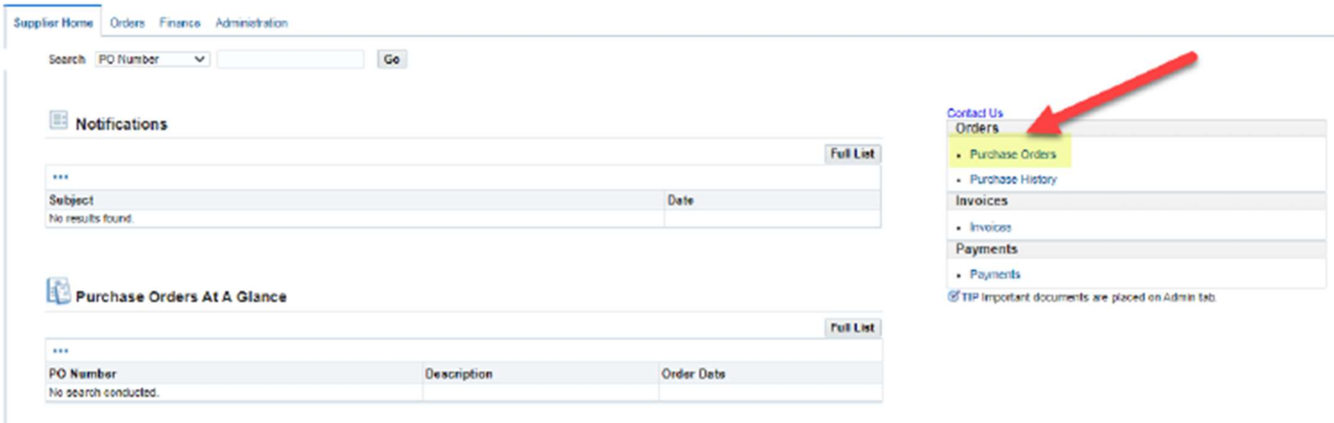
iSupplier
How to view POs / Invoices and check Payment status

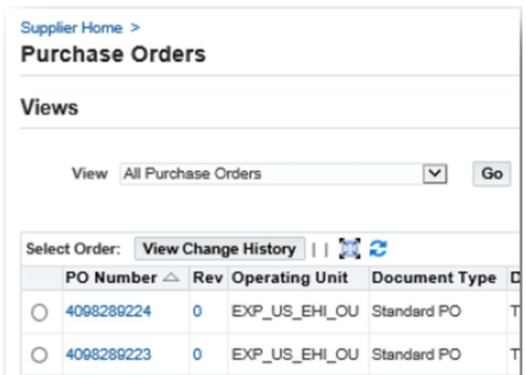
Contents

1. How to view your POs?

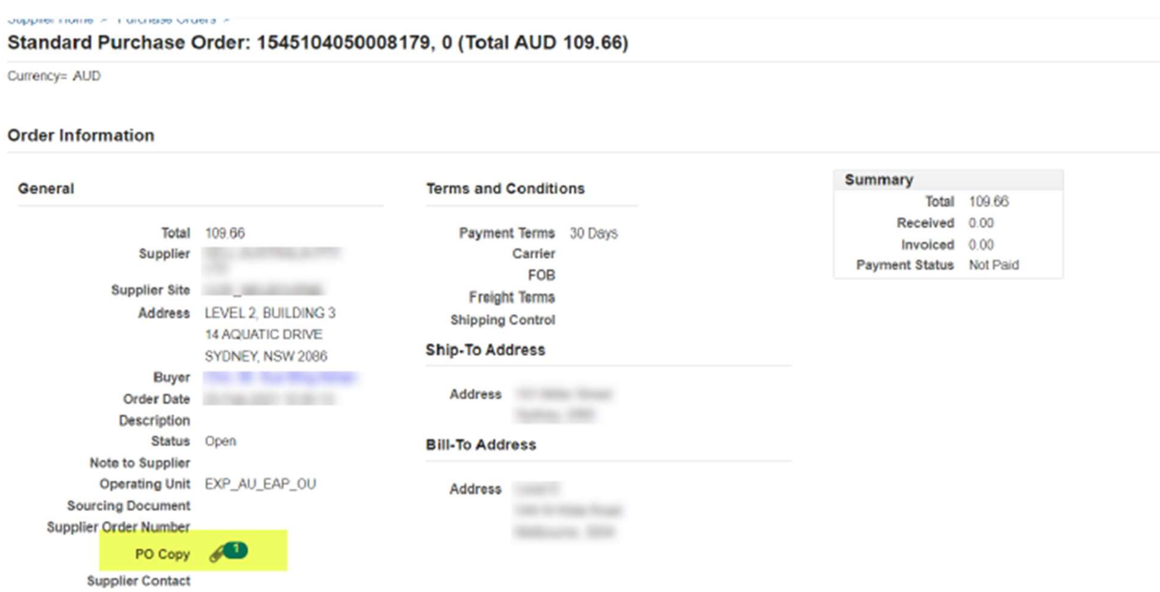
- Upon login to iSupplier, click on Purchase Orders on the right side of the screen.



