


# Viewing Invoices, Payments, Receipts & Returns in ERP (Enterprise Resource Planning) Supplier Portal

<b>Purpose</b>	The purpose of this procedure is to demonstrate how to view invoices, payments, receipts and returns in Oracle ERP Supplier Portal.
<b>Scope</b>	The Supplier Portal will enable suppliers to manage business transactions relating South East Water invoices, payments, and receipts in a single place.
<b>Overview</b>	Through the Supplier Portal, suppliers will be able to keep track of their invoice status, and any payments relating to it. They will know the status of receipts and any returns for the goods / services which have been provided and delivered.
<b>Procedure</b>	To view the relevant transaction, complete the following steps:

Step	Action
1	<p>Log in to the Supplier Portal using your User ID and Password.</p> <p><b>Note:</b> Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account.</p> <p><b>Navigation:</b> ERP home page &gt; Supplier Portal &gt; Apps: Supplier Portal.</p> <ul style="list-style-type: none"> <li>Under <b>Tasks &gt; Invoices and Payments</b>, click <b>View Invoices</b>.</li> </ul> <p><b>Invoices and Payments</b></p> <ul style="list-style-type: none"> <li>Create Invoice</li> <li>Create Invoice Without PO</li> <li><b>View Invoices</b></li> <li>View Payments</li> </ul>
2	<ul style="list-style-type: none"> <li>Use the <b>Basic</b> or <b>Advanced</b> search function to look up your <b>invoice</b>.</li> <li>Fill out the relevant search parameters, then click <b>Search</b>.</li> <li>At least one of the items which are marked with double asterisk needs to be filled out.</li> </ul> 
3	<ul style="list-style-type: none"> <li>To increase the fields for your search criteria: <ul style="list-style-type: none"> <li>Click <b>Advanced button &gt; Add Fields drop-down</b>.</li> <li>Select the relevant item for you. Click <b>Save</b>.</li> <li>Option to <b>create a name for your saved search</b>.</li> <li><b>Tick Set as Default, and/or Run Automatically</b>, as preferred.</li> <li>Click <b>OK</b>.</li> <li>This will increase the fields for your search criteria and make your searches more effective and efficient.</li> </ul> </li> </ul>

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- From the **Search Results**, click the **Invoice Number**.

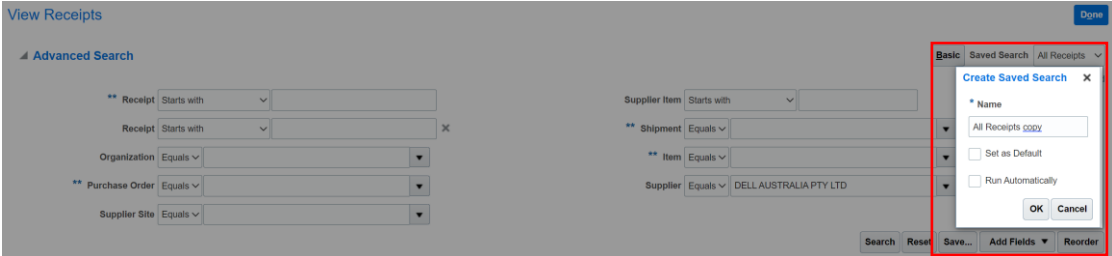
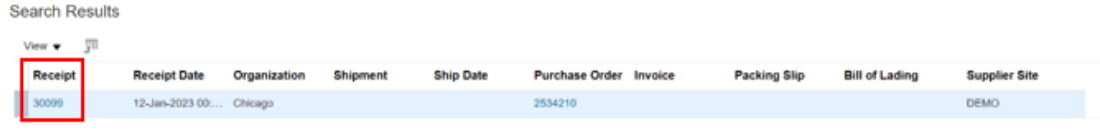
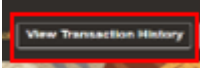
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- To add more relevant columns in your **Search Results** section, click the **View drop-down > columns**.
- Tick what you wish to reflect as an additional column one item at a time / untick which you wish to be removed one item at a time.

