



ENB Oracle Supplier Portal: View Invoices

Learning Guide

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View Invoices

Purpose	This learning guide provides the details of how to view invoices and payment history within the Oracle Supplier Portal
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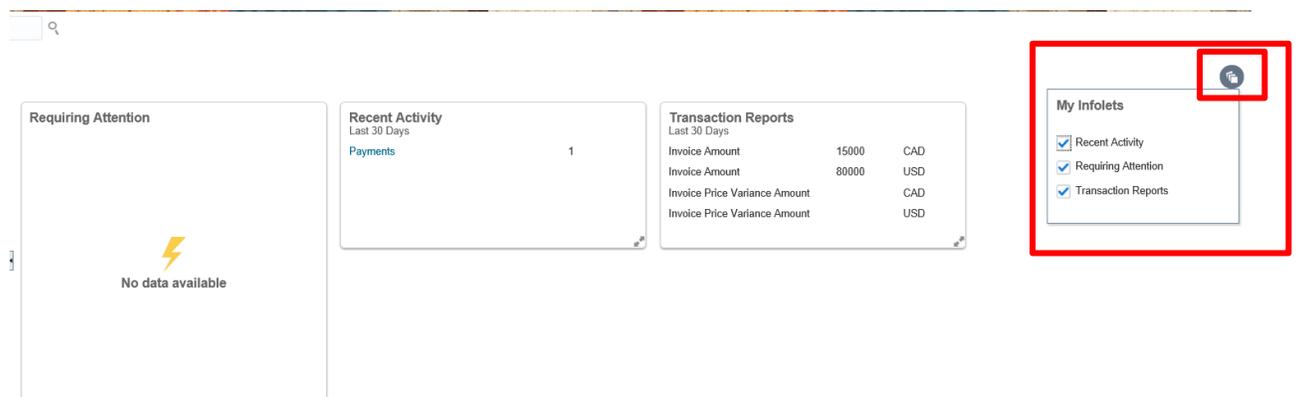
Dashboard infolet display

1. Log in to your Oracle Home page and navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.



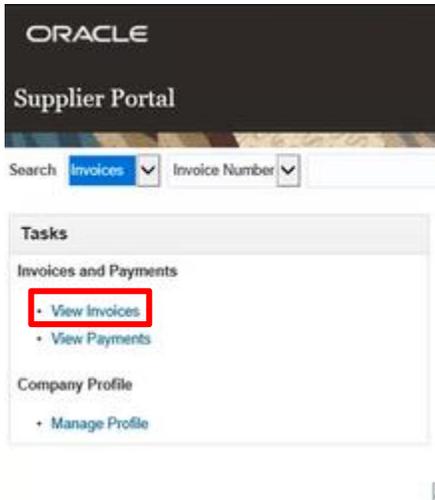
2. The **Supplier Portal** dashboard will be displayed. The dashboard display contains infolets, which provide essential and easily consumable information at a glance, generated from different sources.

Users have the option to choose which infolets appear on the dashboard. Click on the **Infolets** button on the right hand side of the screen and check or uncheck boxes to customize which infolets appear on the dashboard.

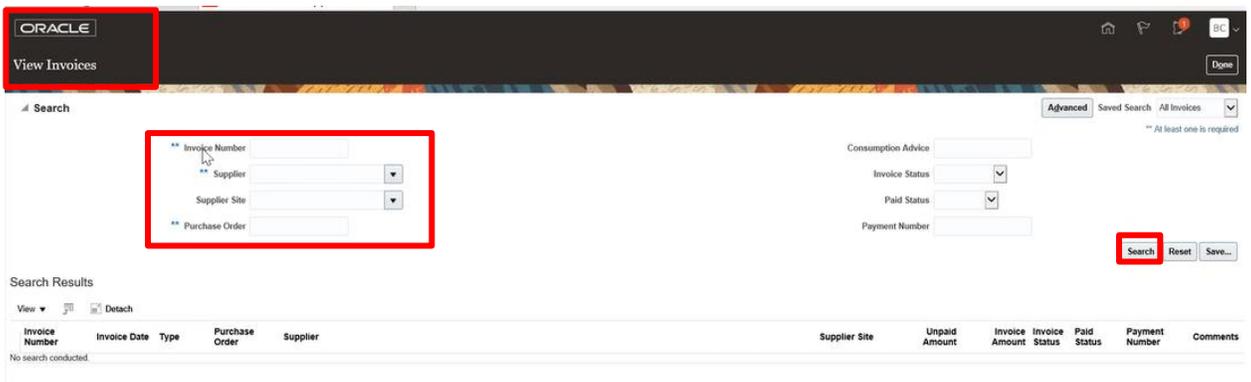


View Invoices

3. Navigate to the **Task** menu and click on the **View Invoices** task under the **Invoices and Payments** section. Please note: A user must have the Supplier Accounts Receivable Specialist role assignment to view the **Invoices and Payments** task.



4. The **View Invoices** work area will be displayed. To view invoice information at least one of the fields marked with a double asterisk must be populated to return a search result. Populate required information and then click search.



The invoice information will populate in the bottom half of the screen.

5. To customize the search results view, click on the **View** dropdown arrow and select **Columns** from the list of options. Choose from a list of invoice information columns for a personalized view.

6. Click on an invoice number hyperlink to see a more detailed view of invoice information.

7. A detailed view of the invoice information will be displayed. In the **Lines** tab the line detail information of an invoice is displayed. If an invoice is matched to a purchase order those details would be visible in this section.

Scroll down to the **Totals** section to review the totals breakdown.

Totals		
Tax charges summary		
HST 11.0%	0.00	
Inclusive Tax	0.00	
Self-Assessed Tax	0.00	

Items	15,000.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	15,000.00
Less Inclusive Prepayments	0.00
Remaining Amount	0.00
Invoice Amount	15,000.00
Less Withheld Tax	0.00
Less Exclusive Prepayments	0.00
Less Retainage	0.00
Total Due	15,000.00

View Payments

- If an invoice has been paid, the payment information can be viewed in the **Payments** tab. The payment **Number**, **Payment Date**, **Paid Amount** and **Payment Method** fields are all displayed in this section. Please note: the payment number displayed in this section is not the check/cheque, EFT, or ACH number, it is however the Oracle generated payment number.

Invoice: Supplier Portal #1

Business Unit	Enbridge CA Business Unit	Invoice Amount	15,000.00 CAD
Legal Entity Name	Enbridge Inc. - CORP	Unpaid Amount	0.00 CAD
Supplier or Party	Enbridge Testing Ltd.	Payment Currency	CAD
Supplier Site	Edmonton ON	Tax Control Amount	
Address	7891-156 Street NW, EDMONTON ALBERTA T5A 0A1, CANADA		
Invoice Date	3/12/21		

Lines **Payments**

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
727		Negotiable	No	3/12/21	15,000.00 CAD	7891-156 Street NW, EDMONTON ALBERTA T5A 0A1, CANADA
15,000.00 CAD						

Number	Due Date	Amount (CAD)		Payment Method	Applied Prepayments	
		Gross	Unpaid		Number	Purchase Order
1	5/11/21	15,000.00	0.00	Check	No applied prepayments.	
		15,000.00	0.00			

- Click **Done** at the top of the screen to return to the invoice search results page, to continue reviewing other invoice information. Click **Done** a second time to return to the dashboard page.

