



# **ENB Oracle Supplier Portal: View Payments**

**Learning Guide**

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## Contents

### View Payments

View Payments.....	3
Payment Number.....	5
Invoice Number .....	6

# View Payments

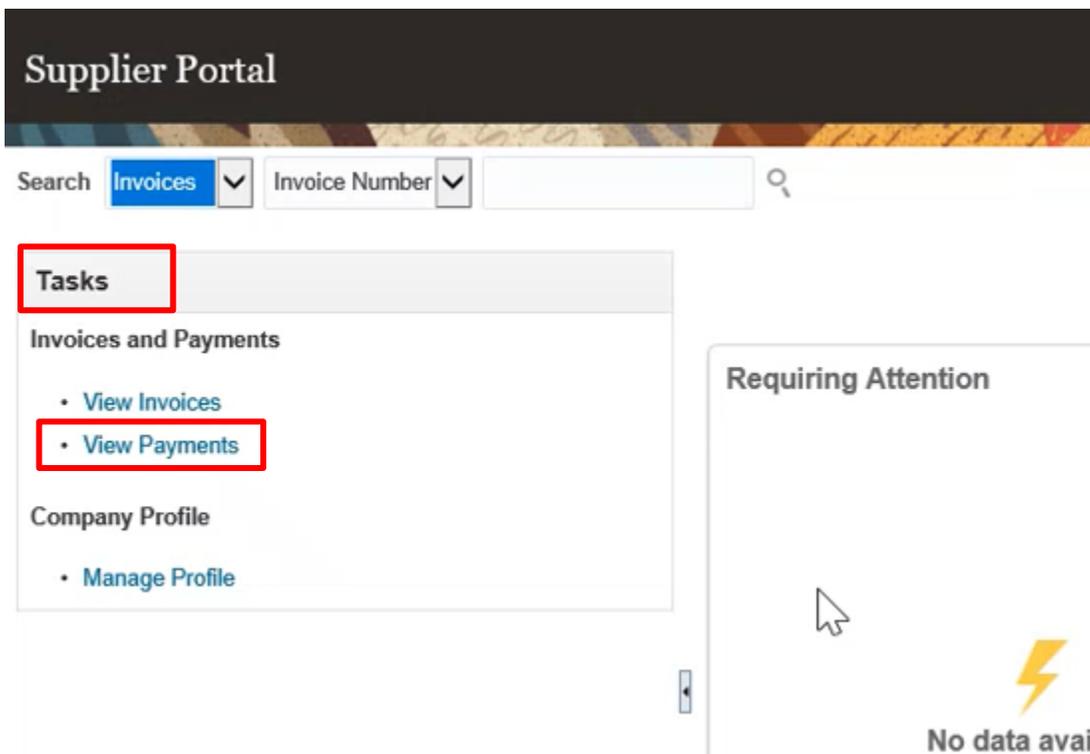
Purpose	This learning guide provides you with instructions on how to view invoice payments within the Oracle Supplier Portal
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## View Payments

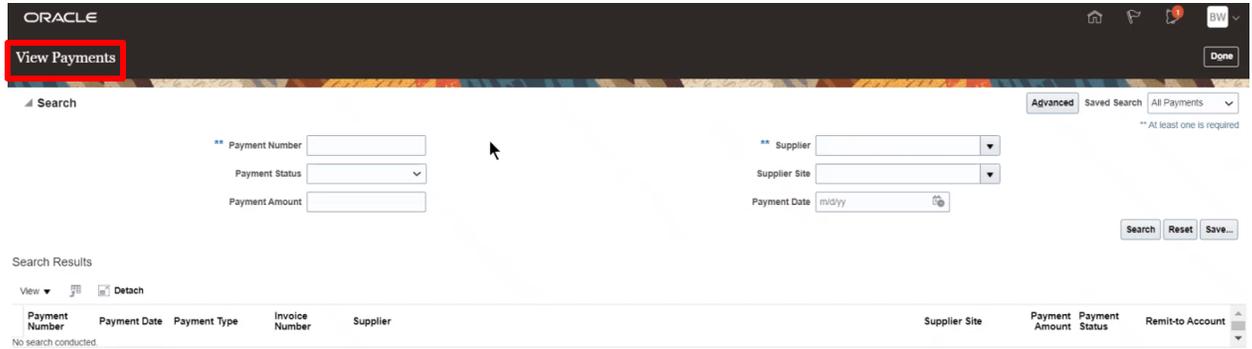
1. Log in to your Oracle Home page and navigate to the **Supplier Portal** application tile under the **Supplier Portal** menu.



