



08953 08953  
15679 15679  
96842 96842

08953 08953  
15679 15679  
96842 96842

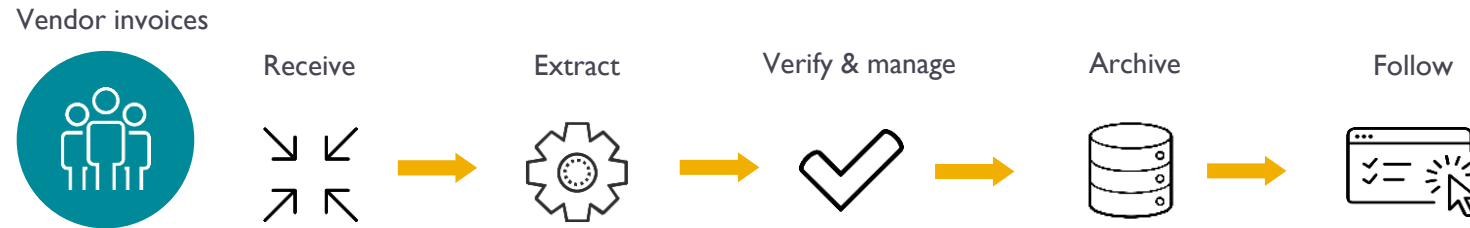


# Getting started for Vendors

2024

# Overview

Fully Automated and Paperless Processing

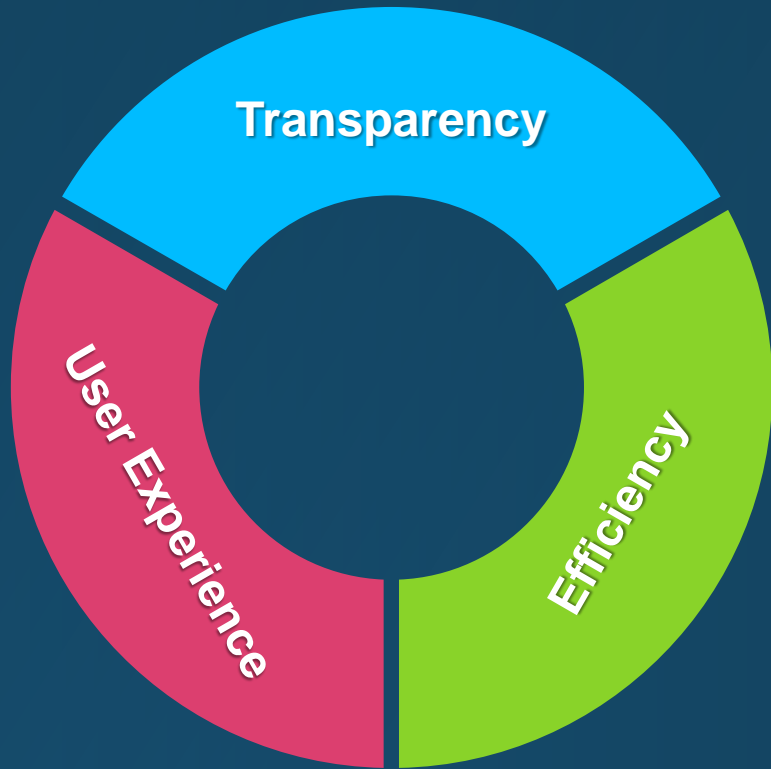


- ▶ **Changing the way we process your invoices:** Our company has recently adopted Esker's cloud solution to automate vendor invoice processing. With our new SmartPay system powered by Esker, you can take advantage of the complimentary Bayer Invoice Portal.
- ▶ **Our commitment to vendors:** Facilitate our exchanges and provide transparency, while accelerating your invoice processing.

