

Supplier Portal Reference Guide



Introduction

Welcome to the Schneider Oracle Fusion Supplier Portal Reference Guide. The purpose of this guide is to give you step-by-step instructions on how to use the most common functions of the Supplier Portal.

The Supplier Portal offers you self-service ability to view and update various details such as PO details, invoice and payment status. It also gives you access to Price Agreements and Negotiations (RFQ requests).

Please refer to the following sections:

- [Access and Navigate Supplier Portal](#)
- [Settings and Preferences](#)
- [Company Profile: View and Update Contacts](#)
- [Company Profile: View and Update Organization Details](#)
- [Company Profile: View and Update Addresses](#)
- [Company Profile: View and Update Payment Methods](#)
- [Company Profile: Add Attachments](#)
- [Negotiations: View and Accept Terms & Conditions](#)
- [Negotiations: Review Details and Accept Invitation](#)
- [Negotiations: Create Response](#)
- [Agreements: How to View and Edit](#)
- [Agreements: How to View Payment Information](#)
- [Purchase Orders: View, Edit, and Acknowledge](#)
- [Invoices: Send PO Invoices via Supplier Portal \(Future Capability\)](#)
- [Invoices: Send Non-PO Invoices via Supplier Portal \(Future Capability\)](#)
- [Invoices: View Status](#)
- [Payments: View Payment Information](#)

Your access level impacts the functionality and screens you see in the system. Sometime the screens you see may change slightly or differ to the training materials due to new Oracle releases or your access levels.

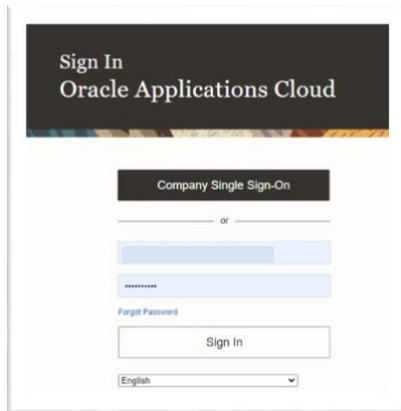
For any questions, please email us at APSupplier@schneider.com

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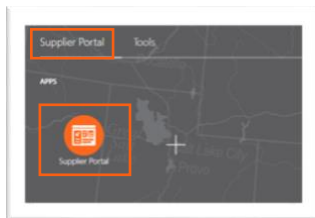


Access and Navigate Supplier Portal

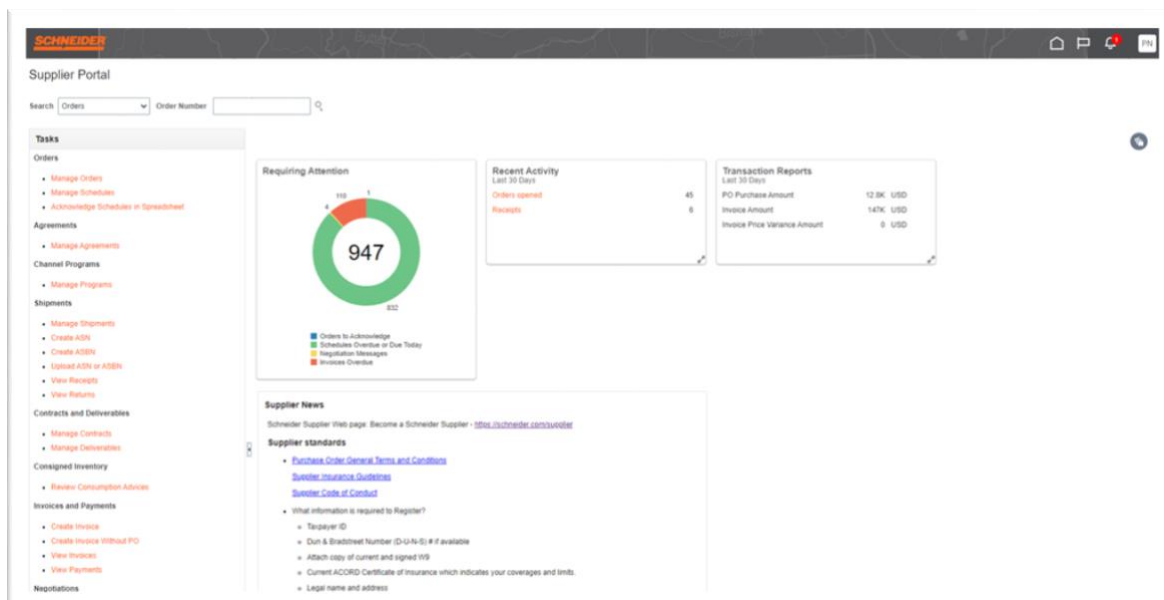
1. Click on link. To Supplier Portal using a Chrome or Edge browser: [Supplier Portal Sign-In Link](#)
Login with Supplier Portal credentials provided in your Welcome email.



2. Click the **Supplier Portal** tab and then the icon.



3. This brings you to the Portal landing page.



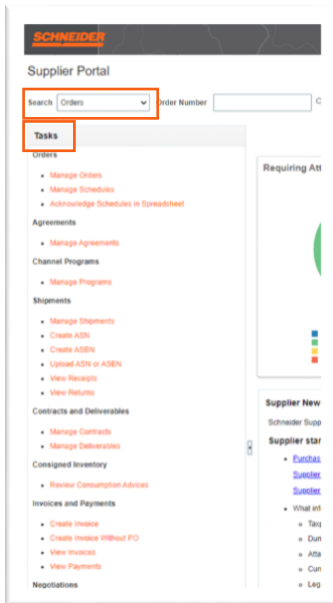
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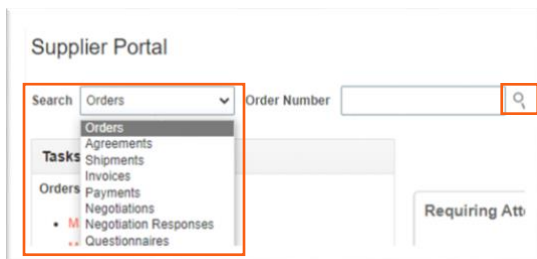
4. You will see the **Home**, **Watchlist**, **Notifications** and **Settings** icons on the top right of every screen.



5. The **Search** and **Tasks** sections in the left navigation are where you will access areas of the Portal including viewing POs, invoices, payments and agreements.



6. To quickly access your orders, agreements, invoices or payments, navigate to the **Search** field and select from the drop-down menu. Then click the **magnifying glass**.

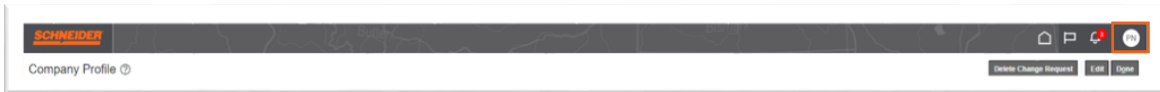


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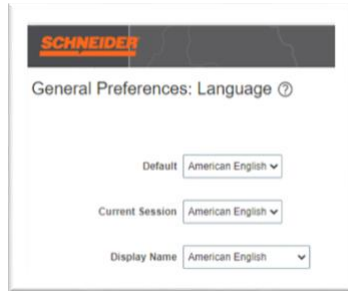
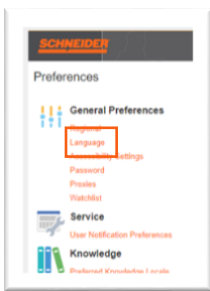


Settings and Preferences

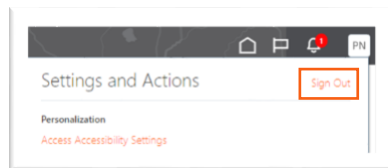
1. To set up preferences, click on the **Settings** icon (your initials) in the top right corner of the screen, then click **Set Preferences**.



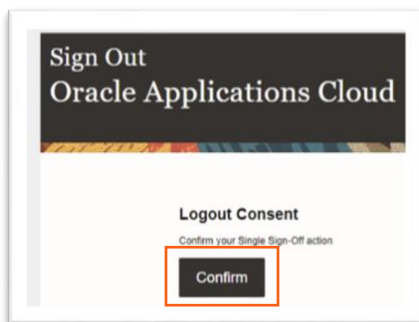
2. To set up language preferences, click **Language** under **General Preferences**. Adjust all language preferences in these fields: **Default**, **Current Session** and **Display Name**. To save changes, click **Save and Close**. To discard changes, click **Cancel**.



3. To sign out, click on the Settings icon (your initials) in the top right corner of the screen, then click Sign Out.



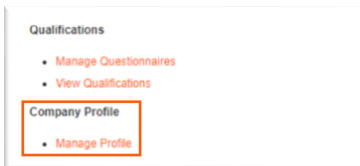
4. If you wish to continue, click Confirm.



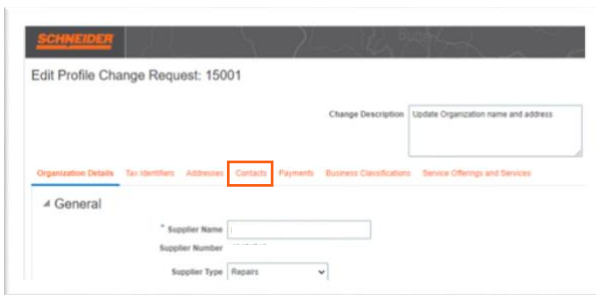
Company Profile: View and Update Contacts

This task is required to ensure all your company contacts are setup to access the Supplier Portal.

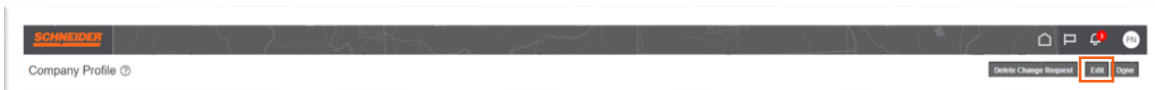
1. In the left-hand navigation, scroll to the **Company Profile** section and click **Manage Profile**.



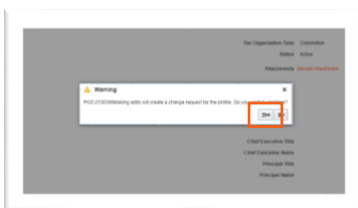
2. To review who is setup to access the Supplier Portal, click the **Contacts** tab.



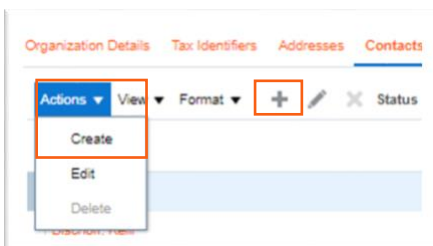
3. To update the **Contacts** tab, click **Edit**.



4. Click **Yes** in the warning dialog box.



5. To create a contact, click on the **plus icon** or click **Actions** and select **Create** from the drop-down menu.



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6. Enter all contact details. **Fields marked with an asterisk (*) are required.** Make sure to add phone and address details.

Check **Administrative Contact** if the contact needs the ability to manage contact details.

Check **Request User Account** if the contact should have access to the Supplier Portal.

Create Contact

Salutation: Ms.

* First Name:

Middle Name:

* Last Name:

Job Title:

Phone:

Mobile:

Fax:

Email:

Status: Active

Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking i...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, req...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks includ...

