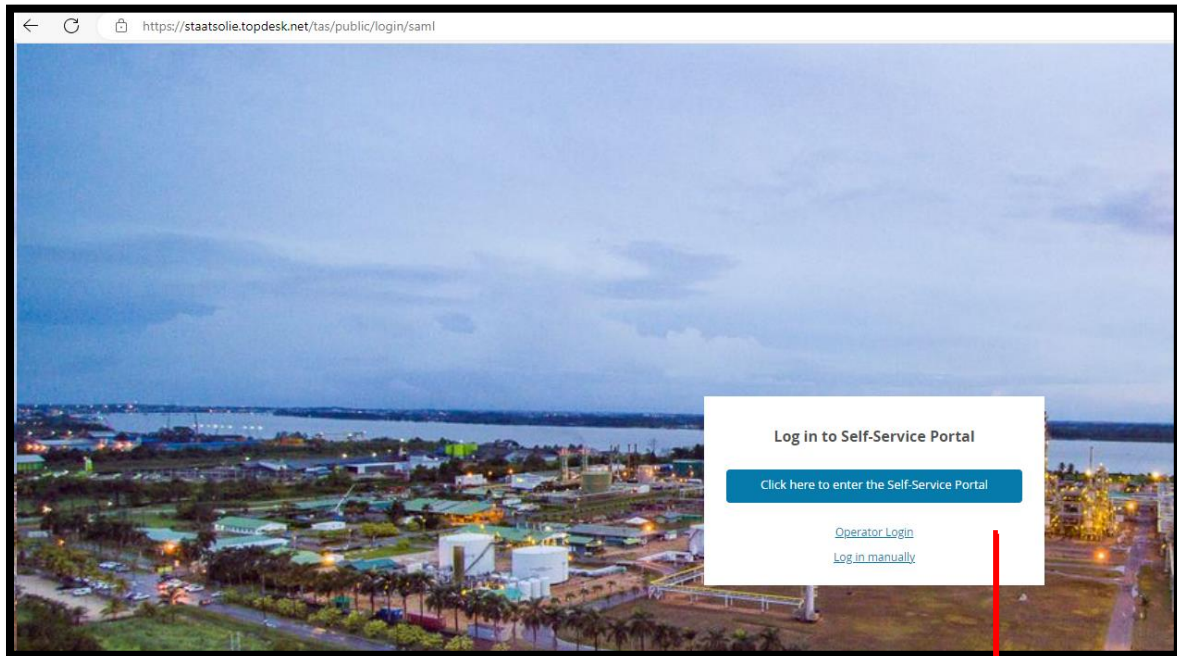


Accounts Payable Helpdesk Self Service Portal:

Register your questions concerning invoice status updates through our self-service portal. To use the Top Desk system, visit our website <https://staatsolie.topdesk.net>.

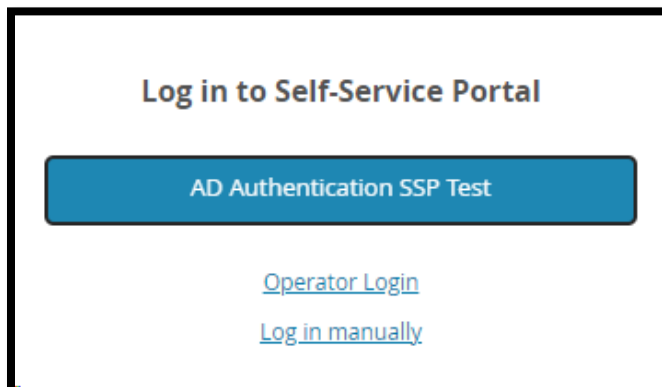
Note: Invoice submission is only possible by sending the invoices enclosed with the SES (Service Entry Sheet) – PO (Purchase Order) number to the email address: accountspayable@staatsolie.com



Step 1: choose to log in Manually'

The screen appears with the text "Log in to Self-Service Portal"

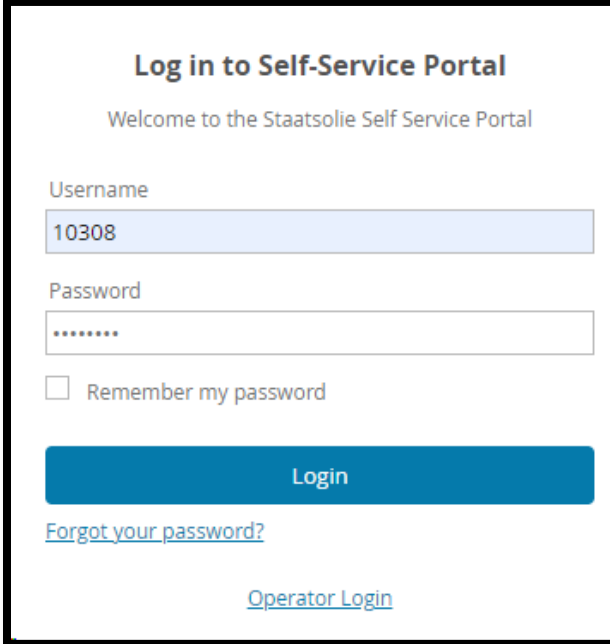
You choose to "Log in manually"



Step 2: Fill in your company vendor code and password.

The username is your **Staatsolie vendor code** (Code can be found on your PO/SES document).

The password by default is **Welcome01**, which can be changed by selecting your personal profile data.

