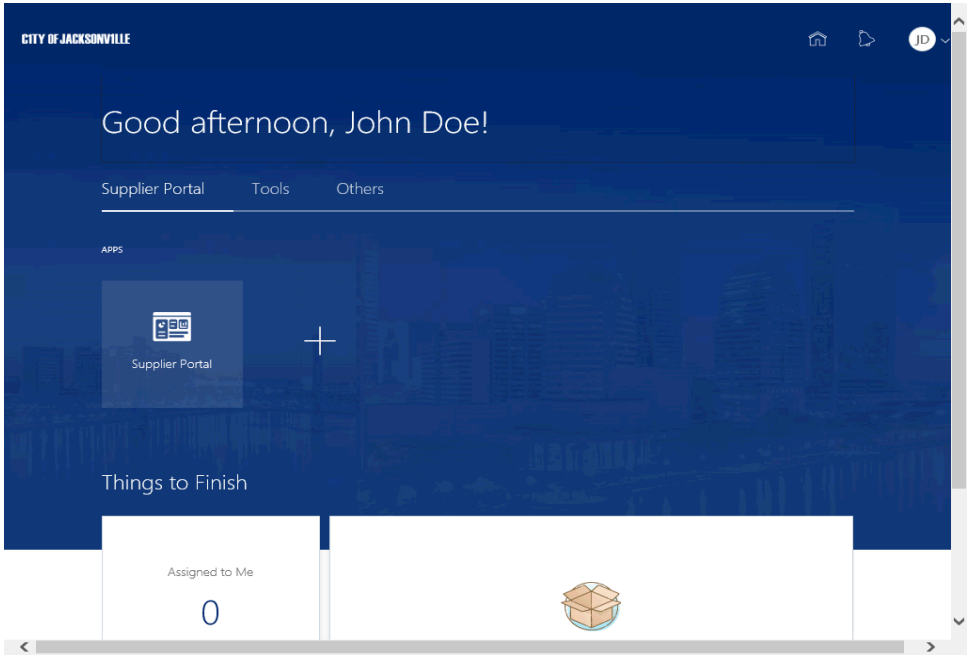
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

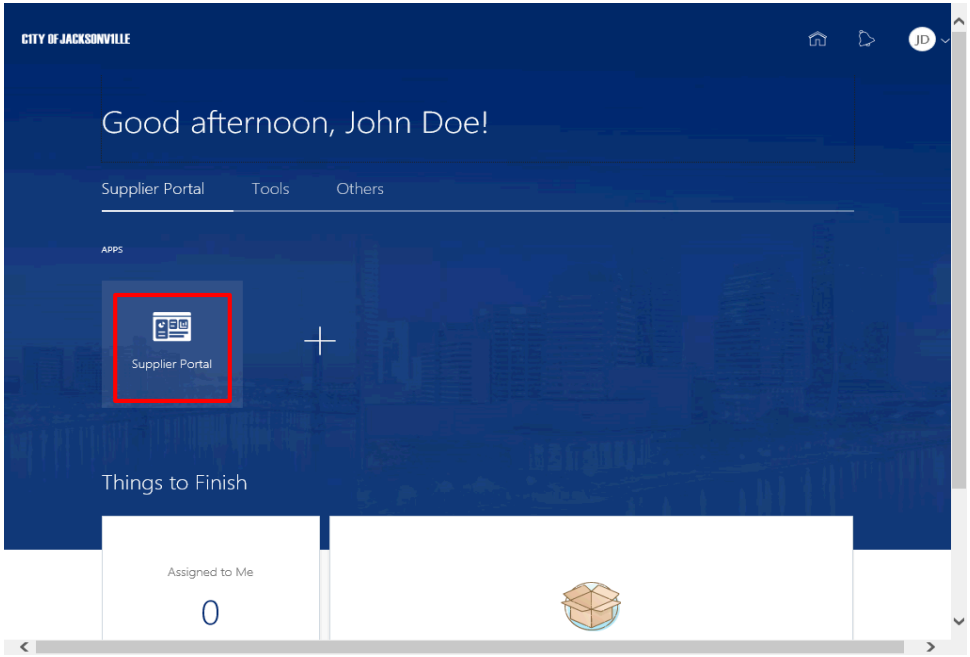
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



By completing this topic, you will be able to use the Supplier Portal to view:

- Invoices
- Payments
- POs
- Contracts
- Blankets
- Receipts

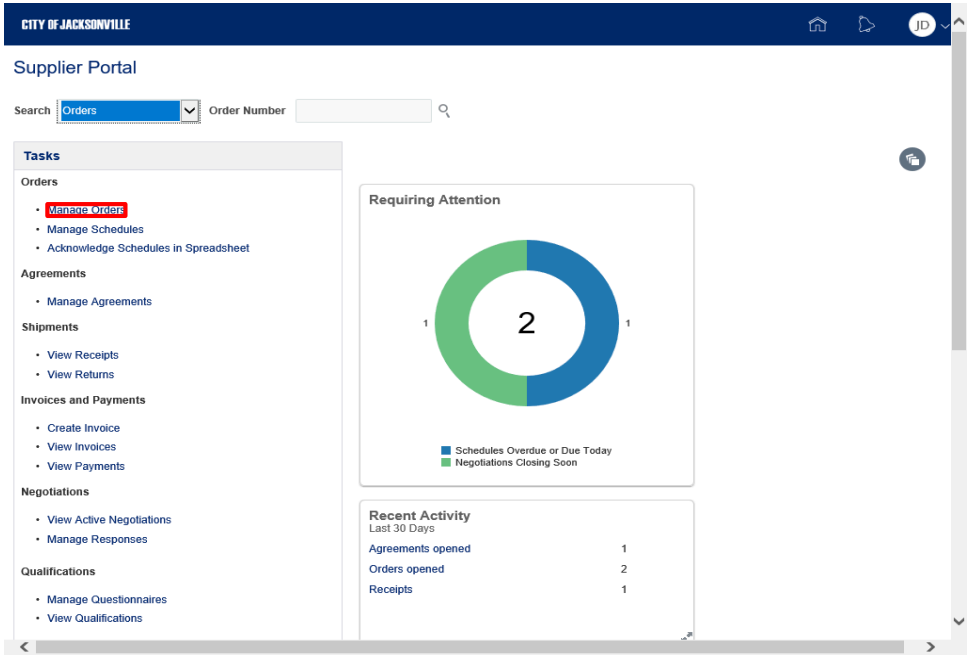
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 1

Click the **Supplier Portal** tile.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

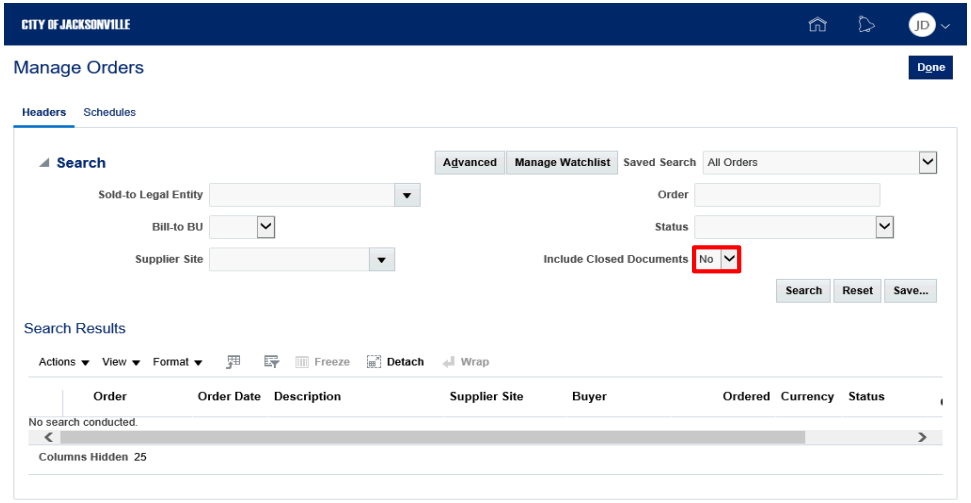


Step 2

Note: The next steps will show you how to view purchase order information.

Click the **Manage Orders** link.

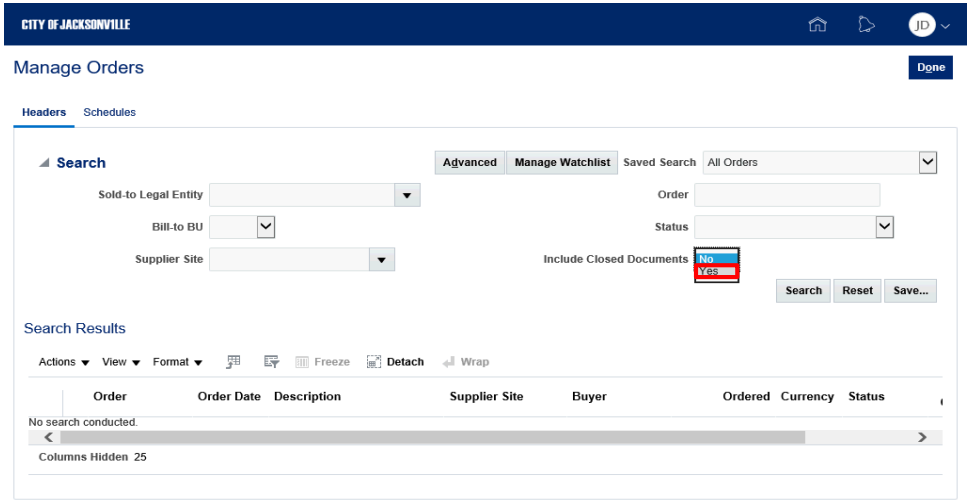
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 3

Click the **Include Closed Documents** list.

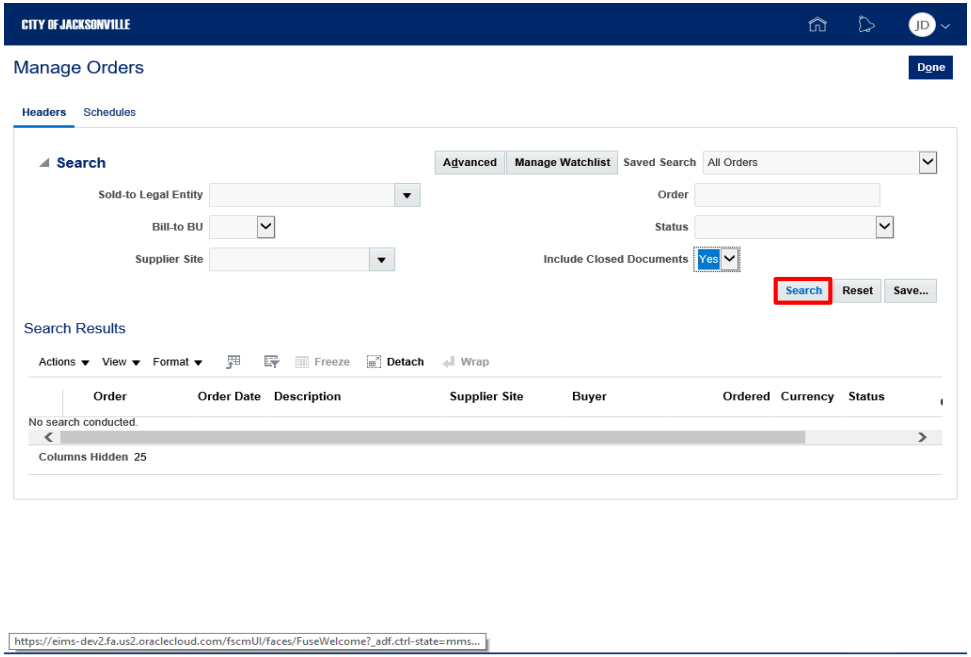
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 4

Click the **Yes** list item.

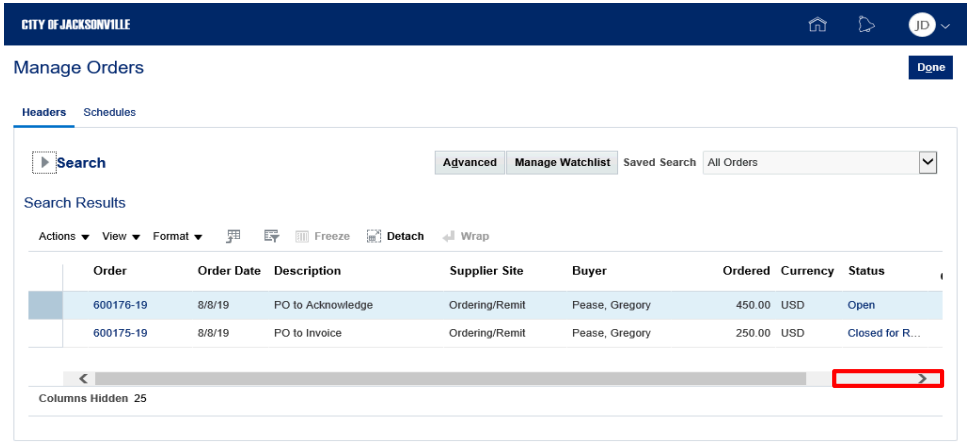
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 5

Click the **Search** button.

