
Working with Invoices

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Working With Invoices and Payments

iSupplier Portal can provide you with complete invoicing and payment details for all POs placed through Oracle. It can be accessed through each individual PO or you can access the information directly. Your financial information is under the Account tab.

Review Invoicing and Payment Information

Navigate to the Home Page

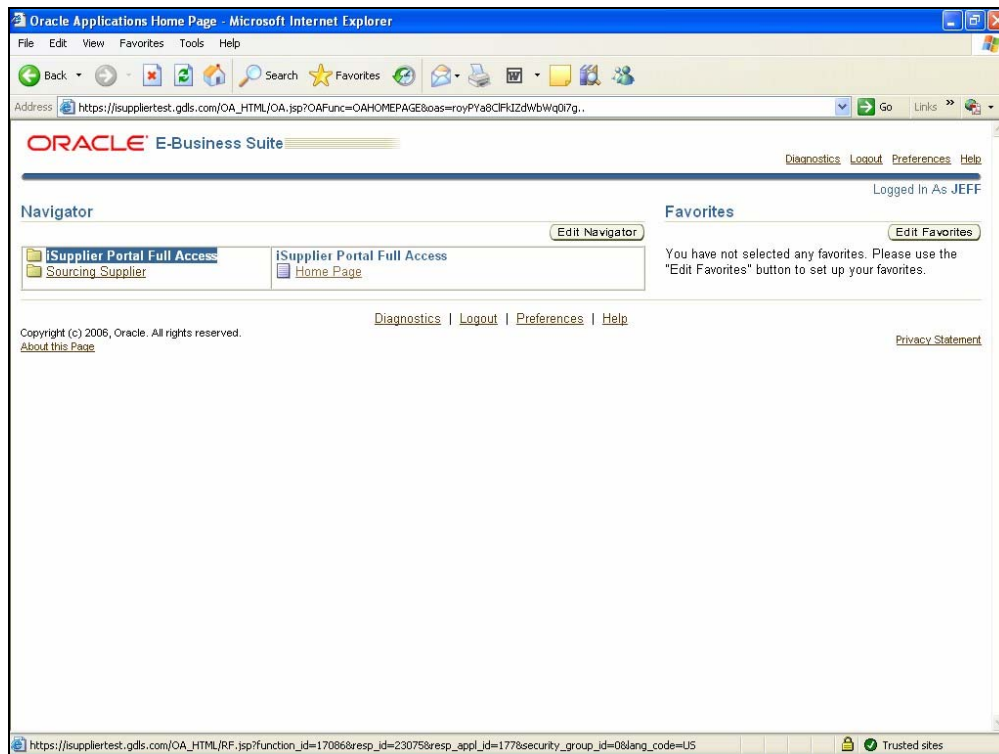


Figure 1: Navigate to the Home Page

Please complete the following task(s):

- | | |
|----|------------------------------------|
| 1. | Select Home Page . |
|----|------------------------------------|

View Invoice Summary

The screenshot shows the iSupplier Portal interface. At the top, there is a search bar with 'PO Number' selected. Below the search bar are three summary sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications, including 'GDLS Division - Blanket Release 40000398-1,1 requires your acceptance' and 'Closed Early: RFQ 31064 (12473484)'.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists several PO numbers and their corresponding order dates.
- Shipments At A Glance:** A table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip'. It shows a shipment with number 298004 and date 19-Nov-2007.

On the right side, there is a vertical menu with categories: Planning, Orders, Receipts, and Invoices. The 'Invoices' category is currently selected.

Figure 2: View Invoice Summary

Please complete the following task(s):

1. Click the **Invoices**.

View Invoices with PO Numbers

Simple Search

Invoice Number PO Number

Payment Number Payment Status

Gross Amount From Invoice Date From

Gross Amount To Invoice Date To

Amount Due From Due Date From

Amount Due To Due Date To

Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount	Available	Packing	Attachments
HDWRLIQ1		31-Oct-2007	40000295	USD	16,500.00	0.00	31-Oct-2007	Approved	1004 - Check				
HDWRLIQ		30-Oct-2007	40000295	USD	16,500.00	16,500.00	30-Oct-2007	Approved					
ERS-50-19135	Receipt Invoice automatically created on 30-OCT-07	30-Oct-2007	40000298	USD	19,550.00	19,550.00	29-Nov-2007	Approved					
CLOSETSTa		16-Oct-2007	40000133	USD	<110,000.00>	<110,000.00>	16-Oct-2007	Approved					
CLOSETST		16-Oct-2007	40000133	USD	220,000.00	0.00	16-Oct-2007	Approved	1000009 - Check				

[Home](#) | [Orders](#) | [Shipments](#) | [Planning](#) | [Account](#) | [Product](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

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Figure 3: View Invoices with PO Numbers

Please complete the following task(s):

1.	Complete the PO Number field.
2.	Click the Go button.
3.	Click Check Number

View Invoice Payments

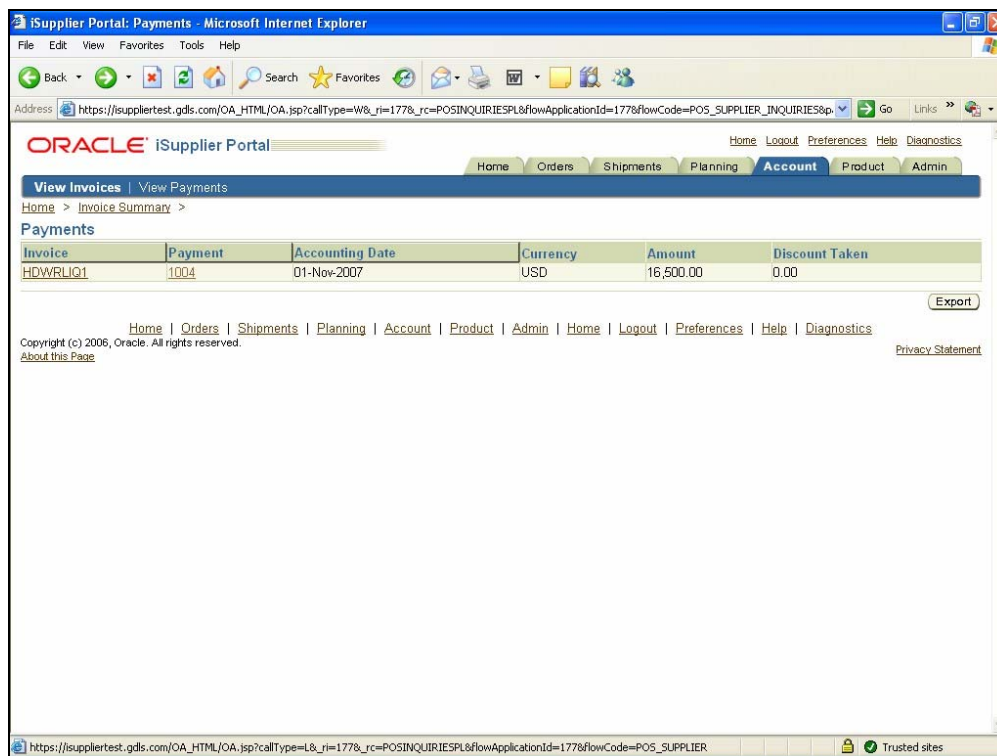


Figure 4: View Invoice Payments

Please complete the following task(s):

1. Click [Payment](#).

View the following fields:

- Invoice Number
- Payment Number
- Accounting Date
- Amount
- Discount

View Payment Detail

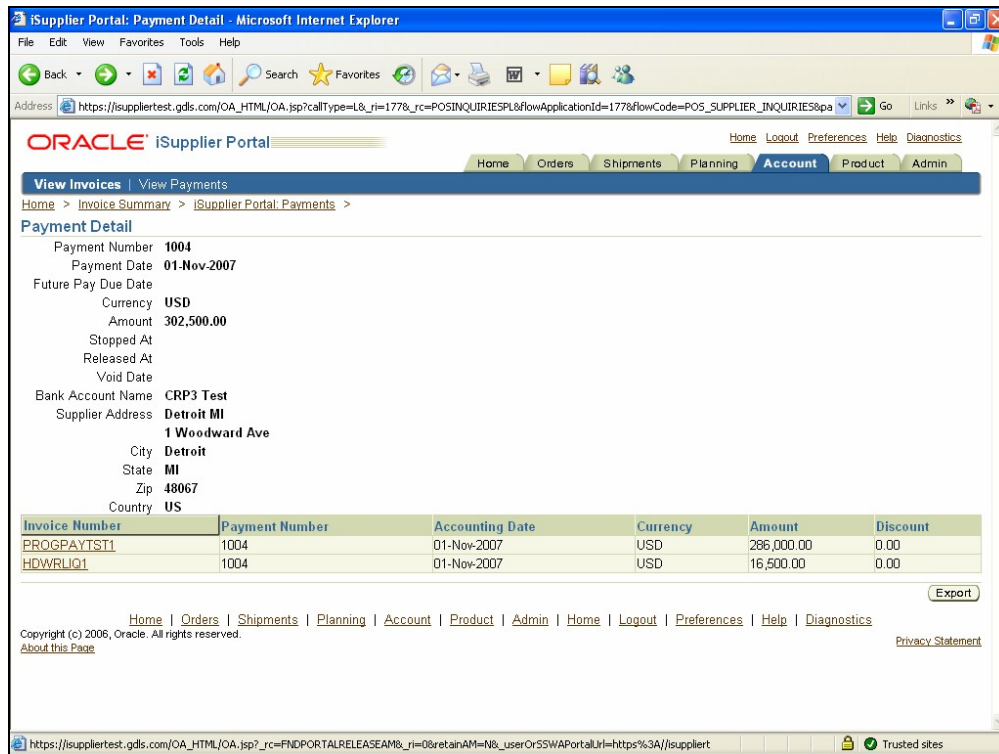


Figure 5: View Payment Detail

Please complete the following task(s):

1. Click [Home](#).

Return Home

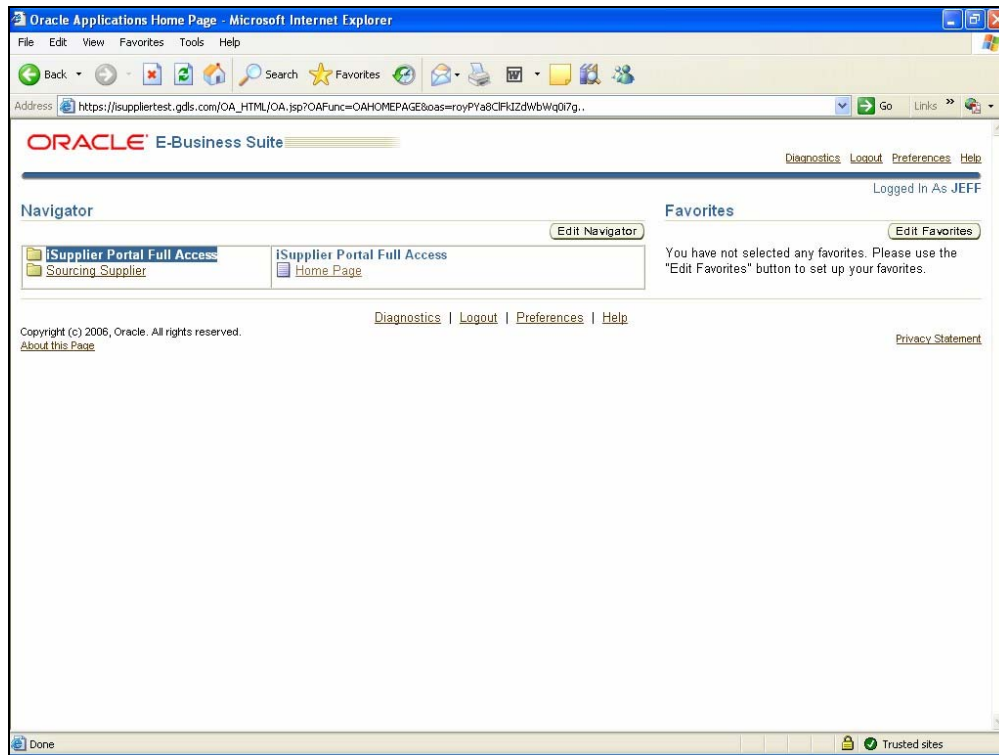


Figure 6: Return Home

Please complete the following task(s):

1. Review the home page and then press **ENTER** to continue.