**QUIT  
PAPER™**



# Welcome to Bayer Invoice Portal Powered by Esker



01

**Track the status of your invoices in real time**  
to have clear visibility into the invoicing process

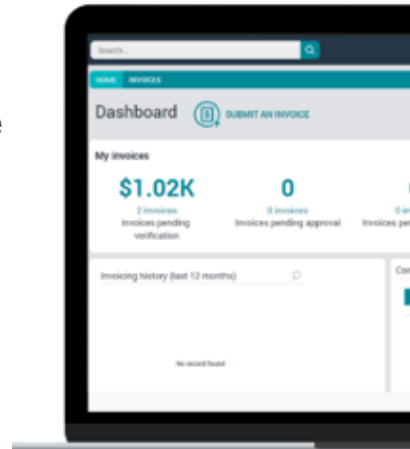
02

**Upload your invoices directly in our solution**  
to enable streamlined invoicing procedure

03

**An intuitive interface**  
to improve the overall user experience, with 24/7 service

**Getting started:** you will receive your login information by email with a link to create a password



# Vendor Benefits

By using the Invoice Portal, you will benefit from:



---

Direct invoice delivery  
through your Esker portal

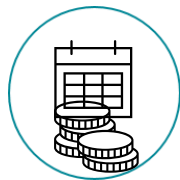


Online visibility of invoice  
and payment status



---

Our commitment to on-time  
invoice payment



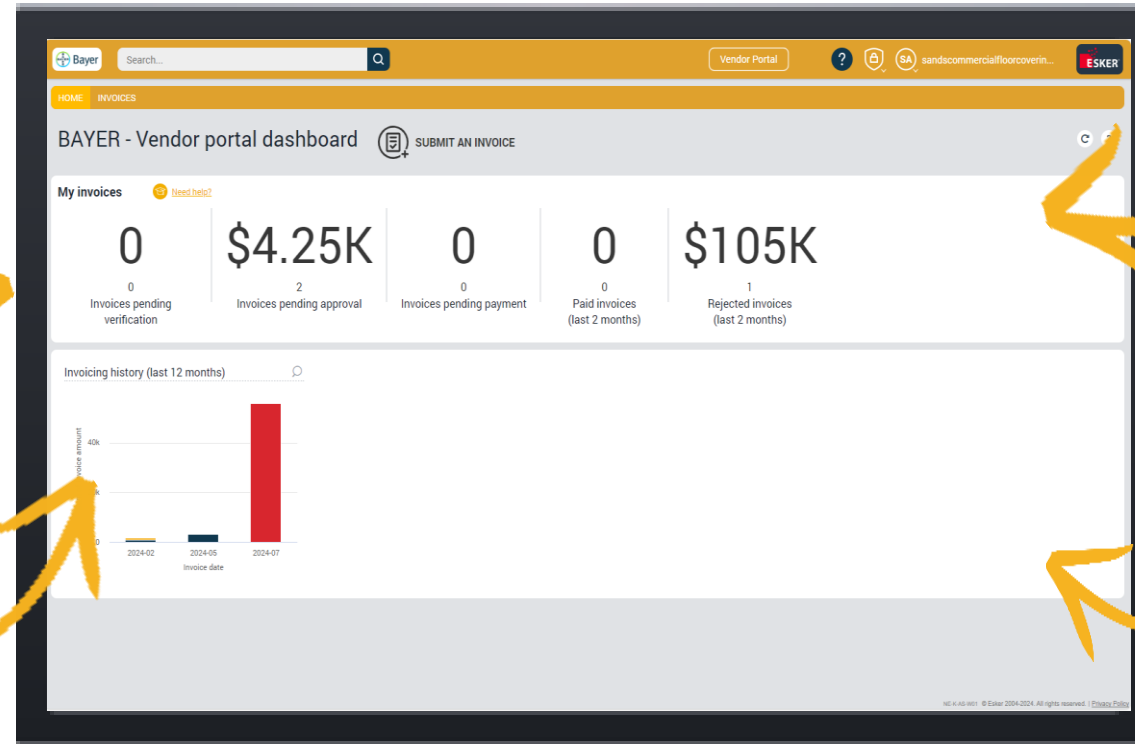
Reduced environmental  
impact with paperless  
e-invoicing