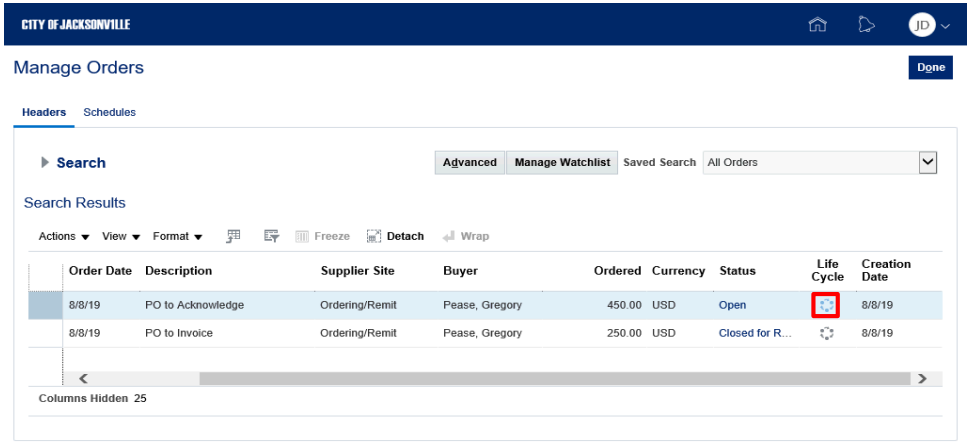
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 6

Click the **Scrollbar** right arrow.

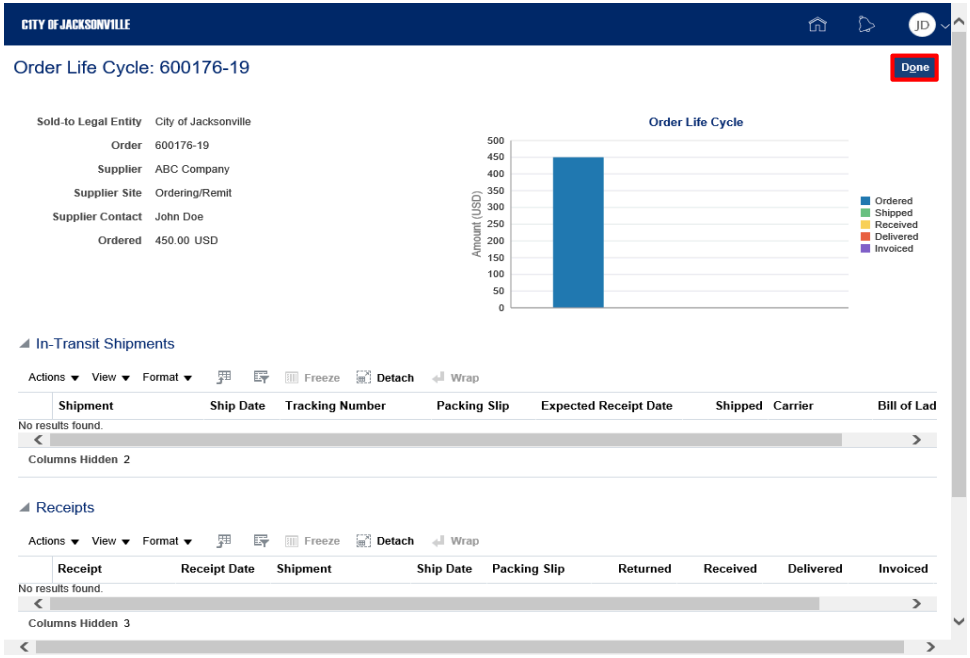
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 7

Click the **Life Cycle** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

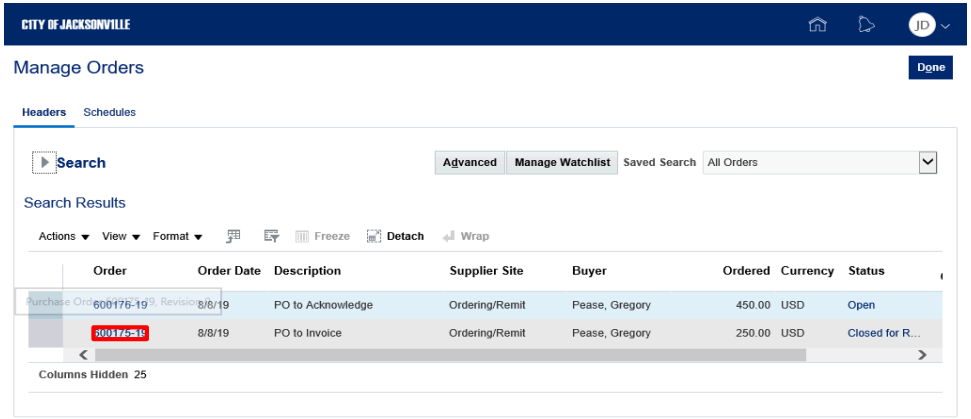


Step 8

Order life cycle details are displayed.

Click the **Done** button.

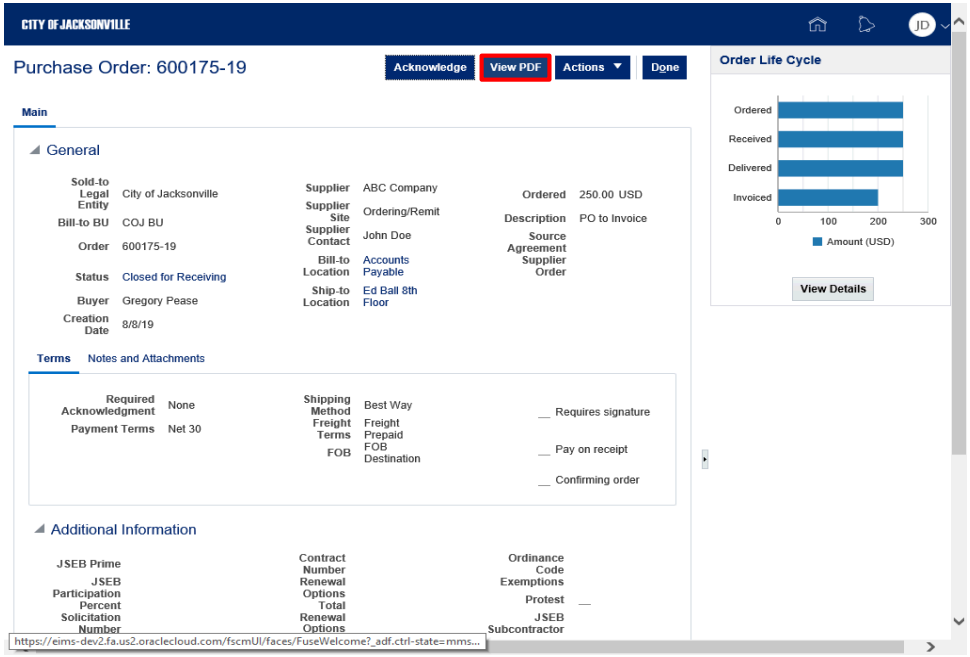
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 9

Click the **Order** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

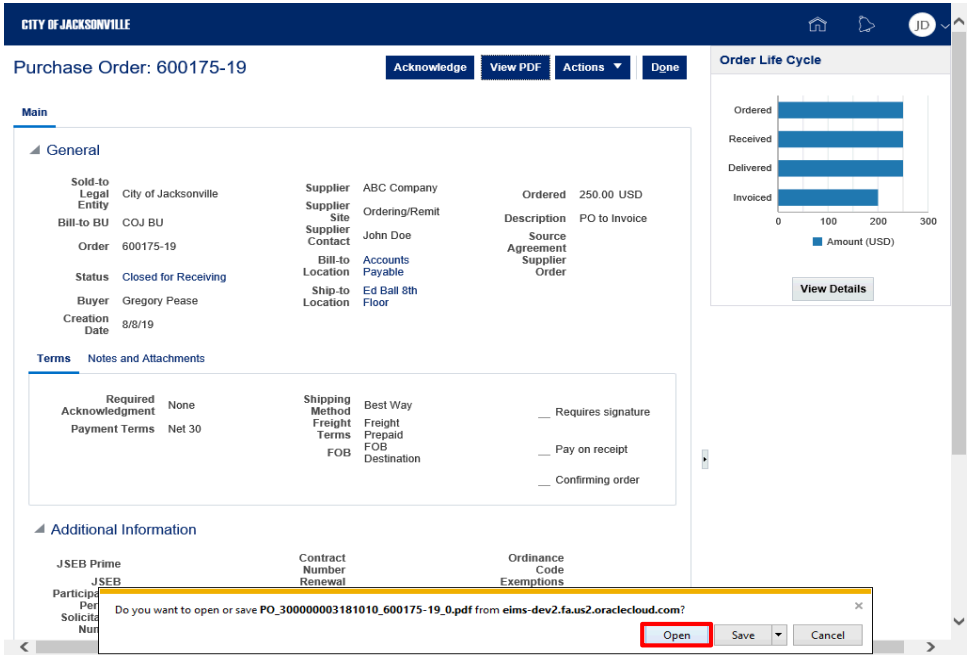


Step 10

Purchase order details are displayed. You can also view the PDF of the order.

Click the **View PDF** button.

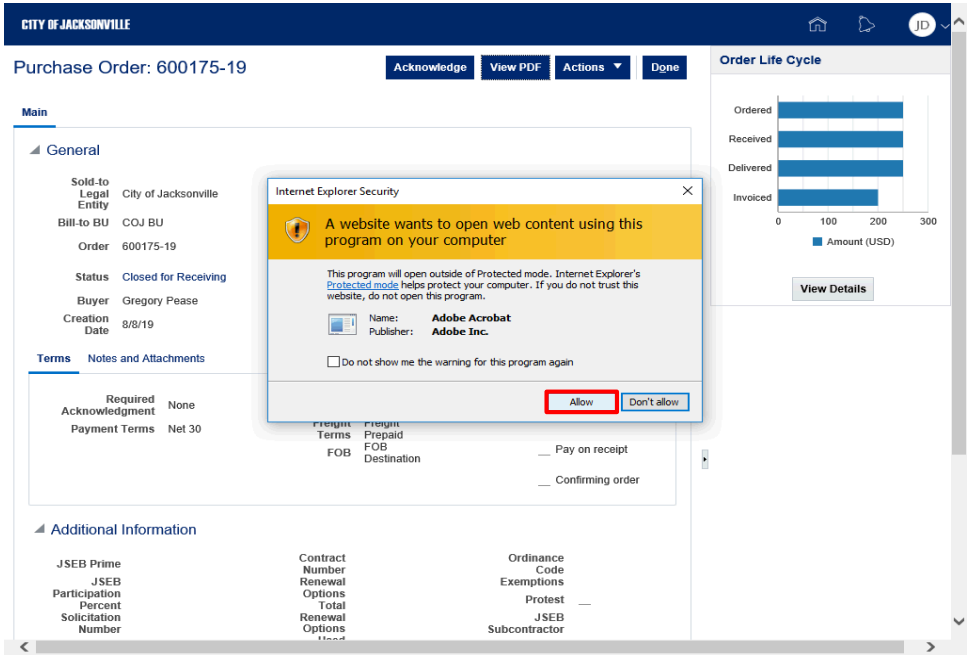
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 11

Click the **Open** button.

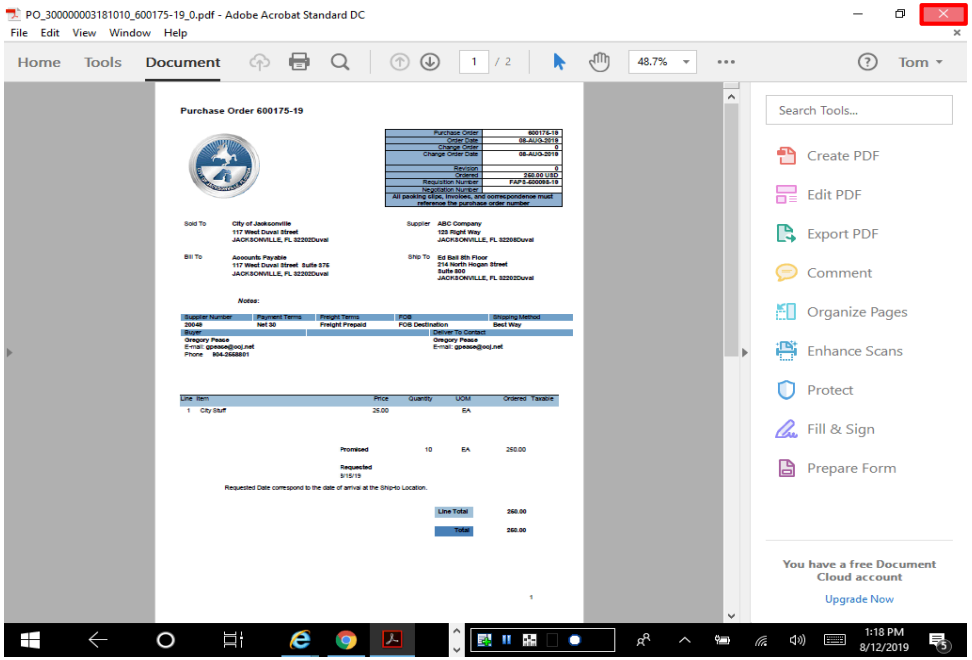
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 12

Click the **Allow** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

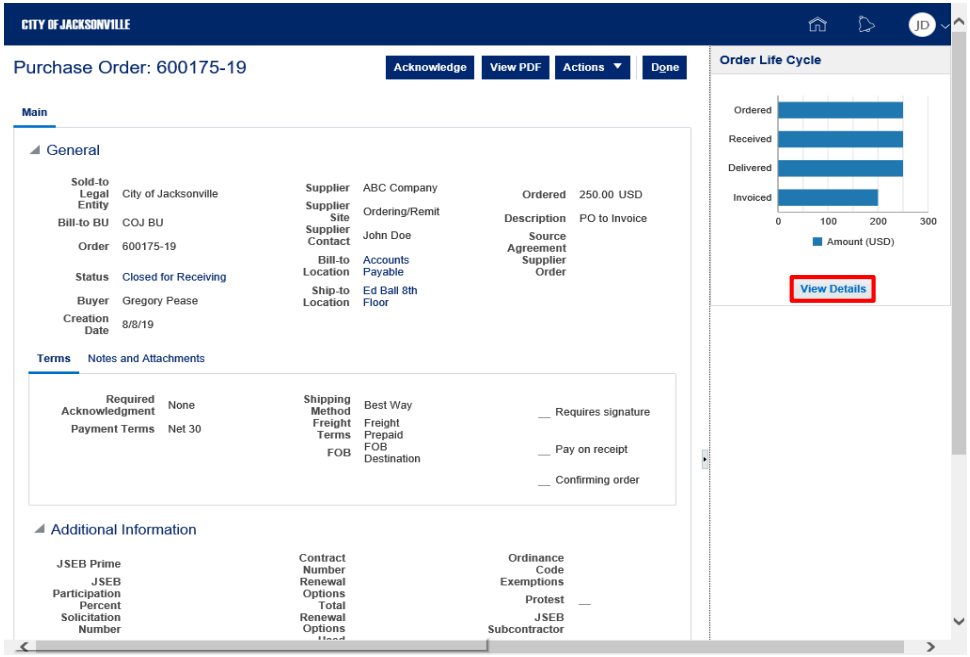


Step 13

The PDF is displayed.

