



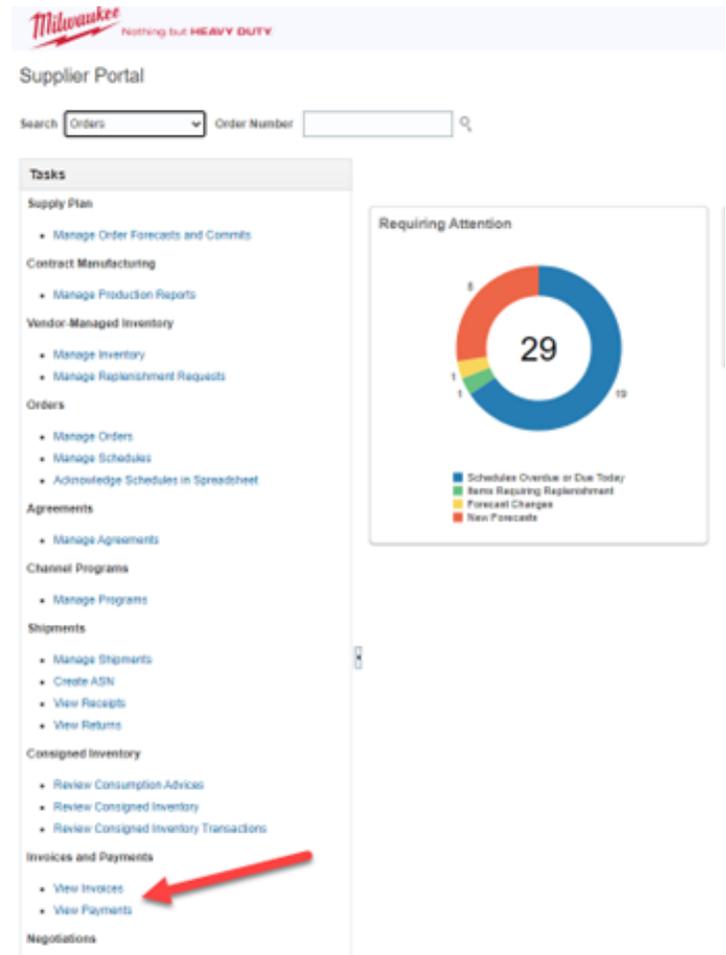
How to View Invoices & Payments in Supplier Portal

Invoice and payment statuses can be viewed in the supplier portal.

1. Log into the supplier portal and on the homepage select supplier portal



2. Go into view invoices page



7. Search by payment number or supplier name (note: suppliers will only be able to search for their own information.) Select search.

View Payments Done

Search

Advanced Saved Search MT View Payments ** At least one is required

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date m/d/yy

Search **Reset** **Save...**

Search Results

View **Data**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Payee	Payee Site	Bank Account	Remit-to Account
5000395	12/4/23	Payment Process Re...	Multiple		DEKALB	USD	Cleared				
5000296	11/27/23	Payment Process Re...	Multiple		DEKALB	USD	Cleared				

8. Once done reviewing, select Done.