# Invoice Portal At-a-glance

Upload and submit invoices directly from the portal

View ongoing invoice list



Follow your invoices and stay informed in real time

Access payment details

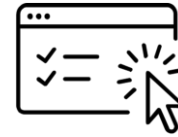
# Invoice Portal Key Features

---

**Request access  
and  
First Connection**



**Home  
Page**



**Notifications**

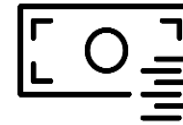


---

**Online Invoice  
Submission**



**Payment  
Tracking**



**Communication**



# Not yet onboarded? Request your access:

1 Access Bayer Procurement Support [here](#)

2 Select



**Your Inquiry** (Boxes marked \* are mandatory.)

How can we help you?\*

Invoicing / Payment ▼

Category\*

I want to create a Bayer Invoice Portal account ▼

Bayer Company Name\*

Please select an Organization ▼

First Name\*

Surname\*

Your company name\*

Email\*

3 To validate your Bayer Invoice Portal account creation request, please submit at least one of the following supporting documents:

**Company:**

- Copy of PO
- Signed contract (document signed by both parties – supplier and Bayer)
- Supplier onboarding package validated by vendor's signature / Bayer's signed vendor registration form;
- Remittance advice.

**Natural Person:**

- Signed Vendor Registration Form
- Signed HCP reimbursement form





# First Connection

1

You will receive a **welcome email** with your login information, inviting you to connect to the portal and create your password.

2

**Access to past invoices** is immediately available once you have set up your password.



Welcome

Dear Vendor,

We are pleased to welcome you as a new vendor.

The Vendor Portal allows you to share information and do business with us in a secure online environment.

To connect to your account, use the following login information:

- Identifier: `supplier_sofia`
- Password: [Create your password](#)

[Access the portal](#) or copy the following URL in your browser:

<https://ne7.ondemand.esker.com/ondemand/webaccess/VendorLogon.aspx?uid=5E4148326C697E6978494B7422458&user=5E414861284357562C4E2759302F6C716C794E3B775B2A8&language=en&skin=skin15>

Best regards,

The Supplier Service Department

Note: This is an automated message. Please do not respond.

Welcome to our Vendor Portal

This is your first connection to the Portal. To start using your new account please create a secure password.

\* Required field

Create your new password

New password \*

Confirm new password \*

Save Cancel

ESKER

© Esker 2004-2015. All rights reserved. | [Safe Harbor Privacy Policy](#)



Make sure you update us with your valid contact email in order to receive new invoice alerts.





# Invoice Status Follow-up (I)

Follow the progress of your invoices directly from the home page.  
In just one click, access detailed invoice lists and metrics.

The screenshot displays the BAYER Vendor portal dashboard. At the top, there is a navigation bar with the Bayer logo, a search bar, and a 'Vendor Portal' button. Below this, the dashboard title is 'BAYER - Vendor portal dashboard' with a 'SUBMIT AN INVOICE' button. The main section, titled 'My invoices', features five cards showing invoice status metrics:

