

1. Click on View Invoices from the home page of the supplier portal.
2. You can search by Invoice Number or Purchase Order. You can also populate all of your invoices by entering your supplier name in the supplier field.
3. On the line that populates, there's a link to view the invoice, the purchase order associated with the invoice, and once payment is posted, you'll be able to see when it was paid. The invoice status over to the right tells you the current status.
4. When you click on the invoice link, the invoice details populate. If you click on the Payments tab, you can see when or if the invoice was paid under Installments.
5. Click done to return to the search results. And click done again to return to the home page.