



2 Explanation of Yanfeng supplier invoicing process

Purchase orders - Yanfeng Portal x Dashboard - Yanfeng Portal - F x +

https://portal.yanfeng.flowis.com

Yanfeng Portal - Flowis

Quick search

- Dashboards
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- General
- Invoice process flow**

ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices
- Remittance advices
- Purchase orders
- Open goods receipts
- Account details

REPORTED ISSUES

- Reported Issues

Dashboard

Welcome to Supplier Portal developed by SoftPoint

Submit invoice Remittance advices Invoices Purchase orders Open goods receipts

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Yanfeng Visit Yanfeng's supplier portal resource center!

Invoices overview (created from 1.1.2023)

9 chart total

Purchase orders overview (created from 1.1.2023)


To display **details about invoice process flows** you can click on the **tab** in the **Dashboards** section.


Dashboard - Yanfeng Portal - F X +


s://portal.yanfeng.flowis.com/dashboards/182/preview


Dashboard STAGING ?


Invoice process flow


- 
New invoice submitted in Supplier Portal


Note: It can take few minutes, till invoice will be released in **Pending invoice validation** tab.
- 
Received

The invoice is received by Yanfeng and is going to be validated and approved.
- 
Pending booking

The invoice has been successfully validated and currently is being reviewed and approved for booking in the accounting system.
- 
Approved and waiting for payment

The invoice successfully approved and booked - ready for payment.
- 
Paid or partially paid

The invoice has been paid in **full** or **partial** amount.
- 
Rejected

The invoice has been rejected either internally (*without notification to supplier*) or back to supplier.
- 
Closed as duplicate








The invoice is closed as duplicate. The same oninvoice is in the accounting system in open/booked/paid status already.

[In case of any process related question, please contact responsible query team.](#)

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Overview of **all process steps** after the invoice submission.

Invoice process flow

-  **New invoice submitted in Supplier Portal** **Note:** It can take few minutes, till invoice will be released in **Pending invoice validation** tab.
-  **Received** The invoice is received by Yanfeng and is going to be validated and approved.
-  **Pending booking** The invoice has been successfully validated and currently is being reviewed and approved for booking in the accounting system.
-  **Approved and waiting for payment** The invoice successfully approved and booked - ready for payment.
-  **Paid or partially paid** The invoice has been paid in **full** or **partial** amount.
-  **Rejected** The invoice has been rejected either internally (*without notification to supplier*) or back to supplier.
-  **Closed as duplicate** The invoice is closed as duplicate. The same onvoice is in the accounting system in open/booked/paid status already.

Here is the link with information, **on whom to contact in case of any process-related questions.**

[In case of any process related question, please contact responsible query team.](#)

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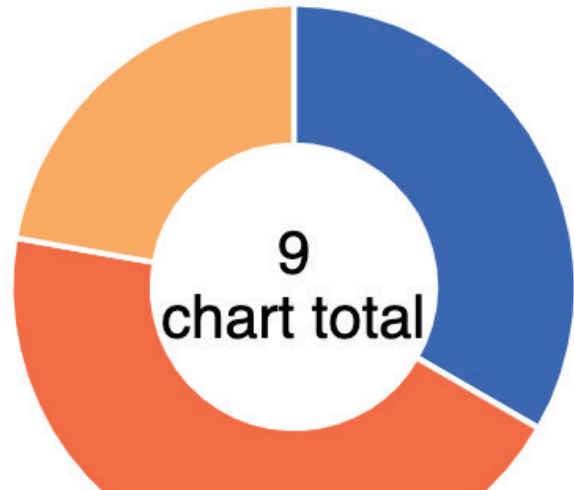
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- Submit invoice**
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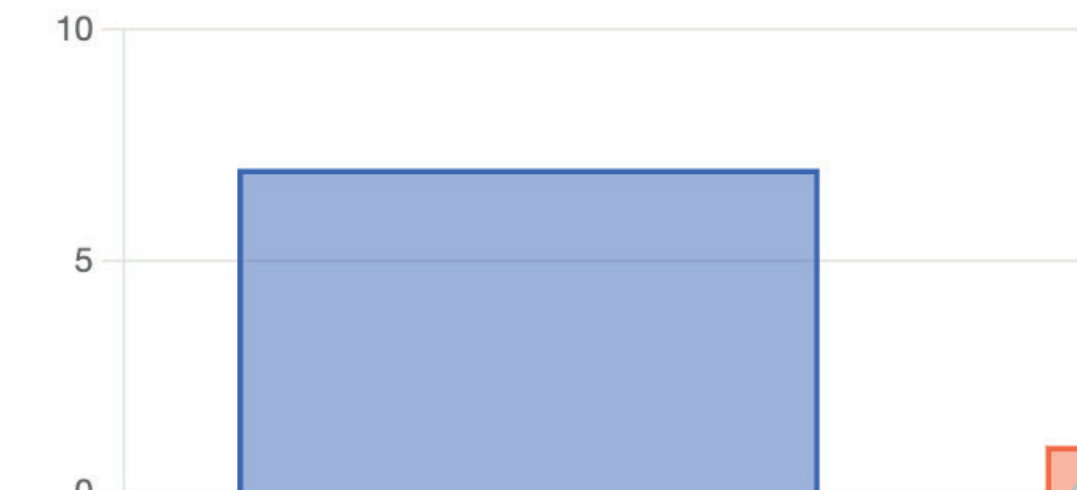
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Invoices overview (created from 1.1.2023)



