

Navigation Information for Supplier Portal

6. View Invoices

Step	Action
1.	From the Finance Tab, click on the View Invoices link.
2.	To pull up all invoices (paid and unpaid), click Go. To view a particular invoice, type in either the invoice number or PO number in the appropriate field and click Go.
3.	Information regarding the invoice(s) will be populated at the bottom of the screen. To get additional information, click on the blue hyperlink to view the particular information provided in the section.

The screenshot displays the Oracle iSupplier Portal interface for viewing invoices. The top navigation bar includes 'Home', 'Orders', 'Shipments', and 'Finance'. The 'View Invoices' section is active, showing a search form and a table of invoice data.

Search Form:

- Invoice Number:
- PO Number: (example: 1234)
- Release Number: (example: 1234-2)
- Payment Number:
- Invoice Status:
- Payment Status:
- Invoice Amount From: To:
- Amount Due From: To:
- Invoice Date From: To:
- Due Date From: To: (example: 23-Jun-2014)

Table of Invoices:

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
18	08-Jul-2014	Standard Invoice Request	USD	140.00	140.00	Rejected		Not Paid			07-AUG-2014		45836				
15	08-Jul-2014	Standard	USD	2,585.00	2,585.00	In Process		Not Paid			07-AUG-2014		45836				
12416	28-May-2014	Standard	USD	191.50	191.50	Approved		Not Paid			27-JUN-2014		45430				
12402	14-May-2014	Standard	USD	446.25	0.00	Approved		Paid			13-JUN-2014	91600	45392				
12392	05-May-2014	Standard	USD	1,075.00	0.00	Approved		Paid			04-JUN-2014	91508	45358				
12396	01-May-2014	Standard	USD	387.00	0.00	Approved		Paid			31-MAY-2014	91430	45279				
12395	30-Apr-2014	Standard	USD	60.00	0.00	Approved		Paid			30-MAY-2014	91367	45069				
12391	24-Apr-2014	Standard	USD	337.50	0.00	Approved		Paid			24-MAY-2014	91362	45089				
12385	21-Apr-2014	Standard	USD	169.00	0.00	Approved		Paid			21-MAY-2014	91239	45055				
12386	21-Apr-2014	Standard	USD	302.50	0.00	Approved		Paid			21-MAY-2014	91239	45089				
12376	11-Apr-2014	Standard	USD	482.50	0.00	Approved		Paid			11-MAY-2014	91095	45131				
12375	09-Apr-2014	Standard	USD	522.08	0.00	Approved		Paid			09-MAY-2014	91142	45055				
12371	07-Apr-2014	Standard	USD	4,350.00	0.00	Approved		Paid			07-MAY-2014	91049	45016				
12363	28-Mar-2014	Standard	USD	2,890.00	0.00	Approved		Paid			27-APR-2014	90866	44934				
12361	27-Mar-2014	Standard	USD	313.00	0.00	Approved		Paid			27-MAR-2014	90605	44543				
12360	25-Mar-2014	Standard	USD	234.00	0.00	Approved		Paid			25-MAR-2014	91142	44983				
12348	13-Mar-2014	Standard	USD	345.00	0.00	Approved		Paid			12-APR-2014	90621	44840				
12340	06-Mar-2014	Standard	USD	140.00	0.00	Approved		Paid			05-MAR-2014	91566	44543				
12339	06-Mar-2014	Standard	USD	4,595.00	0.00	Approved		Paid			05-APR-2014	90496	44666				
12331	03-Mar-2014	Standard	USD	105.00	0.00	Approved		Paid			02-APR-2014	90496	44543				
12311	18-Feb-2014	Standard	USD	0.00	0.00	Cancelled		Not Paid			20-MAR-2014						
12309	14-Feb-2014	Standard	USD	140.00	0.00	Approved		Paid			14-MAR-2014	91566	44543				
12310	14-Feb-2014	Standard	USD	1,274.00	0.00	Approved		Paid			14-MAR-2014	90191	44324				
12302	12-Feb-2014	Standard	USD	4,635.00	0.00	Approved		Paid			14-MAR-2014	90191	44322				
12302	04-Feb-2014	Standard	USD	1,001.00	0.00	Approved		Paid			04-FEB-2014	90140	44324				