



Manage Invoices and Payments

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Lesson: Manage Invoices and Payments

Manage invoices and payments process allows you to view and create invoices / payments.

To view invoices / payments:

1. Navigate to **Finance** tab (**iSupplier portal > Finance** tab). The **Finance** tab displays the following two sections:

- a) View Invoices
- b) View Payments

After selecting the appropriate section, you will be guided to a search page where the invoice / payment can be searched for and viewed.

2. The following fields can be used to search:

- a) **Invoice / Payment Number:** Relevant invoice / payment number
- b) **PO Number:** Number of the required PO

The screenshot displays the 'View Invoices' search interface. At the top, there are two tabs: 'View Invoices' (selected) and 'View Payments'. A blue box with the number '1' is placed above the 'View Invoices' tab. Below the tabs, there is a search section titled 'Simple Search'. On the left side of this section, there are input fields for 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. The 'Invoice Number' and 'PO Number' fields are highlighted with a red border, and a blue box with the number '2' is placed to their right. To the right of these fields are dropdown menus for 'Payment Status', 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. Below the search fields are 'Go' and 'Clear' buttons. At the bottom of the search section, there is a table with the following columns: Invoice, Invoice Date, Type, Currency, Amount, Due, Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, PO Number, Receipt, Attachments, Discount Date, and Available Discount. The table currently shows 'No search conducted'.

Questions?

- Oracle utilizes an entirely electronic interface called “iSupplierPortal”. All purchasing documents and account information from GDLS are communicated exclusively on this portal.
- All suppliers will need to have a Security Authentication and Oracle iSupplier account registered with GDLS. These usually happen automatically when a supplier is first set up in our purchasing system. No special software aside from Microsoft’s Internet Explorer internet browser is required to access this system.
- The iSupplier portal manages collaboration and communication between GDLS and their suppliers
- A commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products
- Additional fields are now available to capture supplier information: URL, Alternate Contact Name, Alternate Area Code, and Alternate Phone Extension
- Updated new purchase order page displays current order status with drill down capabilities for receipts, invoices and payments
- Supports complex contract terms like retainage, prepayments and advances. Suppliers can view their POs, Invoices, and Payments within the portal

Getting Help

- In the event that you have questions regarding the Manage Invoices and Payments portion of iSupplier, please contact your GDLS buyer.

Revision History

Revision #	Date	Revision Description
0	2019	Initial release to align with upgrade from Oracle 11.0 to Oracle 12.2
1	11/30/2021	Updates by iSupplier Manual Project Team