Create Another OK Cancel

7. To assign roles to contacts, click **Roles**, then **Actions** and **Select and Add**.

User Account

Request user account

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the su
Supplier Bidder	Sales representative from a potential suppl
Supplier Customer Service Representative	Manages inbound purchase orders and cor

Actions View Fo

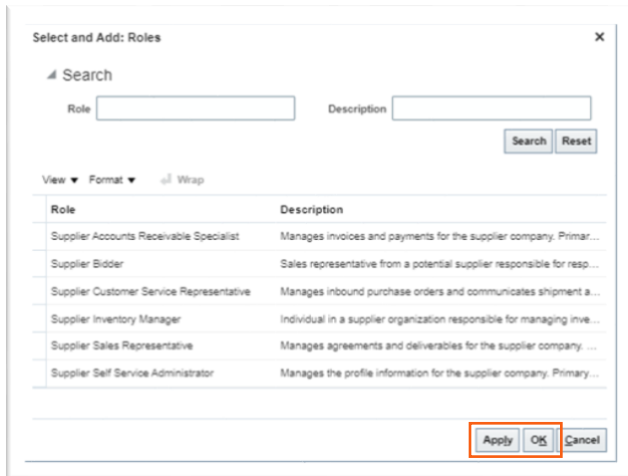
Remove

Select and Add

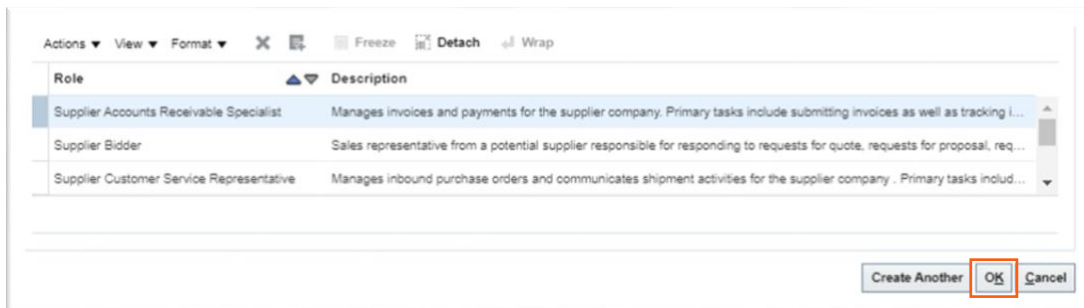
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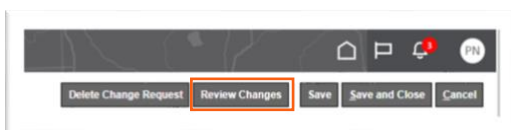
Select the desired roles one at a time or use the **CTRL** button, and click **Apply** after each selection. Then click **OK**.



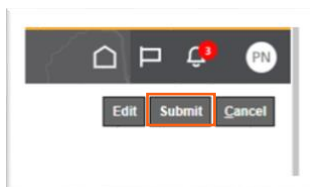
To confirm the creation, click on **OK**.



8. When you have completed your updates, Click **Review Changes** on top right side of the screen.



9. To finish the process, Click **Submit** on the top right side of the screen.



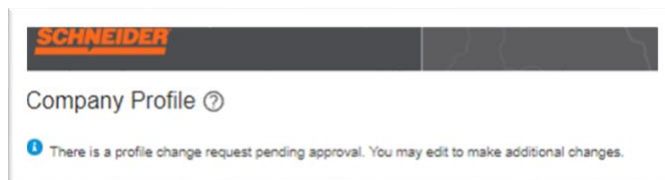
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10. Click **OK** in the confirmation dialog box.



11. Your changes will be sent to Schneider for approval. The message below will appear on your screen until changes are approved.

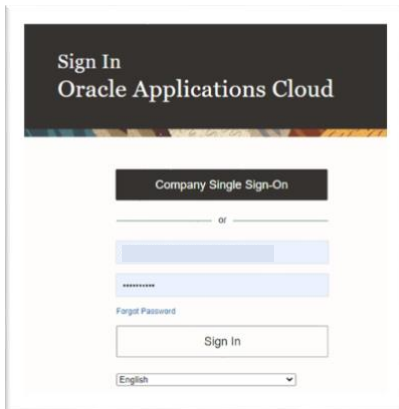


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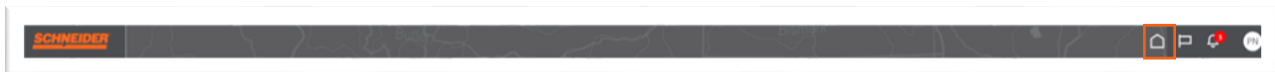


Company Profile: View and Update Organization Details

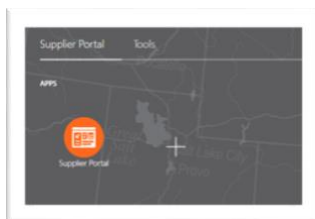
1. Login with Supplier Portal credentials.



2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Company Profile** section and click **Manage Profile**.



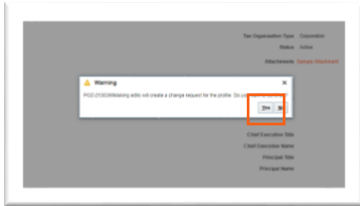
5. Click **Edit**.



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6. Click **Yes** in the warning dialog box.



7. Enter a suitable change description in the **Change Description** field.

A screenshot of a form field labeled "Change Description". The field is empty and has a light gray border.

8. Click the **Organization Details** tab and update the detail: General, Identification, Corporate Profiles or Financial Profile sections as appropriate.

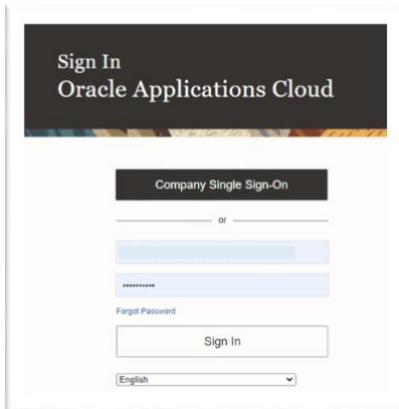
A screenshot of the "Edit Profile Change Request: 15001" form in the Schneider Supplier Portal. The form has a navigation bar at the top with tabs: "Organization Details", "Identification", "Address", "Contacts", "Payments", "Business Classifications", and "Service Offerings and Services". The "Organization Details" tab is selected and highlighted with a red box. Below the tabs, there is a "Change Description" field with the placeholder text "Update Organization name and address". The form is divided into several sections: "General" (Supplier Name, Supplier Number, Supplier Type, Tax Organization Type, Status, Attachments), "Identification" (E-U/S Number, Customer Number, SIC, National Insurance Number, Corporate Web Site), "Corporate Profile" (Year Established, Mission Statement, Year Incorporated, Chief Executive Title, Chief Executive Name, Principal Title, Principal Name), and "Financial Profile" (Fiscal Year End Month, Current Fiscal Year's Potential Revenue, Preferred Functional Currency). The "Year Established" field is pre-filled with "1986".

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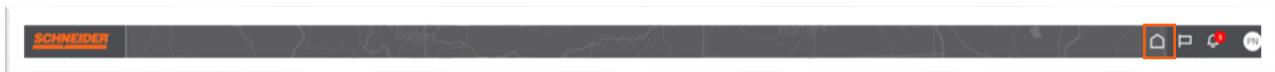


Company Profile: View and Update Addresses

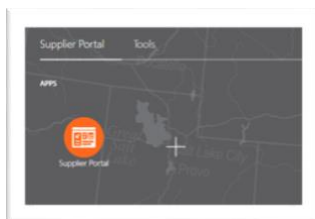
1. Login with Supplier Portal credentials.



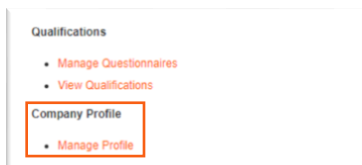
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation (under the Tasks panel) scroll to the **Company Profile** section and click **Manage Profile**.



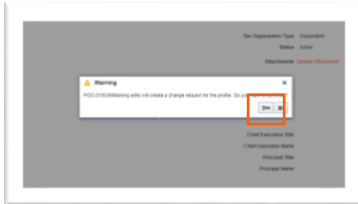
5. Click **Edit**.



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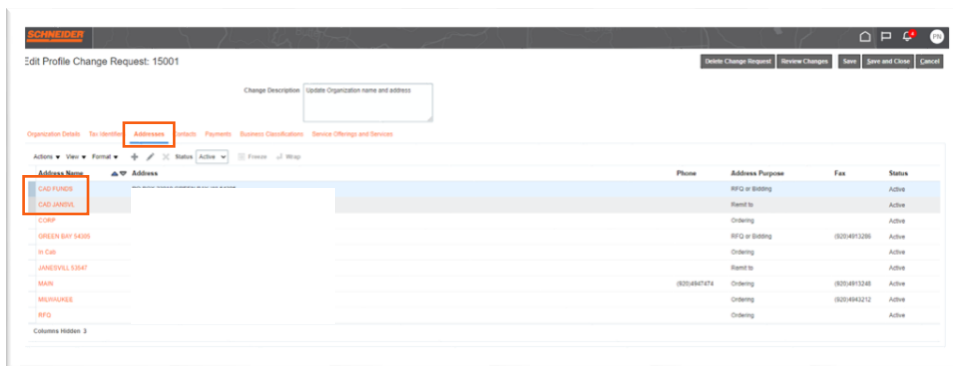
6. Click **Yes** in the warning dialog box.



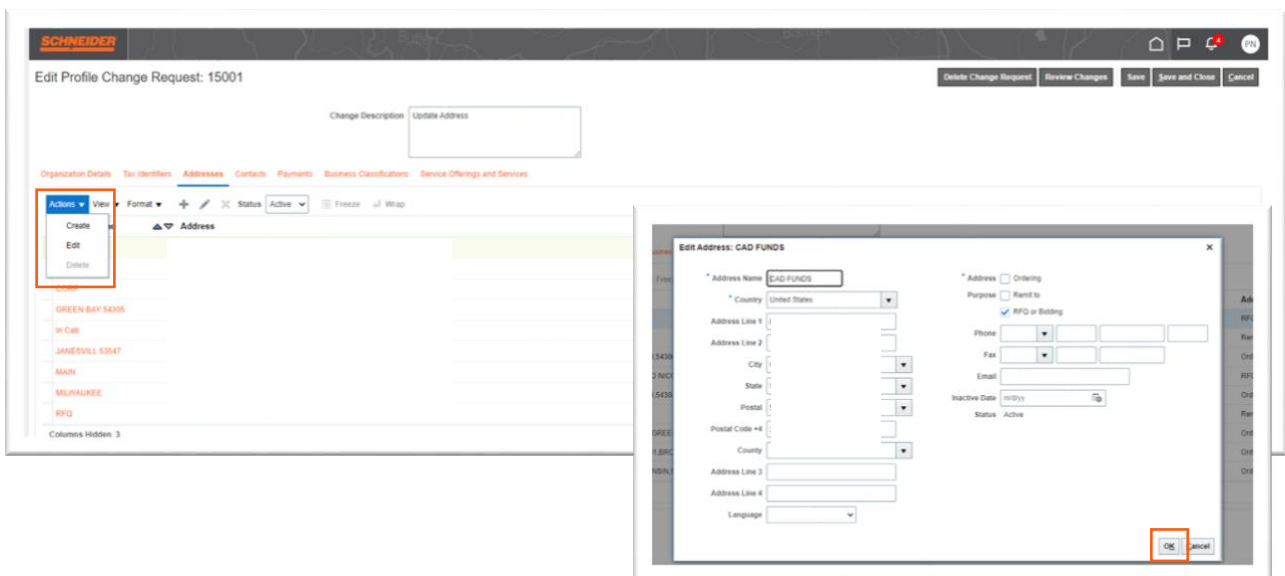
7. Enter a suitable change description in the **Change Description** field.



