FOLLOW AN INVOICE PAYMENT



Prerequisite: have a connection to iSupplier Portal



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To view your invoices, follow the steps below:

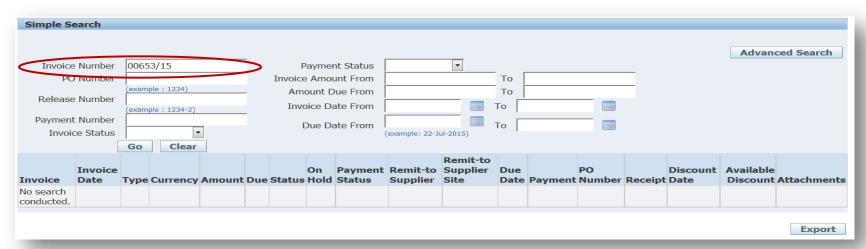
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lome Orders Shipments Planni	ing Finance Admin			
/iew Invoices View Payments				
View Invoices				
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	2			
Simple Search				
Simple Search				
				Advanced Search
Simple Search Invoice Number	Payment Status	<u> </u>		Advanced Search
Invoice Number PO Number	Payment Status Invoice Amount From	То		Advanced Search
Invoice Number PO Number (example : 1234)				Advanced Search
Invoice Number PO Number (example : 1234) Release Number	Invoice Amount From	То		Advanced Search
Invoice Number PO Number (example : 1234)	Invoice Amount From Amount Due From Invoice Date From	То		Advanced Search
Invoice Number PO Number (example : 1234) Release Number (example : 1234-2)	Invoice Amount From Amount Due From Invoice Date From Due Date From	То		Advanced Search

To carry out a search according to various criteria, use the Simple Search section.



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An example: search by Invoice Number



Enter the Invoice Number, click **Go** and select the invoice concerned.

Inve	ice Inv	voice Date ▼	Туре	Currency	Amount	Due	Status			Remit-to Supplier	 Due Date	Payment	PO Number Receip	Discount Date	Available Discount Attac	hments
0065	3/15 23-N	Mar-2015	Standard	EUR	167,630.00	167,630.00	Approved	i	Not Paid		30-JUN-2015		4090092537			



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Invoice details display in the **General** section.

Click the **Scheduled Payments** tab and access to informations on the due date, amount, status, and invoice form of payment.