Click the **Close** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

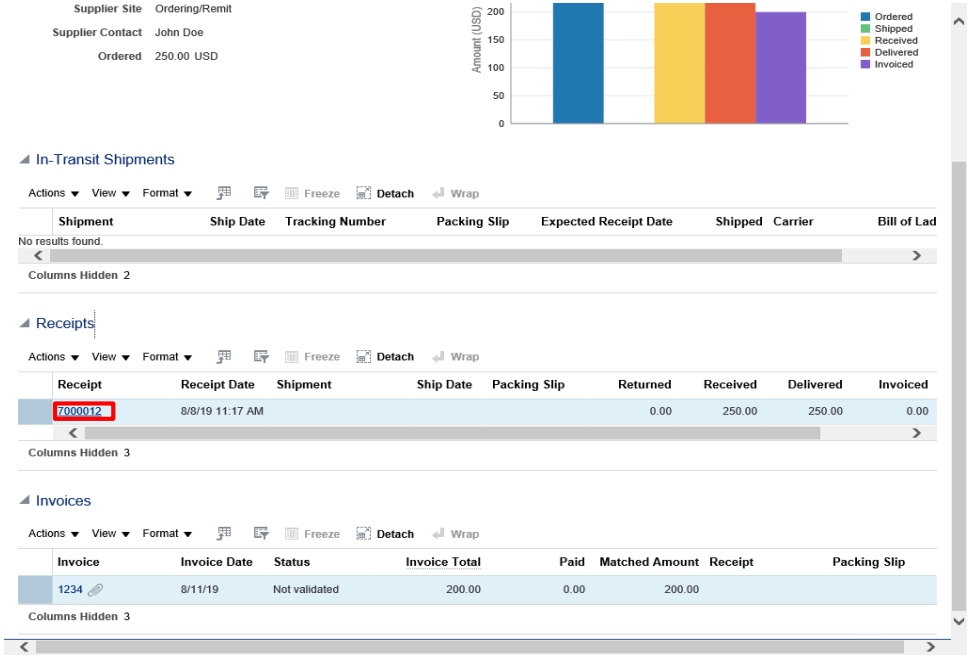


Step 14

You can also view receipt and invoice details.

Click the **View Details** button.

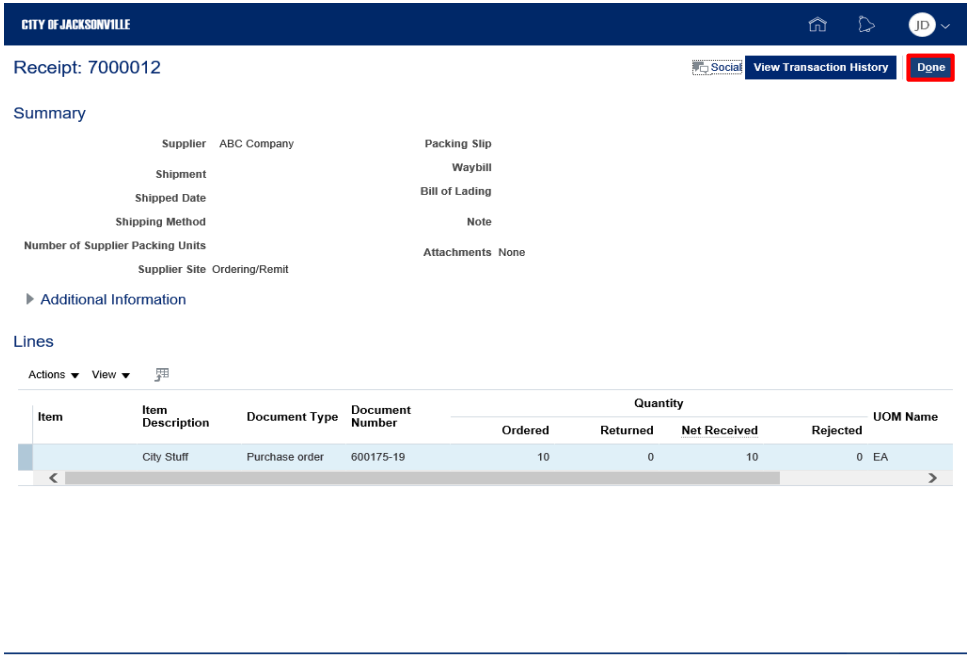
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 15

Click the **7000012 Receipt** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

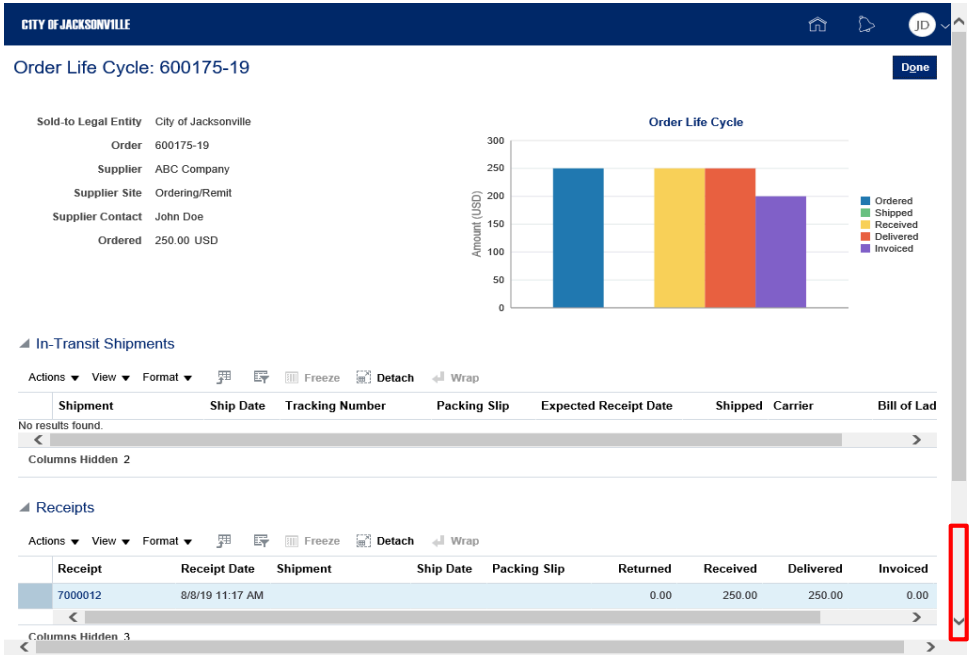


Step 16

Receipt details are displayed.

Click the **Done** button.

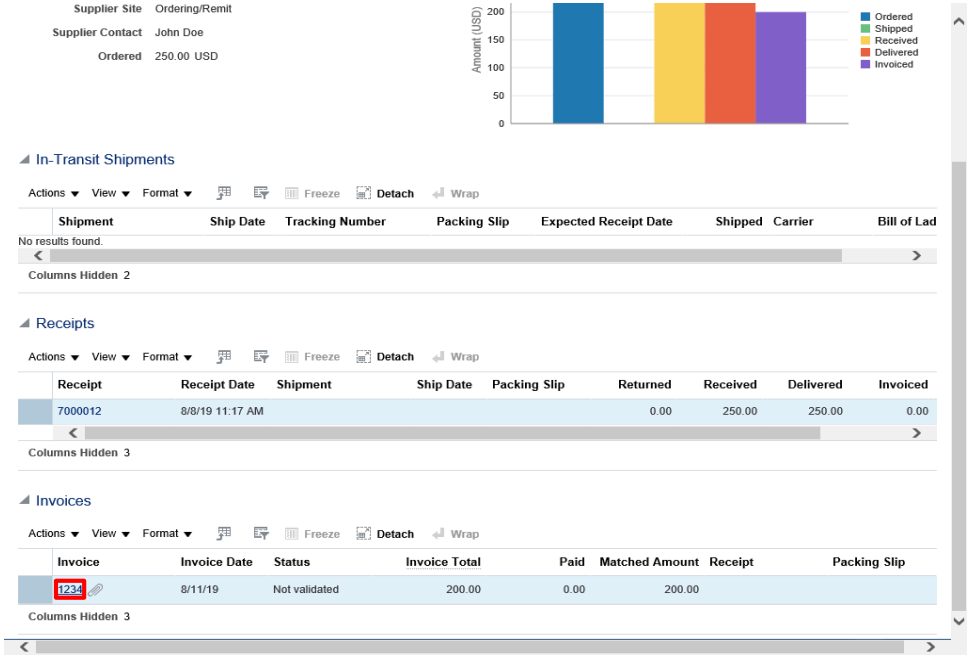
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 17

Click the **Scrollbar** down arrow.

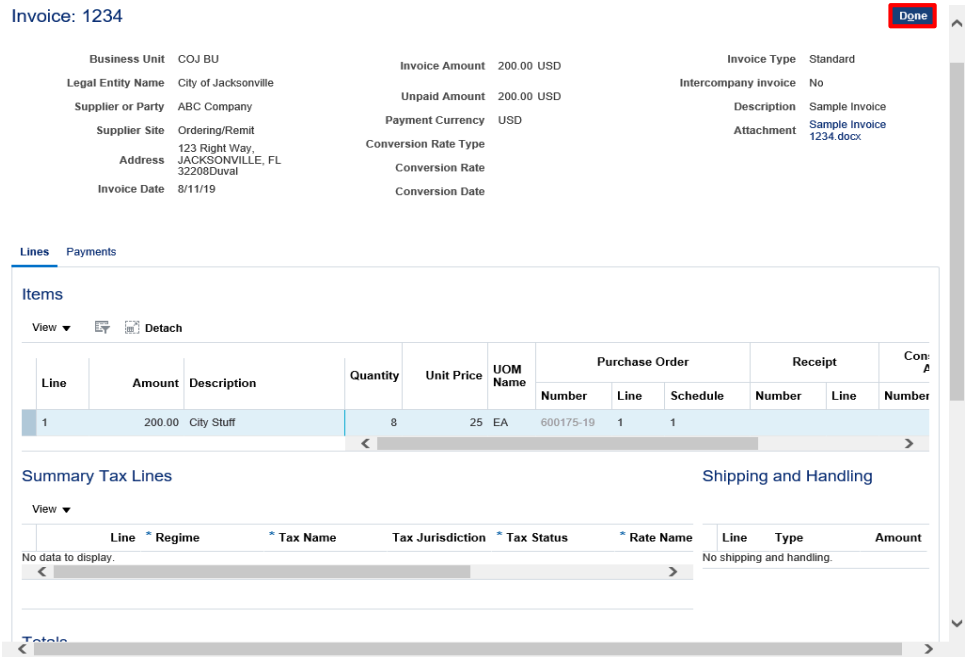
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 18

Click the **1234 Invoice** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

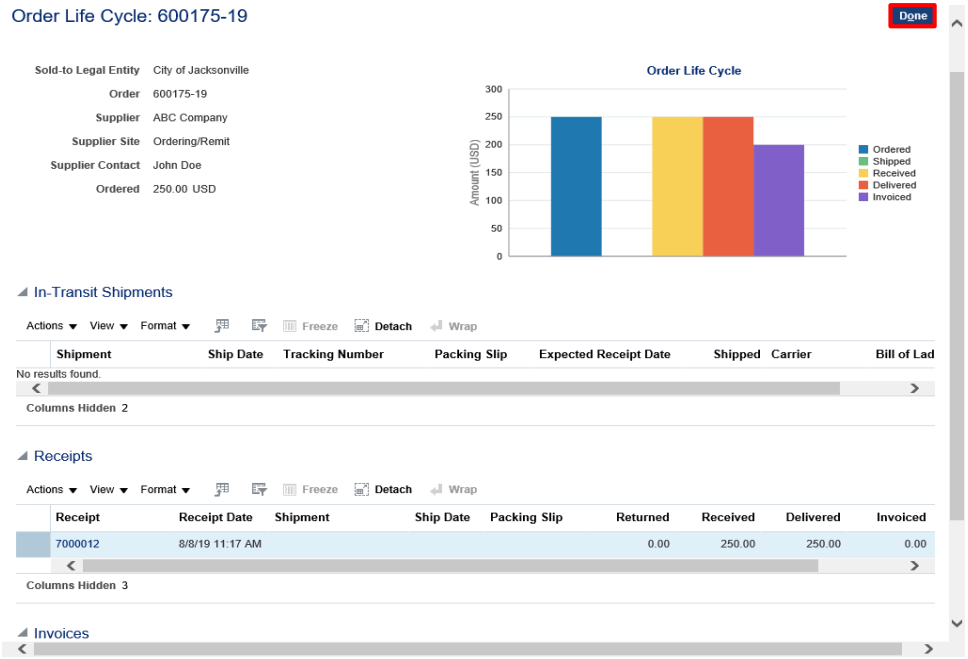


Step 19

Invoice details are displayed.

