Barclays IPS Portal User Guide

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1.0 – Registration and Login

1.1 – Registration Overview

All new users must register with the Portal prior to logging in. To register for access to the Portal, you must complete the 'Sign Up' form – click the 'Register Here' link found on the login page: https://barclaysupload.ipsservices.com/. For current IPS Portal users, you would have received an email from 'noreply@ipsservices.com' asking you to create your password and set your security questions. You will also be asked to input your phone number and company. If you have registered after 10th of February, please register at the new IPS portal again using the Access Key (see 1.2).
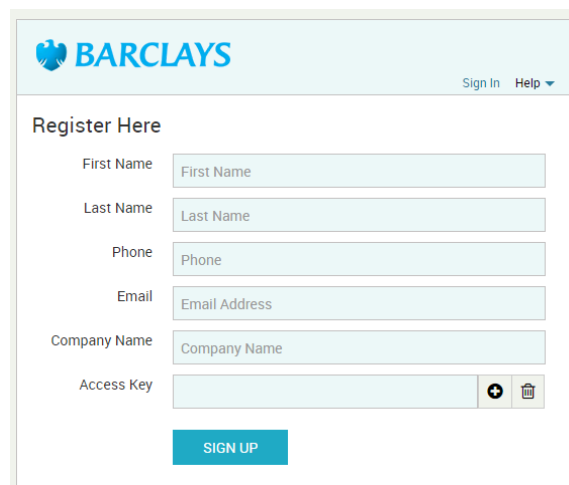
1.2 – Access Key

An 'Access Key' is required to complete the registration process. The Access Key for Barclays is **FF22B94E7B044207830EE823ADE17D43**. Users will need to enter this key into the Registration page to activate their account. After successful registration the system requires only the User Name (email address) and password, the key is no longer needed.

1.3 – Registration

1. Navigate to the IPS Portal using a current browser/version (Internet Explorer – version 10 and above, Firefox, Chrome, and Safari are the recommended browsers). The URL is: https://barclaysupload.ipsservices.com/

2. Click the 'Register Here' link at the bottom of the Login area.

3. Complete the registration form: First Name, Last Name, Phone number, Email address, and Company name. After that copy/paste the Access Key into the available field.

4. Check your inbox for an email from 'noreply@ipsservices.com'. The email will include your username (which is the email that you registered with), as well as a link for you to create your password. **Please be sure to click the link only once, it will expire after a single click.** If the link has expired, there will be a message to notify the user that a password has already been created. If the password has been lost then the 'forgot password' feature from the login page should be used.

5. The link will launch the password creation webpage; create a password that meets the requirements defined on this page. After the password is submitted, you will be redirected to the landing page in the Portal.

1.4 – Reset Password

Passwords must be created by each user; IPS does not manage or stores user's password for various security reasons.

If you wish to change your password at any point, click the 'Forgot Password' link on the login page. Enter your email address into the form that pops up, and then follow steps **4 and 5** from the previous section of this manual.

Alternatively, you can change password under the User Profile when you are logged in. Enter your old and new password in the Change Password page. You can also change the "Default Landing Page" here.

1.5 – Login

Enter the User Name (email address) that you have registered and the password that you have created and click the 'Login' button to access the application. If you enter the User Name incorrectly for more than 5 times, you will be locked out and you will have to reset your password by clicking on the "Forgot password" link and answer one of your security questions.

1.6 – Navigation

The icons that you will see are:

Dashboard: This brings the user to the Dashboard page

Upload: This opens the Upload page, in which the user can drop/upload documents that are to be submitted for processing.

Advanced History Search: This allows the user to search across the entire platform for documents that are associated with their profile.

Register for another Entity: This allows the user to log on to another entity which belongs to another company outside Barclays, for invoice submission.