8. Click the **Addresses** tab and select the Address from the list that needs to be updated.



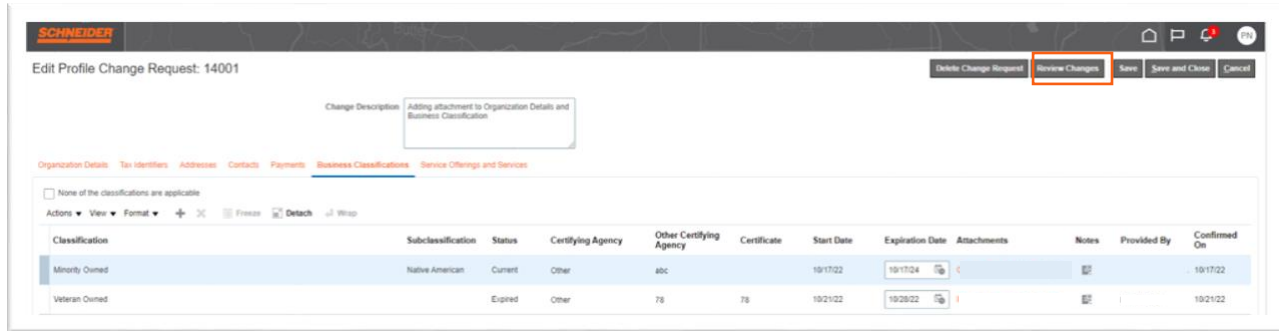
9. Click the **Actions** dropdown and select **Edit** from the list. Update the Address details (Address Name, Country, Address Line 1, Address Line 2, City, State, Postal Code, Language, Address Purpose, Phone, Fax, Email, Inactive Date, Status) then Click **OK**.



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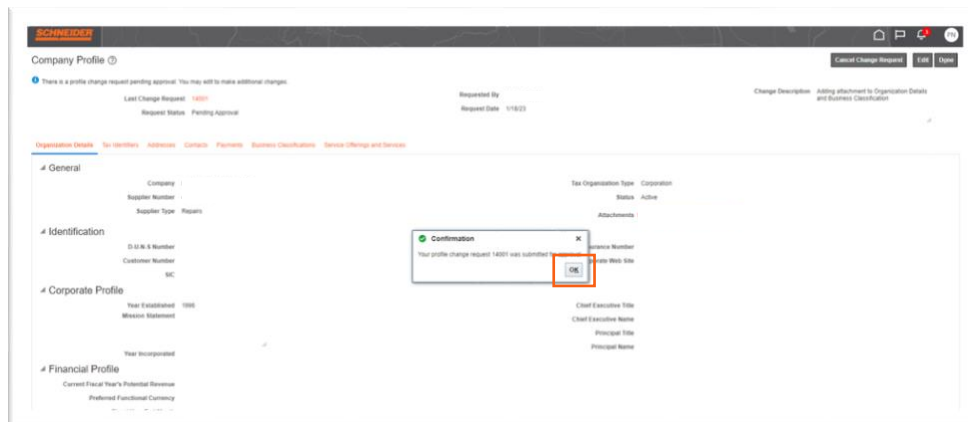
10. Click **Review Changes** on top right side of the screen.



11. Click **Submit** on the top right side of the screen.



12. Click **OK** in the confirmation dialog box.



13. Click **Done** on top right corner of the screen.

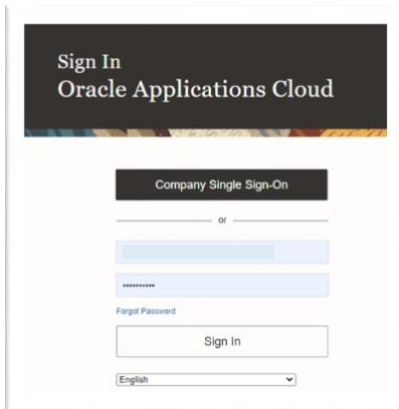


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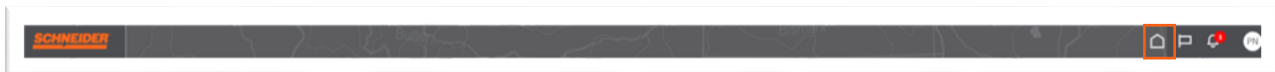


Company Profile: View and Update Payment Methods

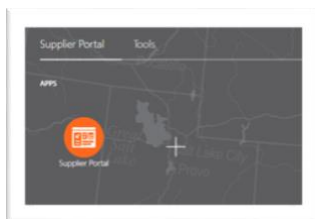
1. Login with Supplier Portal credentials.



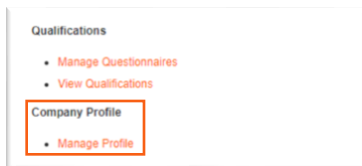
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Company Profile** section and click **Manage Profile**.



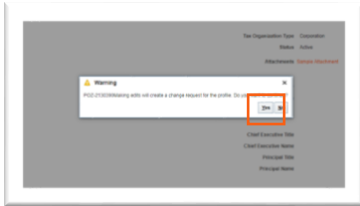
5. Click **Edit**.



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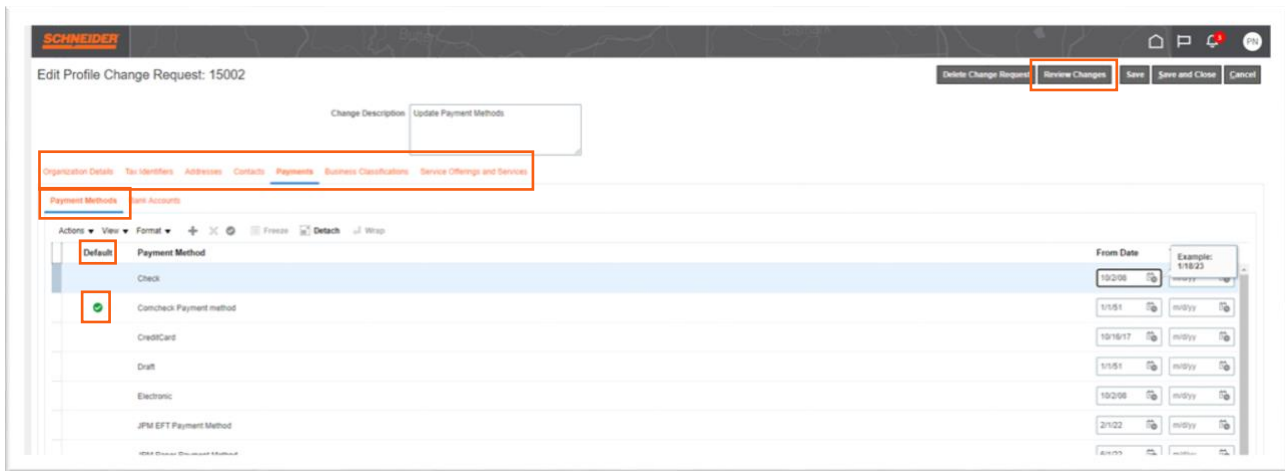
6. Click **Yes** in the warning dialog box.



7. Enter a suitable change description in the **Change Description** field.



8. Details can be added in any of the tabs.
For this example, **Payment Method** changes will be made in the **Payments** tab. Select any **Payment Method** listed and make it a default by clicking on **Check Mark** icon in the **Default** column. When complete, click **Review Changes**.



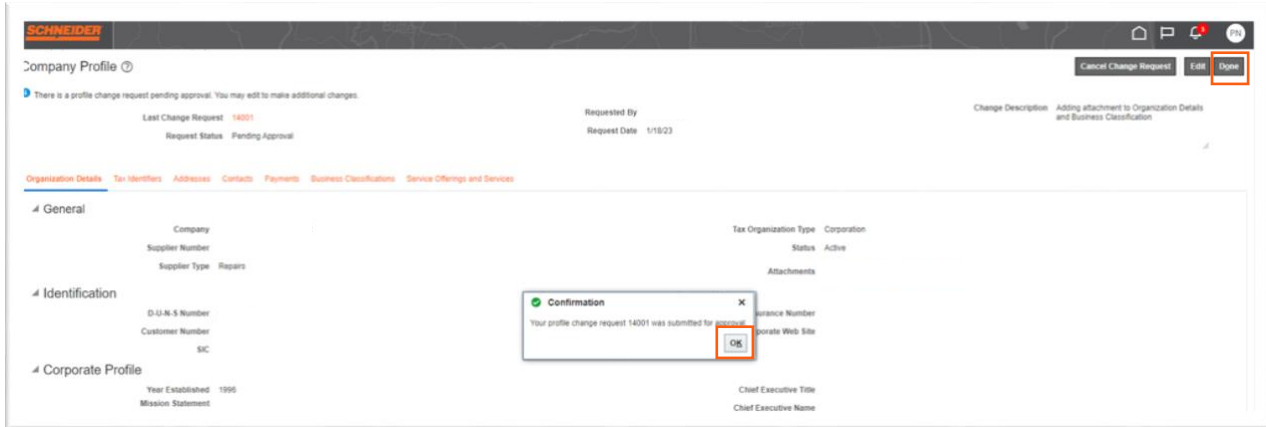
9. Click the **Submit** button on the top right side of the screen.



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10. Click **OK** in the confirmation dialog box, then **Done** in the top right corner of the screen.

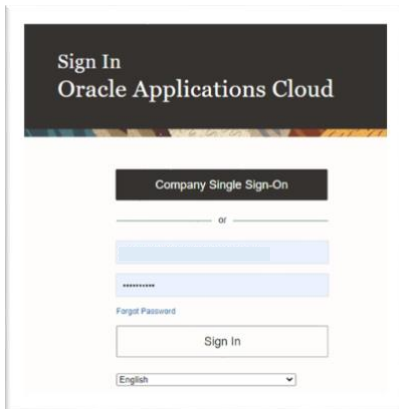


Supplier Portal Reference Guide

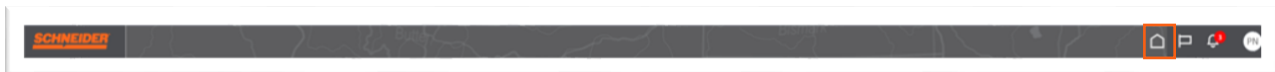


Company Profile: Add Attachments

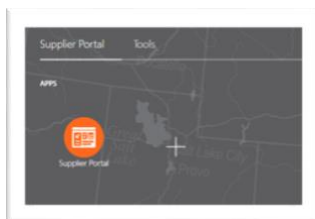
1. Login with Supplier Portal credentials.



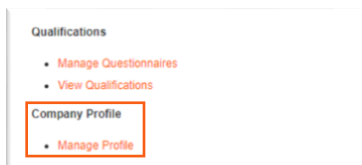
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation (under the Tasks panel) scroll to the **Company Profile** section and click **Manage Profile**.



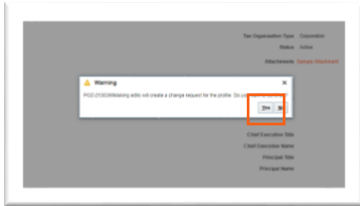
5. Click **Edit**.



