

Manage Invoices and Payments

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Lesson: Manage Invoices and Payments

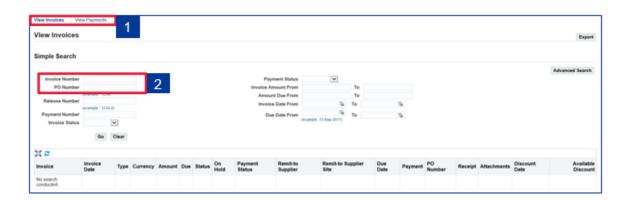
Manage invoices and payments process allows you to view and create invoices / payments.

To view invoices / payments:

- 1. Navigate to **Finance** tab (**iSupplier portal** > **Finance** tab). The **Finance** tab displays the following two sections:
 - a) View Invoices
 - b) View Payments

After selecting the appropriate section, you will be guided to a search page where the invoice / payment can be searched for and viewed.

- 2. The following fields can be used to search:
 - a) Invoice / Payment Number: Relevant invoice / payment number
 - b) PO Number: Number of the required PO



Questions?

- Oracle utilizes an entirely electronic interface called "iSupplierPortal". All purchasing documents and account information from GDLS are communicated exclusively on this portal.
- All suppliers will need to have a Security Authentication and Oracle iSupplier
 account registered with GDLS. These usuallyhappen automatically when a
 supplier is first set up in our purchasing system. No special software aside from
 Microsoft'sInternet Explorer internet browser is required to access this system.
- The iSupplier portal manages collaboration and communication between GDLS and their suppliers
- A commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products
- Additional fields are now available to capture supplier information: URL,
 Alternate Contact Name, Alternate Area Code, and Alternate Phone Extension
- Updated new purchase order page displays current order status with drill down capabilities for receipts, invoices and payments
- Supports complex contract terms like retainage, prepayments and advances.
 Suppliers can view their POs, Invoices, and Payments within the portal

Getting Help

• In the event that you have questions regarding the Manage Invoices and Payments portion of iSupplier, please contact your GDLS buyer.

Revision History

Revision #	Date	Revision Description
0	2019	Initial release to align with upgrade from Oracle
		11.0 to Oracle 12.2
1	11/30/2021	Updates by iSupplier Manual Project Team