

Supplier Portal – View Invoices

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Version 0.1draft
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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

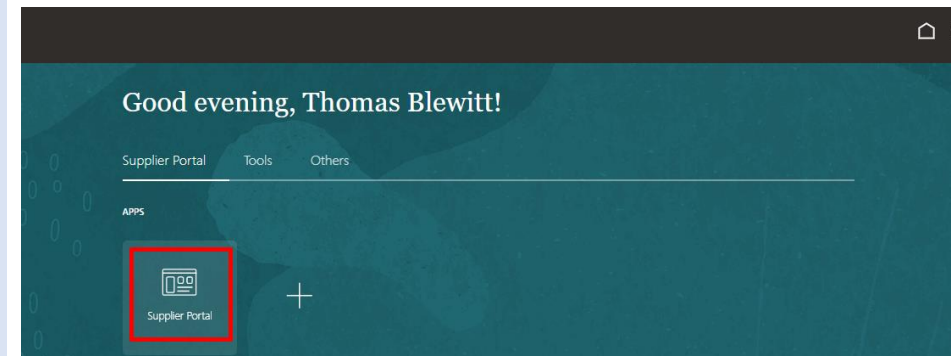
Forgot Password

Sign In

English

Step 2

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



Step 3

The “View Invoices” area within the Supplier Portal will allow you to view details of any submitted Invoices and corresponding payment details as well.

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

The screenshot shows the Supplier Portal dashboard with a sidebar menu on the left. Under the 'Invoices and Payments' section, the 'View Invoices' option is highlighted with a red box. The main content area includes a 'Requiring Attention' donut chart showing 1.01K total, with 409 Schedules Overdue or Due Today and 599 Invoices Overdue. Other sections include 'Recent Activity', 'Transaction Reports', and 'Supplier News'.

Step 4

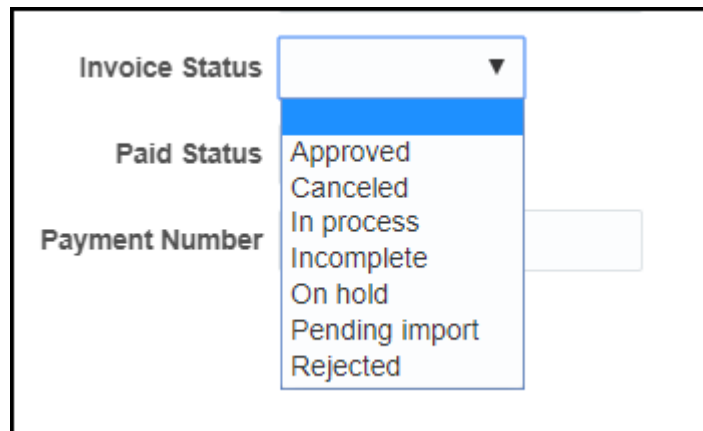
Enter the search parameters as shown below and click on **Search**.

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

The screenshot shows the 'View Invoices' search form. The search parameters are: Invoice Number (text field), Supplier (dropdown menu), Supplier Site (dropdown menu), and Purchase Order (text field). The Purchase Order field is marked with a double star (**), indicating it is mandatory. Other search criteria include Consumption Advice, Invoice Status, Paid Status, and Payment Number. The Search button is highlighted with a red box.

Step 5

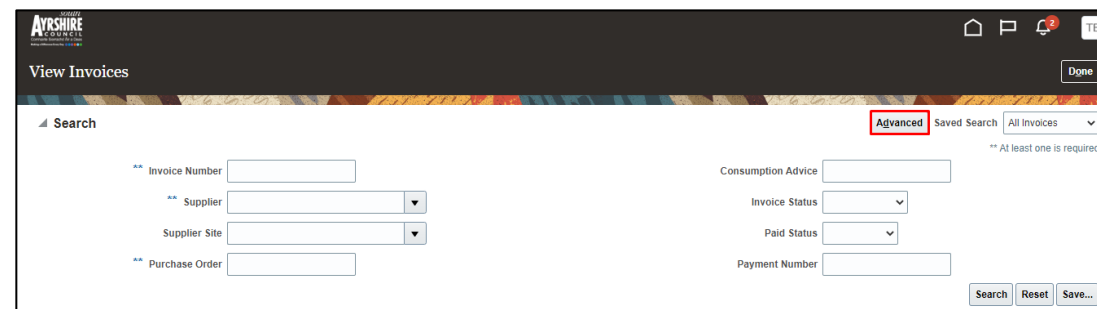
You can filter your search by status.



