

View Payments User Guide

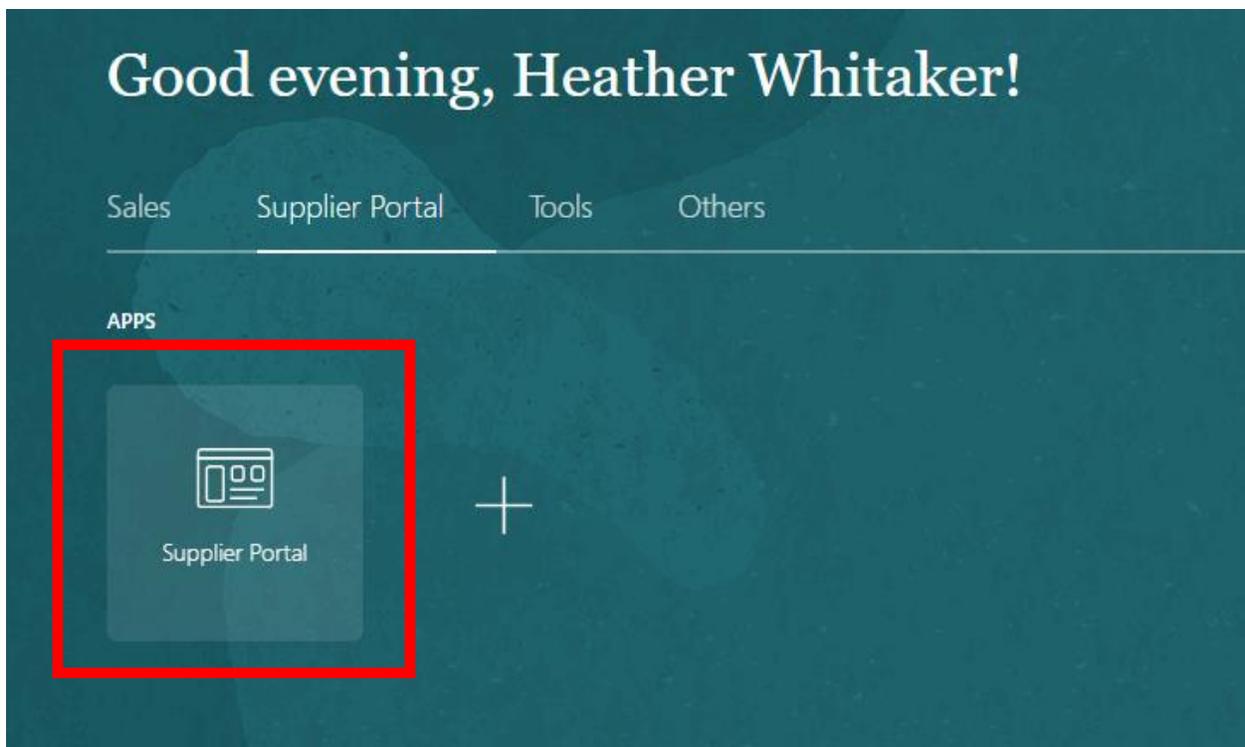


View Payments

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.

Search Orders Order Number

Tasks

Contract Manufacturing

- [Manage Production Reports](#)

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Channel Programs

- [Manage Programs](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

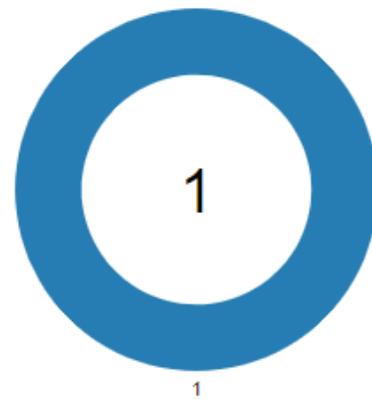
Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Requiring Attention

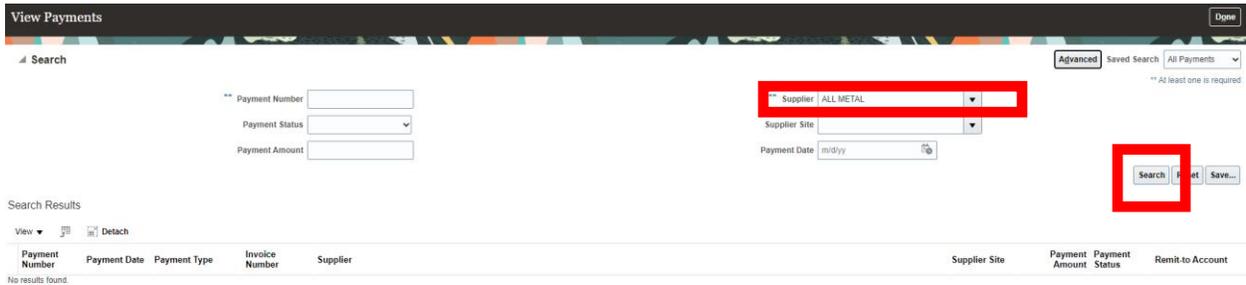


■ Schedules Overdue or Due Today

Supplier News

Step 3

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



Step 4

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



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.