2.0 – Upload Files

One of the main features of the Portal is the 'Upload' functionality. This allows users to submit documents to IPS in a secured and controlled manner.
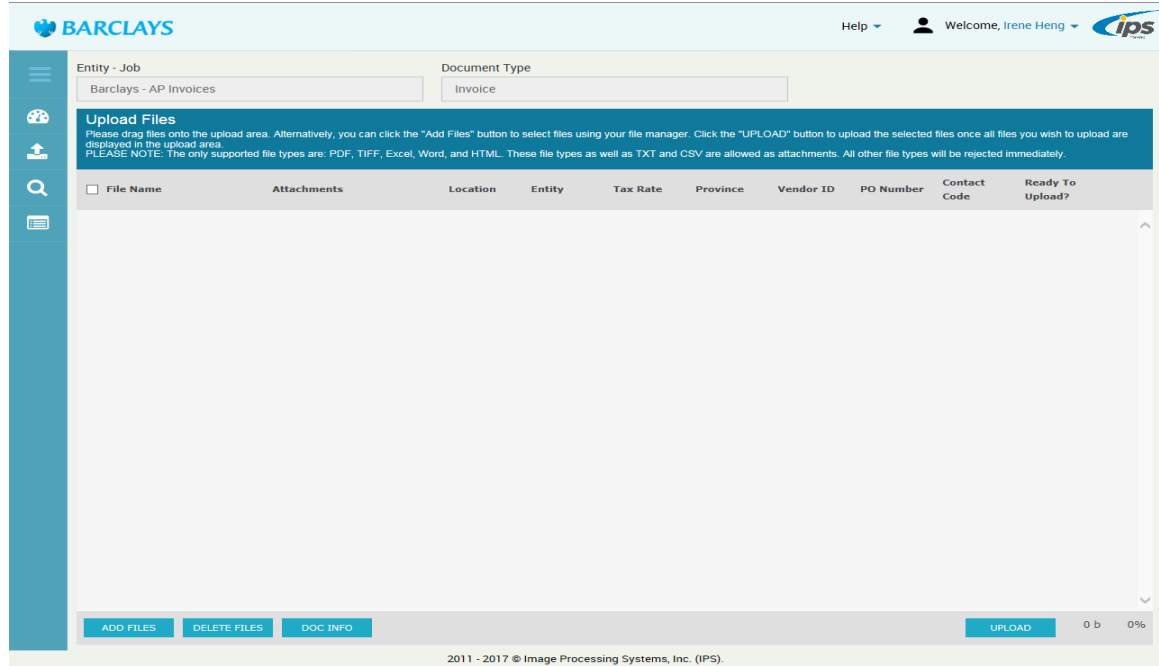
IPS will accept PDF, TIFF, Excel, Word and HTML file formats for upload files. If you are already submitting EDI through another channel, please continue to do so – in which case, there is no need to submit them to the IPS Portal.

2.1 – Submitting Images

If you are not on the Upload page, click the 'Upload' icon on the left side of the page. On your local or shared drive, locate the invoices/credit notes that you wish to submit. Drag and drop them into the upload area of the Upload page. You can upload one or more invoices/credit notes – there is no limit to the number of documents you can drag and drop into the upload area.

Alternatively, you can click the "ADD FILES" button at the bottom of the screen and select the files that you want to upload from your directory.

Please note that the session will time out if the session is left idle for 20 minutes and above. All entered data that <u>have not</u> been submitted will be lost.
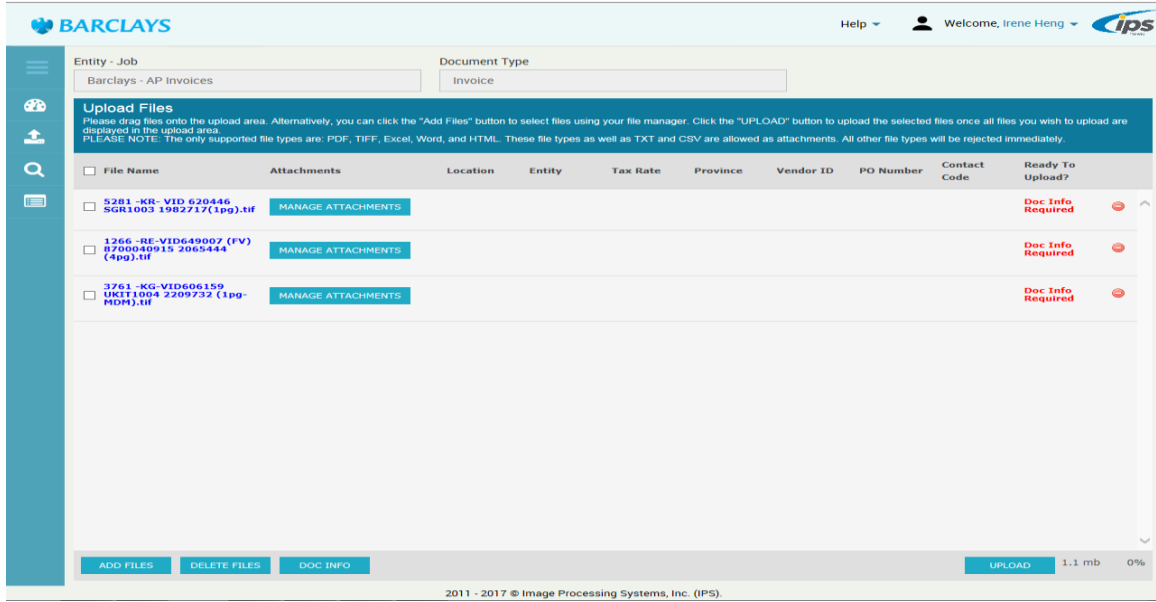
2.2 – Document Information

