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

Shay Schaufele sschaufele@astcorporation.com

How to view Payments via Supplier Portal

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



TROIT			a <u>a</u>	**	۵	SANDY WAY
SANDY WADE - AST	F 4	Configurator Models	Supplier Portal	Social Getting S	tarted	
1 0 Conversations Following	0 Followers	Marketplace	Worklist			
1 Employee News	 → 					
	0					

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

CITY of DETROIT	🕋 🌾 🍃 😚 🕐 SANDY WADE - AST
Overview	
Summary Orders Agreements Schedules	
✓ Worklist	
My Tasks 🔻 Actions 💌 💿 💿 Assigned 🔍 < >	υ
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	
▲ Contractions	
Closing in next 7 days	
Closing today	
Open invitations	
⊿ Corders	
Changed or canceled in the last 7 days	
Chened 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.

CITY of DETROIT		Â	۴ ک	SANDY WADE - A ST 🔻
Overview Summary Orders Agreements Schedules Morklist				Orders • Manage Orders • Manage Schedules Agreements • Manage Agreements
My Tasks ▼ Actions ▼ ⊘ ② Assigned ▼ < > ■ Title No tasks are available		Number Crea	itor d	Shipments Manage Shipments Create ASN Create ASBN
✓ Watchlist	✓ Supplier News			Upload ASN or ASBN View Receipts View Returns Consigned Inventory Return Advisor
 Agreements Changed or canceled in the last 7 days Expiring Opened in the last 7 days Pending acknowledgment Pending authoring 	Refresh Start Time 1/13/17 9:05 PM			Review Consumption Advices Invoices and Payments Create Invoice View Invoices View Payments Supplier Profile Manage Profile
Click on the View Payments link. View Payments				Done
▲ Search			A <u>d</u> vanced	Saved Search All Payments ** At least one is required
** Payment Number	** Supplier		•	
Payment Status	Supplier Site		•	
Search Results	Payment Date	υ©		Search Reset Save
Payment Payment Date Payment Type Invoice Number	Supplier	Supplier Site	Payment Pa Amount St	ayment Remit-to Account
No search conducted. View Payment Search page will display.	Type the Payment Number in the field.	Click Search bu	utton.	/

Advanced Saved Search All Paym	ents 💌
** At least one i	required
** Payment Number 201101 ** Supplier V	
Payment Status Supplier Site	
Payment Amount	
Search Reset	Save
Search Results	
View ▼	
Payment NumberPayment Date Payment TypeInvoice NumberSupplierPayment AmountPayment PaymentPayment PaymentPayment Payment AmountPayme	ount
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			siness Unit	Cod BU			Payment /	Amount 1,287,96	6.44 USD			
Payee Payee Site Address		Payee	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Date 11/23/16								
		Payee Site	NAPERVILLE	Payment Type Payment Process Reques								
		Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	Remit-to Account XXXXX3601								
Payment Status		ient Status	Negotiable	Payment Document CoD Electronic Payment								
Pa	Paid Invoices											
	Number	Invoice Date	Туре		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.