

# QUICK REFERENCE

## View Payment & Payment Status



AUDIENCE

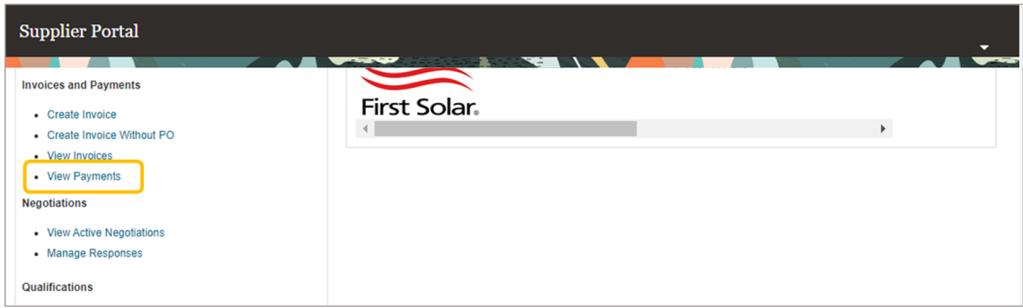
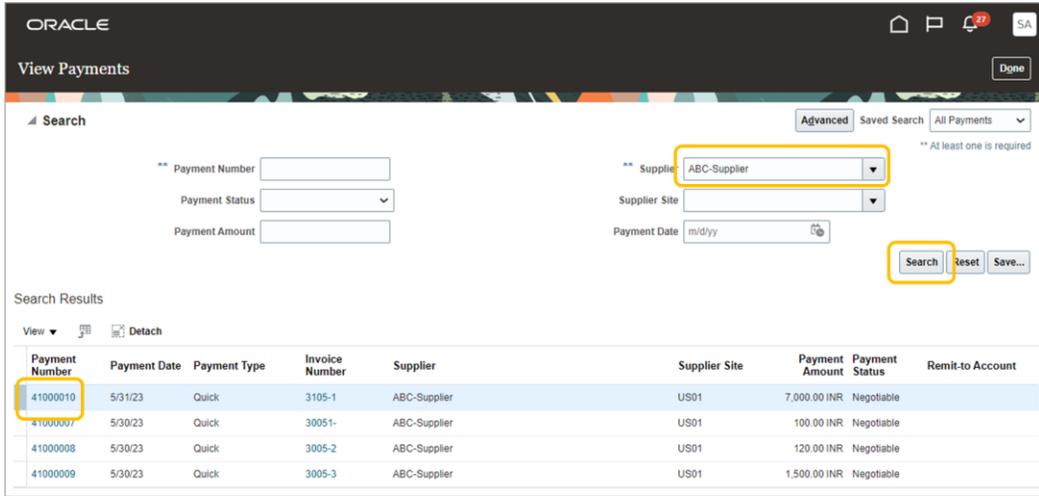
Direct Supplier

PURPOSE

To provide instructions on how to view payment and payment Status in supplier portal

REVISION

1.0

STEP	ACTION																																													
1	<ul style="list-style-type: none"><li>Login to Supplier Portal, scroll down and select <b>View Payments</b> in task pane</li></ul> 																																													
2	<ul style="list-style-type: none"><li>Enter search criteria and select <b>Search</b></li><li>Select <b>Payment Number</b> link to view payment details</li></ul>  <table border="1"><thead><tr><th>Payment Number</th><th>Payment Date</th><th>Payment Type</th><th>Invoice Number</th><th>Supplier</th><th>Supplier Site</th><th>Payment Amount</th><th>Payment Status</th><th>Remit-to Account</th></tr></thead><tbody><tr><td>41000010</td><td>5/31/23</td><td>Quick</td><td>3105-1</td><td>ABC-Supplier</td><td>US01</td><td>7,000.00 INR</td><td>Negotiable</td><td></td></tr><tr><td>41000007</td><td>5/30/23</td><td>Quick</td><td>3005-1</td><td>ABC-Supplier</td><td>US01</td><td>100.00 INR</td><td>Negotiable</td><td></td></tr><tr><td>41000008</td><td>5/30/23</td><td>Quick</td><td>3005-2</td><td>ABC-Supplier</td><td>US01</td><td>120.00 INR</td><td>Negotiable</td><td></td></tr><tr><td>41000009</td><td>5/30/23</td><td>Quick</td><td>3005-3</td><td>ABC-Supplier</td><td>US01</td><td>1,500.00 INR</td><td>Negotiable</td><td></td></tr></tbody></table>	Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account	41000010	5/31/23	Quick	3105-1	ABC-Supplier	US01	7,000.00 INR	Negotiable		41000007	5/30/23	Quick	3005-1	ABC-Supplier	US01	100.00 INR	Negotiable		41000008	5/30/23	Quick	3005-2	ABC-Supplier	US01	120.00 INR	Negotiable		41000009	5/30/23	Quick	3005-3	ABC-Supplier	US01	1,500.00 INR	Negotiable	
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- Payment details displays.
- Select **Invoice number** link to view invoice details if desired

ORACLE

Payment: 41000010

Business Unit: IND BU  
 Payee: ABC-Supplier  
 Payee Site: US01  
 Address: AL1, HOLTSVILLE, SuffolkNY 00501  
 Payment Status: Negotiable

Payment Amount: 7,000.00 INR  
 Payment Date: 5/31/23  
 Payment Type: Quick  
 Remit-to Account:  
 Payment Document: FSGLOBALMANUAL

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
3105-1	5/31/23	Prepayment				7,000.00 INR	7,000.00 INR	Workflow ...	5/31/23	Fully paid