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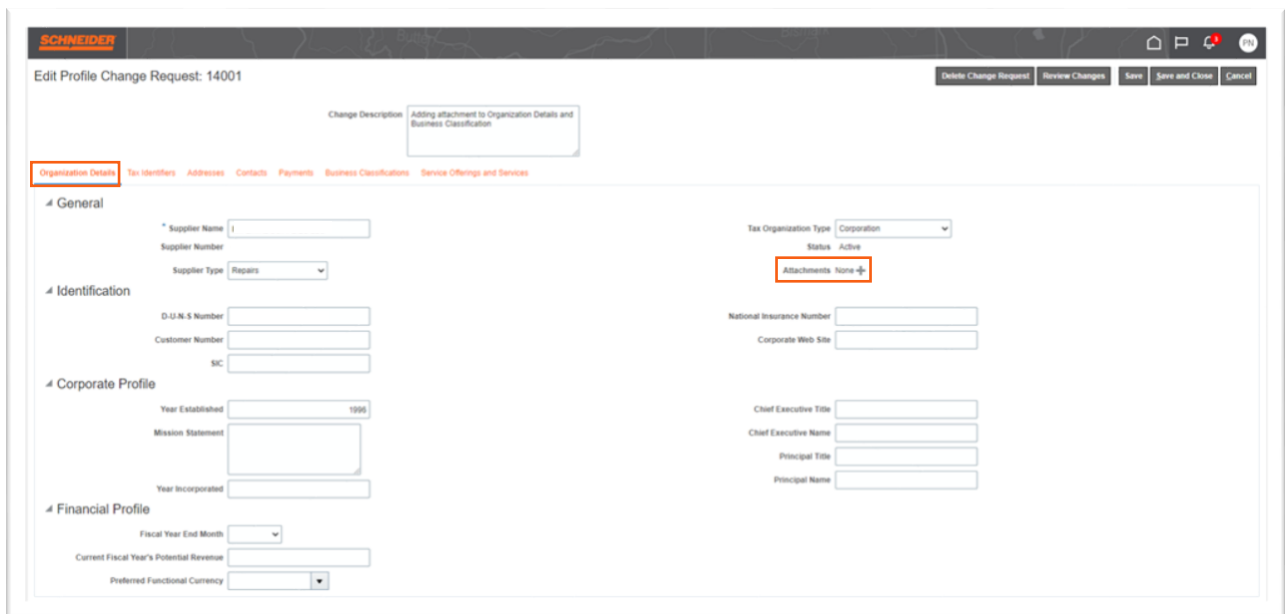
6. Click **Yes** in the warning dialog box.



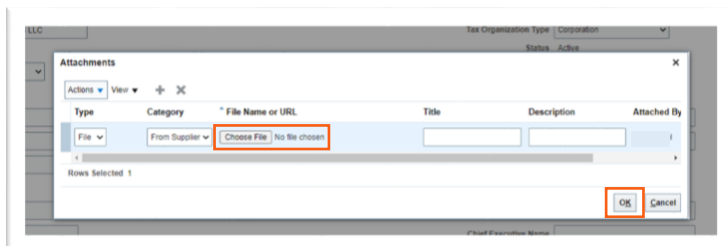
7. Enter a suitable change description in the **Change Description** field.



8. Click the **Organization Details** tab (General section) and click on **+** by **Attachments**.



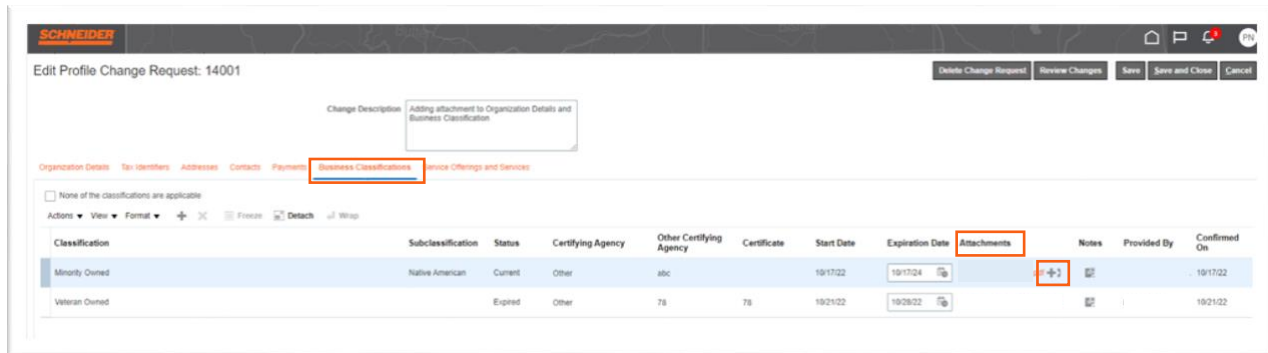
9. Click **Choose File** and add the file/attachment as required. Once added, click **OK**.
NOTE: *Multiple attachments can be added by following these steps.*



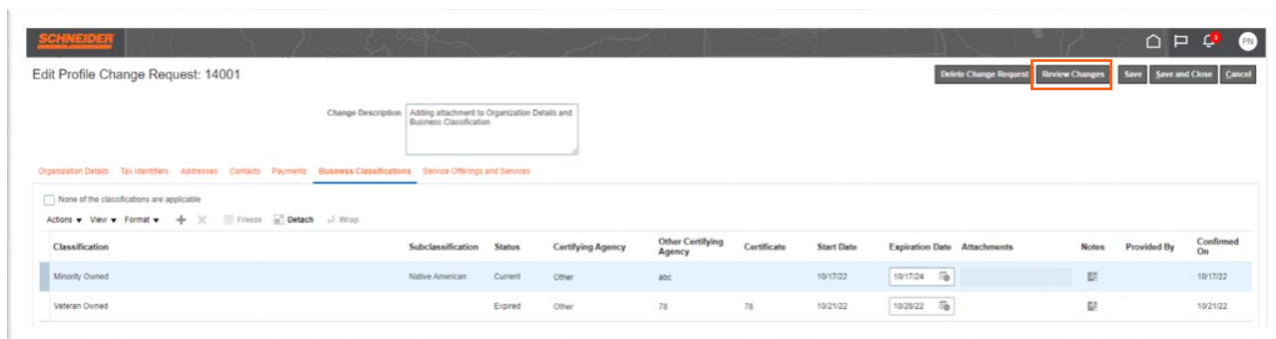
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- Similarly, attachments can be added under the **Business Classification** tab. Select a particular classification and click the **+** under **Attachments** and add attachments like in the previous step.



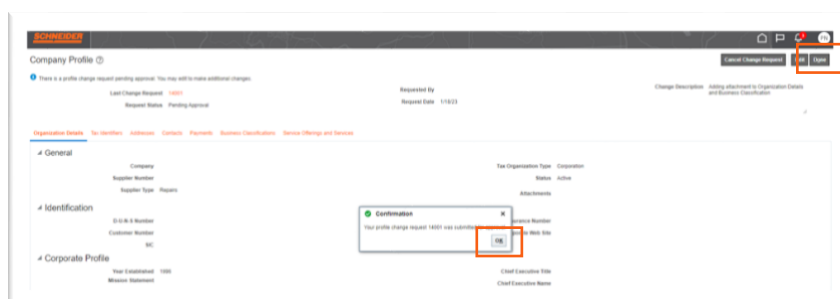
- Click **Review Changes** on top right side of the screen.



- Review your changes made and click **Submit**.



- Click **OK** in the confirmation dialog box and then **Done** in top right corner of the screen.

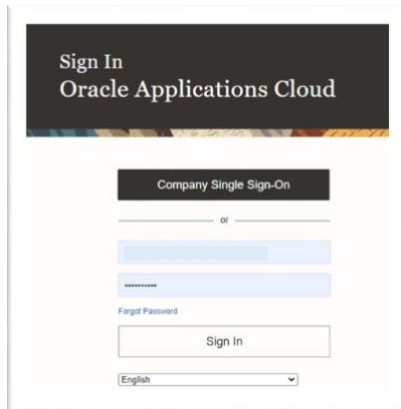


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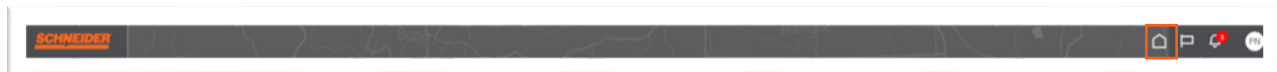


Negotiations: View and Accept Terms and Conditions

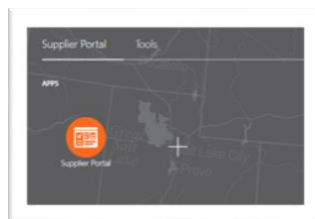
1. Login with Supplier Portal credentials.



2. Click the **house** icon in the upper right-hand corner.



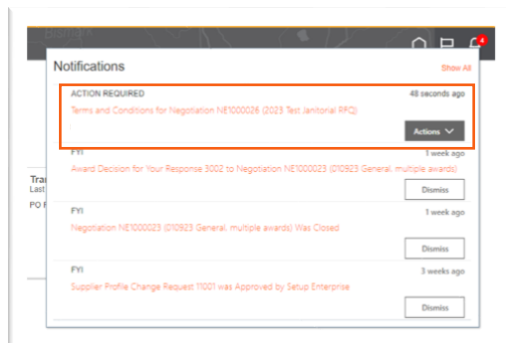
3. Click the **Supplier Portal** icon.



4. Click the **bell** icon in the upper right corner.



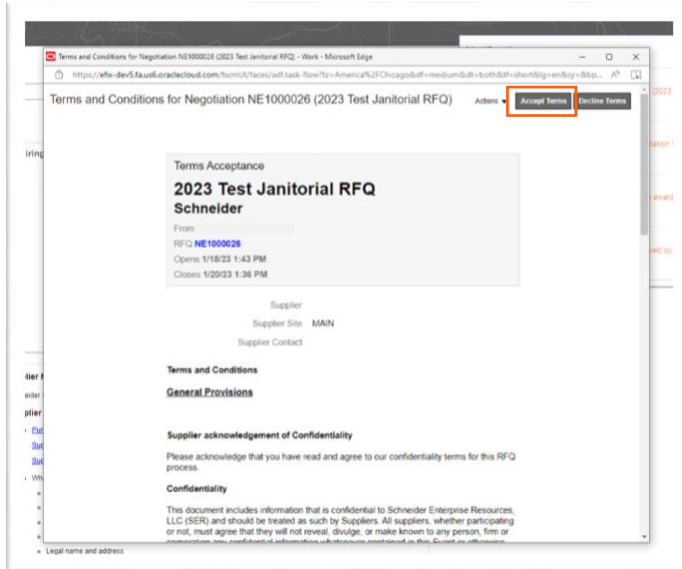
5. The supplier will see the notification to participate in the RFQ. Click on **Terms and Conditions for Negotiation NEXXXXX (XXXXX)**.



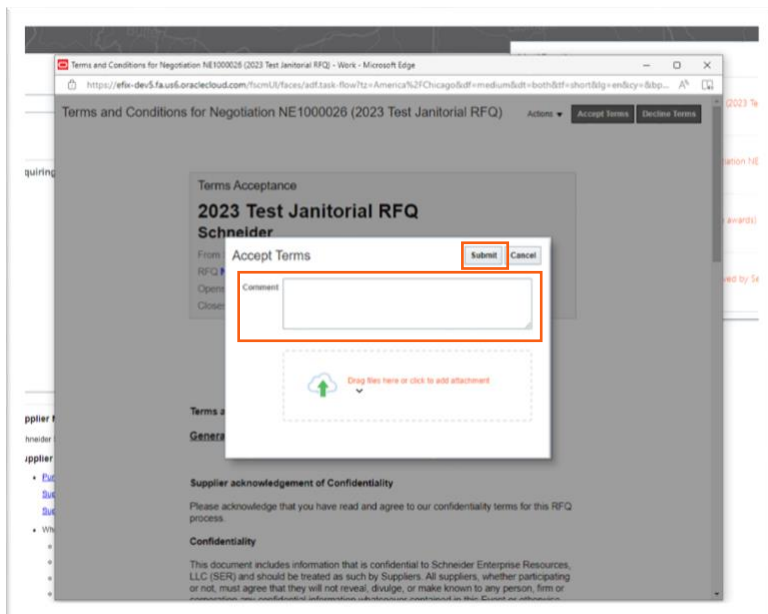
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6. Review the Terms and Conditions and click **Accept Terms**.



