Cleveland Clinic

Using Oracle: Supplier Portal Invoice and Payment Inquiry
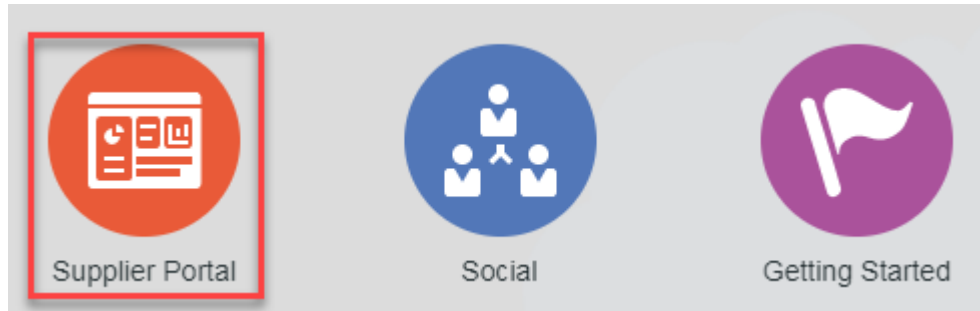
User Guide

GLOBAL BUSINESS TRANSFORMATION

August 17, 2020

Cleveland Clinic

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).

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.)

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

4. 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	

5. 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	

6. 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	Schedu
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.

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

Viewing Payments

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

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

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

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

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