Each document in the upload area represents a single invoice/credit note. As the red text indicates, document information such as location, entity, vendor, purchase order/contact code etc are required for each invoice/credit note. Click the File Name or "DOC INFO" button at the bottom of the page to trigger the Document Information form. Complete all required fields and click 'DONE'.

If the coding for multiple documents is the same, you can select multiple entries by clicking the checkbox next to the documents and then click on the 'DOC INFO' button. If you need to select all documents, you can click the checkbox next to the "File Name" at the Upload page heading.

Document Information – Location
Select the Barclays location (country) from the drop down list.

Document Information – Entity
Select the Barclays paying entity from the drop down list. The list of Barclays' legal entity names will correspond to the location selected. The entity is available on the PO sent from Barclays.

Document Information – Tax Rate
Enter the Tax Rate charged on the invoice(s)/credit Note(s). This is mandatory for Barclays Canada entity only.

Document Information – Province
Select the Province which the goods and services is supplied to from the drop down list. This is mandatory for Barclays Canada entity only.

Document Information – Vendor ID

Valid Vendor ID consists of 6 to 10 digit number. Vendor ID is mandatory for invoice(s)/Credit notes with PO number. It is optional for invoice(s)/credit note(s) with Contact code. The Vendor ID is available on the PO sent from Barclays.

Document Information – PO Number

Valid PO number consists of 10 digit number. If PO is entered, Vendor ID is mandatory. Either PO Number or contact code has to be entered. If you are unsure about the PO number, please contact your respective Barclays Business Contact.

Document Information – Contact Code

Valid Contact Code consists of 4 alpha characters followed by 4 digit number. Either PO Number or contact code has to be entered. If you are unsure about the contact code, please contact your respective Barclays Business Contact.

2.3 – Manage Attachments

You can also add attachment(s) to any invoice/credit note by clicking the 'MANAGE ATTACHMENTS' button. To attach document(s) to the invoice/credit note, click the 'ADD FILES' button and select the file(s) that you wish to attach. You can attach up to 20 attachments for each invoice/credit note. IPS will accept PDF, TIFF, Excel, Word, HTML, TXT and CSV file formats for attachment(s).

Any incorrect attachment(s) can be removed by clicking the checkbox next to the document(s) and click "DELETE".
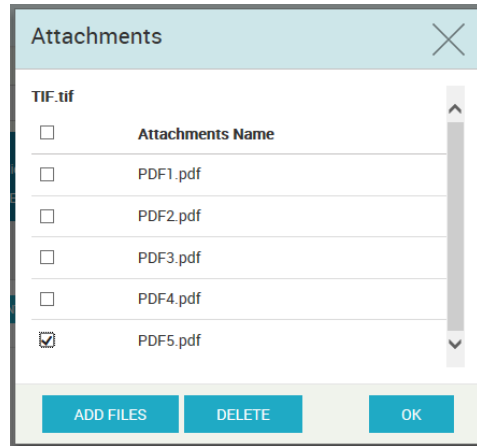
2.4 -- Upload

Click the 'UPLOAD' button to upload invoice/credit note. You will see a "successfully uploaded" message at the top of Upload page upon completion of upload. You will also receive an email from 'noreply@ipsservices.com' for each upload batch listing all files uploaded [including attachment(s)] and the documents submitted will need 3-4 business days to reach Barclays for processing.

