

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

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Supplier Portal	
Search Orders V Order Number	٩,
Tasks	
Supply Plan	
Manage Order Forecasts and Commits	Requiring Attention
Contract Manufacturing	
Manage Production Reports	
Vendor-Managed Inventory	
Manage Inventory	29
Manage Replenishment Requests	
Orders	1
Manage Orders	
 Manage Scheduks 	
 Advosifedge Schedules in Spreadsheet. 	Schedules Overdue or Due Today
Agreements	Forecast Charges
Manage Agreements	
Channel Programs	
Manage Programs	
Shipments	
 Manage Stipmants 	8
Create ASN	
 Vew Receipts 	
 Vew Returns 	
Consigned Inventory	
 Review Consumption Advices 	
 Review Consigned Inventory 	
 Review Consigned Inventory Transactions 	
Invoices and Payments	
View Invoices	
View Payments	
Negotiations	

3. On the view invoices screen, search by the invoice number, supplier, or PO number. Select search.

View Invoices			Dgne
⊿ Search			Advanced Saved Search MT View Invoices ~
** Invoice Number		Consumption Advice	- At least one is required
** Supplier		Invoice Status	v
Supplier Site		Paid Status	¥
** Purchase Order		Payment Number	
	× .		Search Reset Save_
Search Results	-		
Vew 🔻 🎵 👾 Detach			
Invoice Invoice Date Type P	urchase Due Date Supplier rder	Supplier Site Unpaid Amount	Invoice Invoice Status Paid Status Par Commer

4. If you wish to look into details of the invoice, you can click the invoice number.

View Invoices			Dgne
∡ Search			Advanced Saved Search MT View Invoices *
** Invoice Number		Consumption Advice	** At least one is required
** Supplier	•	Invoice Status	v
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** Purchase Order		Payment Number	
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Invoice In size Date Type Of	rchase Due Date Supplier der	Supplier Site Amo	aid Invoice Invoice Status Paid Status Pa Comments
113549 11/21/23 Standard 30	0001753 1/20/24	u u	SD USD Approved Unpaid
113550 11/21/23 Standard 38	0001753 1/20/24	U	SD USD Approved Unpaid

5. Once done reviewing, select Done.



6. Go to View Payments 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						Dgne
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** Payment Number	B	** Supplier		•		No react one re required
Payment Status	~	Supplier Site		•		
Payment Amount		Payment Date	midiyy	6		
						Search Reset Save
Search Results						
Ver - 🎵 🗟 Det						
Payment Number Syment Date Payment Type Invoice Number	Supplier	Supplier Site A	mount Status	Payee Payee S	te Bank Account	Remit-to Account
5000386 12/423 Payment Process Re Multiple		DEKALB	USD Cleared			
5000296 11/27/23 Payment Process Re Multiple		DEKALB	USD Cleared			

8. Once done reviewing, select Done.