

“Invoice Inquiry Portal Searches”

Supplier Invoice Inquiry Portal

Revision Date: February 14, 2011
Supersedes Revision Date: Not Applicable
Validation Requirements: EDO, NA AP Tech Power Users
Job Aid Review Date: February 14, 2011

Purpose: To explain how to search for invoice payment details on the Supplier Invoice Inquiry Portal.

1. Navigate to the Supplier Invoice Inquiry Portal, Search option.
2. Select the vendor # from the “Select a Vendor” drop-down list (see below).
3. Select “Enter Payment amount” from the drop-down menu to the far left of the screen (see below).
4. Enter amount of payment (format XXXX.XX)
5. Click “Submit”



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Search

To search by date range and status please click on the Advanced button.

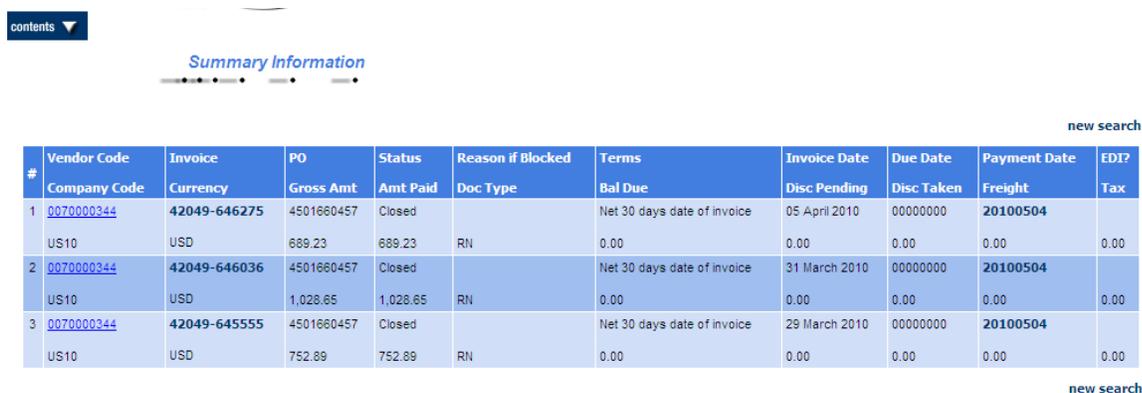
This page allows you to list invoices by specific invoice numbers.

Select a Vendor: 70000344 - DRESSER RAND COMPANY

Enter a Payment Amount: 2470.77

submit | advanced

6. Payment details will be displayed (see example below).



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Summary Information

new search

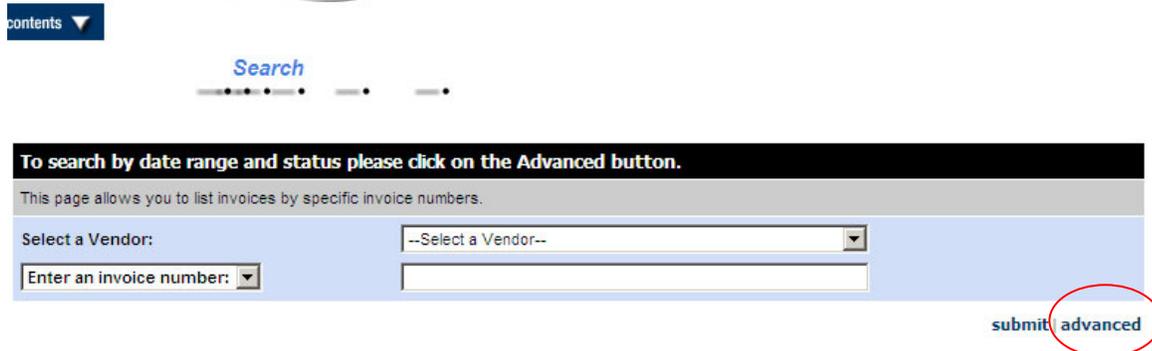
#	Vendor Code	Invoice	PO	Status	Reason if Blocked	Terms	Invoice Date	Due Date	Payment Date	EDI?
	Company Code	Currency	Gross Amt	Amt Paid	Doc Type	Bal Due	Disc Pending	Disc Taken	Freight	Tax
1	0070000344	42049-646275	4501660457	Closed		Net 30 days date of invoice	05 April 2010	00000000	20100504	
	US10	USD	689.23	689.23	RN	0.00	0.00	0.00	0.00	0.00
2	0070000344	42049-646036	4501660457	Closed		Net 30 days date of invoice	31 March 2010	00000000	20100504	
	US10	USD	1,028.65	1,028.65	RN	0.00	0.00	0.00	0.00	0.00
3	0070000344	42049-645555	4501660457	Closed		Net 30 days date of invoice	29 March 2010	00000000	20100504	
	US10	USD	752.89	752.89	RN	0.00	0.00	0.00	0.00	0.00

new search

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7. To view more search options, select the advanced link on the main search screen (see below).



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Search

To search by date range and status please click on the Advanced button.