7. Enter Comments (if required) and click **Submit**.

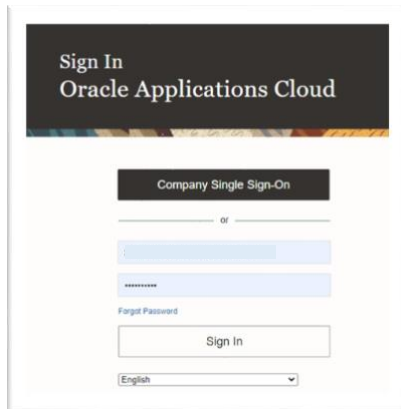


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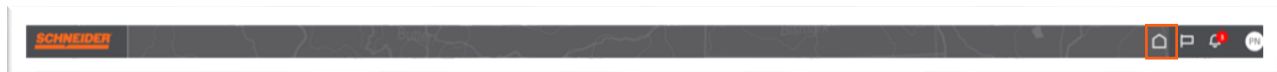


Negotiations: Review Details and Accept Invitation

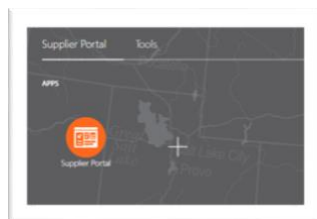
1. Login with Supplier Portal credentials.



2. Click the **house** icon in the upper right-hand corner.



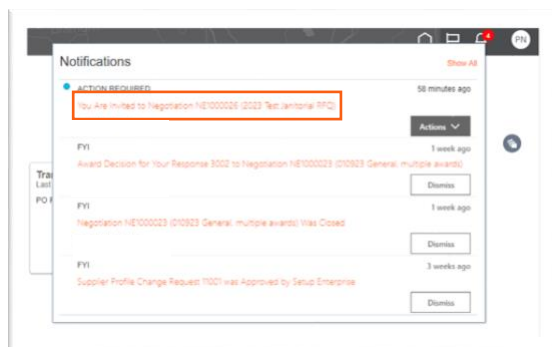
3. Click the **Supplier Portal** icon.



4. After accepting the terms, another notification will appear in the bell. Click the **bell** icon in the upper right corner.



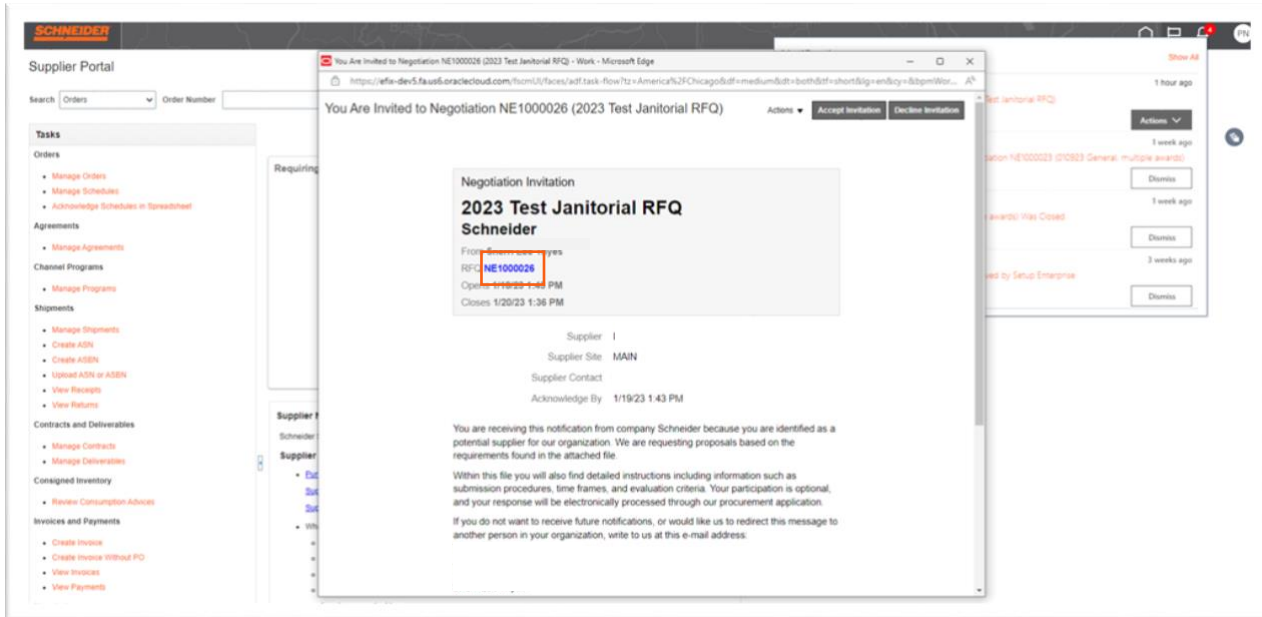
5. There will be a notification to participate in the RFQ. Click the **You Are Invited to Negotiation NEXXXXXX (XXXX)** link.



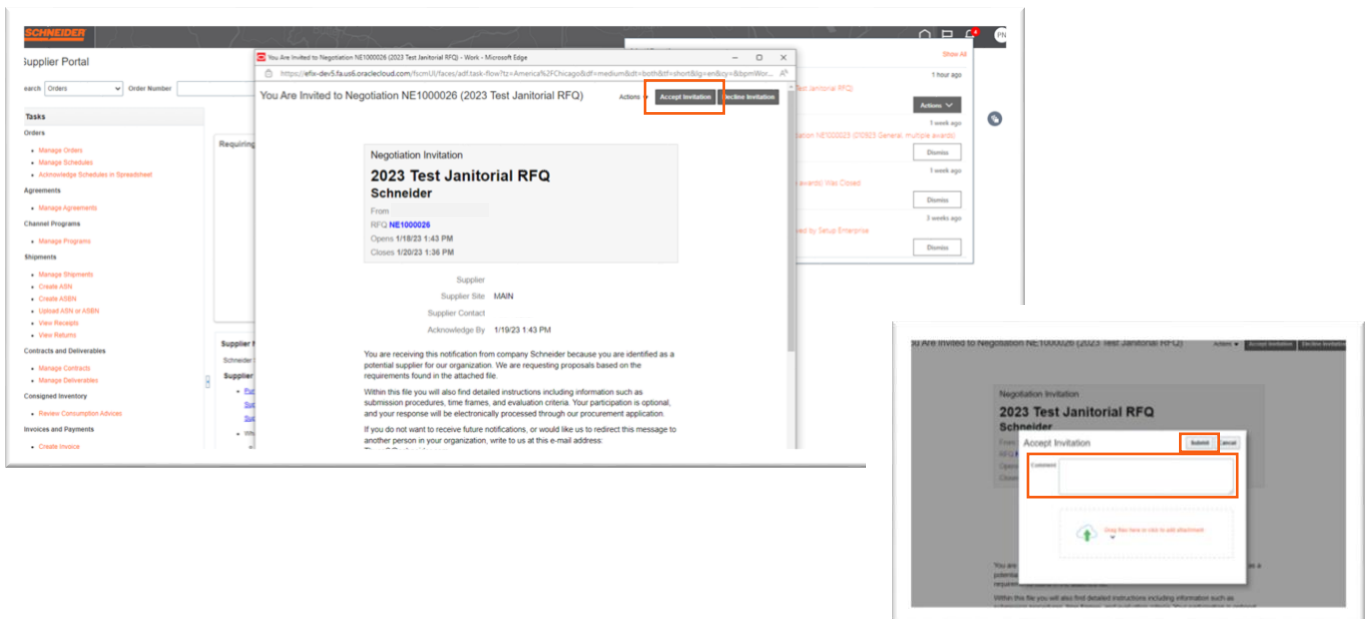
Supplier Portal Reference Guide



6. Review the negotiation details by clicking the **PDF** link.



7. Go back to the **You Are Invited to Negotiation NEXXXXX (XXXX)** page and click **Accept Invitation**, enter comments (if required) and click **Submit**.

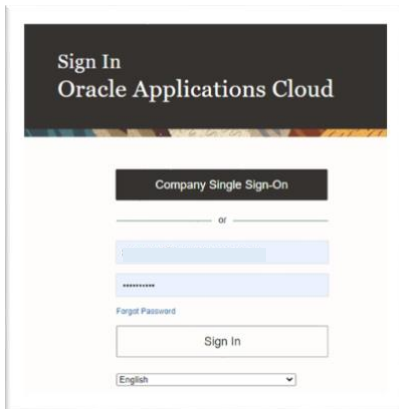


Supplier Portal Reference Guide

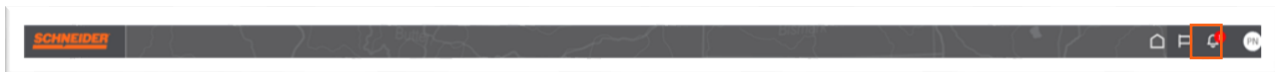


Negotiations: Create Response

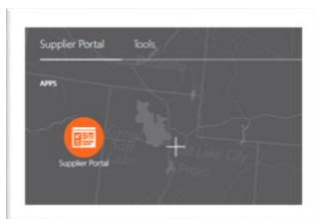
1. Login with Supplier Portal credentials.



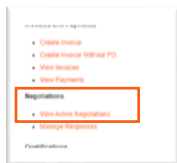
2. Click the **house** icon in the upper right-hand corner.



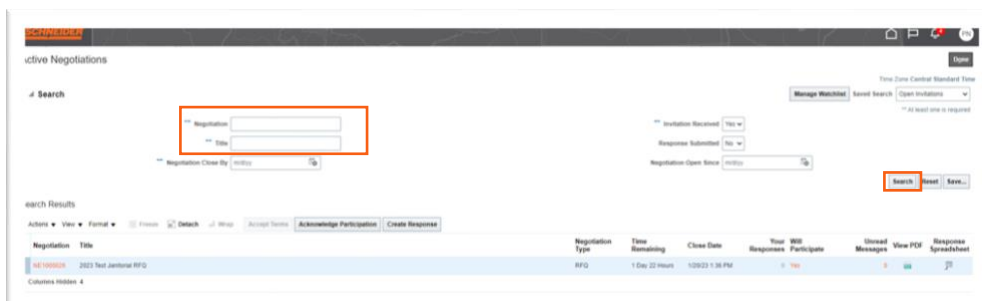
3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Negotiations** section and click **View Active Negotiations**.



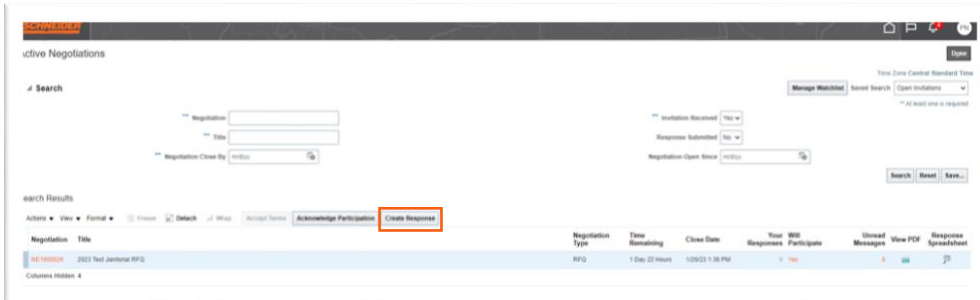
5. You will now see all the Active Negotiations in your queue. If you need a particular RFQ, enter the **Negotiation number** and **Title** and click **Search**.



