



# Cleveland Clinic

## Using Oracle: Supplier Portal Invoice and Payment Inquiry

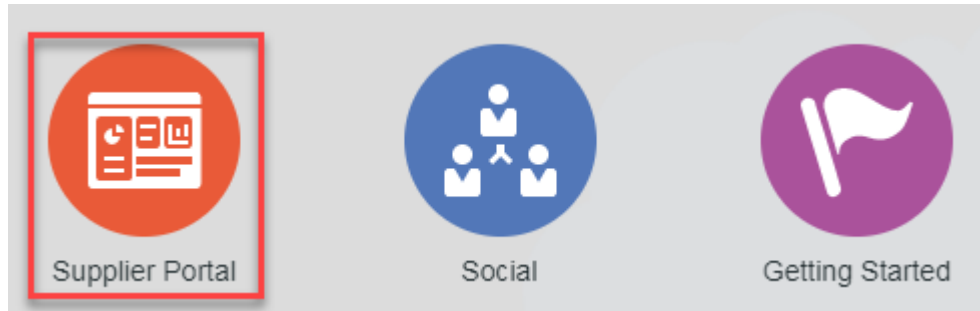
### *User Guide*

[GLOBAL BUSINESS TRANSFORMATION](#)

August 17, 2020

**Purpose:** The purpose of this document is to provide CCF/CCL suppliers training on the process for viewing invoices and payment status.

1. Log into Oracle as Supplier and select **“Supplier Portal”**.



2. Select **“View Invoices”** under Invoices and Payments (Bottom left of screen).

#### Invoices and Payments

- Create Invoice
- **View Invoices**
- View Payments



3. Search for a specific invoice by one or multiple variables to include at least one of the following: **“Invoice Number”**, **“Supplier”**, **“Purchase Order”**. Then select **“Search”**. (Supplier sites are created for each remit-to-address.)

** Invoice Number	<input type="text"/>	Consumption Advice	<input type="text"/>
** Supplier	<input type="text"/>	Invoice Status	<input type="text"/>
Supplier Site	<input type="text"/>	Paid Status	<input type="text"/>
** Purchase Order	<input type="text"/>	Payment Number	<input type="text"/>
		<input type="button" value="Search"/>	<input type="button" value="Reset"/> <input type="button" value="Save..."/>

**Note:** Advanced search is optional. Select **“Advanced”** button for additional search options, additionally select **“Add Fields”** button to add additional field search options.

- View results of search criteria entered in the previous step.

Search Results

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
19969963	5/20/20	Standard	CCL20000271	DMC Contracts LTD	DmcContr-01	500,000.00 GBP	500,000.00 GBP	On hold	

- Select “**hyperlink**” for **Invoice Number** to display invoice details.

Search Results

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
19969963	5/20/20	Standard	CCL20000271	DMC Contracts LTD	DmcContr-01	500,000.00 GBP	500,000.00 GBP	On hold	

- Select “**Lines**” to view invoice line details.

**Lines** Payments

Items

View ▾ Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order		
			Budget Date	Funds Status				Number	Line	Sched
1	450,000.00	Retainage Req	5/20/20	Reserved				CCL20000...	1	1
2	50,000.00	Retainage	5/20/20	Reserved with w				CCL20000...	2	1

7. Select **"Payments"** to view invoice payment details.

Lines **Payments**

### Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
No payments.						

### Installments

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	5/20/20	500,000.00	500,000.00	Electronic
		500,000.00	500,000.00	

8. Select **"Done"**, then select **"Done"** again to exit search.

**Done**

## Viewing Payments

9. Select **"View Payments"** under Invoices and Payments (Bottom left of screen).

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

10. In the View Payments screen enter one of the required fields **"Payment Number"** and/or **"Supplier"** as indicated with **"\*\*"**. Then click **Search**.

View Payments

Search

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

Advanced Saved Search All Payments

\*\* At least one is required

Search Reset Save...

11. Search results will appear. Select the **Payment Number** hyperlink to view.

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
<a href="#">10000477</a>	6/4/20	Payment Process Re...	Retainage-Teresa	DMC Contracts LTD	DmcContr-01	180,000.00 GBP	Cleared	XXXX1436

12. Here you can see paid invoices and payment amount. Select the invoice **Number** to expand payment details.

Payment: 10000477 Done

Business Unit: CC LONDON Payee: DMC Contracts LTD Payee Site: DmcContr-01 Address: Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom Payment Status: Cleared	Payment Amount: 180,000.00 GBP Payment Date: 6/4/20 Payment Type: Payment Process Request Remit-to Account: XXXX1436 Payment Document: CCL_UK_BACS
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Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
<a href="#">Retainage-Teresa</a>	5/27/20	Standard	CCL20000206			180,000.00 G	180,000.00 G	Manually	5/27/20	Fully paid

13. Select the Payments tab and review **Payments** and **Installments**, then select **Done**.

Invoice: Retainage-Teresa Done

Business Unit: CC LONDON Legal Entity Name: CLEVELAND CLINIC LONDON Supplier or Party: DMC Contracts LTD Supplier Site: DmcContr-01 Address: Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom Invoice Date: 5/27/20	Invoice Amount: 180,000.00 GBP Unpaid Amount: 0.00 GBP Payment Currency: GBP	Invoice Type: Standard Description: Funds Status: <span style="color: green;">✔</span> Reserved Attachment: None
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Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
<a href="#">10000477</a>	CCL_UK_BACS	Cleared	Yes	6/4/20	180,000.00 GBP	Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom	XXXX1436
<b>180,000.00 GBP</b>							

Installments

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	5/27/20	180,000.00	0.00	Electronic
		<b>180,000.00</b>	<b>0.00</b>	

Applied Prepayments

Number	Purchase Order	Applied Amount (GBP)		Description
		Tax	Item	
No applied prepayments				