Sent**-The date and time a **Payment Notification** file is sent, which alerts the Buyer to the invoice status in their system of record

Notes:

- This **Payment Notification** file shows payment of the invoice to Supplier. It is sent for early payments and full-term payments.
- Only Buyers will see this status.

- **Settled**-The date and time the Buyer repaid the Funder for an invoice that was paid by the Funder

Note: Only Buyers will see this status.

- **MC Payment Notification Sent**-The date and time a **Payment Notification** file is sent, which alerts the Buyer to the repayment of the invoice after the electronic payment file was created

Notes:

- This **Payment Notification** file shows repayment of the invoice from the Buyer to the Funder.
- Only Buyers will see this status.

Batch Payment Details

The **Payment Batch** table appears in the lower right corner of the **Credit Note Details** page. It displays all the invoices and credit notes that were included in a single payment to the Supplier. The **Payment Batch ID** is included in this area.

Notes:

- There may be multiple batches paid to a Supplier in a single day.
- The **Payment Batch ID** is included in the remittance information added to electronic payment files.
- The batch payment appears as a single line item on bank statements.
- Some banks may not include the remittance text on the bank statement.
- Batch IDs ending in **EP** indicate a discounted early payment for an invoice was included under the batch.
- Batch IDs ending in **FT** indicate a full-term payment was included under the batch.

- **Return to Invoices-**A link that returns the user to the **Invoice Listing** page with the previously selected filters and sort settings
- **Total Batch Payment**-The total amount of the payment made to the Supplier for this batch

The **Invoices Included in Batch** table shows the items that were included in the batch. This detail includes:

- **Supplier Invoice No.**
- **Invoice Amount**
- **Credit Note Applied Amount**
- **Early Payment Fee**
- **Net Payment Amount**

Example: A batch might include two invoices and a credit note, which results in a payment of £932.87 to the Supplier. All three items would be labeled with the same **Payment Batch ID**. The combined payments would show as a single payment of £932.87 on the Supplier's bank statement. The ID would be included in the electronic payment file. The Payment Batch ID may not appear on the bank statement of the Supplier.

View Credit Note Details

Users select a **Supplier Invoice Number** for invoice with a negative amount on the **Invoice Listing** page to see the **Credit Note Details** page. The **Credit Note Details** page includes a **Credit Note Details** table. The table shows the invoice data relevant to the selected credit note. It includes:

- An **Audit Trail** with time stamps for each event in the history of the selected credit note.
- **Batch Payment Details** with details of the invoices and credit notes which were included in that payment.

Credit Note Details

The table includes:

- **Supplier Invoice No.**-A unique value the Supplier uses to reference the invoice
- **Buyer Invoice No.**-A unique value the Buyer uses to reference the invoice

- **Currency**-The currency code for the invoice; for example, USD for US Dollars or GBP for British Pounds Sterling
- **Invoice Amount**-The face value of the credit note
- **Supplier**-The organization which which receives the credit
- **Buyer** (Main Contractor)-The organization who provided the credit
- **Status**-A state that corresponds to the workflow steps:
  - **Pending**-Indicates a newly imported credit note that will be applied to an invoice
  - **Partially Applied**-Indicates a credit note that has been applied to an invoice, but which includes an amount that remains to be applied to future invoices
  - **Fully Applied**-Indicates a credit note has been applied to one or more invoices with no remainder
- **Invoice Date-**The date that the original (e.g. paper) invoice was sent to the Buyer from the Supplier
- **Invoice Payment Batch ID**-The batch ID assigned to the credit note

> **Note**: Payments for many invoices might be submitted to a Supplier on a given day. All invoices that are paid on the same day, to the same Supplier, in a batch, are assigned the same **Invoice Payment Batch ID**.

Audit Trail

Each **Status Event** in the life of a credit note is tracked. **Status Events** in the workflow result in the current status of a credit note. Users can review any previous events in the **Audit Trail**.

> **Note**: A date and timestamp are included for each event in the history of the selected credit note. These timestamps are automatically displayed in the time zone (based on your computer).

Status Events include:

- **Invoice Received**-The date and time when the credit note was imported

> **Note**: Since credit notes are imported in the same job that imports invoices, both are tagged as **Invoice Received**.

- **Partially Applied**-The date and time a credit note was partially applied

> **Note:** After the credit note is imported, it is applied to the first invoice that is sent for funding. If the invoice amount is not large enough to apply all of the credit note amount, then the event will be flagged as **Partially Applied** and the credit note will carry an unapplied balance.

- **Fully Applied**-The date and time a credit note was completely applied to the invoice

In addition to the **Status Event** description the **Audit Trail** for credit notes also shows:

  - **Supplier Invoice No.**-The reference ID for the invoice to which the credit note was applied
  - **Applied Amount**-The credit amount applied to the invoice

Note: The credit application will reduce the amount payable for that invoice.

Batch Payment Details

The **Payment Batch** details table appears in the lower right corner of the **Credit Note Details** page. It displays all the invoices and credit notes that were included in a single payment to the Supplier. The **Payment Batch ID** is included in this area.

Notes:

- There may be multiple batches paid to a Supplier in a single day.
- The **Payment Batch ID** is included in the remittance information added to electronic payment files created.
- The batch payment appears as a single line item on bank statements.
- Some banks may not include this remittance text on the bank statement.
- Batch IDs ending in **EP** indicate a discounted early payment for an invoice was included under the batch.
- Batch IDs ending in **FT** indicate a full-term payment was included under the batch.

- **Return to Invoices Link-**A link that returns the user to the **Invoice Listing Page** with previously selected filters and sort settings
- **Total Batch Payment**-The total amount of the payment made to the Supplier for this batch

The **Invoices Included in Batch** table shows the items that were included in the batch. This detail includes:

- **Supplier Invoice No.**
- **Invoice Amount**
- **Credit Note Applied Amount**
- **Early Payment Fee**
- **Net Payment Amount**

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Action

The **Action** column on the invoice grid shows available actions for the invoice.

- A pencil indicates a user can edit the invoice's payment schedule.

> **Note**: ***Edit an Invoice's Payment Schedule*** (on page 14) will not impact other invoices which may be pending.

- A calendar indicates an invoice requires a payment schedule.

Audit Trail

The **Audit Trail** area appears on the **Invoice Details** page and the **Credit Note Details** page. It shows the major events in the history of an invoice. Events are logged in real time.

Batch Reference

The **Batch Reference** is a remittance ID that identifies a payment batch made to a Supplier. This reference includes the Buyer, the payment type, and an ID number: {BuyerID}TPM{ID No.: 123ABC}{payment type}.

Buyer Invoice No

The **Buyer Invoice Number** is an internal invoice reference number issued by the Buyer.

> **Note**: Both the **Supplier Invoice Number** and the **Buyer Invoice Number** are shown on invoice screens.

Credit Note

A credit note is a negative value transaction from the Buyer that reduces the amount payable on any invoice to which it is applied.

Currency

The **Currency** is that of the invoice.

Customer Support

Oracle Customer Support may be reached during normal business hours.

Date Paid

The **Date Paid** is the date an invoice was actually paid.

Early Payment Fee

The **Early Payment Fee** is assessed by the Funder for early payment under the program. The fee is computed based on an underlying interest rate and the **Tenor**, which represents the acceleration of the payment in days.

Estimated Early Payment Fee

The **Estimated Early Payment Fee** is a fee that may change in the future due to movement of the underlying base interest rate (LIBOR). Since interest rates change daily, the correct interest and early payment fee amounts may only be accurately computed on the day the invoice is due to be funded.

Full Term Date

The **Full Term Date** is the date that the invoice would be paid under the commercial terms between the Supplier and the Buyer.

> **Note**: The Funder has the option to adjust the **Full Term Date** for holidays and weekends. A field called **Original Full Term Date** is available through integration. The **Original Full Term Date** field holds an unadjusted **Full Term Date.**

Funded Amount

The **Funded Amount** for an invoice is the value of the invoice less any credit notes that have been applied.

Funder

The **Funder** is the organization providing the funding for early payments.

Funding Statement

A **Funding Statement** is an agreement created by the Funder. It is accepted by Suppliers when they start using the system. Users can see it on the **Payment Scheduling** tab.

Interest Rate

The **Interest Rate** is the underlying rate of interest that is used to compute the **Early Payment Fee**. This rate includes a base rate (LIBOR) and a fixed component above that. On a daily basis, the program interest rate may change slightly.

Invoice Amount

The **Invoice Amount** is the amount due for payment at a **Full Term** date under the invoice terms.

Invoice Date

The **Invoice Date** is the date the Supplier sent the original (e.g. paper) invoice. It typically appears on the face of the invoice document.

Invoice Received Date

The **Invoice Received Date** is the date the system received an invoice. There may be cases where processing delays occur before the invoice is received.

