

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.
 Who might use this guide?	Suppliers who want to view their invoices and payments
 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. 

Step	Action
3	<p>From your Task bar, click on View Invoices.</p>
4	<p>Enter your Supplier Name, Invoice Number or Purchase Order Number. 1 field denoted with (**) must be entered to complete a search.</p>
5	<p>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.</p>
6	<p>Click on the relevant Invoice Number link from the search results.</p>

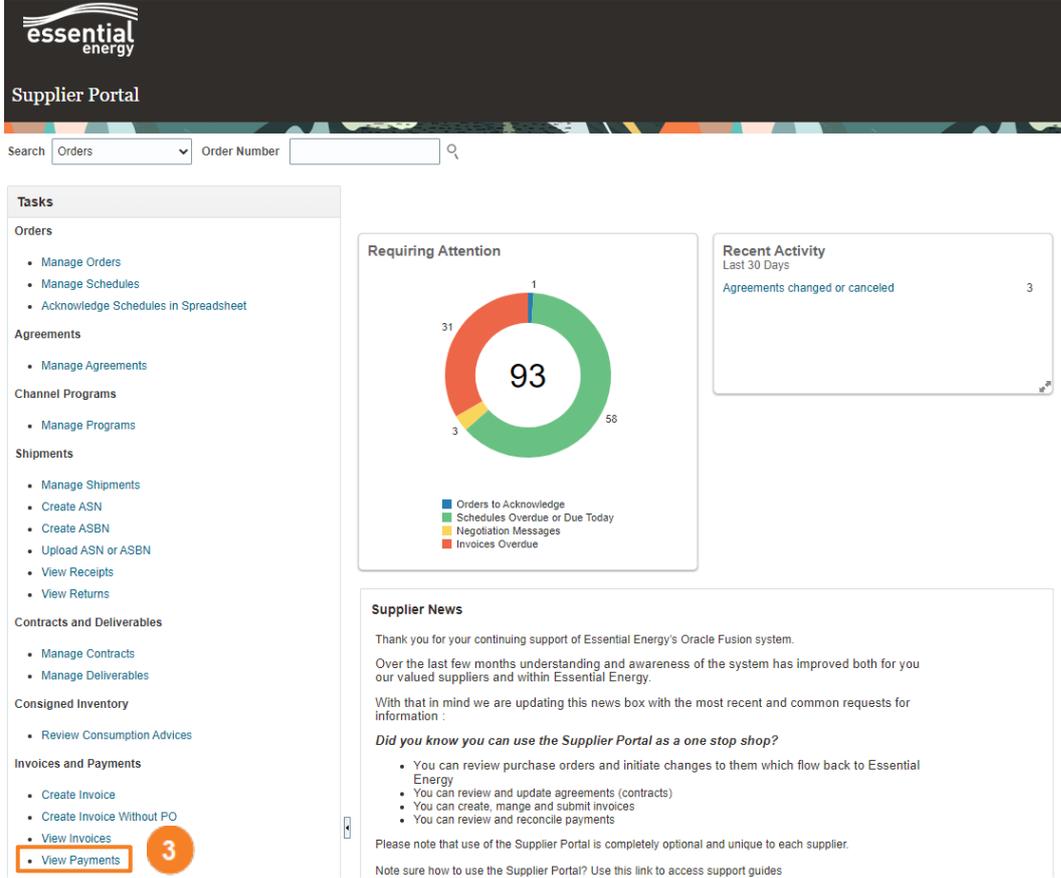
Step	Action
7	<p>On the Invoice page, you can view:</p> <p>7a: General invoice information.</p> <p>7b: Invoice Line information.</p> <p>7c: Payment tab to view scheduled payments and hold information.</p>
8	<p>Click on Done.</p>

The screenshot displays the invoice page for invoice number 485064. It includes a header with the Essential Energy logo and navigation icons. The main content area is divided into several sections:

- Invoice Details (7a):** A summary of invoice information including Business Unit (Essential Electricity BU), Invoice Amount (100.32 AUD), Unpaid Amount (100.32 AUD), Supplier Name, Site, Address, and Invoice Date (10/07/23).
- Items (7b):** A table listing invoice items with columns for Line, Amount, Description, Budgetary Control, Funds Status, Quantity, Unit Price, UOM Name, Purchase Order, Receipt, Consumption Advice, and Tax Determinants.
- Summary Tax Lines:** A table showing tax details such as Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount.

Navigation elements include a 'Payments' tab, a 'Done' button, and a mobile menu icon.

System steps to View Payments

Step	Action
1	<p>Login to the system</p> <p>Navigate to the Supplier Portal tab.</p> <p>Click on the Supplier Portal app.</p> 
3	<p>From your Task bar, click on 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.
7	On the payment page, you can view complete payment details and the attached purchase order to each transaction.
8	Click on Done .