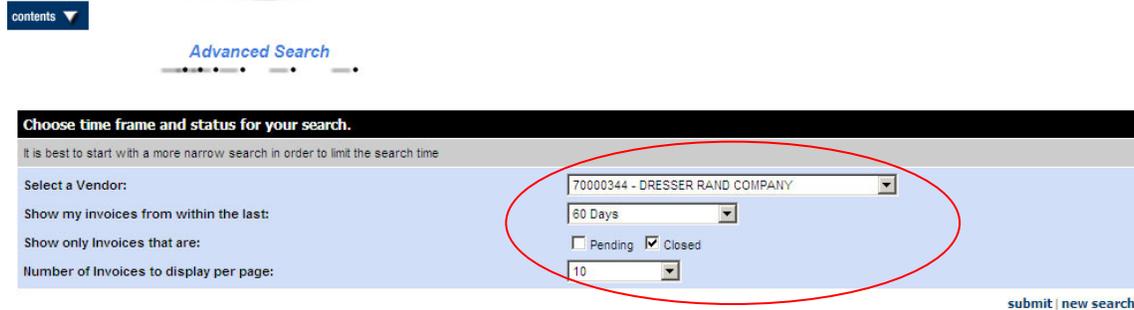
This page allows you to list invoices by specific invoice numbers.

Select a Vendor:

Enter an invoice number:

submit advanced

8. Select the vendor number, Closed, 60 days (as pictured below) and click Submit.



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Advanced Search

Choose time frame and status for your search.

It is best to start with a more narrow search in order to limit the search time

Select a Vendor:

Show my invoices from within the last:

Show only invoices that are: Pending Closed

Number of Invoices to display per page:

submit | new search

9. List of paid items will be displayed (as seen below).

new search

1 2

#	Vendor Code Company Code	Invoice Currency	PO Gross Amt	Status Amt Paid	Reason if Blocked Doc Type	Terms Bal Due	Invoice Date Disc Pending	Due Date Disc Taken	Payment Date Freight	EDI? Tax
1	0070000344 US10	42049-647285 USD	4501660457 379.73	Closed 379.73		Net 30 days date of invoice 0.00	13 April 2010 0.00	00000000 0.00	20100512 0.00	0.00
2	0070000344 US15	42049-647088 USD	4501643348 8,005.39	Closed 8,005.39	RN	Net 30 days date of invoice 0.00	12 April 2010 0.00	00000000 0.00	20100511 0.00	0.00
3	0070000344 US10	42049-646835 USD	4501673352 1,660.00	Closed 1,660.00	RN	Net 30 days date of invoice 0.00	08 April 2010 0.00	00000000 0.00	20100506 0.00	0.00
4	0070000344 US10	42049-646649 USD	4501660457 921.90	Closed 921.90	RN	Net 30 days date of invoice 0.00	07 April 2010 0.00	00000000 0.00	20100506 0.00	0.00
5	0070000344 US10	42049-646456 USD	4501660457 526.80	Closed 526.80	RN	Net 30 days date of invoice 0.00	06 April 2010 0.00	00000000 0.00	20100505 0.00	0.00
6	0070000344 US10	42049-646275 USD	4501660457 689.23	Closed 689.23	RN	Net 30 days date of invoice 0.00	05 April 2010 0.00	00000000 0.00	20100504 0.00	0.00
7	0070000344 US10	42049-646014 USD	4501628021 1,560.00	Closed 1,560.00	RN	Net 30 days date of invoice 0.00	31 March 2010 0.00	00000000 0.00	20100429 0.00	0.00
8	0070000344 US10	42049-646036 USD	4501660457 1,028.65	Closed 1,028.65	RN	Net 30 days date of invoice 0.00	31 March 2010 0.00	00000000 0.00	20100504 0.00	0.00
9	0070000344 US10	34008-014870 USD	4501618762 22,055.00	Closed 22,055.00	RN	Net 30 days date of invoice 0.00	30 March 2010 0.00	00000000 0.00	20100428 0.00	0.00

10. Select a Payment within the date range of payment received; example = if looking for payment received 05/06, try filtering on 05/05, 05/04 or 05/03, as well.

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11. Click on “Payment Date” (see example below).

new search

1 2

#	Vendor Code Company Code	Invoice Currency	PO Gross Amt	Status Amt Paid	Reason if Blocked Doc Type	Terms Bal Due	Invoice Date Disc Pending	Due Date Disc Taken	Payment Date Freight	EDI? Tax
1	0070000344 US10	42049-647285 USD	4501660457 379.73	Closed 379.73		Net 30 days date of invoice 0.00	13 April 2010 0.00	00000000 0.00	20100512 0.00	0.00
2	0070000344 US15	42049-647088 USD	4501643348 8,005.39	Closed 8,005.39		Net 30 days date of invoice 0.00	12 April 2010 0.00	00000000 0.00	20100511 0.00	0.00
3	0070000344 US10	42049-646835 USD	4501673352 1,660.00	Closed 1,660.00		Net 30 days date of invoice 0.00	08 April 2010 0.00	00000000 0.00	20100506 0.00	0.00
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9	0070000344 US10	34008-014870 USD	4501618762 22,055.00	Closed 22,055.00		Net 30 days date of invoice 0.00	30 March 2010 0.00	00000000 0.00	20100428 0.00	0.00

12. Check information will then be displayed. Select “Check Details” to view invoices paid on that payment (see below).

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Check Information

Invoice: 42049-646275

Check/Draft Number:	2000108361	Currency	USD
Check Type:	A	Check Amount:	2470.77
Bank Code:	N/A	Invoice Amount Paid:	689.23
Check Cleared?		Discount Amount:	0.00
Check Cleared Date:	06 May 2010	1099 Amt Withheld:	0.00
Check Date:	06 May 2010	Payment Method:	T
Cancel Date:			

[check details](#) | [back to results](#) | [new search](#) |

Additional Information (Paper Checks):

- The Check Information Screen found within the Invoice Inquiry Portal will give you the check/draft number of the Air Products payment.
- If a paper check was issued, you can find the remit to address the check was sent to by clicking on the vendor code listed in the display.
- Paper check receipt takes up to 10 business days from the date we issue the check.