9
chart total

Purchase orders overview (created from 1.1.2023)



Category	Value
Purchase orders	7

To display **details about contacts** you can **click on the tab in the Dashboards section.**

yanfeng Portal - F x +

portal.yanfeng.flowis.com/dashboards/181/preview

Dashboard STAGING ? [bell icon] SP [power icon]

INVOICES - Whom to contact in case of issue?

Mailbox	Country (country of Purchase order)
PTP-query-CA@yanfeng.com	Canada
PTP-query-CZ@yanfeng.com	Czech Republic
PTP-query-DE-GERMANY@yanfeng.com	Germany
PTP-QUERY-HU@yanfeng.com	Hungary
PTP-query-IT@yanfeng.com	Italy
PTP-query-LUX@yanfeng.com	Luxembourg
PTP-Query-MX@yanfeng.com	Mexico
PTP-QUERY-SERBIA@yanfeng.com	Republic of Serbia
PTP-query-SK@yanfeng.com	Slovakia
PTP-query-ES@yanfeng.com	Spain
PTP-query-SAF@yanfeng.com	South Africa
PTP-query-UK@yanfeng.com	United Kingdom
PTP-query-US@yanfeng.com	United States of America

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[Technical support needed? Let us know!](#)

Overview of **all contact mailboxes** in case of **invoice-related questions** based on the country.

Whom to contact in case of issue?

	Country <small>(country of Purchase order)</small>
.com	Canada
.com	Czech Republic
Y@yanfeng.com	Germany
g.com	Hungary
.com	Italy
g.com	Luxembourg
g.com	Mexico
nfeng.com	Republic of Serbia
.com	Slovakia
.com	Spain
g.com	South Africa
.com	United Kingdom
.com	United States of America

In case of **any technical issues** click on the link in the **bottom right corner** to create a ticket.

[Technical support needed? Let us know!](#)



At SoftPoint we also address **other key finance processes** such as:



General ledger

- **Fixed assets:** fixed assets register, multiple books (e.g. GAAP, statutory, tax, etc.), different depreciation methods, and handling of acquisitions, disposals, and transfers.
- **Intercompany:** submission of exchange requests, routing, and approval, simultaneous posting to various ERP systems, reconciliation of intercompany balances, and payment approval.
- **Account reconciliations:** reconciliation cover sheets and balance explanations, auto-reconciliations, routing and approval, and integration with accounting software.
- **Lease accounting:** IFRS 16 requirements, lease obligations, and calculation of BS / PL balances.
- **Manual journals:** routing & approval, and automated recurring journals.
- **GL reporting**



Accounts receivable

- **Cash application:** matching customer payments with open items, automated breakdown of payments with remittances, and routing of discrepancies to relevant business owners.
- **Billing:** processing of billing requests and automated billing.
- **Business teams:** the resolution of discrepancies, submission of billing requests, and cash-flow forecasting.
- **AR reporting.**

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and our solutions, **visit our website**
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