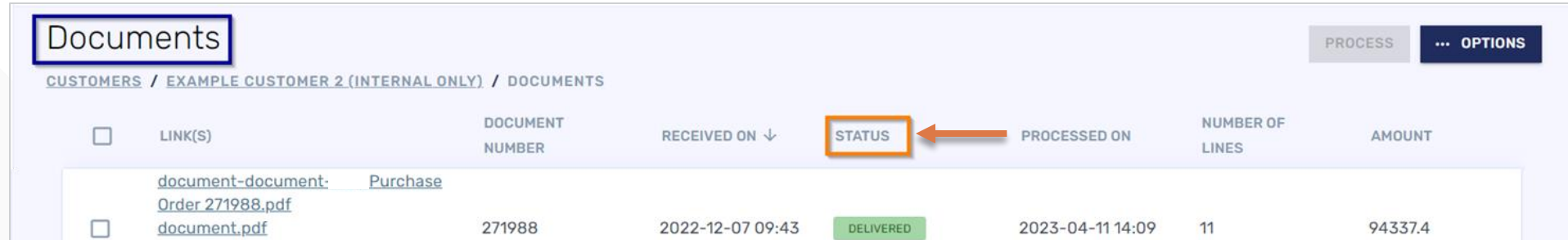




DOCUMENT STATUSES

- The status will let you know what is the current state of the document.
- You can find it in the status list under the “Status” column in the Documents list.



Status	In Portal	What does it mean?	What do I need to do?
Validation Required	VALIDATION REQUIRED	Document is ready to be sent to your ERP for validation.	You need to Deliver this document by logging in the portal - You will only see this displayed on documents in testing as you need to manually deliver them.
Delivered	DELIVERED	Document has been successfully delivered to your ERP.	No action required – This means the document has been successfully delivered.
Not Processed	NOT PROCESSED	Document was not processed or sent by Conexiom.	If the document was unexpectedly not processed, then review the received not processed email or the details in the portal for more information.
Under Review	UNDER REVIEW	Document has an open alert OR is being reviewed by the CD team.	Review if there is an open alert for this document and resolve appropriately if there is one. If no alert is present, then No action is required– This means our team is looking into an issue with the document and will automatically update the status once they are finished.
Duplicate	DUPLICATE	Document with same number has already been uploaded/processed in the portal.	No action required – This means we have already received a document with an identical document number.
Batch	BATCH	Sent 2 or more documents via email.	No action required – This lets you know more than one document was sent in a single email.