The screenshot shows a form with three labels: 'Invoice Status', 'Paid Status', and 'Payment Number'. The 'Invoice Status' dropdown menu is open, displaying a list of options: 'Approved', 'Canceled', 'In process', 'Incomplete', 'On hold', 'Pending import', and 'Rejected'. The 'Approved' 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 Invoices' search interface. At the top, there is a 'Search' section with a dropdown menu set to 'Advanced'. Below this, there are several search criteria: 'Invoice Number', 'Supplier', 'Supplier Site', and 'Purchase Order' (all marked with '**'). On the right side, there are 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number' fields. A 'Done' button is located in the top right corner. At the bottom right, there are 'Search', 'Reset', and 'Save...' buttons. A note at the bottom right states '** At least one is required'.

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 a search interface with various filters. The 'Add Fields' dropdown menu is open, showing a list of search parameters:

- Approval Status
- Comments
- Consumption Advice
- Due Date
- Invoice Amount
- Invoice Date
- Invoice Number
- Invoice Status
- InvoiceStatusCode

Step 8

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

The screenshot shows the search results page with a table of invoices. The table has the following columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Payment Number, and Comments.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV70084	13/06/2022	Standard	SAC70084	Brake Bros Ltd	ASHFORD	12.18 GBP	12.18 GBP	In proc...		
NOC5	09/06/2022	Standard	SAC70216	Brake Bros Ltd	ASHFORD	800.00 GBP	800.00 GBP	In proc...		
NOC6	09/06/2022	Standard	SAC70219	Brake Bros Ltd	ASHFORD	1,100.00 GBP	1,100.00 GBP	On hold		
NOC4	06/06/2022	Standard	SAC70207	Brake Bros Ltd	ASHFORD	400.00 GBP	400.00 GBP	In proc...		
NOC4-1	06/06/2022	Standard	SAC70207	Brake Bros Ltd	ASHFORD	400.00 GBP	400.00 GBP	In proc...		
DIFFDESCRIP...	03/06/2022	Standard	SAC70202	Brake Bros Ltd	ASHFORD	114.60 GBP	114.60 GBP	In proc...		
DIFFDESCRIP...	03/06/2022	Standard	SAC70203	Brake Bros Ltd	ASHFORD	33.30 GBP	33.30 GBP	In proc...		
NOC1	03/06/2022	Standard	SAC70204	Brake Bros Ltd	ASHFORD	400.00 GBP	400.00 GBP	In proc...		
NOC2	03/06/2022	Standard	SAC70205	Brake Bros Ltd	ASHFORD	700.00 GBP	700.00 GBP	On hold		
NOC3	03/06/2022	Standard	SAC70205	Brake Bros Ltd	ASHFORD	400.00 GBP	400.00 GBP	On hold		



View Invoices



Making a Difference Every Day

Step 9

Click on the Invoice Number to view the Invoice details.

Search Results

View ▼ 🔍 📄 🔗 Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paymen Number	Comments
9305319681	17/02/2022	Standard	5701921	Brake Bros Ltd	ASHFORD	59.69 GBP	59.69 GBP	In process		
9305319684	17/02/2022	Standard	5702384	Brake Bros Ltd	ASHFORD	GBP	176.92 GBP	On hold		
9305319685	17/02/2022	Standard	5702379	Brake Bros Ltd	ASHFORD	GBP	-1.00 GBP	On hold		
9305319695	17/02/2022	Standard	5702166	Brake Bros Ltd	ASHFORD	30.56 GBP	30.56 GBP	Approved		
9305319696	17/02/2022	Standard	5702164	Brake Bros Ltd	ASHFORD	195.82 GBP	195.82 GBP	Approved		
9305319697	17/02/2022	Standard	5702165	Brake Bros Ltd	ASHFORD	GBP	119.77 GBP	On hold		

Step 10

Click on **Payments** tab to view corresponding Payment details of the Invoice.

Invoice: 9305319695

Business Unit: South Ayrshire Council
 Legal Entity Name: South Ayrshire Council
 Supplier or Party: Brake Bros Ltd
 Supplier Site: ASHFORD
 Address: PO Box 222, ASHFORD, Kent, TN24 8ZL
 Invoice Date: 17/02/2022

Invoice Amount: 30.56 GBP
 Unpaid Amount: 30.56 GBP
 Payment Currency: GBP
 Tax Control Amount

Invoice Type: Standard
 Description:
 Funds Status: ✔ Reserved
 Attachment: Invoice Image 9305319695

Lines: **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							

Installments

Number	Due Date	Amount (GBP)		Payment Method	Applied Prepayments		
		Gross	Unpaid		Number	Purchase Order	Applied Amount (GBP)
		Tax	Item				
1	19/03/2022	30.56	30.56	Electronic	No applied prepayments.		
		30.56	30.56				