



iSupplier

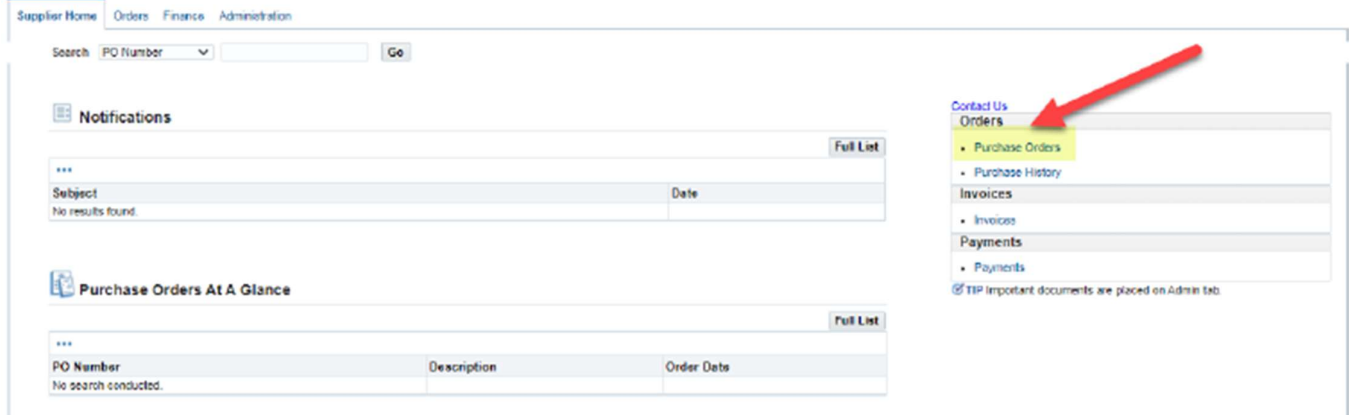
How to view POs / Invoices and check Payment status

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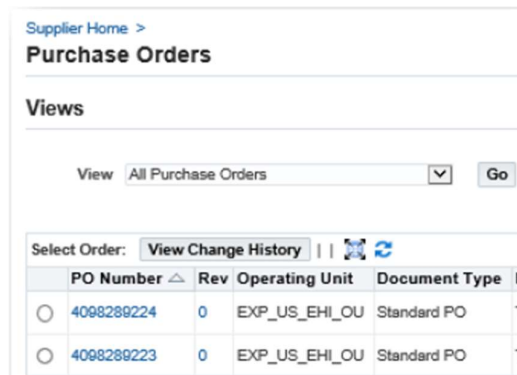
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1. How to view your POs?

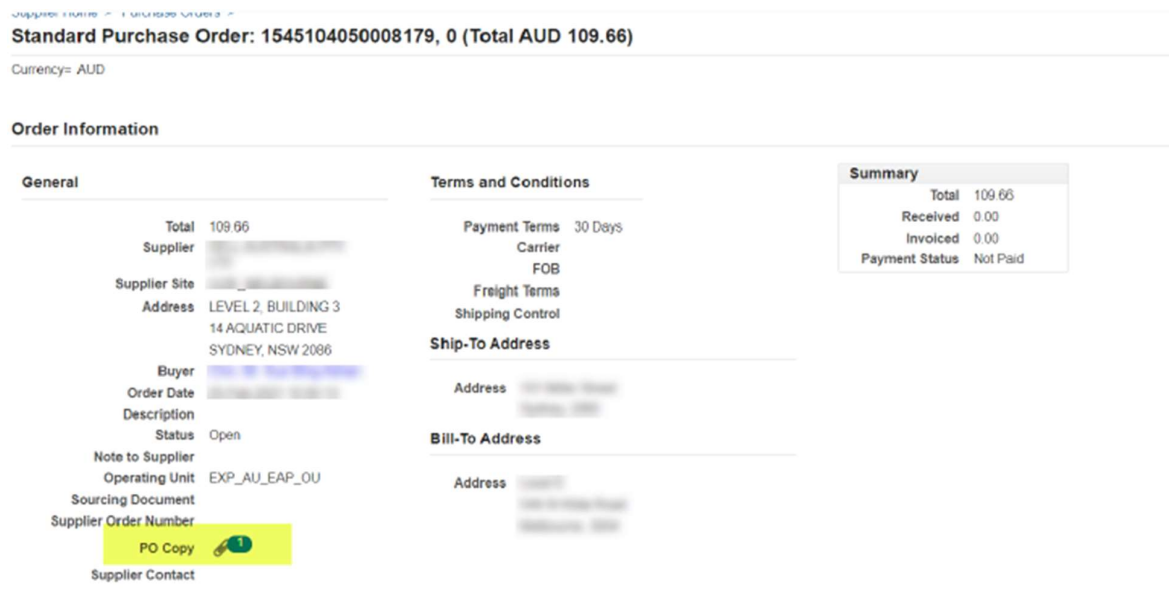
- Upon login to iSupplier, click on Purchase Orders on the right side of the screen.



