

***FOLLOW
AN INVOICE
PAYMENT***



Prerequisite: have a connection to iSupplier Portal

FOLLOW AN INVOICE PAYMENT

To view your invoices, follow the steps below:

The screenshot displays the ORACLE iSupplier Portal interface. At the top, the header includes the logo and navigation links: Home, Orders, Shipments, Planning, Finance, and Admin. A red arrow labeled '1' points to the 'Finance' tab. Below the navigation bar, there are two tabs: 'View Invoices' and 'View Payments'. A red arrow labeled '2' points to the 'View Invoices' tab. The main content area is titled 'Simple Search' and contains several search criteria fields: Invoice Number, PO Number (with an example '1234'), Release Number (with an example '1234-2'), Payment Number, Invoice Status (dropdown), Payment Status (dropdown), Invoice Amount From/To, Amount Due From/To, Invoice Date From/To (with calendar icons), and Due Date From/To (with an example '22-Jul-2015' and calendar icons). There are 'Go' and 'Clear' buttons at the bottom left of the search section, and an 'Advanced Search' button at the top right. An 'Export' button is located at the top right of the page.

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

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An example: search by Invoice Number

Simple Search

Invoice Number: 00653/15
PO Number: (example : 1234)
Release Number: (example : 1234-2)
Payment Number:
Invoice Status:
Go Clear

Payment Status:
Invoice Amount From: To:
Amount Due From: To:
Invoice Date From: To:
Due Date From: To: (example: 22-Jul-2015)

Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
No search conducted.																

Export

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

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
00653/15	23-Mar-2015	Standard	EUR	167,630.00	167,630.00	Approved	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.

ORACLE iSupplier Portal

Home Orders Shipments Planning Finance Admin Navigator Favorites Home Logout Preferences

View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: 00653/15 (Total EUR 167,630.00)
Currency=EUR

General

Invoice Date: 23-Mar-2015
Status: **Approved**
On Hold
Batch: FPM0983-21/04/2015-DAN-409
Attachments: None
Supplier: SUPPLIER TEST
Supplier Site: ESEUR_PALENCIO1
Address: RUE DU PERCEBE, 13
TEST ISP, ES 99999

Amount Summary

Item: 167,630.00
Freight: 0.00
Miscellaneous: 0.00
Tax: 0.00 ⓘ
Prepayment: 0.00
Retainage: 0.00
Withholding Tax: 0.00
Total: 167,630.00

Payment Information

Paid: 0.00
Discount Taken: 0.00
Due: 167,630.00
Status: **Not Paid**
Payment Date
Payment
Term: LAST DAY 3RD MTH (90 EOM)

Export

Invoice Lines | **Scheduled Payments** | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Material for evolution MRS4-100 at machine MRS4-1 PPD	1	UN	167,630.00		167,630.00	0.00	Approved	4090092537	1	1	Mollard, William	
2	Tax	po#4090092537					0.00	0.00	Approved					

Return to Finance: View Invoices

Export

Home Orders Shipments Planning Finance Admin Home Logout Preferences

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