Click the **Done** button.

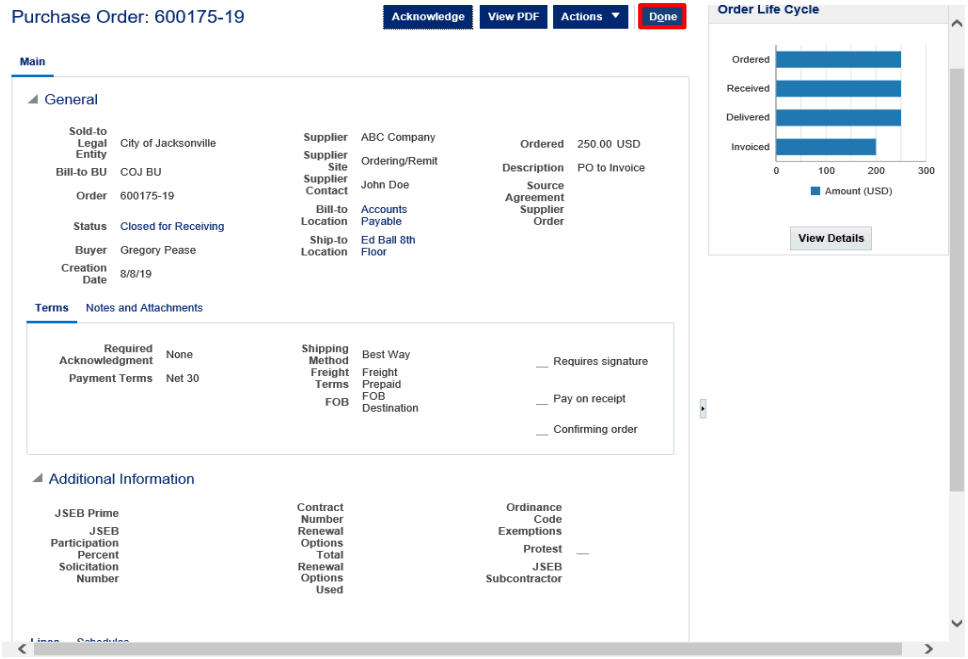
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 20

Click the **Done** button.

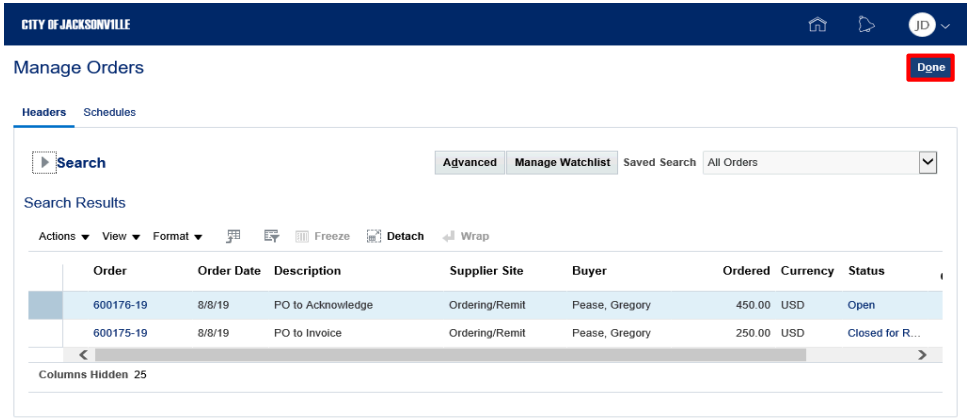
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 21

Click the **Done** button.

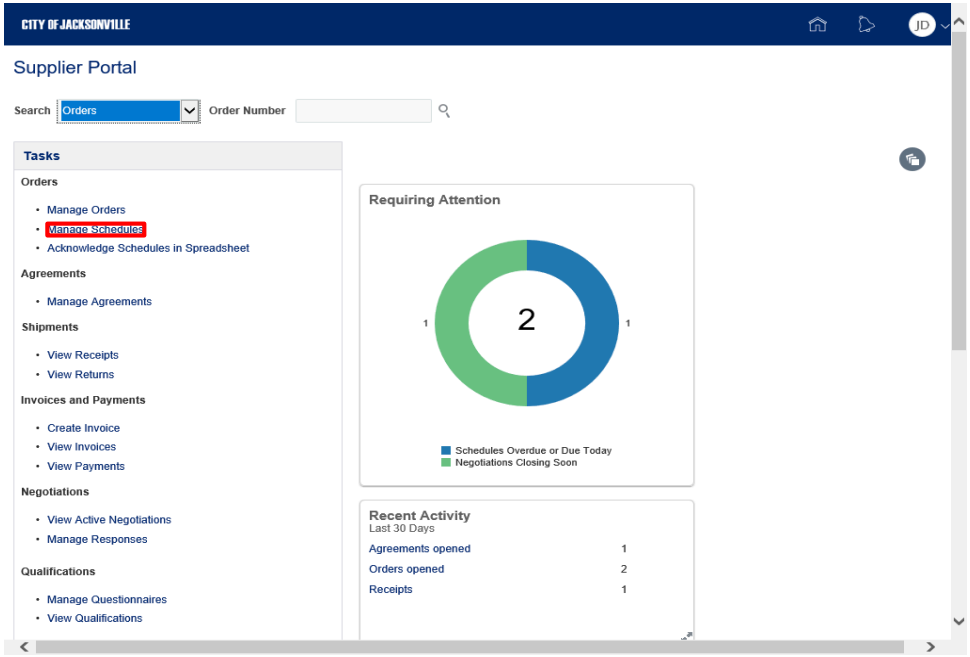
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 22

Click the **Done** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

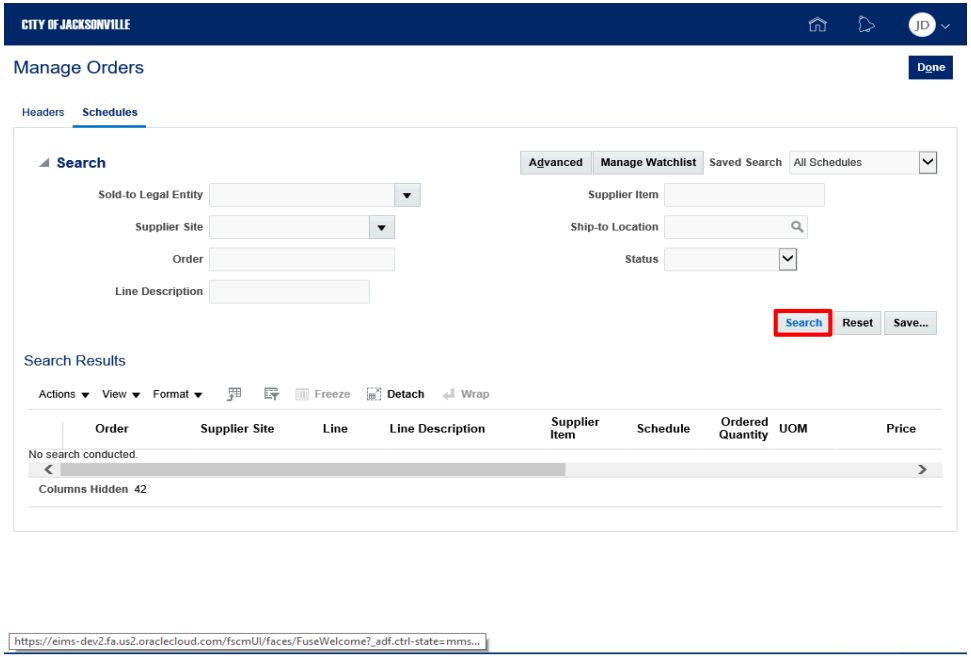


Step 23

You can also view schedules.

Click the **Manage Schedules** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

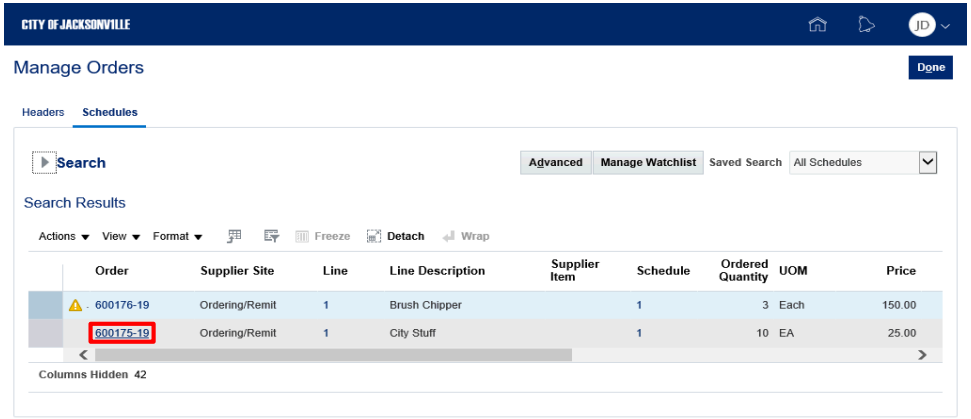


Step 24

Note: Notice the Schedules tab is now active.

Click the **Search** button.

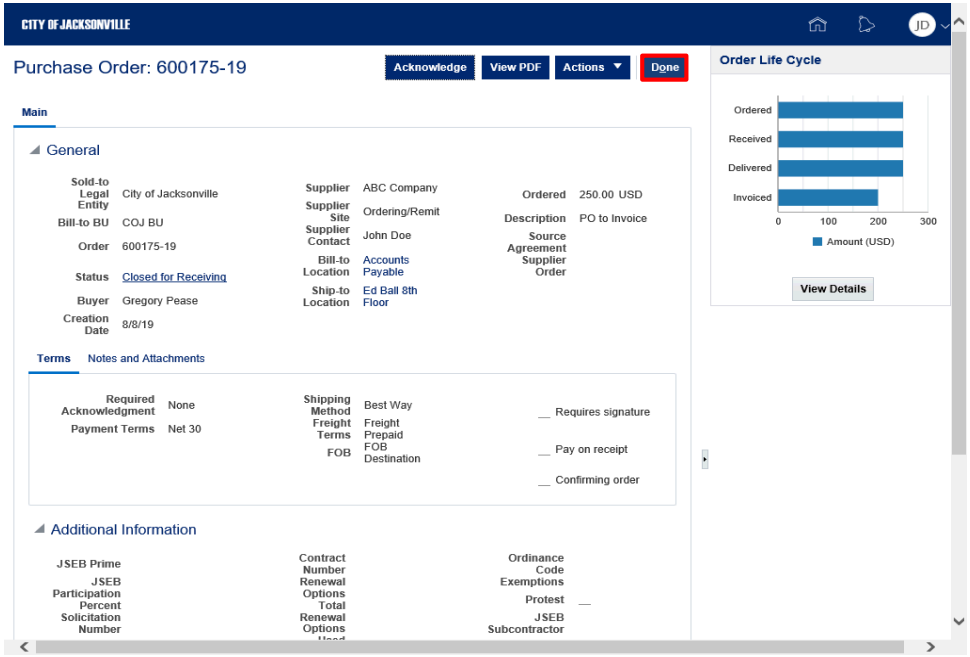
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 25

Click the **600175-19 Order** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

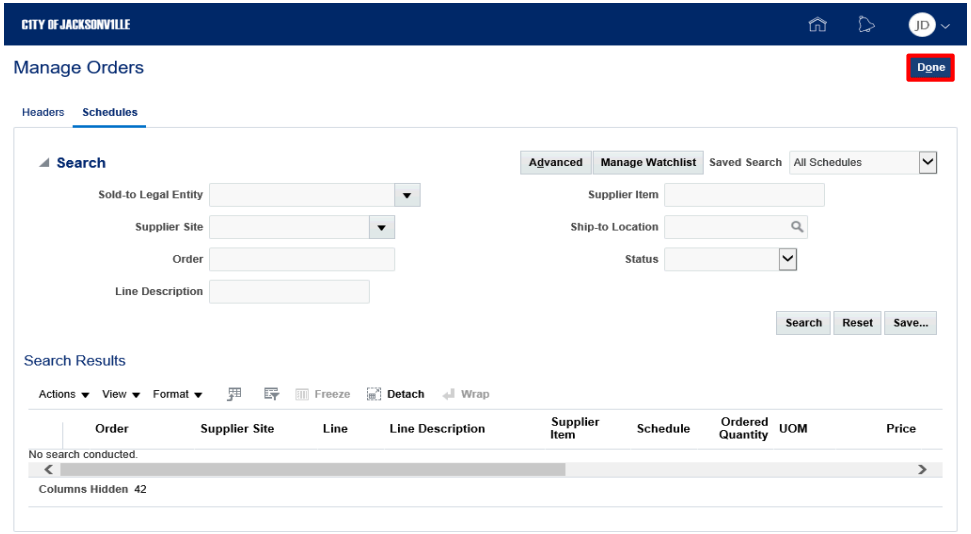


Step 26

Details are displayed.