- Click the PO number you would like to review.



- In the next screen, you will see the details:
 - Total: The net amount of PO value
 - Address: Your address. Do update in Administration tab if details shown here is incorrect.
 - 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.

The screenshot shows the 'Purchase Orders' section of the iSupplier interface. At the top, there are tabs for 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these, there are links for 'Purchase Orders' and 'View Requests'. The main heading is 'Purchase Orders' with an 'Export' button. Under 'Views', there is a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also present. A table lists purchase orders with columns: Select PO Number, Revision, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and PO Copy. One row is visible with PO Number 66591453. An 'Attachments' pop-up window is open, showing a table with columns: Seq, Title, Type, Description, Category, and Action. It contains one entry with Seq 0, Title '(http://www.e...)', Type 'Web Page', Description 'Default URL added on portal', Category 'To Supplier', and an Action icon.

2. How to view your invoices?

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

The screenshot shows the iSupplier home page. At the top, there are tabs for 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these, there is a search bar for 'PO Number' and a 'Go' button. The main area contains two sections: 'Notifications' and 'Purchase Orders At A Glance'. On the right side, there is a sidebar with a 'Contact Us' link and a list of menu items: 'Orders' (with sub-items 'Purchase Orders' and 'Purchase History'), 'Invoices' (highlighted with a red arrow), and 'Payments' (with sub-item 'Payments'). A tip at the bottom of the sidebar states: 'TIP Important documents are placed on Admin tab.'

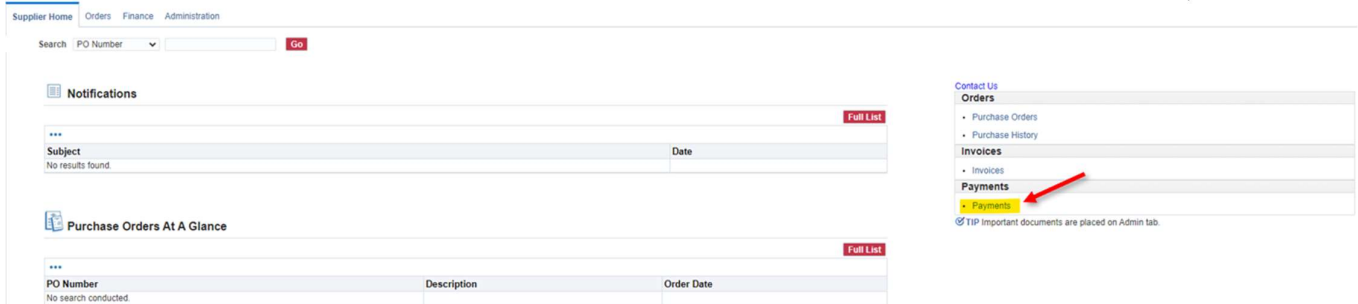
- To locate specific invoices, you may use the wildcard character (%) to widen your search criteria (e.g. '12345%' – this will query all invoices that begin with 12345; or alternatively, '102-%12345' which will query all POs beginning with 102- and ending in 12345).
- For a general search, you may leave 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.