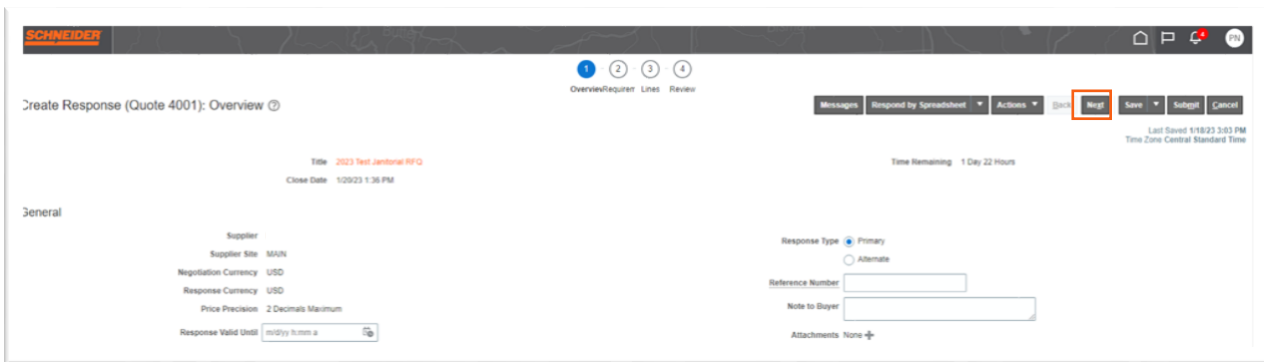
Supplier Portal Reference Guide



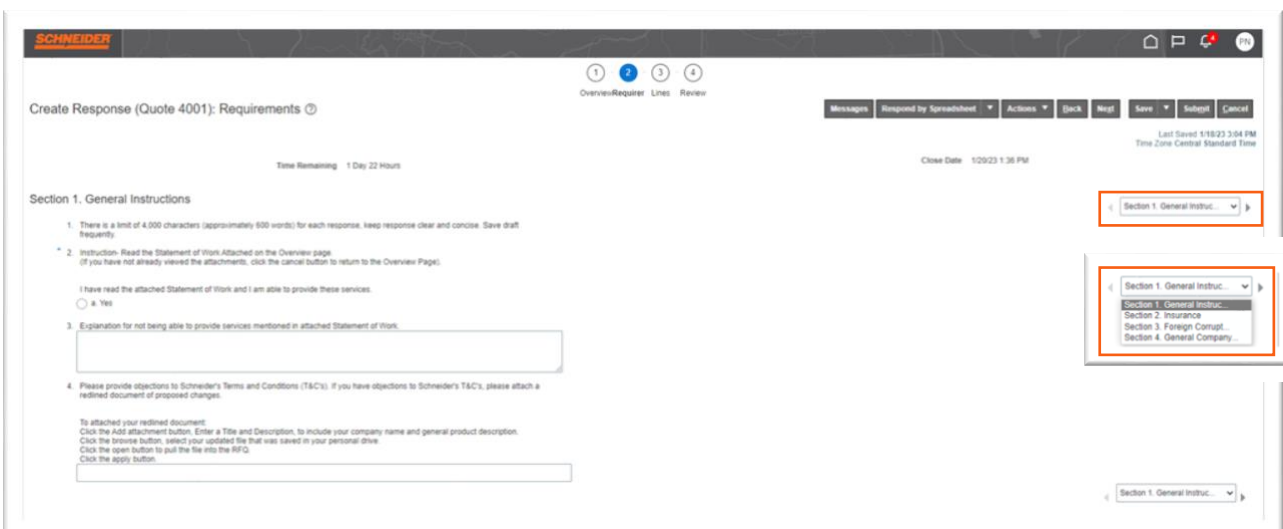
6. Select the Negotiation and click **Create Response**.



7. Click **Next** at the top right of the screen and make updates as necessary.



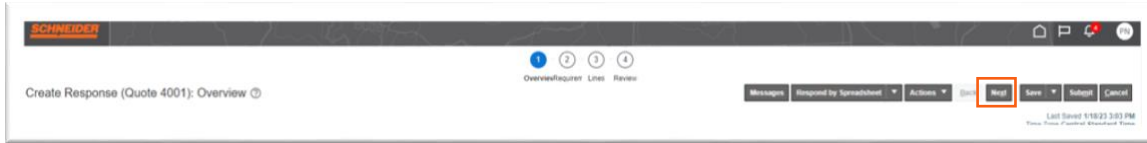
8. Under each section, provide your responses as required. **Fields marked with an * are required.**
Note: Click the dropdown on the right side of the screen to switch between sections. Provide required responses for every section.



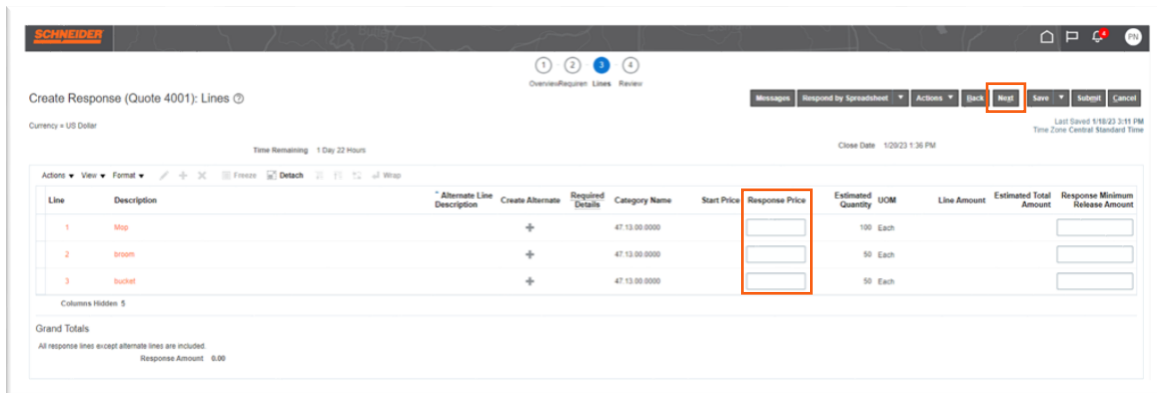
Supplier Portal Reference Guide



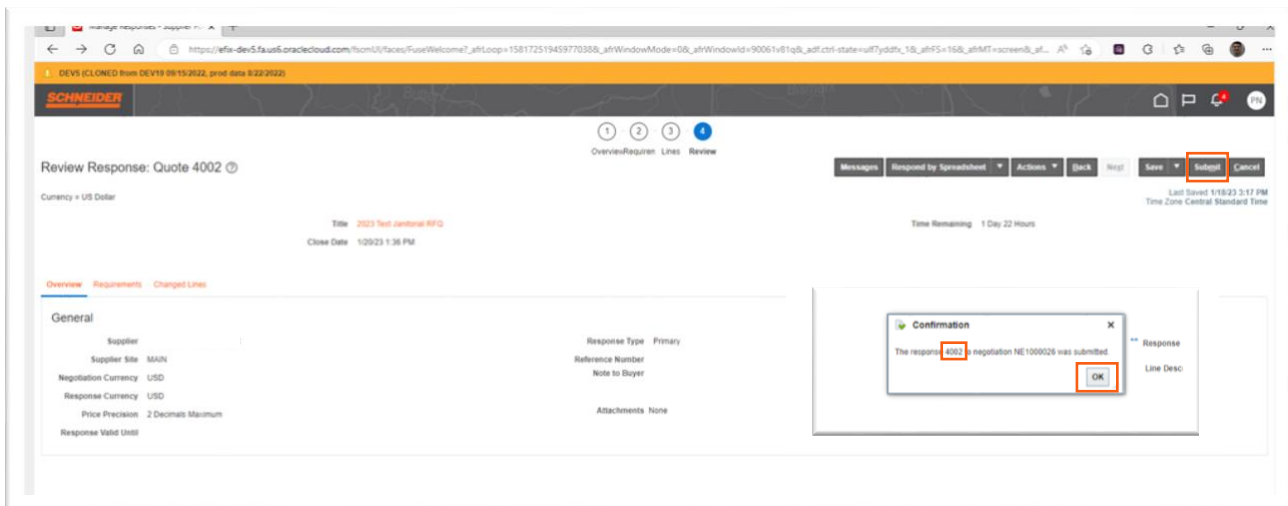
9. Click **Next** at the top right of the screen.



10. Enter price information in the **Response Price** field and click **Next** at the top right of the screen.



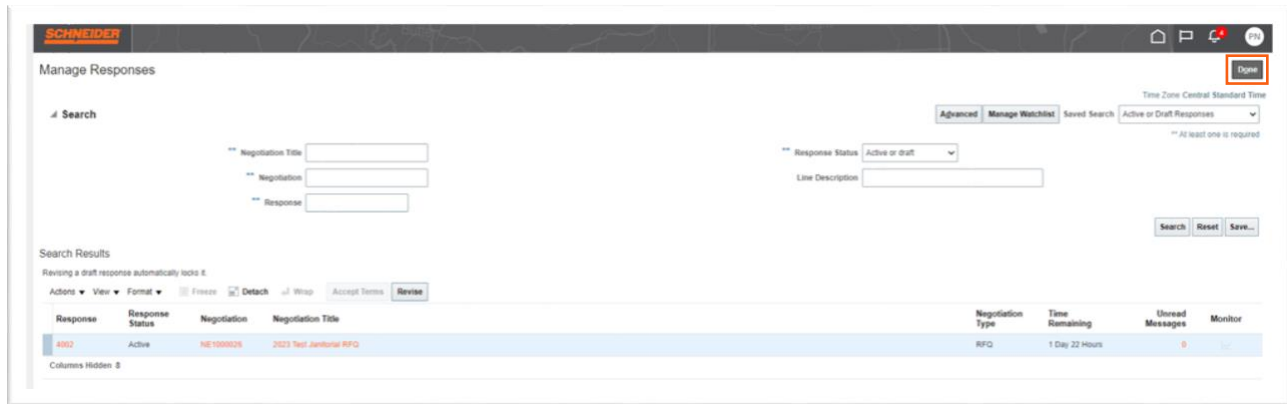
11. Click **Submit** at the top right of the screen. Remember to make a note of the Response number once the Confirmation message appears. To complete, click **OK**.
*Note: If a warning message appears asking if you want to continue, click **Yes**.*



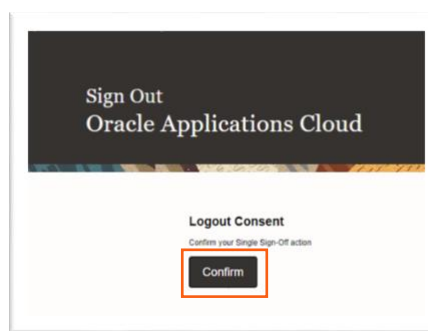
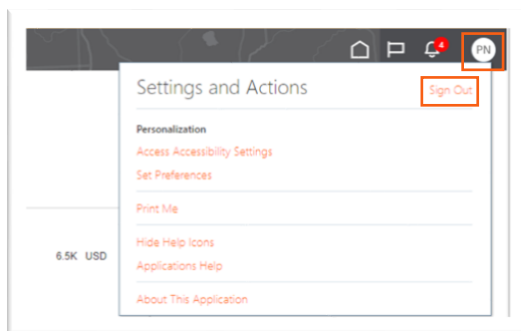
Supplier Portal Reference Guide



12. To finish, click **Done** at the top right side of the screen. Please follow the same steps in this script to provide responses from multiple suppliers.



13. To sign out of Oracle as the current user, click the initials in the upper right-hand corner, select **Sign Out** and click **Confirm** on the following page.



