



CITY OF DETROIT SUPPLIER PORTAL – HOW TO VIEW INVOICES

How to view Invoices via Supplier Portal

Step by Step instructions for Supplier to view their Invoices submitted to the City of Detroit via Supplier Portal.

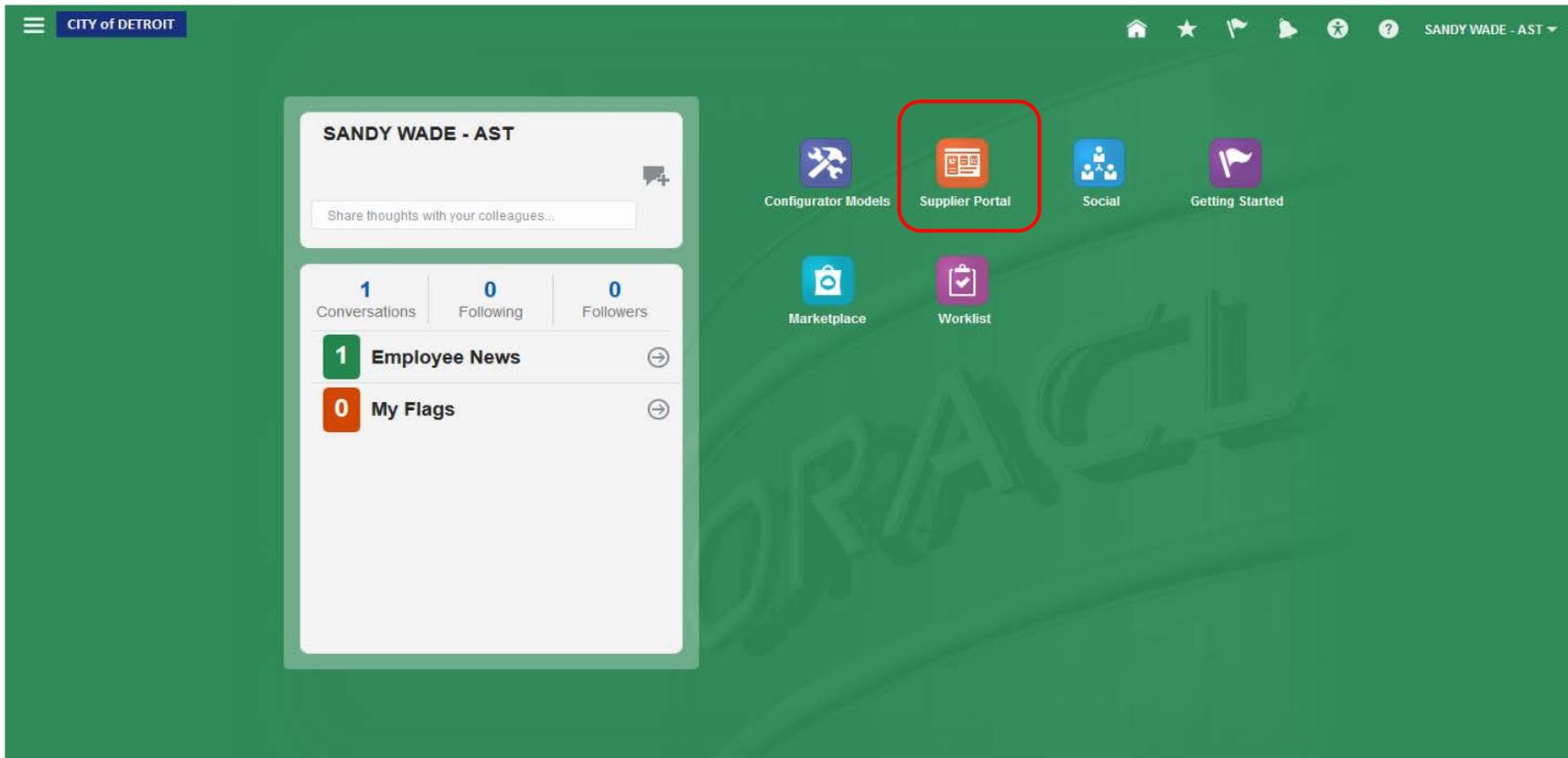
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How to view Invoices submitted to the City of Detroit via Supplier Portal

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



Click on the Home icon.



You will be directed to the Home page. Click on the Supplier Portal icon.

CITY of DETROIT

Home, Flag, Bell, Star, Question Mark, SANDY WADE - AST

Overview

Summary | Orders | Agreements | Schedules

Worklist

My Tasks | Actions | Assigned | < | >

Title	Number	Creator	Assigned	Priority
No tasks are available				

Watchlist

Supplier News

Refresh Start Time 12/29/16 4:25 PM

- Agreements
 - Changed or canceled in the last 7 days
 - Expiring
 - Opened in the last 7 days
 - Pending acknowledgment
 - Pending authoring
- Negotiations
 - Closing in next 7 days
 - Closing today
 - Open invitations
- Orders
 - Changed or canceled in the last 7 days
 - Opened in the last 7 days

You will be directed to the Overview page. Click on the List icon on the far-right side of the page.

