How to View Invoices and Payments

	Why should I use this guide?	This guide provides information and the steps to view invoices and payments using the Supplier Portal.
L	Who might use this guide?	Suppliers who want to view their invoices and payments
ΞŴ	What related documents should I refer to?	How to Create Invoices Against Purchase Orders

System steps to View Invoices

Step	Action
	Login to the system
1	Navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app.
2	Click on the Supplier Portal app. Good afternoon, ERP XXXXXX Me My Team Supplier Portal Tools Others APPs 2 Supplier Portal +

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Step	Action
3	From your Task bar, click on View Invoices.
	Supplier Portal
	Orders Manage Orders Manage Schedules in Spreadsheet Adrowiedge Schedules in Spreadsheet Agreements Manage Agreements Manage Programs Manage Shipments Manage Shipments Create ASN Create ASN
	Unideal ASM or ASBN View Returns Supplier News Thank you for your continuing support of Essential Energy's Oracle Fusion system. Manage Contracts Manage Deliverables Manage Deliverables Manage Deliverables Over the last few months understanding and avarenees of the system has improved both for you our valued supplier and within Essential Energy. With hat in mind we are updating this news box with the most recent and common requests for information Review Consumption Advices Did you know you can use the Supplier Portal as a one stop shop? Invoices and Payments You can review and update gramematic (contracts) You can review and update gramematis (contracts) You can review and update payments You can
4	Enter your Supplier Name, Invoice Number or Purchase Order Number. 1 field denoted with (**) must be entered to complete a search.
5	Click on Search. You will be able to see the Invoice Status, as well as Payment Number to confirm that a payment has been made against your invoice. Note, the status column will indicate if the invoice is In-process, Approved or Cancelled.
6	Click on the relevant Invoice Number link from the search results.
	Search Reults



How to View Invoices and Payments – Quick Reference Guide

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On the Invoice page, you can view: 7a: General invoice information. 7b: Invoice Line information. 7c: Payment tab to view scheduled payments and hold information.														7
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System steps to View Payments





Step	Actio	n																
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