Supplier Portal Reference Guide



Agreements: How to View and Edit

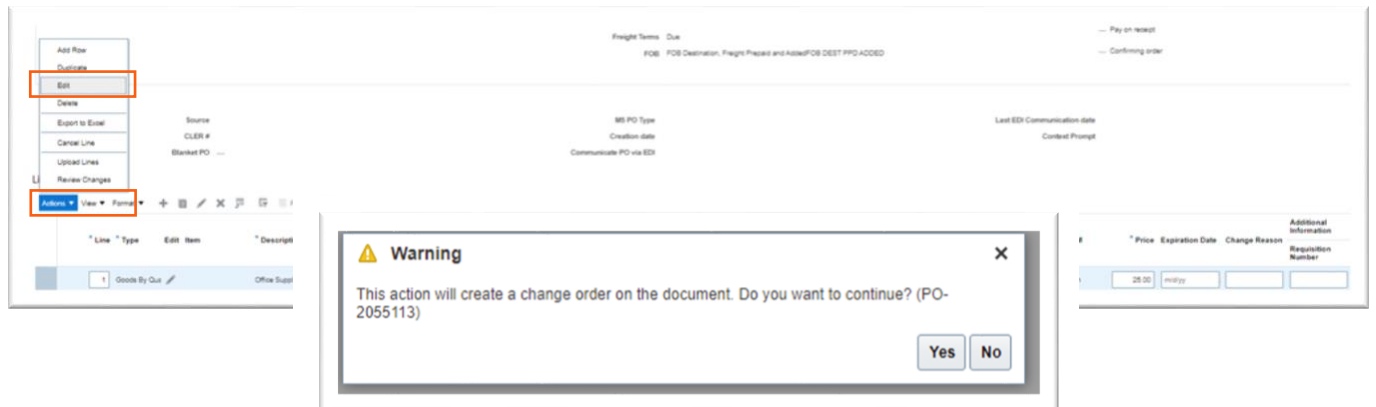
1. Click **Manage Agreements**.

In the **Agreement** field, enter an agreement number and click **Search**. If you do not know the number, click Search to display all agreements.



2. If you want to make changes to your agreement, select **Edit** from the **Actions** drop-down menu.

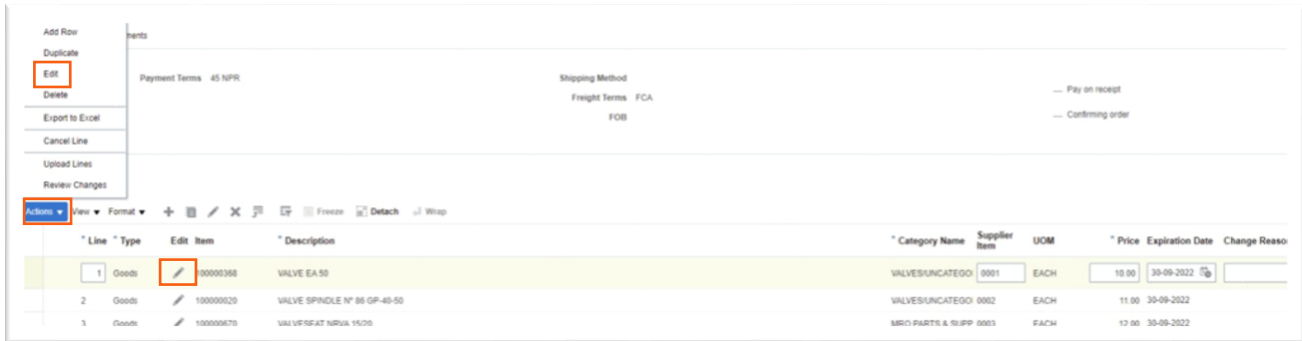
A warning message may appear indicating that this action will create a change order against the agreement document. Click **Yes** to create the change order.



Supplier Portal Reference Guide



- To edit another line, select the line and click the **pencil icon** or select **Edit** from the **Actions** drop-down menu.



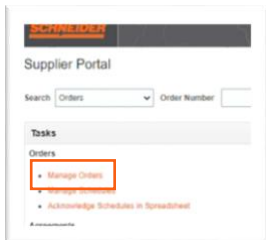
- If you don't want to submit changes, click **Cancel**. If you want to keep changes, click **Save**.
- To finish, click **Submit**. Once you click **Submit**, changes can no longer be made so make sure you enter information into the **Description** and **Change Reason** fields.
- A confirmation window will appear showing your order was submitted for approval.

Supplier Portal Reference Guide

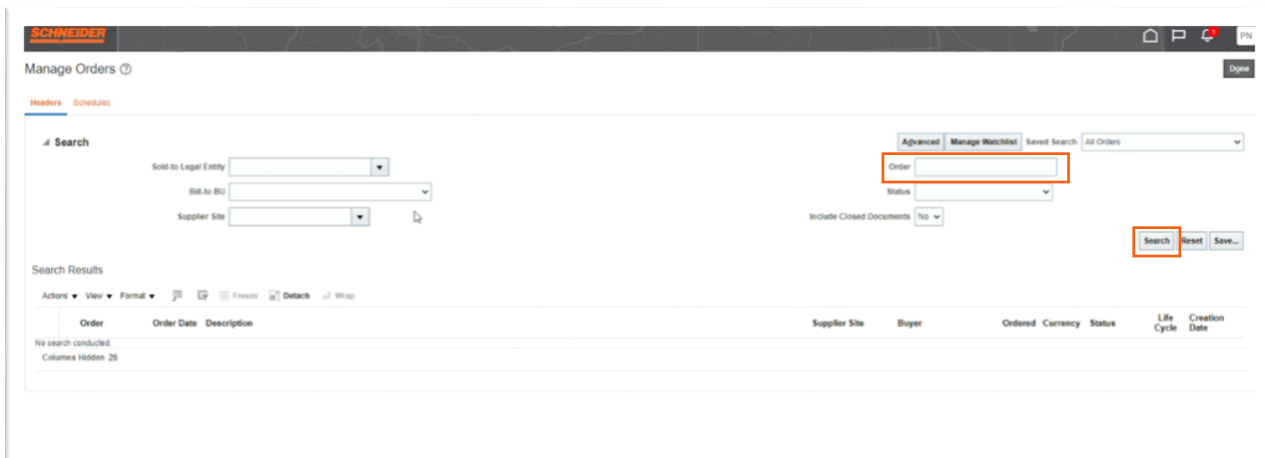


Purchase Orders: View, Edit and Acknowledge

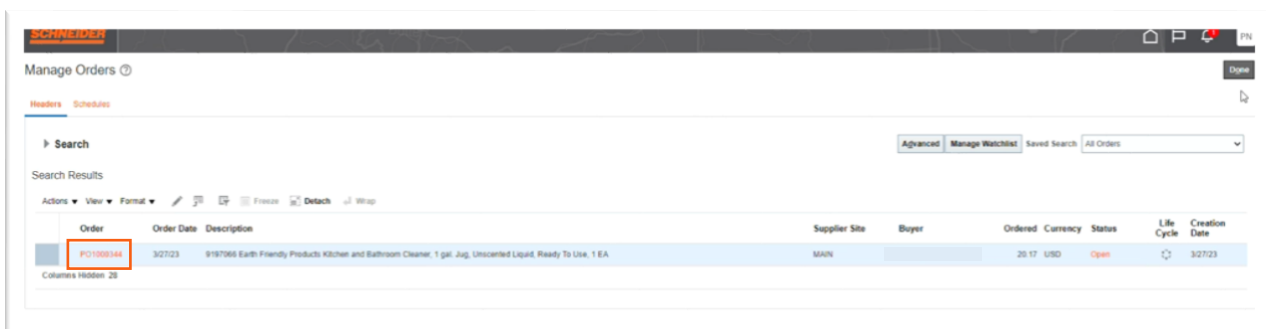
1. Click the **Manage Orders** hyperlink, under the Orders section.



2. Fill out the **PO number** and click **Search**. You must use “PO” and then the number to yield results —do not include a space between PO and the number.



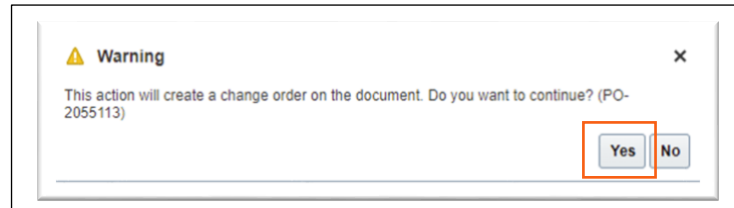
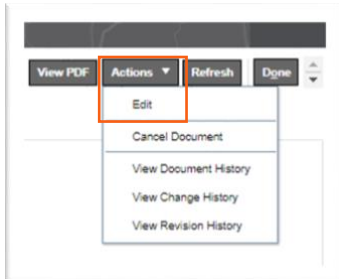
3. To view the details of the PO, click the **hyperlink**.



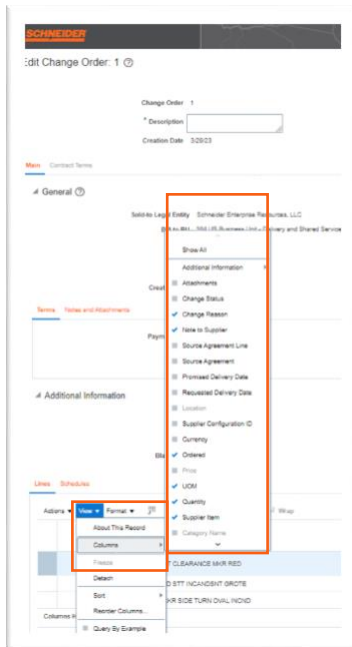
Supplier Portal Reference Guide



- To make changes, click **Edit** from the **Actions** drop-down menu. Click **Yes** in the warning dialog box to create a change order.



- To have additional data appear, select **Columns** from the **View** drop-down menu and select fields you would like displayed.



- Open the **Lines** section to modify the fields that are opened for editing.
- In the **Change Reason** field, add a comment/reason why you are creating this change order.

A screenshot of the 'Lines' section in the software interface. The table shows three lines of items. The 'Change Reason' field for the first line is highlighted with a red box. The 'Change Reason' field contains the text 'See Order'.

Line	Description	Supplier Item	Quantity	UOM	Price	Ordered	Location	Promised Delivery Date	Note to Supplier	Change Reason	Requisition Number
1	3400221LAMP DOT CLEARANCE MR RED	84430	8	EA	10.85	97.85	IN Indianapolis...	4/29/23		See Order	
2	3400221LAMP RED BITT INDIANSHVNT GROTE	84388	10	EA	2.81	28.10	IN Indianapolis...				
3	3400485LAMP MR/R SIDE TURN DUAL INCHD	84130	5	EA	4.80	24.00	IN Indianapolis...				

Supplier Portal Reference Guide



8. An explanation must be added to the **Description** field.

The screenshot shows the 'Edit Change Order: 1' interface. It features a 'Description' input field with an asterisk indicating it is required. Below the field, the 'Creation Date' is shown as '3/22/23'. An error message box is displayed, stating: 'Error: A value is required. You must enter a value.'

9. Click **Submit** to finish the change order. A dialog box confirming your change order has been submitted for approval will appear. Click **OK** to complete. When the change order is approved, a notification will be sent via the Supplier Portal.

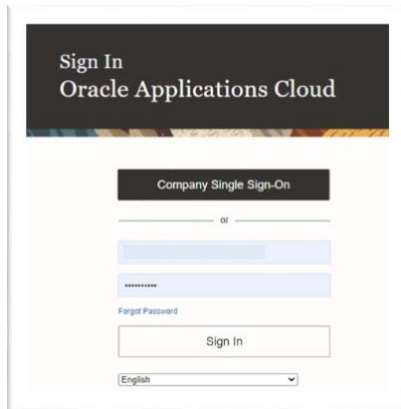
The screenshot shows a 'Confirmation' dialog box with the following text: 'The change order 1 for document Standard Purchase Order number 4004723033 was submitted for approval.' An 'OK' button is highlighted with a red box.

Supplier Portal Reference Guide

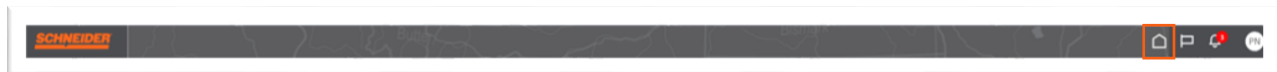


Invoices: Send PO Invoices via Supplier Portal (Future Capability)

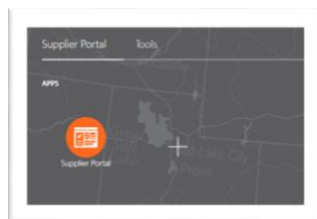
1. Login with Supplier Portal credentials.



