



**HOW TO VIEW AN INVOICE AND INVOICE PAYMENT STATUS
VIA THE SUPPLIER PORTAL**

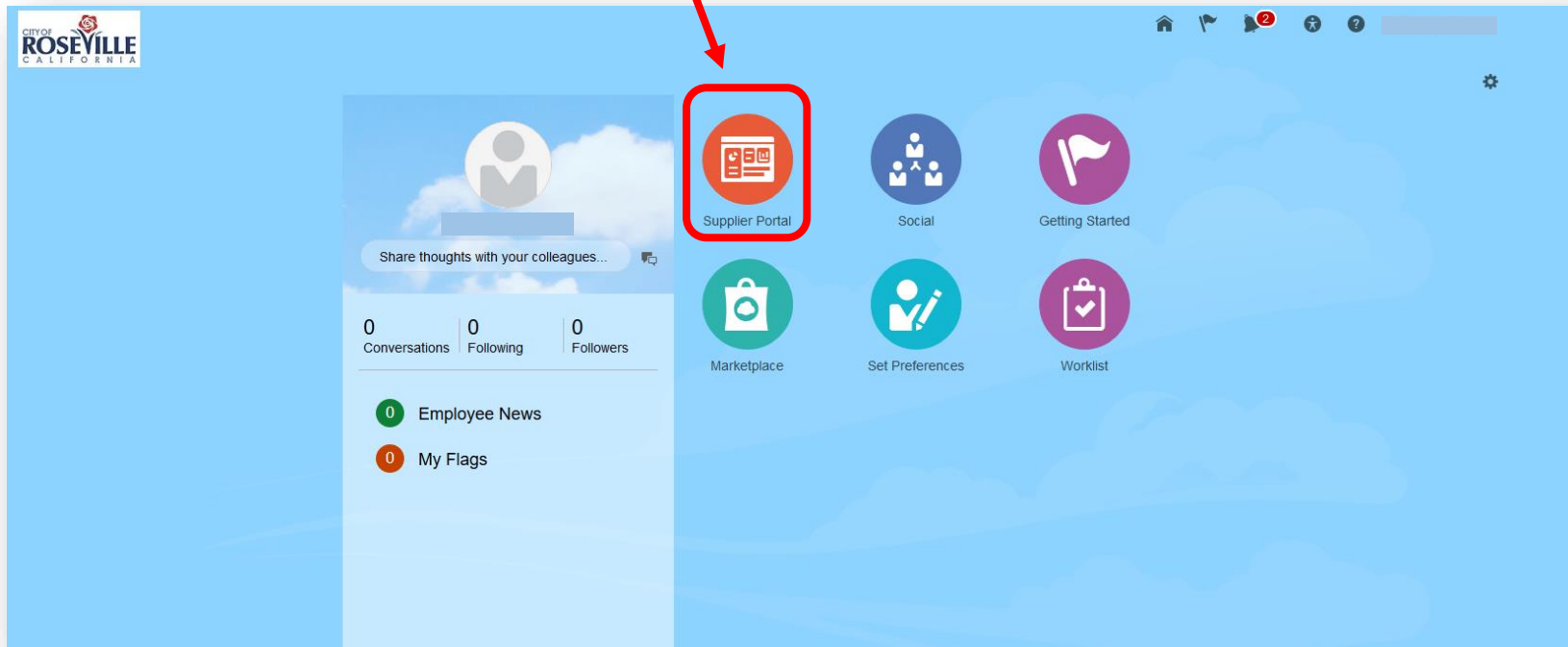
STEP-BY-STEP REFERENCE GUIDE

(Applicable AFTER July 1, 2019)

Log into the Oracle Supplier Portal using your contact email address and password.



Click on the Supplier Portal icon from the homepage.



You will be directed to the Overview page.

Click **“View Invoices”** on the left-hand side of the page under the Invoices and Payment section.