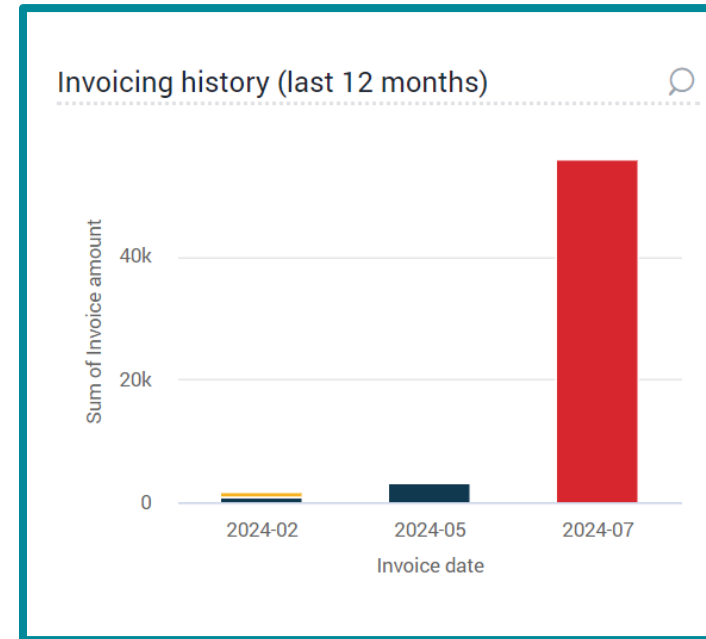
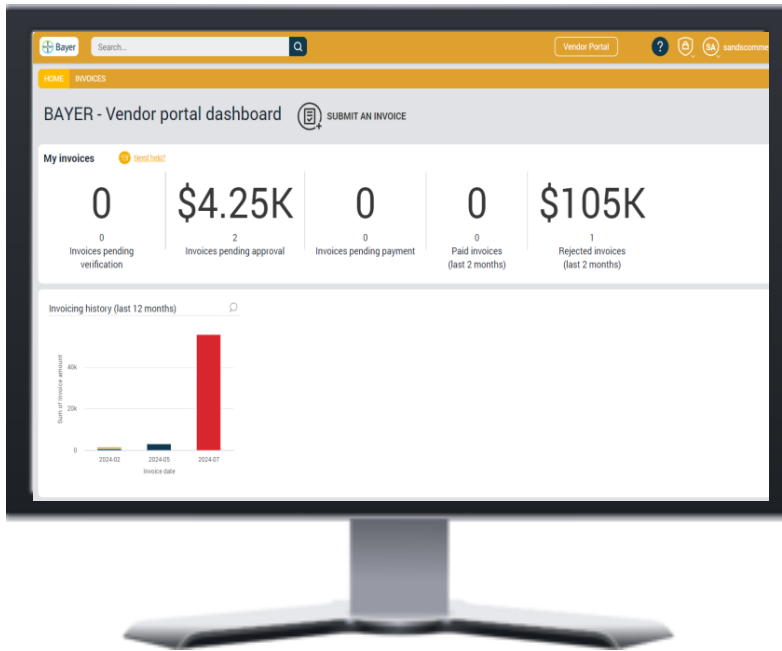
Invoice Status	Count	Amount
Invoices pending verification	0	
Invoices pending approval	2	\$4.25K
Invoices pending payment	0	
Paid invoices (last 2 months)	0	
Rejected invoices (last 2 months)	1	\$105K



# Invoice Status Follow-up (2)

Follow the **last 12 months** of invoicing history.