Document information must be completed for all invoices/credit notes before uploading can be done.

3.0 – Dashboard Navigation

3.1 – Dashboard

The Dashboard page is an overview of the invoices/credit notes associated with your profile page. You will be able to see various graphs and charts about your data and documents.

There are 3 main sections on the Dashboard page:

1. The Dashboard Widgets
2. Data Parameters for Dashboard Widgets
3. Activity Stream

You will see only those records that you had submitted via the Portal.
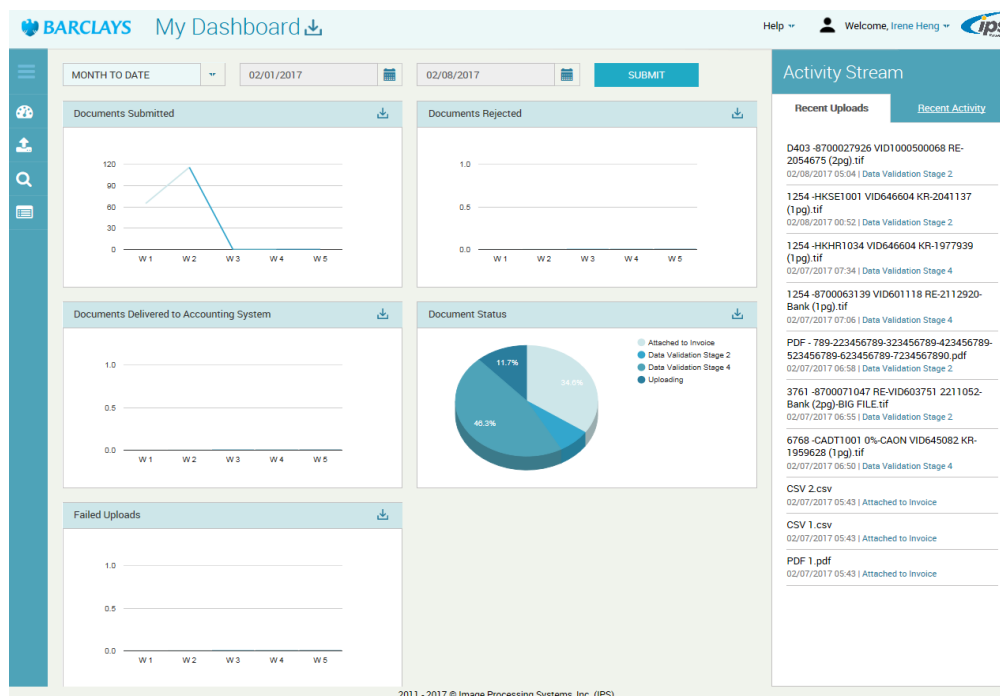
3.2 – The Dashboard Widgets

This section will contain charts and graphs (widgets) that reflect data associated with your profile. You can drag/drop to adjust the layout of the widgets.
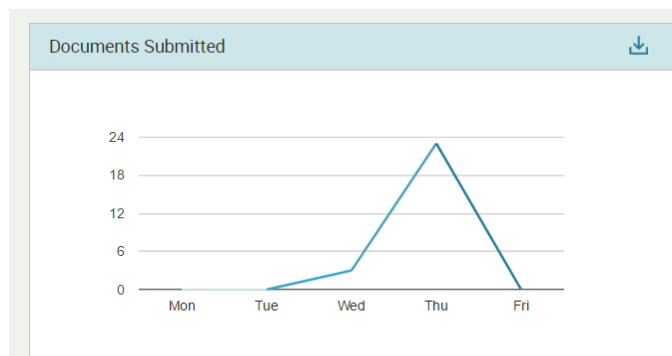
The download icon will allow you to export or email the data from this specific widget

Roll over any section of the chart to reveal its precise data point. Click any section and you will be redirected to another page that will display all the records that are included in the given section of the graph. See section 4.2 for more information.

The common widgets are:

Documents Submitted
This is a count of the number of invoices/credit notes that have been submitted to IPS.

Documents Delivered to Accounting System
This depicts the number of invoices/credit note that have been processed and submitted to Barclays

Documents Rejected
This widget represents the number of invoices/credit notes that were rejected from the process.