Click the **Done** button.

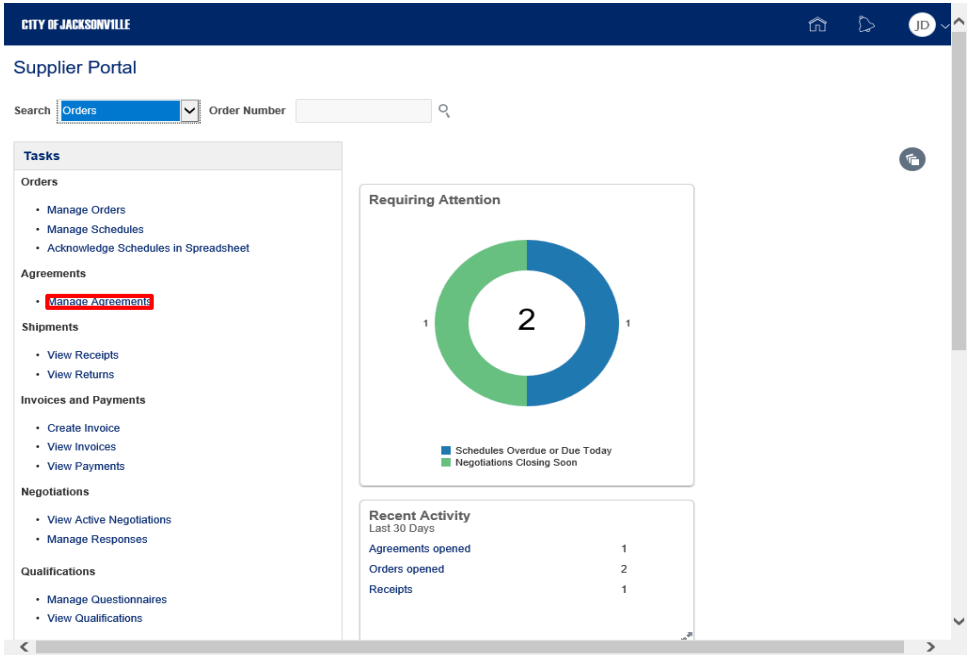
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 27

Click the **Done** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

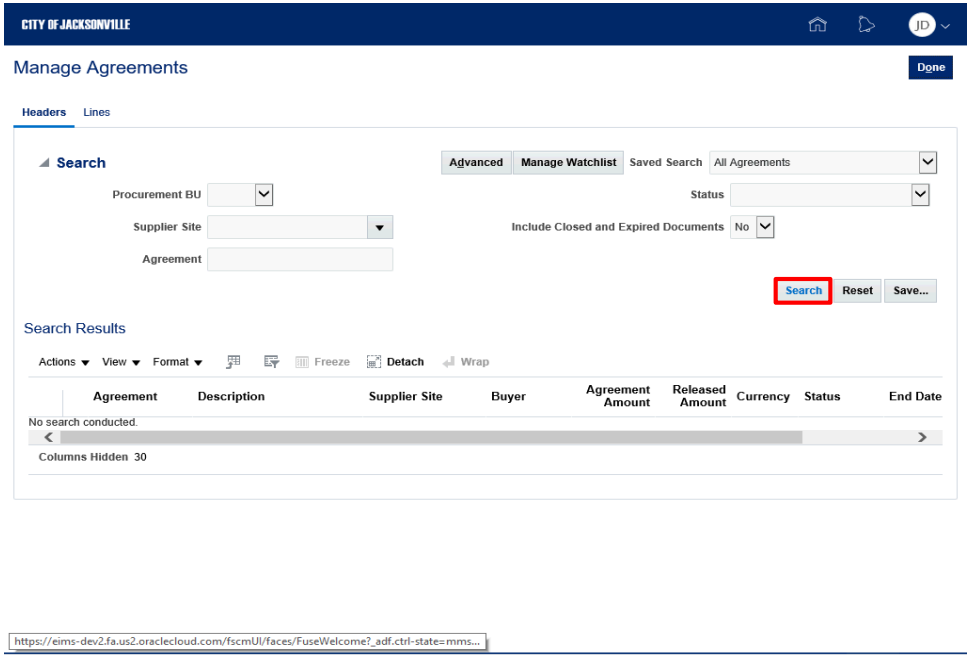


Step 28

Agreement information is available for viewing, as well.

Click the **Manage Agreements** link.

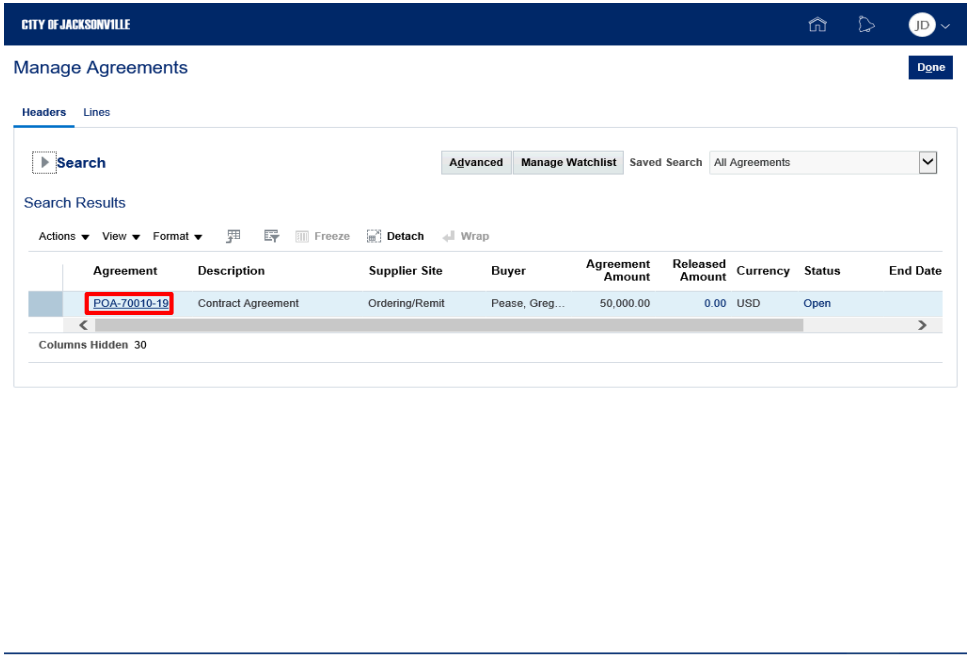
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 29

Click the **Search** button.

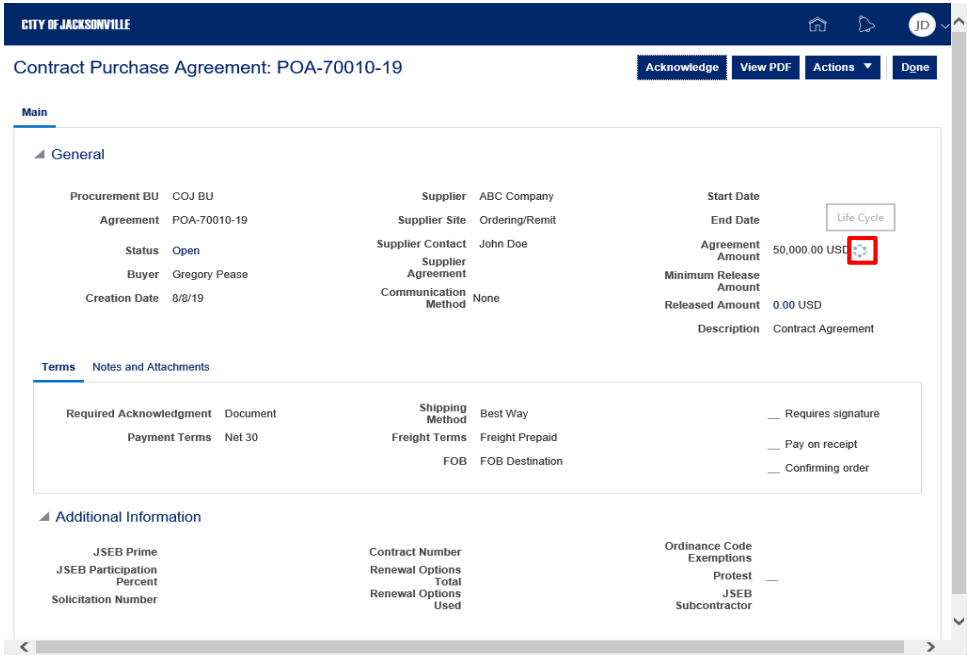
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 30

Click the **POA-70010-19 Agreement** link.

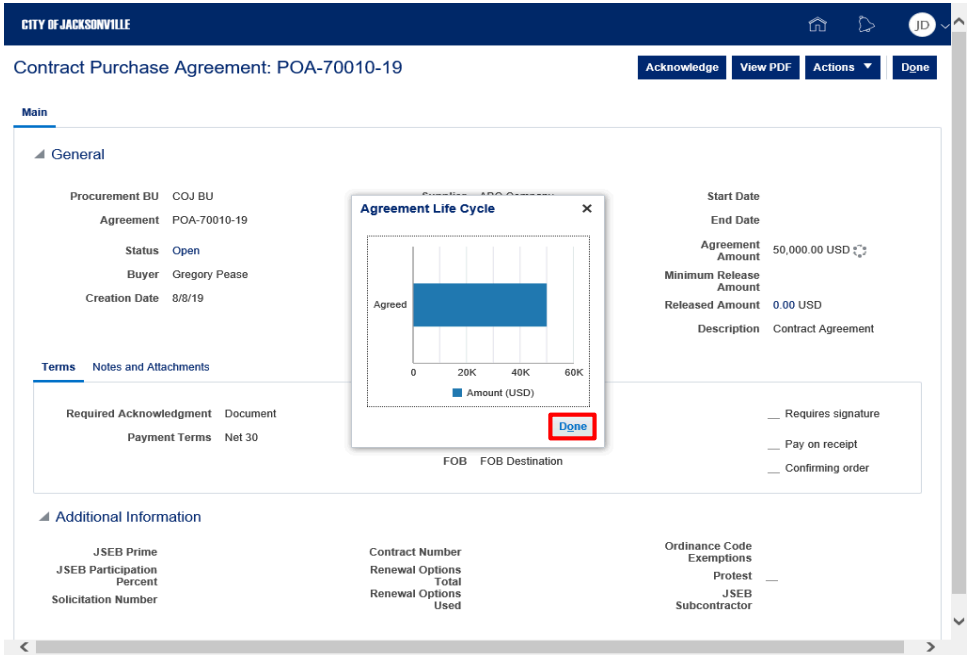
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 31

Click the **Life Cycle** button next to the Agreement Amount.

