CITY OF DETROIT SUPPLIER PORTAL- HOW TO VIEW PAYMENTS

How to view Payments via Supplier Portal

Step by Step Instructions on How to View Payments via Supplier Portal

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How to view Payments via Supplier Portal

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

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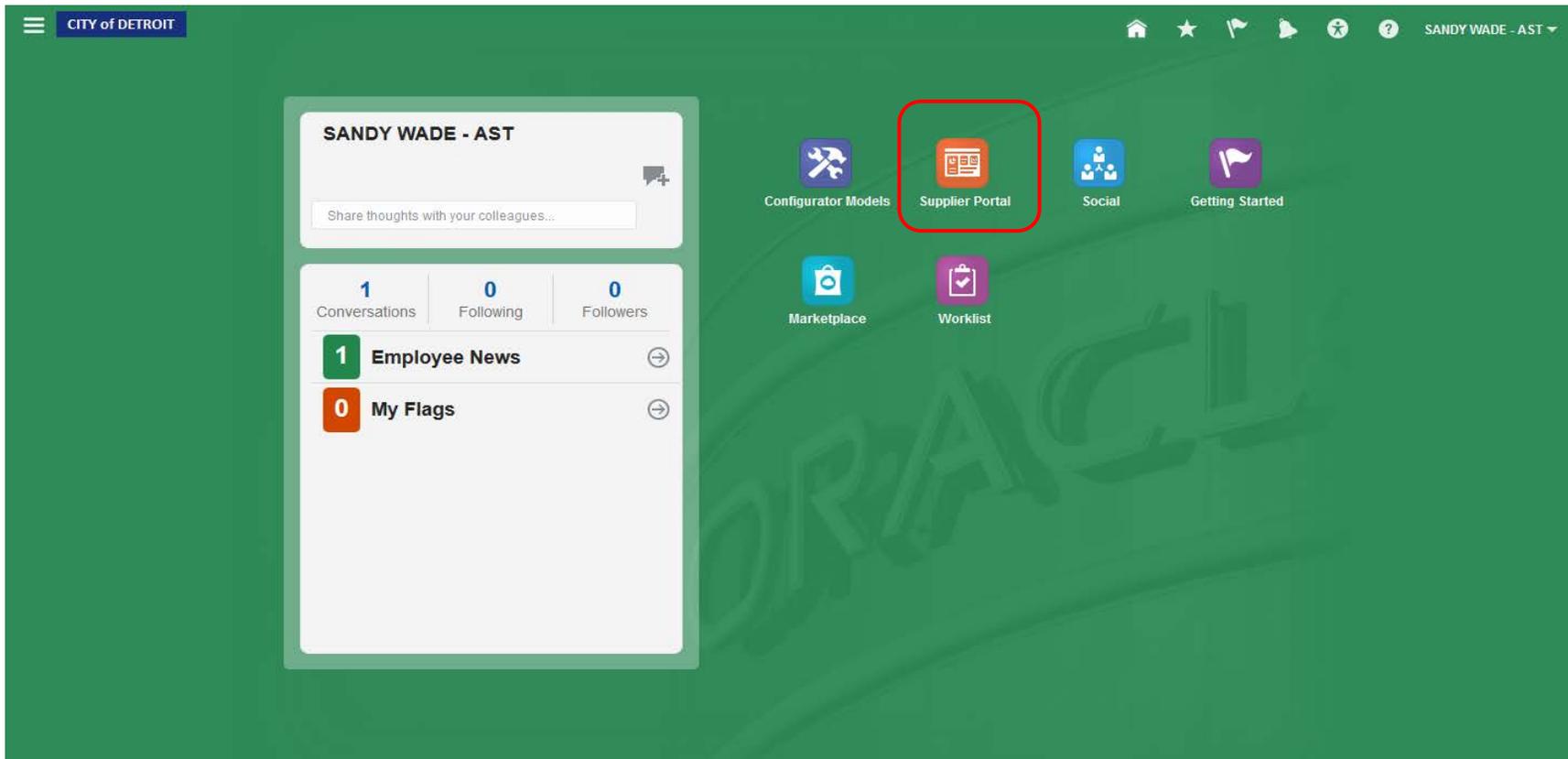
You will be directed to the Home page. Click on the Supplier Portal icon.

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.

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Click on the View Payments link.

View Payment Search page will display.   Type the Payment Number in the field. Click Search button.

View Payments

◢ Search

Advanced Saved Search All Payments ▼

** At least one is required

** Payment Number	201101	** Supplier	▼
Payment Status	▼	Supplier Site	▼
Payment Amount		Payment Date	📅

Search Reset Save...

Search Results

View ▼ ⊞ ▣ Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
201101	11/23/16	Payment Process R...	Multiple	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	NAPERVILLE	1,287,966.44 ...	Negotiable	XXXXX3601

The Payment Number and information will display. Click on the Payment Number link.

Payment: 201101

Done

Business Unit	CoD BU	Payment Amount	1,287,966.44 USD
Payee	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Date	11/23/16
Payee Site	NAPERVILLE	Payment Type	Payment Process Request
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	Remit-to Account	XXXXX3601
Payment Status	Negotiable	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
17265	10/31/16	Standard	Multiple			53,746.44 USD	53,746.44 USD	Not required	11/30/16	Fully paid
17138	9/30/16	Standard	Multiple			185,495.00 U...	185,495.00 U...	Not required	10/30/16	Fully paid
17058	8/31/16	Standard	Multiple			549,550.00 U...	549,550.00 U...	Not required	9/30/16	Fully paid
16941	7/31/16	Standard	Multiple			499,175.00 U...	499,175.00 U...	Not required	8/30/16	Fully paid

Payment Details will display.   Information provided included payment date, amount and invoices paid.   Click the Done button to close the page.