

# Supplier Portal – View Payments

Quick reference guide

Supplier Portal – Sign In	2
View Payments - Navigation	3
View Payments - Searches	4
View Payments - Viewing	6



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# Supplier Portal Sign in

## Step 1

To sign into Oracle Fusion, click 'Company Single Sign-On'.  
If this is your first time of signing in, please view quick ref guide titled "Using Single Sign on for the first time"

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

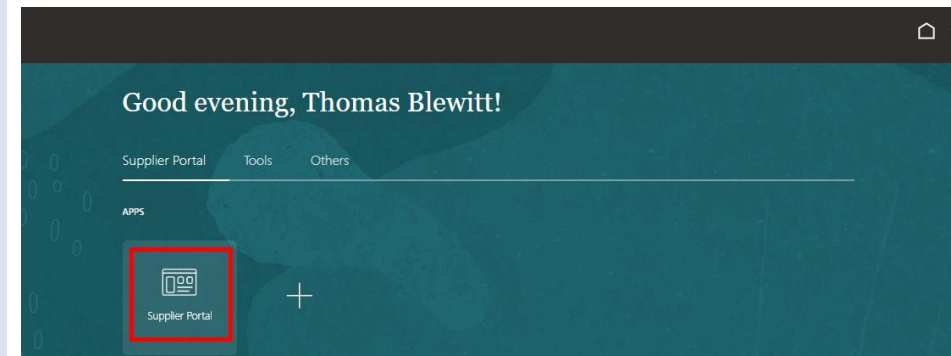
Forgot Password

Sign In

English

## Step 2

Once logged into Fusion, click on 'Supplier Portal'.



## Step 3

The “View Payments” area within the Supplier Portal will allow you to view payment details of any submitted invoices.

You can navigate to “View Payments” in the Supplier portal by clicking in “Tasks”, then selecting “Invoice and Payments” and clicking on “View Payments”.

The screenshot shows the Supplier Portal navigation menu. The 'View Payments' option under the 'Invoices and Payments' section is highlighted with a red box. Other visible options include 'Manage Orders', 'Manage Schedules', 'Acknowledge Schedules in Spreadsheet', 'Manage Agreements', 'Manage Programs', 'Manage Shipments', 'Create ASN', 'Upload ASN or ASBN', 'View Receipts', 'View Returns', 'Review Consumption Advises', 'Create Invoice', and 'Create Invoice Without PO'.

## Step 4

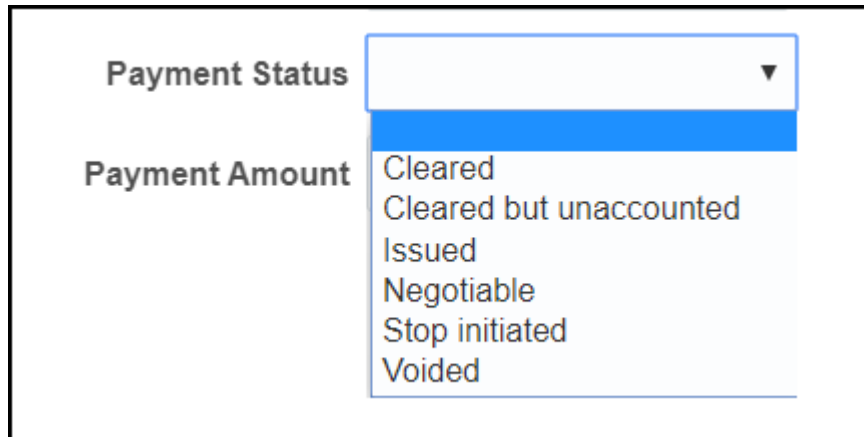
Enter the search parameters as shown below and click on **Search**.

**Note:** If the field has double Star, then it is mandatory.

The screenshot shows the 'View Payments' search interface. The 'Payment Number' and 'Supplier' fields are highlighted with red boxes, indicating they are mandatory search parameters. Other visible fields include 'Payment Status', 'Payment Amount', 'Supplier Site', and 'Payment Date'. The 'Search' button is also highlighted with a red box.

## Step 5

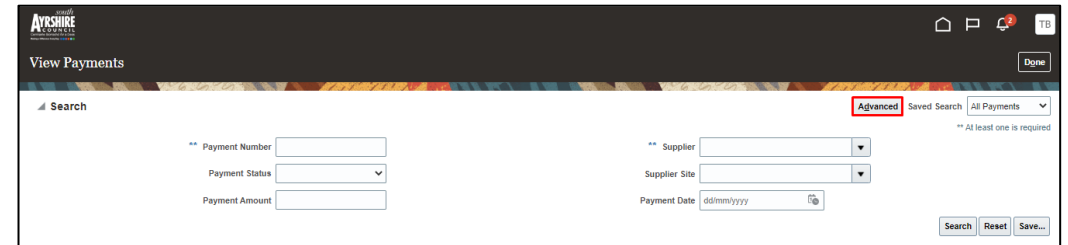
You can filter your search by status.



The screenshot shows a dropdown menu for 'Payment Status'. The menu is open, displaying the following options: Cleared, Cleared but unaccounted, Issued, Negotiable, Stop initiated, and Voided. The 'Cleared' option is highlighted in blue.

## Step 6

You can add more fields or search using additional parameters by using the advanced search. Click on **Advanced** to do this.



The screenshot shows the 'View Payments' search interface. The 'Advanced' search option is highlighted in red. The search criteria include: Payment Number, Payment Status, Payment Amount, Supplier, Supplier Site, and Payment Date. The 'Supplier' field is currently selected. The 'Payment Date' field has a date format of 'dd/mm/yyyy'. The 'Search' button is highlighted in red.

# View Payments – Searching

## Step 7

You can also add fields in the search parameters by clicking on 'Add Fields' and selecting any of the search parameters suitable for you. Click **Search** when you have completed the fields.

The screenshot shows the 'View Payments' search interface. The search parameters section includes dropdown menus for Payment Number, Payment Status, Payment Amount, Supplier, Supplier Site, and Payment Date. The 'Add Fields' dropdown menu is open, showing a list of search parameters: Number, Payment Amount, Payment Date, Payment Document, Payment Number, Payment Status, Supplier, and Supplier Site. The search results section is currently empty, displaying 'No search conducted.'

## Step 8

Your search result will be displayed as in the example below.

The screenshot shows the 'View Payments' search interface with search results displayed. The search parameters section is now collapsed. The search results section shows a table with the following data:

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit to Account
89	13/06/2022	Quick	7000016	Brake Bros Ltd	ASHFORD	26,024.81 GBP	Negotiable	10191558
30	18/05/2022	Payment Process Re...	BACS Payment 3	Brake Bros Ltd	ASHFORD	250.00 GBP	Negotiable	10191558



# View Payments



Making a Difference Every Day

## Step 9

Click on the Payment Number to view the Payment details.

The screenshot shows the 'View Payments' page with search results. The payment number '30' is highlighted in a red box. The table below shows the search results.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
30	13/06/2022	Quick	7000016	Brake Bros Ltd	ASHFORD	26,024.81 GBP	Negotiable	10191558
30	18/05/2022	Payment Process Re...	BACS Payment 3	Brake Bros Ltd	ASHFORD	250.00 GBP	Negotiable	10191558

## Step 10

You can now view payments details. You can also check corresponding Invoices and Purchase Orders of that payment by clicking on Invoice Number and Purchase Order Number.

The screenshot shows the 'Invoice: 9305319695' details page. The 'Payments' section is highlighted in a red box. The table below shows the invoice details.

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	19/03/2022	30.56	30.56	Electronic
		30.56	30.56	