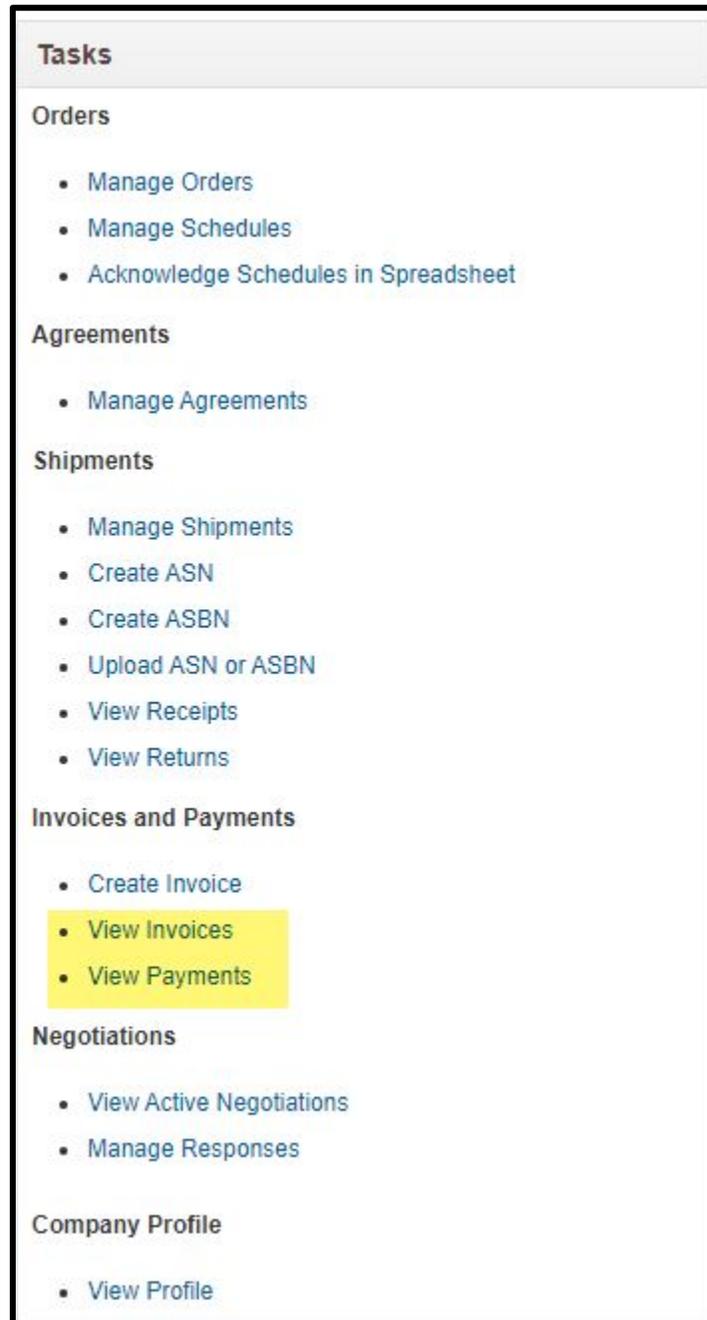


View Invoices and Payments

The Supplier Portal provides the ability to view scheduled payments, and all submitted invoices.

Using the Supplier Portal navigate to VIEW INVOICES or VIEW PAYMENTS..



The image shows a screenshot of a web application's 'Tasks' menu. The menu is organized into several categories, each with a list of actions. The 'Invoices and Payments' category is highlighted, and within it, 'View Invoices' and 'View Payments' are also highlighted with a yellow background.

Tasks
Orders
<ul style="list-style-type: none">• Manage Orders• Manage Schedules• Acknowledge Schedules in Spreadsheet
Agreements
<ul style="list-style-type: none">• Manage Agreements
Shipments
<ul style="list-style-type: none">• Manage Shipments• Create ASN• Create ASBN• Upload ASN or ASBN• View Receipts• View Returns
Invoices and Payments
<ul style="list-style-type: none">• Create Invoice• View Invoices• View Payments
Negotiations
<ul style="list-style-type: none">• View Active Negotiations• Manage Responses
Company Profile
<ul style="list-style-type: none">• View Profile

View Invoices and Payments

VIEW INVOICES

Enter or select vendor name, then select SEARCH. Go to VIEW, COLUMNS, and select only the blue checked columns as shown below. Oracle only allows one column at a time to be checked or unchecked when setting the desired information view, This can be adjusted at any time. Export to excel to easily view what checks have been issued.

The screenshot shows the 'View Invoices' interface. At the top, there are search filters for Invoice Number, Supplier (STAPLES CONTRACT & COMM ADV), Supplier Site, Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. Below the filters is a 'Search Results' section. A 'View' dropdown menu is open, showing options: About This Record, Columns (highlighted), Freeze, Detach, Sort, and Reorder Columns... The 'Columns' menu is further expanded, showing a list of columns with checkboxes. The columns listed are: Comments, Payment Number, Paid Status, Invoice Status, Invoice Amount, Unpaid Amount, Supplier Site, Supplier, Due Date, Purchase Order, Type, Invoice Date, and Invoice Number. The main table displays search results with columns: Date, Type, Purchase Order, Due Date, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Paid Status, Payment Number, and Comments. The table contains multiple rows of invoice data.

