View Payments User Guide





View Payments

You will learn how to view payment status for invoices that have been approved and are ready for payment.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

Once on the dashboard, select the View Payments link in the task list on the left side of the screen.



ORACLE	
Supplier Portal	
Search Orders V Order Number	Q
Tasks	
Contract Manufacturing	
Manage Production Reports	Requiring Attention
Orders	
 Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Channel Programs Manage Programs Shipments Create ASN Create ASBN Upload ASN or ASBN View Receipts View Returns 	I I I Schedules Overdue or Due Today
Consigned Inventory	
Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Transactions Invoices and Payments	
Create Invoice Create Invoice Without PO View Invoices View Payments	

DDL Into Building Value

Step 3

Click on the search button after selecting the supplier. This will display everything for you as a supplier to ODL

View Payme	ents									Dgne
A Search									Advanced Saved S	Search All Payments 🗸
	** p	ayment Number				* Supplier ALL METAL		¥		** At least one is required
	Pi	Payment Status	~		Su	ment Date m/d/yy	i de	•		_
Search Results										Search F et Save
View 🔻 🖑	(m) Detach									
Payment Number	Payment Date Payment Type	Invoice Number	Supplier					Supplier Site	Payment Payment Amount Status	Remit-to Account

Step 4

Click on the payment number you want to review to get to the payment details.

Search Result	S						
View 👻 📰	m Detach						
Payment Number	Payment Date Payment Type	Invoice Number	iupplier		Supplier Site	Payment Payment Amount Status	Remit-to Account

You will see a specific payment and the invoice(s) associated with it. It will show the payment amount, remit to, and actual status.

Step 5

When complete, select the done button.

ORACLE			
View Payments			Done
⊿ Search		Adva	anced Saved Search All Payments V
** Payment Number	** Supplier	ALL METAL	At least one is required
Payment Status	▼ Supplier Site	•	
Payment Amount	Payment Date	m/d/yy	
			Search Reset Save
Search Results			
View 🔻 🗐 📰 Detach			
Payment Number Payment Date Payment Type Invoice Number Supplier		Supplier Site Payme	ent Payment Remit-to Account
No results found.			

