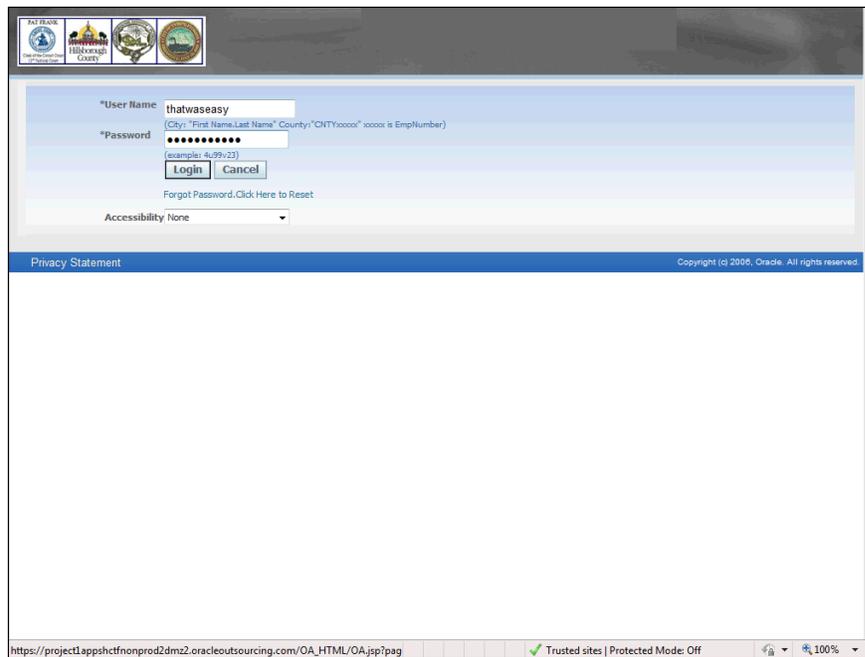


iSupplier - Viewing Invoices

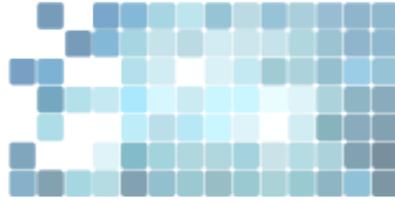
Procedure

To view your invoices from Hillsborough County and the City of Tampa, complete the steps below.

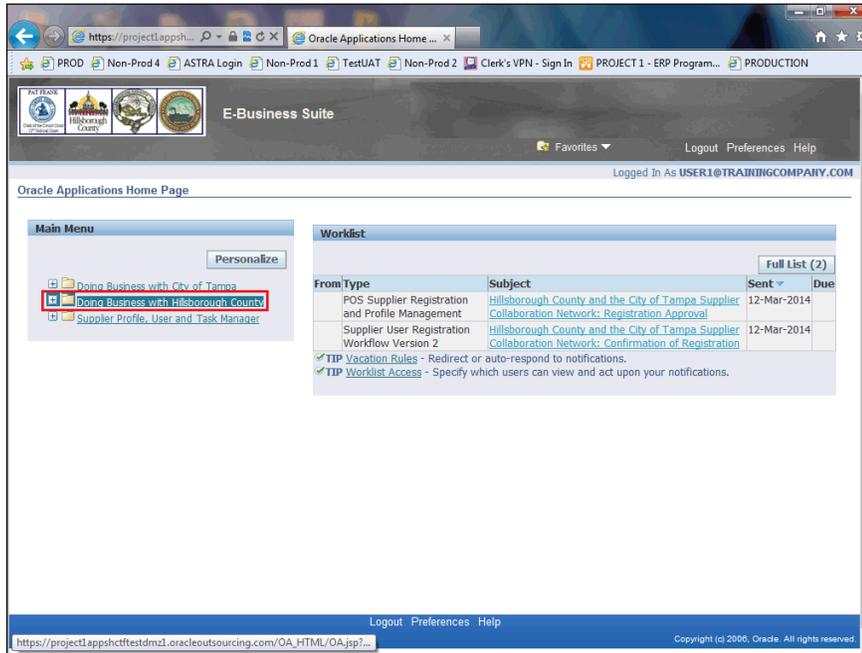
Note: This process is the same for doing business with both Hillsborough County and the City of Tampa.

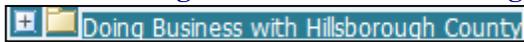


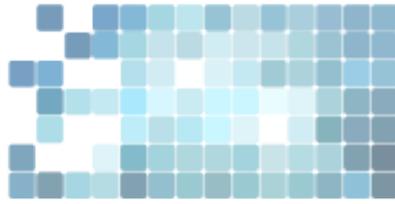
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



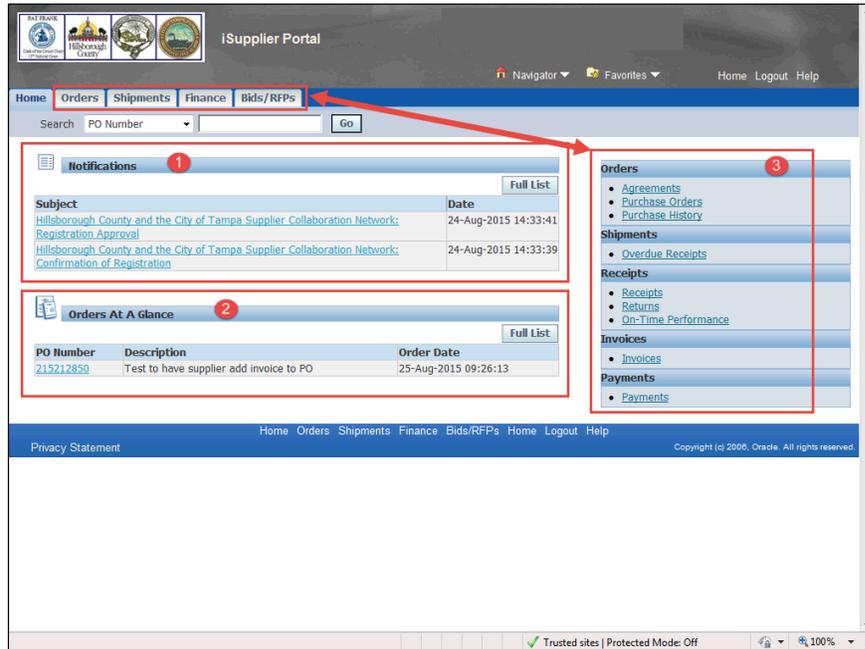
Training Guide iSupplier – Viewing Invoices



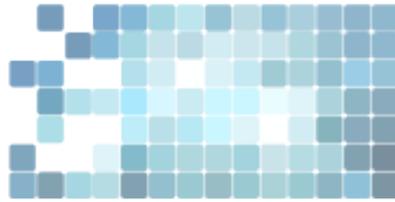
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 



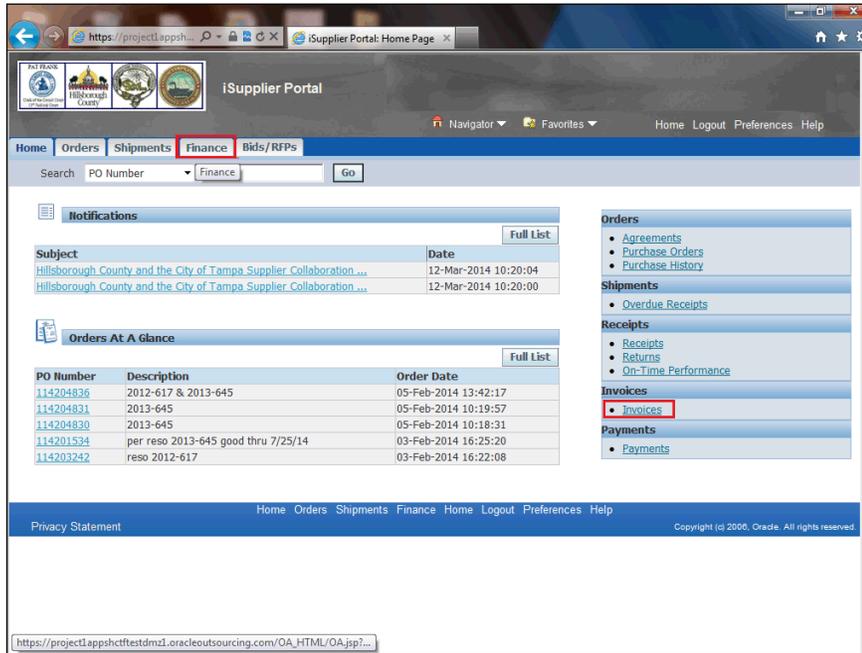
Training Guide iSupplier – Viewing Invoices



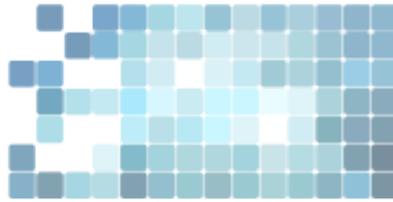
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts, Invoices and Payments Screens. <p>Note: You can access the Orders, Shipments, Receipts, Invoices, and Payments screens from the Quick Links or from the Tabs at the top of the page.</p>



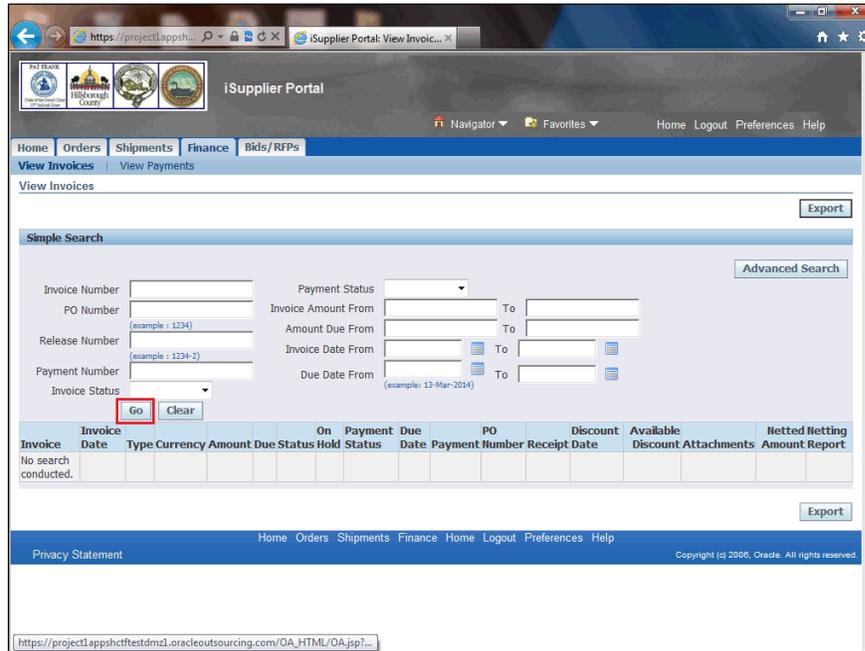
Training Guide iSupplier – Viewing Invoices



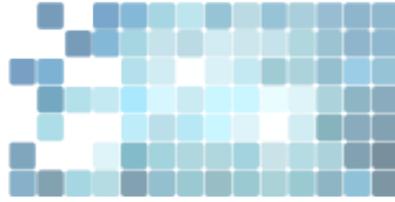
Step	Action
4.	Click the Invoices link on the right side of the page. OR Click the Finance tab at the top of the page. 



Training Guide iSupplier – Viewing Invoices

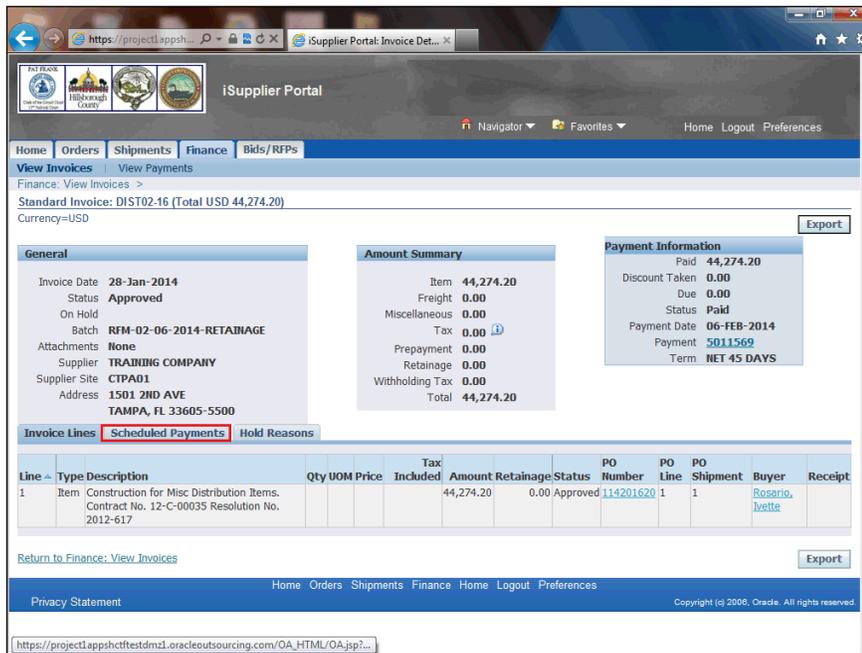


Step	Action
5.	<p>The <i>View Invoices</i> window opens.</p> <p>Enter search criteria and click Go.</p> <p>Note: To see all of your Agreements, leave the search criteria fields blank and click Go.</p> <p></p>
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Invoice link for the invoice you would like to review.</p> <p></p>
7.	<p>The <i>Standard Invoice: (Invoice Number)</i> window opens. This page contains an overview of this invoice:</p> <ol style="list-style-type: none"> General -- Contains invoice date, status, etc. Amount Summary -- Contains price by Item, tax, freight, etc. Payment Information -- Shows amount paid, date paid, and Payment transaction number.

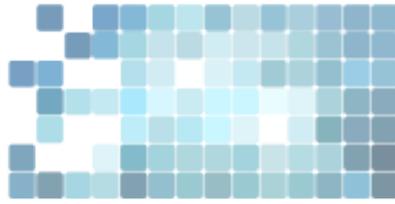


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Step	Action
8.	<p>4. Invoice Lines -- this is the default tab. The lines of the invoice are listed here.</p> <p>5. Scheduled Payments -- allows you to see any payments that are scheduled with this invoice.</p> <p>6. Hold Reasons -- shows any holds placed on this invoice.</p> <p>7. PO Number -- Click the PO Number link to view the original PO Number.</p> <p>8. Buyer -- Click the Buyer link to view contact information for the Buyer.</p>



Step	Action
9.	<p>Click the Scheduled Payments link to see any payments that are scheduled with this invoice.</p> <p>Scheduled Payments</p>
10.	<p>Click the Hold Reasons link to see if any holds exist on this invoice.</p> <p>Hold Reasons</p>
11.	<p>Click the Payment Number link to see the Payments associated to this invoice.</p>



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Step	Action
12.	Once you are finished reviewing this invoice, click the Return to Finance: View Invoices link at the bottom of the page. Return to Finance: View Invoices

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment Due Date	Payment PO Number	Receipt Date	Discount Available	Discount Attacher
70004393	11-Feb-2014	Standard	USD	700.00	700.00 Rejected	Not Paid	28-MAR-2014				
DIST02-16	28-Jan-2014	Standard	USD	44,274.20	0.00 Approved	Paid	14-MAR-2014	5011569 114201620			
WT7925-16-RETAINAGE	28-Jan-2014	Standard	USD	356.95	356.95 Approved	Not Paid	30-SEP-2014	114202460			
WT76548-16-	28-Jan-2014	Standard	USD	10,295.44	10,295.44 Approved	Not Paid	30-SEP-2014	114202625			

Step	Action
13.	You are now back in the <i>View Invoices</i> window. You can view additional invoices or you can click Home to return to your Oracle Home Page. Home
14.	You now can successfully view your company's invoices from Hillsborough County and the City of Tampa. End of Process.