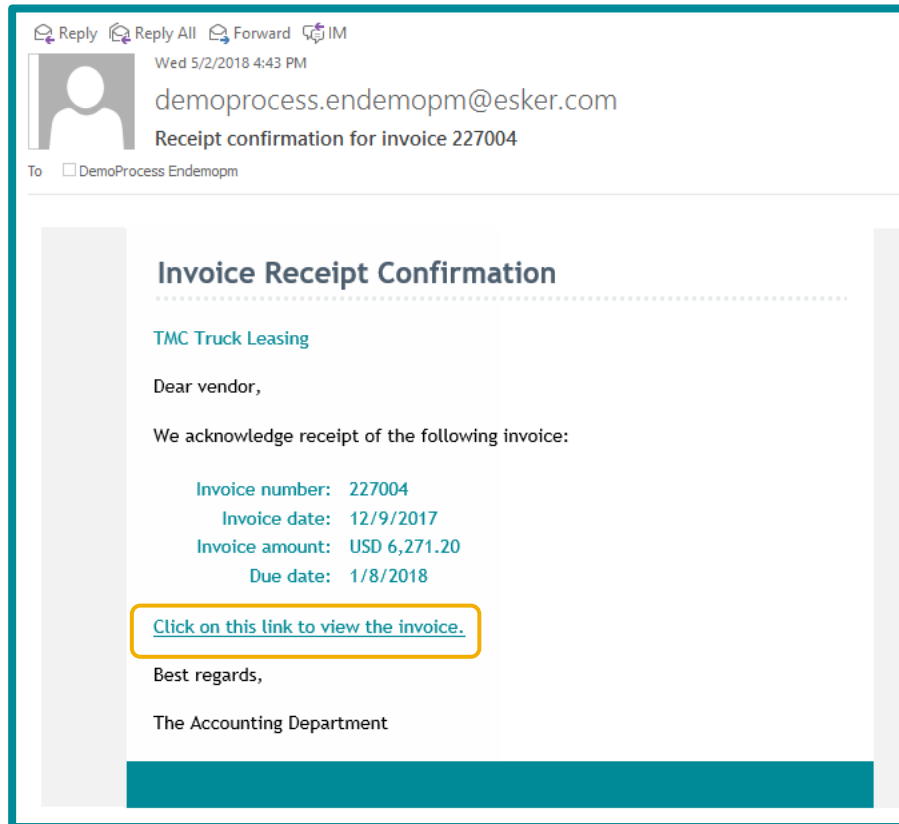
Click on the graph to display details





# Email Notification

You will receive a **notification email** for each **invoice status change**.  
Stay informed in real time on the progress of your invoices.



Click on the link to  
display the invoice

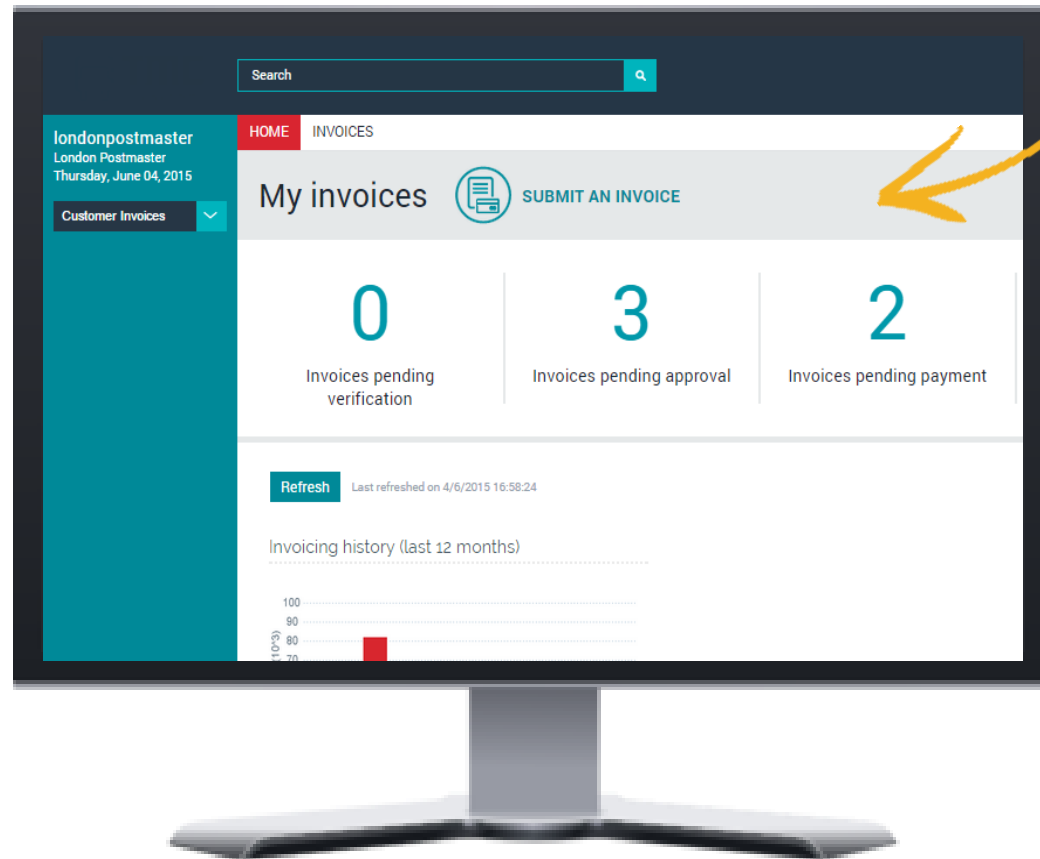




# Invoice Submission

Log in to submit new invoices.

