

# School District of Philadelphia Supplier Portal

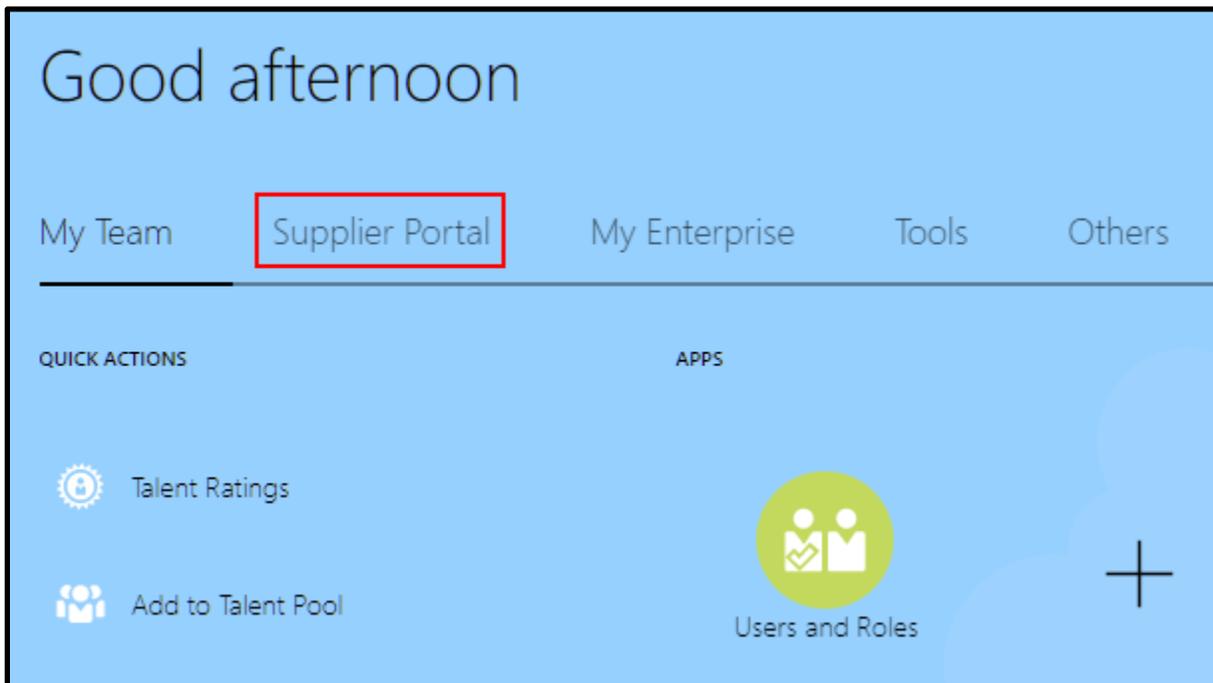
## View Payments

### Guidelines

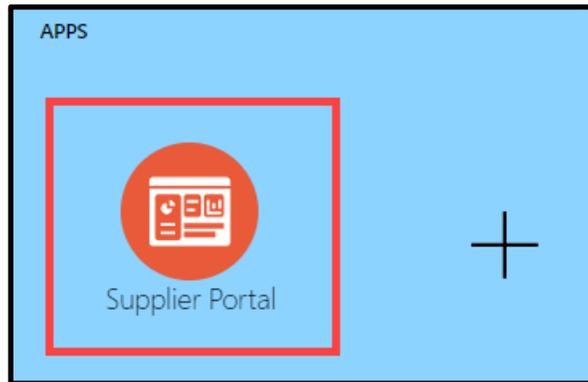
Viewing Payments allows you to see which invoices have been paid and which are awaiting payment. You can also see the amounts currently paid, how payments were made, where they were sent, when payments were issued, and if any invoices have only been paid partially and are awaiting further payment.

