ENB Oracle Supplier Portal:

View Invoices

Learning Guide

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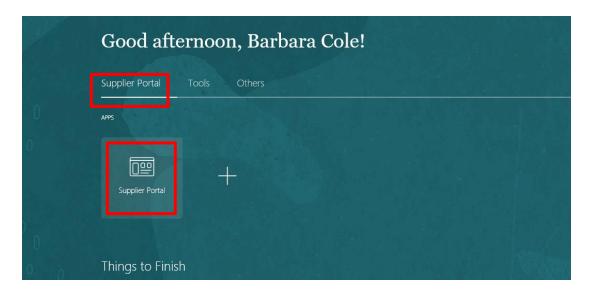View Invoices

View Invoices

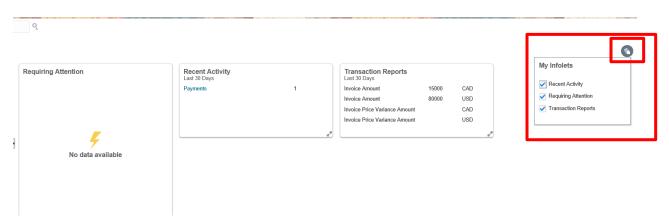| Purpose	This learning guide provides the details of how to view invoices and payment history within the Oracle Supplier Portal

Dashboard infolet display

1. Log in to your Oracle Home page and navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.
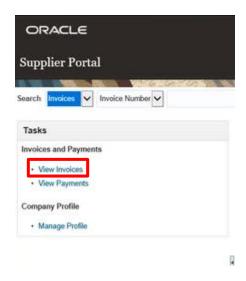

2. The **Supplier Portal** dashboard will be displayed. The dashboard display contains infolets, which provide essential and easily consumable information at a glance, generated from different sources.

   Users have the option to choose which infolets appear on the dashboard. Click on the **Infolets** button on the right hand side of the screen and check or uncheck boxes to customize which infolets appear on the dashboard.
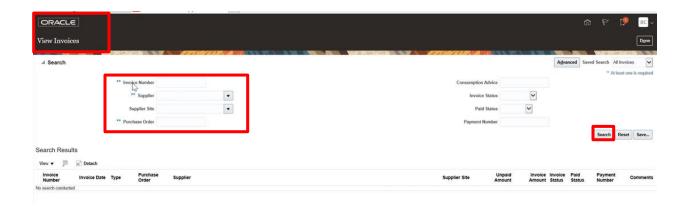
View Invoices

3. Navigate to the **Task** menu and click on the **View Invoices** task under the **Invoices and Payments** section. Please note: A user must have the Supplier Accounts Receivable Specialist role assignment to view the **Invoices and Payments** task.
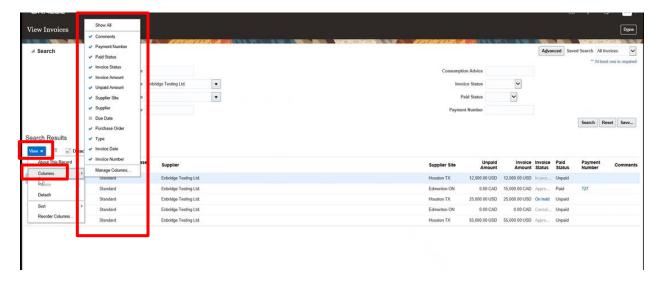

4. The **View Invoices** work area will be displayed. To view invoice information at least one of the fields marked with a double asterisk must be populated to return a search result. Populate required information and then click search.

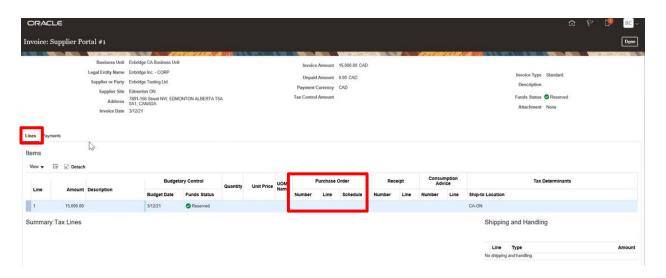The invoice information will populate in the bottom half of the screen.

5. To customize the search results view, click on the **View** dropdown arrow and select **Columns** from the list of options. Choose from a list of invoice information columns for a personalized view.
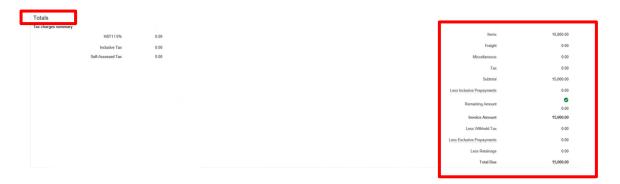
6. Click on an invoice number hyperlink to see a more detailed view of invoice information.

7. A detailed view of the invoice information will be displayed. In the **Lines** tab the line detail information of an invoice is displayed. If an invoice is matched to a purchase order those details would be visible in this section.
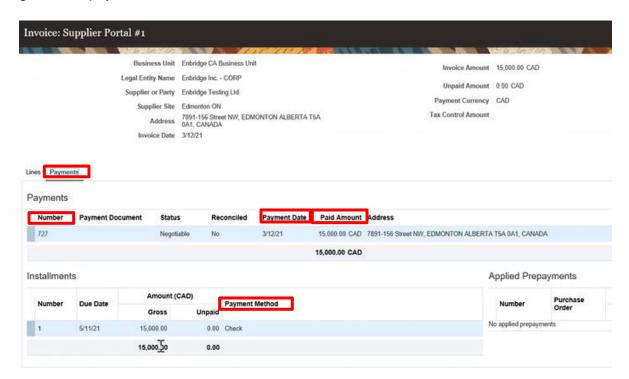
Scroll down to the **Totals** section to review the totals breakdown.

View Payments

8. If an invoice has been paid, the payment information can be viewed in the **Payments** tab. The payment **Number**, **Payment Date**, **Paid Amount** and **Payment Method** fields are all displayed in this section. Please note: the payment number displayed in this section is not the check/cheque, EFT, or ACH number, it is however the Oracle generated payment number.

9. Click **Done** at the top of the screen to return to the invoice search results page, to continue reviewing other invoice information. Click **Done** a second time to return to the dashboard page.