


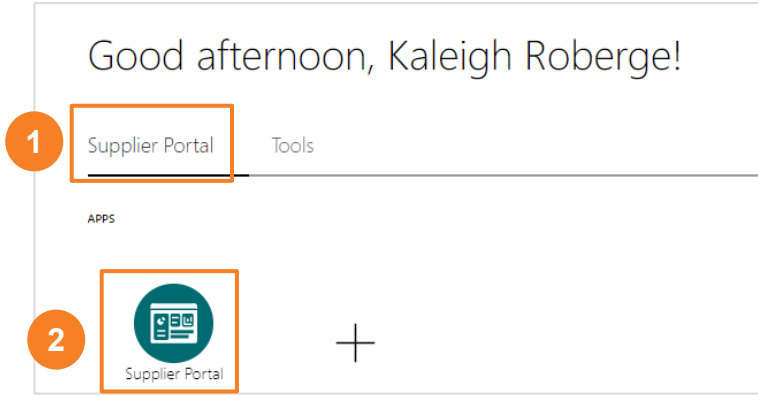


How to View Invoices and Payments

 <p>Why should I use this guide?</p>	<p>This guide provides information and the steps to view invoices and payments using the Supplier Portal.</p> <ul style="list-style-type: none"> • How to View Invoices • How to View Payments (pg. 5)
 <p>Who might use this guide?</p>	<p>Suppliers that want to view their invoices and payments.</p>
 <p>What related documents should I refer to?</p>	<p>How to Create Invoices Against Purchase Orders.</p>

System steps to View Invoices

Step	Action
1	Login to the system.
1	Navigate to the Supplier Portal tab.
2	<p>Click on the Supplier Portal app.</p> 

Step	Action
3	<p>In the Task list, select View Invoices.</p>

Step	Action
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.

View Invoices Done

Search Advanced Saved Search All Invoices

4 **** Invoice Number**
**** Supplier**
Supplier Site
**** Purchase Order**

Consumption Advice
Invoice Status
Paid Status
Payment Number

5 **Search** Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
6 100	01-Mar-2021	Standard	ESS657199		TEST SITE	27.50 AUD	27.50 AUD	In proc...	
133-2001	27-Oct-2020	Debit memo			TEST SITE	-11.00 AUD	-11.00 AUD	Appro...	
Inv_PO7199	05-Sep-2020	Standard	ESS657199		TEST SITE	44.00 AUD	44.00 AUD	In proc...	

Step	Action
------	--------

7 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.

8 Click on **Done**.

Invoice: 100 **Done** 8

7a

Business Unit	Essential Electricity BU	Invoice Amount	27.50 AUD	Invoice Type	Standard
Legal Entity Name	Essential Energy	Unpaid Amount	27.50 AUD	Description	
Supplier or Party		Payment Currency	AUD	Attachment	None
Supplier Site					
Address					
Invoice Date	01-Mar-2021				

[Lines](#) Payments **7c**

Items

View Detach

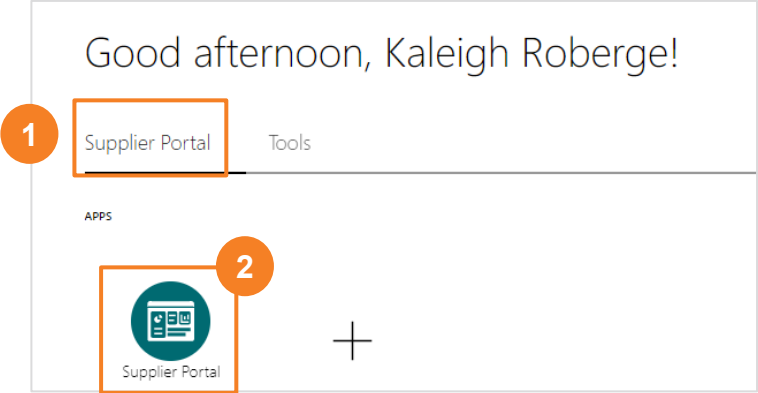
Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	10.00	Cable	1	10	Each	ESS657199	1	1					Port Macquarie

7b

Summary Tax Lines								Shipping and Handling		
Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount
2	AU GST	AU GST	AU Standard	Australia	AU GST ST...	10	2.50	3	Freight	15.00

System steps to View Payments

Step	Action
1	Login to the system.
1	Navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app.



The screenshot shows a user interface with a greeting "Good afternoon, Kaleigh Roberge!". Below the greeting is a navigation bar with "Supplier Portal" and "Tools" tabs. Underneath is an "APPS" section containing a "Supplier Portal" app icon and a plus sign. Two orange callout boxes with numbers 1 and 2 indicate the steps: box 1 points to the "Supplier Portal" tab, and box 2 points to the "Supplier Portal" app icon.

Step	Action
3	<p>In the Task list, select View Payments.</p>

Step Action

- 4 Enter your **Supplier Name** or **Payment Number**. 1 field denoted with (**) must be completed for the search to work.
- 5 Click on **Search**.
- 6 Click on the relevant **Payment Number** link from the search results.

View Payments Done

Search Advanced Saved Search All Payments

** At least one is required

4

Payment Status Supplier Site

Payment Amount Payment Date dd-mmm-yyyy

5

Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
6 10007	28-Jan-2021	Payment Process Re...	Multiple			1,255.10 AUD	Negotiable	XXXXX5707

- 7 On the payment page, you can view complete payment details and the attached purchase orders to each transaction.
- 8 Click on **Done**.

Payment: 10007 Done 8

Business Unit Essential Electricity BU

Payee

Payee Site

Address

Payment Status Negotiable

Payment Amount 1,255.10 AUD

Payment Date 28-Jan-2021

Payment Type Payment Process Request

Remit-to Account XXXXX5707

Payment Document EE OSKO Document

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
7 INVOICE22	02-Dec-2020	Standard	ESS657343			179.30 AUD	179.30 AUD	Manually ...	01-Jan-2...	Fully paid
INV-1	16-Nov-2020	Standard	ESS657275			537.90 AUD	537.90 AUD	Workflow ...	16-Dec-2...	Fully paid