Document Status
This represents the distribution of status for the invoices/credit notes that are associated with your profile.

Failed Uploads
The graph depicts those uploads that have failed and should be fixed and re-uploaded.

3.3 – Date Parameters for the Widgets

By default, the charts and graphs on the dashboard (widgets) display the metrics for the current month to date. You can adjust these parameters using the fixed options or by creating a custom date range. After the 'SUBMIT' button is clicked, the widgets will change to show the data from the specified date range.
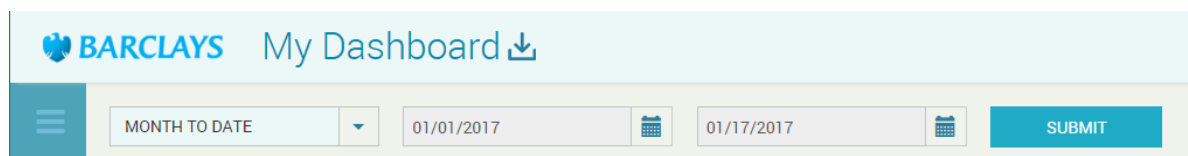
3.4 – Activity Stream

This section has two parts: Recent Uploads and Recent Activity.

Recent Uploads
A list that contains the ten most recent uploads through the Portal.

Recent Activity
This reflects the ten most recent invoices/credit notes which have their invoice status changed.

You may click on the filename of any one of the records to reveal additional information about the invoice/credit note.
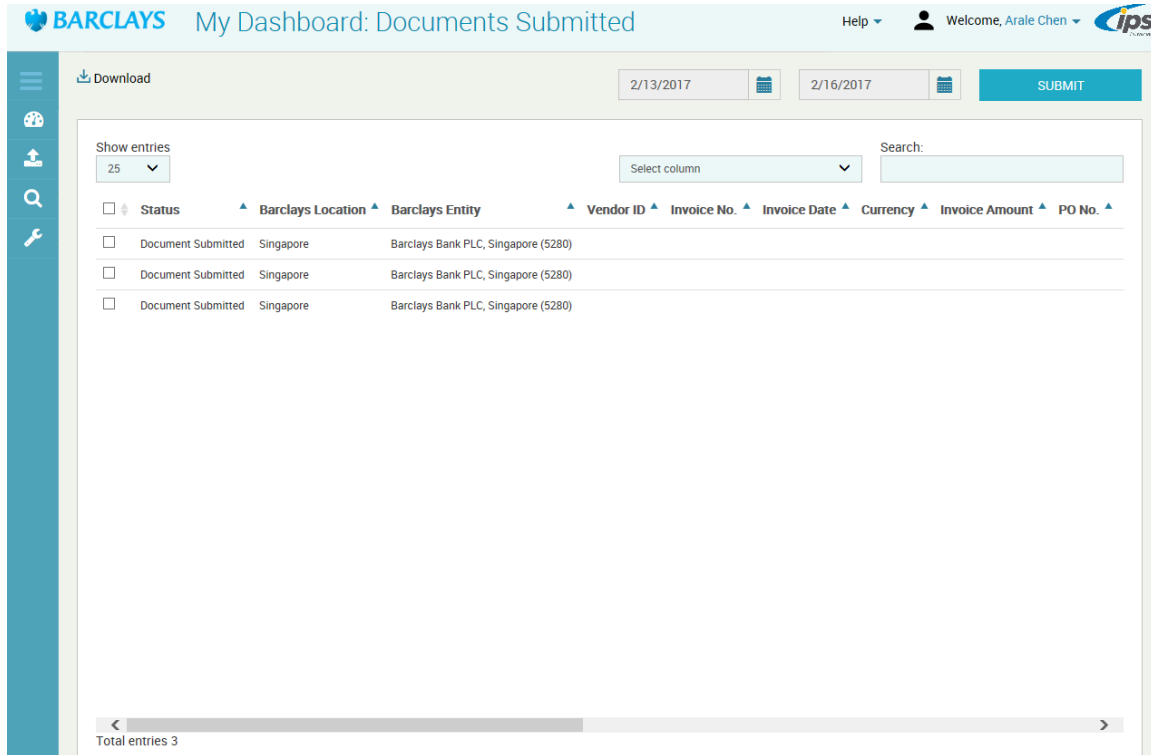
Document History ⤓