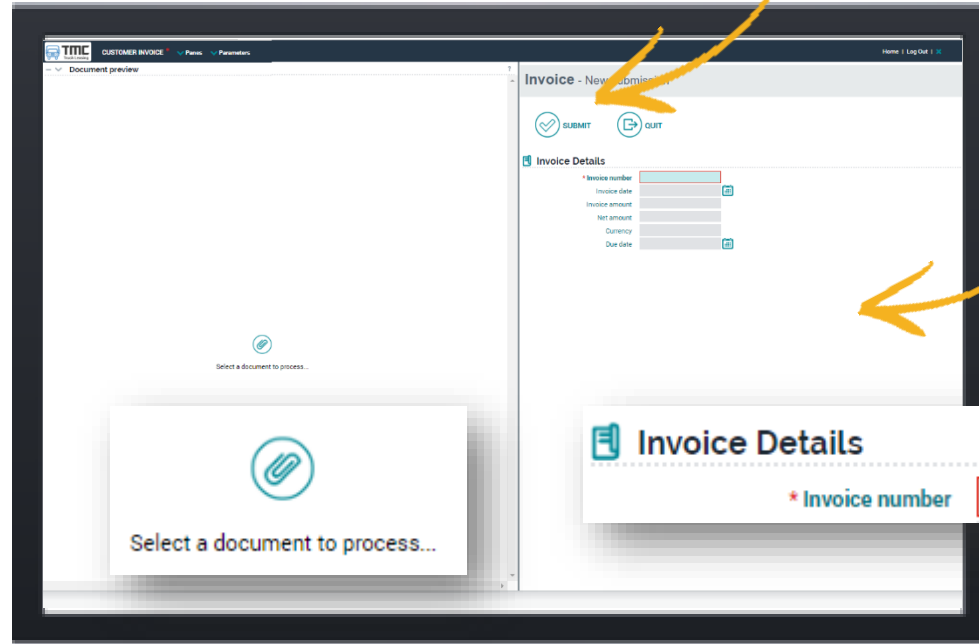
Select “Submit an Invoice”





# Invoice Submission

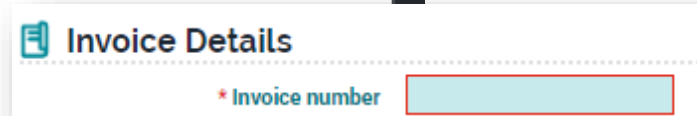
**1**  
Upload your  
invoice

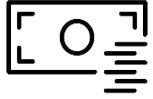


**3**  
Select "Submit"



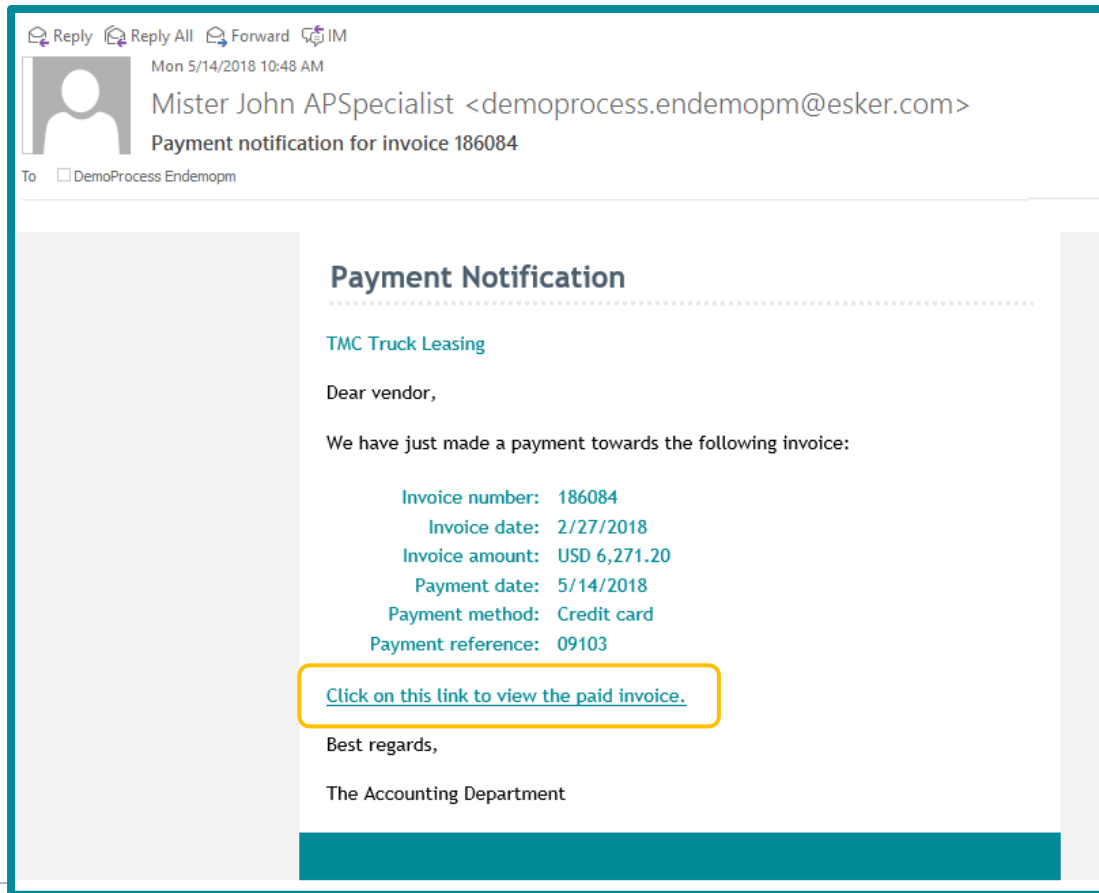
**2**  
Fill in the  
required information  
(\* )