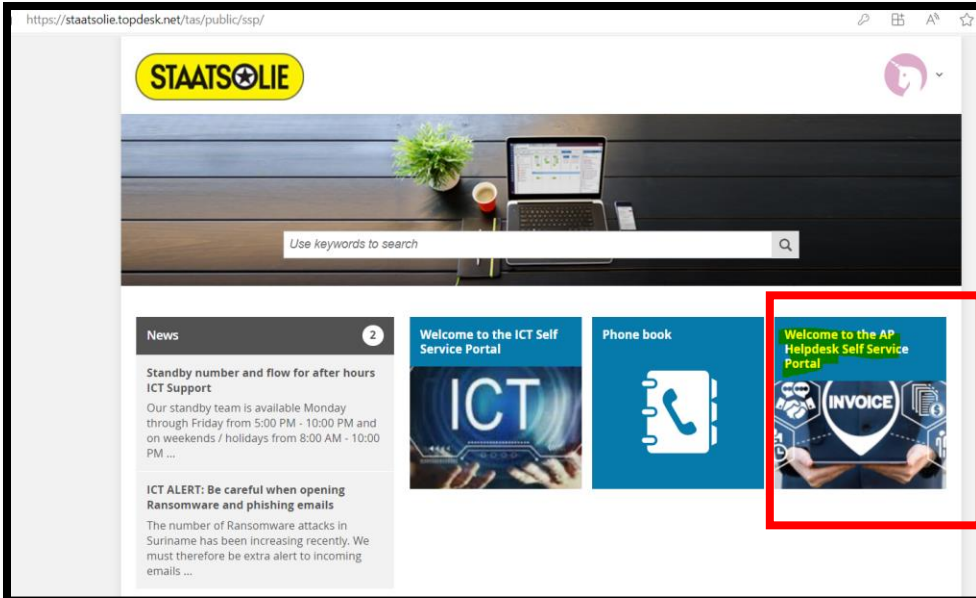


The screenshot shows a login form titled "Log in to Self-Service Portal". Below the title is a welcome message: "Welcome to the Staatsolie Self Service Portal". The form contains the following elements:

- A "Username" label above a text input field containing the number "10308".
- A "Password" label above a password input field containing seven asterisks "*****".
- An unchecked checkbox labeled "Remember my password".
- A blue "Login" button.
- A link labeled "Forgot your password?".
- A link labeled "Operator Login".

Step 3: Select SSP Accounts Payable helpdesk

Choose "Welcome to the AP Helpdesk Self Service Portal"



The screenshot shows the homepage of the Staatsolie Self-Service Portal. The URL in the browser is "https://staatsolie.topdesk.net/tas/public/ssp/". The page features the Staatsolie logo at the top left and a search bar with the placeholder text "Use keywords to search". Below the search bar, there are three main content areas:





- A "News" section with a "2" icon, containing two articles: "Standby number and flow for after hours ICT Support" and "ICT ALERT: Be careful when opening Ransomware and phishing emails".
- A "Welcome to the ICT Self Service Portal" section with a blue background and the letters "ICT".
- A "Phone book" section with a blue background and a white telephone icon.
- A "Welcome to the AP Helpdesk Self Service Portal" section, which is highlighted with a red box. It has a blue background and features an "INVOICE" icon.

Step 4: Register your question

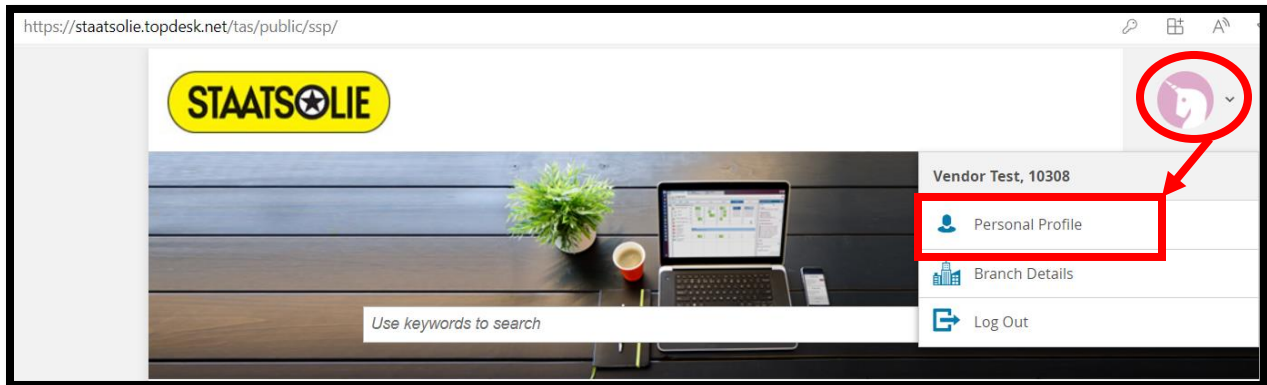
Here we have a selection of topics to register your question.

HOME > WELCOME TO THE AP HELPDESK SELF SERVICE PORTAL

Welcome to the AP Helpdesk Self Service Portal

	Submitted Invoices
	Payments
	Vendor open statement
	Request for PO/SES document

To change your personal profile, choose the icon on the right side of the screen.



HOME > PERSONAL PROFILE

Personal Profile

General	General	
My objects	Surname	Vendor Test
Change password	First Name(s)	10308
Change language	First Initial(s)	
	Prefixes	
	Birth Name	
	Title	
	Gender	
	Language	English
	Contact Details	
	Telephone	
	Mobile Number	
	Email	vendortest@gmail.com
	Fax Number	
	Location	
	Branch	AP Helpdesk
	Details	
	Department	External
	Budget holder	External

Under the General options you will see "Change password." Here you can change the password.

If you have any other questions, feel free to contact us by phone number +597- 499649 extension 65900.