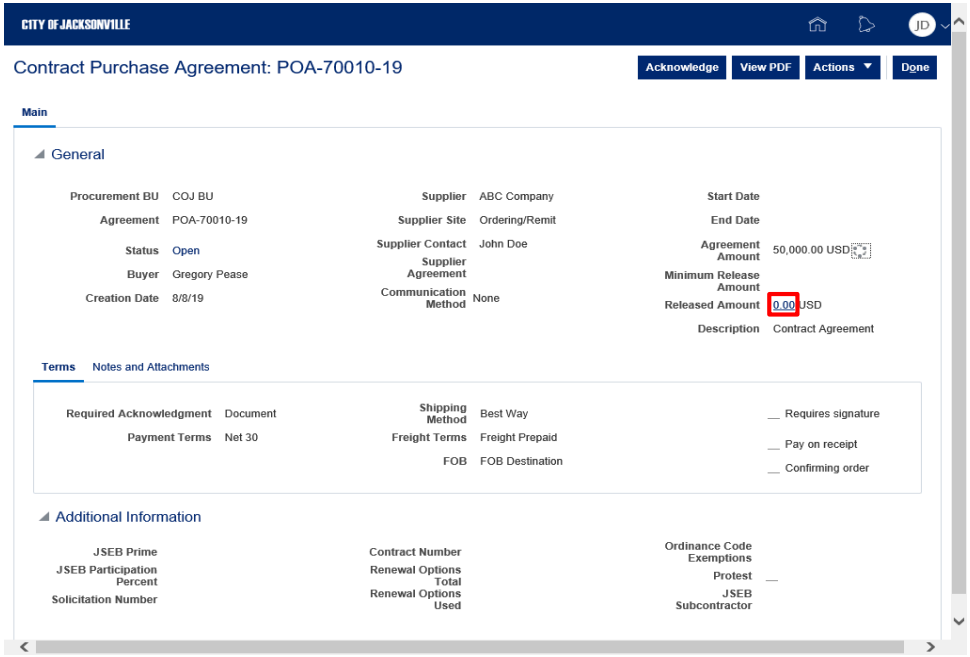
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 32

Click the **Done** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

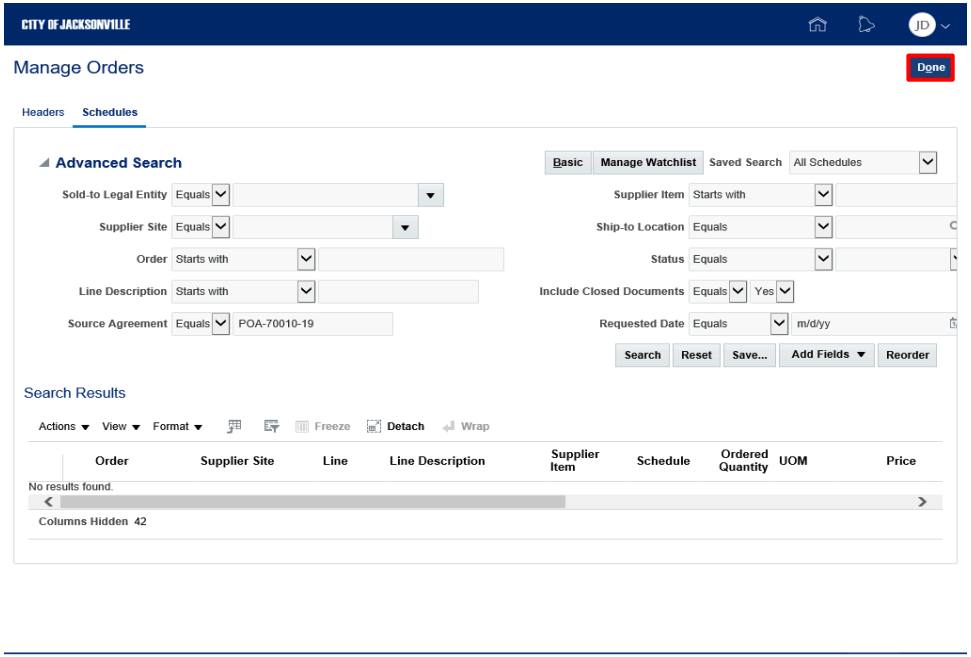


Step 33

You can view information on the released dollar amount. (In this example, there is no released amount.)

Click the **0.00** link.

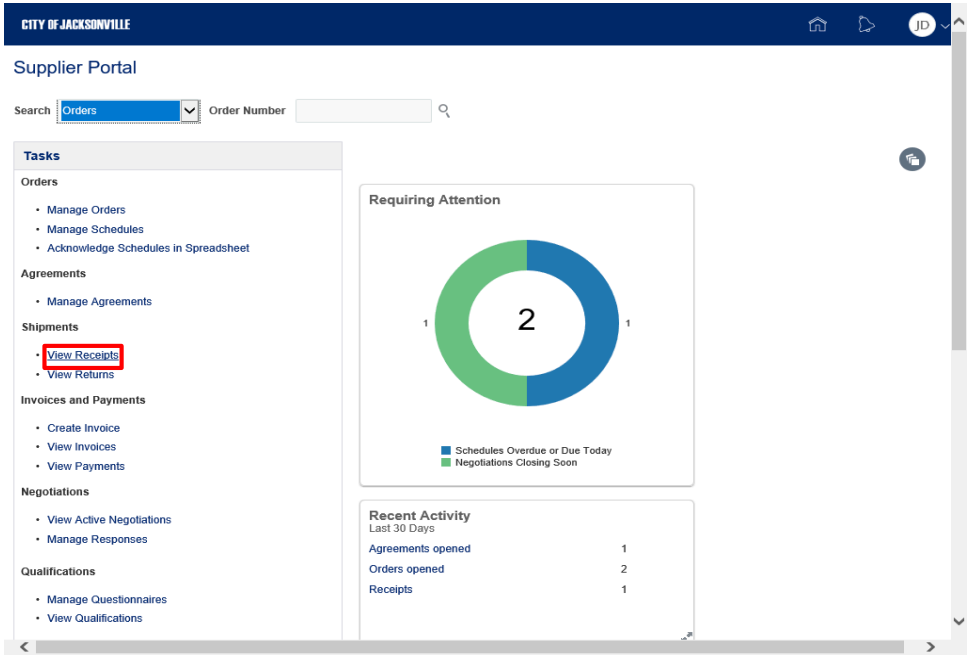
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 34

Click the **Done** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

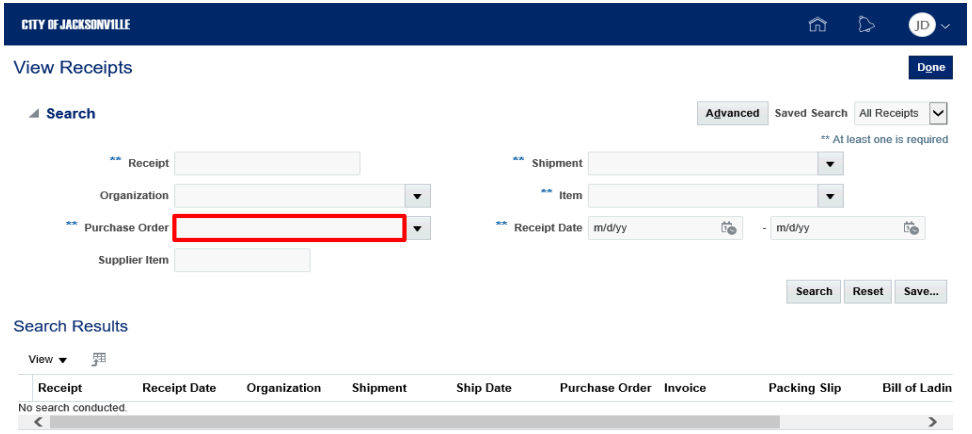


Step 35

You can also view receipts directly from the Tasks menu.

Click the **View Receipts** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

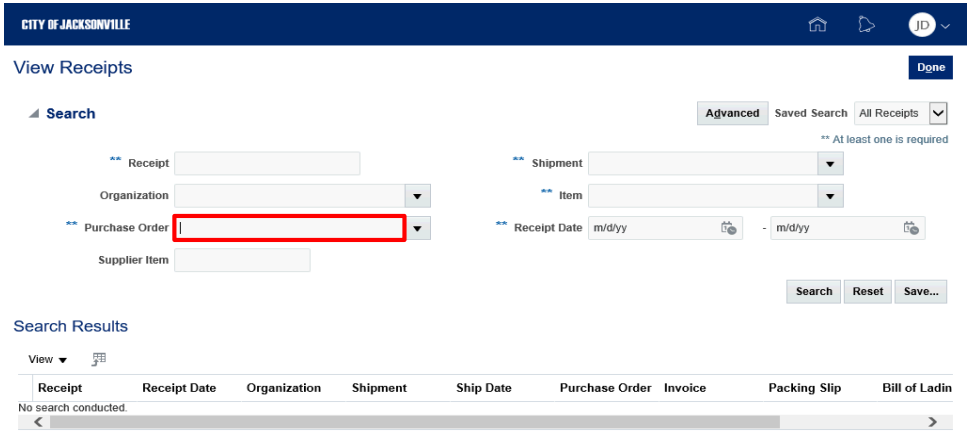


Step 36

Note: You can search receipts by purchase order, receipt number or receipt date.

Click in the **Purchase Order** field.

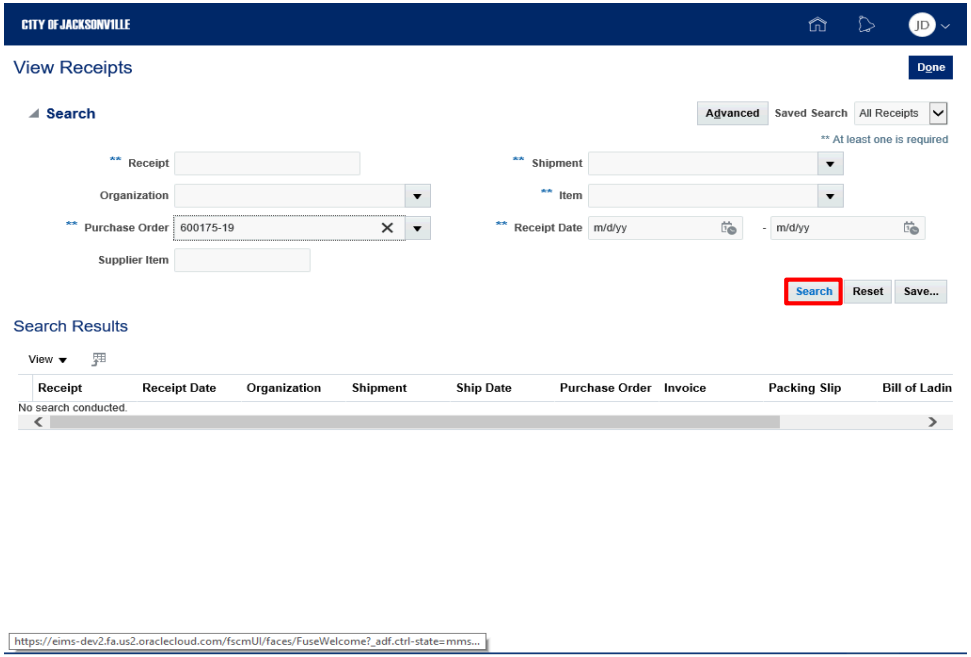
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 37

Enter the desired information into the **Purchase Order** field.
Enter "**600175-19**".

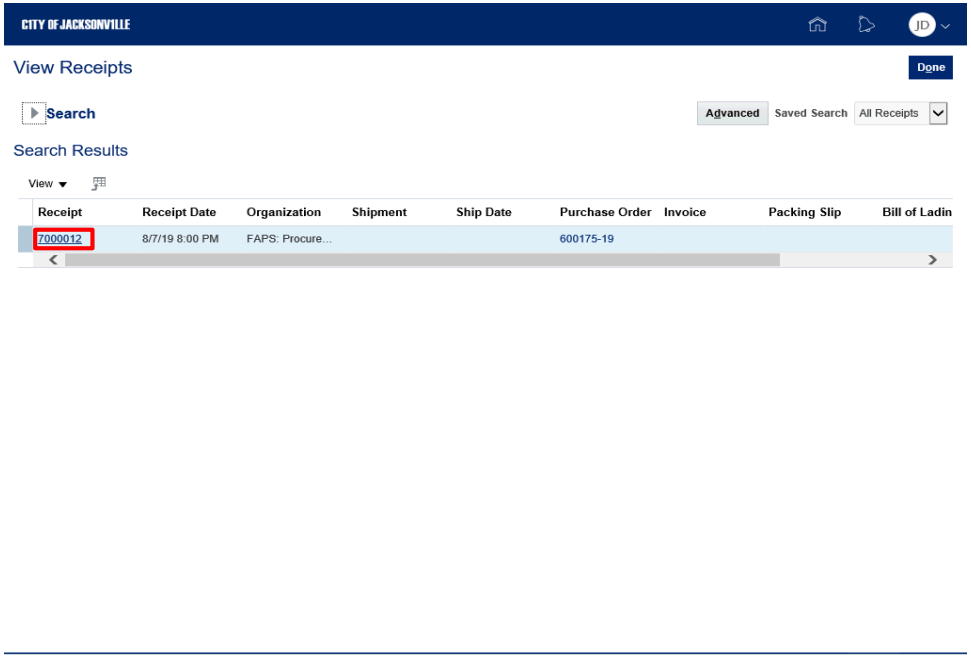
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 38

Click the **Search** button.

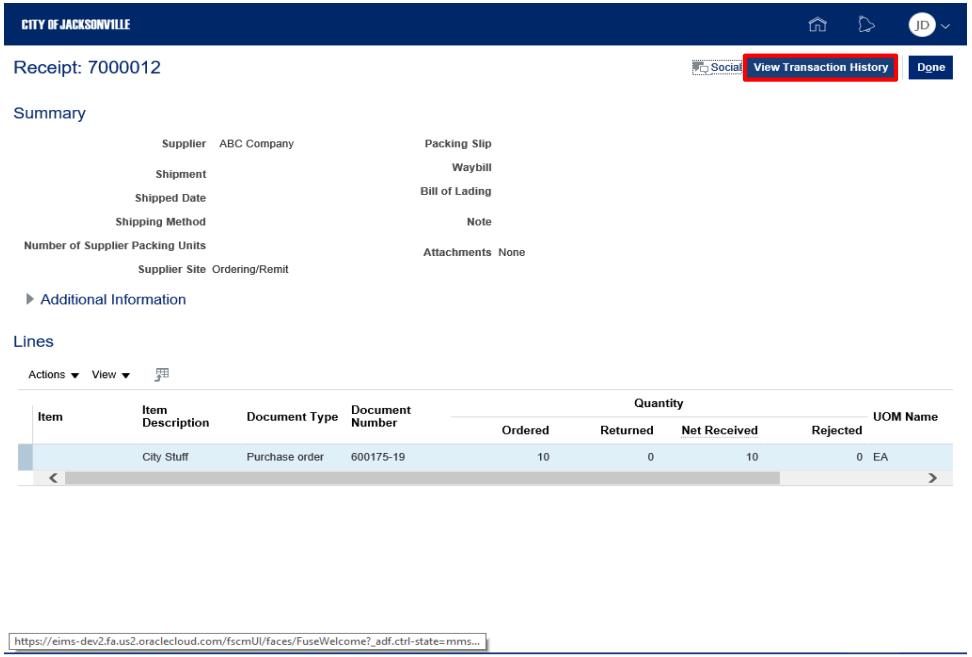
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 39

Click the **7000012 Receipt** link.