Invoice Received (Event Status)

Invoice Received in a workflow indicates the date and time an invoice was imported.

Invoice

An **Invoice** represents a billing for goods sold or services delivered by the Supplier. Each payment begins with an invoice and its terms.

LIBOR

The London Inter-Bank Offer Rate (LIBOR) is a daily benchmark rate used by banks to represent the underlying cost of borrowing. It is a component of the interest rate underlying early payment fees.

Paid (Event Status)

Paid in a workflow indicates the date and time a Supplier is paid for an invoice.

> **Note**: The **Paid** event occurs when the payment file is sent to a financial institution. Depending on the type of payment (for example, ACH or BACS), it may take two days to clear funds in a Supplier account.

Payment Amount

The **Payment Amount** is the **Invoice Amount** less any credit notes and early payment fees applied.

Payment Batch

A **Payment Batch** consists of one or more invoices and credit notes that are grouped together for payment on the same day from the same Buyer.

Note: More than one batch may appear on your bank statement if funding comes from different sources.

Payment Scheduled (Event Status)

Payment Scheduled in a workflow indicates the date and time a payment is scheduled for an invoice.

Note: An invoice may have multiple **Payment Scheduled** events.

Payment Settings

The **Payment Settings** page allows Suppliers to select a **Default Payment Scheduling** rule for all invoices.

Note: The **Payment Settings** page is only available to Suppliers.

Payment Type

Invoices may be paid either as early payments (EP), which are discounted, or as full-term (FT) payments, which are not discounted.

- Batch IDs ending in **EP** indicate a discounted early payment for an invoice was included.
- Batch IDs ending in **FT** indicate a full-term payment was included.

Scheduled Payment Date

The **Scheduled Payment Date** is the date that the system calculates an invoice should be paid based on the Supplier selections.

Note: The system applies a calculation based on the default payment scheduling rule selected by the Supplier. The calculation is applied to each invoice in the system to obtain the scheduled payment date for an invoice.

Sent for Funding (Event Status)

Sent for Funding in a workflow indicates the date and time a payment batch of invoices is sent to the Funder for payment.

Settled (Event Status)

Settled in a workflow indicates the date and time a Buyer repays a Funder for invoices that had previously been discounted and funded.

Status

The status of an invoice reflects the point at which the invoice has progressed through the workflow.

Note:

- Invoice status options include: **Default Payment Schedule Applied, Invoice Received, Payment Scheduled, Sent for Funding**, **Paid**, **Supplier Payment Notification Sent, Settled,** and **MC Payment Notification Sent**.
- Credit note status options include: **Pending**, **Partially Applied**, and **Fully Applied**.

Status Event

An **Event** is an action that occurs in and triggers an entry in the **Audit Trail**.

Note: The **Event** can be viewed in the **Audit Trail** on the **Invoice Details** page.

Submitted for Payment (Event Status)

Submitted for Payment in a workflow indicates the date when the payment instructions were presented to a financial institution or the Funder.

Supplier Invoice No

The **Supplier Invoice Number** is an internal invoice reference number issued by the Supplier.

Note: Both the **Supplier Invoice Number** and the **Buyer Invoice Number** are shown on invoice screens.

Supplier

The **Supplier** is the organization receiving payment for an invoice.

Note: The Supplier may be a Subcontractor to the Buyer.

Tenor

The **Tenor** is the number of days by which payment is accelerated. It represents the number of days between the scheduled early payment and the **Full Term Date** of the invoice.

Textura Supplier Finance Cloud Service

Textura Supplier Finance Cloud Service is the product name for the technology used to deliver early payment programs for Buyers and Suppliers. It is owned by Oracle Corporation.

Webinar

A **Webinar** is an online presentations of user training. Any user may attend the webinar. Contact Customer Support for more information or to register.

Textura Security

State of the art security ensures that customers view only their information, not the information of other users. Textura has invested in the following measures to ensure user security:

- Hosted with a leading cloud provider
- Redundant servers
- Disaster recovery
- Encryption

In agreeing to the Terms and Conditions, to which each organization's initial user will have access on the system, organizations using Textura Payment Management are protected by contract law and agree to be bound by the security confidentiality and privacy clause of the contract. Also, users are required to accept a Funding Statement from the Funder who provides funding services through the platform. The statement spells out the rights and obligations of each party.

If you have any questions about security, please contact Customer Support.

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Oracle Textura Supplier Finance User Guide

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