McKinsey Vendor Self-Service Portal Instructions

The vendor self-service portal is a tool that enables vendors to find payment status for individual invoices or their complete invoice history (past 2 years) with McKinsey & Company. InvoiceInfo will help your Accounts Receivable and Collections staff eliminate having to connect over phone or wait for email responses when inquiring about an invoice. You will be able to get your answers through this Internet portal, saving your staff time and hassles. The data is updated daily by our Accounts Payable system so when you see the answers you are looking for, you can feel confident in the accuracy of the data.

Login credentials are not required.

To access the portal, vendor will be required to enter basic invoice information into **TWO key data fields**. For security reasons, vendor names and all confidential information is not viewable through the portal.

Step 1: Go to the McKinsey website at https://147846.invoiceinfo.com

Step 2: The vendor self-service portal will be prompted in a new window.

Step 3: The landing page consists of two parts:

The menu bar on the left-hand side which includes:

- Instructions for using the vendor self-service portal.
- Instruction on guideline to submit invoices.

- In the center of the page is the search page. Vendors must enter valid information in TWO fields. Once the data has been entered, users must hit the "search" button.

Step 4: If the data entered successfully matches information from the McKinsey Accounts Payable system for the two fields specified, vendors are granted access to invoice status and payment information for their specific account.

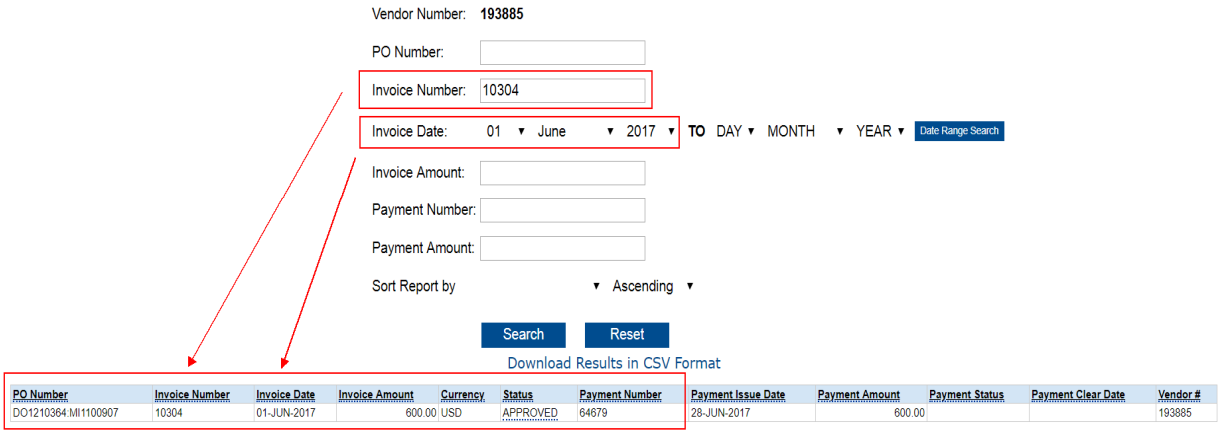
Search Hints: All the criteria must match for the data to be returned. If no data is returned, limit the number of search criteria to two or try different criteria. If available, enter the vendor number as one of the criteria. The invoice amount should be the total amount of the invoice including taxes and fees.

Step 5: You can now search invoices based on entering one or more fields.

Note: Should you receive the message "No Data Found", your invoice may not have been received/processed for payment. Fully approved invoice that are ready for accounting and payment is updated daily by our Accounts Payable system.

Step 6: You can also search invoices by a date range. For example, if you want to see all invoices on your account for the year 2019, you would enter a date range of January 1, 2019 to December 31, 2019 and leave all other fields blank. This will show invoices that are accounted and/or Paid.

Step 7: The results will be shown directly below the data filters. You will notice that you don't see your company's name in the results. You cannot access any information on the site unless you have the required data specific to your company.



Step 8: You can sort the data two ways: – Use the 'Sort Report by' function in the search pad to select the field and the type of sort, and then click the 'search' button. – Click on the column title of the column that you want to sort.

Step 9: You can also export the data by clicking the "Download Results in CSV Format" link directly above the search results table.

Step 10: To get clarifications or to ask a question, an option is available to send an email to McKinsey Vendor Support team. Click on 'Contact US" option, fill in the details and submit the form. Once submitted a representative will contact you within 72 hours