		Status	Modified On
Document ID	100003033		
File Name	D403 -8700027926 VID1000500068 RE-2054675 (2pg).tif	Document Submitted	2/8/2017 5:04:30 AM
		Data Validation Stage 1	2/8/2017 5:02:31 AM
Document Type	Invoice	Data Validation Stage 2	2/8/2017 5:14:33 AM
Status	Data Validation Stage 2		
Entity - Job Name	Barclays - AP Invoices		
Submitted By	irene.x.heng@barcap.com		
Submitted On	2/8/2017 5:04:30 AM		

CLOSE

4.0 – Detail Section

This section can be accessed by clicking any data point in any of the available widgets. The data that is presented will be specific to the data point which you have clicked in the widget.

4.1 – Date Parameters

You can adjust the timeframe to display records. The data will still stay relative to the original widget that was clicked. For example, if you have chosen to view the detail for 'Documents Delivered to Accounting System', then you will continue to see only those records that pertain to that status – it is merely the window of time from which records are displayed that you are adjusting.

4.2 – Table Data

These are the records that make up the graph segment from the previous page, inside of the given timeframe. You can sort this data in ascending or descending order by clicking the column header. You may click on any of the records to reveal additional information about the invoice/credit note.

4.3 – Search

You can search for a particular invoice/credit note by selecting the field (such as invoice number) from the 'Select Column' dropdown list, and then entering the search value in the 'Search' field.

4.4 – Document History

You can click on anywhere of the selected document to reveal additional information about the invoice/credit note.

5.0 – Advanced History Search

Section 4.0 describes how to drill down into a specific data set by clicking into a segment of any one of the available widgets. The Advanced History Search allows the user to search across ALL invoices/credit notes that are associated with their profile.
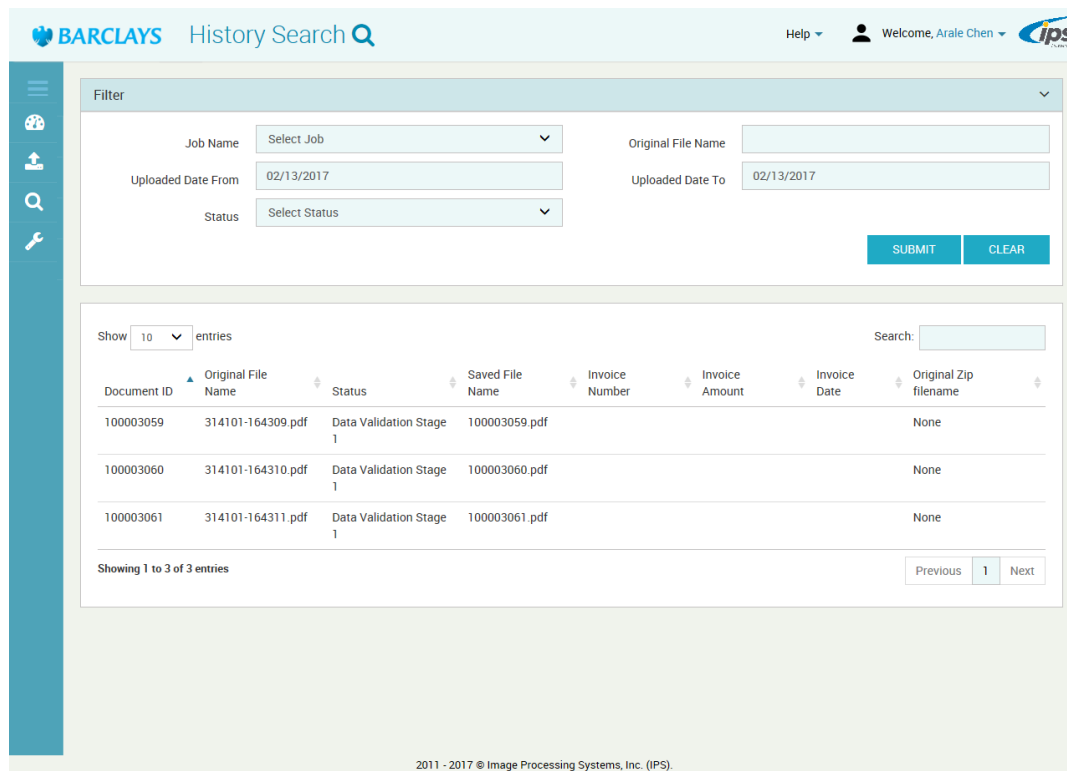
Use the Filter to narrow down the results in the table. Use the Search field to further refine your results.