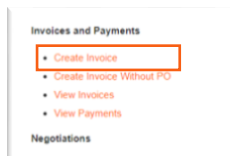
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Invoices and Payments** section and click **Create Invoice**.



5. Enter or search for the **“Identifying PO”** associated with this invoice; several other fields will populate once the PO is entered.
6. Enter your Invoice Number and Date.
7. **“Type”** defaults to **“Invoice”**; change to **“Credit Memo”** if needed.
8. **Description** field can be used to capture additional information about the invoice, such as service period.

Supplier Portal Reference Guide



- It is required to attach a PDF copy of the invoice image; click on the **Plus Sign** to add the invoice image as an attachment.

- Leave the Type as **“File”** and the Category as **“From Supplier”**.
- Select the **“Choose File”** to navigate your hard drive to locate and attach the invoice attachment.
- When finished uploading file(s), select the **OK** button.

- Within the Lines section, click the **“Select and Add”** icon to select specific PO lines to invoice.

- The **available PO lines** will be displayed; highlight the individual PO line(s) to add to the invoice.
- Alternatively, if the invoice is for all the PO lines, click the **Select All** button.

Supplier Portal Reference Guide



16. Click the **OK** button to add the selected PO line(s) to the invoice and close the window.

Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item Number	Item Description	Ship-to Location	Ordered
PO1000138	1	1			9197056	9197056 Earth Fri...	WI-Green Bay-CSBC	1

17. If there is a need to add tax or freight to the invoice, select the **Plus** sign under “**Lines**” .

18. Enter in dollar amounts.

Number	Type	Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
1	Item	PO1000138	1	1			9197056	9197056 Earth Friendly Products Kitchen and Bathroom Cleaner, 1 gal. Jug, Unscented Liquid, Ready To Use, 1 EA	WI-Green Bay		1	1	20.17	Box	20.17
2	Freight								WI-Green Bay						20.17
Total															20.17

19. Scroll to the right and down to further review the invoice; it is essential that this step is done to validate the invoice

20. Review the total Invoice Amount to ensure it reflects the correct amount and matches the amount on the invoice copy attached

21. Click “**Submit**” to send invoice for review, approval, and payment.

Identifying PO: PO1000344
Supplier: [Field]
Taxpayer ID: [Field]
Supplier Site: MAIN
Address: [Field]
Supplier Tax Registration Number: [Field]

Remit to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None
Tax Control Amount: [Field]

Invoice Actions: Save, Save and Close, **Submit**, Cancel

Invoice Number: 1234245371
Date: 4/2/23
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer: Schneider Enterprise Resources, LLC
Name: Schneider Enterprise Resources, LLC
Address: [Field]

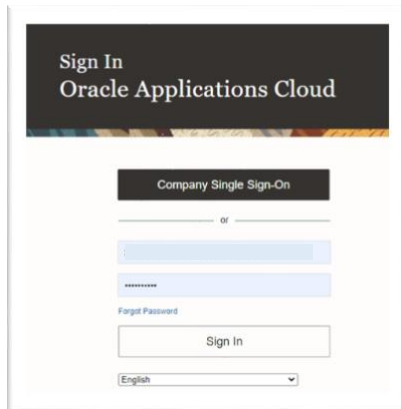
Number	Type	Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
2	Freight								WI-Green Bay						5.00
1	Item	PO1000138	1	1			9197056	9197056 Earth Friendly Products Kitchen and Bathroom Cleaner, 1 gal. Jug, Unscented Liquid, Ready To Use, 1 EA	WI-Green Bay		1	1	20.17	Box	20.17
Total															25.17

Supplier Portal Reference Guide

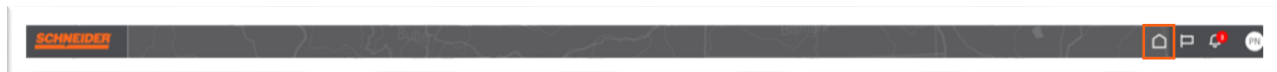


Invoices: Send Non-PO Invoices via Supplier Portal (Future Capability)

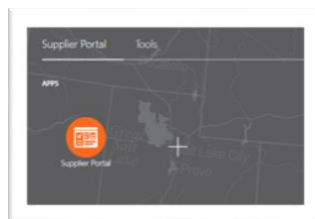
1. Login with Supplier Portal credentials.



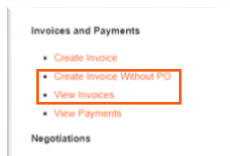
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Invoices and Payments** section and click **Create Invoice Without PO**.



5. Enter invoice header details — including requester email. All fields marked with an **asterisk (*)** are required fields.



Supplier Portal Reference Guide



6. In the **Lines** section, click the **plus sign (+)** to enter invoice line detail. Use the drop-down lists for **Type** and **Ship-to** and **Ship-from Location**, enter the **Amount** and **Description**. Click **Save**, then **Submit**.

Supplier
Supplier ID
Supplier Site
Address
Supplier Tax Registration Number

Bank to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments
Tax Control Amount

Customer
Customer Taxpayer ID
Name: Schneider Enterprise Resources, LLC
Address

Invoice Actions: Save, Save and Close, Submit, Cancel

* Number: 813823
* Date: 1/30/23
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar
* Requester Email
Requester Name

Lines

View: +, -, X, Cancel Line

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Amount	Description
1	Item	US Green Bay-CISG			500.00	Input
Total					500.00	

Summary Tax Lines

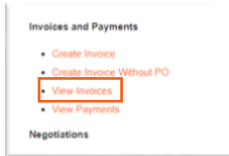
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
Totals								
	Item				Freight	0.00		
					Miscellaneous	0.00		
					Inclusive Tax	0.00		
					Exclusive Tax	0.00		
					Setpage	0.00		
					Invoice Amount			500.00
					Doc			0.00

Supplier Portal Reference Guide



Invoices: View Status

1. In the left-hand navigation, scroll to the **Invoices and Payments** section and click **View Invoice**.



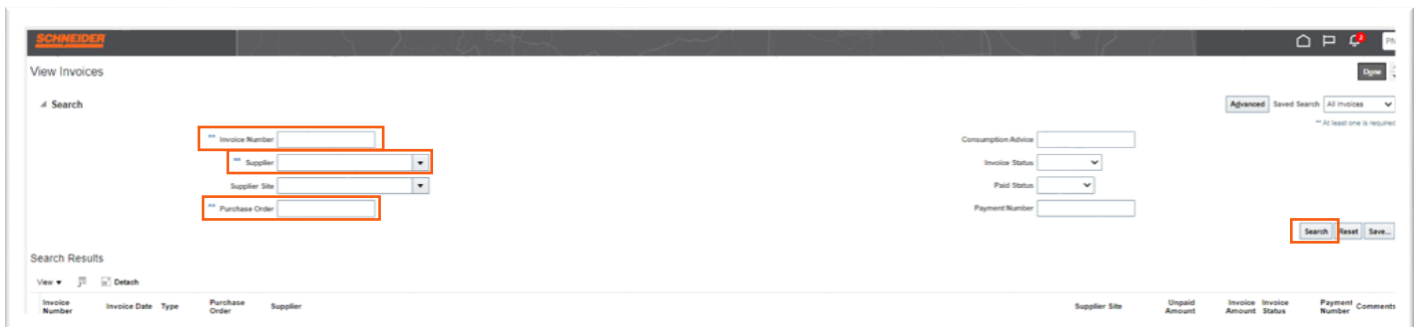
2. To search for an invoice, populate one of the fields marked with an **asterisk (*)**.

Invoice Number: see a specific invoice.

Supplier: see all of your company invoices.

Purchase Order: see an invoice for a specific purchase order.

When complete, click **Search**.



3. Results will be displayed in the **Search Results** section. To see invoice details, click on the **Invoice Number** hyperlink (*On Hold* – click the hyperlink to view the details; *Approved* – processed and pending payment selection; *In Process* – missing an approval; *Rejected* – approval was rejected; *Cancelled* – Invoice was cancelled per buyer direction or AP; *Incomplete* – supplier created invoice missing information).

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
10016HS385	3/22/23	Standard		5/6/23	MAIN	35.09 USD	35.09 USD	On hold	Unpaid		
10016HS386	3/22/23	Standard		5/6/23	MAIN	233.04 USD	233.04 USD	On hold	Unpaid		
10016HS428	3/22/23	Standard		5/6/23	MAIN	387.65 USD	387.65 USD	On hold	Unpaid		
52150	3/21/23	Standard		5/5/23	JANESVILL 53547	10.00 USD	10.00 USD	Approved	Unpaid		

4. If you want to see the purchase order details, click on the **Purchase Order** number.

Supplier Portal Reference Guide



5. To close out, click **Done** at the top right of the screen.

View Invoices

Search

Invoice Number

Supplier

Supplier Site

Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

Done

Search Results

View Detach

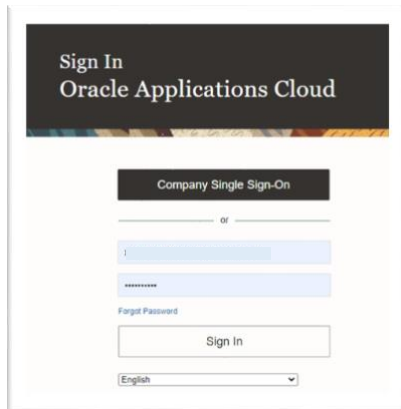
Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Original Amount	Invoice Amount	Invoice Status	Payment Number	Comments
----------------	--------------	------	----------------	----------	---------------	-----------------	----------------	----------------	----------------	----------

Supplier Portal Reference Guide

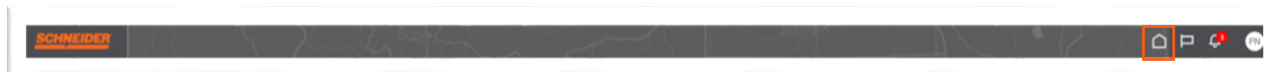


Payments: View Payment Information

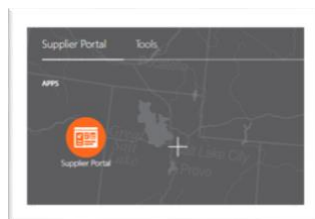
1. Login with Supplier Portal credentials.



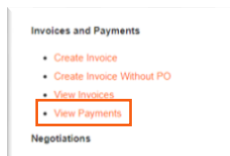
2. Click the **house** icon in the upper right-hand corner.



3. Click the **Supplier Portal** icon.



4. In the left-hand navigation, scroll to the **Invoices and Payments** section and click **View Payments**.



Supplier Portal Reference Guide



5. Enter the search criteria and click **Search**. When there are **two asterisks (**)**, one of these fields needs to be entered.

View Payments

Search

Advanced Saved Search All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date m/d/yy

Search Reset Save...

** At least one is required

6. Click the **Payment Number** link.

View Payments

Search

Advanced Saved Search All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date m/d/yy

Search Reset Save...

** At least one is required

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
7300030	11/9/22	Payment Process Re...	Multiple		JANESVILL 53547	800.00 USD	Negotiable	XXXXX9181
7300008	11/4/22	Payment Process Re...	Multiple		JANESVILL 53547	500.00 USD	Negotiable	XXXXX9181

7. Click the **Invoice Number** link to view invoice details (under paid invoice section).

Payment: 7300030

Business Unit SNI US Business Unit - Delivery and Shared Services

Payment Amount 800.00 USD

Payment Date 11/9/22

Payment Type Payment Process Request

Remit-to Account XXXXX9181

Payment Status Negotiable

Payment Document

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
testchikommen2	11/7/22	Standard				200.00 USD	200.00 USD	Workflow ...	11/11/22	Fully paid
testchikommen8	11/7/22	Standard				600.00 USD	600.00 USD	Workflow ...	11/11/22	Fully paid