### Navigation

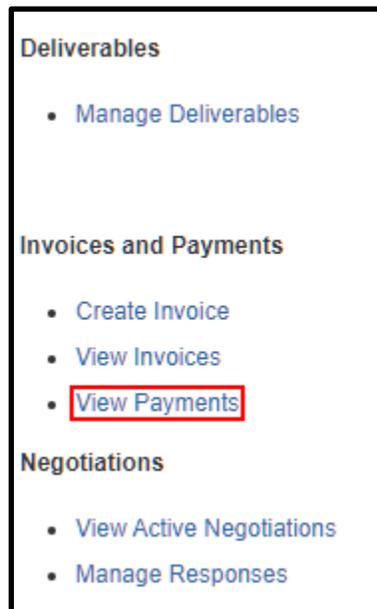
1. While on the Springboard, click the **Supplier Portal** tab.



2. While on the Springboard, click the **Supplier Portal** icon.



3. When the Supplier Portal has loaded, click on the **View Payments** link in the Tasks Pane on the left hand side of the screen.



- The View Payments Search Page will load. Enter the search criteria necessary to find the Payment(s) for which you are searching, then click the **Search** button.

View Payments Done

Search Advanced Saved Search All Payments

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

Payment Status  Supplier Site

Payment Amount  Payment Date

**Search** Reset Save...

Search Results

- Payment Number
- Supplier

**NOTE:** At least one of the criterion marked with a double asterisk \*\* needs to be filled out in order to search.

- The Search Results display based on the criteria entered. Click on the blue **Payment hyperlink** to open the Payment for which you're searching.

View Payments Done

Search Advanced Saved Search All Payments

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

Payment Status  Supplier Site

Payment Amount  Payment Date

**Search** Reset Save...

Search Results

View    Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
<a href="#">4001327</a>	12/04/2020	Payment Process Request	Multiple	Devine Brothers Inc	Office	217,836.10 USD	Negotiable	
4001275	11/05/2020	Payment Process Request	Multiple	Devine Brothers Inc	Office	654,448.92 USD	Negotiable	
4001203	11/04/2020	Payment Process Request	Multiple	Devine Brothers Inc	Office	434,574.67 USD	Negotiable	
4001057	10/29/2020	Payment Process Request	16976	Devine Brothers Inc	Office	8,086.46 USD	Negotiable	
4000991	10/27/2020	Payment Process Request	16740	Devine Brothers Inc	Office	859.97 USD	Negotiable	

6. The Payment will display and you will be able to see the following information.

Payment: 4001327 Done

Business Unit	SDP_BU	Payment Amount	217,836.10 USD
Payee	Devine Brothers Inc	Payment Date	12/04/2020
Payee Site	Office	Payment Type	Payment Process Request
Address	500 Clark Ave Ste 1, Devine Brothers, King of Prussia, PA 19406-1433, Montgomery	Remit-to Account	
Payment Status	Negotiable	Payment Document	WF Outsourced Checks

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
05DEDUBOMC	10/31/2020	Standard	PUR16615			93,255.62 USD	93,255.62 USD	Workflow ...	11/30/2020	Fully paid
05DEDUBOPC	10/31/2020	Standard	PUR16614			108,961.32 U...	108,961.32 U...	Workflow ...	11/30/2020	Fully paid
17050	10/08/2020	Standard	PUR14087			8,161.12 USD	8,161.12 USD	Workflow ...	11/07/2020	Fully paid
17051	10/08/2020	Standard	PUR14087			7,458.04 USD	7,458.04 USD	Workflow ...	11/07/2020	Fully paid

- a. **Address** - where the payment(s) were sent.
- b. **Payment Amount** - total amount for all invoices which are a part of this payment.
- c. **Payment Date** - the date payment was sent out.
- d. **Payment Document** - the type of payment made.
- e. **Invoice Date** - the date the invoice was delivered.
- f. **Paid amount** - the amount paid for each individual invoice.
- g. **Invoice Amount** - the amount of payment necessary to fulfill each individual invoice.
- h. **Paid status** - denotes whether the payment has been made in full for the individual invoice line on which it appears.

**NOTE:** You can click into the individual Invoices or Purchase Orders associated with this payment via their hyperlinks to view details about them.