The screenshot shows the 'View Invoices' search screen. At the top, there are tabs for 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below these, there are links for 'View Invoices' and 'View Payments'. The main heading is 'View Invoices' with an 'Export' button. A tip states: 'TIP Due Date is an estimated payment date; However this is not applicable to On Hold Invoices.' Below this is a 'Simple Search' section with a 'Go' button and a 'Clear' button. The search fields include: Invoice Number (Case Sensitive), PO Number (example: 1234), Release Number (example: 1234-2), Payment Number, Invoice Status, and Payment Status. There are also fields for Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From (example: 22-Aug-2023). A tip at the bottom states: 'TIP Invoice number search is case sensitive.'

- 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.

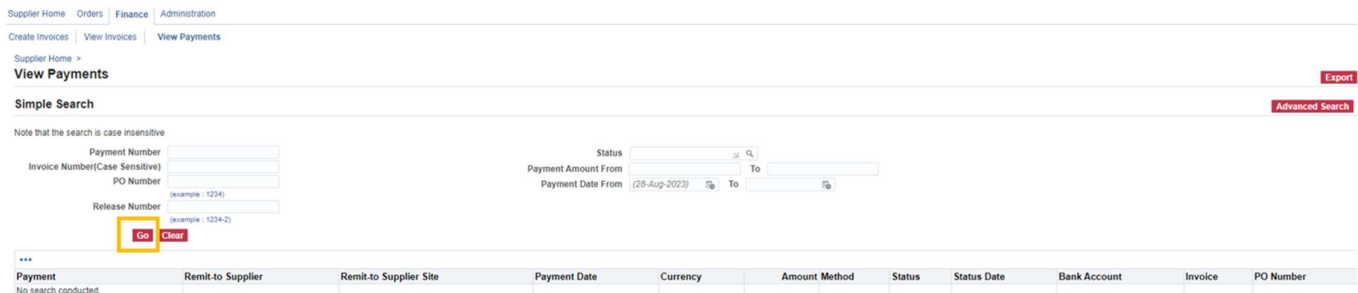
3. How to check payment status?

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



The screenshot shows the iSupplier dashboard. At the top, there are tabs for Supplier Home, Orders, Finance, and Administration. Below these is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into two sections: 'Notifications' and 'Purchase Orders At A Glance'. The 'Notifications' section shows a table with columns 'Subject' and 'Date', and a message 'No results found.' The 'Purchase Orders At A Glance' section shows a table with columns 'PO Number', 'Description', and 'Order Date', and a message 'No search conducted.' On the right side, there is a sidebar with a 'Contact Us' link and a list of links: 'Orders', 'Purchase Orders', 'Purchase History', 'Invoices', 'Invoices', 'Payments', and 'Payments'. The 'Payments' link is highlighted in yellow, and a red arrow points to it. Below the sidebar, there is a note: 'TIP Important documents are placed on Admin tab.'

- 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.



The screenshot shows the 'View Payments' page in iSupplier. At the top, there are tabs for Supplier Home, Orders, Finance, and Administration. Below these are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Payments' link is selected. The page has a 'Simple Search' section with a note: 'Note that the search is case insensitive'. There are input fields for 'Payment Number', 'Invoice Number(Case Sensitive)', 'PO Number', and 'Release Number'. There are also dropdown menus for 'Status' and 'Payment Amount From', and a date range selector for 'Payment Date From' and 'To'. A 'Go' button is highlighted with a red box. To the right of the search fields is an 'Advanced Search' link. Below the search fields is a table with columns: 'Payment', 'Remit to Supplier', 'Remit to Supplier Site', 'Payment Date', 'Currency', 'Amount Method', 'Status', 'Status Date', 'Bank Account', 'Invoice', and 'PO Number'. The table shows 'No search conducted.'

- 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.