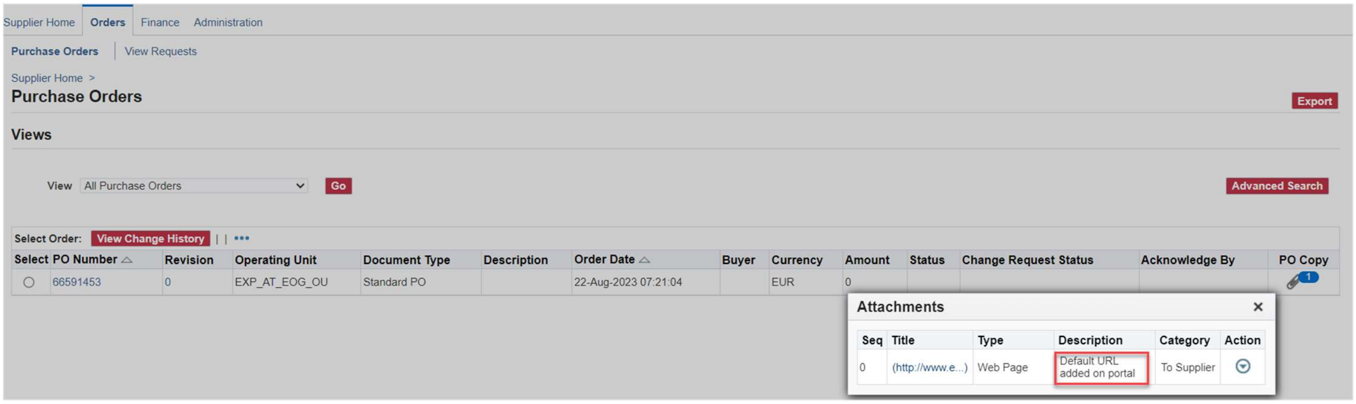
- Click the PO number you would like to review.



- In the next screen, you will see the details:
    1. Total: The net amount of PO value
    2. Address: Your address. Do update in Administration tab if details shown here is incorrect.
    3. PO copy: You will find a copy of the PO for your record-keeping, as well as a link to our Standard Terms and Conditions.

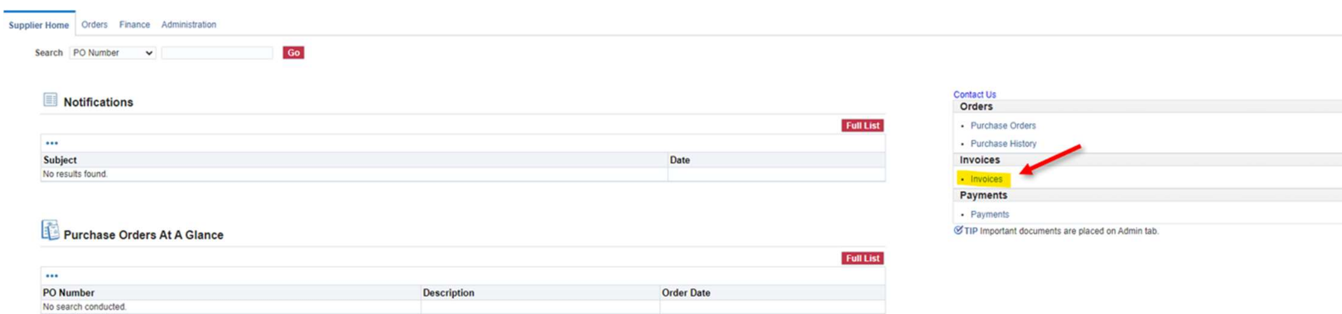


- Note: Do not click on PO Copy from the summary screen, as this will direct you to the iSupplier webpage.

