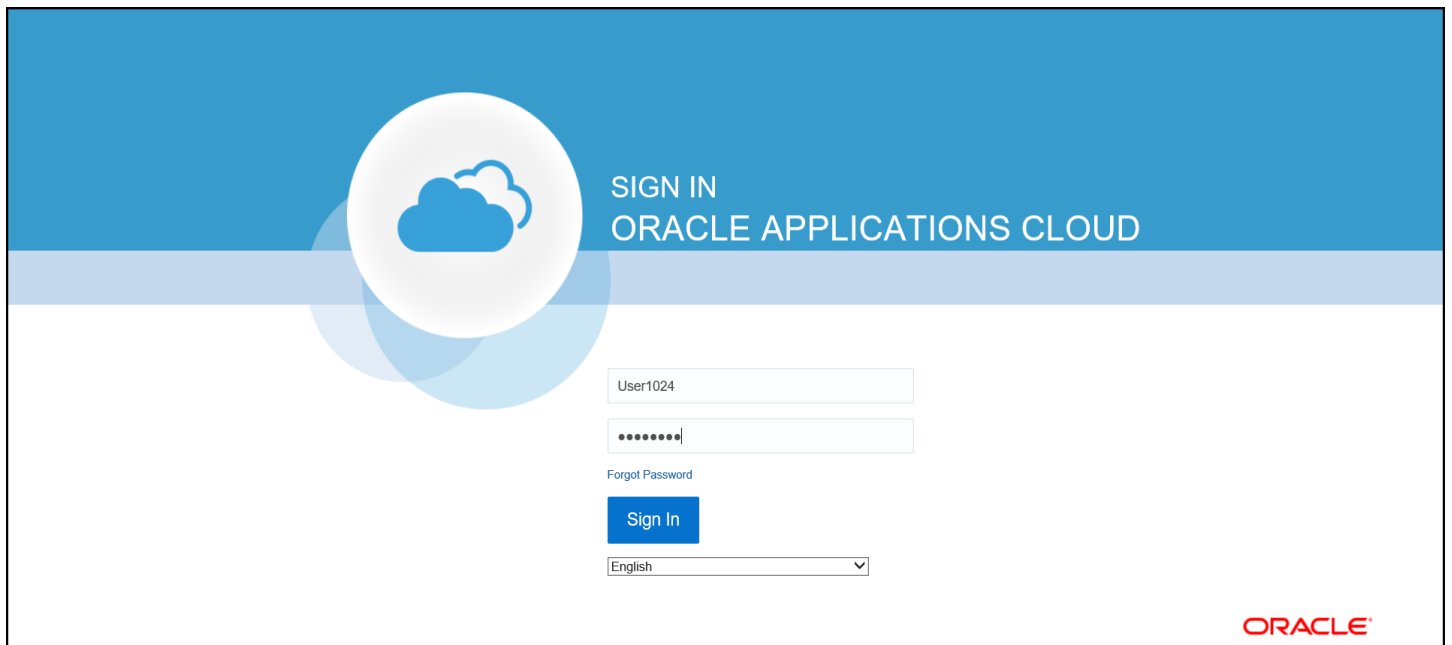

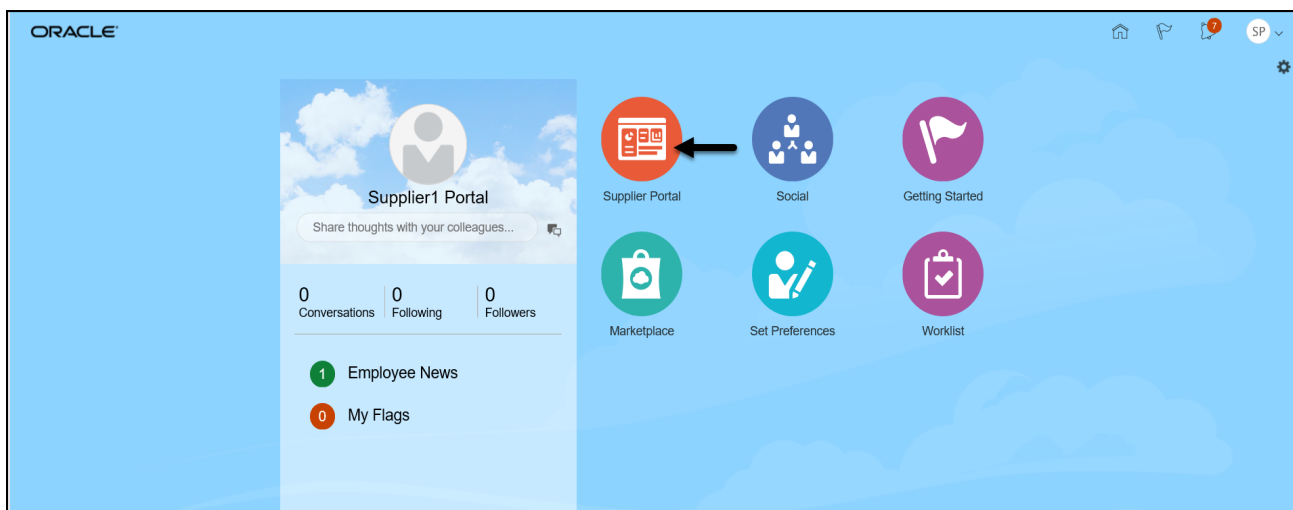


Job Aid: View Orders, Invoices and Payments

Use the Portal to view and manage orders, check invoice status and confirm payment information.