6.0 – Help

Help menu is available in the top banner to the left of the user name.
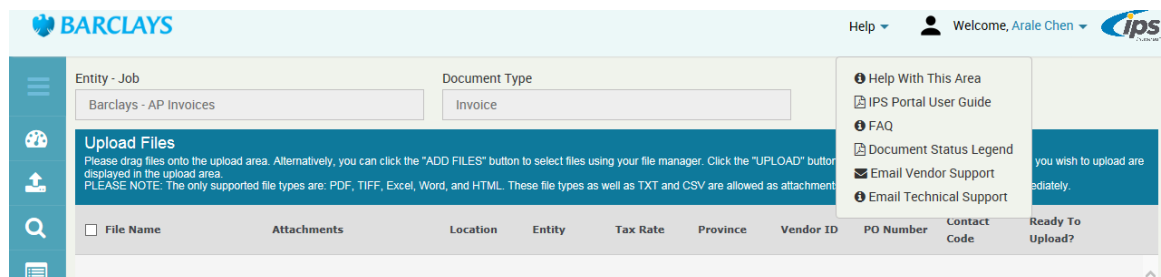
Help With This Area
Help topic specific to the function the user is on

IPS Portal User Guide
Complete set of IPS Portal User Guide

FAQ
List of Frequently Asked Questions and answers

Email Technical Support
An email addressed to Barclays.Support@ipsservices.com will be trigged

Email Barclays Vendor Support
An email addressed to Vendorquery@barclays.com will be trigged

7.0 – Document Status

Every document record will be associated with a status. The status can help the user to determine how far along the document is in the process. Below is a table that defines each of the status:

Status	Description
Uploading	Transitive status displays when the document is being uploaded to the IPS server. Records should not have this status for more than a few seconds
Document Submitted	The document that the user has submitted has reached the IPS server
Data Validation Stage 1	Document is checked-in to the IPS Process and files are being checked for integrity
Data Validation Stage 2	Document images are being compiled
Data Validation Stage 3	Document is undergoing Quality Assurance
Data Validation Stage 4	Document is undergoing additional Quality Assurance
Exception	Document has been flagged as an exception and is being reviewed by Barclays AP team
Delivered to Accounting System	IPS has delivered the invoice record to Barclays. For invoice status after this stage, please reach out to vendorquery@barclays.com
Failed: Corrupt Document	IPS has received the submitted document but it is corrupted and cannot be processed. This document should be corrected and resubmitted
Failed: Document Retrieval	Document failed retrieval into IPS' internal systems from the IPS Portal. IPS will rectify this issue
Failed: Password Protected	IPS has received the submitted document but it is password protected and cannot be processed. This document should be corrected and resubmitted
Rejected	This invoice has been rejected due to uploader's request, duplicate submission or illegible images and will not be paid
Attached to Invoice	Attachment has been successfully merged with its parent invoice. This status is only applicable to attachments
Attachment Failed	IPS was unable to merge an attachment with its parent invoice. Please resubmit the invoice and all related attachments
Document Contained No Data	Blank document is received by IPS and subsequently deleted from processing queue
Unspecified Error Occurred	Document failed IPS processing and the technical reason is unknown. Please resubmit the invoice again

8.0 – Support

If you have additional questions please contact the IPS Support team:
Barclays.Support@ipsservices.com

Document Control

Date	Version	Author	Comments
06-Feb-17	1	Chen Lee Hua Irene Heng Brad Walsh	New document
16-Feb-17	2	Chen Lee Hua	Screenshot of log in page Removed "To be confirmed by IPS" under section 1.2
23-Feb-17	3	Chen Lee Hua	Additions of 2 document status- Attached to invoice and Attachment failed. Amended description of Rejected status.
27-Feb-17	4	Irene Heng	Amendments to section 1.4, 2.2, 3.2, 4.1