Overview

Summary Orders Agreements Schedules

Worklist

My Tasks Actions Assigned

Title	Number	Creator	Assi
No tasks are available			

Watchlist

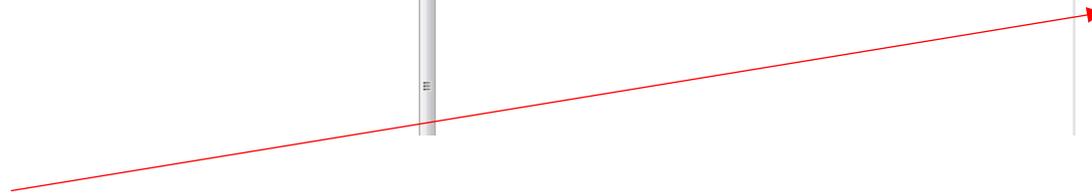
- Agreements
 - Changed or canceled in the last 7 days
 - Expiring
 - Opened in the last 7 days
 - Pending acknowledgment
 - Pending authoring

Supplier News

Refresh Start Time 1/13/17 9:05 PM

- Orders
 - Manage Orders
 - Manage Schedules
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advises
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Supplier Profile
 - Manage Profile

Click the View Invoices link.



View Invoices

Done

Search

Advanced

Saved Search

All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

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
17181	10/10/16	Standard	3004065	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	NAPERVILLE	0.00 USD	265,680.00 U...	Approv...	200855

In the Search Results area, the invoice will display. Click the Invoice Number link to view details.

Invoice: 17181

Done

Business Unit	CoD BU	Invoice Amount	265,680.00 USD	Invoice Type	Standard
Legal Entity Name	City of Detroit Entity	Unpaid Amount	0.00 USD	Description	FIN
Supplier or Party	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Currency	USD	Funds Status	<input checked="" type="checkbox"/> Reserved
Supplier Site	NAPERVILLE	Attachment	City of Detroit Inv #17181.pdf		
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563				
Invoice Date	10/10/16				

Lines
Payments

Items

View ▾ **Detach**

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM	Purchase Order			Receipt		Consumption Advice		Tax Determination		
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location		
1	0.00	Oracle Cloud Managed Ser...	10/11/16	<input checked="" type="checkbox"/> Reserved				3004065	1	1						CAYMC Suite 1200	
2	265,680.00	Oracle Cloud Managed Ser...	10/10/16	<input checked="" type="checkbox"/> Reserved				3004065	1	1							CAYMC Suite 1200

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount
No tax.							

Shipping and Handling

Line	Type	Amount
No shipping and handling.		

Totals

Tax charges summary

	Items	265,680.00
Inclusive Tax		0.00
Self Assessed Tax		0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
	Subtotal	265,680.00
	Less Inclusive Prepayments	0.00
	Remaining Amount	<input checked="" type="checkbox"/> 0.00
	Invoice Amount	265,680.00
	Less Withheld Tax	0.00
	Less Exclusive Prepayments	0.00
	Total Due	265,680.00

Invoice Details page will display. The Lines tab show all PO lines matched to this invoice. Click the Payments tab to see payment details.

Invoice: 17181

Done

Business Unit	CoD BU	Invoice Amount	265,680.00 USD	Invoice Type	Standard
Legal Entity Name	City of Detroit Entity	Unpaid Amount	0.00 USD	Description	FIN
Supplier or Party	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Currency	USD	Funds Status	✔ Reserved
Supplier Site	NAPERVILLE	Attachment	City of Detroit Inv #17181.pdf		
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563				
Invoice Date	10/10/16				

Lines **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
200855	CoD Electronic Payment	Negotiable	No	11/4/16	265,680.00 U...	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	XXXXX3601
					265,680.00 USD		

Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	11/9/16	265,680.00	0.00	Electronic
		265,680.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

Invoice payment details will be displayed. Click on the Payment Number to see details of this payment.

Payment: 200855

Done

Business Unit CoD BU
Payee APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION
Payee Site NAPERVILLE
Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563
Payment Status Negotiable

Payment Amount 265,680.00 USD
Payment Date 11/4/16
Payment Type Payment Process Request
Remit-to Account XXXXX3601
Payment Document CoD Electronic Payment

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
17181	10/10/16	Standard	3004065			265,680.00 U...	265,680.00 U...	Not required	11/9/16	Fully paid

Specific details will be displayed. This includes invoices, amounts and paid status.

Click Done button to close page.