

School District of Philadelphia Supplier Portal

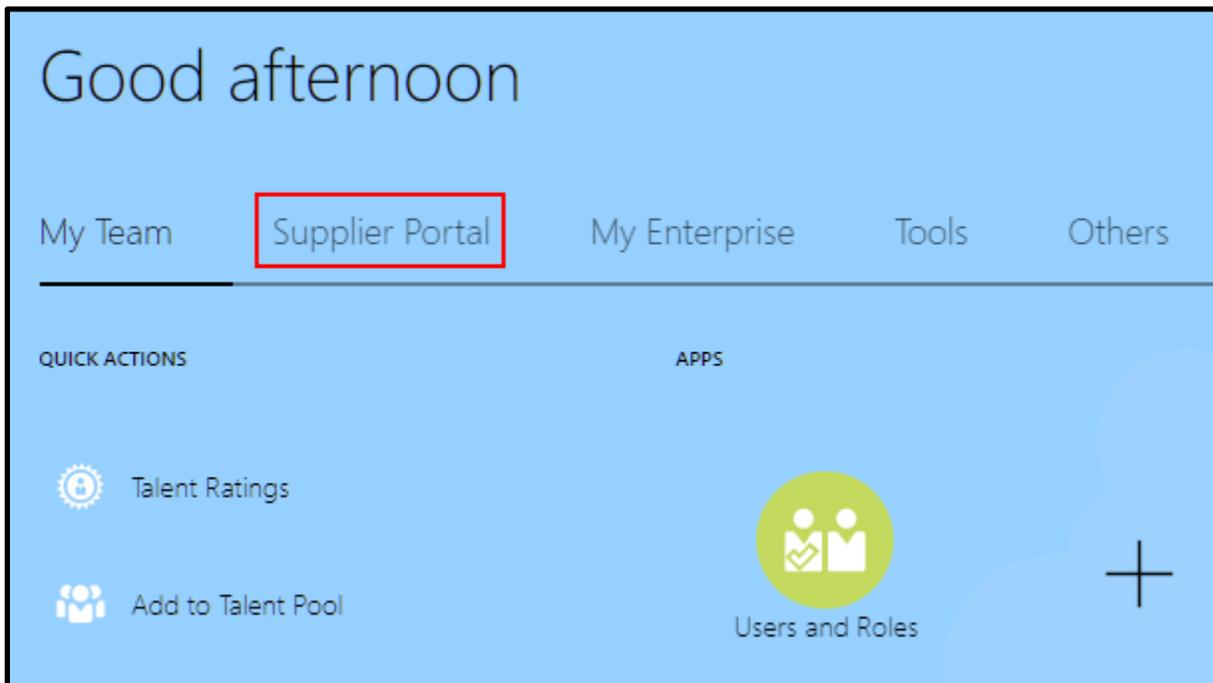
View Invoices

Guidelines

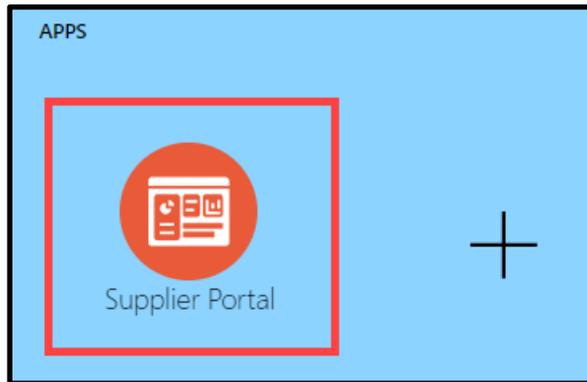
Viewing Invoices is an integral part to working within the ERP Supplier Portal. You can see which invoices have been started but not submitted as well as ones that are awaiting payment or approval as well as those that have been rejected and need to be edited and resubmitted.

Navigation

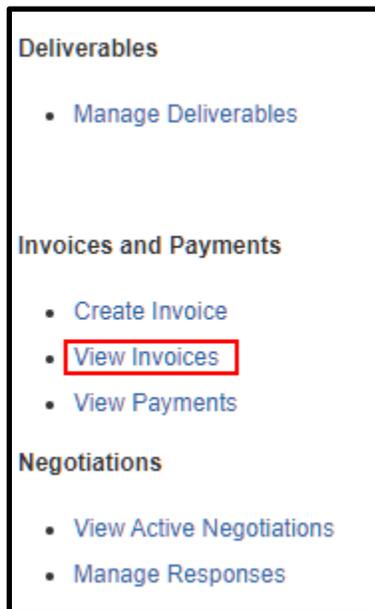
1. While on the Springboard, click the **Supplier Portal** tab.



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



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



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

The screenshot shows the 'View Invoices' search interface. On the left, under the 'Search' section, there are four input fields: 'Invoice Number', 'Supplier', 'Supplier Site', and 'Purchase Order'. The first three fields are marked with double asterisks (**). The 'Supplier' and 'Supplier Site' fields are dropdown menus. On the right, there are additional search criteria: 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. At the top right, there are buttons for 'Advanced', 'Saved Search', and a dropdown for 'All Invoices'. A note says '** At least one is required'. At the bottom right, there are buttons for 'Search', 'Reset', and 'Save...'. The 'Search' button is highlighted with a red box.

- Invoice Number
- Supplier
- Purchase Order

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 **Invoice**

The screenshot shows the 'View Invoices' search interface with search results displayed. The search criteria are: Invoice Number (empty), Supplier (Devine Brothers Inc), Supplier Site (empty), and Purchase Order (empty). The search results table has the following columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Payment Number, and Comments. The row with Invoice Number 1234 is highlighted with a red box.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
41224	12/07/2020	Standard	PUR14087	Devine Brothers Inc	Office	USD	100.00 USD	Incom...		
123	11/19/2020	Standard	PUR16615	Devine Brothers Inc	Office	10,000.00 USD	10,000.00 USD	In proc...		
ABC123	11/16/2020	Standard		Devine Brothers Inc	Office	100.00 USD	100.00 USD	Rejected		
1234	11/05/2020	Standard	PUR14087	Devine Brothers Inc	Office	10,000.00 USD	10,000.00 USD	In proc...		
05DEDUBOMC	10/31/2020	Standard	PUR16615	Devine Brothers Inc	Office	0.00 USD	93,255.62 USD	Appro...	4001327	
05DEDUBOPC	10/31/2020	Standard	PUR16614	Devine Brothers Inc	Office	0.00 USD	108,961.32 USD	Appro...	4001327	

hyperlink to open the invoice for which you're searching.

6. The invoice will display and you will be able to further take action depending on the status of the invoice.

Invoice: 1234 Done

Business Unit	SDP_BU	Invoice Amount	10,000.00 USD	Invoice Type	Standard
Legal Entity Name	The School District of Philadelphia	Unpaid Amount	10,000.00 USD	Description	
Supplier or Party	Devine Brothers Inc	Payment Currency	USD	Attachment	Invoice 1234.txt
Supplier Site	Office				
Address	600 Clark Ave Ste 1, Devine Brothers, King of Prussia, PA 19406-1433, Montgomery				
Invoice Date	11/05/2020				

[Lines](#) [Payments](#)

Items