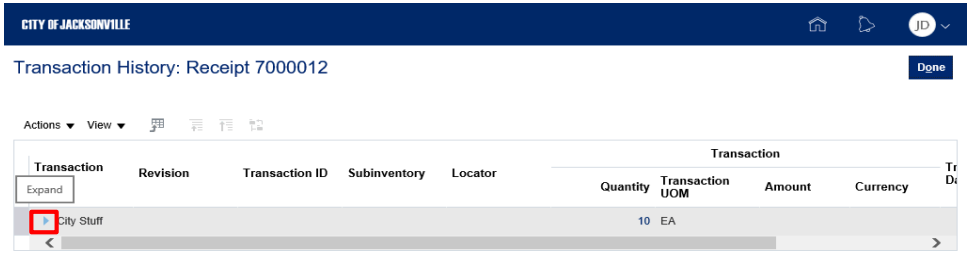
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 40

Click the **View Transaction History** button.

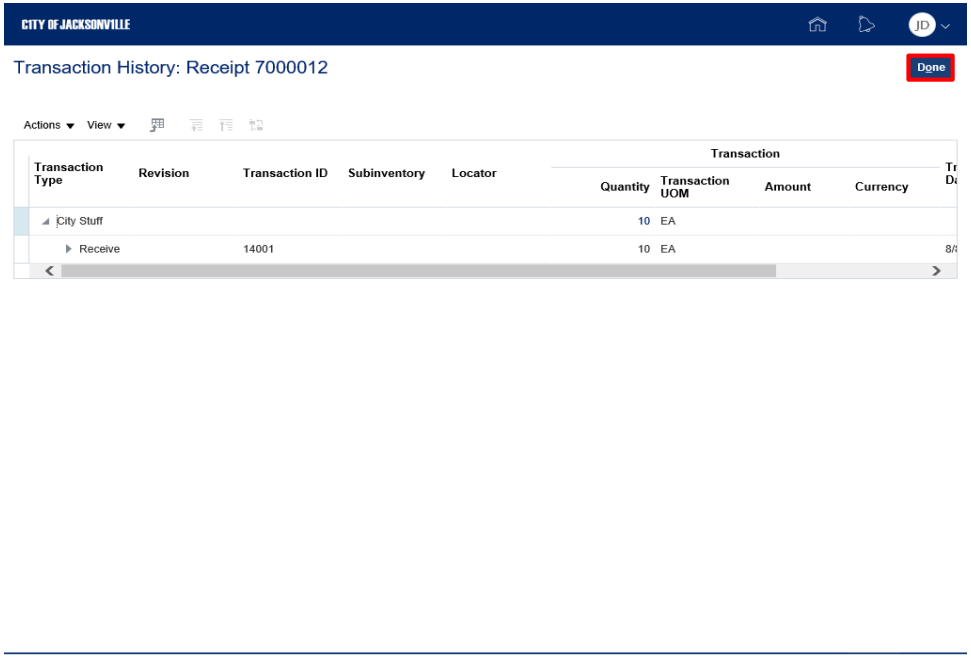
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 41

Click the **Transaction Type Expand** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

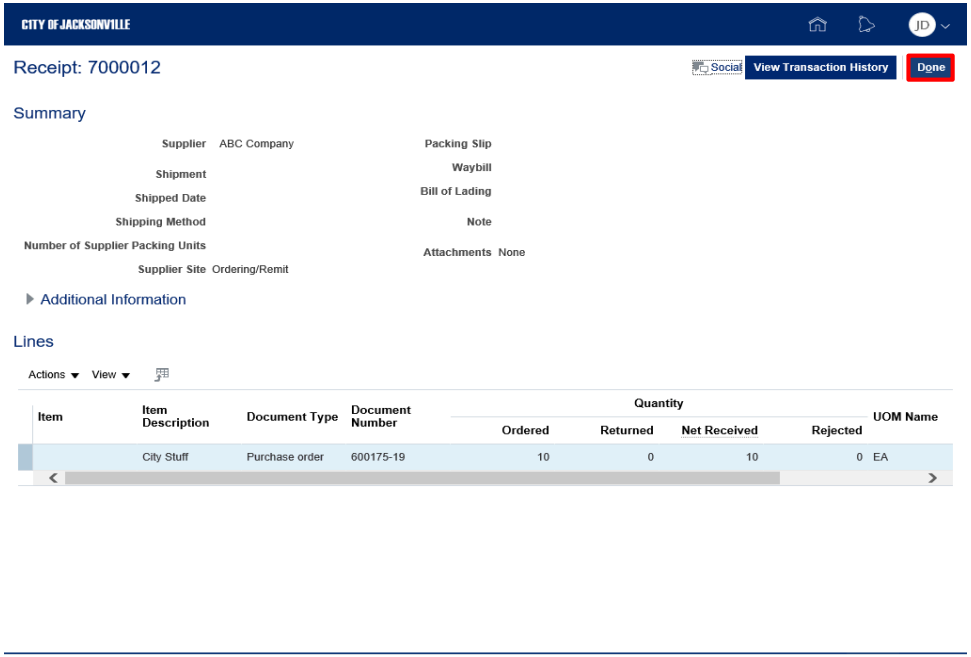


Step 42

Transaction history is displayed.

Click the **Done** button.

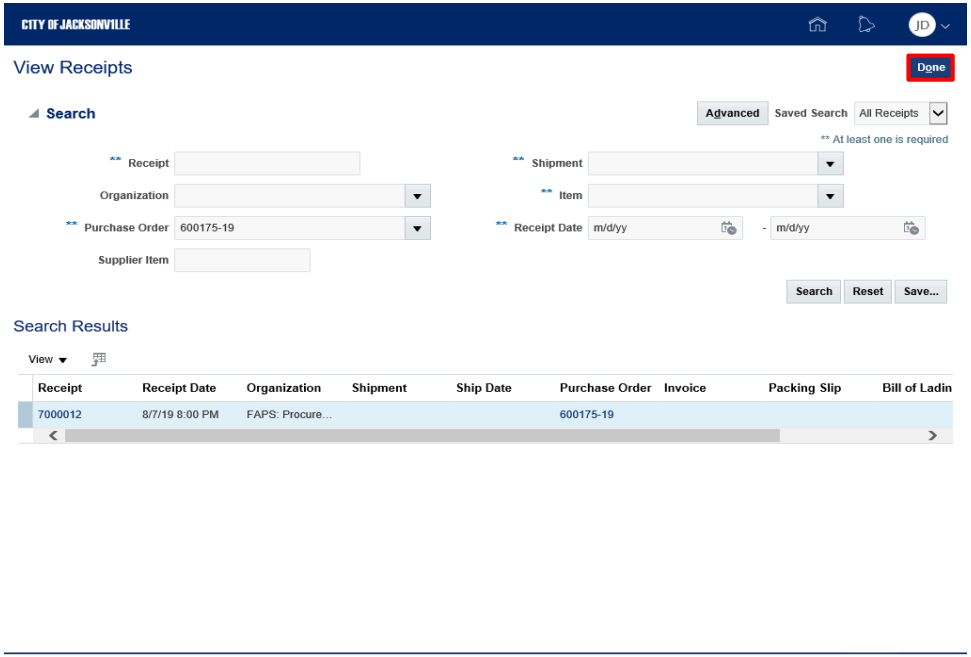
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 43

Click the **Done** button.

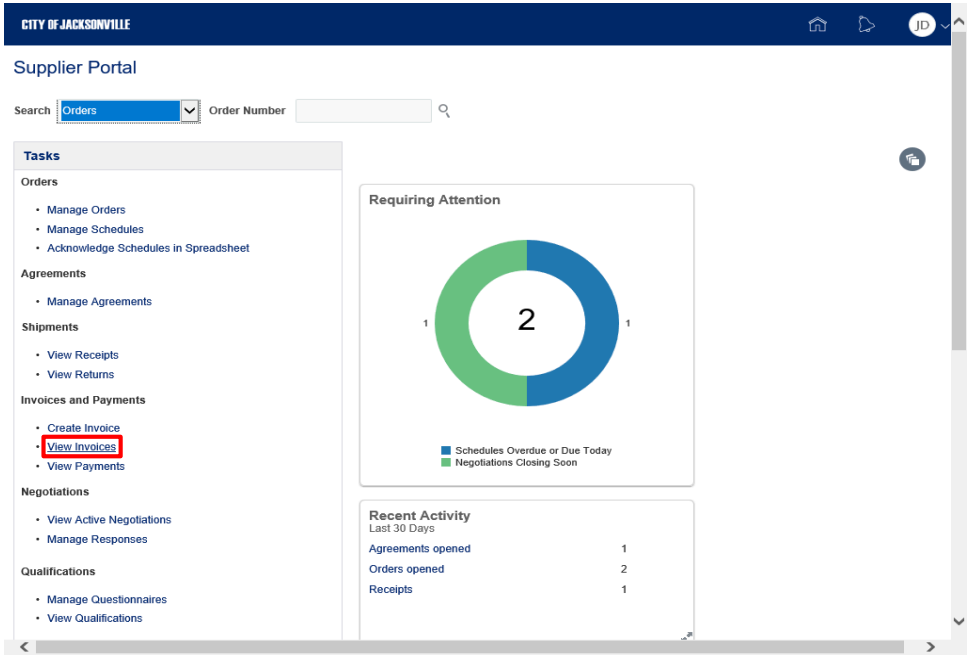
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 44

Click the **Done** button.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

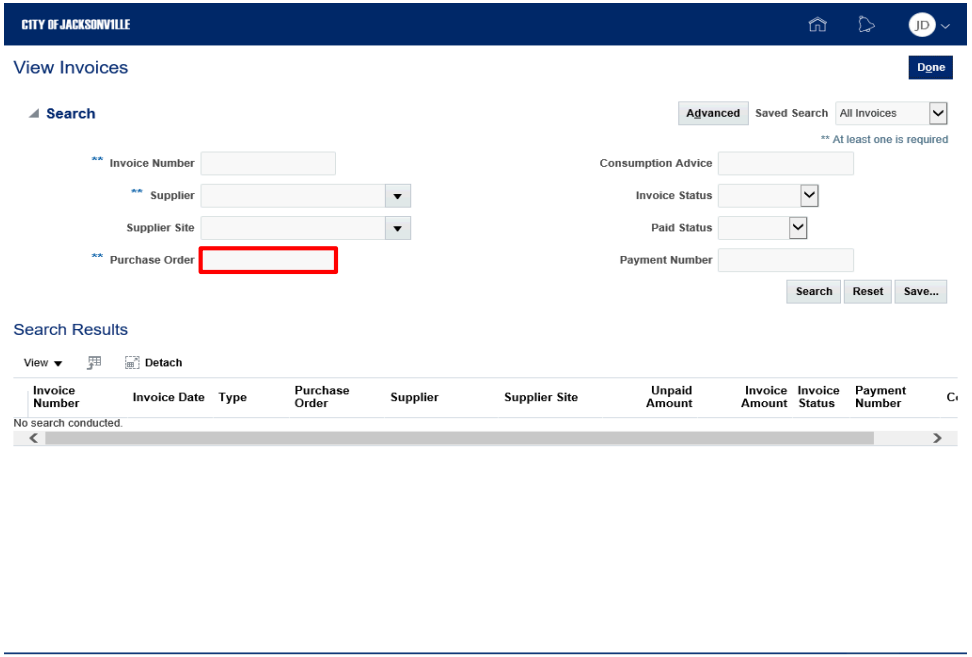


Step 45

You can also search invoice information directly from the Tasks menu.

Click the **View Invoices** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

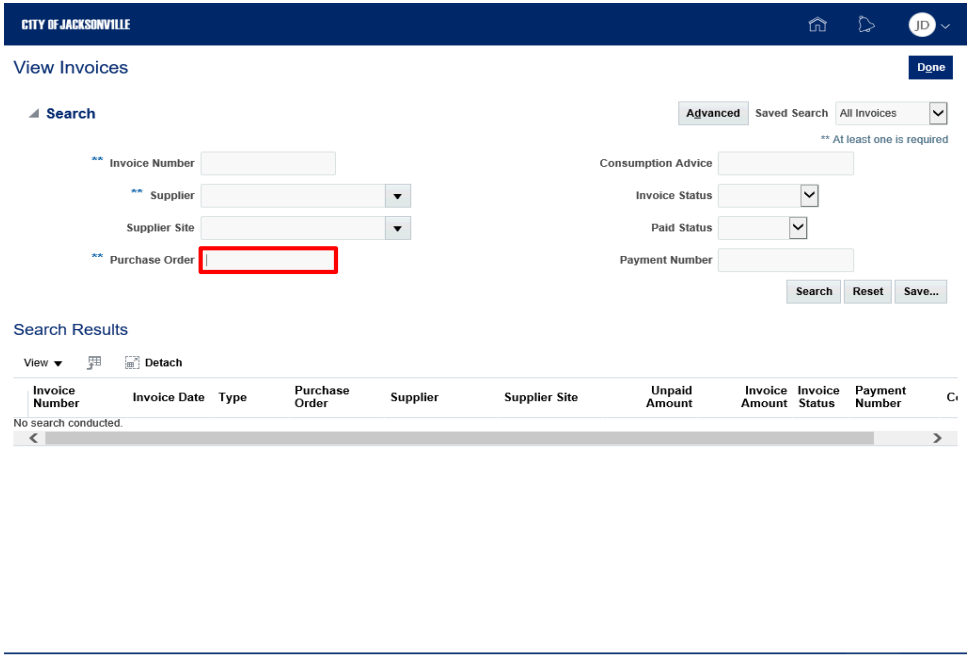


Step 46

Note: You can view invoices by purchase order, invoice number or supplier.