You can reorder the columns by going into VIEW, select REORDER COLUMNS, and then click on a column and move them up or down in order of importance for your review.

This image shows a close-up of the 'View' dropdown menu. The menu is open, and the 'Reorder Columns...' option is highlighted with a mouse cursor. Other options visible include 'About This Record', 'Columns', 'Freeze', 'Detach', and 'Sort'.

This image shows a close-up of the 'Reorder Columns' dialog box. The dialog has a title bar with 'Reorder Columns' and a close button. Below the title bar is a list of 'Visible Columns' with up and down arrow buttons next to each item. The columns listed are: Supplier, Invoice Number, Invoice Date, Purchase Order, Invoice Amount, Due Date, and Invoice Status. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

View Invoices and Payments

Select the little sheet with the turned up arrow as highlighted in the lower left hand corner of the screenshot. This will export the complete list of invoices that have been submitted in Oracle for your business.

View Invoices Done

Search Advanced Saved Search All Invoices

** Invoice Number Consumption Advice

** Supplier Invoice Status

Supplier Site Paid Status

** Purchase Order Payment Number

** At least one is required

Search Reset Save...

Search Results

View

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
1268880A	09/24/2020	Standard	PO011545	10/24/2020		REMIT_5	35,351.71 USD	35,351.71 USD	In proc...	Unpaid		
1268881A	09/24/2020	Standard	PO011595	10/24/2020		REMIT_5	33,828.27 USD	33,828.27 USD	In proc...	Unpaid		
1272557	09/23/2020	Standard	PO011594	10/23/2020		REMIT_5	2,540.26 USD	2,540.26 USD	Appro...	Unpaid		
1269126	09/22/2020	Standard	PO012520	10/22/2020		REMIT_5	16,947.55 USD	16,947.55 USD	Appro...	Unpaid		
1268881	09/17/2020	Standard	PO011595	10/17/2020		REMIT_5	0.00 USD	0.00 USD	Cancel...	Unpaid		
1270135	09/16/2020	Standard	PO011594	10/16/2020		REMIT_5	14,909.50 USD	14,909.50 USD	Appro...	Unpaid		

Additionally, an invoice that's approved but unpaid will reflect when it's scheduled to be paid. After selecting the invoice to review, select **PAYMENTS** as highlighted below. The payment due date will be documented, Payments are issued on Tuesdays. If the due date is scheduled after Tuesday for a given week, then it will be issued the following week.

Invoice: 1268880A Done

Business Unit: Koh's US BU Invoice Amount: 35,351.71 USD Invoice Type: Standard

Legal Entity Name: Koh's, Inc. Unpaid Amount: 35,351.71 USD Description:

Supplier or Party: Supplier Site: REMIT_5 Payment Currency: USD Attachment: None

Address: Invoice Date: 09/24/2020

Lines **Payments**

Payments

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

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	10/24/2020	35,351.71	35,351.71	Electronic
		35,351.71	35,351.71	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

View Invoices and Payments

VIEW PAYMENTS

Enter or select vendor name, then select SEARCH. Go into VIEW, COLUMNS, and select only the columns as shown below. Oracle only allows one column at a time to be checked or unchecked when setting the desired information view, This can be adjusted at any time. Export to excel to easily view what checks have been issued.

The screenshot shows the 'View Payments' interface. At the top right, there is a 'Done' button. Below it, there are search filters: 'Advanced', 'Saved Search', and 'All Payments'. A search bar contains 'STAPLES CONTRACT & COMM ADV' and is highlighted with a red box. Other filters include 'Supplier Site' and 'Payment Date'. Below the search filters, there is a 'Search Results' section with a 'View' dropdown menu open, showing options like 'About This Record', 'Columns', 'Freeze', 'Detach', 'Sort', and 'Reorder Columns...'. The 'Columns' option is highlighted with a red box. Below the menu, there is a table of payment results with columns: Payment Number, Invoice Number, Payment Date, Payment Amount, and Payee. The table contains several rows of data.