2. The **Supplier Portal** home page will display. Navigate to the task menu on the left side of the screen. Under the **Invoices and Payments** task, click on the sub task: **View Payments**.



3. The View **Payments** work area display.



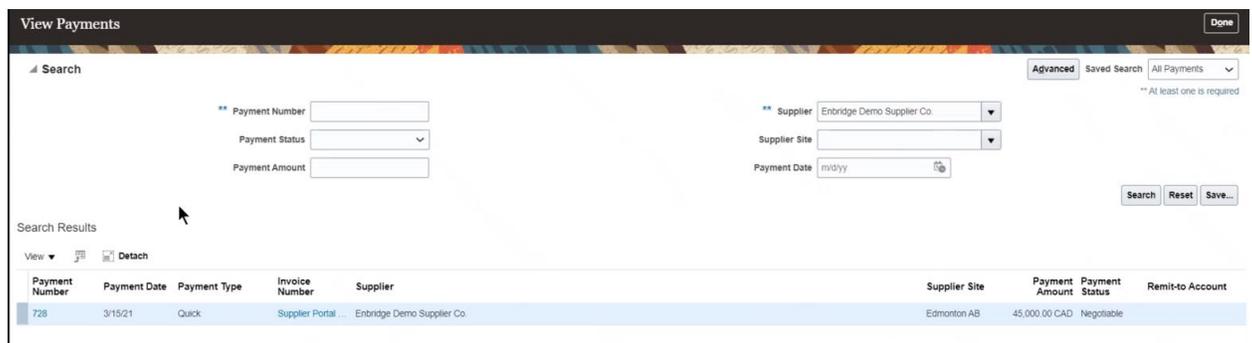
4. Notice that both the **Payment Number** field and the **Supplier** field have a double asterisk. This means that at least one of these fields is required in order to return search results.



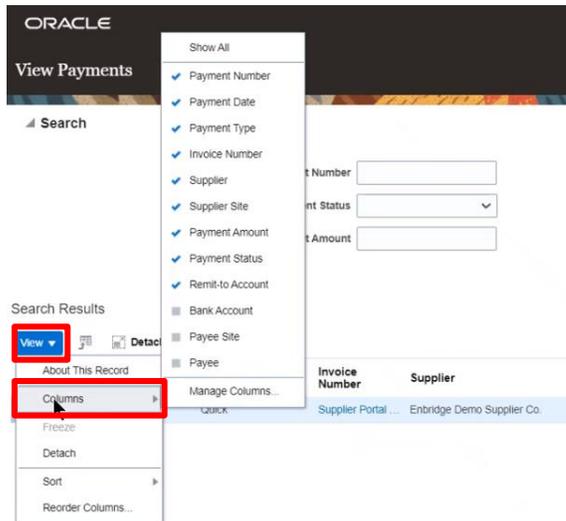
5. For this example, we will enter the Supplier Name into the **Supplier** field and then click **Search**.



6. Search results will display in the middle of the screen within the **Search Results** section of the page.



- You can customize the visible columns within the **Search Results** section. Click on the **View** button dropdown arrow and select the **Columns** menu option to view a list of available columns to display. Select or deselect the columns within the list that you wish to display your **Search Results**.