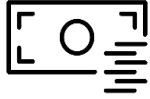
# Payment Tracking (I)

Once an **invoice has been paid**, you will receive a **notification email** with the payment reference and method.



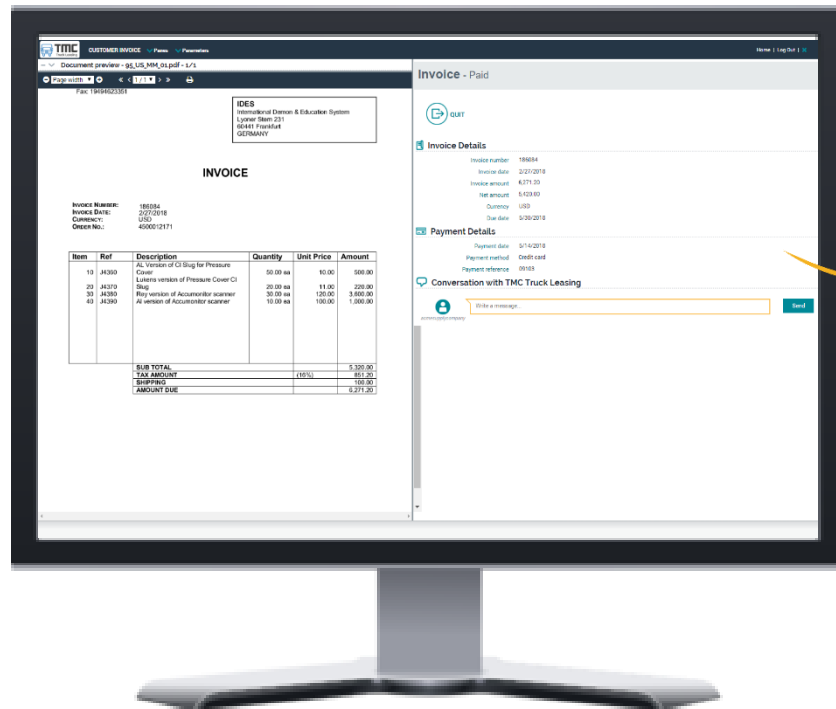
Click on the link to display the paid invoice





# Payment Tracking (2)

Once an invoice has been paid, details are displayed in the invoice view. You can access the **payment date**, the **payment method** and the **payment reference**.



**Payment Details**

Payment date	5/14/2018
Payment method	Credit card
Payment reference	09103





# Communication

For questions on the Invoice Portal  
please contact us:  
[Bayer web form](#)

---