Payment Number	Invoice Number	Payment Date	Payment Amount	Payee
326128	Multiple	02/05/2024	205,643.73 USD	STAPLES CONTRACT & COMM ADVANT
320790	Multiple	01/22/2024	307,041.77 USD	STAPLES CONTRACT & COMM ADVANT
317723	8072611676	01/15/2024	160,964.18 USD	STAPLES CONTRACT & COMM ADVANT
317724	Multiple	01/15/2024	16,152.26 USD	STAPLES CONTRACT & COMM ADVANT
313139	Multiple	01/02/2024	508.02 USD	STAPLES CONTRACT & COMM ADVANT
310400	Multiple	12/26/2023	118.00 USD	STAPLES CONTRACT & COMM ADVANT
307707	Multiple	12/18/2023	197,492.23 USD	STAPLES CONTRACT & COMM ADVANT
304542	Multiple	12/11/2023	731,414.81 USD	STAPLES CONTRACT & COMM ADVANT
302169	8071972135	12/04/2023	156,499.85 USD	STAPLES CONTRACT & COMM ADVANT
309170	Multiple	11/27/2023	292.50 USD	STAPLES CONTRACT & COMM ADVANT
309643	3550938793	11/20/2023	367.10 USD	STAPLES CONTRACT & COMM ADVANT
303354	Multiple	11/13/2023	30,361.84 USD	STAPLES CONTRACT & COMM ADVANT
301192	Multiple	11/06/2023	148,814.95 USD	STAPLES CONTRACT & COMM ADVANT
308341	P0084662	10/30/2023	255.59 USD	STAPLES CONTRACT & COMM ADVANT
308342	Multiple	10/30/2023	14,699.22 USD	STAPLES CONTRACT & COMM ADVANT

You can reorder the columns by going into VIEW, select REORDER COLUMNS, and then click on a column and move them up or down in order of importance for your review.

The screenshot shows the 'Search Results' interface. A 'View' dropdown menu is open, showing options like 'About This Record', 'Columns', 'Freeze', 'Detach', 'Sort', and 'Reorder Columns...'. The 'Reorder Columns...' option is highlighted with a mouse cursor.

The screenshot shows the 'Reorder Columns' dialog box. It has a title bar with 'Reorder Columns' and a close button. Below the title bar, there is a list of 'Visible Columns' with arrows on the right side for reordering. The columns listed are: Supplier, Invoice Number, Invoice Date, Purchase Order, Invoice Amount, Due Date, and Invoice Status. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

View Invoices and Payments

From the list of payments, when the invoice number column shows as MULTIPLE, click on the payment number in order to see what invoices were paid.

View Payments Done

Search Advanced Saved Search All Payments

** Payment Number ** Supplier

Payment Status Supplier Site

Payment Amount Payment Date mm/dd/yyyy

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
152898	09/21/2020	Payment Process Request	1267275		REMIT_5	484.68 USD	Negotiable	
142947	08/24/2020	Payment Process Request	1261337		REMIT_5	248.61 USD	Negotiable	
138673	08/17/2020	Payment Process Request	Multiple		REMIT_5	33,444.76 USD	Negotiable	
136663	08/10/2020	Payment Process Request	Multiple		REMIT_5	15,969.71 USD	Negotiable	

ORACLE Home Search

Payment: 138673 Done

Business Unit Kohls US BU

Payee

Payment Amount 33,444.76 USD

Payee Site REMIT_5

Address

Payment Date 08/17/2020

Payment Status Negotiable

Payment Type Payment Process Request

Remit-to Account

Payment Document

Paid Invoices

Invoice Date	Type	Number	Paid Amount	Purchase Order	Receipt	Co Ad	Invoice Amount	Invoice Status	Due Date	Paid Status
07/21/2020	Standard	1260977	1,069.47 USD	PO013505			1,069.47 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261012	2,481.02 USD	PO008774			2,481.02 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261013	641.25 USD	PO012617			641.25 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261014	1,036.90 USD	PO013735			1,036.90 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261068	0.01 USD	PO013092			0.01 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261101	7,370.49 USD	PO005120			7,370.49 USD	Workflow ...	08/20/2020	Fully paid
07/21/2020	Standard	1261102	12,094.44 USD	PO007210			12,094.44 USD	Workflow ...	08/20/2020	Fully paid
07/17/2020	Standard	1260965	14.32 USD	PO012614			14.32 USD	Workflow ...	08/16/2020	Fully paid
07/17/2020	Standard	1260974	184.68 USD	PO012611			184.68 USD	Workflow ...	08/16/2020	Fully paid
07/17/2020	Standard	1260975	128.75 USD	PO012621			128.75 USD	Workflow ...	08/16/2020	Fully paid
07/16/2020	Standard	1260274	167.14 USD	PO005672			167.14 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260275	183.02 USD	PO005686			183.02 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260276	167.14 USD	PO005697			167.14 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260277	167.14 USD	PO005704			167.14 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260278	180.93 USD	PO005708			180.93 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260279	167.14 USD	PO005710			167.14 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260280	167.14 USD	PO005784			167.14 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260281	181.56 USD	PO005785			181.56 USD	Workflow ...	08/15/2020	Fully paid
07/16/2020	Standard	1260282	1,814.01 USD	PO013425			1,814.01 USD	Workflow ...	08/15/2020	Fully paid
07/15/2020	Standard	1259687	1,718.88 USD	PO013452			1,718.88 USD	Workflow ...	08/19/2020	Fully paid
07/15/2020	Standard	RL564576	3,509.33 USD	PO013448			3,509.33 USD	Workflow ...	08/19/2020	Fully paid