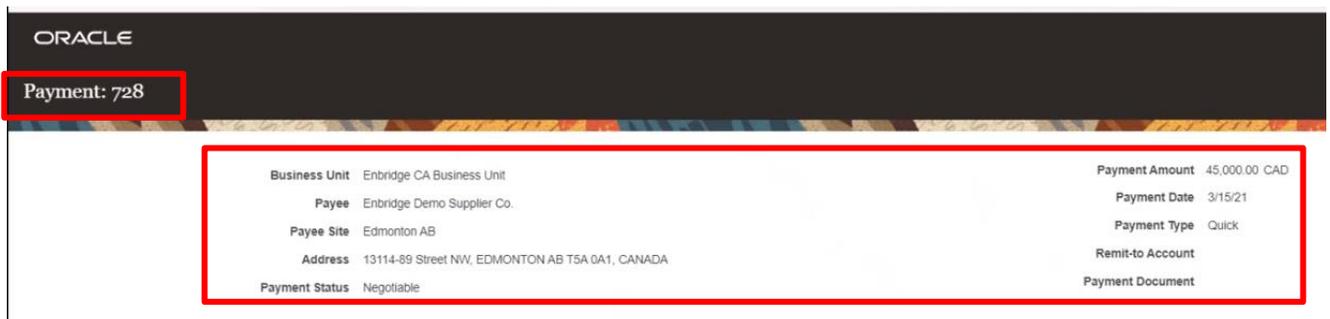


- Notice both the **Payment Number** and **Invoice Number** columns display results with blue hyperlink text. Select the payment line you would like to view and click the **Payment Number** hyperlink to access more payment information. Click the **Invoice Number** hyperlink to access the invoice details related to the payment.



## Payment Number

- Click the **Payment Number** hyperlink to display the work area. Payment details are shown in the header part of the page for the payment number selected.



**Please Note:** The payment number is the Oracle Generated Payment Number. It is not an ACH, EFT or Check/Cheque Number.

- Underneath the header section of the **Payments Number** work area is the **Paid Invoices** display area. This section will list the invoices paid for the payment number selected.

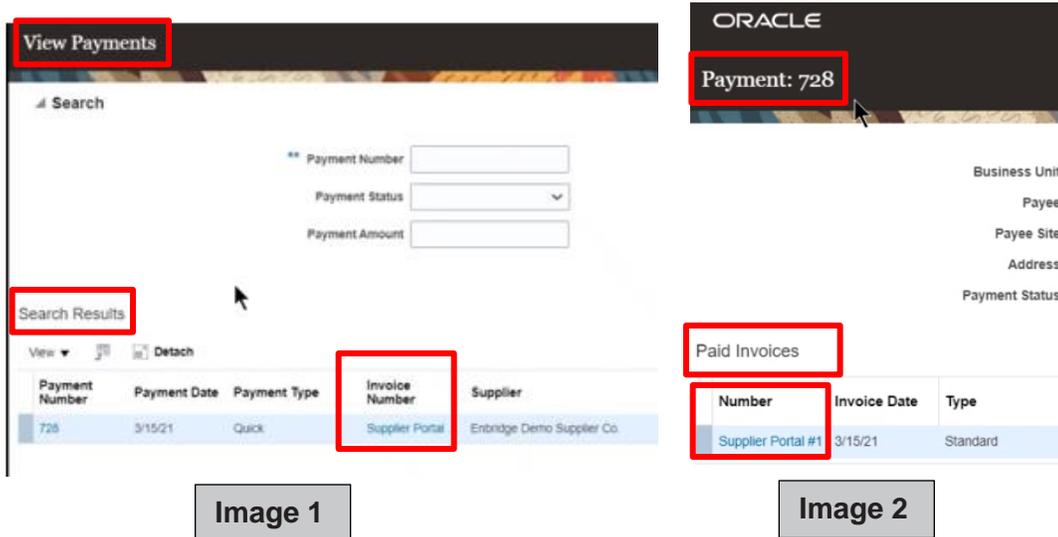
Notice the invoice number displays as a blue hyperlink. To access additional invoice details related to this payment, click the blue hyperlink under the **Number** column.

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
<a href="#">Supplier Portal #1</a>	3/15/21	Standard				45,000.00 CAD	45,000.00 CAD	Workflow...	5/14/21	Fully paid

## Invoice Number

- Select the **Invoice Number** hyperlink either from the **Search Results** section of the **View Payments** work area, as noted above in step 8 (image 1, below), or from the **Paid Invoices** display within the **Payment Number** work area, as noted above in step 10 (image 2, below).