Click in the **Purchase Order** field.

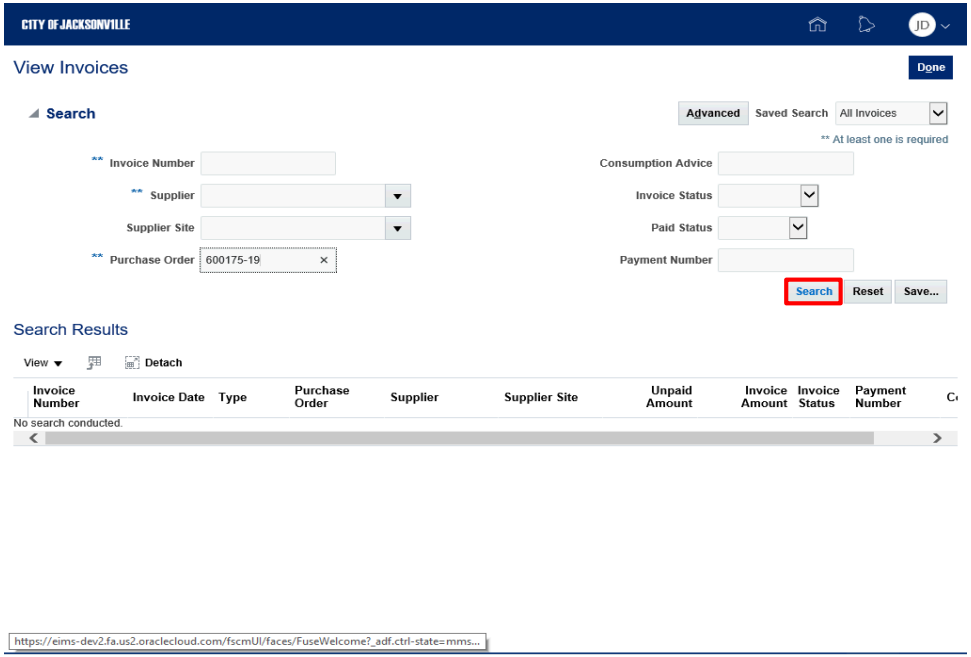
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 47

Enter the desired information into the **Purchase Order** field.
Enter "**600175-19**".

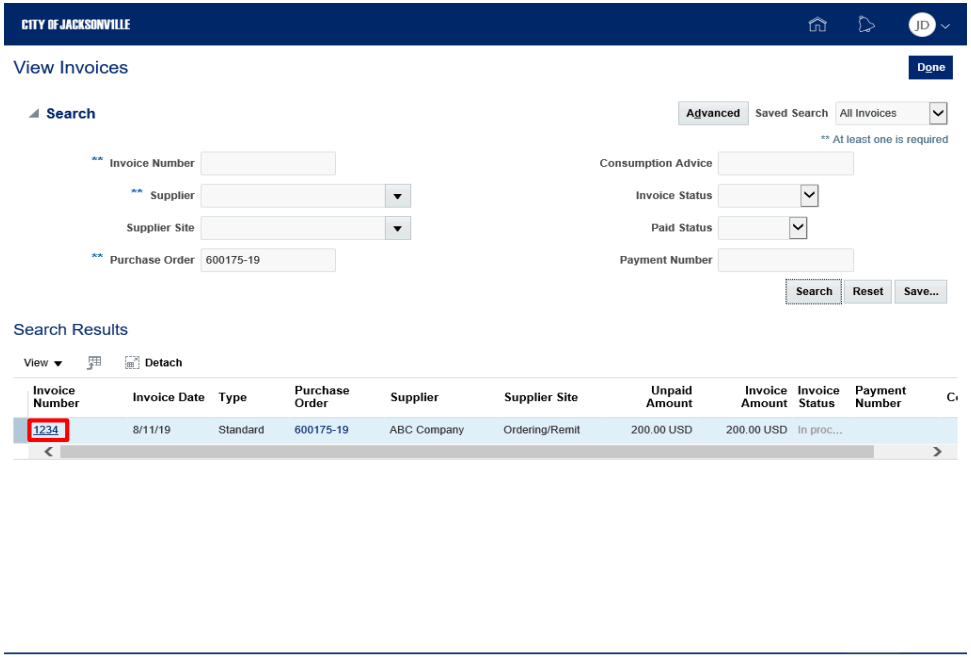
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 48

Click the **Search** button.

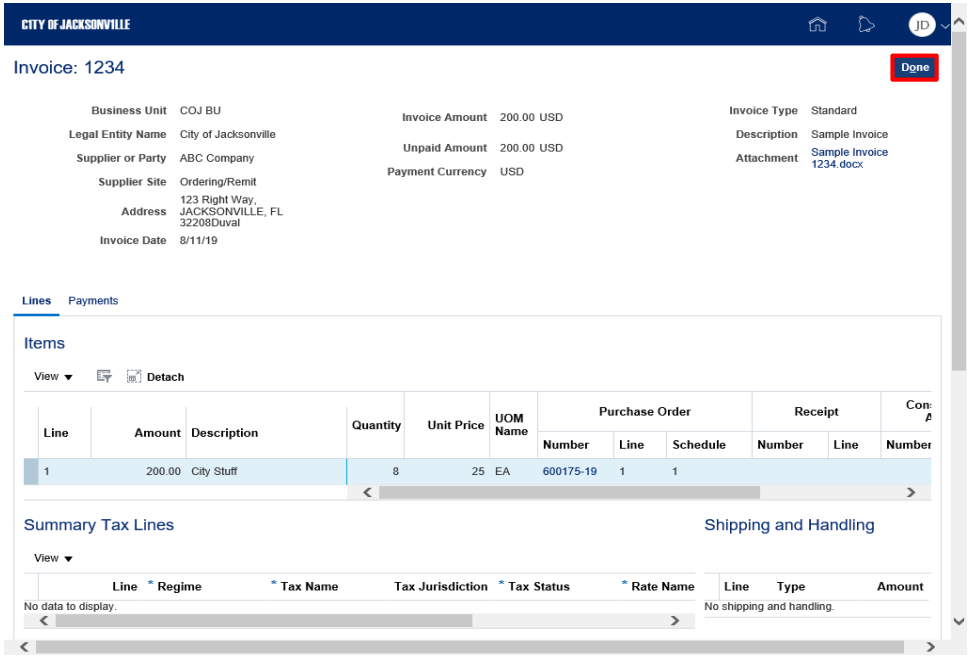
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 49

Click the **1234 Invoice Number** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

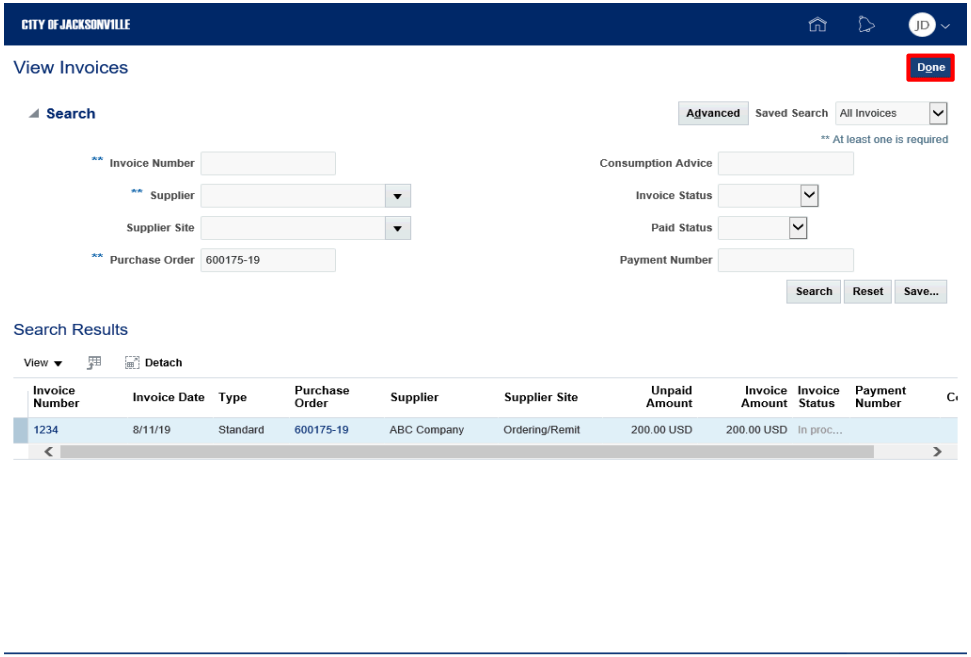


Step 50

Invoice details are displayed.

Click the **Done** button.

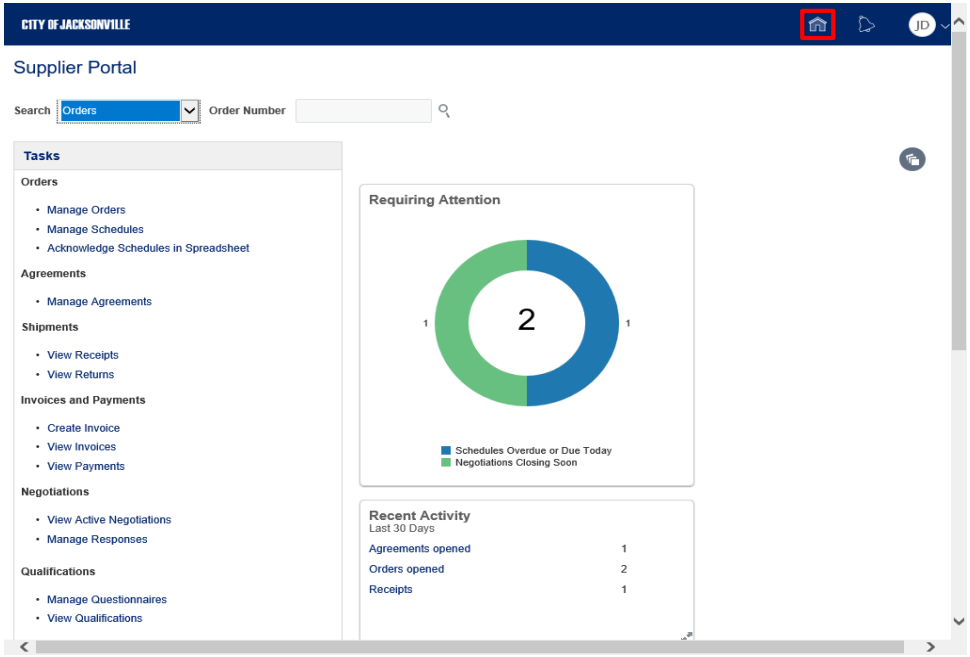
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 51

Click the **Done** button.

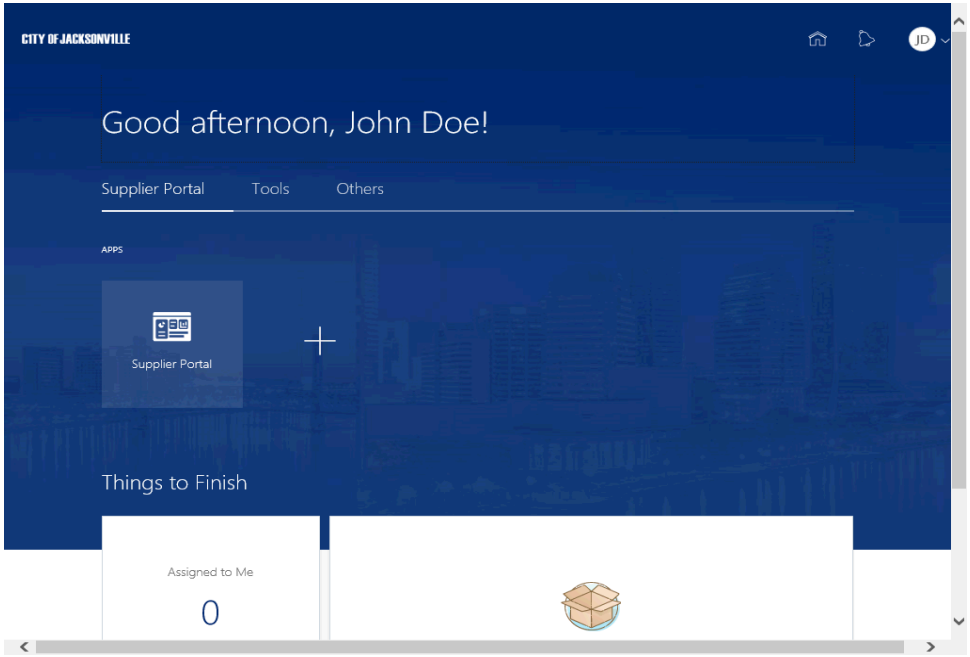
View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 52

Click the **Home** icon.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 53

End of Procedure.