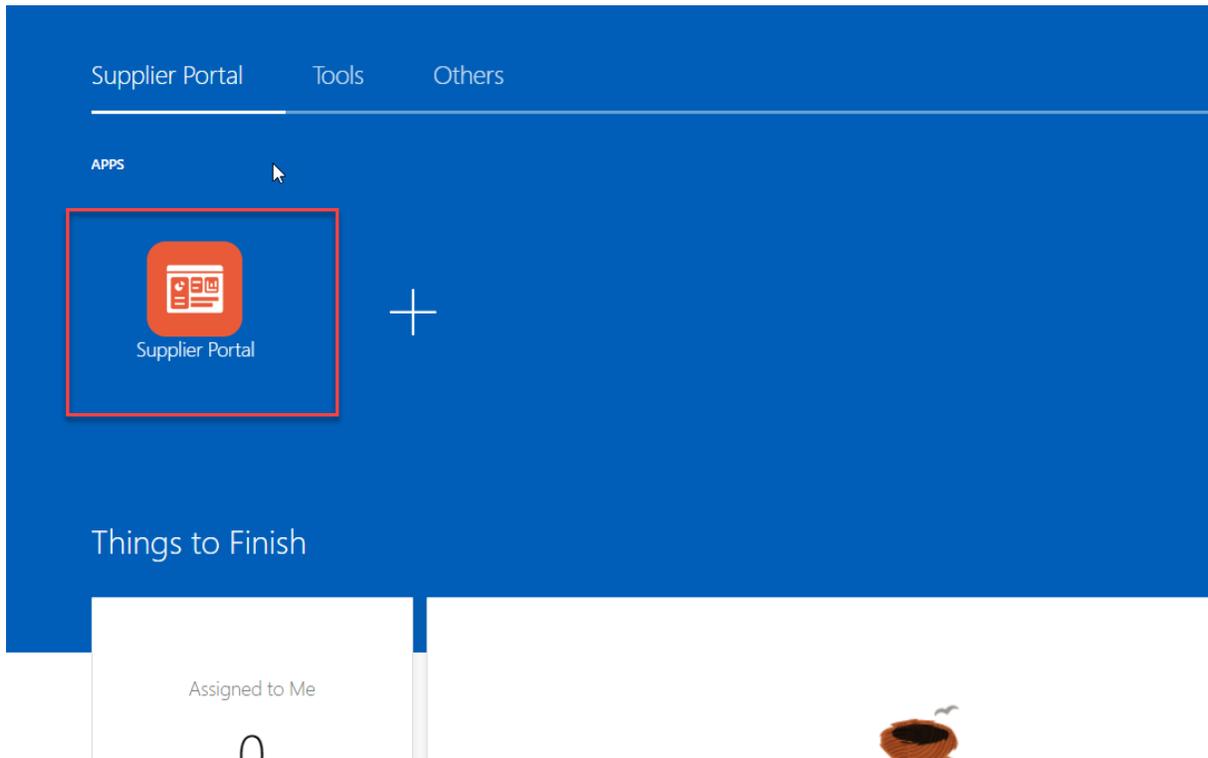


How to view Payments in Supplier Portal.

Step 1.

Click on Supplier Portal icon.



Step 2:

Click on View payments under invoices and payments section.

The screenshot shows a navigation menu on the left with the following sections:

- Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments** (highlighted with a red box)
- Solicitations
 - View Active Solicitations
 - Manage Responses

The main content area shows a 'No data available' message with a lightning bolt icon. Below it is a 'Supplier News' section.

Step 3:

Use any of the search criteria to enter information and click search. For more advanced search click on Advanced button.

The screenshot shows the 'View Payments' search interface. At the top right is a 'Done' button. Below it is a search section with the following elements:

- A red text prompt: "Use any of the search criteria below or click on 'Advanced search' for more options".
- A search input field.
- A dropdown menu for 'Payment Status'.
- A text input field for 'Payment Amount'.
- A dropdown menu for 'Supplier'.
- A dropdown menu for 'Supplier Site'.
- A text input field for 'Payment Date' with a calendar icon.
- An 'Advanced' button (highlighted with a red box).
- A 'Saved Search' button.
- A dropdown menu for 'All Payments'.
- A note: "** At least one is required".
- 'Search', 'Reset', and 'Save...' buttons.

Below the search section is a 'Search Results' section with a 'View' dropdown and a 'Detach' button. A table header is visible with columns: Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, Payment Amount, Payment Status, and Remit-to Account. Below the header, it says "No results found".

Step 4: Advanced Search View Below:

View Payments Done

Search Basic Saved Search All Payments

**** Payment Number** Equals **** Supplier** Equals ** At least one is required

Payment Status Equals Supplier Site Equals

Payment Amount Equals Payment Date Equals

Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No results found.								

Step 5: Click Search and Payment results will be displayed.