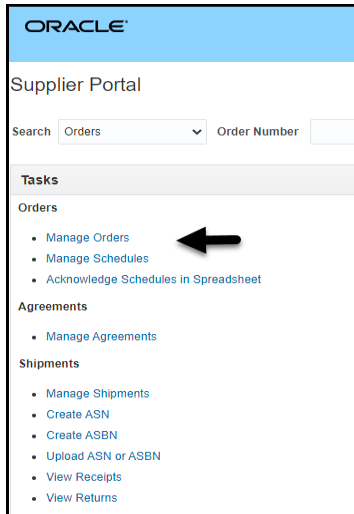


- Open your Chrome browser
- Access [Oracle Procurement Cloud](#) with your **User ID** and **Password**
- Click 



- Click **Supplier Portal**

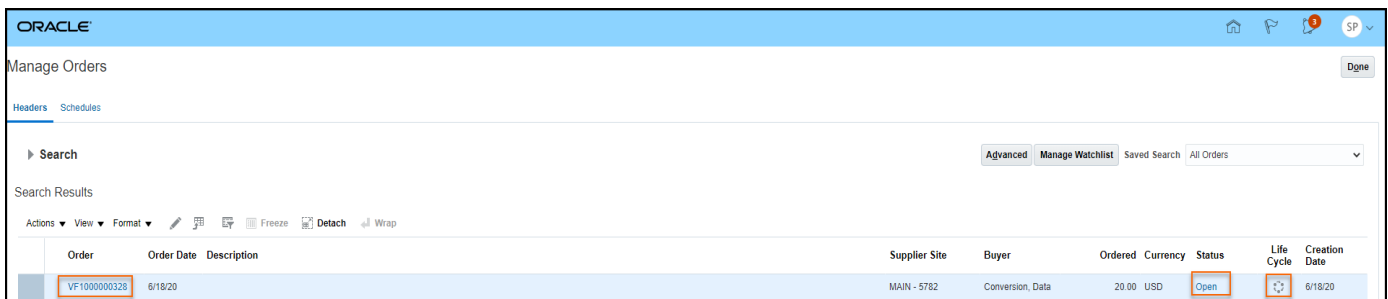
Manage Orders




- Select **Manage Orders**



- Select the **Bill-to BU**
- Optionally, enter a specific **Order**
- Optionally, choose to view on orders in a certain **Status** and/or choose to **Include Closed Documents**
- Click **Search**



- Click the order number hyperlink to view order details
- View the **Status** to determine if PO is Open or Closed
- Click  to view the **Life Cycle** of the PO (see example below)

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Order Life Cycle: VF100000328

Sold-to Legal Entity: Vova Services Company
 Order: VF100000328
 Supplier: MICROSOFT CORPORATION
 Supplier Site: MAIN - 5782
 Supplier Contact:
 Ordered: 20.00 USD

Order Life Cycle

Stage	Amount (USD)
Ordered	20.00
Shipped	0.00
Received	0.00
Delivered	0.00
Invoiced	2.00

In-Transit Shipments

Actions: View, Format, Freeze, Detach, Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden: 2

Receipts

Actions: View, Format, Freeze, Detach, Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
No results found.									

Columns Hidden: 3

Invoices

Actions: View, Format, Freeze, Detach, Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
618	6/18/20	Validated	2.00	0.00	2.00		

Columns Hidden: 3

Done

- View **Receipts** (where applicable) and **Invoices**
 - Note you can click on the invoice hyperlink to see invoice details
- Graphic displays life cycle data
- Click [Done](#) to get back to your Portal home page

View Invoices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

- Click **View Invoices**

- Enter **Invoice Number** and/or select an **Invoice Status** to limit search
- Click

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
618	6/18/20	Standard	VF100000328		MAIN - 5782	2.00 USD	2.00 USD	Appro...		

- Click the invoice number hyperlink to view invoice details
- View status
 - Status will be *Incomplete* if invoice has been saved but not submitted.

Invoice: 618

Business Unit: USD_US | Invoice Amount: 2.00 USD | Invoice Type: Standard
 Legal Entity Name: Voya Services Company | Unpaid Amount: 2.00 USD | Description
 Supplier or Party: MICROSOFT CORPORATION | Payment Currency: JPY | Attachment: None
 Supplier Site: MAIN - 5782
 Address: PO BOX 847255, DALLAS, TX 75284
 Invoice Date: 6/18/20

Lines **Payments**

Items

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order Number	Line	Schedule	Receipt Number	Line	Consumption Advice Number	Line	Ship-to Location	Tax Determinants
1	2.00	Test	1	2	Each	VF100000...	1	1					Voya Atlanta	

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	UNITED STATES	State Sales/Use	GEORGIA-STA...	Standard	USGA_P2P	0		0		No shipping and handling	

Totals

Tax charges summary

- Click the **Payments** tab to view payment details
- Click to get back to your Portal home page

View Payments

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#) ←

- Click **View Payments**

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View Payments Done

Search Advanced Saved Search All Payments ** At least one is required

** Payment Number ←

Payment Status

Payment Amount

** Supplier ↓

Supplier Site ↓

Payment Date 📅

Search Reset Save...

- Optionally, enter the **Payment Number** and/or choose a **Payment Status** to limit your search
- Click Search

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
1	4/15/20	Payment Process Re...	ST-20200410017	MICROSOFT CORPORATION	MAIN - 5782	100.00 USD	Cleared	XXXXXX5782

- Select the **Payment Number** hyperlink

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Payment: 1 Done

Business Unit

Payee →

Payee Site

Address

Payment Status ←

Payment Amount

Payment Date

Payment Type

Remit-to Account

Payment Document

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
ST-20200410017	4/10/20	Standard				100.00 USD	100.00 USD	Workflow ...	5/10/20	Fully paid

- View **Payment Status** and **Payment Date**
- View invoice information; click the **Number** hyperlink to view invoice details
- Click Done to get back to your Portal home page