- The **Invoice** work area will display. The Invoice Number will appear in the black bar at the top of the screen. Details of the invoice header will appear at the top of the work area. Header details include Supplier Name, Invoice amount, and Invoice Date.

ORACLE  
Invoice: [Supplier Portal #1](#)

Business Unit	Enbridge CA Business Unit	Invoice Amount	45,000.00 CAD	Invoice Type	Standard
Legal Entity Name	Enbridge Inc. - CORP	Unpaid Amount	0.00 CAD	Description	
Supplier or Party	Enbridge Demo Supplier Co.	Payment Currency	CAD	Funds Status	Reserved
Supplier Site	Edmonton AB	Tax Control Amount		Attachment	None
Address	13114-69 Street NW, EDMONTON AB T5A 0A1, CANADA				
Invoice Date	3/15/21				

13. Beneath the invoice header information, you can view invoice line detail. You can view details such as **Line**, **Amount** and **Description**. If the invoice was matched to a purchase order, you will also be able to view purchase order details, as they apply to the invoice. Below the **Line** details section you are able to scroll to view a **Totals** section that provides a breakdown of the total amount due.

**Lines** Payments

Items

View ▾ Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants	
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location	
1	45,000.00		3/15/21	Reserved												CA-ON

Summary Tax Lines Shipping and Handling

View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	CANADA	HST11	CANADA COU...	Standard	Ontario HST Input Tax	0		0		No shipping and handling	

**Totals**

Tax charges summary

HST11 0%	0.00	Items	45,000.00
Inclusive Tax	0.00	Freight	0.00
Self-Assessed Tax	0.00	Miscellaneous	0.00
		Tax	0.00
		Subtotal	45,000.00
		Less Inclusive Prepayments	0.00
		Remaining Amount	0.00
		Invoice Amount	45,000.00
		Less Withheld Tax	0.00
		Less Exclusive Prepayments	0.00
		Less Retainage	0.00
		Total Due	45,000.00

14. Within the middle of the **Invoice** screen, you can link to a **Payments** sub tab to view additional details of the payment, including payment method. Click on the **Payments** sub tab.

**Lines** **Payments**

Items

View ▾ Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name
			Budget Date	Funds Status			
1	45,000.00		3/15/21	Reserved			

- The **Payments** sub tab will display. The invoice header details remain unchanged as the **Payments** sub tab is still within the **Invoice** work area.

Within the **Payments** sub tab there is a **Payments section** where details such as payment number, payment date, paid amount and remit-to account information can be viewed. There is also an **Installments** section where details such as invoice due date and payment method can be viewed.

The screenshot shows the Oracle Supplier Portal interface for an invoice titled "Invoice: Supplier Portal #1". The header includes business unit, legal entity name, supplier information, and invoice details such as amount (45,000.00 CAD) and date (3/15/21). Below the header, there are two main sections: "Payments" and "Installments".

**Payments Section:** A table with columns: Number, Payment Document, Status, Reconciled, Payment Date, Paid Amount, Address, and Remit-to Account. A single row is visible with Number 728, Status Negotiable, Payment Date 3/15/21, and Paid Amount 45,000.00 CAD.

**Installments Section:** A table with columns: Number, Due Date, Amount (CAD) (Gross, Unpaid), and Payment Method. A single row is visible with Number 1, Due Date 5/14/21, Gross Amount 45,000.00, and Payment Method Check.

- After you have finished reviewing the invoice details, navigate to the top right corner of the screen and click **Done** to return to the previous work area. Continue to click **Done** until you have been returned to the Supplier Portal Dashboard.

The screenshot shows the Supplier Portal Dashboard. At the top right, a "Done" button is highlighted with a red box. Below this, the dashboard features a search bar, a sidebar menu with categories like "Tasks", "Invoices and Payments", and "Company Profile", and several main content cards. The cards include "Requiring Attention", "Recent Activity", and "Transaction Reports", all of which currently display "No data available" with a lightning bolt icon. A "Supplier News" section is also visible at the bottom.