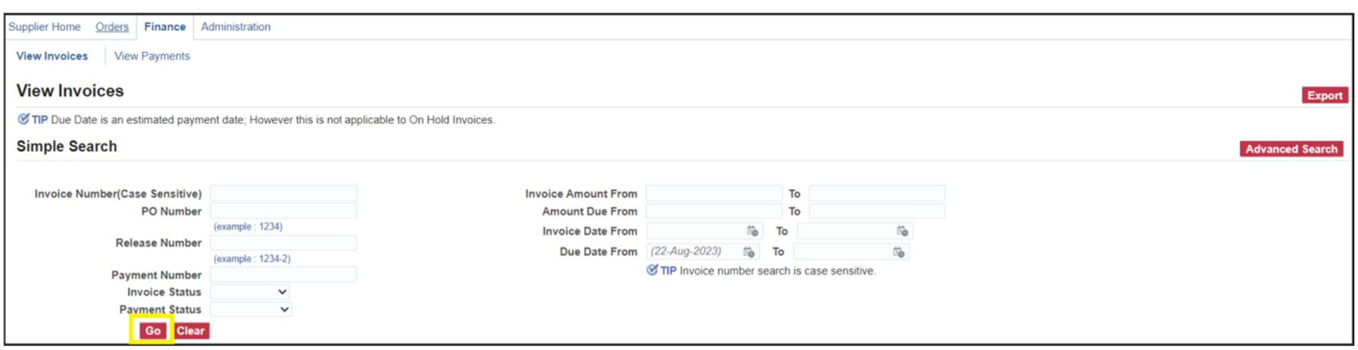


2. How to view your invoices?

- Upon login to iSupplier, click on Invoices on the right side of the screen.



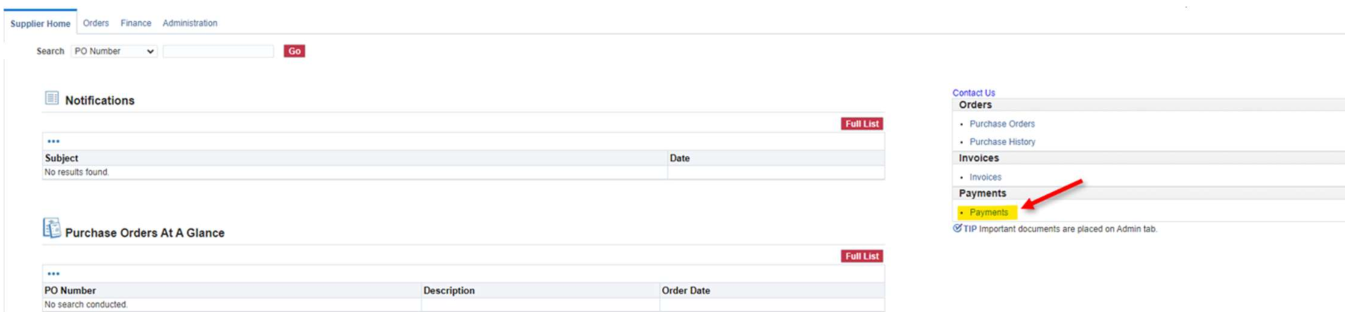
- To locate specific invoices, you may use the wildcard character (%) to widen your search criteria (e.g. ‘12345%’ – this will query all invoices that begin with 12345; or alternatively, ‘102-%12345’ which will query all POs beginning with 102- and ending in 12345).
- For a general search, you may leave all search parameters blank and click the GO button to pull up all invoices. Please note this may take several minutes if there are a large number of records in the system.



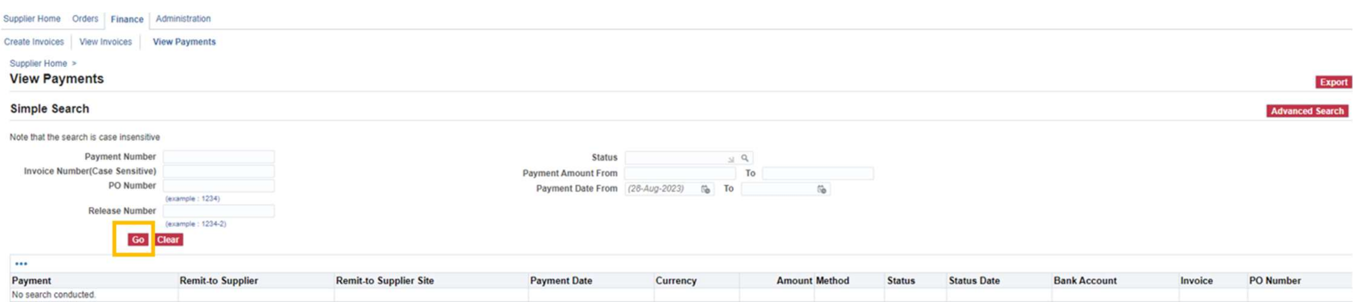
- Accounts Payable processes invoices once they have been approved by our user departments. If you are unable to locate your invoice in iSupplier, please contact the individual or requestor who placed the order.

3. How to check payment status?

- Upon login to iSupplier, click on Payments on the right side of the screen.



- You may check status of payments based on Invoice Number or PO Number. Use the wildcard character (%) to widen your search criteria.
- For a general search, you may leave all search parameters blank and click the GO button to pull up all invoices and POs. Please note this may take several minutes if there are a large number of records in the system.



- Invoice payments are driven by the payment terms. Once you have queried an invoice, review the payment terms to determine when your invoice is due to be paid.
- Please be advised that payment may not occur on the actual due date, as our payment schedule may not coincide exactly with payment due dates.