

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

Purpose	The purpose of this procedure is to demonstrate how to view invoices, payments, receipts and returns in Oracle ERP Supplier Portal.					
Scope	The Supplier Portal will enable suppliers to manage business transactions relating South East Water invoices, payments, and receipts in a single place.					
Overview	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.					
Procedure	To view the relevant transaction, complete the following steps:					

Step	Action							
1	Log in to the Supplier Portal using your User ID and Password. Note: Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account. Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal. • Under Tasks > Invoices and Payments, click View Invoices.							
	Invoices and Payments							
	 Create Invoice Create Invoice Without PO View Invoices View Payments 							
2	 Use the Basic or Advanced search function to look up your invoice. Fill out the relevant search parameters, then click Search. At least one of the items which are marked with double asterisk needs to be filled out. 							
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3	 To increase the fields for your search criteria: Click Advanced button > Add Fields drop-down. Select the relevant item for you. Click Save. 							
	 Option to create a name for your saved search. Tick Set as Default, and/or Pup Automatically, as preferred. 							
	 Click OK. 							
	 This will increase the fields for your search criteria and make your searches more effective and efficient. 							



	View Invoices Inview In
4	From the Search Results, click the Invoice Number.
	Search Results
	View - III i
	Invoice Number
	123456789
	123456798
5	To add more relevant columns in your Search Results, under Search Results
	 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.
	Search Results
	About This Record Date Type Purchase Order
	N Columns ▶ Show All Freeze ✓ Comments
	Detaon Payment Number Sort Paid Status Paid Status
	Veroner Columns V Invoice Status V Invoice Amount V Invoice Amount V Invoice Amount
	 Supplier Site ✓ Supplier Site
	 ■ Due Date ✓ Purchase Order
	✓ Type ✓ Invoice Date
	Vinvoice Number Nanage Columns
6	To review the invoice details, go to the Lines tab.
U	 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.
	Business unit Distribution Invoice Amount 1,201.75 USD Legal Entity Ungald Amount 1,201.75 USD Invoice Type Standard Supplier or Party TEST LIMITED Ungald Amount 1,201.75 USD
	Supplier Site DEMO Permits volvering Galo Address Office No123, UNITED STATES Tax Control Amount Attachment None Involce Date 13-Jan-2023 Tax Control Amount Attachment None
	Lines Payments
	Items
	Line Amount Description Quantity Unit Price UOM Name
	Number Line Schedule Number Line Number Line Ship-to Location 2 1,100.00 Test 2554210 1 1 Chicago

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-	To search for receipts.								
7	Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal.								
	Tasks > Shipments, click View Receipts.								
	• Use the Basic or Advanced search function to look up your receipt . At least one of the								
	double asterisks ** fields need to be filled out.								
	Fill out the relevant search narameters, then click Search								
	 Finitiout the relevant search parameters, then click search. Alternatively, eliek Advanced, Add Fielde, calect the relevant item for your casts artist. 								
	to enter a name for your search criteria, tick Set as Default and Run Automatically								
	to enter a name for your search criteria, tick Set as Default and Run Automatically								
	boxes, and click UK to preset it as a saved search.								
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	A Auvanced Search and Search A frances C Create Saved Search X								
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	Roceipt Starts with X Shipment Legals V X Roceipt Organization Equals V ** Item Equals V Starts Default								
	** Purchase Order Equals > DELL AUSTRALIA PTY LTD								
	Supplier Sile Equals V V Cancel								
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Q	View receipt details:								
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	Click the receipt number from the Search Results.								
	Search Results								
	View 👻 💯								
	Receipt Receipt Date Organization Shipment Ship Date Purchase Order Invoice Packing Slip Bill of Lading Supplier Site								
	30099 12-Jim-2023 00 Cricago 2554210 DEMO								
0	Transaction History.								
9									
	• Click the "View the Transaction History" button from the upper right-hand side of the								
	page to the details.								
10	To view returns:								
10	Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal.								
	Under Shipments, click View Returns.								
	Shipments								
	Manage Shipments								
	Create ASN								
	Create ASBN								
	Upload ASN or ASBN								
	View Receipts								
	View Returns								
	Search by Receipt or Purchase Order Number:								
11									
	• Use the Basic or Advanced function to look up any Returns .								
	Fill out the relevant search parameters.								
	Click Search.								
	• Alternatively, click Add Fields and select the relevant item for you.								
0 1 1 10/10/00									



8	Advanced Search Advanced Search Grant suff Organization Grant v Grant v Supplier Bit Equation Search Results Vere Jii Receipt Receipt Date Org No search conducted.	anization Shipment Ship	v v Date Purchase	Supplier Ham Starts with ** Shipment Equals - ** Ham Equals - Supplier Equals - Criter Invoice Peo	TEST LIMITED Beau king Slip B	Basic Save	Aved Bearch Al Receipt ** At least one is a ** At least one is a ** Add Pields * Re Receipt Date Ship Date Supplier Item	ns v applied		
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	30105 Chicago	2534227		13-Jan-2023 08:			Test		5	
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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		