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- To review the invoice details, go to the **Lines tab**.
- Payment's tab** will have payment information. Alternatively, from the **Supplier Portal apps landing page**, go to **Tasks > Invoices & Payments > View Payments** and use the **Basic** or **Advanced** search functionality to look up payments.

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order	Receipt	Consumption Advice	Tax Determinants
						Number	Line	Number	Line
2	1,100.00	Test				2534210	1	1	Chicago

<p>7</p>	<p><u>To search for receipts.</u>  <b>Navigation: ERP home page &gt; Supplier Portal &gt; Apps: Supplier Portal.</b></p> <ul style="list-style-type: none"> <li>• <b>Tasks &gt; Shipments</b>, click <b>View Receipts</b>.</li> <li>• Use the <b>Basic</b> or <b>Advanced</b> search function to look up your <b>receipt</b>. At least one of the <b>double asterisks ** fields</b> need to be filled out.</li> <li>• Fill out the <b>relevant search parameters</b>, then click <b>Search</b>.</li> <li>• Alternatively, click <b>Advanced</b>, <b>Add Fields</b>, select the relevant item for you, <b>save</b>, option to <b>enter a name</b> for your search criteria, <b>tick Set as Default</b> and <b>Run Automatically boxes</b>, and click <b>OK</b> to preset it as a saved search.</li> </ul> 
<p>8</p>	<p><u>View receipt details:</u></p> <ul style="list-style-type: none"> <li>• Click the <b>receipt number</b> from the <b>Search Results</b>.</li> </ul> 
<p>9</p>	<p><u>Transaction History.</u></p> <ul style="list-style-type: none"> <li>• Click the <b>“View the Transaction History”</b> button from the upper right-hand side of the page to the details.</li> </ul> 
<p>10</p>	<p><u>To view returns:</u>  <b>Navigation: ERP home page &gt; Supplier Portal &gt; Apps: Supplier Portal.</b></p> <ul style="list-style-type: none"> <li>• Under <b>Shipments</b>, click <b>View Returns</b>.</li> </ul> <p><b>Shipments</b></p> <ul style="list-style-type: none"> <li>• Manage Shipments</li> <li>• Create ASN</li> <li>• Create ASBN</li> <li>• Upload ASN or ASBN</li> <li>• View Receipts</li> <li>• <b>View Returns</b></li> </ul>
<p>11</p>	<p><u>Search by Receipt or Purchase Order Number:</u></p> <ul style="list-style-type: none"> <li>• Use the <b>Basic</b> or <b>Advanced</b> function to look up any <b>Returns</b>.</li> <li>• Fill out the <b>relevant search parameters</b>.</li> <li>• Click <b>Search</b>.</li> <li>• Alternatively, click <b>Add Fields</b> and <b>select the relevant item for you</b>.</li> </ul>

- This will increase the fields for your search criteria.

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Click the **Receipt** or **Purchase Order** from the search results and review the **Return Date**.

Search Results

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity
30105	Chicago	2534227			13-Jan-2023 08:...			Test	5

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Transaction History.

Use the **Transaction History** button to view the transaction history details.

Transaction History: Receipt 30105

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Quantity	Transaction UOM	Amount	Currency	Transaction Date	Deliver-to Location
Test					3	Each				
Receive		1219014			5	Each			13-Jan-2023 08:31	Chicago
Deliv		1219015			5	Each			13-Jan-2023 08:31	Chicago
F		1219016			2	Each			13-Jan-2023 08:32	Chicago
Retur		1219017			2	Each			13-Jan-2023 08:32	Chicago

### What happens next?

Once you perform the above tasks in Oracle ERP Supplier Portal, the following will occur:

- You will know the status of your invoice and any payments relating to it.
- You will know the status of receipts and any returns for the goods / services you provided.

### Revision status

The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials