

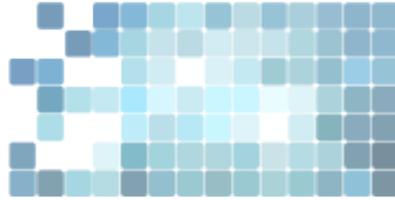
iSupplier - Viewing Payments

Procedure

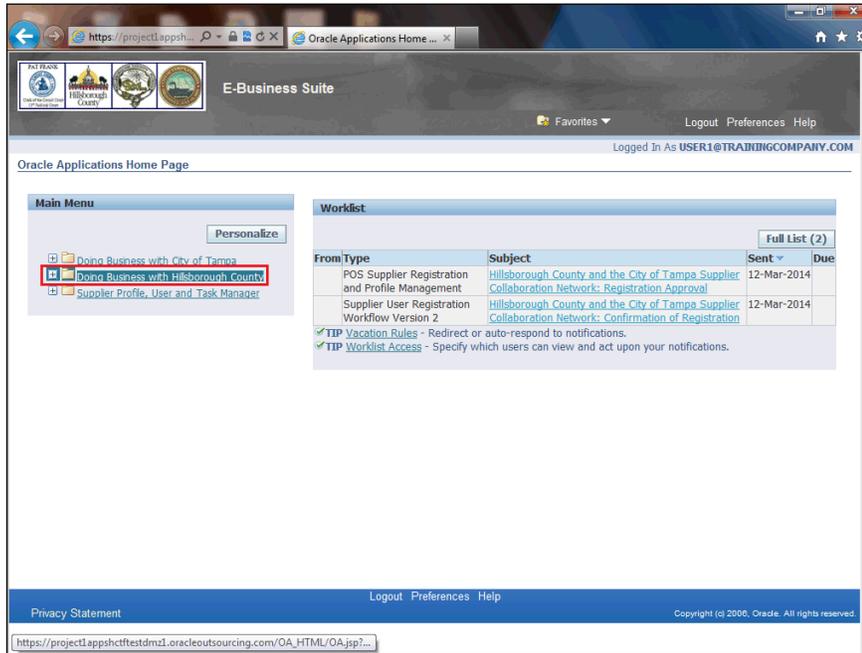
To view your payments from Hillsborough County and the City of Tampa, complete the steps below.

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

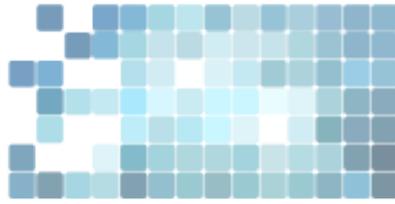
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



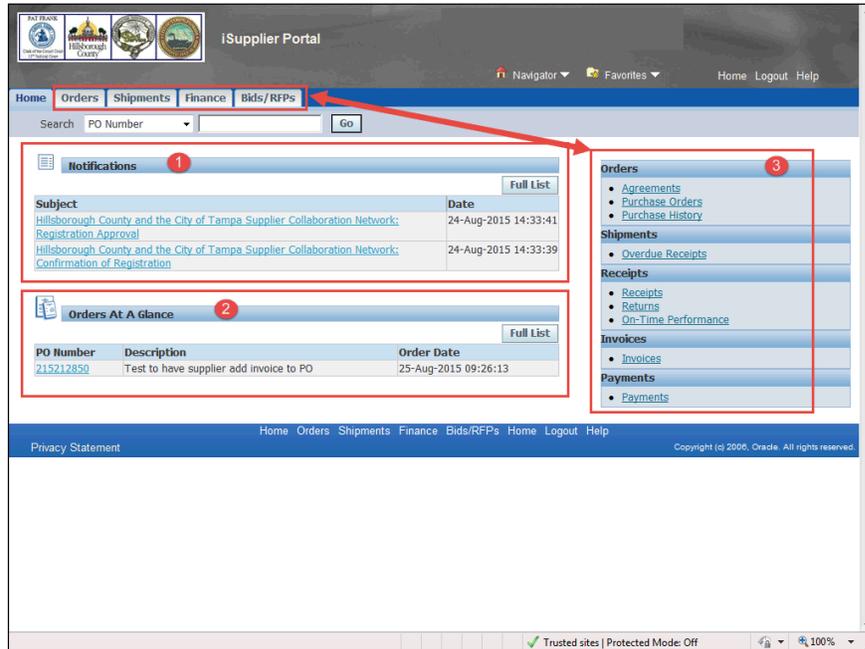
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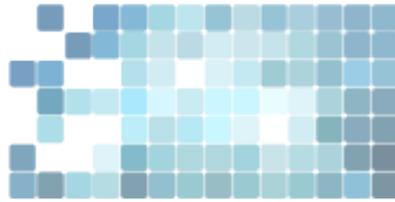
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 



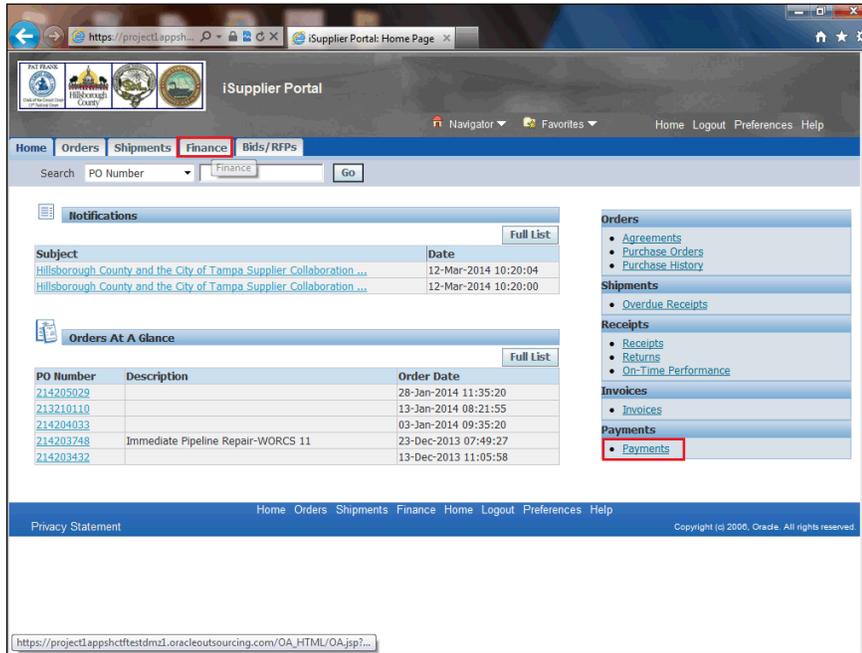
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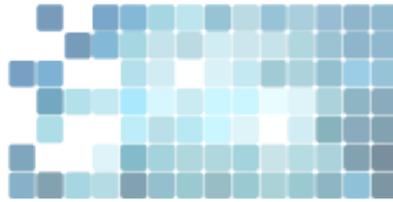
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts, 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>



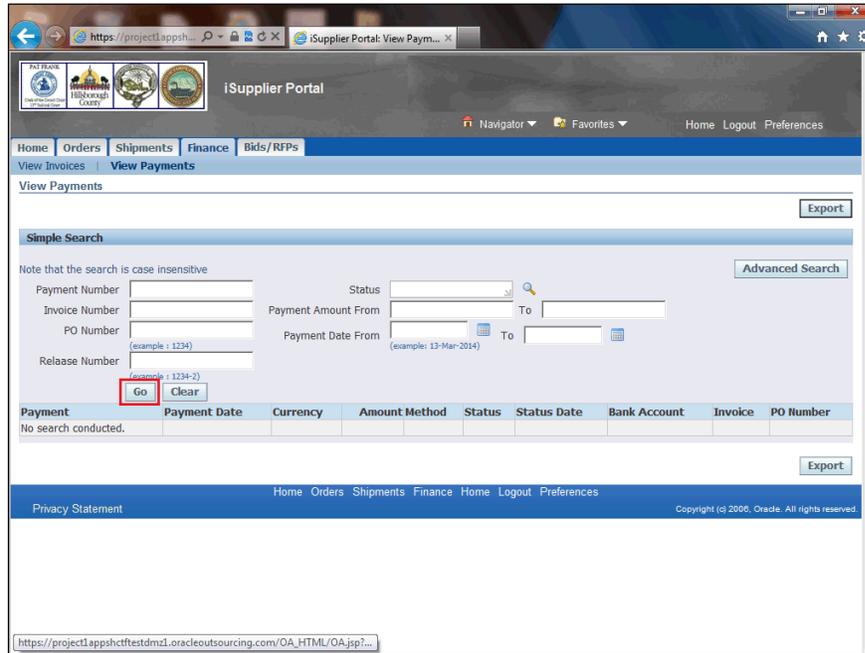
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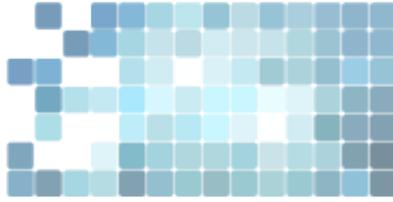
Step	Action
4.	<p>Click the Payments link on the right side of the screen.</p> <p>OR</p> <p>Click the Finance tab at the top of the page. When the <i>View Invoices</i> window opens, click the View Payments link.</p> <p></p>



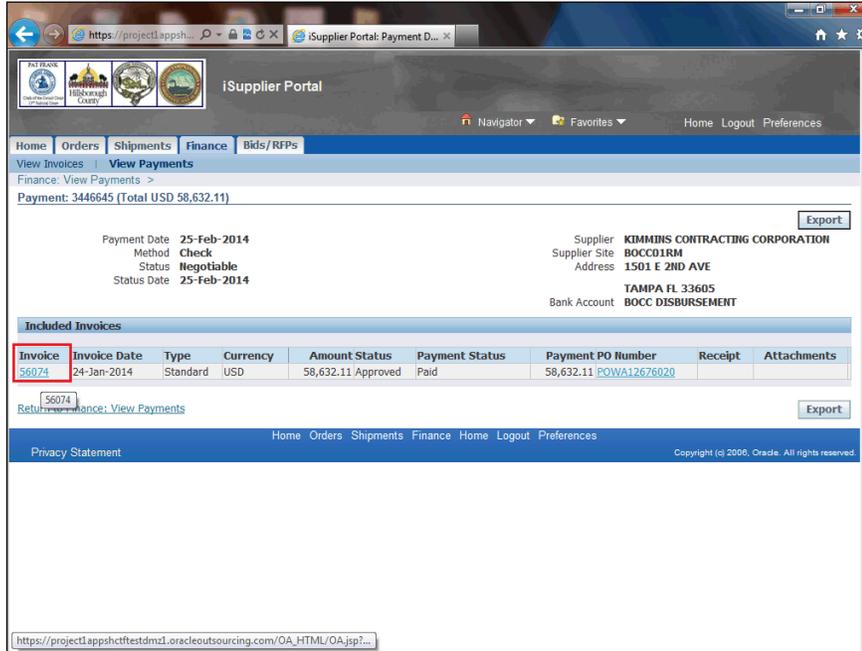
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Step	Action
5.	<p>The <i>View Payments</i> window opens.</p> <p>Enter search criteria and click Go.</p> <p>To see all of your Payments, leave the search fields blank and click Go.</p> 
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Payment link for the payment you would like to review.</p> <p>Click the Payment link.</p> 



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Step	Action
7.	<p>Click the Invoice Number link to view the Invoice associated to this payment.</p> <p>Please see the View Invoices document for further instructions on viewing Invoices.</p> <p>56074</p>
8.	<p>Click the PO Number link to see the Purchase Order associated to this invoice.</p> <p>Please see the View Purchase Orders document for further instructions on viewing Purchase Orders.</p> <p>POWA12676020</p>
9.	<p>Once you are finished reviewing this Payment, click the Return to Finance: View Payments link.</p> <p>Return to Finance: View Payments</p>
10.	<p>You now can successfully view your company's payments from Hillsborough County and the City of Tampa.</p> <p>End of Process.</p>