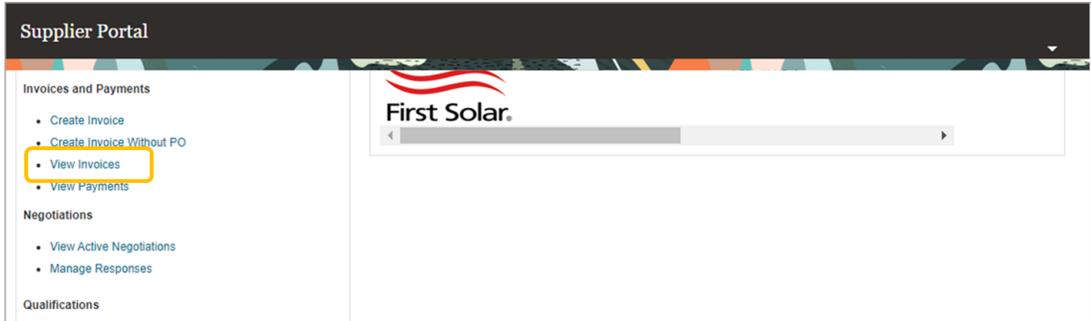
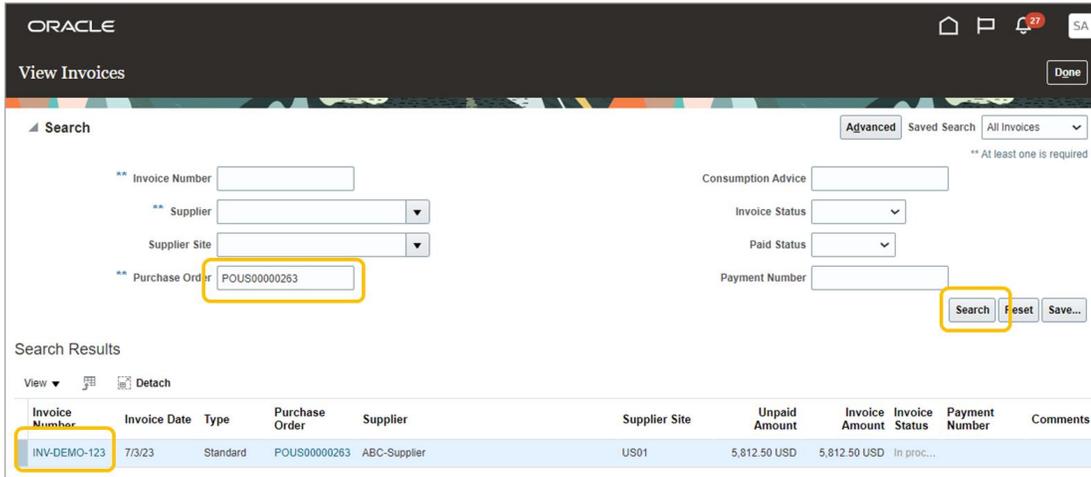


QUICK REFERENCE

View Invoices



AUDIENCE	Direct Supplier
PURPOSE	To provide instructions on how to view invoice detail in supplier portal
REVISION	1.0

STEP	ACTION																						
1	<ul style="list-style-type: none">Login to Supplier Portal, select View Invoices in task pane 																						
2	<ul style="list-style-type: none">Enter search criteria and select SearchSelect Invoice Number link to view details  <table border="1"><caption>Search Results</caption><thead><tr><th>Invoice Number</th><th>Invoice Date</th><th>Type</th><th>Purchase Order</th><th>Supplier</th><th>Supplier Site</th><th>Unpaid Amount</th><th>Invoice Amount</th><th>Invoice Status</th><th>Payment Number</th><th>Comments</th></tr></thead><tbody><tr><td>INV-DEMO-123</td><td>7/3/23</td><td>Standard</td><td>POUS00000263</td><td>ABC-Supplier</td><td>US01</td><td>5,812.50 USD</td><td>5,812.50 USD</td><td>In proc...</td><td></td><td></td></tr></tbody></table>	Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments	INV-DEMO-123	7/3/23	Standard	POUS00000263	ABC-Supplier	US01	5,812.50 USD	5,812.50 USD	In proc...		
Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments													
INV-DEMO-123	7/3/23	Standard	POUS00000263	ABC-Supplier	US01	5,812.50 USD	5,812.50 USD	In proc...															
3	<ul style="list-style-type: none">Invoice detail display																						

ORACLE

27
SA

Invoice: INV-DEMO-123 Done

Business Unit	USA BU	Invoice Amount	5,812.50 USD
Legal Entity Name	First Solar, Inc.	Unpaid Amount	5,812.50 USD
Supplier or Party	ABC-Supplier	Payment Currency	USD
Supplier Site	US01	Tax Control Amount	
Address	AL1, HOLTSVILLE, SuffolkNY 00501		
Invoice Date	7/3/23		
		Invoice Type	Standard
		Description	
		Attachment	None

Lines Payments

Items

View ▼ 📄 🔗 Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	5,812.50	Double Sided Tape, Sealing...	250	23.25	Meter	POUS000...	1	1	166	1			First Solar, Inc. Building ...

Summary Tax Lines Shipping and Handling

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Line	Type	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX...	Standard	STD	0			No shipping and handling.