The screenshot displays the City of Roseville Supplier Portal interface. The top navigation bar includes the City of Roseville logo and a search bar. The left-hand navigation menu is organized into several sections: **Tasks** (Orders, Agreements, Shipments, Deliverables, Consigned Inventory, Invoices and Payments), **Requiring Attention** (a donut chart showing 40 total items, with 3 Contract Deliverables Overdue, 14 Schedules Overdue or Due Today, and 23 Invoices Overdue), **Recent Activity** (Last 30 Days), and **Supplier News** (Welcome to City of Roseville - Supplier Portal). A red arrow points to the **View Invoices** link in the **Invoices and Payments** section of the navigation menu.

Category	Count
Contract Deliverables Overdue	3
Schedules Overdue or Due Today	14
Invoices Overdue	23
Total	40

Count	Activity
1	Agreements changed or canceled
1	Agreements opened
5	Orders opened
1	Receipts

The View Invoices page will display.

Enter the Invoice Number or one of the other fields marked with a double asterisk (**). The double asterisk (**) denotes that at least one of these fields is required.

Click the “**Search**” button.

The screenshot shows the 'View Invoices' search interface. At the top right, there is a 'Done' button and a search mode selector set to 'Advanced'. Below this, there are several search filters: 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. The search criteria section includes 'Invoice Number' (highlighted with a red box), 'Supplier', 'Supplier Site', and 'Purchase Order', all marked with double asterisks (**). A red arrow points to the 'Search' button. Below the search filters, there is a 'Search Results' section with a table header and a 'No search conducted.' message.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
No search conducted.									

The invoice will display in the Search Results area. Click the invoice number in blue text to view details.

View Invoices Done

Search Advanced Saved Search All Invoices

**** Invoice Number** **Consumption Advice**

**** Supplier** **Invoice Status**

Supplier Site **Paid Status**

**** Purchase Order** **Payment Number**

Search **Reset** **Save...**

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
INV-400012	09/21/2017	Standard	400012		Corporate office	0.00 USD	10.00 USD	Appro...	1021

The details of the invoice will display.

Click the **Payments** tab to see payment details.

Invoice: INV-400012 Done

Business Unit City of Roseville BU	Invoice Amount 10.00 USD	Invoice Type Standard
Legal Entity N	Unpaid Amount 0.00 USD	Description
Supplier or Party	Payment Currency USD	Funds Status ✔ Not applicable
Supplier Site Corporate office		Attachment None
Address		
Invoice Date 09/21/2017		

[Lines](#) | [Payments](#)

Items

View ▼ 🖨️ 📄 [Detach](#)

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	10.00	TEST	09/21/2017	✔ Not applicable	1	10 EACH	400012	1	1					Corp Yard Bldg. B	

Summary Tax Lines	Shipping and Handling																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Tax Regime Name</th> <th>Tax Name</th> <th>Tax Status Name</th> <th>Tax Jurisdiction Name</th> <th>Tax Rate</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="8">No tax.</td> </tr> </tbody> </table>	Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	No tax.								<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">No shipping and handling.</td> </tr> </tbody> </table>	Line	Type	Amount	No shipping and handling.		
Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount																
No tax.																							
Line	Type	Amount																					
No shipping and handling.																							

Totals

Tax charges summary

	Items	10.00
Inclusive Tax		0.00
Self Assessed Tax		0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
	Subtotal	10.00

The invoice payment information is displayed, including the payment document #, the payment date, the amount and the bank account in which the payment was deposited.

The screenshot shows an invoice summary for INV-400012. The invoice amount is 10.00 USD, and the payment date is 11/07/2017. The payment was made via check (COR - Check Payment D...). The remittance account is XXXXXXX-111. A red arrow points to a 'Done' button in the top right corner.

Invoice: INV-400012

Business Unit: City of Roseville BU
Legal Entity Name: City of Roseville
Supplier or Party:
Supplier Site: Corporate office
Address:
Invoice Date: 09/21/2017

Invoice Amount: 10.00 USD
Unpaid Amount: 0.00 USD
Payment Currency: USD

Invoice Type: Standard
Description:
Funds Status: Not applicable
Attachment: None

Lines: **Payments**

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1021	COR - Check Payment D...	Negotiable	No	11/07/2017	10.00 USD		XXXXXXXX-111

Click the “**Done**” button in the upper right hand corner to close the page.

Click the “**Done**” button again to return to your Tasks list on the Overview page.